TEACHER/ADMIN: CPM EBOOKS & ELS



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Introduction to CPM eBooks



CPM Student eBook Tour

This tutorial describes the overall structure and components of a CPM eBook Student Version. All eBook courses have the same general structure. Choose one of the formats for an overall video tour or select a topic for step by step instruction.

Video Introduction

- Vimeo: <u>Student eBook Introduction</u>
- YouTube: <u>Student eBook Introduction</u>

Topic Instruction

1. Accessing your eBook

1.1. When logging in the first time, agree to the terms.

- Scroll down.
- Find the green button, and click on "I Agree".
- Book covers will appear.
- Click on any book cover to enter the eBook.





eBook End User Terms of Use

Last Modified: March 9, 202

Please agree to the End User Terms of Use to access the ebooks. These eBook End User Terms of Use ("Terms of Use") govern your use of the following Content Items which are all publications of CPM Educational Program, a California non-profit mutual benefit corporation ("Licensor" or "CPM"): Core Connections, Course 1 Core Connections, Course 2 Core Connections, Course 3 Inspirations & Ideas Core Connections Algebra · Core Connections Geometry Core Connections Algebra 2 Core Connections Integrated I Core Connections Integrated II Core Connections Integrated III · Precalculus Third Edition Calculus Third Edition Statistics Computer Science Java Pre-Calculus with Triaonometry I AGREE

1.2. On the top bar, locate the Tour and Help menus. Tutorials and trouble shooting ideas are located here.

Note: Use Chrome, Safari, or Firefox using eBooks. Internet Explorer may or may not work depending on your version.



welcon	ne to CPM eBooks	s!	Tutorials		ur name
Hello!			and FAQ		×
Congratula	tions! If you do not see an	y eBook covers or the	right eBook covers, the fo	bllowing tips may be	useful.
• lft	here are no eBook covers,	ask your instructor fo	r the Enroliment PIN cont	aining the eBook(s) n	eeded.
• Go	to: https://enroll.cpm.org	to enter the PIN.		5	
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2. Internal structure of a CPM eBook

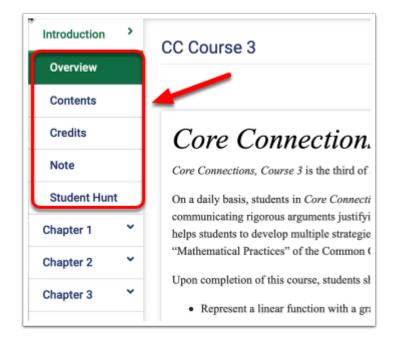
Each student eBook has three parts: Introduction, Chapters, & Reference.





2.1. Introduction

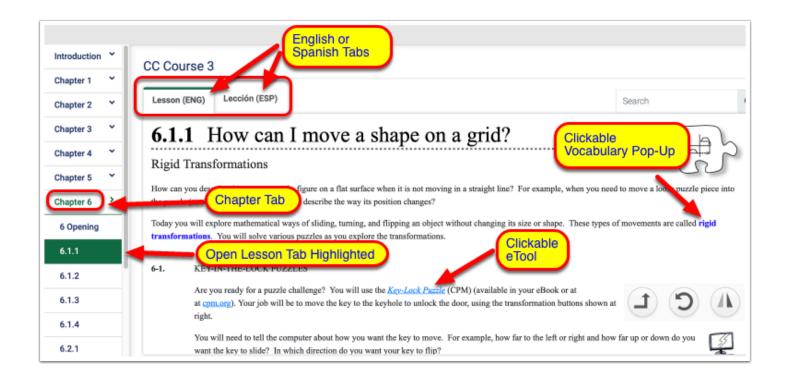
- **P** There are 5 sections in the Introduction. Click on any of the tabs to view.
- **Overview:** An outline of the course
- **Contents:** This is a **Table of Contents** viewed as a list or separately by chapter with the tabs at the top. The links navigate directly into the eBook.
- Credits: List of authors and contributors
- **Note:** This is a note to the student to encourage the student to actively engage in his/her own math learning and exploration.
- **Student Hunt:** This a a virtual scavenger hunt to explore the contents of the eBook.



2.2. Chapters

- Click a chapter tab to view the lessons within the chapter.
- Click the lesson tab to view the problems within the lesson. Encourage your teacher to assign homework by the problem numbers and not page numbers. The eBooks do not have page numbers.
- View the lesson in English or in Spanish.
- Click blue links for eTools, resource pages, or vocabulary pop-ups!





TIP: Hover over any of the lesson tabs to find problem numbers. This is not available for mobile devices.



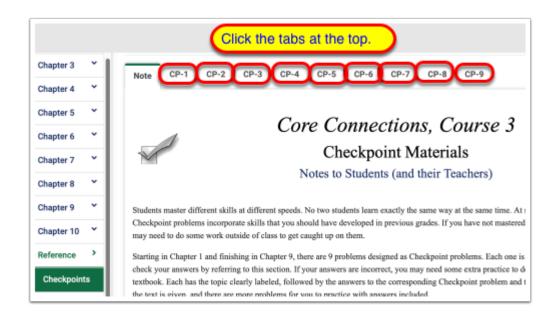
2.3. Reference

The reference section typically has the Index and glossary, Checkpoints, and Student Support. In addition, various eBooks may contain additional topics.

CHECKPOINTS

- The checkpoint materials allow students to monitor their progress and offer review materials with a set of practice problems.
- Click the tabs above to navigate to all of the checkpoints.





GLOSSARY & INDEX

- Students may search of the glossary for definitions of key words within the textbook or search the index to find where key concepts are introduced and used within the textbook.
- Vocabulary items within the textbook that are colored blue are pop-ups from the glossary section.

Introduction	*	CC Course 3			
Chapter 1	×			RY: Scroll down or or command "f" to	
Chapter 2	*		find a word		
Chapter 3	×	5-D Process			
Chapter 4	*	5		problems. The 5 D's stand for (a trial), and then confirming	when INDEX: Click the tabs at the top
Chapter 5	*		y be made. Bein	g organized is extremely imper-	and the links to go directly to the pages in the eBook.
Chapter 6	*	AA ~ (Triangle S If two angles	Chapter 1 🐣	CC Course 5	
Chapter 7	*	$\Delta ABC \sim \Delta A'$ demonstrate	Chapter 2 🎽	A BC DE FG	HIJKL MNO PQ R S T UVWXYZ
Chapter 8	*	absolute value	Chapter 3 Y	necessary to read the text on seve	re contain a definition or an example of the topic lined, often within the body of a Math Notes bo ral pages to fully understand the topic. Also, some roblems listed here are good examples of the
Chapter 9	*	The absolute absolute valu	Chapter 4 Y Chapter 5 Y	pages in the Student Version. Re	ferences to Math Notes boxes are bolded.
Chapter 10	*	and 22 = 22	Chapter 6 🎽	Acute triangle side length patterns, <u>9.2.2MN</u>	Angle Sum Theorem for triangles, <u>2,1,2,MN</u> Angle-angle similarity, <u>9-42</u> , <u>9-44</u> , <u>2,2,1,MN</u>
Reference	>	acute angle	Chapter 7 💙	Addition	Augreange similarity, y-st, y-st, y-st, y-st, y-st,
		An angle wit	Chapter 8 💙	Associative Property, 2.1.7 MN Commutative Property, 2.1.5 MN	of a circle, <u>3.2.2 MN</u> CP 4, 4-71
Checkpoint	IS	Δ	Chapter 9 💙	Identity Property, 2.1.7 MN	of complex figures
Glossary	- 1		Chapter 10 💙	Inverse Property, 2.1.8 MN Additive inverse, 2.1.8 MN	CP 4, 4-71 Argument, construct viable, 10-83
			Reference >	Adjacent angles, 9.1.1 MN	Association, 7-23, 7.1.3 MN
			Checkpoints	Algebra tiles, 2-1, 3.2.5 MN	categorical data, 7-107
			Glossary	legal move, 2-49, 2-63 naming, 2-3	CP 9, 9-50 cluster, 7-26, 7.1.3 MN
			Index	non-commensurate, 2.1.1 MN	describing, 7-97
			mocx	on an Expression Mat, 2-23	direction, 7-26

STUDENT SUPPORT

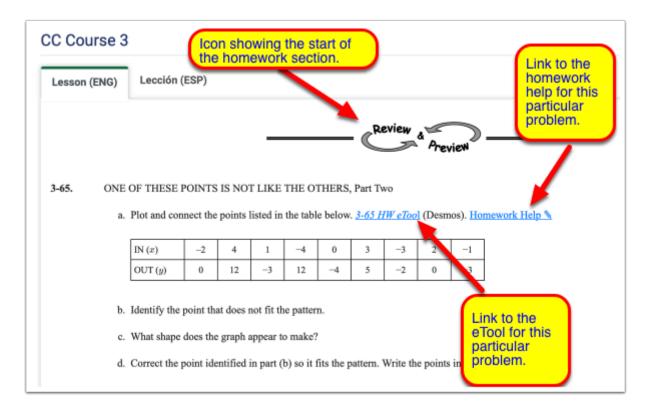
Student support has tabs across the top for a variety of support. Students will be able to access specific eTools, math notes, resource pages, and more. Below is an example from *Core Connections, Course 3*.



Chapter 2	×	CC Course 3		
hapter 3	* I	eTools Homework Help	Learning Logs Math	Notes Parent Guide Resource Pages Toolkits Weekly
hapter 4	×			re Connections, Course 3
hapter 5	×		00	Resource Pages
hapter 6	×		_	
Chapter 7	~	Chapter 1: Resource Pages	Chapter 2: Resource Pages	Chapter 3: Resource Pages
	-	Lesson 1.1.1A: 1-1	Lesson 2.1.3: Expression Mat	Lesson 3.1.1A: 3-2
Chapter 8	<u> </u>	Lesson 1.1.1B: 1-2	Lesson 2.1.5A: 2-23	Lesson 3.1.18: 3-2.3
Chapter 9	• I	Lesson 1.1.2: Team Roles	Lesson 2.1.5B: 2-21	Lesson 3.1.2A: 3-9.43, 51
Chapter 10		Lesson 1.1.3:	Lesson 2.1.8: Equation Mat	Lesson 3.1.2B: 3-11.12
	,	Lesson 1.1.4:	Chapter 2 Closure: Simplifying/Solving GO	Lesson 3.1.3: 3-18
	-1	Chapter 1 Closure GO	Chapter 2: Algebra Tiles	Lesson 3.1.6:
Checkpoints	1	Chapter 1 Closure: Cards	Chapter 2 Closure: Cards	Lesson 3.1.7: Goofy Graphing
Glossary				Lesson 3.2.2: Guess My Number!
	-1			Chapter 3: Multiple Representations GQ
Index	_			Chapter 3 Closure: Carda
Standards				
		Chapter 4: Resource Pages	Chapter 5: Resource Pages	Chapter 6: Resource Pages
Student		Lesson 4.1.1A: Tile Pattern Team Challenge	Lesson 5.2.1: Race Scatter Plot	Lesson 6.1.1: Transformations Sheet

3. Homework and Homework Help

- Homework is always below the Review & Preview section.
- Each homework problem has a link to Homework Help.
- Occasionally, there are eTools to accompany a homework problem often for exploration.





1 Homework Help may provide:

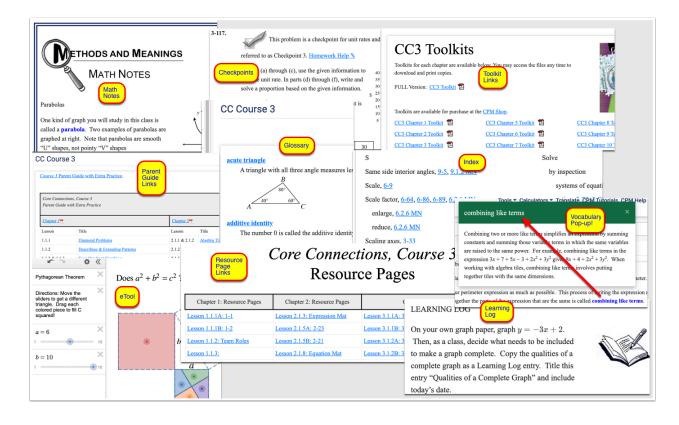
- Hints
- Steps
- Answers
- Interactive eTools

However, it is rare that complete answers or steps are given for the problems. Homework help is intended to help the student attack each problem, but not necessarily complete the problems for them.

4. Student Resources and Study aids

- a. Study with Math Notes and Learning logs. (These are often found at the end of most lessons before the homework section.)
- b. Check your understanding through Checkpoints. (These are often located in the last lesson in each chapter. A complete list of Checkpoints is located in the Reference section of the eBook.)
- c. Search for topics through the Index. (Topics in the Index link directly to specific pages within the eBook. The Index is located in the Reference section.)
- d. Use the Glossary or vocabulary pop-ups. (The Glossary is available through the popups directly within each lesson or can be found within the Reference section.)
- e. Explore with eTools (eTools are located within many of the lessons within the eBook. A complete list is in the Reference section.)
- f. Use Resource pages and Tool-kits. (Many of these are listed throughout the lessons. A complete list is in the Reference section.)
- g. Complete problems through the Parent Guide. (Parent Guides may be purchased or downloaded without cost from the Reference section.)





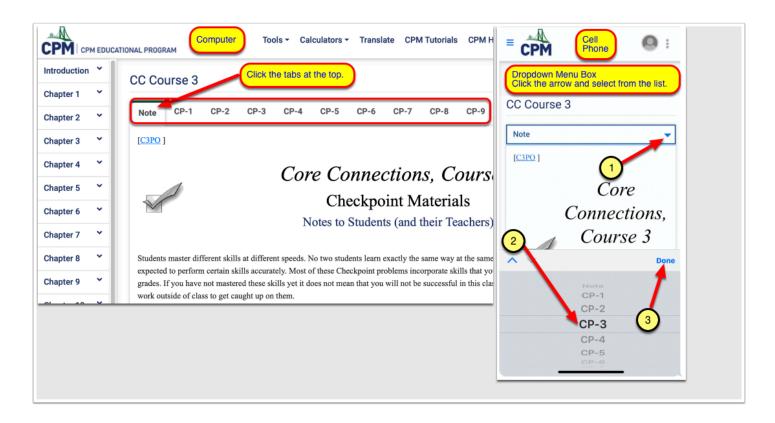
5. Navigation on a Computer versus a Cell Phone

First on a computer, the menu items on the far left and at the top are not visible on a cell phone. To access the menu items on a cell phone, select the three horizontal lines at the top left for the chapters and lessons and the three vertical dots at the top right to the additional tools.

СРМ срм	EDUCA	Tools - Calculators - Translate CPM Tutorials jenns pastudent 🔘 -	* CPM 🔘 :
Introduction	~	CC Course 3	Introduction Y Tools -
Chapter 1	~		
Chapter 2	~	COMPUTER SCREEN. If you do not see all of the Search Q	
Chapter 3	~	Core left, make your window	Chapter 2 Translate
Chapter 4	~	wider!	Chapter 3 Yions, CPM Tutorials
Chapter 5	•		Chapter 4 Y CPM Help
Chapter 6	~		Chapter 5 CPM Links
-	•		Chapter 6 Y
Chapter 7		deta.	
Chapter 8	Ť	Please choose a lesson from the menu on the left.	Click the
Chapter 9	~		Chapter 8 [~] lest hamburger icon and 3 dots to
Chapter 10	~		Chapter 9 View the chapters and
Reference	*		Chapter 10 Chapter 10 Chapter 10 Chapter 10
			Reference
			く > ① 四 ①

Second on a computer, the menu tabs at the top within a page are located as a drop down menu within a white box when using a cell phone.







CPM Teacher eBook Tour

The Teacher Edition eBook is a Student Edition with additional tabs for answers, teacher notes, personal notes, and sharing. In addition, an entire teacher section contains much of the information from the large teacher binder as well as additional information such as eTools.

Be sure to view the Student eBook Tour before viewing the Teacher eBook Tour which is an extension of the student tour.

This tutorial describes the overall structure and components of a Teacher Edition CPM eBook. Specific eBooks for the various courses may deviate somewhat from this description. Choose one of the formats below for an overall video tour or select a topic for step by step instruction.

Video Tour

- Vimeo: <u>Teacher eBook Introduction</u>
- Vimeo: Supplemental eBook Introduction
- YouTube: Teacher eBook Introduction
- YouTube: <u>Supplemental eBook Introduction</u>

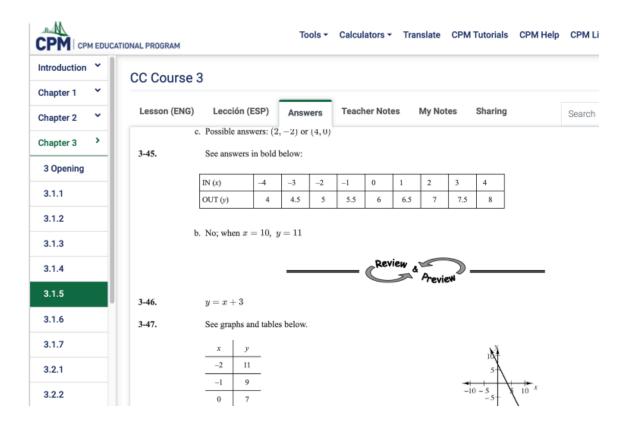
Topic Instruction

Answer Tab

The Answer Tab has two components:

- 1. Answers for the student class lesson
- 2. Answers for the student homework after the Review and Preview section.





Teacher Notes Tab for each lesson

The teacher Notes Tab provides the following support sections.

