THINK
central

Guide for Administrators

HOUGHTON MIFFLIN HARCOURT

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Welcome to ThinkCentral!

ThinkCentral is the Houghton Mifflin Harcourt (HMH) Web site that allows teachers and students to access digital materials associated with one or more HMH programs. It also allows administrators to set up and modify accounts, and run reports of student, class and school progress.

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.
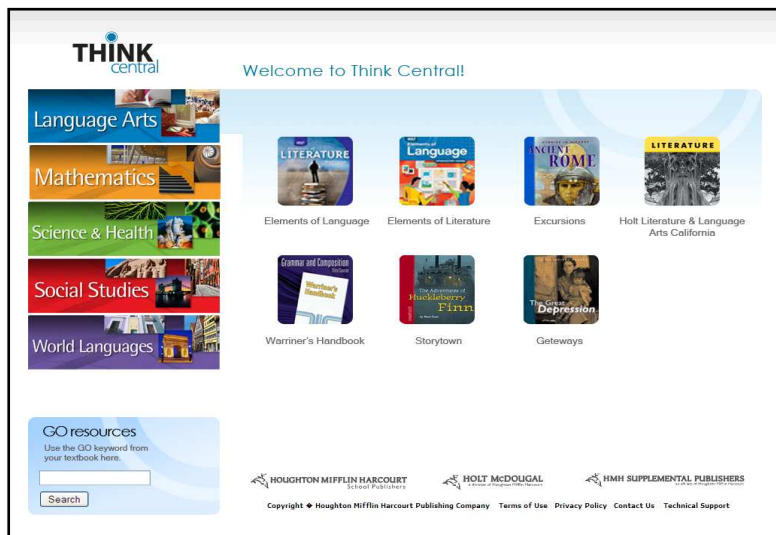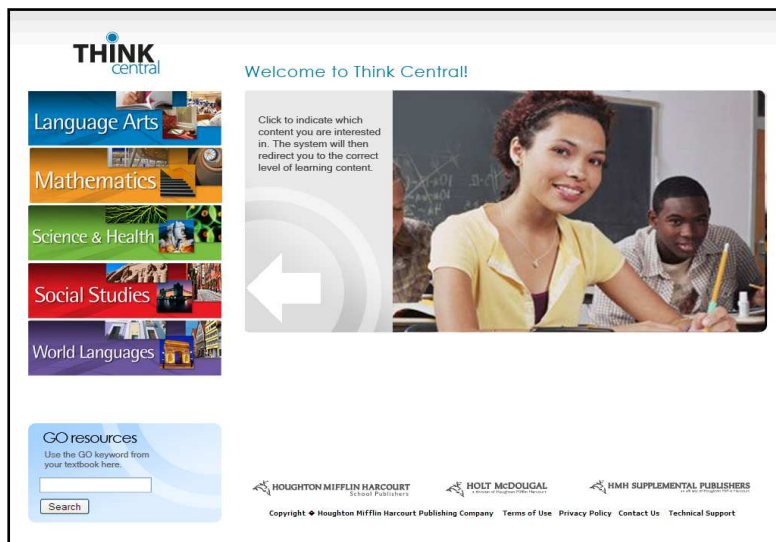
Registering for ThinkCentral

As soon as your order has completed processing, we will send you an email containing your login information and instructions for getting started in ThinkCentral. If you already have an administrator login and are just ordering new products, you don't have to do anything new; those products will become available to your teachers automatically.

