



# connectED

Training Resource Guide K-12 Math



## **Table of Contents**

Teacher Setup Instructions	3
Steps to Access the Setup Instructions	
Create Account	
Redeem Content	5
Create Student Accounts	7
Set Up Classes	8
Assign Content	
Quick-Start Course	11
Digital Content for Teachers and Center Navigation	12
Creating and Managing Your Classes	14
Plan and Present	17
Plan and Present Resources	21
eBook	28
Resources and Assessment	32
Program Instructions	39



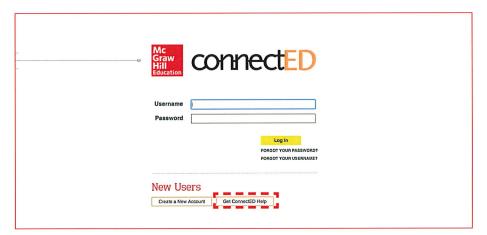
### **Teacher Setup Instructions**

Learn how to:

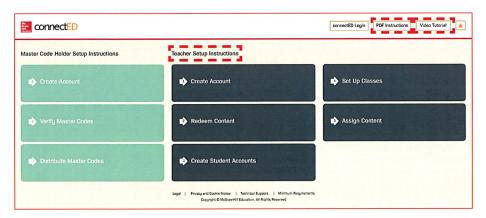
- Create Account
- Redeem Content
- · Create Student Accounts
- Set Up Classes
- Assign Classes

### Steps to Access the Setup Instructions

- 1. Go to http://connectED.mcgraw-hill.com.
- 2. Click Get ConnectED Help.



- 3. Click each step to view the setup instructions OR
  - Click PDF Instructions to view a printable version OR
  - Click Video Tutorial to view a video version



<sup>\*</sup>The following section of this document includes the PDF Instructions.



### 1. Create Account

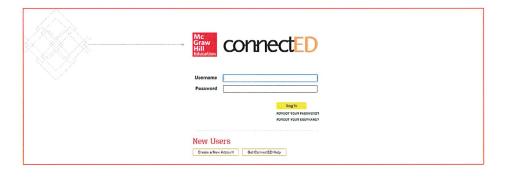
### What you'll need:

Master Codes provided by your Master Code Holder.

- Your Master Codes will be distributed by your district curriculum content (Master Code Holder).
- Most programs include two Master Codes; one for redeeming teacher content and one for redeeming student content.
- Your program may also include Master Codes for any additional components.
- You only need to enter one of your Master Codes to create a new account.

### Steps to Create Account

- 1. Go to http://connectED.mcgraw-hill.com.
- 2. Click Create a New Account.
- 3. Click Register under Teacher section.
- 4. Enter name.
- 5. Enter one of your 16-digit Master Codes.
- 6. Enter your personal school email address.
- 7. Create a challenge question sand answer.
- 8. Click Next.
- 9. Enter your school's zip code.
- 10. Select your school.
- 11. Click Next.
- 12. Print or record your username and password.
- 13. Click Finish.
- 14. Accept the terms of use.





### 2. Redeem Content

### What you'll need:

The Master Codes for your program(s)

- Most programs include two Master Codes; one for redeeming teacher content, and one for redeeming student content.
- Your program may also include Master Codes for additional program components.

### Steps to Redeem Teacher Content

- 1. Click the yellow Redeem Master Code button from your homepage.
- 2. Enter the 16-digit Master Code for your Teacher Edition.
- 3. Review the title and subscription information.
- 4. Click Add Content.
- 5. Click Ok.
- 6. Content should appear on your homepage.

Vlana	ge Users and Content
	Redeem Master Code
	Manage Students
	Import Students
	Import Status
	My Files

Notes



### **Steps to Redeem Student Content**

- 1. Click the yellow Redeem Master Code button.
- 2. Enter your 16-digit Master Code for your Student Edition.
- 3. Enter the last day your students will need to access the material.
- 4. Click create Redemption Code to create a 12-digit Redemption Code that can be used to assign content to students.

Redemption Code: A1BC-D2E3-FGHI Master Code: ABCD-2F34-56G7-8HIJ

Title: Student Edition

Subscription ISBN: 0000000000

Content Type: Student Licensed Content

Remaining Seats: 35 End Date: 08-31-2016

Notes



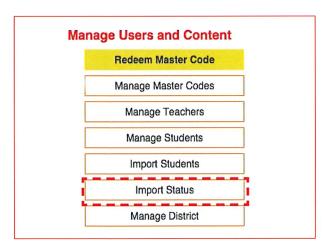
### 3. Create Student Accounts

### What you'll need:

- Check with your district curriculum contact before creating student accounts. Creating student accounts at the class level can interfere with plans to import students at the school or district level.
- Locate the Student Content Redemption Code generated in Step 2: Redeem Content.
- Gather class roster(s) and basic student information (last name, first name, gender, grade).
- Student accounts can be created by the Teacher (which is recommended) or by the student.
  - If students create their accounts, they are only required to enter their first name and the first letter of their last name.

