Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"

Teacher Resource Link (TRL) User Guide

Statewide Longitudinal Data System (SLDS)

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What is the Teacher Resource Link?

The Teacher Resource Link (TRL) is an application that aligns digital resources to Common Core Standards, Georgia Performance Standards, and National Educational Technology Standards for Students (NETS-S). Using TRL, teachers can assign digital resources to students based upon the student's performance on an assessment or by searching for aligned resources by standard.

Accessing Digital Resources

Teachers have three routes to access digital resources using TRL:

1. Standards Search via the Course Key;
2. Clicking the Resource button in the SLDS toolbar; and
3. Ad-Hoc Search based on grade, subject, course, and standard/element.

Intended Audience

The Georgia Department of Education (GaDOE) is pleased to present this document as a guide for teachers using the Statewide Longitudinal Data System (SLDS) and TRL. The intended audience of this guide includes all teachers in the State of Georgia school districts for grades K-12.

By developing this TRL User Guide, the GaDOE is assuring that all State of Georgia teachers have access to the same information. The development and delivery of teacher resources is more efficient and effective when all individuals work from the same knowledge base.

This guide is meant to serve as the GaDOE's TRL User Guide. It is not intended to state new law or supplant any Federal or State laws, regulations, or requirements. Nothing in this guide should be seen as having the force of law. This guide should not be cited as law or as imposing any additional requirements or obligations outside the requirements of existing law. Systems, schools, and parents are not required to adhere to this guide, but only to the requirements of the IDEA as codified in 20 U.S.C. § 1400 *et seq*., its regulations promulgated in 34 C.F.R. Parts 300 and 301, and the rules of the State of Georgia promulgated by the State Board of Education.

Standards Search

1. Teachers will log into their student information system (SIS).
2. Select the **Georgia Statewide Longitudinal Data System (SLDS)** link.
3. Click on **Course Key** from the SLDS teacher dashboard.

4. Browse standards to generate a list of resources.

5. Click on the checkbox of the standards/elements for which resources are desired.

Selecting an entire standard.

Selecting an individual element.

☑ ELACC11-12L1 : Demonstrate command of the conventions of standard English grammar and usage when writing or speaking. (CCGPS)

    ☑ a. Apply the understanding that usage is a matter of convention, can change over time, and is sometimes contested.

    ☑ b. Resolve issues of complex or contested usage, consulting references (e.g., Merriam-Webster's Dictionary of English Usage, Garner's Modern American English) as needed.

    ☑ c. Produces legible work that shows accurate spelling and correct use of the conventions of punctuation and capitalization.

☐ ELACC11-12L2 : Demonstrate command of the conventions of standard English capitalization, punctuation, and spelling when writing. (CCGPS)

    ☐ a. Observe hyphenation conventions.

    ☐ b. Spell correctly.

☐ ELACC11-12L3 : Apply knowledge of language to understand how language functions in different contexts, to make effective choices for meaning

    ☐ a. Vary syntax for effect, consulting references (e.g., Tufte's Artful Sentences) for guidance as needed; apply an understanding of syntax to the study of complex texts when reading.

☐ ELACC11-12L4 : Determine or clarify the meaning of unknown and multiple-meaning words and phrases based on grades 11–12 reading and cont

    ☐ a. Use context (e.g., the overall meaning of a sentence, paragraph, or text; a word's position or function in a sentence) as a clue to the meaning of a word or phrase.

    ☐ b. Identify and correctly use patterns of word changes that indicate different meanings or parts of speech (e.g., conceive, conception, conceivable).

    ☐ c. Consult general and specialized reference materials (e.g., dictionaries, glossaries, thesauruses), both print and digital, to find the pronunciation of a word or determine or clarify its

    ☑ d. Verify the preliminary determination of the meaning of a word or phrase (e.g., by checking the inferred meaning in context or in a dictionary).

6. Click **Load Resources** to view learning objects aligned to selected standards/elements.

Load Resources →

7. The printer icon allows the user to print all course standards/elements.
8. If resources have not been aligned to the standards chosen, the following message will be displayed: **NO RESOURCES AVAILABLE**.
9. If resources are available for the selected standards, those objects aligned to the standard/element will be listed.

