

Houghton Mifflin Planners

Central Valley School District
Scott Krentel

Three Steps

- Have a Tech Install Your Planner from either your CD or the Server. (classroom / technology)
- Download the Updates and State Standards
- Set Up Your Lesson Planner for the Year

Step 1 - Install Your Planner

- You can install at home as well.
- You will need to get someone to install for you on your school machine.
- Directions are on the my website
- http://www.cvsd.org/technology_class_support.asp

Step 2 - Download Lesson Planner Reading Update

- Install **HM Lesson Planner** onto your computer
- If your **Lesson Planner** program is running, please exit the program.
- For Windows®, in the **File Download** window, click **Open** or **Run** and **Run** again if needed.
- When you are prompted to unzip the file, click **Browse** and select your desktop and click **OK**. Click **Unzip** and the **Standards Installer** file will be unzipped to the **Desktop**.
- Locate the unzipped file and double-click it to begin the installation.
- When asked to choose a folder, locate and choose the **HM Lesson Planner** folder installed on your computer. This is the default location and the computer usually will automatically point to it. This will install the **Lesson Planner Reading Update** into your **Lesson Planner** program.
- After you have made sure things are working you can delete this off your desk top.

Step 3 Download GLES

If your **Lesson Planner** program is running, please exit the program.

- Go to www.eduplace.com/lessonplanner/ and choose your subject area and state.
- In the row with your grade, click on the operating system you would like to download.
- For Windows®, in the **File Download** window, click **Open or Run**. When you are prompted to unzip the file, click **Browse** and select your desktop and click **OK**. Click **Unzip** and the **Standards Installer file** will be unzipped.
- Locate the unzipped file and double-click it to begin the installation.
- When asked to choose a folder, locate and choose the **HM Lesson Planner** folder installed on your computer. This is the default location and the computer usually will automatically point to it. This will install the **Lesson Planner Reading Update** into your **Lesson Planner** program.
- After you have made sure things are working you can delete this off your desk top.

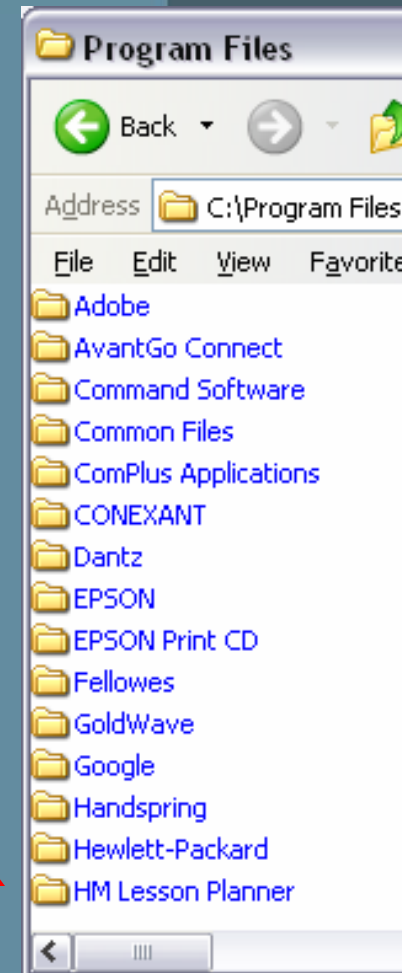
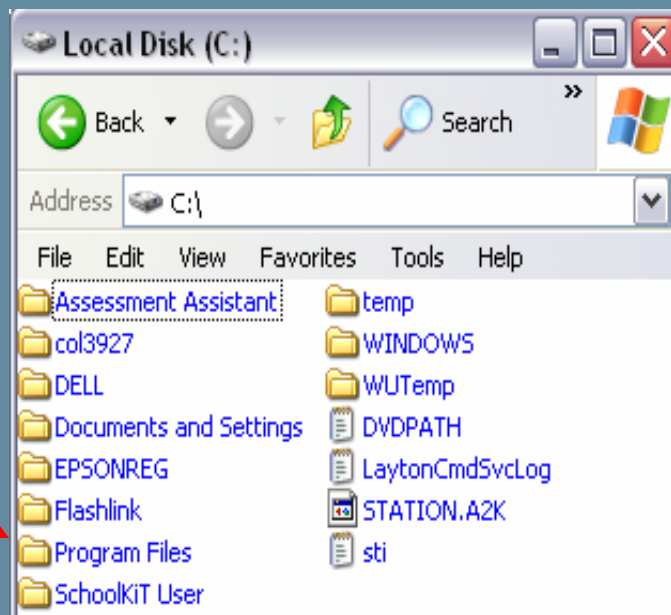
For Building Techs

- If you do not allow full control of the folder containing the planner it will not work properly. The following slides will you install correctly.
- Start by installing the program then we will set the permisiions.

