



## HMH English Learner Assessment Practice App and Teacher Resource Center

Quick Start Guide



Houghton Mifflin Harcourt

# Setting up the District

## District Administrators



- ➔ Your welcome email will provide you with your authentication codes and setup instructions.
- Follow the steps in this email to set up the district and teacher accounts.
  - Teacher accounts can be set up by district administrators or school administrators.
  - Be sure to select **Send New Account Notification** when creating new users. This will notify the teacher of his or her username and password, to be used for both the *English Learner Assessment Practice* mobile App and the Teacher Resource Center.
  - The district administrator is responsible for distributing the authentication codes to teachers, which they will use to set up their classes and students.



Dear Houghton Mifflin Harcourt Customer,

Thank you for your order of HMH Close Reads app. This email contains the **Authentication Code(s)** that you will use to activate your app content. Please save or print this email for future reference.

### YOUR ORDER

Please review your order carefully. If there are any discrepancies, please notify our Customer Experience Department at 800.225.5425. Please have available:

Your District or Institution Name: RANDOLPH CENTRAL SCH DISTRICT  
Your Order #: 000000  
Customer PO #: XXX XXX000  
Customer Email Address: [districtadmin@school.org](mailto:districtadmin@school.org)

### ITEM(S)

Course Name(s)	ISBN	Quantity
HMH COLL ENRCHMNT APP GR 9-10	9780544093928	5

### AUTHENTICATION CODE(S)

Course Name(s)	# of Licenses	Authentication Code
HMH COLL ENRCHMNT APP GR 9-10	5	000000000000

Please keep in mind that licensing is by user, so you must have enough licenses to cover student and teacher needs. In addition, HMH encourages users of the Close Read app to maintain a reserve count of devices and licenses to support standard implementation and hardware management procedures.

### DISTRICT AND TEACHER SETUP IN TEACHER RESOURCE CENTER

Before you activate your app, the district administrator or IT personnel must first set up the district in the HMH Close Read Teacher Resource Center.

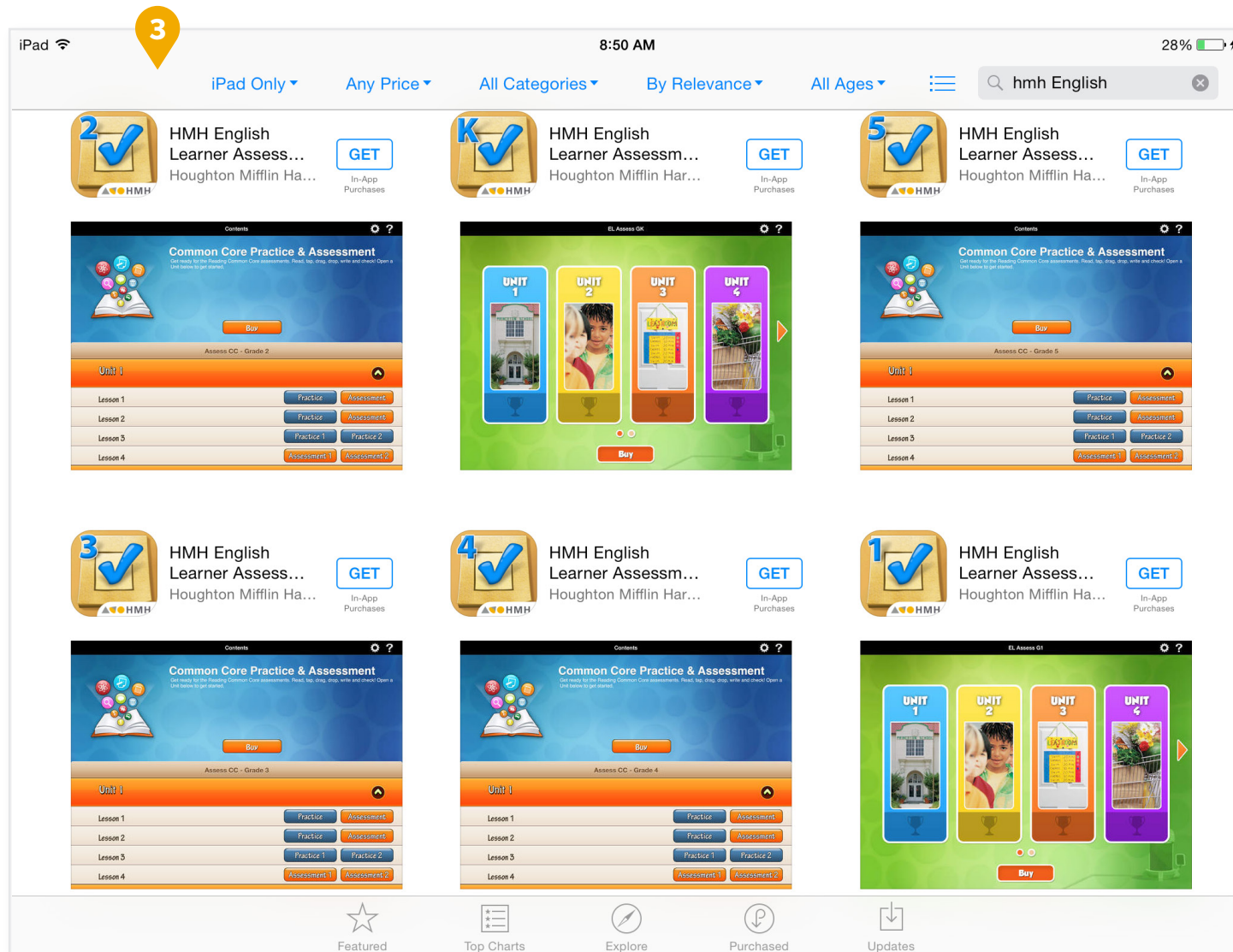
1. Go to <http://closereadapp.hmhco.com/>.
2. Launch the New District Setup screen, fill out the required information and click **Save**. Once the district has been setup you must associate the authentication code for this and any other orders with your district account.
3. In the District Title Admin screen, enter the authentication code(s) provided above and click **Submit**. Finally you must setup your schools and teachers. These actions can be undertaken by a district or school administrator.
4. Use the Admin tab to setup one or more schools.
5. Use the Admin tab to setup teachers. Note: it is important that you select the **Add Teacher Administrator** option, populate the details and that you choose to **Send New Account Notification**.
6. Teachers set up in this way will receive a user name and password by email. These details are required for teachers to use the app.

