Houghton Mifflin Online Assessment System

Walkthrough Guide
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Using the Houghton Mifflin Online Assessment System

Introduction

The Houghton Mifflin Online Assessment System (HM Online) is a flexible, web-based program that allows teachers to provide assessments and prescription materials tied directly to state and national standards. Teachers can administer tests online or via plain-paper scanning and receive immediate feedback on student achievement.

Orders for the Houghton Mifflin Online Assessment System are placed through your Houghton Mifflin Sales Representative or through the Houghton Mifflin Customer Service Group. When the order is placed, we ask for an email address of the person to whom we will send the activation email. This person will also be responsible for the initial set-up of HM Online.
Activating your Order

Once ordered, the Houghton Mifflin Online Assessment System will be distributed via email. This activation email will be sent to the email address given at the time the order is placed and will include a summary of the products included, your total license count, and a link to your specific HM Online activation site.

Once ordered, the Houghton Mifflin Online Assessment System will be distributed via email. This activation email will be sent to the email address given at the time the order is placed and will include a summary of the products included, your total license count, and a link to your specific HM Online activation site.

**YOUR ORDER**

Please review your order carefully. If there are any discrepancies, please notify your Customer Service Representative (contact information is below):

- **Your District or Institution:** Fruit District
- **District ID:** 00567894
  
  (We recommend you write down the District ID, as you may need this number in the future)
- **Customer Email Address:** admin@fruitdistrict.com

<table>
<thead>
<tr>
<th>Product Name</th>
<th>License Count</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>HM Ready-Made Tests Gr. 2</td>
<td>150</td>
<td>1 Year</td>
</tr>
<tr>
<td>HMS Ready-Made Tests Gr. 2</td>
<td>150</td>
<td>1 Year</td>
</tr>
</tbody>
</table>

**YOUR ORDER ACTIVATION CODE**

Your order activation code is:

- `<Activation Code in Bold>`

ACTIVATE YOUR HM Assessment PRODUCT(S) NOW

To activate your order quickly, make sure you are online and then click the link below:


Your HM Assessment Claim Order: Enter Activation Code screen will appear in a browser window.

Enter the e-Mail address that was used when your order was placed, and click Submit. Then, follow all on-screen instructions. Alternatively, you can go to [http://www.eduplace.com/assessment](http://www.eduplace.com/assessment) and type both your Order Activation Code along with your e-mail address.

**YOUR WEBSITE ADDRESS**

Here is the website address you should always use to access HM Assessment:

- `<District/Institution URL>`

We recommend you bookmark this address on all computers. If you have a school or district website, you may wish to provide a link from your website to the HM Assessment website.

**CUSTOMER SERVICE**

- Houghton Mifflin Customer Service
- 800-733-2828
- Hours: M-F 8:00 am - 5:00 pm CT

- Scroll down within your email and click on the link to start the order activation process.
This is the screen that appears when you click on the link in the activation email. The Customer Email address that is included in the body of the activation email acts as a password to allow the activation to proceed.

- This email must be typed exactly as it appears in the email. (Keep in mind that email addresses are case sensitive.)
- Enter the email address and click **Submit**

- Select “I accept these agreements” and then click **Submit**.
Registering as a First-Time User

If you are a first-time user, click Register
Note: You will be registered as an HM Online System Administrator.

If you have already completed the Registration process by claiming a prior order, you only need to complete the Sign In portion.
Note: Customers who have placed multiple orders for HM Online products will receive multiple activation emails

Fill in the information as prompted.
Make sure the email address is the one you want to use to receive information regarding your HM Online account.
- This email doesn’t have to be the same address as the one used for the order activation email.

- Set your password and security question.

- Registration is successful.
Claiming your Product

Claim Order: Activate Licenses for Order #1234567890

New Licenses
To activate licenses for the following products, set a start date, then click Activate.

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Licenses</th>
<th>Duration</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>American History - Grade 6</td>
<td>20</td>
<td>1 year</td>
<td>1/2/2018</td>
</tr>
<tr>
<td>American History - Grade 7</td>
<td>20</td>
<td>1 year</td>
<td>1/2/2018</td>
</tr>
<tr>
<td>Social Studies - Grade 6</td>
<td>20</td>
<td>1 year</td>
<td>1/2/2018</td>
</tr>
</tbody>
</table>

- You will automatically be taken to this screen after registration
- Review the license count associated with the order
- Verify the Start Date. The Start Date will default to today’s date.
  - The Start Date you enter is important because it determines when you will have access to the product test library.
  - If you don’t want to use today’s date, choose a date that will allow enough time to do the required user and class setup as well as any required teacher training.
- Confirm the start dates for the program.

Order Activated
Congratulations! Your order has been activated.

Order activation is successful.
Creating Another HM Online System Administrator

HM Online Administrator Introduction

HM Online is a powerful classroom tool that requires certain features to be set up before it can be used. The person or people setting up HM Online will vary depending on your School or District’s set-up and needs. While the people setting up HM Online will have actual job titles such as Department Chair, Tech Coordinator, Classroom Teacher, Principal, etc., they will all carry the role of HM Online Administrator as they set up this program.

The people receiving the activation email and claiming the order do not have to complete all of the system set-up themselves. However, if they choose not to complete the setup themselves, they must designate someone else to complete the process. This means they also have the ability to use HM Online to create another administrator.

There are a few places within the set-up process (regardless of whether the order is set up at the District or the School level) where delegating the set-up responsibility to someone else can save time. These places are:

1. At the District Level – Decide if you want all of the users and classes to be imported by someone working in the District office or if you want to create an HM Online Administrator at each School to have each individual School complete the next steps in the set-up process.

2. At both the School and the District Level – Decide if you want to continue setting up HM Online yourself or if you want to create another HM Online system administrator to complete the set-up process.

This next section will show you (1) how to create another HM Online administrator manually and (2) how that new user will access HM Online.
Creating an additional HM Online Administrator

- Click on the **Admin** tab at the top of your screen.
- Click **User Management** to manually create additional HM Online Administrators at either the school or district level.
  - Note: only District Administrators have the ability to create other District Administrators.

- Prior to creating or managing any users, the HM Online Administrator must select a specific school.
  - Use the drop-down boxes to select the School Type and School Name in which you would like to add an Administrator.
  - Click **Continue**
  - Note: If you are a District level HM Online Administrator and you are creating another District level HM Online Admin, you must still select a School Type and School Name. However, the newly created Administrator will be able to administer HM Online at all of the schools within your district.
Click Create New Faculty & Staff User

Fill in the appropriate boxes, and then click Continue.
- HM Online will automatically search to see if there are any other users with similar names. This helps to prevent duplicate users.

The Name, District and School will automatically be filled in.
- You will be required to fill in the:
  - Email address
o Role
  o Administrator, Teacher, or District Admin

o Give Products to Users
  - Note: when creating other Administrators, check the boxes next to every available product.

o Optional – Include a note to the new user when they receive the system-generated email with their user credentials.

o Click **Save** when finished.

After you have created Faculty and Staff users, this confirmation screen will appear.
New Administrator Sign-In and Set-up

Congratulations, Leopold!

Tasha Vincent has just created your own personalized HM Assessment System account for you and your immediate use:

- **Username**: Leopold Bloom
- **Password**: changeme

To sign in, type the following URL into your browser or simply click the link below:


This website address is personalized for your district, so we recommend that you bookmark this site on all the computers you use so that you will always have quick access.

Note that your administrator may or may not have associated products with your account.

Also note that your password is a temporary password. You’ll be asked to change it when you first sign in. You can change your Username and Password at any time on your My Profile screen.

**IMPORTANT NOTE**: Please select a Security Question and Security Answer on your My Profile screen. They are important if you ever need to retrieve your Password, especially after school hours when an administrator may not be available.

We wish you great success with HM Assessment System, and value you as our customer.

Sincerely,

HM Assessment System Staff

**Important Reminders**

- You may not reproduce, duplicate, modify, decompile, or disassemble the Houghton Mifflin Assessment System, or any part of it, without the permission of Houghton Mifflin Company.
- You may not give your user name and password to any other person.
- You may not use or transfer any copyright, trademark, proprietary rights, disclaimer, or warning notice included on or embedded in any part of the Houghton Mifflin Assessment System.
- It is illegal to reverse compile, reverse assemble, reverse engineer, modify, or change the software. You may not create derivative works based upon the Houghton Mifflin Assessment System in whole or in part.

Please note the school/district holds the licensing rights to all usernames. When the teacher or student is no longer affiliated with the licensed school and/or with which the Houghton Mifflin Assessment System was being used, the username may not be used.

- Newly created Administrators will receive a system generated email with their:
  - Username
  - Temporary password
  - District Specific URL (web-address).

- Click the link in the email. This will automatically take you to the sign in page.
- Enter your temporary password (**changeme**).
- Click **Sign In**.
Change your password from the system-generated **changeme** to one of your choosing.

Note: Be sure to make note of your password, as you will need to enter this for future visits to HM Online.

Click **Save**.

You will automatically be taken to your HM Online homepage

- **Bookmark** this web address in your browser of choice
- **Verify** that the correct school is listed in the upper right corner.
  - If you are a School level HM Online Administrator, you only have access to your one school. If the listed school is incorrect, please contact the original District level HM Online Administrator.
  - If you are a District level Administrator, you have the ability to manage multiple schools. You may change the school in which you are working by using the links in the upper right corner of the page.

