

# K-12 Math Training Resource Guide

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

Table of Contents	Page
Register for Your Teacher Access	2
Redeem Master Codes	4
Enroll Students	
Teacher / District Import (Single or Multiple Students)	7
Individual Student Registration	10
Navigating MyMath Content	11
Set-up a Class	12
Add Students to a Class	13
Student Password Information	14
Lesson Planner	16
Customize Lesson Plans	17
Lesson Presentations	19
My Files	23
My Favorites	24
Assign Resources	26
MGH Assessment	
• Build a Test	26
• Edit a Test	30
• Assign a Test	31
• Access Reports	33
Digital Technical Support Contact	34

*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.*

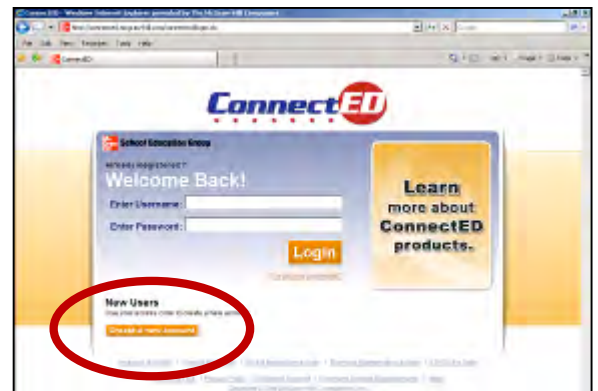
## Getting Started as a Teacher

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.

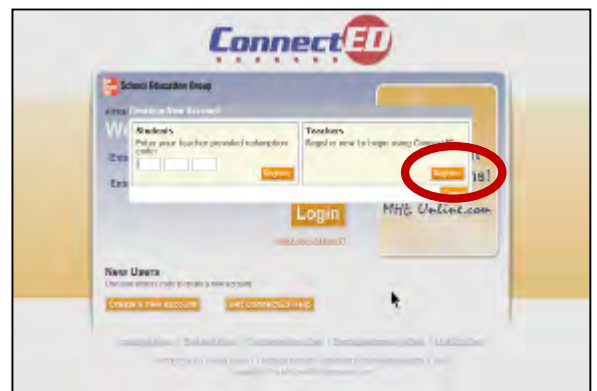
### REGISTER FOR YOUR TEACHER ACCESS

1. Type in the URL <http://connected.mcgraw-hill.com> into your web browser.

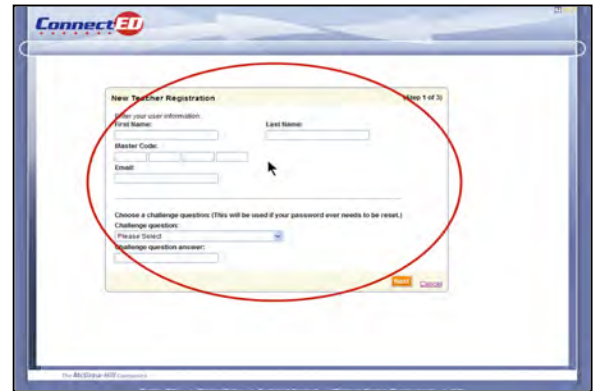
2. Click the “**Create a new account**” under New Users.



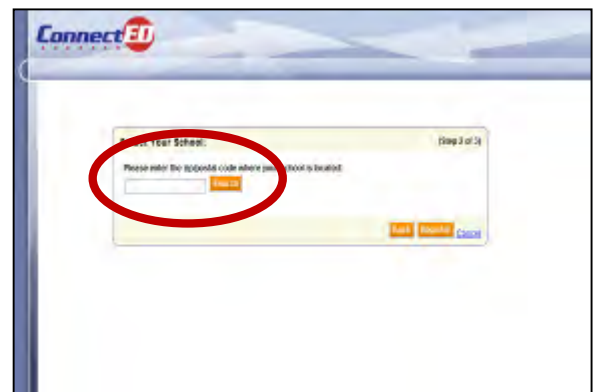
3. In the Teacher’s box click **Register**.



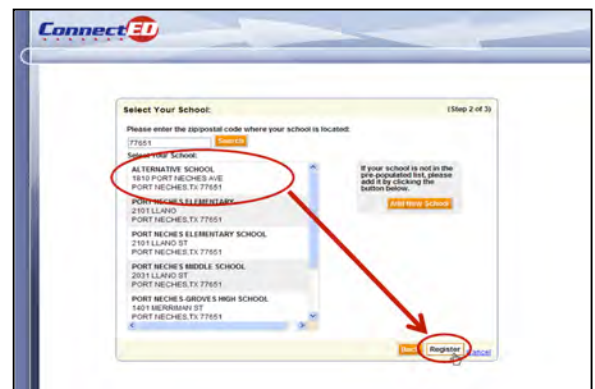
- Then enter your first name, your last name, the Teacher Edition Master Code for your grade level, your email address, and enter a challenge question/answer. Select **Next**.



- Enter the zip code of your school, click **Search**.



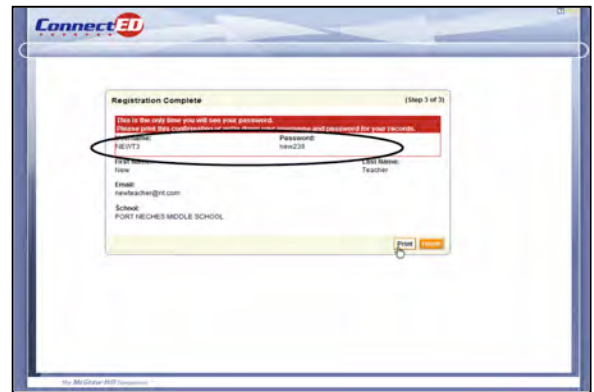
- Find your school in the list. Click one time to highlight the school and then click **Register**.



7. Teacher registration is now complete, **Print and/or Write down** 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. **WRITE DOWN YOUR LOGIN INFO!** Click **Finish**.

Username: \_\_\_\_\_

Password: \_\_\_\_\_



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

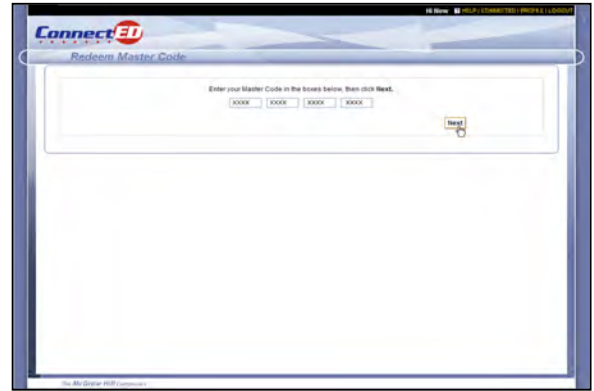


**REDEEM MASTER CODES**

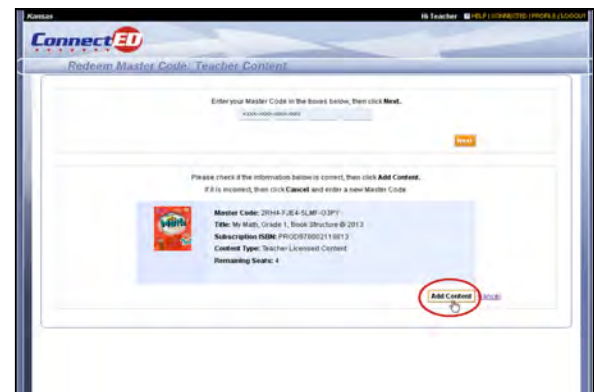
1. Click the **Redeem Master Code** button to add your **Teacher Edition Master Code**.