For Building Techs

To install for others:

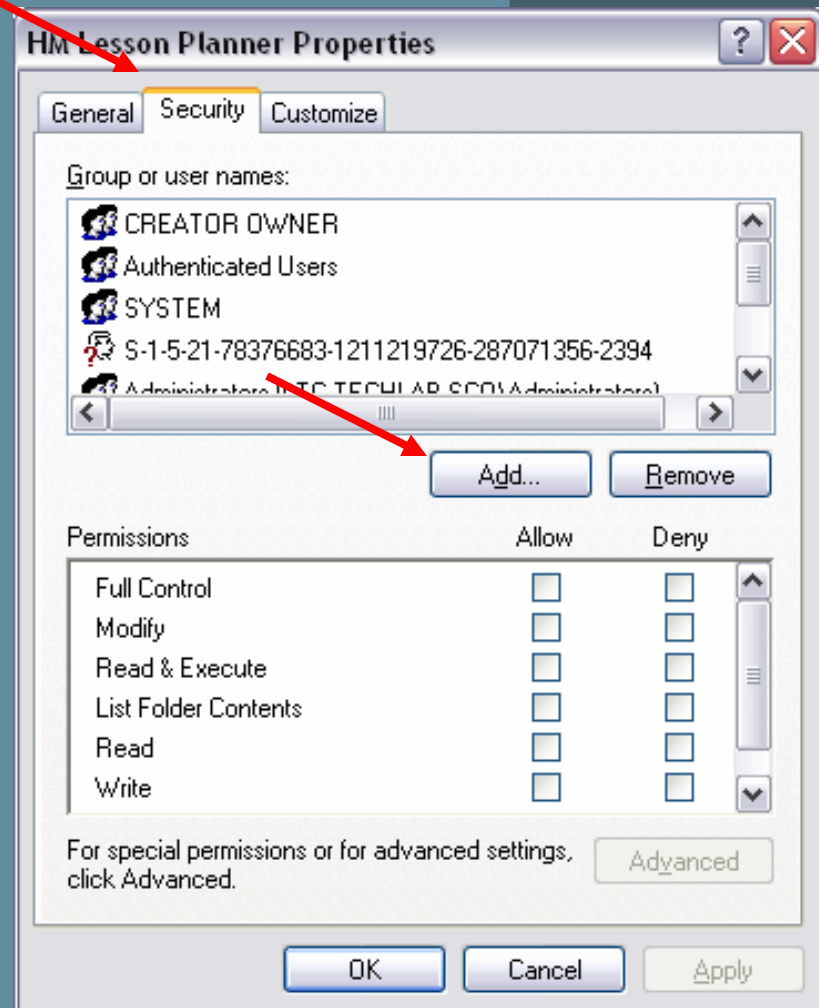
1. navigate to the Program Files Folder / HM Lesson Planner Folder.



For Building Techs

To install for others:

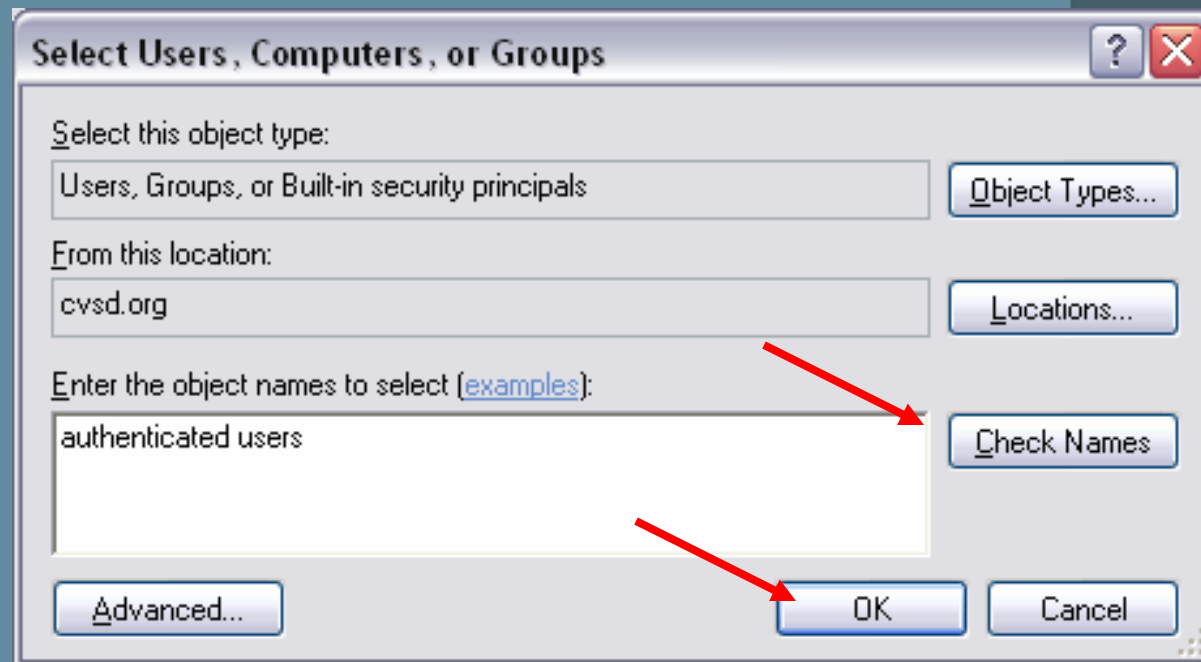
2. Select **HM Lesson Planner Folder** and right click and go to **Properties** and then **Security**.
3. **Add** and new user group if it is not there called "Authenticated Users"



