THINK central

Guide for Teachers

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HOUGHTON MIFFLIN HARCOURT

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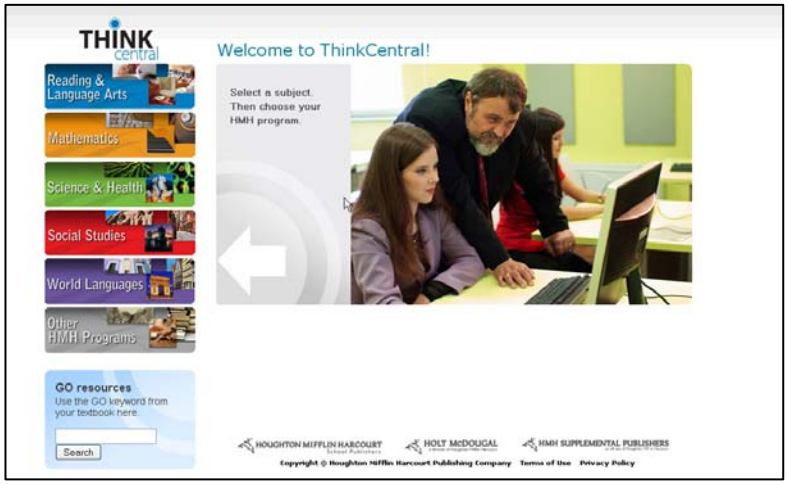
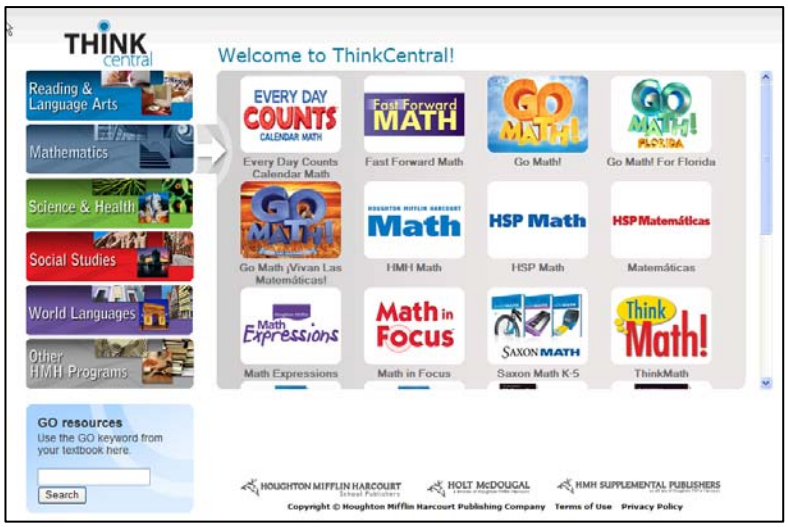
Welcome to ThinkCentral!

ThinkCentral is the Houghton Mifflin Harcourt (HMH) Web site that allows you to access digital materials associated with one or more HMH programs.

A single user name and password provides you access to digital resources in all subject areas that your school has purchased, including teacher guides, student eBooks, assessments, and reports.

From www.thinkcentral.com, select a subject. Then, pick your HMH program. Clicking the program name will take you to ThinkCentral.





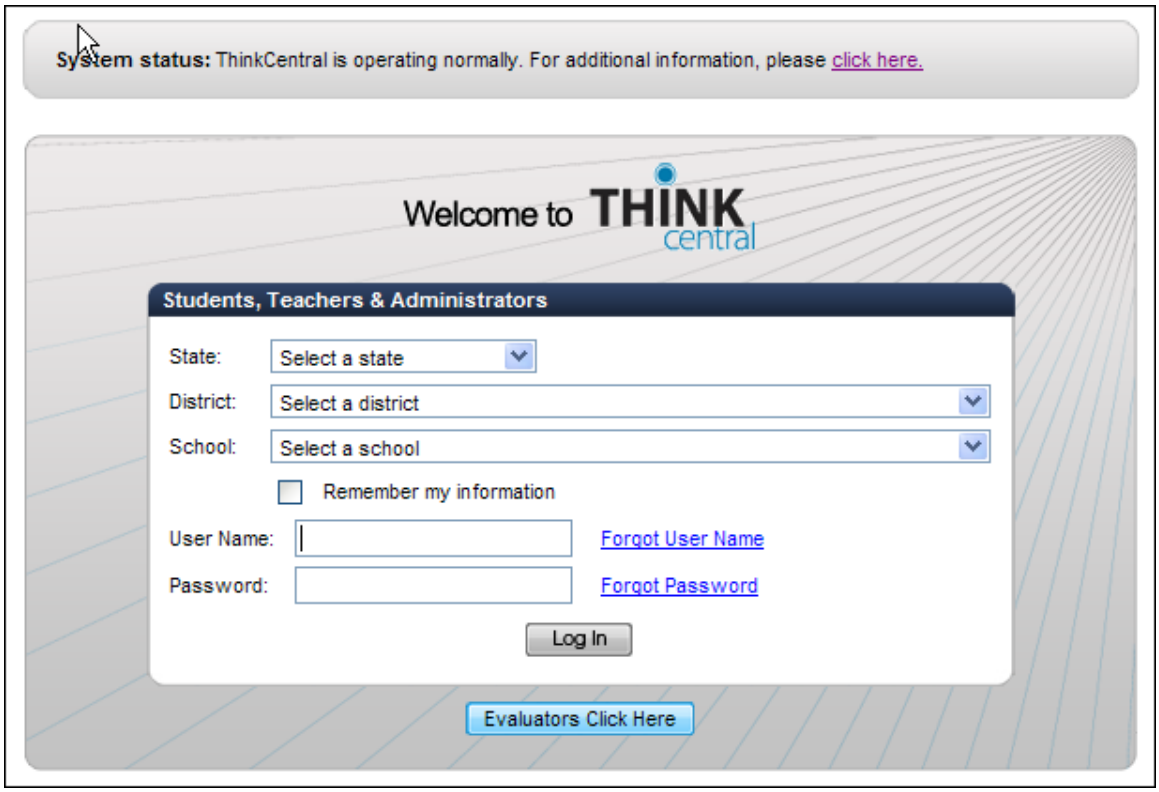
Section I: Getting to Know ThinkCentral

Logging In

To access ThinkCentral:

1. Navigate to the ThinkCentral URL. You may want to bookmark the login page.
2. Select your state, district, and school.
3. You may elect to check **Remember My Organization**. This will make subsequent logins easier.
4. Enter your user name and password.
5. Click **Log In**.

Note: You should have already received your user name and password from your administrator.



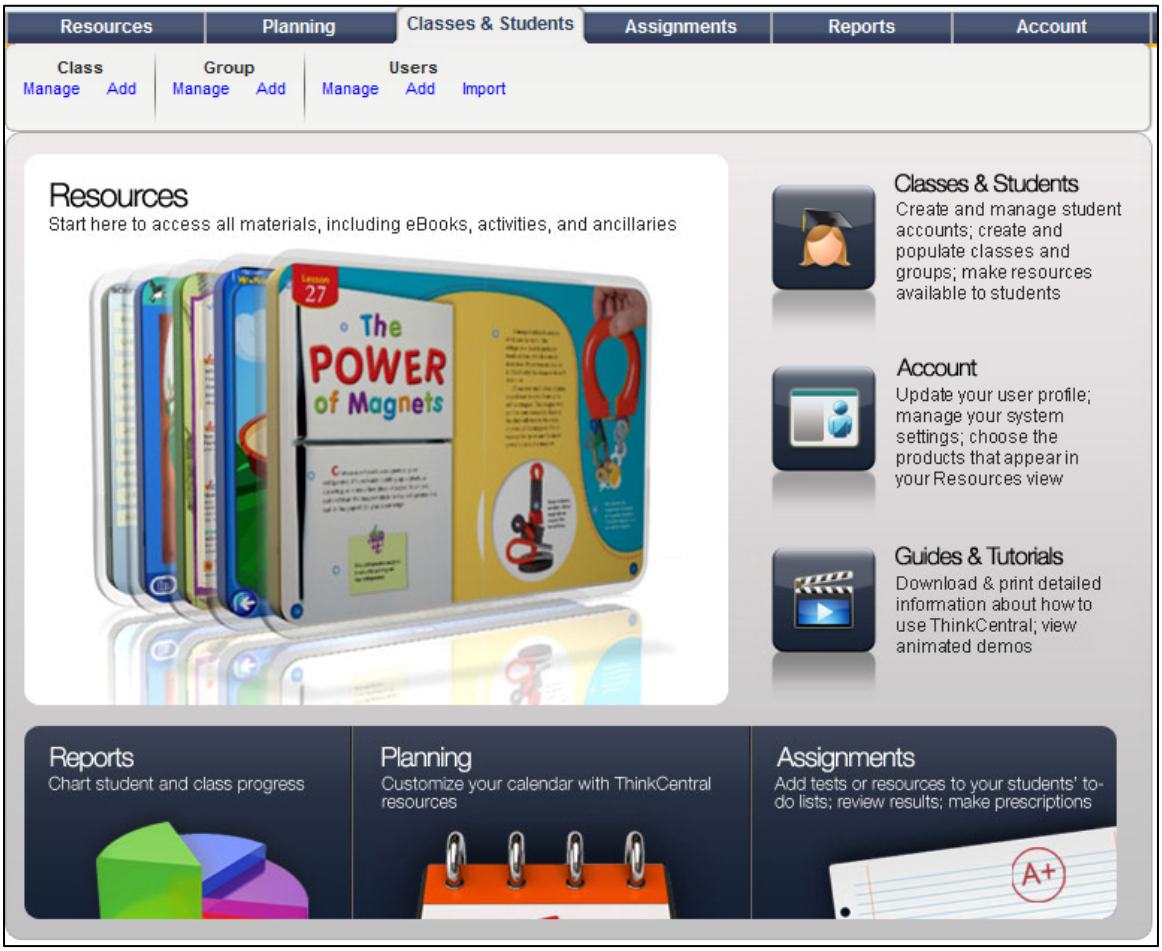
When you log in for the first time, you will be asked to answer three identification questions. This is to assist you if you ever lose your password.

It is a good idea, after you log in, to change your password. To do so, click **Account** from the main menu. On the Manage Account Information screen, type in a new password in the appropriate fields and click **Save**.

Accessing the Teacher's Welcome Page

The Teacher's Welcome Page is comprised of clickable icons:

- **Resources** displays all available curriculum materials.
- **Reports** displays lists of exportable reports on students or classes.
- **Planning** launches your customizable lesson planner.
- **Assignments** shows a list of assignments, and allows you to track student progress.
- **Classes & Students** allows you to create and modify rosters.
- **Account** lets you update your user or product information.
- **Guides & Tutorials** provides instructional information.



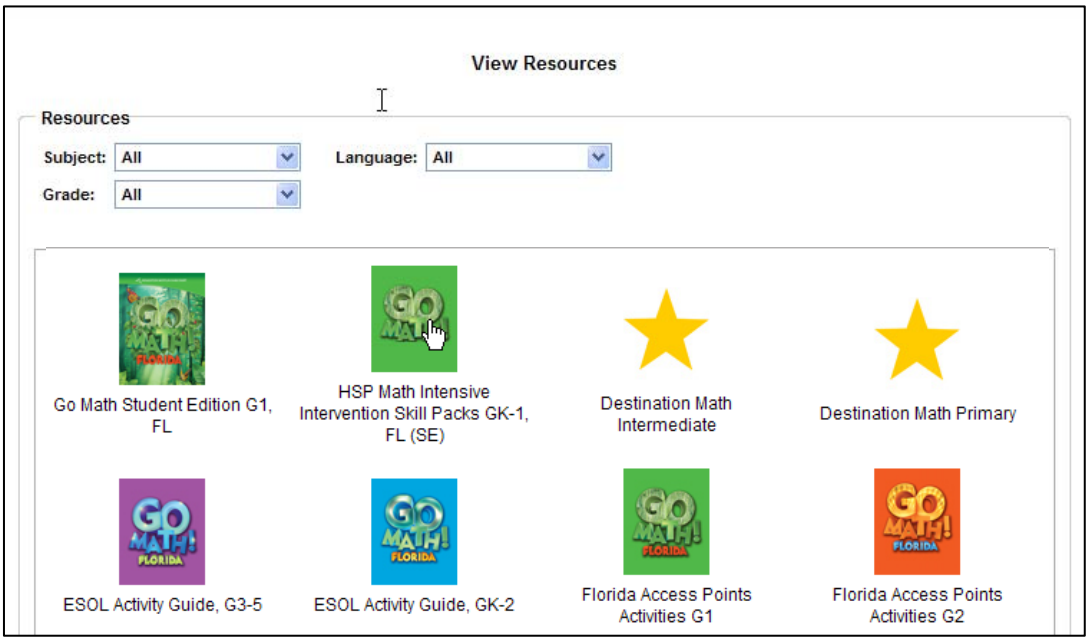
Note that across the top of each page is a series of tabs. Passing your cursor over this row opens a series of choices for you to select.

Viewing Resources

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

To view specific resources:

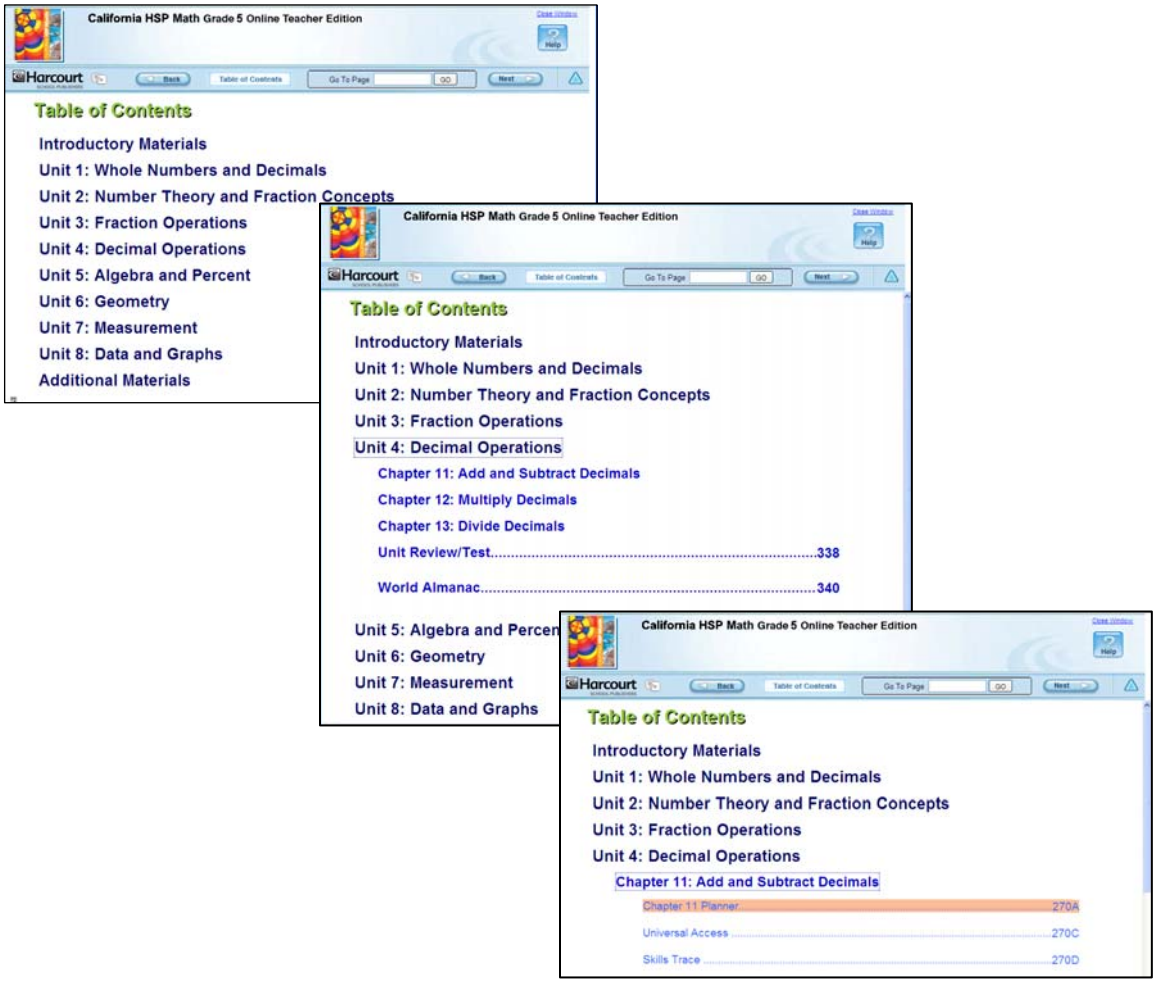
1. Click **Resources** on the Teacher's Welcome Page or the top navigation. The View Resources page will display.
2. To select a subject, use the **Subject** dropdown box. To select a grade, use the **Grade** dropdown box. To select a language, use the **Language** dropdown box. *Note: If you do not choose a subject, grade or language, all available resources will be shown.*
3. Click an image to review that resource's contents. *Please note that some materials, such as assessments, cannot be opened from this page. To view assessments, see* ***Search Resources****.*



Using the Electronic Teacher's Edition

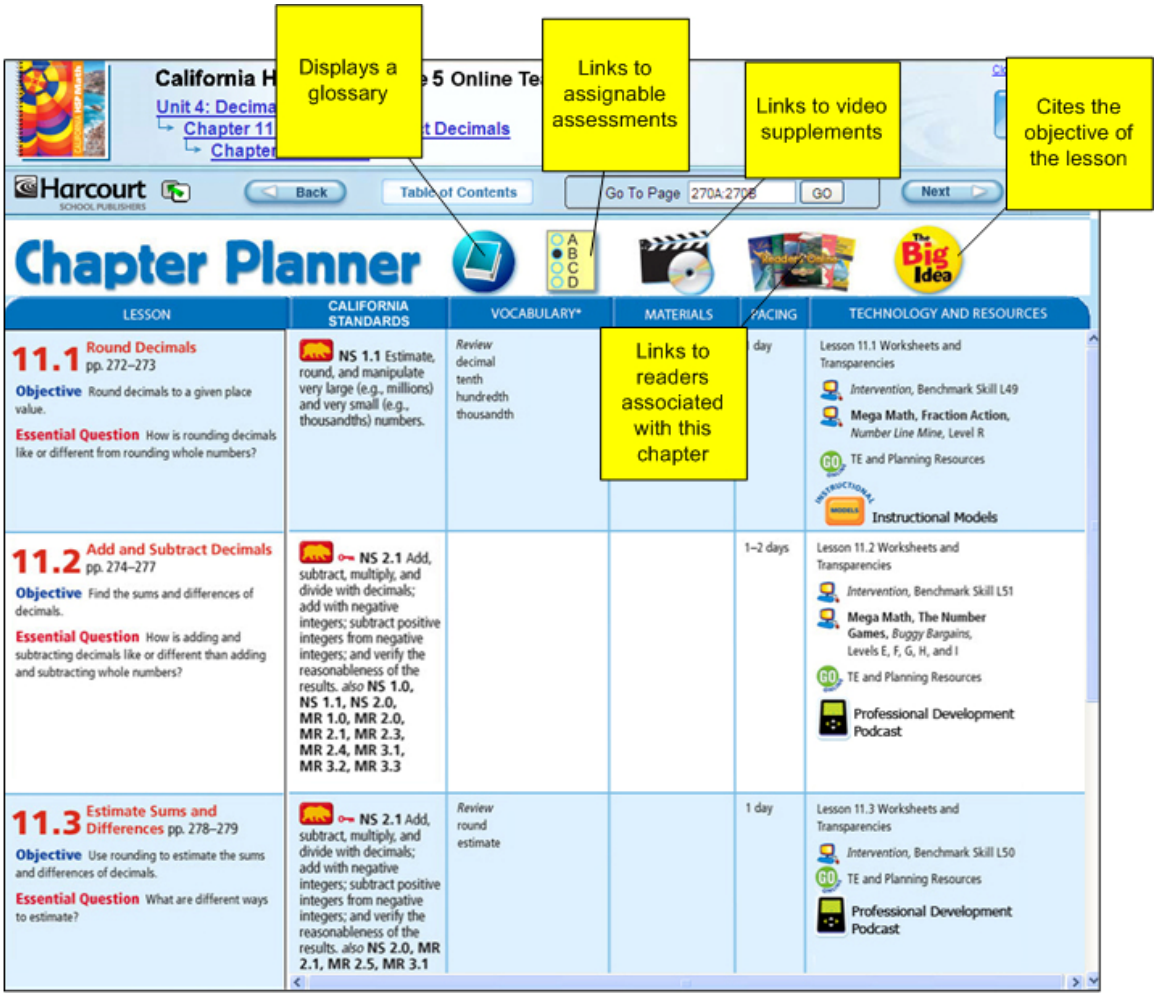
The Electronic Teacher's Edition, or ETE, is a very important tool. The ETE is the equivalent of the printed Teacher's Edition for an HMH program, but the ETE contains links to supplementary materials.

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

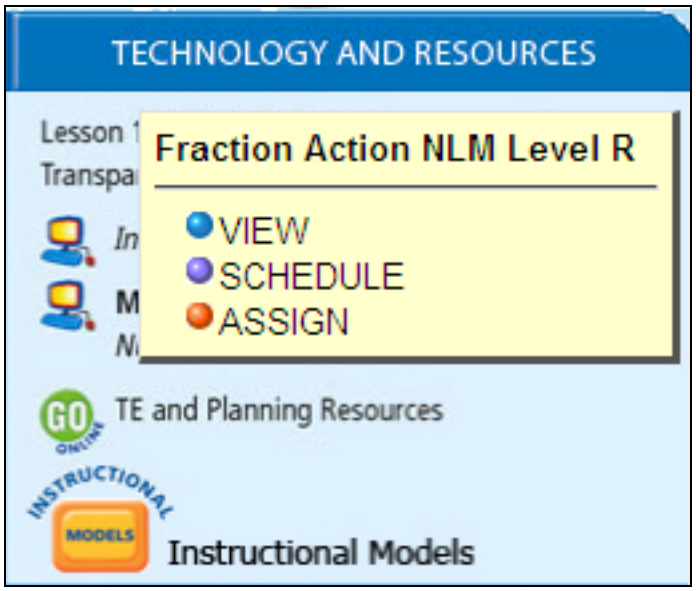


Using the ETE Chapter Planner

The ETE chapter planner is a critical component of the teacher's experience in ThinkCentral. The planner has links in many resources. These resources are dependent upon the program. Typical links are shown here:



In addition, clicking on other parts of the planner brings up menus like this:



View displays the resource in a separate window.

Schedule allows you to place this resource into your lesson planner.

Assign opens an assignment window, allowing you to assign the resource to students.

Navigating ThinkCentral

In ThinkCentral, tabs at the top of the page indicate major areas in the product that match those on the Teacher's Welcome Page.

There are four other navigation aids on the top of each page:

- To return to the **Teacher's Welcome Page**, click the **ThinkCentral logo**.
- To print the current page, click **Print**.
- To obtain instructions about the current page, click **Help**.
- To exit ThinkCentral, click **Logout**.

The navigation panel also gives you the ability to perform tasks related to key areas of ThinkCentral. To do this, simply move your cursor over any tab, and then click the task you wish to perform.

In general, throughout this product:

- To return to the previous screen without saving your changes, click **Back**.
- To exit the screen without saving any of your changes, click **Cancel**.

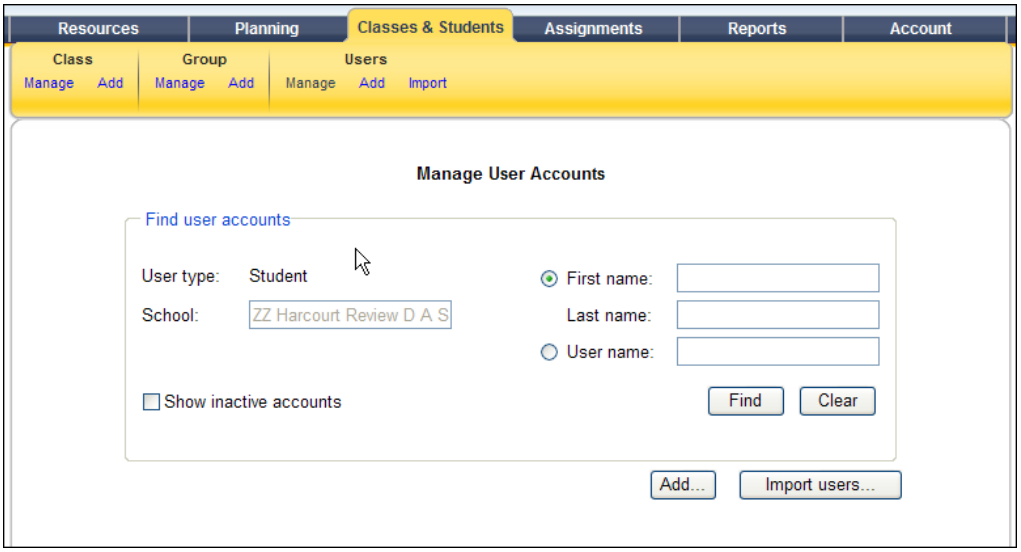
Section II: How to Use ThinkCentral K-6

Creating Individual Student Accounts

Before you begin this process, check to see if your administrator has already created accounts for your students.

