

Think Central Student Promotion

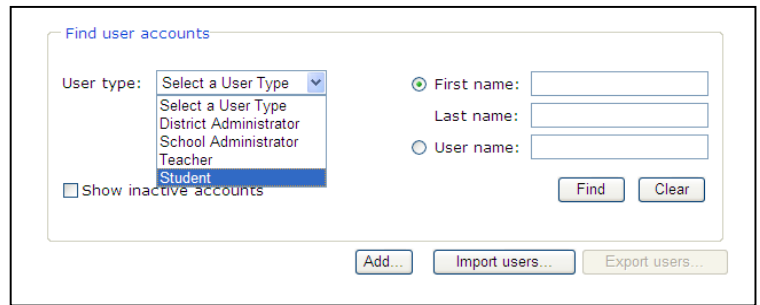
After each school year student accounts in **ThinkCentral** need to be moved up to the next grade. This guide will assist you with the process of advancing students as well as deactivating students that are leaving your school or district.

Note: If you do not want students to see products from the previous year, refer to the guide **Removing Students from a Class in ThinkCentral** available on www.help.thinkcentral.com and have your teachers remove the students from last year's classes.

1. Login to your District or School Administrator ThinkCentral Account.



2. Click on **Users** and go to the *Manage Users Screen*. Select **Student** from the *User Type* drop down. Click **Find**.

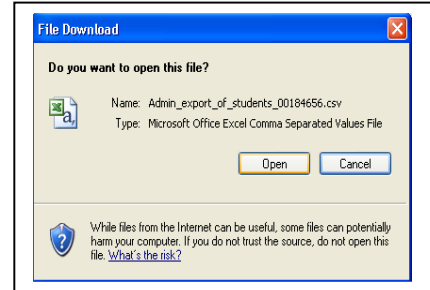
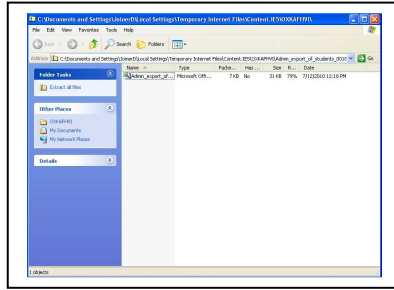
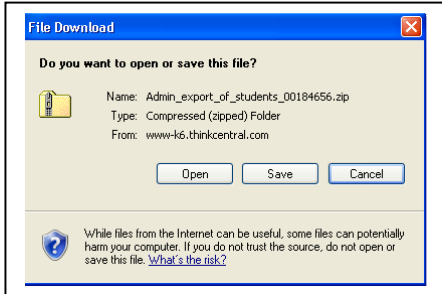
3. A student list will appear and look like this: Click **Export users** at the bottom.

User Name	First Name	Last Name	School	Status
12345	Tia	Tidmore	ZZ National Training Sch A	Active
1aarond	Aaron	Dittmer	ZZ National Training Sch A	Active
1aaronk	Aaron	Kiela	ZZ National Training Sch A	Active
1aauriemma	Auremma	Alfred	ZZ National Training Sch A	Active
1abdalmalikt	Abdelmalik	Tulemat	ZZ National Training Sch A	Active
1abdullah	Abdullah	Assaf	ZZ National Training Sch A	Active
1abdullahb	Abdullah	Bata	ZZ National Training Sch A	Active
1abdullahw	Abdullah	Wazwaz	ZZ National Training Sch A	Active
1abdulrehmann	Abdulrehman	Mubarik	ZZ National Training Sch A	Active
1abigailm	Abigail	Miller	ZZ National Training Sch A	Active
1abigailt	Abigail	Trainor	ZZ National Training Sch A	Active
1adamb	Adam	Betouni	ZZ National Training Sch A	Active
1adamn	Adam	Newtoff	ZZ National Training Sch A	Active
1adams	Adam	Sinclair	ZZ National Training Sch A	Active
1adamv	Adam	Yousef	ZZ National Training Sch A	Active
1addisonw	Addison	Winter	ZZ National Training Sch A	Active
1adrian	Adrian	Jaime	ZZ National Training Sch A	Active
1adriana	Adriana	Cyganska	ZZ National Training Sch A	Active
1adrianj	Adrian	Jaime	ZZ National Training Sch A	Active
1adrians	Adrian	Szczurek	ZZ National Training Sch A	Active

1 - 20 of 1088 Records Page 1 of 55

Add... Import users... Export users...

