Digital Editions Directions for an Individual Teacher License

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

Step 1: Logging In
To get started, log in with your email address and password at https://curriculum.choices.edu/login.

Step 2: Creating a Class (See Dashboard image below)
Click "Create New Class" next to "My Classes," type in your 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 name your class.

After you have created a class, the system assigns a "Class URL" specific to that class. This is the URL that you will eventually copy and paste into your LMS or email to students. Students will visit the class URL to access the curriculum units you assign to this class.

Dashboard

Step 3: Adding Units to a Class (See Dashboard image above)
Click "Add Unit" under your class title to add a curriculum unit to the class. Click in the unit field to see all the units on your account; then 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. 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 unit title when you drag your mouse over the unit title.

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

Step 4: Selecting Content (See Teacher's View image below)
After a unit is added to your class, click the unit title within the class (**not** under My Units) to open the teacher's view of the unit. You will now see the Teacher Introduction to the unit. Read through the Teacher Introduction to get an overview of the curriculum.

Next, use the left-hand menu to navigate through the parts of the unit, clicking each part's heading to see its components: student readings, study guides, graphic organizers, and lessons.

To select which parts of the unit you want the students to access, check or uncheck individual components in the left-hand menu, or use the "Check All"/"Uncheck All" options below the heading for each part (or below the unit title if you wish to check or uncheck all for the entire unit). Students will only see what you check off.

You can add notes for your students at the beginning of each section of reading as well. To do so, click on a section name (in gold font), then 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.

Teacher's View

Step 5: Previewing Content (See Teacher's View image above)
Once you have checked off the content that you want students to see, click "Student Preview" at the top right of the teacher's view. Note that the Student Preview is **not** visible from the Teacher Orientation page. You must click on a reading, study guide, graphic organizer, or lesson name (in **gold font** in the navigation bar) before the Student Preview option will appear at the top of the page. The preview opens a new browser tab and displays 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's view and Student Preview) to make sure you have correctly selected the parts (student readings, study guides, graphic organizers, and/or lesson(s) that you want students to see. Remember to refresh the Student Preview page to see an updated version if changes are made in the teacher's view.

The Student Preview is not intended for student use; please do not copy and share the preview URL with your class. Students will view their materials via the Class URL or the Student Link that you share with them, both of which are explained below.

The Student Preview **can be printed** using the print icon located at the bottom of the blue navigation menu on the left side of the page.

Step 6: Assigning Content to Students (See Dashboard image above)
There are **two ways** that you can choose to share content with students. As mentioned in Step 2, the first option is to copy the Class URL found on the dashboard. (Click "Back to [class name]" at the top left of the teacher's view to return to the dashboard.) Click the "Copy Link" icon and paste it into a learning management system or email the link directly to students. When students visit the Class URL, they will find all of the curriculum units you have assigned to them with the selected sections and any notes. As in the Student Preview, the left menu bar allows students to navigate through only the **assigned** sections. This method is best if you want students to have access to multiple units at the same time.

Alternatively, to provide a quick link to specific part(s) of only *one* unit, navigate to the desired part(s) using the left-hand menu in the teacher's view, and check only the content you want the students to see. Then click "Copy Student Link" at the top of any section and paste it into a learning management system or email. This allows you to assign smaller sections of a single unit at a time. Remember that you can click and refresh the "Student Preview" to double check what you are assigning to students.

With either method of assigning content, students will **not** need a username or password to access the class content.

Still have questions? Please contact us at 401-863-3155 or choices@brown.edu. We also offer Online Office Hours, which are listed here.