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 <u>curriculum</u>. <u>choices.edu/login</u>.

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:

- Go to <u>curriculum.choices.edu/</u> <u>forgot-password</u>
- 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

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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/unchecking 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?

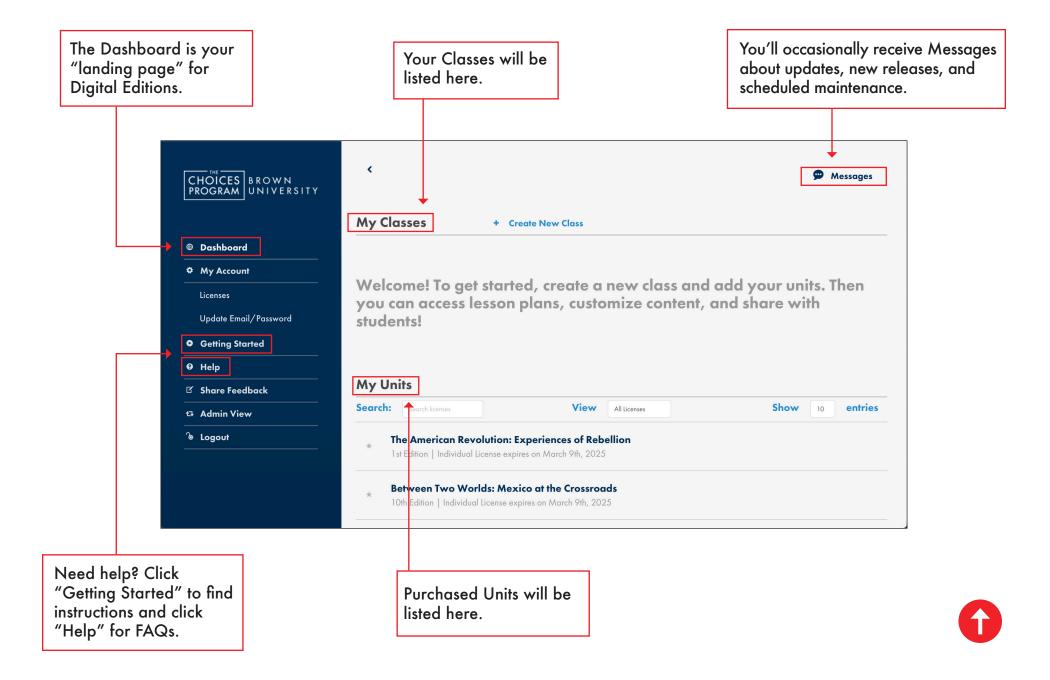
Learn how to manage Users for your Digital Editions Site License on **pages 17-18**. With a Site License, you can add as many Site Admins and Teachers as you want from your school, district, or organization.

"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!"

