Implementation Training Resource Guide

2016-17

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GETTING STARTED WITH WONDERS DIGITAL

Welcome to the Wonders digital platform! All Wonders digital components are contained on **ConnectED,** a website that allows teachers access to all digital content, as well as access for students and parents. **Lesson Plans, Presentations, Resources, Assessments,** and **Student Editions** are just a few of the things you will find. This guide will introduce you to the Wonders platform and its most important features. You can find additional guides and support at any time through the **Professional Development** choice on the main teacher page.

If you have not yet set up your teacher account, please see the Appendix for a quick guide.

1. Type the URL http://connected.mcgraw-hill.com into your web browser. Enter your username and password, then select **Log in**.
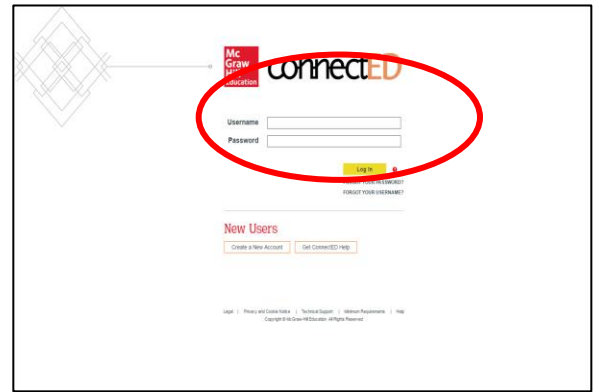
2. Scroll down through the bookbag to select the **Teacher Edition** for your grade. Grade K is at the bottom.
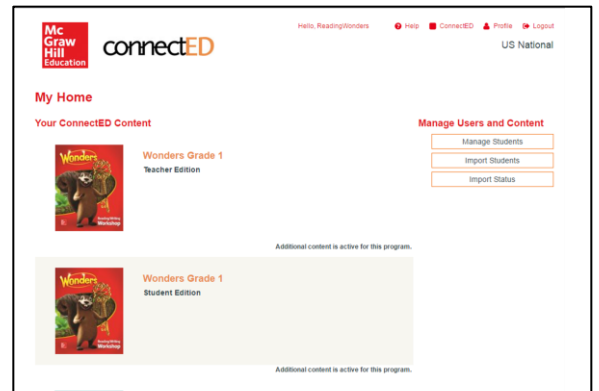
3. You will arrive at the **Teacher Dashboard**. This is your main screen for accessing lesson planning, prebuilt presentations, assessment, and all program resources.

   This guide shows examples from Grade 4. While the content may show differences across the grades, the navigation is the same for all grades.
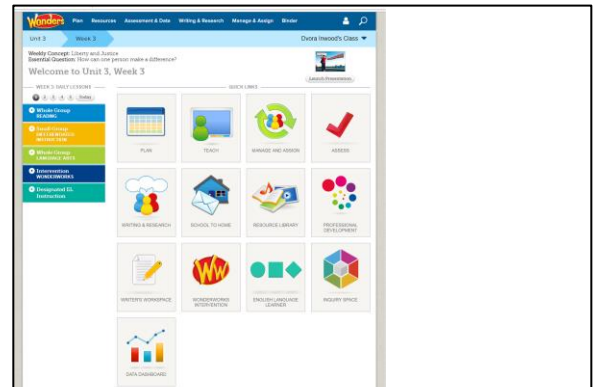
NAVIGATING THE WONDERS TEACHER DASHBOARD

Find the core features you'll use every day.

From the Menu bar you can always access:

Plan
Resources
Assessment & Data
Writing & Research
Manage &Assign
Binder

From the Home page tiles and Drop-downs from the Menu Bar you can also access:

Writer's Workspace
Inquiry Space
Data Dashboard
WonderWorks Intervention (if using)
Wonders ELD (if using)

For tutorial videos on any of these features, select **Professional Development**, then the **Tech How-To** tab.

Launch Presentation
Select to open the weekly presentation, ready to go with all appropriate resources

MANAGING THE ONLINE LESSON PLANNER

Make it easy to organize your week.

1. Select the **Plan** tile from the Teacher Dashboard, or the **Plan→Weekly Planner** option from the top of any page.
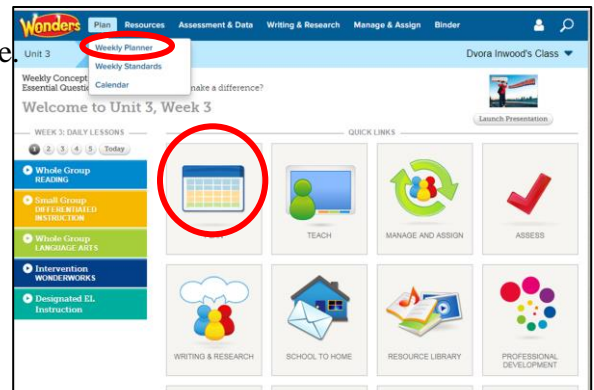
2. All lessons for the selected Unit/Week will be displayed. You'll see sections for Whole-Group Reading, Small-Group Differentiated Instruction, and Whole-Group Language Arts. To view the full teaching plans for any minilesson, click on the appropriate box.
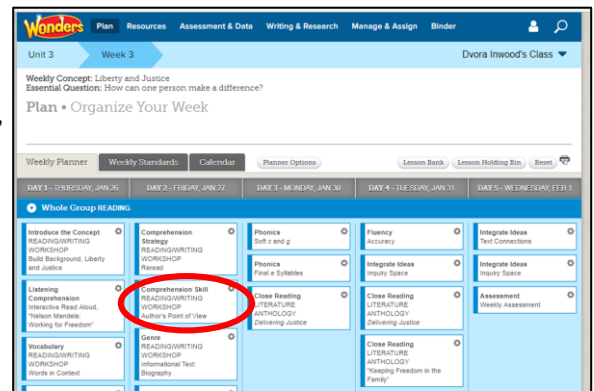
3. You can choose to see all lessons for the week, or prioritize the most important. Just click on the **Planner Options** button to make your choice.

4. Need to reschedule a day because of an assembly, field trip, snow day or other change? It's easy – just click and hold on the lesson, and drag it to the new day. Your presentation will automatically reflow into the new order.
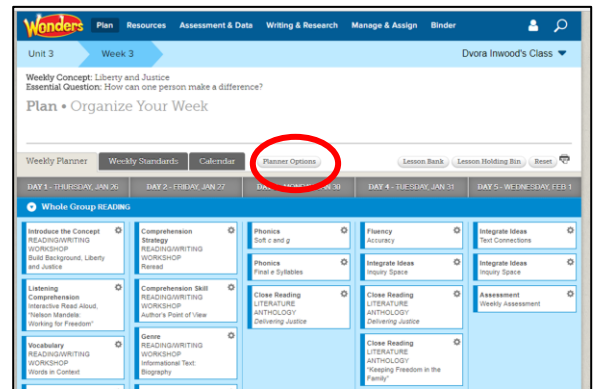
5. To print a full week of Wonders lesson plans, select the **printer icon** on the right side. This will open the weekly plan as a PDF which you can copy/paste into any format.
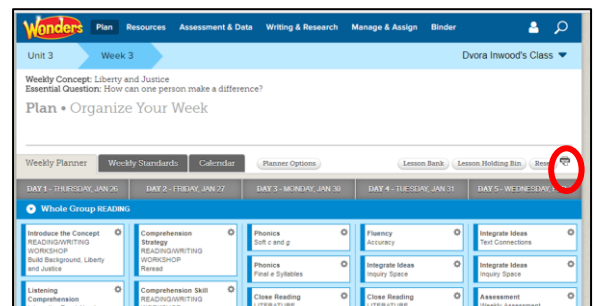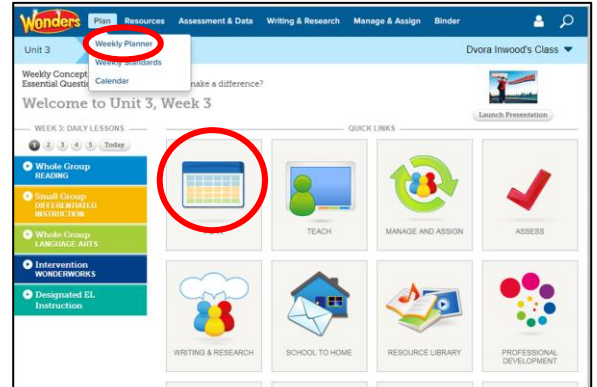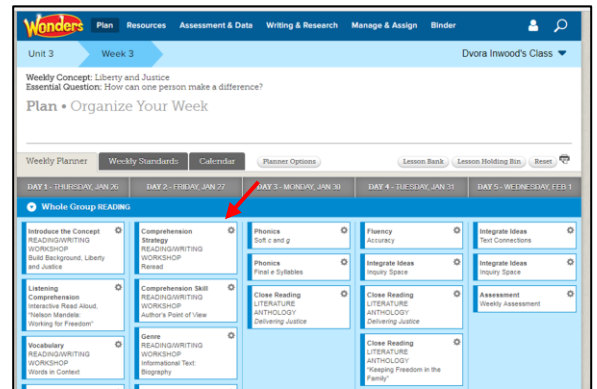
Modify Weekly Lesson Plans

While lesson plans are built for you at initial login, they can be modified at any time.

