

Houghton Mifflin Harcourt School Publishers
ThinkCentral
Guide for Teachers



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Welcome to ThinkCentral!

ThinkCentral is Houghton Mifflin Harcourt's integrated digital curriculum website. A single user name and password provides access to Houghton Mifflin Harcourt digital resources in all subject areas that your school has purchased, including integrated teacher materials, student materials, lesson planning, assessment, and reporting. ThinkCentral is your one-stop digital content source.



The Synergy of Integrated Curriculum Materials

The Electronic Teacher Edition is the central online planning tool. It is an interactive version of the print Teacher Edition. You can click on parts of the familiar planning pages and view, schedule, or assign worksheets, assessments, professional development podcasts, intervention, Electronic Student Edition pages, and other items. You can plan and schedule your lessons with the Electronic Teacher Edition.

| LESSON | NCTM STANDARDS | PACING | TECHNOLOGY AND RESOURCES |
|---|--|------------------|--|
| 1.1 Numbers to 10 pp. 5A-6 Objective Count, read, and write numbers up to 10. Essential Question How many are there in the group? | NS1.1 Count, read, and write whole numbers to 100. | 1 day | Lesson 1.1 Worksheets and Transparencies Intervention, Benchmark Skill B1 Mega Math, Country Countdown, Counting Critters, Levels A and B TE and Planning Resources Professional Development Podcast |
| 1.2 Numbers to 20 pp. 7A-8 Objective Count, read, and write numbers up to 20. Essential Question How many are there in the group? | NS1.1 Count, read, and write whole numbers to 100. | 1 day | Lesson 1.2 Worksheets and Transparencies Intervention, Benchmark Skill B1 Mega Math, Country Countdown, Counting Critters, Levels A, B, and D TE and Planning Resources |
| 1.3 Hands On: Compare Numbers to 20 pp. 9A-10 Objective Compare numbers to 20. Essential Question How do you compare numbers? | Foundational: NS1.2 Compare and order whole numbers to 100 by using the symbols for less than, equal to, or greater than (<, =, >), also MR1.2 | connecting cubes | Lesson 1.3 Worksheets and Transparencies Intervention, Benchmark Skill B2 Mega Math, Country Countdown, Counting Critters, Level D /Tools TE and Planning Resources Instructional Models |
| 1.4 Hands On: Order Numbers to 20 pp. 11A-12 Objective Order numbers to 20. Essential Question How do you order numbers? | Foundational: NS1.2 Compare and order whole numbers to 100 by using the symbols for less than, equal to, or greater than (<, =, >), also MR1.2 | connecting cubes | Lesson 1.4 Worksheets and Transparencies Intervention, Benchmark Skill B2 Mega Math, Numberopolis, Cross Town Number Line, Levels A, B, and C /Tools TE and Planning Resources |

Planning with the Electronic Teacher Edition

In addition to planning with ease, Houghton Mifflin Harcourt's Online Assessment offers an efficient and effective method of testing students. Teachers can assign assessments directly from their grade level curriculum or create custom tests to cater to student needs.

Chapter 1 Pretest

Go to question [Go] [Review Test] [Pause] [I'm Done! Score Test] [Out]

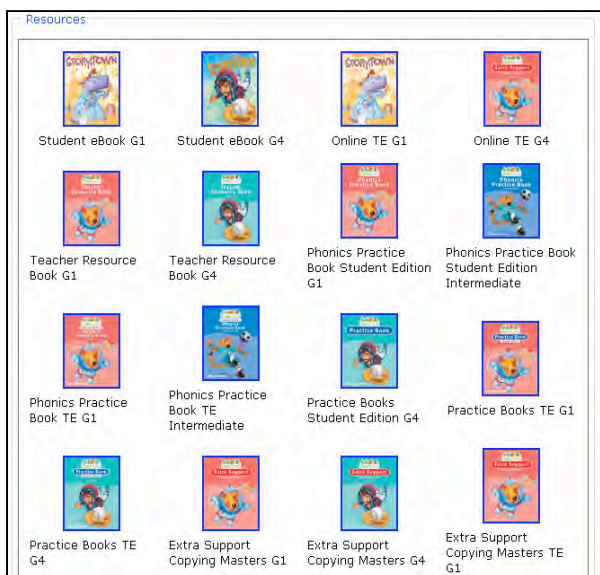
Bookmark [Clear]

1. What is the expanded form of 2077?

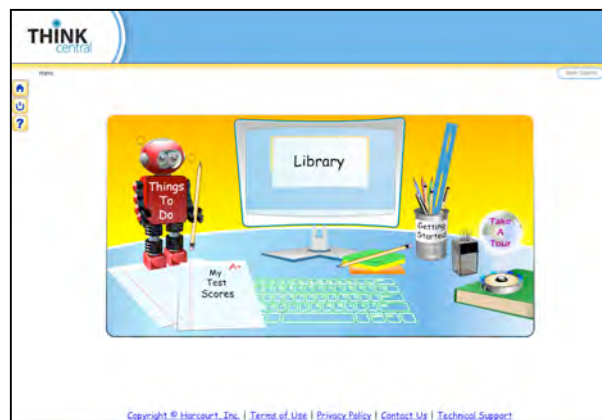
A) $200 + 10 + 7$
 B) $200 + 17$
 C) $200 + 70$
 D) $200 + 7$

Online Assessment

ThinkCentral offers Houghton Mifflin Harcourt curriculum materials in a digital, online format. You will also find additional components that are provided only in digital format, such as enrichment activities, teaching slides, podcast professional development videos, enrichment videos, and more.



Curriculum Materials Available Online



Student Desktop Interface

ThinkCentral’s student interface is easy to use and allows students to take tests, view their progress and scores, and access all appropriate content. Integrated with information from your SIS System, ThinkCentral saves you time.

GUIDE OVERVIEW

The purpose of this User Guide is to assist teachers in using the Houghton Mifflin Harcourt School Publishers ThinkCentral website and to provide information on how to perform the following tasks:

- Access and view digital resources
- Create lesson plans
- Manage students and classes
- Manage student assignments
- Generate assessment reports

To complete these processes, you will need the following items:

- The ThinkCentral Guide for Teachers (this manual)
- Either:
 1. Your user name and password (of the account your school has set up; obtained from your School or District Administrator) or
 2. An access code (See page 5 for self-registration instructions.)

You will also need:

- Student information, including full name and grade
- Class information, including class name and grade level

REGISTERING FOR YOUR TEACHER ACCOUNT

Before you self-register, be sure to check your e-mail for a registration notice from Houghton Mifflin Harcourt Support with a subject line of “Your Houghton Mifflin Harcourt eProducts Registration Confirmation,” as an administrator in your district may have already provided you with an account. This e-mail will provide your pre-approved user name and password. If you have not received an e-mail registration notice, you can self-register your ThinkCentral account by using the registration code provided by your school system manager.

1. Navigate to the ThinkCentral Login Web page. www.thinkcentral.com
2. Click **Register**. The Self-Registration page will display.
3. Call Technical Support (page 48) for information regarding registration codes. Input the digits you receive. Click **Continue**.

Note: This code can be used only once.

4. Select your state, district, and school. Click **Continue**.
5. Complete the Teacher Self-Registration page. Click the check box to the left of the Privacy Policy and Terms of Use.

Note: The items marked with an asterisk are required.

6. Click **Continue**. Your account will be created and registered. Click **Continue** again. You will be directed to the ThinkCentral login page.



Figure 1. Login Page



Figure 2. Teacher Self-Registration Page

CHECKLIST FOR TEACHERS

The school administrator/system manager must carry out several important responsibilities to ensure that the school's teachers and students are able to login and use ThinkCentral. Some of the responsibilities may instead be carried out by the district administrator/system manager or by a teacher. The school administrator/system manager has the same system management capabilities as a teacher, plus others specific to being a system manager.

The school administrator/system manager's responsibilities may or may not include the following:

- Receiving and becoming familiar with the ThinkCentral Guide for System Managers, which will include getting an access code for registration.
- Setting up the initial account as the administrator/system manager and deciding how all accounts in that school will be established (whether the district or school will be responsible for setting up all accounts or will allow teachers to self-register).
- Distributing necessary manuals, including the ThinkCentral Guide for Teachers and the ThinkCentral Guide for Family Involvement, to schools, teachers, and/or students and parents.
- Providing the first line of ThinkCentral technical support for teachers.
- Being the main contact for the Harcourt Technical Support Center (whether for a single-user issue or a district-wide concern) if there is no district administrator/system manager.
- Managing all school entitlements on ThinkCentral (what products are ordered and who has access to them) and contacting sales representatives with any order issues.
- Pulling all district-wide and school-wide data and archiving those files to input them in the event of migration from ThinkCentral 1.x to ThinkCentral 2.0 if there is no district administrator/system manager.
- Performing end-of-year processing of graduating students and promoting students from one grade to the next.
- All basic teacher and student account management, including resetting passwords.

Teachers are able to manage all the students in their classes through their ThinkCentral account. The district administrator/system manager and school administrator/system manager can also manage teachers' classes and students from their accounts.

Teachers must

- have basic computer knowledge and experience in using the Internet.
- be knowledgeable of district- and/or school-level support personnel.

Teachers have several important responsibilities when using ThinkCentral in the classroom. Some of these may instead be the responsibilities of the district administrator/system manager or the school administrator system manager.

The teachers' responsibilities may or may not include the following:

- Self-registering and maintaining their own accounts.
- Setting up and maintaining their students' accounts, including resetting passwords.
- Distributing user names and passwords to their students.
- Distributing all necessary manuals, including the ThinkCentral Guide for Family Involvement, to students.
- Allocating products to themselves and their students.
- Creating and managing their classes.
- Creating and managing instructional groups.
- Managing the teacher planner, including creating lessons.
- Managing student assignments and assessments.
- Running all necessary class and student reports.
- Providing the first line of ThinkCentral technical support for their students, and contacting their school and/or district administrator/system manager for further technical help.

GETTING LOGGED IN

1. Navigate to the ThinkCentral Login Web page. www.thinkcentral.com
2. Select your state, district, and school.
3. Click the **Remember my organization** check box.
4. Enter your user name and password.
5. Click **Login**.



Figure 3. Login Page



Teacher's Desktop

If you have been pre-approved, the Teacher's Desktop will be shown. The Teacher's Desktop includes eight clickable icons that are used to perform a variety of tasks:


- Start Here – to display the curriculum materials available online.
- Take a Tour – to see an overview of what the ThinkCentral system can do for you.
- Getting Started – to get information on the best way to begin using ThinkCentral.
- Planning – to create and modify your lesson planner, view resources and assignments, and customize the planner's settings.
- Classes and Students – to create and modify your classes and groups and to add students to those classes and groups.
- Assignments – to view and update student assignments.
- Reports – to create and print various reports to track and assess a student or class.
- Account – to update your account information and products.