		Title	Subject	Type	Rating Value	Usage
	☐	A Case for Reading - Examining Challenged and Banned Books	ELA	HTML	☆☆☆☆☆ 0 reviews	0
	☐	A Case for Reading-;Examining Challenged and Banned Books	ELA	HTML	☆☆☆☆☆ 0 reviews	0
	☐	Analyzing Advice as an Introduction to Shakespeare	ELA	HTML	☆☆☆☆☆ 0 reviews	0
	☐	Battling for Liberty: Tecumseh's and Patrick Henry's Language of Resistance	ELA	HTML	☆☆☆☆☆ 0 reviews	0
	☐	Boars and Baseball: Making Connections	ELA	HTML	☆☆☆☆☆ 0 reviews	0
	☐	Book Report Alternative: A Character's Letter to the Editor	ELA	HTML	☆☆☆☆☆ 0 reviews	0
	☐	Boys Read: Considering Courage in Novels	ELA	HTML	☆☆☆☆☆ 0 reviews	0
	☐	Copyright Law: From Digital Reprints to Downloads	ELA	HTML	☆☆☆☆☆ 0 reviews	0
	☐	Crit Lit for Kids: From Critical Consciousness to Service Learning	ELA	HTML	☆☆☆☆☆ 0 reviews	0

Student Tools | Teacher Tools | Folders | Assign Resources | My Folders

Page 1 of 6   Displaying resources 1 - 10 of 56

Reviewing Aligned Resources

Results may appear in three tabs: Student Tools, Teacher Tools, or Folders.

Student Tools Tab: These resources are intended for students to consume with limited teacher interaction. Learning objects aligned as instructional resources may include games, videos, online readings, interactive instruction, etc.

Teacher Tools Tab: These resources are intended for teachers to use for lesson planning and professional development. Learning objects aligned as teacher tools may include curriculum, maps, lesson plans, handouts, successful strategies, etc.

Folders Tab: These resources are learning objects that have been saved by the user in previous searches.

> **The default tab is Student Tools (the folder presenting resources is grey).**

To choose another tab, click on the tab name.

Each object is presented in short form in the results pane. Short form includes title, subject, type, rating, and usage.

Title bar →

Plus box →

1. To view a resource, click on the title. The learning object will open in a new tab or window.
2. A user can browse through the pages of the aligned resources by using the arrow to navigate to the next page.

3. Each object can be drilled into for additional information using the Plus Box.
4. Click on the Plus Box to expand it, and additional information will be displayed, including description, grade(s), standards, classification, and publisher information.

Expanding the Plus box.

Sorting and Filtering the Results

Sorting Results

In the title bar, learning objects can be sorted by Subject, Type, Rating Value, and Usage.

To sort in ascending or descending order, simply click on the name of the desired field. One click will sort in ascending order; a second click will sort in descending order.

Filtering Results

In the title bar, learning objects can be filtered by clicking on the filter icon.

The filter will allow the user to enter the search criteria in the Subject, Type, Rating, and Usage columns.

Once the desired filter options have been entered, select "Filter".

Rating a Resource

The user rating is what separates TRL from other search engines. The rating value is a section for users to review others' comments and rankings. *Please note that your comments and ratings will be viewable by all other TRL users in the State of Georgia.*

1. To review ratings, click where the number of reviews is listed.
2. The Name of the resource is displayed in the Title Bar.
3. Below the Title Bar is the Subject, Type, and Usage Count.
4. On the left is the average rating from all reviews.
5. On the right is the user's rating.
    a. Drag the cursor over the stars to choose 1 to 5 stars.
    b. Add Comments into the comments section.
6. Click on Submit to send review.

Saving Resources to Folders

1. Select the resource(s) for saving.

Assign Resources.

Selected resource.