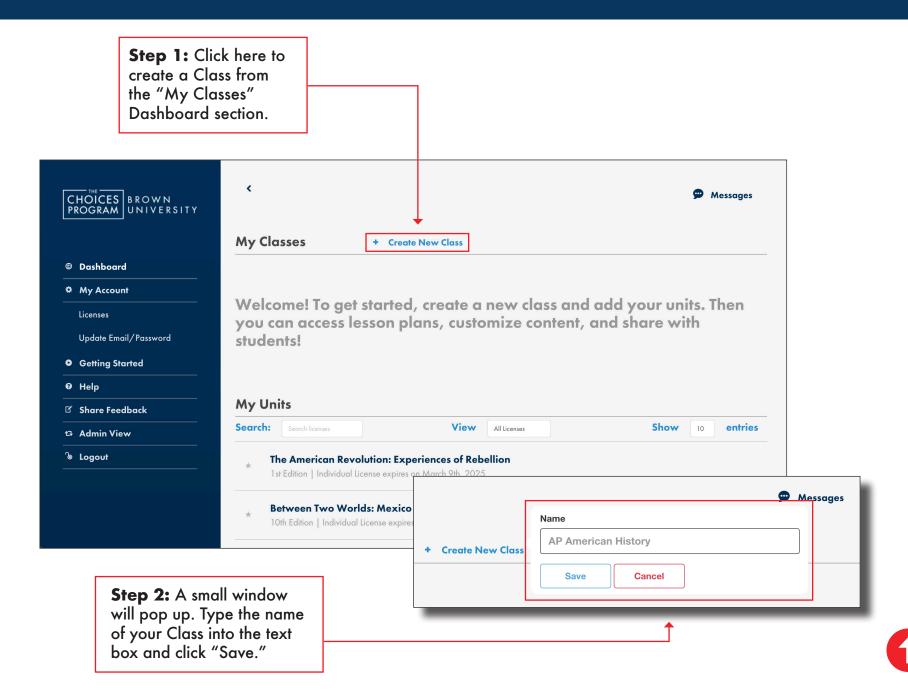
– Marcus, History Teacher,California



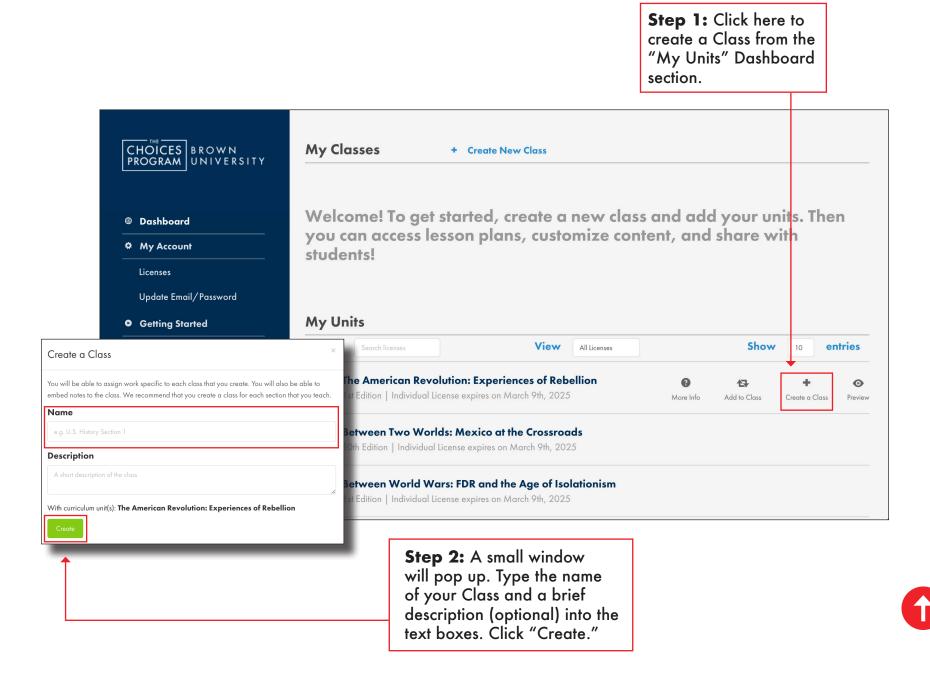
Dashboard Overview



Creating Classes (Option 1)



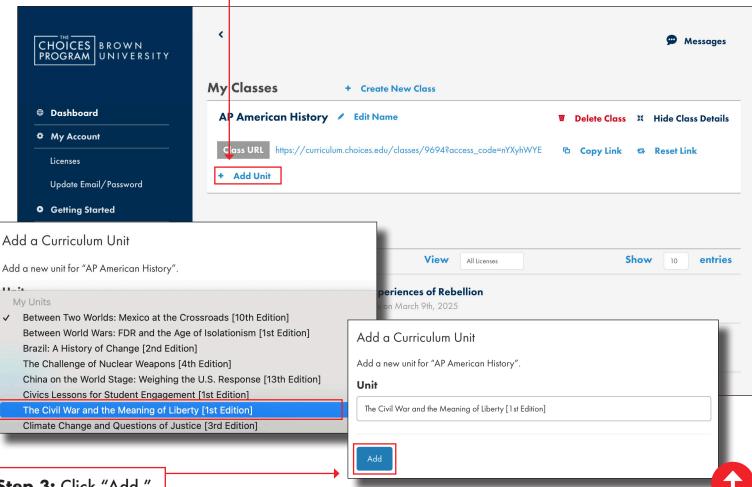
Creating Classes (Option 2)