Introduction	*	CC Course 3	
Chepter 1	~	CC Course 3	
Chapter 2	~	Lesson (DNG) Leci	ción (ESP) Answers Teacher Notes My Notes Sharing
Chapter 3	~	Lesson 4.1	.3 How does it grow?
Chapter 4	,	Connecting Linear Rales	and Grophs
A Opening	-	Student lesson pages 1.99	- 161.
		Lesen Objective:	Students will connect linear geometric patterns with patterns on a graph, specifically focusing on how a geometric pattern grows and how the
4.1.1		CCS Standard(s)	U2, U4
4.1.2	_	Mathematical Practices:	Today students look for and express regularity in repeated reasoning as they identifying how the growth pattern and Figure 0 relate to a linear
		Losson Mathcast	Vinec YesTabe
4.1.4			CC3.4.1.3
4.1.5			Course 3
4.1.6			<u>courses</u>
4.1.7			Chapter 4
4 Closure			Lesson 4.1.3 Connecting
Chepter 5	*		Rules and
Charter 6	-		(part
		Length of Activity:	
Chepter 7		Length of Activity: Core Problems:	One day (approximately 45 minutes) Problems 4-32 and 4-23
Chepter 8		Technology:	Students in internet connected classrooms with computers/lablets may prefer the effect below instead of the 4.1.3 Resource Page. Domes Ac
Chapter 9	*	13	<u>4-22 Student (Teol</u> (Dannos)
Chepter 10	*	5	t=22_Aussure(Tool (Dosmai)
Reference	~	Materials:	Markets or colored percla
Teacher	÷		Lesson 41.3 Resource Page (13P), one copy per student and one for board display
			Chapter Focket Operation Cards (Also under Taucher Tab under Taucher Resources)
		Suggested Lesson Activity	If may be helpful, repeatingly if you did not complete the entry together as a stans, in begin class by having one or two students read aloud from or the quantions they have yot to answer.
Chepter 3	*		Also, if your students did not have enough time to start (or finish). The Pattern H4 from problem 6.15 in Lenson 4.1.2, have then start with that
Chapter 4	•		Droce students are ready to more on, ask a student is read the introduction before problem 4.22 and distribute the Lesson 6.1.3 <u>Browner Proc.</u> 4.1.2 to curate $e \rightarrow x$ tables and graphs of these patterns. Baffore they bagis working, minute students to continue the color-coding system they find in origin, conversions between the different processentiation. If ordering traceic are marked are unrealished, consist and students to label their sets
4 Opening			When students have finished problem 6-22, lead a whole-class discussion about what teams concluded. It is recommended that as students star
4.1.1			come back to those conclusions easily during the rost of the unit. You could also have the stadents share using a Traveling Salesman strategy
4.1.2			If students did not draw and label a "growth triangle" on the graph (see example at right), this is a good time to share this technique with them, you want mademin to see alops as a pattern of growth that can be seen in a rule, pattern, table, or graph. Students will work more formally with
			Also ask students about the "other number" in the rule. Encourage students to come up and show when they see this number is each represent do not need to have complete sensors at this time.
4.1.4			When the discussion is complete, ask teams to work on problem 422 for about 10 minutes. Then bring the class back together to have students
4.1.5		Closure: (18 minutes)	Use problem 6.21 to prompt students to answer the target questions in their Learning Logs. Allow plenty of time, as this consolidation is extre- tion students both to write.
4.1.6		Universal Access:	Academic Literacy and Lanzange Support. Have students draw growth triangles as explained in the Suggested Lesson Activity for problem 4.3
4.1.7		Team Statewice	patters. Incorporate into the class discussion that the growth triangle represents that each consocutive figure in the pattern grows by adding 4 is If fears interactions are legging, consider beginning a lessen by discussing the kinds of comments or quericon that could be useful during team
4 Closure			the coming task, you could invite the class to brainstorm ideas for sentence statters and then share them using a Whiparwand. Possible ideas a
Chapter 5	~		What () we blod?
Chepter 6	~		These another approach to the problem. Here about7
Chepter 7	×		Ten not nore that will work because, #Hast if we triad?
Chepter 8	~		Can anyone raggest a different approach?
Chapter 9			Tour idea maker ne drink about Could row explain that onother wery?
	-		Cours you explain that another way: Theor you saying Is that right?
Chapter 10			The period of the second
Reference	Ť		
Teacher	×		You could then post the list of student-generated sentence starters in the classroom so that students can refer to them as they work together.
		Honework:	When you observe high quality interactions, commend the team members and ahare your observations with the class. Problems 4:25 through 4:23
		INGETTRE.	A MARKINE TO A MARKET OF



Teacher Tab - Left menu at the bottom

1. Program Description

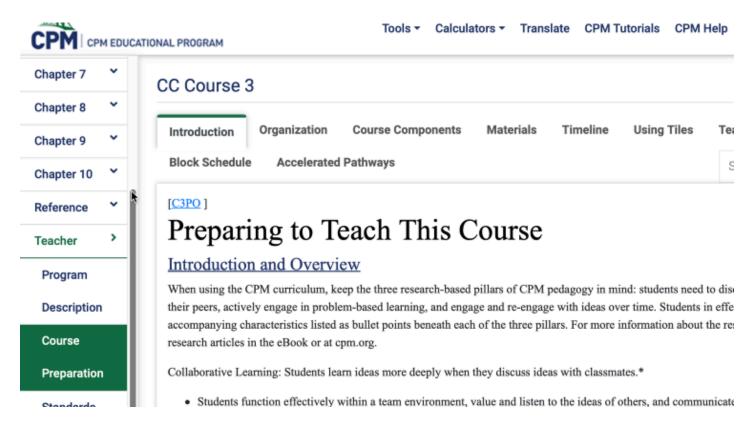
A Quick Reference Guide has links to all of the sections in the Teacher tab as well as research articles discussing cooperative learning, Problem-Based learning, Spaced Practice, and more!

	TIONAL PROGRAM	Tools -	Calculators -	Translate C	PM Tutorials CP	M Help CPM Lin
Teacher >	CC Course 3					
Program	ORG Introducti	on Course Design A	ctive Learning	Differentiation	n Research Su	mmarv Resea
Description	Research2: PBL	Research3: MSP	<u>,</u>			Search
Course						oouron
Preparation	[C3PO]	eference Gui	da ta D	aviavir	a + b - C	ore Com
Standards	-			eviewii	ig the Co	ore Com
Practices	Course 3	3 Teacher eB	OOK			
Teacher		you to many of the sections and			t	
	the CPM middle scho	ool program, Core Connections,	Courses 1, 2, and	3.		
Support						
Support Closure	m. 1. m.1.	D T .L -				
	Teacher Tabs Program Description	Page Tabs	Content Quick Reference	e Guide		
Closure	Teacher Tabs Program Description	Page Tabs QRG Introduction	Quick Reference	e Guide m Program Descripti	ion	

2. Course Preparation

This is a great place for teachers new to CPM to start. It includes the Quick Start Guide, course preparation, materials needed for the course, and the timeline for each chapter.





3. Teacher Support

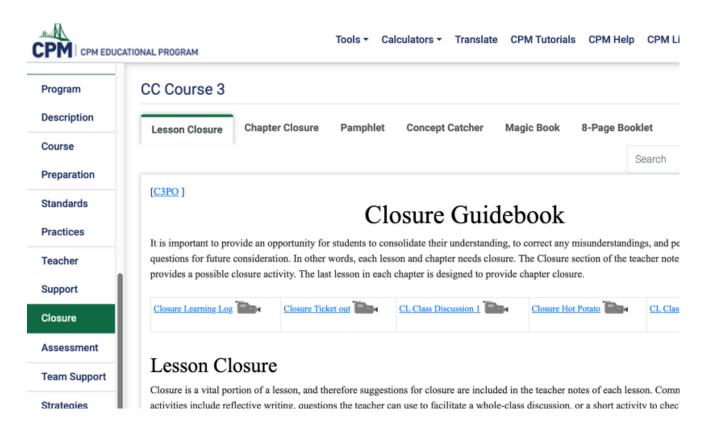
Linked support materials include: Selected Answers for homework, Smart Board files, eTools for all chapters, chapter and lesson mathcast videos, resource pages (pdf), Parent Guide (pdf), and professional development links.

Program	CC Cou	urse 3							
Description	eTools	News	sletter Mathcasts	Parent Gui	de PIP	Notes	Printable Reso	ources	Prof.
Course	Selecte	d Answer	rs SMART Board	Stat Supple	ment .	Textbook	Errata		
Preparation									
Standards	[<u>C3PO</u>]								
otunuurus	aTa	~1a							
	еТо	010							
Practices	The table	e below de r/mobile d	escribes the lessons and pro device and Internet connecti	on, the table b	below descri	ibes the rec	uired additional t	echnology	y for each
Practices	The table	e below de r/mobile d	1	on, the table b	below descri	ibes the rec	uired additional t	echnology	y for each
Practices Teacher	The table computer should al	e below de r/mobile d	device and Internet connecti	on, the table b	below descri	ibes the rec	uired additional t	echnology	y for each
Practices Teacher Support	The table computer should al eBook.	e below de r/mobile d lways veri	levice and Internet connecti ify tools you plan to use bef	on, the table b	below descri	ibes the rec s. Items hig	uired additional to	echnology	y for eacl
Practices Teacher Support Closure	The table computer should al eBook.	e below de r/mobile d lways veri	device and Internet connecti ify tools you plan to use bef Description of Tool	on, the table b fore presenting <u>Algebra</u>	g to students	ibes the rec s. Items hig	uired additional to	echnology	y for eacl



4. Closure

Find ideas for lesson and chapter closure as well as numerous ideas for summarizing student learning.



5. Assessment

Sample team and individual tests can be downloaded here. Your eBook username and password is your login for the Assessment Site where you can create and save custom tests and quizzes. There are many more assessment ideas to support you and your students. You can access the CPM Assessment Site through the CPM links at the top menu bar within your eBook.



Program	CC Course 3 Assessment Site Link
Description	Guidebook Individual Assess Team Assessment Presentations Portfolios/Hwk Observations Rubric S
Course	Search
Preparation	Search
Ohan danda	[C3PO]
Standards	A as a series of C_{22} is the set
	Assessment Guidebook
Practices	Assessment Guidebook
Practices	
Practices Teacher	CPM Principles of Assessment 🔂 CPM provides an assessment website with a test bank organized by chapter or by standard. It includes problems that can be used on team or i tests, as well as a sample team assessment and a sample individual test for each chapter. The assessment site houses a large number of problem
Practices Teacher Support	CPM Principles of Assessment
Practices Teacher Support Closure	CPM Principles of Assessment CPM provides an assessment website with a test bank organized by chapter or by standard. It includes problems that can be used on team or it tests, as well as a sample team assessment and a sample individual test for each chapter. The assessment site houses a large number of problem test bank, and provides sample tests for the chapters of each course. Click the CPM Assessment button in the toolbar below to customize your quizzes and tests from the CPM Test Generator. This guidebook explains a variety of assessment strategies and offers suggestions for assessing your students' mathematical skills and unders
Standards Practices Teacher Support Closure Assessment Team Support	CPM Principles of Assessment CPM provides an assessment website with a test bank organized by chapter or by standard. It includes problems that can be used on team or it tests, as well as a sample team assessment and a sample individual test for each chapter. The assessment site houses a large number of problem test bank, and provides sample tests for the chapters of each course. Click the CPM Assessment button in the toolbar below to customize you quizzes and tests from the CPM Test Generator.

6. Team Support

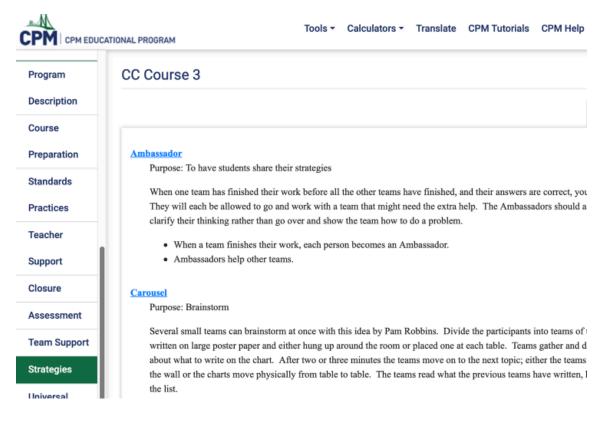
Achieving effective study teams can be a challenge for teachers who have not used teams before. This section provides support and ideas for effective study teams.

Program	CC Course 3
Description	Using Study Teams Purpose Organizing Classroom Assigning Working in Teams Norms Using Role
Course	Participation Quiz Teacher Interaction Intro STTS Team Resources Search
Preparation	Galori
Standards	[<u>C3PO</u>]
Dreations	— — — — — — — — — —
Practices	Team Support Guidebook
	Team Support Guidebook
	Using Study Teams for Effective Learning
Teacher Support	Using Study Teams for Effective Learning Study team interaction is one of the three pillars in the learning process within the CPM curriculum. The daily activities in CPM courses depend on students w
Teacher Support	Using Study Teams for Effective Learning
Teacher Support Closure	Using Study Teams for Effective Learning Study team interaction is one of the three pillars in the learning process within the CPM curriculum. The daily activities in CPM courses depend on students w having discussions in teams to make sense of concepts. The teacher has an active and important role in supporting these interactions and encouraging students
Teacher Support Closure Assessment	Using Study Teams for Effective Learning Study team interaction is one of the three pillars in the learning process within the CPM curriculum. The daily activities in CPM courses depend on students w having discussions in teams to make sense of concepts. The teacher has an active and important role in supporting these interactions and encouraging students Primarily, the teacher's responsibility is to ask good questions that stimulate student thinking and develop self-directed lifelong learners. This section described
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Teacher Support Closure Assessment Team Support	 Using Study Teams for Effective Learning Study team interaction is one of the three pillars in the learning process within the CPM curriculum. The daily activities in CPM courses depend on students we having discussions in teams to make sense of concepts. The teacher has an active and important role in supporting these interactions and encouraging students Primarily, the teacher's responsibility is to ask good questions that stimulate student thinking and develop self-directed lifelong learners. This section describes student interactions in study teams and offers suggestions for creating and maintaining a learning environment that supports effective study teams. Study Team Guidelines (Vinneo) (YouTube) Examples of Study Team Interactions (Vinneo) (YouTube)



7. Strategies

Scroll through a plethora of study team and teaching strategies providing numerous ideas for engaging students in your classroom.



8. Universal Access

This tab provides ideas for supporting various student populations.



	Tools - Calculators - Translate CPM Tutorials CPM Help CPM Links -
Program	CC Course 3
Description	Intro Success for Students Student Struggle More Help Special Needs ELL Advanced Learners
Course	Unprepared Students Conclusion Search
Preparation	
Standards	Universal Access Guidebook
Practices	The CPM Educational Program originated as an Eisenhower-funded curriculum project to write and support classroom materials that would
Teacher	access to mathematics for a broad range of students. The result is a challenging curriculum that provides the opportunity for all students to r exceed expected state and local standards. The program is especially effective in teaching students of varied abilities and backgrounds becau
Support	incorporates strategies, lesson components, and content that is accessible to most learners. Especially key, is the use of student study teams, research, to provide support for students who may need assistance with reading, alternate explanations, and guided learning.
Closure	The program's instructional materials provide contextual and concrete problems to introduce students to concepts. Problems are grounded in
Assessment	that are familiar and understandable. Lessons and problems are constructed to offer visual representations of many ideas. Manipulatives and support learning when appropriate. The curriculum also supports learning by helping students to use higher-order thinking skills and to deve
Team Support	support learning when appropriate. The curriculum also supports learning by helping students to use nighter-order thinking skills and to deve solving strategies. (Problem-Based Learning)
Strategies	Because mastery is best achieved over time, practice of basic skills and major concepts is spaced throughout the curriculum. Students have a opportunities to learn an idea or skill before mastery is expected. Closure activities at the end of each day's lesson and at the end of the char.
Universal	students with opportunities to summarize their learning and to deepen their mathematical understanding. (Mixed, Spaced Practice)

Study teams, as well as being an effective vehicle to support struggling students, encourage mathematical discourse. In addition to asking qu

9. Literacy

Access

The Literacy Resource Guide describes numerous ideas to support students with a variety of literacy challenges as well as great suggestions for students struggling with reading.

Program	CC Course 3
Description	Introduction Literacy Guide Student Strategies Team Strategies Reading Strategies
Course	
Preparation	Literacy Support Guidebook
Standards	
Practices	In today's schools, many students struggle with English language literacy. Some students grow up speaking, reading being exposed to English. Other students grow up speaking English but have not yet acquired strong literacy skills. support the development of literacy for all students, especially those who struggle with reading and writing in Engli
Teacher	Many effective support strategies are embedded within CPM curriculum. In addition, this section is designed to pro
Support	supporting literacy in teamwork, whole class discussions, and writing activities.
	Strategies that require students to generate ideas (student-driven literacy strategies) are most effective for many reas
Closure	students the opportunity to connect meaning of new yearshylery to their own prior understanding and experiences the
	students the opportunity to connect meaning of new vocabulary to their own prior understanding and experiences th recognize these personal connections to new ideas, whether the content is mathematical, language, or anything else.
Assessment	recognize these personal connections to new ideas, whether the content is mathematical, language, or anything else. own vocabulary lists or find challenging words themselves enables them to build strategies that can effectively help Learning is much more effective when students have a sense of ownership or connection to it. Whenever possible, a
Assessment Feam Support	recognize these personal connections to new ideas, whether the content is mathematical, language, or anything else. own vocabulary lists or find challenging words themselves enables them to build strategies that can effectively help Learning is much more effective when students have a sense of ownership or connection to it. Whenever possible, a
Closure Assessment Team Support Strategies Universal	recognize these personal connections to new ideas, whether the content is mathematical, language, or anything else. own vocabulary lists or find challenging words themselves enables them to build strategies that can effectively help Learning is much more effective when students have a sense of ownership or connection to it. Whenever possible, a vocabulary lists, discuss the meaning of a portion of text, and provide them opportunities to make sense of new wor

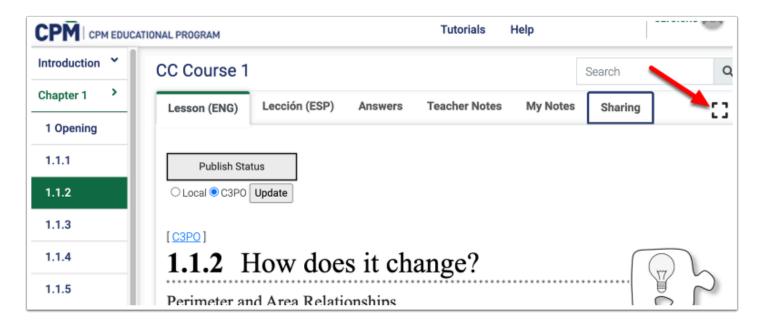


Toggle between Full Screen view & Toolbar view

You can hide the toolbars to allow for a larger viewing area. This is particularly good for viewing on mobile devices or projecting pages to students viewing from the back of the room.

Full Screen Mode

Click the square icon just below the search bar to go into full screen mode.



Toolbar Mode

Click the icon with 4 inward facing arrows at the upper right to view the toolbars.



boundary around a shape, which is called the perimeter. In this lesson, you will be

-	**
Search	a
Lesson (ENG)	
Publish Status	
1.1.2 How does it change?	
Perimeter and Area Relationships	ŝ
Many ancient cities were constructed inside great walls to protect and defend the city. The city of C France, still exists and has a double wall around it. The length of the inner wall around the city (the measures about 1245 meters. The land inside the inner wall (the area) is approximately 105, 400 set this lesson, you will work with tiles to practice measuring perimeter and area.	e perimeter)
When measuring shapes, it can be important to look at the space the shape covers. This space is called the area . Other times, it is important to look at the length of the boundary around a shape, which is called the perimeter . In this lesson, you will be	

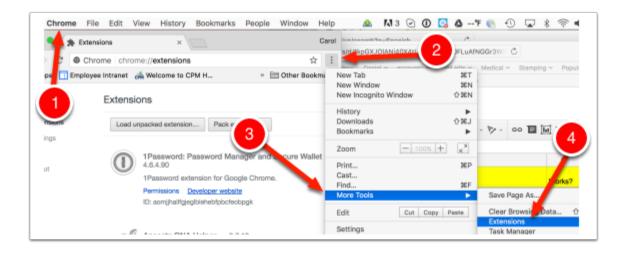


Using Google Instant Translate

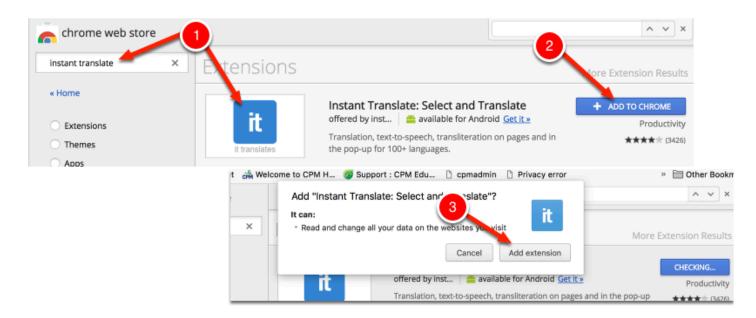
This article demonstrates how to add Google Instant Translate to your Chrome browser allowing students to choose their language to translate text from CPM ebooks to another language.

1. Add the extension to your Chrome Browser.

- Go into Chrome.
- Click the three vertical dots below your name at the right.
- Click 'More Tools'.
- Click 'Extensions'.