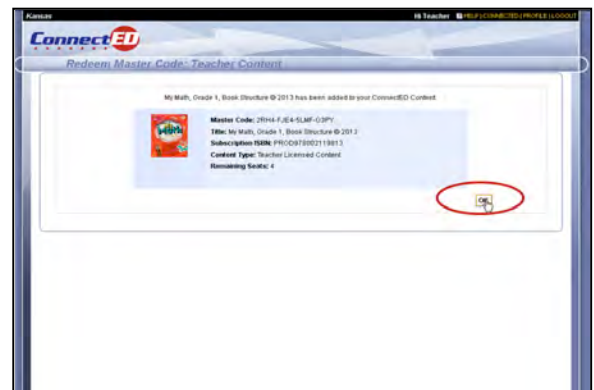
2. Enter the 16-digit Teacher Edition Master Code. (Master Codes do not use zeros, only the letter “o”). Click **Next**.



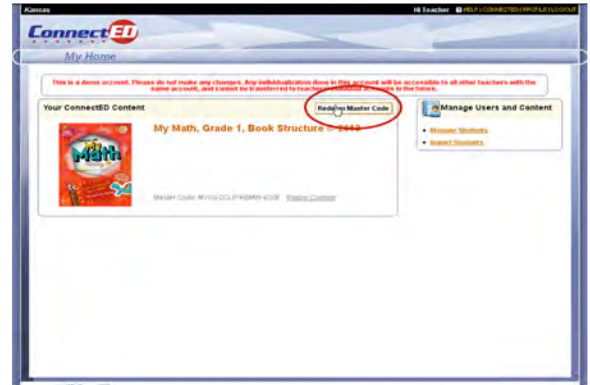
3. Confirm the book information. Then select **Add Content**.



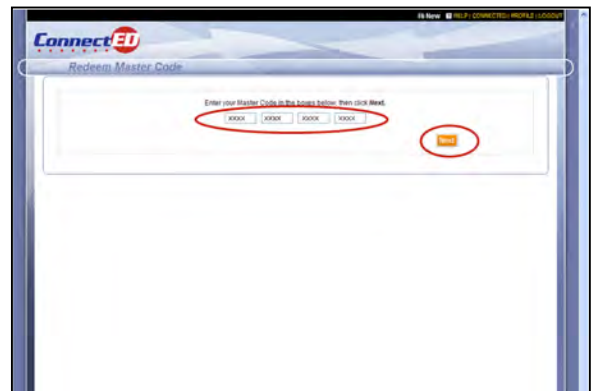
4. This confirms your content has been added, click **OK**.



- The Teacher Edition is now loaded, select **Redeem Master Code** to input the Student Edition Master Code.



- Input the Student Edition Master Code. (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**.



- The student edition content is loaded and a Redemption Code 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:**

\_\_\_\_\_ (not case specific)

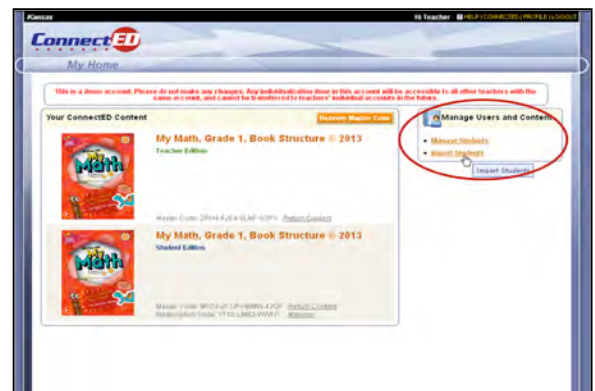


**ENROLL STUDENTS**

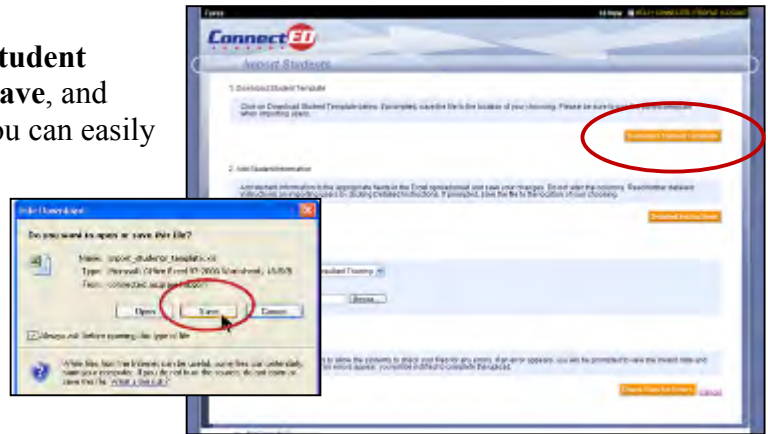
There are two options to enroll students. The directions below will cover both. You do NOT do both, choose the method that is best for you or your district.

**TEACHER/DISTRICT IMPORT (Single or Multiple Students)**

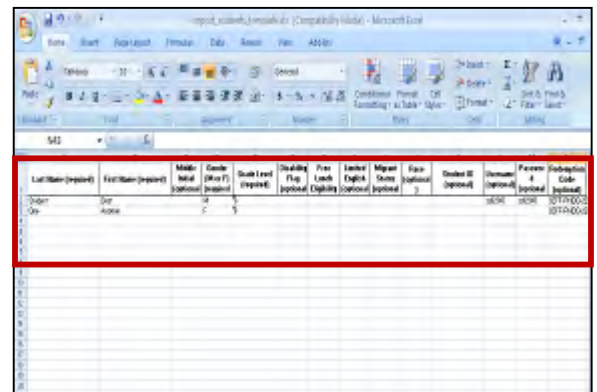
- From the teacher home page, click **Import Students** on the right side of screen.



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.

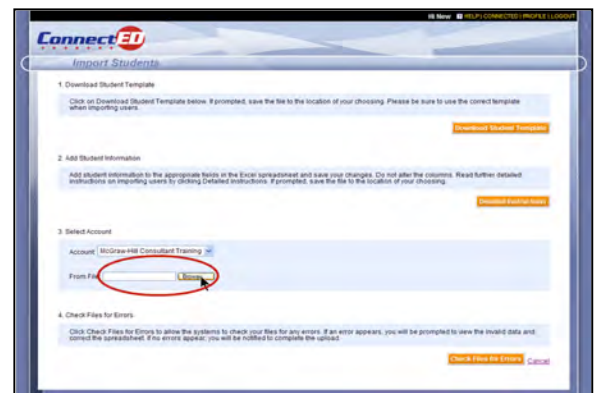


3. Open the document import\_students.xls (or whatever you named it). Fill in your student information for all the “required” columns (last name, first name, gender, and grade level). If you want to use a custom Username/Password, please read the “Detailed Instructions” from Step 2 on the ConnectED Import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



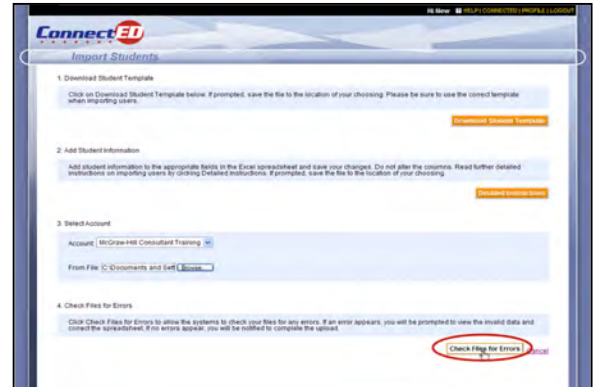
4. Save the file again to your desktop with the same name. Close the file.

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.

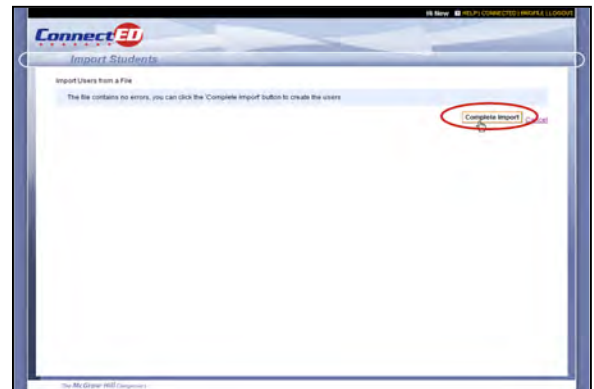




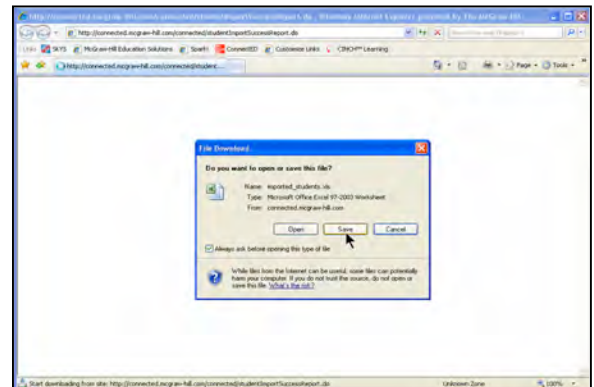
6. Step 4, select **Check file for Errors**. It will refresh your screen and tell you if there are any errors. If there are errors, open the Excel Spreadsheet and correct the file, resave. Then repeat Step 3 and Step 4 on the Import Student Screen.



