



Pathway to Success



Welcome to your pathway to digital success with ***Ed: Your Friend in Learning!***

We created this interactive brochure to guide you through your introduction to digital content on ***Ed: Your Friend in Learning***[®]. Our goal is to make your digital experience clear and point out all the ways you can find information and help.

We will walk you through the basics of your digital journey based on your role: **Administrator**, **Teacher**, or **Student**. Within this guide, there are links to step-by-step documentation, explanations of platform features and functionality, and video tutorials to make you successful on your digital journey.

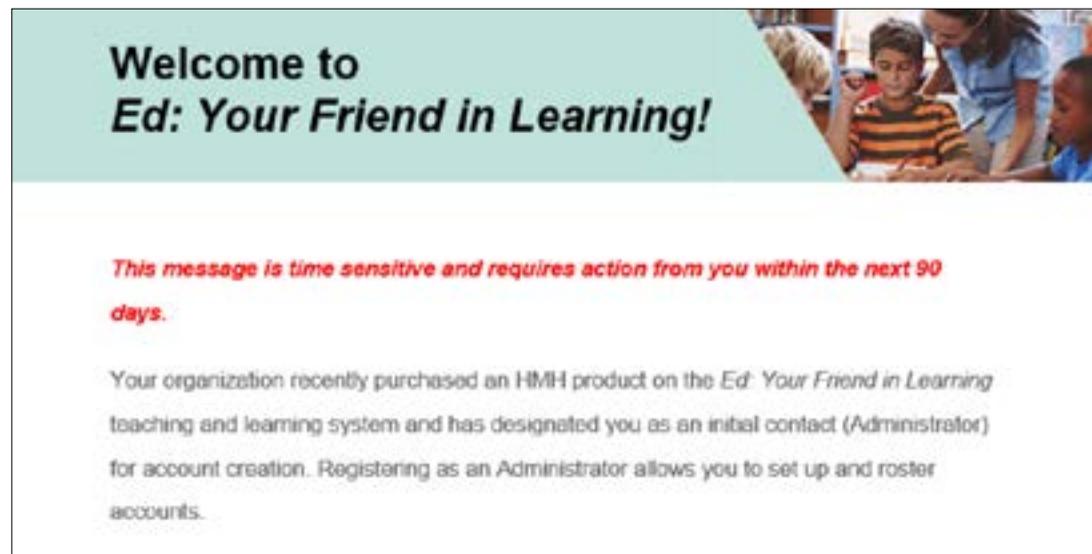
Use the buttons below to start your journey based on your role. Once you're inside, you will find tabs at the top to switch roles. Use the **arrow buttons** to move through the pages and **Home** to return to this page.



Administrator Success Path

Register & Log In

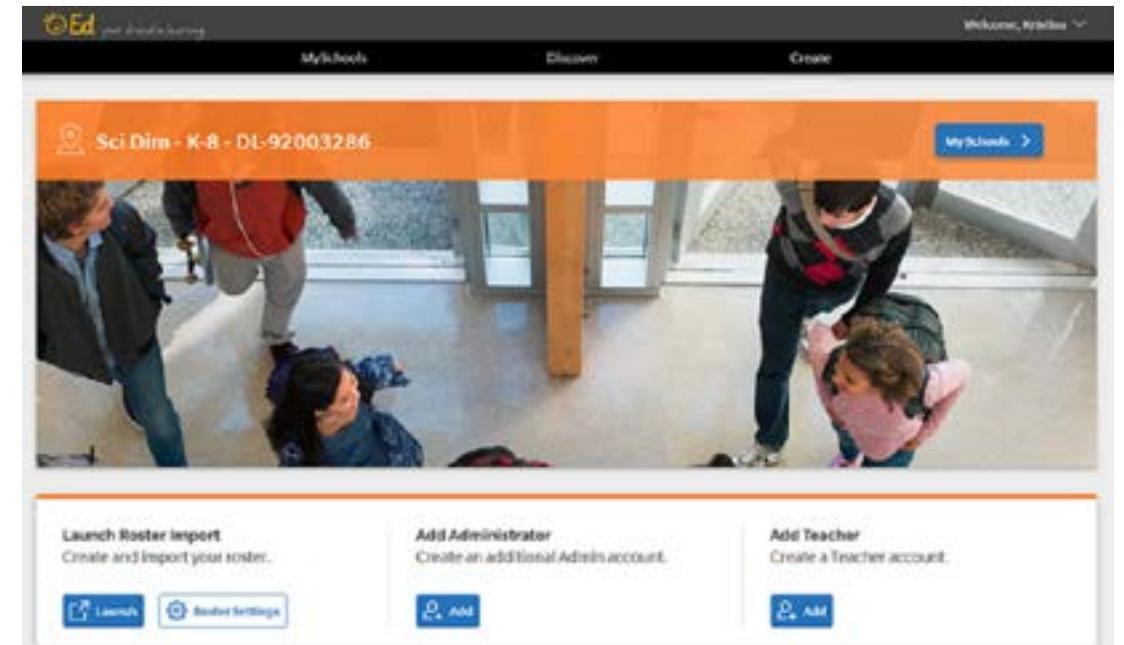
You will receive a welcome email with your username and a link to create your password when your **Ed: Your Friend in Learning** School Administrator account is created. Follow the instructions in the email or visit [Help](#) to learn how to register and log in to **Ed**.