Figure 4. Teacher's Desktop

Note: To return to the Teacher's Desktop at any time, simply click the  button on the left side of your screen. To log out, click the  button on the left side of your screen.

Help Links

To access online help click the  button on the left side of your screen. The content in the online help menu is relative to the screen you are viewing.

MANAGING YOUR ACCOUNT

The Account icon will help you update your account information and available products.



Figure 5. Teacher's Desktop

Updating Account Information

While accessing your account information, you can update the following:


- Teacher name
- E-mail address
- Grade information
- Password information
- Password hints and questions
- Assessment assignment preferences

Click **Save** to save your user information.




Figure 6. Account Editor (Teacher) Page


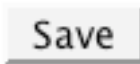
Note: You can also navigate to the Account Editor

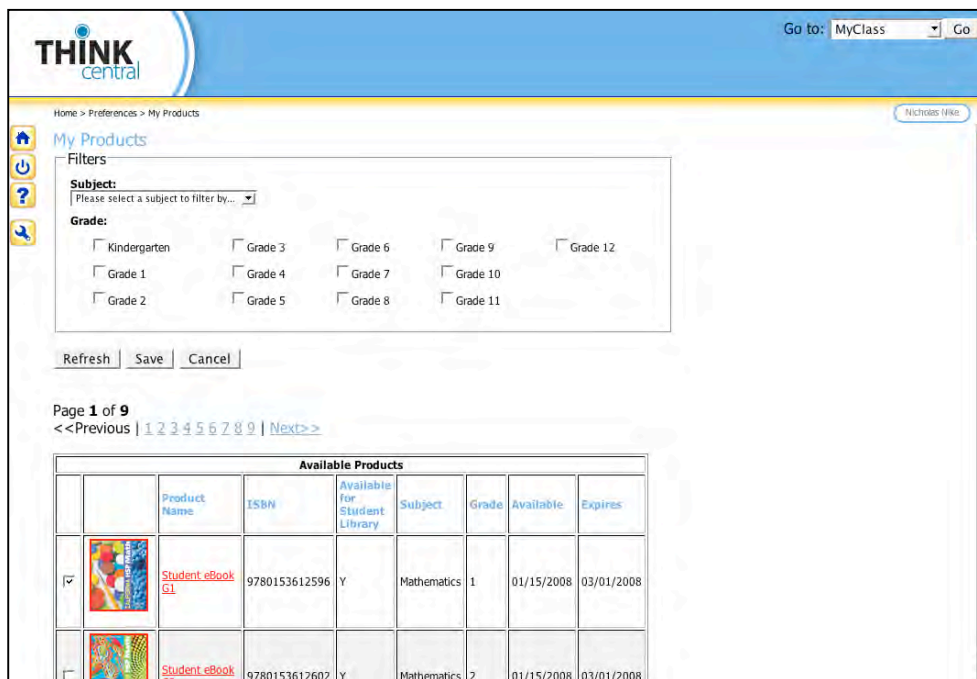
page by clicking the  button and then **My Account**

Preferences (My Settings) – My Products

ThinkCentral provides a wide range of resources for teachers and students. The My Products page is a digital storeroom where books and other items you can use in your classroom are made available. You can select any item there and add it to your resource page. Once you do so, that item will appear on your View Resource page. Additionally, products marked with a “Y” in the Available for Student Library column, once selected and added to your Resources page, will also be available to the students in your class (in their library).

Click  to display the My Products page.

1. Use the drop-down menu to select a subject to filter your search by.
2. Select the boxes of the grades you wish to include in the search.
3. Click . The results of your search will display below the Filters box.
4. Select any products by clicking the check box to the left of each desired product's thumbnail image.
5. You can sort the columns by clicking the blue column heads.
6. After selecting your products, click  to save your selections.



| | Product Name | ISBN | Available for Student Library | Subject | Grade | Available | Expires |
|-------------------------------------|----------------------------------|---------------|-------------------------------|-------------|-------|------------|------------|
| <input checked="" type="checkbox"/> | Student eBook G1 | 9780153612596 | Y | Mathematics | 1 | 01/15/2008 | 03/01/2008 |
| <input checked="" type="checkbox"/> | Student eBook G2 | 9780153612602 | Y | Mathematics | 2 | 01/15/2008 | 03/01/2008 |

Figure 7. My Products Page

Removing Products


1. From the Teacher’s Desktop, click the

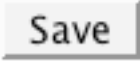


button or click the Account icon and navigate to the My Products page.

2. Navigate to the checked item that you wish to delete from your account.

3. Click the check box to remove the check from the box.

4. Click .


Note: When deleting multiple products on different pages, click  before moving to the next page of available products.

Account Management

From the Teacher’s Desktop, click the



button to display the My Settings page.

Click  to display the Search Accounts page. The Search Accounts page allows you to add a user, batch add/enroll students, and search for specific users.

Note: To batch enroll a roster of students, you must upload a CSV file to the ThinkCentral Student Batch Enrollment Wizard. Click **Batch Add/Enroll Students** to do so.

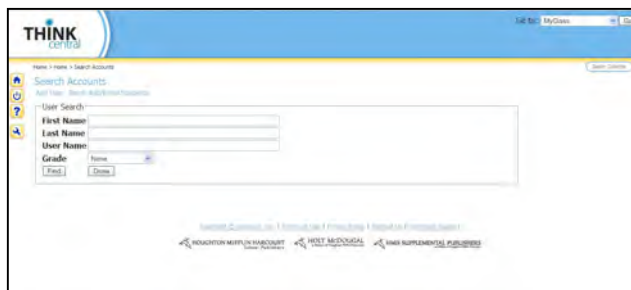


Figure 8. Search Accounts Page

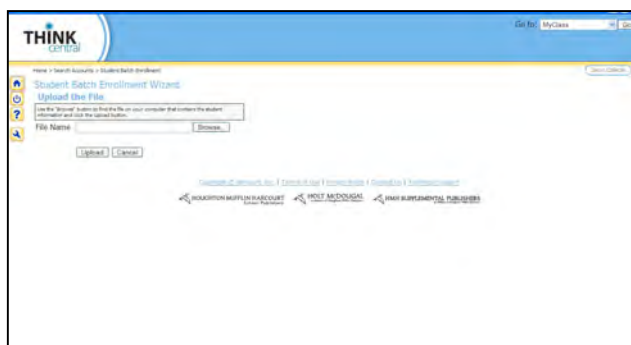


Figure 9. Batch Enroll Page

CLASS AND STUDENT MANAGEMENT

Creating a Class

A class is a group of students that will be given access to Houghton Mifflin Harcourt digital resources. You can add and remove students from a class as needed. See page 15 for more information.



To create, update, or modify your classes, click the **Classes & Students** icon on the Teacher's Desktop. The Classes and Student Management page will allow you to manage your classes, groups, and students.

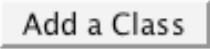



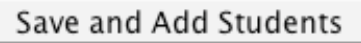
Figure 10. Classes and Students Icon

1. Navigate to the Classes and Students page by



either clicking the  button, followed by , or by clicking the Classes & Students icon from the Teacher's Desktop.

2. By default, every account has a “My Class” created. You have the choice to rename this class or you may add a new class by clicking  to open the Class Manager page.

3. Enter a class title in the text box.
4. Click the arrow to the right of the Grade heading, and select a grade from the drop-down menu.
5. Enter a description of the class in the Description text box.
6. Click  to save your new class.
7. Click  to save and display the Class Manager (Edit Class) page.

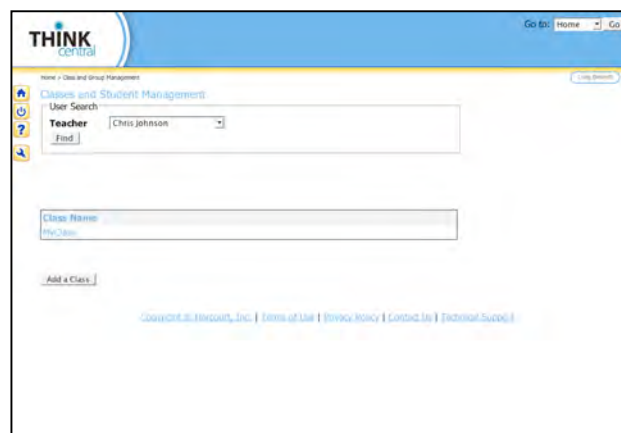


Figure 11. Class and Student Management Page



Figure 12. Class Manager Page

Class Manager (Edit Class)

The Class Manager page allows you to access the class’s general information, the resources included with the class, the class roster, and groups.

1. Once you add and save a class, the Class Manager page will display. You can manipulate general information from the General tab.
2. Click the Resources tab to browse, select, or de-select available products.
3. Click the Roster tab to view, add students to, remove students from, or batch enroll students to the class roster.

Note: See page 15 for more information on adding a user. Also, see page 12 for more information on batch enrolling students.

4. Click the Groups tag to separate students into groups. From here you can add a group, edit a group, delete a group, add and remove users from a group, and save a group.

Note: See page 17 for more information on creating, adding, editing, and saving groups.



Figure 13. Class Manager (General) Page



Figure 14. Class Manager (Resources) Page



Figure 15. Class Manager (Groups) Page



Figure 16. Class Manager (Roster) Page

Adding Students

Adding students is simple and easy with ThinkCentral. To add a student, navigate to the Classes and Student Management page by clicking the Classes & Students icon on the Teacher's Desktop or the Classes and Students button from the My Settings menu.

1. On the Classes and Student Management page, select a class to add students to. Once the Class Manager displays, click the Roster tab to display the roster of that class.
2. Click **Add User** to display the Account Editor page.
3. Select Student as the User Type.
4. When you have entered all of the student's pertinent information, click **Save**. A pop-up box will appear, asking if you are sure you would like to save. Click **OK** (or, if you need to make adjustments to the information click **Cancel** and then repeat Steps 3 and 4).
5. The User Account Confirmation page will display, showing the student's name, district, school, user type, user name, and password.

Note: You may also Batch Enroll students by clicking the **Batch Enroll** button.



