Economics: New Ways of Thinking

Teacher Resources

User Guide

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Teacher Resources User Guide

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1.   Annotated Teacher's Edition eBook

The *Annotated Teacher's Edition eBook* contains the entire *Annotated Teacher's Edition* text. It has a fully linked Contents panel as well as the ability to create your own bookmarks to specific pages. The *eBook* also allows you to highlight text, type notes, and jump from page to page. This resource has its own user guide.

1.1.   Launch the ATE eBook: PC Users
Use these steps to launch the *Annotated Teacher's Edition eBook* on a PC:
1. At the dialog box asking **Do you want to run or save the file?** click the Run button.
2. If you get a security warning asking **The publisher could not be verified. Are you sure you want to run this software?** click the Run button.

1.2.   Launch the ATE eBook: Mac Users
To launch the *Annotated Teacher's Edition eBook* on a Mac, double click the Open_eBook_Mac icon.

2.   Assessment Book

The *Assessment Book* opens in a PDF. This resource provides the following quizzes and tests:
- Section Quizzes
  - One quiz per section
  - Contain sentence completion and true or false questions
  - Answer key to all questions
- Chapter Tests
  - Two tests (Test A and Test B) per chapter
    - Test A is at a level for all students.
    - Test B is at a higher level and contains more difficult questions.
  - Contain true or false, multiple choice, and short essay questions
  - Answer key to all questions

You might use this resource by printing out the pages and using them in the classroom or assigning them as take-home quizzes and tests.

3.   EXAMVIEW® Assessment Suite

EXAMVIEW® Assessment Suite is an optional program installation available on the *Teacher Resources* disc. You may install this program at any time. When you install the program, you are prompted to place a shortcut on your desktop.

If you have installed this program, you can open it by clicking the shortcut installed on your desktop or by clicking the title in the list of all programs installed on your computer. This resource has its own user guide.

To access the **EXAM**VIEW materials for this course, open the **EXAM**VIEW Test Generator and following the prompts to Open an existing question bank called EMC_EconomicsNewWaysThink and then selecting the appropriate chapter.

The **EXAM**VIEW® Assessment Suite includes the Test Generator capabilities and a question bank for each chapter of the Economics program. Each bank contains the following types of questions
- Completion
- True/False
- Multiple Choice
- Essay

4.   Lesson Plans Book

The *Lesson Plans Book* opens in a PDF. There are 45 lessons, each covering 2 days, so that together the plans outline how to teach this course in a typical 90-day semester. Each lesson plan presents a comprehensive outline for teaching the program content, showing how all the pieces of the program fit together to cover the objectives.

This resource serves as a planning guide, but you can also check off the activities you have used, make notes for future reference, and hand in completed plans to a supervisor. Although each lesson plan is of equal importance, it can be altered or combined to meet district standards or your students' needs.

5.   E-Lesson Planner

The *E-Lesson Planner* is an optional program installation available on the *Teacher Resources* disc. You may install this program at any time. When you install the program, you are prompted to place a shortcut on your desktop.

If you have installed this program, you can open the *E-Lesson Planner* by clicking the shortcut installed on your desktop or by clicking the title in the list of all programs installed on your computer. This resource has its own user guide.

The *E-Lesson Planner* allows you to perform the following actions:
- Drag and drop prepared lesson plan into a calendar.
- Display multiple course plans on one calendar.
- Designate the start date and "no-class days" for each course.
- Customize or create lesson plans to meet your classroom needs.
- Print lesson plans.
- Search complete versions of teacher resources.
- Import national and state-specific standards into the lesson plans.
- Save links to your own resources and lesson plans.
- Import completed course plans into your Microsoft® Outlook® calendar.

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6. Applying the Principles Workbook

The *Applying the Principles Workbook* opens in a PDF. This workbook will give students a bit of the actual experience of economics while tying everything into the textbook. The activities push students beyond the stage of vocabulary retention so they are actually interacting with the content. A variety of questions and exercises, including dozens of charts and graphs, cover information in each section of the textbook.

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7. *Interactive* Applying the Principles Workbook

The *Interactive Applying the Principles Workbook* pages open in a PDF. These worksheets are interactive versions of the lessons in *Applying the Principles Workbook*.

Each lesson is presented in one or two interactive worksheets. You can distribute the interactive worksheets in the following ways:
- Directly email the worksheets to your students.
- Post them on your school's server.
- Direct students to the Internet Resource Center for this program (www.emcp.net/economics), where they are also posted.

Students will then open the worksheets and type their answers into the interactive fields or use the mouse to complete the charts. After students have completed a worksheet, they can save the worksheet on their computer, email it to you, or print it and hand it in.

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8.   Applying the Principles Workbook Teacher's Edition

The *Applying the Principles Workbook Teacher's Edition* opens in a PDF. The answers for all of the questions and charts are in magenta-colored text laid over the questions and charts. The Teacher's Edition is used to verify answers in both the workbook and the interactive worksheets.