7. Select **Complete Import**.



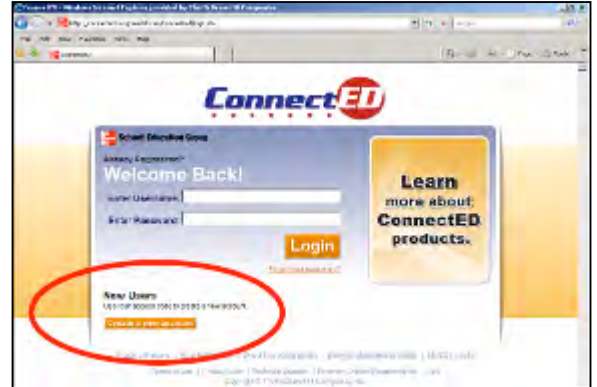
8. An Open or Save box will appear, **SAVE** this file. **Your student's username and password are contained in the two last columns on the right side of the page.**



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.

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

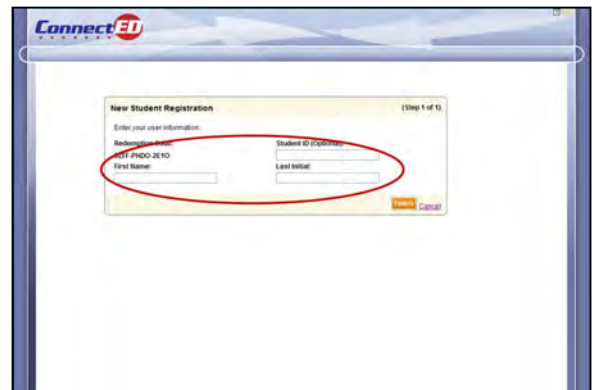
1. Provide parents/students with the auto generated Redemption Code Coupon or the 12-digit redemption code. (The teacher could do this for each students as well.)
2. Log on to <http://connected.mcgraw-hill.com>
3. Click on **Create New Account** under new Users.



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

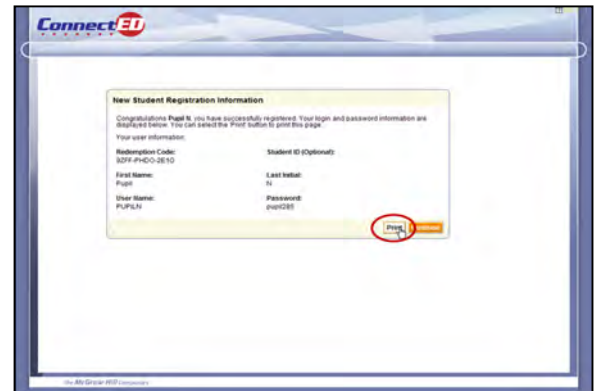


5. Enter First Name and Last Name Initial. Click **Finish**.





- The system will then automatically generate the student username and password. **Print or Write down this information.**



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

- Go to [connected.mcgraw-hill.com](http://connected.mcgraw-hill.com);
- Login with a student username and password from the imported `_students_template.xls`.
- The student page will not have any books loaded. Click ADD
- Enter the Redemption Code and click ADD

## Navigating MyMath Content

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



## Teacher Homepage

The screenshot shows the McGraw-Hill MyMath Teacher Center interface. At the top, there is a navigation bar with 'Home', 'Lesson Plan', 'Manage & Assign', 'Assess', and 'Resources'. Below this, there are dropdown menus for 'Chapter 3: Addition Strategies to 20' and 'Lesson 3: Use a Number Line to Add'. The main content area features a large banner with a child and the text 'We're in the Big City!'. To the right, there are sections for 'Scheduled Lesson Plans', 'Assignments Due', and 'Other Events'. At the bottom right, there is a 'Send a Message' section.

**From the Menu bar you can access:**

- Home
- Lesson Plan
- Manage & Assign
- Assess
- Resources

**From the Quick Links you can access:**

- Teacher Edition
- My Files
- My Planner
- Notebook
- Glossary

**Choose any desired lesson by Chapter and Lesson number.**

**Today's Lesson**

- Start classroom presentation
- Customize lesson plans
- Open lesson plans

**To send a message to a class directly from the Home Page:**

Enter your message in the dialogue box and click **Send Message**.

## Advanced Features

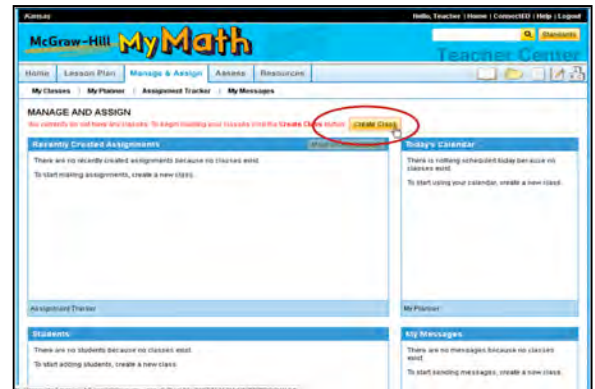
At this point, students can access their book at home; however, there are many advanced features of the ConnectED platform including class assignments, uploading teacher created resources, class messaging, and fast launch of favorite McGraw-Hill resources.

### SET-UP A CLASS

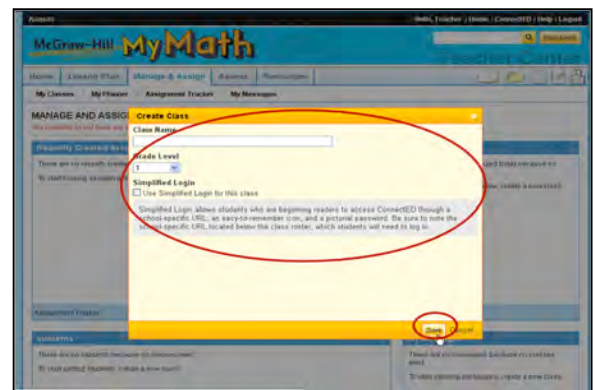
1. Select **Manage and Assign** at the top of the screen.



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



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

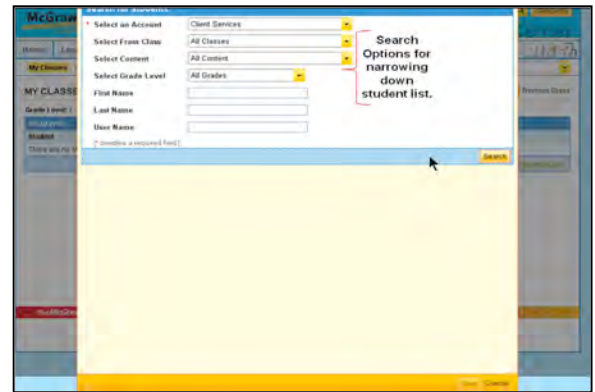


## ADD STUDENTS TO A CLASS

- After saving the class information, select **Add Students**.