2. In the search bar of the extensions, type: Instant Translate

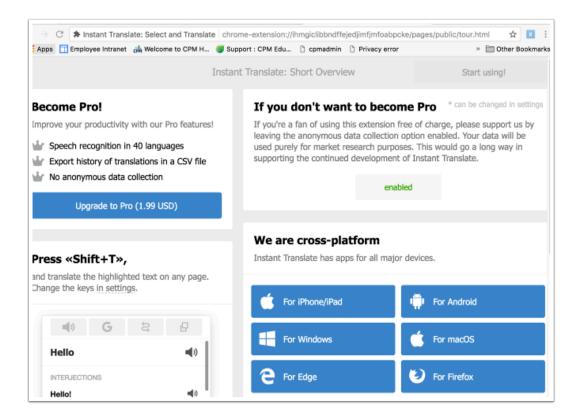


3. Start Using:

• Notice the blue square with 'it' on your toolbar at the right.



- After selecting text to translate, press 'Shift + T'.
- You can use it on a variety of platforms.



4. Once in the eBooks, click the blue square with the 'it' logo in the upper right corner.

- Choose your language the text will be translated to.
- Scroll down to find the language of your choice.
- Be sure you actually click the name of the language to select it!



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				All	
				Afrikaans	
				Albanian	

5. Translate instantly:

- Highlight text.
- Press 'Shift' 'T'

Your class will also focus on several way perimeter. Sometimes, with complex shi any insight into finding perimeter with y	apes, a convenient short	cut can help you	find the	ferent ways to "see" or recognize perimeter more quickly. Be sure to share
While working today, ask yourself and y	4)) G	Ę	Ð	
 2-11. Your teacher will provide a set of a (area). Then find the <i>perimeter</i> of each perimeter of each tile. Be prepared to si 2-12. Each part of an expression that is variable(s), including the same exponen Match the terms in the left column with 	Votre classe se conc également sur plusi de trouver le périmé reconnaissant qu'il e différentes façons d reconnaître le périm avec des formes cor raccourci pratique p aider à trouver le pé rapidement. Assure: partager votre opini recherche de périme	eurs façons etre, en existe e "voir" ou de iètre. Parfois, mplexes, un eut vous érimètre plus z-vous de on sur la iètre avec vos	4))	ne of each shape and review its name ied expression that represents the a term . If two terms contain the same



ELS - Student Role



Student Role: How do You Access a CPM eBook Using an Enrollment Pin?

This article describes how to use an Enrollment Pin to access an eBook. Students using Google will not need to create an account since they will be tying their CPM account to their social media account. Students without a social media account will register once and then login with their username and password. eBooks will expire in the student account on the date the teacher provides when setting up the Enrollment Pin.

NOTE: You will need your enrollment pin only ONCE. After the first time, you go to ebooks.cpm.org and either click the social media button or login.

The following short video shows the various ways students would use an Enrollment Pin to obtain their eBook.

Using a Student Enrollment Pin to Access eBook

1. Your teacher will give you a 5 character pin number.

- Go to https://ebooks.cpm.org
- Choose the 'First Time User? Self-Enroll' link.
- Enter your pin.



2. There are two ways you can enroll:

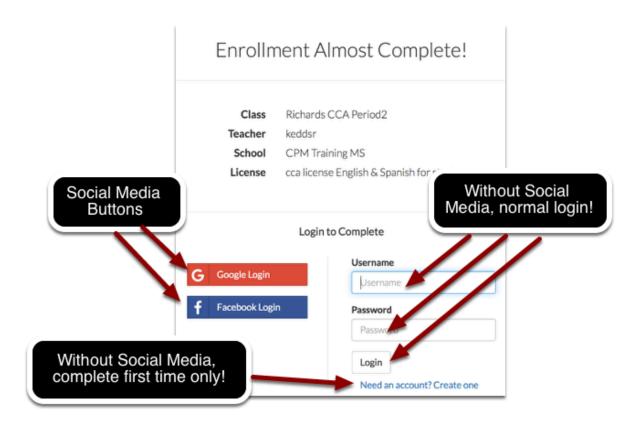
Method 1: Use Social Media

• Choose Sign in with Google.

Method 2: Enroll Directly with CPM



- 1. First time only, create an account.
- 2. After the first time, login using your username and password.



3. Once you login, you will be taken to your ebook at ebooks.cpm.org. Now complete these steps:

- Read the eBook End User Terms of Use.
- Scroll to the bottom and click: I agree.
- Click on the cover of your ebook to access.



eBook End User Terms of Use

Last Modified: March 30, 2016

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	submitting with	ten notification to <u>epinteepintorg</u> .
Scroll to the bottom and click 'I Agree'.	I Agree	



ELS - Teacher Role



Teacher Role: How Do You Create a Class & Student Enrollment Pin?

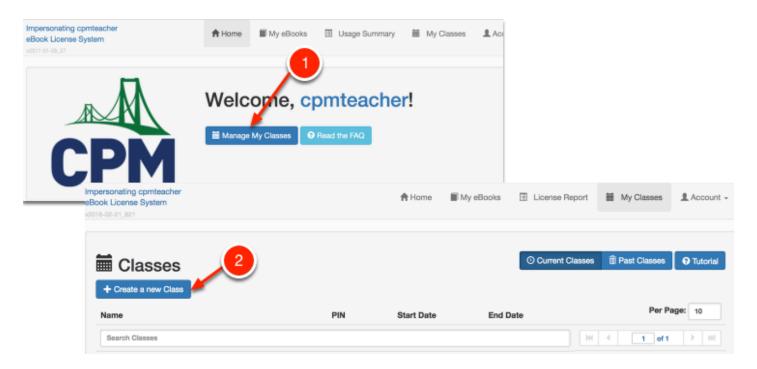
This article describes the steps to create a class and assign students eBooks.

The following video shows how to create a Student Enrollment Pin allowing students to access their eBook.



1. Go to: https://els.cpm.org and sign in.

- Click the 'Manage My Classes'.
- Click 'Create a New Class'.



2. Create a new class.

- Type in the class name. For easy searching include the teacher's name, eBook abbreviation, and the section/period number.
- Click the calendars to select the start and end times.
- Select a school from the drop down menu
- Select a teacher from the drop down menu. (The default is yourself.)
- Select an eBook from the drop down menu.
- Click 'Save'.



Note: If no eBook shows, contact your Contract Admin. You must be made a License Provider for the eBook you need.

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3. You will get a 5 character PIN.

- Give the students the Pin Number.
- Ask the students to go to <u>https://ebooks.cpm.org.</u> Select 'ENROLL'.
- The Pin Number is stored with the class information. Just click the link of any class for the information.



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4. Click any Class link to:

- View/manage students and their eBooks. Add students directly. Upload/download student lists.
- Add or delete CPM eBooks for your students at anytime. Note: All students receive/lose eBooks as you add and remove the eBooks.
- View Class information showing the start and end dates as well as the PIN.

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Teacher Role: Using the Usage Summary

This article describes where the teacher can find information as to what eBooks have been purchased and have not yet been assigned.

Use this information to plan for appropriate eBook assignments to students.

	ating cpmteacher cense System	A Home	My eBooks	II Usage Reports - Usage Summary	III Teachers - L Accou
	min Summary Usag	ge Repo	ort For Ad	ministrator	:
p	License Type	eBooks	eBooks Available	Total Allocated	Remaining
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>	pc license for students			320	320
>	cc2 license for teachers			30	3
>	pc license for teachers			352	309
>	cca license English & Spanish for stud	ents		300	300
>	cc1 license English & Spanish for stud	ents		300	271
>	cc1 license for teachers			300	272
>	cca license for teachers			30	11
>	cc3 license English & Spanish for stud	ents		300	279
>	cc3 license for teachers			30	15
>	cc2 license English & Spanish for stud	ents		300	276



Teacher Role: How do You Access Your Teacher Edition eBook?

There are two ways a teacher may receive a teacher eBook.

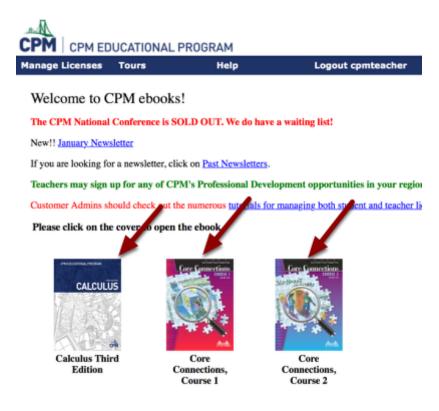
- Obtain a faculty enrollment PIN from the eBook Admin. This PIN will allow the teacher to self assign teacher edition eBooks to their CPM account.
- The eBook Admin may have already added the teacher edition eBooks to your account. Just login to your CPM account.

The following video shows how to use a PIN to obtain teacher eBooks.

Using the Faculty Auto Assign Enrollment URL>

1. Log in to your teacher account to view any available teacher editions.

- Log in: https://ebooks.cpm.org
- Check to see if teacher edition eBooks are available for you!
- Contact your eBook Admin if you do not have an account or have the correct eBooks to teach your courses. The eBook Admin will either re-assign you teacher eBooks or give you an Enrollment PIN to self assign creating an account if needed.



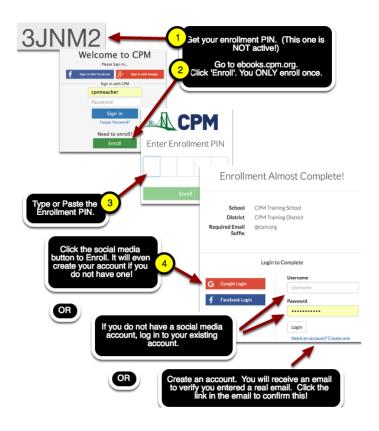


2. An Enrollment PIN allows the teacher to:

- Choose the teacher edition eBooks needed and student eBooks to assign to students making the teacher a student 'License Provider'
- Remove the teacher edition eBooks and student eBooks licenses no longer needed.

Note:

- The Enrollment PIN will also associate an existing user with the correct school/district and/or allow the user to create an account.
- The available eBooks is decreased each time a teacher uses a PIN. Contact your eBook Admin if the needed eBooks are not listed.

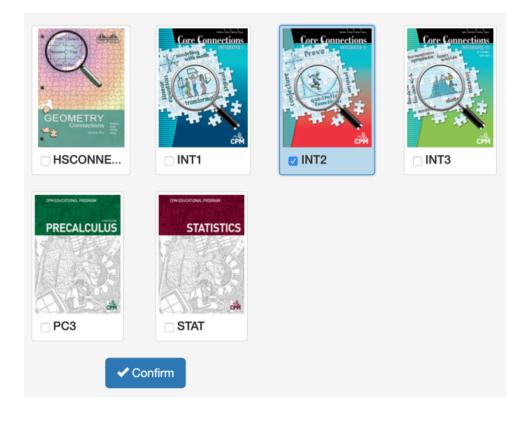




2.1. If you need to create an account in step 4 in the image above, follow these steps! (Otherwise, skip this!)

	when creating an account, you	
First Name	When creating an account, you must use a valid school email!	
Username		
Email Address		
Password		
Re-Enter Password	Enrollment Almost Complete!	
	School CPM Training School District CPM Training District Required Email @com.org Suffix	
If you do not provide an email with your school domain, you will be asked again to provide a valid email.	Provide Valid Email Enter your email address to complete enrollment. Note the end of the email is already provided. e.g. jane.schmoe	
provide a valid email.	Verify Email Address ☆ no-reply@cpm.org CPM Email Verification To: Cer	
You will receive an email notification at the valid em you provided. Click the link verify your email address	Dear of: Your enrollment is almost complete. Click the link below to verify your enrall Internet with the second and the second secon	NGE 21w 3PK

3. Select the eBooks you need for teaching your classes. Remove any you no longer need.





4. Click 'Confirm'. Then Click Home to go to https://els.cpm.org and create your classes to issue student eBook licenses.

→) E	nrolling i	n the CPM eBook License System
~	Enrollmen	t complete!
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0	INT2	You may create classes for this eBook.
0	INT3	You have been given access to this eBook.
0	INT3	You may create classes for this eBook.
		A Home

Go to: ebooks.cpm.org to view your eBook account with the added teacher edition(s).



Teacher Role: How Do You Assign Student eBooks Uploading a .csv File?

This article describes the steps needed to create a .csv file and to use it to create student accounts assigning them a class eBook. If students already have a CPM account the same process will assign the students the class eBook directly into the students' accounts.

For students without a CPM account, the username/login can be set in .csv file or if left blank it will autogenerate. **The password for any new account is the student's first name and last name, one word without spaces, and all letters lowercase.**

Click the video link below.

Assign Student eBooks Uploading a .csv File

1. Create a class.

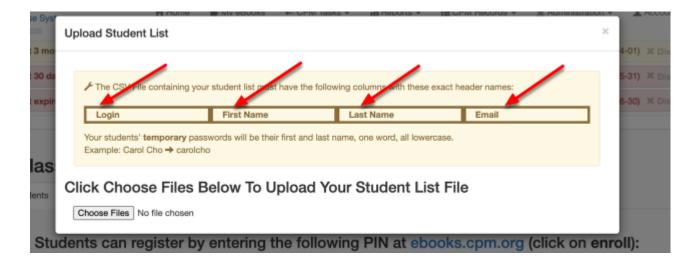
In the Student Tab of your class Click 'Upload Class Roster.

Class : Co		tions	
Students of	can register b	y entering the fo	llowing PIN at ebooks.cpm.org (click on enroll):
		GUVDQ	C Regenerate Ø Disable
Class Students	+ Add a Student	1 Upload Student Li	st Download Student List
▼User Login	First Name	Last Name	
Search Users			Results Per Page: 10

2. Create a .csv file with the exact headings indicated below.

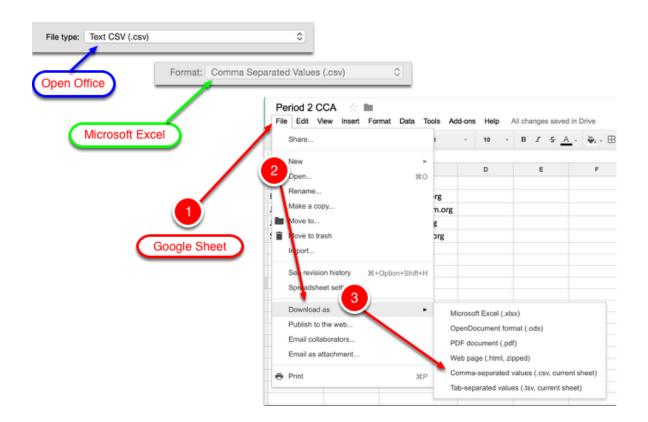
- You will use only the first 4 columns.
- The 4 column title headers are required.
- Do not have additional text anywhere else on the sheet other than the information described.





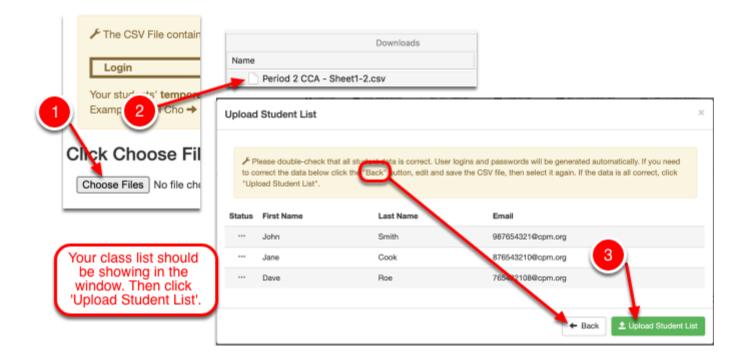
2.1. Be sure you save the file as a .csv file.

- YOU CANNOT TYPE IN .CSV AND SAVE!!
- Always SELECT the file type.
- The file type is usually located below the file name.
- See examples below from Open Office, Microsoft Excel, Google Sheets.





2.2. Choose the file. Then upload it.



3. Check to see if the upload for all students are successful.

- If all students uploaded successfully, click 'Close'.
- Be sure to note the passwords if you need to supply them to your students. Students who sign-in through SSO will not need passwords.

Note: The password for any new account is the student's first name and last name, one word without spaces, and all letters lowercase. See example below. The students will be prompted to reset their password the first time they login.



			successfully. Please copy the for ords after closing this window	ollowing information for your re	cords now, you will
tatus	First Name	Last Name	Email	Login	Password
•	John	Smith	987654321@cpm.org	987654321@cpm.org	johnsmith
•	Jane	Cook	876543210@cpm.org	876543210@cpm.org	janecook
1	Dave	Roe	765432108@cpm.org	765432108@cpm.org	daveroe
Y	Upload Su	ccessful!			

3.1. Students are now listed in the section 'Class Students'.

- 1. The teacher can download a Current Roster.
- 2. The teacher can reset a student's password by clicking the 'Reset Password' button.

Notes:

- The default passwords are the students' first and last name combined in one word all lowercase. Students will reset their passwords the first time they login.
- The accounts are good for as many years the student needs it.
- The eBook for the class will be in the students' accounts until the class expires.

Class : Co		ons	Get a copy of Student List
Students	can register by	entering the follow	wing PIN at ebooks.cpm.org (click
Usernames		GUVDQ C F	Regenr rate Ø Disable
			Reset Password
Class Students	+ Add a Student	1 Upload Student List	± Download Student List
▼Use Login	First Name	Last Name	
Seattle Users			Results Per Page: 10
sreifers3	Susan	Reifers	View Areset Password Remove
pollyyest1	Polly	Test	View 🔒 Reset Password 📀 Remove
jkang4	Jennifer	Kang	💿 View 🔒 Reset Password 💿 Remove



ELS eBook Admin Role - licenses



eBook Admin: Navigate the License Report Page

This article describes the navigation options for the License Report page.

1. Filter

- Shorten the list by typing 'student' or 'teacher' or a subject such as 'calculus'.
- Check the number of available licenses in the 'Total' column.
- Check the number of remaining licenses available to issue to users as indicated in the 'Remaining' column.

Tip: If you have more than one pool, you will need to click the radial button next to the pool you wish to view the licenses from.

	License Pool			
	Search License Pools			
۴	CPM Training District PO Licenses			
	cpm training district 2			
		н 4	1 of 1 🕨 州	
	License Type	Total	Remaining	Per Page: 10
	License Type	Total	Remaining	Per Page: 10
		Total	Remaining American Remaining Remaini	
	calculu			
	calculu	150	150	



2. Pagination

≣	License Report	Cha	inge	the number ses per page.
	License Pool		20113	es per page.
	Search License Pools			
•	CPM Training District PO Licenses			
0	opm training district 2			
		1 of 1	F [10]	
	License Type	Total	Rema	aining Per Page: 10
	teacher			H € 1 of 4 > HH
0	Teacher Edition AcceleratedBand7GB	10	10	
)	Teacher Edition Advancedbundle	100	80	
0	Teacher Edition AppAACL8th	10	10	Click to change to the
0	Teacher Edition COBUNDLE	100	80	next or last page or
0	Teacher Edition CCHSIntegrated	400	399	reverse the process.
0	Teacher Edition CCHighSchoolBundle	100	87	
0	Teecher Edition CCIntegratedBundle	100	89	
0	Teecher Edition CCMSHSBundle	100	87	
	Teacher Edition CCMiddleSchoolBundle	100	87	
0	Teacher Edition Compressed8integratedBundle	10	10	

3. Sorting

- Click on any heading to sort the list by that column.
- In the example below, the 'total' column has been selected. The arrow indicates the totals from least to most.



