

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

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

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



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.

The screenshot shows the dashboard interface for The Choices Program at Brown University. On the left is a dark blue sidebar with a menu. The main content area is light gray. Annotations with red boxes and arrows point to specific features:

- Dashboard**: Points to the 'Dashboard' link in the sidebar menu.
- Getting Started**: Points to the 'Getting Started' link in the sidebar menu.
- Help**: Points to the 'Help' link in the sidebar menu.
- My Classes**: Points to the 'My Classes' header in the main content area.
- Messages**: Points to the 'Messages' button in the top right corner.
- My Units**: Points to the 'My Units' header in the main content area.

The main content area includes a welcome message: "Welcome! To get started, create a new class and add your units. Then you can access lesson plans, customize content, and share with students!" Below this is the 'My Units' section, which has a search bar, a 'View' button, and a list of units:

Search:	View	All Licenses	Show	10	entries
★	The American Revolution: Experiences of Rebellion	1st Edition Individual License expires on March 9th, 2025			
★	Between Two Worlds: Mexico at the Crossroads	10th Edition Individual License expires on March 9th, 2025			

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

Purchased Units will be listed here.



Creating Classes (Option 1)

5

Step 1: Click here to create a Class from the "My Classes" Dashboard section.

The screenshot displays the 'My Classes' dashboard. On the left is a dark blue sidebar with the 'CHOICES PROGRAM BROWN UNIVERSITY' logo and a menu including Dashboard, My Account, Licenses, Update Email/Password, Getting Started, Help, Share Feedback, Admin View, and Logout. The main content area has a 'My Classes' header with a '+ Create New Class' button. Below this is a welcome message and a 'My Units' section with a search bar and a list of units. A modal window is open over the 'My Units' section, titled 'Create New Class', with a 'Name' input field containing 'AP American History' and 'Save' and 'Cancel' buttons. Red arrows point from the Step 1 text to the '+ Create New Class' button and from the Step 2 text to the 'Save' button in the modal.

My Classes + Create New Class

Welcome! To get started, create a new class and add your units. Then you can access lesson plans, customize content, and share with students!

My Units

Search: Search licenses View All Licenses Show 10 entries

- ★ The American Revolution: Experiences of Rebellion
1st Edition | Individual License expires on March 9th, 2025
- ★ Between Two Worlds: Mexico
10th Edition | Individual License expires

+ Create New Class

Create New Class

Name
AP American History

Save Cancel

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)

6

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

The screenshot shows the 'My Units' dashboard for 'THE CHOICES PROGRAM BROWN UNIVERSITY'. The dashboard includes a sidebar with links to Dashboard, My Account, Licenses, Update Email/Password, and Getting Started. The main content area displays a welcome message and a list of units. A modal window titled 'Create a Class' is open, showing fields for Name and Description, and a 'Create' button. A red arrow points from the 'Create a Class' button in the modal to the 'Create a Class' button in the unit list.

My Classes [+ Create New Class](#)

Welcome! To get started, create a new class and add your units. Then you can access lesson plans, customize content, and share with students!

My Units

Search licenses [View](#) [All Licenses](#) [Show](#) 10 [entries](#)

The American Revolution: Experiences of Rebellion
1st Edition | Individual License expires on March 9th, 2025
[More Info](#) [Add to Class](#) [+ Create a Class](#) [Preview](#)

Between Two Worlds: Mexico at the Crossroads
10th Edition | Individual License expires on March 9th, 2025

Between World Wars: FDR and the Age of Isolationism
1st Edition | Individual License expires on March 9th, 2025

Create a Class

You will be able to assign work specific to each class that you create. You will also be able to embed notes to the class. We recommend that you create a class for each section that you teach.

Name
e.g. U.S. History Section 1

Description
A short description of the class

With curriculum unit(s): **The American Revolution: Experiences of Rebellion**

[Create](#)

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)

7

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.

