

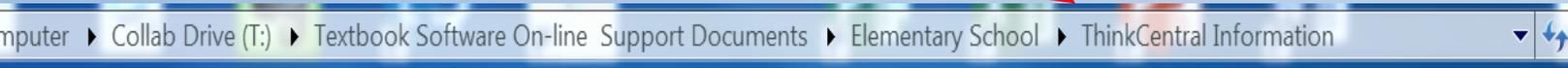
Making Assignments with THINKCENTRAL

K-5 Elementary On-line System for
Math In Focus
Journeys Reading
Science Fusion



Making Assignments With THINKCENTRAL

If you have not created a class in THINKCENTRAL and need more information on creating classes, you will find support and directions by viewing the PowerPoint “Getting Started With THINKCENTRAL”, found in the T: drive.



If you have created a class in THINKCENTRAL you are ready to create assignments. Just click on the word [THINKCENTRAL](#) to go to the website.

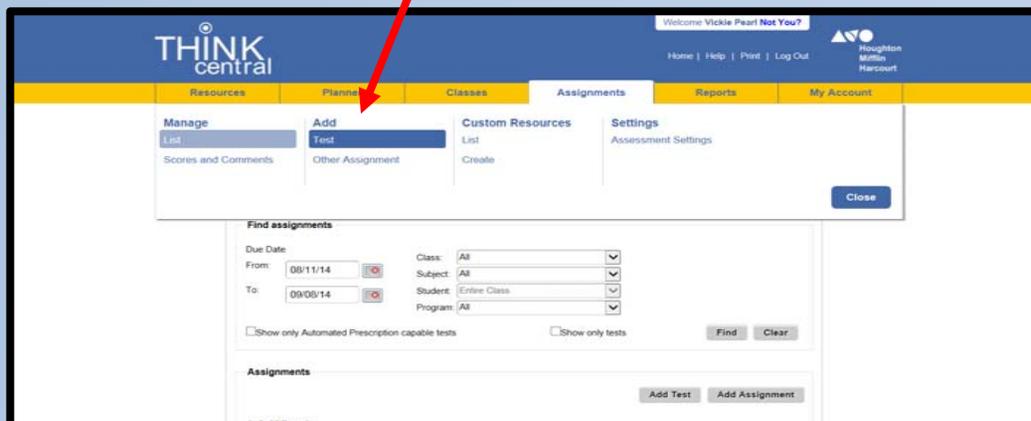


Option 1: Making Assignments Through The Settings Button

You will need to create a class.

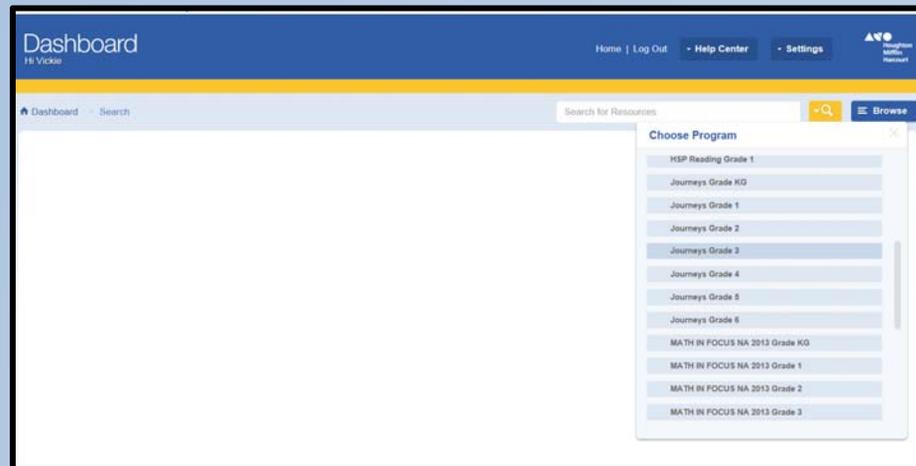
- You want to create only one class for all subjects.
 - Do not create a math class, reading class, and science class. Creating multiple classes complicates things if you are going to make assignments.

- When you log in, on the home screen, click on “Settings” in the upper left area of the blue Dashboard.
- Select “Manage Classes”.
- Click on the yellow “Assignments” tab and under ADD select “Test”.



Adding Assignments Through The Settings Button

Next to the white box click on the blue “Browse” button. Select a program by scrolling through the list and clicking on the program.