### **Teacher Steps to Create Account**

- 1. Click Import Students from homepage.
- 2. Review Instructions.
- 3. Download the Student Template spreadsheet.
- 4. Complete the template by adding students' information and the 12-digit Redemption Code.
- 5. Upload the Student Template spreadsheet under the Select Account section.
- 6. Click Check File for Errors.





### 4. Set Up Classes

### What you'll need:

Class roster

**Note:** Skip steps to Set Up Class if you have already created classes. Go to Steps to Add Students.

### Steps to Set Up Class

- 1. Open your Teacher Edition content from your ConnectED homepage.
- 2. Click Class Management or Manage and Assign (depending on your program).
- 3. Click Create Class.
- 4. Name class and assign a grade level.
- 5. Save class.

### Steps to Add Students

- 1. Click Add Students.
- 2. Search for students you need to add to your class (use the filters and search fields to find them).
- 3. Select the students.
- 4. Click Save.

Notes	



### 5. Assign Content

### What you'll need:

- Determine if you need to complete this step. Assign content only if your students do not already have access to their content.
  - Students can log into ConnectED to see if the content has already been redeemed or assigned.
- · Choose how to assign content:
  - Option 1: Teacher Assigns Content.
  - Option 2: Students Redeem Content (not recommended).
- Student Redemption Code (if students are redeeming their own content).

**Note:** If students have a Redemption Code, they can create multiple accounts. Every time a student uses the Redemption Code to create a new account, another seat/license is consumed.

### Steps for Teacher Assigns Content

- 1. Click the **Assign Content** link beneath the Student Edition you wish to assign (located on your homepage).
- 2. Select the Student Edition you wish to assign.
- 3. Click Next after viewing number of seats available.
- 4. Search for students by class name (classes must be set up), teaching level, or student name/grade level.
- 5. Select the names of your students who need the content.
- 6. Click Next.
- 7. Review your list of names.
- 8. Click Assign.

Student Edition Student Edition	n Title
Manage Content 🥸	Assign Content <b>♂</b>



### Steps for Students Redeem Content

- 1. Students log into their ConnectED account.
- 2. Students click Add from their Books and Content page.
- 3. Students enter the 12-digit redemption code you generated when redeeming your Student Edition content.
- 4. Students confirm content has been added by returning to their ConnectED homepage.



Motoc



### **Quick-Start Course**

### Learn how to:

- · Access Digital Content for Teachers and Navigation.
- · Create and Manage Your Classes.
- · Plan and Present.
- · Access Plan and Present Resources.
- Access Your eBook.
- · Access Resources and Assessment.

### Steps to Access the Quick-Start Course

- 1. Go to http://connectED.mcgraw-hill.com.
- 2. Log in using your username and password.
- 3. Click your program Teacher Edition.
- 4. Click the menu.
- 5. Select Professional Development.
- 6. Click the Quick-Start Course.

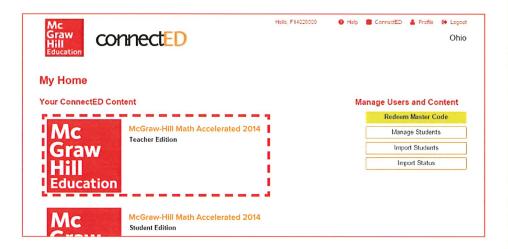
\*The following section of this document includes some of the documents from the Quick-Start Course. Access the Quick-Start Course in ConnectED under Professional Development for further materials, including coach videos, for a full orientation to your program.

iotes	



### Digital Content for Teachers and Teacher Center Navigation

- 1. Go to your ConnectED account to access all your courses.
- 2. Select the **Teacher Edition** of the course you would like to view.



- 3. You will be taken to the Teacher Center of the course you selected.
- 4. You can access multiple resources from the Teacher. Center homepage:
  - A. You can select a chapter, lesson, and other lesson resources from the drop-down menu.
  - B. You can locate multiple resources from the carousel menu.
  - C. You can easily access the eBook from this page as well.



**Notes** 



5. Click Menu to access important resources.



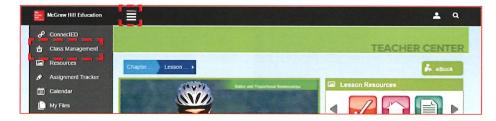
	1-1-11-1	



### **Creating and Managing Your Classes**

### Create a Class

- 1. Click Menu.
- 2. Select Class Management.

