



THINK
central

Guide for K-6 Teachers



HOUGHTON MIFFLIN HARCOURT

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ISBN: 015375768X

ISBN 13: 9780153757686

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Welcome to ThinkCentral K-6!

ThinkCentral K-6 is the Houghton Mifflin Harcourt (HMH) Web site that allows you to access digital materials associated with one or more HMH programs.

A single user name and password provides you access to digital resources in all subject areas that your school has purchased, including teacher guides, student eBooks, assessments, and reports.

From www.thinkcentral.com, select a subject. Then, pick your HMH program. Clicking the program name will take you to ThinkCentral K-6.

The screenshot shows the ThinkCentral K-6 homepage. At the top left is the "THINK central" logo. Below it is a vertical menu of subject categories: Language Arts, Mathematics, Science & Health, Social Studies, and World Languages. To the right of the menu is a "Welcome to Think Central!" message with a large white arrow pointing left and a photo of a teacher and student. Below the menu is a "GO resources" section with a search bar and a "Search" button. At the bottom are logos for Houghton Mifflin Harcourt, Holt McDougal, and HMH Supplemental Publishers, along with copyright and legal information.

This screenshot shows the ThinkCentral K-6 homepage with a grid of digital resources. The subject categories are the same as in the first screenshot. The "GO resources" section is also present. The main content area displays a grid of digital resources with book covers and titles: Elements of Language, Elements of Literature, Excursions, Holt Literature & Language Arts California, Warriner's Handbook, Storytown, and Getaways. The footer contains the same logos and legal information as the first screenshot.

Section I: Getting to Know ThinkCentral K-6

Logging In

To access ThinkCentral:

1. Navigate to the ThinkCentral URL. You may want to bookmark the login page.
2. Select your state, district, and school.
3. You may elect to check **Remember My Organization**. This will make subsequent logins easier.
4. Enter your user name and password.
5. Click **Login**.

Note: You should have already received your user name and password from your administrator.

The screenshot shows the ThinkCentral login interface. On the left, there is a globe with the text "Take A Tour" in red. Below the globe is a colorful circular graphic. The main content area is titled "Welcome to ThinkCentral" and contains the following elements:

- State:
- District:
- School:
- Remember my organization
- User name:
- [Forgot Username](#)
- Password:
- [Forgot Password](#)
-
-

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.

It is a good idea, after you log in, to change your password. To do so, click **Account** from the main menu. On the Manage Account Information screen, type in a new password in the appropriate fields and click **Save**.

Accessing the Teacher's Desktop

The Teacher's Desktop is comprised of clickable icons:

- **Start Here / View Resources** displays all available curriculum materials.
- **Getting Started** shows you how to begin using ThinkCentral.
- **Planning** launches your customizable lesson planner.
- **Classes and Students** allows you to create and modify rosters.
- **Assignments** shows a list of assignments, and allows you to track student progress.
- **Reports** displays lists of exportable reports on students or classes.
- **Account** lets you update your user or product information.



Viewing Resources

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

To view specific resources:

1. Click **Start Here / View Resources** on the Teacher's Desktop. The View Resources page will display.
2. To select a subject, use the **Subject** dropdown box. To select a grade, use the **Grade** dropdown box. *Note: If you do not choose a subject or grade, all available resources will be shown.*
3. Click an image to review that resource's contents. *Please note that some materials, such as assessments, cannot be opened from this page. To view assessments, see **Search Resources**.*

The screenshot displays the 'View Resources' interface. At the top, there are two dropdown menus: 'Subject: All' and 'Grade: All'. Below these is a section titled 'Resources' containing a grid of 16 resource thumbnails. Each thumbnail is accompanied by a label indicating the resource type and grade level.

Resource Type	Grade Level
Student eBook	G1
Student eBook	G2
Student eBook	G3
Student eBook	G4
Student eBook	G5
Student eBook	G6
Online TE	GK
Online TE	G1
Online TE	G2
Online TE	G3
Online TE	G4
Online TE	G5
Online TE	G6
Teacher Resource Book	GK (TE)
Teacher Resource Book	G1 (TE)
Teacher Resource Book	G2 (TE)

Using the Electronic Teacher's Edition

The Electronic Teacher's Edition, or ETE, is a very important tool. The ETE is the equivalent of the printed Teacher's Edition for an HMH program, but the ETE contains links to supplementary materials.

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

The image displays three screenshots of the California HSP Math Grade 5 Online Teacher Edition interface, illustrating the navigation process through the Table of Contents.

Top Screenshot: Shows the main Table of Contents with the following items listed:

- Introductory Materials
- Unit 1: Whole Numbers and Decimals
- Unit 2: Number Theory and Fraction Concepts
- Unit 3: Fraction Operations
- Unit 4: Decimal Operations
- Unit 5: Algebra and Percent
- Unit 6: Geometry
- Unit 7: Measurement
- Unit 8: Data and Graphs
- Additional Materials

Middle Screenshot: Shows the Table of Contents with Unit 4: Decimal Operations selected and expanded. The expanded view includes:

- Chapter 11: Add and Subtract Decimals
- Chapter 12: Multiply Decimals
- Chapter 13: Divide Decimals
- Unit Review/Test.....338
- World Almanac.....340

Bottom Screenshot: Shows the Table of Contents with Chapter 11: Add and Subtract Decimals selected and expanded. The expanded view includes:

- Chapter 11 Planner.....270A
- Universal Access.....270C
- Skills Trace.....270D

Using the ETE Chapter Planner

The ETE chapter planner is a critical component of the teacher's experience in ThinkCentral K-6. The planner has links in many resources. These resources are dependent upon the program. Typical links are shown here:

The screenshot shows the ETE Chapter Planner interface. At the top, there are navigation links for 'California H...', 'Unit 4: Decima...', 'Chapter 11...', and 'Chapter...'. Below this is the Harcourt School Publishers logo and a navigation bar with 'Back', 'Table of Contents', 'Go To Page 270A,270B', 'GO', and 'Next' buttons. The main content area is titled 'Chapter Planner' and features a table with columns: LESSON, CALIFORNIA STANDARDS, VOCABULARY*, MATERIALS, PACING, and TECHNOLOGY AND RESOURCES. The table lists three lessons: 11.1 Round Decimals, 11.2 Add and Subtract Decimals, and 11.3 Estimate Sums and Differences. Callouts point to various features: 'Displays a glossary' points to the top navigation; 'Links to assignable assessments' points to the 'Table of Contents' button; 'Links to video supplements' points to a video icon; 'Cites the objective of the lesson' points to the 'Objective' field in the lesson table; 'Links to readers associated with this chapter' points to the 'MATERIALS' column.

LESSON	CALIFORNIA STANDARDS	VOCABULARY*	MATERIALS	PACING	TECHNOLOGY AND RESOURCES
11.1 Round Decimals pp. 272–273 Objective Round decimals to a given place value. Essential Question How is rounding decimals like or different from rounding whole numbers?	NS 1.1 Estimate, round, and manipulate very large (e.g., millions) and very small (e.g., thousandths) numbers.	Review decimal tenth hundredth thousandth	Links to readers associated with this chapter	day	Lesson 11.1 Worksheets and Transparencies Intervention, Benchmark Skill L49 Mega Math, Fraction Action, Number Line Mine, Level R TE and Planning Resources Instructional Models
11.2 Add and Subtract Decimals pp. 274–277 Objective Find the sums and differences of decimals. Essential Question How is adding and subtracting decimals like or different than adding and subtracting whole numbers?	NS 2.1 Add, subtract, multiply, and divide with decimals; add with negative integers; subtract positive integers from negative integers; and verify the reasonableness of the results. also NS 1.0, NS 1.1, NS 2.0, MR 1.0, MR 2.0, MR 2.1, MR 2.3, MR 2.4, MR 3.1, MR 3.2, MR 3.3			1–2 days	Lesson 11.2 Worksheets and Transparencies Intervention, Benchmark Skill L51 Mega Math, The Number Games, Buggy Bargains, Levels E, F, G, H, and I TE and Planning Resources Professional Development Podcast
11.3 Estimate Sums and Differences pp. 278–279 Objective Use rounding to estimate the sums and differences of decimals. Essential Question What are different ways to estimate?	NS 2.1 Add, subtract, multiply, and divide with decimals; add with negative integers; subtract positive integers; and verify the reasonableness of the results. also NS 2.0, MR 2.1, MR 2.5, MR 3.1	Review round estimate		1 day	Lesson 11.3 Worksheets and Transparencies Intervention, Benchmark Skill L50 TE and Planning Resources Professional Development Podcast

In addition, clicking on other parts of the planner brings up menus like this:



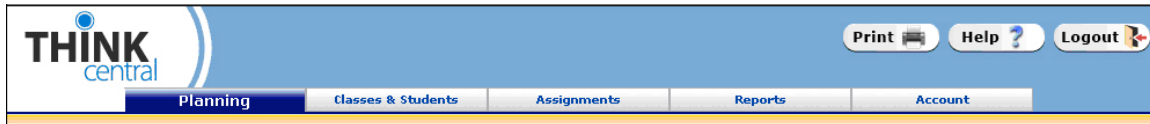
View displays the resource in a separate window.

Schedule allows you to place this resource into your lesson planner.

Assign opens an assignment window, allowing you to assign the resource to students.

Navigating ThinkCentral

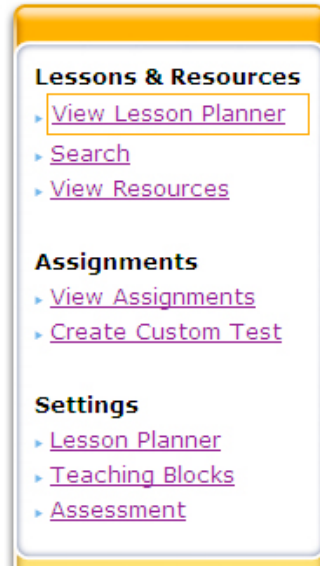
In ThinkCentral, tabs at the top of the page indicate major areas in the product that match those on the Teacher's Desktop.



There are four other navigation aids on the top of each page:

- To return to the **Teacher's Desktop**, click the **ThinkCentral logo**.
- To print the current page, click **Print**.
- To obtain instructions about the current page, click **Help**.
- To exit ThinkCentral, click **Logout**.

The side navigation panel gives you the ability to perform tasks related to key areas of ThinkCentral, related to the top level tab you choose.



In general, throughout this product:

- To return to the previous screen without saving your changes, click **Back**.
- To exit the screen without saving any of your changes, click **Cancel**.

Section II: How to Use ThinkCentral K-6

Creating Individual Student Accounts

Before you begin this process, check to see if your administrator has already created accounts for your students.

Select **Classes and Students** from either the Teacher's Desktop or the top navigation menu. The Manage Classes screen appears. From the left navigation box, select Manage Students. The Manage User Accounts screen appears.

Note: The ability to create student accounts may be limited to administrators.

Manage User Accounts

Find user accounts

User type: Student

School: ZZ Harcourt Review D

Show inactive accounts

First name:

Last name:

User name:

Find Clear

Add... Import user...

To add a student, click **Add...** The **Add a New User** screen appears. Your school and the user type (Student) have already been selected.

1. Using the Title dropdown, enter the salutation (optional).
2. Enter the student's first name in the **First Name** field.
3. Enter the student's middle initial in the **Middle Initial** field (optional).
4. Enter the student's last name in the **Last Name** field.

User type:	Student
School:	<input type="text" value="ZZ Harcourt Review D A"/>
Title:	<input type="text" value="None"/>
First name:	<input type="text"/>
Middle initial:	<input type="text"/>
Last name:	<input type="text"/>

User name:	<input type="text"/>	Up to 32 characters
Password:	<input type="text"/>	Up to 32 characters
Retype password:	<input type="text"/>	Up to 32 characters

5. In the **User Name** field, enter a unique user name for the student.
6. In the **Password** field, enter a 5-32 character password.
7. Type the same password again for confirmation in the **Retype Password** field.

Note: This is the name and password that the student will use to log in to the system, so make sure you make note of the information.

If your school has student ID numbers, you can enter that information in the **Student ID** field.

8. Select the student's grade using the **Grade** dropdown field.
9. Enter NCLB data as desired.

To save the student's data and create the new account, click **Add**.

Creating Multiple Student Accounts

You may elect to import a number of students into the system at one time. Before you begin, check to see if your administrator has already created these accounts.

To view detailed instructions on how to create a student import file, click the **Detailed Instructions (PDF)** link above the file input field. This document will provide in-depth instructions on how to create and correctly format a file that will allow you to import large numbers of students at one time.

