

TEACHER WORKS

Teacher Edition, Planner and Resources

Installation You MUST install TeacherWorks from the CD provided.

1. Insert the CD. Use the **START** menu to select **My Computer** and double-click the **TeacherWorks CD** icon.
2. Double-click the **TW Installer** icon and follow the prompts. Always choose the default option (Next, I Agree, Next, Next, etc.).
3. When asked to install Adobe Acrobat Reader, click **NO** (unless you're installing at home and don't already have Adobe Reader).
4. If prompted that no additional installation of JAVA is necessary, click **OK**. Then click **YES** to restart your computer.

When using TW, the CD must be inserted for many functions. You may copy the CD and keep one at home and one at school. If you plan to use TW at home and school, be very careful about where you save resources. You must save on a removable drive (e.g. USB flash/thumb drive) to access resources from both school and home.

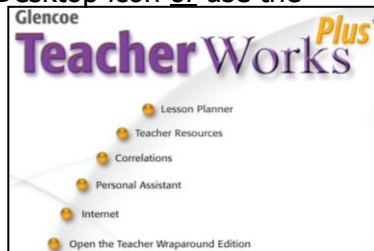
Getting Started Launch TW from the Desktop icon or use the

START menu to select **All Programs > TeacherWorks > TeacherWorks**.

The first time you launch TW, you'll see a login box. Fill in the state - everything else can be left blank. Click **OK**.

The TW launch screen has six options.

Choose **Lesson Planner** to access the planner/calendar or **Resources** to go directly to resources masters for each chapter.



Use Shen's Calendar If using the Lesson Planner, you can begin with a Shen calendar template, then customize it (rather than building your own calendar from scratch). On the **Lesson Plan Setup** screen...

Press **CANCEL** - to start a new plan using Shen's base calendar for "no class days" or to open a previously saved Lesson Plan.

- **OR** -

Fill in a **Start Date**, change options as desired, select **No, I'll do it later** at the bottom, then press **APPLY** to create a new planner without Shen's "no class days."

Lesson Planner

To create your planner aligned with Shen's calendar, use the **File** menu to select **Open**. Navigate to the following G: drive path:

SharePoint\Instructional Services\Teacher Resources\Academic Depts K-12\EL-Academics\Mathematics\MathConnects\ShenCalendar

This is a *shared template* - you must save it as your own planner. Use the **File** menu to select **Save As**. Decide where to save your planner:

- **C: drive** - TW tries to automatically save here, but if you save to C: you can only access your planner from that specific computer. If the computer is reimaged, the planner is lost.
- **F: or G: drive** - You can access the planner from any teacher station at Shen (where TW is installed), but not remotely from home.
- **USB drive*** - You can access the planner from Shen or at home as long as you have the TW CD installed.

* *recommended option as it provides the most flexibility*

Shortcuts (hover over to see function):
Open File, Add Day, No Class Day, etc.

Minimize mini calendar, daily plan or resources by clicking next to each.

Lesson Planner (continued)

Add Content to Your Planner Drag any item from the Resource List to your calendar/planner, or drag any item from one date to another on the calendar. Multiple items can be selected simultaneously by holding the **Ctrl** key while clicking once on each item to select it.



HINT

When first setting up your planner, it's easiest to drag the entire **course** (the very first item in the Resource List – e.g. **MathConnects, Grade 3**) to the first class date. This maps out all resources for the entire year. However, the planner can be revised at any time.

Add Days / No Class Days Use the **Add** menu or a shortcut button to:

Add a Day– moves all content forward from the currently selected date (e.g. you didn't cover the planned material and need to bump it forward one or more days).

Add No Class Day – also moves content to next available date. Use for holidays, special events and other times when the class does not meet.

Add Note – Allows you to type text on the currently selected date.

Accessing Resources and Editing Worksheets

In the **Resource List**, items in **red** are links to Teacher Edition pages and items in **blue** are full page activities, blackline masters or transparencies. **Blue** items preceded by a "pencil" icon may be edited.

To open a resource, double-click it either from weekly/monthly view on the calendar or from the Daily Plan list on the left (double-clicking in daily view on the calendar allows you to rename the resource). Once a resource is opened in Adobe Reader, you can navigate from the table of contents on the left.



To quickly access resources by chapter, click the **RESOURCES** tab.

Edit Worksheets in Word There are two ways to edit worksheets...

1. **Microsoft Word:** Double-click a blue "pencil" icon. When it opens, use the **File** menu to select **Edit in Microsoft Word**. This method is recommended as it allows you to save anywhere (F: drive, USB/Flash) – make sure you know where you're saving!
2. **Worksheet Editor:** Click once to select an editable resource, then click the **Worksheet Editor** button in the upper right. You cannot control where the resource saved (only saves to C:).

WEB RESOURCES

www.mhschool.com/math/mathconnects/ny/index.html

Use the MathConnects – NY Edition web site to access Student, Teacher and Family resources. All web resources except the actual Student Edition are freely available. The Student Edition requires a password (see StudentWorks section below for password info).

ONLINE TOOLS... includes **Multilingual Glossary** and **Math Tool Chest*** (digital manipulatives).

ACTIVITIES... Games aligned with lesson objectives.

LEARN MORE... Some Gr 3-5 chapters include "Personal Tutors" – short videos to visually explain a topic.

ONLINE ASSESSMENTS... depending on grade level, one or more multiple-choice quizzes are available. Students may take a quiz, check their answers and, if desired, email results to a teacher.

The screenshot shows the MathConnects website interface. At the top, there are navigation menus for Chapter (1-14) and Lesson (1-10). Below these are two main sections: "Online Tools" and "Activities". The "Online Tools" section includes icons for StudentWorks Plus Online, Multilingual Glossary, Math Tool Chest, and Media Center. The "Activities" section includes icons for FactDash, Critter Junction, and Counting Forward and backward.

MATH TOOL CHEST



*A user's guide for the **Tool Chest** (and other Math Connects products) is available from the **Teacher** tab on the Math Connects web site.

STUDENT WORKS - Student Edition

Registration The following district **access codes** may be distributed to Shen students and parents. Individual teachers do not have to register for their own access codes.

K= C11721E541

1st = AA48048B28

2nd = EEA5522AAC

3rd = D92909B25E

4th = E934ECF3E2

5th = A269536B50