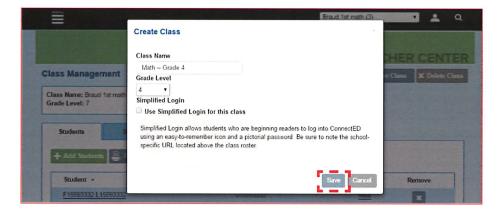


3. Click Create Class. Enter a name for the new class.



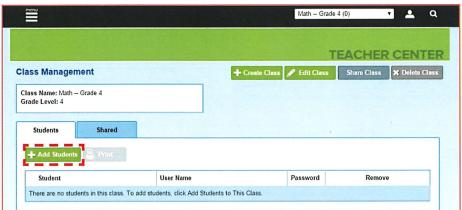
4. Click Save.

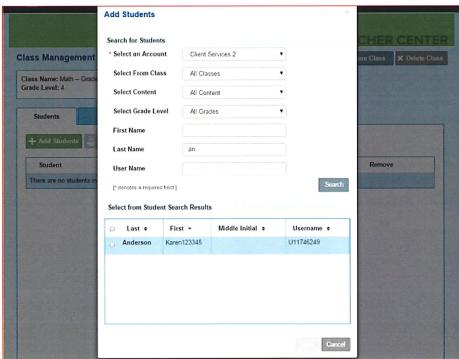
**Note:** You can select **Simplified Login** for beginning readers. Instead of typing a password, beginning readers may log in using an icon and pictorial password.





5. Click Add Students to add students to your new class.



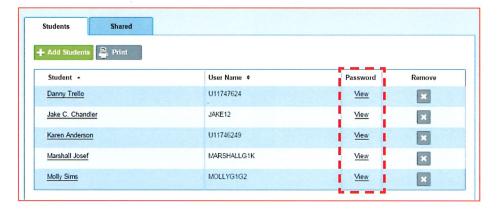


**Notes** 



### **Manage Student Profiles**

- 1. You can view a student's password by clicking the **Password** link by their name.
- 2. Click a student name to edit their profile.

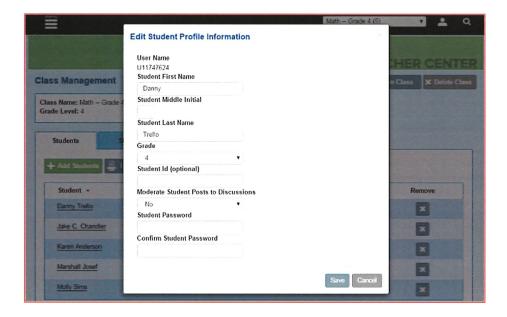


3. You can edit:

Grade

- First and Last Name
- Discussion Moderation
- Password

4. Click Save.





### Plan and Present

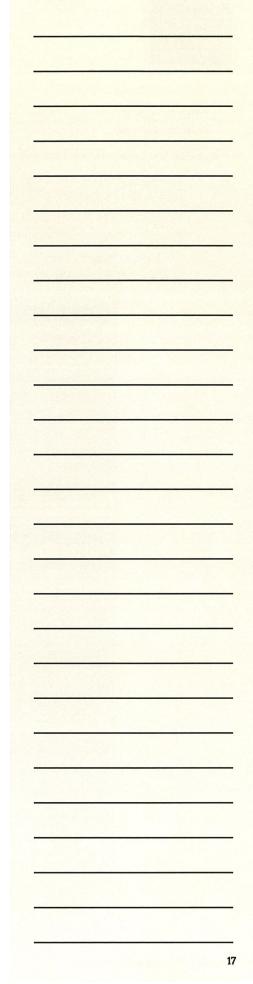
### Overview

- 1. Click Menu.
- 2. Select Plan and Present.



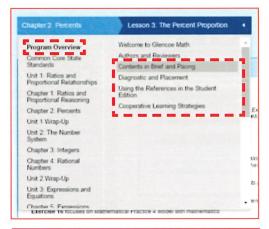
- 3. You will be taken to the lesson selected in your Lesson Drop-Down Menu.
  - Select a different chapter and lesson from this drop-down menu to change the lesson.

