

# Quick Start Guide

## Teacher Center: Basic Navigation and Features

**VERSION 4**

Updated: 07/17/15

**Now includes:**

- New Lesson Overview features, including the Focus Spiral (p. 2)

### Lesson Overview Page

When you log in, you will always first be taken to the Lesson Overview page for today's lesson. The Lesson Overview page provides a summary of the lesson, including the objective, materials, necessary prep, lesson vocabulary, and standards.

Links from the Lesson Button Bar on the right lead to other lesson-related pages and resources, including the lesson's activities.

**Lesson-to-Lesson Navigation**  
Use the navigation selectors to go directly to other units and lessons in the grade

**Overview**  
Links to this Lesson Overview page.

**Activities**  
Show summary of all activities for the current lesson.

**Differentiation**  
Link to differentiation resources for this lesson.

**ePresentation**  
Open or Customize the current lesson's ePresentation.

**Standards**  
Link to a page with the standards details for this lesson.

**Notes**  
Link to a page with all notes taken for the lesson and lesson activities.

**Resources**  
Link to the resources for this lesson, including student page PDFs.

**Upload Files**  
Upload your own documents to use during your lesson.  
If you upload files here, they are available in Resources under My Files.

**Notes**  
Add a note here to create a Lesson Note that is available across your classes.

**Evaluate**  
Shortcut to the Evaluation Tool for the formal evaluation opportunity for this lesson.

**Print Worksheets**  
Download a zip file of all the print resources needed for the lesson, such as Math Masters

**Materials**  
**PRINT**  
Math Masters: pp. 41, 46, TA6  
Math Journal 1: pp. 36–37  
Activity Card: 30  
Manipulative Kit:  
• per partnership: 1 each of number cards 1–20  
• 20 counters  
**DIGITAL**

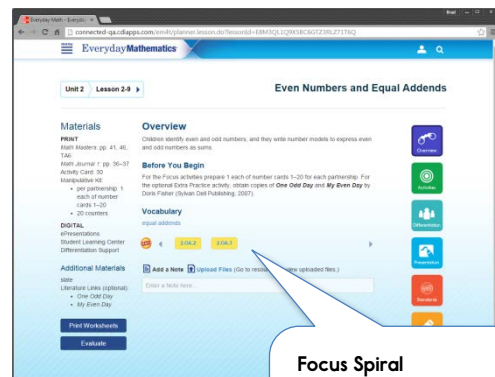
**Overview**  
Children identify even and odd numbers, and they write number models to express even and odd numbers as sums.  
**Before You Begin**  
For the Focus activities prepare 1 each of number cards 1–20 for each partnership. For the optional Extra Practice activity, obtain copies of *One Odd Day* and *My Even Day* by Doris Fisher (Sylvan Dell Publishing, 2007).  
**Vocabulary**  
equal addends  
2.OA.2 2.OA.3  
Add a Note Upload Files (Go to resources to view uploaded files.)  
Enter a Note here...

## Lesson Overview: Focus Spiral

The bottom of the Lesson Overview page includes a feature called the Focus Spiral. This feature presents information about the CCSS standards that are the focus of the current lesson.

When you first visit the Lesson Overview page, the Focus Spiral presents a list of the standards covered in the Focus activity for the current lesson.

By clicking on a standard, you can find more information:



**Focus Spiral**  
Initially shows standards covered in the Focus activity. Click a standard to see more.

**CCSS Standard Description:** See the full text of the standard.

*How does this help me?* Shows the concepts and skills focused on in the lesson.

**Spiral Progress:** View the standards progress along the spiral.

*How does this help me?* Shows how many times the standard has been covered, and how many more it will be covered.

**Student Performance Details:** See student performance details on previous exposures to the standard for activities with formal evaluations, like Assessment Check-ins and Progress Checks.

*How does this help me?* Provides information showing if students are meeting expectations on the standard to this point in the curriculum.

