



Expert 21 User's Guide



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Expert 21 Overview

Expert 21 includes comprehensive, Web-based technology that provides students, teachers, and administrators with access to programs from any Internet-connected computer. The Student Access screen has links to three Web-based programs:

- **Expert Space:** an online curriculum that combines accessible, leveled content with interactive learning tools. Students explore each *21Book* workshop in depth and research related articles, videos, and other media.
- **Reading Inventory:** a progress-monitoring tool that measures students' independent reading level and growth. *Reading Inventory* may be used for guidance on reading levels in Expert Space;
- **xSkills Tests:** a curriculum-embedded assessment that measures students' comprehension, vocabulary/word analysis, and writing skills. Administer *xSkills* Tests at the end of each *Expert 21* workshop.

Expert 21 also has an Educator Home Page with access to Expert Space and Student Achievement Manager.

About this Manual

This manual describes how to access and use *Expert 21*. To find information on the programs that make up *Expert 21*, see the chart below. All manuals are available at the [Product Support](#) website.

For information on:	Download this manual:
Using Expert Space in <i>Expert 21</i>	Expert 21 Expert Space User's Guide
Using <i>xSkills</i> in <i>Expert 21</i>	xSkills User's Guide
<i>xSkills</i> program settings and reports	SAM Settings and Reports for xSkills
Using <i>Reading Inventory</i>	Reading Inventory Software Manual
<i>Reading Inventory</i> program settings and reports	SAM Settings and Reports for Reading Inventory
Using SAM and managing data in Hosting Services	Hosting Services User's Guide
Getting started in SAM and setting up accounts at the district and school level	Getting Started with Student Achievement Manager
Adding and enrolling students in SAM	Enrolling and Managing Students Using Student Achievement Manager
Using SAM Resources	Using Resources in Student Achievement Manager
Using the Book Expert	Using the Book Expert in Student Achievement Manager



Enrolling Students in Expert 21

The screenshot shows the 'Manage Student Enrollment' screen in SAM. The top navigation bar includes 'Home', 'Roster', 'Reports', 'Resources', 'Books', and 'Portfolio'. The left sidebar shows 'My Classes' with a list of classes and groups. The main content area is titled 'Manage Student Enrollment' and contains a table with the following columns: 'Students', 'Common Core Code A Course I', 'Common Core Code A Course II', 'Common Core Code A Course III', 'Do The Math Modules', 'Do The Math Now!', 'Fraction Nation', 'FASTT Math', 'FASTT Math Generation', 'MATH 180 Course I', 'MATH 180 Course II', 'READ 180 NG Stage A', and 'READ 180 NG Stage B'. The table lists three students: 'Chu, Amy', 'Collins, Chris', and 'Collins, Chris'. The 'Total seats remaining' row shows values for each program: 820, 445, 955, 232, 107, 192, 45, 293, 845, 155, 664, and 674. At the bottom right, it says 'Item(s) 1 through 3 of 3' and there are four buttons: 'Cancel', 'Cancel & Return', 'Save', and 'Save & Return'.

Students must be enrolled in *Expert 21* before they may access the site and use the programs. To enroll students in *Expert 21*, use the **Manage Enrollment** link on the class's Profile screen in SAM:

1. Open the Profile screen for the class or group that has the students to be enrolled by double-clicking that class or group in the SmartBar.
2. Click the **Manage Enrollment** link under Manage Roster in the upper right corner of the screen.
3. Use the checkboxes to enroll students in the programs, or use the checkboxes at the top of the chart to enroll every student in the list at the same time.
4. Click **Save** to save changes or **Save & Return** to save changes and return to the **Profile** screen.

