Digital Editions and Google Classroom

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

This guide will provide step-by-step instructions for assigning Digital Editions curriculum content to your students through Google Classroom.

To get started, log in to Digital Editions at curriculum.choices.edu/login with your email address and password. You will also need to log in to Google Classroom through your school's web portal.

If you need additional support for navigating Digital Editions, watch our instructional playlist or refer to written instructions for more detailed 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

www.choices.edu
choices@brown.edu
401-863-3155

CHOICES PROGRAM
BROWN UNIVERSITY

Brown University
Box 1948
Providence, RI 02912

Table of Contents

REVIEW DIGITAL EDITIONS

Dashboard Overview 3

Creating Classes 4

Adding Units to Classes 5

Teacher View 6

Assigning Unit Content 7

Student Preview 8

Sharing Sections with Students 9

GET STARTED WITH GOOGLE CLASSROOM

Creating a Class 10

Adding Google Drive 11

Adding Google Docs 12

Creating Classwork Content 13

Creating a Topic 14

Creating Material 16

Creating an Assignment 18

Creating a Question 20

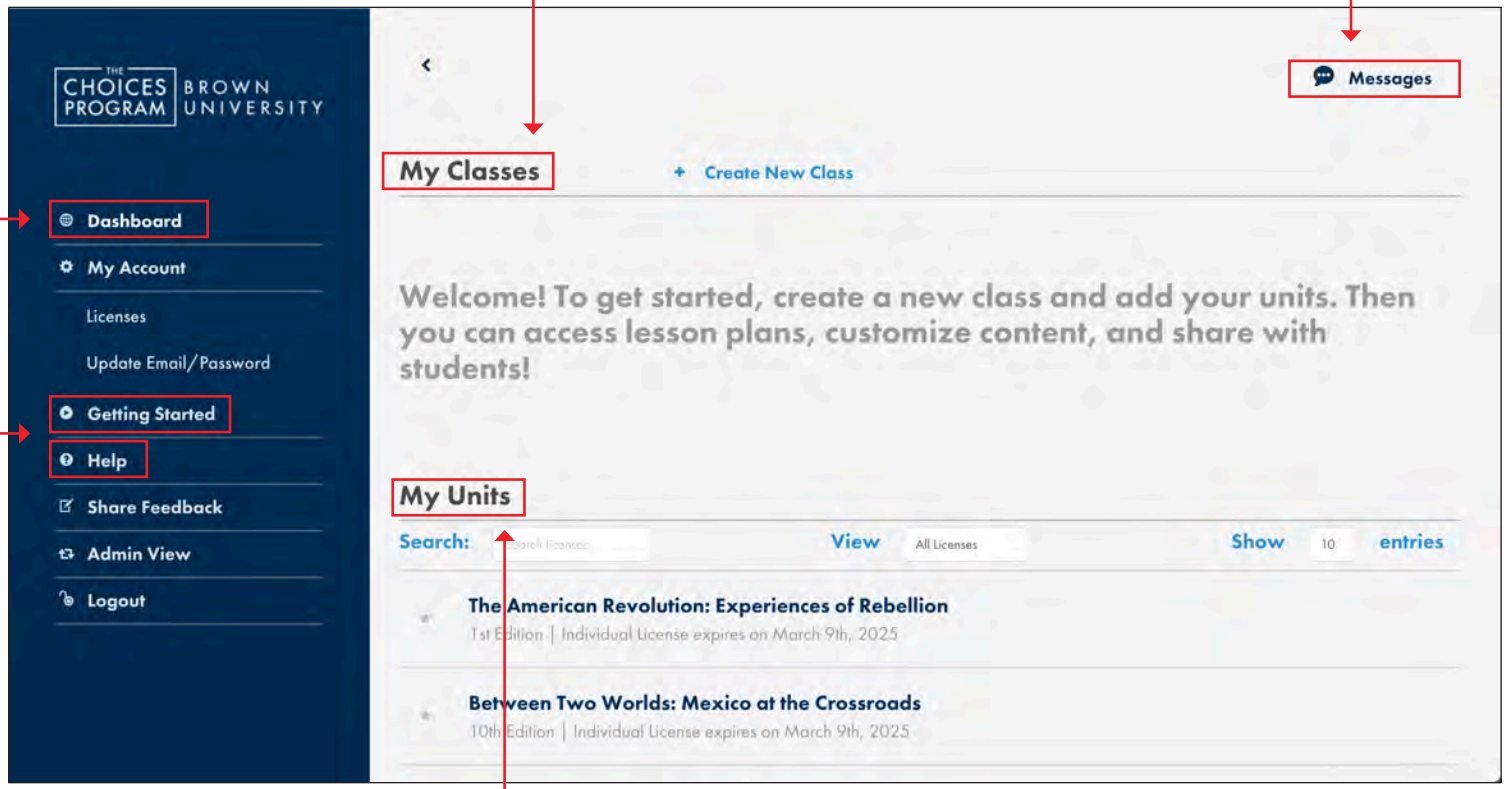
Organizing Classwork Content 22

Dashboard Overview

The Dashboard is your "landing page" for Digital Editions.

Classes you create will be listed here.

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

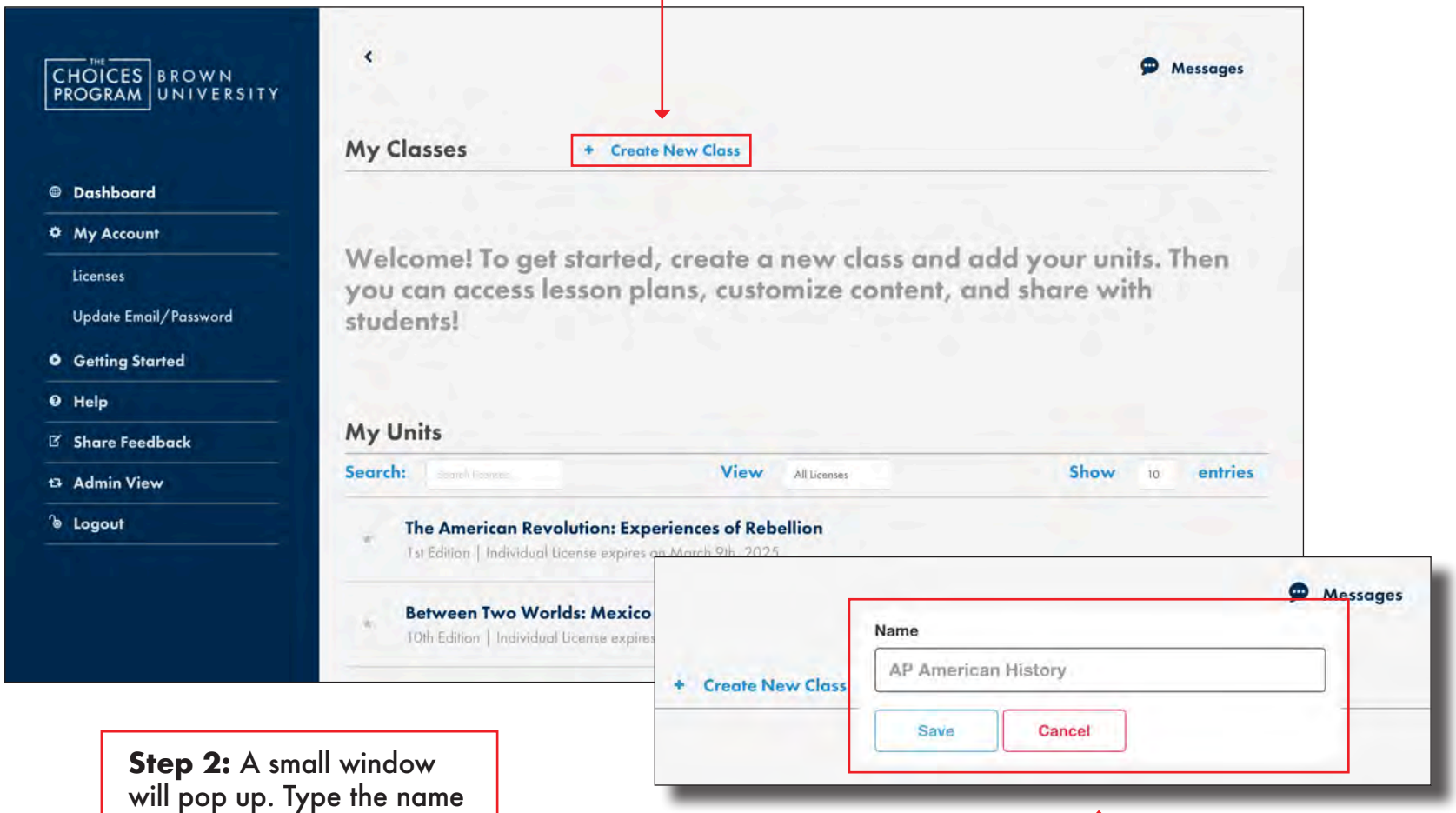


Need help? Click "Getting Started" to find instructions and click "Help" for FAQs.

Units you and your school have purchased will be listed here.

