

Getting Started with Interchangeable Literacy Licenses

For the 2019-2020 school year, all new subscription customers will be purchasing interchangeable Literacy Licenses to enroll students in either *READ 180* Universal or *System 44* Next Generation. This means that customers will have the option to enroll students in either program, depending on the student need following an initial Reading Inventory placement assessment, with the same license. This removes the need for the customer to contact Customer Service for manual license “swaps,” minimizing lost instructional time.

Both teachers and administrators may set up classes and enroll students in SAM as described in the following steps. Teachers will be able to set up classes and enroll students in SAM or Teacher Central.

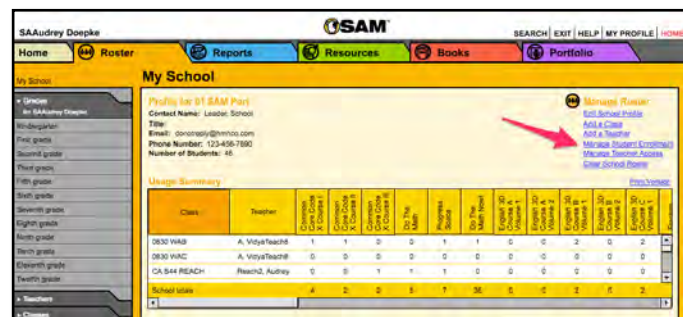
After placement is determined, teachers will have the ability to log into either SAM or HMH Teacher Central and assign each student either a *System 44* or *READ 180* Lit License.

Setting Up Teacher Access Using Literacy Licenses

Teachers need to be enrolled in a Literacy License to access subscription content in HMH Teacher Central. This step can be done by a district or school administrator. This can only be done through SAM.

To set up teacher access:

1. From the Roster tab, click **Manage Teacher Access**.
2. Click the checkbox under the Lit program for the teacher. Teachers need to be enrolled in each stage they are teaching.
3. Click **Save & Return**.

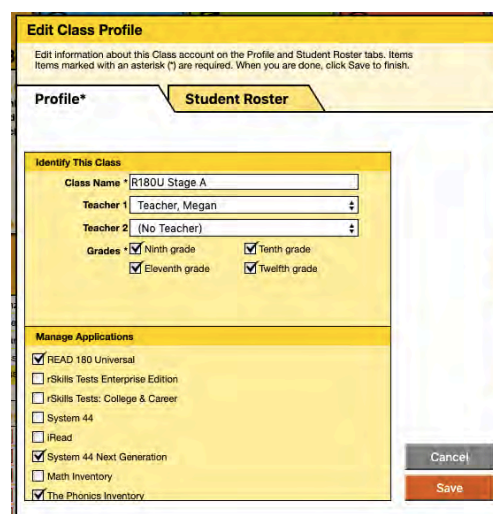


Setting Up Your Class

In order to access Literacy Classes in Teacher Central, each class should be associated with Interchangeable Literacy products. This can also be done in SAM or HMH Teacher Central.

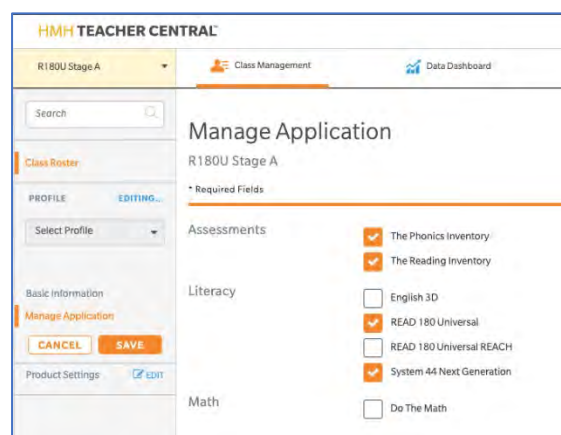
To set up the class from SAM:

1. From the Roster tab, click **Edit Class Profile** in the upper right-hand corner.
2. In the Manage Applications field, click *Reading Inventory*, *Phonics Inventory*, *READ 180 Universal*, and *System 44 Next Generation*
3. Click **Save**

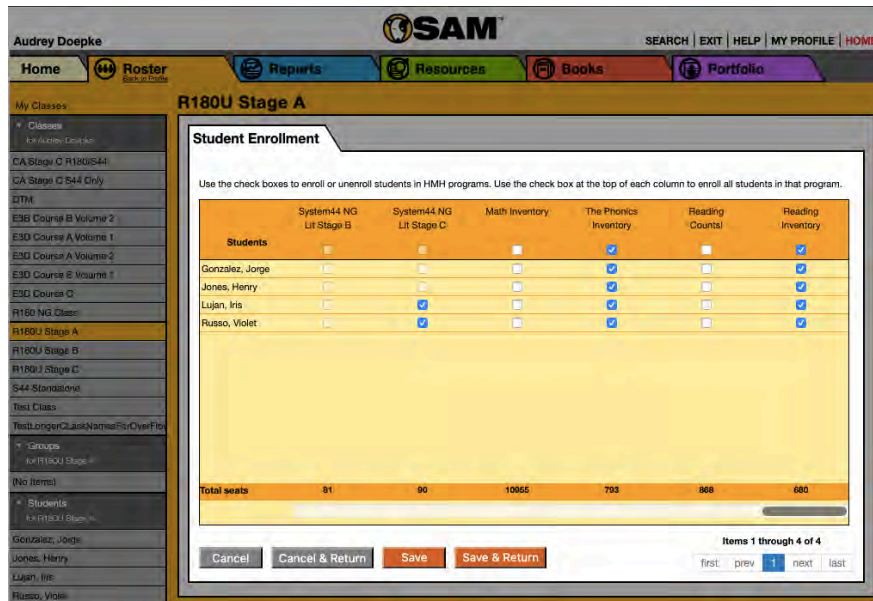


To set up the class with HMH Teacher Central:

1. Log in to HMH Teacher Central and click **Class Management** from the home screen.
2. Click the **Edit** link, then click **Manage Applications**. Click the check boxes next to *Reading Inventory*, *Phonics Inventory*, *READ 180 Universal*, and *System 44 Next Generation*
3. Click **Save**.