2. Click on the **Assign Resources** button.
3. A new window appears to save the resources.
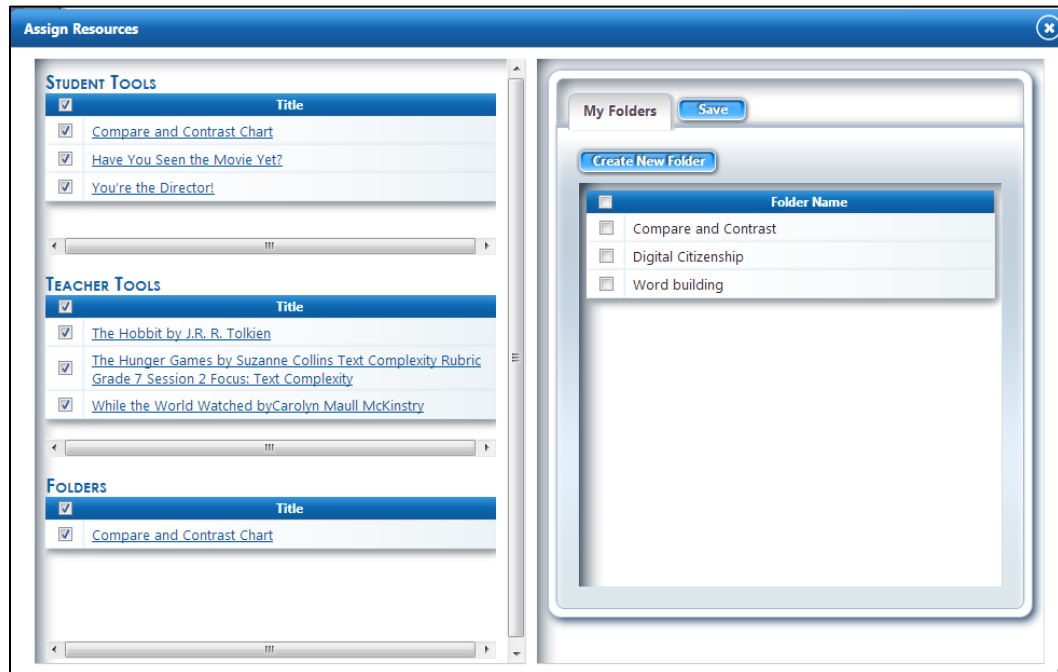
On the left side, resources are categorized based on the tab that contained the selected resource(s).

Student Tools = Student Instructional Resources

Teacher Tools = Teacher Tools

Folders = Folders

On the right side, the **My Folders** Tab is where the resources will be saved. This box allows creation of a new folder or selection of a previously created folder.

Creating a Folder

1. Enter a folder name.
2. Enter a folder description.
3. Click on **Create New Folder**.
4. Choose the checkbox with the name of the newly-created folder.
5. Click on **Assign Resources**.

Adding Resources to an Existing Folder

In previous TRL sessions, you may have already created one or more folders. When assigning resources in a new session, the existing folders will appear.

Existing folders →

1. Click the checkbox beside the previously-created folder name.
2. Click on **Assign Resources**.
3. Check the desired folder
4. Click on **Save**
5. A confirmation message will appear.

Confirmation message →

Resource(s) assigned successfully.

Exporting Resources

The resources that you have saved in your folders can be exported to an Excel file to facilitate sharing them with students. To export resources, click on My Folders.
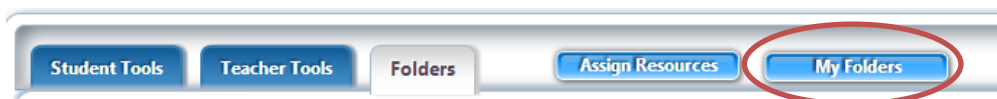
1. Click **My Folders**
2. Choose the location of the learning object(s) that you wish to export by clicking on the folder name.
3. The folder will open and provide the details of the learning objects in the folder.