Creating Classes in Digital Editions

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

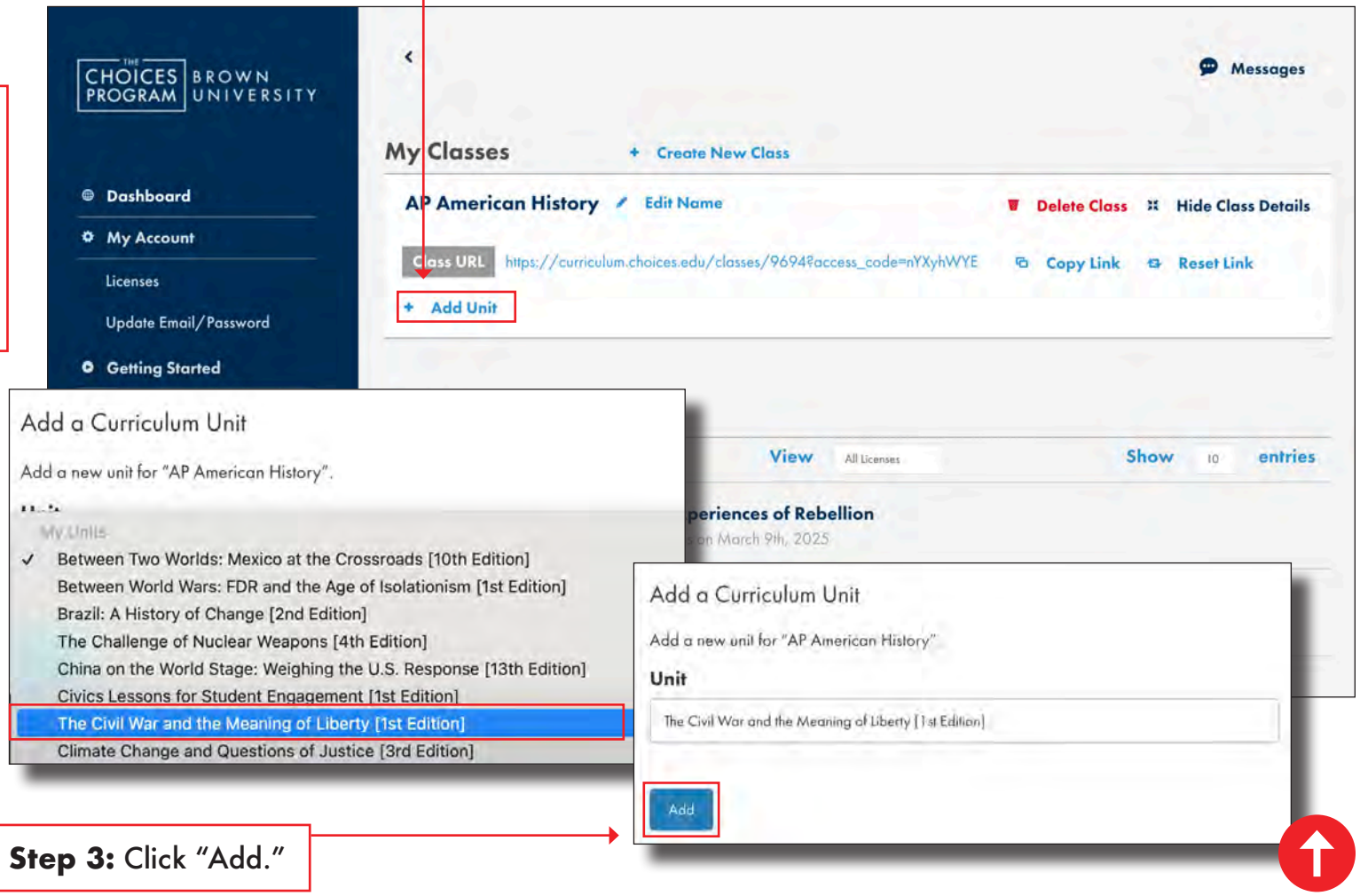


Step 2: A small window will pop up. Type the name of your Class into the text box and click "Save."

Adding Units to Classes in Digital Editions

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.

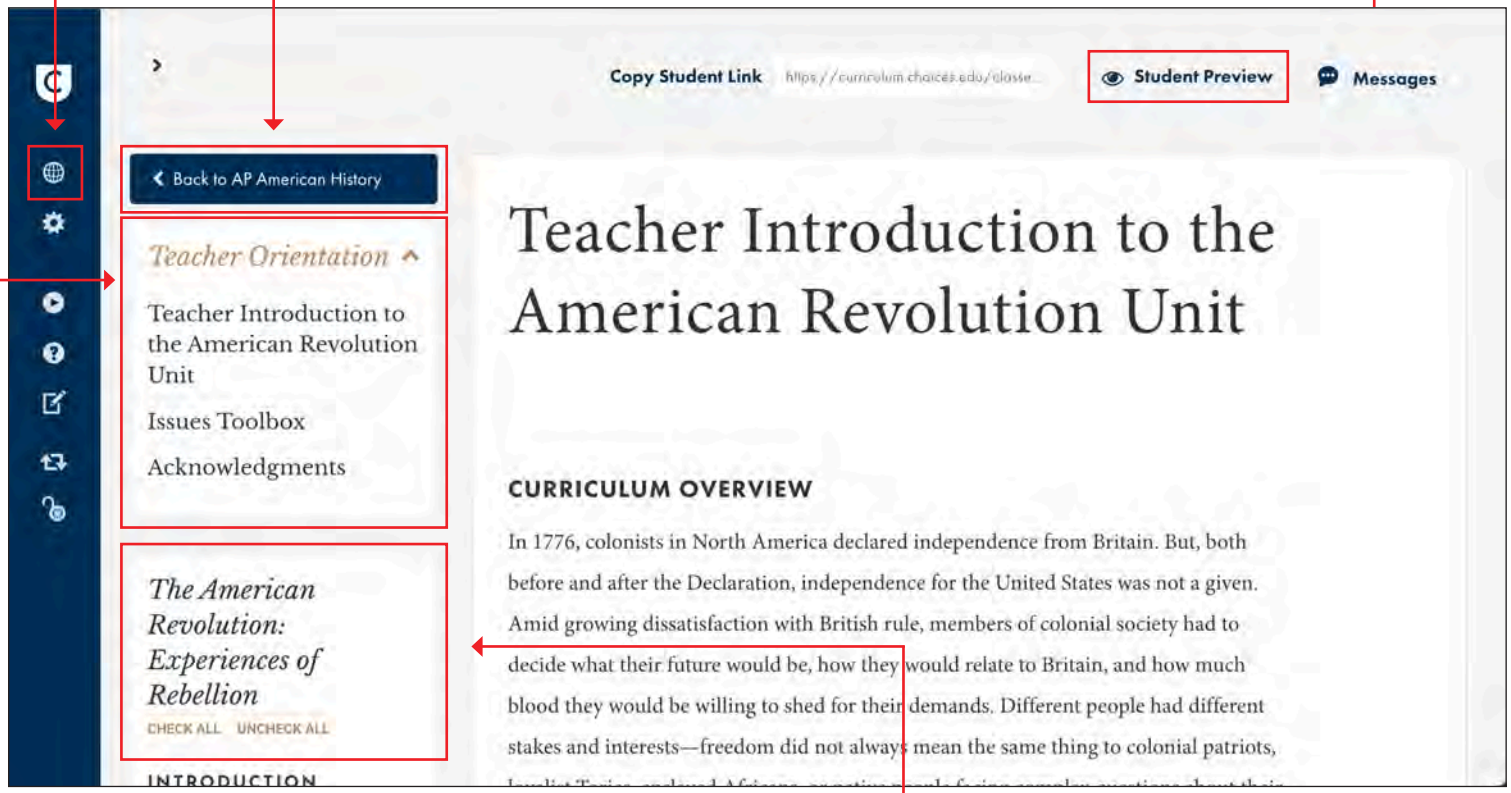


Step 3: Click "Add."

Digital Editions Teacher View

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 8).



The Teacher Orientation section is a good place to start when first reviewing a Unit. Scroll down to preview the whole unit. Click on the arrow to hide or view the section.

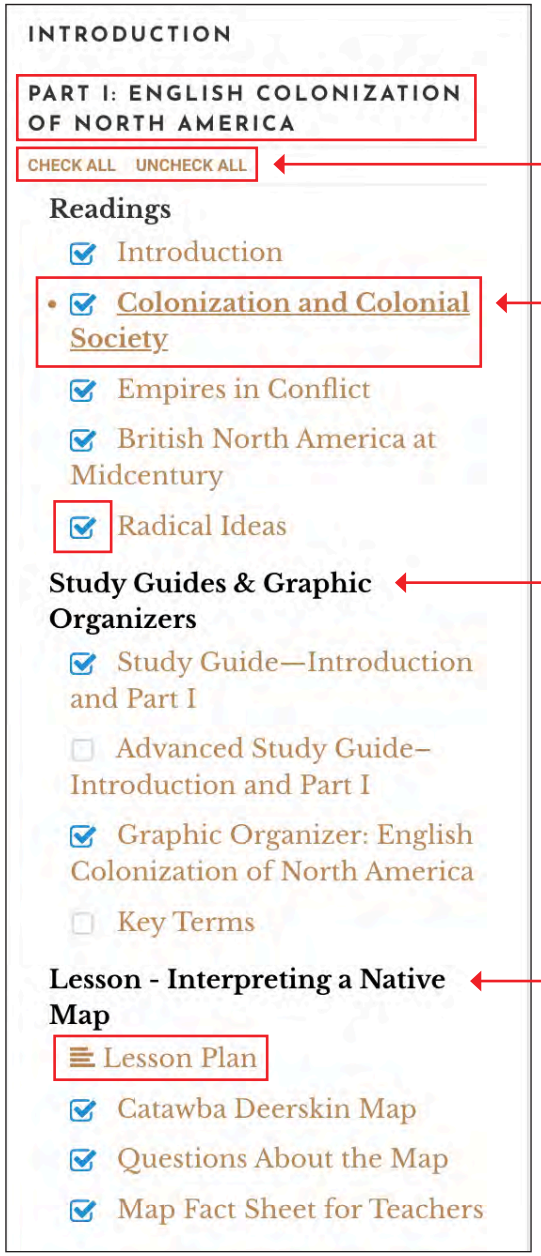
Scroll down to review content and navigate the Table of Contents.

Assigning Unit Content in Digital Editions

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 mark 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. You can "Uncheck All" to start with a clean slate.

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

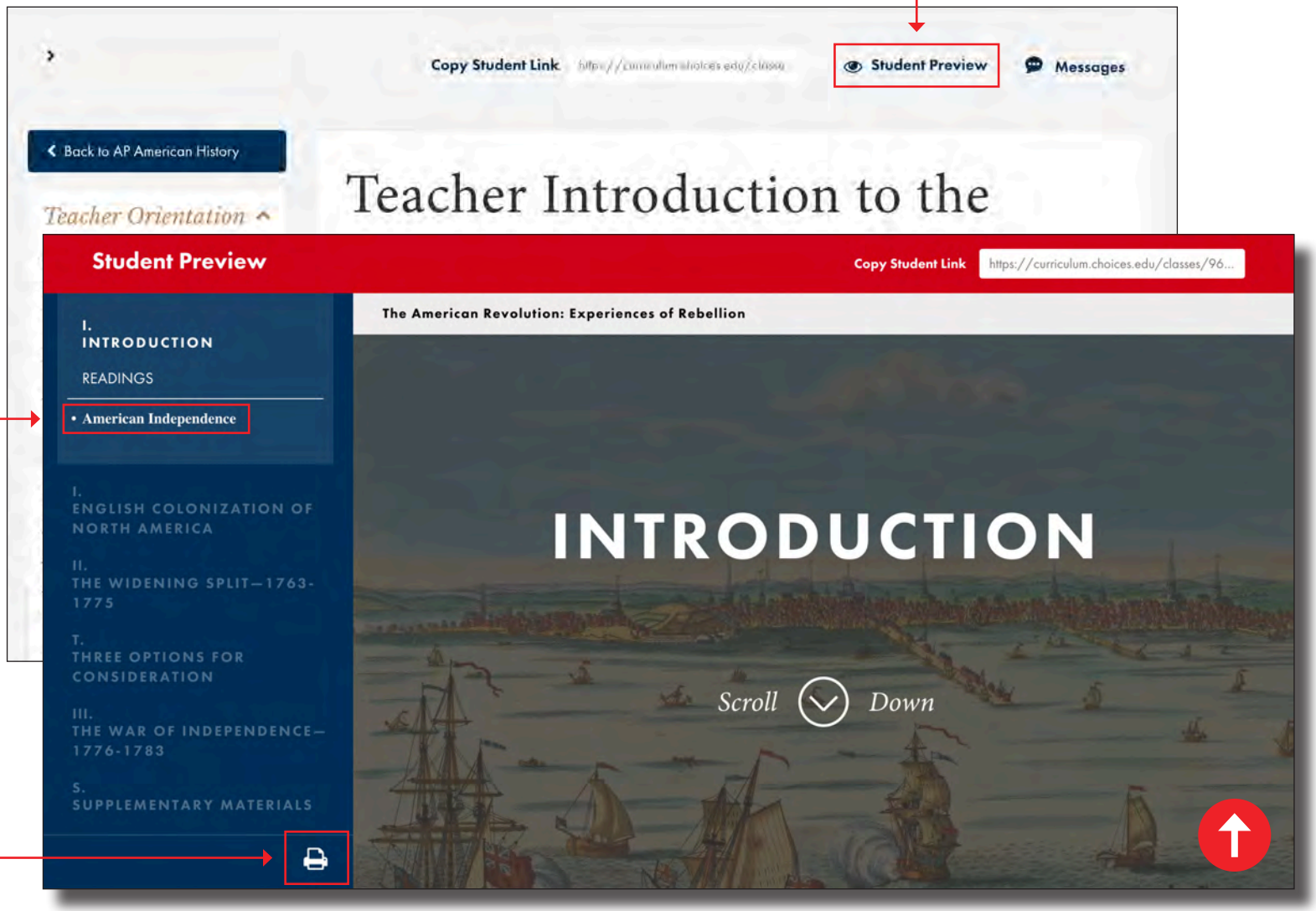
All study guides, graphic organizers, and lesson components are available as Microsoft Word downloads and Google Docs.

