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

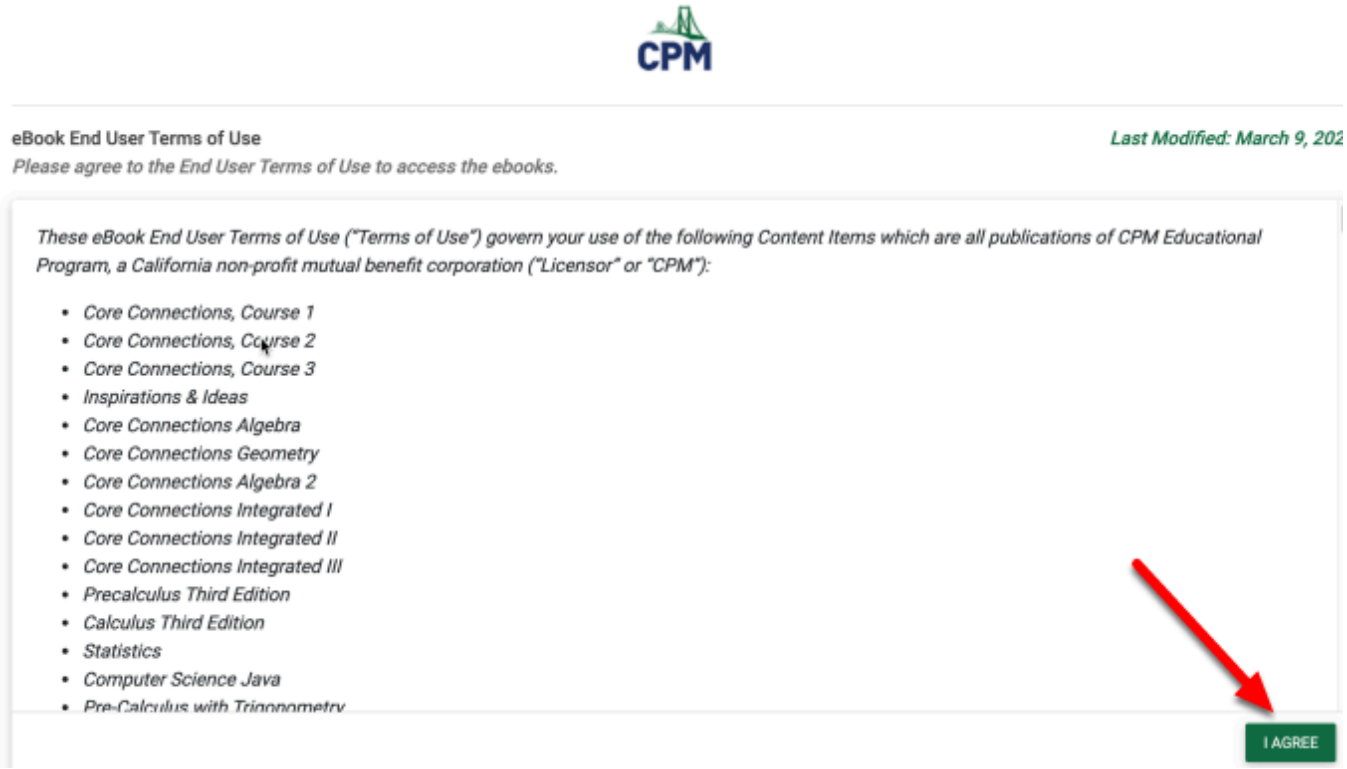
Vimeo: Student eBook Introduction
- YouTube: Student eBook Introduction

Topic Instruction

1. Accessing your eBook

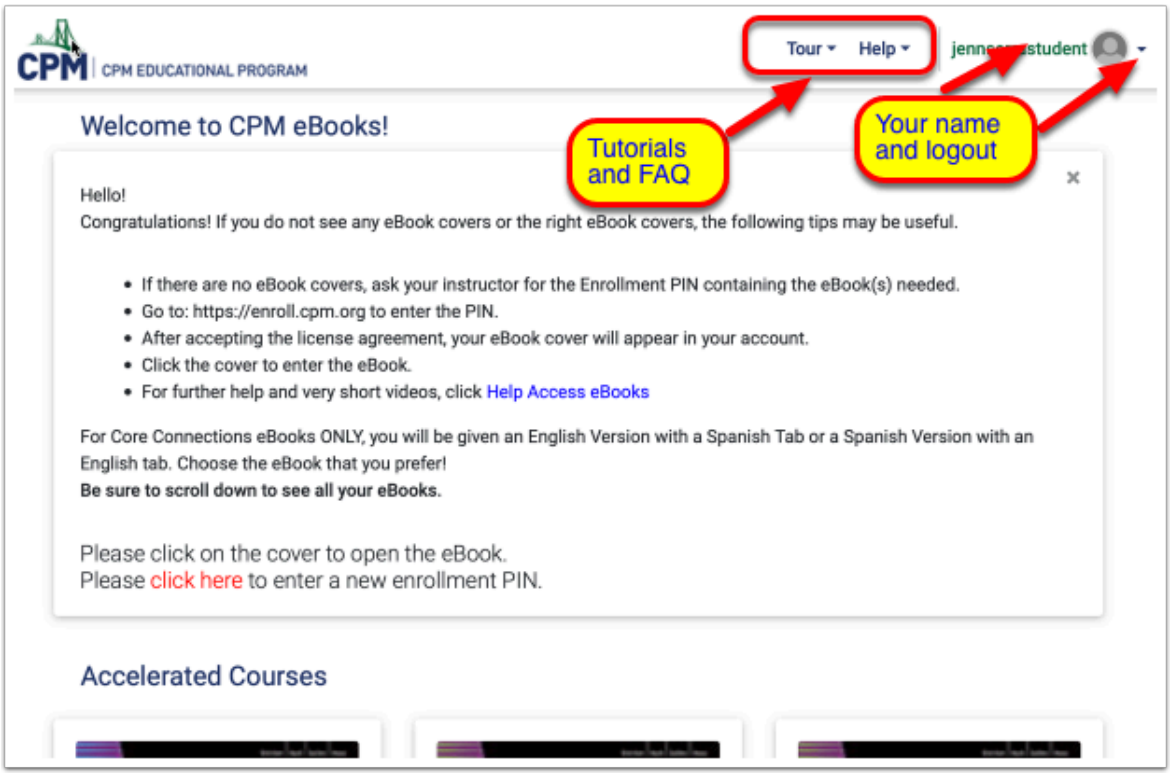
1.1. When logging in the first time, agree to the terms.

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



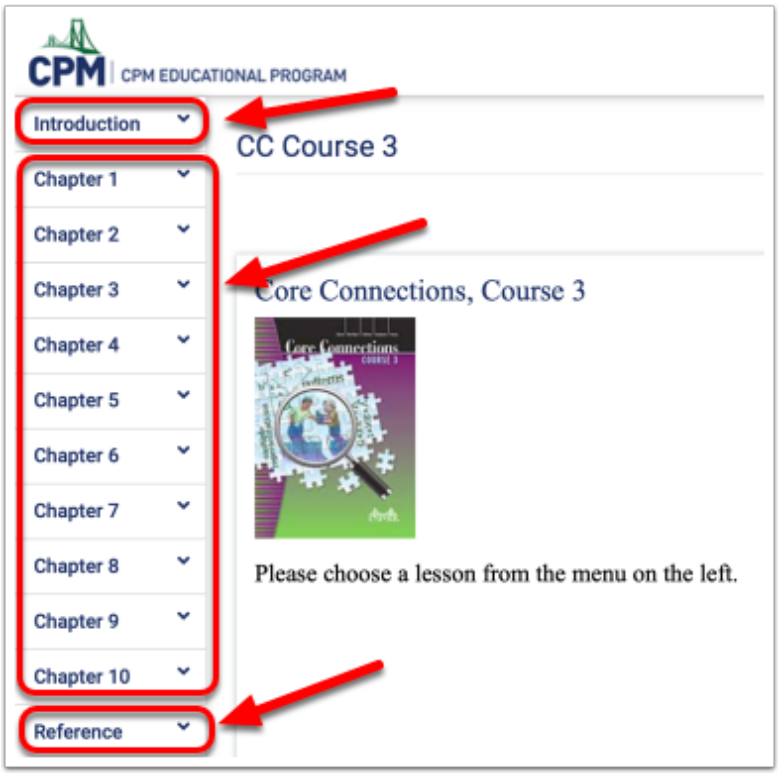
1.2. On the top bar, locate the Tour and Help menus. Tutorials and trouble shooting ideas are located here.

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



2. Internal structure of a CPM eBook

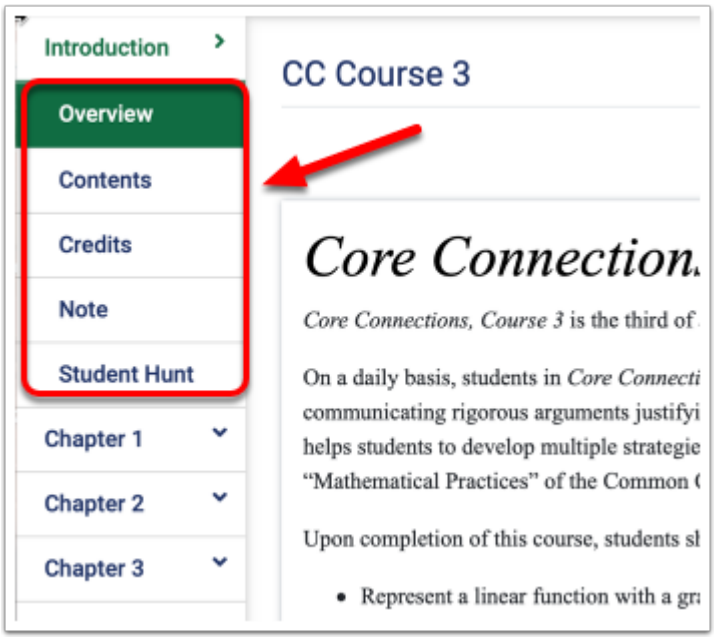
Each student eBook has three parts: **Introduction, Chapters, & Reference**.



2.1. Introduction

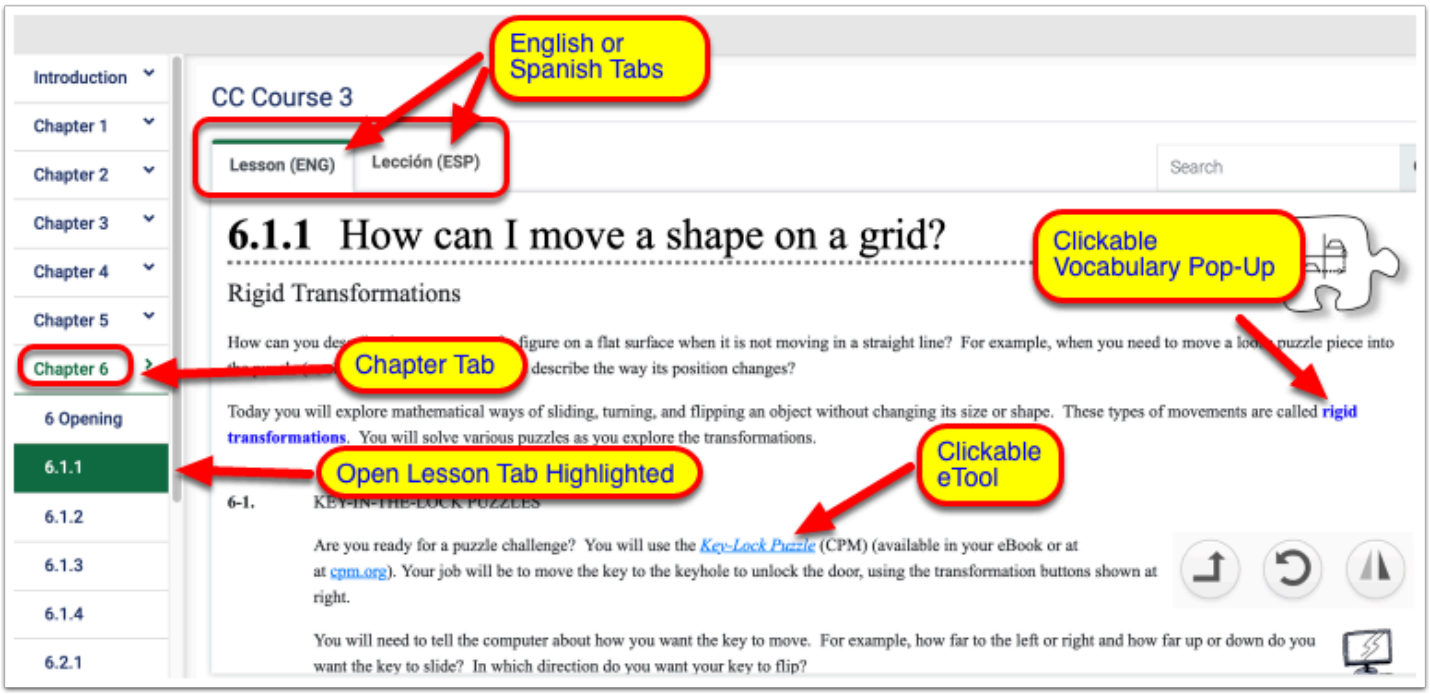
There are 5 sections in the Introduction. Click on any of the tabs to view.

- **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.

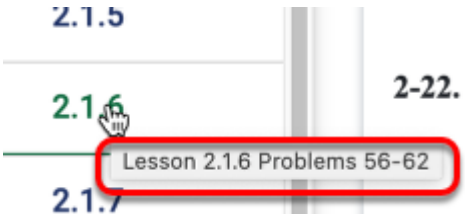


2.2. Chapters

- 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.

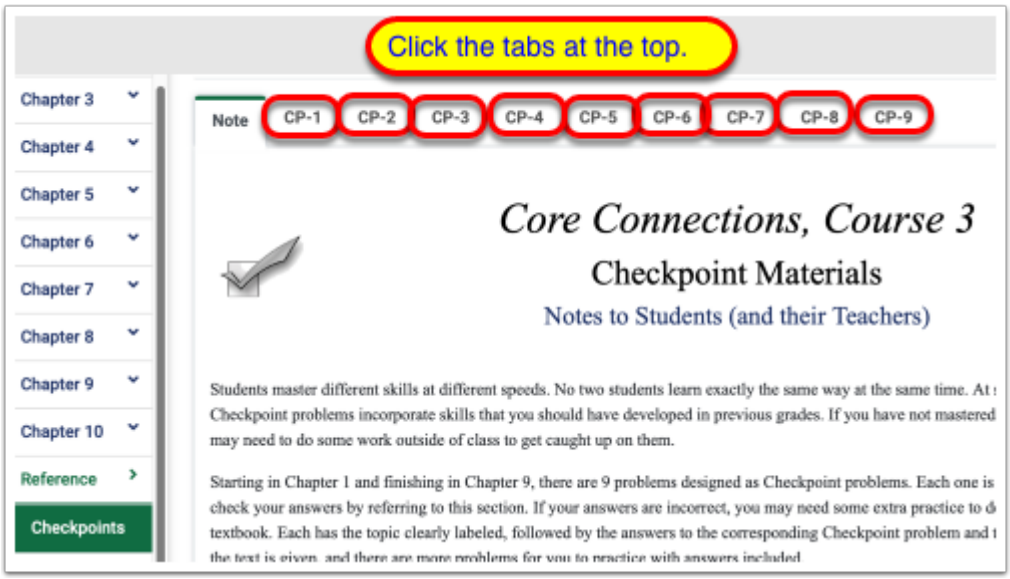


2.3. Reference

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.

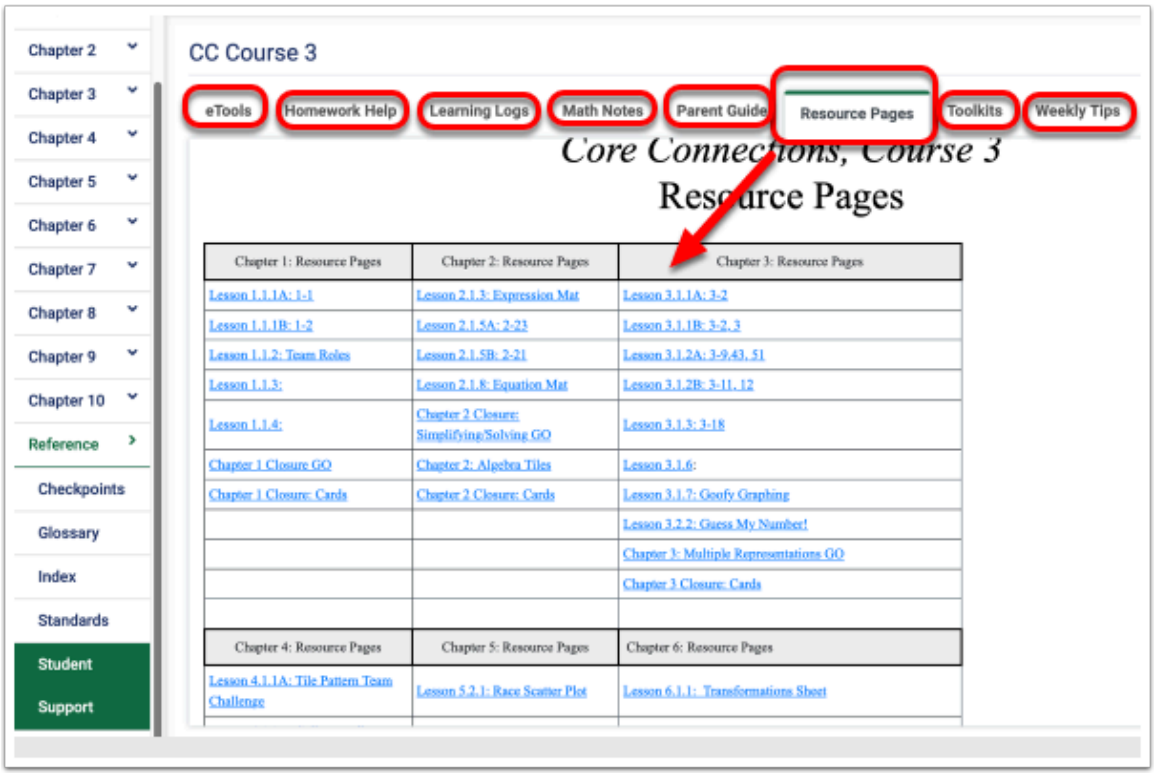


GLOSSARY & INDEX

- 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.

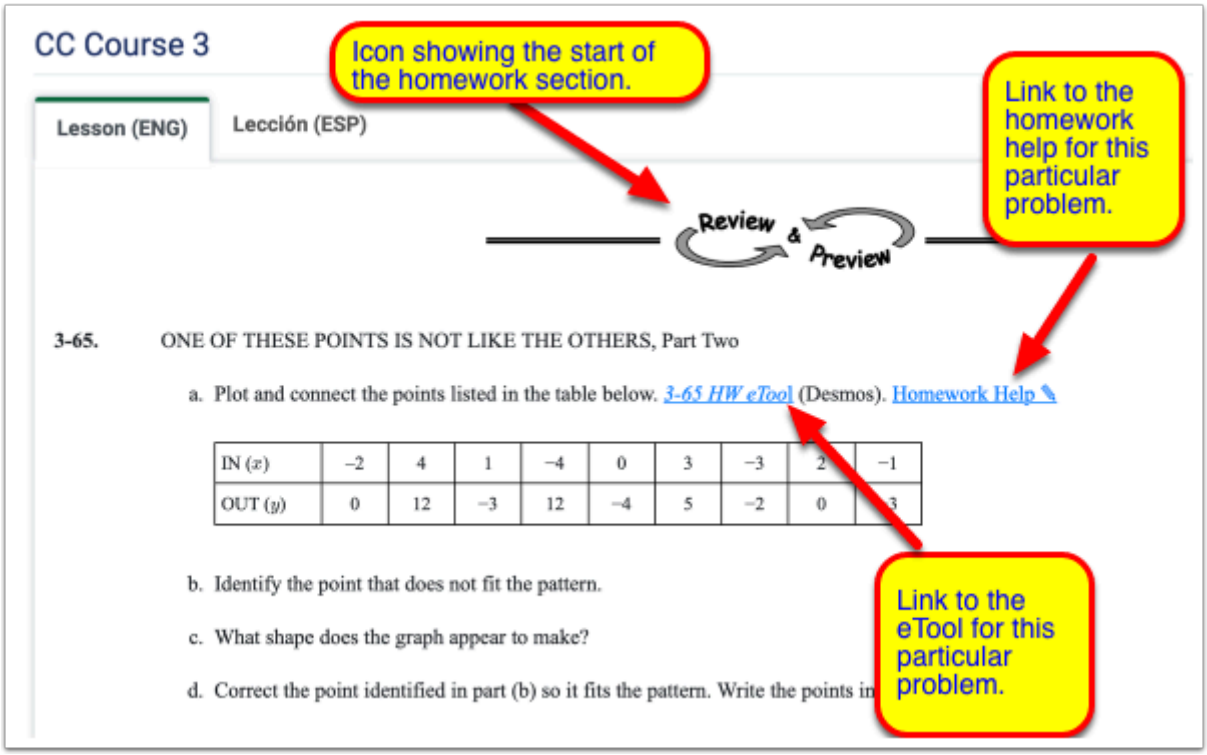
STUDENT SUPPORT

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*.



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.



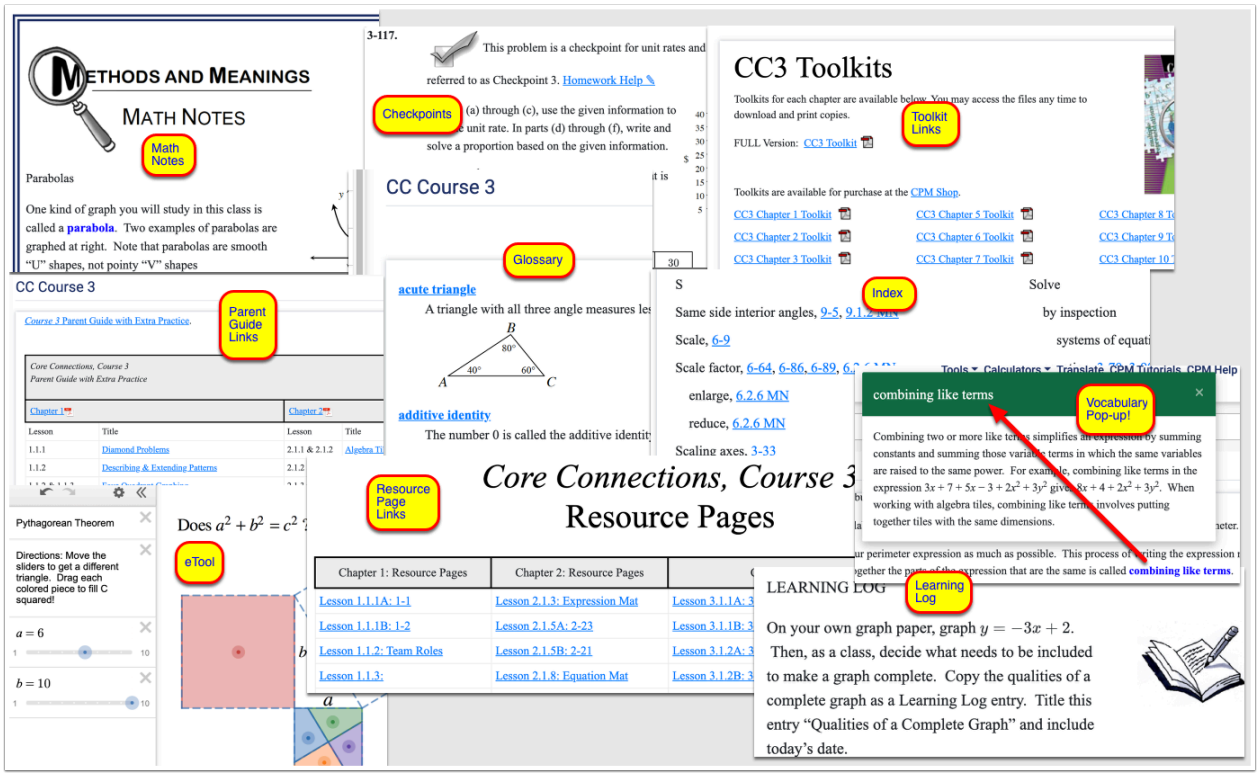
Homework Help may provide:

- 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.

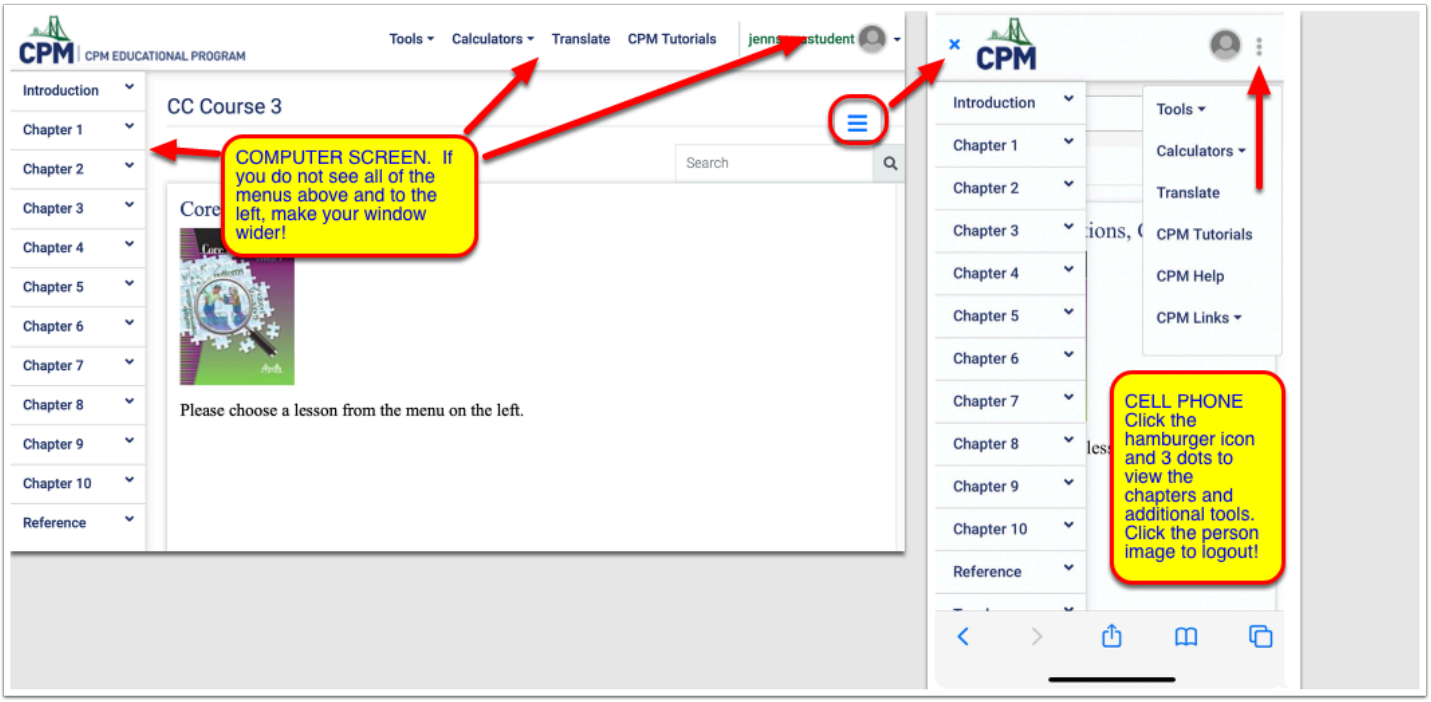
4. Student Resources and Study aids

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.)

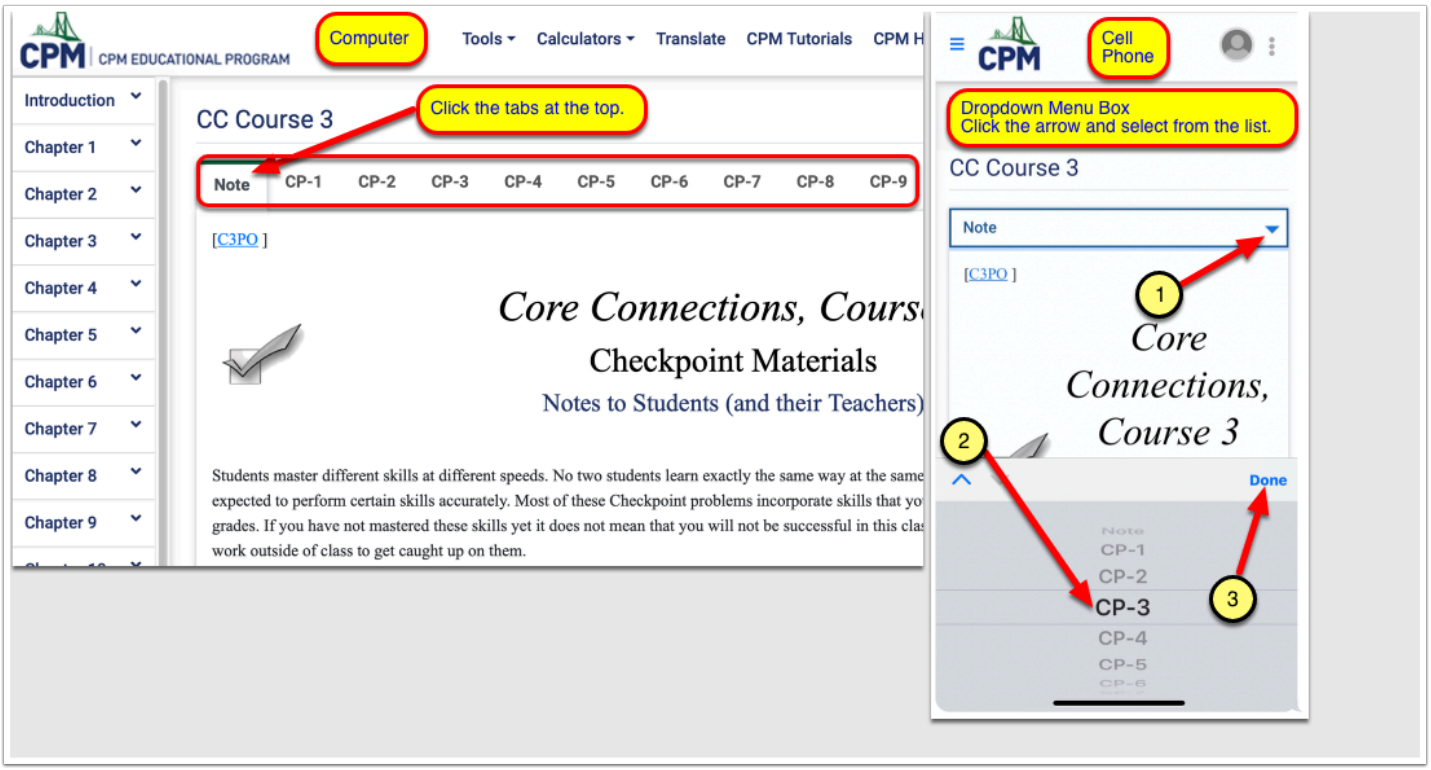


5. Navigation on a Computer versus a Cell Phone

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.



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
CPM EDUCATIONAL PROGRAM
Computer
Tools
Calculators
Translate
CPM Tutorials
Introduction
Chapter 1
Chapter 2
Chapter 3
Chapter 4
Chapter 5
Chapter 6
Chapter 7
Chapter 8
Chapter 9
CC Course 3
Click the tabs at the top.
Note
CP-1
CP-2
CP-3
CP-4
CP-5
CP-6
CP-7
CP-8
CP-9
[C3PO]
Core Connections, Cours
Checkpoint Materials
Notes to Students (and their Teachers)
Students master different skills at different speeds. No two students learn exactly the same way at the same
expected to perform certain skills accurately. Most of these Checkpoint problems incorporate skills that yo
grades. If you have not mastered these skills yet it does not mean that you will not be successful in this clas
work outside of class to get caught up on them.
Cell Phone
Dropdown Menu Box
Click the arrow and select from the list.
CC Course 3
Note
[C3PO]
1
Core Connections, Course 3
2
Done
Note
CP-1
CP-2
CP-3
CP-4
CP-5
3

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

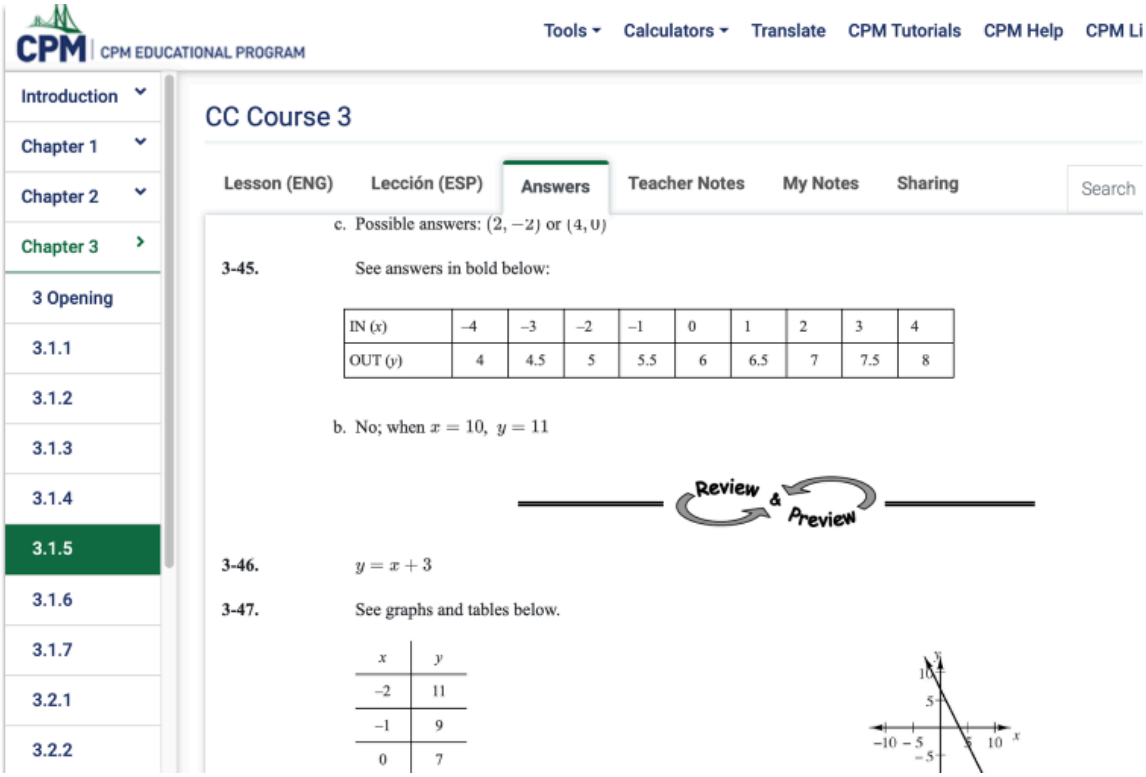
- Vimeo: Teacher eBook Introduction
- Vimeo: Supplemental eBook Introduction
- YouTube: Teacher eBook Introduction
- YouTube: Supplemental eBook Introduction

Topic Instruction

Answer Tab

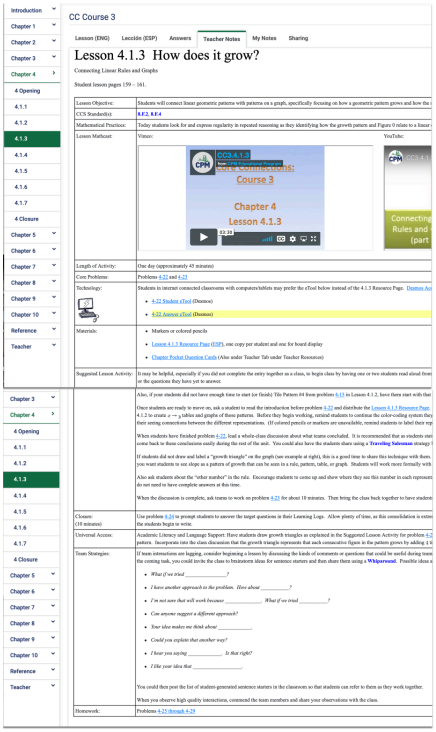
The Answer Tab has two components:

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

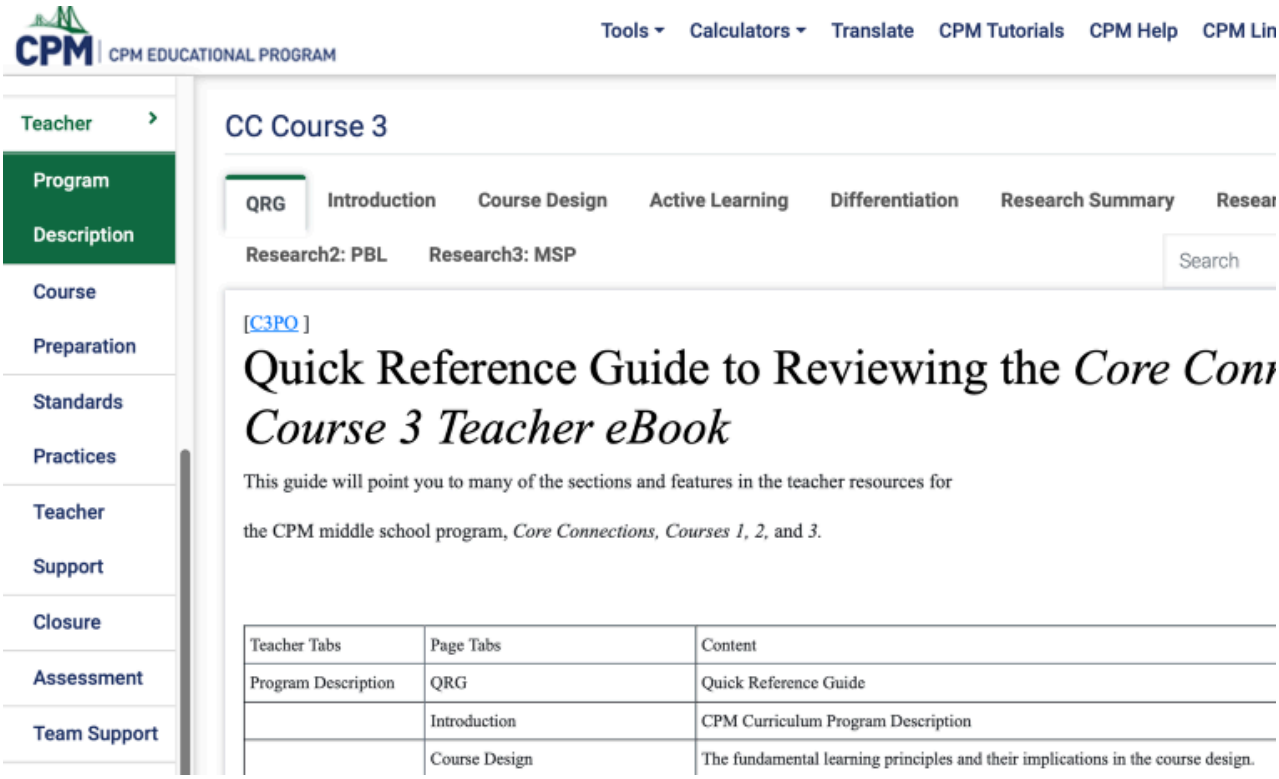
The teacher Notes Tab provides the following support sections.



Teacher Tab - Left menu at the bottom

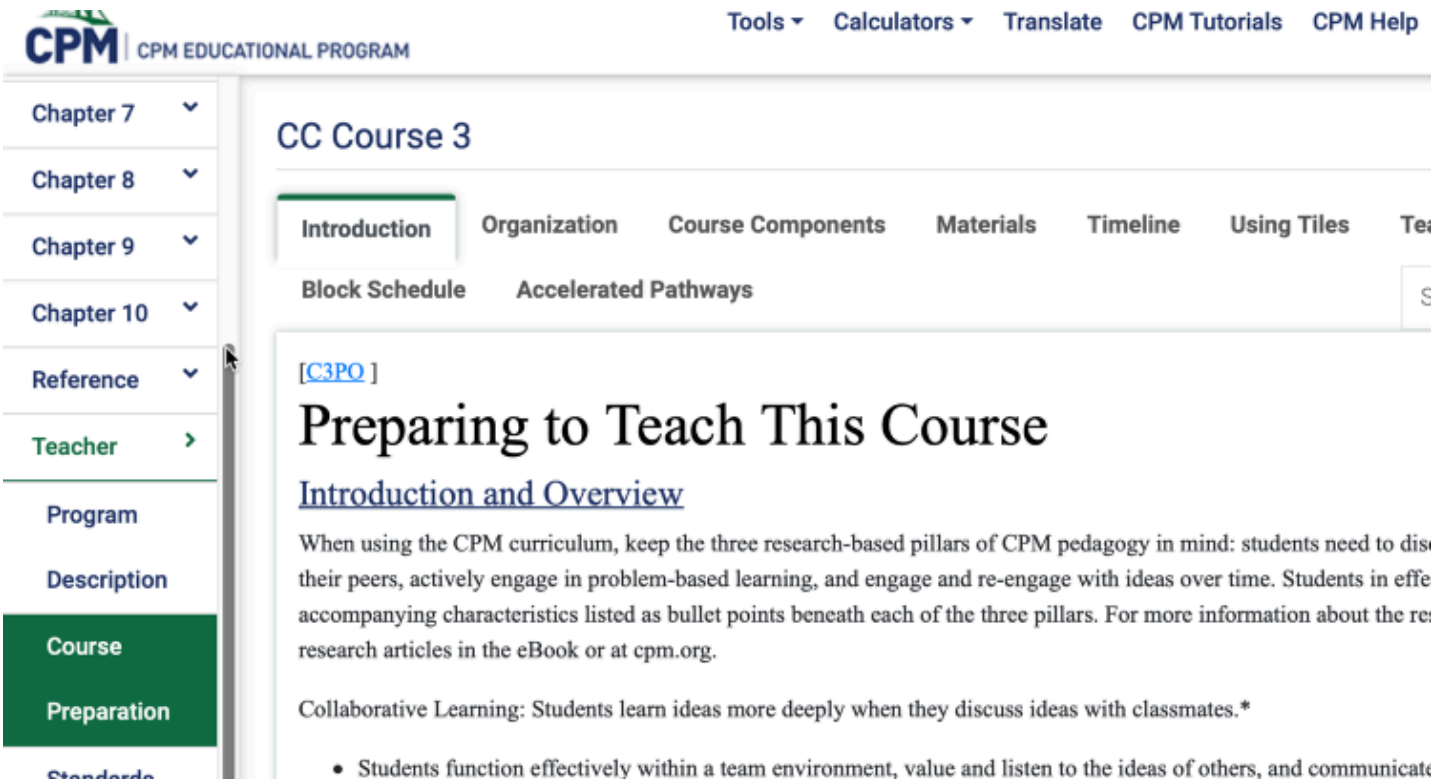
1. Program Description

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!



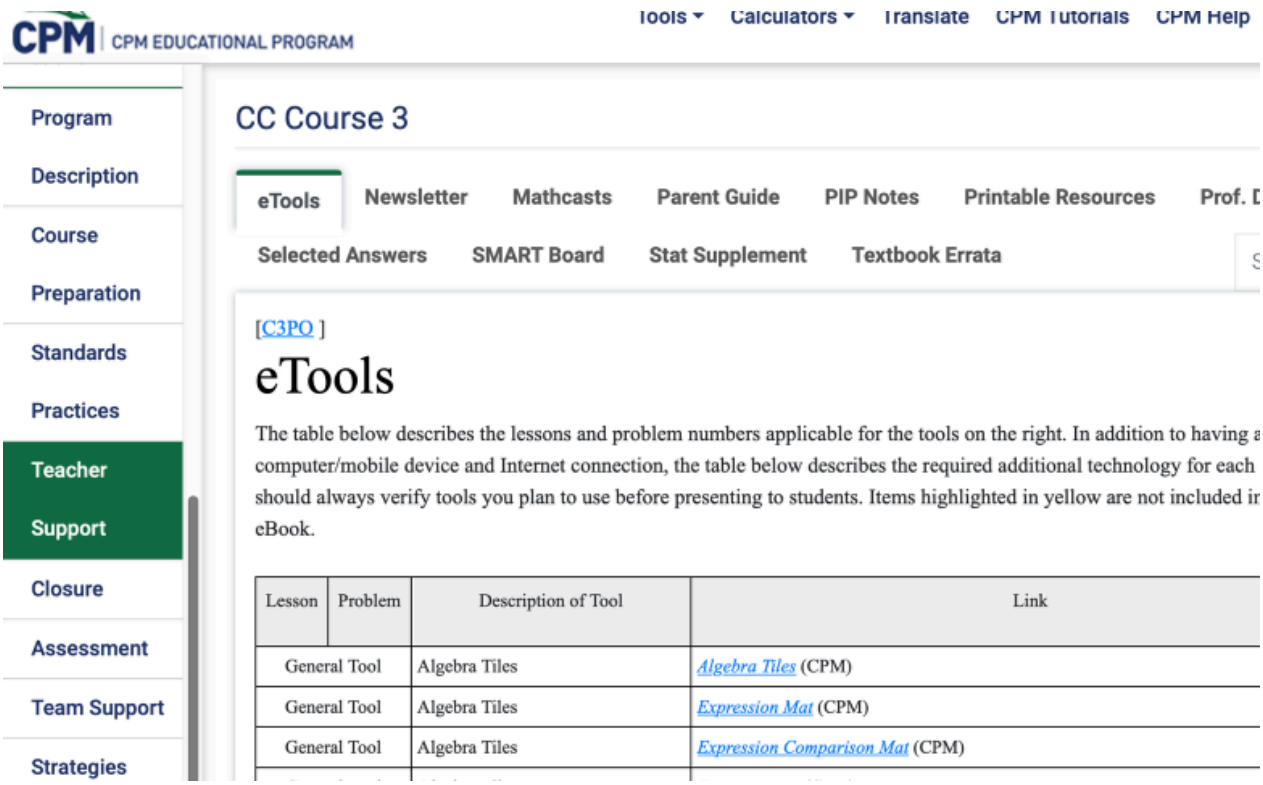
2. Course Preparation

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.



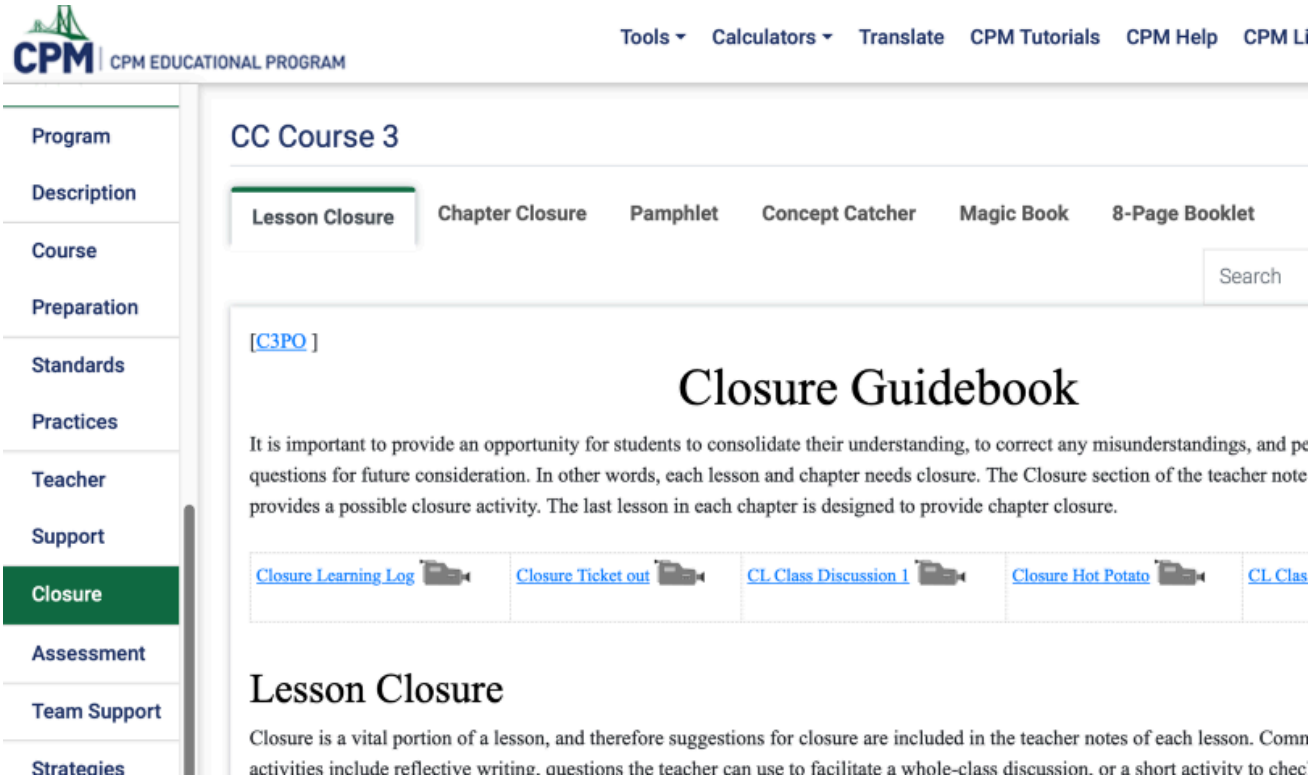
3. Teacher Support

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.



