

# *my* **Smart** Planner

## Teacher Quickstart Guide

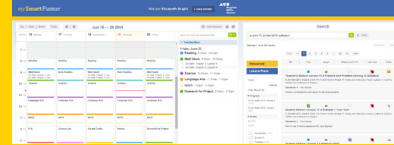
Version 1.1

# mySmartPlanner Quickstart Guide

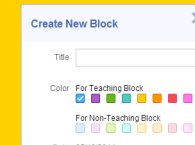
## Set up mySmartPlanner



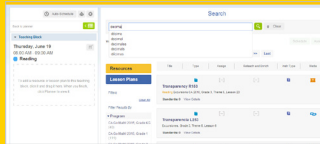
## mySmartPlanner Navigation



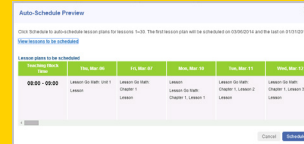
## Create, Edit, or Delete Teaching Blocks



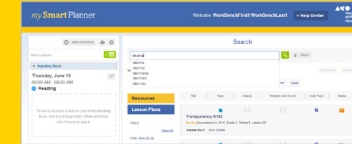
## Search for Resources and Lesson Plans



## Plan Your Lessons for the Year



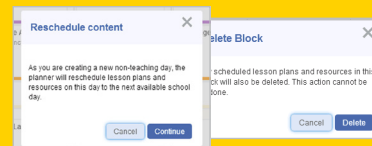
## Manage your Resources and Lesson Plans



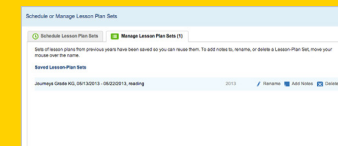
## Edit Lesson Plans



## Make Changes



## End-of-Year Process



# mySmartPlanner Quickstart Guide

## Set up mySmartPlanner

**mySmartPlanner** Welcome Elizabeth Bright [Help Center](#) Houghton Mifflin Harcourt

Day | Week | Month | Today | Mar 24 — 28 2014 | Auto-Schedule

**Did You Know?**  
It takes just two steps to start using mySmartPlanner:  
1. Enter your first day and last day of school.  
2. Create teaching blocks.

**1 Setup**  
1. Click each date box.  
2. Do one of the following:  
• Type the first day and the last day of the school year.  
• Click the calendar and select a date.  
The **Start Date** must be earlier than the **End Date**.

**Welcome**  
To get started, type or select dates for the start and end of your school year.  
Note: The start date cannot overlap the previous year.  
School Start Date: MM/DD/YYYY  
School End Date: MM/DD/YYYY  
Save  
Step 1 of 13

**2 Settings**  
Click to open the Planner Settings.

**Set up mySmartPlanner**  
Set preferences. Add school breaks, non-teaching days, and holidays.  
Step 2 of 13

# mySmartPlanner Quickstart Guide

## mySmartPlanner Settings

**1**

**Planner Tab**

- In **Display**:
  - Select the **Day view**, **Week view**, or **Month view**. This sets your default view.
  - Select **5-day week** or **7-day week**.
- In **School Year**, modify the **Start Date** or **End Date**.
- In **School Day**, set the **Start Time** and **End Time**.
- Click **Save**.

**2**

**Non-Teaching Days Tab**

Click **Add Non-Teaching Day**.

- Type a name for the day.
- Do one of the following:
  - Click the date box and type a date.
  - Click the calendar and select a date.

**3**

**Holidays Tab**

Select or clear any holiday checkbox in the list.

**4**

**School Breaks Tab**

- Click **Add a new school break**.
- Type a name.
- Set a start and end date.



**Note:** To edit or delete a non-teaching day or school break, move your mouse over it and click **Edit** or **Delete**.



# mySmartPlanner Quickstart Guide

## mySmartPlanner Navigation

### Planner Section

Create teaching and non-teaching blocks and view them for different days of the year.

### Teaching Block and Schedule to Planner Section

Collect resources and lesson plans from Search and then add them to your teaching blocks.

