ConnectED User Guide

Teacher Edition

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1   About This Guide

The *ConnectED User Guide, Teachers Edition,* provides step-by-step instructions to help you learn and use ConnectED efficiently.

1.1   Terms

See the Glossary for a list of key terms and definitions.

1.2   Conventions

This *Guide* uses certain conventions uniformly to assist clarity and ease of use.

1.2.1   Typography

Keywords and names of buttons, links, icons, pages and windows are capitalized and appear in boldface type, for example:

1.   …the **Schedule**   icon…

Keywords appear in the Index and Glossary.

1.2.2   Actions

Most actions you take are as simple as:

1.   Click
2.   Enter
3.   Select

Use your computer's mouse to hover, point, and click on ConnectED screens as you would any Web page.

1.2.3   Icons

Icons (simple images) provide easy navigation and appear on ConnectED screens and throughout this text.

1.2.4   Screen Location

When appropriate, instructions indicate where to look on the screen, for example:

1.   Click the **Create a New Account** button at the lower left.

1.2.5 Pages, Windows, and Tabs

ConnectED displays information in Web pages, browser windows, and browser tabs. In each instance, ConnectED and this *Guide* name each ConnectED page so that you will always know where you are in the system.

Page names are capitalized and appear in **boldface** type, for example:

> ConnectED displays the **Login** page.

At times, settings in your local browser may determine whether certain information displays in a new browser window or tab.

Digital versions of your **Licensed ConnectED Content** always display in a separate window.

1.2.6 Steps

Working in ConnectED may require taking a series of steps. Follow all steps in order to complete a process.

Sequential steps are numbered, for example:

1. Click the **Calendar** icon.

2. •••

Single steps are unnumbered and indicated by a square bullet, for example:

■ Click on the **Title** or **Cover Image** of the desired item

Sometimes you can choose what you want to do. Alternative steps are separated by **OR**, for example:

■ Click the **Left Arrow** or **Right Arrow** buttons to go back or forward one week, respectively (one week per click).

OR

1. Click the **Calendar** icon.

2. •••

1.2.7 Best Practices

Best practices highlight suggested workflows or other actions intended to optimize your use of ConnectED, for example:

Best Practice! Move, Push, or Pull any existing Lesson Materials <u>before</u> adding new Non-Teaching Days.

1.2.8   Notes

Notes call your attention to important information, for example:

NOTE: Get your Master Code (a 16-digit alphanumeric code) from your school's or district's ConnectED point of contact (the "Master Code Holder").

Read notes carefully before taking an action.

1.2.9   Cautions

Cautions alert you to actions that may be irreversible or have broad impact, for example:

CAUTION!   School Year Date must not be later than Start Date.

Read cautions carefully before taking an action.

1.2.10   Figure and Table References

Unless otherwise indicated, table and figure references in the text precede the table or figure. Figures and tables are numbered separately as follows: **[section number].[ordinal number]**

1.2.11   Fonts

Headings, notes, captions, and variable information appear in **bold, san serif** font.

Key words appear in **bold** font.

1.2.12   Variable Information

Variable information or information that you supply appears in square brackets, for example, **[file name].**

1.2.13   Examples

All examples depict system functionality at the time of writing. All names appearing in screen shots are fictitious. Any resemblance to a name, real or fictitious, is purely accidental.

1.3   For More Help

For additional help, please call or click:

- (800) 437-3715 Monday–Friday, 8:00 a.m. to 6:00 p.m. EST
- http://epgtech.com

2   Introducing ConnectED

ConnectED is a comprehensive, Web-hosted teaching and learning management system for administrators, teachers, and students.

2.1   Features

ConnectED provides online access to your primary **Licensed ConnectED Content,** pre-selected **Suggested Lesson Materials,** as well as thousands of **Additional Resources**; lets you **Schedule,** build, and manage your instructional **Lessons;** and helps you create and manage an online **Classroom.**

With ConnectED you can:

- Access and manage digital versions of purchased materials, your **Licensed ConnectED Content**
- Rapidly create a teaching **Schedule** with daily **Lessons** based on each of your textbooks
- Set **Milestones** on your **Schedule** to help track progress
- Find additional **Lesson** materials from among thousands of **Teaching and Learning Resources**, including cross-disciplinary materials (pull in a math concept to augment a science lesson, for example)
- Use familiar searching or browsing methods, or focus your search by educational **Concepts** or **State Standards**
- **Filter** search results to hone in quickly on exactly the material you want
- Manage **Lesson Materials** over time to accommodate your changing teaching schedule
- Create **Classrooms** to enable **Student** access to **Lessons** and **Assignments**
- Make and manage **Student Assignments**

2.2 Getting Oriented

When you log on, ConnectED displays **My Home** page and **Dashboard** in your Web browser (Figure 2.1).
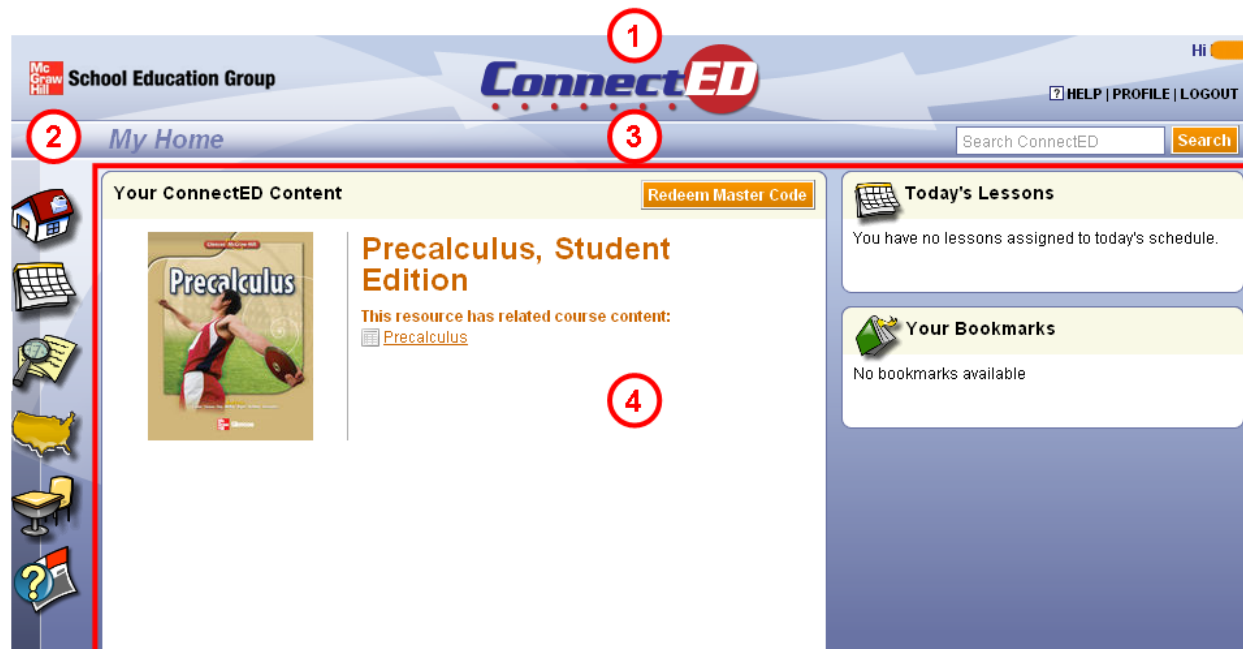
Figure 2.1 My Home Page and Dashboard

ConnectED displays information uniformly on the **My Home** page in five different zones for easy orientation and navigation (refer to Figure 2.1 by number):

1. **Banner**

   The **Banner** always displays at the top of the screen and displays the following:

   a. **ConnectED Logo.** Easily identify ConnectED from other applications you may have open on you desktop.

   b. **Personalized Greeting**. Each user has a personal **Account**.

   c. **Help**. Click to open the *ConnectED User Guide*.

   d. **Profile.** Access and modify basic **Account** information (*see* section 12, **"**Using Profiles").

   e. **Logout.** Click to log out.

2. **Main Navigation Icons**

The following **Navigation icons** always display on the left-hand side of the ConnectED **Dashboard** so that you can move quickly and easily between different ConnectED functions:

a. **My Home**

Click the **My Home** icon to display **My Home** page.

b. **Schedule**

Click the **Schedule** icon to display your **Schedule.**

c. **Find by Concepts**

Click the **Find by Concepts** icon to search for **Additional Resources** based on learning concepts.

d. **Find by State Standards**

Click the **Find by State Standards** to search for **Additional Resources** based on state standards.

e. **Classroom Management**

Click on the **Classroom Management** icon to create and manage **Classes, Rosters, Teaching and Learning Materials**, and **Assignments.**

f. **Help**

Click on the **Help** icon to open the *ConnectED User Guide.*

2. **Page Name and Search Bar**

a. Easily identify the current ConnectED page.

b. **Search** is always available to find **Teaching and Learning Resources.**

3. **Dashboard**

a. The **Dashboard** is the central portion of the screen, taken as a whole.

b. The **Dashboard** changes to display information uniformly according to your current ConnectED activity.

3 Creating a New Teacher Account

All users must create a **New Teacher Account.**

If this is your first time using a McGraw-Hill application, got to section 3.2 and follow steps 1-6.

If you are **Rejoining ConnectED** or **Joining ConnectED from another McGraw-Hill Application,** go to section 3.2 and follow steps 1-3, then jump to section 3.3 and follow all steps. Use your existing **Username** and **Password.**

3.1 Before You Get Started

Make sure you have the following before you get started:

- **Internet access**
- Your **Master Code(s)**

NOTE: Get your Master Code (a 16-digit alphanumeric code) from your school's or district's ConnectED point of contact (the "Master Code Holder").

- Your **Username** and **Password**

NOTE: You will already have a Username and Password <u>only if you are rejoining ConnectED or joining from another application.</u>

If you are registering for the first time, ConnectED automatically creates a Username and Password for you during the account creation process described in section 3.2, below.

3.2 To Create a New Teacher Account

1. In your Web browser, enter http://connected.mcgraw-hill.com.

    ConnectED displays the **Login** page (Figure 3.1).

Figure 3.1 ConnectED Login Page

2. Click the **Create a New Account** button at the lower left.

   ConnectED displays the **Create a New Account** dialogue box (Figure 3.2).

Figure 3.2 Create a New Account Dialog Box

3. In the **Teachers** box, click the **Register** button at the lower right.

   ConnectED displays the **New Teacher Registration** form (Figure 3.3).

NOTE: If you are creating a New Teacher Account (you DO NOT have a Username and Password), proceed with steps 4 and 5, below.

NOTE: If you already have a Username and Password (you are <u>rejoining</u> ConnectED or <u>joining</u> <u>ConnectED from another application)</u>, go to <u>section 3.3</u> now.

Figure 3.3 New Teacher Registration and Rejoin ConnectED/Join ConnectED from Another Application Forms

4. Complete the **New Teacher Registration** form and click the **Register** button at the lower right.

NOTE: You may have several Master Codes (one for each title in your ConnectED Content). You can use any of your Master Codes to create your New Teacher Account.

ConnectED (1) displays the **Successful Registration** dialogue box with your **Username** and **Password** (masked in this example, Figure 3.4) and (2) sends a **Confirmation Message** to the email address you provided.
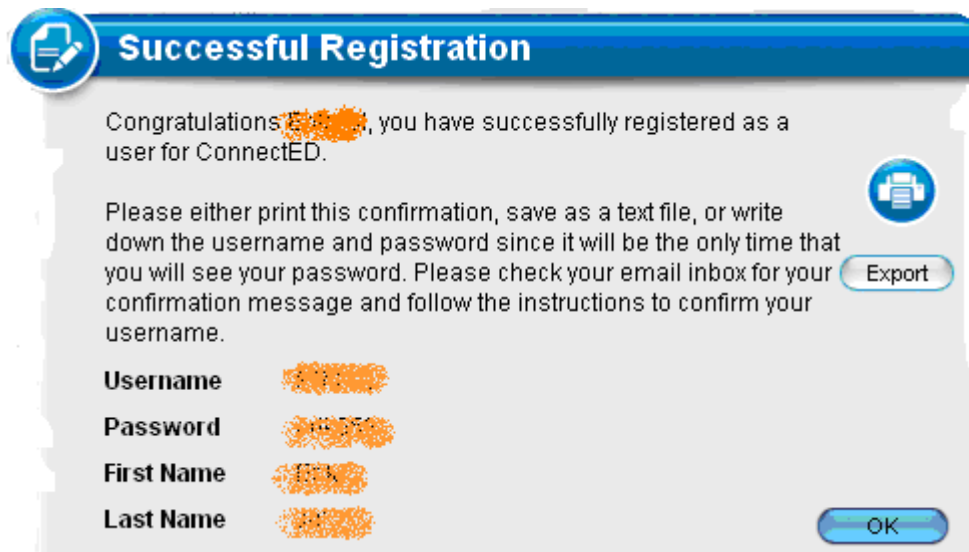
Figure 3.4 Successful Registration Dialogue Box

NOTE: **Click the Printer icon to print this message, or click the Export button to save this message to a file, or write down your Username and Password and keep them in a secure location.**

NOTE: **Remember your Challenge Question and Answer in case you forget your Password.**

5. Click the **OK** button at the lower right.

    ConnectED displays the **Login** page.

4. **BEFORE YOU LOG IN,** check your email for a message from McGraw-Hill (Figure 3.5).
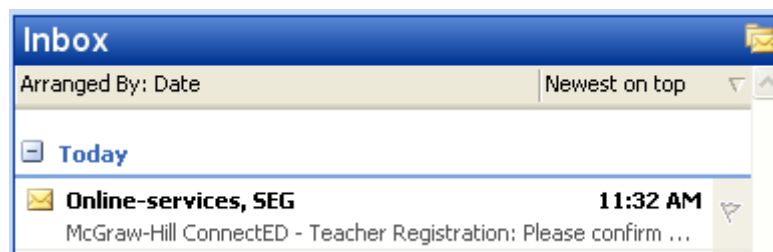

Figure 3.5 Email Message from McGraw-Hill

5. Open your email message and follow the instructions to complete your registration.

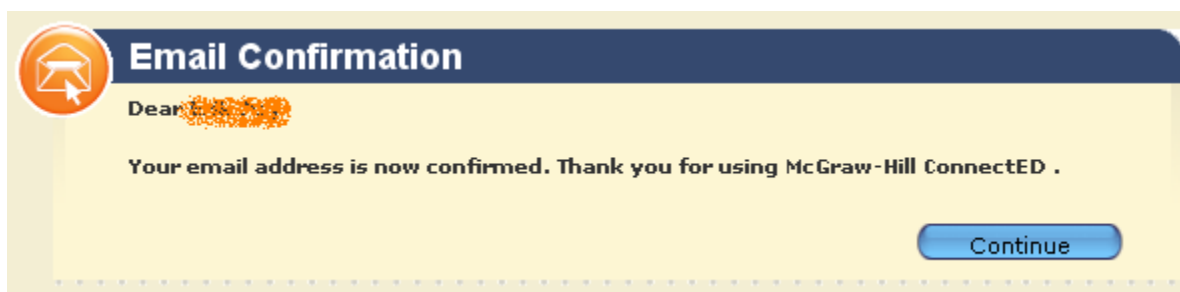   ConnectED displays the **Email Confirmation** page (Figure 3.6).

Figure 3.6 Email Confirmation Page

6. Click the **Continue** button at the lower right.

    ConnectED displays the **Login** page.

You are ready to **Log In** (*see* section 4, "Logging In to ConnectED").

3.3   Rejoining ConnectED/Joining ConnectED from another Application

If you are rejoining ConnectED or joining ConnectED from another McGraw-Hill application you must first create a **New Teacher Account.** (If you have not already done so, *see* section 3.2, "To Create a New Teacher Account," and follow steps 1-3.)

On the **Rejoin ConnectED/Join ConnectED from Another Application** form (Figure 3.7):

Figure 3.7 Rejoin ConnectED/Join ConnectED form Another Application Form

1. Enter your **Master Code, Username,** and **Password** and click the **Login** button at the lower left.

NOTE: **You may have several Master Codes (one for each title in your ConnectED Content). You can use any of your Master Codes to create your New Teacher Account.**

ConnectED prompts you to add a **Challenge Question** and **Answer.** You will use these in case you forget your **Username** and **Password.**

2. Click the **OK** button at the bottom center.

ConnectED displays the **Challenge Question** and **Answer** fields (Figure 3.8).
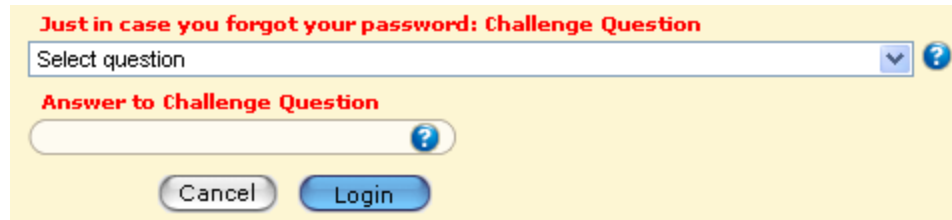

Figure 3.8 Challenge Question and Answer Fields

3. Select a **Challenge Question,** provide your **Personal Answer,** and click the **Login** button at the lower left.

ConnectED displays the **Success** message.

Your account is now active.

4. Click the **OK** button at the bottom center.

ConnectED displays the **Login** screen.

After you create a **New Teacher Account** (*see* section 3, "Creating a New Teacher Account"), use you **Username** and **Password** to log in to ConnectED.

4   Logging In to ConnectED

After you have created your **Teacher Account,** you can log in to ConnectED with your **Username** and **Password.**

4.1   To Log In

1. In your Web browser, enter http://connected.mcgraw-hill.com.

    ConnectED displays the **Login** page (Figure 4.1).
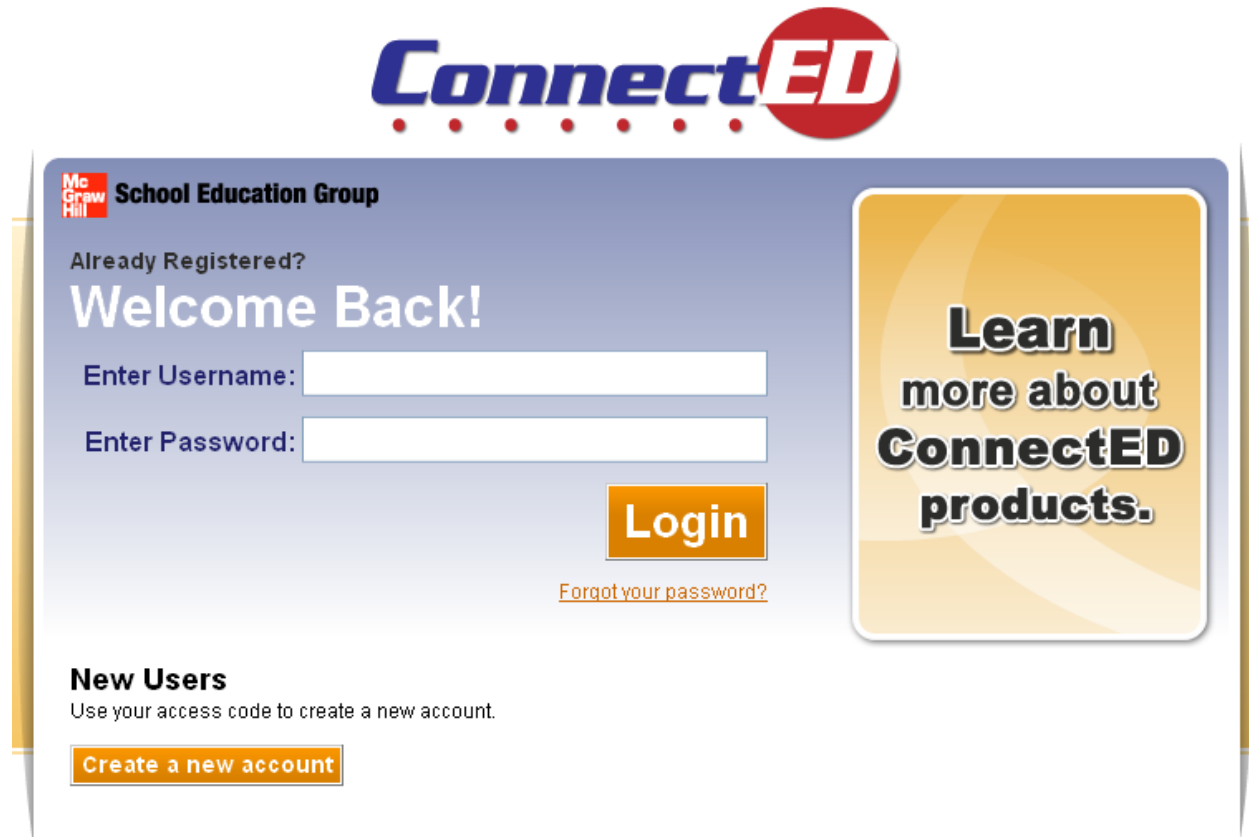

Figure 4.1 ConnectED Login Page

2. Enter your **Username** and **Password** and click the **Login** Button.

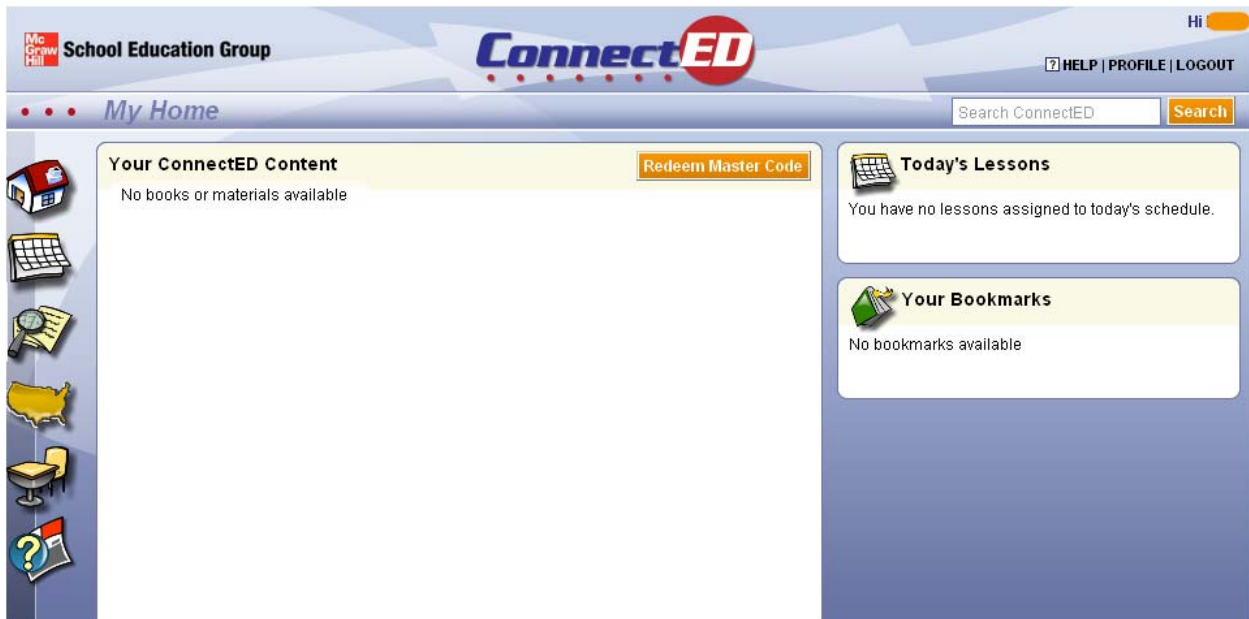   ConnectED displays **My Home** page and **Dashboard** (Figure 4.2).

Figure 4.2 ConnectED My Home Page and Dashboard

4.2   Forgot Your Password?
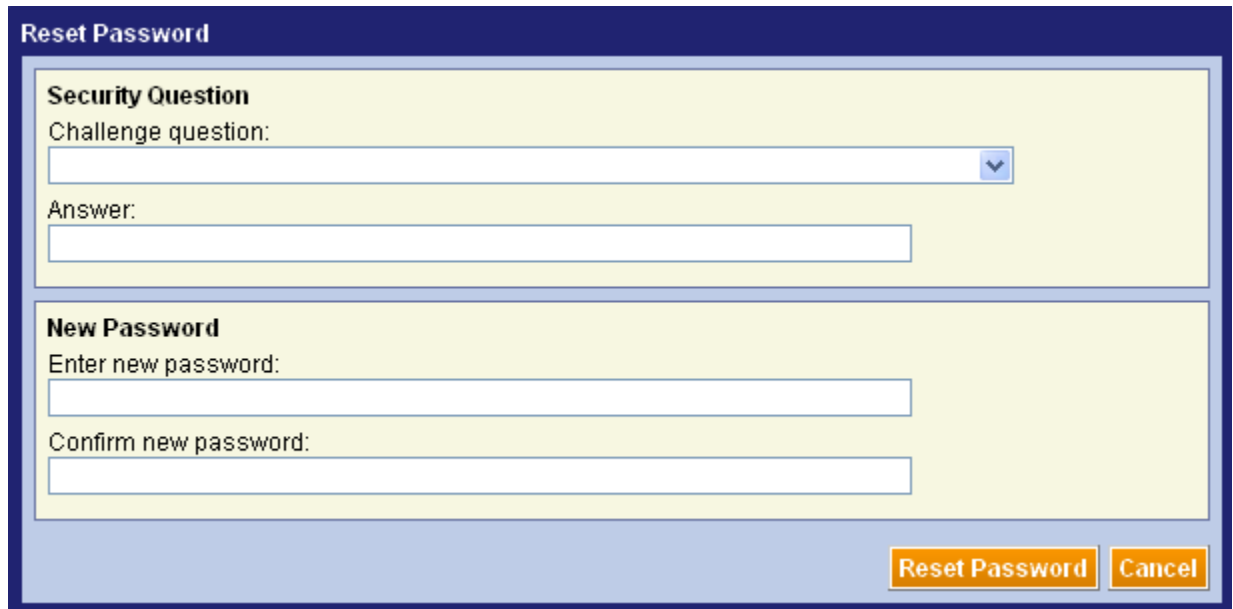
You can change your password if you have forgotten it and are unable to log in. To change your password as part of routine (optional) account maintenance, *see* section 12, "Using Profiles."

4.2.1   To Change Your Password at Log In

1.   Click the **Forgot Your Password?** link below the **Login** button.

ConnectED displays the **Reset Password** dialogue box (Figure 4.3).

Figure 4.3 Reset Password Dialogue Box

2. Select the **Challenge Question** you chose when you created your account and provide your **Personal Answer.**

3. Enter a new **Password;** then reenter the same new **Password** in the **Confirm New Password** field.

NOTE: Your Password must be 6-16 characters long and must contain at least one letter and one number. Examples: a12345, ABCDE6. Passwords are case-sensitive.

4. Click the **Reset Password** button at the lower right.

    ConnectED displays the **Password Change Successful** message (Figure 4.4).

Figure 4.4 Password Change Successful Message

5. Click the **OK** button at the lower right to return to the **Login** page.

You can now **Log In** with your new **Password.**

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5   Redeeming Master Codes

By **Redeeming Master Codes** you (1) build a digital library of your **Licensed ConnectED Content** and (2) create **Redemption Codes** that provide student access to your **ConnectED Content.**

Redeem one **Master Code** for each **Resource** you will be using.

5.1   Key Concepts

- When your School or District purchases McGraw-Hill publications, each title has a **Master Code.**
- A **Master Code** is a string of 16-alphanumeric characters formatted as follows:
  [4 characters]-[4 characters]-[4 characters]-[4 characters]
- Each **Master Code** is associated with one item such as a textbook identified by a unique ISBN (International Standard Book Number)
- Each **Master Code** is also associated with the total number of **End-User-Licenses** (access rights and terms) purchased by your School or District.
- You obtain your **Master Code(s),** one for each item you will be using in your classroom, from you School's or District's **Master Code Holder.**
- Your **Master Code** allows you to create a **New Teacher Account.**
- You **Redeem** your **Master Code(s)** to add the associated item(s) to your library of **Licensed ConnectED Content.**
- Each **Master Code** for **Student Materials** enables you to create a **Redemption Code, which** your students will use to create a **Student Account** and add **ConnectED Content** to their online **Bookbags.**
- You manage the number of **Redemption Codes** associated with your **Teacher Account,** typically one for each student in a class or section.

5.2   To Redeem a Master Code

From **My Home** ![home icon] page:

1. Click the **Redeem Master Code** button at the upper right (Figure 5.1).

   ConnectED displays the **Add a New Book** page (Figure 5.2).