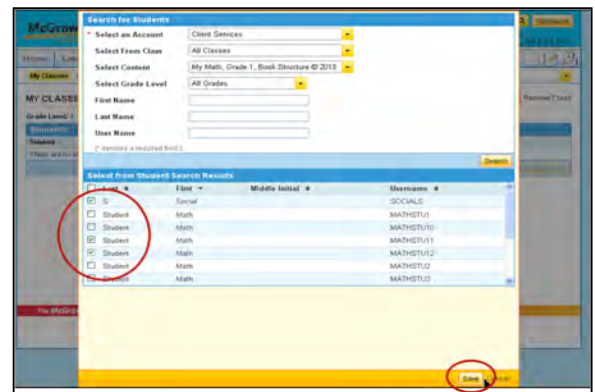


- The top portion of the screen contains search fields, or students can be found by typing their first name, last name, and/or user name.



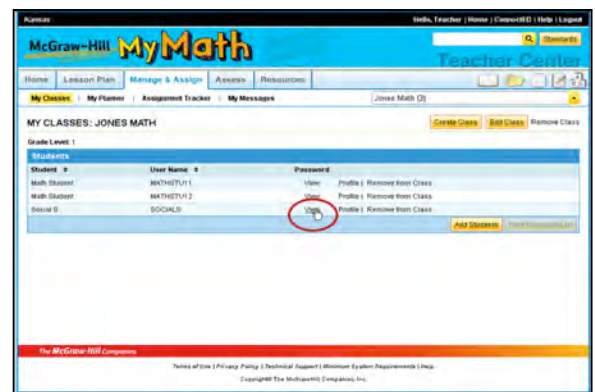
- Click the box in front of students that need to be added to the class and select **Save**.

(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.)

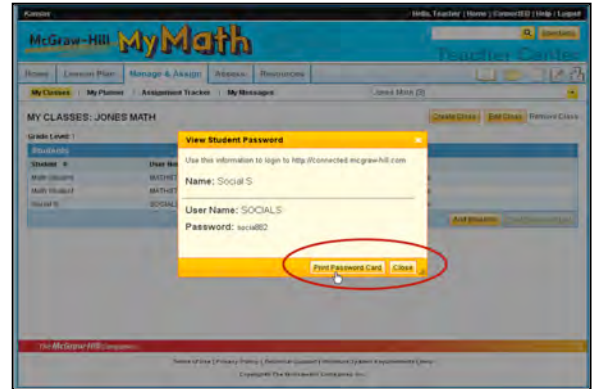


## STUDENT PASSWORD INFORMATION

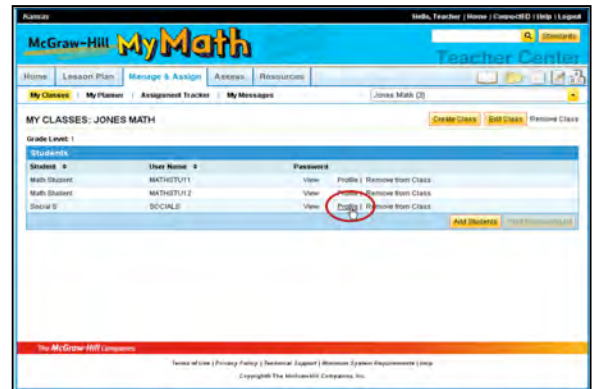
- To view a student's username/password, while in the My Classes section, select **View** next to the student's name in the Password column.



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



- Passwords can be changed for each individual student, by select **Profile** next to a student's name



- Any student information can be updated/changed. Then 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**.

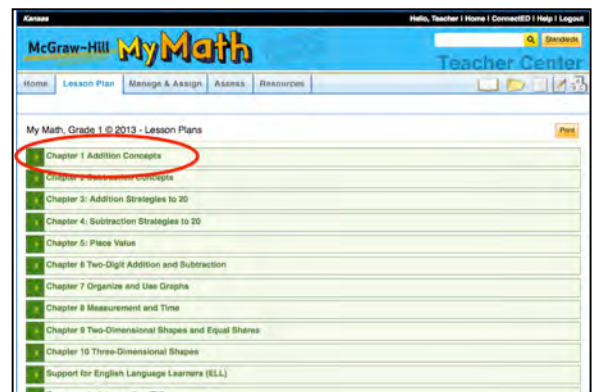
## LESSON PLANNER

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

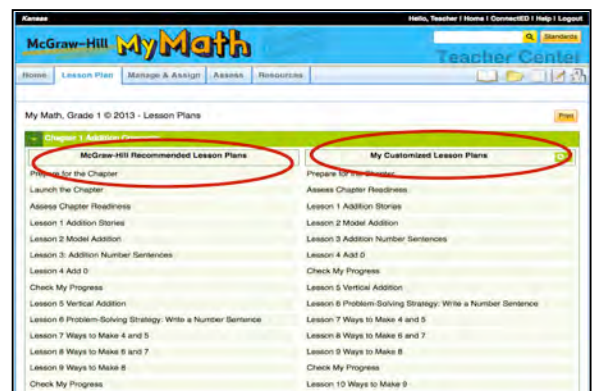
1. Select **Lesson Plans** from the top of the menu area.



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.

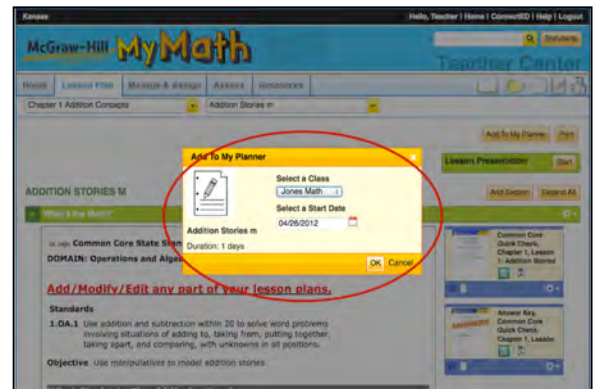




- Click **Add to My Planner**, to include these plans on your planner.

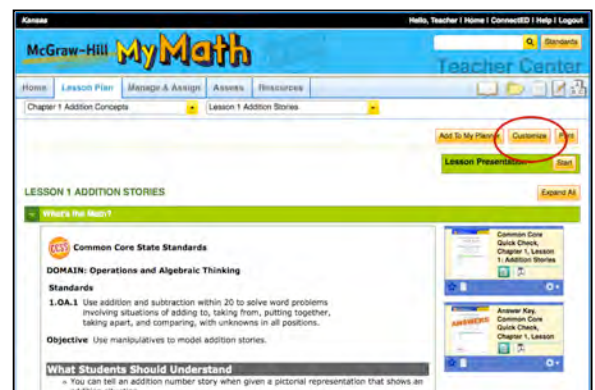


- Complete the pop up box by selecting a class and the start date of the lesson.

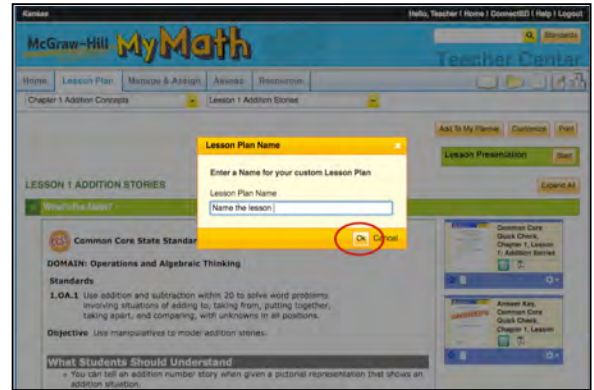


## CUSTOMIZE LESSON PLANS

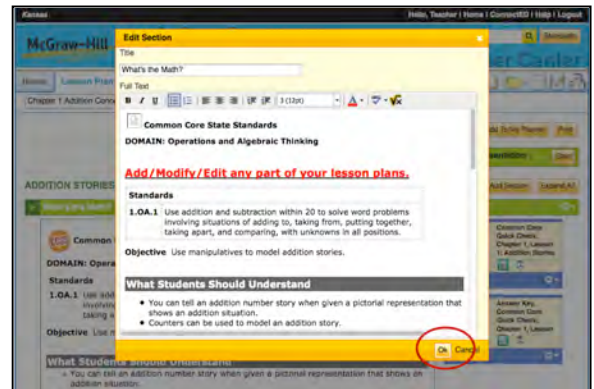
- If a pre-done McGraw-Hill Lesson Plan was opened, select the yellow, **Customize** button found above Lesson Presentation. (If a **My Customized Lesson Plan** was opened, **Customize** will not be an option.)



