



Guide for Teachers
Updated May 2012



HOUGHTON MIFFLIN HARCOURT

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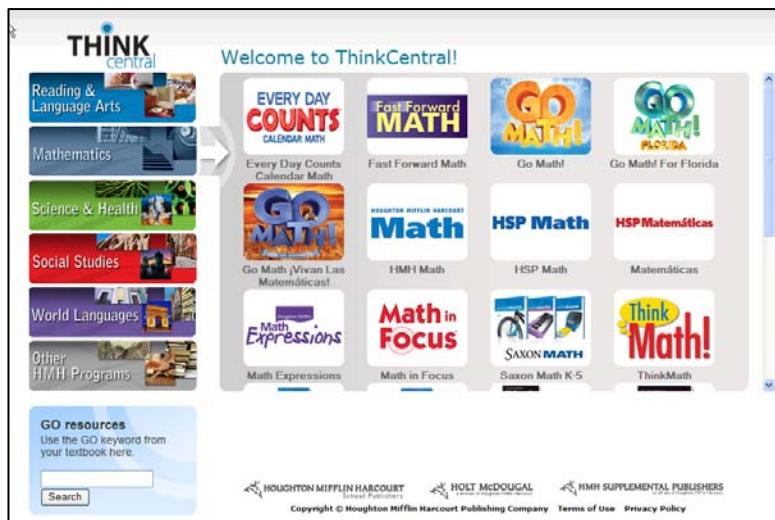
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Welcome to ThinkCentral!

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.

The screenshot shows the ThinkCentral login interface. At the top, a message reads: "System status: ThinkCentral is operating normally. For additional information, please [click here](#)." Below this is the "Welcome to THINK central" logo. A dark blue header bar contains the text "Students, Teachers & Administrators". The main form area has fields for "State", "District", and "School", each with a dropdown menu. There is also a checkbox for "Remember my information". Below these are fields for "User Name" and "Password", each with a "Forgot User Name" or "Forgot Password" link. A "Log In" button is at the bottom of the form. At the very bottom, there is a blue button labeled "Evaluators Click Here".

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.

The screenshot shows the Teacher's Welcome Page with a top navigation bar containing tabs: Resources, Planning, Classes & Students, Assignments, Reports, and Account. The 'Classes & Students' tab is currently selected. Below the navigation bar, there are several management links: Class Manage, Class Add, Group Manage, Group Add, Users Manage, Users Add, and Users Import. The main content area is divided into sections: 'Resources' (with a description and an image of a stack of colorful eBooks), 'Classes & Students' (with a graduation cap icon and a description), 'Account' (with a user profile icon and a description), 'Guides & Tutorials' (with a clapperboard icon and a description), 'Reports' (with a pie chart icon and a description), 'Planning' (with a spiral notebook icon and a description), and 'Assignments' (with a notepad icon and a description).

Resources
Start here to access all materials, including eBooks, activities, and ancillaries

Classes & Students
Create and manage student accounts; create and populate classes and groups; make resources available to students

Account
Update your user profile; manage your system settings; choose the products that appear in your Resources view

Guides & Tutorials
Download & print detailed information about how to use ThinkCentral; view animated demos

Reports
Chart student and class progress

Planning
Customize your calendar with ThinkCentral resources

Assignments
Add tests or resources to your students' to-do lists; review results; make prescriptions

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**.*

View Resources

Resources

Subject: Language:
Grade:

 Go Math Student Edition G1, FL	 HSP Math Intensive Intervention Skill Packs GK-1, FL (SE)	 Destination Math Intermediate	 Destination Math Primary
 ESOL Activity Guide, G3-5	 ESOL Activity Guide, GK-2	 Florida Access Points Activities G1	 Florida Access Points Activities G2

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.

The image displays three separate windows of the "California HSP Math Grade 5 Online Teacher Edition".

Window 1 (Left): Shows the main Table of Contents. It includes:

- Introductory Materials
- Unit 1: Whole Numbers and Decimals
- Unit 2: Number Theory and Fraction Concepts
- Unit 3: Fraction Operations
- Unit 4: Decimal Operations
- Unit 5: Algebra and Percent
- Unit 6: Geometry
- Unit 7: Measurement
- Unit 8: Data and Graphs
- Additional Materials

Window 2 (Middle): Shows a detailed view of Unit 4: Decimal Operations. It includes:

- Chapter 11: Add and Subtract Decimals
- Chapter 12: Multiply Decimals
- Chapter 13: Divide Decimals
- Unit Review/Test.....338
- World Almanac.....340

Window 3 (Right): Shows a detailed view of Chapter 11: Add and Subtract Decimals. It includes:

- Chapter 11 Planner.....270A
- Universal Access.....270C
- Skills Trace.....270D

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:

LESSON	CALIFORNIA STANDARDS	VOCABULARY*	MATERIALS	PACING	TECHNOLOGY AND RESOURCES
11.1 Round Decimals pp. 272–273 Objective Round decimals to a given place value. Essential Question How is rounding decimals like or different from rounding whole numbers?	NS 1.1 Estimate, round, and manipulate very large (e.g., millions) and very small (e.g., thousandths) numbers.	Review decimal tenth hundredth thousandth	Links to readers associated with this chapter	1 day	Lesson 11.1 Worksheets and Transparencies Intervention, Benchmark Skill L49 Mega Math, Fraction Action, Number Line Mine, Level R TE and Planning Resources Instructional Models
11.2 Add and Subtract Decimals pp. 274–277 Objective Find the sums and differences of decimals. Essential Question How is adding and subtracting decimals like or different than adding and subtracting whole numbers?	NS 2.1 Add, subtract, multiply, and divide with decimals; add with negative integers; subtract positive integers from negative integers; and verify the reasonableness of the results. also NS 1.0, NS 1.1, NS 2.0, MR 1.0, MR 2.0, MR 2.1, MR 2.3, MR 2.4, MR 3.1, MR 3.2, MR 3.3			1–2 days	Lesson 11.2 Worksheets and Transparencies Intervention, Benchmark Skill L51 Mega Math, The Number Games, Buggy Bargains, Levels E, F, G, H, and I TE and Planning Resources Professional Development Podcast
11.3 Estimate Sums and Differences pp. 278–279 Objective Use rounding to estimate the sums and differences of decimals. Essential Question What are different ways to estimate?	NS 2.1 Add, subtract, multiply, and divide with decimals; add with negative integers; subtract positive integers from negative integers; and verify the reasonableness of the results. also NS 2.0, MR 2.1, MR 2.5, MR 3.1	Review round estimate		1 day	Lesson 11.3 Worksheets and Transparencies Intervention, Benchmark Skill L50 TE and Planning Resources Professional Development Podcast

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 screenshot shows the software's main navigation bar at the top with tabs for Resources, Planning, Classes & Students (which is selected), Assignments, Reports, and Account. Under the Classes & Students tab, there are sub-options for Class, Group, and Users. The Users section is expanded, showing 'Manage' and 'Add' buttons. Below the navigation is a search panel titled 'Manage User Accounts' with fields for 'User type:' (set to 'Student'), 'School:' (set to 'ZZ Harcourt Review D A S'), and three radio buttons for 'First name:', 'Last name:', and 'User name:' each with an associated text input field. There are 'Find' and 'Clear' buttons, a 'Show inactive accounts' checkbox, and 'Add...', 'Import users...', and 'Import...' buttons at the bottom. The background of the main window is light gray.

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.

The screenshot shows the 'Add a New User' form. It includes fields for 'User type:' (set to 'Student'), 'School:' (set to 'ZZ Harcourt Review D A S'), 'Title:' (set to 'None'), 'First name:' (empty), 'Middle initial:' (empty), and 'Last name:' (empty). The 'User type:' field has a red asterisk indicating it is required. The 'School:' field is also highlighted in red.

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.

User name:*	<input type="text"/>	From 5 to 32 characters
Password:*	<input type="password"/>	From 5 to 32 characters
Retype password:*	<input type="password"/>	From 5 to 32 characters
Student ID:	<input type="text"/>	
Grade:*	<input type="button" value="Select a Grade"/>	<input type="button" value="▼"/>

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.

The screenshot shows a software interface for managing classes. At the top, there is a horizontal navigation bar with tabs: Resources, Planning, **Classes & Students**, Assignments, Reports, and Account. The **Classes & Students** tab is highlighted. Below the navigation bar, there is a secondary navigation bar with three main categories: Class, Group, and Users. Under Class, there are links for Manage and Add. Under Group, there are links for Manage and Add. Under Users, there are links for Manage, Add, and Import. A cursor arrow is pointing towards the Manage link under Class. The main content area is titled "Manage Classes" and contains a section titled "My Classes". It displays a table with 9 records, showing columns for Select, Name, Grade, and Period. The "Name" column lists various class names: NJ Sch A Class 5, NJ Sch A Class 6, Sch A Class 1, Sch A Class 2, Sch A Class 3, Sch A Class 4, Sch A Class 7, Sch A Class 8, and Sch A Class K. The "Grade" column shows values 5, 6, 1, 2, 3, 4, 7, 8, and K respectively. The "Period" column shows "All" for all entries. Below the table, there is a footer with the text "1 - 9 of 9 Records" and three buttons: "View Class Roster", "Edit Class...", and "Add Class...".