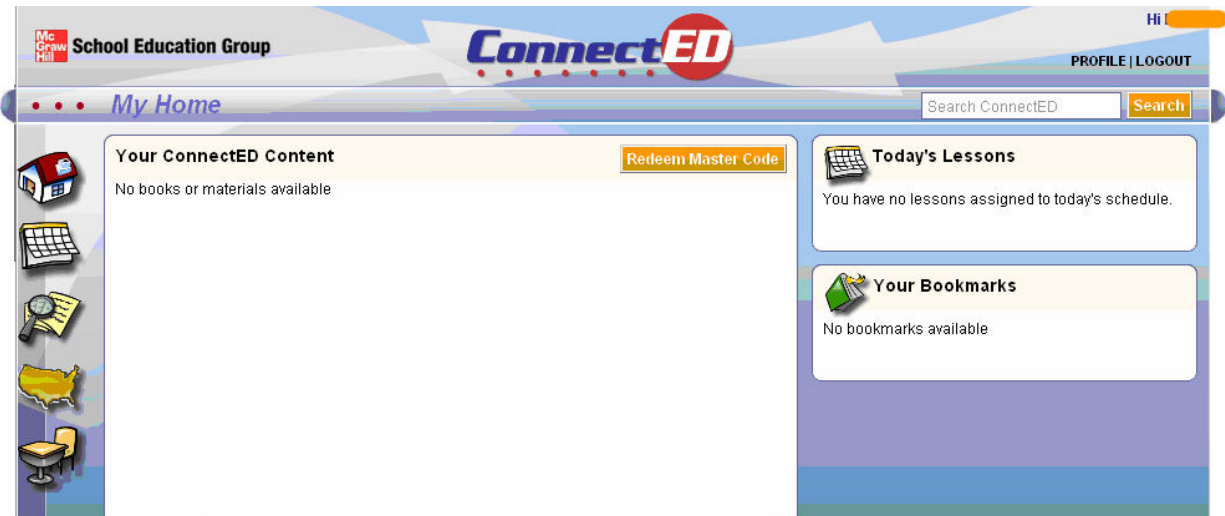**NOTE: The Add a New Book page may display in a new browser window or tab.**

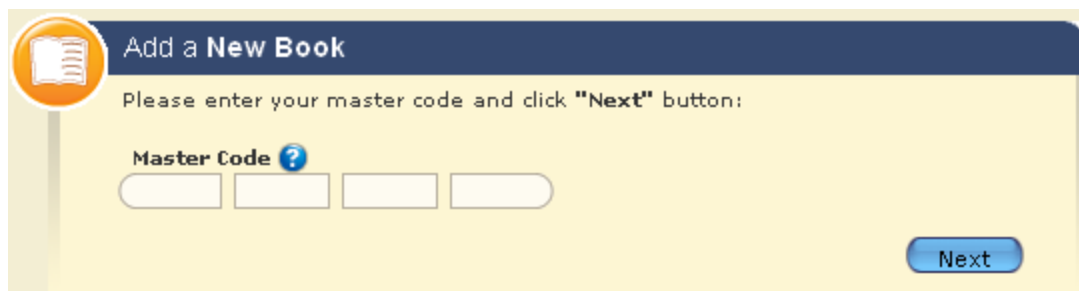**Figure 5.1 My Home Page before Adding ConnectED Content**

Figure 5.2 Add a New Book Page

4. Enter your **Master Code** and click the **Next** button at the lower right.

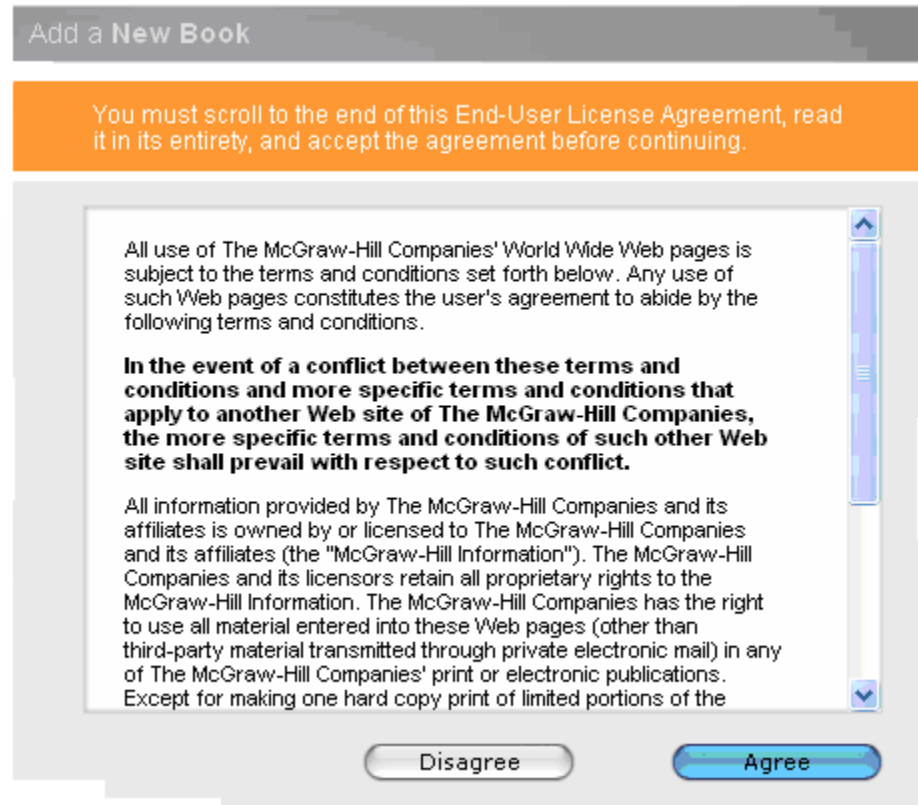ConnectED displays the **Add a New Book License Agreement** (Figure 5.3).

Figure 5.3 License Agreement

1. Read the "**End User License Agreement**" and click the **Agree** button at the lower right.

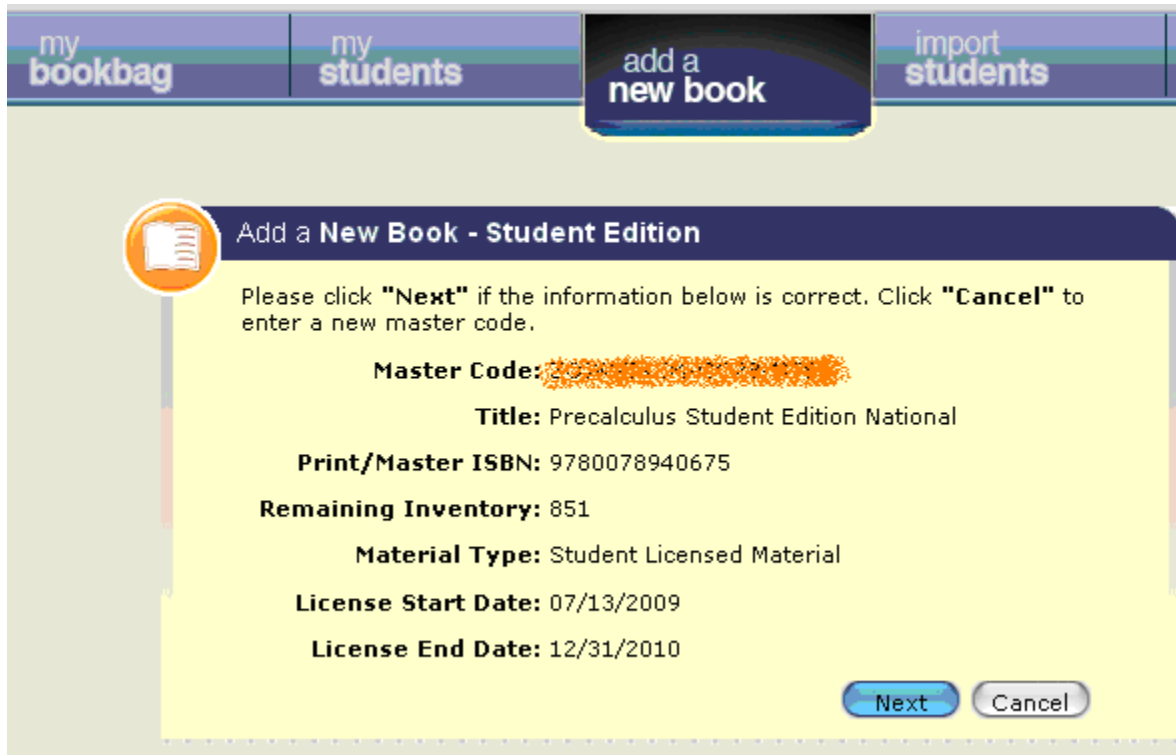   ConnectED displays the **Add New Book – [Student or Teacher] Edition** verification page (Figure 5.4).

Figure 5.4 Add a New Book – Student Edition Verification Page

2. Review the book information to ensure that your **Master Code** linked to the correct title.

NOTE: Contact your Master Code Holder for assistance with your Master Code(s)

3. If the book is correct, click the **Next** button at the lower right.

   ConnectED displays the **Add New Book – [Student or Teacher] Edition** dialogue box (Figure 5.5).

Figure 5.5 Add a New Book – Student Edition Dialogue Box

4. This step creates a **Redemption Code.** You must specify certain information pertaining to the **Redemption Code** that students will use to access this book.

Enter the following information (Table 5.1):

Table 5.1 Add a New Book Fields		
Field	Description	Format
School Year	The four-digit year the school year **starts**	[YYYY]
Quantity	The number of books to be **Redeemed,** typically this number equals the **Total Number** of your students who will be using this book (may be one or more **Classes**)	number
Start Date	The first day the book is **accessible** (the earliest date a **Student** could access this book)	[MM/DD/YYYY]
End Date	The last day the book is **accessible** (the last day a **Student** could access this book)	[MM/DD/YYYY]

CAUTION!   School Year date must not be later than Start Date.
                     End Date of the Redemption Code must not be later than the License End Date.

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5. Click the **Create Redemption Code** button at the lower right

ConnectED displays a **Redemption Code Coupon** (Figure 5.6).

Redemption Code Generated Successfully

Print one for each student matching the assigned quantity.

1. For using this redemption code, go to
http://connected.mcgraw-hill.com

OK

2. If you are a brand new user, enter this Redemption Code in the New Users area under New Students.

Redemption Code:

This redemption code is for the Student Edition:

Book Title   Precalculus Student Edition National

Teacher Name

School Year   2010

3. Copy the Username, First Name, and Last Initial here and save for later use

Student Username _____

Student Password _____

Student First Name _____

Student Last Initial _____

4. You can now enter your Username and Password in the Existing Users area and click the "Login" button to see your book bag. Click the "View Book" link next to the book cover to see the book.

----

5. If you have already registered, log into ConnectED in the Existing Users area using your Username and Password and click the "Login" button to see your book bag.

6. To add this Student Edition, click the "Add Books" button and enter the Redemption Code above in the provided area and click the round yellow plus symbol.

7. The book is now added to your book bag. Click the "View Book" link next to the book cover to see the book.

Figure 5.6 Redemption Code Coupon

6. Click the **Printer** icon at the upper right.

NOTE: Print one Redemption Code Coupon for each student.

7. Click the **OK** button to close the **Redemption Code Coupon.**

    ConnectED displays the **Add a New Book** page so you can continue to add other books (redeem additional **Master Codes**) or click the **Cancel** button to return to **My Home** page.

To manage **Redemption Codes** or to print a **Redemption Code** at any time, *see* section 11.7, "Managing Redemption Codes."

6   Accessing Your ConnectED Content

After you have redeemed your **Master Code(s)** you can access your **ConnectED Content.**

From **My Home** page:

1. Click the **Cover Image** or **Title** of the desired item (Figure 6.1). Use the scroll bar at right to find desired **Resource,** if necessary**.**

    ConnectED displays the selected item in a new window (Figure 6.2).
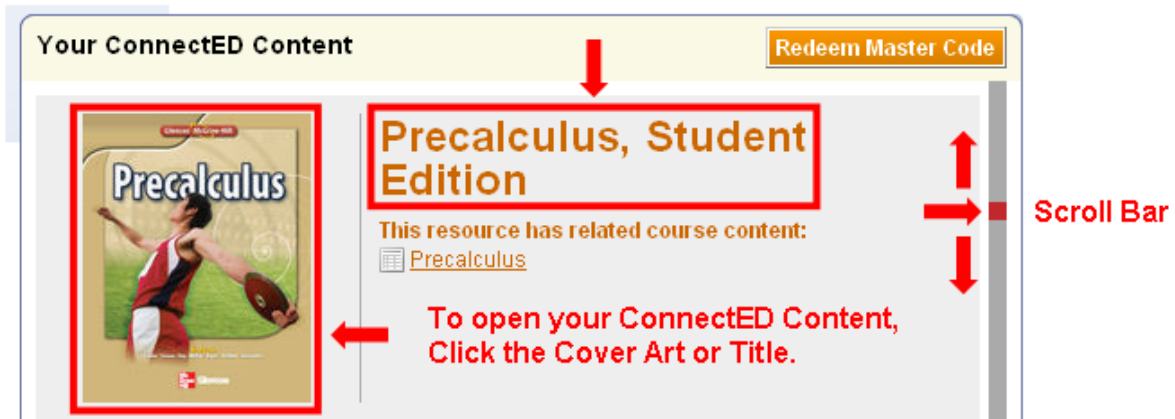
Figure 6.1 Cover Art and Title of ConnectED Content
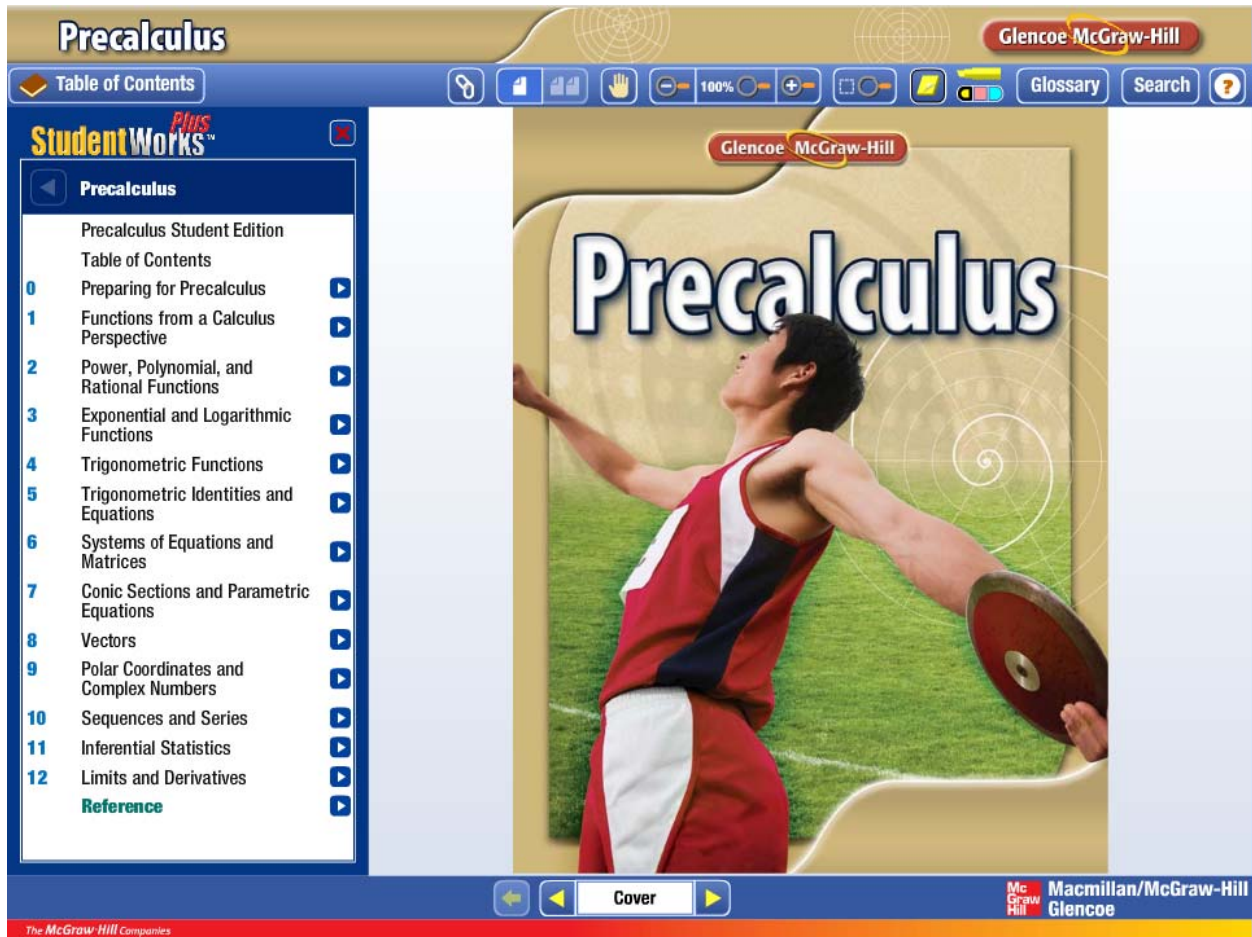
Figure 6.2 Selected Item Displayed in New Window

NOTE: Using ConnectED Content is easy and intuitive. Functionality may very from title to title and is not described in this *User Guide.*

7 Using Schedule Blocks

Use ConnectED to create and manage your teaching **Schedule** and **Lesson Materials.**

7.1 Key Concepts

For each **Class** or activity during your **Teaching Day,** you can create a **Schedule Block** that corresponds with your teaching subjects, schedule, and school year.

Many **Resources** in your **Licensed ConnectED Content** have pre-selected sets of associated **Suggested Lesson Materials (Lessons).**

By adding **Selected Lesson Materials** to a **Schedule Block,** ConnectED instantly builds the basis for your daily **Lesson Plans** for the entire **Schedule Block.**

You can also add to and manage each day's **Lesson Material** over time.

You can:

- Add, view, edit, and delete **Schedule Blocks** that reflect your teaching schedule
- Add, view, edit, and delete **Non-Teaching Days** such a holidays, testing days, or in-service days
- Add daily **Teaching and Learning Materials** specifically selected to complement your textbook and enrich instruction, including:
    - Pre-selected sets of **Suggested Lesson Materials**
    - **Additional Lesson Materials**
- Add, view, edit, and delete **Milestones** for **Lessons** and other activities to help you track and measure your teaching goals
- Navigate your **Schedule**
    - Move forward or backward by week or month
- View **Teaching and Learning Materials** associated with a specific day
- Manage **Lesson Materials** on scheduled days
    - Move *selected* **Lesson Materials** to a specified date
    - Push *all* **Lesson Materials** forward
    - Pull *all* **Lesson Materials** back to a specified date
    - Remove *selected* **Lesson Materials** from a selected day
- Print **Schedule** weeks

7.2 Recommended Workflow

Best Practice! For best results, add and modify each new Schedule Block in this recommended workflow (*see* below and *see also* Figure 7.1):

1. **Redeem Master Codes** to add your **Licensed ConnectED Content** (*see* section 5, "Redeeming Master Codes").

2. Add **New Schedule Blocks.** Each **Schedule Block** can have its own **Start** and **End Dates.**

3. Add **Non-Teaching Days. Non-Teaching Days** apply to all **Schedule Blocks.**

4. Add **Suggested Lesson Materials** (when available). When added, **Suggested Lesson Materials** automatically populate your **Schedule Block,** one **Lesson** per **Teaching Day.**

5. Add **Milestones. Milestones** may correspond with a particular **Lesson** (e.g., Chapter Test) or a more general event (e.g., State Achievement Testing Day)**.**

6. Add other **Teaching and Learning Materials** and manage **Lesson Materials** as needed over time.
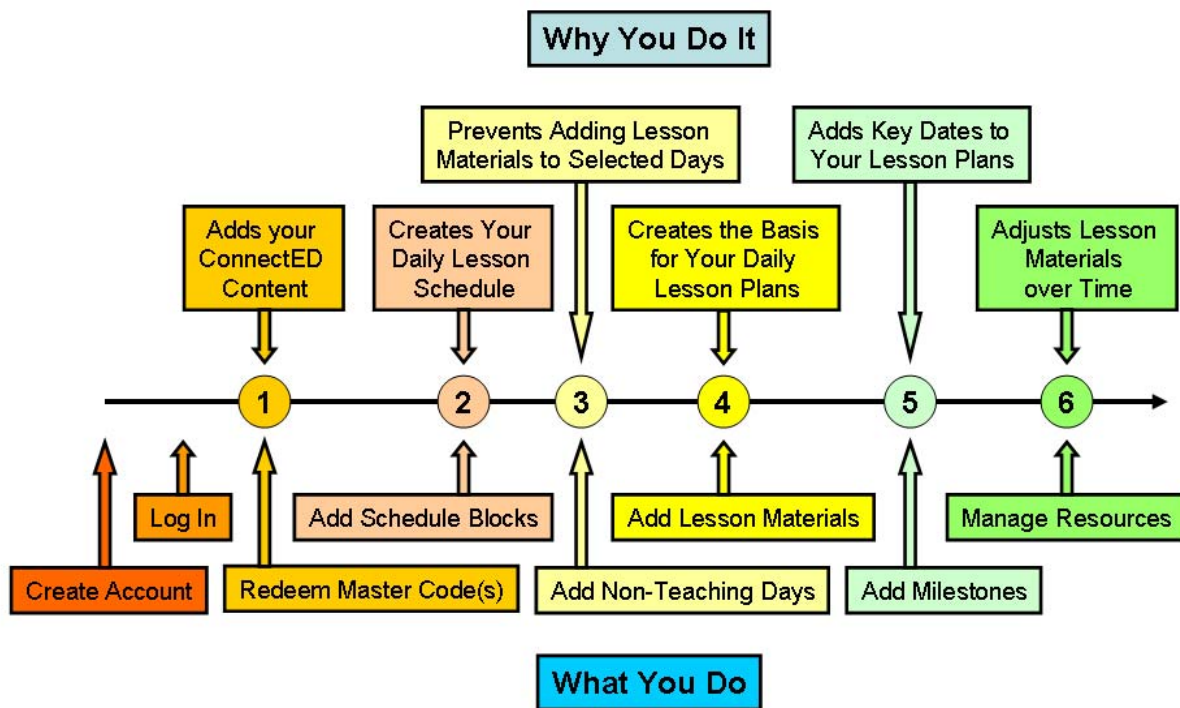
Figure 7.1 Schedule and Lesson Materials Workflow

7.3   Adding Schedule Blocks

Add a **Schedule Block** for each teaching activity during your day. Typically, **Schedule Blocks** correspond to your **Classes,** or sections, and your **Licensed ConnectED Content.**

7.3.1   To Add a Schedule Block

1. Click the **Schedule** [icon] icon.

2. ConnectED displays your **Schedule** (Figure 7.2).
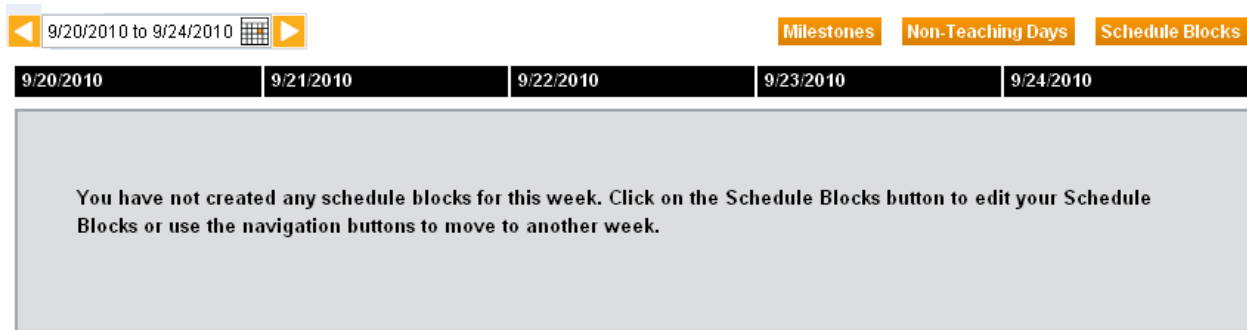
Figure 7.2 Schedule without Schedule Blocks

If no **Schedule Block** appears, you can add your first **Schedule Block.**

NOTE: If you have already created a Schedule Block but it does not appear on the week displayed, use the Schedule Navigation Tools (*see*** section 7.5, "Navigating Your Schedule") to move forward or backward, as necessary.**

3. Click the **Schedule Blocks** button at upper right.

ConnectED displays **the Manage Your Schedule Blocks** page (Figure 7.3).
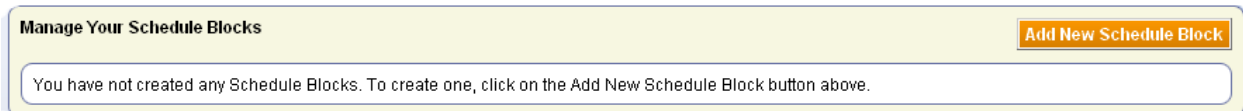
Figure 7.3 Manage Your Schedule Blocks Page

4. Click the **Add New Schedule Block** button at the upper right.

ConnectED displays the **Add New Schedule Block** dialogue box (Figure 7.4).

Figure 7.4 Add New Schedule Block Dialogue Box

5. Complete the required fields (Table 7.1 and Figure 7.5).

Best Practice! Schedule Blocks display by <u>Name</u> (not <u>Time</u>) according to the following sorting schedule:

- Numerals, then
- Letters

For example, **"Calculus"** displays before **"Precalculus"** (**"C"** before **"P"**) but **"1 Precalculus"** displays before **"2 Calculus** (**"1"** before **"2"**). Similarly, **"1 A"** displays before **"1 B."**

Use this naming convention to order **Schedule Blocks** chronologically, for example, when you teach **P**recalculus before **C**alculus.

NOTE: You can rename (and thus, re-order) Schedule Blocks at any time (*see* <u>section 7.6</u>, "Editing and Deleting Schedule Blocks").

Table 7.1 New Schedule Block Fields		
Field Name	**Required (Y/N)**	**Description**
Name	Y	Name your **Schedule Block,** e.g., Reading I
Theme	Y	Click in **Theme** box to display colors; click to select color theme.
Start Date	Y	Click **Calendar** ▦ icon and select **Start Date**
End Date	Y	Click **Calendar** ▦ icon and select **End Date**
Day	At least one day	Select days when **Schedule Block** applies (Default is all days; click in **Day** box to toggle check-mark off or on to de-select or select days.)
Start Time	Y	Click **Clock** 🕐 icon to select **Start Time;** scroll up or down as necessary
End Time	Y	Click **Clock** 🕐 icon to select **End Time;** scroll up or down as necessary
Copy to All	N	Copy one day's schedule to all selected days by clicking the **Copy to All** button for desired day.

Figure 7.5 Completed Add New Schedule Block Dialogue Box

6. Click the **Save** button to add your **New Schedule Block.**

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ConnectED displays the **Manage Your Schedule Blocks** page showing the new **Schedule Block** (Figure 7.6).
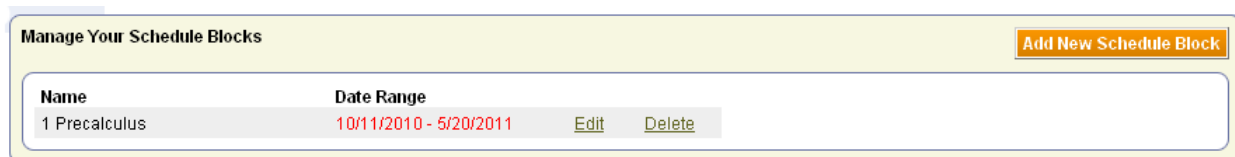
Figure 7.6 Manage Your Schedule Blocks Page

7.4   Viewing Schedule Blocks

After you create a **Schedule Block,** you can view it on your **Schedule.**

7.4.1   To View a Schedule Block

■   Click the **Schedule**   icon.

ConnectED displays your **Schedule** (Figure 7.7).

- Calendar weeks display Sunday to Saturday.
- Date format is [MM/DD/YYYY].
- **Schedule Blocks** display Monday-Friday.
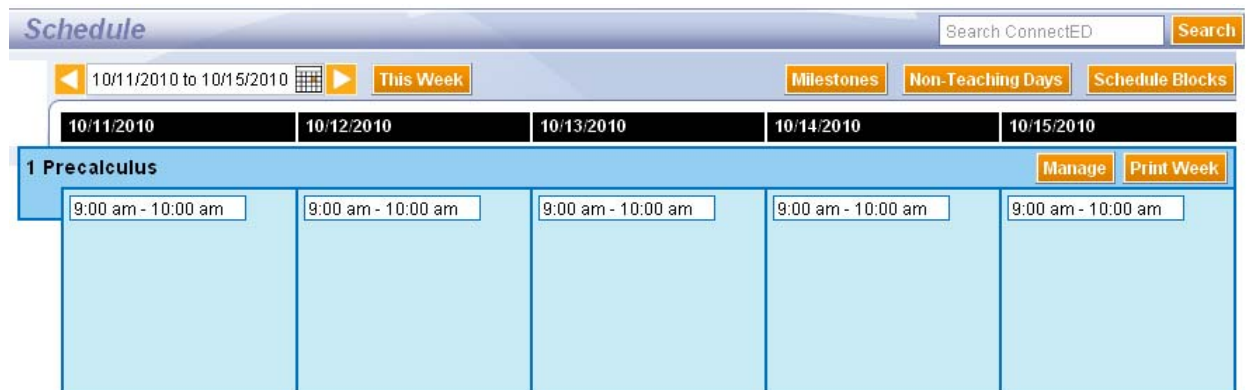
Figure 7.7 New Schedule Block before Adding Lesson Materials

New **Schedule Blocks** do not contain **Lesson Materials.** *See* section 8, "Adding Suggested Lesson Materials," or section 9, "Finding and Adding Additional Materials."

NOTE: If the desired schedule block does not appear on the week displayed, use the Schedule Navigation Tools (*see* section 7.5, "Navigating Your Schedule") to move forward or backward, as necessary.

7.5   Navigating Your Schedule

Navigating your **Schedule** is quick and easy.

7.5.1   To Display Your Schedule

From anyplace within ConnectED:

■   Click the **Schedule** icon.

7.5.2   To Display a Past or Future Week

From your **Schedule**, use the **Schedule Navigation Tools** at the upper left (Figure 7.8).
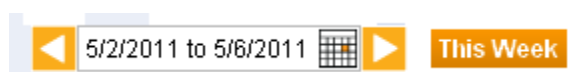
Figure 7.8 Schedule Navigation Tools

■   Click the **Left Arrow** or **Right Arrow** buttons to go back or forward one week, respectively (one week per click).

OR

2.   Click the **Calendar** icon.

ConnectED displays an interactive drop-down calendar (Figure 7.9).

NOTE: Only dates Monday-Friday are selectable.

Figure 7.9 Interactive Drop-Down Calendar

3.   Click the **Left Arrow** button or **Right Arrow** button to go back or forward one month, respectively (one month per click).

4.   Click a specific day in the selected month.

ConnectED displays your **Schedule** for the week in which the selected day occurs.

7.5.3   To Return to the Current Week

■ Click the **This Week** button.

ConnectED displays your **Schedule** for the current week.

7.6   Editing and Deleting Schedule Blocks

You can edit a **Schedule Block** to change any attribute or delete a **Schedule Block** at any time.

7.6.1   To Edit a Schedule Block

1. Click the **Schedule** icon.

    ConnectED displays your **Schedul**e.

2. Click the **Schedule Blocks** button at the upper right.

    ConnectED displays the **Manage Your Schedule Blocks** page (Figure 7.10).
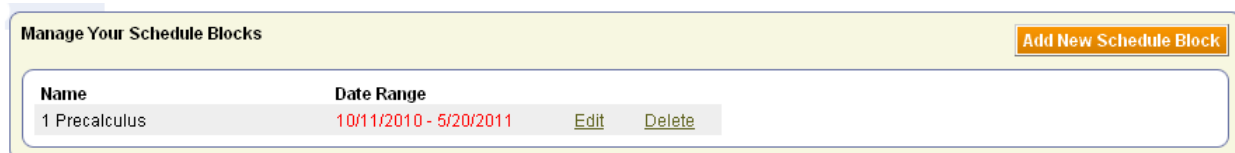
Figure 7.10 Manage Your Schedule Blocks

3. Identify the desired **Schedule Block** and click the **Edit** link.

    ConnectED displays the **Edit Schedule Block** dialogue box (Figure 7.11).

Figure 7.11 Edit Schedule Block Dialogue Box

4. Change the **Name, Theme, Start Date, End Date, Days, Start Time** or **End Time** and click the **Save** button at the lower right.

    ConnectED saves your changes and displays the **Manage Your Schedule Blocks** page.

7.6.2   To Delete a Schedule Block

1. Click the **Schedule** icon.

    ConnectED displays your **Schedul**e.

2. Click the **Schedule Blocks** button at the upper right.

    ConnectED displays the **Manage Your Schedule Blocks** page.

3. Identify the desired **Schedule Block** and click the **Delete** link.

    ConnectED displays the **Delete Schedule Block** confirmation message (Figure 7.12).