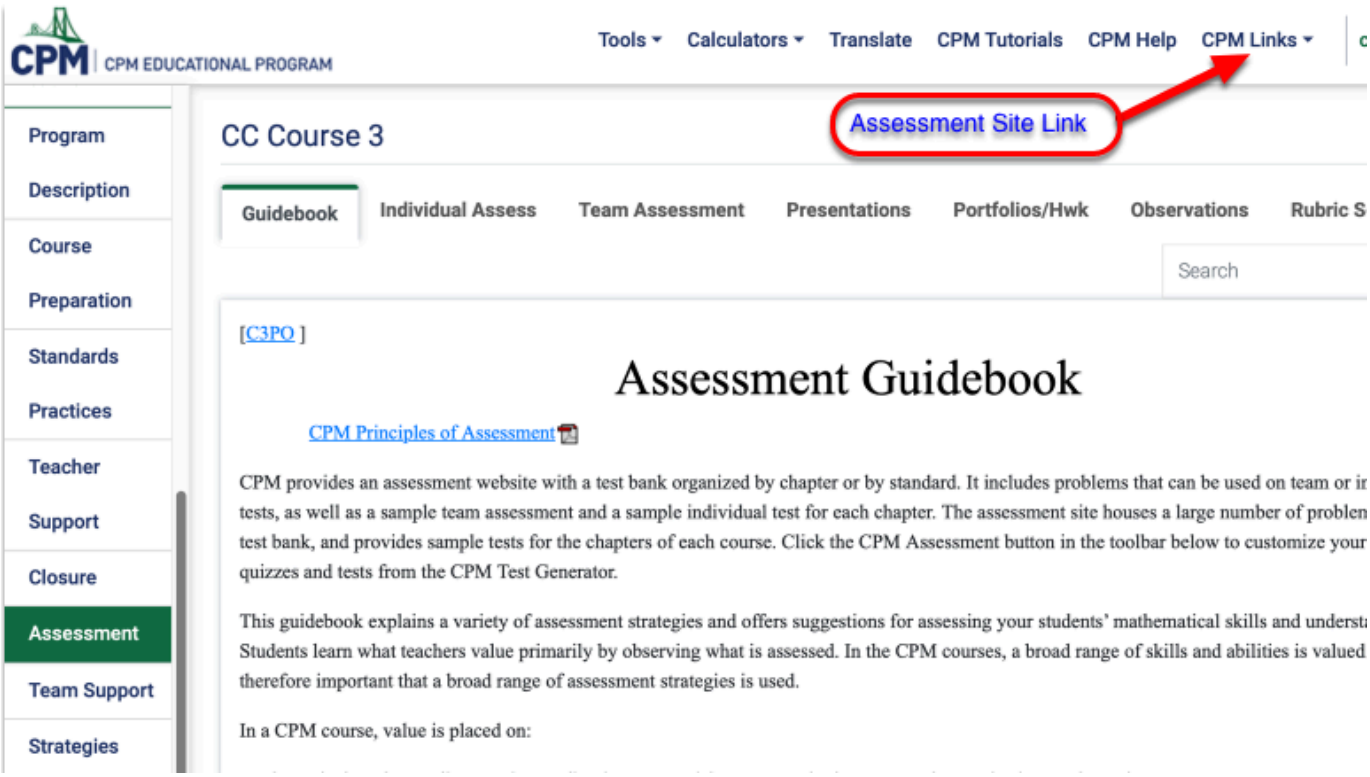
4. Closure

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.

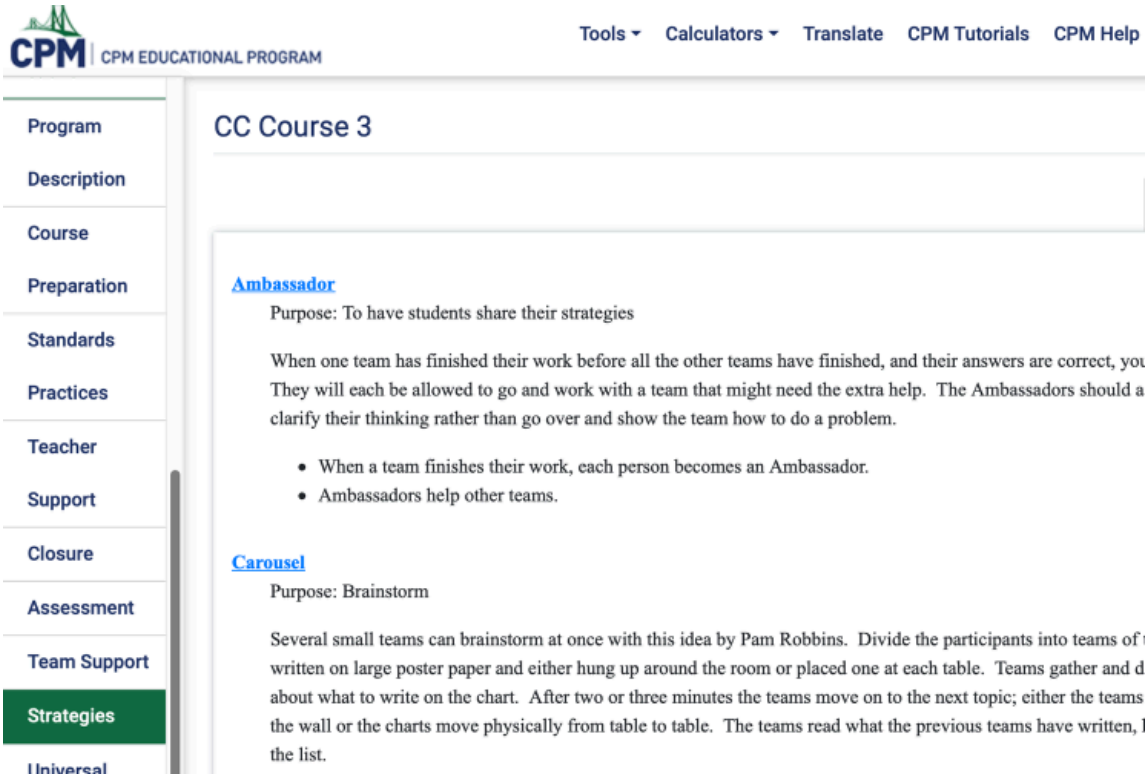


6. Team Support

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.

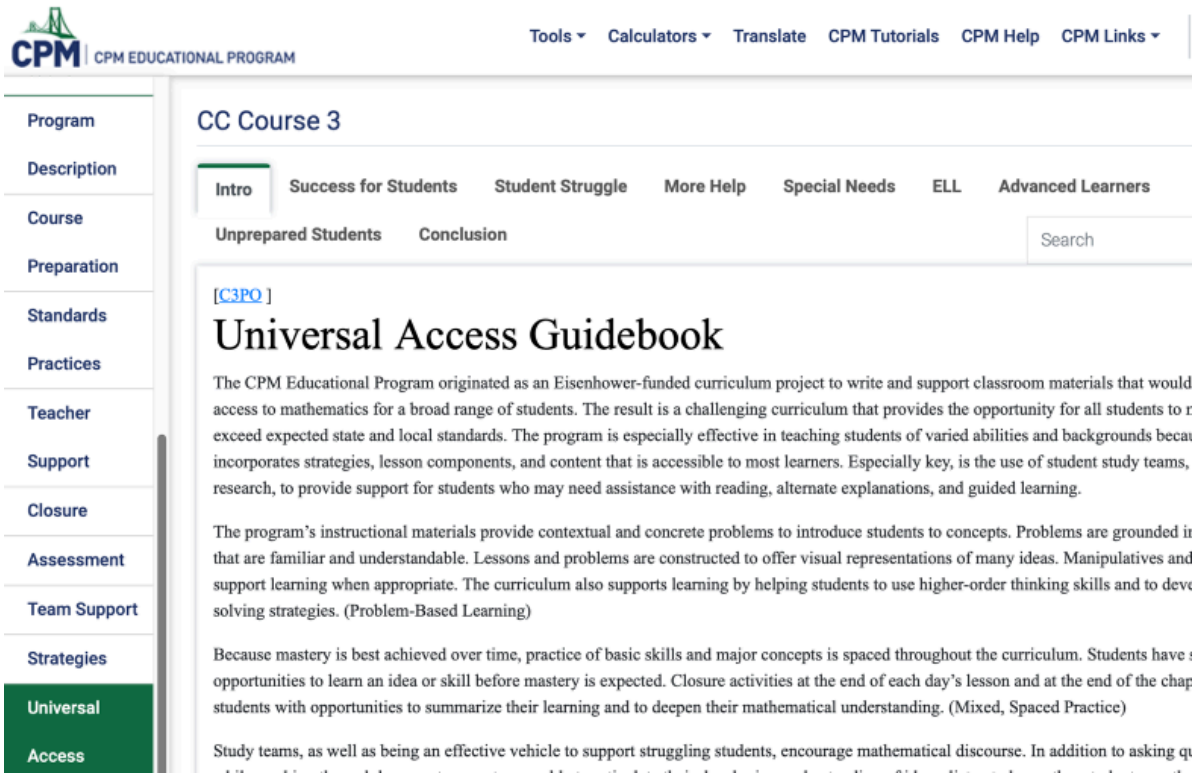
7. Strategies

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



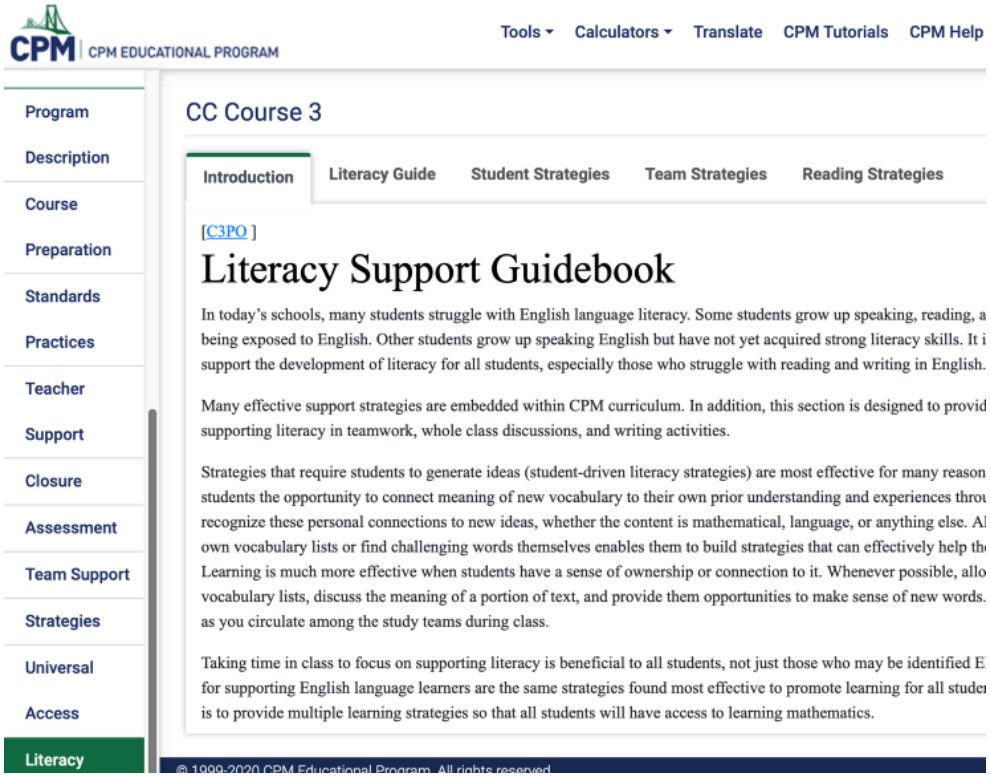
8. Universal Access

This tab provides ideas for supporting various student populations.



9. Literacy

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.

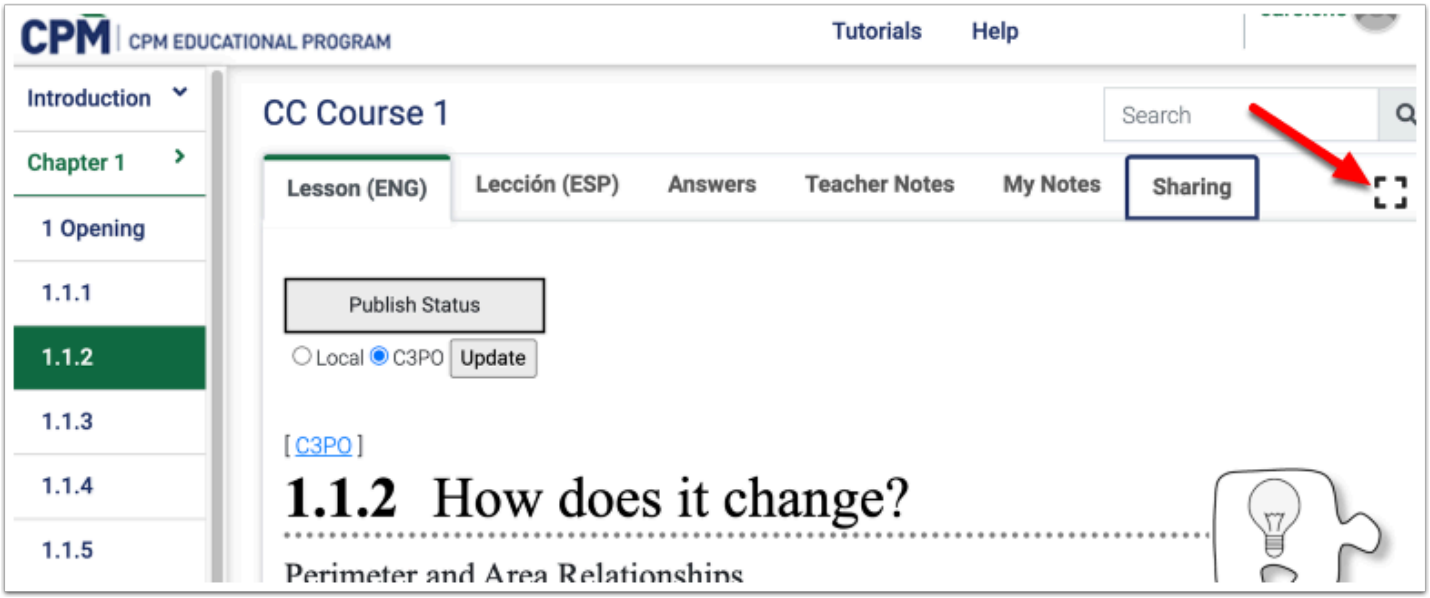


Toggle between Full Screen view & Toolbar view

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.

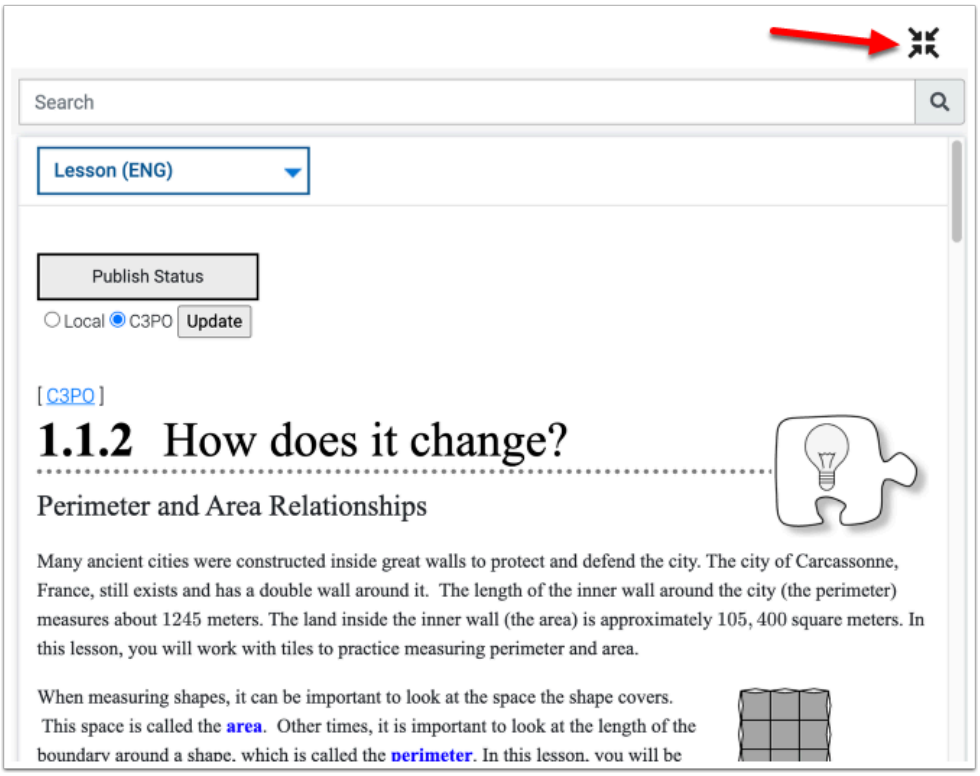
Full Screen Mode

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.

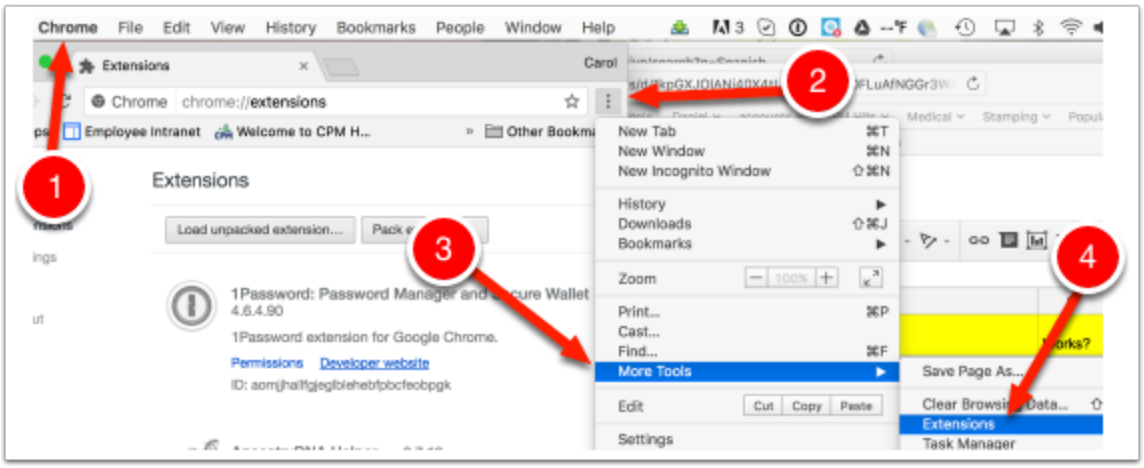

Search
Lesson (ENG)
Publish Status
Local C3PO Update
[C3PO]
1.1.2 How does it change?
Perimeter and Area Relationships
Many ancient cities were constructed inside great walls to protect and defend the city. The city of Carcassonne, France, still exists and has a double wall around it. The length of the inner wall around the city (the perimeter) measures about 1245 meters. The land inside the inner wall (the area) is approximately 105, 400 square meters. In this lesson, you will work with tiles to practice measuring perimeter and area.
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

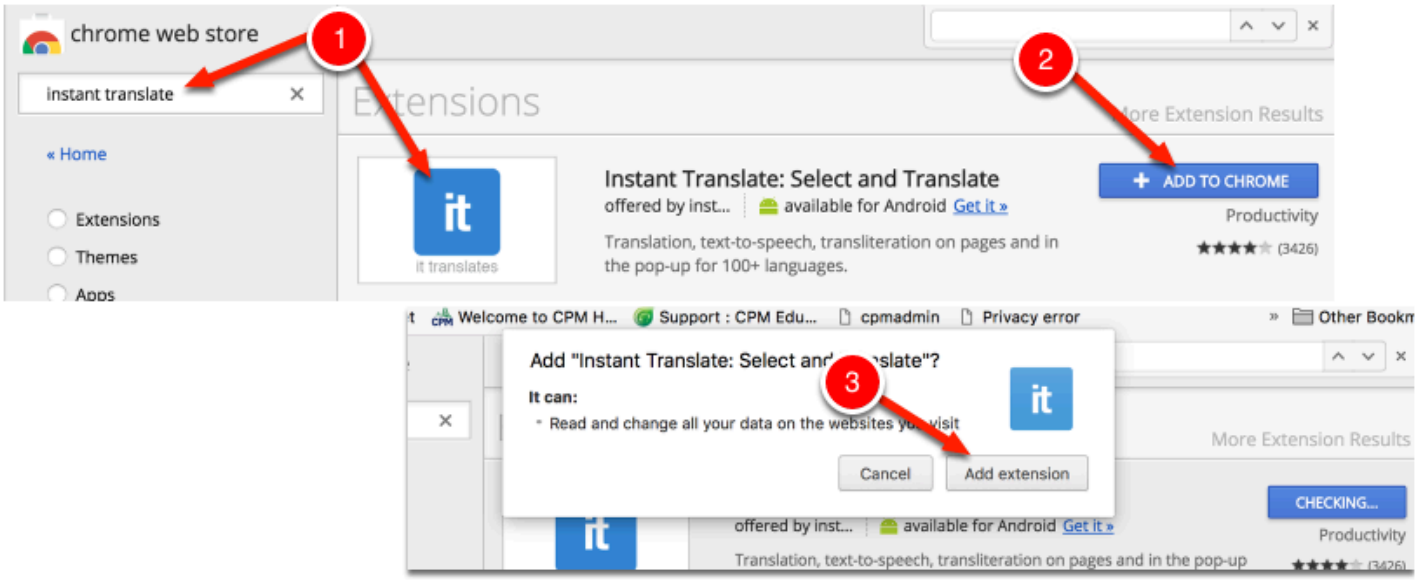
This article demonstrates how to add Google Instant Translate to your Chrome browser allowing students to choose their language to translate text from CPM ebooks to another language.

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'.



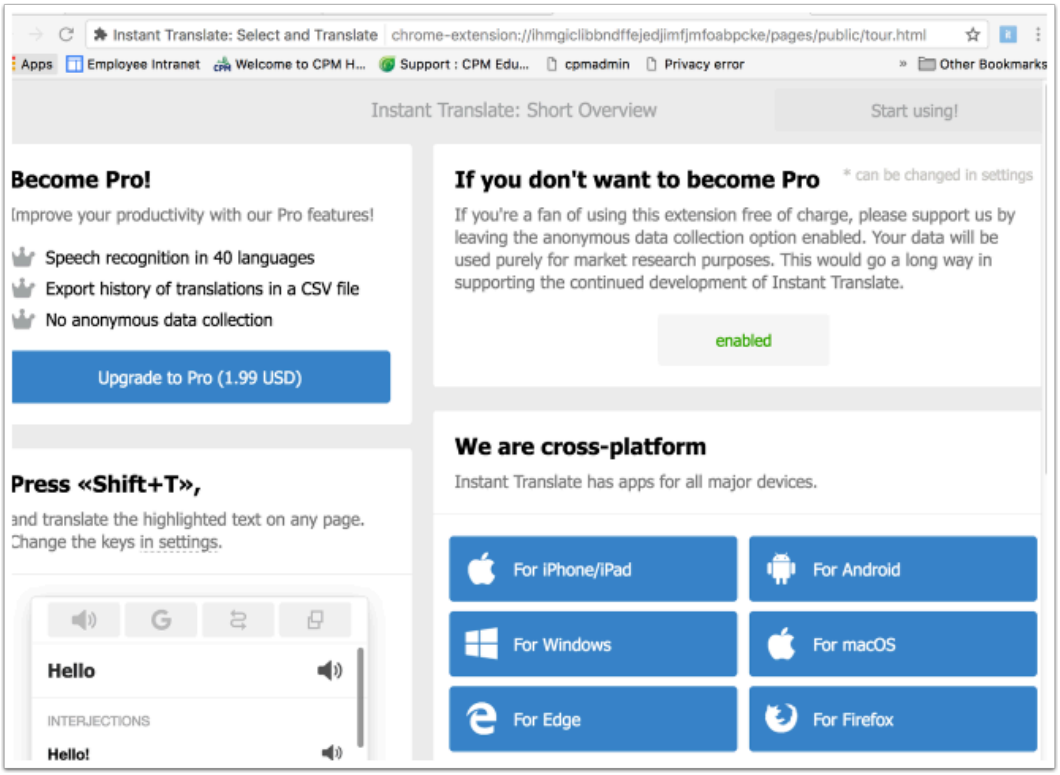
2. In the search bar of the extensions, type: Instant Translate



3. Start Using:

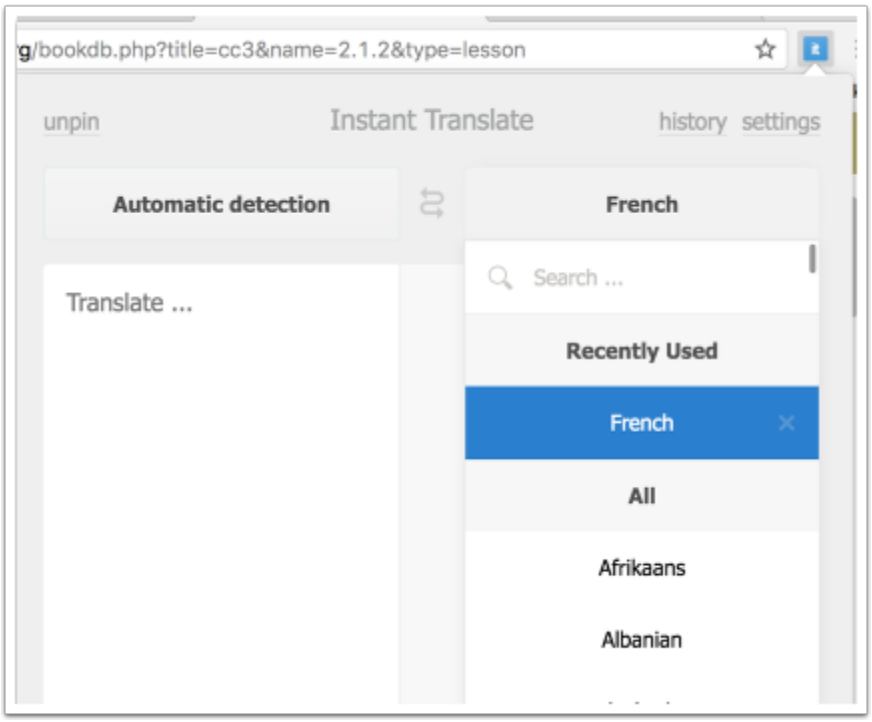
- Notice the blue square with 'it' on your toolbar at the right.

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



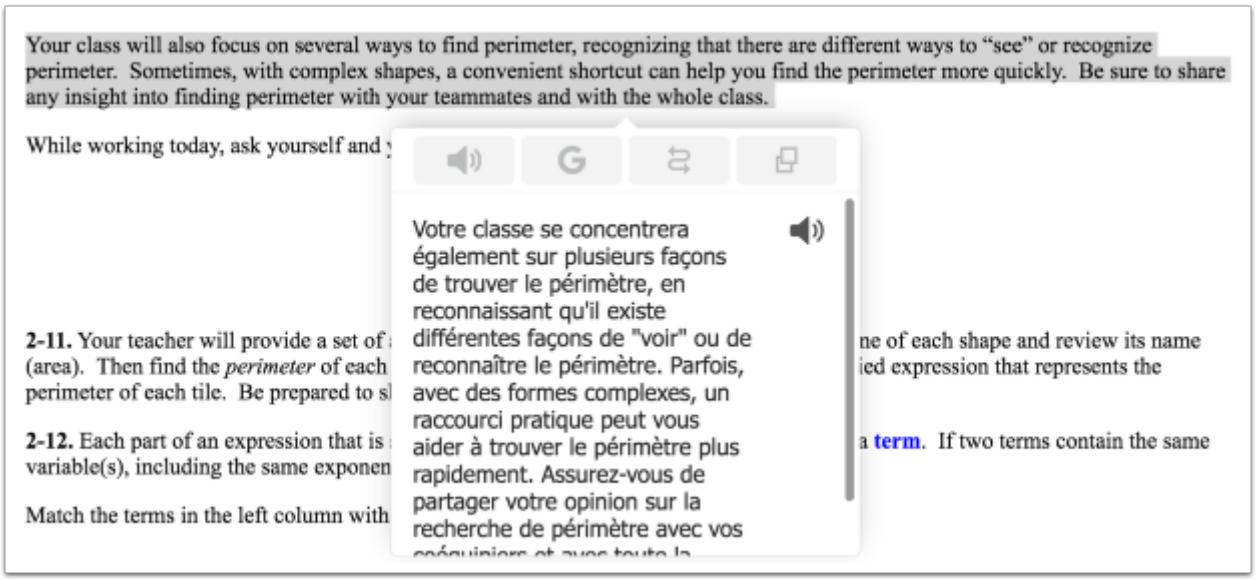
4. Once in the eBooks, click the blue square with the 'it' logo in the upper right corner.

- 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!



5. Translate instantly:

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



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.

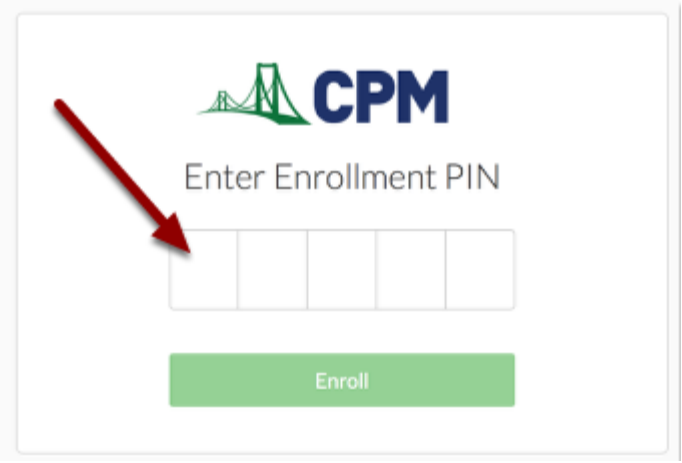
NOTE: You will need your enrollment pin only ONCE. After the first time, you go to ebooks.cpm.org and either click the social media button or login.

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.



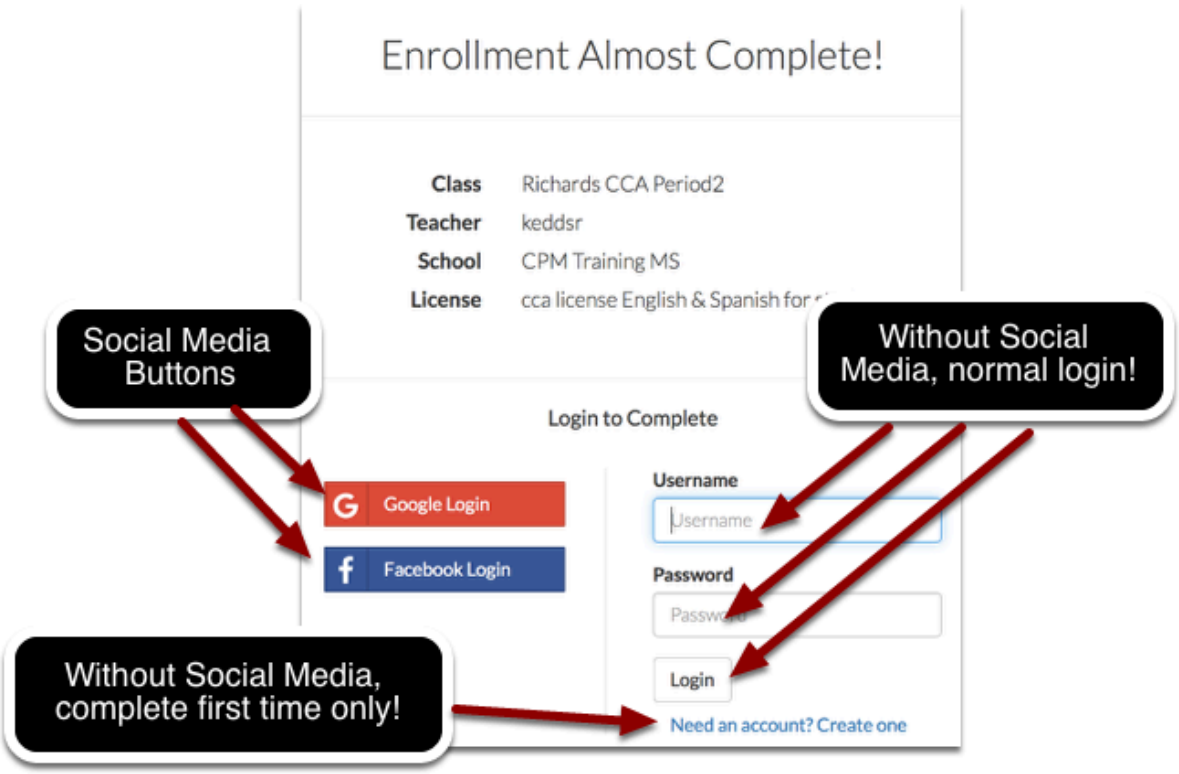
2. There are two ways you can enroll:

Method 1: Use Social Media

- Choose Sign in with Google.

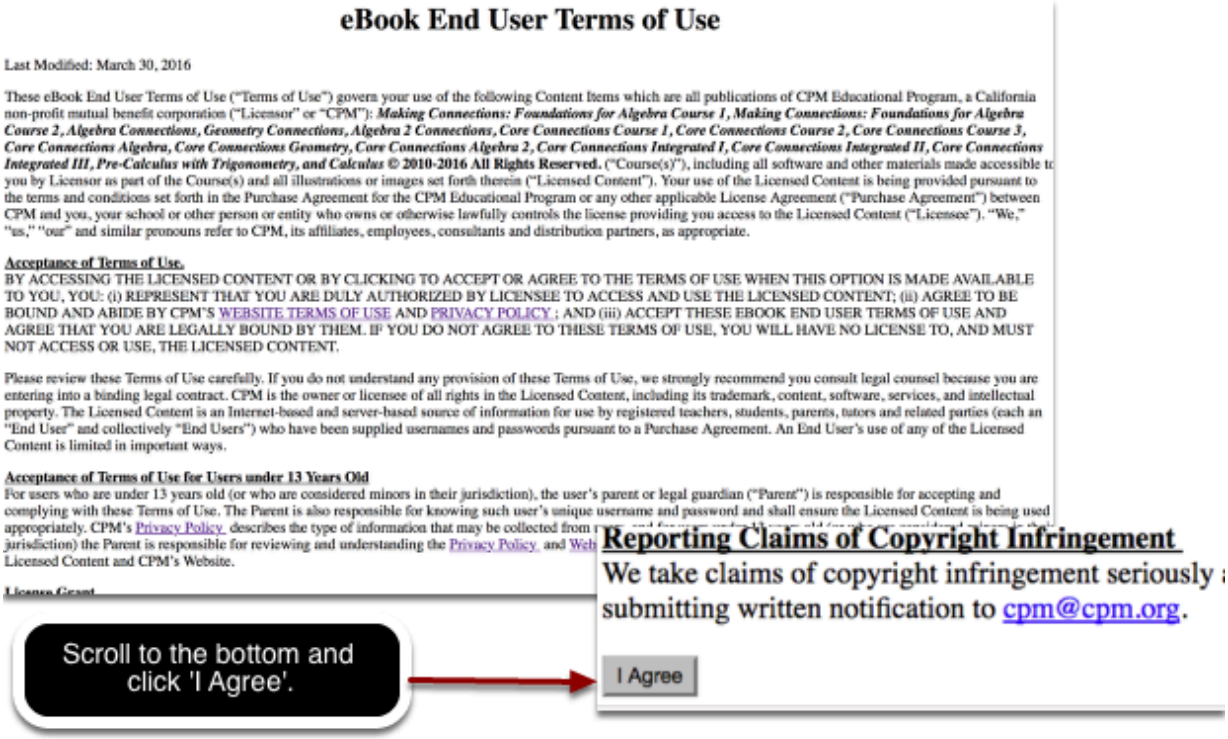
Method 2: Enroll Directly with CPM

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.



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Last Modified: March 30, 2016

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ELS - Teacher Role

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

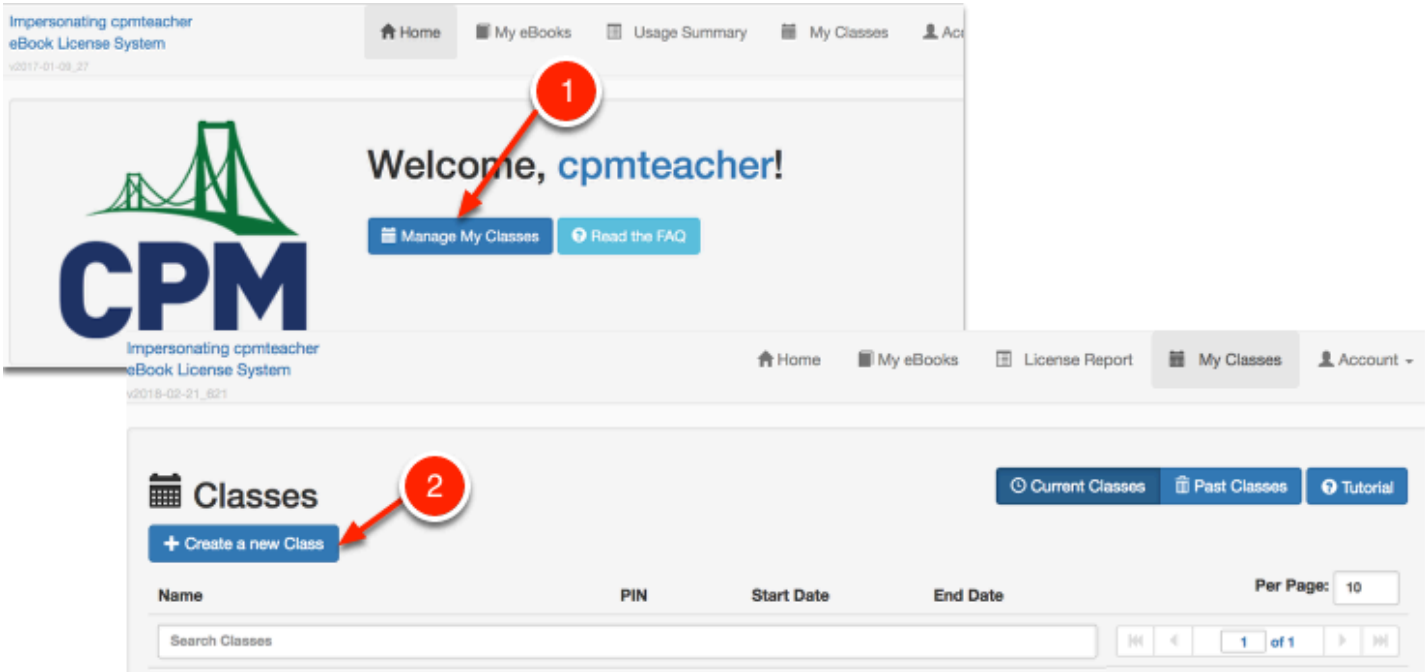
This article describes the steps to create a class and assign students eBooks.

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

Create a Student Enrollment Pin

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

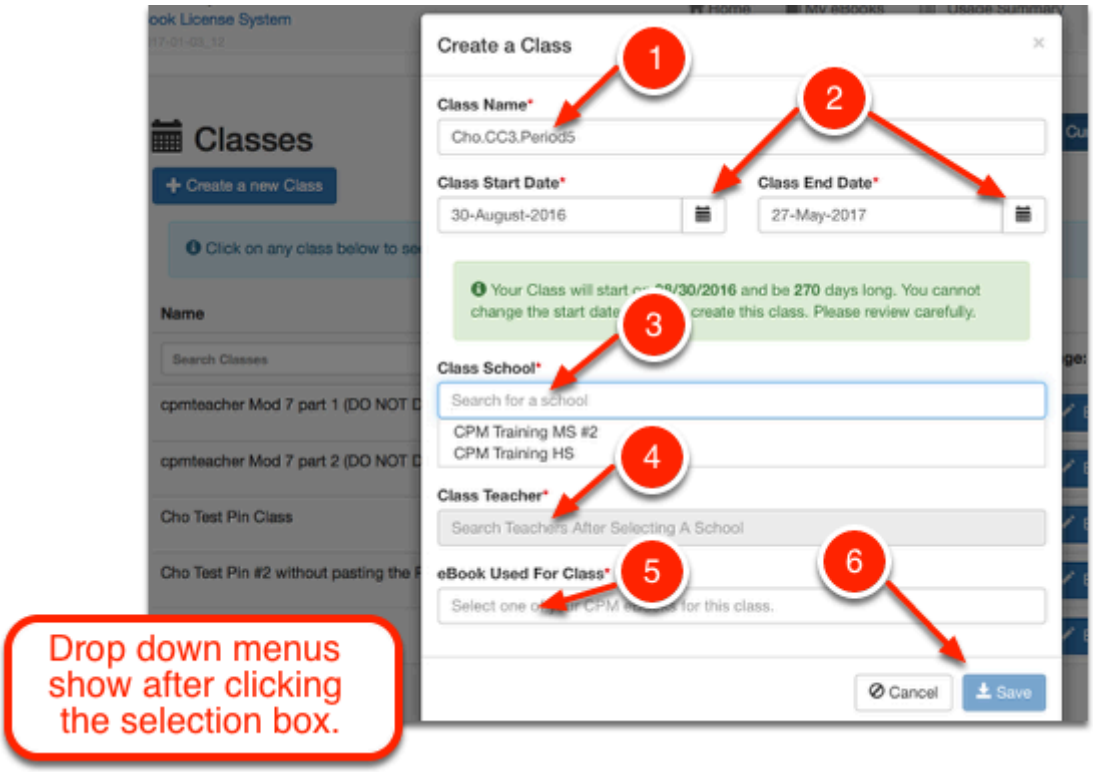
- Click the 'Manage My Classes'.
- Click 'Create a New Class'.



2. Create a new class.

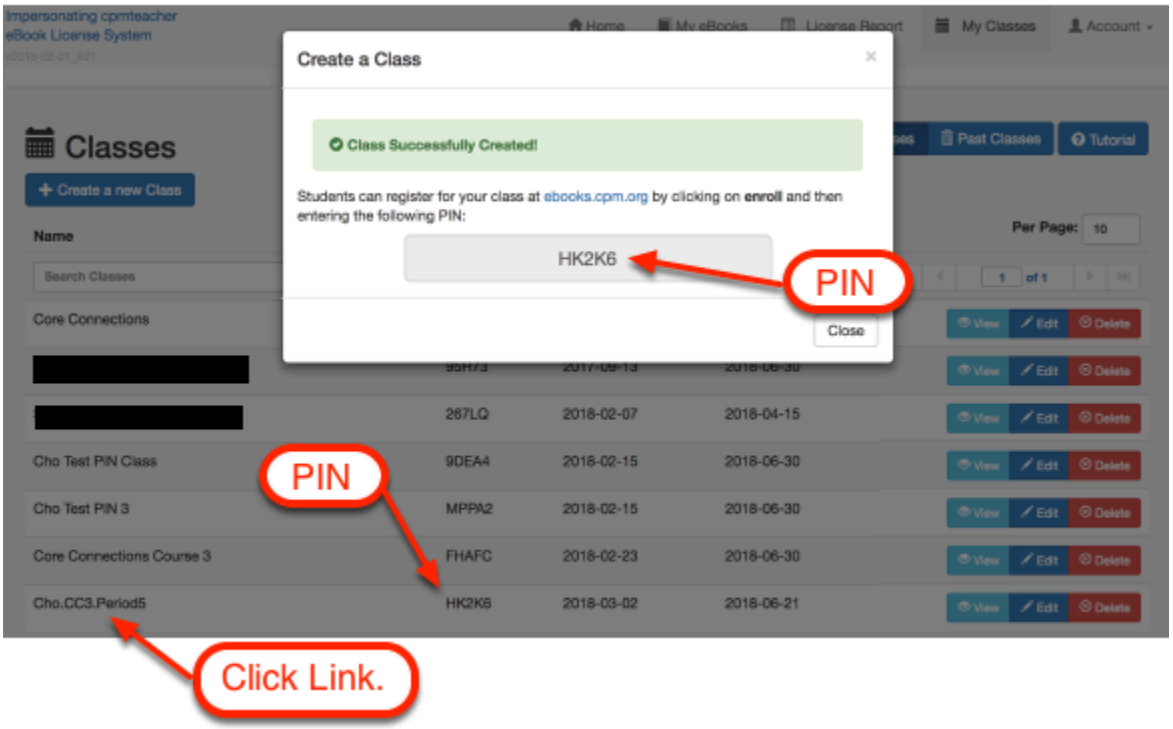
- Type in the class name. For easy searching include the teacher's name, eBook abbreviation, and the section/period number.
- Click the calendars to select the start and end times.
- Select a school from the drop down menu
- Select a teacher from the drop down menu. (The default is yourself.)
- Select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



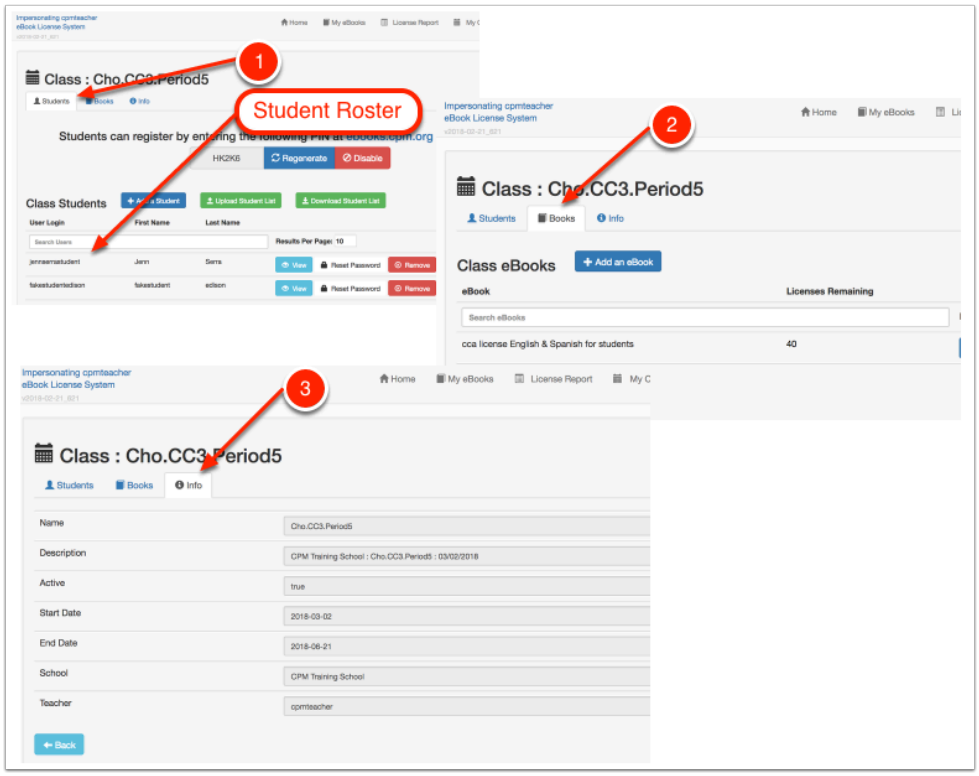
3. You will get a 5 character PIN.

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



4. Click any Class link to:

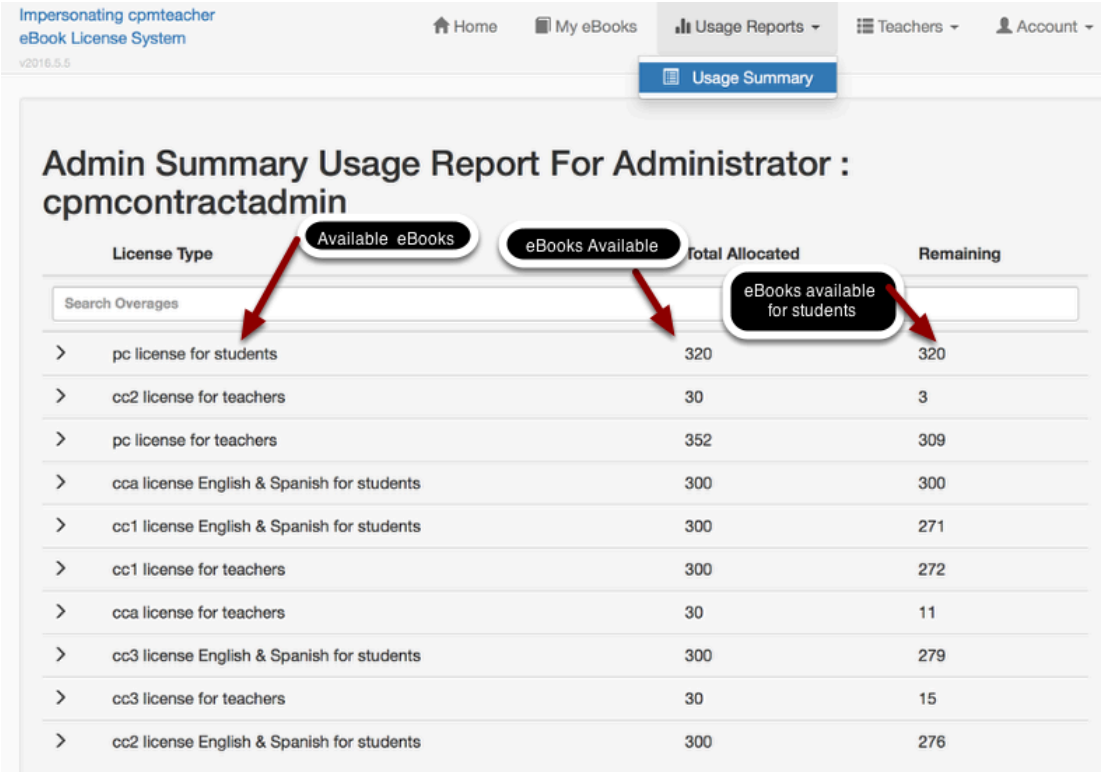
- View/manage students and their eBooks. Add students directly. Upload/download student lists.
- Add or delete CPM eBooks for your students at anytime. Note: All students receive/lose eBooks as you add and remove the eBooks.
- View Class information showing the start and end dates as well as the PIN.



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.