Figure 17. Class Manager (Roster) Page

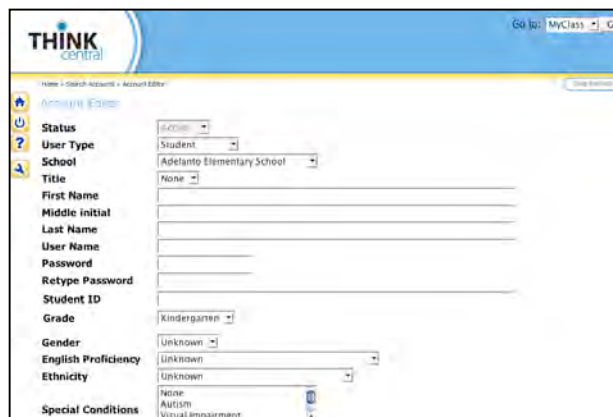


Figure 18. Account Editor (New User) Page

Assigning Students to a Class

Once you have created new students (see page 15 for details), you can begin adding those students to a class roster.

1. Navigate to the Class Manager page. You can do this in several ways. You may click



the button, click

Classes and Students

, and then choose a class. Or, you may click the Classes & Students icon from the Teacher's Desktop and then choose a class.

2. Choose the class you wish to add students to by clicking the class name. The Class Manager page will display.
3. Click the Roster tab from the Class Manager page. A roster of available users will display.
4. To move users from available to selected, click the name of the user you wish to assign and click **Add >**. To add all available users, click **Add All >>**. To remove users from your selections, you may use the **Remove** and **Remove All** buttons.

Note: You must have a teacher assigned as a selected user to save a class.

5. Once you have made all of your class

assignments, click **Save** to save your class.



Figure 19. Class Manager (Roster) Page

Creating a Group

You can create groups to organize students, just as you would in the classroom. You can individualize instruction by assigning different tasks to each group. You may add or remove groups from a class (see page 18). You may add or remove students from a group.

1. Navigate to the Class Manager page.
2. Click the Groups tab.
3. Click **Add Group**. The Add Group pop-up box will appear.
4. Fill in the group name and select a subject and level for your new group. Click **Save**. The new group's information will now appear on the Class Manager page.
5. You may add and remove students from the group by clicking Add, Add All, Remove, or Remove All on the Groups tab of the Class Manager page.
6. When you are finished assigning students to the new group, click **Save**.

Note: From the Class Manager page, you can also edit or delete any groups.



Figure 20. Class Manager (Groups) Page

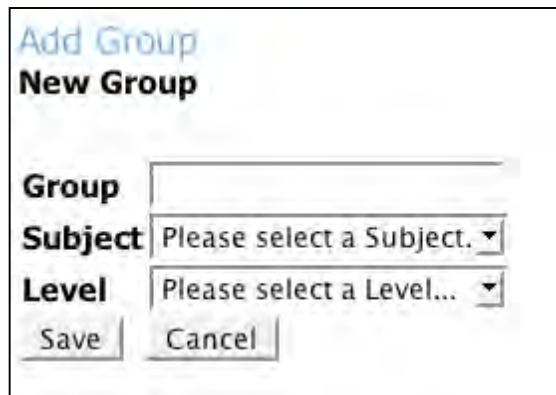


Figure 21. Add Group Pop-Up

Adding a Group to a Class

Groups are used within a class to organize students for specific projects or instructional needs. With ThinkCentral, the Class Manager takes care of adding groups to classes for you.

1. Navigate to the Classes & Students page by clicking the Classes & Students icon on the Teacher Desktop.
2. From the list of Class Names, choose the class you wish to add a group to. Click the name of the class.
3. The Class Manager Page for that class will display. Click the Groups tab to display the Groups in the Class.
4. Select a Group from the drop-down menu, or click **Add Group** to add a new group (see page 17 for more information).
5. When you create or modify a group from the Group tab on the Class Manager page, the Group is already established in the class you determined.



Figure 22. Class Manager (Groups) Page

Deleting a Group

1. To delete a group, select that group from the drop-down menu on the Class Manager page.
2. Click **Delete Group**. A pop-up box will appear, asking if you are sure.
3. Click **OK**. The group you selected will be deleted.

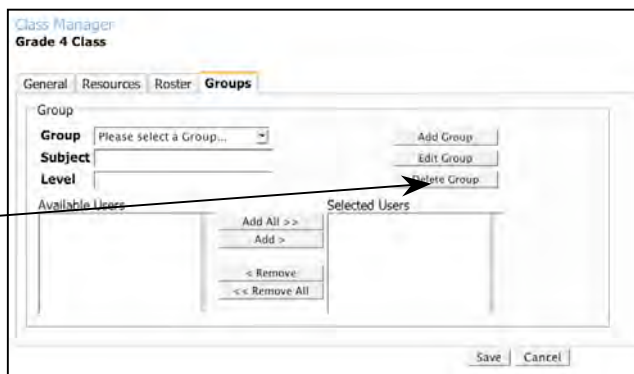


Figure 23. Class Manager (Delete a Group) Page

Viewing Class Rosters

A class roster is a list of your students' names and user names. You can change student information by clicking **Edit User** in the Account Editor on the Class Manager (Roster) page. To view a class roster:

1. Navigate to the Classes and Student Management page by clicking the Classes & Students icon on the Teacher Desktop.
2. Select a class from the Classes and Student Management page. Click the name of the class you wish to display. The Class Manager page for that class will display.
3. Click the Roster tab. The Enrollment Editor for your class roster will display. From here, you may add, remove, and save your class roster.

Note: See page 13 for more information about adding, removing, and saving a class.

4. Click the Account Editor button. The Account Editor for your class roster will display. From here, you may edit users (students) and view the entire class roster by name and user name.



Figure 24. Class Manager (Roster) Page

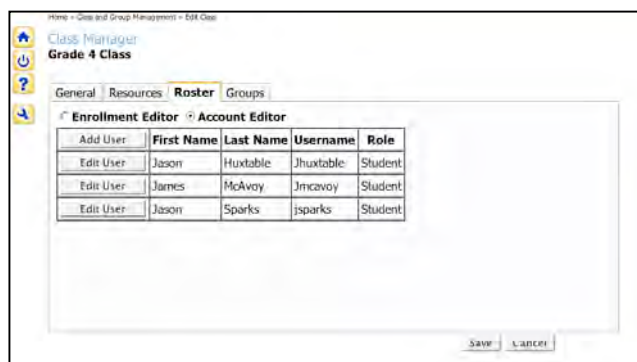


Figure 25. Roster Tab (Account Editor)

ONLINE RESOURCES

The View Resources page contains all digital publications, including digital enrichment activities, teaching slides, digital manipulatives, podcast professional development videos, enrichment videos, and more. The specific digital resources available to you depend upon what your school or district has ordered.

View Resources

To access and select items from the Online Resources:

1. Click **Start Here** on the Teacher's Desktop, or click the Resources and Assessments tab from any other page. The Resources and Assessments page will display.
2. The My Products tab will be selected. Here, you can view and access any of the products available to you.

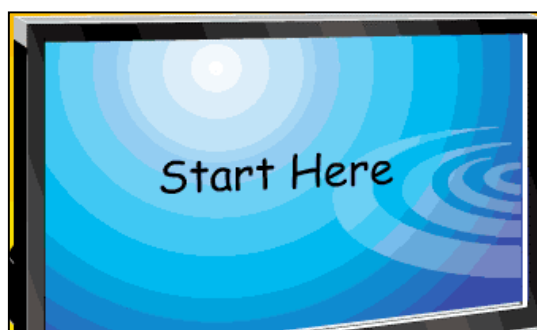


Figure 26. Start Here Icon

Note: Your entire resource library is accessible through the Resources and Assessments page. By browsing and searching, you can view and access all the content available to your school.

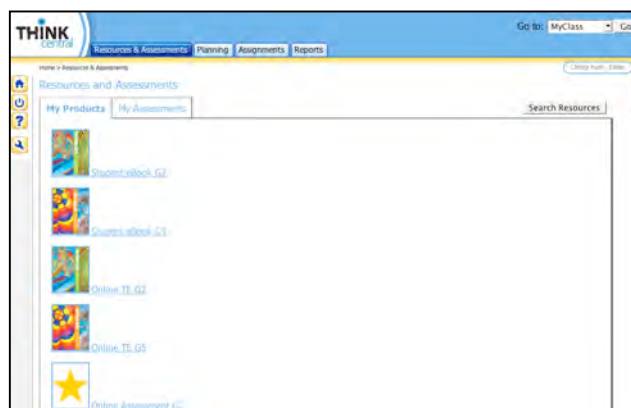
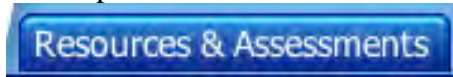


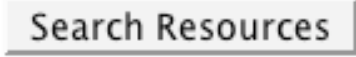
Figure 27. My Products Page

Note: Permission is granted, only to individuals using the corresponding student's textbook or kit as the major vehicle for regular classroom instruction, to print and photocopy Copying Masters from digital publications in classroom quantities for instructional use and not for resale. Requests for information on other matters regarding duplication of digital works should be addressed to School Permissions and Copyrights, Harcourt, Inc., 6277 Sea Harbor Drive, Orlando, Florida 32887-6777. Fax: 407-345-2418.

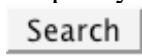
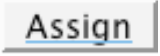
Searching for Resources

1. Click **Start Here** from the Teacher’s Desktop or the

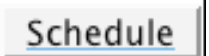
 tab from any other page. The Resources and Assessments page will display. The My Products tab displays your available products.

2. Click . The Resources Search page will display.

Note: You may search for Resources, Standards, or Readers from the Resources Search page.

3. Use the Find box and the drop-down menus to specify what to search for and then click . Your results will display below the Search box.
4. You may click a product name to view it, or you may use the buttons to assign or schedule a product.
5. Click  to display the Assignment Editor page and create a new assignment.

Note: see page 30 for more information on assignments.

6. Click  to display the Schedule Resource pop-up box. Choose a date and teaching block, and then click **OK**. The resource will be scheduled into your lesson planner.

