

# Quick Start Guide

## Teacher Center: Planner and Class Set-Up

**Changes:**

- Improved Flex Days
- Edit Planner moved to separate Quick Start Guide

### Setting Up Your Planner

When you log in to the Teacher Center for the first time, you will be prompted immediately to use the Set-Up Wizard to set up your planner for the year. This planner ties the lessons and the curriculum to specific dates on the calendar, so that when you and your students log in, today's lesson and all necessary materials are provided immediately, right when you log in.

Once the planner is set up, it can easily be adjusted at any point in the year, if unexpected things come up, like snow days, fire drills, or field trips, or, you would like to extend a lesson to another day.

#### Step 1:

##### Select the Start and End Date

Choose the date for the first and last day of instruction. The Start Date will be the day that Lesson 1-1 will be taught.

##### Select Instructional Days

Five day or Six day week

##### Select Weekly Flex Days

Choose 0-3 days per instructional week as Flex Days. Flex Days will not have a lesson assigned when the curriculum is linked to your Planner. Flex Days can be used as Game Days, Differentiation Days, Extend a Lesson, etc.

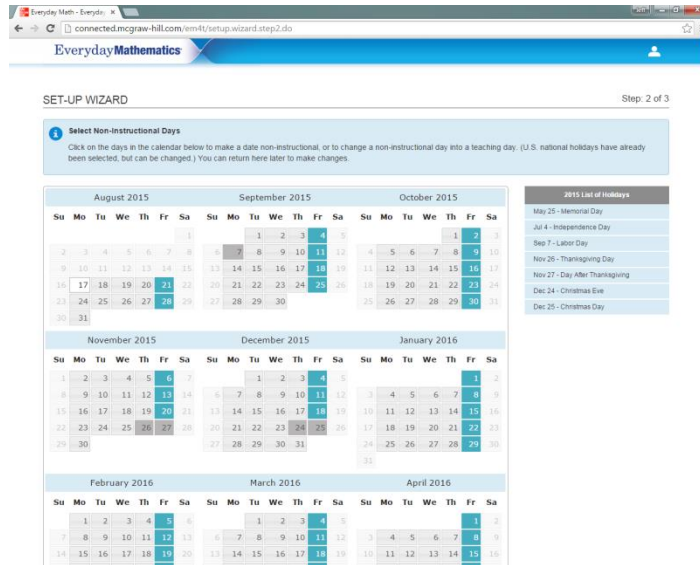
The screenshot shows the 'SET-UP WIZARD' interface for 'Everyday Mathematics'. The browser address bar shows 'connected.mcgraw-hill.com/em4t/setup.wizard.step1.do?setupWizardStepCount=3'. The page title is 'Everyday Mathematics'. The wizard is titled 'SET-UP WIZARD' and is on 'Step: 1 of 3'. The 'Start Date' is set to '08/17/2015' and the 'End Date' is set to '06/15/2016'. Under 'Instructional Days', the 'Five day week' option is selected. Under 'Weekly Flex Days', the 'F' (Friday) button is highlighted. A blue information box on the right contains the following text: 'Choose Your Planner Start and End Dates. Enter the Start Date to indicate when your first lesson will occur, and then select End Date for the last day of school. Select the option to indicate if you have a six-day instructional week, or choose flex days if you have one (or more) regularly scheduled non-lesson day every week. Click Next without choosing an option if you want the default Friday flex day.' At the bottom, there are 'Next' and 'Cancel' buttons. The footer includes the McGraw-Hill Education logo, copyright information, and links for Legal, Privacy and Cookie Notice, Technical Support, and Minimum Requirements.

**Step 2:**  
**Choose Non-Instructional Days**

Click any days which you know at this point you will not have math class. These days will turn blue. (You can always edit your planner later to add non-instructional days.)

Days shaded gray are preset non-instructional days. You can click on these to make them instructional days.

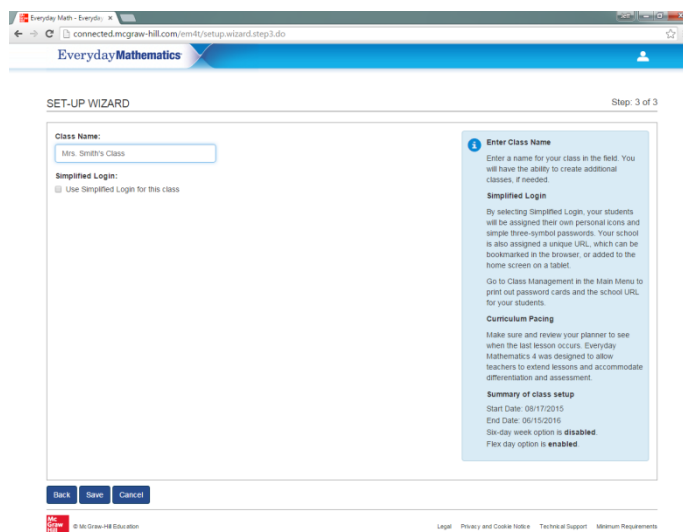
Note: Flex days are shaded blue (non-instructional).