4. A new window will launch. Click **Open**. A temporary internet file will appear. Click on your **File** then click **Open**:
You may want to save the file to your computer before continuing.



5. The file is a CSV file and should similar to this:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Action	School PIC	User Name	Password	First Name	Middle Initi	Last Name	Grade	Student ID	Gender	Ethnicity	Spec Svc	Eng Prof	Spec Conc	Econ St	Active/Inactive
2		88000091	1aaronk	12345	12345	Tia	Tidmore	2	111111	1	1	6	1	14	1	A
3		88000091	1aaronk	12345	12345	Aaron	Dittmer	4		2	1		1			A
4		88000091	1aaronk	12345	12345	Aaron	Kiela	1		0	0					A
5		88000091	1aauriemr	12345	12345	Aurimedia	Alfred	1		0	0					A
6		88000091	1abdelmali	12345	12345	Abdelmalik	Tulemat	1		0	0					A
7		88000091	1abdullaha	12345	12345	Abdullah	Assaf	1		0	0					A
8		88000091	1abdullahb	12345	12345	Abdullah	Bata	1		0	0					A
9		88000091	1abdullahw	12345	12345	Abdullah	Wazwaz	1		0	0					A
10		88000091	1abdulrehr	12345	12345	Abdulrehman	Mubarik	1		0	0					A
11		88000091	1abigailm	12345	12345	Abigail	Miller	1		0	0					A
12		88000091	1abigailt	12345	12345	Abigail	Trainor	1		0	0					A
13		88000091	1adamb	12345	12345	Adam	Betouni	1		0	0					A
14		88000091	1adamn	12345	12345	Adam	Newtoff	1		0	0					A

**Note* you may use the Fill Down Feature of your spreadsheet to do the following steps.*

6. In column A put a "U" (update an existing student) and *Fill* all the way down to the last name in the file.

	A	E
1	Action	Scho
2	U	8800
3	U	8800
4	U	8800
5	U	8800
6	U	8800
7	U	8800
8	U	8800
9	U	8800
10	U	8800
11	U	8800
12	U	8800
13	U	8800
14	U	8800
15	U	8800
16	U	8800

7. **Sort** by Grade (column H) descending, so the students start with Kindergarten, and the highest grade 5 or 6. After you **Sort**; the file will put Kindergarten first, then your highest grade next and so on.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
	Action	School PIC	User Name	Password	First Name	Middle Initi	Last Name	Grade	Student ID	Gender	Ethnicity	Spec Svc	Eng Prof	Spec Conc	Econ St	Active/Ina	
2	U	88000091	bri432062	wfsd	Gilberto		Briones	K	432062		2	5				A	
3	U	88000091	clay	hunter	Clay	T	Mulford	K	111111		2	7	6	2	14	1	A
4	U	88000091	esp431915	wfsd	Jose		Espino	K	431915		2	5				A	
5	U	88000091	gilbert	abc123	Mary		Gilbert	K	121212		1	7	6	2	14	1	A
6	U	88000091	har431897	wfsd	Carmen		Harris	K	431897		1	5				A	
7	U	88000091	har431898	wfsd	Cecil		Harris	K	431898		2	5				A	
8	U	88000091	lane104	bulldog	Sarah		Tidmore	K			1	1	1	1		1	A
9	U	88000091	lgradek	password	ReadersK		Teststude	K			0	1				1	A
10	U	88000091	moser	123abc	sherry	r	moser	K	123654		1	7	6	2	14	1	A
11	U	88000091	tre432171	wfsd	Christopher		Trevino	K	432171		2	5				A	
12	U	88000091	vil431912	wfsd	Cristofer		Villegas	K	431912		2	5				A	
13	U	88000091	gardinerg6	password	Gardiner		Grade6	K			6					1	A
14	U	88000091	stud01	password	stud01	a	stud01	K			6						A
15	U	88000091	stud02	password	stud02	a	stud02	K			6						A
16	U	88000091	stud03	password	stud03	a	stud03	K			6						A
17	U	88000091	stud04	password	stud04	a	stud04	K			6						A
18	U	88000091	stud05	password	stud05	a	stud05	K			6						A
19	U	88000091	stud06	password	stud06	a	stud06	K			6						A
20	U	88000091	stud07	password	stud07	a	stud07	K			6						A
21	U	88000091	stud08	password	stud08	a	stud08	K			6						A



HOUGHTON MIFFLIN HARCOURT

8. If you want to make your highest grade inactive, column P needs to be changed from "A" (Active) to "D" (Deactivate). You can also deactivate any students that are leaving your school or district.