Making Assignments Through The Settings Button

Clicking on “Program Structure” will let you select a resource to assign to the students.

- Click on your unit or lesson.
- Click on the bar “Lessons and Instructional Resources”
- Any item with an “Assign” button can be assigned to students.

The screenshot displays the 'Journeys Grade 4' interface. On the left, a sidebar shows 'Program Structure' and 'Grade Level Resources'. Under 'Program Structure', 'Unit 1' is selected, and 'Lesson 3' is highlighted. The main content area shows 'Grade 4 Resources > Unit 1 > Lesson 3' and 'Lesson 3: Lessons and Instructional Resources'. Under the 'Content' section, four resources are listed: 'Weekly To-Do List: Lesson 3', 'Practice Book: Lesson 3', 'Home Letter: Lesson 3', and 'Vocabulary Word Cards: Lesson 3'. Each resource has an 'Assign' button (with a person icon) and a 'Schedule' button (with a calendar icon).



Linking Assignments Through The Settings Button

Clicking on “Standards” allows you to drill down and assign a Common Core Standards assessment to students.

- Click on the standard you want to assess and you will get available assessments for that standard.
- Once you have found the standard assessment you want to use click on the word “Assessment” or “Ancillary”.
- You will then see a variety of assessments you can assign to your class.

Grade 4

Grade 4 Resources

RL.4.2: Determine a theme of a story, drama, or poem from details in the text; summarize the text.

Ancillary

Assessment

Journeys Grade 4

Grade 4 Resources

Program Structure

Standards

English Language Arts & Literacy in History/Social Studies, Science, and Technical Subjects (2010) © Copyright 2010. National Governors' Association Center for Best Practices and Council of Chief State School Officers. All rights reserved.

NA Common Core 2012

Grade 4 students:

Language Standards K-5

Reading Standards: Foundational Skills (K-5)

Reading Standards for Informational Text K-5

Reading Standards for Literature K-5

Key Ideas and Details

RL.4.1

RL.4.2

RL.4.3

Craft and Structure

Grade 4 Resources

RL.4.2: Determine a theme of a story, drama, or poem from details in the text; summarize the text.

Ancillary

Assessment

L4_Journeys Weekly Test: Lesson 4

Assign Schedule

L4_Journeys Benchmark: Unit 1

Assign Schedule

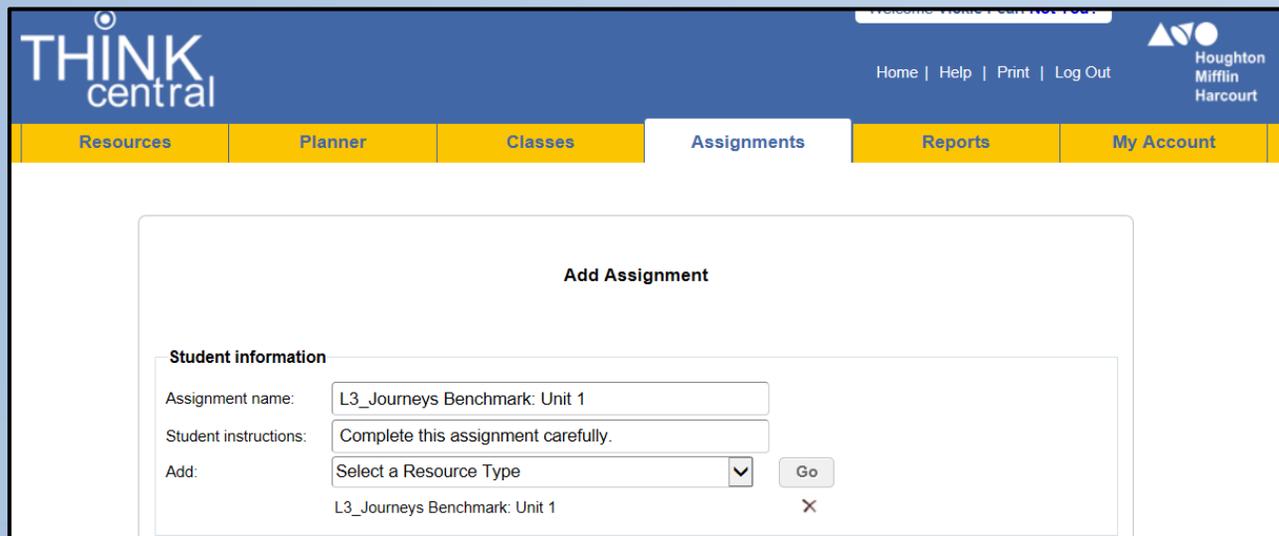
L4_Journeys Unit Test: Unit 2

Assign Schedule

Adding Assignments Through The Settings Button

Select the assessment you want to use and click on “Assign”. Complete the information for the assignment keeping in mind the following tips:

- Name your assessment.
- Type in student instructions.
- You will not need to select a resource type as you did that previously.



The screenshot shows the 'Add Assignment' form in the THINK central interface. The form is titled 'Add Assignment' and is located within the 'Assignments' tab of the navigation menu. The form contains the following fields and elements:

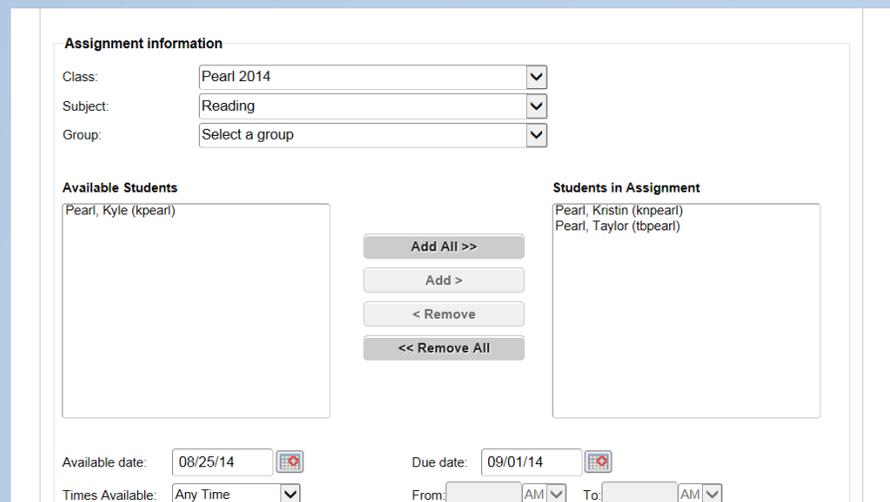
- Student information** (Section Header)
- Assignment name:** L3_Journeys Benchmark: Unit 1
- Student instructions:** Complete this assignment carefully.
- Add:** Select a Resource Type (dropdown menu) [Go]
- Resource Type:** L3_Journeys Benchmark: Unit 1 [X]

The interface includes the THINK central logo, navigation links (Home, Help, Print, Log Out), and the Houghton Mifflin Harcourt logo. The navigation menu is highlighted with yellow tabs for Resources, Planner, Classes, Assignments, Reports, and My Account.

Making Assignments Through The Settings Button

1. Select which students in your class will take this assignment by filling in the information:
 - o Your class
 - o Your subject
 - o Your group (select students from the list)
2. You can set a due date for the assessment or just leave the date open so the student can take the assessment at anytime.
3. Click on “Select Questions” and you can remove the essay/open ended questions. (The system does not grade these.)
4. Click “SAVE”.
5. Congratulations! You now know how to make assignments.

Suggestion: You can log into one of your student accounts to view the assignment.

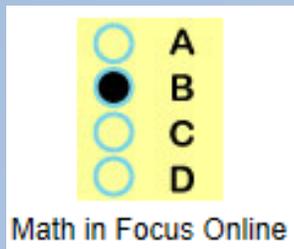


The screenshot displays the 'Assignment information' section of a software interface. It includes three dropdown menus for 'Class' (set to 'Pearl 2014'), 'Subject' (set to 'Reading'), and 'Group' (set to 'Select a group'). Below these are two columns of student lists: 'Available Students' (containing 'Pearl, Kyle (kpearl)') and 'Students in Assignment' (containing 'Pearl, Kristin (knpearl)' and 'Pearl, Taylor (tpearl)'). Between the columns are four buttons: 'Add All >>', 'Add >', '< Remove', and '<< Remove All'. At the bottom, there are date pickers for 'Available date' (08/25/14) and 'Due date' (09/01/14), along with 'Times Available' (Any Time) and 'From'/'To' time selection fields.