Digital Editions Student Preview

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.

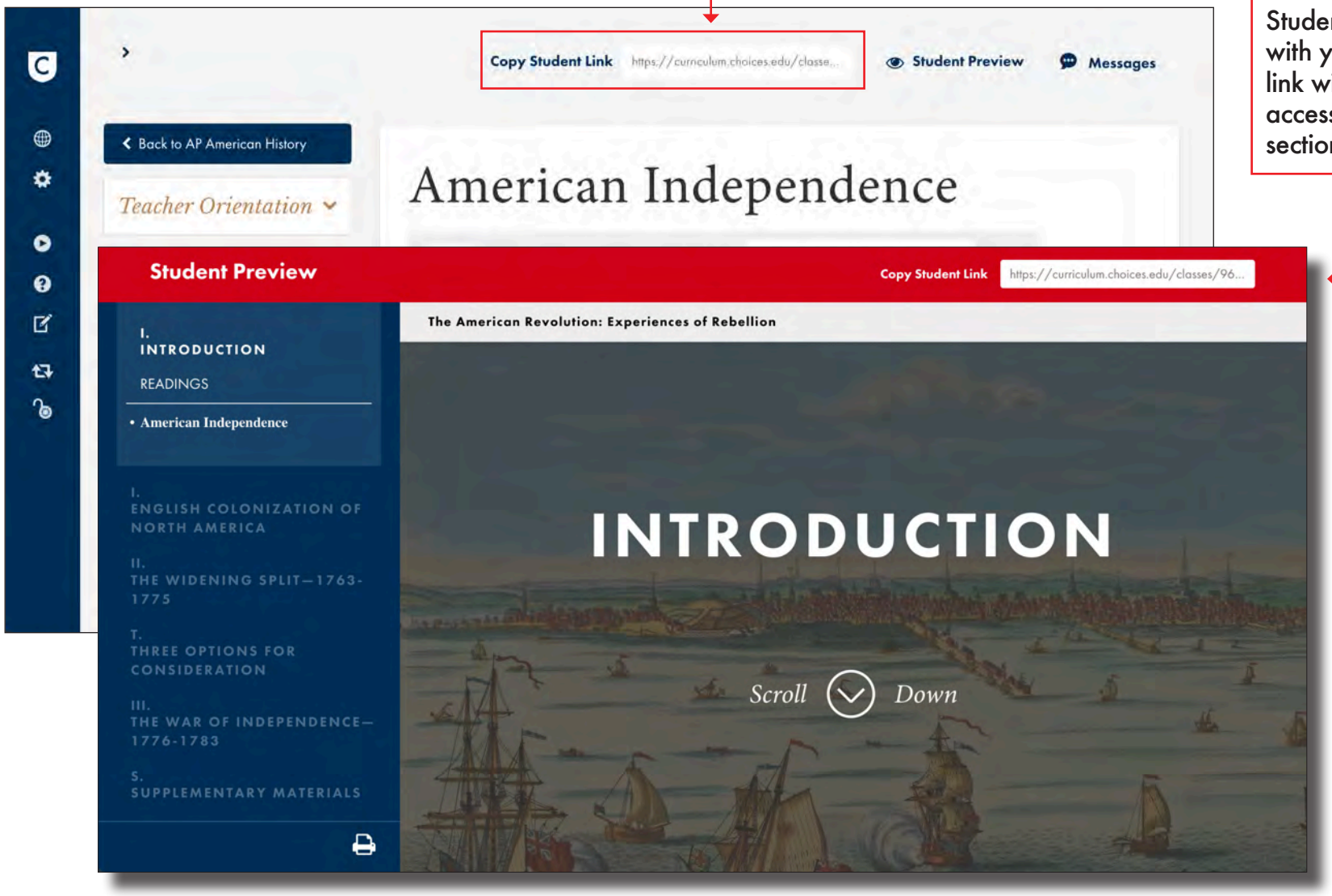
Scroll or click section headings to navigate through the readings, study guides, graphic organizers, and lessons you've assigned to students. The bolded heading with a small dot to the left is the section you're currently viewing.

Click here to print a section, if needed.



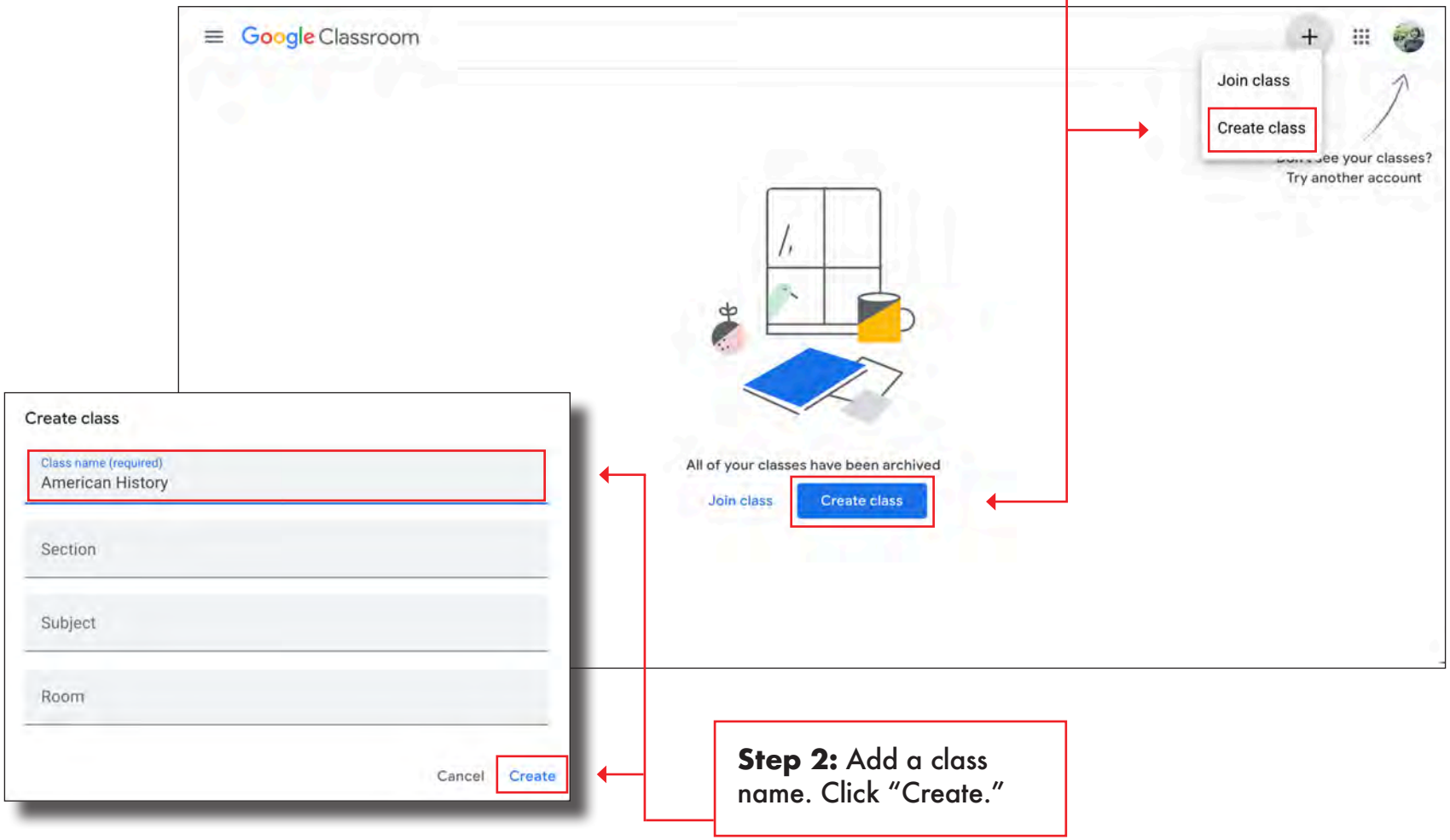
Sharing Digital Editions Sections with Students

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.



Creating a Class in Google Classroom

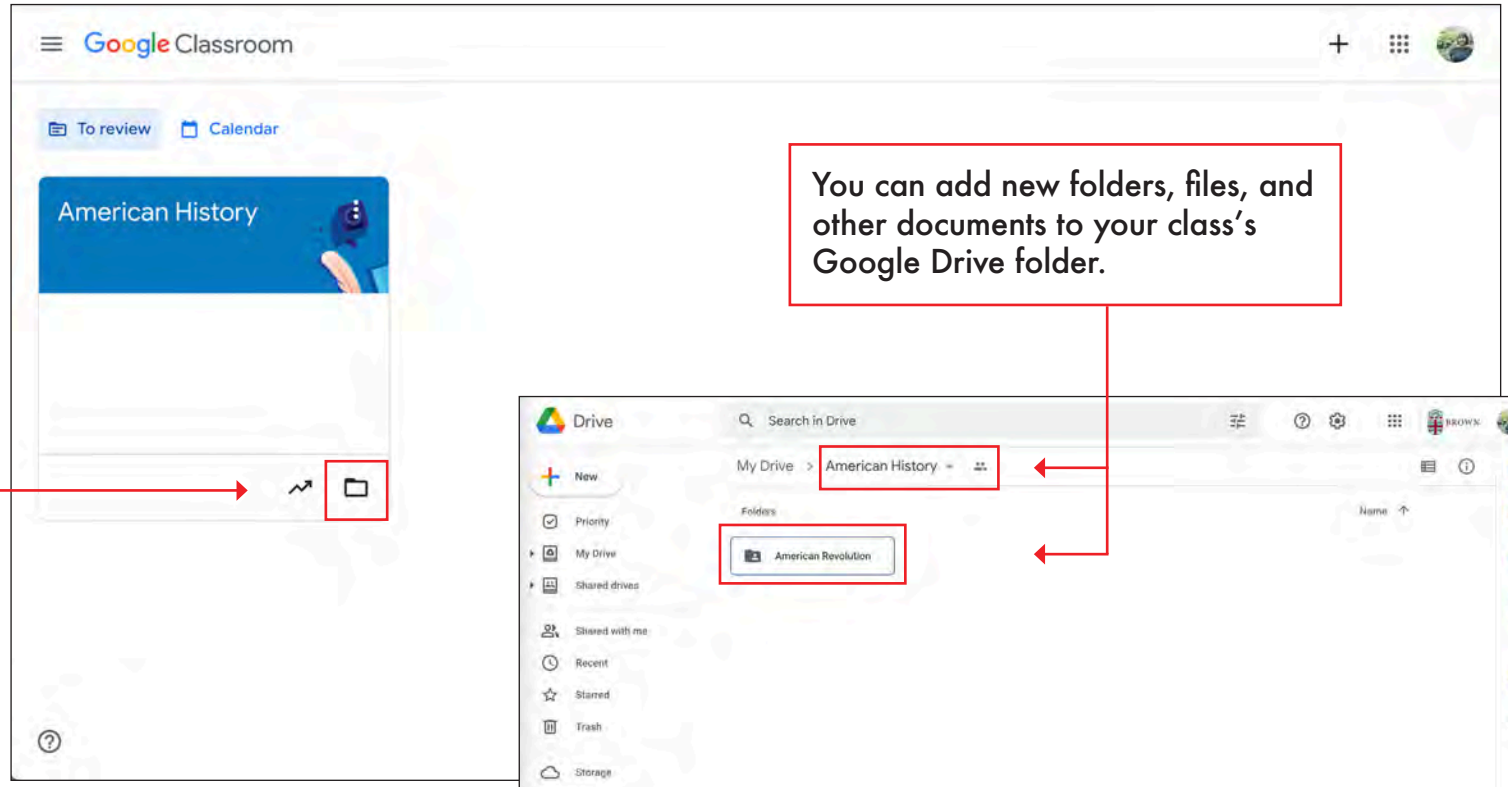
Step 1: Once you know what Digital Editions content you want to link for your class, go to Google Classroom. Select an existing class you've already created or click here to create a class.



