# Networks Florida Social Studies Primary Source Library
## K-5 Digital Training Guide

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Getting Started as a Teacher in Networks

Welcome to the McGraw-Hill digital components. The Social Studies components are contained on ConnectED, a website that allows teachers access to all digital content, as well as access for student and parents. The Teacher Implementation Guide, Lesson Plans, Resources, and Student Editions for the Student WorkText Course Leveled Reader Library and Primary Source Library pathways are just a few of the things you will find here. The following steps will walk you, the teacher, through the use of your account.

Navigating Primary Source Library Content

1. From your ConnectEd digital bookbag, select the Florida Social Studies Primary Source Library Course (in rust). Be sure to select the one labeled Teacher Edition.

Teacher Homepage
1. Select **Lesson Plan** from the menu area.

2. Select the desired **Unit** and **Lesson**.

3. The original McGraw-Hill Lesson Plan will open. A customized Lesson Plan is available upon clicking the **Customize** button. Instructions for customizing lesson plans follow on page 4.
4. Note the different parts of the lesson, each with attached resources.

MY CALENDAR

1. With the plan open, click **Add to My Calendar** to include these plans on your calendar.

2. Complete the pop up box by selecting the class and the start date of the lesson. Click **OK** when finished.
CUSTOMIZE LESSON PLANS

1. If an original McGraw-Hill Lesson Plan was opened, select the Customize button found above the Presentation button.  
   (If a My Customized Lesson Plan was opened, Customize will not be an option.)

2. Complete the Lesson Plan Name box and select OK.

3. Each section of the lesson plan will have a small wheel shape on the right side of the tab. Once selected, choose Edit this Section to change the teacher notes for that section.
4. Lesson plan notes can be added to/deleted/modified. When the changes are made, select **OK**.

### LESSON PRESENTATION

1. With a lesson open, select the **Presentation** button. Two choices will appear—Launch Presentation and Launch Editor.

2. If **Launch Presentation** is selected, the pre-made lesson will launch. It is in the teaching order that McGraw-Hill suggests.
3. To view all the slides, select the square icon with nine dots inside in the lower, left corner. You will not be able to edit the presentation in this view.

4. The Lesson Presentation can be edited by selecting **Launch Editor**. Slides can be hidden, moved and additional resources added.
5. To hide a slide, click the **Hide** button in the top right corner of the selected slide. To move a slide, simply drag it to the desired location. To add resources to a presentation, click the plus sign at the far right of the screen to upload then add the slide. You do not have to save these changes.

6. To launch the edited presentation, click **Presentation** and select **Launch Customized Presentation**.
7. In presentation mode, slides feature writing and e-tools. If the pen tool is desired, select Writing Tools and select the pencil icon. If you wish to type, select the Writing Tools and select the typing tool (the capital T). A blue box will appear in which you will be able to type. To make the box disappear, click once outside of the box. Arrows at the bottom left allow navigation through slides.

MY FILES

Teacher created materials can be added.

1. Click the My Files link on the menu bar.
2. Click **Upload New Files** on the right side of the screen.

3. From the pop-up New File box click, **Select File(s)**.

4. After selecting the files to add, select **Upload**.

**PLEASE NOTE:** The pictures of content that you will see will not necessarily match the content on your screen.
5. Once you see 100% Upload Successful, select **Done**. The file is now eligible to be assigned or used in Lesson Presentations.

**MY FAVORITES**

Resources can be added to the Favorites icon for quick launch functionality.

1. All resources are available to be added to Favorites. Find any resource (from lesson plan or the Resource tab).

2. Under each picture of the resource is a blue outline of a star. By clicking on the star, it will turn completely yellow to signify that it has been added to the Favorites menu.

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PLEASE NOTE: The pictures of content that you will see will not necessarily match the content on your screen.
3. Go to **Resources** on the menu. Select the **Favorites** tab.

4. All resources marked as Favorites will be listed. These resources can be assigned from this area. To remove, click the yellow star. This removes the resource from the Favorites.

**ASSIGN Resources**

1. Select a resource to be assigned to students. Below the picture of the resource, select the **Tools** button (sprocket/wheel icon). Then select **Assign this resource** from the drop down list.
2. Complete the Make an Assignment screen; including assignment name, description, due dates, and which students that will receive the assignment. Then select **Assign**.

3. After the assignment is made, select **Go Back** to return to Networks.
   **NOTE** The Primary Source Library skill pages should **not** be assigned in the above manner. The Interactive e-Book directions below should be followed instead.
Interactive e-Book

1. In the carousel of resources on the right side of the Home screen, you will find the Interactive e-Book. It is specified by the purple letter e in the bottom right-hand corner.

2. Upon opening the Interactive e-Book, you will see that you can advance to the desired page in three ways. You may type the page number directly into the space where the current page number is displayed, click the left and right arrows or click Table of Contents then select the desired unit and lesson.
3. Once on the selected page, you may select single or double page view. Use the respective tools in the bottom right-hand corner to magnify, highlight, erase and write. To type, simply click in the desired space and type as usual. You will be able to type only if the page has an area where a typed response is required.

4. To evaluate students’ work, click on the dropdown menus at the top of the page to select the class and student. Click on the pencil icon to make comments about a student’s work using the purple instructor’s pencil. This distinguishes your marks from those of the student.