- **Click on Preferences** in the upper right corner (above the school name) to set your personal user preferences.
Select **My Profile** to set your Security Question and Answer and to review your other user information.

Click on **Edit** to edit your profile.

Set the **Security Question and Answer**.

If desired, you may also change your email address on this page.

Note: You don’t need to use the same email address to which the activation message was sent.
- Click on **Save Changes** when you are finished entering your information.

- Information and changes will then be summarized.

- Click on other tabs at the top of this page to navigate to other functions.
Setting School Years and Performance Bands

Setting the **School Year and Terms** for the schools in your District or even just your School, sets the parameters in which your students, classes and test results will be set up, organized, and reported. These must be set in order for HM Online to function properly.

- If multiple schools within your district are using HM Online, it is recommended that the school year and terms be created and applied using a template to all of the Schools within the district by a District-Level HM Online Administrator.
- If you are a School level Administrator
  - And your District-Level HM Online Administrator already applied years and terms to your School, then verify that they are correct and make changes where desired.
  - And you are only implementing HM Online at your school or if your District-Level HM Online Administrator didn’t set up any information, then Set-up School Years and Terms for your School.

**Performance Bands** help District-Level HM Online Administrators and Classroom Teachers visually segment their students’ performance on tests. An optional feature, HM Online allows District Administrators to create a set of performance bands that are applied to all of the schools in their District. At the same time, Classroom Teachers may set up their own set of performance bands that may be used instead of the District selected performance bands.
Setting School Years and Terms at the District Level

- From your Home Page, select the Admin tab.
- Select District Settings to define the school year and terms for the district.
- Select District School Year & Terms.
● Click on **Create New Template** to start the process.
  ● Note: Schools are automatically associated to the district. Don’t worry if not all of the schools shown will be using HM Online. Go ahead and apply the template to them.

  - Fill in a School Year Name. For example, use “2006-2007” for the school year.
  - Determine the organization of terms for your schools.
If you only have one term for the year, we recommend using “Full Year” as the term name.

If you have multiple terms within your school year (such as a Fall Semester and a Spring Semester), click the link to add another term. Fill out the required information.

- Note: Term dates must fall within the School Year dates that are defined in the above section.
- Once completed, click Save.

Apply the template to all or some of the Schools in your District:
- Select the School Type:
  - All, High School, Middle School, Elementary
- Then select the schools to which you would like to apply the template by selecting the boxes to the left of the school names.
- Click Apply.
Once applied, you will see a summary of the year and terms for each School.

You may have multiple templates within the same district if different schools are on different schedules, for example if one set of schools uses quarters and another set of schools uses semesters. To create additional school year templates, the District-Level HM Online Administrator should follow the steps to create a template as outlined above and then apply the new template to the specific schools.

- Please note: It is recommended that the template be applied to all schools at the District level, as schools can easily change these later.
- Also, once a District template has been applied to a School, any desired changes must be made at the School level.
Setting/Verifying School Years and Terms at the School Level

As a School-Level HM Online Administrator, you will either have to set the School Years and Terms for your School or verify the information that the District-Level HM Online Administrator applied to your school.

- From your Home Page, select the Admin tab.
- Select School Year and Terms

<table>
<thead>
<tr>
<th>Year Name</th>
<th>Dates</th>
<th>Terms</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007-2008</td>
<td>08/31/2007 - 08/30/2008</td>
<td>1</td>
<td>view/edit</td>
</tr>
</tbody>
</table>

- If the fields under the Year Name, Dates and Terms are empty, then you need to select Create New School Year.

Create School Year & Terms

After you create a school year and terms for your district, the information will be saved as a template that you can apply to schools in your district. After the district school year and terms have been created and applied, any edits must be made at the individual school level.

School Year

Name: 2006-2007
Dates: From 08/31/2006 To 07/31/2007

Terms

Name: Fall Semester
Dates: From 08/31/2006 To 01/31/2007
Course must fall within school year from/to date.
- Fill in a School Year Name. For example, use “2006-2007.”
- Determine the organization of terms for your school.

- If you only have one term for the year, we recommend using “Full Year” as the term name.
- If you have multiple terms within your school year (such as a fall semester and a spring semester), click the link to add another term. Fill out the required information.
  - Note: Term dates must fall within the School Year dates that are defined in above section.
- Once completed, hit Save.

- You will see a summary of the dates and terms you just applied to your school.
- Alternatively, as a School-Level HM Online Administrator, when you first navigate to this page, school year and term information may have already been put into place by your District-Level HM Online Administrator.
  - Verify that the information displayed is correct
  - If it is not, use the link to View/Edit and then Save your changes.
District Level Performance Bands

Performance Bands help District-Level HM Online Administrators and Classroom Teachers visually segment their students’ performance on tests. An optional feature, HM Online allows District Administrators to create a set of performance bands that are applied to all of the schools within their District.

1. From your Admin Tab, click on District Settings.
2. Then, click on District Performance Bands.
3. Select the number of Performance Bands, from three to five.
   - If you like, you may change the range for each of the Performance Bands.
   - Unless your District has specific grade ranges, it is suggested that these are left at the default setting.
4. When finished, select Save Changes.
Importing Users

Importing Users into HM Online using the import tool is the fastest and most accurate way to add Students as well as Teachers and other HM Online Administrators into HM Online. Most schools use electronic student information systems (SIS) such as grade books that capture student data. These programs typically allow you to export your student information into an Excel or text file. This exported data may then be formatted according to HM Online instructions and imported into HM Online.

Please note: If you are a District-Level HM Online Administrator, Users may only be imported on a school-by-school basis. Therefore, you will need to complete the process outlined below for each school.
Importing Student Users

When importing Student Users into HM Online, use this list to see which information is required and which is optional.

<table>
<thead>
<tr>
<th>Required Information</th>
<th>Optional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unique Student Number/ID</td>
<td>Middle Initial</td>
</tr>
<tr>
<td>First Name</td>
<td>Email</td>
</tr>
<tr>
<td>Last Name</td>
<td>Parent/Guardian Name</td>
</tr>
<tr>
<td>Birth date</td>
<td>Educational Programs:</td>
</tr>
<tr>
<td>Gender</td>
<td>Economic</td>
</tr>
<tr>
<td>Grade</td>
<td>Disadvantage</td>
</tr>
<tr>
<td></td>
<td>Ethnicity</td>
</tr>
<tr>
<td></td>
<td>Title 1</td>
</tr>
<tr>
<td></td>
<td>IDEA</td>
</tr>
<tr>
<td></td>
<td>Migrant</td>
</tr>
<tr>
<td></td>
<td>Gifted/Talented</td>
</tr>
<tr>
<td></td>
<td>ELL</td>
</tr>
<tr>
<td></td>
<td>Section 504</td>
</tr>
<tr>
<td></td>
<td>Immigrant</td>
</tr>
</tbody>
</table>

From your Admin tab, select User Management

- If you are a District-Level HM Online Administrator, make sure that you have selected the first school for which you plan to import users.

- Click on Import Student Users
  - If you would like more instruction, click on the link help topics
Please carefully review the information and format requirements for the import file.

- The file must be saved as a tab-delimited text file (*.txt).
  - Use Notepad on a PC or Text Edit on a Mac.
- You must have either data or a tab entered for each of the twelve fields listed above. If you do not, the import process will fail.
- Data Organization:
  - Put all of the data in the order in which it is requested.
  - In fields where more than one selection is possible, separate entries by using a semicolon.
  - Even if you choose to exclude some of the optional information, use the Tab key (without any information typed in that section) as a placeholder for that field or category.

---

**Student Fields**

Here are the fields in the order that they must appear in your tab-delimited text file. Each row must contain 12 fields. Note that string characters include alphanumeric characters, spaces, apostrophes, periods and dashes. No other special characters are permitted.

<table>
<thead>
<tr>
<th>Field Order</th>
<th>Required</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Yes</td>
<td>String - 10 characters</td>
</tr>
<tr>
<td>2 First Name</td>
<td>Yes</td>
<td>String - 30 characters</td>
</tr>
<tr>
<td>3 Middle Initial</td>
<td>No</td>
<td>String - 1 character</td>
</tr>
<tr>
<td>4 Last Name</td>
<td>Yes</td>
<td>String - 30 characters</td>
</tr>
<tr>
<td>5 Grade</td>
<td>Yes</td>
<td>Numeric - 1-12</td>
</tr>
<tr>
<td>6 Birth Date</td>
<td>Yes</td>
<td>MM/DD/YYYY</td>
</tr>
<tr>
<td>7 Gender</td>
<td>Yes</td>
<td>Female/Male</td>
</tr>
<tr>
<td>8 Ethnicity</td>
<td>No</td>
<td>See below for accepted values</td>
</tr>
<tr>
<td>9 Special Programs</td>
<td>No</td>
<td>See below for accepted values</td>
</tr>
<tr>
<td>10 Parent/Guardian First Name</td>
<td>No</td>
<td>String - 30 characters</td>
</tr>
<tr>
<td>11 Parent/Guardian Last Name</td>
<td>No</td>
<td>String - 30 characters</td>
</tr>
<tr>
<td>12 Parent/Guardian Email</td>
<td>No</td>
<td>String - 100 characters</td>
</tr>
</tbody>
</table>

**Ethnicity & Special Programs Values**

Separate multiple values with a semicolon.

