Interactive Teacher’s Lesson Guide, Grade 3

Overview
The Grade 3 Interactive Teacher’s Lesson Guide is an electronic book (eBook) containing each of the core program components found in the Classroom Resource Package. It is available online on the Deluxe eSuite at www.everydaymathonline.com and on CD-ROM. The Interactive Teacher’s Lesson Guide is an ideal tool for planning and teaching Everyday Mathematics®. The core program resources can be projected and used with an interactive whiteboard during class. They can also be used on a computer or tablet device that is Flash-compatible.

The Interactive Teacher’s Lesson Guide contains the following resources:
- Teacher’s Lesson Guide, Volumes 1 and 2
- Student Reference Book
- Student Math Journal, Volumes 1 and 2
- Math Masters
- Assessment Handbook
- Differentiation Handbook
- Teacher’s Reference Manual, Grades 1–3
-Minute Math®+
-Home Connection Handbook, Grades 1–3
-English Learners Handbook

Table of Contents
Click on each link below to learn about the functionality of the Interactive Teacher’s Lesson Guide.
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**Toolbar**

*Hide/Show Table of Contents*

1. Click to close the Table of Contents menu.
2. Click to open the Table of Contents menu.

**Correlations**

*View Correlations*

1. Click .
2. Choose whether you want to see correlations of *Everyday Mathematics*® lessons to the *Everyday Mathematics*® Grade-Level Goals or to the Common Core State Standards.
   
   Then click .

3. If you want to view a **by-lesson correlation**, click the tab. (This tab is enabled by default.) Select a unit from the unit drop-down menu. Then select a lesson from the lesson drop-down menu. The Grade-Level Goals (or Common Core State Standards) that correlate to that unit and lesson appear in the window. Goals (or standards) that are longer in length will be truncated; click **MORE** to view the complete text. Click **LESS** to return to the original view.

4. To keep track of the dates you taught a lesson, click the **Date Completed** field to select a date for a lesson as you complete it. Click **Note** to type in a note about this lesson.

5. If you want to view a **by-standard correlation**, click the **View by Standard** tab. A list of Grade-Level Goals (or Common Core State Standards) appears in the window. Goals (or standards) that are longer in length will be truncated; click **MORE** to view the complete text. Click **LESS** to return to the original view.

6. Click a Grade-Level Goal (or Common Core State Standard) to see all of the lessons that correlate to that Grade-Level Goal (or Common Core State Standard).

7. Click the top-most drop-down menu to change the view from Grade-Level Goals to the Common Core State Standards or vice-versa.

8. Click in the upper right corner to close the Correlations tool.

**Create Reports**

1. If you click the **Date Completed** field in the **View by Lesson** tab for each lesson you complete, you can create a printable report showing the lessons you taught, along with their correlated standards, for a selected time period.
2. In the View by Lesson or View by Standard tab, click Create Report.

3. Complete the Name and Class fields and choose whether you want to view the report by lesson or by standard. Then choose a Start Date and End Date for your report. Next, click Show Notes to include any notes made in the lesson. Finally, click Create Report.

4. The report will open as an html document. Click Print to print the report. Click Save to save the report to your computer. After saving, you can open your report in a browser window and use your browser’s print function to print the report.

**Printing**

On pages that are printable, a button will appear to the left of in the toolbar. Click to print the current page.

**Single-Page/Double-Page View**

1. Click to view one page at a time. Single-page view is enabled as the default view.

2. Click to view two pages at a time. Some pages have double-page view disabled.

**Drag Page**

1. Click , choose a location on the page, and then click and drag the page to move it to different locations within the page. is enabled only if you are already zoomed in and the vertical and/or horizontal scroll bars are showing.

2. Click a second time to disable the feature.

**Zoom Out**

Click to zoom out from the current page.

**Zoom to 100%**

Click to view the full page.

**Zoom In**

Click to zoom in on the current page.
**Zoom To**

Click [zoom], and then click and drag a rectangle over an area on which you want to zoom in.

**Drawing Tools**

1. Click [pen tool] to open the Drawing Tools toolbar. You can use these tools to annotate the page. Annotations will be saved as long as the book remains open. When the book or application is closed, the annotations will be deleted.
   - **Pen Tool**: Click [pen]. Select a line width and color. Then click and drag to draw or write on the current page.
   - **Rectangle Tool**: Click [rectangle]. Select a line width and color. Then click and drag to draw a rectangle on the current page.
   - **Circle Tool**: Click [circle]. Select a line width and color. Then click and drag to draw a circle or oval on the current page.
   - **Eraser Tool**: Click [eraser]. Then click on an annotation or a drawn object to delete it from the current page.
   - **Trash Tool**: Click [trash] to delete all annotations and drawn objects from the current page.

2. Click [close] in the upper right corner or [save] in the main toolbar to close the Drawing Tools toolbar.

**Notes**

1. Click [notes] to enable the Notes feature.
2. Click on a desired location on the current page to place the note.
3. Enter your text with a keyboard.
4. Click [save here] to save the note at the location.
5. Click [delete] to delete the note.
6. Click [print] to print the note.
7. Click [disable] to disable the Notes feature.
8. Any saved Notes will be automatically saved to the current page.
9. To delete a previously-saved Note, click on the Note. Then click [delete] to delete the Note.
**Highlighters**

1. The [highlighters](#) tool allows you to highlight text on the page. Click one of the three highlighter colors.
2. Click and drag the highlighter over words on the page to highlight them. Alternatively, click individual words to highlight them.
3. To remove a highlight from highlighted words, click and drag the highlighter over highlighted words on the page. Alternatively, click individual highlighted words to remove a highlight.