4. Choose the learning objects to export by clicking on the check box(es).
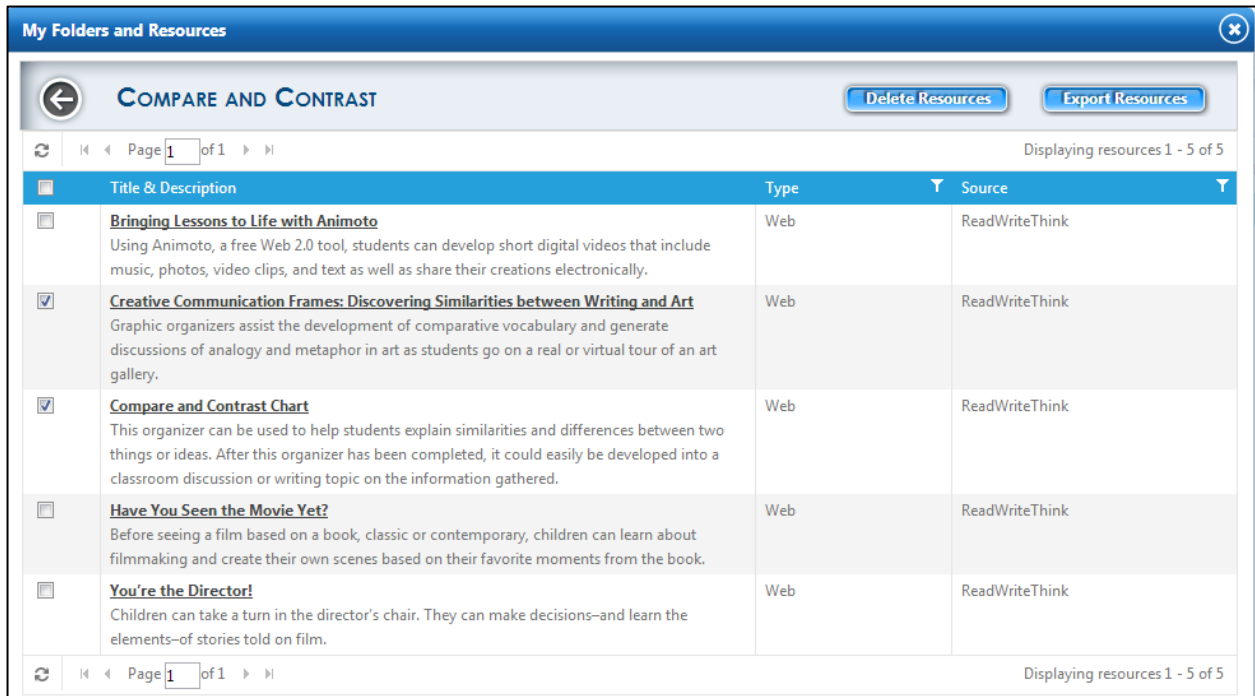
5. Now click on the Export Resources button at the top left.
6. The Excel (.xls) file will download
    a. The location of the download is determined by local computer settings.
7. Open the .xls file
8. Click "Yes" if you encounter the message below to continue opening the file. Clicking "Yes" indicates that this file comes from a trusted source.
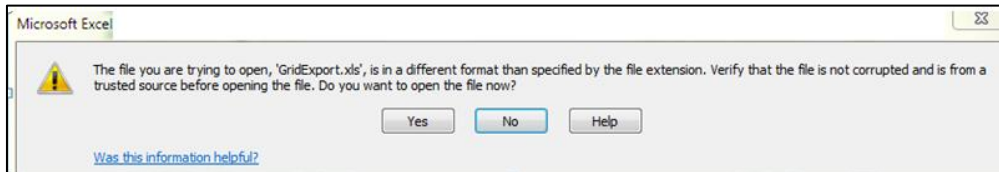
9. The file shows some details about the learning objects exported.
    a. The file can be sent via email as an attachment
    b. The links can be copied and pasted into a blog or webpage.

Learning Management System - *Future Addition*

In a future version of TRL, you will be able to assign folders directly to your students through a built-in Learning Management System (LMS). Your students will be able to login to the LMS and use the resources in the folders that you create and assign to them. *Please note that folder names will appear for the students exactly as you name them in TRL.*

Ad-Hoc Searching

Users can also enter TRL directly by clicking on the **Resources button** in the SLDS Menu Bar.

