English 3D
Technology User's Guide

For use with the *English 3D Issues Book* Digital Edition, *Issue Test* Application, HMH Student Central™, and HMH Teacher Central™

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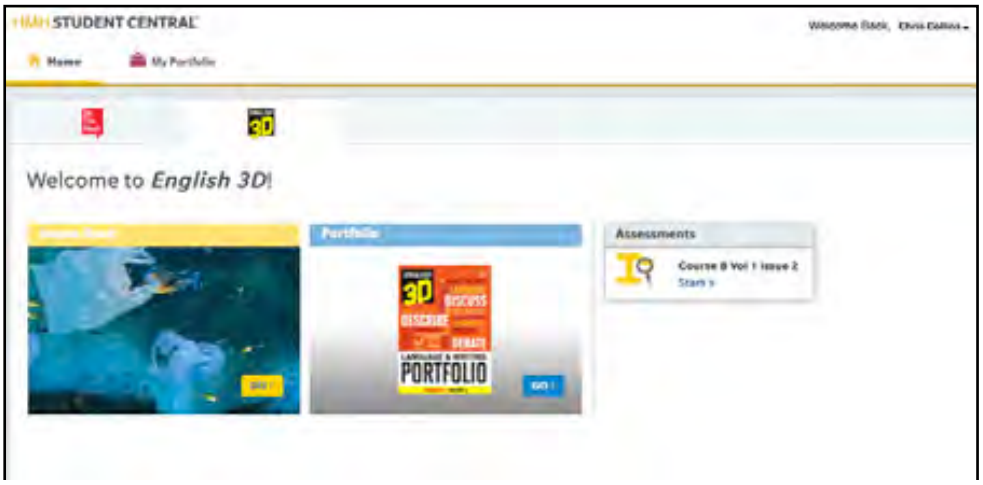
Overview

English 3D, HMH Student Central™ and HMH Teacher Central™

English 3D is a powerful English language development program designed to help struggling students accelerate English language proficiency and develop the academic language skills they need for success in college and career. The *English 3D* technology includes the online *Issue* book and Issue Tests.

English 3D also includes a new teacher platform–HMH Teacher Central–that provides teachers with instructional planning, actionable class and student data, enhanced assessment, and observational tools.



English 3D technology consists of:

- **HMH Student Central**: Provides students' access to the English 3D Student Application and associated programs.
- ***English 3D Issues* Book and *Language & Writing Portfolio* Digital Edition**: The digital, interactive version of the *English 3D Issue* book.
- **Issue Test App**: Provides students with online Issue Tests which are submitted to the teacher in HMH Teacher Central.
- **HMH Teacher Central**: Provides instructors with planning and assessment tools, program settings for classes and students, student data reports, and interactive support materials.
- **HMH Tech Central**: Allows district and school technical administrators to set product settings for an entire district or school.

HMH Student Central may also contain links to other HMH programs. For more information and instruction on these programs, see the manuals located at the Product Support website, hmhco.com/productsupport (*page 50*).

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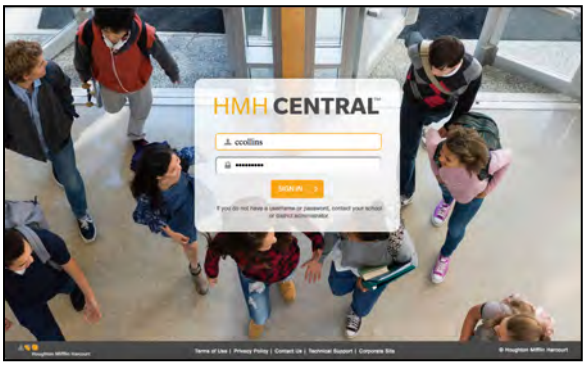
Using HMH Student Central

Students are enrolled in *English 3D* through HMH Teacher Central or SAM (*page 33*). Once students are enrolled, they may log in to HMH Student Central on a student workstation or mobile device. To open the Login screen, open the workstation's browser program and select the HMH Central Login screen bookmark.

Contact the school or district Student Achievement Manager (SAM) administrator for the HMH Student Central URL if it is not bookmarked.

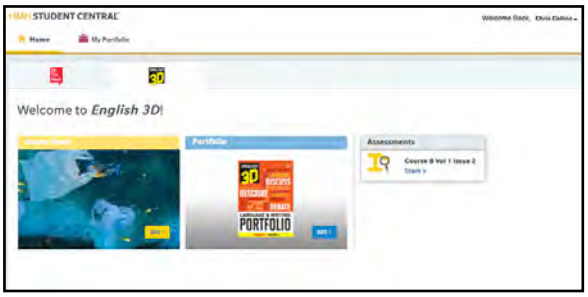
Logging In

Log in with a SAM username and password, and click **Sign In** to go to the Student Access screen.



At the HMH Gateway, click the ***English 3D*** icon to enter HMH Student Central.

From the HMH Student Central screen, click the *English 3D* tab, then click **Go** in the *Issue* or *Portfolio* book field to open the digital book (students who are only enrolled in *English 3D* will go directly to this screen). To launch an assigned Issue Test, click the **Start** link in the Assessments menu.



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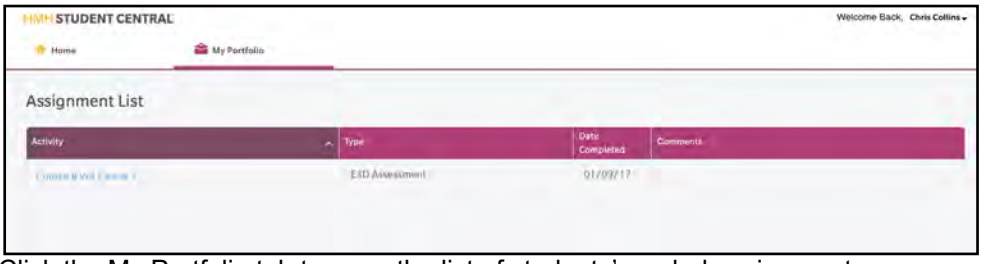
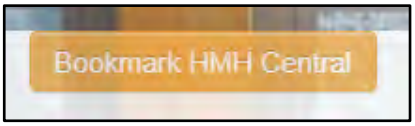
My Portfolio

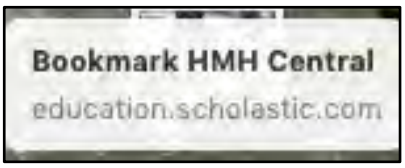


Click the My Portfolio tab to open the list of students' graded assignments. Students will see a list of their reviewed Issue Test assignments. To view the assignments, click the assignment link. Students see their work as reviewed by the teacher in HMH Teacher Central (*page 29*).

Bookmarking the HMH Gateway



HMH Central users may bookmark their HMH Gateway page easily by using the Automatic Bookmark feature.

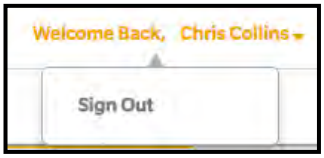


To bookmark the HMH Gateway page in Explorer or Firefox, click the **Bookmark HMH Central** button on the HMH Gateway login screen. To bookmark the HMH Gateway page in Chrome, Safari, or Microsoft Edge, select the **Bookmark HMH Central** button, then drag and drop the button to the bookmark bar in the browser.

Users may also drag and drop the **Bookmark HMH Central** button to their desktop to create a desktop bookmark.

Logging Out

To log out of HMH Student Central at any point, click the arrow next to the student name at the top of HMH Student Central, then click **Sign Out**.



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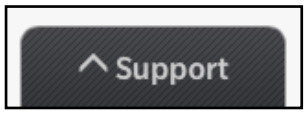
The *English 3D Issue* Book and *Portfolio* Book Digital Edition

The eReader

When students click **Go** from HMH Student Central, they open their digital *Issue* book. Students read their digital *Issue* book using the eReader.

In the eReader, students may read the title and use the arrows to turn the pages. They may also click **Support** to view the eReader Support Tray.



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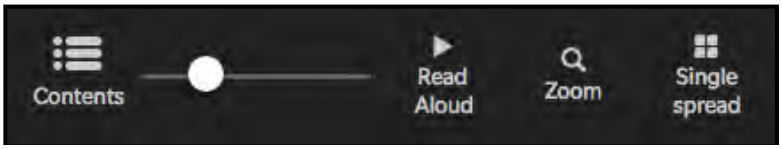
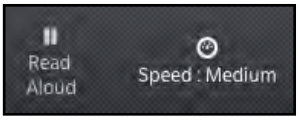


The Support Tray has these tools to help students in the eReader.

Contents: Click to view the book's table of contents. Click a heading in the table of contents to move to that portion of the book.

Slider: Click and hold the Slider button to move through the pages of the book in the eReader. As the button moves along the Slider, the page numbers are seen in the Slider.

Read Aloud: Click **Read Aloud** to hear the text read. The button toggles between the play and pause function; click the button again to pause the reading.



In Read Aloud mode, the portion of the book being read is highlighted in yellow and the actual word being read is highlighted in blue. This highlight moves through the passage as the reading continues.

Clicking **Read Aloud** reveals the Speed tool in the Support Tray. This allows students to adjust the speed of the read. Click the tool to change the speed to Very Slow, Slow, Medium, or Fast (the default setting is Medium).

Zoom: Click **Zoom** to show the page larger in the eReader. Click it once to view the page two-times larger; click it a second time to view it three-times larger. Clicking the Zoom tool a third time returns the page to its normal view.

Spread: Click the Spread tool to change the display from single page to double page. The button toggles between single- and double-spread pages; click the button a second time to change the view (some titles appear only in double-spread mode).

Click the "X" icon at the top of the screen to return to HMH Student Central.

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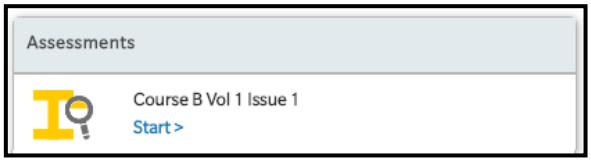
Issue Test App

When students are assigned Issue tests, their assignment appears in the Assessments tab on HMH Student Central. Click **Start** to open the Issue Test App.



Issue Tests are assigned through the Assignment Board in HMH Teacher Central (*page 29*).

Taking an Assessment

When students click **Start** from the Assessment listing in their Assessments menu, they go to the Issue Tests Welcome screen. Click **Go On** to launch the Assessment.

The Issue test contains four types of text-based choice questions: word bank questions, selected-response questions, paraphrasing questions, and text structure questions. When students are satisfied with their answers, they click **Next** to proceed to the next question. Students may click a different choice to change their answers prior to clicking **Next**.

Students may also click **Log Out** at any point in the test; their work will be saved, and they will continue with the test at the point they left off the next time they log in.

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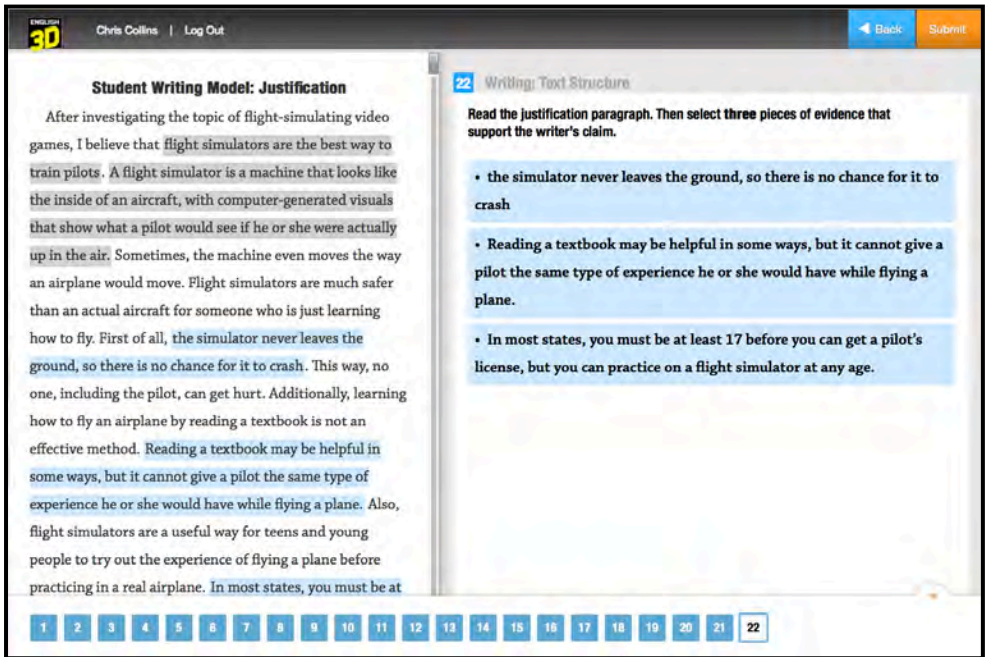
Using the Test Screen

The Test Screen is the main screen of the Issue Test app. From this screen, students see the question and the answer choices. Students answer the question, then click **Next** to move to the next question. Click **Back** to move back through the questions. Students may change any answers until they submit their assessments (*page 13*).

The Progress Bar



Clicking **Progress** at the bottom of the screen shows the Progress Bar, which students may use to move through the questions on the test. Answered questions appear in blue; unanswered questions appear in gray. The current question appears in white.

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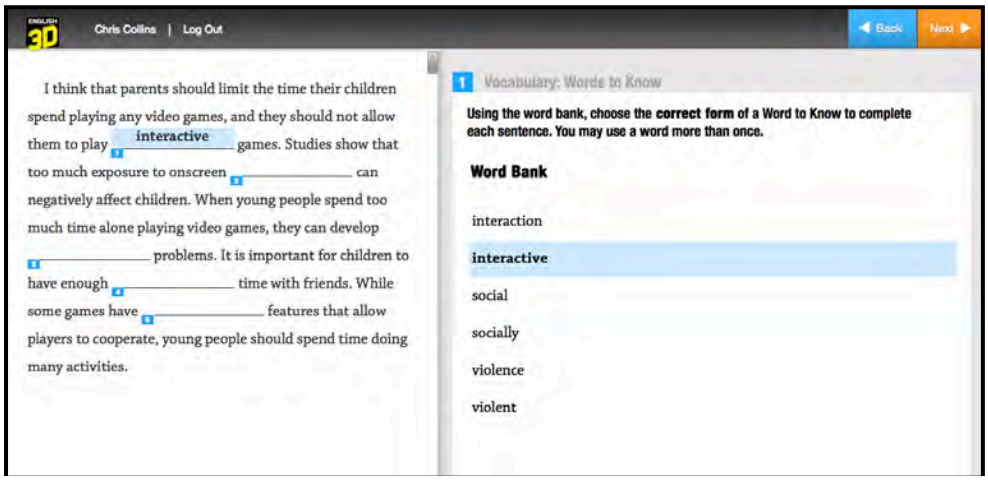
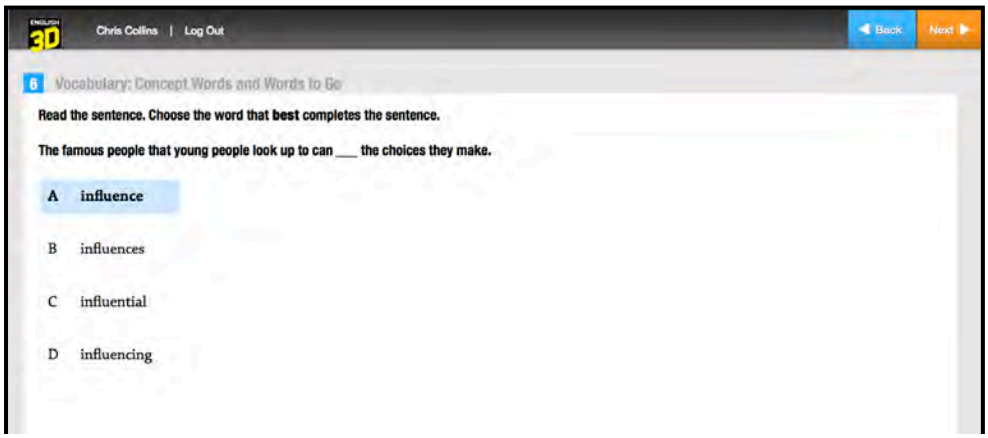
Answering Word Bank Questions



To answer Word Bank questions, click the word that correctly fills in the blank space. Click **Next** to move to the next space and repeat the process.