TIP: You can access **Ed** Help anytime at hnhco.com/help or directly through **Ed** in the upper-right corner of the banner (Welcome user menu > Help).

Take a Tour

After you log in to **Ed**, the landing page appears, which provides links to perform administrative tasks and to open the program area of the online learning system.



To help you work efficiently, all pages in **Ed** offer some common navigation features, which are described in [Help](#), or during this quick video [tutorial](#).

Administrator Success Path

Roster Users

Administrators can add new data or update existing school, class, or user data using an import file. Before importing records, verify with your district administrator that your School Administrator account has sufficient permissions to import records to **Ed**.

HMH® provides a wealth of resources to support your rostering activities, including:

- [HMH Back to School Support](#)
- [Import Management Help](#)

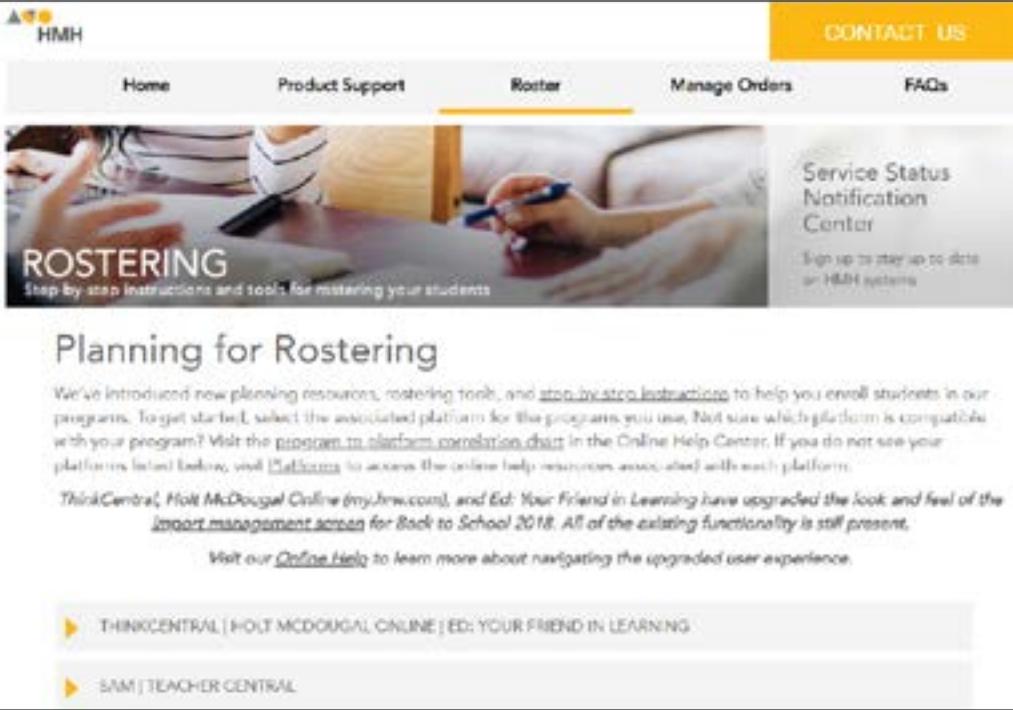
TIP: Notify teachers of plans to use the Import Management tool; users that are added or updated manually by teachers may become out of sync.

Get Rostering Help

For in-depth assistance with **Ed** and rostering, visit our [Help Center](#), or for additional support you can visit the [Back to School Support site](#) dedicated to this topic with tips, webinars, and other resources.

Have Questions about Single Sign On (SSO) or Rostering?

For questions regarding setting up SSO or other rostering issues, contact us by emailing Rostering Support at usermaintenance-esd@hmhco.com or by calling 1.800.323.9239, and choosing Option 3.

