hmhco.com • 800.225.5425

Houghton Mifflin Harcourt

collections

Grades 6–12

Digital Platform Walkthrough and Evaluator's Guide

This handy reference is your guide to online features and tools of ***Collections.*** "Go Further" sections throughout the guide provide additional steps for you to work within the platform and explore your options.

Contents

Getting Started
- Creating an Evaluation Account 3
- Navigating the Dashboard 4
- Setting Up a Class 5
- Setting up *my*SmartPlanner 6

A Guide to the eBook Navigation Icons 7

Using the Navigation Icons and Features 9
- Using Annotation Tools and myNotebook 10

Go Further: Key Features for Students 12

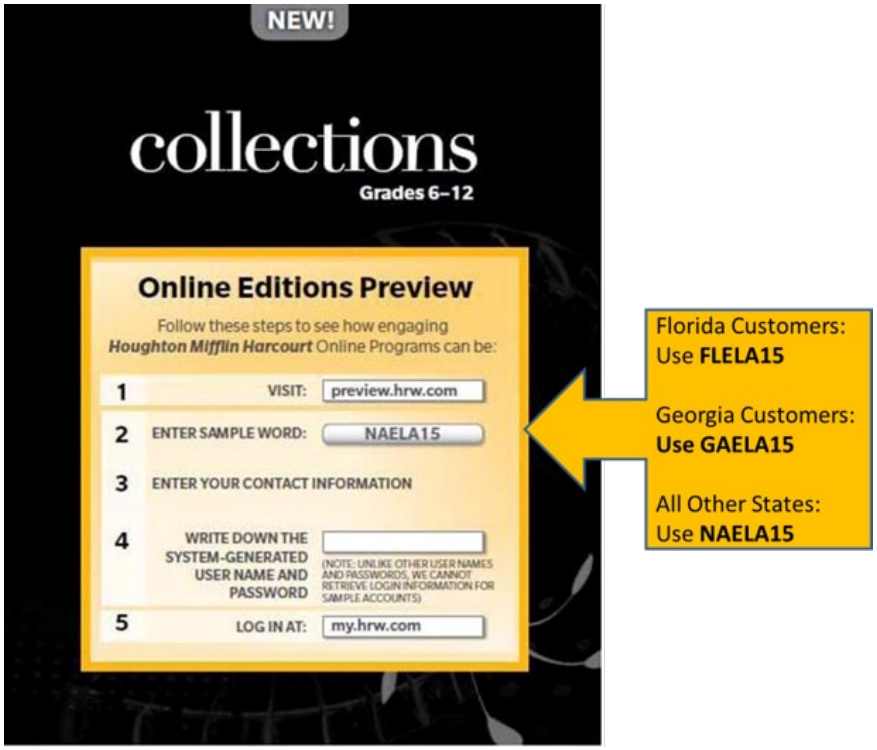
Go Further: Key Features for Teachers 16

Using Assignments 17

TIP

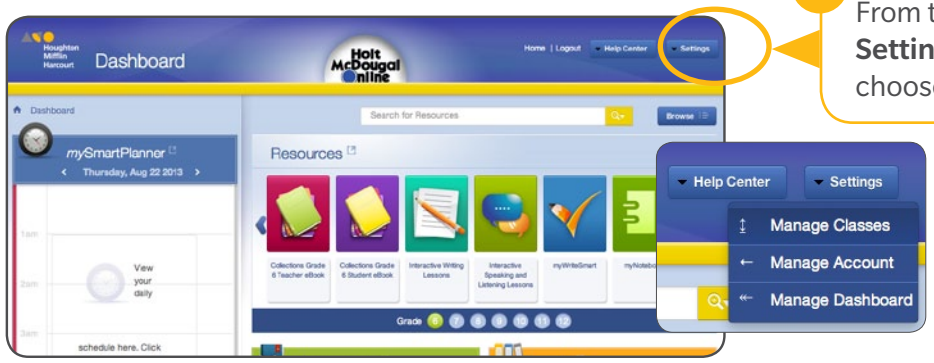
Use Google Chrome™ to access the ***Collections*** Digital Platform for maximum compatibility.

Google Chrome™ is a trademark of Google Inc. (C) Houghton Mifflin Harcourt Publishing Company. 08/13 MS82149

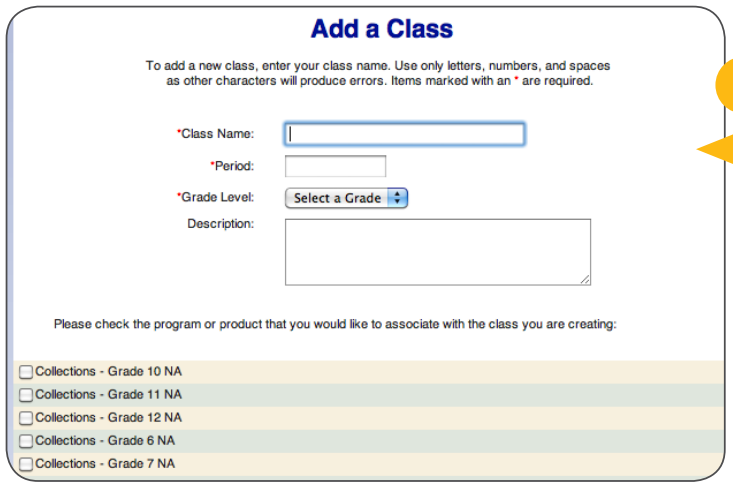


my.hrw.com
Log on to the Teacher Evaluator account that you created.

Help Center
Settings
Search
Browse
mySmartPlanner Gadget
Resources Gadget
Grade Selector
Assignments Gadget
Reports Gadget
Houghton Mifflin Harcourt
Dashboard
Holt McDougal Online
Home | Log Out
Help Center
Settings
Search for Resources
Browse
Resources
Wednesday, May 22 2013
Reading 1
Journeys: Lesson 11, Day 1
Reading part 2
Journeys: Lesson 25, Day 1
AutoSchedule
Journeys: Lesson 11, Day 1
Assignments
Due: April 3rd 2013
kav asses
3/3 Completed
Due: March 27th 2013
Test check1
2/2 Completed
Due: April 30th 2013
3 due date
2/5 Completed
Reports
Scores
Over 70%
50%-70%
Under 50%
sug 18 march
higher Due Date
1 Due Date