The screenshot shows the Choices Program dashboard for Brown University. On the left is a dark blue sidebar with navigation links: Dashboard, My Account, Licenses, Update Email/Password, and Getting Started. The main content area is titled "My Classes" and features a "+ Create New Class" button. Below this, a class named "AP American History" is displayed with an "Edit Name" link, a "Delete Class" button, and a "Hide Class Details" button. The "Class URL" is shown as https://curriculum.choices.edu/classes/9694?access_code=nYXyhWYE, with "Copy Link" and "Reset Link" buttons. A red box highlights the "+ Add Unit" button. Below the class details, a "View" button and a "Show 10 entries" link are visible. A modal window titled "Add a Curriculum Unit" is open, showing a list of units under "My Units". The unit "The Civil War and the Meaning of Liberty [1st Edition]" is selected and highlighted in blue. A red box highlights the "Add" button at the bottom of the modal. A red arrow points from the "Add Unit" button in the class details to the modal window.

Step 3: Click "Add."



Adding Units to Classes (Option 2)

8

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.

The screenshot displays the Curriculum Choices Program dashboard for Brown University. On the left is a dark blue sidebar with navigation links: Dashboard, My Account, Licenses, Update Email/Password, Getting Started, Help, and Share Feedback. The main content area is divided into two sections: 'My Classes' and 'My Units'. The 'My Classes' section shows a class named 'AP American History' with options to edit the name, delete the class, hide class details, copy the class URL, and reset the link. Below this is the 'My Units' section, which lists available curriculum units. The first unit, 'The American Revolution: Experiences of Rebellion', is highlighted. A red box highlights the 'Add to Class' button (represented by a plus icon) next to this unit. A red arrow points from the 'Add to Class' button in the 'My Units' section to a pop-up window titled 'Add unit to existing class'. This pop-up window contains a text input field for 'Class' with 'AP American History' selected, and a green 'Add to class' button at the bottom.

Class

AP American History

Add to class

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."



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

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

Copy Student Link <https://curriculum.choices.edu/classe...> [Student Preview](#) [Messages](#)

[Back to AP American History](#)

Teacher Orientation ^

Teacher Introduction to the American Revolution Unit

Issues Toolbox

Acknowledgments

The American Revolution: Experiences of Rebellion

[CHECK ALL](#) [UNCHECK ALL](#)

Teacher Introduction to the American Revolution Unit

CURRICULUM OVERVIEW

In 1776, colonists in North America declared independence from Britain. But, both before and after the Declaration, independence for the United States was not a given. Amid growing dissatisfaction with British rule, members of colonial society had to decide what their future would be, how they would relate to Britain, and how much blood they would be willing to shed for their demands. Different people had different stakes and interests—freedom did not always mean the same thing to colonial patriots, and some people even questioned whether the United States was worth the cost.

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.



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!

INTRODUCTION

PART I: ENGLISH COLONIZATION OF NORTH AMERICA

☒ CHECK ALL ☐ UNCHECK ALL

Readings

☒ Introduction

• ☒ **Colonization and Colonial Society**

☒ Empires in Conflict

☒ British North America at Midcentury

☒ Radical Ideas

Study Guides & Graphic Organizers

☒ Study Guide—Introduction and Part I

☐ Advanced Study Guide—Introduction and Part I

☒ Graphic Organizer: English Colonization of North America

☐ Key Terms

Lesson - Interpreting a Native Map

☒ Lesson Plan

☒ Catawba Deerskin Map

☒ Questions About the Map

☒ Map Fact Sheet for Teachers

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

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

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



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

Step 3: Click here to open the Student Preview in another tab and see how your Note will appear to students.

