Quick Start Guide for Teachers

LOGGING IN

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

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

THE TEACHER'S DASHBOARD

The **Teacher Dashboard** makes it easier for you to manage your classes and assignments by giving you quick access to key resources and student assignment progress and performance information as soon as you log in.

You can access all the areas of *ThinkCentral* from your dashboard by clicking on your gadget headers:

- *my*SmartPlanner shows today's lesson plan and will open your planner
- **Resources** displays some of your most used resources and will take you to *View Resources*
- **Assignments** shows recent assignments and student progress and lets you open the *View Assignment List*
- **Reports** indicates recent assignment performance and opens the *ThinkCentral Reports* functionality
- **Settings** gives you links to manage your *Account* and your *Classes*
- **Help Center** includes links to *Quick Start Guides* and the *ThinkCentral Guides & Tutorials*

Click Teacher Dashboard Quick Start Guide for detailed instructions on using the Teacher Dashboard.

NAVIGATING WITHIN THINKCENTRAL

Click the top of any Dashboard gadget to access the *ThinkCentral* tabs.

Tabs at the top of the page provide quick links to all the key features:

- **Resources** tab opens **View Resources** and links to **Search**
- **Planner** launches *my*SmartPlanner or links to the legacy *ThinkCentral* planner
- **Classes** opens the **Manage Classes** page and also provides links to manage students and groups
- **Assignments** opens **View Assignments** list and links to create assignments
- **Reports** initiates *ThinkCentral* **Reports**
- **My Account** allows you to manage your account settings

Other navigation at the top of the page includes:

- **ThinkCentral** logo and **Home** – return to **Teacher Dashboard**
- **Help** – instructions for current page
- **Print** – prints current page
- **Log Out** – exit *ThinkCentral*

VIEW RESOURCES PAGE

In addition to viewing resources on the Dashboard, you can click **Resources** to open the *View Resources* screen, where you have the ability to view a comprehensive list of your available resources, most of which you may open directly.

- Click **Resources** heading on the Dashboard or the **List** link on the Resources tab.
- Use **Subject**, **Grade**, **Language** and **Program** (if available) to filter your list.
- Click an image to review that resource's contents.

ADDING INDIVIDUAL STUDENTS

Select **Add Students** from the **Classes** tab or click **Add** on the *Manage User Accounts* page.
Note: The ability to create student accounts may be limited to administrators

1. Select a Grade.
2. Enter the student's **First Name**.
3. Enter the student's **Middle Initial** (optional).
4. Enter the student's **Last Name**.

5. Enter a **Student ID** (optional, up to 15 characters).
6. In the **Username** field, enter a unique user name. (*Username should be 5-32 alphanumeric characters. The at-sign (@), dot (.), hyphen (-), and underscore (_) are also allowed.*)
7. In the **Password** field, enter a 5-32 character password. *Passwords may not contain spaces and can be made up of alphabetic, numeric or special characters.*
8. **Retype Password** to confirm it.
    Note: This is the name and password that the student will use to log in to the system, so make sure you make note of the information.

9. Enter NCLB data as desired.
10. To save the student's data and create the new account, click **Add**.

MANAGING CLASSES

To create or modify a class, select **Manage Classes** from *Settings* on the Dashboard or click the **Classes** tab on any page.

*   To export a list of all your classes in the district, click **Export Classes**.
*   To see a list of student usernames and password for a selected class, click **View Class Roster**.
*   To edit the class, click on a class name, or **Edit Class**.
*   To add a new class, click **Add Class.**

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 for you to add to the class library for students to browse.

1. Enter a name for the class in the **Class Name** field.
2. Select a grade from the **Grade** dropdown list.
3. Type in the class period in the **Period** field (optional).
4. Describe the class in the **Description** field (optional).
5. If available, select Adaptive Learning products (if none are available, the checkbox will be disabled).
6. Define the Library by selecting the products for use in the class.
7. To save changes without creating a roster, click **Save.**
8. To create a roster, click **Assign Students**.

ASSIGNING STUDENTS TO A CLASS

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

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

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USING *my*SMARTPLANNER

*my*SmartPlanner is an exciting, new planning tool for *ThinkCentral* and will provide you with a more robust and intuitive planning experience than you've had previously.

To access the lesson planner, click *my***SmartPlanner** on the teacher Dashboard or from the Planner tab**.**
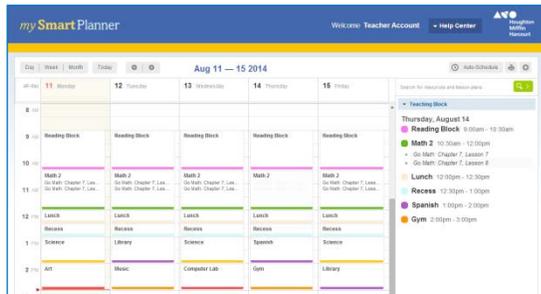

To learn to setup and use your planner, click mySmartPlanner Quickstart Guide.