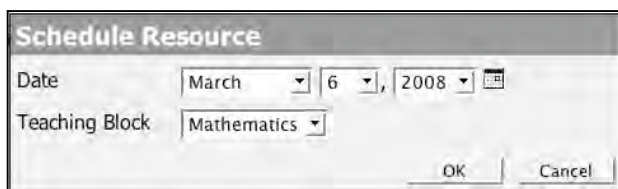


Figure 31. Schedule Resource Pop-Up Box

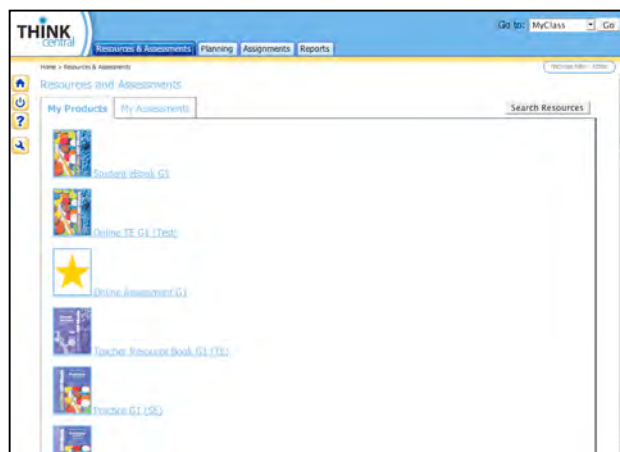


Figure 28. My Products Tab

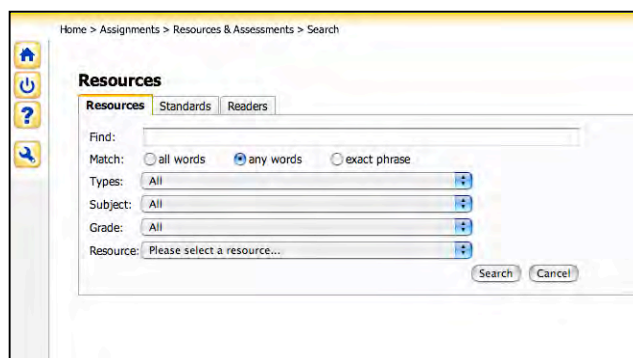


Figure 29. Resources Search Page

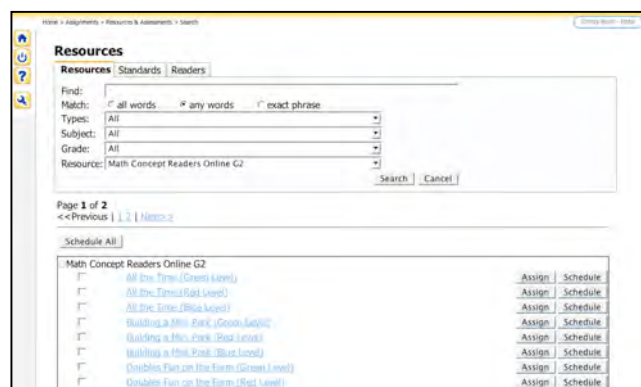
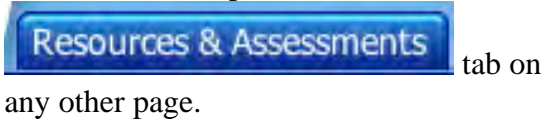


Figure 30. Search Results Page

Readers Online

The online readers are a digital representation of the Houghton Mifflin Harcourt Readers. You can view individual readers and access readability information in just a few simple steps.

1. Navigate to the Resources Reader Online Search page by clicking **Start Here** on the Teacher's Desktop or the



any other page.

2. Click **Search Resources**, followed by the Readers tab.

3. Use the Fill-in boxes and the drop-down menus to specify what to search for and then click **Search**.

4. The Readers Online Search Results will display.

5. Click on Reader thumbnail images, title names, or links to open that Reader.

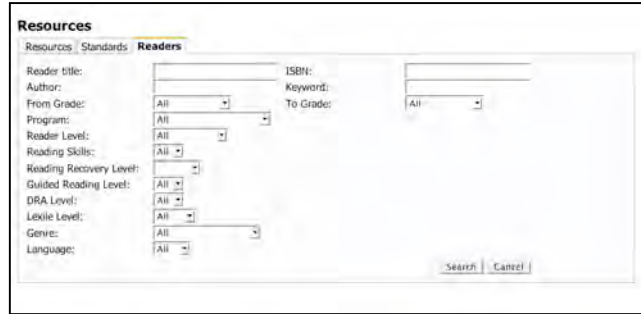


Figure 32. Readers Online Search Page



Figure 33. Readers Online Search Results

TEACHER/INSTRUCTOR PLANNING

To create, update, and modify your class lesson plans, select the Planning icon on the Teacher's

Desktop, or select the  tab on any other page.

The Weekly Lesson Planner page allows you to do the following:

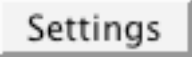
- View your lesson plans
- Create, edit, and delete lesson plan items
- View student assignments
- Adjust settings



Figure 34. Planning Icon

Settings

ThinkCentral allows you to customize the Lesson Planner settings to suit your needs and preferences.

1. Navigate to the Lesson Planner page by clicking the Planning icon on the Teacher Desktop or clicking the Planning tab on any other page. The Lesson Planning page will display.
2. Click . The Settings pop-up box will display your Settings options.

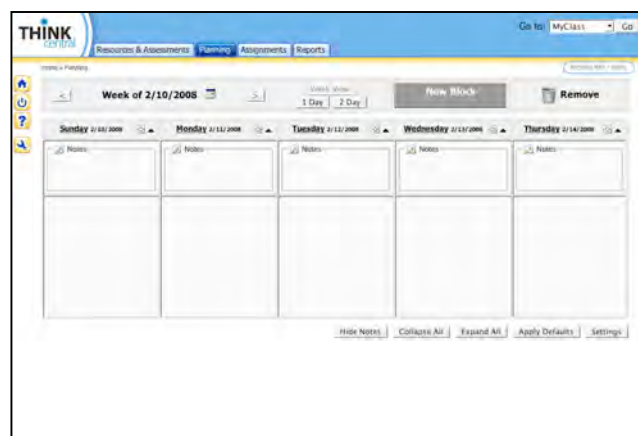


Figure 35. Lesson Planner Page

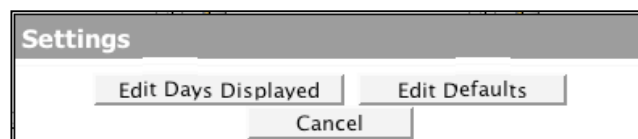


Figure 36. Lesson Planner Settings Pop-Up

3. You can use the buttons to choose to Edit Days Displayed or Edit Defaults.
4. The Days Displayed pop-up box offers check boxes to select which days of the week you would like to see on your Lesson Planner. Make your selections and click **OK** to save and view your customized Lesson Planner.
5. Clicking the Edit Defaults button will display the Default Lesson Planner Page. Here, you can set up teaching blocks to be default teaching blocks. From the Lesson Planning page, you can click **Apply Defaults** to apply the default Teaching Blocks to any Lesson Planning week to save time. To exit Default Mode, click **Exit Default Mode**.

Note: See page 25 for more information on Teaching Blocks.

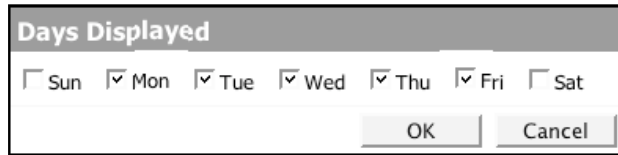


Figure 37. Days Displayed Pop-Up

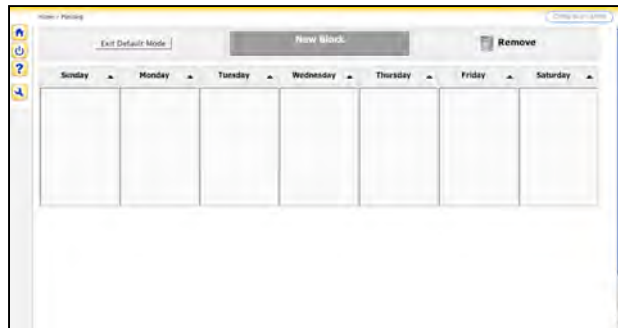


Figure 38. Default Lesson Planner Page

Teaching Blocks

Teaching blocks represent the subjects that you teach. You can set up default teaching blocks on your Default Lesson Planning Page and then apply them to any week that you wish. This will save you time when planning subjects that occur on a regular basis.

To set your default teaching blocks:

1. Navigate to the Lesson Planning Page by clicking the Planning icon on the Teacher's Desktop or the Planning tab on any other page.
2. Click **Settings**. The Settings pop-up will display your Settings options.
3. Click **Edit Defaults**. The Default Lesson Planner Page will display. Here, you can set up teaching blocks to be default teaching blocks. To exit Default Mode, click **Exit Default Mode**.
4. Click **Edit Days Displayed** to modify which days display on your Lesson Planning page.
5. From the Lesson Planning page, you can click **Apply Defaults** to apply the default teaching blocks to any planning calendar week.

To create custom teaching blocks for specific subjects and days:

1. Click and drag a new block from the New Block box, and drop it in the day for which you wish to plan a teaching block. The Block Settings pop-up box will display.
2. Using the drop-down menus, select the order in which you wish the teaching block to appear and the subject.
3. Fill in a title for your teaching block, or leave the default subject.
4. Click **OK**. Your new teaching block will appear in the day column in which you dropped the new box.



Figure 39. Settings Pop-Up Box

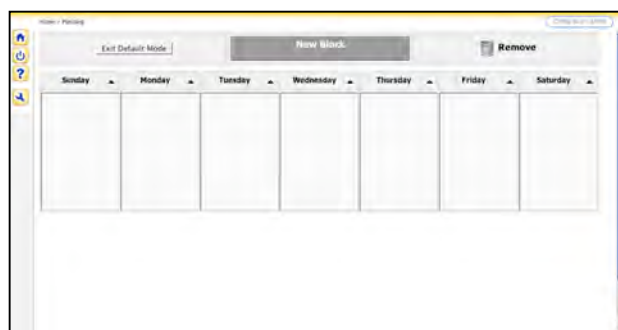


Figure 40. Default Lesson Planning Page

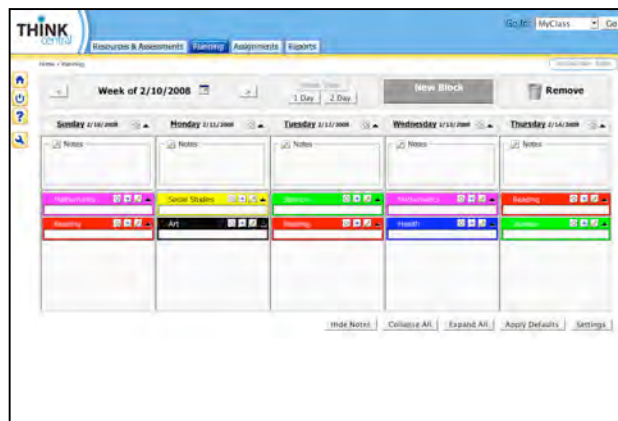





Figure 41. Weekly Lesson Planning Page





Figure 42. Block Settings Pop-Up Box

You may make changes to your teaching blocks once they are placed by clicking one of the three icons at the top right of each block.

- Click  to clear the teaching block.
- Click  to schedule an item to the teaching block. This button will open the Add Item pop-up box. You may add a custom item or a Houghton Mifflin Harcourt resource. Click **Add a Custom Item** to add a custom item. The Add/Edit Custom Item pop-up box will display. Input the title and URL of the custom item you wish to assign to the teaching block, and click **OK**.
- Click **Add a Resource** to add a Houghton Mifflin Harcourt resource. The Resources Search page will display.

