

Quick Start Guide

Teacher Center: Edit Class and Planner

VERSION 1

Updated: 07/17/15

Features:

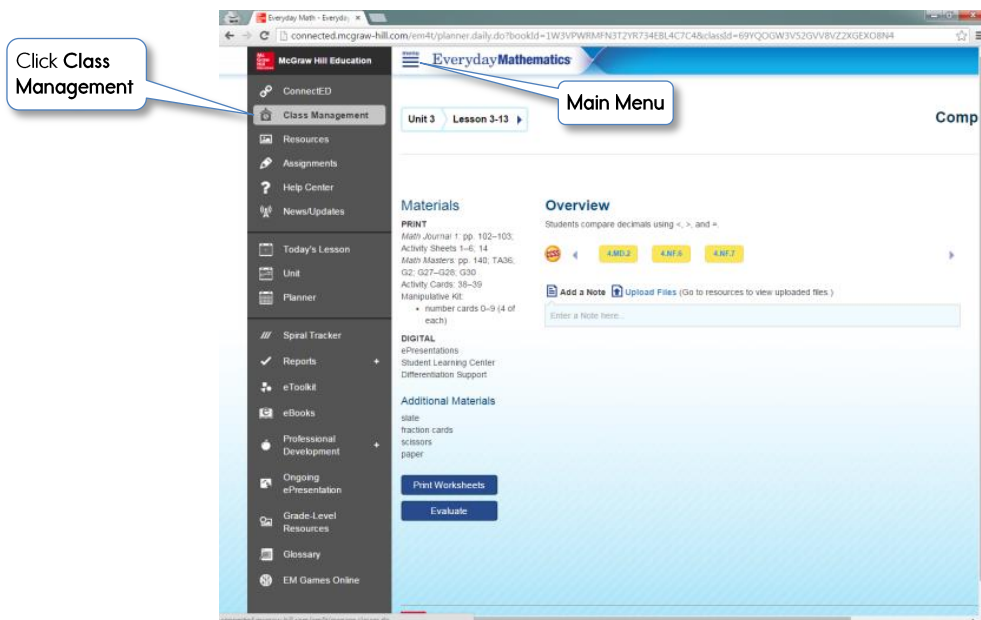
- New Edit Class capabilities
- Edit Planner: Extend and Move examples

Edit a Class

At any time during the school year you can edit your class to change any of the parameters you chose during class creation.

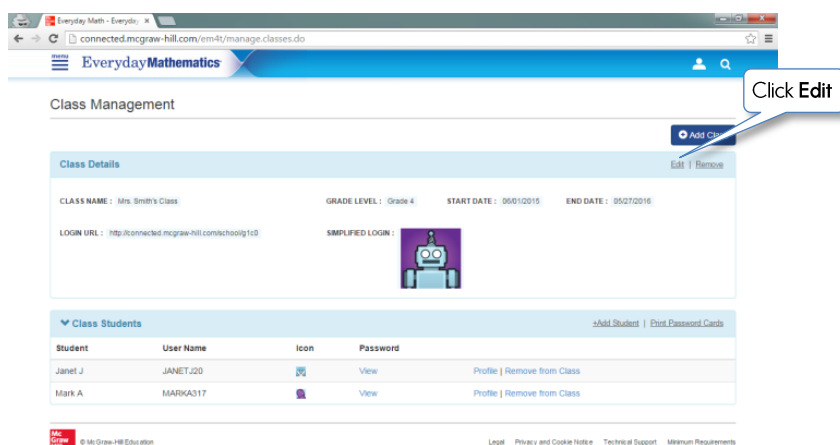
Step 1:

Open the **Main Menu** and Click **Class Management**



Step 2:

Click **Edit**



Step 3:

Review and Update Class Parameters

a. Select the Start and End Date

Choose the date for the first and last day of instruction. The Start Date will be the day that Lesson 1-1 will be taught.

b. Select Instructional Days

Five day or Six day week

c. Select Weekly Flex Days

Choose 0-3 days per instructional week as Flex Days. Flex Days will not have a lesson assigned when the curriculum is linked to your Planner. Flex Days can be used as Game Days, Differentiation Days, Extend a Lesson, etc.

The screenshot shows a web browser window with the URL `connected.mcgraw-hill.com/em4t/setup.wizard.step1.do?setupWizardStepCount=3`. The page title is "EverydayMathematics". Below the header, the page is titled "SET-UP WIZARD" and "Step: 1 of 3".

The main content area is divided into two columns. The left column contains:

- Start Date:** A date picker showing 08/17/2015.
- End Date:** A date picker showing 06/15/2016.
- Instructional Days:** Two radio buttons: "Five day week" (selected) and "Six day week".
- Weekly Flex Days:** A row of five buttons labeled M, T, W, T, F. The F button is highlighted in blue.

The right column contains a blue information box titled "Choose Your Planner Start and End Dates" with the following text:

Enter the Start Date to indicate when your first lesson will occur, and then select End Date for the last day of school.

Select the option to indicate if you have a six-day instructional week, or choose flex days if you have one (or more) regularly scheduled non-lesson day every week.