- 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.



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



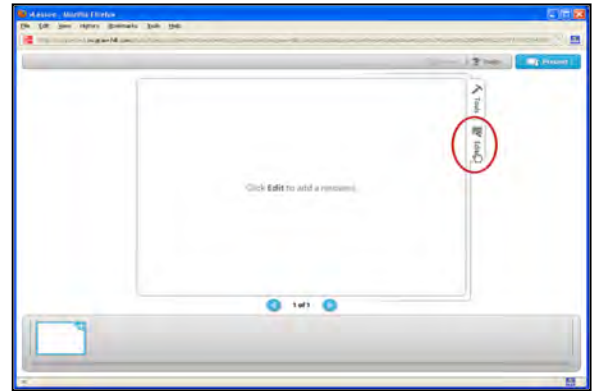
## LESSON PRESENTATION

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

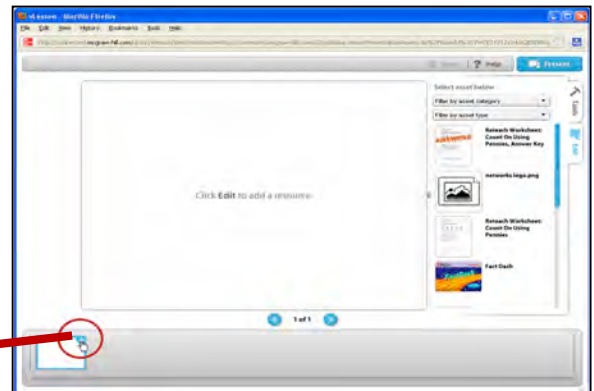
- With a lesson open, select **Start** next to Lesson Presentation on the right side of the screen.



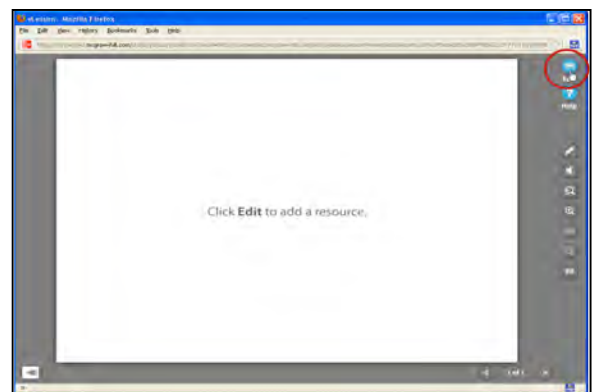
2. A new screen will pop-up, select **Edit** (can be on left or right side, depends on which side the toolbar is loaded).



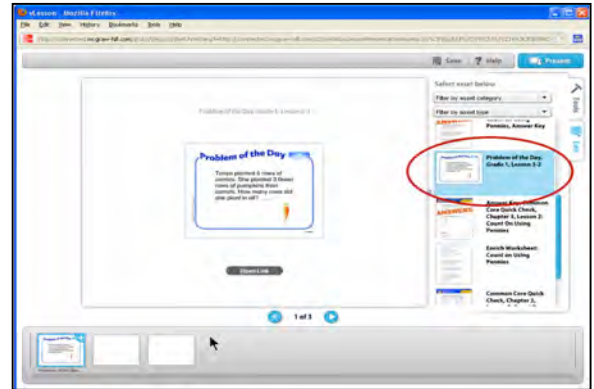
3. If this is an existing presentation, the slides will be loaded at the bottom of the screen, or a blank presentation, select **Edit**.



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

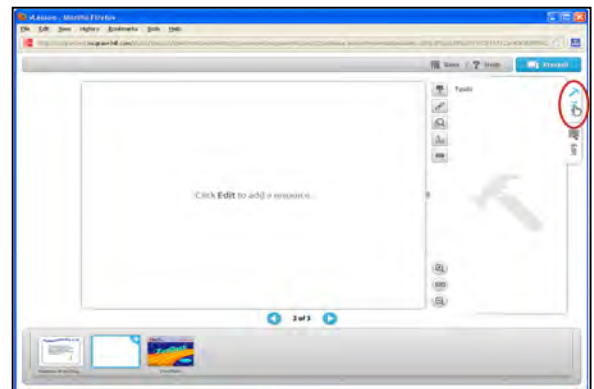



- There should be a list of resources on the right side, click on the resource (s) to add it to the Lesson Presentation.

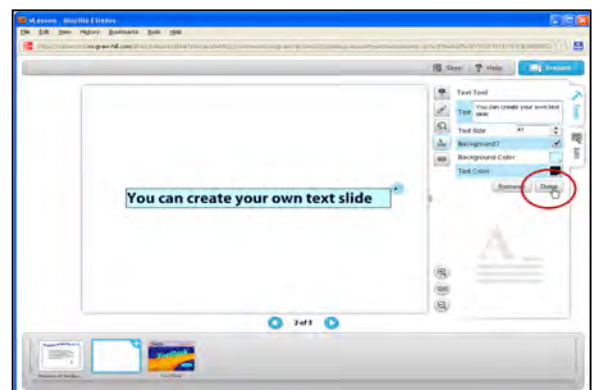


- Text slides can be created, be sure there is an empty screen by adding a screen (see step 4). Select the **Tools** tab on the right side of the screen.

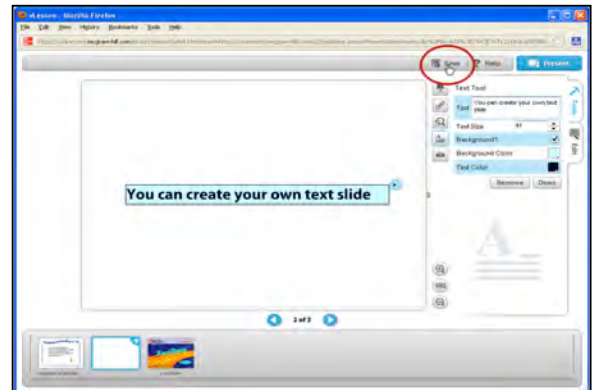
(There are several other tools that can be utilized on slides as well found under the **Tools** tab.)



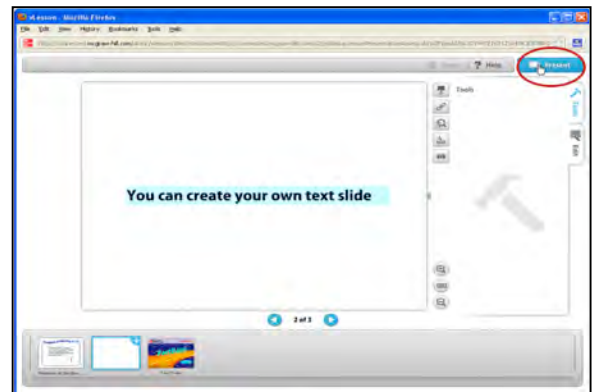
- Select the text icon,  , then put the cursor on the screen/slide where the text will be located. On the right side, type in the text and choose the size, font and color. When the slide is complete, select **Done** under the text information on the right side.



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.

**MY FILES**

Teacher created materials can be added.

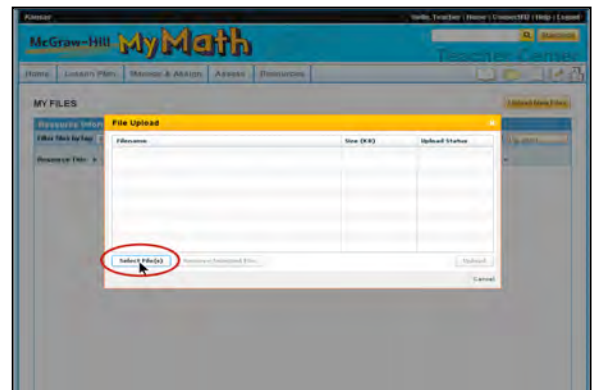
1. Click the **My Files** icon on the top right side of the screen.



