Training Resource Guide

This document is intended as a training resource. For additional information, there are several User and Implementation Guides available for *Everyday Mathematics* by clicking on the ___**_Support_**___ link at the top of the Home page.
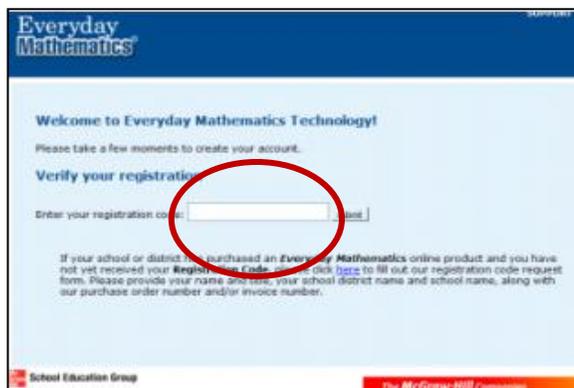
ACTIVATING YOUR ACCOUNT

1. Go to the URL https://everydaymathonline.com, Click on **Activate your Account**

2. Enter the 8-digit District Authorization Code for your district. This code is CASE SPECIFIC. Then click **Continue.**
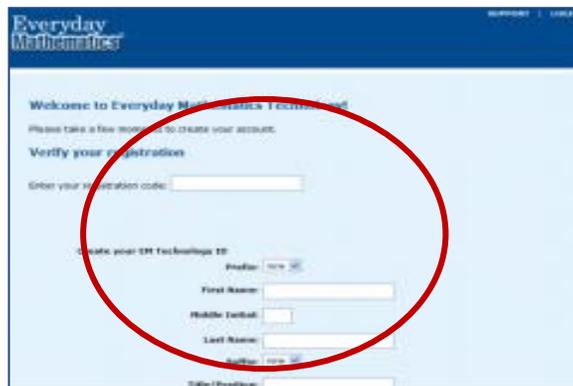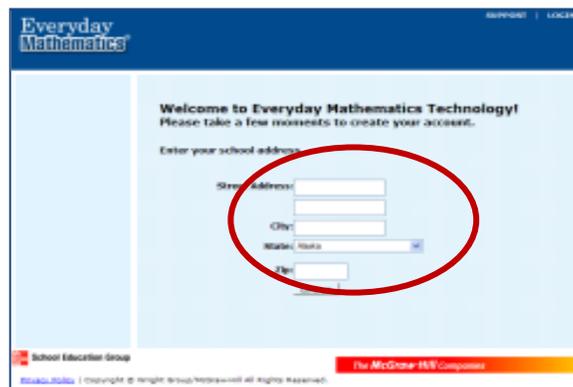

   District Authorization Code:

   _____

3. Complete the teacher information boxes. (Your email becomes your username and the password you select here, will be your password for Everyday Mathematics) Click **Continue**.
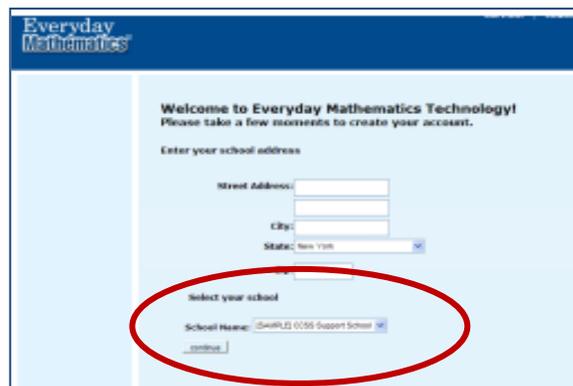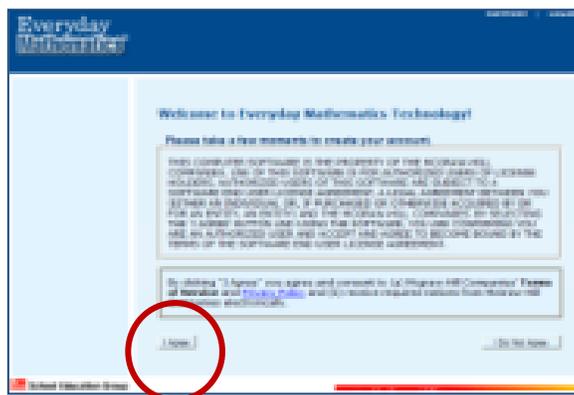
Username: (email)

_____

Password :

_____

4. Enter your School Information (the zip code MUST be correct) then select **Continue.**

5. Find your school from the drop down menu. Then select **Continue**.

6. Select **I Agree** to the License Agreement.

7. Your registration is complete. Please write down your Username and Password. Click on the **Go Back to Main Page** link.