≣L	License Pool			
	Search License Pools			
•	CPM Training District PO Licenses			
0	opm training district 2			
	License Type	let 4	1 of 1	Bemaining
	Search License Types			g
0	é Teacher Edition stat		600	595
	Teacher Edition Stat		600	595 598
0 0 0				
0	\$tat		600	598
0	Student Edition Stat Tracher Edition CCHSIntegrated		600 400	598 399
0	Stat Stat Stat Stat Stat Stat Stat Stat State State		600 400 150	598 399 150
0	Stat Stat Stat Stat Stat Stat Stat Stat State State		600 400 150 100	598 399 150 87



eBook Admin: Find License Information

The License Report has a lot of valuable information to help the eBook Admin problem solve issues. Not only are all of the license counts available, but all users who have been assigned each license including the expiration date of the license are displayed. You can also find the POs associated with each license.

1. Go to Reports --> License Reports.

- The 'Total' column indicates the number of licenses purchased that are available.
- The 'Remaining' column indicated the number of licenses still available to assign to a user.
- Click on any of the headings to sort by that column!

	License Pool	
	Search License Pools	
)	CPM Training District PO Licenses	
)	opm training district 2	
		HK K I of 1 🕨 H
Li	icense Type	Total Remaining Per Page: 10
	icense Type Search License Types	Total Remaining Per Page: 10
1		Huan Hernaning
	Search License Types	Huan Hennamig
	Search License Types	



2. Filter by adding key words in the search box.

≣ Li				
	License Pool			
	Search License Pools			
0	CPM Training District PO Licenses			
0	opm training district 2			
-				
		100 1	of 1	H
	cense Type	M 4 1	of 1))⊮ Remaining
u		H (
u	cense Type	H 4 1		
	cense Type student		Total	Remaining

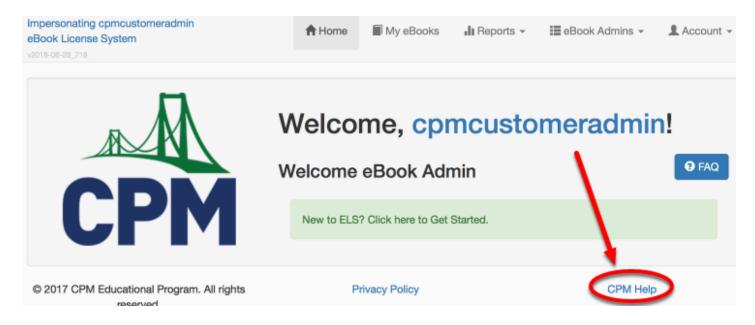
3. Click on a license type. Then scroll down to view 3 categories of info:

- First, a list of users for the selected license type will appear below.
- Second, a list of License Providers indicates which staff is allowed to assign students the license selected.
- Finally, a list of contracts (POs) which have the selected license as a purchase can be viewed.

License F	loo				
Search I	License Pools		6		
• CPM Train	ning District PO Licenses			elect the eBC	ok. Then scroll ent information.
 opm traini 	ing district 2	/		will for peruit	ent information.
	/			of 1 🕨 💓	
License Type			Total	Remaining	Per Page: 1
student					HI 19 of 20 + H
• 1 Student Ed	dition pc3		100	99	
¥ Users with Preca	Iculus Third Edition Stu	lent			
User Login			Expiration		Per Page: 10
Search License					≪ 4 1 of 1 ▶ ⊮
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Y License Provider	s for Precalculus Third I	Edition Stude	int		
User Login			_		Per Page: 10
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-					
cpmteacher	·				
cpmteacher cpmchangeadmin2 cpmchangeadmin3					
cpmteacher cpmchangeadmin2	-				
cpmteacher cpmchangeadmin2 cpmchangeadmin3 cpmcontractadmin	-				
cpmteacher cpmchangeadmin2 cpmchangeadmin3 cpmcontractadmin cpmcustomeradmin					
cpmteacher cpmchangeadmin2 cpmchangeadmin3 cpmcontractadmin cpmcustomeradmin	ecalculus Third Edition S		# Linenses	Contract Evolution	Per Page: 10
cpmteacher cpmchangeadmin2 cpmchangeadmin3 cpmcontractadmin cpmcustomeradmin Contracts for Pre Purchase Order	scalculus Third Edition S Name	tudent Duration	# Licenses	Contract Expiration	Per Page: 10
cpmteacher cpmchangeadmin2 cpmchangeadmin3 cpmcontractadmin cpmcustomeradmin			# Licenses	Contract Expiration	Per Page: 10



4. Report any discrepancies on license counts.





eBook Admin: Remove User Licenses

This article describes the steps to remove an eBook license from a user's account.

Click the arrow at the right for directions to remove a user's license from the following pages:

Watch the video below showing the steps for removing a teacher license.

Remove an eBook License from a Teacher Account

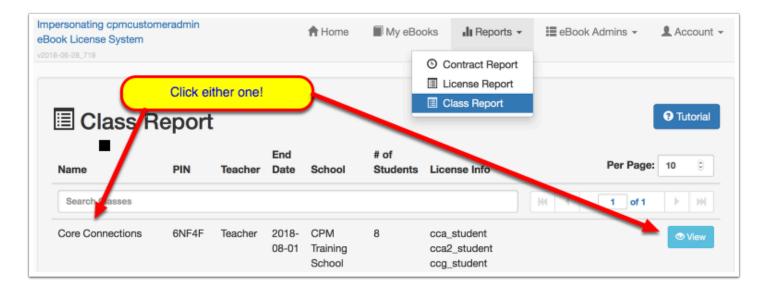
- 1. From the 'License Report' page (teacher licenses only):
- Find and select the license you want to remove from a user.
- Scroll down to view the list of users assigned to the license.
- Click the 'Remove License' button.

ook Lice	ting cpmcustomeradmin anse System	A Home	My eBooks	📲 Reports 🗸	I≣ eBooł	Admins +	L Accourt
8-06-28_7	18		0 0	Contract Report			
				icense Report			
	icense Report			Class Report	1		 Tutorial
	License Pool						
	Search License Pools						
•	CPM Training District PO Licen	ses					
0	opm training district 2						
		14	(1 of 1	► H			
	License Type	Total	Remainin	9		Per Page	e: 10 🔅
	Search License Types			h	н	6 of 6	► HI
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۷U	sers with Statistics License for te	eachers			~		
User L	Login	Expiration				Per Page	a: 10 🔅
Sear	ch Licenses				16	1 of 1	F ₩

2. From the 'Class Report' page (student licenses only):

- Find and select the class the student is in.
- Click the class title or the 'View' button.



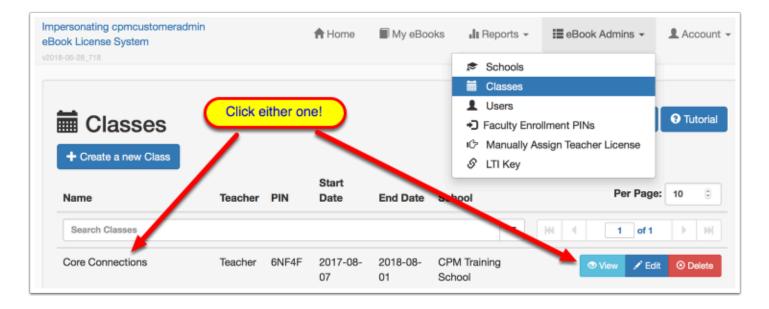


- In the 'Students' tab, find the student.
- Click the 'Remove' button to remove the student from the class and the license from the student.
- NOTE: Removing a student from a class does not delete the student from the district/school. It merely means the student no longer has access to the class eBooks.

Students can	register by ente	ering the followir	ng PIN at <mark>eb</mark>	ooks.cpm.org (click on enroll):
		VDQ	\mathcal{C} Regenerate	O Disable	
Class Students	Add a Student	1 Upload Student I	List Dov	vnload Student List	l
User Login Fire	st Name	Last Name			N
Search Users			Results Per P	age: 10	
Cpmstudent CP	M	Student	View	Reset Password	⊗ Remove

- 3. From the 'Classes' page (student licenses only):
- Find and select the class the student is in.
- Click the class title or the 'View' button.





- In the 'Students' tab, find the student.
- Click the 'Remove' button to remove the student from the class and the license from the student.
- NOTE: Removing a student from a class does not delete the student from the district/school. It merely means the student no longer has access to the class eBooks.

Students		-	
Students of	an register by en	tering the follow	ing PIN at ebooks.cpm.org (click on enroll):
		VDQ	C Regenerate O Disable
Class Students	+ Add a Student	1 Upload Studen	t List Download Student List
User Login	First Name	Last Name	\ \
Search Users			Results Per Page: 10
cpmstudent	CPM	Student	View Reset Password Remove

- 4. From the 'Users' page (teacher licenses only):
- Select 'Users' from the 'eBook Admins' menu.
- Find the user.
- Then click 'view' at the right of the teacher's name.



ok License System	tomeradmin	윰 Ho	ome 🔳 My eBooks	📲 Reports 👻	📰 eBook Admins 👻	L Accour
				SchoolsClasses		
Users				Users Taculty Enro	ollment PINs ssign Teacher License	 Tutoria
+ Create a new U	lser 🛛 🕹 Add Existi	ng User		& LTI Key		
+ Create a new U User Login	Iser L Add Existi	ng User Last Name	Email		Per Page	: 10 ©
			Email			:: 10 ©

- Scroll down to 'Licenses Issued to <User>'.
- Click the 'Delete' button.

User Details for CF	M Teacher		
User Field	Value		
Login (User ID)	cpmteacher		
First Name	CPM		
Last Name	Teacher		
Email	cpmteacher@cpm.org		
District	CPM Training District Teacher		
School	CPM Training School Teacher		
Licenses Provided by c User Login License Type	pmteacher License Pool	Expiration	Per Page: 1
-	Cca2 CPM Training District PO Licen	Expiration Click 'Delete' for the license you want to remove.	Per Page: 1
User Login License Type Search Licenses cpmstudent Stadant Edition	Cca2 CPM Training District PO Licen	Click 'Delete' for the license you	
User Login License Type Search Licenses cpmstudent Student Edition Licenses Issued to cpm	License Pool cca2 CPM Training District PO Licen nteacher	Click 'Delete' for the license you want to remove.	1 of 9 b HH Per Page: 10
User Login License Type Search Licenses cpmstudent Student Edition Licenses Issued to cpm License Type	License Pool cca2 CPM Training District PO Licen nteacher	Click 'Delete' for the license you want to remove.	1 of 9 b HH Per Page: 10
User Login License Type Search Licenses cpmstudent & Student Edition Licenses Issued to cpm License Type Search Licenses	License Pool CCa2 CPM Training District PO Licen nteacher License Pool	Click 'Delete' for the license you want to remove.	1 of9 ▶ ₩ Per Page: 4 1 of

5. From the 'My Details' page (only licenses you assigned):

- In the 'My Details' page, scroll down to the 'Licenses Provided by Me' section.
- Click the 'Delete' button for the chosen user.



Impersonating cpmcustomeradmin eBook License System	A Home	My eBooks	📲 Reports 👻	📰 eBook Admins 👻	💄 Account 👻
v2018-08-28_718				•	My Details
				1	Settings
	Scroll	down to the lic	ences.	<u></u>	Password
My Account Details		•		G	Log out
Login (User ID)	cpmcustomeradmin				
First Name	Customer				
Last Name	Admin	•			

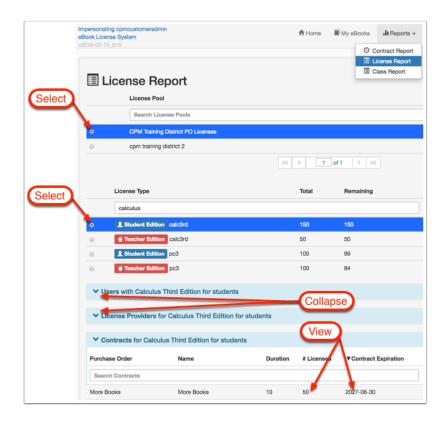


eBook Admin: Review License Counts & Contracts

The License Report allows the eBook Admin to review license counts, contracts (POs) associated with each license, and expirations of the contracts.

1. Go to Reports --> License Report.

- Search for a particular license
- Select the License Pool (If there is more than one)
- Select the radial button in front of the license name.
- Collapse the 'Users' and 'License Providers' foldable arrow to view the 'Contracts' more easily.
- View the number of licenses from the various contracts.



2. Click any contract to get additional information.

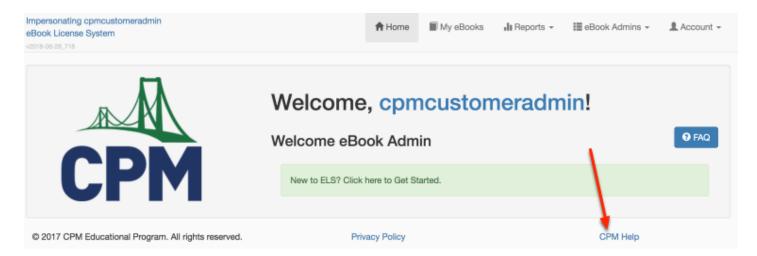
Click on any listed PO to view PO details including:

- A pie chart of the licenses included in the PO.
- Contract duration and expiration.
- A list of all licenses included in the PO.



Purchase Order	Name	Duration 4	# Licenses	Contract Exp		
Search Contracts		Impersonaling concustomenadm Block License Bystem voor7-de-ec.com	'n	會 Han	e 🖩 MyeGooks 🌡 Reports -	III Oustomer Admins + 💄 Acco
CPM Training District PO	CPM Training District PO	Contract Deta	ils CPM Tra	ining District	PO	
CPM Training District - 2	CPM Training District - 2	Field	Value			nses Purchased
More Books	More Books	District Customer ID	OPM Training D	Natrict .	me all middleachaol_teacher	oct_stadent
		PurchaseOrder	CPM Training D	Intrial PO	calc, stacher calc, stacher pc.tascher	ccl_stacher cc2_stadient
		Duration	1		K, Shelver	sil jache
		Contract Start	06/06/2016		ng isaber	c2 index
		Contract Expination	86/86/2017			
		Name	CPM Taining D	sanst PD	cog_studies	oc3,taacher cos_student
		Description	District : OPH 1	haining District. Valid Starting 85-	int]_student	cca, Mather
					eral_iteather	read_atuatent
		License Allowances for	CPM Training Dist	trict PO		
		License Type		Total	Assigned to End User	Available
		Search Licenses				
		ac1_student		300	0	300
		oct_teacher		300	0	300

3. Report any discrepancies on license counts.





ELS eBook Admin Role - Schools



eBook Admin: Create a New School

This article shows the process of creating schools for your account.

1. Complete the 'Create a new School' form.

- Navigate to the 'Create a new School' button.
- Click the button and fill the form.

personating cpm look License Syst 18-08-28,218 School + Create a ne	ols for "CPM Training		Home	My eBooks	li Reports → Classes Classes Users Classes	III eBook Admins	
Name	Description	 Impersonating cpm eBook License Sys commence and and 	tem	in eate a New Sci		My eBooks Jt B	eports + III Customer A
Search School CPM Training School	s CPM Training School : CPM Training Distric mtz : Ca.	+ Create a ne	DOIS ew Schol Sc	hool Name * hool Address*		School Phone*	
		Search Schoo CPM	CPM Tra	y* untry		State	Zip
		School		rent School (for su I this is a sub-schoo			
		Training MS	District :			[⊘ Cancel

2. Find your school.

- If you have many schools, type a key word in the filter field.
- Click the title or 'View' to view.
- Click the 'Edit' button to edit.
- Click the 'Delete' button to delete the school.



+ Crea	te a new School								
Name	Description	Phone	Address	City	State	Zipcode	Country		
								Results Per	Page
test								10 0	
fest	Test School : CPM Training District :	111-111-	11 Main	Anywhere	CA	94501	United	© View	
chool	Anywhere : CA.	1111	Street				States	🖌 Edit	
								Edit Edit	



eBook Admin: View Schools

This article describes information available on a particular school.

Find School Information

The school information is in the first section!

?-06-16_238		
School : CPM Tra	ining School	
Field	Value	
Name	CPM Training School	
Description	CPM Training School : CPM Training District : mtz : Ca.	
Phone	111-111-1111	
Address	111 main st	
City	mtz	
State	Ca	
Zipcode		
Country	USA	

School Campuses

This section is likely to be empty. Most schools do not have campuses.

Schoo	l Campuse	S								
Name	Customer ID	Description	Phone	Address	City	State	Zipcode	Country	District	RC Code
Search 8	ichools								Results Per Page	к 10 🔅

School Administrators

- A list of school administrators are listed in this section.
- Schools can add as many administrators as desired.



School Admi			
User Login	First Name	Last Name	Email
Search Users			
newperson2	New	Person2	newperson2@gmail.com
newpersona	New	Persona	sha512\$turkeybrine\$4096\$d5dbf34327
cpmdemoteacher	CPM	Demo	cpmdemoteacher@cpm.org
cpmcustomeradmin	Customer	Admin	cpmcustomeradmin@cpm.org

School Teachers

- All teachers associated with the school will be listed.
- Check the number of tabs to click through or use the filter to find a particular teacher.

User Login	First Name	Last Name	Email	District Roles	School Roles	Per Page: 10
Search Users						1 of 2
cpmteacher	CPM	Teacher	cpmteacher@cpm.org		Teacher-CPM Training School : Teacher-CPM Training MS #2 : Teacher- CPM Training HS	Meet Ramo
faketgrindy	Fake	Grindy	faketgrindylt@gmail.com		Teacher-CPM Training School : Teacher-CPM Training HS	View Remov
mmarshiicenseapproval	Mmarsh	Licenseapproval	mmarshiicenseapproval@cpm.org		Teacher-CPM Training School	View Remov
fakeking	fake	king	fakeking1@gmail.com		Teacher-CPM Training School	View Remov
newdummy	new	dummy	newdummy@cpm.org		Teacher-CPM Training School	View Remov
fakemrack	Fake	Rack	fakerack@gmail.com		Teacher-CPM Training School	View Remov



School Classes

Name	PIN	Start Date	End Date	
Search Classes				Results Per Page: 5
reiferstestclass	5L9HS	2016-06-21	2016-10-29	View 🗠 Edit Delete
New Roster Class	P9D7U	2016-08-02	2016-09-01	View 🗠 Edit Delete
new test cho class	RJFCT	2016-08-09	2016-08-19	View 🗠 Edit Delete
Someonenew.CC1.Period2	5PE2G	2016-08-11	2017-08-11	View 🗠 Edit Delete
democlass	FB38U	2016-11-14	2017-03-04	View 🗇 Edit Delete

School Students

School Students			
User Login	First Name	Last Name	Per Page: 10
Search Users			1 of 3
scottmckague	Scott	McKague	View
danielkleinsinger	Daniel	Kleinsinger	View
cpmstudent	CPM	Student	View
ohonyasomerville	Phony	Asomerville	View
phonycarol	phony	Carol	View



ELS eBook Admin Role - Classes

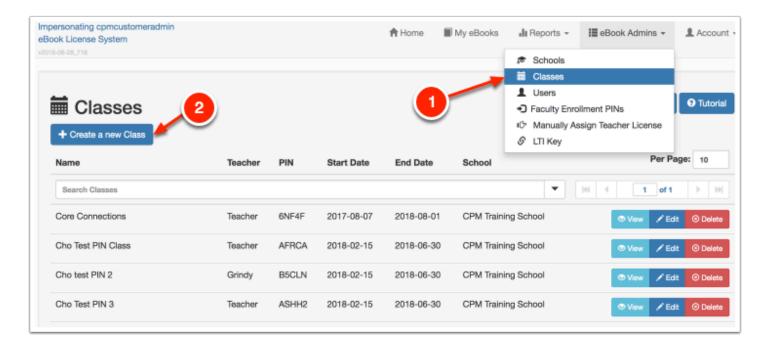


eBook Admin: Create a Class and a Student Enrollment PIN

This article describes how a eBook Admin creates a Class and a Student Enrollment Pin enabling students to access their eBook and appear on the class roster.

