

K-12 Math Training Resource Guide

My Math 2013 (K-5) * Glencoe Math 2013 (6-8) * Algebra, Geometry, Algebra II

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This document is intended as a training resource. For additional support refer to the "Help Guide" found on the registration page or contact Digital Technical Support 800-437-3715.

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Getting Started as a Teacher

Welcome to the McGraw-Hill digital components. The math components are contained on **ConnectED**, a website that allows teachers access to all digital content, as well as access for student and parents. **Teacher Editions**, **Lesson Plans**, **Resources**, **and Student Editions** are just a few of the things you will find for your math content. The following steps will walk you, the teacher, through the set up and use of your account.

REGISTER FOR YOUR TEACHER ACCESS

- 1. Type in the URL <u>http://connected.mcgraw-hill.com</u> into your web browser.
- 2. Click the "Create a new account" under New Users.





3. In the Teacher's box click Register.



4. Then enter your first name, your last name, the Teacher Edition Master Code for your grade level, your email address, and enter a challenge question/answer. Select **Next.**

New Teacher Registration		Manp 1 of 30	
First Name:	Levi Name		
Enaster Code:			
		_)	
Choose & challenge question: (The Challenge question: Plants Plants	will be used if your password ever needs to be ren	mt) /	
Statespe question answer:		/	
		Castal Castal	

5. Enter the zip code of your school, click Search.



6. Find your school in the list. Click one time to highlight the school and then click **Register**.





 Teacher registration is now complete, <u>Print and/or</u> <u>Write down</u> your personalized login information in the space below. Your password cannot be accessed at any other point; it can only be reset after you login. <u>WRITE</u> <u>DOWN YOUR LOGIN INFO!</u> Click Finish.

Username:



Password:

8. All teachers must select **Yes**, **I Accept** for the Terms and Conditions.



REDEEM MASTER CODES

1. Click the **Redeem Master Code** button to add your <u>Teacher Edition Master Code</u>.

Based on customer feedback we have made approvements to ConsectID. For deta Vencome Back Clock berg for sepondent nermaters for # you field any questions or concerns, plasse costect Data Fecture ;	to about the updates, please click here.
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2. Enter the 16-digit <u>Teacher Edition Master Code</u>. (Master Codes do not use zeros, only the letter "o".). Click **Next**.





3. Confirm the book information. Then select Add Content.

4. This confirms your content has been added, click OK.



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5. The Teacher Edition is now loaded, select **Redeem Master Code** to input the <u>Student Edition Master Code</u>.



6. Input the <u>Student Edition Master Code</u>. (Master codes do not contain zeros, only the letter "o".) Select **Next**.



 Set the End Date. It should be at the end of the semester or end of the school year. We recommend 07/31/of next summer. On this date, the student edition will be automatically removed from students to be used for the next class. Click Create Redemption Code.



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 The student edition content is loaded and a <u>Redemption</u> <u>Code</u> has been generated. You can select **Print Redemption Code Coupon** for student registration. (Redemption Codes are used to give the content to the students. These codes do not use zeros, only the letter "o".) This code can also be found on the teacher landing page under the Student Edition information. Click **OK**.

Redemption Code:

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ENROLL STUDENTS

There are two options to enroll students. The directions below will cover both. You do NOT do both, choose the method that is best for you or your district.

TEACHER/DISTRICT IMPORT (Single or Multiple Students)

1. From the teacher home page, click **Import Students** on the right side of screen.



2. Begin with Step 1 and click **Download the Student Template**. When the option appears, select **Save**, and save this document to your desktop so that you can easily find it.



 Open the document import_students.xls (or whatever you named it). Fill in your student information for all the "required" columns (last name, first name, gender, and grade level. If you want to use a custom Username/Password, please read the "Detailed Instructions" from Step 2 on the ConnectED Import Student screen. More than one redemption code can be used per import spreadsheet.