### Search Section

- Use keywords to search for resources and lesson plans.
- Schedule the resources and lesson plans to your planner.
- Assign resources to your students

The screenshot displays the mySmartPlanner interface with three main sections highlighted by callouts:

- Planner Section:** A calendar view for June 16-20, 2014. It shows a grid of time slots (7 AM to 4 PM) with various blocks scheduled, such as Reading, Math block, Science, Language Arts, lunch, and P.E. A callout points to the 'Teaching Blocks' section.
- Teaching Block and Schedule to Planner Section:** A sidebar on the right showing a list of teaching blocks for Friday, June 20. It includes blocks for Reading (8:00am - 9:00am), Math block (9:00am - 10:00am), Science (10:00am - 11:30am), Language Arts (11:30am - 1:00pm), lunch (1:00pm - 1:45pm), and Research for Project (2:00pm - 3:30pm). A callout points to the 'Teaching Blocks' section.
- Search Section:** A search results page showing results for the query 'program:FL Go Math! 2015 subtraction'. It lists resources and lesson plans, including 'Teacher's Edition: Lesson 17.4 Practice' and 'Student Edition: Lesson 17.4 Example 1 Your Turn'. A callout points to the 'Search' section.

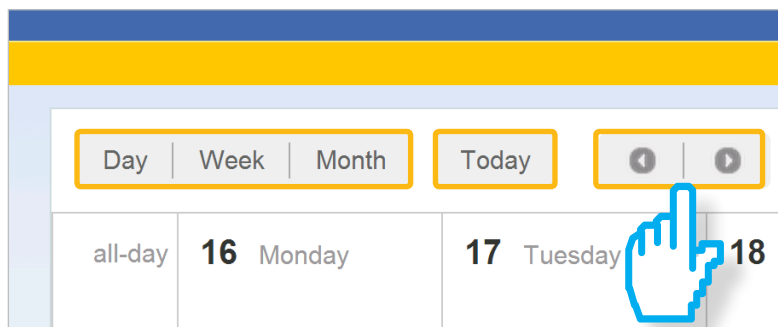
**Note:** Teaching Block and Schedule to Planner basket are available on both the Planner and Search sections.

### Teaching Blocks

- Represent your daily, weekly, and yearly schedule.
- Contain lesson plans and resources that you will use to teach.

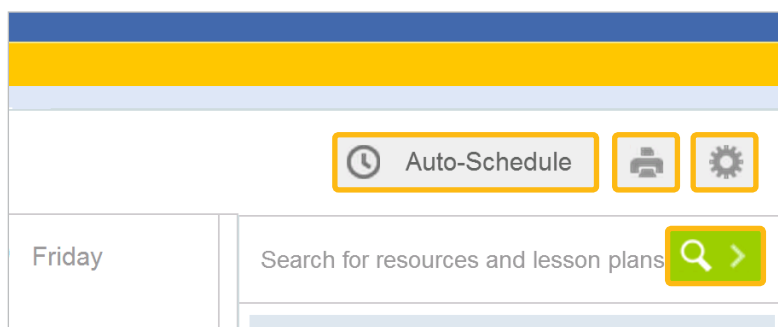
# mySmartPlanner Quickstart Guide

## mySmartPlanner Navigation



### Planner Views

- Click **Day**, **Week**, or **Month** to change the view.
- Click **Today** to return from any part of the calendar to the current day.
- Click the **Previous** and **Next** arrows to move backward and forward.



### Auto-Schedule

Schedule lesson plans for the year.



### Print

Print the selected calendar day or week.



### Settings

Change your **Planner** settings.

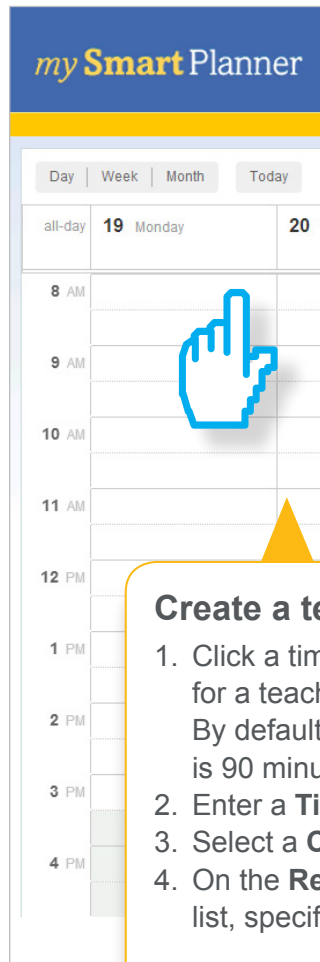


### Search

Go to the **Search** page.