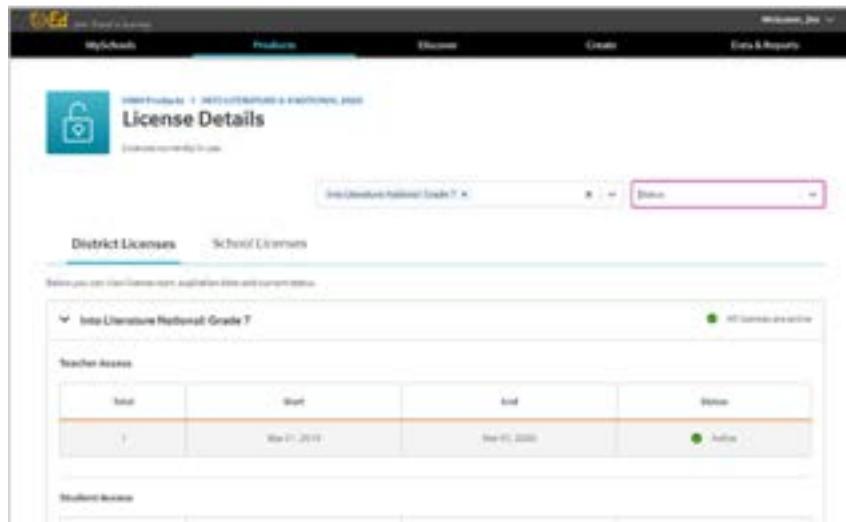


The screenshot shows the HMH Rostering Help Center page. The top navigation bar includes the HMH logo, a 'CONTACT US' button, and menu items for Home, Product Support, Roster (which is highlighted), Manage Orders, and FAQs. Below the navigation is a banner for 'ROSTERING' with the subtitle 'Step-by-step instructions and tools for rostering your students'. To the right of the banner is a 'Service Status Notification Center' with a sign-up link. The main content area is titled 'Planning for Rostering' and contains text about new planning resources, rostering tools, and step-by-step instructions. It also mentions that ThinkCentral, Holt McDougal Online (my.hmh.com), and Ed: Your Friend in Learning have upgraded their look and feel. At the bottom, there are two expandable sections: 'THINKCENTRAL | HOLT MCDUGAL ONLINE | ED: YOUR FRIEND IN LEARNING' and 'SNM | TEACHER CENTRAL'.

Administrator Success Path

License Management

As an administrator, you can view and manage all of your organization's HMH products and see the licensing status of each product from the Products page.



If you have questions about your order or want to renew subscriptions for your organization's products, contact Customer Service at 800.225.5425 or find an HMH Account Executive (AE) by calling 800.426.6577 or emailing Sales_Support@hnhco.com

Follow Best Practices

Following the best practices below will help maximize your experience with **Ed**.

Disable Pop-Ups

Be sure to disable your pop-up blocker so you can fully engage with **Ed**. Follow your browser's procedures for disabling pop-ups.

Confirm Compatibility

You can check your browser and operating system's compatibility at customer care.hnhco.com/csrportalnew/pts/platforms/

Whitelist emails

Add HMHAccessNotifications@hnhco.com to your district's content filter or firewall whitelist so you'll be sure to receive entitlement emails.

Notify Users

Before rostering, notify teachers and other staff who will be using **Ed** to watch for the account setup email from HMH.

Additional Tips

Bookmark our [Service Status Page](#) to stay updated on service availability for **Ed**. You can [sign up](#) to receive email notifications for service availability for **Ed** and other HMH platforms through our Service Status Notification Center.

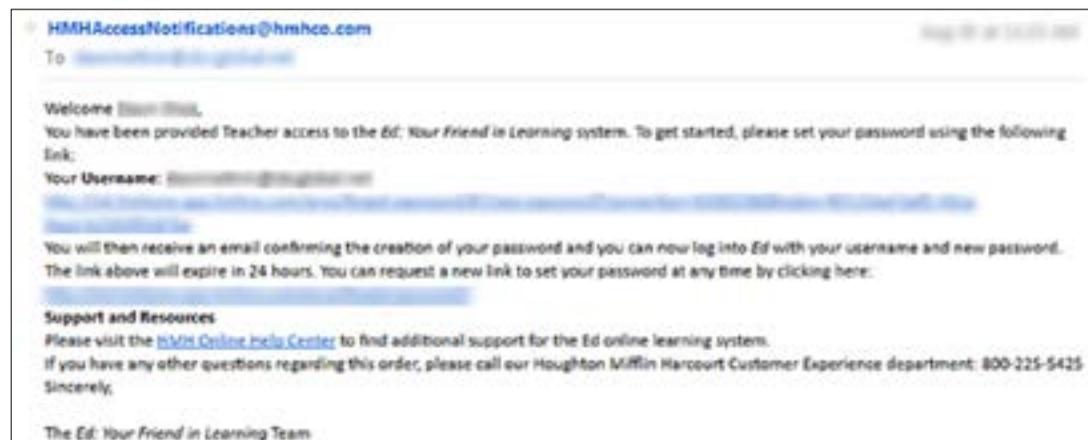
Have Questions about Your Order?

Contact us at K12inquiries@hnhco.com or 1.800.225.5425.

Teacher Success Path

Register & Log In

You will receive a welcome email with your username and a link to create your password when your **Ed: Your Friend in Learning** Teacher account is created. Follow the instructions in the email or visit [Help](#) to learn how to register and log in to **Ed**.



TIP: Access Help anytime at hnhco.com/help or, once logged in, directly through **Ed** in the upper-right corner of the banner (click the Welcome user menu, and then select Help).

Take a Tour

After you log in to **Ed**, the opening page, which is also the Discover page, appears. To help you work efficiently, all pages in **Ed** offer some common navigation features, which are described in [Help](#). You can also watch a [tutorial](#) that provides an overview of the online teaching and learning system.



