

# CMP Lesson Viewer

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## 1 - Installation

As with other applications, you will need to install the **ConnectedMath2 -Lesson Viewer** program from the **AppDepot**.

The install icon for CMP Lesson Viewer will install all grade level materials for 6, 7, and 8. Information for each set of materials will be loaded into ONE icon named **CMP Lesson Viewer** in the **Math** folder of **PISDApps**.

## 2 - Lesson Viewer Setup

1. Open **CMP Lesson Viewer** from the **Math** folder in **PISDApps**.
2. You will be asked to create a plan book. (See note on page 4 if you need to access resources from more than one grade level.)
3. Enter your name. Since you must create a new plan book for each set of grade level resources, put a 6, 7, or 8 at the end of your last name as you create each plan book. In the example below, a plan book for 6<sup>th</sup> grade materials is being created.



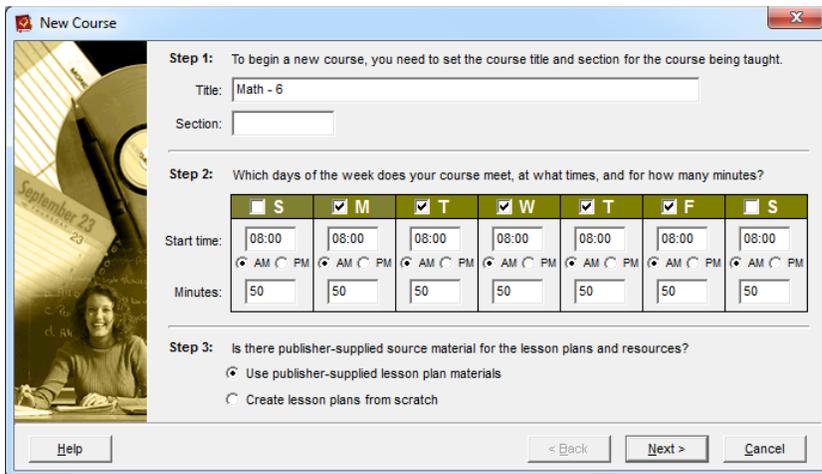
The screenshot shows a window titled "New Plan Book" with a close button (X) in the top right corner. The window contains a form with the following fields and values:

- Your name: Jane Smith - 6
- School Information:
  - Name: My Middle School
  - Address: 2700 W. 15th Street
  - City/State: Plano TX ZIP: 75075
- Phone: [Empty field]
- Fax: [Empty field]
- Email: [Empty field]
- Password: [Empty field] Hint: [Empty field]

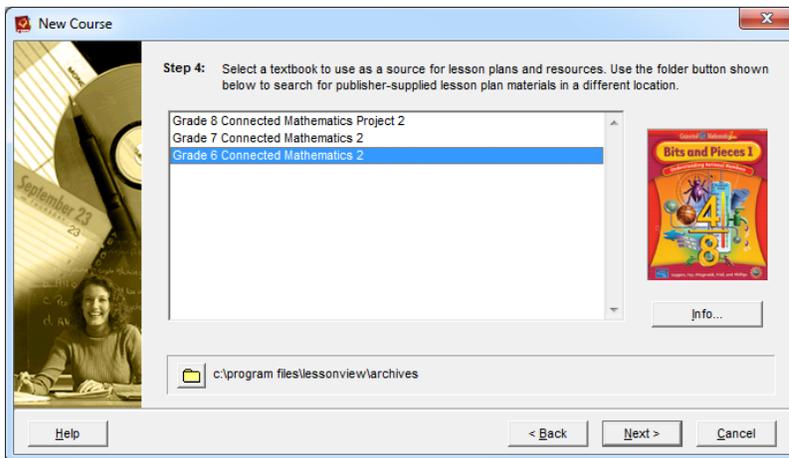
At the bottom of the window are three buttons: "Help", "OK", and "Cancel". The background of the window shows a calendar page for September 23 and a photograph of a smiling woman.

4. You must fill in the **School Information**. However, it only requires the address. *Phone information and password are optional.*
5. Click **OK**.
6. If you are asked to search for state standard updates, click **NO**.
7. Then click **Yes**; *you are sure that you do not want the updates.*

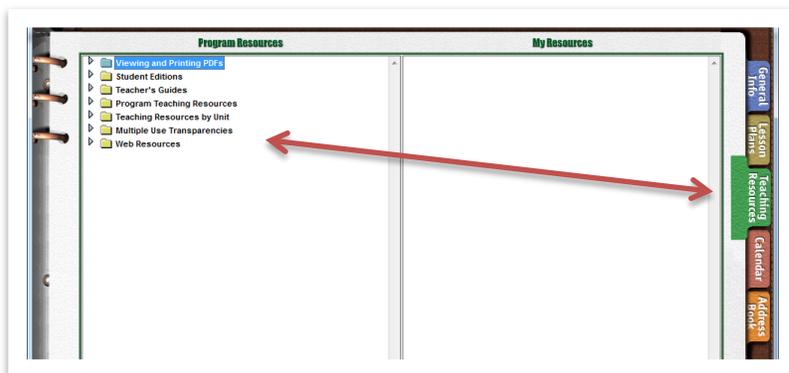
- Enter a class name on the next screen. Be very general; you only have to create one course for each grade level. (Suggestion: Math-6, Math-7, or Math-8) You DO NOT need to edit any other information in this box. Click **Next**.



- Choose the appropriate textbook for the grade level you are setting up. DO NOT change anything else in this box. Click **Next**.