# mySmartPlanner Quickstart Guide

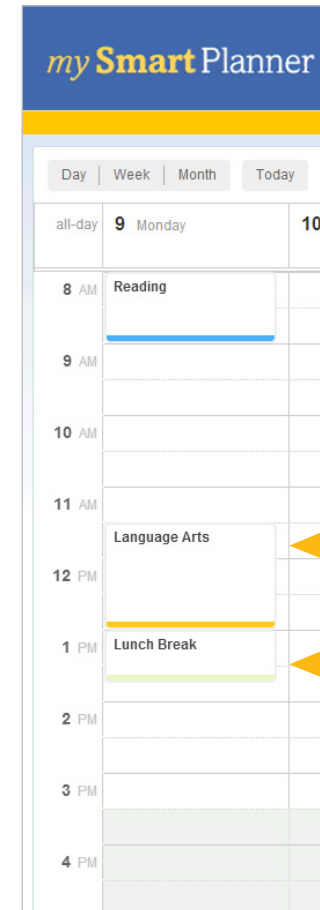
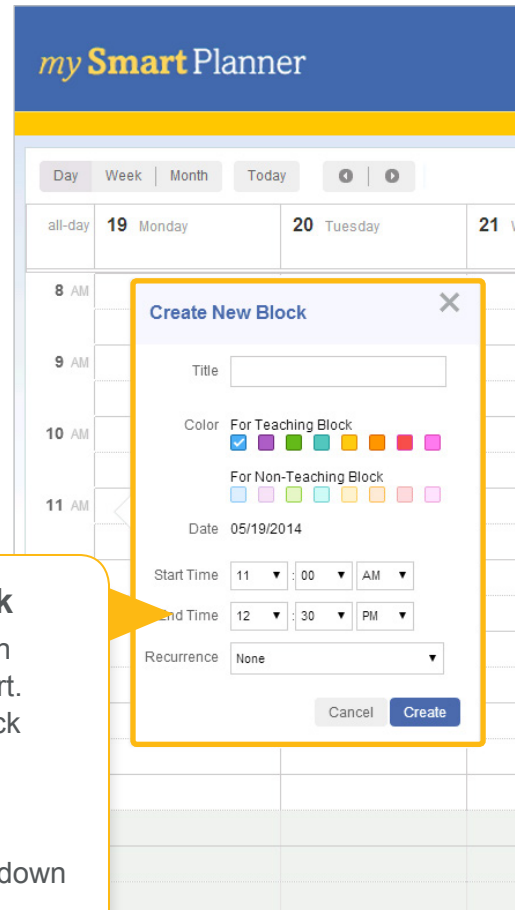
## Create Teaching Blocks



### Create a teaching block

1. Click a time when you plan for a teaching block to start. By default, a teaching block is 90 minutes long.
2. Enter a **Title**.
3. Select a **Color**.
4. On the **Recurrence** drop-down list, specify the frequency.

To create non-teaching blocks, select a color from the **For Non-Teaching Block** section.



### Note

Use different colors when creating blocks for different subjects or classes.

Teaching Block

Non-Teaching Block



# mySmartPlanner Quickstart Guide

## Edit or Delete Teaching Blocks

**1** To edit or delete a teaching block, double-click the block.

**2** Click **Delete Block** or **Edit Block**.

**3** You can change the title, color, or duration of the teaching block, but you cannot change the recurrence.

**3** Select **Delete only this block** or **Delete all recurring blocks**, and then click **Delete**.

The interface shows a weekly calendar view for June 9-13. A 'Language Arts' block is highlighted in blue. The 'Edit Block' dialog box shows the following details:

- Title: Language Arts
- Color: For Teaching Block (selected: blue)
- For Non-Teaching Block (selected: light blue)
- Date: 06/09/2014
- Start Time: 11:30 AM
- End Time: 01:00 PM
- Recurrence: None
- Ends on: (empty)

The 'Delete Block' dialog box shows the following details:

- Title: Language Arts
- Date: 06/09/2014
- Start Time: 11:30 AM
- End Time: 01:00 PM
- Recurrence: None
- Ends on: (empty)



# mySmartPlanner Quickstart Guide

## Search for Resources and Lesson Plans

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Auto-Schedule

Back to planner

**Teaching Block**

**Thursday, June 19**  
08:00 AM - 09:00 AM

**Reading**

To add a resource or lesson plan to this teaching block, click it and drag it here. When you finish, click Planner to view it.