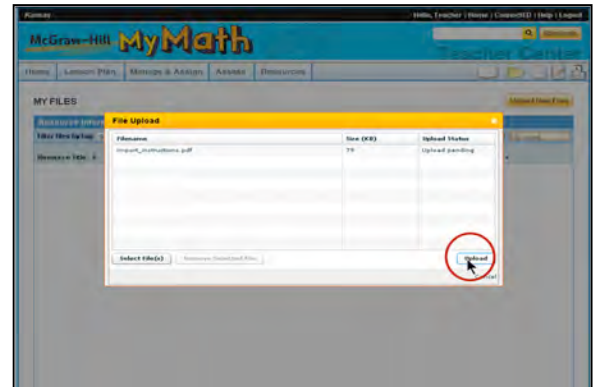
2. Select **Upload New Files** from the right side of the screen.



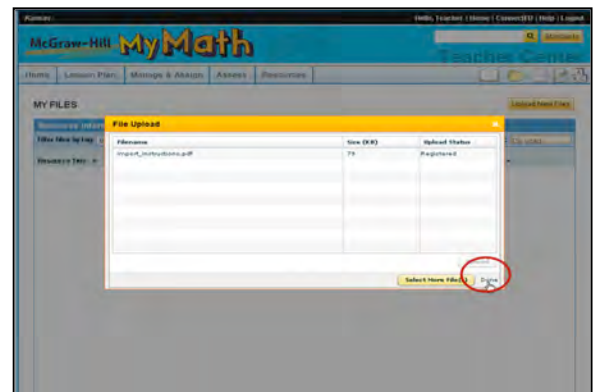
3. From the pop-up New File box click, **Select File(s)**.



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.



## MY FAVORITES

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

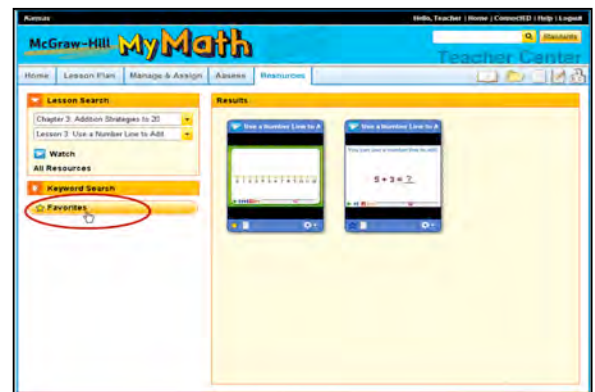
1. All resources are available for adding to Favorites. Find any resource.



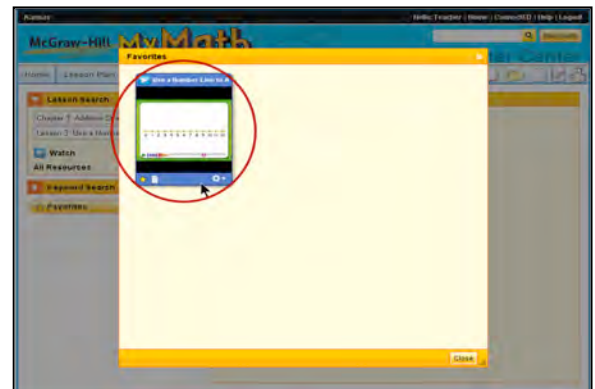
- Under each picture of the resource is a blue star. By clicking on the star it will turn completely yellow to signify that it has been added to the Favorites menu.



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



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



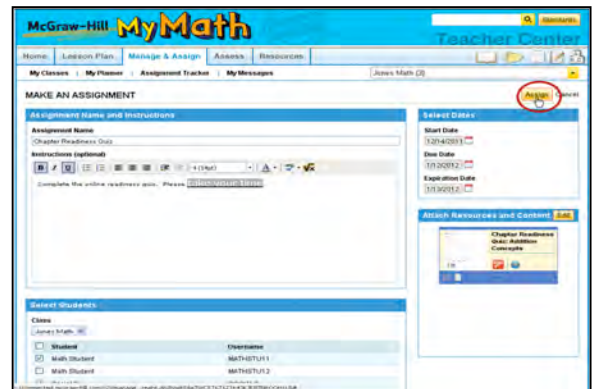


**ASSIGN Resources**

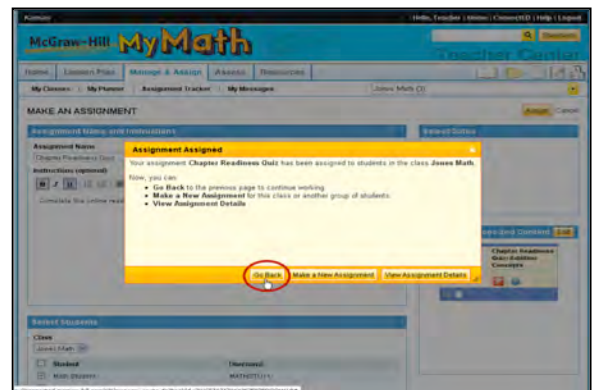
1. Select a resource to be assigned to students. Below the picture of the resource, select the **Tools** button. Then select **Assign** from the drop down list.



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

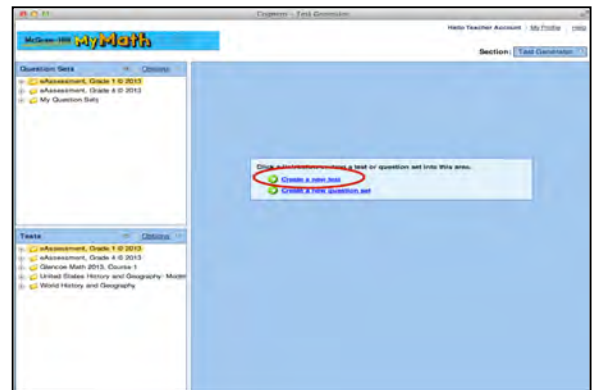
1. Select **Assess** from the My Math Teacher Center toolbar.



2. Select the picture icon for eAssessment.



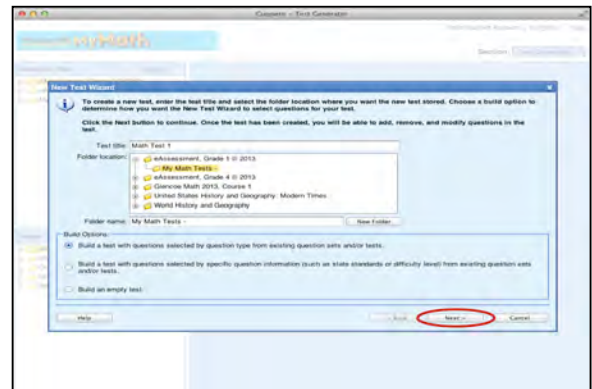
3. Once the eAssessment system is ready (may take a few seconds), select **Create a new test**.



4. Complete the New Test Wizard.  
Required fields include:
- 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
    - build an empty test

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

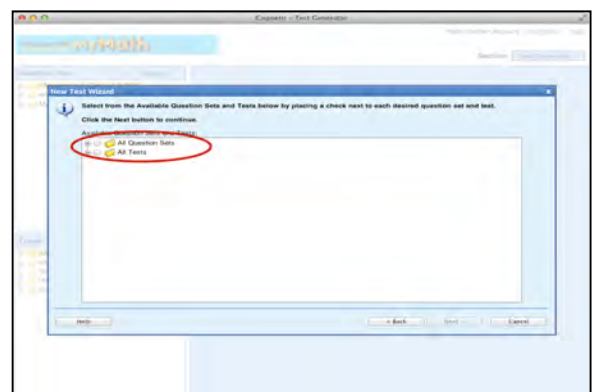
Select **Next**.