To check order status or receive an administrator account, contact Digital Customer Services at 1-800-210-9157 between 8:30 AM – 5:30 PM ET Monday through Friday, or via email at techcare@hmhpub.com

Logging In

To access ThinkCentral:

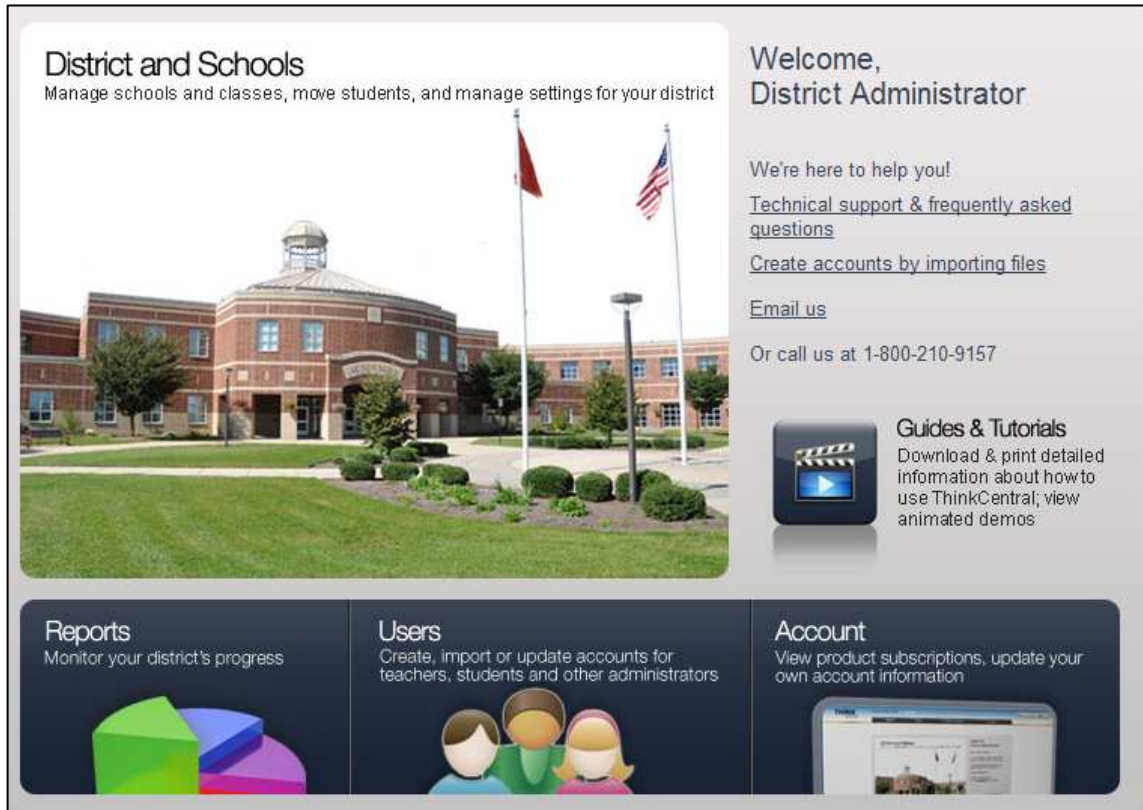Please note: you may want to bookmark the login page.

1. Select your state, district, and school.
2. You may elect to check **Remember My Organization**. This will make subsequent logins easier.
3. Enter your user name and password.
4. Click **Login**.

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.

Accessing the Administrator's Welcome Page

The Administrator's Welcome Page is comprised of clickable icons:

- **District & Schools** allows you to change some settings and create classes.
- **Reports** displays lists of exportable reports on schools, students or classes.
- **Users** allows you to create and modify accounts.
- **Account** allows you to update product and personal information.

Navigating ThinkCentral

No matter where you are in ThinkCentral, it's easy to move around. Tabs at the top of the page indicate major areas in the product that match those on the Welcome Page.

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

- To return to the Welcome Page, click the **ThinkCentral logo**.
- To obtain instructions about the current page, click **Help**.
- To exit ThinkCentral, click **Logout**.