9.   Guided Reading & Study Guide

The *Guided Reading & Study Guide* opens in a PDF. The following activities are available for each section of the Economics program:
- Outlining Activity
- Just the Facts Handout (summarizes key content)

The following activities are available for each chapter:
- Graphic Organizer Activity
- Vocabulary Activity
- Working with Graphs and Tables Activity
- Practice Test
  - Features multiple-choice, matching, and short answer sections.

You could print these workbook pages and use them within the classroom in group or class activities, or assign them as homework for the students.

10.   Guided Reading & Study Guide Teacher's Edition

The *Guided Reading & Study Guide Teacher's Edition* opens in a PDF. The answers for all of the questions, charts, and graphic organizers are in magenta-colored text laid over the questions and charts.

11.   Finding Economics

Finding Economics opens in a PDF. This workbook features a story for every chapter. Each story describes a scenario that students might encounter in everyday life, with economic concepts woven into the narrative. Students are invited to become an economic detective, read the story, and pull out the various economic concepts they find.

12.   Finding Economics Teacher's Edition

Finding Economics Teacher's Edition opens in a PDF. In this teacher's edition, the economic concepts buried in each story are bracketed and called out in magenta-colored text. The callouts include references to pages in the answer key at the back of the book, where the concepts are further explained.

13.   Microsoft® PowerPoint® Lectures

The *Microsoft® PowerPoint® Lectures* open in the PowerPoint program or PowerPoint Viewer. If the lecture opens in your browser and you would like to edit the presentation, click Edit and then Edit Slides in the browser window.

The lectures are a great teaching tool and provide a detailed overview of each chapter. There is one lecture for each section of the textbook, and each lecture contains full-colored transparencies presenting graphs, charts, and illustrations of key concepts.

14.   The Roger Arnold Economic Principles Lecture Series Videos

The *Roger Arnold Economic Principles Lecture Series Videos* will open in your default video player. There are ten videos that each correspond with a different economic concept.

15.   *Interactive* Economics

This program allows students a large variety of opportunities to learn and test their knowledge through interactive exercises. The program includes the following types of activities:
- Tutorials
- Crossword puzzles in English and in Spanish
- Flash cards in English and in Spanish
- Quizzes

Students may do these activities individually, or the activities can be projected on a screen and done as a class. This product has its own user guide.

15.1   Launch *Interactive* Economics: PC Users

Use these steps to launch *Interactive* Economics on a PC:

1. At the dialog box asking **Do you want to run or save the file?** click the Run button.
2. If you get a security warning asking **The publisher could not be verified. Are you sure you want to run this software?** click the Run button.

15.2   Launch *Interactive* Economics: Mac Users

To launch *Interactive* Economics on a Mac, double click the Open_Interactive_Mac icon.

16.   Spanish Audio Summaries

The *Spanish Audio Summaries* will open in your default audio player. These summaries correspond with each section of the Economics chapters.

17.   Economics Internet Resource Center

A live Internet connection is required to access the *Economics* IRC. To view teacher-specific content (such as answer keys and the *Annotated Teacher's Edition)*, you will need to register on the site for a user name and password.

- Student and Teacher Resources
  - o Study Guides
  - o Practice Tests
  - o Worksheets & Activities
  - o Spanish Audio & Print Summaries
  - o Video Lectures
  - o Tutorials
  - o Resource Links
- Teacher-Only Resources
  - o Current Events Lessons
  - o Answer Keys
  - o PowerPoint Lectures
  - o *Annotated Teacher's Edition*
  - o Lesson Plans
  - o State Standards

18.　Minimum System Requirements

You will need the following programs installed on your computer for full use of this product:

- Adobe® Acrobat® Reader, Adobe® Acrobat® Standard, or Adobe® Acrobat® Pro (www.adobe.com). The PDFs are fully functional in Adobe Reader, but Standard and Pro offer more tools and features.
- Microsoft® PowerPoint® or Microsoft® PowerPoint® Viewer (www.microsoft.com). The PowerPoints are fully functional in the Viewer, but you will need a full version of PowerPoint to edit them.
- A live Internet connection
- Adobe® Flash Player (www.adobe.com)
- A video player (If you do not have a video player installed on your computer, you may download the QuickTime player free at www.apple.com.)
- An audio player (If you do not have an audio player installed on your computer, you may download the QuickTime player free at www.apple.com.)

Windows®
- ► 128 MB of RAM
- ► 16-bit sound card with speakers
- ► High Color/16-bit video display with at least 800 x 600 resolution
- ► Windows XP or newer

Macintosh®
- ► 128 MB of RAM
- ► 16-bit sound card with speakers
- ► High Color/16-bit video display with at least 800 x 600 resolution
- ► Mac OS X 10.4 or newer

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