Select	Name	Grade	Period
<input type="radio"/>	NJ Sch A Class 5	5	All
<input type="radio"/>	NJ Sch A Class 6	6	All
<input checked="" type="radio"/>	Sch A Class 1	1	All
<input type="radio"/>	Sch A Class 2	2	All
<input type="radio"/>	Sch A Class 3	3	All
<input type="radio"/>	Sch A Class 4	4	All
<input type="radio"/>	Sch A Class 7	7	All
<input type="radio"/>	Sch A Class 8	8	All
<input type="radio"/>	Sch A Class K	K	All

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: Period:

Define the Library

Check the programs or products to put in the students' library:

Filter your view by: Language:

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

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:

The screenshot shows a software interface for assigning students to a class. At the top, there are two tabs: '1. Define class details' (with a green checkmark) and '2. Assign students to class'. Below the tabs, the 'Class' is set to 'Neil Class'. Under the 'Find students' section, a dropdown menu 'Select students from grade:' is set to 'All', with 'Find' and 'Clear' buttons nearby. In the 'Assign students to class' section, there are two lists: 'Students' on the left and 'Class Roster' on the right. The 'Students' list contains names: Havenski,Sara, Johnson,Pam, Johnson,Sara, Richards,Henry. The 'Class Roster' list contains names: Sea,Nicole, Smith,Dan, Smith,Gary. Between the two lists are four buttons: 'Add All >>', 'Add >', '< Remove', and '<< Remove All'. At the bottom of the screen are buttons for '<<Edit Class', 'Export Class Roster', 'Cancel', and 'Done'.

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.

Option 1

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:

Add a Group

Class: Demo_Class-1 [Add a class](#)

Name: Enter a unique group name

Subject: Science

Level: Heterogeneous

Available Students

- Demo1, Student1
- Demo2, Student2
- Demo3, Student3

Group Members

Buttons:

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

Bottom Buttons:

- Save
- Cancel

Option 2

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

The screenshot shows the 'Groups Summary' page. At the top, there is a 'Filter groups' section with dropdown menus for 'Class' (set to 'Demo_Class-1') and 'Student' (set to 'All'), along with 'Apply' and 'Clear' buttons. Below this is a 'Groups' section titled '1 - 1 of 1 Records'. It contains a table with three columns: 'Name', 'Subject', and 'Level'. A single row is shown with 'Name' as 'Demo Group', 'Subject' as 'Science', and 'Level' as 'Heterogeneous'. At the bottom of the 'Groups' section is another '1 - 1 of 1 Records' label and an 'Add Group...' button.

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 screenshot shows a software interface with a dark blue header bar containing tabs: Resources, Planning, Classes & Students, Assignments, Reports, and Account. Below the header is a yellow navigation bar with links for View and Search. The main content area is titled 'Search' and contains four tabs: Resources (selected), Standards, Readers Online, and Guided Activities. Underneath these tabs are three input fields with dropdown menus:

- Subject:** A dropdown menu labeled "Select a subject".
- Grade:** A dropdown menu labeled "Grade 2".
- Resources:** A dropdown menu showing the option "Electronic Student Edition (eSE) G2".

At the bottom right of the search area are two buttons: "Find" and "Clear".

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

Schedule and Assign

Schedule Assign

Search Results
1 - 20 of 83 Records

Grade 2 Electronic Student Edition (ESE) G2

	Schedule
Student Edition Unit 1 - Work Like a Scientist	<input type="checkbox"/>
Student Edition Unit 1 Lesson 1 - How Do We Use Inquiry Skills?	<input type="checkbox"/>
Student Edition Unit 1 Lesson 2 - How Do We Use Science Tools?	<input type="checkbox"/>
Student Edition Unit 1 People in Science - Anders Celsius	<input checked="" type="checkbox"/>
Student Edition Unit 1 Lesson 3 - What Tools Can We Use?	<input type="checkbox"/>
Student Edition Unit 1 Lesson 4 - How Do Scientists Think?	<input type="checkbox"/>
Student Edition Unit 1 Lesson 5 - How Do We Solve a Problem?	<input type="checkbox"/>
Student Edition Unit 1 - Review	<input type="checkbox"/>

S = resource has already been scheduled

Schedule

Schedule In Teaching Blocks
Today - Thursday Mar 29, 2012

Date: 03/29/2012 Go

Teaching Plan

Thursday
March 29, 2012

Add to block:

This screenshot shows the 'Schedule and Assign' interface. On the left, under the 'Schedule' tab, there's a search results table for 'Grade 2 Electronic Student Edition (ESE) G2'. It lists 20 records out of 83, each with a yellow star icon and a link. A checkmark is next to the first item, indicating it's already scheduled. On the right, under the 'Teaching Plan' section for 'Thursday, March 29, 2012', there's a large empty box. Below the teaching plan is a dropdown menu labeled 'Add to block:'.

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.

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?

Share

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

Products
6 8 9 10
12 14 16 18

My Multiplication Facts

© Harcourt

EP6 Enrich Project

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**.

Search

Resources **Standards** Readers Online Guided Activities

Search Type

Browse standards sets Word search

Select standard set:

Science Fusion National (2012) ▼

Select associated resources to display

Subject: Science ▼

Grade: Grade 3 ▼

PC users: To select all resources, hold the Shift key and click the first and last resource you would like to view. Hold the Ctrl key and click each resource you would like to view.

Mac users: To select all resources, hold the Shift key and click the first and last resource you would like to view. Hold the Apple command key and click each resource you would like to view.

Resources:

Online Assessments G3
Electronic Teacher Edition (eTE) G3 (Spanish)
Inquiry Flip Charts G3 (Spanish)
ScienceFusion Student Access English Grade 3

Browse Clear

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

Search Result for Standards

Search results

Science Fusion National (2012)	 
<p>3.N.1.1.1 Use observations to make inferences. See Resources</p> <p style="text-align: center;">→</p> <p>3.N.1.1.2 Explain different ways that science questions can be investigated. See Resources</p> <p>3.N.1.1.3 Explain how models may be used in investigations. See Resources</p> <p>3.N.1.2.1 Ask questions about the natural world. See Resources</p> <p>3.N.1.2.2 Record observations. See Resources</p>	

[Return to Search](#)

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

Schedule and Assign

Schedule Assign

Search Results
1 - 1 of 1 Records

Grade 2 Electronic Student Edition (ESE) G2	Schedule
 Teacher Edition Unit 1 Inquiry Lesson 2 - How Can You Use a Model?	<input checked="" type="checkbox"/>

Schedule In Teaching Blocks
Today - Thursday Mar 29, 2012

Date: 03/29/2012  Go

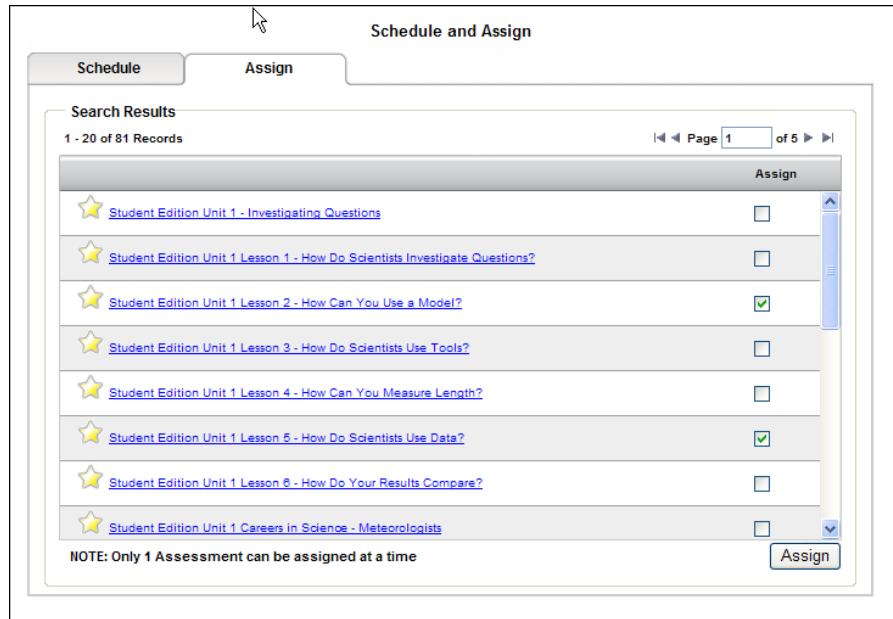
Teaching Plan

Thursday
March 29, 2012

Add to block:

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 screenshot shows a software window titled "Search". At the top, there are four tabs: "Resources" (selected), "Standards" (highlighted in yellow), "Readers Online", and "Guided Activities". Below the tabs, a "Search Type" section contains two radio buttons: "Browse standards sets" (unchecked) and "Word search" (checked). The "Match on word(s):" field contains the word "scientist". At the bottom of the search area, a note reads: "Note: Include phrases in quotes (""). Use commas or spaces between words to represent OR conditions. Enter whole words to search on."