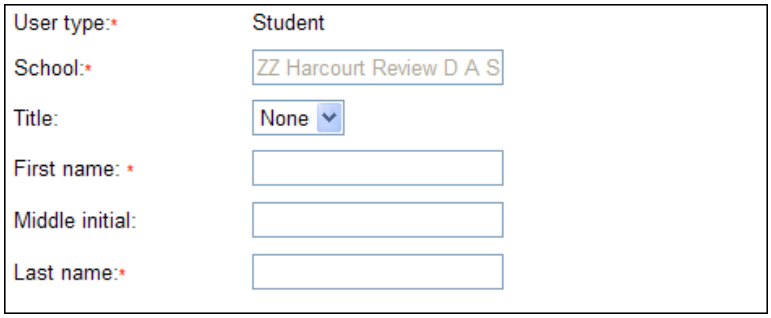
From the top navigation menu, select **Add Users**. Alternately, you can click the **Add…** button from the Manage User Accounts screen.

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



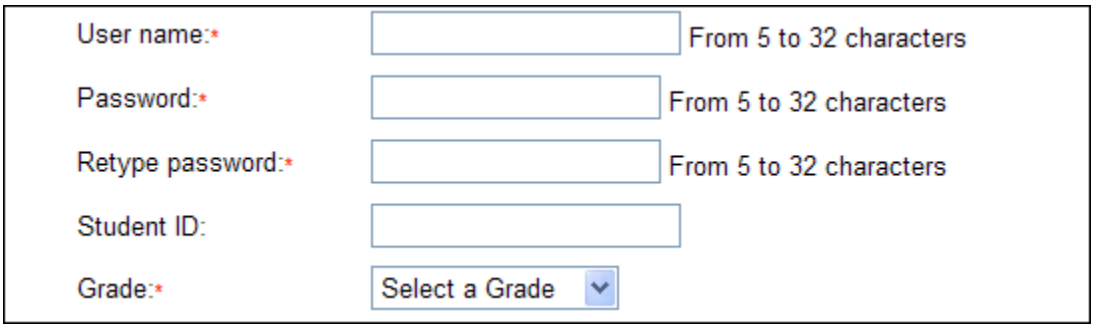
The **Add a New User** screen appears. Your school and the user type (Student) have already been selected.

1. Using the Title dropdown, enter the salutation (optional).
2. Enter the student's first name in the **First Name** field.
3. Enter the student's middle initial in the **Middle Initial** field (optional).
4. Enter the student's last name in the **Last Name** field.



5. In the **User Name** field, enter a unique user name for the student.
6. In the **Password** field, enter a 5-32 character password.
7. Type the same password again for confirmation in the **Retype Password** field.

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.



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

8. Select the student's grade using the **Grade** dropdown field.
9. Enter No Child Left Behind data as desired.
10. To save the student's data and create the new account, click **Add**.

Creating Multiple Student Accounts

You may elect to import a number of students into the system at one time. Before you begin, check to see if your administrator has already created these accounts.

To view detailed instructions on how to create a student import file, click the **Detailed Instructions (PDF)** link above the file input field. This document will provide in-depth instructions on how to create and correctly format a file that will allow you to import large numbers of students at one time.

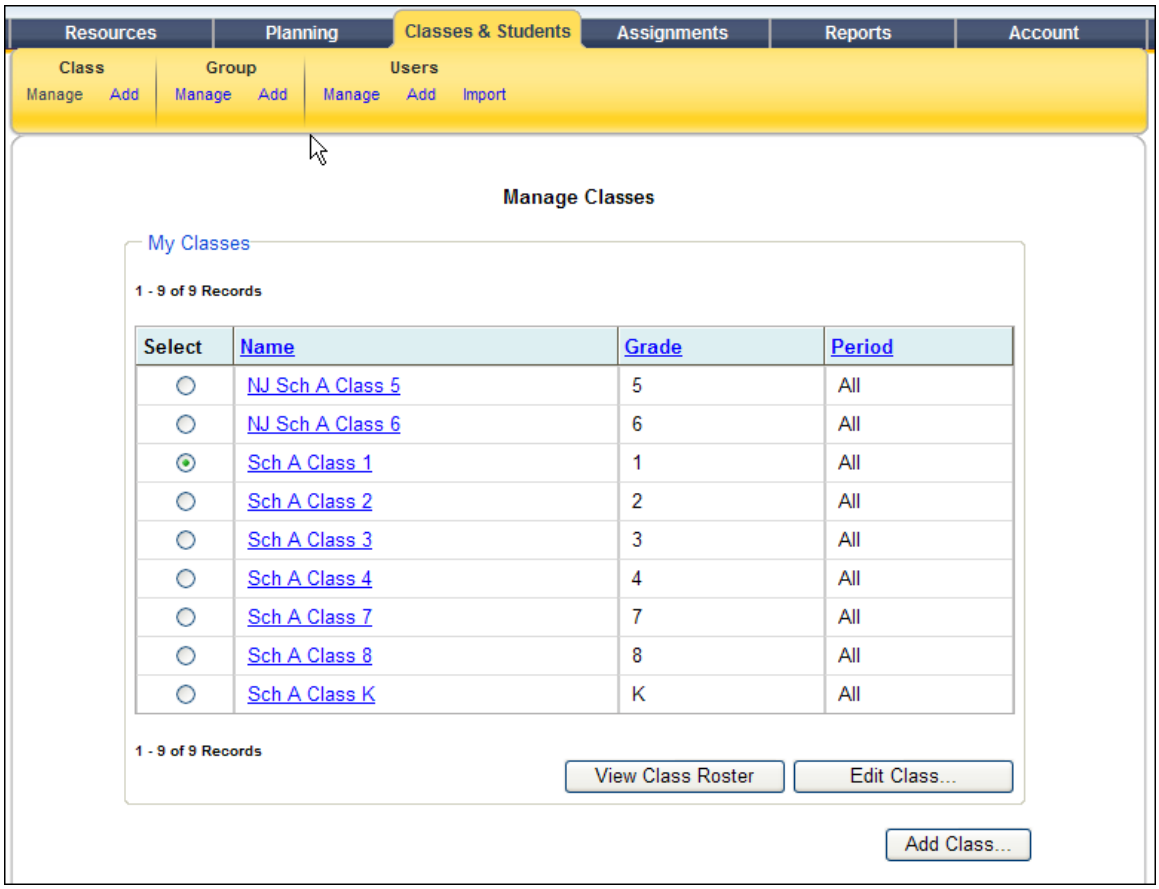
To locate the import file that you have created, click **Browse**. This will bring up a standard file browsing window. Navigate to the location of the file on your hard drive or network, click on the file, and click **Open** to select the file.

After you have located the file you would like to import, click **Start Import**. You will receive a message letting you know once the upload is finished and if the import of users was successful.

Managing Classes

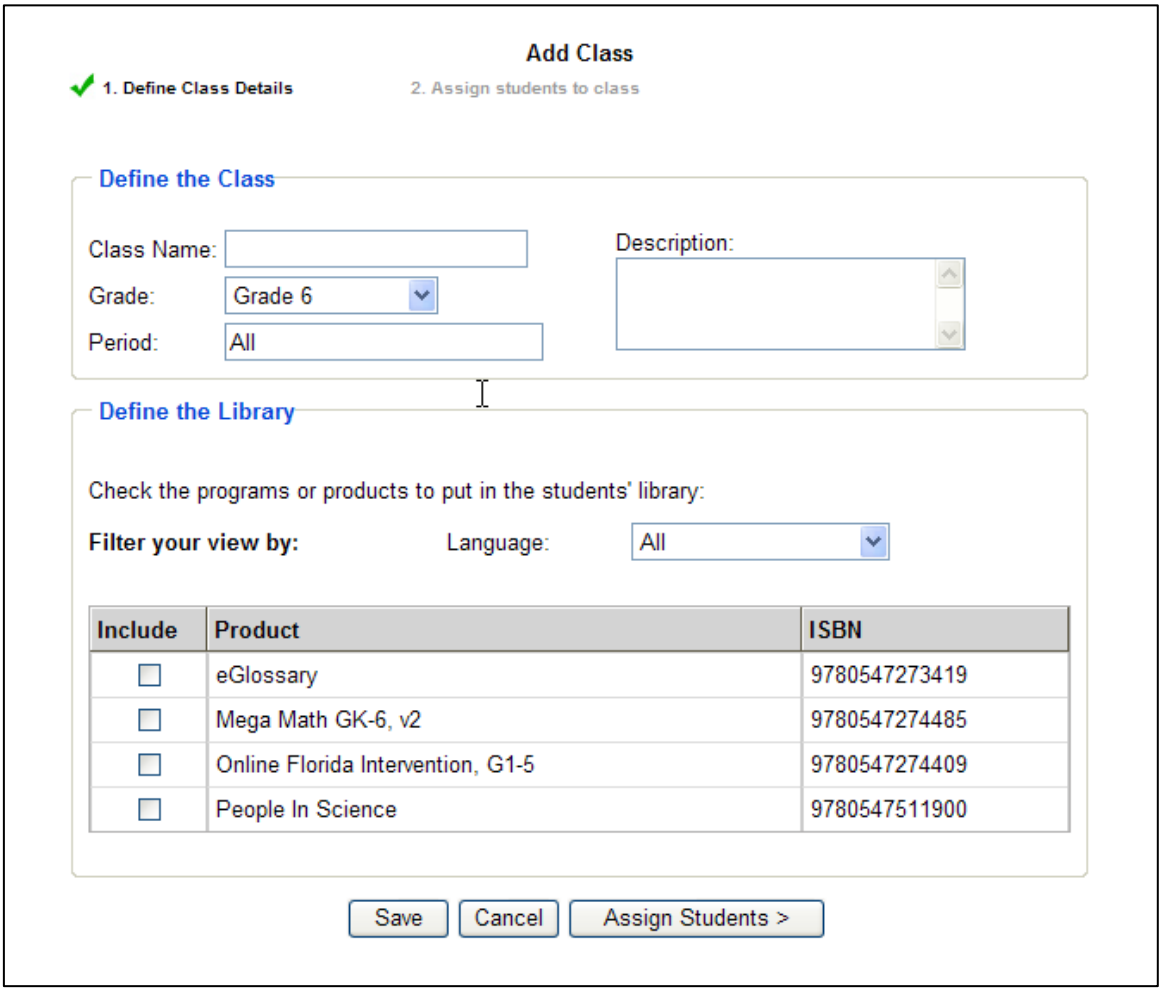
To create or modify a class, select **Classes & Students** from either the Teacher's Welcome Page or the top navigation menu. The Manage Classes screen appears.

- To add a new class, click **Add Class**… on the Manage Classes screen or from the top navigation.
- To edit a class, select it by clicking on the radio button next to its name and then click **Edit Class**.
- To see who is in a class or look up a student's password, select the class and then click **View Class Roster**.
- To sort the list by name, grade, or period, click one of the column heads.



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**.



Include	Product	ISBN
☐	eGlossary	9780547273419
☐	Mega Math GK-6, v2	9780547274485
☐	Online Florida Intervention, G1-5	9780547274409
☐	People In Science	9780547511900

Defining the Class Details

1. Type in a unique name for the new class in the **Class Name** entry field.
2. Select a grade from the **Grade** dropdown list; type in the class period in the **Period** entry field and the description of the class in the **Description** entry field.

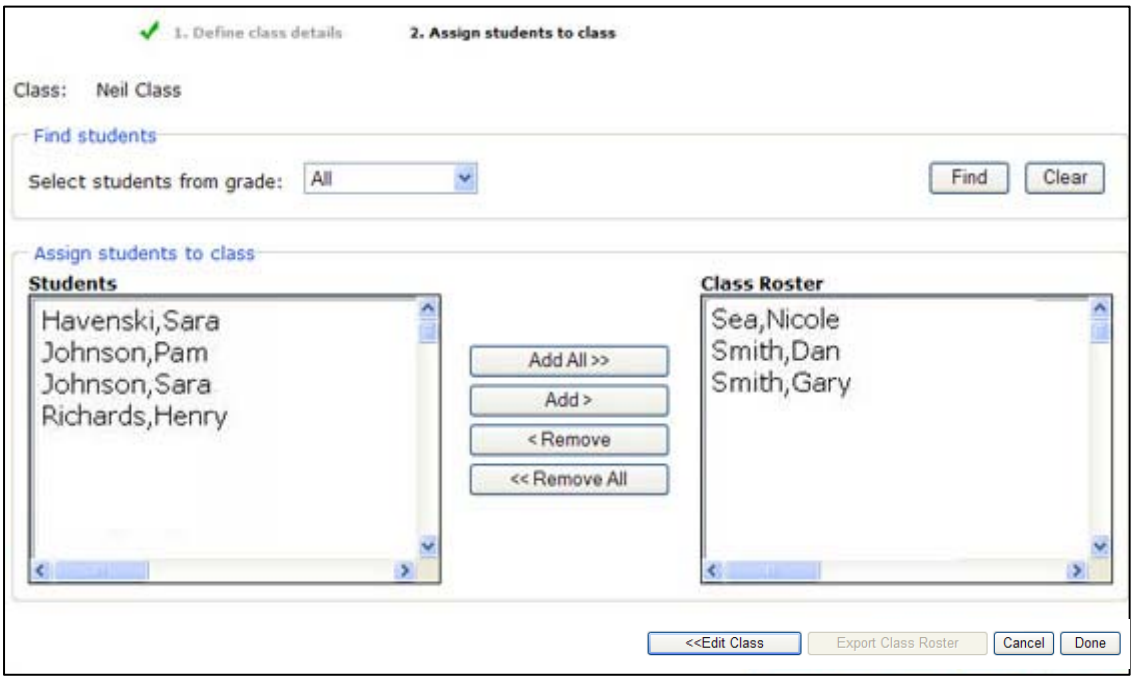
Note: Only letters, numbers, spaces, hyphens or underscores are allowed in the Class Name and Period fields.

Defining the Library

1. Select the products that you want to make available to the class by clicking the check box next to the appropriate product titles.
2. To save your changes to the class without creating a student roster, click **Save.**
3. To create a roster of students assigned to the class, click **Assign Students**.

Assigning Students to the Class

From the Assign Students page:



1. Select a grade from the **Select Students from Grade** dropdown list.
2. To view a list of students from that grade, click **Find**. To reset the student list, click **Clear**.
3. To add all of the students from the list to your class, click **Add All**. To add individual students, select the student(s) that you want to add to the class from the **Students** list on the left of the screen. Then click **Add**.*

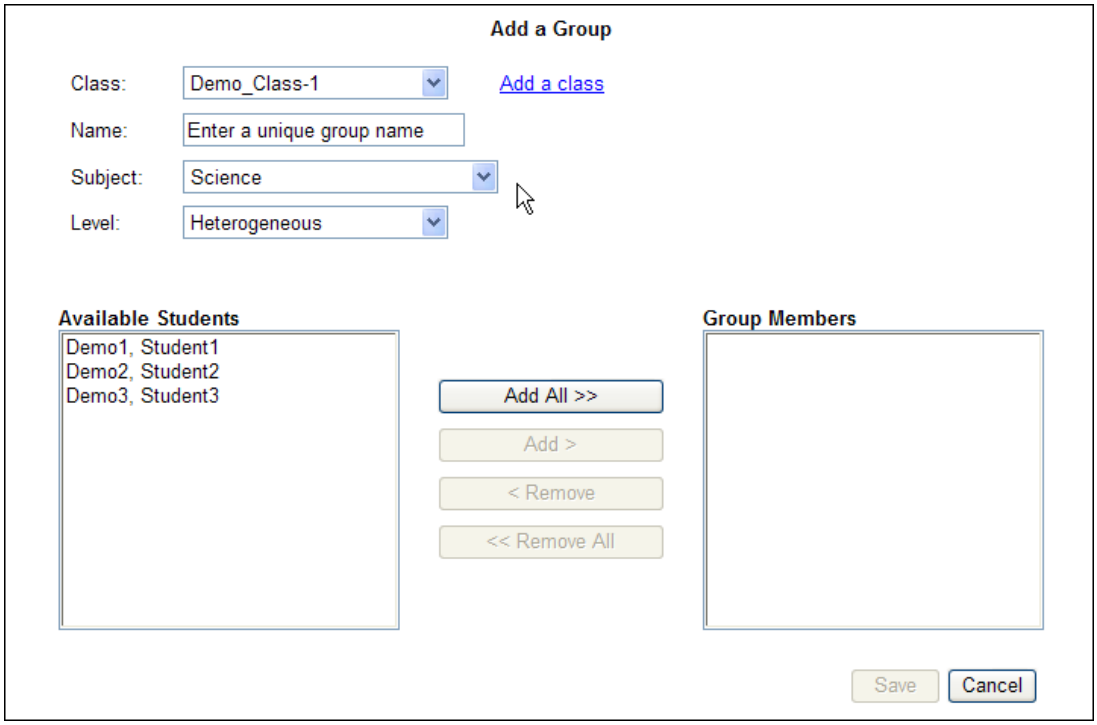
4. To remove all of the students from your class, click **Remove All**. To remove individual students, select the student(s) that you want to remove from the class from the **Class roster** list on the right of the screen. Then click **Remove**.*
5. To edit the information entered on the previous page, click **Edit Class**.
   *Note: Returning to the **Edit Class** screen will erase any changes you have made on this screen. To save these changes, you must click **Done**. You can then return to the **Edit Class** screen to make changes.*
6. To save the new class roster list, click **Done**.

   ** You can select more than one student by holding down the Control (Ctrl) or Apple key on your keyboard and clicking on multiple students. You can also click on one student, then hold the Shift key, and click on a second student to highlight all of the students between those two students.*

Adding a Group

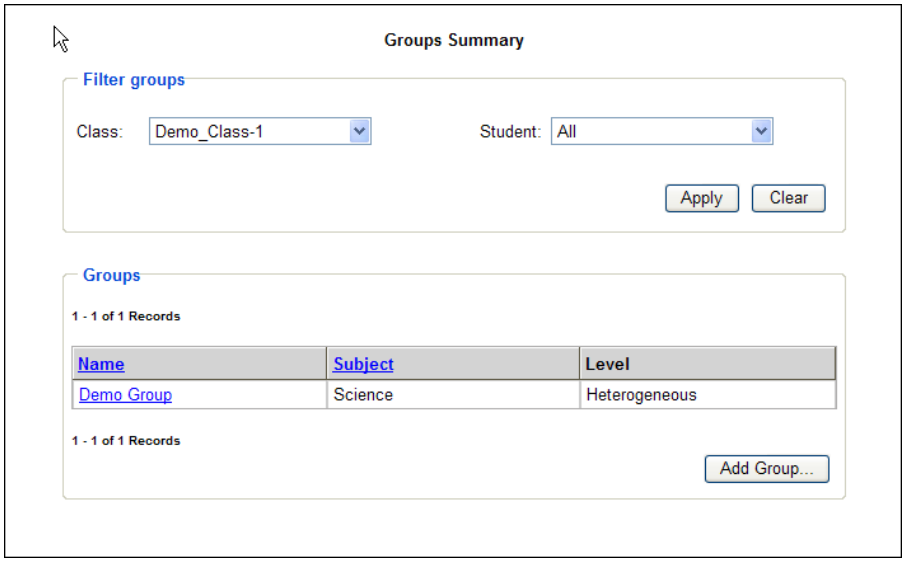
There are two ways to add a group to a class.

<u>Option 1</u>
Select **Classes and Students** from either the Teacher's Welcome Page or the top navigation menu. The Manage Classes screen appears. To add a group to a class, select the class first, and then click **Edit Class**. Scroll to the bottom of the list of products, and click **Add Group.** The Add Group screen appears, with the name of your class:



Option 2

From the left navigation box, select **Manage Groups**. The Groups Summary page appears:



1. To view a list of groups that are associated with a specific class, select that class from the **Class** dropdown list.
2. To view a list of groups that a selected student is a part of, select that student from the **Student** dropdown list. (Optional)
3. To see a list of results after you have selected your class and/or student filters, click **Apply**.
4. To reset the group filters, click **Clear**.
5. To edit an existing group, click on that group's name.
6. To add a new group, click **Add Group**. The Add a Group screen appears.

To add a new group:

1. Select a class from the **Class** dropdown list.
2. Type in a unique group name in the **Name** field.
3. Select a subject from the **Subject** dropdown list.
4. Select a level for the group from the **Level** dropdown list. The choices for levels are On-level, Advanced, Below Level, Intervention, and Heterogeneous. These are used as labels only.
5. Select the students to be assigned to the group from the **Available Students** list on the left.
    - To add all of the students from the list to your group, click **Add All**.
    - To add individual students, select the student(s) that you want to add to the group from the **Students** list on the left of the screen. Then click **Add**.
6. To save this group, click **Save**.
7. To add a new class to your account, click **Add a class** at the top of the page. *Note: This will exit this screen without saving your group.*

Searching for HMH Content

There are several ways to review HMH digital content. The first is described above, under Viewing Resources. Simply click on any item in the list that appears on that page. Unless it is an assessment or other special item, the material displays in its own window.

Another way to explore HMH content is through **Search**. You may do so by selecting **Resources** and then clicking **Search**.

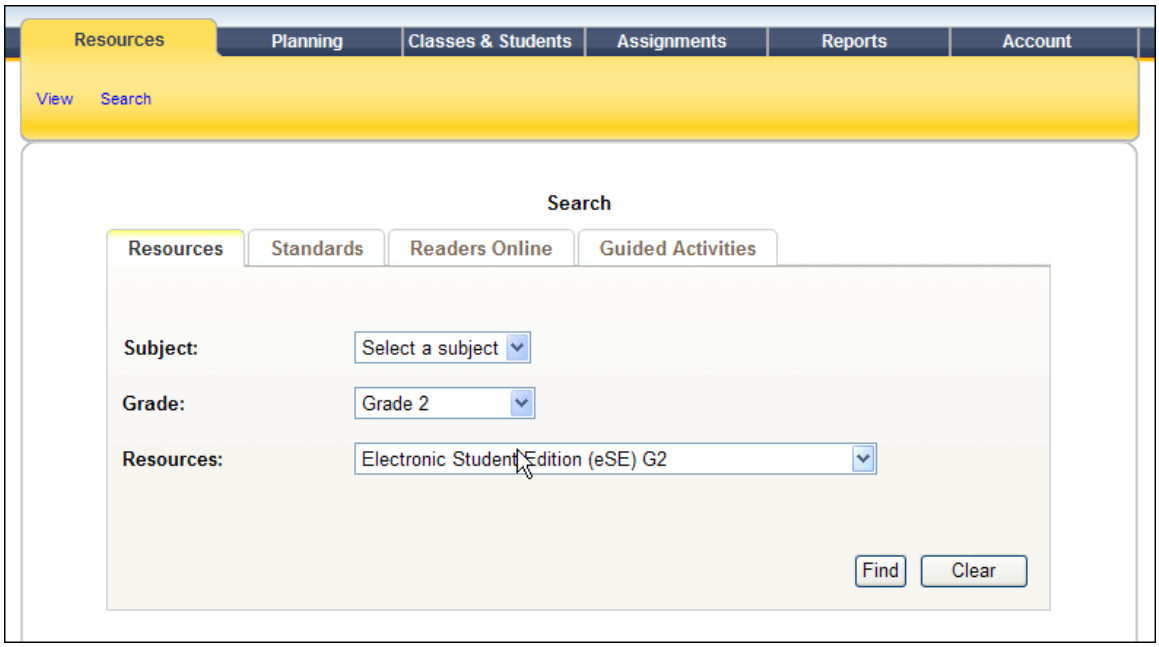
Program materials that are available through **Search** include teacher editions, student editions, assessments, ancillaries, leveled readers, worksheets, and more.

You can search resources, standards, or online readers.