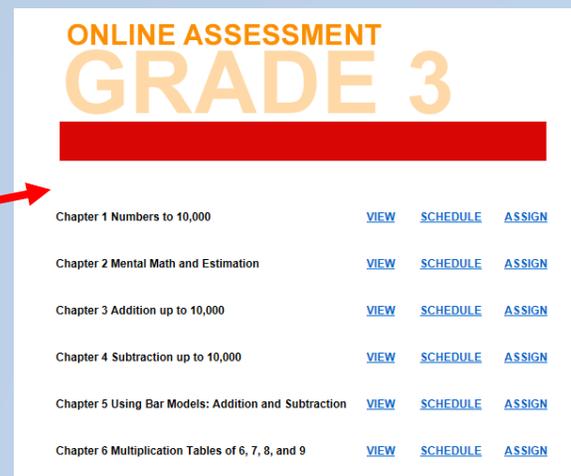


Option 2: Making Assignments Through Resource Center for Math

- When you log in, on the home screen, click on the word “RESOURCES”.
- In the Resource Center filter your resources by grade and subject (math).
- Click on



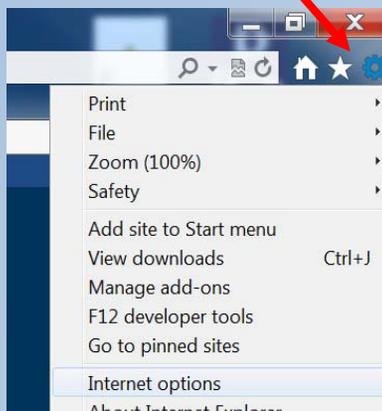
You will then have a pop-up that looks like this and you can now make math assessments.



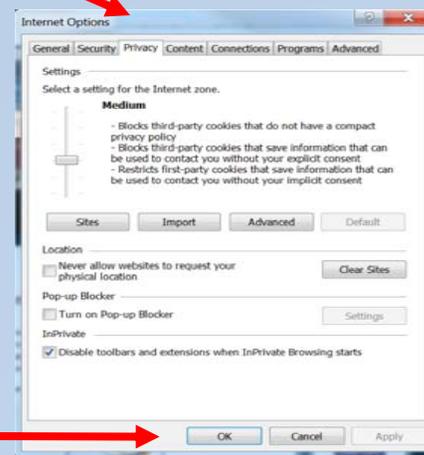
Skip this step if you were able to see the math assessments on the pop-up.

If you do not get the math assessment pop-up you might need to disable the pop-up blocker in Internet Explorer

Click on the small wheel icon in the upper right corner and then click on "Internet options".



