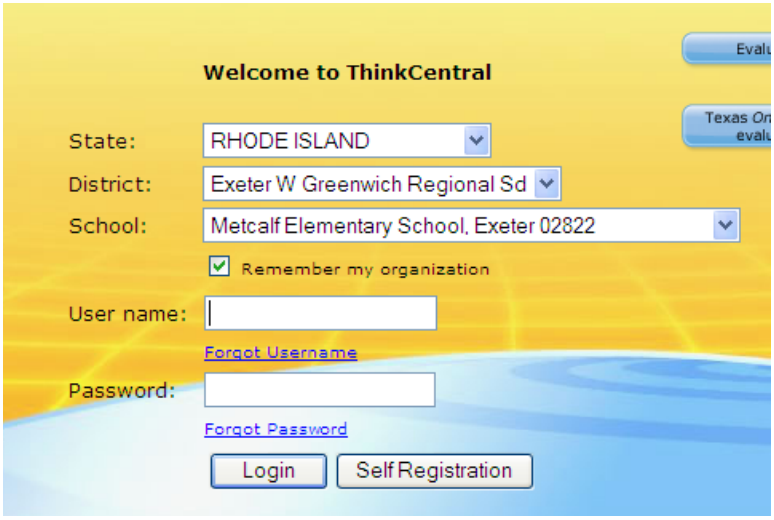
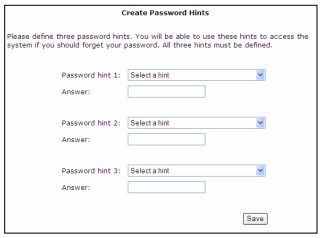
MS

Welcome to www-k6.thinkcentral.com



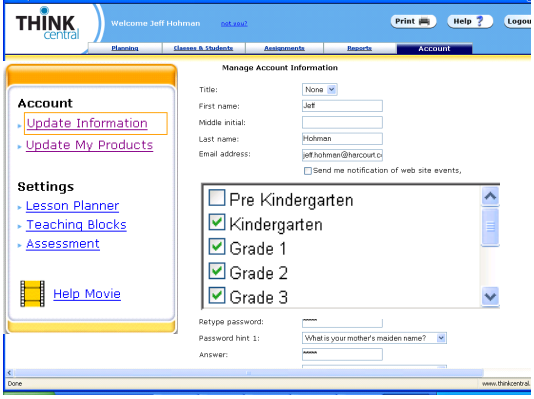
1. Select: your state
2. Select: your district
3. Select: your school
4. Click inside the box next to "Remember my organization" (it will save a cookie to computer and remember you state, district, and school)
5. Type in your User Name and Password
6. Click Login.
7. You will go to your "Home Page".

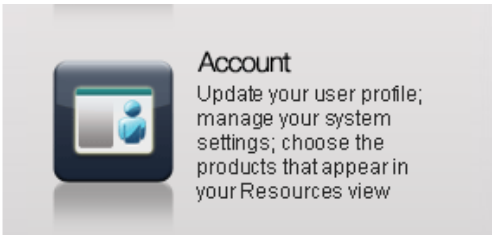


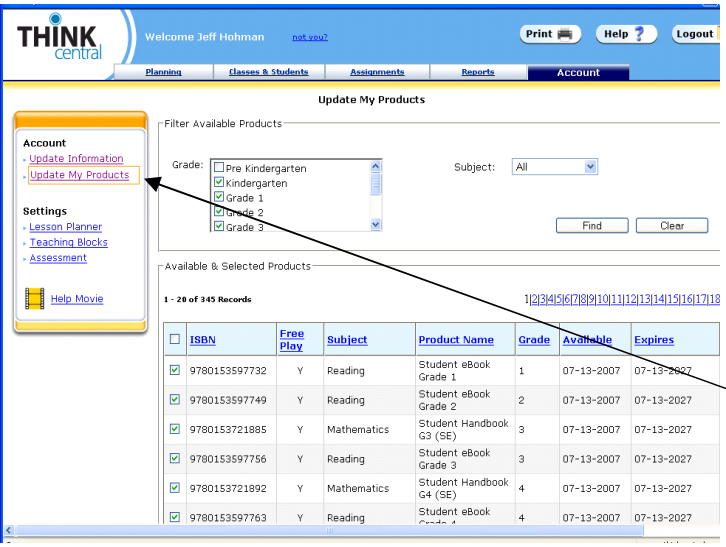
The first time you log into Think Central you will need to answer three different questions for "Password Hints".

Teacher Home Page

Click on the icon to open up the Feature





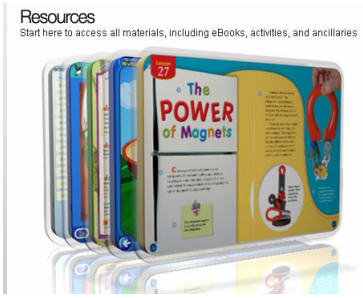


By selecting your grade level, you will be able to use the school's products of that grade level. If you have multiple grade levels, select the grade levels that you need to have available to you. Each of the grade level products will reside on your "Resources" page.

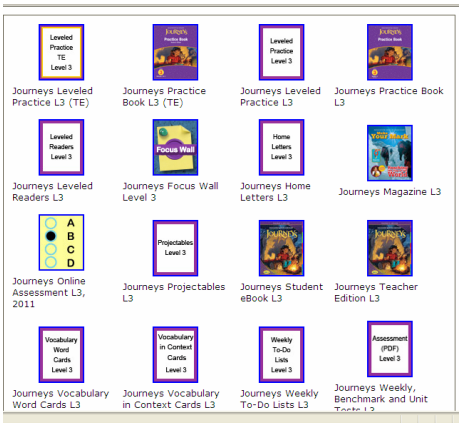
Click on "Update My Products" to see a list of the products.

The checked items are products available to you. The number of records is the number of products you have in your account. The blue numbers to the right are the number of pages that are available. (Each page contains twenty items). The Y and N under free play indicate if the students can have free access to every page in the product or if the teacher has to assign portions of the product to the student.

Resources



1. Click on "Resources" (shown on the left) to view your resources.
2. You will see the page of icons of your resources. (shown on the right) Click on individual icons to view products.
3. Possible resources available to your account: Student edition, Teacher edition, Leveled Readers, Decodable books (K, 1, and 2), Black

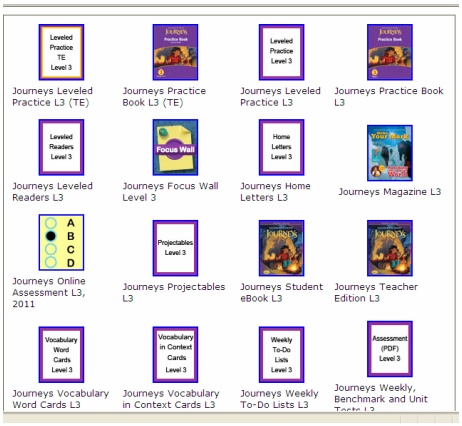


line masters, Focus Wall, Journeys Write-In Reader, Home Letters, and assessments.

4. To go back to your "Home Page" click on "Think Central" in the upper left.

Journeys Digital Products

Click on the icon of the product to open. It will open up in either an interactive pdf file or a regular pdf file. The regular pdf files (Activity Books, Decodable Books, and Leveled Readers) can be printed.

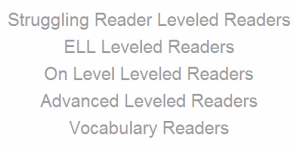


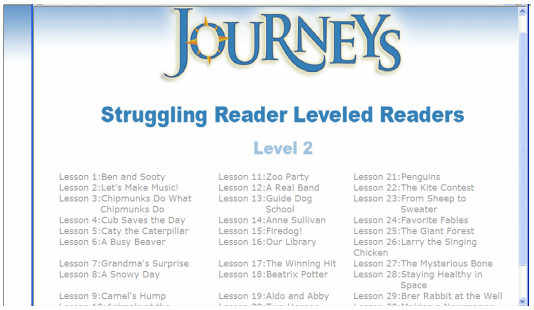
The interactive files are:
Leveled Readers
Student edition
Focus Wall