Note: As you add items to a teaching block, they will display underneath the subject (or title you chose) of the block. To view/hide the teacher block details, click **Expand All**, **Collapse All**, or the arrow at the top right of each block, .

- Click  to edit the block. This button will open the Block Settings pop-up box. (See page 25 for more information.)

Note: At any time, you may click  **Notes** to edit and save any notes for a specific day of your planning calendar.

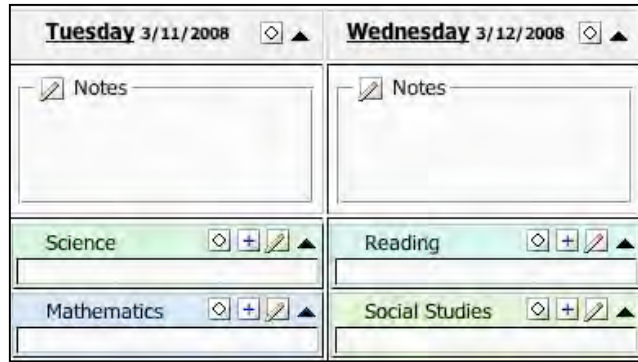


Figure 43. Teaching Blocks

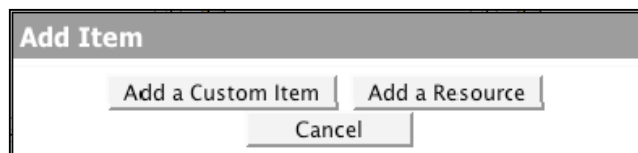


Figure 44. Add Item Pop-Up Box



Figure 45. Add/Edit Custom Item Pop-Up Box

Managing Your Planning Page

- Your Lesson Planning page can display in three ways. By default, the entire week displays, but you may select a one-day or two-day view instead. Click **1 Day** or **2 Day** to change from week view. To change back, click **Week View**.
- To remove a teaching block at any time, click and drag the block to the trashcan icon,

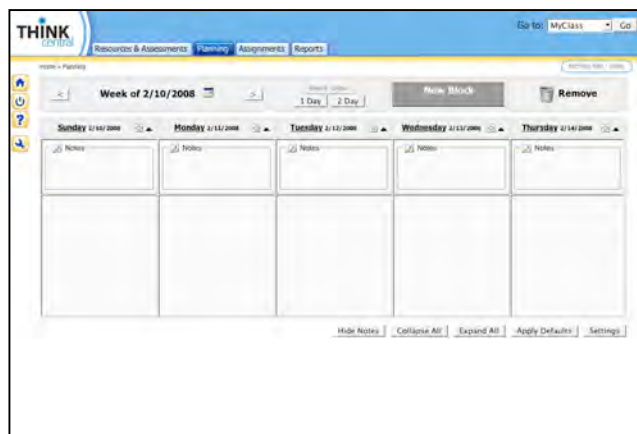
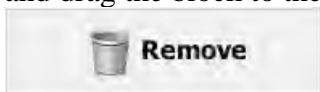


Figure 46. Planning Page

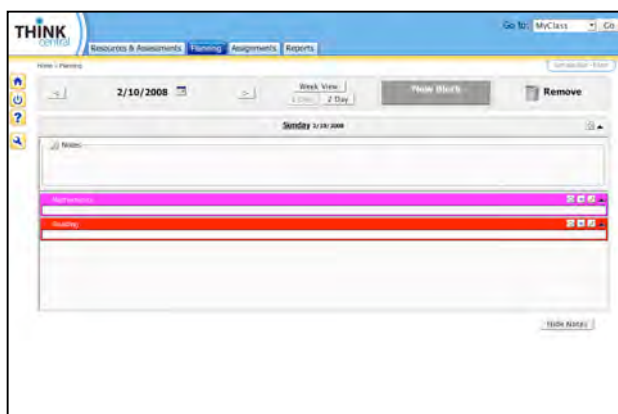


Figure 47. One-Day View

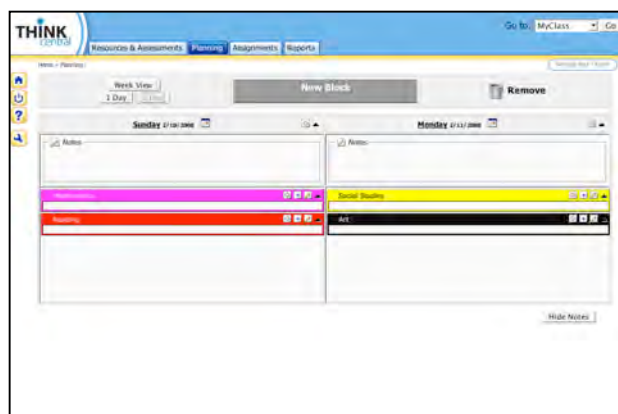


Figure 48. Two-Day View

Scheduling by Using Your TE Planning Pages

To better assist you in coordinating your lessons with the available online resources, ThinkCentral enables you to add items from your online TE directly to your ThinkCentral planner in a few simple steps:

Figure 49. Online TE Suggested Lesson Planner Page

1. Select any clickable resource. The View, Schedule, Assign pop-up box will appear. Click **View** to view the selected resource.
2. Return to your Online TE Suggested Lesson Planner page; select any clickable resource; and click **Schedule** from the View, Schedule, Assign pop-up box to display the Schedule Selected Resource page. Click the circle to the left of the assignment you wish to assign. Click **Assign**. The Make an Assignment page will display. Or, click **Assign** from your Online TE Planning page to display the Make an Assignment page.

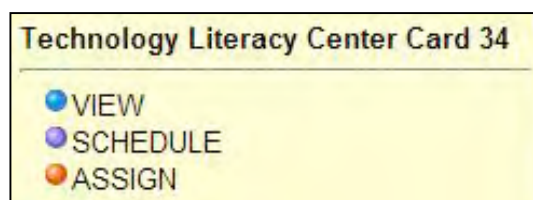



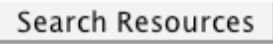
Figure 50. View, Schedule, Assign Pop-Up Box

Note: See page 30 of this Guide for more information on making an assignment.

Scheduling by Using the Resources and Assessments Page


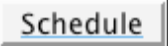
To better assist you in coordinating your lessons with the available online resources, ThinkCentral enables you to add items from the online resources directly to your planner in a few simple steps:


1. Navigate to the Resources and Assessments page by clicking **Start Here** on your Teacher’s Desktop or by clicking the  tab from any other page.

2. Click . The Search Page will display, with the Resources tab active.

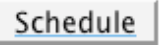
Note: You may also search for Standards or Readers from the Search Page.

3. Use the box, buttons, and drop-down menus to select your search criteria. Click **Search**. Your results will display below the search box.

4. You can assign or schedule a particular resource by clicking  or  to the right of the resource title.

5. Click  to display the Assignment Editor. Fill in the assignment information, the dates and times, and the students. Click **Save** to save the assignment.

Note: For more information about the Assignment Editor, see page 30.

6. Click  to display the Schedule Resource pop-up. Select a date and a teaching block. The resource will be scheduled to your Planning Page.

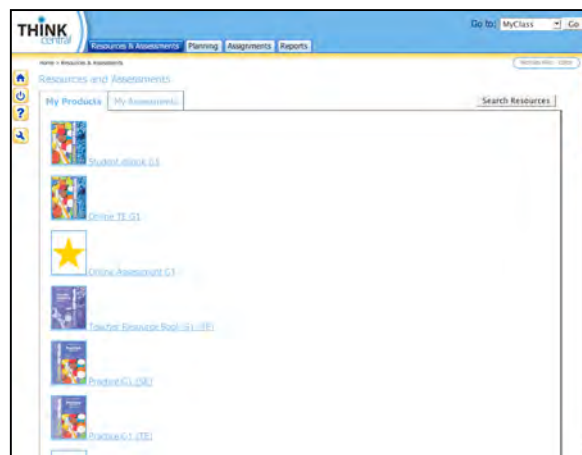


Figure 51. Resources and Assessments Page

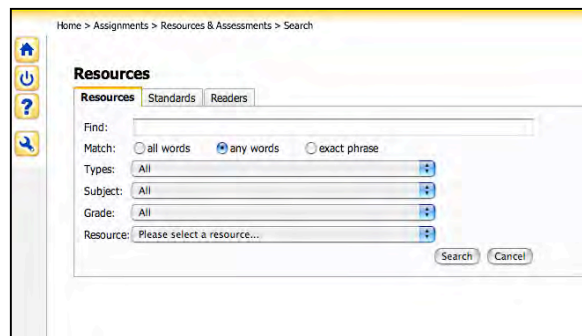


Figure 52. Search (Resources) Page

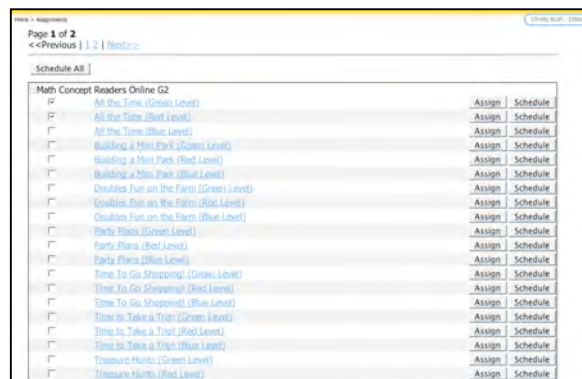


Figure 53. Search Results Page

STUDENT ASSIGNMENTS

ThinkCentral allows you to assign provided activities and reading assignments digitally. You will also be able to create custom assignments and view all assignments, custom or provided.

Adding Assignments

1. Navigate to the Assignments Page by clicking the Assignments icon from the Teacher's Desktop or by clicking the **Assignments** tab from any other page.
2. You can search and view assignments. See page 32 for more information.
3. From the Assignments page, you can create an assignment for any provided activity or resource.
4. To add an assignment, click **Add an Assignment**. The Assignment Editor Page will display, with the Assignments tab active.
5. Fill in the title and instructions. Choose a subject from the drop-down menu.
6. Click the Dates & Times tab to edit the availability of the assignment.
7. Click the Students tab to add and remove students.
8. Click **Save** to save your assignment. The Assignments page will display, and the assignment will appear in the Assignments box.