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**.

Readers Online Search

Resources Standards **Readers Online** Guided Activities

Reader title: ISBN:
Author: Keyword:

Grade level: From To
Program:
Reader level:
Reading skills:
Reading Recovery level:
Guided Reading level:
DRA level:
Lexile level: From To
Genre:
Language:

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				
 Click to open	<u>Asset Title:</u> My Earth <u>Reader level:</u> On-Level <u>Reading recovery level:</u> <u>Guided reading level:</u> <u>DRA level:</u> <u>Author:</u>	<u>Lexile Level:</u> 410 <u>Genre:</u> <u>Grade level:</u> Grade 1 <u>Program:</u> HSP Science <u>ISBN:</u> 0153621869 <u>ISBN-13:</u> 9780153723803		
 Click to open	<u>Asset Title:</u> In Motion! <u>Reader level:</u> On-Level <u>Reading recovery level:</u> <u>Guided reading level:</u> <u>DRA level:</u> <u>Author:</u>	<u>Lexile Level:</u> 370 <u>Genre:</u> <u>Grade level:</u> Grade 1 <u>Program:</u> HSP Science <u>ISBN:</u> 0153621931 <u>ISBN-13:</u> 9780153723803		
 Click to open	<u>Asset Title:</u> Animal Groups <u>Reader level:</u> On-Level <u>Reading recovery level:</u> <u>Guided reading level:</u> <u>DRA level:</u>	<u>Lexile Level:</u> 530 <u>Genre:</u> <u>Grade level:</u> Grade 1 <u>Program:</u> HSP Science <u>ISBN:</u> 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.

Add Assignment

Student information

Assignment name:

Student instructions: Do

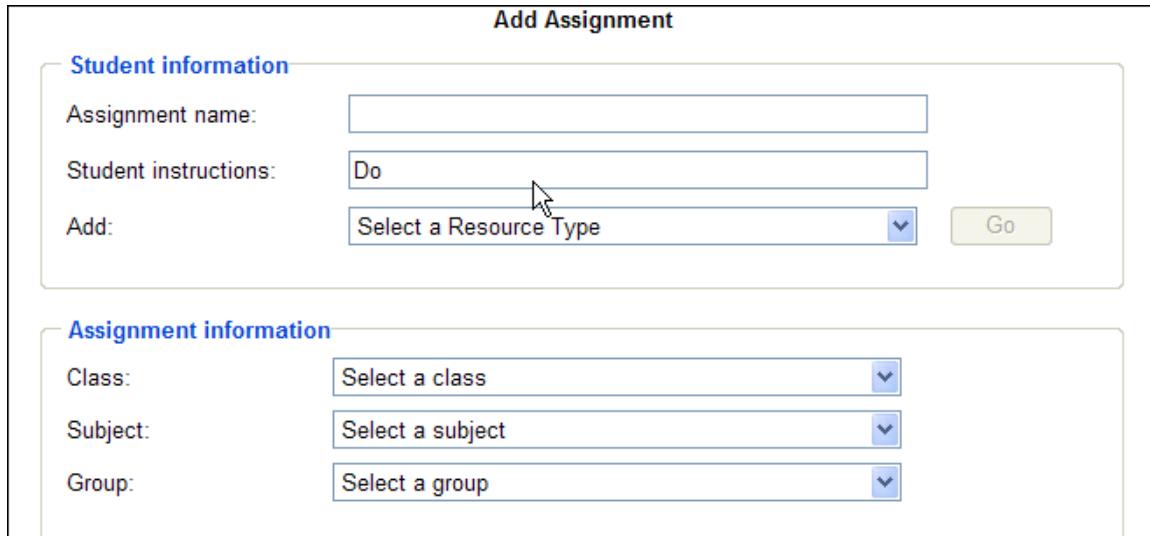
Add:

Assignment information

Class:

Subject:

Group:



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:

The screenshot shows a software interface titled "Schedule and Assign". At the top, there are two tabs: "Schedule" and "Assign", with "Schedule" being the active tab. Below the tabs, a section titled "Search Results" displays "1 - 20 of 980 Records". A navigation bar at the top right includes icons for back, forward, and search, followed by "Page 1 of 49". A large list of resources follows, each with a yellow star icon and a checkbox to its right. The resources listed are: HMH Mega Math - Numberopolis, Carnival Stories, Level A; HMH Mega Math - Numberopolis, Carnival Stories, Level A; HMH Mega Math - Country Countdown, Block Busters, Level C; HMH Mega Math - Numberopolis, Carnival Stories, Level A; HMH Mega Math - Numberopolis, Carnival Stories, Level F; HMH Mega Math - Numberopolis, Carnival Stories, Level K; HMH Mega Math - Country Countdown, Harrisons Comparisons, Level C; and HMH Mega Math - Country Countdown, Block Busters, Level A. At the bottom left of the list area is a note: "NOTE: Only 1 Assessment can be assigned at a time". At the bottom right is a large "Assign" button.

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

The screenshot shows the "Add Assignment" screen. At the top, it says "Add Assignment". Below that, under "Student information", there is a section for "Assignment name" with an empty text input field. Under "Student instructions", there is a text input field containing the word "Do". Below that, under "Add:", there is a dropdown menu labeled "Select a Resource Type" with a blue arrow pointing down. To the right of the dropdown is a "Go" button. Below the dropdown, a list of selected resources is shown: "HMH Mega Math - Numberopolis, Carnival Stories, Level A". To the right of this list is a red "X" button.

- ***Text Only***

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

Add Assignment

Student information

Assignment name:

Student instructions: Do

Add: Text Only

[Listening/Speaking Literacy Center Card 11a](#)
[Writing Literacy Center Card 13a](#)

Add Text Resource

Add Text Resource

Provide instructions to your students on how to carry out this assignment.

Practice your literacy/speaking cards with a classmate, and then write a brief note outlining what you have learned.

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

Add: Text Only

[Listening/Speaking Literacy Center Card 11a](#)
[Writing Literacy Center Card 13a](#)

Practice your literacy/speaking cards with a classmate, and then write a brief note outlining what you have learned.

- **URL**

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

The screenshot shows a dialog box titled "Add URL Resource". Inside, there's a sub-section titled "Add URL Resource" with the instruction "Enter a URL and Link Name for this resource." Below this, there are two input fields: "URL: (required)" containing "http://www.kidsclick.org/" and "Link Name: (optional)" containing "Kids Click!". At the bottom right are "Save" and "Cancel" buttons.

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

The screenshot shows the "Add Assignment" page. On the left, there's an "Add:" dropdown set to "URL" and a "Go" button. To the right, a list of URLs is displayed with edit and delete icons next to each one. The list includes:
Listening/Speaking Literacy Center Card 11a  
Writing Literacy Center Card 13a  
Practice your literacy/speaking cards with a  classmate, and then write a brief note outlining what you have learned.  
[Kids Click!](#)  

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:

Available Students <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Demo2, Student2 Demo3, Student3 </div> <div style="text-align: center; margin-bottom: 10px;"> <input type="button" value="Add All >>"/> <input type="button" value="Add >"/> <input type="button" value="< Remove"/> <input type="button" value="<< Remove All"/> </div>	Students in Assignment <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Demo1, Student1 </div>
Available date: <input type="text" value="05/16/12"/> <input type="button" value="Calendar"/>	Due date: <input type="text" value="05/23/12"/> <input type="button" value="Calendar"/>
Times Available: <input type="button" value="Any Time"/> <input type="button" value="▼"/>	From: <input type="text"/> <input type="button" value="AM"/> <input type="button" value="▼"/> To: <input type="text"/> <input type="button" value="AM"/> <input type="button" value="▼"/>

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 Assignment** 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.