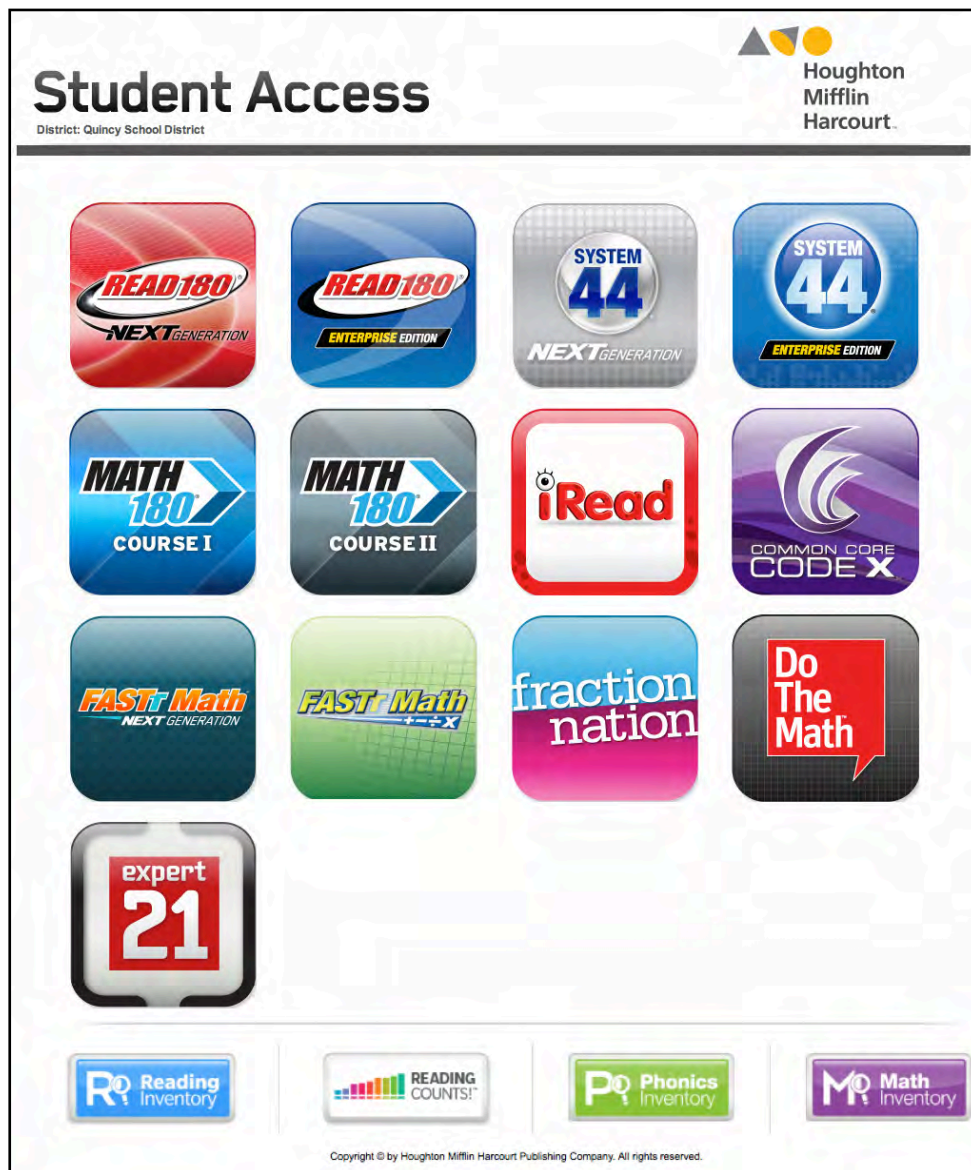
For more information on enrolling students using SAM, see [Enrolling and Managing Students Using Student Achievement Manager](#) at the [Product Support](#) website.



Logging In

Student Access Screen

Once students are enrolled in *Expert 21*, they may log in to the program through the Student Access screen on the student workstation. To open the Student Access screen, open the workstation's browser program and use the Student Access screen bookmark (the district administrator will have supplied this.)



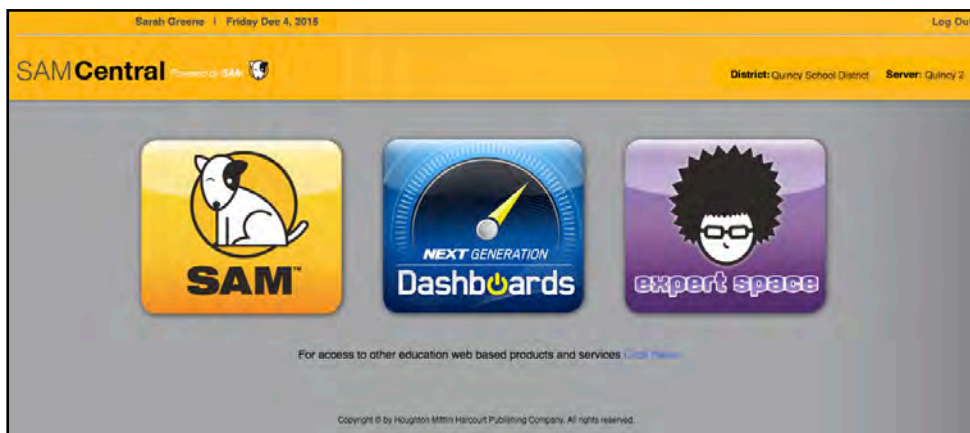
The Student Access screen displays icons for all of the district's programs through Hosting Services.

To open the *Expert 21* Student Access screen, click the **Expert 21** icon.



The Student Access screen provides access to Expert Space, xSkills, and Reading Inventory.

Educator Access Screen



Teachers and administrators may access SAM and Expert Space using the Educator Access screen. Use the Educator Access URL and bookmark the Educator Access screen on teacher workstations (see the [Hosting Services User's Guide](#) for more information).



Expert 21 Programs

Accessing Expert Space

Students and educators must be enrolled in *Expert 21* (page 4) to access Expert Space from their Access screens.

From the Educator Access screen or the Student Access screen:

1. To access Expert Space, click **Go** from the Expert Space icon. The Expert Space Login screen opens.

A screenshot of the Expert Space login interface. At the top left is the Expert 21 logo. To its right is a yellow banner with a cartoon character and the text "expert space POWERED BY GRIDLER ONLINE". Below the banner is a login form with two input fields labeled "Username" and "Password", and a "Go On" button. To the right of the form, it says "District: QUINCY SCHOOL DISTRICT" and "not my district" in red. At the bottom, there are small icons and the text "Houghton Mifflin Harcourt." and "Copyright © by Houghton Mifflin Harcourt Publishing Company. All rights reserved."

