

Edit District

Note:

To import data for *ThinkCentral* and *Holt McDougal Online*, a user must be selected as the default import administrator or the user must have the same administrator user name for both applications.

Only one user can be set up with the role of default import administrator.

| Assignments | Reports | User Accounts | District and Schools | My Account |
|-------------|---------|---|--|----------------|
| | | District Edit View Available Products Deactivate Products Configuration Settings | Schools Manage | Classes |

Step 1

Click the **District and Schools** tab, and then below **District** (for district administrators) or **School** (for school administrators), click **Edit**.

Edit District

District PID: 88900009
District name: ZZ Harcourt Review CA Dist A
Street address: Test Street
City: Test City
State: CA
Zip/Postal Code: 90000
Country: United States
Phone:
Time zone: (GMT-08:00) Pacific Time (US & Canada) ✓
Default Import Administrator: O'Brien,Dawn (OD.671) ✓

Save

Cancel

Step 2

Verify or select a time zone for the school.

Step 3

Select the designated administrator in charge of imports for your organization.

Step 3

Click **Save**, and when the confirmation dialog box appears, click **OK**.

Note:

The designated administrator can import files for both *ThinkCentral* and *Holt McDougal Online*. If errors occur when importing *ThinkCentral* data, the default import administrator receives the error report by email.