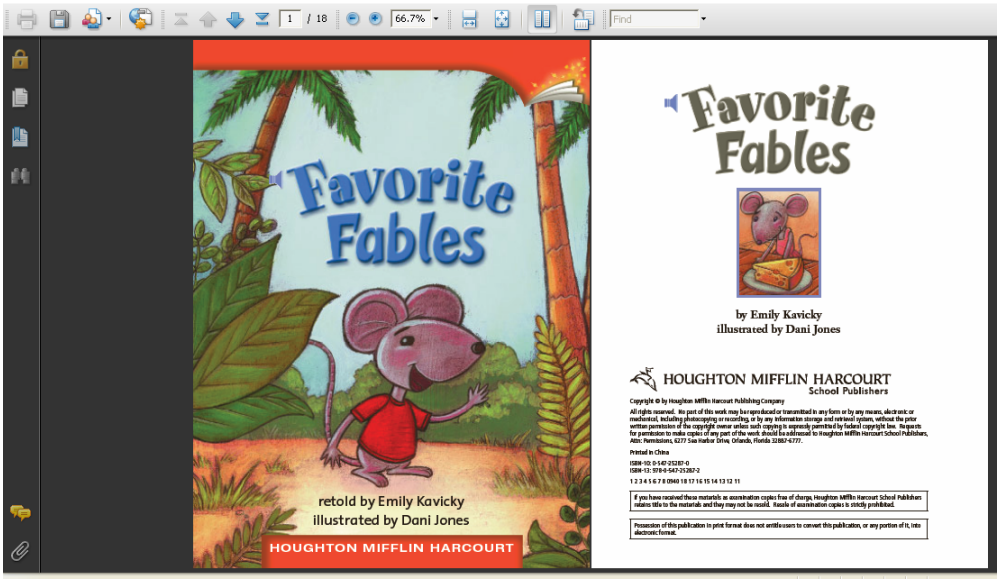
Digital Leveled Readers

Click on the Leveled Readers icon

Select the group of readers you want to view by clicking on the link then click the "Lesson".

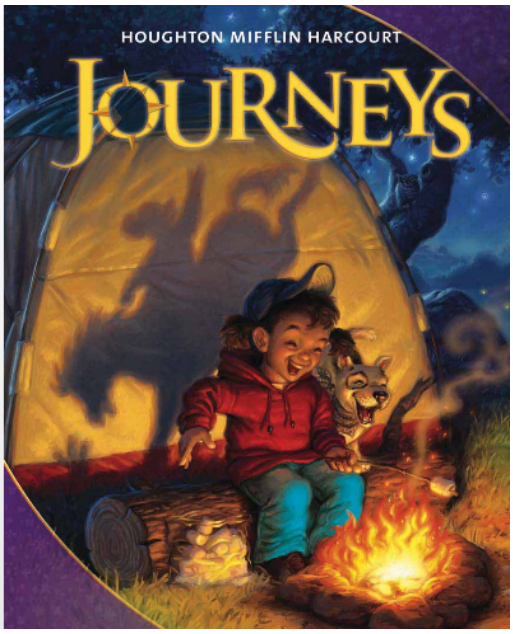


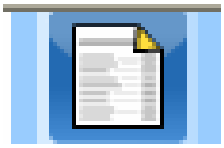




Each book has audio capability. To start the audio process, click on the blue speakers next to the text.

Favorite Fables

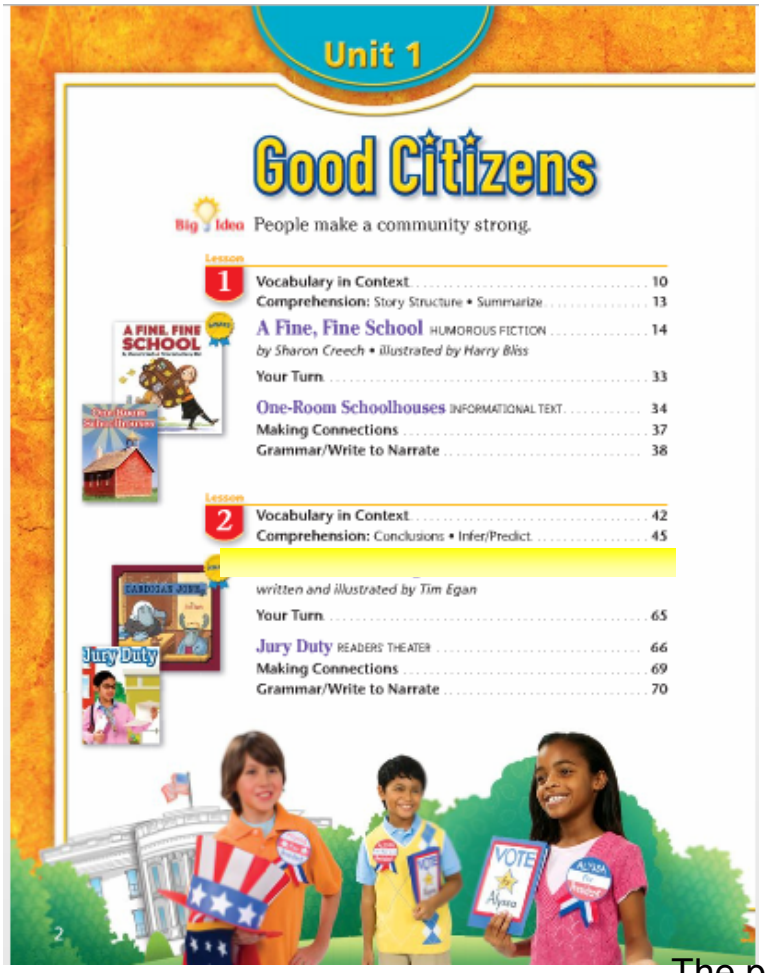




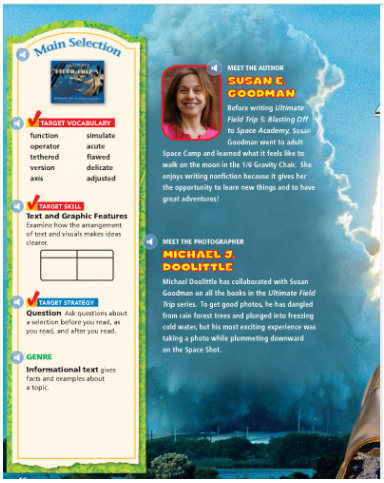
Go directly to the Table of Contents by clicking on the icon.

1. **Click on the arrows to move from page to page (previous and next). The arrow with the inserted page takes you to the pages you have previously opened.**

Journeys Table of Contents

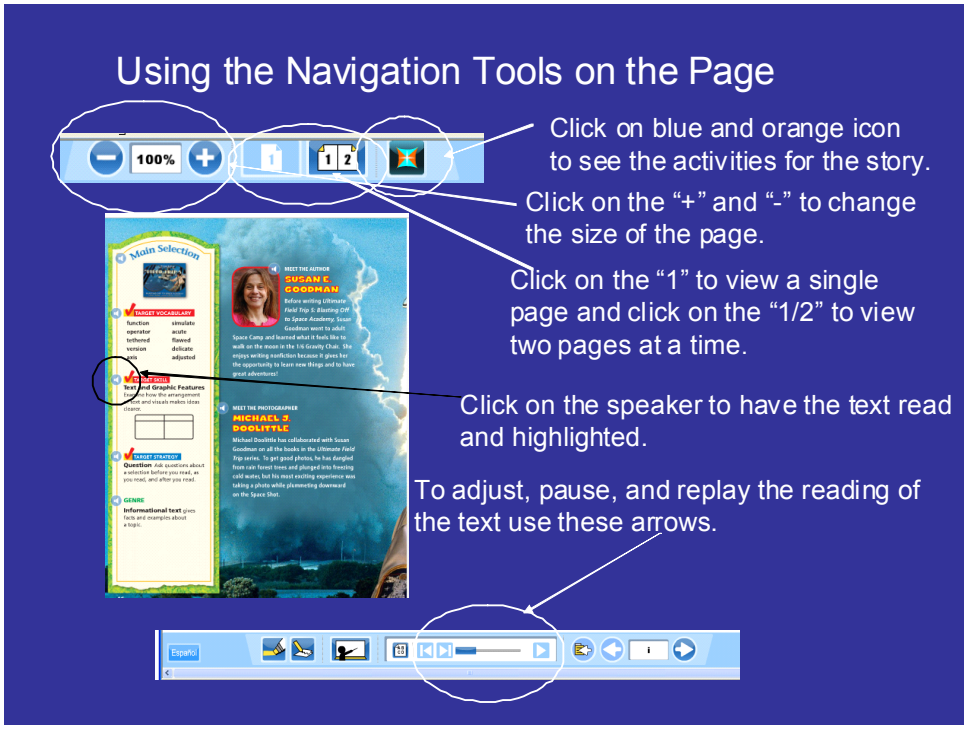


Roll the cursor over the item you wish to view. It will highlight and become active. Click on the highlighted title.