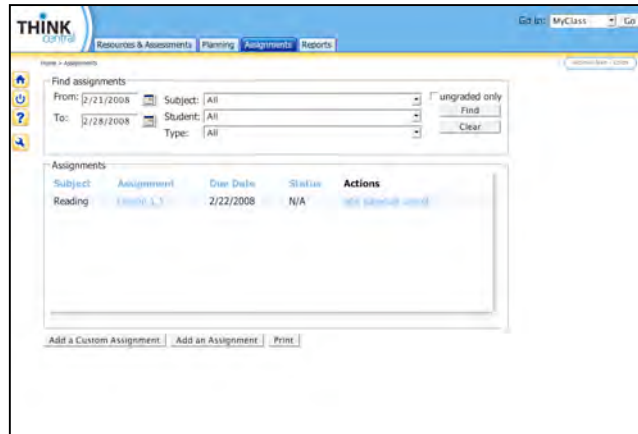


Figure 54. Assignments Page

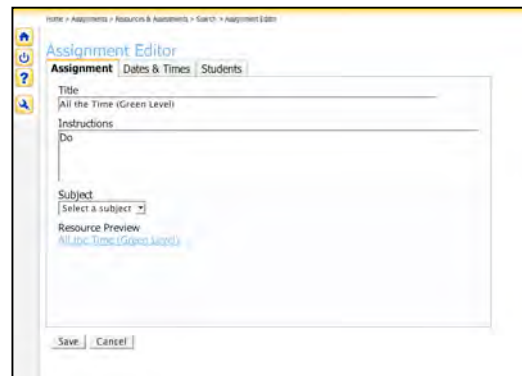


Figure 55. Assignment Editor Page

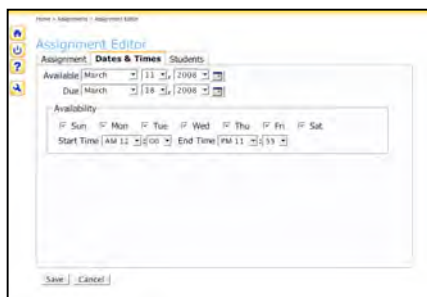


Figure 56. Assignment Editor (Dates & Times) Page

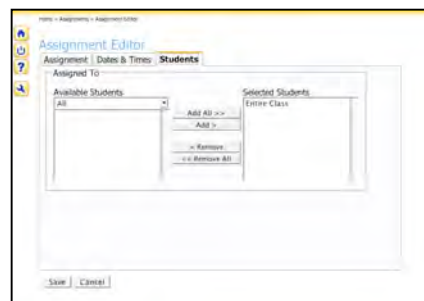


Figure 57. Assignment Editor (Students) Page

Adding Custom Assignments

1. Navigate to the Assignments Page by clicking the Assignments icon from the Teacher's Desktop or by clicking the **Assignments** tab from any other page.
2. You can search and view assignments. See page 32 for more information.
3. From the Assignments page, you can create a custom assignment.
4. To add an assignment, click **Add a Custom Assignment**. The Assignment Editor Page will display, with the Assignments tab active.
5. Fill in the title and instructions. Choose a subject from the drop-down menu.
6. Click the Dates & times tab to edit the availability of the assignment.
7. Click the Students tab to add and remove students.
8. Click **Save** to save your assignment. The Assignments page will display and the assignment will appear in the Assignments box.

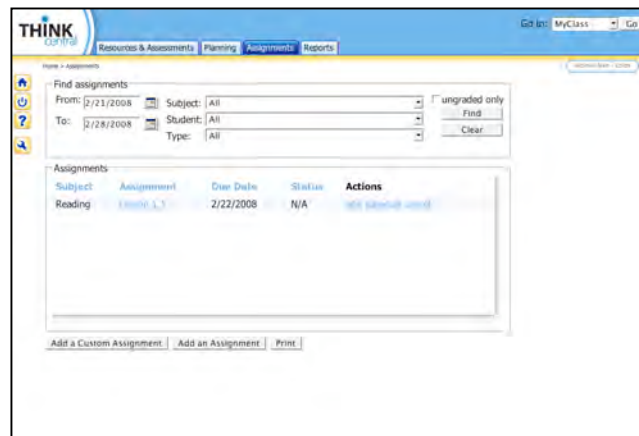


Figure 58. Assignments Page



Figure 59. Assignment Editor (Custom) Page

Viewing Assignments

The Assignments page displays assignments that have been made. It also has a search feature. As a default, it shows all assignments from one week ago to one week in the future. You can use the steps below if you want to see assignments outside the default range.

1. Navigate to the Assignments Page by clicking the Assignments icon from the Teacher's Desktop or by clicking the **Assignments** tab from any other page.
2. You can search for an assignment by date, subject, student, and type. Use the drop-down menus to specify your search requirements.
3. Click **Find** to search for assignments. Your results will display in the Assignments box.
4. For detailed information about any assignment, click the blue highlighted assignment name. The information will display.

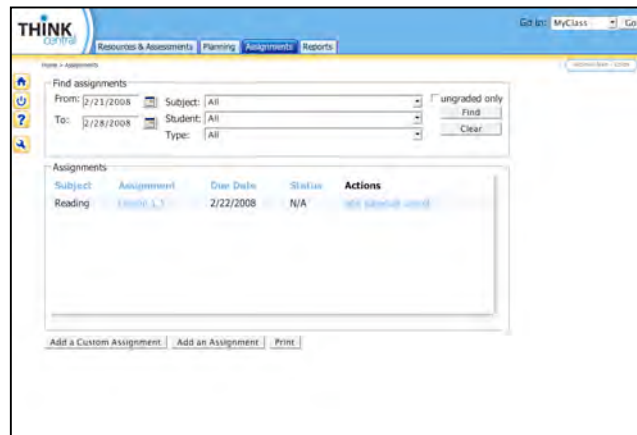


Figure 60. Assignments Page



Figure 61. Assignment Information

STUDENT ASSESSMENTS

Creating a New Assessment

As a teacher, you may create Assessments for your class.

1. From the Teacher's Desktop, click **Start Here** or the Resources & Assessments tab on any other page to display the Resources and Assessments page.

2. Click the **My Assessments** tab.

2. Click **New Assessment** to access the New Assessment Page Settings. Fill in the Title, Subtitle, Description, and Pre-test Instructions of the assessment you wish to create.

3. Click **Save** to save your entry. The New Assessment Page will display.

4. From the New Assessment Page (Assessment Editor) you can add a question set, add a single question, configure the test, select all of the questions, delete a question set, and preview the entire assessment.

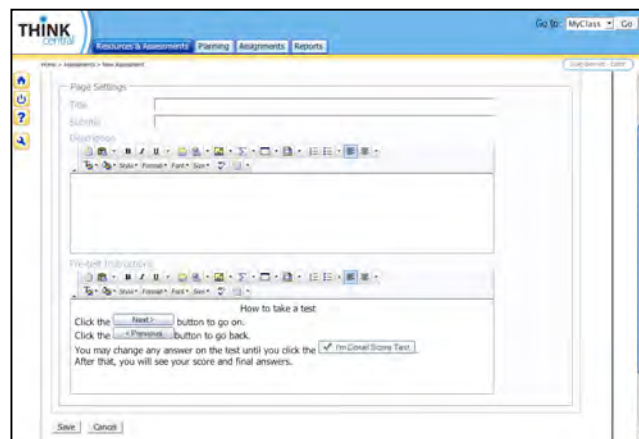


Figure 62. Page Settings Page



Figure 63. New Assessment Page (Assessment Editor)

New Assessment Question Settings

When creating a new assessment for your class, you may set guidelines for the test.

1. Click **Configure** on the Assessment Editor to display the Question Set Settings. You can select between the General and Interaction tabs.
2. The General settings allow you to set the title of the Question Set and create heading text, if desired.
3. The Interaction settings are presentation settings, such as how the test displays and a time limit structure.
4. Select options by clicking the checkboxes or circles to the left of the options.
5. Click **Save** to save your selections.



Figure 64. Question Set Settings (General)

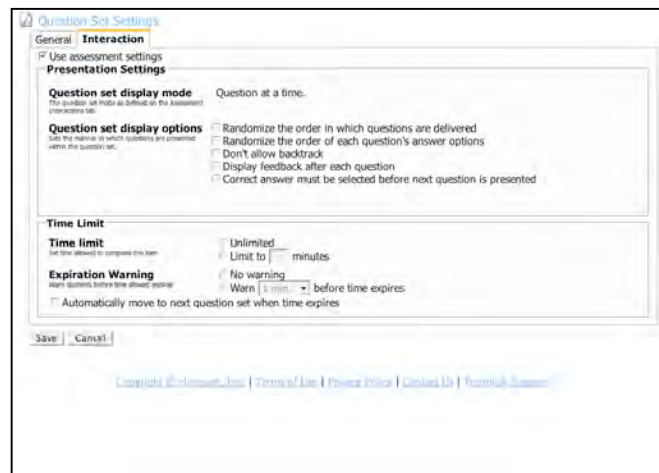


Figure 65. Question Set Settings (Interaction)

New Assessment Information

Click the **At a Glance** tab to display the At a Glance Page, which offers specific information about the assessment you have created.

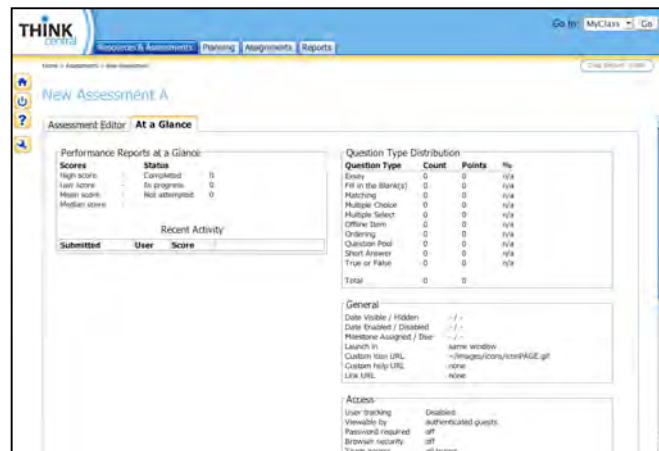


Figure 66. At a Glance Page

New Assessment - Questions

When you access the New Assessment Page, the Assessment Editor offers options on creating your new assessment.

1. Click **Add Question Set** to name and save a new set of questions.
2. Click **Add Question** to open the Add Questions Options Page. Here, you can choose to copy questions from an assessment, search the question bank, browse the question bank, or access the question pool.



Figure 67. Add Questions Options Page

Note: Browsing the question bank is an effective way to view all of the products available. Choosing the Online Assessment for a specific grade level offers all of the assessment questions within that grade level.

3. Choose an assessment you wish to access questions from by clicking the checkbox to the left of the assessment title.
4. When finished selecting resources you wish to include in your assessment, scroll to the bottom of the page and click **Done**. The Assessment Editor will display, showing the test items in the Question Set: Questions window.