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Special Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asian/Pacific Islander</td>
<td>Economic Disadvantage</td>
</tr>
<tr>
<td>Black/African American</td>
<td>ELL</td>
</tr>
<tr>
<td>Caucasian/White</td>
<td>Gifted Talented</td>
</tr>
<tr>
<td>Hispanic</td>
<td>IDEA</td>
</tr>
<tr>
<td>Native American</td>
<td>Immigrant</td>
</tr>
<tr>
<td>Native Hawaiian</td>
<td>Migrant</td>
</tr>
<tr>
<td>Other</td>
<td>Section 504</td>
</tr>
<tr>
<td>Not Provided</td>
<td>Title I</td>
</tr>
</tbody>
</table>
Note: For some, it might be easier to create and manipulate this list in Excel and then save the file as a (*.txt) file. See Appendix A for more information on using Excel to create tab-delimited files.

Save the file to a location on your computer where you will be able to find it.

Once you have created and saved the import file, return to the User Management tab.

Click Import Student Users.
Browse for the file.

Click **Import**.

Click **User Import Status** to check the import status.

The import was successful if the status column lists Success.

If there are errors, click the view errors link. The error message will provide you with a list of the fields and rows where errors were found.

Note: Usernames are formatted as **Firstname.Lastname**, and are case sensitive.

Note: Import files use the unique identifier as their key. If a second student is imported with the same unique ID, but different name information, the first student’s information will be erased when the second student is imported.

Note: We recommend that Student and Faculty users only be imported once a year.
Importing Classroom Teacher and other Faculty/Staff Users

When importing Other Non-Student Users into HM Online, use this list to see which information is required and which is optional.

<table>
<thead>
<tr>
<th>Required Information</th>
<th>Optional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unique ID</td>
<td>Middle Initial</td>
</tr>
<tr>
<td>First Name</td>
<td>Subjects Taught</td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Honorific</td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td>Role</td>
<td></td>
</tr>
<tr>
<td>Middle Initial</td>
<td></td>
</tr>
<tr>
<td>Subjects Taught</td>
<td></td>
</tr>
</tbody>
</table>

From your Admin tab, select User Management.

- If you are a District-Level HM Online Administrator, make sure that you have selected the first school for which you plan to import users.

- Click on Import Faculty/Staff Users.
  - If you’d like more instruction, click on the link help topics.
Please carefully review the information and format requirements for the import file.

The file must be saved as a tab-delimited text file (*.txt).

- Use Notepad on a PC or Text Edit on a Mac.

You must have either data or a tab entered for each of the eight fields listed above. If you do not, the import process will fail.

**Data Organization:**

- Put all of the data in the order in which it is requested.
- In fields where more than one selection is possible, separate entries by using a semicolon.
- Even if you choose to exclude some of the optional information, use the Tab key (without any information typed in that section) as a placeholder for that field or category.

**Note:** For some, it might be easier to create and manipulate this list in Excel and then save the file as a (*.txt) file. See Appendix A for more information on using Excel to create tab-delimited files.
○ Save the file to a location on your computer where you will be able to find it.

○ Once you have created and saved the import file, return to the User Management tab.

○ Click Import Faculty/Staff Users.
- Browse for the file.
- Click **Import**.

**Import Faculty/Staff Users**

- **District**: Houghton Mifflin Sch Dist
- **School Type**: Elementary School
- **School**: Kennedy Elementary

For additional information, please read the [help topic](#): [Set Up: Managing Users](#).

Locate the student import file on your computer. Make sure your file is in a tab-delimited text format.

**File**: [Documents and Settings/Johnston/Import]

**Important**: When updating users, matching on the Student Information System Unique ID will overwrite data in all of the other fields for that user.

- **Browse**

**Import Faculty/Staff Users: Processing**

Your faculty/staff import file is being processed. This process may take several minutes.

Please go to "Check User Import Status" later. When the status changes from "Processing" to "Success" you will be able to view the list of classes in the system.

Go to **User Import Status** to check this file's status.

- **Click User Import Status** to check the import status.

**User Import Status**

<table>
<thead>
<tr>
<th>Filename</th>
<th>Date</th>
<th>Status</th>
<th>User Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>faculty.txt</td>
<td>01/12/2007</td>
<td>success</td>
<td>Faculty/Staff</td>
</tr>
<tr>
<td>student2.txt</td>
<td>01/11/2007</td>
<td>view errors</td>
<td>Student</td>
</tr>
</tbody>
</table>

- The import was successful if the status column lists Success.
- If there are errors, click the view errors link. The error message will provide you with a list of the fields and rows where errors were found.
- Note: Usernames are formatted as **Firstname.Lastname**, and are case sensitive.
- Note: Import files use the unique identifier as their key. If a second teacher is imported with the same unique ID, but different name information, the first teacher’s information will be erased when the second teacher is imported.
- Note: We recommend that Student and Faculty Users only be imported once a year.
Distributing Product

The final step when importing Classroom Teachers and other HM Online Administrators into your school is Distributing Product to them. In a non-tech world, this is similar to passing out the textbook to teachers so they may use it in their classes.

- From your home page, click on the green Distribute Product button. (Alternatively, you may also access this feature by navigating to the Admin Tab at the top of your page.)

- Click Distribute Products.
Select the first product you would like to distribute.

- Click Save Product Selection.

Place check marks next to those to whom you would like to distribute product.

- Click Give Product.
Note: School-Level HM Online Administrators will only have the ability to distribute product to other Users in their school that they have activated or have access to. District-Level HM Online Administrators will automatically have the ability to distribute product to all users within their District. They will still be prompted to select a school. However, they will see all of the non-student users in their district.

Products are distributed successfully.

If there are other products you wish to distribute, click **Back to Product Management**.

Repeat the last few steps as many times as is necessary to assign the product.

Note: Imported Non-Student Users will not receive their user credential emails until product has been distributed to them.

Note: HM Online Administrators will also need to distribute product for each additional order of new product they register.
Creating and Rostering Classes

Classes may be added to HM Online by using one of three methods:

1. An HM Online Administrator may use the Class Import Tool to bring the Class Profile (class name, term, year, and subject), Classroom Teacher and the class Student Roster into HM Online. Multiple classes may be imported at one time.

2. An HM Online Administrator may use the Class Import Tool to bring just the Class Profile (class name, term, year, and subject) and Classroom Teacher into HM Online, leaving the building of the Class Student Roster to the teacher. Again, multiple classes may be imported at one time.

3. The HM Online Administrator does not add any Class Information. Instead, the Classroom Teacher creates the Class Profile and the Student Roster manually.

If all of the information is available, it is recommended that the HM Online Administrator use the Class Import tool to load as much information as possible.

If the HM Online Administrator chooses to use the import tool to load class information, the following table shows which information is required and which is optional.

<table>
<thead>
<tr>
<th>Required Information</th>
<th>Optional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Name</td>
<td>Student ID’s of Students on Class Roster</td>
</tr>
<tr>
<td>Grade Level</td>
<td></td>
</tr>
<tr>
<td>School Year Name</td>
<td></td>
</tr>
<tr>
<td>Term Name</td>
<td></td>
</tr>
<tr>
<td>Teacher’s Unique ID</td>
<td></td>
</tr>
</tbody>
</table>
Class Creation – Method 1: Importing both the Class Profile and the Student Roster

- From your homepage, select Manage Classes.
  - Check the school name in the upper right corner to make sure that you are managing the correct school.

- Click Import Class Roster.
Make sure to read the information about how to format the tab-delimited text file so that it contains all of the class information you wish to import.

Required Fields:

- **Class Name** – this is the name that students will see.
- **Grade** – this must be a numerical value
- **School Year Name** – this must exactly match the name created by the HM Online Administrator.
- **Term Name** – this must exactly match the name created by the HM Online Administrator.
- **Classroom Teacher Unique ID** – this is the ID that was associated with the Teacher’s name on the User Import File. To include more than one teacher for the Class, separate their unique IDs within the field by using semicolons.

Optional Fields:

- **Student ID’s of Students on Class Roster**.
o Fill in the Class details for your School on this Template.

o Once you are finished, **resave** the document to your computer.

**Note:** If you a District-Level HM Online Administrator, you have the ability to import classes for all of the schools in your district. However, you may only import classes for one school at a time. Therefore, build a separate file for each school.

**Note:** For some, it might be easier to create and manipulate this list in Excel and then save the file as a (*.txt) file. See Appendix A for more information on using Excel to create tab-delimited files.

- Return to the Class Management area in HM Online.
- Click **Import Class Roster.**
o Click **Browse**, find the **Tab-Delimited Text File** that you saved to your computer.

o Click **Import**.

o The request will process, which might take a few moments.

o Click **Class Roster Import Status**.
If the Import is successful, the status will be listed as success. If there are errors, click **view errors**.

The final step to activate this class will be taken by the Classroom Teacher as they review the class details, add any additional teachers or teacher’s aides, and when they select the specific product that will be used by the class.