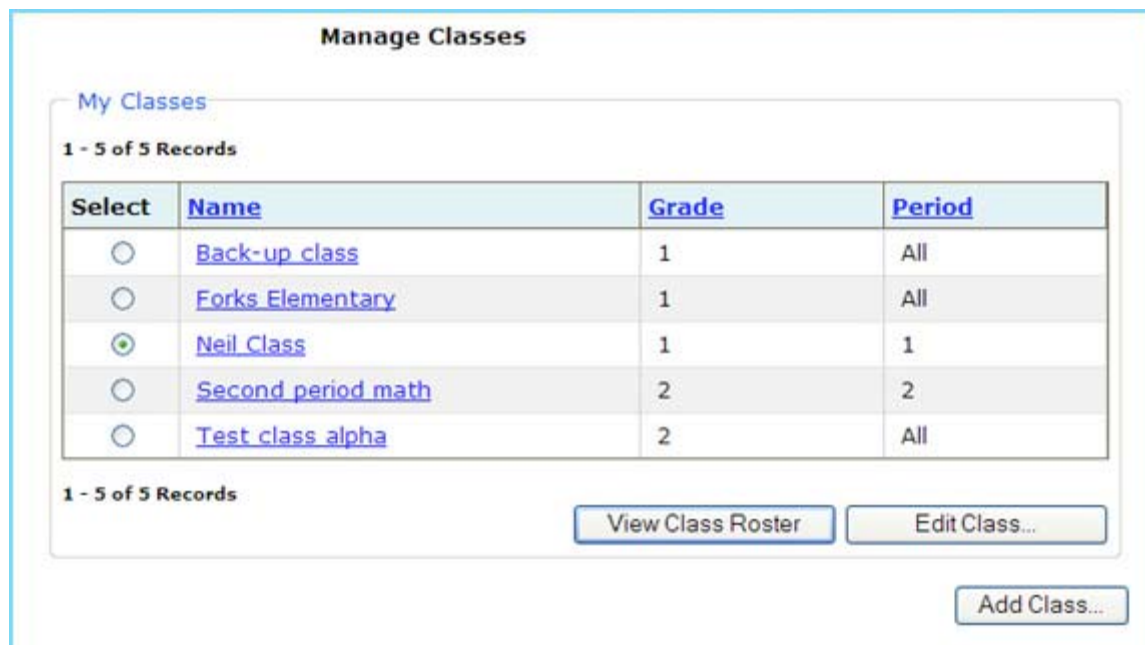
To locate the import file that you have created, click **Browse**. This will bring up a standard file browsing window. Navigate to the location of the file on your hard drive or network, click on the file, and click **Open** to select the file.

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.

Managing Classes

To create or modify a class, select **Classes and Students** from either the Teacher's Desktop or the top navigation menu. The Manage Classes screen appears.

- To add a new class, click **Add Class**.
- To edit a class, select it by clicking on the radio button next to its name and then click **Edit Class**.
- To see who is in a class, select the class and then click **View Class Roster**.
- To sort the list by name, grade, or period, click one of the column heads.



The screenshot displays the 'Manage Classes' interface. At the top, it says 'Manage Classes'. Below that, there is a section titled 'My Classes' with a sub-header '1 - 5 of 5 Records'. This section contains a table with the following data:

Select	Name	Grade	Period
<input type="radio"/>	Back-up class	1	All
<input type="radio"/>	Forks Elementary	1	All
<input checked="" type="radio"/>	Neil Class	1	1
<input type="radio"/>	Second period math	2	2
<input type="radio"/>	Test class alpha	2	All

Below the table, there is another '1 - 5 of 5 Records' label. To the right of the table are two buttons: 'View Class Roster' and 'Edit Class...'. At the bottom right of the interface is a button labeled '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**.

Add Class

✓ 1. Define class details2. Assign students to class

Class Name:

Grade:

Period:

Description:

Check the programs or products to put in the students' library:

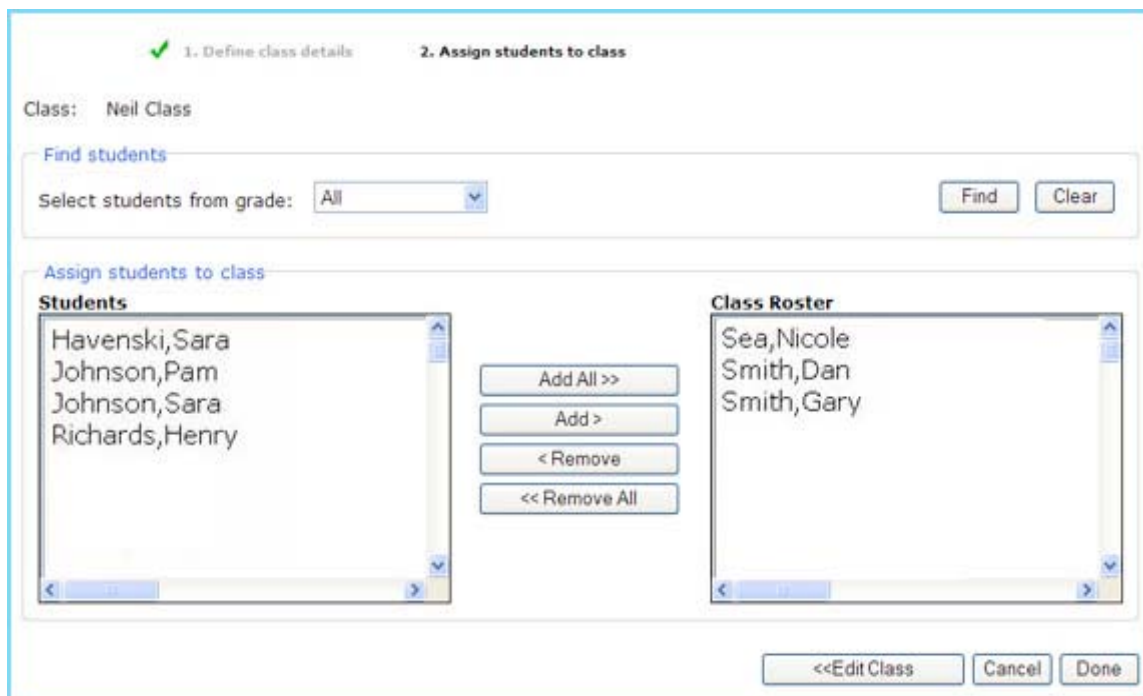
Include	Product	ISBN
<input type="checkbox"/>	HSP Science Online Assessment G1	9780153832468
<input type="checkbox"/>	Tennessee Science Online TE G1	9780153832413
<input type="checkbox"/>	Student eBook Grade 1	9780153612596
<input type="checkbox"/>	Unit Resources Folder G1	9780153852527
<input type="checkbox"/>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

Defining the Class Details

1. Type in a unique name for the new class in the **Class Name** entry field.
2. Select a grade from the **Grade** dropdown list; type in the class period in the **Period** entry field and the description of the class in the **Description** entry field.
3. Select the products that you want to make available to the class by clicking the check box next to the appropriate product titles.
4. To save your changes to the class without creating a student roster, click **Save**.
5. To create a roster of students assigned to the class, click **Assign Students**.

Assigning Students to the Class

From the Assign Students page:



The screenshot shows a software interface for assigning students to a class. At the top, there are two tabs: "1. Define class details" (with a green checkmark) and "2. Assign students to class" (which is active). Below the tabs, the class name is "Neil Class". There is a "Find students" section with a dropdown menu for "Select students from grade:" set to "All", and "Find" and "Clear" buttons. The main area is titled "Assign students to class" and contains two list boxes: "Students" and "Class Roster". The "Students" list contains: Havenski, Sara; Johnson, Pam; Johnson, Sara; Richards, Henry. The "Class Roster" list contains: Sea, Nicole; Smith, Dan; Smith, Gary. Between the lists are four buttons: "Add All >>", "Add >", "< Remove", and "<< Remove All". At the bottom right, there are three buttons: "<<Edit Class", "Cancel", and "Done".

1. Select a grade from the **Select Students from Grade** dropdown list.
2. To view a list of students from that grade, click **Find**. To reset the student list, click **Clear**.
3. To add all of the students from the list to your class, click **Add All**. To add individual students, select the student(s) that you want to add to the class from the **Students** list on the left of the screen. Then click **Add**.*
4. To remove all of the students from your class, click **Remove All**. To remove individual students, select the student(s) that you want to remove from the class from the **Class roster** list on the right of the screen. Then click **Remove**.*
5. To edit the information entered on the previous page, click **Edit Class**.
*Note: Returning to the **Edit Class** screen will erase any changes you have made on this screen. To save these changes, you must click **Done**. You can then return to the **Edit Class** screen to make changes.*
6. To save the new class roster list, click **Done**.

** You can select more than one student by holding down the Control (Ctrl) or Apple key on your keyboard and clicking on multiple students. You can also click on one student, then hold the Shift key, and click on a second student to highlight all of the students between those two students.*

Adding a Group

There are two ways to add a group to a class.

Option 1

Select **Classes and Students** from either the Teacher's Desktop or the top navigation menu. The Manage Classes screen appears. To add a group to a class, select the class first, and then click **Edit Class**. Scroll to the bottom of the list of products, and click **Add Group**. The Add Group screen appears, with the name of your class:

Add a Group

Class: Neil Class [Add a class](#)

Name:

Subject: All

Level: Heterogeneous

Available Students

- Bradlee, Ben
- Kuritzky, Carter

Group Members

Buttons: Add All >>, Add >, < Remove, << Remove All, Save, Cancel

Option 2

From the left navigation box, select **Manage Groups**. The Groups Summary page appears:

Groups Summary

Filter groups

Class: Neil Class Student: All

Buttons: Apply, Clear

Groups

1 - 1 of 1 Records

Name	Subject	Level
Class Group	Mathematics	Heterogeneous

1 - 1 of 1 Records

Buttons: Add Group...

1. To view a list of groups that are associated with a specific class, select that class from the **Class** dropdown list.
2. To view a list of groups that a selected student is a part of, select that student from the **Student** dropdown list. (Optional)
3. To see a list of results after you have selected your class and/or student filters, click **Apply**.
4. To reset the group filters, click **Clear**.
5. To edit an existing group, click on that group's name.
6. To add a new group, click **Add Group**. The Add a Group screen appears.

To add a new group:

1. Select a class from the **Class** dropdown list.
2. Type in a unique group name in the **Name** field.
3. Select a subject from the **Subject** dropdown list.
4. Select a level for the group from the **Level** dropdown list. The choices for levels are On-level, Advanced, Below Level, Intervention, and Heterogeneous. These are used as labels only.
5. Select the students to be assigned to the group from the **Available Students** list on the left.
 - To add all of the students from the list to your group, click **Add All**.
 - To add individual students, select the student(s) that you want to add to the group from the **Students** list on the left of the screen. Then click **Add**.
6. To save this group, click **Save**.
7. To add a new class to your account, click **Add a class** at the top of the page.

Note: This will exit this screen without saving your group.

Searching for HMH Content

There are several ways to review HMH digital content. The first is described above, under View Resources. Simply click on any item in the list that appears on that page. Unless it is an assessment or other special item, the material displays in its own window.

Another way to explore HMH content is through **Search**. You may do so by selecting **Search** from the left panel on either the View Resources page or the Planning page.

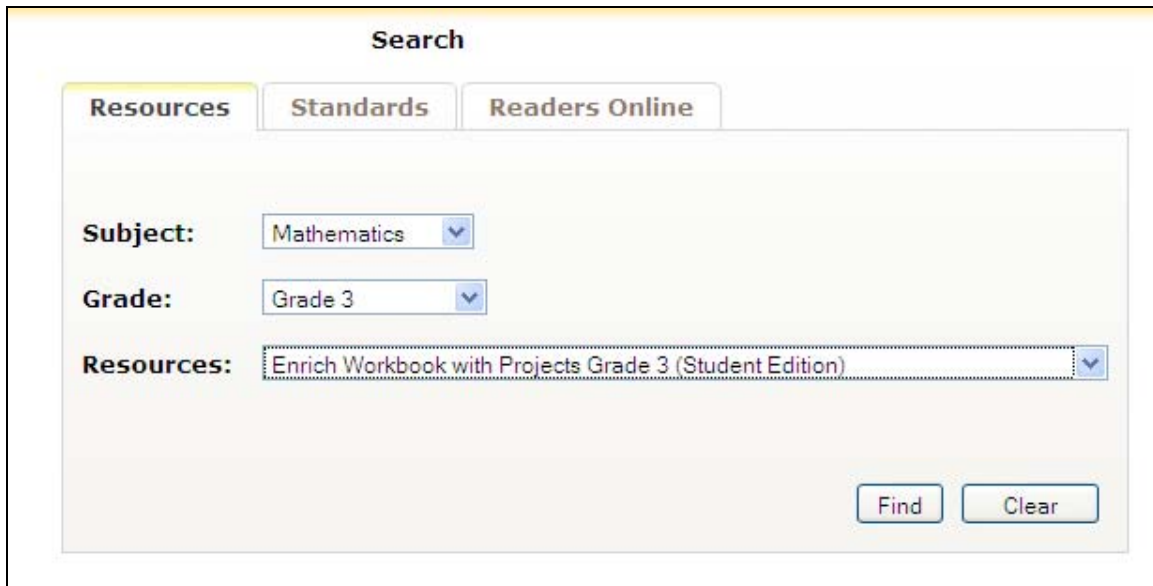
Program materials that are available through **Search** include teacher editions, student editions, assessments, ancillaries, leveled readers, worksheets, and more.

