



Site License Digital Editions Directions

Step 1: Log in

To get started, account administrators should log in at <https://curriculum.choices.edu/login>

Step 2: Add teachers to the site or district account

Account administrators should click "Users" in the left-hand navigation and then click "Add User." Enter name and email only. Do **NOT** assign a password. Once a teacher is added, the system will automatically send the teacher an email prompting them to create a password for their account.

Step 3: Teachers log in and create a class

Teachers log in and click "Create a New Class." Once the teacher creates a class, the system assigns a "Class URL" specific to that class. *This is the URL that teachers will eventually copy and paste into their LMS. Students will visit the class URL to access the curriculum units the teacher assign to this class.*

Step 4: Teachers add units to the class

Teachers click "Add a Unit" to select a curriculum unit to add to the class.

Step 5: Teachers tailor the unit for their class

Teachers then click the title of the unit within their class to open up the unit. Teachers should click to open up each section of readings and all study guides, graphic organizers, and materials for lessons. Teachers can check or uncheck these resources in the left-hand menu depending on which they'd like students to have access to. Teachers can add notes to their students in each section as well.

Step 6: Teachers preview what they've assigned

Clicking "Student Preview" at the top of the page will open a new tab and show teachers a preview of the parts of the unit their students will see, based on which resources teachers have checked or unchecked. Teachers can move back and forth between tabs (teacher account and student preview) to make sure students will see only what they want them to see. Just remember to refresh the student preview page if changes are made to the unit in the teacher account. Note that the student preview is only a preview and not intended for student use. The print icon is located on the lower left.

Step 7: Teachers share the Class URL with students

Students will not need a username or password to access their class content. Teachers simply share the Class URL with students. Teachers can copy and paste the Class URL into their learning management system or email the link to their students. When students visit the Class URL, they will find all of the curriculum units the teacher has assigned to their class.

Still have questions? Please contact us at 401-863-3155.