For Building Techs

To install for others:

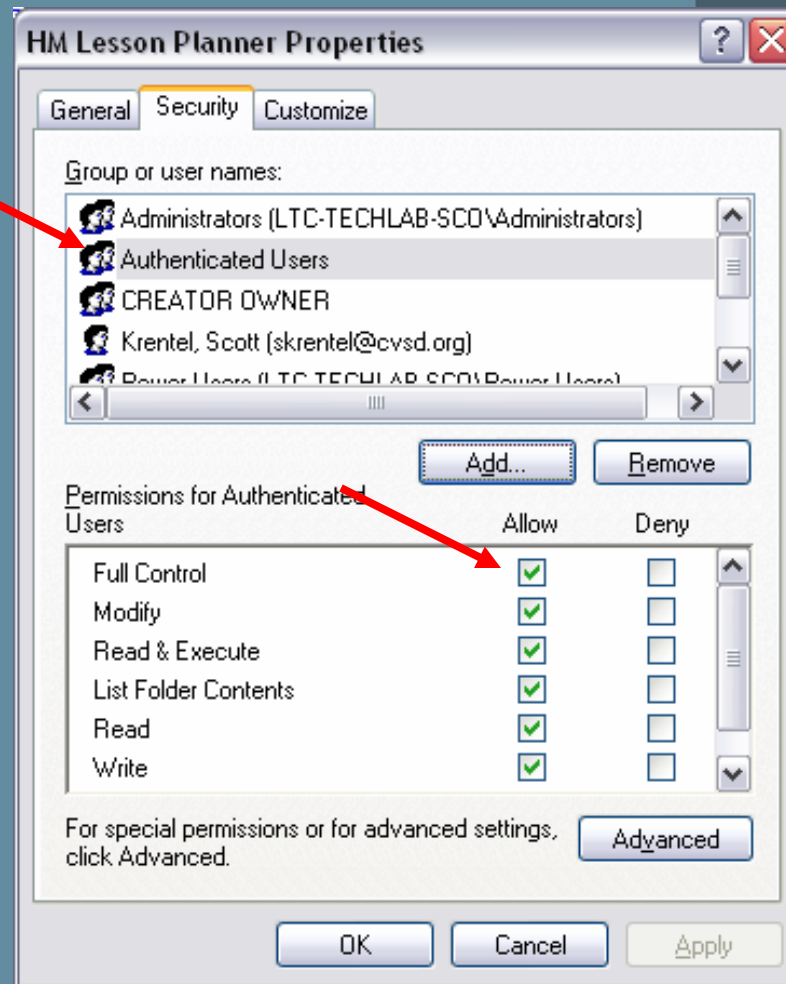
4. **Check Name**
and select **OK**



For Building Techs

To install for others:

5. Allow **Full Control** to Authenticated Users. Select **OK** and you are done.



Quick Start Tutorial



Tutorial – Main Menu

Click below to view a tutorial.

Setting Up A Lesson Plan ▶

Using Your Lesson Planner ▶

Customizing Your Lesson Plan ▶

Using Your State Standards ▶



Exit

Tutorial Control Bar

Set Up Your Planner

- Have your school calendar ready
- Walk through picking your Units.
- You can change and add information at anytime.
- Save a backup of you planner to the "U" Drive, thumb drive, or email the file to yourself

Make The Planner Yours

- Delete Portions of Lesson
- Re-order Rows
- Collapse Rows
- Add Rows for Math and Science

Delete Portions of Planner

- Select Text and Delete
- You can also hide
- Select **Row** from tool bar

GLES

- Site Specific GLES in Parts of your Lesson
- Use Planner Next Year and Additions will be there
- Create Reports and Copy into Word
- Go to Tools / Standards Report

Create Standards Report

1. Report Title

2. Select start and end date
Start date End date

3. Select curriculum

a. Select standards

b. Include list of chapters or themes
 Include list of standards not covered
 Include number of times standards covered within selected dates

Clock Hours

- In order to get clock hours please email me your lesson plan. In the email would you please outline how you spent an additional hour using the tool. I will look at your planner to see, then I will send you your clock hours.

