



Quick Start Guide for Teachers

LOGGING IN

1. Navigate to www-k6.thinkcentral.com.
2. Select your state, district, and school.
3. To make subsequent logins easier, check **Remember My Organization** (optional).
4. Enter your user name and password.
5. Click **Login**.

Note: You should have already received your user name and password. If you have not received them, please contact your administrator.

THE TEACHER'S DESKTOP



- **Resources** shows available materials.
- **Classes & Students** manages class rosters.
- **Account** lets you update your user information.
- **Guides & Tutorials** provides instructional information.
- **Reports** displays ways to search and print data.
- **Planning** opens a customizable lesson planner.
- **Assignments** shows assignments and student progress.

NAVIGATING THINKCENTRAL

The tabs at the top of the page indicate major areas in the product that match those on the Teacher's Desktop. Other navigation at the top of the page includes:

- **Resources** tab – opens **View Resources**
- **ThinkCentral** logo – return to **Teacher's Desktop**
- **Print** – prints current page
- **Help** – instructions for current page
- **Logout** – exit ThinkCentral

VIEWING RESOURCES

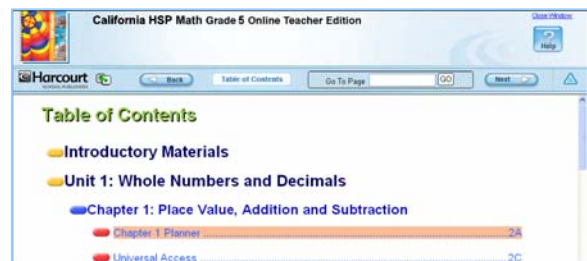
By using the View Resources screen, you have the ability to view a comprehensive list of your available resources, most of which you may open directly.

- Click **Resources**.
- Use **Subject**, **Grade** and **Language** to filter your list.
- Click an image to review that resource's contents.

THE ELECTRONIC TEACHER'S EDITION

The Electronic Teacher's Edition, or ETE, is the equivalent of the print edition, but with links to supplementary materials.

To open an ETE, select it from **View Resources**. The ETE table of contents appears. There are navigation buttons at the top. Click any heading in the table to see the next level.



The ETE chapter planner has links to many resources. These resources are dependent upon the program. Typical links are shown here:



1. Glossary
2. Assignable Assessments
3. Video Supplements
4. Associated Readers
5. Lesson Objective

MANAGING CLASSES

To create or modify a class, select **Classes & Students** from either the Teacher's Desktop or the top navigation menu on any page.

- **View Class Roster** displays students in the class.
- To edit the class, click on a class name.
- To add a new class, click **Add Class**.

ADDING INDIVIDUAL STUDENTS

Select **Manage Users** from the **Classes & Students** tab.

Note: The ability to create student accounts may be limited to administrators

1. Click **Add...**
2. Using the Title dropdown, enter the salutation (optional).
3. Enter the student's **First Name**.
4. Enter the student's **Middle Initial** (optional).
5. Enter the student's **Last Name**.

User type: Student
School: Bauer School 1
Title: None
First name:
Middle initial:
Last name:

6. Enter a unique user name in the **User Name** field.
7. Enter a 5-32 character **Password**.
8. **Retype Password** to confirm it.

Note: This is the name and password that the student will use to log in to the system, so make sure you make note of the information.

User name: From 5 to 32 characters
Password: From 5 to 32 characters
Retype password: From 5 to 32 characters

If your school has student ID numbers, you can enter that information in the **Student ID** field.

- Select the grade using the **Grade** dropdown field.
- Enter NCLB data as desired.
- To save the student's data and create the new account, click **Add**.

ADDING A CLASS

The **Add Class** page is divided into two main sections.

The top of the page contains details of the class, including the class name and description.

The second portion of the page is a list of HMH products that are available to you. To make any product appear in

the class library for students to browse, check the box next to its name and click **Save**.

Add Class
1. Define Class Details 2. Assign students to class

Define the Class
Class Name: Description:
Grade: Grade 6
Period: All

Define the Library
Check the programs or products to put in the students' library:
Filter your view by: Language: All

Include	Product	ISBN
<input type="checkbox"/>	eGlossary	9780547273419
<input type="checkbox"/>	Mega Math GK-6, v2	9780547274485
<input type="checkbox"/>	Online Florida Intervention, G1-5	9780547274409
<input type="checkbox"/>	People In Science	9780547511900

Save Cancel Assign Students >

1. Enter a name for the class in the **Class Name** field.
2. Select a grade from the **Grade** dropdown list.
3. Type in the class period in the **Period** field.
4. Describe the class in the **Description** field.
5. Select the products for use in the class.
6. To save changes without creating a roster, click **Save**.
7. To create a roster, click **Assign Students**.