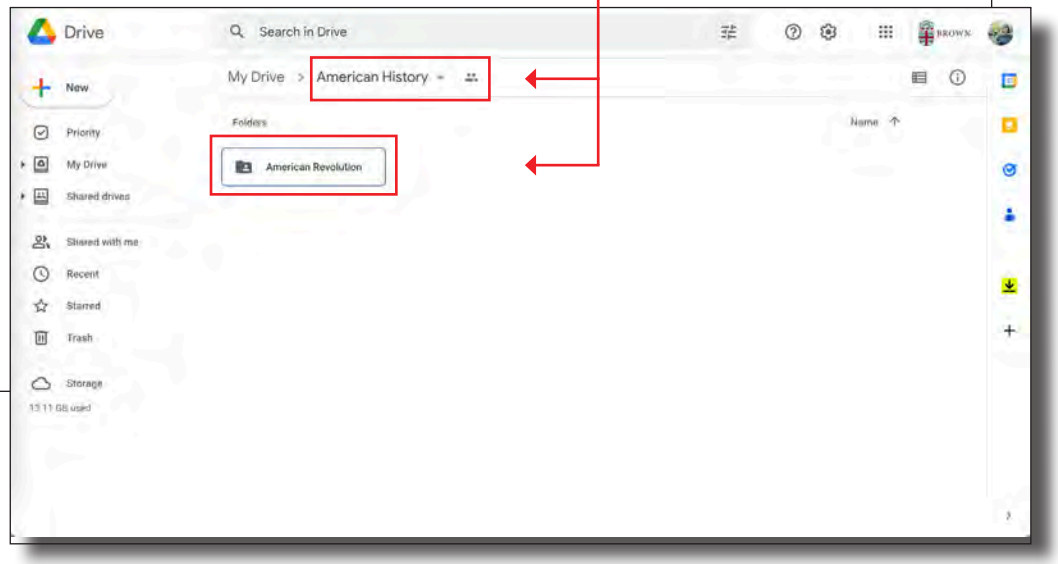
Step 2: Add a class name. Click "Create."

Adding Google Drive to Google Classroom

Google Classroom automatically creates a Google Drive folder for your class. Click the folder icon to access Google Drive.



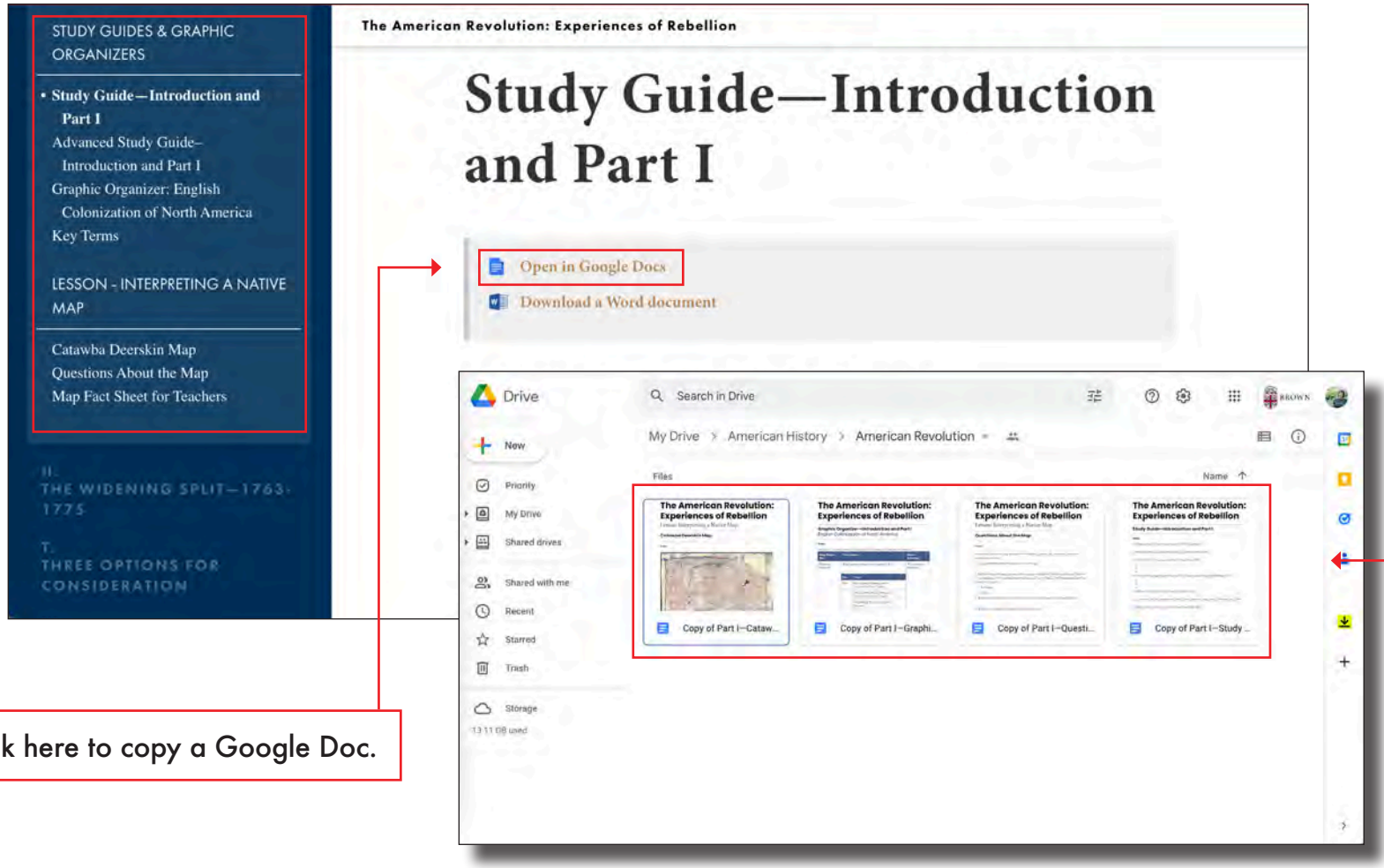
You can add new folders, files, and other documents to your class's Google Drive folder.



Adding Google Docs to Google Drive

As a reminder, in Choices Digital Editions, you can download Google Docs for Study Guides, Graphic Organizers, and other Lesson materials.

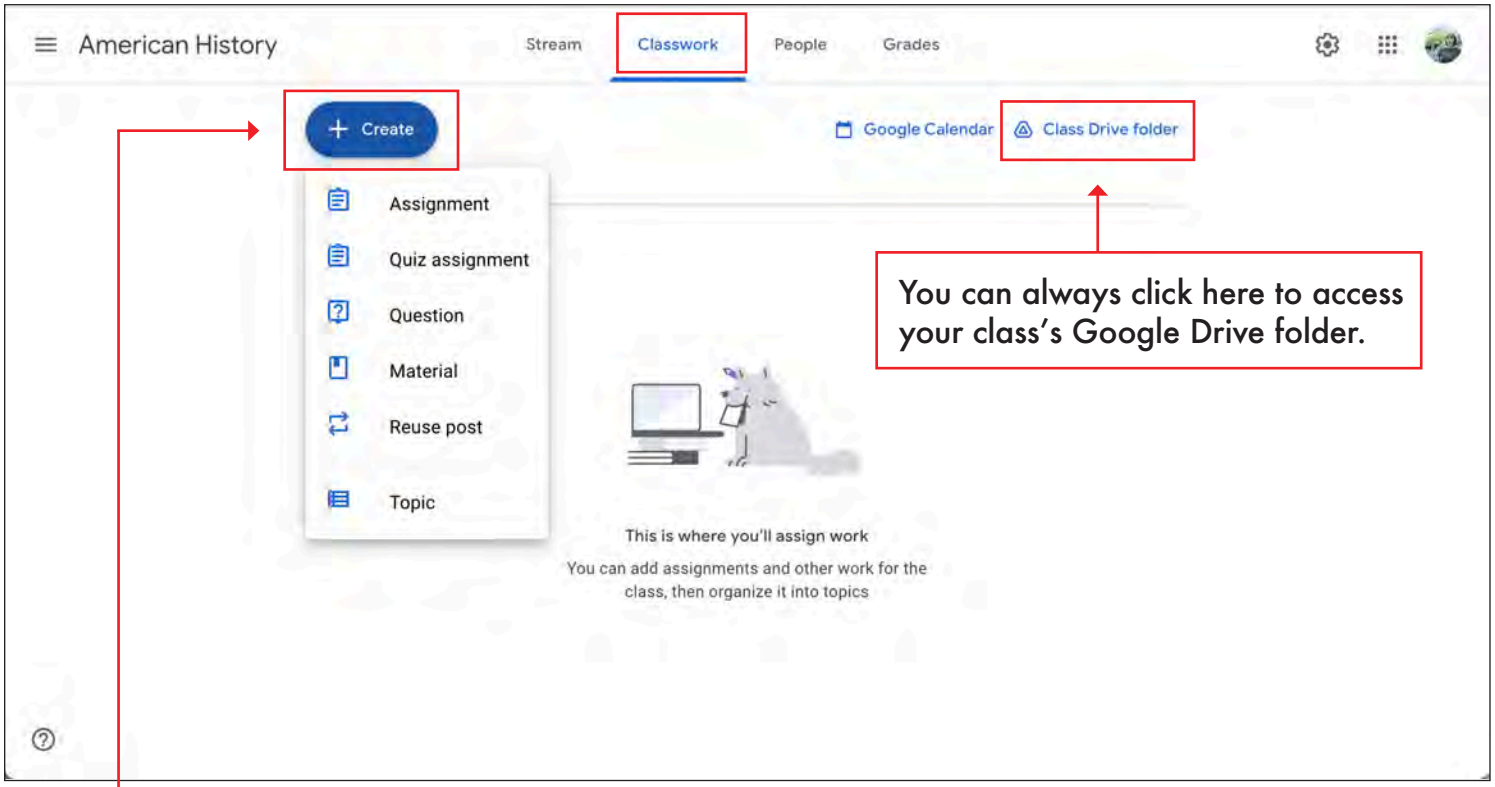
You can organize Google Docs into your class's Google Drive folder.