**Note**

Click **Schedule** on any resource to add it to the **Schedule to Planner** basket. You can also click and drag resources into this basket. Once you have collected all your resources, click **Back to Planner**. Now you can click and drag them into different teaching blocks.

**Search**

decimal

décima  
decimal  
decimales  
decimals  
décimas

**Resources**

**Lesson Plans**

Filters

[Clear All](#)

Filter Results By

**Program**

CA Go Math! 2015, Grade KG (46)

CA Go Math! 2015, Grade 1

**Transparencia R153**  
Reading Excursions CA 2010, Grade 2, Theme 6, Lesson 23  
Standards: 0 View Details

**Transparencia L253**  
Excursiones, Grade 3, Theme 6, Lesson 23  
Standards: 0 View Details

**Smart Search**

1. Enter a keyword or a standard ID code into the Search box. As you begin to type a keyword, Search suggests options.
2. Press the down arrow key to select an option.
3. To view values for that option, press the right arrow key.
4. Press the down arrow key again to highlight any of the values.
5. Click or press **Enter**.
  - **Resources** show by default. Click **Lesson Plans** to view the results.
  - On a lesson plan result, click **View Details** to view its Resources.

**Search Details**

Each search result shows details about the resource or lesson plan:

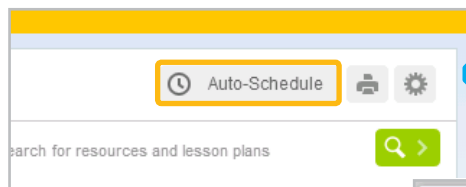
- Title
- Type of Resource
- Assignable Resource
- Reteach and Enrich Resource
- Program Organization
- Instructional Path
- Media
- Description
- Standards

**Search Filters**

To refine the search results, click one of the filters on the left. The number next to each filter shows how many results are available.

# mySmartPlanner Quickstart Guide

## Plan Your Lessons for the Year



### Schedule Lesson Plan Sets

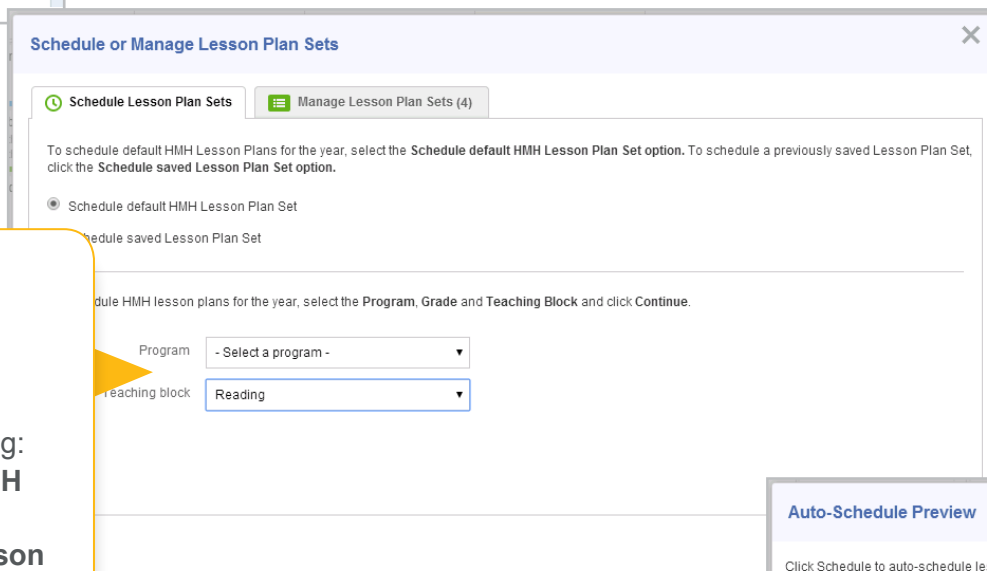
1. On the upper right, click **Auto-Schedule**.
2. Select one of the following:
  - **Schedule default HMH Lesson Plan Set.**
  - **Schedule saved Lesson Plan Set.** This uses lesson plans from a previous year.
3. From the drop-down lists, select the **Program** and **Grade**.
4. Select the **Teaching Block** where you want to add the lesson plans.



### Note

Auto-Schedule allows you to quickly add lesson plans to your teaching blocks for the entire year.