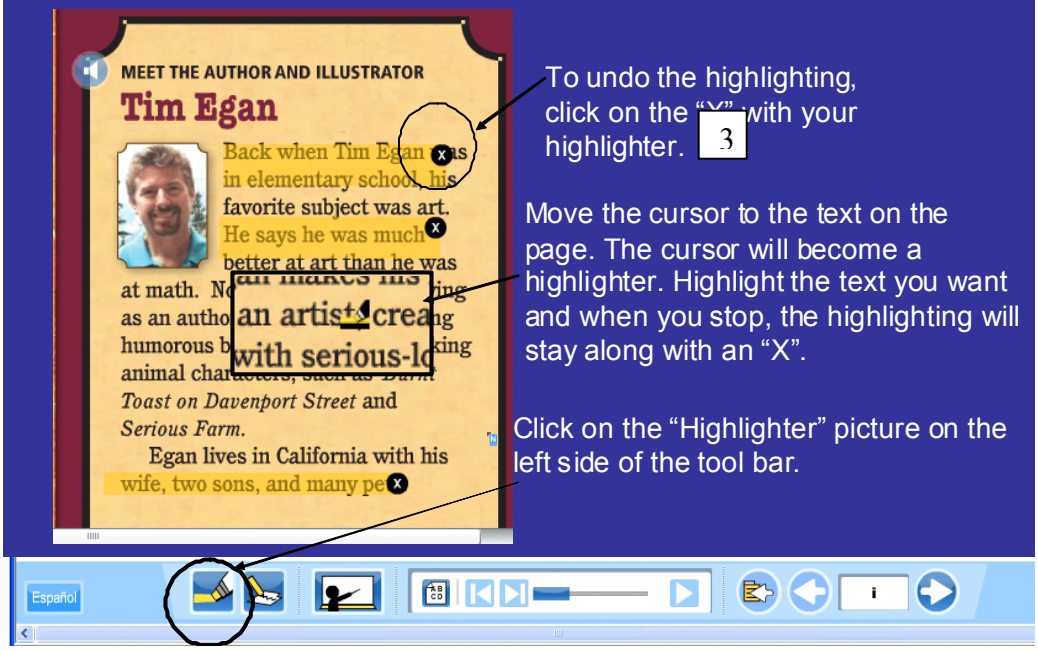


The page will open up and be available to you

Using the Navigation Tools on the Page



Manually highlight the text



To undo the highlighting, click on the "X" with your highlighter.

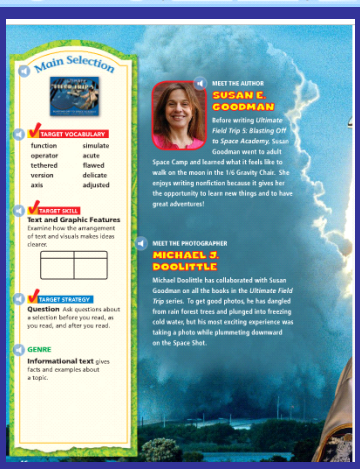
3

Move the cursor to the text on the page. The cursor will become a highlighter. Highlight the text you want and when you stop, the highlighting will stay along with an "X".

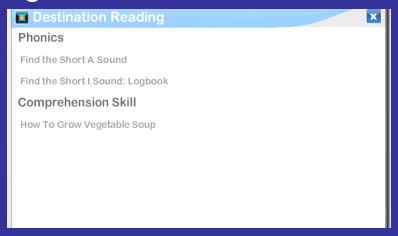
Click on the "Highlighter" picture on the left side of the tool bar.

Reading Activities in the Student Reader

Reading Activities in the Student eBook



To access the reading activities in Each story, click on the blue and Orange icon.

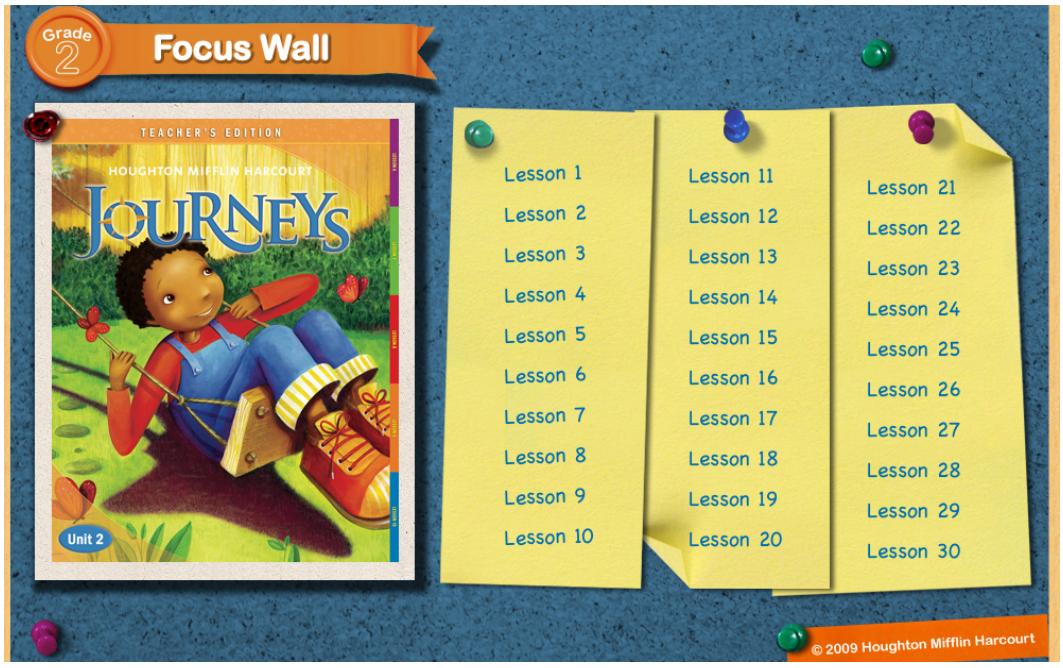


Click on the activity title

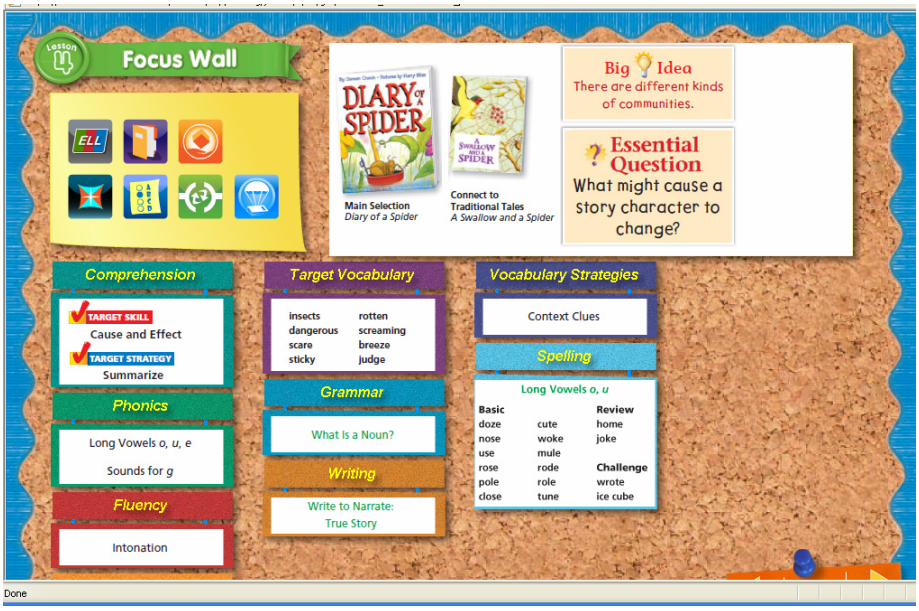
Reading Activity

Click on the function buttons to navigate through the activity

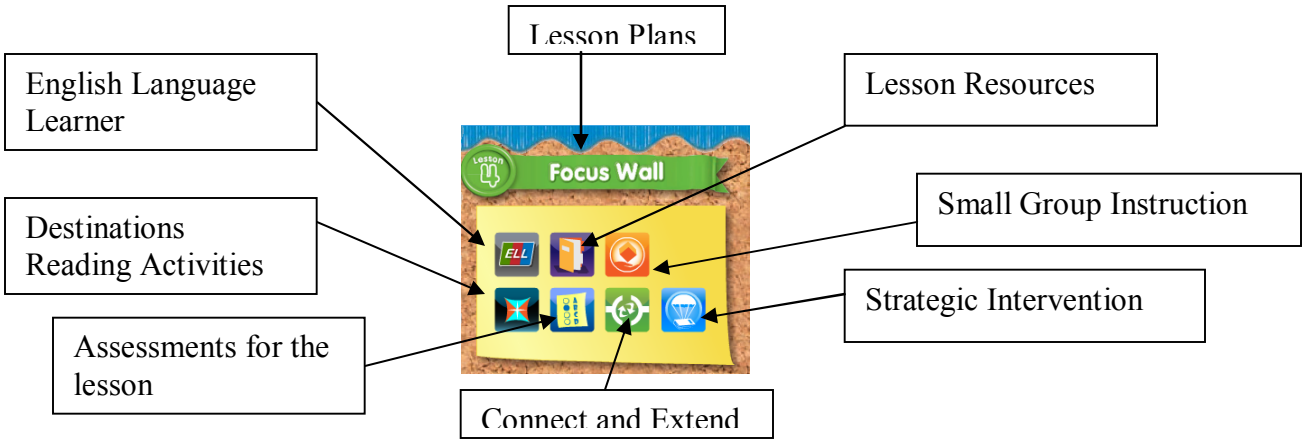
Click on the Focus Wall icon and Select your lesson.