Answering Selected-Response Questions



Selected-response questions require students to choose an answer from one of four choices. To answer a selected-response question, students select an answer by clicking their answer choice. If satisfied with the answer, click **Next** to proceed to the next question. Students may click a different choice to change their answers prior to clicking **Next**.

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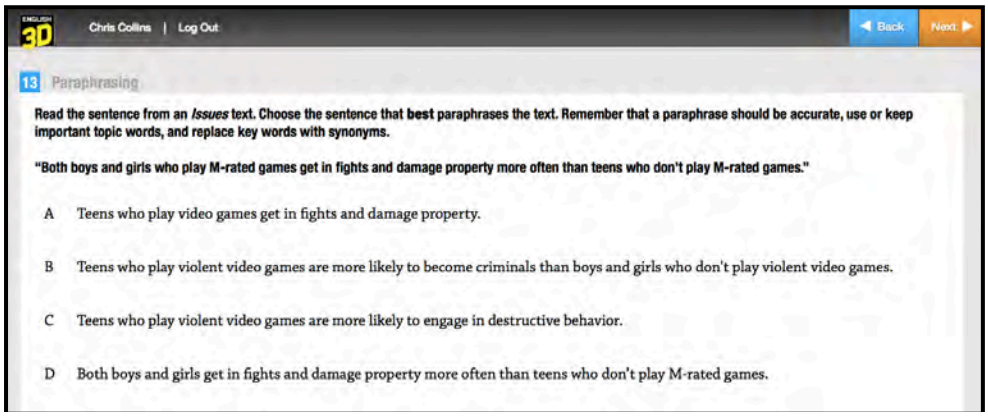
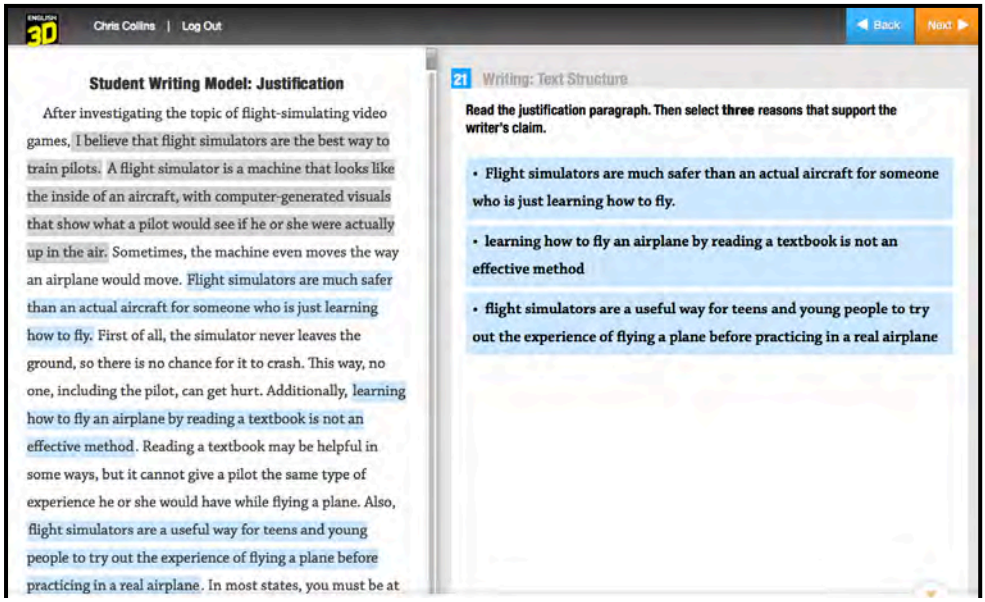
Answering Paraphrasing Questions



To answer a paraphrasing question, click the best choice to replace the selected text. If satisfied with the answer, click **Next** to proceed to the next question. Students may click a different choice to change their answers prior to clicking **Next**.

Answering Text Structure Questions



To answer text structure questions, select the highlighted text passage that best answers the question. If satisfied with the answer, click **Next** to proceed to the next question. Students may click a different choice to change their answers prior to clicking **Next**.

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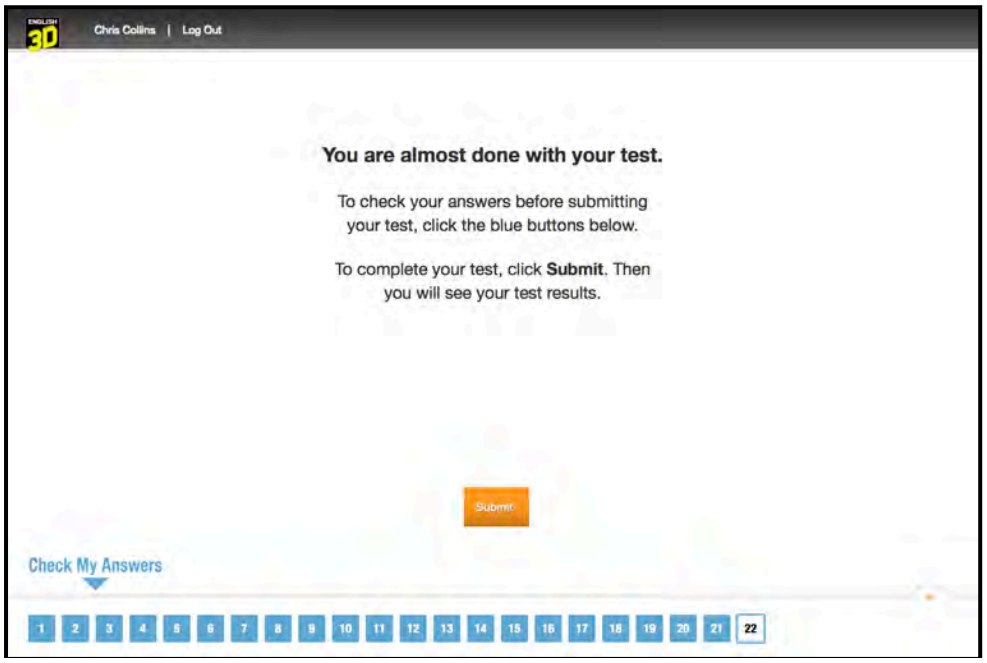
Finishing an Assessment



When students click **Next** after their last question, the Issue Tests app checks to make sure they have answered all of the questions. Students are prompted to answer questions they skipped and to review their work. The Progress Bar indicates answered questions in blue and unanswered questions in gray.

Tests are not finished until students answer all questions. Once students have answered all skipped questions, they may click **Submit**. When they do, all responses are recorded as final, and assessments are forwarded to HMH Teacher Central. Students may not do any further work on this assessment at that point.

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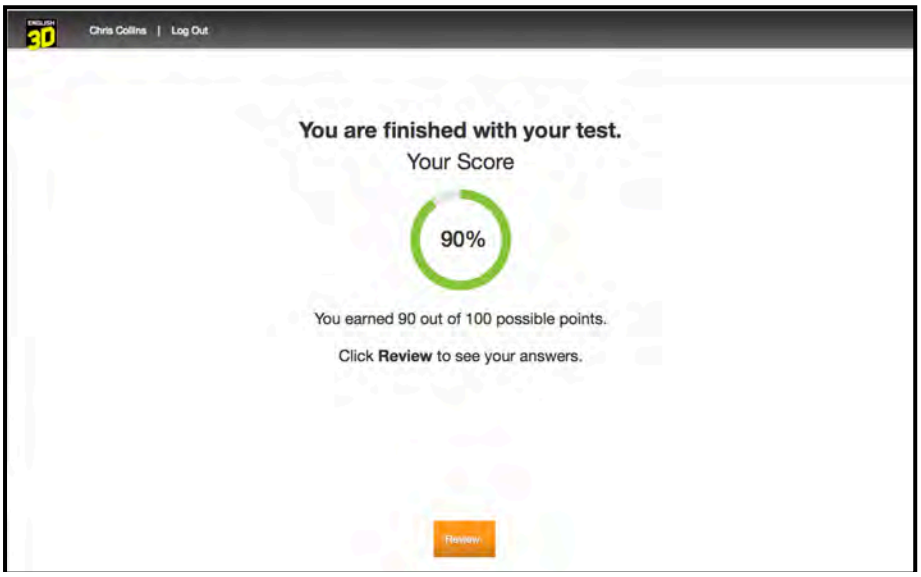
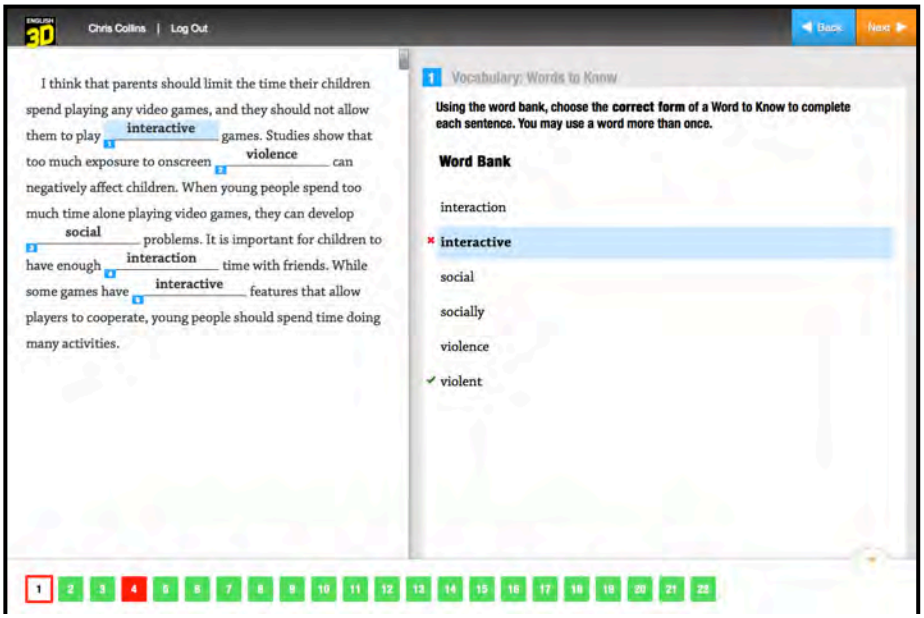
Viewing Assessment Results



The Results Screen allows students to see how well they performed on the Assessment. Results appear as a raw score as well as a percentage. Students may click **Review** to view the Progress Bar and review their Assessment.



In the Progress Bar, correct answers are shown in green and incorrect answers are shown in red. A green check appears next to the correct answer. A red "X" appears next to each incorrect answer.

After reviewing their test results, students click **Log Out** to exit the Issue Test app

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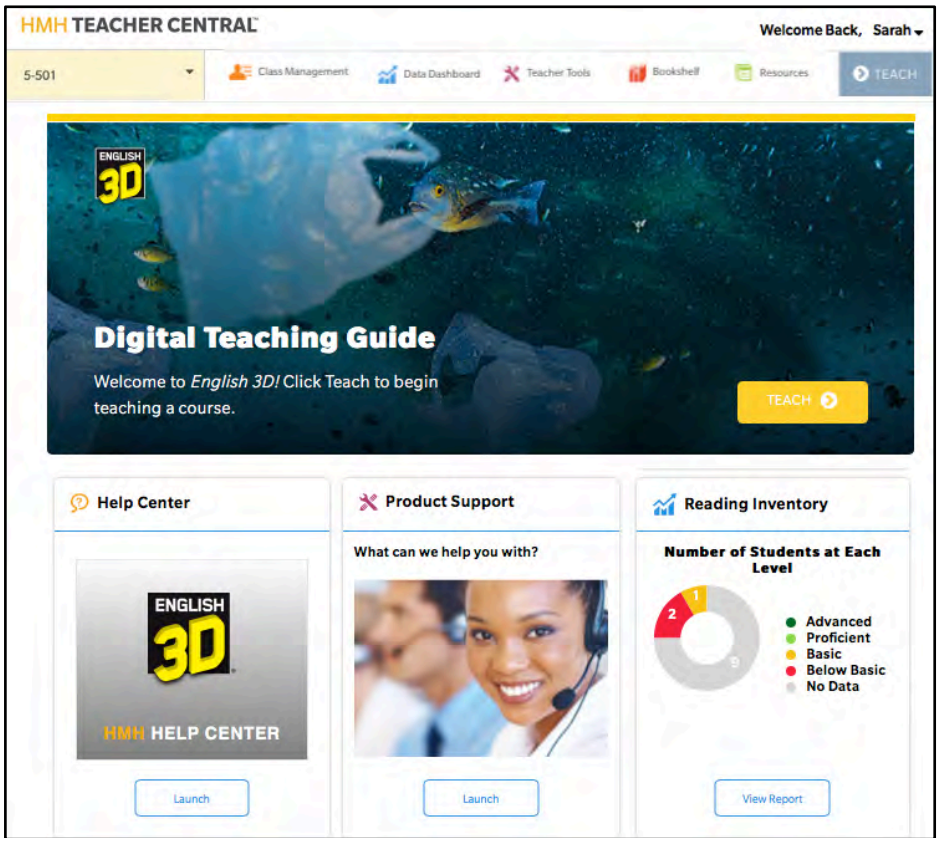
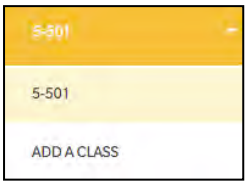
HMH Teacher Central



HMH Teacher Central provides teachers with student data, classroom management tools and instructional resources. HMH Teacher Central also allows teachers to create classes, enroll students, customize learning experiences, track progress and performance in the software, and generate reports on student and class work.

The HMH Teacher Central Home Screen provides access to these features (the Bookshelf link is a function of *READ 180* Universal):



- **Class Menu**: Click to access each class spaces.
- **Class Management**: Click to access class management tools, rosters, and enrollments.
- **Data Dashboard**: Click to access the *English 3D* reports.
- **Resources**: Click to access downloadable classroom and teacher resources.
- **Teach**: Click to access the Digital Teaching Guide and Teacher Tools.

