

Glencoe TeacherWorks Plus™ User Guide

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Installation

TeacherWorks Plus™ Minimum System Requirements

Macintosh

Mac OS 10.1.x or higher
PowerPC processor (120 MHz or greater)
64 MB RAM, 12 MB free
30 MB available hard drive space
Acrobat Reader 6.0.1* (included on CD)
Internet Explorer 5.01 or higher, Netscape Navigator 4.77, 6.1 or higher, Safari v1.0 or higher
8x CD-ROM drive
Monitor display capable of 800x600 resolution and at least 256 colors
PostScript Printer (optional)

Windows

Windows NT 4.0 (with SP6), Windows 2000 (with SP2), Windows XP Professional or Home Edition
Intel Pentium processor (166 MHz or greater)
64 MB RAM, 12 MB free
60 MB available hard-disk space
Adobe Acrobat Reader 6.0.1* (included on CD)
Internet Explorer 5.01 or higher, Netscape Navigator 4.77, 6.1 or higher
8x CD-ROM drive
Monitor display capable of 800x600 resolution and at least 256 colors
PostScript™ Printer (optional)

*Some features of Acrobat Reader, such as the “Go-to-Page...” feature are not available through OS X and Windows XP (with Reader v6.0). Please use Acrobat Reader v6.0.1 or higher when accessing PDF files on this CD. To ensure proper functionality, be sure to install both TeacherWorks Plus and Acrobat Reader to the default locations indicated in the sections “Installing TeacherWorks Plus™” and “Adobe Acrobat Reader Installation”, as well as the TeacherWorks Plus PDF Plug-In, outlined below.

Worksheet Editor Minimum System Requirements* (when provided as a component of TeacherWorks Plus™)

Macintosh

Mac OS 10.3.2 or higher
Power PC Processor (120 MHz or greater)
64 MB RAM
30 MB available hard drive space
Monitor display capable of 800x600 resolution and at least 256 colors
PostScript™ Printer (optional)
Java Virtual Machine (JVM) 1.4.1 or later, as follows:
OS 10.3.4 or later – download and install JVM 1.4.2:
<http://www.apple.com/support/downloads/javaupdate142.html>
OS 10.3 through 10.3.3 – download and install JVM 1.4.1:
<http://www.apple.com/downloads/macosx/apple/java.html>

Windows

Windows NT 4.0 (with SP6), Windows 2000 (with SP2), Windows XP Professional or Home Edition
Intel Pentium processor (166 MHz or greater)
64 MB RAM, 12 MB free
60 MB available hard-disk space

Monitor display capable of 800x600 resolution and at least 256 colors

PostScript™ Printer (optional)

Java Virtual Machine (JVM) 1.4.1 or higher installed from CD (installs during TW installation)

***NOTE:** Only entries labeled as “Editable” can be opened and edited using the Worksheet Editor.

Installing TeacherWorks Plus™

To install TeacherWorks Plus for the first time and prepare it for subsequent use, follow these steps.

Macintosh OS X (10.1 or higher)

1. Start your computer. When the desktop appears, insert the TeacherWorks Plus disk into the CD-ROM drive. When the CD-ROM icon appears, double-click it to open the window.
2. Double-click the installer icon **TW Installer**.
3. In the “License” window, click **Accept**.
4. In the “TW Installer” window, select the default location “Macintosh HD”, click **Install**.

***NOTE:** *Be sure to select the default location to install TeacherWorks Plus™*

5. When the TeacherWorks Plus installation is complete, click **Continue** and follow the on-screen prompts to complete the installation.
6. Acrobat Reader v6.0.1 installation is part of the TeacherWorks Plus installation, when required. If Acrobat Reader v6.0.1 or later is not installed on your computer, you will be prompted that the Reader will be installed from the TeacherWorks Plus CD. Simply follow the prompts to install Reader v6.0.1.

***NOTE:** *The TW Installer will not install Reader v6.0.1 if it is already installed on your hard drive. For optimal performance, it is recommended that you accept the default folder for Acrobat Reader.*

7. Click **Yes** to install the TeacherWorks Plus Plug-In for Acrobat Reader.
8. If Java v1.4 or greater is not detected on your hard drive, you will be prompted to install this as part of the TeacherWorks Plus installation. In the “Java Runtime Environment” window, click **Yes** to install. If the installer detects this version or later, no installation is necessary, click **OK**.
9. On completing installation, it is recommended that you restart your computer before using TeacherWorks Plus™.
10. To open TeacherWorks Plus™, see the instructions in the “Starting TeacherWorks Plus™” section that follows.

Windows

1. Start your computer and insert the TeacherWorks Plus disk into the CD-ROM drive.
2. Double-click the **My Computer** icon on your desktop and double-click the CD-ROM icon to see the contents of the CD.
3. Double-click the installer icon **TW Installer**.
4. In the “Welcome” window, click **Next**.
5. In the “TeacherWorks Plus License Agreement” window, click **I Agree**.
6. In the “Select Destination Directory” window, accept the default location, “C:\ProgramFiles\TeacherWorks Plus™”, click **Next**, click **Next** again.

***NOTE:** *Be sure to select the default location to install TeacherWorks Plus™*

7. When the TeacherWorks Plus installation is complete, click **Finish**.

8. Acrobat Reader v6.0.1 installation is part of the TeacherWorks Plus installation, when required. If Acrobat Reader v6.0.1 or later is not installed on your computer, you will be prompted that the Reader will be installed from the TeacherWorks Plus CD. Simply follow the prompts to install Reader v6.0.1.

***NOTE:** *The TW Installer will not install Reader v6.0.1 if it is already installed on your hard drive. For optimal performance, it is recommended that you accept the default folder for Acrobat Reader.*

9. In the “Acrobat Reader Plug-In” window, click **Yes** to install the TeacherWorks Plus PDF Plug-In.
10. If Java v1.4 or greater is not detected on your hard drive, you will be prompted to install this as part of the TeacherWorks Plus installation. In the “Java Runtime Environment” window, click **Yes** to install. If the installer detects this version or later, no installation is necessary, click **OK**.
11. On completing installation, it is recommended that you restart your computer before using TeacherWorks Plus™.
12. To open TeacherWorks Plus™, see the instructions in the “Starting TeacherWorks Plus™” section that follows.

Adobe® Acrobat® Reader® Installation

Acrobat Reader v6.0.1 Installation

Macintosh OS X (10.1 or higher)

1. Insert the TeacherWorks Plus CD into the CD-ROM drive.
2. If Acrobat Reader v6.0.1 is not detected on your computer, you will be prompted to install Reader v6.0.1 as part of the TeacherWorks Plus installation. Reader v6.0.1 will be installed automatically. No user interaction is required.

PC/Windows Installation

1. Insert the TeacherWorks Plus CD into the CD-ROM drive.
2. Double-click on the file “AdbdRdr60_enu_full.exe” located within the Reader folder on the TeacherWorks Plus CD. Follow the instructions on your screen to complete installation.

Starting TeacherWorks Plus™

Macintosh OS X (10.1 or higher)

1. Start your computer. If you are viewing or printing Black Line Masters, the **Teacher Wraparound Edition**, or other resources, please insert the TeacherWorks Plus disk into the CD-ROM drive.
2. Locate the **TeacherWorks Plus** startup icon on your desktop and double-click it.
3. The TeacherWorks Plus selection screen will appear.

Windows

1. Start your computer. If you are viewing or printing Black Line Masters, the **Teacher Wraparound Edition**, or other resources, please insert the TeacherWorks Plus disk into the CD-ROM drive.
2. Click the **Start** button on the Windows taskbar. Select **Programs**, then **TeacherWorks Plus™**, and **TeacherWorks Plus** again.
3. The TeacherWorks Plus selection screen will appear.

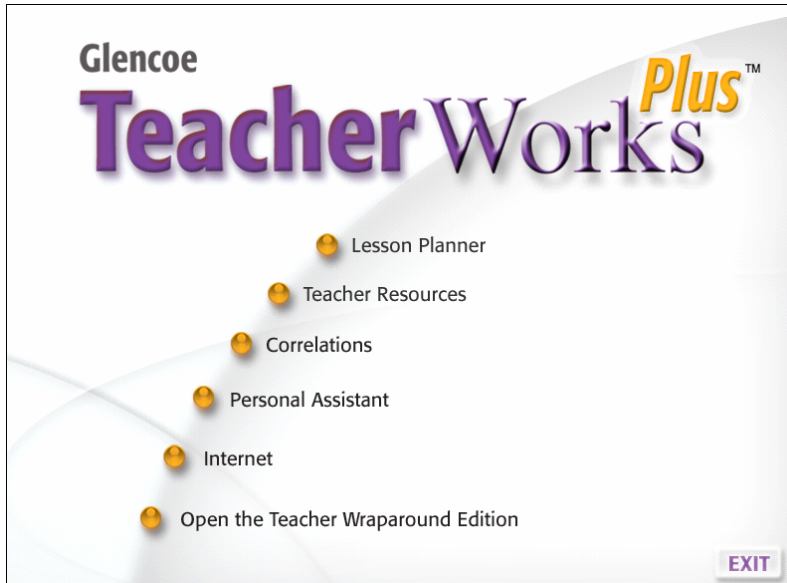
Note: *The CD-ROM must be in the drive to view file resources referenced in the Resource List, the Teacher Resources section, or the **Teacher Wraparound Edition**. If you are not viewing or printing Black Line Masters or the **Teacher Wraparound Edition**, you don't need to have the CD in the drive.*

TeacherWorks Plus™ Selection Screen

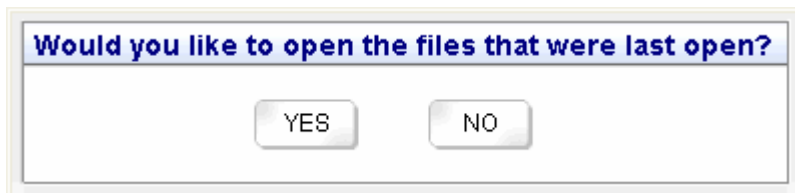
The TeacherWorks Plus selection screen opens every time the program is launched, giving you the ability to select the initial focus of TeacherWorks Plus, or to open the **Teacher Wraparound Edition** directly.

There are five choices of focus within TeacherWorks Plus: Lesson Planner, Teacher Resources, Correlations, Personal Assistant, and Internet. Each of these is described in more detail later in this user guide.

You also has the option of clicking the **Exit** button and leaving the program.

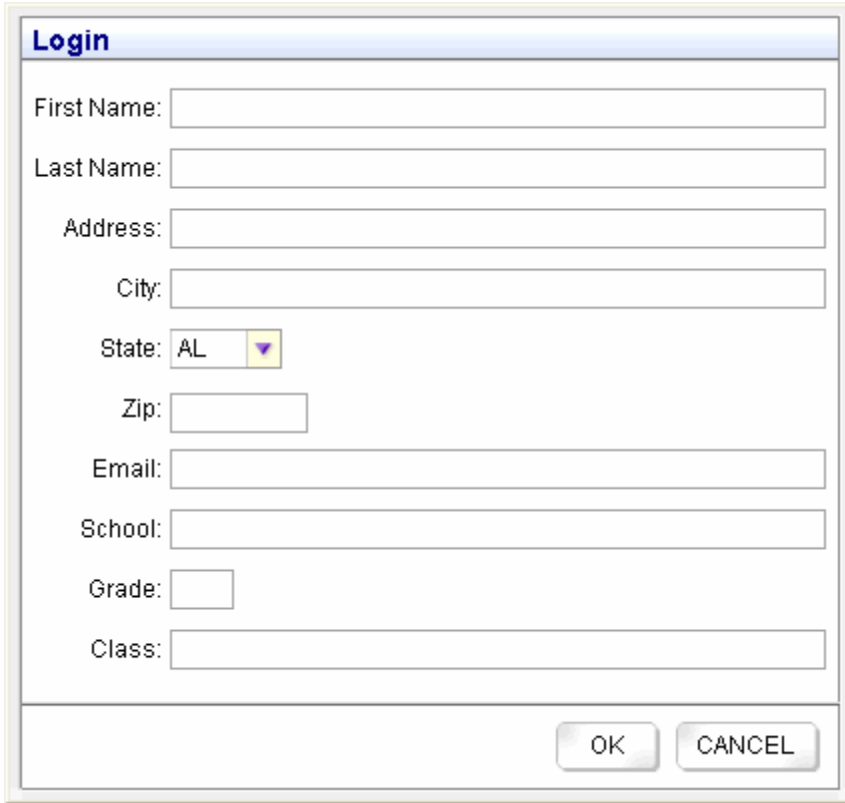


If you have already used TeacherWorks and closed the program and returned, selecting one of the options on the Selections Screen will launch a dialog box and ask if you would like to open the files that were open last. If you select yes, then the last Resource List you had open will display again. If you choose not to open the last files that were displayed then you will be asked to set up a new lesson plan.