You can search resources, standards, or online readers.

Searching Resources

To search resources, click the **Resources** tab and then:

1. Select a subject from the **Subject** dropdown list.
2. Select a grade from the **Grade** dropdown list.
3. Select a resource from the **Resources** drop-down list.
4. To view a list of the resources that match the selected criteria, click **Find**.



The screenshot shows a search interface titled "Search" with three tabs: "Resources", "Standards", and "Readers Online". The "Resources" tab is selected. Below the tabs are three dropdown menus: "Subject:" with "Mathematics" selected, "Grade:" with "Grade 3" selected, and "Resources:" with "Enrich Workbook with Projects Grade 3 (Student Edition)" selected. At the bottom right are two buttons: "Find" and "Clear".

The Search Results screen appears. If material is assignable, then the **Assign** button appears. You may also schedule material to your planner or view it.

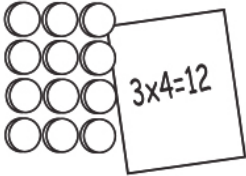
The screenshot displays the 'Schedule Selected Resources' interface. On the left, under 'Resource Search Results', there are 12 records for 'Enrich Workbook with Projects Grade 3 (Student Edition)'. Each record includes a checkbox, a yellow star icon, a link to the resource (e.g., 'Enrich with Projects, Chapter 1 (Student)'), and an 'Assign' button. The records are numbered 1 through 12. The interface shows '1 - 20 of 176 Records' and 'Page 1 of 9'. On the right, a 'Schedule in teaching blocks' panel is visible for 'Tuesday Apr 21, 2009'. It includes a date field set to '04/21/2009' and a 'Go' button. Below this, a vertical list of teaching blocks is shown: 'Social Studies' (yellow), 'Math' (purple), 'Art' (orange), and 'Reading' (grey). At the bottom of this panel, there is a dropdown menu for 'Add to block:' currently set to 'Social Studies', and a 'Schedule Selected' button. A 'Return to Search' button is located at the bottom right of the main interface.

Here, you can preview portions of the selected resource by clicking on any name in the results list. The resource appears in its own window:

Name _____ Chapter 6

Facts Are Facts

Work with your group to name multiplication facts. Each group member will choose a product. Then you will use counters to help you find all the multiplication facts for your product.



Decide

- ✓ With your group, review the parts of a multiplication sentence. Which numbers are factors? Which number is the product?
- ✓ Divide a piece of poster paper into as many columns as there are members in your group. Then, have each group member choose a product from the box and count out that number of counters.

Products				
6	8	9	10	
12	14	16	18	

Do

- ✓ Use your counters to make as many different arrays as possible. Use each array to write a multiplication fact in the box to the right.
- ✓ In one of the columns on the poster paper, use a marker to copy your list of multiplication facts. Trace an array of counters under each multiplication fact.
- ✓ After each person in your group has finished writing the multiplication facts and drawing the arrays on the poster paper, answer these questions:
 1. How many different multiplication facts did you write?
 2. Compare your multiplication facts with those of your group members. Do any of the multiplication facts share the same factors?

My Multiplication Facts

Share

- ✓ Compare poster papers with another group. Did both groups write all of the same multiplication facts for each product?

© Harcourt

EP6 Enrich Project

Searching Standards

There are two ways to search for HMH materials that are correlated to state or national standards. To search for all standards-based materials, click the **Standards** tab, and then:

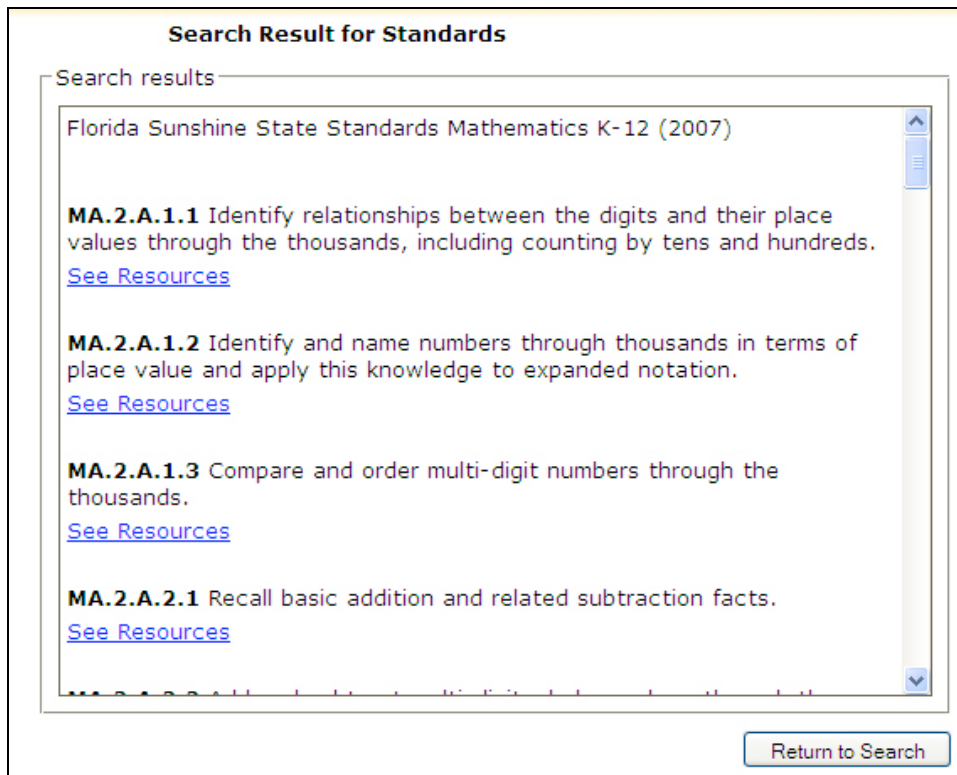
1. In the Search Type box, select **Browse Standards Sets**.
2. Select a standard set from the **Select Standard Set** dropdown list.
3. Select a subject from the **Subject** dropdown list.
4. Select a grade from the **Grade** dropdown list.
5. Select up to 5 Resources from the **Resources** list box.
6. Click **Browse**.

The screenshot shows the "Standards Search" interface with the "Standards" tab selected. The "Search Type" section has "Browse standards sets" selected. The "Select standard set:" dropdown is set to "Florida Sunshine State Standards Mathematics K-12 (2007)". The "Select associated resources to display" section has "Subject:" set to "Mathematics" and "Grade:" set to "Grade 2". Below this, there are instructions for PC and Mac users on how to select resources. The "Resources:" list (limited to 5 selections) contains the following items:

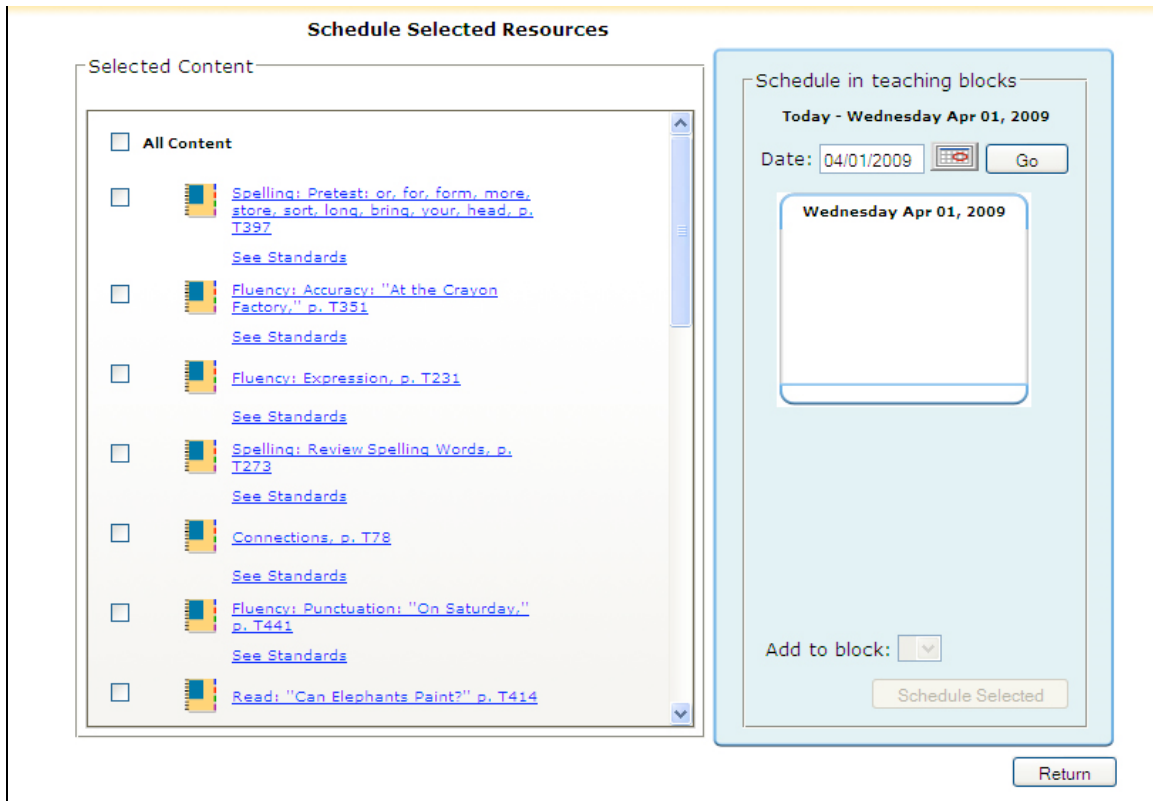
- Online Florida Teacher Edition, G2
- Online Florida Student Edition G2
- Florida Intensive Intervention TE, G2
- Florida Intensive Intervention User Guide, G2
- Florida Intensive Intervention Skills Packs, G2
- Florida Strategic Intervention TE, G2
- Florida Strategic Intervention SE, G2
- Florida Assessment Guide SE, G2
- Florida Enrich Book SE, G2
- Destination Math Florida Primary
- Florida Benchmarks Practice Book SE, G2
- Florida Benchmarks Practice Book TE, G2
- Florida Reteach Book SE, G2
- Grab-and-Go Differentiated Centers Kit Activity Guide, G2
- Online Florida Assessment System, G2
- ESOL Activity Guide, GK-2
- Online Florida Intervention, G1-5
- Online Florida HMH Mega Math, GK-5
- Florida Reteach Book TE, G2
- Florida Assessment Guide TE, G2

At the bottom of the interface are "Browse" and "Clear" buttons.

The Search Results for Standards screen appears, showing each standard and a link to associated HMH resources:



Click on any of the **See Resources** links and the schedule page appears:



From this page, you may view or schedule any resources. If there are student resources in the results, you may assign them by clicking **Assign**. [For details, please see *Scheduling into the Planner*.] You can also view the associated standards by clicking **See Standards**.

To search for HMH materials correlated to standards that contain a specific term:

1. In the Search Type box, select **Word Search**.
2. Type a word or phrase in the **Match on word(s)** entry field.
3. Select a standard set from the **Select Standard Set** dropdown list.
4. Select a subject from the **Subject** dropdown list.
5. Select a grade from the **Grade** dropdown list.
6. Select up to 5 Resources from the **Resources** list box.
7. Click **Find**.

Standards Search

Resources **Standards** Readers Online

Search Type

Browse standards sets Word search

Match on word(s):

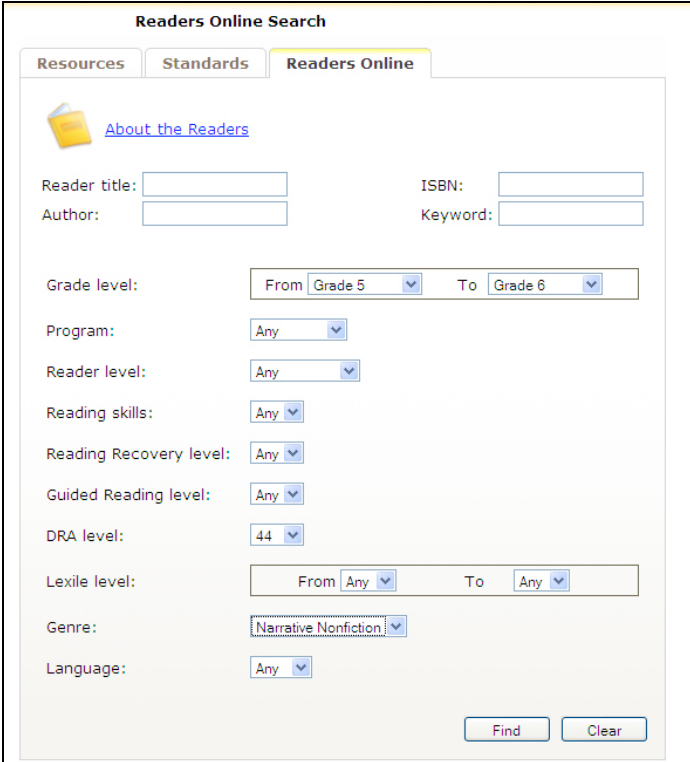
Note: Include phrases in quotes (" "). Use commas or spaces between words to represent OR conditions. Enter whole words to search on.