**Step 3:**  
**Name Your Class**

Give your new planner a class name, like “Ms. Smith’s 1st Grade Math Class.” You’ll want to make the name simple and clear for your students to find when they log in.

NOTE: If you are using other McGraw-Hill programs in ConnectED, like Reading Wonders, make sure you distinguish the EMH class from the Reading Wonders classes by adding “math” to the class name.



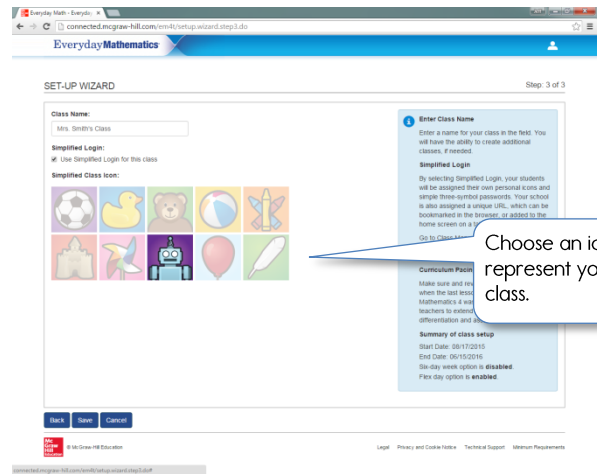
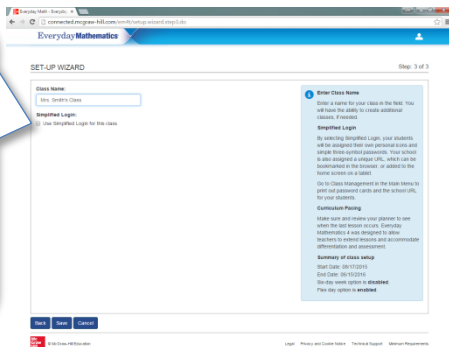
### Step 4: Decide on Simplified Logins for Students

If you have a class with early readers, you might want to choose Simplified Login for your students.

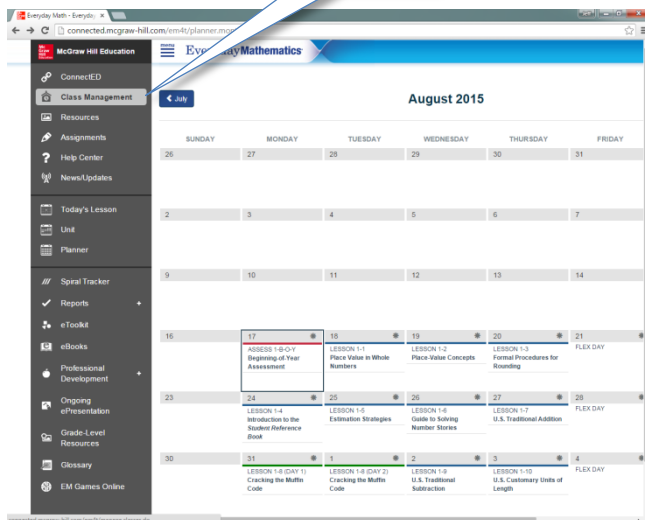
Simplified Login allows students who are beginning readers to access ConnectED through a school- or class-specific URL, where their class and name is represented by an easy-to-remember icon, and their password a series of three pictures.

**Simplified Login**  
Click the checkbox if you would like students to have simplified logins.

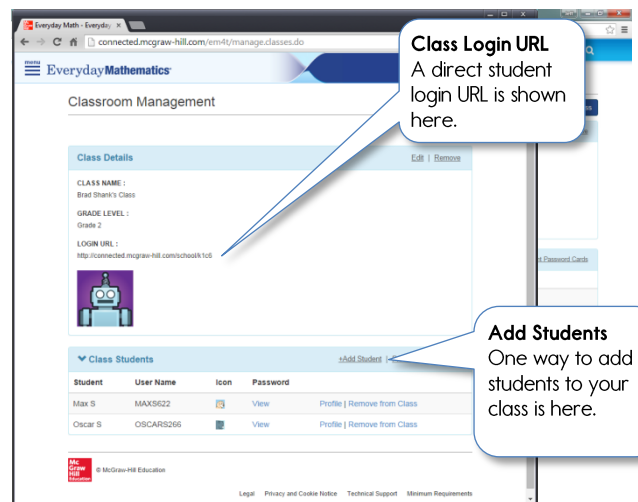
You can always select this later by going to Class Management in the Main Menu.



