Houghton Mifflin Harcourt School Publishers ThinkCentral

Guide for Teachers

Copyright Page

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Welcome to ThinkCentral!

ThinkCentral is Houghton Mifflin Harcourt's integrated digital curriculum website. A single user name and password provides access to Harcourt digital resources in all subject areas that your school has purchased, including integrated teacher materials, student materials, lesson planning, assessment, and reporting. ThinkCentral is your one-stop digital content source.

The Synergy of Integrated Curriculum Materials

The Electronic Teacher Edition is the central online planning tool. It is an interactive version of the print Teacher Edition. You can click on parts of the familiar planning pages and view, schedule, or assign worksheets, assessments, professional development podcasts, intervention, Electronic Student Edition pages, and other items. You can plan and schedule your lessons with the Electronic Teacher Edition.

Planning with the Electronic Teacher Edition

In addition to planning with ease, Houghton Mifflin Harcourt's Online Assessment offers an efficient and effective method of testing students. Teachers can assign assessments directly from their grade level curriculum or create custom tests to cater to student needs.

Online Assessment

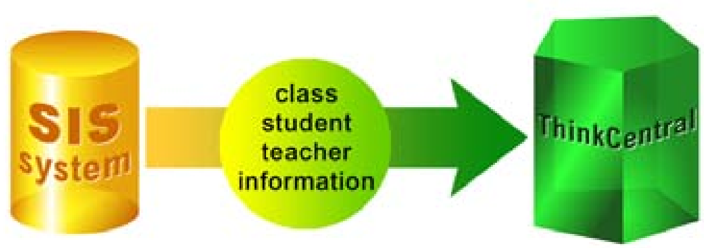
ThinkCentral offers Houghton Mifflin Harcourt curriculum materials in a digital, online format. You will also find additional components that are provided only in digital format, such as enrichment activities, teaching slides, podcast professional development videos, enrichment videos, and more.

Curriculum Materials Available Online

Student Desktop Interface

ThinkCentral's student interface is easy to use and allows students to take tests, view their progress and scores, and access all appropriate content. Integrated with information from your SIS System, ThinkCentral saves you time.

ThinkCentral can be integrated with your school or district's SIS information system. This means that information does not need to be entered in ThinkCentral. Instead, information such as user names, passwords, class rosters, teachers, and other information come from your central repository.



Integration with Your Information Repository

GUIDE OVERVIEW

The purpose of this User Guide is to assist teachers in using the Houghton Mifflin Harcourt School Publishers ThinkCentral website and to provide information on how to do the following:

- Access and view digital resources
- Create lesson plans
- Manage students and classes
- Manage student assignments
- Generate assessment reports

To complete these processes, you will need the following items:

- The ThinkCentral Guide for Teachers (this manual)
- Either:
    1. Your user name and password (of the account your school has set up; obtained from your School or District Administrator) or
    2. An access code (See page 5 for self-registration instructions.)

You will also need:

- Student information, including full name and grade
- Class information, including class name and grade level

REGISTERING FOR YOUR TEACHER ACCOUNT

Before you self-register, be sure to check your e-mail for a registration notice from Houghton Mifflin Harcourt Support with a subject line of “Your Houghton Mifflin Harcourt eProducts Registration Confirmation.” This e-mail will provide your pre-approved user name and password. If you have not received an e-mail registration notice, you can self-register your ThinkCentral account by using the registration code provided by your school system manager.

1. Navigate to the ThinkCentral Login Web page. www.thinkcentral.com
2. Click 

. The Self-Registration page will display.
3. Call Technical Support (page xx) for information regarding registration codes. Input the digits you receive. Click **Continue**.

Note: This code can be used only once.

4. Select your state, district, and school. Click **Continue**.
5. Complete the Teacher Self-Registration page. Click the check box to the left of the Privacy Policy and Terms of Use.

Note: The items marked with an asterisk are required.

6. Click **Continue**. Your account will be created and registered. Click **Continue** again. You will be directed to the ThinkCentral login page.

Figure 1. Login Page

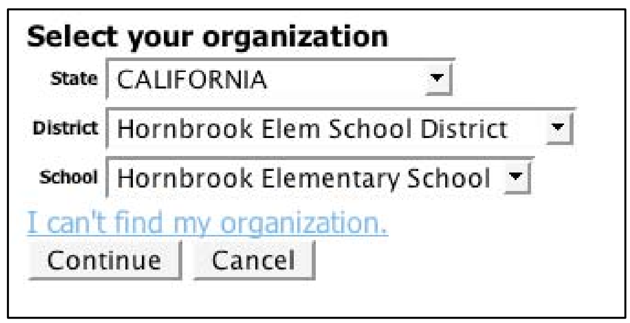


Figure 2. Select Organization Page

Figure 3. Teacher Self-Registration Page

CHECKLIST FOR TEACHERS

The school administrator/system manager must carry out several important responsibilities to ensure that the school's teachers and students are able to log in and use ThinkCentral. Some of the responsibilities may instead be carried out by the district administrator/system manager or by a teacher. The school administrator/system manager has the same system management capabilities as a teacher, plus others specific to being a system manager.

The school administrator/system manager's responsibilities may or may not include the following:

- Receiving and becoming familiar with the ThinkCentral Guide for System Managers, which will include getting an access code for registration.
- Setting up the initial account as the administrator/system manager and deciding how all accounts in that school will be established (whether the district or school will be responsible for setting up all accounts or will allow teachers to self-register).
- Distributing necessary manuals, including the ThinkCentral Guide for Teachers and the ThinkCentral Guide for Family Involvement, to schools, teachers, and/or students and parents.
- Providing the first line of ThinkCentral technical support for teachers.
- Being the main contact for the Harcourt Technical Support Center (whether for a single-user issue or a district-wide concern) if there is no district administrator/system manager.
- Managing all school entitlements on ThinkCentral (what products are ordered and who has access to them) and contacting sales representatives with any order issues.
- Pulling all district-wide and school-wide data and archiving those files to input them in the event of migration from ThinkCentral 1.x to ThinkCentral 2.0 if there is no district administrator/system manager.
- Performing end-of-year processing of graduating students and promoting students from one grade to the next.
- All basic teacher and student account management, including resetting passwords.

Teachers are able to manage all the students in their classes through their ThinkCentral account. The district administrator/system manager and school administrator/system manager can also manage teachers' classes and students from their accounts.

Teachers must

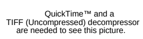
- have basic computer knowledge and experience in using the Internet.
- be knowledgeable of district- and/or school-level support personnel.

Teachers have several important responsibilities when using ThinkCentral in the classroom. Some of these may instead be the responsibilities of the district administrator/system manager or the school administrator system manager.

The teachers' responsibilities may or may not include the following:

- Self-registering and maintaining their own accounts.
- Setting up and maintaining their students' accounts, including resetting passwords.
- Distributing user names and passwords to their students.
- Distributing all necessary manuals, including the ThinkCentral Guide for Family Involvement, to students.
- Allocating products to themselves and their students.
- Creating and managing their classes.
- Creating and managing instructional groups.
- Managing the teacher planner, including creating lessons.
- Managing student assignments and assessments.
- Running all necessary class and student reports.
- Providing the first line of ThinkCentral technical support for their students, and contacting their school and/or district administrator/system manager for further technical help.

GETTING LOGGED IN

1. Navigate to the ThinkCentral Login Web page. www.thinkcentral.com
2. Select your state, district, and school.
3. Click the **Remember my organization** check box.
4. Enter your user name and password.
5. Click  .

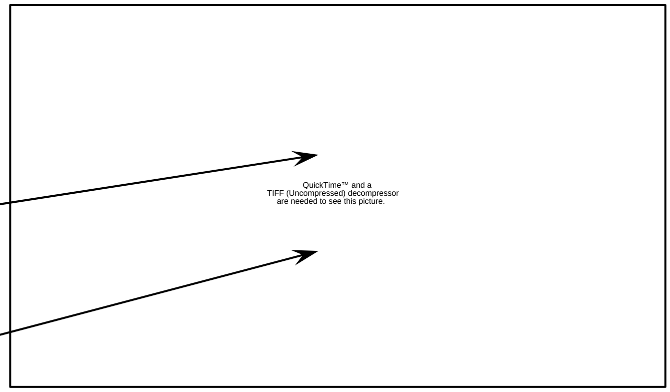


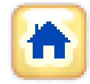
Figure 4. Login Page

Teacher's Desktop

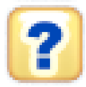
If you have been pre-approved, the Teacher's Desktop will be shown. The Teacher's Desktop includes eight clickable icons that are used to perform a variety of tasks:

- Start Here – to display the curriculum materials available online.
- Take a Tour – to see an overview of what the ThinkCentral system can do for you.
- Getting Started – to get information on the best way to begin using ThinkCentral.
- Planning – to create and modify your lesson planner, view resources and assignments, and customize the planner's settings.
- Classes and Students – to create and modify your classes and groups and to add students to those classes and groups.
- Assignments – to view and update student assignments.
- Reports – to create and print various reports to track and assess a student or class.
- Account – to update your account information and products.

Figure 5. Teacher's Desktop

Note: To return to the Teacher's Desktop at any time, simply click the  button on the left side of your screen. To log out, click the  button on the left side of your screen.

Help Links

To access online help click the  button on the left side of your screen.

MANAGING YOUR ACCOUNT

The Account icon will help you update your account information and available products.

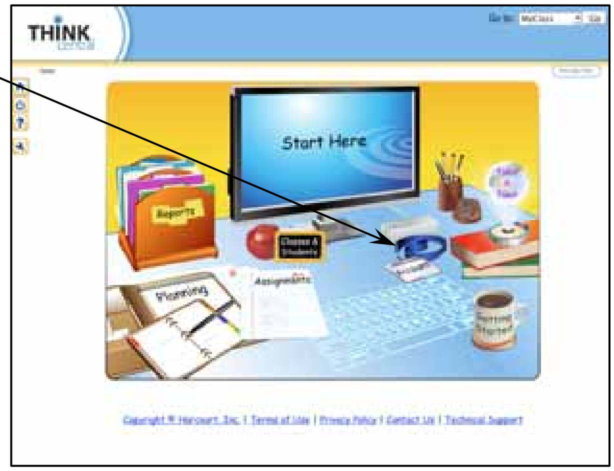


Figure 6. Teacher's Desktop

Updating Account Information

While accessing your account information, you can update the following:

- Teacher name
- E-mail address
- Grade information
- Password information
- Password hints and questions
- Assessment assignment preferences

Figure 7. Account Editor (Teacher) Page

Click Save to save your user information.

Note: You can also navigate to the Account Editor page by clicking the  button and then My Account

Preferences (My Settings) – My Products

ThinkCentral provides a wide range of resources for teachers and students. The My Products page is a digital storeroom where books and other items you can use in your classroom are made available. You can select any item there and add it to your resource page. Once you do so, that item will appear on your View Resource page. Additionally, products marked with a “Y” in the Available for Student Library column, once selected and added to your Resources page, will also be available to the students in your class (in their library).

Click My Products to display the My Products page.

1. Use the drop-down menu to select a subject to filter your search by.
2. Select the boxes of the grades you wish to include in the search.
3. Click Refresh. The results of your search will display below the Filters box.
4. Select any products by clicking the check box to the left of each desired product’s thumbnail image.
5. You can sort the columns by clicking the blue column heads.
6. After selecting your products, click Save to save your selections.