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.

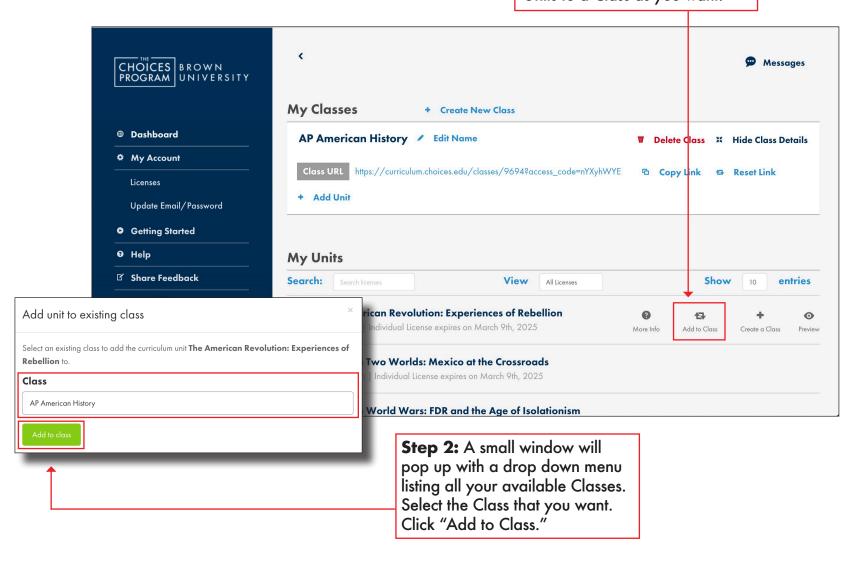
Step 2: A small window will pop up with a drop down menu that lists all your available Units. Select the Unit that you want to add.



Step 3: Click "Add."

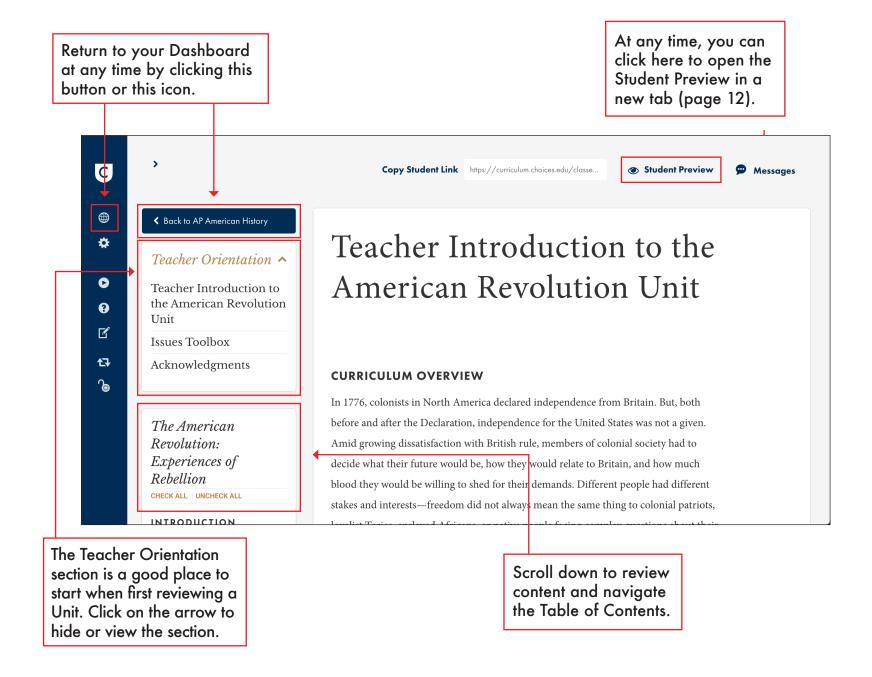
Adding Units to Classes (Option 2)