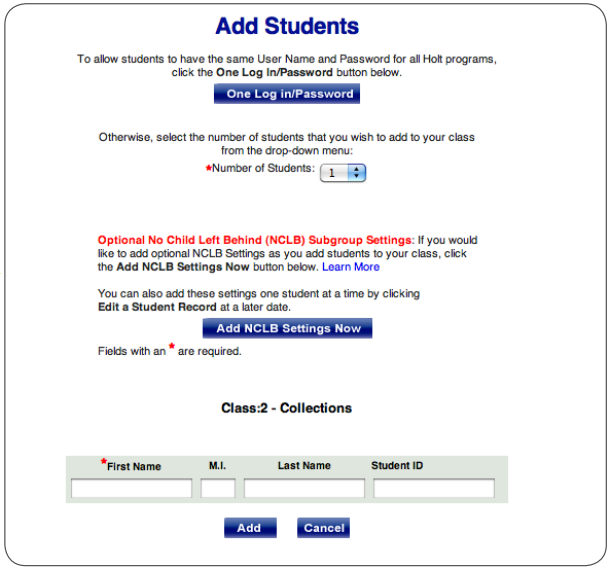


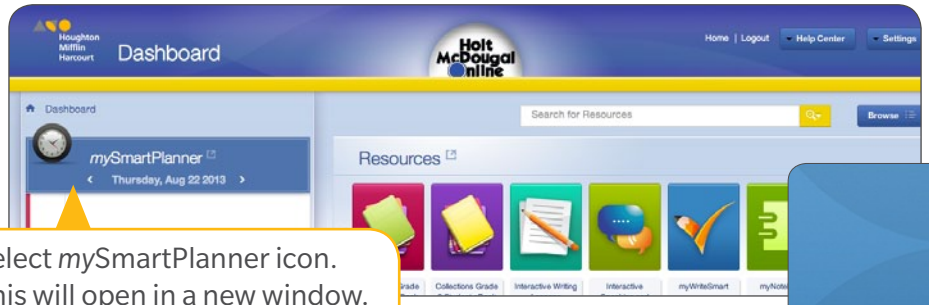
1. From the Teacher Dashboard, select **Settings** in the upper right corner and choose **Manage Classes.**



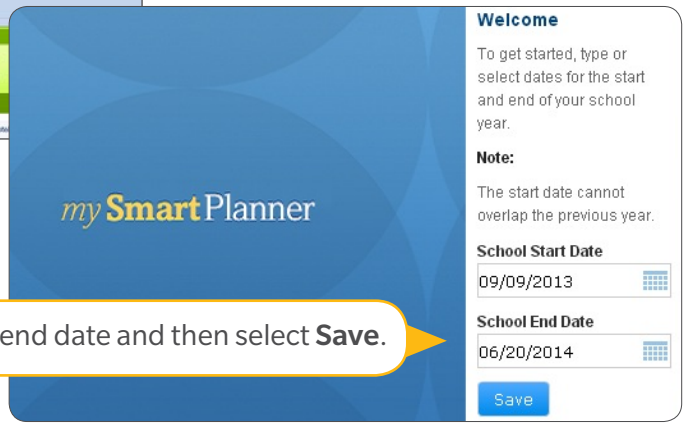
2. **Add a Class**
   - Fill in appropriate fields.
   - Select all resources available for Grade 9 ***Collections***.
   - Select **Add** at the bottom of the screen.

3. **Add Students**
   - Select 3 in the drop down menu next to *Number of Students. This will populate the page with the appropriate number of fields.
   - Enter the first and last name of 3 fictitious students.
   - Select **Add**.
   - Make note of the student Usernames and Passwords for use later or use the convenient Print option.
   - Select **Home** in the upper right corner to return to the Dashboard.



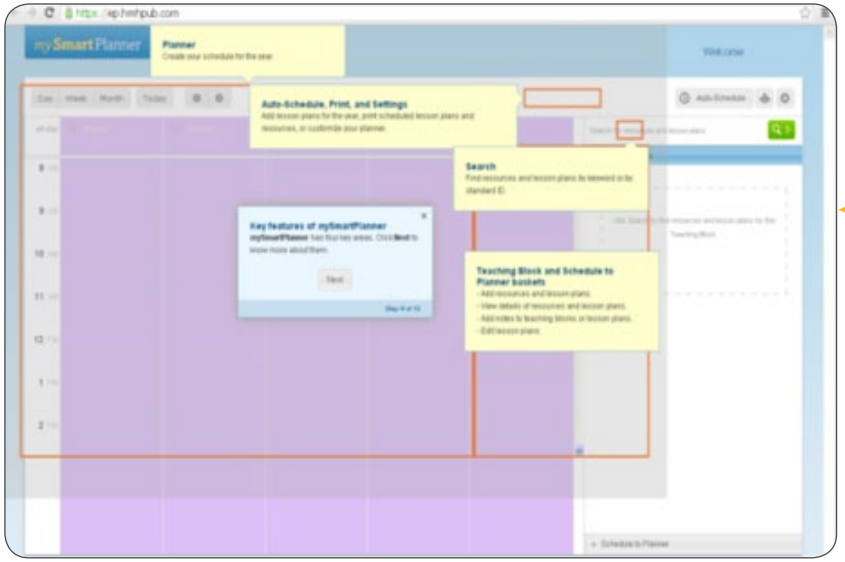


1 Select *my*SmartPlanner icon. This will open in a new window.



2 Enter a start and end date and then select **Save**.

3
- Select the **Gear** icon in the top right corner of the window to open Planner Settings.
- On the Planner Tab, select the week view, five-day week under Display.
- Under School Year note that the start and end dates are identified
- Under School Day choose start and end times and select **Save**.