# Setting up Classes

## Teachers



1. Receive an email from the Teacher Resource Center with your username and password.
2. Receive your authentication codes from your District Administrator.
3. Install the free version of the *HMH English Learner Assessment Practice App* from iTunes.

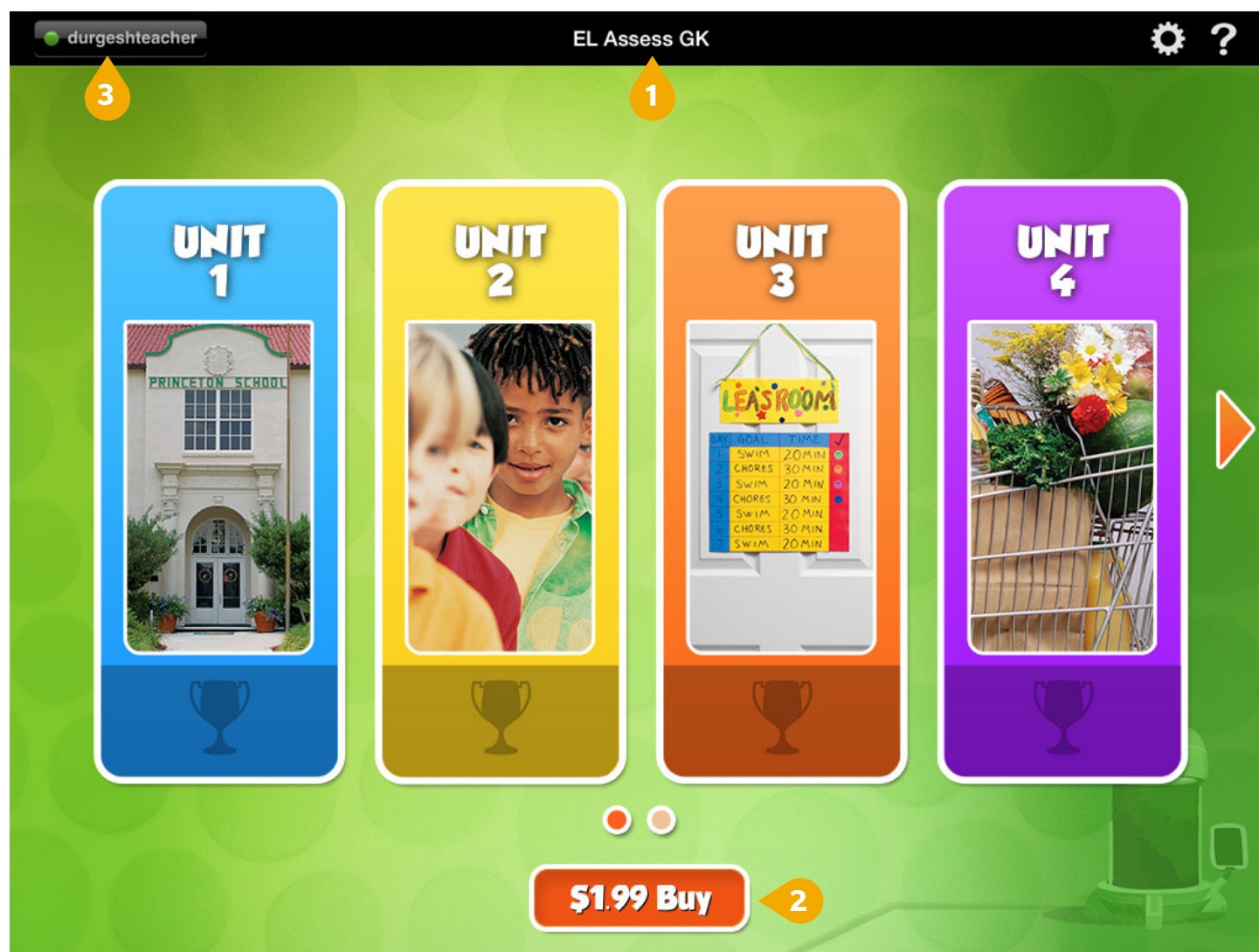


# Setting up Classes

Teachers



1. Launch the *English Learner Assessment Practice App* in your iPad.
2. Do not tap the **Buy** button! Instead, you will use your authentication code to unlock the content.
3. Tap **My Account**.





# Setting up Classes

Teachers



4. On the **Class Management** screen, sign in with your username and password.

On the Class List screen:

5. Tap **Add Class**.

6. Enter a class name.

7. Enter an authentication code for this grade. (Use all capital letters.)

8. Tap **Create Class**.

The image displays two screenshots of the 'Class Management' app interface. The top screenshot shows the 'Class Management Login' screen with a 'Teacher' tab selected. It includes fields for 'Username' and 'Password', a 'Submit' button, and a 'Forgot Password?' link. A yellow callout with the number '4' points to the login fields. The bottom screenshot shows the 'Add Class' screen with a 'Student' tab selected. It includes fields for 'Class Name', 'Teacher Picture', 'Student Password Level' (with 'Basic', 'Medium', and 'Complex' options), 'Authentication Code', and 'Auto Logout Time' (set to 10 minutes). A 'Create Class' button is at the bottom. Yellow callouts with numbers 5 through 8 point to the 'Add Class' button, the 'Class Name' field, the 