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

The screenshot displays the Curriculum Choices interface for the 'American Independence' section. The main heading is 'American Independence'. Below it, there is a section titled 'Leave your students a note:' with a pencil icon and a dropdown menu labeled 'OPEN NOTE EDITOR'. To the left, there is a sidebar with a 'Back to AP American History' button and a 'Teacher Orientation' dropdown. Below that, the text 'The American Revolution:' is visible. A modal window for the note editor is open, showing a text box with the placeholder 'Type something' and a rich text editor toolbar with options for bold, italic, underline, link, unlink, list, and image. A 'SUBMIT' button is at the bottom of the modal. In the background, a map of the Eastern United States is shown, highlighting the 'PROVINCE OF QUEBEC' and 'RUPERT'S LAND (Hudson Bay Company)'. Below the map, there is a 'TEACHER'S NOTE' section with the text: 'Remember to take notes on the Graphic Organizer as you're reading!'.



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.

The screenshot displays a web interface for curriculum management. At the top, there's a navigation bar with a 'Copy Student Link' button and a URL. A 'Student Preview' button is highlighted with a red box and an arrow pointing to it from the top text box. Below this, a 'Teacher Orientation' section is visible. The main content area is titled 'Teacher Introduction to the' and features a large 'INTRODUCTION' heading. A red 'Student Preview' overlay is positioned in front of the main content. This overlay has a left sidebar with a table of contents: 'I. INTRODUCTION' (bolded with a dot), 'READINGS', '• American Independence' (highlighted with a red box), 'I. ENGLISH COLONIZATION OF NORTH AMERICA', 'II. THE WIDENING SPLIT—1763-1775', 'T. THREE OPTIONS FOR CONSIDERATION', 'III. THE WAR OF INDEPENDENCE—1776-1783', and 'S. SUPPLEMENTARY MATERIALS'. At the bottom of the sidebar is a print icon. The main content of the overlay shows a historical illustration of a battle scene with the text 'The American Revolution: Experiences of Rebellion' and 'INTRODUCTION'. A 'Scroll' button with a downward arrow and a 'Down' button are visible. A red arrow points from the bottom text box to the print icon.

Copy Student Link <https://curriculum.choices.edu/classe...>

Student Preview Messages

Back to AP American History

Teacher Orientation ^

Teacher Introduction to the

Student Preview

Copy Student Link <https://curriculum.choices.edu/classes/96...>

The American Revolution: Experiences of Rebellion

I. INTRODUCTION

READINGS

• American Independence

I. ENGLISH COLONIZATION OF NORTH AMERICA

II. THE WIDENING SPLIT—1763-1775

T. THREE OPTIONS FOR CONSIDERATION

III. THE WAR OF INDEPENDENCE—1776-1783

S. SUPPLEMENTARY MATERIALS

INTRODUCTION

Scroll Down

Print icon

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.

The screenshot shows the 'My Classes' section of the curriculum.choices.edu interface. On the left is a dark blue sidebar with the 'THE CHOICES PROGRAM BROWN UNIVERSITY' logo and a menu including Dashboard, My Account, Licenses, Update Email/Password, Getting Started, Help, Share Feedback, Admin View, and Logout. The main content area has a header with a back arrow and a 'Messages' icon. Below this is the 'My Classes' section with a '+ Create New Class' link. The first class listed is 'AP American History', which has an 'Edit Name' link, a 'Delete Class' button, and a 'Hide Class Details' button. Under this class, the 'Class URL' is displayed as 'https://curriculum.choices.edu/classes/9694?access_code=XXXXXX'. To the right of the URL are two buttons: 'Copy Link' and 'Reset Link'. Red boxes highlight these two buttons, with red arrows pointing from the instructional text above to them. Below the class URL is an '+ Add Unit' link. Further down, two units are listed: 'The American Revolution: Experiences of Rebellion' and 'The Civil War and the Meaning of Liberty', both marked as '1st Edition' with a note that the individual license expires on March 9th, 2025. At the bottom of the page is the 'My Units' section, which includes a search bar, a 'View' dropdown set to 'All Licenses', a 'Show' button, and a count of '10 entries'.



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.

