



A New Dimension in Reading!

Houghton Mifflin Harcourt – JOURNEYS

How do I Create My Journeys Class?

- Go to **Think Central** – <https://www-k6.thinkcentral.com/ePC/start.do>
 - Country: United States
 - State: Tennessee
 - District: Shelby
 - School: Your school – i.e. Alton Elementary
 - User Name: Your district email address – all letters before the @
 - Password: Shelby14! The “S” is uppercase
- Land on your **personal Journeys Dashboard** (you should see your name in the upper left corner of the Dashboard home page)
- In **Resources** field drop down menu on right side of your dashboard, be sure to change the menu option from NA Journeys to TN Journeys
- Click on **Settings** drop down menu in upper right of Dashboard blue banner
- Click **Manage Classes**
- Land on **Think Central (TC) home page**
- Click **Classes** tab (3rd tab from left) in upper gold band of TC home page
- Click **Class** under ADD menu
- Land on **Add Class home page** where you will
 - Define your class
 - Assign students to your class
- Under Define the Class
 - Create your class name in **Class Name** Field
 - Select your **Grade** from the drop down menu
 - Select the period of your class (optional)
 - Describe your class (optional)
- In the Define the Library field, filter by
 - **Language:** All
 - **Program:** All
- Check all listed **Journeys Products**
- Click **Save**





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How do I Assign Students to my class?

- After screen refreshes upon **Saving** your newly created class...
- Click **Assign Students**
- Select your Students from the **Assign students to Class** field by clicking to highlight name
- Once desired name(s) are highlighted, click the **Add button** to add students to your Class Roster
- Once all desired students have been added, click **Done**
- You will then land on **Manage Classes**
- Note your new class is listed
- Click your class name to:
 - Review the products now available to you
 - Review the students in your class roster by clicking Assign Students
 - **NOTE:** you can add & remove students from your roster on this Edit Class page



How do I Create Assignments for my students?

- On the TC home page
- Click **Assignments** tab (4th from left) in upper gold band of TC home page
- Click **Other Assignment** under Add menu
- In the **Student Information** field
 - Name the assignment
 - Provide students instructions (default is “do”)
 - Select a **Resource Type** by clicking the drop down menu
 - Select **Searchable Resource**
 - Click **GO**
- Land on Search for Resources page
 - Type in the *kind of assessment* you are looking for (i.e. author’s purpose)
 - On the left side of **Search Results** page see **Resources** in gold box
 - Under resources, filter your results by clicking desired program
 - Click Journeys, grade 1 or Journeys, grade 2...
 - Once selected, page will refresh, then...
 - Click additional filter such as
 - Assignable
 - Reteach
 - Enrich
 - Once filter is selected page will refresh and your choices will be listed on the right side of page
 - Click the **Assign box** to assign the desired assignment to your students
- **NOTE:** you will now be back on your Add Assignment page where you will complete the assigning of task to your students...
- In the Assignment Information field
 - Select your class name from the drop down menu
 - Select your subject (Reading) from the drop down menu
 - Select your group (optional)
- Add the **Available Students** to be assigned the assignment
- Determine Assignment
 - Available date & Due date
- Click **Save**
- You can now view, edit, delete and/or view progress of assignment