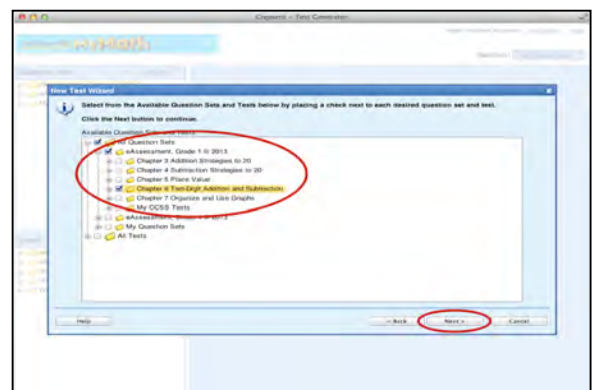
5. Select the location of the questions to be added:
- All Question Sets (bank of questions)
  - All Tests (pre-made assessments)

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

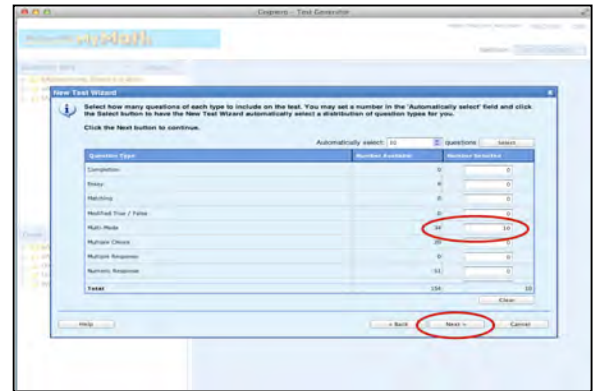
If a + is before a title it indicates that the file can be opened to show more information.



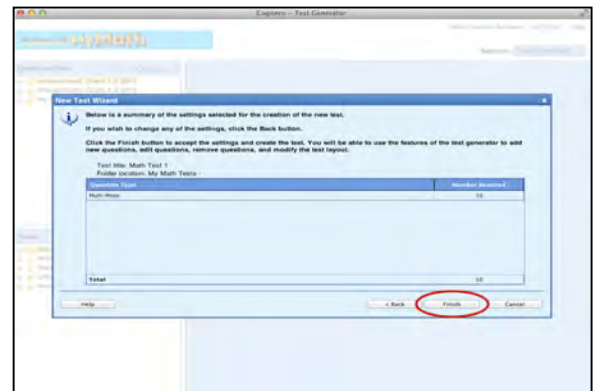
6. Select the specific chapter(s) of questions by placing a checkmark in the empty box before the chapter label. More than one chapter can be selected to create a test then select **Next**.



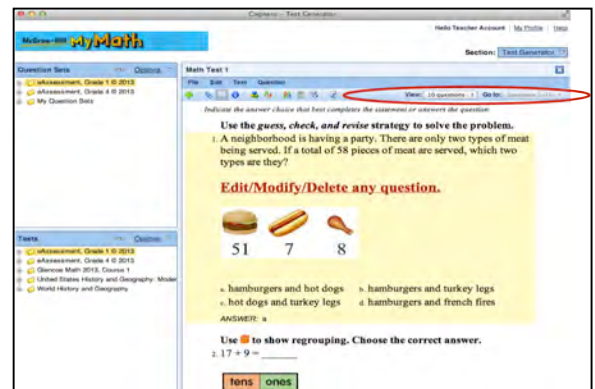
7. If creating a test by question type (random), select the number of questions for each type (multiple choice, true/false, etc.). There must be questions available to add them to a test. Select **Next**.



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

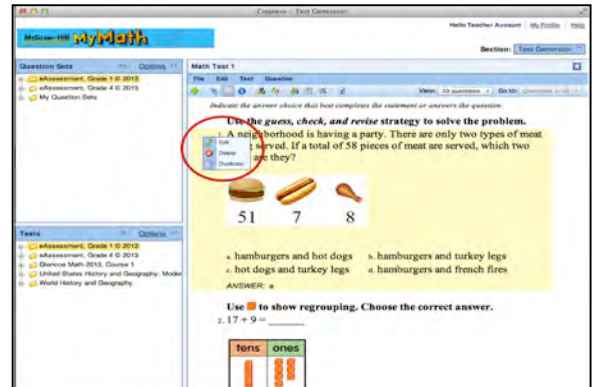


9. The test will be created. If the test is more than one page, you can change the **View** or select a different **Go to**.

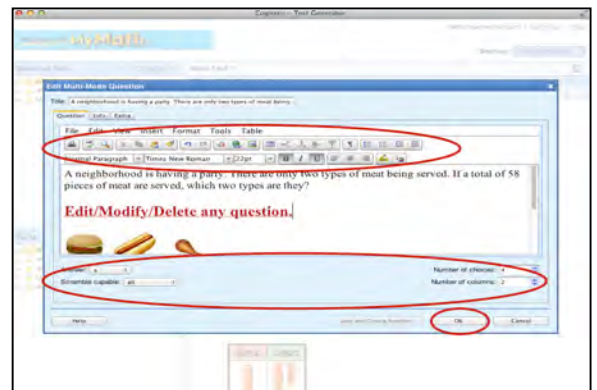


## EDIT A TEST

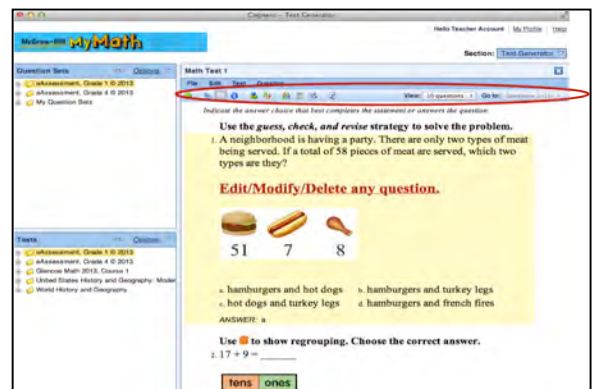
1. With the test open (can drag any test from the bottom of the screen, or the one that was just created), double click on any question or highlight a question and select the pencil icon on the right side of the question. Select the **Edit** option. (Double clicking will also open the question for editing.)



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.

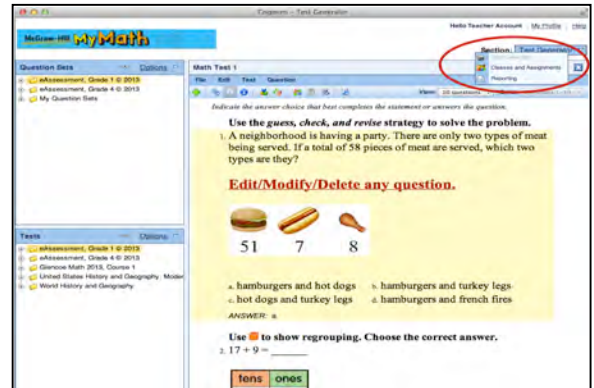


3. Questions can be duplicated, new questions can be added, and existing questions or tests can be added to one that was just created. These options appear in the **File** and **Edit** menus.

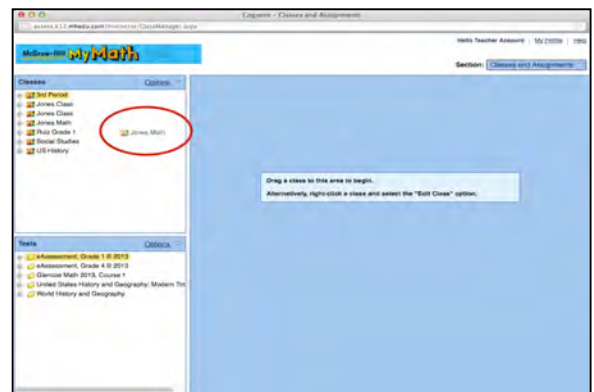


## ASSIGN A TEST

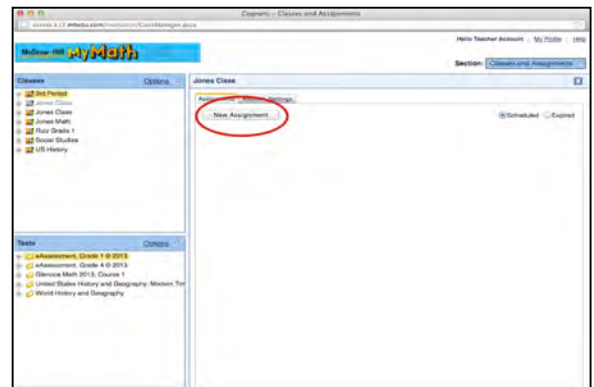
1. From the **Section** menu select **Classes and Assignments**.