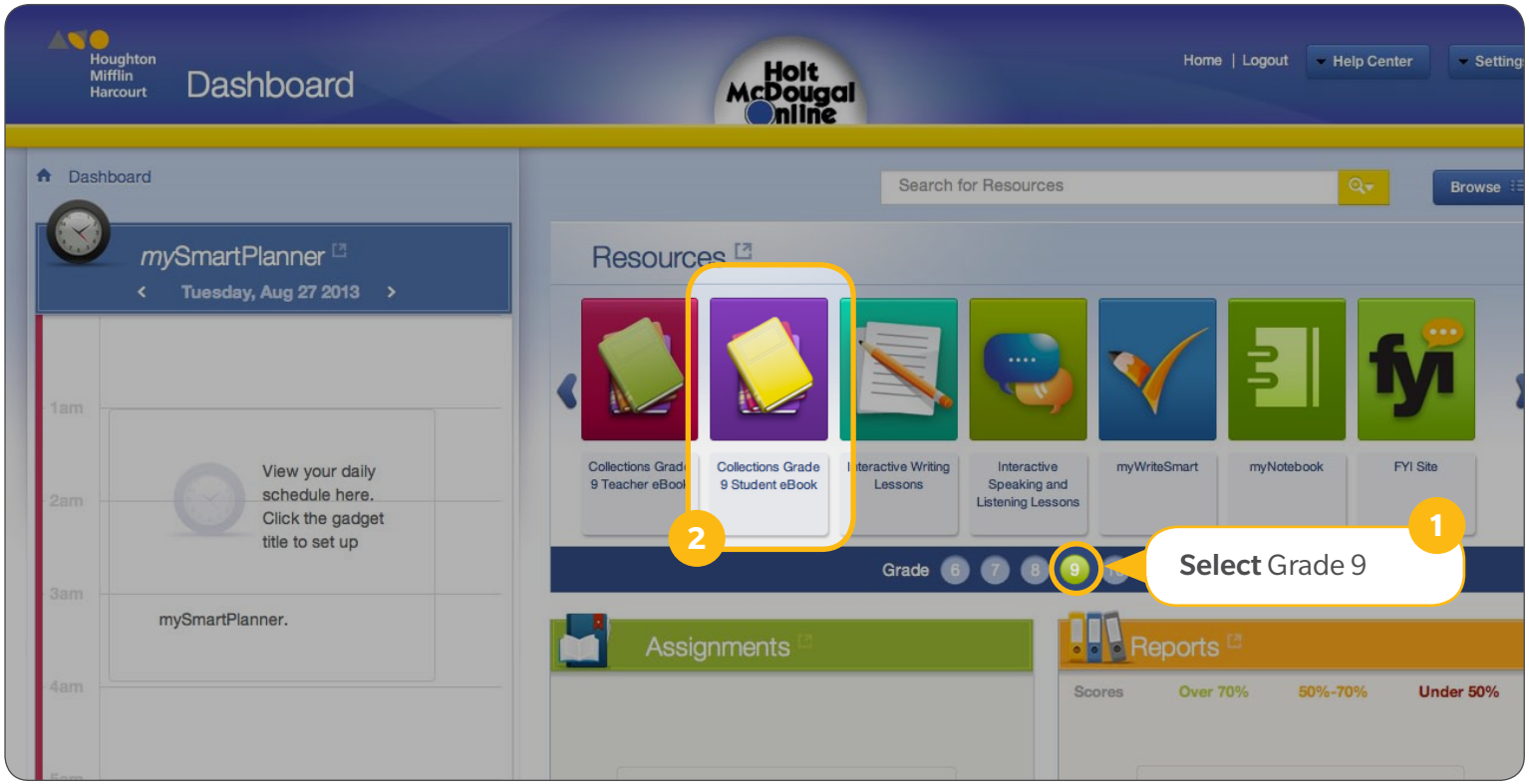
4 Use the **Key Features** box and yellow **Help** notes to explore and set up your planner to meet your needs.

5 Close window to exit out of *my*SmartPlanner

NOTE: Steps 2 & 4 are accessible only during initial setup. Once your account is established you won't see them again.

To access your Student and Teacher ebooks, Select **Grade Level** from the Grade Selector Bar on the Dashboard and then choose your eBook.
A new tab or window will open showing the book cover.

For our example, select the **Grade 9 Student eBook** from the dashboard



Below is a quick reference guide to the eBook Navigation icons you will use in both the Student and Teacher eBooks.

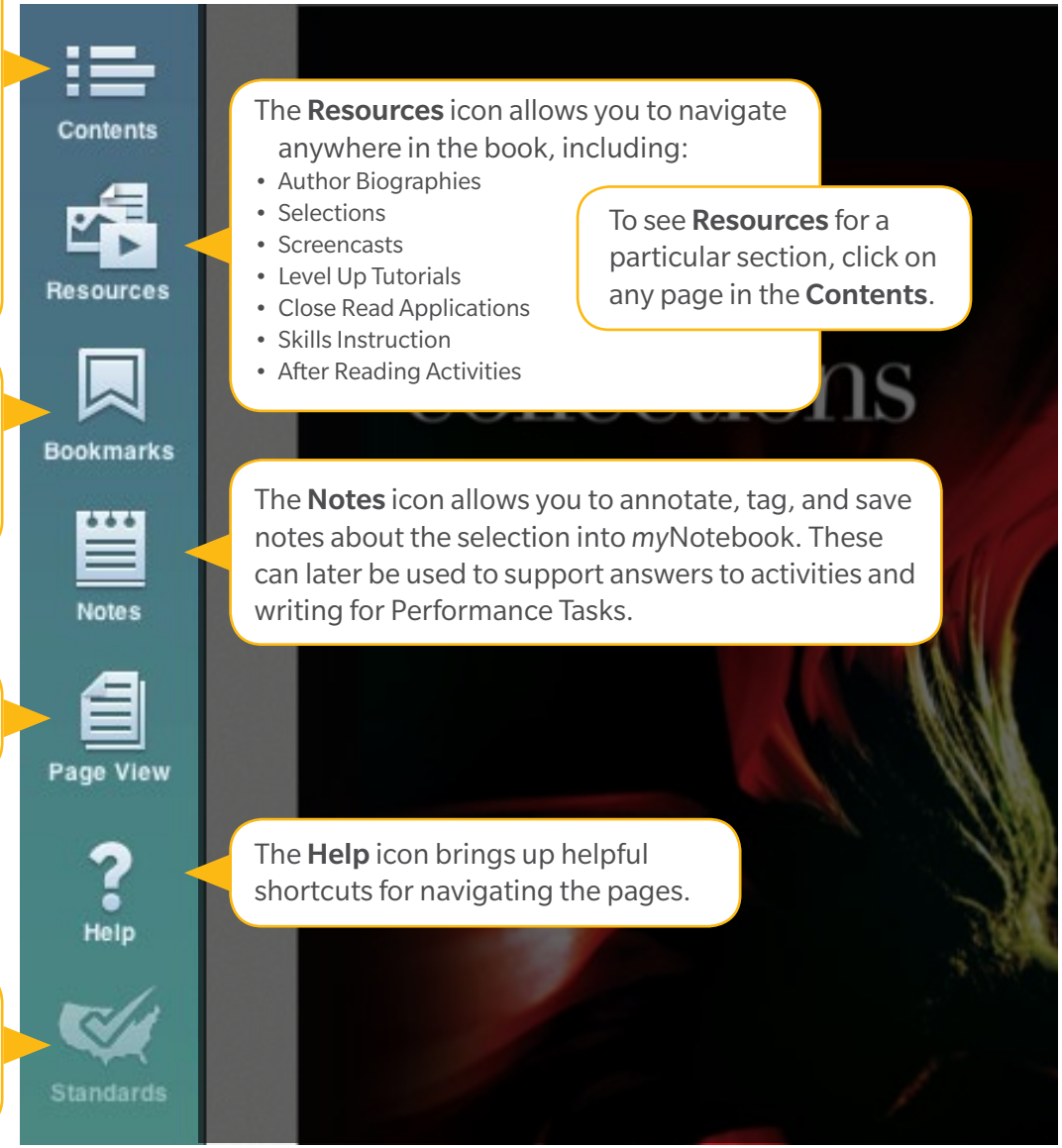
The **Contents** icon allows you to navigate anywhere in the book, including:

- Introduction
- Each Collection and its selections
  - Close Reader selections
  - Media Selections
  - Performance Tasks
- Writing Collections
- Speaking and Listening Collections
- Reference Materials

Use the **Bookmark** icon to easily return to and view pages here. To add a bookmark, click or tap the ribbon ( ) icon on the upper right of the page.