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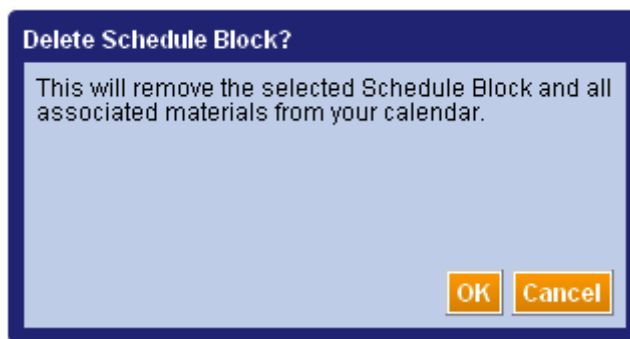
Figure 7.12 Delete Schedule Block Confirmation Message

4. Click the **OK** button at the lower right to permanently remove the **Schedule Block** and all associated materials from your calendar.

NOTE: Deleting a Schedule Block removes all associated materials from your Schedule. Your Purchased Items remain in your ConnectED Content.

7.7 Scheduling Non-Teaching Days

You can add **Non-Teaching Days** such as holidays, testing days, and in-service days to your schedule.

When you add **Lesson Materials** to your **Schedule,** they do not appear on **Non-Teaching Days.** (*See* section 8**,** "Adding Suggested Lesson Materials," and section 9, "Finding and Adding Additional Materials").

Best Practice! Add Non-Teaching Days to your Schedule <u>before</u> adding Lesson Materials.

CAUTION!   If a Non-Teaching Day falls within an existing Schedule Block, the day and any Lesson Materials are removed from your Schedule.

7.7.1   To Add a Non-Teaching Day

1. Click the **Schedule** icon.

   ConnectED displays your **Schedule**.

2. Click the **Non-Teaching Days** button at the upper right.

   ConnectED displays the **Manage Your Non-Teaching Days** page (Figures 7.13 and 7.14).

Figure 7.13 Manage Your Non-Teaching Days Page, None Created
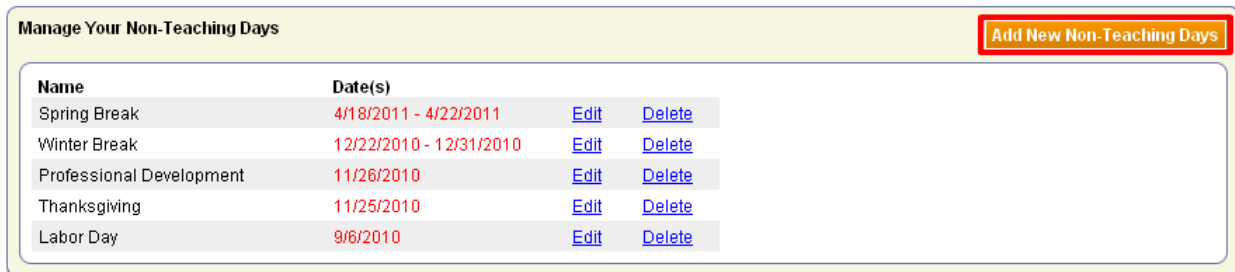
Figure 7.14 Manage Your Non-Teaching Days Page showing Non-Teaching Days

3. Click the **Add New Non-Teaching Days** button at the upper right.

    ConnectED displays the **Add New Non-Teaching Days** dialogue box (Figure 7.15).

Figure 7.15 Add New Non-Teaching Days Dialogue Box

4. Name your **Non-Teaching Day;** click the **Calendar** ⊞ icon to select a **Start Date** and **End Date.**

5. Click the **Save** button.

    If your **New Non-Teaching Day** conflicts with a previously scheduled **Teaching Day,** ConnectED displays a **Proceed?** confirmation message (Figure 7.16). Click the **OK** button to proceed.
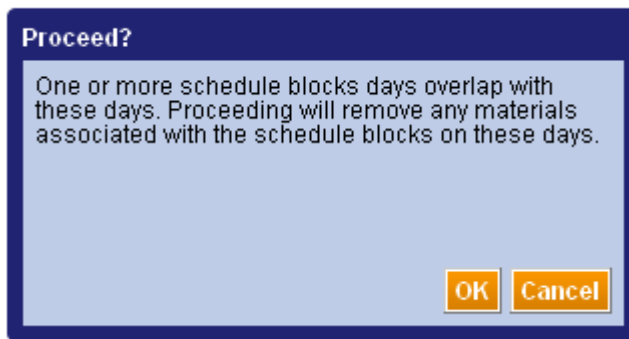
Figure 7.16 Proceed? Confirmation Message

ConnectED (1) displays the **Manage Your Non-Teaching Days** page with your new **Non-Teaching Day** and (2) adds a **Non-Teaching Day Indicator** (🤖) to your **Schedule** on the **Non-Teaching Day**, and (3) the day is hashed out (Figure 7.17 and 7.18).
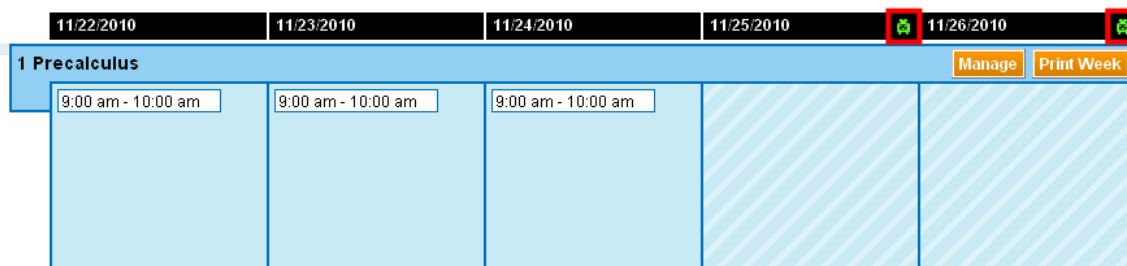
Figure 7.17 Schedule Block Showing Non-Teaching Days, No Lessons Added
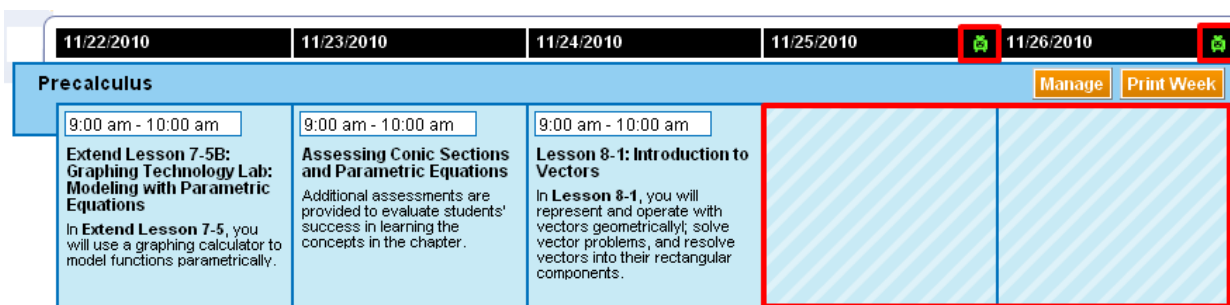
Figure 7.18 Schedule Block Showing Non-Teaching Day Days, Lessons Added

CAUTION!   **If a Non-Teaching Day falls within an existing Schedule Block, the day and any Lesson Materials are removed from your Schedule.**

Best Practice! Move, Push, or Pull any existing Lesson Materials before adding new Non-Teaching Days (see section 10, "Managing Lesson Materials").

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7.8 Editing Non-Teaching Days

You can edit existing **Non-Teaching Days** at any time.

7.8.1 To Edit A Non-Teaching Day

From your **Schedule**

1. Click the **Non-Teaching Days** button at the upper right.

   ConnectED displays the **Manage Your Non-Teaching Days** page.

2. Find the desired **Non-Teaching Day** and click the **Edit** link.

   ConnectED displays the **Edit Non-Teaching Days** dialogue box (Figure 7.19).

Figure 7.19 Edit Non-Teaching Days Dialogue Box

3. Edit the **Non-Teaching Day** Name or Dates. Click the **Calendar** icon to select a new **Start Date** or **End Date.**

4. Click the **Save** button.

   ConnectED displays your edited **Non-Teaching Days** on the **Manage Your Non-Teaching Days** page.

NOTE: If the Non-Teaching Day falls within a Schedule Block, the day and associated materials are removed.

Best Practice! Move, Push, or Pull any exiting Lesson Materials <u>before</u> editing a Non-Teaching Day (*see* section 10, "Managing Lesson Materials").

7.9 Deleting Non-Teaching Days

You can delete a **Non-Teaching Day** at any time.

7.9.1 To Delete a Non-Teaching Day

From your **Schedule**

1. Click the **Non-Teaching Days** button at the upper right.

   ConnectED displays the **Manage Your Non-Teaching Days** page.

2. Find the desired Non-Teaching Day and click the **Delete** link.

   ConnectED displays the **Delete Non-Teaching Days?** dialogue box (Figure 7.20).

Delete Non-Teaching Days?

This will remove the selected Non-Teaching Days from your calendar.

OK   Cancel
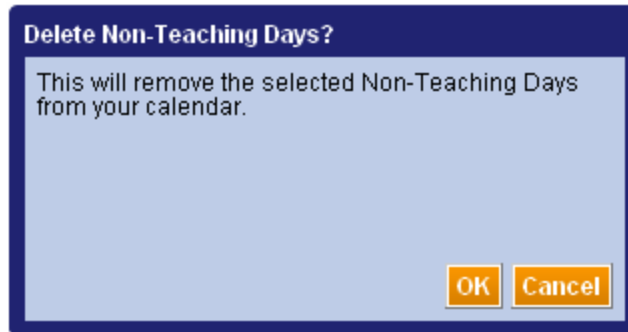
Figure 7.20 Delete Non-Teaching Days? Dialogue Box

3. Click the **OK** button at the lower right.

   ConnectED deletes the selected **Non-Teaching Day** and displays the **Manage Your Non-Teaching Days** page.

NOTE: Non-Teaching Day do not have associated materials. You may need to adjust your Lesson Materials on your Schedule if you delete a Non-Teaching Day.

Best Practice! Move, Push, or Pull any exiting Lesson Materials <u>after</u> deleting a Non-Teaching Day (*see* section 10, "Managing Lesson Materials").

7.10 Adding Milestones

Milestones help you track progress and can assist you in adjusting your teaching **Schedule** over time. You can add, edit, or delete **Milestones** on your schedule at any time.

7.10.1   To Add a Milestone

From your **Schedule**

1. Click the **Milestones** button at the upper right.

   ConnectED displays the **Manage Your Milestones** page (Figure 7.21).

Manage Your Milestones   Add New Milestone

You have not created any Milestones. To create one, click on the Add New Milestone button above.

Figure 7.21 Manage Your Milestones Page, No Milestones Added

2. Click the **Add New Milestone** button at the upper right.

ConnectED displays the **Add New Milestone** dialogue box (Figure 7.22).
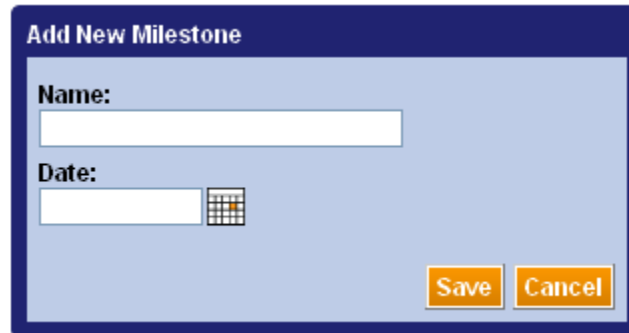
Figure 7.22 Add New Milestone Dialogue Box

3. Name your **Milestone;** click the **Calendar** icon to select a **Date.**

4. Click the **Save** button at the lower right.

ConnectED (1) displays the **Manage Your Milestones Page** with your new **Milestone** (Figure 7.23) and (2) adds a **Milestone Indicator** (☀) to your **Schedule** on the **Milestone Date** (Figure 7.24).

■ **View your Schedule to see Milestone indicators.**
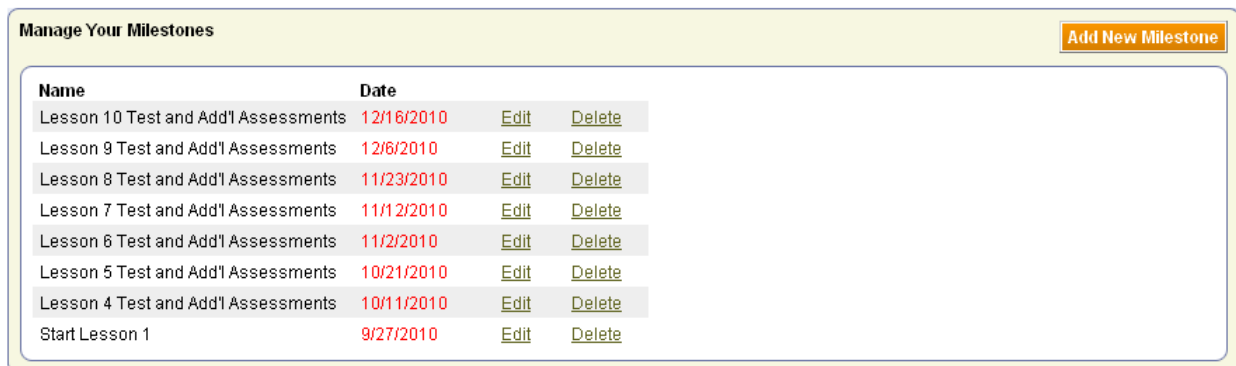
Figure 7.23 Manage Your Milestones Page

Figure 7.24 Schedule Block Showing Milestone Indicator (Star), Detail

To add more **Milestones,** click the **Add New Milestone** button at the upper right and repeat steps.

7.11 To View Milestones

From your **Schedule**

■ Hover your mouse pointer over the **Milestone Indicator** (☀).

ConnectED displays the names of all **Milestones** for that date (Figure 7.25).

OR

■ Click the **Milestones** button at the upper right.

ConnectED displays the **Manage Your Milestones** page.

NOTE: Milestones display on this page in chronological order, from latest to soonest.

10/11/2010	☀	10/12/2010	10/13/2010
1 Precalculus			
9:00 am - 10:00 am	Trigonometry Chapter Review Precalculus Lesson 3 Pre-Test Calculus Chapter Test		9:00 am - 10:00 am
Extend Lesson 3-1B: Graphing Technology Lab: Exponential Functions and Financial Literacy In **Extend Lesson 3-1**, you will calculate future values of annuities and monthly payments	**Lesson 3-2: Logarithmic Functions** In **Lesson 3-2**, you will evaluate expressions involving logarithms; sketch and analyze graphs of logarithmic functions.		**Lesson 3-3: Properties of Logarithms** In **Lesson 3-3**, you will apply properties of logarithms; apply the Change of Base Formula.

Figure 7.25 View Milestones from Schedule, Detail

7.12 Editing Milestones

You can edit a **Milestone** at any time.

7.12.1 To Edit a Milestone

From your **Schedule**

1. Click the **Milestones** button at the upper right.

ConnectED displays the **Manage Your Milestones** page.

2. Find the desired **Milestone,** and click the **Edit** link.

ConnectED displays the **Edit Milestone** dialogue box (Figure 7.26).

Figure 7.26 Edit Milestone Dialogue Box

3. Edit the Milestone **Name** or **Date;** click the **Calendar** ⊞ icon to select a new **Date.**

4. Click the **Save** button at the lower right

ConnectED displays your edited **Milestone** on the **Manage Your Milestone** page.

7.13 Deleting Milestones

You can delete a **Milestone** at any time.

7.13.1 To Delete a Milestone

From your **Schedule**

1. Click the **Milestones** button at the upper right.

ConnectED displays the **Manage Your Milestones** page.

2. Find the desired **Milestone** and click the **Delete** link.

ConnectED displays the **Delete Milestone?** dialogue box (Figure 7.27).

Figure 7.27 Delete Milestone? Dialogue Box

3. Click the **OK** button at the lower right.

   ConnectED deletes the selected **Milestone** and displays the **Manage Your Milestones** page.

7.14 Printing Your Schedule

You can print your weekly **Schedule.**

7.14.1 To Print Your Weekly Schedule

From your **Schedule**

1. Use the **Schedule Navigation Tools** to display the desired week.
2. Click the **Print Week** button at the upper right.

   ConnectED displays an **Opening [document name]** dialogue box (Figure 7.28).
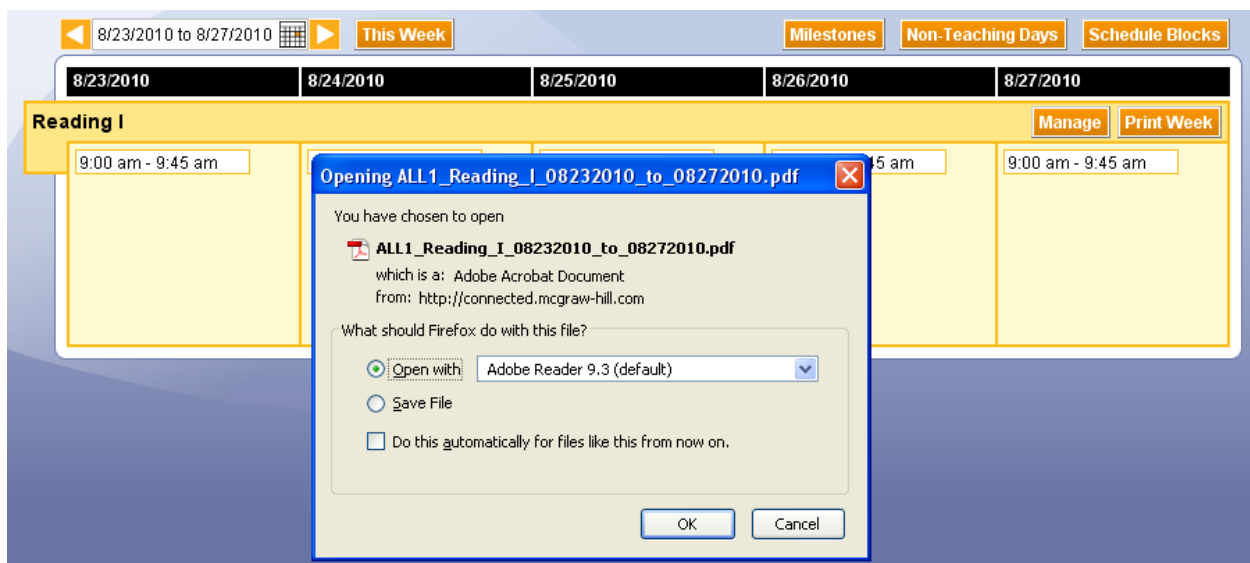
Figure 7.28 Opening [document name] Dialogue Box

3. Click the **OK** button at the lower right.

   Your system opens the document in a new window or tab.

4. Click the **Print** icon to print the document locally.

NOTE: Ensure that your local printer is properly configured.

8   Adding Suggested Lesson Materials

ConnectED provides access to **Suggested Lesson Materials** for both teachers and students, and you can add these **Resources** to your **Schedule.** *See also* section 9, "Finding and Adding Additional Materials."

8.1   Key Concepts

- Many titles in your **Licensed ConnectED Content** come with a pre-selected <u>set</u> of **Suggested Lesson Materials.**
- All such **Lesson Materials** are developed and vetted by professional teachers and educators, and are designed and selected to complement your **ConnectED Content.**
- Examples include:
    - Readiness assessments
    - Worksheets
    - Vocabulary reviews
    - Games
    - Animation
    - Self-test quizzes
    - Audio tutors
    - Professional development

- After you (1) **Redeem** your **Master Code(s)** to add your **ConnectED Content** and (2) add your **Schedule Blocks,** you can (3) add **Suggested Lesson Materials** to your **Schedule.**
- When you add the set of **Suggested Lesson Materials,** ConnectED distributes the **Lesson Materials** across your **Schedule,** one **Lesson** per **Teaching Day.** This is the fastest and easiest way to begin building your **Daily Lesson Plan** for an entire course.
- ConnectED also provides access to many other **Additional Resources,** including **Cross-Disciplinary Materials,** to augment your instructional materials. *See* section 9, "Finding and Adding Additional Materials."
- Your daily Schedule displays **Lessons (Suggested Lesson Materials)** and **Additional Materials** separately.
- You can add, move, copy, or remove any **Lesson Material** at any time to meet your teaching needs. *See* section 10, "Managing Lesson Materials."

8.2   Adding Suggested Lesson Materials to Your Schedule Block

Suggested Lesson Materials include supplemental materials for students and teachers specially selected to complement your **Licensed ConnectED Content.**

Adding the pre-selected set of **Suggested Lesson Materials** to your **Schedule** is the fastest and easiest way to begin building your **Daily Lesson Plan** for an entire course.

NOTE: To add Lesson Materials, first you must add a Schedule Block (*see* section 7, "Using Schedule Blocks").

Best Practice! Add all known Non-Teaching Days to your Schedule <u>before</u> adding the set of Suggested Lesson Materials.

8.2.1   To Add Suggested Lesson Materials

To add **Suggested Lesson Materials** to a **Schedule Block:**

From **My Home**   page:

1. Scan **Your ConnectED Content Dashboard** to view the desired **Resource Title.**

    When applicable, beneath the **Resource Title,** ConnectED displays:

    "This resource has related course content:" and a **Resource Title** link (Figure 8.1).
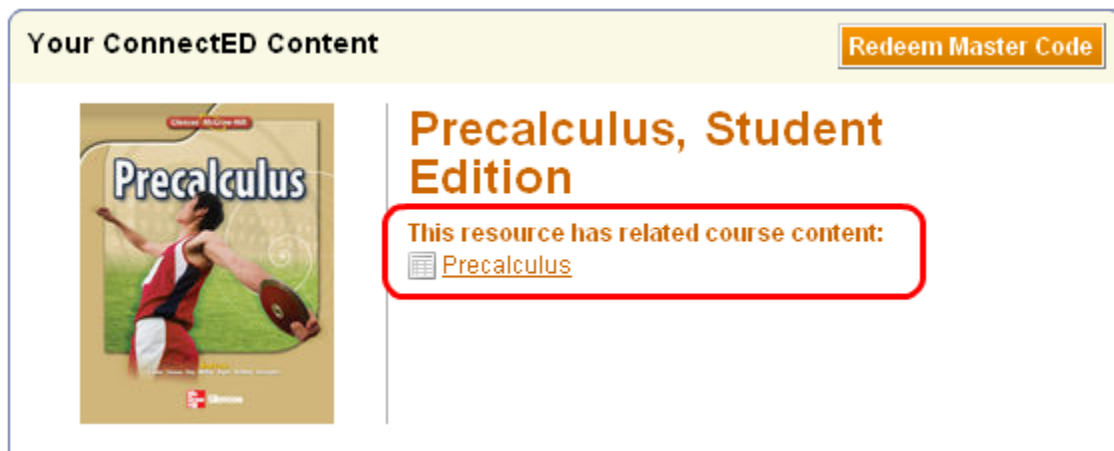
Figure 8.1 ConnectED Indicates Related Course Content

2. Click the **Resource Title** link.

    ConnectED displays the **Browse** page (Figure 8.2).

3. Click the **Add Suggested Materials to Schedule** button at upper right.

    ConnectED displays the **Add to Schedule** dialogue box with the **Course Title** and **Duration** (number of teaching days) (Figure 8.3).

Figure 8.2 Browse Page with Key

Key:
1 Page Name and Search Box
2 Cover Image and Title of Selected Resource
3 Table of Contents
4 Selected Section
5 Brief Description
6 Available Resources
7 Available Actions
8 Filters

Figure 8.3 Add to Schedule Dialogue Box

4. Click the **Select Schedule Block** and select the desired **Schedule Block Name** from the drop-down list.

5. Click the **Calendar** ⊞ icon to select a **Start Date** (Figure 8.4).
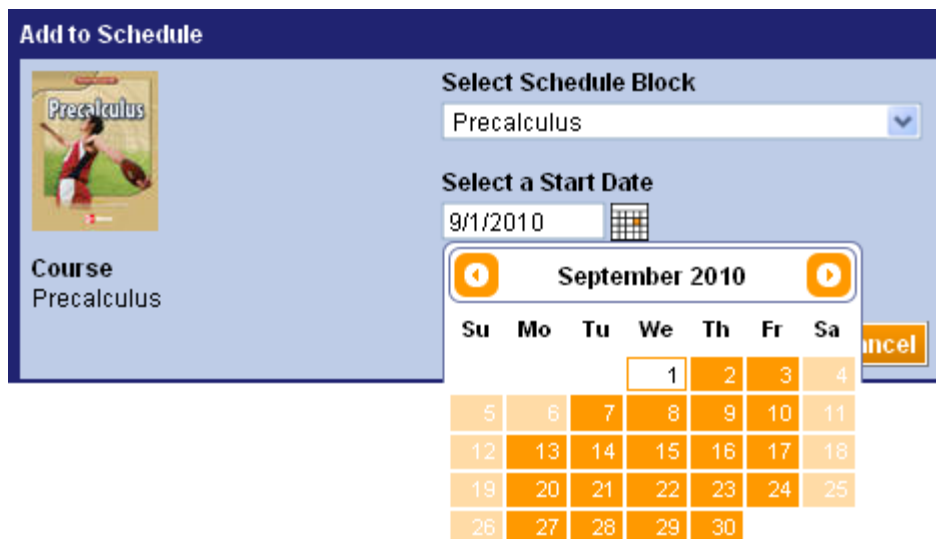
Figure 8.4 Select a Start Date

NOTE: The Calendar displays only available Teaching Days.

6. Click the **OK** button at the lower right.

   ConnectED adds the set of **Suggested Lesson Materials** to your **Schedule,** adding one lesson to each available **Teaching Day** beginning at the designated **Start Date.**

Best Practice! ConnectED does not add Lesson Materials to Non-Teaching Days. Whenever possible, add Non-Teaching Days to your Schedule before adding Suggested Lesson Materials.

   ConnectED displays the **Success** message (Figure 8.5) or alternative messages, as appropriate (*see* section 8.2.2, "Not Enough Days," or section 8.2.3, "Schedule Conflict," for more information). Click the **OK** button at the lower right.
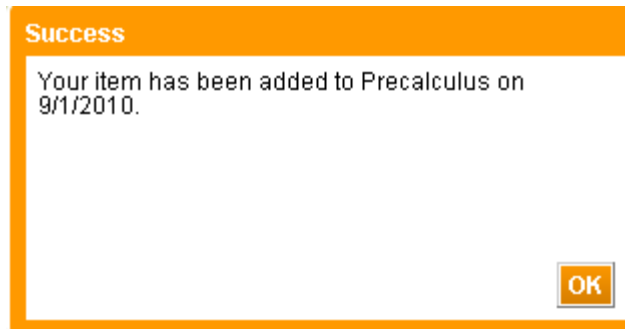
Figure 8.5 Item Added Success Message

8.2.2   Not Enough Days

ConnectED alerts you if the number of **Lessons** to be added (the course **Duration**) exceeds the number of **Teaching Days** on your **Schedule Block** (Figure 8.6).

■   Click the **OK** button at the lower right to proceed.

ConnectED adds one **Lesson** per day. Any extra **Lessons** appear on the last **Teaching Day** of the **Schedule Block** (*see* section 10, "Managing Lesson Materials," for more information).

OR

■   Click the **Cancel** button at the lower right to cancel.
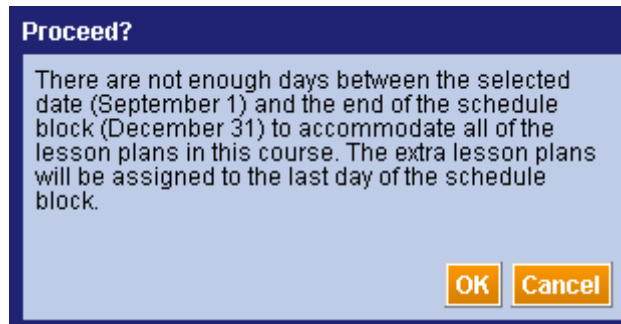
Figure 8.6 Proceed? Not Enough Days

8.2.3   Schedule Conflict

ConnectED alerts you if **Lesson Materials** already exist on one or more **Teaching Days** on your **Schedule Block** (Figure 8.7).

■   Click the **OK** button at the lower right to proceed.

ConnectED adds the new **Lesson Materials** to your **Schedule Block** after any existing **Lesson Materials.** ConnectED preserves any pre-existing **Lesson Materials** on conflicting days.

OR

■ Click the **Cancel** button at the lower right to cancel.
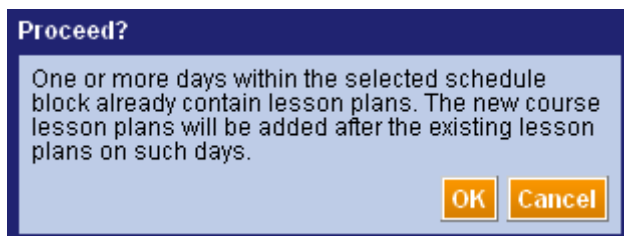
Figure 8.7 Proceed? Schedule Conflict

8.2.4   To View Your Schedule with Added Lessons

■ Click the **Schedule** icon.

ConnectED displays your **Schedule** with **Lessons** added (Figure 8.8).

Use the **Schedule Navigation Tools** to display a past for future week or month, as needed (*see* <u>section 7.5</u>, "Navigating Your Schedule").
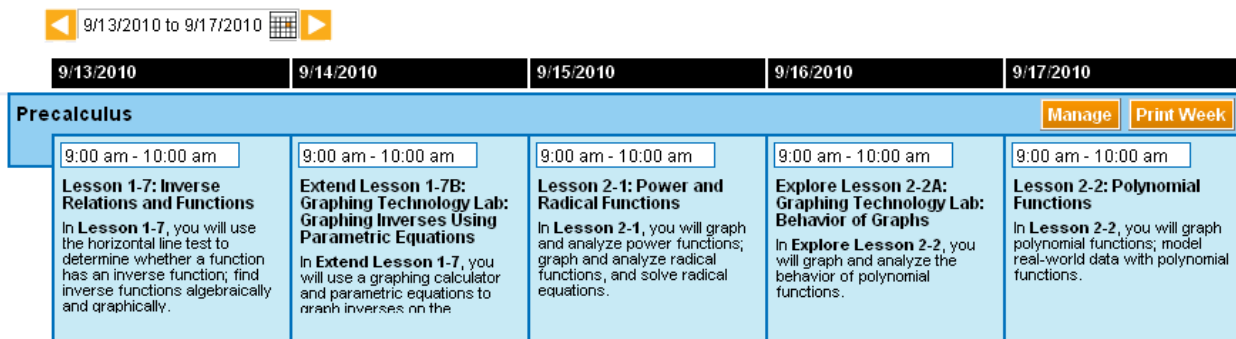
Figure 8.8 Schedule Block with Lessons Added

8.3   *Viewing Lesson Materials from Your Schedule Block*

For each **Teaching Day,** you can view **Lesson Materials** from your **Schedule Block.**

8.3.1   To View Lesson Materials for a Selected Day

1. Click the **Schedule** ⬚ icon.

    ConnectED displays your **Schedule** with **Lessons** added (Figure 8.9).