> **Ad-hoc searching is also available via entry through course keys**

There are three search options: Search by Grade, Search by Subject, and Advanced Search. Each search works by adding drop down menus. At any time, a user can select **Get Resources** in order to produce a list of learning objects that are aligned with the options chosen.

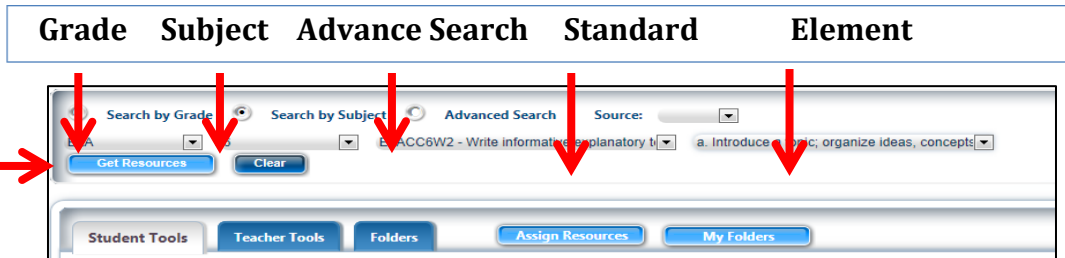Choose either **Search by Subject**, **Search by Grade, or Advance Search**.

Searching by Grade

1. Select **Search by Grade**.

Search by Grade
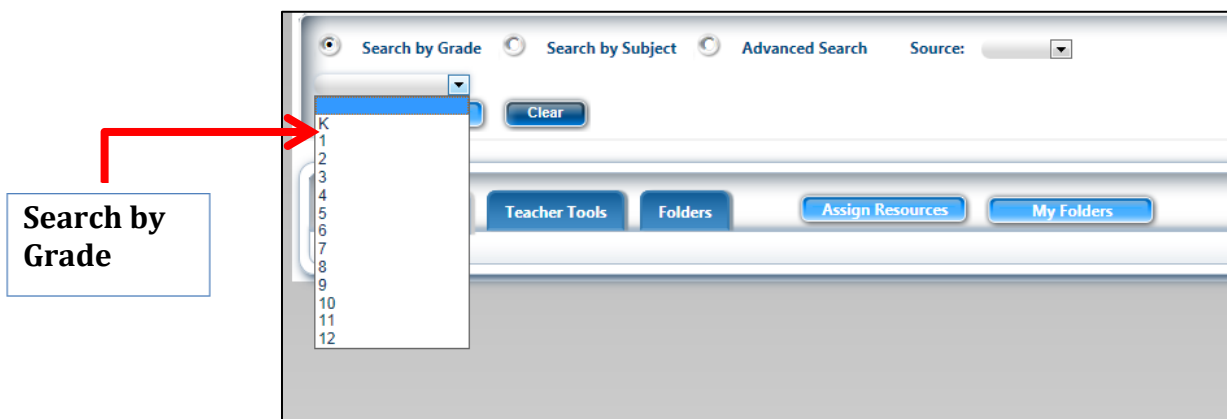
2. Select from the various drop-down menu options:
   a. Grade
   b. Subject
   c. Standard
   d. Element

Grade	Subject	Advance Search	Standard	Element

Drop-down menu options

At any point in the search, click on **Get Resources** (it is not necessary to choose all four search options) to display resources aligned to grade, subject, standard, and/or element. **EX**: Selecting 6 from the grade menu will display ALL 6th grade resources. Selecting 6 from the grade and ELA from the subject menu will display ALL 6th grade English Language Arts Resources.

3. After changing any selections, click on **Get Resources** to refresh results
4. Results will be displayed.
5. Refer to the **Reviewing Aligned Resources** section for viewing and saving a resource.
6. To remove all search options and results, click on **Clear**.