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

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

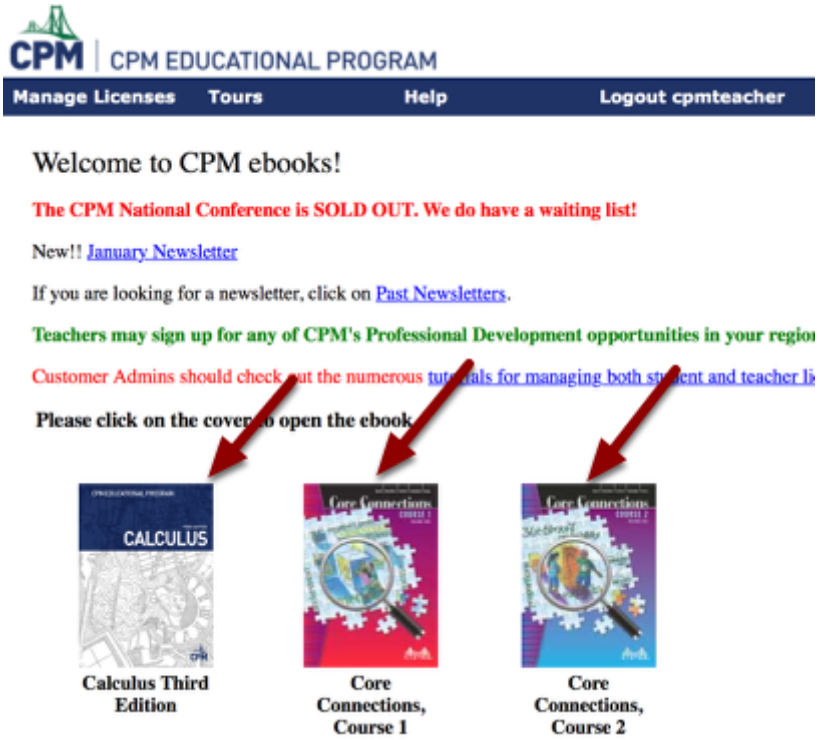
- Obtain a faculty enrollment PIN from the eBook Admin. This PIN will allow the teacher to self assign teacher edition eBooks to their CPM account.
- The eBook Admin may have already added the teacher edition eBooks to your account. Just login to your CPM account.

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.

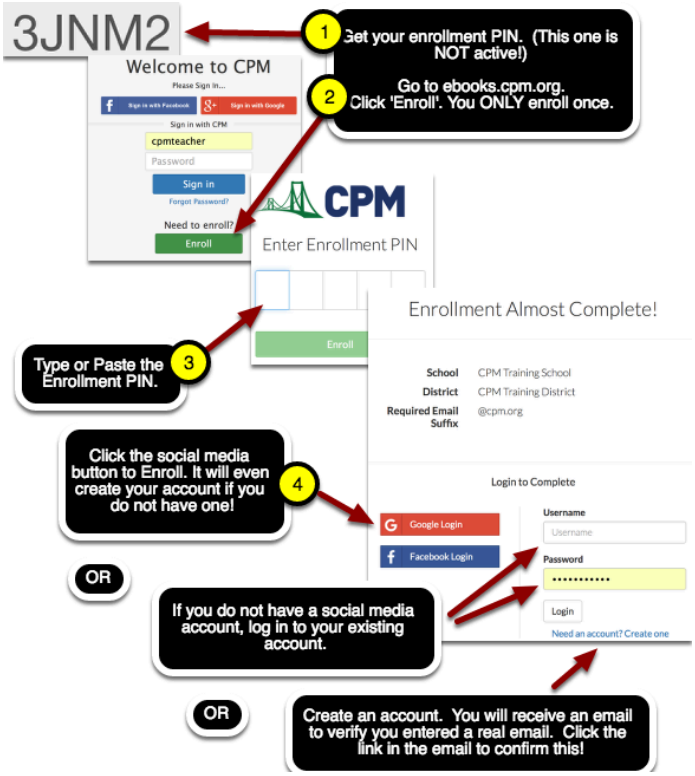


2. An Enrollment PIN allows the teacher to:

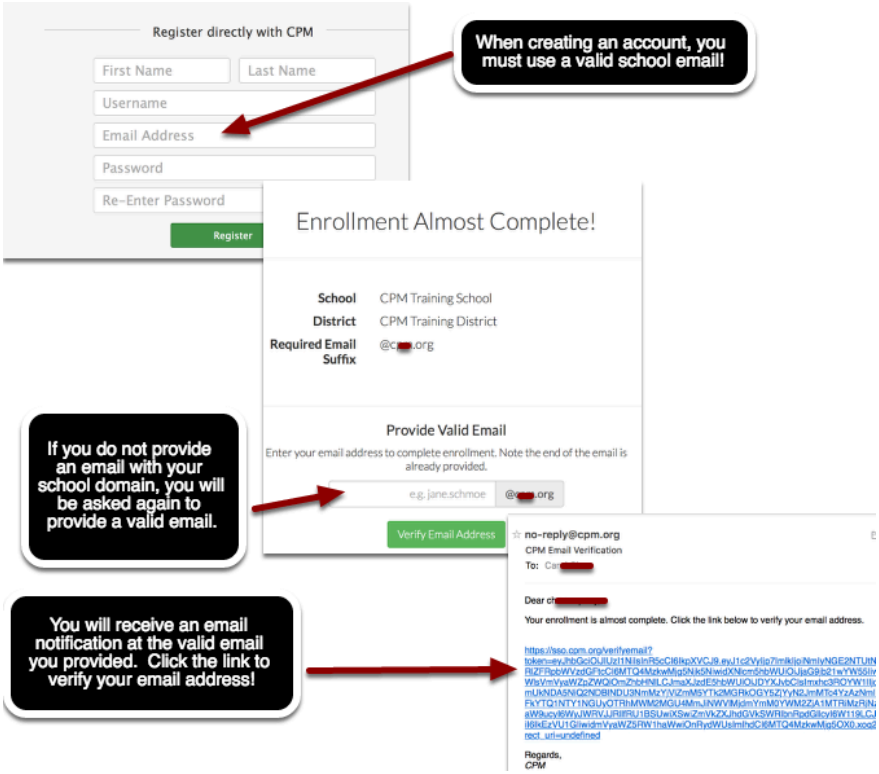
- Choose the teacher edition eBooks needed and student eBooks to assign to students making the teacher a student 'License Provider'
- Remove the teacher edition eBooks and student eBooks licenses no longer needed.

Note:

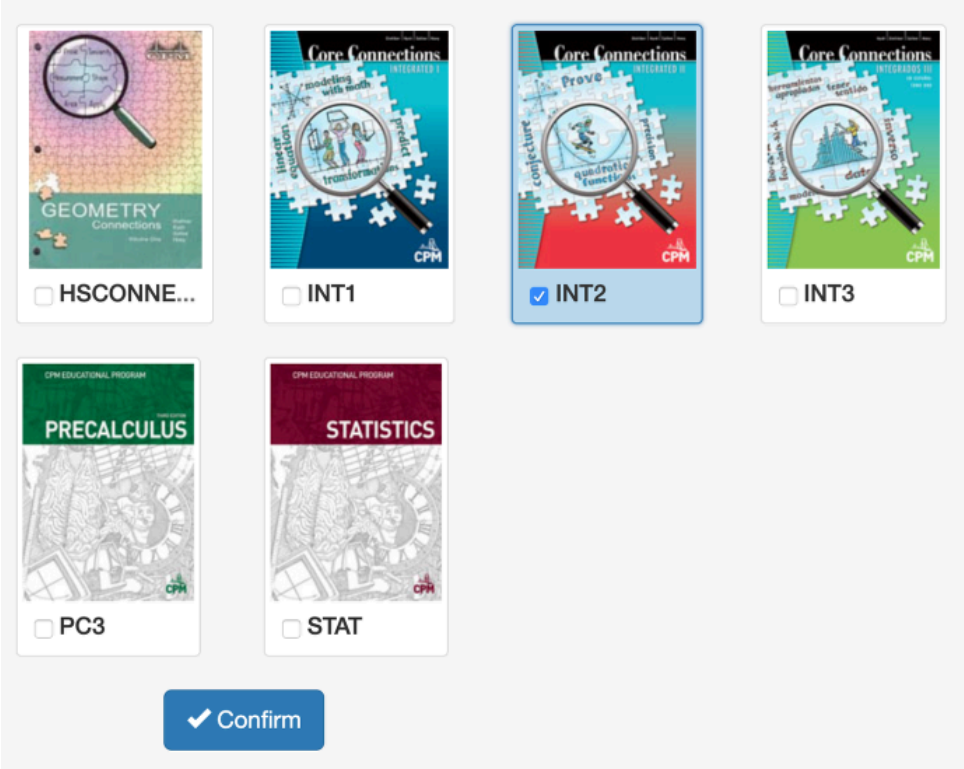
- The Enrollment PIN will also associate an existing user with the correct school/district and/or allow the user to create an account.
- The available eBooks is decreased each time a teacher uses a PIN. Contact your eBook Admin if the needed eBooks are not listed.



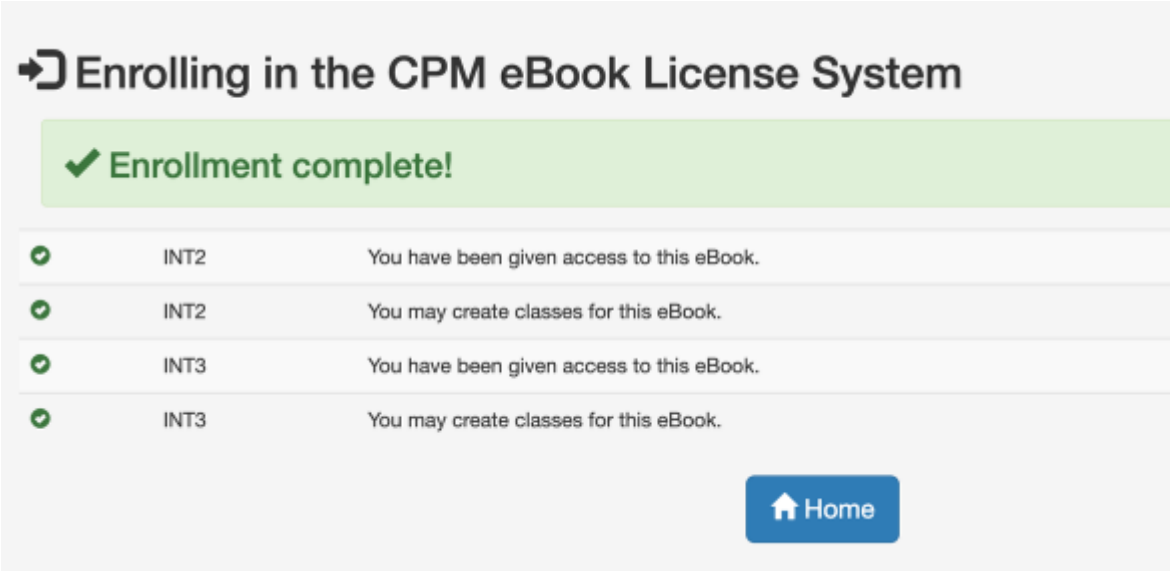
2.1. If you need to create an account in step 4 in the image above, follow these steps! (Otherwise, skip this!)



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.



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.

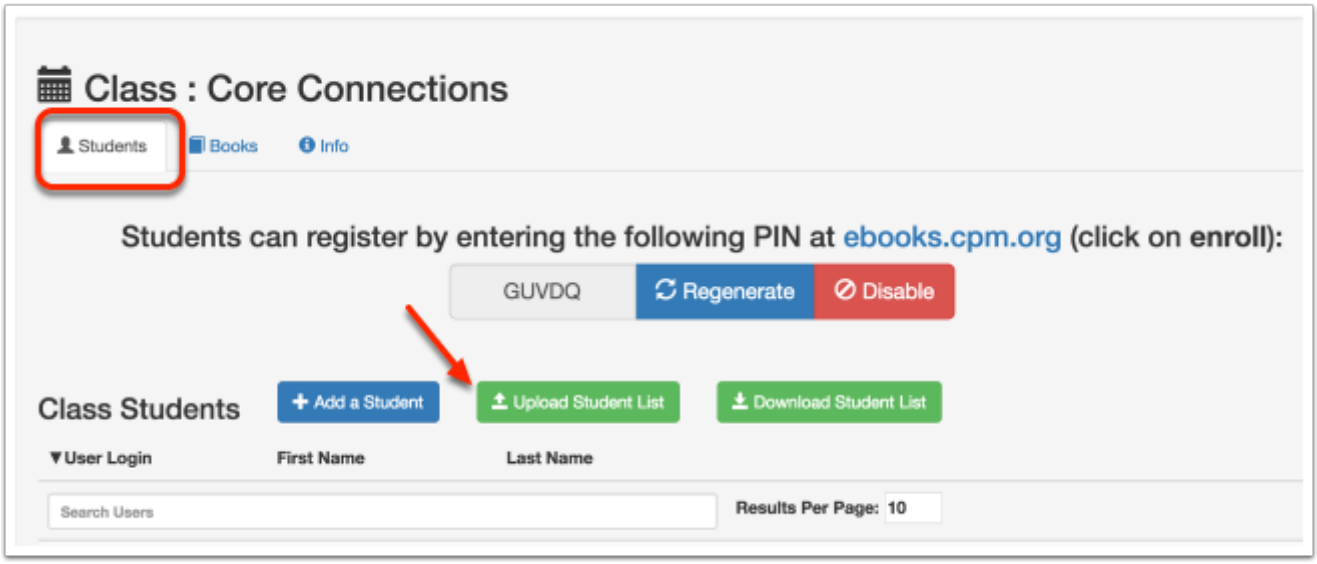
For students without a CPM account, the username/login can be set in .csv file or if left blank it will autogenerate. **The password for any new account is the student's first name and last name, one word without spaces, and all letters lowercase.**

Click the video link below.

Assign Student eBooks Uploading a .csv File

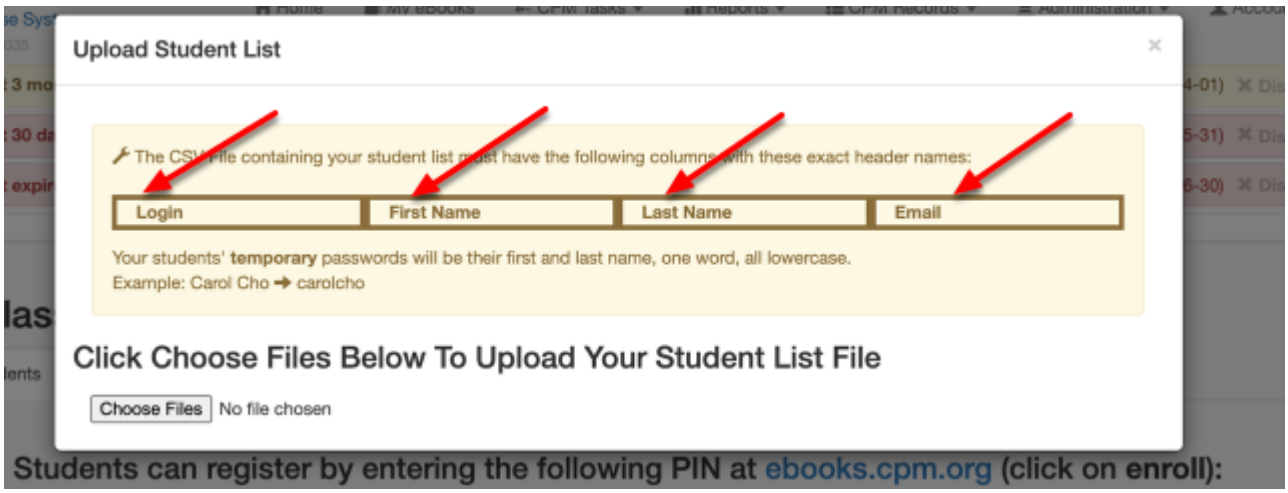
1. Create a class.

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



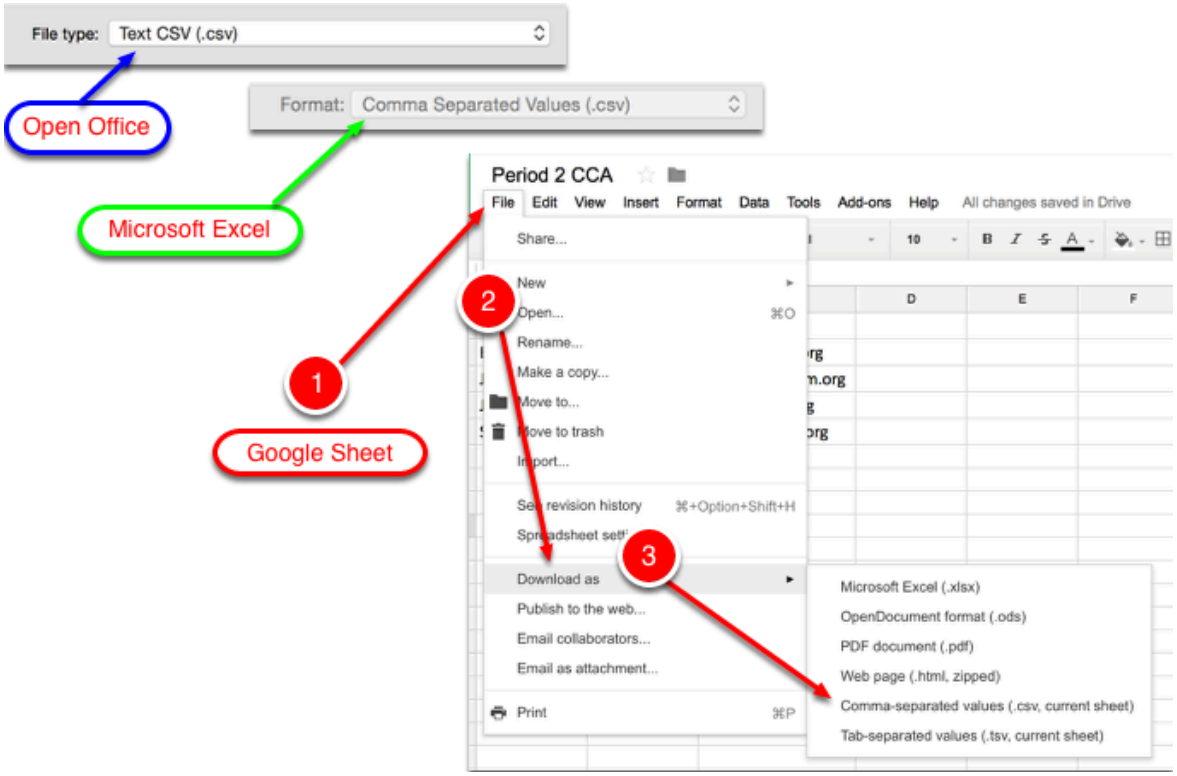
2. Create a .csv file with the exact headings indicated below.

- 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.

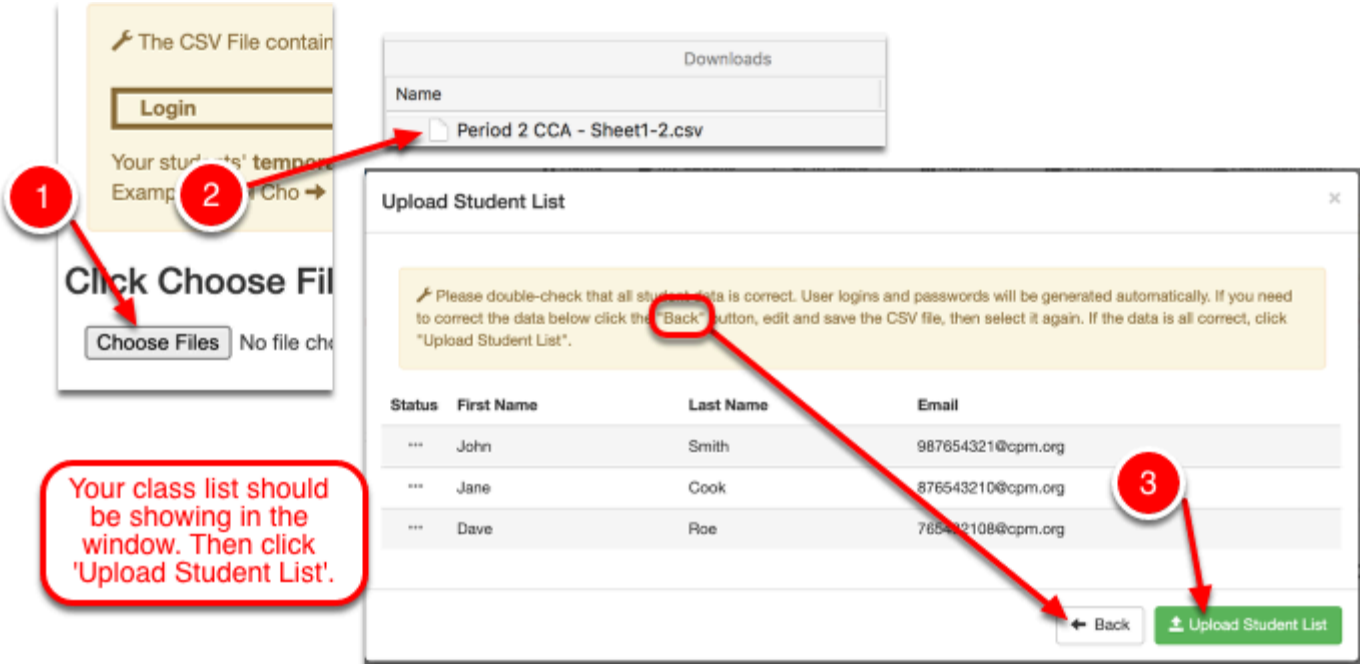


2.1. Be sure you save the file as a .csv file.

- 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.



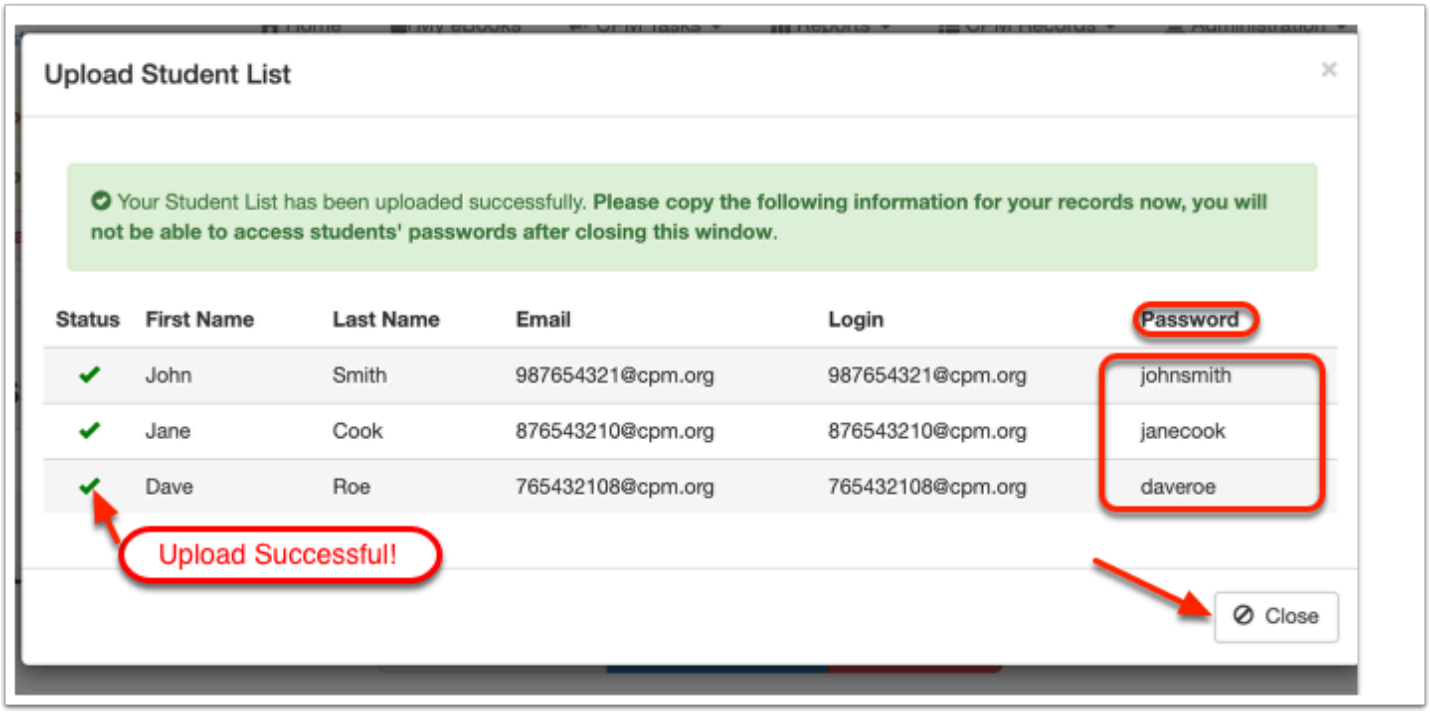
2.2. Choose the file. Then upload it.



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.

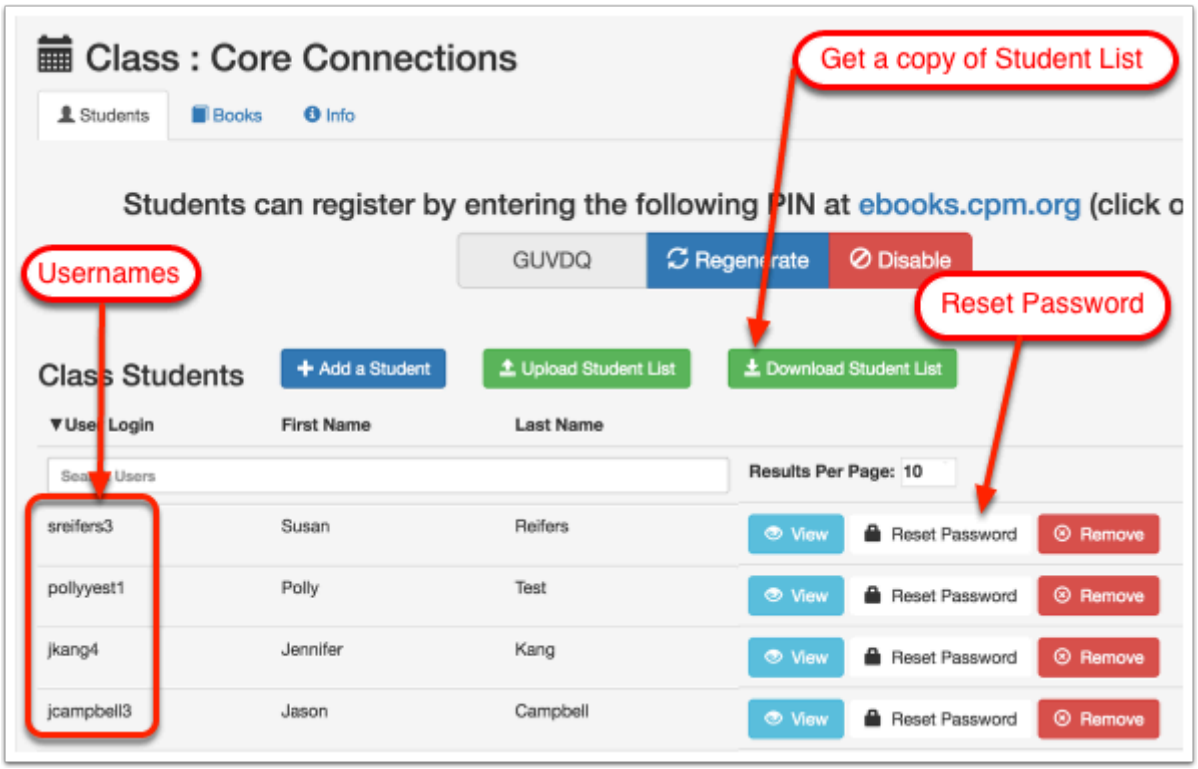


3.1. Students are now listed in the section 'Class Students'.

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 : Core Connections
Get a copy of Student List
Students
Books
Info
Students can register by entering the following PIN at ebooks.cpm.org (click o
GUVDQ
Regenerate
Disable
Usernames
Reset Password
Class Students
Add a Student
Upload Student List
Download Student List
Login
First Name
Last Name
Results Per Page: 10
sreifers3
Susan
Reifers
pollyyest1
Polly
Test
jkang4
Jennifer
Kang
jcampbell3
Jason
Campbell
View
Reset Password
Remove

ELS eBook Admin Role - licenses

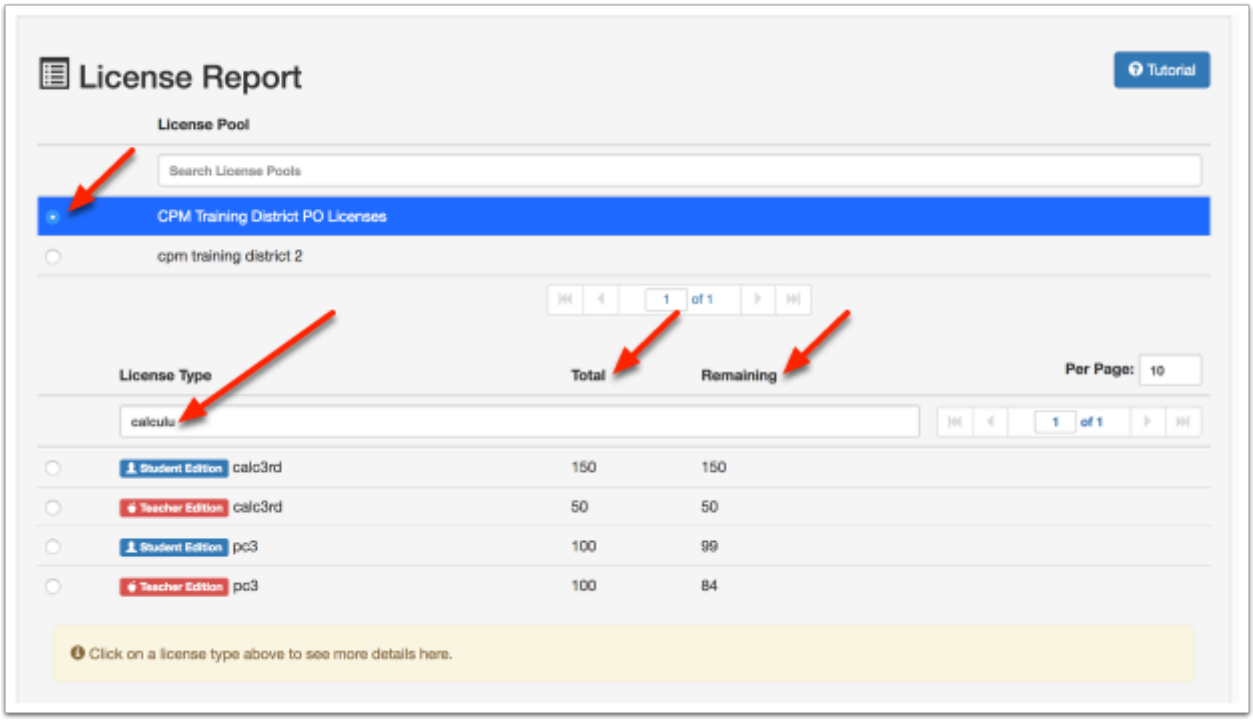
eBook Admin: Navigate the License Report Page

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

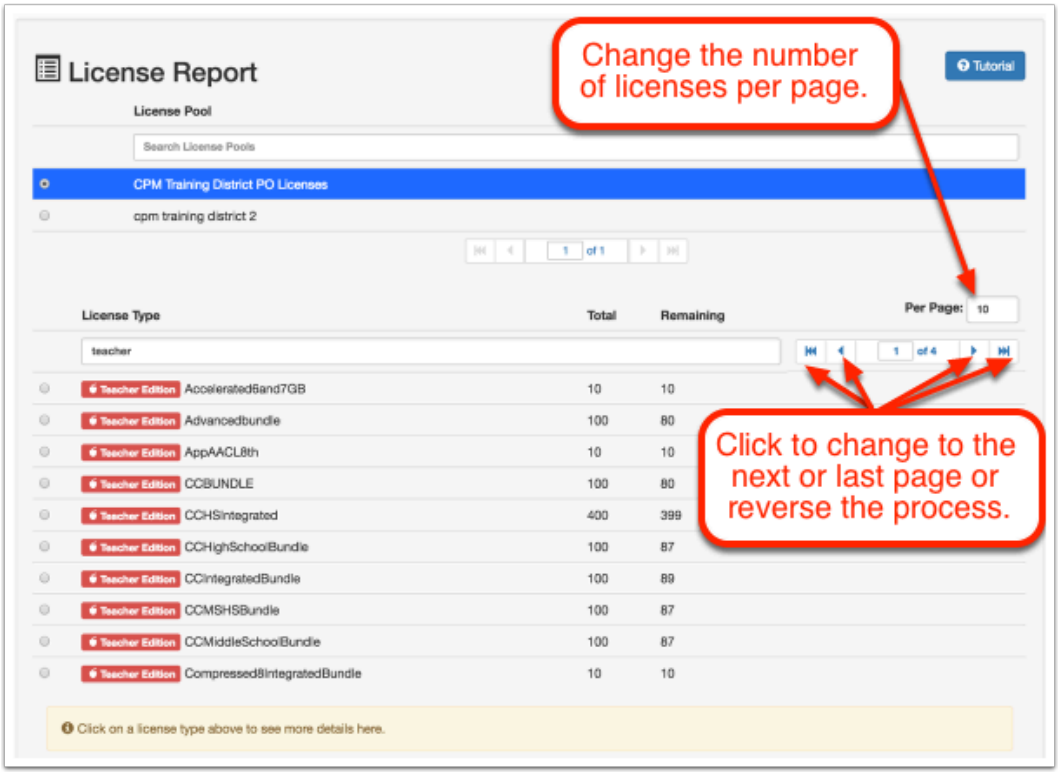
1. Filter

- 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.

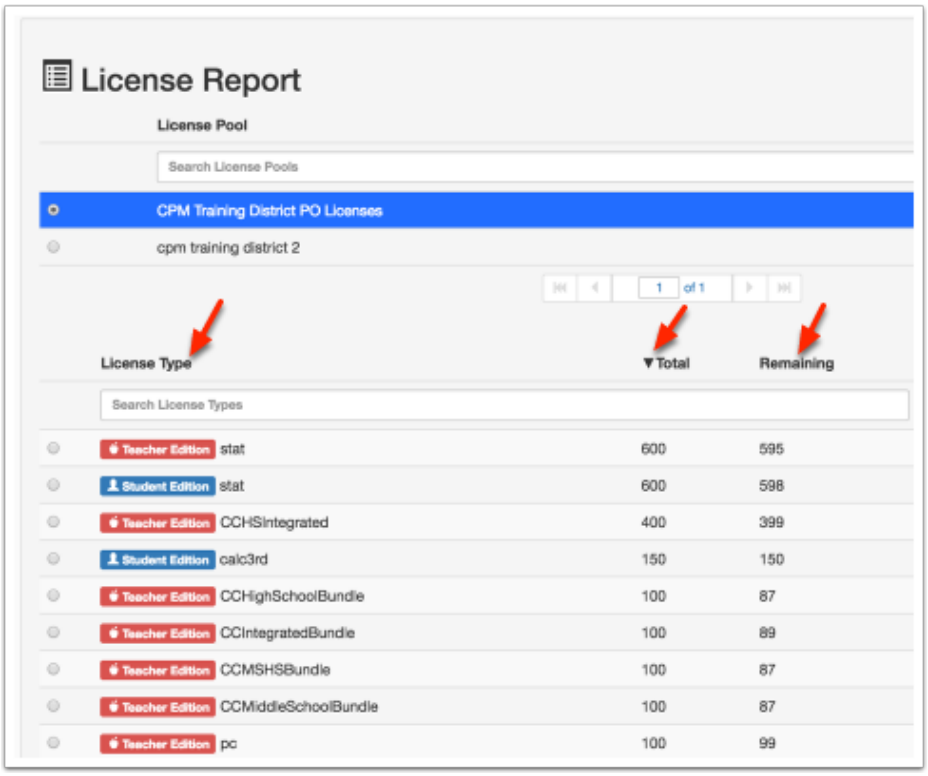


2. Pagination



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.

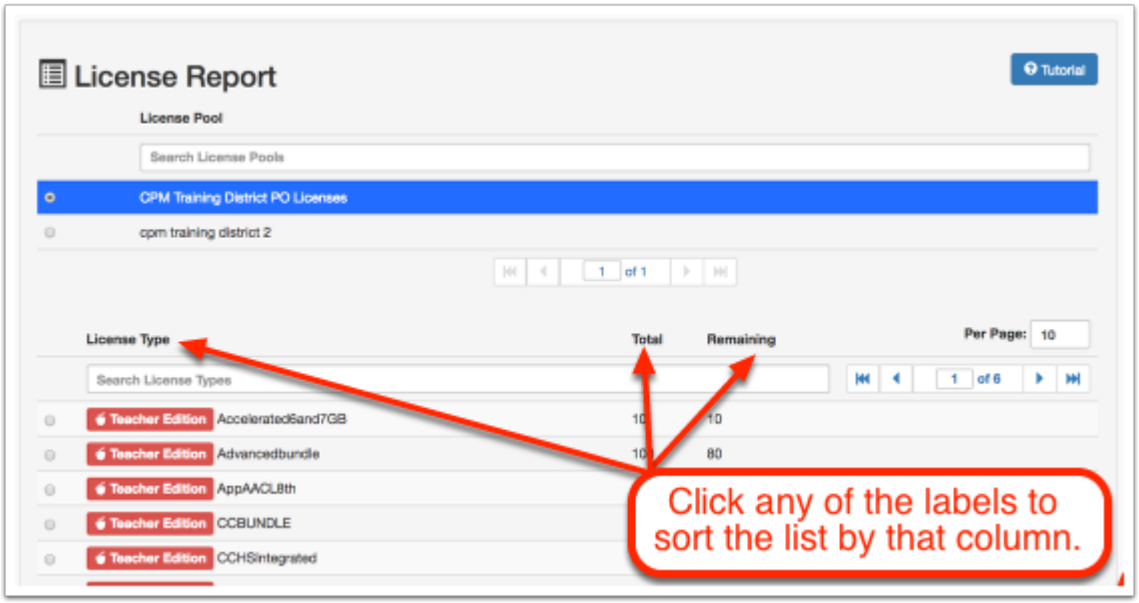

License Report
License Pool
Search License Pools
CPM Training District PO Licenses
cpm training district 2
1 of 1
License Type
Total
Remaining
Search License Types
Teacher Edition stat 600 595
Student Edition stat 600 598
Teacher Edition CCHSIntegrated 400 399
Student Edition calc3rd 150 150
Teacher Edition CCHighSchoolBundle 100 87
Teacher Edition CCIntegratedBundle 100 89
Teacher Edition CCMSHSBundle 100 87
Teacher Edition CCMiddleSchoolBundle 100 87
Teacher Edition pc 100 99

eBook Admin: Find License Information

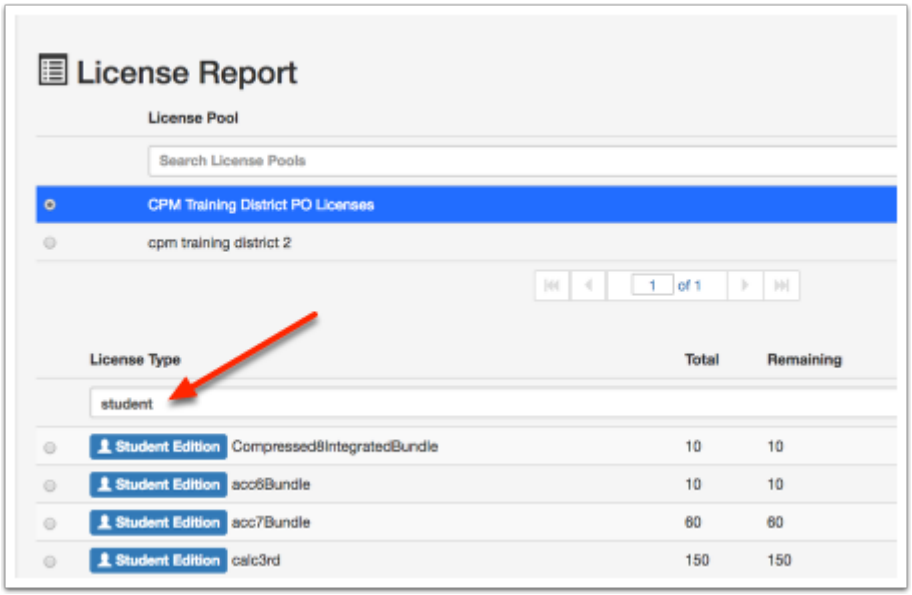
The License Report has a lot of valuable information to help the eBook Admin problem solve issues. Not only are all of the license counts available, but all users who have been assigned each license including the expiration date of the license are displayed. You can also find the POs associated with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

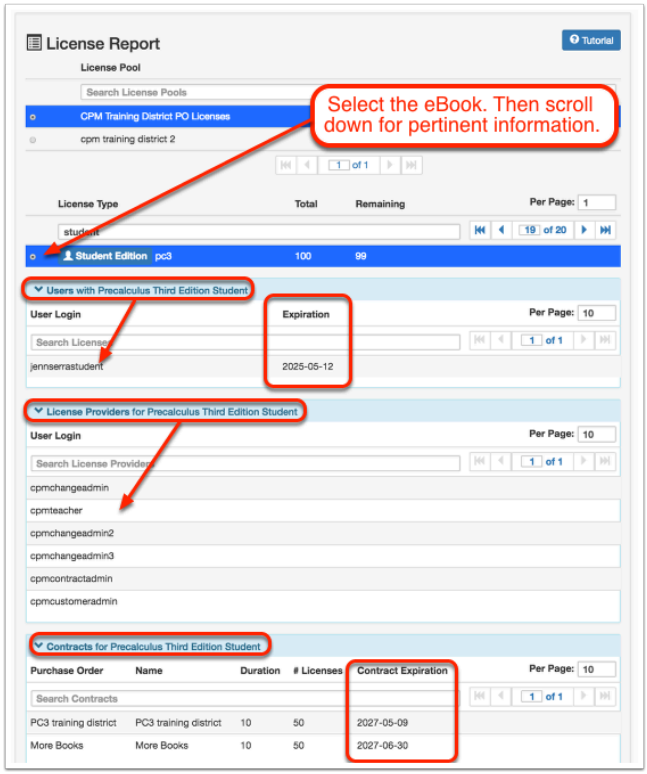


2. Filter by adding key words in the search box.

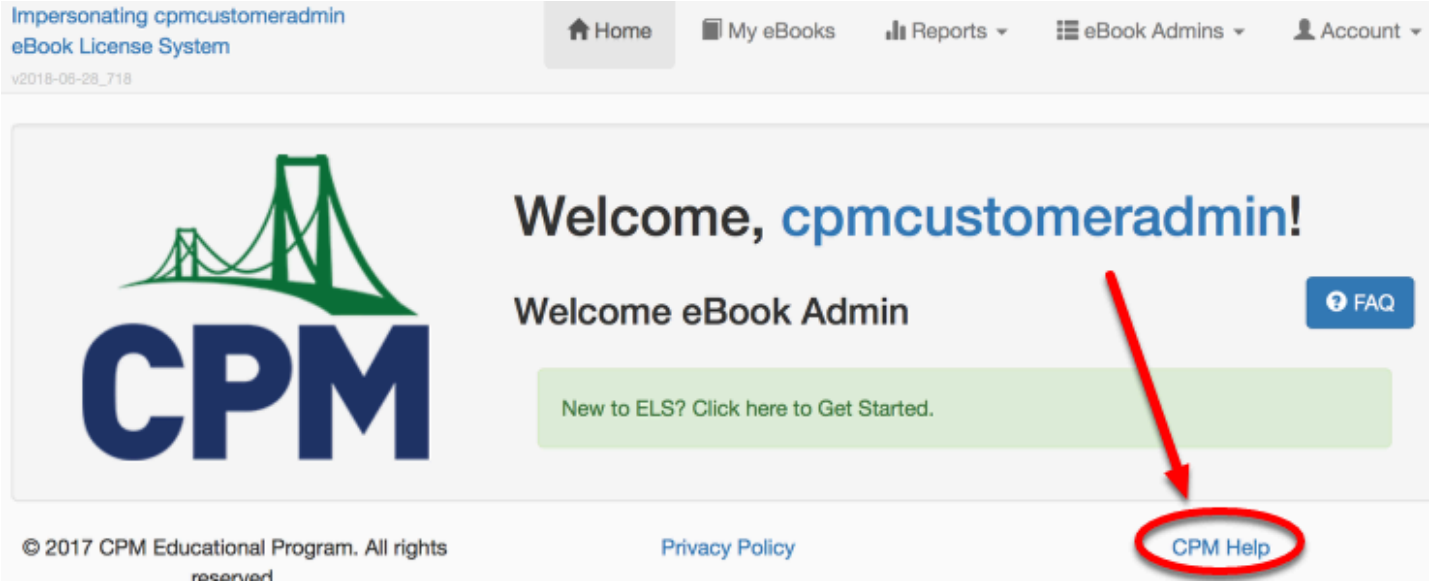


3. Click on a license type. Then scroll down to view 3 categories of info:

- 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.



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.

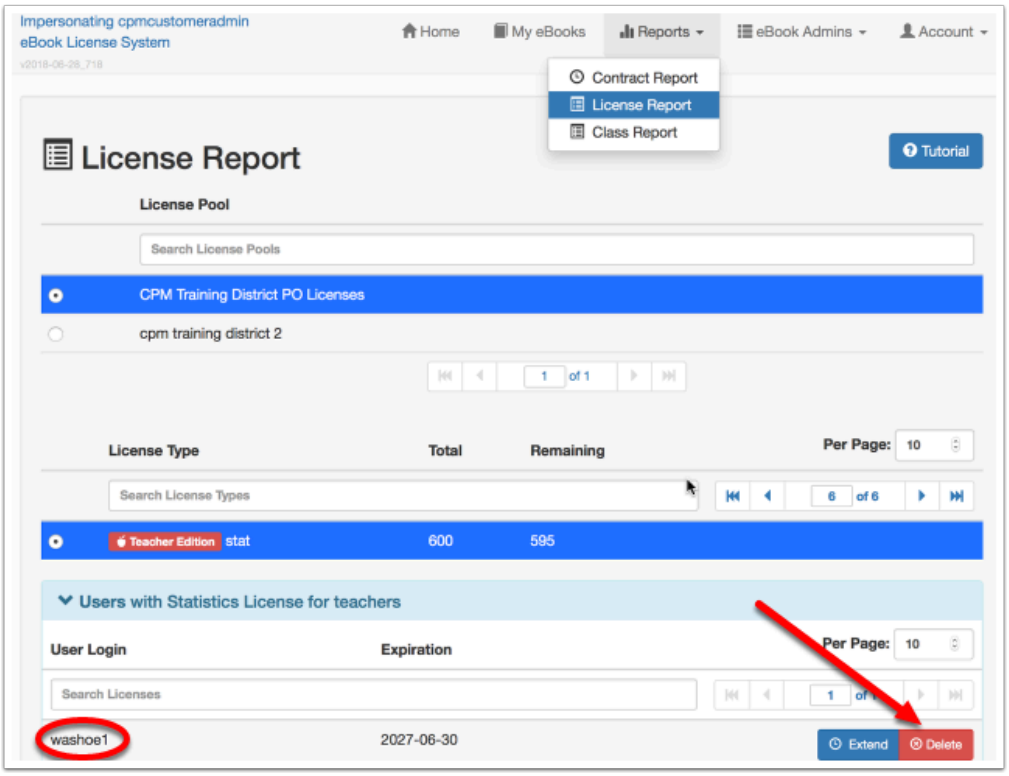
Click the arrow at the right for directions to remove a user's license from the following pages:

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

[Remove an eBook License from a Teacher Account]

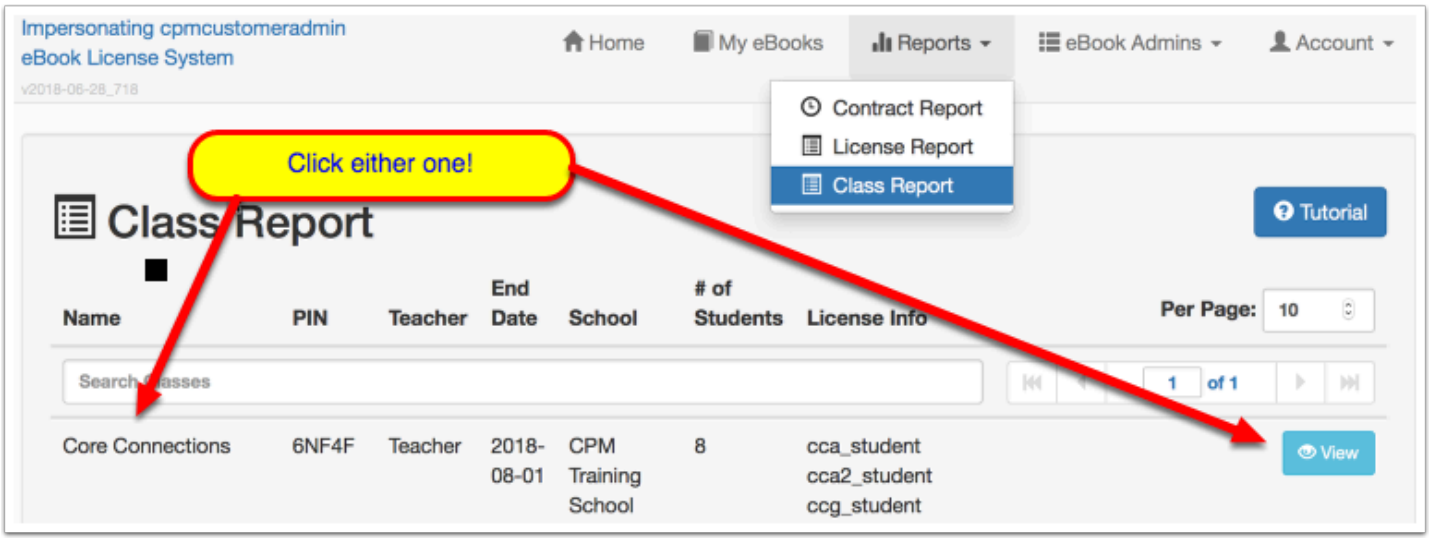
1. From the 'License Report' page (teacher licenses only):

- 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.