The Home screen also displays data snapshots of *Reading Inventory* reports at the bottom of the Home screen. Click **View Report** to view the full report. There are also widgets that connect to the *English 3D* Help Center and the *English 3D* Product Support site (*page 50*).

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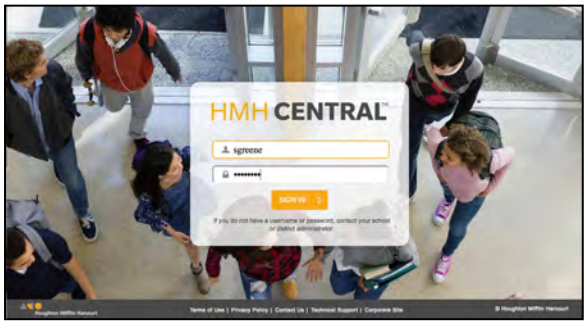
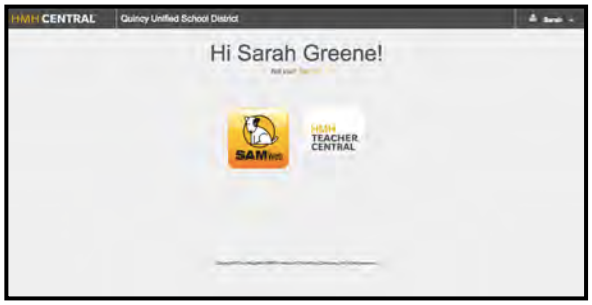
Logging In to HMH Teacher Central

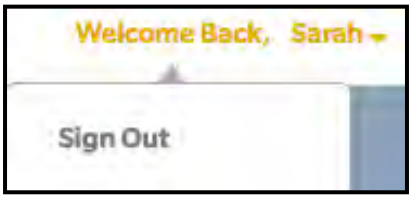
From the HMH Teacher Central URL, log in with the HMH Teacher Central username and password (see the district or school administrator for the URL and username and password) to open the Educator Access Screen. Bookmark the URL for easier use.



From the HMH Gateway, click the HMH Teacher Central icon to open HMH Teacher Central.

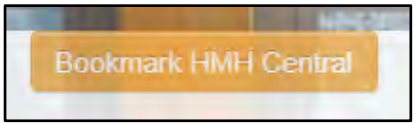


To log out of HMH Teacher Central, click the teacher name at the top of the screen, then click **Sign Out**.

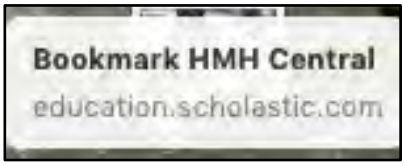


Bookmarking the HMH Gateway

HMH Central users may bookmark their HMH Gateway page easily by using the Automatic Bookmark feature.



To bookmark the HMH Gateway page in Explorer or Firefox, click the **Bookmark HMH Central** button on the HMH Gateway login screen. To bookmark the HMH Gateway page in Chrome, Safari, or Microsoft Edge, select the **Bookmark HMH Central** button, then drag and drop the button to the bookmark bar in the browser.



Users may also drag and drop the **Bookmark HMH Central** button to their desktop to create a desktop bookmark.

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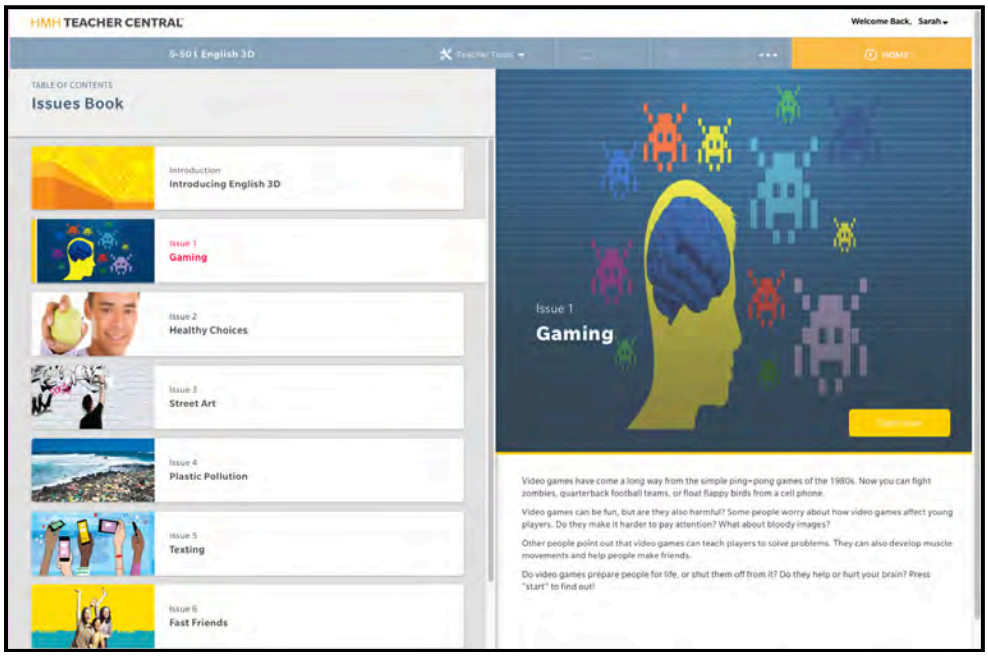
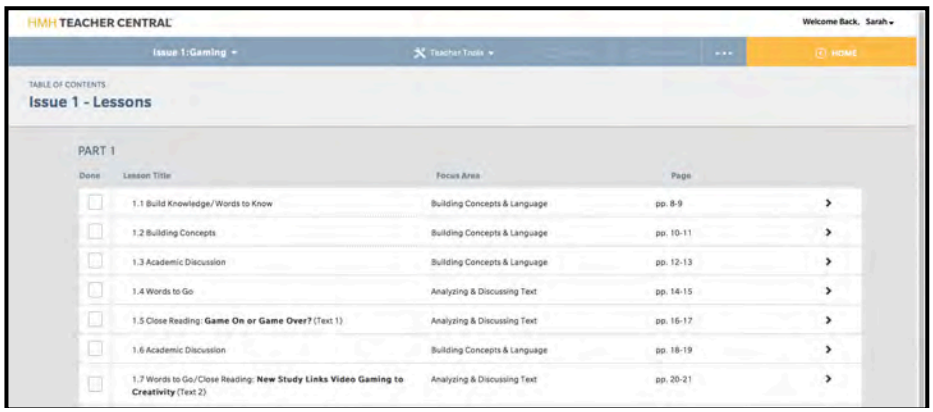
Digital Teaching Guide and Teacher Tools



Click **Teach** from the Home Screen to open the Digital Teaching Guide and Teacher Tools. The Digital Teaching Guide is an online version of the *English 3D Issue Book Teacher's Edition.* It also features tools for presenting lessons from the *Teacher's Edition* in the classroom.

The Digital Teaching Guide opens on the Teacher Edition table of contents. Click an Issue from the list at left to open the Issue's introduction screen, which contains a preview of the Issue. Click **Open Issue** to view the Issue's lessons and tools.



Opening the Issue shows a list of lessons. To open the Digital Teaching Guide lesson, click the arrow icon or the lesson row. Click the **Done** checkbox when the lesson is completed.

To return to the HMH Teacher Central Home Screen, click **Home** at the top of the screen.

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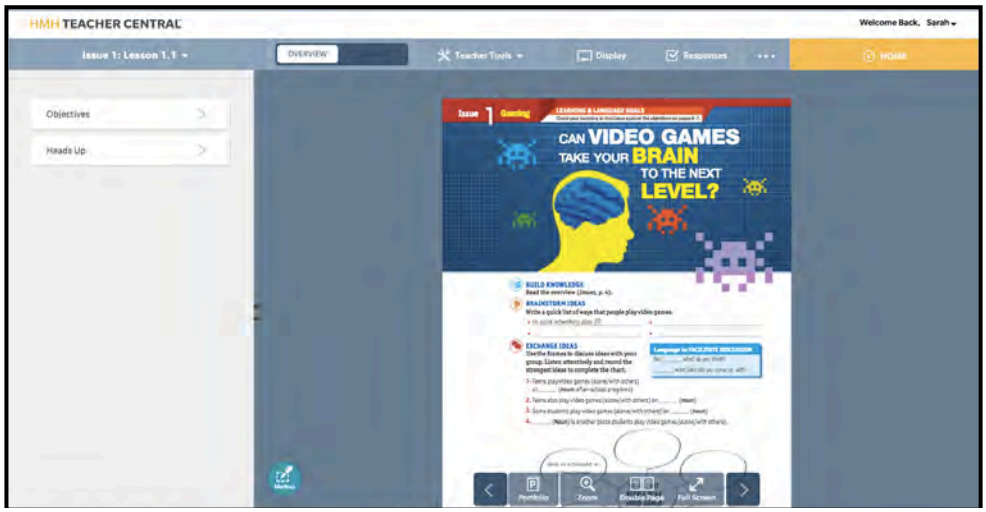
Displaying the Lesson

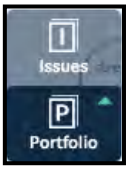


After selecting the lesson, the Digital Teaching Guide opens to the selected lesson in an eReader. The Lesson and Overview links are in the left pane of the screen.

Display Tools

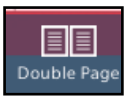
At the bottom of the eReader are display tools.

Click the arrows on the left or right of the toolbar to scroll through the pages of the lesson in the Digital Teaching Guide.



Click **Portfolio** to toggle between displaying the page from the *Issues* book and the *Portfolio* book.

Click **Zoom** to magnify the page in the eReader. Use the slider to adjust the magnification.



Click the Page View tool to change the page view from a single-page spread to a double-page spread (clicking it a second time returns it to the original view). The button toggles between the two settings.

Click **Full Screen** to close the Lesson and Overview links and show only the Digital Teaching Guide.

Click **Markup** to open the Highlighter tool.

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Displaying and Projecting the Lesson

Projecting the Digital Teacher's Edition allows teachers to direct a lesson to the class using HMH Teacher Central. Projection Mode displays the Workshop pages to the class while teachers direct the exercises from their desktops, laptops, or tablets.

Teachers may project the lesson using a single device, such as a desktop or laptop computer, or using multiple devices, such as a desktop and a tablet.

Projecting With a Single Device

To project the Digital Teacher's Edition from a single device, set the display on the computer to Extended Mode (see the computer's documentation for more information), and connect the device to a projector. The projector will now act like a second display.

Log in to HMH Teacher Central, and open the Digital Teacher's Edition. Launch a lesson.

From the top of the Lesson screen, click the **Launch Display** button.

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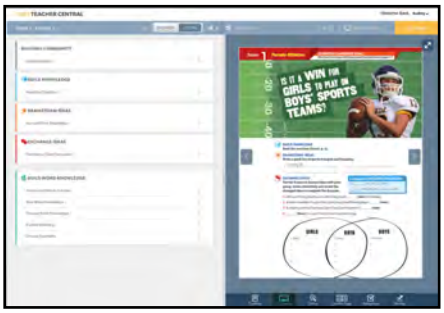
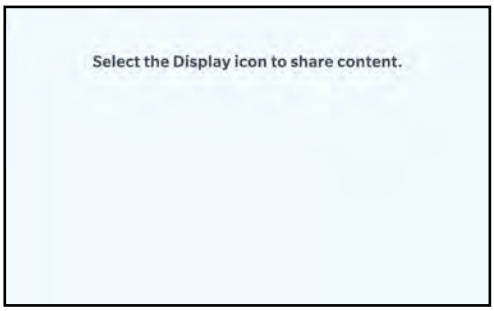
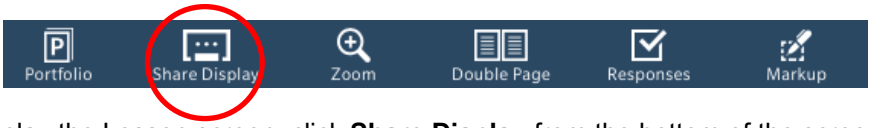


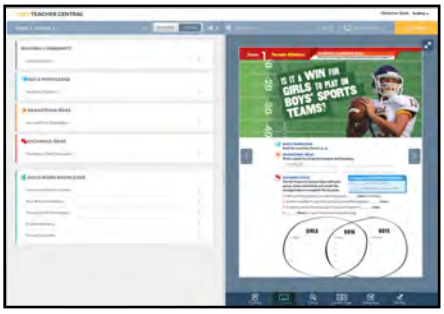


Teacher View **Student View**

The Display screen will open in a new browser window with the above message. Drag the Student View screen to the projection display. This will project the Student View to the class.

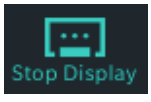


To display the Lesson screen, click **Share Display** from the bottom of the screen. The page now appears on the Display screen currently being projected. All commands made on the Lesson screen will also be followed on the Display screen.



Teacher View **Student View**

The **Share Display** button toggles to **Stop Display** when the lesson is being displayed. To stop the display, click **Stop Display.**



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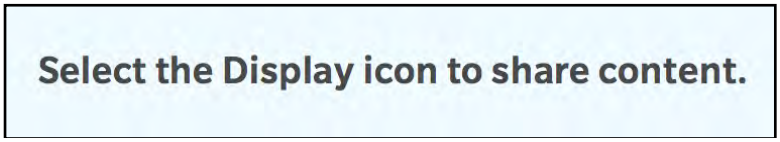
Projecting With Multiple Devices

To use projection with a second device, such as a tablet, set the display on the desktop or laptop computer to Mirror Mode. The tablet will control what is being displayed.

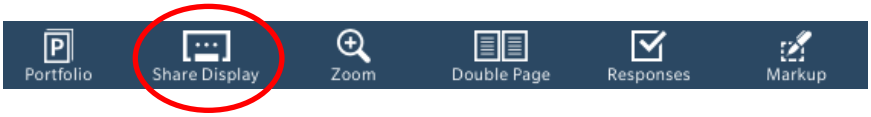
From the desktop or laptop computer, log in to HMH Teacher Central, open the Digital Teacher's Edition, and click the **Launch Display** button.



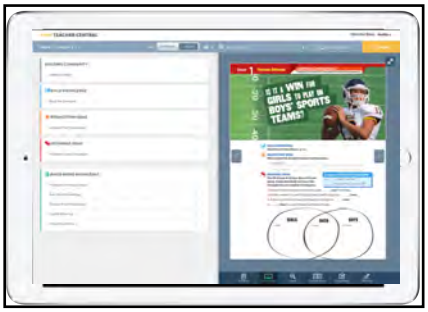
Student View

The Display screen will open in a new browser window with the above message.

Now log in to HMH Teacher Central on the tablet with the same username and password as on the first device.



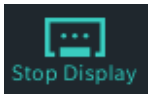
Navigate to the Lesson screen, and click **Share Display** from the bottom of the screen. The page now appears on the Display screen currently being projected. All commands made on the Lesson screen will also be followed on the Display screen.