2. Click on the "Privacy" tab and then make sure the box by "Turn on Pop-up Blocker" is empty.

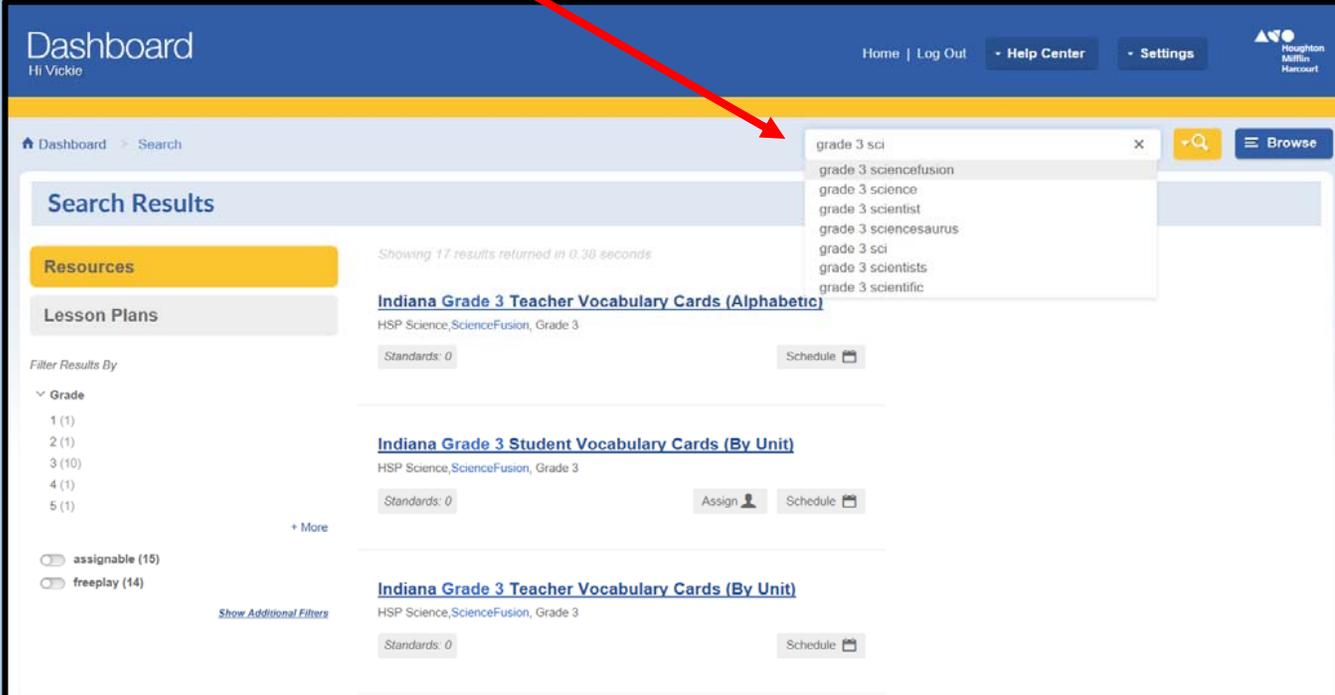


3. Click apply and OK.



Option 3: Making Assignments Through Search

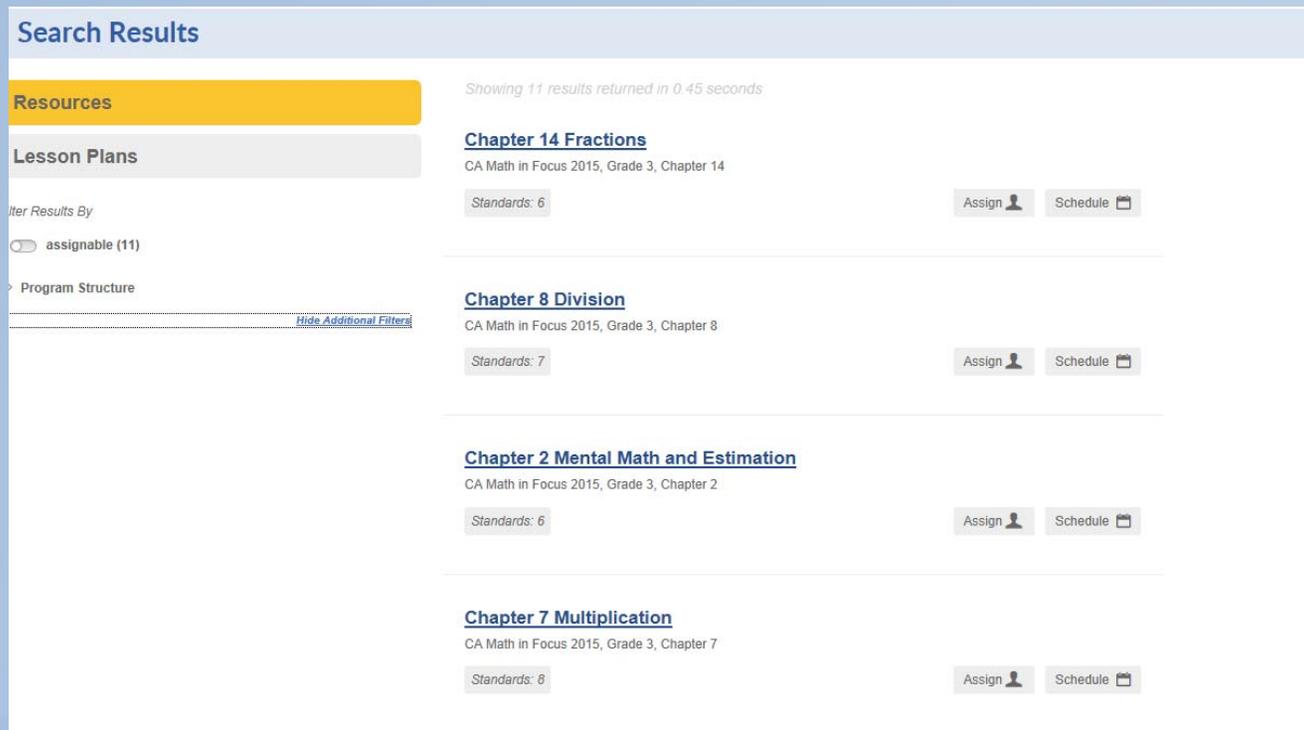
- When you log in, on the home screen, find the search box.
- Type your grade level and the subject area in which you want to create an assignment in the search box.
- This should drop down options for you to select your area. Click on your choice of subject.



