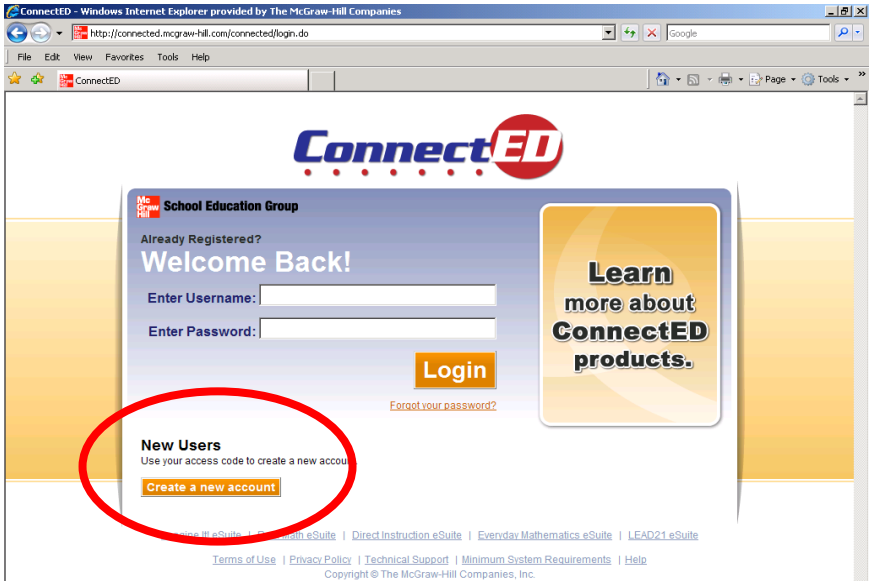
Getting Started as a Teacher in ConnectED

Welcome to the McGraw-Hill digital components. These components are contained on **ConnectED,** a website that allows teachers access to all digital content, as well as access for student and parents **Teacher Editions, Ancillaries, and Student Editions** are just a few of the things you will find for your McGraw-Hill Content. The following steps will walk you, the teacher, through getting started your McGraw-Hill digital product.

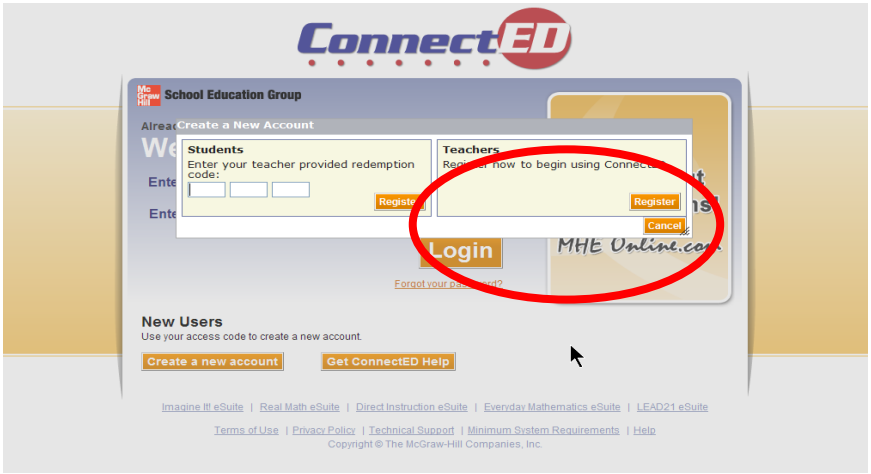
REGISTER FOR YOUR TEACHER ACCESS

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

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

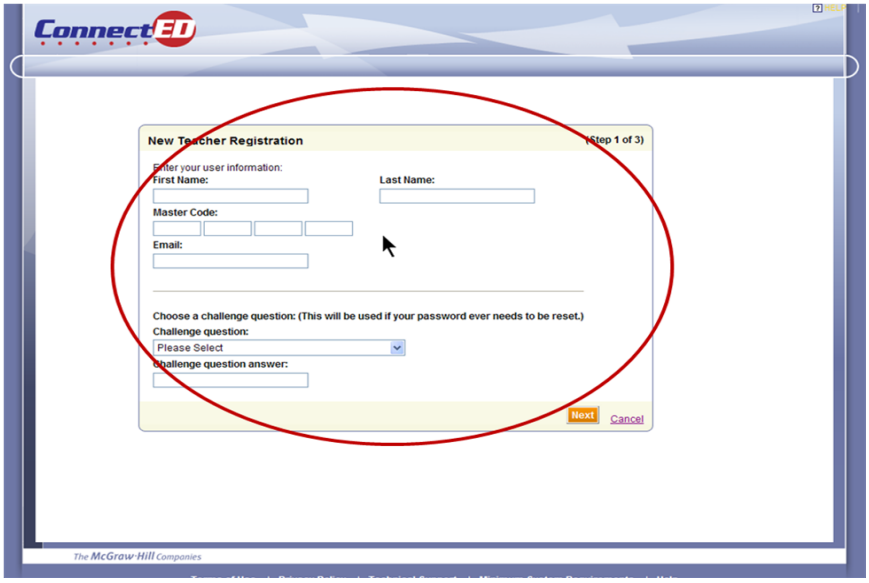


3. In the Teacher's box click **Register.**

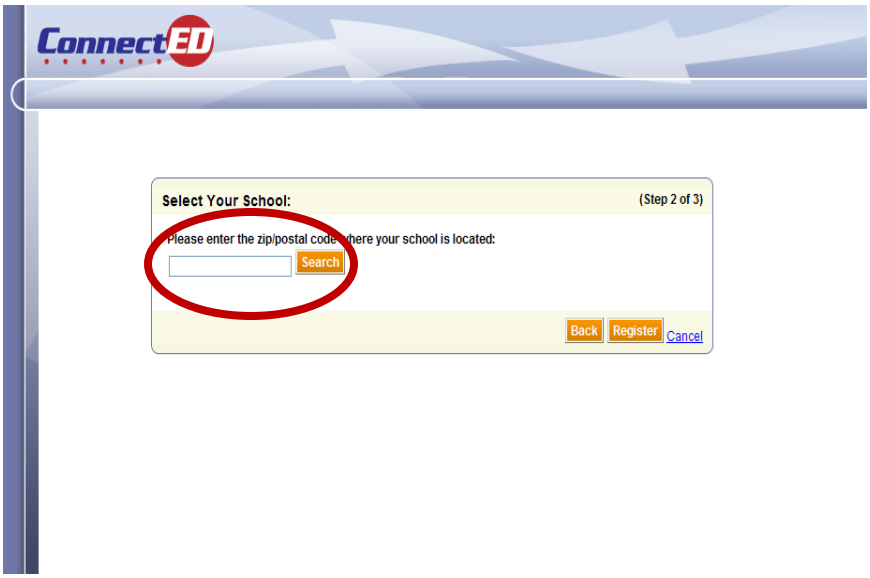


PLEASE NOTE: The pictures of content that you will see in these notes will not necessarily match the content area that you purchased.

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



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



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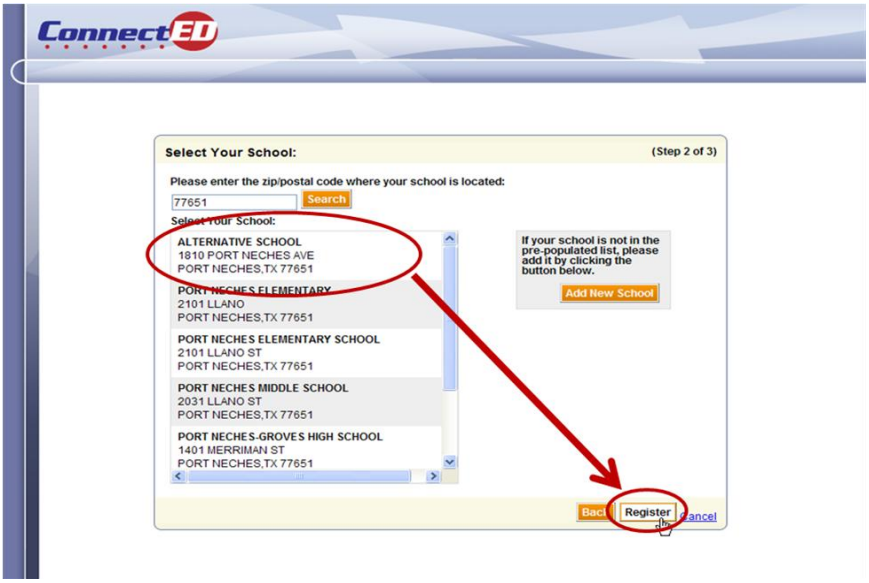
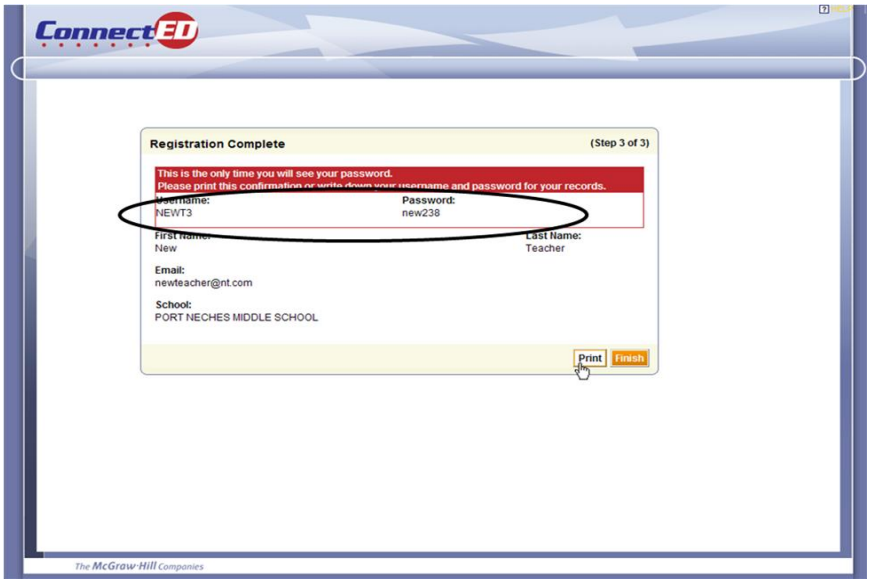
6. Find your school in the list. Click one time to highlight the school and then click **Register**.



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



Username: _____

Password: _____

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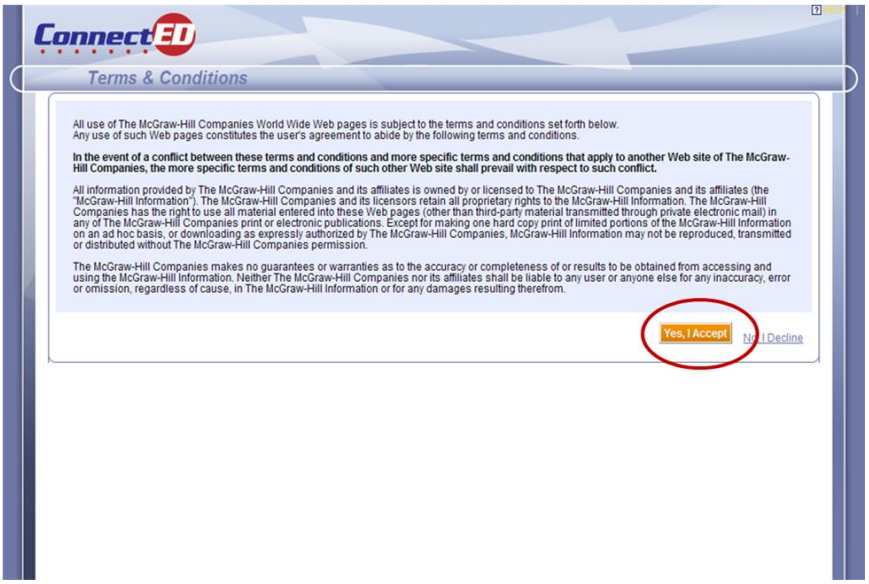
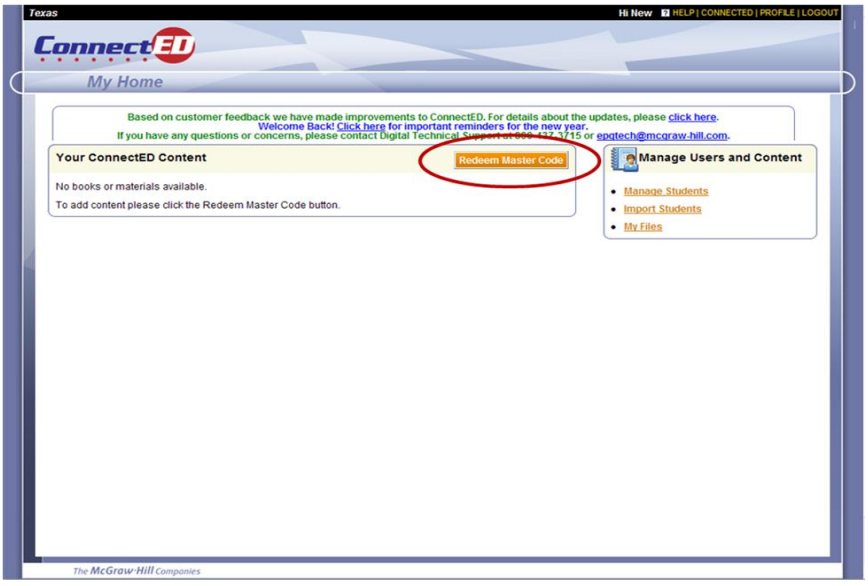
8. All teachers must select **Yes, I Accept** for the Terms and Conditions.



