



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.

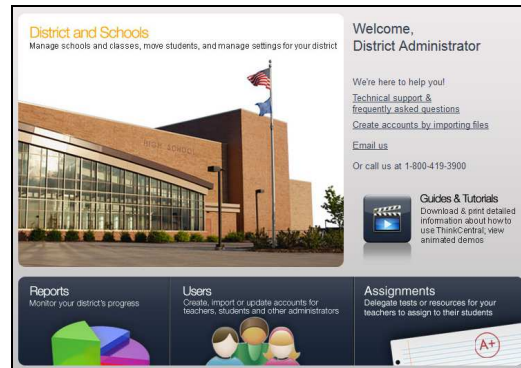
To check order status or receive an administrator account, contact Digital Access and Administration via email at hmh_digital_access@hmhpub.com.

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, create classes, and view available products.
- **Reports** provides access to exportable progress reports on schools, students or classes.
- **User Accounts** allows you to create and modify accounts, generate usage reports and move users.
- **Assignments** lets you delegate assignments to have teachers administer them to their classes.

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 or **Home** – return to the Desktop
- **Print** – prints current page
- **Help** – instructions for current page
- **Log Out** – 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 **User Accounts**.
- 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 **Username** field, enter a unique user name. (*Username should be 5-32 alphanumeric characters. The at-sign (@), dot (.), hyphen (-), and underscore (_) are also allowed.*)
9. In the **Password** field, enter a 5-32 character password. *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 (!@#%&^&*()_ - + = { } [] \ ; : ' " / ? < > , .)
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. Select a grade using the **Grade** dropdown.
4. Enter the student's **First Name**.
5. Enter the student's **Middle Initial** (optional).

6. Enter the student's **Last Name**.
7. If your school uses student ID numbers, enter it in the Student ID field (limited to 15 characters.)
8. 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.*)
9. 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.*
10. Enter the same password in the **Retype Password** field.
11. Enter NCLB data as desired.
12. To create the student account, click **Add**.

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

ADDING MULTIPLE ACCOUNTS

You may elect to import a number of teachers or students into the system at one time. To do so, from the Manage User Accounts screen, click **Import users...** or select **Import** in the User Accounts top navigation.

To view detailed instructions on how to create a user import file, click **Help** or go to <https://importhelp.thinkcentral.com>. You will find in-depth instructions on how to create and correctly format a file that will allow you to import large numbers of users at one time.

To locate the import file that you have created, click **Browse**. This will bring up a standard file browsing window. Navigate to the location of the file on your hard drive or network, click on the file, and click **Open** to select the file.

After you have located the file you would like to import, click **Start Import**. You will receive a message letting you know once the upload is finished and if the import of users was successful. Any errors will be emailed to you with information on how to correct them.

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 top navigation, and then choose the school. Select the time zone from the dropdown and click **Save**.
- To change user settings, select **District Configuration Settings** from the top 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**.
 - **Only School Administrators may promote students** is unchecked as the default. If you want to have School Admins conduct grade to grade promotions, check the box and then click **Save**. *You will no longer be able to promote students from the district level.*
 - **Mastery** allows you to select the system default mastery or set up a district-specific mastery for scoring online assessments.

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 **Find & Manage Classes** from the top **District & Schools** tab.

To export a list of ALL classes in the district, select class types to include and click **Export**.

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 export the on-screen results, click **Export Results**.
- 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: 'Define class details' and 'Assign students to class'. The 'Define class details' section includes dropdowns for 'School' (ZZ Harcourt Review D A Sch A) and 'Teacher' (tchr1, tchr1). Below this are fields for 'Class Name' (New Class), 'Description', 'Grade' (Grade 2), and 'Period' (All). There is a section for 'Add Adaptive Learning Products' and another for 'Define the Library' with a 'Filter your view by' dropdown set to 'Language' and radio buttons for 'Active' and 'Inactive'. A table lists products with checkboxes, including 'California Go Math! - Math on the Spot Video Tutorial, GK-6' (ISBN 9780544291519), 'California Go Math! Spanish - Math on the Spot Video Tutorial K-6' (ISBN 9780544339668), and 'Destination Math' (ISBN 9780547390017).

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. It features a 'Select students from grade' dropdown set to 'All' with 'Find' and 'Clear' buttons. Below is a table with 'Students' (Account, Student1 (101), Account, Student2 (102), Account, Student3) and a 'Class Roster' column. Between them are buttons: 'Add All >>', 'Add >', '< Remove', and '<< Remove All'. At the bottom are buttons: '<< Edit Class', 'Export Class Roster', 'Cancel', and 'Done'.

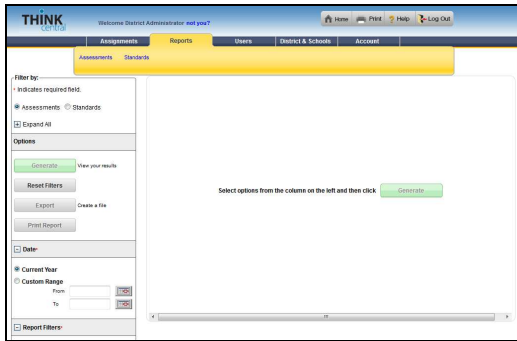
- Choose grade from **Select Students from Grade**.
- Click **Find**.
- Use **Add All/Add** to assign students.
- Use **Remove All/Remove** to remove students.
- To save your changes, click **Done**.
- To return to the previous page, click **Edit Class**. *Note: Clicking **Edit Class** before saving 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 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 **Account** from 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 **District & Schools** 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 online *Help for Administrators*

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