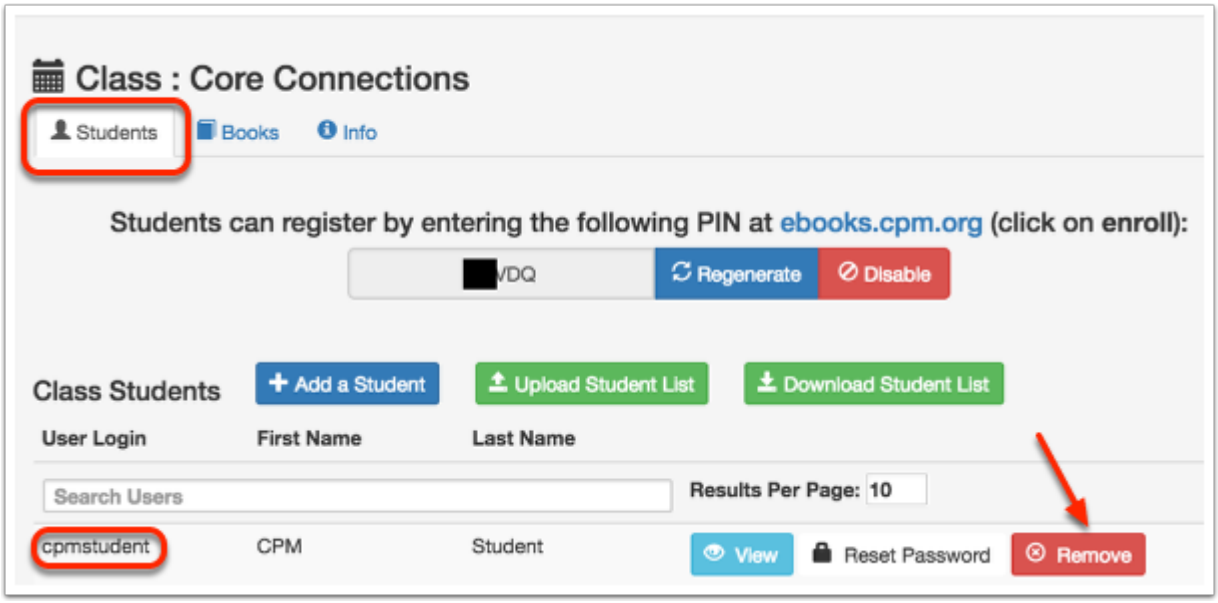


2. From the 'Class Report' page (student licenses only):

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

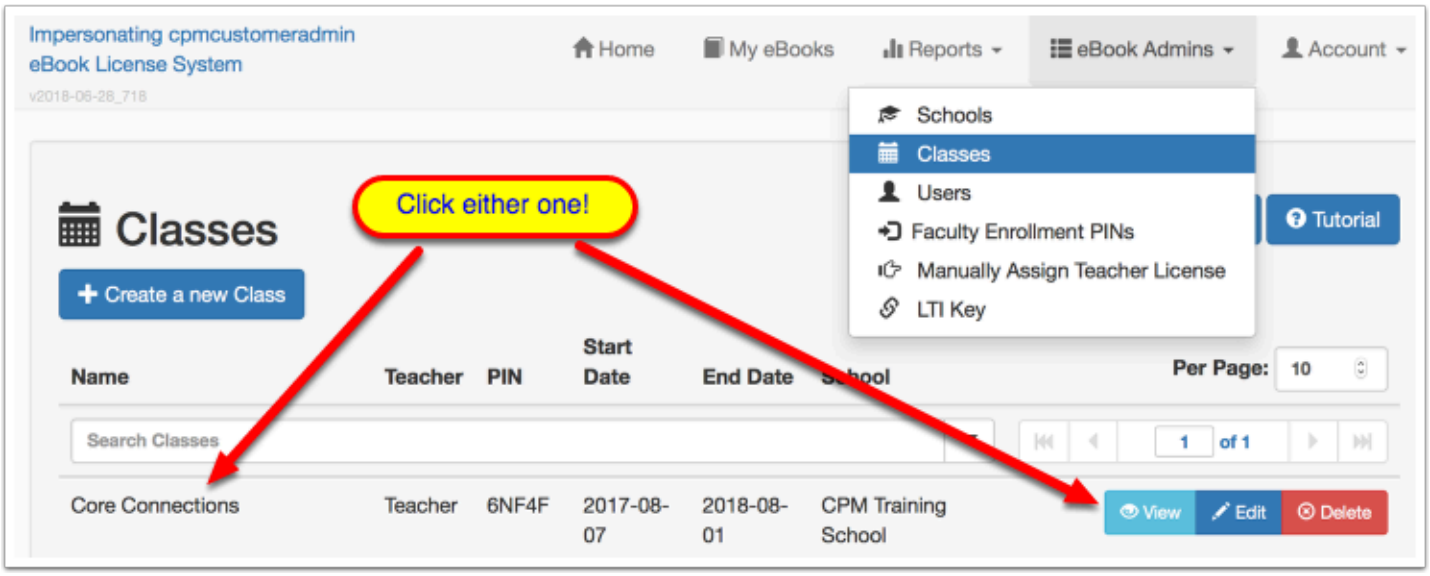


- In the 'Students' tab, find the student.
- Click the 'Remove' button to remove the student from the class and the license from the student.
- NOTE: Removing a student from a class does not delete the student from the district/school. It merely means the student no longer has access to the class eBooks.

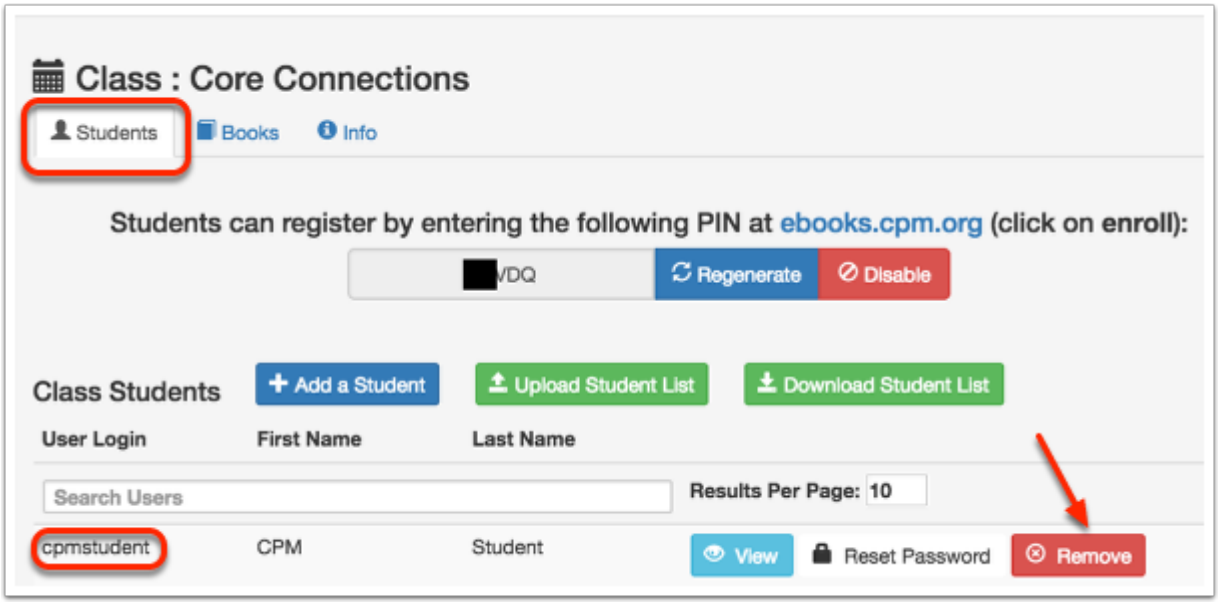


3. From the 'Classes' page (student licenses only):

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

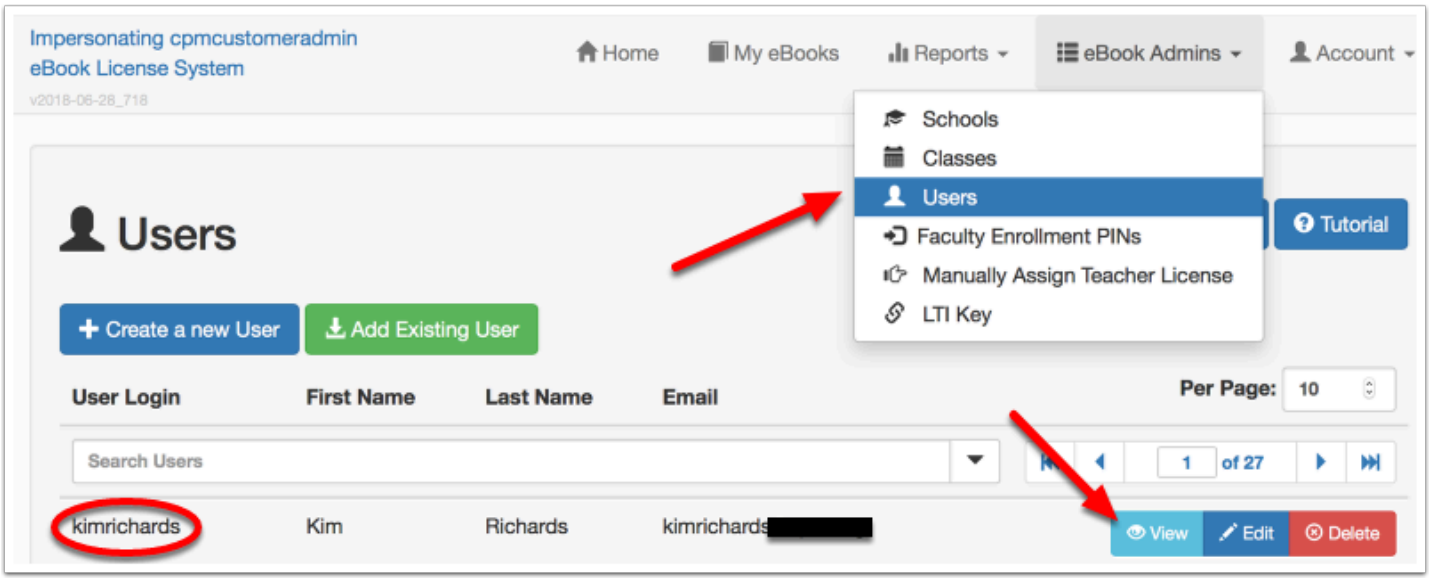


- In the 'Students' tab, find the student.
- Click the 'Remove' button to remove the student from the class and the license from the student.
- NOTE: Removing a student from a class does not delete the student from the district/school. It merely means the student no longer has access to the class eBooks.

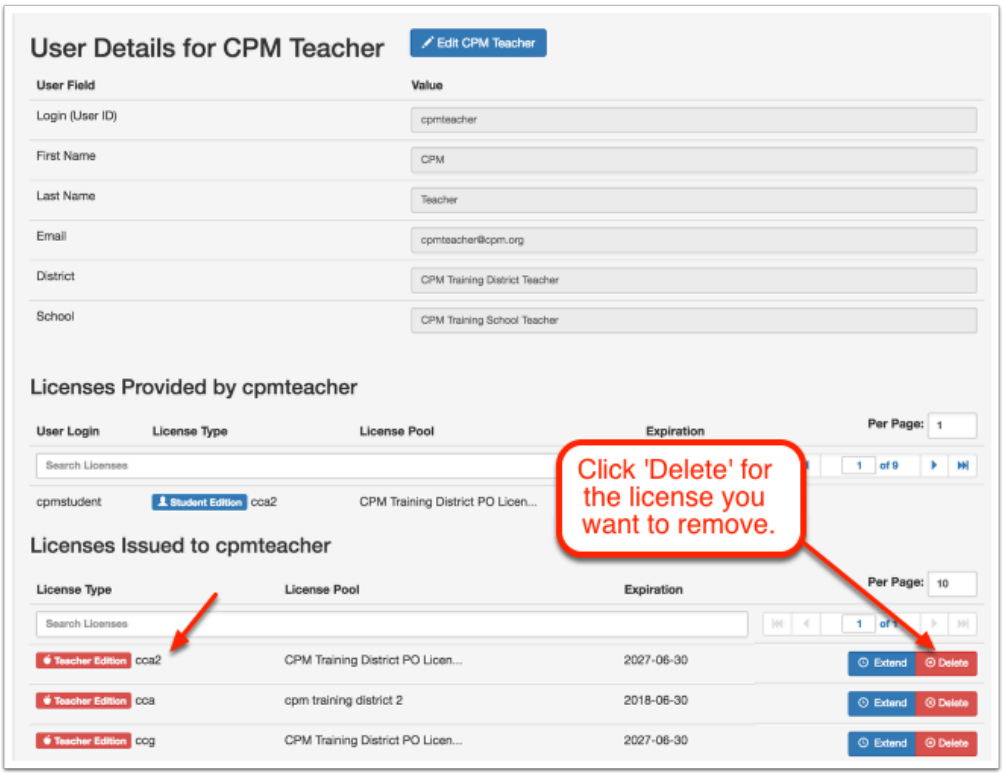


4. From the 'Users' page (teacher licenses only):

- Select 'Users' from the 'eBook Admins' menu.
- Find the user.
- Then click 'view' at the right of the teacher's name.

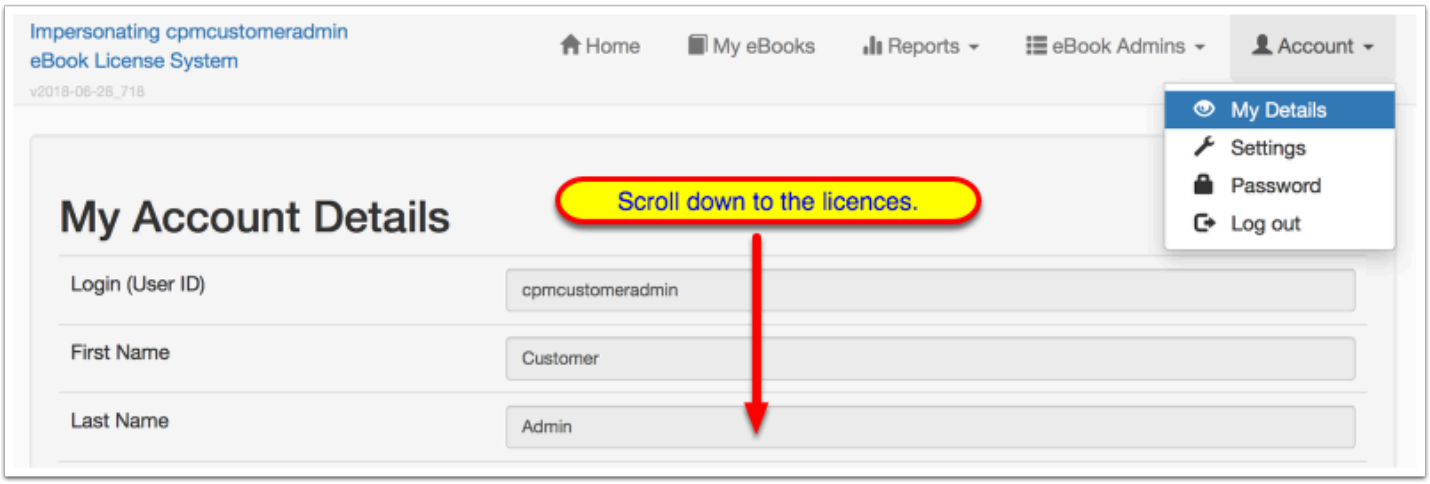


- Scroll down to 'Licenses Issued to <User>'.
- Click the 'Delete' button.



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.

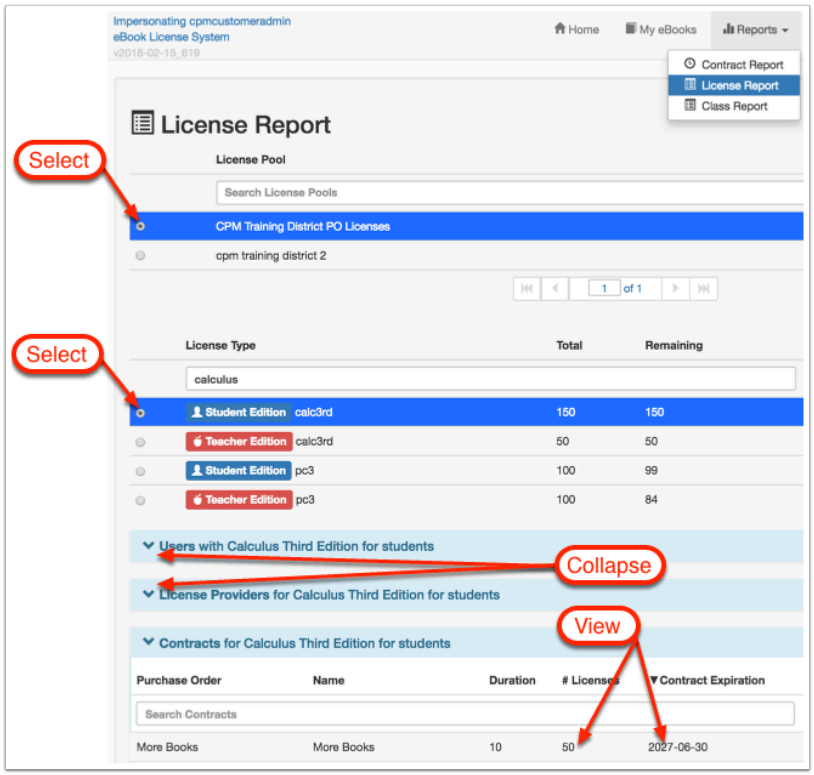

Impersonating cpmcustomeradmin
eBook License System
v2018-08-28_718
Home
My eBooks
Reports
eBook Admins
Account
My Details
Settings
Password
Log out
My Account Details
Scroll down to the licences.
Login (User ID)
cpmcustomeradmin
First Name
Customer
Last Name
Admin

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.

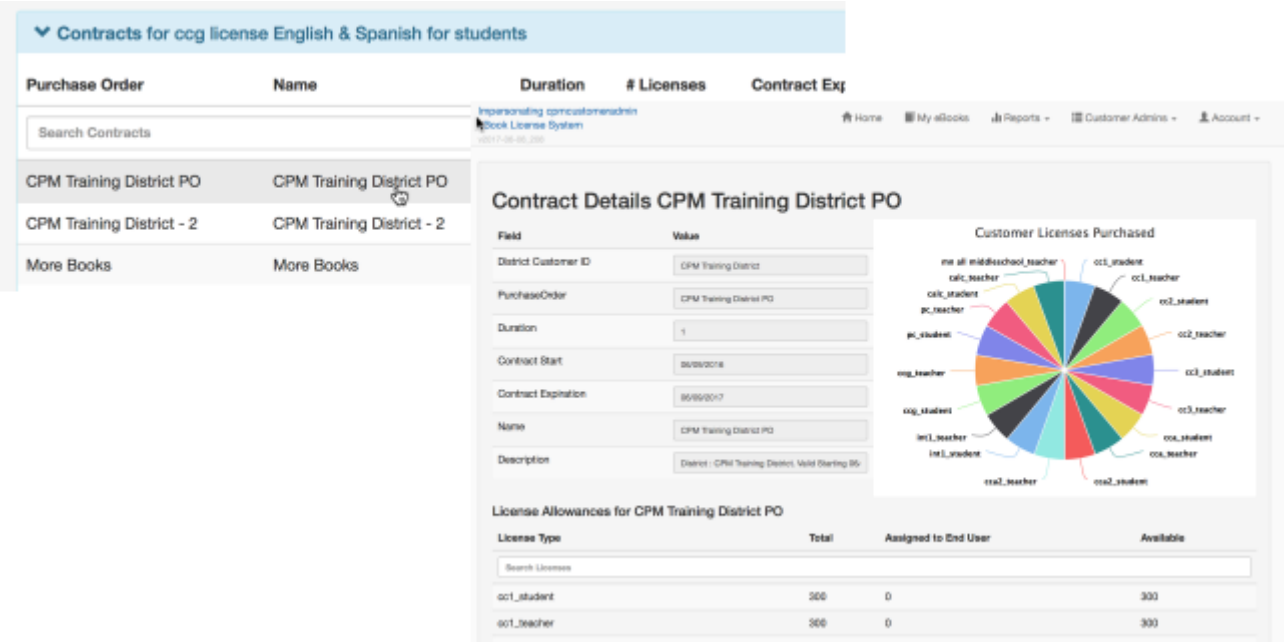
- Search for a particular license
- Select the License Pool (If there is more than one)
- Select the radial button in front of the license name.
- Collapse the 'Users' and 'License Providers' foldable arrow to view the 'Contracts' more easily.
- View the number of licenses from the various contracts.



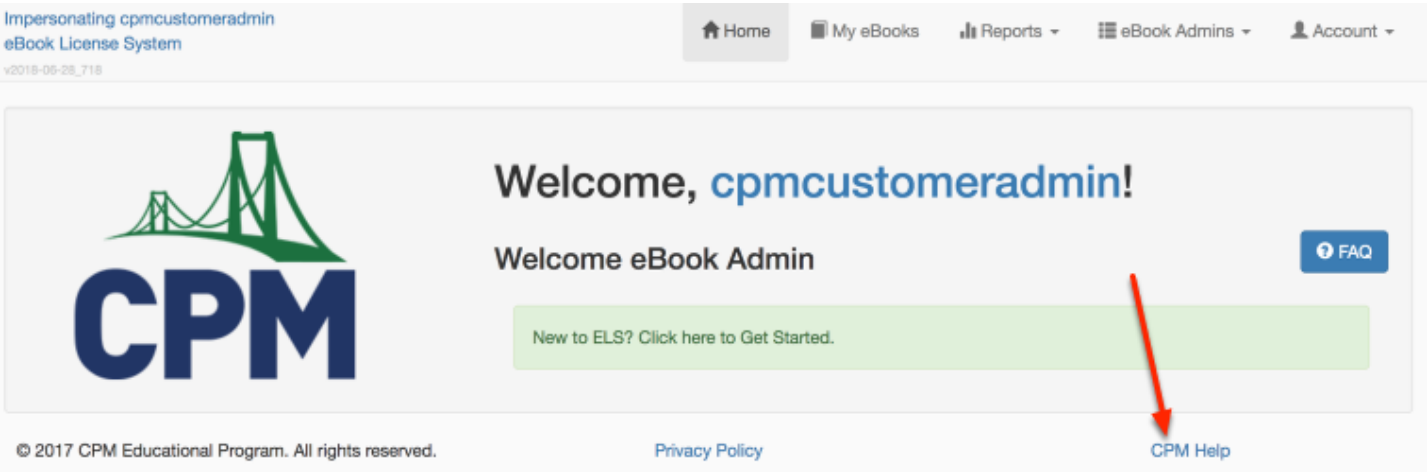
2. Click any contract to get additional information.

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.



3. Report any discrepancies on license counts.



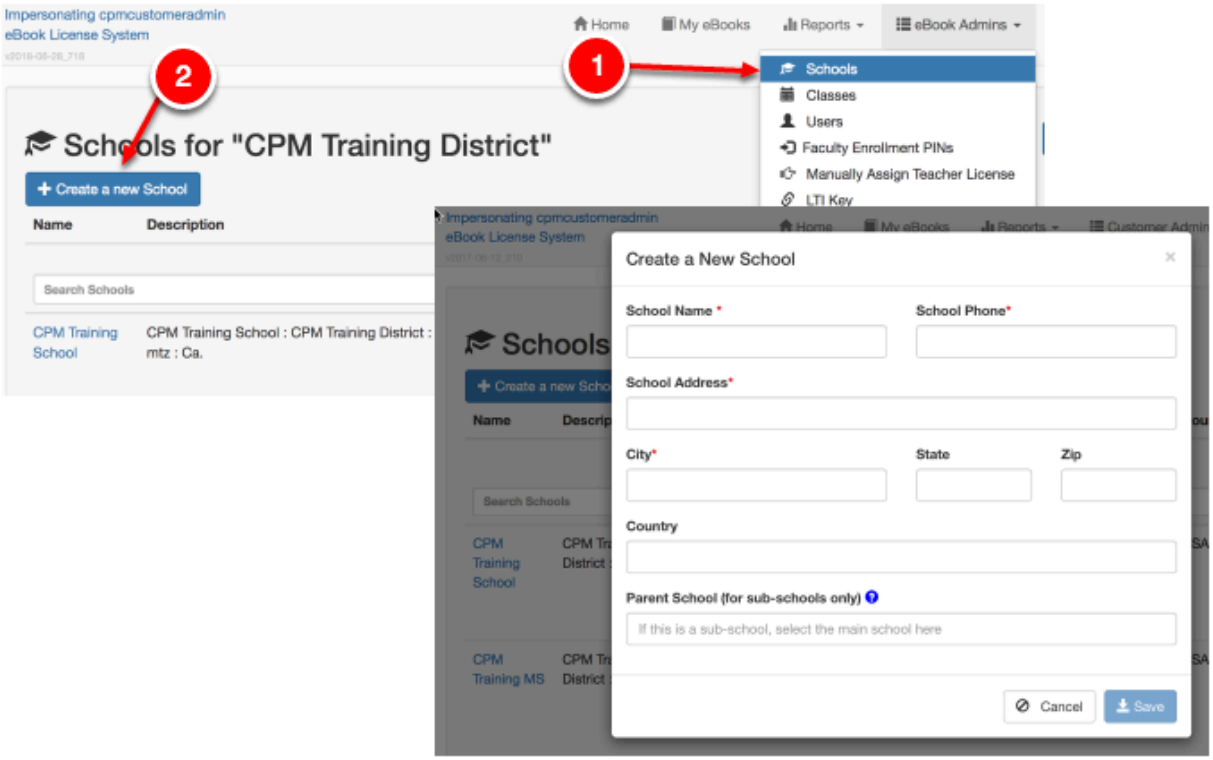
ELS eBook Admin Role - Schools

eBook Admin: Create a New School

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

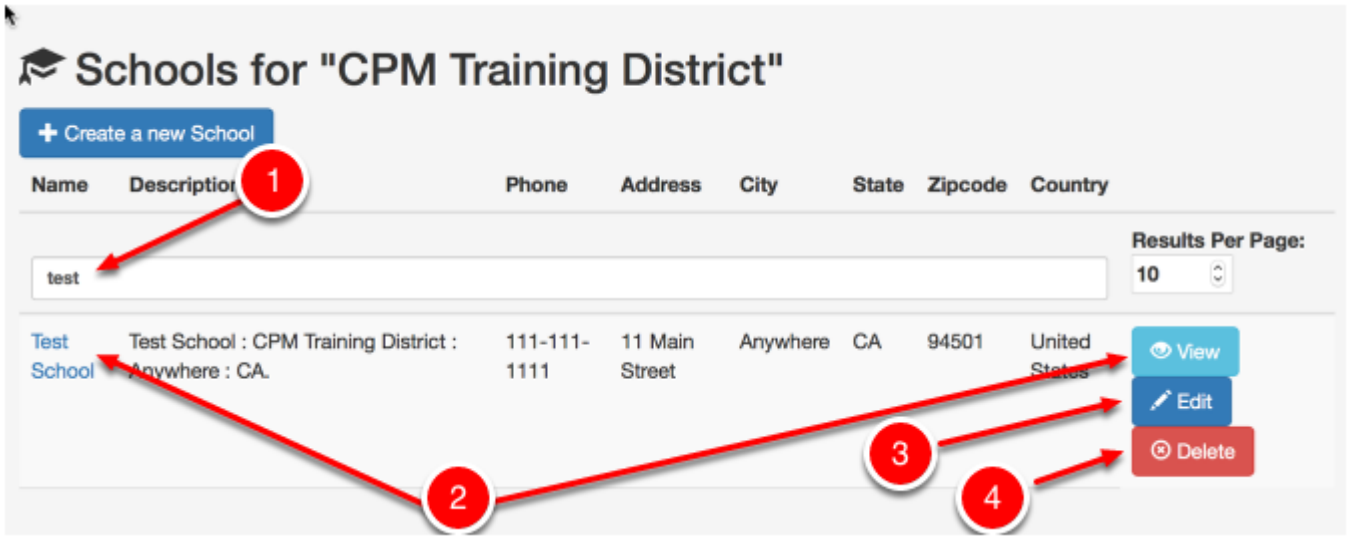
1. Complete the 'Create a new School' form.

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



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.

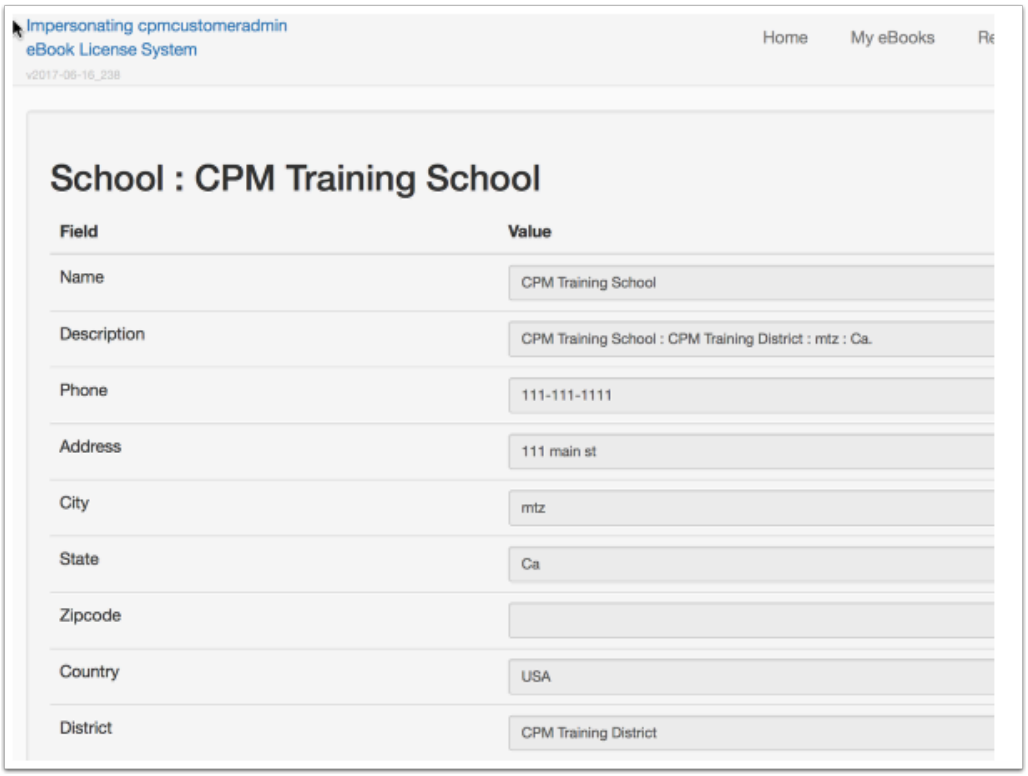

Schools for "CPM Training District"
Create a new School
Name
Description
Phone
Address
City
State
Zipcode
Country
Results Per Page:
10
test
Test School
Test School : CPM Training District : Anywhere : CA.
111-111-1111
11 Main Street
Anywhere
CA
94501
United States
View
Edit
Delete
1
2
3
4

eBook Admin: View Schools

This article describes information available on a particular school.

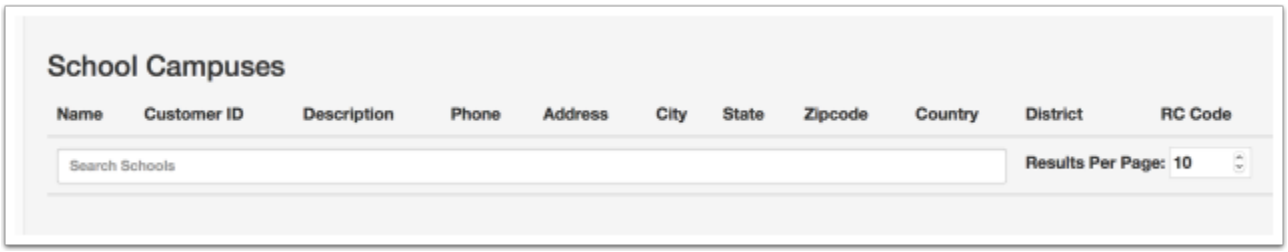
Find School Information

The school information is in the first section!



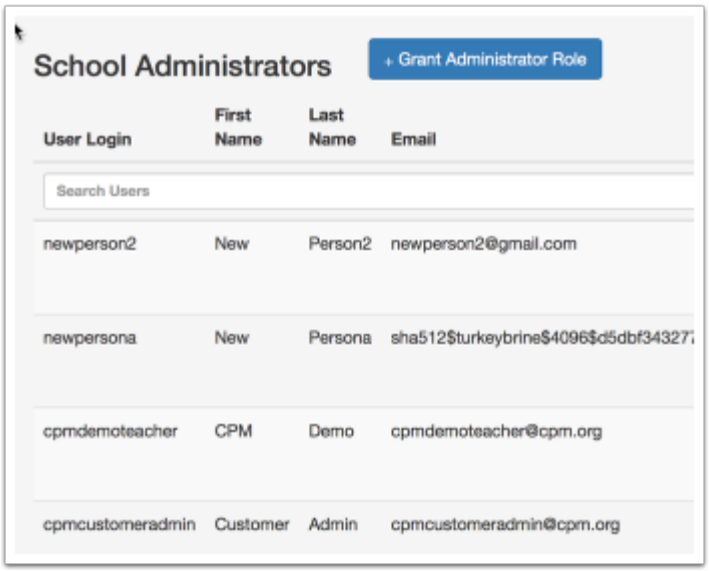
School Campuses

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



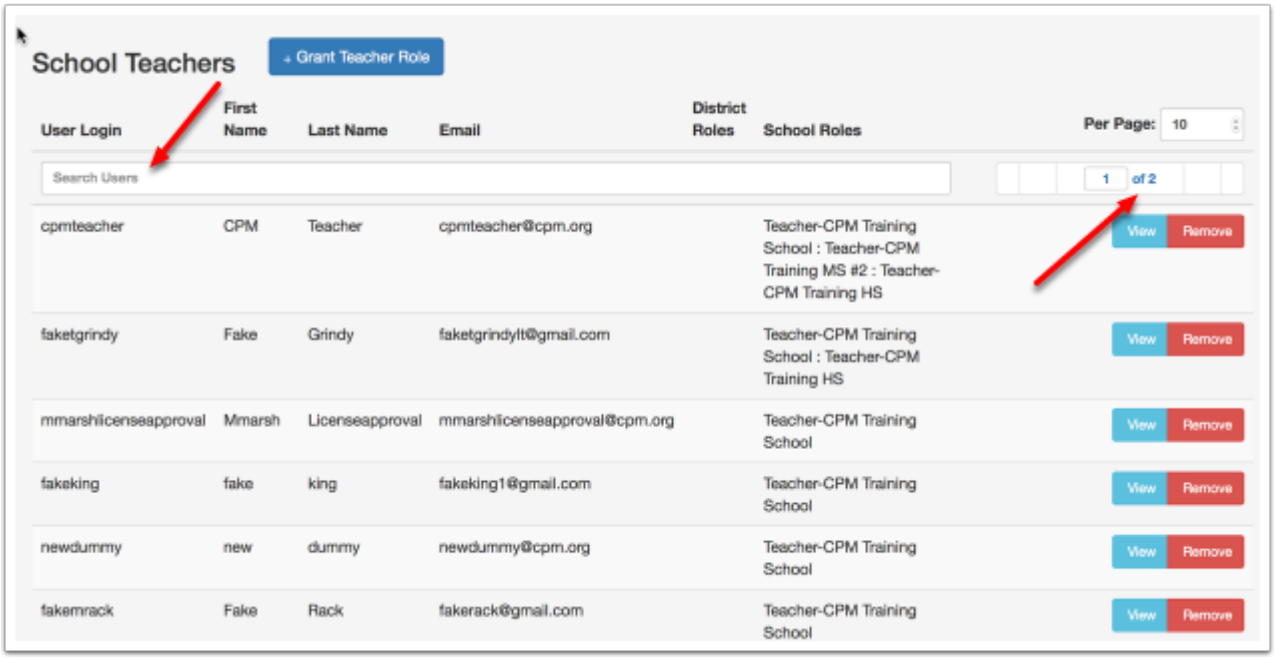
School Administrators

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

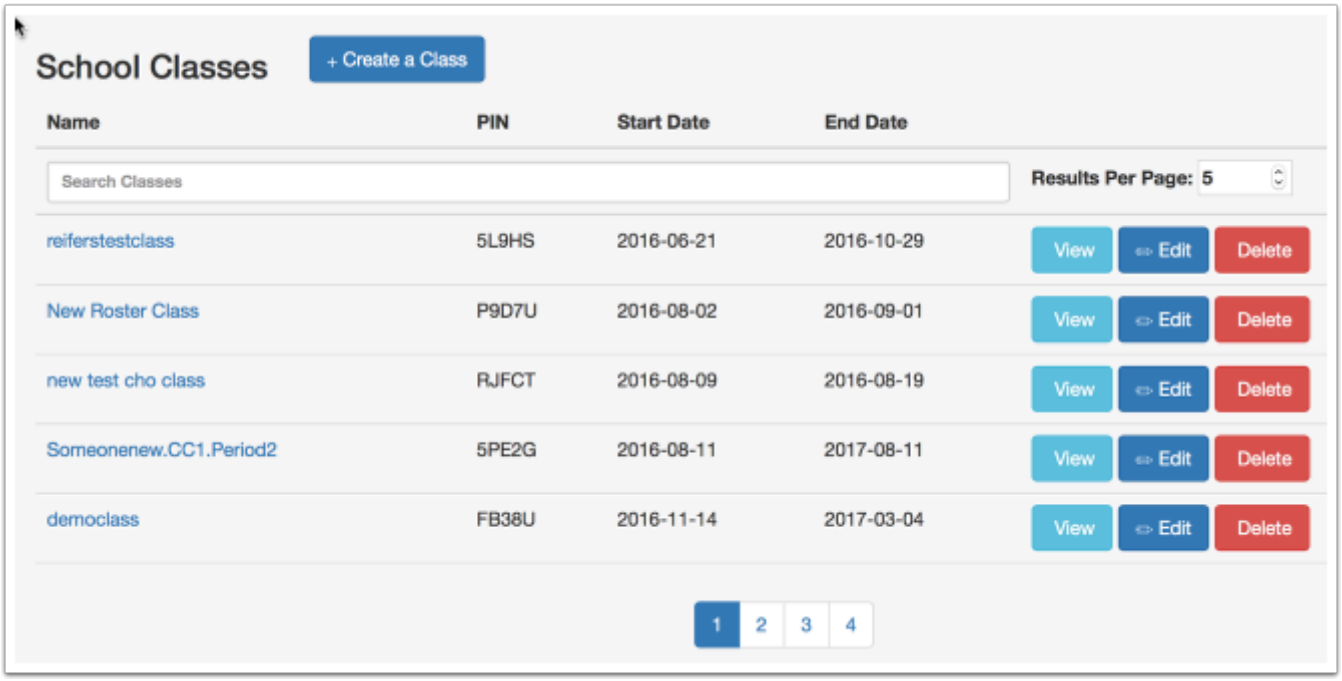


School Teachers

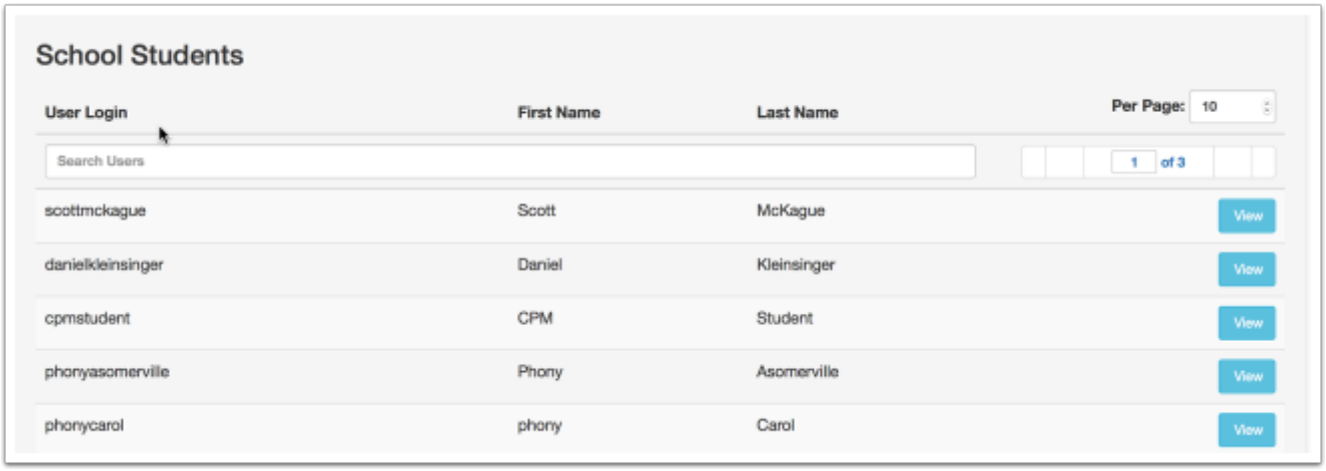
- All teachers associated with the school will be listed.
- Check the number of tabs to click through or use the filter to find a particular teacher.



School Classes



School Students



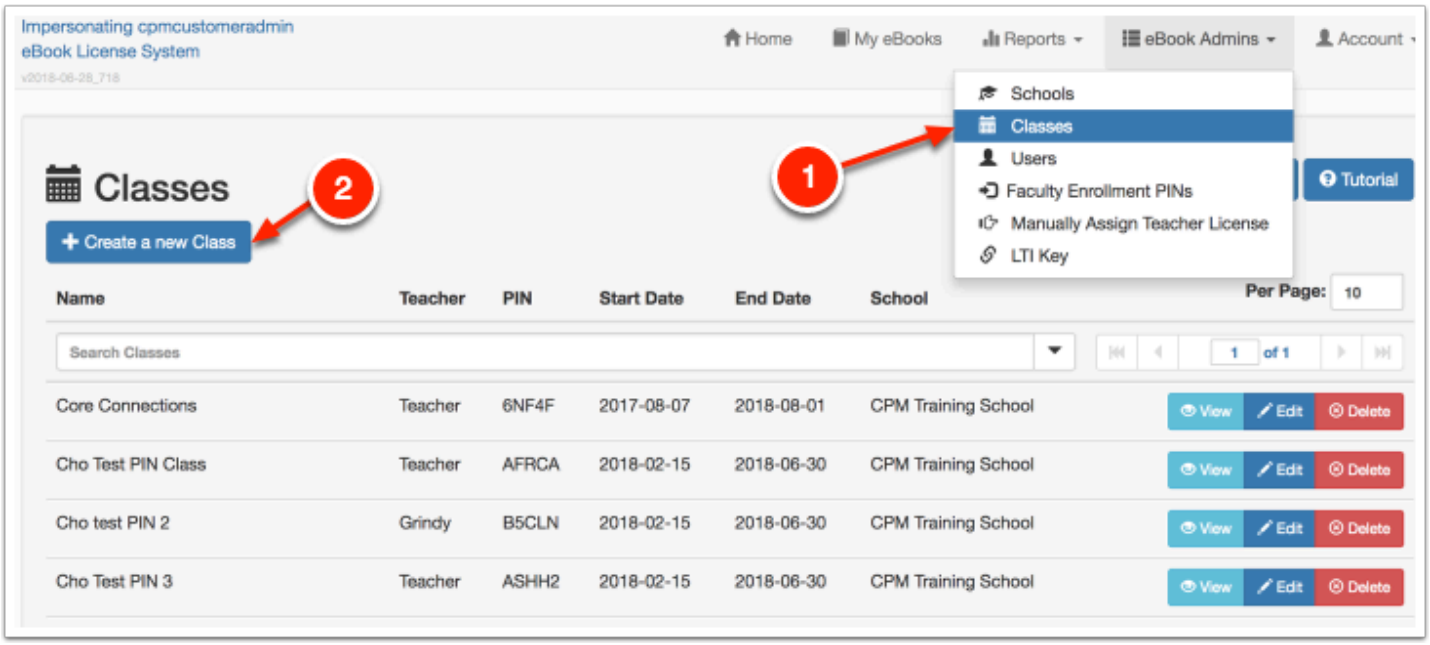
ELS eBook Admin Role - Classes

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.

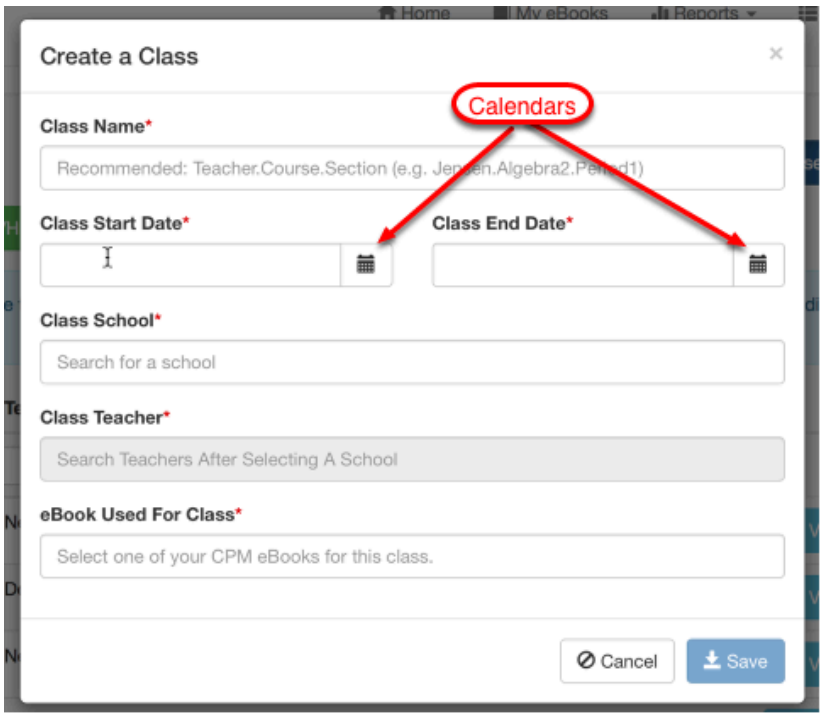
1. Under 'eBook Admins':

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



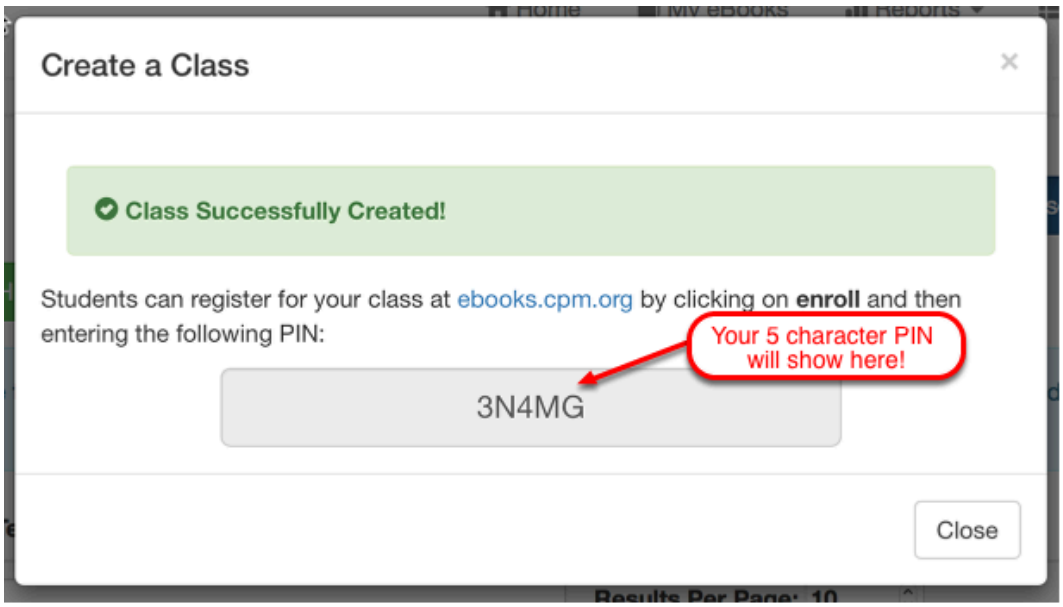
2. Click the BLUE button 'Create a new Class'. Complete the form as described in notes below.

- 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.