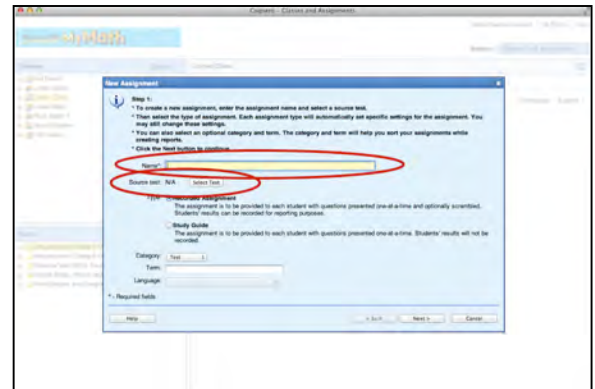
2. Drag and drop the selected class from the left to the blue area on the right.



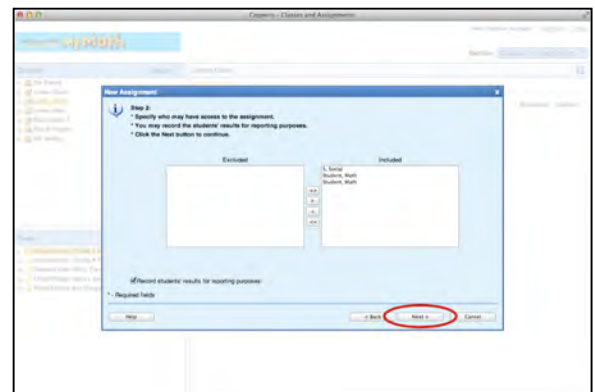
3. Select **New Assignment**.



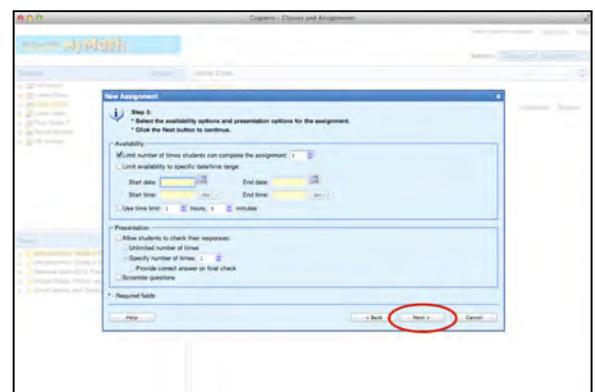
4. Complete the following fields:
- Name
  - Source Test (this is the test to assign, you will browse to the file it was saved in)
  - Type of test (Recorded Assignment is default)
  - The other options can be left as is  
Select **Next**.



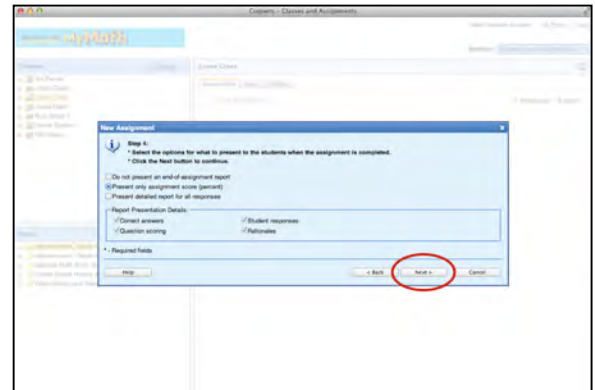
5. The students enrolled in the selected class will be in the **Included** field. To move students to the **Excluded** field, highlight the student's name and select the left single arrow. Make changes as needed, then select **Next**.



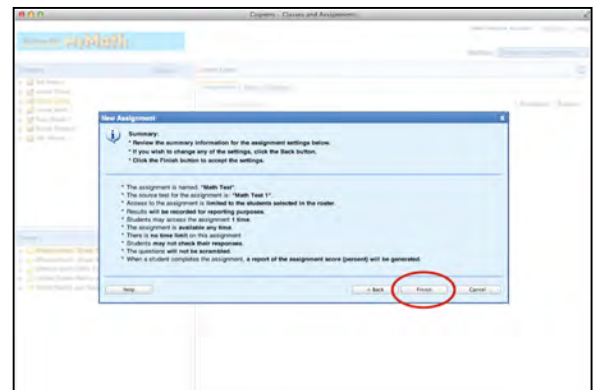
6. Complete the **Availability** and **Presentation** fields according to your parameters for the assessment. After the fields are complete, select **Next**.



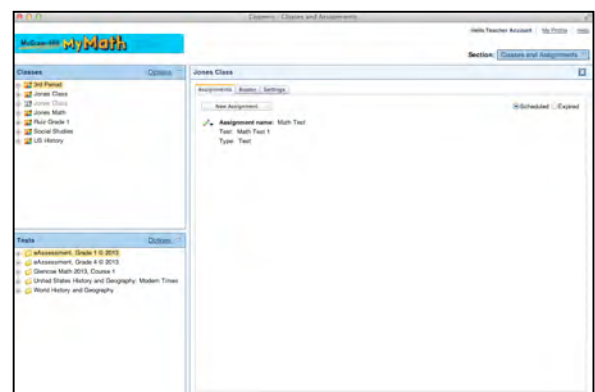
7. Complete the options for what students see after they complete a digital assessment and then select **Next**.



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.

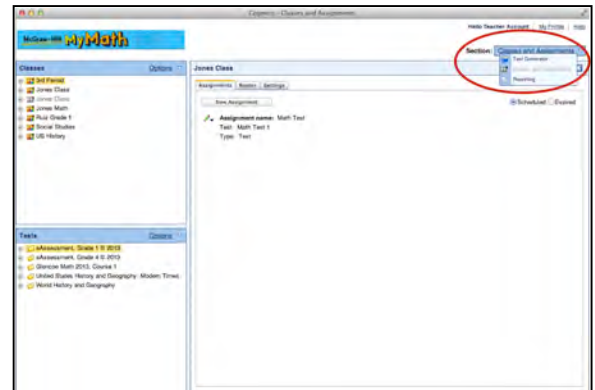


10. The assessment/assignment is now available for students to access by logging in to ConnectedED with their specific username/password.

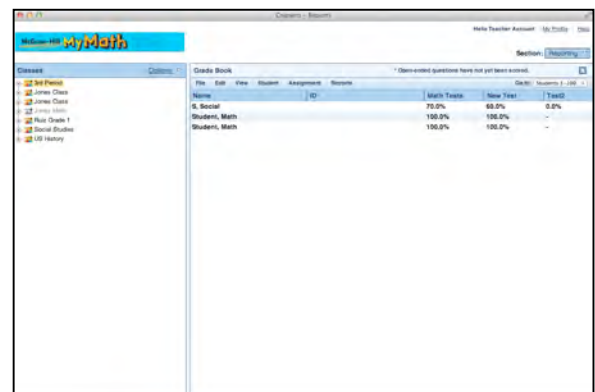


## ACCESSING REPORTS

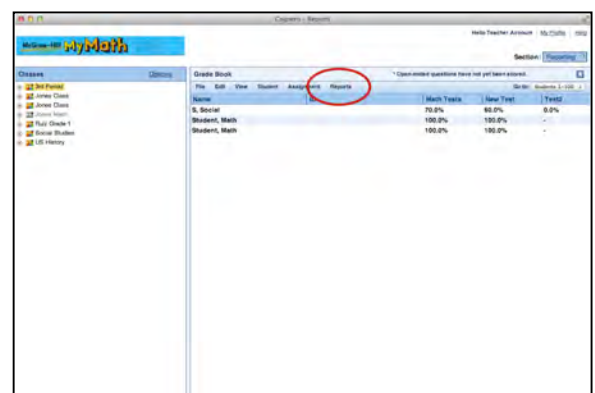
- To access reports at any time, choose **Reporting** from the **Section** menu.



- 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.



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



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



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**Monday-Friday 8-6 EST**