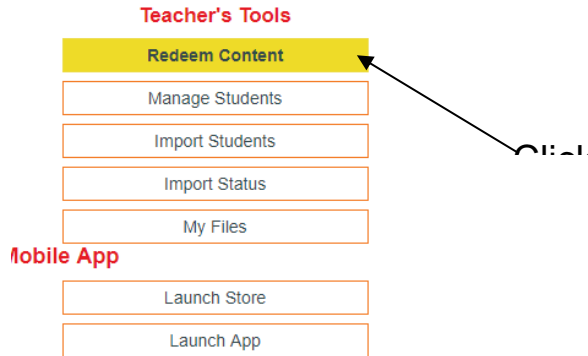


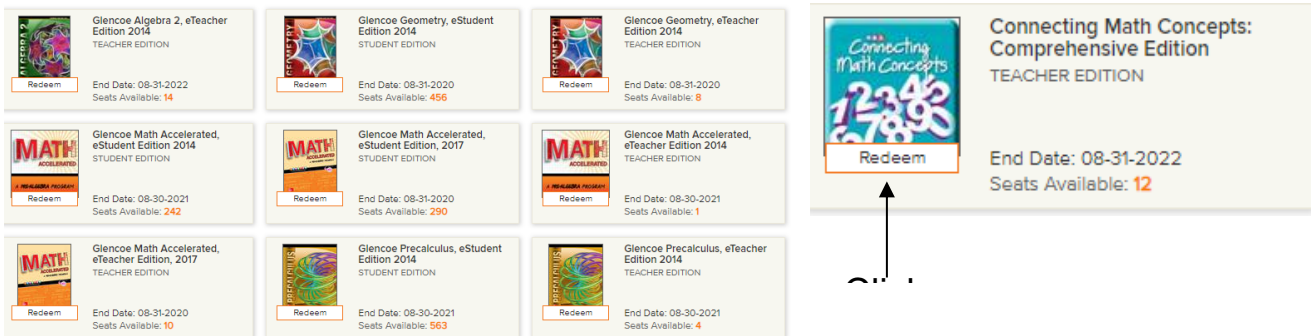
To: Teachers
Re: ConnectED set up

Digital products are placed in the Library for you to redeem as needed. You should have access to all district approved content and license it directly into your own ConnectED bookbag. Click on "Redeem Content" to go to the Library. There is an end date listed for each book, please select a book with an end date after the last day of school.

First select the teacher book, then the student book. When you select the student edition you will be asked to enter an end date. Click on Create Redemption Code



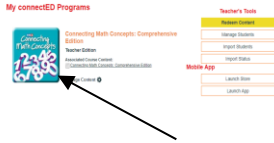
After you select the teacher and student edition you will need to create a class and add students.



- Select the Teacher Edition. (Book Subject that you are teaching)
- Click on ConnectED to return to homepage (this is on the top of the page)



- Click on book that was redeemed.

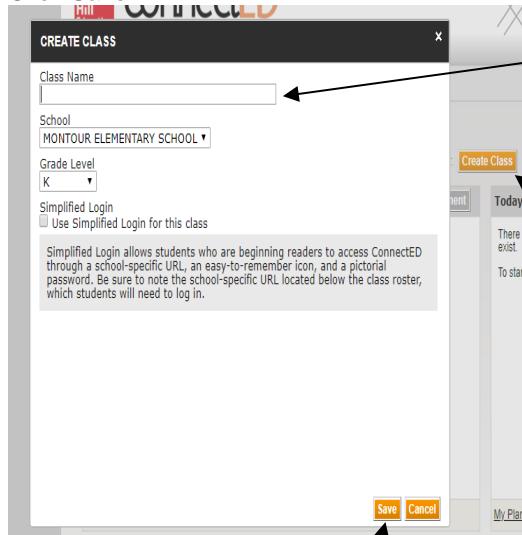


click

- Click on Manage and Assign



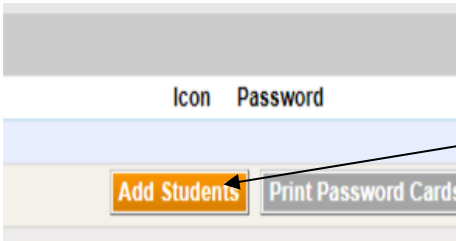
- Click the Create Class button. (yellow on the right)
 - In the Class Name field, enter your desired class name.
 - Choose the appropriate Grade Level from the drop-down menu.
 - Click Save.



Create Class

Save

- Select Add Students.



Click

- Search the student in the class

ADD STUDENTS TO CLASS
✕

Search for Students

* Select an Account

Select From Class

Select Content

Select a Grade

First Name

Last Name

User Name

[* denotes a required field.]

- Check the box next to each student you wish to add to your class.
 - Once you have selected all of your students, click Save at the bottom of the page.

Select from Student Search Results				
<input type="checkbox"/>	Last Name ↕	First Name ▲	Middle Initial ↕	Username ↕
<input checked="" type="checkbox"/>	SMITH	OLIVIA		MSD210007

If you redeem a book by mistake or that you do not need, please return it to the library. It is very important the book is returned to the library, there are limited seats per book.

To return a book, find the book you want to return on your home page, click on "Manage Content" it is a hyperlink, then click on "Return Content", ok then ok again.