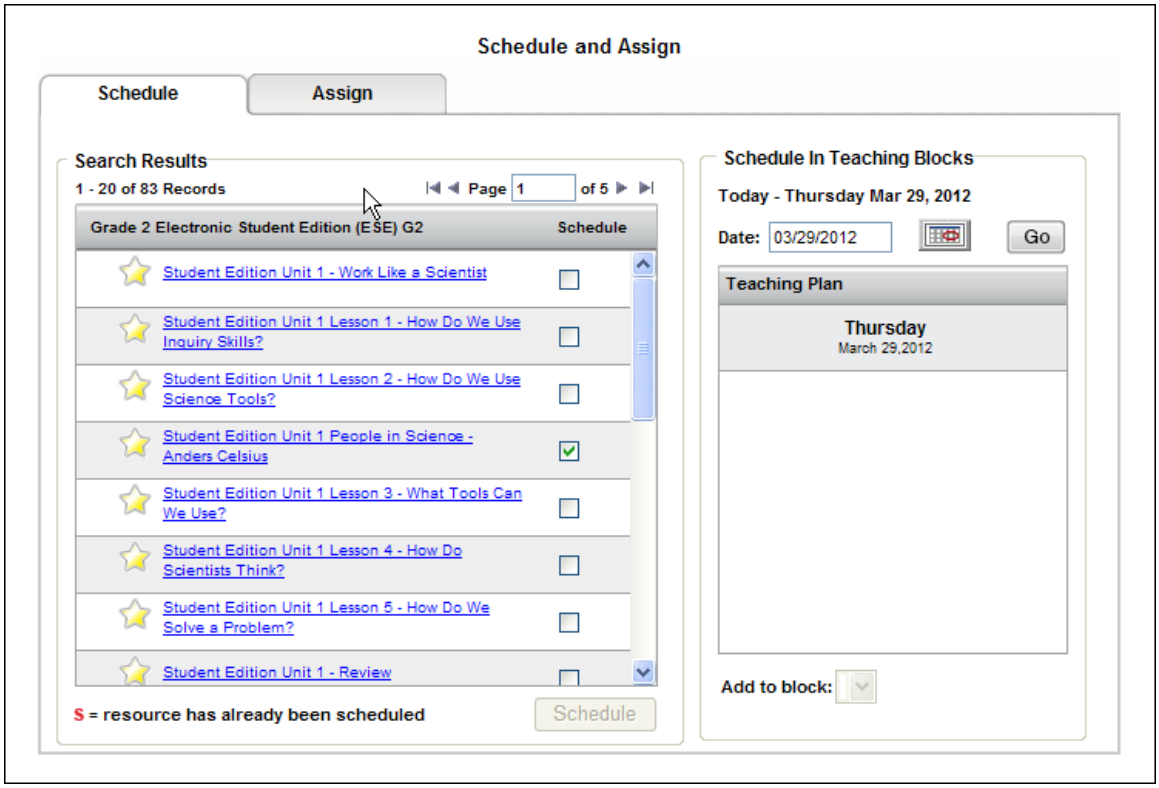
Searching Resources

To search resources, click **Search** on 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** drop-down list.
4. To view a list of the resources that match the selected criteria, click **Find**.



The Schedule/Assign screen appears. The **Schedule** tab allows you to put a link to material in your online planner.



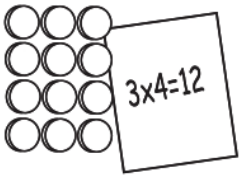
You can preview portions of the selected resource by clicking on any name in the results list.

The resource appears in its own window:

Name_____ Chapter 6

Facts Are Facts

Work with your group to name multiplication facts. Each group member will choose a product. Then you will use counters to help you find all the multiplication facts for your product.



Decide

- ✓ With your group, review the parts of a multiplication sentence. Which numbers are factors? Which number is the product?
- ✓ Divide a piece of poster paper into as many columns as there are members in your group. Then, have each group member choose a product from the box and count out that number of counters.

Products			
6	8	9	10
12	14	16	18

Do

- ✓ Use your counters to make as many different arrays as possible. Use each array to write a multiplication fact in the box to the right.
- ✓ In one of the columns on the poster paper, use a marker to copy your list of multiplication facts. Trace an array of counters under each multiplication fact.
- ✓ After each person in your group has finished writing the multiplication facts and drawing the arrays on the poster paper, answer these questions:
  1. How many different multiplication facts did you write?
  2. Compare your multiplication facts with those of your group members. Do any of the multiplication facts share the same factors?

My Multiplication Facts

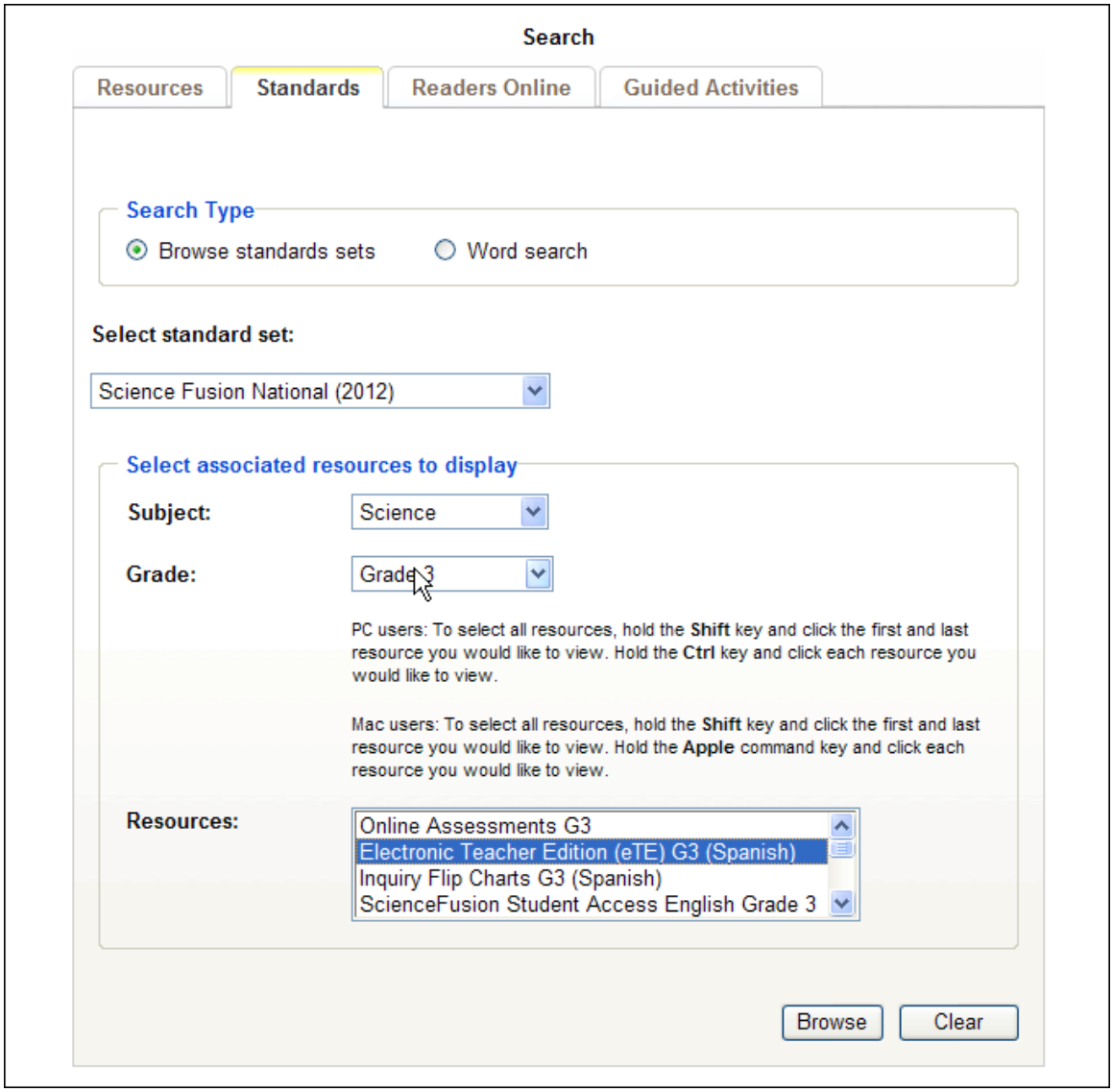
Share

- ✓ Compare poster papers with another group. Did both groups write all of the same multiplication facts for each product?

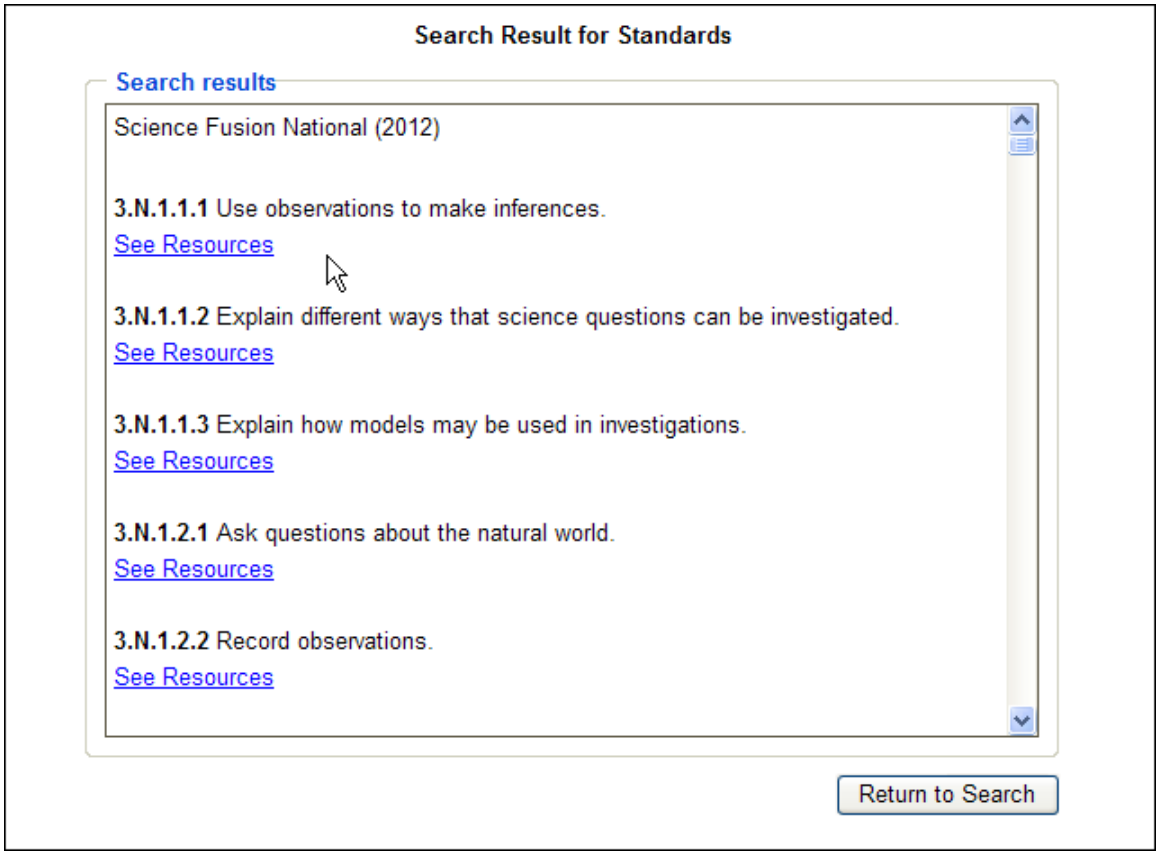
Searching Standards

There are two ways to search for HMH materials that are correlated to state or national standards. To search for all standards-based materials, click the **Standards** tab, and then:

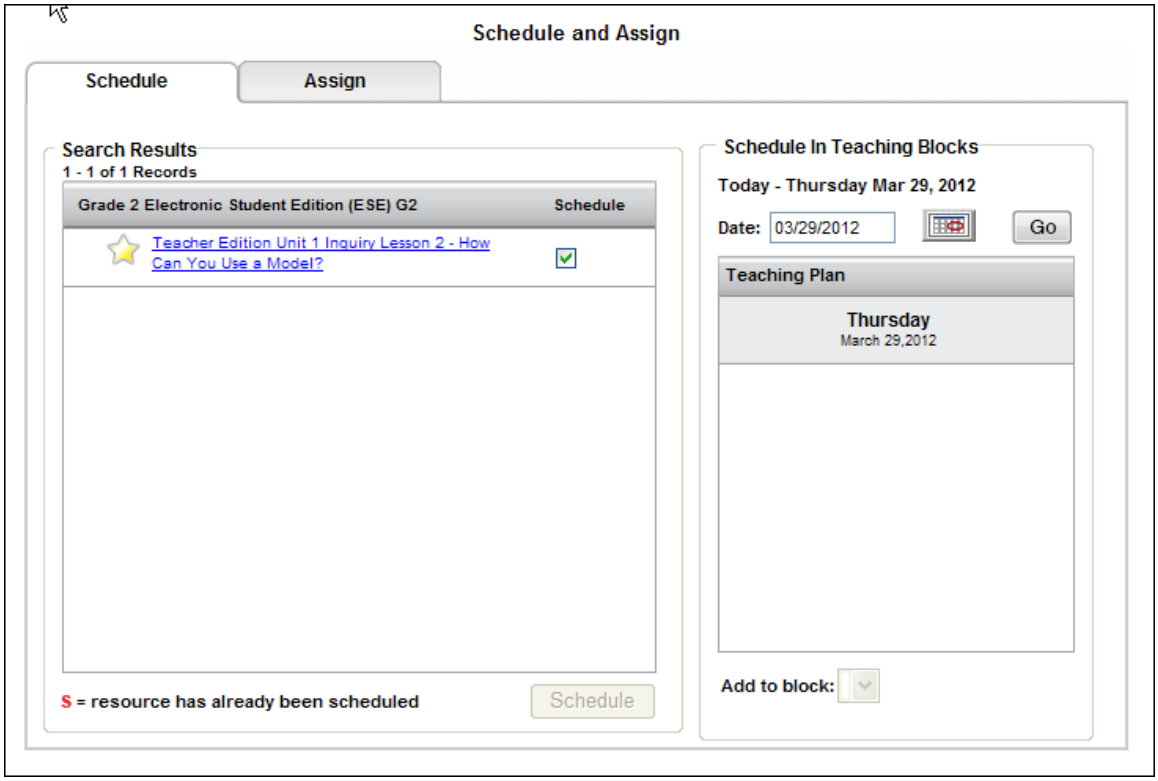
1. In the Search Type box, select **Browse Standards Sets**.
2. Select a standard set from the **Select Standard Set** dropdown list.
3. Select a subject from the **Subject** dropdown list.
4. Select a grade from the **Grade** dropdown list.
5. Select up to 5 Resources from the **Resources** list box.
6. Click **Browse**.



The Search Results for Standards screen appears, showing each standard and a link to associated HMH resources:

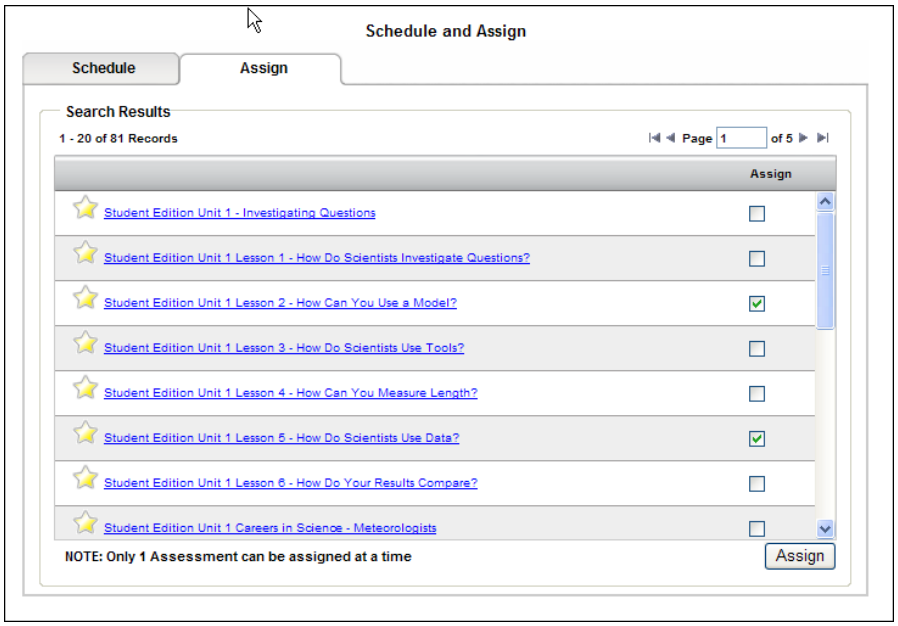


Click on any of the **See Resources** links and the Schedule/Assign page appears:



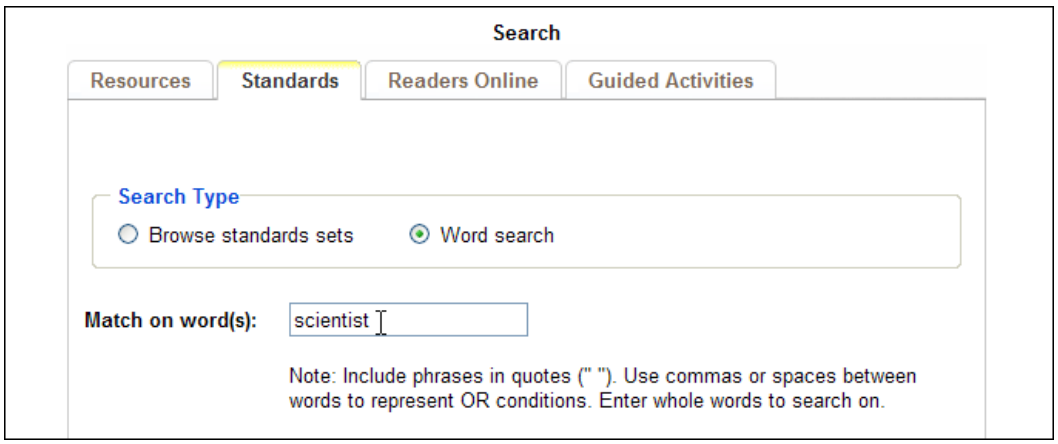
From this page, you may view or schedule any resources. [For details, please see *Scheduling into the Planner*.]

If there are student resources in the results, you may assign them by clicking the **Assign** tab:



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

1. In the Search Type box, select **Word Search**.
2. Type a word or phrase in the **Match on word(s)** entry field.
3. Select a standard set from the **Select Standard Set** dropdown list.
4. Select a subject from the **Subject** dropdown list.
5. Select a grade from the **Grade** dropdown list.
6. Select up to 5 Resources from the **Resources** list box.
7. Click **Find**.

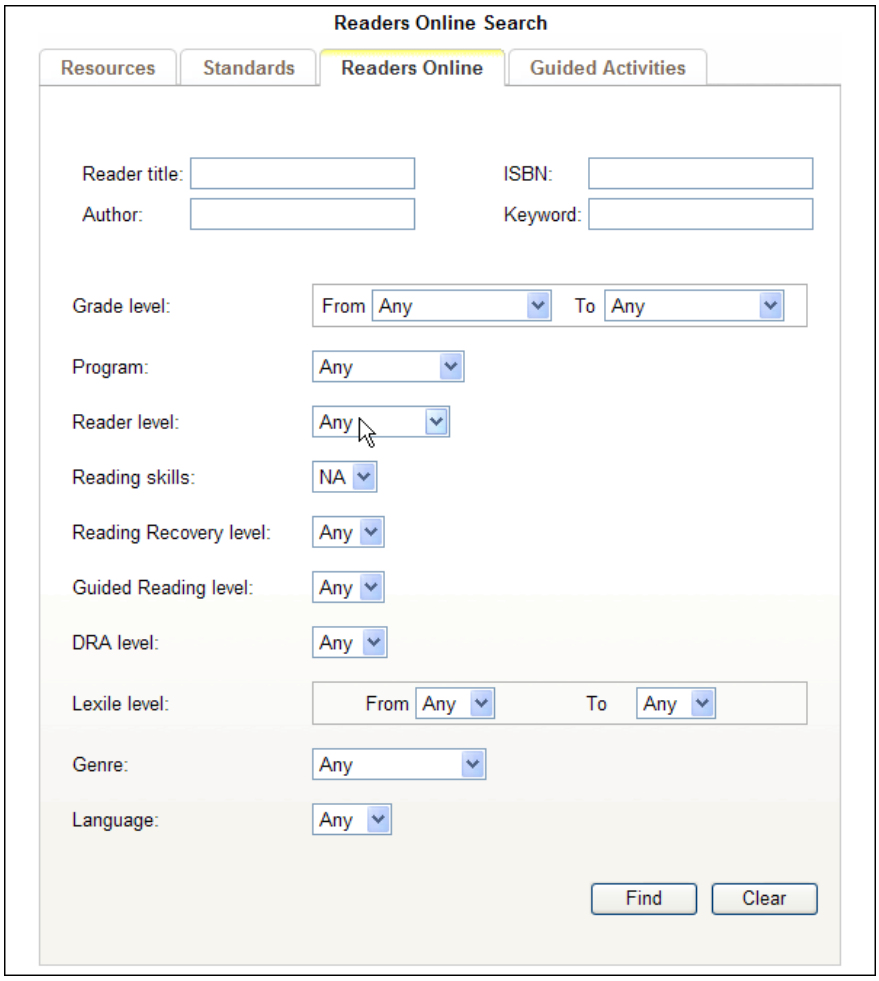


The results screen will contain a list of standards that contain the words you searched on, and links to HMH materials they are correlated with.

Searching Readers

Harcourt Readers Online is a collection of leveled readers that increases reading skills and promotes literacy. 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, reading skills, reading recovery level, guided reading level, DRA level, Lexile level, genre, or language. All these fields are optional. If you click **Find** without filling in any criteria, all available readers will be presented on the search results page.
- All fields on the Readers Online search screen are based upon the readers that you have access to. Some fields may therefore be limited or have no selections in them.
- Once you have made your selections, click **Find**.



The Readers Search Results page shows the data about each book.

- To arrange the list by any criterion (e.g., Reader level), click on that criterion in any of the book records.
- To view any book, select **Click to Open** under the book cover.

