



## Holt McDougal Online Quick Start Guide

To use **Holt McDougal Online Learning** programs, teachers must first register themselves and then create their students.

### REGISTER YOURSELF

1. Go to: <http://my.hrw.com>. If you are a new user, click on Register.

2. Select your role (**Teacher**) and registration method (**Teacher's Edition**) and click Register.

3. Enter your contact information.

4. Enter a User Name and Password.

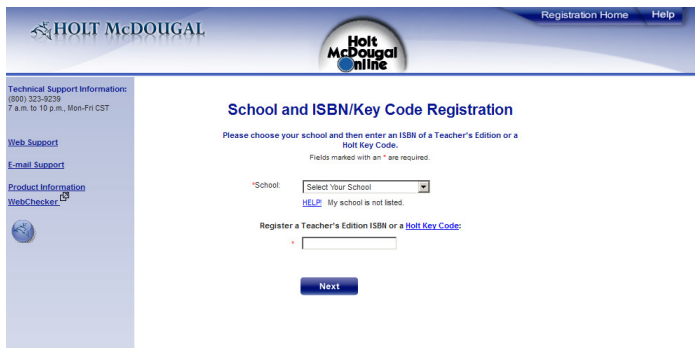
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Click **"I agree"** to both the Terms of Service and Privacy Policy, if all information is correct and complete.

5. Choose your school from the list.

6. Enter the ISBN (without the dashes) from the back of the Teacher's Edition for the first program you are registering. You will be able to register other programs later.



7. Enter the randomly selected word from your Teacher's Edition as requested. *NOTE: The word will be from a heading or paragraph from the sections found only in a Teacher's Edition.*

8. You are registered! Please print the summary page for safe-keeping.

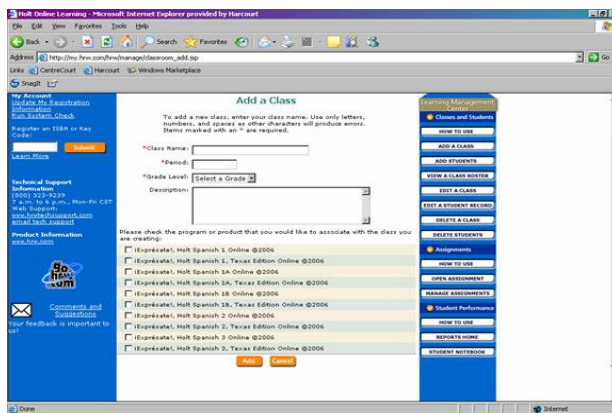
9. Click **my.hrw.com** to log in, or enter a new ISBN or Key Code in the upper left-hand corner (blue section.)

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### ADDING YOUR STUDENTS

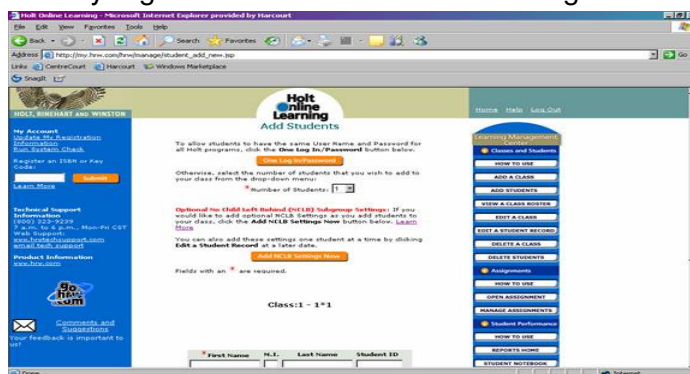
**Classes and Students** —Provides access to Class/Student Manager. This is used to set up your classes as well as Student Accounts and passwords.

1. After you register yourself, go to <http://my.hrw.com> to log in if you are not logged in already.
2. Select **Add a Class** from the Learning Management Center on the right.



3. Enter Class Name, Period and Grade Level, select a textbook to assign to that class, and click **Add**. *NOTE: Don't forget to check the box next to the textbook(s) associated with the class.*

4. Select the **One Log In/Password** box to determine if the student(s) in your class are already registered with Holt Online Learning.