1. Under 'eBook Admins':

- Select 'Classes'.
- Click the 'Create a new Class' Button.



2. Click the BLUE button 'Create a new Class'. Complete the form as described in notes below.

- Type in a description of your class that allows for an easy search.
- Click the calendar icon at the right of each date field. Click the date on the calendar to autofill.
- Click the box below the 'Class School'. A list of schools will appear below the box. Click on one of them to autofill. Note: if no schools appear, go to 'eBook Admins' --> 'Schools' and create a school.
- In the box below 'Class Teacher', a list of teachers will appear. Click on one of them to autofill.
- Click in the box below 'eBook used for class'. A list of ebooks will appear. Click on the pertinent eBook to autofill.
- Save.



	A Home	Mv eBooks	Reports -
Create a Class			×
Class Name*	C C	Calendars	
Recommended: Teacher.Course	e.Section (e.g. Jen	en.Algebra2.Pen.d1)	
Class Start Date*	Clas	s End Date*	
I	1		T
Class School*			
Search for a school			
Class Teacher*			
Search Teachers After Selecting	g A School		
eBook Used For Class*			
Select one of your CPM eBook	s for this class.		
		Ø Cancel	± Save

3. An Enrollment Pin is displayed to share with class students.

Students go to <u>https://enroll.cpm.org</u> and enter the PIN to access the class eBook.

Create a Class	×
Class Successfully Created!	
Students can register for your class at ebooks.cpm.org by clicking on enroll and then entering the following PIN: 3N4MG	
Cluber Parent 10	ose



eBook Admin: Delete a Class

This article describes how to delete a class that was erroneously created or cancelled.

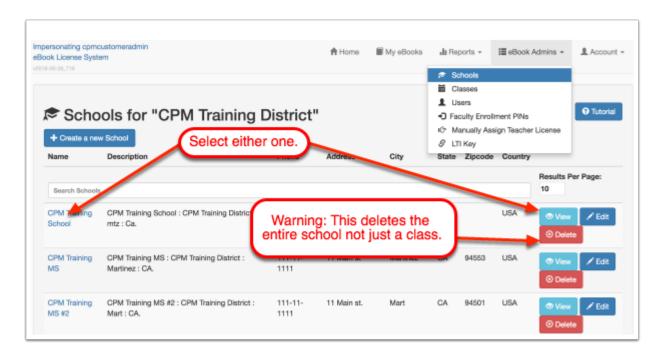
Delete a Class from the 'Classes' Page

- Navigate to the Classes page from the 'eBook Admins' menu.
- Search/find the class you want to delete.
- At the far right, click the 'Delete' button.

ersonating cpmcustomeradmin ok License System 505-28 718				🕈 Home	My eBooks	📲 Reports 👻	i≣ eBook Admins ÷	L Accour
						Schools 🕫		
						Classes		
—						L Users		0.7.1.1
Classes						 Faculty Enror 	liment PINs	 Tutoria
						IC* Manually As	ssign Teacher License	
+ Create a new Class						🖉 LTI Key		L .
Name	Teacher	PIN	Start Date	End Date	School		Per F	age: 10
Name Search Classes	Teacher	PIN	Start Date	End Date	School	•	Per F	1
	Teacher	PIN 6NF4F	Start Date 2017-08-07	End Date 2018-08-01	School CPM Traini			
Search Classes						ng School	1 of 1	dit 📀 Delete

Delete a Class from the 'Schools' Page

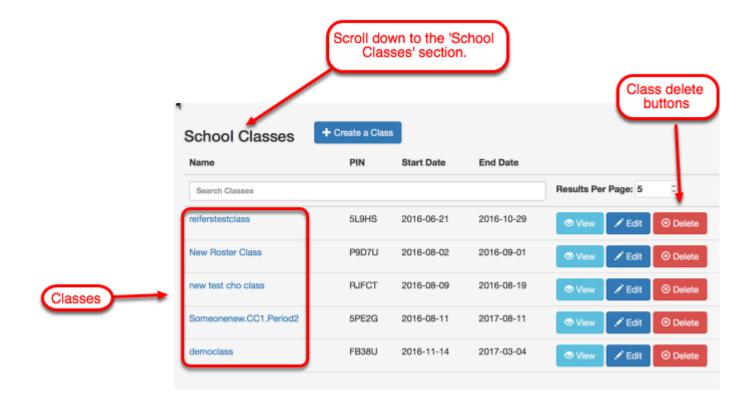
- From the 'eBook Admins' Menu at the top, select 'Schools'.
- Warning: If you want to delete a class, DO NOT DELETE THE SCHOOL!
- Go into the school by clicking on the school title or 'View' button at the right.





CPM Educational Program

- Once in the 'School' view, scroll to the 'School Classes' Section.
- Search/Find the school you want to delete.
- Click the 'Delete' button at the far right.





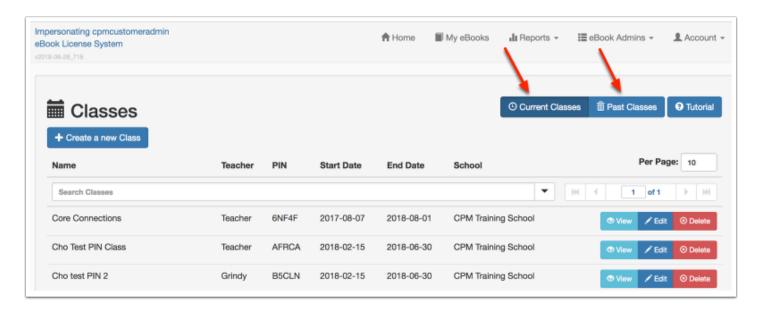
eBook Admin: Find Classes

This article describes where you can find/search for current classes and past classes for all of the teachers under your purview. You can filter by teacher or by school. You can sort by any of the column headings.

Find Classes from the 'Classes' Menu under 'eBook Admins'

Find Current or Past Classes

- For organizational purposes the Current and Past Classes are housed in different tabs.
- Past classes are for your reference. You may want to delete some of these periodically.



Filter and Sort Classes

You can filter classes by the column headings Name, Teacher, PIN, Start Date, End Date or School by selecting the word. The triangle indicates which column is being sorted as well as the direction i.e. A to Z or Z to A.



ersonating cpmcustomeradmin xok License System 8-06-28_718				A Home 🛛	My eBooks	📲 Reports 👻	i≣ eBook Admins →	L Account
Classes						O Current Class	es 🗊 Past Classes	 Tutorial
+ Create a new Class	Teacher	PIN	Start Date	End Date	School		Per Pa	ge: 10
Search Classes						•	🤲 🤚 🚺 of 1	
Core Connections	Teacher	6NF4F	2017-08-07	2018-08-01	CPM Trainin	g School	💿 View 📝 Edit	S Delete
Cho Test PIN Class	Teacher	AFRCA	2018-02-15	2018-06-30	CPM Trainin	g School	💿 View 📝 Edit	O Delete
Cho test PIN 2	Grindy	B5CLN	2018-02-15	2018-06-30	CPM Trainin	g School	💿 View 📝 Edit	O Delete

Find Classes from the 'Class Report' Menu under 'Reports"

1. Use the search to filter the results.

- Find all classes in Reports --> Class Report
- In the 'Search Classes' field, type in say a teacher's last name to narrow the number of classes down.
- As a school, decide on class naming protocols to help when using a filter.

8-08-28,,718	6	_		1.0		Contract Report	
Class Rep	PIN	Teacher	End Date	School	# of Students	Class Report	Per Page: 10
Search Classes							H 4 1 of 1 → H
0	6NF4F	Teacher	2018-08- 01	CPM Training School	8	cca_student cca2_student ccg_student	@ View
Core Connections							
Cho Test PIN Class	AFRCA	Teacher	2018-06- 30	CPM Training School	0	cc1_student	(® View

2. Use the arrows next to the column labels to sort.

- Sort by Name, PIN, Teacher, End Date, or School.
- Change the page number or use the arrows to advance or reverse through pages.
- Change the number of results shown per page.



Name	PIN	Teacher	End Date	School	# of Students	License Info		1	Per Pag	B: 3	
Search Classes							н	•	1 of 3	×	н
ho test PIN 2	8NJLP	Grindy	2018-06- 30	CPM Training School	0	cc1_student				۲	Viev
ho Test PIN lass	9DEA4	Teacher	2018-06- 30	CPM Training School	0	cc1_student				۲	Viev
Core Connections	GUVDQ	Teacher	2018-08- 01	CPM Training School	3	cca_student cca2_student ccg_student				۰	Viev

3. If you know the PIN, filter by the PIN code.



eBook Admin: Edit a Class

This article describes the various edits which can be made after a class is created.

Change the End Date of a Class

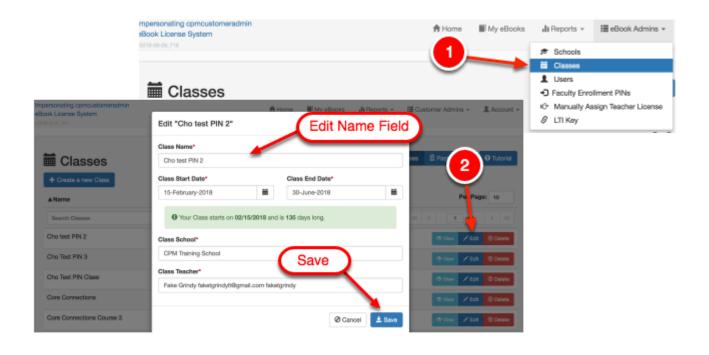
- In the 'eBook Admins' menu at the top bar, choose 'Classes'.
- Search for the class you want to edit and click the edit button.
- The edit screen will appear.
- You can choose to change either/both the end date and start date of a class by selecting the associated calendar and a new date.
- Then 'Save'.

	mpersonating opmouston Book License System 2019-06-28,218	neradmin	1	My eBooks	la Reports ≁	III eBook Admins +
					Classes	
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eBook License System	Edit "Cho test PIN 2"		×			sign Teacher License
	Edit Ono toot Pitte	Click calendar			🖉 LTI Key	
	Class Name*	for a new date.				
🗰 Classes	Cho test PIN 2		Past Classes			
+ Create a new Class	Class Start Date*	Class End Date*				
AName	15-February-2018	30-June-2018	Por Pupe: 10			
Search Classes	Your Class starts on 02/15/2	018 and is 135 days long.		100		
Cho test PIN 2	Class School*		C New Fict OD	winte		
Cho Test PIN 3	CPM Training School	Save		wieto		
Cho Test PIN Class	Class Teacher*	\sim	• Vorv / Ecit OD	-		
Core Connections	Fake Grindy faketgrindyH@gmail.c	om taketgrindy	@ New / Lot @D			
Core Connections Course 3		@ Cancel ± S	ave	winto		

Change the Class Name

- In the 'eBook Admins' menu at the top bar, choose 'Classes'.
- Search for the class you want to edit and click the edit button.
- The edit screen will appear.
- Click the 'Class Name' and edit it.
- Click 'Save'.





Change the Class School

- In the 'eBook Admins' menu at the top bar, choose 'Classes'.
- Search for the class you want to edit and click the edit button.
- The edit screen will appear.
- Click in the 'Class School' field. A list of available schools will show after deleting what is there and typing the first letter. Select one of them.
- Choose the teacher for the class from the teachers at the new school.
- Click 'Save'.

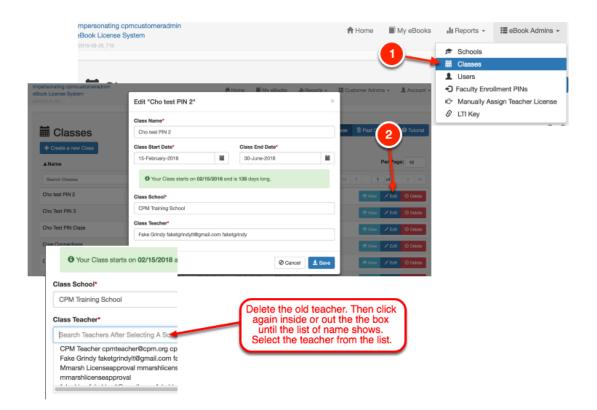


	mpersonating opmoustomeradmin sBook License System	🕇 Home	My eBooks	I Reports 👻 🔠 eBook Admins 👻
	Classes	1	-	 Schools Classes Users Faculty Enrollment PINs
Impersonating opmoustomeradmin eBook License System venisio:21,521	Home Mill My eBooks Ja Re Edit "Cho test PIN 2"	eports - 🔚 Customer Adn		Manually Assign Teacher License
Classes	Class Name* Cho test PIN 2	ses 🗎 Past 0	tasses 🛛 🛛 Tutorial	
+ Create a new Class	Class Start Date* 15-February-2018 Class End Date* 30-June-2018 Click, delete, and select	_ =	Per Page: 10	
Search Classes Cho test PIN 2	Your Class starts on from the dropdown Class School		1 P M	
Your Class starts on 02/15/2018	and is 135 Training School	👁 View	Z Edit O Delete	1
Class School*	Feacher* Grindy faketgrindyl@gmail.com faketgrindy	👁 View	🖌 Ecit 🔘 Delete	
CPM Training School CPM Training MS CPM Training MS #2 CPM Training HS	Ø Cancel		 ✓ Edit ② Delete ✓ Edit ③ Delete 	
Class Teacher* Search Teachers After Selecting A Sch	hoot designed and hoot		Save)
1				·

Change the Class Teacher

- In the 'eBook Admins' menu at the top bar, choose 'Classes'.
- Search for the class you want to edit and click the edit button.
- The edit screen will appear.
- Click in the 'Class Teacher' field. A list of available teachers will show after deleting what is there. Select one of them.
- Click 'Save'.







eBook Admin: View Class - Student Tab

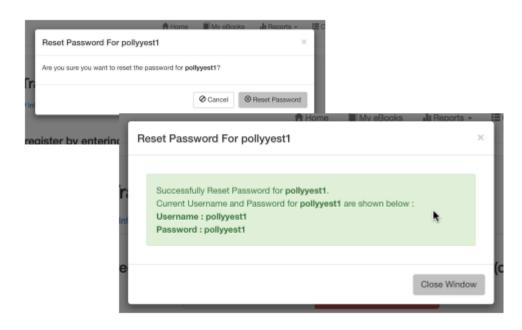
This articles describes all of the various features of a class found in the 'Student Tab'.

Change a Student's Password

Click the 'Reset Password' to the right of the student's username.

Impersonating cpmcustomeradi eBook License System 2018-06-25,718	min		🕇 Home	My eBooks	📲 Reports 👻	I≣ eBook Admins →
Class : Co		tions				
Students Books		by entering the fol	lowing PIN	l at ebook	s.cpm.org	(click on enr
		6NF4F	C Regenerate	O Disable		
Class Students	+ Add a Student	1 Upload Student Lis	t Down	nload Student List		
User Login	First Name	Last Name				
Search Users			Result	Per Page: 10	1	
cpmstudent	CPM	Student	© vi	ew 🔒 Reset I	Password 0	Remove

- Verify that you really want to reset the password by clicking 'Reset Password'.
- The password is always reset to the username. So it is easy for the teacher to tell the student that his username and password are now the same.
- When the student logs in again, he will be asked to reset his password.





Add a Student

While it is easier to give a class a student enrollment PIN to access their ebooks, on occasion a new student enters your classroom. In this case, adding a student directly may be the quickest way to get the new student his materials to start your class.

mpersonating cpmoustomen Book License System 2018-08-28,718	admin		A Home	My eBooks	∎ Reports v	III eBook Admins →
Class : C		tions				
Students	s can register	6NF4F	owing PI			(click on enr
Class Students	First Name	Lest Name	± Dow	micad Student List	1	
Search Users	First Name	Last reame	Result	ts Per Page: 10		
cpmstudent	CPM	Student	۰ ۱	ñew 🔒 Reset	Password 🛛 🛞	Remove

- If a student enrolled the previous year or transferred from another class at your school, he may already be in the system.
- Search for the student and select him from the list.
- Then click 'Add Student'. The student will receive all of the eBooks associated with the class.

nin		A Home	Mv eBooks	II Reports +	E Cu
	Add New Student			×	
	Select existing Student to add		Create	New Student	
M Tra	stud I		+ 0	reate New Student	
O Inf	cpmstudent CPM Student higdonhigdon STudent Account goodygood Sgood Student jennserrastudent Jenn Serra elkingtonnnnn christine student	/	8		
can re			O Cancel	± Add Student	(cli
+ Add	a Student Lupload Class Ros	iter 🛃	Download Current	Roster	

If no matching student shows in the search list, he is probably a new student at your school. Click 'Create New Student'.



- 1. Select a username that is accepted by our system as indicated when the green check mark shows.
- 2. An email is required so that students can retrieve their passwords should they forget it. However, student emails are not kept in plain text in our system and are not retrievable. The green checkmark indicates that no other user in our system has the same encrypted email.
- 3. Choose a password easy for you to remember to give to the student. The student will change the password when they login unless they login through the Google button.

The new student account will now be listed in your class list.

	A Home My eBooks	Reports -
Create a New Student		×
Username*		
newstudent2		
First Name*	Last Name*	
New	2 Student	
E-mail*		
newstudent@someschool.org		× .
Password*	Confirm Password*	
	ord strength:	
	0.0	
	🖉 Car	ncel 📥 Save
1031	View Reset Password	🗵 Rentove

Remove a Student

Navigate to a class where you have a student to remove.

ersonating comcustomeradmin ok License System				🕇 Home	My eBooks	📲 Reports 👻	III eBook Admins →	L Accou
-06-28_718						🕫 Schools		
						Classes		
Classes						Users • Faculty Enror	Iment Dible	O Tutor
+ Create a new Class							ssign Teacher License	
Name	Teacher		Click the t he 'View'		School		Per P	age: 10
Search Classes					/	•	1 of 1) ()
Core Connections	Teacher	BNF4F	2017-08-07	2018-08-01	CPM Traini	ng School	© Wew ≠ E	R 🛛 Dele
			2018-02-15	2018-06-30	CPM Traini	In the second	© View ∕ E	it © Dele
Cho Test PIN Class	Teacher	AFRCA	2018-02-15	2010-00-30	Criminani	1 million 1	O YNW / EI	in O Dee
Cho Test PIN Class Cho test PIN 2	Grindy	B5CLN	2018-02-15	2018-06-30				

CPM Educational Program

- Removing a student is effectively removing the class licenses from the student.
- Click on the 'Remove' button to the right of the student's row.
- Check out other pages where you can remove student licenses.

🖬 Class :	Core Connect	ions			
L Students	Books 🚯 Info				
Studer	nts can register by	y entering the foll	owing PIN a	at ebooks.cpn	n.org (click or
		GUVDQ	C Regenerate	Ø Disable	
Class Studer	+ Add a Student	Upload Student List	± Downloa	ad Student List	\
▼User Login	First Name	Last Name			
Search Users			Results Pe	er Page: 10	
pollyyest1	Polly	Test	💿 View	Reset Password	

Upload a Class Roster

Click the video link below.

Assign Student eBooks Uploading a .csv File

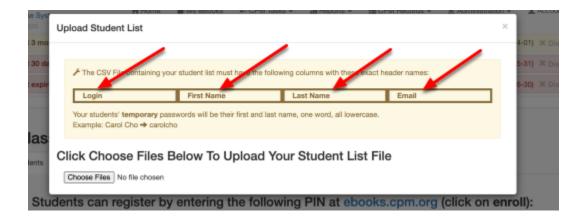
1. Create a class.

In the Student Tab of your class Click 'Upload Student List.