Click Next without choosing an option if you want the default Friday flex day.

At the bottom left of the form are "Next" and "Cancel" buttons.

The footer includes the McGraw-Hill Education logo, copyright information "© McGraw-Hill Education", and links for "Legal", "Privacy and Cookie Notice", "Technical Support", and "Minimum Requirements".

d. Choose Non-Instructional Days

Click any days which you know at this point you will not have math class. These days will turn blue. (You can always edit your planner later to add non-instructional days.)

Days shaded gray are preset non-instructional days. You can click on these to make them instructional days.

Note: Flex days are shaded blue (non-instructional).

SET-UP WIZARD Step: 2 of 3

Select Non-Instructional Days

Click on the days in the calendar below to make a date non-instructional, or to change a non-instructional day into a teaching day. (U.S. national holidays have already been selected, but can be changed.) You can return here later to make changes.

2015 List of Holidays

- May 25 - Memorial Day
- Jul 4 - Independence Day
- Sep 7 - Labor Day
- Nov 26 - Thanksgiving Day
- Nov 27 - Day After Thanksgiving
- Dec 24 - Christmas Eve
- Dec 25 - Christmas Day

August 2015

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2015

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2015

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2015

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2015

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2016

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2016

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

March 2016

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2016

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

e. Name Your Class

Give your new planner a class name, like "Ms. Smith's 1st Grade Math Class." You'll want to make the name simple and clear for your students to find when they log in.

NOTE: If you are using other McGraw-Hill programs in ConnectED, like Reading Wonders, make sure you distinguish the EM4 class from the Reading Wonders classes by adding "math" to the class name.

SET-UP WIZARD Step: 3 of 3

Class Name:

Mrs. Smith's Class

Simplified Login:

☒ Use Simplified Login for this class

Enter Class Name

Enter a name for your class in the field. You will have the ability to create additional classes, if needed.

Simplified Login

By selecting Simplified Login, your students will be assigned their own personal score and simple three-symbol passwords. Your school is also assigned a unique URL, which can be bookmarked in the browser, or added to the home screen on a tablet.

Go to Class Management in the Main Menu to print out password cards and the school URL for your students.

Curriculum Pacing

Make sure and review your planner to see when the last lesson occurs. Everyday Mathematics 4 was designed to allow teachers to extend lessons and accommodate differentiation and assessment.

Summary of class setup

Start Date: 08/17/2015
End Date: 06/15/2016
Site-day week option is **disabled**.
Flex day option is **enabled**.

Back Save Cancel

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f. Decide on Simplified Logins for Students

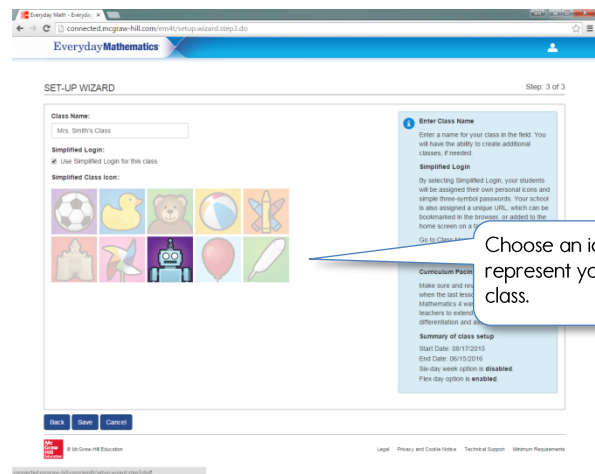
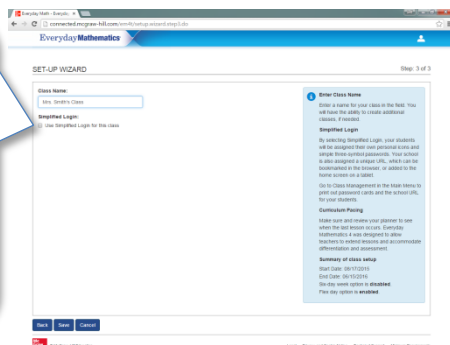
If you have a class with early readers, you might want to choose Simplified Login for your students.

Simplified Login allows students who are beginning readers to access ConnectED through a school- or class-specific URL, where their class and name is represented by an easy-to-remember icon, and their password a series of three pictures.

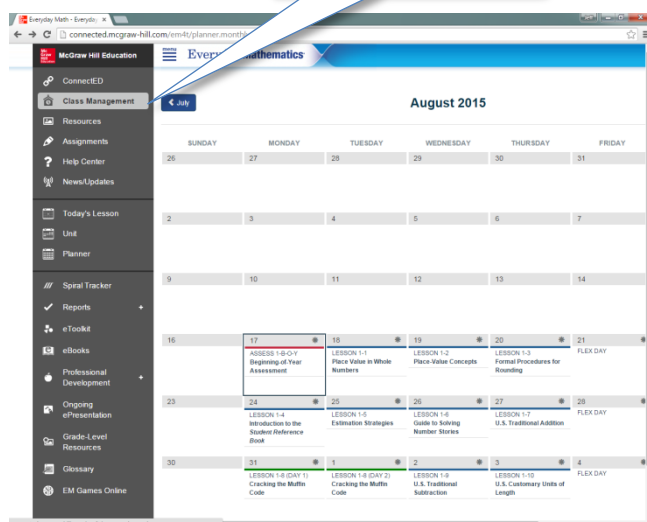
Simplified Login

Click the checkbox if you would like students to have simplified logins.