During the initial launch, you'll see a **Login** dialog box. In this dialog box, TeacherWorks Plus asks for some information to store in your preferences.

You can edit the preferences at any time by clicking on **Properties** in the File menu.






The image shows a 'Login' dialog box with a title bar. It contains several text input fields and a dropdown menu. The fields are labeled: First Name, Last Name, Address, City, State (with 'AL' selected), Zip, Email, School, Grade, and Class. At the bottom right, there are 'OK' and 'CANCEL' buttons.

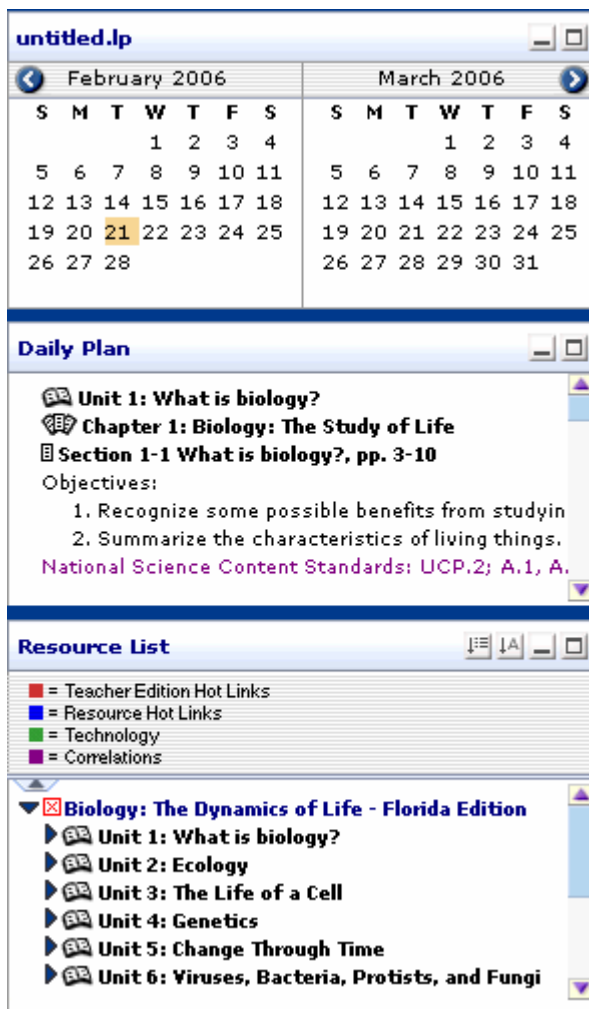
Login
First Name: <input type="text"/>
Last Name: <input type="text"/>
Address: <input type="text"/>
City: <input type="text"/>
State: AL <input type="button" value="v"/>
Zip: <input type="text"/>
Email: <input type="text"/>
School: <input type="text"/>
Grade: <input type="text"/>
Class: <input type="text"/>
<input type="button" value="OK"/> <input type="button" value="CANCEL"/>

The Parts of TeacherWorks Plus™

Left Pane

The Left Pane of TeacherWorks Plus contains the Mini-Calendar, the Daily Plan, and the Resource List.

Each section initially contains **Minimize**  and **Maximize**  buttons. If one of the sections is minimized or maximized, the button clicked toggles to the **Share**  button. Clicking on the **Share** button changes the section back to its original size.



The screenshot shows a window titled "untitled.lp" with three sections:

- Mini-Calendar:** Displays two months, February 2006 and March 2006. The 21st of February is highlighted in yellow.
- Daily Plan:** Shows a tree view of content:
 - Unit 1: What is biology?
 - Chapter 1: Biology: The Study of Life
 - Section 1-1 What is biology?, pp. 3-10Objectives:
 1. Recognize some possible benefits from studyin
 2. Summarize the characteristics of living things.National Science Content Standards: UCP.2; A.1, A.
- Resource List:** Shows a legend:
 - Teacher Edition Hot Links (red square)
 - Resource Hot Links (blue square)
 - Technology (green square)
 - Correlations (purple square)Below the legend is a tree view:
 - Biology: The Dynamics of Life - Florida Edition
 - Unit 1: What is biology?
 - Unit 2: Ecology
 - Unit 3: The Life of a Cell
 - Unit 4: Genetics
 - Unit 5: Change Through Time
 - Unit 6: Viruses, Bacteria, Protists, and Fungi

Mini-Calendar

The Mini-Calendar displays a varying number of months depending on the currently selected vertical size and the width of the Left Pane.

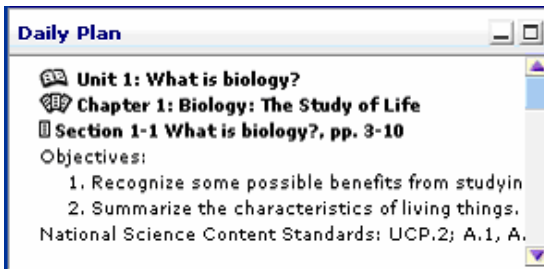
The left and right arrows at the top of the Mini-Calendar move the selected day backward or forward one day at a time. The Mini-Calendar automatically scrolls months to accommodate this

operation, if necessary. A tan shaded square designates the currently selected day. You may click on any day to make that day the focus of TeacherWorks Plus



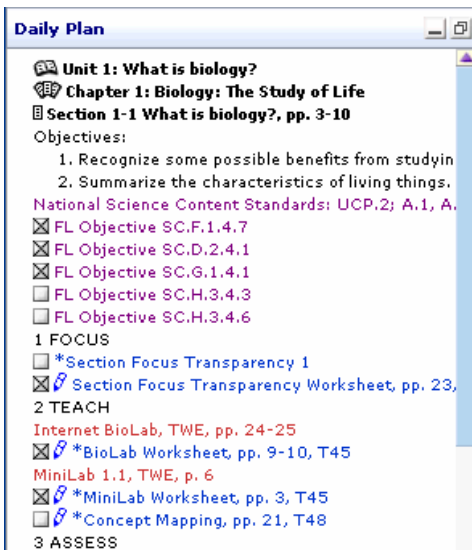
Daily Plan

The Daily Plan is identical to the Day View in the lesson plan. It displays the lesson plan for the currently selected day. It functions identically to the selected day in the lesson plan (as described later in the document) and mirrors the information displayed there at all times. Sometimes the Daily Plan is not visible at all (such as when no calendar is loaded).



Checking off completed Daily Plan items

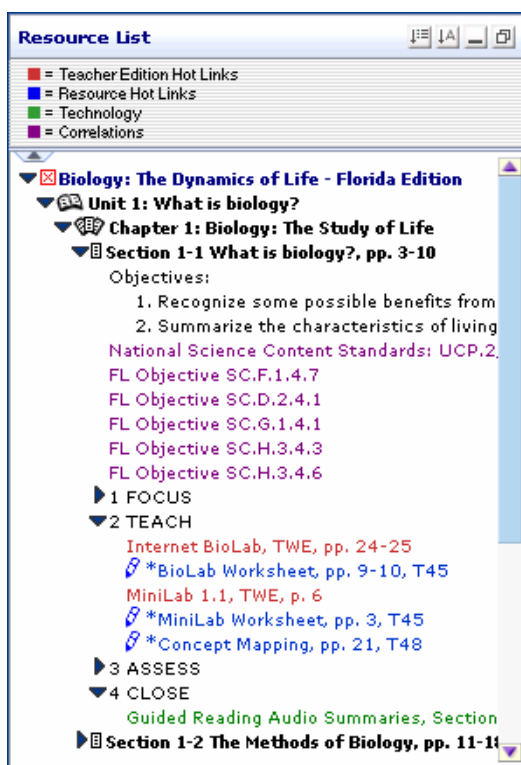
You have the capability of selecting and checking sections of the Lesson Plan that have been completed. These changes can also be made within the Calendar views.



Resource List

The first button at the top of the Resource List shows the color key to let you know which items in the list represent **Teacher Wraparound Edition** pages (red), Black Line Masters (blue with asterisk = viewable PDF; blue with pencil icon = editable HTML), Correlations (purple), or additional technology applications (green) that may be used in conjunction with TeacherWorks Plus

The second button is used to toggle between the two ways in which the list is organized: according to the table of contents of your textbook (with all related Teacher Classroom Resources included for each lesson or chapter); or grouped by Resource type, with all Blackline Master entries grouped together by title, for example all Multicultural Connections activities.



- Click the **Sort By** button to toggle between the two list views.
- Use the scroll bar to scroll through the Resource List.
- Some resource titles are too long to fit in the list box. Point your cursor over these items to see their complete titles.
- A triangle pointing to the right identifies an item that can be expanded to list its contents. Click the triangle to expand or close the list.
- A triangle pointing down marks an opened folder whose contents are listed under its title.
- An item with no triangle in front of it is a discrete item at the bottom level of the hierarchy.
- Items in black text can be dragged to the calendar, but they do not represent extended activity sheets (PDF files) that can be opened or viewed and printed in Acrobat Reader, or files which can be opened using Worksheet Editor (HTML files) when provided as a component of TeacherWorks Plus
- You can select any level heading or item and drag all its contents onto a particular calendar day. Setting up a calendar is explained in the Using the Lesson Planner section
- To select multiple lines that are grouped together you can click on the first line and then hold down the shift key and select the last line. All the line selected will be highlighted.

- To select multiple non-consecutive lines, hold down the Ctrl key for PC (the Command key for MAC) as you click the lines or drag over them. You can then drag all the selections at once.
- To deselect a line, hold down the Ctrl key for PC (the Command key for Mac) and click the line again.
- You can move resource items from one day to another day by selecting and dragging the items.
- To automatically distribute the entire year's curriculum onto all available class days, select the course title at the top of the Resource List and drag it onto the first day of your school year.
- If multiple courses are installed, you can remove one resource list by clicking the red "X" in the box next to the course title.

Accessing Blackline Master Files

- Resource items in blue text represent full-page activities, Black Line Masters, or transparencies.
 - Entries colored blue with an asterisk are PDF files, and can be viewed and printed in Acrobat Reader.
 - Entries colored blue with a "pencil" icon are HTML files, and can be viewed and printed in your computer's default browser. (Note: When Worksheet Editor is provided as a component of TeacherWorks Plus HTML entries can be opened within "Worksheet Editor" for the purpose of editing content)

Accessing Blackline Master PDF files – Acrobat Reader

- Double-click an entry colored blue and preceded by an asterisk to open and view the resource in Acrobat Reader.
- Use the Page Down/Up keys on your keyboard or the scroll bar arrows on the screen, drag the slider in the scroll bar, or click the navigation arrows at the top of the screen to page through the PDF.
- Click the **Print** button, or choose Print from the File menu, to open the Print dialog box, choose printing options, and print the Black Line Masters.
- Use the view buttons at the top of the screen to fit a whole page of the document on the screen at once, enlarge it to the full width of your screen, or view its actual size. (Items appear largest if you fit the page width to fill the whole screen, but you'll need to scroll down to see the bottoms of pages.) You can set the Preferences for viewing a PDF by going to the menu bar in Acrobat and selecting Edit and then Preferences.
- Once you finish viewing a resource item, you can leave Acrobat Reader open and view other items by clicking the document's close box. To close Acrobat Reader, select Exit from the File menu.

Accessing Blackline Master HTML files – system default browser

- Double-click an entry colored blue and preceded by a "pencil" icon to open and view the resource in your computer's default browser (e.g.: Safari, Internet Explorer, Netscape).
- Use the Page Down/Up keys on your keyboard or the scroll bar arrows on the screen (drag the slider in the scroll bar up/down/left/right) to page through the document.
- Click the **Print** button, or choose Print from the File menu, to open the Print dialog box, choose printing options, and print the document.

- Once you finish viewing a resource item, you can leave the browser open and view other items by clicking the browser's "Close Window" box. To quit the browser, select Exit from the File menu, or click the "Close" icon (red "X" box).

