

Quick-Start Course FAQs Set Up

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Calendar

Reset or Change the Calendar

Q: This is our second year of using *Wonders*, so when I log on to ConnectED, I don't get the set-up wizard. In the Calendar tab, all I have is last year's calendar. How do I create this year's calendar?

A: To reset the calendar in year 2 and beyond, click **Manage and Assign**, then **Class Details**, and then **Create Class**. This will start the set-up wizard. You can choose to start over with brand new plans ("McGraw-Hill Plans"), or you can choose to apply your last year's plans to this year's calendar.

Q: I went through the set-up wizard several months ago when we initially adopted this program. I would like to go back through it and fill it in properly now that I've watched the video. Is there a way to access that again or at least input the school vacations and holidays?

A: You do not need to go back to the set-up wizard to input your school vacations and holidays. Just use the calendar to set those as nonteaching days. You can include a descriptive label on each nonteaching day.

Q: What should I do if I set up my calendar with the wrong start date?

A: You have three options, depending on what adjustments you wish to make.

If you want the first instructional day to be **later** than your current setting, select **Add Non-Teaching Day** from the drop-down arrow until you have pushed your first day to the desired date.

If you wish to push to a **much later** date, and inserting non-teaching days is too time-consuming, it could be more efficient to start your class anew following the instructions in the first question above.

If, however, you want to start **earlier**, you can select **Move Lesson Block** from the drop-down arrow on the first day of the lesson block, and then select the desired earlier date.

Adjust Calendar Once School Has Started

Q: I set up the calendar, but I did not have a chance to name it. Can I edit the calendar to give it a name?

A: Yes, you can edit the class, which is how you name the calendar. Click **Manage and Assign**, click **Class Details**, and then click **Edit**. Then you can rename your class.

Q: What if I become off-schedule for some reason? How can I change my calendar to match that if I need to?

A: You can mark additional days as non-teaching days to automatically bump lessons forward, or you can combine days or lessons to match where you are in the curriculum. For details on how to adjust your calendar, view the **Adjust the Calendar** video in the Plan and Teach module of the Quick-Start Course.

In your online planner, you can drag and drop each of the lesson boxes to customize your teaching calendar. For details on how to adjust your planner, view the **Use and Custom the Lesson Planner** video in the Plan and Teach module of the Quick-Start Course.

Q: I put in all of my non-teaching days, but what happens if there are days off that are not planned?

A: You can add those in as needed, and your lessons will move forward for subsequent days. From the **Plan** tab, go to **Calendar** view. Choose the day you want to mark as a non-teaching day. Lessons will bump forward automatically.

Q: During the school year, activities and interruptions may occur that cause my calendar to be inaccurate. If I add another non-teaching day, will my lessons be automatically shifted forward?

A: Yes. Click the **Calendar** view. Find the new non-teaching day, click that day, and mark it as a non-teaching day. Lessons will automatically shift forward.

Share Calendar/Lesson Planner

Q: Can we create a master school calendar that teachers can share, or does each teacher need to create their own?

A: Yes, a master code holder (usually an administrator) can create a customized lesson planner and share it with any or all teachers associated to that master code. Each teacher would still need to create a class but would do so by selecting the shared calendar under **Existing Class Planner** as the basis for their own planner instead of the McGraw-Hill Suggested Planner. Each teacher would still need to select the correct start date for the year.

As a teacher, you can also share your classes with any other individual teacher. For more on how to share your classes, from your ConnectED Teacher Workspace, click the **Help** tab in the upper right corner, select **Manage and Assign Page**, then scroll to the video titled “Sharing Classes.”

Creating Multiple Calendars

Q: This year, I will be teaching two sessions of *Wonders* daily. Does anyone have experience with this?

A: You can have two calendars and two plans—one for each class. Just click **Manage and Assign**, click **Class Details**, and click **Create Class**. This will allow you to have two classes.

Adjust Calendar for Start Smart

Q: Is there a way to adjust the calendar for fewer weeks of Start Smart?

A: Yes. Click the **Planner**, click **Calendar**, and then choose your **Start Smart** weeks. The easiest way to reduce the duration would be to remove every other day during those two weeks of instruction, rather than simply deleting one of the weeks, because the planner for Start Smart is set up with all lessons extending over two consecutive days.

Q: If we start the year with the Start Smart lessons, will we be able to get through all the units throughout the school year?