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.

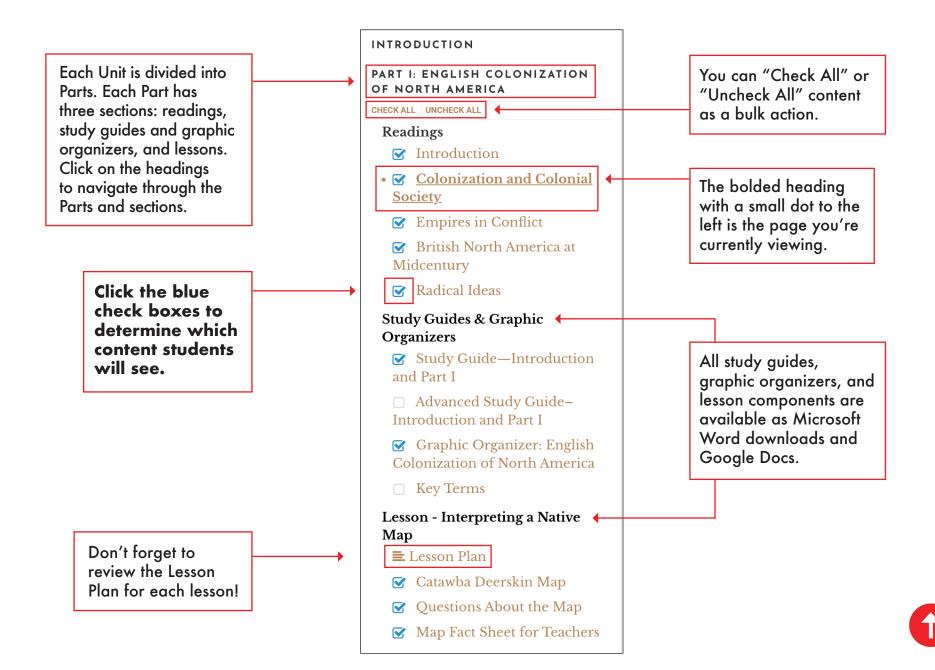


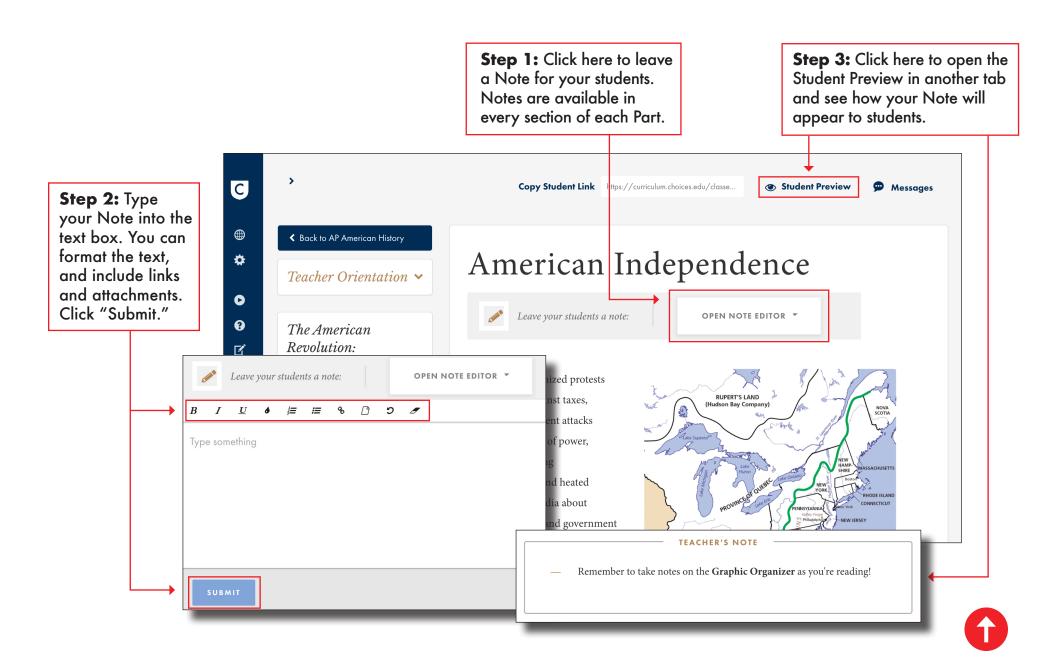


Teacher View



Assigning Unit Content





Student Preview and Printing

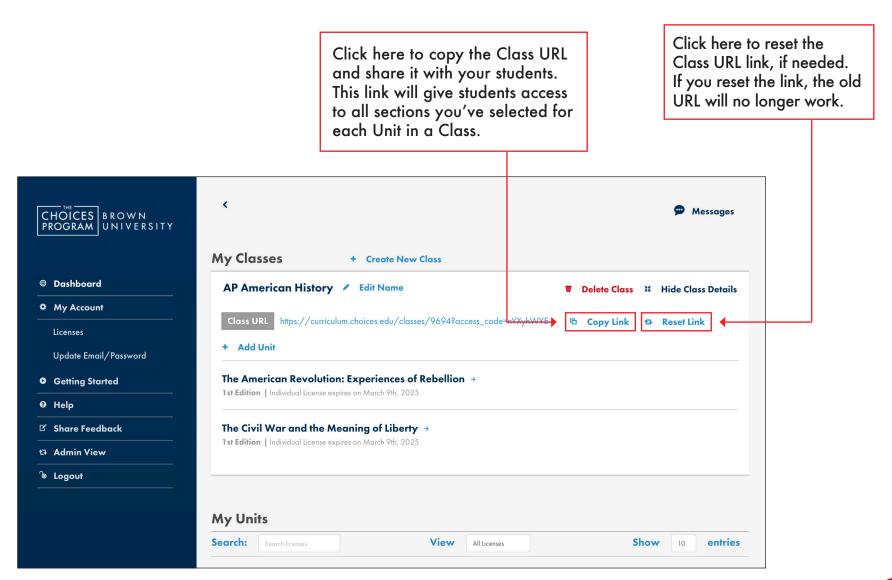
Click here to access the Student Preview, which will open in a new tab. This feature allows you to double check what you're assigning to students.

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.

Copy Student Link https://curriculum.choices.edu/classe.. Student Preview Messages **∢** Back to AP American History Teacher Introduction to the Teacher Orientation ^ **Student Preview** Copy Student Link https://curriculum.choices.edu/classes/96... The American Revolution: Experiences of Rebellion INTRODUCTION READINGS • American Independence ENGLISH COLONIZATION OF INTRODUCTION NORTH AMERICA THE WIDENING SPLIT-1763-THREE OPTIONS FOR Scroll THE WAR OF INDEPENDENCE-