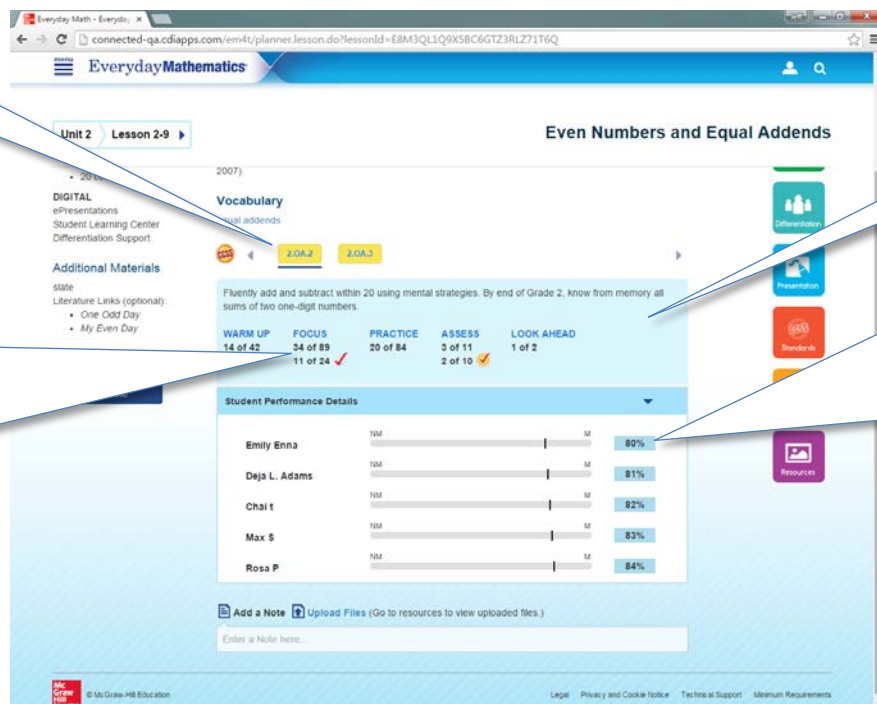
**Step 1:**  
**Click on a Standard**  
Select a standard to see the standard text.

**Step 2:**  
**View Spiral Progress**  
View the standard's progress along the spiral.

**How to Read the Progress Information**  
Standard 2.OA.2 has appeared in 34 Focus activities of 89 total Focus activities in which it appears. The red check indicates it has been assessed in 11 Assessment Check-ins out of 24 total.

**Step 3:**  
**Click "Student Performance Details"**  
Shows how often students have met expectations for previous exposures on formal evaluations.

In this case, Emily has met expectations on 80% of the activities her teacher has evaluated.



## Main Menu

Clicking on the menu icon in the top left opens the program menu. The program menu provides access to specific parts of the curriculum, to program-level resources, and to important tools and features.

The screenshot shows the Everyday Mathematics program menu. The left sidebar contains the following items: ConnectED, Class Management, Resources, Assignments, Help Center, News/Updates, Today's Lesson, Unit, Planner, Routines, Spiral Tracker, Reports, eToolkit, eBooks, Professional Development, Ongoing ePresentation, Grade-Level Resources, Glossary, and EM Games Online. The main content area displays 'Unit 3' and 'Lesson 3-4' with a 'Materials' section. The 'Materials' section includes a 'PRINT' button, a list of materials (Math Masters, Math Journal, Activity Card, Manipulative Kit), a 'DIGITAL' section (ePresentations, Student Learning Center, Differentiation Support), and 'Additional Materials' (My Reference Book, Class Data Pad, Fact Triangles, 10 pennies, 1 small plastic plate, slate). There are buttons for 'Print Worksheets' and 'Evaluate'. The right sidebar shows an 'Overview' section with a 'Before You Begin' section and a 'Vocabulary' section.

**Class Management**  
Open tools to create or edit a class, manage student roster, or get student passwords.

**Resources**  
Go to the library of all program resources.

**News/Updates**  
Open information on the latest content, functionality, tools, bugs, and fixes in EM4.

**Curriculum Navigation**  
This section provides navigation to different parts of the curriculum.

**Spiral Tracker**  
Access to a tool that provides a view of how standards spiral across lessons and activities through the curriculum.

**Reports**  
Select reports based on evaluation data including Progress and Activity reports at a Class or Teacher level.

**ConnectED**  
Exit EM4 and return to your ConnectEd course content list

**Assignments**  
Open tools that allow teachers to create their own questions, worksheets, quizzes, and tests, and assign them to students.

**Help Center**  
View assets to help you learn how to use the EM4 technology, as well as a host of other support pieces for new users.

