

Digital Editions Directions - Individual Teacher License

See the [Getting Started with Digital Editions](#) page for instructional videos.

Step 1: Logging in

To get started, teacher logs in with their email address and password at <https://curriculum.choices.edu/login>.

Step 2: Creating a class [See [Dashboard](#) image below]

Click "Create a New Class" next to "My Classes," type preferred class name, and click Save. You can create as many classes as you like.

Alternatively, you can click the title of a unit directly from the dashboard under "My Units," click "Create a Class," and title your class.

Once a 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 or email to students. Students will visit the class URL to access the curriculum units the teacher assigns to this class.*

Step 3: Adding units to a class [See [Dashboard](#) image below]

Click "Add a Unit" under your class title to add a curriculum unit for the class. Select the desired unit from the dropdown menu and click "Add." You can add as many licensed units as you would like to each class. Individual curriculum units may be added to multiple classes.

Alternatively, you can add units directly from the "My Units" section of the dashboard. Click the title of a unit, click "Add to Class" in the bottom left of the window, and select the desired class from the dropdown menu. You will also see an "Add to Class" icon to the right of each class when you drag your mouse over each class.

Each unit can be seen in its entirety by clicking the "Preview" icon under "My Units."

Step 4: Selecting content [See [Teacher View](#) image below]

After opening the class by selecting "Show Class Details," click the title of the unit to open up the teacher's view of the unit. Begin by finding the Teacher's Orientation, which provides an introduction to the unit, in the top left corner. Below the Teacher's Orientation, use the left-hand menu to navigate through the unit, clicking each part to find its components, including readings, study guides, graphic organizers, and lesson materials.

To select which parts of the unit students will be able to access, check or uncheck individual components in the left-hand menu, or use the "Check All"/"Uncheck All" options at the beginning of each section.

Teachers can add notes for students at the beginning of each reading as well. To do so, click "Open Note Editor," type your note, and click "Submit." See the next step for how to preview your note as it will appear to students.

Step 5: Previewing content [See [Teacher View](#) image below]

Clicking “Student Preview” at the top right of the teacher's view will open a new browser tab and display a preview of what students will see. This will only contain and display the components of the unit that are checked off in the teacher's view.

Move back and forth between browser tabs (teacher view and student preview) to make sure students will see only the selected readings, study guides and graphic organizers, and lessons. Remember to refresh the student preview page if changes are made in the teacher's view to see an updated version.

The student preview is not intended for student use. Students will view their materials via the Class URL that is shared with them.

Individual sections of the preview can be printed using the print icon located on the lower left.

To return to the dashboard from the teacher's view, click “Back to [class name].”

Step 6: Sharing content with students [See [Dashboard](#) image below]

Copy the Class URL by clicking the "Copy Link" icon and paste into a learning management system or email the link directly to students.

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, 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. We also offer Open Office Hours, which are listed [here](#).

Digital Editions - Dashboard

The screenshot shows the 'My Classes' section of the dashboard. A sidebar on the left contains navigation links: Dashboard, My Account (Licenses, Update Email/Password), Help, Share Feedback, and Logout. The main content area is titled 'My Classes' and features a '+ Create New Class' button. Below this, there is a class entry for 'Contemporary Issues in the Middle East' with an 'Add Unit' button. Another class entry, 'The Middle East: Questions for U.S. Policy', is shown with a 'Copy Link' button. A third class entry, 'The Syrian Civil War', is marked as 'NEW 1st Edition'. Below the classes, the 'My Units' section is visible, showing a search bar and a list of units including 'Japanese American Incarceration in World War II' and 'The Middle East: Questions for U.S. Policy'. Action buttons for 'Add to Class', 'Create a Class', and 'Review' are highlighted with red boxes.

Digital Editions - Teacher View

The screenshot displays the 'Teacher Orientation' page for the 'The Middle East: Questions for U.S. Policy' class. The left sidebar shows a navigation menu with 'Check All' and 'Uncheck All' buttons highlighted in red. The main content area is titled 'Introduction' and includes a 'Leave your students a note' section with an 'OPEN NOTE EDITOR' button. Below this is a rich text editor with a 'SUBMIT' button. The page content includes an introduction to the lesson, a 'Readings' section with a checked 'Introduction' item, and a 'Sources' section with items 'Source A' through 'Source E' checked. The 'Student Preview' button in the top right corner is also highlighted in red.