Search Results for Readers Online

1 - 20 of 35 Records

Click a criteria to sort your search results

1|2

Asset Title:	My Earth	Lexile Level:	410
Reader level:	On-Level	Genre:	
Reading recovery level:		Grade level:	Grade 1
Guided reading level:		Program:	HSP Science
DRA level:		ISBN:	0153621869
Author:		ISBN-13:	9780153723803

Click to open

Asset Title:	In Motion!	Lexile Level:	370
Reader level:	On-Level	Genre:	
Reading recovery level:		Grade level:	Grade 1
Guided reading level:		Program:	HSP Science
DRA level:		ISBN:	0153621931
Author:		ISBN-13:	9780153723803

Click to open

Asset Title:	Animal Groups	Lexile Level:	530
Reader level:	On-Level	Genre:	
Reading recovery level:		Grade level:	Grade 1
Guided reading level:		Program:	HSP Science
DRA level:		ISBN:	0153621826

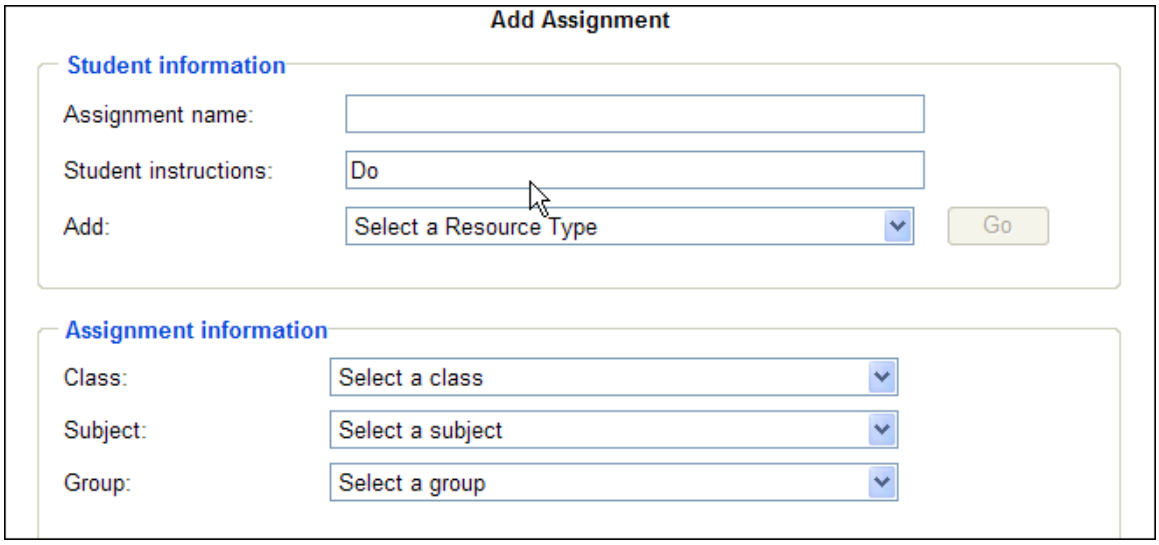
Creating Assignments

Creating a Non-Assessment Assignment

Once you have previewed a lesson or activity, you may assign it to a student, group, or class. There are several ways to do this:

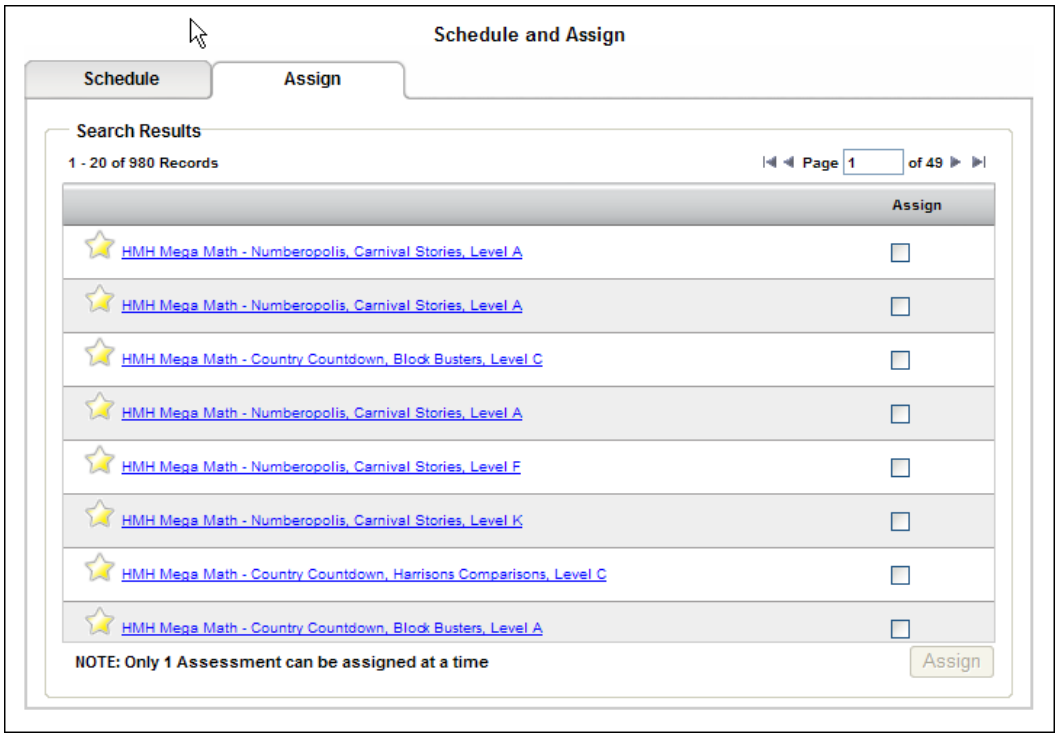
- Select an element, such as a lesson, test or activity, from a Chapter Planner in an Electronic Teacher's Edition and, from the pop-up menu, choose **Assign**; or
- Use **Search** and the **Assign** tab to select HMH material to assign; or
- From any part of ThinkCentral, click **Assignments**; then select **Add Assignment**.

The Add Assignment screen, as shown below, appears. If you have already selected a resource, its name is listed.

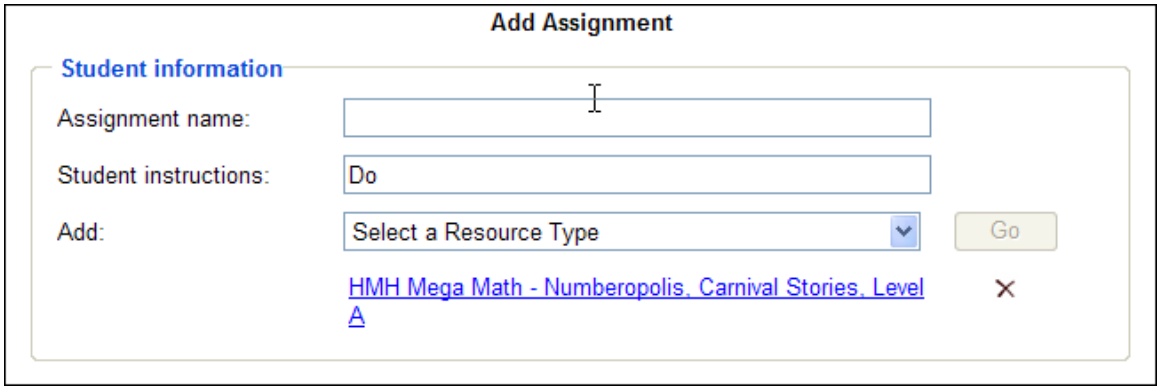


To activate an assignment:

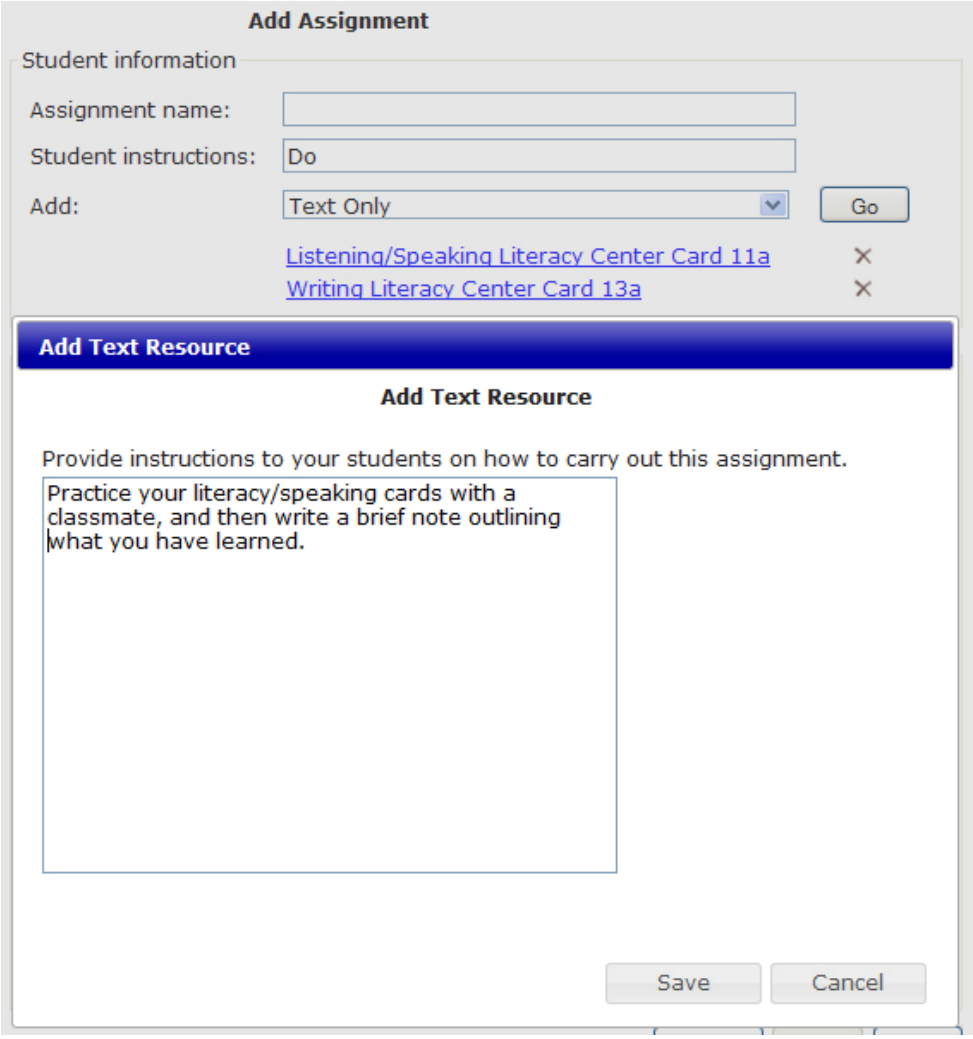
1. Type in the name of the assignment in the **Assignment Name** entry field.
2. Enter in instructions for students to follow in the **Student Instructions** entry field, following or replacing the word "Do."
3. Next to **Add**, click the dropdown menu and select a resource type.
   - *Searchable Resource*
     To add HMH materials, select **Searchable Resource** and click **Go**. The Search Resources window appears. Select a subject, grade, and resource, and click **Find**. The Assign results display:



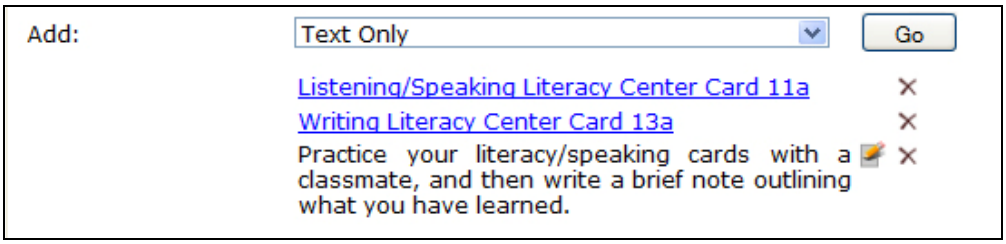
Click one or more resources, and click **Assign**. The Add Assignment screen returns, with the selected materials added:



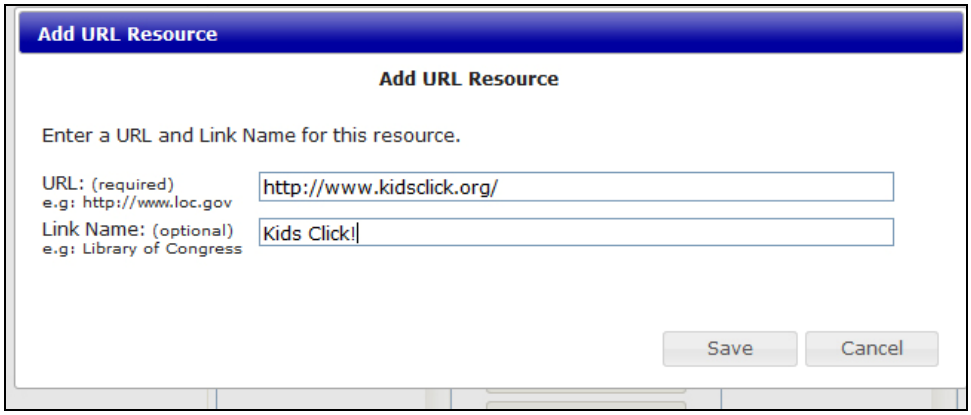
- *Text Only*
  To write instructions to your class, select **Text Only** and click **Go**. A text field appears:



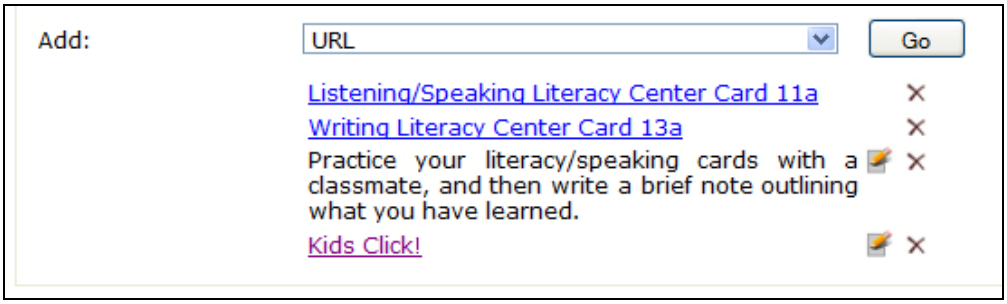
When you have completed typing, click **Save**. The instructions will appear on the Add Assignment page.



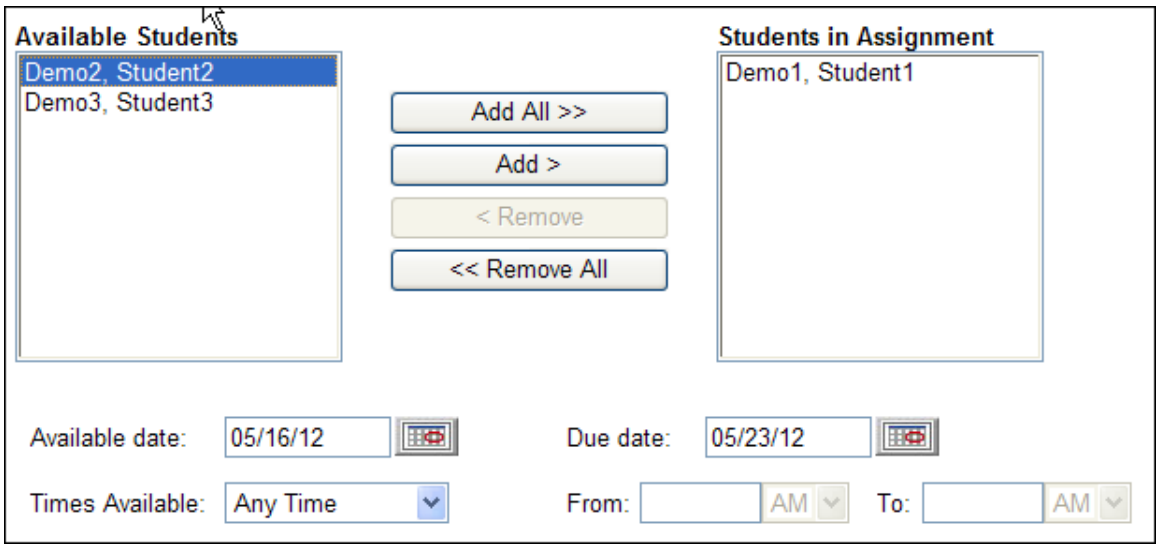
- *URL*
  To display a Web address you want to display to your students, select URL and click Go. A URL field appears:



When you have completed typing, click **Save**. The URL (or the optional link name you type) will appear on the Add Assignment page.



4. Select a class from the **Class** dropdown list.
5. Select a group, if desired, from the **Group** dropdown list. A list of available students appears:

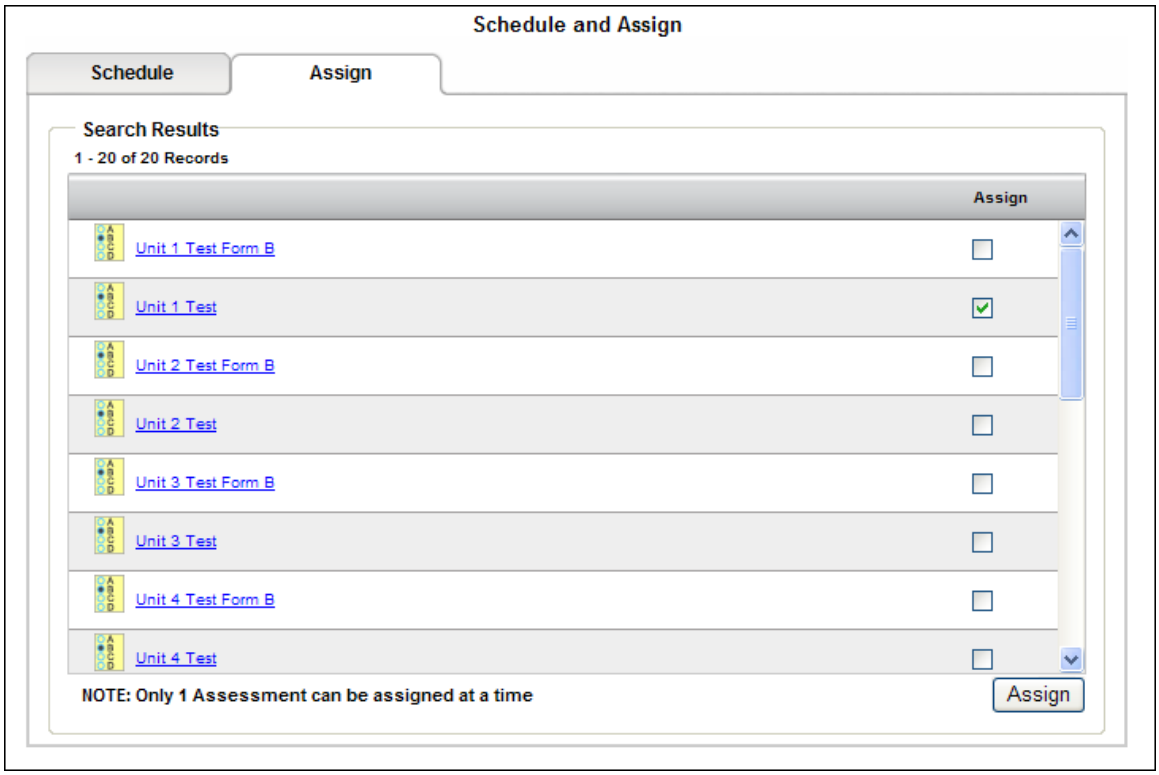


6. To assign all of the students from your class, click **Add All**. To assign individual students, select the student(s) that you want to add from the **Available Students** list. Then click **Add**.
7. To remove all students from the assignment, click **Remove All**. To remove individual students, select the student(s) that you want to remove from the **Students in Assignments** list on the right. Then click **Remove.**
8. Select the assignment's **Available Date** by clicking the calendar icon and choosing a start date.
9. Select the assignment's **Due Date** by clicking the calendar icon and choosing a due date.
10. Select the time the assignment is available for students to access from the **Time Available** drop-down list. *Note: If you select a time from the **Time Available** dropdown list, then you must fill in the From and To entry fields.*
11. To preview the assignment, click **Preview**.
12. To activate the assignment, click **Save**. The assignment will appear on the student To Do list.

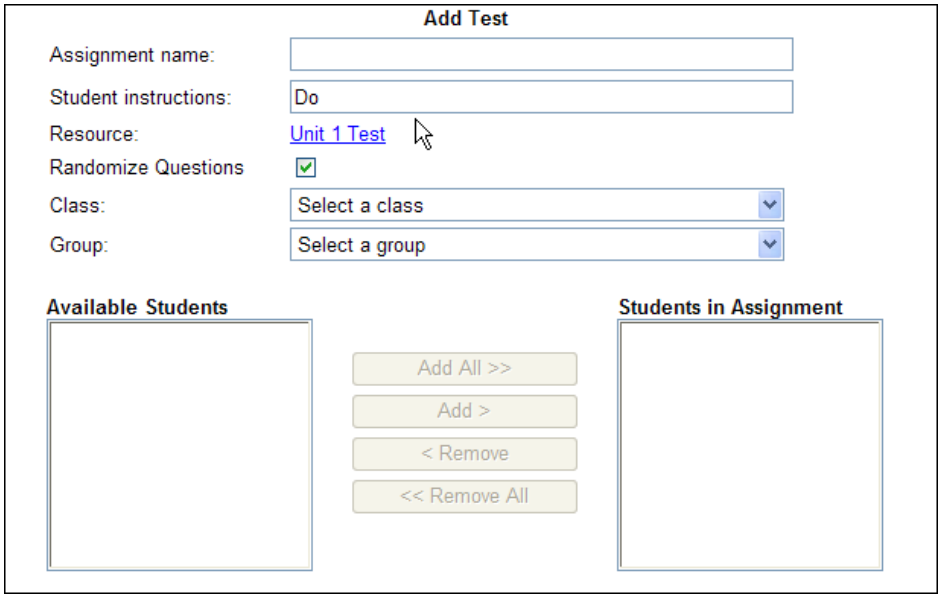
Creating an Assessment Assignment

The process for assigning a test based on HMH assessments is easy. To do so:

1. Click **Assignments**; then click **Add Test**.
2. The search results screen appears. Select the subject and grade, and then the assessment collection. [In **Add Test**, only assessments appear.] Click **Find**. The assessment contents appear.

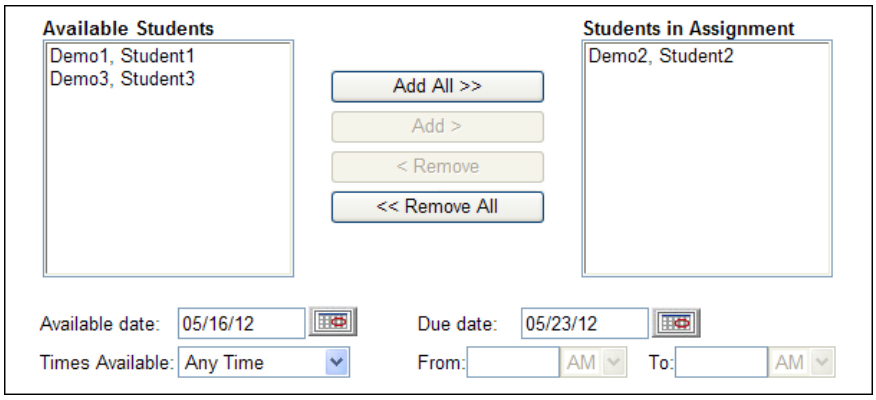


3. Select the test you wish to assign. You may only assign one assessment at a time. Click the check box next to its name, and then click **Assign**. The Add Test window appears.



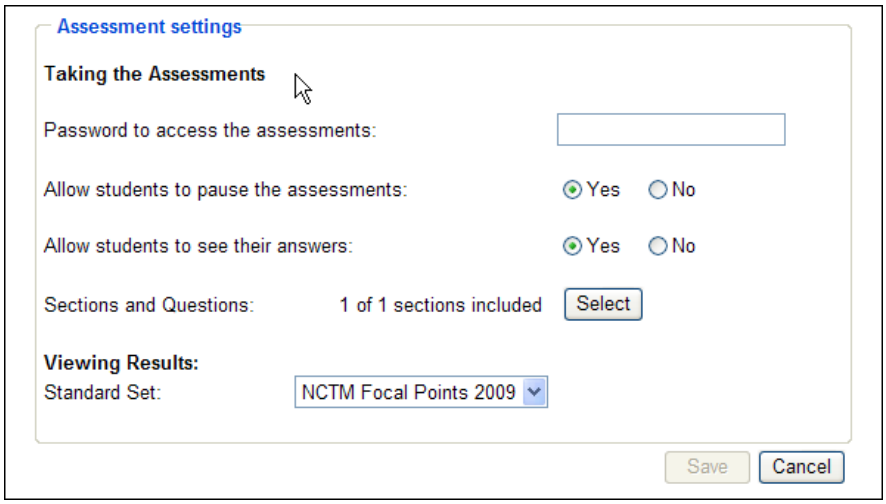
To create the assessment assignment:

1. Type in the name of the assignment in the **Assignment Name** entry field.
2. Enter in instructions for students to follow in the **Student Instructions** entry field, following or replacing the word "Do."
3. If online question randomization is allowed for your selected assessment, the **Randomize Questions** checkbox will be selected. If it is not allowed for your selected assessment, the checkbox will not be active. To turn off **Randomize Questions**, uncheck the box.
4. Select a class from the **Class** dropdown list.
5. Select a group, if desired, from the **Group** dropdown list. A list of available students appears:



6. To assign all of the students from your class, click **Add All**. To assign individual students, select the student(s) that you want to add from the **Available Students** list. Then click **Add**.

7. To remove all students from the assignment, click **Remove All**. To remove individual students, select the student(s) that you want to remove from the **Students in Assignments** list on the right. Then click **Remove.**
8. Select the assignment's **Available Date** by clicking the calendar icon and choosing a start date.
9. Select the assignment's **Due Date** by clicking the calendar icon and choosing a due date.
10. Select the time the assignment is available for students to access from the **Time Available** drop-down list. *Note: If you select a time from the **Time Available** dropdown list, then you must fill in the From and To entry fields.*
11. At the bottom of the screen, there are several options available:



- You can set a password for the assignment that the student must enter in order to access the resource by using the **Password to Access the Assessments** field. *Note: The password, which cannot contain any special characters, must be between 5 - 20 letters or numbers.*
- Students may pause the test at any time and come back later with their answers saved if you click the 'Yes' radio button next to **Allow students to pause the assessment**.
- You can restrict the student view of administered tests by selecting the 'No' radio button next to **Allow students to see their answers**. Restricting the student view means they will not be able to see questions and answers for completed assessments.
- To display the sections and questions included on the test, click **Select**. By default, the test will include all sections and questions. See the section below for details.
- Select a standard set from the **Viewing Results** dropdown list. This will associate the test with standards for purposes of student review and test prescriptions.