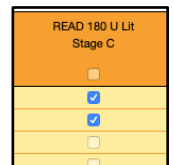


Enrolling Students With Literacy Licenses Using Student Achievement Manager (SAM)



To enroll students in Interchangeable Literacy Products in SAM,

1. Log into SAM and click **Manage Student Enrollments** from the Roster tab.
2. Click the checkbox at the top of the class list to enroll the entire class in *Reading Inventory* and/or *Phonics Inventory*. Click **Save**.
3. When all students have taken the *Reading Inventory* assessment and/or *Phonics Inventory* assessment, review scores for program placement.
4. Using the same steps above, select the checkbox to enroll students in their corresponding stage of either *READ 180 Universal Lit* or *System 44 Next Generation Lit*.



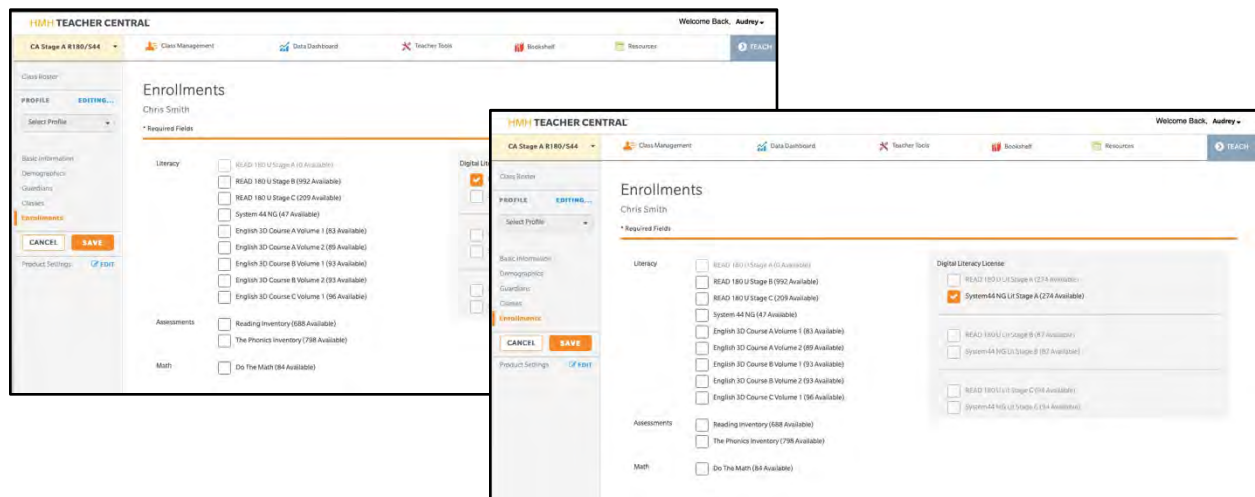
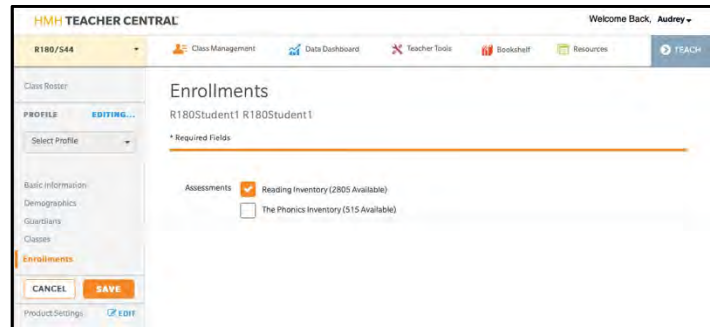
Note that when using the Interchangeable Literacy License, students may only be enrolled in one program and one stage at a time.

Enrolling Students With Literacy Licenses Using HMH Teacher Central

Teachers may also use HMH Teacher Central to enroll students in the *Reading Inventory* and *Phonics Inventory* assessments, as well as *READ 180* Universal Lit and *System 44* Next Generation Lit. Changes made on one platform will appear on the other automatically.

To enroll students in Interchangeable Literacy Products in HMH Teacher Central,

1. From the Class Roster screen, click the linked student name.
2. Click **Enrollments** from the left menu screen.
3. Click the checkbox next to *Reading Inventory* and/or *Phonics Inventory* to enroll the student in assessments for placement. Click **Save**.
4. When all students have taken the *Reading Inventory* assessment and/or *Phonics Inventory* assessment, review scores for program placement. (For more information, see the *READ 180 Universal Professional Learning Guide*.)



5. Using the same steps above to access student enrollment, locate the **Interchangeable Literacy License** section in HMH Teacher Central
6. Select the checkbox to enroll students in their corresponding stage of either *READ 180* Universal Lit or *System 44* Next Generation Lit.

Note that when using the Interchangeable Literacy License, students may only be enrolled in one program and one stage at a time.

When students are enrolled in their appropriate programs, be sure to communicate enrollment numbers to the school administration to ensure there are enough support materials for each group of students.