Send an email to your teachers through your regular school mail system to provide them with information about HM Online.
Class Creation – Method 2: Importing the Class Profile Alone

- From your homepage, select **Manage Classes**.
- Verify that the correct school is listed in the upper right corner.

- Click **Import Class Roster**.
- Make sure to read the information about how to format the tab-delimited text file so that it contains all of the class information you wish to import.
  - **Required Fields:**
    - **Class Name** – this is the name that students will see.
    - **Grade** – this must be a numerical value.
    - **School Year Name** – this must exactly match the name created by the HM Online Administrator.
    - **Term Name** – this must exactly match the name created by the HM Online Administrator.
    - **Classroom Teacher Unique ID** – this is the ID that was associated with the Teacher’s name on the User Import File. To include more than one teacher for the Class, separate their unique IDs within the field by using semicolons.
  - **Optional Fields:**
    - **Student ID’s of Students on Class Roster** – Make sure to include a tab at the end of each row. Because you are not including any of the student information in this class, this will act as a placeholder for the data field.
Fill in the Class details for your School on this Template.

Once you are finished, resave the document to your computer.

Note: If you are a District-Level HM Online Administrator, you have the ability to import classes for all of the schools in your district. However, you may only import classes for one school at a time. Therefore, build a separate file for each school.

Note: For some, it might be easier to create and manipulate this list in Excel and then save the file as a (*.txt) file. See Appendix A for more information on using Excel to create tab-delimited files.

Return to the Class Management area in HM Online.

Click Import Class Rosters.
Click **Browse**; find the **Tab-Delimited Text File** you saved to your computer.

Click **Import**.

The request will process. It might take a few moments.

Click **Class Roster Import Status**.

If the Import is successful, the status will be listed as successful. If there are errors, click **view errors**.

The final step to activate this class will be taken by the Classroom Teacher as they review the class details, Search for and Add Students to create the Class Roster, add any additional teachers or teacher’s aides, and select the specific product that will be used by the class.

Send an email to your teachers through your regular school mail system to provide them with information about HM Online.
Class Creation – Method 3: The Classroom Teacher creates the Class Profile and the Student Roster.

The third option for HM Online Administrators when arriving at the step to create classes within HM Online is to leave the task completely to the Classroom Teachers. Classroom Teachers do not have access to the Class Import Tool. Instead, they will create classes one at a time using the web screens to walk through the process. As the HM Online Administrator, please let your Teachers know if they will need to complete this step, so they may prepare the information. For directions on how to manually create a class, go to the Classroom Teacher section in the Table of Contents. (See: Editing or Creating Classes).
Scanner Information

If your District or School plans on using the paper testing features of HM Online, you will need to set up the scanner by following the directions included with the scanner. You will also need to download the HM Online Grader Software onto the Windows computer that is attached to the scanner.

The list of compatible scanners may be found on the Houghton Mifflin Technical Support Website. The scanner must be connected to a Windows-based PC (not Mac) in order for the Grader software to work. *All* other machines using HM Online may be either Mac or PC.

### HM Online Grader Software Installation

Note: Only a HM Online Administrator may complete this step.

- Click on the green **Admin** tab.

<table>
<thead>
<tr>
<th>Report Status</th>
<th>Created</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>report</td>
<td>01/30/2007</td>
<td>Complete</td>
</tr>
<tr>
<td>report</td>
<td>03/30/2007</td>
<td>error</td>
</tr>
<tr>
<td>4th Grade Reading Skills</td>
<td>02/28/2006</td>
<td>Complete</td>
</tr>
<tr>
<td>4th Grade Writing Skills</td>
<td>02/28/2006</td>
<td>Complete</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Products I Own</th>
<th>License Owned</th>
<th>Expiration</th>
</tr>
</thead>
<tbody>
<tr>
<td>4th Grade Reading</td>
<td>100</td>
<td>05/15/2014</td>
</tr>
<tr>
<td>4th Grade Writing</td>
<td>100</td>
<td>05/15/2014</td>
</tr>
<tr>
<td>1st Grade Reading</td>
<td>100</td>
<td>09/20/2011</td>
</tr>
<tr>
<td>1st Grade Writing</td>
<td>100</td>
<td>09/20/2011</td>
</tr>
</tbody>
</table>
o Click on Download Scanning Software.

o Go to Step 3 and start the download process.
You will need to know your username; password; and your District ID

Step 2: Installing Your New Scanner

1. Follow the instructions in your setup manual to connect your new scanner to your computer and make sure that your computer has internet access.
2. Verify that the scanner has been connected properly and the software is installed on your computer.

Step 3: Downloading the HM Assessment System Grader

Once the scanner is successfully connected, run the installation program. The Install Program will automatically open on your computer.

1. Click here to start the download.
2. In the File Download box, click Save, then select the location and click Open to copy the download file to your computer.

Step 4: Installing the HM Assessment System Grader

1. To start the installation process, locate the Install_Grader_Application.exe file you just downloaded and double-click it.
2. Follow the instructions on your screen to complete the installation.

Step 5: Configuring the HM Assessment System Grader

- You may either open the file or save it to your computer.
- It will take a few minutes for the file to open.

The Install Program will automatically open on your computer.
- Click Next.
- Follow the on screen directions – Accept their default suggestions.
Step 5: Configuring the HM Assessment System Grader
For more complete instructions, see Configuring the HM Assessment System Grader in Help.

1. To configure the HM Assessment System Grader, first start the Grader.
   - If you installed the Grader with a shortcut on your desktop, double-click the shortcut. Otherwise, click Start > Programs > HM Assessment System Grader > HM Assessment System Grader. The HM Assessment System Grader login screen and options page appear.
2. If the Options page is not already open, click advanced options.
3. If your network uses a proxy server, turn on the use proxy server setting (click its check box) and enter your server and port information.
4. If the proxy server requires a login, turn this setting on and enter your username and password.
5. In the Administrator Contact area, type the name, phone number, and e-mail address of the person teachers should contact if they need help scanning answer sheets.
6. In the district ID field, enter the following value in order to configure the Grader to your district: <HMID111122>
7. In the Scan Location area, enter a description of where the scanner is located. These two pieces of information are required before you can use the HM Assessment System Grader.
8. Click OK to return to the HM Assessment System Grader login screen.

Step 6: Using the HM Assessment System Grader
For more complete instructions, see Scanning Answer Sheets in Help.

1. Start the HM Assessment System Grader.
   - If you installed the Grader with a shortcut on your desktop, double-click the shortcut.
   - Otherwise, click Start > Programs > HM Assessment System Grader > HM Assessment System Grader. The HM Assessment System Grader login screen appears.
2. Enter your username and password. Click login.
3. Follow the instructions on your screen for scanning and uploading answer sheets.

If you have any questions, please contact Technical Support.

Refer to Section 5 to configure the HM Online Grader once the download is complete.
Classroom Teacher

Sign in and Setting Preferences

Once the School HM Online Administrator has input your user information, you will receive an email with your Username, Temporary Password and the District Specific URL (web address) for HM Online.

- Click the link in the email.

- Enter your temporary password (changeme).
- Click Sign In.
- Change your password from the system-generated **changeme** to one of your choosing.
- Click **Save**.

- You will automatically be taken to your HM Online homepage.
  - **Bookmark** this web address in your browser of choice.
  - Verify that the correct school is listed in the upper right corner. If the listed school is not correct, please contact the HM Online Administrator for your school.
  - Click on **Preferences** in the upper right corner (above the school name) to set your personal user preferences and to set your Password Question.
Select **My Profile** to set your Security Question and Answer and to review your other user information.

Click on **Edit** to edit your profile.

Set the **Security Question and Answer**.

If desired, you may also change your email address on this page.
- You don’t need to use the same email address to which the activation message was sent.
- Click on **Save Changes** when you’re done entering your information.

![Assessment System](Image)

- Information and changes will then be summarized.
- Click on **Preferences** again in order to set your **Performance Bands**

![Assessment System](Image)

- Click on **Performance Bands**.

![Assessment System](Image)

- Select **Use my performance bands**.
Select the number of bands you would like to track in your classes for your tests.

Note: Prescriptions are created for all Performance Bands that you set. Therefore, please be aware that any changes you make to the band ranges will impact Prescriptions.

Click **Save Changes**.

Click through the other options on the preferences page to set preferences for other HM Online features.
Editing or Creating Classes: Picking up where the HM Online Administrator left off

As a Classroom Teacher, you will find one of three scenarios when you click to the Class Tab at the top of your homepage:

1. The HM Online Administrator has imported both the class profiles and the class roster. (Method 1)
2. The HM Online Administrator has imported only the class profile but not the class roster. (Method 2)
3. The HM Online Administrator has not imported any class information and has left the class creation to the Classroom Teacher. (Method 3)

The level of information imported by the HM Online Administrator will determine the first steps that you need to take to finish setting up your classes.

The Class Profile and the Class Roster Already Exist (Method 1)

1. From your homepage, click on the Classes tab at the top of the page.
2. Click on the first class to review the class profile and to add product.
Review the Student Roster.

- To remove any students, click remove next to the student’s name and follow the on-screen prompts.
- To add additional students, click add student at the top of the student list and follow the on-screen prompts.