Editing Blackline Master HTML files – Worksheet Editor

- Select an entry colored blue and designated with a "pencil" icon.
- Use one of the following options to launch the page in the Worksheet Editor:
 - Click on the Worksheet Editor shortcut icon
 - Go to Edit/Worksheet
 - Go to Launch/Worksheet Editor
- The following format options are available for use in editing worksheets:
 - Copy text
 - Cut text
 - Paste text
 - Insert Page Break
 - Add Picture
 - Create New Table
 - Add Rule
 - Font – select from list of supported fonts
 - Point Size – select from list of optional point sizes
 - Format – select from list of optional formats
 - Style – Bold, Italic, Underline, Strike-through, Superscript,
 - Subscript
 - Align – Left, Center, Right
 - Numbered List
 - Bulleted List
 - Table Editor – edit existing tables or add new
- Users can apply any combination of the above options, or simply delete all text, and type directly into the worksheet.
- Edited worksheets can be saved for future use by selecting the "Save" or "Save As" buttons
 - Edit worksheet
 - Click "Save" button
 - Enter name, click "OK", click "OK" again
 - Edited Worksheet name will appear in the TeacherWorks Plus Resource List, within the section "Edited BLMs"
- Users will be prompted to save any changes upon selecting "Close" button
- Edited Worksheets must be saved in order to access the "Print" feature
 - Once worksheet is successfully saved, click "Print"
 - Worksheet will open in default browser
 - Click the "Print" icon, or go to File/Print menu
- Edited worksheets must be saved in order to access the "Export" feature
 - Once worksheet is successfully saved, click "Export"
 - Select location on desktop where file will be saved (default is "My Documents")
 - Enter a file name
 - Select a file type – .html (this file type will open in default browser) or .rtf (this file type will open in Word)
 - Click "Save"
- Upon selecting Close, you will be asked if the edited worksheet should be added to the calendar
 - Date defaults to the date selected in the calendar
 - User may change date by typing in "Date:" field
 - Click "Yes" to add to calendar and proceed with using TeacherWorks Plus

- Click “No” if edited worksheet should not be added to calendar, and proceed with using TeacherWorks Plus

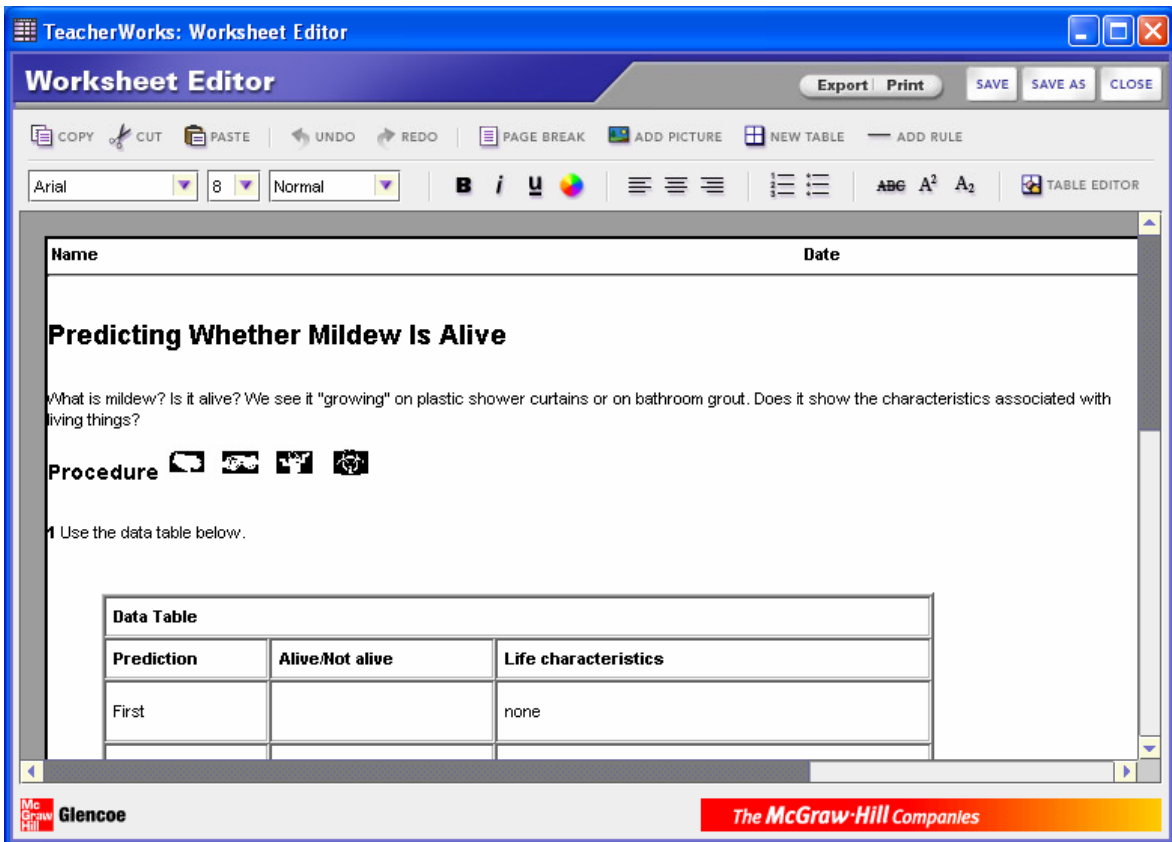
Editing a full Blackline Master (anything under Additional Resources) HTML files – Worksheet Editor

To print once you have edited the full Blackline Master use the following steps:

1. Open the file and highlight the pages you need
2. Use the copy function, and open Microsoft Word, or another word processing program
3. Choose the paste function
4. Print from within the word processing program
5. Once you are finished printing, save the file on your computer

To use the edited pages within your Lesson Plan use the following steps:

1. Go to the Teacher Resource tab, and click to add a resource
2. Browse on your hard drive to the appropriate file
3. The edited file is now ready for use



Main Work Window

The Main Work window contains the tabs and the work area. Each tab represents a different section that appears in the work area. The sections are the following: Lesson Plan, Resources, Correlations, Personal Assistant, and Internet. Each section of the work area is described in detail later in this User Guide.



Menus

File Menu

The File menu contains the following selections:



New

- The lesson plan setup screen appears.
- Setting up a new calendar is explained in detail in the Using the Lesson Planner section.

Open

- A standard File-Open dialog box appears.
- Opening a file is explained in detail in the Using the Lesson Planner section.

Save

- If the lesson plan is a new, untitled plan, this functions the same as Save As, explained below.
- This option saves the currently open lesson plan to its current location.
- Saving a file is explained in detail in the Using the Lesson Planner section.

Save As

- This option allows you to save the calendar with another file name or to another location. (Or, it allows you to name and save a new lesson plan for the first time.)

Revert

- This option is available whenever a lesson plan is open.
- It allows you to revert to the last saved version of the lesson plan, eliminating any changes made since the last save operation.
- An “Are you sure” dialog box will be displayed to confirm the action.

Import Lesson Plan

- This option imports the contents of a lesson plan on disk into the currently open lesson plan.
- Importing a lesson plan is explained in detail in the Using the Lesson Planner section.

Export Template

- This option saves the current lesson plan as a template (*.TWT files). A template is just like a lesson plan file, but it cannot be edited. Another user can open the template, but any changes made by you will be saved to another file. The template itself cannot be edited and remains unchanged.
- Exporting a template is explained in detail in the Using the Lesson Planner section.

Export File

- This option allows you to save the current lesson plan in a word processing format, which can be shared with other teachers or administrators who do not have TeacherWorks Plus installed on their computer.
- Export File format options include a text file (.txt), comma separated file (.csv), tab delimited file (.txt), HTML file (.htm), Microsoft Excel file (.xls), Microsoft Word file (.doc).
- Color coding and Group headers can be included in the exported file when HTML, Excel, or Word format is selected.
- The exported file can be attached to your email program for easy distribution to others.

Print

- To print a calendar, choose Print from the File menu.
- You can select the range of dates from the calendar you wish to print. Calendar contents may be printed to a local printer, or printed as a text file and saved to your computer's hard drive.
- Selecting the **Simple Text** option will allow you to print the Lesson Plan in plain text.
- Selecting the **Enhanced** option will give you a variety of ways to print your document in simple text, with or without color, as well as selecting which type of line or lines you want to print.

Properties

- This option brings up the same Login dialog box you see when launching TeacherWorks Plus for the first time. The **CANCEL** button appears when launching TeacherWorks Plus for the first time. The properties option enables you to change the login information without reinstalling TeacherWorks Plus.

Login

First Name:

Last Name:

Address:

City:

State: ▼

Zip:

Email:

School:

Grade:

Class:

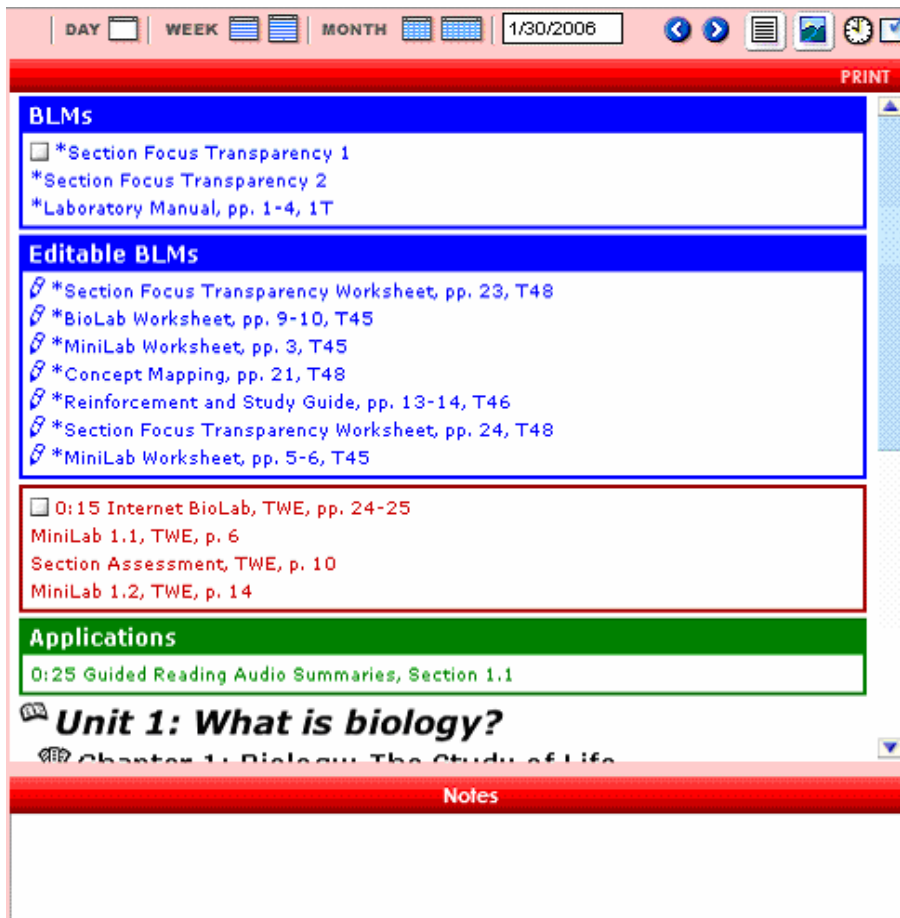
Day View Properties

- Day view properties can be set up through the File menu option. You can choose from a variety of setups showing only what they want in the plan, group different lines together, or select the placement of the resources in the view window.

Plan View Setup

	HIDE	GROUP	SIDE	TOP	BOTTOM
Blackline Master	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Correlation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Resource	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Application	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Web Link	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Note	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
ITE Page	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

The resulting screen shows the setup chosen.

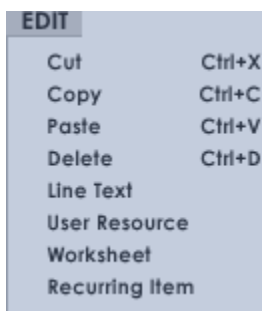


Exit

- Select this option to exit TeacherWorks Plus.
- If an unsaved lesson plan is open, you are prompted to save it first, and then it is closed.
- If the lesson plan is new and untitled, you will be prompted to name the lesson plan.

Edit Menu

The Edit menu contains the following selections:



Cut

- This option removes selected resource(s), note(s), or text, and holds the information in the TeacherWorks Plus clipboard (for pasting to another location later).
- If a day is selected but there are no selected lines, Cut is not available. (Calendar cells themselves cannot be cut.)
- This option is not available for the Resource List, which cannot be edited.

Copy

- This option copies selected resource(s), note(s), or text, and holds the information in the TeacherWorks Plus clipboard (for pasting to another location later).
- If a day is selected but there are no selected lines, Copy is not available. (Calendar cells themselves cannot be copied.)

Paste

- This option pastes resource(s), note(s), or text from the TeacherWorks Plus clipboard into a lesson plan calendar cell.
- It applies to the currently selected calendar cell.
- This option always pastes items to the end of the calendar cell. If you need to place items in another location within the cell, you must either drag the items into place with the mouse instead of pasting or drag the lines into position after they have been pasted.

Delete

- This option removes selected resource(s), note(s), text, or no-class day(s).
- If a day is selected but there are no selected lines, the entire day is deleted and all subsequent days are shifted back by one.
- Information is not held in the TeacherWorks Plus clipboard when deleted.

Line Text

- This option is only available when there is exactly one selected line.
- Any line in the Plan can be edited by clicking on the line either in the Daily Plan view or in the week or month view.
- Select the line text that you want to edit and then click on Edit in the Menu bar. Next click on Line Text. You can edit the line by changing text and then styling line with Bold, Italic, and Underline.

