Digital Editions Directions - Site License

Step 1: Log in
To get started, user logs in with their email and password 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: Teacher logs in and creates a class
After logging in, teachers click "Create a New Class," type preferred class name, and click save. Teachers can create as many classes as they like. Once teachers create 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 learning management system. Students will visit the class URL to access the curriculum units the teacher assigns to this class.*

Step 4: Teacher adds units to the class
Click "Add a Unit" to select a unit for the class. Select the desired unit from the dropdown menu; click "Add." Teachers can add as many licensed units as they would like to each class. Individual units may be added to multiple classes.

Step 5: Teacher tailors the unit for the class
Click the title of the unit **within the class** to open up the unit. Use the left-hand menu to open each section of readings as well as study guides, graphic organizers, and lesson materials. Check or uncheck individual resources in the left-hand menu, or use the "Check All"/"Uncheck All" options at the beginning of each section, to select which parts students will be able to access. Teachers can add notes for students at the beginning of each reading. To do so, click "Open Note Editor," type the note, and click "Submit." See next step for how to preview how the note will appear to students.

Step 6: Teacher previews what has been assigned
Clicking "Student Preview" at the top right of the page opens a new browser tab and displays a preview of the parts of the unit the students will see, based on which resources the teacher has checked or unchecked. Toggle between browser tabs (teacher account and student preview) to make sure students will see only the selected readings, study guides, graphic organizers, and lessons. Refresh the student preview page to see an updated version if any changes are made.

The student preview is not intended for student use. Individual sections of the preview can be printed using the print icon located on the lower left. Students access the material through the Class URL that teachers provide to them.

Step 7: Teacher shares the Class URL with students
Click "Back to [class name]" at the top left to find the Class URL. Copy and paste the Class URL into a learning management system or email the link directly to the class. Students will **not** need a username or password to access the class content. When students visit the Class URL, they will find all of the curriculum units the teacher has assigned to them with the selected sections and any notes. As in the student preview, the upper left menu bar allows students to navigate through the unit. Students can click "Change Unit" at the bottom of the menu to switch between units assigned to the class. To provide a link to a specific section, teachers can navigate to the desired section using the left-hand menu, and then click "Copy Student Link" at the top of any section before pasting into a learning management system or email.

Still have questions?
Please contact us at 401-863-3155 or choices@brown.edu.