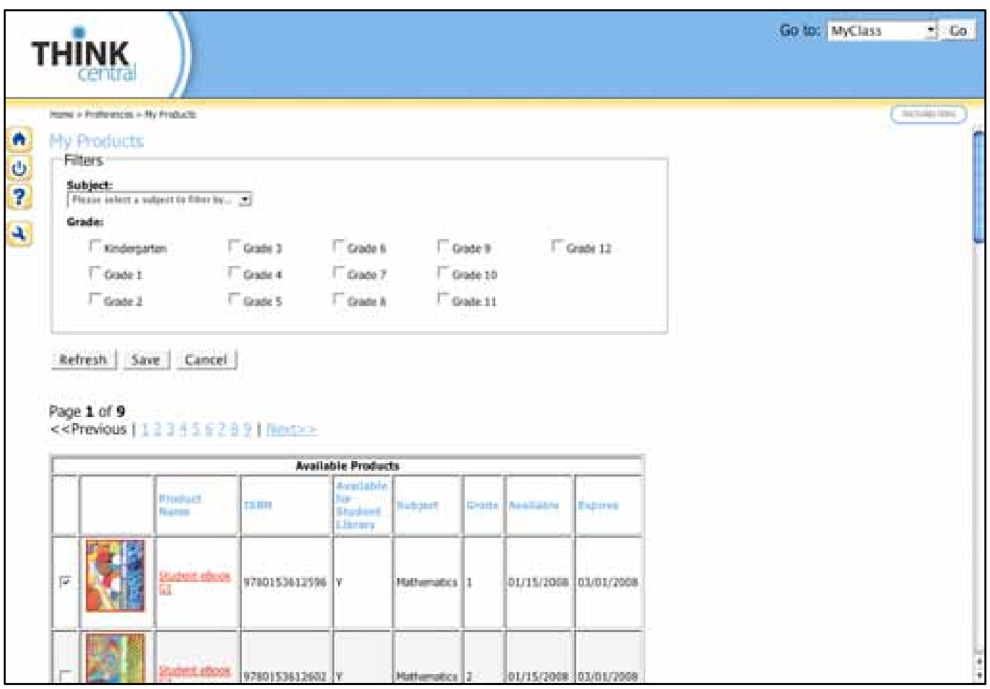


Figure 8. My Products Page

Removing Products

1. From the Teacher's Desktop, click the  button or click the Account icon and navigate to the My Products page.
2. Navigate to the checked item that you wish to delete from your account.
3. Click the check box to remove the check from the box.
4. Click Save.

Note: When deleting multiple products on different pages, click Save before moving to the next page of available products.

Account Management

From the Teacher's Desktop, click the  button to display the My Settings page.

Click Account Management to display the Search Accounts page. The Search Accounts page allows you to add a user, batch add/enroll students, and search for specific users.

Note: To batch enroll a roster of students, you must upload a CSV file to the ThinkCentral Student Batch Enrollment Wizard. Click **Batch Add/Enroll Students** to do so.

Figure 9. Search Accounts Page

CLASS AND STUDENT MANAGEMENT

Creating a Class

A class is a group of students that will be given access to Houghton Mifflin Harcourt digital resources. You can add and remove students from a class as needed. See page 15 for more information.

To create, update, or modify your classes, click the **Classes & Students** icon on the Teacher's Desktop. The Classes and Student Management page will allow you to manage your classes, groups, and students.

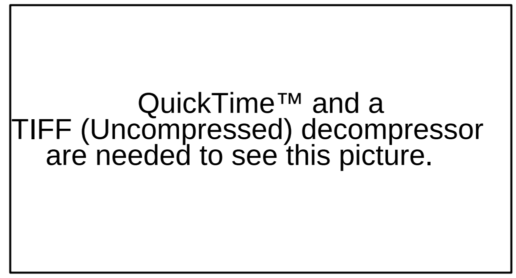


Figure 10. Classes and Students Icon

1. Navigate to the Classes and Students page by either clicking the  button, followed by Classes and Students, or by clicking the Classes & Students icon from the Teacher's Desktop.
2. Click Add a Class to open the Class Manager page.
3. Enter a class title in the text box.
4. Click the arrow to the right of the Grade heading, and select a grade from the drop-down menu.
5. Enter a description of the class in the Description text box.
6. Click Save to save your new class.
7. Click Save and Add Students to save and display the Class Manager (Edit Class) page.

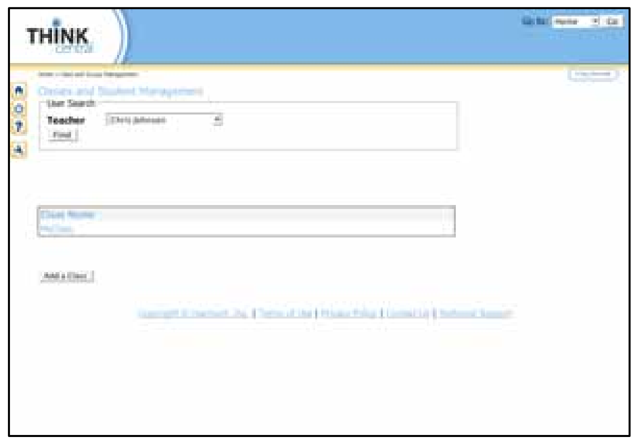


Figure 11. Class and Student Management Page

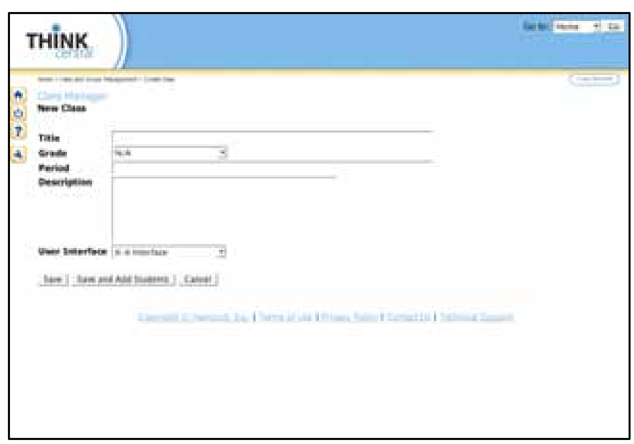


Figure 12. Class Manager Page

Class Manager (Edit Class)

The Class Manager page allows you to access the class's general information, the resources included with the class, the class roster, and groups.

1. Once you add and save a class, the Class Manager page will display. You can manipulate general information from the General tab.
2. Click the Resources tab to browse, select, or de-select available products.
3. Click the Roster tab to view, add students to, remove students from, or batch enroll students to the class roster.

Note: See page 15 for more information on adding a user. Also, see page 12 for more information on batch enrolling students.

4. Click the Groups tag to separate students into groups. From here you can add a group, edit a group, delete a group, add and remove users from a group, and save a group.

Note: See page 17 for more information on creating, adding, editing, and saving groups.

Figure 13. Class Manager (General) Page

Figure 14. Class Manager (Resources) Page

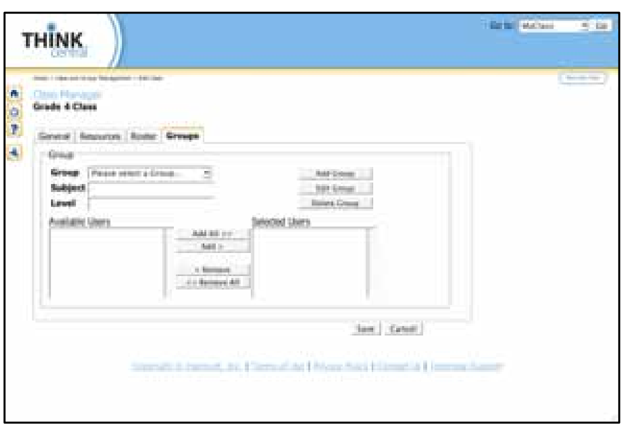


Figure 15. Class Manager (Groups) Page

Figure 16. Class Manager (Roster) Page

Adding Students

Adding students is simple and easy with ThinkCentral. To add a student, navigate to the Classes and Student Management page by clicking the Classes & Students icon on the Teacher's Desktop or the Classes and Students button from the My Settings menu.

1. On the Classes and Student Management page, select a class to add students to. Once the Class Manager displays, click the Roster tab to display the roster of that class.
2. Click Add User to display the Account Editor page.
3. Select Student as the User Type.
4. When you have entered all of the student's pertinent information, click Save. A pop-up box will appear, asking if you are sure you would like to save. Click **OK** (or, if you need to make adjustments to the information click **Cancel** and then repeat Steps 3 and 4).
5. The User Account Confirmation page will display, showing the student's name, district, school, user type, user name, and password.
6. Print or record the account information to share with the student.

Figure 17. Class Manager (Roster) Page

Figure 18. Account Editor (New User) Page

Assigning Students to a Class

Once you have created new students (see page 15 for details), you can begin adding those students to a class roster.

1. Navigate to the Class Manager page. You can do this in several ways. You may click the  button, click Classes and Students, and then choose a class. Or, you may click the Classes & Students icon from the Teacher's Desktop and then choose a class.
2. Choose the class you wish to add students to by clicking the class name. The Class Manager page will display.
3. Click the Roster tab from the Class Manager page. A roster of available users will display.
4. To move users from available to selected, click the name of the user you wish to assign and click Add >. To add all available users, click Add All >>. To remove users from your selections, you may use the **Remove** and **Remove All** buttons.

Note: You must have a teacher assigned as a selected user to save a class.

5. Once you have made all of your class assignments, click Save to save your class.

Figure 19. Class Manager (Roster) Page

Creating a Group

You can create groups to organize students, just as you would in the classroom. You can individualize instruction by assigning different tasks to each group. You may add or remove groups from a class (see page 18). You may add or remove students from a group.

1. Navigate to the Class Manager page.
2. Click the Groups tab.
3. Click  The Add Group pop-up box will appear.
4. Fill in the group name and select a subject and level for your new group. Click **Save**. The new group's information will now appear on the Class Manager page.
5. You may add and remove students from the group by clicking Add, Add All, Remove, or Remove All on the Groups tab of the Class Manager page.
6. When you are finished assigning students to the new group, click **Save**.

Note: From the Class Manager page, you can also edit or delete any groups.

Figure 20. Class Manager (Groups) Page

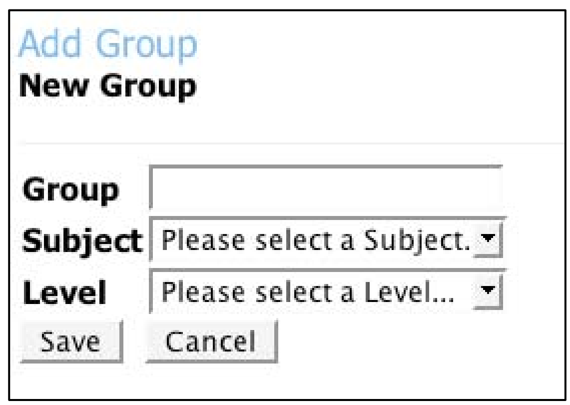


Figure 21. Add Group Pop-Up

Adding a Group to a Class

Groups are used within a class to organize students for specific projects or instructional needs. With ThinkCentral, the Class Manager takes care of adding groups to classes for you.