Figure 68. Question Bank

5. The test is now complete and is automatically saved. Anytime you access My Assessments from the Resources and Assessments page, the new assessment will display.

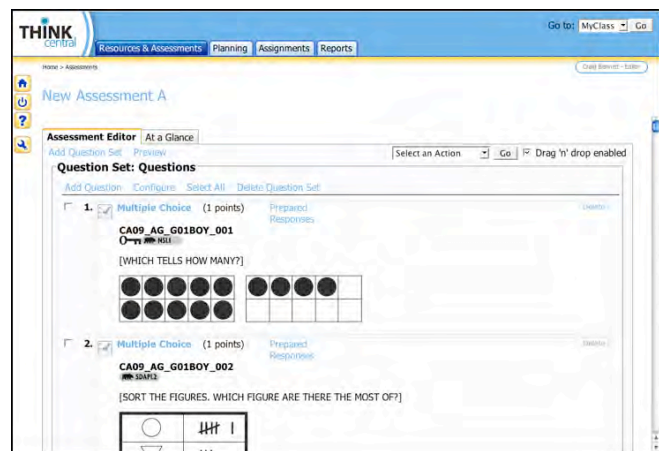


Figure 69. Question Set Window

Student Assessment Results

1. Select the Assignments icon on the Teacher's Desktop, or click the Assignments tab from any other page. The View Assignments page will display.
2. Click [view class results & prescriptions](#) to display the View Class Results & Prescriptions page.
3. Click [View Test & Enter Scores](#) to display the test score information.

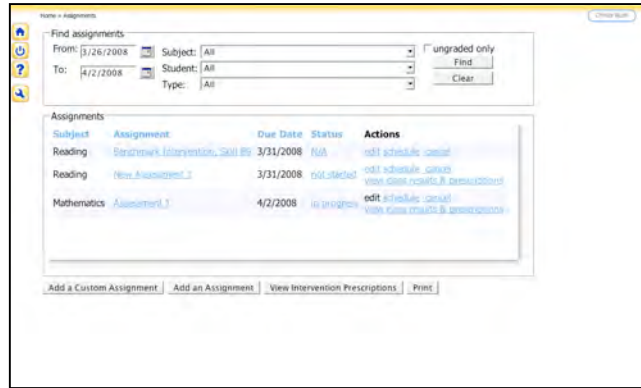


Figure 70. View Assignments Page

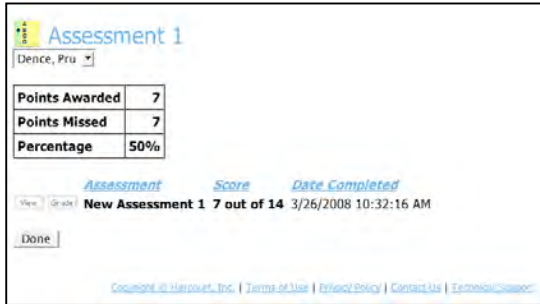


Figure 71. Test Score Information

4. The student's test score information will display.

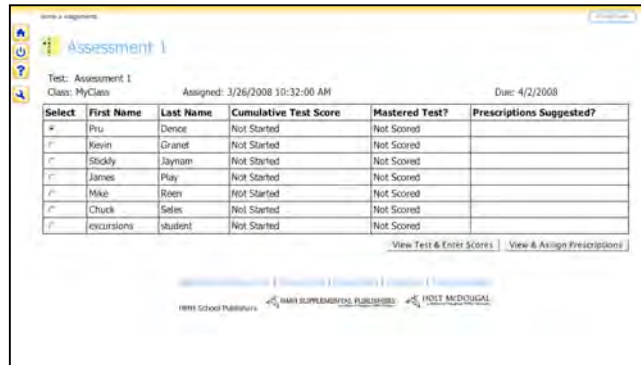


Figure 72. View Class Results & Prescriptions Page

Scoring Open-Ended Assessments Items

Open-ended assessment items consist of fill-in-the-blank and/or essay questions. You can score these answers by following a few simple steps.

1. Select the Assignments icon on the Teacher's Desktop, or click the Assignments tab from any other page. The View Assignments page will display.
2. Click [view class results & prescriptions](#) next to the Assessment or Assignment you wish to grade to display the Assessment Details page.
3. Click [View Test & Enter Scores](#). A pop-up window with the score details for your selected student will display.
4. Click **Grade**. The test will open in a pop-up, where you can input scores for items that are not automatically scored by ThinkCentral. Click **Save** to save the scores you input.

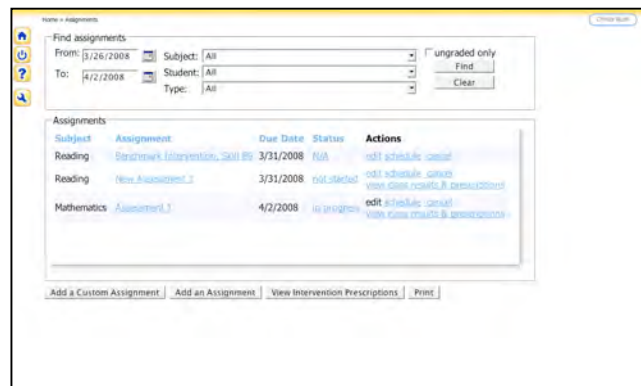


Figure 73. View Assignments Page

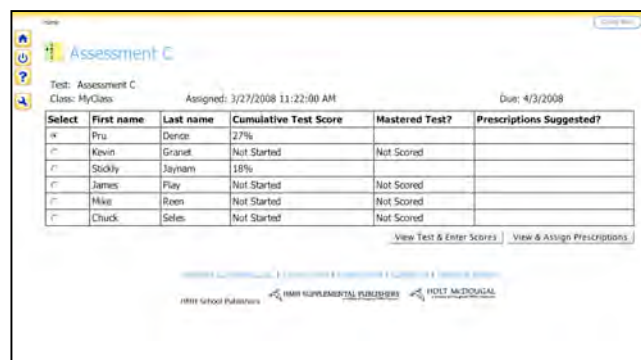


Figure 74. Assessment Details Page

Prescriptions

ThinkCentral offers prescriptions to help students who have not mastered a particular topic or skill. Prescriptions are generated based on your students' performance on a specific assessment. If a student performs below mastery level, ThinkCentral will recommend additional assignments that will enable the student to remediate his or her deficiencies. You can View, Schedule, and Assign prescriptive resources just as you would a regular assignment or assessment. To access Prescriptions, follow these simple steps:

1. From the Teacher's Desktop select the Assignment icon or click the Assignments tab on any other page. The View Assignments page will display.
2. Click [view class results & prescriptions](#) to display the View Class Results and Prescriptions page.
3. Select a student who has not mastered the selected assignment.
4. Click [View & Assign Prescriptions](#). The View & Assign Prescriptions page will display.

Note: A pop-up may appear informing you that a standard set was not selected for the assignment. If you did not pre-assign a standard set, you will be able to do that on the View & Assign Prescriptions page.

5. If you did not pre-assign a standard set, select one from the drop-down menu. Click **Find**. The Prescriptions box will populate.
6. Choose from the View Resource, Schedule, Assign buttons to access the prescriptions.
7. Click **Schedule** to display the Schedule Selected Resource page.
8. Click **Assign** to display the Make an Assignment page and assign the suggested resource.

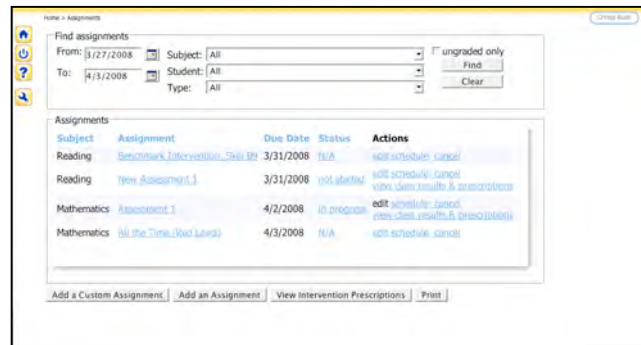


Figure 75. View Assignments Page

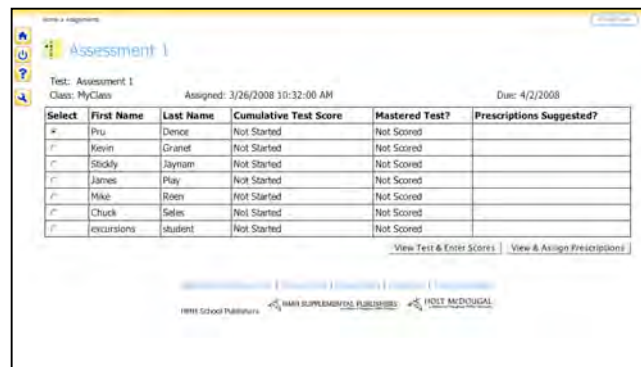


Figure 76. View Class Results & Prescriptions Page

REPORTS

Houghton Mifflin Harcourt's ThinkCentral Reports feature helps you analyze how well your students are acquiring skills and concepts so you can make adjustments to the class schedule as needed. There are several report areas. You can generate reports in the following categories:

- Class Performance Report – identifies how the class and each student in the class are performing against specific state standards or lesson objectives.
- Class Summary Report – identifies how each class is performing on selected tests, such as class average on selected tests.
- Class Report by Standards Not Mastered – identifies the standards not mastered for a selected class including those not taught by the teacher and, including those not grasped by each student.
- Student Performance Report – identifies how each student is performing against specific state standards or lesson objectives.
- Student Test Summary – shows all tests assigned to a student and his/her results on those tests.
- Student Assessment Report – provides a comprehensive view of a student's assessment results across subjects and classes for a selected teacher.
- Item Analysis – shows the proportion of students that selected each answer. Shows which objectives may need further instruction or practice. Also shows the effectiveness of test/instruction.
- Assignments Report – shows assignments made to a class within the date range selected and the student-generated completion status.

Note: some reports require a standard set to be chosen and not every state has a pre-loaded standard set. For those states without a standard set in ThinkCentral, the National Standard set is to be used

Generating Reports

1. Select the Reports icon on the Teacher's Desktop, or click the Reports tab on any other page.
2. The Reports page will display. Click the button to the left of the report you wish to generate.



Figure 77. Reports Icon



Figure 78. Reports Page

3. Click **Create Report**. ThinkCentral will direct you to the Create Report page for the type of report you chose.
4. On the Select Criteria portion of the Create Report page, enter or select the information as required.

Find

5. Click
6. The Select Test portion will display.
7. Select the available test or tests to be included in the report by checking the corresponding check boxes.
8. Use the button to choose the format in which you would like the report to export.