Click on Class Management.



**Class Login URL**  
A direct student login URL is shown here.

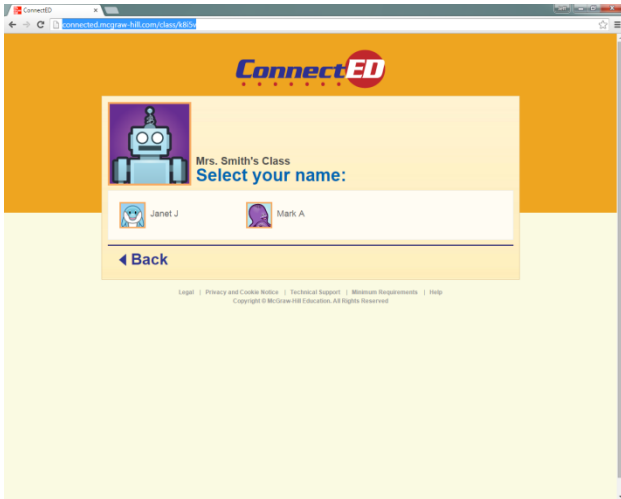


### Tips and Tricks

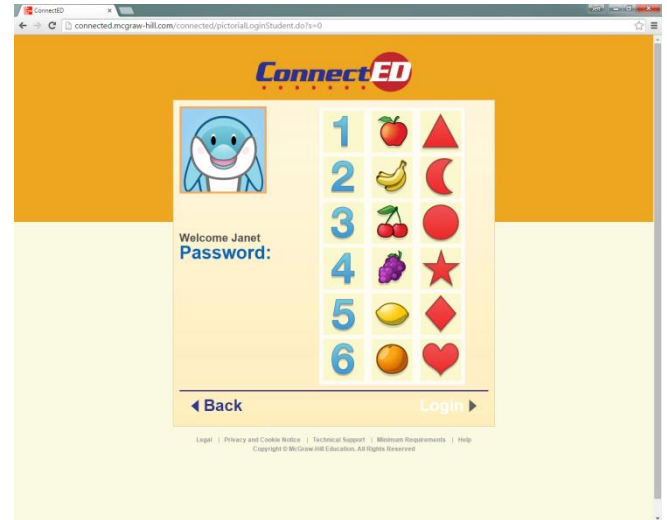
One easy way to help students login with Simplified Login is to use the student login URL. The URL is provided on the Classroom Management page. (See screen above right.) Bookmark this URL in the browser on your students' devices, or even add it to your homescreen on their iPad.

### Simplified Login: Student View

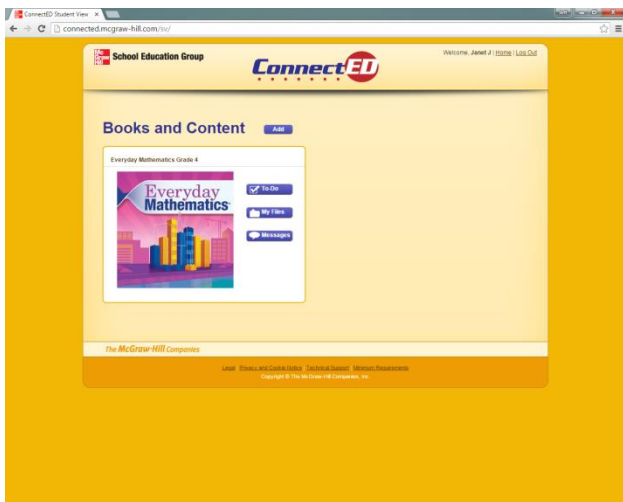
Once simplified login is set up, students can go directly to the student login URL, select their class and then their name, and enter their password—and they go directly to the Student Learning Center.



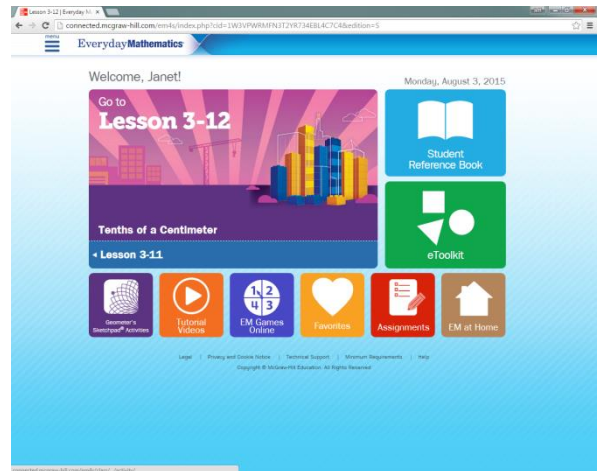
Class Landing Page for Simplified Login



Login Screen for Students



Course List for Student



Student Learning Center: Landing Page