



Quick Start Guide for K-6 Teachers

LOGGING IN

1. Navigate to the ThinkCentral login page.
2. Select your state, district, and school.
3. To make subsequent logins easier, check **Remember My Organization** (optional).
4. Enter your user name and password.
5. Click **Login**.

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

THE TEACHER'S DESKTOP



- **Start Here/View Resources** shows available products.
- **Getting Started** recommends starting steps.
- **Planning** opens a customizable lesson planner.
- **Classes & Students** manages class rosters.
- **Assignments** shows assignments and student progress.
- **Reports** displays ways to search and print data.
- **Account** lets you update your user information.

NAVIGATING THINKCENTRAL

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

- **ThinkCentral** logo – return to **View Resources**
- **Print** – prints current page
- **Help** – instructions for current page
- **Logout** – exit ThinkCentral

VIEWING RESOURCES

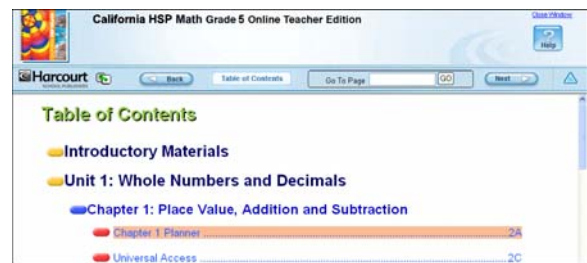
By using the View Resources screen, you have the ability to view a comprehensive list of your available resources, most of which you may open directly.

- Click **Start Here /View Resources**.
- Use **Subject** and **Grade** to filter your list.
- Click an image to review that resource's contents.

THE ELECTRONIC TEACHER'S EDITION

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

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



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



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

ADDING A STUDENT

To add a student select **Classes & Students** from either the Teacher's Desktop or the top navigation menu on any page.

1. Click **Manage Students** on left.
2. Click the **Add** button.
3. Complete the student information – This can be a generic student login using the teacher's last name as the username & password.
4. Click **Save** button at bottom.

ADDING A CLASS

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

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

The second portion of the page is a list of HMH products that are available to you. To make any product appear in the class library for students to browse, check the box next to its name and click **Save**.

Include	Product	ISBN
<input type="checkbox"/>	HSP Science Online Assessment G1	9780153832468
<input type="checkbox"/>	Tennessee Science Online TE G1	9780153832413
<input type="checkbox"/>	Student eBook Grade 1	9780153612596
<input type="checkbox"/>	Unit Resources Folder G1	9780153852527
<input type="checkbox"/>	Student eBook Grade 2	9780153612602
<input type="checkbox"/>	Student eBook Grade 3	9780153612619
<input type="checkbox"/>	Professional Development Videos for Podcasting	9780153613173
<input type="checkbox"/>	Professional Development Videos for Podcasting	9780153613173
<input type="checkbox"/>	Harcourt Mega Math GK-6	9780153663963
<input type="checkbox"/>	Harcourt Mega Math GK-6	9780153663963

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

FURTHER INFORMATION

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

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

ASSIGNING STUDENTS TO A CLASS

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

1. Choose grade from **Select Students from Grade**.
2. Click **Find**.
3. Use **Add All/Add** to assign students.
4. Use **Remove All/Remove** to remove students.
5. To save your changes, click **Done**.
6. 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**.*

SEARCHING READERS

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

All fields on the Readers Online search screen are optional.

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