TO LOG IN

1. Type in your Username and click **Log in**.

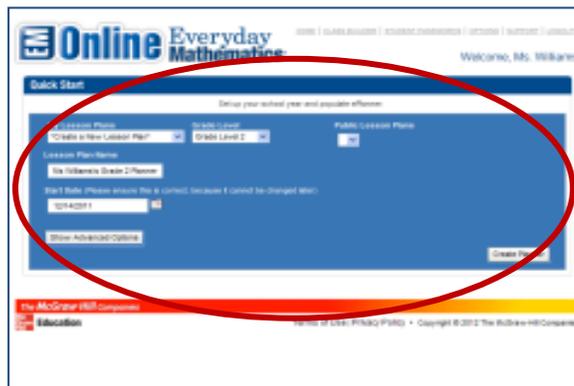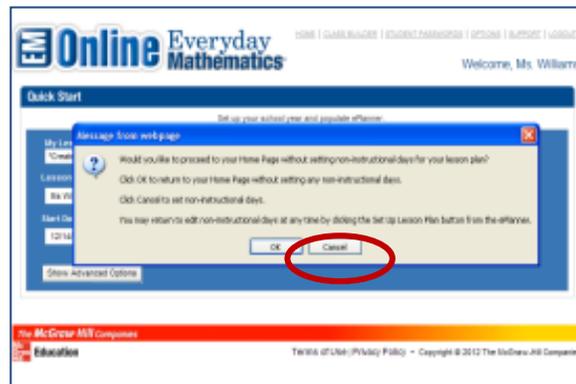2. Enter your password and click **Log In.**

EPLANNER SET UP

1. A Quick Start pop-up appears, click the **ok** button to set your calendar.
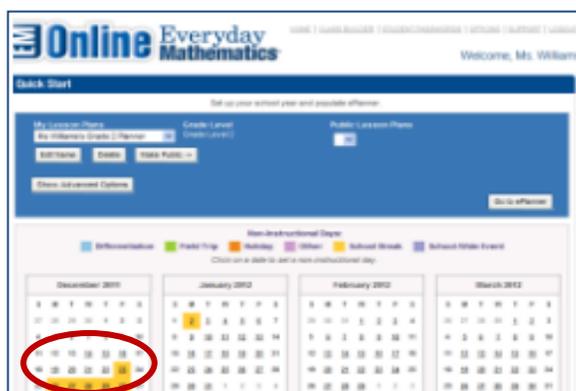

2. Complete the fields including the start date. Make sure the start date is correct because it cannot be changed. Then select **Create Planner**.

3. Click **Cancel** to set non-instructional days**.**

4. Set your non-instructional days by clicking on the day on the calendar. Once you have selected your non-instructional days click **Go to Planner**.
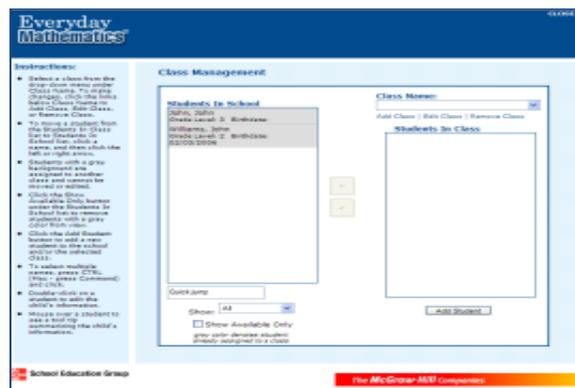

CREATE A CLASS

In order to utilize the small group instruction and assessment, teachers must create a class and add students.

1. At the top of the Everyday Math screen select **Class Builder**.

2. Click on the link **Add a Class Name** and select a **Grade** level from the drop down menu. Then click **save class**.


ADD STUDENTS TO A CLASS

This can be done as a Class is created, or at another time by clicking on **Class Builder** at the top of the screen.