2. Enter the username created in SAM and click **Go On**. Then enter the password and click **Go On**. This opens the user's *Expert 21* Course Home screen in Expert Space.

For more information on using Expert Space, see the [Expert 21 Expert Space User's Guide](#).



Accessing xSkills

Students must be enrolled in *Expert 21* (page 4) to access *xSkills* from their Student Access screens. Students must also have a test assigned to them by their teacher before they can enter *xSkills*. Students who do not have a test assigned to them see a message directing them to speak to their teacher.

From the Student Access screen:

1. Click **Go** to open the *xSkills* Login screen.



2. Enter the *Expert 21* username and click **Go On**. Then enter the password and click **Go On**. This launches *xSkills*.

For more information on using *xSkills*, see the [Expert 21 xSkills User's Guide](#).

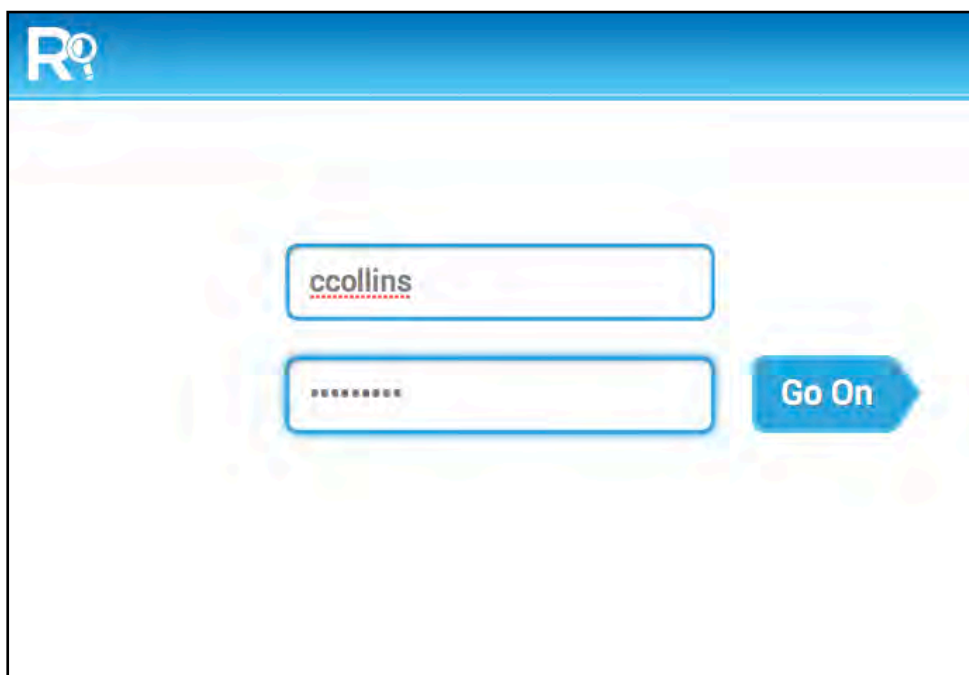


Accessing Reading Inventory

Students must be enrolled in *Reading Inventory* to access it from their Student Access screens. Use the Minimum Time Between Completed Tests setting in SAM to keep students from taking tests on their own. For more information, see [SAM Settings and Reports for Reading Inventory](#).

From the Student Access screen:

1. Click **Go** to open the *Reading Inventory* Login screen.



2. Enter the *Expert 21* user name and click **Go On**. Then enter the password and click **Go On**. This launches *Reading Inventory*.

For more information on using *Reading Inventory*, see the [Reading Inventory Software Manual](#).

A Note About Student Lexile Measures

When students are enrolled in *Expert 21* and *Reading Inventory*, their Lexile measures from *Reading Inventory* are automatically recorded in their *Expert 21* profiles, so the leveled Expert Space articles automatically update their Lexile measures. As their Lexile measures are updated, their profiles are updated as well.



Technical Support

For questions or other support needs, visit the [Expert 21 Product Support](http://Expert 21 Product Support website at: hmhco.com/expert21/productsupport) website at: hmhco.com/expert21/productsupport.

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To register, visit the [Training Zone](#). Log in with your SAM username and password. (SAM server must be registered with SAM Connect.)

Title	Date	Version	Size	Pages	
Expert 21 User's Guide					
Whole Book	01-01-16	v2.4	494kb	11	Download Now >>
Expert 21 Expert Space User's Guide					
Whole Book	01-01-16	v2.4	2.3mb	50	Download Now >>
Expert 21 xSkills Assessment User's Guide					
Whole Book	01-01-16	v2.4	993kb	17	Download Now >>
SAM Settings and Reports for xSkills					
Whole Book	01-01-16	v2.4	1.2mb	19	Download Now >>
EXPERT 21 Manuals v2.3 +Show					

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 SAM, contact customer service to speak to a representative at: 1-800-283-5974.

For specific questions about using SAM and SAM Suite programs, click **Help** in the Quick Links section along the top of any screen in SAM.