EXPLORING HMH CONTENT

Select **Browse** from the dashboard to explore content in a table-of-contents-like manner. From Browse you can schedule content to your planner and assign resources to students. To learn more about Browse, click Teacher Dashboard Quick Start Guide.
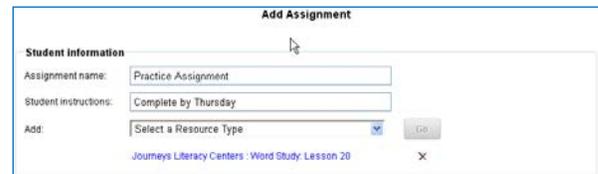
SEARCHING RESOURCES
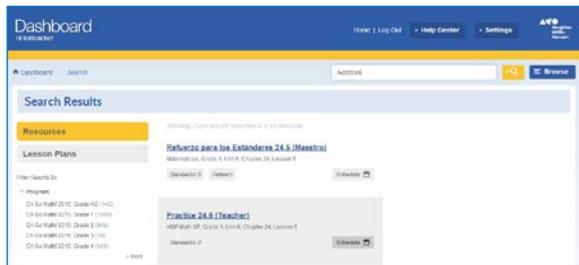
You can search for resources and lessons by standard or keyword, just like your favorite Internet search engines, and filter results to quickly find the best resources to assign or schedule to your planner. You can search for resources from the Dashboard, mySmartPlanner, and the *ThinkCentral* View Resources and View Assignments pages.

See detailed information on searching for resources to add to assignments or your planner in the Teacher Dashboard Quick Start Guide.

CREATING AN ASSIGNMENT

There are several ways to make an assignment:
- Select a resource from within a teacher resource (such as a Teacher Gateway or ePlanner) and choose **Assign**.
- Use **Search** to locate a resource and then, from in the Search Results, select a resource and click **Assign**.
- From the View Assignments page, click **Add Assignment**, or from the Assignments tab, click **Add Other Assignment**. From here you are taken to Search to find the resource to add.

Enter Student Information:
1. Create a name in the **Assignment Name** field.
2. Enter directions in the **Student Instructions** field.
3. Select a Resource Type to **Add** a resource.
   - **Searchable Resource** means those available online.
   - **Text Only** is a text instruction or information.
   - **URL** is an external link to another web site.

Add Assignment Information:
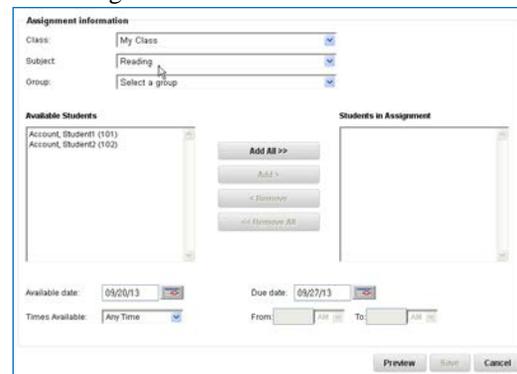
1. Select a class from the **Class** list.
2. Select a subject from the **Subject** list.
3. Select a group from the **Group** list. (Optional)
4. Use **Add** or **Add All** to assign students.
5. Use **Remove** or **Remove All** to remove students.
6. Choose the **Available Date**.
7. Select the assignment's **Due Date**.
8. If you select a time from the *Times Available* list, then fill in the **From** and **To** entry fields. *(Note: If you select different Available and Due dates, the time selected will be from time on Available Date through to time on the Due date.)*
9. To see how the assignment will display to students, click **Preview**.
10. To complete the assignment, click **Save**.

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CREATING AN ASSESSMENT ASSIGNMENT

Published exams can be found by searching for Online Assessments. To find online assessments **Search** from the Dashboard, *my*SmartPlanner, Resources tab, and **Add Test** on the Assignment tab or on the View Assignments screen.

Once you locate a resource, from in the Search Results, select a resource and click **Assign**.

1. Create a name in the **Assignment Name** field.
2. Enter directions in the **Student Instructions** field.
3. Select **Randomize Questions** (if available).
4. Select a class from the **Class** list.
5. Select a group from the **Group** list. (Optional)
6. Select students to add to the assignment.
7. Choose the **Available Date**.
8. Select the assignment's **Due Date**.
9. If you select a time from the *Times Available* list, then fill in the **From** and **To** entry fields. *(Note: If you select different Available and Due dates, the time selected will be from time on Available Date through to time on the Due date.)*

Then choose these additional options:

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

FINDING ASSIGNMENTS

To find any assignments you have made, click **Assignments** on either the Teacher Dashboard or the top navigation menu on any page.