Figure 8.9 Schedule Block with Lessons Added

2. Use the **Schedule Navigation Tools** to display a past for future week, as needed (*see* section 7.5, "Navigating Your Schedule").

3. Select a **Schedule Block** and click on the desired **Teaching Day.**

    ConnectED displays associated **Lesson Materials** (Figure 8.10).

Figure 8.10 Lesson Materials, Expanded View

8.3.2   Multiple Lessons and Additional Materials

ConnectED displays all **Lesson Materials** associated with a **Teaching Day** (Figure 8.11). By default, ConnectED displays the first **Lesson** in expanded view.
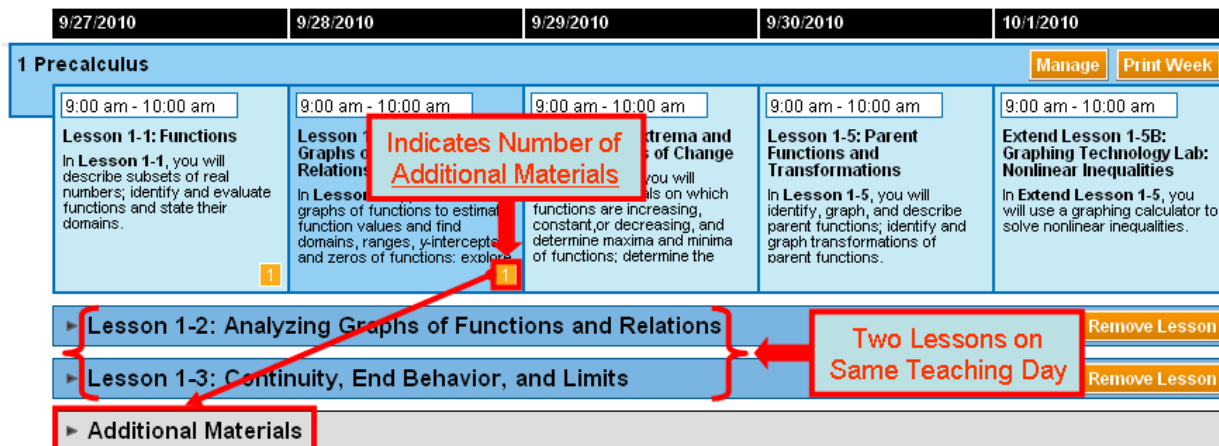
Figure 8.11 Teaching Day with Multiple Lessons and Additional Materials (Collapsed View)

8.3.3   To Expand or Collapse a View of Lesson Materials

■ Click the **Down Arrow** ▼ to collapse the expanded view of **Lesson Materials.**

■ Click the **Right Arrow** ► to expand the view of **Lesson Materials.**

8.3.4   To Remove a Lesson

Adding **Suggested Lesson Materials** distributes <u>all</u> **Lessons** across your **Calendar,** one per **Teaching Day.**

You can remove a **Lesson** from any **Teaching Day** (*see also* <u>section 10</u>, "Managing Lesson Materials," for all **Resource Management** functions)**.**

From your **Schedule** 🗓

1. Identify the desired **Schedule Block.**

2. Navigate and then click on the desired **Teaching Day.**

   ConnectED displays the associated **Lesson(s).**

3. Identify the desired **Lesson** and click the **Remove Lesson** button to the right.

   ConnectED displays the **Remove from Schedule?** confirmation message (Figure 8.12).
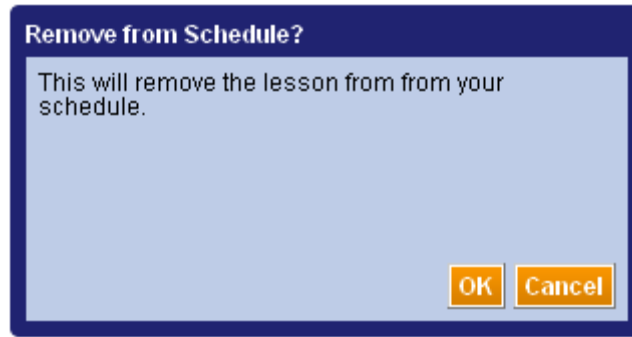
Figure 8.12 Remove from Schedule? Confirmation Message

4. Click the **OK** button and the lower right.

   ConnectED removes the **Lesson** from the selected **Teaching Day.**

CAUTION!   **Removing a Lesson permanently deletes the Lesson Materials from your Schedule.**

Best Practice! *See* section 10**, "Managing Lesson Materials," for all Resource Management
                functions.**

9   Finding and Adding Additional Materials

ConnectED provides easy access to many supplemental **Teaching and Learning Materials.**

9.1   Key Concepts

You can supplement your **Licensed ConnectED Content** by adding **Additional Materials** to your **Schedule Block.**

Many titles in your **ConnectED Content** come with a pre-selected <u>set</u> of **Suggested Lesson Materials** (see <u>section 8</u>, "Adding Suggested Lesson Materials").

ConnectED also provides access to many **Additional Resources** including **Cross-Disciplinary Materials,** which you can also add to you **Schedule Block.**

You can:

- **Search** (*see* <u>section 9.2</u>)
- **Apply Search Filters** (*see* <u>section 9.3</u>)
- **Find by Concept** (*see* <u>section 9.4</u>)
- **Find by State Standards** (*see* <u>section 9.5</u>)
- **Browse a Table of Contents** (*see* <u>section 9.6</u>)
- **Add Additional Resources** (*see* <u>section 9.7</u>)

9.2   Searching for Additional Materials

You can search for **Additional Materials** using familiar search techniques. The **Search Box** is available on the **Page Name and Search Bar** at the top of your ConnectED dashboard (Figure 9.1).

Figure 9.1 Search Box

9.2.1   To Search for Materials

■ Enter your **Search Terms** in the **Search Box** and click the **Search** button to the right.

ConnectED displays the **Search** page with (1) your **Search Results,** (2) available **Search Filters,** and (3) **Actions** (Figure 9.2 and Table 9.1).

NOTE: ConnectED displays your Search Results in descending order of relevancy.
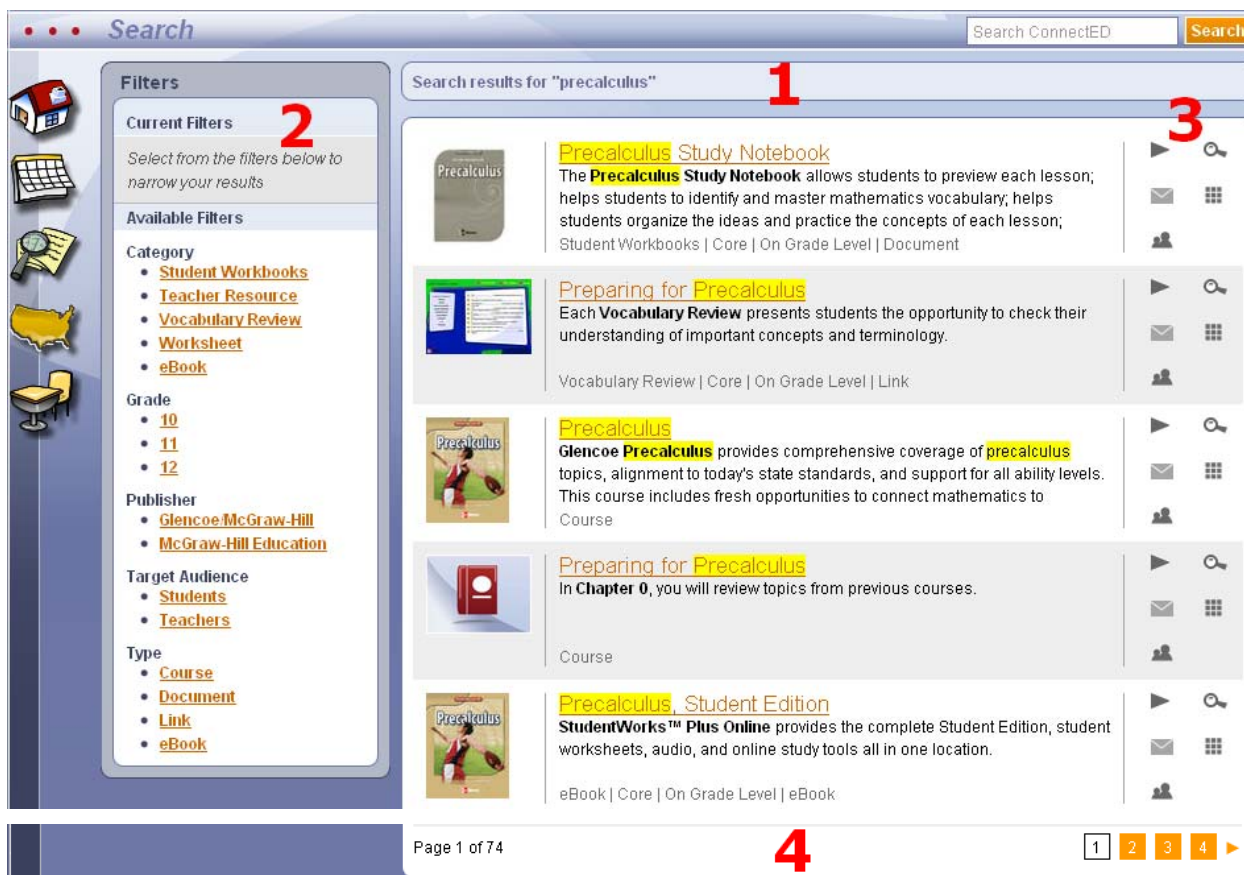
Figure 9.2 Search Results Page

Table 9.1 Search Results Page	
1	**Search Results** showing **Retrieved Resources** with brief description
2	Available **Filters** to refine and explore **Search Results**
3	**Actions** allowing you to interact with individual retrieved items
4	**Page Navigation** if search results span multiple pages

9.3 Using Filters

Filters use descriptors assigned to each **Resource.** You can **Filter,** or subdivide, your **Search Results** into smaller, more specific sets (Table 9.2 and Figure 9.3).

ConnectED displays available **Filters** on your **Search Dashboard** along with your **Search Results.**

NOTE: ConnectED displays only those Filters associated with your specific Search Results; thus, available filters vary from search to search.

Table 9.2 Types of Filters		
Filter Name	**Description**	**Examples**
Category	Fundamental Classes of Materials	Animation, Assessments, Chapter Test, Game, Student Workbooks, Teacher Resources, Worksheet, Vocabulary Review
Grade	Grade Level	PK-12, by grade
Publisher	Source	Glencoe/McGraw-Hill, Macmillan/McGraw-Hill, McGraw-Hill Education, McGraw-Hill Professional Development, School Education Group, Third Party
Target Audience	Focus	Students, Teachers, Families
Teaching Level	Student Performance Level	Approaching Grade Level, On Grade Level, Beyond Grade Level
Teaching Purpose	Key Instructional Objective	Assessment, Core, ELL, Enrichment, Extension, Remediation
Type	Form or Genre	Audio, Course, Document, eBook, Flash, Image, Video
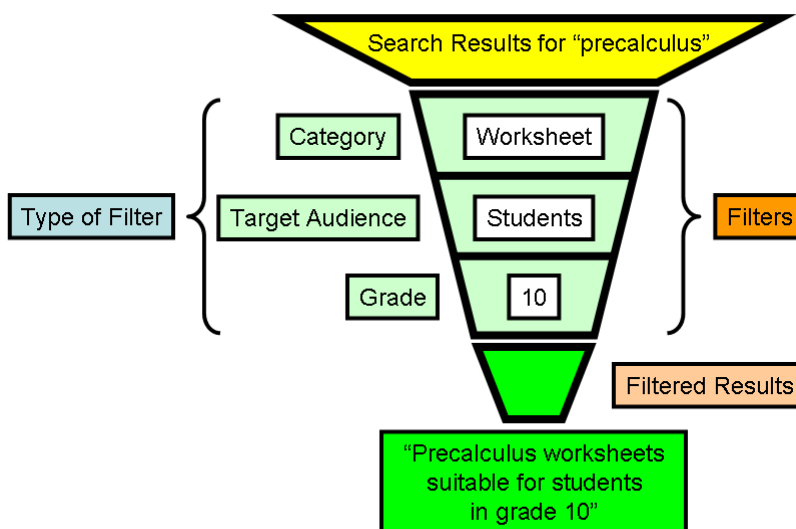
Figure 9.3 Applying Filters to Search Results

9.3.1   To Apply a Filter

From the **Search** page:

■   Click an available **Filter.**

ConnectED applies the selected **Filter** and displays (1) the new **Search Results,** (2) the **Current Filter,** and (3) any remaining available **Filters** (Figure 9.4).
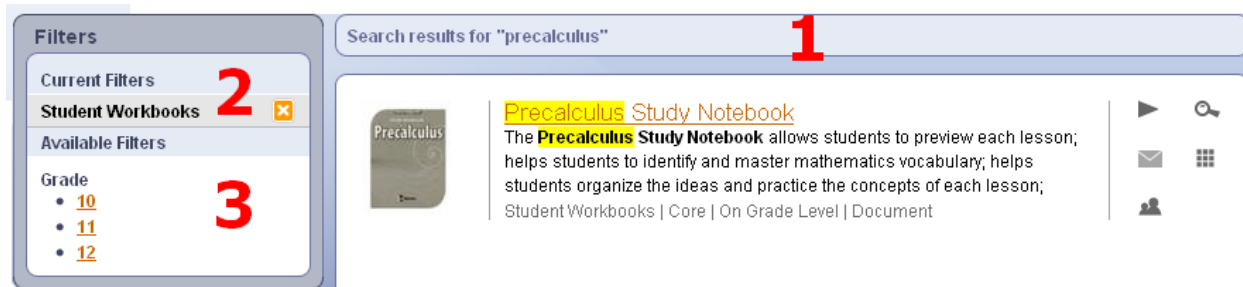
Figure 9.4 Search Results with Filter Applied

You can apply as many available **Filters** as you like, one at a time. Each subsequent **Filter** applies only to the current **Search Results.**

Best Practice! Apply the broadest Filter first followed by narrower or more specific Filters.

NOTE: Filters interact dynamically, and selecting one Filter may eliminate others because they no longer apply to the new Search Results.

When no available filters remain, ConnectED displays the message:

"Your results cannot be narrowed any more"

9.3.2   To Remove a Filter

On the **Filters** dashboard:

■ Under **Current Filters,** click the ⊠ icon to the right of the **Filter** to be removed (Figure 9.5).

ConnectED removes the selected **Filter** and displays (1) the resulting **Search Results,** (2) the **Current Filter(s),** and (3) any remaining available **Filters**.
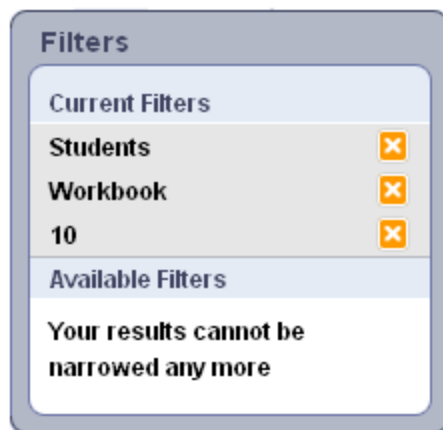
Figure 9.5 Select Filter to Remove

NOTE: You can remove one filter at a time. Filters interact dynamically, and removing one Filter may make other Filters available.

9.4   Finding by Concept

You can find **Additional Materials** by **Concept**, or major **Subject Category.**

9.4.1   To Find by Concept

To find **Additional Materials** based on **Concepts,** or major **Subject Categories:**

1. Click the **Find by Concepts** ![icon] icon.

    ConnectED displays a list of **Concepts** (Figure 9.6).
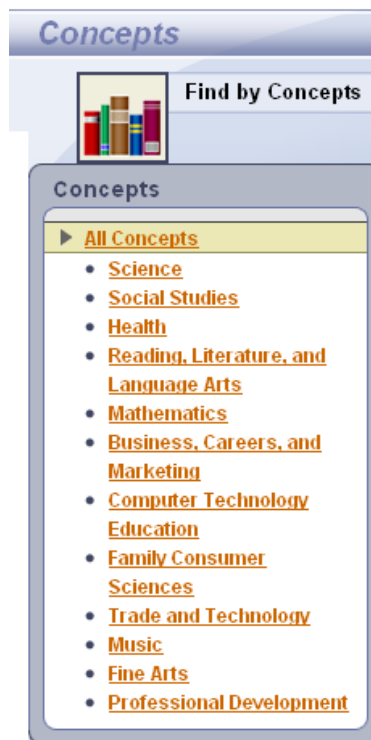
Figure 9.6 List of Concepts

2. Click on the desired **Concept.**

    ConnectED displays (1) **Resources,** (2) related **Sub-Concepts,** and (3) available **Filters** (Figure 9.7).

Figure 9.7 Concepts, Filters and Resources

9.4.2   To Explore Concepts

To explore a hierarchy of **Concepts,** from the display of **All Concepts:**

■   Click on a **Concept** and then click on a displayed **Sub-Concept**.

At each level, ConnectED displays additional **Sub-concepts,** if any, and the related **Resources.**

Figure 9.8 shows how you can quickly traverse a hierarchy of **Concepts,** in this example, from **All Concepts > Mathematics > Calculus > Single Variables > Limits > Derivatives.**
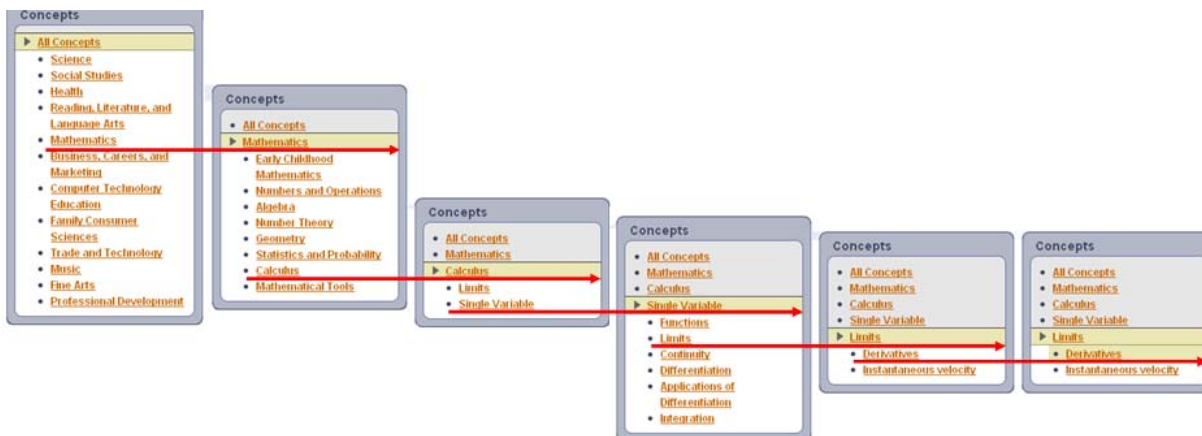
Figure 9.8 Traversing a Hierarchy of Concepts

9.4.3   To Explore a Different Hierarchy of Concepts

To explore a different hierarchy of **Concepts:**

■ Click any higher **Concept** or click **All Concepts** to choose a different **Subject Area.**

ConnectED displays (1) the selected **Concept** level, (2) related **Resources,** and (3) available **Filters.**

9.4.4   To Combine Concepts and Filters

At each **Concept** level, ConnectED displays available **Filters** that represent other attributes of the **Resources** displayed.

By combining **Concepts** and **Filters,** you can quickly explore a **Results Set** to find a set of **Resources** matching your specifications.

NOTE: Filters apply only to the set of Resources defined by the current Concept selected.

For more information**,** *see* section 9.3, "Using Filters."

9.5   Finding by State Standards

You can find **Additional Materials** based on various state educational standards.

9.5.1   To Find by State Standards

To find **Resources** related to specific **State Standards:**

1. Click the **Find by State Standards** icon.

ConnectED displays a list of **States** (Figure 9.9).

Figure 9.9 Find by State Standards

2. Click on desired **State.**

    ConnectED displays a hierarchical structure of **State Standards.**

3. Continue to click through the hierarchical structure of **State Standards.**

    ConnectED displays (1) the text of a specific **State Standard** as well as (2) any related **Resources,** (3) available **Filters,** and (4) **Actions** (Figure 9.10 and Table 9.3).

NOTE: Apply available Filters to further refine the set of Resources associated with State Standards.

For more information, *see* section 9.3, "Using Filters."

Figure 9.10 Resources Related to Specific State Standard

Table 9.3 Finding by State Standard	
1	**Expanded Hierarchy** of **State Standards**
2	Text of specific **State Standard**
3	Applied and available **Filters**
4	**Resources** related to specific **State Standard** with applied **Filters**
5	**Actions** allowing you to interact with individual retrieved items

9.6   Viewing and Browsing the Table of Contents

After you have redeemed your **Master Code(s)** (*see* section 5, "Redeeming Master Codes") you can access your **ConnectED Content,** select a **Resource** and then view and browse the **Table of Contents** to find **Additional Materials.**

9.6.1   To View a Table of Contents

To select a **Resource** and view the **Table of Contents:**

1. Click the **My Home**   icon.

    ConnectED displays your **ConnectED Content**.

    Use the **Scroll Bar** to locate a **Resource**, if necessary. ConnectED indicates whenever a **Resource** has **Related Course Content** (Figure 9.11).

Figure 9.11 ConnectED Content Showing Scroll Bar

2. To view the **Table of Contents** and view related **Resources**, click the **Resource Title** link.

ConnectED displays the **Table of Contents, Related Course Content,** and **Filters** (Figure 9.12).

NOTE: **Click the Cover Image to the left to open the Resource itself. This also displays the Table of Contents, but does not provide access to Related Course Content.**

Figure 9.12 Viewing the Table of Contents

9.6.2   To Browse the Table of Contents:

■ Click the **Table of Contents** link for the desired **Chapter** or **Sub-Section.**

ConnectED displays related available **Resources.**

9.6.3   To Display the Entire Table of Contents

■ Click the top-level **Title** link.

ConnectED displays the **Table of Contents** for the selected **Resource.**

9.7   Adding a Resource to a Schedule Block

After you find a **Resource** you can add it to a **Schedule Block.**

1. Display the resource on your **Dashboard** (Figure 9.13).
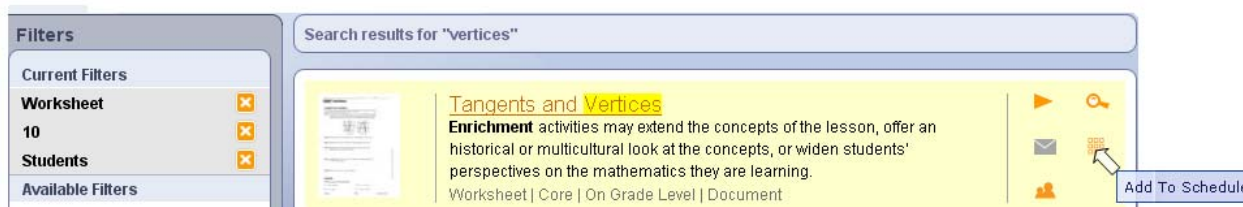
Figure 9.13 Search Result, Detail

2. Click the **Add to Schedule** icon on the right.

ConnectED displays the **Add to Schedule** dialogue box (Figure 9.14), which displays a thumbnail image of the **Resource,** its **Type,** and **Title.**
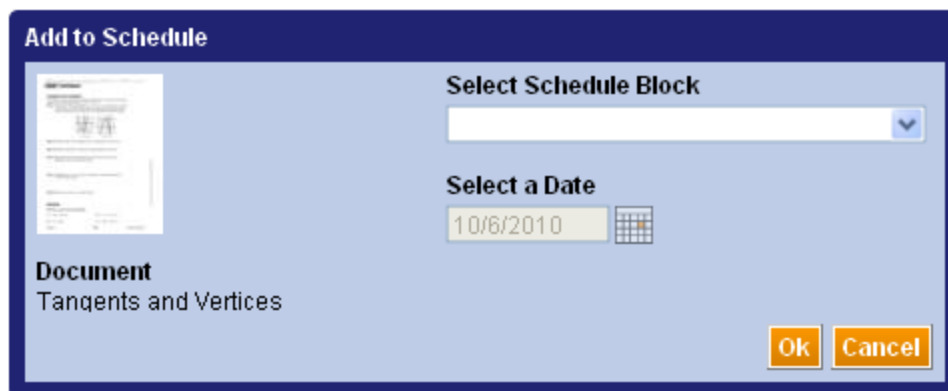
Figure 9.14 Add to Schedule Dialogue Box

3. Select a **Schedule Block** from the drop-down list and select a Date from the interactive drop-down calendar (Figure 9.15), which displays available **Teaching Days** only.
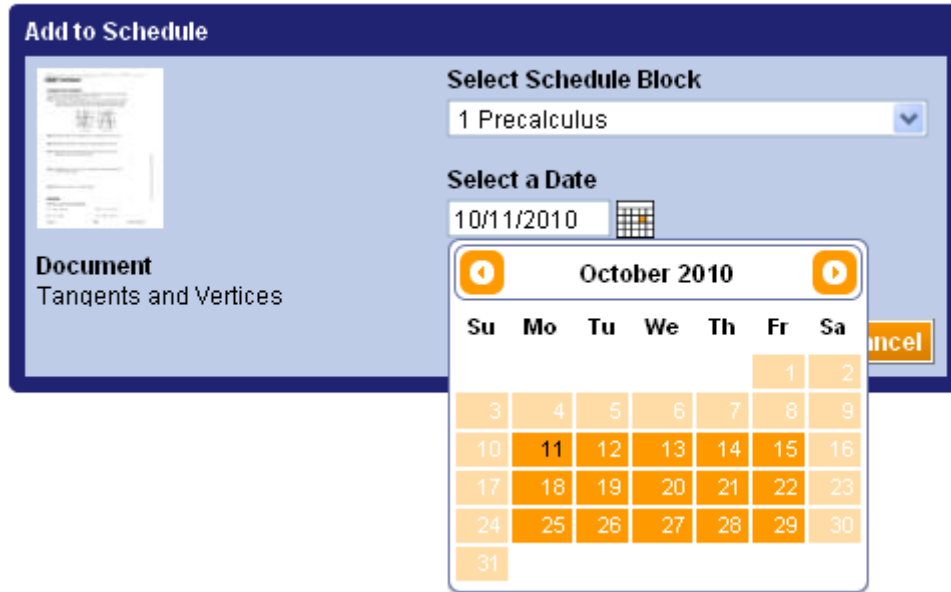
Figure 9.15 Completing the Add to Schedule Dialogue Box

1. Click the **OK** button at the lower right.

    ConnectED adds the **Resource** to the selected **Schedule Block** on the desired date and displays the **Success** message (Figure 9.16).
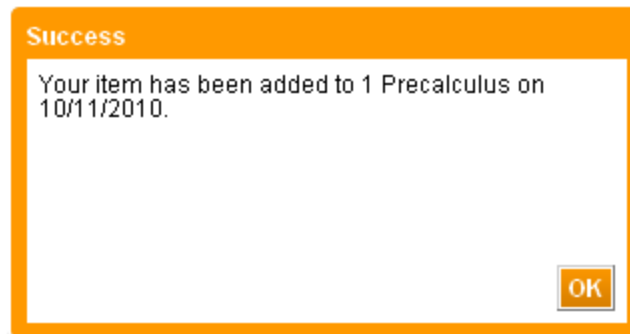
Figure 9.16 Item Added to Schedule Success Message

■ Navigate your **Schedule** to view the **Additional Materials** (Figure 9.17).

Figure 9.17 Schedule Showing Additional Materials, Expanded View

10   Managing Lesson Materials

After adding a **Schedule Block** (*see* section 7) and adding **Suggested Lesson Materials** (*see* section 8) or **Additional Materials** (*see* section 9), you can manage these **Lesson Materials** over time to accommodate your changing teaching schedule.

10.1 Key Terms and Concepts

10.1.1   Terms

In addition to online access to your **Licensed ConnectED Content,** ConnectED provides the following **Types of Lesson Materials**—teaching and learning materials for students and teachers alike—to help your lesson planning and instruction:

- **Suggested Lesson Materials** (also **Lesson(s)**): A pre-selected *set* of **Resources** keyed to each **Lesson** in your textbook (and each **Teaching Day** on your **Schedule Block**) often comprising several individual **Resources** for teachers and students (*see also* section 8, "Adding Suggested Lesson Materials")
- **Additional Materials:** Individual teaching and learning **Resources** not included in the set of **Suggested Lesson Materials,** including cross-disciplinary materials and **Resources** not directly associated with your **ConnectED Content** (*see also* section 9, "Finding and Adding Additional Materials")
- **Lesson Materials:** Taken together, all **Suggested Lesson Materials** *and* **Additional Materials** occurring on the same **Teaching Day.**

10.1.2   Dates

- **Source Date:** The date currently associated with a **Resource** on your **Schedule** before taking an action
- **Target Date:** The desired date to be associated with a **Resource** on your **Schedule** after taking an action

10.1.3   Schedule Management Functions

Based on your need, you can:

- Manage **Lessons** *as a group,* affecting your entire **Schedule Block** (*see* sections 10.3.2, "To Push all Lesson Materials" and 10.3.3, "To Pull All Lesson Materials")
- Manage a single daily **Lesson** only (*see* sections 10.3.1, "To Move Daily Lesson Materials," 10.3.4 or 10.3.5, "To Remove a Daily Lesson," methods 1 and 2, respectively)
- Manage individual **Lesson** components (*see* section 10.4, "Managing Individual Items")
- Manage individual **Additional Materials** (*see* section 10.4, "Managing Individual Items")

Instructions for each **Schedule Management** function appear in the following sections.

10.2 Managing Lessons

Use the **Move, Push,** and **Pull Schedule Management** functions to manage your **Lessons** *as a group* within your **Schedule Blocks** (Figure 10.1). Use the **Remove** function to remove a single **Lesson** from a specific date.