A: In Grade K, yes, you will get through all the weekly lessons and units.

For Grades 1–6, Start Smart is two weeks. You will have to shorten the instructional time elsewhere to fit this into a thirty-six-week school calendar. It's very important to teach Start Smart and get the students off on the right track, but you may find that one week is sufficient to get students comfortable with the routines, especially if they have been in the *Wonders* program in the previous grade.

You may also choose to reduce the days in Week 6 of each unit. Week 6 includes Reader's Theater, Level Up instruction, skill review, time for assessments, and a break from the regular routine. You don't want to skip it, but it does not have to take five days. You could cut it down to two or three days as needed.

End-of-Year Date

Q: I did not notice an end-of-year date on the calendar. Is it necessary to enter a stop date?

A: When you, the teacher, enter the student master code, an End Date is entered. We suggest this date be sometime in July when students are not in school. This is the only time an end date is required. An end date is not required on any other *Wonders* features in ConnectED.

Classes and Rosters

Delete Classes

Q: How do I delete classes that are duplicates or no longer needed?

A: Select the class you want to delete. Then click **Manage and Assign** followed by **Class Details**. Click **Remove**.

Q: I became too anxious to begin the new school year so I deleted last year's class. OOPS! Is there any way to get it back?

A: No. Once you delete a class, it's gone.

Add Students to Multiple Classes

Q: Can I enroll students in multiple classes?

A: Yes, students can belong to more than one class. Go to **Manage and Assign**, click **Class Details**, and click **Create Class**.

This will allow you to set up another class/calendar. Then go back to the **Class Details** page and click **+Students** to add students to that class.

Note that if a student is in more than one class, when they log in they will need to pick the class where assignments are coming from. If they are coming from more than one teacher or class, they will need to get in the habit of checking both!

Add or Delete Students

Q: If my school didn't enter students into the system, or if students join throughout the year, is there a way for me to add them manually?

A: Yes, you can import students yourself. However, before you do, check with your administrator to make sure that this is your responsibility.

If it is your responsibility to import students, click **Import Students** from the ConnectED "book bag" page. You will see step-by-step instructions and templates.

Q: I downloaded the import students template, inserted the student data, and imported students into ConnectED. Where can I find the list that I submitted?

A: Once the upload is complete, the spreadsheet is in "My Files."

- Click **Resources**.
- Scroll down.
- Click the **My Files** tab.

Q: How can I delete students who withdraw from my class or move to another teacher? Do I need to?

A: If your district has automatic bulk user import with nightly feeds, this will happen automatically. If not, you may need to delete students. Please contact your administrator or IT contact for instructions.

If it is your responsibility to delete students, click **Manage and Assign**, then click **Class Details**. Scroll down to the student's name, and click **Remove**.

Q: I often don't have a finalized class list until right up to that first day. Can I start lessons on day one and add the roster of students later?

A: Yes. You can add students at any time.

Edit Student Data

Q: Once I have my students uploaded to ConnectED, can I change male/female indicator for students? I have some student names that could be either (and we haven't started school yet).

A: You would have to re-upload the changes. We think it's okay if they aren't 100 percent accurate. Male/female doesn't show up anywhere for students.

Q: Is there an easier way to change the students' grade level all at once rather than going into each students profile and changing it one by one?

A: Yes. You could use the student import template found on the right side of the screen when you first log in to ConnectED.

Student User Names and Passwords

Q: Can we change our students' passwords? My school designed a certain password format.

A: Yes. Click **Manage and Assign**. Click **Class Details**. Scroll down to your class list. Click **Profile**, and you can type in a new password and then confirm the password.

Q: Can the system auto-generate usernames and passwords?

A: If you use the import students template, you can choose usernames/passwords for your students (make sure you follow the rules of what needs to be in a username and a password). If you leave the username/password fields blank, the computer will automatically generate these for you.

Some people find it easier to assign the same password to each student, like "Eagles1" or something easy to remember. The usernames have to be unique, but the passwords do not.

Q: Will a student's username and password stay valid next year, or will each student receive a new one?

A: You only have to register for ConnectED once in your lifetime! That goes for teachers and students. It doesn't matter whether you change grade levels or schools. Your username and password stay with you.

Q: Do you recommend providing each student with their password, or keeping the passwords all in one location near the computers?

A: Teachers do this many different ways! Make it work for you and your students. If they are accessing the site daily, I bet they will soon memorize their username and password.