The **Page View** icon allows you to adjust the way text is displayed.

The **Standards** icon shows the standards that are being covered on a particular page.



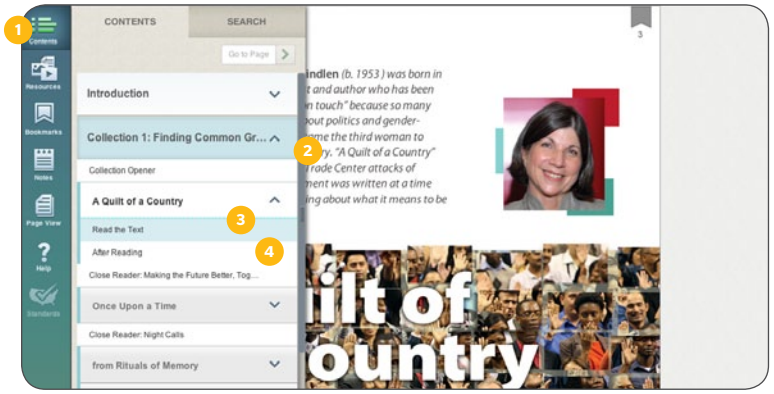
The **Resources** icon allows you to navigate anywhere in the book, including:

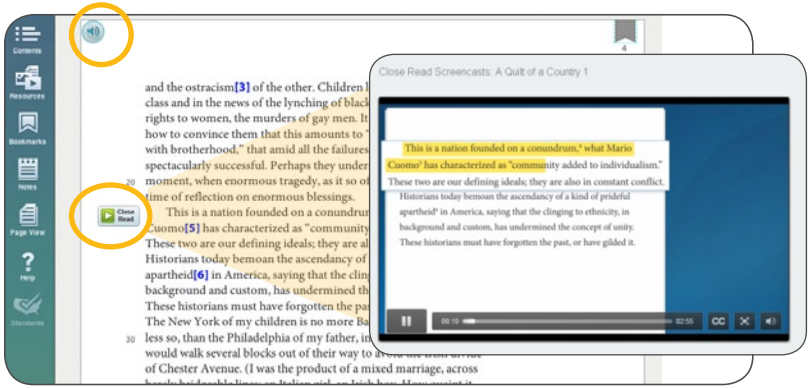
- Author Biographies
- Selections
- Screencasts
- Level Up Tutorials
- Close Read Applications
- Skills Instruction
- After Reading Activities

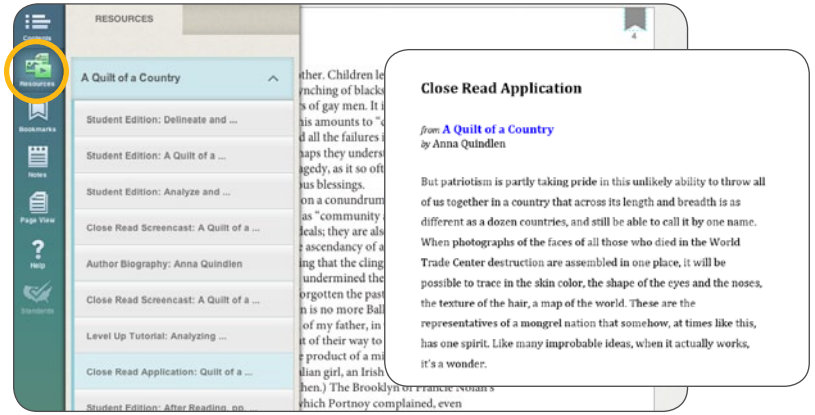
To see **Resources** for a particular section, click on any page in the **Contents**.

The **Notes** icon allows you to annotate, tag, and save notes about the selection into *my*Notebook. These can later be used to support answers to activities and writing for Performance Tasks.

The **Help** icon brings up helpful shortcuts for navigating the pages.







EXPLORE >>

Choose a Selection

1) Select the **Contents** icon in the left navigation bar.
2) Choose desired Collection.
3) Choose desired selection.
4) View contents within each selection.

Helpful Features

Audio icons appear on every page and allow the text to be read aloud.

Close Read icons open a new window and play the **Close Read screencast**

Close Read Applications offer additional reading opportunities available for practice.

To access, choose a selection and select the **Resources** icon in the navigation bar.

GO FURTHER >>

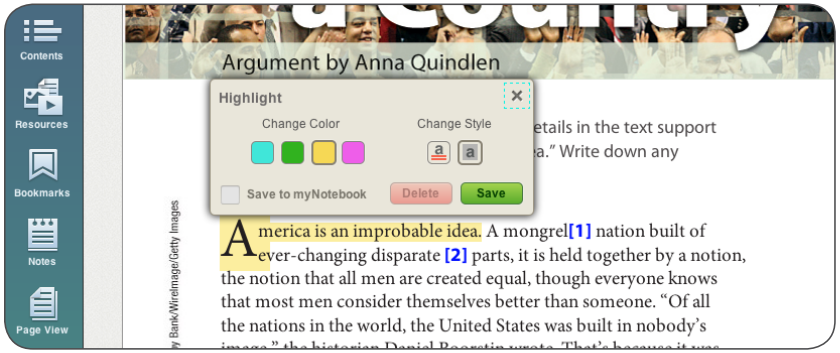
Follow along this Grade 9 Student eBook example