Teacher Success Path

Manage Classes and Students

Ed: Your Friend in Learning allows you to create and manage class and student accounts. However, district and school administrators can turn off the [rostering](#) permissions for teachers, and thus prevent you from managing classes and students.

- If you *do not* have access to add or edit class/student accounts, contact your administrator to request updates.
- If you *do* have access to add or edit class/student accounts, then visit [Help](#) to learn how to manage your roster.

TIP: Be sure to disable your pop-up blocker so you can fully engage with **Ed**. Follow your browser's instructions for disabling pop-ups.

Discover Content

The Discover tab provides an area to view curriculum materials by content or standards from a single location. You also have the ability to access [modules and units](#), [lessons](#), and [resources](#), as well as open [teacher](#) and [student](#) eBooks.

Select a program
▼ HMH Science Dimensions: Grade 1

View by: **CONTENT** STANDARDS

Units

Unit 1: Engineering and Technology
Unit 2: Sound
Unit 3: Light
Unit 4: Plant and Animal Structures
Unit 5: Living Things and Their Young

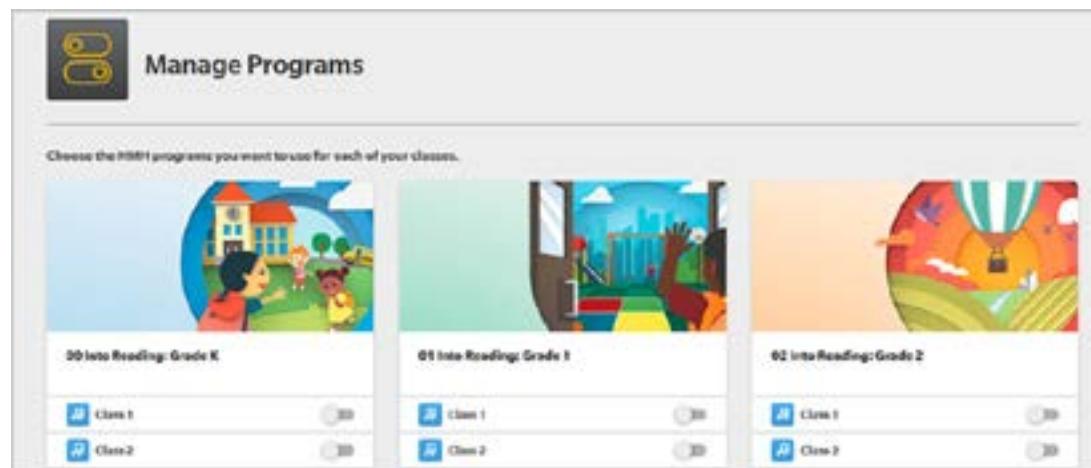
Resources

Assessments | You Solve It! Simulations | HMH NGSS Back Test | Professional Learning

Teacher Success Path

Manage Programs

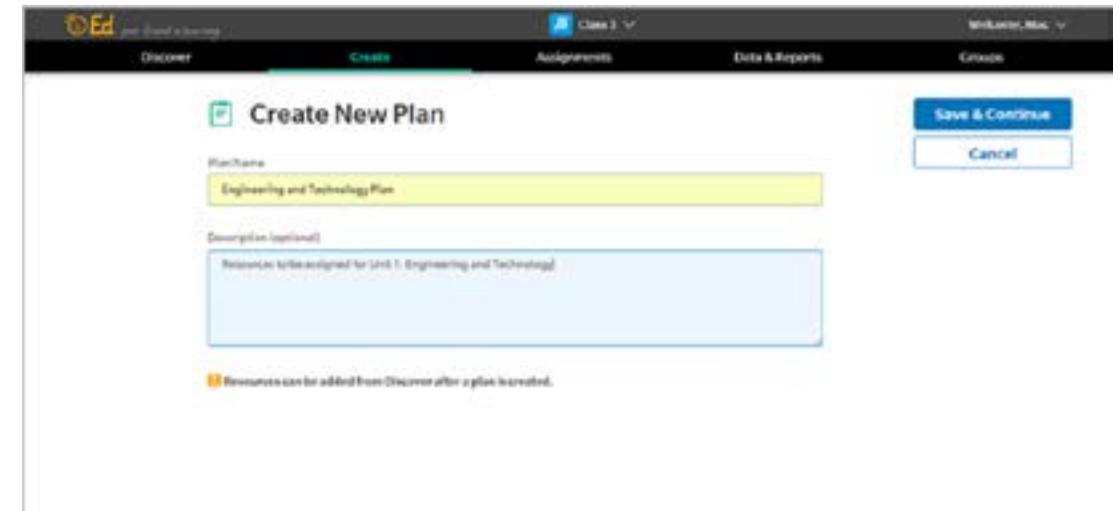
Ed allows you to select the programs that can be seen for each class so that you and your students see only those programs that are relevant to that class.