Schedule and Assign

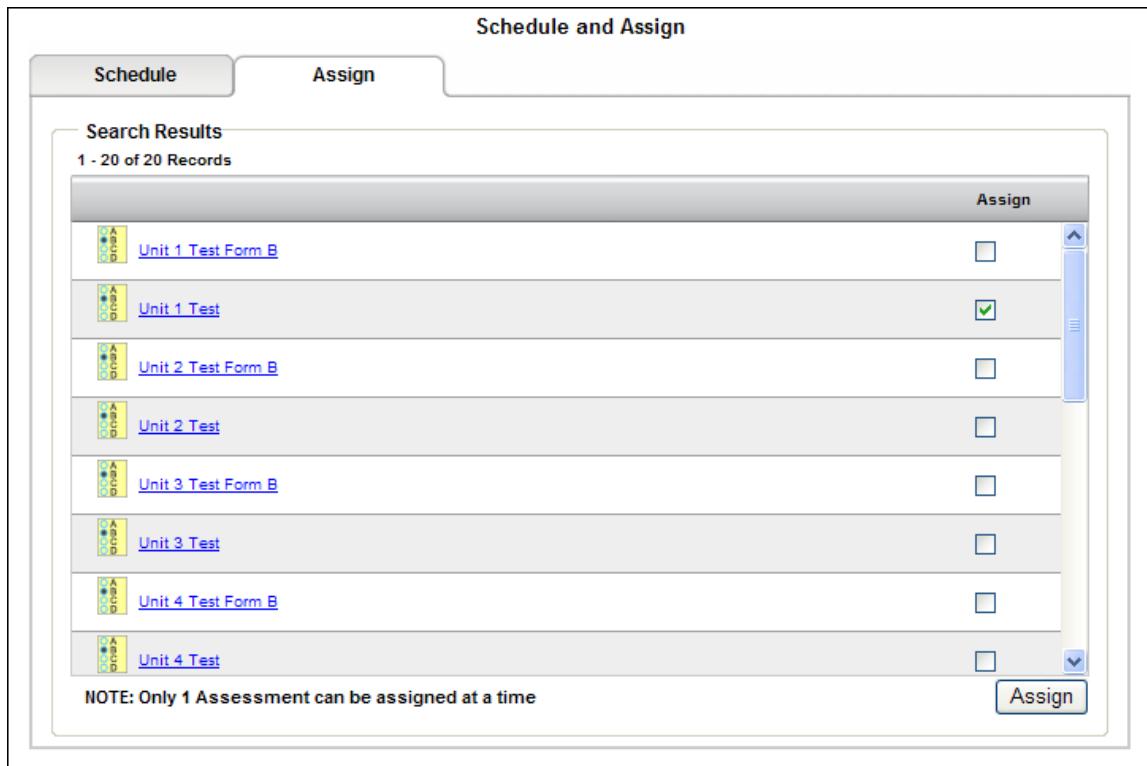
Schedule Assign

Search Results
1 - 20 of 20 Records

	Assign
	Unit 1 Test Form B <input type="checkbox"/>
	Unit 1 Test <input checked="" type="checkbox"/>
	Unit 2 Test Form B <input type="checkbox"/>
	Unit 2 Test <input type="checkbox"/>
	Unit 3 Test Form B <input type="checkbox"/>
	Unit 3 Test <input type="checkbox"/>
	Unit 4 Test Form B <input type="checkbox"/>
	Unit 4 Test <input type="checkbox"/>

NOTE: Only 1 Assessment can be assigned at a time

Assign



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.

Add Test

Assignment name:	<input type="text"/>
Student instructions:	<input type="text"/> Do
Resource:	Unit 1 Test 
Randomize Questions	<input checked="" type="checkbox"/>
Class:	<input type="button" value="Select a class"/>
Group:	<input type="button" value="Select a group"/>

Available Students <div style="border: 1px solid #ccc; height: 150px; width: 150px;"></div>	<input type="button" value="Add All >>"/> <input type="button" value="Add >"/> <input type="button" value="< Remove"/> <input type="button" value="<< Remove All"/>	Students in Assignment <div style="border: 1px solid #ccc; height: 150px; width: 150px;"></div>
---	--	---

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:

Available Students <div style="border: 1px solid #ccc; height: 150px; width: 150px; padding: 5px;"> Demo1, Student1 Demo3, Student3 </div>	<input type="button" value="Add All >>"/> <input type="button" value="Add >"/> <input type="button" value="< Remove"/> <input type="button" value="<< Remove All"/>	Students in Assignment <div style="border: 1px solid #ccc; height: 150px; width: 150px; padding: 5px;"> Demo2, Student2 </div>
---	--	--

Available date:	<input type="text" value="05/16/12"/>		Due date:	<input type="text" value="05/23/12"/>				
Times Available:	<input type="button" value="Any Time"/>		From:	<input type="text"/>	AM 	To:	<input type="text"/>	AM 

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:

Assessment settings

Taking the Assessments

Password to access the assessments:

Allow students to pause the assessments: Yes No

Allow students to see their answers: Yes No

Sections and Questions: 1 of 1 sections included

Viewing Results:

Standard Set:

- 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.				
<input type="checkbox"/> Expand All				
Questions	Student View	Question Type	Total Points	Include Question
	<input checked="" type="checkbox"/> Reading Practice Test 2			
<input type="checkbox"/> Question 1	Question 1	Multiple Choice	1.0	<input checked="" type="checkbox"/>
<input type="checkbox"/> Question 2	Question 2	Multiple Choice	1.0	<input checked="" type="checkbox"/>
<input type="checkbox"/> Question 3	Question 3	Multiple Choice	1.0	<input checked="" type="checkbox"/>
<input type="checkbox"/> Question 4	Question 4	Multiple Choice	1.0	<input checked="" type="checkbox"/>
<input type="checkbox"/> Question 5	Question 5	Multiple Choice	1.0	<input checked="" type="checkbox"/>
<input type="checkbox"/> Question 6	Question 6	Multiple Choice	1.0	<input checked="" type="checkbox"/>
<input type="checkbox"/> Question 7	Question 7	Multiple Choice	1.0	<input checked="" type="checkbox"/>
<input type="checkbox"/> Question 8	Question 8	Multiple Choice	1.0	<input checked="" type="checkbox"/>
<input type="checkbox"/> Question 9	Question 9	Multiple Choice	1.0	<input checked="" type="checkbox"/>
<input type="checkbox"/> Question 10	Question 10	Multiple Choice	1.0	<input checked="" type="checkbox"/>
<input type="checkbox"/> Question 11	Question 11	Multiple Choice	1.0	<input checked="" type="checkbox"/>
<input type="checkbox"/> Question 12	Question 12	Multiple Choice	1.0	<input checked="" type="checkbox"/>
<input type="checkbox"/> Question 13	Question 13	Essay	4.0	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/> Writing Prompt			
<input type="checkbox"/> Question 1	Question 14	Essay	6.0	<input checked="" type="checkbox"/>

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
	<input checked="" type="checkbox"/> Reading Practice Test 2			
<input type="checkbox"/> Question 1	Question 1	Multiple Choice	1.0	<input checked="" type="checkbox"/>
<input type="checkbox"/> Question 2	Question 2	Multiple Choice	1.0	<input checked="" type="checkbox"/>
<input type="checkbox"/> Question 3		Multiple Choice	1.0	<input type="checkbox"/>
<input type="checkbox"/> Question 4	Question 3	Multiple Choice	1.0	<input checked="" type="checkbox"/>
<input type="checkbox"/> Question 5	Question 4	Multiple Choice	1.0	<input checked="" type="checkbox"/>
<input type="checkbox"/> Question 6	Question 5	Multiple Choice	1.0	<input checked="" type="checkbox"/>
<input type="checkbox"/> Question 7	Question 6	Multiple Choice	1.0	<input checked="" type="checkbox"/>

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

Add A Test > Select Standard Set > Search Standard Set > Select Questions > Preview

Create Custom Test

Grade Level:

Subject:

Test name:

Mastery Level:

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

Add a Test > Select Standard Set > Search Standard Set > Select Questions > Preview

Create Custom Test

View by standard set:

Florida Sunshine State Standards K-12 Reading & Language Arts (Rev. Nov 2007) ▾

Include question types:

Multiple Choice
 Essay
 Fill-in the Blank

[< Back](#) [Cancel](#) [Next >](#)

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

View by standard set:
Florida Sunshine State Standards Mathematics K-12 (2007) ▾

Search by:

Search Results:

	Click to Drag
<input type="checkbox"/>	- Collapse All
<input type="checkbox"/>	BIG IDEA 1: Develop understandings of addition and subtraction strategies for basic addition facts and related subtraction facts. <input type="checkbox"/> MA.1.A.1 Model addition and subtraction situations using the concepts of "part-whole," "adding to," "taking away from," "comparing," and "missing addend." <input type="checkbox"/> MA.1.A.1.2 Identify, describe, and apply addition and subtraction as inverse operations. <input type="checkbox"/> MA.1.A.1.3 Create and use increasingly sophisticated strategies, and use properties such as Commutative, Associative and Additive Identity, to add whole numbers. <input type="checkbox"/> MA.1.A.1.4 Use counting strategies, number patterns, and models as a means for solving basic addition and subtraction fact problems.
<input type="checkbox"/>	BIG IDEA 2: Develop an understanding of whole number relationships, including grouping by tens and ones. <input type="checkbox"/> MA.1.A.2.1 Compare and order whole numbers at least to 100. <input type="checkbox"/> MA.1.A.2.2

Criteria: Include Exclude

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.*

Search Results:

Criteria: Include Exclude

Click to Drag	
<input type="checkbox"/> BIG IDEA 1: Develop understandings of addition and subtraction strategies for basic addition facts and related subtraction facts.	BIG IDEA 1: Develop understandings of addition and subtraction strategies for basic addition facts and related subtraction facts.
<input checked="" type="checkbox"/> MA.1.A.1.1 Model addition and subtraction situations using the concepts of "part-whole," "adding to," "taking away from," "comparing," and "missing addend."	MA.1.A.1.1 Model addition and subtraction situations using the concepts of "part-whole," "adding to," "taking away from," "comparing," and "missing addend."
<input checked="" type="checkbox"/> MA.1.A.1.2 Identify, describe, and apply addition and subtraction as inverse operations.	MA.1.A.1.2 Identify, describe, and apply addition and subtraction as inverse operations.
<input checked="" type="checkbox"/> MA.1.A.1.3 Create and use increasingly sophisticated strategies, and use properties such as Commutative, Associative and Additive Identity, to add whole numbers.	MA.1.A.1.3 Create and use increasingly sophisticated strategies, and use properties such as Commutative, Associative and Additive Identity, to add whole numbers.
<input checked="" type="checkbox"/> MA.1.A.1.4 Use counting strategies, number patterns, and models as a means for solving basic addition and subtraction fact problems.	MA.1.A.1.4 Use counting strategies, number patterns, and models as a means for solving basic addition and subtraction fact problems.
<input type="checkbox"/> BIG IDEA 2: Develop an understanding of whole number relationships, including grouping by tens and ones.	
<input checked="" type="checkbox"/> MA.1.A.2.1 Compare and order whole numbers at least to 100.	MA.1.A.2.1 Compare and order whole numbers at least to 100.
<input type="checkbox"/> MA.1.A.2.2	MA.1.A.2.2

[**< Back**](#) [**Cancel**](#) [**Next >**](#)

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

Selecting Questions

The screenshot shows a user interface for selecting test items. On the left, under 'BIG IDEA 1:(Devel..)', there is a tree view of standards. A standard 'MA.1.A.1.1' is expanded, showing its description: 'Model addition and subtraction situations using the concepts of "part-whole," "adding to," "taking away from," "comparing," and "missing addend."(108)'. Below it is a list of test items: 'FL11_AG_G01ATCH02A_CT_06', 'FL11_AG_G01ATCH02A_CT_11', 'FL11_AG_G01ATCH02A_CT_14', 'FL11_AG_G01ATCH05A_CT_16', 'FL11_AG_G01CH02_CT_17' (selected), 'FL11_AG_G01CH02_CT_20' (selected), 'FL11_AG_G01MA06_MA06_01' (selected), 'FL11_AG_G01BI01_BI1A_13' (selected), 'FL11_G01EXST_MA.1.A.1.02' (selected), and 'FL11_AG_G01CH05_CT_03' (selected). Each item has an icon next to it: ER (Essay), MC (Multiple Choice), or FIB (Fill in the Blank). An 'Add to Custom Test' button is at the bottom of this list. On the right, under 'My Custom Test', there is a table with three rows, each containing a checkbox, a question link, and an MC icon. The table has columns for 'Question' and 'Total Questions:3'. At the bottom are 'Remove' and 'Add to Custom Test' buttons. Navigation buttons at the bottom are '< Back', 'Cancel', and 'Next >'.

	Question	Total Questions:3
<input type="checkbox"/>	1. FL11 AG G01BI01 BI1A_13	MC
<input type="checkbox"/>	2. FL11_G01EXST_MA.1.A.1.02	MC
<input type="checkbox"/>	3. FL11 AG G01CH05 CT_03	MC

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.

- 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).
- Click on the minus icon to collapse the list or the plus icon to expand it.
- To view a description of a standard, click on a standard number.
- To preview a test item and answer, click on a test item name.
- 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.
- Click **Next**.

Previewing and Assigning the Test

The screenshot shows the 'Create Custom Test' window. At the top, there are two radio buttons: 'Detail View' (selected) and 'Student View'. Below them is a list of test items for standard MA.1.A.1.1:

- 1. [FL11_AG_G01BI01_BI1A_13](#) (MC)
- 2. [FL11_G01EXT_MA.1.A.1.02](#) (MC)

At the bottom of the list, there is a scroll bar. Below the scroll bar, the total number of questions is displayed as 'Total : 6' along with counts for MC (6), ER (0), and FIB (0). There are also 'Back', 'Cancel', 'Print Test & Answer Key', and 'Finish' buttons.

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 ().

Custom Tests

Custom tests
1 - 2 of 2 Records

	Name	Grade	Subject	Create Date	Assigned	
<input type="radio"/>	test	4	Reading	12/09/2011	N	 
<input type="radio"/>	test_grade1	1	Mathematics	11/28/2011	N	 

1 - 2 of 2 Records

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.

The screenshot shows a search form titled "View Assignments". It includes fields for "Due Date" (From: 05/04/12, To: 06/01/12), "Class" (All), "Subject" (All), "Student" (Entire Class), and checkboxes for "Show only tests" and "Find" (which is highlighted). There is also a "Clear" button.

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**.

The screenshot shows a table titled "Assignments" with three records. The columns are Subject, Assignment, Due Date, Student Count, Status, Actions, and Show Answers. The first record is "Mathematics Demo 2 05/23/12 0/1 Not started" with actions "Edit Delete Copy" and a "YES NO" toggle. The second record is "Mathematics Demo Assignment 05/23/12 N/A Completed" with actions "Edit Delete Copy View Progress". The third record is "Mathematics Demo Rescore Test 05/23/12 3/3 Completed" with actions "Edit Delete Copy Results & Prescriptions" and a "YES NO" toggle. At the bottom, there are "Add Assignment" and "Add Test" buttons.

Assignments						
Soar to Success Assignment(s)						Add Assignment Add Test
1 - 3 of 3 Records						
Subject	Assignment	Due Date	Student Count	Status	Actions	Show Answers
Mathematics	Demo 2	05/23/12	0/1	Not started	Edit Delete Copy	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Mathematics	Demo Assignment	05/23/12	N/A	Completed	Edit Delete Copy View Progress	
Mathematics	Demo Rescore Test	05/23/12	3/3	Completed	Edit Delete Copy Results & Prescriptions	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

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?
<input type="radio"/>	Demo1	Student1	<u>17%</u>	No	No
<input checked="" type="radio"/>	Demo2	Student2	<u>29%</u>	No	No
<input type="radio"/>	Demo3	Student3	<u>42%</u>	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 **Manage 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.

The screenshot shows the 'Manage Scores' interface for an assessment titled 'Prerequisite Skills for Grade 1 Benchmarks'. It includes fields for Teacher ('Teacher,Demo') and Class ('Demo_Class-1'). A note at the top says: 'Click a question number to exclude it from student scores or to undo an exclusion. Select Save to save your changes and close the window.' Below is a legend: 'Key: ✓ Correct ✗ Incorrect ✓ ✗ Score Excluded'. A table displays student performance: Demo1,Student1 (17% correct), Demo2,Student2 (29% correct), and Demo3,Student3 (42% correct). Each student has a row with ten columns representing questions Q1 through Q10. Icons indicate correctness (green checkmark), incorrectness (red X), or exclusion (grey circle with a diagonal line).

- 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.

The screenshot shows the 'Manage Score for Question 5' dialog box. It lists students: Student1 (Demo1), Student2 (Demo2), and Student3 (Demo3). A column labeled 'Exclude Score' contains checkboxes; the checkbox for Student1 is checked and highlighted with a red border. Other checkboxes are empty. At the bottom are 'OK' and 'Cancel' buttons.

- 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

Once 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.

View & Assign Prescriptions

[View Assignments](#) > [View Class Results & Prescriptions](#) > View & Assign Prescriptions

G1 Benchmark Assessment:Mid-Year, Demo_Class-1

Find prescriptions

Student: Standard Set:

Prescriptions

3 of 17 standards mastered

Standards & Prescriptions	Actions
<input type="checkbox"/> Expand/Collapse All	
<input type="checkbox"/> LA.1.1.4.1  4 of 7 questions correct	
Spelling Practice Book, p. 15	View Resource Schedule Assign
Spelling Practice Book, p. 16	View Resource Schedule Assign
Spelling Practice Book, p. 17	View Resource Schedule Assign
Spelling Practice Book, p. 23	View Resource Schedule Assign
Spelling Practice Book, p. 24	View Resource Schedule Assign
Spelling Practice Book, p. 25	View Resource Schedule Assign
Theme 1-2: Extra Support Copying Masters, p. 30	View Resource Schedule Assign

- 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?
<input checked="" type="radio"/>	Demo1	Student1	Not Scored	Not Scored	
<input type="radio"/>	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 End date: 05/25/12

Subject: Reading

[Find](#) [Clear](#)

Select tests and students

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

	Student	Subject	Test	Score
<input type="radio"/>	Demo2, Student2	Reading	G1 Benchmark Assessment: Beginning-of-Year	75%
<input checked="" type="radio"/>	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.

