



Quick Start Guide for District Administrators

REGISTERING

As soon as your order has completed processing, we will send you an email containing your login information and instructions for getting started in ThinkCentral. If you already have an administrator login and are just ordering new products, you don't have to do anything new; those products will become available to your teachers automatically.

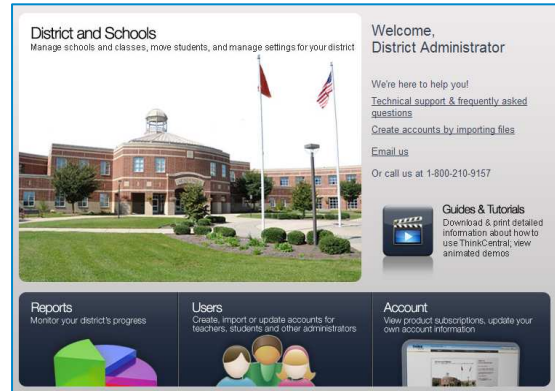
To check order status or receive an administrator account, contact Digital Customer Services at 1-800-210-9157 between 8:30 AM – 5:30 PM ET Monday through Friday, or via email at techcare@hmhpub.com.

LOGGING IN

1. Navigate to <https://www-k6.thinkcentral.com>.
2. Select your state and district, and one of the schools in your district.
3. To make subsequent logins easier, check **Remember My Organization** (optional).
4. Enter your user name and password.
5. Click **Login**.

Note: 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.

THE ADMINISTRATOR'S DESKTOP



- **District & Schools** allows you to change some settings and create classes.
- **Reports** displays lists of exportable reports on schools, students or classes.
- **Users** allows you to create and modify accounts.
- **Account** lets you update products and personal information

NAVIGATING THINKCENTRAL

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

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

MANAGING USER ACCOUNTS

Administrators are responsible for creating teacher accounts, either directly or by delegating that responsibility to someone else. Administrators may also create accounts for other administrators, and, if desired, students. To manage user accounts:

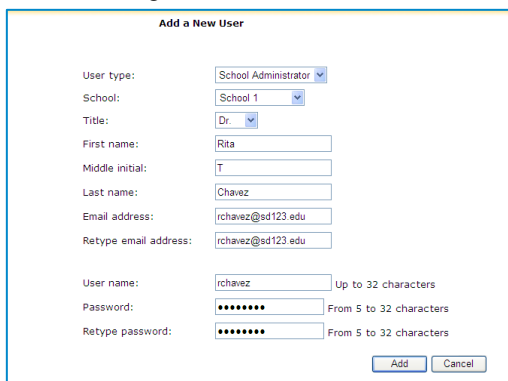
- Click **Users**.
- Select a user type and enter a first name, last name, or user name.
- Click **Find**.
- To edit a user's account, click his or her user name in the results list.

Note: Accounts cannot be deleted, but you can mark them inactive.



CREATING TEACHER OR ADMINISTRATOR ACCOUNTS

To add a teacher or school administrator individually, click **Add** on the Manage User Accounts screen.



1. Select a user type.
2. If you are the district administrator, select a school.
3. Using the Title dropdown, enter the salutation (optional).
4. Enter the user's **First Name**.
5. Enter the user's **Middle Initial** (optional).
6. Enter the user's **Last Name**.
7. Type a valid email address in the appropriate fields.
8. In the **User Name** field, enter a unique user name.
9. In the **Password** field, enter a 5-32 character password.
10. Enter the same password in the **Retype Password** field.
11. To create the user account, click **Add**.

Note: Make sure to take note of the user name and password because you will need to notify the user. Usernames must be unique within each school.

CREATING INDIVIDUAL STUDENT ACCOUNTS

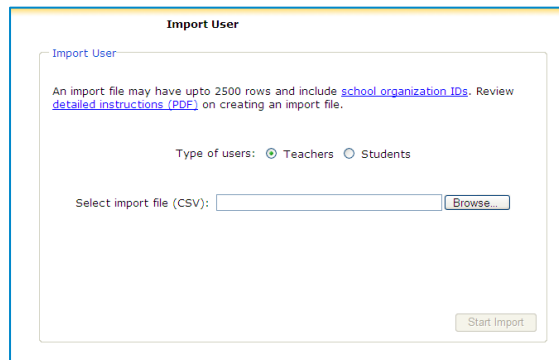
To add a student individually, click **Add** on the Manage User Accounts screen.

1. Select **Student** as the user type.
2. If you are the district administrator, select a school.
3. Using the Title dropdown, enter the salutation (optional).
4. Enter the student's **First Name**.
5. Enter the student's **Middle Initial** (optional).
6. Enter the student's **Last Name**.
7. In the **User Name** field, enter a unique user name.
8. In the **Password** field, enter a 5-32 character password.
9. Enter the same password in the **Retype Password** field.
10. If your school uses student ID numbers, enter it in the Student ID field (limited to 8 characters.)
11. Select a grade using the Grade dropdown.
12. Enter NCLB data as desired.
13. To create the student account, click **Add**.

Note: Teachers can view student user names and passwords by exporting their class roster.

ADDING MULTIPLE ACCOUNTS

To import a number of teachers or students into the system at one time, click **Import users** on the Manage User Accounts screen.