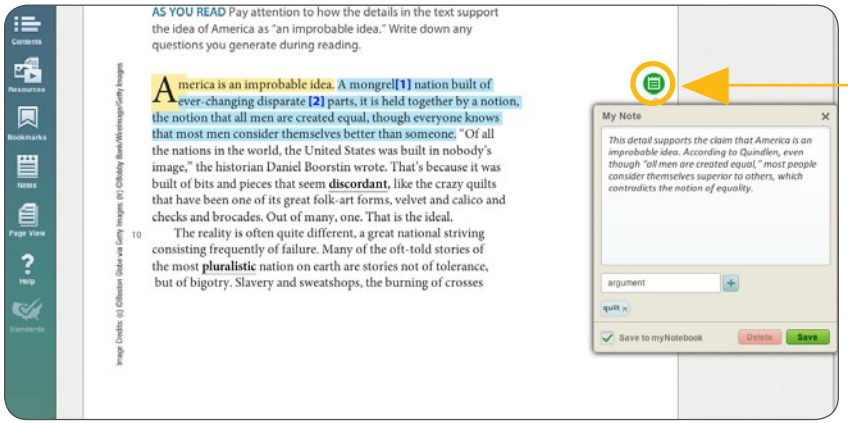
1) Select Collection 1.
2) Choose "A Quilt of a Country."
3) Select Read the Text.

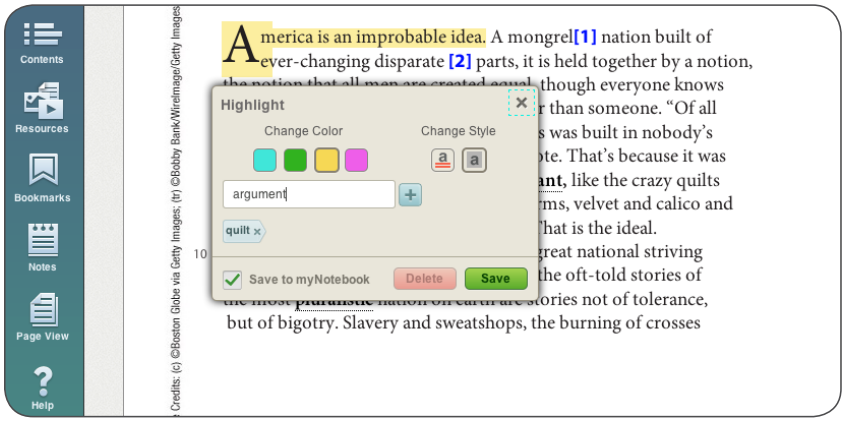
1) Advance to page 4 to view a Close Read icon.
2) Click on the icon to play and listen to the model.

Close Read Applications

1) From any page within "A Quilt of a Country," select Resources in the left navigation bar.
2) Expand "A Quilt of a Country."
3) Select Close Read Application to view the PDF.
4) Observe that it focuses on an additional excerpt in "A Quilt of a Country."







EXPLORE >>

Using Annotation Tools

To highlight:

- Drag your cursor to select the relevant text.
- Choose the highlighter icon that appears.
- Choose a color to highlight or underline the passage.
- Select **Save** (See below to save to *my*Notebook)

To make a Note:

- Drag to select the relevant text.
- Choose the note icon that appears
- Type your note into the white box
- Select **Save** (See below to save to *my*Notebook)
- After making a note, notice the note icon appears in the margin of the eBook.

Using Tags and Saving to *my*Notebook

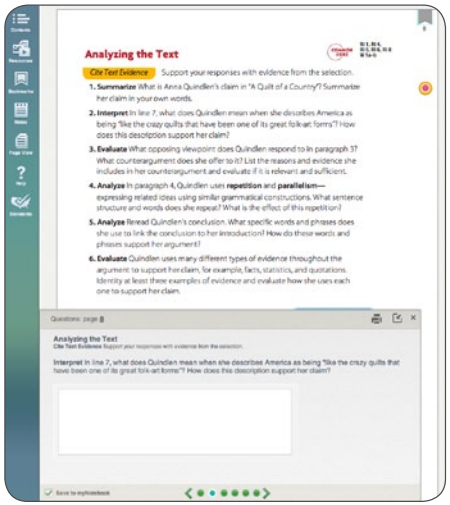
*my*Notebook tags allow you to identify and easily retrieve your comments.

- Select the **Save to *my*Notebook** checkbox.
- Type tag name into the white Tag box. To enter more tags, use the + sign.
- Select Save.

GO FURTHER >>

Follow along this Grade 9 Student eBook example

1) Under Collection 1 "A Quilt of a Country", Select **After Reading**.
2) On page 3 of the text, highlight "America is an improbable idea."
3) Select Save to *my*Notebook.
4) Type "quilt" in the white Enter Tag box, then select the + sign. Repeat this with the word "argument".
5) Select Save.
6) You can return to the note and identify it by the tag at any time.



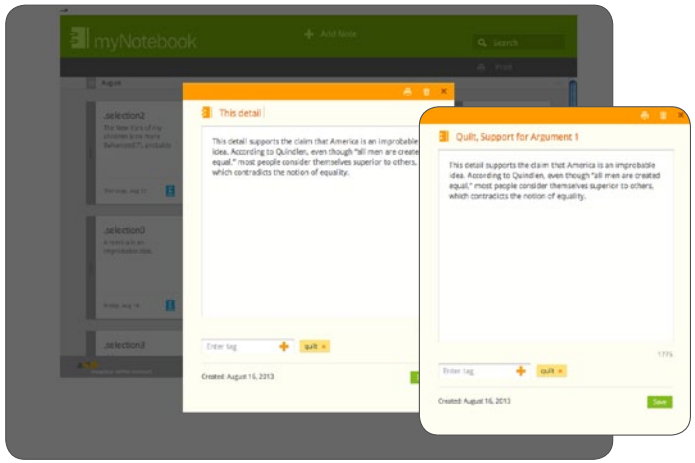
EXPLORE >>

"Analyzing the Text" Questions

- Go to page 8 to view an example.
- Select **#2- Interpret** to expand the question panel from the bottom of the screen.
- Minimize the box by using the arrow in the right hand corner.
- Scroll back through the text.
- Locate the passage referenced in the question.
- Maximize the box by using the arrow.
- You can type in answers in the text box and **Save to *my*Notebook**.
- Close the Question window.

TIP

Save to ***my*Notebook** in the Response and Answer boxes throughout the eBooks and the Close Reader.