The results screen will contain a list of standards that contain the words you searched on, and links to HMH materials they are correlated with.

Searching Readers

Harcourt Readers Online is a collection of leveled readers that increases reading skills and promotes literacy. To search for a specific reader, click the Readers Online tab, and then:

- Enter information such as the title, author, ISBN or keyword. To narrow the search and get more specific results, choose additional criteria such as grade level, program, reader level, reading skills, reading recovery level, guided reading level, DRA level, Lexile level, genre, or language. All these fields are optional. If you click **Find** without filling in any criteria, all available readers will be presented on the search results page.
- All fields on the Readers Online search screen are based upon the readers that you have access to. Some fields may therefore be limited or have no selections in them.
- Once you have made your selections, click **Find**.





The screenshot displays the "Readers Online Search" interface. At the top, there are three tabs: "Resources", "Standards", and "Readers Online", with "Readers Online" being the active tab. Below the tabs is a folder icon and a link labeled "About the Readers". The search form includes several input fields and dropdown menus:

- Reader title:
- Author:
- ISBN:
- Keyword:
- Grade level: From To
- Program:
- Reader level:
- Reading skills:
- Reading Recovery level:
- Guided Reading level:
- DRA level:
- Lexile level: From To
- Genre:
- Language:

At the bottom right of the form are two buttons: "Find" and "Clear".

The Readers Search Results page shows the data about each book.

- To arrange the list by any criterion (e.g., Reader level), click on that criterion in any of the book records.
- To view any book, select **Click to Open** under the book cover.

Search Results for Readers Online			
1 - 5 of 5 Records			
Click a criteria to sort your search results			
<input type="checkbox"/>  Click to open	Asset Title:	Walk the Distance (Green Level)	Lexile Level: 980
	Reader level:	Above-Level	Genre: Narrative Nonfiction
	Reading recovery level:		Grade level: Grade 6
	Guided reading level:	T	Program: HSP Math
	DRA level:	44	ISBN: 0153602082
	Author:	Gareth Stevens	ISBN-13: 9780153602085
	<hr/>		
<input type="checkbox"/>  Click to open	Asset Title:	Walk the Distance (Blue Level)	Lexile Level: 920
	Reader level:	On-Level	Genre: Narrative Nonfiction
	Reading recovery level:		Grade level: Grade 6
	Guided reading level:	T	Program: HSP Math
	DRA level:	44	ISBN: 0153602643
	Author:	Gareth Stevens	ISBN-13: 9780153602641
	<hr/>		
<input type="checkbox"/>  Click to open	Asset Title:	Walk the Distance (Red Level)	Lexile Level: 850
	Reader level:	Below-Level	Genre: Narrative Nonfiction
	Reading recovery level:		Grade level: Grade 6
	Guided reading level:	S	Program: HSP Math
	DRA level:	44	ISBN: 0153603208
	Author:	Gareth Stevens	ISBN-13: 9780153603204

Creating Assignments

Creating an Assignment from HMH materials

Once you have previewed a lesson, activity, or test, you may assign it to a student, group, or class. There are several ways to get to the Make an Assignment screen:

- Select an element, such as a lesson, test or activity, from the Electronic Teacher's Edition and, from the pop-up menu, choose **Assign**.
- Use **Search** to locate an element and then, from the Search Results screen, click **Assign**.

This screen appears:

Make an Assignment

Assignment name:

Student instructions:

Resource: [Practice 1.4 \(Student\)](#)

Class: ▼

Group: ▼

Available Students

Students in Assignment

Add All >>

Add >

< Remove

<< Remove All

Available date:

Due date:

Times Available: ▼

From: AM ▼ To: AM ▼

Save Cancel

Note that the resource you selected is listed already. To make this an active assignment:

1. Type in the name of the assignment in the **Assignment Name** entry field.
2. Enter in instructions for students to follow in the **Student Instructions** entry field, following or replacing the word “Do.”
3. To preview the resource attached to the assignment, click the resource name link in the **Resources** field.
4. Select a class from the **Class** dropdown list.
5. Select a group, if desired, from the **Group** dropdown list. A list of available students appears:

The screenshot shows a user interface for managing student assignments. It is divided into two main sections: 'Available Students' on the left and 'Students in Assignment' on the right. In the 'Available Students' list, three students are listed: Ahuja, Gagan; Bradlee, Ben (who is highlighted); and Jain, Sakhil. In the 'Students in Assignment' list, one student is listed: Gire, P K. Between these two lists are four buttons: 'Add All >>', 'Add >', '< Remove', and '<< Remove All'. Below the student lists are date and time selection fields. The 'Available date' is set to 03/10/09, and the 'Due date' is set to 03/17/09. The 'Times Available' dropdown is set to 'Any Time'. The 'From' and 'To' time fields are currently empty, with 'AM' dropdown menus next to them.

6. To assign all of the students from your class, click **Add All**. To assign individual students, select the student(s) that you want to add from the **Available Students** list. Then click **Add**.
7. To remove all students from the assignment, click **Remove All**. To remove individual students, select the student(s) that you want to remove from the **Students in Assignments** list on the right. Then click **Remove**.
8. Select the assignment’s **Available Date** by clicking the calendar icon and choosing a start date.
9. Select the assignment’s **Due Date** by clicking the calendar icon and choosing a due date.
10. Select the time the assignment is available for students to access from the **Time Available** drop-down list. *Note: If you select a time from the **Time Available** dropdown list, then you must fill in the **From and To** entry fields.*
11. To activate the assignment, click **Save**. The assignment will appear on the student To Do list.

Creating a Custom Assignment

You may use ThinkCentral to send assignments that you write yourself. These assignments may include resources, such as links, that are not part of ThinkCentral.

To do this:

1. From the View Assignments screen, click **Make Custom Assignment**. This screen appears:

Make Custom Assignment

Student information

Assignment name:

Student instructions:

What to use:

Assignment information

Class:

Subject:

Group:

Available Students

Students in Assignment

Smith, John
Jones, Martha

Add All >>
Add >
< Remove
<< Remove All

Available date:

Due date:

Times Available:

From: AM To: AM

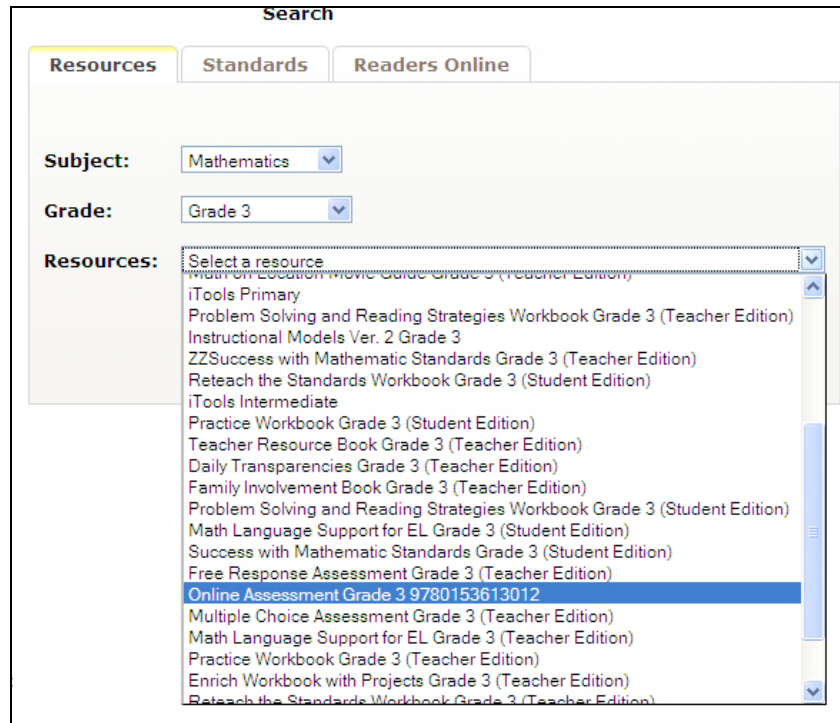
Save Cancel

2. Next to **Assignment name**, enter a name.

3. Next to **Student instructions**, enter the directions you want your students to follow. You may type instructions that are longer than the field indicates.
4. Next to **What to use**, indicate the resources you want your students to utilize.
5. Select the class, subject, or group (if desired).
6. Select either the entire class or individual students and move them into the **Students in Assignment** category.
7. Select the dates for the assignment.
8. Click **Save**. The custom assignment will appear on View Assignments, as well as student To Do lists.

Creating an Assessment Assignment

Published exams can be found by searching the Online Assessments, as shown here:



The screenshot shows a search interface titled "Search" with three tabs: "Resources" (selected), "Standards", and "Readers Online". Below the tabs, there are two dropdown menus: "Subject:" set to "Mathematics" and "Grade:" set to "Grade 3". Underneath, a "Resources:" dropdown menu is open, displaying a list of search results. The results include various educational materials such as workbooks, teacher editions, and student editions. The item "Online Assessment Grade 3 9780153613012" is highlighted in blue, indicating it is the selected result.

Search Results
Select a resource
www.ck12.org/ck12-math-concept-grades3/teacher-edition/
iTools Primary
Problem Solving and Reading Strategies Workbook Grade 3 (Teacher Edition)
Instructional Models Ver. 2 Grade 3
ZZSuccess with Mathematic Standards Grade 3 (Teacher Edition)
Reteach the Standards Workbook Grade 3 (Student Edition)
iTools Intermediate
Practice Workbook Grade 3 (Student Edition)
Teacher Resource Book Grade 3 (Teacher Edition)
Daily Transparencies Grade 3 (Teacher Edition)
Family Involvement Book Grade 3 (Teacher Edition)
Problem Solving and Reading Strategies Workbook Grade 3 (Student Edition)
Math Language Support for EL Grade 3 (Student Edition)
Success with Mathematic Standards Grade 3 (Student Edition)
Free Response Assessment Grade 3 (Teacher Edition)
Online Assessment Grade 3 9780153613012
Multiple Choice Assessment Grade 3 (Teacher Edition)
Math Language Support for EL Grade 3 (Teacher Edition)
Practice Workbook Grade 3 (Teacher Edition)
Enrich Workbook with Projects Grade 3 (Teacher Edition)
Reteach the Standards Workbook Grade 3 (Teacher Edition)

The search results screen names the individual assessments; choose one and click **Assign**.

Schedule Selected Resources

Resource Search Results

1 - 20 of 127 Records Page 1 of 7

Online Assessment Grade 3 9780153613012

- [Inventory Test](#) Assign
- [Beginning of Year Test](#) Assign
- [Chapter 1 Pretest](#) Assign
- [Chapter 2 Pretest](#) Assign
- [Chapter 3 Pretest](#) Assign
- [Chapter 4 Pretest](#) Assign
- [Unit 1 Benchmark Pretest](#) Assign
- [Chapter 5 Pretest](#) Assign
- [Chapter 6 Pretest](#) Assign
- [Chapter 7 Pretest](#) Assign
- [Chapter 8 Pretest](#) Assign
- [Unit 2 Benchmark Pretest](#) Assign

Schedule in teaching blocks

Today - Tuesday Mar 24, 2009

Date: 03/24/2009 Go

Tuesday Mar 24, 2009

Add to block:

Schedule Selected

Return to Search

As shown above, the Make an Assignment screen appears, but with some additional options:

- You can set a password for the assignment that the student must enter in order to access the resource by using the **Password to Access the Assessments** field. *Note: The password, which cannot contain any special characters, must be between 5 - 20 letters or numbers.*
- Students may pause the test at any time and come back later with their answers saved if you click the 'Yes' radio button next to **Allow Students to Pause the Assessment**.
- To display the sections included on the test, click **Select Sections**. By default, the test will include all sections. See the section below for details.

- Select a standard set from the **Viewing Results** dropdown list. This will give your students the ability to see a curriculum map reference when viewing the assessment from their to-do list.
- To save the assessment to the students' To Do lists, click **Save**.

Assessment settings

Taking the Assessments

Password to access the assessments:

Allow students to pause the assessments: Yes No

Sections included: 1 of 1

Viewing Results:

Standard Set:

Selecting Sections

Clicking the **Select Sections** button will allow you to view all of the sub-sections included on a particular test.

- To remove a specific section from the test, uncheck the appropriate section's checkbox.
- To view the contents of a specific question on the test, click the plus (+) icon.
- To save changes and return to the previous page, click **Save**.
- To return to the previous page, click **Cancel**.

Checked sections will be included on the test.