REDEEM MASTER CODES

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



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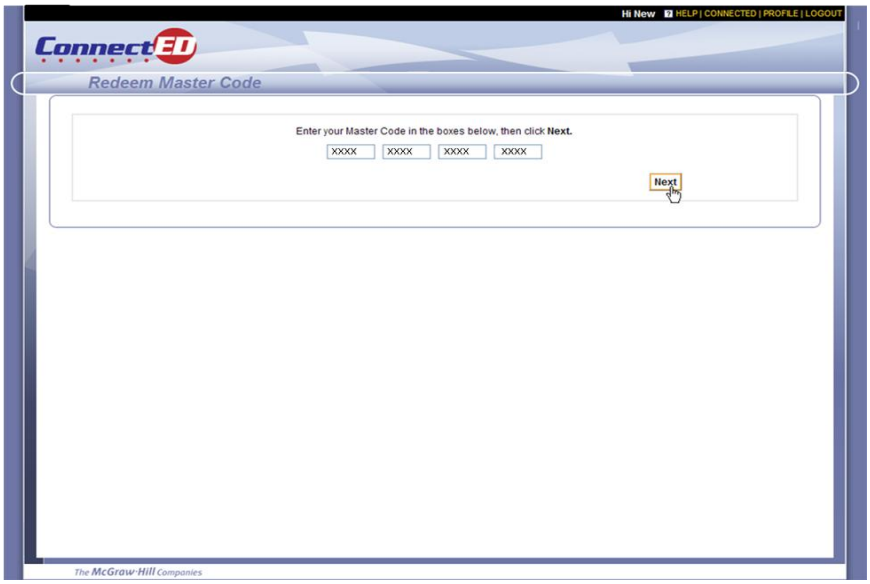
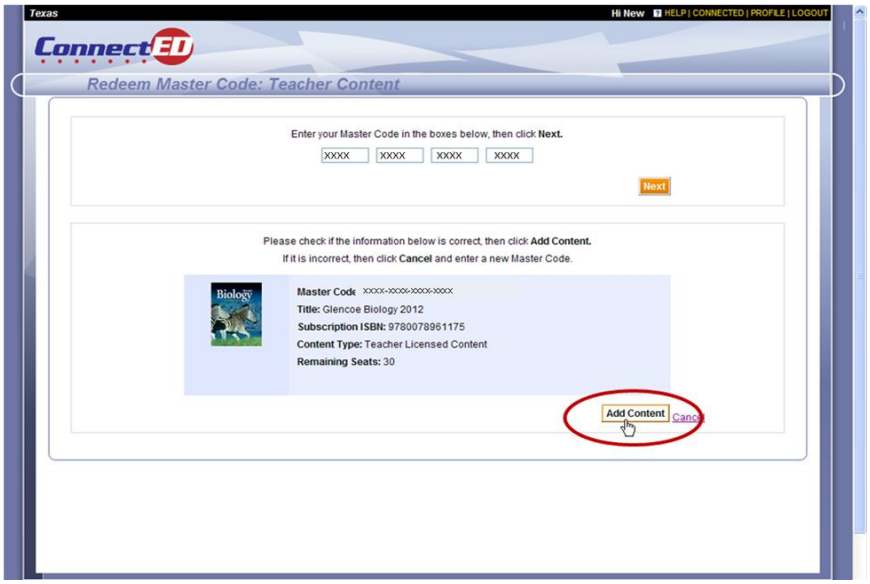
2. Enter the 16-digit Teacher Edition Master Code. (Master Codes do not use zeros, only the letter "o".). Click **Next**.



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



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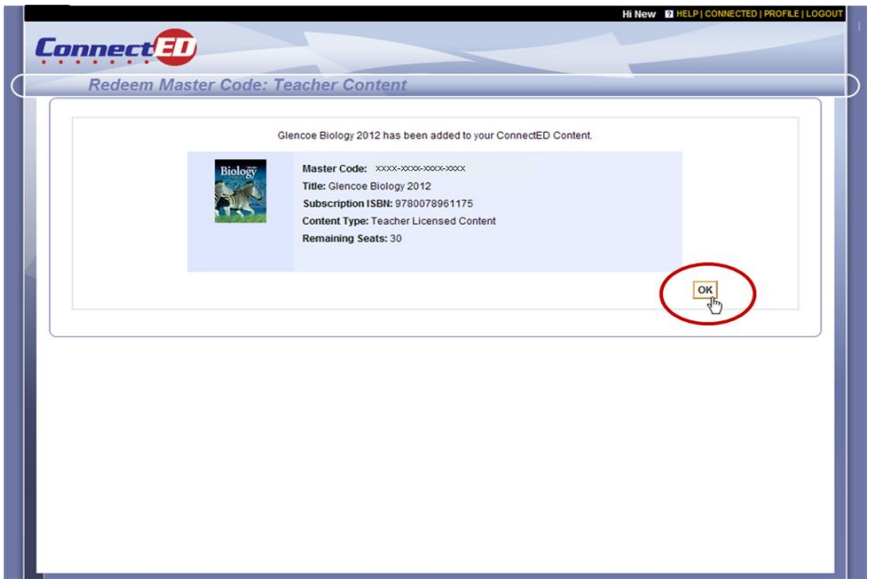
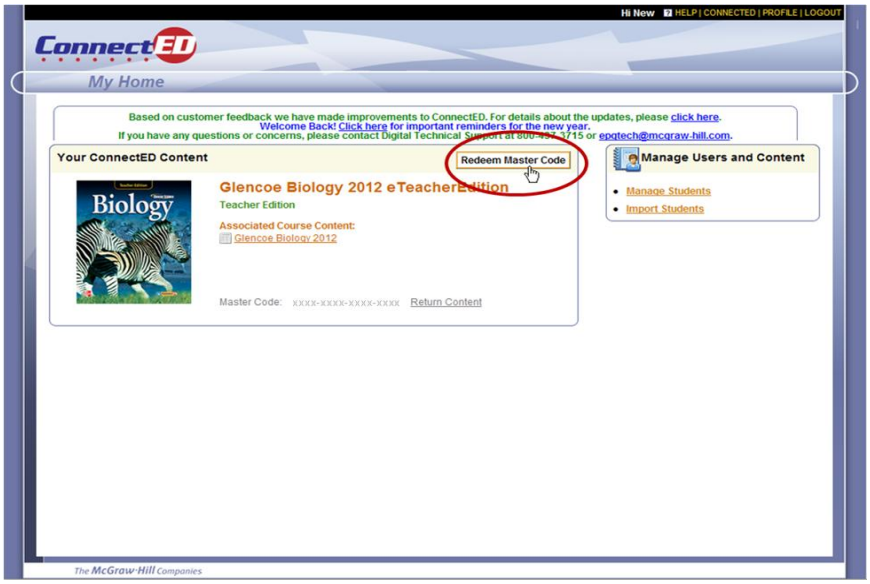
4. This confirms your content has been added, click **OK**.



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



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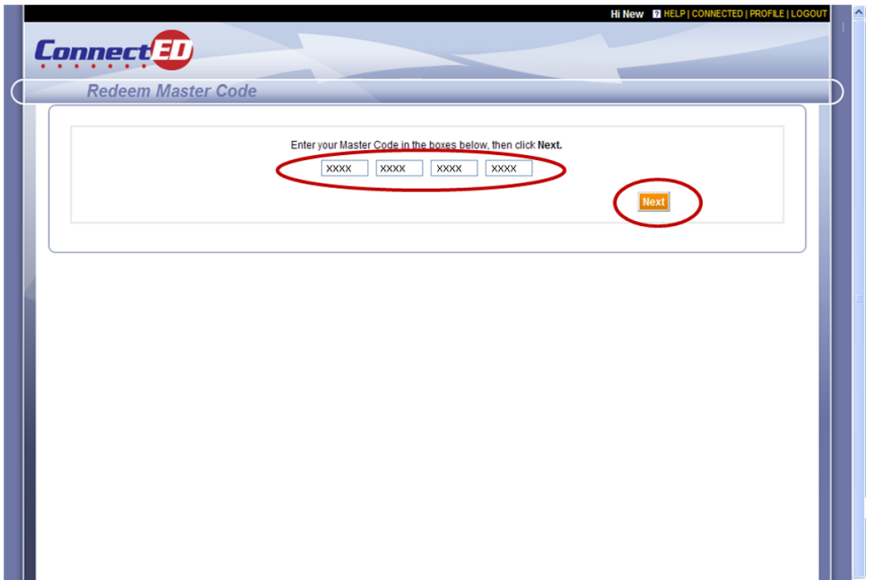
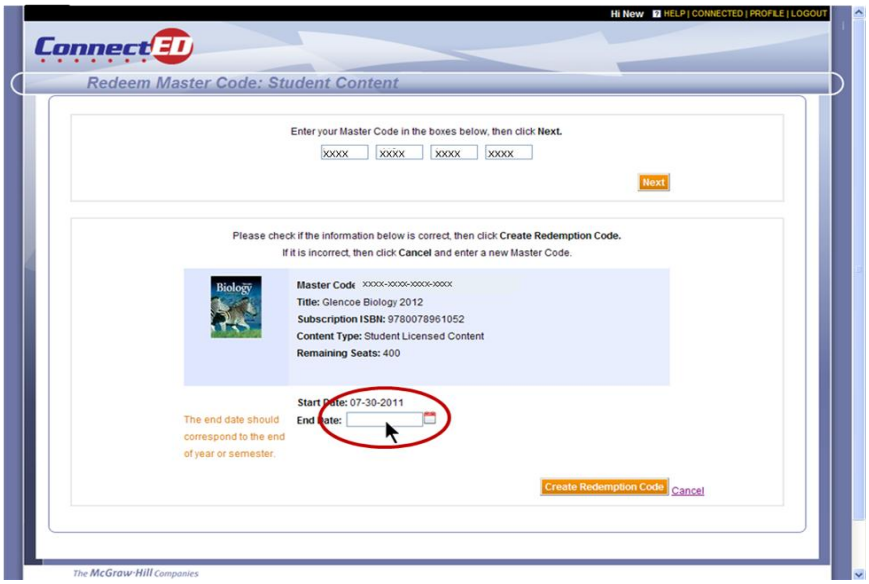
6. Input the Student Edition Master Code. (Master codes do not contain zeros, only the letter "o".) Select **Next.**



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



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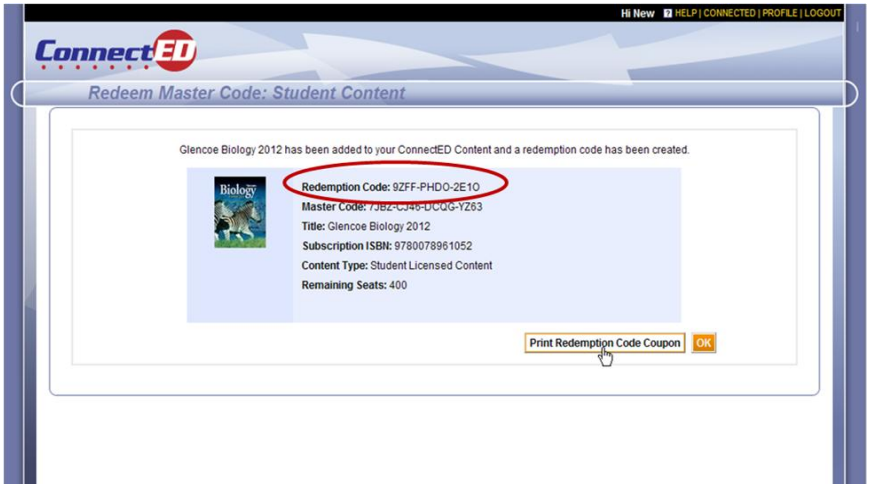
8. The student edition content is loaded and a Redemption Code has been generated. You can select **Print Redemption Code Coupon** for student registration. Record the Redemption Code below in the space provided. (Redemption Codes do not use zeros, only the letter "o".) This code can also be found on the teacher landing page under the Student Edition information. Click **OK**.