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

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

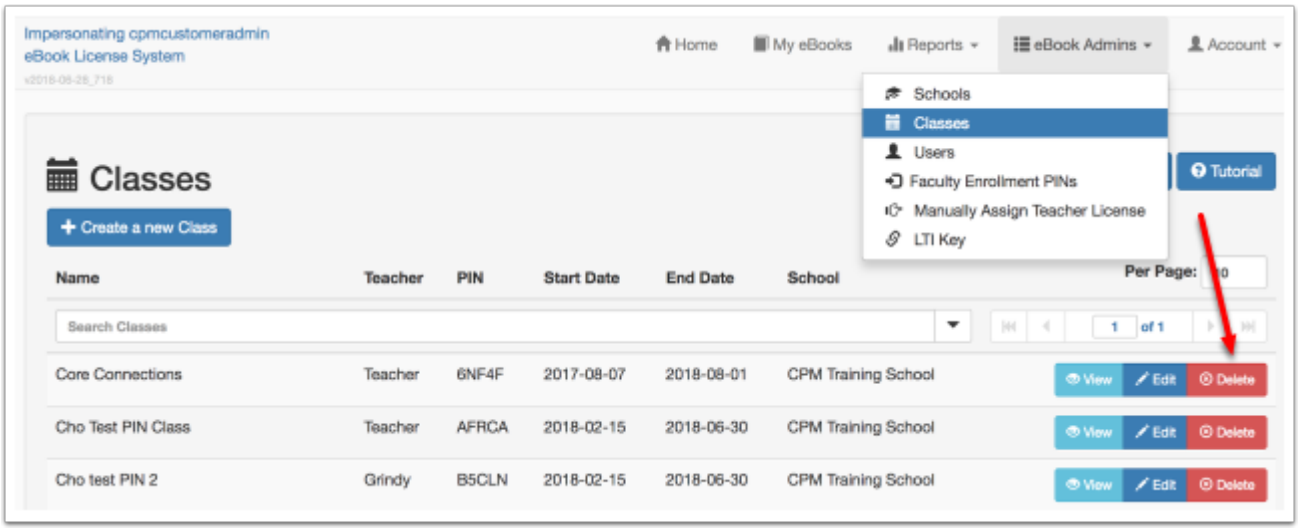


eBook Admin: Delete a Class

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

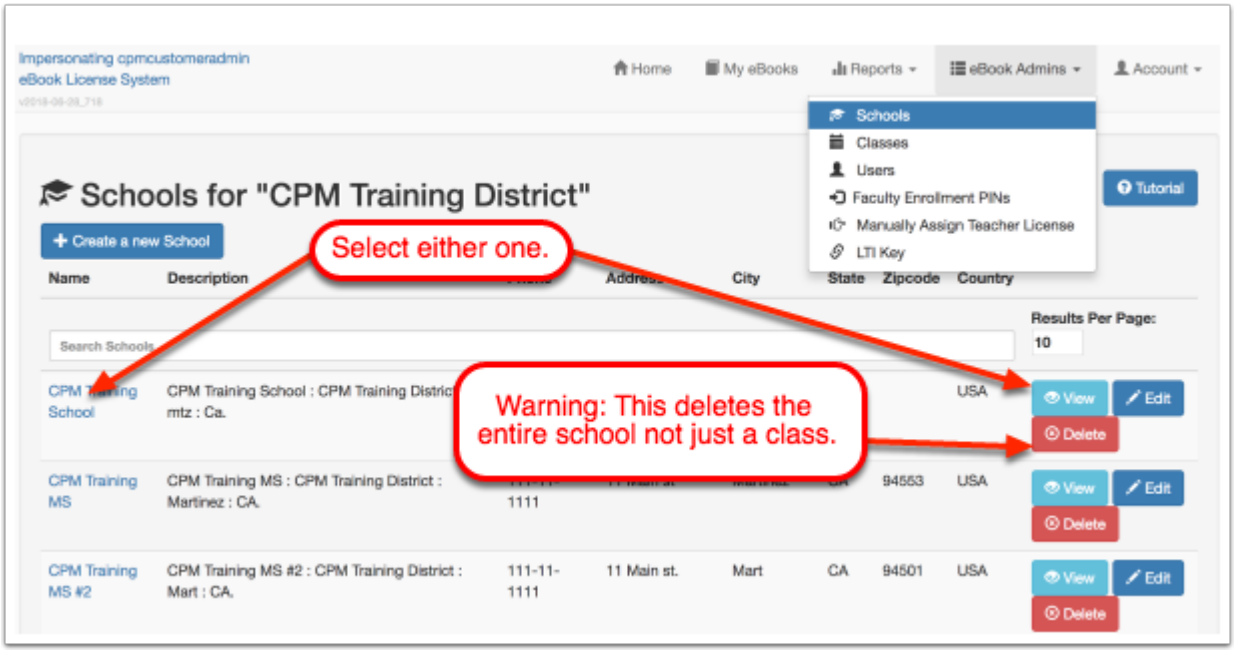
Delete a Class from the 'Classes' Page

- 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.

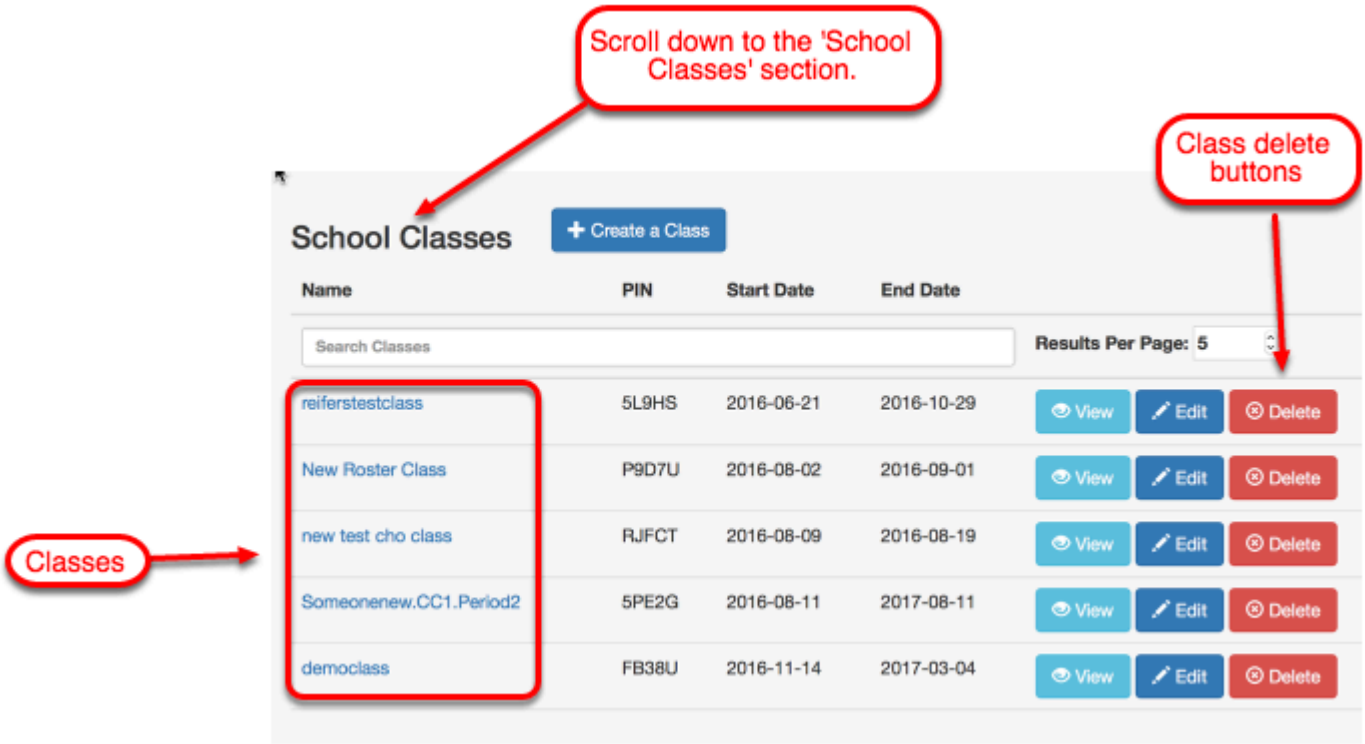


Delete a Class from the 'Schools' Page

- 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.



- 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.



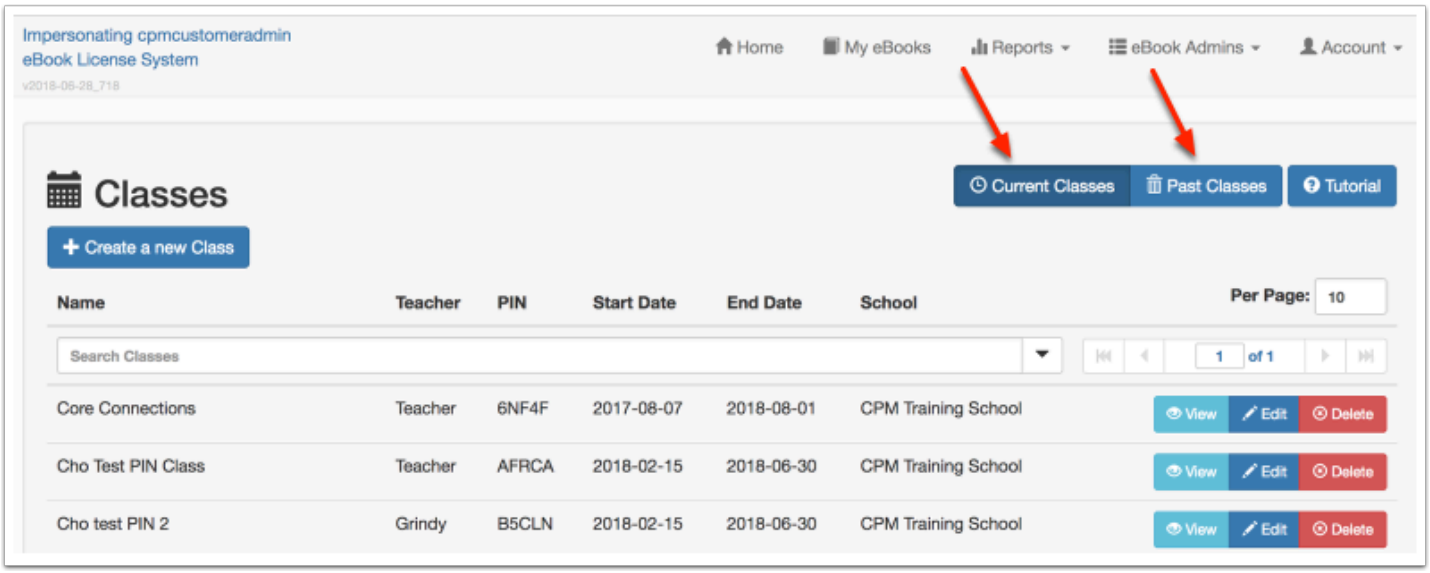
eBook Admin: Find Classes

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'

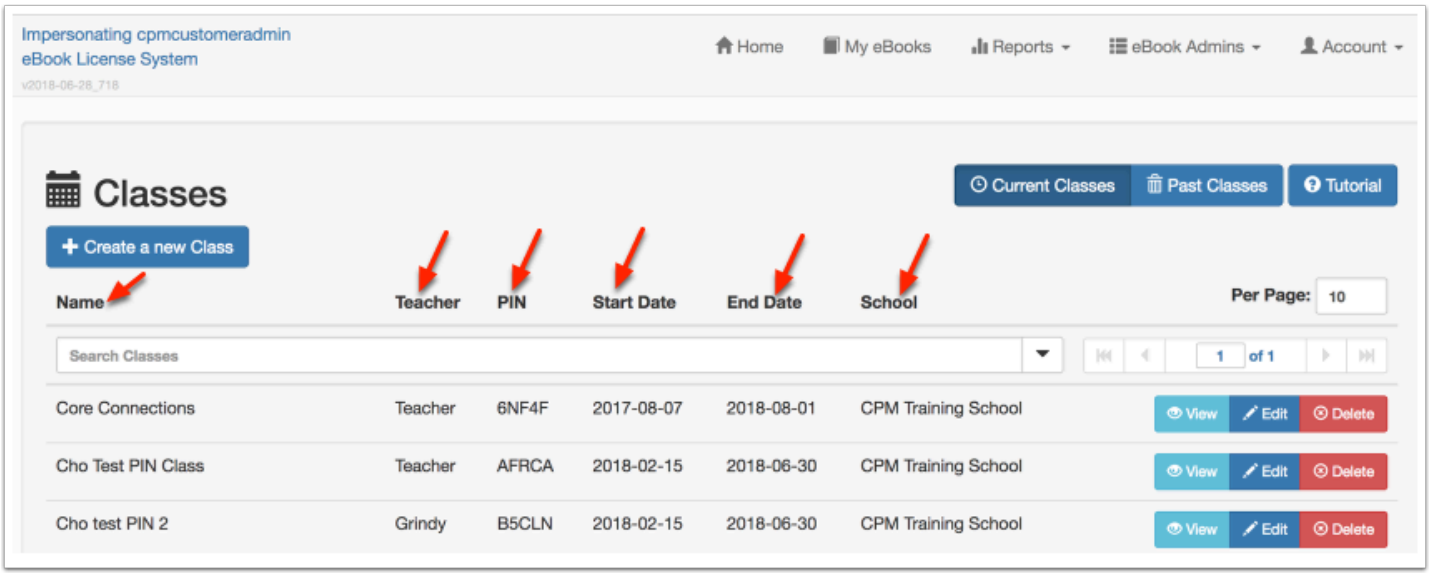
Find Current or Past Classes

- 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

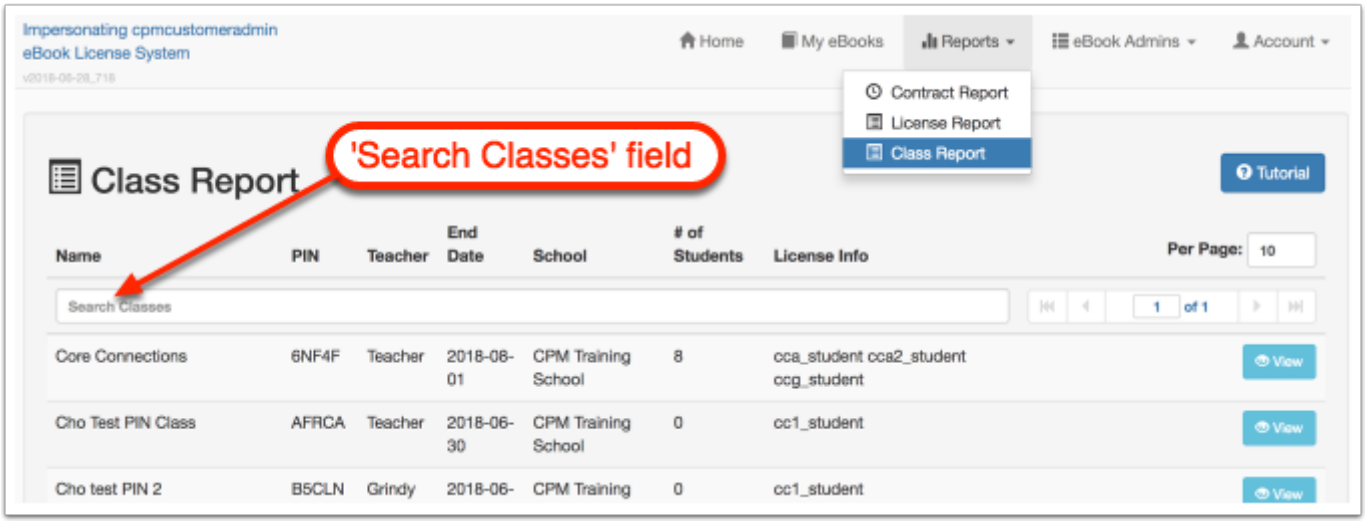
You can filter classes by the column headings Name, Teacher, PIN, Start Date, End Date or School by selecting the word. The triangle indicates which column is being sorted as well as the direction i.e. A to Z or Z to A.



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

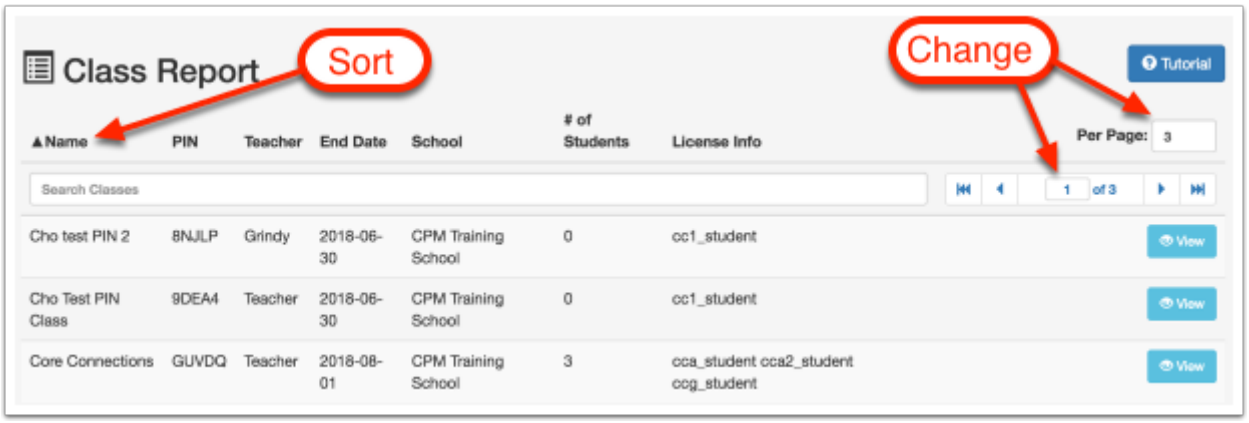
1. Use the search to filter the results.

- 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.



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.



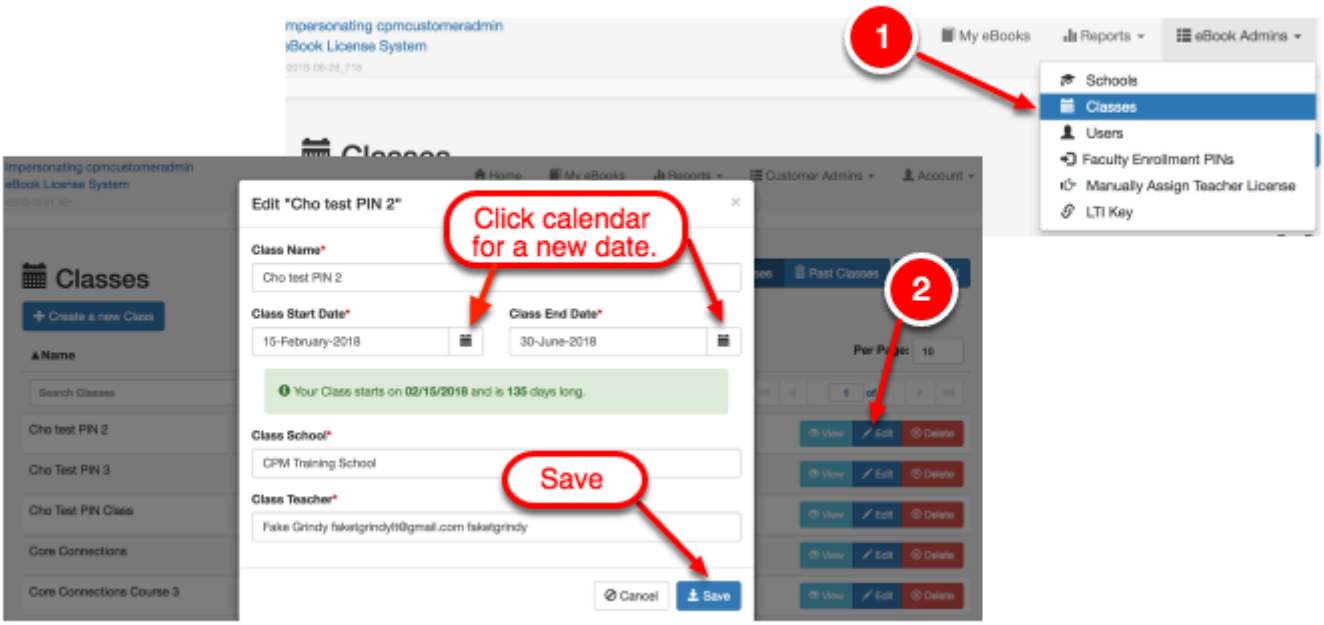
3. If you know the PIN, filter by the PIN code.

eBook Admin: Edit a Class

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

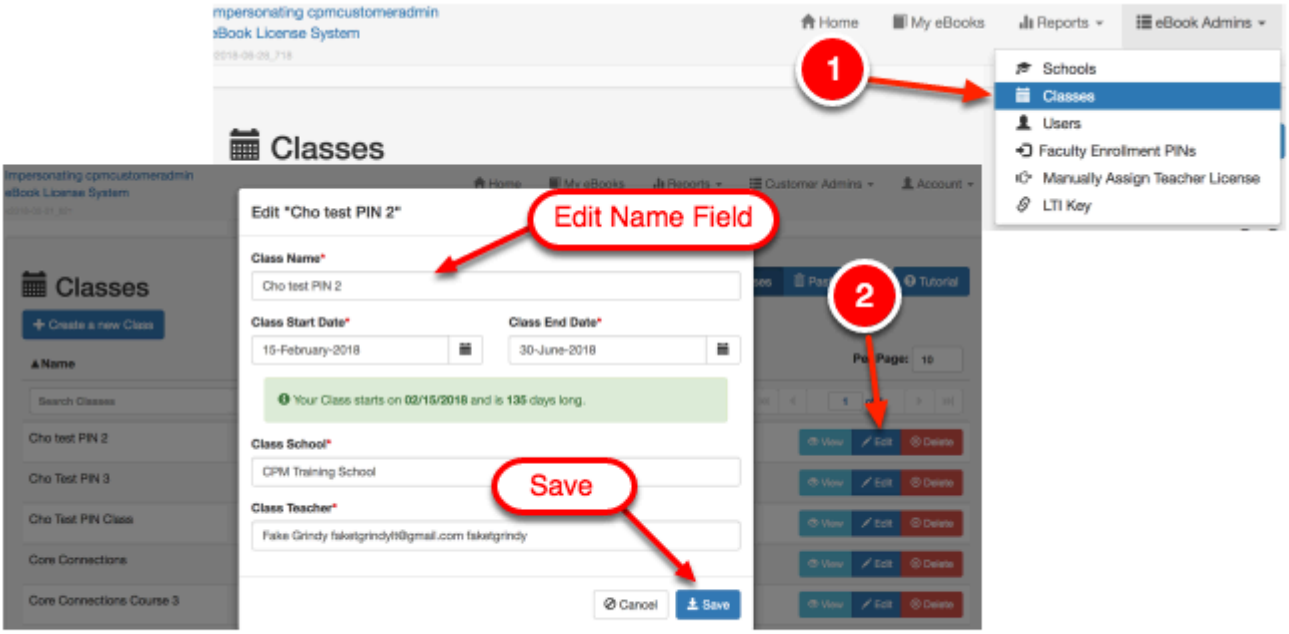
Change the End Date of a Class

- 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'.



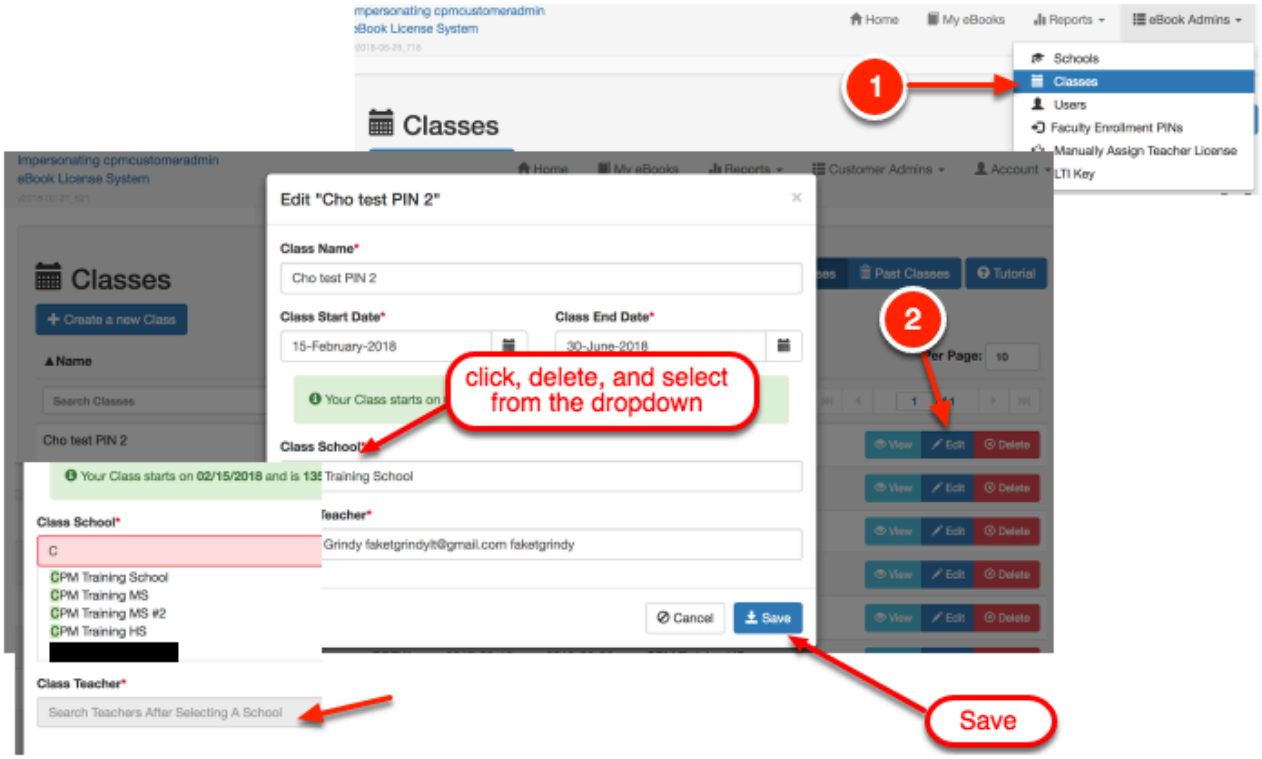
Change the Class Name

- 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'.



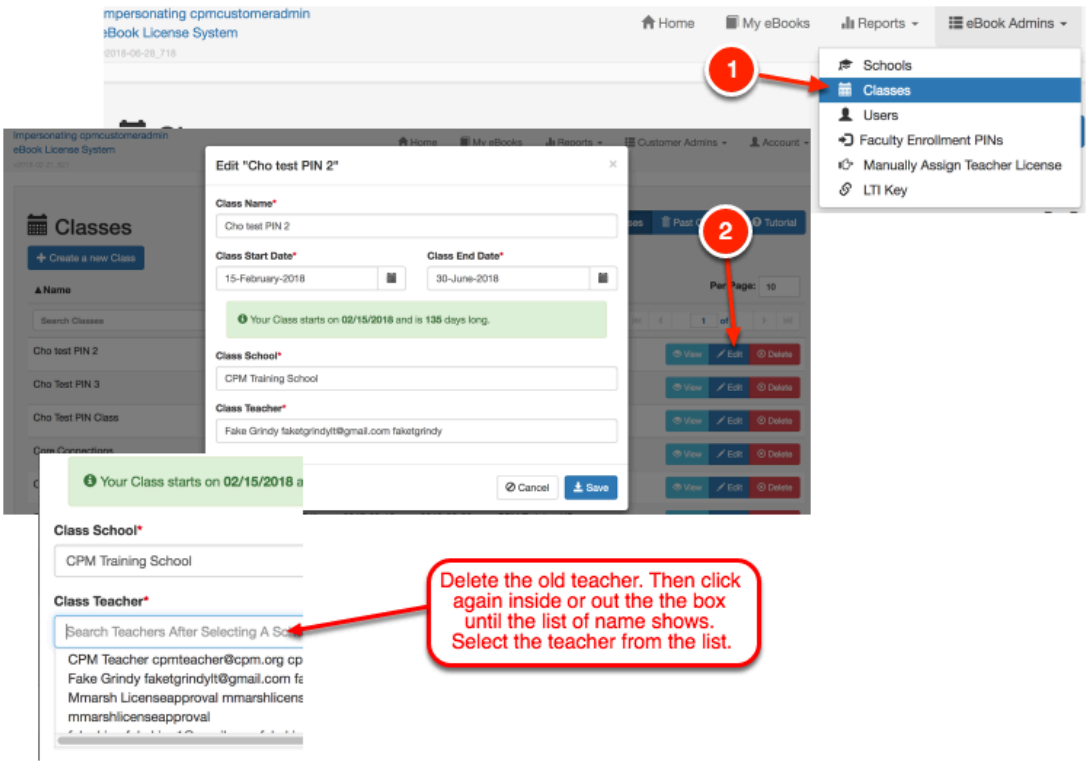
Change the Class School

- 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'.



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'.

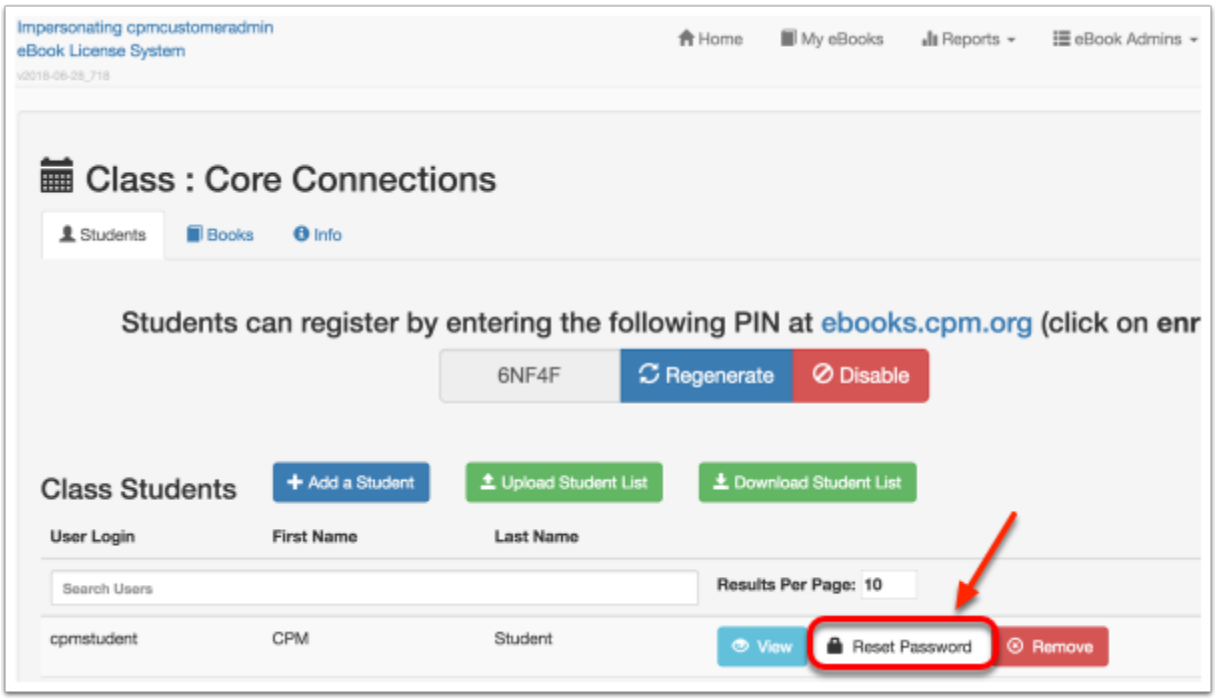

Home
My eBooks
Reports
eBook Admins
1
Schools
Classes
Users
Faculty Enrollment PINs
Manually Assign Teacher License
LTI Key
2
Edit "Cho test PIN 2"
Class Name*
Cho test PIN 2
Class Start Date*
15-February-2018
Class End Date*
30-June-2018
Your Class starts on 02/15/2018 and is 135 days long.
Class School*
CPM Training School
Class Teacher*
Fake Grindy faketgrindylt@gmail.com faketgrindy
Cancel
Save
Classes
Cho test PIN 2
Cho Test PIN 3
Cho Test PIN Class
Your Class starts on 02/15/2018
Class School*
CPM Training School
Class Teacher*
Search Teachers After Selecting A Sc
CPM Teacher cpmteacher@cpm.org cp
Fake Grindy faketgrindylt@gmail.com fa
Mmarsh Licenseapproval mmarshlicens
mmarshlicenseapproval
Delete the old teacher. Then click again inside or out the the box until the list of name shows. Select the teacher from the list.

eBook Admin: View Class - Student Tab

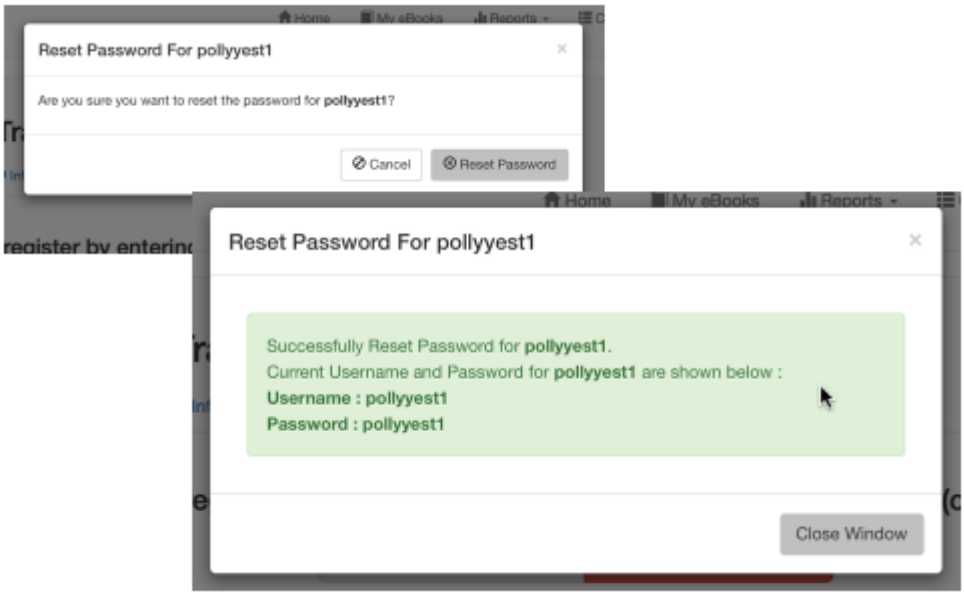
This articles describes all of the various features of a class found in the 'Student Tab'.

Change a Student's Password

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

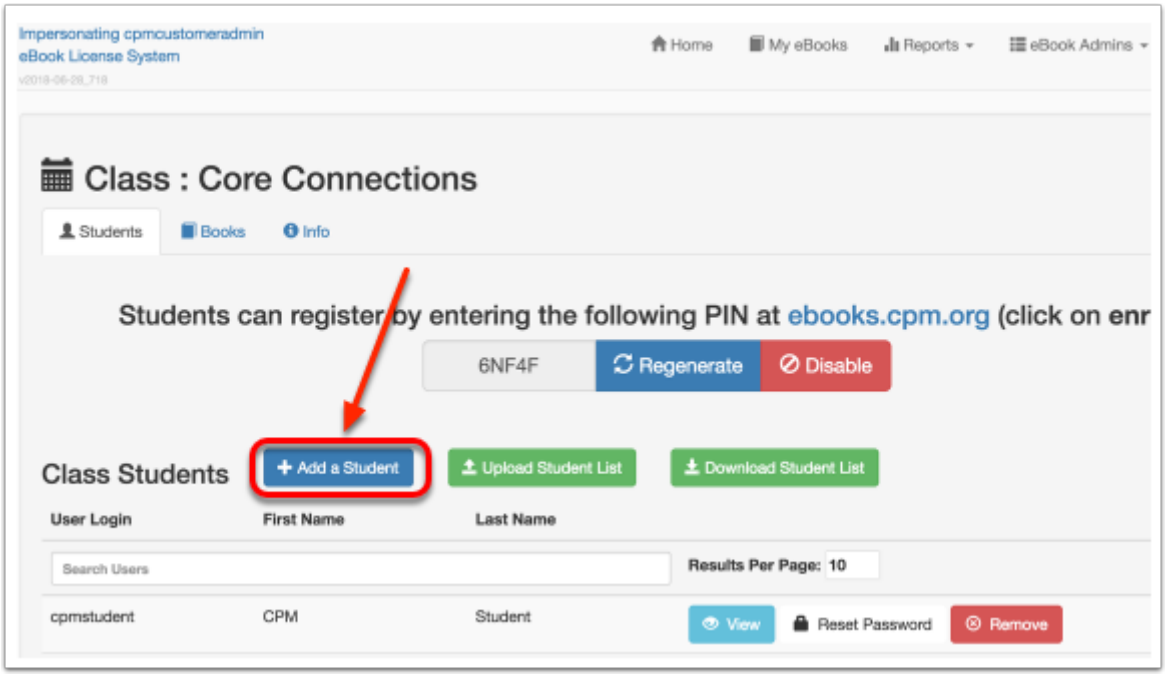


- Verify that you really want to reset the password by clicking 'Reset Password'.
- The password is always reset to the username. So it is easy for the teacher to tell the student that his username and password are now the same.
- When the student logs in again, he will be asked to reset his password.

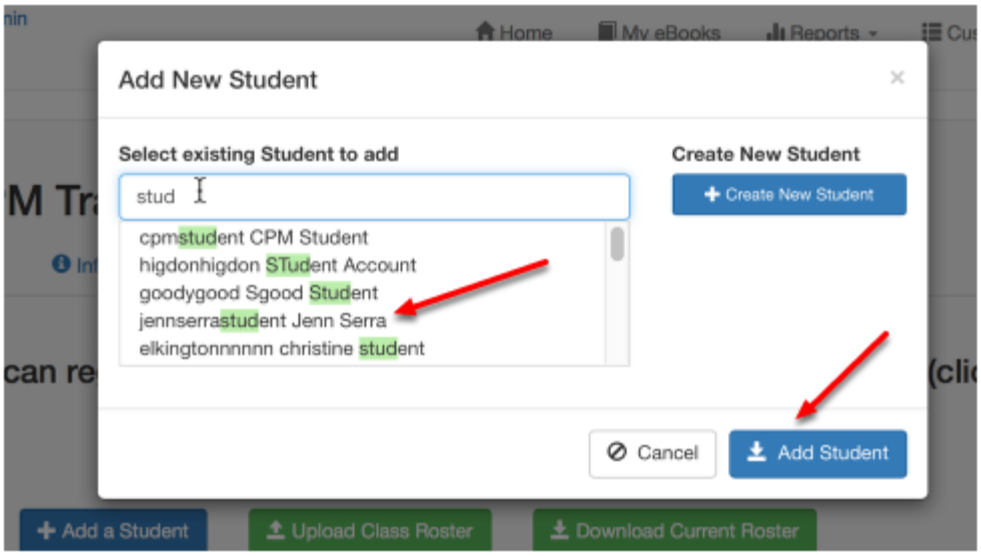


Add a Student

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.



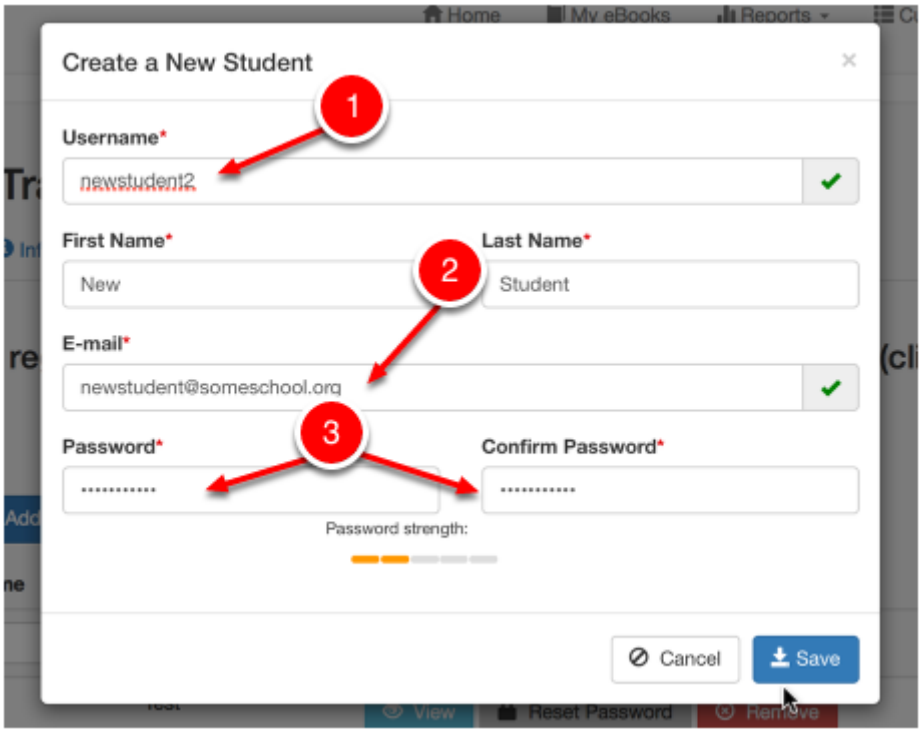
- If a student enrolled the previous year or transferred from another class at your school, he may already be in the system.
- Search for the student and select him from the list.
- Then click 'Add Student'. The student will receive all of the eBooks associated with the class.



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

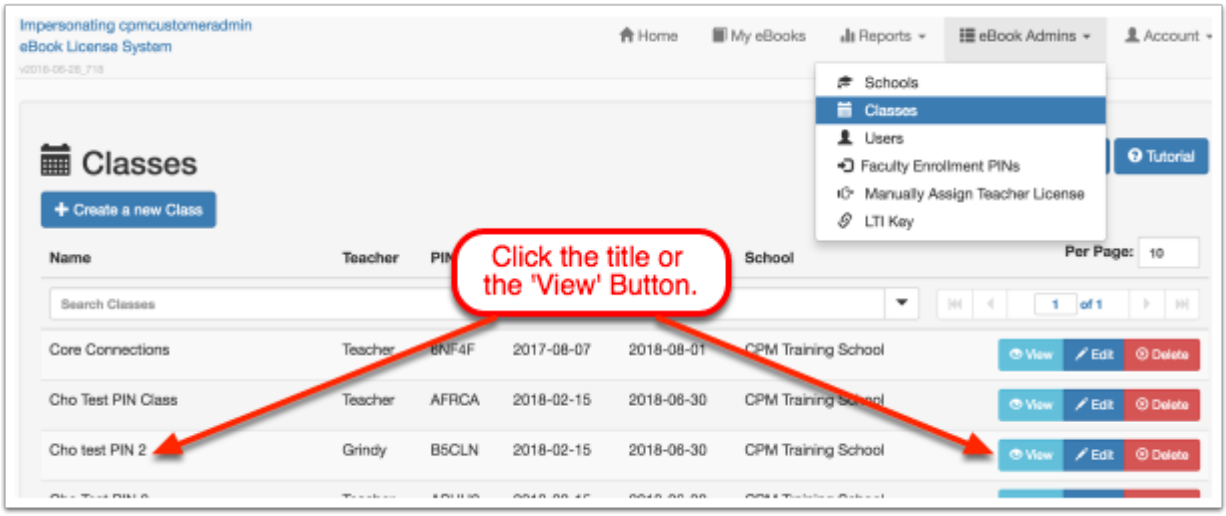
1. Select a username that is accepted by our system as indicated when the green check mark shows.
2. An email is required so that students can retrieve their passwords should they forget it. However, student emails are not kept in plain text in our system and are not retrievable. The green checkmark 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.

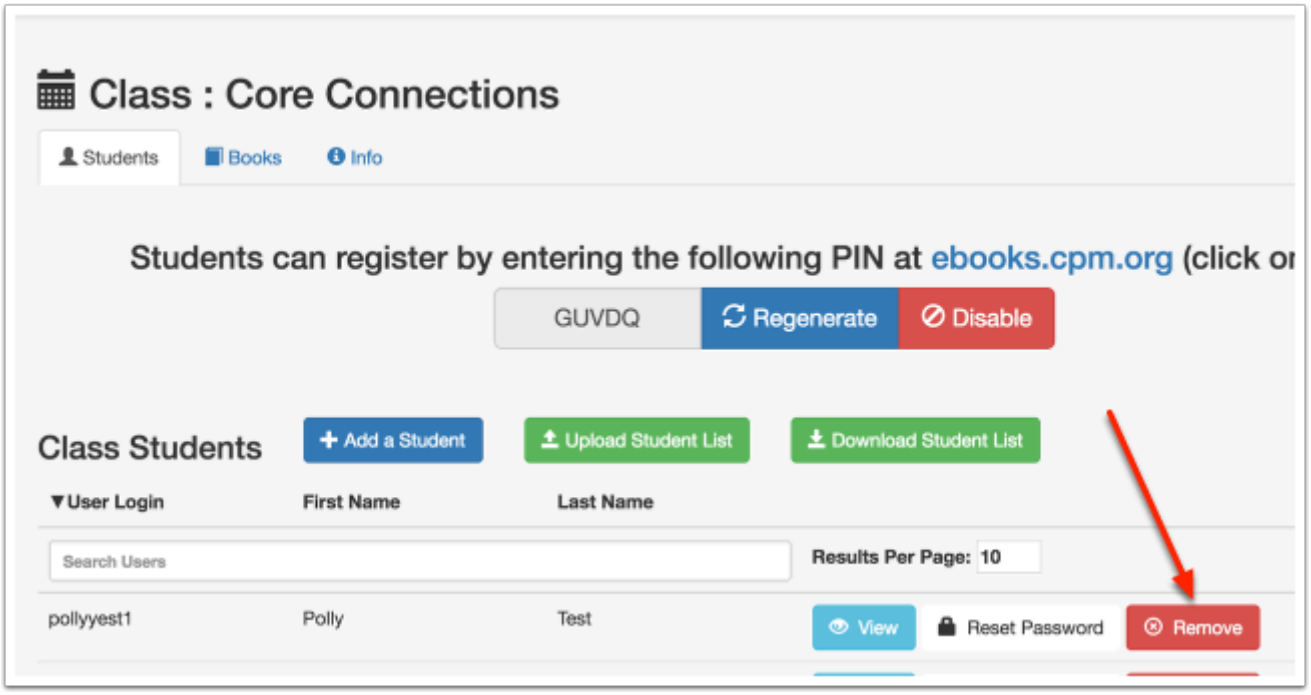


Remove a Student

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



- 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.



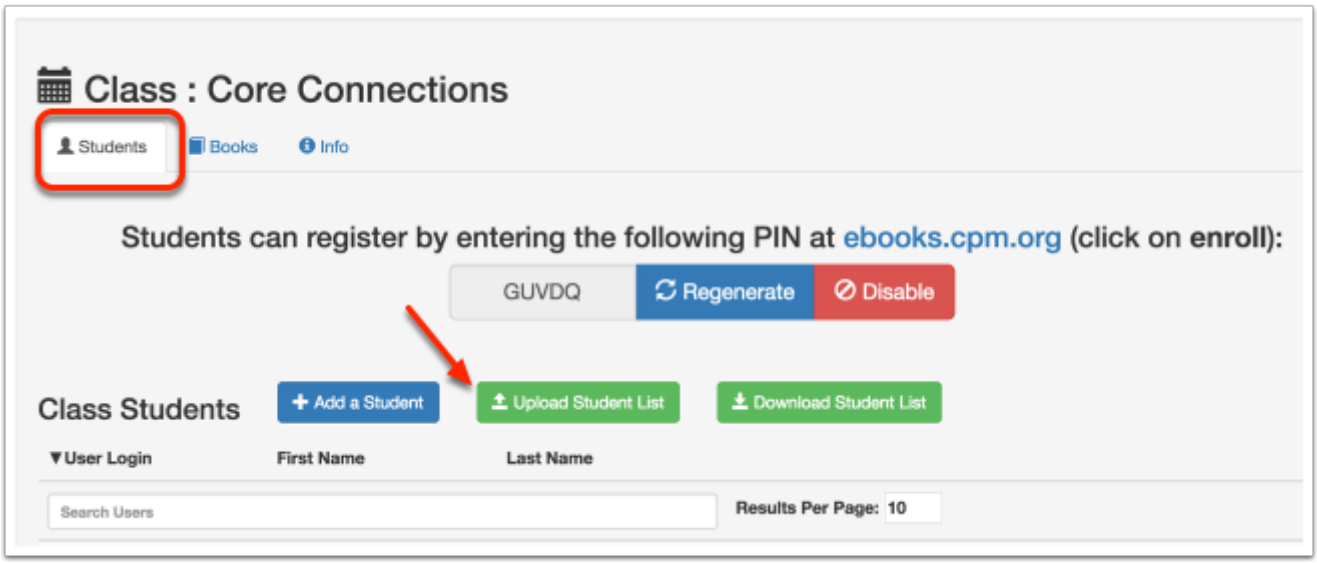
Upload a Class Roster

Click the video link below.

Assign Student eBooks Uploading a .csv File

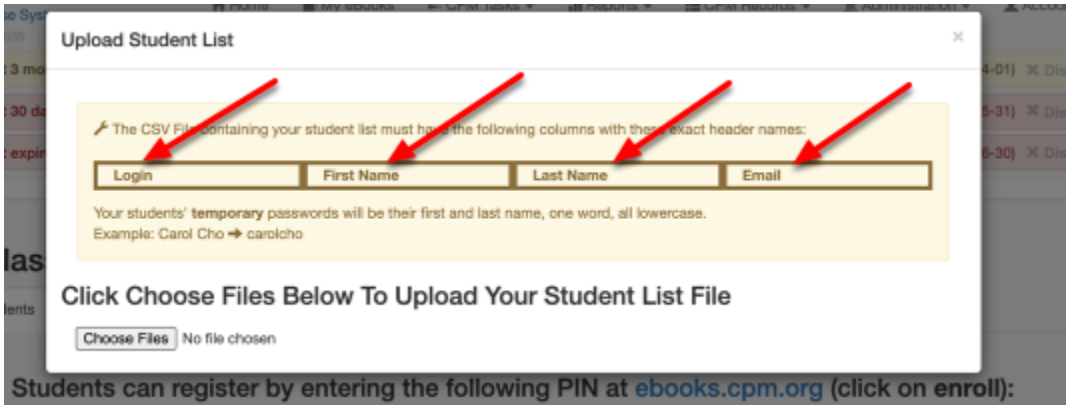
1. Create a class.

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



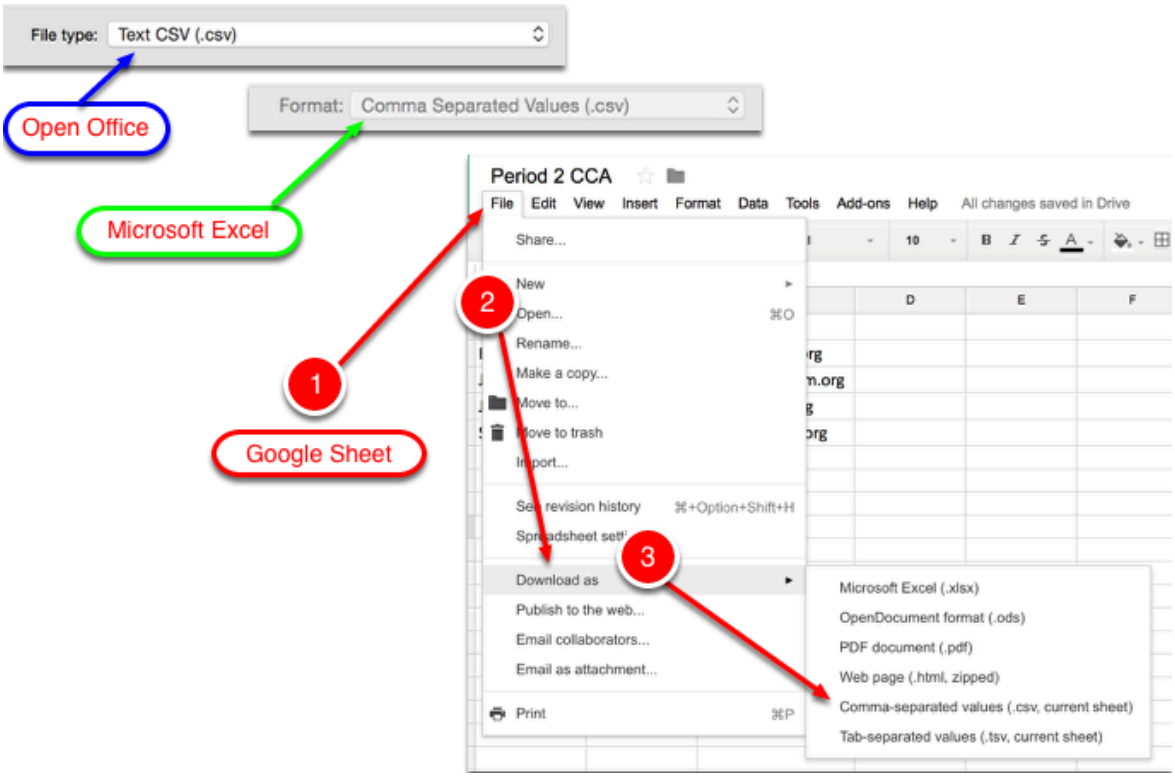
2. Create a .csv file with the exact headings indicated below.