Searching by Subject

1. Select **Search by Subject**.

Search by Subject
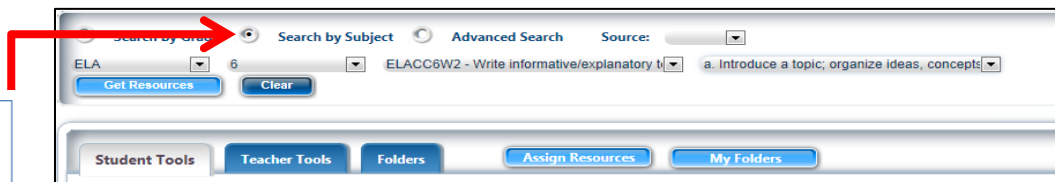
2. Select from the various drop-down menu options:
   1. Subject
   2. Grade
   3. Standard
   4. Element

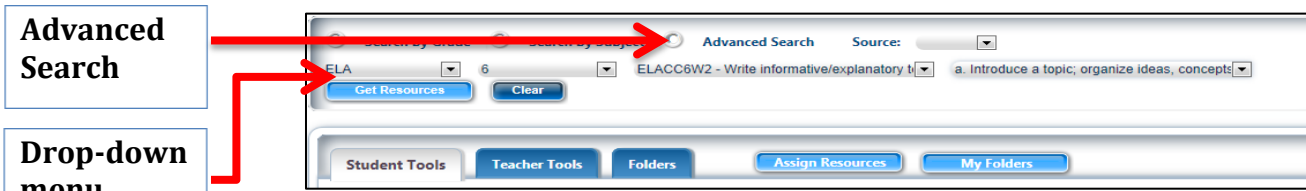## Advanced Search Feature

Advanced Search

Drop-down menu options

Allows a user to select specific and multiple criteria for searching

- a. Classification- instructional/learning purpose
- b. Free text- keywords
- c. Grade-K-12
- d. Publisher/Host – Where it is located
- e. Standard Type-CCGPS, GPS, NETS
- f. Subject- English, mathematics, science, social studies, CTAE, fine arts, world languages, health, physical education
- g. Type- extension of learning object
2. Select Advance Search
3. Choose From the drop down

Search Field Selection drop-down
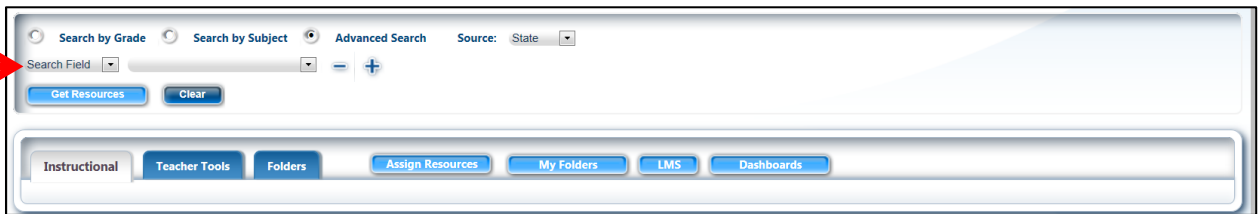
4. Add search filter by clicking ➕
5. Remove search filter by clicking ➖
   - a. Add up to 10 filters
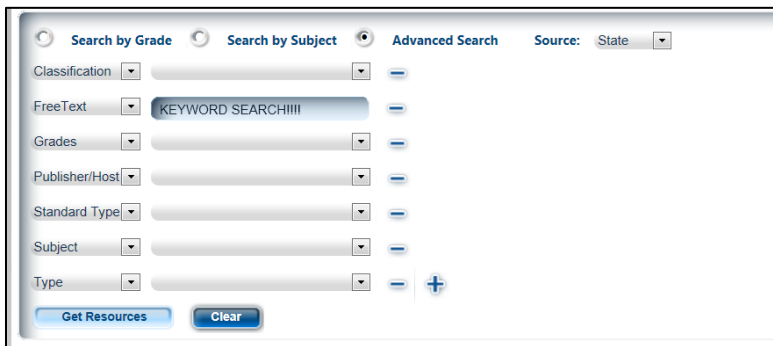
6. Choosing a Source

- a. Choose State to access State-wide aligned resources
- b. Choose the district to access District only aligned resources

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    i.   A future component of the Teacher Resource Link will include the ability for districts to upload district specific resource. The resources will be available within TRL if the district has appropriately tagged and uploaded resources.

    ii.   Only teachers within the specified district will have access to district specific resources.