User Resource

- This option allows you to edit Notes, No-Class Days, My Web Links, and User-Added Correlations. Any of these lines can be edited by clicking on the line either in the Daily Plan view or in the week or month view.
- Select the line text that you want to edit and then click on Edit in the Menu bar and user Resource. Clicking opens the dialog box for either Notes, No-Class Days, My Web Links, or User-Added Correlations. You can also update the information by double clicking any these entries.

Worksheet

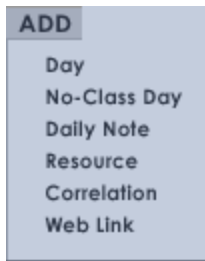
- This option allows you to click on the entries colored blue with a "pencil" icon which are the HTML files, and Edit the files.

Recurring Item

- This option allows you to enter a recurring line item in the day pattern you select. Click a line to be set as a recurring entry, then click Edit/Recurring Item. To set the recurrence pattern, select the Daily, Weekly, or Monthly option then the number of occurrences, and the range of dates to span.

Add Menu

The Add menu contains the following selections:



Day

- This option inserts any number of days into the lesson plan starting on the selected day. All subsequent days will be bumped forward according to the number of added days.
- Adding a day is explained in detail in the Using the Lesson Planner section, p. 28.

No-Class Day

- This option opens the Insert No-Class Day dialog box.
- Adding a no-class day is explained in detail in the Using the Lesson Planner section, p. 28.

Daily Note

- This option opens the Insert Notes dialog box.
- Notes can be inserted on any day in the lesson plan (including no-class days). The single day option is the default option, and the currently selected calendar day is selected automatically.
- You can save and reuse notes you have keyed in.
- You can cut, copy, and paste within a note or from one note to another. (You can also paste the copied text into other applications.)
- Daily Notes are different from My Notes. Daily Notes are notes that are contained in a lesson plan calendar cell. My Notes are notes (accessible through the Personal Assistant tab) that are associated with a TeacherWorks Plus course. Once My Notes are dragged or copied into a lesson plan, they become Daily Notes and can be edited as such. When you create a Daily Note using the Add Daily Note menu, the entry is also added to the My Notes area of the Personal Assistant.
- The **Print** button prints the note on your currently selected printer. Your login information appears at the top of the printout.
- When you double-click a note in the lesson plan calendar, an Edit Note dialog box appears. This dialog box is the same as the Add Daily Notes dialog in every way, except for the addition of a **DELETE ALL RECURRENCES** button. The dialog box can be used to edit every property of an existing note, including its recurrence pattern, or to delete the note(s) entirely from the lesson plan.

Resource

- If the Teacher Resources work window is not active already, this menu item activates it. This option is identical to the Add Resource button in the Teacher Resources work window.
- It is not available when there is no open TeacherWorks Plus course.

Correlation

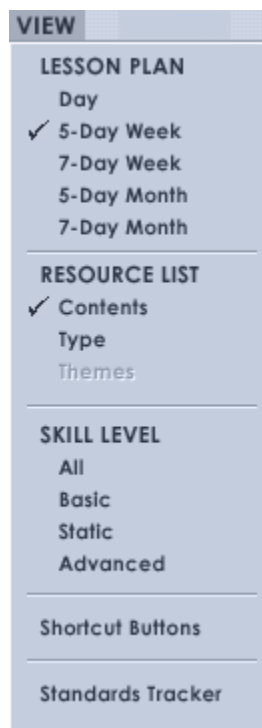
- You can **Add a Correlation** to the day you are working with by accepting the default **Add to Selected Date** or if you deselect that default after your correlation information you will be taken to the **Correlation Tab**.
- This option is identical to the **Add Correlation** button in the Correlations work window.
- It is not available when there is no open TeacherWorks Plus Course.

Web Link

- If the Internet work window is not active already, this menu item activates it.
- This option is identical to the **Add Web Link** button in the Internet work window.
- It is not available when there is no open TeacherWorks Plus course.

View Menu

The View Menu contains the following selections:



Lesson Plan

If the Lesson Planner tab is not selected, choosing one of the lesson plan views in this menu automatically selects it. A checkmark appears next to the currently selected lesson plan view.

Resource List

- A checkmark appears next to the currently selected Resource List view.

Skill Level

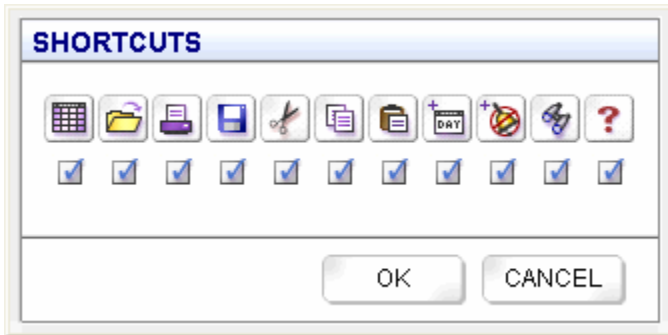
- All – Selecting this option will show all lines of text that are contained for that day.
- Basic – Selecting this option will show only lines of text for only one section or lesson
- Static – Selecting this option will show only lines of text that are clickable such as BLM's, Editable Worksheets, or TWE's

- Advanced - Selecting this option will show only lines of text that are clickable such as BLM's, Editable Worksheets, or TWE's as well as lines that are included in that section or lesson.

Shortcut Buttons

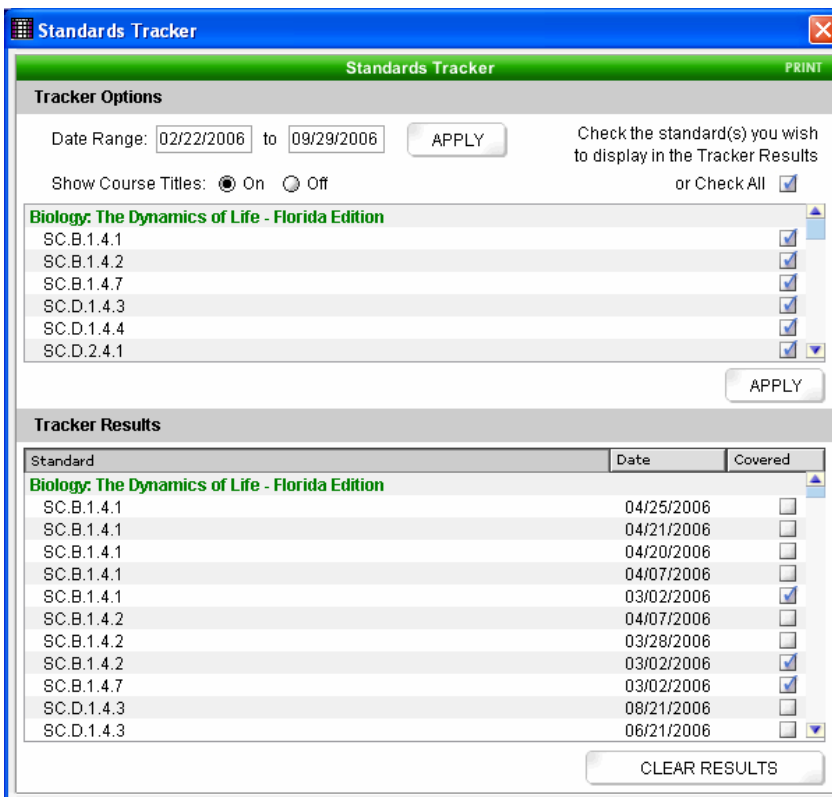
The shortcut buttons are easy ways to perform the functions of some of the menu items discussed in the previous section.

- Selecting this option enable you to control what shortcut buttons you want to see on your Lesson Plan.



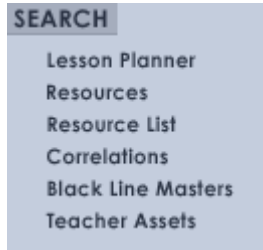
Standards Tracker

The Standards Tracker allows you to view each Standard reviewed in your Lesson Plan. The Standards Tracker can be accessed through the menu, through the short cut button in the menu bar or through the correlations by clicking on a correlation in the Correlation Tab and then clicking on the Standards Tracker menu item or short cut button.



Search Menu

All search results are displayed in a common Search Results window that is external to the TeacherWorks Plus application window. The Search Results window displays the number of items found. Users can move the Search window, select one or several lines of text, and drag the contents into the lesson plan.



The Search Results window displays the items found. For example:

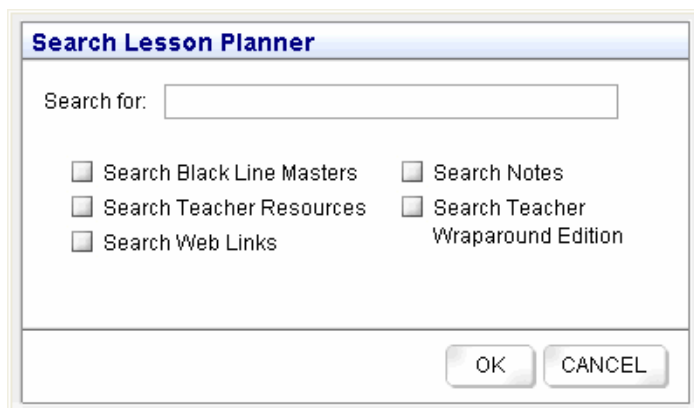
- if the Search selection is “Resource List” the Search Results will display the resource list entry that contains the word or words used in the search string
- if the Search selection is “Black Line Masters”, the Search Results will display each instance where the search string occurs within a PDF (this can be on more than one page)

Clicking an item in the Search Results window has a different action depending on which search selection is made. Generally, double-clicking a line in the Search Results window causes TeacherWorks Plus to automatically select the tab where the item is located.

- Resource List searching is one exception; this search automatically selects the line in the Resource List, expanding parent lines as necessary.
- Black Line Masters searching is another exception; clicking these lines opens the PDF in Acrobat Reader, or launches the Acrobat Reader application, opening the PDF to the page where the search text was found.

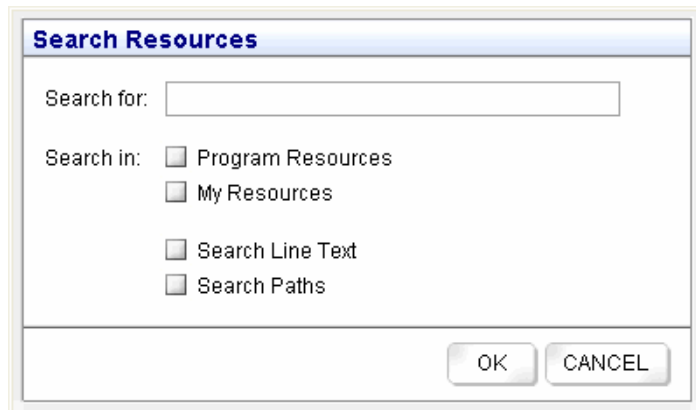
Search Lesson Planner

- In the dialog box that appears, enter a search string.
- The dialog box also contains checkboxes listing specific types of lines that may be searched: Black Line Masters, Teacher Resources, Web Links, Notes, and the **Teacher Wraparound Edition**.



Search Resources

- In the dialog box that appears, enter a search string.
- The dialog box contains two checkboxes, allowing you to limit searches to Program Resources, which are the Ancillaries used in the course, or My Resources, which are the files that have been added such as a word processor or a spreadsheet program, or to search both types of resources.
- The dialog box also contains two other checkboxes, allowing you to search either resource file paths, which are the paths that you have set in order to get to a Resource that you have added. For example, if you made a path that goes to a file in a folder on your hard drive, you would be able to type in that path or part of it and the search would bring up those paths that you have assigned. Example: (Macintosh HD:Applications:Word:Readme.txt). You can also search for line text. This would be the path that you have set in order to get to a Resource that you have added, but you would only have to type in the text of that path or part of it. Example: (Readme.txt). You can search for both file paths and line text.



Search Resource List

- In the dialog box that appears, enter a search string.
- The dialog box allows you to choose which view of the Resource List is searched (Contents, Types, or Themes). Only one view can be searched at a time.
- Only the text of lines in the currently open Resource List will be searched.
- When a line is selected from the Search Results window, TeacherWorks Plus automatically finds the corresponding line in the Resource List and selects it, expanding parent lines as necessary. If the Resource List is minimized, this action restores it.

Search Resource List

Search for:

Search in: Contents
 Types
 Themes

OK CANCEL

Search Correlations

- In the dialog box that appears, enter a search string.
- All standards for the course will be searched, including course standards, downloaded standards, and custom user-defined standards.
- The dialog box contains two checkboxes, allowing you to search Correlations Line Text (the text of all lines contained in the standards' hierarchical lists), Correlation Definitions, or both.
- When a correlation is selected from the Search Results window, TeacherWorks Plus automatically finds the corresponding standard in the Correlations work window and selects it, expanding parent lines as necessary.

