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PLEASE NOTE: There may be slight differences to the content loaded on your screen..
Welcome to the McGraw-Hill Reading Wonders digital components. The reading components are contained on ConnectED, a website that allows teachers access to all digital content, as well as access for student and parents.

Lesson Plans, Resources, and Student Editions are just a few of the things you will find for your reading content. The following steps will walk you, the teacher, through the set up and use of your account.

Register for your Teacher Account-New Teachers Only
If you already have a ConnectEd account, do not create a second account. Your previous year’s account contains your teacher and student materials.

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.
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**.

6. Find your school in the list. Click one time to highlight the school and then click **Register**.
7. Write down your Username and Password. Click **FINISH**.

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

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**Redeem Master Codes for Teacher and Student Edition-New Teachers Only**

If you are a returning teacher, you already have a master code with your grade level content assigned to you. If you have changed grades, create a Help Desk Ticket with MH ConnectEd Master Code as subject line.

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

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

4. The content has been added click OK.

5. The Teacher Edition is now loaded, select Redeem Master Code to input the Student Edition Master Code.
6. Input the **Student Edition Master Code**. (Master codes do not contain zeros, only the letter “o”.) Select **Next**.

7. Set the **End Date**. Select the calendar icon. Set this date to be the end of the school year. We recommend 6/4/15 of next summer. On this date, the student edition will be automatically removed from students to be used for the next class. Click **Create Redemption Code**.

8. The student edition content is loaded and a **Redemption Code** has been generated. You can select **Print Redemption Code Coupon** for new student registration. It saves you time to have this handy when you manually add students. (Redemption Codes are used to give the content to the students. This code can also be found on the teacher-landing page under the Student Edition information. Click **OK**.

**Returning Teachers-New Grade Level Assignment**

If you are assigned to a new grade level, you will need to return your former teacher and student edition and redeem new master codes for your newly-assigned grade level.

1. Log in using your MH ConnectEd user credentials.
2. Go to **MANAGE CONTENT**
3. Click on **Return Content** for both your teacher’s edition and student edition.

4. Once both editions are returned, click on cancel or go back to your home page where you see button, **REDEEM MASTER CODE**.

5. Enter your assigned grade level’s master code for both the teacher and student edition.

**Enroll Students**

There are two options to enroll students. The first option is done for you by the district and you import students into your school roster. The second is any new student arriving AFTER the mass import into the school roster.

**Registering an Individual Student-After Mass Import):**

1. Have your class redemption code ready before manually registering

2. Log on to [http://connected.mcgraw-hill.com](http://connected.mcgraw-hill.com)

3. Click on **Create New Account** under new Users.
4. On the left side, labeled Students, enter the teacher provided redemption code. Click **Register**.

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

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

Open Online Teacher Edition and Resources
Find and select the Reading Wonders Grade X, Teacher Edition label.

Setup Class and Calendar
For Returning Teachers
Please note that returning teachers must first remove previous year’s class following the directions below before setting up your planner. While there may be flexibility in the time frame for teaching START SMART, the days are locked “as is” on the planner. It is recommended to determine the first day of Unit 1 Day 1 and count back the days MH designation of days for Start Smart.

1. On the home page of Reading Wonders, click on MANAGE AND ASSIGN tab or icon.
2. Click on CLASS DETAILS.
3. Click on REMOVE button (to the right of your class name). *You may have done this as directed in June.
4. Click OK to remove your class. (Be patient.)
5. This prompts the Setup Wizard.
6. Click NEXT after seeing your class name and grade.
7. At the SETUP WIZARD window, enter the first date you plan to begin START SMART.

The planner forces the complete number of days of START SMART to be counted without revision. To start your Unit 1 opener, count back from your first day designated for Unit 1 and select that day as your First Teaching Day.

Set up Class and Calendar
Returning teachers should first remove their previous year’s class (found in MANAGE AND ASSIGN) before the calendar can be reset.

1. Click on your TEACHER’S EDITION Title link.

Click NEXT after seeing your name and grade.
3. At the SETUP WIZARD window, enter the first date you plan to begin START SMART (Please note: The Calendar automatically includes the exact number of days of START SMART on your calendar.) If you plan to condense START SMART, you may right click on the lesson block and condense.

The planner forces the complete number of days of START SMART to be counted without revision. To start your Unit 1 opener, count back from your first day designated for Unit 1 and select that day as your First Teaching Day.

1. Complete the Create Class screen with class name and grade level. Then select Next.

2. Select the first instructional day using the calendar icon, continue by selecting Next.

3. Add non-instructional teaching days/holiday to the calendar by clicking on the date, after you have added the days, scroll down to select Save.
4. Saving the calendar may take a bit of time, when it is done, the Teacher Center home page will be loaded.