ASSIGNING STUDENTS TO A CLASS

Click **Assign Students** on the Add Class page.

Add Class
1. Define class details 2. Assign Students To Class

Class: New Class

Find students
Select students from grade: All Find Clear

Assign students to class

Students	Class Roster
Account: Student2	Account: Student1

Add All >> Add > < Remove << Remove All

<<Edit Class Export Class Roster Cancel Done

- Choose grade from **Select Students from Grade**.
- Click **Find**.
- Use **Add All/Add** to assign students.
- Use **Remove All/Remove** to remove students.
- To save your changes, click **Done**.
- To return to the previous page, click **Edit Class**. *Note: Clicking **Edit Class** before saving will erase any changes you've made on this screen. To save your changes, click **Done**.*

USING THE PLANNER

To view the lesson planner, click **Planning**.

Before you can schedule a lesson, exam, or activity, you first need to create a teaching block.

1. Select one or more subject blocks from the list.
2. Select a day from the **Add To** field and click **Apply**.
3. Repeat this process to schedule each day.

You may also:

- Move blocks by clicking and dragging them.
- Delete blocks by dragging them to the trashcan.
- See details using the plus (+) or minus (-) icons.
- Edit a block by clicking on the small pencil.
- View **Assignments Due** by clicking the large pencil.
- Set defaults by clicking **Apply Weekly Blocks**.

SCHEDULING INTO THE PLANNER

You can schedule a lesson, test, or activity into your planner by selecting **Schedule** from within a search results page, or from links within the Electronic Teacher's Edition.

- Select the checkboxes next to the resource name(s).
- Using the *Schedule in teaching blocks* area:
 1. Select a date, then click **Go**.
 2. Use the **Add to block** list to select a block.
 3. Click **Schedule**.

EXPLORING HMH CONTENT

Select **Search** from the Resources tab.

Program materials that are available through **Search** include teacher editions, student editions, assessments, ancillaries, leveled readers, worksheets, and more.

SEARCHING RESOURCES

To search resources, click the **Resources** tab and then:

1. Select a subject from the **Subject** dropdown list.
2. Select a grade from the **Grade** dropdown list.
3. Select a resource from the **Resources** list.
4. Click **Find**.

From the search results page you can preview a resource by clicking on any name in the list. You can also schedule the resource to your lesson planner or assign the resource to a student, group, or class.

SEARCHING STANDARDS

To search for all standards-based HMH materials, click on the **Standards** tab, and then:

1. Select **Browse Standards Sets**.
2. Select a subject from the **Subject** dropdown list.
3. Select a grade from the **Grade** dropdown list.
4. Select up to 5 Resources from the **Resources** list.
5. Click **Browse**.

To search for HMH materials correlated to standards that contain a specific term:

1. Select **Word Search** as the Search Type.
2. Type a keyword in the **Match on word(s)** field.
3. Follow the rest of the steps above.

The results page will contain a list of standards and the HMH materials they are correlated with.

SEARCHING READERS

To search for a specific reader, click the Readers Online tab, and then enter information such as the title, author, ISBN or keyword. To narrow the search and get more specific results, choose additional criteria such as grade level, program, reader level, etc.

All fields on the Readers Online search screen are optional.

The Readers Search results page shows the details about each book. Click any criteria to sort your results (e.g., Reader level), or view any book by selecting **Click to Open** under the book cover.

CREATING AN ASSIGNMENT

There are several ways to make an assignment:

- Select a resource from the Electronic Teacher's Edition and, from the pop-up menu, choose **Assign**.
- Use **Search** to locate a resource and then, from the Assign tab in the Search Results, select a resource and click **Assign**.
- From the **View Assignments** page, click **Add Assignment**.

To activate the assignment:

1. Create a name in the **Assignment Name** field.
2. Enter directions in the **Student Instructions** field.
3. Select a Resource Type to **Add** a resource.
 - **Searchable Resource** means those available online.
 - **Text Only** is a text instruction or information.
 - **URL** is an external link to another web site.
4. Select a class from the **Class** list.
5. Select a subject from the **Subject** list.
6. Select a group from the **Group** list. (Optional)

A list of available students appears:

1. Use **Add** or **Add All** to assign students.
2. Use **Remove** or **Remove All** to remove students.
3. Choose the **Available Date**.
4. Select the assignment's **Due Date**.
5. If you select a time from the **Times Available** list, then fill in the **From** and **To** entry fields.
6. To complete the assignment, click **Save**.

CREATING AN ASSESSMENT ASSIGNMENT

Published exams can be found by searching the Online Assessments. To begin your search, click **Search** on the Resources tab, or the **Add Test** button from the View Assignments screen.

The **Assign** tab in the search results will list the individual assessments available. Choose one and click **Assign**.

