



Creating a Class in ThinkCentral

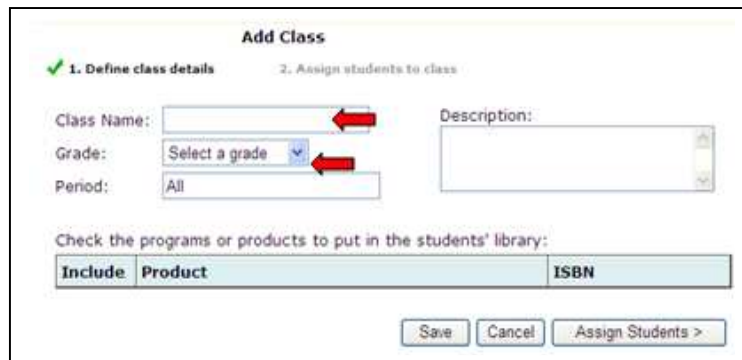
1. Login to ThinkCentral. From the desktop click **Classes and Students**.



2. The *Manage Classes* screen will appear. Click **Add Class**.



3. The *Add Class* screen will appear. Type the class name and select the grade.



- After selecting a grade, a list of products will appear. You must select at least one product for a class.

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

| Include | Product | ISBN |
|-------------------------------------|---|---------------|
| <input type="checkbox"/> | Journeys Leveled Practice L3 | 9780547356464 |
| <input checked="" type="checkbox"/> | Journeys Leveled Readers L3 | 9780547356952 |
| <input type="checkbox"/> | Journeys Practice Book L3 | 9780547354903 |
| <input type="checkbox"/> | Storytown Readers Collection Grade 3 | 9780153598593 |
| <input type="checkbox"/> | Challenge Copying Masters G3 | 9780153648007 |
| <input type="checkbox"/> | Enrich with Projects G3 (SE) | 9780153613746 |
| <input type="checkbox"/> | Extra Support Copying Masters G3 | 9780153647949 |
| <input type="checkbox"/> | Grammar Practice Books Student Edition G3 | 9780153648120 |
| <input type="checkbox"/> | HSP Math Practice G3 (SE) | 9780153613951 |
| <input type="checkbox"/> | HSP Math Reteach the Standards G3 (SE) | 9780153663611 |
| <input type="checkbox"/> | HSP Math Student eBook G3 | 9780153612558 |
| <input type="checkbox"/> | HSP Science Health Activity Book G3 | 9780153722844 |
| <input type="checkbox"/> | HSP Science Fish Manual G3 (SE) | 9780153777474 |

- Click **Assign Students**.

Note: you will need to have students created before getting to this step.

| | | |
|--------------------------|--|---------------|
| <input type="checkbox"/> | Think Math! Extension G3 (SE) | 9780153721939 |
| <input type="checkbox"/> | Think Math! Lesson Activity Book G3 (SE) | 9780153812668 |
| <input type="checkbox"/> | Think Math! Practice Workbook G3 (SE) | 9780153722097 |
| <input type="checkbox"/> | Think Math! Spiral Review G3 (SE) | 9780153721984 |
| <input type="checkbox"/> | Think Math! Student Handbook G3 (SE) | 9780153721885 |
| <input type="checkbox"/> | iTools (Intermediate) | 9780153616259 |

Save Cancel **Assign Students >**

- Select Grade, then click **Find**.

Class: My Class

Find students

Select students from grade: **Grade 3** Find Clear

Assign students to class

Students

- 1. User
- 10. User
- 11. User
- 12. User
- 13. User
- 14. User
- 15. User
- 16. User
- 17. User
- 18. Student
- 18. User
- 19. User

Class Roster

Add All >> Add > < Remove << Remove All

<<Edit Class Export Class Roster Cancel Done

- Select your students, click **add**.

Assign students to class

Students

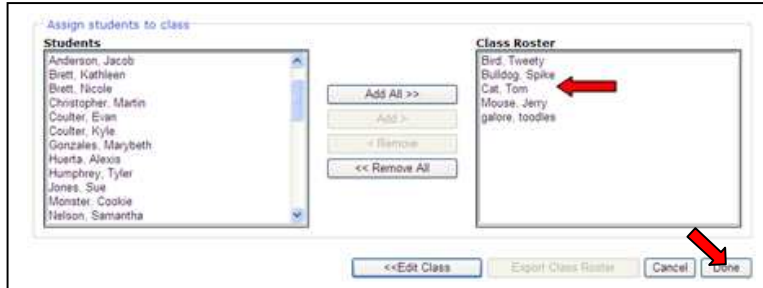
- 18. Student
- Able, Bobby
- Administrator, Test
- Anderson, Jacob
- Bird, Tweety**
- Brett, Kathleen
- Brett, Nicole
- Bulldog, Spike
- Cat, Tom
- Christopher, Martin
- Coulter, Evan
- Coulter, Kyle

Class Roster

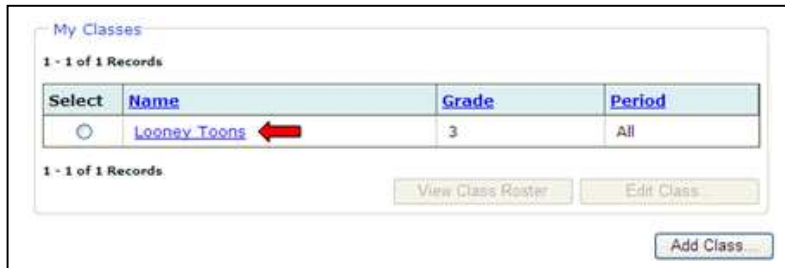
Add All >> Add > < Remove << Remove All

<<Edit Class Export Class Roster Cancel Done

8. The student(s) you add will move to the *Class Roster*. Click **Done**.



9. The class “Looney Toons” was created and is now ready for assignments.



| Select | Name | Grade | Period |
|-----------------------|--------------|-------|--------|
| <input type="radio"/> | Looney Toons | 3 | All |

**If you are in need of further assistance, please contact us at
Digital Customer Services.**

1-800-210-9157

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