To view detailed instructions on how to create an import file, click Detailed Instructions (PDF). Files must be in CSV format and structured in a particular way. For assistance with imports, please go to <http://imporhelp.thinkcentral.com>.

To perform the import:

1. Select either Teachers or Students.
2. To locate the import file that you have created, click Browse. Navigate to the file on your hard drive or network, click on the file, and click **Open** to select the file.

After you have selected the file, click Start Import. You will receive a message letting you know if the import of users was successful, or if there were errors.

APPROVING SELF-REGISTRATIONS

In some instances, teachers may go through the self-registration process themselves. In that case, the administrator must still approve them. To do that:

1. Click **Users**.
2. From the left panel, select **Approve Self-Registrations**.
3. Click the radio buttons under **Approve** or **Disapprove**, and then click **Save**.

MANAGING THE DISTRICT

Administrators may change some district settings by clicking **District & Schools**.

- To change the time zone for a district, select it from the dropdown and click **Save**.
- To change the time zone for a school, select **Manage Schools** from the left navigation, and then choose the school. Select the time zone from the dropdown and click **Save**.
- To change user settings, select **Configuration Settings** from the left navigation. Two options appear:
 - **Allow teachers to create and edit student user accounts** is checked as the default. If you want to disallow this, uncheck the box and click **Save**.
 - **Allow teachers to self-register** is unchecked as the default. If you want to have teachers register themselves, check the box and click **Save**. *Please note that this is not recommended.*

Choices that district administrators make are for the entire district. School administrators may not override them.

MANAGING CLASSES

To create or modify a class, select **District & Schools** from either the Desktop or the top navigation menu on any page. Then click **Manage Classes** in the left navigation.

To find a class, select a **School** and a **Teacher**, and then click **Find**.

- To resort the list, click on one of the column headings.
- To edit an existing class, click on a class name.
- 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 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**.

The screenshot shows the 'Add Class' form with two main sections: '1. Define class details' and '2. Assign students to class'. In the first section, 'School' is set to 'School 1', 'Teacher' to 'Account, Teacher', 'Class Name' to 'New Class', 'Grade' to 'Grade 4', and 'Period' to 'All'. There are radio buttons for 'Activate' (selected) and 'Inactivate'. Below this is a table of products to be included in the class. The table has columns for 'Include', 'Product', and 'ISBN'. The products listed are: Enrich with Projects G4 (SE), HSP Math Practice G4 (SE), HSP Math Reteach the Standards G4 (SE), HSP Math Student eBook G4, Harcourt Mega Math GK-6, Math Intervention Online G1-6, Problem Solving & Reading Strategies G4 (SE), and iTools (Intermediate). At the bottom of the form are 'Save', 'Cancel', and 'Assign Students >' buttons.

Include	Product	ISBN
<input type="checkbox"/>	Enrich with Projects G4 (SE)	9780153613753
<input type="checkbox"/>	HSP Math Practice G4 (SE)	9780153613968
<input type="checkbox"/>	HSP Math Reteach the Standards G4 (SE)	9780153663628
<input type="checkbox"/>	HSP Math Student eBook G4	9780153612565
<input type="checkbox"/>	Harcourt Mega Math GK-6	9780153663963
<input type="checkbox"/>	Math Intervention Online G1-6	9780153664021
<input type="checkbox"/>	Problem Solving & Reading Strategies G4 (SE)	9780153613159
<input type="checkbox"/>	iTools (Intermediate)	9780153616259

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

ASSIGNING STUDENTS TO A CLASS

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

The screenshot shows the 'Assign Students to Class' section of the 'Add Class' page. It includes a 'Find students' section with a 'Select students from grade' dropdown set to 'All' and 'Find' and 'Clear' buttons. Below this is the 'Assign students to class' section, which is divided into two panes: 'Students' and 'Class Roster'. The 'Students' pane contains 'Account, Student2' and the 'Class Roster' pane contains 'Account, Student1'. Between the panes are buttons for 'Add All >>', 'Add >', '< Remove', and '<< Remove All'. At the bottom are '<< Edit Class', 'Export Class Roster', 'Cancel', and 'Done' buttons.

- 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**.*

GENERATING REPORTS

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

Choose a report, and then click **Create Report**.

Reports	
Performance Reports <ul style="list-style-type: none"><input checked="" type="radio"/> Schools Report by Test<input type="radio"/> Grade Report By Objectives<input type="radio"/> School Report by Objectives<input type="radio"/> Class Report by Standards Not Mastered<input type="radio"/> Student Assessment Report<input type="radio"/> Student Progress Report<input type="radio"/> Student Progress to Standards Report<input type="radio"/> Student Performance to Standards Report	Schools Report by Test <p>Identify how each grade in a school is performing. View Test results and scoring information for all classes within a specified school and grade.</p>

Create Report...

Report types vary but, in general, you will need to:

1. Select the Report Criteria
 - **School**
 - **Class**
 - **Subject**
 - **Date Range**
 - **Test Details**
 - **Standard Set**
2. Select the tests for the report
3. Choose the report export type.
4. Click **Generate Report**.

UPDATING YOUR ACCOUNT

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

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

You can also view all products available to your district, as well as those for specific schools, by clicking on the **Account** tab and then clicking the **View Available Products** link in the left navigation.

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 in the full *ThinkCentral K-6 Administrator's Guide*, available at <http://help.thinkcentral.com>.