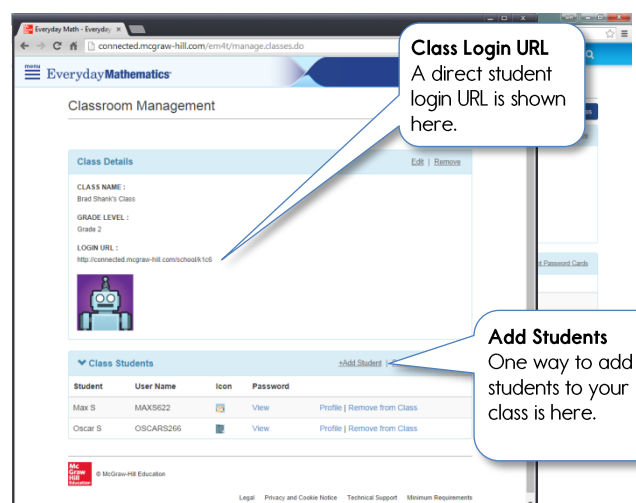
You can always select this later by going to Class Management in the Main Menu.



Click on Class Management



Class Login URL
A direct student login URL is shown here.



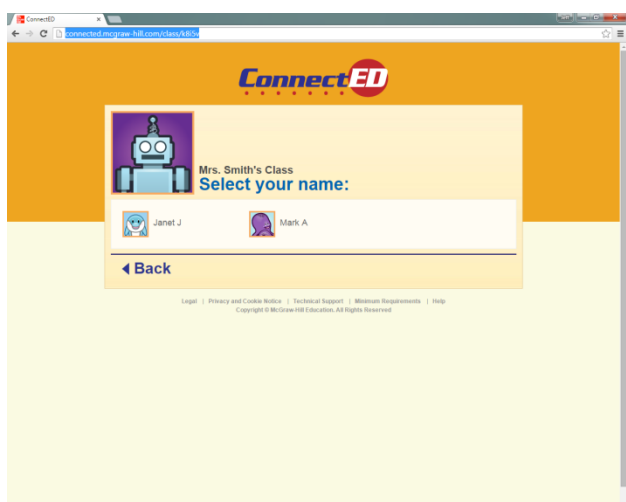
Add Students
One way to add students to your class is here.

Tips and Tricks

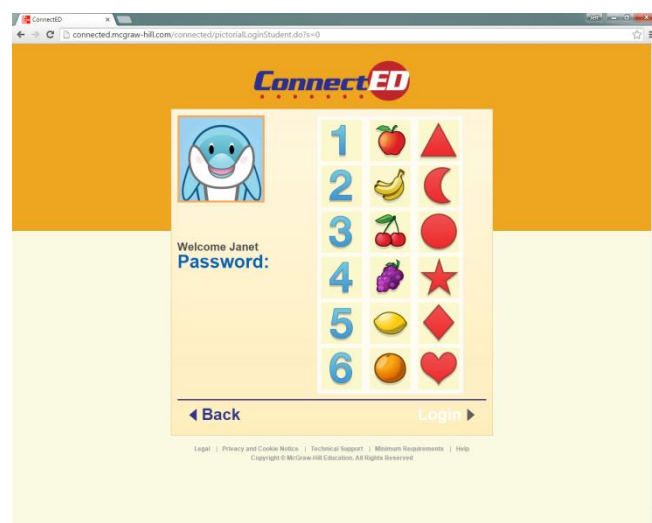
One easy way to help students login with Simplified Login is to use the student login URL. The URL is provided on the Classroom Management page. (See screen above right.) Bookmark this URL in the browser on your students' devices, or even add it to your homescreen on their iPad.

Simplified Login: Student View

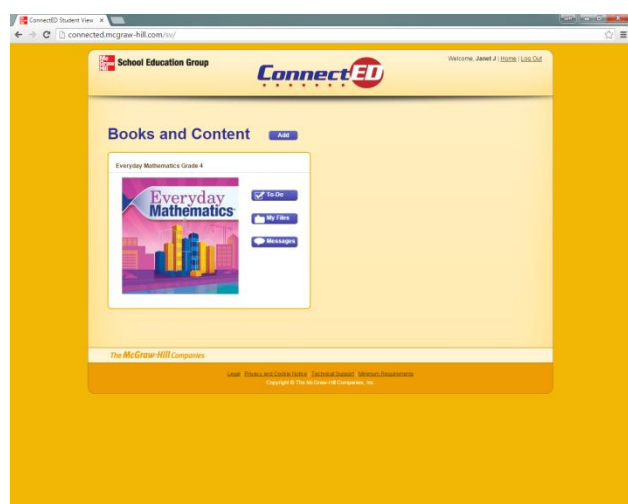
Once simplified login is set up, students can go directly to the student login URL, select their class and then their name, and enter their password—and they go directly to the Student Learning Center.