## Main Menu (cont.)

### eToolkit

Open the eToolkit, which includes virtual versions of all manipulatives in EMH.

### eBooks

Shortcut to all eBooks, including the Teacher's Lesson Guide, Math Masters, Assessment Handbook, and more.

### Professional Development

Access to the Virtual Learning Community and other implementation and PD support.

### Ongoing ePresentation

Open an ePresentation that can be accessed from any lesson. Useful for Routines and other repetitive activities.

### Grade-Level Resources

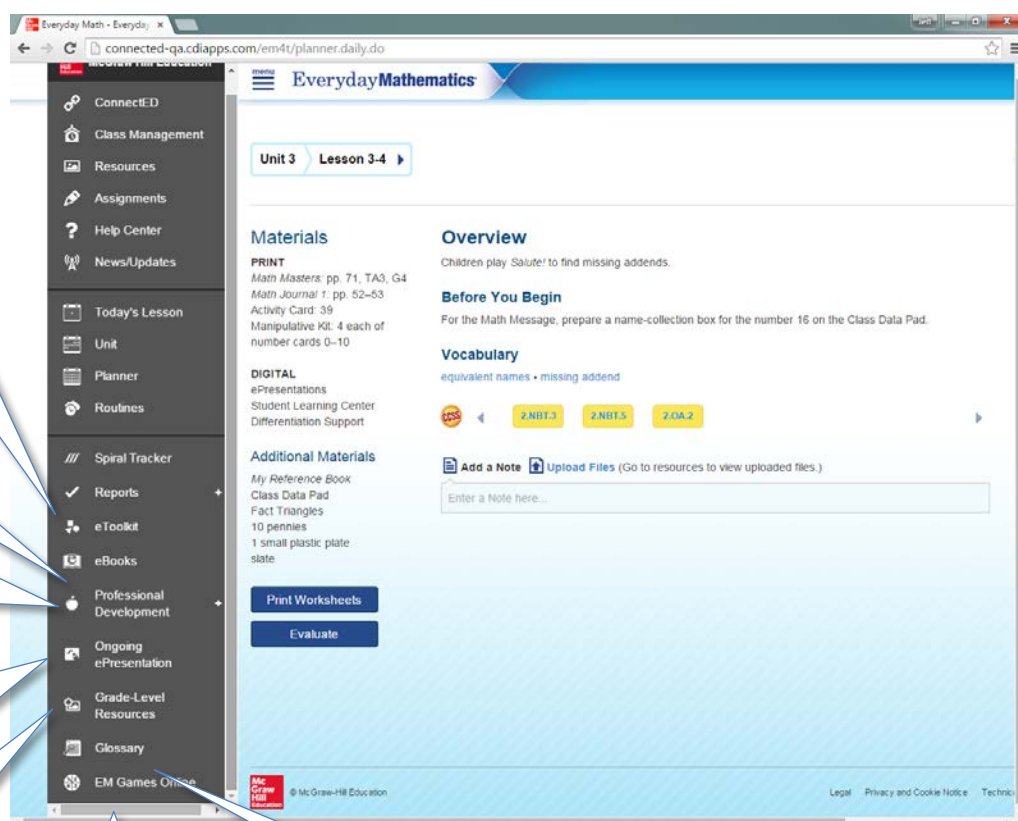
Shortcut to Resources that are needed on multiple occasions throughout the school year. Including: Teaching Aid Masters, Game Masters, Routines Masters, Quick Look Cards, etc.

### Games

Access to EM Games Online and Facts Workshop Game.

### Glossary

Opens a grade-level glossary.



## Lesson Activities

Clicking on the Activities button in the Lesson Button Bar on the right of the page will take you to the Lesson Activities page. This view shows tiles for all activities in the lesson, including the Differentiation Options. Click on any activity tile to go to the instructions for the activity.

**Assessment Check-In**  
The yellow and red tile with the red check indicates that this activity contains the Assessment Check-In.

**Student Learning Center Activity Available**  
This icon indicates that there is an activity in the Student Learning Center for students to complete.

**Activities**  
The Activities button takes you to this Lesson Activities view. (Currently shown.)

**Standards**  
The yellow standard buttons show which standards are covered in the activity. Click on any standard to see the standard text and launch the Spiral Tracker.