1. Navigate to the Classes & Students page by clicking the Classes & Students icon on the Teacher Desktop.
2. From the list of Class Names, choose the class you wish to add a group to. Click the name of the class.
3. The Class Manager Page for that class will display. Click the Groups tab to display the Groups in the Class.
4. Select a Group from the drop-down menu, or click Add Group to add a new group (see page 17 for more information).
5. When you create or modify a group from the Group tab on the Class Manager page, the Group is already established in the class you determined.

Figure 22. Class Manager (Groups) Page

Deleting a Group

1. To delete a group, select that group from the drop-down menu on the Class Manager page.
2. Click Delete Group. A pop-up box will appear, asking if you are sure.
3. Click **OK**. The group you selected will be deleted.

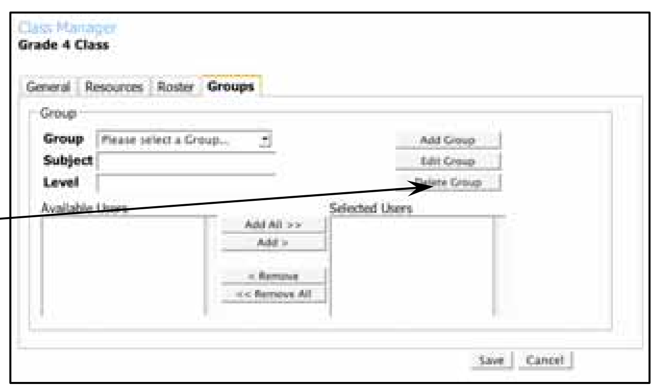


Figure 23. Class Manager (Delete a Group) Page

Viewing Class Rosters

A class roster is a list of your students' names and user names. You can change student information by clicking Edit User in the Account Editor on the Class Manager (Roster) page. To view a class roster:

1. Navigate to the Classes and Student Management page by clicking the Classes & Students icon on the Teacher Desktop.
2. Select a class from the Classes and Student Management page. Click the name of the class you wish to display. The Class Manager page for that class will display.
3. Click the Roster tab. The Enrollment Editor for your class roster will display. From here, you may add, remove, and save your class roster.

Note: See page 13 for more information about adding, removing, and saving a class.

4. Click the Account Editor button. The Account Editor for your class roster will display. From here, you may edit users (students) and view the entire class roster by name and user name.

Figure 24. Class Manager (Roster) Page

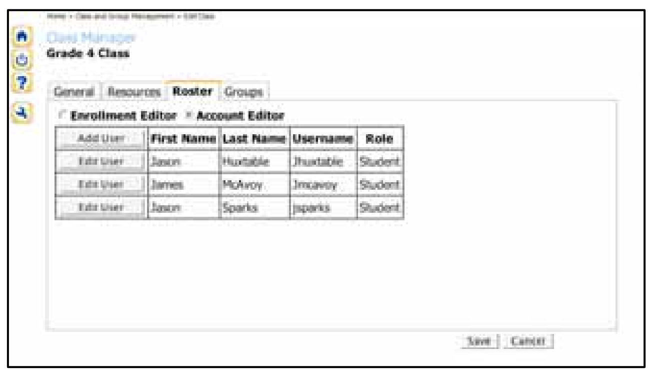


Figure 25. Roster Tab (Account Editor)

ONLINE RESOURCES

The View Resources page contains all digital publications, including digital enrichment activities, teaching slides, digital manipulatives, podcast professional development videos, enrichment videos, and more. The specific digital resources available to you depend upon what your school or district has ordered.

View Resources

To access and select items from the Online Resources:

1. Click **Start Here** on the Teacher's Desktop, or click the Resources and Assessments tab from any other page. The Resources and Assessments page will display.

2. The 

tab will be selected. Here, you can view and access any of the products available to you.

Figure 26. Start Here Icon

Note: Your entire resource library is accessible through the Resources and Assessments page. By browsing and searching, you can view and access all the content available to your school.

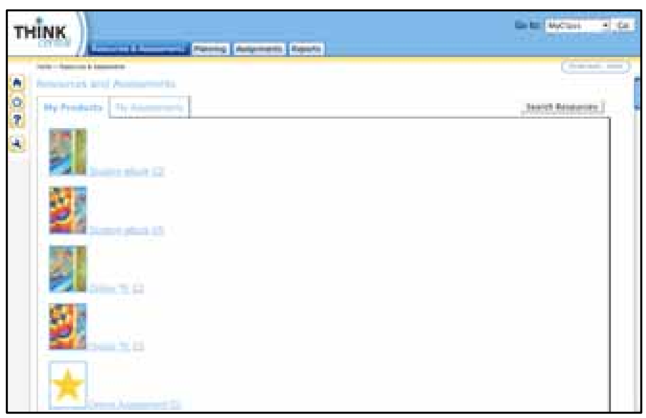


Figure 27. My Products Page

Searching for Resources

1. Click **Start Here** from the Teacher's Desktop or the Resources & Assessments tab from any other page. The Resources and Assessments page will display. The My Products tab displays your available products.

2. Click Search Resources. The Resources Search page will display.

Note: You may search for Resources, Standards, or Readers from the Resources Search page.

3. Use the Find box and the drop-down menus to specify what to search for and then click Search. Your results will display below the Search box.

4. You may click a product name to view it, or you may use the buttons to assign or schedule a product.

5. Click Assign to display the Assignment Editor page and create a new assignment.

Note: see page 30 for more information on assignments.

6. Click Schedule to display the Schedule Resource pop-up box. Choose a date and teaching block, and then click **OK**. The resource will be scheduled into your lesson planner.

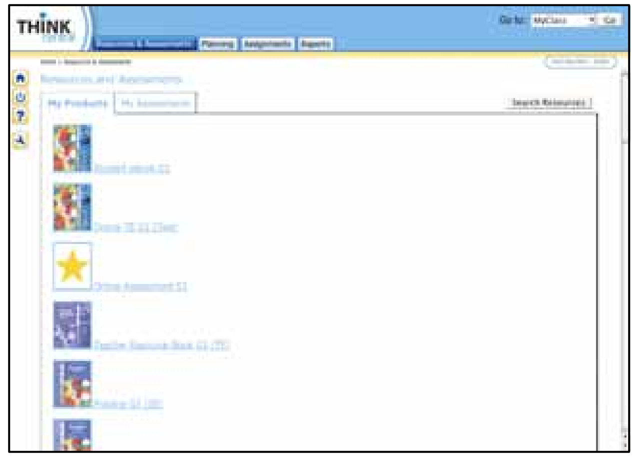


Figure 28. My Products Tab

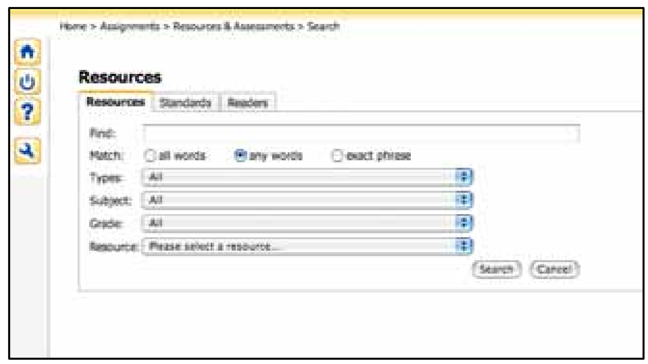


Figure 29. Resources Search Page

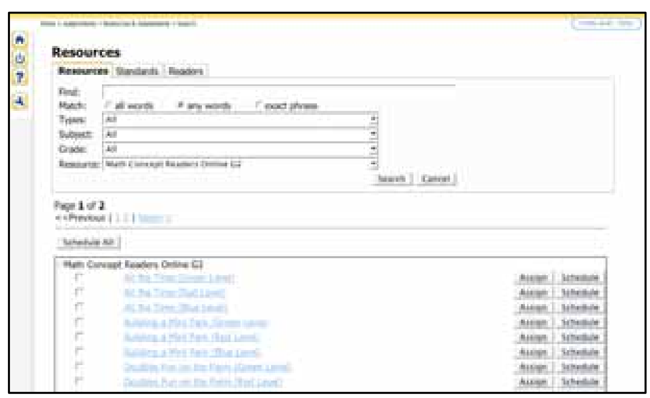


Figure 30. Search Results Page

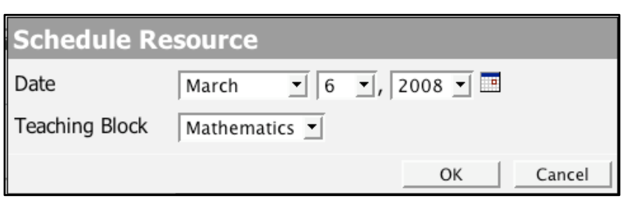


Figure 31. Schedule Resource Pop-Up Box

Readers Online

The online readers are a digital representation of the Houghton Mifflin Harcourt Readers. You can view individual readers and access readability information in just a few simple steps.

1. Navigate to the Resources Reader Online Search page by clicking **Start Here** on the Teacher's Desktop or the Resources & Assessments tab on any other page.
2. Click Search Resources, followed by the Readers tab.
3. Use the Fill-in boxes and the drop-down menus to specify what to search for and then click Search.
4. The Readers Online Search Results will display.
5. Click on Reader thumbnail images, title names, or links to open that Reader.

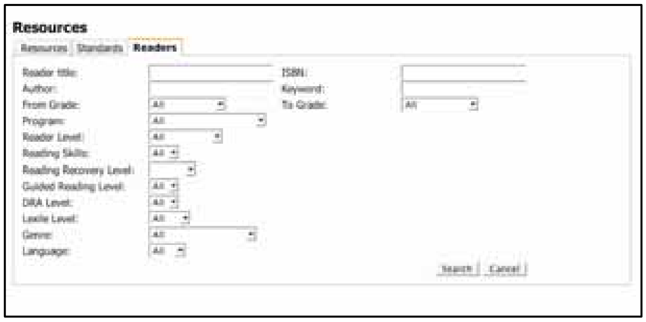


Figure 32. Readers Online Search Page

Figure 33. Readers Online Search Results

TEACHER/INSTRUCTOR PLANNING

To create, update, and modify your class lesson plans, select the Planning icon on the Teacher's Desktop, or select the 

tab on any other page.

The Weekly Lesson Planner page allows you to do the following:

• View your lesson plans

• Create, edit, and delete lesson plan items

• View student assignments

• Adjust settings

QuickTime™ and a
TIFF (Uncompressed) decompressor
are needed to see this picture.

Figure 34. Planning Icon

Settings

ThinkCentral allows you to customize the Lesson Planner settings to suit your needs and preferences.

1. Navigate to the Lesson Planner page by clicking the Planning icon on the Teacher Desktop or clicking the Planning tab on any other page. The Lesson Planning page will display.

2. Click 

. The Settings pop-up box will display your Settings options.