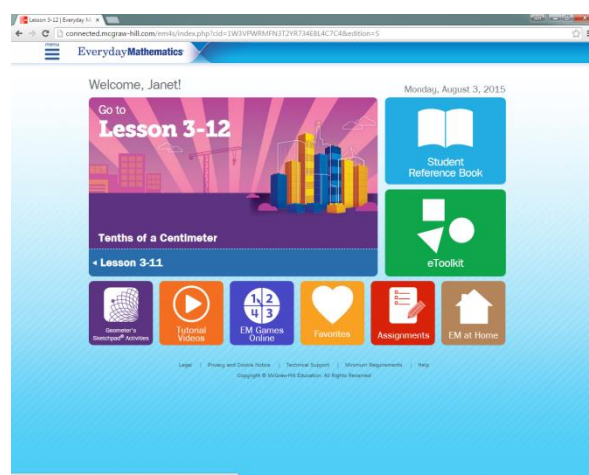
Class Landing Page for Simplified Login



Login Screen for Students



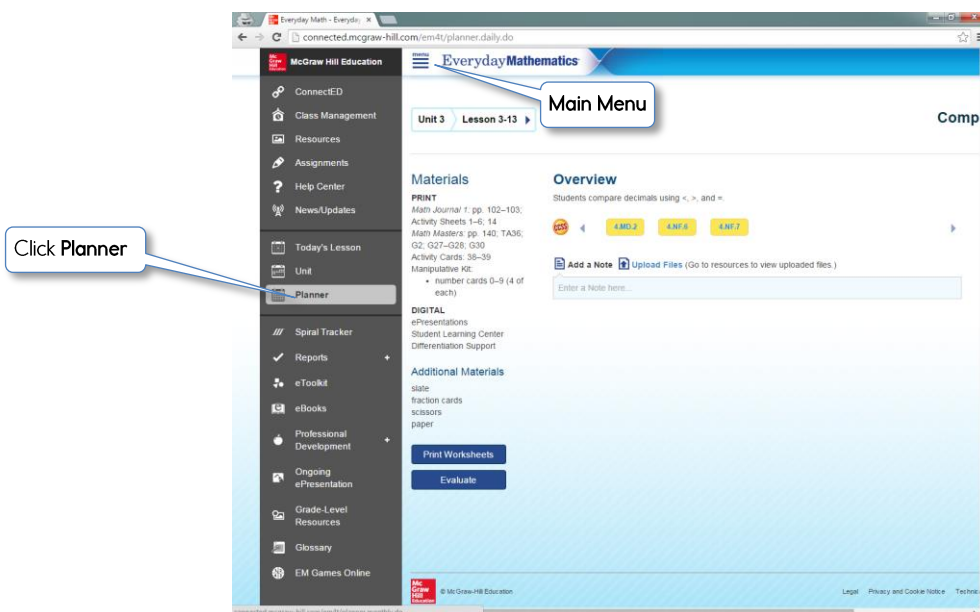
Course List for Student



Student Learning Center: Landing Page

Editing Your Planner

After initial set-up, the Planner is accessible by opening the **Main Menu** and clicking **Planner**.



There are four (4) tools you can use to manage your day-to-day planner:

- 1) Extend a Lesson
 - a. Allows a Teacher to stretch a lesson from the current day to the following day
 - i. The lesson will be available on both days to the Student and Teacher
 - ii. All other lessons will be pushed out one day on the calendar
- 2) Change a day from Teaching to non-Teaching or from non-Teaching to Teaching
 - a. Allows a Teacher to add or remove a Teaching day from the calendar
 - i. Changing a day to non-Teaching pushes all lessons out one day on the calendar
 - ii. Changing a day to Teaching pulls all lessons in one day on the calendar
- 3) Move a Lesson Forward
 - a. Allows a Teacher to move a lesson to the next available teaching day
 - i. Lessons will not be pushed out, the moved lesson will stack with any lesson(s) already associated to the teaching day
 - ii. Students will be able to access both lessons on the teaching day
 - iii. The date the lesson is moved from becomes a non-Teaching day
- 4) Move a Lesson Backward
 - a. Allows a Teacher to move a lesson to the previous available teaching day
 - i. Lessons will not be pulled in, the moved lesson will stack with any lesson(s) already associated to the teaching day
 - ii. Students will be able to access both lessons on the teaching day
 - iii. The date the lesson is moved from becomes a non-Teaching day

Edit Planner Examples

Snow Day

On January 5th school was closed for a Snow Day.

The Planner needs to be adjusted so that Lesson 5-10 appears on Tuesday the 6th.