REMOVE A MINILESSON

1. Select the **Plan** tile from the Teacher Dashboard, or the **Plan** option from the top of any page.
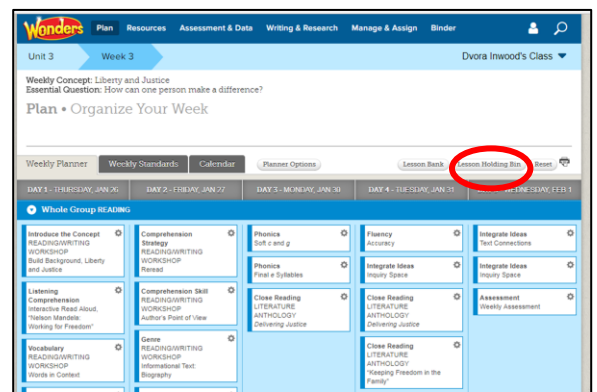

2. Choose the minilesson to be removed and click on the cog icon in the upper right corner. Select **Move to Holding Bin**.
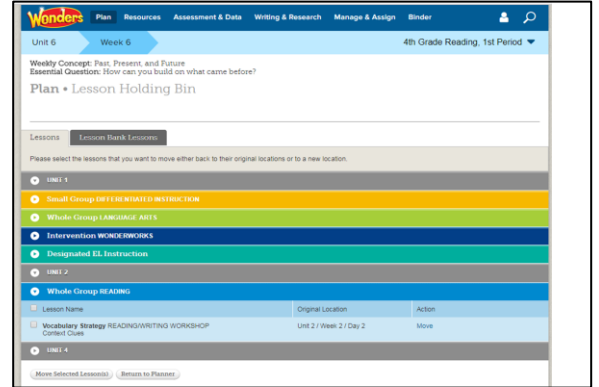

RETRIEVE MINILESSONS FROM THE HOLDING BIN

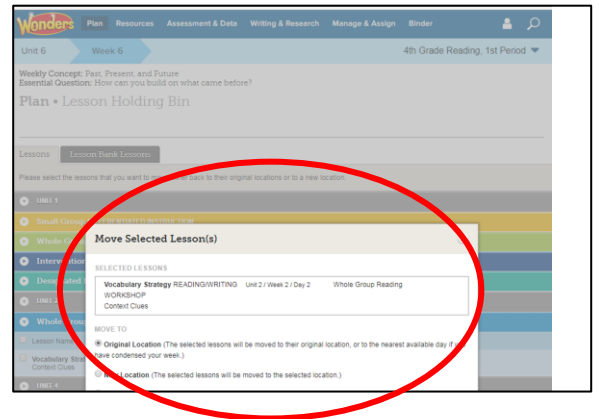1. On the right side of the planner screen, select **Lesson Holding Bin.**

2. Removed minilessons will be listed. Select **Move.**

3. Choose whether to return the minilesson to its **Original Location** or to a **New Location. T**hen select **Move.**

   The minilesson will be placed at the bottom of the instructional listing, and can be reordered within the planner by the drag/drop method.


MOVE MINILESSONS WITHIN YOUR PLANNER

Need to reschedule a day's lessons because of an assembly, field trip, snow day or other change? It's easy to make these changes, and your online lesson presentation will reflow automatically.

1. Select the minilesson to be moved. Holding the mouse button down, drag and drop to its new location. You can move it to a new day, or a new position within the day.
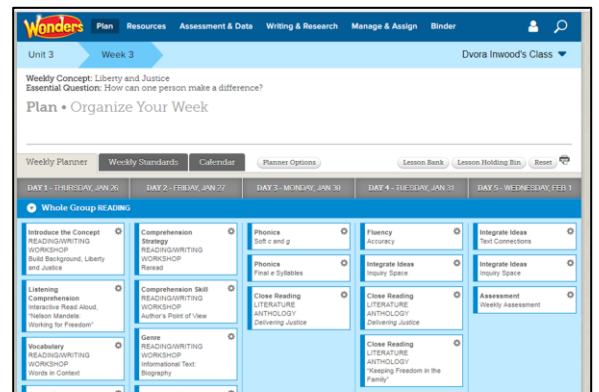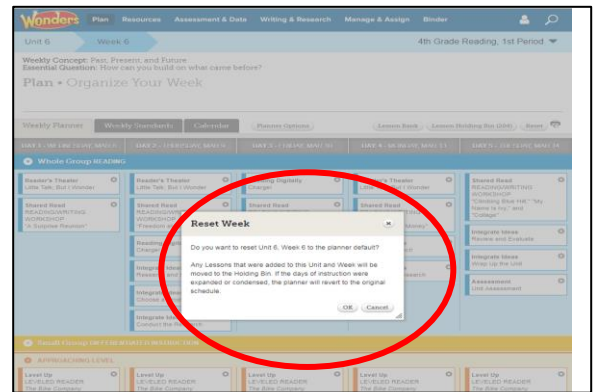
RESET LESSON PLANS TO ORIGINAL FORMAT

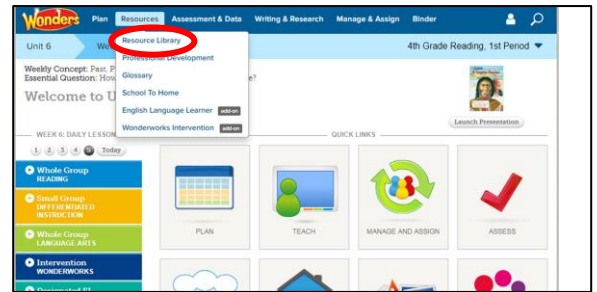1. From the planner, on the right side of the screen, select **Reset.**
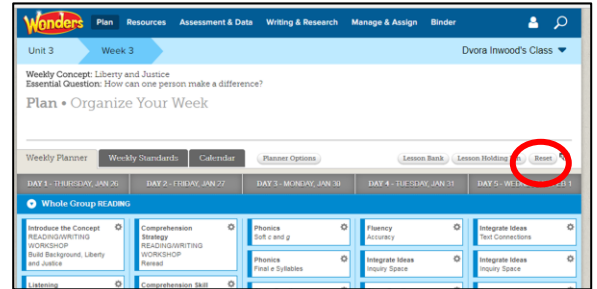
2. Confirm that you want to reset the lesson plans to the default for that week. Then select **OK**.
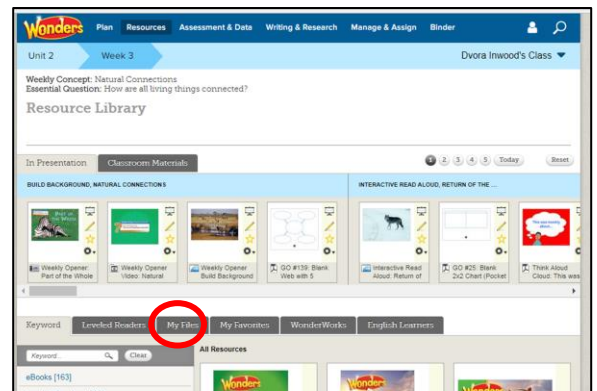
Add Your Own Resources
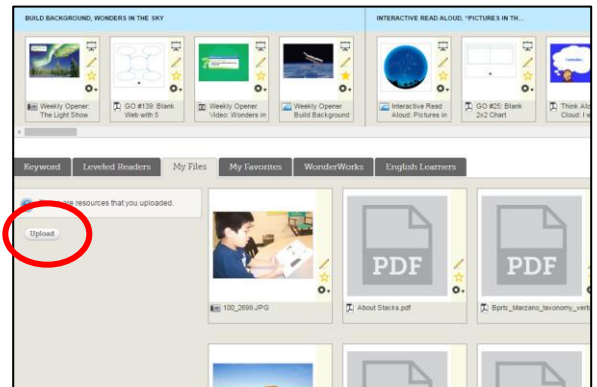
Adding an OER or other personal resource is easy.

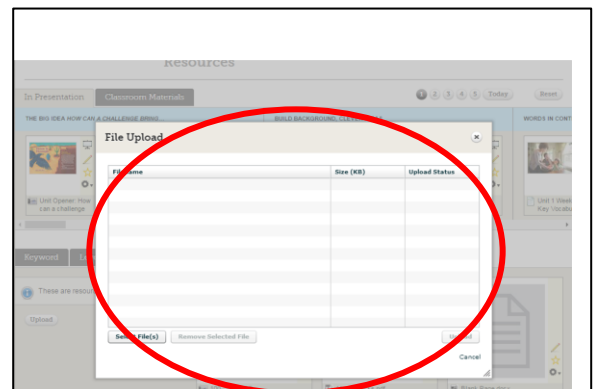1. Select the **Resources→Resource Library** menu tab from any page.

2. On the Resources page, choose the **My Files** tab.
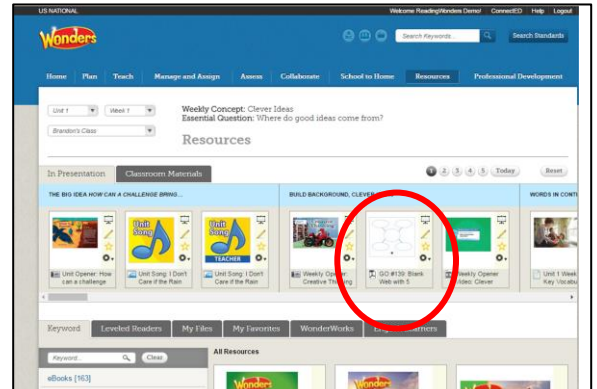

3. Select the **Upload** button.

4. Choose **Select File**, browse to find the desired file, and select **Open**. When the file is loaded in the **File Upload** window, select **Upload.** Then select **Done** to close the pop-up window.
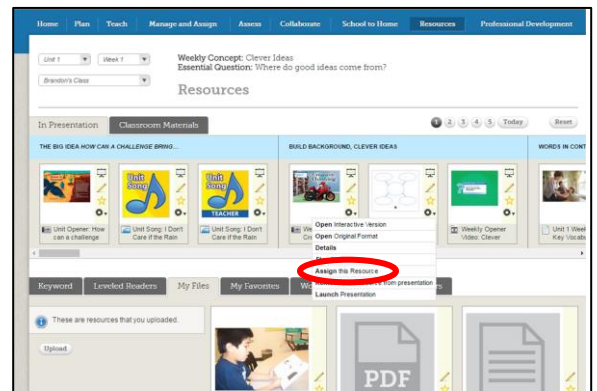
Assign a Resource to a Student

1. Locate the desired resource (eBook, Leveled Reader, worksheet, game, etc.). In this case, we are assigning a graphic organizer.

