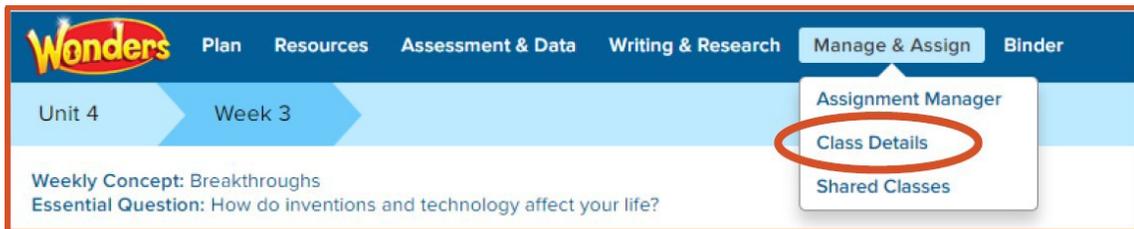


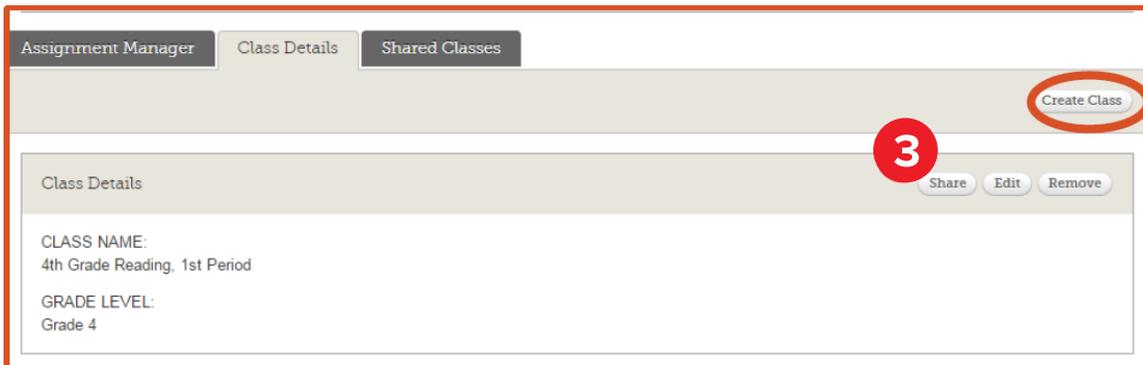


## Access the Set-Up Wizard

1. To create a new class, on the Navigation Banner, click **Manage & Assign**.
2. Select **Class Details**.



3. To create a new class from an existing class, click the **Create Class** Button.



## Use the Set-Up Wizard

1. The first page of the **Set-Up Wizard** appears, **Class Information**.

SET-UP WIZARD

1 Class Information 2 First Teaching Day 3 Non-Teaching Days

**Class Name**

2019 Kindergarten Reading

**Simplified Login** ⓘ

Use Simplified login for this class

**Simplified Class Login:**



[Change](#)

**Select Planner**

McGraw-Hill Suggested Planner

Existing Class Planner

If you import an existing lesson planner, the planner will be adjusted to your teaching calendar.

2019 First Grade Reading

2. On the left side, enter the new **Class Name** as it will appear on your class drop-down list.

**Class Name**

2 2019 Kindergarten Reading

**3 Simplified Login** ⓘ

Use Simplified login for this class

**Simplified Class Login:**



[Change](#) 4

3. If you are choosing a simplified login, select **Use Simplified Login for this class**.

- Simplified logins allow students who are beginning readers to access ConnectED through an easy-to-remember icon and a pictorial password.
4. To select a different icon, click **Change**.
  5. Select a class icon.
  6. Click the **OK** button.



7. On the right side of this page, **Select Planner**.
    - Select the **McGraw-Hill Selected Planner** to use the suggested class planner.
- OR
- Select an **Existing Class Planner** from the drop-down list and select the class that has been shared with you.



8. Click the **Next** button at the bottom of the page.



SET-UP WIZARD

1 2 3  
 Class Information      First Teaching Day      Non-Teaching Days

**Select First Teaching Day**

**First Teaching Day**

Choose the day you will begin the first lesson. This will determine your class schedule for the school year.