Search Correlations

Search for:

Search in: Correlations Line Text
 Correlation Definition

OK CANCEL

Search Black Line Masters

- Searches the text of all Black Line Masters (PDF files) on a TeacherWorks Plus course CD-ROM for a word or phrase (the search text) you enter. You may perform a Boolean "and" search by entering additional search text into the "And" field.
- Double-clicking a PDF in the Search Results window opens that PDF in Acrobat Reader to the page where the search text was found.

Search Black Line Masters

Search for:

And

You can narrow your search further by typing another word or phrase in this second box. TeacherWorks will then find Black Line Masters that contain both words or phrases specified.

Search for:

OK CANCEL

Search Teacher Assets

- In the dialog box that appears, enter a search string.
- The dialog box contains checkboxes, allowing you to search all sections of TeacherWorks Plus.

Search Teacher Assets

Search for:

Program Assets	My Assets
<input checked="" type="checkbox"/> Program Resources	<input checked="" type="checkbox"/> My Resources
<input checked="" type="checkbox"/> Black Line Masters	<input checked="" type="checkbox"/> Daily Lesson Plan
<input checked="" type="checkbox"/> Resource List	<input checked="" type="checkbox"/> My Correlations
<input checked="" type="checkbox"/> Program Correlations	<input checked="" type="checkbox"/> My Web Links
<input checked="" type="checkbox"/> Program Web Links	<input checked="" type="checkbox"/> My Notes
<input checked="" type="checkbox"/> Notes	

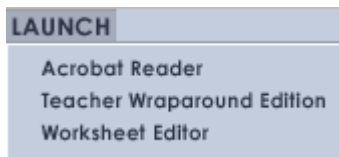
OK CANCEL

- When a line is selected from the Search Results window, TeacherWorks Plus automatically finds the corresponding item in the corresponding section and selects it, expanding parent lines as necessary. If the result is a Black Line Master, double-clicking the line opens the PDF in Acrobat Reader.
- For example if you searched the Program Assets for Resource List and you typed the string Building Geography, the search would then find the corresponding lines in the Resource List that contained Building Geography and when you clicked on the search result it would go to the place in the Resource List where the text was contained showing the expanded fields or showing the expanded parent lines such as Additional Resources and then the Black line master Building Geography Skills in that drop down.
- An example of searching the Program Assets for Program Resources would be to type in the string: Building Geography, the search would bring up Building Geography Skills – Teacher Edition. The result is a Black Line Master, double-clicking the line opens the PDF in Acrobat Reader.

- Searching in the Program Assets with Black Line Masters checked and the search string of Building Geography Skills would bring up a listing of several occurrences of Building Geography Skills. Depending on which black line was selected by double-clicking, it would open the ancillary PDF in Acrobat Reader and go to the page it found containing the text Building Geography Skills.
- When searching Teacher assets for Program Web Links in Program Assets, you would enter the text string of the Web Link you are looking for such as TIME and the search results would bring up any links that contained the text TIME and you could then double click on that link and you would automatically launch that website page.
- When searching for Program Correlations in Teacher Assets under the Program Assets, you would enter the string text with the correlation information you are looking for. You can enter text such as Standard or section numbers of a Standard such as 4B. The search result will bring up any standards with that text or number and when you click on them you will go to the Correlation that corresponds to that text or number.
- When searching for Notes in Teacher Assets under the Program Assets, you would enter the string text with the Note information you are looking for. The search result will bring up any note with that text and when you double-click on the Note an Edit Note Dialog box will appear. This dialog box resembles the Add Daily Notes Dialog box in every way, but with the addition of a DELETE ALL RECURRENCES button. The dialog box can be used to edit every property of an existing Note including its recurrence pattern, or to delete the Note(s) entirely from the Lesson Plan.
- When searching Teacher Assets for My Resources under My Assets, you would enter the string text for the resources that you have added such as a Word or Excel document. Example: Readme.txt. The search result would bring up that resource and when you double-click on it would execute the file.
- When searching the Daily Lesson Plan in Teacher Assets in the My Assets section you can search for anything that has been added to the Daily Lesson Plan. All lines of text that have been dragged over into the Calendar and/or all lines of text that have been added to the notes are searchable. Example: Unit 2 has been dragged onto the calendar and a note has been added to those days to teach note taking on the days those lesson are taught. If you search for note taking, you will see several occurrences of note taking and if you click on them you will be redirected to where they are listed in the lesson plan.
- When searching Teacher Assets for My Web Links in My Assets, you would enter the text string of the Web Link you are looking for such as “Yahoo” and the search results would bring up any links that contained the text Yahoo and you could then double-click on that link and you would automatically launch that website page.
- When searching My Notes in Teacher Assets under My Assets you would type in the text string that contains the text of the note that you have entered previously and the search result would bring up the note. When you double-click on the note an Edit Note Dialog box will appear.

Launch Menu

The Launch menu contains links to the external applications Acrobat Reader v6.0.1 and Worksheet Editor that are installed along with TeacherWorks Plus.



Acrobat Reader

- Acrobat Reader can be launched by simply clicking the menu option.

Teacher Wraparound Edition

- The option “Teacher Wraparound Edition” is also accessible through the Launch menu, opening the TWE in Acrobat Reader from the CD. An alert box appears if the application cannot be found.

Worksheet Editor

- This option is only available when there is an editable Resource Hot Link entry selected.
- Editable Resource Hot Links entries are colored “blue” and are designated with a “pencil” icon.
- Only editable Resource Hot Links entries can be edited in the Worksheet Editor.
- Users can apply any combination of editing options mentioned above, or simply delete all text and type directly into the worksheet.
- Edited worksheets can be saved for future use by Selecting the “Save” or “Save As” buttons.
- Edited worksheet names will appear in the TeacherWorks Plus Resource List, within the section “Edited BLMs” which is automatically created when the first edited worksheet is saved.
- Users will be prompted to save any changes upon selecting “Close” button.
- Edited Worksheets must be saved in order to access the “Print” feature.
- Edited worksheets must be saved in order to access the “Export” feature.
- Upon selecting Close, you will be asked if the edited worksheet should be added to the calendar.
- When an editable Resource Hot Link is selected in the Resource List or Calendar window, and the Worksheet Editor is activated, this option will open the page(s) in the Worksheet Editor tool, allowing you to edit the text of the page, save under a new name, and print the edited page.

Worksheet Editor Export Print SAVE SAVE AS CLOSE

COPY CUT PASTE UNDO REDO PAGE BREAK ADD PICTURE NEW TABLE ADD RULE

Arial 8 Normal B I U TABLE EDITOR

Name Date

Predicting Whether Mildew Is Alive

What is mildew? Is it alive? We see it "growing" on plastic shower curtains or on bathroom grout. Does it show the characteristics associated with living things?

Procedure

1 Use the data table below.

Data Table		
Prediction	Alive/Not alive	Life characteristics
First		none

McGraw-Hill Glencoe The McGraw-Hill Companies

Help Menu

The Help menu provides access to your Manual, located on the CD in PDF format, as well as the version of the application being used.



Help

This option opens the Help PDF from the TeacherWorks Plus CD-ROM.

About

This option lets you know what version number of TeacherWorks Plus has been installed.

Using the Lesson Planner

Starting a New Calendar

The first time you open the Lesson Planner, you will see the Lesson Plan Setup window. This window provides all the options necessary for setting up a new lesson plan. You can also begin a new calendar by selecting New from the File pull-down menu.

1. In the Calendar Start Date field, type the month, day, and year when your new school year starts.
2. Click a button to select the length of your class periods. If Block Scheduling is selected and you then have TeacherWorks Plus automatically distribute the curriculum over the calendar year, two days' worth of lesson plans will be assigned to each class day.
3. Click the boxes next to any days of the week when the class never meets.
4. Review the list of holidays to make sure a check mark appears next to those days when your school is closed.
5. You can mark other holidays and no-class days now or wait until later.
6. Click **APPLY** to complete your calendar setup.

LESSON PLAN SETUP

Calendar Start Date:

Length of Class Period: Standard: (40-50 minutes)
 Block (90 minutes)

Recurring No Class Days (Weekly)

Monday Tuesday Wednesday Thursday
 Friday Saturday Sunday

Mark these days from to

Mark these standard holidays as No Class Days:

<input checked="" type="checkbox"/> New Year's Day	<input checked="" type="checkbox"/> Columbus Day
<input checked="" type="checkbox"/> Martin Luther King Jr.	<input checked="" type="checkbox"/> Veterans Day
<input checked="" type="checkbox"/> Presidents' Day	<input checked="" type="checkbox"/> Thanksgiving
<input checked="" type="checkbox"/> Memorial Day	<input checked="" type="checkbox"/> Thanksgiving Friday
<input checked="" type="checkbox"/> Independence Day	<input checked="" type="checkbox"/> Christmas Eve
<input checked="" type="checkbox"/> Labor Day	<input checked="" type="checkbox"/> Christmas Day

Would you like to set other No Class Days now?

Yes No, I'll do it later

Marking No-Class Days

Before assigning lesson plans to calendar days, you will probably want to eliminate days when the class will not be meeting. The Insert pull-down menu allows many flexible options for automatically marking single no-class days as well as no-class days that recur daily, weekly, or monthly over the entire year or over a limited range of dates, beginning on the date you currently have highlighted and ending on any date you specify.

INSERT NO CLASS DAYS

1/28/2006
 Daily
 Weekly
 Monthly

To set a new recurrence pattern for this No Class Day, select Daily, Weekly, or Monthly and enter the new dates.

Day of every month(s)

The day of every month(s)

Range of Recurrence

Start
 End after occurrences

End by

The options available in this window change according to which button you have selected - **Daily**, **Weekly**, or **Monthly**. You can type information in the text boxes or select your choices from pull-down menus.

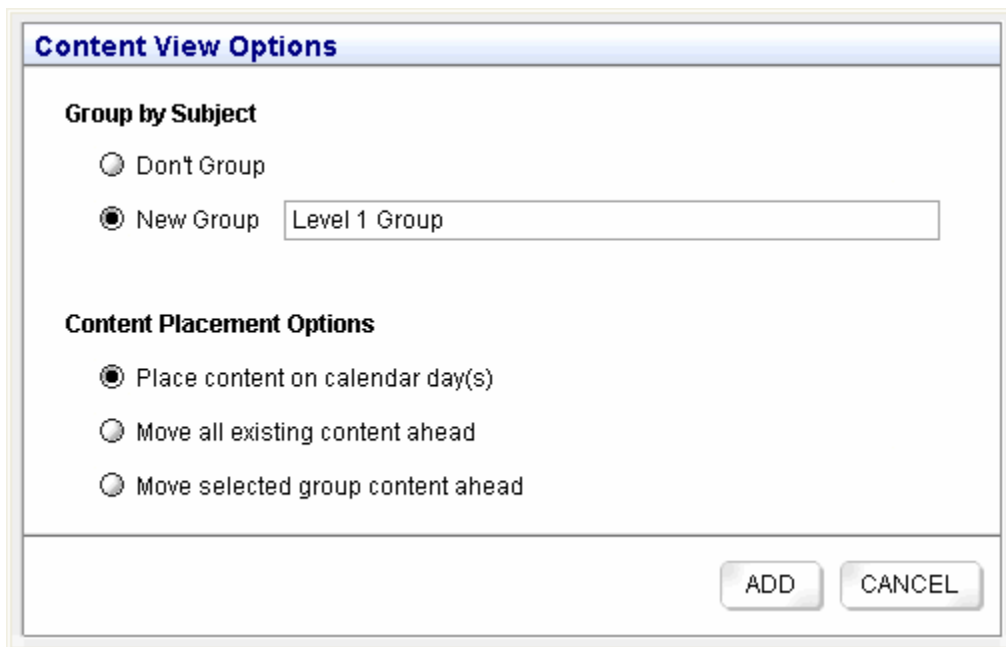
- After making your selections, click **INSERT** to mark the days on the calendar. If you want to keep the Insert window open to mark additional no-class days, click the **Insert Add Another** button.
- To edit repeated no-class days, double-click a no-class day on the calendar and make any changes in the Edit No Class Days window.
- To delete a recurring no-class day, click the **Delete All Occurrences** button in the window.
- To delete a single no-class day, select it on the calendar and choose Delete from the Edit pull down menu.
- Don't worry if you need to make changes later; you can do it easily at any time, and your lesson plans will be automatically adjusted to reflect added or deleted days.
- To mark a single no-class day, simply select it on the calendar and click the **Add No-Class Day(s)** button on the toolbar. Then click the **Insert** button. (Do not select Daily.)