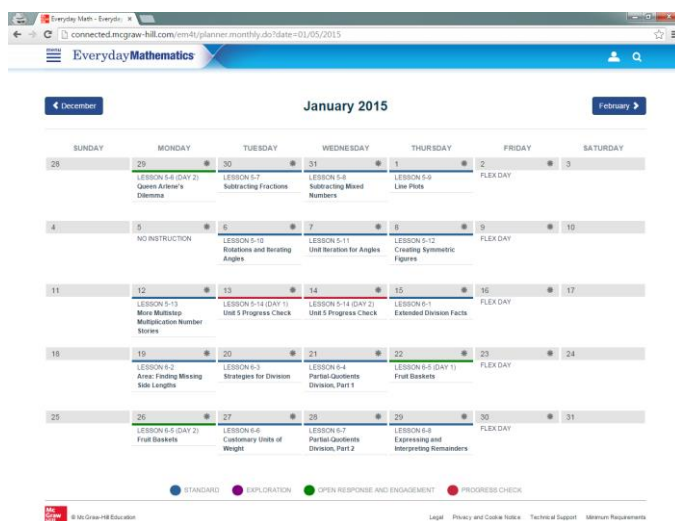
Steps:

- 1) Click on **Gear** on the 5th
- 2) Select Change to **Non-Teaching Day**
- 3) The 5th becomes a Non-Teaching Day and all lessons are moved forward one (1) Teaching Day

Did not complete a Lesson in one day

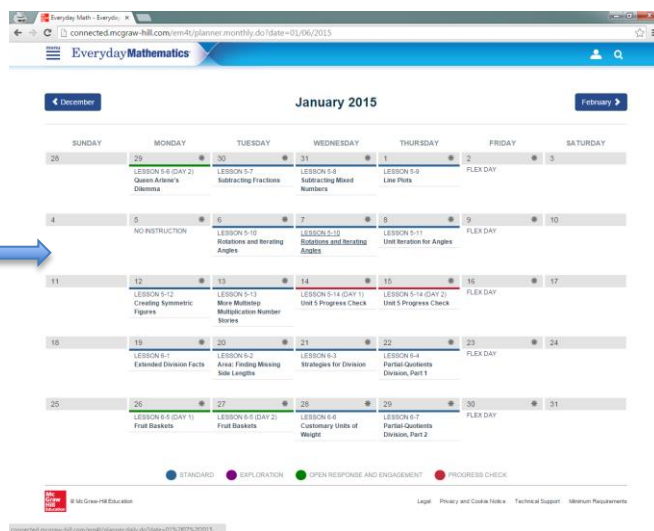
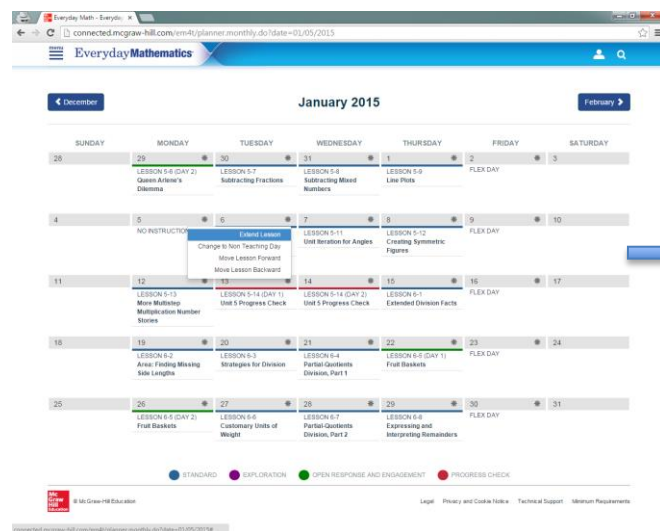
On January 6th class was interrupted for a fire alarm and 5-10 was not completed.

The Planner needs to be adjusted so that Lesson 5-10 appears on Wednesday the 6th.



Steps:

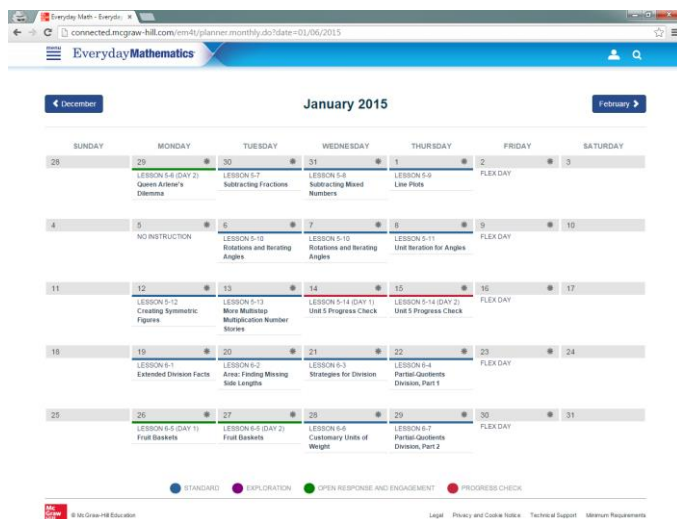
- 1) Click on **Gear** on the 6th
- 2) Select **Extend Lesson**
- 3) Lesson 5-10 is now also available on the 7th and all other lessons are pushed forward a day