'Authentication Code' field, and the 'Create Class' button respectively. A sidebar on the left of both screens lists options: 'Class Management', 'About HMH', 'Version info.', 'Terms & Conditions', 'Copyright', 'Restore Purchase', and 'Photo Credits'.

# Setting up Classes

Teachers



In **Class Setup**, note the Class PIN. All of your students will need this number to log in. There are two ways to add students to a class, the teacher can add the students or the students can add themselves.

The teacher adds the students:

1. In **Class Setup**, tap **Add Student**.
2. Follow the prompts to continue adding students to your class.
3. Tap the icon to view the students' automatically generated passwords.
4. Give each student the class PIN and his or her password. Students can now log in and update to a password of their choosing.



# Setting up Classes

## Teachers



The students add themselves:

1. On the main dashboard, students tap My Account. Under the Student tab, they will enter the Class PIN, provided by the teacher.
2. On the **Class Management** screen, sign in with your username and password.
3. Students follow the prompts to enter first and last names and confirm their passwords.

Students must now wait for the teacher to accept this registration before logging in to the App.

4. After students have added themselves to the class, the teacher will see a green dot appear in the Class List, showing that there are students awaiting approval.

5. The teacher accepts or declines the students.

Class Name	Students	Class PIN
Period 1	2	1039
Period 3	0	1058
Period 4	1	1059
Period 6	2	1060