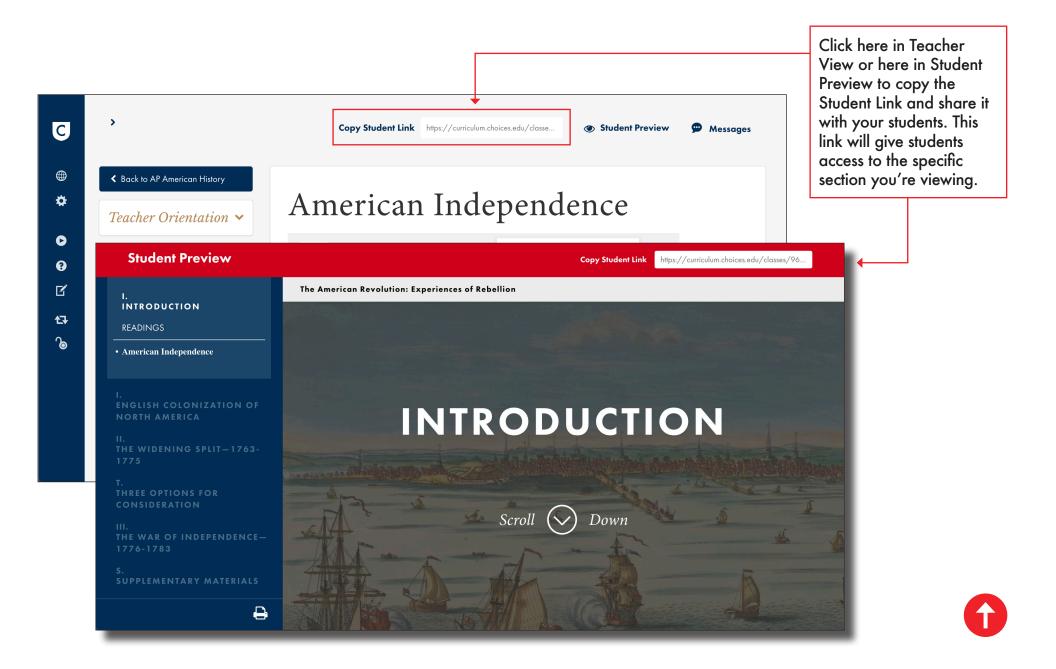
Click here to print a section, if needed.