- 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.

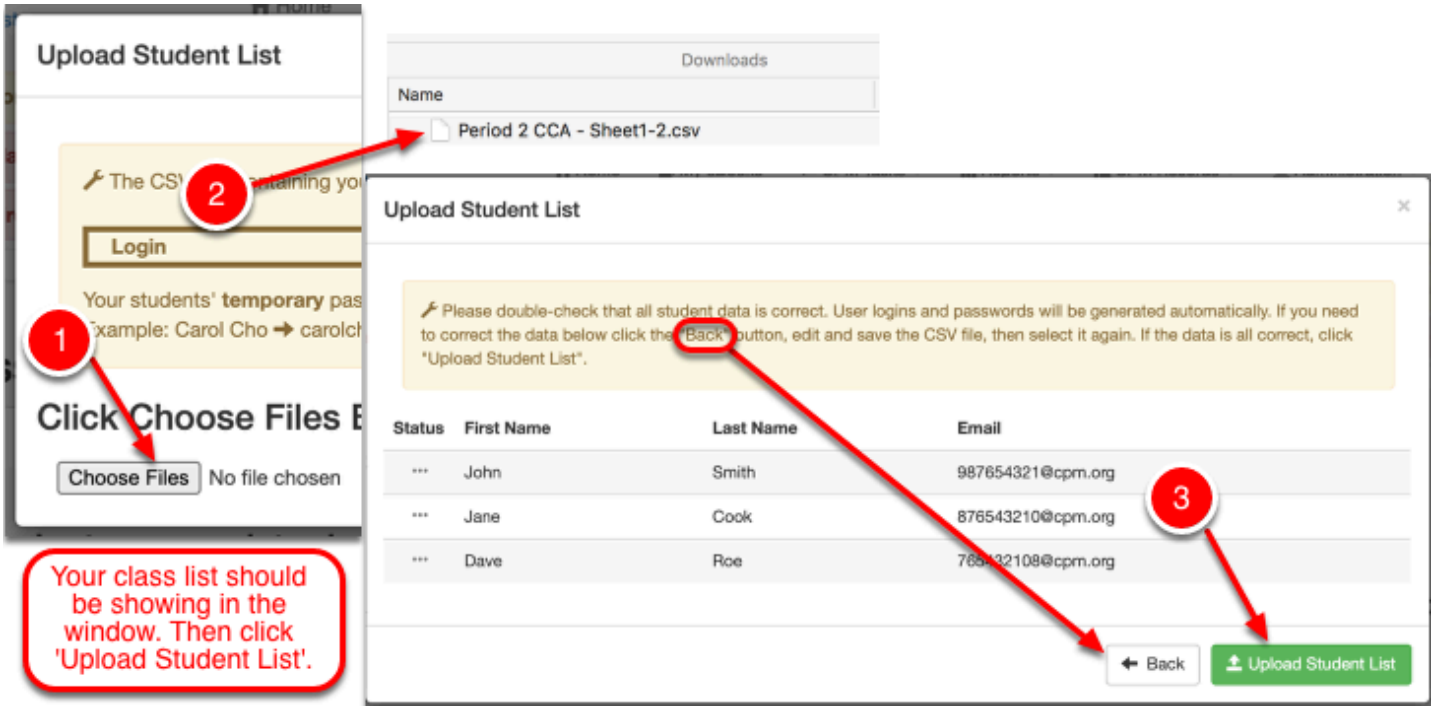


2.1. Be sure you save the file as a .csv file.

- 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.



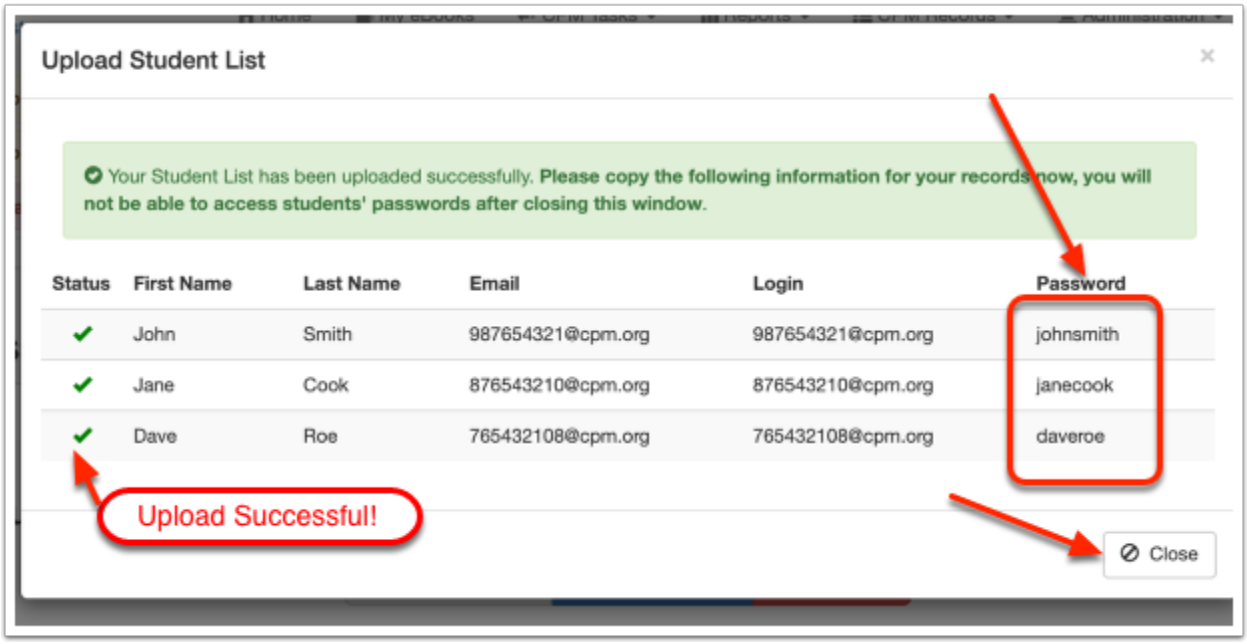
2.2. Choose the file. Then upload it.



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.

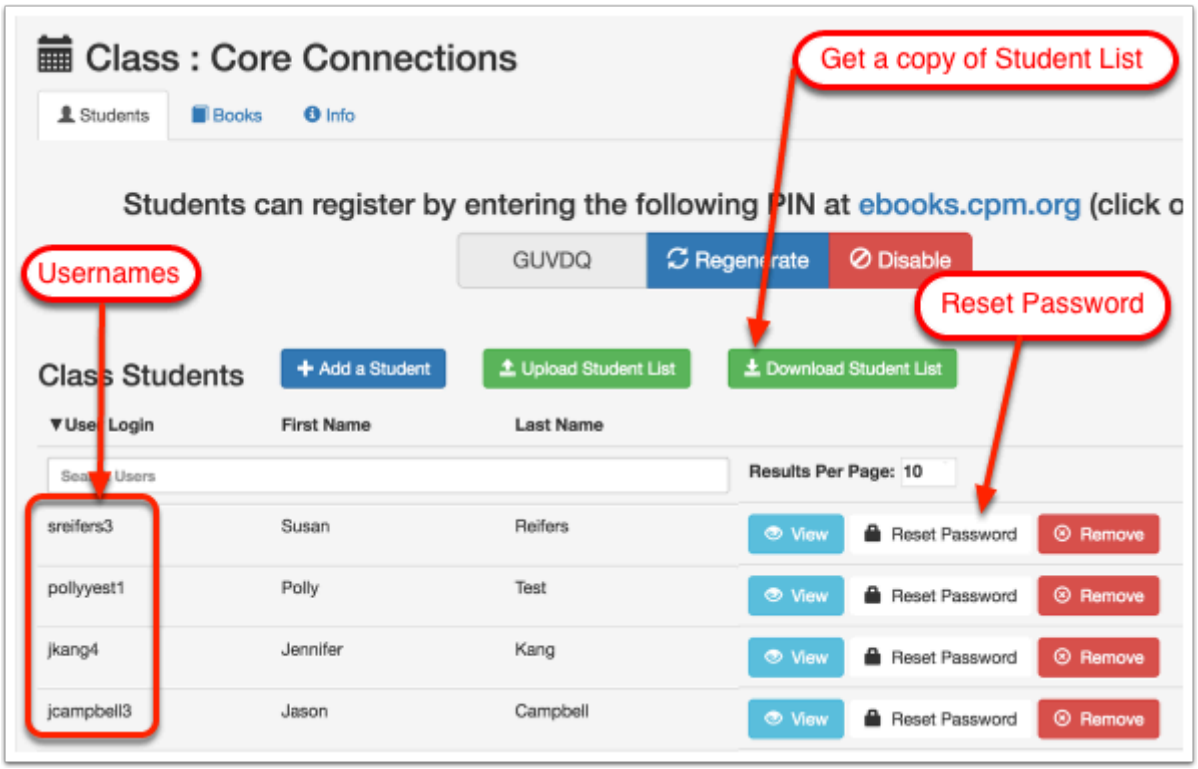


3.1. Students are now listed in the section 'Class Students'.

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

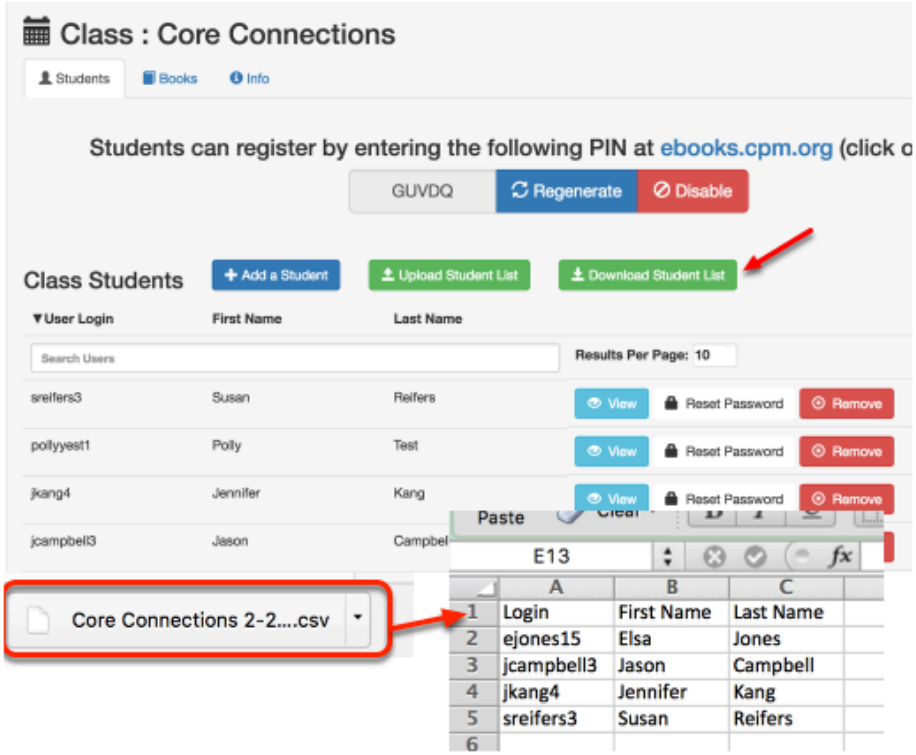
Notes:

- 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.



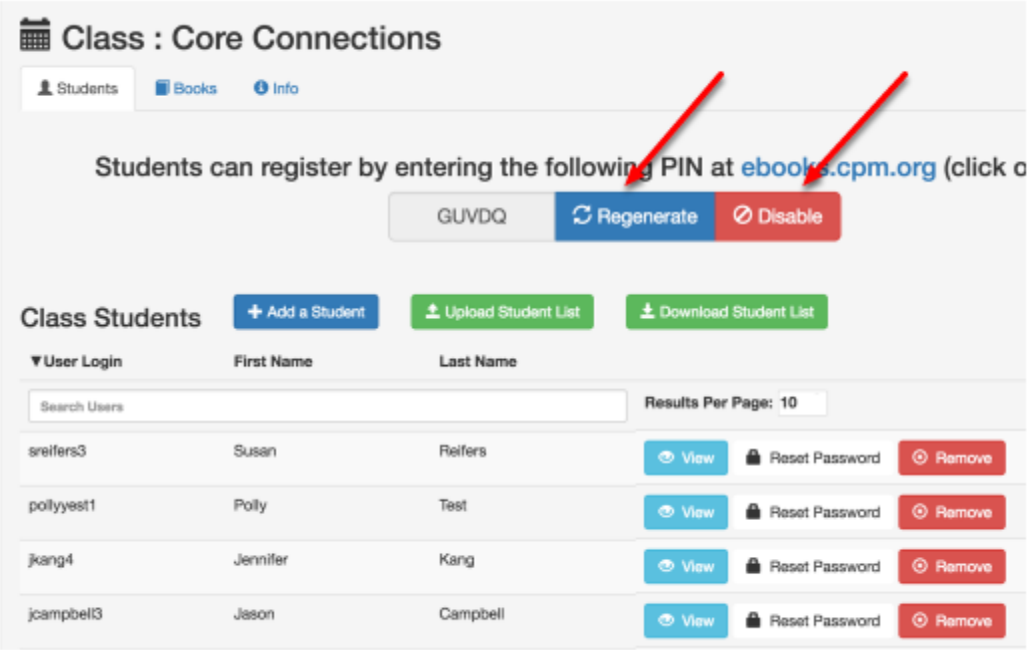
Download Current Roster

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



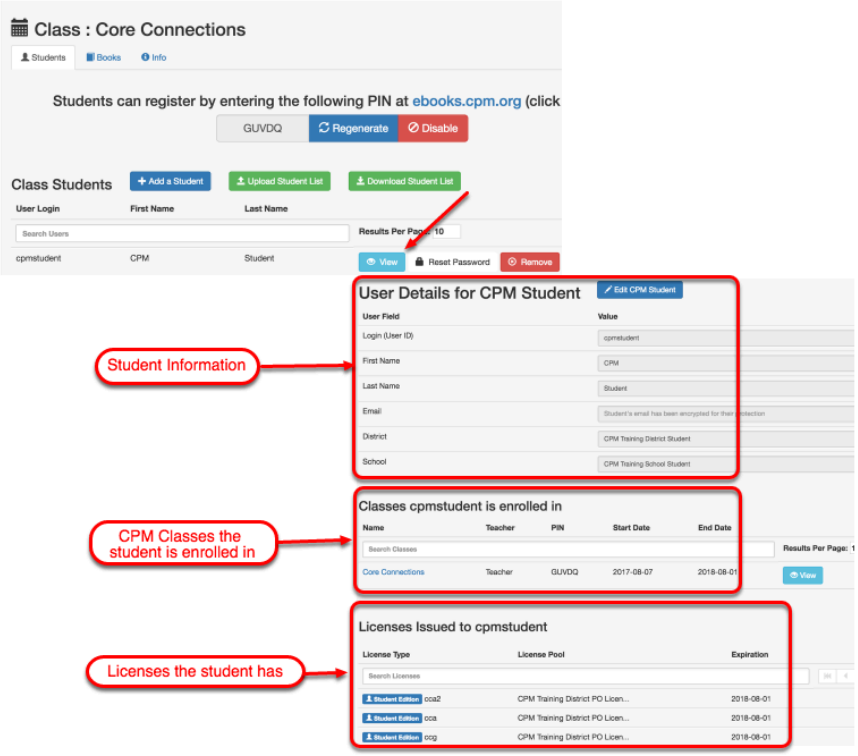
Find/Disable the PIN

- 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.



View a Student Account

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

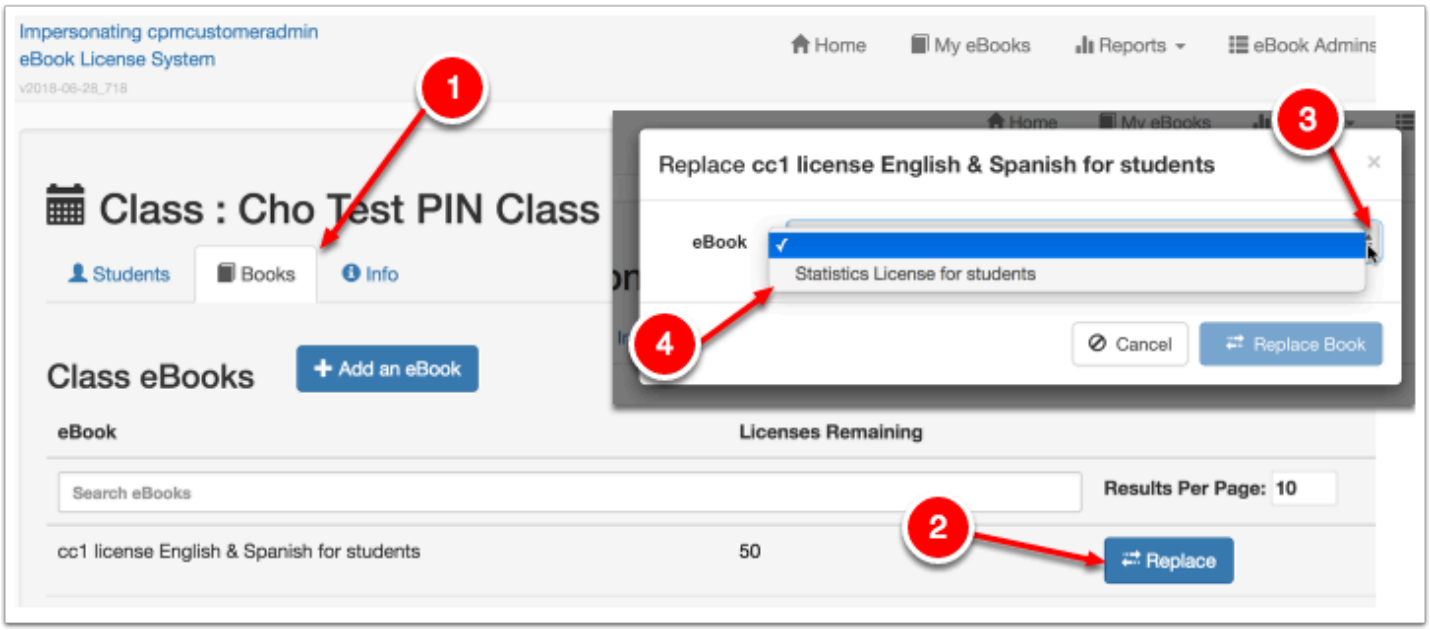

Class : Core Connections
Students
Books
Info
Students can register by entering the following PIN at ebooks.cpm.org (click
GUVDQ
Regenerate
Disable
Class Students
Add a Student
Upload Student List
Download Student List
User Login
First Name
Last Name
Search Users
Results Per Page: 10
cpmstudent
CPM
Student
View
Reset Password
Remove
User Details for CPM Student
Edit CPM Student
User Field
Value
Login (User ID)
First Name
Last Name
Email
District
School
Student Information
Classes cpmstudent is enrolled in
Name
Teacher
PIN
Start Date
End Date
Search Classes
Core Connections
GUVDQ
2017-08-07
2018-08-01
CPM Classes the student is enrolled in
Licenses Issued to cpmstudent
License Type
License Pool
Expiration
Search Licenses
Student Edition
cca2
cca
ccg
CPM Training District PO Licen...
2018-08-01
Licenses the student has

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.

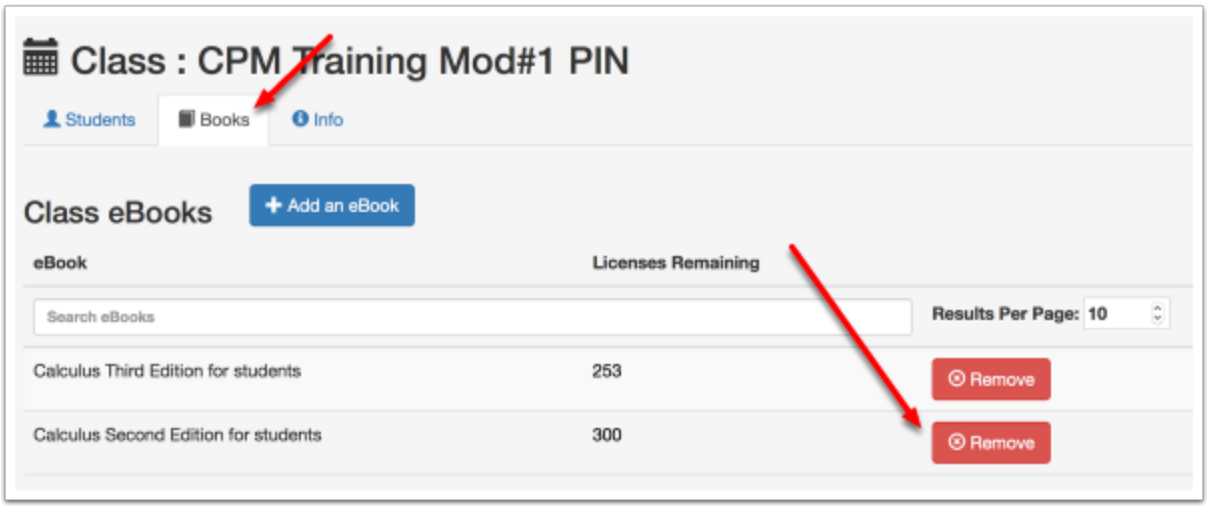
Replace, Remove, or Add an eBook to a Class

- 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.



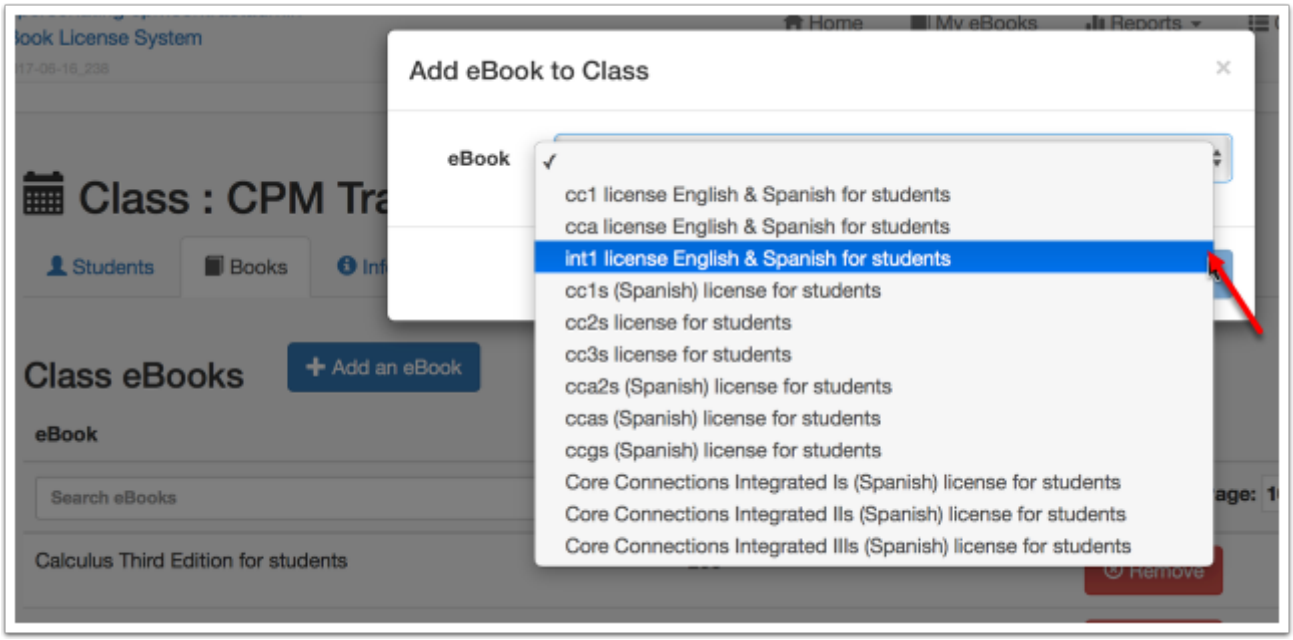
If you have more than 1 class eBook:

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.)



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.)



Find the number of remaining Licenses for a Class

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

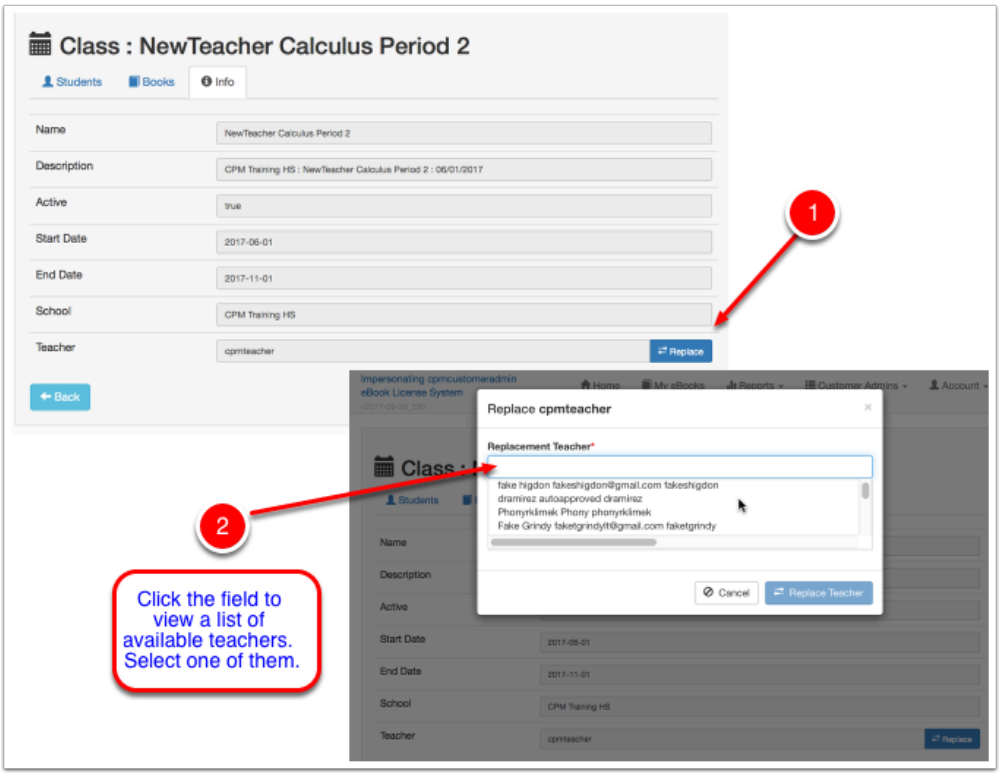
Class : Rendon period 3
Students
Books
Info
Class eBooks
Add an eBook
eBook
Licenses Remaining
Search eBooks
Results Per Pag
cc1 license English & Spanish for students
350
Replace

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.)

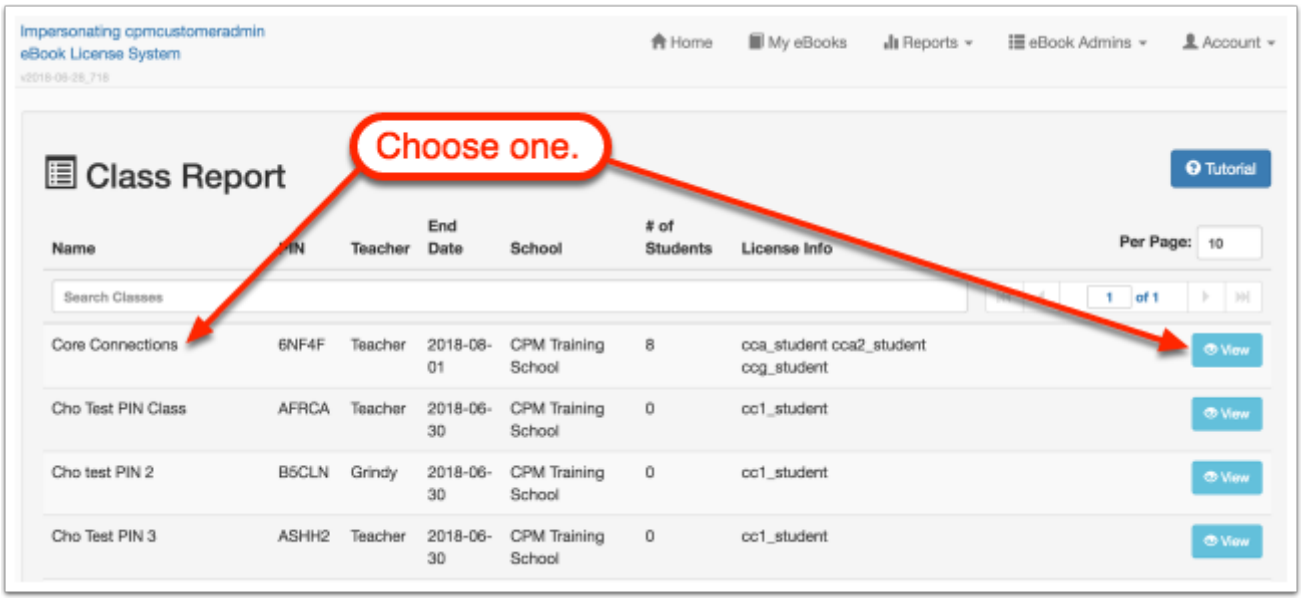


eBook Admin: Find Specific Class information

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

Select a class.

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

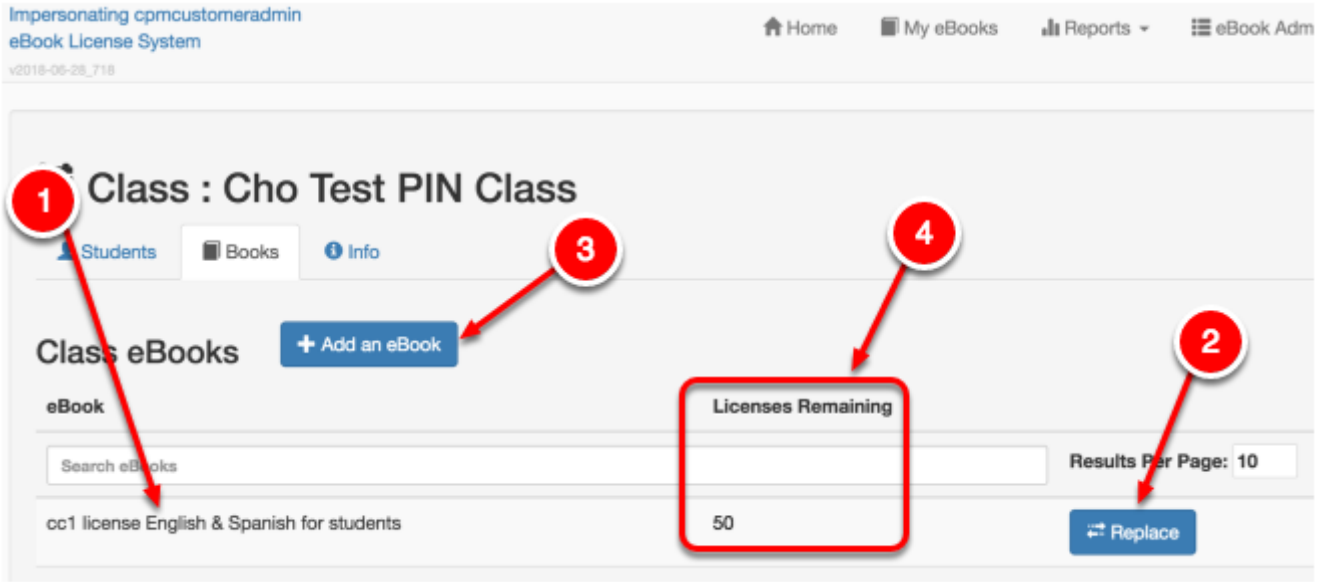


On the 'Students' tab:

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)

On the 'Books' tab:

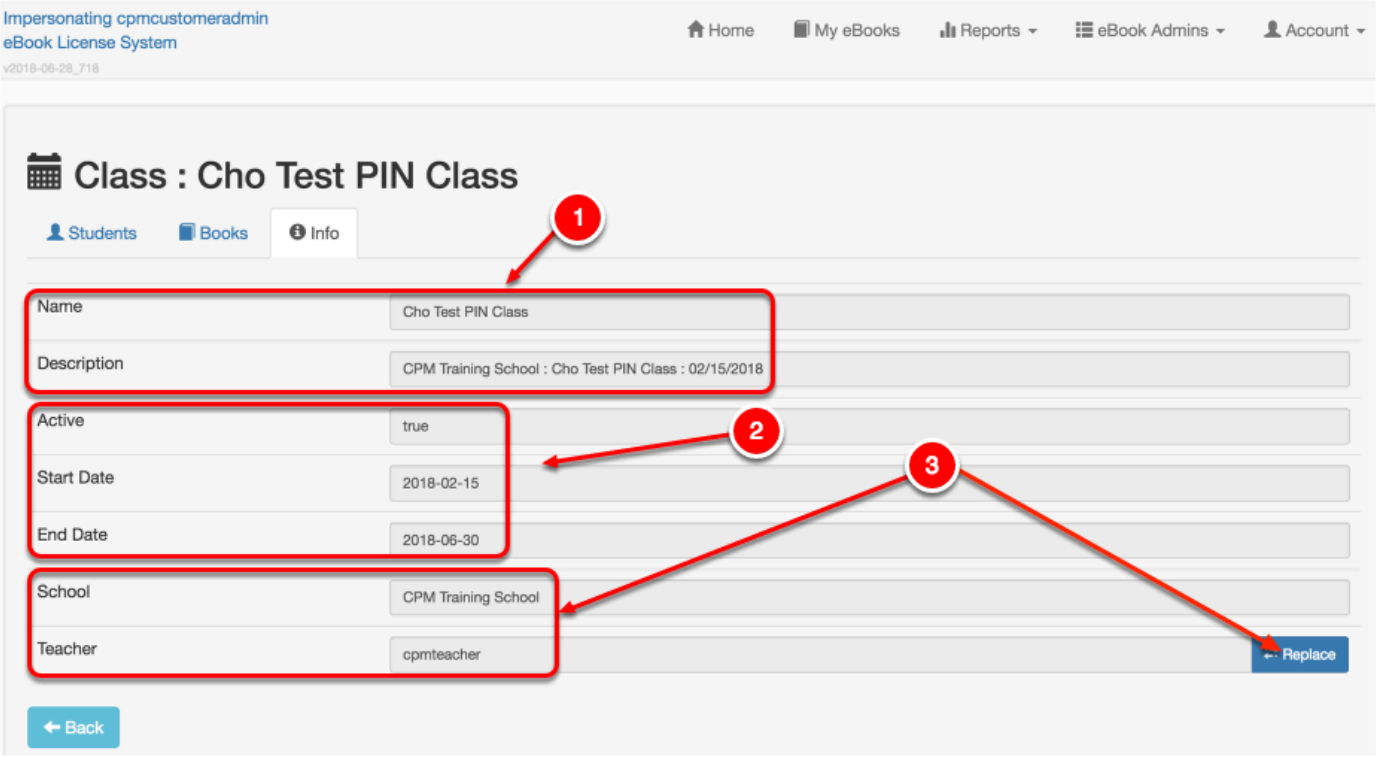
1. Find the assigned eBook.
2. Replace an eBook.
3. Add an eBook.
4. View the remaining licenses to assign.



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.



ELS eBook Admin Role - Users

eBook Admin: Create a New User

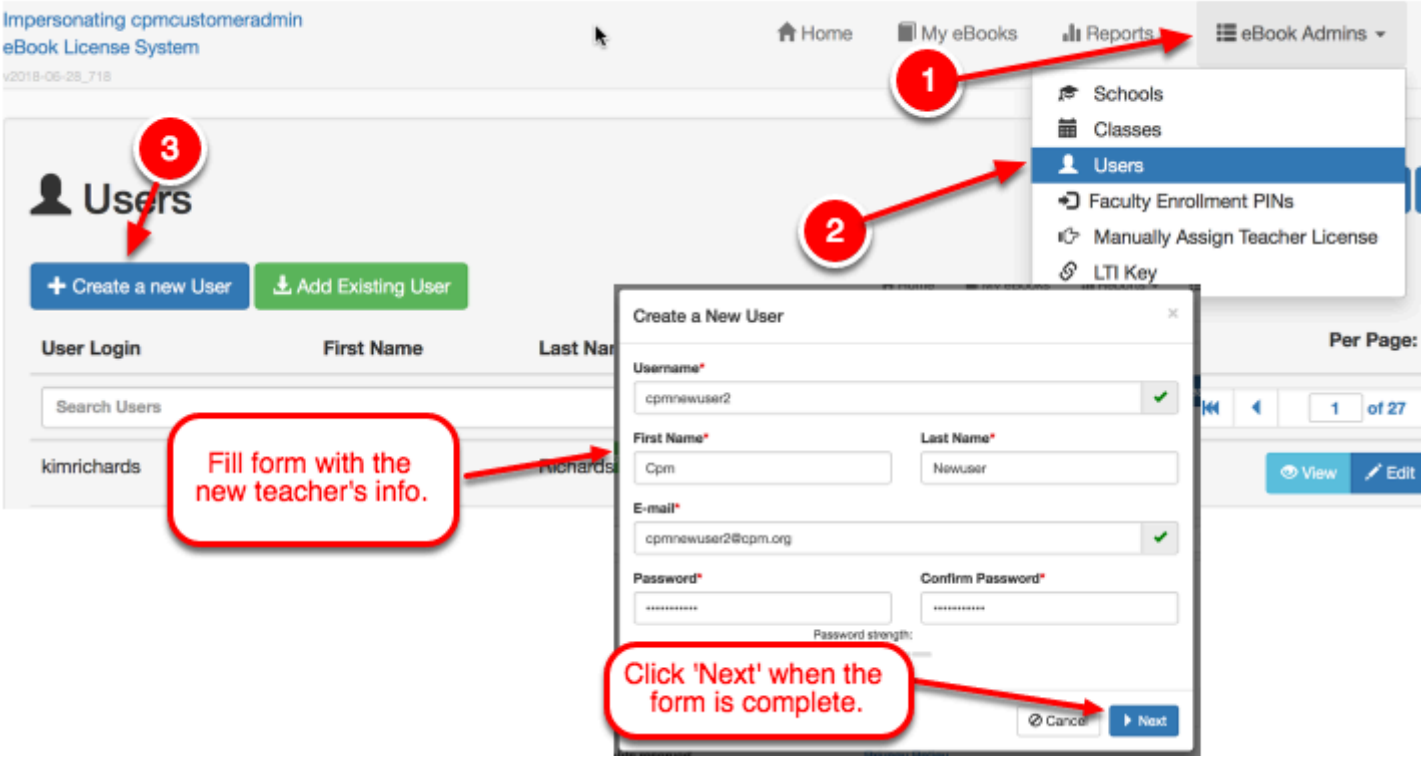
This article describes how you can create an eBook account for new teacher. At the same time you create the account, you can assign the teacher a teacher eBook. You can also allow the teacher to be a license provider of student ebooks for the courses he/she is teaching.

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.

Create a New User

1. Create a New User:

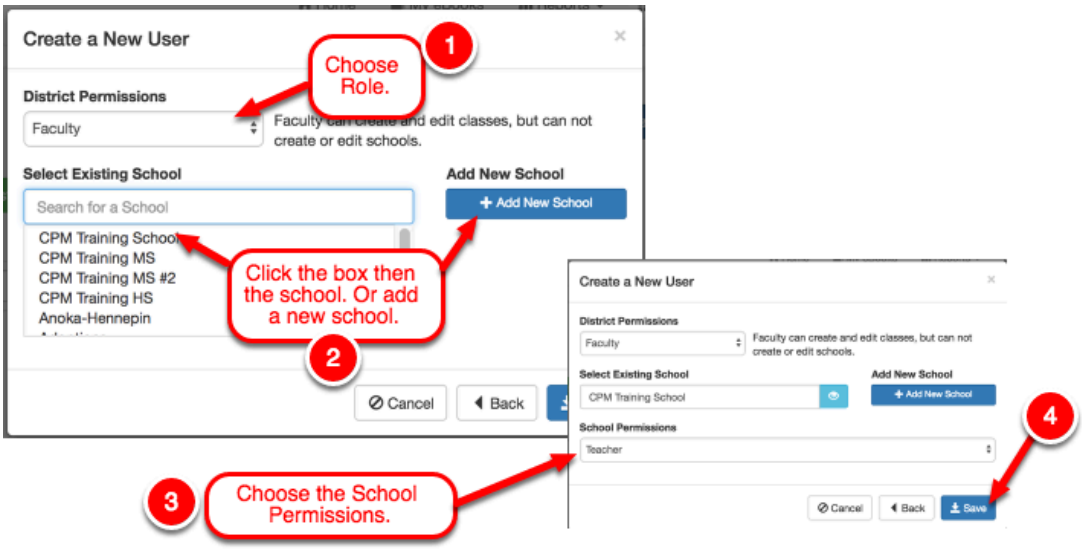
- eBook Admins
- Users
- Create New User
- Add Existing User (Use when the email already exists in ELS)



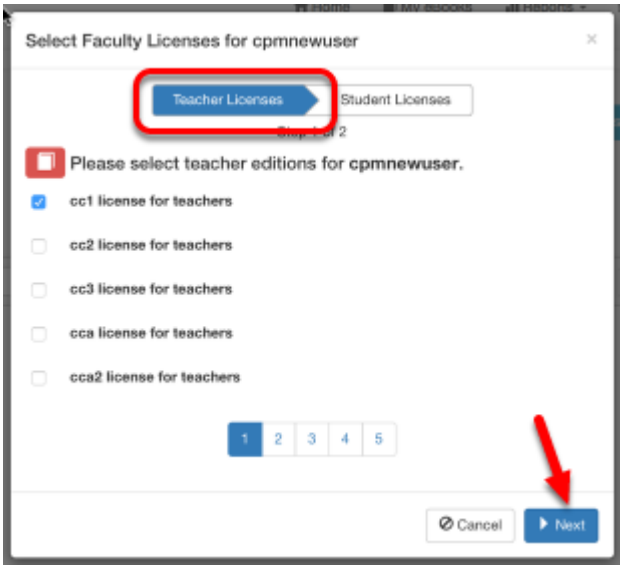
1.1. Choose the New Teacher's Permissions:

- District Permissions

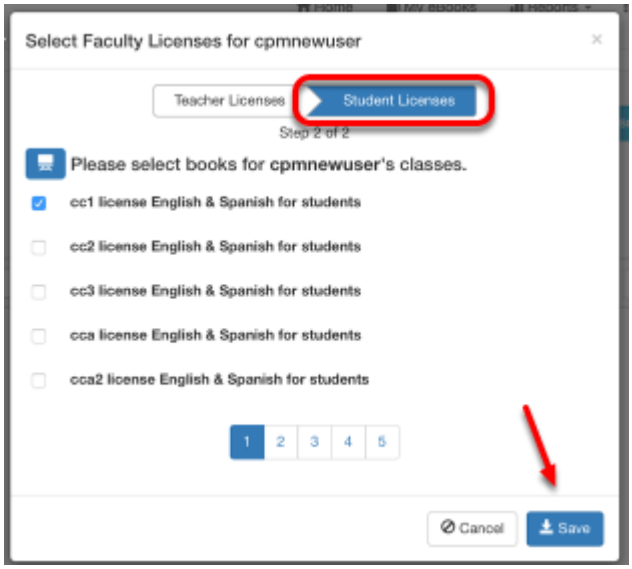
- School
- School Permissions
- Click 'Save'



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:

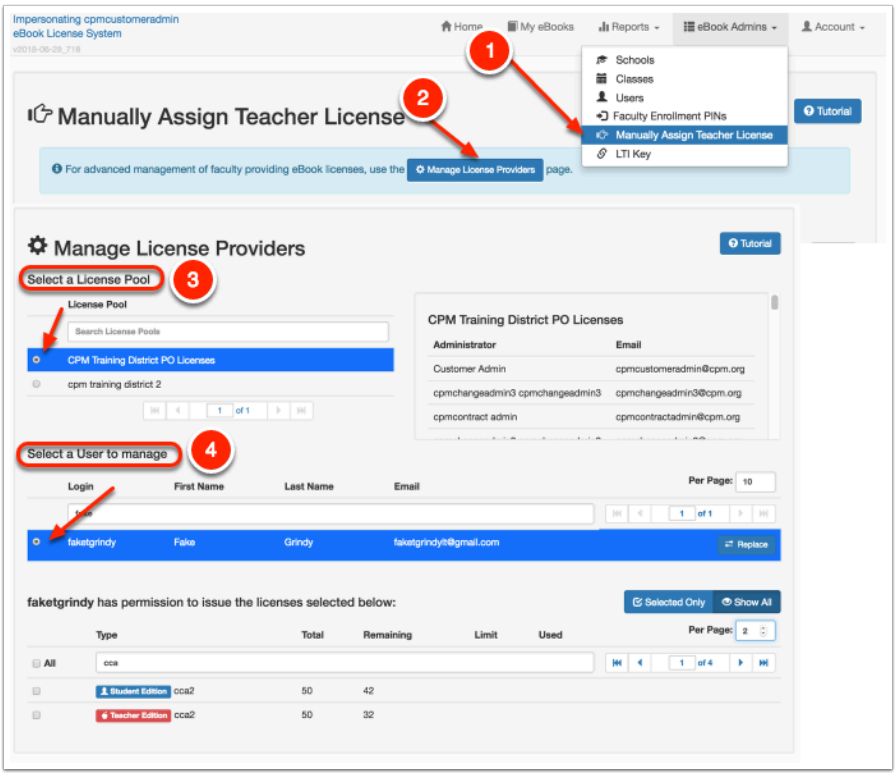
- Teachers enrolling with a PIN are automatically made license providers of the corresponding student eBook.
- If you manually assign a teacher an eBook, you have the option to make the teacher a License Provider for student eBooks.
- If you create a new teacher user, you have the option to make the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

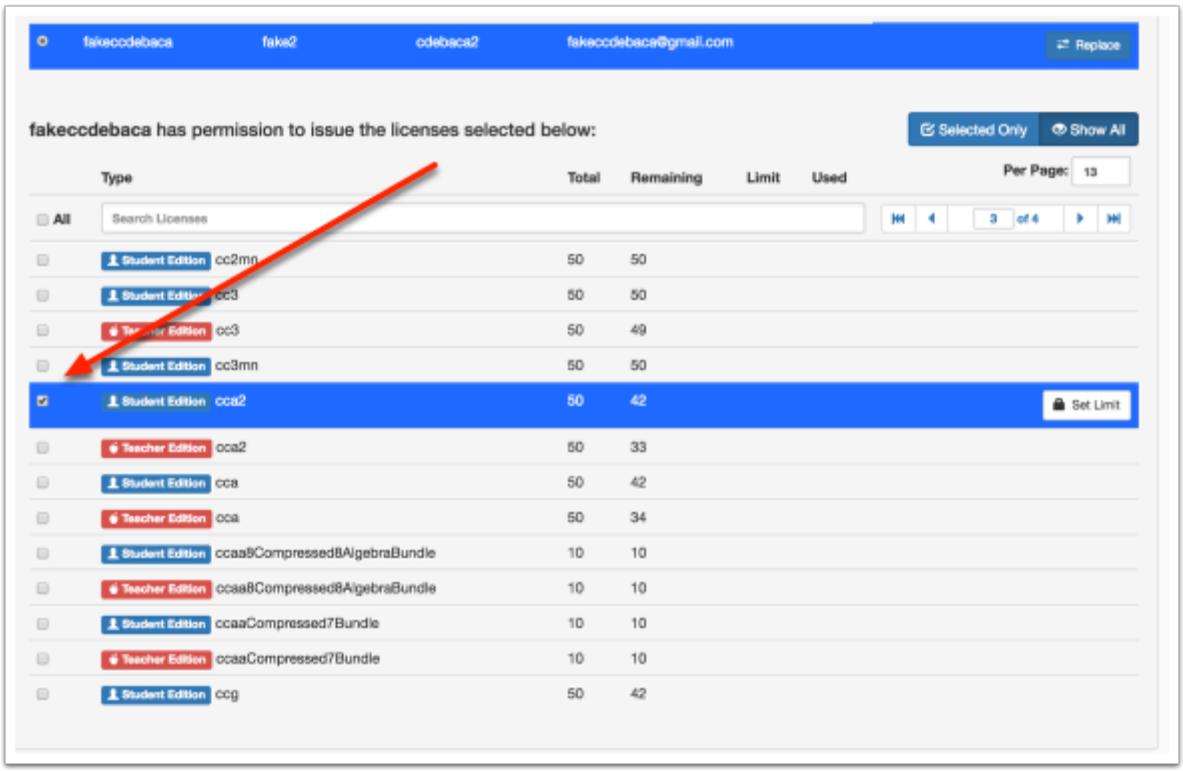
- Select 'Manually Assign Teacher License' from the 'eBook Admins' menu.
- Select 'Manage License Providers'.
- Select the 'License Pool' if you have more than one.
- Select a teacher.



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.