**Differentiation Options**  
These activities and resources include Readiness, Extra Practice, and Enrichment.

Click on the **Differentiation** in the button bar on the right for additional Differentiation Support.



## Activity View

The Activity View provides all the information needed to plan for and lead each activity in the lesson. It provides directions for the teacher on how to lead the activity, and includes links to all associated print and/or digital student and teacher resources for that specific activity.

**Group**  
If students are offered the opportunity to work in groups in the Student Learning Center, their groups will be show here.

**Evaluation Tool**  
Click the Evaluate button to go to the Evaluation Tool. This allows you to evaluate student performance on this activity, creating data that will then be available through reports.

**Activity Navigation**  
Move to the previous or next activity using the arrows. Return to the Lesson Activity page by clicking Activities.

**Activity Standards**  
Standards covered in this activity.

**Activity Resources**  
Preview all resources for this activity, including student page PDFs and Student Learning Center activities.

**Digital Teaching Suggestions**  
Many activities have specific suggestions on how to teach using the ePresentation and how to lead students who are working in the Student Learning Center.

**Notes**  
Found throughout the Teacher Center, add a note here and it will save here. See all notes by clicking the Notes button in the Lesson Button Bar on the Lesson Overview.

**Upload Files**  
Upload your own documents to use during this activity.  
If you upload files here, they are available under **Uploaded Resources** on the left.

**Lesson 2-8: Focus: Exploration B: Sorting Dominoes**  
Children sort dominoes based on whether the dots on the two sides are both even, both odd, or one even and one odd.

Grouping Evaluate Activities

2.OA.3 2.OA.2 SMP?

**Materials**

**PRINT**  
Activity Card: 27  
Math Masters: pp. 42–43, 44 (2 copies)  
per partnership: 1 set of double-9 dominoes

**DIGITAL**  
ePresentations: S6  
Student Learning Center: SLC3 (Activity Card: 27;  
Math Masters: pp. 42–44)  
Differentiation Support

**Uploaded Resources**

**Activity Resources**

Sorting Domi... MM: Domino...  
MM: Standar... Differentio...  
AC27: Sortin...

SMALL GROUP | PARTNER

Children work in partnerships to sort dominoes into three groups: those with two even-numbered groups of dots, those with two odd-numbered groups of dots, and those with one even- and one odd-numbered group. **GMPT** Encourage children to use the terms *odd* and *even* as they sort. Children should find 15 dominoes that show two even numbers, 15 dominoes that show two odd numbers, and 25 dominoes that show one even number and one odd number.

**DIFFERENTIATE Adjusting the Activity**  
Some children might benefit from a guide for each of the three sorts. Display an enlarged copy of each of the example dominoes from *Math Masters*, pages 42–44 for children to reference when sorting.  
See Differentiation Support in the Activity Resources.

**Student Learning Center Note**  
**SLC3: (S6): Sorting Dominoes**  
Screens 1–4: Have children work in partnerships for this activity. Distribute physical dominoes for this activity, but tell children to record their sorts on the record sheets on their own devices.

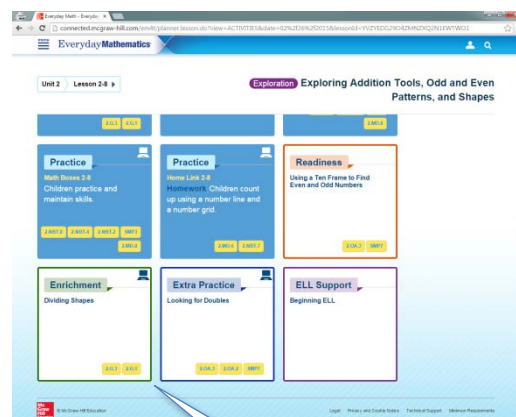
**Add a Note** **Upload Files**  
Enter a note here...