1. If all students were imported, from the show box click on the drop down arrow and choose your grade level.
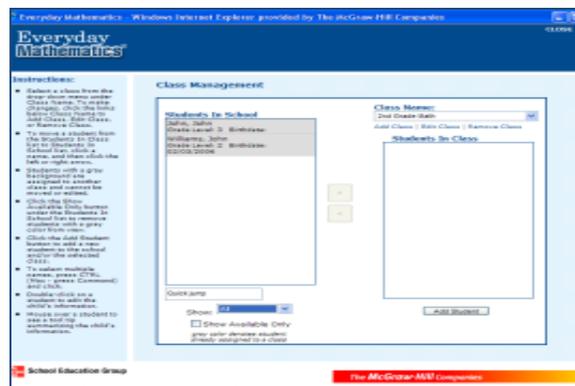
2. To select, add and edit your students follow the instructions to the left of your screen.

![EM Online Everyday Mathematics logo] ![McGraw Hill School Education Group logo]
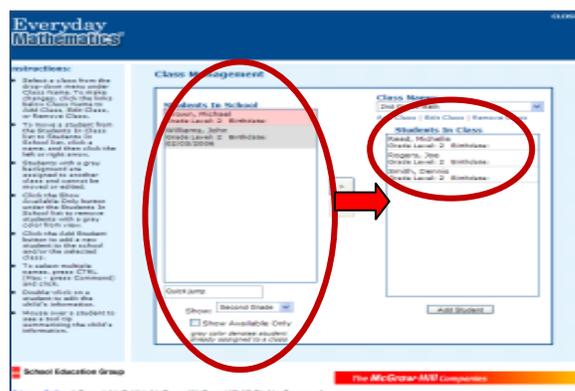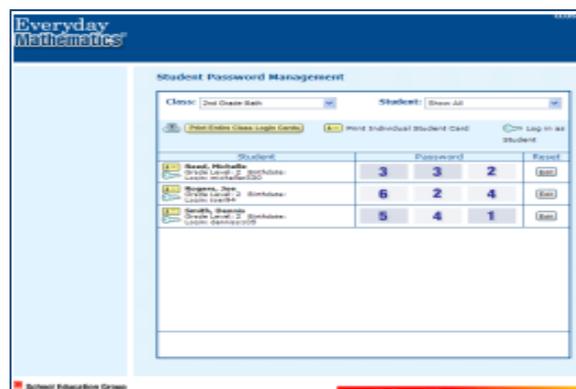
STUDENT PASSWORDS

Student login information is available immediately. Use these directions to find both username and passwords for students.

1. At the top of the screen, click **Student Passwords**.

2. Each student's Username/Password is listed next to the student's name. You can print the entire class login cards or individual student card.
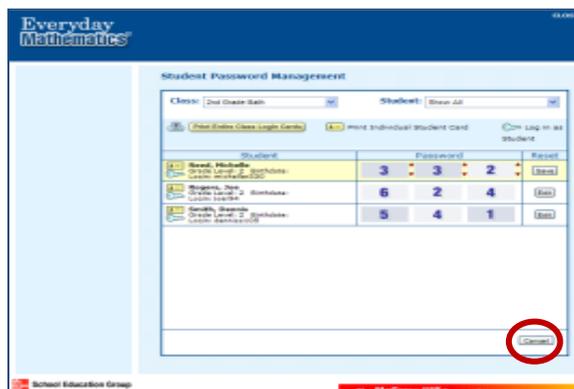

TO RESET STUDENT PASSWORDS

You can only edit the passwords, usernames are set.