12. To save the assessment to the students' To Do lists, click **Save**.

Selecting Sections and Questions

Clicking the **Select** button under *Assessment Settings* will allow you to view all of the sections and questions included on a particular test.

- To remove a specific section from the test, uncheck the section's checkbox. This will remove all questions in that section.
- To remove individual questions from the test, uncheck the question's checkbox.
- To view the contents of a specific question on the test, click the plus (+) icon.
- To save changes and return to the previous page, click **Save**.
- To return to the previous page, click **Cancel**.

Checked sections will be included on the test.

Expand All

Questions	Student View	Question Type	Total Points	Include Question
	Reading Practice Test 2			
Question 1	Question 1	Multiple Choice	1.0	☑
Question 2	Question 2	Multiple Choice	1.0	☑
Question 3	Question 3	Multiple Choice	1.0	☑
Question 4	Question 4	Multiple Choice	1.0	☑
Question 5	Question 5	Multiple Choice	1.0	☑
Question 6	Question 6	Multiple Choice	1.0	☑
Question 7	Question 7	Multiple Choice	1.0	☑
Question 8	Question 8	Multiple Choice	1.0	☑
Question 9	Question 9	Multiple Choice	1.0	☑
Question 10	Question 10	Multiple Choice	1.0	☑
Question 11	Question 11	Multiple Choice	1.0	☑
Question 12	Question 12	Multiple Choice	1.0	☑
Question 13	Question 13	Essay	4.0	☑
	Writing Prompt			
Question 1	Question 14	Essay	6.0	☑

Save Cancel

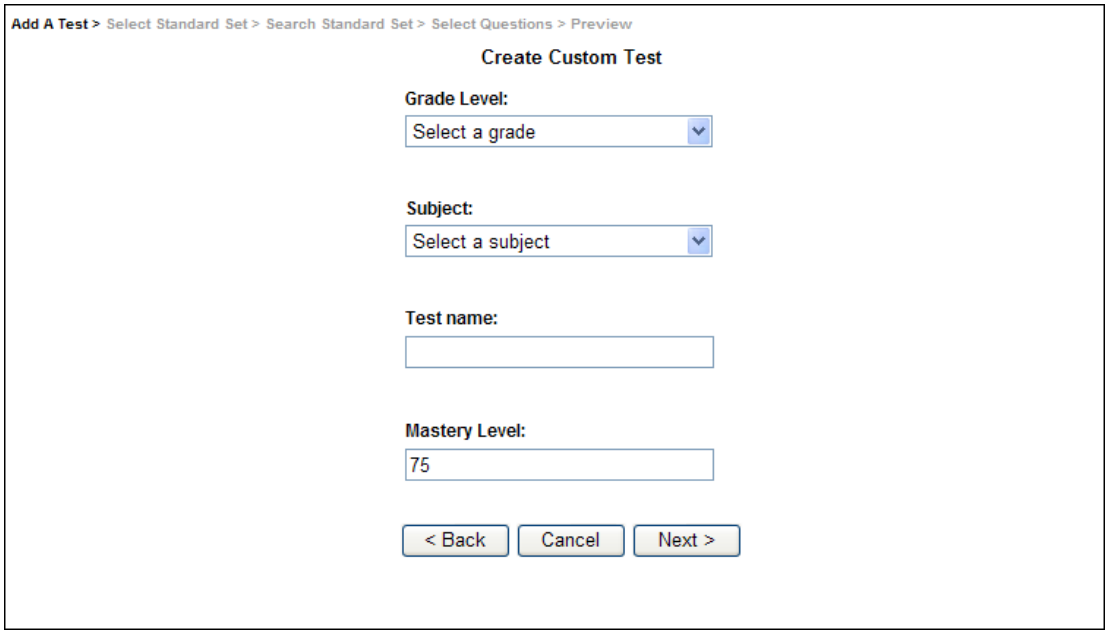
After removing questions and saving your test, you can click the **Select** button under *Assessment Settings* to view your edits. Note that the *Student View* column now displays the re-ordered question sequence that your students will see when they take the test.

Questions	Student View	Question Type	Total Points	Include Question
	Reading Practice Test 2			
Question 1	Question 1	Multiple Choice	1.0	☑
Question 2	Question 2	Multiple Choice	1.0	☑
Question 3		Multiple Choice	1.0	☐
Question 4	Question 3	Multiple Choice	1.0	☑
Question 5	Question 4	Multiple Choice	1.0	☑
Question 6	Question 5	Multiple Choice	1.0	☑
Question 7	Question 6	Multiple Choice	1.0	☑

Creating a Custom Test

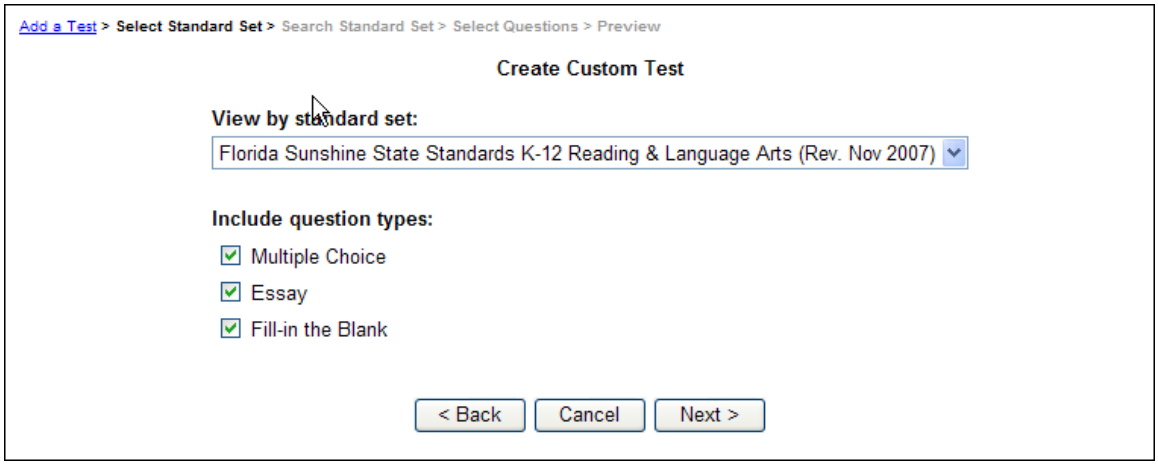
In addition to assigning tests that HMH publishes, you also have the ability in many cases to construct your own exams, using a bank of items that are aligned to standards. To do this, select **Add** under *Custom Tests* on the *Assignments* tab. The Create Custom Test screen appears.

Identifying the Test



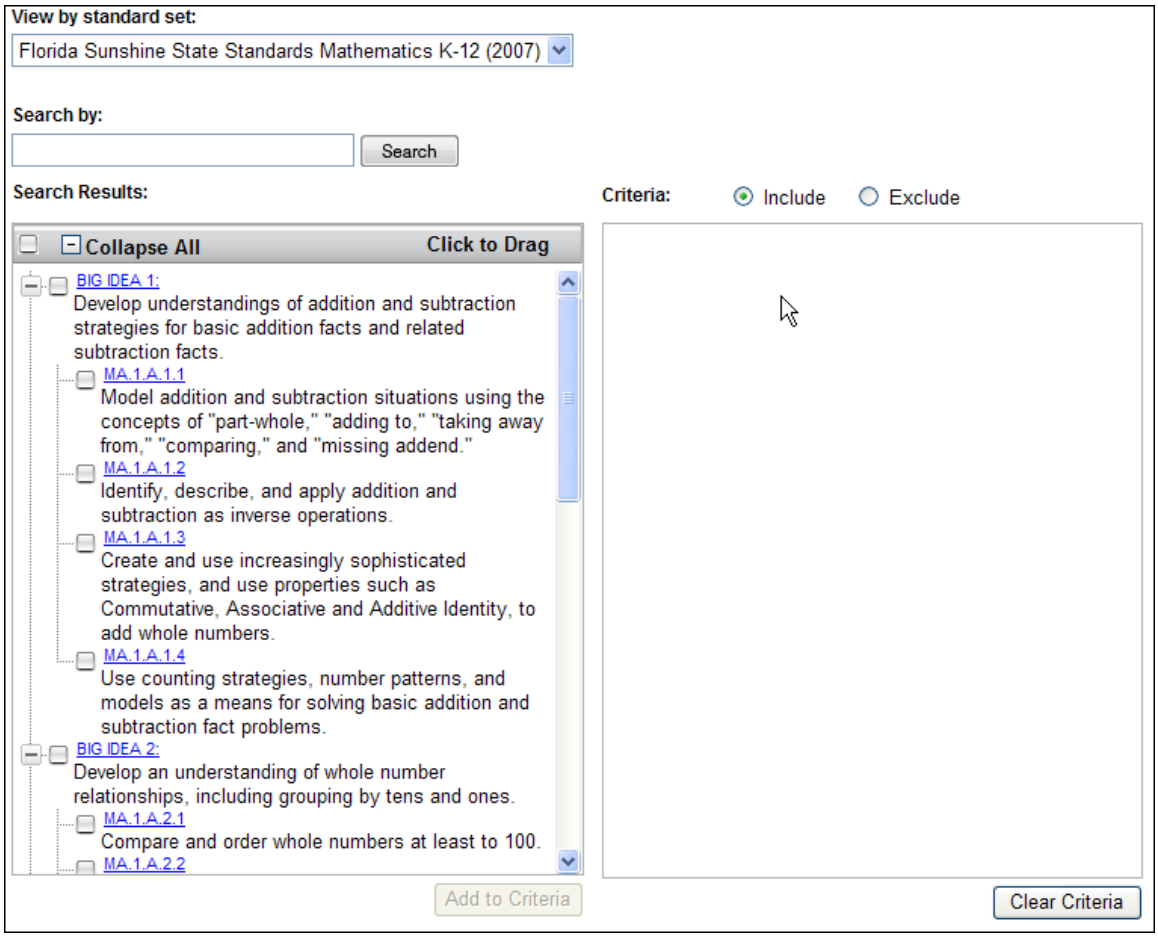
1. Select a grade from the **Grade Level** dropdown list.
2. Select a subject from the **Subject** dropdown list.
3. Type a unique name for your test in the **Name** field.
4. Set a percentage you believe would demonstrate that the student has mastered the standards and objectives on this test using the **Mastery Level** field (75 is the default). Click **Next**.

Selecting a Standard Set

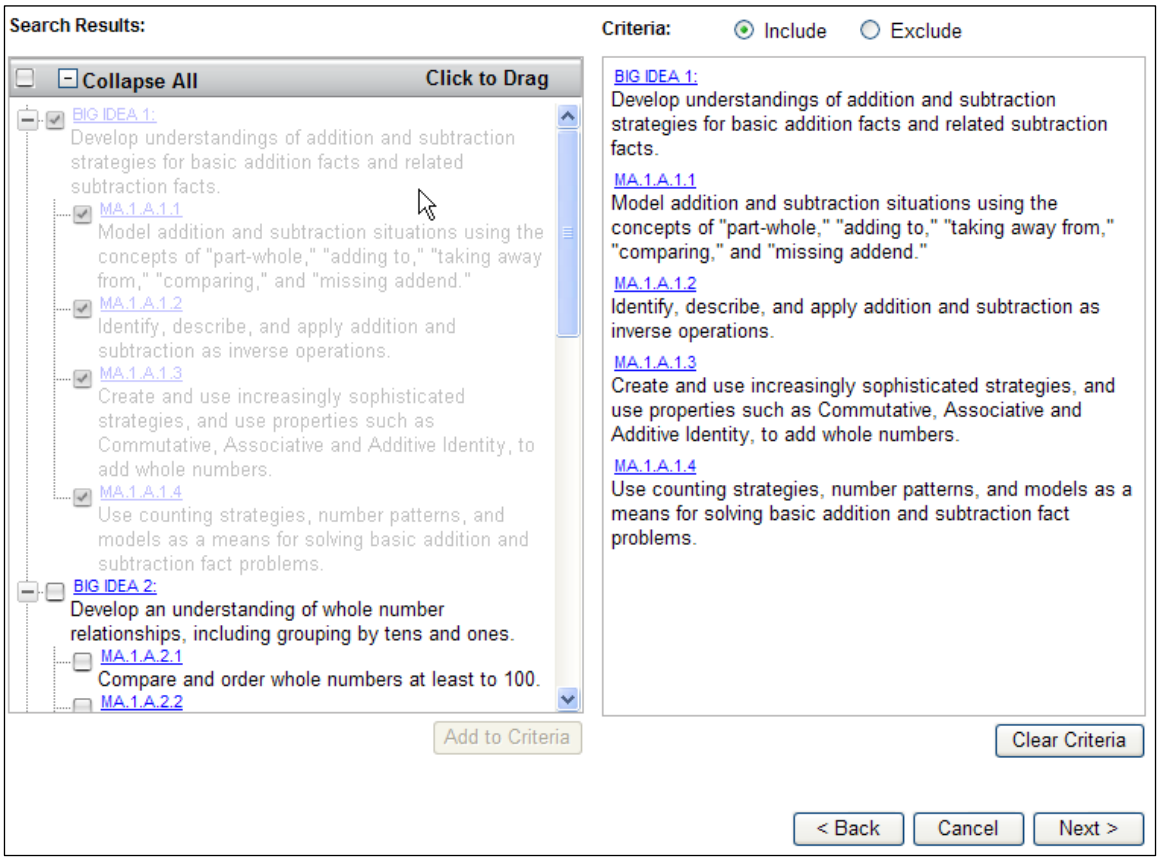


1. Select a standard set on which to base the test.
2. Select the types of questions you wish to include, if available.
3. Click **Next**.

Searching the Standard Set

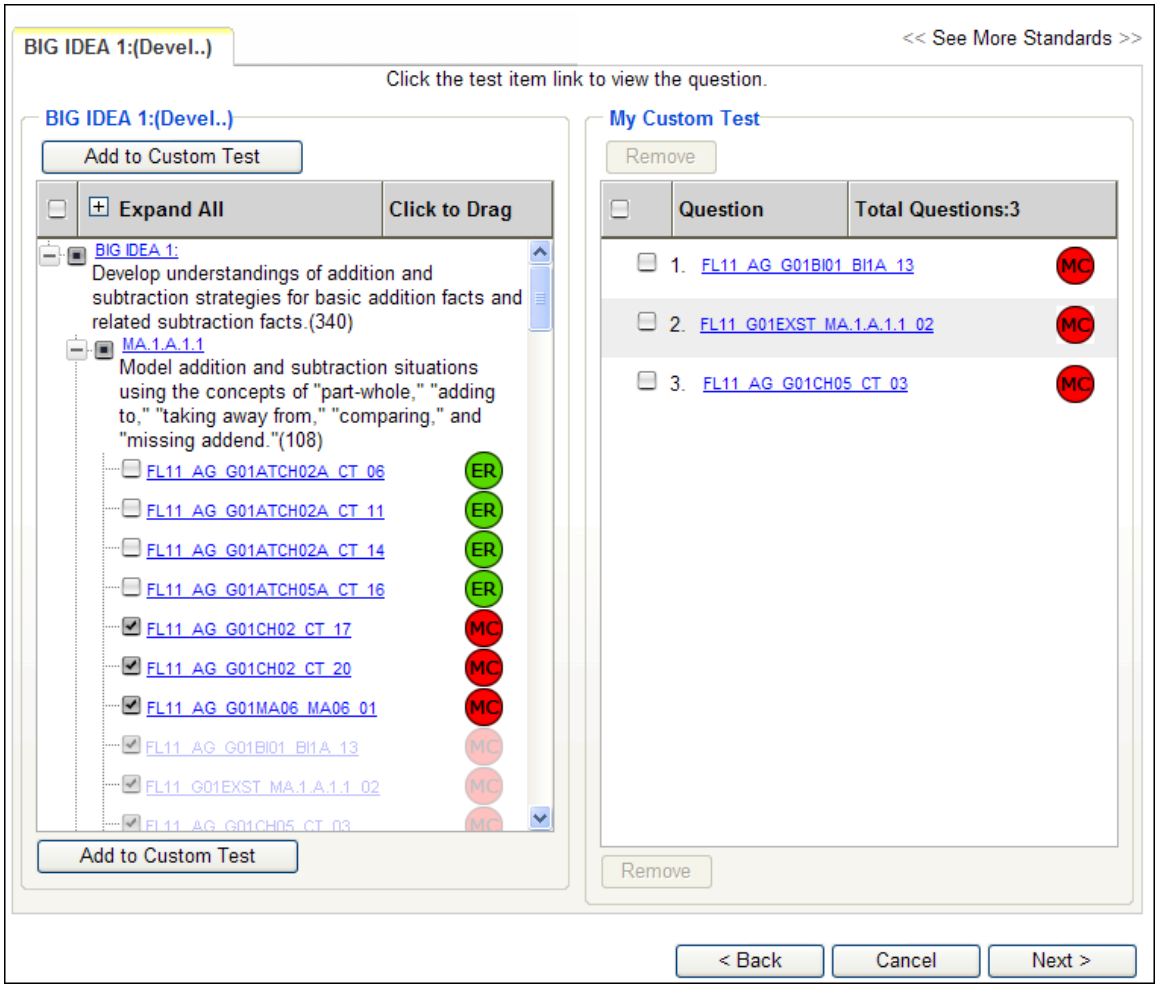


1. Select a standard set from the **View by Standard Set** dropdown list.
2. To narrow down your search, you may type in specific terms found in standards (e.g., "difference") in the **Search by** box. Once you have done this, click **Search**.
3. Select items from the **Search Results** column to add to the criteria for your test. Click on the minus icon (⊟) to collapse the list or on the plus icon (⊞) to expand the list below the selected level.
4. To view a description of the standard, click on a standard number.
5. To add selected items to the criteria list for your test, select one or more checkboxes and click the **Add to Criteria** button. The choices you make will appear in the Criteria box to the right, as shown below. *Note: You may also click and drag items between the **Search Results** box and the **Criteria** box.*



6. After you have made your selections, click **Next**.

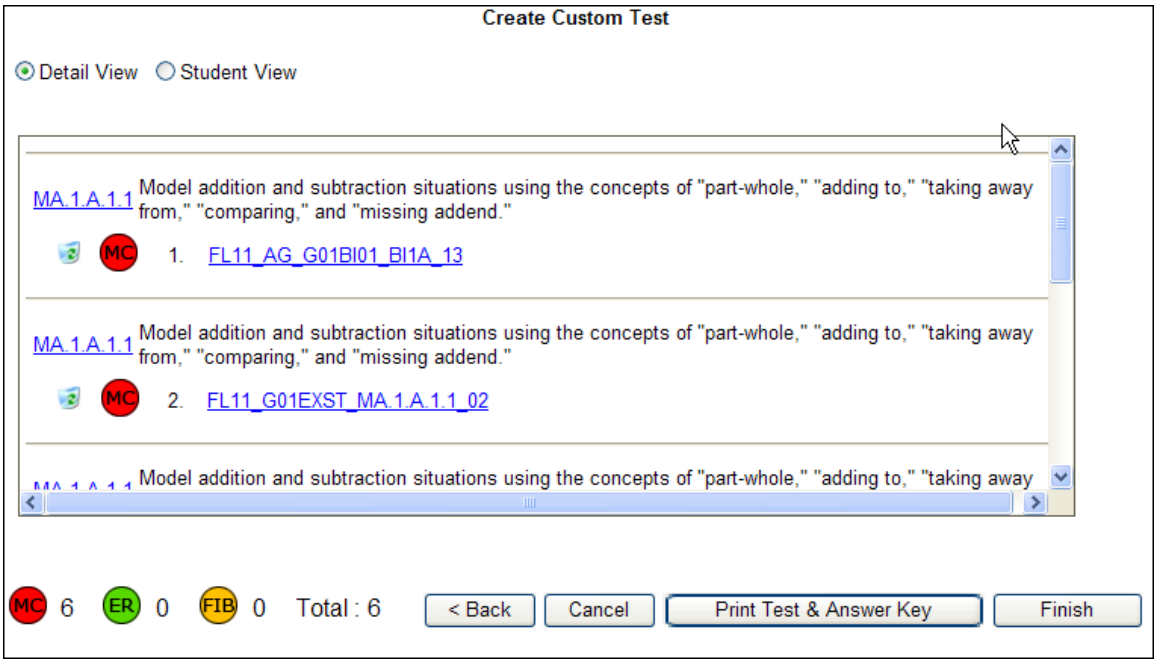
Selecting Questions



On this page, each tab represents one of the standards that you have chosen to include in your criteria. Select a tab to view a list of test items correlated to that standard. Or, use the **See More Standards** arrows to move forward or backward through the tabs.

1. Once you have chosen a standard, you can select associated test items from the left column. An icon next to each item identifies it as a multiple choice (MC), Fill in the Blank (FIB) or Essay (ER).
2. Click on the minus icon to collapse the list or the plus icon to expand it.
3. To view a description of a standard, click on a standard number.
4. To preview a test item and answer, click on a test item name.
5. To add selected test questions to the **My Custom Test** list, select one or more checkboxes in the list and click **Add to Custom Test**. You may also click the test item's icon and drag the item to the **My Custom Test** list.
6. Click **Next**.

Previewing and Assigning the Test



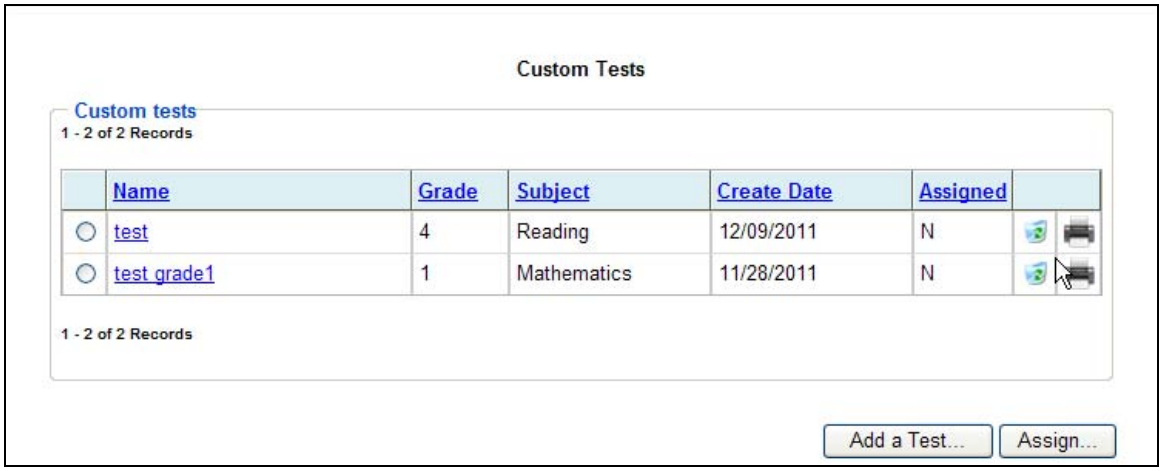
1. Select a preview mode by using the appropriate radio buttons:
    - **Detail View** allows you to view all the test questions and the standards correlated to each test question within the custom test. You can see the images and answers, and hear any related audio files.
    - **Student View** allows you to view the test in the same manner that students will see the test.
2. To view a description of any standard associated with a question, click the standard's number.
3. To preview a test item and answer, click on a test item name. If an item has an associated sound file, click on **Play** to listen to it.
4. You may change the order of test questions by dragging and dropping them.
5. To remove a question from your test, click the delete, or trashcan, icon.
6. To finalize and create your custom test, click **Finish**.

Assigning Custom Tests

To view, delete, schedule, or assign a custom test that you have already created, select **View List** under *Custom Tests* on the *Assignments* tab

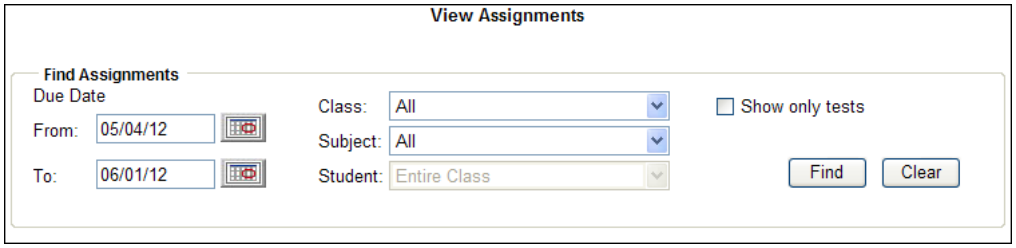
- To preview a test that you have already created, click its name.
- To schedule the selected custom test to your lesson planner, choose a test by clicking the appropriate radio button and click **Schedule**.
- To assign a selected custom test to your students, choose a test by clicking on the appropriate radio button and click **Assign**.