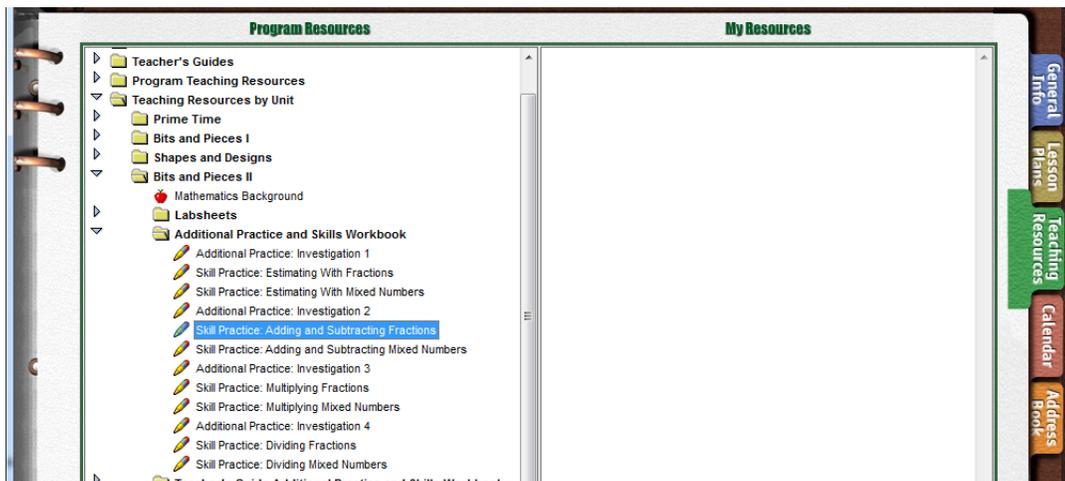
- Click **Finish** on the final step of the process. Now you should be able to access the tabs on the right side of the screen to view teacher and student resources.



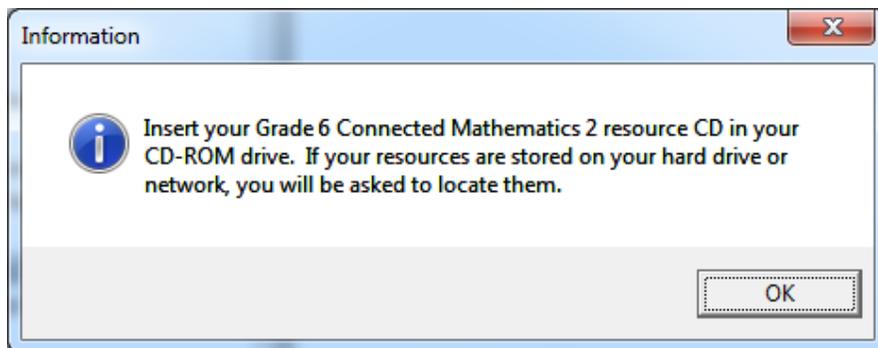
### 3 - Accessing PDF files

In order to access the PDF files available in Lesson Viewer, you will need to navigate to the correct folder. All PDF files under the Teaching Resources tab (including worksheets, lab sheets, etc.) are located in a network drive.

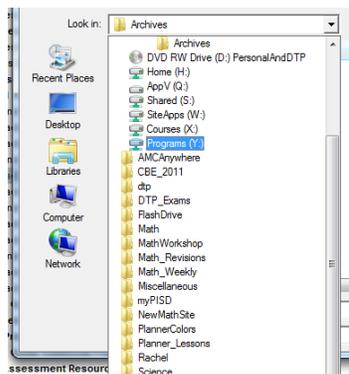
1. Click on the **Teaching Resources** tab on the right side of the screen.
2. Expand the folders on the left side of the screen to find a file you wish to open.
3. **Double-click** on the file.



4. You will get a message to insert a disk or locate the network file. Just click **OK**.

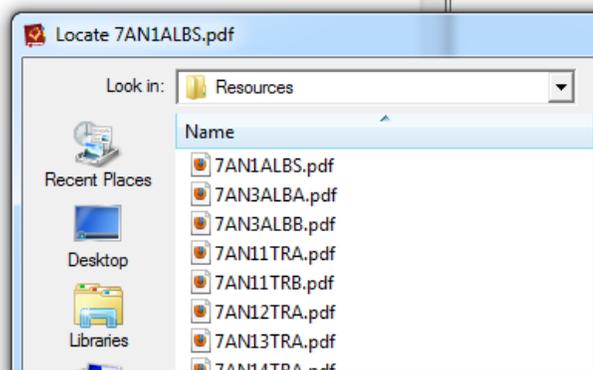


5. Once the Locate window appears, click the **Look In:** drop-down box and select the **Y:** drive.



6. On the **Y:** drive you will find folders for each set of grade level materials.
7. **Double-click** on the appropriate grade level folders until you get to a **Resources** folder.

- Once files appear in the box (as shown below), you can click **Open**. (You do not have to search for the specific file.)



- After you have viewed the file, you may close it. (NOTE: Once you have opened one file, Lesson Viewer will always remember the location of other files for those grade level resources.)

#### 4 - Setting Up Multiple Grade Levels

- If you need to setup a Plan Book for other grade level resources at this time, go to the **File** menu and select **Close Plan Book**.
- Go back to the **File** menu and select **New Plan Book**.
- Repeat all of the steps in Sections 2 & 3 of this handout.

#### 5 - Deleting Plan Books

If you have created a Plan Book incorrectly, you can delete it and start over again.

- Close CMP Lesson Viewer.
- Open Windows Explorer.
- Find the location of your plan book files in the location shown below.



- You should see a file with an **.lvb** extension. Click once on the file you want to delete and press the Delete key on your keyboard.

Name	Date modified	Type	Size
Jane Smith - 6.lvb	12/8/2011 11:10 AM	LessonView Plan B...	1,631 KB

- Now you can go back to CMP Lesson Viewer to create a new plan book.