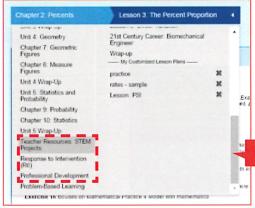




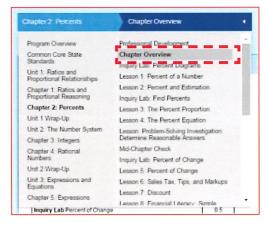


- 4. The Lesson Drop-Down Menu contains all lesson plans, details, and resources.
- 5. Click the Lesson-Drop Down Menu to find additional assets and resources.
  - Program Overview includes things like contents in Brief and Pacing Guide, diagnostic and placement, and cooperative learning strategies.
  - Scroll down to find things like STEM resources, Response to Intervention, and Professional Development.
  - Click on a chapter. The Chapter Overview will take you to things like the chapter Contents in Brief Pacing Guide and other chapter resources.





Use the scrollbar to view all chapters and lessons



**Notes** 

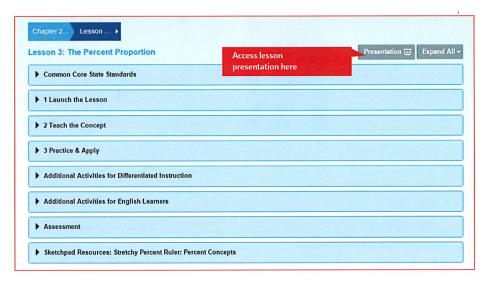
18



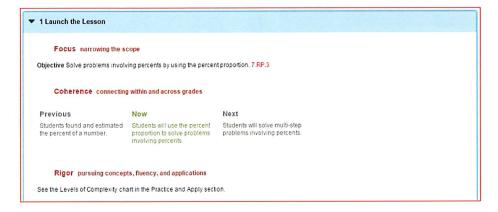
### **Lesson Details**

- 1. You will see sections such as these available in the lesson:
  - Common Core State Standards
  - Launch the Lesson
  - · Teach the Concept
  - Practice & Apply

- Sketchpad Resources
- Differentiated Instruction
- Activities for English Learners
- Assessment



- 2. Launch the Lesson includes concepts such as:
  - Focus
- Coherence
- Rigor



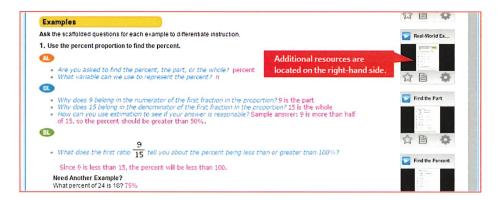
110000
-
and the last of the second second second

**Notes** 



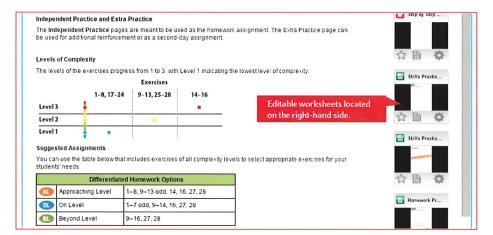
### 3. Teach the Concept includes things such as:

- Lesson examples with Approaching Level, On Level, and Beyond Level questioning
- Guided practice
- · Alternative teaching strategies
- Teach with tech



### 4. Practice & Apply includes things such as:

- Levels of complexity chart for homework assignments and worksheets
- Step-by-step solutions
- Differentiated homework options
- System for creating your own homework worksheets



- <u> </u>
20

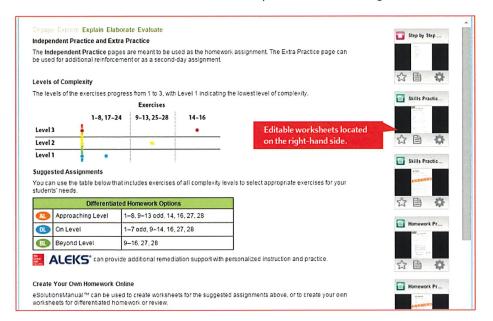
**Notes** 



### Plan and Present Resources

### **Practice and Apply Resources**

- 1. Practice and Apply has many resources to help with student exercises and homework, such as:
  - Levels of complexity chart for homework assignments and worksheets
  - Step-by-step solutions
  - Differentiated homework options
  - · System for creating your own homework worksheets
  - · Editable worksheets and answer keys located on the right hand side

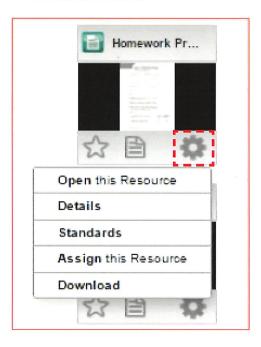


And the second s
2
_

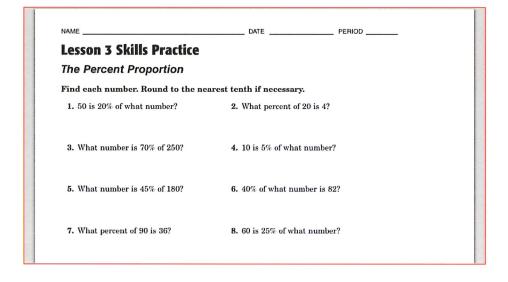
**Notes** 



- 2. Click the gear below the worksheet to open it or for more options, including:
  - Details
  - Standards
  - Assign to students
  - Download resource



3. Click **Download** to download an editable Word version of the worksheet. You can now customize exercises in the worksheets.