Teacher View

Student View

The **Share Display** button toggles to **Stop Display** when the Workshop is being displayed. To stop the display, click **Stop Display.**



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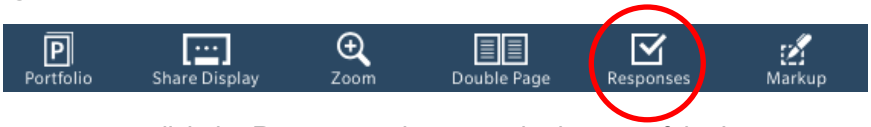
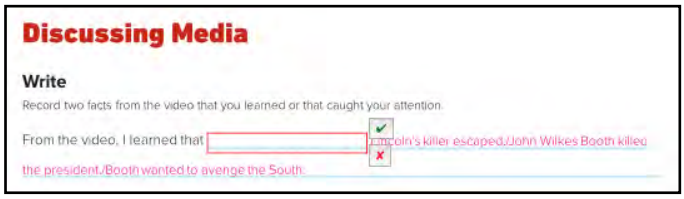
Setting Responses



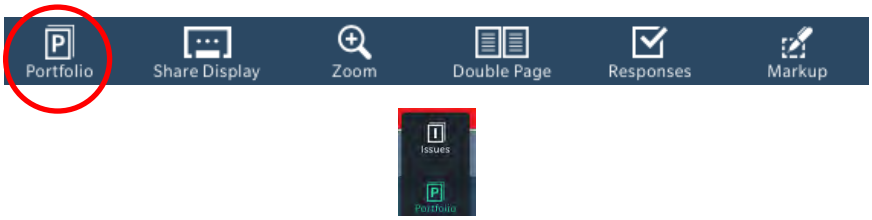
To set responses, click the **Responses** button at the bottom of the Lesson screen.

When the **Responses** button is clicked, annotations are visible on the Lesson screen, but not in the Display screen. To show the annotation on the Display screen, click the annotation on the Lesson screen to show the **Display** and **Create** commands. Click **Display** to show the annotation on the Display screen. Displayed annotations are highlighted in gray.



To change an annotation, click or tap it, and select **Create**. A text box will appear allowing you to enter your own response. To show it in the Projection window, click the green check. To delete it, click the red "X."

Display Tools



Portfolio: Click to toggle between Portfolio view and Issues view.

Zoom: Click **Zoom** to magnify the page onscreen. Clicking **Zoom** opens a slider. Move the slider up to zoom in, or move it down to zoom out.

Page View: Click the page view tool to change the page view from a single-page spread to a double-page spread. (Clicking it a second time returns it to the original view.) The button toggles between the two settings.

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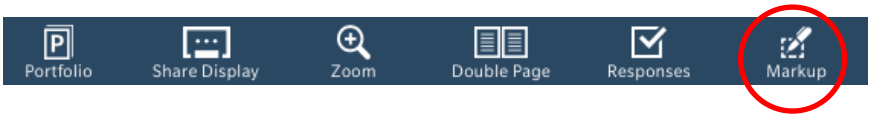
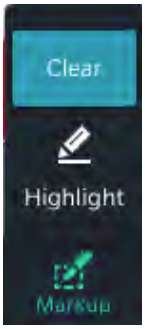
Markup Tool



Click **Markup** to open the Highlighter tool.



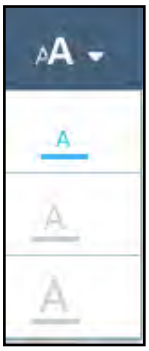
Use the Markup Tools to highlight text on the Lesson screen and when projecting the Display screen.

Click the Markup button to reveal the Highlight tool.

Click **Highlight** to turn the cursor to a highlighter. Drag the cursor over the text to be highlighted, and it will highlight in yellow. Click **Clear** to clear the highlighting.

Click the Markup button a second time to close the Markup Tools.

Font Sizes



Click the font icon at the top of the Lesson screen to show Font Sizes. Click the desired letter to change the font size on the Lesson screen.

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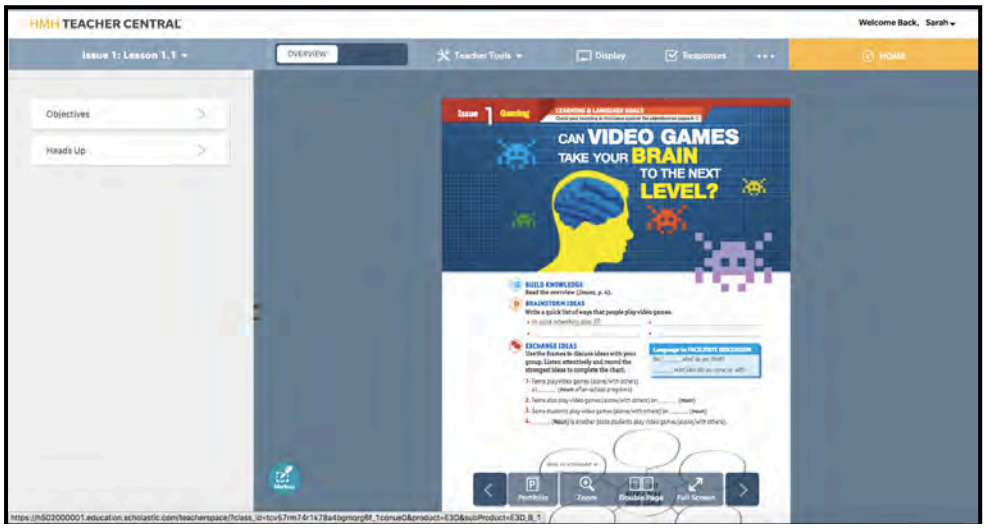
Lesson Plans and Lesson Overview



The left screen pane toggles between the Lesson Plans and Lesson Overview. Click the switch in the toolbar to toggle between the two views.

Click and drag the tab icon between the pane and the eReader to adjust the size of the pane.

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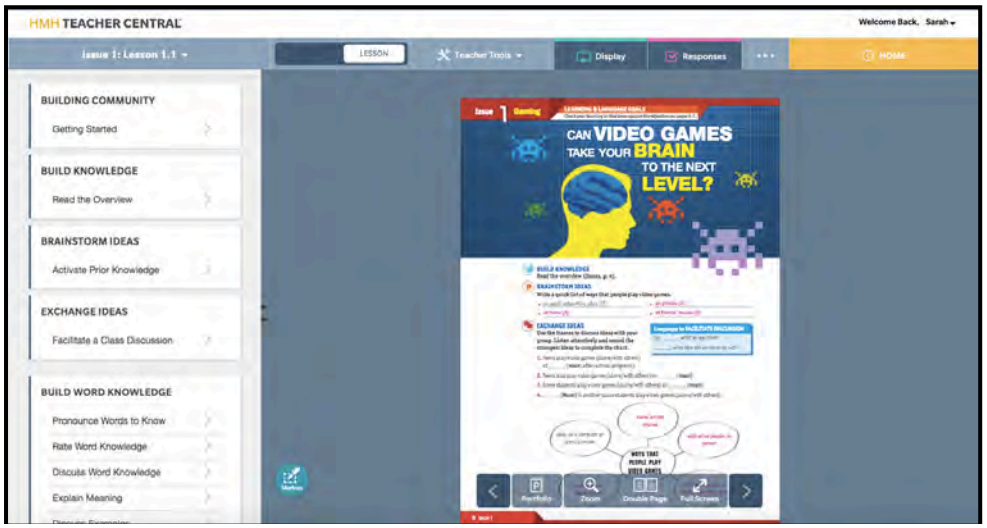
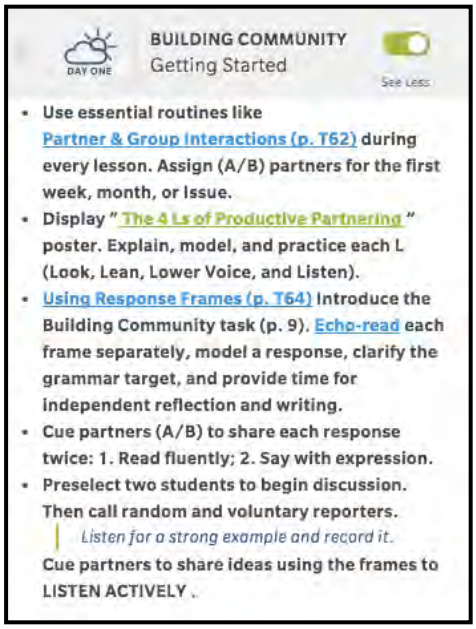
Lesson Plans



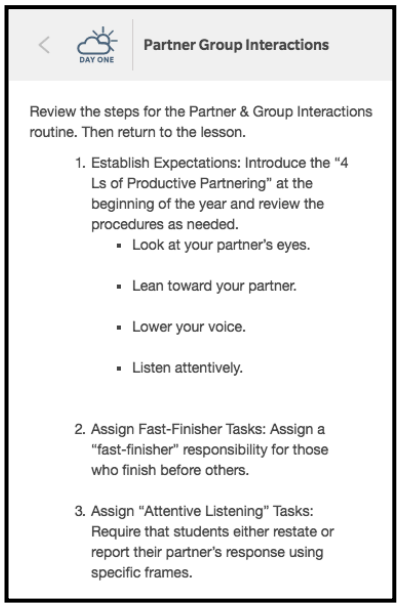
Click **Lesson** to open the Lesson Plan in the pane.

The Lesson Plan shows the different parts of the lesson as clickable links. Click a link to view it in detail.



Click the green link to show the resource in the eReader screen.

For information on the particular routine, click the link at the top of the pane. To adjust the amount of information displayed, use the **See More/See Less** switch. Click the links to view support materials in the Lesson Plan.



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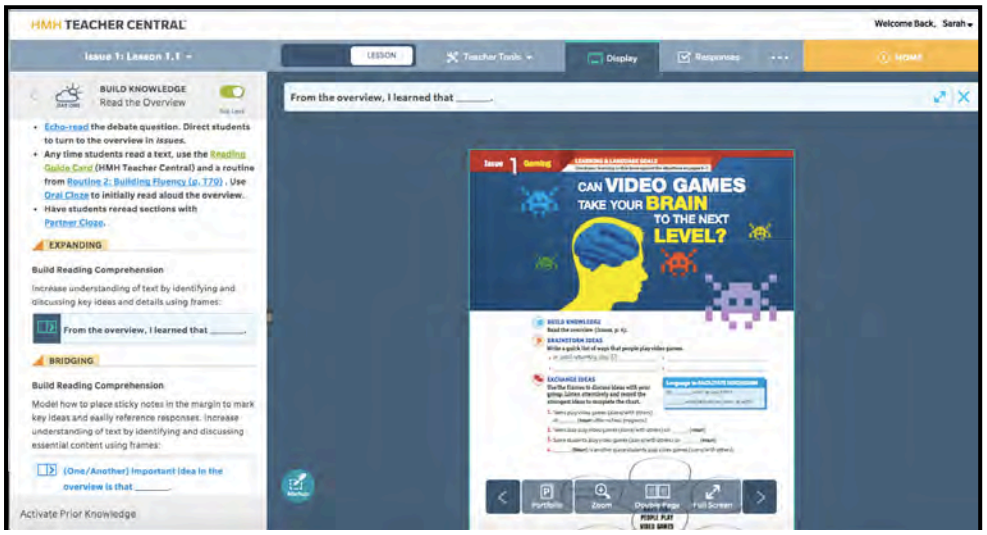
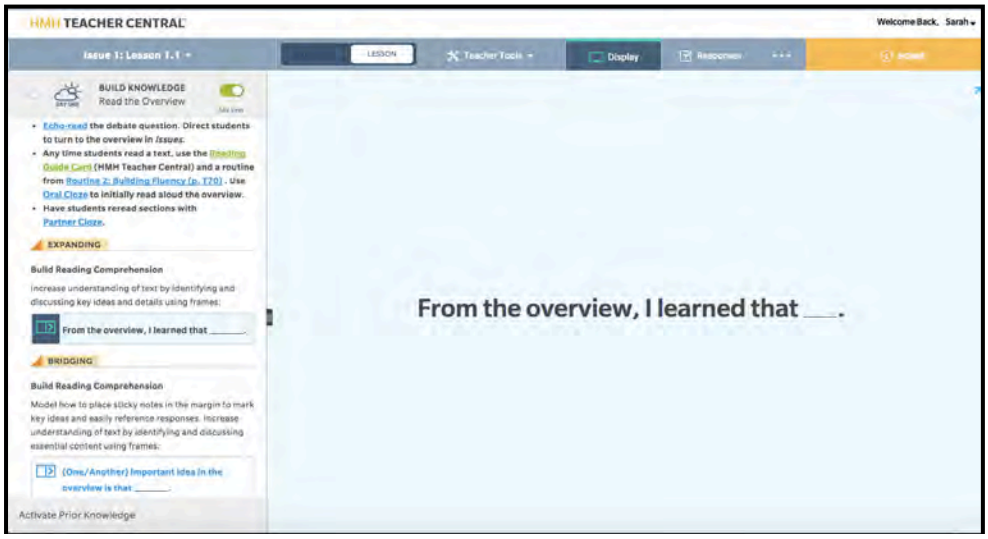
To display the lesson prompt, click the display icon in the Lesson Plan.

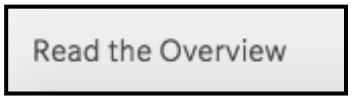


With the screen in Display Mode or Projection Mode, the prompt will appear in the eReader. Click the X icon to close it.



To view the prompt fullscreen, click the fullscreen icon. To return to the eReader, click the icon again.

At the bottom of the pane is the next sequential prompt. Click it or scroll through the pane to continue through the Lesson Plan.



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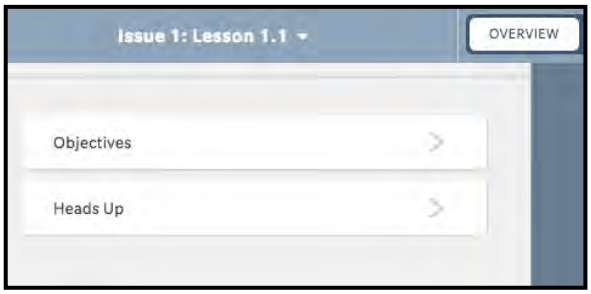
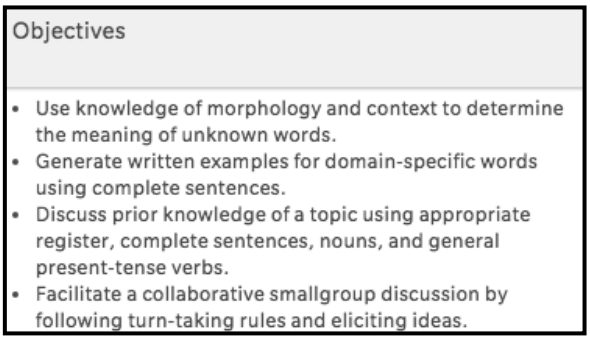
Lesson Overview



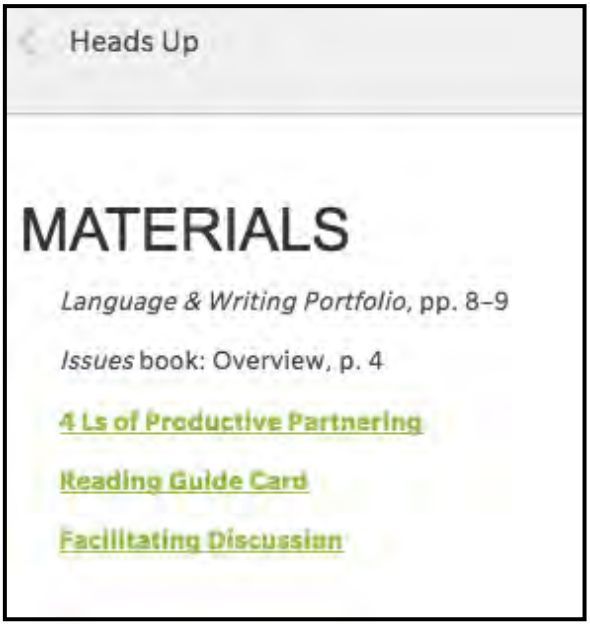
Click **Overview** to open the Lesson Overview in the pane.