- **Move:** To move selected **Lesson Materials** from one date (**Source Date**) to another (**Target Date**) (*see* section 10.3.1, "To Move Daily Lesson Materials")
- **Push:** To push all **Lesson Materials** forward from one date (**Source Date**) to another (**Target Date**); *retains **Lesson** order* (*see* section 10.3.2, " To Push All Lesson Materials")
- **Pull:** To pull all **Lesson Materials** backward from one date (**Source Date**) to another (**Target Date**); *retains **Lesson** order* (*see* section 10.3.3, "To Pull All Lesson Materials")
- **Remove:** To remove a **Lesson** from a specific date (*see* sections 10.3.4 and 10.3.5, "To Remove a Daily Lesson," methods 1 and 2, respectively)
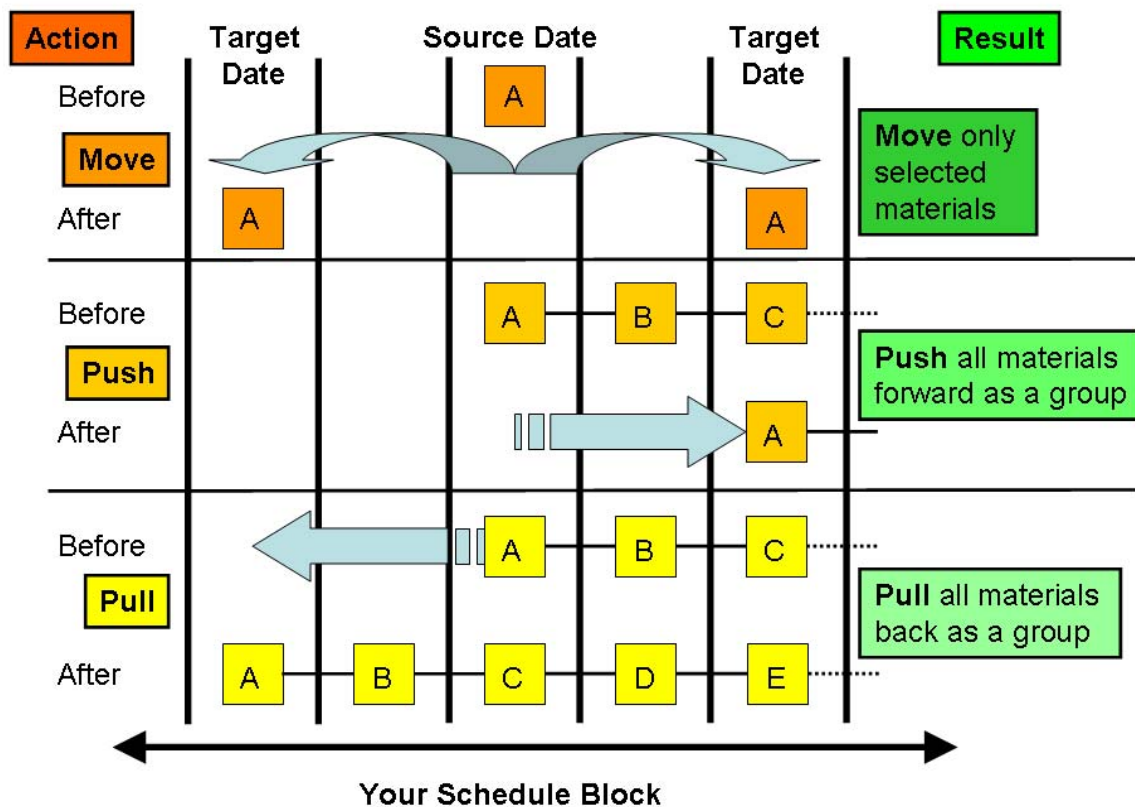
Figure 10.1 Move, Push, and Pull Schedule Management Functions

10.2.1   Scenarios

The following scenarios illustrate the **Move, Push, Pull,** and **Remove** functions.

- **Two Lessons on One Day (Move)**

  You want to **Move** selected **Lesson Materials** from today (**Source Date**) to the next **Teaching Day** (**Target Date**) and cover both **Lessons** then without affecting any future **Lessons.**

  - ○   After the **Move:** No materials remain on the **Source Date;** two **Lessons** may appear on the **Target Date**. Future **Lessons** remain *as scheduled.*

NOTE: You can select to Move a Lesson or any Additional Material(s).

- **Lost Teaching Day (Push)**

  You lose one scheduled **Teaching Day** due to a weather-related school closing. You want to **Push** all future **Lesson Materials** forward by one day and *retain the Lesson order*.

  - ○   After the **Push:** No **Lesson Materials** remain on the **Source Date.** All **Lesson Materials** shift forward from the **Source Date** to the **Target Date** *in Lesson order.*

- **Ahead of Schedule (Pull)**

  You move through scheduled **Lessons** quicker than planned and get ahead by one day. You want to **Pull** all future **Lesson Materials** backward by one day and *retain the Lesson* order.

  - ○   After the **Pull:** All **Lesson Materials,** beginning with the **Source Date** *in Lesson order,* now begin on the **Target Date**.

- **Topic Not Covered (Remove)**

  You decide not to cover a topic and to **Remove** a scheduled **Lesson.** (*See* <u>sections 10.3.4</u> and <u>10.3.5</u>, "To Remove a Daily Lesson," methods 1 and 2, respectively)

  - ○   After the **Remove:** No **Lesson Materials** remain on the **Source Date**.

NOTE: These Lesson Materials are permanently deleted from your Schedule.

10.3 Accessing Lesson Management Functions

To access the **Schedule Management** functions:

1.   Click the **Schedule** [icon] icon.

     ConnectED displays your **Schedule Block(s)** (Figure 10.2).
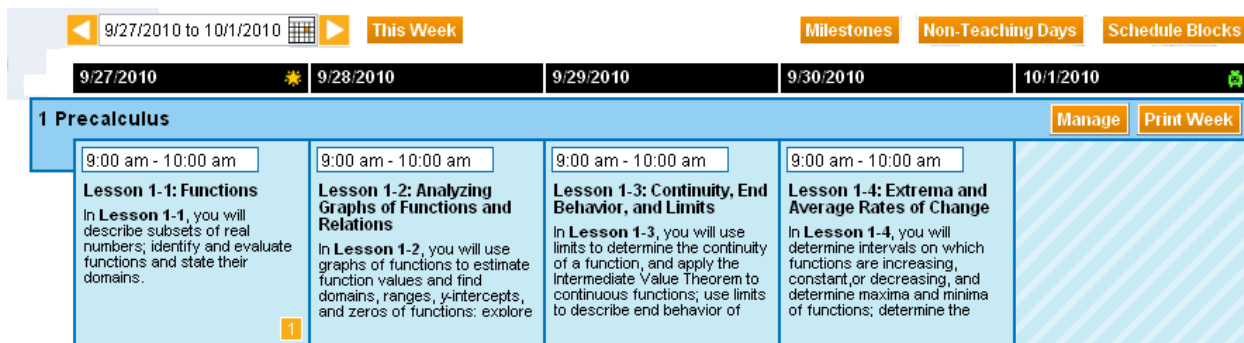
Figure 10.2 Sample Schedule Block

2. Select the desired **Schedule Block** and click the **Manage** button at the upper right.

    ConnectED displays the **Manage Schedule Block** page (Figure 10.3 and Table 10.1).
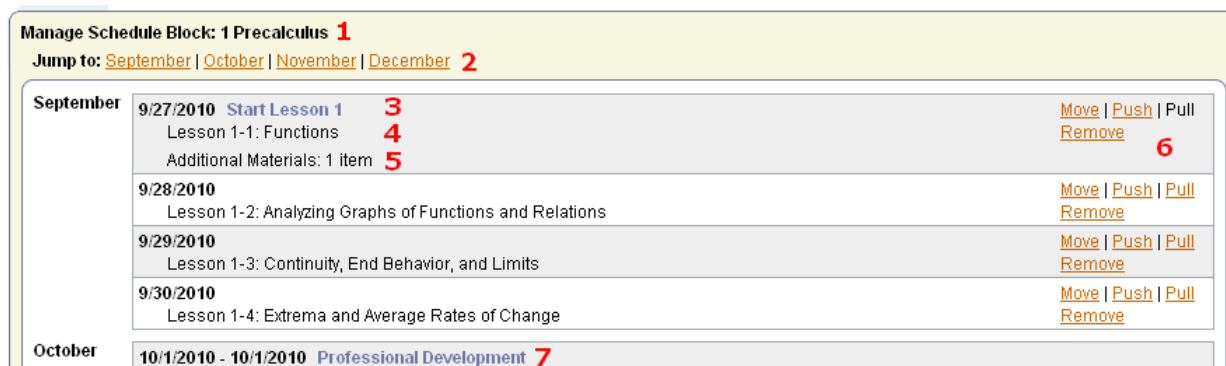
Figure 10.3 Manage Schedule Block Page
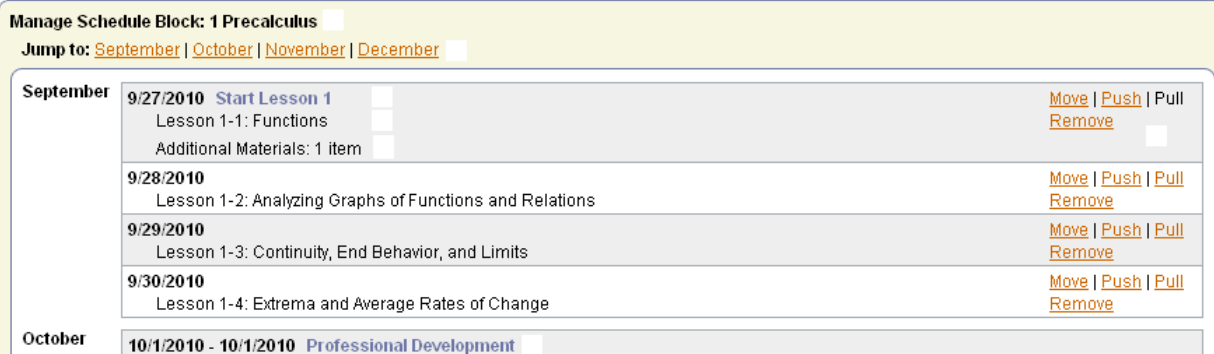
Table 10.1 Key to Manage Schedule Block Page	
1	**Manage Schedule Block:** [Name of **Schedule Block**]
2	**Jump to: [Month];** all months in **Schedule Block** display for easy access
3	Name of **Milestone** (when applicable)
4	Name of **Lesson** (when applicable)
5	**Additional Materials: [count]** (when applicable)
6	Available **Schedule Management Functions; Pull** is not active on first day of **Schedule Block,** and **Push** is not active on last day of **Schedule Block. Remove** applies to **Lessons** only.
7	Name of **Non-Teaching Day** (when applicable); cannot be populated with **Resources;** no **Schedule Management Functions** available.

10.3.1   To Move Daily Lesson Materials

To **Move Daily Lesson Materials** to a new **Teaching Day** before or after the **Source Date:**

From your **Schedule**

1. Identify the desired **Schedule Block** and click the **Manage** button at the upper right.

    ConnectED displays the **Manage Schedule Block** page (Figure 10.4).

Figure 10.4 Manage Schedule Block Page

NOTE: If necessary, scroll down or use the Jump To function and click the desired Month.

2. Identify **Lesson** on your **Schedule** to **Move.** This date is the **Source Date.**

3. Click the **Move** link to the right.

    ConnectED displays the **Move Schedule Materials** dialogue box (Figure 10.5 or Figure 10.6). Confirm that you have selected the correct **Schedule Block**, **Materials,** and **Source Date.**

Figure 10.5 Move Schedule Block Dialogue Box, Single Lesson

OR, if there are multiple Lesson Materials:

Figure 10.6 Move Schedule Block Dialogue Box, Multiple Materials

■ Click the check-box to deselect any item(s) that you do NOT want to **Move.** (Default status is <u>selected</u>.)

4. Click the **Calendar** ▦ icon.

   ConnectED displays an interactive drop-down calendar displaying the current month (Figure 10.7).

NOTE: Only valid Teaching Days display on calendar.
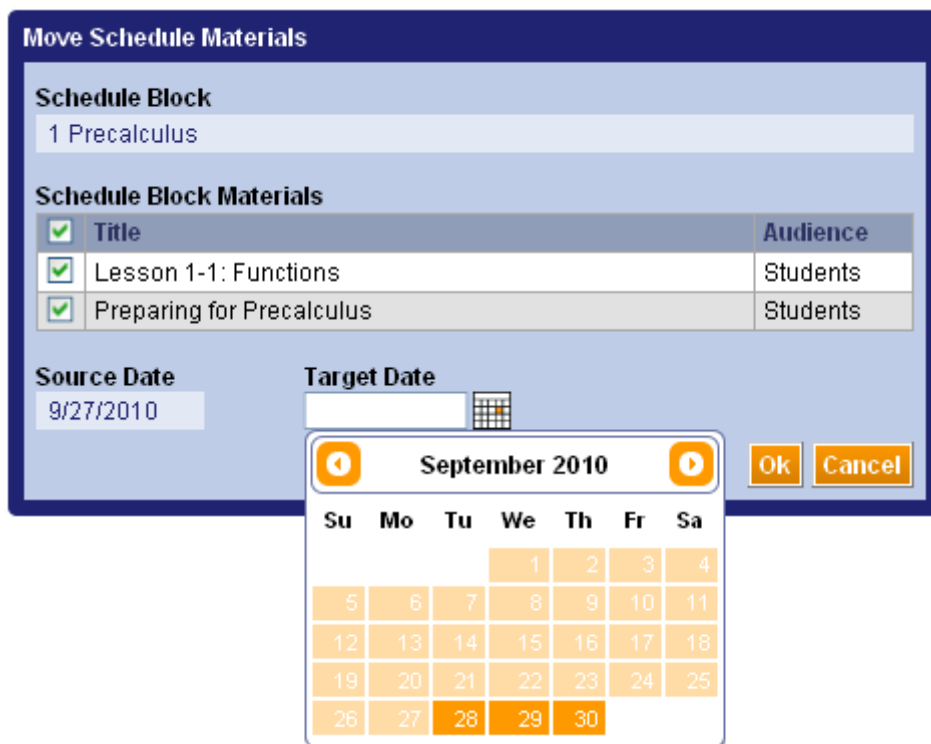
Figure 10.7 Move Schedule Materials Calendar

5. Click a specific day in the selected month (the **Target Date**) to which you want to **Move** the selected **Materials**.

   ConnectED displays the selected **Target Date** in the **Move Schedule Materials** dialogue box.

NOTE: Click the Calendar ▦ **icon again to select a different date if necessary.**

6. Click the **OK** button at the lower right to **Move** the selected **Materials** to the **Target Date.**

   ConnectED **Moves** the selected **Materials** to the **Target Date** (Figure 10.8) and displays the **Manage Schedule Block** page.

NOTE: Moved Materials are *added* to any existing Lesson Materials on the Target Date.
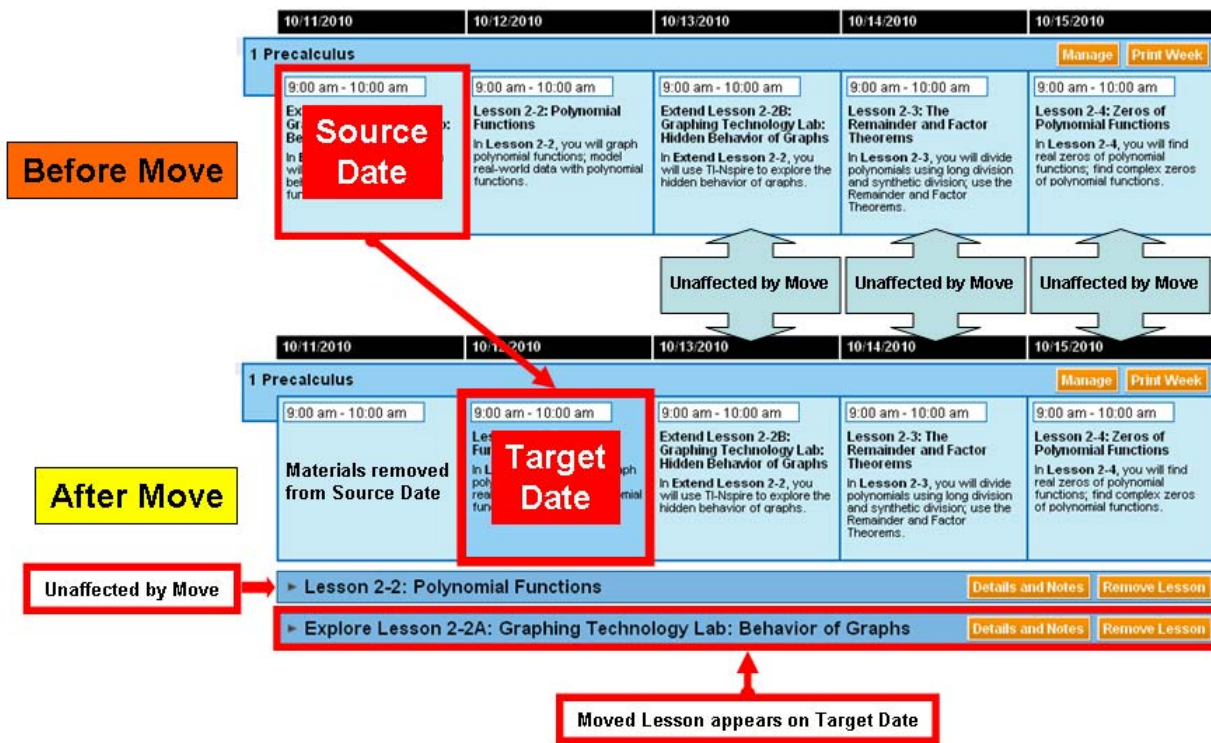
Figure 10.8 Before and After Move

10.3.2 To Push All Lesson Materials

To Push all **Lesson Materials** forward from the **Source Date** to the **Target Date** *in Lesson orde*r:

From your **Schedule**

1. Identify the desired **Schedule Block** and click the **Manage** button at the upper right.

   ConnectED displays the **Manage Schedule Block** page (Figure 10.9).

Figure 10.9 Manage Schedule Block Page

NOTE: If necessary, scroll down or use the Jump To function and click the desired Month.

2. Identify the **Date** from which to **Push** all **Lesson Materials** forward. This is the **Source Date.**

3. Click the **Push** link to the right.

    ConnectED displays the **Push Schedule Materials** dialogue box (Figure 10.10). The suggested **Target Date** is the next **Teaching Day** *after* the **Source Date.**
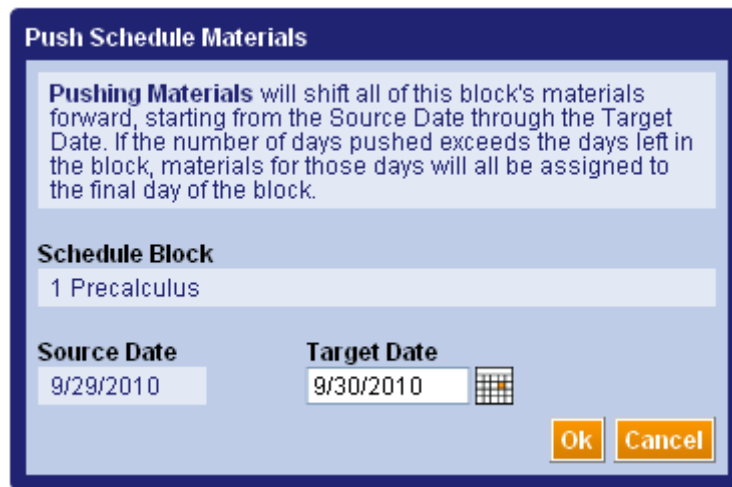
Figure 10.10 Push Schedule Material Dialogue Box

4. Click the **Calendar** [icon] icon.

    ConnectED displays an interactive drop-down calendar displaying the next available **Teaching Day** (Figure 10.11) <u>after</u> the **Source Date.**
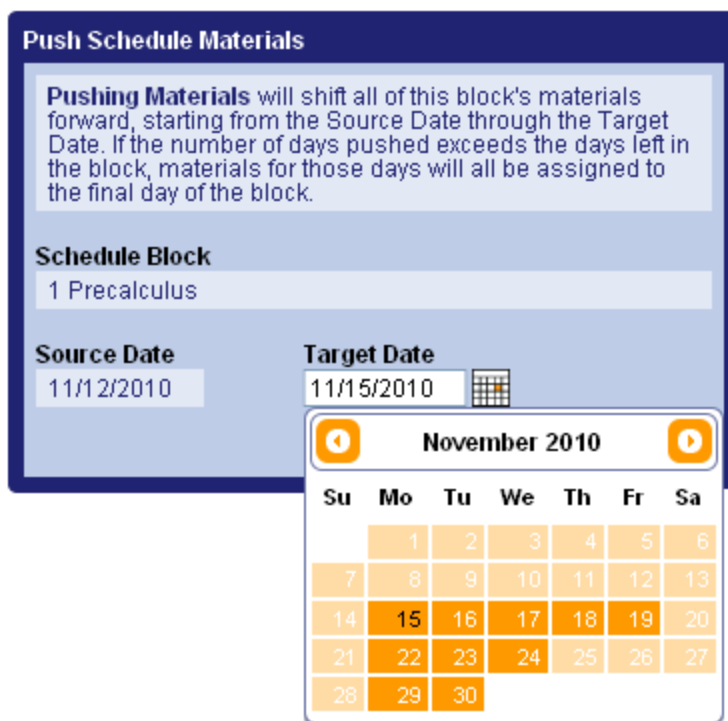
Figure 10.11 Push Schedule Materials Calendar

NOTE: Only valid future Teaching Days display on calendar.

5. Click a specific day in the selected month to which you want to **Push** the **Resource(s)** (the **Target Date**).

ConnectED displays the selected **Target Date in the Push Schedule Materials** dialogue box.

NOTE: Click the Calendar ▦ icon again to select a different date if necessary.

6. Click the **OK** button at the lower right to **Push** the selected **Resource(s)** to the **Target Date.**

7. ConnectED **Pushes** the selected **Lesson Materials** *in Lesson order* to the **Target Date** (Figure 10.12) and displays the **Manage Schedule Block** page.

NOTE: If the number of Lesson Days Pushed is *greater* than the number of Teaching Days remaining in the Schedule Block *after the Push* (i.e., the number of days from the Target Date through the last Teaching Day), any extra Lesson Materials are added to the last Teaching Day.
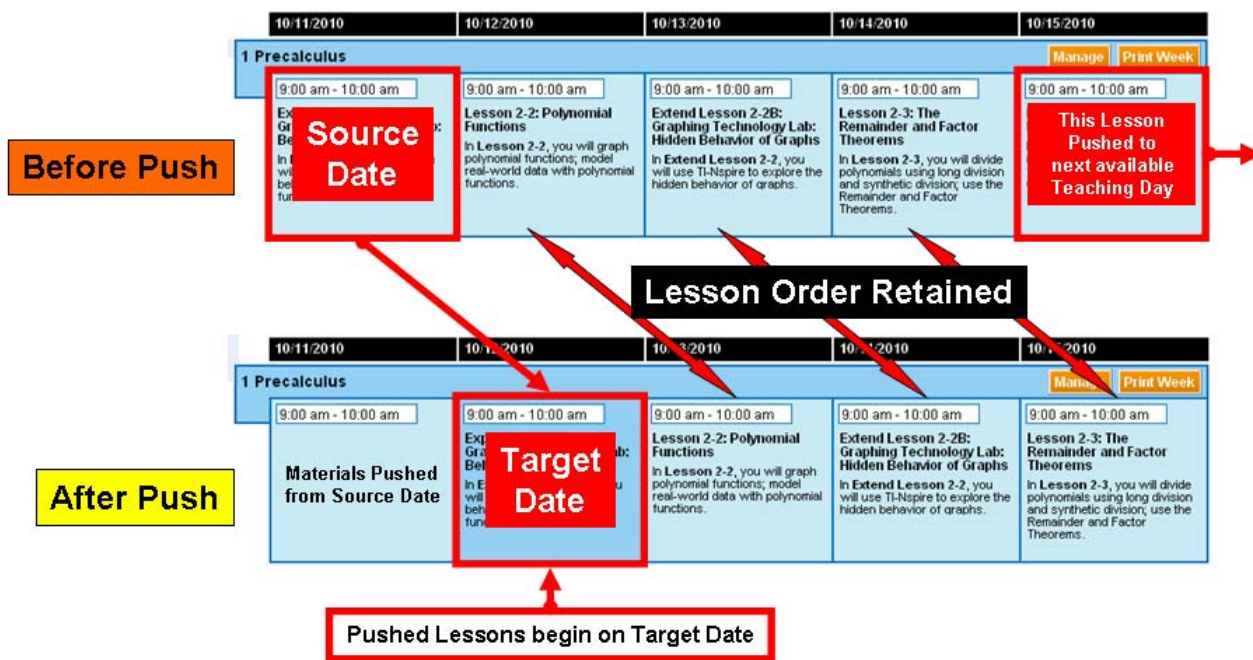
Figure 10.12 Before and After Push

10.3.3 To Pull All Lesson Materials

To Pull all **Lesson Materials** backward from the **Source Date** to the **Target Date** *in Lesson order:*

From your **Schedule** 🗓

1. Identify the desired **Schedule Block** and click the **Manage** button at the upper right.

    ConnectED displays the **Manage Schedule Block** page (Figure 10.13).

Figure 10.13 Manage Schedule Block Page

NOTE: If necessary, scroll down or use the Jump To function and click the desired Month.

2. Identify the **Date** from which to **Pull** all **Lesson Materials** backward. This is the **Source Date.**

3. Click the **Pull** link to the right.

   ConnectED displays the **Pull Schedule Materials** dialogue box (Figure 10.14). The suggested **Target Date** is the next **Teaching Day** *before* the **Source Date.**
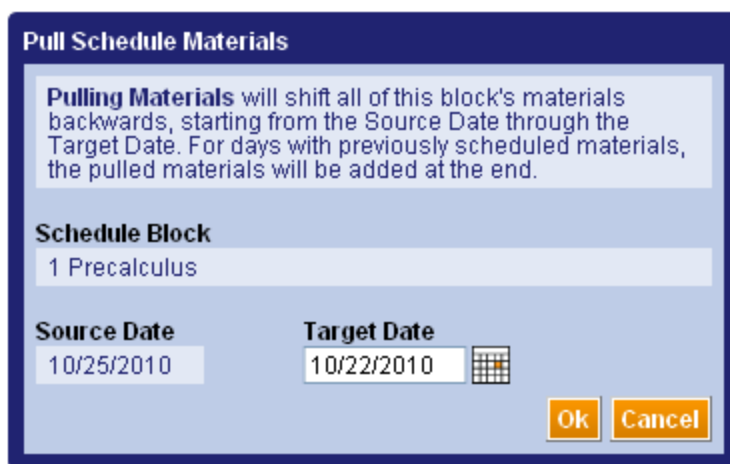
Figure 10.14 Pull Schedule Resources Dialogue Box

4. Click the **Calendar** icon.

   ConnectED displays an interactive drop-down calendar displaying the next available **Teaching Day** (Figure 10.15) *before* the **Source Date**.

Figure 10.15 Pull Schedule Materials Calendar

NOTE: Only valid prior Teaching Days display on calendar.

5. Click a specific day in the selected month (the **Target Date**) to which you want to **Pull** the **Lesson Materials**.

ConnectED displays the selected **Target Date** in the **Pull Schedule Materials** dialogue box.

NOTE: Click the Calendar ▦ icon again to select a different date if necessary.

6. Click the **OK** button at the lower right to **Pull** the selected **Lesson Materials** to the **Target Date.**

7. ConnectED **Pulls** the selected **Lesson Materials** to the **Target Date** (Figure 10.16) *in Lesson order* and displays the **Manage Schedule Block** page.

NOTE: If Lesson Materials exist on the Target Date, Pulled Materials are *added* and existing Materials are retained.
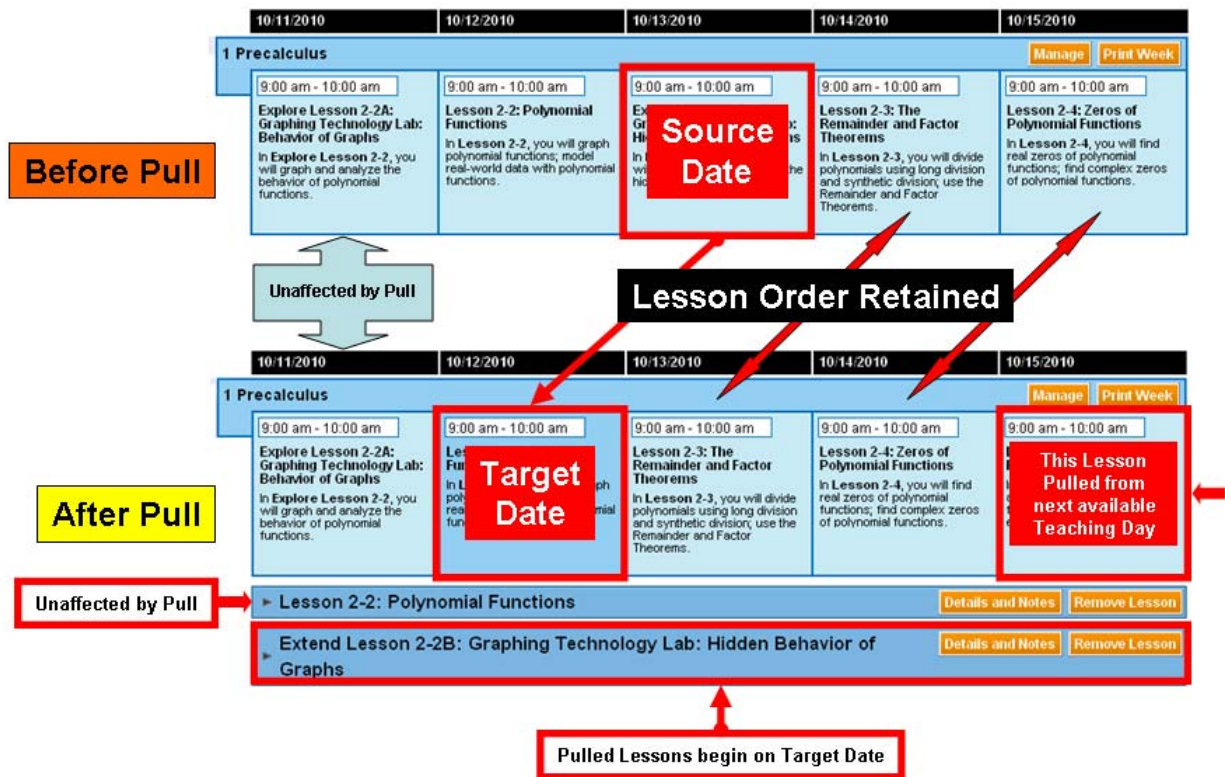
Figure 10.16 Before and After Pull

10.3.4   To Remove a Daily Lesson (Method 1)

To permanently **Remove** a **Daily Lesson** from your **Schedule Block:**

From your **Schedule**

1. Identify the desired **Schedule Block** and click the **Manage** button at the upper right.

    ConnectED displays the **Manage Schedule Block** page (Figure 10.17).