- To delete a custom test, choose a test by clicking the appropriate radio button and then click the delete, or trashcan, icon ( ).
- To print a custom test, choose a test by clicking the appropriate radio button and then click the print icon ( ).

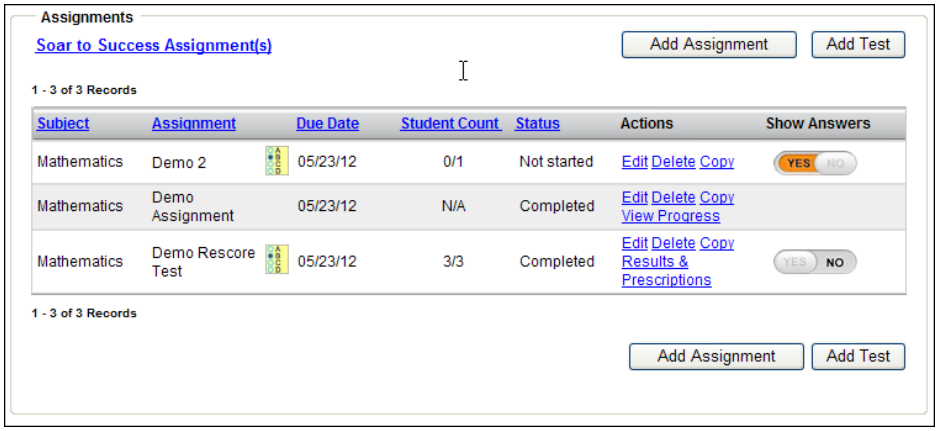


Finding Assignments

To see this page, click **Assignments** from the Teacher's Welcome Page, or click the **Assignments** tab. The View Assignments page displays a list of assignments that you have made. The default view is to show tasks you assigned one week ago that are due one week in the future. You may, however, show assignments from any time period.



1. To set the timeframe for your assignment search, fill in the **From** and **To** dates. These fields search the days that assignments are, or were, due. You may also click on the calendar icon and select the desired due dates on the calendar that pops up by clicking on the days.
2. You may select a class, subject, or student (all are optional) from their respective dropdown lists. If you select a student's name, then a **View Student Test** link will display. Click the link to view the student's test results.
3. To search only for assignments that contain assessments, check the **Show only assessments** checkbox.
4. To start your search, click **Find**.



5. To review and edit a specific assignment, click **Edit**.
6. To delete an assignment, click **Delete**.
   Note: This will also remove the assignment from the student's To Do List.
7. To make a copy of the assignment and re-assign it, click **Copy**.
8. To view the progress of an assignment, click **View Progress**.
9. To view test results and any recommended remediations, click **Results & Prescriptions**. [This link will only display next to assessments.]
10. To restrict your students' view of assessment questions and answers, click the **Show Answers** toggle to No.

Viewing Test Results

After a student or class has taken an exam, you can see the results by clicking **Results & Prescriptions** from the View Assignments screen. You can also see whether ThinkCentral has recommended any prescriptive activities. Some test items, such as essays, require you to enter scores. The View Class Results & Prescriptions screen allows you to do all of these tasks.

View Class Results & Prescriptions

View Assignments > View Class Results & Prescriptions

Test: Prerequisite Skills for Grade 1 Benchmarks

Class: Demo_Class-1 Assigned: 05/16/2012 Due: 05/23/2012

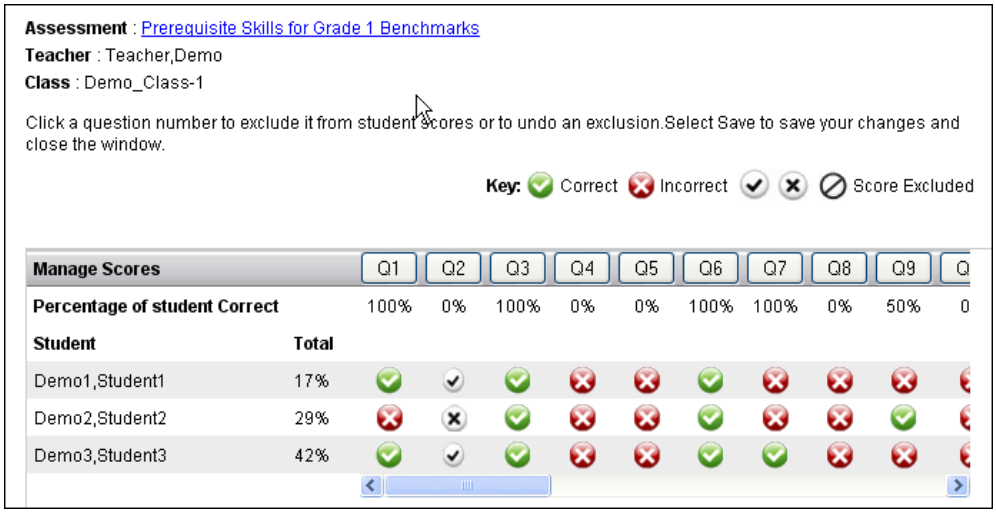
Select	Last Name	First Name	Cumulative Test Score	Mastered Test?	Prescriptions Suggested?
○	Demo1	Student1	17%	No	No
◉	Demo2	Student2	29%	No	No
○	Demo3	Student3	42%	No	No

Manage Scores | Enter Scores | View & Assign Prescriptions

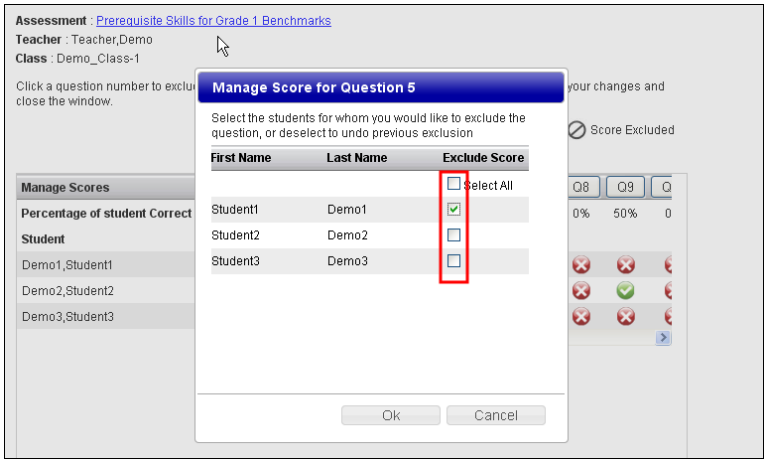
- The **Cumulative Test Score** column displays the student's test score.
- To view a student's responses, click the test score. This will open the test in a new window.
- The **Mastered Test?** column displays whether or not the student achieved mastery based on the target level (75% is the default).
- The **Prescriptions Suggested?** column tells you whether or not any prescriptions were recommended for the student based on the test results. [A student may pass the test, but could still receive prescriptions if he or she did not master questions associated with certain standards.]
- In order to see a particular student's work or enter scores, click the radio button next to that student's name.
- To remove questions from the cumulative test score, click **Manage Scores**.
- To score a test or add comments to a test, click the **Enter Scores** button.
- To view the suggested prescriptions click **View & Assign Prescriptions**.

Managing Scores

You can recalculate student scores by selecting individual questions to be removed from the total assessment score by using the **Mange Scores** button. *(Note: This button will not become available for use until all students have completed the assignment.)* The assessment details including each student's question-by-question performance will display.



- To view the test, click on the Assessment name hyperlink.
- To remove a question from the total score, click on the question number. The *Manage Scores for Question…* window will pop-up.

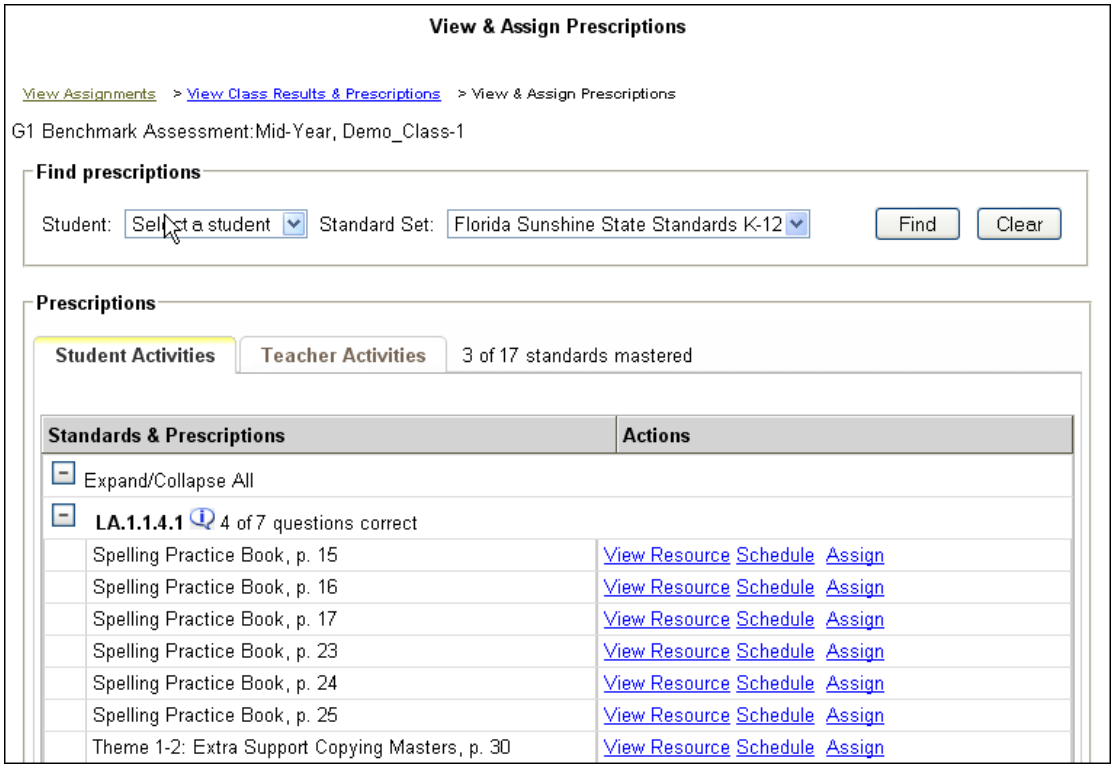


- Select the student or students for whom you would like to exclude this question. Then click **OK**.
- To recalculate the test scores, click **Save** on the *Manage Scores* screen.

Once scores have been recalculated, students and administrators will also be able to see that this question has been removed from score totals. Any question that has been removed from scores can also be added back into scores following the same steps above.

Viewing & Assigning Prescriptions

One you have selected a student from the View Class Results & Prescriptions screen, you can view assignments designed to help your students master the standards that they are having trouble with. You can schedule them to your lesson planner or assign them. The table defaults to the **Student Activities** tab. This tab shows resources that are available for your students.



- The **Standards & Prescriptions** column displays the standards that the student failed to master, as well as the names of recommended lessons or activities.
    - Click the information ( ) icon to view a complete description of the standard.
    - Click the minus icon ( ) to collapse the list or the plus icon ( ) to expand all levels and display the suggested prescriptions.
- In the **Actions** column:
    - To review HMH lessons or activities, **View Resource**.
    - To schedule the resource to your lesson planner, click **Schedule**. The Schedule Selected Resource page will display.
    - To assign a lesson or activity, click **Assign**. The Make an Assignment page will display.
- To see the teacher version of the suggested resources, including the answers, click **Teacher Activities**. *Note: Teacher Activities cannot be assigned to students.*
- To return to the previous page, click the **Back to Class Results** button.

Entering Scores & Teacher Comments

ThinkCentral allows you to score essay questions. The system notifies you of the need to do this by showing you that some tests are "Not Scored":

View Class Results & Prescriptions

View Assignments > View Class Results & Prescriptions

Test: G1 Benchmark Assessment: Beginning-of-Year
Class: Demo_Class-1 Assigned: 05/18/2012 Due: 05/25/2012

Select	Last Name	First Name	Cumulative Test Score	Mastered Test?	Prescriptions Suggested?
◉	Demo1	Student1	Not Scored	Not Scored	
○	Demo2	Student2	75%	Yes	No

Manage Scores | Enter Scores | View & Assign Prescriptions

To assess a student's essay questions, click the radio button next to the student's name and then click **Enter Scores**. This screen appears:

View Tests

Find tests

Class: Demo_Class-1 Start date: 05/18/12
Subject: Reading End date: 05/25/12

Find | Clear

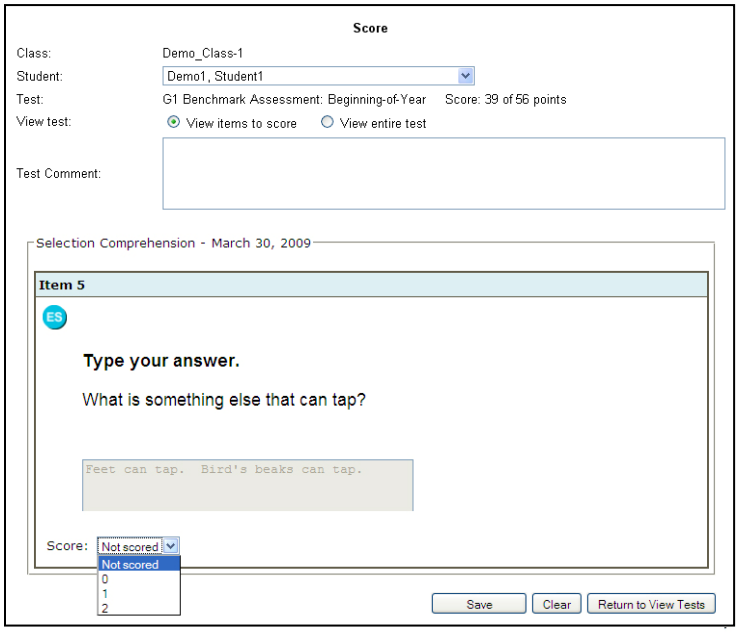
Select tests and students

Test: NS G1 Benchmark Assessment: Beginning-of-Year 05/25/2012

	Student	Subject	Test	Score
○	Demo2, Student2	Reading	G1 Benchmark Assessment: Beginning-of-Year	75%
◉	Demo1, Student1	Reading	G1 Benchmark Assessment: Beginning-of-Year	Requires Scoring

Return | Score...

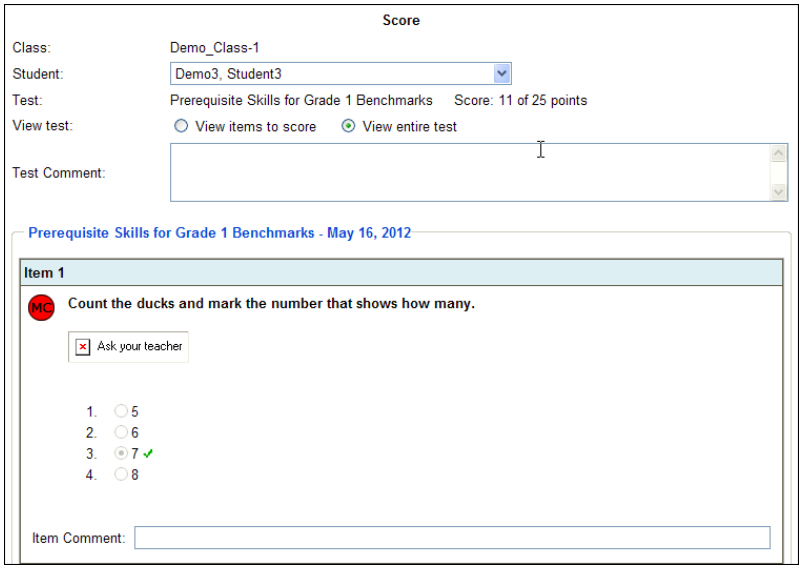
Click **Score**. The student's responses appear inside the text box under the question.



- Type a **Test Comment** (if desired).
- To score the test, select a rubric point total from the **Score** dropdown list.
- To remove your score, click **Clear**.
- To return to the View Tests page without entering a score, click **Return to View Tests.**
- To enter your score, click **Save**.

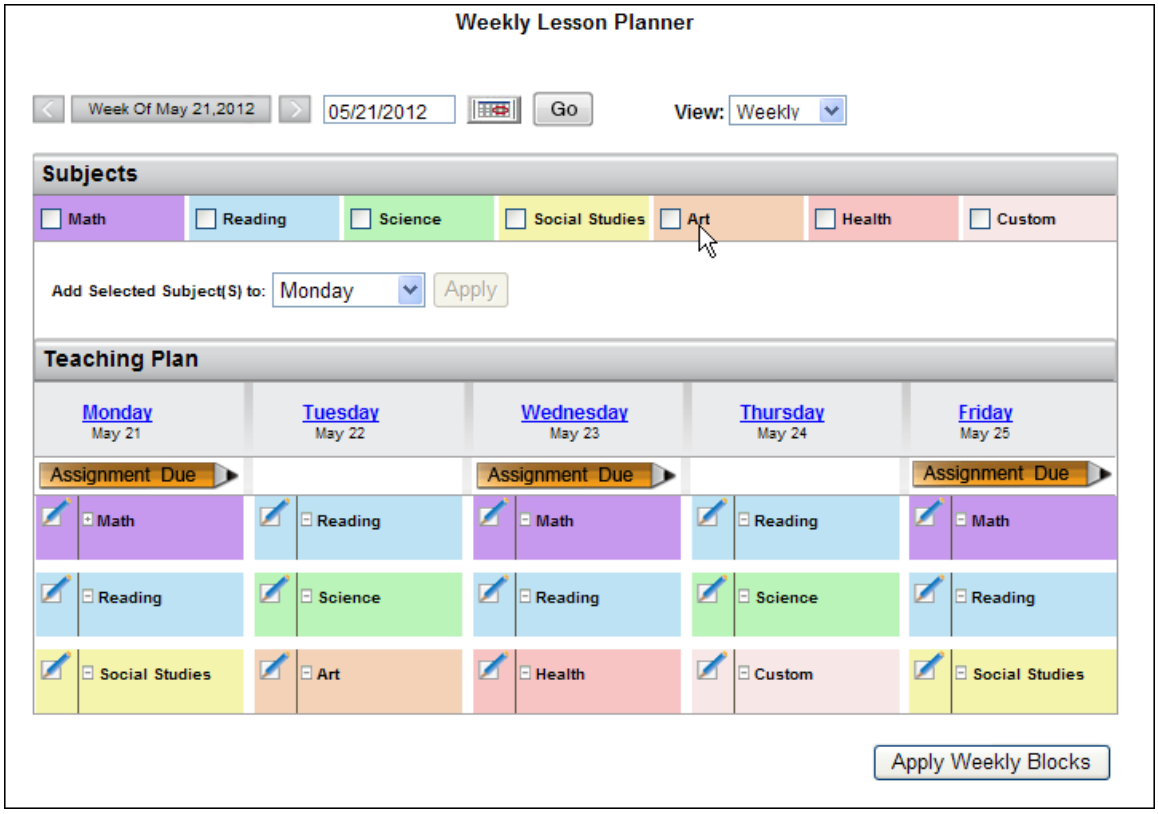
You can also enter a teacher comment on assessments that do not require scoring, as well as enter comments for individual questions.

Starting at the *View Class Results & Prescriptions page*, select a student and click **Enter Scores**. Select the **View entire test** radio button. You will then be able to type a **Test Comment**, and enter **Item Comments** for any or all questions. Then click **Save**.



Using the Planner

The lesson planner, which is displayed when you click **Planning**, gives you the ability to manage teaching blocks, view lessons and resources, and compare instruction across days. The purpose of a teaching block is to allow you to keep track of lessons using HMH materials, which you may use for whole-group instruction.



Creating a Teaching Block

In order to schedule a lesson, exam, or activity, you first need to create a teaching block.

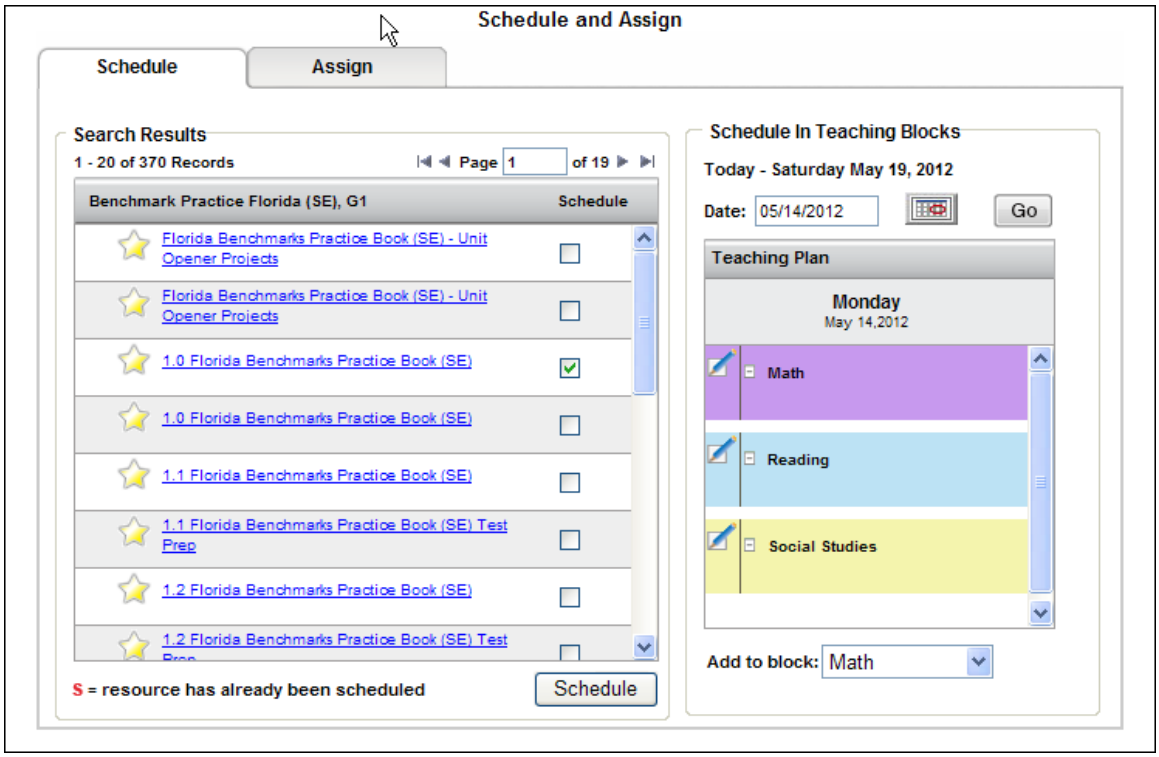
1. To add teaching blocks to your calendar, select one or more subject blocks from the list at the top of the page. Select a day from the **Add …To** dropdown field and click **Apply**. Repeat this process for each day that you would like to schedule.
2. Once you have added a teaching block, you can move it up or down on the given day, or you can move it to a different day, by clicking and dragging the block.
3. To view the content in a given teaching block, click on the plus icon (+) to the left of that block's name. To collapse the content list, click on the minus icon (−).
4. To edit the details of a teaching block, click on the pencil icon (✎). To delete a teaching block, click **Delete Block** in the edit screen.

When students have assignments due on a particular day, a pencil icon with the words "Assignment Due" will display on the lesson planner just beneath the name of that day. To view those assignments, click the pencil icon.

To add the default weekly teaching blocks that you set up to a specific week in the lesson planner, click **Apply Weekly Blocks**.