Click here to copy a Google Doc.

Creating Classwork Content for Google Classroom 13

You can create content for your Google Classroom in the "Classwork" section.

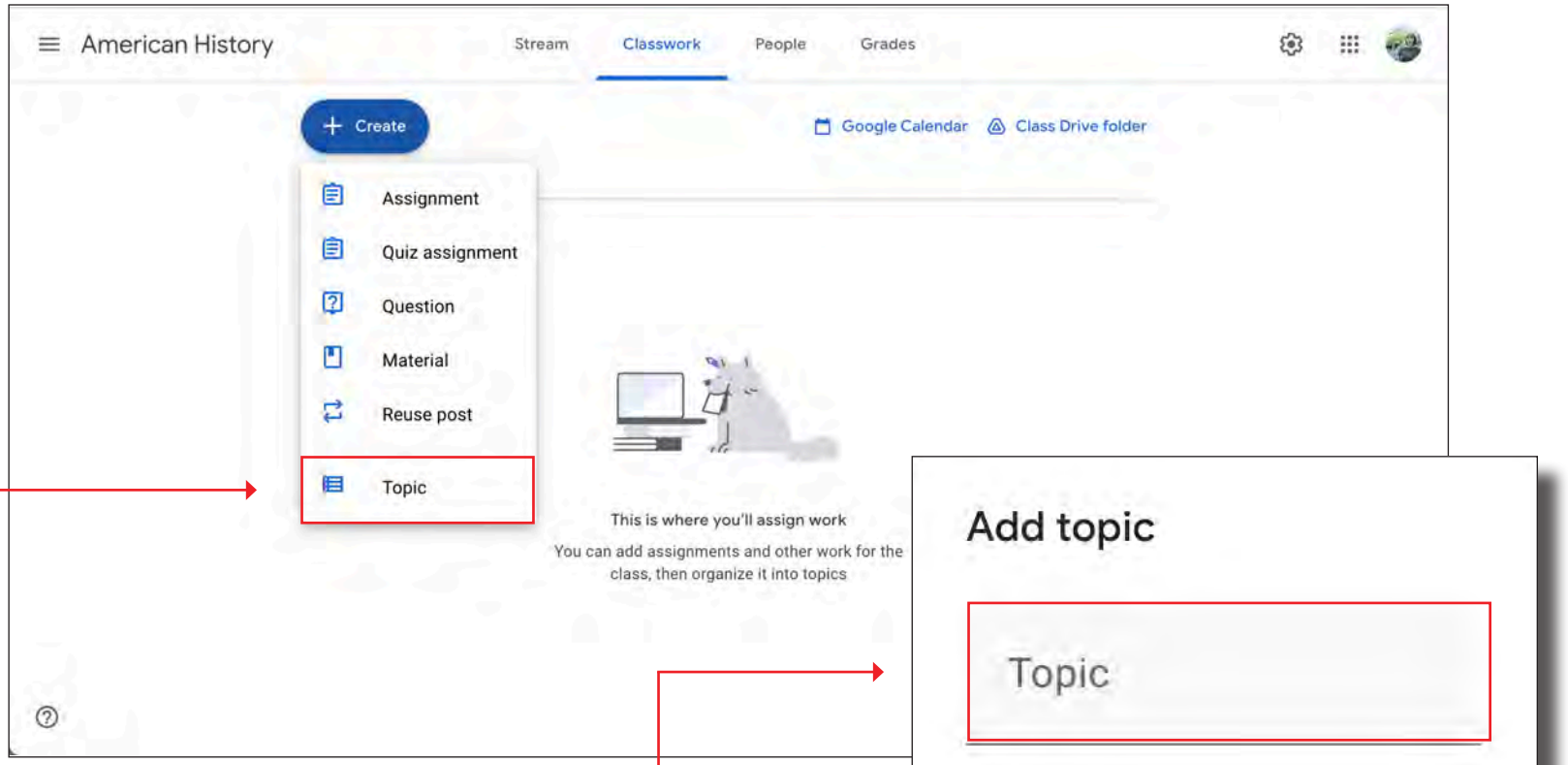


You can always click here to access your class's Google Drive folder.

Click "Create" to create content for Topics (pages 14-15), Material (pages 16-17), Assignments (pages 18-19), and Questions (pages 20-21).

Creating a Topic for Google Classroom

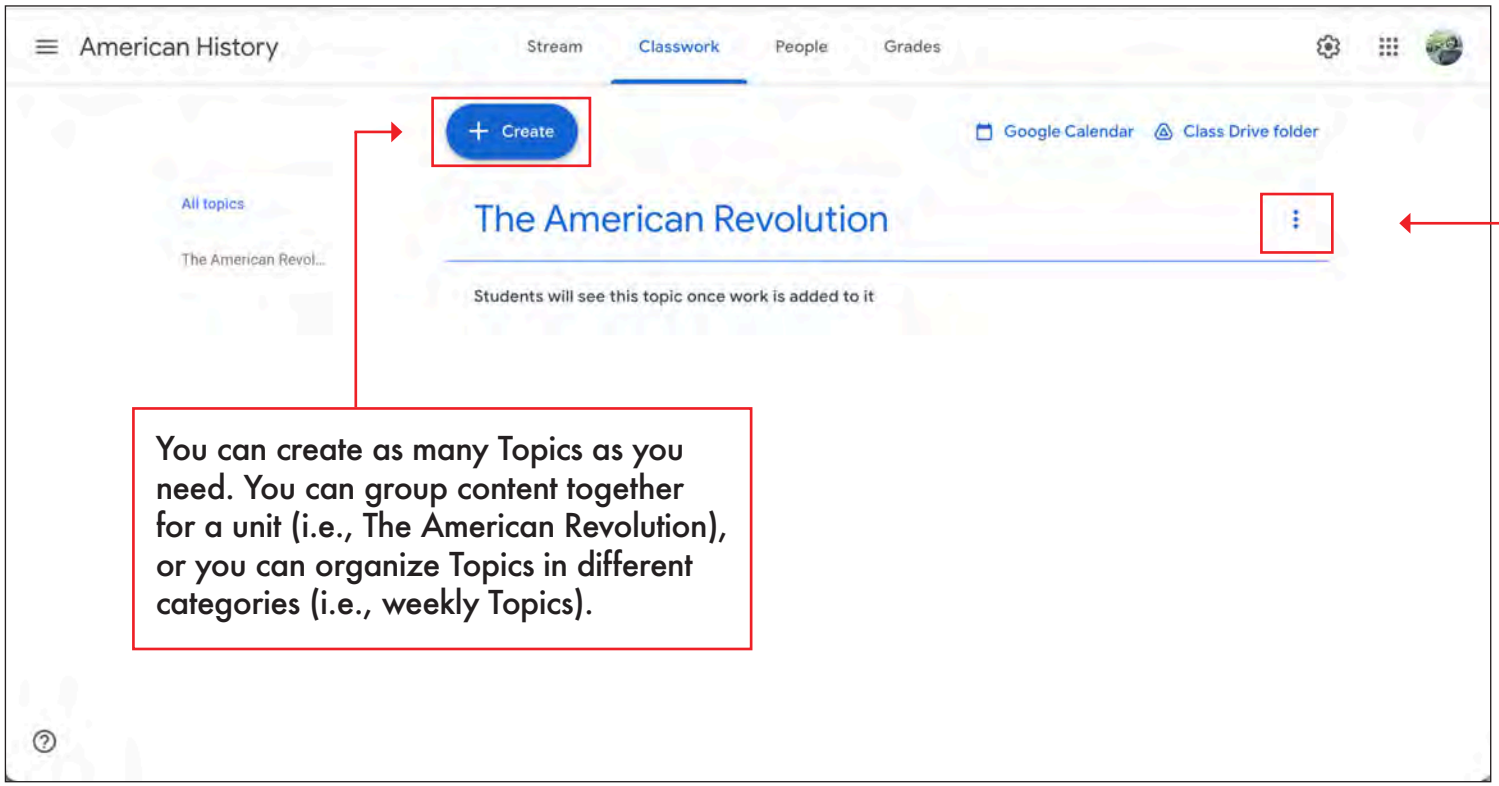
Step 1: Click "Create" to add a Topic.



Step 2: Create a name for your Topic. Click "Add."

Creating a Topic for Google Classroom

Click here to rename or delete Topics.

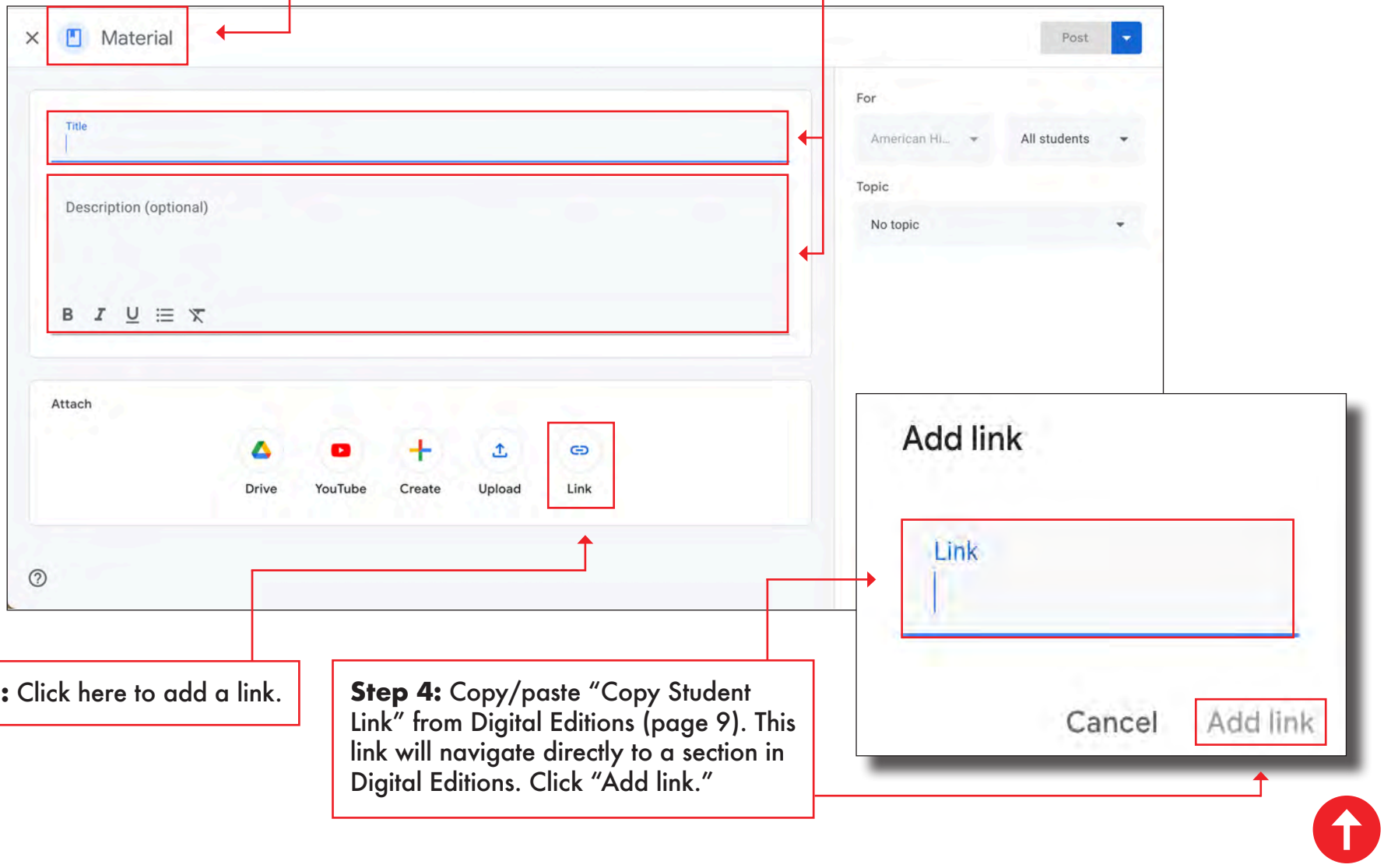


You can create as many Topics as you need. You can group content together for a unit (i.e., The American Revolution), or you can organize Topics in different categories (i.e., weekly Topics).