Help and Training

1. Access **Help and Training** by clicking on the link in the top right-hand corner of the SLDS/TRL taskbar.

2. Scroll down to the box for **Teacher Resource Link**. TRL User Guides and training videos will be available here.

Logging Out of SLDS

When you have finished using TRL or SLDS, you should always logout of SLDS to keep your students' personal data secure.

Click the **Logout** button in the top right-hand corner of the SLDS/TRL taskbar.

Best Practices

Quality

Resources provided through the Teacher Resource Link have been vetted by Georgia certified teachers using the *Achieve* rubric. Every attempt was made to provide quality, engaging, and effective resources. At the time of vetting, the resource was deemed appropriate for use within a classroom instructional environment. It is the responsibility of every educator to preview all websites, links, and/or files before use with students.

Restricted Content

TRL was designed to assist teachers by providing quality engaging resources which are aligned to Georgia adopted standards. It is important to know that while many technical aspects were taken into consideration, districts and/or schools have the ability to restrict access to resources provided through the internet; it is possible that resources vetted at the state level could be restricted within any one district or school. Please contact your school or district technical support staff for more information on restricted content.

Technical Information

TRL utilizes URLs attached to Learning Objects (resources). This link might open various types of files. While an effort was made to provide uniformity among file types, GaDOE is aware that not every computer in the state of Georgia has the same programs and capabilities. Please check with your school or district's technology staff for more information on the programs needed for specific resources in TRL.

This is a list of the most popular file extensions within TRL.

.html	.pdf	.doc	.swf
.wmv	.mp3	.jpg	.avi
.xls	.flv	.ppt	.txt

Reporting Resources

To report non-technical issues such as inappropriate content or standards alignment with a learning object, please send an email to SLDS@doe.k12.ga.us. Include the http:// address of the learning object, a screenshot, and a detailed description of the issue.

Common Issues

The standards displayed do not match what I teach.

TRL uses a combination of data feeds. The standards feed is based upon the course numbers submitted by the school district through the *Student Course Profile*. All state-funded course numbers are matched to the current year's state approved course numbers released by GADOE. Please contact your school data clerk to assist in adjusting your reported course numbers.

There are no resources listed for the standards chosen.

TRL is a growing each and every day. New resources are being added to all areas. Be sure to clear the results before beginning a new search. In addition, should TRL hiccup, logout and log back in to see if resources appear.

Glossary

Name	Definition
Ad-Hoc	"For this" specific search capabilities.
Classification	The instructional classification of the learning object
Course Key	The gold key in LDS beside the course number of the Teacher Dashboard.
Digital	Web-based.
Free Text	Enter in any text to search similar to a keyword search.
GaDOE	An abbreviation for Georgia Department of Education.
Grade	The grade level Kindergarten to Twelfth (K-12)
Instructional	Student consumable.
SLDS	An abbreviation for Statewide Longitudinal Data System.
Learning Management System	An application for accessing and storing of learning objects/resources.
Learning Object	A resource in which possible options include: websites, documents, presentations, movies, audio, etc.
LMS	An abbreviation for Learning Management System.
NETS-S	National Educational Technology Standards for Students.
Object	Short form of learning object.
Publisher/Host	The company or individual responsible for publishing a learning object. The publisher/host may or may not retain copyrights.
Resources	An object used for aid or reference. See also: learning object.
SIS	An abbreviation for student information system.
Standards Type	Refers to the standard naming convention. CCGPS, GPS, NETS
Subject	English, Math, Science, Social Studies, CTAE, Fine Arts, World Languages, Health, Physical Education
Teacher	The user.
TRL	An abbreviation for Teacher Resource Link.
Type	Refers to the file extension of a learning object.