- 4. Save the file again to your desktop with the same name. Close the file.
- 5. Return to the ConnectED, Import Students screen, you are now ready for Step 3. Select **Browse** and find the file, import_students_template.xls on your desktop.

Import S	udenta	
1. Download Stude	tTemplate	
Click on Downlo when importing	ad Student Template below if prompted, save the file to the location users.	f your choosing. Please be sure to use the correct template
		Described Station Templer
2 Add Student Infor	nation	
Add shidert into instructions on	mallion to the appropriate fields in the Excel spreadsheet and save y monthing users by clicking Detailed instructions. If prompted, save the	na changes. Do not after the columns. Read further detailed file to the location of your choosing.
		Description of the local data
3 Select Account		
Account McGr	a-Hill Consultant Training 🐱	
From Par	Class	
. Check Files for E	noris.	
Click Check File	for Errors to allow the systems to check your files for any errors. If a	error appears, you will be prompted to sew the invalid data and

7.

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Select Complete Import.

6. Step 4, select Check file for Errors. It will refresh your screen and tell you if there are any errors. If there are errors, open the Excel Spreadsheet and correct the file, resave. Then repeat Step 3 and Step 4 on the Import Student Screen.

> The Ris contains on a Complete Import

Connect 💷

8. An Open or Save box will appear, SAVE this file. Your student's username and password are contained in the two last columns on the right side of the page.

9. You will be returned to the Import Student screen, select Finish. The Import Students feature is done. The completed import student excel spreadsheet is automatically saved in ConnectED, under the MY FILES tab.





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INDIVIDUAL STUDENT REGISTRATION: (done by teacher, parent, or student)

- 1. Provide parents/students with the auto generated <u>Redemption Code Coupon</u> or the 12-digit redemption code. (The teacher could do this for each students as well.)
- 2. Log on to http://connected.mcgraw-hill.com
- 3. Click on Create New Account under new Users.

4. On the left side, labeled Students, enter the teacher provided redemption code. Click **Register**.

5. Enter First Name and Last Name Initial. Click Finish.

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PLEASE NOTE: The pictures of content that you will see in these notes will not necessarily match the content area that you purchased.





New Student Registration	(Simplified to fit)
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6. The system will then automatically generate the student username and password. <u>Print or Write down this</u> information.

New Student Registration Info	ermation	
displayed below. You can select the Your user information	Print suffice to print this page	
Redemption Code: 107F-PHDO-2E10	Student ID (Optional):	
First Name: Pupil	Last Initial: N	
User Mame: PUPILN	Password: pupi281	
	Pre	-

If a Redemption Code was not used when you imported students, to login in as a student:

- 1. Go to connected.mcgraw-hill.com;
- 2. Login with a student username and password from the imported_students_template.xls.
- 3. The student page will not have any books loaded. Click ADD
- 4. Enter the Redemption Code and click ADD

Navigating MyMath Content

1. From the teacher home page, select the orange title of your program from the Student or Teacher Edition areas, they open the same information.





Advanced Features

At this point, students can access their book at home; however, there are many advanced features of the ConnectED platform including class assignments, uploading teacher created resources, class messaging, and fast launch of favorite McGraw-Hill resources.

SET-UP A CLASS

1. Select Manage and Assign at the top of the screen.



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2. Under Manage And Assign, should be a message with an option to Create Class.



3. Complete the Create Class screen with class name and grade level. Notice there is also a Simplified Login option. Select **Save**.

ADD STUDENTS TO A CLASS

1. After saving the class information, select Add Students.



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2. The top portion of the screen contains search fields, or students can be found by typing their first name, last name, and/or user name.

3. Click the box in front of students that need to be added to the class and select **Save.**

(If a student has not been imported or self registered, please see the instructions for Enrolling Students, they will not be available to add to a class until there are enrolled in ConnectED.)