NOTE: Remove function affects Lessons only. *See* section 10.4, "Managing Individual Items."
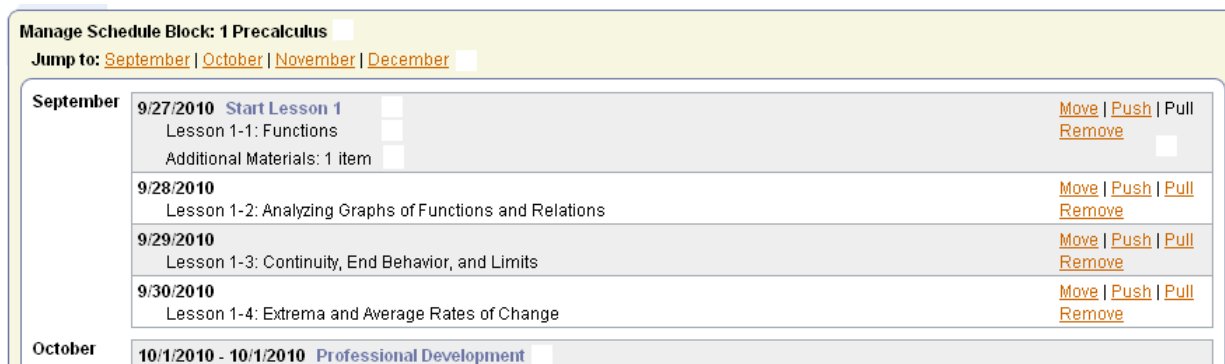
Figure 10.17 Manage Schedule Block Page

NOTE: If necessary, scroll down or use the Jump To function and click the desired Month.

2. Identify the **Lesson** to **Remove** (Figure 10.18).
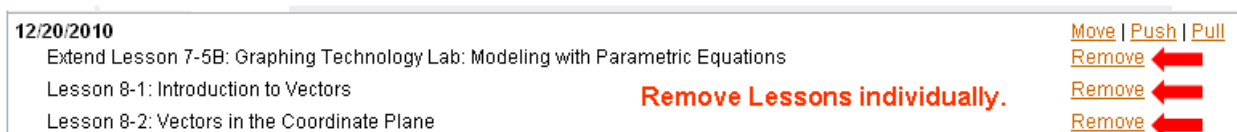
Figure 10.18 Multiple Lessons on Same Date

NOTE: If multiple Lessons appear on the same date, Remove them one at a time.

3. Click the **Remove** link to the right of the desired **Lesson** materials.

    ConnectED displays the **Remove from Schedule?** confirmation message (Figure 10.19).
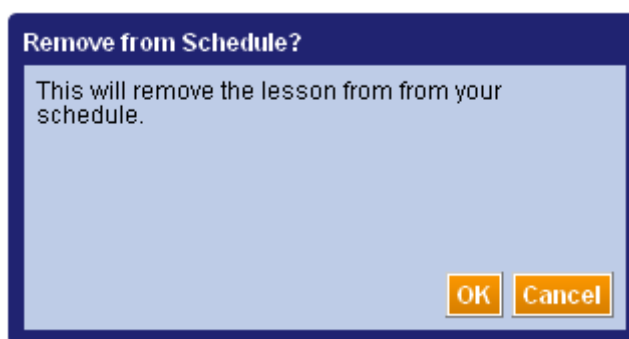
Figure 10.19 Remove from Schedule? Confirmation Message

4. Click the **OK** button at the lower right.

    ConnectED **Removes** the selected **Lesson** (Figure 10.20) and displays the **Manage Schedule Block** page.
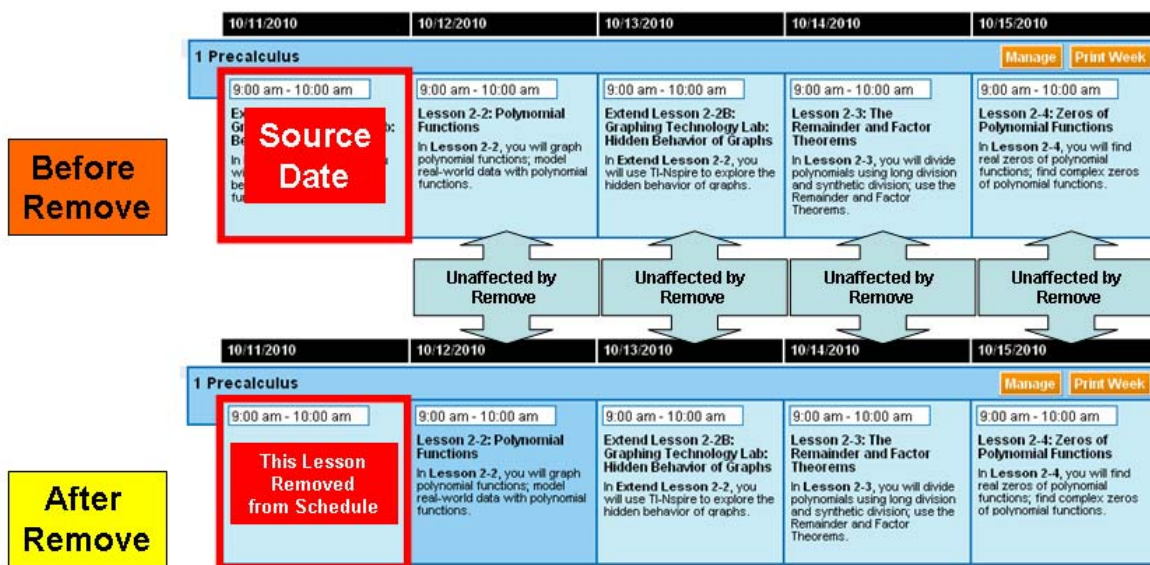
Figure 10.20 Before and After Remove

CAUTION!   Removing a Lesson permanently deletes the Lesson Materials from your Schedule.

Best Practice! Review all Schedule Management functions before Removing a Lesson.

■   Repeat steps as needed to **Remove Lessons** from other **Teaching Days.**

10.3.5   To Remove a Daily Lesson (Method 2)

To permanently **Remove** a **Daily Lesson** from your **Schedule Block:**

From your **Schedule**

1. Identify the desired **Schedule Block.**

2. Navigate your **Schedule** to locate the **Teaching Day** containing the **Lesson** to **Remove.**

3. Click on the desired **Teaching Day.**

    ConnectED displays the **Lesson Materials** for the selected **Teaching Day**
    (Figure 10.21).

Figure 10.21 Expanded Lesson for Selected Day

NOTE: A Teaching Day may have more than one Lesson. Second and subsequent Lessons are collapsed by default.

Best Practice! Expand any collapsed Lessons to ensure that you select the correct Lesson to Remove before you click the Remove Lesson button.

4. Click the **Remove Lesson** button on the right.

   ConnectED displays the **Remove from Schedule?** confirmation message (Figure 10.22).
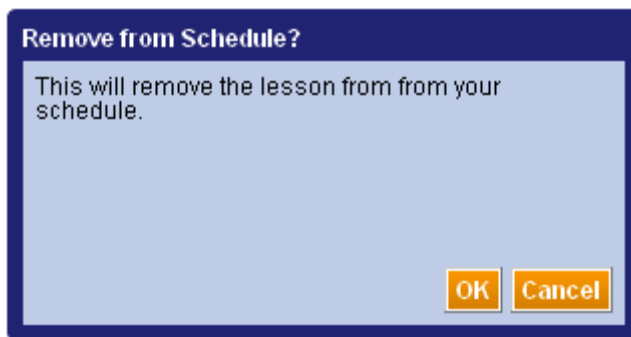
Figure 10.22 Remove from Schedule? Confirmation Message

5. Click the **OK** button and the lower right.

    ConnectED removes the **Lesson** from the selected **Teaching Day.**

CAUTION!   Removing a Lesson permanently deletes the Lesson Materials from your Schedule.

Best Practice! Review all Schedule Management functions before Removing a Lesson.

■ Repeat steps as needed to **Remove Lessons** from other **Teaching Days.**

10.4 Managing Individual Items

You can manage each **Lesson** component and all **Additional Materials** individually.

For each **Teaching Day** in a **Schedule Block,** you can view and manage the associated teaching and learning materials, both **Lesson** materials and

10.4.1   Item Management Functions

Instructions for each **Item Management** function (Table 10.2) appear in the following sections (icons are active when function is available):

Table 10.2 Item Management Functions and Icons			
Preview an item	▶	**Copy** an item to another **Teaching Day**	🔲
View Details about an item	🔍	**View State Standards** related to an item	
Add an item to your **Schedule**	▦	**Add Notes** about an item	
Assign an item to **Students**	👥	**Remove** an item from you **Schedule**	⊗
Add an item to your **Bookmarks**	📑		

10.5 Accessing Item Management Functions

To manage individual **Teaching and Learning Materials,** you must first:

■ Display an item on your **Dashboard** (Figure 10.23) by:

  o **Searching** (*see* section 9.2)
  o **Applying Search Filters** (*see* section 9.3)
  o **Finding by Concept** (*see* section 9.4)
  o **Finding by State Standards** (*see* section 9.5)
  o **Browsing a Table of Contents** (*see* section 9.6)
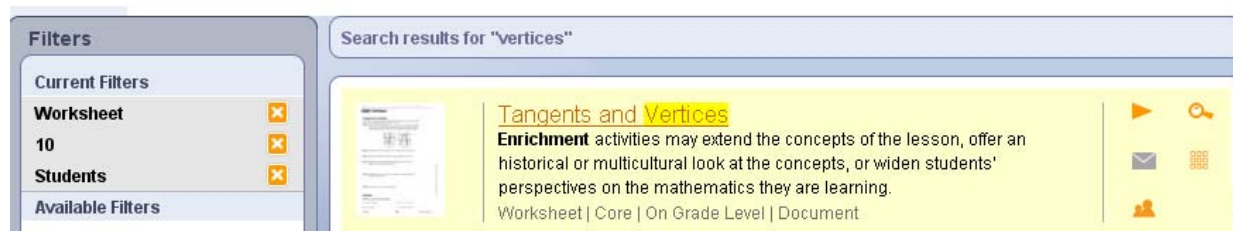
**Figure 10.23 Dashboard Display of Search Results Showing
Available Item Management Functions**

OR

■ Display a **Schedule Block** and click on a desired **Teaching Day** to expand the **Lesson** (Figure 10.24) or **Additional Materials.**

Figure 10.24 Lesson Materials, Expanded View

10.5.1   To Preview an Item

■ Display an item on your **Dashboard** or **Schedule** and click the **Preview** ► icon. ConnectED displays the **Resource** in a new window.

10.5.2   To View Details about an item

■ Display an item on your **Dashboard** or **Schedule** and click the **View Details** ⚷ icon. ConnectED displays the **Details** page (Figure 10.25 or 10.26).

Figure 10.25 Details Page, View from Dashboard

Figure 10.26 Details Page, View from Schedule

Item **Details** include:

- Type of Resource
- Brief description
- Concepts addressed
- Grade(s)
- Teaching Level
- Teaching Purpose
- Publisher

To return to your **Dashboard** list of displayed items or your **Schedule Block:**

■ Click your browser's **Back** button.

OR

■ Click the **Close** button at the lower right.

10.5.3 To View State Standards Related to an Item

1. Display an item on your **Dashboard** or **Schedule** and click the **View Details** icon.

   ConnectED displays the **Details** page (Figure 10.25 or 10.26, above).

2. Click the **Standards** tab.

   ConnectED displays **Concepts** and **Standards** (if any) associated with the item (Figure 10.27).
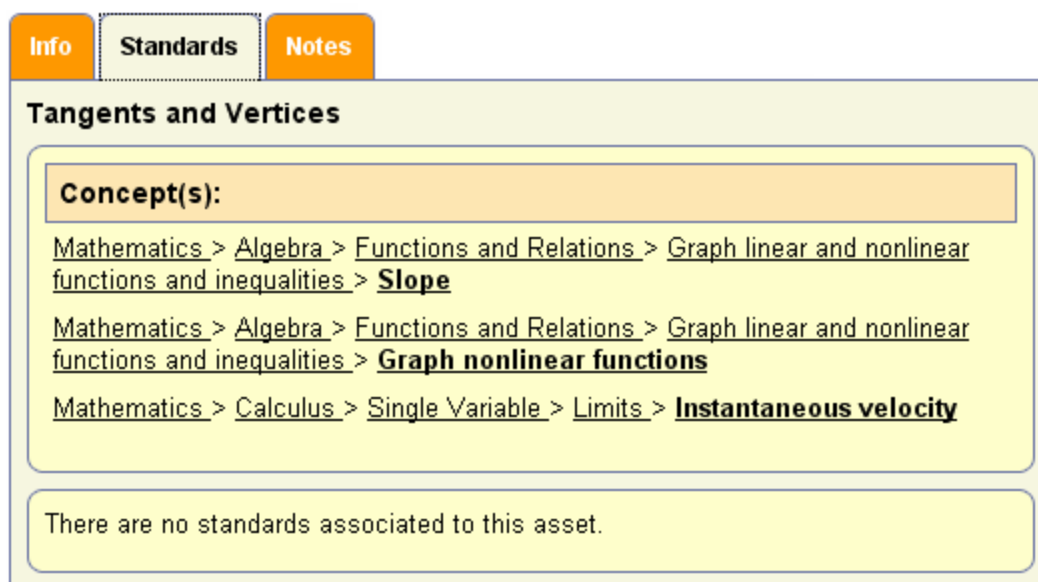
Figure 10.27 Details Page, Standards Tab

To return to your **Dashboard** list of displayed items or your **Schedule Block:**

■ Click your browser's Back button.

OR
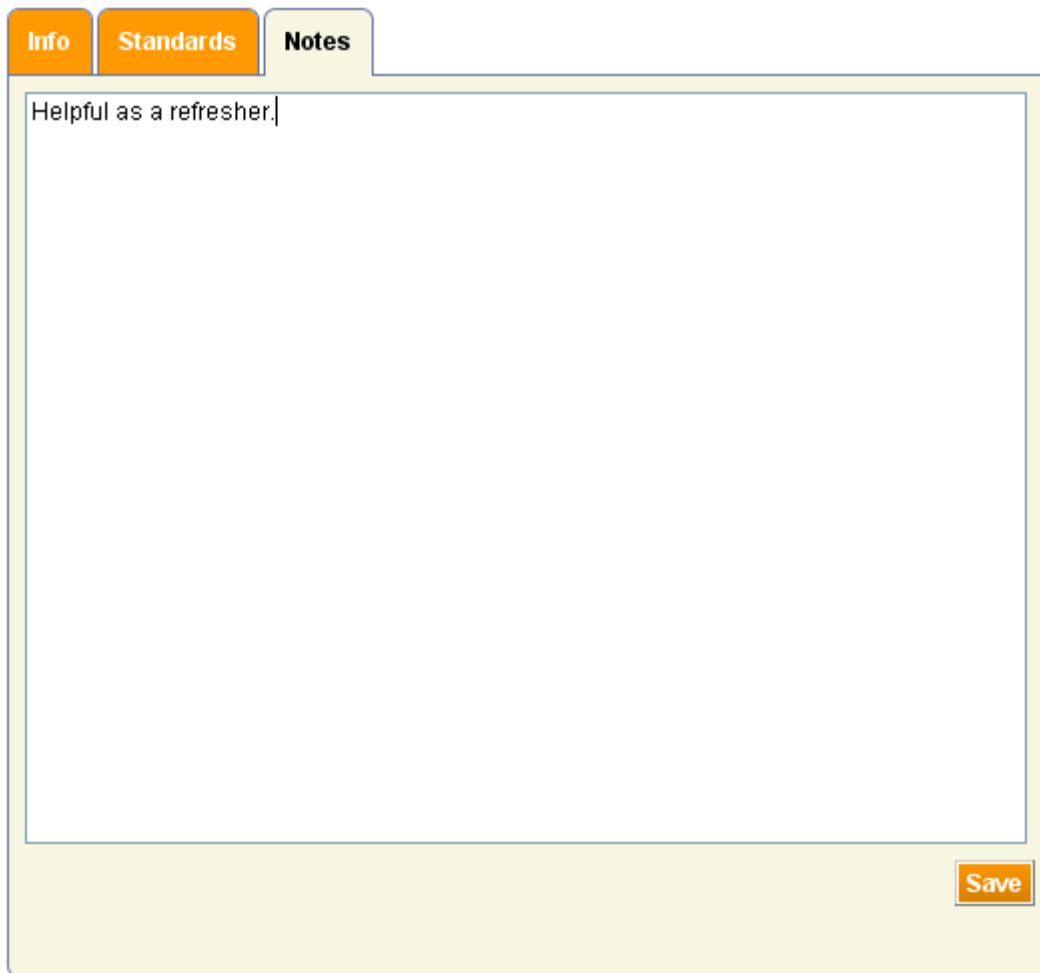
■ Click the **Close** button at the lower right.

10.5.4 To Add Notes about an Item

1. Display and item on your **Dashboard** or **Schedule** and click the **View Details** icon.

   ConnectED displays the **Details** page (Figure 10.25 or 10.26, above).

2. Click the **Notes** tab.

ConnectED displays **Text Box** (Figure 10.28).

Figure 10.28 Notes

3. Enter your **Notes** and click the **Save** button at the lower right.

ConnectED saves the **Note** and displays the **Success** message.

4. Click the **OK** button at the lower right.

To return to your **Dashboard** list of displayed items or your **Schedule Block:**

■ Click your browser's **Back** button.

OR

■ Click the **Close** button at the lower right.

10.5.5   To Add an Item to Your Schedule

1. Display an item on your **Dashboard** and then click the **Add to Schedule** ⊞ icon.

OR

   View Details and then click the **Add to Schedule** [Add to schedule] button.

   ConnectED displays the **Add to Schedule** dialogue box (Figure 10.29), which displays a thumbnail image of the **Resource,** its **Type,** and **Title.**
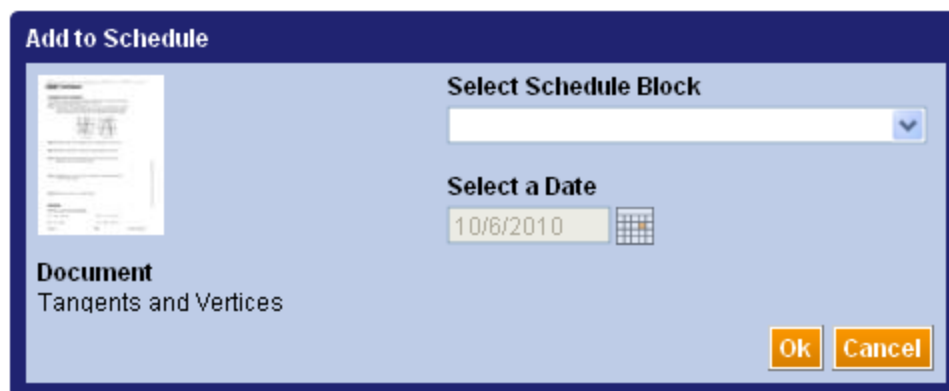
Figure 10.29   Add to Schedule Dialogue Box

2. Click the **Select Schedule Block** and select the desired **Schedule Block Name** from the drop-down list, which displays available **Teaching Days** only.

3. Click the **Calendar** ⊞ icon to select a **Start Date.**

4. Click the **OK** button at the lower right.

   ConnectED adds the **Resource** to the selected **Schedule Block** on the desired date and displays the **Success** message.

To return to your **Dashboard** list of displayed items or your **Schedule Block:**

■   Click your browser's **Back** button.

10.5.6   To Add an Item to Your Bookmarks

You can **Bookmark** an item for easy access later from **My Home** page.

To **Bookmark** an item:

1. Display an item on your **Dashboard** and click the **View Details** ⚷ icon.

   ConnectED displays the **Details** page (Figure 10.25, above).

NOTE: You cannot Bookmark an item from you Schedule.

2. Click the **Add to Schedule** button.

   ConnectED displays the **Bookmark Successful** message.

3. Click the **OK** button at the lower right.

10.5.7 To View Your Bookmarks

■ Click the **My Home** icon.

   ConnectED displays **My Home** page with your added **Bookmark** on the **Dashboard** (Figure 10.30).
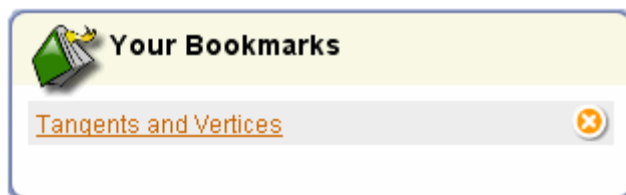
Figure 10.30 Your Bookmarks, Detail

10.5.8 To Open a Bookmark

From **My Home** page:

■ Click the **Bookmark Title** link.

   ConnectED displays the **Details** page.

10.5.9 To Remove a Bookmark

From **My Home** page:

■ Click the **Remove** icon.

   Connected removes the **Bookmark.**

10.5.10 Assign an Item to Students To

1. Display an item on your **Dashboard** or **Schedule** and click the **Assign to Students** icon.

ConnectED displays the **Classroom Management: Create Assignment** page (Figure 10.31).

Figure 10.31 Classroom Management: Create Assignment

3. Click the **Calendar** ![icon] icon to select the **Start Date**, **Due Date** (optional), and **Expiration Date** (default date is one year); add a **Description** (optional).

4. Select your **Class** from the drop-down list.

   ConnectED displays a list of **Students** in the **Class** (Figure 10.32)

5. Select **Students** to receive the **Assignment** (default is selected, toggle check-box to select or de-select).

NOTE: **Click to toggle the top checkbox in the "Students" column to quickly select or de-select all Students.**

Figure 10.32 Select Students for Assignment

6. Click the **Save** button at the lower right.

    ConnectED displays the **Classroom Management: Manage Assignments** page showing the newly added **Assignment** (Figure 10.33).

The new **Assignment** appears on the **To-Do List** for selected **Students** (Figure 11.34).

Figure 10.33 Assignment

Figure 10.34 Student View Showing Assignment on To-Do List

Best Practice! Consider adding a Milestone to your Schedule related to the Assignment (see section 7.10, "Adding Milestones").

10.5.11 To Edit, Copy, or Delete Assignments

You can **Edit, Copy,** or **Delete** any existing **Assignment** at any time.

1. Click the **Classroom Management** icon.

   ConnectED displays the **Manage Classes and Students** page.

2. Under **Manage Assignments,** select a **Class.**

   ConnectED displays **Assignments** for the selected **Class**.

3. Click the **Edit** link for the selected **Assignment** to change **Dates, Description,** or selected **Students,** and then click the **Save** button at the lower right.

OR

   ■ Click the **Copy** link to copy the **Assignment** to another **Date** or another **Class** and then click the **Save** button at the lower right.

OR

   ■ Click the **Delete** link to delete the **Assignment** and then click the **OK** button in the **Delete Assignment?** dialogue box.

10.5.12 To View an Assignment Completion Status Report

ConnectED tracks the completion status of **Assignments**. To view an **Assignment Completion Status** report:

1. Click the **Classroom Management**   icon.

   ConnectED displays the **Manage Classes and Students** page.

2. Under **Manage Assignments,** select a **Class.**

   ConnectED displays **Assignments** for the selected **Class**.

3. Click the **Edit** link the selected **Assignment**.

   ConnectED displays **Edit Assignment** page showing the **Completion Status** (Figure 10.35).

4. Click the **Cancel** button at the lower right to close.

☑	LAST INITIAL	FIRST NAME	USERNAME	COMPLETED
☑	A	Alexander	A	completed
☑	P	Ava	A	not completed
☑	H	Emma	E	not completed
☑	B	Ethan	E	completed
☑	A	Isabella	IS	completed
☑	S	Jacob	JA	completed
☑	L	Michael	MI	not completed
☑	T	Olivia	OL	completed
☑	N	Sophia	SO	not completed
☑	S	William	WI	not completed

Class: 1 Precalculus
Students

Save Cancel

Figure 10.35 Assignment Completion Status

11   Classroom Management

The ConnectED **Class** links **ConnectED Content, Teachers, Students,** and **Schedules.**

11.1 Before You Get Started

Make sure you have the following before you get started:

- **Internet access**
- Your **Username** and **Password**
- Your **Master Code(s)**
- **Microsoft Excel®**

NOTE: Get your Master Code(s) (a 16-digit alphanumeric code) from your school's or district's ConnectED point of contact (the "Master Code Holder"). You will have one Master Code for each Resource you will be using.

11.1.1   Sections to Review

- *See* section 3, "Creating a New Teacher Account," if you have not yet created an account and obtained your **Username** and **Password.**

- *See* section 5, "Redeeming Master Codes," if you have not yet **Redeemed** your **Master Code(s)** and **Created Redemption Codes** for your **Students.**

11.2 Key Concepts

This section focuses on your role as **Teacher** in the context of a typical workflow involving **Master Code Holders, Teachers,** and **Students** that culminates in a ConnectED **Class** populated with **Students** who have access to their **ConnectED Content** (Figure 11.1).
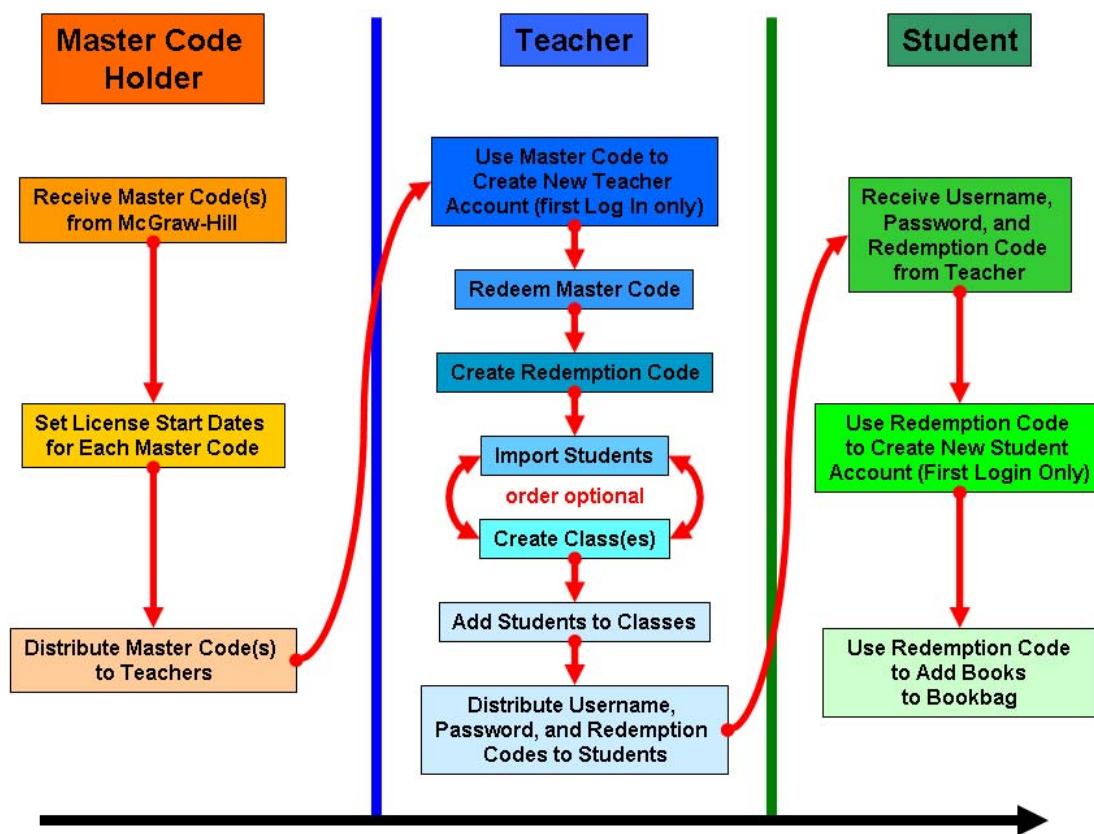
Figure 11.1 Workflow: Key Roles and Steps

11.3 Importing Students

You import **Student Information** into ConnectED using a Microsoft Excel® spreadsheet. This process creates a **Username** and **Password** for each **Student** and, optionally, associates **Students** with your **Redemption Code.**

Imported Students become **Available** to add to **Classes.** (*See* section 11.4, "Managing Classes.")

11.3.1 To Import Students

1. Click the **Classroom Management** [icon] icon.

   ConnectED displays the **Manage Classes and Students** page (Figure 11.2).
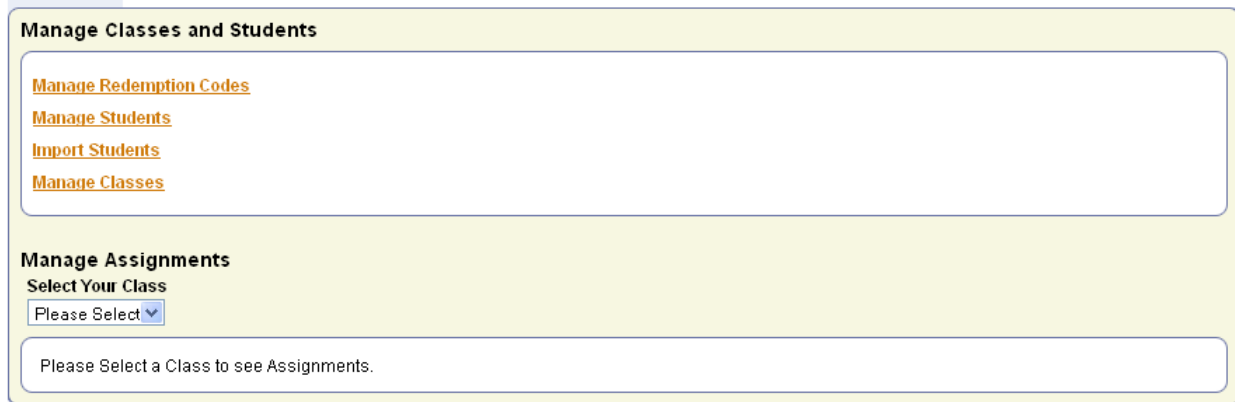
Figure 11.2 Manage Classes and Students

2. Click the **Import Students** link.

   ConnectED displays the **User Management: Import Users from Excel** page in a new window (Figure 11.3).

This page outlines a four-step process to import **Student Information.** Click the **Read Details Instructions** button (*see* Step 2) or see the following sections.

Figure 11.3 User Management: Import Users from Excel

11.3.2   To Prepare User Data to Import

From the **User Management: Import Users from Excel** page:

1. Click the **Download Student Template** button.

    ConnectED displays the **Opening import_students.xls** dialog box (Figure 11.4).
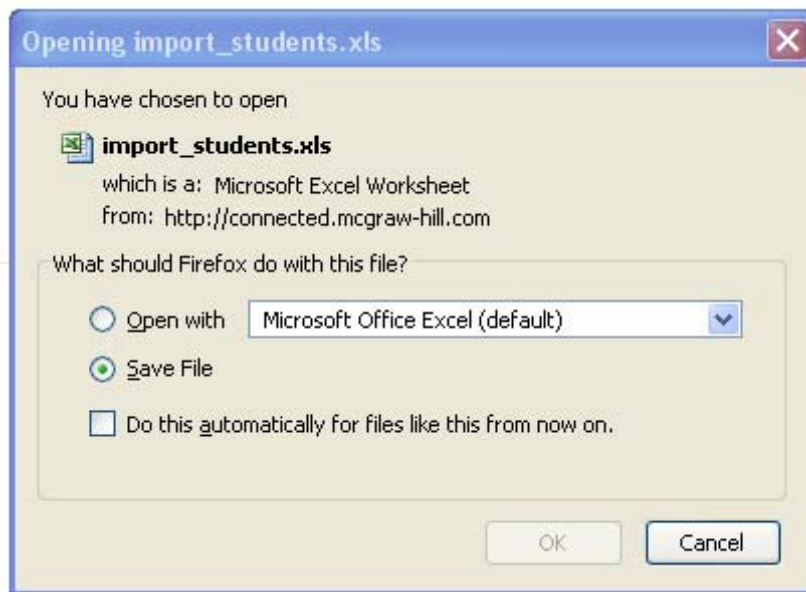
Figure 11.4 Opening import_students.xls Dialogue Box

Best Practice! Select "Save File" to download the spreadsheet to your computer. Be sure that you know where your computer saves downloaded files. You can then move the file to a directory of your choosing and rename the file, if desired.