Score

Class: Demo_Class-1
 Student: Demo1, Student1
 Test: G1 Benchmark Assessment: Beginning-of-Year Score: 39 of 56 points
 View test: View items to score View entire test

Test Comment:

Selection Comprehension - March 30, 2009

Item 5

ES

Type your answer.

What is something else that can tap?

Feet can tap. Bird's beaks can tap.

Score: Not scored Not scored

Save Clear Return to View Tests

- 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**.

Score

Class: Demo_Class-1
 Student: Demo3, Student3
 Test: Prerequisite Skills for Grade 1 Benchmarks Score: 11 of 25 points
 View test: View items to score View entire test

Test Comment:

Prerequisite Skills for Grade 1 Benchmarks - May 16, 2012

Item 1

MC Count the ducks and mark the number that shows how many.

Ask your teacher

1. 5
 2. 6
 3. 7 ✓
 4. 8

Item Comment:

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.

The screenshot shows the 'Weekly Lesson Planner' interface. At the top, there are navigation buttons for 'Week Of May 21, 2012' (with arrows), a date field '05/21/2012', a 'Go' button, and a 'View: Weekly' dropdown. Below this is a 'Subjects' section with color-coded buttons for Math (purple), Reading (light blue), Science (light green), Social Studies (yellow-green), Art (orange), Health (pink), and Custom (light pink). A cursor is hovering over the Art button. Below the subjects is a dropdown 'Add Selected Subject(s) to: Monday' with an 'Apply' button. The main area is titled 'Teaching Plan' and shows a grid for five days: Monday (May 21), Tuesday (May 22), Wednesday (May 23), Thursday (May 24), and Friday (May 25). Each day has an 'Assignment Due' icon at the top. The grid cells contain subject names with pencil icons: Math, Reading, Science, Social Studies, Art, Health, and Custom. At the bottom right of the grid is a 'Apply Weekly Blocks' button.

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 (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

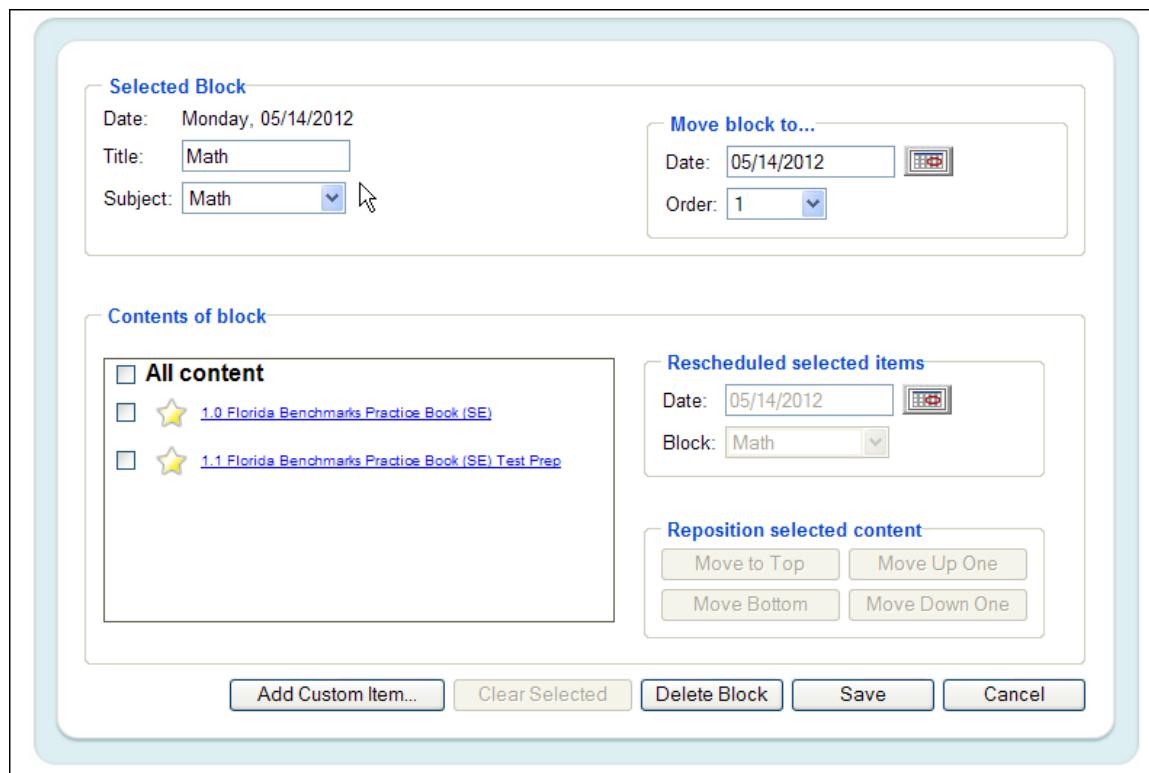
You have the opportunity to put a lesson, test, or activity into your planner. This is accomplished by selecting **Schedule** from with a search results page, or from links within the Electronic Teacher’s Edition of your text. For example, searching resources may yield results like this:

The screenshot shows the 'Schedule and Assign' interface. At the top, there are two tabs: 'Schedule' (which is selected) and 'Assign'. Below the tabs, the title 'Schedule and Assign' is displayed. On the left, a 'Search Results' panel shows a list of 20 of 370 records for 'Benchmark Practice Florida (SE), G1'. The list includes items such as 'Florida Benchmarks Practice Book (SE) - Unit Opener Projects', '1.0 Florida Benchmarks Practice Book (SE)', and '1.1 Florida Benchmarks Practice Book (SE) Test Prep'. A note at the bottom of this panel states 'S = resource has already been scheduled'. To the right, a 'Schedule In Teaching Blocks' panel displays a 'Teaching Plan' for 'Monday May 14, 2012'. The plan shows three blocks: 'Math' (purple), 'Reading' (light blue), and 'Social Studies' (yellow). An 'Add to block:' dropdown menu is open, showing 'Math' as the selected option. A date input field shows '05/14/2012' and a 'Go' button.

- 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.

Weekly Teaching Blocks Settings

Subjects

Math	Reading	Science	Social Studies	Art	Health	Custom
------	---------	---------	----------------	-----	--------	--------

Add Selected Subject(s) to:

Teaching Plan

Monday	Tuesday	Wednesday	Thursday	Friday
Math	Reading	Math	Reading	Math
Reading	Social Studies	Reading	Social Studies	Reading
Science	Art	Health	Custom	Science

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.

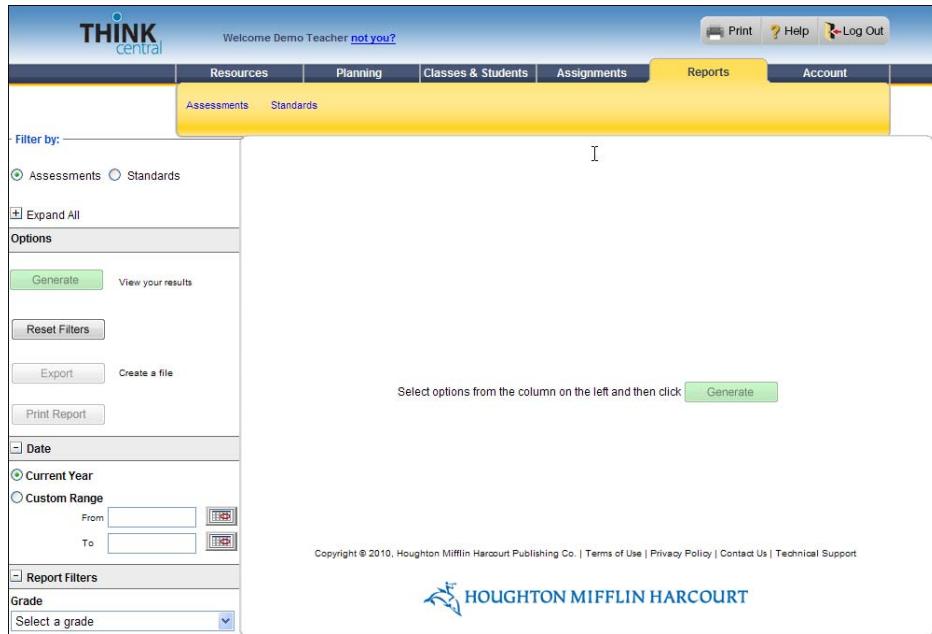
Generating Reports

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**.