IMPORTANT: If a student is in multiple classes and/or has multiple teachers, then all teachers must use **Manage Programs** in order for changes to take effect in the student's program list. Learn more about managing programs by visiting the [Manage Programs](#) topic in Help.

Create Plans

My Plans, which can be found in the Create tab, allows you to create a collection of resources that you can access and assign from one location. You can also quickly and easily [share](#) plans with other teachers and administrators.



To get started, learn how to [create a plan](#) in **Ed** and then see how you can [add/remove](#) resources to [customize](#) your plan.

Teacher Success Path

Create Assignments

Ed: Your Friend in Learning allows you to locate resources and [create assignments](#) on the Assignments page. Assignments can be created from program content and standards resources.

When you assign program content, the assignment appears on the student's Assignments Overview page as "Not Started." This page sorts all student assignments by the earliest upcoming due date. You can also manually score assignments and add feedback to an assignment.

Create Customized Assessment Items

On the **Create** tab, you can [create assessment items](#) and add those items to a custom assessment. The newly created items can be viewed in the **My Items** list on the **Create** page and can be added to custom assessments.

NOTE: Only items scored automatically can be created and added to custom assessments. Manually scored items cannot be created.

Create Assignment

Title
Student Edition: Engineer It - How Are Science and Math Used in Engineering?

Start Date
06/06/2018

Due Date
06/13/2018

Directions (Optional)

Assign To

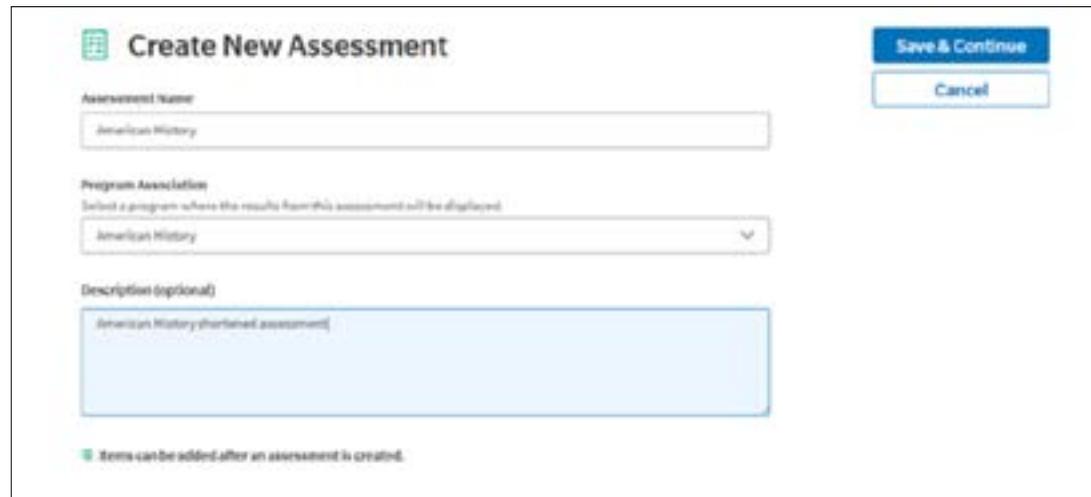
Students	Groups
<input checked="" type="checkbox"/> Assign Class 3	
<input type="checkbox"/> Assign Class 4	
<input type="checkbox"/> Assign Class 5	

Cancel Assign

Teacher Success Path

Create Customized Assessments

Custom assessments can be created from items in existing assessments and/or items that you have created. The custom assessment can then be assigned to students. The results of custom assessments are available on the **Data & Reports** page within the program that you specify.



The screenshot shows a web form titled "Create New Assessment". It includes a "Save & Continue" button and a "Cancel" button. The form has three main sections: "Assessment Name" with a text input field containing "American History"; "Program Association" with a dropdown menu also set to "American History"; and "Description (optional)" with a large text area containing "American History (shortened assessment)". A small note at the bottom left states "Items can be added after an assessment is created."

NOTE: Only items scored automatically are available to be added to custom assessments. Manually scored items cannot be added.

Run Reports, Gain Insight

The [Data & Reports](#) tab provides an area to view student performance data and access critical information such as student performance on assessments or by standards, distribution of class proficiency across assessments and standards, and more!



Teacher Success Path

Manage Student Groups

The [Groups](#) tab allows you to create subsets of students from your classes. Groups can also be created automatically by **Ed** based on the results of a single assessment. Your saved groups are available for use when you create assignments.

Create Assignment

Title
Online Assessment: Beginning-of-Year Test

Start Date
05/10/2018

Due Date
05/17/2018

Directions (Optional)

Assign To

Students Groups

- Skills Groups
 - Bears
 - Lions
 - Tigers
- Test group with scores
- Grade-6
- Beginning Test of Year 3

Cancel Assign

Extend Your Professional Learning

There are several professional-learning resources available within **Ed** that serve to extend your proficiency with your program(s) and the online learning system. You can access these resources—such as the interactive, asynchronous Getting Started modules that focus on key topics to help you successfully get started with a new program—within the Discover page.

