

Publishing on *TeachEngineering*

Steps to publish your curricular materials in the online *TeachEngineering* collection:

1. Create original curricula that teach science, math, technology and engineering concepts within an engineering context.
2. Prepare your curricular material in the *TeachEngineering* activity, lesson and unit Word templates, which contain both required and optional components, giving you flexibility in fitting your material into a standardized format that results in materials from many originators having a similar “look & feel” to *TeachEngineering* users, and enables TE’s extensive search capabilities.
3. Email [TeachEngineering](#) when you are ready. We’ll give you a password to upload your Word template files, along with associated image and attachment files, to the [TE Publishing Portal](#). After teacher and engineer reviews, final editors will convert them into XML documents to upload to TE.

Introductory Notes about the Templates

- The templates describe the required and optional components for lessons and activities destined to be published in the *TeachEngineering* (TE) digital library collection. Visit www.TeachEngineering.org to view example lesson and activity component content, and see how they render on the website.
- Enhance your lessons and activities with images. Find details in the [Requirements & Tips for Using Images](#) document (pdf) on TE’s [Submit Curriculum](#) page.
- Everywhere in your write-up, provide measurements in **metric units**, as required by our NSF-funded grant; it is great to provide both metric and English units. *Ex:* Hoover dam is 221 m (726 ft) high.
- Provide all **attachments** (handouts, worksheets, worksheet answers, quizzes, visual aids, reference sheets, etc.) in *both* Adobe **pdf format** and **original file format** (Word, Excel or PowerPoint file). You can turn a document into a pdf file, by uploading it to: http://www.gobcl.com/convert_pdf.asp.
- In your prepared Word file, do not worry about the typeface or font size you use, because it will change. The TE system automatically determines font and size, so all documents have a unified look.
- All template components allow for limited **formatting** (numbered lists, bullets, bold, italics), including the insertion of images (except in certain components, as listed in [Requirements & Tips for Using Images](#)).
- When **naming files** (for lessons, activities, attachments and images), use lower-case letters – no caps. This includes file extensions: jpg, .doc, pdf, etc. Leave no spaces in the file names; use underscores.

Educational Standards

All *TeachEngineering* curricula must meet educational standards. So, when creating a document, find (at least) one [ITEEA](#) educational standard ([grade specific benchmark](#)) to which the learning objective(s) aligns, as well specific science/math/technology standards from your choice of a single state or national set of standards. Use the online ASN viewer at <http://www.jesandco.org/asn/viewer/default.aspx> to find the state or national educational content standards that are available on the *TeachEngineering* website. Or, use TE’s Browse Standards interface at http://teachengineering.org/browse_standards.php. See details about how to specify educational standards in the templates.

Engineering Categories

We categorize *TeachEngineering* curricular documents by their amount or depth of engineering as a way to help users understand what is available to them in the collection. In the templates, you’ll be asked to identify one of three categories for each activity (required), lesson and unit. For more information, see the [Engineering Categories Description](#) document (pdf) on TE’s [Submit Curriculum](#) page.

Thank you for your attention to detail with these matters.
It greatly contributes to *TeachEngineering* being a quality collection.

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