- **From** and **To** dates filter your search.
- Selecting a class, subject, or student is optional.
- Selecting a student displays **View Student Test** link.
- **Show only tests** limits search results to exams.
- **Show only Automated Prescription capable tests** limits results to only exams with that capability. *(Not available for all content.)*

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

VIEWING TEST RESULTS

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

- **Cumulative Score** shows a student's responses.
- **Mastered/Not Mastered** groups students by their achieved mastery, based on the targeted level.

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- **Prescriptions** informs you whether *ThinkCentral* has recommendations based on test results. Regardless of whether or not a student has attained overall mastery, the system may recommend prescriptions based on how well the student did on standards based on particular skills.
- To remove questions from the cumulative test score, click **Manage Scores.**
- To score a test or add comments, click **Enter Scores**.
- To view system recommendations, click **View & Assign Prescriptions**.
- To export the assignment results, click **Export Results**.

VIEWING & ASSIGNING PRESCRIPTIONS

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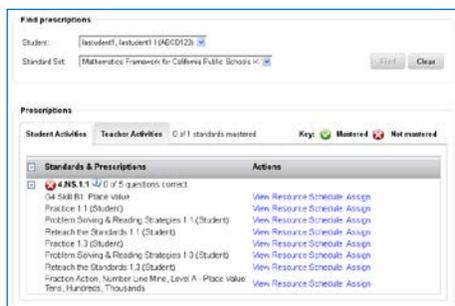

- **Standards & Prescriptions** displays the standards that the student failed to master, and the names of recommended lessons or activities.
- In the **Actions** column:
  o To review lessons/activities**,** click **View Resource.**
  o To add to the lesson planner, click **Schedule.**
  o To assign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

GENERATING REPORTS

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

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

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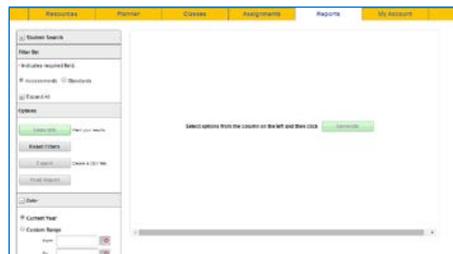
1. Select the Report Options, including the subject, grade and/or assessment(s) and standards(s) and other filters.
2. To run the report, click **Generate**.

A list of all your classes that have results for your report criteria will display along with scores.
- To see the student list and score for a class, click a Class Name.
- To see an individual student's performance, click a Student Name.


UPDATING YOUR ACCOUNT

To change account information, such as your password, select **Manage Account** from under Settings on the Teacher Dashboard or the **My Account** tab on any page.

User names cannot be changed; you may, however, change your password at any time. The password must be between 5 – 32 alphanumeric characters.
Passwords may not contain spaces and must have at least one each of:
- *An upper-case character (A-Z)*
- *A lower-case character (a-z)*
- *A number (0-9)*
- *A special character (!@#$%^&*()_-+={}[]|\:;"'/?<>,.)*

You can also update your products from within the **My Account** tab. Updating your products allows you to access them from your **View Resources** screen.
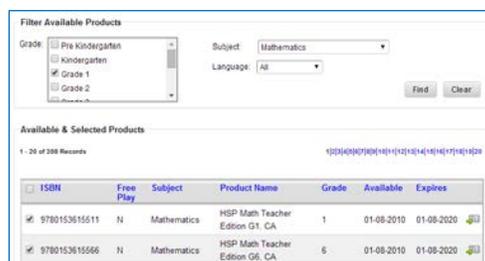
To update your products:
1. Go to the **My Account** tab.
2. Choose **Manage Products** in the top navigation.
3. Choose a **Grade** and then click Find.
4. Filter your results by selecting a **Subject** or **Language**.
5. Check the product you want to access.
6. Click Save.

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FURTHER INFORMATION

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

You will find full, detailed user instructions, including how to create and assign custom assessments, by clicking here for full *Help for Teachers*.

Help for Teachers can also be accessed from the Dashboard Help Center menu by clicking **Help** or on the **Guides & Tutorials** page, where you can also find other support documents and tutorial videos.

TECHNICAL SUPPORT

For registration and account activation questions, call 800-323-9239.
Support Hours: 8:00 AM to 11:00 PM EST
Email: techsupport@hmhco.com

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