1. To reset a password, click on **Edit** next to the student information. Click on the red arrows to choose a new number in each box.
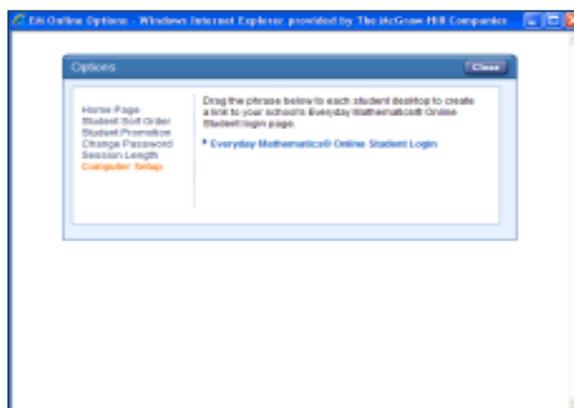
.
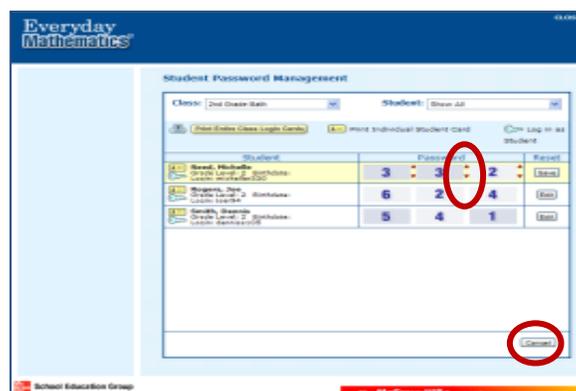
2. Then select **Save**.

TO SET OPTIONS

1. Click on the **Options** link.

2. From this screen you can drag the blue Everyday Math link to each student desktop to create a link to your school's Everyday Math online. You can also go to home page, sort order, promote, change password and session length for all students.

ACCESSING ePLANNER LESSONS

1. Once a calendar is set, lesson plans can be accessed at any time by clicking on the calendar icon from the home page.

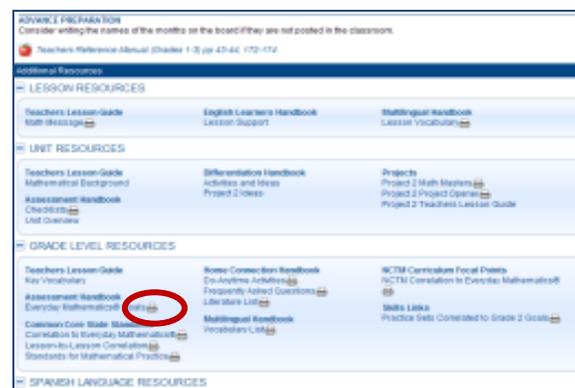2. Click on the **Lesson Link** for the day of the week to view.

3. The lesson view will open.

4. Use the scroll bar to view the lesson's resources.
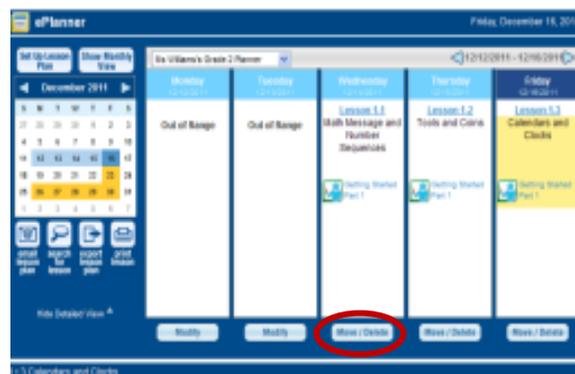
5. Click on the **print icon** to print the resources

6. You can add notes about the lesson at the end of each lesson. Then click **submit** to save it.
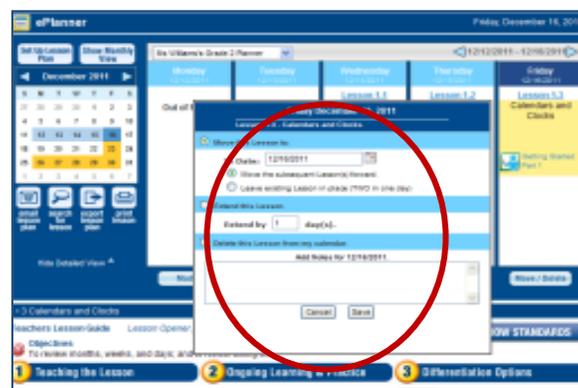
MOVE, DELETE AND EXTEND A LESSON