2. Open the spreadsheet using Microsoft Excel® and complete the file according to the following specifications (Table 11.1, or click the **Read Detailed Instruction**s button for online help). **Save the file.** *See* Figure 11.5 for a sample completed spreadsheet.

NOTE: Do not delete any columns or rename any column headings in the spreadsheet file.

Table 11.1 Field Specifications		
Field Name	**Required (R) or Optional (O)**	**Specifications**
Last Name	R	At least one character required; up to 50 characters; allowable special characters: space, apostrophe, hyphen
First Name	R	At least one character required; up to 50 character; allowable special characters: space, apostrophe, hyphen
Middle Initial	O	One character only
Gender	R	M, F
Grade Level	R	PK, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

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Table 11.1 Field Specifications		
Field Name	**Required (R) or Optional (O)**	**Specifications**
Disability Flag	O	Y, N
Free Lunch Eligibility	O	Y, N
Limited English	O	Y, N
Migrant Status	O	Y, N
Race	O	**Native American, African-American, Asian/Pacific Islander, White/Caucasian, Hispanic**
Student ID	R	**At least one character required; up to 50 characters; any character allowed**
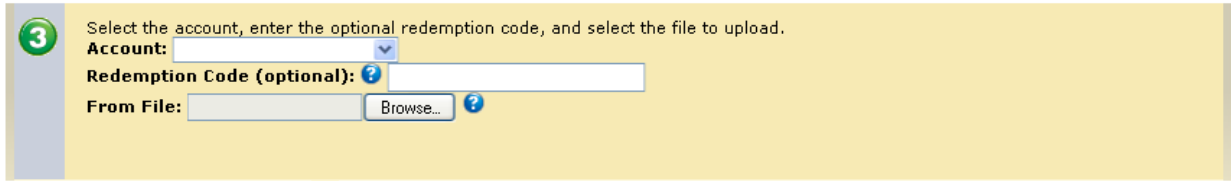
Figure 11.5 Completed Spreadsheet Highlighting Required Fields

3. Select the **Account,** enter the optional **Redemption Code,** and select the file to upload (Figure 11.6).

NOTE: Each Master Code for Student Materials enables you to create a Redemption Code, which your students will use to create a Student Account and add ConnectED Content to their online Bookbags. (See section 5.2, "To Redeem a Master Code" for more information on creating Redemption Codes.)

A **Redemption Code** is a 12-digit alphanumeric code in the following format:

[4 characters]-[4 characters]-[4 characters]
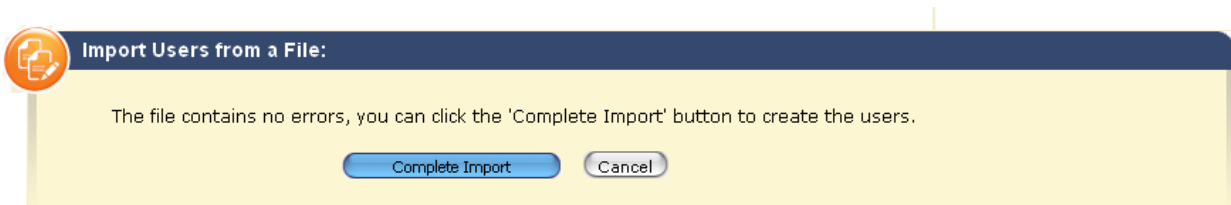
Figure 11.6 Importing Students: Step 3

4. Click the **Check File for Errors** button.

    ConnectED checks the file for errors.

NOTE: Correct any reported file errors, if necessary, and repeat step 3.

If the file contains no errors, ConnectED displays the **Complete Import** button (Figure 11.7).

Figure 11.7 No Errors; Complete Import

5. Click the **Complete Import** button.

    ConnectED displays the **Import Users from a File: Import Results** page (Figure 11.8).

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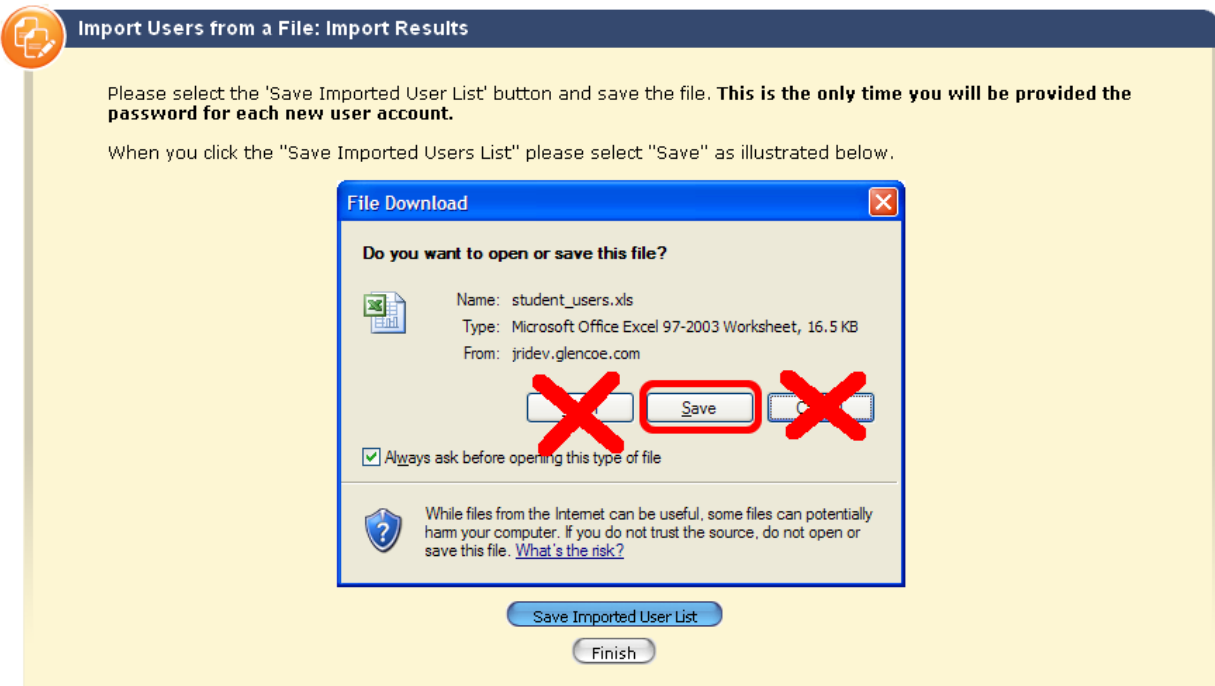
Figure 11.8 Save Imported User List

6. Click the **Save Imported User List** button.

    ConnectED displays the **Opening imported_students.xls** dialogue box (Figure 11.9).

CAUTION!!   YOU MUST SAVE THIS FILE.
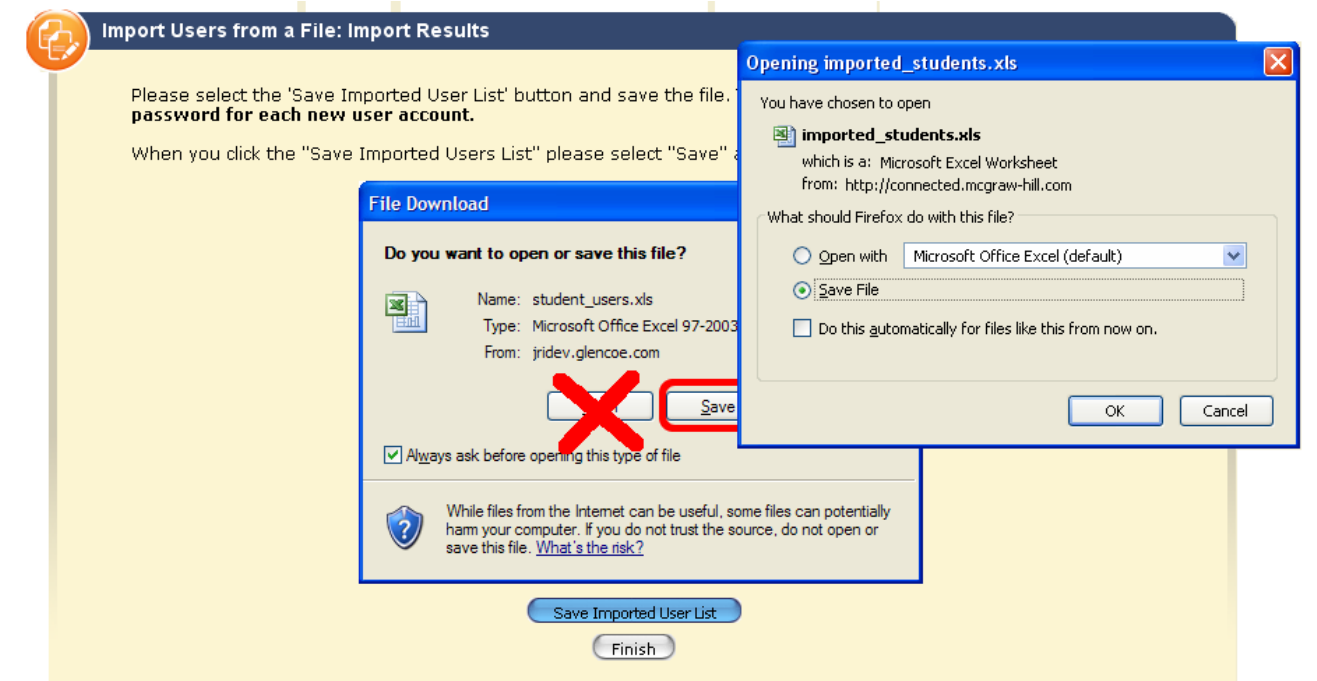
Figure 11.9 Opening imported_students.xls Dialogue Box

7. Ensure that you are saving the file. Click the **OK** button.

    ConnectED saves the file on your computer.

Best Practice! Be sure that you know where your computer saves downloaded files. You can then move the file to a directory of your choosing and rename the file, if desired. Make sure to note the new location and name you assign to the file.

The new spreadsheet contains three additional columns: (1) **Username,** (2) **Password,** and (3) **Redemption Code** if you entered it in step 3, above (Figure 11.10).

Distribute this information to your **Students.**

Figure 11.10 Additional Columns Added to Spreadsheet

8. Click the **Finish** button at the bottom, center.

    ConnectED displays the **User Management: Import Users from Excel** page.

You are now ready to create a **Class** or add the newly imported **Students** to an existing **Class** (*see* section 11.4, "Managing Classes").

11.4 Managing Classes

The ConnectED **Class** links **ConnectED Content, Teachers, Students,** and **Schedules.**

To add a **Class** you must first **Select Your School** (first time only). If you have already done this, go to section 11.4.2, "To Add a Class."

To add a **Class** and create a fun and an easy to remember **Simplified Login** that uses simple numbers and pictures for younger students, go to section 11.4.3, "To Add a Class with Simplified Login."

11.4.1   To Select Your School

1. Click the **Classroom Management** icon.

    ConnectED displays the **Select Your School** dialogue box (Figure 11.11).

Figure 11.11 Select Your School Dialogue Box

2. Enter your **School's** Zip Code and click the **Search** button to the right.

    ConnectED displays a list of **Schools,** if any, in the Zip Code provided (Figure 11.12) or the message:

    "No schools are found based on your zip/postal code. Please add your school."

Figure 11.12 Select Your School Dialogue Box

3. From the list of **Schools,** select your **School** and click the **Save** button to the lower right.

    ConnectED displays the **Class Management** page.

You are now ready to **Add a Class** (go to section 11.4.2, "To Add a Class")

OR

If your **School** does not appear, click the **Add Your School** button at the lower right.

ConnectED expands the **Select Your School** dialogue box (Figure 11.13).

Figure 11.13 Select Your School Dialogue Box—Expanded

■ Enter your **School Information** and click the **Submit** button at the lower right.

ConnectED displays the **Class Management** page.

You are now ready to **Add a Class** (go to section 11.4.2, "To Add a Class")

11.4.2 To Add a Class

1. Click the **Classroom Management** icon.

    ConnectED displays the **Manage Classes and Students** page (Figure 11.14).
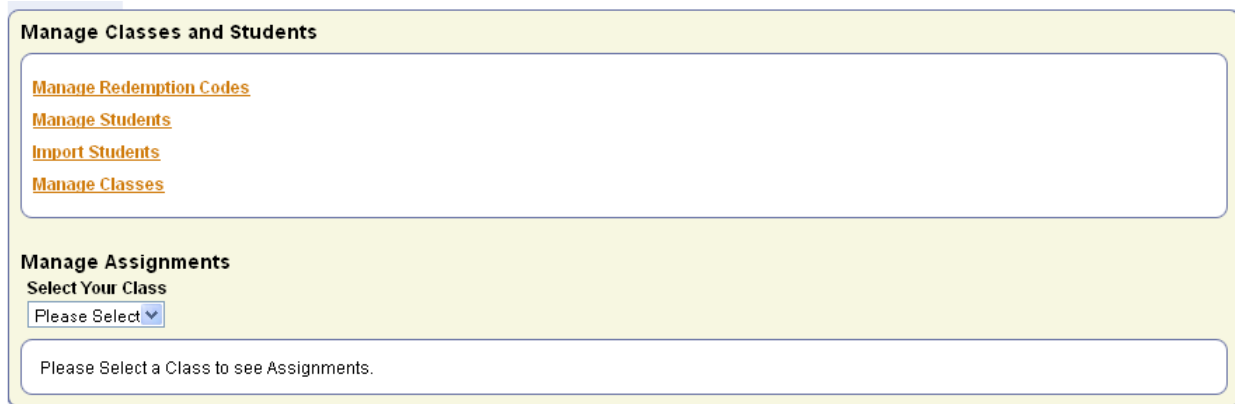
Figure 11.14 Manage Classes and Students

2. Click the **Manage Classes** link.

   ConnectED displays the **Class Management** page in a new window (Figures 11.15).
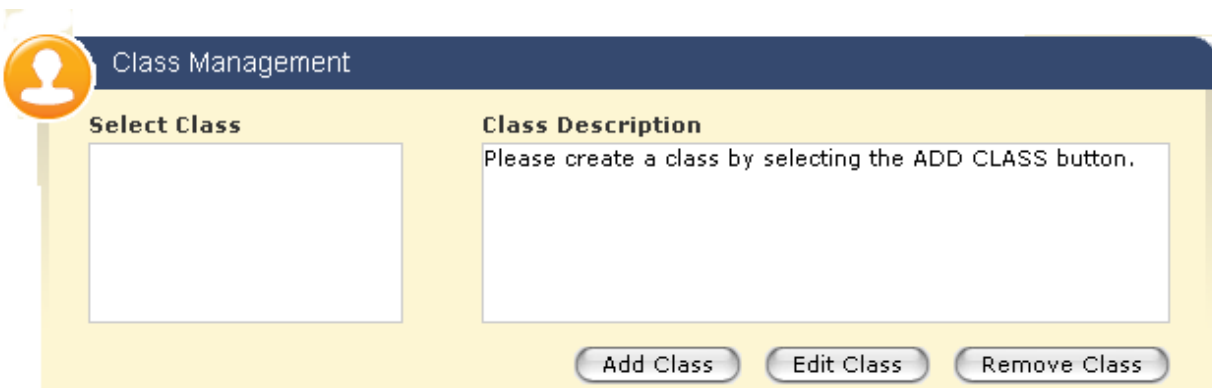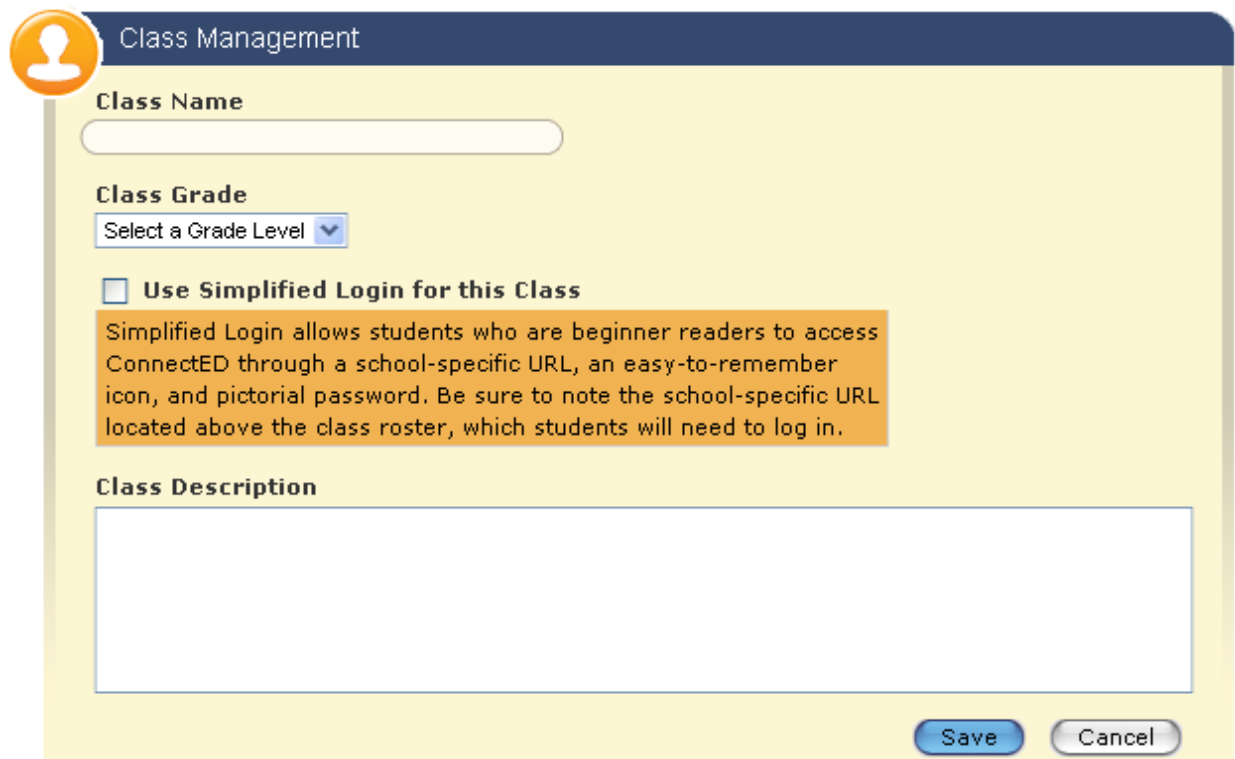
Figure 11.15 Class Management: Add Class

3. Click the **Add Class** button at the lower left.

   ConnectED displays the **Class Management** dialogue box (Figure 11.16).

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Figure 11.16 Class Management Dialogue Box

4. Enter the following required information and click the **Save** button at the lower right:

- Class Name
- Class Grade
- Class Description

ConnectED displays the **Class Management** page, which now lists your new **Class** (Figure 11.17).

Because this is a new **Class** and you have not yet added **Students,** ConnectED indicates zero (0) by the **Class Name.**

See section 11.4.6, "To Add Students to a Class," for more information on adding **Students.**
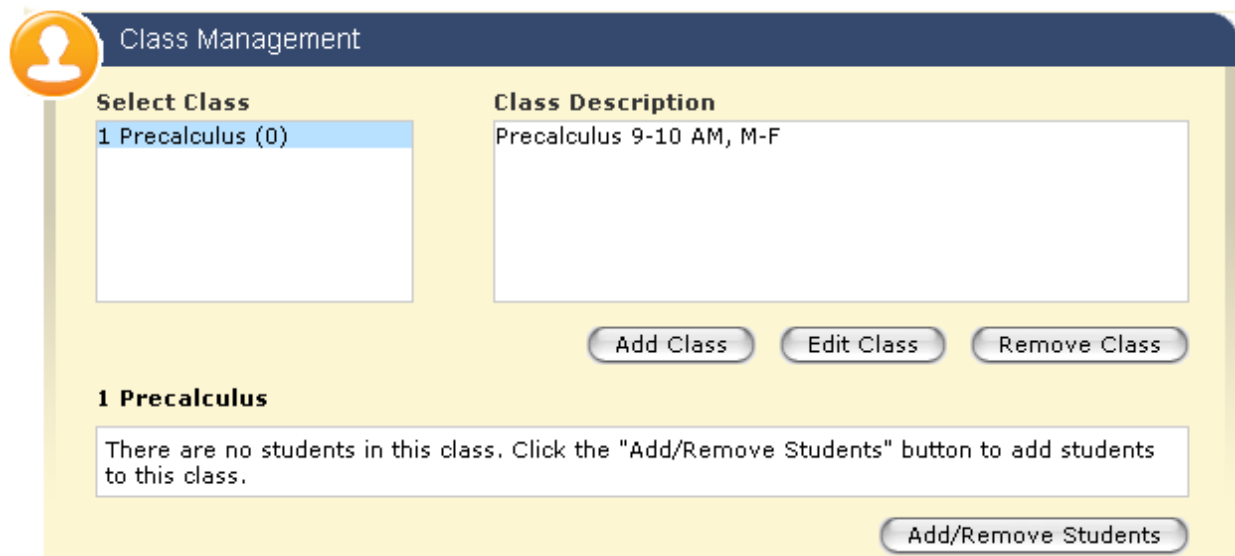
Figure 11.17 Class Management Showing Newly Added Class

11.4.3   To Add a Class with Simplified Login

You can create a fun and an easy to remember **Simplified Login** that uses simple numbers and pictures for younger students.

1. Click the **Classroom Management**   icon.

    ConnectED displays the **Manage Classes and Students** page (Figure 11.18).

Figure 11.18 Manage Classes and Students

2. Click the **Manage Classes** link.

    ConnectED displays the **Class Management** dialogue box in a new window (Figure 11.19).
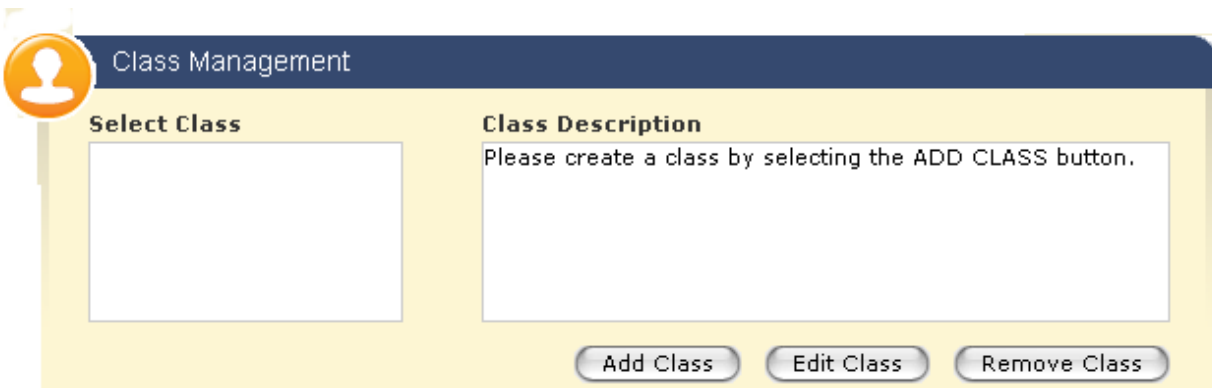
Figure 11.19 Class Management: Add Class Dialogue Box

3. Click the **Add Class** button at the lower left.

    ConnectED displays the **Class Management** dialogue box (Figure 11.20).
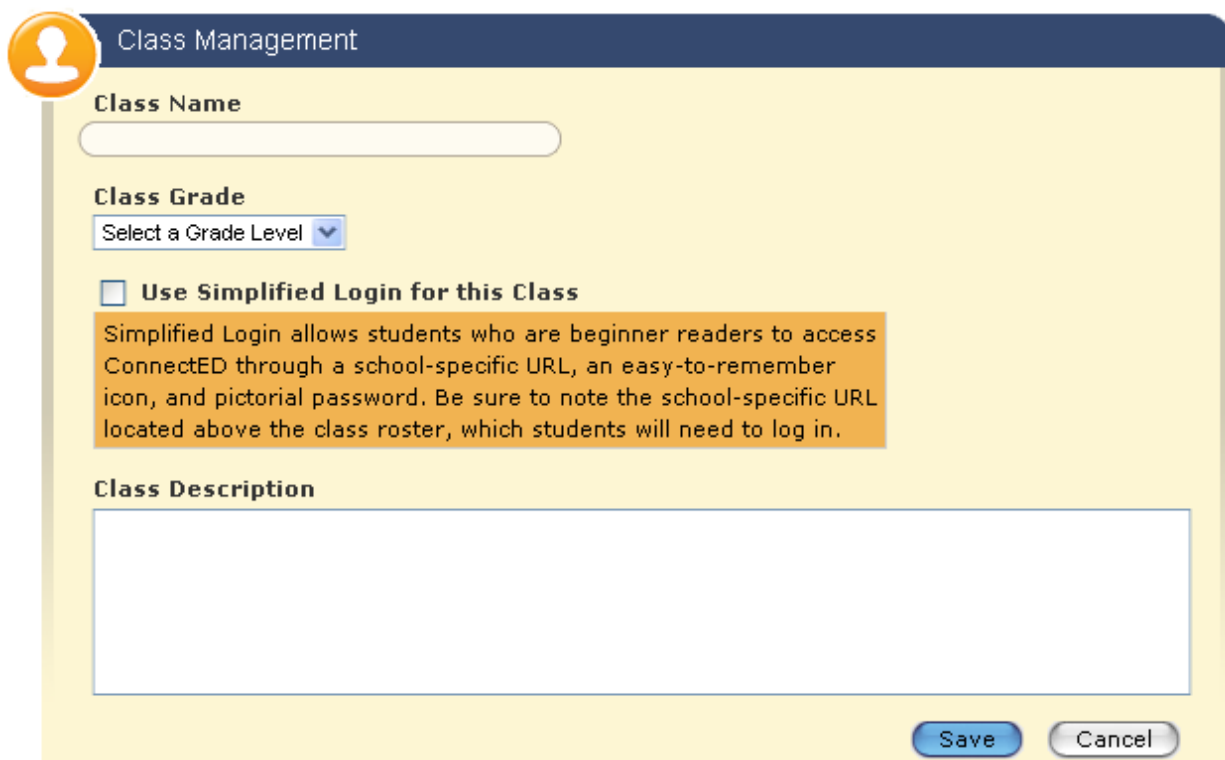
Figure 11.20 Class Management Dialogue Box

4. Check the **Use Simplified Login** box.

    ConnectED displays the **Class Management** dialogue box with a suggested **Class Icon** (Figure 11.21). This is the picture that **Students** will use to identify their **Class.**

Figure 11.21 Simplified Login: Class Icon

5. To change the **Class Icon**, click the **Change** button.

ConnectED displays the **Change Class Icon** dialogue box (Figure 11.22).

OR

Accept the suggested **Class Icon** and go to step 7, below.
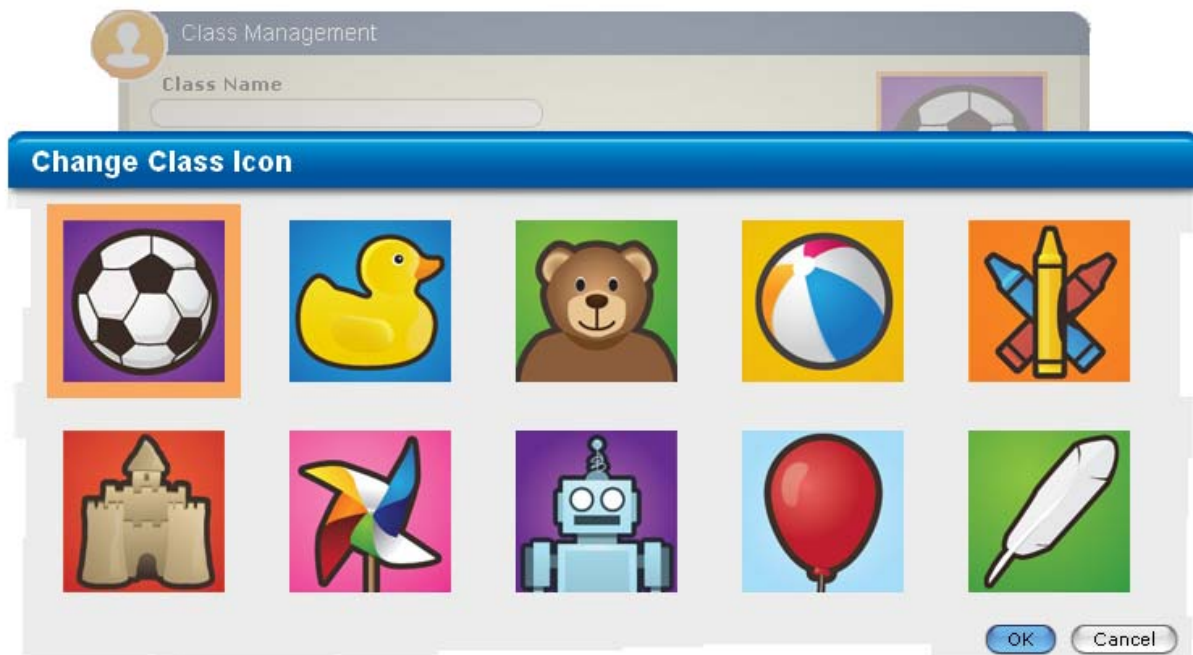
Figure 11.22 Change Class Icon Dialogue Box

6. Select the desired **Class Icon** and then click the **OK** button at the lower right.

    Connect displays the new **Class Icon** on the **Class Management** dialogue box.

7. Enter the following required information and click the **Save** button at the lower right:

    - Class Name
    - Class Grade
    - Class Description

    ConnectED displays the **Class Management** page, which now lists your new **Class** (Figure 11.23).

Because this is a new **Class** and you have not yet added **Students,** ConnectED indicates zero (0) by the **Class Name.**

See section 11.4.6, "To Add Students to a Class," for more information on adding **Students.**

NOTE: Because you created a Simplified Login for a Class, ConnectED displays a Customized Web Address. Make sure to record and retain this information. Provide this link to Students and Parents. Use this link to access ConnectED using the Simplified Login.