**Search**

1. Click [search](#) to search for text in the Interactive Teacher’s Lesson Guide.
2. Select the Resource in which you want to search.
3. Enter your search term(s) with a keyboard.
4. Click [go](#).
5. The search results will appear in the Results window. The search results will indicate the Resource, page number, and several places on the page where the search term(s) appear. Click the Resource or page number to open that page. The page will open with all instances of the search term(s) highlighted.
6. If there are more than 10 results, click [←](#) or [→](#) to navigate to other results.
7. Click [x](#) in the upper right corner to close the Search tool.
8. When a Search is started from the Teacher’s Lesson Guide window, you may search the Teacher’s Lesson Guide as well as any of the other Resources included in the Interactive Teacher’s Lesson Guide for the desired term(s). The Search window remains open in the Teacher’s Lesson Guide window until you close it. When a Search is started from a Resource window, you may search any of the Resource components for the desired term(s). As long as you select and click a search result for the open Resource, the Search window will remain open; if you select and click a search result leading to another Resource, the new Resource opens and the Search window will close along with the Resource from which the Search was started.

**Glossary**

1. Click [glossary](#) to open the Interactive Glossary.
2. Click a letter and then a term to see the definition of the term.
3. Click [x](#) in the upper right corner to close the Interactive Glossary.
Index
1. Click in the Teacher’s Lesson Guide to open the Interactive Index.
2. Click a letter and then find the term.
3. Click a page number to open that page.
4. Click in the upper right corner to close the Interactive Index.

Help
Click to open the Interactive Teacher’s Lesson Guide Help.

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Table of Contents Menu

Teacher’s Lesson Guide tab
1. When you launch the Interactive Teacher’s Lesson Guide, the Table of Contents menu for the Teacher’s Lesson Guide opens in the left window pane.
2. Click an entry or section. If the entry contains a , a new Table of Contents menu will open. For example, a listing of lessons for Unit 2 will open after Unit 2 is clicked. Also, the first page of that unit (Unit 2 Organizer) will open. Subsequently, you can click on a lesson in the left window pane to open the first page of the lesson.

Resources tab
1. Click the Resources Table of Contents menu. All of the supporting resources are listed in this menu.
2. Click a resource to open the eBook of the resource. The resource book will open in a second window while the Teacher’s Lesson Guide window will remain open in the background. (Note: only one resource can be viewed at a time.) The Table of Contents of the eBook will open in the left window pane.
3. Click a section to open the first page in the section.

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In-Page Features

Navigation
1. In the Teacher’s Lesson Guide, any reference to another Teacher’s Lesson Guide page is linked. Click the link to access the referenced page.
2. In the Teacher’s Lesson Guide, resources that are referenced on the pages are linked to that page in the resource. Click the link to access the referenced resource page.
3. In a resource, click Contents in the left window pane. Each interior Table of Contents page is linked. Click a link to open the first page in the section.
4. At the bottom of the window in the Teacher’s Lesson Guide or Resource, enter a page number with a keyboard and hit Enter to access the page.
5. Click ▶ to access the next page.
6. Click ◀ to access the previous page.
7. Click ◀ to access the previously accessed page.
8. Click ◀ to access the page that was accessed before clicking ▶.

Vocabulary in the Teacher’s Lesson Guide
1. In the Unit Vocabulary box within the Unit Organizer, click a term to open the Interactive Glossary and see the term and its definition. Most terms will be linked to the Interactive Glossary.
2. In the Key Vocabulary section of the lesson opening pages, click a term to open the Interactive Glossary and see the term and its definition. Most terms will be linked to the Interactive Glossary.
3. Vocabulary terms are set in boldface throughout the Teacher’s Lesson Guide. Click a boldface term to open the Interactive Glossary and see the term and its definition. Most terms will be linked to the Interactive Glossary.

Grade-Level Goals
Roll your mouse over a Grade-Level Goal to see the full text of the goal.

Printable PDFs

1. Some masters pages will have a Print PDF button on the page. Print PDF allows you to print the current page as a PDF document. Printing a PDF allows you to set the scaling of the page so that it prints at 100%. Pages that involve measurement, for example, will include the Print PDF button when measurement of objects on the page is discussed or practiced.
2. Click the Print PDF icon. The page will open as a PDF.

3. Click to open the print window.
4. In the Print window, select your printer and choose None, for Page Scaling, to print the page at 100%.

**Clear Data**

1. If you are using the online Interactive Teacher’s Lesson Guide or if you installed the application on your computer, you can delete saved information.
2. Click **Clear Data**.
3. Click to delete all marked saved *Everyday Mathematics®* correlation notes and lesson completion data, and/or all saved page notes and highlights.
4. Click **Clear Data** to delete the selected information or **Cancel** to exit. Deleted data is unrecoverable.

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