Click edit.

Select the class subject for the class by using the drop-down list.

Select the books that the class will use by clicking the box next to the product name.

Select any additional teachers or teacher’s aides to whom you’d also like to give access to your class.

Click save changes when finished.
Click My Classes to return to your class list and repeat the process for the rest of your classes.

The Class Profile Exists, but the Class Roster has not been imported (Method 2)

From your homepage, click on the Classes tab at the top of the page.
- Click on the first class to review the class profile, to add product, and to add students.

- Click **edit**
- Select the class subject for the class by using the drop-down list.
- Select the books that the class will use by clicking the box next to the product name.
- Select any additional teachers or teacher’s aides you would like to also have the ability to access your class.
- Click save changes when finished.

○ Click add student.
Select **Search for Existing Students**.
- Note: This option is selected because the HM Online Administrator already imported all of the students.
- To add a new student not previously imported, select Create New Student.

Enter search criteria. You may enter search criteria in one or more of the fields.
- Click **Search**.
To add students to your class, click in the box to the right of the student’s name. To add the entire list, click the yellow checkmark at the top of the list of student names.

Click **Continue** when finished.

---

**Add student(s) to Grade 3 Class - Confirmation**

Congratulations! Your roster has been updated as shown below. Click on any student’s name to see the details about that student.

<table>
<thead>
<tr>
<th>Class Profile</th>
<th>edit</th>
<th>delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Name: Grade 3 Class</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subject: Reading</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School: Kennedy Elementary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade: 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term: Full Year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Products: HM Math: Ready-made</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tests Grade 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HM Math: Ready-made</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tests Grade 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HM Math: Ready-made</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tests Grade 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teachers: Teacher, Mr. Grade 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students: 13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Groups: 0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Class Roster (13 students)**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Birth Date</th>
<th>Username</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baker, Damon B.</td>
<td>04/16/1999</td>
<td>Damon.Baker</td>
<td>active</td>
</tr>
<tr>
<td>Christiansen, Willie E.</td>
<td>04/03/1999</td>
<td>Willie.Christiansen</td>
<td>active</td>
</tr>
<tr>
<td>Garrison, Lola K.</td>
<td>04/02/1999</td>
<td>Lola.Garrison</td>
<td>active</td>
</tr>
<tr>
<td>Gillespie, Richley R.</td>
<td>04/20/2003</td>
<td>Richley.Gillespie</td>
<td>active</td>
</tr>
</tbody>
</table>

---

Click **My Classes** to return to your class list and repeat the process for the rest of your classes.
Neither the Class Profile nor the Class Roster have been imported (Method 3)

- From your homepage, click on the Classes tab at the top of the page.

- After clicking on the Classes Tab, the My Classes page shows that no classes have been created for you.
  - Click the Add Class link.
Add a Class

Creating a class is simple. First, tell us some basic information about the class, including what products you want to use with the class. You can add additional teachers (such as teaching assistants). Then you'll have a variety of ways to add students to your class.

First Step: Create a Class Profile

Fields marked with an asterisk (*) are required.

- Class Name
- Subject
- School Type
- School Name
- Grade
- School Year
- Term

Use these products with this class:
- Reading: Ready-made Tests Grade 1
- Spelling: Ready-made Tests Grade 1
- Writing: Ready-made Tests Grade 1
- Math: Ready-made Tests Grade 1
- Science: Ready-made Tests Grade 1

Teacher(s) for this class:
- Teacher: 
- Teacher: 

Select the books that the class will use by clicking the box next to the product name.

Select any additional teachers or teacher’s aides you would like to also have the ability to access your class.

Click Save Profile when finished.

- Fill in the Required Fields:
  - Class Name – Type in your desired class name.
  - Subject, Grade, School Year, Terms – use the drop-down list
  - Select the books that the class will use by clicking the box next to the product name.
  - Select any additional teachers or teacher’s aides you would like to also have the ability to access your class.

- Click Save Profile when finished.
Select **Build Class Roster** to add students to your class right away

Select **Add Students Later** to return to your class list

Select **Search for Existing Students.**
  - Note: This option is selected because the HM Online Administrator already imported all of the students.
  - To add a new student not previously imported, select Create New Student.
Enter search criteria. You must enter search criteria in one or more of the fields.
Click Search.

To add students to your class, click in the box to the right of the student’s name. To add the entire list, click the yellow checkmark at the top of the list of student names.
Click Continue when finished.
Add student(s) to Grade 3 Class - Confirmation

Congratulations! Your roster has been updated as shown below. Click on any student’s name to see the details about that student.

<table>
<thead>
<tr>
<th>Class Profile</th>
<th>edit</th>
<th>delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Name: Grade 3 Class</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subject: Reading</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School: Kennedy Elementary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade: 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term: Full Year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Products:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HM Math: Ready-made</td>
<td>HM Math: Ready-made</td>
<td></td>
</tr>
<tr>
<td>Tests Grade 3</td>
<td>Tests Grade 3</td>
<td></td>
</tr>
<tr>
<td>HM Math: Ready-made</td>
<td>HM Math: Ready-made</td>
<td></td>
</tr>
<tr>
<td>Tests Grade 2</td>
<td>Tests Grade 2</td>
<td></td>
</tr>
<tr>
<td>Teachers: Teacher, Mr. Grade4.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students: 13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Groups: 0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class Roster (13 students)</th>
<th>add student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name</td>
<td>Birth Date</td>
</tr>
<tr>
<td>Baker, Damon B.</td>
<td>04/16/1999</td>
</tr>
<tr>
<td>Christensen, Willie S.</td>
<td>04/03/1999</td>
</tr>
<tr>
<td>Garrison, Lola K.</td>
<td>04/02/1999</td>
</tr>
<tr>
<td>Gillespie, Rickey R.</td>
<td>04/28/2003</td>
</tr>
</tbody>
</table>

- Click **My Classes** to return to your class list to repeat the process of creating new classes for the rest of your classes.
Class Management
This section will explain how to create sub-groups of students within your classes, add or remove students to existing classes and finally, how to distribute usernames and passwords to the students in your classes.

Creating Groups

- From your Classes tab, select the first class in which you want to create a sub-group of students.

- Scroll to the section below the listed class roster. Click on add group.

- Scroll to the section below the listed class roster. Click on add group.
Add A Group To Math Class

Creating a group is easy. First, give the group a unique name. Then select students from your class roster and add them to the group.

1. **Group Name**: The name you create must be unique within this class. Students won't see this name.

2. **Add Students to Group**: Check the boxes next to the names of students you would like to include in this group.

   Class Roster (14 Students)
   
<table>
<thead>
<tr>
<th>Student Name</th>
<th>Gender</th>
<th>Ethnicity</th>
<th>Programs</th>
<th>Member Of</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benson, Jennifer L</td>
<td>Female</td>
<td>Asian/Pacific Islander</td>
<td>1, 6</td>
<td></td>
</tr>
<tr>
<td>Morgan, Jordan T.</td>
<td>Female</td>
<td>Asian/Pacific Islander</td>
<td>5, 6</td>
<td></td>
</tr>
<tr>
<td>Anderson, Howard O</td>
<td>Male</td>
<td>Caucasian/White</td>
<td>5, 6</td>
<td></td>
</tr>
<tr>
<td>Ayers, Alma L.</td>
<td>Female</td>
<td>Caucasian/White</td>
<td>1, 4</td>
<td></td>
</tr>
<tr>
<td>Barber, Leland B.</td>
<td>Male</td>
<td>Caucasian/White</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Bartlett, Alice L.</td>
<td>Female</td>
<td>Caucasian/White</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Barton, Victoria C.</td>
<td>Female</td>
<td>Caucasian/White</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Kattle, Clay E.</td>
<td>Male</td>
<td>Caucasian/White</td>
<td>1, 4, 5, 7</td>
<td></td>
</tr>
</tbody>
</table>

- Type in the name of the group you would like to create.
- Select which students should be a part of this group by checking in the open box to the left of their name.
- **Click** **Save Group**.

Struggling Readers Group added to Math Class

Congratulations! You have successfully created a group. Here are the details of the group:

Group Roster (6 Students)

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Gender</th>
<th>Ethnicity</th>
<th>Programs</th>
<th>Member Of</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anderson, Howard O</td>
<td>Male</td>
<td>Caucasian/White</td>
<td>5, 6</td>
<td>Struggling...</td>
</tr>
<tr>
<td>Ayers, Alma L.</td>
<td>Female</td>
<td>Caucasian/White</td>
<td>1, 4</td>
<td>Struggling...</td>
</tr>
<tr>
<td>Barton, Victoria C.</td>
<td>Female</td>
<td>Caucasian/White</td>
<td>4</td>
<td>Struggling...</td>
</tr>
<tr>
<td>Bemad, Jan H.</td>
<td>Male</td>
<td>Caucasian/White</td>
<td>1, 4, 7</td>
<td>Struggling...</td>
</tr>
<tr>
<td>Bled, Annabella M.</td>
<td>Female</td>
<td>Caucasian/White</td>
<td>5</td>
<td>Struggling...</td>
</tr>
<tr>
<td>Morgan, Jordan T.</td>
<td>Female</td>
<td>Asian/Pacific Islander</td>
<td>5, 6</td>
<td>Struggling...</td>
</tr>
</tbody>
</table>

- A summary page will appear if the group is created successfully.
- **Note**: Students are allowed to belong to more than one group.
Adding students to or Removing students from an Existing Class

During the school year it is a common occurrence for the student roster in a class to fluctuate. Classroom Teachers have the ability to add new students when they join the class or remove them when they leave.

