Quick Start Guide for Students

LOGGING IN

1. Go to https://www-k6.thinkcentral.com.
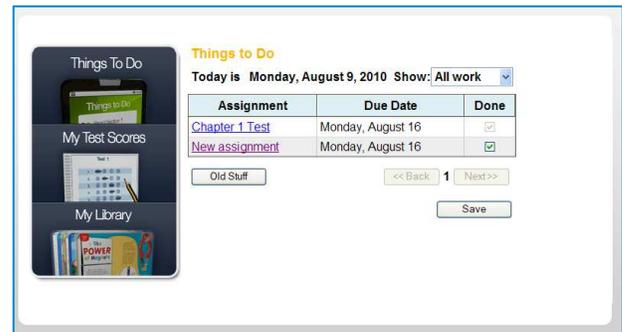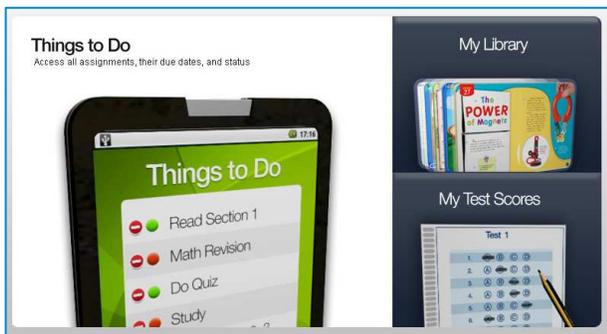2. Select your state, district, and school.
3. To make it easier to log in later, check **Remember My Organization** (optional).
4. Enter your user name and password.
5. Click **Login**.

Note: You should have already received your user name and password from your teacher. If you have not received them, please contact your teacher.

THE STUDENT'S DESKTOP

- **Things to Do** opens a list of all your assignments.
- **My Library** shows all your available materials.
- **My Test Scores** displays all scores you have received.

NAVIGATING THINKCENTRAL

The links on the left side of the page match those on the Desktop. Other navigation at the top of the page includes:

- **Home** – return to the your Desktop
- **Help** – instructions for current page
- **Logout** – exit ThinkCentral

THINGS TO DO

The **Things to Do** list is where you will see any assignments that your teacher has given you, including old ones.

The next assignment that is due is shown at the top of the list. Only four **To Do** items are shown at a time. To see more items, you can use the buttons at the bottom of the screen. You may also choose to find only tests by choosing **Tests Only** in the dropdown next to **Show**.

- Read the items listed under **Assignment**. To see details, click the assignment's name.

- The next column, **Due Date**, tells you when you have to complete the assignment.

- The **Done** column is a checklist that lets you keep track of what you have completed. When you take a test, ThinkCentral checks the box in the **Done** column for the corresponding to the assignment**.** For assignments other than tests, you can check the box yourself.

- **Old Stuff** allows you to see a list of previous assignments. When you click **Old Stuff**, an extra column called **Start** displays, indicating when the assignment began. A clock icon indicates that the due date of the assignment has passed.

TAKING A TEST

To take a test that has been assigned to you, click on the test assignment's name. The test will open and display instructions. When you are ready to begin, click **Start Test.** Answer each question and click **Next.** The next question will appear. When you are finished, click **Score Test**. To submit your test, click **OK**. A test report will show you how you did on questions scored by ThinkCentral. Some tests may also contain questions that your teacher needs to score. Once your teacher scores your test, you can view his or her comments through **My Test Scores.**

MY TEST SCORES

My Test Scores shows all the scores you have received on tests.

- Your most recent test is shown at the top of the page.
- Previous tests are listed beneath your most recent test.
- To navigate through all test listings, click **Next**, **Back** or the page numbers.
- To see your test results, click on the test name.

The Test Results screen shows the name of the test, the date on which you took it, the number of questions on the test, your score, teacher comments and all of the test questions. If you click on the name or number of a question, the question will open.

Your answer will be marked with a small icon:
- A **green check** (✔) shows that it was correct.
- A **red X** (✖) shows that it was incorrect.

Note: Some tests contain items that require your teacher to score them. If a test displays in My Test Scores as 'Not Scored' you will need to wait for your teacher to finish grading the test before being able to see the final score.

MY LIBRARY

My Library allows you to view and access all of your materials, including your online book.

- Click **My Library**.
- Use **Subject** to filter your list.
- Click an image to open it.

Just Looking lets you search for resources within your Library.

- Choose your **Subject**.
- Type a keyword to search.
- Click **Find**.

Click on any of the results to view a resource.

FURTHER INFORMATION

This Quick Start Guide is meant to help you get started using ThinkCentral.

If you need further assistance, please see your teacher.