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

3. Add the **Assignment Name, Instructions, Start/Due Dates,** and other options. Choose the **Students** to receive this assignment (you may need to scroll down) and then select **Assign.** Note that you can choose individual students, or assign to every student in an existing group.
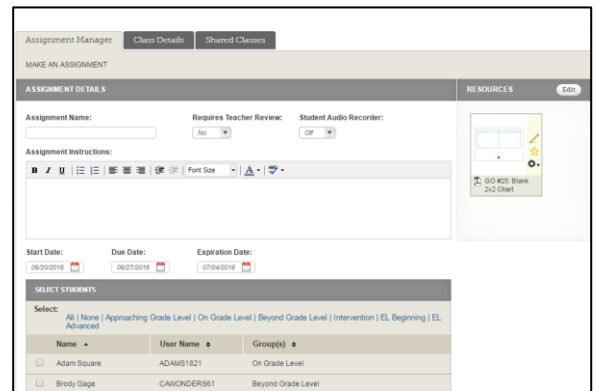
4. Select **Done** to close the popup.
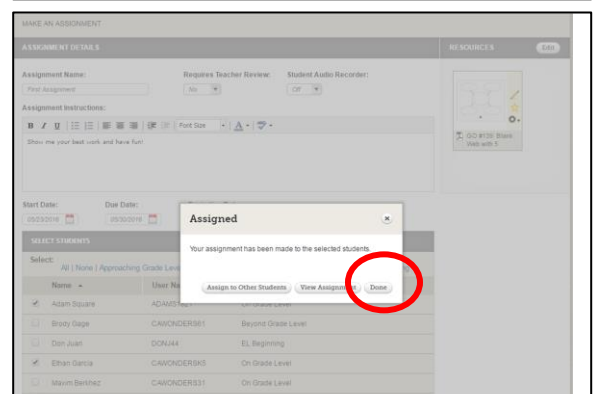
GETTING STARTED WITH LESSON PRESENTATIONS

Your lesson presentations for each week are prebuilt and ready to use with Smartboard or projector. Of course you can customize them as needed. Any lessons you rearrange in the Planner will reflow automatically in the Presentation.

1. Select **Launch Presentation** from the main Teacher Dashboard.
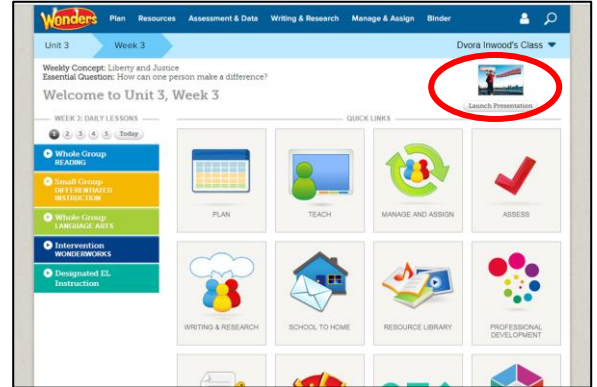
2. All of the teaching resources for the day will be loaded. To view the resources, click on the bottom of the **Lesson Resources** box and the full array will drop down.
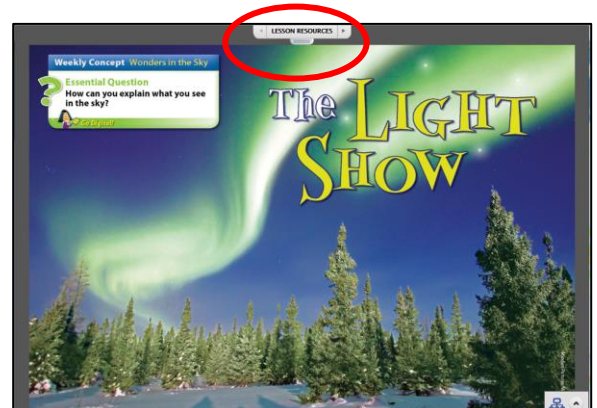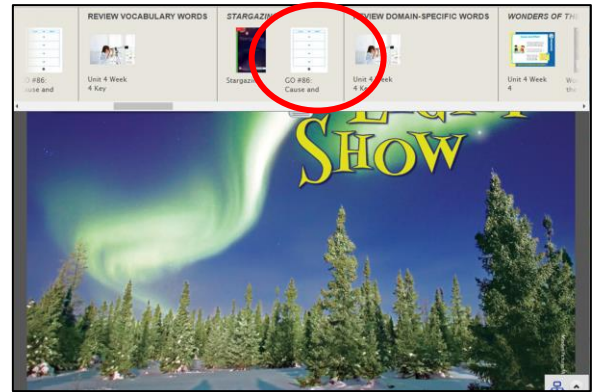
3. Select any resource to view it at full size. Use the arrows to scroll through the presentation in either direction.

4. Use the same small dropdown "windowshade" tab to close the scrollthrough area.
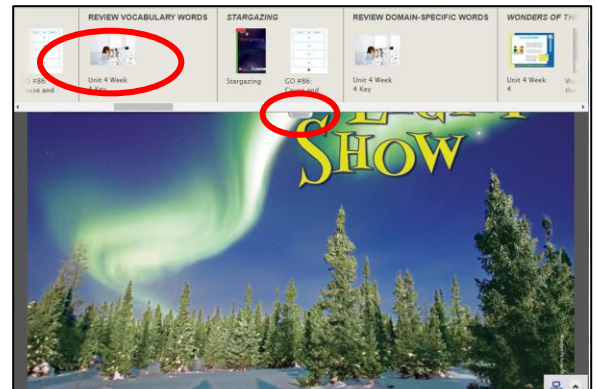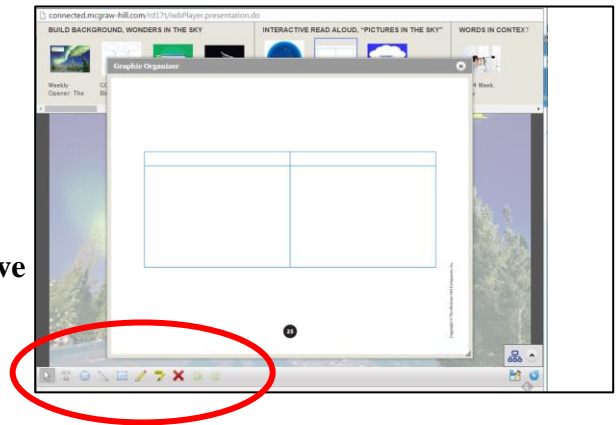
Using the Graphic Organizers

1. Within the Lesson Presentation, open the scrollthrough array of resources. Select the graphic organizer to open.

2. Use the tools at the bottom of the page to select the T for typing or the pencil icon for writing. Then place the cursor on the graphic organizer where you want the print to start.

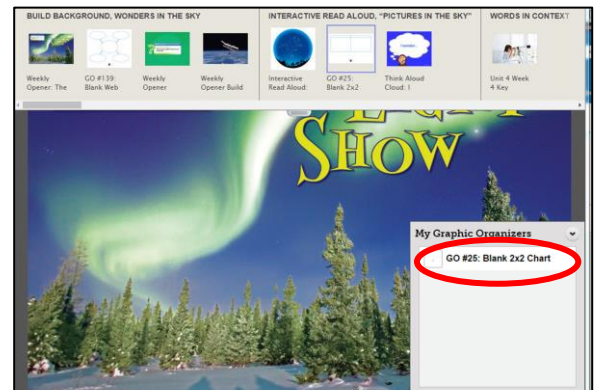3. You can continue to fill out the graphic organizer throughout the lesson. When you are finished, select **Save (disk icon)** at the bottom of the page, then use the **X** to close the popup.

4. To reopen the Graphic Organizer, select the up arrow on the **My Graphic Organizers** tab at the bottom of the page.
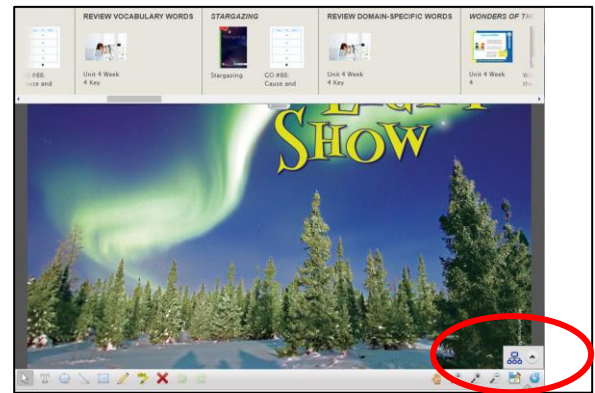
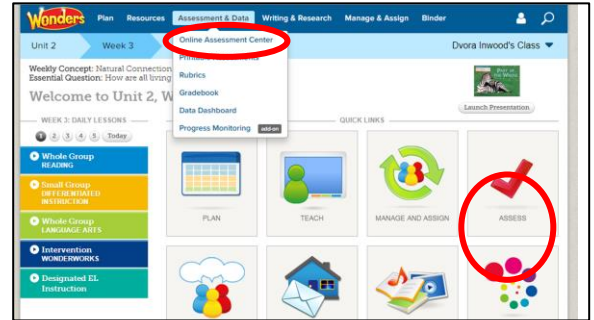5. Select the Graphic Organizer to be opened.