Sharing Classes with Students



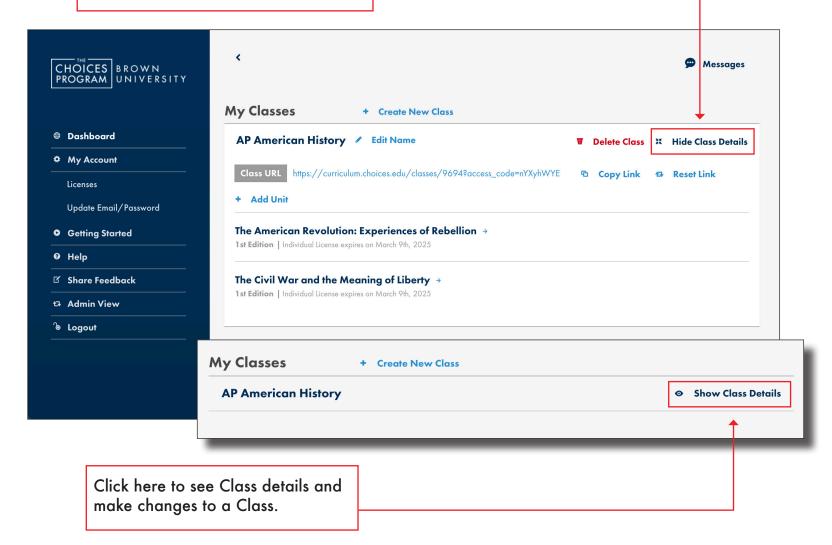


Sharing Units and Parts with Students

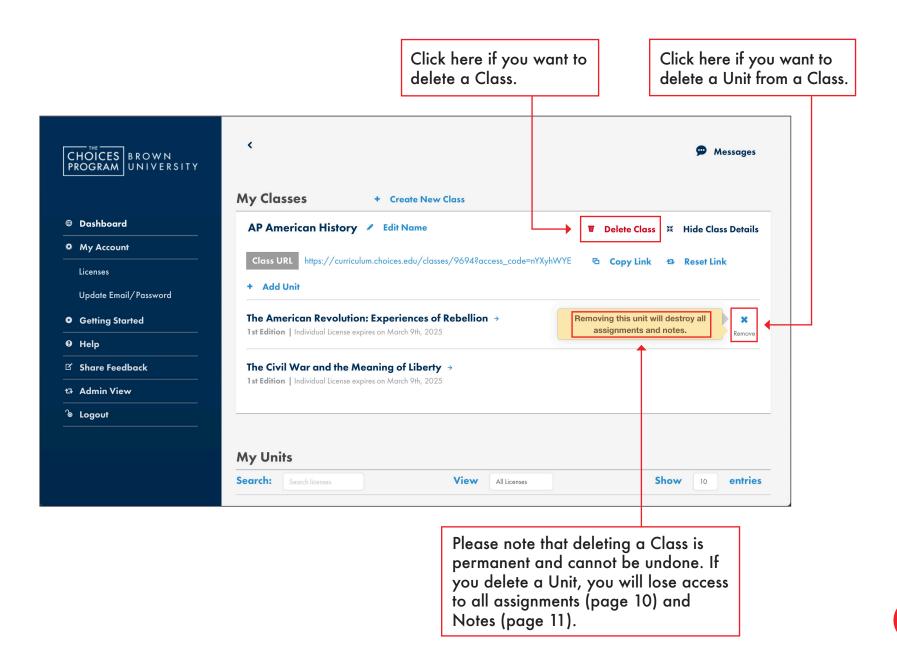


Hiding and Showing Classes

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.

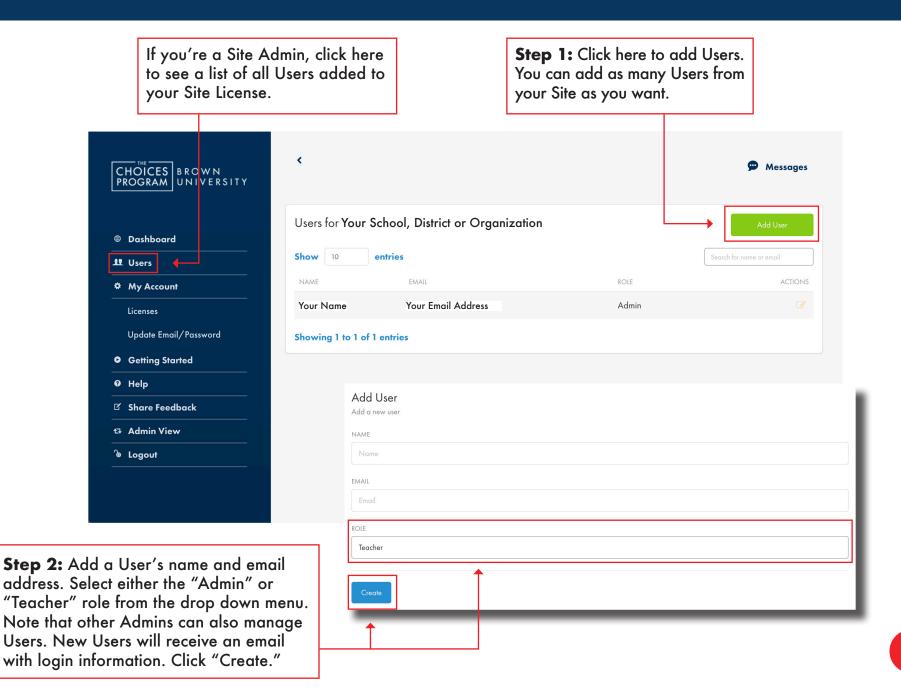


Deleting Classes and Units





Managing Users (For Site Admins)



Managing Users (For Site Admins)