Overview lists objectives, data, and lesson prompts for the lesson. Click each heading to view it in detail.

Objectives list the primary goals of the lesson.



Heads Up presents a list of materials related to the lesson.



At the bottom of the pane is the next Overview heading. Click it or scroll through the pane to continue through the Overview.

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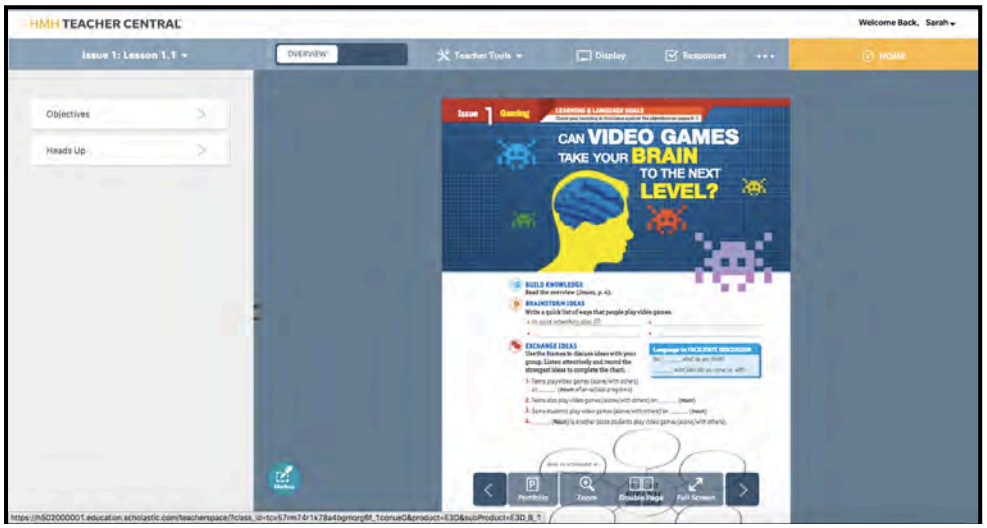
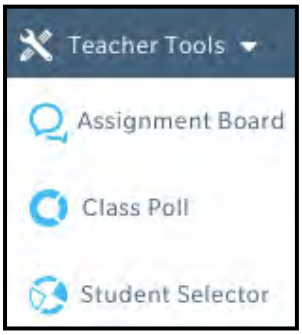
Teacher Tools



Teacher Tools are a menu of tools for teachers to use while teaching the Digital Teaching Guide lesson.

Click **Teacher Tools** at the top of the Digital Teaching Guide screen to open the pull-down menu of tools.



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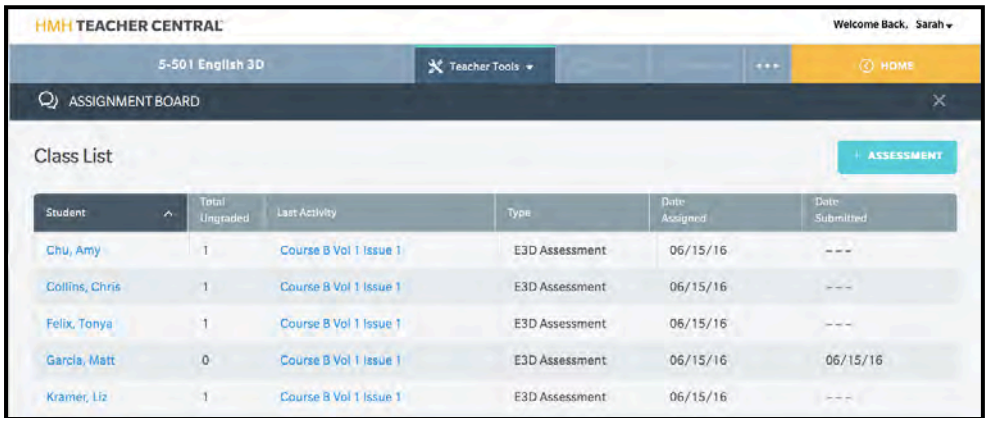
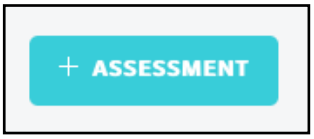
Assignment Board

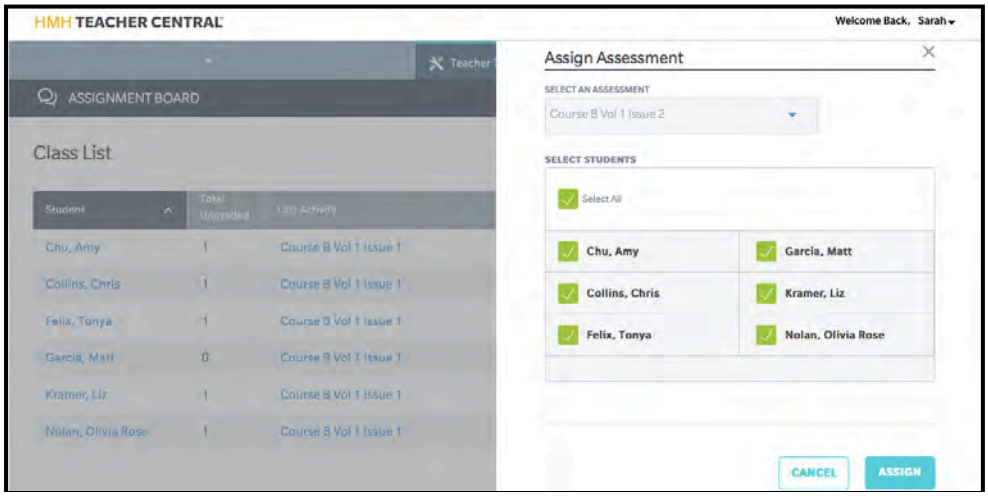


The Assignment Board allows teachers to assign Issue Tests to students and then view and review student work once they have submitted it back to the teacher. The Board shows assigned and submitted work, and also which assignments are waiting to be graded.

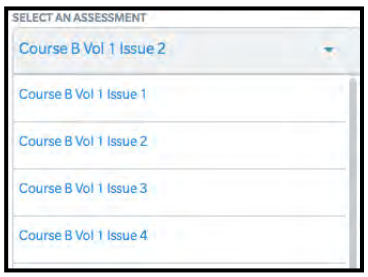
To access the Assignment Board, click **Assignment Board** from the Teacher Tools pull-down menu.

To use the Board to assign work to students, click the **+Assessment** button. This opens the Assign Assessment window.





Select the assessment from the pull-down menu at the top of the window. Click the level desired for each student, either A or B, or select the level for the whole class at the Select All field. Click **Assign** to send the assignments to students. The date will appear in the Date Assigned column of the Assignment Board.



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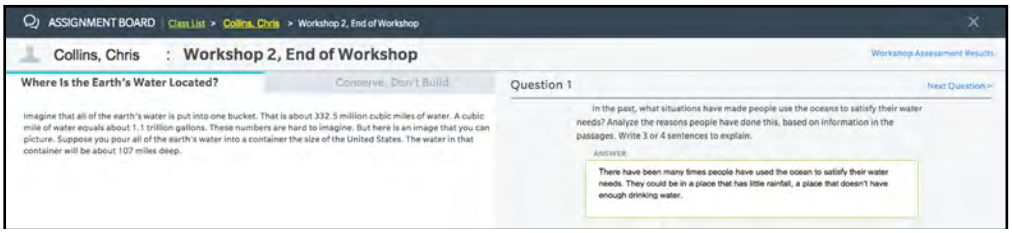
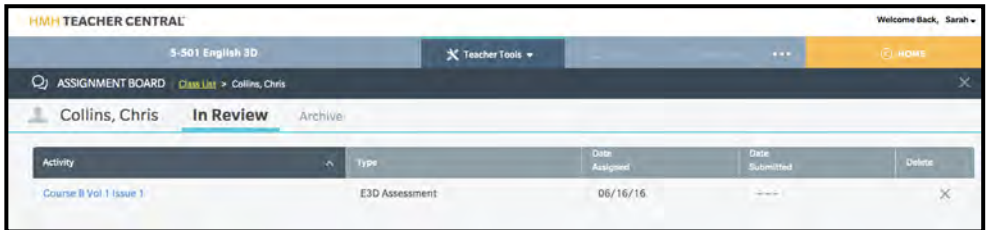
To review the assessment, click the assessment name on the Assignment Board.



In the review area, teachers can review student answers to an Issue Test. Click **Next Question** or **Previous Question** to scroll through student responses.

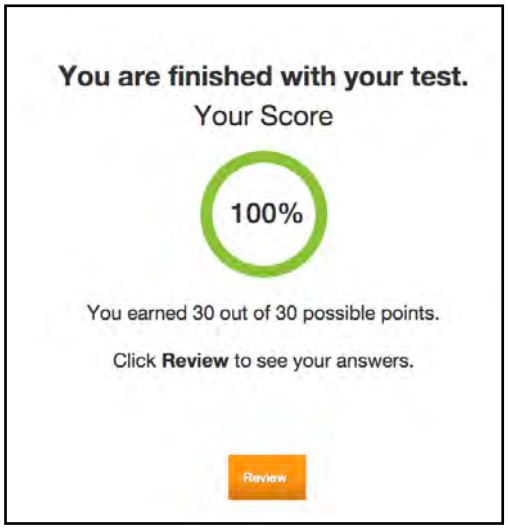
To view all assignments for the student, click the student's name in the Assignment Board.



Click the **In Review** and **Archive** links at the top of the screen to toggle between viewing current or past assignments.

Click **Results** from the review area to see the student's score on the Workshop Assessment. Click **Review** from this screen to review the student's assessment.

Click the X icon at the top of the Assignment Board screen to close the Assignment Board.



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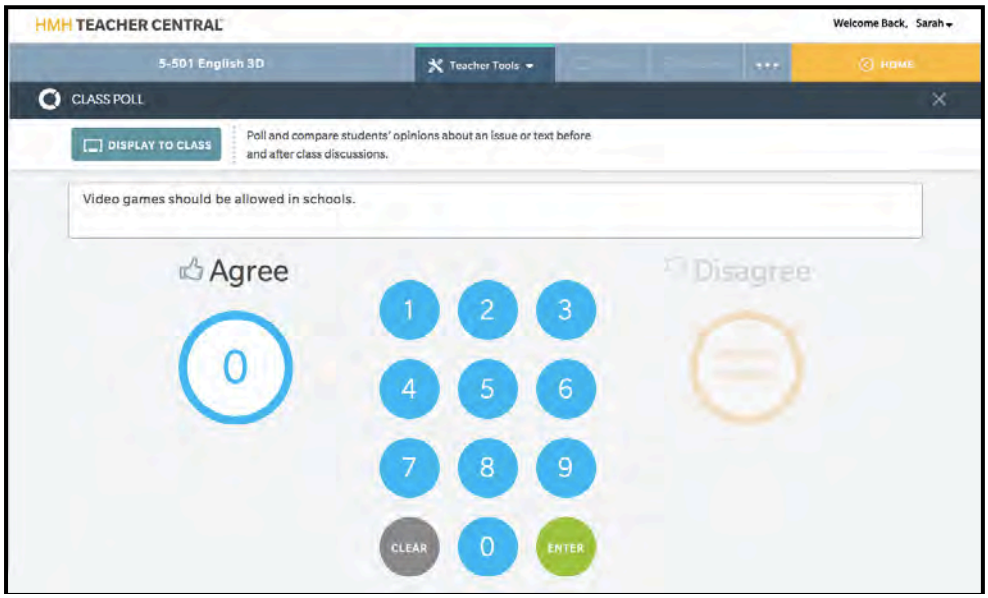
Class Poll

Use the Class Poll tool to present a question to the class and record their responses.

To enter the result of a poll, click **Enter A Number** under either Agree or Disagree.



Click or tap the number pad to enter the poll number.

To display the selector to the class, click **Display to Class**. The button toggles between **Display to Class** and **Stop Display**. Click it a second time to stop the display.

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Student Selector

Use the Student Selector tool to randomly select students for discussions or group or class presentations.

Choose to select a student from a pair or group of two or three by clicking the buttons at the top of the screen. Click the selector wheel to start it spinning.

To display the selector to the class, click **Display to Class**. The button toggles between **Display to Class** and **Stop Display**. Click it a second time to stop the display.

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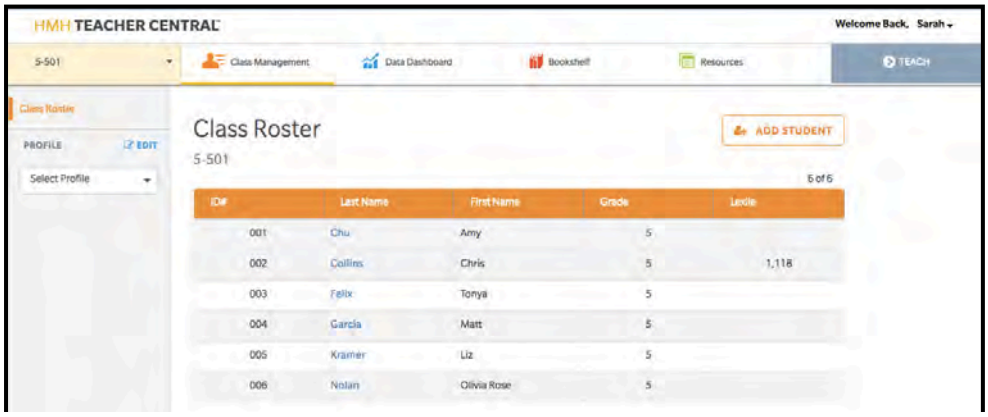
Class Management

In the Class Management tab, teachers may view class and student profiles, set student enrollments in programs, and view and set *English 3D* product settings. Teachers may also access Class Management by clicking the button on their home screen.

Class Roster

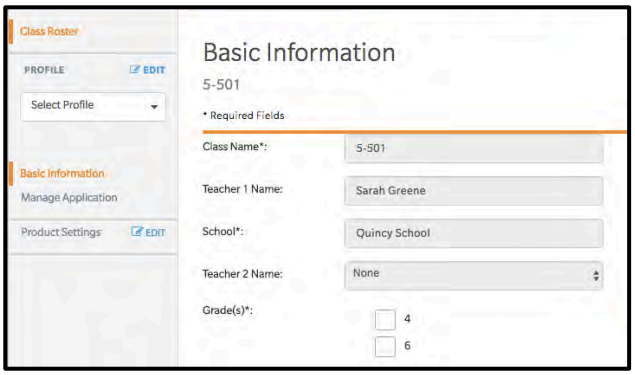


The default screen on the Class Management tab is the Class Roster. From here teachers may edit the class profile, view student profiles, or add a student.