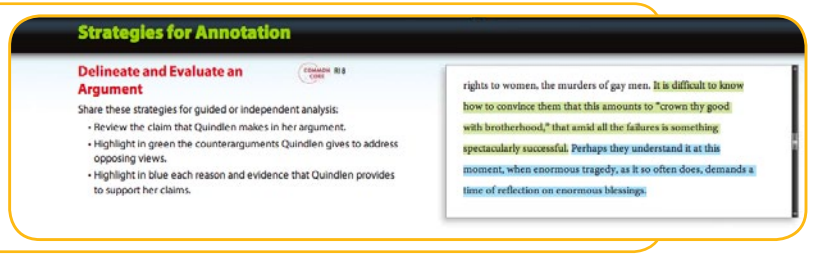
Using myNotebook Annotations

- Choose the Notes icon in the left-hand navigation bar.
- Choose *my*Notebook.
- Review the highlighted text and note you made earlier.
- Select the note you created by choosing the note icon in the lower right.
- Select and scroll over the text next to the icon.
- You can change/save the title of our note within the Annotation to help organize your thoughts.
- Close the notebook window or tab in your browser.

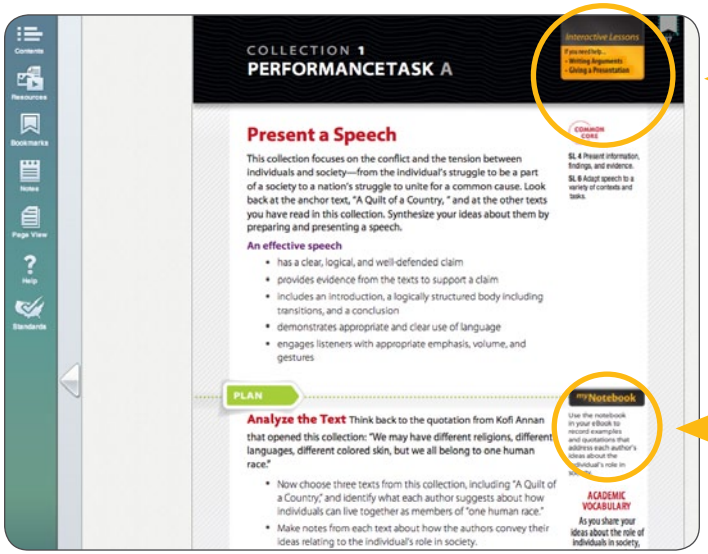
Look for Strategies for Annotation in the Teacher eBook

When you visit the Teacher eBook, be sure to notice the **Strategies for Annotation** feature that supports close reading throughout the program.

See page 7 of the TE for an example.



Select the **Grade 9 Student eBook** from the dashboard

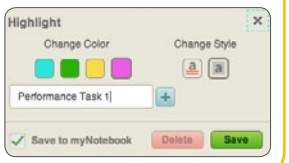


Performance Tasks

- Under **Contents**, select **Collection 1**
- Scroll down to select **Collection Performance Tasks**.
- Choose **Performance Task A: Present a Speech.**
- Notice that students can link to **Interactive Lessons on Writing Arguments** and **Giving a Presentation** right from this page.
- They are also encouraged to refer to their ***my*Notebook** annotations.
- Read the introduction to the performance task to understand what a student needs to do prepare for this task.
- Now, read the **PLAN** section below the Performance Task which is then continued on p. 38.

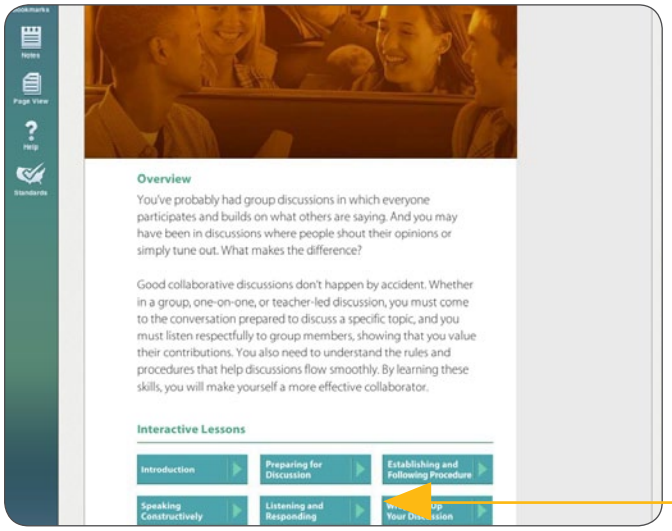
TIP

Use the same highlight, tag, and save process covered in the Annotation Tools section (Page 9) to complete Performance Tasks.



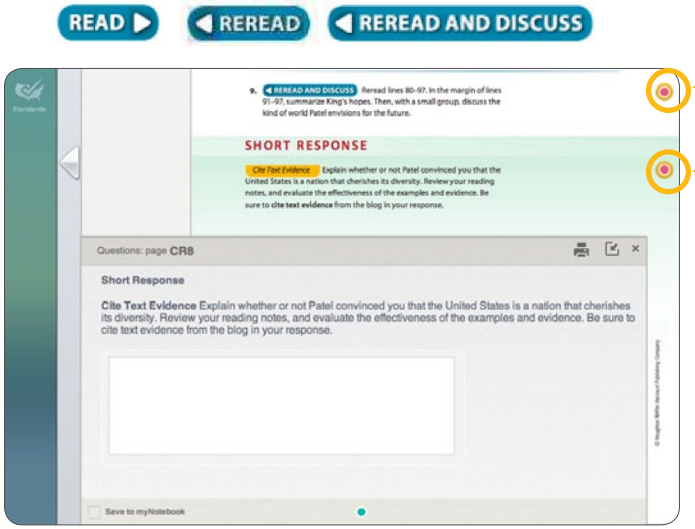
Writing Collections

- Under **Contents**, select **Writing Collections**.
- Choose **Producing and Publishing with Technology**.
- Scroll down to Interactive Lessons and Select **Interacting with Your Online Audience**.
- Advance the page by using the right arrow.
- Complete this drag and drop activity.
- Check answers by selecting the green check box in the lower right corner.
- In the bottom right hand corner select one of the **Bubbles 2-6** to explore on your own.
- Close the current browser tab/window.



