

# Instructor eResources

The Instructor eResources include everything you need to plan your course, teach the content covered, and assess student progress and mastery. Download the zipped file [BM19-InstructorResources](#) to access instructor resources for this course.

## Planning

*Use these materials to prepare for teaching the course.*

**Course Planning Tips and Syllabus Suggestions** are provided to help you get started.

**Performance Goals and Objectives** are outlined for each level of the course.

**MOS Specialist and Expert Objectives Alignment Charts** show how Benchmark course content correlates with Microsoft Office Specialist and Expert objectives.

## Delivery

*Use these materials to demonstrate and reinforce course content.*

**Student Data Files** include all the files students will use to complete chapter and unit activities. These are available to students through the eBook and can also be downloaded [here](#). Once downloaded, these can be uploaded to a shared location for students to access when completing their work outside of Cirrus. For students who will be completing their work in the online Cirrus course, these files will be provided at point-of-use within the course.

**Lesson Plans** are provided for each chapter of the course, along with estimated timings for activities and additional tips.

**Discussion Questions** can be used in the classroom or online forum to start conversations about the purpose and application of course content and encourage students to reflect on what they have learned.

**Watch and Learn Lessons** are training tools within the Cirrus course templates that can also be used to support in-class lectures. Access the [Watch and Learn Lesson Library](#) for quick access to all the available web-based lessons for the courses in the Benchmark Series.

To help you use Cirrus easily and effectively, we've assembled the following suite of additional instructor resources which include [articles](#), [webinar recordings](#), [blogs](#) and more. These tools will help you better support students in overcoming challenges and achieving academic goals.

The [Content Conversations](#) blog provides information about changes and updates that may affect the courseware. Access Content Conversations to help ensure that instruction is current and accurate.

## Assessment

*Use these materials to evaluate student performance and track student progress.*

**Tools for Assessing Student Progress** — A document outlining the various assessment tools included with the course materials.

**Grading Rubrics** are provided for evaluating chapter and unit Review and Assessment activities.

**Model Answers** for all activities and assessments are provided in both live-application format and as annotated PDFs for instructor use. A separate document provides instructions for using

**Compare Features in Office** to compare student work with the live-file model answers. (Students will have access to watermarked model answer images through their Cirrus course to check their progress as they work through chapter activities.)

**Quiz and Exam Item Banks** are provided for each chapter. These are provided in RTF format for use in various platforms as well as preloaded into the Cirrus course.

**Supplemental Assessments** provide additional assessment opportunities for each of the four major Microsoft Office applications (Word, Excel, Access, and PowerPoint).

**Final Case Studies** are designed to be used at end of course and test students' ability to apply their skills in realistic workplace scenarios.