The left navigation panel gives you the ability to perform tasks related to key areas of ThinkCentral. An example is shown below:
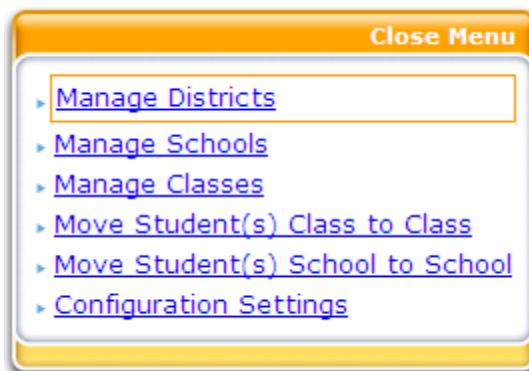
In general, throughout this product:

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

Managing User Accounts

Administrators are responsible for creating teacher accounts, either directly or by delegating that responsibility to someone else. Administrators may also create accounts for other administrators (e.g., principals), and, if desired, students. To do this, click **Users**. The Manage User Accounts screen appears:

From this screen, you may search for users with particular roles by their first name, last name, or user name. Select a user type from the dropdown list, enter one or more of these fields, and click **Find**. Results will appear on a list.

Creating a Teacher or Administrator Account

To add a teacher or school administrator individually, click **Add**…. The **Add a New User** screen appears.

1. Select a user type.
2. If you are the district administrator, select a school.
3. Using the Title dropdown, enter the salutation (optional).
4. Enter the user's first name in the **First Name** field.
5. Enter the user's middle initial in the **Middle Initial** field (optional).
6. Enter the user's last name in the **Last Name** field.
7. Type a valid email address in the appropriate fields.
8. In the **User Name** field, enter a unique user name. (All user names must be at least 5 characters long and cannot contain spaces or special characters.)
9. In the **Password** field, enter a 5-32 character password.
10. Type the same password again for confirmation in the **Retype Password** field.
11. To create the user account, click **Add**.

Note: Make sure you make note of the user name and password, because you will need to notify the user.

Creating Individual Student Accounts
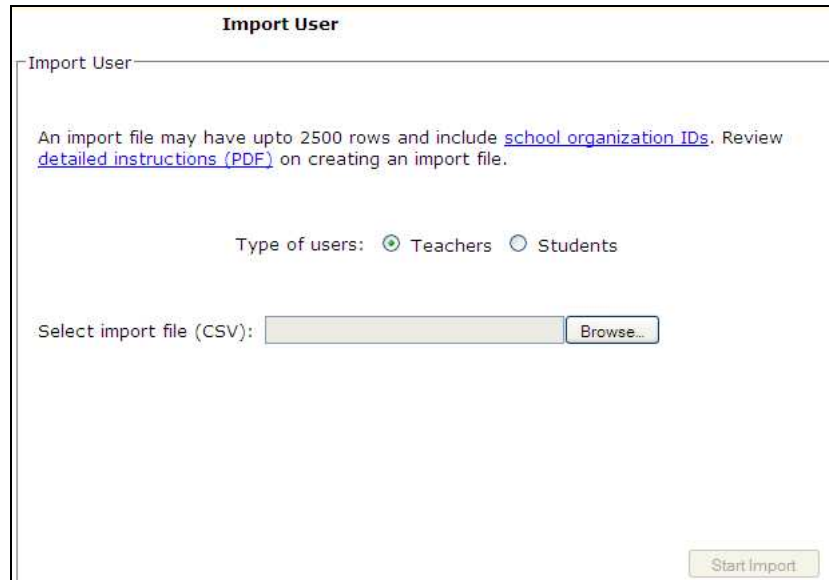
To add a student, click **Add…** The **Add a New User** screen appears.

1. Select Student as the **User type**.
2. If you are the district administrator, select a **School**.
3. Using the **Title** dropdown, enter the salutation (optional).
4. Enter the student's first name in the **First Name** field.
5. Enter the student's middle initial in the **Middle Initial** field (optional).
6. Enter the student's last name in the **Last Name** field.
7. In the **User Name** field, enter a unique user name. (All user names must be at least 5 characters long and cannot contain spaces or special characters.)
8. In the **Password** field, enter a 5-32 character password.
9. Type the same password again for confirmation in the **Retype Password** field.
10. If your school has student ID numbers, enter that them in the **Student ID** field. (Limited to 8 characters.)
11. Select the student's grade using the **Grade** dropdown field.
12. Enter No Child Left Behind data if desired.
13. To save the student's data and create the new account, click **Add**.