Expand All

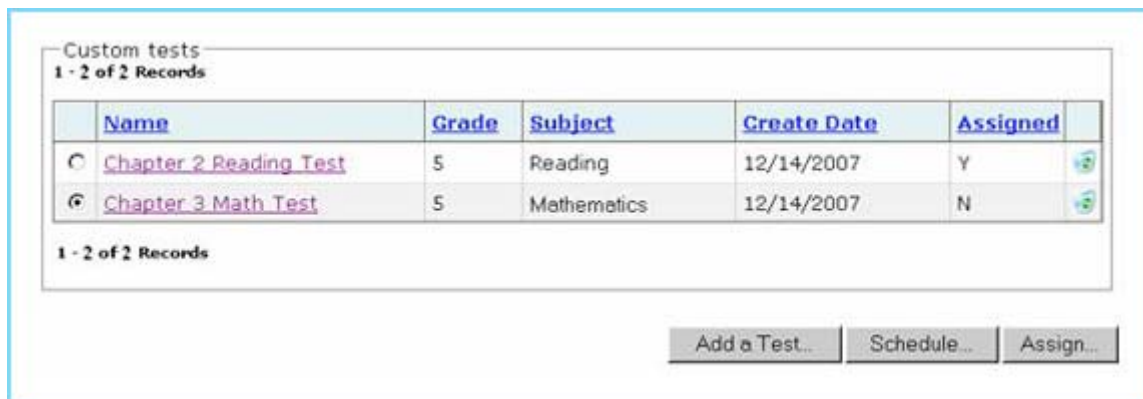
Questions	Question Type	Total Points
<input checked="" type="checkbox"/> Phonics/Spelling: Short Vowel /a/ a		
<input checked="" type="checkbox"/> Question 1	Multiple Choice	1.0
<input type="checkbox"/> Question 2	Multiple Choice	1.0
<input type="checkbox"/> Question 3	Multiple Choice	1.0
<input type="checkbox"/> Question 4	Multiple Choice	1.0
<input checked="" type="checkbox"/> High-Frequency Words		
<input type="checkbox"/> Question 1	Fill-in the Blank	2.0
<input type="checkbox"/> Question 2	Fill-in the Blank	2.0
<input type="checkbox"/> Question 3	Fill-in the Blank	2.0
<input checked="" type="checkbox"/> Focus Skill: Make Predictions		
<input type="checkbox"/> Question 1	Multiple Choice	1.0
<input type="checkbox"/> Question 2	Multiple Choice	1.0
<input type="checkbox"/> Question 3	Multiple Choice	1.0
<input type="checkbox"/> Question 4	Multiple Choice	1.0
<input checked="" type="checkbox"/> Robust Vocabulary		
<input type="checkbox"/> Question 1	Multiple Choice	1.0
<input type="checkbox"/> Question 2	Multiple Choice	1.0
<input type="checkbox"/> Question 3	Multiple Choice	1.0
<input type="checkbox"/> Question 4	Multiple Choice	1.0
<input type="checkbox"/> Question 5	Multiple Choice	1.0
<input type="checkbox"/> Question 6	Multiple Choice	1.0
<input checked="" type="checkbox"/> Grammar: Word Order		
<input type="checkbox"/> Question 1	Multiple Choice	1.0
<input type="checkbox"/> Question 2	Multiple Choice	1.0
<input type="checkbox"/> Question 3	Multiple Choice	1.0
<input type="checkbox"/> Question 4	Multiple Choice	1.0

Creating a Custom Test

In addition to assigning tests that HMH publishes, you also have the ability in many cases to construct your own exams, using a bank of items that are aligned to standards. To do this, select the Assignments tab, and then choose **Create a Custom Test** from the left menu. The Custom Tests screen appears.

You can use the options on this screen to create a new custom test or to view, delete, schedule, or assign a custom test that you have already created.

- To preview a test that you have already created, click its name.
- To schedule the selected custom test to your lesson planner, choose a test by clicking the appropriate radio button and click **Schedule**.
- To assign a selected custom test to your students, choose a test by clicking on the appropriate radio button and click **Assign**.
- To delete a custom test, choose a test by clicking the appropriate radio button and then click the delete, or trashcan, icon (🗑️).



Custom tests
1 - 2 of 2 Records

	Name	Grade	Subject	Create Date	Assigned	
<input type="radio"/>	Chapter 2 Reading Test	5	Reading	12/14/2007	Y	🗑️
<input checked="" type="radio"/>	Chapter 3 Math Test	5	Mathematics	12/14/2007	N	🗑️

1 - 2 of 2 Records

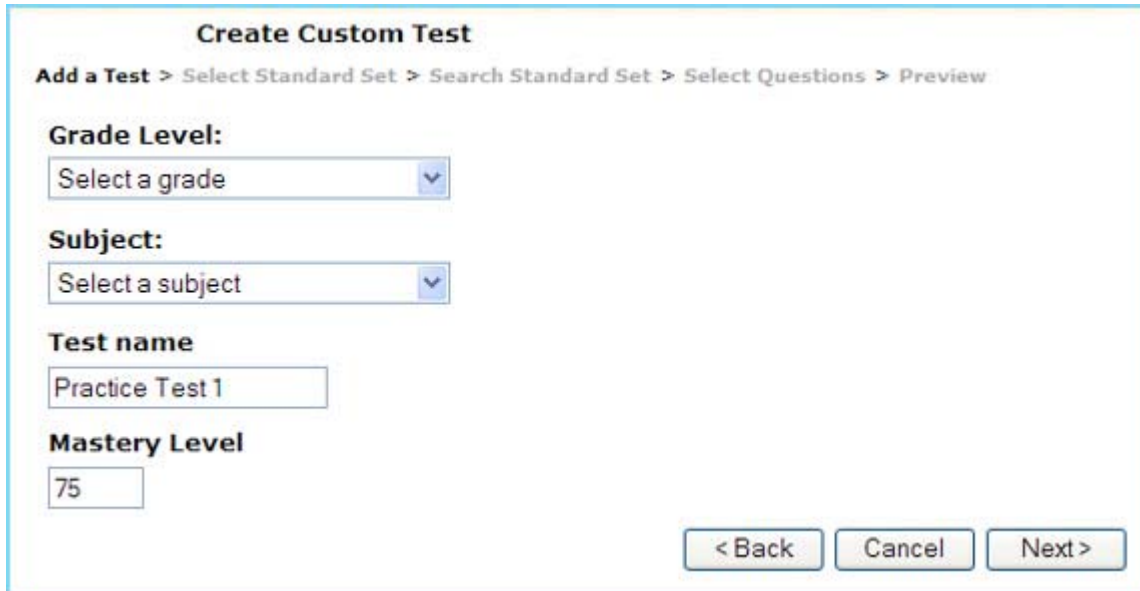
Add a Test... Schedule... Assign...

To add a new custom test, you will need to follow these steps:

- Identifying the test
- Selecting a standard set
- Searching the standard set
- Selecting questions
- Previewing and assigning the test

Identifying the Test

From the Custom Test Screen, click **Add a Test**.



The screenshot shows a web interface titled "Create Custom Test". At the top, there is a breadcrumb trail: "Add a Test > Select Standard Set > Search Standard Set > Select Questions > Preview". Below this, there are four main sections:

- Grade Level:** A dropdown menu with the text "Select a grade" and a downward arrow.
- Subject:** A dropdown menu with the text "Select a subject" and a downward arrow.
- Test name:** A text input field containing the text "Practice Test 1".
- Mastery Level:** A text input field containing the number "75".

At the bottom right of the form, there are three buttons: "< Back", "Cancel", and "Next >".

1. Select a grade from the **Grade Level** dropdown list.
2. Select a subject from the **Subject** dropdown list.
3. Type a unique name for your test in the **Name** field.
4. Set a percentage you believe would demonstrate that the student has mastered the standards and objectives on this test using the **Mastery Level** field (75 is the default). Click **Next**.

Selecting a Standard Set

Create Custom Test

[Add a Test](#) > **Select Standard Set** > Search Standard Set > Select Questions > Preview

View by standard set:

Mathematics Framework for California Public Schools K-12 (March 2005) ▼

Include question types:

Multiple Choice

Essay

Fill-in the Blank

1. Select a standard set on which to base the test.
2. Select the types of questions you wish to include, if available.
3. Click **Next**.

Searching the Standard Set

The screenshot displays a web interface for searching through a standard set. At the top, a dropdown menu is set to 'Mathematics Framework for California Public Schools K-12 (March 2005)'. Below this is a 'Search by:' text input field with a 'Search' button. The 'Search Results:' section features a tree view of standards. The tree is currently collapsed to the '1.NS Number Sense' level. Under '1.NS', three sub-standards are visible: '1.NS.1.0 Students understand and use numbers up to 100:', '1.NS.2.0 Students demonstrate the meaning of addition and subtraction and use these operations to solve problems:', and '1.NS.3.0 Students use estimation strategies in computation and problem solving that involve numbers that use the ones, tens, and hundreds places:'. Below these are '1.AF Algebra and Functions' (with sub-standard '1.AF.1.0'), '1.MG Measurement and Geometry' (with sub-standards '1.MG.1.0' and '1.MG.2.0'), and '1.SDAP Statistics, Data Analysis, and Probability'. A 'Click to Drag' button is located at the top right of the tree view. To the right of the tree is a 'Criteria:' section with radio buttons for 'Include' (selected) and 'Exclude'. Below the criteria section is a large empty box. At the bottom of the interface are 'Add to Criteria' and 'Clear Criteria' buttons.

1. Select a standard set from the **View by Standard Set** dropdown list.
2. To narrow down your search, you may type in specific terms found in standards (e.g., “difference”) in the **Search by** box. Once you have done this, click **Search**.
3. Select items from the **Search Results** column to add to the criteria for your test. Click on the minus icon (⊖) to collapse the list or on the plus icon (⊕) to expand the list below the selected level.
4. To view a description of the standard, click on a standard number.
5. To add selected items to the criteria list for your test, select one or more checkboxes and click the **Add to Criteria** button. The choices you make will appear in the Criteria box to the right, as shown below. *Note: You may also click and drag items between the **Search Results** box and the **Criteria** box.*

Search Results:

[-] Collapse All
Click to Drag

- 1.NS Number Sense
 - 1.NS.1.0 Students understand and use numbers up to 100:
 - 1.NS.2.0 Students demonstrate the meaning of addition and subtraction and use these operations to solve problems:
 - 1.NS.3.0 Students use estimation strategies in computation and problem solving that involve numbers that use the ones, tens, and hundreds places:
- 1.AF Algebra and Functions
 - 1.AF.1.0 Students use number sentences with operational symbols and expressions to solve problems:
- 1.MG Measurement and Geometry
 - 1.MG.1.0 Students use direct comparison and nonstandard units to describe the measurements of objects:
 - 1.MG.2.0 Students identify common geometric figures, classify them by common attributes, and describe their relative position or their location in space:
- 1.SDAP Statistics, Data Analysis, and Probability

Criteria: Include Exclude

- [1.NS.1.1](#) Count, read, and write whole numbers to 100.
- [1.NS.1.2](#) Compare and order whole numbers to 100 by using the symbols for less than, equal to, or greater than ().
- [1.NS.1.3](#) Represent equivalent forms of the same number through the use of physical models, diagrams, and number expressions (to 20) (e.g., 8 may be represented as $4 + 4$, $5 + 3$, $2 + 2 + 2 + 2$, $10 - 2$, $11 - 3$).
- [1.NS.1.4](#) Count and group object in ones and tens (e.g., three groups of 10 and 4 equals 34, or $30 + 4$).
- [1.NS.1.5](#) Identify and know the value of coins and show different combinations of coins that equal the same value.
- [1.NS.2.1](#) Know the addition facts (sums to 20) and the corresponding subtraction facts and commit them to memory.
- [1.NS.2.2](#) Use the inverse relationship between addition and subtraction to solve problems.
- [1.NS.2.3](#) Identify one more than, one less than, 10 more than, and 10 less than a given number.
- [1.NS.2.4](#) Count by 2s, 5s, and 10s to 100.