Creating Material for Google Classroom

Step 1: Create "Material" for your class (page 13).

Step 2: Add a Title and a Description.

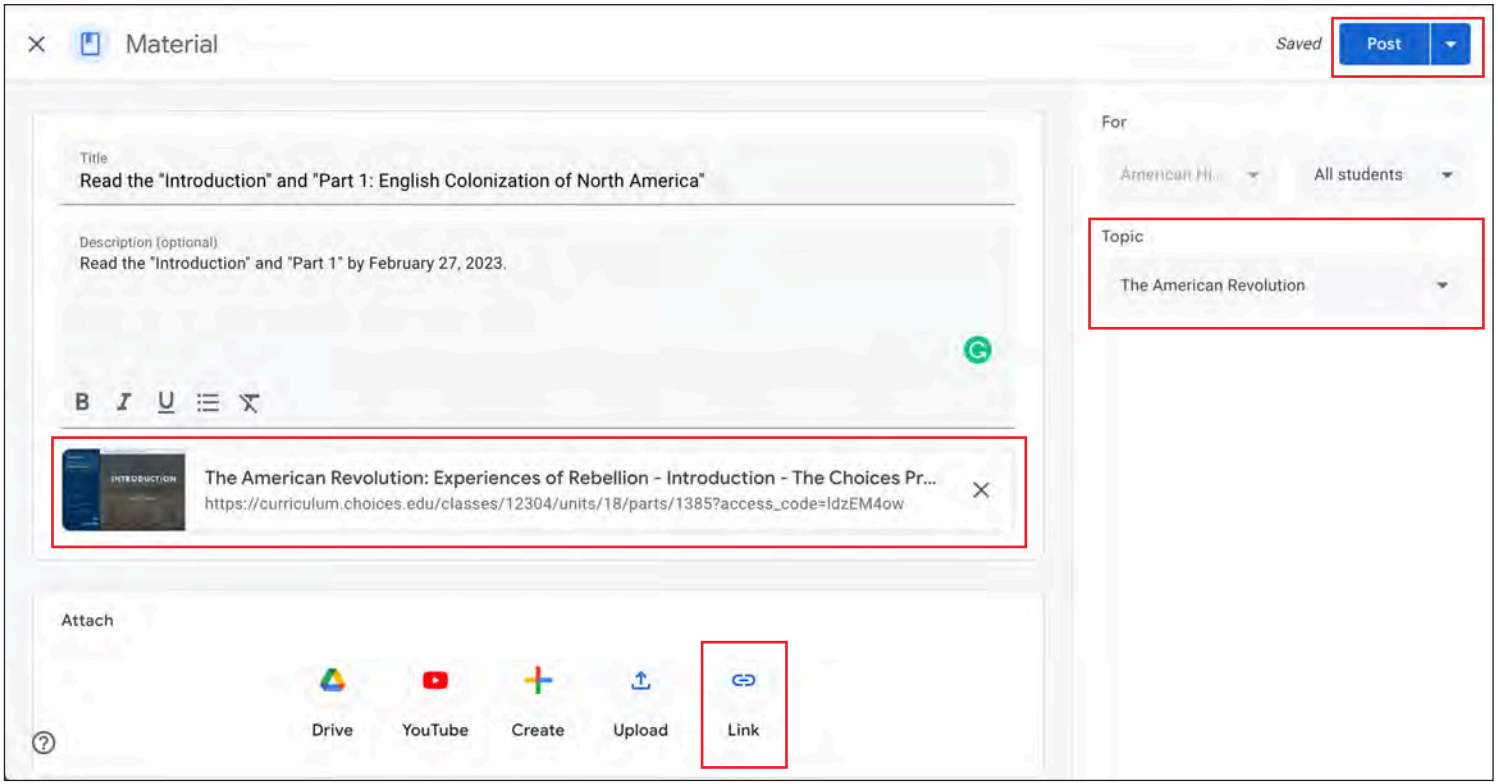


Step 3: Click here to add a link.

Step 4: Copy/paste "Copy Student Link" from Digital Editions (page 9). This link will navigate directly to a section in Digital Editions. Click "Add link."

Creating Material for Google Classroom

Step 7: Click "Post" to add a Material page to your Google Classroom.



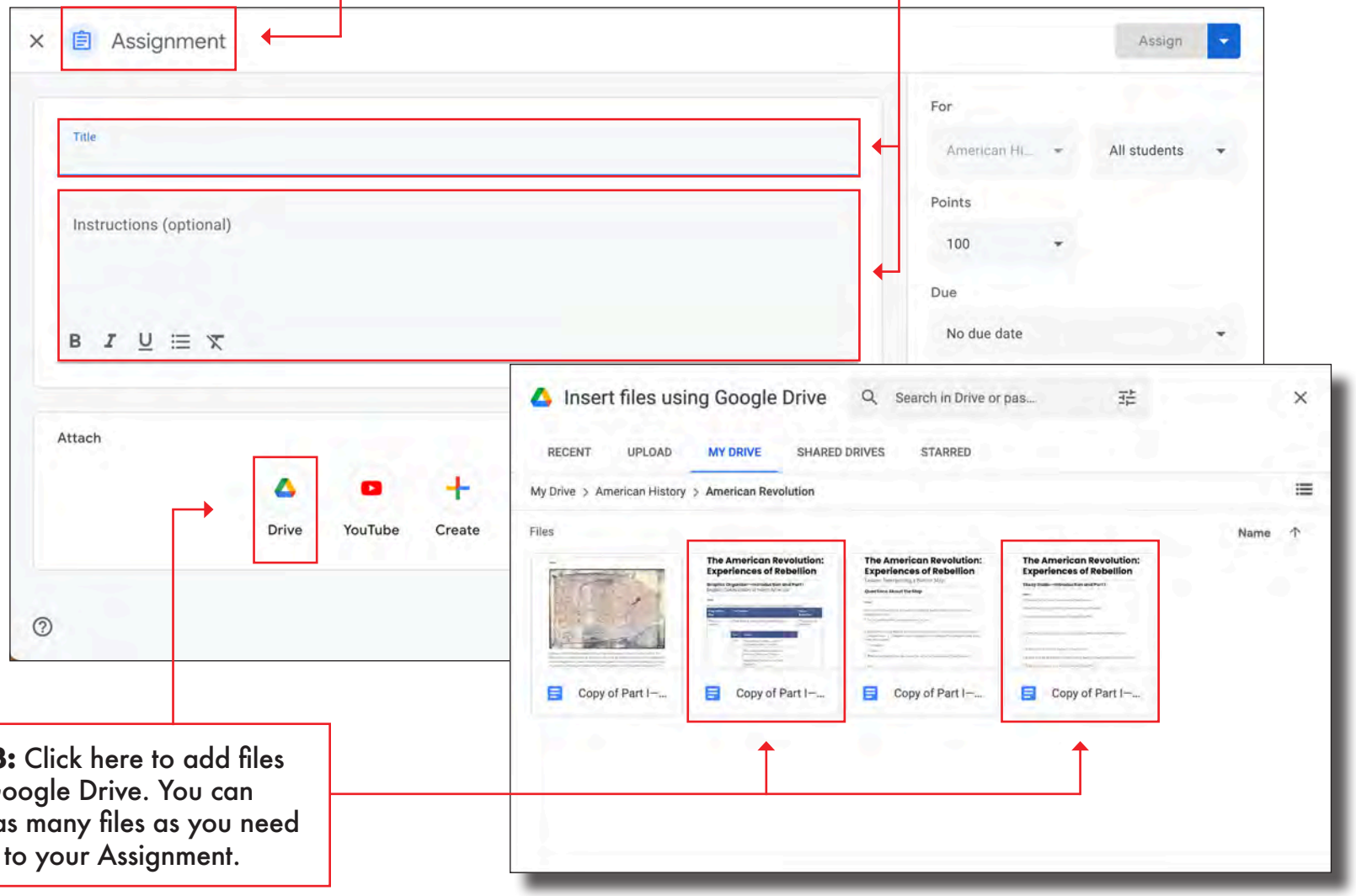
Step 5: Copy/paste "Copy Student Links" to add more Digital Editions readings for Google Classroom.

Step 6: Select which Topic you need for your Material page.

Creating an Assignment for Google Classroom

Step 1: Create an "Assignment" for your class (page 13).

Step 2: Add a Title and a Description.