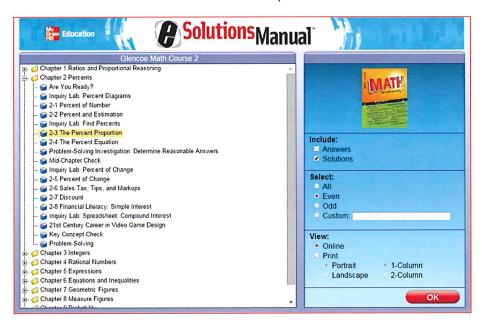




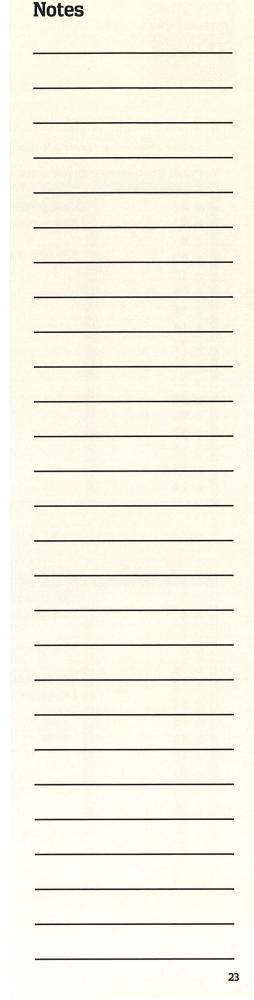
### **eSolutions**

The eSolutions Manual contains a complete database of all the problems from your McGraw-Hill Education Middle School and High School Math series. Teachers can navigate to a specific lesson and identify which questions to review. Quick keys allow teachers to create solution sets for all questions, even or odd questions, or custom solutions.

- 1. Access eSolution from the Resources tab in the menu.
- 2. In the eSolutions Manual, select the chapter and lesson you would like to use.
- 3. You can filter and customize how the eSolutions Manual creates the lesson worksheet. For example, you can:
  - Include answers and/or solutions.
  - · Select all, even, odd, or specific exercises.
  - View the worksheet online or create a printable version.



4. Click OK to create the worksheet.





5. The online version will present the exercises in the same window. You can select an exercise on the left hand side and view the exercise on the right.

**Notes** 

Exercises  2	Exercise 6
<b>4</b>	Find the number. Round to the nearest tenth if necessary.
<b>⊕</b> 8	12 is 90% of what number?
● 10 ● 12	
9 14	
■ 16     ■ 1	
9 18 9 20	
<b>● 22</b>	
● 24 ● 26	
9 28	
<b>9</b> 30	
<ul><li>32</li><li>34</li></ul>	

6. The answer and/or solution that you selected, will be displayed on the right.

Exercises
⊕ 6
8
10
4 14
⊕ 26
28
⊜ 30
32
- 24

### **Exercise 6**

Find the number. Round to the nearest tenth if necessary.

12 is 90% of what number?

### SOLUTION:

Let w represent the whole.

$$\frac{\text{part} - \frac{12}{\text{whole} - \frac{12}{\text{w}}} = \frac{90}{100} \leftarrow \text{percent}}{\text{w} \cdot 90 = 12 \cdot 100}$$

$$\frac{\text{w} \cdot 90 = 12 \cdot 100}{\text{w} \cdot 90} = \frac{1,200}{90}$$

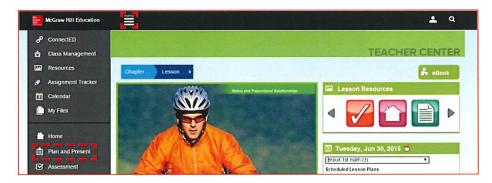
$$\frac{90w}{90} = \frac{1,200}{90}$$

$$w \approx 13.3$$
So, 12 is 90% of 13.3.



### **Customizable Presentations**

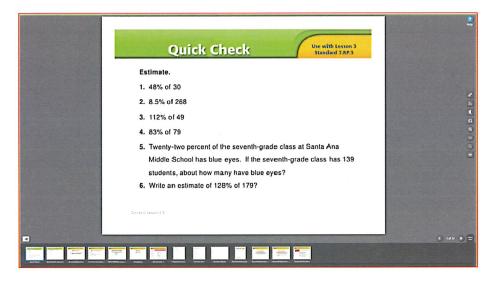
- 1. Click Menu.
- 2. Select Plan and Present.



