



## Assigning Digital Content

### Introduction

This guide discusses ways to navigate and assign Miller & Levine Biology digital content.

First, it examines the ways to locate digital media that are appropriate to the lessons that teachers are teaching. Then this guide explains three different ways to assign content.

Biology.com content is located in Pearson SuccessNet. Before teachers get started they will need to register their Miller & Levine Biology products and set up their classes and student accounts. For information on how to do so, please visit the SuccessNet tutorials available on myPearsonTraining.com.



### Navigating Content

Biology.com is the digital hub for the Miller & Levine Biology program. To find Biology.com materials online, sign in to Pearson SuccessNet, and then choose **Biology**.

### Table of Contents Online

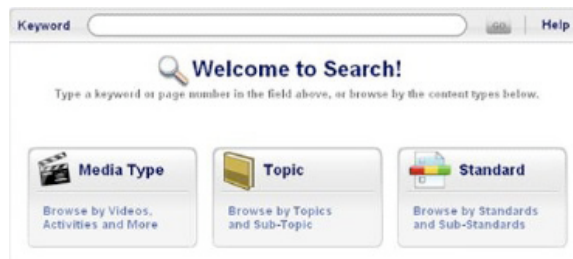
After signing in to Pearson SuccessNet and choosing **Biology**, teachers will see the Table of Contents. Here they will be able to browse the units, chapters, and lesson content.



---

## Using the Search Feature

Another way to locate content is to use the Search feature. It is located just below the navigation tabs. Teachers can search content by keywords, media types, or topics.



When searching by keyword for the first few times, it may be helpful to view the information located in the help section. This information will provide teachers with helpful tips on searching for specific content.

Searching by media type will allow them to browse by activity, quiz or assessments, and video segments.

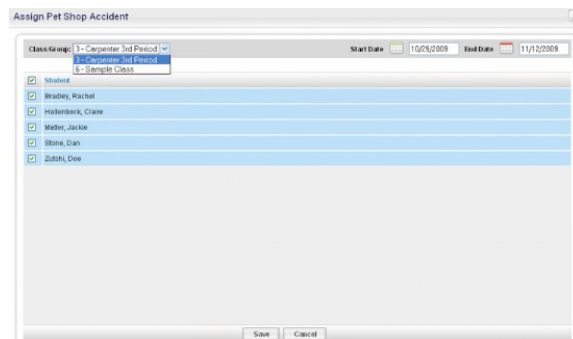
Searching by topic is an efficient way to locate media pieces related to a particular instructional topic. Instead of assigning an entire lesson, here teachers may pick and choose the types of activities that they assign their classes.

---

## Assigning a Lesson or Media Piece

After locating a piece of media to assign, place the cursor over the listing and click. A menu will appear. This menu will allow teachers to view the content and assign it to their classes.

To assign content, choose **Assign** and an assignment window will open.



First, choose the appropriate class from the drop-down menu. Next, enter a start date and an end date for the assignment. Then, place a checkmark next to all of the students receiving this assignment. To assign an assignment to the entire class, place the checkmark in the box at the top of the column. Finally, choose **Save** to create the assignment. Repeat these steps for each class.

---

## Assigning a Lesson Using the Planning Tab

Teachers can also directly assign a lesson using the Planning tab. All Miller & Levine Biology lessons are listed in the Lesson Plan section.

Place the cursor over the lesson and click. A menu will appear. This menu will allow teachers to view the lesson plan or assign content to their classes.

To assign a lesson, choose **Assign** and an assignment window will open.

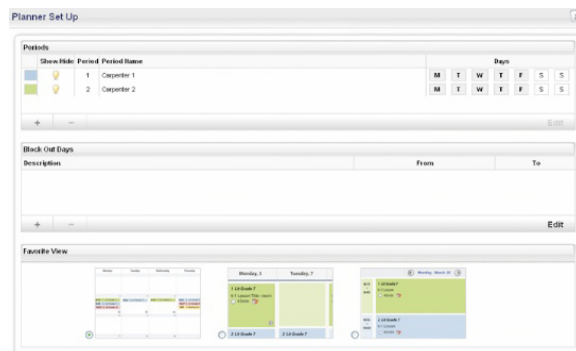
First, choose the appropriate class from the drop-down menu. Next, enter a start date and an end date for the assignment. Then, place a checkmark next to all of the students receiving this assignment. To assign an assignment to the entire class, place the checkmark in the box at the top of the column. Finally, choose **Save** to create the assignment. Repeat these steps for each class.

---

## Assigning a Lesson Via Auto-Scheduling

Many teachers will enjoy the simplicity of using the Auto-Scheduling feature to assign lessons for the entire year.

Begin by choosing **Set Up**. Teachers should see all of the class periods that they initially set up.



For the next step teachers will need a copy of their school calendars. In the Block Out Days section, enter all school holidays, teacher workdays, or other events that will preempt a class period. To enter these dates, choose the plus sign. Enter the name and date range of each occasion.

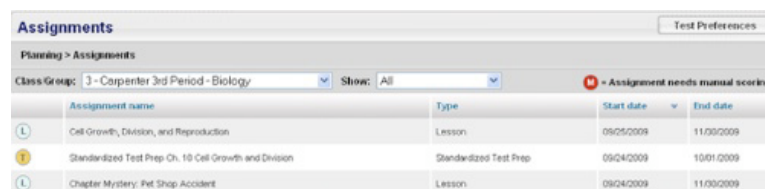
Once each event is entered, close the window and select **Auto-Scheduling**.

Be sure that "Biology" is showing in the Lesson Plans Window. Select the appropriate class period, and enter the start date. Choosing **Save** will automatically populate the online planning book. This process may take a few minutes to complete.

---

## Viewing the Lesson Planner

Once assignments are created, make sure that they appear in the online Lesson Planner. To view assignments, choose the Planning tab. Select **Lesson Planner** to view assignments in a calendar mode. To view currently assigned activities, choose **Assignments**. Only the assignments that fall between the start date and end date will appear on this list.



Assignment name	Type	Start date	End date
Cell Growth, Division, and Reproduction	Lesson	09/25/2009	11/03/2009
Standardized Test Prep Ch. 10 Cell Growth and Division	Standardized Test Prep	09/24/2009	10/01/2009
Chapter Mystery: Pet Shop Accident	Lesson	09/24/2009	11/03/2009

---

**Review**

This guide explained that teachers could locate content by browsing the online Table of Contents or using the Search feature.

It looked at the three different ways to assign content to teachers' classes:

- First, teachers can locate a resource and then assign it to a class.
- Second, they have the option of assigning a lesson from the Planning tab.
- Third, teachers have the ability to use the Auto-Scheduling option to assign content for the entire school year.

This guide also showed how to view assignments in the Lesson Planner.

For more information regarding the program features and components, please watch the other tutorials on [myPearsonTraining.com](http://myPearsonTraining.com).