Redemption Code:

_____

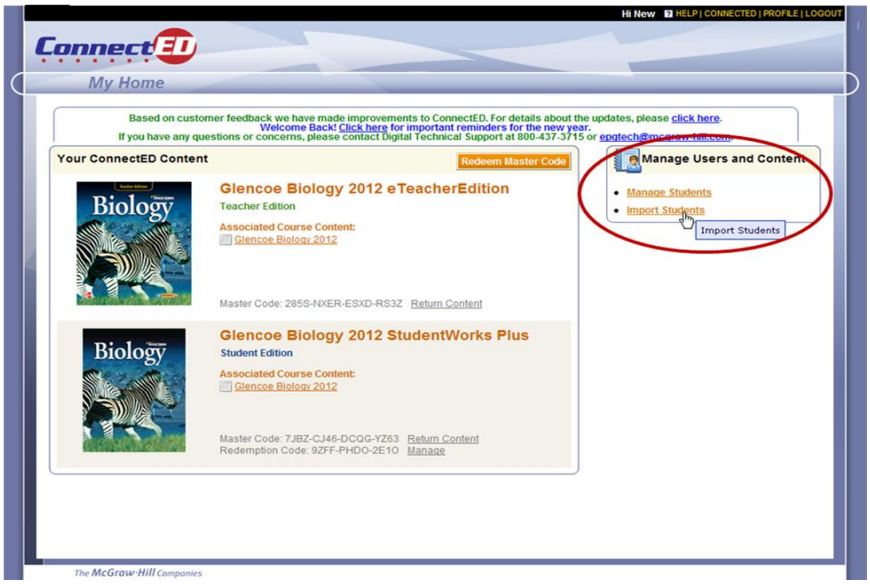
(not case specific)

ENROLL STUDENTS

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

TEACHER/DISTRICT IMPORT (Single or Multiple Students)

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



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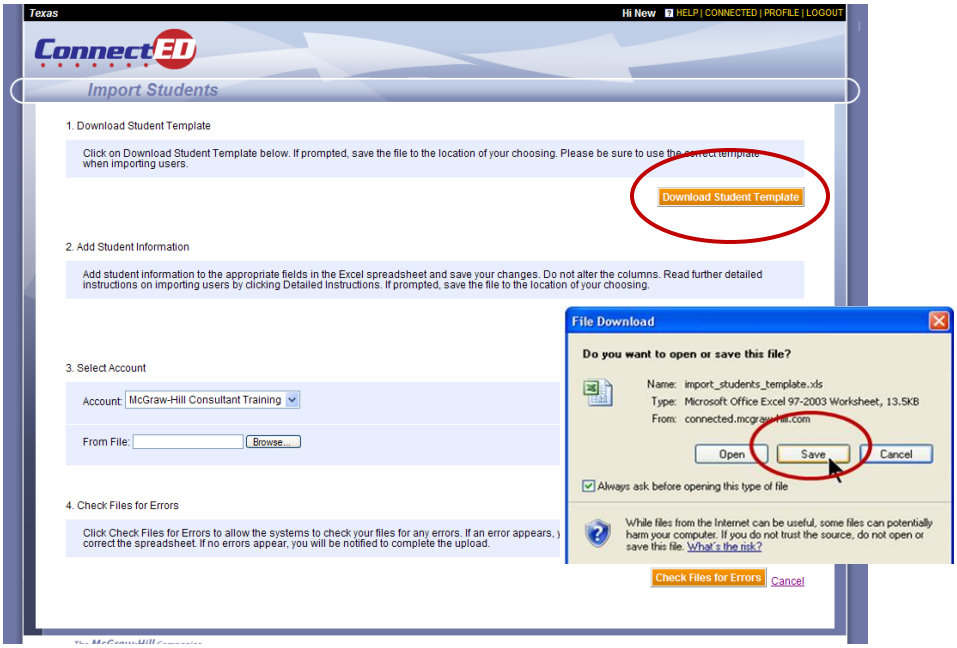
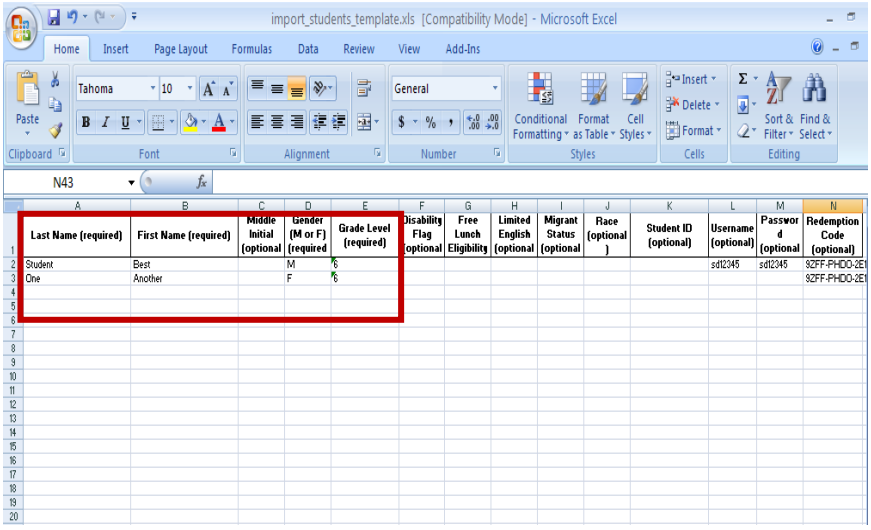
2. Begin with Step 1 and click **Download the Student Template**. When the option appears, select **Save**, and save this document to your desktop so that you can easily find it.



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



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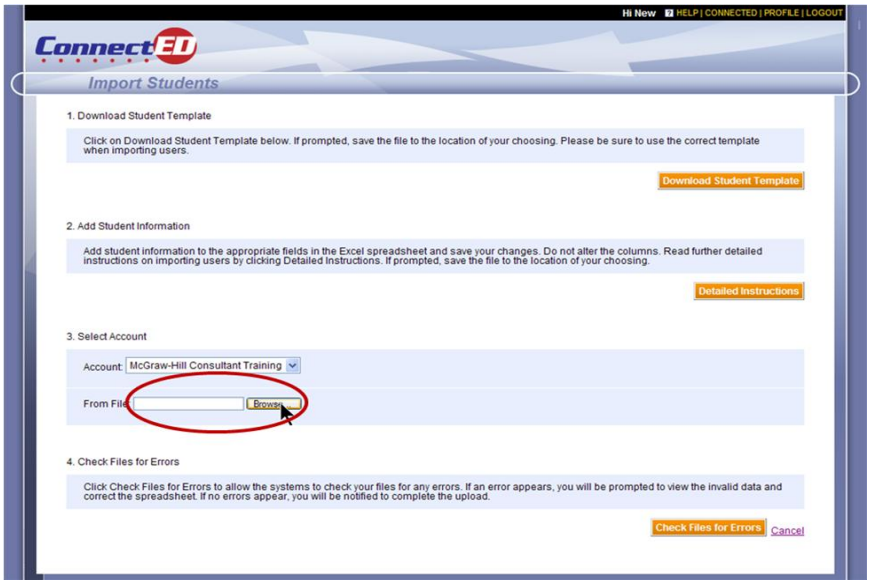
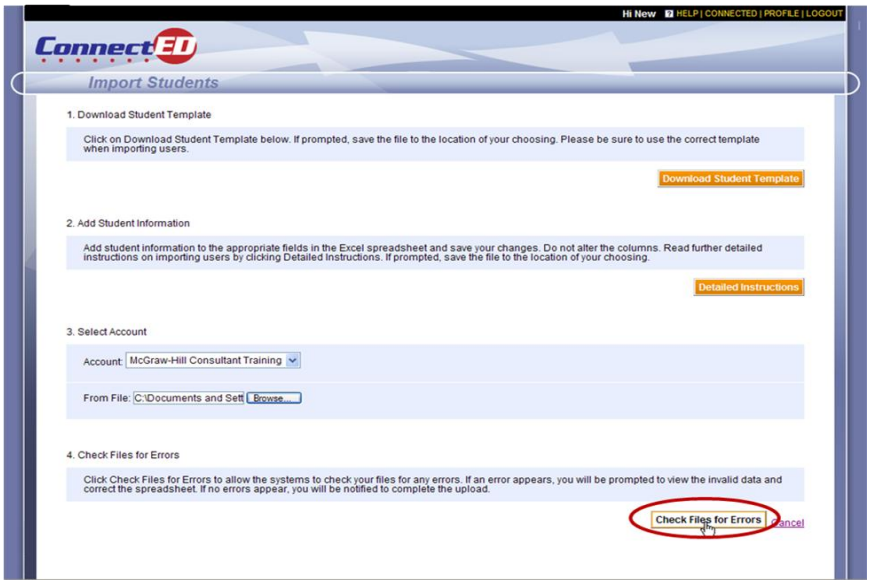
4. Save the file again to your desktop with the same name. Close the file.

5. Return to the ConnectED, Import Students screen, you are now ready for Step 3. Select **Browse** and find the file, import_students_template.xls (or whatever you named the Excel spreadsheet,) file from your desktop.



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



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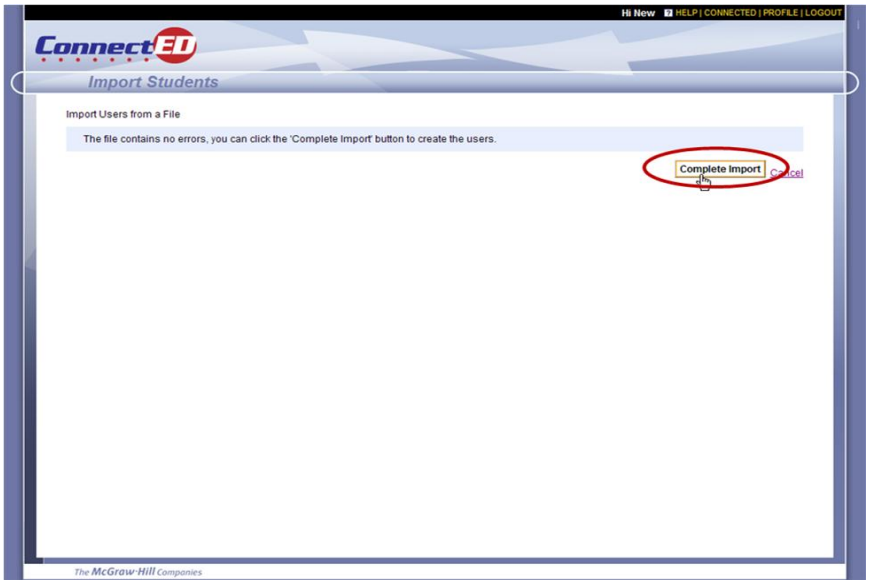
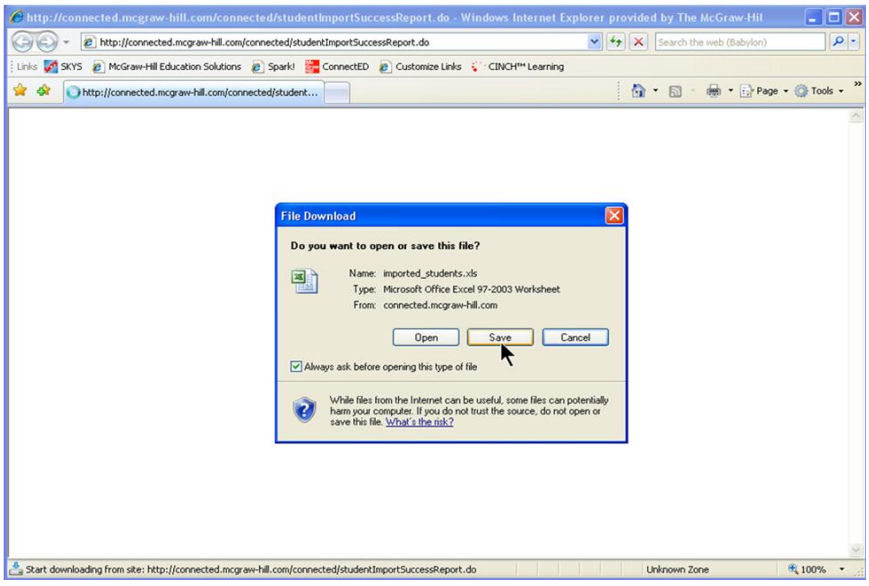
7. Select **Complete Import**.



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



9. You will be returned to the Import Student screen, select **Finish**. The Import Students feature is done.

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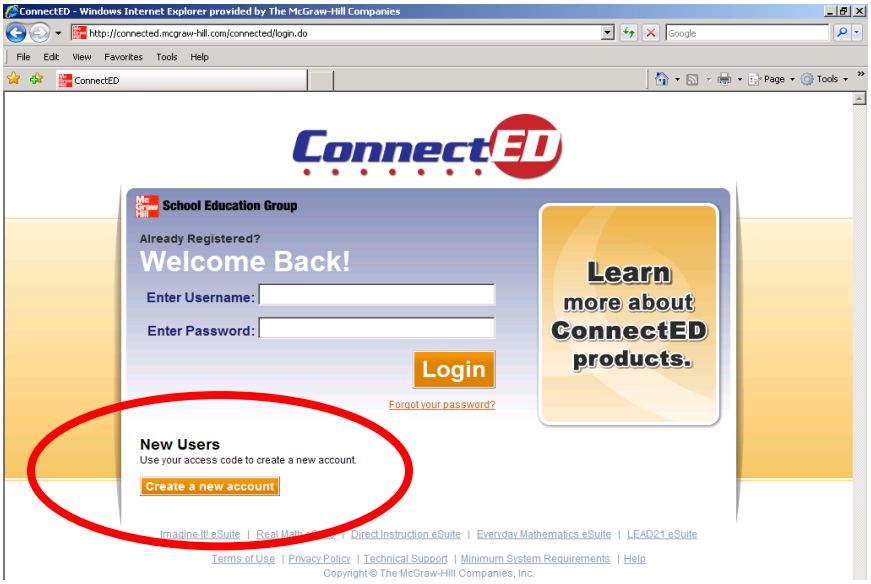
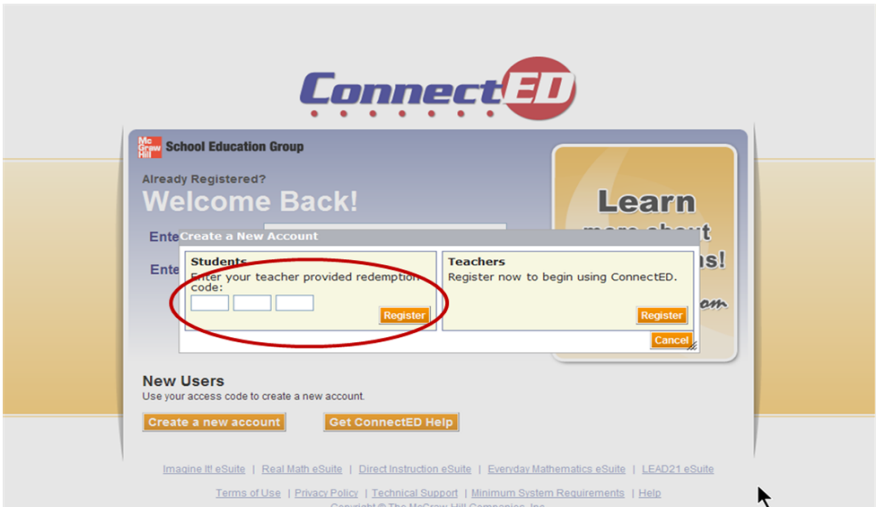
INDIVIDUAL STUDENT REGISTRATION: (done by teacher, parent, or student)

1. Provide students with the auto generated Redemption Code Coupon or the 12-Digit Redemption Code.
2. Log on to http://connected.mcgraw-hill.com
3. Click on **Create New Account** under New Users.