**First Teaching Day cannot be changed once submitted.**

| July 2020    |    |    |    |    |    |    | August 2020   |    |    |    |    |    |    | September 2020 |    |    |    |    |    |    |  |
|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|----------------|----|----|----|----|----|----|--|
| Mo           | Tu | We | Th | Fr | Sa | Su | Mo            | Tu | We | Th | Fr | Sa | Su | Mo             | Tu | We | Th | Fr | Sa | Su |  |
|              |    | 1  | 2  | 3  | 4  | 5  |               |    |    |    |    |    | 1  | 2              | 1  | 2  | 3  | 4  | 5  | 6  |  |
| 6            | 7  | 8  | 9  | 10 | 11 | 12 | 3             | 4  | 5  | 6  | 7  | 8  | 9  | 7              | 8  | 9  | 10 | 11 | 12 | 13 |  |
| 13           | 14 | 15 | 16 | 17 | 18 | 19 | 10            | 11 | 12 | 13 | 14 | 15 | 16 | 14             | 15 | 16 | 17 | 18 | 19 | 20 |  |
| 20           | 21 | 22 | 23 | 24 | 25 | 26 | 17            | 18 | 19 | 20 | 21 | 22 | 23 | 21             | 22 | 23 | 24 | 25 | 26 | 27 |  |
| 27           | 28 | 29 | 30 | 31 | 24 | 25 | 26            | 27 | 28 | 29 | 30 | 28 | 29 | 30             |    |    |    |    |    |    |  |
|              |    |    |    |    |    |    | 31            |    |    |    |    |    |    |                |    |    |    |    |    |    |  |
| October 2020 |    |    |    |    |    |    | November 2020 |    |    |    |    |    |    | December 2020  |    |    |    |    |    |    |  |
| Mo           | Tu | We | Th | Fr | Sa | Su | Mo            | Tu | We | Th | Fr | Sa | Su | Mo             | Tu | We | Th | Fr | Sa | Su |  |

9. On the second page of the **Set-Up Wizard, First Teaching Day**, The date defaults to the current day. Change the date to your first teaching day.

- Please note, once you have selected the **First Day**, you cannot change it for this class.

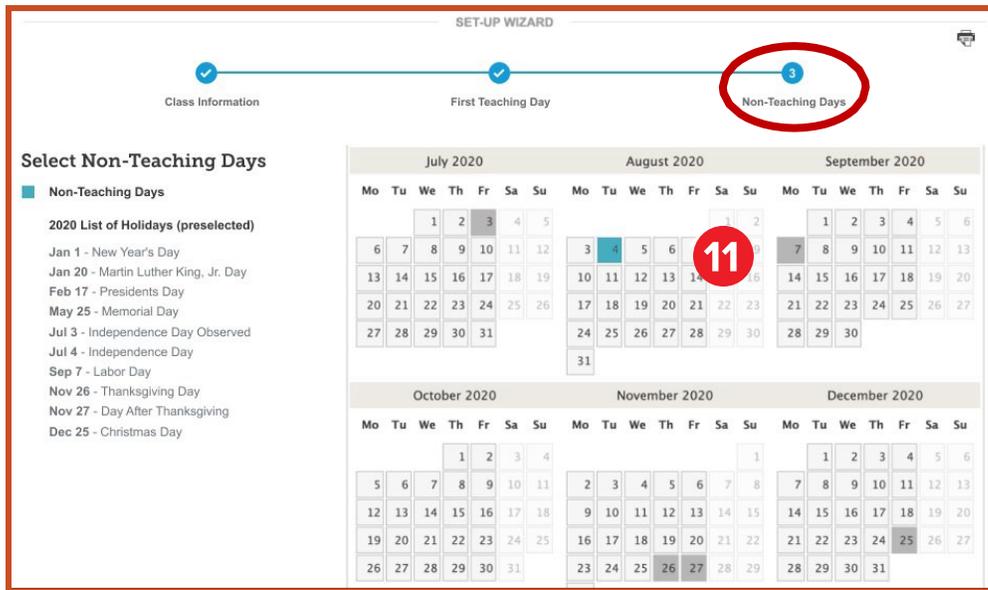
10. Click the **Next** button at the bottom of the page.



11. On the third page of the **Set-Up Wizard**, **Non-Teaching Days**, enter all non-teaching days for the year.

- ConnectED automatically grays out national holidays.

Manually select additional non-teaching days. Those days will turn blue.

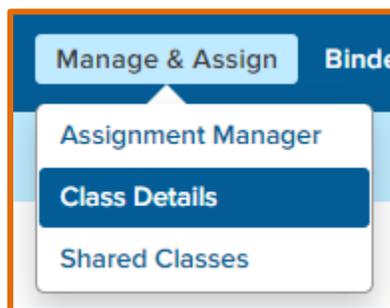


12. Click the **Submit** button at the bottom of the screen.



Your new class appears in your class list.

- Add students on the **Class Details** tab of **Manage & Assign**.



## District Planner

Your district may elect to create a district planner, to be used by teachers in the district.

In this case, you will be prompted to select the District Planner or to create your own.

SET-UP WIZARD

**How would you like to create your class?**

Pre-defined District Planner *(Recommended)*  
Use a pre-defined class calendar and planner created by your district Curriculum Administrator.

Customized Planner  
Customize your class calendar and select planner template.

If you choose the District Planner, you are still able to modify it as you wish, such as moving lessons to a different day, or adding non-teaching days.

**Your district may differ from what is shown above. Please contact your district administrator with questions about how your district uses the planner.**