

## TREASURES

### To set up new classes for Treasures (Grades 2-6)

- >"Staff Links"
- >"Treasures Staff Login"
- >May need to accept a User Agreement to proceed
- >If redemption code has expired it will show up as "1 Redemption Code Expired", click on "Manage Content" then "Create New Code" and enter "7/31/15" as expiration. Then click on "Create Redemption Code." (Check to see that you have enough seats for students in your class. If you do not, let Julie know.) Then click "OK."
- >Under "Student Edition" click on "Treasures Grade \_ Resources National"
- >"Manage and Assign" on top bar
- >"My Classes"
- > "Remove Class" on the right (this deletes last year's class)
- > "Create Class" For example, I called mine "Grade 3 2014-15" (this name will display on website)
- >Enter Grade Level
- >Check the box for "Simplified Login"
- > "Save"
- > "Add Students"
- >Enter the grade and nothing else (the top two boxes should automatically read "All Classes" and "All Content")
- >"Search"
- >Select the students in your class.
- >"Save"
- >"Print Password Cards"
- >Click on yellow "Connect Ed" on the bar at the top, right
- >Under Student Edition click on "Manage Content"
- >"Assign Content"
- >Check the box
- >Next
- >Select your class and "Search"
- >Select students and "Next"
- >"Assign" and "Ok"
- >Whew! You're done.
- > Go to the Students Links on the webpage and click on "Treasures" to assure your class shows up.

## EVERYDAY MATH

### To set up new classes for **Everyday Math** (Grades 2-6)

- >"Staff Links"
- >"Everyday Math Login"
- >enter your email address & password
- >"Class Builder" on top right
- >"Show" at bottom of page (select your grade level)
- >"Add Class" at top right. Name your class.
- >Click on each students name and select ">" to move them to the class
- >If you need to add a student, select "Add student" at bottom right.
- >"Close" when complete
- >On main page, select "Student Passwords" at top right
- >Click on your class and "Print Entire Class Login Cards". It will open in a new window. You will need to select "Print Login Cards" at the top left of the new window.
- >Close both windows and "Logout"

## AM OBJECTIVES

### ReLearn AM Objectives

Assign, print, and/or reorder objective for **AM**

- Grades 2-6 are online with their tablets (instead of printing, select the “online” option)
- Here’s how to reorder objectives:
  - Assignment Book
  - Manage Objectives
  - Reorder (on left)