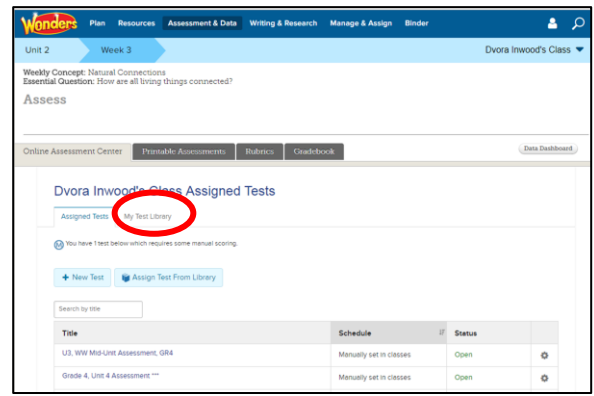6. To close the presentation, click the X to close the page.

GETTING STARTED WITH ASSESSMENTS

Open a Test

1. Select the **Assessment & Data→Online Assessment Center** option from the top of any page, or the **Assess** tile from the Teacher Dashboard.

2. Select the **My Test Library** tab. Any custom tests you've created will be listed on that tab.

3. To access the prebuilt assessments, hover over the **My Tests** button on the **My Test Library** tab. You should see your grade level appear as an option. Click on it to view tests.
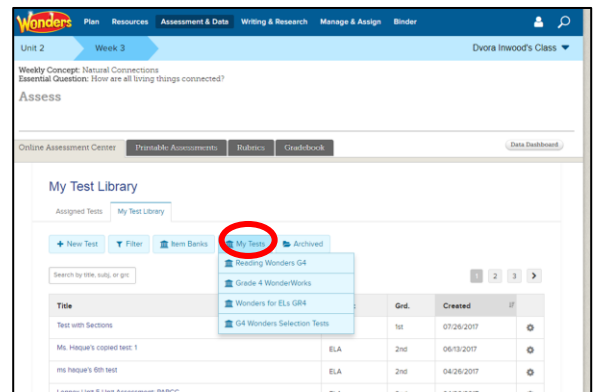
4. To find a specific test, you can use the **Filters** button within **My Test Library** to narrow by keyword, subject, and grade level. You can also search on a specific test type in **Title Keyword**. Writing U# filters to that particular unit's assessments.
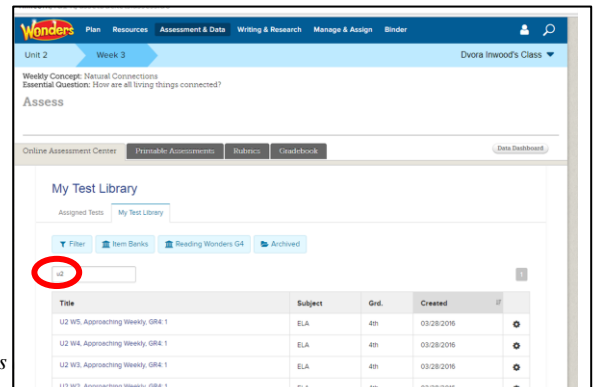
5. When you have made your selections, click on **Filter Tests.** The tests which meet your criteria will appear. Click on the test name to open the test, or hover over the cog icon on the far right for additional options.
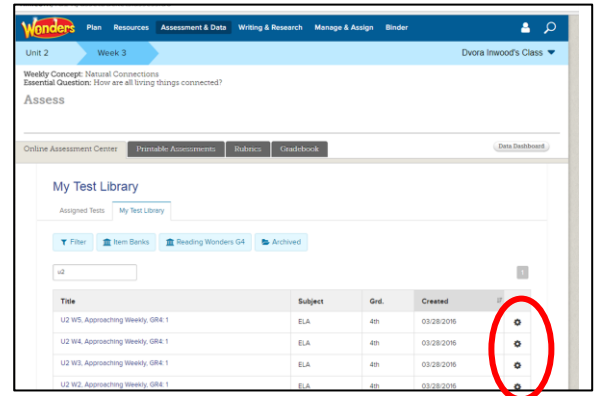

Preview a Test

1. In **My Test Library**, hover over the cog icon on the far right. Choose **Preview Test** and a preview will appear. You can also simply click on the test name, then click on the **Preview** option.
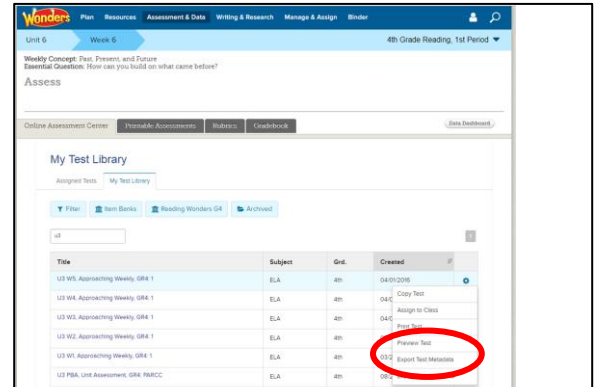
2. When you select **Start Test**, the instructions, questions, and passages will appear as the students will see them. You can progress through the test by clicking **Save and Continue** to go forward, or **Previous** if you want to go back to an earlier question. Select **Close Preview** when you have finished reviewing.
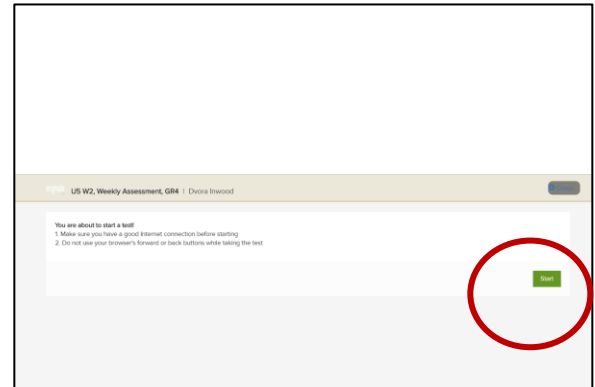

3. The passage is on the left with additional tools on the far right of the screen. The page numbers on the top allow you to choose the page you want to view. You can skip ahead to the specific page instead of going through the test screen-by-screen.
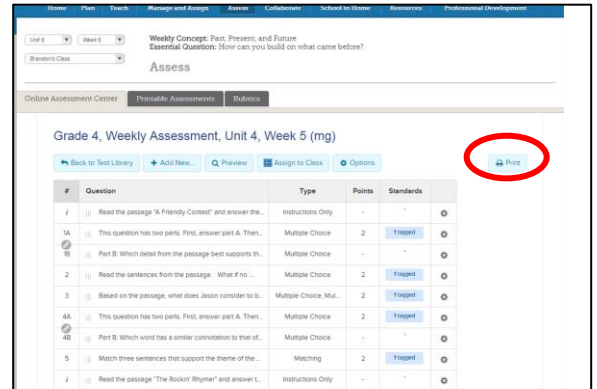   .
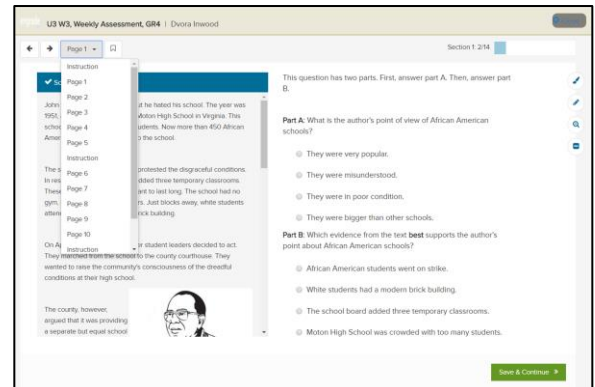
Assign a Test

1. From **My Test Library,** select the cog icon for the chosen test. Select the **Assign to Class** option. You will have the opportunity to assign the test to the whole class or to individual students.
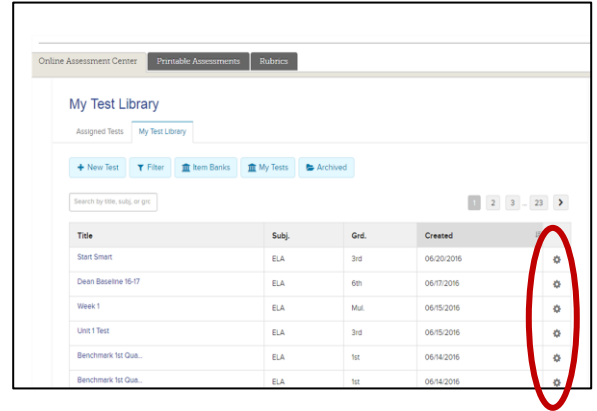
Customize Test Settings

1. From the main page of your test, hover over the **Options** button. Select the link for **Edit Test Settings.**

2. Some examples of the possible display options:

   Allow students to cross out answers. If you choose this option, students will see **X** signs before each answer choice. Clicking on the X sign will turn the answer choice gray and make it unselectable.

   Hide question navigation bar. If you choose this option, students will not be able to skip to any question at any time; they will have to proceed from question 1 to the end of the test in numeric order.

   Hide answer choice letters. If you choose this option, students will not see the letters "A." "B." "C." and so on before the answer choices.