## Differentiation

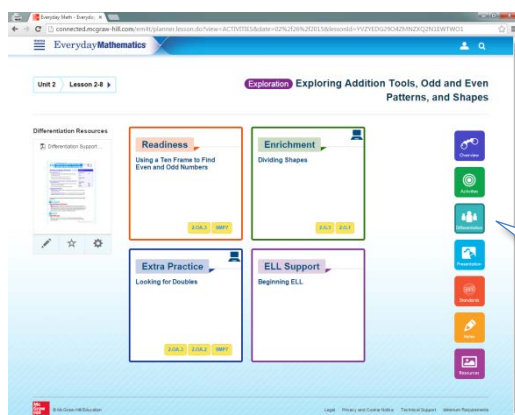
Everyday Mathematics lessons offer specific differentiation advice and resources for four groups of learners: students who need more scaffolding, advanced learners, beginning English language learners, and intermediate and advanced English language learners. Differentiation support is woven into the curriculum, but is found specifically in several places in the Teacher Center.

### Differentiation Options

Each regular lesson contains a Readiness, Extra Practice, and Enrichment activity, as well as suggestions for supporting English Language Learners. Differentiation Activities are available in the Lesson Overview and via the Differentiation Overview.



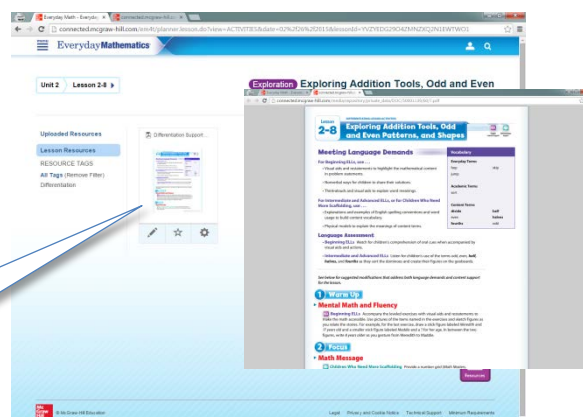
**Differentiation Options**  
Available with each regular lesson from the Lesson Activities page..



**Lesson Differentiation Page**  
Shows all Differentiation Options and Differentiation Support pages available for the current lesson.

### Differentiation Support Pages

Each regular lesson also contains two pages of Differentiation Support. These provide expanded, lesson-specific suggestions for working with diverse learners, including ELLs. These are available in the Differentiation Overview and in the Lesson Resources.



**Differentiation Support Pages**  
Found in the Lesson Resources.

## Activities: Point-of-Use

Differentiation suggestions are also at point-of-use in the lesson activities. These include Game Modifications, Common Misconceptions, and Adjusting the Activity.

Lesson 1-11: Focus: **Comparing Penny Amounts**  
Children act out comparisons of penny amounts.

**Materials**  
DIGITAL  
ePresentations: S3  
Differentiation Support

**Uploaded Resources**

**Activity Resources**

WHOLE CLASS | SMALL GROUP

**Math Message Follow-Up** Have children stand and hold out both hands in front of them. Tell them to pretend they are holding 25 pennies in their left hand and 12 pennies in their right hand. Ask: Which hand would be heavier? The left hand. Why? Because 25 pennies are more than 12, so they weigh more. Have children adjust their hands so the heavier hand is lower. Repeat the activity using the Math Message problems.

**DIFFERENTIATE: Adjusting the Activity**  
Have children hold real pennies so they can feel that 25 pennies are heavier than 12 pennies. After doing several examples with real pennies, pose similar problems where children only pretend to be holding pennies.  
See Differentiation Support in the Activity Resources.

Tell children that they will review how to compare numbers and record comparisons using symbols.

**Add a Note** **Upload Files**  
Enter a note here.

**Point-of-Use Support**  
Many activities have suggestions for differentiation available at point-of-use in the lesson, including Adjusting the Activity.

For more information on differentiation support, see Section 10 of the Implementation Guide.



## Implementation Guide eBook

To access the *Everyday Mathematics* Implementation Guide, select PD and Implementation Support from the main menu.

The first screenshot shows the Everyday Math website interface. In the left sidebar, under the 'Virtual Learning Community' section, the 'Implementation Support' link is highlighted. A blue callout box with the text 'Click Here' points to this link.

The second screenshot shows the 'Implementation Support' page. It features a grid of resource thumbnails. The 'K-2 Implementation Guide' thumbnail is highlighted with a blue callout box containing the text 'Click Here'.

The third screenshot shows the cover of the 'Everyday Mathematics GRADE K-2 IMPLEMENTATION GUIDE' eBook. The cover includes the title, a search bar, and a list of contents. The 'K-2' grade level is prominently displayed.