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



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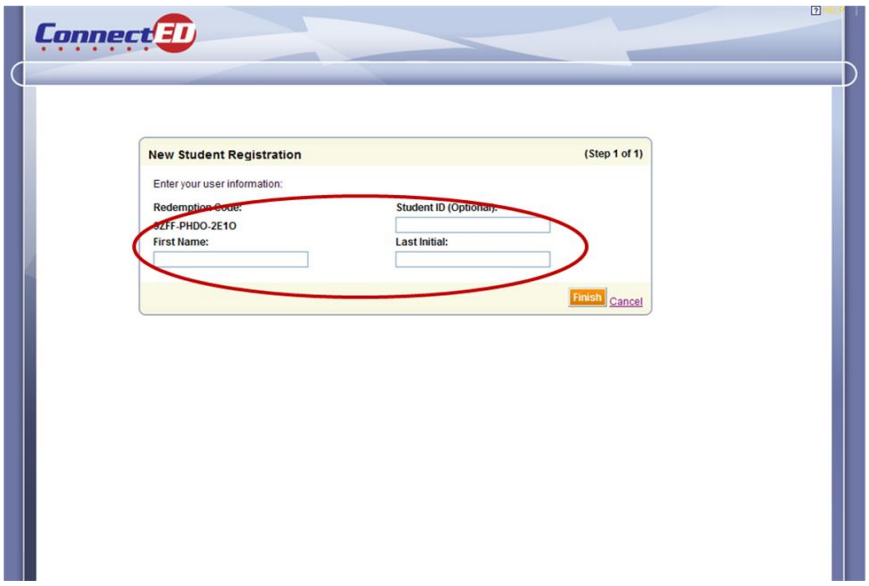
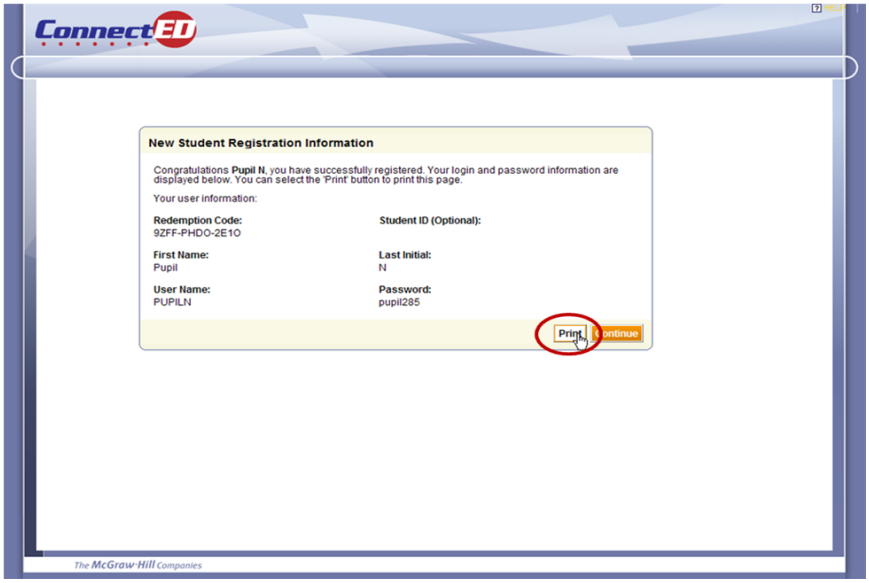
5. Enter First Name, Last Name Initial, and Student ID (optional). Click **Finish**.



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



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

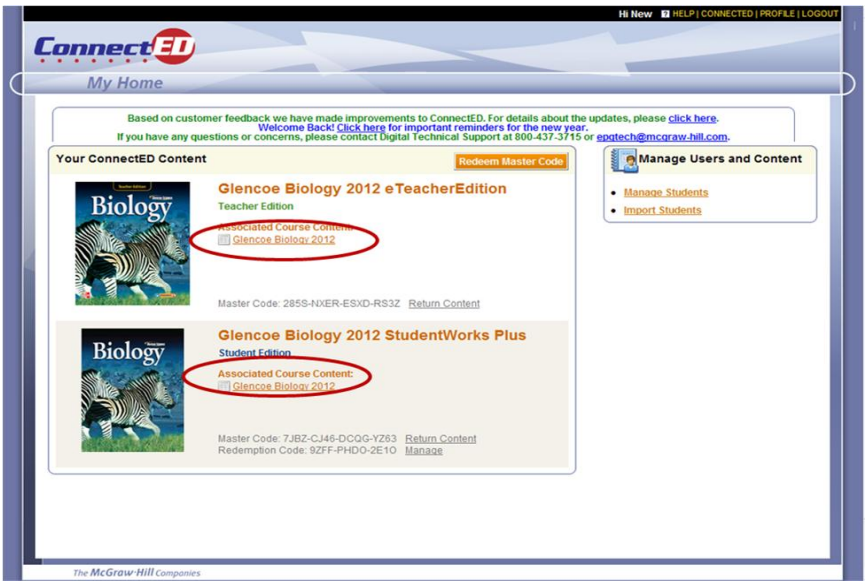
1. Go to connected.mcgraw-hill.com;
2. Login with a student username and password from the imported_students_template.xls.
3. The student page will not have any books loaded. Click ADD
4. Enter the Redemption Code and click ADD

Advanced Features

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

MY CLASSES

1. From the teacher home page, select the underlined heading under the TeacherEdition or StudentEdition/StudentWorks heading.



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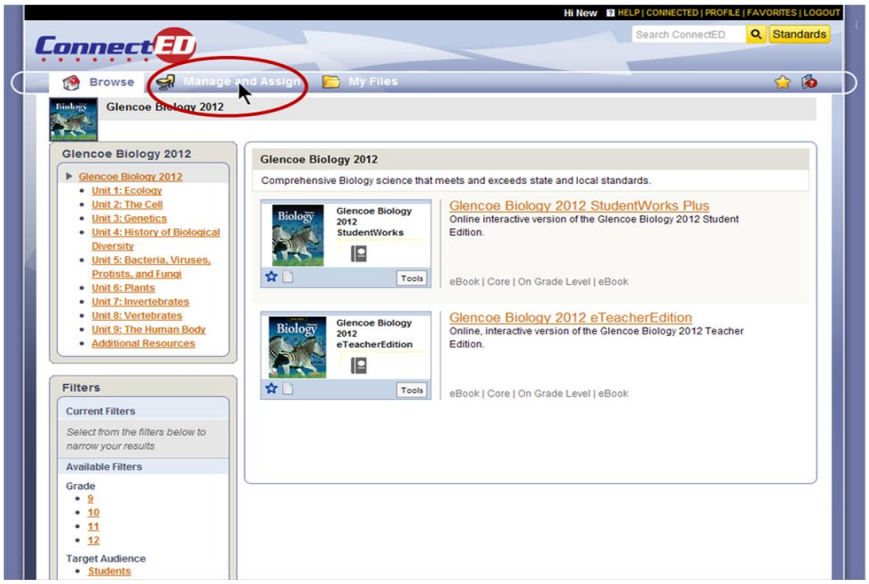
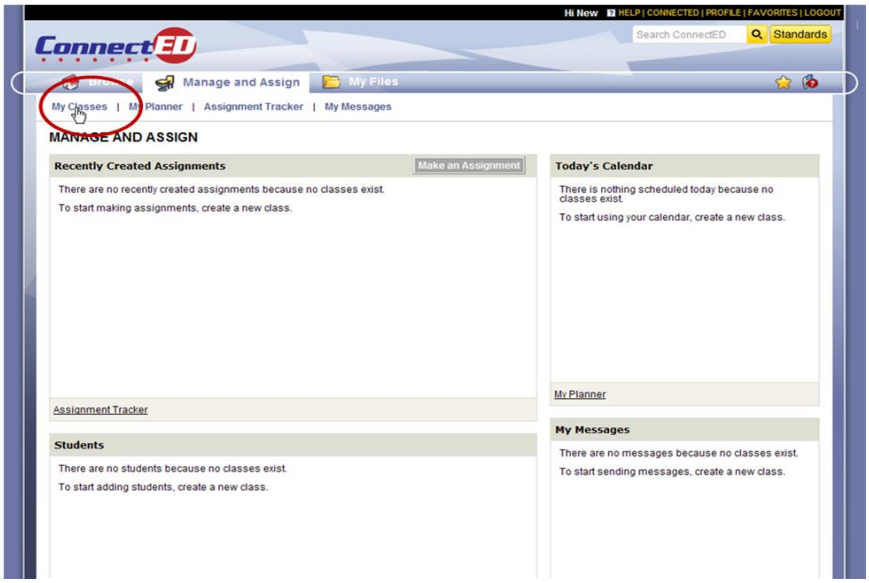
2. Select **Manage and Assign** at the top of the screen.



3. On the next screen, select **Manage Classes**.



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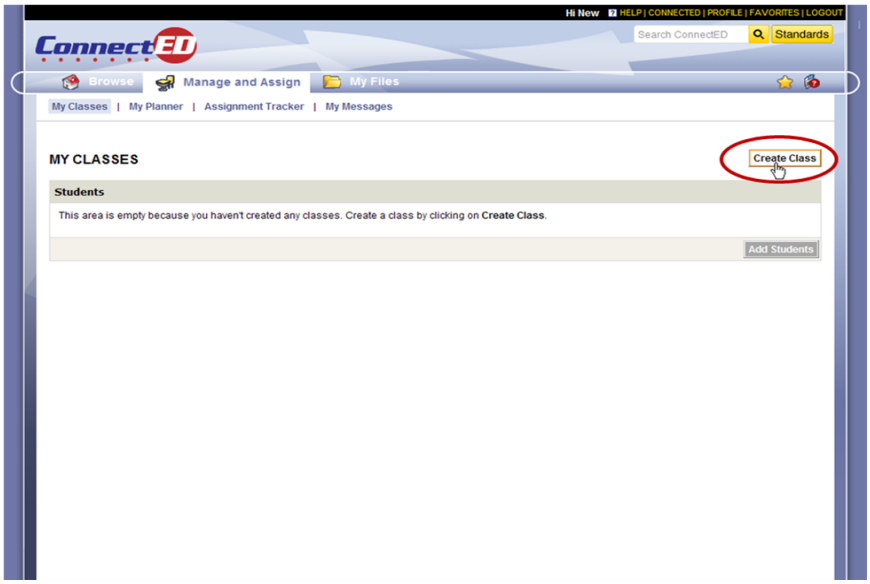
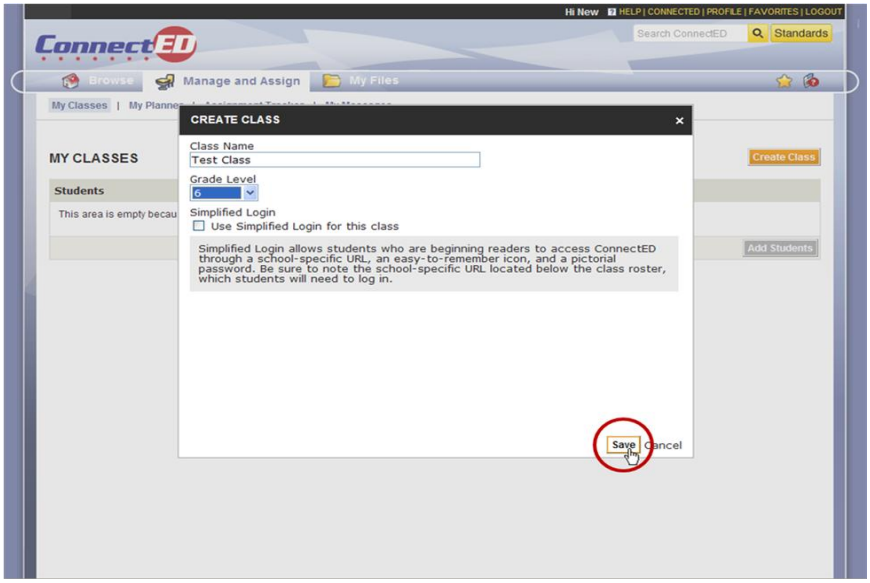
4. On the right side of the screen, select **Create Class**.