   Randomize question order. If you choose this option, the questions on the test will appear in random order.
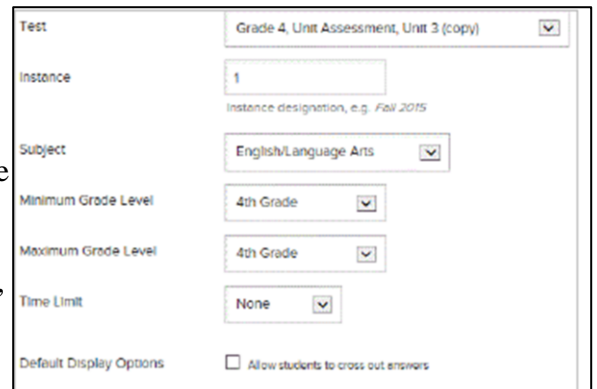
Additional Tools

Highlighter: The highlighter allows students to highlight words in a variety of colors. Students may highlight either within the passage or within the question. The highlights will disappear when they move to the next item. Highlighting will not be visible to the instructor.
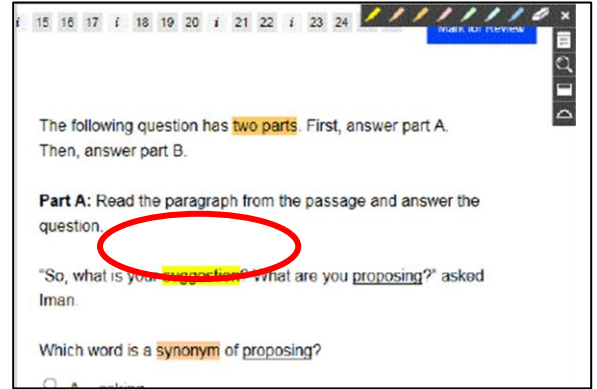

Notepad: The notepad allows students to take notes for their own reference. The notes a student takes will remain accessible to the student throughout the test, but will not be visible to the instructor.
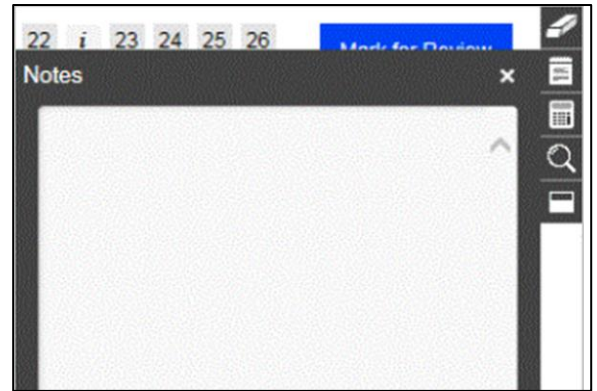
**Magnifier:** The magnifier allows students to magnify any section of the screen.
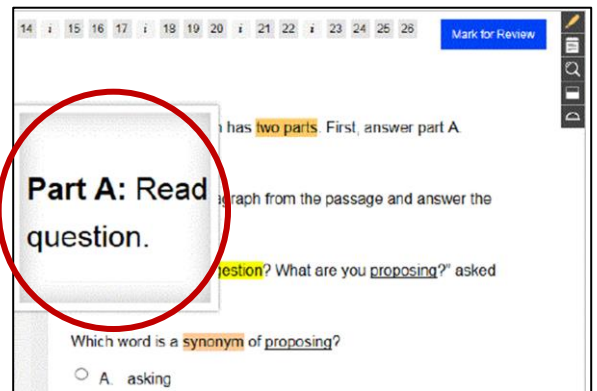
Line Reader: The line reader helps students to focus on a single area of text at a time. Students can adjust its height and width to suit their preferences.
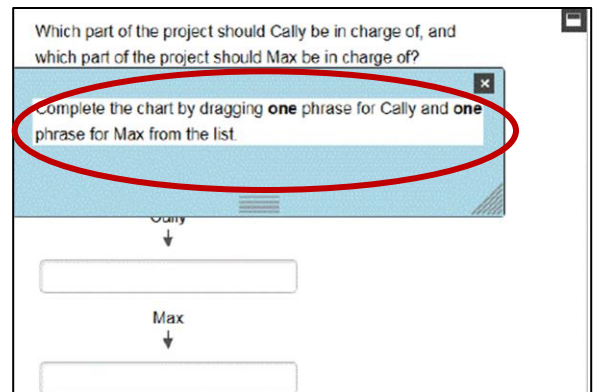

## GETTING STARTED WITH DATA DASHBOARD

1. From the **Teacher Dashboard,** select the **Data Dashboard** tile or from anywhere in the site, select **Assessment & Data→Data Dashboard** from the top menu.
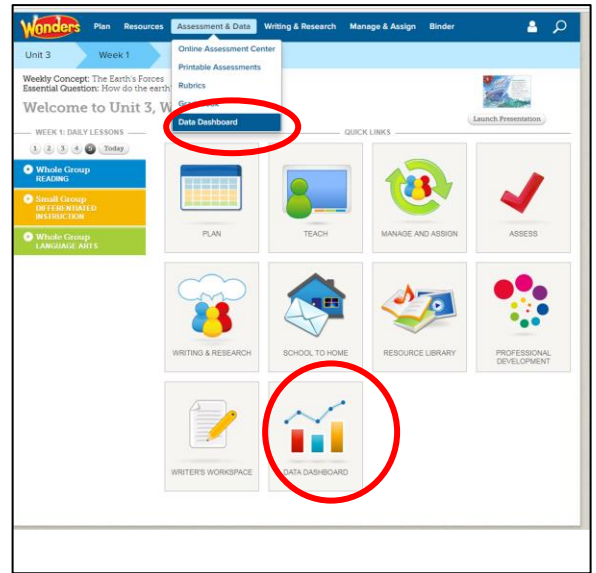
2. The main **Recommendations Report** gives you an overview of students' status with respect towards the key skills and standards covered in the selected week, as well as lessons and additional resources you may choose to assign to individual students or small groups. Use the gray bar to select individual students and view their scores aligned to the selected skills.
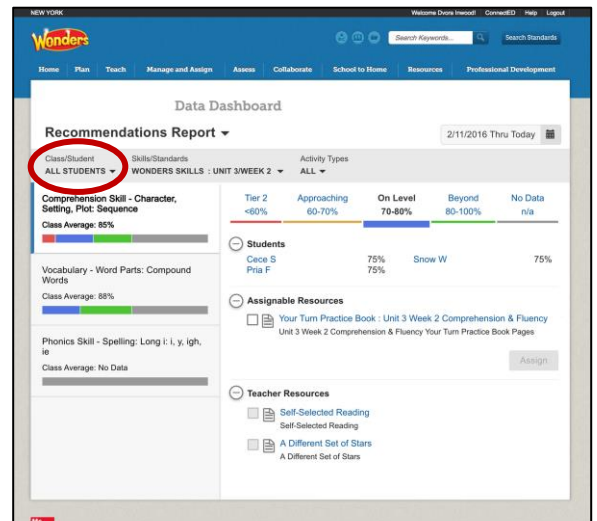
3. The **Activity Report** allows you to view color-coded performance results for individual students or the whole class on each data-collecting activity within the program. By selecting to View Details, you can see a printable item and standards' analysis of the selected activity.
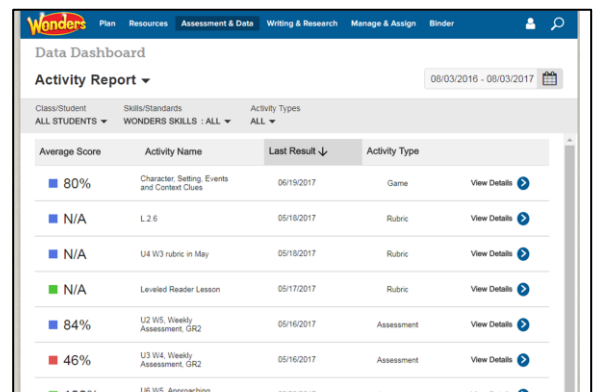
4. The **Skills Report** allows you to drill down on individual skills and standards in order to more quickly identify and remediate any gaps.
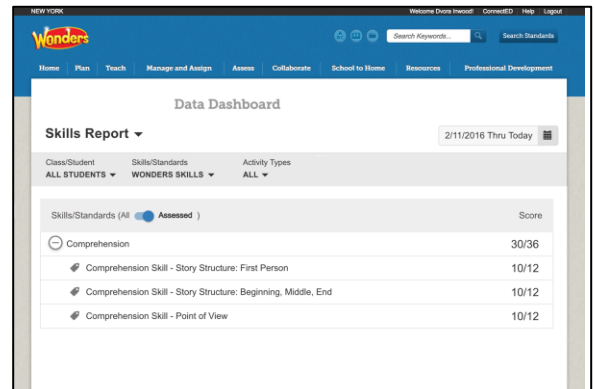

5. The **Progress Report** provides a scores-over-time view on activities containing selected skills or standards. Use this report to monitor class- or student-level progress toward achieving grade-level learning goals.


6. For more information, assistance, and recommendations on how and when to use the Data Dashboard reports, please see the **Know Your Reports Guide**, available in the 'Digital Help' section in your 'Professional Development' menu on your *Wonders* ConnectED dashboard.