Scheduling into the Planner

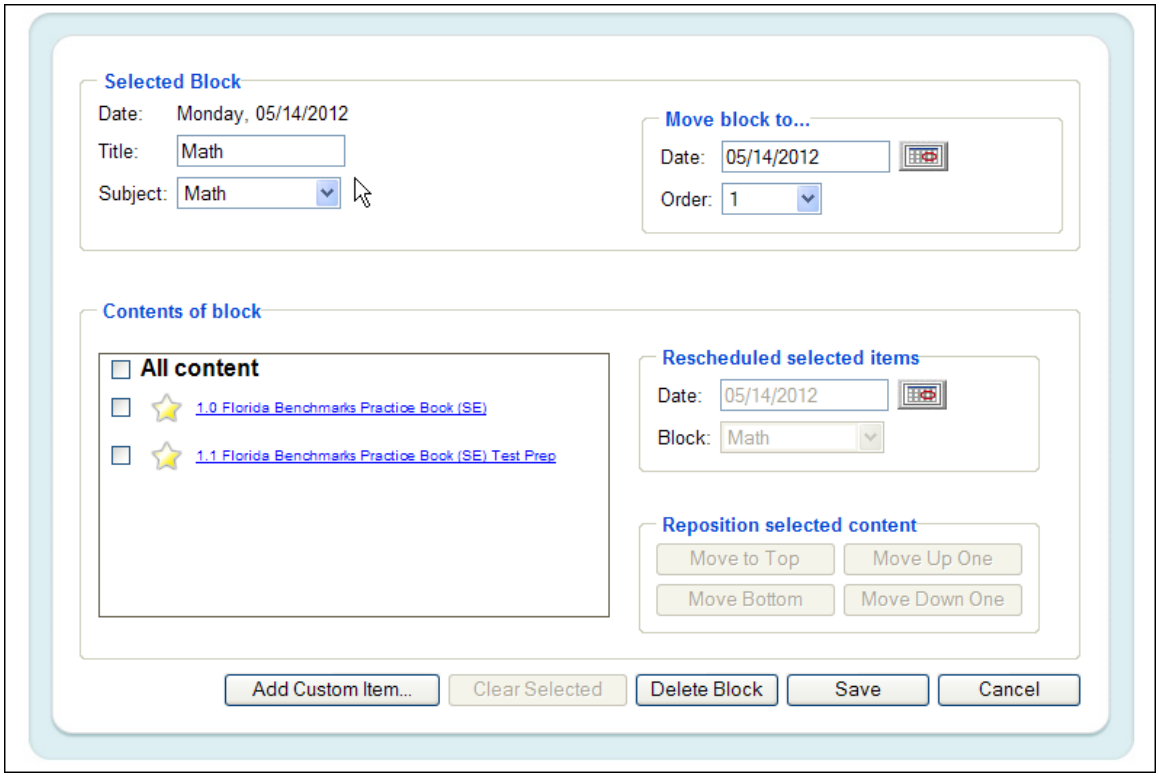
You have the opportunity to put a lesson, test, or activity into your planner. This is accomplished by selecting **Schedule** from with a search results page, or from links within the Electronic Teacher's Edition of your text. For example, searching resources may yield results like this:



- To schedule lessons, activities or tests, select the checkboxes next to their names.
- Using the *Schedule in Teaching Blocks* area:
    - To select the date, type one in or use the calendar pop-up, then click **Go**.
    - To select the block, use the **Add to block** dropdown, and then click **Schedule**. Note that the letter S, in red, appears, indicating that these have been scheduled.

Editing the Teaching Block

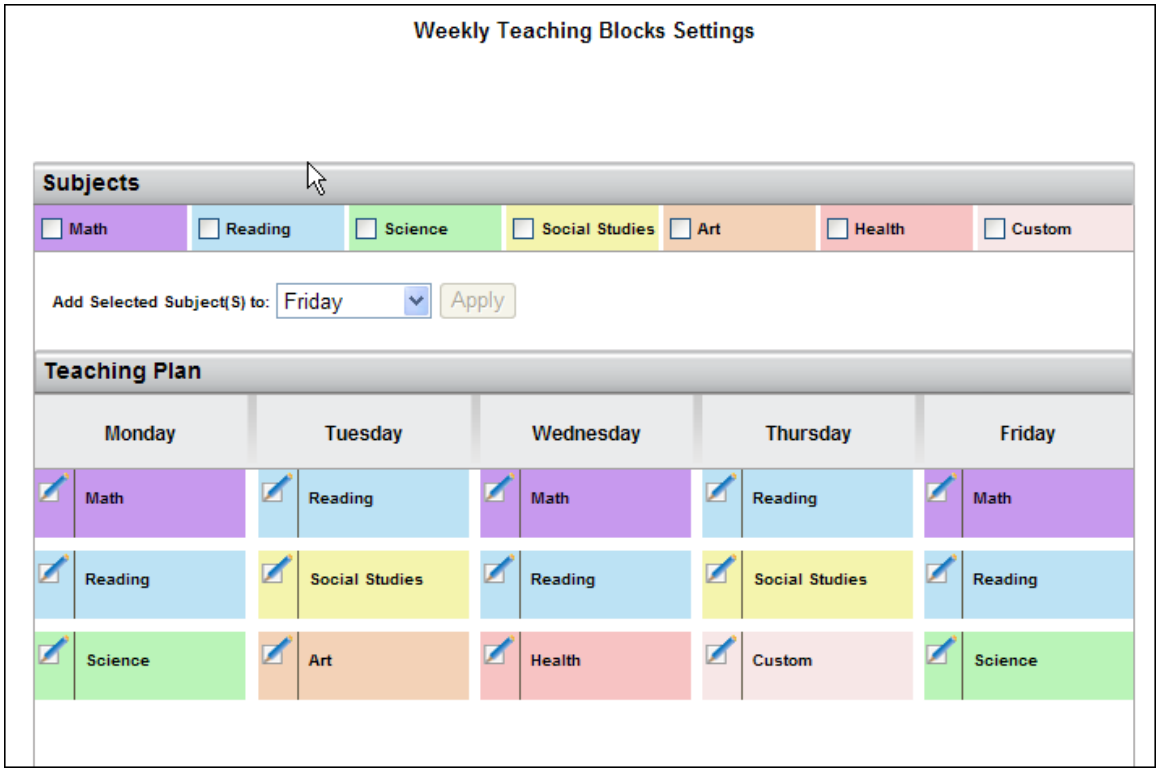
When you click the pencil icon from within the Planner, this screen appears:



- To name the teaching block, fill in the **Title** field. To change the subject, change the appropriate name in the **Subject** dropdown list.
- To move the block to a different day, type in the day in the **Date** field or click on the calendar to select the day from a pop-up calendar.
- To move the block to a different position on the same day, select the position by using the **Order** drop-down.
- To move a piece of content to a different position in the block, select the content and use the **Reposition Selected Content** choices.
- To reschedule a lesson, activity or test to another day or to move it to another teaching block, select the content on the left and use the **Reschedule Selected Items** area.
    - To move the content to a different day, type in the day in the **Date** field or click on the calendar to select the day from a pop-up calendar.
    - To move the content to a different subject, select the subject from the **Block** field.
    - To remove selected content items, click **Clear Selected**.
- To delete a teaching block, click **Delete Block**.
- To add a note to a block, click **Add Custom Item** and type it in the **Title** field.
- To save your changes to the teaching block, click **Save**.

Setting Weekly Teaching Blocks

By using the Weekly Teaching Block Settings page, you can set up a standardized calendar that forms the basis for every week of your school year. All you have to do is set up your schedule one time, and every week will be displayed the same way.



1. Click the **Teaching Blocks** link under *Settings* on the *Planning* tab.
2. To add teaching blocks to your calendar, select one or more subject blocks from the list at the top of the page. Select a day from the **Add …To** dropdown field and click **Apply**.
3. Repeat this process for each day that you would like to schedule.

- Once you have added Teaching Blocks, you can move them up or down on the given day by dragging and dropping a teaching block wherever you want it. You may also move them to a different day.
- To delete a teaching block, click and drag the teaching block to the trashcan.
- To edit a teaching block, click on the pencil icon ( ) located within each block.

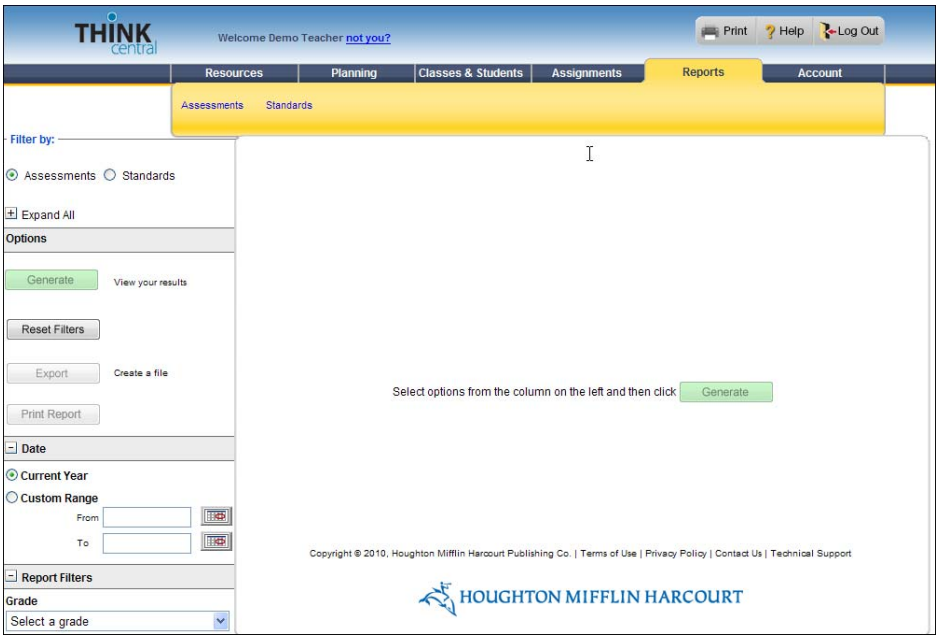
Generating Reports

ThinkCentral K-6 allows you to generate standards-based or assessment-based reports to give you the ability to track performance by school, class, or student. To see reports, click the **Reports** tab.

- The **Assessment** report allows you to view performance based on selected assessments in a particular grade.
- The **Standards** report allows you to view performance based on specific standards.

Navigation and Filters

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**.



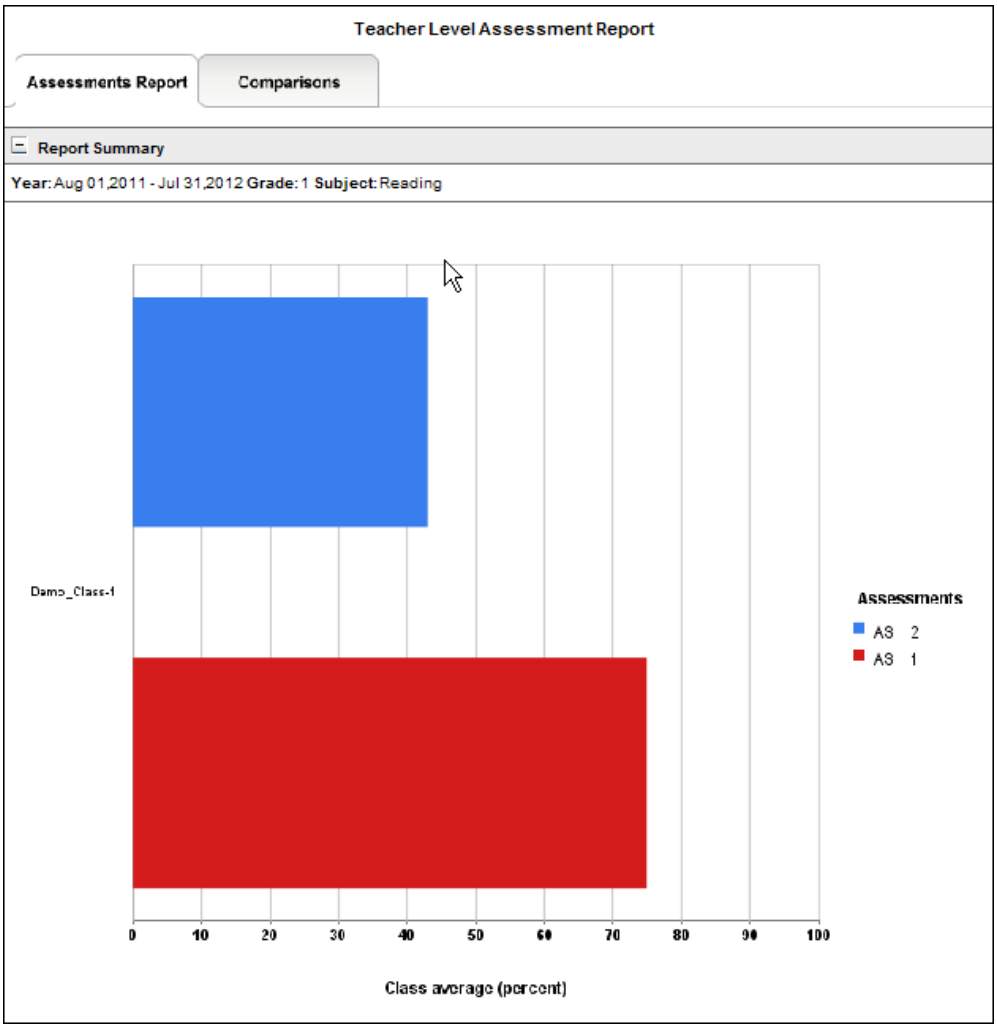
To export your report to a comma separated value (CSV) or a portable document format (PDF) file, click **Export**.

To print your report, click **Print Report.**

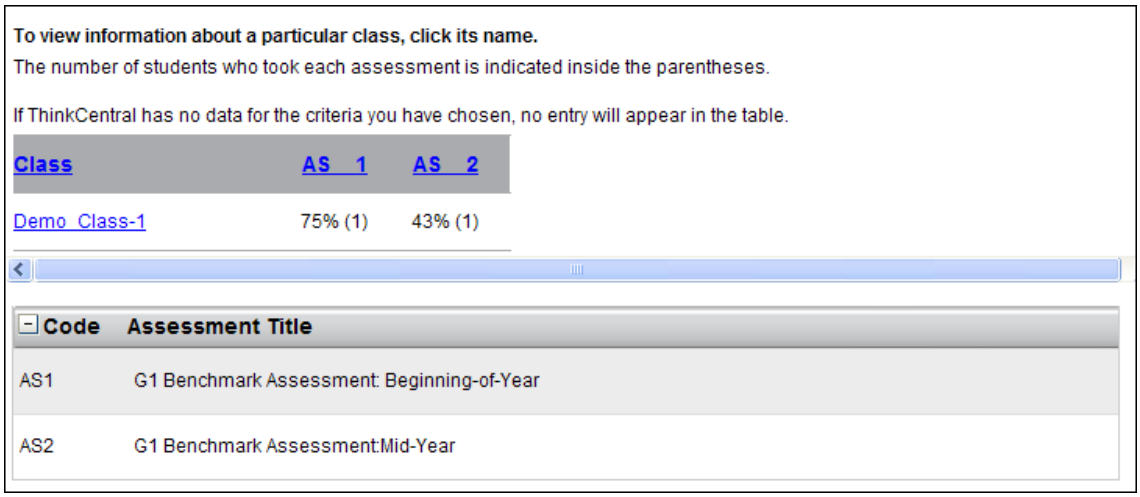
To move back, or up, a level in your report, use the level links at the top of the report.

Assessment Reports

1. Select **Assessments** in the report filters or from the Reports tab navigation panel.
2. Select a **Date** range. The default setting is for the current year, but if you have assessment scores from previous years, you can select to run reports on historical data.
3. Select a **Grade** and **Subject** for your report.
4. Select the **Test(s)** you wish to view.
5. Optional filters include **NCLB Data** and **Advanced Filters** that include archived or inactive classes, teacher, and students.
6. To run the report, click **Generate**.



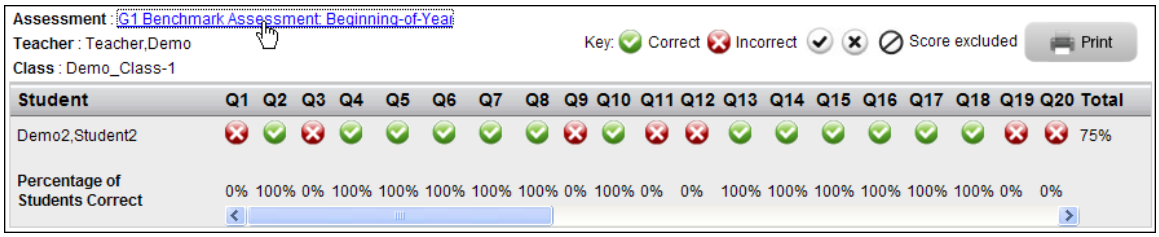
The top half of the report will display a filter summary and an easy to read graph showing the overall performance for the assessment(s) chosen.



The bottom half of the report will display the results in a table format.

- To drill down and view a specific Class Report, click the **Class Name**. A list of students in that class who completed the chosen tests will be displayed with overall scores.

- To view test details for this class, click **Details** in the table header next to the test you want to view. A question by question overview will display in a separate window.



- To view a student level report, including the ability to view student performance over time (if available), click a **Student Name** in the class report. A list of the scores for the chosen assessments will display for the student.

- To print a progress report for an individual student, click the **Student Progress Report** button on the Student Level Report page. You can enter a comment on this report in the pop-up box, and then save the PDF file for printing.

Assessment Comparison Reports

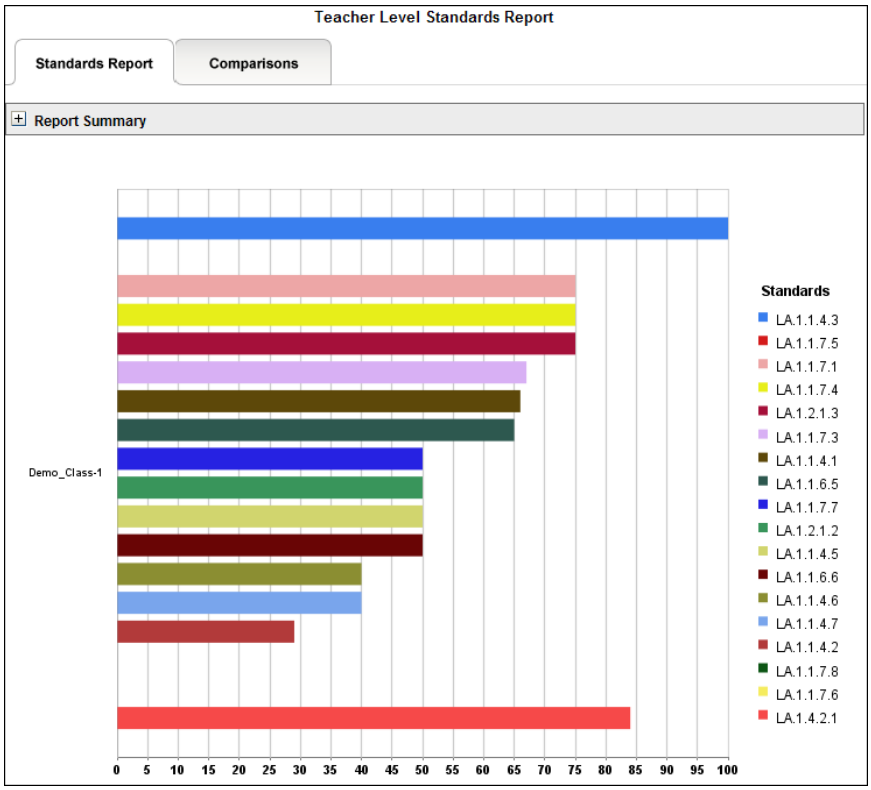
The Comparisons Report tab allows you to do a direct comparison between selected items within your greater report. They are offered for the following levels:

- **Teacher Level:** Compare performance between different timeframes for specific assessments. For instance, compare this year's *End of the Year* test scores with those from last year (if available).

- **Class Level:** Compare scores between specific assessments within your search criteria and see them ranked by score.
- **Student Level:** Compare a student's performance between selected assessments and see how each assessment ranks.

Standards Reports

1. Select **Standards** in the report filters or from the Reports tab navigation panel.
2. Select a **Date** range. The default setting is for the current year, but if you have assessment scores from previous years, you can select to run reports on historical data.
3. Select a **Grade**, **Subject**, and **Standards Set** for your report.
4. Select the **Standard(s)** you wish to view.
5. Optional filters include **NCLB Data** and **Advanced Filters** that include archived or inactive classes, teacher, and students.
6. To run the report, click **Generate**.



The top half of the report will display a filter summary and an easy to read graph showing the overall performance for the school(s) and standards(s) chosen.

This report shows the percentage of students who have demonstrated mastery of each standard.
To view information about a particular class's results, click a name.
The number of assessment items used to test each standard is indicated inside the parenthesis.
If ThinkCentral has no data for the criteria you have chosen, no entry will appear in the table.

Classroom	LA.1.1.4.1	LA.1.1.4.2	LA.1.1.4.3	LA.1.1.4.5	LA.1.1.4.6	LA.1.1.4.7	LA.1.1.6
Demo_Class-1	66% (15)	29% (14)	100% (1)	50% (20)	40% (5)	40% (5)	65% (20)

Standard	Description
LA.1.6.2.2	• use simple reference materials to locate and obtain information, using alphabetical order, record informatior and compare it to search questions;
LA.1.4.2.5	• write simple directions to familiar locations using "left and right," and create a map that matches the directions.
LA.1.4.2.2	• participate in recording information from informational/expository text (e.g., lists, graphs, tables or maps);
LA.1.3.1.1	• generating ideas from multiple sources (e.g., brainstorming, webbing, drawing, group discussion, other activities);

The bottom half of the report will display the results in a table format.

- To drill down and view a specific Class Report, click the **Class Name**. A list of students in that class who were tested on the chosen standards will be displayed with overall mastery level.

- To view a student level report, including the ability to view student performance over time (if available), click a **Student Name** in the class report. A list of the chosen standards will display along with item details, scores, and mastery level.

- To print a progress report for an individual student, click the **Student Progress Report** button on the Student Level Report page. You can enter a comment on this report in the pop-up box, and then save the PDF file for printing.

Standards Comparison Reports

The Comparisons Report tab allows you to do a direct comparison between selected items within your greater report. They are offered for the following levels:

- **Teacher Level:** Compare performance between different timeframes for specific standards. For instance, compare the performance on a specific standard at the beginning of the year vs. the end of the year.

Note: There are no comparison reports available for the Class Level or Student Level Standards Reports.

Updating Your Account

You have the ability to update many aspects of your account information at any time. While the majority of these fields will never change, you may wish to change some fields—such as your password—on a regular basis. To do so, select **Account** from the Teacher's Welcome Page or within the application.

Updating Personal Information

1. Select a title, if desired. Type in your first name, middle initia, and last name in the appropriate fields. This is how your name will be displayed in ThinkCentral.
2. Type in your e-mail address in the **Email address** entry field.
3. Click all of the grades that you will be teaching in the system using the **Grades** box.
4. While your user name cannot be changed, you may change your password at any time. To do so, type in your desired password in the **Password** entry field.
   Your password must be between 5 – 32 alphanumeric characters. Retype your password for confirmation in the **Retype password** entry field.
5. If you forget your password, the system will challenge you to answer one or more security questions to prove your identity. You may set up to three security questions. Please remember that your answers in the future must match exactly what you type in these fields, so please choose answers that you can remember easily. Select questions and type in your answers.
6. To update your information, click **Save**.

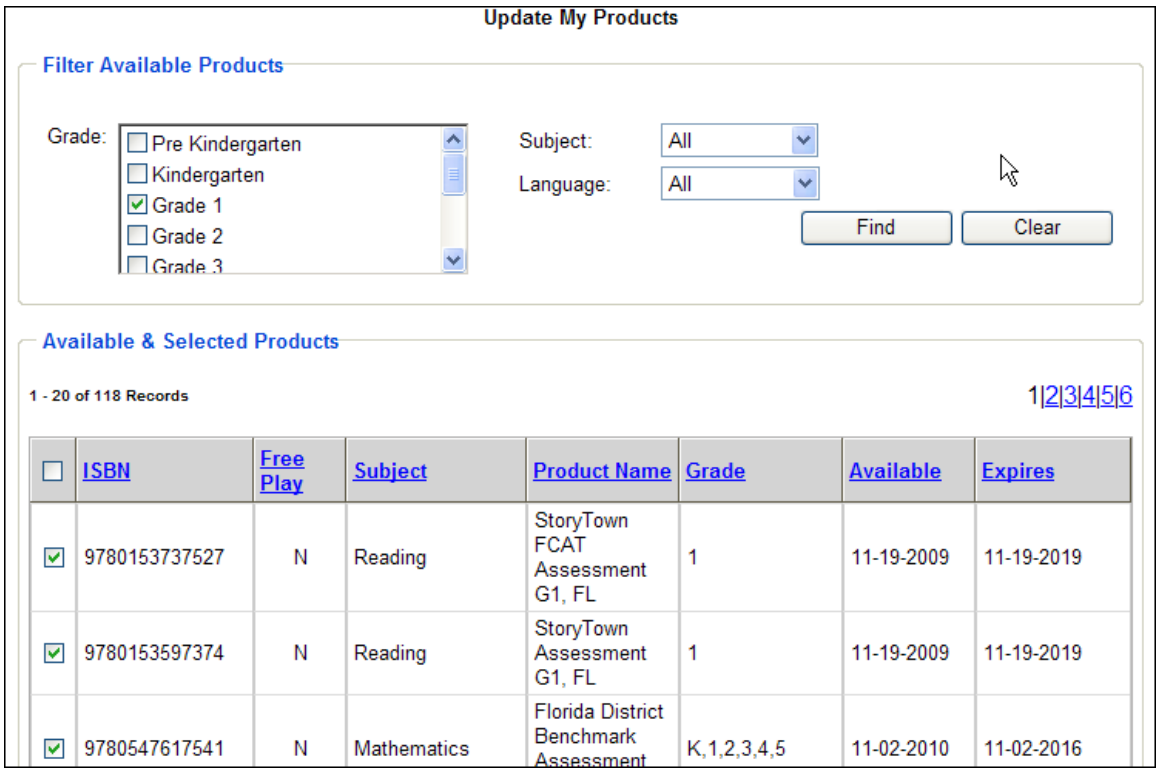
Finding Your ThinkCentral Administrator

There are times when you may need to find the person who functions as your ThinkCentral administrator to contact them for assistance with the platform. To view a list of all the administrators associated with your school and district, click the View Administrators button.
A list of all registered administrators will be displayed. To sort to view only your School Level administrators, select School Administrator in the drop-down box.