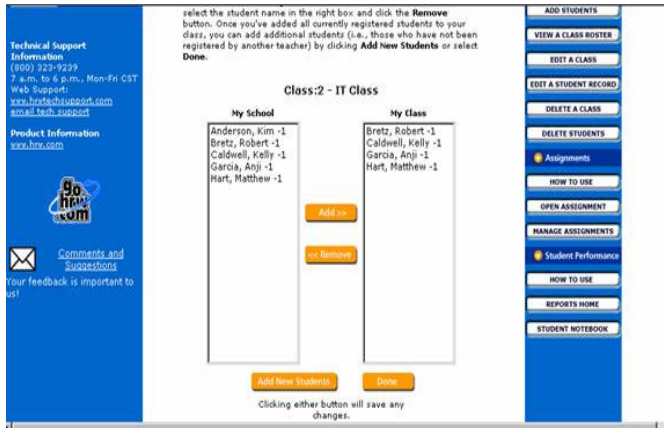


5. If you see the name of the student(s) that you would like to add to your class in the box labeled **My School**, select the student's name and click **Add**. You should see the name appear in the

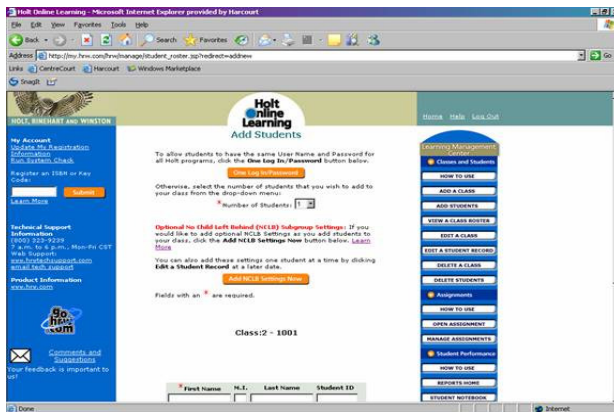


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box on the right labeled **My Class**. Once you've added all your students, click **Done**.

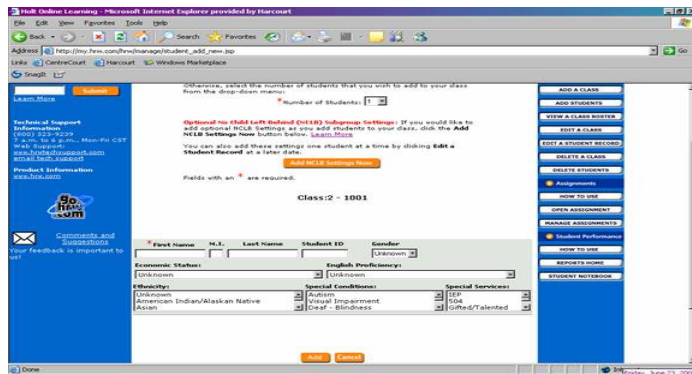


6. If you do NOT see the name(s) of the student(s) that you would like to add to your class, select **Add New Students** at the bottom of your screen.



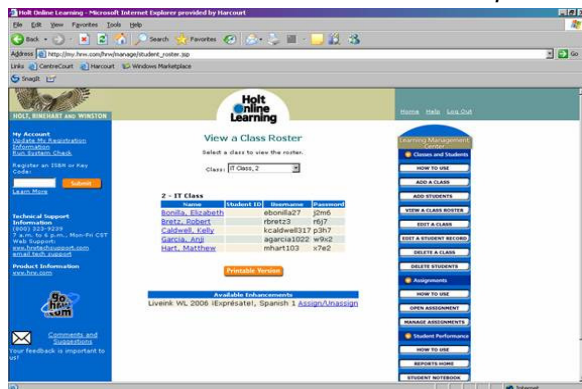
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7. Choose the number of students you would like to add from the drop down menu. The screen will refresh. This might take a moment. You can include the No Child Left Behind settings by selecting **Add NCLB Settings Now**. The NCLB settings are optional. For student security, only a first name is required and the system will generate a username from that.



8. Click **Add** at the bottom of the screen.

9. Your student(s) now have a randomly generated user name and password. For a printable version of your class roster, click **Printable Version** or go to **View a Class Roster** under the Learning Management Center. *NOTE: You can cut along the lines of your printed class roster and distribute user names and passwords to students and/or parents.*



10. Instruct students to log in at <http://my.hrw.com>

***If the books for which you've registered do not appear when you log in or if you have questions or need for support, please call Technical Support at 800-323-9239 from 7 a.m. to 10 p.m. Central Time.***