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



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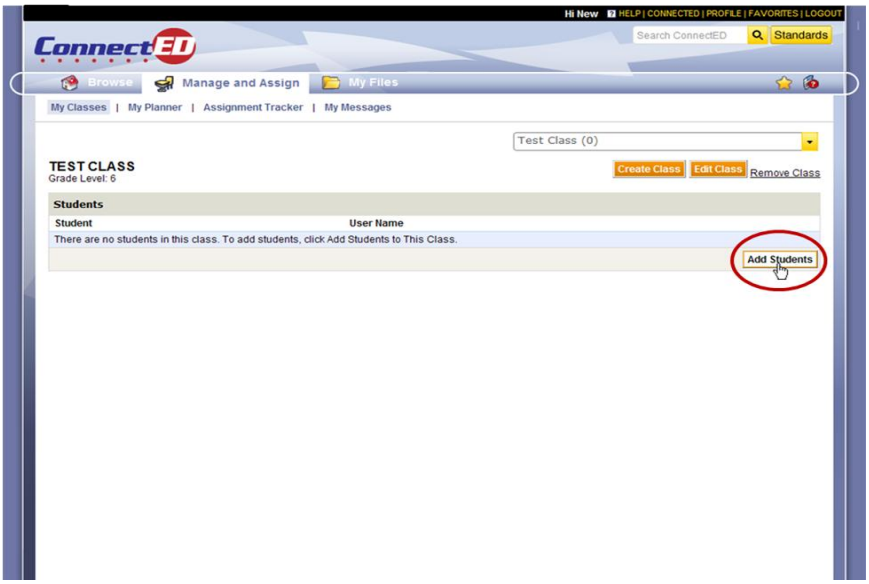
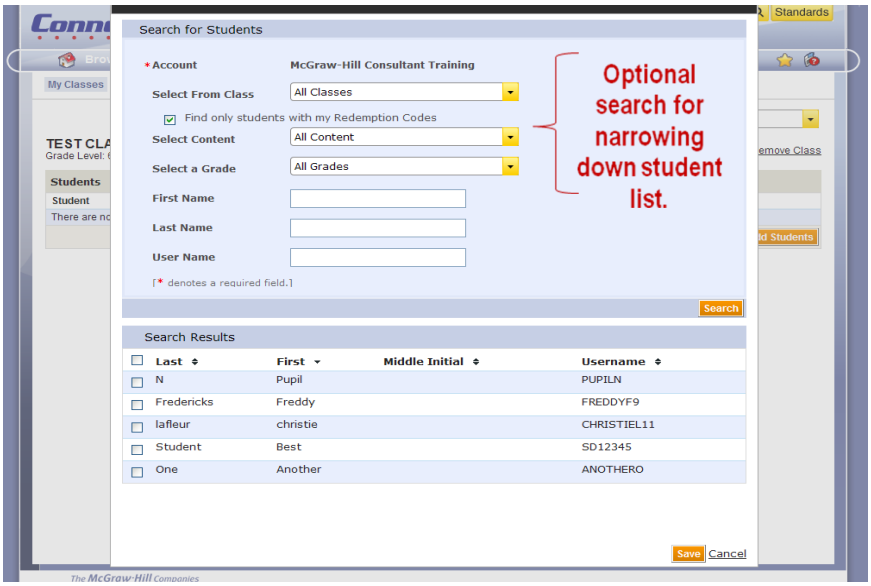
ADD STUDENTS TO A CLASS

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



2. The top portion of the screen contains optional search features. Any student registered with the teacher's redemption code should be listed. If a redemption code was not used during registration, then uncheck the box that says "Find only students with any Redemption Code." Click the box in front of students that need to be added to the class and select **Save.**



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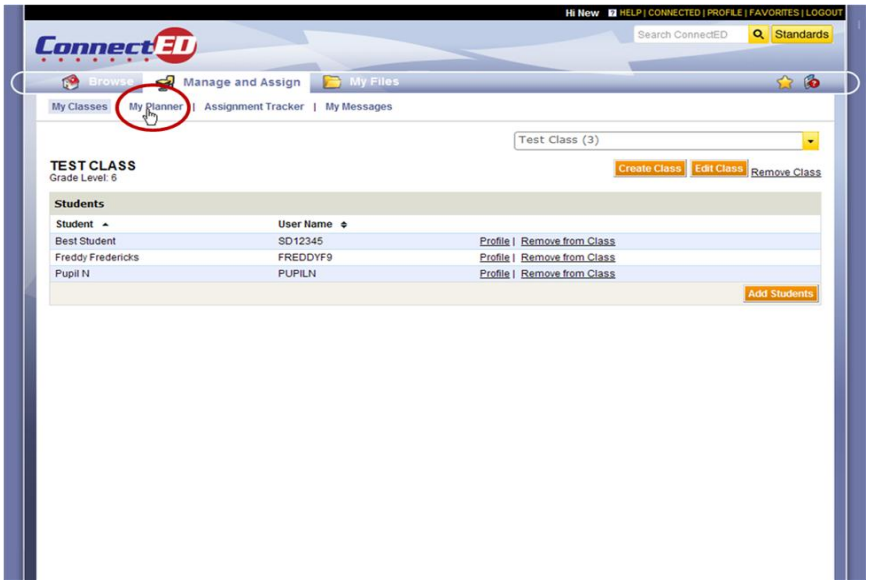
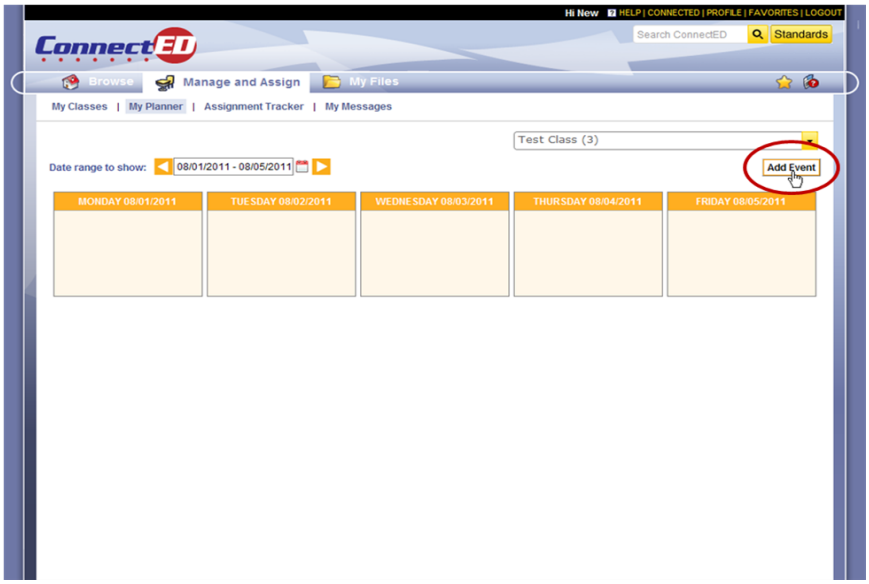
MY PLANNER

1. Select **My Planner** from the top of the menu area.



2. On the right side of the screen, select the **Add Event** button.



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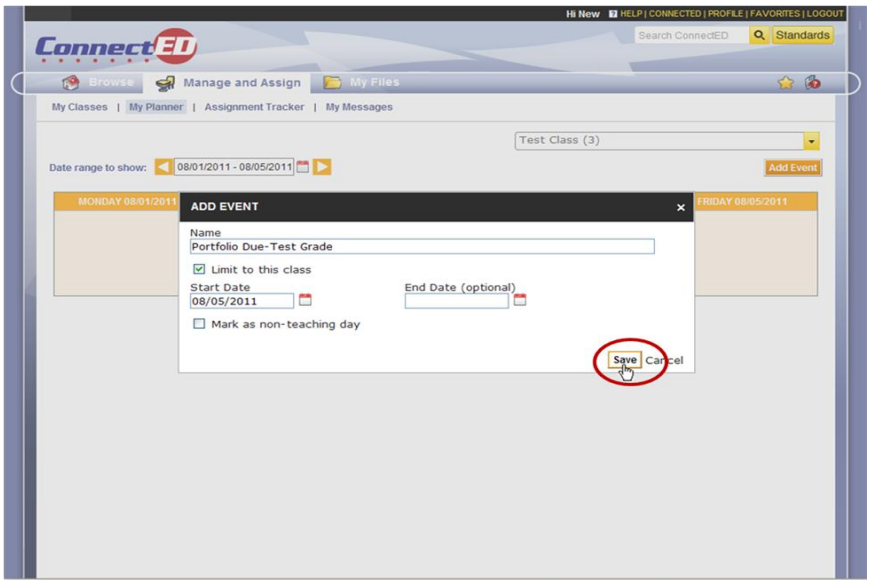
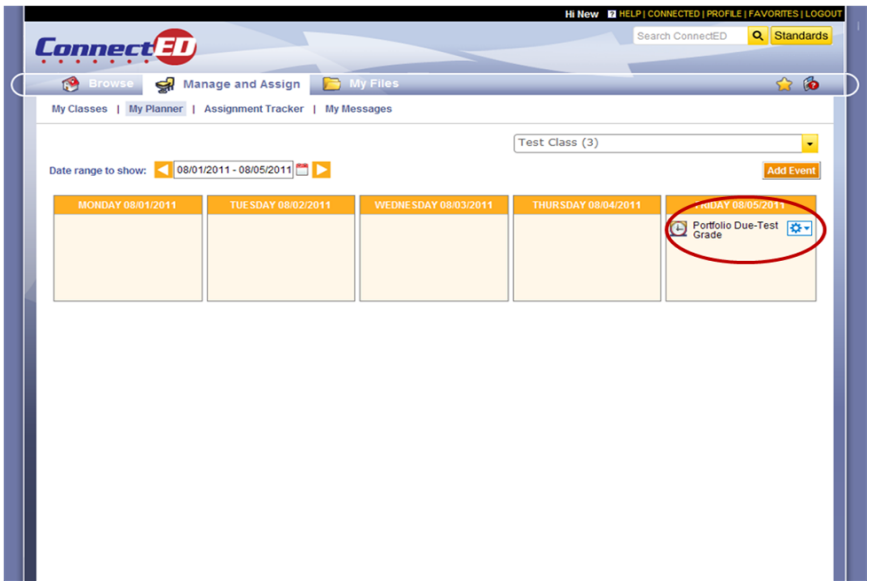
3. Complete the Add Event box and click **Save**.



4. Events will appear on the Planner and on the teacher landing page



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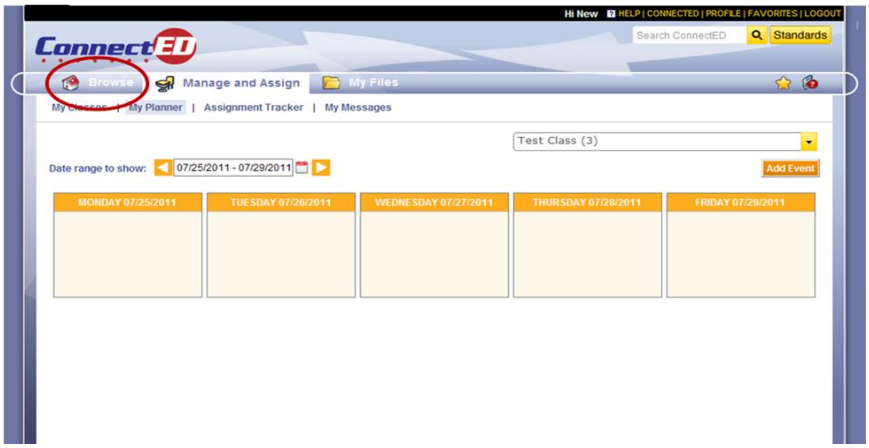
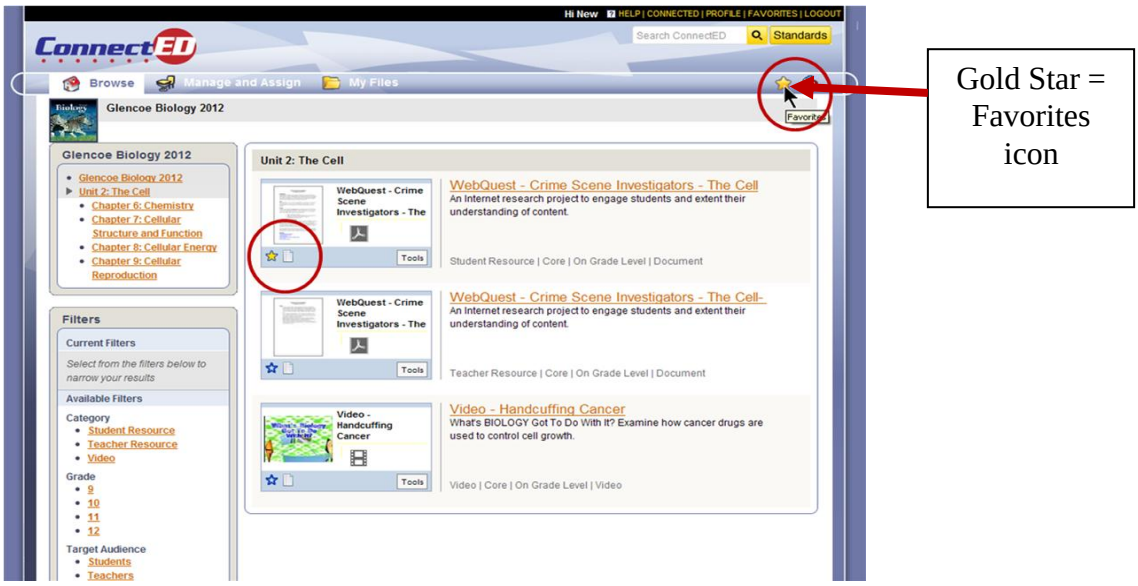
FAVORITES

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

1. Click on the **Browse** (House icon) feature to return to your content.



2. All resources are available for adding to Favorites. Under each picture of the resource is a blue star. By clicking on the star it will turn yellow to signify that it has been added to the Favorites menu. You can find the Favorites by clicking on the gold/yellow start on the top toolbar of ConnectED.