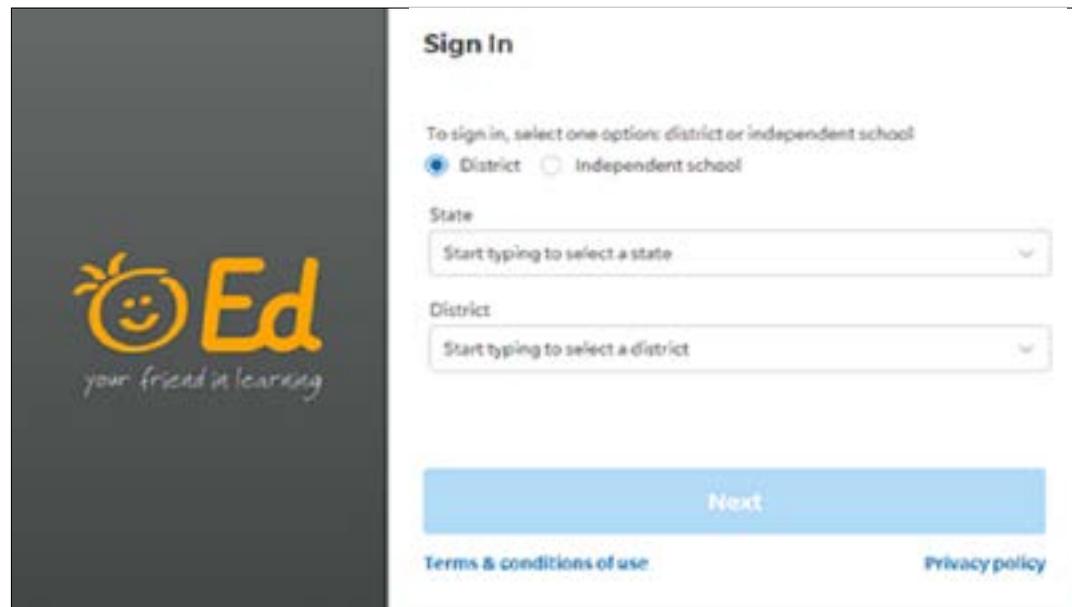


Simply click the **Professional Learning** icon from the Resources section of Discover and you're ready to [search](#) for a wealth of information that supports your success with program content.

Student Success Path

Log In

Your school may be using single sign on (SSO) login credentials or it may be using login credentials that are specific to **Ed: Your Friend in Learning**. Teachers should let students know which path to take. For additional assistance with logging in to **Ed**, see [Help](#).

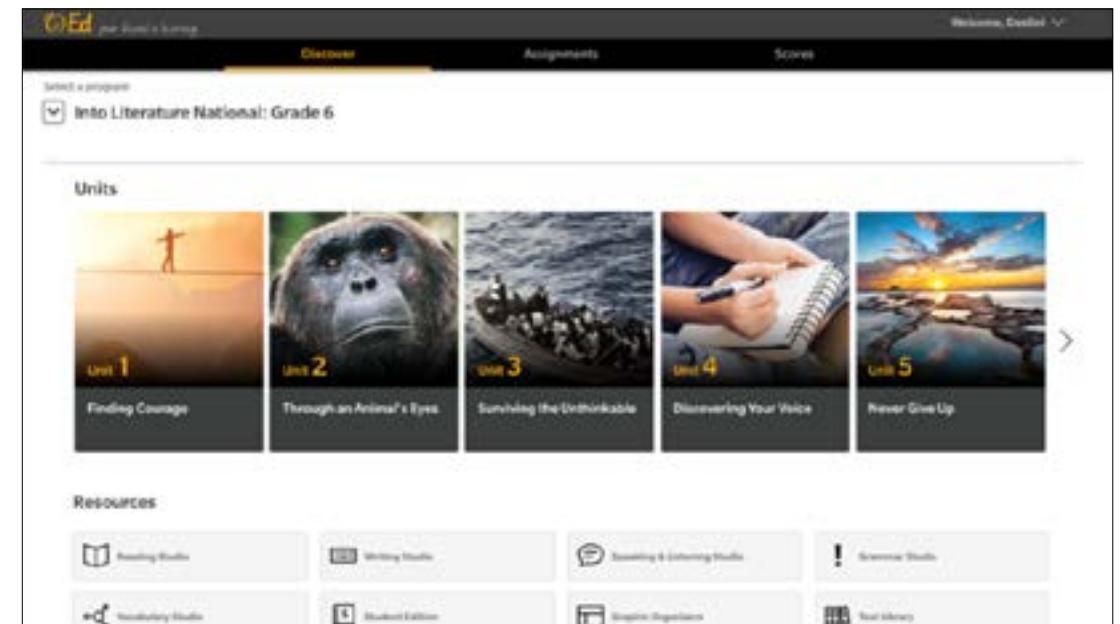


The screenshot shows the Ed login interface. On the left is a dark grey banner with the Ed logo (a smiley face with a sun-like top) and the tagline "your friend in learning". The main content area is white and titled "Sign In". It includes a radio button selection for "District" (selected) or "Independent school". Below are dropdown menus for "State" and "District", both with the placeholder text "Start typing to select a state/district". A large blue "Next" button is at the bottom, with links for "Terms & conditions of use" and "Privacy policy" below it.