Use a Flex Day to keep Planner on Track

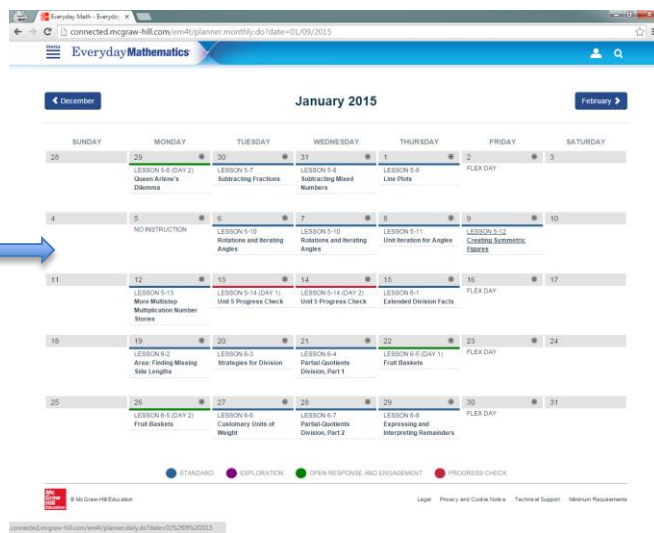
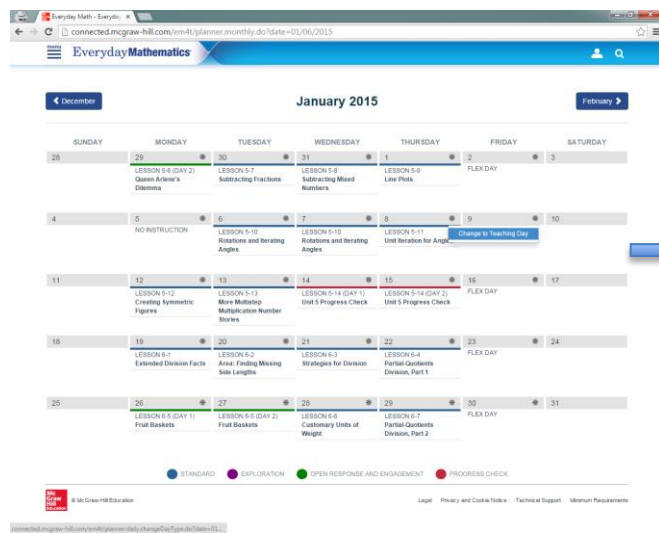
The Snow Day on January 5th and the extension of Lesson 5-10 pushed the curriculum past the end of the school year.

The Planner needs to be adjusted so that all Lessons are completed by the end of the school year.



Steps:

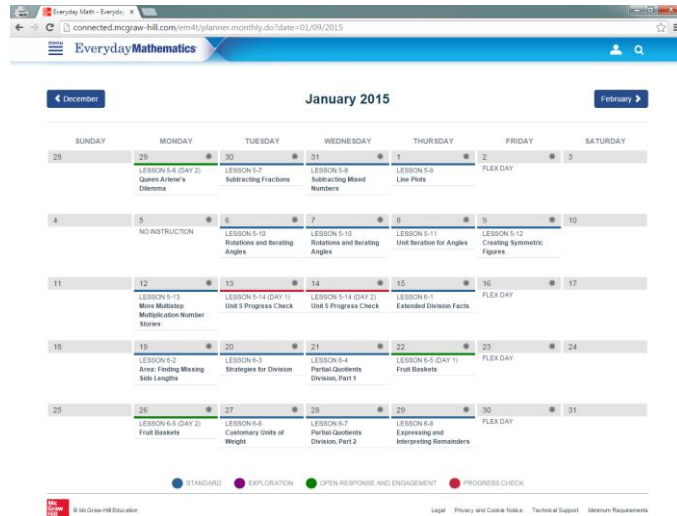
- 1) Click on **Gear** on the 9th
- 2) Select **Change to a Teaching Day**
- 3) The 9th is now a Teaching Day showing Lesson 5-12 and all other lessons are pulled in a day



Teach multiple Lessons on one Day

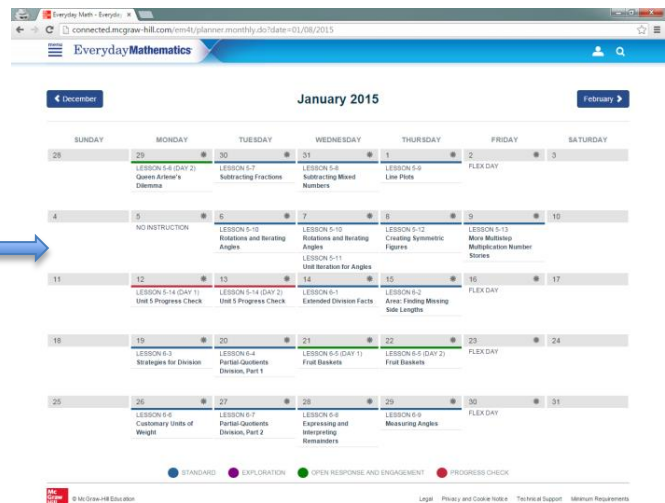
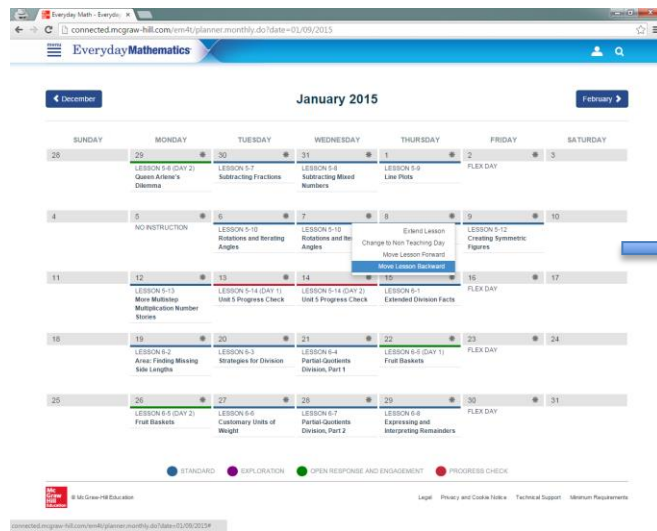
The second day of Lesson 5-10 only requires a short review and Lesson 5-11 can be completed in a shorter time period.