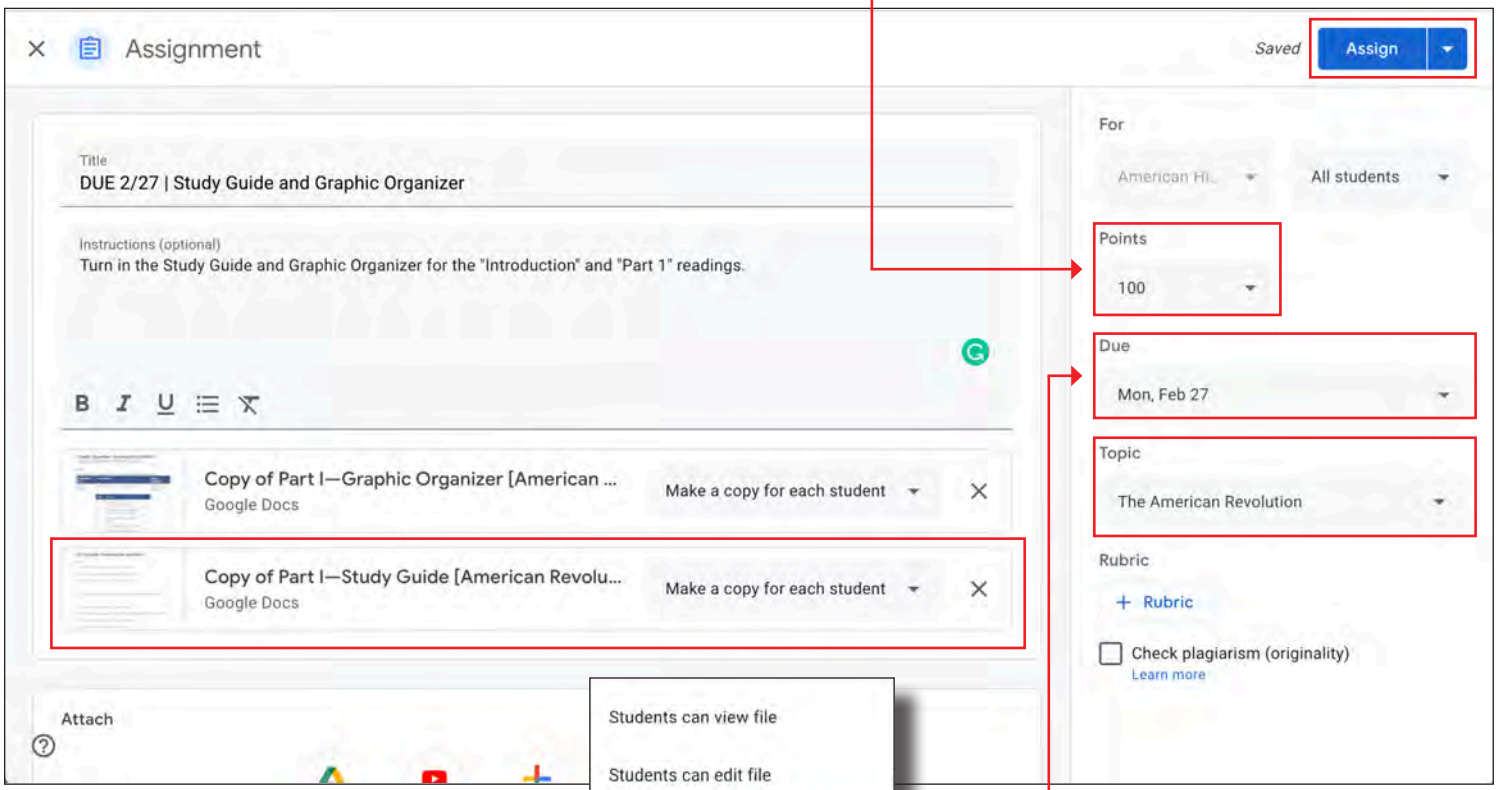


Step 3: Click here to add files from Google Drive. You can select as many files as you need to add to your Assignment.

Creating an Assignment for Google Classroom

Step 5: Add Points to your Assignment.

Step 8: Click "Assign" to add an Assignment to your Google Classroom.



Step 4: Select "Make a copy for each student" for each Google Drive file students will need to edit and submit for your Assignment.

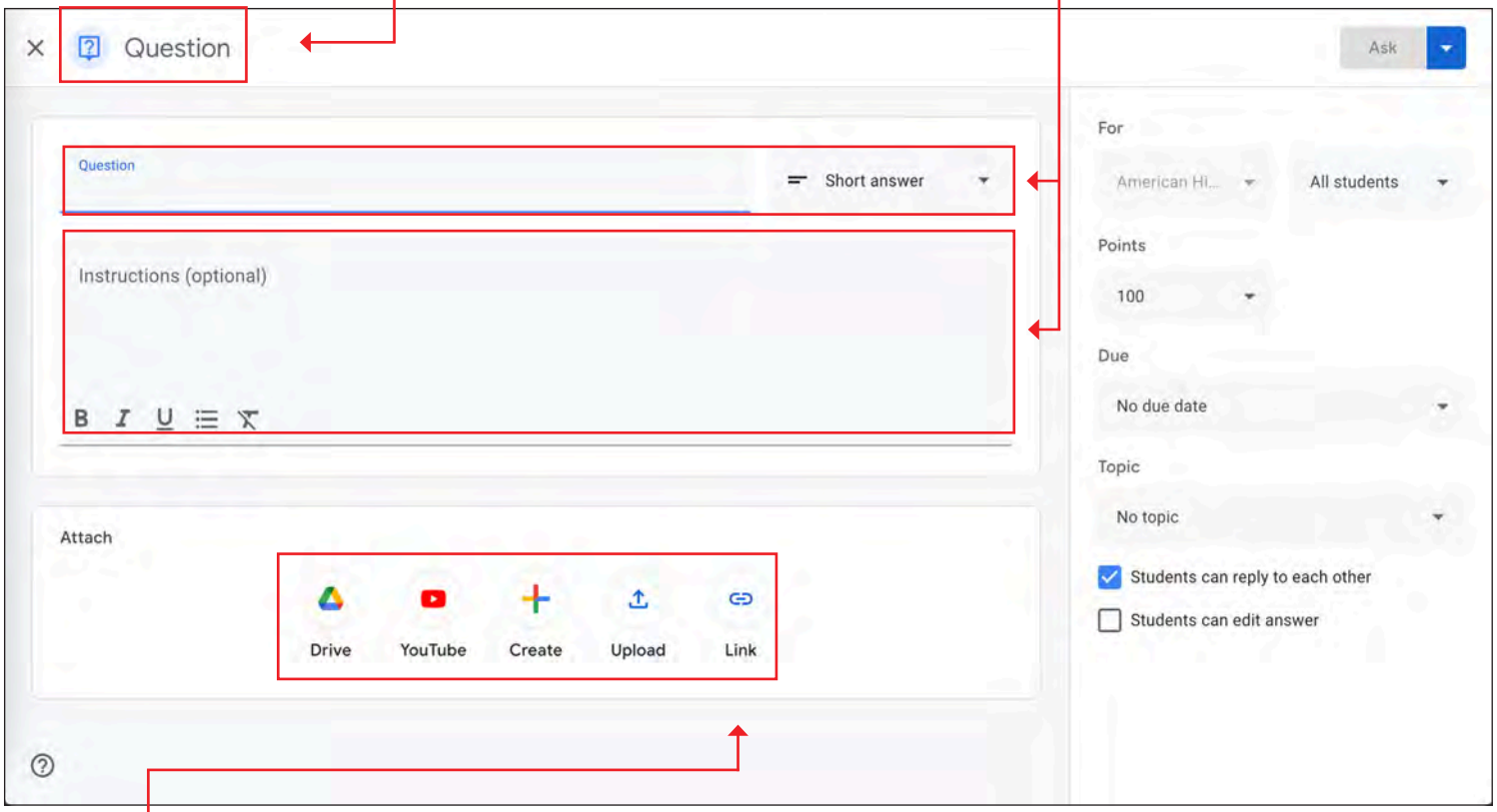
Step 6: Add a due date for your Assignment.

Step 7: Select which Topic you need for your Assignment.

Creating a Question for Google Classroom

Step 1: Create a "Question" for your class (page 13).

Step 2: Add a Question and a Description.

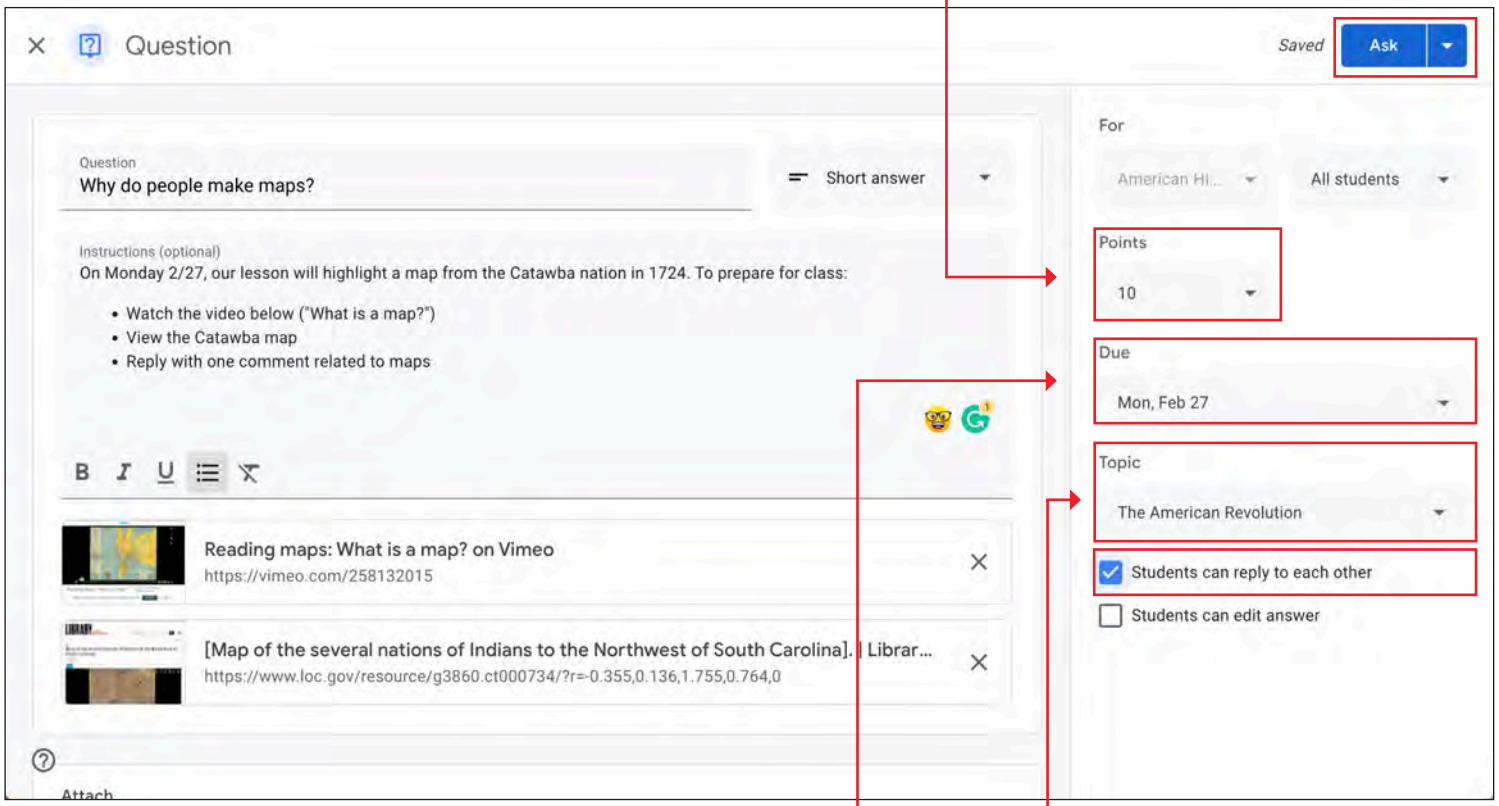


Step 3: You can click here to add links, Google Drive documents, YouTube links, and more.

Creating a Question for Google Classroom

Step 4: Add Points to your Question.

Step 8: Click "Ask" to add a Question to your Google Classroom.