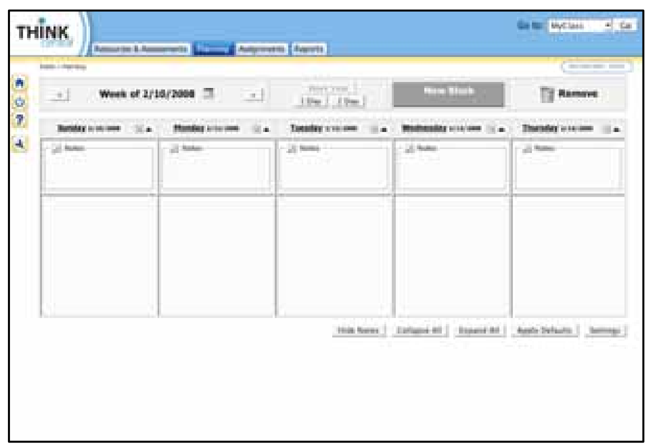


Figure 35. Lesson Planner Page

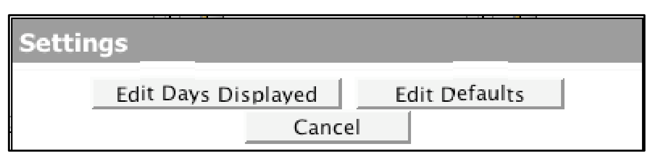


Figure 36. Lesson Planner Settings Pop-Up

3. You can use the buttons to choose to Edit Days Displayed or Edit Defaults.
4. The Days Displayed pop-up box offers check boxes to select which days of the week you would like to see on your Lesson Planner. Make your selections and click **OK** to save and view your customized Lesson Planner.
5. Clicking the Edit Defaults button will display the Default Lesson Planner Page. Here, you can set up teaching blocks to be default teaching blocks. From the Lesson Planning page, you can click Apply Defaults to apply the default Teaching Blocks to any Lesson Planning week to save time. To exit Default Mode, click Exit Default Mode.

Note: See page 25 for more information on Teaching Blocks.

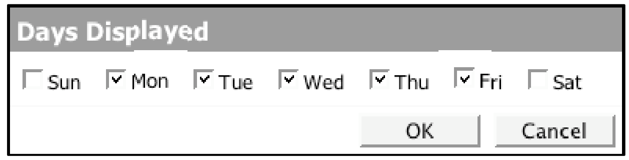


Figure 37. Days Displayed Pop-Up

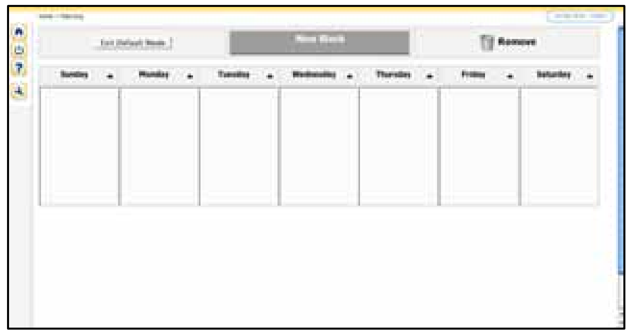


Figure 38. Default Lesson Planner Page

Teaching Blocks

Teaching blocks represent the subjects that you teach. You can set up default teaching blocks on your Default Lesson Planning Page and then apply them to any week that you wish. This will save you time when planning subjects that occur on a regular basis.

To set your default teaching blocks:

1. Navigate to the Lesson Planning Page by clicking the Planning icon on the Teacher's Desktop or the Planning tab on any other page.
2. Click Settings. The Settings pop-up will display your Settings options.
3. Click **Edit Defaults**. The Default Lesson Planner Page will display. Here, you can set up teaching blocks to be default teaching blocks. To exit Default Mode, click Exit Default Mode.
4. Click **Edit Days Displayed** to modify which days display on your Lesson Planning page.
5. From the Lesson Planning page, you can click Apply Defaults to apply the default teaching blocks to any planning calendar week.

Figure 39. Settings Pop-Up Box

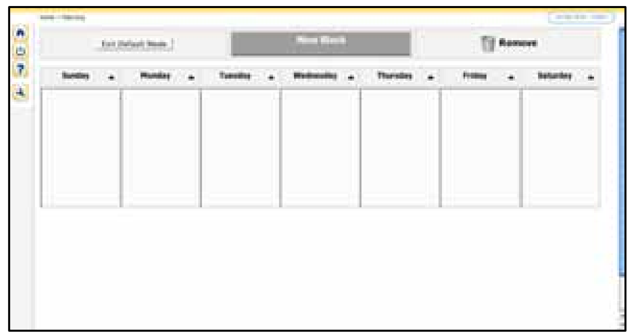


Figure 40. Default Lesson Planning Page

Figure 41. Weekly Lesson Planning Page

To create custom teaching blocks for specific subjects and days:

1. Click and drag a new block from the New Block box, and drop it in the day for which you wish to plan a teaching block. The Block Settings pop-up box will display.
2. Using the drop-down menus, select the order in which you wish the teaching block to appear and the subject.
3. Fill in a title for your teaching block, or leave the default subject.
4. Click **OK**. Your new teaching block will appear in the day column in which you dropped the new box.

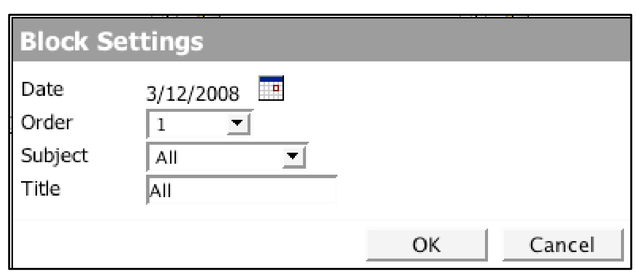


Figure 42. Block Settings Pop-Up Box

You may make changes to your teaching blocks once they are placed by clicking one of the three icons at the top right of each block.

- Click to clear the teaching block.
- Click to schedule an item to the teaching block. This button will open the Add Item pop-up box. You may add a custom item or a Houghton Mifflin Harcourt resource. Click Add a Custom Item to add a custom item. The Add/Edit Custom Item pop-up box will display. Input the title and URL of the custom item you wish to assign to the teaching block, and click **OK**.
- Click Add a Resource to add a Houghton Mifflin Harcourt resource. The Resources Search page will display.

Note: As you add items to a teaching block, they will display underneath the subject (or title you chose) of the block. To view/hide the teacher block details, click Expand All, Collapse All, or the arrow at the top right of each block, .

- Click to edit the block. This button will open the Block Settings pop-up box. (See page 23 for more information.)

Note: At any time, you may click Notes to edit and save any notes for a specific day of your planning calendar.

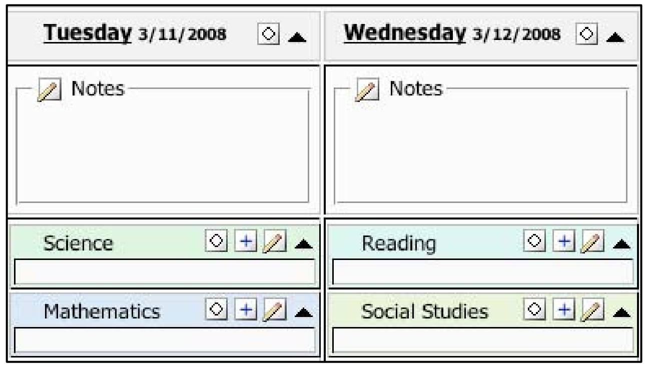


Figure 43. Teaching Blocks

Figure 44. Add Item Pop-Up Box

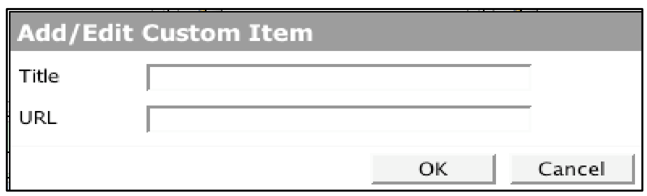


Figure 45. Add/Edit Custom Item Pop-Up Box

Managing Your Planning Page

- Your Lesson Planning page can display in three ways. By default, the entire week displays, but you may select a one-day or two-day view instead. Click 1 Day or 2 Day to change from week view. To change back, click Week View.
- To remove a teaching block at any time, click and drag the block to the trashcan icon, Remove.

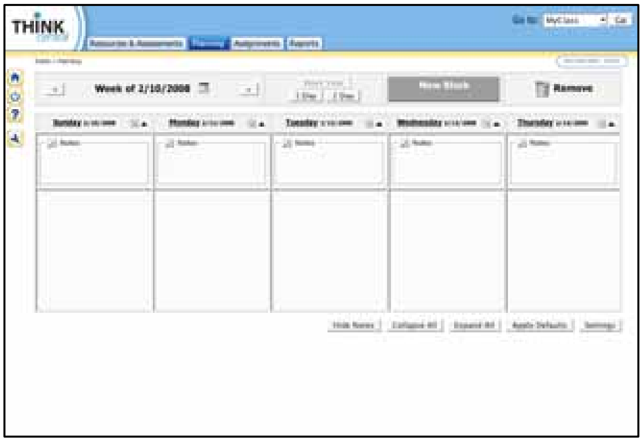


Figure 46. Planning Page

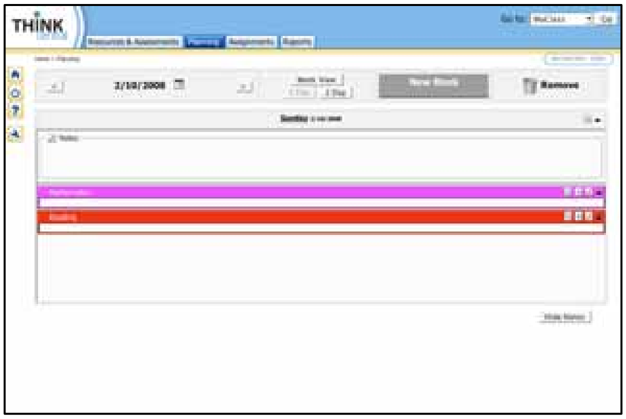


Figure 47. One-Day View

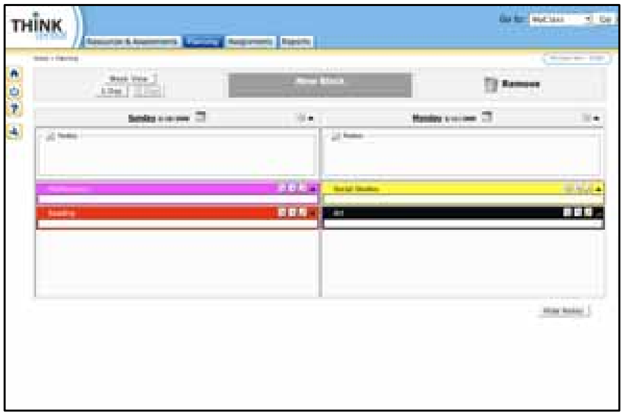


Figure 48. Two-Day View

Scheduling by Using Your TE Planning Pages

To better assist you in coordinating your lessons with the available online resources, ThinkCentral enables you to add items from your online TE directly to your ThinkCentral planner in a few simple steps:

QuickTime™ and a
TIFF (Uncompressed) decompressor
are needed to see this picture.

Figure 49. Online TE Suggested Lesson Planner Page

1. Select any clickable resource. The View, Schedule, Assign pop-up box will appear. Click **View** to view the selected resource.
2. Return to your Online TE Suggested Lesson Planner page; select any clickable resource; and click S**chedule** from the View, Schedule, Assign pop-up box to display the Schedule Selected Resource page. Click the circle to the left of the assignment you wish to assign. Click **Assign**. The Make an Assignment page will display. Or, click **Assign** from your Online TE Planning page to display the Make an Assignment page.

QuickTime™ and a
TIFF (Uncompressed) decompressor
are needed to see this picture.

