



## Digital Editions Directions for Administrators of a Site License

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

### Step 1: Logging In

To get started, the account administrator should log in with their email address and password at <https://curriculum.choices.edu/login>. You can also go to [choices.edu](https://choices.edu), and use the red Login button in the top left-hand corner. Log in with your email and password. If this is your first time logging in, you have to create your password using the link provided in the welcome email you received after your account was activated.

### Step 2: Adding Teachers to the Site/District Account

After you've logged in, you will see your dashboard. Click "Users" in the left-hand navigation and then click "Add User." Enter the name and email of the person you wish to add. Do **not** assign a password. After a teacher is added, the system will automatically send the teacher an email prompting them to create a password for their account. You'll notice that the role is set as default to teacher. If you click on the dropdown menu, you will see that you have the ability to switch the role to Admin. If someone is helping you to manage the school or district account, you can add them as an Admin.

### Step 3: Logging in and Creating a Class (See Dashboard image below)

Teachers will login and click "Create New Class" next to "My Classes." Teachers type in their preferred **class name**, and click "Save." Teachers can create as many classes as they like. Alternatively, teachers can click the title of a unit directly from the dashboard under "My Units," click "Create a Class," and name the class.

After teachers have created a class, the system assigns a "Class URL" specific to that class. This is the URL that the teacher will eventually copy and paste into a learning management system or email to students. Students will visit the Class URL to access the curriculum units assigned to this class.

### Dashboard

The screenshot shows the Choices Program dashboard. On the left is a dark blue navigation sidebar with links for 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, a class titled "Contemporary Issues in the Middle East" is shown with a "Class URL" field containing a long URL, a "Copy Link" button, and a "Reset Link" button. An "Add Unit" button is also visible. Underneath, two units are listed: "The Middle East: Questions for U.S. Policy" and "The Syrian Civil War". The "My Units" section at the bottom has a search bar and a "View" dropdown set to "All Items". A unit titled "Japanese American Incarceration in World War II" is shown with buttons for "More Info", "Add to Class", "Create a Class", and "Preview".

### Step 3: Adding Units to a Class (See Dashboard image above)

Click “Add Unit” under a 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.” Teachers can add as many licensed units as they would like to each class. Curriculum units may be added to multiple classes.

Alternatively, teachers 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 a class, clicking the unit title within the class (**not** under My Units) will open the teacher's view of the unit. Teachers will now see the Teacher Introduction to the unit, which provides an overview of the curriculum.

Next, teachers 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 teachers want their students to access, they 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 teachers wish to check or uncheck all for the entire unit). Students will only see what has been checked off.

Teachers can add notes for their students at the beginning of each section of reading as well. To do so, teachers click on a section name (in gold font), then click “Open Note Editor,” type their note, and click “Submit.” See the next step for how to preview a note as it will appear to students.

## Teacher’s View

The screenshot shows the Teacher's View interface for a unit titled "The Middle East: Questions for U.S. Policy". The left-hand navigation menu includes sections like "Teacher Orientation", "The Middle East: Questions for U.S. Policy", "INTRODUCTION", "PART I: THE MODERN MIDDLE EAST", "PART II: U.S. POLICY IN THE MIDDLE EAST DURING AND AFTER THE COLD WAR", "Readings", "Study Guides & Graphic Organizers", and "Lesson - Primary Source Analysis: The Creation of Israel". The main content area displays the "Introduction" section, which includes a note editor with a red box around the "OPEN NOTE EDITOR" button and a "SUBMIT" button. Below the note editor is a paragraph of text starting with "Following World War II, the Middle East played an increasingly important role in U.S. foreign policy..."

### **Step 5: Previewing Content** (See Teacher's View image above)

Once teachers have checked off the content that they want students to see, they 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.

Teachers can move back and forth between browser tabs (teacher's view and Student Preview) to make sure they have correctly selected the parts (student readings, study guides, graphic organizers, and/or lessons) that they want students to see. Teachers should 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; teachers should not copy and share the preview URL with their class. Students will view their materials via the Class URL or the Student Link that is shared 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 teachers 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 that have been 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 a teacher wants 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, teachers can navigate to the desired part(s) using the left-hand menu in the teacher's view, and check only the content they want the students to see. Then teachers need to click "Copy Student Link" at the top of any section and paste it into a learning management system or email. This allows teachers to assign smaller sections of a single unit at a time. Remember that teachers can click and refresh the "Student Preview" to double check what is being assigned 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](mailto:choices@brown.edu). We also offer Online Office Hours, which are listed [here](#).