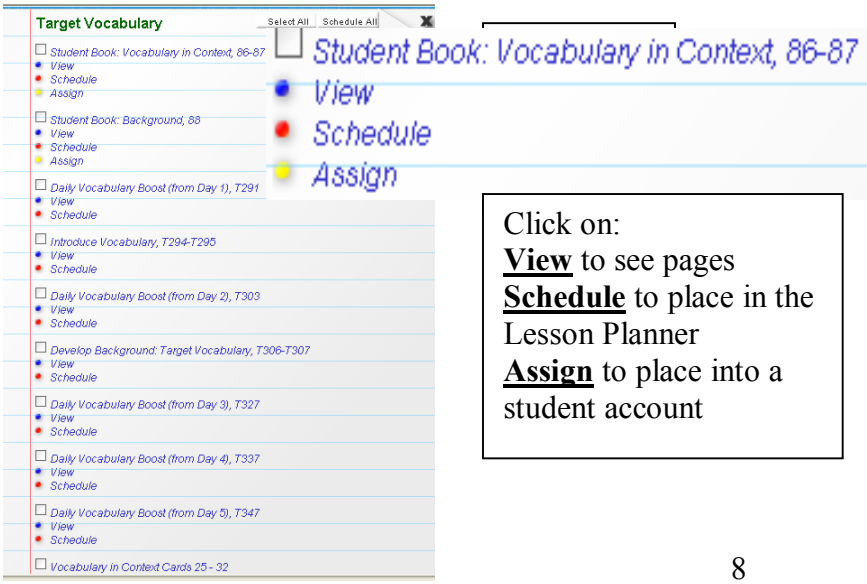
Access all of Digital Material from one Place.



Roll your cursor over each item to see the title.



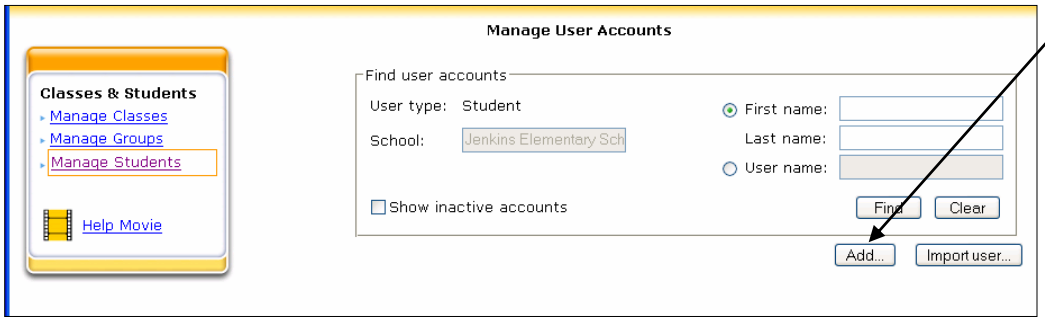
Click on the different icons on the Focus Wall and receive a list of connection



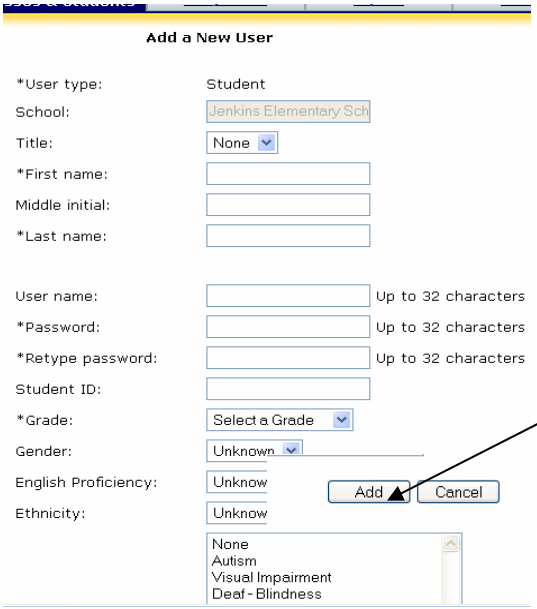
Click on:
View to see pages
Schedule to place in the Lesson Planner
Assign to place into a student account

Managing Users

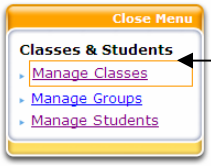
Add a Student



Click on Manage Students then click on Add.

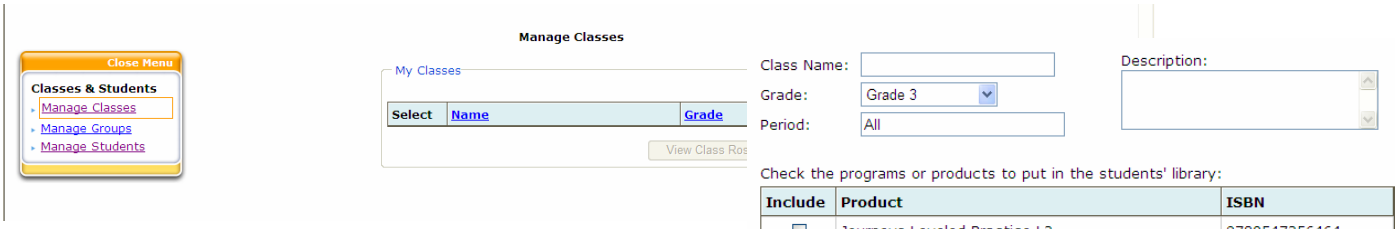


1. Enter First Name, Last Name
2. Create a User name
3. Create a Password
4. Retype Password
5. Select a Grade
6. Click on "Add"
7. Adding a student does not add the student to the class. The student goes into the school enrollment and is assigned to the grade you provided
8. After making a class you will assign the student to that class
9. Go to the Yellow Box and click on "Manage Classes"



Add a Class – Click on Manage Classes

- The screen below will appear.
- Click on "Add Class"

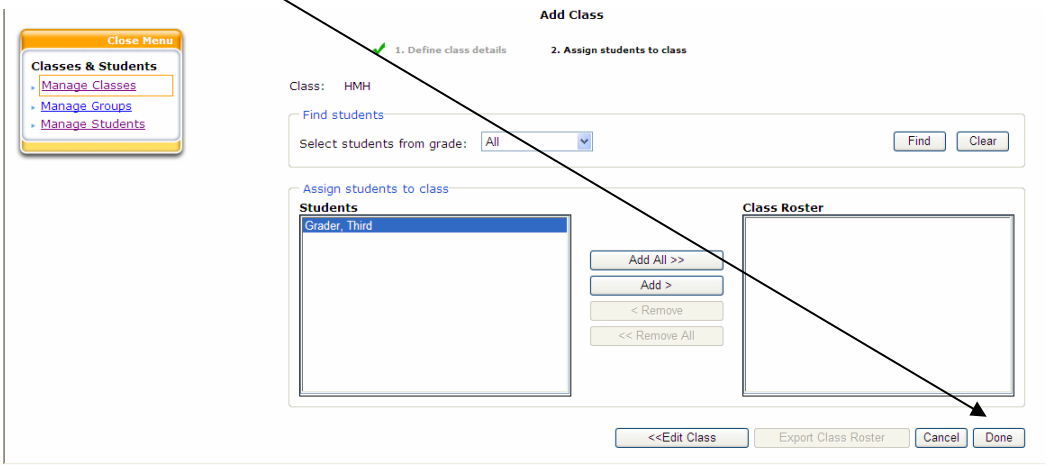


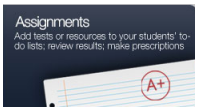
1. Name your class
2. Select the Grade
3. Check the products that you want this class to have available to you and the students (eBook and assessment
4. Click on "Save" and you will see the list of products available to your class
5. Click on "Assign Students

Assign Students

Students must be added/assigned to your class.