Add Students to your Class-After Mass Import

1. Select Manage and Assign.

2. Select the Classes & Groups tab.

3. Select the +Students button.
4. After year one of MH, class rosters must be created by searching by GRADE LEVEL. Select Grade level and click Search.

(Students should have been entered into the ConnectED system in either by Technology Services or by the teacher through a manual add. If students have not been entered, they will not appear.)

5. When the names load, place a check mark inside the box next to the students’ name to add to the class. Then select Save.

Reading Level (Manage and Assign/Classes and Groups)

1. Once students have been loaded into a class, they will have a pre-set Teaching Level of On Grade Level. Use the drop down menu to select an appropriate Teaching Level for each student. (This can be changed at any time.)

Groups (Manage/Assign Groups)
1. To create groups, other than the MGH Teaching Level, select **Create Group**.

2. Complete the **Name of the Group** and **Select Students** fields and then **Save**.

   (Create as many groups as needed)

3. To edit a student’s group, select **Edit** next to the student’s group assignments.

   ![Image of a group creation interface]

**STUDENT PASSWORD**

At any time, student passwords can be viewed by selecting **View Password**.

To reset the password, select the red student name or the Profile option.

July 2014
ASSIGN Content (Student Edition) by All Teachers

Students may not have textbook access until you assign the content to your class once they are imported. From the ConnectED home page, select Assign Content.

1. Place a check mark in front of the content that is to be assigned and select Next.

2. Use one of the search options to find students then select Search.
3. Place a check in front of the student name and then click **Next**.

4. Confirm that the appropriate student was selected and click **Assign**.

5. This process can be repeated until all students have been assigned content.
Navigating the Wonders Teacher Center

**Top Menu Bar/Quick Links**
- **Plan:** Lesson Plan set up by teacher to align with daily instruction.
- **Teach:** lessons and resources
- **Manage and Assign:** Manage students and assign lessons
- **Assess:** Online and printable tests
- **Collaborate:** Students Blogging and Research and Inquiry Projects
- **School to Home:** Weekly parent letter and message feature to families.
- **Resources:** Weekly Resources, complete collection of all resources.
- **Professional Development:** Best Practice Videos and Tech Videos

**NOTES:**

Launch Today's Presentation by clicking here.

Today's Lesson
Click on TODAY for the same day lesson materials, aligned to calendar set up.

PLEASE NOTE: There may be slight differences to the content loaded on your screen.
Lesson Plans (by mini-lesson)
(There are several ways to access lesson plans, these instructions will be starting from the Teacher Center home page)\n
1. Select one of the options on the left side of the screen under Daily Lesson.

   Lessons are color-coded:
   - Blue: Whole Group Reading
   - Orange: Small Group Differentiated Instruction
   - Green: Whole Group Language Arts

2. Resources are shown in the center of the screen. If the resource is already in the lesson presentation, there is a “screen” icon.
   - To Launch: double-click on the resource, or use the cog icon and select Open this resource
   - To Remove from Lesson Presentation: select the cog icon and choose Remove this resource from presentation
   - To Reorder the resource in the presentation: drag/drop the resource
   - To Add a resource to the presentation (w/o a screen icon): select the cog icon and choose Add this resource to the presentation

3. The instructions for the lesson plan are listed below the resources. On the right side of the screen teachers have additional Lesson Support for topics such as Standards and Professional Development.
Modify Plans
Plans are automatically created at the initial login but can be modified.

Remove a mini-lesson

1. Select the Plan tab.

2. Select the mini-lesson to be removed, click on the cog icon. Select Move to Holding Bin.

To retrieve mini-lessons from the holding bin

1. On the right side of the screen, select Lesson Holding Bin.
2. Removed mini-lessons will be listed, to the right select **Move**.

3. Choose to return the mini-lesson to the **Original location** or to a **New location** then select **Move**.

   (The mini-lesson will be placed at the bottom of the instructional listing and can be reordered by the drag/drop method.)

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**Move Mini-lessons to Another Day**

1. Select the mini-lesson to be moved, using the mouse drag/drop to another day.

   (Mini-lessons can be reordered within the day of instruction by the drag/drop method.)
Reset the lesson plans to the original McGraw-Hill format

1. On the right side of the screen, select Reset.

Confirm to reset the lesson plans to the default for that week, and then select OK.

Add a Personal Resource

1. Two ways to access My Files: select the small, folder icon at the top of the screen, or select the Resources tab.
2. Scroll down to the tabbed resources area and select the My Files tab.

Select the Upload button.

4. Choose Select File, browse to find the file, select Open, when the file is loaded in the File Upload window select Upload. To close the pop-up window select Done.