Figure 50. View, Schedule, Assign Pop-Up Box

Note: See page 30 of this Guide for more information on making an assignment.

Scheduling by Using the Resources and Assessments Page

To better assist you in coordinating your lessons with the available online resources, ThinkCentral enables you to add items from the online resources directly to your planner in a few simple steps:

1. Navigate to the Resources and Assessments page by clicking **Start Here** on your Teacher's Desktop or by clicking the Resources & Assessments tab from any other page.
2. Click Search Resources. The Search Page will display, with the Resources tab active.

Note: You may also search for Standards or Readers from the Search Page.

3. Use the box, buttons, and drop-down menus to select your search criteria. Click **Search**. Your results will display below the search box.
4. You can assign or schedule a particular resource by clicking Assign or Schedule to the right of the resource title.
5. Click Assign to display the Assignment Editor. Fill in the assignment information, the dates and times, and the students. Click **Save** to save the assignment.

Note: For more information about the Assignment Editor, see page 30.

6. Click Schedule to display the Schedule Resource pop-up. Select a date and a teaching block. The resource will be scheduled to your Planning Page.

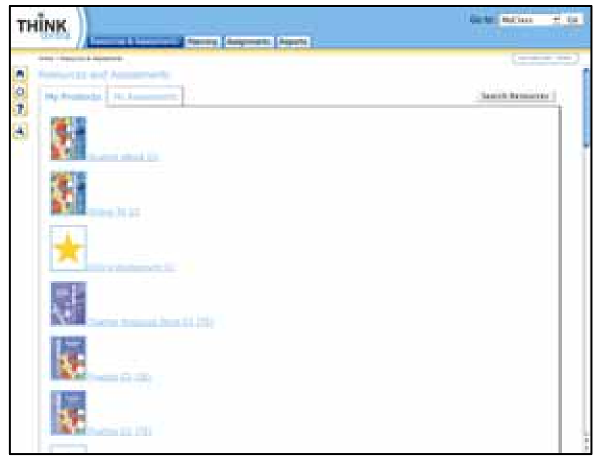


Figure 51. Resources and Assessments Page

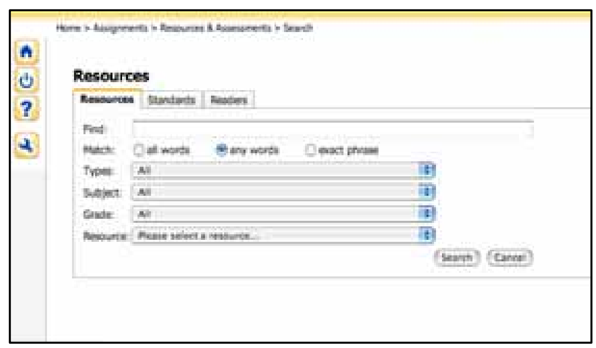


Figure 52. Search (Resources) Page

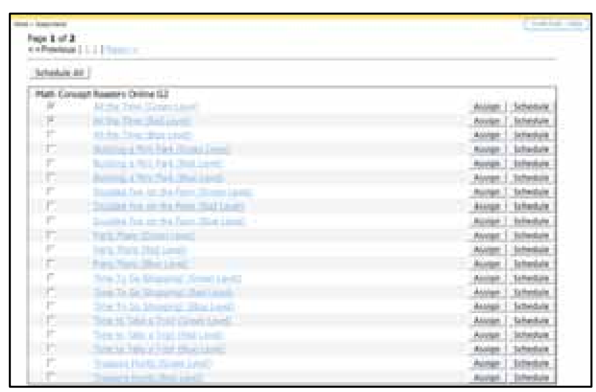


Figure 53. Search Results Page

STUDENT ASSIGNMENTS

ThinkCentral allows you to assign provided activities and reading assignments digitally. You will also be able to create custom assignments and view all assignments, custom or provided.

Adding Assignments

1. Navigate to the Assignments Page by clicking the Assignments icon from the Teacher's Desktop or by clicking the Assignments tab from any other page.
2. You can search and view assignments. See page 32 for more information.
3. From the Assignments page, you can create an assignment for any provided activity or resource.
4. To add an assignment, click Add an Assignment. The Assignment Editor Page will display, with the Assignments tab active.
5. Fill in the title and instructions. Choose a subject from the drop-down menu.
6. Click the Dates & Times tab to edit the availability of the assignment.
7. Click the Students tab to add and remove students.
8. Click Save to save your assignment. The Assignments page will display, and the assignment will appear in the Assignments box.

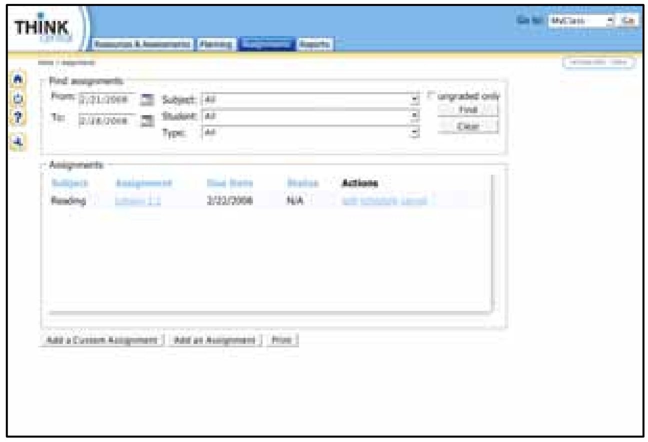


Figure 54. Assignments Page

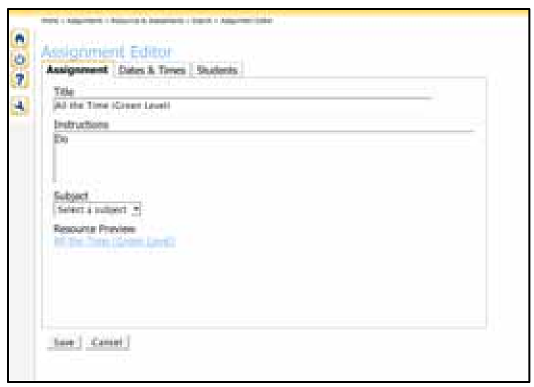


Figure 55. Assignment Editor Page

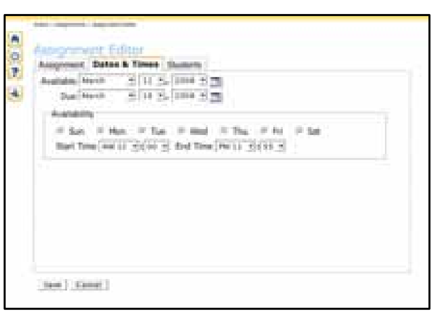


Figure 56. Assignment Editor (Dates & Times) Page

Figure 57. Assignment Editor (Students) Page

Adding Custom Assignments

1. Navigate to the Assignments Page by clicking the Assignments icon from the Teacher's Desktop or by clicking the Assignments tab from any other page.
2. You can search and view assignments. See page 32 for more information.
3. From the Assignments page, you can create a custom assignment.
4. To add an assignment, click Add a Custom Assignment. The Assignment Editor Page will display, with the Assignments tab active.
5. Fill in the title and instructions. Choose a subject from the drop-down menu.
6. Click the Dates & times tab to edit the availability of the assignment.
7. Click the Students tab to add and remove students.
8. Click Save to save your assignment. The Assignments page will display and the assignment will appear in the Assignments box.

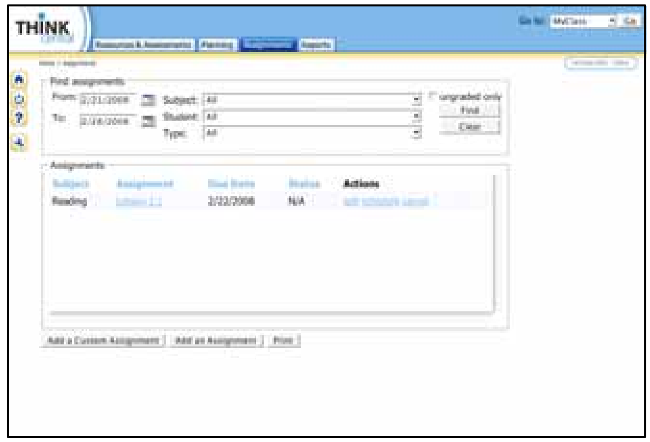


Figure 58. Assignments Page

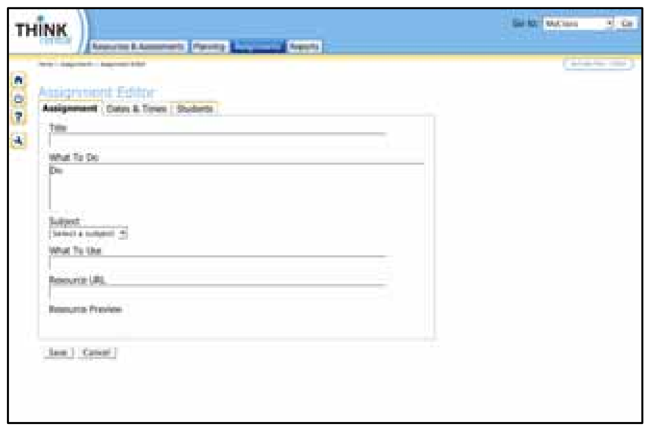


Figure 59. Assignment Editor (Custom) Page

Viewing Assignments

The Assignments page displays assignments that have been made. It also has a search feature. As a default, it shows all assignments from one week ago to one week in the future. You can use the steps below if you want to see assignments outside the default range.

1. Navigate to the Assignments Page by clicking the Assignments icon from the Teacher's Desktop or by clicking the 

tab from any other page.
2. You can search for an assignment by date, subject, student, and type. Use the drop-down menus to specify your search requirements.
3. Click **Find** to search for assignments. Your results will display in the Assignments box.
4. For detailed information about any assignment, click the blue highlighted assignment name. The information will display.

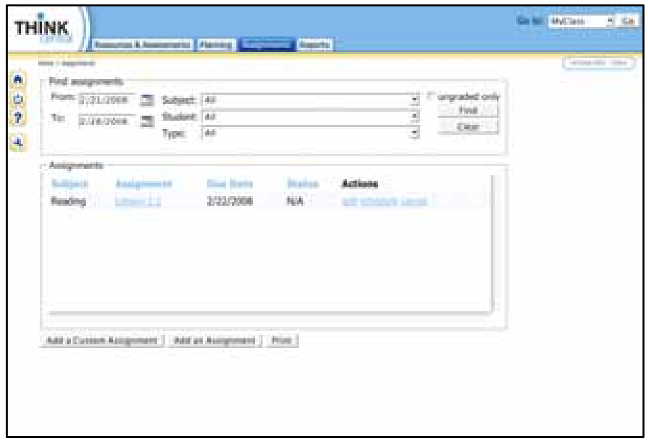


Figure 60. Assignments Page

Figure 61. Assignment Information

STUDENT ASSESSMENTS

Creating a New Assessment

As a teacher, you may create Assessments for your class.

1. From the Teacher's Desktop, click **Start Here** or the Resources & Assessments tab on any other page to display the Resources and Assessments page.

2. Click the My Assessments tab.

2. Click New Assessment to access the New Assessment Page Settings. Fill in the Title, Subtitle, Description, and Pre-test Instructions of the assessment you wish to create.