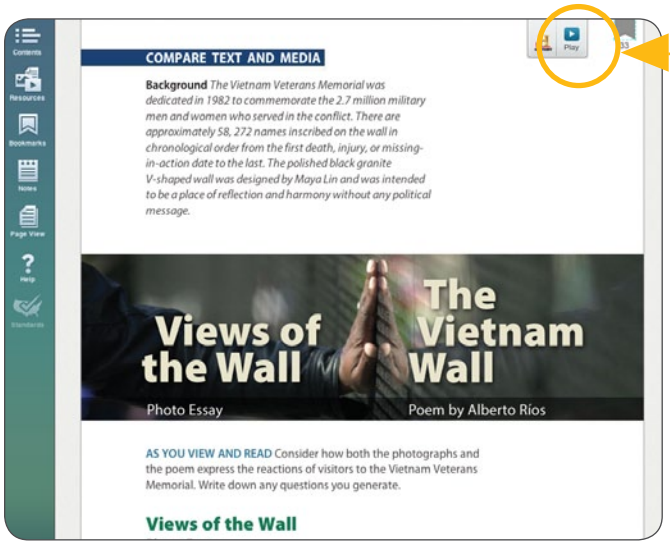
Speaking and Listening Collections

- Under **Contents**, select **Speaking and Listening Collections**.
- Choose **Participating in Collaborative Discussions**.
- Select **Listening and Responding**.
- Advance the page by using the right arrow.
- Select **Bubble 2** in the lower right corner of the screen.
- First select the **Audio** icon on the left side of the picture displayed on the screen.
- Listen and choose the correct response on the right.
- Note the feedback.
- Above the response, select another **Bubble**.
- Select the **Audio** icon and listen.
- Choose the wrong answer and note the feedback.
- Close the current browser tab/window.



Close Reader

- Under **Contents**, select Collection 1.
- Choose **Close Reader: Making the Future Better, Together.**
- Locate and read the **Read, Reread,** and **Reread and Discuss** icons throughout the text.
- Locate and read the **Short Response** at the end of the text.
- Click the buttons to the right of the **Reread, Reread and Discuss,** and **Short Response** to bring up answer boxes.



Comparing Text and Media

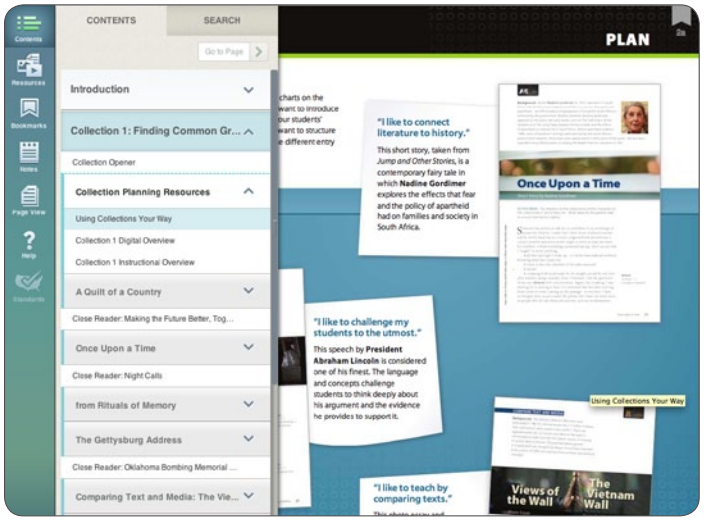
- Under **Contents**, select **Collection 1**.
- Choose **Comparing Text and Media: The Vietnam Wall**.
- Select **Views of the Wall**.
- Click the Play button in the upper right to watch the slide show.
- Exit the slide show once completed.
- Scroll down to the watch the Photo Essay.
- Select the Audio icon to listen to the poem.
- Scroll down to page 35 and read the instructions for the Collaborative Discussions.
- Close the current browser tab/window.

Select the **fyi** icon in the Resources Panel on the dashboard

Comparing Text and Media

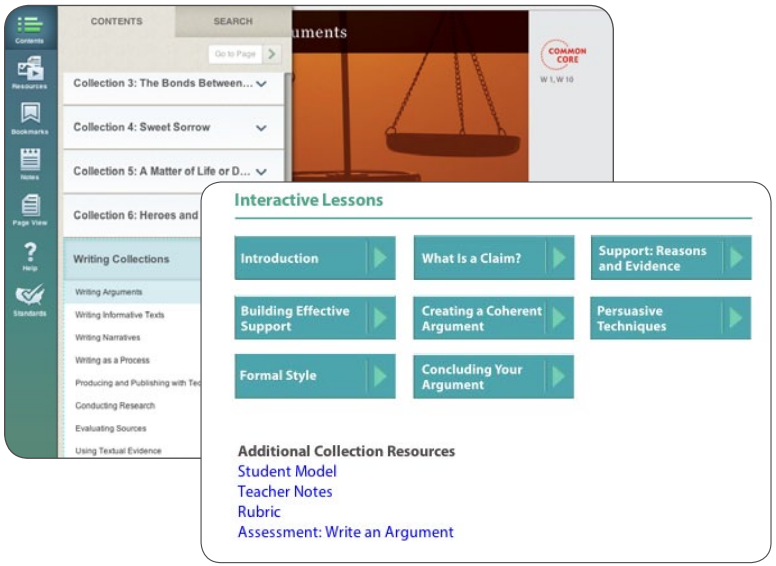
- Choose grade 9 and look for the resources that accompany Collection 1.
- Explore the site, which will be curated and updated regularly by HMH Editorial staff. Be sure to register a vote at **For Argument's Sake!**

Select the **Grade 9 Teacher eBook** from the dashboard



Collection Planning Resources

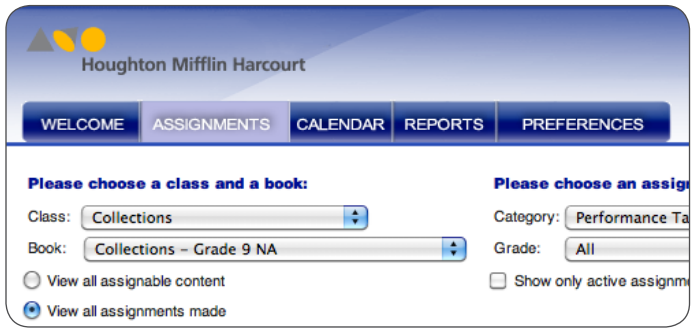
- Under **Contents**, select **Collection 1**.
- Select **Collection Planning Resources**.
- Open and bookmark Using Collections Your Way.
- Repeat bullets 1-3 for Digital Overview and Instructional Overview.
- Select the Bookmark icon in the left hand column to see the Digital Overview (indicated as 2b).
- Close the current browser tab/window.