Adding Information to the Calendar

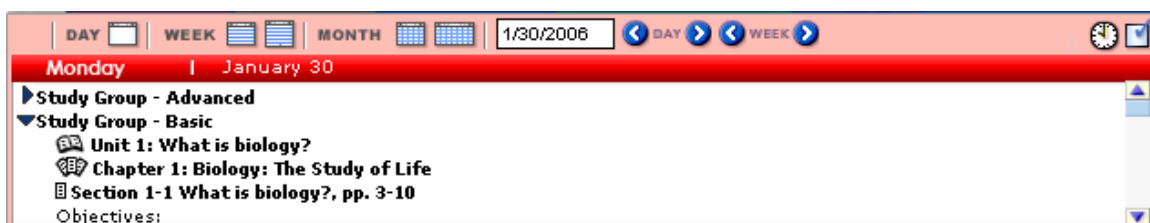
To create a lesson plan, or "populate" the calendar, double click on the Title line for the course. The line will highlight. Then holding down the mouse button, drag the highlighted course title line into the day of the month on which you wish to start your calendar. (Note: you can not drag to a day that falls before the calendar start date since this is a real – time calendar)

You may also decide to populate the calendar with only certain sections of the Resource List. To do this, you can click on the section, or select multiple sections by holding down the control/apple key, then drag those selections into your calendar start date.

As you populate the calendar, you will receive a dialog box indicating the Content View Options. You can accept the default option "Don't Group" and the calendar will fill with only the section(s) you selected, or you can select the "New Group" option and name the selected sections in any way you choose. The calendar will populate with each day showing that group name and you will be able to click on the drop down arrow in the week or month view to see the text below. You can select the Content Placement Options to move new lines or groups forward in the calendar or add them to the existing calendars days.



The dialog box is titled "Content View Options" and is divided into two sections. The first section, "Group by Subject", contains two radio buttons: "Don't Group" (unselected) and "New Group" (selected). To the right of the "New Group" option is a text input field containing the text "Level 1 Group". The second section, "Content Placement Options", contains three radio buttons: "Place content on calendar day(s)" (selected), "Move all existing content ahead" (unselected), and "Move selected group content ahead" (unselected). At the bottom right of the dialog are two buttons: "ADD" and "CANCEL".



Changing the Calendar View

Buttons on the toolbar near the top of the screen let you view the calendar in five different layouts: single day, 5-day or 7-day week, and a month of 5-day or 7-day weeks.



Lesson plans are not affected by the view you choose. If your school uses the typical Monday through Friday schedule and you will not be scheduling activities on Saturdays and Sundays, you can allow more screen space for class days by displaying the 5-day calendar view.

As in the Resource List, items in blue, red or green text can be opened and viewed by double clicking them - as can Web links, other resources, and notes.

- Point your cursor over any incomplete line of text to see the part that doesn't fit in the box.
- When a scroll bar appears on a date, this means you can scroll to see additional lines of text.
- To display a different month, select it from the pull-down menu to the right of the month name. You can also page through months one at a time using the right and left arrows at the right end of the toolbar.
- To display a different year, click the down arrow to the right of the year and select a year from the pull-down menu.
- If you select a date on the month view and then change to the week view, the week shown will include that date.
- Use the right and left arrows beside the "Week Of" date to move through the weeks. Or you can type in a date and press the Enter key to display that week.

Inserting and Deleting Days

TeacherWorks Plus makes it easy to adjust your schedule to accommodate unanticipated snow days, add a day or two when your students could use extra time on a subject, or delete a day when an alternate event is canceled or when the class moves through a lesson more quickly than anticipated. Lesson plans for subsequent days will be shifted forward or backward to accommodate your changes.

- To insert days, select a date on the calendar and then choose Day from the Add pull down menu.



- In the text box, type the number of days you want to insert and then click INSERT. The new blank days will be inserted beginning on the date you selected, and subsequent lesson plans will be shifted forward.

- To delete a day, select it on the calendar and choose Delete from the Edit pull-down menu. If any lines of text appearing on the date are highlighted, first deselect them by holding down the Ctrl key on the PC (the Command key on the Mac) and clicking the lines before you choose Delete. The day and any contents placed on it will be deleted, and lesson plans assigned to future days will all be moved back one day.

Editing Content Placed on the Calendar

The editing tools on the toolbar and in the Edit pull-down menu can be used to copy, paste, and cut (delete) any content placed on the calendar.

- To select an item in the day's lesson plan, click on it.
- To select a group of sequential items, click on the first item of the group you wish to select. Then, while holding the shift key down, click on the last item of the group you wish to select. All items between and including the first and last items will be selected.
- To select more than one item not necessarily in sequence, hold the Control key down on the PC and the Command key on the Mac and click all of the items you wish to select.
- To copy part of a day's assignment onto another date, select the items and click the **Copy** button or choose Copy from the Edit pull-down menu. Then select the date to copy the items onto and click the **Paste** button.
- To delete any item, select it and click the **Cut** button or press **Delete**.

Inserting and Deleting Notes

In addition to dragging resources onto calendar days, you can type and add notes of your own to the lesson plan for any day. To write a note, choose Daily Note from the Add menu.

INSERT NOTES

5/29/2006
 Daily
 Weekly
 Monthly

To set a new recurrence pattern for this Note, select Daily, Weekly, or Monthly and enter the new dates.

Recur every week(s) on:

Monday
 Tuesday
 Wednesday
 Thursday
 Friday

Saturday
 Sunday

Range of Recurrence

Start
 End after occurrences

End by

Note

The top row of buttons allows you to add the same note to as many different days as you like. Choose and click one of the options: the current date (or a date you type into the text box), **Daily**, **Weekly**, or **Monthly**.

- Use the Range of Recurrence boxes to specify how often and over what range of dates you want the note to recur.
- Type your note in the text entry box.
- Click **INSERT**. The first line of your note will appear on the dates you specified. You can double-click the burgundy text to expand it and see the entire note.
- You can also double-click a note you have placed on the calendar to reopen and edit it. To edit a repeated note placed on multiple days, double-click the note on the calendar and make changes in the Edit Notes window.
- To delete repeated notes, click the **Delete All Occurrences** button in the Edit Notes window. To delete a single note, select it on the calendar and choose Delete from the Edit pull-down menu.
- Notes can be placed on no-class days.
- Text within notes can be copied, pasted, and cut, and text from one note can be copied and pasted into notes placed on different days.

The calendar's Day View also allows you to jot down Quick Notes in the Notes text field underneath the Daily Resource List.

Saving Your Work

You can save and close your calendar at any time and then reopen it later to continue working on it. Choose Save or Save As from the File pull-down menu. (Save replaces your previous version with your new changes; Save As allows you to give your newest version a different name while retaining your previous version under the old name.)

- On a PC, go to the drive and folder location where you want your calendar to be saved.
- On a Mac, go to the volume and folder location where you want your calendar to be saved. Type in a name for the file.
- Click **Save**. The calendar, along with any TeacherWorks Plus resources you have placed on it, will be saved in your calendar file. Any information added in your Personal Assistant, My Correlations, My Resources, or My Web Links will also be saved.

Opening an Existing Calendar File

To open a previously saved calendar file, first open TeacherWorks Plus and select Lesson Planner.

You will receive a message "Would you like to open the files that were last opened?"

- Click "Yes" to open the last lesson plan that was opened before the TeacherWorks Plus application was closed.
 - Any changes to the Shortcut Buttons view, or the calendar view, will be maintained when the lesson plan opens.
- Click "No" to open a different lesson plan, or to create a blank calendar.
 - You will be prompted next to open a previously saved lesson plan, "Would you like to open a saved Lesson Plan?"
 - Click "Yes" – the folder "Lesson Plans" will open, listing all previously saved lesson plans. Select the plan you wish to view, and click "Open". The lesson plan will load into the calendar.
 - Click "No" – the Lesson Planner Setup window will appear. Apply the necessary settings, and click "Apply". A blank calendar will open.

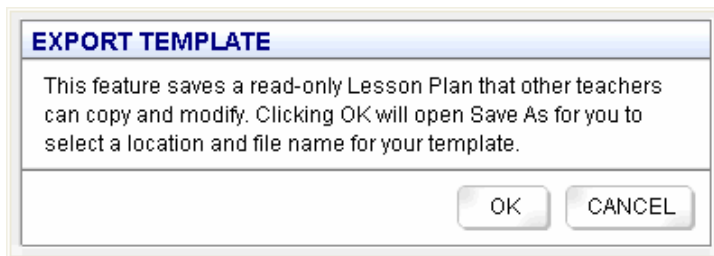
Creating a Template for Other Classes or Teachers

If there are a number of teachers or classes that will be using the same school year dates, no-class days, and holidays and may also want to share some resources in the My Resources list, TeacherWorks Plus provides a simple way to create a template containing all this general information.

Other teachers can open the template and use it to plan their own curriculum without needing to enter this information again. By choosing Save As, they can name and save their modified calendar for their own future use.

Export Template

- Open TeacherWorks Plus and select Lesson Planner. From the File pull-down menu, choose New.
- In the Lesson Plan Setup window, enter all the information about school year dates, no class days, and holidays.
- Click **Apply**.
- If you haven't marked your no-class days yet, choose No-Class Day from the Add pull down menu and mark them now.
- When you have completed setting up all the shared information in your template, instead of saving your calendar, go to the File pull-down menu and select Export Template. This allows you to save your work as a template, in a location accessible to others. Click **OK** in the Export Template window.



Export File

- After saving your lesson plan, go to the File pull-down menu, choose Export File.
- Select the format you want by clicking the button:
 - Text (.txt),
 - Comma Separated Value (.csv)
 - Tab Delimited (.txt)
 - HTML (.htm)
 - Microsoft Excel (.xls)
 - Microsoft Word (.doc).
- When exporting HTML, Excel, or Word format, apply the color coding and group headers if desired. Select "Print Colors" then select the color from the drop-down list.

Blue
Red
Dark Green
Dark Blue
Dark Red
Purple
Aqua
Dark Purple
Brown
Black

- The exported file can be attached to your email program for easy distribution to others. (Note: this feature is ONLY available on Windows XP).
 - Browse to specify a network or other location for saving your template. Or, you can save it in the default location. To do this, simply add your own file name for this template where the blinking cursor appears. Click Save.
 - Click **OK**. Your template is saved and is now available to be opened, modified, and saved under a different name.
- To open a template after it has been created and saved, choose Open from the File pull down menu. Locate the folder where the file was saved, select the template, and click **Open**. Modify the calendar just as you would when you create your own calendar. The only difference is that when you save your work, the template will remain unchanged. Choose Save or Save As from the File menu and give your calendar a new name.

Importing and Reusing a Previous Calendar

You may want to reuse lesson plans you have created - for example, for a class that meets on different days or to adapt last year's curriculum to a new school year or semester. TeacherWorks Plus offers flexible options for reusing as much as you like from a previous calendar and making any modifications you want. To access this option, follow these steps.

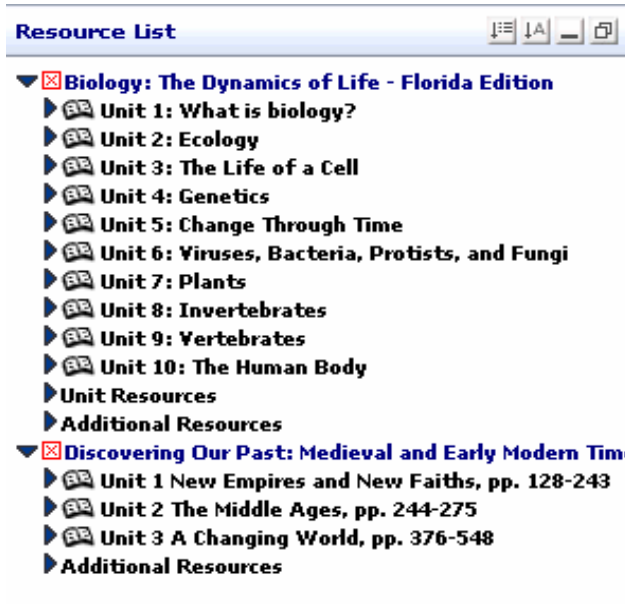
- Open TeacherWorks Plus, choose Lesson Planner, and then select New from the File pull down menu.
- In the Lesson Plan Setup window, enter all the information about school year dates, no class days, and holidays.
- Click **Apply**.
- If you haven't marked your No-Class Days yet, choose No-Class Day from the Add pull down menu and mark them now. These days will be skipped when lesson plans are copied from your previous lesson plan.

- Save your lesson plan. You will be prompted to name your lesson plan if you haven't saved your work yet.
- With your new calendar still open, choose Import Lesson Plan from the File pull-down menu.