3. Click Save to save your entry. The New Assessment Page will display.

4. From the New Assessment Page (Assessment Editor) you can add a question set, add a single question, configure the test, select all of the questions, delete a question set, and preview the entire assessment.

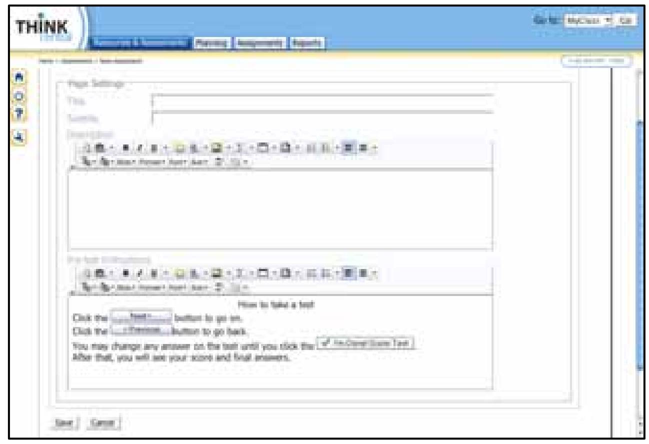


Figure 62. Page Settings Page

Figure 63. New Assessment Page (Assessment Editor)

New Assessment Question Settings

When creating a new assessment for your class, you may set guidelines for the test.

1. Click **Configure** on the Assessment Editor to display the Question Set Settings. You can select between the General and Interaction tabs.
2. The General settings allow you to set the title of the Question Set and create heading text, if desired.
3. The Interaction settings are presentation settings, such as how the test displays and a time limit structure.
4. Select options by clicking the checkboxes or circles to the left of the options.
5. Click **Save** to save your selections.

Figure 64. Question Set Settings (General)

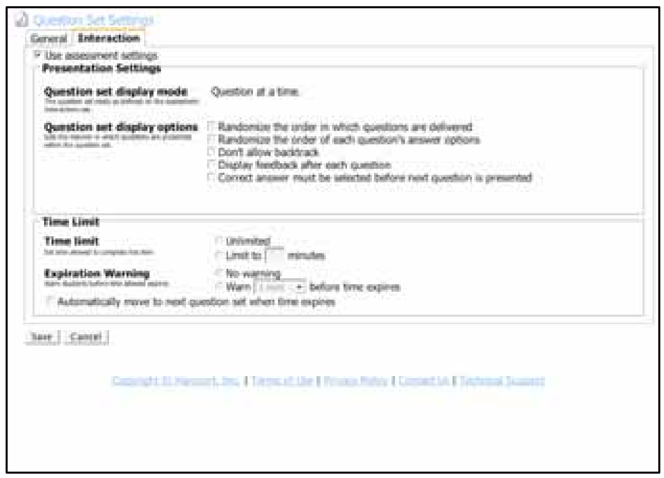


Figure 65. Question Set Settings (Interaction)

New Assessment Information

Click the **At a Glance** tab to display the At a Glance Page, which offers specific information about the assessment you have created.

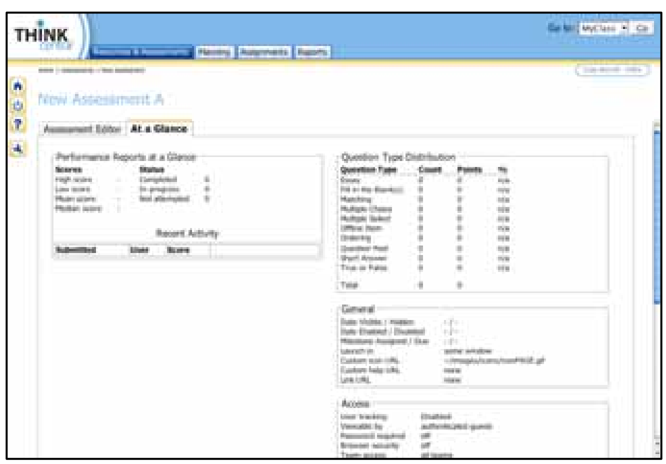


Figure 66. At a Glance Page

New Assessment - Questions

When you access the New Assessment Page, the Assessment Editor offers options on creating your new assessment.

1. Click Add Question Set to name and save a new set of questions.

2. Click Add Question to open the Add Questions Options Page. Here, you can choose to copy questions from an assessment, search the question bank, browse the question bank, or access the question pool.

Note: Browsing the question bank is an effective way to view all of the products available. Choosing the Online Assessment for a specific grade level offers all of the assessment questions within that grade level.

3. Choose an assessment you wish to access questions from by clicking the checkbox to the left of the assessment title.

4. When finished selecting resources you wish to include in your assessment, scroll to the bottom of the page and click Done. The Assessment Editor will display, showing the test items in the Question Set: Questions window.

5. The test is now complete and is automatically saved. Anytime you access My Assessments from the Resources and Assessments page, the new assessment will display.

Figure 67. Add Questions Options Page

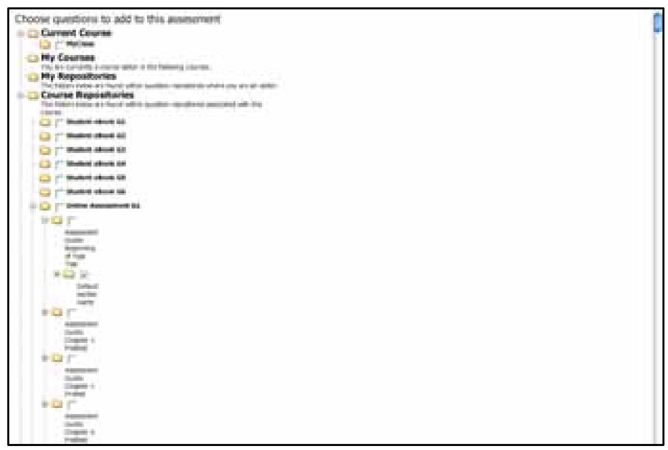


Figure 68. Question Bank

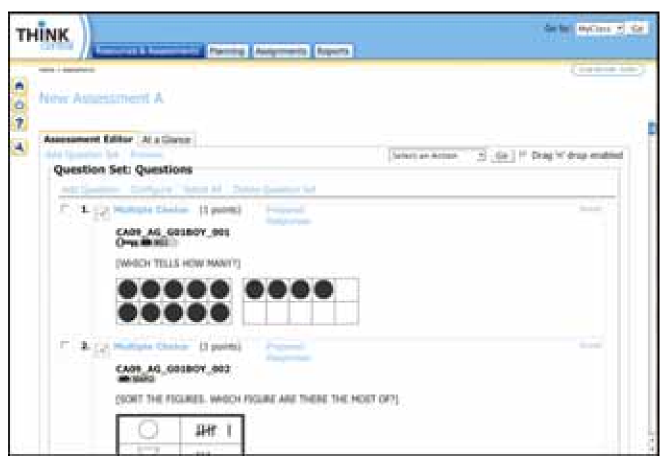


Figure 69. Question Set Window

Student Assessment Results

1. Select the Assignments icon on the Teacher's Desktop, or click the Assignments tab from any other page. The View Assignments page will display.

2. Click view class results & prescriptions to display the View Class Results & Prescriptions page.

3. Click View Test & Enter Scores to display the test score information.

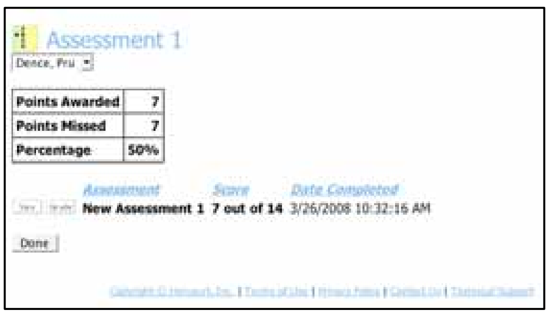


Figure 71. Test Score Information

4. The student's test score information will display.

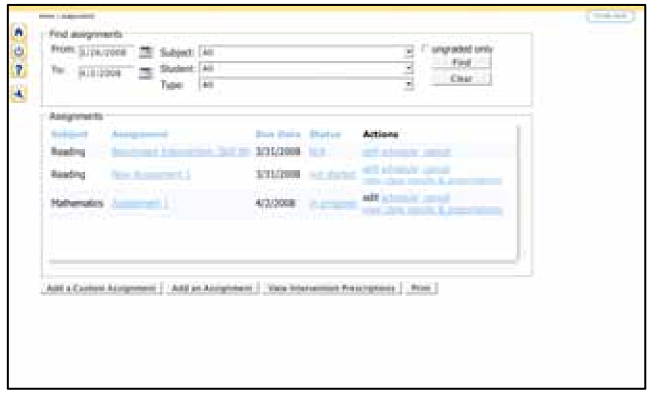


Figure 70. View Assignments Page

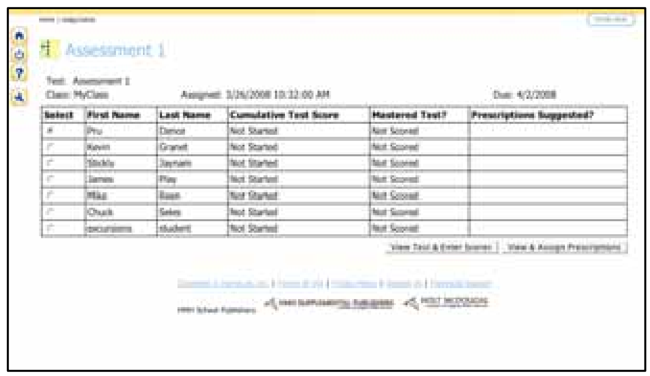


Figure 72. View Class Results & Prescriptions Page

Scoring Open-Ended Assessments Items

Open-ended assessment items consist of fill-in-the-blank and/or essay questions. You can score these answers by following a few simple steps.

1. Select the Assignments icon on the Teacher's Desktop, or click the Assignments tab from any other page. The View Assignments page will display.
2. Click view class results & prescriptions next to the Assessment or Assignment you wish to grade to display the Assessment Details page.
3. Click View Test & Enter Scores. A pop-up window with the score details for your selected student will display.
4. Click **Grade**. The test will open in a pop-up, where you can input scores for items that are not automatically scored by ThinkCentral. Click **Save** to save the scores you input.