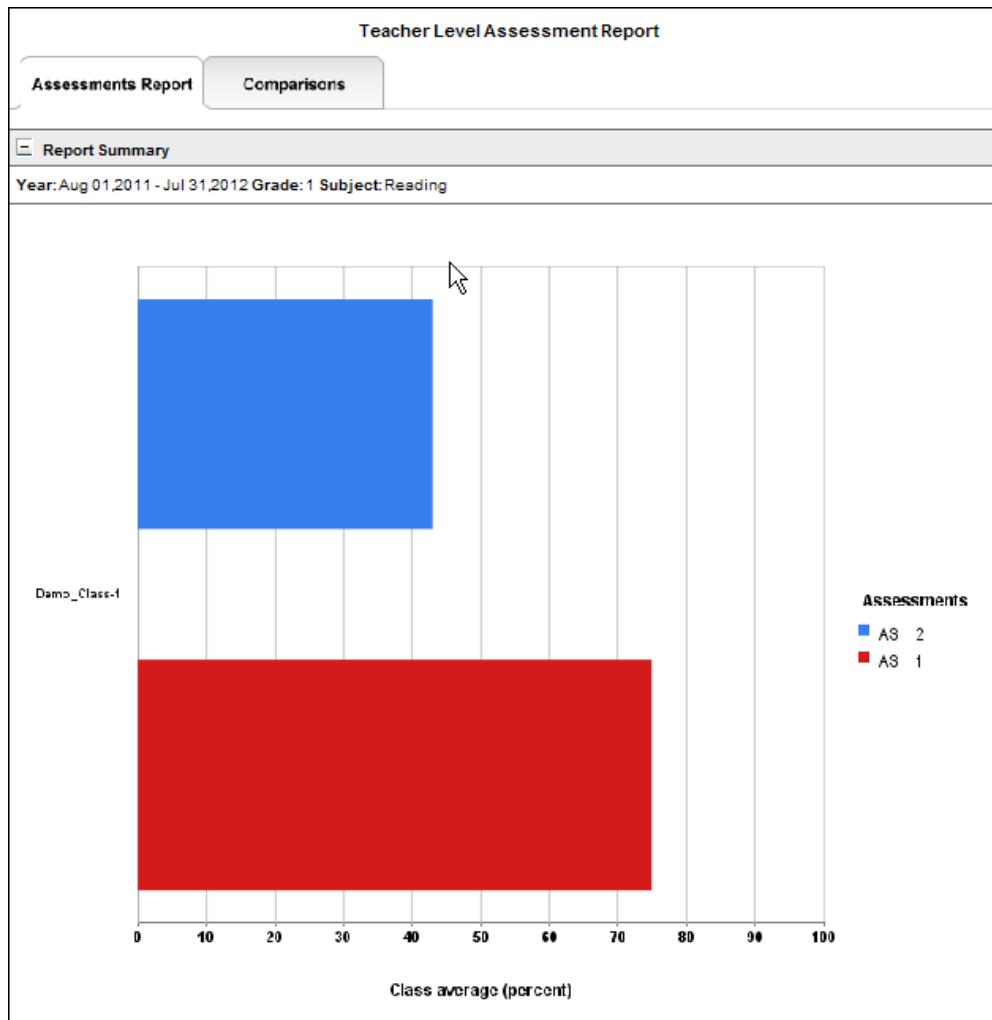
To print your report, click **Print Report**.

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

Results > [Teacher](#) > [Classroom](#) > [Student](#) > [Student Performance Over Time](#)

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.

To view information about a particular class, click its name.

The number of students who took each assessment is indicated inside the parentheses.

If ThinkCentral has no data for the criteria you have chosen, no entry will appear in the table.

The screenshot shows a user interface for managing student assessments. At the top, there's a header with tabs for 'Class' (highlighted), 'AS_1', and 'AS_2'. Below this is a table with one row: 'Demo_Class-1' with '75% (1)' under AS_1 and '43% (1)' under AS_2. A blue navigation bar with arrows is at the bottom of the table. Below the table is a detailed view of an assessment titled 'G1 Benchmark Assessment Beginning-of-Year' (Code AS1). It lists two rows: 'AS1 G1 Benchmark Assessment Beginning-of-Year' and 'AS2 G1 Benchmark Assessment Mid-Year'. The entire interface is contained within a light gray box.

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.

This screenshot shows a detailed student performance report. At the top, it says 'Assessment: G1 Benchmark Assessment Beginning-of-Year', 'Teacher: Teacher.Demo', and 'Class: Demo_Class-1'. There are buttons for 'Print' and a key for 'Correct' (green checkmark), 'Incorrect' (red X), and 'Score excluded' (grey circle). The main part is a table with columns for 'Student' (Demo2, Student2) and 'Q1' through 'Q20' along with a 'Total' column. Each question has a series of icons representing student responses. Below the table, a 'Percentage of Students Correct' row shows values from 0% to 100% for each question, followed by a total percentage of 75%. Navigation arrows are at the bottom of the table.

- 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

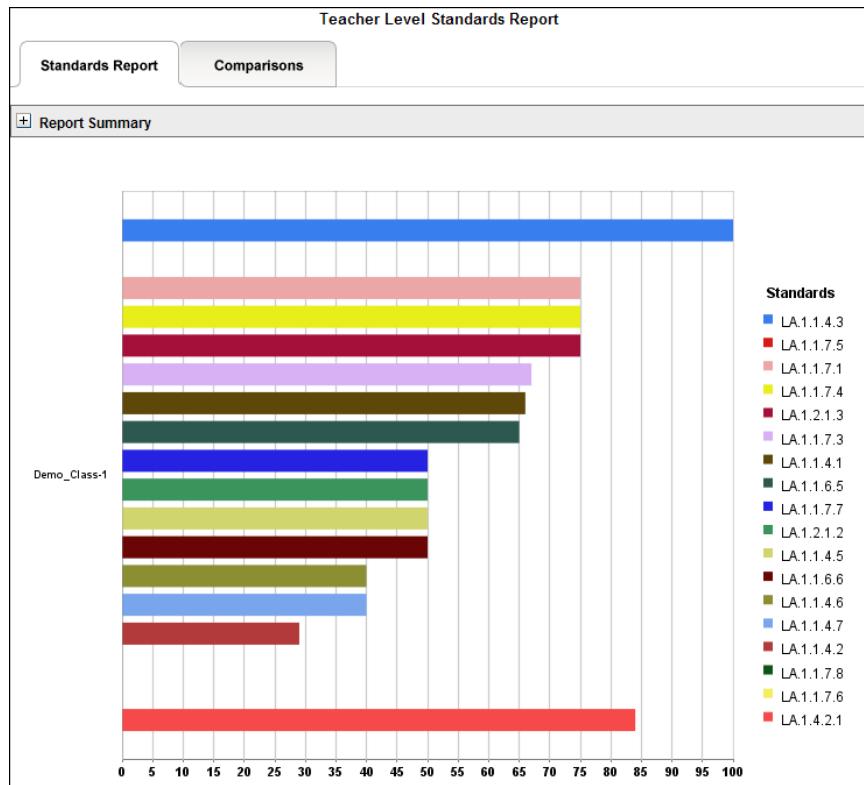
The Comparisons Report tab allows you to do a direct comparison between selected items within your greater report. They are offered for the following levels:

- **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 standard(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 information 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 initial, 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**.

The screenshot shows the 'Update My Products' page. At the top, there's a 'Filter Available Products' section with dropdown menus for Grade (with 'Grade 1' selected), Subject (set to 'All'), and Language (set to 'All'). Below this is a 'Available & Selected Products' table with 118 records. The table has columns for a checkbox, ISBN, Free Play, Subject, Product Name, Grade, Available, and Expires. Three rows are visible, each with a checked checkbox and an ISBN listed. The first row is for 'StoryTown FCAT Assessment G1, FL' (Grade 1). The second row is for 'StoryTown Assessment G1, FL' (Grade 1). The third row is for 'Florida District Benchmark Assessment' (K,1,2,3,4,5).