6. After you have made your selections, click **Next**.

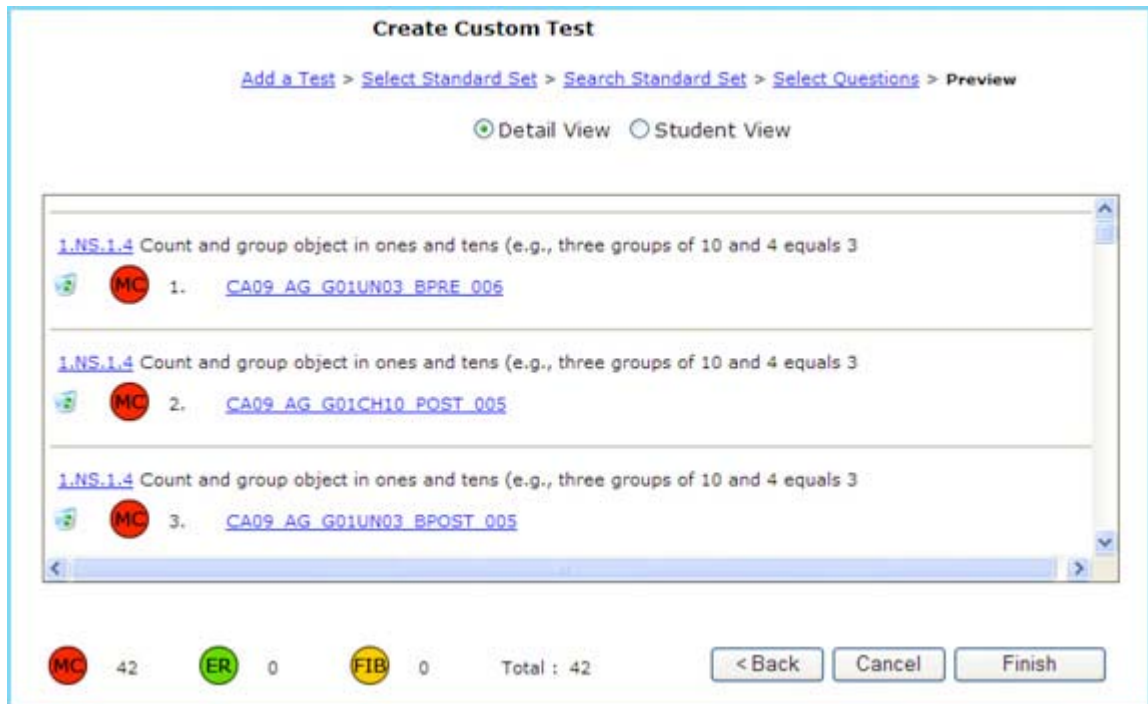
Selecting Questions

The screenshot displays the 'Create Custom Test' interface. At the top, there are navigation links: 'Add a Test', 'Select Standard Set', 'Search Standard Set', 'Select Questions', and 'Preview'. Below this, three tabs are visible: '1.NS(Number Sense)', '2.NS(Number Sense)', and '3.NS(Number Sense)'. The '1.NS(Number Sense)' tab is active, showing a list of standards under '1.NS Number Sense(136)'. The list includes '1.NS.1.0 Students understand and use numbers up to 100:(136)', '1.NS.1.1 Count, read, and write whole numbers to 100.(27)', '1.NS.1.2 Compare and order whole numbers to 100 by using the symbols for less than, equal to, or greater than (<, =, >).(50)', and '1.NS.1.3 Represent equivalent forms of the same number through the use of physical models, diagrams, and number expressions (to 20) (e.g., 8 may be represented...)(17)'. Under '1.NS.1.3', several test items are listed with checkboxes and icons: 'CA09 AG G01CH02 POST 006' (MC), 'CA09 AG G01CH02 PRE 006' (MC), 'CA09 AG G01CH15 PRE 004' (MC), 'CA09 AG G01UN02 RPRE 004' (MC), 'CA09 TP G01Q72 BA 025' (MC), 'CA09 TP G01Q72 BA 030' (MC), 'CA09 AG G01EQY 006' (MC), 'CA09 AG G01UN02 RPOST 004' (MC), 'CA09 AG G01CH15 POST 004' (MC), 'CA09 AG G01BOY 006' (MC), 'CA09 AG G01CH08 PRE 004' (MC), 'CA09 TP G01PRA 007' (MC), and 'CA09 TP G01PR6 004' (MC). To the right, the 'My Custom Test' section shows a list of 12 selected questions with checkboxes and icons, and a 'Total Questions:42' indicator. The questions listed are: 1. CA09 AG G01UN03 RPRE 006 (MC), 2. CA09 AG G01CH10 POST 006 (MC), 3. CA09 AG G01UN03 RPOST 006 (MC), 4. CA09 AG G01UN03 RPOST 006 (MC), 5. CA09 AG G01UN03 RPRE 006 (MC), 6. CA09 TP G01Q73 BA 008 (MC), 7. CA09 AG G01CH10 POST 001 (MC), 8. CA09 AG G01CH10 POST 004 (MC), 9. CA09 AG G01CH10 PRE 006 (MC), 10. CA09 AG G01BOY 030 (MC), 11. CA09 AG G01CH10 PRE 001 (MC), and 12. CA09 AG G01CH10 PRE 004 (MC).

On this page, each tab represents one of the standards that you have chosen to include in your criteria. Select a tab to view a list of test items correlated to that standard. Or, use the **See More Standards** arrows to move forward or backward through the tabs.

1. Once you have chosen a standard, you can select associated test items from the left column. An icon next to each item identifies it as a multiple choice (MC), Fill in the Blank (FIB) or Essay (ES).
2. Click on the minus icon to collapse the list or the plus icon to expand it.
3. To view a description of a standard, click on a standard number.
4. To preview a test item and answer, click on a test item name.
5. To add selected test questions to the **My Custom Test** list, select one or more checkboxes in the list and click **Add to Custom Test**. You may also click the test item's icon and drag the item to the **My Custom Test** list.
6. Click **Next**.

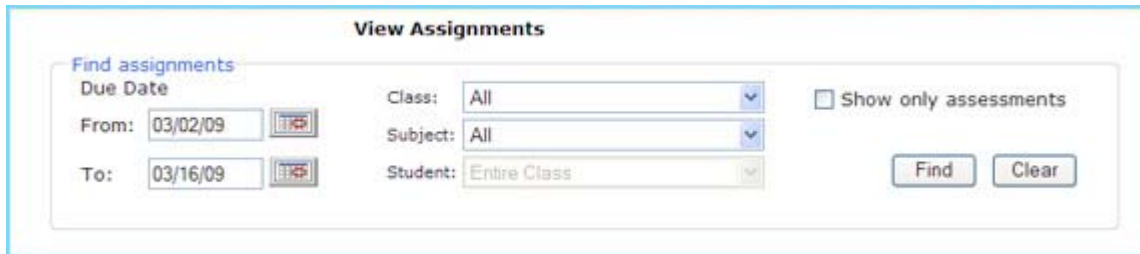
Previewing and Assigning the Test



1. Select a preview mode by using the appropriate radio buttons:
 - **Detail View** allows you to view all the test questions and the standards correlated to each test question within the custom test. You can see the images and answers, and hear any related audio files.
 - **Student View** allows you to view the test in the same manner that students will see the test.
2. To view a description of any standard associated with a question, click the standard's number.
3. To preview a test item and answer, click on a test item name. If an item has an associated sound file, click on **Play** to listen to it.
4. You may change the order of test questions by dragging and dropping them.
5. To remove a question from your test, click the delete, or trashcan, icon.
6. To finalize and create your custom test, click **Finish**.

Finding Assignments

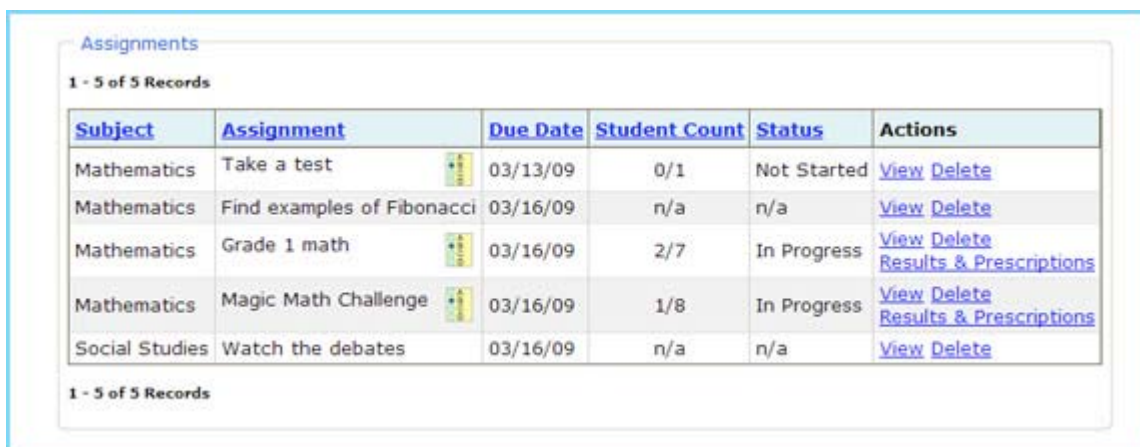
To see this page, click **Assignments** from the Teacher's Desktop, or click **Assignments** inside the program. The View Assignments page displays a list of assignments that you have made. The default view is to show tasks you assigned one week ago that are due one week in the future. You may, however, show assignments from any time period.



The screenshot shows a search form titled "View Assignments". It includes a "Find assignments" section with the following fields:

- Due Date:** A label above the "From" and "To" date fields.
- From:** A date input field containing "03/02/09" and a calendar icon.
- To:** A date input field containing "03/16/09" and a calendar icon.
- Class:** A dropdown menu with "All" selected.
- Subject:** A dropdown menu with "All" selected.
- Student:** A dropdown menu with "Entire Class" selected.
- Show only assessments:** An unchecked checkbox.
- Find** and **Clear** buttons.

1. To set the timeframe for your assignment search, fill in the **From** and **To** dates.
These fields search the days that assignments are, or were, due. You may also click on the calendar icon and select the desired due dates on the calendar that pops up by clicking on the days.
2. You may select a class, subject, or student (all are optional) from their respective dropdown lists. If you select a student's name, then a **View Student Test** link will display. Click the link to view the student's test results.
3. To search only for assignments that contain assessments, check the **Show only assessments** checkbox.
4. To start your search, click **Find**.



The screenshot shows a table titled "Assignments" with the following data:

Subject	Assignment	Due Date	Student Count	Status	Actions
Mathematics	Take a test	03/13/09	0/1	Not Started	View Delete
Mathematics	Find examples of Fibonacci	03/16/09	n/a	n/a	View Delete
Mathematics	Grade 1 math	03/16/09	2/7	In Progress	View Delete Results & Prescriptions
Mathematics	Magic Math Challenge	03/16/09	1/8	In Progress	View Delete Results & Prescriptions
Social Studies	Watch the debates	03/16/09	n/a	n/a	View Delete

5. To review a specific assignment, click **View**.
6. To delete an assignment, click **Delete**.
Note: This will also remove the assignment from the student's To Do List.
7. To view test results and any recommended remediations, click **Results & Prescriptions**. [This link will only display next to assessments]

Viewing Test Results

After a student or class has taken an exam, you can see the results by clicking **Results & Prescriptions** from the View Assignments screen. You can also see whether ThinkCentral has recommended any prescriptive activities. Some test items, such as essays, require you to enter scores. The View Class Results & Prescriptions screen allows you to do all of these tasks.

View Class Results & Prescriptions

[View Assignments](#) > **View Class Results & Prescriptions**

Test: Assessment Guide Chapter 1 Posttest
Class: Neil Class Assigned: 12/19/2008 Due: 12/26/2008

Select	Last Name	First Name	Cumulative Test Score	Mastered Test?	Prescriptions Suggested?
<input type="radio"/>	Katlin	Logan	43%	No	yes
<input type="radio"/>	Bradlee	Ben	Expired	Not Scored	
<input checked="" type="radio"/>	Kuritzky	Carter	86%	Yes	yes
<input type="radio"/>	Twelve	Adam	Expired	Not Scored	

- The **Cumulative Test Score** column displays the student's test score.
- To view a student's responses, click the test score. This will open the test in a new window.
- The **Mastered Test?** column displays whether or not the student achieved mastery based on the target you set (75% is the default).
- The **Prescriptions Suggested?** column tells you whether or not any prescriptions were recommended for the student based on the test results. [A student may pass the test, but could still receive prescriptions if he or she did not master questions associated with certain standards.]
-
- In order to see a particular student's work or enter scores, click the radio button next to that student's name.
- To score a test, click the **Enter Scores** button.
- To view the suggested prescriptions click **View & Assign Prescriptions**.

Viewing & Assigning Prescriptions

Once you have selected a student from the View Class Results & Prescriptions screen, you can view assignments designed to help your students master the standards that they are having trouble with. You can schedule them to your lesson planner or assign them. The table defaults to the **Student Activities** tab. This tab shows resources that are available for your students.

View Assignments > View Class Results & Prescriptions > View & Assign Prescriptions

Assessment Guide Chapter 1 Posttest, Neil Class

Find prescriptions

Student: Carter Kuritzky Standard Set: Mathematics Framework for California Public Schools K-12 (March 2005) Find Clear

Prescriptions

Student Activities Teacher Activities 0 of 1 standards mastered

Standards & Prescriptions	Actions	Status	Date
<input type="checkbox"/> Expand/Collapse All			
<input type="checkbox"/> 1.NS.1.1 ⓘ 2 of 3 questions correct			
Benchmark Intervention, Skill B1	View Resource Schedule Assign	Assigned	due 12/26/2008
Practice 1.1 (Student)	View Resource Schedule Assign		
Problem Solving & Reading Strategies 1.1 (Student)	View Resource Schedule Assign		
Reteach the Standards 1.1 (Student)	View Resource Schedule Assign	Scheduled	for 06/16/2008

Back to Class Results

- The **Standards & Prescriptions** column displays the standards that the student failed to master, as well as the names of recommended lessons or activities.
 - Click the information (ⓘ) icon to view a complete description of the standard.
 - Click the minus icon (⊖) to collapse the list or the plus icon (⊕) to expand all levels and display the suggested prescriptions.
- In the **Actions** column:
 - To review HMH lessons or activities, **View Resource**.
 - To schedule the resource to your lesson planner, click **Schedule**.
The Schedule Selected Resource page will display.

To assign a lesson or activity, click **Assign**. The Make an Assignment page will display.