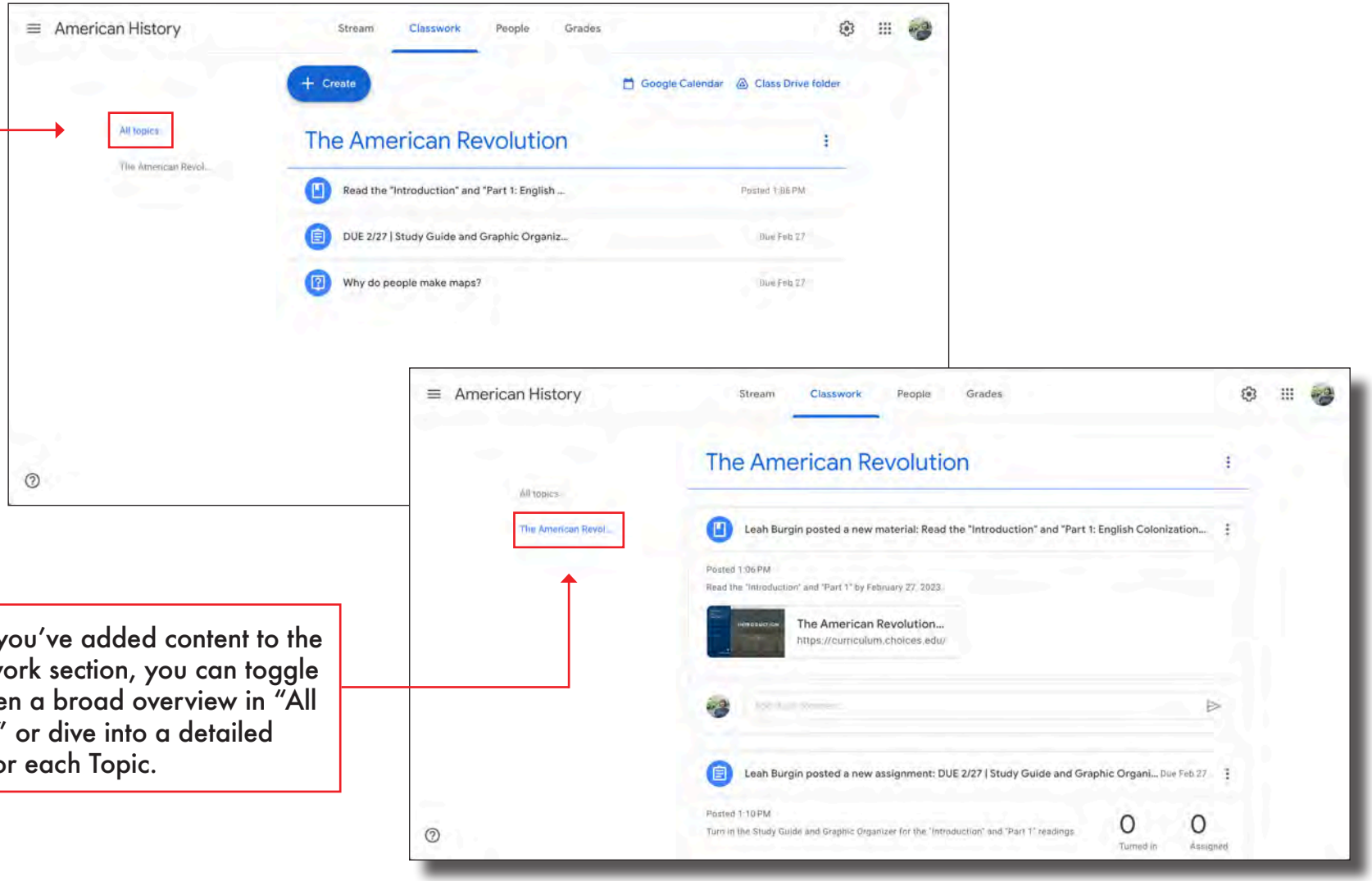


Step 5: Add a due date for your Question.

Step 6: Select which Topic you need for your Question.

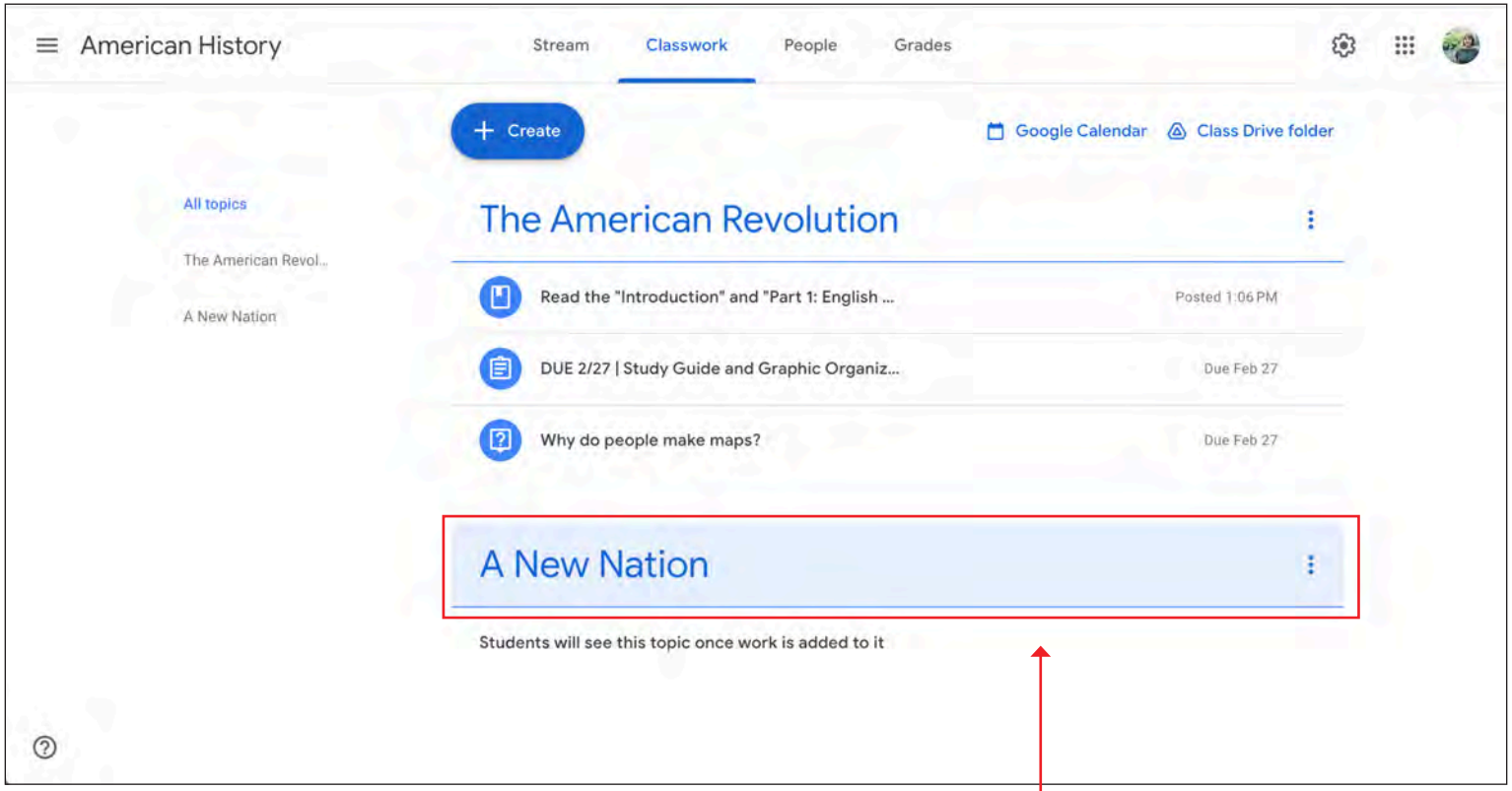
Step 7: Check "Students can reply to each other" to encourage discussion.

Organizing Classwork Content

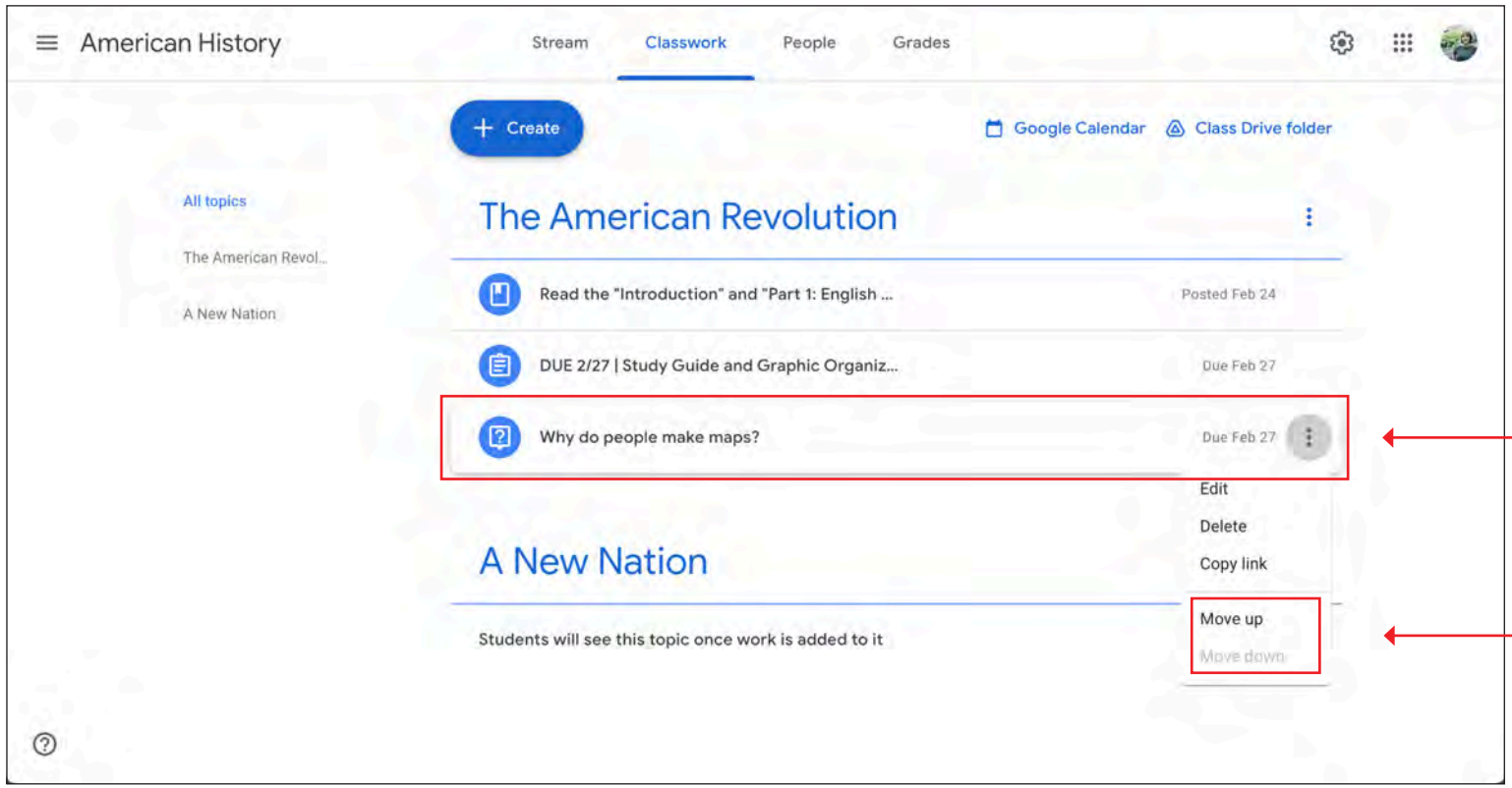


Once you've added content to the Classwork section, you can toggle between a broad overview in "All Topics" or dive into a detailed view for each Topic.

Organizing Classwork Content



You can click and drag Topics to organize content in the Classwork section.

Organizing Classwork Content

You can click and drag Material, Assignments, and Questions to organize content in the Classwork section. You can also click to "move up" or "move down."