- From your classes tab, select the class for which you need to modify the student roster.

- To remove a student who is leaving your class, click remove, which is located on the right side of the row with that student’s information.
You’ll receive a confirmation screen that the selected student was removed from the class.

To add a new student to your class, click **add student**.

If the Student is only new to the class, but not to the school, select **Search for Existing Student**.

If the Student is new to the school (not just new to the class), select **Create New Student**.
o Fill in the requested information.

o Click Continue.

o Fill in the Required information.

o Fill in the Optional information as desired.

o Information such as Educational Programs may be used for reporting.

o Scroll down and select **Save and Add to Roster**.
You will receive confirmation of this change to your class roster.

Note: this student will now be available for all other classroom teachers within the school to add them to their classes.

Distributing Student User Names to your Class

In order for students to use the online features of HM Online they will need to have their usernames and passwords. HM Online user names are created in the format Firstname.Lastname. If there are multiple users in your district with the same name, then all users created after that first person will be Firstname.Lastname1, Firstname.Lastname2, etc... The initial temporary password for all users is “changeme”. Note: both usernames and passwords are case sensitive.

HM Online offers an easy way to print out all of the usernames and passwords of students in each class.
- From the classes tab, select and open one of your classes.
- At the bottom of the screen, select **Print students’ usernames**.

  - A second browser window will open containing a list of all of the students’ usernames and the web address.
    - Note: all students will have the initial temporary password of **changeme**.
  - This sheet is formatted to fit standard size mailing labels, which you may use instead of paper to print out.
Testing: Selecting and Assigning to Classes

HM Online provides the opportunity for Classroom Teachers to assign tests for their classes to take either online or offline (using the plain paper testing functionality). These tests not only include chapter and benchmark tests for the specific textbooks they are using, they also include practice exams with state-specific standards and follow a similar format for your state tests. Many of these tests are included in the HM Online Test Library. However, you may also use the Houghton Mifflin Test Generator to publish your own tests to HM Online.

Searching for Tests

- From your homepage, click on the yellow Assign a Test button on the left side of the page.
You are taken to the Test Library section of the Tests tab.

From the box on the left side of the page, choose the product from which you would like to assign a test.

Click on that product name to see the tests that are available within the HM Online Test Library.

Alternately, you may select Search for Tests to find tests that include a specific set of criteria.

Continue to click on the options in the box on the left until you see a list of Tests appear in the box on the right.

Select a test from the box on the right by clicking on it.
A summary of the Test Details will open.
You may click on the link **view standards** to view the standards that are covered on this specific test. Click on the **PDF** or **Online Preview** to view the included test questions.
Click on **Assign Test** to select this test and assign it to a class.

**Publishing a test using the Houghton Mifflin Test Generator**

In addition to the tests that are found preloaded in the HM Online Test Library, you may also publish tests directly to HM Online from the Test Generator.

Open the Test Generator through the **Start Menu**, or open the Houghton Mifflin Test. Generator folder in the hard drive on a Mac.

On “ExamView Startup” menu, select **Create a new test** and click **OK**.
Type a name for the test (e.g. “Information Skills”) and click **OK**. This is the name that will appear on the test itself.
- You will see a blank document with the test title that you typed.

- Go to the Select menu, and choose an option (e.g., “By Standard.”)

- Select an item bank of questions and click down until you find skills or chapter you wish to select, and click Select. Then click Next.

- If you selected by Standard, then use the Question Type drop-down to format the question (e.g., Multiple Choice). Use the Standard Type drop-down to select by Learning Objective or State Standard (if available). Under Additional Selections type the number of questions you wish to use on the test and click Select.
Your test is ready. From here, you can edit or delete a question, or add your own. You can also change the font size or format it to match your state test (in the “Style Gallery” under the “Test” menu).

Note: any questions authored or edited will not be included in reports for performance by standards or skills, and students' performance on these questions will not be considered when prescriptions are generated.
Once your Test has been saved, go to File, Publish Your Test On-Line, and select **Houghton Mifflin Online Assessment System**.

- Select Houghton Mifflin Assessment System from the drop-down menu and click Next.

- Enter your HM Online login information and click Next.

- **Note:** Your District information may be found by checking your user profile within HM Online.
The system will validate the test format and then show you the name of the test and the number of questions. When you are ready to publish the test to the Houghton Mifflin Online Assessment System, click Publish.

Your new test will appear in the Test Library under My Tests.
Assigning a Test

Once you have selected a test, click **Assign Test**.

- You will have the option to assign this test to your students either online or on paper.

<table>
<thead>
<tr>
<th>Test Source</th>
<th>Delivery Method</th>
<th>Test Name</th>
<th>Delivery Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Tests</td>
<td>Online, scan sheet</td>
<td>Information Skills</td>
<td>Online, scan sheet</td>
</tr>
<tr>
<td>pdf preview</td>
<td>Published: 10/6/2006</td>
<td>online preview</td>
<td>Published: 10/6/2006</td>
</tr>
<tr>
<td>Standards:</td>
<td></td>
<td>view standards</td>
<td></td>
</tr>
</tbody>
</table>

Format & Scoring

- **Questions**: 10
- **Item Types**: 10 Multiple Choice
- **Automated Scoring**: All

Assign Test

Assign this test to one or more of your classes.
Assigning an Online Test

Fields marked with an asterisk (*) are required.

- **Test Name**
  - Information Skills
- **Assignment Name**
  - This is the name your students will see.
- **Class**
- **Test Delivery Method**
  - Take Online, score online
- **Assignment Start**
- **Assignment End**
- **Show Assignment to Students**
  - This is the earliest date students will see the test assignment details.

**Assign to**

- Students Not Yet Selected
- Assign Test to

- Under the **Test Delivery Method**, select **Take Online**.
- Fill in all of the required information:
  - **Assignment Name**: You may change this from the Test Library test name.
  - **Class**: Select the class from the drop down list. If you would like to assign this test to more than one class, please see the Copying a Test Assignment section.
  - **Test Delivery Method**: Select Take Online.
  - **Assignment Start and End Dates**: Select the time and date window you would like students to be able to log in and complete the test.
  - **Note**: HM Online uses the time on your computer to determine when to show the assignment to your students, so be sure it is set correctly.
  - **Show Assignment to Students**: This is similar to writing down tests on the blackboard before you give them. At the chosen date and time, this assignment will appear in the students’ HM Online calendars.
  - **Assign to**:
    - Use the All>> button to move the entire class listed in the left box to the right box.
    - If you would like to assign only certain individuals, click on their name and then click on Move >. To select multiple individuals, hold down the Control key while selecting.
- Continue filling in the requested test selections.
- When done click Save.

A summary box of your test assignment will pop up.

Click the pdf preview to open a copy of the test assignment with all of the test questions, answers and associated state standards.

If you would like to make any changes to this test assignment click edit.
Assigning an Offline (Paper-Based) Test

- Under the Test Delivery Method, select Take on Paper.
- Fill in all of the required information:
  - Assignment Name: You may change this from the Test Library test name.
  - Class: Select the class from the drop down list. If you would like to assign this test to more than one class, please see the Copying a Test Assignment section.
  - Test Delivery Method: Select Take On Paper.
  - Assignment Start and End Dates: Select the date window you plan to give your students this test.
  - Show Assignment to Student: This is similar to writing down tests on the blackboard before you give them. At the chosen date and time, this assignment will appear in the students’ HM Online calendars.
- Assign to:
  - Use the All >> button to move the entire class in the left side box to the right side.
  - If you would like to assign only certain individuals, click on their name and then click on Move >. To select multiple individuals, hold down the Control key while selecting.
- Continue filling in the requested test selections.
- When done click, Save.

Delivery Method: Take an paper, scan answer sheets
Assignment Start: 01/16/2007
Assignment End: 01/17/2007
Visible to Students: 01/16/2007

Test Assignees (11 students)
Benson, Jennifer L.
Burks, Edith M.
Chang, Kaye J.
Fitzpatrick, Spencer K.
Hobert, Reynolds S.
Koch, Ellen C.
Rohas, Shirley C.
Rowland, Deborah K.
Saunders, Chase L.
Sloan, Catalina J.
Talley, Cole L.

View a Print Answer Sheet
- View and print the answer sheet for this test in Adobe Acrobat PDF format.
- You can copy this test assignment to assign it to another class or a different group of students. You may edit any setting in the new assignment.

Copy Assignment

View All Test Assignments

- A summary box of your test assignment will pop up.
- Click the pdf preview to open a copy of the test assignment with all of the test questions, answers and associated state standards.
- If you would like to make any changes to this test assignment click edit. Click Save when finished.
- Click the View & Click Answer Sheet button at the bottom of the list of students assigned to the test.
Print out the answer sheet and make copies for your students’ use.
Copying a Test Assignment

To assign the same test assignment you created for one class to another class, use the Copy Assignment function.