	Students Books O Info								
Students can register by entering the following PIN at ebooks.cpm.org (click on enroll):									
		GUVDQ	${\mathcal S}$ Regenerate	Ø Disable					
Class Students	+ Add a Student	1 Upload Student	t List 🛓 Downlo	ad Student List					
▼User Login	First Name	Last Name							
Search Users			Results P	Per Page: 10					

2. Create a .csv file with the exact headings indicated below.

- You will use only the first 4 columns.
- The 4 column title headers are required.
- Do not have additional text anywhere else on the sheet other than the information described.



2.1. Be sure you save the file as a .csv file.

- YOU CANNOT TYPE IN .CSV AND SAVE!!
- Always SELECT the file type.
- The file type is usually located below the file name.
- See examples below from Open Office, Microsoft Excel, Google Sheets.



File type: Text CSV (.csv)	0				
Open Office Format: Comma	Period 2 CCA				
		ols Add-	ons Help A	Il changes saved	in Drive
Microsoft Excel	Share		- 10 -	B I 5 A	- 🗞 - B
	2 New ×	-	D	E	F
	2 Open #0		0		
	Rename	rg			
	Make a copy	n.org			
	J Move to	g			
Google Sheet	1 port	prg			
	Set revision history #+Option+Shift+H Sprudsheet set!				
	Download as	Micr	osoft Excel (.xls	0	_
	Publish to the web		nDocument form		-
	Email collaborators		document (.pdf		
	Email as attachment		page (.html, zip		
	🖶 Print %P	Com	ma-separated v	alues (.csv, curre s (.tsv, current sh	

2.2. Choose the file. Then upload it.

Upload Student List		C	Downloads		
	Name	Period 2 CCA - Sheet1-2.cs	ïv		
F The CS ¹ 2 maining your	Upload	I Student List			×
Your students' temporary pas	to c			nd passwords will be generated automatically. If you need SV file, then select it again. If the data is all correct, click	
Click Choose Files E	Status	First Name	Last Name	Email	
Choose Files No file chosen	•••	John	Smith	987654321@cpm.org	
		Jane	Cook	876543210@cpm.org	
Your class list should	•••	Dave	Roe	768-32108@cpm.org	
be showing in the window. Then click 'Upload Student List'.				← Back	List

3. Check to see if the upload for all students are successful.

- If all students uploaded successfully, click 'Close'.
- Be sure to note the passwords if you need to supply them to your students. Students who sign-in through SSO will not need passwords.



Note: The password for any new account is the student's first name and last name, one word without spaces, and all letters lowercase. See example below. The students will be prompted to reset their password the first time they login.

			uccessfully. Please copy the fo ords after closing this window	ollowing information for your red r.	cordsnow, you will
Status	First Name	Last Name	Email	Login	Password
	John	Smith	987654321@cpm.org	987654321@cpm.org	johnsmith
	Jane	Cook	876543210@cpm.org	876543210@cpm.org	janecook
2	Dave	Roe	765432108@cpm.org	765432108@cpm.org	daveroe

3.1. Students are now listed in the section 'Class Students'.

- 1. The teacher can download a Current Roster.
- 2. The teacher can reset a student's password by clicking the 'Reset Password' button.

Notes:

- The default passwords are the students' first and last name combined in one word all lowercase. Students will reset their passwords the first time they login.
- The accounts are good for as many years the student needs it.
- The eBook for the class will be in the students' accounts until the class expires.

Class : Co	_	ons	Get a copy of Student List
Students	can register by	-	ving PIN at ebooks.cpm.org (click
Usernames		GUVDQ CR	Reset Password
Class Students	+ Add a Student	Upload Student List Last Name	± Download Student List
Seatty Users	THO: NOTION	LOC HUND	Results Per Page: 10
sreifers3	Susan	Reifers	View Beset Password O Remove
pollyyest1	Polly	Test	View 🔒 Reset Password 💿 Remove
jkang4	Jennifer	Kang	View Areset Password Remove

Download Current Roster

- This works best in Chrome.
- Click the 'Download Student List'.
- The roster will go to your downloads.
- It will open in Excel.

Students	can register by e	entering the	following P	IN at ebook	s.cpm.org (clic
		GUVDQ	C Regenera	ite Ø Disabl	le
Class Students	+ Add a Student	2 Upload Stude	nt List 🕹 Do	wnioed Student Lis	
▼User Login	First Name	Last Name			
Search Users			Res	ults Per Page: 10	
areifers3	Susan	Reifers	۲	View 🔒 Reset	Password Remov
pollyyest1	Polly	Test	۲	View 🔒 Reset	Password O Remov
kang4	Jennifer	Kang		View 🔒 Reset	Password O Remov
campbell3	Jason	Campbel	E13	: 6	
			A	В	C
Core Connec	tions 2-2csv 🔹	1	Login	First Name	Last Name
		2	ejones15	Elsa	Jones
		3	jcampbell3	Jason	Campbell
		4	jkang4	Jennifer	Kang
		5	sreifers3	Susan	Reifers



Find/Disable the PIN

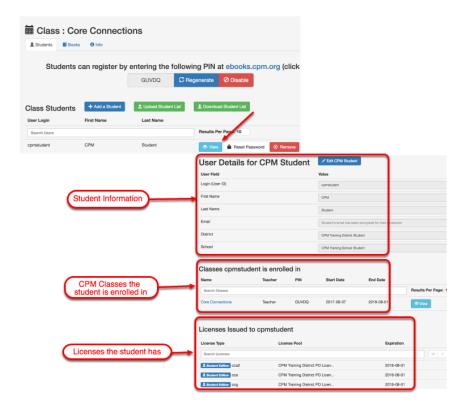
- The PIN is the 5 character code located on the 'Students' tab.
- If all of the students have enrolled in your class, there is no need to keep the PIN active. Click 'Disable' to disable the PIN.
- You may also 'Regenerate' your class PIN to disable the old PIN and create a new PIN for your class.

🖬 Class : Co	ore Connectio	ons	
1 Students Book	s 🚯 Info		
Students	can register by	entering the follow	ving PIN at ebooks.cpm.org (click o
		GUVDQ 📿 R	legenerate 🖉 Disable
Class Students	+ Add a Student	1 Upload Student List	± Download Student List
▼User Login	First Name	Last Name	
Search Users			Results Per Page: 10
areifers3	Susan	Reifers	View A Reset Password Remove
pollyyest1	Polly	Test	⊘ View A Reset Password O Remove
jkang4	Jennifer	Kang	⊘ View Beset Password Remove
jcampbell3	Jason	Campbell	View Beset Password O Remove

View a Student Account

The eBook admin can view information about a particular student within the CPM eBook Licensing System (ELS).







eBook Admin: View Class - Book Tab

This article describes how to replace/remove a class eBook as well as adding additional eBooks to a class. The number of licenses available to issue to students is also shown.

Replace, Remove, or Add an eBook to a Class

- Click the 'Books' Tab first!
- If you have 1 class eBook and you need to replace the eBook with a different eBook, click the 'Replace' button.
- Then click the arrows to select an available eBook.

Class eBooks	Replace cc1 licens	A Hom		
eBook	Licenses Rem	aining		
Search eBooks cc1 license English & Spanish for students	50	2~	Results Per	

If you have more than 1 class eBook:

- 1. A 'Remove' not 'Replace' shows for each title.
- 2. You can remove eBooks until the last eBook which will displace as 'Replace'.
- 3. (Note: you cannot have a class without an eBook.)



Class eBooks	PIN	
eBook	Licenses Remaining	
Search eBooks		Results Per Page: 10 0
Calculus Third Edition for students	253	© Remove
Calculus Second Edition for students	300	◎ Remove

To add an eBook:

- Click the 'Add an eBook' Button.
- Select an eBook from the drop down menu.
- (Note: you will only see titles available to you.)

Add eBoo	Home MyeBooks In Reports -
Class : CPM Tra	✓ cc1 license English & Spanish for students cca license English & Spanish for students
L Students Books Inf Class eBooks + Add an eBook	int1 license English & Spanish for students cc1s (Spanish) license for students cc2s license for students cc3s license for students cc2s (Spanish) license for students
eBook Search eBooks	ccas (Spanish) license for students ccgs (Spanish) license for students Core Connections Integrated Is (Spanish) license for students Core Connections Integrated IIs (Spanish) license for students
Calculus Third Edition for students	Core Connections Integrated IIIs (Spanish) license for students

Find the number of remaining Licenses for a Class

The number of licenses available to issue (Licenses Remaining) is located in the Book Tab.



Elass : Rendon period 3		
L Students Books Info		
Class eBooks + Add an eBook		
eBook	Licenses Remaining	
Search eBooks		Results Per Pag
cc1 license English & Spanish for students	350	₩ Replace



eBook Admin: View Class - Info Tab

This article describes the information available concerning a class within the Info Tab.

The 'Info Tab' provides the following info:

- 1. Name
- 2. Active/Not Active
- 3. Start and End Date
- 4. School
- 5. Teacher (Click the 'Replace' button to change the teacher.)

Name Name NewTeacher Carouxas Period 2 Description CrifM Training HS: NewTeacher Catoubas Period 2: 0001/0017 Active ve Start Date 2017-06-01 End Date 2017-16-01 School CrifM Training HS Teacher conteactar * Book Period Criff Training HS Teacher conteactar * Book Criff Training HS Click the field to view a list of available teachers. Scleact one of them.	Students Books	1 Info	
Active ve Start Date 2017-06-01 End Date 2017-11-01 School CPM Therms H5 Eachor CPM	Name	NewTeacher Calculus Period	2
Start Date Start	Description	CPM Training HS : NewTeach	er Caloulus Period 2 : 06/01/2017
End Date 2017-01 School CPM Training HS Teacher contacture dynamic and the electric and t	Active	true	
School CPM Teams H5 Teacher centeacter Personaling concusionmentarial Annual Personaling concusionmentarial Annual Personaling concusionmentarial Annual Personaling concusionmentarial Annual Personaling concusionmentarial Personaling concusionment	Start Date	2017-06-01	
leacher leacher leacher leacher leacher Click the field to valiable teachers. Select one of them.	End Date	2017-11-01	
Click the field to valiable teachers. Select one of them.	School	CPM Training HS	
Back Poor Loome System Peplace cpmteacher Replace	Teacher	opmteacher	≠ª Replace
Click the field to view a list of available teachers. Select one of them.	+ Back		eBook License System
Click the field to view a list of available teachers. Select one of them.			Take Ngdon fakeshigdon@gmail.com fakeshigdon Toxenos
View a list of available teachers. Select one of them. End Date		2	Take Nigdon fakeshigdon@gmail.com fakeshigdon dramirez autoapproved dramirez Promystimek Phony phonystimek Fake Grindy faketgrindyt@gmail.com faketgrindy
available teachers. Select one of them. End Date 2017/05-01	_	2	
2017-11-01	Click 1	2 the field to	
School CHM Thaning HB	view availab	a list of teachers.	The Rigdon fakeshigdon@gmail.com fakeshigdon familez autoapproved dramiez PhonysKimek Phony phonysKimek Fake Grindy fakestigrindyft@gmail.com faketgrindy Name Description Active
	view availab	a list of teachers.	Class Take Nigdon fakeshigdon@gmail.com fakeshigdon Students Take Nigdon fakeshigdon@gmail.com fakeshigdon Name Prionykifmik Phany phanykifmik Description Image: Cancel Active Image: Cancel Stat Date cm1xx8x0



eBook Admin: Find Specific Class information

This article discusses information available for classes in the eBook admin view.

Select a class.

- Click on the class title (or)
- Click 'View'.

rsonating cpmcustomerad ok License System 08/28_718	min				A Home	📓 My eBooks 🛛 🔒 Rep	oorts 👻 🔠 eBook Admins 👻	L Account
Class Rep	ort	Ch	oose	one.				• Tutorial
Name	N	Teacher	End Date	School	# of Students	License Info	Per Pa	ge: 10
Search Classes							1 of 1	► H
Core Connections	6NF4F	Teacher	2018-08- 01	CPM Training School	8	cca_student cca2_student ccg_student		© View
Cho Test PIN Class	AFRCA	Teacher	2018-06- 30	CPM Training School	0	cc1_student		@ Vew
Cho test PIN 2	B5CLN	Grindy	2018-06- 30	CPM Training School	0	cc1_student		@ Vew
Cho Test PIN 3	ASHH2	Teacher	2018-06- 30	CPM Training School	0	cc1_student		© View

On the 'Students' tab:

- 1. PIN
- 2. Regenerate a new PIN
- 3. Disable the Enrollment PIN
- 4. Add a Student
- 5. Upload a Class Roster
- 6. Download a Current Roster
- 7. View a student
- 8. Reset a student Password
- 9. Remove an eBook from a student (by removing the student from the class)

L Students Book	os 🟮 Info		2 3
Students	can register by	entering the follo	wing PIN at elpoks.cpm.org (click on enrol
	4	GUVDQ 🖸	Regenerate Ø Disable 5
lass Students	+ Add a Student	2 Upload Class Roster	2 Download Current Roster
Jser Login	First Name	Last Name	
Search Users			Results Per Page: 10
pmstudent	СРМ	Student 7	View 🔒 Reset Password 💿 Remove 🧐
geeteststudent	ginger	teststudent	O View ▲ Reset Password O Remove
	ggeeteststudent2	ggeeteststudent2	💿 View 🛔 Reset Password 🛛 🛞 Remove
geeteststudent2			

On the 'Books' tab:

- 1. Find the assigned eBook.
- 2. Replace an eBook.
- 3. Add an eBook.
- 4. View the remaining licenses to assign.

Impersonating cpmcustomeradmin eBook License System v2018-05-28_718	🕈 Home 🔳	My eBooks 🛛 🔒 Reports 👻 📰 eBook A	dm
Class : Cho Test PIN Class		4	
Class eBooks + Add an eBook		2	
eBook	Licenses Remaining		
Search eB oks		Results Per Page: 10	
cc1 license English & Spanish for students	50	a Replace	

On the 'Info' tab:

1. Find the Name and Description.



- 2. Find the status and Start/End Dates of the class. (Note: eBooks expire on the end date of the class.)
- 3. Find the school and replace a Teacher.

mpersonating cpmcustomeradmin Book License System 2018-08-28_718		A Home	My eBooks	📲 Reports 👻	📰 eBook Admins 👻	L Account -
Class : Cho Test	PIN Class					
Name	Cho Test PIN Class					
Description	CPM Training School : Cho Test PIN C	Class : 02/15/2018				
Active	true	2)			
Start Date	2018-02-15	0		3		
End Date	2018-06-30					
School	CPM Training School					
Teacher	cpmteacher					Replace
+ Back						



ELS eBook Admin Role - Users



eBook Admin: Create a New User

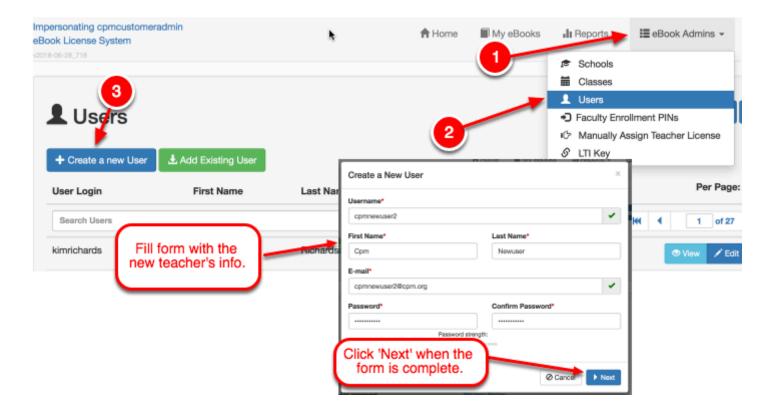
This article describes how you can create an eBook account for new teacher. At the same time you create the account, you can assign the teacher a teacher eBook. You can also allow the teacher to be a license provider of student ebooks for the courses he/she is teaching.

The video below describes the process for creating a new user and assigning the teacher eBooks and permission to be a license provider of student eBooks.



1. Create a New User:

- eBook Admins
- Users
- Create New User
- Add Existing User (Use when the email already exists in ELS)

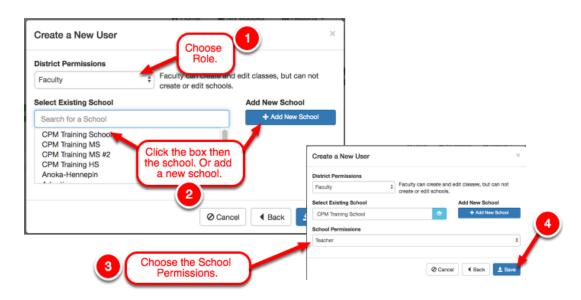


1.1. Choose the New Teacher's Permissions:

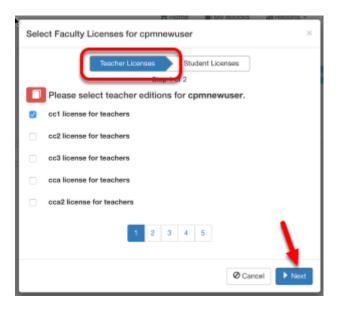
• District Permissions



- School
- School Permissions
- · Click 'Save'

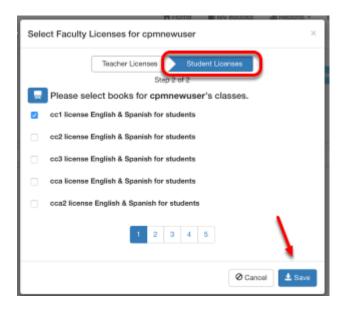


1.2. Choose eBooks for the teacher.





1.3. Select the student eBooks the teacher needs to issue to students.





eBook Admin: Manage License Providers

This article describes how you can give teachers **permission** to assign student eBooks from your license pool. A teacher that has been made a license provider of a particular student eBook will have that license available to assign to students. Note:

- Teachers enrolling with a PIN are automatically made license providers of the corresponding student eBook.
- If you manually assign a teacher an eBook, you have the option to make the teacher a License Provider for student eBooks.
- If you create a new teacher user, you have the option to make the teacher a License Provider for student eBooks.

You could also allow teachers to become License Providers of teacher eBooks. A user that has been made a license provider of a particular teacher eBook will have that license available to assign to other teachers. Typically, you are a eBook admin to have such permissions.

A license provider for either student or teacher eBooks does NOT actually get either eBook. A license provider can only give other users eBooks!

1. After logging in as a eBook Admin:

- Select 'Manually Assign Teacher License' from the 'eBook Admins' menu.
- Select 'Manage License Providers'.
- Select the 'License Pool' if you have more than one.
- Select a teacher.



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2. Choose the eBooks that the user needs to be a license provider for.

- 1. All licenses in a pool are shown up to the maximum amount set in the 'Per Page' box.
- 2. Click the 'Selected Only' button to view only the licenses the user is currently a license provider for.
- 3. If the box next to the license is checked then the user selected above is a license provider for that license.
- 4. Click the box next to 'All' to allow the user to be a license provider for all licenses shown in the current view.

Warning!!: Be sure you do NOT allow the teachers to be license providers for teacher eBook licenses. Only allow Faculty Admins and eBook Admins to be license providers for teacher eBook licenses.



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eBook Admin: Replace a License Provider

This article describes how you can transfer licenses that have been provided by one user to another user. This will make the new user the license provider for the transferred licenses.

1. After logging in with eBook Admin rights:

- Select 'Manually Assign Teacher License' from the 'eBook Admins' menu.
- Select 'Manage License Providers'.
- Select the 'License Pool' if you have more than one.
- Select a teacher.

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2. You can transfer licenses from one license provider to a new license provider.

You may need to change license providers if you have a change in Admins or Teachers who have already issued license to other users.

