

Edit the Class Roster

1. On the Edit Class page, ensure to select one or more library items, and then click **Assign Students**.
2. To add or remove students from the class roster select from the names on the **Students** list and click **Add** or **Remove**:
 - *To select two or more contiguous names, press and hold the Shift key and then click the names.
 - *To select two or more non-contiguous names, press and hold the Ctrl key and then click the names.
 - *To move all the names click **Add All** or **Remove All**.
3. To filter the **Students** list by grade:
 - *Select a grade from the Select Students from Grade list.
 - *Click Find. The names of the available students belonging to the selected grade display on the left.
4. To save the new class roster, click **Done**.

Notes

Editing the **Find Students** settings changes the class roster fully.

To return to and edit the **Edit Class** page, click **Edit Class**, which will erase any unsaved changes you have made during this step.

Assignments

Find an Assignment

1. On the **Assignments** panel, in the **Manage** area, click **List**.
2. On the **Assignment List** page, use the filters to enter the required information.
3. Click **Find**.

Manage an Assignment

1. On the **Assignments** panel, in the **Manage** area, click **List**.
 - *The **Teacher Count** displays the number of teachers who have given the assignments to their classes.
2. Use the links in the **Actions** and **Show Answers** columns to manage the assignments.

| Action | Outcome |
|---------------------|---|
| View | View the assignment. |
| Edit | Review and edit the assignment. |
| Delete | Delete the assignment. |
| Copy | Make a copy of the assignment to reassign it. |
| Show Answers | Set to No to prevent your students' viewing assessment answers. |

Classes

Find and Manage a Class

1. On the **District and Schools** panel, in the **Classes** area, click **Find and Manage**.
2. On the **Manage Classes** page, select a class, and then choose from the following actions:

| Action | Outcome |
|-------------------|--|
| Add Class | Add a new class, (See Add a Class). |
| Edit Class | To edit a class, Select a class name. (See Edit a Class). |

Add a Class

1. On the **District and Schools** panel, in the **Classes** area, click **Find and Manage**.
2. On the **Manage Classes** page, click **Add Class**.
3. On the **Add Class** page, select a school and teacher for the class.
4. Define the class details including whether to **Add Adaptive Learning Products** if available.
5. To enter details of the library available to the class, select or clear the checkboxes next to the product names.
6. Do one of the following:
 - *To keep your changes without creating a student roster, click **Save**.
 - *To create and assign a roster of students to the class, click **Assign Students**.

Assign Students to a Class

1. On the **Add Class** page, enter details of a class and library, and then click **Assign Students**.
2. To assign students to the class, select from the names on the **Students** list and Click **Add**.
 - *To select two or more contiguous names, press and hold the **Shift** key and then click the names.
 - *To select two or more non-contiguous names, press and hold the **Ctrl** key and then click the names.
 - *To move all the names on the left to the **Class Roster** and then click **Add All**.
3. To filter the **Students** list by grade:
 - *Select a grade from the **Select Students from Grade** list.
 - *Click **Find**. The names of the available students belonging to the selected grade display on the left.
4. To save the new class roster, click **Done**.

ThinkCentral Instructions - Reading

Grades K-5

<http://www-k6.thinkcentral.com>

Logging In

To log in to your *ThinkCentral* account:

1. Go to <http://www-k6.thinkcentral.com/>.
2. On the **Welcome** page, select your **Country, State, District, and School**.
*You can choose to have your browser **Remember my information**.
3. Enter your **User Name and Password**.
*If you cannot remember your **User Name**, click **Forgot User Name**.
*If you cannot remember your **Password**, click **Forgot Password**.
4. Click **Log In**.

Logging in for the First Time

When you log in for the first time, you must answer three identification questions. This is to assist you if you ever lose your password. You must also read and accept Houghton Mifflin and Harcourt's [Privacy Policy for K-12 Learning Platforms](#) and [Terms of Use of K-12 Learning Platforms](#).

It is a good idea, after you log in for the first time, to change your password.

Your Account

Update Your Account

1. To update your account, on the **My Account** panel, click **Update My Information**.
2. Update or complete your details as necessary.

Change Your Password

1. On the My Account panel, click Update My Account.
2. Change your password.
*To set up your Password hints, select a question, and then type a memorable answer.
3. Save your Changes.

Notes

You can change your password but you cannot change your username.