- 3. Select a chapter and lesson from the Lesson Drop-Down Menu.
- 4. Click Presentation.



5. This will open the ePresentation specifically designed for this lesson.

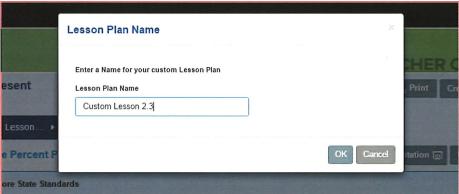




6. You have the ability to edit and customize these ePresentations as well. Click Customize.

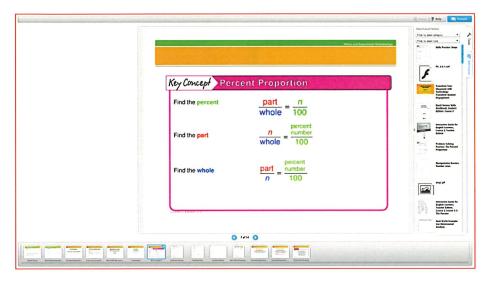


7. You will be prompted to create a custom name for the ePresentation. Click OK.





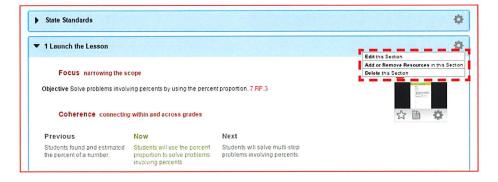
- 10. Your screen will change to include edit tools and features such as:
  - · Add or delete slide.
  - Include additional resources into the presentation.



### **Customize Lesson Plans**

If you return to Plan and Present, personalize your lesson plan by clicking on the gear beside each section title.

- "Edit this section" will allow you to change or add text to that particular section.
- "Add or Remove Resources" will allow you to delete assets or import your own.
- "Delete this section" will allow you to delete the entire section resources and text.





### eBook

### Teacher eBook Access

1. Click eBook from the homepage.

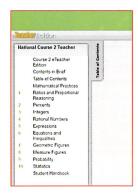


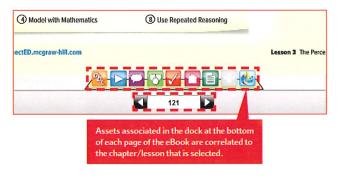
2. The course eBook will open in another window.

**Note:** Teacher eBooks for K-8 are student eBooks with the added button to turn the answers on and off. Teacher eBooks for 9-12 are a replica of the printed teacher edition.



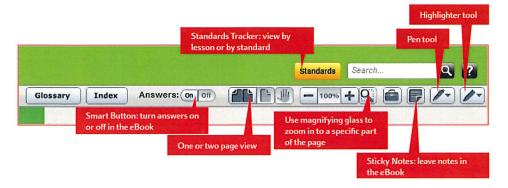
3. You can navigate through the eBook by using the Table of Contents or enter a specific page number into the field at the bottom of the window.



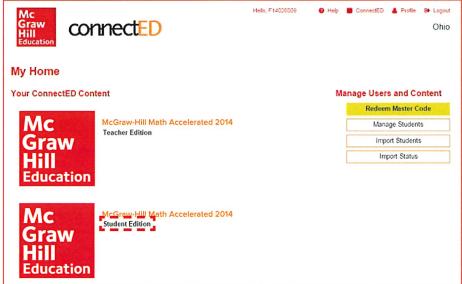




4. There are many helpful tools close to the top-right corner of the screen.



the Student Edition.



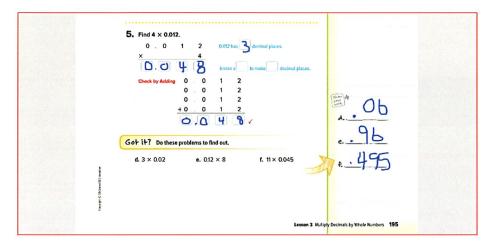


**Notes** 

30



- 6. Use the Table of Contents to find the lesson and the student's exercises.
- 7. The student's work will be visible on the page.



8. Use the Pen or Sticky Note tool to leave notes or feedback for the student.





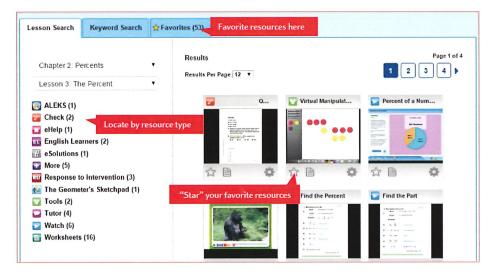
### **Resources and Assessment**

### Resources and Tools

- 1. You can access Resources two ways:
  - From the menu/homepage
  - From the carousel



- 2. Use the drop-down menus on the Resources page to filter and locate particular resources and tools.
  - For example, if you select Chapter 2, Lesson 3, you will only see resources for that particular lesson.
  - If you select Chapter Overview from the drop-down menu, you will see the resources for the entire chapter.