- 1. Click the 'Replace' button next to the user account of the user you wish to remove as a license provider.
- 2. Type the login/username of the new license provider in the 'Replacement User' box.
- 3. Click the 'Replace Current Admin with Selected User' button.



eBook License System v2017-06-08_208	Select a User To R	eplace fakeccde		Reports - 💾 Customer Ad	mins + L Account +
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The new license provider now shows as a license provider of the licenses.

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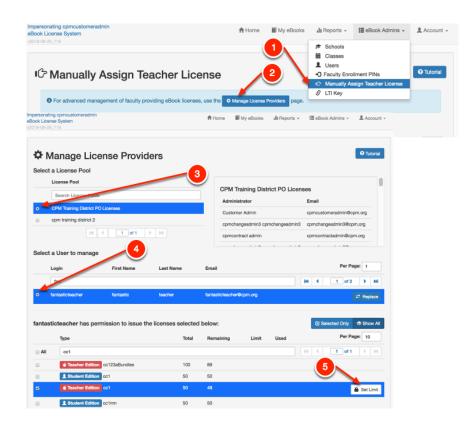


eBook Admin: Set a limit to number of eBooks.

This article describes how you can limit the number of licenses a teacher has available to assign to other users.

1. After logging in with eBook Admin rights:

- Select 'Manually Assign Teacher License' from the 'eBook Admins' menu.
- Select 'Manage License Providers'.
- Select the 'License Pool' if you have more than one.
- Choose the user account that you want to manage.
- Click the 'Set Limit' button on the licenses you want to manage for this user.



2. Set limits for a license:

- You can see current limits, if any.
- Select 'Restrict License Usage?'.
- Type in the new limit.
- Click 'Save Limit'.
- After limits are saved click 'Cancel' to exit.



Set Limit for cc1		×
User		
fantasticteacher		
License Type	Current Limit	Remaining
cc1		48
	New Limit	
Restrict License Usage?	12	0,
	Ø Cance	Save Limit
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3. View your changes:

You have now set limits on the amount of licenses available for this user to assign to other users.

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eBook Admin: Manually Assign a Teacher a License

This article explains the process for manually assigning a teacher a license. This option should be used when there are only a few teachers who need licenses. Otherwise, creating a faculty enrollment PIN is quicker for a large number of teachers especially at the beginning of the school year.

1. Find the menu item for manually assigning teacher licenses.

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G	Manually As	sign Teach	er License			Niment PINs ssign Teacher License	 Tutorial
	6 For advanced manageme	nt of faculty providing e	Book licenses, use the	Manage License Providers Page	S LTI Key		
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	Select a Teacher			Email fantasticteacher@cpm.org			ge: 10
1. 5	Select a Teacher User Login fan	First Name	Last Name				ge: 10 ▶ ₩

2. Select an existing teacher:

- Search for name.
- Select the teacher. Line becomes BLUE.

Note: If teacher is NOT in the list, the teacher does not have a cpm account. Go to 'Users' and 'Create a New User'.



C Manually Assign Teach	er License
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comteacher CPM Teacher comteacher@c comtestuser CPM Testuser comtestuser®	more than 1 is displayed
2. Select a License Pool	, pintorg
License Pool	Administrator Email
Search License Pools	Customer cpmcustomeradmin@cpm.c
CPM Training District PO Licenses	Admin

3. Select:

RED: Teacher eBooks for the teacher

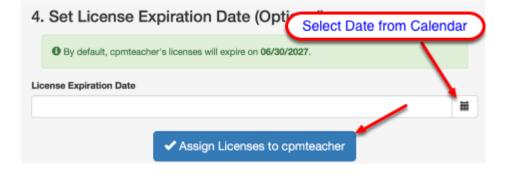
BLUE: Allow the teacher to become a Student License Provider in order to set up a class and assign students their eBooks.

These books will be assigned to cpmteacher.			Allow cpmteacher to issue these books to students.			
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stat	595	600	>	nt2	50	50
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4. Set the expiration date (Optional).

- Click the Calendar icon.
- Use the arrow button to find the correct year, month, and day.







District Admin: Change a User's School

This article describes how a District Admin can move teachers and students from school to school within the district.

The video below shows the steps needs to move a student or teacher to another school.

Changing a User from one School to Another

1. Go to:

- eBook Admins --> Users
- Type the name of the teacher or student in the search box. Then click 'Edit' to change the information.

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User Login	First Name	Last Name	Email			Per P	age: 10
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© 2017 CPM Education	al Program. All rights reserve	d.	Privacy Policy		9	CPM Help	

2. Verify and complete the following:

- Verify the District Permissions
- Click in and below the Existing School box until a list of schools appear. (You may need to delete the contents first.) Click on the correct one.
- Save

Note: if your school is not listed and should be, click the blue 'Add New School' and fill form.



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-mail*	
cpmteacher@cpm.org	•
District Permissions	
Faculty	vithin the district. A description on ble will appear here.
Select Existing School Search for a School 2	
CPM Training School	
CPM Training MS	
CPM Training MS #2	S
CPM Training MS #2 CPM Training HS	



eBook Admin: Tips For Manually Assigning Licenses

This article gives additional tips and notes for assigning licenses.

Tips for Assigning Teacher Licenses

- Solution Manually assign a teacher a license is best in these cases:
- The teacher is already associated with your district/school.
- You want to make quick adjustments to license assignments.
- 1. Teachers not already associated with your district/school cannot be manually assigned a license. In this case, create a faculty enrollment PIN. Teachers enrolling with a PIN will become associated with your district/school.
- 2. If you have a large number of teachers who need to be assigned an eBook at the beginning of a term, create a faculty enrollment PIN. It will:
 - Allow teachers to select the eBooks they need.
 - Make them license providers for student eBooks. (This DOES not give them a student eBook. It just gives them access to student eBooks to assign to students.)
 - Remove any eBooks they do not request from their account thereby freeing up eBooks to assign to other teachers.

Tips for Assigning Student Licenses

- **P** Teachers can manually assign a student a license.
- 1. In the Student Tab of any created class, clicking the blue 'Add a Student' button. Search for the student. Select the student. Then add to the class. The student will have access to the class eBook.
- 2. If the student is brand new to your school, click the 'Add a Student' button. Click the 'Create New Student' Button and create an account for the student. Then add the student to the class.
- 3. The 'Add a Student' button is best used to quickly add students who are new to your class or the school.

A student enrollment PIN is best used at the beginning of the term because it is faster and more convenient with large numbers of students.



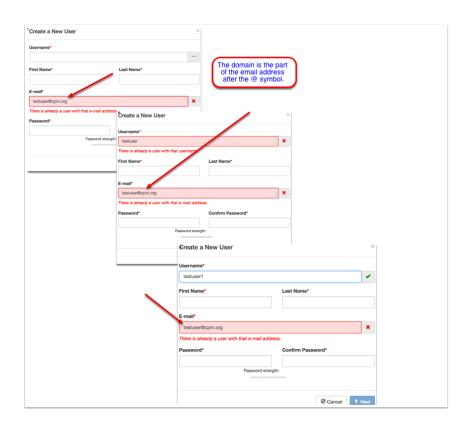
eBook Admin: Add an Existing User

This article describes how you can add a user with your school's domain who does not show on your list of users but who is clearly in the CPM system of users. This can happen when a teacher attends a workshop getting a temporary eBook using their school's email. The teacher receives the temporary eBook, but the teacher's account having been created outside of their district is NOT associated with their district. Use the following tutorial to associate the teacher with your district.

NOTE: On occasion this option will not work. Email: support@cpm.org explaining that you cannot add a particular teacher to your school even with the 'Add an Existing User' button. Be sure you give the teacher's first, last name, and email.

When would you use the 'Add Existing User' option?:

If the email error says there is already a user for a teacher using your school's domain, you can try the 'Add Existing User' button.





When would this option NOT apply?

Teachers and students need globally unique usernames. If another user has the SAME username, you will not be able to add any user with that username since it has been taken by an individual perhaps not even in your school district. Please choose a different username.

Create a New User	×
Username*	
testuser	×
There is already a user with that username.	
First Name* +	Last Name*
E-mail*	
testuser1@cpm.org	×
Password*	Confirm Password*
Password stren	-
	O Cancel Next

Steps for adding an existing user.

1. Login to your account. At the 'Users' page, click 'Add Existing User'.

		_	 Schools Classes 			
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Users			 Faculty Enrol 	Iment PINs	? T	utorial
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+ Create a new User	▲ Add Existing User		S LTI Key			
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2. Add an email address to see if the system will find an existing user and associate



that user with your school/district.

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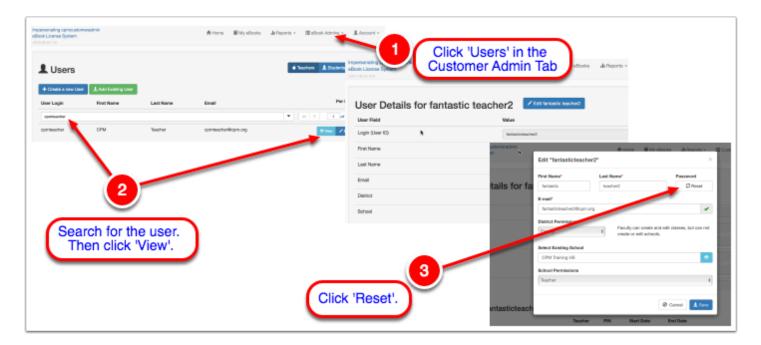


eBook Admin: Reset a User's Password

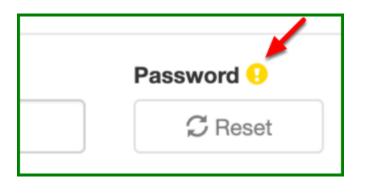
This article explains how an eBook Admin can reset any student or teacher password within their domain.

Note: Any student or teacher can change their own password. No teacher or student can change their username. Contact support@cpm.org for username modifications.

1. Navigate to the password reset option.



() Note for step 3 above: If you see an explanation mark in a yellow bubble, it means that this account is not using a password. Therefore, the password cannot be reset. This occurs in all Google linked accounts.





2. Once the 'Reset' is clicked, it is 'Done'.

- The password is set to a temporary password which will be the same as the username.
- The user is prompted to change the temporary password on the next log in to their permanent password.
- This option to change the password for teachers is only available to eBook Admins.
- Teachers can change student passwords when viewing their classes.

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E-mail*			
fantasticteacher2@cpm.org			1



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eBook Admin: Edit an Existing User

This article describes how school eBook administrators can edit an existing user. eBook administrators can edit accounts by logging into <u>https://els.cpm.org</u> and going to their "Users" page.

1. Edit an Existing User

- 1. Go to the eBook Admins tab
- 2. Go to the Users page
- 3. Search for an existing user account
- 4. Click Edit next to the user account

Impersonating eBook Admin eBook License System v2020-10-13, 1306			A H	ome 📓 My eBooks	ili Reports 👻 🚺 e	Book Admins 👻	👤 Account 👻
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2. Update the User Information

- 1. You can now update the existing user's First and Last Name
- 2. You can now manually Reset the existing user's Password
 - If you reset the user's password, please direct them to https://ebooks.cpm.org and have them log in with their temporary log in credentials to reset their password.
 - NOTE: if there is a yellow exclamation mark this means the password is not used on this account and can not be reset.
 - For more information on how to reset a password, please refer to our article <u>eBook Admin: Reset</u> <u>a User's Password</u>



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Password 😣	- 1
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	1

- 3. You can now update the existing user's email address by replacing it in the email address field.
- 4. You can now update the existing user's District Permissions (if appropriate)
- A School-Only Administrator can create and edit schools, but cannot edit schools created by other administrators.
- A District Administrator can create and edit all schools within the district.
- Faculty can create and edit classes, but can not create or edit schools.
- A student has no permissions within the district.
- 5. You can now update the existing user's Existing School
- A list of schools within your district should appear for you to choose from
- 6. You can now update the existing user's School Permissions (if appropriate)
- 7. You can now enable eWorkspace (if appropriate)
- 8. Save your edits.
 - If you need to update the existing user's username, please send a support ticket to support@cpm.org and an Agent will assist you.



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Faculty	4~	create or edit schools.		
Select Existing School*	<u> </u>			
School 1	5			۲
School Permissions*				
Teacher	6			~

3. Locating an Existing User Account

If you cannot find the existing user's account, first try searching for their account in both the Teachers or Students tabs. For various reasons a teacher may have an existing account with student permissions.

If you still cannot find the existing user's account, please contact support@cpm.org and an Agent will assist you.

Users			Sometimes up in the st		Teachers L Students	Tutoria
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ELS eBook Admin Role - Faculty Enrollment PINs



Create a Faculty Enrollment PIN

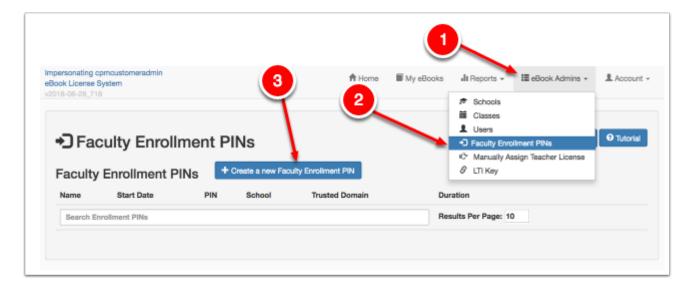
This article describes the process for creating a Faculty Enrollment Pin so that teachers can self select their eBooks needed for the school year. The PIN will facilitate the following:

- 1. The PIN removes all previously assigned teacher eBooks from the teacher's account and assigns each teacher only what they request from a list of available eBooks.
- 2. The PIN will associate anyone within our system having an email with your school's domain with your school/district.
- 3. The PIN will allow teachers permission to issue student edition eBooks thereby making them 'license providers' for student eBooks.

In addition, teachers may notice that:

- 1. Teacher notes stored in previously held eBooks will NOT BE LOST. Notes are associated with the login and not a particular license. Teachers will see their previous notes when issued the eBook again.
- 2. eBook Admins can easily remove licenses from teachers who requested more eBooks than they actually need.

1. Navigate to: 'Create a new Faculty Enrollment PIN'.



2. Choose a school from the list.

- You can create as many school as you wish.
- Some districts choose to have only 1 'district school' so that this choice is easy.

	Select A Sch		Selected school is highlighted in BLUE.					
lic	k on one of the Sch Name	ools in the table below to be associated with your new Description	Phone	PIN. Address	City	State	Zipcode	Country
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>	CPM Training MS	CPM Training MS : CPM Training District : Martinez : CA.	111-11- 1111	11 Main st	Martinez	CA	94553	USA
>	CPM Training MS	CPM Training MS #2 : CPM Training District : Mart : CA.	111-11-	11 Main st.	Mart	CA	94501	USA

3. Enter the pool, domain, date, and SAVE.

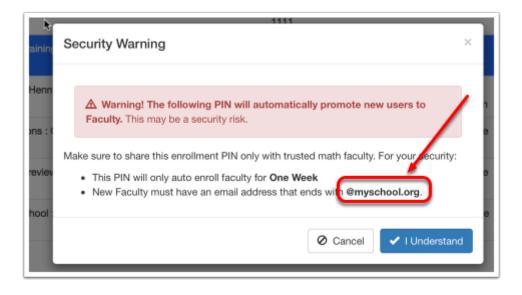
- School's with only 1 pool will not be asked to select a pool!
- The domain is the part after the @ symbol in your school's email address. If you do NOT have the option to add a domain, it has already been set!
- Choose the date from the calendar icon at the right.

1021	2	
		-
week starting on 07/26/2017.		

4. Click you understand the security warning and the domain setting.

- A PIN poses a convenience to you and your teachers for easy access to eBooks.
- However, it is a security risk to have an open PIN which students and/or parents could access teacher editions should a teacher leave the PIN in plain sight. So the PIN is disabled after 1 week. The eBook, however, is usually available to the teacher for the school year.
- CHECK the domain listed. If it is NOT correct, send a message to support@cpm.org letting us know what the domain should be.





5. Give the generated PIN to your teachers.

- Remind teachers NOT to display the PIN for others to view.
- Some schools use the PIN only during a department meeting and disable it afterwards to avoid a security risk.
- Teachers go to: https://enroll.cpm.org to enter the PIN.
- Note: the PIN below is for display purposes only. It is NOT active!

Impersonating opmoustomeradmin eBook License System v2018-08-28_718	角 Home	My eBooks	∎ Reports →	I≣ eBook Admins →	L Account +
Create Faculty Enrollment PIN					• Tutorial
✓ Faculty Registration PIN Successfully Created!					
Provide the following PIN to your Faculty:					
l	JA3C	9			
© 2017 CPM Educational Program. All rights reserved.	Privacy Policy			CPM Help	



Manage current and expired Faculty Enrollment Pins

This article describes where you can locate active or expired pins.

Navigate to 'Faculty Enrollment PINs' selecting it under the 'eBook Admins' menu.

- Current PINs are listed by default.
- Select 'Expired PINs', to view previously created PINs with are no longer valid.

Impersonating cpmcustomeradmin eBock License System v2018-06-28_718				ft Home	My eBooks	alli Reports 👻	⊞ eBook Admins ▼	â Account +
Faculty Enrollme	ent PIN	s				O Current Pit	Ns 🏦 Expired PINs	• Tutorial
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© 2017 CPM Educational Program. All right	s reserved.		Priv	acy Policy			CPM Help	
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◆ Faculty Enrollme	nt PINs					O Current PINs	🗎 Expired PINs 🛛 0	Tutorial
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Disable and Enable a PIN

This article explains how to disable/enable a PIN. However, after a week, a PIN can no longer be enabled since it goes to the expired section.

C Faculty Enrollme	nt PINs	;				Current P	INs Î Expired PINs	Tutorial
aculty Enrollment PINs	+ Create	a new Fa	culty Enrollment P	MN	Thi	s PIN is c	urrently ENABL e' to disable the	ED.
Name	Start Date	PIN	School	Trusted Domain	Duration	CK 'DISADI	e' to disable the	PIN.
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Faculty Enrollment PIN for CPM Training School	2018-06-29	UA3C9	CPM Training School	@cpm.org	7		⊘ Disable 🔍 View	[©] Delete
017 CPM Educational Program. All rights	reserved.		Priva	cy Policy			CPM Help	
License System				A Home	ÌI My eBooks	a li t Reports ▼	I≣ eBook Admins +	L Accou
D Faculty Enrollment PINs	+ Create	a new Fa	sculty Enroliment I	PIN		© Current		3 🛛 🛛 Tutor
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Note: You cannot enable an expired PIN.

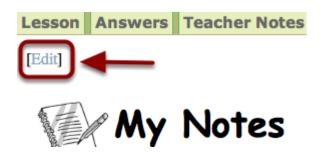


My Notes/Sharing Tab



Basic Editing Instructions for My Notes

1. Click on the 'Edit' button located at the upper left corner below the tabs.



2. This is the top editing bar. The most important editing tools are highlighted.

- 1. This is the 'Save' button. Save each time when finished editing.
- 2. This is the 'Bullet' or 'List' button.
- 3. This is the 'Link' button.

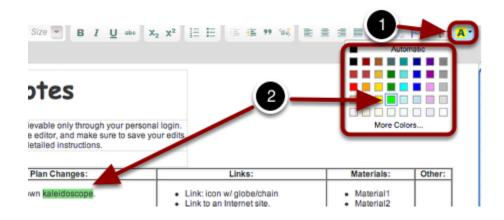




Additional Editing Features for My Notes

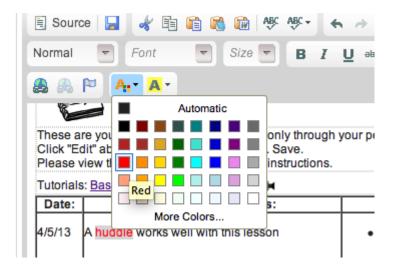
1. To change the background color of text, select text. Choose the background color icon (yellow A button). Then choose the color from the menu.