FINDING INDIVIDUAL RESOURCES

1. Select the **Resources—Resource Library** option from the top menu, or the **Resource Library** tile from the Teacher home screen.
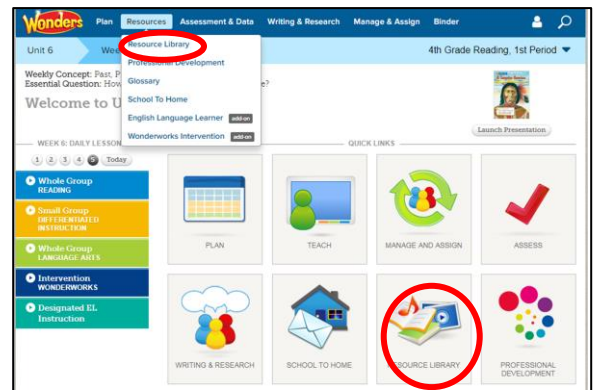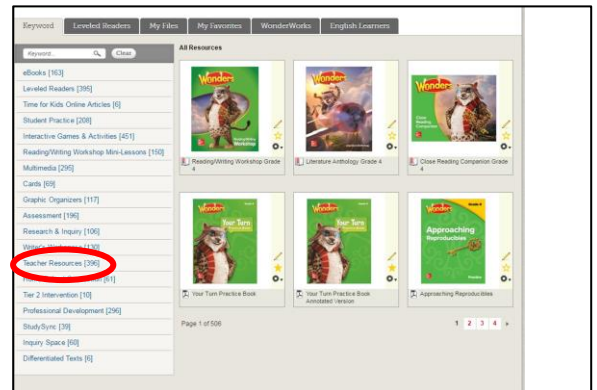
2. You'll see the premade weekly presentation across the top, already reflecting any changes made in the planner.
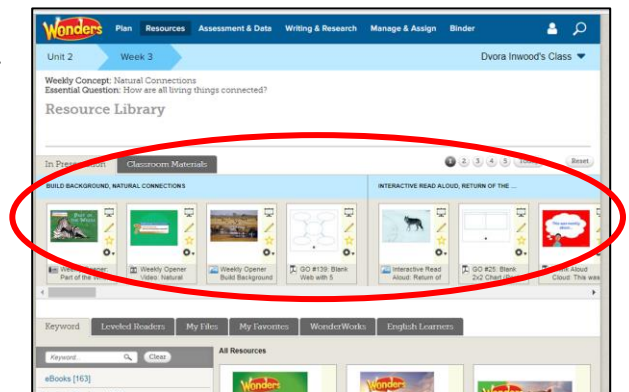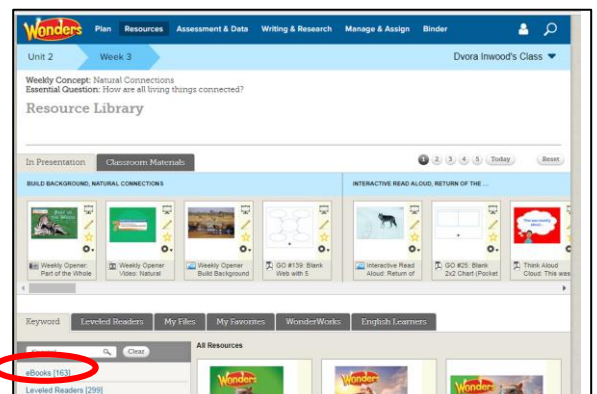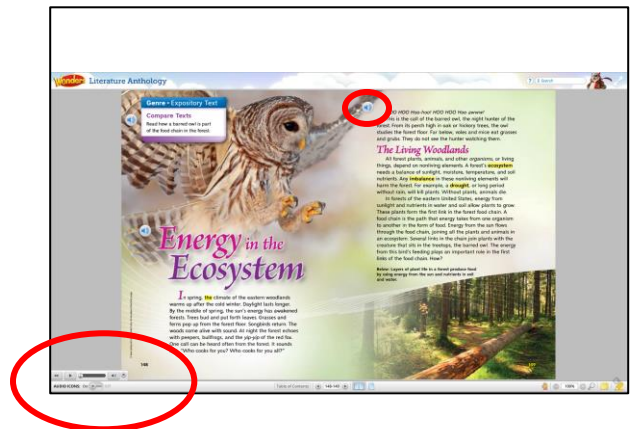
Core Resources

1. Teacher resources, including PDFs of your Teacher Editions for at-home reference, can be found through the **Teacher Resources** menu option.

2. Full student eBooks, as well as selections for the week, can be found through the **eBooks** menu option.
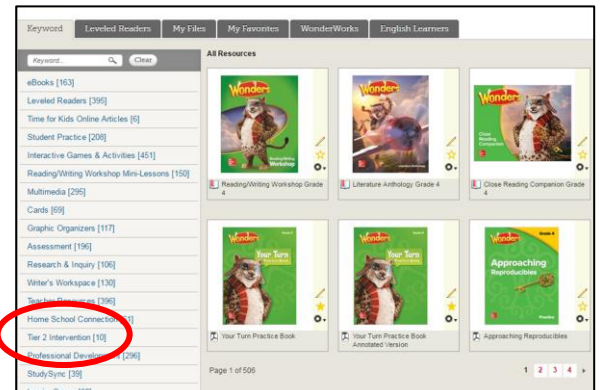

3. Each individual selection offers audio support, highlighting, and notetaking capabilities.
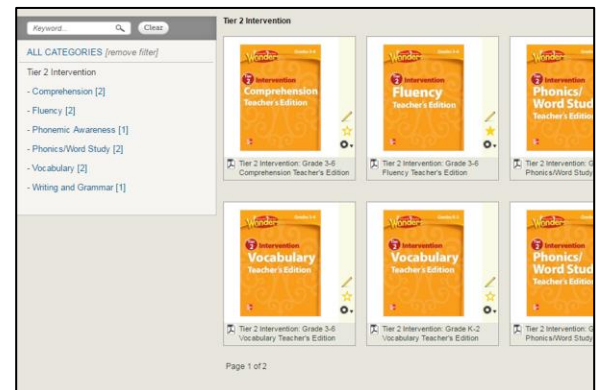
Embedded Tier 2 Intervention

1. Return to the main **Resources** page. Select the **Tier 2 Intervention** option from the menu.


2. You'll find additional instructional support for comprehension, fluency, phonemic awareness, phonics and word study, vocabulary, writing, and grammar.

Student Practice Resources

1. From the main **Resources** page, the **Student Practice Worksheets** option offers not only the on-level **Your Turn Practice Book,** but also targeted weekly practice reproducibles for students Approaching and Beyond grade level and for English Learners. You'll also find reproducibles for grammar and spelling practice and for handwriting.
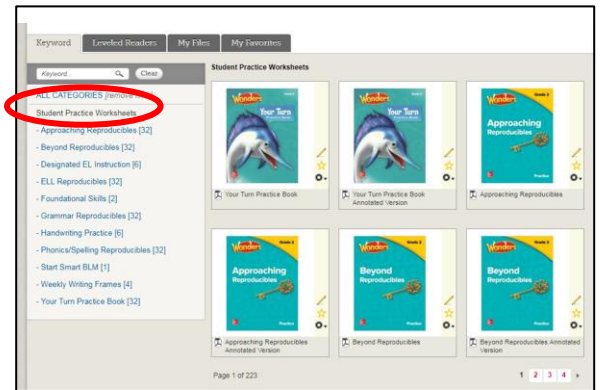

2. From the main **Resources** page, the **Interactive Games & Activities** option offers you a variety of instructional activities designed to build foundational skills and reinforce learning. The **Student Practice with Data Reporting** option offers activities that collect data, aligned to the key skills in the Recommendations Report each week.
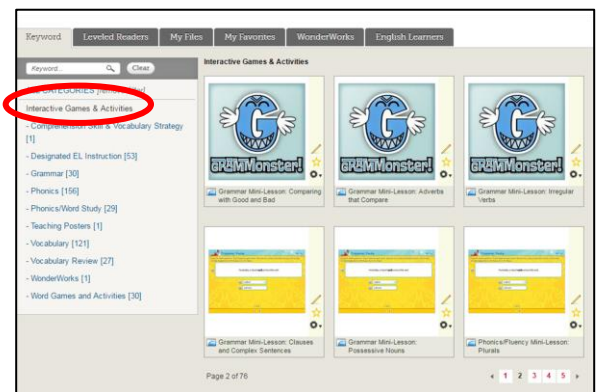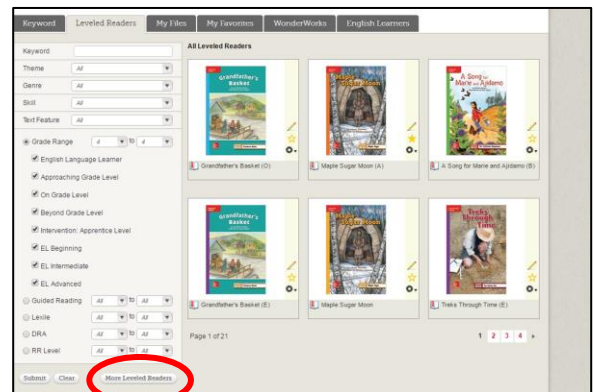
Leveled Readers

1. The **Leveled Readers** menu option on the left, and the Leveled Readers tab, allow you to access the program's connected Leveled Readers.
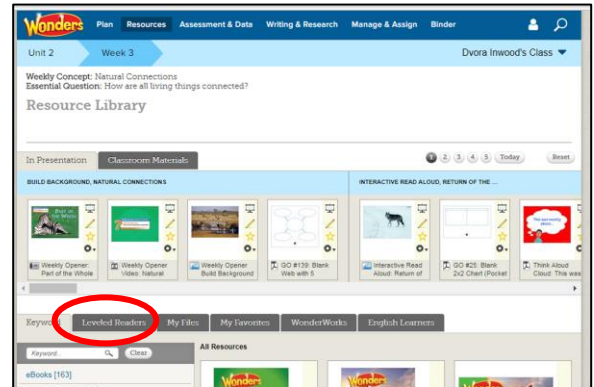
2. The Wonders Leveled Readers are searchable by instructional level, Lexile, DRA, and Guided Reading level, as well as by theme, genre, skill, and text feature. Additionally, you can access **More Leveled Readers** for access to over 6500 additional Leveled Readers across the K-6 span from your ConnectED landing page.

