

Instructions for Site Administrators

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

This guide will provide step-by-step instructions for Site Admins with Digital Editions Site Licenses. You'll learn how to add, edit, and delete Users for your license.

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

If you need additional support, check out our [Instructions for Digital Editions](#), watch the Digital Editions [instructional playlist](#), or 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

Adding Users

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 screenshot displays the user management interface for 'THE CHOICES PROGRAM BROWN UNIVERSITY'. On the left is a dark blue sidebar with navigation options: Dashboard, Users (highlighted with a red box and arrow), My Account, Getting Started, Help, Share Feedback, Admin View, and Logout. The main content area is titled 'Users for Your School or District' and shows a table with one entry: 'Your Name' (Name), 'Your Email Address' (Email), and 'Admin' (Role). A green 'Add User' button is highlighted with a red box and arrow. Below the table is an 'Add User' form with fields for Name, Email, and Role (set to 'Teacher'). A blue 'Create' button is highlighted with a red box and arrow.

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."

Adding Users for Districts

If you're a Site Admin for a District account, click here to see a list of all Sites under your District account.

The screenshot displays the user interface for the CHOICES PROGRAM at BROWN UNIVERSITY. On the left is a dark blue sidebar with a menu. The 'Sites' option is highlighted with a red box. The main content area shows a page titled 'All Sites for Your District'. Below the title, there is a 'Show 10 entries' filter and a search bar. A table lists three sites, with the first row's 'Site Name' column highlighted by a red box and an arrow pointing to it. The table has three columns: 'SITE NAME', 'NUMBER OF UNITS', and 'USER LIMIT'. The first row shows '9' units and a limit of '1'. The second and third rows show '0' units and a limit of '1'. Below the table, it says 'Showing 1 to 3 of 3 entries'. A 'Messages' icon is visible in the top right corner.

SITE NAME	NUMBER OF UNITS	USER LIMIT
Site Name	9	1
Site Name	0	1
Site Name	0	1

Click here to access a Site under your District account.

Adding Users for Districts

Click here to see a list of all Sites under your District account.

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

The screenshot shows the dashboard for the CHOICES PROGRAM at BROWN UNIVERSITY. On the left is a navigation menu with options: Sites, Dashboard, Users, My Account, Licenses, Update Email/Password, Instructions, Help, Share Feedback, Admin View, and Logout. The 'Users' option is selected. The main content area shows 'Return to Your District' and 'Account Information' with fields for Account Type, Account Name, Created, Customer ID, Site Name, and User Limit. Below this is a table for users with columns for NAME, EMAIL, ROLE, and ACTIONS. The table is currently empty, displaying 'No users found.' and 'Showing to of 0 entries'. A green 'Add to User' button is located at the bottom right of the table area.

The 'Add User' form is shown with the following fields: NAME, Address, EMAIL, Email, and ROLE. The ROLE dropdown menu is set to 'Teacher'. A blue 'Create' button is at the bottom left of the form.

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."

Editing or Deleting Users

The screenshot displays the user management interface for The Choices Program at Brown University. On the left is a dark blue sidebar with navigation options: Dashboard, Users, My Account, Licenses, Update Email/Password, Getting Started, Help, Share Feedback, Admin View, and Logout. The main content area is titled "Users for Your School or District" and includes a "Show 10 entries" filter. Below this is a table with columns for NAME, EMAIL, ROLE, and ACTIONS. The table contains two entries: one for an Admin user and one for a Teacher user. The Teacher user's email is choices_digital@brown.edu. In the ACTIONS column for the Teacher user, there are two icons: a pencil icon for editing and a trash can icon for deleting. Two red callout boxes with arrows point to these icons. The top callout box points to the pencil icon and contains the text: "Click here to **edit** a User's name, email address, or role." The bottom callout box points to the trash can icon and contains the text: "Click here to **delete** a User. Note that deleting a User cannot be undone." In the top right corner of the main content area, there is a "Messages" button and a green "Add User" button.

NAME	EMAIL	ROLE	ACTIONS
Your Name	Your Email Address	Admin	[edit] [delete]
Teacher	choices_digital@brown.edu	Teacher	[edit] [delete]

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.

Editing or Deleting Users for Districts

CHOICES PROGRAM BROWN UNIVERSITY

- Sites
- Dashboard
- Users
- My Account
 - Licenses
 - Update Email/Password
- Instructions
- Help
- Share Feedback
- Admin View
- Logout

< Return to Your District

Account Information

Account Type	Site	Customer ID
Account Name	Site Name	User Limit
Created	08/14/2023	1

Licenses Classes Users

Show 10 entries

NAME	EMAIL	ROLE	ACTIONS
Name	Email Address	Admin	<input type="checkbox"/> <input type="checkbox"/>
Name	Email Address	Admin	<input type="checkbox"/> <input type="checkbox"/>

Showing 1 to 2 of 2 entries

Add a User

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.

Teacher Usage for Districts

Navigate to a Site under your District account to view teacher usage data.

The screenshot displays the CHOICES PROGRAM interface for a district account. On the left is a dark blue sidebar with navigation options: Sites (highlighted with a red box), Dashboard, Users, My Account, Licenses, Update Email/Password, Instructions, Help, Share Feedback, Admin View, and Logout. The main content area shows account details for a selected site. At the top, there's a header with a back arrow and 'Return to Your District', and a 'Messages' icon. Below this, 'Account Information' includes fields for Account Type (Site), Account Name (Site Name, highlighted with a red box), Customer ID, and User Limit. A 'Created' date of 08/14/2023 is also shown. A navigation bar below the account info has tabs for Licenses, Classes (highlighted with a red box), and Users. Under the 'Classes' tab, there's a 'Show 10 entries' link. A table lists classes with columns for Class Name, Email Address, and Units. The first row is 'American History' with 'Email Address' and '1 unit'. The second row is 'AP African American Studies' with 'Email Address' and '2 units'. A dropdown menu for the '2 units' entry is open, showing '1 unit' and '2 units' options, with the '2 units' option selected. Below the table, it says 'Showing 1 to 2 of 3 entries'.

Step 1: Click the "Classes" tab to see all classes, users, and selected units.

Step 2: Under the "Units" section, click the "arrow" to toggle between hiding and showing units teachers added to their classes.