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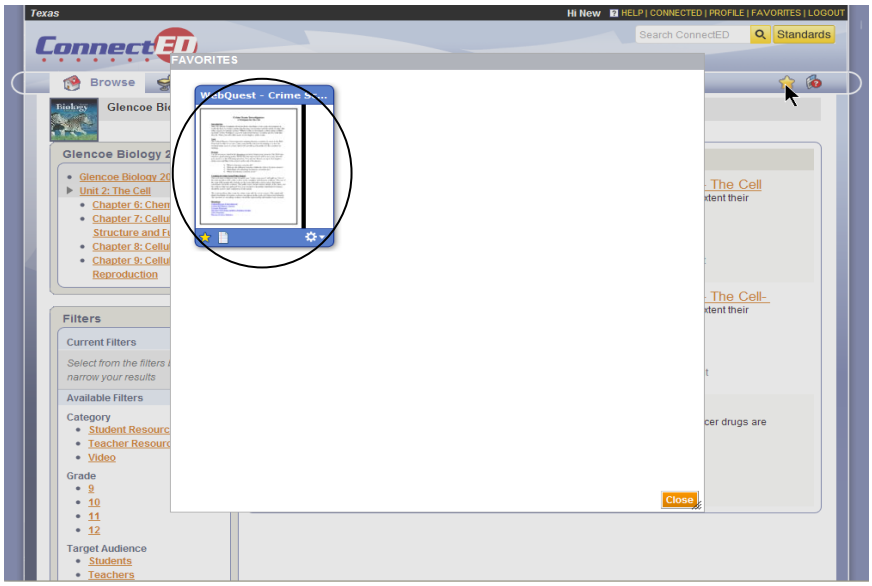
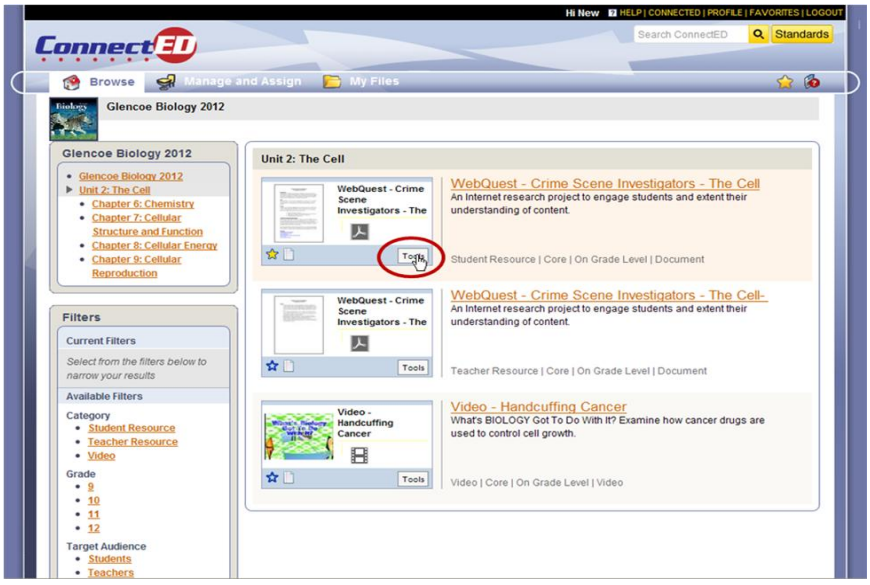
3. Click on the gold star on the top toolbar. Any items you have added will be listed. You can click on the resource to open or using the drop down menu below the picture you can assign the resource to students. When done with the resource, click close on the Favorites pop-up page.



ASSIGN Resources

1. Select a resource to be assigned to students. Below the picture of the resource, select the **Tools** button.



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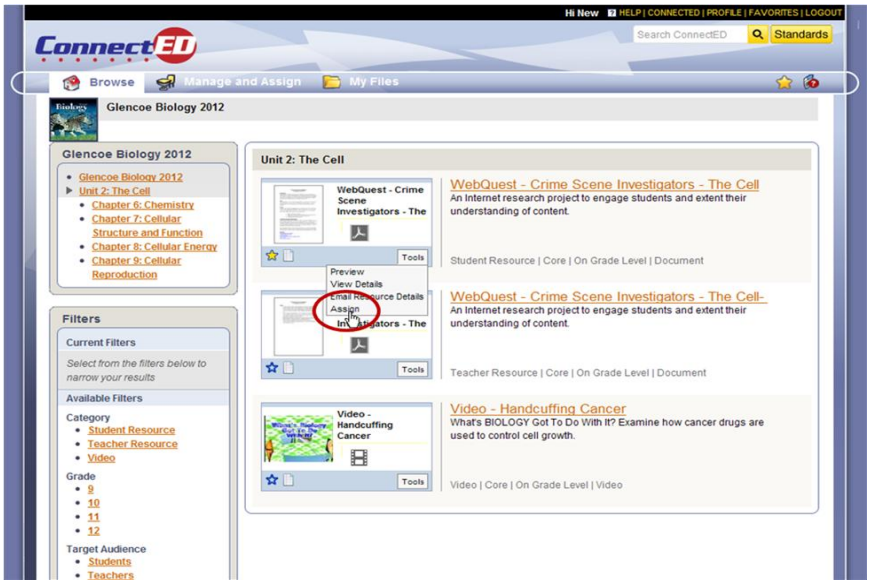
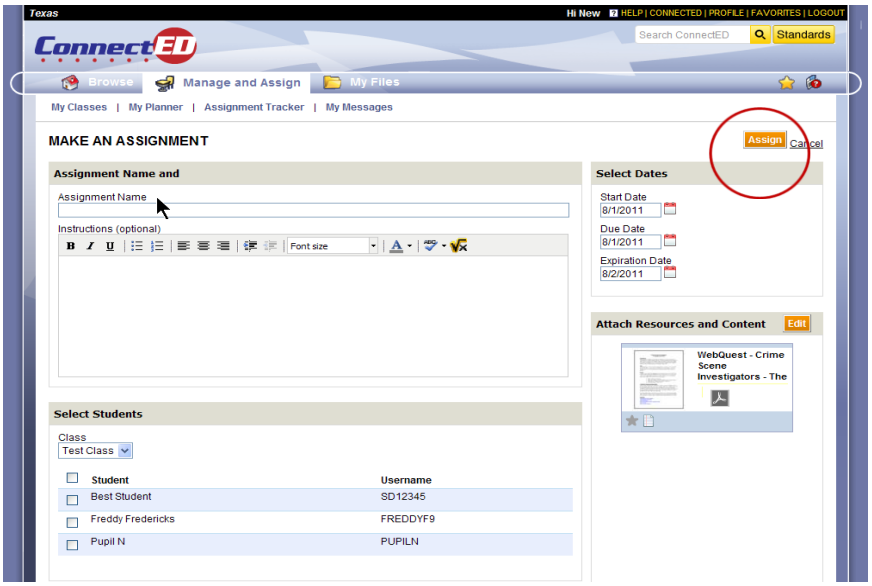
2. Select **Assign** from the drop down list.



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



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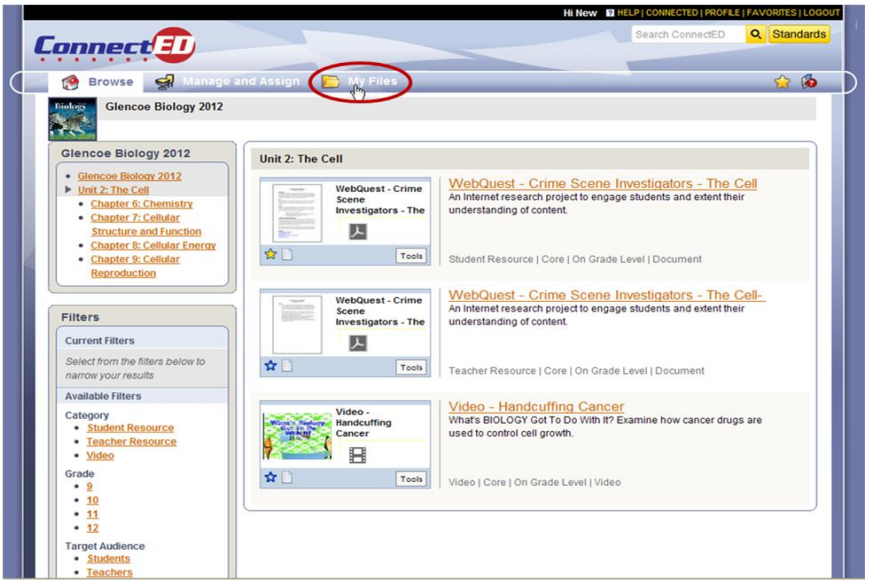
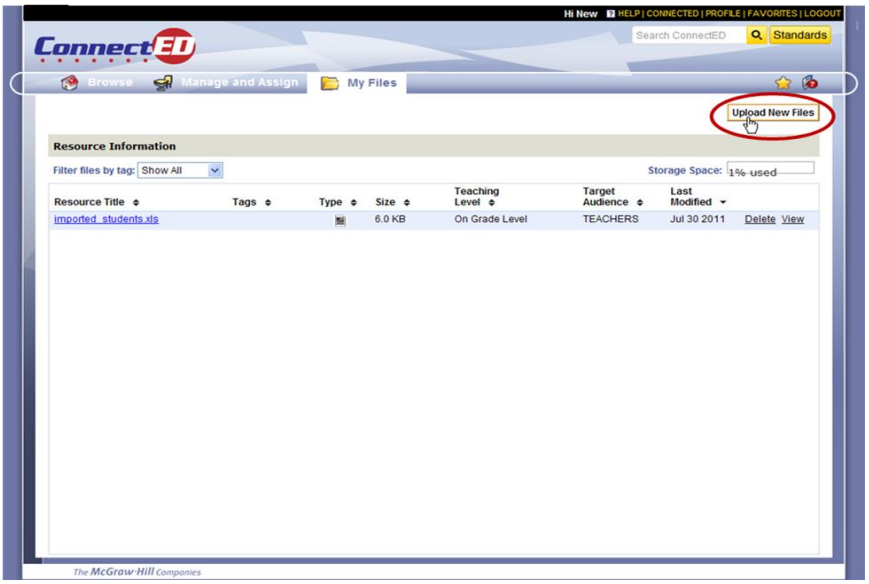
MY FILES

Teachers may add their own resources into the ConnectED platform.

1. Select **My Files** from the top toolbar.



2. If you have imported a student list, the list will be preloaded here for reference. To add a new resource, click the **Upload New Files** button.



