

Tutorial Guide: Teacher**EXPRESS**

This guide explains how to install Teacher**EXPRESS** and provides a tour of the suite of time-saving tools for teachers.

About Teacher**EXPRESS**

LessonView is the power behind Teacher**EXPRESS**. It includes resources like the following:

- Lesson planner
- Blackline masters
- Teacher's Edition
- Teaching resources
- Web resources

To learn more about using LessonView, please watch the tutorials on www.myPearsonTraining.com.

Installation

The Teacher**EXPRESS** suite of software comes with two or three CD-ROMs: the Installation Disc and one or two Resources Discs.

Installation Disc

- Installs the different applications, such as LessonView

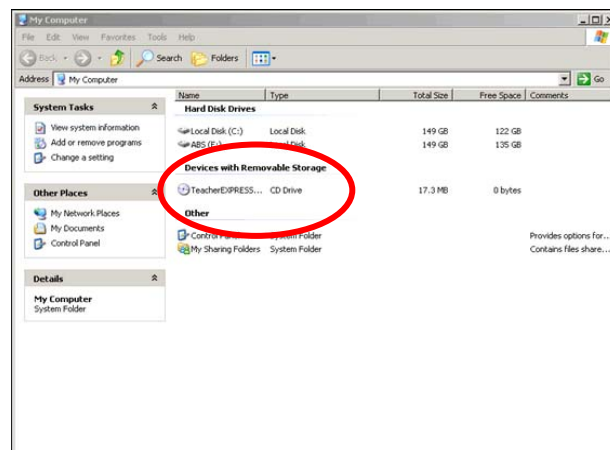
Resources Disc

- Contains all the PDF versions of the teaching materials for the program, such as the Teacher's Edition as well as all of the ancillaries, transparencies, and workbooks

Once Teacher**EXPRESS** is installed, the Resources Disc must be in the computer's CD-ROM drive to access the resources.

To install Teacher**EXPRESS**, follow these instructions:

1. Place the Installation Disc into the computer's CD-ROM drive.
2. Open your hard drive by clicking the My Computer icon.
3. You will see the CD-ROM marked Teacher**EXPRESS**.
4. Double-click the CD-ROM icon.
5. Double-click the Setup icon.

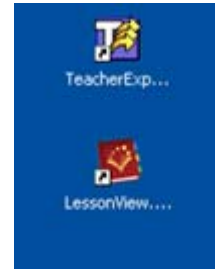


The installation wizard will install the TeacherEXPRESS software. Click **Next** and answer **Yes** to the series of questions that the installer asks until the installation process is finished.

Getting Started

Two different applications are installed, and there will be two icons on the desktop:

- TeacherEXPRESS
- LessonView



These are shortcuts so the different applications can be launched quickly. To learn more about how to create lesson plans, please watch the LessonView tutorials on www.myPearsonTraining.com.

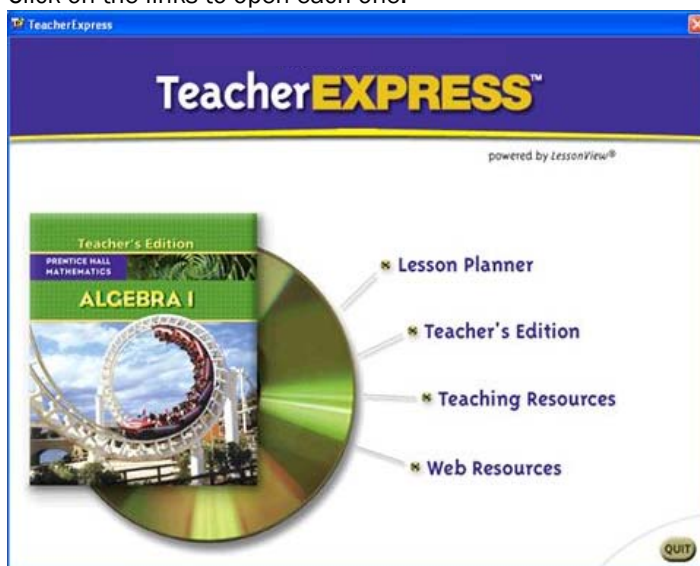
If TeacherEXPRESS was just installed, take the Installation Disc out of the CD-ROM drive and insert the Resources Disc.

Tour of TeacherEXPRESS

Go through the following steps for a quick tour of TeacherEXPRESS:

1. Double-click the TeacherEXPRESS icon.
2. When the launch pad opens, the following links appear:
 - Lesson Planner
 - Teacher's Edition
 - Teaching Resources
 - Web Resources

3. Click on the links to open each one.



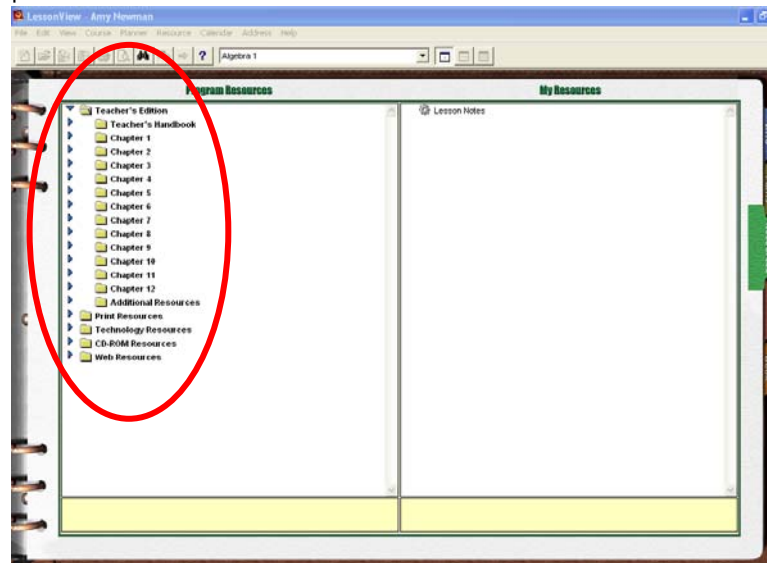
Lesson Planner

Click **Lesson Planner** to open LessonView lesson planning software.

The user is prompted to enter some information and create the first course.

The following are some of the other resources included on TeacherEXPRESS:

- Click **Teacher's Edition** to find the complete Teacher's Edition for the program.
- Click **Teaching Resources** link to
 - view resources such as transparencies, workbooks, and other ancillary materials.
 - open the resources with a double click using the drop-down menus.
 - print the resources.



TeacherEXPRESS provides easy access to great teaching tools and resources all from one place.

The lesson planner that is included with TeacherEXPRESS, LessonView, makes it quick and easy to create customized lesson plans for various classes.

Several tutorials are available on www.myPearsonTraining.com that will discuss LessonView in detail, including a tutorial on how to plan lessons for the entire year.