- To see the teacher version of the suggested resources, including the answers, click **Teacher Activities**. *Note: Teacher Activities cannot be assigned to students.*
- To return to the previous page, click the **Back to Class Results** button.

Entering Scores

ThinkCentral allows you to score essay questions. The system notifies you of the need to do this by showing you that some tests are “Not Scored”:

View Class Results & Prescriptions

[View Assignments](#) > View Class Results & Prescriptions

Test: Selection Comprehension
Class: Neil Class Assigned: 03/30/2009 Due: 04/06/2009

Select	Last Name	First Name	Cumulative Test Score	Mastered Test?	Prescriptions Suggested?
<input type="radio"/>	Bradlee	Ben	Not Scored	Not Scored	

To assess a student’s essay questions, click the radio button next to the student’s name and then click **Enter Scores**. This screen appears:

View Tests

Find tests

Class: Start date:

Subject: End date:

Select tests and students

Test: **NS** Selection Comprehension 04/06/2009

Student	Subject	Test	Score
<input type="radio"/> Bradlee, Ben	Reading	Selection Comprehension	Requires Scoring

Click **Score**. The student’s responses appear inside the grey box.

Score

Class: Neil Class
Student:
Test: Selection Comprehension Score: 0 of 6 points
View test: View items to score View entire test

Selection Comprehension - March 30, 2009

Item 5

ES

Type your answer.

What is something else that can tap?

Feet can tap. Bird's beaks can tap.

Score:

- To score the test, select a rubric point total from the **Score** dropdown list.
- To remove your score, click **Clear**.
- To return to the View Tests page without entering a score, click **Return to View Tests**.
- To enter your score, click **Save**.

Using the Planner

The lesson planner, which is displayed when you click **Planning**, gives you the ability to manage teaching blocks, view lessons and resources, and compare instruction across days. The purpose of a teaching block is to allow you to keep track of lessons using HMH materials, which you may use for whole-group instruction.

The screenshot shows the 'Weekly Lesson Planner' interface. At the top, it displays 'Week Of Apr 20, 2009' with a date selector set to '04/21/2009' and a 'Go' button. A 'Delete' button is located in the top right corner. Below this is a row of subject checkboxes: Math (checked), Reading (checked), Science (checked), Social Studies (checked), Art (unchecked), Health (unchecked), and Custom (unchecked). An 'Add To' dropdown menu is set to 'Monday' with an 'Apply' button next to it. The main area is divided into five columns representing the days of the week: Mon Apr 20, Tue Apr 21, Wed Apr 22, Thu Apr 23, and Fri Apr 24. Each day's column contains a list of teaching blocks. Monday has 'Custom' and 'Math'. Tuesday has 'Reading' and 'Science'. Wednesday has 'Math' and 'Reading'. Thursday has 'Assignment Due' and 'Social Studies'. Friday has 'Assignment Due' and 'Math'. Each block has a small icon to its right. At the bottom right, there is an 'Apply Weekly Blocks' button.

Creating a Teaching Block

In order to schedule a lesson, exam, or activity, you first need to create a teaching block.

1. To add teaching blocks to your calendar, select one or more subject blocks from the list at the top of the page. Select a day from the **Add To** dropdown field and click **Apply**. Repeat this process for each day that you would like to schedule.
 2. Once you have added a teaching block, you can move it up or down on the given day, or you can move it to a different day, by clicking and dragging the block.
 3. To delete a teaching block, click and drag the teaching block to the trashcan.
 4. To view the content in a given teaching block, click on the plus icon (+) to the left of that block's name. To collapse the content list, click on the minus icon (-).
 5. To edit the details of a teaching block, click on the pencil icon (✎).
- When students have assignments due on a particular day, a pencil icon with the words “Assignment Due” will display on the lesson planner just beneath the name of that day. To view those assignments, click the pencil icon.
 - To add the default weekly teaching blocks that you set up to a specific week in the lesson planner, click **Apply Weekly Blocks**.

Scheduling into the Planner

You have the opportunity to put a lesson, test, or activity into your planner. This is accomplished by selecting **Schedule** from with a search results page, or from links within the Electronic Teacher's Edition of your text. For example, searching resources may yield results like this:

The screenshot displays a web interface for scheduling resources. The main area is titled "Schedule Selected Resources" and contains a "Resource Search Results" section. This section shows "1 - 20 of 242 Records" on "Page 1 of 13". A list of resources is shown under the heading "Student eBook Grade 3". Each resource is a lesson, with checkboxes for selection and an "Assign" button. Lessons 1.4 and 1.5 are selected, indicated by green checkmarks. To the right, a "Schedule in teaching blocks" panel is visible. It shows the current date as "Monday Mar 30, 2009" and a date input field set to "03/30/2009". Below this, a calendar view for "Monday Mar 30, 2009" shows a block for "- Math". At the bottom of the panel, there is a dropdown menu for "Add to block:" set to "Math" and a "Schedule Selected" button. A "Return to Search" button is located at the bottom right of the interface.

Resource	Selected	Action
Student eBook Grade 3		
Lesson 1.1	<input type="checkbox"/>	Assign
Lesson 1.2	<input type="checkbox"/>	Assign
Lesson 1.3	<input type="checkbox"/>	Assign
Lesson 1.4	<input checked="" type="checkbox"/>	Assign
Lesson 1.5	<input checked="" type="checkbox"/>	Assign
Lesson 2.1	<input type="checkbox"/>	Assign
Lesson 2.2	<input type="checkbox"/>	Assign
Lesson 2.3	<input type="checkbox"/>	Assign
Lesson 2.4	<input type="checkbox"/>	Assign
Lesson 2.5	<input type="checkbox"/>	Assign
Lesson 2.6	<input type="checkbox"/>	Assign
Lesson 3.1	<input type="checkbox"/>	Assign

- To schedule lessons, activities or tests, select the checkboxes next to their names.
- Using the Schedule in teaching blocks area:
 - To select the date, type one in or use the calendar pop-up, then click **Go**.
 - To select the block, use the **Add to block** dropdown, and then click **Schedule Selected**. Note that the letter S, in red, appears, indicating that these have been scheduled:

<input type="checkbox"/>	S	<input type="checkbox"/>	Lesson 1.4	<input type="button" value="Assign"/>
<input type="checkbox"/>	S	<input type="checkbox"/>	Lesson 1.5	<input type="button" value="Assign"/>

Editing the Teaching Block

When you click the pencil icon from within the Planner, this screen appears:

The screenshot shows the 'Editing the Teaching Block' interface. It is organized into two main sections: 'Selected Block' and 'Contents of block'.
Selected Block: This section contains fields for 'Date' (Monday, 03/30/2009), 'Title' (Math), and 'Subject' (Math). To the right, there is a 'Move block to...' section with 'Date' (03/30/2009) and 'Order' (1).
Contents of block: This section features a list of items on the left: 'All content', 'Lesson 1.4', and 'Lesson 1.5'. To the right of this list is a 'Rescheduled selected items' section with 'Date' (03/30/2009) and 'Block' (Math). Below that is a 'Reposition selected content' section with four buttons: 'Move to Top', 'Move Up One', 'Move Bottom', and 'Move Down One'.
At the bottom of the form, there are five buttons: 'Add Custom Item...', 'Clear Selected', 'Delete Block', 'Save', and 'Cancel'.

- To name the teaching block, fill in the **Title** field. To change the subject, change the appropriate name in the **Subject** dropdown list.
- To move the block to a different day, type in the day in the **Date** field or click on the calendar to select the day from a pop-up calendar.
- To move the block to a different position on the same day, select the position by using the **Reposition Selected Content** choices.
- To reschedule a lesson, activity or test to another day or to move it to another teaching block, select the content on the left and use the **Reschedule Selected Items** area.
 - To move the content to a different day, type in the day in the **Date** field or click on the calendar to select the day from a pop-up calendar.
 - To move the content to a different subject, select the subject from the **Block** field.
 - To remove selected content items, click **Clear Selected**.


- To delete a teaching block, click **Delete Block**.
- To add a note to a block, click **Add Custom Item** and type it in the **Title** field.
- To save your changes to the teaching block, click **Save**.

Setting Weekly Teaching Blocks

By using the Weekly Teaching Block Settings page, you can set up a standardized calendar that forms the basis for every week of your school year. All you have to do is set up your schedule one time, and every week will be displayed the same way.



1. From either the Teacher's Desktop or any ThinkCentral screen, click **Planning**. From the left navigation panel, under Settings, click **Teaching Blocks**.
2. To add teaching blocks to your calendar, select one or more subject blocks from the list at the top of the page. Select a day from the **Add To** dropdown field and click **Apply**.
3. Repeat this process for each day that you would like to schedule.

- Once you have added Teaching Blocks, you can move them up or down on the given day by dragging and dropping a teaching block wherever you want it. You may also move them to a different day.
- To delete a teaching block, click and drag the teaching block to the trashcan.
- To edit a teaching block, click on the pencil icon () located within each block.

Generating Reports

ThinkCentral K-6 allows you to generate a number of reports to give you the ability to track the performance of an individual student, a group, or the entire class. To select which type of report to run, from the Teacher's Desktop, or within the application, select **Reports**.

- To view a description of each report, select it from the list by clicking the appropriate radio button.
- To see what a report will look like, click **Sample Report**.
- When you have selected the type of report you want to run, click **Create Report**.

Reports

Performance Reports

- Class Performance Report
- Class Summary
- Class Report by Standards Not Mastered
- Student Performance Report
- Student Test Summary
- Student Assessment Report
- Assignments Report

Class Performance Report

The Class Performance Report identifies how the class and each student in the class are performing against specific state standards or lesson objectives.

Create Report...

While there are some variations due to the differences in types of reports, in general, follow these steps to run reports:

Select the Report Criteria

1. Select a class from the **Class** dropdown list.
2. Select a subject from the **Subject** dropdown list.
3. Select a test date range of either “All” or “Custom.” Selecting “All” will display all tests; selecting “Custom” will restrict the tests used for the report to a specific date range.

4. If you select “Custom,” enter in date range, or select the calendar icon and select the desired test date range.
5. Select one or more question types to be included in the report in the **Select Test Details** section.
6. Select a standard set from the **Standard set** dropdown list.
7. Click **Next**.

Select the Tests for the Report

1. Select at least one test to be included in the report. Tests that are currently "in progress" are not included on the list. To select a test, click the appropriate checkbox next to the test name.
2. Select the output type. You may generate the report as an HTML page, an Excel file, or a PDF file.
3. To create the report, click **Generate Report**.

[Select Criteria](#) > **Select Test**

Select one or more tests to be included in the report.

<input checked="" type="checkbox"/>	HSP Math California 2009 Assessment Guide Chapter 1 Posttest,Chapter 1 Test
<input type="checkbox"/>	HSP Math California 2009 SE Items Chapter 1 Review Test,Reviw Test

Please select below how you would like to see the report output:

Export to HTML
 Export to Excel file
 Export to PDF file

Updating Your Account

You have the ability to update many aspects of your account information at any time. While the majority of these fields will never change, you may wish to change some fields—such as your password—on a regular basis. To do so, select **Account** from the Teacher’s Desktop or within the application.

Updating Personal Information

1. Select a title, if desired. Type in your first name, middle initial, and last name in the appropriate fields. This is how your name will be displayed in ThinkCentral.
2. Type in your e-mail address in the **Email address** entry field.
3. Click all of the grades that you will be teaching in the system using the **Grades** box.
4. While your user name cannot be changed, you may change your password at any time. To do so, type in your desired password in the **Password** entry field.
Your password must be between 5 – 32 alphanumeric characters. Retype your password for confirmation in the **Retype password** entry field.
5. If you forget your password, the system will challenge you to answer one or more security questions to prove your identity. You may set up to three security questions. Please remember that your answers in the future must match exactly what you type in these fields, so please choose answers that you can remember easily. Select questions and type in your answers.
6. To update your information, click **Save**.

Updating Products

The **Update My Products** screen provides you with the ability to select the products you wish to use in ThinkCentral. On this screen you will see a comprehensive list of all of the products that have been ordered by your school and/or district. If a product is not checked, you will not be able to search, view, schedule or assign it.

From the left navigation panel on the Account page, under Account, select **Update My Products**.