STUDENT PASSWORD INFORMATION

1. To view a student's username/password, while in the My Classes section, select **View** next to the student's name in the Password column.

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2. The student's information will appear and can be printed by select Print Password Card, then Close.

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Passwords can be changed for each individual student, by	McGraw-Hill	-My Moth			Teacher
select Profile next to a student's name	Home Lesson Pla	an Manage & Assign Assess	Resources		
select Frome next to a student's name	My Classes My PL	amore Assignment Tracker My Me	essages	Jones Math (2)	
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4. Any student informat select Save.

**Passwords can be viewed/printed as a whole class at the bottom of the Manage And Assign page. Student passwords can be viewed from the home page under Manage Students.

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tion can be updated/changed.	Then	McGraw-Hill	My Ma
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LESSON PLANNER

(This is just one way to access lesson plans, there are alternate ways.)

1. Select Lesson Plans from the top of the menu area.



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My Math, Grade 1 © 2013 - Lesson Plans	Per
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Chapter 4: Subtraction Strategies to 20	
Chapter 5: Place Value	
Chapter & Two-Digit Addition and Bubtraction	
Chapter 7 Organize and Use Graphs	
Chapter 8 Measurement and Time	
Chapter 9 Two-Dimensional Shapes and Equal Shares	
Chapter 10 Three-Dimensional Shapes	
Support for English Language Learners (ELL)	
Occurrence to Inter-section (INP)	

2. Select the Chapter.

3. When the Chapter opens, the pre-done McGraw-Hill Lesson Plan is on the left and customizable Lesson Plans are available on the right. Select the desired lesson plan.





4. Click Add to My Planner, to include these plans on your planner.



- Hill MY MU 5. Complete the pop up box by selecting a class and the
- start date of the lesson.

CUSTOMIZE LESSON PLANS

1. If a pre-done McGraw-Hill Lesson Plan was opened, select the yellow, Customize button found above Lesson Presentation. (If a My Customized Lesson Plan was opened, Customize will not be an option.)





2. Each section of the lesson plan will have an **Edit** button, once selected, choose **Edit** this Section to change the teacher notes for that section.



- 3. Lesson plan notes can be added to/deleted/modified. When the changes are made, select **OK**.

LESSON PRESENTATION

There are existing Lesson Presentations for lessons or you can create your own.

1. With a lesson open, select **Start** next to Lesson Presentation on the right side of the screen.



2. A new screen will pop-up, select **Edit** (can be on left or right side, depends on which side the toolbar is loaded).



3. If this is an existing presentation, the slides will be loaded at the bottom of the screen, or a blank presentation, select **Edit.**



4. To delete, rename or add a screen (slide), click the "+" on any screen. (see picture to right) Select **Add Screen**.



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5. There should be a list of resources on the right side, click on the resource (s) to add it to the Lesson Presentation.

- 6. Text slides can be created, be sure there is an empty screen by adding a screen (see step 4). Select the **Tools** tab on the right side of the screen.
 - (There are several other tools that can be utilized on slides as well found under the **Tools** tab.)

nt ...
You can create your own text slide







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8. When all the changes/additions/edits are complete, select **Save**. This will become the new Lesson Presentation but you can edit at any time.

9. To view in presentation mode, select **Present**.

10. In presentation mode, there are several tools that can be used on any slide, as well as the left and right arrows for navigating through slides. On some of the resources, there will be an "Open Link" option to open the document for better viewing.

11. To leave the presentation, close the page entirely.

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MY FILES

Teacher created materials can be added.

1. Click the **My Files** icon on the top right side of the screen.



2. Select **Upload New Files** from the right side of the screen.

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3. From the pop-up New File box click, Select File(s).

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4. After selecting the files to add, select Upload.



5. After the files are "Registered", select **Done**. The file is now eligible to be assigned or used in Lesson Presentations.

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MY FAVORITES

Resources can be added to the Favorites icon for quick launch functionality.