1. Click on the **Move/Delete** button on the day of the lesson to move/delete.

2. Complete the fields in the pop up box then click save. Be sure to select a date with the calendar icon if moving a lesson to a new date.
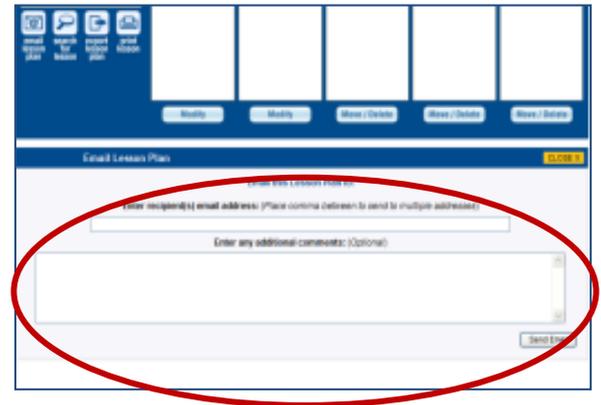
EMAIL LESSON PLAN

1. Click on the email lesson plan button

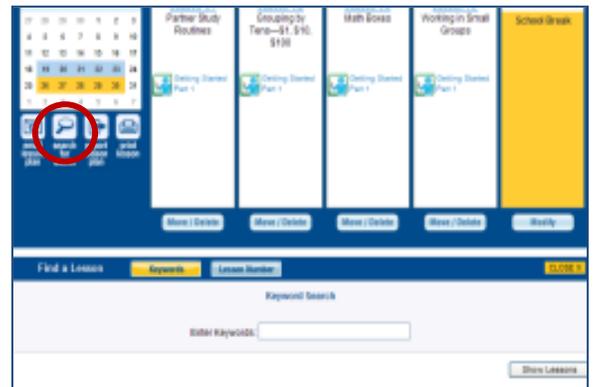**2.** Complete the fields then click **Send Email**.
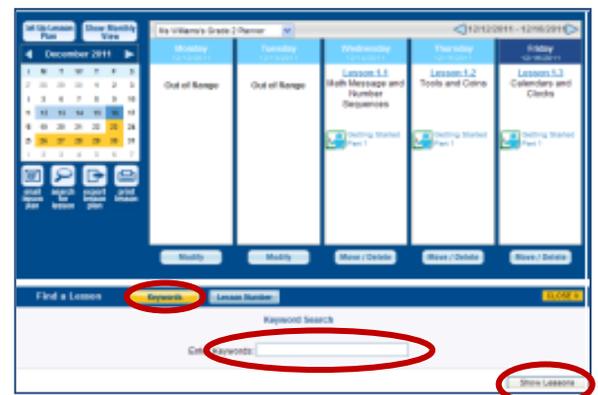

SEARCH FOR A LESSON

There are two ways to search for a lesson by Key Words or Lesson Number.

KEY WORD:

1. Click on the **search for lesson** button.

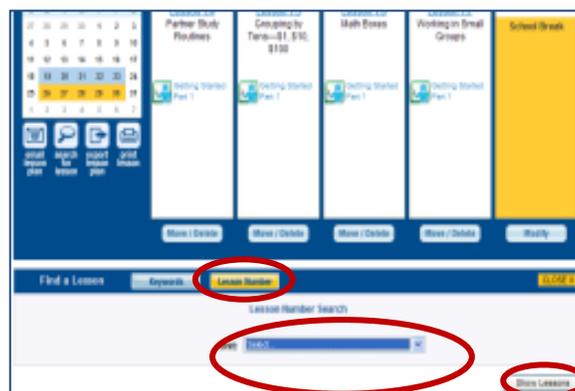**2.** To search by key word, click on **key word** button. Then enter a key word and click on **show lessons** button.
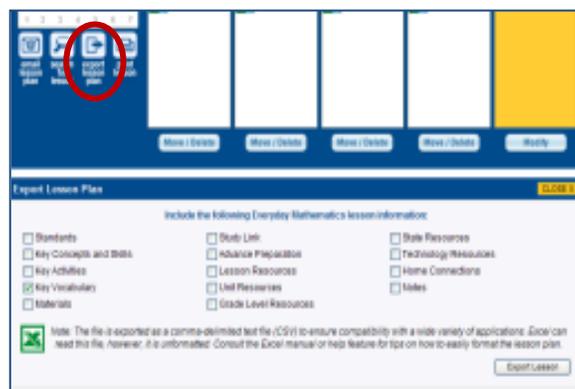

Or

LESSON NUMBER:

2. To search by lesson, click on **Lesson Number** button, then select a unit number from the drop down menu, select **Show Lessons.**
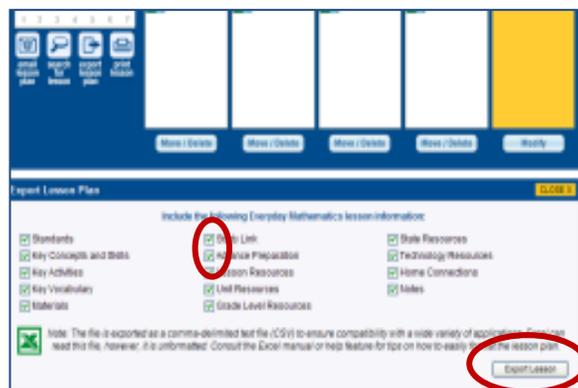

EXPORT A LESSON

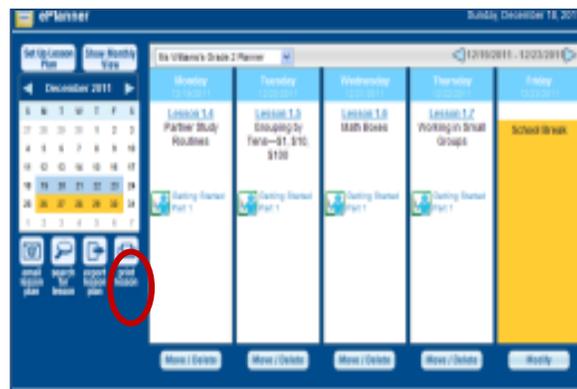1. Click on the **Export Lesson Plan** button.

2. Select the box next to the lesson to export. A green arrow will appear, then click **Export Lesson** button.

PRINT A LESSON

1. Click on the **Print Lesson** button.

HOME PAGE RESOURCES

From the home page you can access Practice games, Home Connections, and Assessment, Differentiation, and Intervention tools and resources.

PRACTICE

To access EM Facts Workshop Game, McGraw-Hill Fact Dash Game, EM Games Online, Online Plus Pack for Games Kits, or EM Skills Link select the icon.
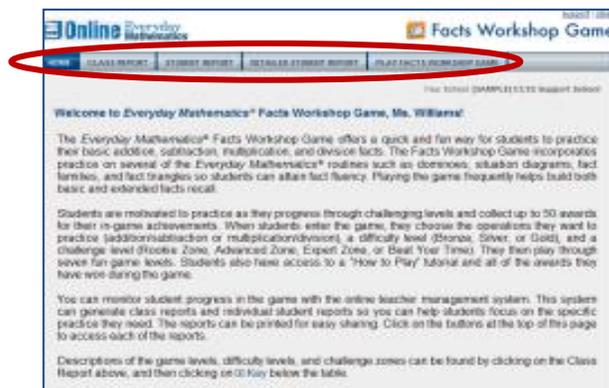
REPORTS

1. To access class report, student report and detailed student report for all games, click on **EM Facts Workshop Games.**

2. Click on the correct report tab to view.

HOME CONNECTIONS

To access Multilingual Family Letters, Home Connection Handbook Masters, Interactive My Reference Book, Multilingual Handbook Masters and Literature Lists, click the heading under Home Connections.

ASSESSMENT, DIFFERENTIATION, AND INTERVENTION

To access the Assessment Handbook, Differentiation Handbook, English Language Learners Handbook and Assessment Management, click under Assessment, Differentiation and Intervention.

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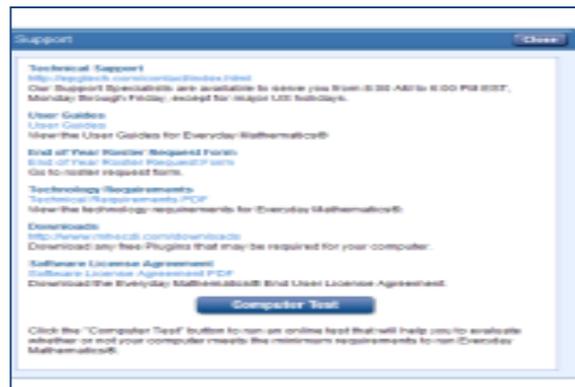
FOR ADDITIONAL TECHNOLOGY SUPPORT CONTACT:

CDI (Center for Digital Innovation)/McGraw-Hill

1-800-836-1290

cdiconsulting@mcgraw-hill.com