Then choose these additional options:

- **Randomize Questions** (if available)
- **Password to access the assessments** sets a password that students must use to take a test. *Passwords, which cannot contain any special characters, must be between 5 - 20 letters and/or numbers.*
- **Allow Students to pause the assessment** allows students to pause tests and return.
- **Allow Students to see their answers** restricts the student view of completed tests.
- **Select** displays all sections & questions on the test.
- **Viewing Results** displays the correlated standard from the selected standard set for each test item.
- **Save** assigns the exam to the student.

FINDING ASSIGNMENTS

To find any assignments you have made, select **Assignments** from either the Teacher's Desktop or the top navigation menu on any page.

- **From** and **To** dates filter your search.
- Selecting a class, subject, or student is optional.
- Selecting a student displays **View Student Test** link.
- **Show only assessments** limits search results to exams.

- To review an assignment, click **Edit** or **View**.
- To delete an assignment, click **Delete**. *This will also remove the assignment from the student's To Do List.*
- To view test results and recommended remediations, click **Results & Prescriptions**.
- To copy an assignment, click **Copy**.
- To restrict the student view of assessment questions and answers, click the **Show Answers** toggle to No.

VIEWING TEST RESULTS

Click **Results & Prescriptions** from the View Assignments screen to view test results, enter scores, and see any prescriptive activities ThinkCentral has recommended.

- **Cumulative Test Score** shows a student's responses.
- **Mastered Test?** displays whether or not a student has achieved mastery, based on the targeted level.
- **Prescriptions Suggested?** informs you whether ThinkCentral has recommendations based on test results. Regardless of whether or not a student has attained overall mastery, the system may recommend prescriptions based on how well the student did on standards based on particular skills.
- To remove questions from the cumulative test score, click **Manage Scores**.
- To score a test, click **Enter Scores**.
- To view system recommendations, click **View & Assign Prescriptions**.

VIEWING & ASSIGNING PRESCRIPTIONS

On the View Class Results & Prescriptions page, choose a student and then click **View & Assign Prescriptions**.

- **Standards & Prescriptions** displays the standards that the student failed to master, and the names of recommended lessons or activities.
- In the **Actions** column:
 - To review lessons/activities, click **View Resource**.
 - To add to the lesson planner, click **Schedule**.
 - To assign a lesson or activity, click **Assign**.
- To see the instructor's, non-assignable version of these resources, click the tab marked **Teacher Activities**.
- To go to the previous page, click **Back to Class Results**.

GENERATING REPORTS

To generate reports to track student performance, select **Reports** from either the Teacher's Desktop or the top navigation menu on any page.

- To change your report, or run a different report, simply change the filter selection in the left-hand filter selection panel and then click **Generate**.
- To export your report to a comma separated value (CSV) file or a portable document format (PDF), click **Export**.
- To print your report, click **Print Report**.
- To move back, or up, a level in your report, use the level links at the top of the report.

Choose either **Assessment** or **Standards** report.

1. Select the Report Options, including the subject, grade and/or assessment(s) and standards(s) and other filters.
2. To run the report, click **Generate**.

A list of all your classes that have results for your report criteria will display along with scores.

- To see the student list and score for a class, click a Class Name.
- To see an individual student's performance, click a Student Name.

UPDATING YOUR ACCOUNT

To change account information, such as your password, select **Account** from either the Teacher's Desktop or the top navigation menu on any page.

User names cannot be changed; you may, however, change your password at any time. The password must be between 5 – 32 alphanumeric characters. For security, it is a good idea to change your password the first time you log in.

You can also update your products from within the **Account** tab. Updating your products allows you to access them from your **View Resources** screen.

ISDN	Free Play	Subject	Product Name	Grade	Available	Expires
<input checked="" type="checkbox"/> 9780547153308	N	Mathematics	Math Expressions Teacher Edition GK	K	04-03-2012	12-31-2012
<input checked="" type="checkbox"/> 9780547153087	Y	Mathematics	Math Expressions Activity Book GK (SE)	K	04-03-2012	12-31-2012

To update your products:

1. Go to the **Account** tab.
2. Choose **Update My Products** in the left hand menu.
3. Choose a **Grade** and then click Find.
4. Filter your results by selecting a **Subject**.
5. Check the product you want to access.
6. Click Save.

FURTHER INFORMATION

This Quick Start Guide is meant to help you get started using ThinkCentral, and only covers the most common functions of ThinkCentral K-6.

You will find full, detailed user instructions, including how to create and assign custom assessments, in the full *ThinkCentral Guide for K-6 Teachers*, available at <http://help.thinkcentral.com>.

TECHNICAL SUPPORT

For registration and account activation questions, call 800-419-3900.

Support Hours: 7:00 AM to 10:00 PM CST

Email: techsupport@hmhpub.com