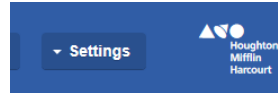


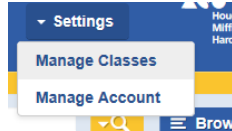
Think Central

Adding a Class to Think Central

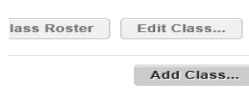
1. Log on to Think Central
2. Click on **Settings** on the upper right



3. Select **Manage Class**



4. Click **Add Class**



5. Fill in all required fields (Class Name, Grade and Period)

A screenshot of the "Add Class" form. The form is titled "Add Class" and has two steps: "1. Define class details" (which is checked with a green checkmark) and "2. Assign students to class". The "Define the Class" section includes fields for "Class Name", "Grade" (with a dropdown menu showing "Select a grade"), and "Period" (with a dropdown menu showing "All"). There is also a "Description" field with a text area and a help icon. Below this is a checkbox for "Add Adaptive Learning Products". The "Define the Library" section includes a heading "Check the programs or products to put in the students' library:" and "Filter your view by:" with dropdowns for "Language" (set to "All") and "Program" (set to "All"). At the bottom of the form are buttons for "Save", "Cancel", and "Assign Students >".

6. You can either choose to **Save** or **Assign Students**

7. If you select Assign Students, you will now be prompted to add the students from your class

- a. To make your life easier select your grade
 ***Make sure you click **Find** after you choose your grade
- b. If you do not see a student on the list you must add them.
- c. After you move your students to the right side, click **Done**

Add Class

✓ 1. Define class details 2. Assign students to class

Class: Mintuo_15-16

Find students

Select students from grade: All Find Clear

Assign students to class

<p>Students</p> <div style="border: 1px solid #ccc; padding: 2px;"> <p>Adeyemi, Eniola (939973945)</p> <p>Alexander, Elijah P (93997235)</p> <p>Alexander, Emily</p> <p>Alexis, Stephen (939973925)</p> <p>almonite, jayson</p> <p>Alvarez, Lillian (939973919)</p> <p>Alvarez, Madison</p> <p>Amin, Daniel</p> <p>Anigbga, Nnamdi</p> <p>Anokye, Daniel (939974168)</p> <p>Anselmo, Angelo</p> <p>Anselmo, Antonio (93997233)</p> <p>Anselmo, Antonio</p> <p>Antal, Giovanni</p> </div>	<p>Add All >></p> <p>Add ></p> <p>< Remove</p> <p><< Remove All</p>	<p>Class Roster</p> <div style="border: 1px solid #ccc; height: 80px;"></div>
---	---	--

<<Edit Class
Export Class Roster
Cancel
Done

To Add a Student

1.) Go to **Classes >> Add >> Student**

The screenshot shows the Think Central navigation menu. The 'Classes' tab is selected, and the 'Add' sub-menu is open, with 'Student' highlighted. Other options in the 'Add' menu include 'Group' and 'Class'. The 'Import' menu is also visible, containing 'Students and Classes'.

2.) Fill in all required fields and then click **Add**

Add User

User Details

Role

User Type: Student

School: Willow Road Elementary

Grade: P-K

Personal Details

First Name:

Middle Initial:

Last Name:

ThinkCentral Credentials

Student ID:

Username:

Password: Auto Fill

Retype Password:

NCLB Data

Gender: Unknown

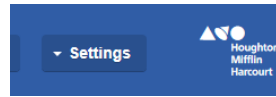
English Language Proficiency: Unknown

Ethnicity: Unknown

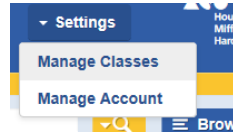
Special Conditions: None

Check a Student's Username or Password

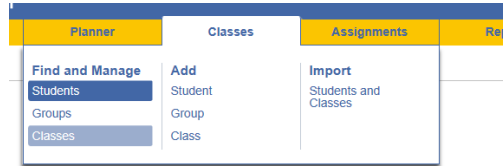
1.) Click on **Settings** on the upper right



2.) Select **Manage Class**



3.) Go the Classes>>Find Manage>>Students



4.) You can then search for the student. The search results will give you the student's username and password.

Manage User Accounts

Export

Include: All Students Teachers Export

Find user accounts

User Type: First Name:

School: Last Name:

Show inactive accounts Find Clear

Available user accounts

1 - 1 of 1 Records Results per page: 20 50 100

Last Name	First Name	Username	Password	Status
Teehan	Rita	rteehan	math13	Active

1 - 1 of 1 Records Results per page: 20 50 100

Export Results

Add... Import users...