3. These additional Leveled Readers are searchable by Lexile and Guided Reading level, as well as by keyword, content area, genre, skill, and text feature. You have access to Leveled Readers across all grades, no matter what grade level you are teaching.
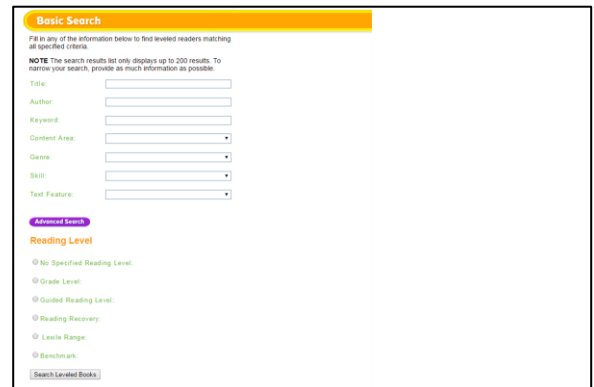
StudySync Resources

1. From the main Resources page, the **StudySync** menu option offers rich multimedia resources to supplement your instruction. (These will also appear in the **Teach** page and the online planner for the appropriate weeks.)
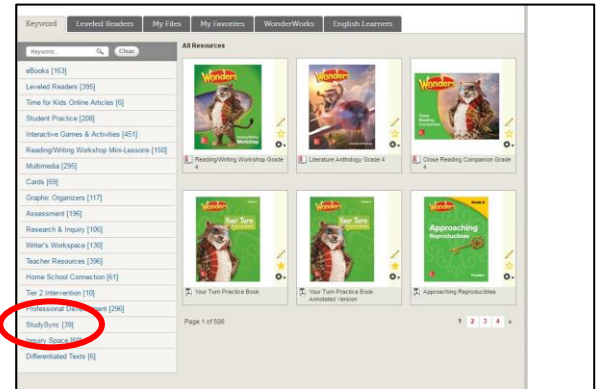
2. **Blasts** (grades 3-6) offer thematically linked background on a week's Essential Question, as well as research links, polls, and the chance for students to "blast" out their own response to the class.
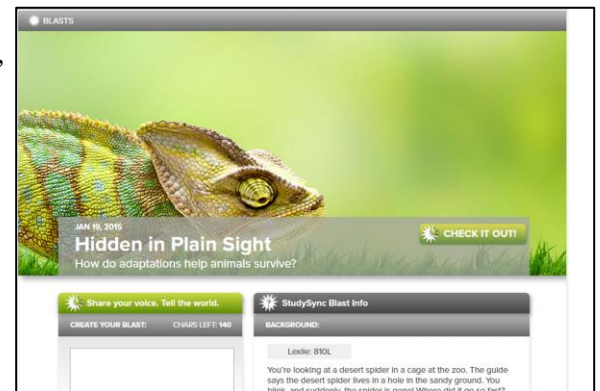
3. **Collaborative Conversation Videos** (all grades) offer student-focused guidance on small-group discussion, peer conferencing, and preparing for a presentation.
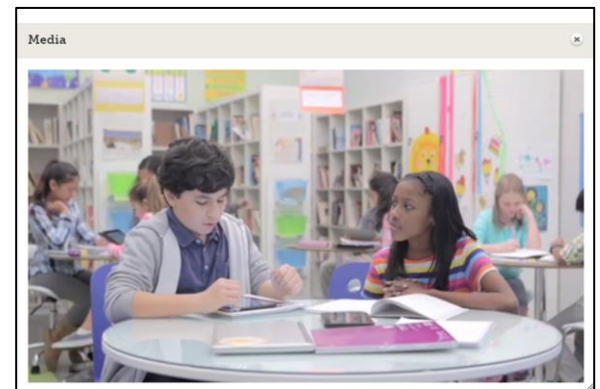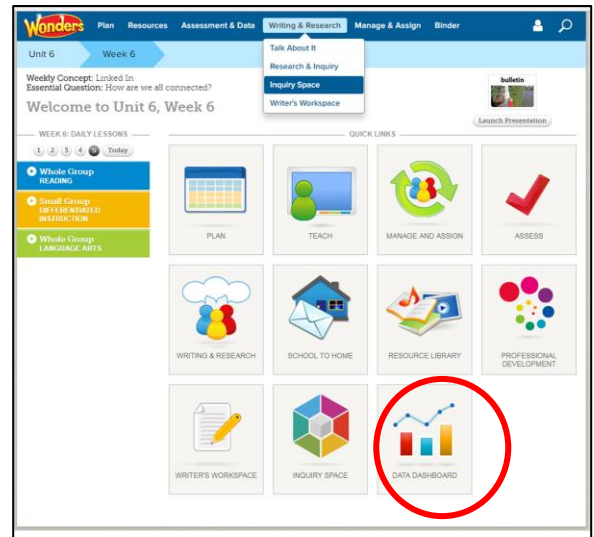
4. **Literature Preview Videos** (all grades) offer cinematic book trailers introducing every trade book in the Wonders Classroom Library.
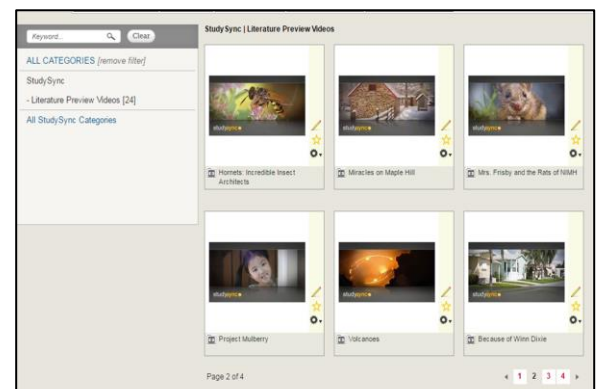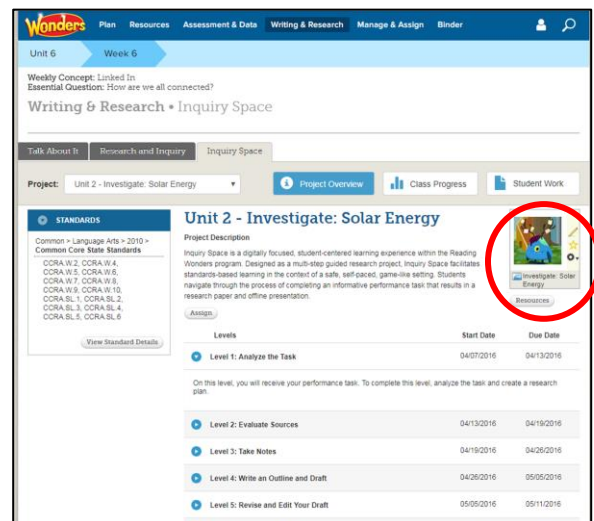
INQUIRY SPACE (Grades 3-6 Only)

1. From the **Teacher Dashboard,** select the **Inquiry Space** tile or from anywhere in the site select **Writing & Research→Inquiry Space** from the top menu.

2. The main **Inquiry Space** teacher screen gives you an overview of the project, its steps, and the standards it addresses. Select the monster icon to launch the project.

3. After a short introduction, you'll have the chance to walk through the project, or view galleries from previous projects.

4. Select the green "librarian" to view the current project.

5. After seeing an overview of the project, select **Go** to view the project scope and steps.

6. At each stage, students are reminded of what they should know before proceeding, with point-of-use support for any concepts needing reinforcement.

7. Select **Toolkit** from the top menu at any time to bring up a set of resources on note-taking, presentation design, student models, and more.
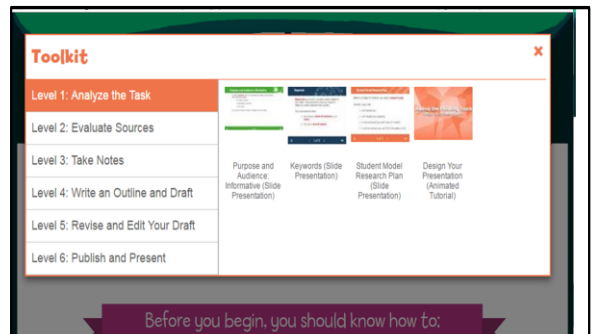
8. When you return to the main **Inquiry Space** page, you can select **Class Progress** to view time on task, last login, and steps in progress/completed for each student. The **Student Work** tab allows you to review each step as it is completed.

You can choose to allow students to work through the steps at their own pace, or wait for feedback on each step before proceeding**.**
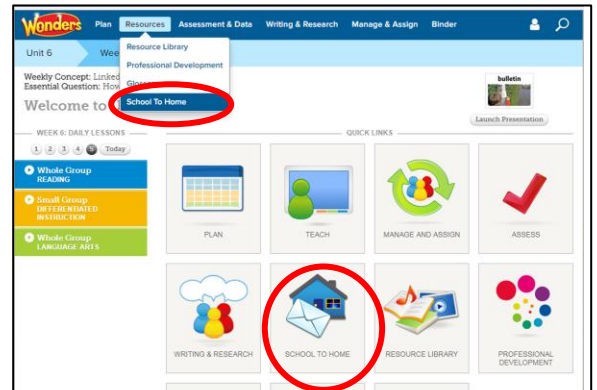
USING SCHOOL TO HOME RESOURCES

1. Select the the **School to Home** tile from the Teacher home screen, or select **Resources→ School to Home** option from the top menu.