Note: Make sure to take note of the student's user name and password; you must communicate this information to the teacher.

Adding Multiple Accounts at One Time

You may elect to import a number of teachers or students into the system at one time. To do so, from the Manage User Accounts screen, click **Import user…** This screen appears:

To view detailed instructions on how to create an import file, click **Detailed Instructions (PDF)**. Files must be in CSV format, and structured in a particular way. For assistance with imports, please go to http://importhelp.thinkcentral.com.

To perform an import:

1. Select either **Teachers** or **Students**
2. 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 selected the file, click **Start Import**. You will receive a message letting you know if the import of users was successful, or if there were any errors.

Approving Self-Registrations

In some instances, teachers may go through the self-registration process themselves. In that case, the administrator must still approve them. To do that:

1. Click **Users**.
2. From the left panel, select **Approve Self-Registrations**. A list of names appears.
3. Click the radio buttons under **Approve** or **Disapprove**, and then click **Save**.

Managing the District

Administrators may change some settings by clicking **District & School**.

- To change the time zone for a given district, select it from the dropdown menu and click **Save**.
- To change the time zone for a school, from the left navigation panel, select **Manage Schools**, and then click on the school you wish to edit. Select the time zone from the dropdown menu and click **Save**.
- To change user settings, from the left navigation panel, select **Configuration Settings.** Two check boxes appear:
  o **Allow teachers to create and edit student user accounts** is checked as the default. If you want to disallow this, uncheck the box and click **Save**.
  o **Allow teachers to self-register** is unchecked as the default. If you want to have teachers register themselves (subject to your approval), click the box to check it and then click **Save**. *Please note that this is not recommended.*

Choices that district administrators make are for the entire district. School administrators may not override them.

Managing Classes

To create or modify a class, select **District and School** from either the Welcome Page or the top navigation menu, and then, from the left navigation panel, click **Manage Classes**. The Manage Classes screen appears.

From this screen, you may find a class or add one.

To find a class, from their respective dropdown lists, select a **School** and a **Teacher**, and then click **Find**. The class name list appears.

- To re-sort the list of classes by any category, click one of the column heads. To edit a class, click its name.
- To add a new class, click **Add Class**.

Adding a Class

The **Add Class** page is divided into two main sections. The top of the page contains details of the class, including the class name and description. The second portion of the page is a list of HMH products that are available to you. To make any product appear in the class library for students to browse, check the box next to its name and click **Save**.

Defining the class details

1. Select the **School** and **Teacher** from their respective dropdown lists.
2. Type in a unique name for the new class in the **Class Name** entry field.
3. Select a grade from the **Grade** dropdown list.
4. Type in the class period in the **Period** entry field.
5. Type in the description of the class in the **Description** entry field.
6. Decide on the availability of the class by choosing either **Activate** or **Inactivate**.
7. Select the products that you want to make available to the class by clicking the check box next to the appropriate product titles.
8. To save your changes to the class without creating a student roster, click **Save.**
9. To create a roster of students assigned to the class, click **Assign Students**.

Assigning Students to the Class

Click **Assign Students**. This screen appears:

1. Select a grade from the **Select Students from Grade** dropdown list.
2. To view a list of students from that grade, click **Find**.
3. To **Add Students** to a class:
   - 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 Students** from a class:
   - 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.

Moving Students from Class to Class

The **Move Students Class to Class** page allows you to remove students from one class and add them to a different class. When you remove students from the source class, the active relationship between the student and the class is severed. A new relationship between the student and the target class is created, providing the student with access to the resources and assignments of the class that he or she is joining.

To move one or more students from class to class, select **District and School** from either the Welcome Page or the top navigation menu, and then, from the left navigation panel, click **Move Student(s) Class to Class**.