- Scroll to the bottom of an existing test assignment; click Copy Assignment.

- You will be taken to the test assignment screens. Select the information as you would for any other assignment.
  - Note: The assignment name will begin with “Copy of”.
  - If you wish to assign this test to another class, remember to use the drop down selection to choose another class.
- Complete the new assignment by clicking **Save**.
Once students have completed their test assignments, their tests need to be scored. While many of the test questions will be scored automatically by HM Online, some of the questions (such as fill-in-the-blank or essay questions) need to be reviewed and scored by the Classroom Teacher. If the students completed their tests online, then the Classroom Teacher also needs to score any open-ended questions online. Conversely, if students took a paper-based test, the Classroom Teacher needs to review the answers and mark the scores for each of the questions on the students’ answer sheets prior to scanning them into HM Online.

**Online Test Scoring**

- On the **Tests** Tab, select **Test Assignments**.
- Click on the Assignment you wish to score.
Once the assignment is open, click in the status column on the first row that says **Score it** in the status field.

Click on the first test question that requires your review.
The question will open, showing the question and the student’s response.
Use the drop down box to assign points for their correct response.
To add comments that will be visible in the student’s HM Online inbox, click the teacher comments link.

Once you have completed scoring all of the questions in the list, click Submit Scores.
Please Note: Once you submit scores for a student’s test, you may not change their results.

Once the page is refreshed (either by scoring another student’s test or by navigating away from the page and then returning), the test will appear as scored.
Paper Based (Offline) Scoring

After Students have completed a paper-based test, Classroom Teachers must score open-ended questions and indicate their mark on each Student’s answer sheet.

Scoring must take place prior to using the HM Online Grader software and Scanner.

Scoring Tips:
- Fill-In-The-Blank questions are scored by Teachers bubbling next to the question number if the student’s response was incorrect.
- Essay and Short answer questions are scored by Teachers bubbling in the total number of points earned for the response (e.g. if a response earned 18 out of 20 points, bubble next to the 10 and the 8).
Using the HM Online Grader

Use the HM Online Grader software to scan in the Students answer sheets. Prior to scanning in the answer sheets, make sure that all of the answer sheets are in order and that students have filled in the bubble next to their name.

- Open the **HM Online Grader Software**.
- Log in with your HM Online username and password.
  - Note: Other users may use the HM Online Grader Software to scan the answer sheets for one of your classes.
- Following the online instructions, place up to 50 answer sheets face up in the document feeder tray.

- On the computer (within the HM Online Grader software box), Click **Scan**.
Once complete, click **Upload**.
If you have more sheets to scan, click **Scan More**. If not, click **Next**.

**Reviewing the Scan Log**
Once all of the answer sheets have been scanned, you need to review the scan log in HM Online to make sure that everything scanned properly.

Once in HM Online, go to the **Tests** tab.
Click on Scan Log. Review your scan sessions by using the specific scan date and time.

If any scan sessions list any errors, click on the link for that scan session.

Once open, review the scan session errors by clicking on the description link in the error column.
- Use the tools at the top of the page to correct any errors.
- Note: one of the most frequent errors (a missing bubble next to the student’s name) may be corrected by clicking **Select Student from Roster**.

- Select the student’s name from the list, then click **Back to Session Detail**.
- Once all of the errors are fixed, the scan session will show that all of the scans were successful.
Testing: Reviewing the Scores

Once test assignments have been completed by the students and then scored by HM Online, the Classroom Teacher is provided with a tool called Quick Reports to view the results of one test assignment for one class. This tool enables the Teacher to view the results by the entire class, by individual students, by questions, by state standards and even by NCLB reporting categories.

Quick Reports

From the Test tab, click Test Assignments.
Select the test assignment for which you wish to see results.

Once the Test Assignment summary opens, click view results.
The summary report of test scores for the entire class will appear first.

- To more easily see the range into which each student’s score falls, use the drop down box under Performance Bands and select either My Settings or District Settings.
- The box at the top of the page allows you to navigate between all of the different Quick Report options.
- Note: You may click on the question number to see the actual question.

- This report shows the Scores by Standard for All Assigned.
You may click on the either the standard or the question link to see more detail.

This report shows the Scores by Student.

Use the drop down box to switch between students.
o This report shows the test results disaggregated by different NCLB Categories.

o You may use the buttons in the upper right portion of the page to take additional actions on the Quick Report.

o Note: Information other than gender may not be displayed if Student users were created without including the optional ethnicity or educational program information.
Prescriptions

HM Online provides Classroom Teachers with a tool to reteach state specific standards against which their students performed poorly. Called Prescriptions, this tool generates packets based on the each student’s individual results based on state standards. Comprised of workbook study guides, online tutorials and other resources, Prescriptions may be automatically generated for the entire class or for just a few students in the class, depending on how they scored on standards-linked questions.

Creating a Prescription

- From your homepage, click the Prescriptions tab
Select a Test Assignment for which you would like to create a Prescription.

Click Continue.

While it will only take a few minutes to run, Prescriptions will not be created instantly.

Click My Prescriptions to view the status of the Prescription request.
Once the Status shows Assign It, click on the Prescription name to open it.

Click on a student’s name to open the individualized Prescription packet that includes a cover sheet and the associated resource activities.

Click on My Summary to open a .pdf student-by-student summary of all of the Prescriptions created for this assignment.

Click on each student’s name to see a quick view of his or her Prescription.

You may click on a product link to open a .pdf version of that tool/resource.
### Assigning Prescriptions

Prescriptions may be assigned to Students either online where they will appear in the Student’s HM Online inbox or by printing out the summary and worksheets to use as an in-class or take home assignment. Additionally, teachers may choose to review the study guides assigned to the whole class as Prescriptions and then just pick one or two to use as an in-class activity.

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#### Example of a Student Prescription Cover sheet.

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To deliver a Prescription online to students, click **deliver online**.
Fill in the requested Prescription Start and End Dates.

Click Submit.

Once assigned to be delivered online, the Prescription will show a summary of the assignment time frame.

Note: HM Online is not able to grade assigned Prescription materials. When available, a .pdf of the answer key is provided.
Reporting

In addition to the Quick Reports that may be pulled to review the results of one Test Assignment for one Class, HM Online provides Classroom Teachers with the ability to run **Comprehensive Reports** that show test results for a combination of Classes and Test Assignments. While Classroom Teachers only have the ability to run reports for their own classes, School-Level HM Online Administrators have access to run reports for any combination of classes within their schools. Additionally, District-Level HM Online Administrators have access to another set of **District Reports** that allow them to run reports for many schools within their district.

### Comprehensive Reports

- From the homepage, select the **Reports** tab.
- Click on **Comprehensive Reports**.

#### Comprehensive Reports

- **Test Results Reports**
  - **One Student, Many Test Assignments**: Use this report to see how one student has performed over multiple test assignments.
  - **One Class, Many Test Assignments**: See how one entire class did over many test assignments.
  - **Many Tests, Many Classes**: Use this report to find out how many classes performed over the same series of tests.

- **NCLB Report**
  The NCLB (No Child Left Behind) Report lets you disaggregate test data according to the standard categories of Ethnicity, Gender and Special Programs.

- **Standards Reports**

- Select the report that you would like to run, click that link.
o Fill in all of the requested information for steps 1-5.
o Click Run Report.

o Click My Reports to view the status of the report.
o Click on the **Report name** to open it.

o Once open, you also have the option to **Print the Report** or **Export the Data**.

o Select **My Reports** to open any other reports that you have created.

o Note: you may store up to 20 reports in the **My Reports** folder at any time.
To access District Reports:

1. From the Reports tab, select **District Reports**.
2. Note: This option is only visible to users with the District-Level HM Online Administrator role.

   Select the report that you would like to run, click that link.

   Follow the same steps as above in the Comprehensive Reports section.

**District Report**

- **Test Performance**
  Use this report to compare scores on selected tests across schools.

- **NCLB Report**
  Use the No Child Left Behind Report to compare test scores across schools, disaggregated by Ethnicity, Gender, Special Programs.

- **Standards Performance**
  Use this report to compare school performance on standards, and identify which standards have not been assessed.

- **Skills Performance**
  Use this report to compare school performance on skills covered in your Houghton Mifflin textbooks.

Select the report that you would like to run, click that link.

Follow the same steps as above in the Comprehensive Reports section.
Appendix A: Using Excel to Create Tab-Delimited Files

While tab delimited text files are easy to create, they can be difficult to manipulate and organize. Therefore, it might be easier to take the student, teacher or class data as it was extracted from the school’s database and use MS Excel to organize the information and then create new import files. Once the user or class information is ready to be imported, the Excel file may be easily saved in the correct format.

Creating Import Files using Excel as a tool

When logged in as the HM Administrator, go to the Admin tab and click on either the Users or Classes link to access the import screens for either Users or Classes. Each of these screens will provide information regarding the data that is required for each of these import files. Below is a summary of the three import files that you may build: Student Users, Faculty/Staff Users, and Classes.