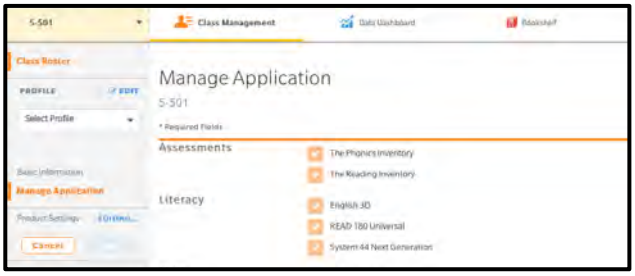
Class Profile

On the Class Profile screen, view the class settings as entered in SAM. To edit the Class profile, click the **Edit** link above the pull-down menu.

Click **Basic Information** to view or edit the class name, teacher name, school, second teacher name, and class grades. Click **Save** to save the information or the next link to continue the process. Click **Cancel** to close screen without saving.



Click **Manage Application** to view or change the programs assigned to the class by clicking the appropriate selections. Click **Save** to save the information or the next link to continue the process. Click **Cancel** to close the screen without saving.



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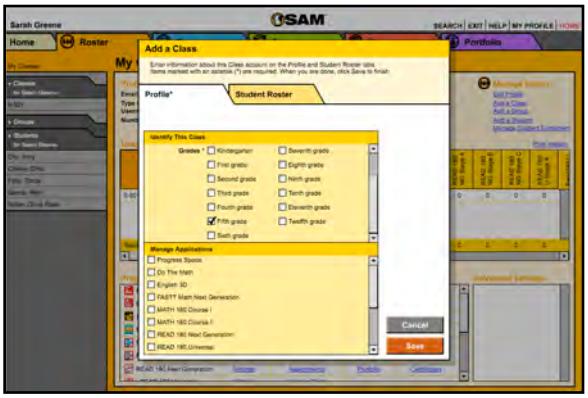
Adding Classes

English 3D classes may be added through HMH Teacher Central or Student Achievement Manager (SAM). (The first *English 3D* class must be created through the Student Achievement Manager (SAM) by the district or school administrator if the classes have not been set up in an import.)

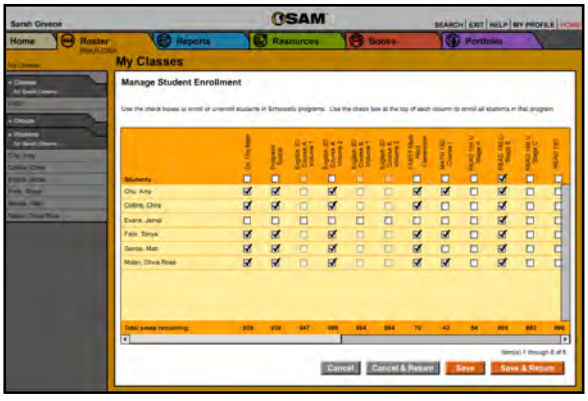


To manually set up a *English 3D* class in SAM:

1. Log in to HMH Gateway as an administrator, then click the SAM icon.
2. Click the Roster tab in SAM, then click **Add a Class** to create a Class Profile.
3. Fill in all fields, making sure to click *English 3D* in the Managed Applications field.
4. Click **Save** to save the class settings.

To add students and enroll them in *English 3D*:

1. Click **Add a Student** from the Roster tab in SAM to create a Student Profile.
2. Fill in all fields. Click the class name to add the student to the class.
3. Click **Save** to save the student settings.



4. Click **Manage Student Enrollment** from the Roster tab.
5. Click the checkboxes to enroll students in programs. To enroll the entire class, click the checkbox at the top of the column. Click **Save & Return** to save settings and return to the Roster tab.

Additional classes may be added through SAM or through HMH Teacher Central.

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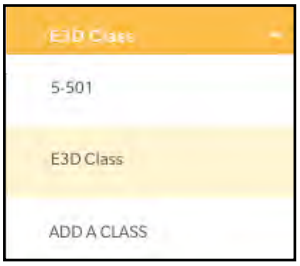
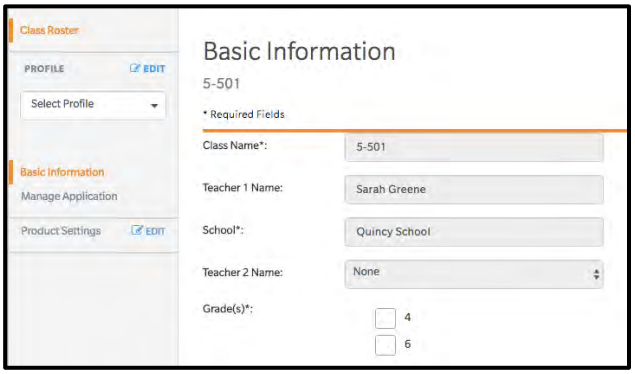
To add a class in HMH Teacher Central:

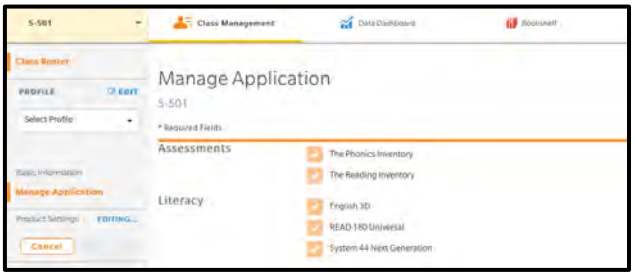
Click the Class pull-down menu, then click **Add a Class** to open a blank Class profile screen.



Set up the class profile by clicking **Basic Information** to view or edit the class name, teacher name, school, second teacher name, and class grades. Click **Save** to save the information or the next link to continue the process. Click **Cancel** to close the screen without saving.



Click **Manage Application** to view or change the programs assigned to the class by clicking the appropriate selections. Click **Save** to save the information or click **Cancel** to close the screen without saving.



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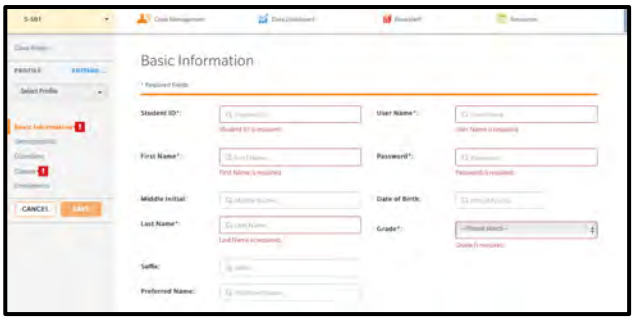
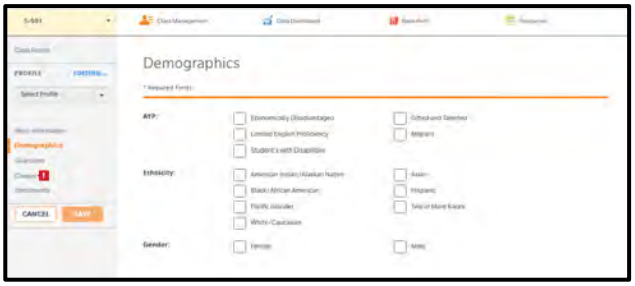
Adding Students

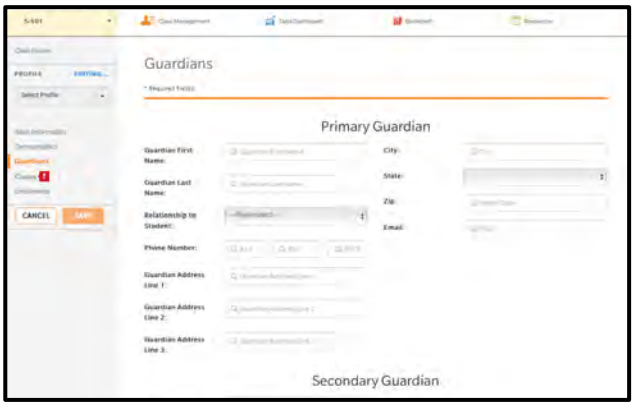
Click **Add Student** from the Class Roster screen to add a student to the Roster.



Click **Basic Information** to begin adding the student to the class. Fill in the fields (required fields are bordered in red), then click **Save** to save the information or the next link to continue the process. (Note that the Basic Information and Classes screens contain required information.) Click **Cancel** to close the screen without saving.



Click **Demographics** to enter the student's demographic information by clicking the appropriate selections. Click **Save** to save the information or the next link to continue the process. Click **Cancel** to close the screen without saving.



Click **Guardians** to enter the student's guardian information. Fill in the fields, then click **Save** to save the information or the next link to continue the process. Click **Cancel** to close the screen without saving.

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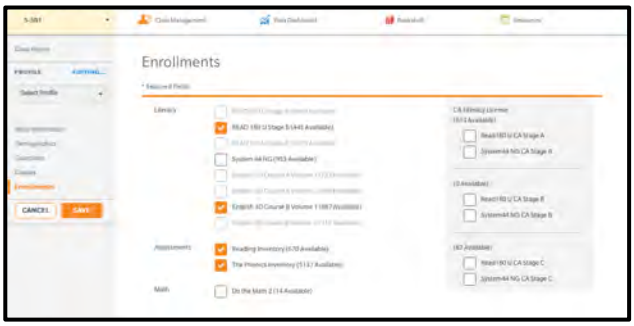
Click **Classes** to enroll the student in classes. Each student must be enrolled in at least one class. Click **Save** to save the information or the next link to continue the process. Click **Cancel** to close the screen without saving.

Click **Enrollments** to enroll the student in programs. Click **Save** to save the added student settings, or click **Cancel** to close the screen without saving.



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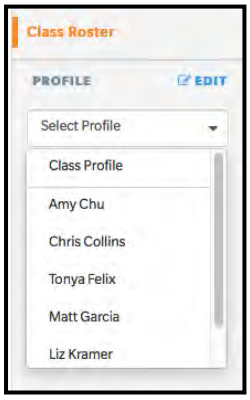
Student Profile

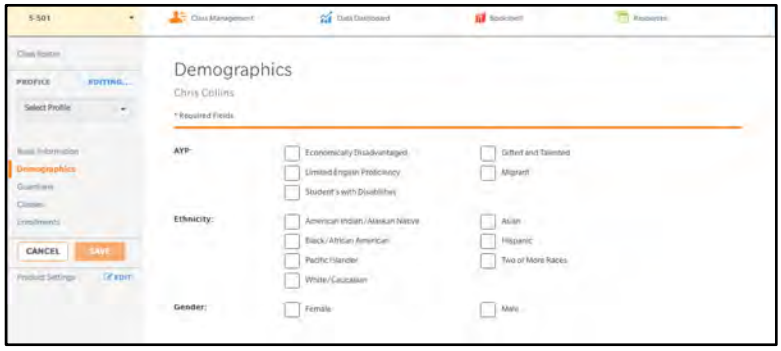
To view a Student profile, select the student from the pull-down Profile menu, or click the student's name from Class Roster.



To edit the student's profile, click the **Edit** link above the pull-down menu.

Click **Basic Information** to view or edit the student's basic profile information. Click **Save** to save the information or the next link to continue the process. Click **Cancel** to close the screen without saving.

Click **Demographics** to view or edit the student's demographic information by clicking the appropriate selections. Click **Save** to save the information or the next link to continue the process. Click **Cancel** to close the screen without saving.



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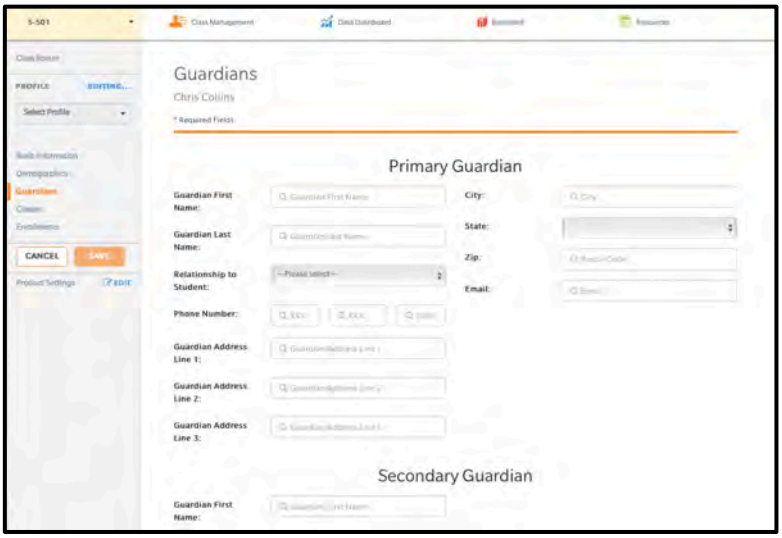
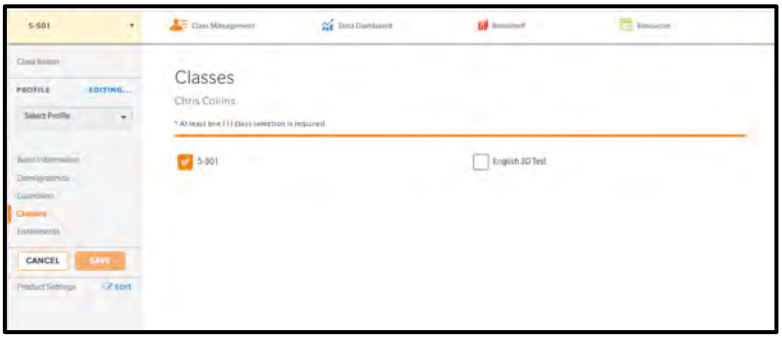
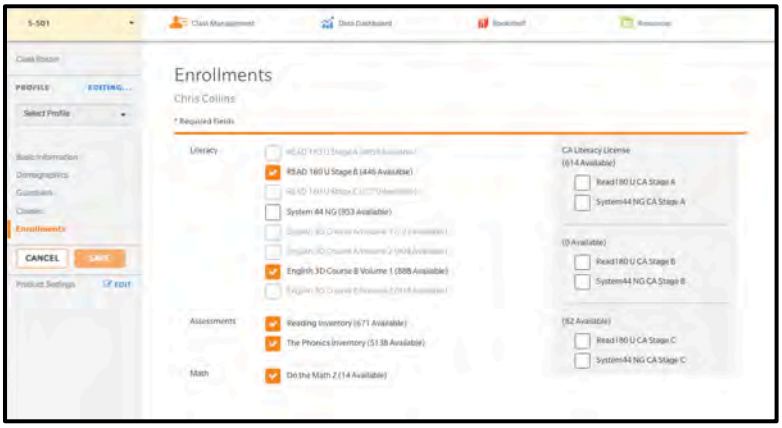
Click **Guardians** to view or edit the student's parent or guardian information. Fill in the fields, then click **Save** to save the information or the next link to continue the process. Click **Cancel** to close the screen without saving.