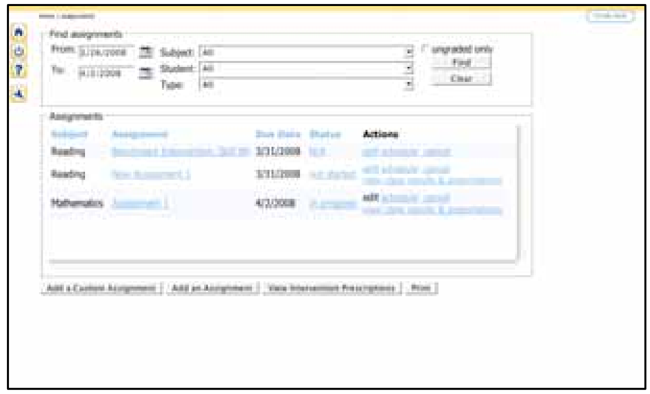


Figure 73. View Assignments Page

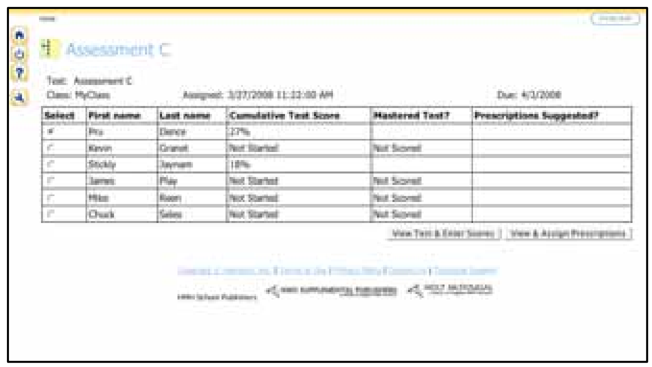


Figure 74. Assessment Details Page

Prescriptions

ThinkCentral offers prescriptions to help students who have not mastered a particular topic or skill. Prescriptions are generated based on your students' performance on a specific assessment. If a student performs below mastery level, ThinkCentral will recommend additional assignments that will enable the student to remediate his or her deficiencies. You can View, Schedule, and Assign prescriptive resources just as you would a regular assignment or assessment. To access Prescriptions, follow these simple steps:

1. From the Teacher's Desktop select the Assignment icon or click the Assignments tab on any other page. The View Assignments page will display.
2. Click view class results & prescriptions to display the View Class Results and Prescriptions page.
3. Select a student who has not mastered the selected assignment.
4. Click View & Assign Prescriptions. The View & Assign Prescriptions page will display.

Note: A pop-up may appear informing you that a standard set was not selected for the assignment. If you did not pre-assign a standard set, you will be able to do that on the View & Assign Prescriptions page.

5. If you did not pre-assign a standard set, select one from the drop-down menu. Click **Find**. The Prescriptions box will populate.
6. Choose from the View Resource, Schedule, Assign buttons to access the prescriptions.
7. Click **Schedule** to display the Schedule Selected Resource page.
8. Click **Assign** to display the Make an Assignment page and assign the suggested resource.

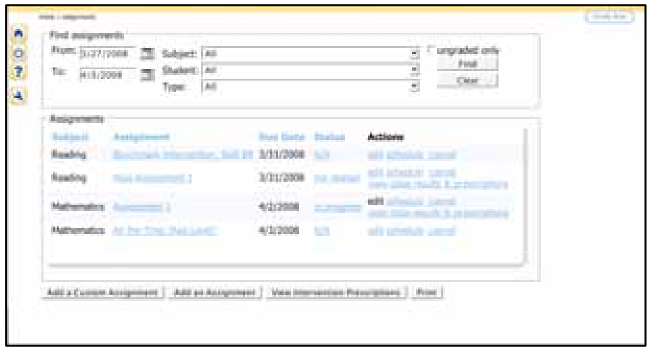


Figure 75. View Assignments Page

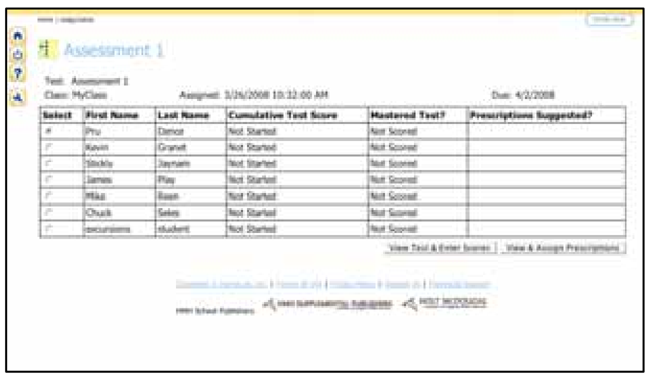


Figure 76. View Class Results & Prescriptions Page

Intensive Intervention

ThinkCentral offers Intensive Intervention to help students who have not mastered a particular topic or skill. Intensive Intervention is another way for a student to learn subject material and keep up with the pace of the classroom. You can access your Intensive Intervention Actions by following these simple steps:

1. From the Teacher's Desktop select the Assignment icon or click the Assignments tab on any other page. The View Assignments page will display.
2. Click View Intervention Prescriptions. The Intensive Intervention Page will display.
3. Select a student who has not mastered the selected assignment.
4. Click Student Details. The Intervention Path Page will display. From this page, you

Figure 77. Intensive Intervention Page

REPORTS

Houghton Mifflin Harcourt's ThinkCentral Reports feature helps you analyze how well your students are acquiring skills and concepts so you can make adjustments to the class schedule as needed. There are several report areas. You can generate reports in the following categories:

- Class Performance Report – identifies how the class and each student in the class are performing against specific state standards or lesson objectives.
- Class Summary – identifies how each class is performing on selected tests, such as class average on selected tests.
- Class Report by Standards Not Mastered – identifies the standards not mastered for a selected class including those not taught by the teacher and, including those not grasped by each student.
- Student Performance Report – identifies how each student is performing against specific state standards or lesson objectives.
- Student Test Summary – shows all tests assigned to a student and his/her results on those tests.
- Student Assessment Report – provides a comprehensive view of a student's assessment results across subjects and classes for a selected teacher.

Generating Reports

1. Select the Reports icon on the Teacher's Desktop, or click the Reports tab on any other page.

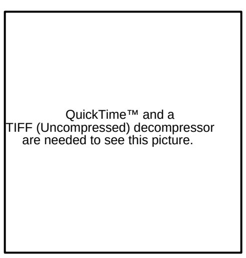


Figure 78. Reports Icon

Figure 79. Reports Page

2. The Reports page will display. Click the button to the left of the report you wish to generate.

3. Click **Create Report**. ThinkCentral will direct you to the Create Report page for the type of report you chose.
4. On the Select Criteria portion of the Create Report page, enter or select the information as required. The QuickTime™ and a TIFF (Uncompressed) decompressor are needed to see this picture. button will become available once you select the report criteria.
5. Click QuickTime™ and a TIFF (Uncompressed) decompressor are needed to see this picture. .
6. The Select Test portion will display.
7. Select the available test or tests to be included in the report by checking the corresponding check boxes.
8. Use the button to choose the format in which you would like the report to export.

Note: You may choose from HTML, Excel, and PDF format for your reports.

9. Click QuickTime™ and a TIFF (Uncompressed) decompressor are needed to see this picture. .
10. You will be prompted to download and/or save your report. Once you have downloaded or saved your report, you may view it in your selected format.

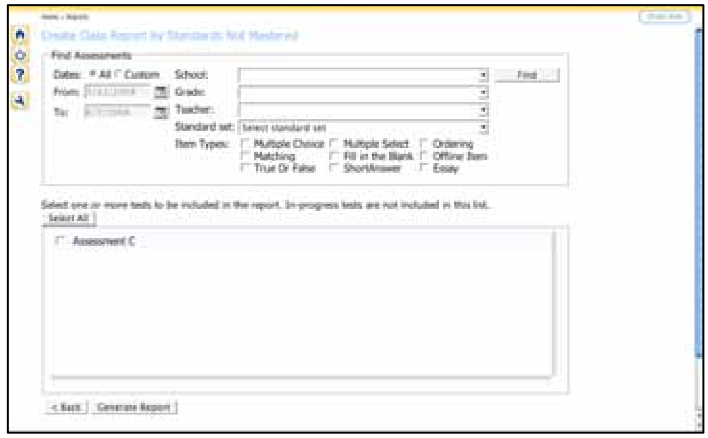


Figure 80. Create Report Page

View Class Reports

1. To view a class report, navigate to the Reports page by selecting the icon on the Teacher Desktop or by clicking the Reports tab.
2. You may choose from Class Performance Report, Class Summary, and Class Report by Standards Not Mastered.

Note: See page 44 of this guide for details on each class report.

QuickTime™ and a
TIFF (Uncompressed) decompressor
are needed to see this picture.

Figure 81. Class Report Options

3. Select the button of the report you wish to create.
4. Click QuickTime™ and a TIFF (Uncompressed) decompressor are needed to see this picture. .
5. Follow steps 4–10 of **Generating Reports** on page 41 of this guide.

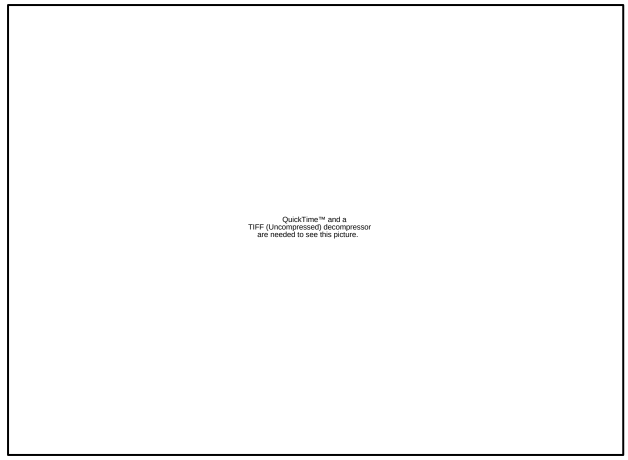


Figure 82. Sample Class Report

View Student Reports

1. To view a student report, navigate to the Reports page by selecting the icon on the Teacher Desktop or by clicking the Reports tab.
2. You may choose from Student Performance Report, Student Test Summary, and Student Assessment Report.

Note: See page 40 of this guide for details on each class report.

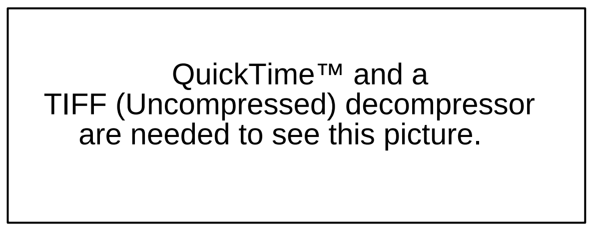


Figure 83. Student Report Options

3. Select the button of the report you wish to create.
4. Click QuickTime™ and a TIFF (Uncompressed) decompressor are needed to see this picture. .
5. Follow steps 4–10 of **Generating Reports** on page 41 of this guide.

Figure 84. Sample Student Report

STUDENT INTERFACE INFORMATION

ThinkCentral is different for students. They will view different icons on their Desktop, examined below. The student interface is less complicated for student ease. See **Student's Desktop** for explanations of each student interface feature.

Getting Logged In

1. Navigate to the ThinkCentral Login web page.
2. Select your state, district, and school.
3. Click the **Remember my organization** button.
4. Enter your user name and password.

5 Click QuickTime™ and a TIFF (Uncompressed) decompressor are needed to see this picture. .

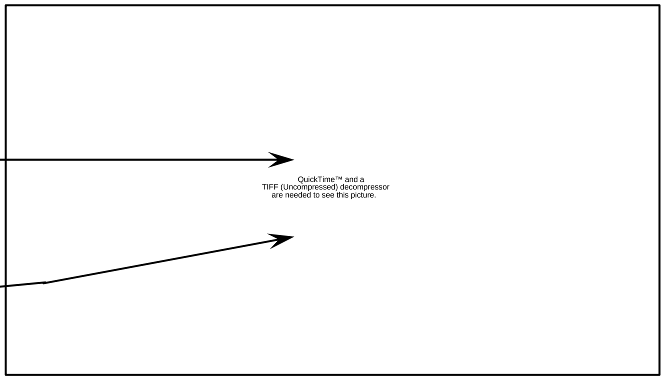


Figure 85. Login Page

STUDENT DESKTOP

The Student Desktop has five clickable icons that your student can use to do different things.