TIP: You can access Help anytime at hnhco.com/help or directly through **Ed** in the upper-right corner of the banner.

Take a Tour

After logging in to **Ed**, the opening page, which is also the **Discover** page, appears.



To help students work efficiently, all pages in **Ed** offer some common navigation features, which are described in [Help](#). Students can also watch a [tutorial](#) that provides an overview of the online teaching and learning system.

Student Success Path

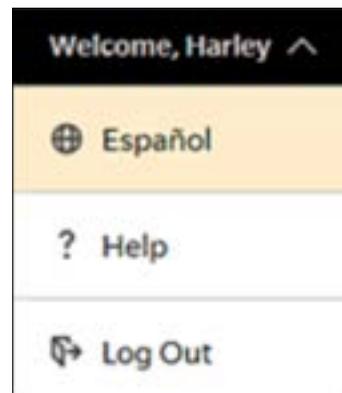
Discover Content

The **Discover** tab lets students select programs, modules or units, and resources. This page also lets students view the content that they select.

TIP: If you have logged in to **Ed** before, the module or unit within the program that you were viewing when you last logged out is displayed and identified as LAST VIEWED.

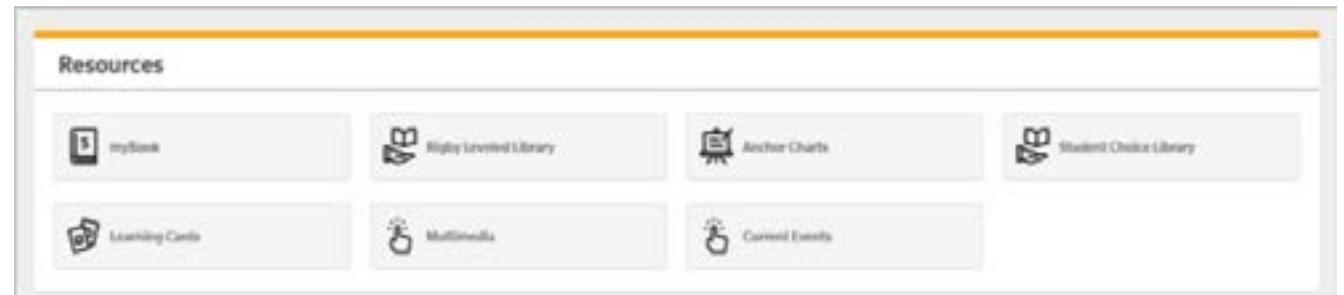
The language you see when navigating in **Ed** can be changed from English to Spanish.

For more information about changing the navigational language to Spanish, see [Help](#)



Find Resources

Resources are key components for completing lessons and assignments. Students can browse resources by resource type.



Students can also access the [Student eBook](#), which includes content from the program and a table of contents to easily use and move through the eBook. Depending on the grade, program, and content, the eBook may provide additional options such as audio, notes, zoom, two-page view, and bookmarks.

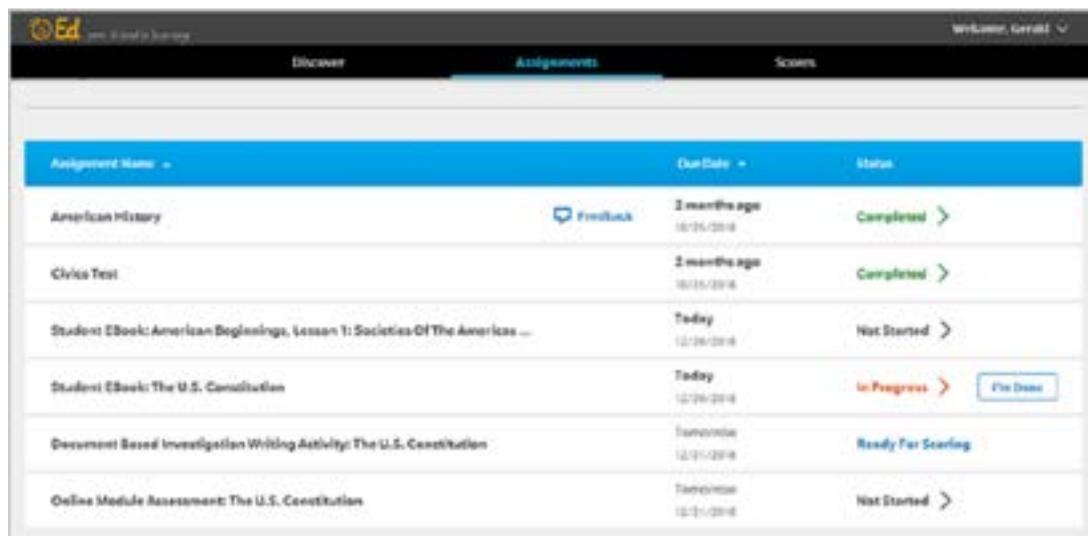
TIP: If you lose your internet connection while working in an eBook, any notes or bookmarks that you continue to make will not be saved. **Ed** will alert you if your internet connection is lost.