Teacher View:

- Copy Student Link: <https://curriculum.choices.edu/classe...>
- Student Preview
- Messages
- Back to AP American History
- Teacher Orientation
- American Independence

Student Preview:

- Copy Student Link: <https://curriculum.choices.edu/classes/96...>
- The American Revolution: Experiences of Rebellion
- INTRODUCTION
- READINGS
- American Independence
- I. ENGLISH COLONIZATION OF NORTH AMERICA
- II. THE WIDENING SPLIT—1763–1775
- T. THREE OPTIONS FOR CONSIDERATION
- III. THE WAR OF INDEPENDENCE—1776–1783
- S. SUPPLEMENTARY MATERIALS

Scroll Down

Hiding and Showing Classes

15

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.

The screenshot shows the 'My Classes' section of the Choices Program interface. On the left is a dark blue sidebar with the 'CHOICES PROGRAM BROWN UNIVERSITY' logo and a list of navigation links: Dashboard, My Account, Licenses, Update Email/Password, Getting Started, Help, Share Feedback, Admin View, and Logout. The main content area has a light gray header with a back arrow and a 'Messages' icon. Below the header, the 'My Classes' section is titled with a '+ Create New Class' link. It lists two classes: 'AP American History' and 'The American Revolution: Experiences of Rebellion'. The 'AP American History' class entry has a 'Class URL' field with a link, a 'Delete Class' button, and a 'Hide Class Details' button (highlighted with a red box). Below the class list is an 'Add Unit' button. The 'The American Revolution: Experiences of Rebellion' class entry shows '1st Edition' and 'Individual License expires on March 9th, 2025'. The 'The Civil War and the Meaning of Liberty' class entry also shows '1st Edition' and 'Individual License expires on March 9th, 2025'. A red arrow points from the text box above to the 'Hide Class Details' button. Below the main screenshot is a smaller, semi-transparent version of the 'My Classes' section, showing the 'AP American History' class with a 'Show Class Details' button (highlighted with a red box). A red arrow points from the text box below to this button. A red circle with a white upward arrow is located in the bottom right corner.

Click here to see Class details and make changes to a Class.



The screenshot displays the 'My Classes' section of the Choices Program interface. On the left is a dark blue sidebar with navigation links: Dashboard, My Account (Licenses, Update Email/Password), Getting Started, Help, Share Feedback, Admin View, and Logout. The main content area shows a class titled 'AP American History' with an 'Edit Name' link. Below this is the 'Class URL' and links for 'Copy Link' and 'Reset Link'. A '+ Add Unit' button is present. Two units are listed: 'The American Revolution: Experiences of Rebellion' and 'The Civil War and the Meaning of Liberty', both marked as '1st Edition' with a license expiration date of March 9th, 2025. A yellow warning box is overlaid on the first unit, stating 'Removing this unit will destroy all assignments and notes.' with a 'Remove' button. At the bottom is the 'My Units' section with a search bar and a 'View' dropdown set to 'All Licenses'. A 'Show 10 entries' button is also visible.

Click here if you want to delete a Class.

Click here if you want to delete a Unit from a Class.

Removing this unit will destroy all assignments and notes.

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).



Managing Users (For Site Admins)

17

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.

THE CHOICES PROGRAM BROWN UNIVERSITY

Dashboard

Users

My Account

Licenses

Update Email/Password

Getting Started

Help

Share Feedback

Admin View

Logout

Messages

Users for Your School, District or Organization

Show 10 entries

Search for name or email

NAME	EMAIL	ROLE	ACTIONS
Your Name	Your Email Address	Admin	

Showing 1 to 1 of 1 entries

Add User

Add a new user

NAME

Name

EMAIL

Email

ROLE

Teacher

Create

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.

THE CHOICES PROGRAM BROWN UNIVERSITY

Dashboard

Users

My Account

Licenses

Update Email/Password

Getting Started

Help

Share Feedback

Admin View

Logout

Messages

Add User

Search for name or email

Users for Your School, District or Organization

Show 10 entries

NAME	EMAIL	ROLE	ACTIONS
Your Name	Your Email Address	Admin	
Teacher	choices_digital@brown.edu	Teacher	

Showing 1 to 2 of 2 entries