- Library – In the Library, they will find all the Houghton Mifflin Harcourt products that are available.
- Things to Do – Students may explore all of their assignments and complete assessments in the Things to Do section.
- My Test Scores – On the My Test Scores page, students can view their test scores and keep up with personal progress.
- Getting Started – This section offers an introduction movie to get to know ThinkCentral.
- Take a Tour – This is an online tour of ThinkCentral.

Figure 86. Student Desktop

The Desktop also offers navigation buttons (on the left side of the screen) for you to move around ThinkCentral

• Click  to return to your Student Desktop.

• Click  to log out.

• Click  to see the Online Help.

Things to Do

Students can click the Things to Do icon to view a list of scheduled assignments.

1. Students can click the Things to Do robot icon on the Student Desktop or on the top tab of any other page to visit the Things to Do page.

Figure 87. Things to Do Icon

2. In the list of assignments, students can click the assignment they wish to work on. The item will open in a separate window.

Figure 88. Things to Do Page

Library

Students can click the Library icon to view the resources available.

1. Students may click the Library computer monitor icon on the Student Desktop or on the top tab of any other page to visit the My Library page.

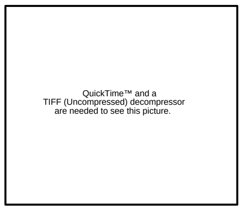
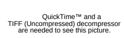


Figure 89. Library Icon

Figure 90. My Library Page

2. Students can click the drop-down arrow next to **Select a Subject,** and choose a subject from the list.

3. Students can click  . The activities and assignments for that subject will appear.

4. Students can click the resource they wish to view. The resource will appear in a separate window.

My Test Scores

Students can click the My Test Scores icon to view the results of assessments.

1. Students can click the My Test Scores icon on the Student Desktop or on the top tab of any other page to visit the My Test Scores page.

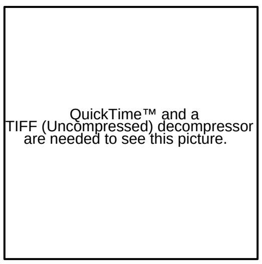


Figure 92. My Test Scores Icon

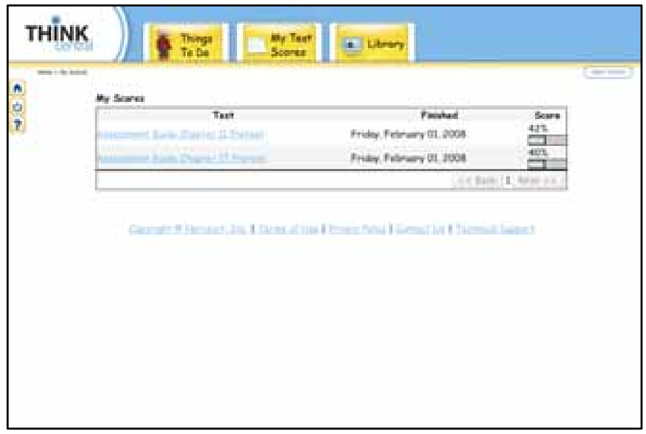


Figure 91. My Test Scores Page

2. The student's test scores will appear.
3. Students can click any test to view the results question by question.

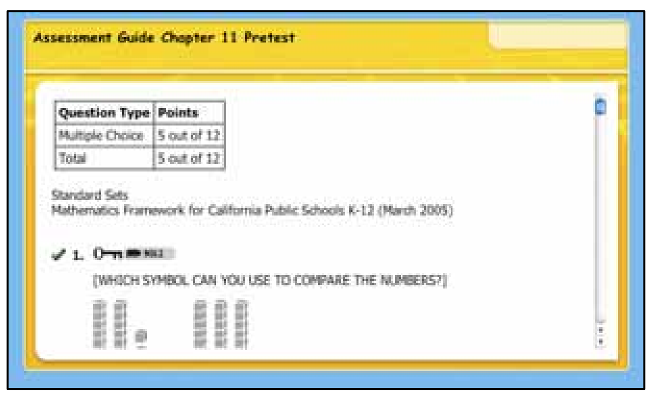


Figure 93. Test Results Page

HELPFUL INFORMATION

System Requirements

Each PC or Mac that will be used by teachers, students, administrators, and/or parents to access web products must meet the following set of minimum system requirements.

Operating Systems	Browser Requirements
Windows 2000, XP	Internet Explorer 6.X or 7.X
Mac OS10	Firefox 1.5 or 2.X
	Safari 2.0

All browsers must have the latest version of the following free plug-ins:

- Macromedia Flash v9 or later (http://www.adobe.com/downloads/)
- Macromedia Shockwave v10 or later (http://www.adobe.com/downloads/)
- Apple Quicktime v7 or later (http://www.apple.com/quicktime/download/)
- Adobe Acrobat Reader 8 or later (http://www.adobe.com/downloads/)

All browsers must :

- Enable cookies
- Enable java script
- Allow pop-ups from www.eharcourtschool.com and www.thinkcentral.com

Computers used by students will require:

- A screen resolution of 800 x 600 or higher.
- Audio capability in the form of speakers or headphones

Computers used by teachers or administrators will require:

- A screen resolution of 1024 x 768 or higher.
- Audio capability in the form of speakers or headphones

PCs or Macs that do not meet minimum requirements cannot be used successfully with web products.

If you need assistance, please ask your school's technical coordinator or contact Houghton Mifflin Harcourt School Publishers Technical Support. See page 52 for contact information.

Frequently Asked Questions

1. How do I register?

To register on ThinkCentral you will either need an access code, or a manager will create an account for you. Access codes may only be used once, so if you get a message that says the code has already been used, please contact Technical Support to request a new access code. If someone at your school or district has a manager account on ThinkCentral you may also request they create an account for you. This method does not require an access code. Accounts for students may be created by teachers or managers. There is also an option to import students or teachers from a CSV (comma separated values) file. See page 5 of this guide for more information.

2. I don't see all the products that I think I should have.

To see all the products that are available to you, log in to your account and click the **Account** link from the main menu. Click **Update My Products** on the left side of the account menu. In this menu you can search for products available to you, then using the checkboxes on the left side, enable or disable specific products. This will add or remove the products from your resources list. Be sure to click the **Save** button at the bottom if you make any changes. If you still don't see the product you are looking for, contact your account manager or the Technical Support Center. See page 12 of this guide for more information.

3. How do I import teachers or students?

Managers may create manager, teacher, and student accounts. If large numbers of users need to be added, it may be more efficient to import the users from a CSV file. Manager accounts may not be imported, only teachers and students. To import users, click the **Account** link from the main menu. If logged in as a manager, click the **Users** tab, then **Import User**. If logged in as a teacher, click the **Classes & Students** tab, then **Manage Students**, then **Import User**. From the **Import User** menu there is a link to detailed instructions (in PDF format) that may be saved and printed.

4. Where are the Readers Online?

The Harcourt Readers Online may be accessed 2 ways. After logging in to your teacher account, click **Start Here**. In the Resources menu, click the **Search** link on the left side. From there, you can either click the Resources drop-down list and select the Readers Online, or click the **Readers Online** tab to access a detailed search menu. In the Readers Online menu there are many criteria you can search for, such as reader level and genre. You can leave all of the fields blank and click **Find** to retrieve a list of all readers. See page 23 of this guide for more information.

5. Where are the decodeables/pre-decodeables for StoryTown?

The Decodable and Pre-Decodable books are found in the Resources menu. Click the **Start Here** link once you login to access the list of resources. If you do not see the books in the resources menu and you believe you should have access to them, please contact Harcourt Technical Support at 1-800-419-3900. To grant your students access to these books, you will need to make a new assignment and assign a page from the book to the class. When the students login, they will see the assignment in their Things to Do list. When they click the assignment, the book will open to the assigned page. The student will be able to access the entire book online.

6. Where are the Strategic Intervention Interactive Readers for Storytown?

The Strategic Intervention Interactive Readers are found in the resources search menu and need to be assigned to classes in order for students to access them. After you log in, click the **Start Here** link to open the resources menu. Click the **Search** link on the left side, then click the resources drop-down list and select the Strategic Intervention Interactive Readers. Click **Find**. To grant your students access to these books, you will need to make a new assignment and assign the reader to the class. When the students log in they will see the assignment in their Things to Do list. The readers will also be available in your resource library.

7. Why can't students see resources in the library (such as decodables)?

When you create a class you will be presented with a list of resources you can put in the students' library. When students log in and open their library, some of these resources may not appear. Only resources that are flagged "free play" will appear in the student library when they are enabled by the teacher. To see which resources are free play, click the **Account** link after you log in. Click the **Update My Products** link on the left side. You will then be presented a list of resources available to you and any that are free play will have a "Y" in the free play column. Any resources that are not free play will need to be set up as an assignment in order for the students to access them. Any resources that should not be viewed by students (such as teacher editions) will not be viewable by students even if linked to the library or assigned.

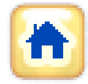
8. Where is the Online Assessment?

The Online Assessment is found in the resources search menu and needs to be assigned to classes in order for students to access it. After you login, click the **Start Here** link to open the resources menu. Click the **Search** link on the left side. From the resources drop-down list select Online Assessment. Then, click **Find**.

9. How do I print the Student Edition/Teacher Edition?

While many of the resources on ThinkCentral are designed for printing, there are a few items that are not. In particular, the online Student Edition and Teacher Edition are not designed for printing because they contain licensed material.

10. How do I get back to the Desktop menu?

If you wish to return to the main desktop menu of ThinkCentral, click the  button on the left side of the page.

11. How do I view other grade levels?

When a manager creates a teacher account, or a teacher self-registers using an access code, they will be presented with a list of grade levels to turn on for the account. This is a filter setting that determines what grade level products will appear to the teacher by default, but it does not prevent access to content from other grade levels. To change the products that appear for a teacher, login to your account and click the **Account** link from the main menu. Click **Update My Products** on the left side of the account menu. In this menu you can search for products available to you. Then, using the checkboxes on the left side, enable or disable specific products. This will add or remove the products from your resources list. Be sure to click **Save** at the bottom if you make any changes.

12. Can the Student Edition be resized?

The Storytown Student Edition requires a minimum screen size of 800 x 600. It is not resizable. A screen resolution of 800 x 600 is optimal.

13. Why is the text so large?

If the text in many of the menus in ThinkCentral seems to be too large, this may be due to a setting in your web browser. To change this setting, log out of ThinkCentral. Change the setting in your browser. To change the setting using Internet Explorer on Windows click the **View** menu at the top of the browser, select text size, then change the setting (the default is medium). If you are using Safari on Macintosh, click the **View** menu at the top of the browser, then click **Make Text Normal Size**.

14. Can I share user identification and password information among students?

No. Each student has a specific user name and password. Assignments and assessments are graded individually to provide information for teachers on student progress.

15. Is ThinkCentral Smartboard compatible?

Yes. Your Smartboard materials will complement in-class ThinkCentral learning.

16. What are the podcast professional development videos?

The podcast professional development videos are downloadable MP3 files for teachers that can be viewed on your computer or any video-compatible MP3 player.

Contact Information for Help

Houghton Mifflin Harcourt Customer Support: 1-800-419-3900

Email: support@thinkcentral.com

Website: http://support.harcourt.com/school

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