The screenshot displays a dashboard interface with a search bar at the top. The search bar contains the text "grade 3 sci" and has a dropdown menu open showing suggestions: "grade 3 sciencefusion", "grade 3 science", "grade 3 scientist", "grade 3 sciencesaurus", "grade 3 sci", "grade 3 scientists", and "grade 3 scientific". A red arrow points to the search bar. Below the search bar, the search results are displayed, showing three items: "Indiana Grade 3 Teacher Vocabulary Cards (Alphabetic)", "Indiana Grade 3 Student Vocabulary Cards (By Unit)", and "Indiana Grade 3 Teacher Vocabulary Cards (By Unit)". Each item includes a "Standards: 0" indicator and a "Schedule" button. The dashboard also features a "Filter Results By" section with a "Grade" dropdown menu and a "Show Additional Filters" link.

Making Assignments Through Search

You can then scroll down through the available resources. Note that at the bottom of the page it shows if there are multiple pages with resources.



The screenshot shows a search results interface with a sidebar on the left and a main content area on the right. The sidebar includes a 'Resources' tab (highlighted in yellow), a 'Lesson Plans' tab, and a 'Filter Results By' section with a toggle for 'assignable (11)' and a 'Program Structure' dropdown. A 'Hide Additional Filters' link is also present. The main content area displays 11 results, with the first four visible. Each result includes a title, a description, a 'Standards' field, and 'Assign' and 'Schedule' buttons.

Resource Title	Description	Standards	Assign	Schedule
Chapter 14 Fractions	CA Math in Focus 2015, Grade 3, Chapter 14	Standards: 6	Assign	Schedule
Chapter 8 Division	CA Math in Focus 2015, Grade 3, Chapter 8	Standards: 7	Assign	Schedule
Chapter 2 Mental Math and Estimation	CA Math in Focus 2015, Grade 3, Chapter 2	Standards: 6	Assign	Schedule
Chapter 7 Multiplication	CA Math in Focus 2015, Grade 3, Chapter 7	Standards: 8	Assign	Schedule



Making Assignments Through Search

Click on “Assign” when you find the resource you want to assign to the students.

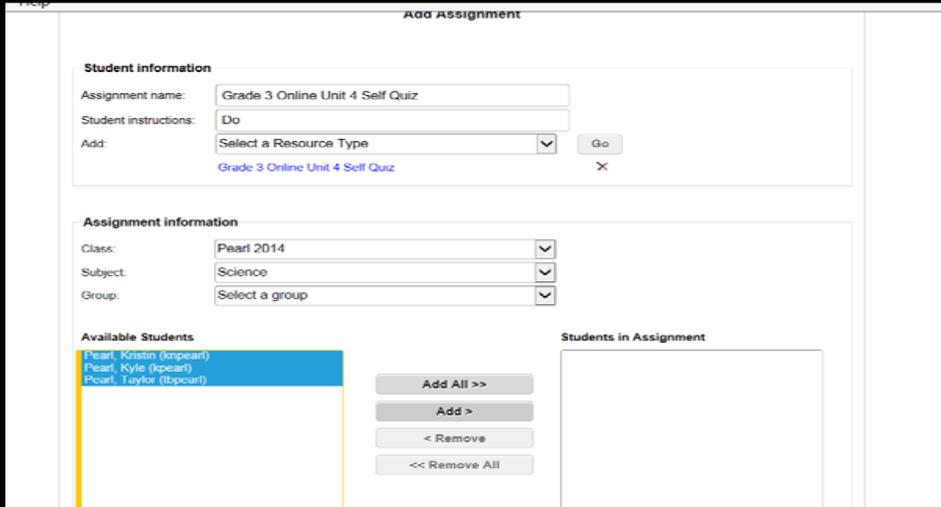
Fill out the Student Information Section and select your class and subject.