Updating Products

The **Update My Products** screen provides you with the ability to select the products you wish to use in ThinkCentral. On this screen you will see a comprehensive list of all of the products that have been ordered by your school and/or district. If a product is not checked, you will not be able to search, view, schedule or assign it.

From the *Account* tab, select **Update My Products**.



1. Using the Grade list, click all grades that you want to include in your search.
2. Select a subject from the **Subject** dropdown list.
3. Select a language from the **Language** dropdown list (if desired).
4. To view a list of available products that match the selected criteria, click **Find**.

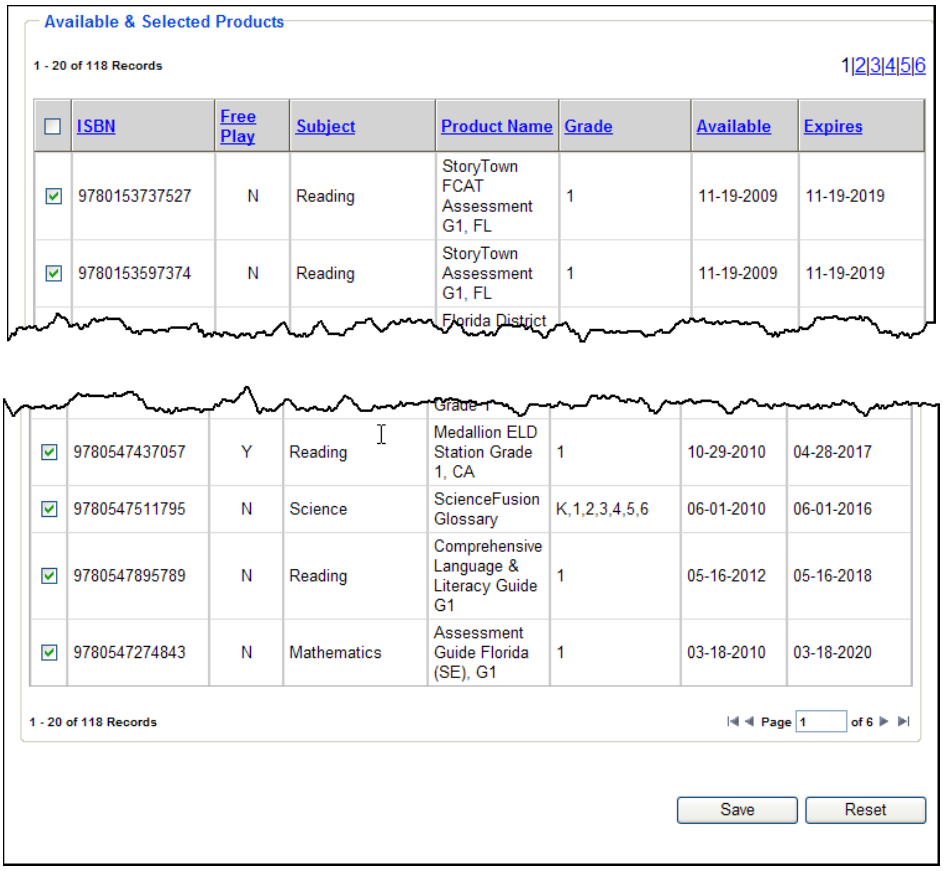
From the results list:

1. Select or deselect products in the list using the check boxes to the left of each product's ISBN.
2. To update the product list for your account, click **Save**.

Often, the list of results may be longer than can be displayed on one screen. To see additional results pages, use the ***Page*** links at the top of the list, or the ***Page*** field located below the list.

- To move forward one page, click the *single right arrow* next to the **Page** field.
- To move backward one page, click the *single left arrow* next to the **Page** field.
- To go straight to the last results page, click the *right arrow with a line* next to the **Page** field.
- To return to the first results page, click the *left arrow with a line* next to the **Page** field.
- To jump straight to a specific page in the results table, type the number of the page you want to go to into the **Page** field and hit Enter on your keyboard.
- You may also jump straight to a specific page in the results table by clicking the appropriate number in the list on the right side, above the results table.

*Note: You must save your changes **per page**. If you make changes to Page 1 and then click to Page 2, you will lose the changes you made on Page 1. To avoid this problem, at the bottom of each page, click **Save**.*



ISBN	Free Play	Subject	Product Name	Grade	Available	Expires
9780153737527	N	Reading	StoryTown FCAT Assessment G1, FL	1	11-19-2009	11-19-2019
9780153597374	N	Reading	StoryTown Assessment G1, FL	1	11-19-2009	11-19-2019
			Florida District Grade 1			
9780547437057	Y	Reading	Medallion ELD Station Grade 1, CA	1	10-29-2010	04-28-2017
9780547511795	N	Science	ScienceFusion Glossary	K,1,2,3,4,5,6	06-01-2010	06-01-2016
9780547895789	N	Reading	Comprehensive Language & Literacy Guide G1	1	05-16-2012	05-16-2018
9780547274843	N	Mathematics	Assessment Guide Florida (SE), G1	1	03-18-2010	03-18-2020

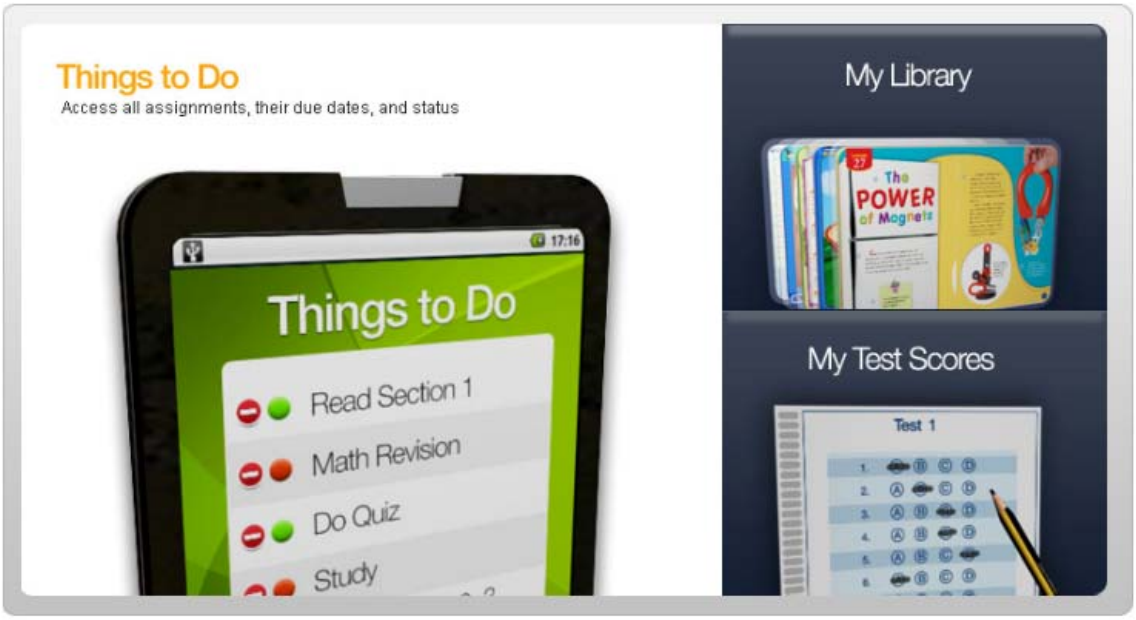
Section III: Student View of ThinkCentral K-6

Logging In

In order for your students to use ThinkCentral, you will need to provide them with their user names and passwords. They use the same login process as you do.

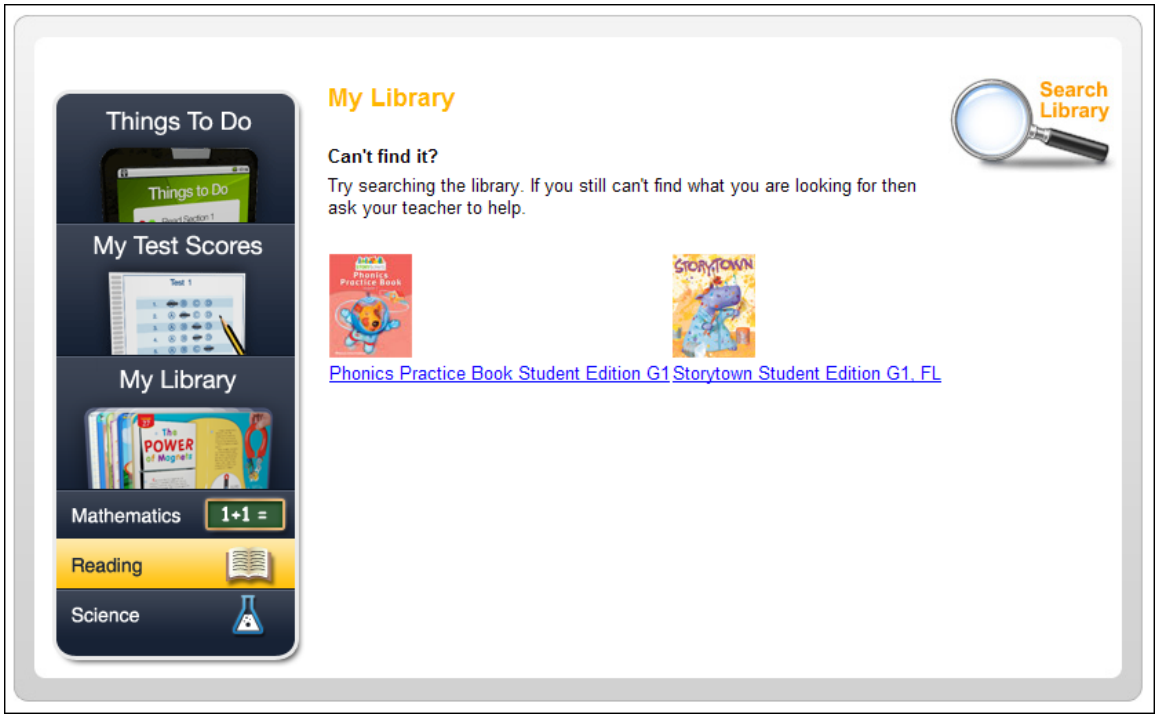
Accessing the Student Welcome Page

The student Welcome Page has three options: **My Library**, **My Test Scores**, and **Things to Do.**



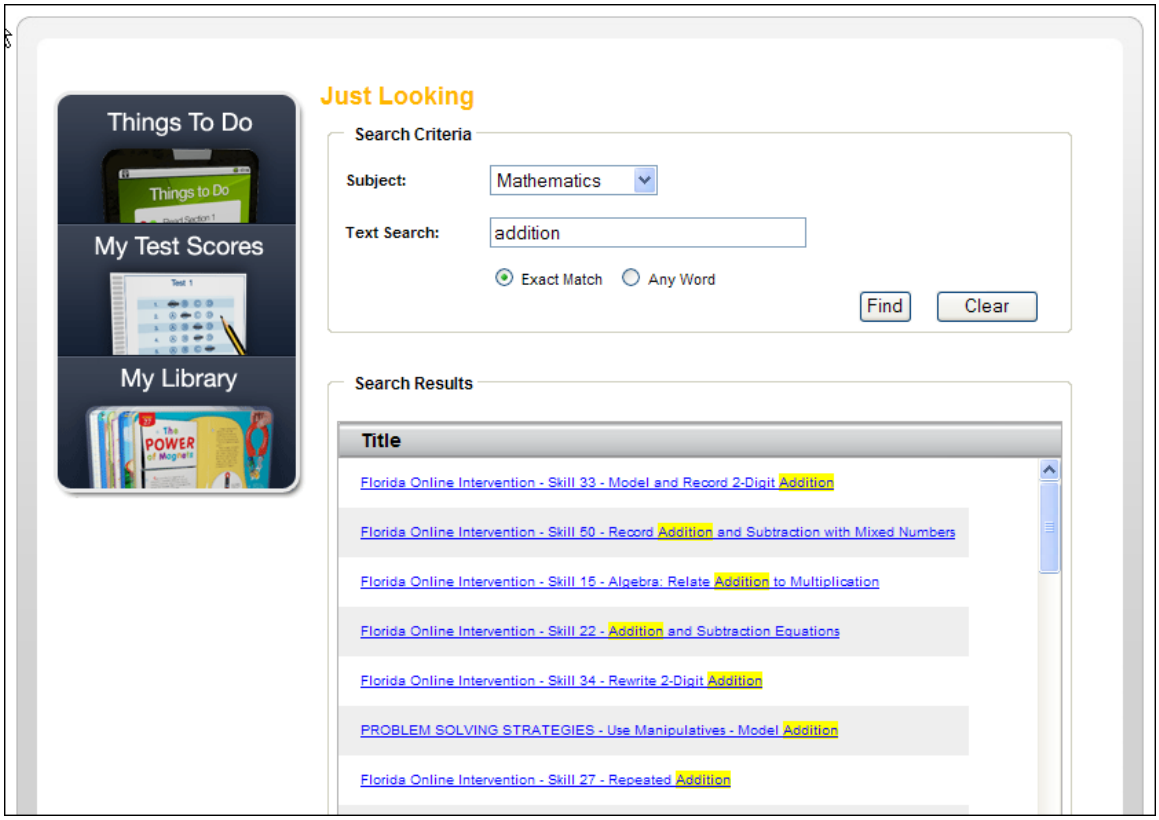
My Library

My Library is the place where the student can find online books, movies, sound files, worksheets, and more. The student's list of resources is controlled by the teacher and is set through the Add/Edit Class function.



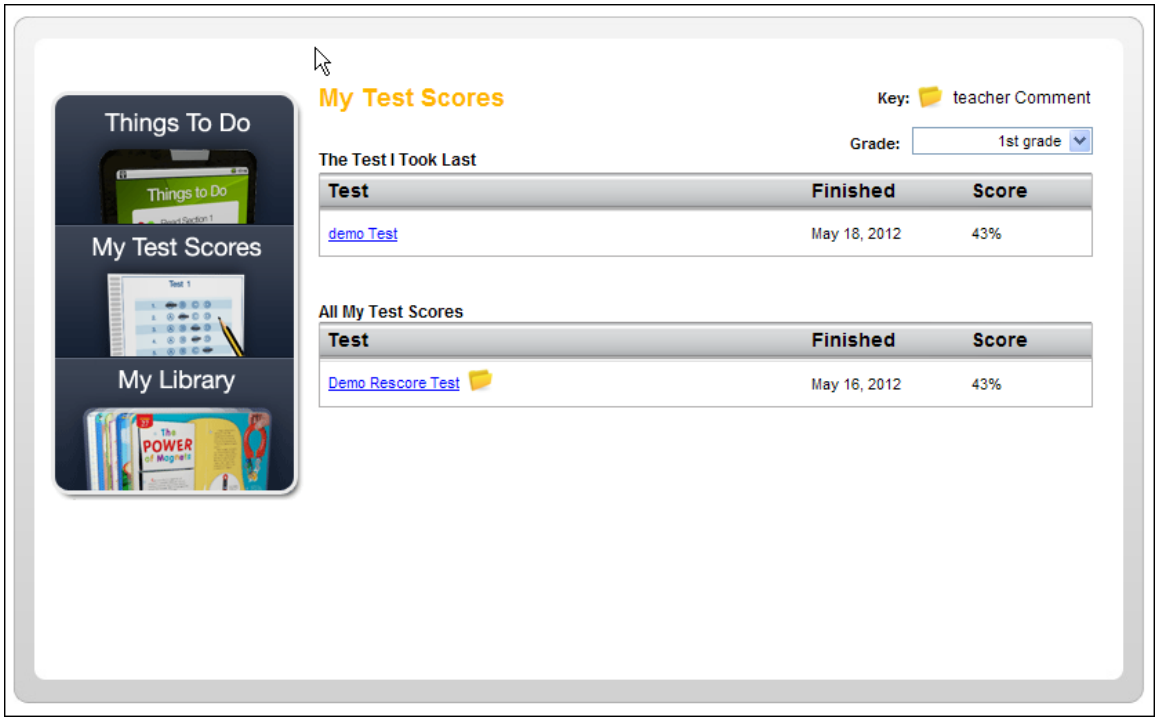
The student resources will display grouped by subject. Clicking on a different subject name in the left-hand panel will change the list displayed.

Students may also select **Search Library**, enter a search term, and locate any relevant resources:



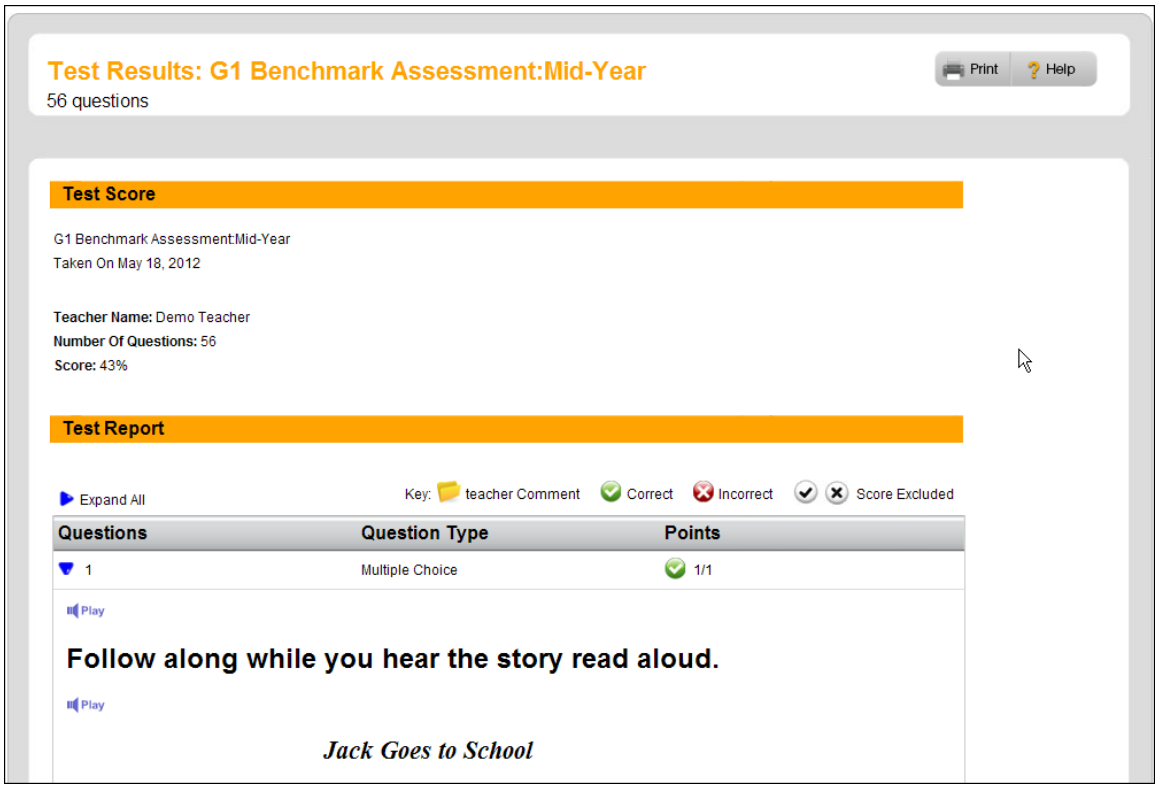
My Test Scores

The **My Test Scores** screen shows students all of the scores they have received.



The top link shows the most recent test the student has taken. On the bottom is a table that shows previous tests.

When a student clicks on a test name, a Test Results page will open in a new window:

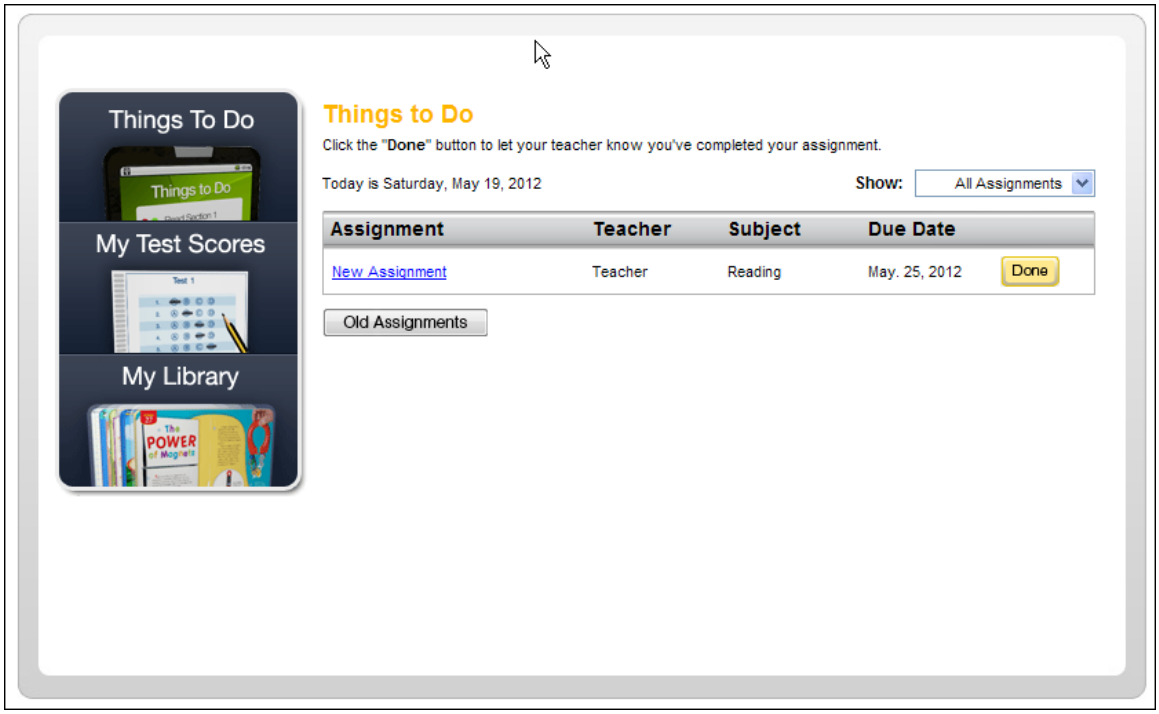


The Test Results screen shows the name of the test, the date the student took it, The question type(s) and the points received. If permitted by the teacher, students will also see all of the test questions and answer.

If the student clicks on the arrow next to a question, the question will open. The answer the student picked will be marked with a small icon. A **green check** (✔) shows that it was correct and a **red X** (✘) shows that it was incorrect. **Close** closes the Test Results screen.

Things to Do

The **Things to Do** list is where students see any assignments that you have made for them, including old ones.



The **Things to Do** list shows the next assignment that is due at the top. The student may also choose to find only tests by choosing that option in the dropdown next to **Show**.

- **Assignment** displays a link to HMH resources, such as tests, or to resources such as instructions or a URL that the teacher has provided.
- **Teacher** shows the name of the teacher who assigned the homework or assessment.
- **Subject** displays the subject of the assignment.
- **Due Date** shows students when the assignment is due.
- The **Done** button allows students to keep track of what they have completed. When they take a test, ThinkCentral marks the assignment as done and moves it off their *Things to Do* list**.** For assignments other than tests, students can click the **Done** button to mark the assignment completed.
- **Old Assignments** allows students to see a list of previous assignments. When a student clicks **Old Assignments**, an extra column called **Start** displays, indicating when the assignment began. Students can also sort old assignments by grade.