2. You'll see the weekly School to Home letter displayed in English. The right column contains weekly resources which can be assigned to the whole class or specific students. You'll also find weekly differentiated spelling lists (Approaching, On, Beyond Level) at the bottom of the left column.
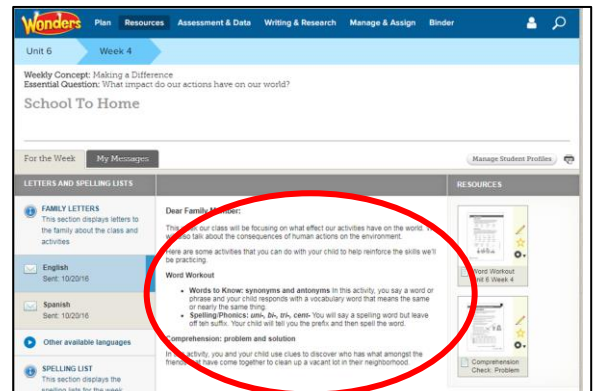
3. Choose **Other available languages** on the left to display the letter in Spanish, Vietnamese, Tagalog, Haitian Creole, Chinese, Arabic, Hmong, or Korean. Here you'll see the same weekly letter in Spanish.
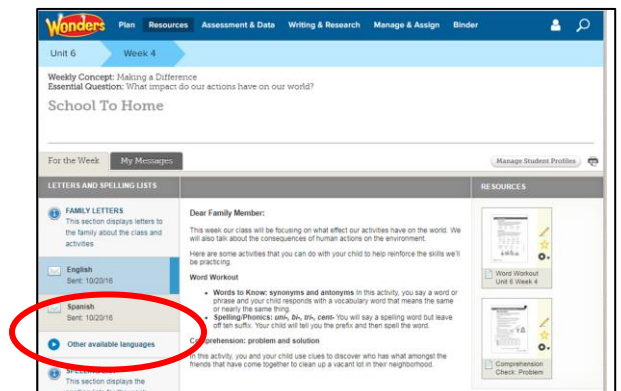
4. Select the **My Messages** tab to send the weekly letter, and any associated resources, to specific students or to the whole class.
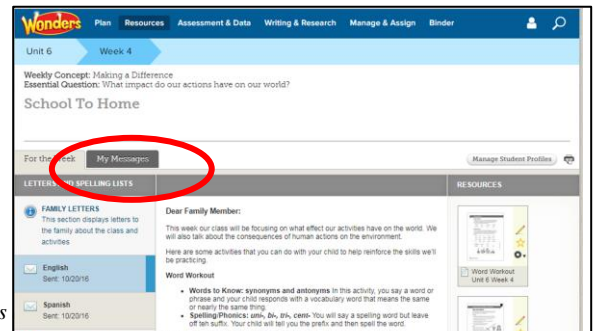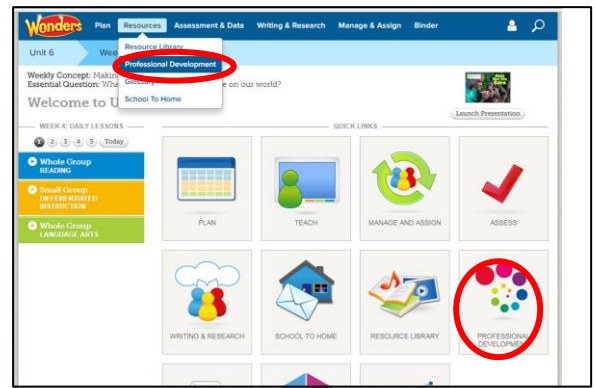
August 2017 PLEASE NOTE: The content on your screen may show slight differences

PROFESSIONAL DEVELOPMENT

Expert guidance, model lessons, and how-to videos for Wonders print and digital

1. For in-program support, select the **Professional Development** tile on the Teacher Dashboard, or the **Resources➔Professional Development** tab from the top menu.

2. On the **Professional Development** screen you can access the Quick Start online course, as well as the Implementation Course. We suggest you start with the Professional Learning Environment, which can be found in the upper right corner.
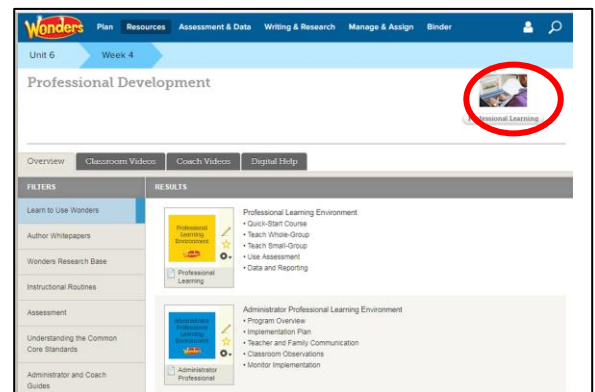
3. The Professional Learning Environment links directly to the Quick-Start course and other implementation resources. You'll also find additional guidance and videos on many of the topics mentioned in this guide, and the opportunity to connect with other teachers in the **Community** section. All these resources are available 24 hours a day, seven days a week.
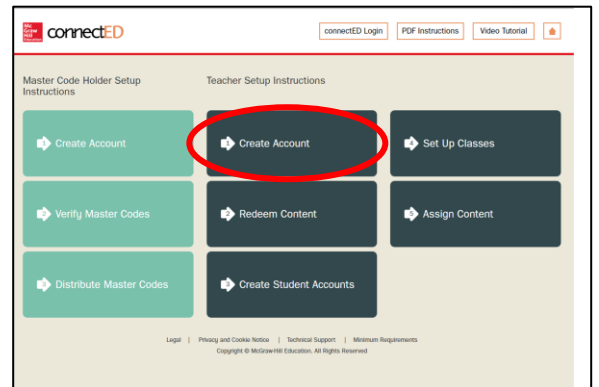
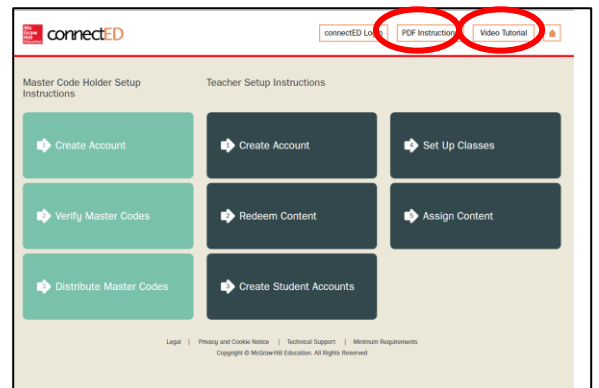## APPENDIX: SETTING UP YOUR CONNECTED ACCOUNT

Register for your Teacher Access

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

2. Select **Get ConnectED Help** under New Users.
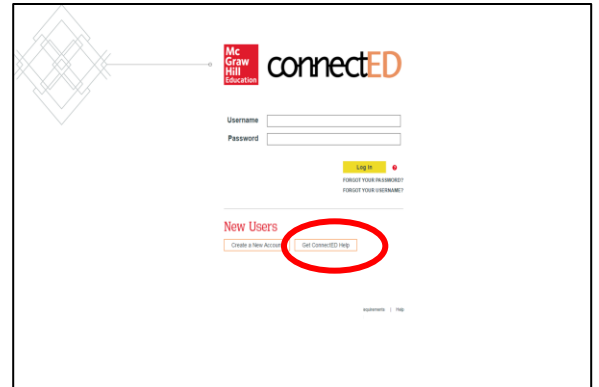
4. In the **Teacher Setup Instructions** section, select **Create Account**.

5. Use the **PDF Instructions** or the **Video Tutorial** to complete the registration process.
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FOR ADDITIONAL SUPPORT:

1. The **Professional Development** section provides 24/7 guidance in setting up and using the program. Select **Resources→Professional Development** from the top menu bar, or the **Professional Development** tile from the **Teacher Dashboard.**
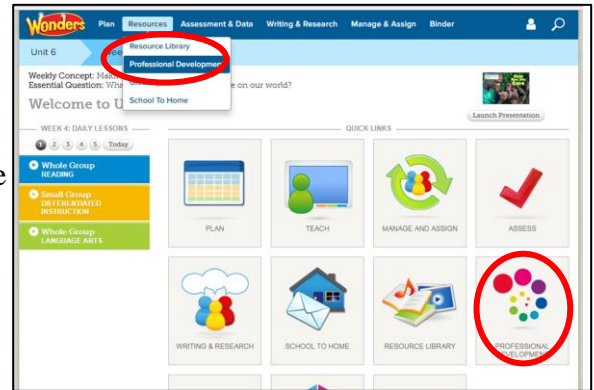
2. From the main **Professional Development** page, you can access the **Wonders Quick-Start Course**, the **Implementation Course,** and the **Administrator Professional Learning Environment**.
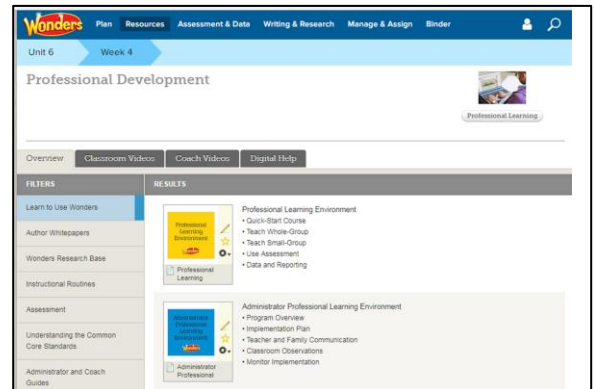
3. Select the **Wonders Quick-Start Course** to access step-by-step modules that will guide you through the initial weeks of the program, as well as the Wonders Professional Learning Community.
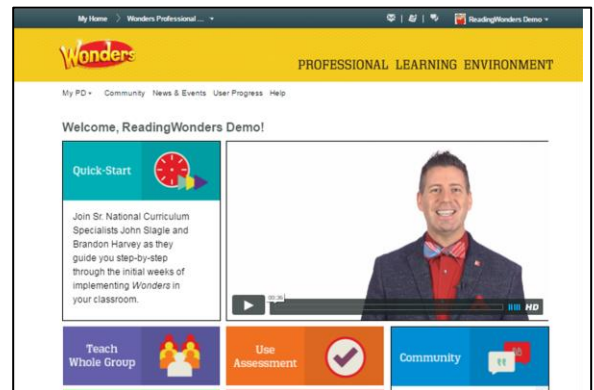
CONTACT:

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1-800-437-3715
epgtech@mcgraw-hill.com
Monday-Friday 8-6 EST