Click **Classes** to view or change the student's class enrollment (each student must be enrolled in at least one class). Click **Save** to save the information or the next link to continue the process. Click **Cancel** to close the screen without saving.



Click **Enrollments** to view or change the student's program enrollment. Click **Save** to save the added student settings, or click **Cancel** to close the screen without saving.



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English 3D Product Settings

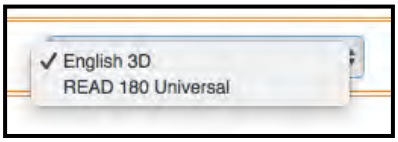
Product settings allow teachers to customize the *English 3D* student experience for their classes and individual students.

Class and student program settings may be set from the Class Management tab in HMH Teacher Central. Class and student program settings, as well as school and district settings, may also be set in SAM.

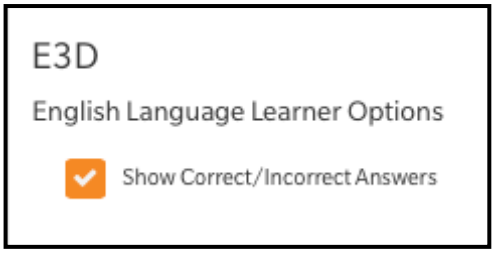
Product Settings in HMH Teacher Central

Click the **Product Settings** link from the class or student profile to view product settings for the class or student. To edit the product settings, click the **Edit** link next to the **Product Settings** link.

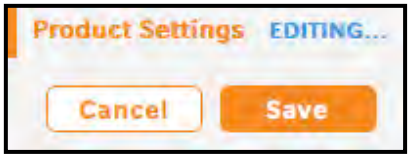
Use the pull-down menu to select which program to view product settings.



In *English 3D*, use the HMH Teacher Central Product Settings to select whether to show students' correct and incorrect answers when they review their assessments by clicking the checkbox (this setting is selected by default).



When finished choosing the settings, click **Save** to save changes, or click **Cancel** to exit the product settings without saving changes.



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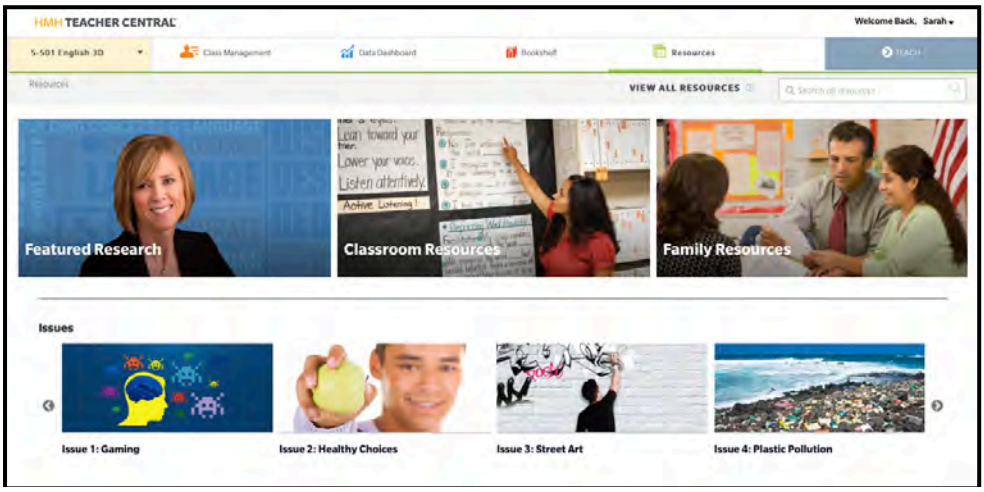
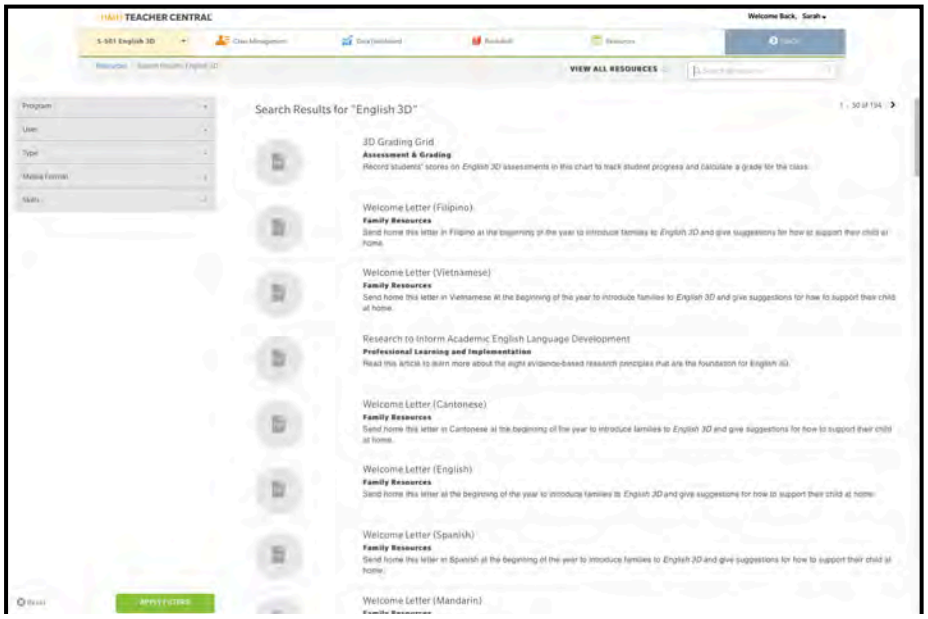
Resources



Click the Resources tab to open the Resource Library.

The Resource Library contains downloadable resources for lessons and professional development sorted by category. Click a category to view the resources in that group.

To search for a particular resource, or to search by author or keyword, use the Search function. Enter a search term (title, author, lesson, concept, keyword) and click the Search icon. The Resource Library will open with the resources filtered by the search term. To view a list of all the resources in the library, click **View All Resources**.



To filter the selection list, click the filter areas in the menu at left, then click the checkboxes to select filters. Click **Apply Filters** to view the filtered list. To clear all filters, click **Reset**.

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Click the resource in the list to view it in detail.

The Resource screen contains summary information about the document. To preview the resource, click **Preview**. To mark it as a favorite, click the heart icon next to the title.

The Preview opens on the screen with the Power Words for that Workshop highlighted.

To add the Resource to the My Resource area, click **Add to My Resources**.

To add the Resource to the class lesson, click **Add to Class Lesson**.

To download the Resource as a PDF, click **Download**. To share the Resource, click **Share**.

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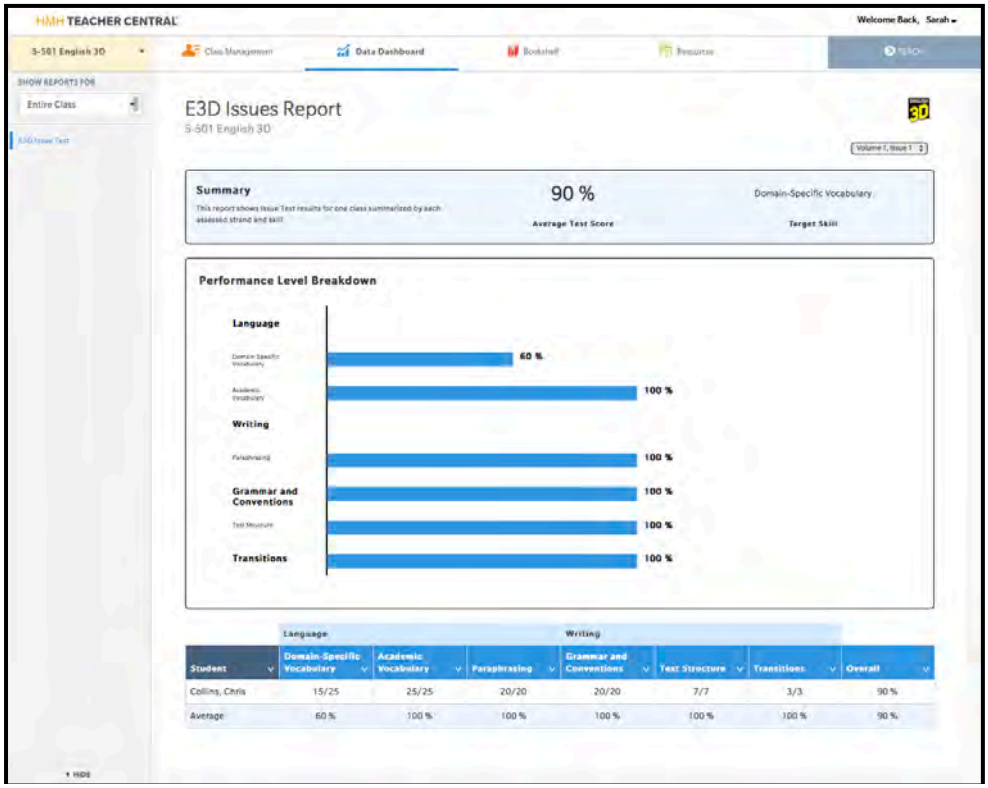
Data Dashboard

From the HMH Teacher Central Home Screen, click the **Data Dashboard** tab to open and view the *English 3D* Issue Test Report.

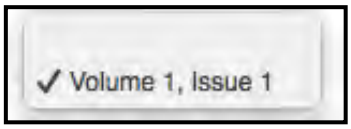
English 3D Issue Test Report



The *English 3D* Issue Test Report displays a summary of class performance in *English 3D* Issue Tests. The report shows cumulative data for the class. The graph displays these results by strand. The report also displays individual student's results on the assessment.

Use this report to monitor the class's performance and progress in *English 3D* and to encourage individual students to monitor their own progress as they master skills.

Choose which assessment to view by clicking the pull-down menu and selecting the assessment.



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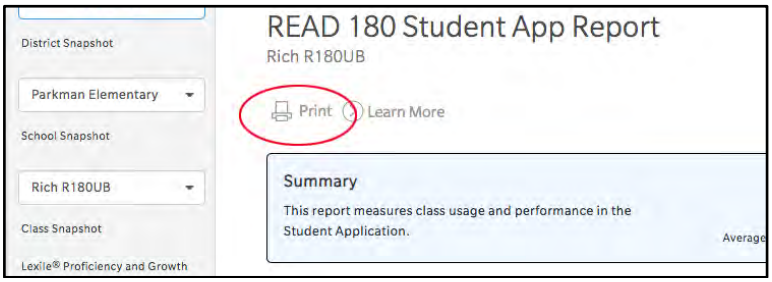
Printing HMH Teacher Central Reports

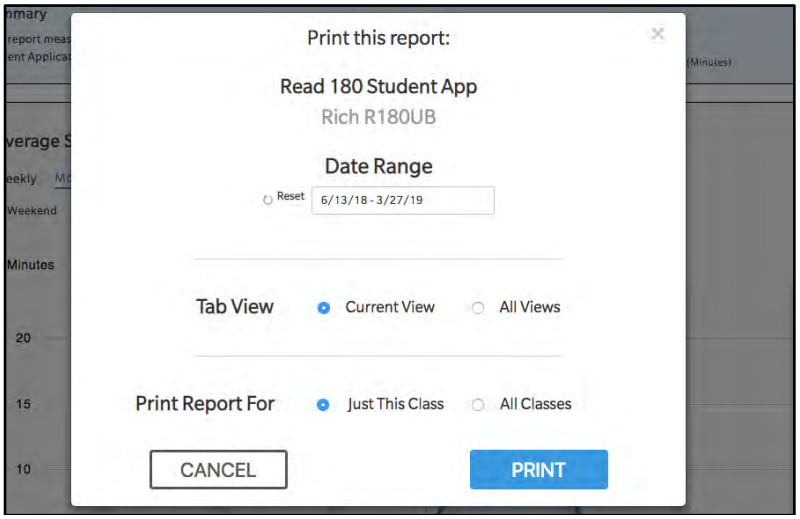
Teachers may print individual reports or batch print reports from the Data Dashboard.

Batch printing allows teachers to batch print student reports for all students in the class with a single command. Teachers may also batch print class reports for all their classes, and administrators may batch print class reports for all classes in a school and school snapshots for all schools in a district.

To print a report:



1. Click **Print** from any report in HMH Teacher Central or HMH Leader Central.



2. Select the print options on the print window. Customize a date range if necessary. For multi-tab reports such as the Student App Report or Diagnostic Skills Report, teachers may select **All Views** to have the report show data from all report tabs, and may select **All Classes** to have the report batch print class data across all their classes.

   In Class-level reports, select **All Classes** to have the report batch print class data across classes. In Student-level reports, select **All Students** to have the report batch print student data across all students in the selected class.

3. Click **Print** to print the report with the selected options.

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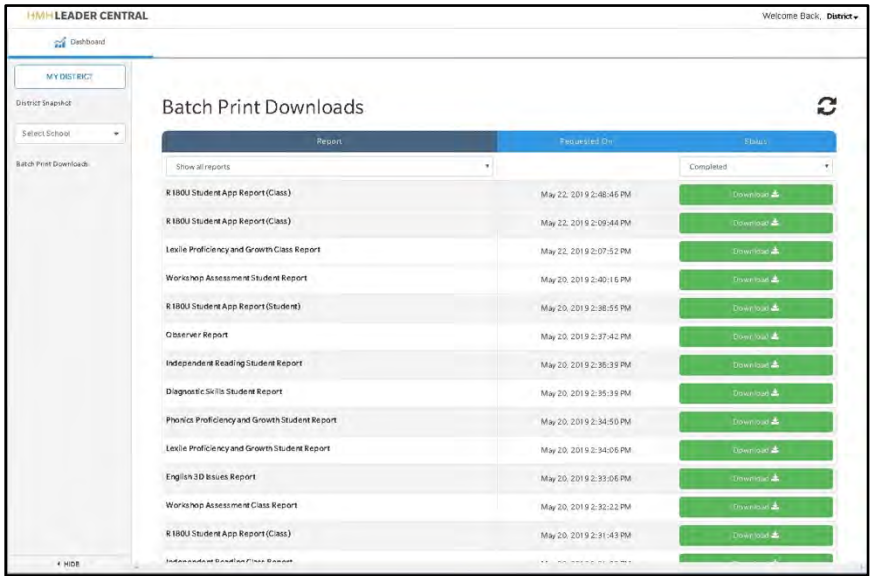
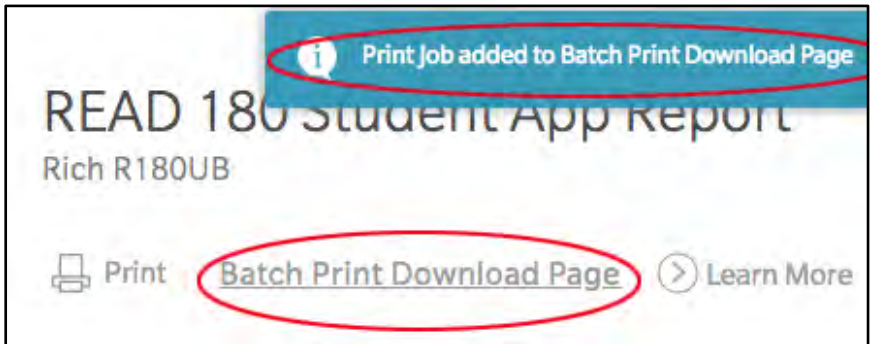
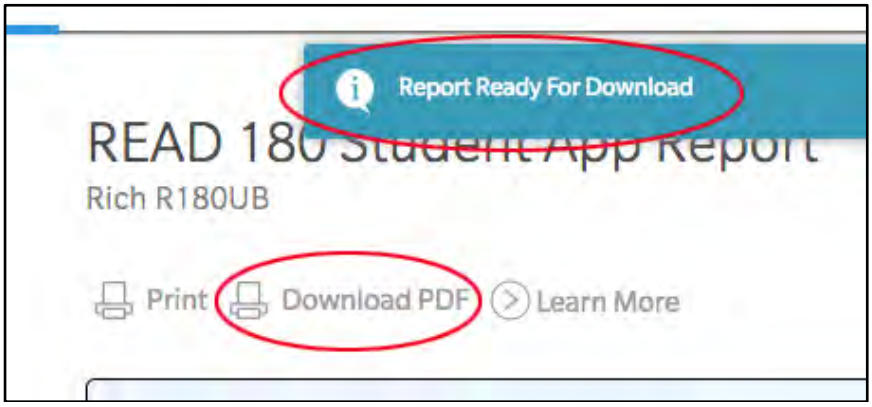


4. Batched reports are added to the Batch Print Downloads page, where they may be downloaded. The link remains active for seven days.