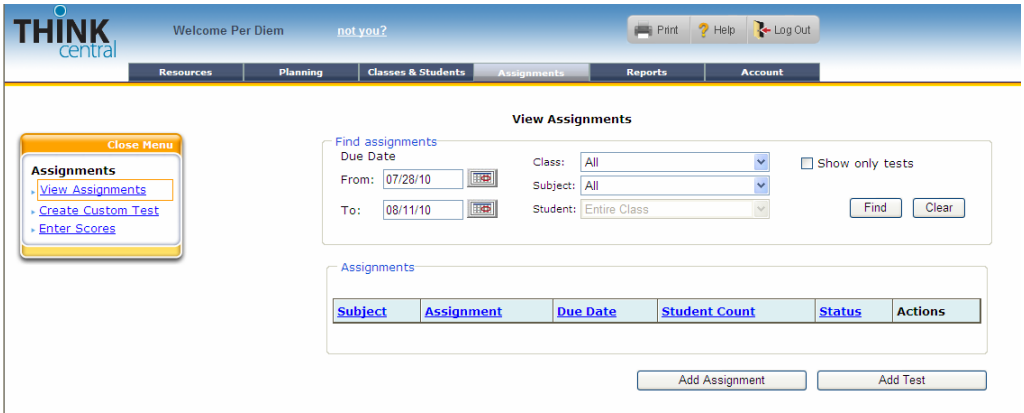
1. At the bottom of class resources, click "Assign Students"
2. Select grade level
3. Highlight student names and click "Add", students will from the left box to the right box.
4. Click "Done" when complete





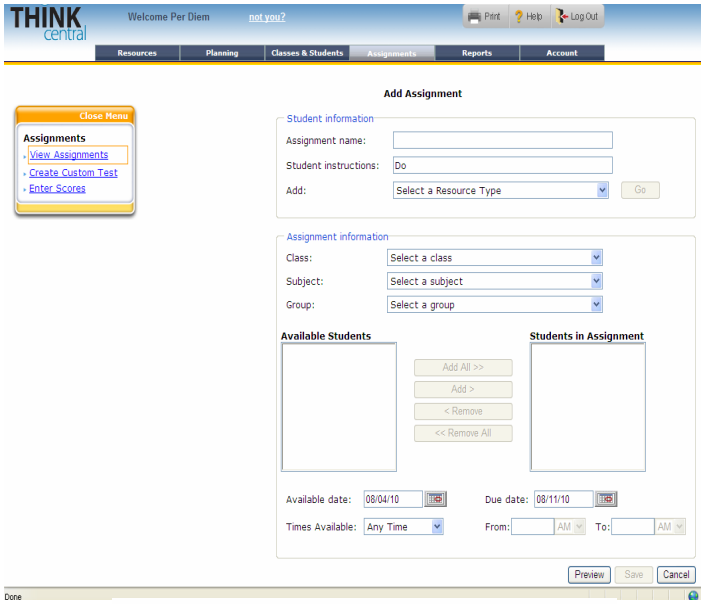
Make an Assignment (Resources)

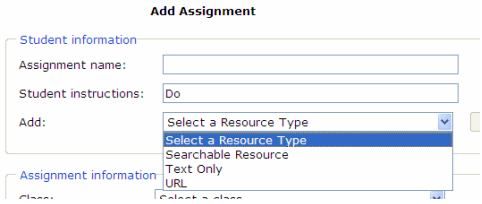
Creating assignments make resources available to your students. To do this,



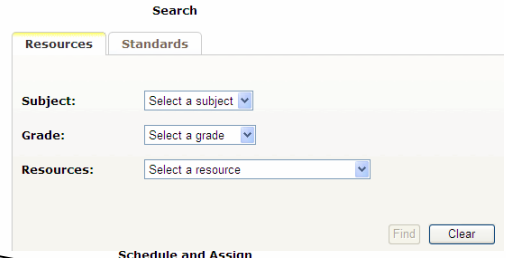
follow the steps below.

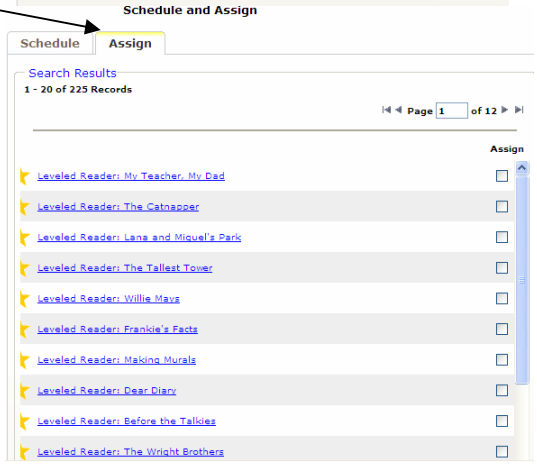
1. Click on the "Assignments" tab
2. Click on "Add Assignment" for all Resources except Assessments.
3. A screen to fill in the student information will appear.
4. On the "Add Assignment" page, type in the name of the assignment, the instructions to the student and select the resource type.
    a. Searchable Resources – All student products
    b. Text Only – Write an assignment that the students need to complete without digital products.
    c. URL – Add a website to the students' accounts with a direct link.





5. If you select "Searchable Resources" a Search tab will appear.
6. Select your Subject, Grade, and product.
7. Click on Find
8. A list of assignable products will appear.
9. Click on the "Assign Tab" at the top of the list.
10. Click on the box or boxes you want to assign and click the "assign" button at the bottom of the list.



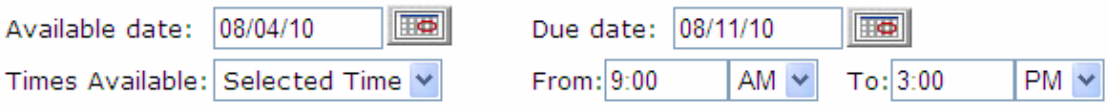


11. You will go back to the "Assignment" page.
12. Select the Class name, Subject, and Group (if created)
13. Once the class is selected the students will appear in the left hand box
14. Select the students to receive the assignment and move them to the right hand box.
15. The length of the assignment defaults to one week; you may change it using the calendars below.
16. Click on "Save"
17. The assignment will be live for a week but it will remain in the student account under "Old Stuff" until they leave your class
18. The assignment will appear in a list of "View Assignments." Click on the "View Assignments" in the Yellow box on the left.

19. From this page you can click on Edit, View Progress, Copy, or Delete assignments.
20. When the assignment is on this list it will be active in the student assignment account.

Assigning Assessments

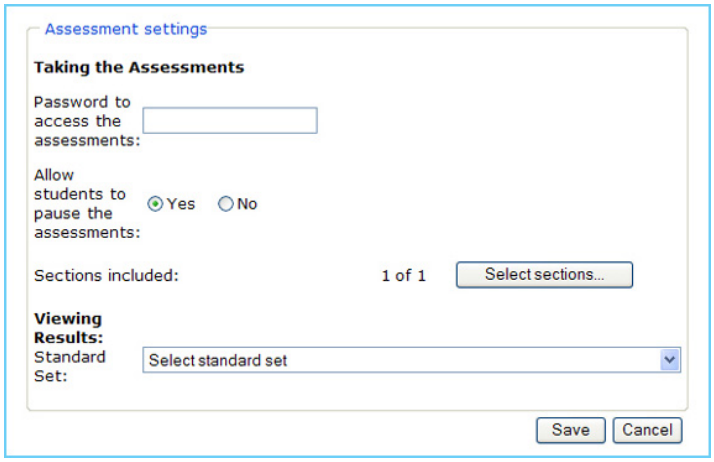
1. Under Add Assignments, click on "Add Test".
2. The "Search Tab" will appear. (Same as above)
3. Follow above steps from 1-15 then set the parameters for taking the test.



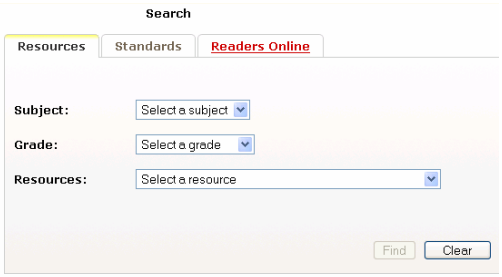
4. Select dates that do not include weekends. In the Times Available drop down menu select "Selected Time". Type in the times in which the test can be taken in school only.