	ISBN	Free Play	Subject	Product Name	Grade	Available	Expires
<input checked="" type="checkbox"/>	9780153737527	N	Reading	StoryTown FCAT Assessment G1, FL	1	11-19-2009	11-19-2019
<input checked="" type="checkbox"/>	9780153597374	N	Reading	StoryTown Assessment G1, FL	1	11-19-2009	11-19-2019
<input checked="" type="checkbox"/>	9780547617541	N	Mathematics	Florida District Benchmark Assessment	K,1,2,3,4,5	11-02-2010	11-02-2016

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**.*

Available & Selected Products							
1 - 20 of 118 Records							
	ISBN	Free Play	Subject	Product Name	Grade	Available	Expires
<input checked="" type="checkbox"/>	9780153737527	N	Reading	StoryTown FCAT Assessment G1, FL	1	11-19-2009	11-19-2019
<input checked="" type="checkbox"/>	9780153597374	N	Reading	StoryTown Assessment G1, FL Florida District	1	11-19-2009	11-19-2019
<hr/>							
<input checked="" type="checkbox"/>	9780547437057	Y	Reading	Medallion ELD Station Grade 1, CA	1	10-29-2010	04-28-2017
<input checked="" type="checkbox"/>	9780547511795	N	Science	ScienceFusion Glossary	K,1,2,3,4,5,6	06-01-2010	06-01-2016
<input checked="" type="checkbox"/>	9780547895789	N	Reading	Comprehensive Language & Literacy Guide G1	1	05-16-2012	05-16-2018
<input checked="" type="checkbox"/>	9780547274843	N	Mathematics	Assessment Guide Florida (SE), G1	1	03-18-2010	03-18-2020
<hr/>							
1 - 20 of 118 Records							
◀◀ Page 1 of 6 ▶▶							
<input type="button" value="Save"/> <input type="button" value="Reset"/>							

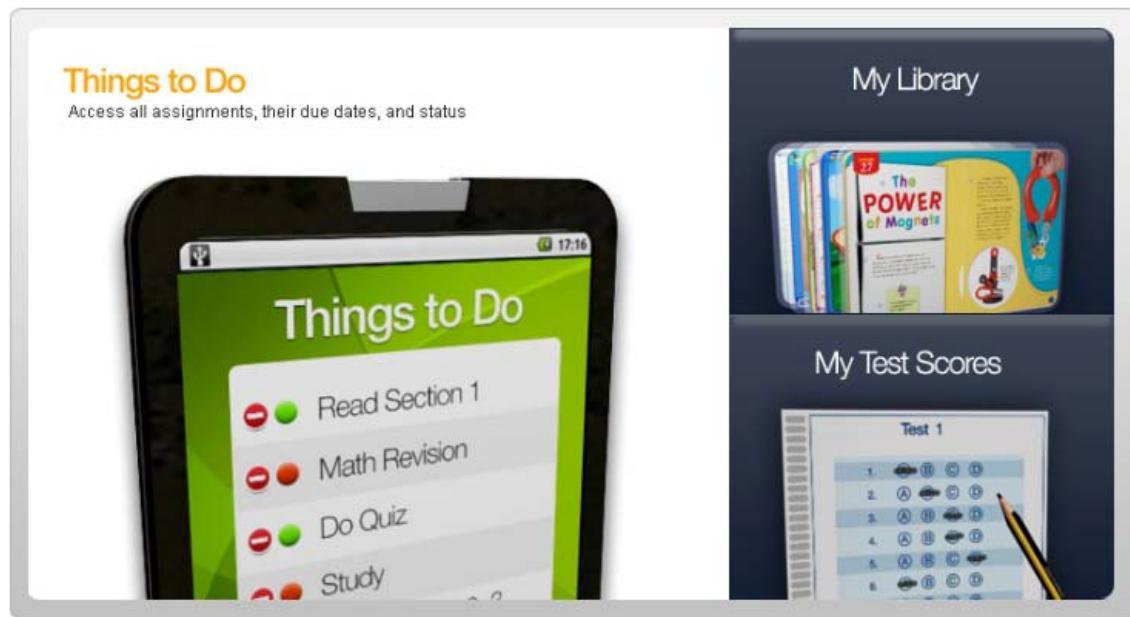
Section III: Student View of ThinkCentral K-6

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.

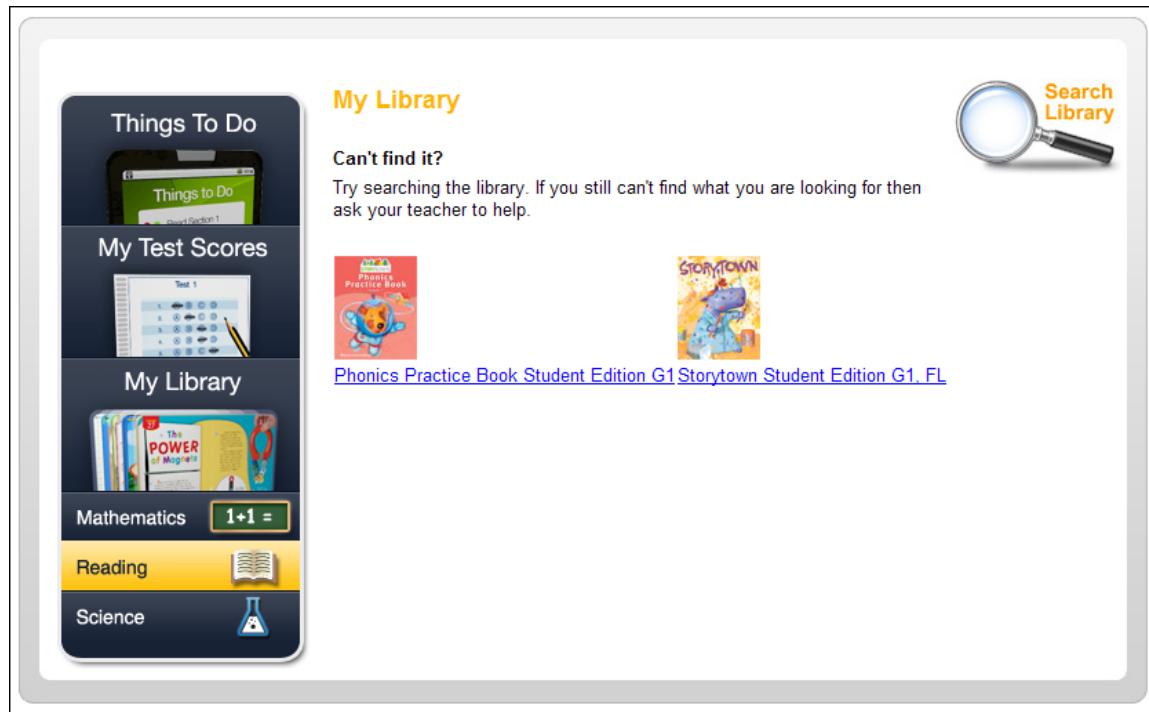
Accessing the Student Welcome Page

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:

The screenshot shows a user interface for searching library resources. On the left, there's a sidebar with icons for 'Things To Do', 'My Test Scores', and 'My Library'. The main area is titled 'Just Looking' and contains a 'Search Criteria' section and a 'Search Results' section.

Search Criteria

- Subject: Mathematics (selected)
- Text Search: addition
- Search Options: Exact Match (selected) or Any Word
- Buttons: Find, Clear

Search Results

Title
Florida Online Intervention - Skill 33 - Model and Record 2-Digit Addition
Florida Online Intervention - Skill 50 - Record Addition and Subtraction with Mixed Numbers
Florida Online Intervention - Skill 15 - Algebra: Relate Addition to Multiplication
Florida Online Intervention - Skill 22 - Addition and Subtraction Equations
Florida Online Intervention - Skill 34 - Rewrite 2-Digit Addition
PROBLEM SOLVING STRATEGIES - Use Manipulatives - Model Addition
Florida Online Intervention - Skill 27 - Repeated Addition

My Test Scores

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

The screenshot displays the 'My Test Scores' section of a student dashboard. On the left, there's a sidebar with 'Things To Do' (including 'Things to Do' and 'My Test Scores'), 'My Library' (with a book icon), and other navigation links. The main area has a title 'My Test Scores' with a yellow arrow icon. It includes a 'Key' section with a folder icon labeled 'teacher Comment'. A dropdown menu shows 'Grade: 1st grade'. Below this, there are two tables:

The Test I Took Last

Test	Finished	Score
demo Test	May 18, 2012	43%

All My Test Scores

Test	Finished	Score
Demo Rescore Test	May 16, 2012	43%

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 screenshot shows a test results interface. At the top, it displays "Test Results: G1 Benchmark Assessment:Mid-Year" and "56 questions". There are "Print" and "Help" buttons. Below this, the "Test Score" section shows "G1 Benchmark Assessment:Mid-Year" and "Taken On May 18, 2012". It also displays "Teacher Name: Demo Teacher", "Number Of Questions: 56", and "Score: 43%". A cursor arrow is visible on the right side. The "Test Report" section has a header with "Key: teacher Comment" and icons for "Correct" (green checkmark), "Incorrect" (red X), and "Score Excluded". A "Questions" table follows, showing one row where question 1 is a "Multiple Choice" type worth 1/1 point, marked as correct with a green checkmark. Below the table are "Play" buttons for audio files. A large bold text "Follow along while you hear the story read aloud." is centered, followed by the title "Jack Goes to School".

Questions	Question Type	Points
▼ 1	Multiple Choice	✓ 1/1

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 screenshot shows the 'Things to Do' section of a student dashboard. On the left, there's a sidebar with icons for 'Things To Do', 'My Test Scores', and 'My Library'. The main area is titled 'Things to Do' and contains a message: 'Click the "Done" button to let your teacher know you've completed your assignment.' Below this, it says 'Today is Saturday, May 19, 2012' and has a 'Show:' dropdown set to 'All Assignments'. A table lists one assignment: 'New Assignment' by Teacher, Subject 'Reading', Due Date 'May. 25, 2012', and a yellow 'Done' button. There's also a 'Old Assignments' link.

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.