The Planner can be adjusted so that both lessons will be available to the students on the 7th.



Steps:

- 1) Click on **Gear** on the 8th
- 2) Select **Move Backward**
- 3) Lesson 5-11 is now available on the 7th with 5-10 and all other lessons are pulled in one day



Split Stacked Lessons

Moving Lesson 5-11 back was a mistake. It needs a full session to teach. The Planner can be adjusted so that Lesson 5-11 appears on a day by itself.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29 LESSON 5-4 (DAY 2) Queen Anne's Dilemma	30 LESSON 5-7 Subtracting Fractions	31 LESSON 5-8 Subtracting Mixed Numbers	1 LESSON 5-9 Line Plots	2 FLEX DAY	3
4	5 NO INSTRUCTION	6 LESSON 5-10 Ratios and Iterating Angles	7 LESSON 5-11 Unit Iteration for Angles	8 LESSON 5-12 Creating Symmetric Figures	9 LESSON 5-13 More Multiplication Number Stories	10
11	12 LESSON 5-14 (DAY 1) Unit 5 Progress Check	13 LESSON 5-14 (DAY 2) Unit 5 Progress Check	14 LESSON 5-1 Extended Division Facts	15 LESSON 6-2 Area: Finding Missing Side Lengths	16 FLEX DAY	17
18	19 LESSON 6-3 Strategies for Division	20 LESSON 6-4 Partial Quotients Division, Part 1	21 LESSON 6-5 (DAY 1) Fruit Baskets	22 LESSON 6-5 (DAY 2) Fruit Baskets	23 FLEX DAY	24
25	26 LESSON 6-6 Customary Units of Weight	27 LESSON 6-7 Partial Quotients Division, Part 2	28 LESSON 6-8 Expressing and Interpreting Remainders	29 LESSON 6-9 Measuring Angles	30 FLEX DAY	31

Steps:

- 1) Click on **Gear** on the 7th
- 2) Select **Extend Lesson**
- 3) Lesson 5-11 is now available on the 7th (w/ 5-10) and 8th (by itself) and all other lessons are pushed out one day
- 4) Click on **Gear** on the 7th
- 5) Select **Move Forward**
- 6) Lesson 5-11 is no longer on the 7th (since it was already on the 8th there is no lesson stack) and all other lessons do not change calendar position

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29 LESSON 5-4 (DAY 2) Queen Anne's Dilemma	30 LESSON 5-7 Subtracting Fractions	31 LESSON 5-8 Subtracting Mixed Numbers	1 LESSON 5-9 Line Plots	2 FLEX DAY	3
4	5 NO INSTRUCTION	6 LESSON 5-10 Ratios and Iterating Angles	7 LESSON 5-11 Unit Iteration for Angles	8 LESSON 5-12 Creating Symmetric Figures	9 LESSON 5-13 More Multiplication Number Stories	10
11	12 LESSON 5-14 (DAY 1) Unit 5 Progress Check	13 LESSON 5-14 (DAY 2) Unit 5 Progress Check	14 LESSON 6-1 Extended Division Facts	15 LESSON 6-2 Area: Finding Missing Side Lengths	16 FLEX DAY	17
18	19 LESSON 6-3 Strategies for Division	20 LESSON 6-4 Partial Quotients Division, Part 1	21 LESSON 6-5 (DAY 1) Fruit Baskets	22 LESSON 6-5 (DAY 2) Fruit Baskets	23 FLEX DAY	24
25	26 LESSON 6-6 Customary Units of Weight	27 LESSON 6-7 Partial Quotients Division, Part 2	28 LESSON 6-8 Expressing and Interpreting Remainders	29 LESSON 6-9 Measuring Angles	30 FLEX DAY	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29 LESSON 5-4 (DAY 2) Queen Anne's Dilemma	30 LESSON 5-7 Subtracting Fractions	31 LESSON 5-8 Subtracting Mixed Numbers	1 LESSON 5-9 Line Plots	2 FLEX DAY	3
4	5 NO INSTRUCTION	6 LESSON 5-10 Ratios and Iterating Angles	7 LESSON 5-11 Unit Iteration for Angles	8 LESSON 5-12 Creating Symmetric Figures	9 LESSON 5-13 More Multiplication Number Stories	10
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18	19 LESSON 6-3 Strategies for Division	20 LESSON 6-4 Partial Quotients Division, Part 1	21 LESSON 6-5 (DAY 1) Fruit Baskets	22 LESSON 6-5 (DAY 2) Fruit Baskets	23 FLEX DAY	24
25	26 LESSON 6-6 Customary Units of Weight	27 LESSON 6-7 Partial Quotients Division, Part 2	28 LESSON 6-8 Expressing and Interpreting Remainders	29 LESSON 6-9 Measuring Angles	30 FLEX DAY	31