Assessment Settings

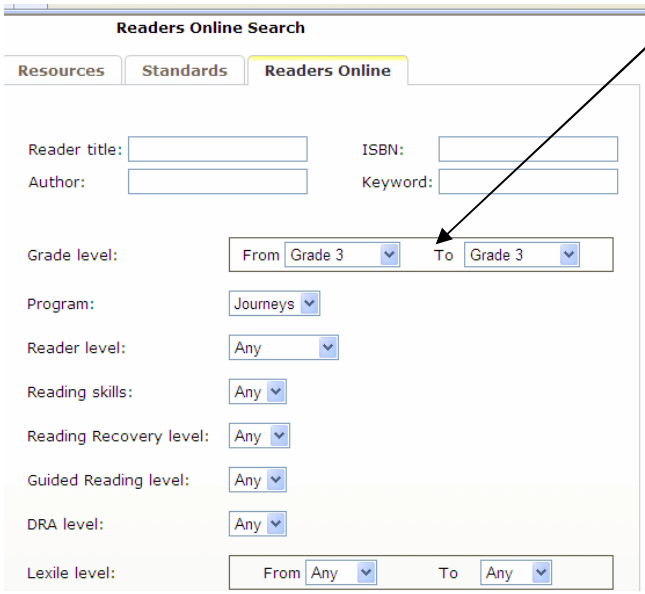
- **Password to Access the Assessments:** set a password for students to access the assignment *(This field is optional.)Note: The password must be between 5 - 20 characters, alphanumeric, and cannot contain special characters.*
- **Allow Students to Pause the Assessment**: Click "Yes" to allow students to pause the test, save responses and return later to finish
- **Select Sections**: To display the sections included on the test, click the button. By default, the test will include all sections. You can add/remove specific sections. Use the ⊞ to view specific questions. *(This field is optional.)*
- **Viewing Results:** Select a standard set from the drop down box. This will give your students the ability to see a curriculum map reference when viewing the assessment from their to-do list. *(This field is optional.)*

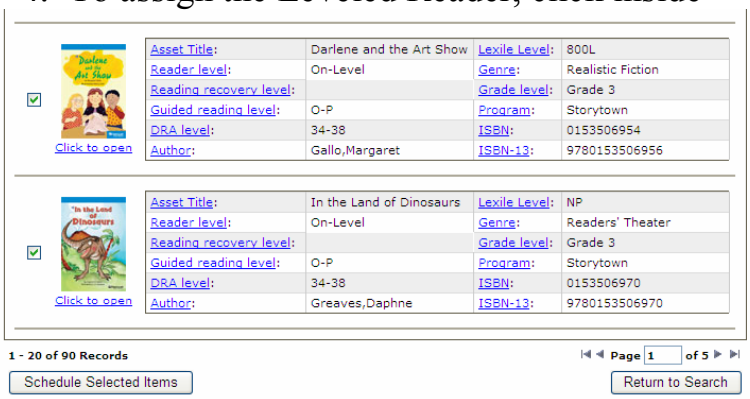


Assigning Leveled Readers

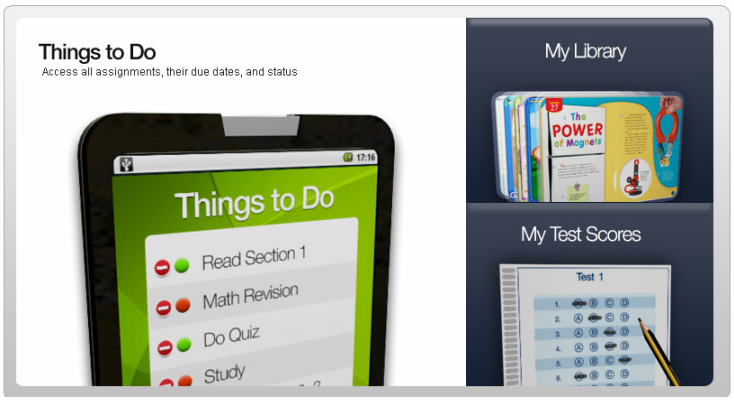


1. When you click on "Searchable Resources", your Search Tab will have a "readers on line" tab. Click on it. Select the Grade Level and the Subject.
2. Click on Find.
3. Click the Blue link under the picture of the book to view the book. The book will open up with audio text and you can save it to the computer's desktop.
4. To assign the Leveled Reader, click inside



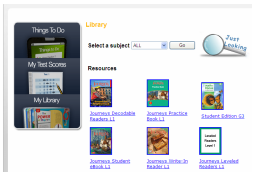


the box next to the book. A green check will appear. Scroll down to the bottom of the page and click on "Schedule Selected Items". This will take you to the assignment page. Follow the same steps as above.

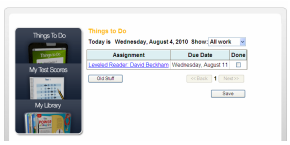


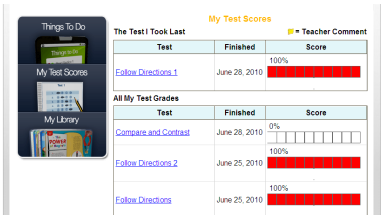
Student View

Click on "My Library" to access my student book.

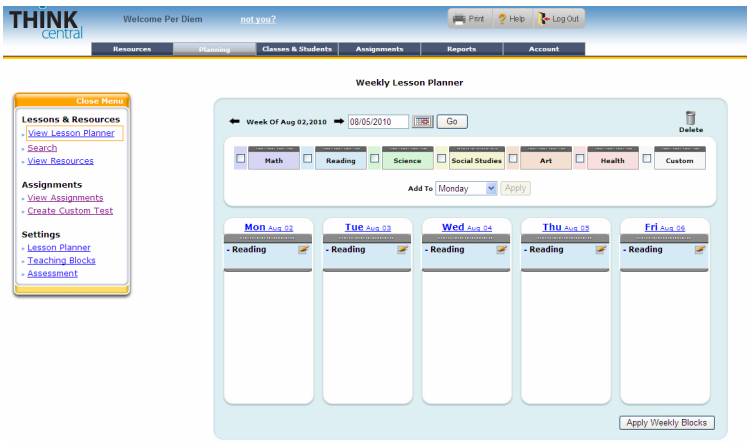


Click the iPod, (Things to Do) to access my assignments.





Click My Test Scores to see scores of tests taken on line.



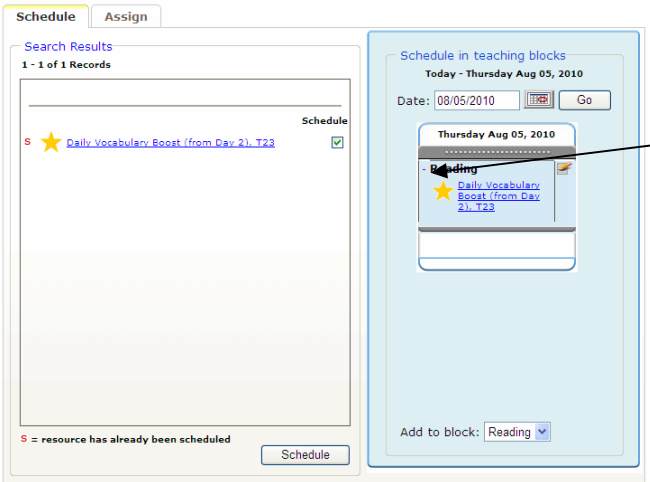
Teacher Planner

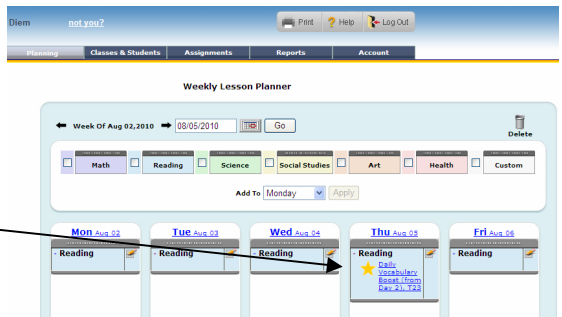
Plan your day! Create your schedule: Drag Content Blocks into appropriate days.
Add instructional activities by Clicking "View resources."

Go to your Focus Wall to schedule pages and activities.

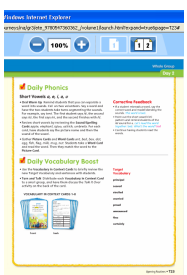
Schedule and Assign

1. Click on an instructional area and list will come up of the available links to place in your lesson planner. Click on the word "Schedule".
2. Click on the box next to the link and a green arrow will appear. Click on schedule.
3. Select the date and the reading block you want the link to be scheduled. Click on the "+" in the block to see the link.
4. Click on the Planning Tab to go to the weekly lesson planner.
5. Click on the print button to print the lessons.