12	U	88000091	vil431912	wfisd	Cristofer		Villegas	K		431912	2	5								A
13	U	88000091	gardinerg6	password	Gardiner		Grade6	6			0	1		1					1	A
14	U	88000091	stud01	password	stud01	a	stud01	6			0									A
15	U	88000091	stud02	password	stud02	a	stud02	6			0									A
16	U	88000091	stud03	password	stud03	a	stud03	6			0									A
17	U	88000091	stud04	password	stud04	a	stud04	6			0									A
18	U	88000091	stud05	password	stud05	a	stud05	6			0									A
19	U	88000091	stud06	password	stud06	a	stud06	6			0									A
20	U	88000091	stud07	password	stud07	a	stud07	6			0									A
21	U	88000091	stud08	password	stud08	a	stud08	6			0									A
22	U	88000091	stud09	password	stud09	a	stud09	6			0									A
23	U	88000091	stud10	password	stud10	a	stud10	6			0									A
24	U	88000091	stud100	password	stud100	a	stud100	6			0									A
25	U	88000091	1walincius	12345	User			2		5										A

12	U	88000091	vil431912	wfisd	Cristofer		Villegas	K		431912	2	5								A
13	U	88000091	gardinerg6	password	Gardiner		Grade6	6			0	1		1					1	D
14	U	88000091	stud01	password	stud01	a	stud01	6			0									D
15	U	88000091	stud02	password	stud02	a	stud02	6			0									D
16	U	88000091	stud03	password	stud03	a	stud03	6			0									D
17	U	88000091	stud04	password	stud04	a	stud04	6			0									D
18	U	88000091	stud05	password	stud05	a	stud05	6			0									D
19	U	88000091	stud06	password	stud06	a	stud06	6			0									D
20	U	88000091	stud07	password	stud07	a	stud07	6			0									D
21	U	88000091	stud08	password	stud08	a	stud08	6			0									D
22	U	88000091	stud09	password	stud09	a	stud09	6			0									D
23	U	88000091	stud10	password	stud10	a	stud10	6			0									D
24	U	88000091	stud100	password	stud100	a	stud100	6			0									D
25	U	88000091	1walincius	12345	User			2		5										A

9. Be sure to begin by promoting the highest grade first.
 10. In column G only, change the top of a grade group to the next grade and *Fill* that entire grade. In the pictures below, the fifth grade is used as an example. Do this for each grade level.

Simpson	6
Grouch	5
Boop	5
Monster	5
Mouse	5
Bulldog	5
Studenta	5
Bunny	5
Duck	5
Frog	5
Piggy	5
Galore	5
Cat	5
Bird	5
Fudd	4

Simpson	6
Grouch	6
Boop	5
Monster	5
Mouse	5
Bulldog	5
Studenta	5
Bunny	5
Duck	5
Frog	5
Piggy	5
Galore	5
Cat	5
Bird	5
Fudd	4

Simpson	6
Grouch	6
Boop	6
Monster	6
Mouse	6
Bulldog	6
Studenta	6
Bunny	6
Duck	6
Frog	6
Piggy	6
Galore	6
Cat	6
Bird	6
Fudd	4

Simpson	6
Grouch	6
Boop	6
Monster	6
Mouse	6
Bulldog	6
Studenta	6
Bunny	6
Duck	6
Frog	6
Piggy	6
Galore	6
Cat	6
Bird	6
Fudd	4