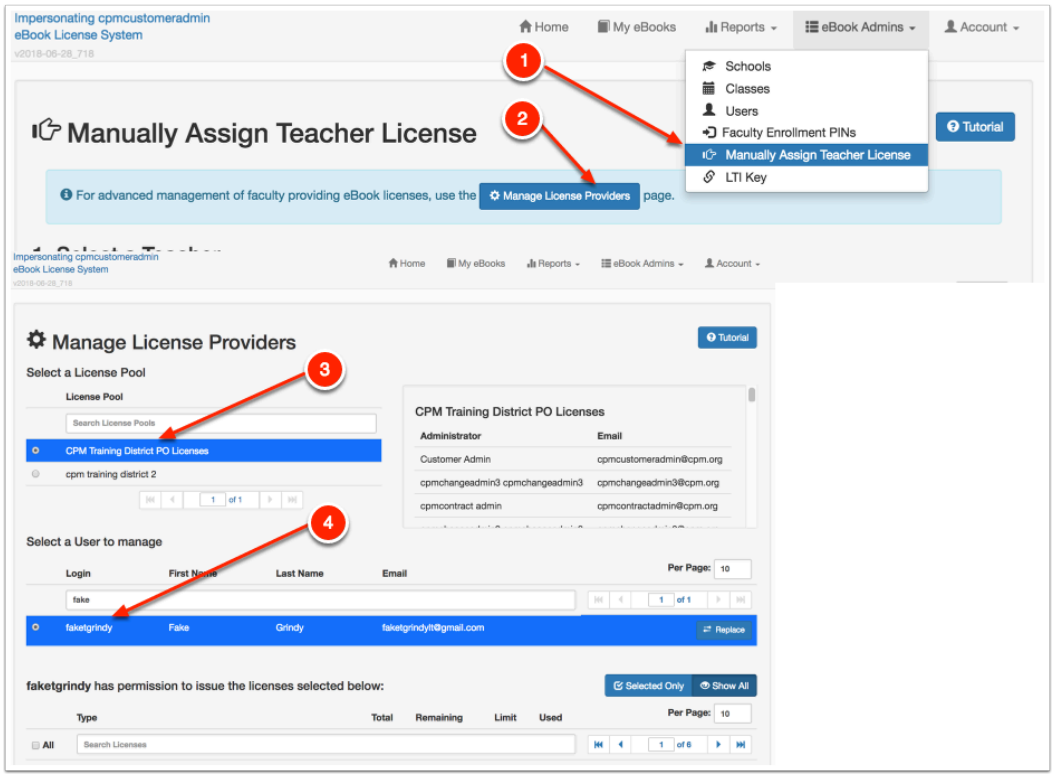

fakeccdebaca
fake2
cdebaca2
fakeccdebaca@gmail.com
Replace
fakeccdebaca has permission to issue the licenses selected below:
Selected Only
Show All
Per Page: 13
Type
Total
Remaining
Limit
Used
All
Search Licenses
3 of 4
Student Edition cc2mn 50 50
Student Edition cc3 50 50
Teacher Edition cc3 50 49
Student Edition cc3mn 50 50
Student Edition cca2 50 42
Set Limit
Teacher Edition cca2 50 33
Student Edition cca 50 42
Teacher Edition cca 50 34
Student Edition ccaa9Compressed8AlgebraBundle 10 10
Teacher Edition ccaa8Compressed8AlgebraBundle 10 10
Student Edition ccaaCompressed7Bundle 10 10
Teacher Edition ccaaCompressed7Bundle 10 10
Student Edition ccg 50 42

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:

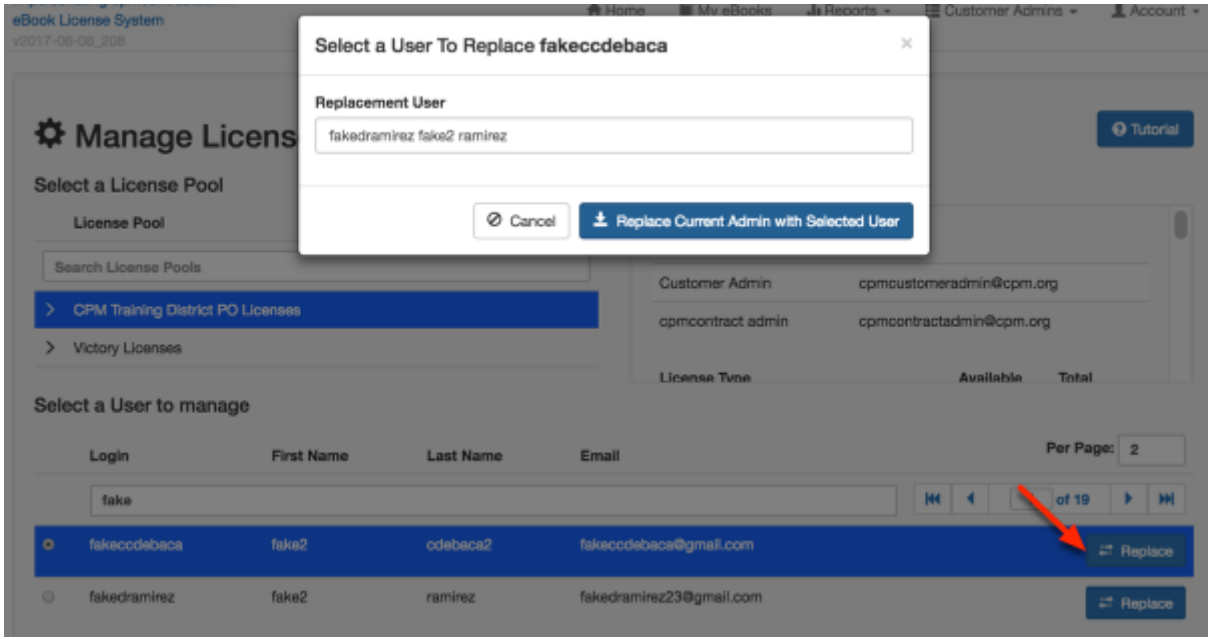
- Select 'Manually Assign Teacher License' from the 'eBook Admins' menu.
- Select 'Manage License Providers'.
- Select the 'License Pool' if you have more than one.
- Select a teacher.



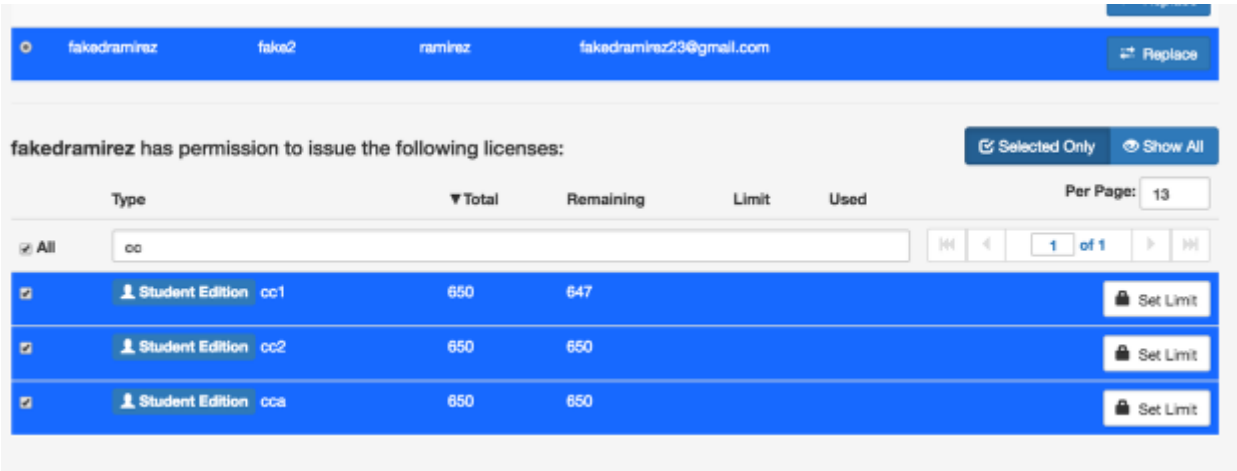
2. You can transfer licenses from one license provider to a new license provider.

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.



The new license provider now shows as a license provider of the licenses.

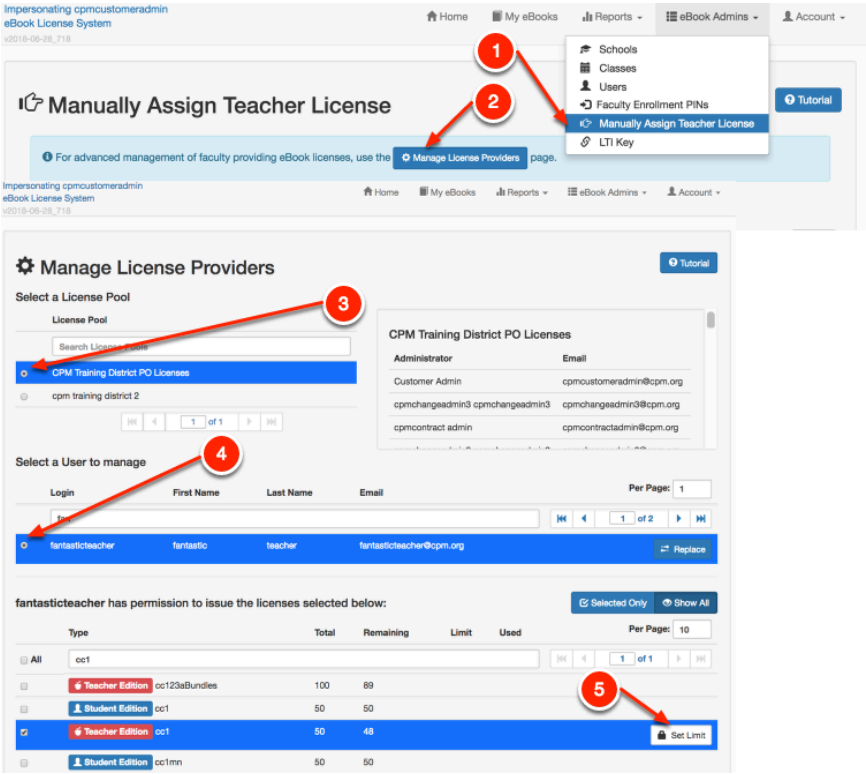


eBook Admin: Set a limit to number of eBooks.

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

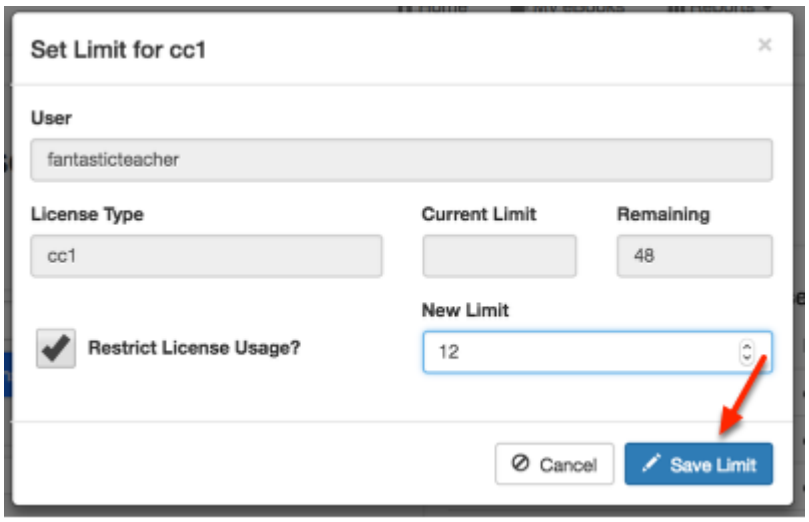
1. After logging in with eBook Admin rights:

- 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.



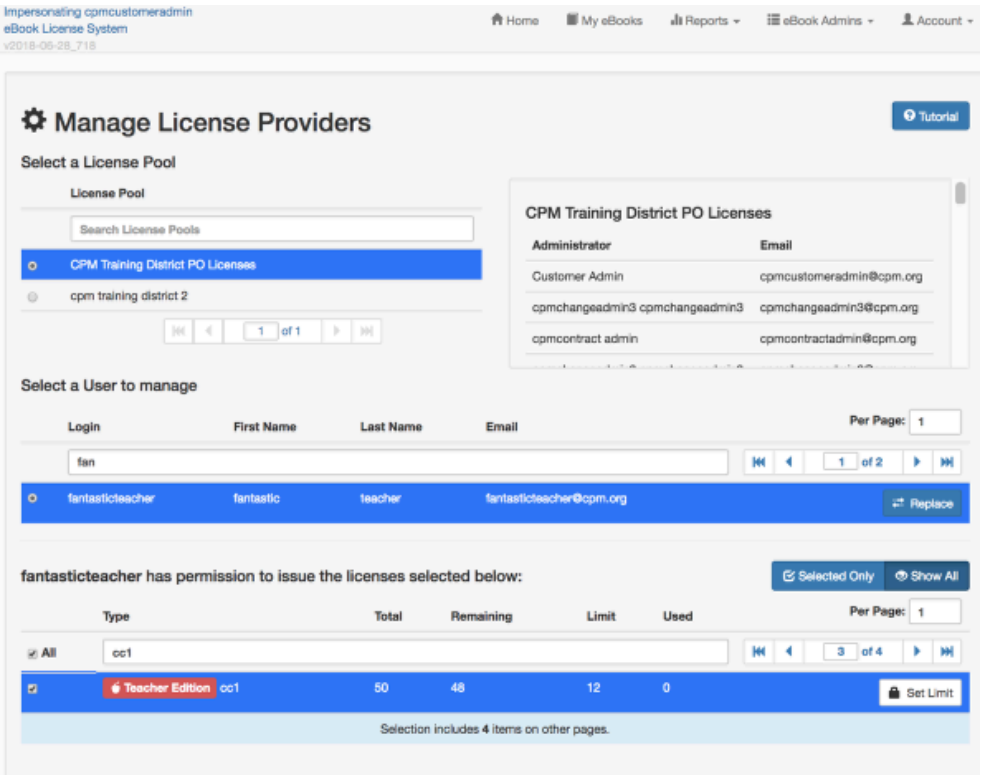
2. Set limits for a license:

- 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.



3. View your changes:

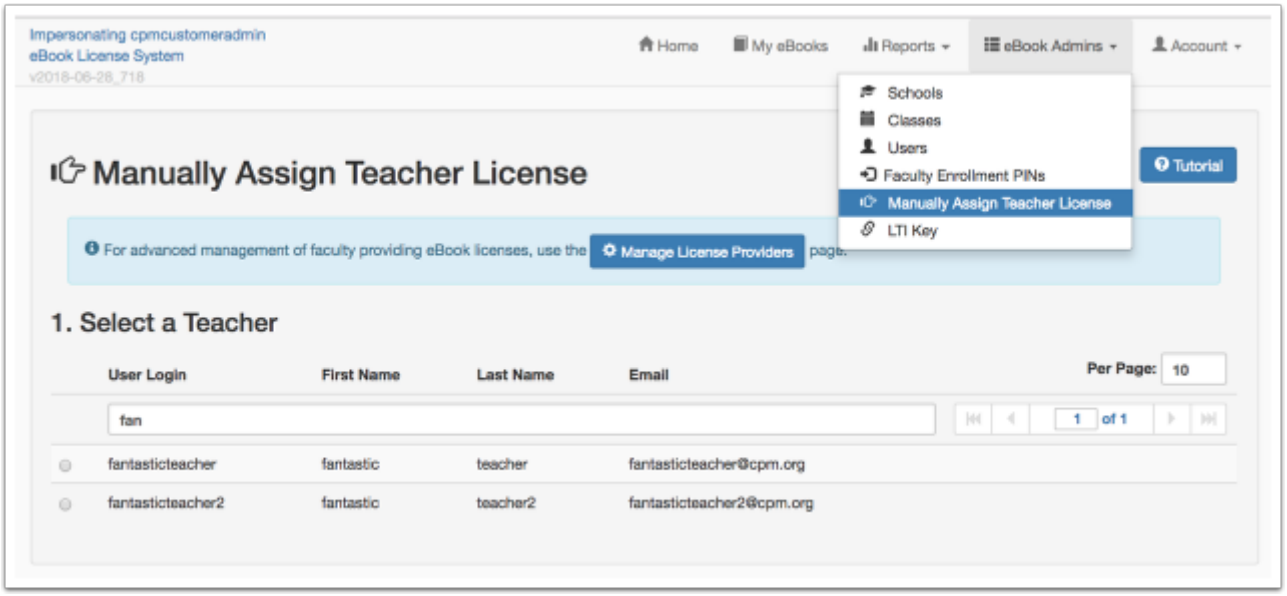
You have now set limits on the amount of licenses available for this user to assign to other users.



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.

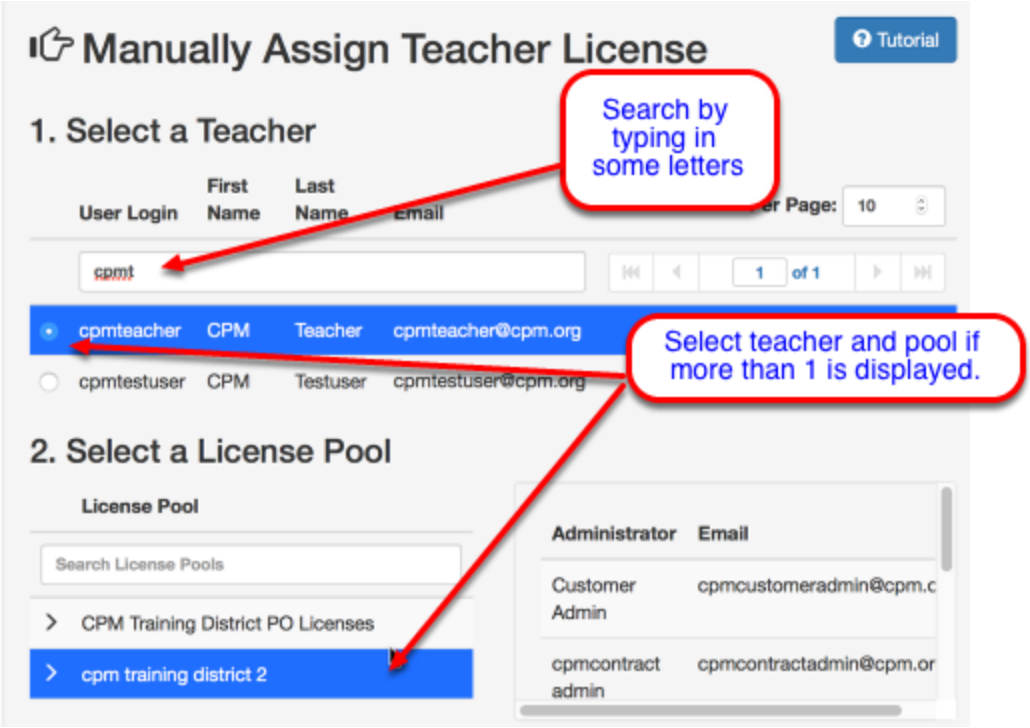
1. Find the menu item for manually assigning teacher licenses.



2. Select an existing teacher:

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

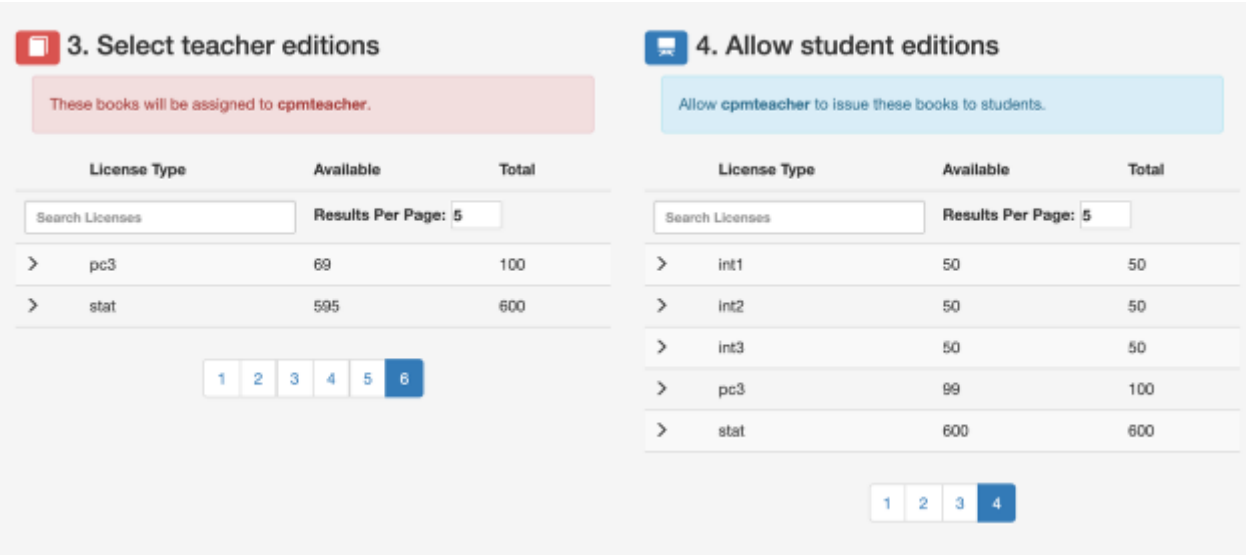
Note: If teacher is NOT in the list, the teacher does not have a cpm account. Go to 'Users' and 'Create a New User'.



3. Select:

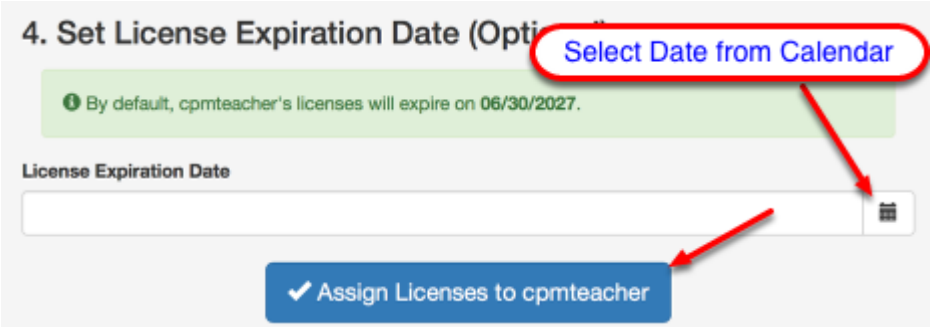
RED: Teacher eBooks for the teacher

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



4. Set the expiration date (Optional).

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


4. Set License Expiration Date (Opti
Select Date from Calendar
By default, cpmteacher's licenses will expire on 06/30/2027.
License Expiration Date
Assign Licenses to cpmteacher

District Admin: Change a User's School

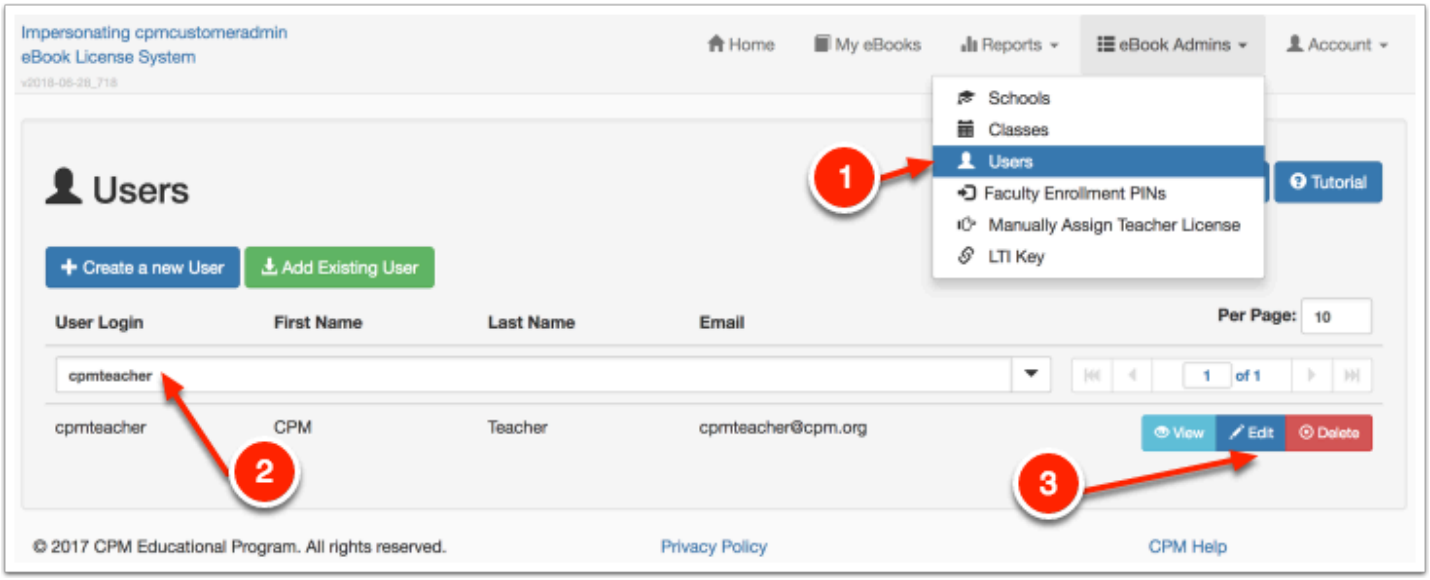
This article describes how a District Admin can move teachers and students from school to school within the district.

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:

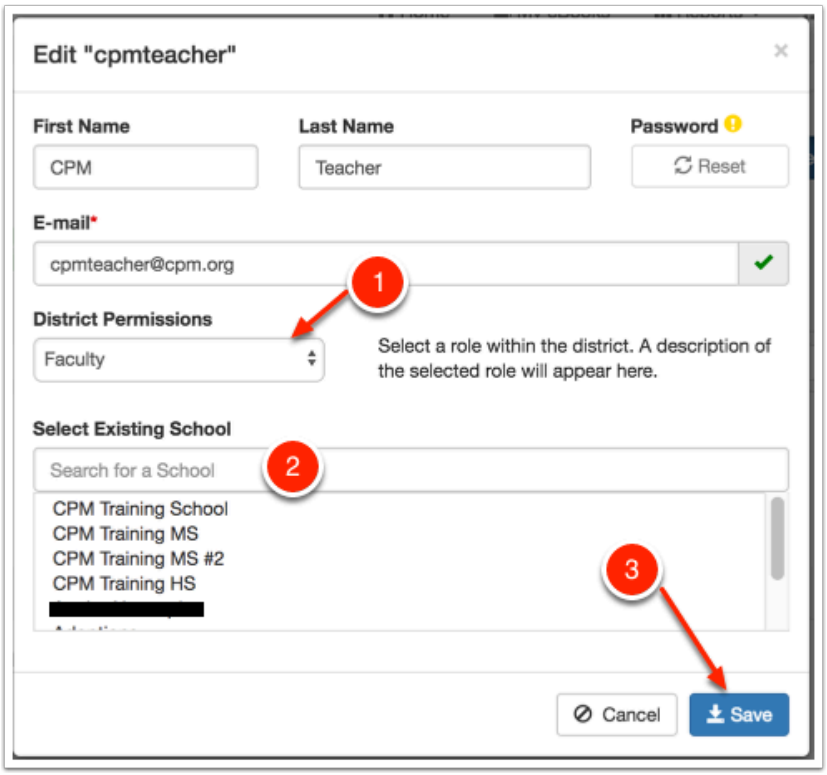
- eBook Admins --> Users
- Type the name of the teacher or student in the search box. Then click 'Edit' to change the information.



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.


Edit "cpmteacher"
First Name
CPM
Last Name
Teacher
Password
Reset
E-mail*
cpmteacher@cpm.org
1
District Permissions
Faculty
Select a role within the district. A description of the selected role will appear here.
Select Existing School
Search for a School
2
CPM Training School
CPM Training MS
CPM Training MS #2
CPM Training HS
[redacted]
3
Cancel
Save

eBook Admin: Tips For Manually Assigning Licenses

This article gives additional tips and notes for assigning licenses.

Tips for Assigning Teacher Licenses

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

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.

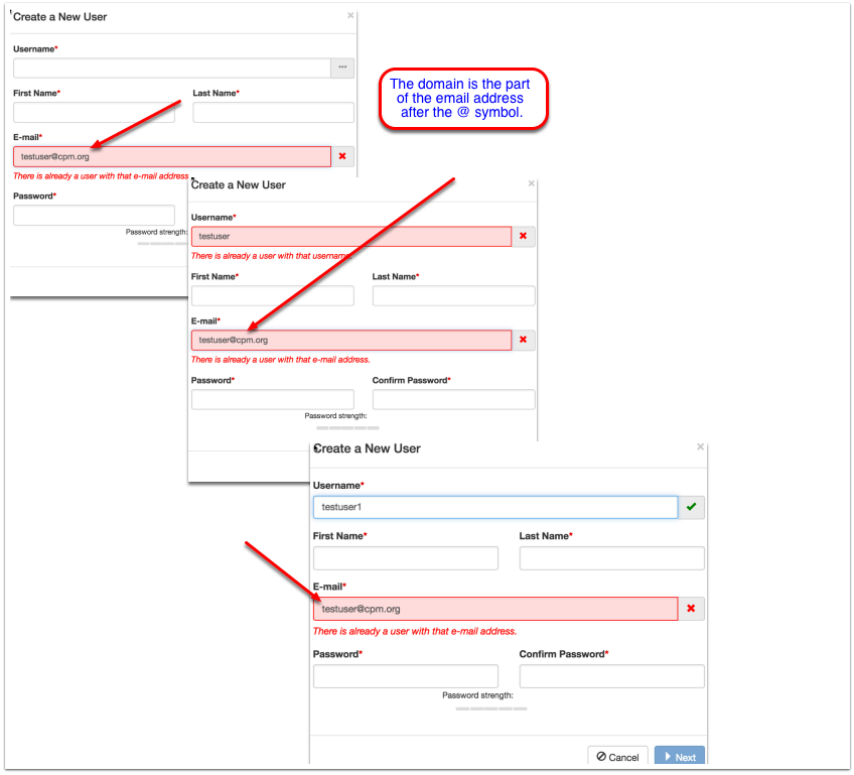
eBook Admin: Add an Existing User

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.

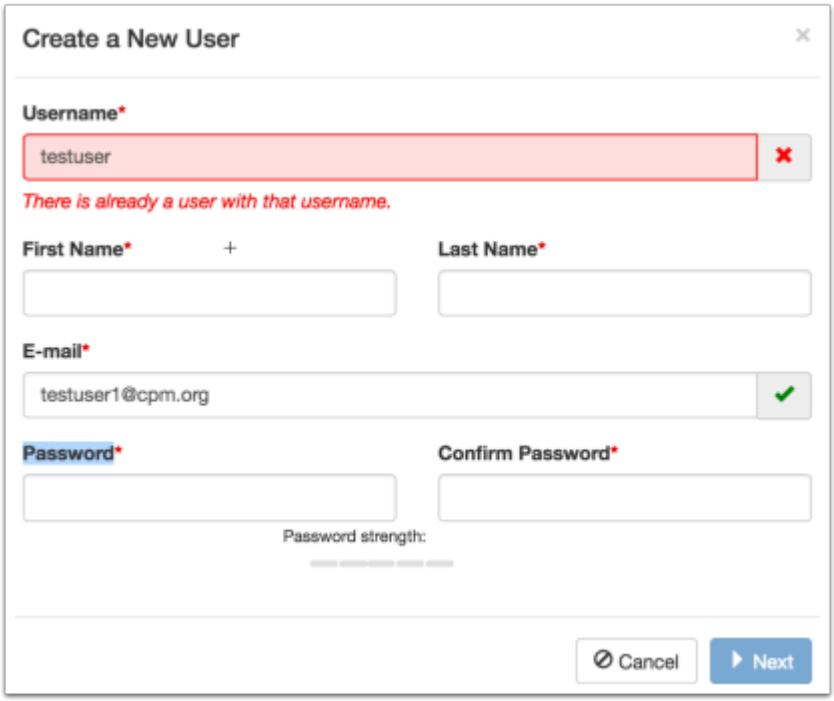
When would you use the 'Add Existing User' option?:

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.



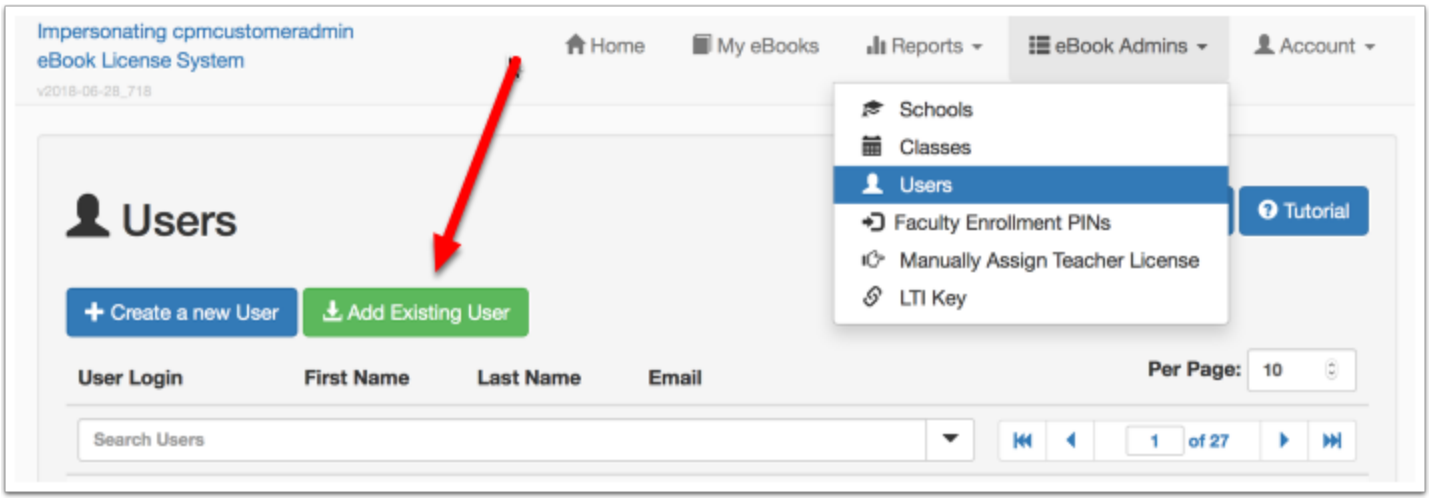
When would this option NOT apply?

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.



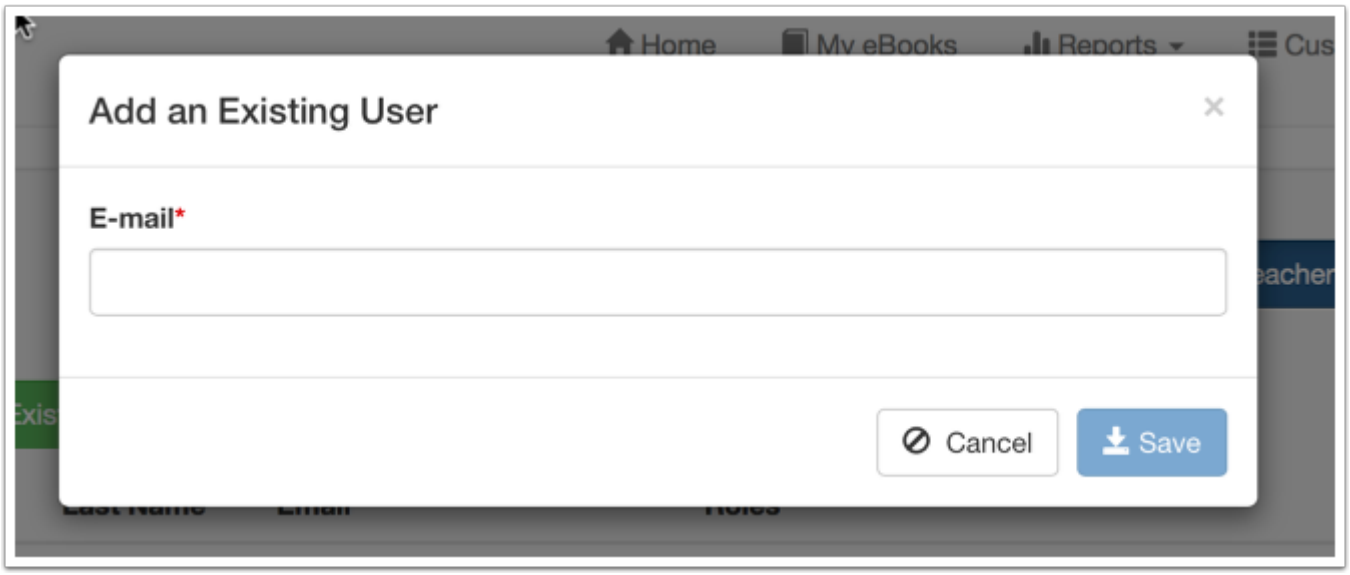
Steps for adding an existing user.

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



2. Add an email address to see if the system will find an existing user and associate

that user with your school/district.

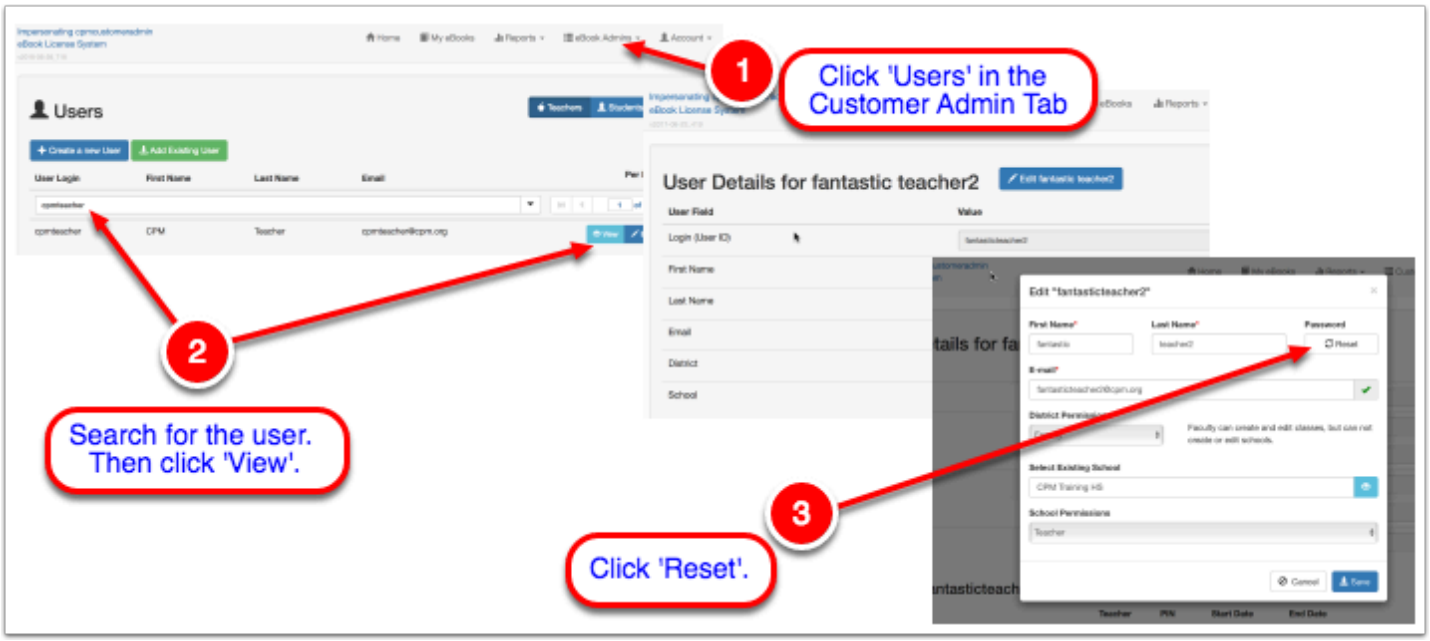


eBook Admin: Reset a User's Password

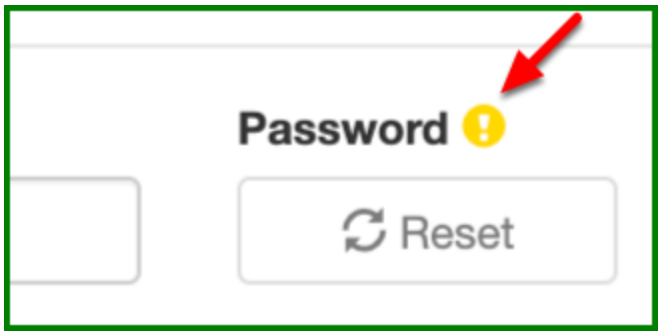
This article explains how an eBook Admin can reset any student or teacher password within their domain.

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.

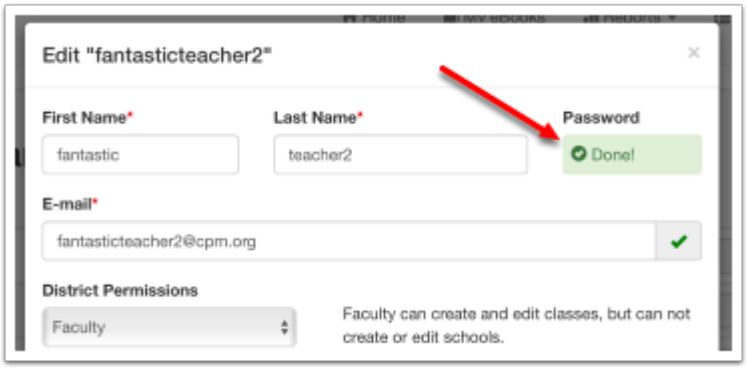


Note for step 3 above: If you see an explanation mark in a yellow bubble, it means that this account is not using a password. Therefore, the password cannot be reset. This occurs in all Google linked accounts.



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.

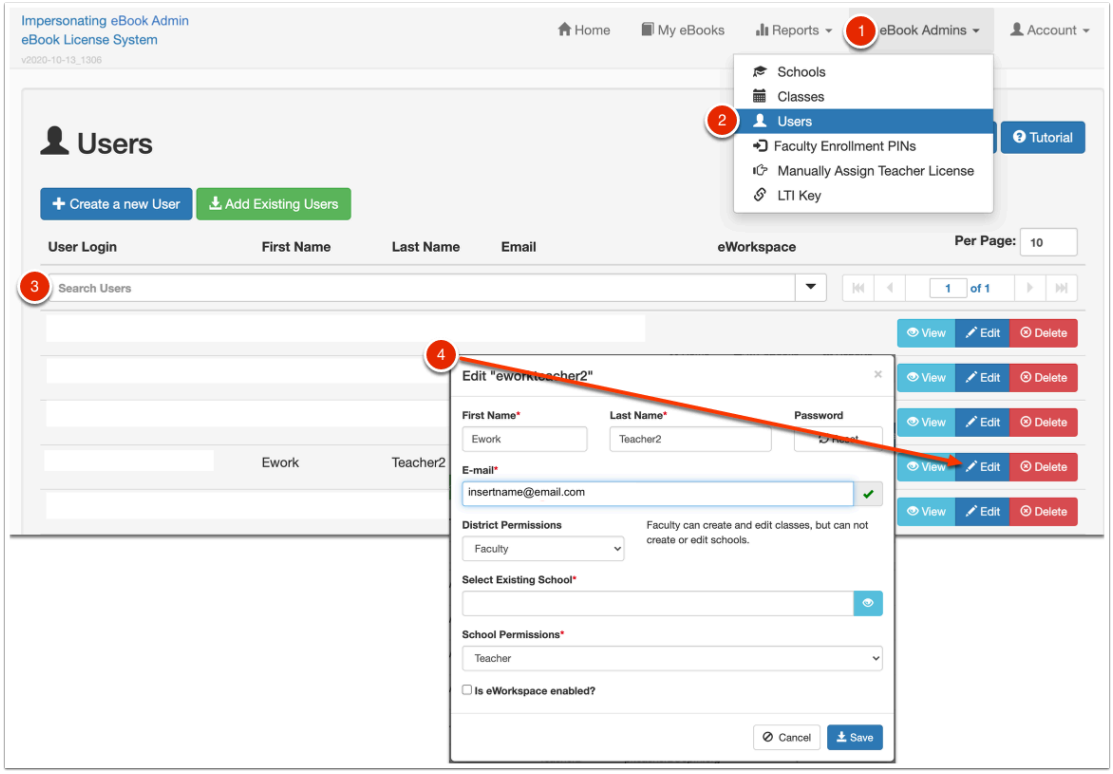


eBook Admin: Edit an Existing User

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

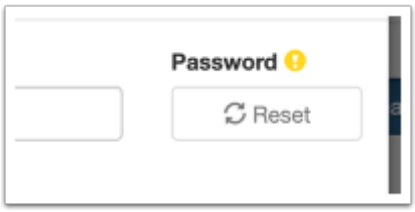
1. Edit an Existing User

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



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 eBook Admin: Reset a User's Password



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)

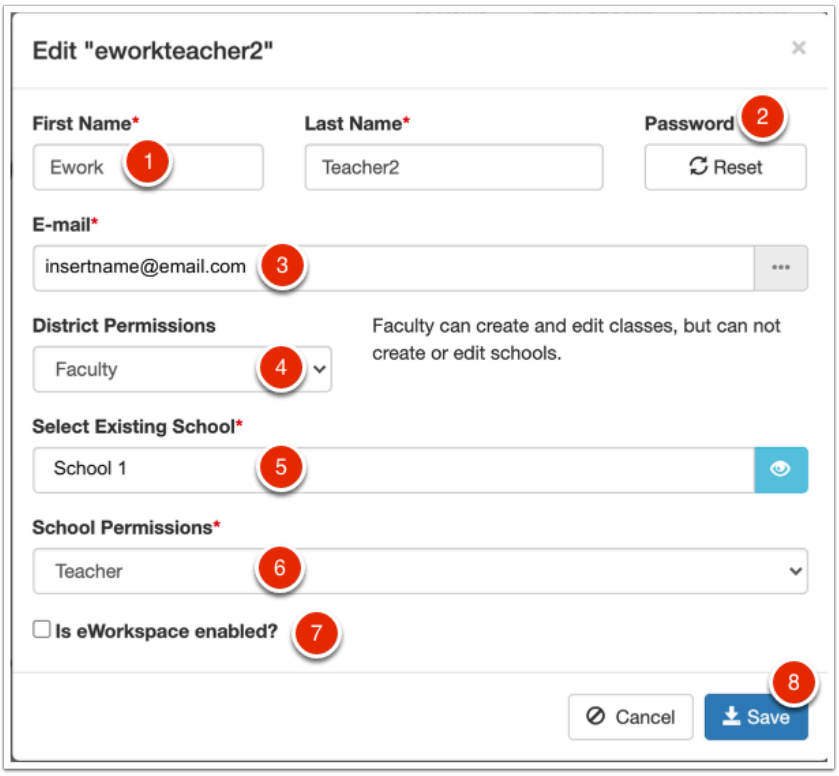
- A School-Only Administrator can create and edit schools, but cannot edit schools created by other administrators.
- A District Administrator can create and edit all schools within the district.
- Faculty can create and edit classes, but can not create or edit schools.
- A student has no permissions 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.

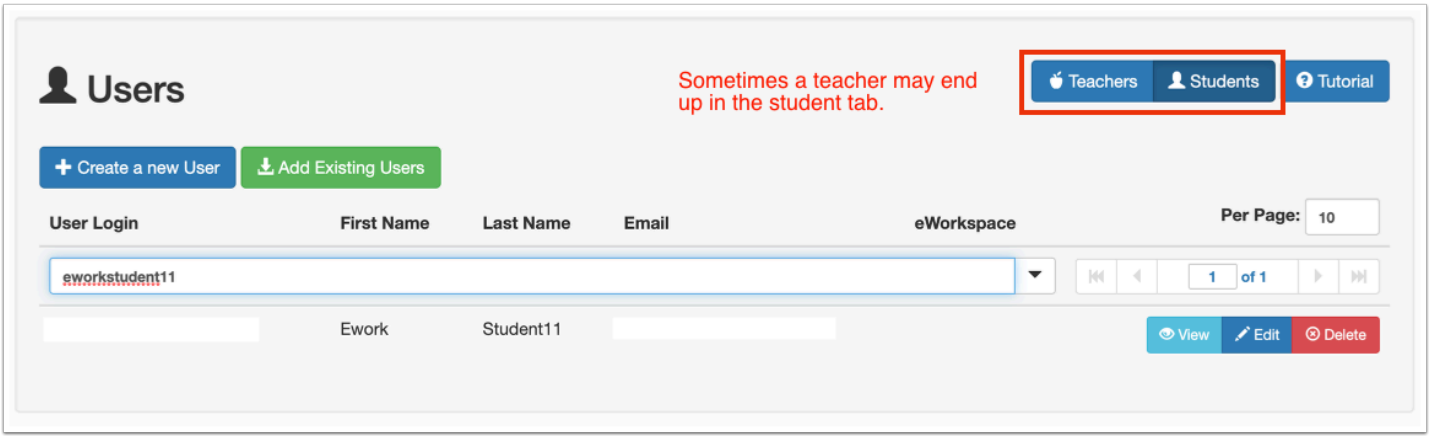
If you need to update the existing user's username, please send a support ticket to support@cpm.org and an Agent will assist you.



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.