Select the students in the same manner that you selected them to set up your class.

You can click on “Select Questions” and remove the open ended questions. (The system does not score opened questions.)

Click “SAVE”.

uggestion: You can log
one of your student
counts to view the
assignment.



The screenshot shows the 'Add Assignment' interface. It is divided into several sections:

- Student information:** Includes fields for 'Assignment name' (Grade 3 Online Unit 4 Self Quiz), 'Student instructions' (Do), and 'Add' (Select a Resource Type). A 'Go' button is present next to the 'Add' dropdown.
- Assignment information:** Includes dropdown menus for 'Class' (Pearl 2014), 'Subject' (Science), and 'Group' (Select a group).
- Available Students:** A list of students: Pearl, Kristin (kppearl), Pearl, Kyle (kpearl), and Pearl, Taylor (tppearl). The first student is highlighted in blue.
- Students in Assignment:** An empty box for the selected students.
- Buttons:** 'Add All >>', 'Add >', '< Remove', and '<< Remove All' are located between the two student lists.



Viewing Assignment Progress and Scores

On the HOME screen, click on “Settings” found at the top of the Dashboard.

Click on “Manage Classes”.

Click on the “Assessments” tab and select “List” under the “Manage” option.

The screenshot displays the THINK central web application interface. At the top, there is a navigation bar with the THINK central logo, a user greeting "Welcome Vickie Pearl Not You?", and navigation links for Home, Help, Print, and Log Out. Below this is a secondary navigation bar with tabs for Resources, Planner, Classes, Assessments (which is active), Reports, and My Account. A dropdown menu is open under the Assessments tab, showing options for Manage (List, Scores and Comments), Add (Test, Other Assignment), Custom Resources (List, Create), and Settings (Assessment Settings). Below the dropdown is a "Find assignments" section with search filters for Due Date (From: 08/12/14, To: 09/09/14), Class (All), Subject (All), Student (Entire Class), and Program (All). There are also checkboxes for "Show only Automated Prescription capable tests" and "Show only tests", along with Find and Clear buttons. Below the search section is an "Assignments" table with columns for Subject, Assignment, Due Date, Student Count, Status, Actions, and Show Answers. The table shows two records: one for Mathematics Chapter 1 Numbers to 10,000 and another for Mathematics Math In Focus Work Book Chapter 2.

Subject	Assignment	Due Date	Student Count	Status	Actions	Show Answers
Mathematics	Chapter 1 Numbers to 10,000	09/02/14	0/2	Not started	Edit Delete Copy	<input type="checkbox"/>
Mathematics	Math In Focus Work Book Chapter 2	09/02/14	N/A	Not started	Edit Delete Copy	<input type="checkbox"/>

Viewing Assignment Progress and Scores

From the list you can delete assignments, edit which students should have an assignment, see and view a student's progress.

The system grades all multiple choice questions, but the teacher must grade open ended/constructed response questions.

Assignments

Add Test Add Assignment

1 - 8 of 8 Records

Subject	Assignment	Due Date	Student Count	Status	Actions	Show Answers
Mathematics	Chapter 1 Numbers to 10,000	09/02/14	1/2	In progress	Edit Delete Copy Results & Prescriptions	YES NO
Mathematics	Math in Focus Workbook Chapter 2 Practice 1	09/02/14	N/A	In progress	Edit Delete Copy View Progress	
Mathematics	Math Inventory Test	09/02/14	0/3	In progress	Edit Delete Copy	YES NO
Reading	L3_Journeys Benchmark: Unit 1	09/02/14	1/3	In progress	Edit Delete Copy Results & Prescriptions	YES NO
Reading	L3_Journeys Benchmark: Unit 5	09/02/14	0/3	Not started	Edit Delete Copy	YES NO
Reading	Write-In Reader: Living Things Are Linked	09/02/14	N/A	In progress	Edit Delete Copy View Progress	
Science	Grade 3 Online Unit 4 Self Quiz	09/02/14	N/A	In progress	Edit Delete Copy View Progress	
Science	Science Unit 3 Self-Quiz	09/02/14	N/A	In progress	Edit Delete Copy View Progress	

1 - 8 of 8 Records



Student View

When you create an assignment your students will see the assignment when they click on the “Things To Do” icon once they have logged into THINKCENTRAL.