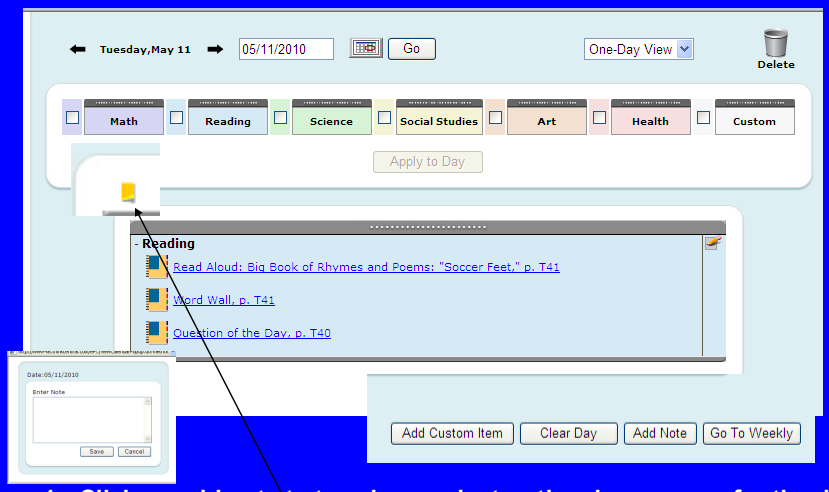


6. Click on the link to go to the source.
7. Click on the date to view one day lesson plan



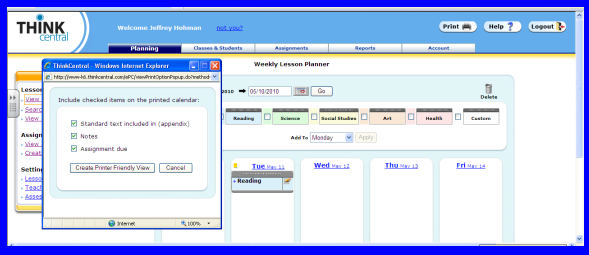
View and Print Lesson Plans

One Day View of Planner

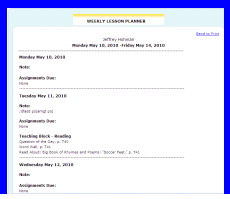


1. Click on add note to type in your instructional processes for the day.
2. After adding notes click on Save, a yellow notebook icon will appear in above the day. Click on that icon to view your notes.
3. Click on "Go To Weekly" to return to your 5 day planner.

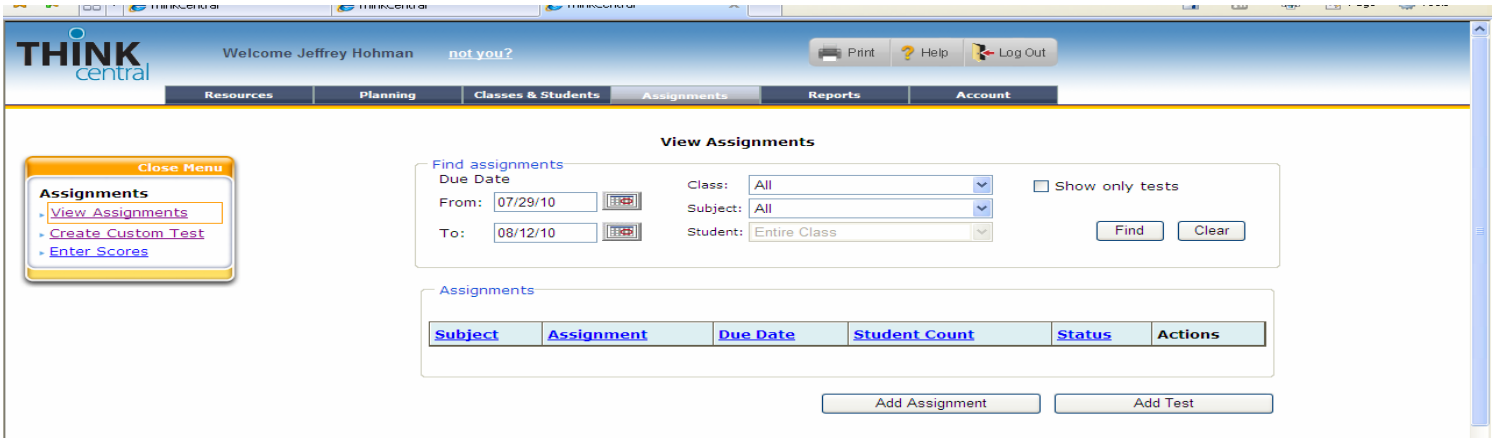
Print Lesson Plans



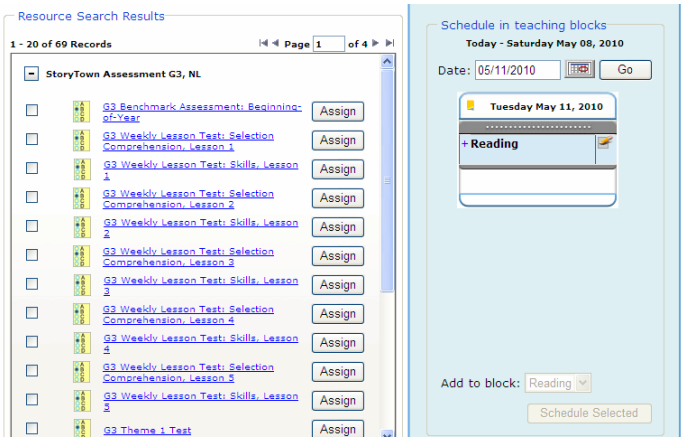
1. Click on the print button in the upper right hand corner.
2. A pop up window will appear, click all three boxes.
3. Click on Create Printer Friendly View
4. Click on send to printer

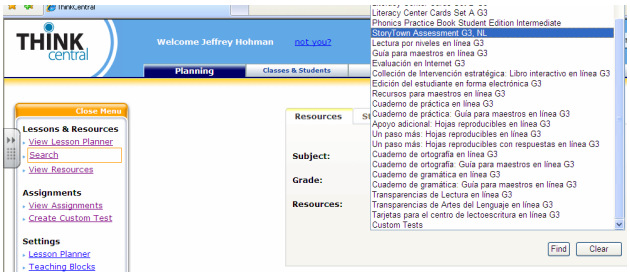


Assign an Assessment and Create a Custom Assessment

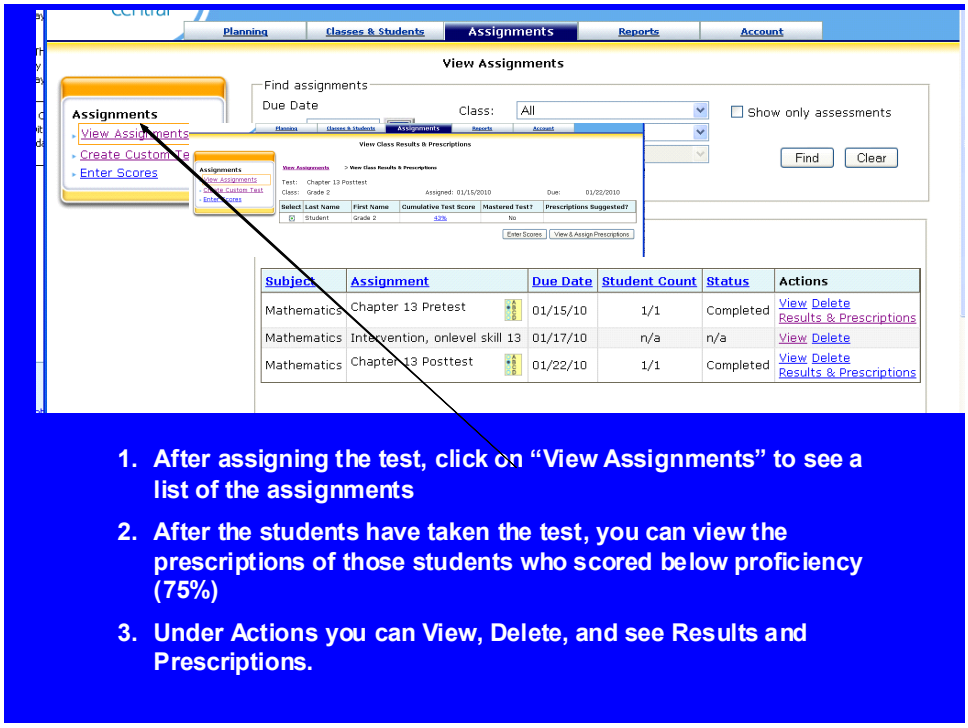


1. Start with "Make an assignment" in the Assignments Tab
2. Select Online Assessments from the drop down menu under resources.
3. Highlight Assessment and click on Find.
4. Click on Assign next to the assessment you want to assign to the students. It will take you to the Assignment process.



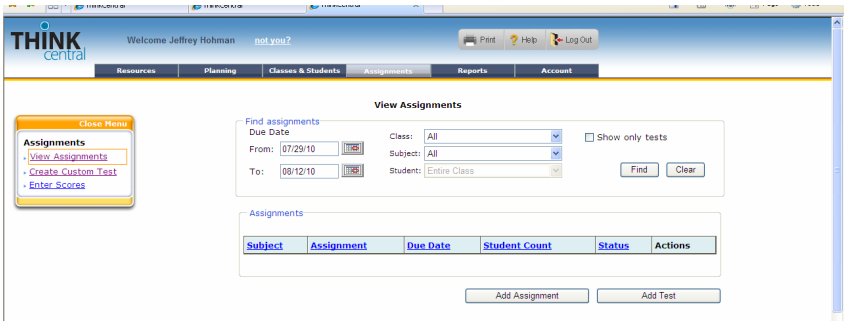


5. Select the beginning date and ending date for the assessment.
6. Select the time when the assessment will be available to the students. (See next insert)
7. A password may be assigned to each test for more security.



