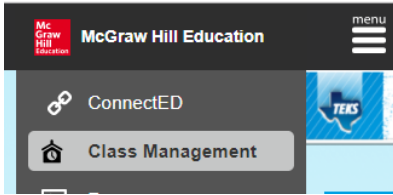


Adding Students to McGraw Hill

1. Login to McGraw Hill and select your book
2. Select Menu in the upper left corner and then select Class Management



3. Select Create Class
4. Enter the Class Name, select the Grade Level, and Save

The 'Create Class' form includes the following fields and options:

- Class Name:** A text input field.
- Grade Level:** A dropdown menu with '6' selected.
- Simplified Login:** A checkbox labeled 'Use Simplified Login for this class'.
- Help Text:** A grey box containing the text: "Simplified Login allows students who are beginning readers to log into ConnectED using an easy-to-remember icon and a pictorial password. Be sure to note the school-specific URL located above the class roster."
- Buttons:** 'Save' and 'Cancel' buttons at the bottom right.

5. Select Add Students

The 'Add Students' interface features two tabs: 'Students' and 'Shared'. Below the tabs are two buttons: '+ Add Students' (green) and 'Print' (grey). At the bottom, there is a table with two columns: 'Student' and 'User N:'.

6. In the Select an Account, choose Pampa ISD. Select the Grade Level and Search

The 'Add Students' search form includes the following fields and options:

- Select an Account:** A dropdown menu with 'PAMPA ISD' selected.
- Select From Class:** A dropdown menu with 'All Classes' selected.
- Select Content:** A dropdown menu with 'All Content' selected.
- Select Grade Level:** A dropdown menu with '6' selected.
- First Name:** A text input field.
- Last Name:** A text input field.
- User Name:** A text input field.
- Search:** A 'Search' button at the bottom right.
- Note:** A small note at the bottom left states: "[* denotes a required field.]"

7. Check the boxes by the students' names and click save.

The 'Select from Student Search Results' table contains the following data:

<input type="checkbox"/>	Last	First	Middle Initial	Username
<input checked="" type="checkbox"/>	Castillo	Zayra		102106CAS
<input checked="" type="checkbox"/>	Salazar	Zanden	J	101658SAL
<input type="checkbox"/>	Beck	Zakary	D	104194BEC
<input type="checkbox"/>	Johnson	Zachary	M	102403JOH
<input type="checkbox"/>	Garza	Zabian	J	101494GAR

Buttons: 'Save' and 'Cancel' at the bottom right.

8. Student usernames and passwords are their ID number + 3 letters of their first last name. It may show all caps, but it is all lowercase for both username and password. Students can enter this into ClassLink.