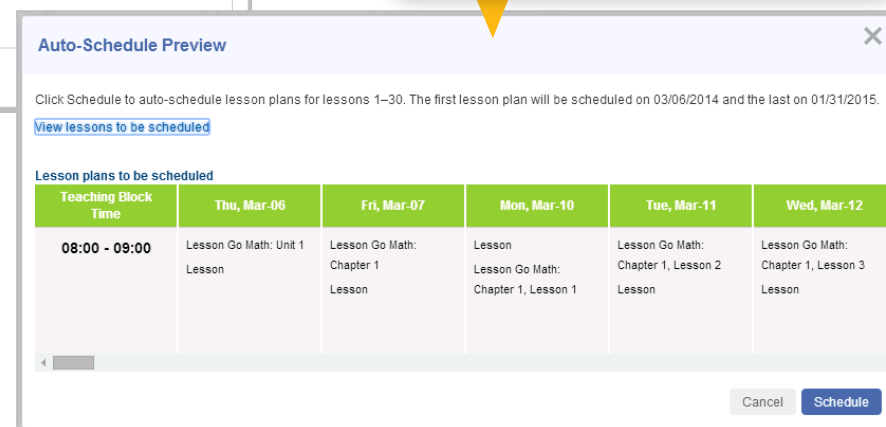
To use Auto-Schedule, you must first create a recurring set of teaching blocks.



### Auto-Schedule Preview

Shows the time, dates, and names of lesson plans in the teaching blocks.

- Use the horizontal scroll bar to view lessons throughout the year.
- Click **View lessons to be scheduled** to see the lessons.
- Click **Schedule** to finish and return to **mySmartPlanner**, where the lessons plans are displayed in the teaching blocks.



# mySmartPlanner Quickstart Guide

## Manage your Resources and Lesson Plans

The screenshot displays the mySmartPlanner interface. On the left is a calendar view with a time slot for 11 AM to 12 PM labeled 'Language Arts'. The main area shows the 'Language Arts' lesson plan details for 'Unit 1 Week 1 Lesson'. It includes a 'Details' button and a 'Transparencia L2' section. On the right, there are buttons for 'Add Notes', 'Add Resources', and 'Move'. A 'Move to teaching block' dialog box is open, showing a list of subjects: Reading, Book Reading, Science, and Language Arts. A 'Note' box at the bottom right provides instructions on how to use the 'Details' button.

**Teaching Block Details**  
Click a teaching block, for example **Language Arts on Monday**, to view scheduled lesson plans and resources in the teaching block details view.

**Add Notes**  
Add a note to the teaching block.

**Add Resources**  
Add Resources to this teaching block. This will open **Search**, from where you can add resources to this block.

**Lesson Plan Details View**  
Click **Details** on a lesson plan to view its standards, and resources sorted by Program Organization and Instructional Path.

**Resource and Lesson Plans**

- Move a lesson plan or resource. Click a block to move it there. Or click the calendar icon to choose teaching blocks on another day.
- Create an Assignment with a resource.
- Delete a lesson plan or resource.

**Note**  
Click **Details** on the Lesson Plan to:

- View resources and standards covered by the lesson plan
- Move the lesson plan.
- Add a note to the lesson plan.
- Add or remove resources from the lesson plan.
- Print the lesson plan.

# mySmartPlanner Quickstart Guide

## Edit Lesson Plans

**Edit Go Math: Chapter 3, Lesson 5**

**Manage Resources** **+ Add Resources**

**Go Math: Chapter 3, Lesson 5**  
Grade 2, Unit 2, Chapter 3, Lesson 5

► Standards (2)  
▼ Lesson-Level Resources (15)  
► Core Instruction (5)  
▼ Differentiated Instruction (4)

■ Reteach SE: 3.5 Algebra - Relate Addition and Subtraction  
 ✕ Delete ➤ Assign

■ Reteach TE: 3.5 Algebra - Relate Addition and Subtraction  
 ✕ Delete

■ Enrich SE: E26 - Related Facts  
 ✕ Delete ➤ Assign

■ Enrich TE: E26 - Related Facts  
 ✕ Delete

► Assessment (4)  
► Digital Path (1)  
► Teacher Resources (1)

**Manage Resources**  
When you click **Add Resources** on a lesson plan, the **Manage Resources** tab opens.

**Add a Resource**  
1. Click the **Add Resources** tab.  
2. Type a keyword into the **Search** box.  
3. Drag a resource into the **Resources drop area**. These will be added to the lesson plan.