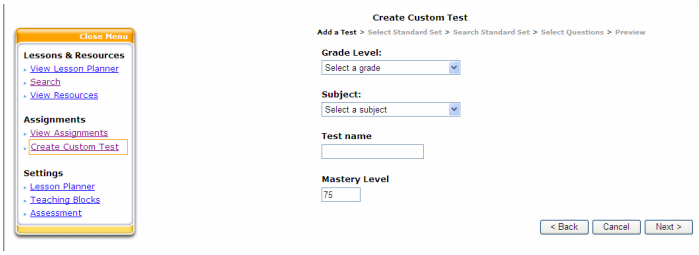
1. **After assigning the test, click on "View Assignments" to see a list of the assignments**
2. **After the students have taken the test, you can view the prescriptions of those students who scored below proficiency (75%)**
3. **Under Actions you can View, Delete, and see Results and Prescriptions.**

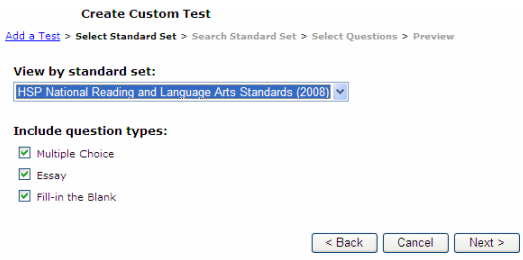
Create a Custom Test



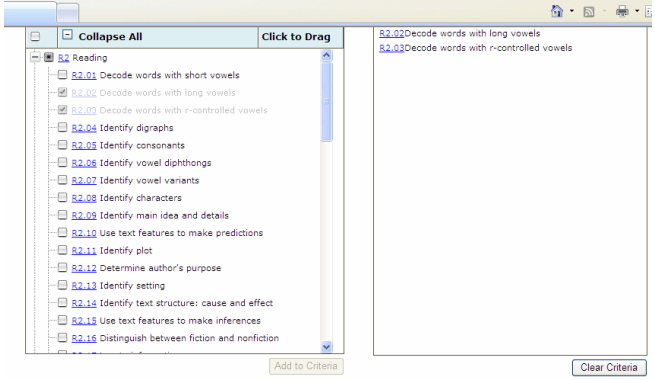
You can design your own assessments! Follow these steps. Custom assessments allow you to design your own level of mastery, select specific questions, and select the types of questions you want your students to see.

1. Click on Create a Custom Test
2. On the next screen, click on Add a Test
3. Select a grade and subject
4. Name the Test
5. Select Mastery Level
6. Select Next
7. Select the Standard
8. Select Question types and click Next
9. A list of the test categories will appear. Check the boxes you want to see the test items.
10. Click on "Add to Criteria" and click Next

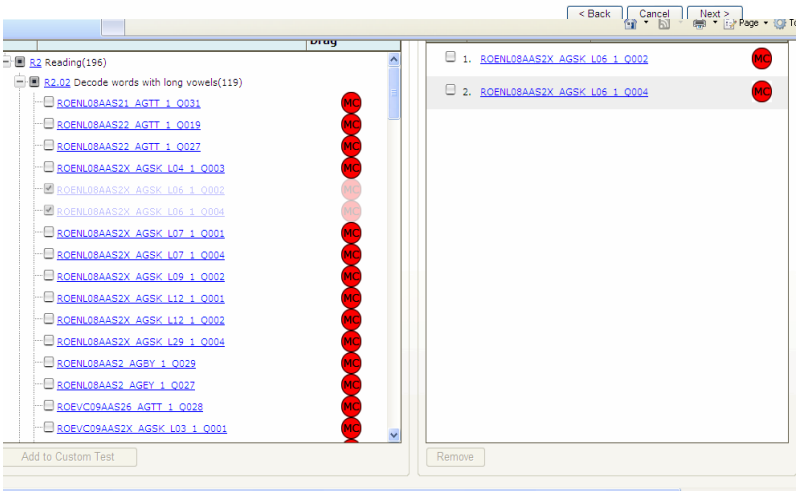




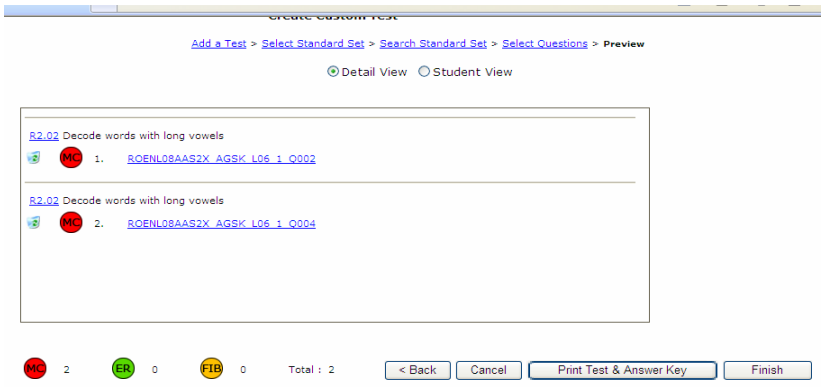
11. Select the test item by clicking the box - a check mark will appear
12. Click on Add to Criteria and click Next.



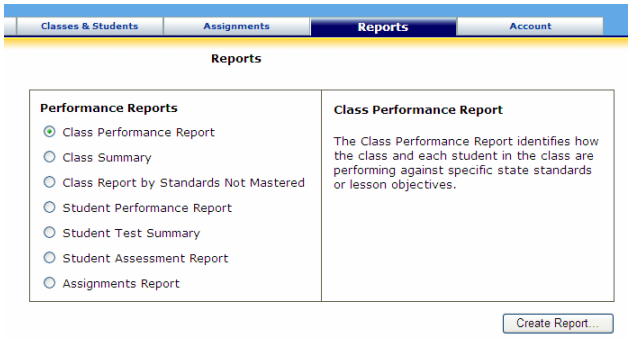
Click on the Next button. A list of the questions you select will be shown. Click on the title of the question to see the question.



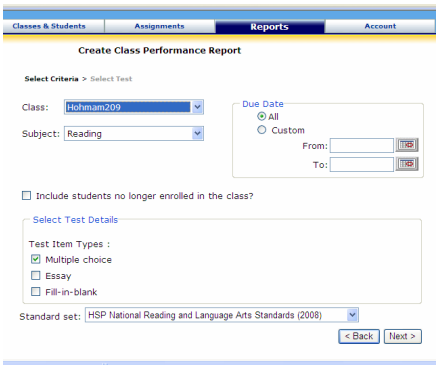
Click on the button "Finish". You can assign the tests to the student, print them out, or delete them.



Reports

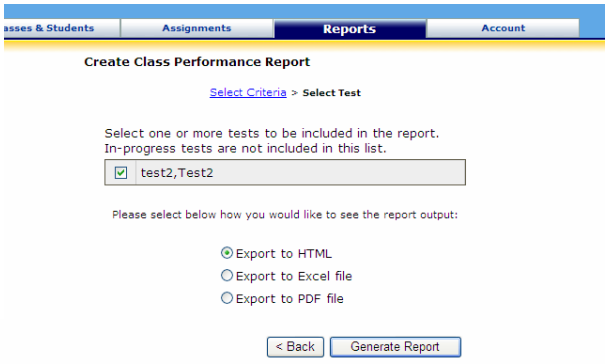


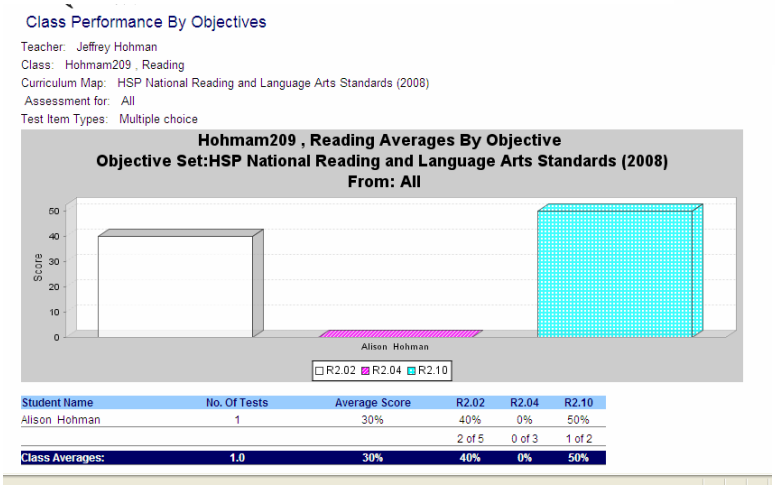
Click on a report type to see the description. Click Create Report to view.



Select the class, subject then the type of details and Standard Set. Click Next.

1. Select the Tests you want to view
2. Select the format of the report.
3. Click on Generate Report.





Who to Contact

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