Student Success Path

Complete Assignments

The **Assignments** tab provides an area to open and complete assignments. The **Assignments Overview** page lets students see their assignment list, open assignments, and submit completed assignments.

For more information about completing assignments visit [Help](#).

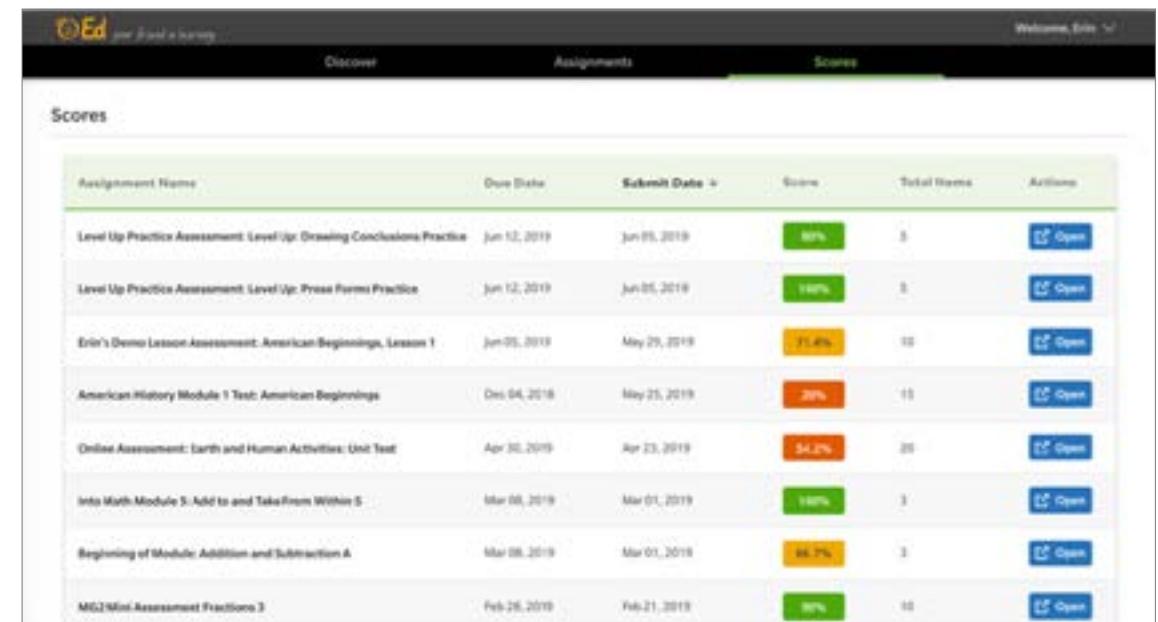


Assignment Name	Due Date	Status
American History	2 months ago 10/15/2018	Completed
Civics Test	2 months ago 10/15/2018	Completed
Student Ebook: American Beginnings, Lesson 1: Societies Of The Americas ...	Today 12/26/2018	Not Started
Student Ebook: The U.S. Constitution	Today 12/26/2018	In Progress
Document Based Investigation Writing Activity: The U.S. Constitution	Tomorrow 12/27/2018	Ready For Scoring
Online Module Assessment: The U.S. Constitution	Tomorrow 12/27/2018	Not Started

See Your Scores

The **Scores** page provides students with current scores for completed assignments that are fully scored by the teacher. On this page students can see the assignment's:

- Name
- Submission date
- Due date
- Score



Assignment Name	Due Date	Submit Date	Score	Total Items	Actions
Level Up Practice Assessment: Level Up: Drawing Conclusions Practice	Jun 12, 2019	Jun 05, 2019	100%	5	Open
Level Up Practice Assessment: Level Up: Prose Forms Practice	Jun 12, 2019	Jun 05, 2019	100%	5	Open
Elin's Demo Lesson Assessment: American Beginnings, Lesson 1	Jun 05, 2019	May 29, 2019	71.4%	10	Open
American History Module 1 Test: American Beginnings	Dec 04, 2018	May 25, 2019	30%	10	Open
Online Assessment: Earth and Human Activities: Unit Test	Apr 30, 2019	Apr 23, 2019	54.2%	20	Open
Into Math Module 5: Add to and Take from Within 5	Mar 08, 2019	Mar 01, 2019	100%	3	Open
Beginning of Module: Addition and Subtraction A	Mar 08, 2019	Mar 01, 2019	66.7%	3	Open
MG2 Mini Assessment Fractions 3	Feb 26, 2019	Feb 21, 2019	90%	10	Open



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hnhco.com/backtoschool
or hnhco.com/help

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