Student User Import Fields

<table>
<thead>
<tr>
<th>Column Field Order</th>
<th>Field Content</th>
<th>Required</th>
<th>Format &amp; Accepted Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Student Information System Unique ID</td>
<td>Yes</td>
<td>String - 10 characters</td>
</tr>
<tr>
<td>2</td>
<td>First Name</td>
<td>Yes</td>
<td>String - 30 characters</td>
</tr>
<tr>
<td>3</td>
<td>Middle Initial</td>
<td>No</td>
<td>String - 1 character</td>
</tr>
<tr>
<td>4</td>
<td>Last Name</td>
<td>Yes</td>
<td>String - 30 characters</td>
</tr>
<tr>
<td>5</td>
<td>Grade</td>
<td>Yes</td>
<td>Numeric - 1-12</td>
</tr>
<tr>
<td>6</td>
<td>Birth Date</td>
<td>Yes</td>
<td>MM/DD/YYYY</td>
</tr>
<tr>
<td>7</td>
<td>Gender</td>
<td>Yes</td>
<td>Female/Male</td>
</tr>
<tr>
<td>8</td>
<td>Ethnicity</td>
<td>No</td>
<td>Semicolon delimited. See website for accepted values</td>
</tr>
<tr>
<td>9</td>
<td>Special Programs</td>
<td>No</td>
<td>Semicolon delimited. See website for accepted values</td>
</tr>
<tr>
<td>10</td>
<td>Parent/Guardian First Name</td>
<td>No</td>
<td>String - 30 characters</td>
</tr>
<tr>
<td>11</td>
<td>Parent/Guardian Last Name</td>
<td>No</td>
<td>String - 30 characters</td>
</tr>
<tr>
<td>12</td>
<td>Parent/Guardian Email</td>
<td>No</td>
<td>String - 100 characters</td>
</tr>
</tbody>
</table>
### Faculty/Staff User Import Fields

<table>
<thead>
<tr>
<th>Column Field Order</th>
<th>Field Content</th>
<th>Required</th>
<th>Format &amp; Accepted Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Student Information System Unique ID</td>
<td>Yes</td>
<td>String - 10 characters</td>
</tr>
<tr>
<td>2</td>
<td>Honorific</td>
<td>Yes</td>
<td>Mr./Ms./Mrs./Dr.</td>
</tr>
<tr>
<td>3</td>
<td>First Name</td>
<td>Yes</td>
<td>String - 30 characters</td>
</tr>
<tr>
<td>4</td>
<td>Middle Initial</td>
<td>No</td>
<td>String - 1 character</td>
</tr>
<tr>
<td>5</td>
<td>Last Name</td>
<td>Yes</td>
<td>String - 30 characters</td>
</tr>
<tr>
<td>6</td>
<td>Email</td>
<td>Yes</td>
<td>String - 100 characters</td>
</tr>
<tr>
<td>7</td>
<td>Role</td>
<td>Yes</td>
<td>Teacher/Administrator</td>
</tr>
<tr>
<td>8</td>
<td>Subjects Taught</td>
<td>No</td>
<td>See website for accepted values</td>
</tr>
</tbody>
</table>

### Class Import Fields

<table>
<thead>
<tr>
<th>Column Field Order</th>
<th>Field Content</th>
<th>Required</th>
<th>Format &amp; Accepted Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Class Name</td>
<td>Yes</td>
<td>String - 30 characters</td>
</tr>
<tr>
<td>2</td>
<td>Class Grade</td>
<td>Yes</td>
<td>String - &quot;None&quot; or Numeric - 1-12</td>
</tr>
<tr>
<td>3</td>
<td>School Year</td>
<td>Yes</td>
<td>Click School settings above for the exact name of the school year and term</td>
</tr>
<tr>
<td>4</td>
<td>Term</td>
<td>Yes</td>
<td>Click School settings above for the exact name of the school year and term</td>
</tr>
<tr>
<td>5</td>
<td>Teacher SIS Unique ID</td>
<td>Yes</td>
<td>Semicolon delimited list of String - 10 characters</td>
</tr>
<tr>
<td>6</td>
<td>Student SIS Unique ID</td>
<td>No</td>
<td>Semicolon delimited list of String - 10 characters</td>
</tr>
</tbody>
</table>

- **Column Field Order** indicates both the number of columns that must be included in each of the import files, but it also indicates the order in which the columns must appear.
- **Field Content** defines the data within each of the fields or columns.
- **Required** states whether or not the data within each field is required for the import to work successfully. Note: Even if the data is not required, you must still include a blank field as a placeholder.
- **Format & Accepted Values** provides information regarding the acceptable format and values of the data in that field.
Once you have determined which import file you are creating first, open a new workbook in Excel.

Using the tables listed above, create column headings in Row 1 based on the Field Content Information.

- The Student import file will have twelve columns of data starting in Column A with Student ID and ending in Column L with the Parent/Guardian Email.
- The Faculty/Staff import file will have eight columns of data starting in Column A with Unique ID and ending in Column H with the Subjects Taught.
- The Class import file will have six columns of data starting in Column A with Class Name and ending in Column F with the Student Unique IDs.

Note: Each type of file must be created in a different workbook.

Once you have created column headings based upon the required field names, begin entering your data.

Each numbered Row represents one unique Student, Teacher or Class.
o You may use the Excel copy and paste functions to transfer data from the files you saved with data extracted from your Student Information System, or you may manually type the data directly into this workbook.

o Note: Do not add additional data in rows below or columns beside the information you wish to import.

To ensure that information within the Birth Date field is formatted correctly as mm/dd/yyyy, follow these directions.

o To highlight the entire column containing the birth dates, click on the column header, the letter **F**. Then, in the tool bar, click **Format** and then **Cells**.

o Once the selection box opens, make sure you are on the **Number** tab. Under **Category** in the left box, click **Custom**. In box directly below the word **Type**, enter the following: **mm/dd/yyyy**. Click **OK**.
o Once you have finished entering data into the workbook and you have double-checked to make sure it matches the Format and Accepted Values rules for each of the tables, go to **File**, and then click **Save**.

o Delete the row with the column headings (**Row 1**)  
  o Do this by clicking on the number **1** to the immediate left of cell **A1**. This will highlight the entire row.  
  o Go to **Edit**, and then click **Delete**. Row 1, which contained the Column headings, will be deleted.
Go back to File, and then click **Save As**.

From the drop-down box in the **Save as type** field, select **Text (Tab delimited) (*.txt)**.

Click **Save**.
If the workbook you are using contains multiple sheets, you will receive this warning message. You only need the active visible sheet that shows all of the data you wish to import. Click OK.

Click Yes

The file may now be selected as a tab-delimited text file when you are ready to import Students Users, Faculty/Staff Users or Class Rosters.
How to Convert Student Information System Data into Excel

When student information is extracted from a grade book system or other sort of database, it is usually one of two file types; It is either a *.CSV (comma delimited) or a *.TXT (tab delimited) file.

**Comma Delimited Text File**

- A **comma** separates each different field of data.
- In order to organize and review the data that is contained within this file, open Excel on your computer

- Once in Excel, locate and then open the *.csv file.
Once open, all of the data will appear in column A.

To split the data fields into separate columns, use the **text to column** function.

- Highlight column A by clicking on the letter A at the top of the column.
- From the tool bar, select **Data** and then **Text To Columns**.
Follow the on-screen prompts in the **Convert Text to Columns Wizard**.

Select **Delimited**, click Next >.

Check the box next to **Comma**. You will notice when you do this that all of the data will now appear in column format.

Click **Finish**.
The wizard disappears and your data now appears in Excel with each column representing a different data field.

To save the file as an Excel (*.xls) file, go to File, and then Save As. Use the drop-down list in the Save as type field to select the version of Microsoft Excel that you use. Change the file name if you want, then click Save.

You may now use Excel as a tool to rearrange, correct or modify your data.
Hitting the **tab** key on the keyboard creates each new field of data.

In order to organize and review the data that is contained within this file, open Excel on your computer.

Once in Excel, locate and then open the *.txt file.
Follow the on-screen prompts in the **Convert Text to Columns Wizard**.

Select **Delimited** then click **Next >**.

- Check the box next to **Tab**. You will notice when you do this that all of the data will now appear in column format.
- Click **Finish**.
The wizard disappears and your file is now open in Excel.

To save the file as an Excel (*.xls) file, go to **File**, and then **Save As**.

Use the drop-down list in the **Save as type** field to select the version of Microsoft Excel that you use. Change the file name if you want, then click **Save**.

You may now use Excel as a tool to rearrange, correct or modify your data.
How to Combine Data from Multiple Cells into One Cell

To combine multiple cells of data into one cell using a semicolon to separate all of the individual information (such as for including multiple educational programs when importing students or including a student class roster when importing classes), you may use the *concatenation* function.

- To build a formula using semicolons to separate the data, use `&";"&` in between each cell reference you wish to combine.
- The formula to combine the data in cells, A1, B1, and C1 looks like this:
  - `=A1&";"&B1&";"&C1`
  - This means that the formula is taking data from the first three columns in row 1 and combining them into one field.
- To include this combined data in the primary import worksheet, highlight or click on the field(s) you want to move and then go to **Edit**, then **Copy**.
- Click the field into which you would like to paste the new data.
- Go to **Edit**, then **Paste Special**.
- Click Values and then OK.

- This will paste the value of the data into the new cell while erasing the formula.
- Note: Paste Values may also be used on whole columns and selections of data cells, not just individual cells.