Note: You may choose from HTML, Excel, and PDF format for your reports.

9. Click
10. You will be prompted to download and/or save your report. Once you have downloaded or saved your report, you may view it in your selected format.

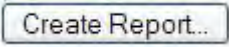
Figure 79. Create Report Page

View Class Reports

1. To view a class report, navigate to the Reports page by selecting the icon on the Teacher Desktop or by clicking the Reports tab.
2. You may choose from Class Performance Report, Class Summary, and Class Report by Standards Not Mastered.

Note: See page 39 of this guide for details on each class report.

Figure 80. Class Report Options

3. Select the button of the report you wish to create.
4. Click .
5. Follow steps 4–10 of **Generating Reports** on page 40 of this guide.

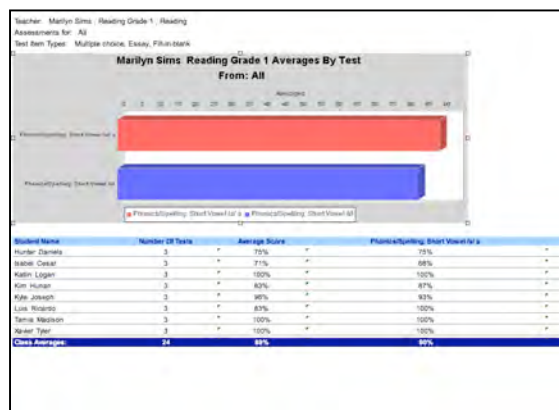


Figure 81. Sample Class Report

View Student Reports

1. To view a student report, navigate to the Reports page by selecting the icon on the Teacher Desktop or by clicking the Reports tab.
2. You may choose from Student Performance Report, Student Test Summary, and Student Assessment Report.

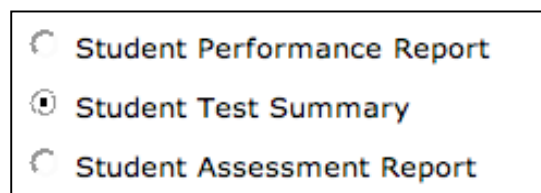
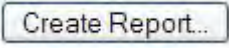


Figure 82. Student Report Options

Note: See page 39 of this guide for details on each class report.

3. Select the button of the report you wish to create.
4. Click .
5. Follow steps 4–10 of **Generating Reports** on page 40 of this guide.

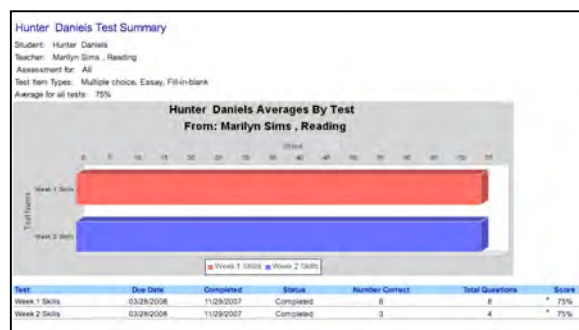


Figure 83. Sample Student Report

STUDENT INTERFACE INFORMATION

ThinkCentral is different for students. They will view different icons on their Desktop, examined below. The student interface is less complicated for student ease. See **Student's Desktop** for explanations of each student interface feature.

Getting Logged In

1. Navigate to the ThinkCentral Login web page.
2. Select your state, district, and school.
3. Click the **Remember my organization** button.
4. Enter your user name and password.
- 5 Click .



Figure 84. Login Page

STUDENT DESKTOP

The Student Desktop has five clickable icons that your student can use to do different things.

- **Library** – In the Library, they will find all the Houghton Mifflin Harcourt products that are available.
- **Things to Do** – Students may explore all of their assignments and complete assessments in the Things to Do section.
- **My Test Scores** – On the My Test Scores page, students can view their test scores and keep up with personal progress.
- **Getting Started** – This section offers an introduction movie to get to know ThinkCentral.
- **Take a Tour** – This is an online tour of ThinkCentral.

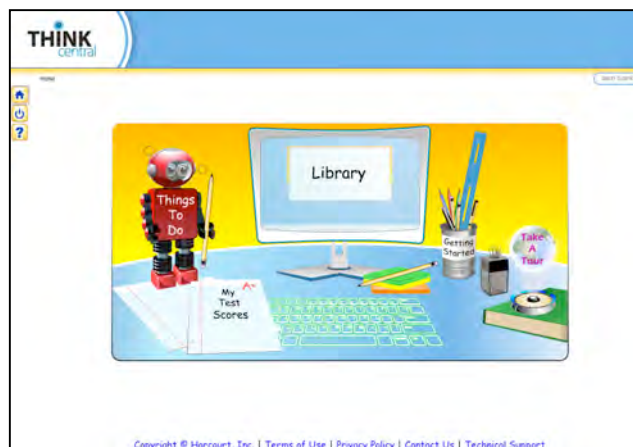





Figure 85. Student Desktop

The Desktop also offers navigation buttons (on the left side of the screen) for you to move around ThinkCentral

- Click  to return to your Student Desktop.
- Click  to log out.
- Click  to see the Online Help.

Things to Do

Students can click the Things to Do icon to view a list of scheduled assignments.

1. Students can click the Things to Do robot icon on the Student Desktop or on the top tab of any other page to visit the Things to Do page.



Figure 86. Things to Do Icon

2. In the list of assignments, students can click the assignment they wish to work on. The item will open in a separate window.

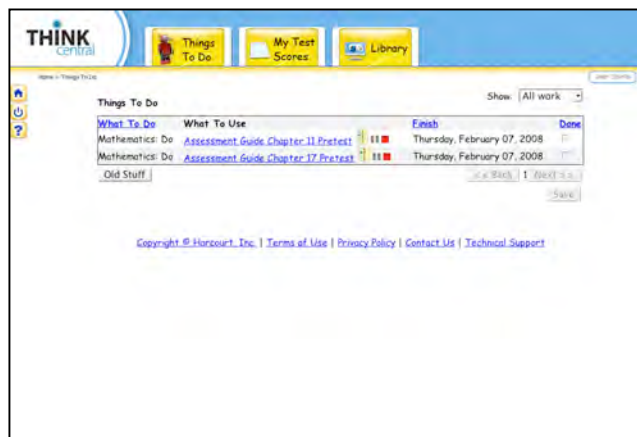


Figure 87. Things to Do Page

Library

Students can click the Library icon to view the resources available.

1. Students may click the Library computer monitor icon on the Student Desktop or on the top tab of any other page to visit the My Library page.



Figure 88. Library Icon

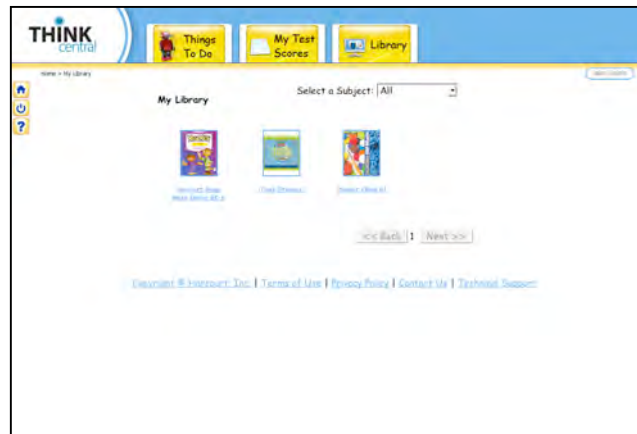


Figure 89. My Library Page

2. Students can click the drop-down arrow next to **Select a Subject**, and choose a subject from the list.
3. Students can click the resource they wish to view. The resource will appear in a separate window.

My Test Scores

Students can click the My Test Scores icon to view the results of assessments.

1. Students can click the My Test Scores icon on the Student Desktop or on the top tab of any other page to visit the My Test Scores page.

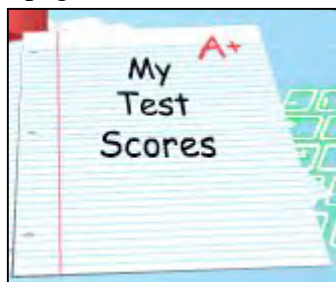


Figure 91. My Test Scores Icon

| Test | Finished | Score |
|-------------------------------------|---------------------------|-------|
| Assessment Guide Chapter 11 Pretest | Friday, February 01, 2008 | 42% |
| Assessment Guide Chapter 12 Pretest | Friday, February 01, 2008 | 40% |

Figure 90. My Test Scores Page

2. The student's test scores will appear.
3. Students can click any test to view the results question by question.

| Question Type | Points |
|-----------------|-------------|
| Multiple Choice | 5 out of 12 |
| Total | 5 out of 12 |

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

1. **0** **123**
[WHICH SYMBOL CAN YOU USE TO COMPARE THE NUMBERS?]

Figure 92. Test Results Page

HELPFUL INFORMATION

Minimum System Requirements

Each PC or Mac that will be used by teachers, students, administrators, and/or parents to access web products must meet the following set of minimum system requirements.

| <u>Operating Systems</u> | <u>Browser Requirements</u> |
|--------------------------|------------------------------|
| Windows 2000, XP | Internet Explorer 6.X or 7.X |
| Mac OS10 | Firefox 1.5 or 2.X |
| | Safari 3.1.4 |

All browsers must have the latest version of the following free plug-ins:

- Macromedia Flash v9 or later (<http://www.adobe.com/downloads/>)
- Macromedia Shockwave v10 or later (<http://www.adobe.com/downloads/>)
- Apple Quicktime v7 or later (<http://www.apple.com/quicktime/download/>)
- Adobe Acrobat Reader 8 or later (<http://www.adobe.com/downloads/>)

All browsers must :

- Enable cookies
- Enable java script
- Allow pop-ups from www.eharcourtschool.com and www.thinkcentral.com

Computers used by students will require:

- A screen resolution of 800 x 600 or higher.
- Audio capability in the form of speakers or headphones

Computers used by teachers or administrators will require:

- A screen resolution of 1024 x 768 or higher.
- Audio capability in the form of speakers or headphones

PCs or Macs that do not meet minimum requirements cannot be used successfully with web products.

If you need assistance, please ask your school's technical coordinator or contact Houghton Mifflin Harcourt School Publishers Technical Support. See page 52 for contact information.

Frequently Asked Questions

<http://support.harcourt.com/school/ThinkCentral/thinkcentral.htm> is a site where FAQs and updates are maintained for ThinkCentral. Please check back to this site often for updates to the FAQs as well as any system news.

Contact Information for Help

TSC Sales Support Hotline: 1-800-410-3900

Email: support@thinkcentral.com

Website: <http://support.harcourt.com/school>

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