

Assigning Destination Reading Activities Aligned to Harcourt Trophies Lessons Plans

1. Logon as teacher. Click the Lesson Plans tab entering the “Manage” section.
2. Click on “Shared Lesson Plans” arrow.
3. Open the appropriate “Shared Lesson Plans of .Reading K” (1,2,3,4,5) folder.
4. Select the lesson plan you want and click the “Open” button in the upper right corner.
5. The lesson plan can be printed using the print button in the upper right.
6. ASSIGNING: Scroll down to the Activities or Test section, click on the green “Assign” button to start the assignment process.
7. PREVIEWING: After clicking the Assign button, then click the “Preview” button to see what activities have been used in the lesson or the test questions. To preview each activity itself, click the Preview button beside each activity. Close window when done.
8. CONTINUE ASSIGNING: Select (check) groups or individual students on the right you want to assign to. Click “Next.”
9. The title of the assignment appears; you can edit the title if desired. Select starting and ending dates, and add instructions if desired (Simple Log In students do not see instructions).
Click “Assign.” The assignment has been made.
10. ASSIGNING ANOTHER: Click “yes” or “no” to making another assignment.
YES: If you wish to assign an additional part of the activity, click **Yes** and you will be returned to the same activity assignment area.
NO: If you wish to assign the test, click **No**, it will return you to the lesson plan. Now you can scroll down to the Assign Test feature. **Or** click the BACK button (at the top) to return to the Lesson Plan Management area and select another lesson plan.
11. Note: When you finish an assignment, the system may leave you in Activities or Tests sections. Click the HOME button and reselect the Lesson Plans button if this happens.
12. DIFFERENTIATED LEARNING: If you select the name of the story in the Activities section instead of the Lesson Plans section, you have to ability to uncheck and shorten the activity. This allows you to level the activity for struggling students. You will be prompted to rename and save your changes, then assign it from the Activities section.