(Up to 256 MB of space)
Assigning a Resource

1. Locate an icon of a resource (practice, Leveled Reader, etc.)

2. Click on the cog icon and select **Assign this resource**.

3. Complete the **Assignment Name**, **Assignment Instructions**, **Start/Due Dates**, choose **Students**, and then select **Assign** (may need to scroll down).

4. Select **Done** once the assignment has been made.

Lesson Presentations
1. **Launch Presentation** from the home page or the **Teach** tab.

2. All of the teaching resources for the day will be loaded. To see the resources, click on the bottom of the **Lesson Resources** box.

   (To move to the next resource, use the arrows.)

3. To quickly go to another resource, click on the actual resource.

4. To close the selection area for additional lesson resources, select the same tab that opened it.

**Using the Graphic Organizer**
1. Open the graphic organizer from the **Lesson Resource** area of the Lesson Presentation.

2. Use the tools at the bottom of the page; select the T for typing or the pencil icon for writing. Put the cursor on the graphic organizer where the print is to start.

3. The graphic organizer can be used throughout the lesson, select **Save (disk icon)** at the bottom of the page, then use the X to close the graphic organizer.

4. To open the GO again, select the up arrow on the **Graphic Organizers** label at the bottom.

5. Then click on the GO to be opened.

6. To close the presentation, completely close the page (X-out).
7. To edit a presentation, see the instructions on pg. 16, #2 about Lesson Plans.
MH eAssessment

1. Select the Assess tab.

PLEASE NOTE: There may be slight differences to the content loaded on your screen.

2. Select the picture icon for Test Generator.

3. Go the Tests area and select the + icon in front of the grade level.

4. Then select the + icon to open the MH pre-made Benchmark, Unit, or Weekly Assessment.

5. Find the desired assessment, right click on it and select Duplicate.
Questions can be duplicated, new questions can be added, and existing questions or tests can be added to one that was just created. These options appear in the *File* and *Edit* menus. (You must have the latest java install.)

Assign a Test-Complete with Grammar

1. From the *Section* menu select *Classes and Assignments*. Drag and drop the selected class from the left to the blue area on the right.
2. Find the assessment that was created in the *Tests* area, drag/drop into the white, assignment area.
3. Complete the **Name** field; the other options can be left as is then select **Next**.

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

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

6. Complete the options for what students see after they complete a digital assessment and then select **Next**.
7. Review the summary of the assessment. Select Back to make any changes or select Finish to create the assignment.

8. The assignment/test should now be listed on the screen. This assignment can be edited or deleted.

9. The assessment is now available for students to access by logging in to ConnectEd with their specific username/password.

Importing a Shared Assessment-Customized for HA
Customized Tests have been created which include only the first 30 questions which exclude the grammar questions from each Unit Test. Directions below include how to quickly import those tests to save you time in creating customized tests.

1. Log into MH ConnectEd
2. Click on Assess icon.
3. Go to Test Generator.
4. Click on the folder where you want to save customized assessments(on lower left TESTS window)
5. You may click on OPTIONS and create a NEW FOLDER if you wish to save your customized assessments in a designated folder OR you may already select an existing folder.
6. Click on OPTIONS link next to Tests and select Import Cognero XML.
7. In the new window, browse to your building’s S:Drive/Teachers folder/MH HA Shared Unit Assessments and select the file.
8. Click Upload.
9. Your Assessments will appear in the folder you designated in Steps 4-5.

Please note, these XML files will not be readable until imported into MH eAssessment.
Accessing Reports
To access reports at any time, choose Reporting from the Section menu.

1. Once a class has been opened (drag a class from the left side to the area on the right), any graded assignments will be visible.

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

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

Manually Entering Scores of Written Responses
In the event students are unable to enter their written responses, teachers who grade responses on paper shall enter points earned in the online reporting feature.

Grading Open-ended Questions
While in the reporting section with a class open, follow these instructions to grade the open-ended questions on the selected test.

1. Inside your Teacher’s Edition, click on Assess to enter the eAssessment Suite.

2. In the right upper hand corner, click the dropdown arrow to select Classes and Assignments.

3. Click and drag your class roster to the body of the page.

4. Click on the dropdown arrow next to preferred assessment you want to manually enter scores.
5. Click on **Edit Scores**.

6. Click on **Edit** button to enter points earned for open ended response.

   *(Your screen will show Written Response Question Type.)*

7. Click **Update** for each response point entered.

8. When finished with all students, click done when finished all students or to exit this page.
HELP – How to videos for the Print and Digital portions of Reading Wonders

For informational videos, select Help in the upper header of the ConnectED screen.

1. On the left side are videos for the print program and on the right side videos for the online portion of Reading Wonders. These videos can be accessed 24 hours a day, 7 days a week.