1. Select the **School**, **Grade**, **Teacher** and **Class** that you are moving students from in the *Source Class* area.
2. Select the **Grade**, **Teacher** and **Class** that you are moving students to in the *Target Class* area.
3. To view the list of students assigned to each class, click **Show Students**.
4. To choose the student(s) to move, select them in the *Available Students* list and then click **Add**. The student(s) will appear at the top of the *Selected Students* list.*
5. To complete the move, click **Move Student(s)** and then click **OK** to confirm.

ThinkCentral will send an e-mail to the teachers of both the source class and the target class to inform them of the move. When the *Move Successful!* message appears, click **OK** to complete the process.

* You can select more than one student by holding down the Control (Ctrl) or Apple key on your keyboard and clicking on multiple students.

Moving Students from School to School

The **Move Students School to School** page allows you to move one or more students from school to school within the district. When you move a student from a school, his or her user account at that school is inactivated, and a new user account is created at the school to which the student is moved.

To move students from school to school, select **District and School** from either the Welcome Page or the top navigation menu, and then, from the left navigation panel, click **Move Student(s) School to School**.

1. Select the **School**, **Grade**, and **Teacher**/**Class** that you are moving students from in the *Source School* area.
2. Select the **School** that you are moving students in the *Target School* area.
3. To view the list of all students in the *Source School/Class*, click **Show Students.**
   - To move a single student, type the **First Name** and **Last Name** of the student in *Source School* area and then click **Show Students**.
4. To choose the student(s) to move, select them in the *Available Students* list and then click **Add**. The student(s) will appear at the top of the *Selected Students* list.*
5. To complete the move, click **Move Student(s)** and then click **OK** to confirm.

ThinkCentral will send an e-mail to the teachers of both the source class and the target class to inform them of the move. When the *Move Successful!* screen appears, it will display the student's name(s), Id(s) and User Name(s). Click **Print**.

* You can select more than one student by holding down the Control (Ctrl) or Apple key on your keyboard and clicking on multiple students.

Generating Reports

ThinkCentral K-6 allows you to generate a number of reports to give you the ability to track performance by district, class, or student. To select which type of report to run, from the Welcome Page, or within the application, select **Reports**.

- To view a description of each report, select it from the list by clicking the appropriate radio button.
- When you have selected the type of report you want to run, click **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. If you select "Custom," enter in date range, or select the calendar icon and select the desired test date range.
4. Select one or more question types to be included in the report in the **Select Test Details** section.
5. Select a standard set from the **Standard set** dropdown list.
6. To continue, click **Next**.

Select the Tests for the Report

1. You must 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**.

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 Welcome Page or within the application.

Updating Personal Information

- 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.
- Type in your e-mail address in the **Email address** entry field.
- 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.
- 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.
- To update your information, click **Save**.

Viewing Products

The **View Available Products** screen provides you with the ability to see what your district (or school) is entitled to.

From the left navigation panel on the Account page, under Account, select **View Available Products**.

1. First, using the **Grade** list, click the boxes next to all grades you want to include.
2. Select a **School**, or (district administrators), select the entire district.
3. Select a subject from the **Subject** dropdown list.
4. To view a list of available products that match the selected criteria, click **Find**.

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.

System Requirements

General

- PC with 2 GHz processor and 1GB memory, or Macintosh with 1.83 GHz processor and 1GB memory

- 1024 X 768 screen resolution

- Browser must be JavaScript-enabled

- Secure SSL connection; Port 443 and 80 must be enabled

- High-speed Internet connection

- Pop-up blockers disabled

- Cookies enabled

- Adobe Flash 10 for PC; Adobe Flash 9 or 10 for Mac

- Adobe Acrobat 9 or higher for PC; Adobe Acrobat Reader 7 or higher for Mac

- Quicktime 7.5 or higher for PC; Quicktime 7.6 for Mac

Operating Systems

- Windows XP (SP 2)

- Windows Vista

- Macintosh OS 10.3.9, 10.4.11, 10.5.x

Supported browsers

- Internet Explorer 6, 7, 8

- Firefox 2.0.0.14, 3.x

- Google Chrome 1. x

- Safari 2.0, 3.0.4, 4.0