Additional Collection Resources

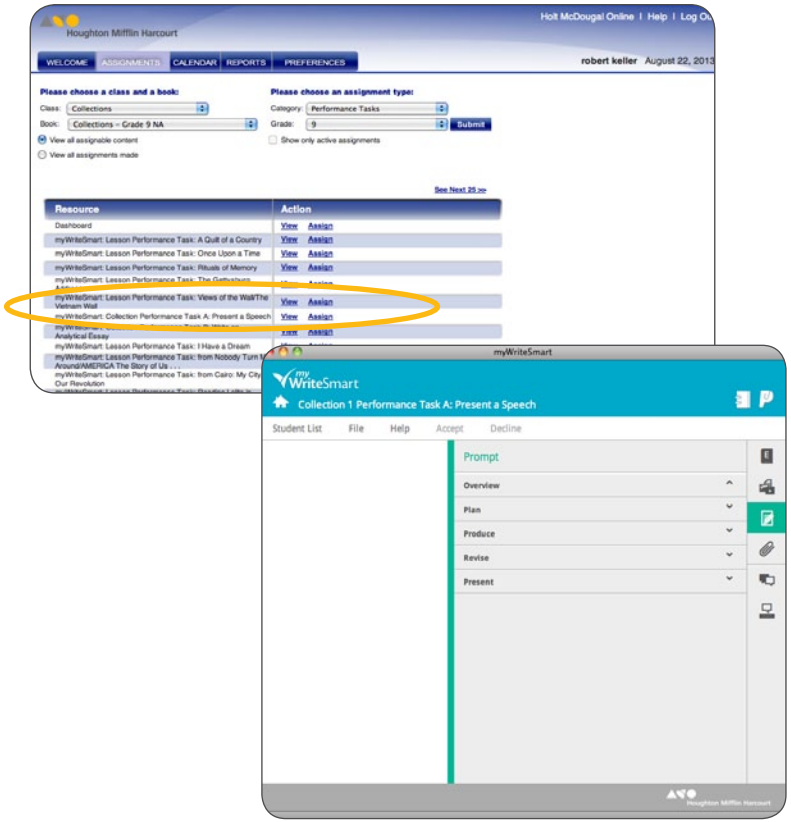
- Under **Contents**, scroll down to select **Writing Collections**.
- Select **Writing Arguments** or **Using Textual Evidence**.
- Read the information on the screen and then scroll down to view the Interactive Lessons.
- Notice the Additional Collection Resources links on this page.
- Select the Teacher Notes. Notice the additional resources available to teachers.

Select **Assignments** from the dashboard



Using the Assignment Center

- From each dropdown menu, select:
  Class: choose a class
  Book: choose ***Collections*** Grade 9
  Category: Performance Tasks
  Grade: 9
- Select **Submit.**



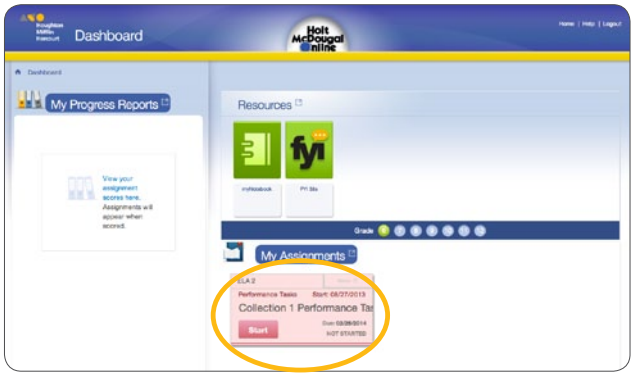
Assign Resources

In the list of Resources:

- Find ***my*WriteSmart: Collection Performance Task A: Present a Speech pp. 37-40**.
- Select **Assign**.
- Fill in an assignment name and add a note; scroll down and choose **Submit**.
- Select **View** in the **Action** section of the Assignment Center.
- The ***my*WriteSmart** window will appear.

*my*WriteSmart

- On the ***my*WriteSmart window**, explore each icon in the right-side navigation bar.
- Close the ***my*WriteSmart** window.
- Select **Holt McDougal Online** to return Teacher Dashboard.
- Log out of your Teacher Evaluator account.

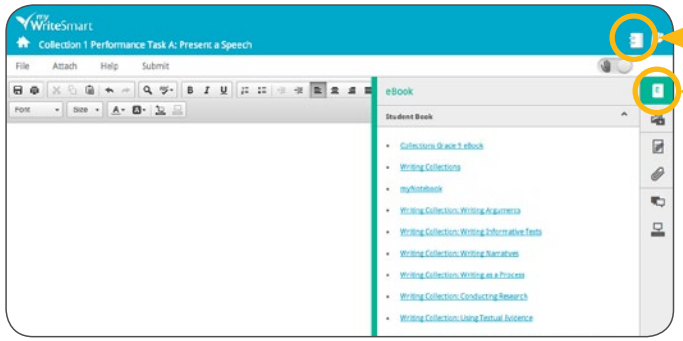


Student Log in

- Log in as one of the **Students** you created and select the **My Assignments** section.
- Select **START** from the assignment box.
- Type in "My teacher needs this assignment by 9/30" and select **Save**.

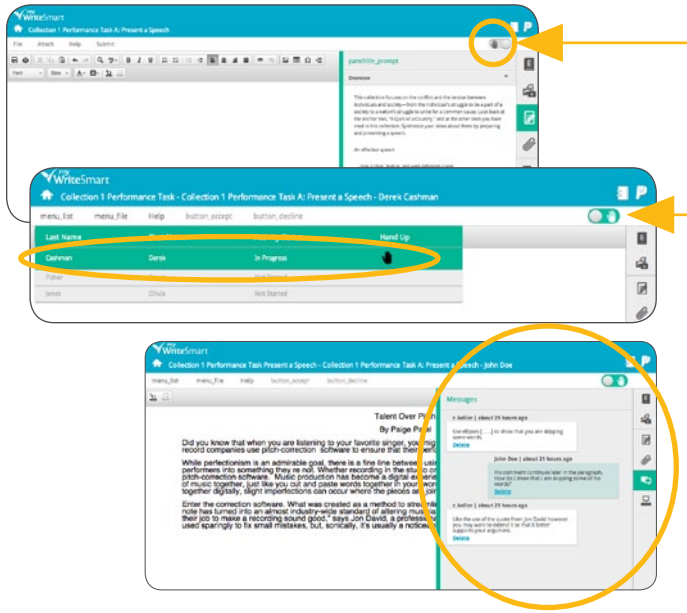
TIP

In the **myWriteSmart** window, students can view their task, plan their writing and complete the assignment.



Accessing Resources

- You can access the **eBook** by selecting the icon in the right navigation bar.
- You can also see other resources, such as ***my*Notebook** where you can access saved notes from the text and other information.



Messaging

- Students can use the **Hand** icon to alert the teacher that they need help or have a question.
- By using **Add and View Messages** icon on the right navigation bar, students can type a question for the teacher.
- Teachers will see the **Hand** icon visible next to the student's Activity Status to view and respond to the student's question through **Add and View Messages.**
- The student and teacher can message one another with this feature.