32

**Notes** 



### Assessment

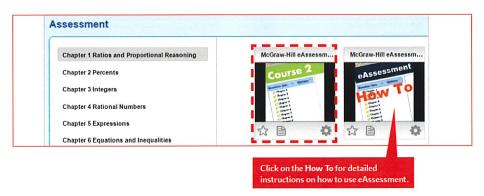
- 1. Click Menu.
- 2. Select Assessment.



- 3. You can view assessments and answers by chapter.
  - For example, when you click on a chapter on the left-hand side, you will see assessments that are specific to that chapter topic.

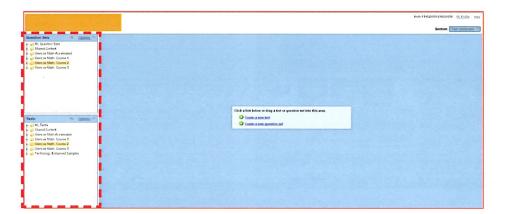


4. The first item listed in each chapter assessment section is McGraw-Hill eAssessment. Click McGraw-Hill eAssessment to open.

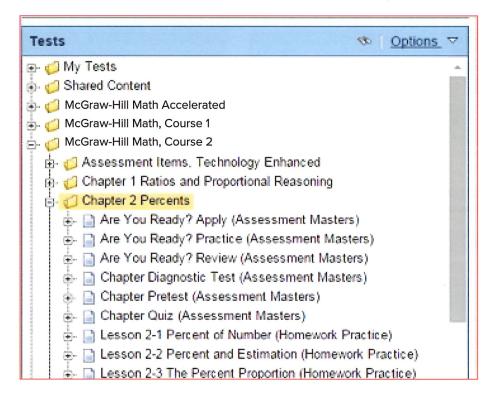




- 5. The eAssessment will open in a new window.
- 6. On the left-hand side, you will find:
  - · Question sets.
  - Pre-made tests

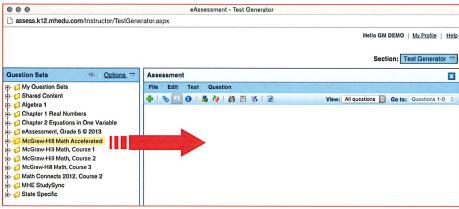


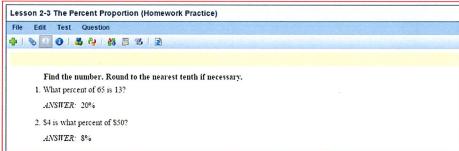
7. Under the Test section, you will find tests and homework question sets.





8. To view a particular test or question set, drag the test or question set over to the blank screen on the right. The question set will appear.

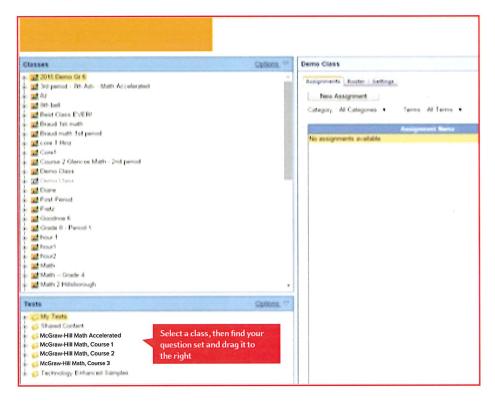




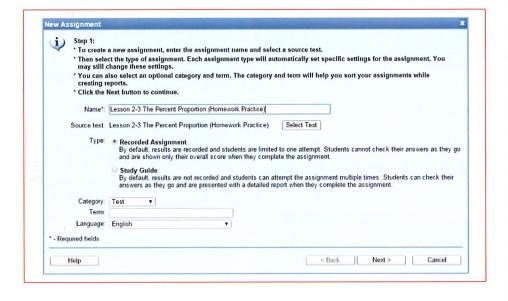
10. When you are ready to assign a test or question set, select Classes



- 11. Select a class from the left-hand side and drag the class over to the space on the right.
- 12. Next, find the question set you want to assign from the Test section. Drag the question set over to the right.

