LOGGING IN
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.

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. You may not see the questions and answers if your teacher has set the test to not display them.

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.
- Click a subject on the left to view the materials for that subject.
- Click an image to open it.

Search Library 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.

**TECHNICAL SUPPORT**

For technical questions, call 800-323-9239.
Support Hours: 8:00 AM to 11:00 PM EST
Email: techsupport@hmhco.com