- Click **BROWSE** and go to the folder location where your previous lesson plan was saved. Select it and click **OPEN**.
- Select the lesson plan file to be reused.
- In the “Import from” field, enter the dates from which you want to import the previous lesson plan.
- In the “Begin importing on this date in the currently open Lesson Plan” field, enter the starting date for the lesson plan on your new calendar.
- Click **OK**. The previous lesson plan’s information will be saved into your new lesson plan and distributed onto all available class days of the new school year.
- If you had already placed lesson plans or notes on some days of the new calendar, imported plans for these days will be appended to the existing information.
- When you save your new lesson plan, you will be asked to give it a new name if you haven't already saved your work.

Adding Additional Resource Lists to your Calendar

You have the option of adding an additional Resource List to your Calendar by simply choosing Open from the file menu and locating the Resource List in the Courses folder. The additional Resource List or Lesson Plan will be added below the existing Resource List (left pane) and can then be added to the populated calendar to change the Lesson Plan.



Switching between courses

You can switch to any course specific Resources, Correlations or Internet by clicking on the drop down arrow at the end of the menu bar and clicking on the course assets you want to view. Then, by simply clicking on the appropriate Tab, the courses resources will show for that course only. You can also select the tab and then select the course to achieve the same results.



Adding Graphic

You have the option of adding a picture that you have stored on your hard to the daily plan by just selected the button and then locating the file.



Report Feature



You also have the option of building a report based on the daily plan and/or creating your own report by using the report button. You can then export the report do be saved out for future use.

Click on Build, add and change text and then save and export.

Printing Your Calendar

Any view of the calendar can be printed. The printout of the month or week grid shows all of the text currently visible on the screen as well as what you don't see. You will need to scroll down or point the cursor at a calendar item to see additional text that is hidden text will show in a printout of the month or week grid.

PRINT LESSON PLAN

Date Range: to

Simple Text
 Enhanced

PRINT LESSON PLAN

Date Range: to Include weekends

Simple Text Enhanced

Groups (Check to Print)

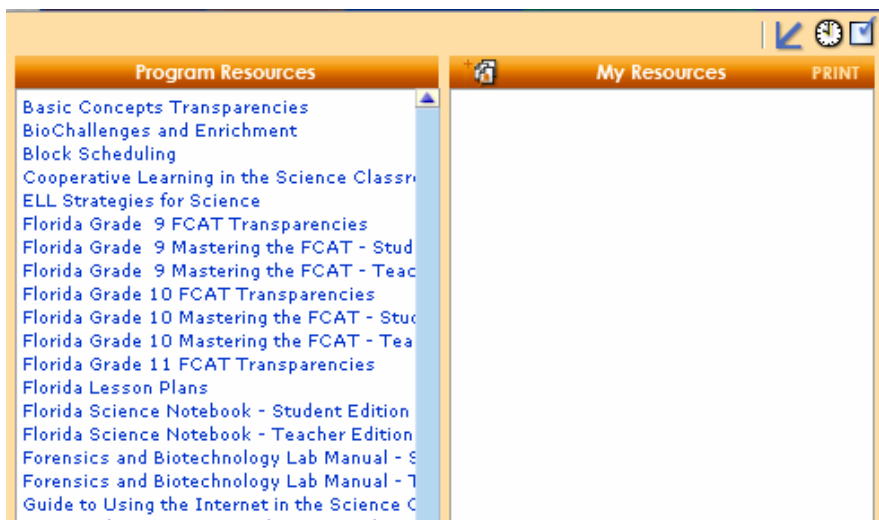
Resource Types (Check to Print Resource Type) Print Colors

<input checked="" type="checkbox"/> <input type="text" value="Blackline Master"/>	<input checked="" type="checkbox"/> <input type="text" value="Web Link"/>
<input checked="" type="checkbox"/> <input type="text" value="Correlated Standard"/>	<input checked="" type="checkbox"/> <input type="text" value="Note"/>
<input checked="" type="checkbox"/> <input type="text" value="Teacher Resource"/>	<input checked="" type="checkbox"/> <input type="text" value="Teacher Edition Page"/>
<input checked="" type="checkbox"/> <input type="text" value="Technology Application"/>	

Using Resources

Components

The Program Resources work window is divided into two areas: Program Resources and My Resources. The main tool bar contains three buttons: the **Download** arrow, a button that opens the **Appointments** window, and a button that opens the **To-Do List**. The My Resources toolbar contains two buttons: **Add a Resource**, **Print** button will print the name of the resource you have added to My Resources.



Program Resources

The Program Resources area shows resources that are included as supported components of the TeacherWorks Plus course, such as links to additional multimedia programs (other Glencoe technology products appear only when they have been installed to your hard drive), word processing documents, PDF files, and other resources specific to the current course that you have downloaded from the TeacherWorks Plus web page.

Other Glencoe applications will appear in the Program Resources window only if they are previously installed on your hard drive. Every time you start TeacherWorks Plus, the program checks to see if these executable files exist on your system. If you install another Glencoe program to your computer after installing TeacherWorks Plus, simply restart TeacherWorks Plus.

For all other files, the program keeps references about where the files are located on the hard drive. When you double-click any resource, TeacherWorks Plus will launch that resource with its associated program (if necessary).

My Resources/Add a Resource

My Resources contains resources that you have added from on your hard drive. My Resources are course-specific, so each course will have its own set of independent resources. Clicking on **Add a Resource** brings up a standard File-Open dialog box that asks you to link to a file that you would like to make available in the current lesson plan. The new resource will appear in the My Resources area.

- To link to the resource again, repeat the steps outlined above, click on the Add menu and select Resource.
- Next click on Browse. Then select the file name and click **OK**.

The file that you find is not copied into any of TeacherWorks Plus' subdirectories. Instead, only the location where the file resides on your computer is remembered in the current lesson plan. If the file is moved, deleted, or renamed, a "broken" link will result, and any attempt to open that file will result in an error message explaining what happened. To link to the resource again, repeat the steps outlined above.

Download a Resource

Clicking on the **Download** arrow opens up a Web site in the user's default browser that contains downloads specific to the current course. These downloads contain additional resources that will be added to those already installed with the course. Those additional resources will appear in the "My Resources" area.

My Resources can be deleted, but Program Resources cannot. If you delete My Resources, an "Are you sure?" dialog box will be displayed, but the actual linked files will *not* be deleted from your hard drive.

Both types of resources can be copied into the lesson plan or dragged into Daily Resources. Any resource item can be double-clicked at any time, regardless of where the resource appears, and TeacherWorks Plus will launch the resource in its associated application.

Using Correlations

Components

When the Correlations tab is selected, the work window is divided into four areas: Program Correlations, Teacher Edition Page Reference, Student Edition Page Reference, and Definition of Correlation. The tool bar consists of a Correlations Selection drop-down list, an **Add Correlations** button, an **Edit Correlations** button, the **Download** arrow, a button that opens the Appointments window, and a button that opens the To-Do List.

Program Correlations

Program Resources

- ▼ Florida's Biology 1 Course Description
 - ▼ 1
 - SC.H.1.4.1
 - SC.H.1.4.2
 - SC.H.1.4.3
 - SC.H.1.4.4
 - SC.H.1.4.5
 - SC.H.1.4.6
 - SC.H.1.4.7
 - SC.H.2.4.1
 - SC.H.2.4.2
 - SC.H.3.4.1
 - SC.H.3.4.3
 - SC.H.3.4.4
 - ▶ 2
 - ▶ 3
 - ▶ 4
 - ▶ 5
 - ▶ 6
 - ▶ 7
 - ▶ 8
 - ▶ 9

Teacher Edition Page Reference

11-18, 27-29, 58-59, 84-85, 164-165, 217-219, 277-279, 305-307, 330-331, 333-335, 357-359, 386-387, 460-461, 496-497, 499-501, 522-523, 570-571, 734-735, 756-757, 834-835, 910-911, 964-965, 991-993

Student Edition Page Reference

11-18, 27-29, 58-59, 84-85, 164-165, 217-219, 277-279, 305-307, 330-331, 333-335, 357-359, 386-387, 460-461, 496-497, 499-501, 522-523, 570-571, 734-735, 756-757, 834-835, 910-911, 964-965, 991-993

Definition of Correlations

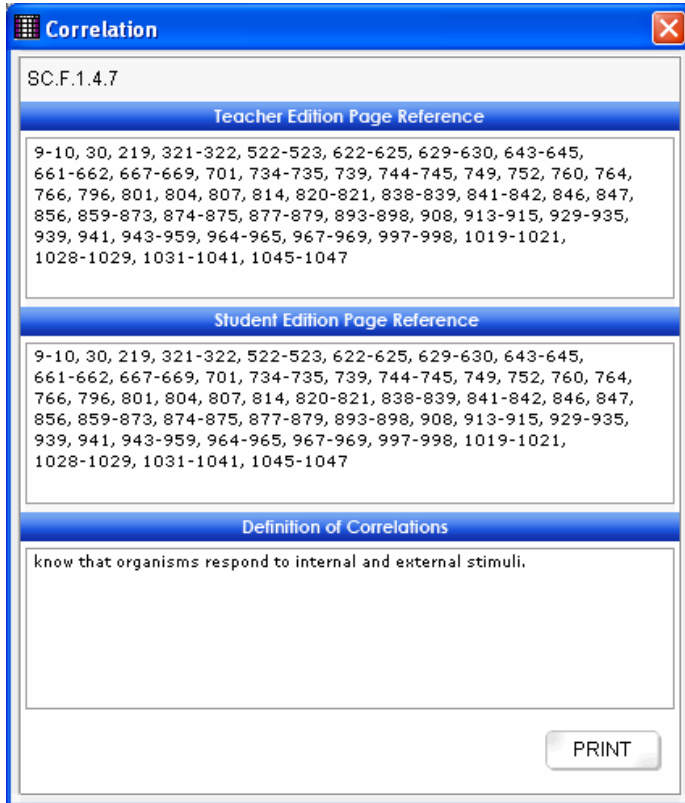
know that investigations are conducted to explore new phenomena, to check on previous results, to test how well a theory predicts, and to compare different theories.

Program Correlations

Each course comes with its own set of correlations which are accessible from the Program Correlations drop-down menu. By default, these course correlations are displayed whenever you go to the correlations tab. The list of program-specific correlation titles is displayed in the Program box; clicking one of these will bring up the corresponding definition in the Definition of Correlation area and the corresponding **Teacher Wraparound Edition** page links in the Teacher Edition and Student Edition Page Reference areas. Double-clicking on the page numbers opens each of the **Teacher Wraparound Edition** page links.

Program Correlations Dialog Box

Clicking on the Correlation under the Program Resources will launch a dialog box that contains the Standards, Teacher and Student Page References and the Definition of the Correlation. You can select to print these results as well as save them for later use. You can also click on a page number listed and the appropriate TWE page will then launch for you to view.

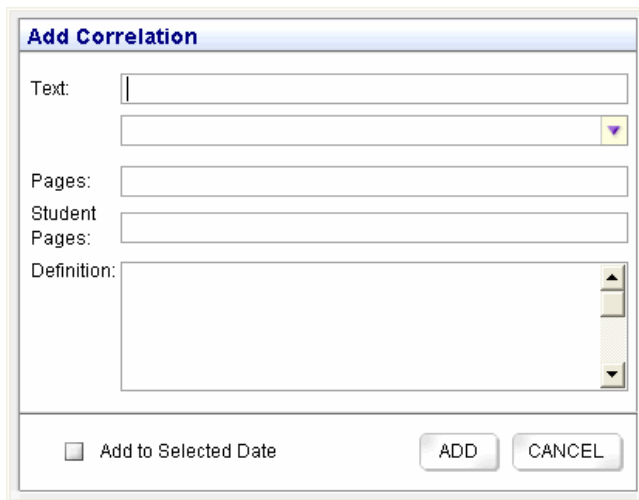


Add/Edit Correlations

By selecting Correlation from the drop-down list in the Add menu, you can insert your own set of correlations. You can also add your own correlations by selecting the **Add Correlations** button from the toolbar.

Add Correlation

The **Add Correlations** button brings up a dialog box.



The dialog box allows you to enter your own custom standards. For ease of use, TeacherWorks Plus allows you to enter information in an outline-type structure by using the tab key to indicate subentries. Inserting a tab at the beginning of a line in the Text box will indent the line two spaces when viewed. TeacherWorks Plus will automatically make adjustments for spacing. However, if the formatting of the new correlation appears incorrect, it can easily be fixed by selecting the Edit Correlations button. The Pages and Student Pages fields in the Add Correlation dialog box only accept numbers, commas, spaces, and returns. User-added Correlations can be added directly to the calendar by checking the box “Add to Selected Date” and clicking the **ADD** button. The date which is selected in the calendar at the time the Correlation is added will be the default location.

Edit Correlations

By selecting Correlation from the drop-down list in the Edit menu, you can edit your own set of user-added correlations. You can also edit your user-added correlations by selecting the **Edit Correlations** button from the toolbar.