You can keep the username/password cards so that if students need a reminder, you can give them their card. However, I would not just leave the password cards out in a public space.

Print Passwords

Q: Is there any way to print a class set of password cards?

A: Yes. Click **Manage and Assign**, then **Class Details**, and finally **Print Passwords**.

Q: When I tried to print my students' passwords, I received the following error: "School passwords cannot be viewed in ConnectED." What am I doing wrong?

A: In any districts that have Single Sign-on, both teachers and students log on to their district portal or LMS to access ConnectED. Your students will be able to access ConnectED automatically with their school district usernames and passwords.

For this reason, ConnectED doesn't display their usernames and passwords, and the simplified login doesn't work.

Please contact your curriculum coordinator or IT specialist to find out how to get your students' school-district usernames and passwords.

Simplified Passwords

Q: I believe my district set up passwords. They look confusing. They are made up of a single digit number and two shapes. How do the students type a shape? How do I get that URL and do a test login for a student?

A: You have what is known as a "simplified" login with numbers and shapes. A special URL is unique to your class/school, and it will have the number and shapes for the students instead of the usual login screen.

To get that URL, click **Manage and Assign**, then **Class Details**. It will be on that page under **Login URL**.

Q: How do I set up simplified passwords for my students?

A: Select **Simplified Login** when you set up your calendar. If you did, the URL for the simplified logins is on the Class Details page. Click **Manage and Assign**. Click **Class Details**. To view students' passwords, scroll down to class list and click **View Password**.

Log in as Student

Q: How do I log in as a student to see what they see?

A: In your ConnectED book bag, click the **Student Edition** instead of the Teacher's Edition, and you will see what the student sees. You could also choose one student's username and password and log in as the student.

Assign Content (Book) to Students

Q: When I signed in using my student's username/password, I got a warning page, "Books and Content," which told me the student had no books or materials. I could not proceed to the student home page until I entered a redemption code.

A: You will need to assign the program books (content) to students; this is an additional step that is different from setting up their accounts.

Step one, which it sounds like you have done, is to give each student a ConnectED account. This means they have a username and a password. Think of it as a bank account with no money.

Step two is to put the money in the account. When you log in to your teacher account, in the book bag you will see the Student Edition books. You should see a button that says **Assign Content**. This will have that redemption code. However, all you have to do is click your students' names and choose **Assign Content**.

Locate Resources in ConnectED

Q: Do I have to download each resource and then check it out?

A: No. You don't need to download resources or check them out. Click **Resources**; here you will see the bar of "slides" for each day's presentation. Behind that, you will see a tab that says **Classroom Materials**. This will allow you to see just the resources that you can use with that day's lessons. Click Days 2, 3, 4, 5 to preview those days as well.

Q: How are resources "bundled"? Can I access all resources in one unit or in one week?

A: ConnectED is really set up by weeks versus units, so when you are in a certain Unit and Week, you can click **Resources** and the first things you see by each day are all the slides with all the digital assets, as well as a tab that says **Classroom Materials**. The Classroom Materials are all the additional materials, worksheets, etc. that you can pull in.

Also, below that are all your resources, and you can click the "Star" to mark them as favorites. This then places them in the tab called **Favorites**—an easy place to locate things you might use for the week or unit.

The practice book pages are also bundled by week. Click **Resources**, click **Student Practice**, and click through the books until you see each set by week.

Q: Where can I find the fluency passages?

A: For Fluency assessments, use the Fluency Assessment book, which can be found in the **Resources** tab, under **Assessments**. Click the book cover for Fluency. Fluency practice pages are also in the students' **Your Turn Practice Book**.

Q: Can I edit the weekly letters home to parents? Are they delivered online only or can I print them too?

A: Yes, you can edit these. Because your online calendar is tied to the Student Workspace, the weekly letter home is delivered to the student's account automatically each week. If you want to customize (add/delete) information on the letter, you have to do it before you get to that week of instruction. In your ConnectED Teacher Workspace, use the **Unit/Week** drop-down menus on the left to navigate to the Unit/Week you want to edit. Click the **School to Home** tab, and you will see a button that says **Customize**.

You can also print the letter to send home to parents. In the **Resources** area, click **Home-School Connection** in the left navigation. All the Home-School letters can be found in the

Home-School Connection book in multiple languages. Remember to select **Print current page** when you have found the letter for the week.