Note: The position of the edit tools changes when your window is resized.



2. To change text color, select text. Choose the text color icon (orange A button). Then choose the color from the menu.

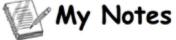
Note: The position of the edit tools changes when your window is resized.





3. To Reset the My Notes back to the original state with no notes, Click the Reset Button.





These are your personal notes retrievable only through Click "Edit" above. Edit the file in the editor. Save. Please view the tutorials for more detailed instructions.

Tutorials: Basic Additional Features



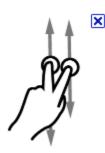
Other Devices/Sites with eBooks



eBook: Using an I-Pad and Mobile Devices

This tutorial will discuss issues concerning the use of CPM e-books on mobile devices such as an ipad.

1. Older tablets may need to use two fingers to scroll up and down the page when viewing lessons. Be sure your tablet software is up-to-date! Newer devices can scroll with one finger.



2. The eBooks have two Homework Help links. Use the "Help (Html5)" link for mobile devices and most current computers. It is the preferred link and runs faster. The second link is for older, java enabled computers.

2-17. Simplify each algebraic exp. ssion below, if possible to simplify the expression, explain why not. Help (Html5)⇔Help (Java)

I-pads do not support Java.



3. There are a few Flash interactive tools available for CPM lessons. These can be viewed on the ipad through a third party app such as: Photon Browser available in the APP Store.



Note: Flash is not supported on the i-pad.



eBook: How Do I Translate English Text Into Another Language?

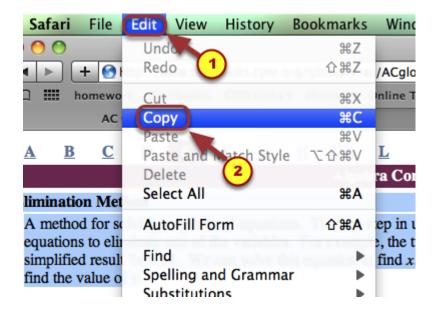
This tutorial describes how you can quickly get a translation of a selection from the CPM eTextbooks using Goggle Translate.

1. Highlight text from any lesson of the CPM eTextbooks that you want translated.

Elimination Method

A method for solving a system of equations. The key step in using the Elimination Method is to add or subtract both sides of two equations to eliminate one of the variables. For example, the two equations in the system at right can be added together to get the simplified result 7x = 14. We can solve this equation to find *x*, then substitute the *x*-value back into either of the original equations to find the value of *y*. 5x + 2y = 10 2x - 2y = 4Choose any text from the eTextbooks.

2. Go to your browser's top menu bar. Select Edit --> Copy.



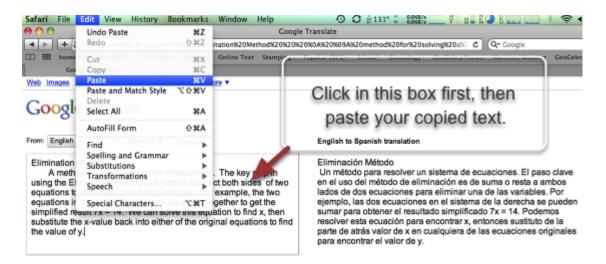
3. Click the "Translate" button on the on the lower bar of your ebook.



4. Choose the translation language from the pop-down menu.

Google transla		S	elect a lar	nguage fi	rom the	second menu.
From: English 🔻 😫 To:	Spanish Transla	ate			Transl	ate any websi
	Afrikaans	Croatian	German	Korean	Romanian	Urdu
	Albanian	Czech	Greek	Latin	Russian	Vietnamese
	Arabic	Danish	Haitian Creole	Latvian	Serbian	Welsh
	Armenian	Dutch	Hebrew	Lithuanian	Slovak	Yiddish
	Azerbaijani	English	Hindi	Macedonian	Slovenian	
	Basque	Estonian	Hungarian	Malay	Spanish	
Type text or a website address	Belarusian	Filipino	Icelandic	Maltese	Swahili	
	Bulgarian	Finnish	Indonesian	Norwegian	Swedish	
D	Catalan	French	Irish	Persian	Thai	
Do more with Google Transl	Chinese (Simplified)	Galician	Italian	Polish	Turkish	
	Chinese (Traditional)	Georgian	Japanese	Portuguese	Ukrainian	

5. Finally, select the white box by clicking it. Then paste the copied text into the box.



The translation will appear to the right of the English version. You can also click on any translated sentence to see the English version.



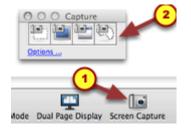
eBook: How Do I Copy eBook Text to Interactive Whiteboards?

This tutorial describes the process for adding problems to your interactive white board. While the description is for Smart Boards, most other interactive white boards follow a similar procedure. Click the link below for a video tutorial.

Click on the video link below for a tutorial.

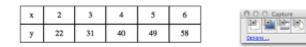
Interactive White Board Video

1. Find the screen capture tool. It is usually on your toolbar. Click on the "Screen Capture" icon for the toolbar to appear.



You can move the Screen Capture toolbar anywhere on the page.

2. Go to the problem you want to capture. Notice the Capture Toolbar is on the same page.

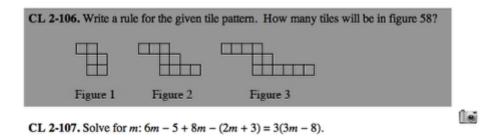


CL 2-106. Write a rule for the given tile pattern. How many tiles will be in figure 58?





3. Click the first icon in the capture toolbar. Then click and drag diagonally across the text you want. Unclick at the end.



You will now find it on your whiteboard.



Trouble Shooting



eBook: Login "Failed"

This tutorial describes steps to take if you are not able to log into your teacher's eBook.

1. Do NOT use Internet Explorer.

Use Firefox, Safari, or Chrome.

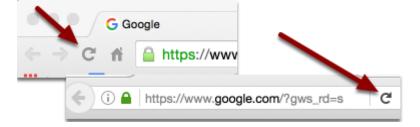


2. Check to be sure you logged in correctly.

- Is the Caps Lock on? Your login is case sensitive. Make sure it is off!
- Be sure you did not add blank spaces at the beginning or end of the login and password.
- Your username may or may NOT be your email address. If you do not know it, ask the CPM eBook Admin for your school or district.
- If you forgot your password, click 'Forgot Password?'. You will be asked for your email address and will be sent an email asking you to reset your password.

3. If none of the above works, refresh your browser and empty your cache.

- Hold the shift key down while refreshing your browser at the same time. This will refresh and clear your cache.
- Your 'Refresh Button' may be before or after the URL.



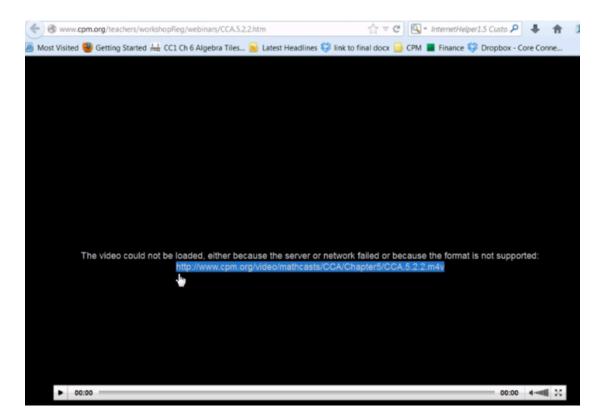
4. Finally, if none of these ideas work, email support@cpm.org explaining the problem.



Mathcasts: Videos Do Not Play

This article describes three trouble shooting ideas to get the Mathcasts to play.

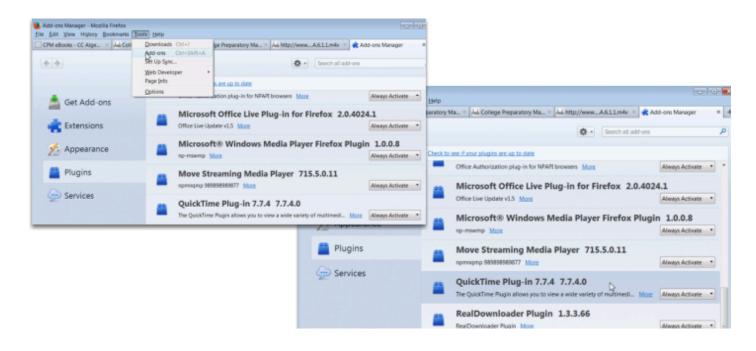
1. Firefox: Copy the link from the error page. Paste it in the browser. Check to see if it plays.



2. Still not working? Download the latest version of Quicktime. In Firefox:

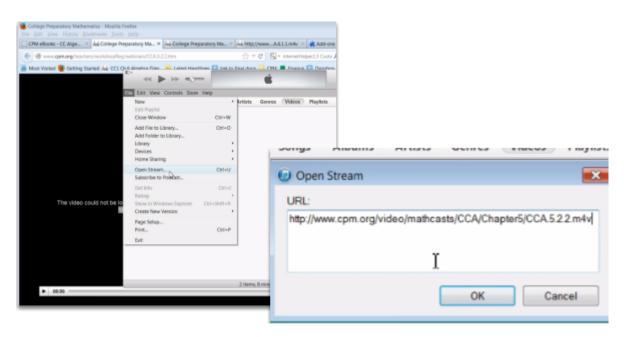
- Go to Tools --> Add-ons.
- Under Plugins, get Quicktime Plug-In 7.7.4 (or the latest version).
- Activate.
- Repeat step 1 if necessary.





3. If step 1 and 2 above did not work, open the link in iTunes. Open iTunes:

- Go to File -->Open Stream.
- Paste the URL in the Open Stream window.
- Play the mathcast!





CPM Educational Program

CPM Teacher eBook FAQ's

Below are the answers to questions frequently asked concerning the CPM eBooks.

1. Do I need internet access to view the eBooks?

Yes! We recommend using Firefox, Safari, or Chrome Browsers.

2. Will the eBooks work on iPad?

Yes, as long as you have internet access! Open your web browser. For teacher editions go to: <u>https://ebooks.cpm.org/</u>

Type in your username and password just as if you were on a computer. You may want to bookmark the site on your iPad. It works best on the iPad no older than 5 years. Be sure that your iPad software is up-to-date.

3. None of the above addresses my question.

CPM Support Form

If none of these ideas addresses your question, fill out a support form at the link above.



ELS: eBook Admin Pages



CPM Admin: 'Users' Page

Click on any of the links below to access the tutorial.

From the 'Users' Page, the eBook Admin can:

- 1. Create a New User
- 2. <u>Remove a License from a Teacher</u>

Not finding what you need? Search:

- CPM Teacher Guidebook
- 2. CPM Knowledge Base





eBook Admin: 'License Report' Page

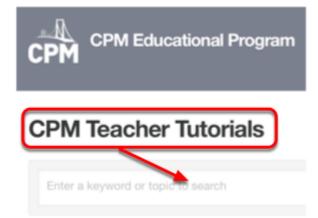
Click on any of the links below to access the tutorial.

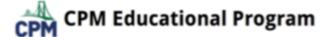
From the 'License Report' Page, the eBook Admin can:

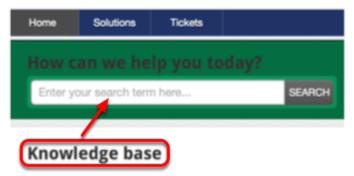
- 1. Navigate the License Report Page
- 2. Find License Information
- 3. <u>Remove User Licenses</u>
- 4. <u>Review License Counts & Contracts</u>

Not finding what you need? Search:

- **?**. <u>CPM Teacher Tutorials</u>
- 2. <u>CPM Knowledge Base</u>









eBook Admin: 'Classes' Page

Click on any of the links below to access the tutorial.

From the 'Classes' page, the eBook Admin can:

- 1. Create a Class and a Student Enrollment PIN
- 2. Delete a Class
- 3. <u>Find classes</u>
 - Find Current or Past Classes
 - <u>Filter and Sort Classes</u>
- 4. Edit a Class
 - <u>Change the End Date of a Class</u>
 - <u>Change the Class Name</u>
 - <u>Change the Class School</u>
 - Change/Replace the Class Teacher (See also #7 below.)
- 5. View Class Student Tab
 - <u>Change a Student's password</u>
 - Add a Student
 - <u>Remove a Student</u>
 - <u>Upload a Class Roster</u>
 - Download Current Roster
 - Find/Disable the PIN
 - View a Student Account
- 6. View Class Book Tab
 - <u>Replace, Remove, or Add an eBook to a Class</u>
 - Find the number of remaining Licenses for a Class
- 7. View Class Info Tab
 - <u>Name</u>
 - <u>Active/Not Active</u>
 - <u>Start/End Date</u>
 - <u>School</u>
 - Teacher (Replace the Class Teacher)

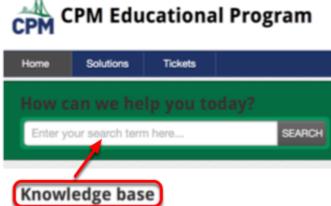
Not finding what you need? Search:

P. <u>CPM Teacher Tutorials</u>



2. <u>CPM Knowledge Base</u>







eBook Admin: 'Faculty Enrollment PINs' Page

Click on any of the links below to access the tutorial.

From the 'Faculty Enrollment Pins' Page, the eBook Admin can:

- <u>Create a Faculty Enrollment PIN</u>
- Manage current and expired Faculty Enrollment Pins
- Disable and Enable a PIN
- Solution Of the second second
- At the beginning of the school year after teachers have been assigned their teaching schedules.
- When there are numerous teachers and manually assigning would be a lot of work.
- When there are new teachers or teachers at workshops who are not associated with the district.

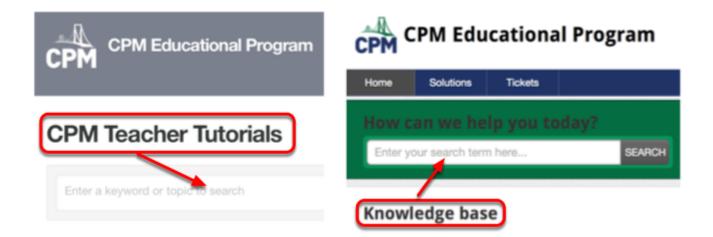
1. Teachers should NEVER leave the PIN in plain sight. It is a potential security risk allowing anyone with the PIN to access a teacher edition. Best practices are to:

- Periodically check the names of teachers with teacher eBook licenses under the License Report menu.
- Disable the PIN after all teachers have accessed their eBooks.
- NOTE: A PIN is only valid for one week. Once a teacher receives the eBook, it will be in their name until it is removed! You can either create another PIN after the week or manually assign teacher eBooks.
- 2. If teachers select more eBooks than available licenses, you may need to:
 - Go to: Reports --> License Report
 - Select the eBook title.
 - Scroll down to view a list of teachers with that license and remove it from teachers who are not actually teaching the course this year.
- 3. If you do NOT want a teacher to assign student licenses:
 - Go to: Manage License Providers
 - Select Set License Restrictions in the blue bar near the top of the page.
 - Select the teacher.
 - Deselect any licenses you do not want them to assign to students.
- 4. Teachers will not lose their notes from previous years even if the eBook license is assigned to someone else because the notes are tied to a login and NOT to a license!



Not finding what you need? Search:

- **Q.** <u>CPM Teacher Tutorials</u>
- 2. <u>CPM Knowledge Base</u>





eBook Admin: 'Manage License Providers' Page

Click on any of the links below to access the tutorial.

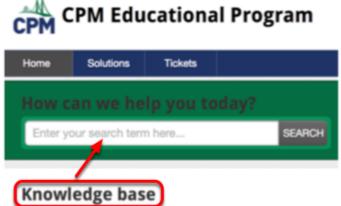
From this page, the eBook Admin can:

- 1. Manage license providers.
- 2. <u>Replace License Providers.</u>
- 3. Set a limit on eBook licenses.

Not finding what you need? Search

- **?**. <u>CPM Teacher Tutorials</u>
- 2. <u>CPM Knowledge Base</u>







eBook Admin: 'Schools' Page

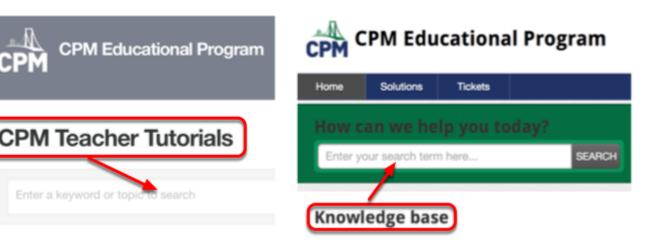
Click on any of the links below to access the tutorial.

From this Page, the eBook Admin can:

- 1. Create a new school
- 2. View Schools
 - Find School Information
 - School Campuses
 - School Administrators
 - School Teachers
 - School Classes
 - School Students
- 3. Edit School
- 4. Delete School

Not finding what you need? Search:

- P. CPM Teacher Tutorials
- 2. <u>CPM Knowledge Base</u>





eBook Admin: 'Class Report' Page

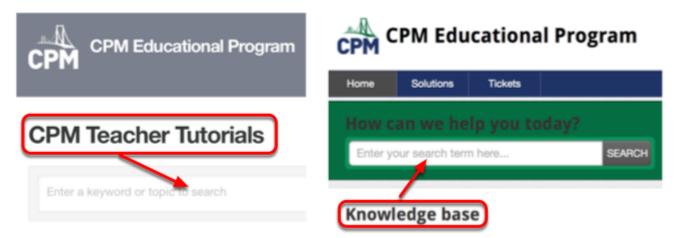
Click on any of the links below to access the tutorial.

From the 'Class Report' Page, the eBook Admin can:

- 1. Find Classes
- 2. Find Specific Class Information

Not finding what you need? Search

- P. CPM Teacher Tutorials
- 2. <u>CPM Knowledge Base</u>





eBook Admin: 'Users' Page

Click on any of the links below to access the tutorial.

From the 'Users' Page, the eBook Admin can:

- <u>Create a New User</u>
- Add an Existing User
- Remove a License from a Teacher
- <u>Change a User's School</u>
- <u>Reset a User's Password</u>

Not finding what you need? Search:

- **PM Teacher Tutorials**
- 2. <u>CPM Knowledge Base</u>

CPM Educational Program	CPM Educational Program					
	Home Solutions Tickets					
CPM Teacher Tutorials	How can we help you today? Enter your search term here SEARCH Knowledge base					



eBook Admin: Manually Assign Teacher License Page

Click on the link below to access the tutorial.

From this Page, the eBook Admin can:

- 1. Manually Assign a Teacher a License
- Solution Manually assign a teacher a license is best in these cases:
- The teacher is already associated with your district/school.
- You want to make quick adjustments to license assignments.
- Teachers not already associated with your district/school cannot be manually assigned a license. In this case, create a faculty enrollment PIN. Teachers enrolling with a PIN will become associated with your district/school.
- 2. If you have a large number of teachers who need to be assigned an eBook at the beginning of a term, create a faculty enrollment PIN. It will:
 - Allow teachers to select the eBooks they need.
 - Make them license providers for student eBooks. (This DOES not give them a student eBook. It just gives them access to student eBooks to assign to students.)
 - Remove any eBooks they do not request from their account thereby freeing up eBooks to assign to other teachers.

Not finding what you need? Search:

- <u>CPM Teacher Tutorials</u>
 - <u>CPM Knowledge Base</u>