Best Practice! See sections 11.5.3 and 11.5.4, "To View and Print Simplified Password Cards."
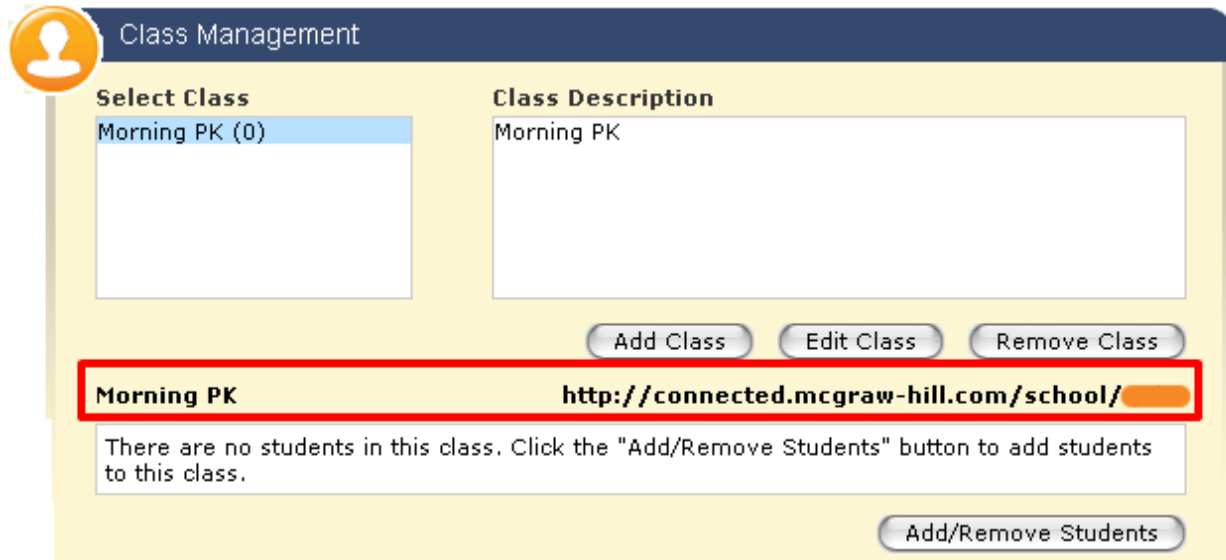
Figure 11.23 New Class with Customized Web Address for Simplified Login

11.4.4   To Edit a Class

You can edit the **Class Name, Class Grade, Simplified Login Status,** and **Class Description** of any existing **Class** at any time.

1. Click the **Classroom Management** [icon] icon.

    ConnectED displays the **Manage Classes and Students** page.

2. Click the **Manage Classes** link.

    ConnectED displays the **Class Management** page in a new window.

3. Select the **Class** to edit and click the **Edit Class** button.

4. Edit any of the following fields and click the **Save** button at the lower right:

    - Class Name
    - Class Grade
    - Simplified Login Status (toggle on or off)
    - Class Description

    ConnectED saves your changes and displays the **Class Management** page.

11.4.5   To Remove a Class

1. Click the **Classroom Management** [icon] icon.

    ConnectED displays the **Manage Classes and Students** page.

2. Click the **Manage Classes** link.

   ConnectED displays the **Class Management** page in a new window.

3. Select the **Class** to remove and click the **Remove Class** button.

   ConnectED displays the **Remove Class** confirmation message.

4. Click the **Delete** button to remove the **Class.**

NOTE: Students in the deleted class remain Available in ConnectED and could be added to other Classes.

11.4.6 To Add Students to a Class

After adding a **Class** you can add **Available Students** to that class.

Available Students include:

- **Imported Students** (see section 11.3, "Importing Students")
- **Self-Registered Students**

1. Click the **Classroom Management** icon.

   ConnectED displays the **Manage Classes and Students** page.

2. Click the **Manage Classes** link.

   ConnectED displays the **Class Management** page in a new window (Figure 11.24).
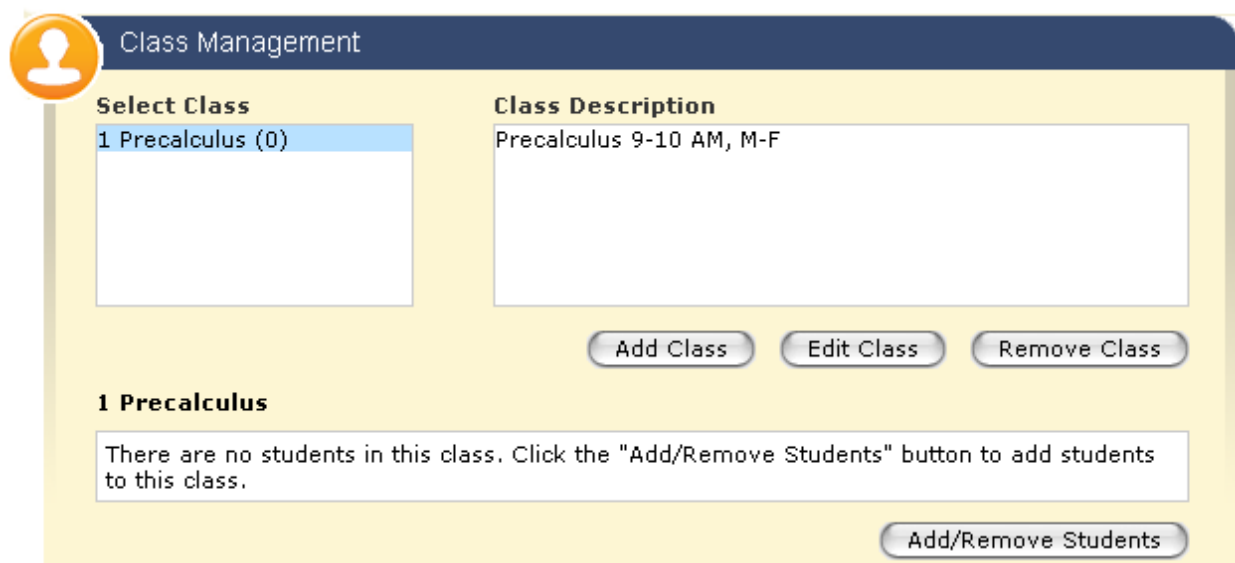
Figure 11.24 Class Management

3. Select the desired **Class** and click the **Add/Remove Students** button at the lower right.

ConnectED displays the **Student Management** page for the selected **Class** (Figure 11.25).

Figure 11.25 Student Management for Selected Class

4. From the list of **Available Students** (on left), click to select those to add to the list of **Selected Students** (on right) and then click the **Add** button.

ConnectED shifts the **Student** names to the **Selected Students** column.

Best Practice! To limit the list of Available Students, (1) select the Content for your Class from the drop-down list and (2) check "Only Students with My Redemption Codes."

■ To reverse the process, select **Students** on the right and click the **Remove** button.

ConnectED shifts the selected **Student Names** to the **Available Students** column.

Continue until the list of **Selected Students** contains all current **Class** members.

5. Click the **Save** button at the lower right.

ConnectED (1) adds the **Selected Students** to your **Class,** (2) displays the **Class Management** page, and (3) indicates the number of **Students** in parentheses to the right of the **Class** name (Figure 11.26).
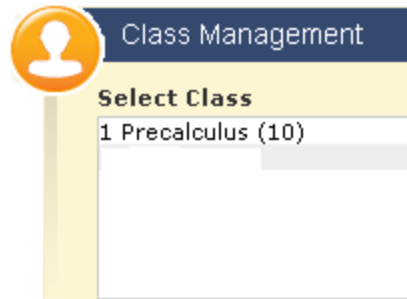
Figure 11.26 Class Management, Detail Showing Number of Students in Class

11.5 Managing Simplified Logins

When you add a **Class** with **Simplified Login** (*see* section 11.4.3, "To Add a Class with Simplified Login"), ConnectED creates (1) a **Customized Web Address**, (2) simplified **Student Icons,** and (3) **Simplified Passwords.**

11.5.1 To View Simplified Logins:

1. Click the **Classroom Management** icon.

   ConnectED displays the **Manage Classes and Students** page.

2. Click the **Manage Classes** link.

   ConnectED displays the **Class Management** page in a new window.

3. Select the desired **Class.**

   ConnectED displays **Class** information (Figure 11.27), including:

   - **Customized Web Address** (masked in this example). **Parents** and **Students** must use this **ConnectED Web Address** to use **Simplified Login.**
   - Personal **Student Icon**
   - **Password** link

Figure 11.27 Class Information

11.5.2 To Change a Student's Icon

1. Click on the **Student Icon** for a selected **Student.**

ConnectED displays the **Change Student Icon** dialogue box (Figure 11.28).
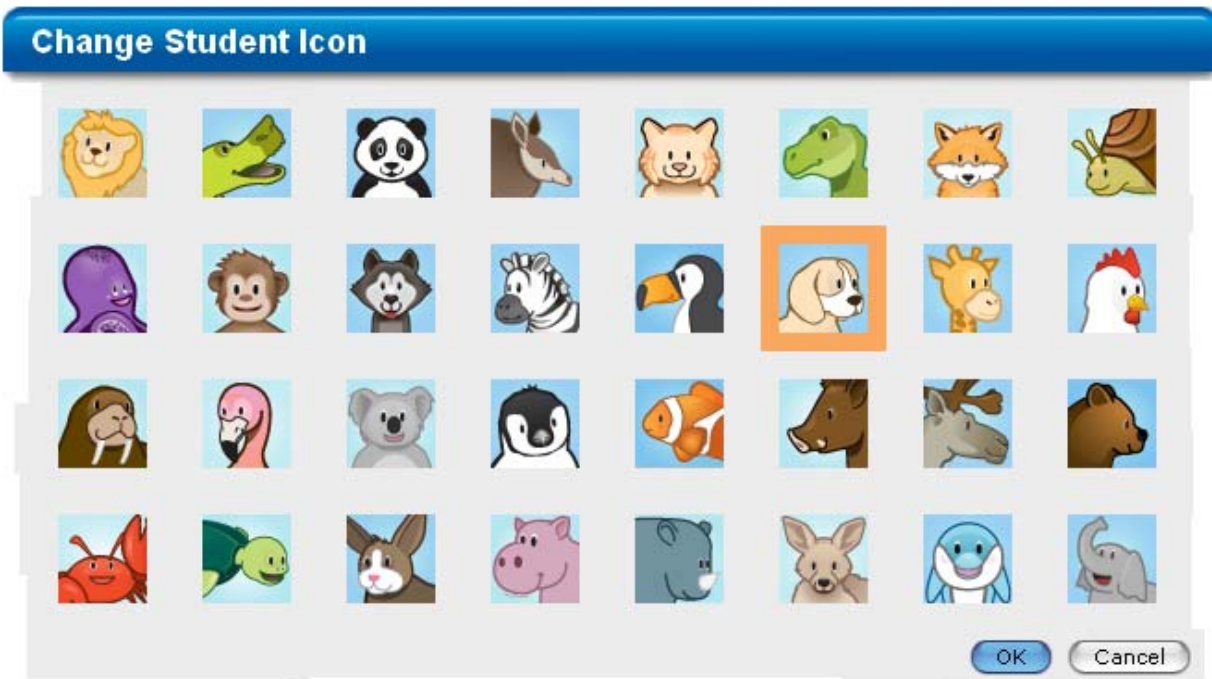
Figure 11.28 Change Student Icon Dialogue Box

2. Select a new **Student Icon** and click the **OK** button at the lower right.

    ConnectED displays the **Class Management** page with the new **Student Icon.**

NOTE: More than one Student may have the same Student Icon.

11.5.3   To View and Print Simplified Password Cards, Single Student

You can view a **Simplified Password Card** for a single **Student** at any time, and you can print this information for the **Student** and **Parents.**

NOTE: The individual Student Password Card contains (1) the Class Name and Class Icon, (2) Student Name and Student Icon, and (3) Simplified Password.

From the **Class Management** page:

1. Click the **View** link in the **Password** column for a selected **Student.**

    ConnectED displays **View Student Password** dialogue box (Figure 11.29).

2. To print an individual **Student's Password Card,** click the **Print Password Card** button at the lower right.

    ConnectED displays the **Opening [class name].pdf** dialogue box (Figure 11.30).

3. Click the **OK** button to print.
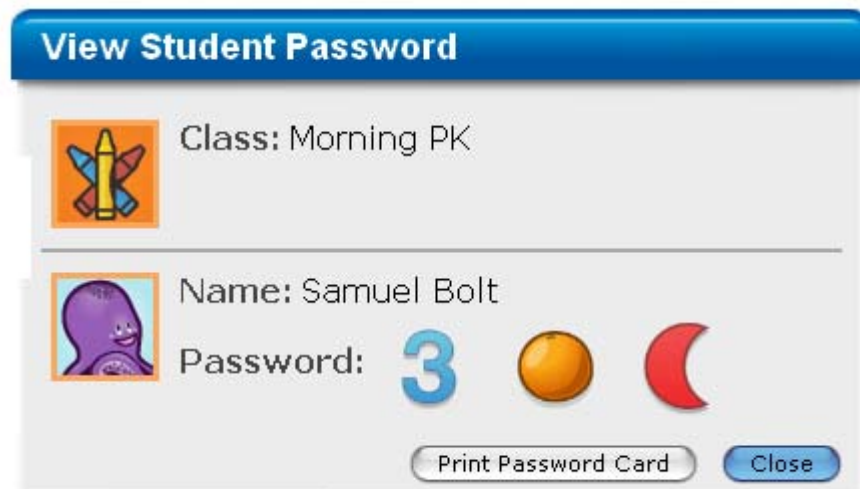
Figure 11.29 View Student Password Dialogue Box

Figure 11.30 Opening [class name].pdf Dialogue Box

11.5.4   To View and Print Simplified Password Cards, Class

You can view **Simplified Password Cards** for all **Students** in your **Class** at any time, and you can print this information for **Students** and **Parents** (Figure 11.31).

NOTE: The Student Password Cards contain (1) the Class Name and Class Icon, (2) Student Name and Student Icon, (2) Simplified Password, and (4) Customized Web Address.

To print **Password Cards** for your entire **Class,** from the **Class Management** page:

1. Click the **Print Password Cards** button at the lower right.

   ConnectED displays the **Opening [class name].pdf** dialogue box.

2. Click the **OK** button to print.

Figure 11.31 Print Password Cards—Class

11.6 Managing Students

You can search for a **Student's** account and then:

- View details of **Redeemed Codes**
- Manage the **Student's Profile**
- Take back **Materials**

11.6.1   To Search for a Student

1. Click the **Classroom Management**   icon.

   ConnectED displays the **Manage Classes and Students** page.

2. Click the **Manage Students** link.

   ConnectED displays the **myStudents** page in a new window (Figure 11.32).

Figure 11.32 myStudent Search

3. Enter your search query in the available search fields or select "All Students," and then click the **Search** button.

ConnectED displays your search results and available management functions (Figure 11.33).

Figure 11.33 myStudent Search Results

11.6.2   To View Details of Redeemed Codes

Search for a **Student** (see section 11.6.1, "To Search for a Student") and from the **myStudent Search Results** page:

■   Click the **View Details** link in the **Redeemed Codes** column.

ConnectED displays the **Student Details** report (Figure 11.34).

Figure 11.34 Student Details Report

■ Click the **OK** button to close the report.

ConnectED displays the **myStudent Search Results** page.

11.6.3   To Manage a Student's Profile

You can view a **Student's Profile** and:

- Edit the **First Name, Last Name,** and **Student ID**
- Change the **Password**
- View the **Password History**
- View a history of the **Student's Status**

Search for a **Student** (see section 11.6.1, "To Search for a Student") and from the **myStudent Search Results** page:

1. Click the **Manage** link in the **Manage Profile** column.

   ConnectED displays the **Manage Student Profile** dialogue box (Figure 11.35).

NOTE: To return to your search results without taking any action, click your browser's Back button. To cancel the action and start a new search, click the Cancel button at the lower right.

Figure 11.35 Manage Student Profile

2. Edit the **Profile** as needed and click the **Save** button at the lower right.

    ConnectED displays the **Student Profile Update** notice (Figure 11.36).

OR

    Click the **View Password History** (Figure 11.37) or **View Student Status** (Figure 11.38) link.

    ConnectED displays the requested report. Click the **OK** button at the lower right to close.

Figure 11.36 Student Profile Update: Password Change

Figure 11.37 Password History

Figure 11.38 Status History

NOTE: Passwords must be between 6-16 characters, and must contain at least one letter and one number. Examples: a12345, ABCDE6. Passwords are case-sensitive.

Best Practice! If you change a Student's Password, click the Print icon to print this report. It will not display again.

11.6.4   To Take Back Materials

You can "take back," or revoke, a **Student's** access to **ConnectED Content.**

Search for a **Student** (see <u>section 11.6.1</u>, "To Search for a Student") and from the **myStudent Search Results** page:

1. Click the **Take Back Materials** link in the **Take Back Materials** column for the selected **Student.**

   ConnectED displays the **Confirm** dialogue box (Figure 11.39).

2. Click the **Yes** button at the lower right to **Take Back Materials.**

   ConnectED returns the **Redemption Code** to pool of available codes and displays the **Success** message (Figure 11.40). The **Redemption Code** may now be used by another **Student.**
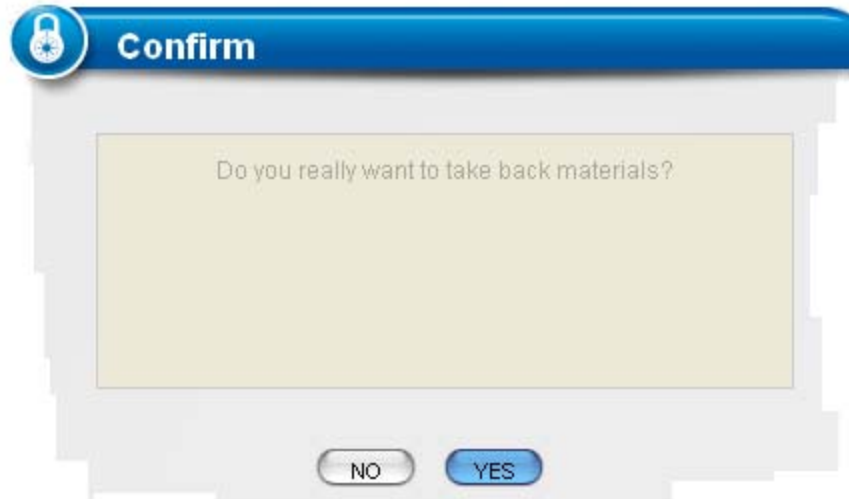
Figure 11.39 Confirm Take Back Materials Dialogue Box

Figure 11.40 Take Back Materials Success Message

11.7 Managing Redemption Codes
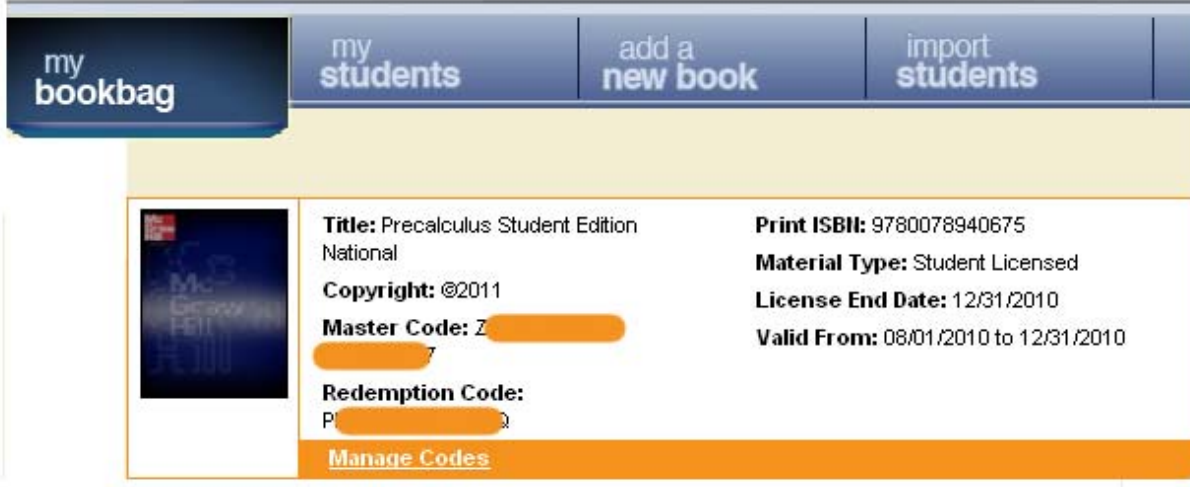
You can view **ConnectED Content Item Records** and manage **Redemption Codes.**

11.7.1   To View ConnectED Content Item Records and Redemption Codes

1. Click the **Classroom Management** icon.

    ConnectED displays the **Manage Classes and Students** page.

2. Click the **Manage Redemption Codes** link.

    ConnectED displays **myBookbag** in a new window with a **ConnectED Content Item Record** for each **Resource** in your account (Figure 11.41). If you have multiple titles, ConnectED displays the **Book Selector** carousel (Figure 11.42)

The **ConnectED Content Item Record** displays the following information (Table 11.2):

Table 11.2 Item Record Fields	
Title	Print ISBN
Copyright	Material Type
Master Code	License End Date
Redemption Code	Valid From

Figure 11.41 myBookbag Showing Single Title

Figure 11.42 myBookbag Multi-Title Book Selector Carousel

11.7.2   To Manage Redemption Codes

You can view details about your **Redemption Codes,** adjust **Dates** and **Quantities,** and **Take Back Materials** from students.

From a **ConnectED Content Item Record:**

1. Click the **Manage Codes** link at the lower left.

   ConnectED displays the **Master Code Details** page (Figure 11.43).

Figure 11.43 Master Code Details

2. Click the **Manage** link at the far right for the selected **Redemption Code.**

ConnectED displays the **Redemption Code Details** and **Active Redemption Code List** (Figure 11.44 and Table 11.3).

Figure 11.44 Redemption Code Details and Active Redemption Code List

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Table 11.3. Redemption Codes Details and Available Actions	
Field or Link	**Action**
Start Date	Adjust the date on or after which a **Student** may **Redeem** the **Code** (if the **State Date** has passed, this field cannot be changed)
End Date	Adjust the last date on which a **Student** may access the related **Material** (if the **State Date** has passed, this field cannot be changed)
Quantity to Add	From the **Available Quantity,** the number of additional **Redemption Codes** to add to your account.
Quantity to Return	From the **Available Quantity,** the number of **Redemption Codes** you wish to relinquish.
Take Back Materials	Click the **Take Back Materials Link** to revoke a **Redemption Code** from the selected student

3. Click the **Update** button at the lower right or the **Yes** button **(Take Back Materials)** to complete selected action.

12   Using Profiles

You can edit your **Profile** to change basic **Account Information** at any time. (*See also* <u>section 4.2</u>, "Forgot Your Password?" To manage a **Student's Profile,** *see* <u>section 11.6.3</u>.)

12.1 To Edit Your Profile

1. On the **ConnectED Banner,** click the **Profile** link to the right (Figure 12.1).

    ConnectED displays the **My Profile: Edit Account Information** dialogue Box (Figure 12.2).

Figure 12.1 ConnectED Banner

Figure 12.2 My Profile Dialogue Box

2. Edit your **Account Information** (*see* Table 12.1) and click the **Save** button at the lower right.

    ConnectED saves your changes.

Table 12.1 Edit Your Account Information: Key Fields	
Field	**Description**
Username	Used to **Log In; write down your Username and keep it in a secure location.**
Password	Used **to Log In;** your **Password** must be 6-16 characters long and must contain at least one letter and one number. Examples: a12345, ABCDE6. **Passwords** are case-sensitive.
Verify Password	Re-enter **Password; write down your Password and keep it in a secure location.**
Challenge Question	Select from drop-down list; used in case you forget your **Username** and **Password**
Challenge Answer	Enter your **Personal Answer; write down your Answer and keep it in a secure location.**

13   Glossary

Account

Your registered access to ConnectED

Additional Resources

Individual **Teaching and Learning Materials** available to augment your instruction

Assign

To create prescribed work for students using your ConnectED **Schedule**

Assignments

Prescribed work based on a specific **Resource**

Available Students

Student names and information that have been **Imported** into ConnectED

Banner

The topmost portion of your ConnectED page, including the ConnectED logo, a personalized greeting, Help, Profile, and Logout

Bookmark (n)

A link on **My Home** page to a selected **Resource**

Bookmark (v)

To mark a selected **Resource** for easy access from **My Home** page

Challenge Question

A security question used in case you forget your **Password;** answered by a **Personal Answer** that you provide

Class(room)

A **Class** links **ConnectED Content, Teachers, Students,** and **Schedules.**

Class Icon

An image you select to identify your **Class** for **Simplified Login**

Collapse

To reduce the size of displayed information

Concept(s)

A schema of fundamental, abstract terms identifying a related body of knowledge

ConnectED Content

> Licensed material associated with a particular **Master Code** or **Redemption Code;** in general, the collection of all your **Redeemed** materials

Customized Web Address

> A Web address (URL) used to access ConnectED using a **Simplified Login;** created when you add a **Class** and designate **Simplified Login** status

Dashboard

> The main portion of your ConnectED screen; content displayed and screen arrangement varies based on your current activity

Dialogue Box

> A window that appears on a computer screen, presenting information or requesting input.

Default

> An option that is selected automatically unless an alternative is specified

Drop-down Menu

> A menu of options that appears below the item when you click on it

Expand

> To open up and show more information

Filters

> Pre-coordinated search terms to yield search result subsets

Icon

> A graphic symbol (a simple picture) that denotes a related ConnectED function

Importing

> To transfer a file of **Student Information** into ConnectED

International Standard Bok Number (ISBN)

> A standard for assigning a unique number to a book title

Item Record

> A brief, descriptive record for each **Resource** in your **ConnectED Content**

Lesson(s)

> Adding **Suggested Lesson Materials** distributes these **Resources** across your **Schedule Block,** one lesson per **Teaching Day;** lessons may contain multiple **Resources** for both **Students** and **Teachers.**

Lesson Materials

Taken as a whole, all **Resources** associated with a **Teaching Day,** including **Suggested Lesson Materials** and **Additional Materials**

License Agreement

A statement of terms and conditions governing the access and used of your ConnectED Content; presented when you **Redeem** a **Master Code**

Login (v)

To sign on to ConnectED by entering your **Username** and **Password**

Master Code

A string of 16-alphanumeric characters formatted as follows:

[4 characters]-[4 characters]-[4 characters]-[4 characters]

Each Master Code is associated with one item such as a textbook identified by a unique ISBN (International Standard Book Number).

Obtain your **Master Code(s)** from you School's or District's **Master Code Holder.**

Master Code Holder

Designated contact person for your School or District; distributes **Master Codes** for your **ConnectED Content**

Milestone(s)

Calendar indicator for key events; **Milestones** apply to all **Schedule Blocks** on the designated **Teaching Day**

Move

To move selected **Lesson Materials** from one date (**Source Date**) to another (**Target Date**) (*see* [section 10.3.1](#), "To Move Daily Lesson Materials")

Multiple Lessons

Any **Teaching Day** may contain one or more **Lessons**. When adding **Suggested Lesson Materials,** if the number of **Teaching Days** is less than the number of **Lessons** (duration), one **Lesson** is placed on each **Teaching Day** and all remaining **Lessons** are placed on the last **Teaching Day.**

Navigate

To move between or among ConnectED functions, usually by clicking icons

Non-Teaching Day(s)

Designated **Non-Teaching Days** are not populated with **Lesson Materials**

Page Name

Generally appearing just below the **Banner** to help keep you oriented within ConnectED

Password Cards

Used with **Simplified Login;** when printed, displays for each **Student** (1) the **Class Name** and **Class Icon,** (2) **Student Name** and **Student Icon,** (2) **Simplified Password**, and (4) **Customized Web Address.**

Password

A sequence of characters used to confirm someone's identity and prevent unauthorized access to a computer system. A ConnectED Passwords must be between 6-16 characters, and must contain at least one letter and one number. Examples: a12345, ABCDE6. Passwords are case-sensitive.

Personal Answer

Your answer to the **Challenge Question;** used in case you forget your **Password.**

Preview

To open or launch a resource, generally in a new window or tab

Profile

An editable record of basic **Account** information such as name, email address, username, etc.

Pull

To pull all **Lesson Materials** backward from one date (**Source Date**) to another (**Target Date**); *retains **Lesson** order* (*see* section 10.3.3, "To Pull All Lesson Materials")

Push

To push all **Lesson Materials** forward from one date (**Source Date**) to another (**Target Date**); *retains **Lesson** order* (*see* section 10.3.2, "To Push All Lesson Materials")

Redeem

To enter a **Master Code** or **Redemption Code** into ConnectED to gain access to the associated **ConnectED Content**

Redemption Code Coupon

When printed, a form containing essential information for each **Student** such as **Redemption Code** and book title

Redemption Code

A 12-digit alphanumeric code in the following format: [4 characters]-[4 characters]-[4 characters]; used to access licensed ConnectED Content.

Registration

The process of creating your ConnectED **Account**

Remove

To remove a **Lesson** from a specific date (*see* section 10.3.4 and 10.3.5, "To Remove a Daily Lesson," method 1 and 2, respectively)

Resource

Generally, any **Teaching and Learning Material** available through ConnectED, including licensed ConnectED Content, Suggested Lesson Materials, and **Additional Lesson Materials**

Schedule

Your teaching schedule, including all **Schedule Blocks**

Schedule Block

For each **Class,** an editable calendar to which you can add **Suggested Lesson Materials** and **Additional Materials**

Search Bar

Appears below **Banner**

Select

Generally, to point and click

Simplified Login

For use by younger students; provides fun and easy to identify icons for **Classes, Student Names,** and **Passwords**

Simplified Password

For use by younger students using **Simplified Login;** three-element password comprising one number and two icons

Source Date

When managing **Resources** on your **Schedule Block,** the date currently associated with a **Resource** before taking an action such as **Move, Push,** or **Pull**

State Standards

Education standards established by U.S. states identifying such things as curriculum content and skills to be demonstrated by subject and grade; when available, ConnectED **Resources** indicate which **State Standards** are addressed

Student Icon

For use by younger students using **Simplified Login;** a selectable image associated with the student's name.

Suggested Lesson Materials

Many **Resources** in your **ConnectED Content** have pre-selected sets of associated **Suggested Lesson Materials (Lessons).**

By adding **Selected Lesson Materials** to a **Schedule Block,** ConnectED instantly builds the basis for your daily **Lesson Plans** for the entire **Schedule Block.**

Target Date

The desired date to be associated with a **Resource** on your **Schedule** after taking an action

Push

To push all **Lesson Materials** forward from one date (**Source Date**) to another (**Target Date**); *retains Lesson order* (*see* section 10.3.2, "To Push All Lesson Materials")

Teaching Day

On you **Schedule Block,** all weekdays occurring between the **Start Date** and **End Date,** except designated **Non-Teaching Days**

Thumbnail

Reduced-size versions of pictures, used to help in recognizing and organizing them

Username

Your credentials, used in connection with your **Password,** to access ConnectED

14   List of Figures and Tables

14.1 Figures

14.2 Tables

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