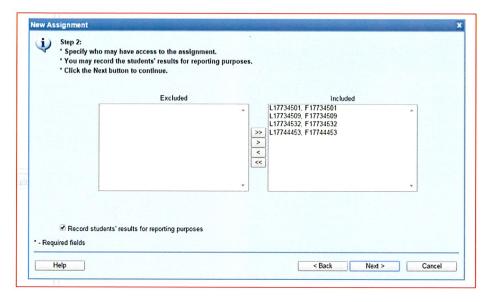


13. A new window will appear. Fill out the window appropriately.

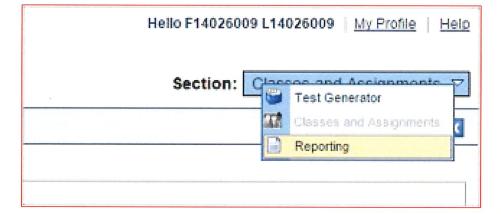


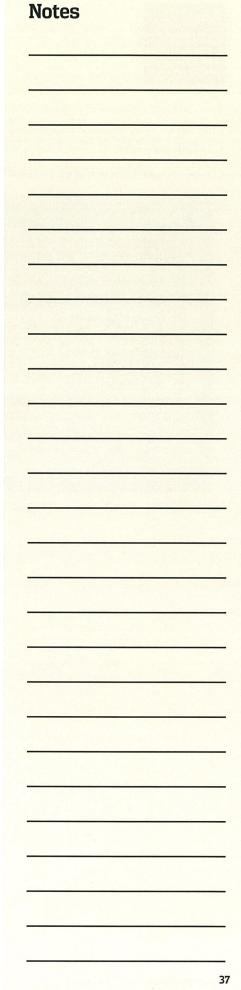


14. Decide which students you would like to include and exclude from the assignment.



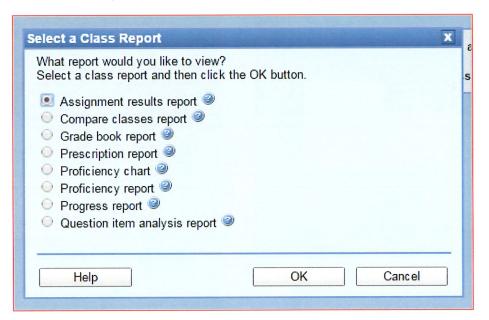
- 15. Additional steps prompt you to fill out the assignment availablitly, presentation (including scrambling), and how to present scoring to the students.
- 16. After the assessment, you can choose how to view reports.
  - Choose Reporting from the drop-down menu.







- 17. Select the class you would like to view and drag it over the blank space on the right.
  - You will be prompted to select what type of report you would like to view.



10	
14 P.P	1



### **Program Instructions**

### View Video Tutorials About:

### **Using Your Teacher Center**

- Dashboard Overview
- · Using My Calendar
- Presentation Tool Overview
- · Uploading My Files
- Searching the Program
- · Searching Standards
- Viewing the Glossary
- Using My Notebook
- Guide to Student Center

### **Assessing Your Students**

- Assess Overview
- Generating Online Tests
- Creating New Question Sets
- · Assigning Online Tests
- Viewing Reports
- Using Printable Tests

### **Planning Your Lessons**

- Plan and Present Overview
- · Lesson Organizing
- Customizing a Lesson Page
- Adding and Removing Resources

### Managing Your Classes

- Class Management Overview
- Creating Classes
- · Managing Students
- Sharing Classes

### Using Your Resources Page

- Resources Overview
- Searching Resources by Keyword
- Resource Icons

### Steps to Access the Program Instructions

- 1. Go to http://connectED.mcgraw-hill.com.
- 2. Log in using your username and password.
- 3. Click your program Teacher Edition.

Mc Graw Hill Education CONNectED	Hello, Glencoe	● Help ■ ConnectED ▲ Profile ← Logout  Washington
My Home		
Your ConnectED Content		Manage Users and Content
McComm I IIII Mark Assault as a 1994	7	Manage Students
McGraw-Hill Math Accelerated 2014 Teacher Edition		Import Students
Graw		Import Status
Hill Education	j	

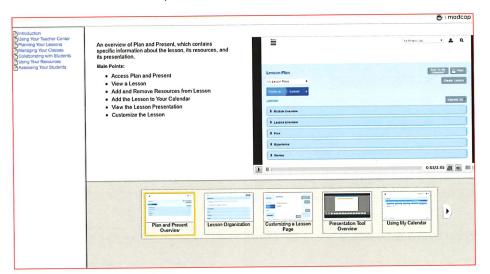
20



- 4. Click the teacher icon.
- 5. Select Help.



6. Select and watch a help tutorial video.



Note		
-		
_		
Essi	gert editores d	Si fee
-		

•		
•		