5. To view the list of reports, along with their print status, click **Batch Print Downloads Page** link in the report or in the navigation bar.



6. Non-batched reports show a **Download PDF** link and a message will inform users that the report is ready to be downloaded. Click the link to download the report. When the report is downloaded, it may be printed as a PDF.

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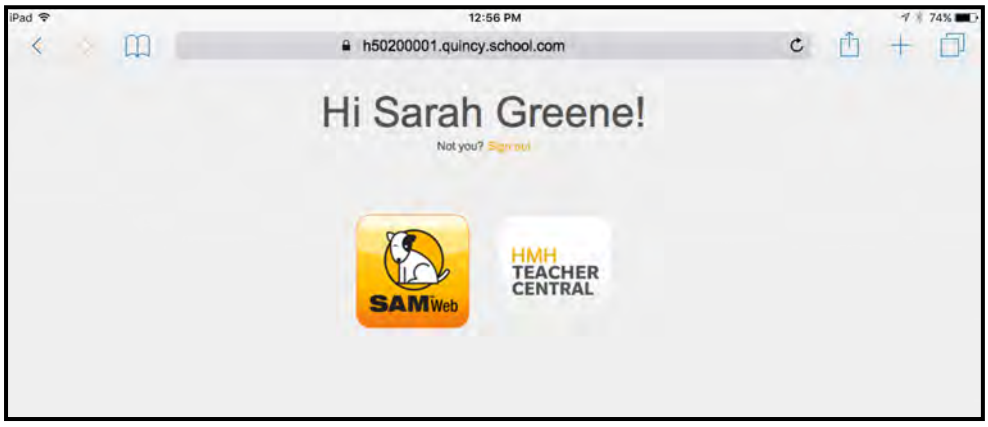
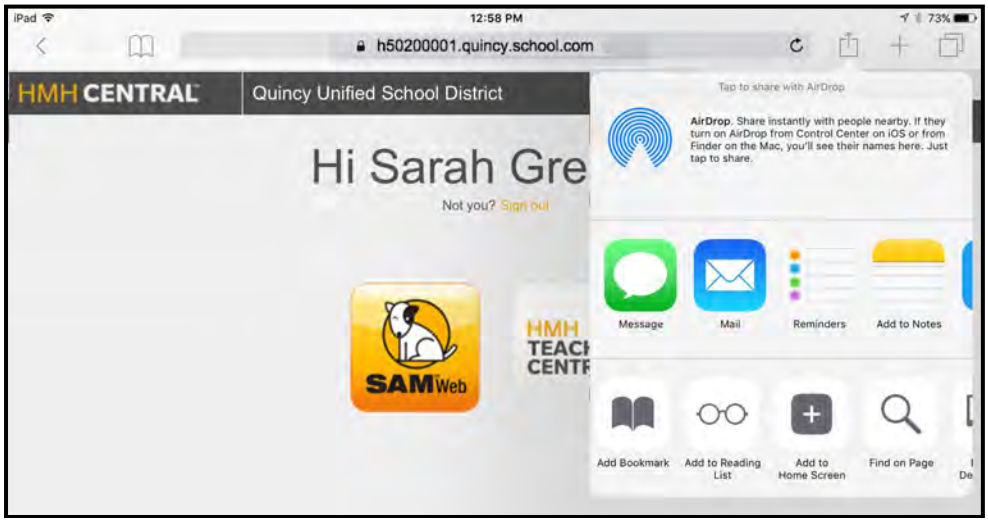
HMH Teacher Central Mobile Access



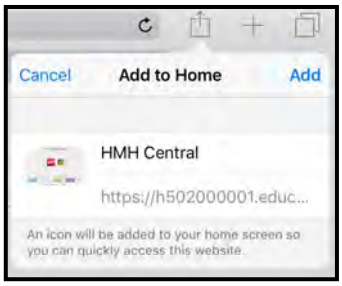
Use the iPad's browser to access HMH Teacher Central by entering the HMH Teacher Central URL in the browser.

Bookmark HMH Teacher Central on the iPad Home Screen for ease of use. To bookmark HMH Teacher Central:

1. Enter the HMH Teacher Central URL in Safari.



2. Tap the Share icon at the bottom of the browser screen.
3. Tap the Add to Home Screen icon.
4. Tap **Add** from the screen. The site will now appear on the Home Screen as an icon.



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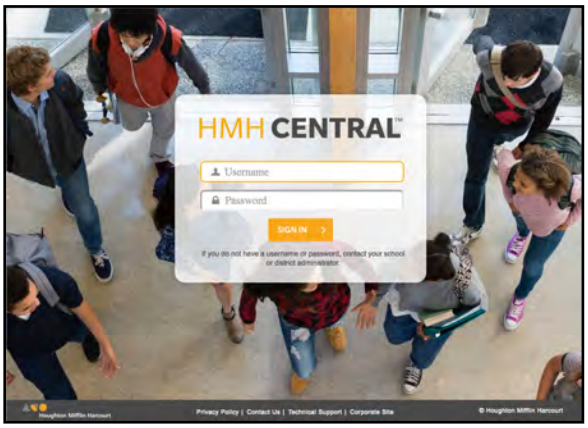
Administrator Settings: HMH Tech Central

District and school administrators may set product settings and view data across the district and schools using HMH Tech Central.

Logging in to HMH Tech Central

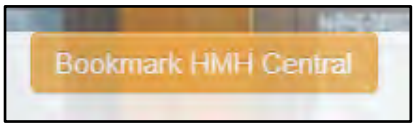
From the HMH Central Login screen, enter the administrator username and password and click **Sign In**.



From the administrator's home screen, click the HMH Tech Central icon.

Bookmarking the HMH Gateway

HMH Central users may bookmark their HMH Gateway page easily by using the Automatic Bookmark feature.



To bookmark the HMH Gateway page in Explorer or Firefox, click the **Bookmark HMH Central** button on the HMH Gateway login screen. To bookmark the HMH Gateway page in Chrome, Safari, or Microsoft Edge, select the **Bookmark HMH Central** button, then drag and drop the button to the bookmark bar in the browser.

Users may also drag and drop the **Bookmark HMH Central** button to their desktop to create a desktop bookmark.

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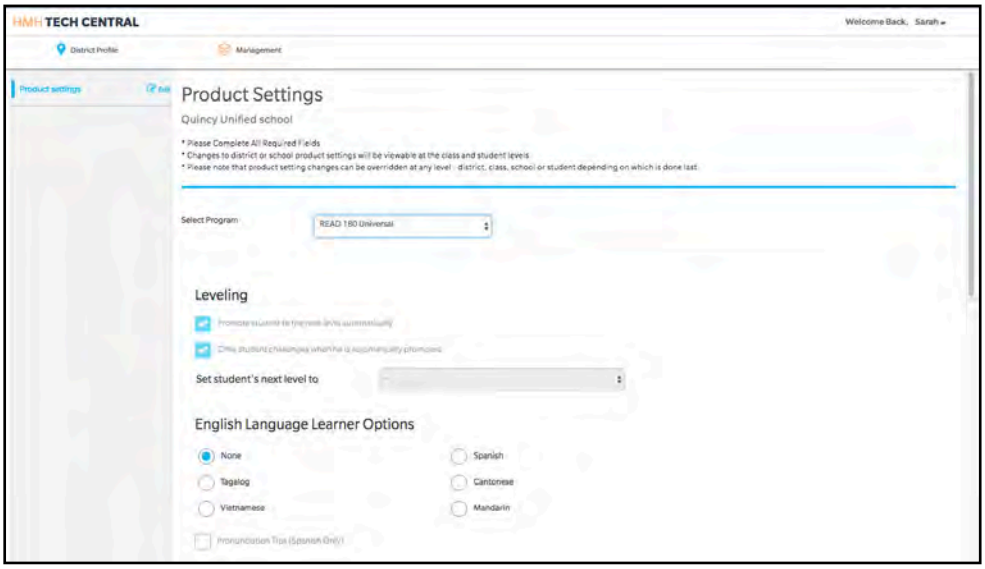
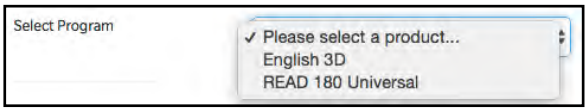
Product Settings



From the HMH Tech Central Home screen, click the District Profile tab to view or change the *English 3D* Product Settings (*page 40*) for the district or school.

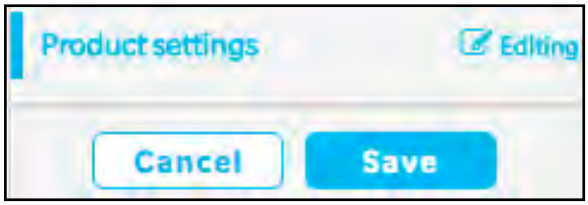
Changes to district or school product settings will be viewable at the class and student levels. Changes made at the class and student levels will override changes made at the district or school level.

To change district- or school-wide settings, click the program from the Select Program pull-down menu.



Click **Edit** next to the Product Settings head at the left of the screen.

When finished changing the Product Settings, click **Save** to save the changes, or click **Cancel** to return to the Product Settings without saving changes.



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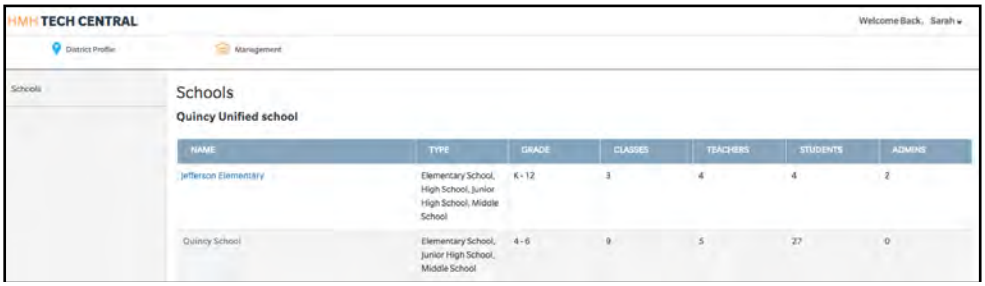
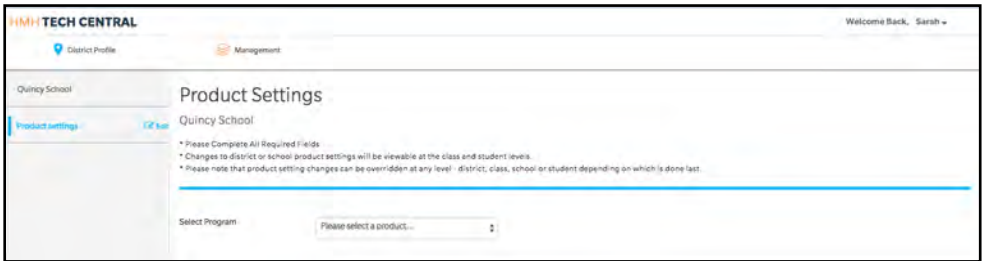
Management



Click the Management tab to view data for all schools in the district.



To change Product Settings for one school in the district, click the school's name from the Management tab to open a Product Settings screen for only that school.

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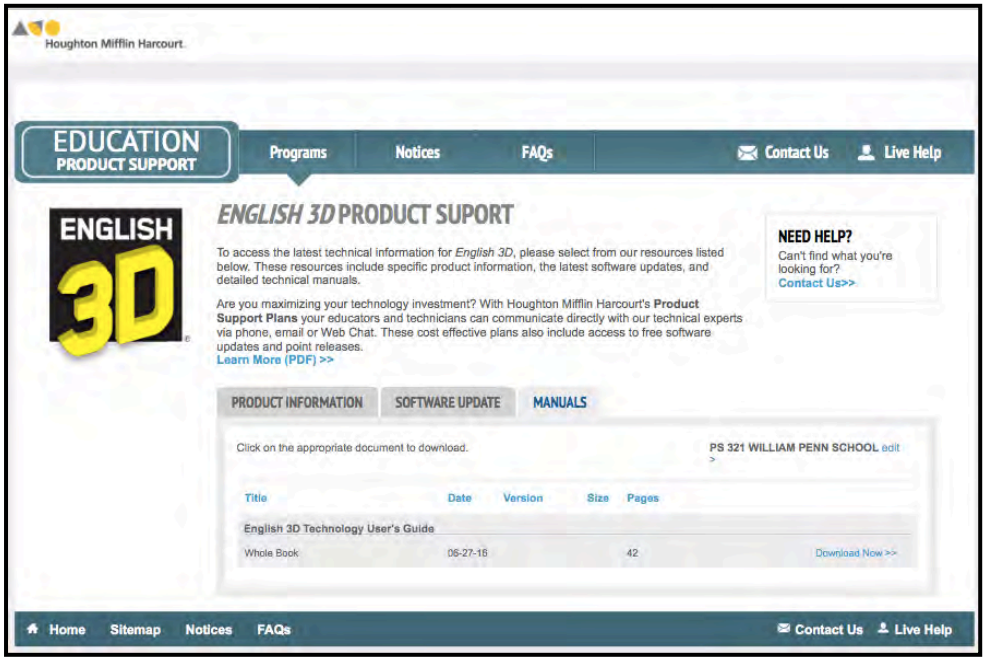
Technical Support

For questions or other support needs, visit the *English 3D* Product Support website at hmhco.com/e3d/ProductSupport.



At the site, users will find program documentation, manuals, and guides, as well as Frequently Asked Questions and live chat support.

For specific questions regarding the *English 3D*, contact customer service to speak to a Houghton Mifflin Harcourt technical support representative at 1-800-283-5974.

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