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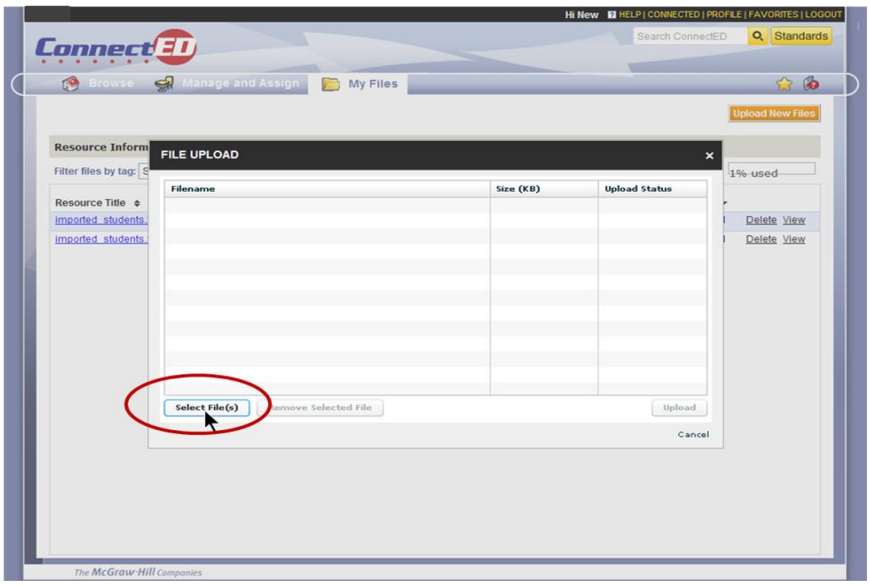
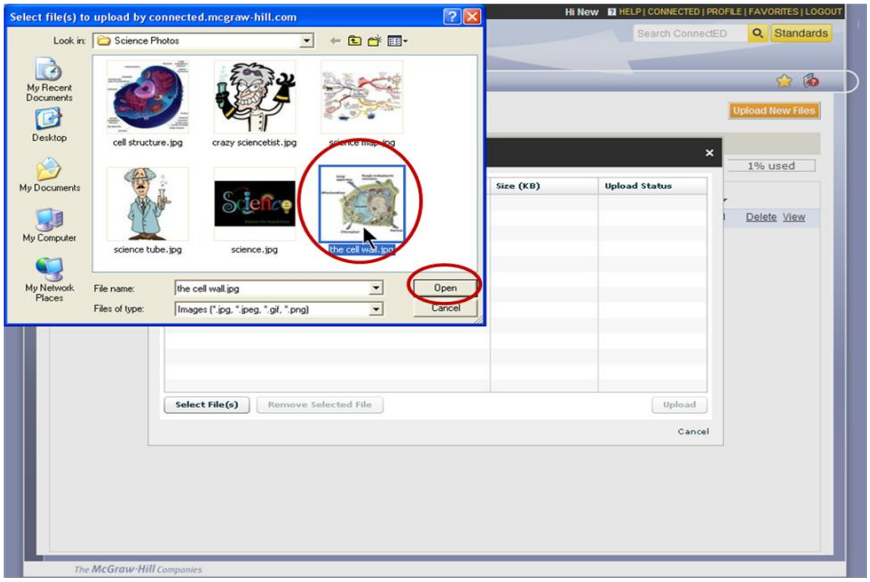
3. Click the **Select File(s)** button to browse your documents/files for the resource you want to add.



4. Select the desired resource, click **Open**.



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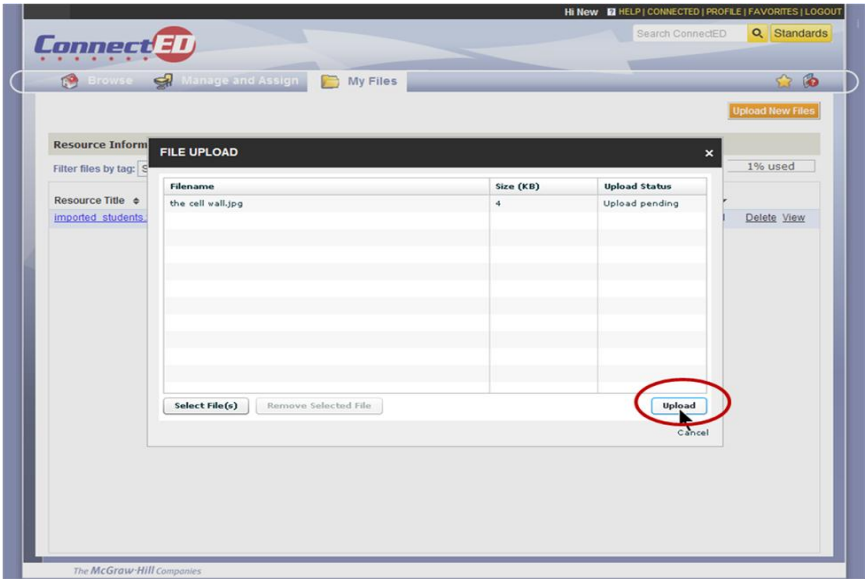
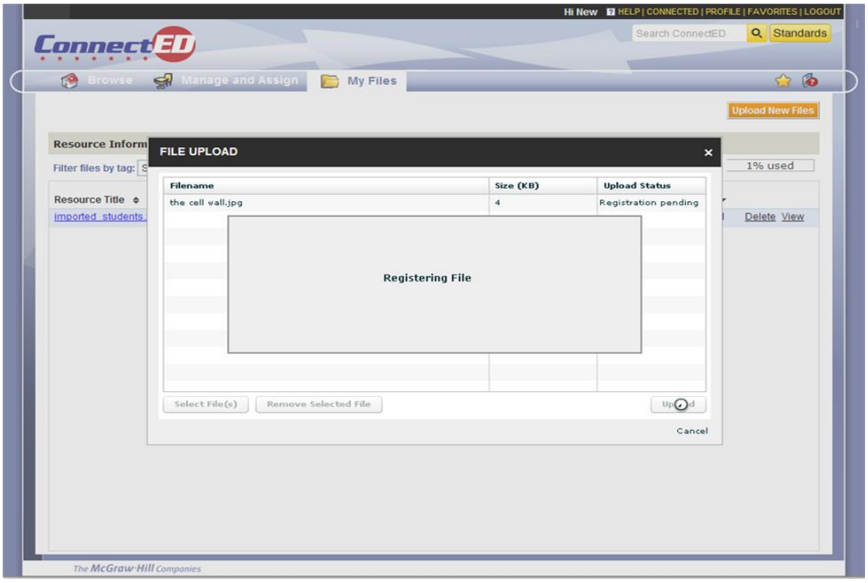
5. The file name should appear in the upload box. Continue adding files for uploading. When you have the files ready, click the **Upload** button.



6. Several uploading/registering screens should appear. This may take some time depending on the size of the upload file. The My Files feature has a maximum capacity of 256 MB.



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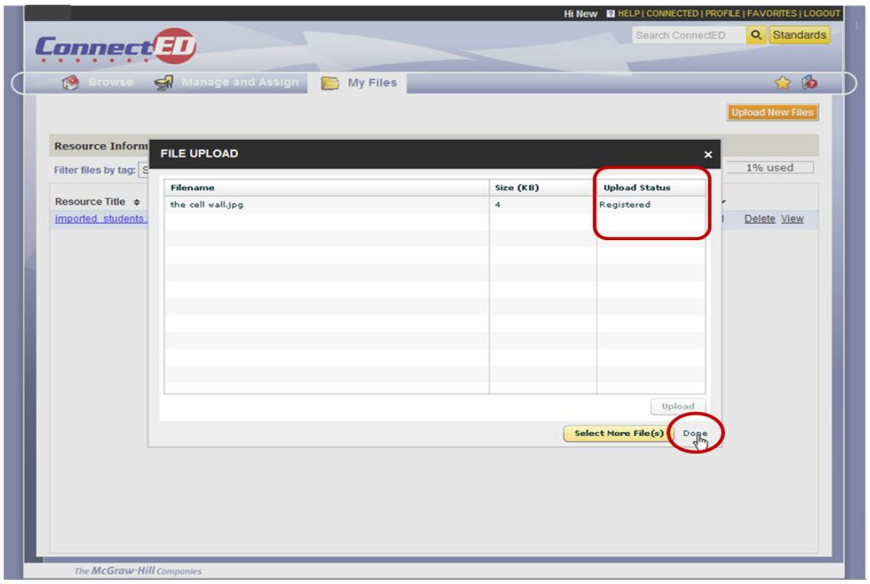
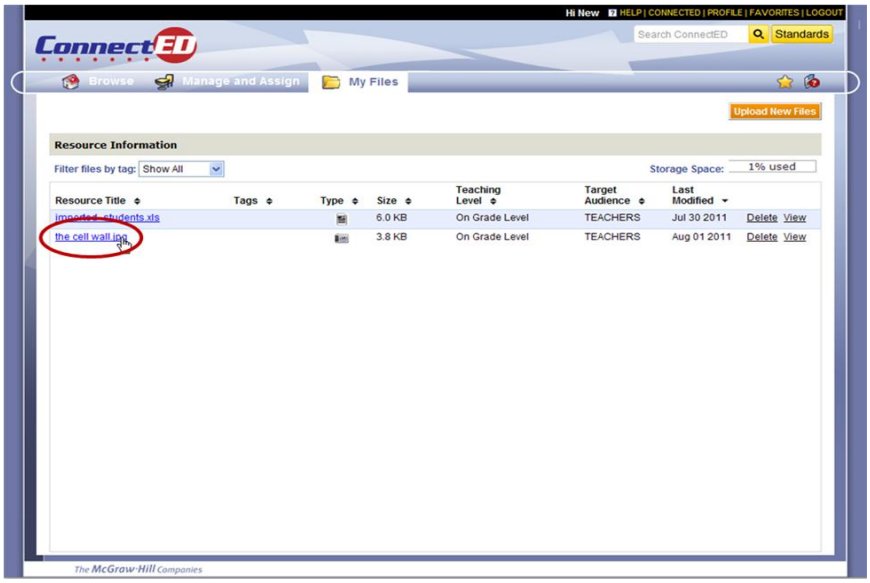
7. When a file has been uploaded successfully, it will say Registered in the Upload Status column of the File Upload screen. Select **Done.**



8. The uploaded resource should now be listed on the My Files screen. To edit the information of the added resource, click on the title of the resource. Make any changes/additions to the information and click Save.



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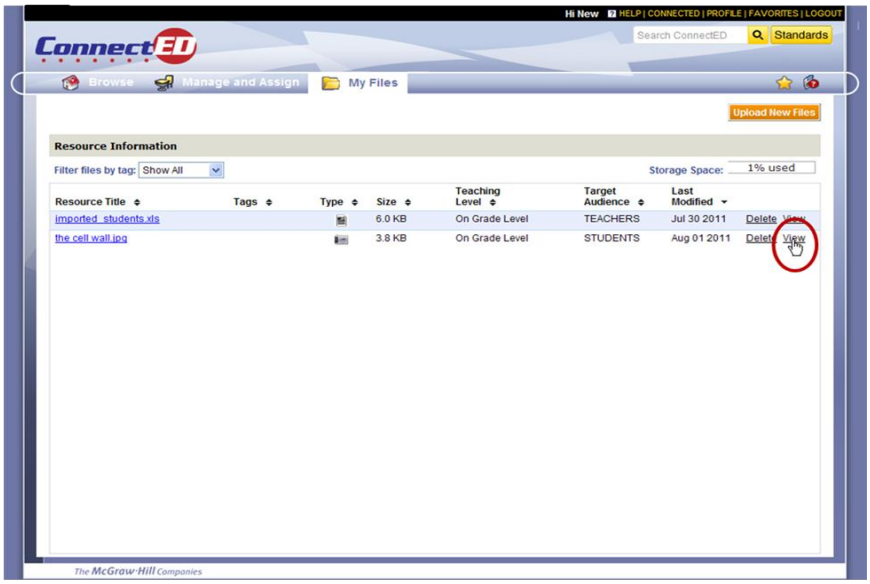
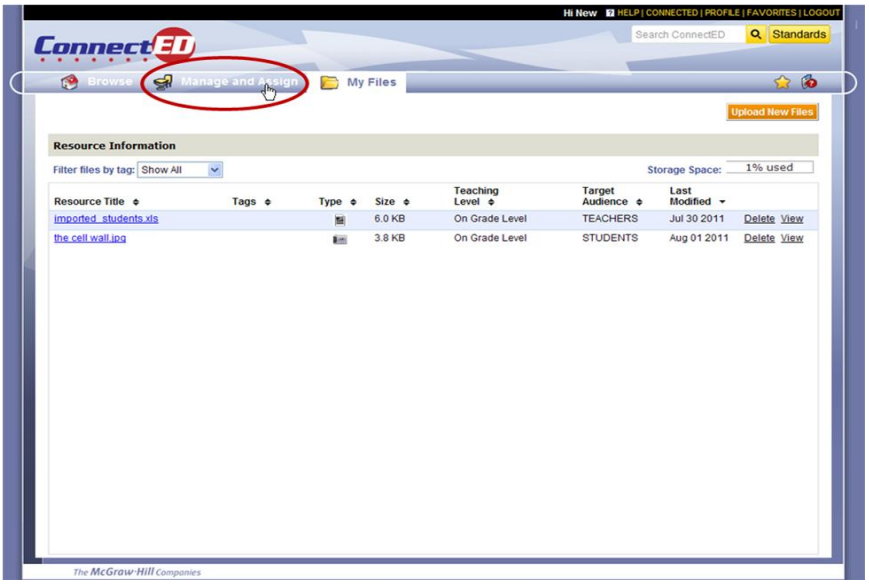
9. To open the added resource, click on the **View** link to the right of the resource.



