Instructions for Digital Editions

Thank you for teaching with the Choices Program’s Digital Editions!

This guide will provide step-by-step instructions for how to make the most of teaching with Digital Editions.

You’ll learn how to create Classes, add Units, select and assign content, share Units and Classes with students, and more!

To get started, log in with your email address and password at curriculum.choices.edu/login.

If you need additional support, you can watch the Digital Editions instructional playlist and read our FAQs for more information.

If you still have questions or need assistance, call 401-863-3155 or email choices_digital@brown.edu.

Logging in for the first time?

You should have received an email from the Choices Program directing you to create a password. If you didn’t receive that email or you need to reset your password:

1. Go to curriculum.choices.edu/forgot-password
2. Enter your email address
3. Click Send Password Reset link
4. Check your email for a reset link
5. Click on the emailed reset link
6. Choose a new password
7. Log into Digital Editions with your new password
# Table of Contents

- Digital Editions Overview ................................................................. 3
- Dashboard Overview ........................................................................... 4
- Creating Classes ................................................................................ 5
- Adding Units to Classes .................................................................... 7
- Teacher View ..................................................................................... 9
- Assigning Unit Content ..................................................................... 10
- Leaving Notes ................................................................................... 11
- Student Preview and Printing ............................................................ 12
- Sharing Classes with Students ............................................................ 13
- Sharing Units and Parts with Students ............................................. 14
- Hiding and Showing Classes ............................................................... 15
- Deleting Classes and Units ................................................................. 16
- Managing Users (For Site Admins) .................................................... 17
Digital Editions Overview

Follow these simple steps to make the most out of teaching with Choices Digital Editions!

**Step 1: Create Classes**
You can create as many classes as you want. You can create classes for each period or subject you teach.

**Step 2: Add Units to Classes**
You can add as many purchased units as you want. Units will update automatically when new editions are released.

**Step 3: Review Unit Content**
Each Unit is divided into Parts, which include readings, study guides, graphic organizers, and lessons. You can review the different Parts in Teacher View.

**Step 4: Assign Content**
Assign content for your students by checking/unchecked entire Parts or specific readings, study guides, graphic organizers, and lessons.

**Step 5: Student Preview**
Double check your content assignments in the Student Preview. You can also print from the Student Preview.

**Step 6: Share with Students**
Share a Class, Unit, Part or specific assignment with students from a URL—no student logins needed! Students can access all study guides, graphic organizers, and lesson components in Google Docs and Microsoft Word.

Are you a Site Admin?
Learn how to manage Users for your Digital Editions Site License on pages 17-18. With a Site License, you can add as many Site Admins and Teachers as you want from your school, district, or organization.

“The Digital Editions format is amazing. The ease of using the documents on Google Docs has been a life saver. I love the study guides that are provided. I really appreciate the content covered in the lessons. Amazing content and easy to use. Love it!”

— Marcus, History Teacher, California
The Dashboard is your “landing page” for Digital Editions.

Your Classes will be listed here.

You’ll occasionally receive Messages about updates, new releases, and scheduled maintenance.

Need help? Click “Getting Started” to find instructions and click “Help” for FAQs.

Purchased Units will be listed here.
Step 1: Click here to create a Class from the “My Classes” Dashboard section.

Step 2: A small window will pop up. Type the name of your Class into the text box and click “Save.”
Creating Classes (Option 2)

Step 1: Click here to create a Class from the “My Units” Dashboard section.

Step 2: A small window will pop up. Type the name of your Class and a brief description (optional) into the text boxes. Click “Create.”
Adding Units to Classes (Option 1)

Step 1: Click here to add a Unit to a Class from the “My Classes” section of the Dashboard. You can add as many of your purchased Units to a Class as you want.

Step 2: A small window will pop up with a drop down menu that lists all your available Units. Select the Unit that you want to add.

Step 3: Click “Add.”
**Adding Units to Classes (Option 2)**

**Step 1:** Click here to add a Unit to a Class from the “My Units” section of the Dashboard. You can add as many of your Units to a Class as you want.

**Step 2:** A small window will pop up with a drop down menu listing all your available Classes. Select the Class that you want. Click “Add to Class.”
The Teacher Orientation section is a good place to start when first reviewing a Unit. Click on the arrow to hide or view the section.

Scroll down to review content and navigate the Table of Contents.

At any time, you can click here to open the Student Preview in a new tab (page 12).

Return to your Dashboard at any time by clicking this button or this icon.
Assigning Unit Content

- Each Unit is divided into Parts. Each Part has three sections: readings, study guides and graphic organizers, and lessons. Click on the headings to navigate through the Parts and sections.

- Click the blue check boxes to determine which content students will see.

- Don’t forget to review the Lesson Plan for each lesson!

- You can “Check All” or “Uncheck All” content as a bulk action.

- All study guides, graphic organizers, and lesson components are available as Microsoft Word downloads and Google Docs.

- The bolded heading with a small dot to the left is the page you’re currently viewing.

- You can access all study guides, graphic organizers, and lesson components as Microsoft Word downloads and Google Docs.
Leaving Notes

**Step 1:** Click here to leave a Note for your students. Notes are available in every section of each Part.

**Step 2:** Type your Note into the text box. You can format the text, and include links and attachments. Click “Submit.”

**Step 3:** Click here to open the Student Preview in another tab and see how your Note will appear to students.
Click here to access the Student Preview, which will open in a new tab. This feature allows you to double check what you’re assigning to students.

Scroll or click section headings to navigate through the readings, study guides, graphic organizers, and lessons you’ve assigned to students. The bolded heading with a small dot to the left is the section you’re currently viewing.

Click here to print a section, if needed.
Click here to copy the Class URL and share it with your students. This link will give students access to all sections you’ve selected for each Unit in a Class.

Click here to reset the Class URL link, if needed. If you reset the link, the old URL will no longer work.
Sharing Units and Parts with Students

Click here in Teacher View or here in Student Preview to copy the Student Link and share it with your students. This link will give students access to the specific section you’re viewing.
You can click here to hide selected Units and other Class details. This option provides a streamlined view of your Dashboard, especially if you have created a lot of Classes.

Click here to see Class details and make changes to a Class.
Deleting Classes and Units

Please note that deleting a Class is permanent and cannot be undone. If you delete a Unit, you will lose access to all assignments (page 10) and Notes (page 11).

Click here if you want to delete a Class.

Click here if you want to delete a Unit from a Class.
Managing Users (For Site Admins)

If you’re a Site Admin, click here to see a list of all Users added to your Site License.

**Step 1:** Click here to add Users. You can add as many Users from your Site as you want.

---

**Step 2:** Add a User’s name and email address. Select either the “Admin” or “Teacher” role from the drop down menu. Note that other Admins can also manage Users. New Users will receive an email with login information. Click “Create.”
If you’re a Site Admin, click here to see a list of all Users added to your Site License.

Click here to edit a User’s name, email address, or role.

Click here to delete a User. Note that deleting a User cannot be undone.