By selecting a user-added standard and pressing the **Edit Correlations** button, you can bring up a dialog box similar to the one above. This dialog box already contains all the information for the selected standard, allowing you to edit that information in the same way that it is entered when creating a new standard. Only custom, user-created standards can be edited. Standards installed with the course and standards that have been downloaded cannot be edited. The Edit Correlation dialog box contains one additional button, **DELETE**, allowing you to delete the standard that is open for editing. Edited user-added Correlations can be added directly to the calendar by checking the box “Add to Selected Date” and clicking the ADD button. The date which is selected in the calendar at the time the Correlation is added will be the default location.

Track Correlations

The Standards Tracker will allow you to keep track of which Standards you have covered. Checking the Standard in the lesson plan can be accomplished from the Daily Plan and any of the Calendar views. Checking a Standard in one of the areas will result in the check mark being applied in all other calendar views.

The Standards Tracker can be accessed through the menu, through the short cut button in the menu bar or through the correlations by clicking on a correlation in the Correlation Tab and then clicking on the Standards Tracker menu item or short cut button.

All of the Standards that you have completed and checked will be shown in the Standards Tracker. You can select only the Standard you would like to view and then select APPLY and the Tracker Results will show the that Standard and on what day you have covered it. You can also select to see all the Standards you have completed and a complete list will be shown that includes the Standard as well as the date covered. You will also be shown any Standard that does not have a check mark next to it indicating that the Standard has not been covered for that day. This way you will know that a Standard has been covered on one day and not covered on another day.

You can select a Date Range for instance to show all Standards covered in that period and then at any time you can select to print the results and then save them for future use.

Standards Tracker PRINT

Tracker Options

Date Range: 02/22/2006 to 09/29/2006 APPLY Check the standard(s) you wish to display in the Tracker Results

Show Course Titles: On Off or Check All

Biology: The Dynamics of Life - Florida Edition

- SC.B.1.4.1
- SC.B.1.4.2
- SC.B.1.4.7
- SC.D.1.4.3
- SC.D.1.4.4
- SC.D.2.4.1

APPLY

Tracker Results

Standard	Date	Covered
Biology: The Dynamics of Life - Florida Edition		
SC.B.1.4.1	04/25/2006	<input type="checkbox"/>
SC.B.1.4.1	04/21/2006	<input type="checkbox"/>
SC.B.1.4.1	04/20/2006	<input type="checkbox"/>
SC.B.1.4.1	04/07/2006	<input type="checkbox"/>
SC.B.1.4.1	03/02/2006	<input checked="" type="checkbox"/>
SC.B.1.4.2	04/07/2006	<input type="checkbox"/>
SC.B.1.4.2	03/28/2006	<input type="checkbox"/>
SC.B.1.4.2	03/02/2006	<input checked="" type="checkbox"/>
SC.B.1.4.7	03/02/2006	<input checked="" type="checkbox"/>
SC.D.1.4.3	08/21/2006	<input type="checkbox"/>
SC.D.1.4.3	06/21/2006	<input type="checkbox"/>

CLEAR RESULTS

Download Correlations

Clicking the **Download** arrow launches a Web page in the default browser. If new or additional standards are available for use with the course, they will be displayed here. If the new standards file contains an installer, it will place the necessary files where they need to be placed. TeacherWorks Plus must be restarted in order for the new correlations to appear. Once TeacherWorks Plus is launched again, the new correlations will be available in the Correlations drop-down list. They can be accessed by clicking on the drop-down arrow and selecting the name of the standards under “My Correlations”.

Using the Personal Assistant

Components

The Personal Assistant tab consists of five main screen areas: Appointments, To-Do List, My Resources, My Web Links, and My Notes. The Personal Assistant also has three available buttons: Add a Resource, Add a Web Link, and Add a Note. Each button is associated with a corresponding area in the Personal Assistant: My Resources, My Web Links, and My Notes.

The screenshot displays the Personal Assistant interface with five main sections:

- Appointments:** Shows a calendar for Monday, January 30, 2006. Appointments include: 8:00am (empty), 9:00am Science Department Meeting, 10:00am (empty), 11:00am (empty), Noon Lunch with Mr. Kaplan, 1:00pm (empty), and 2:00pm (empty).
- To-Do List:** A table with columns for Done, Task Description, and Date Due.

Done	Task Description	Date Due
<input checked="" type="checkbox"/>	Grade Period 2 Homework Assignments	1/30/06
<input type="checkbox"/>	Pop Quiz on usefulness of maps	1/30/06
- My Resources:** An empty section for resources.
- My Web Links:** Contains a link for Glencoe Earth Science.
- My Notes:** Contains a note titled Chapter 2 Notes.

Appointments

The Appointments window shows the list of appointments for the currently selected day. The day is displayed in the upper left corner of the window. By default, empty appointment fields will be displayed for every hour from 8 A.M. to 6 P.M. However, appointments can be made in 15-minute

increments for any part of the day. You can have as many or as few appointments as you'd like. Appointment descriptions can be as long as two lines of text.

To add or edit an appointment, click the space of any appointment in the Appointments calendar. This will bring up the Edit Appointment dialog box. This dialog box contains dropdown fields for the hour and minute settings of the appointment. To change the settings, click and select the time for the appointment. To edit the text of the appointment, click in the field and type.

You may click the Alarm checkbox to activate an alarm for that appointment and select an option from the Alarm drop-down box. "5 Min" will appear as the default next to the checkbox, indicating that the alarm will go off 5 minutes before the appointment. This indicator can be clicked to cycle through 8 settings: 5 Min, 10 Min, 15 Min, 20 Min, 25 Min, 30 Min, 1 Day, and 2 Days. When an alarm has been set, an alarm icon will appear next to the appointment. The Alarm checkbox can be toggled both in the Edit Appointment window and in the Appointments window itself.

When you are finished editing an appointment, click the **OK** button. This saves the changes you made to the appointment. Clicking the **Cancel** button will cancel any changes you made while in the Edit Appointment dialog box and return you to the Appointments window. To delete an appointment, click it to trigger the Edit Appointment dialog box and then click the **Delete** button.

When an alarm goes off, TeacherWorks Plus displays a Reminder dialog box containing the time of the appointment and the appointment text. The dialog box contains a **Remind again** button, which allows you to set a new reminder time, and a **Don't warn again** button.

The Appointments window displays left and right arrows at all times, used for moving forward or backward one day at a time to show appointments on other days. You can print the contents of the Appointments window by clicking the **PRINT** button on the upper right corner of the Appointments title bar. The contents of the Appointments window cannot be dragged into the lesson plan or copied into the clipboard.

To-Do List

The To-Do List is a checklist of tasks to be done. A new To-Do List contains 7 blank items that can be edited by clicking anywhere within the item. This will bring up the Add To-Do Item dialog box, which functions in much the same way as the Appointments window, described above. To add a new To-Do List item, click the **NEW** button in the upper left corner of the To-Do List window. Each task has a checkbox and a date associated with it. The To-Do List is not date-specific but is attached to a lesson plan. (Each lesson plan has its own To-Do List.) You can check off or uncheck any item at any time.

The list items can be edited. In either Edit or Create mode, you can change the date of the item and the item's text. You also have access to **DELETE**, **CANCEL**, and **OK** buttons that function the same way as the buttons in the Appointments window.

The To-Do List shows a scroll bar when there are more items than will fit in its window. It accommodates 2 rows of text in each line as in the Appointments window.

When a new lesson plan is created, its To-Do List defaults to 7 blank tasks.

The contents of the To-Do List cannot be dragged into the lesson plan or copied into the clipboard.

You can print the To-Do List by clicking the **PRINT** button in the upper right corner of the To-Do List window.

My Resources

The My Resources area in the Personal Assistant is a “mirror” of the My Resources section available under the Teacher Resources tab. All items contained in My Resources under Teacher Resources are also available within the Personal Assistant. Double-clicking an item under My Resources will open that item using its associated default program. You can add a resource by clicking on the **Add a Resource** icon in the upper left corner of the My Resources area.

My Web Links

The My Web Links area in the Personal Assistant is a “mirror” of the My Web Links section available under the Internet tab. All items contained in the My Web Links under Internet are also available within the Personal Assistant. Double-clicking an item under My Web Links will open that item using the default Web browser on your computer. You can add a Web link by clicking on the **Add Web Link** icon in the upper left corner of the My Web Links area.

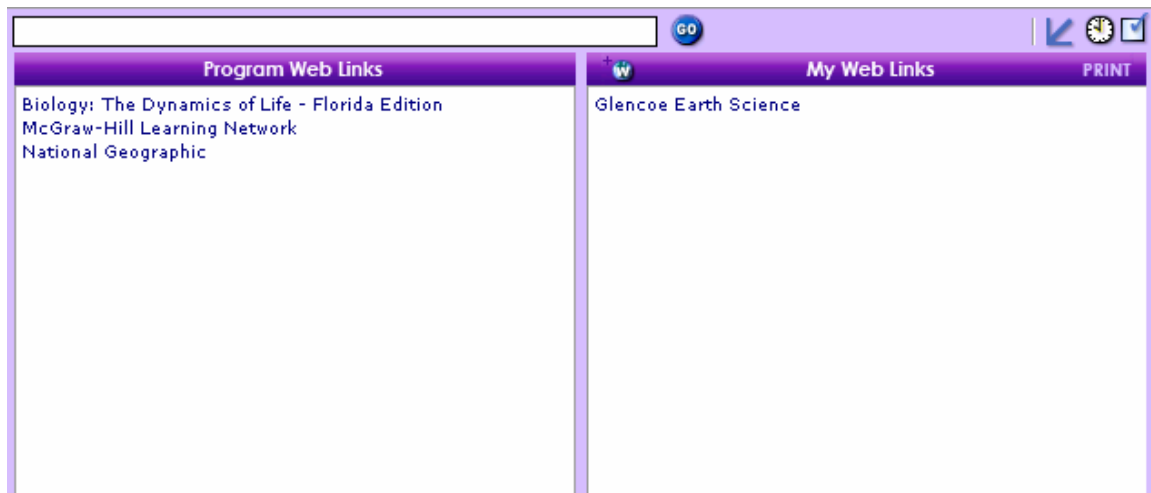
My Notes

My Notes are individual notes that you can create, copy, paste, or drag into a lesson plan. Clicking the **Add a Note** button in the upper-right corner of the Personal Assistant will bring up the Add a Note dialog box with **OK** and **CANCEL** buttons that allow you to enter the text and title for a new note. The My Notes area of the Personal Assistant will store any notes that you have created on your hard drive. Individual Daily Notes created using the Add A Daily Note menu item will also be stored in the My Notes area, allowing you to drag them into other areas of the lesson plan at will. You can delete notes from the My Notes page at any time by simply selecting and deleting them.

Using Internet

Components

The Internet work window displays two main areas: Program Web Links and My Web Links. The header bar contains the URL Go-to field and the **GO** button, along with the **Download** arrow, a button that opens the **Appointments** window, and a button that opens the **To-Do List**, as well as a print button that will print a list of your **Web Links**.



Program Web Links/My Web Links

Both Program Web Links and My Web Links contain Web links (lines that launch URLs in the user's default browser when double-clicked). Course Web Links contains links installed with the course or downloaded, and My Web Links contains links added by the user. You can delete My Web Links, but the Course Web Links are permanent. An "Are you sure?" dialog box appears when deleting Web links to avoid accidentally deleting a URL.

All Web links can be dragged into Daily Resources or copied and pasted into the lesson plan. My Web Links is course-specific: When you load a different course, the links for the previous course are replaced with the links for the new course.

Download Web Links

Clicking on the **Download** Web arrow will launch a Web page in the default browser that contains downloads specific to the current course. These downloads contain additional resources, new standards, or other additional content that will be added to (if new), or will replace (if updates), that which is already installed with the course. Any additional resources will appear in the "My Resources" area. Any additional standards will appear in the "My Correlations" area. Your computer may need to be restarted to see the new resources or standards, depending on what you have downloaded.

Add Web Links

Clicking on this button launches a small dialog box that allows you to enter a new Web link into the My Web Links section. You enter the name and the URL of the new Web link. TeacherWorks Plus will not perform any validation or verification on the URL and will not alert the user if the URL is entered incorrectly or if the URL does not exist.

URL/GO

You may enter text into the URL field matching a Web address. By clicking **GO**, you can launch the URL in the default browser. Again, no validation or verification of the URL will be performed. If the URL is incorrect or does not exist, the browser simply fails to load it.

Accessing Help

Help with all TeacherWorks Plus functions is conveniently available at any time by choosing Help from the Help pull-down menu. This opens the complete TeacherWorks Plus User Guide as an Acrobat Reader file. You can scroll through the guide or print it.

Exiting TeacherWorks Plus™

To close and exit the program, choose Exit from the File pull-down menu. You will be prompted to save any unsaved work.