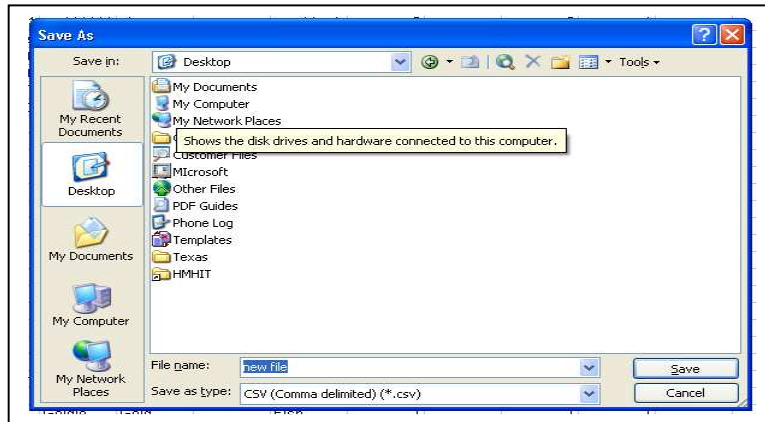
11. The School PID **MUST** be 8 characters long (column B). Preceding zeros may have been dropped when the spreadsheet opened.
 12. Highlight the column and **Format** as a *custom* number. Enter **00000000** as your custom number. Click **OK**. This will make all of the School PID's the required 8 digit number adding a preceding 0 in front of shorter PIDs.

	A	B	C
1	Action	School PID	User Nam
2	U	8000091	bri432062
3	U	8000091	clay
4	U	8000091	esp43191
5	U	8000091	gilbert
6	U	8000091	har43189
7	U	8000091	har43189
8	U	8000091	lane104
9	U	8000091	lrgradek
10	U	8000091	moser
11	U	8000091	tre43217
12	U	8000091	vil431912
13	U	8000091	gardinerg
14	U	8000091	stud01
15	U	8000091	stud02
16	U	8000091	stud03
17	U	8000091	stud04
18	U	8000091	stud05
19	U	8000091	stud06
20	U	8000091	stud07

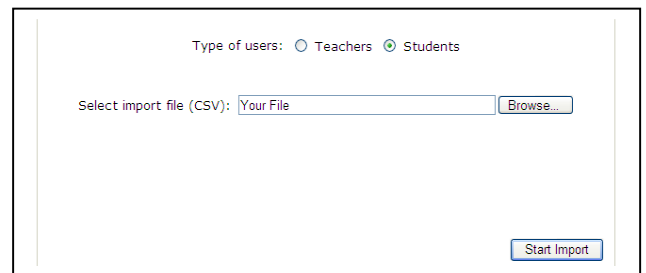
	A	B	C
1	Action	School PID	User Nan
2	U	0800091	bri432062
3	U	0800091	clay
4	U	0800091	esp43191
5	U	0800091	gilbert
6	U	0800091	har43189
7	U	0800091	har43189
8	U	0800091	lane104
9	U	0800091	lrgradek
10	U	0800091	moser
11	U	0800091	tre43217
12	U	0800091	vil431912
13	U	0800091	gardinerg
14	U	0800091	stud01
15	U	0800091	stud02
16	U	0800091	stud03
17	U	0800091	stud04
18	U	0800091	stud05
19	U	0800091	stud06
20	U	0800091	stud07

	A	B	C
1	Action	School PID	User Nan
2	U	0800091	bri432062
3	U	0800091	clay
4	U	0800091	esp43191
5	U	0800091	gilbert
6	U	0800091	har43189
7	U	0800091	har43189
8	U	0800091	lane104
9	U	0800091	lrgradek
10	U	0800091	moser
11	U	0800091	tre43217
12	U	0800091	vil431912
13	U	0800091	gardinerg
14	U	0800091	stud01
15	U	0800091	stud02
16	U	0800091	stud03
17	U	0800091	stud04
18	U	0800091	stud05
19	U	0800091	stud06
20	U	0800091	stud07

13. Save your file as a CSV and do not open it. Opening it may cause preceding zeros to be dropped.



14. In the ThinkCentral *Manage Users Screen*, import your file into ThinkCentral. Click **Import users**. Select **Students**. **Browse** to the file you saved. Click **Start Import**.



**If you are in need of further assistance, please contact us at
Digital Customer Services.**

1-800-210-9157

techcare@hmhpub.com