ASSIGN a MY FILE RESOURCE

1. Select **Manage and Assign** from the top toolbar.



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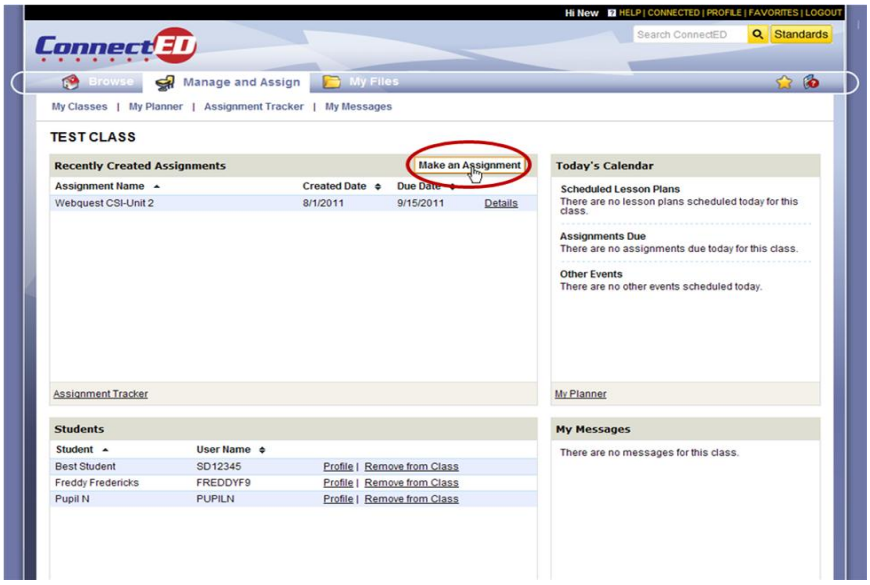
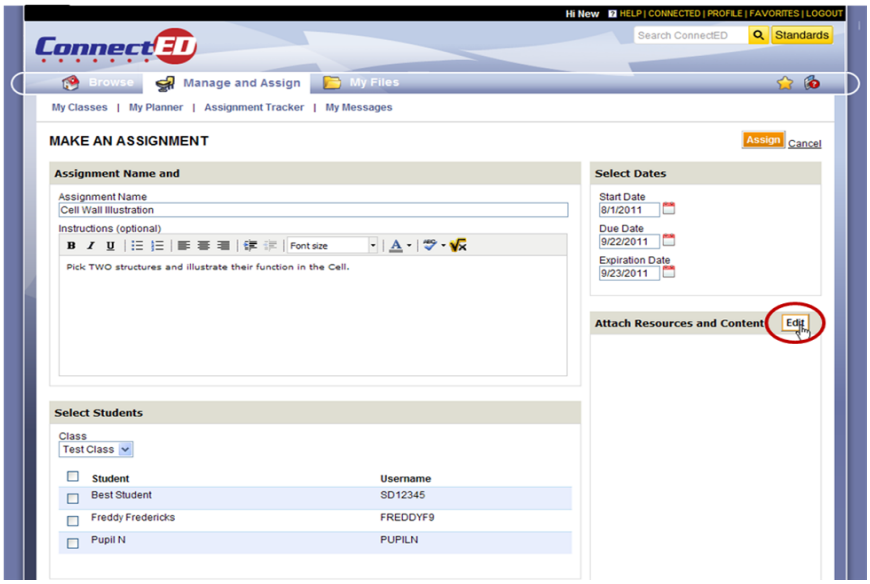
2. Select **Make an Assignment**.



3. Complete all the information for the assignment, then on the right side, labeled Attach Resources and Content, click **Edit**.



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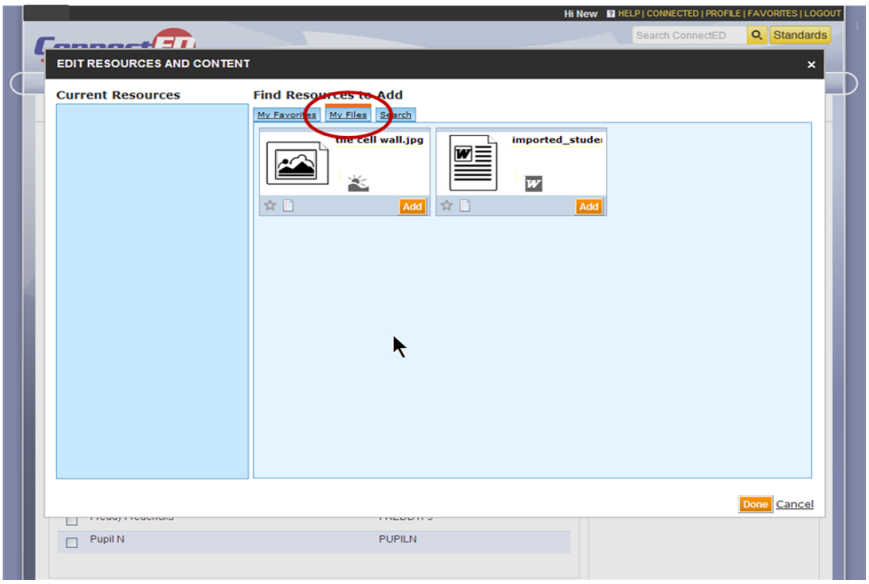
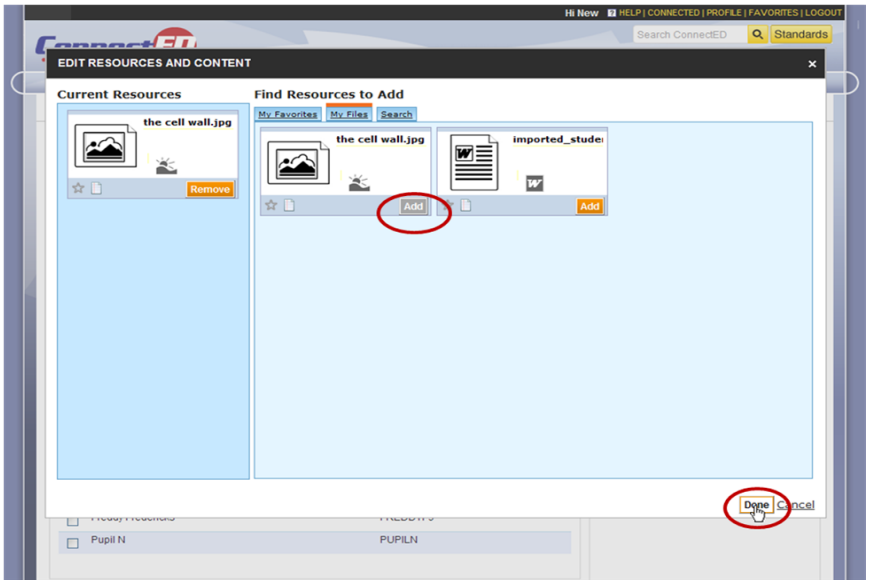
4. The Edit Resources and Content screen lists any resources added to My Favorites, My Files and an open Search. Select the **My Files** tab.



5. Select **Add** that corresponds with the resource title. Then select **Done**.



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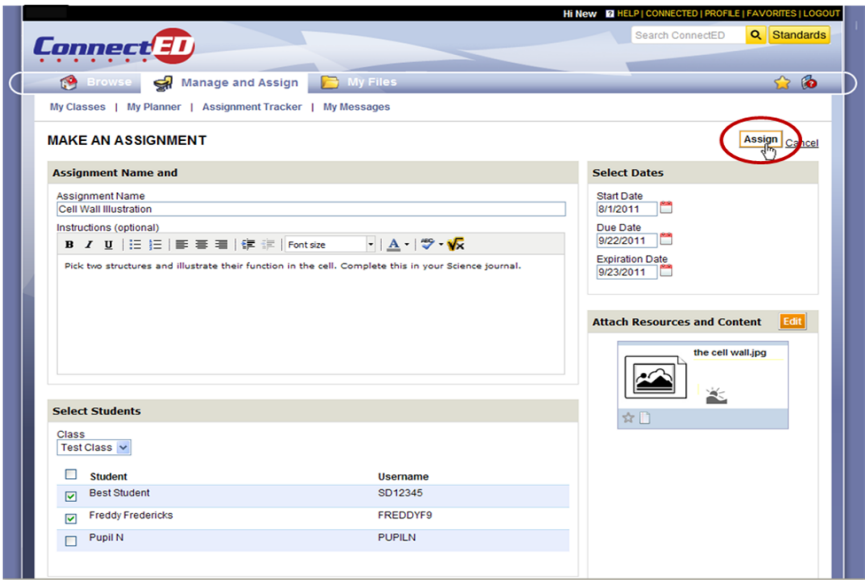
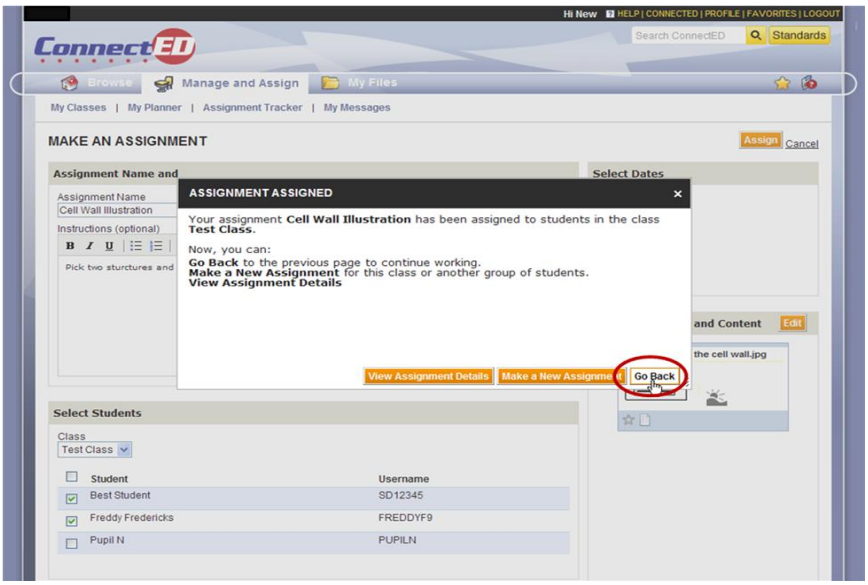
6. Click **Assign** when all the information and the resource has been added to the Make An Assignment screen.



7. Select **Go Back** when you are done with making your assignment.



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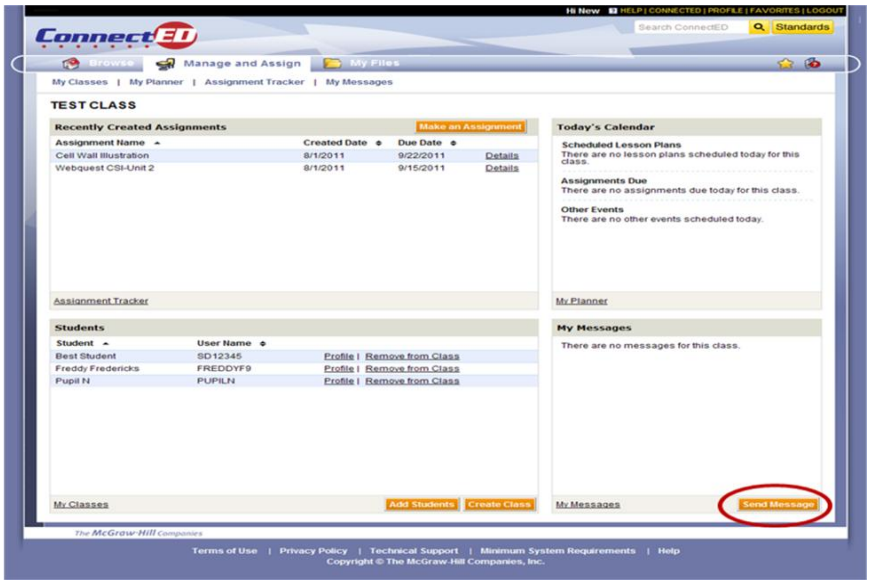
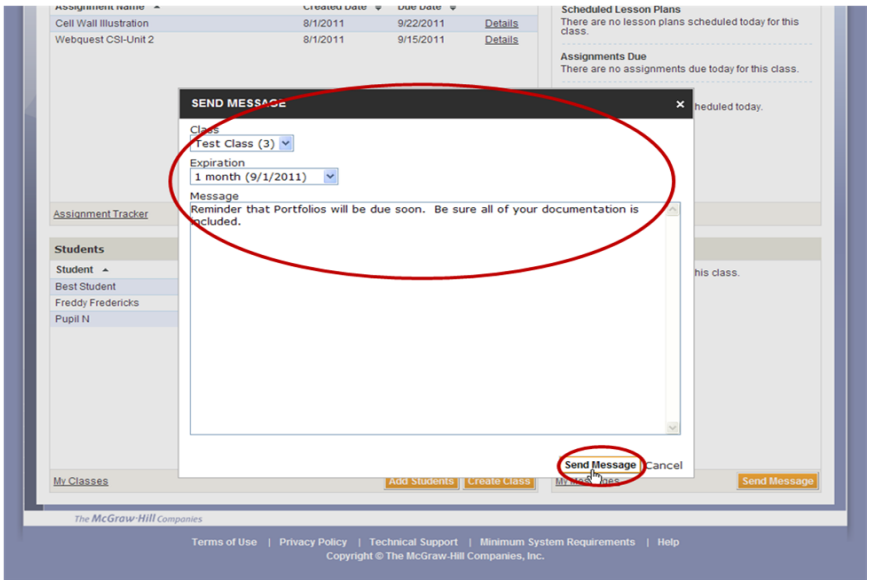
MY MESSAGES

Teachers can leave messages for an entire class. It is not available for individual student messages.

1. Select the Manage and Assign tab, scroll down to the bottom and select **Send Message** under the My Messages box.



2. Complete the information on the Send Message screen. Include class, expiration of the message and the written message. Then select **Send Message**.



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CONTACTS:

For All Support Issues:
SEG Digital Technical Support
1-800-437-3715
epgtech@mcgraw-hill.com
Monday-Friday 8-6 EST

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