Update My Products

Filter Available Products

Grade: Pre Kindergarten Kindergarten Grade 1 Grade 2 Grade 3

Subject:

Available & Selected Products

1 - 20 of 30 Records 1/2

<input type="checkbox"/>	ISBN	Free Play	Subject	Product Name	Grade	Available	Expires
<input checked="" type="checkbox"/>	9780153612596	Y	Mathematics	Student eBook Grade 1	1	07-13-2007	07-13-2027
<input checked="" type="checkbox"/>	9780153614002	Y	Mathematics	Enrich with Projects G1 (SE)	1	07-13-2007	07-13-2027
<input checked="" type="checkbox"/>	9780153616341	N	Mathematics	Instructional Models Grade 1	1	07-13-2007	07-13-2027
<input checked="" type="checkbox"/>	9780153683930	N	Mathematics	Instructional Models Ver. 2 Grade 1	1	07-13-2007	07-13-2027
<input checked="" type="checkbox"/>	9780153664410	N	Mathematics	Intervention Online Grade 1-6	1,2,3,4,5,6	07-13-2007	07-13-2027
<input checked="" type="checkbox"/>	9780153676598	Y	Mathematics	iTools Primary	K,1,2,3	07-13-2007	07-13-2027
<input checked="" type="checkbox"/>	9780153664359	N	Mathematics	Math Concept Readers Online Grade 1	1	07-13-2007	07-13-2027
<input checked="" type="checkbox"/>	9780153613593	N	Mathematics	Math Language Support for EL Grade 1 (Student Edition)	1	07-13-2007	07-13-2027
<input checked="" type="checkbox"/>	9780153663116	N	Mathematics	Practice Workbook Grade 1 (Student Edition)	1	07-13-2007	07-13-2027
<input checked="" type="checkbox"/>	9780153613791	N	Mathematics	Problem Solving and Reading Strategies Workbook Grade 1 (Student Edition)	1	07-13-2007	07-13-2027
<input checked="" type="checkbox"/>	9780153613395	N	Mathematics	Reteach the Standards Workbook Grade 1 (Student Edition)	1	07-13-2007	07-13-2027
<input checked="" type="checkbox"/>	9780153613197	N	Mathematics	Success with Mathematic Standards Grade 1 (Student Edition)	1	07-13-2007	07-13-2027

1. Using the Grade list, click all grades that you want to include in your search.
2. Select a subject from the **Subject** dropdown list.
3. To view a list of available products that match the selected criteria, click **Find**.

From the results list:

1. Select or deselect products in the list using the check boxes to the left of each product's ISBN.
2. To update the product list for your account, click **Save**.

Often, the list of results may be longer than can be displayed on one screen. To see additional results pages, use the **Page** field located above and below the roster.

- To move forward one page, click the *single right arrow* next to the **Page** field.
- To move backward one page, click the *single left arrow* next to the **Page** field.
- To go straight to the last results page, click the *right arrow with a line* next to the **Page** field.
- To return to the first results page, click the *left arrow with a line* next to the **Page** field.
- To jump straight to a specific page in the results table, type the number of the page you want to go to into the **Page** field and hit Enter on your keyboard.
- You may also jump straight to a specific page in the results table by clicking the appropriate number in the list on the right side, above the results table.

Note: You must save your changes **per page**. If you make changes to Page 1 and then click to Page 2, you will lose the changes you made on Page 1. To avoid this problem, at the bottom of each page, click **Save**.

<input checked="" type="checkbox"/>	9780153598586	N	Reading	Harcourt Online Leveled Readers G2	2	07-13-2007	07-13-2027
<input checked="" type="checkbox"/>	9780547274102	N	Mathematics	Destination Math Florida Primary	K,1,2,3	01-31-2007	12-31-2010
<input checked="" type="checkbox"/>	9780153613173	N	Mathematics	Professional Development Video Podcasts	K,1,2,3,4,5	01-31-2007	12-31-2010
<input checked="" type="checkbox"/>	9780547327334	Y	Mathematics	Soar To Success	K,1,2,3,4,5	01-31-2007	12-31-2010
<input checked="" type="checkbox"/>	9780547274263	N	Mathematics	Florida Enrich Book SE, G2	2	01-31-2007	12-31-2010
<input checked="" type="checkbox"/>	9780153598128		Reading	Strategic Intervention Interactive Readers Online G2	2	07-13-2007	07-13-2027
<input checked="" type="checkbox"/>	9780153647598	N	Reading	Leveled Reader TG Copying Masters G2	2	07-13-2007	07-13-2027

1 - 20 of 61 Records Page 1 of 4

Section III: Student View of ThinkCentral K-6

Logging In

In order for your students to use ThinkCentral, you will need to provide them with their user names and passwords. They use the same login process as you do.

Accessing the Student Desktop

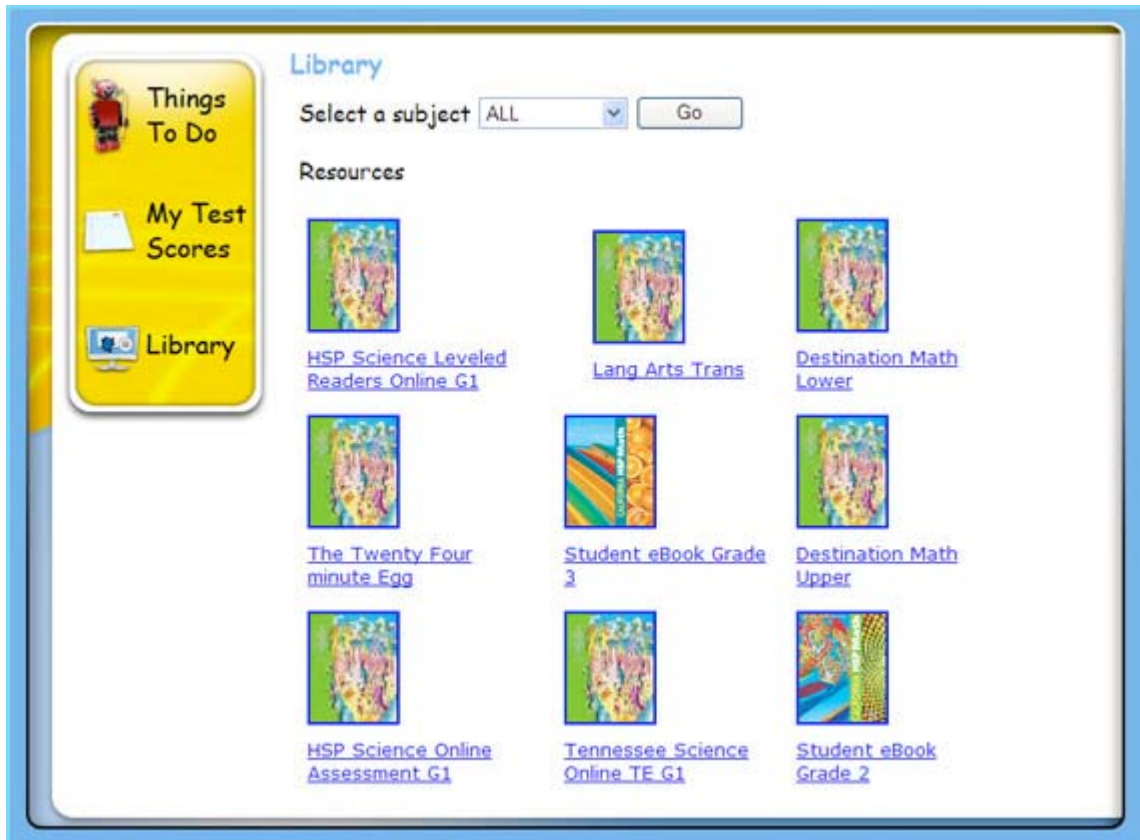
The student desktop has three options: **Library**, **My Test Scores**, and **Things To Do**.



Library

The **Library** is the place where the student can find online books, movies, sound files, worksheets, and more. The student's list of resources is controlled by the settings for the class(es) the student belongs to.

The Library screen looks like this:



Students may sort by subject, and select any resource to browse.

My Test Scores

The **My Test Scores** screen shows students all of the scores they have received. This is the initial view of this page:

My Test Scores

The Test I Took Last

Test	Finished	Score
Math opens doors	March 19, 2009	75%

All My Test Grades

Test	Finished	Score
Magic Math Challenge	March 9, 2009	100%
Grade 1 math	March 9, 2009	60%
Pop Quiz 3	January 15, 2009	0%

<< Back 1 2 Next >>

The top link shows the most recent test the student has taken. On the bottom is a table that shows previous tests. Only four tests are shown at a time. The student can use **Next**, **Back**, or page numbers to navigate through the test listings.

When a student clicks on a test name, a Test Results page will open in a new window:

Test Results: test3 [Help](#)

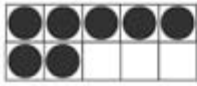


Test Score

Taken On March 9, 2009

Question Type	Points
Multiple Choice	1 out of 1
Total	1 out of 1

Test Report

✓ = Correct ✗ = Incorrect

Questions	Question Type	Points
<p>▼ Question 1</p> <p>🔑 NSLI</p> <p>[WHICH IS A WAY TO SHOW 4?]</p> <p> <input type="radio"/> A  </p> <p> <input type="radio"/> B  </p> <p> <input checked="" type="radio"/> C  </p> <p> <input type="radio"/> D five </p>	Multiple Choice	✓ 1 out of 1

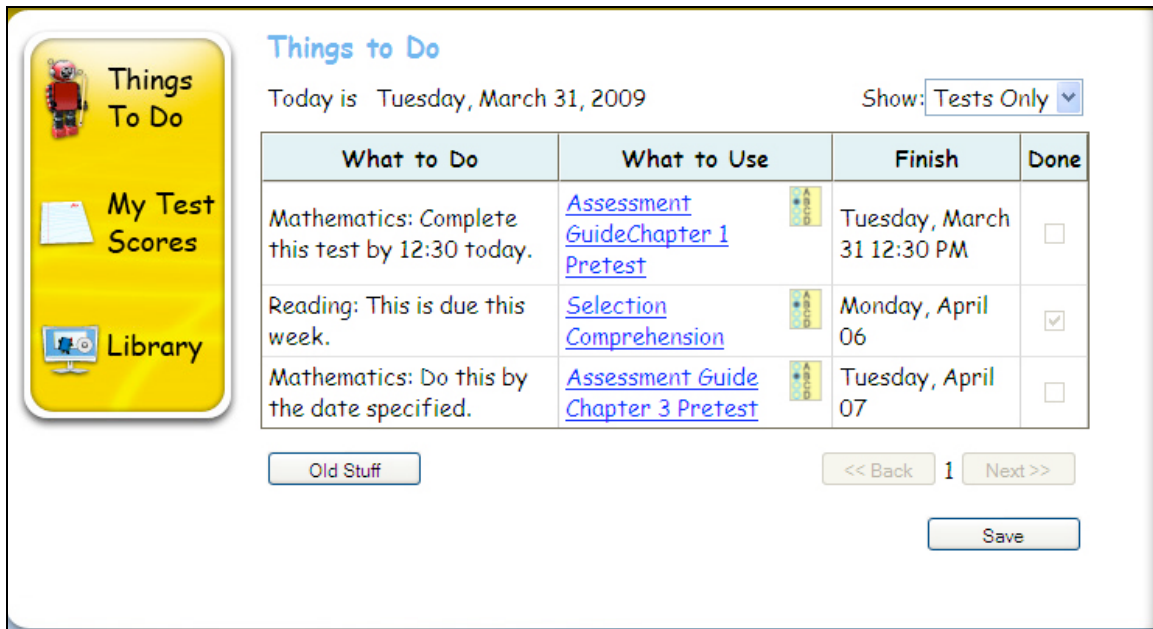
Close

The Test Results screen shows the name of the test, the date the student took it, the types of questions on the test, and all of the test questions. If the student clicks on the name or number of a question, the question will open. The answer the student picked will be marked with a small icon. A **green check (✓)** shows that it was correct and a **red X (✗)** shows that it was incorrect. **Close** closes the Test Results screen.

Things To Do

The **Things To Do** list is where students see any assignments that you have made for them, including old ones.

This is a typical Things To Do list:



The screenshot shows a user interface for 'Things to Do'. On the left is a yellow sidebar with icons for 'Things To Do', 'My Test Scores', and 'Library'. The main area has a title 'Things to Do' and a date 'Today is Tuesday, March 31, 2009'. A 'Show:' dropdown menu is set to 'Tests Only'. Below this is a table with four columns: 'What to Do', 'What to Use', 'Finish', and 'Done'. The table contains three rows of assignments. At the bottom, there are buttons for 'Old Stuff', '<< Back 1 Next >>', and 'Save'.

What to Do	What to Use	Finish	Done
Mathematics: Complete this test by 12:30 today.	Assessment Guide Chapter 1 Pretest	Tuesday, March 31 12:30 PM	<input type="checkbox"/>
Reading: This is due this week.	Selection Comprehension	Monday, April 06	<input checked="" type="checkbox"/>
Mathematics: Do this by the date specified.	Assessment Guide Chapter 3 Pretest	Tuesday, April 07	<input type="checkbox"/>

The **Things To Do** list shows the next assignment that is due at the top. Only four **To Do** items are shown at a time. To see more items, the student can use the buttons at the bottom of the screen. The student may also choose to find only tests by choosing that option in the dropdown next to **Show**.

- **What to Do** tells students what the assignment is and how they should do it.
- **What to Use** displays a link to HMH resources, such as tests, that students may access with one click.
- The **Finish** column informs students of the date that the assignment is due.

- The **Done** column is a checklist that lets students keep track of what they have completed. When they take a test, ThinkCentral checks the box in the **Done** column corresponding to the assignment. For assignments other than tests, students can check the box themselves.
- **Old Stuff** allows students to see a list of previous assignments. When a student clicks **Old Stuff**, an extra column called **Start** displays, indicating when the assignment began. A clock icon indicates that the due date of the assignment has passed.