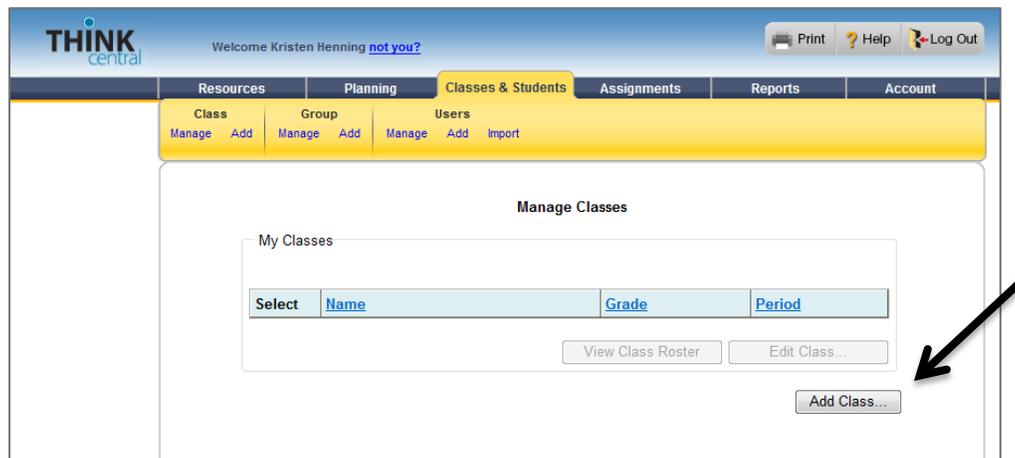


Setting up Students in ThinkCentral

Your students now have accounts within ThinkCentral! Below are the steps that you need to go through to associate them with your class and choose which resources you would like them to see. Once students are assigned to a class, you can also create small groups within your class, and assign work under the Assignments tab.

1. Log into ThinkCentral
2. Click on the tab “Classes & Students”
3. Click “Add Class...”



4. Type your class name (whatever you want it to be) and choose your grade level
5. You will then see a list of resources available to students – place a checkmark next to the ones you want your students to see
6. Click “Assign Students...”

Add Class

1. Define Class Details 2. Assign students to class

Class Name: Description:

Grade:

Period:

Check the programs or products to put in the students' library:

Include	Product	ISBN
<input checked="" type="checkbox"/>	Journeys Leveled Practice L3	9780547356464
<input checked="" type="checkbox"/>	Journeys Practice Book L3	9780547354903
<input type="checkbox"/>	Senderos: Cuaderno de práctica N3	9780547358987
<input type="checkbox"/>	Senderos: Práctica por niveles N3	9780547359748
<input type="checkbox"/>	Journeys Leveled Readers L3	9780547356952
<input checked="" type="checkbox"/>	Journeys Magazine L3	9780547358383
<input checked="" type="checkbox"/>	Journeys Student eBook L3	9780547360270
<input checked="" type="checkbox"/>	Journeys Write-In Reader L3	9780547355160
<input checked="" type="checkbox"/>	Journeys: Family Connection L3	9780547812878
<input type="checkbox"/>	Senderos: Actividades con la familia N3	9780547827384
<input type="checkbox"/>	Senderos: Bridge to English N3	9780547661131
<input type="checkbox"/>	Senderos: Libro de lecturas para escribir N3	9780547357362
<input type="checkbox"/>	Senderos: Libro electrónico del estudiante N3	9780547360508
<input type="checkbox"/>	Senderos: Revista N3	9780547359663

7. In the box labeled “Find students” choose your grade level and click “**Find**” (This will narrow your search to only students from your grade level)
8. Click on a student to select them – hold down the **Ctrl** key to select more than one at a time
9. Click “**Add**”
10. Click “**Done**”

✔ 1. Define class details
2. Assign Students To Class

Class: Henning

Find students

Select students from grade: Grade 3

Assign students to class

Students

Anderson, Brylan

Arceo, Leon

Bailey, Luke

Bair, Braden

Baker, Gracie

Beard, Kori

Becker, Ryan

Bolin, Montana

Brown, Nia

Burkett, Ryan

Conrad, Alexis

Cumor, Alexandra

Class Roster

Albright, Zachary

Alvares, Mouncerratt

Alvarez-Chavez, Amy

11. You will now see “My Classes” – click the circle to select your class – now you can “**View Class Roster**” or “**Edit Class...**”

My Classes

1 - 1 of 1 Records

Select	Name	Grade	Period
<input checked="" type="radio"/>	Henning	3	All

1 - 1 of 1 Records

12. You would want to “**View Class Roster**” to get a listing of student usernames and passwords (usernames are USUALLY firstname+first2lettersoflastname, password 12345)

View class roster

1 - 3 of 3 Records

Last Name	First Name	User Name	Password
Albright	Zachary	zacharyal	12345
Alvares	Mouncerratt	mouncerrattal	12345
Alvarez-Chavez	Amy	amyal	12345

1 - 3 of 3 Records

13. You can print from here or “**Export Class Roster**” to Excel.

14. If you chose “**Edit Class...**” you can edit the name, grade level, or resources for students

15. At the bottom of the page you can also create groups at “**Add Group...**”

Edit Class

1. Define Class Details 2. Assign students to class

Class Name: Description:

Grade:

Period:

Check the programs or products to put in the students' library:

Include	Product	ISBN
<input checked="" type="checkbox"/>	Journeys Leveled Practice L3	9780547356464
<input checked="" type="checkbox"/>	Journeys Practice Book L3	9780547354903
<input type="checkbox"/>	Senderos: Cuaderno de práctica N3	9780547358987
<input type="checkbox"/>	Senderos: Práctica por niveles N3	9780547359748
<input type="checkbox"/>	Journeys Leveled Readers L3	9780547356952
<input checked="" type="checkbox"/>	Journeys Magazine L3	9780547358383
<input checked="" type="checkbox"/>	Journeys Student eBook L3	9780547360270
<input checked="" type="checkbox"/>	Journeys Write-In Reader L3	9780547355160
<input checked="" type="checkbox"/>	Journeys: Family Connection L3	9780547812878
<input type="checkbox"/>	Senderos: Actividades con la familia N3	9780547827384
<input type="checkbox"/>	Senderos: Bridge to English N3	9780547661131
<input type="checkbox"/>	Senderos: Libro de lecturas para escribir N3	9780547357362
<input type="checkbox"/>	Senderos: Libro electrónico del estudiante N3	9780547360508
<input type="checkbox"/>	Senderos: Revista N3	9780547359663

Groups:

Name	Subject	Level
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16. Adding a group is just like creating a class – you may have as many groups as you would like

Add a Group

Class: [Add a class](#)

Name:

Subject:

Level:

Available Students

Albright, Zachary
Alvares, Mouncerratt
Alvarez-Chavez, Amy

Group Members

More information will be available soon as to how to create Assignments for students.

If any of your students are not currently loaded in ThinkCentral, please let me know their names and grade levels.

Please contact me if you have any questions! henninkr@sgasd.org