**Remove a Resource**  
1. Click the instructional path, for example **Differentiated Instruction**.  
2. In the expanded list, click **Delete** below the resource title.  
• You can remove any or all resources while the list is open.

# mySmartPlanner Quickstart Guide

## Make Changes

### Move a Resource or Lesson Plan

You can also move a resource or a lesson plan from one teaching block to another, by clicking it in the original block, and dragging it to the target block. When you move a lesson plan, it may push any existing lesson plans over to the next block.

### Create a non-teaching day.

Date 06/18/2014

Type of Event Sick Leave

Cancel

Create

### Reschedule content

As you are creating a new non-teaching day, the planner will reschedule lesson plans and resources on this day to the next available school day.

Cancel

Continue

### Create a Non-Teaching Day

1. To create a non-teaching day directly in the **Planner**, click the date.
2. From the drop-down list, select an option, or click **Custom** and type a title for the day.

The non-teaching day pushes all lesson plans and resources ahead one block.

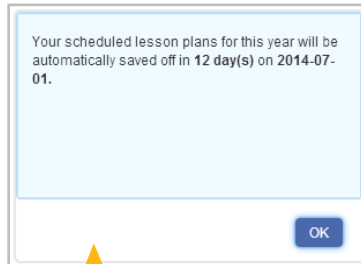


### Did You Know?

You can also create non-teaching days on the **Planner Settings** page.

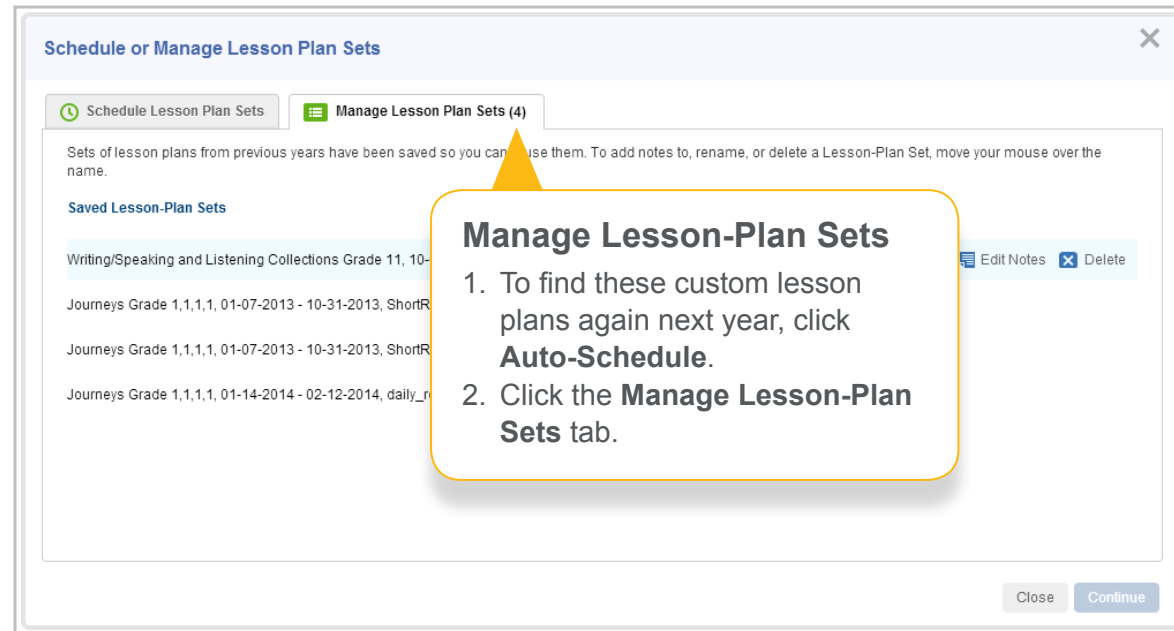
# mySmartPlanner Quickstart Guide

## End-of-Year Process



### End-of-Year Process

Fourteen days before your calendar ends, you will receive a daily message saying that your custom lesson plans will be saved automatically for future years.



### Manage Lesson-Plan Sets

1. To find these custom lesson plans again next year, click **Auto-Schedule**.
2. Click the **Manage Lesson-Plan Sets** tab.