1. All resources are available for adding to Favorites. Find any resource.



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3. Go to the **Resources** tab. Select **My Favorites** heading to view resources added to favorites.

4. All resources marked as Favorites will be listed. These resources can be assigned from this area.









ASSIGN Resources

1. Select a resource to be assigned to students. Below the picture of the resource, select the **Tools** button. Then select **Assign** from the drop down list.



2. Complete the Make an Assignment screen; including assignment name, description, due dates, and which students that will receive the assignment. Then select **Assign**.



3. After the assignment is made, select **Go Back** to return to MyMath.





MGH eASSESSMENT

HOW TO BUILD A TEST

1. Select Assess from the My Math Teacher Center toolbar.



2. Select the picture icon for eAssessment.



3. Once the eAssessment system is ready (may take a few seconds), select **Create a new test**.



4. Complete the New Test Wizard. Required fields include:

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- Test title,
- Pick a Folder location to save the test/create a folder
- Select how the test should be built
 - by question type,
 - by standard or
 - \circ build an empty test

(For training, it is recommended to use the first option: by question type.)

Select Next.

- 5. Select the location of the questions to be added:
 - All Question Sets (bank of questions)
 - All Tests (pre-made assessments)

Open the + sign next to the questions to be added.

If a + is before a title it indicates that the file can be opened to show more information.

6. Select the specific chapter(s) of questions by placing a checkmark in the empty box before the chapter label. More than one chapter can be selected to create a test then select **Next**.



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them to a test. Select Next.

If creating a test by question type (random), select the number of questions for each type (multiple choice, true/false, etc.). There must be questions available to add

8. Verify that the correct numbers of questions/question types have been added and then select **Finish**.

9. The test will be created. If the test is more than one page, you can change the **View** or select a different **Go** to.









EDIT A TEST

1. With the test open (can drag any test from the bottom of the screen, or the one that was just created), double click on any question or highlight a question and select the pencil icon on the right side of the question. Select the **Edit** option. (Double clicking will also open the question for editing.)



2. Text in a question can be edited/modified/added. Once changes are made, select **OK**. This question is modified/edited on this test only; it will not affect the original bank of questions.



3. Questions can be duplicated, new questions can be added, and existing questions or tests can be added to one that was just created. These options appear in the **File** and **Edit** menus.





ASSIGN A TEST

1. From the Section menu select Classes and Assignments.



2. Drag and drop the selected class from the left to the blue area on the right.



3. Select New Assignment.

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- 4. Complete the following fields:
 - Name
 - Source Test (this is the test to assign, you will browse to the file it was saved in)
 - Type of test (Recorded Assignment is default)
 - The other options can be left as is Select Next.



 The students enrolled in the selected class will be in the Included field. To move students to the Excluded field, highlight the student's name and select the left single arrow. Make changes as needed, then select Next.



6. Complete the **Availability** and **Presentation** fields according to your parameters for the assessment. After the fields are complete, select **Next**.

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New Assignment	
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7. Complete the options for what students see after they complete a digital assessment and then select Next.

8. Review the summary of the assessment. Select Back to make any changes or select Finish to create the assignment.

- 9. The assignment/test should now be listed on the screen. This assignment can be edited or deleted.

- 10. The assessment/assignment is now available for students to access by logging in to ConnectED with their specific username/password.

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ACCESSING REPORTS

1. To access reports at any time, choose **Reporting** from the **Section** menu.



2. Once a class has been opened (drag a class from the left side to the area on the right), any graded assignments will be visible.



- 3. The **Reports** menu list three different parameters of reports:
 - Individual Student
 - All Students
 - Compare Classes

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2 LS Harry					

4. For each parameter listed in #3, there are various types of reports that can be selected, saved, and printed.



CONTACTS:

SEG Digital Technical Support 1-800-437-3715 <u>epgtech@mcgraw-hill.com</u> Monday-Friday 8-6 EST