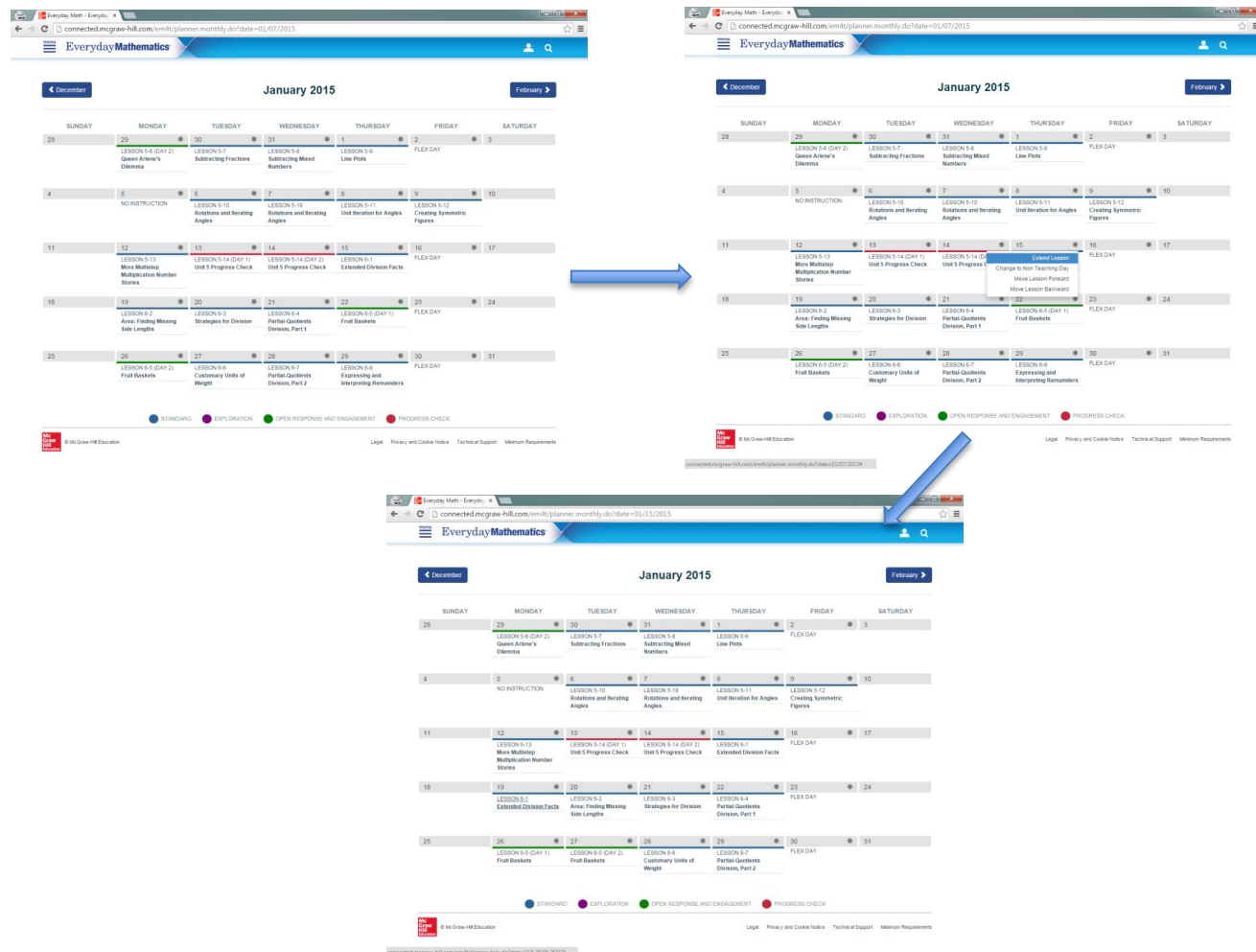
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Note:

If you Extend and the next day on the calendar is a Non-Teaching Day (Flex Day/No Instruction), the Extend or Move will skip over the Non-Teaching Day and use the next available Teaching Day.

Example: Extend Lesson 6-1 on the 15th



Recommendation:

If you want a Non-Teaching Day (Flex Day/No Instruction) to be “used” when Extending or moving Lessons, change it to a Teaching Day before performing the Extend or Move.