ELS eBook Admin Role - Faculty Enrollment PINs

Create a Faculty Enrollment PIN

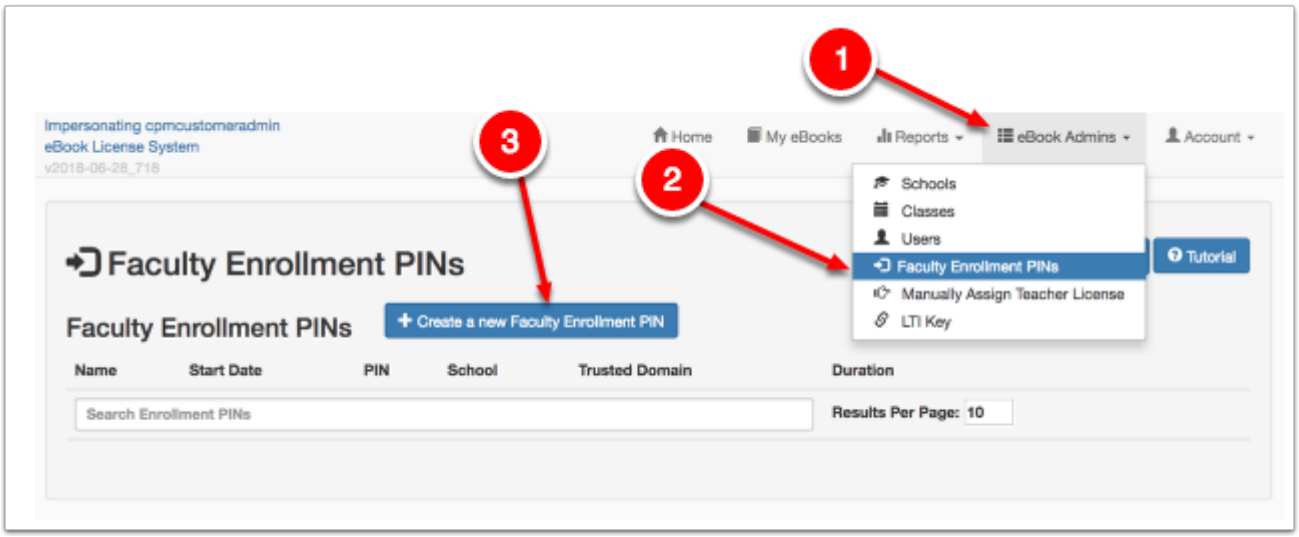
This article describes the process for creating a Faculty Enrollment Pin so that teachers can self select their eBooks needed for the school year. The PIN will facilitate the following:

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:

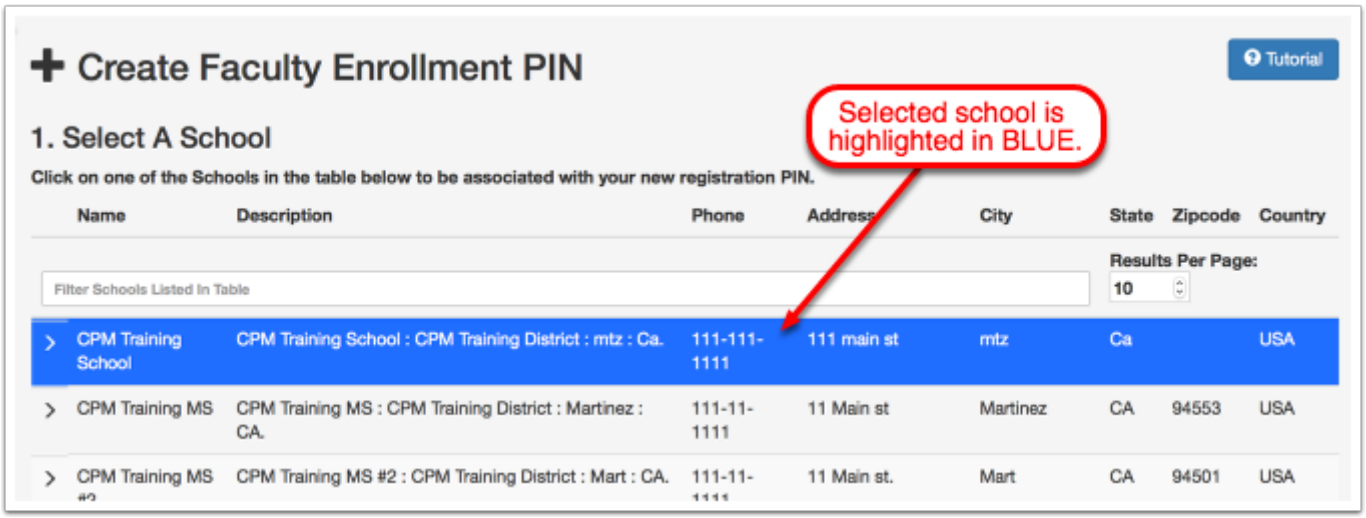
1. Teacher notes stored in previously held eBooks will NOT BE LOST. Notes are associated with the login and not a particular license. Teachers will see their previous notes when issued the eBook again.
2. eBook Admins can easily remove licenses from teachers who requested more eBooks than they actually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

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



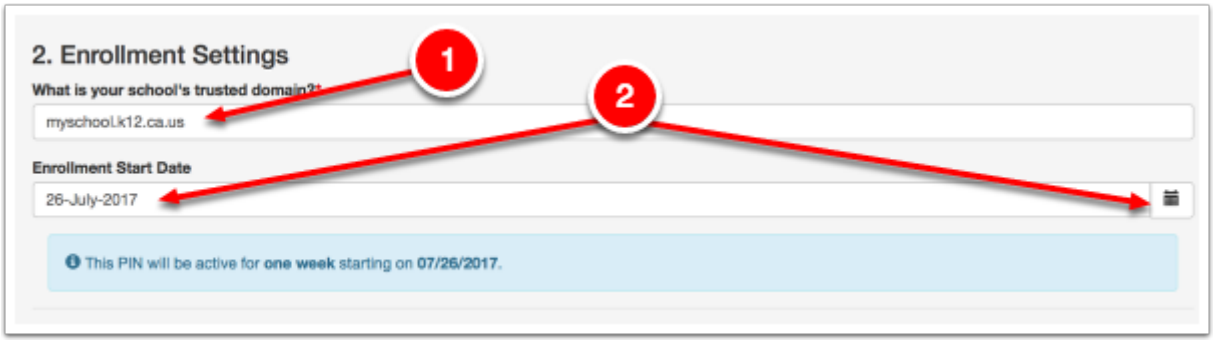
2. Choose a school from the list.

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



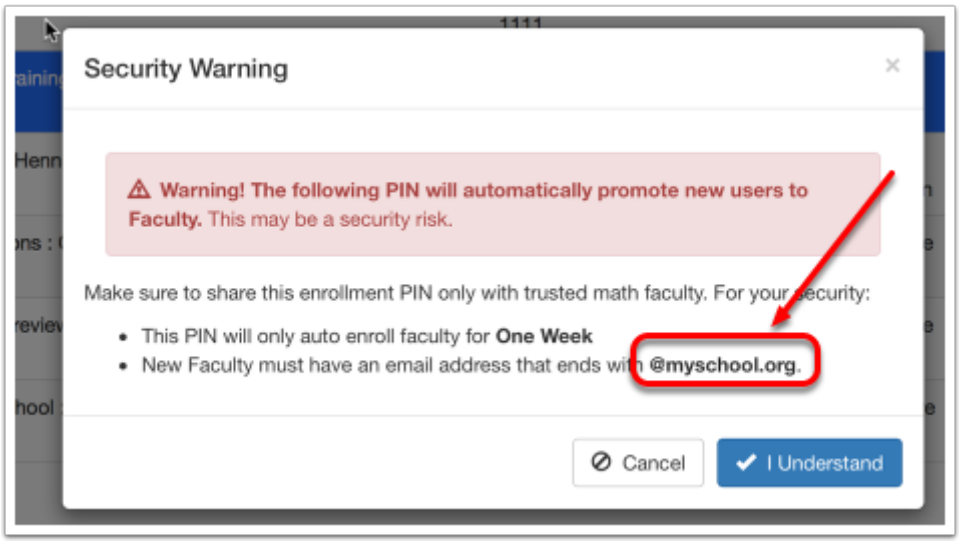
3. Enter the pool, domain, date, and SAVE.

- 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.



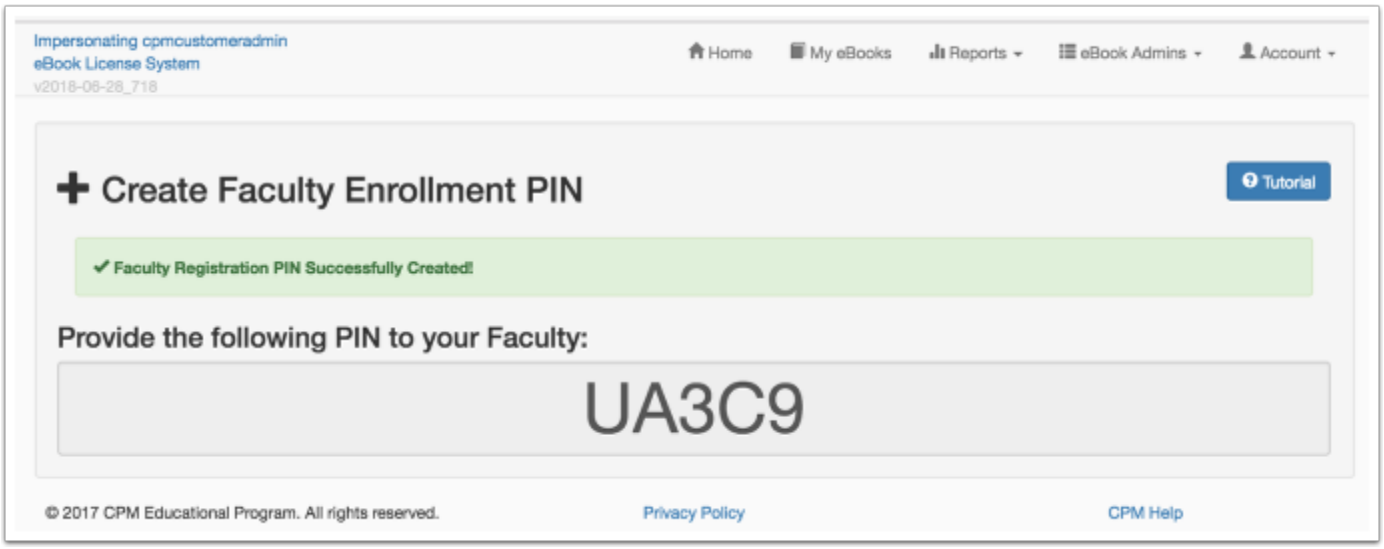
4. Click you understand the security warning and the domain setting.

- 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!

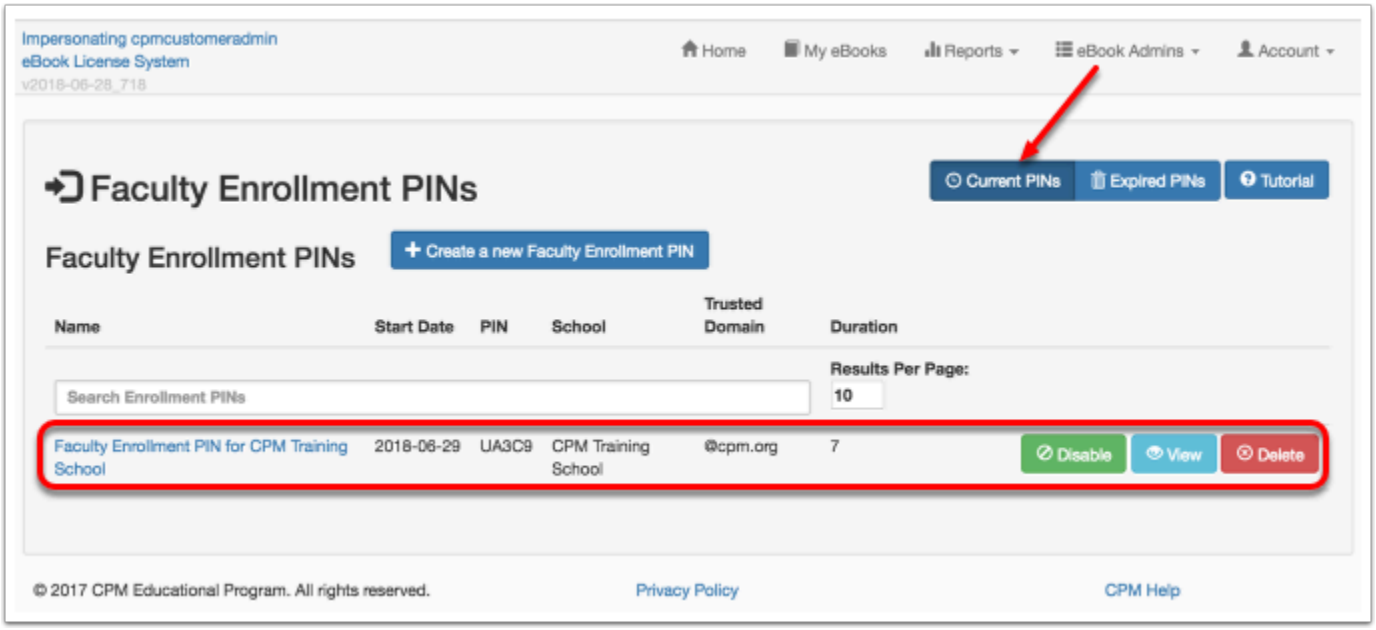


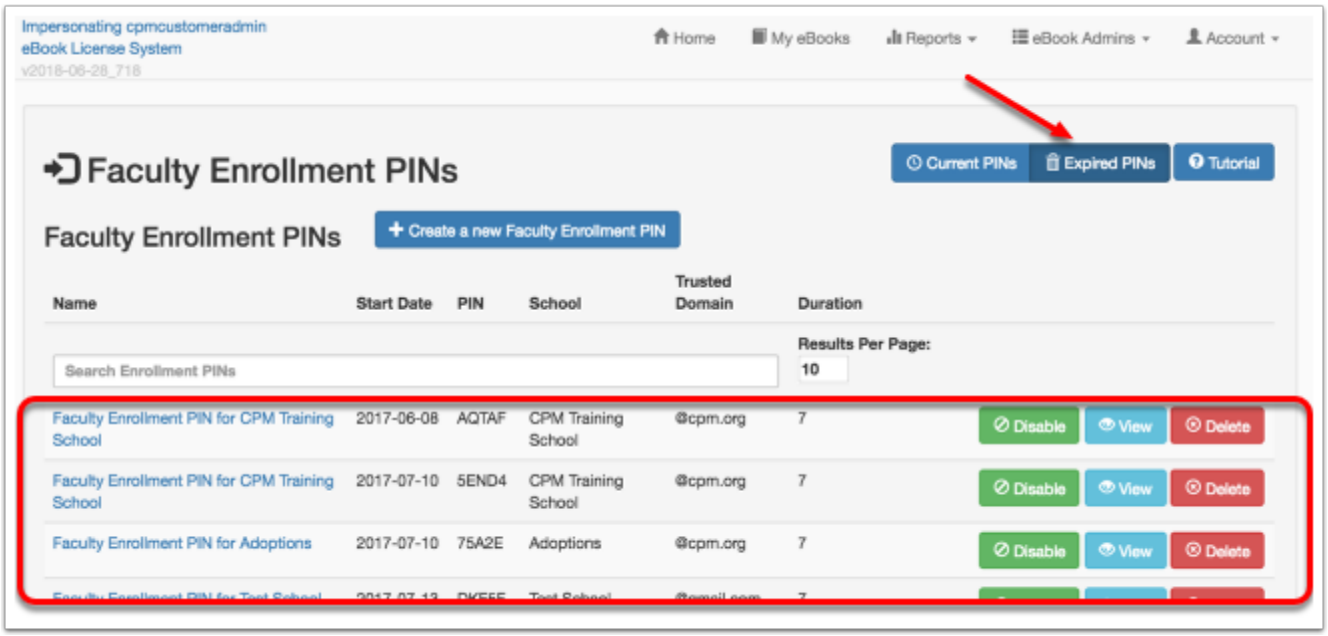
Manage current and expired Faculty Enrollment Pins

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

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

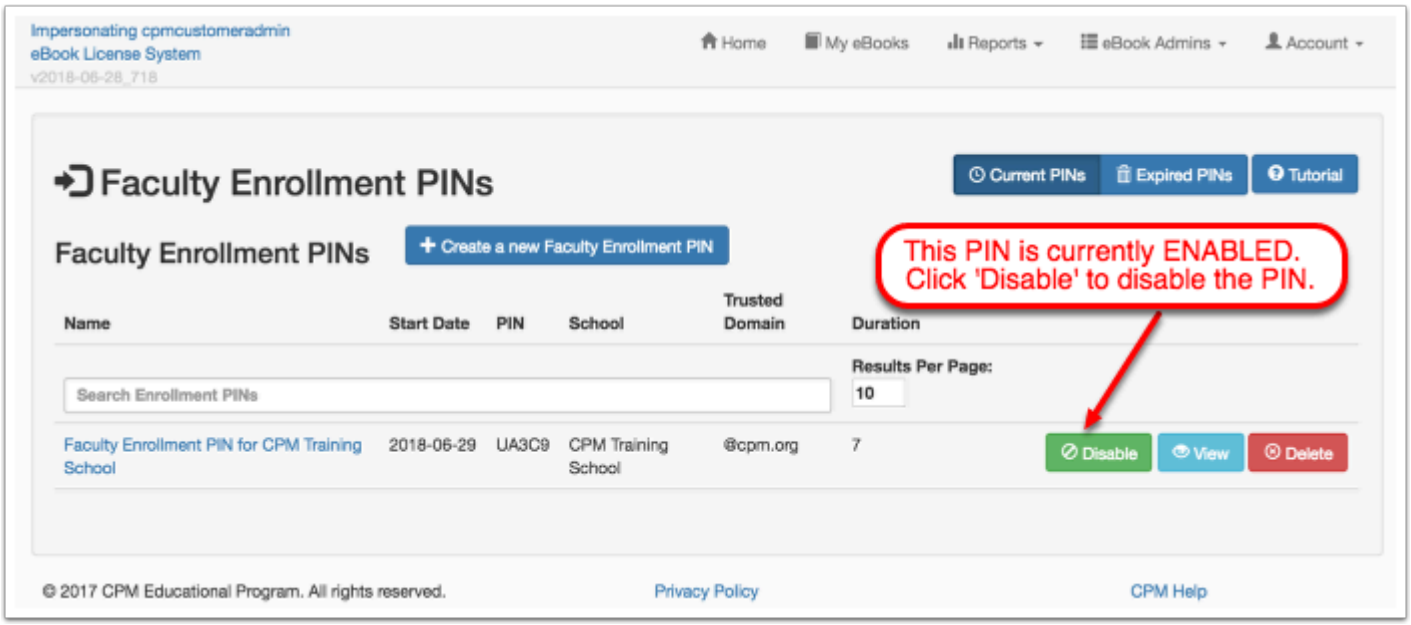
- Current PINs are listed by default.
- Select 'Expired PINs', to view previously created PINs with are no longer valid.

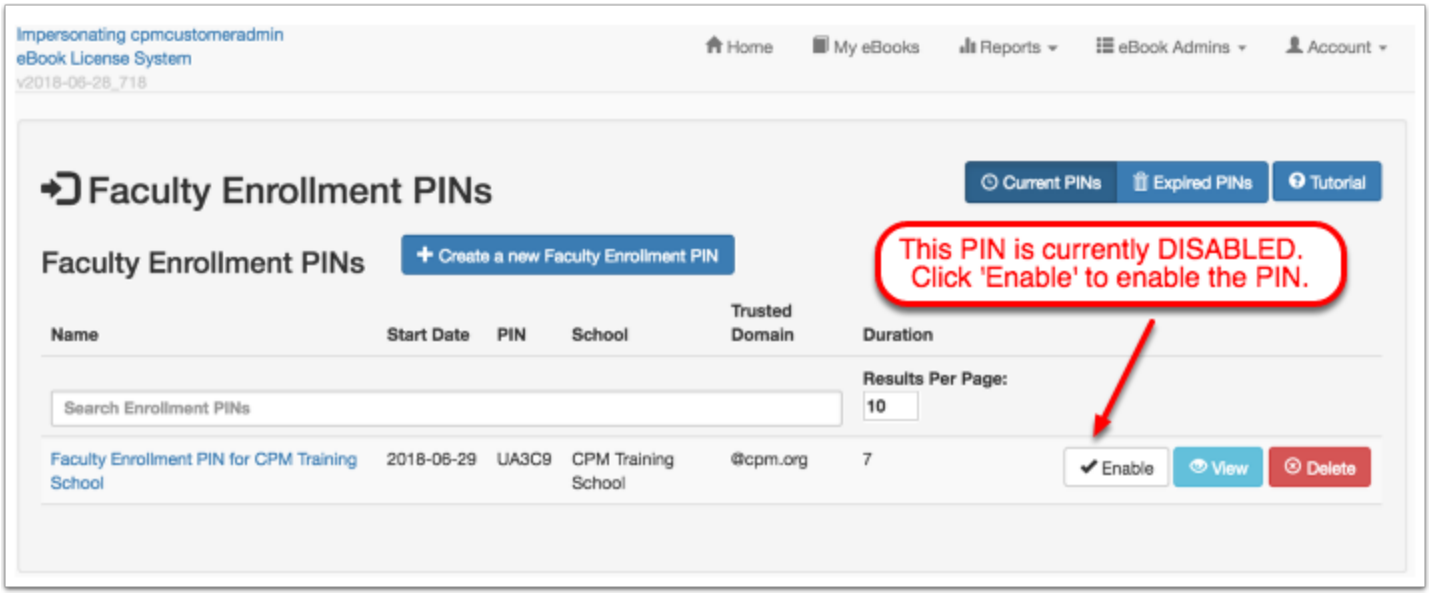




Disable and Enable a PIN

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.



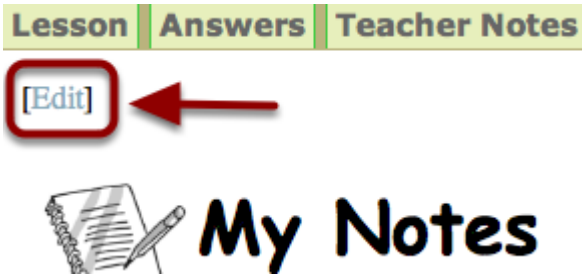


Note: You cannot enable an expired PIN.

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.

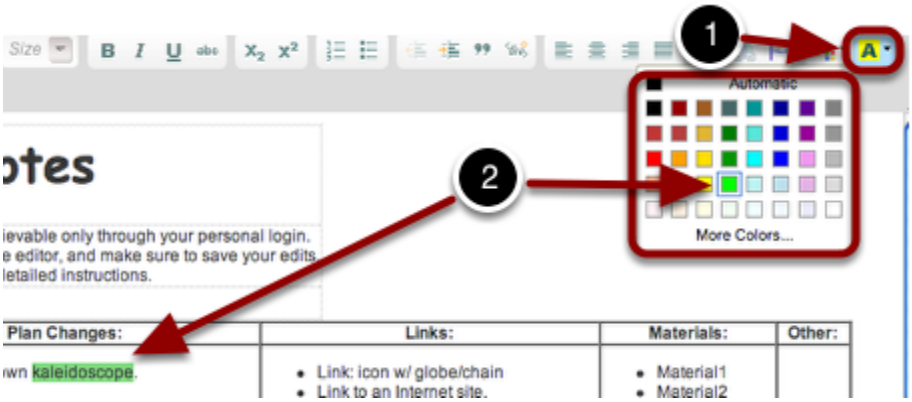
2. This is the 'Bullet' or 'List' button.

3. This is the 'Link' button.

Additional Editing Features for My Notes

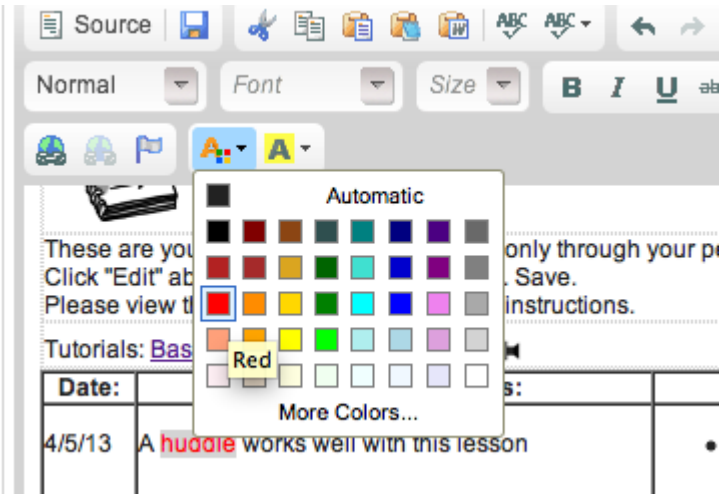
1. To change the background color of text, select text. Choose the background color icon (yellow A button). Then choose the color from the menu.

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

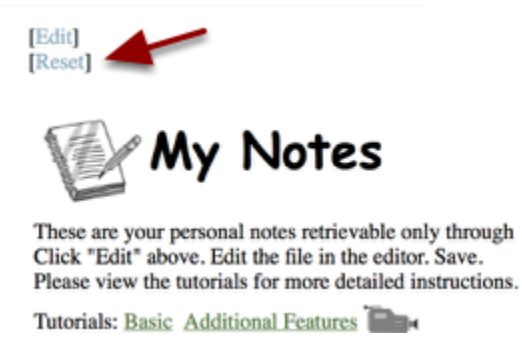


2. To change text color, select text. Choose the text color icon (orange A button). Then choose the color from the menu.

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.

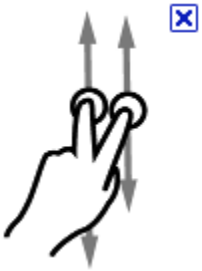


Other Devices/Sites with eBooks

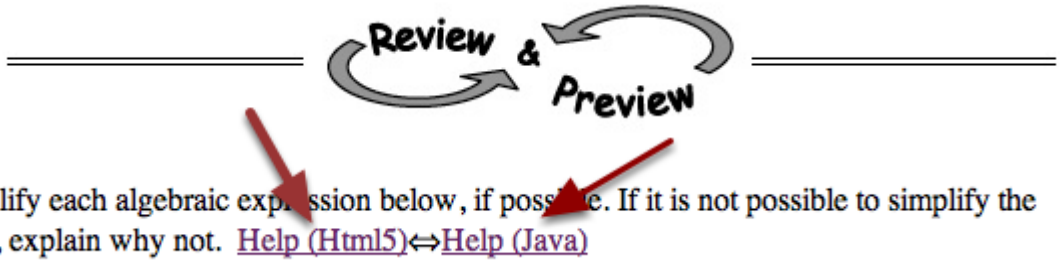
eBook: Using an I-Pad and Mobile Devices

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

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.



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.

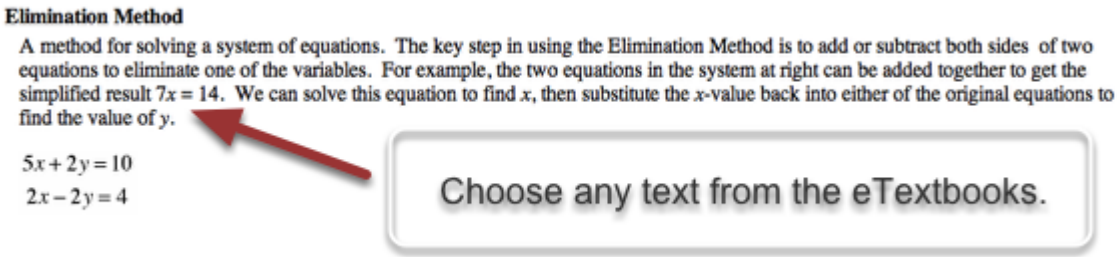
Photon Browser

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

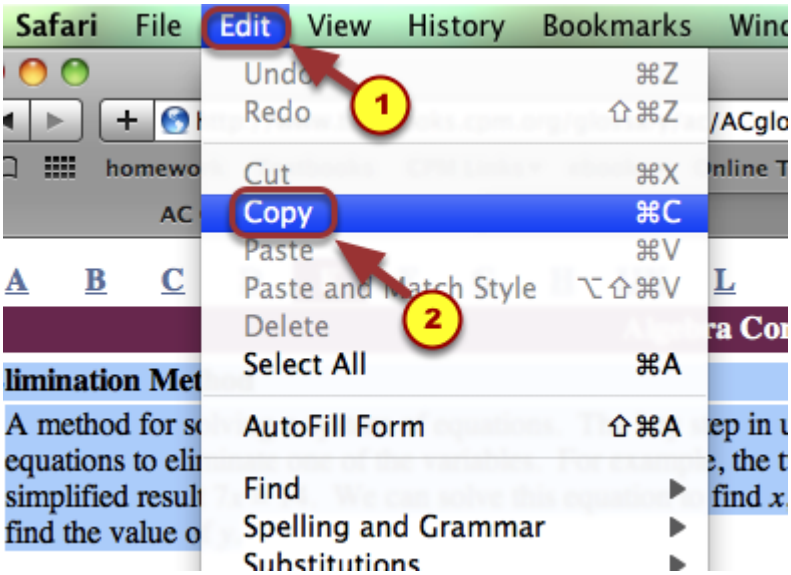
eBook: How Do I Translate English Text Into Another Language?

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

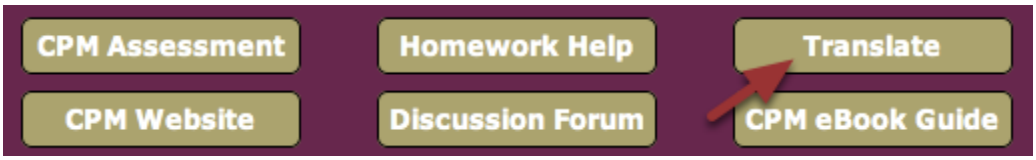
1. Highlight text from any lesson of the CPM eTextbooks that you want translated.



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

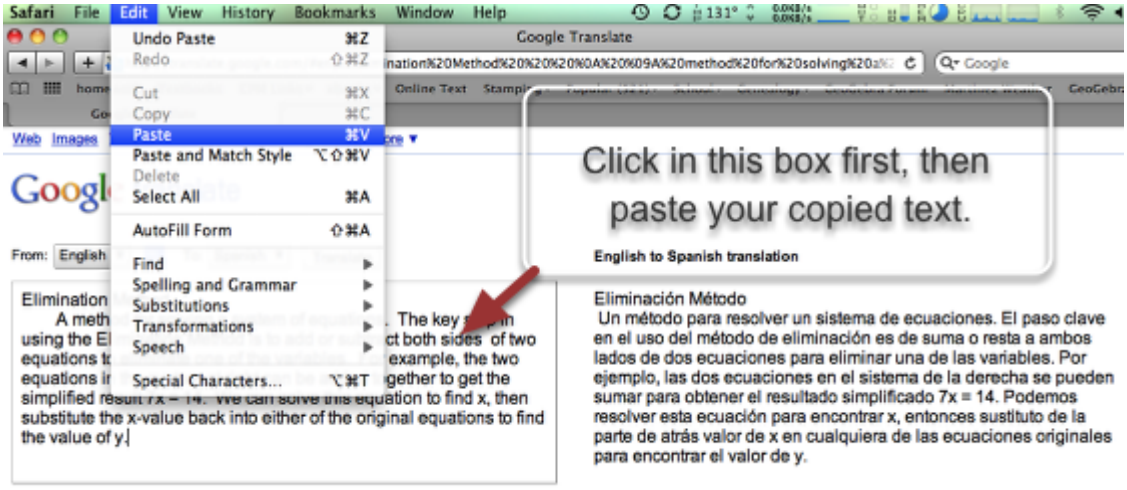


3. Click the "Translate" button on the on the lower bar of your ebook.



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

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.

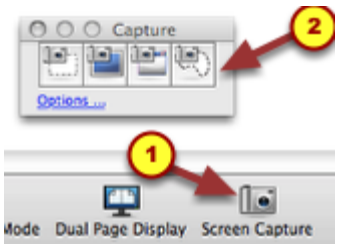
eBook: How Do I Copy eBook Text to Interactive Whiteboards?

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.

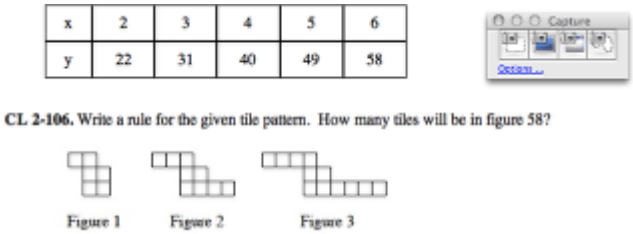
Interactive White Board Video

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

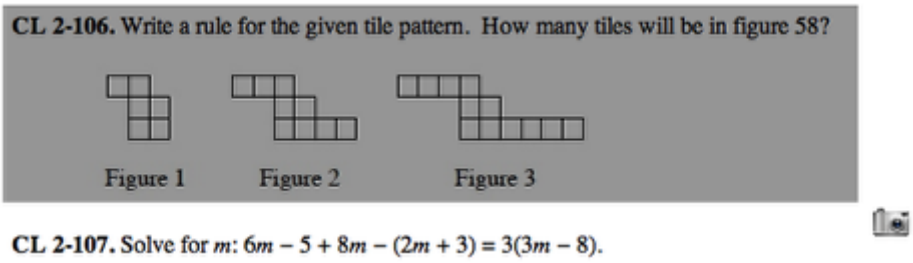


You can move the Screen Capture toolbar anywhere on the page.

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



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.

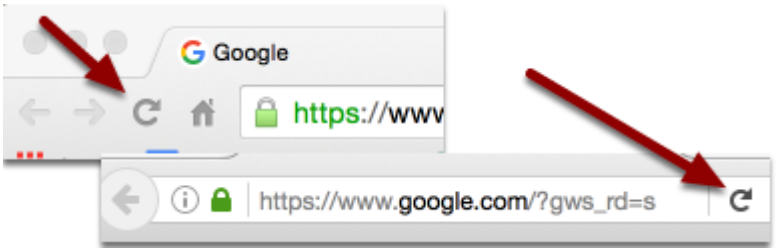
Use Firefox, Safari, or Chrome.

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.

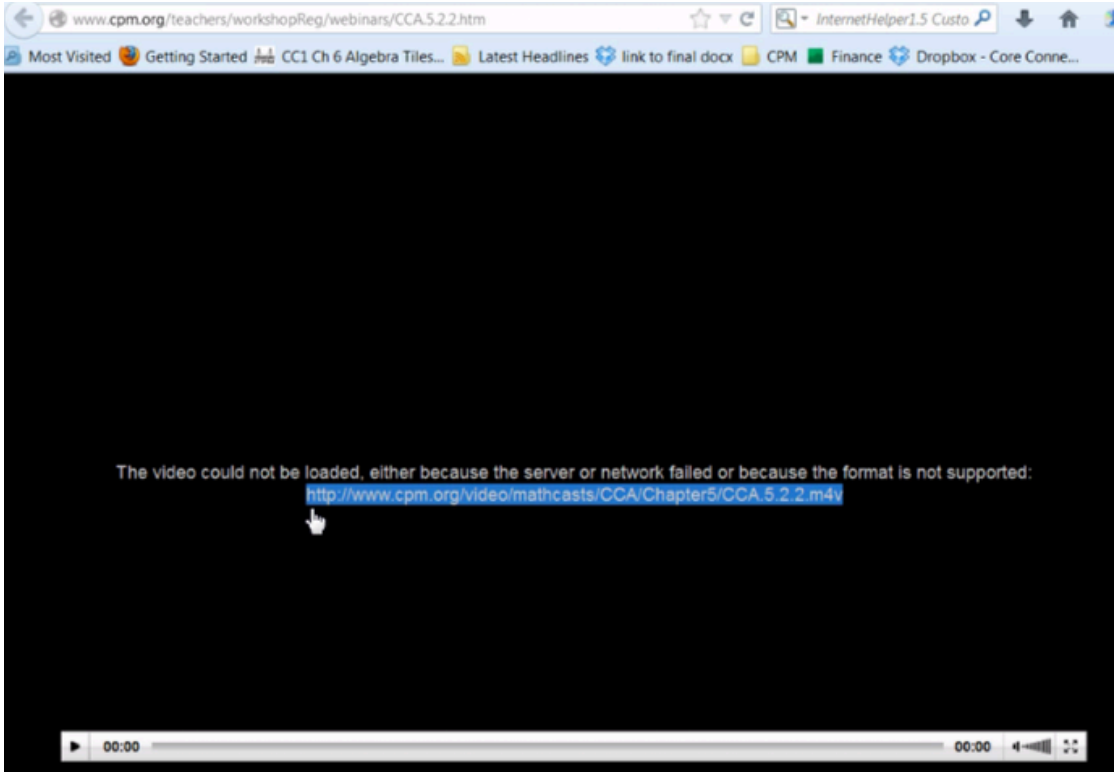


4. Finally, if none of these ideas work, email support@cpm.org explaining the problem.

Mathcasts: Videos Do Not Play

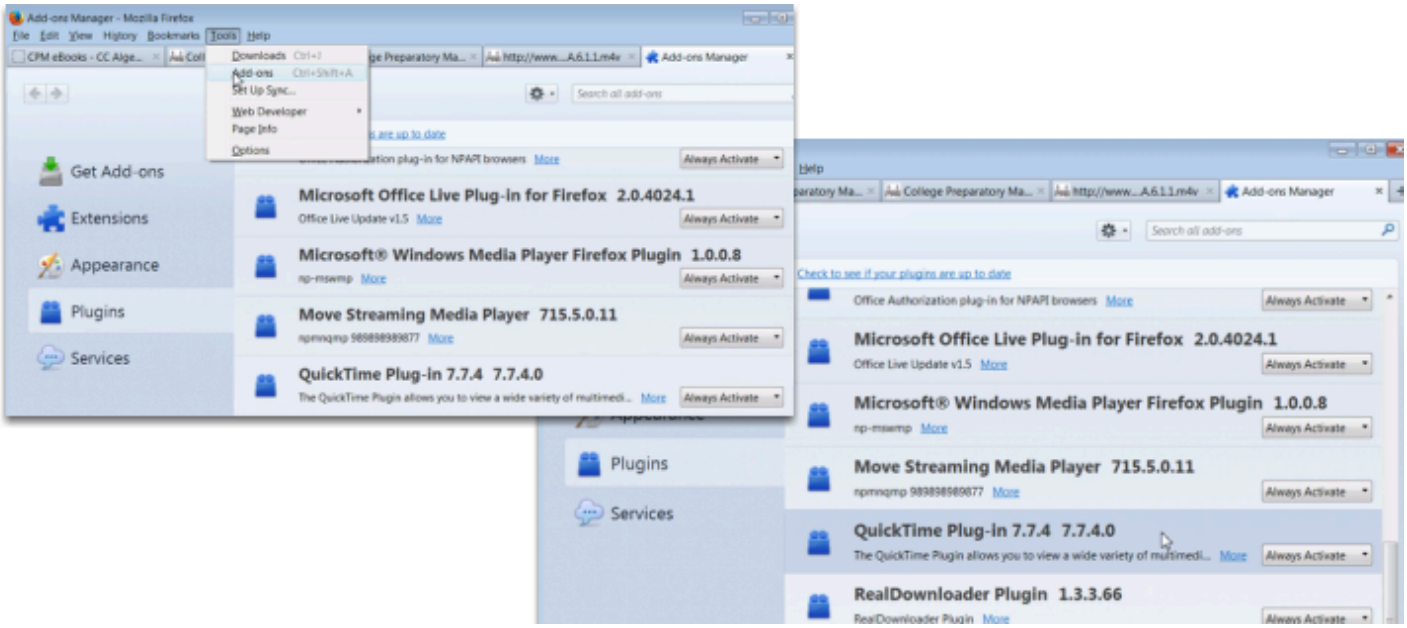
This article describes three trouble shooting ideas to get the Mathcasts to play.

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



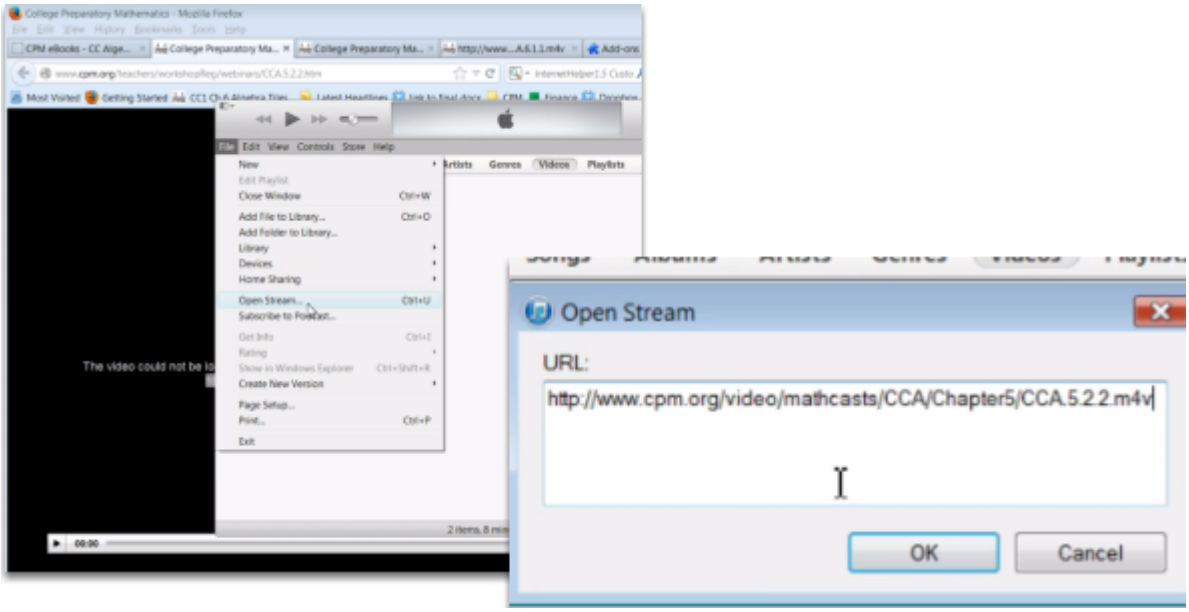
2. Still not working? Download the latest version of Quicktime. In Firefox:

- 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 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: https://ebooks.cpm.org/

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. Remove a License from a Teacher

Not finding what you need? Search:

1. CPM Teacher Guidebook
2. CPM Knowledge Base

eBook Admin: 'License Report' Page

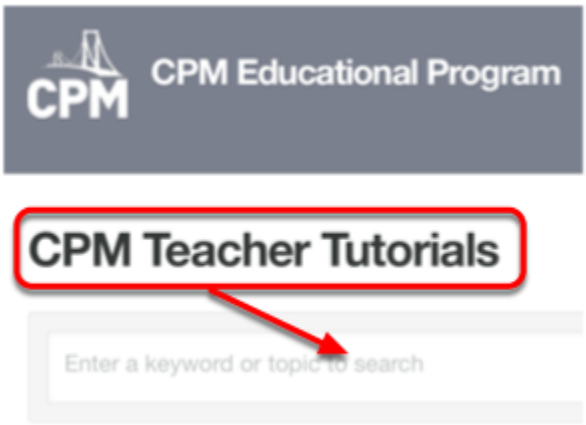
Click on any of the links below to access the tutorial.

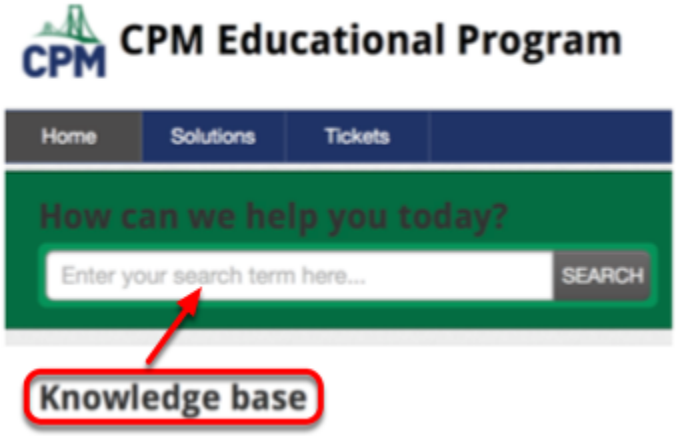
From the 'License Report' Page, the eBook Admin can:

1. Navigate the License Report Page
2. Find License Information
3. Remove User Licenses
4. Review License Counts & Contracts

Not finding what you need? Search:

1. CPM Teacher Tutorials
2. CPM Knowledge Base





eBook Admin: 'Classes' Page

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

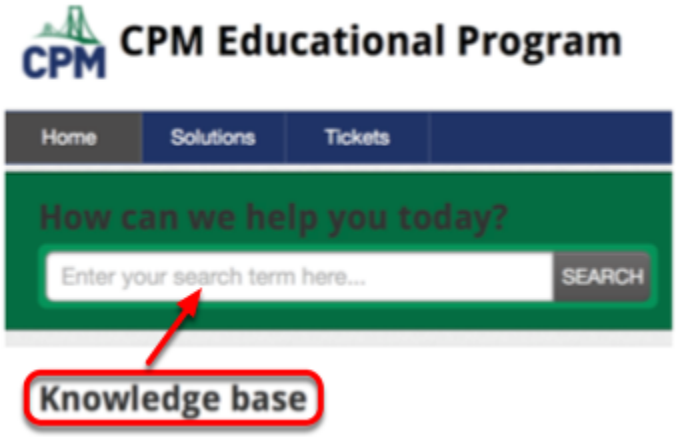
From the 'Classes' page, the eBook Admin can:

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

Not finding what you need? Search:

CPM Teacher Tutorials

2. CPM Knowledge Base



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:

- Create a Faculty Enrollment PIN
- Manage current and expired Faculty Enrollment Pins
- Disable and Enable a PIN

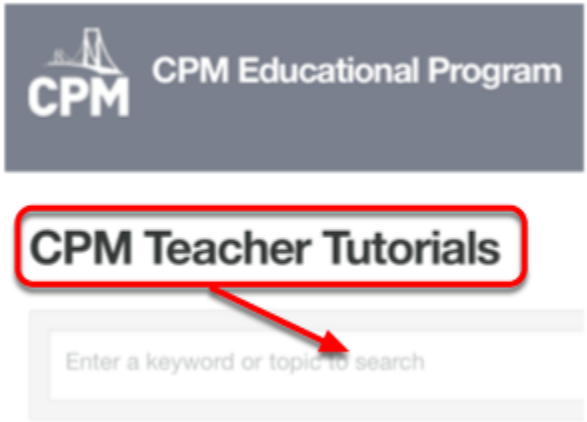
Using a PIN to assign a teacher a license is BEST in these cases:

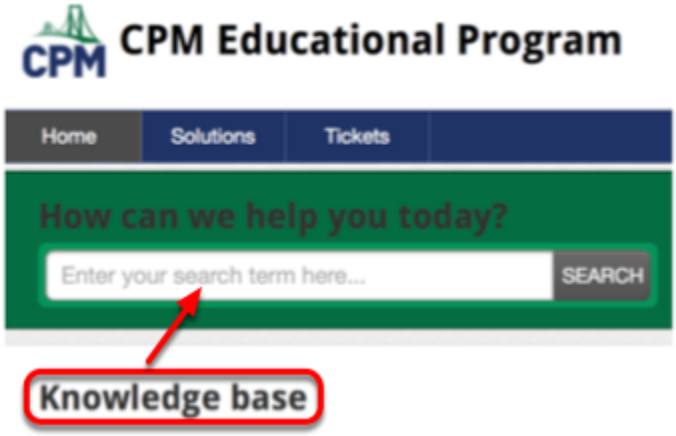
- At the beginning of the school year after teachers have been assigned their teaching schedules.
- When there are numerous teachers and manually assigning would be a lot of work.
- When there are new teachers or teachers at workshops who are not associated with the district.

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:

1. CPM Teacher Tutorials
2. CPM Knowledge Base





eBook Admin: 'Manage License Providers' Page

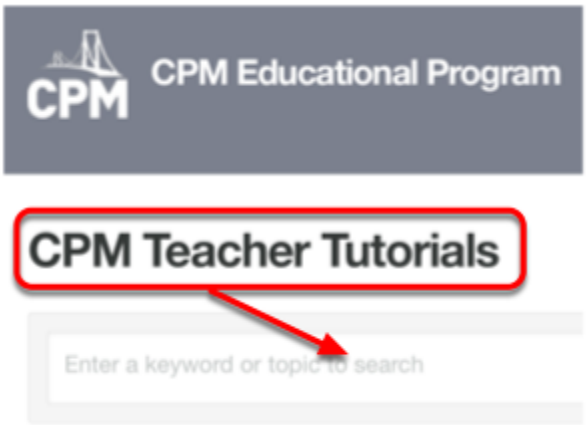
Click on any of the links below to access the tutorial.

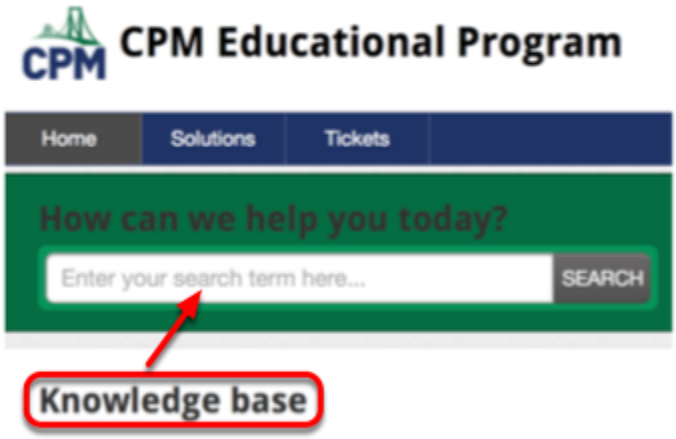
From this page, the eBook Admin can:

1. Manage license providers.
2. Replace License Providers.
3. Set a limit on eBook licenses.

Not finding what you need? Search

1. CPM Teacher Tutorials
2. CPM Knowledge Base





eBook Admin: 'Schools' Page

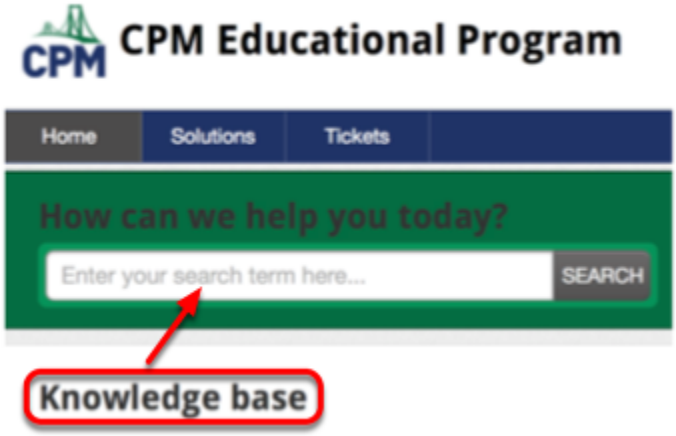
Click on any of the links below to access the tutorial.

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:

1. CPM Teacher Tutorials
2. CPM Knowledge Base



eBook Admin: 'Class Report' Page

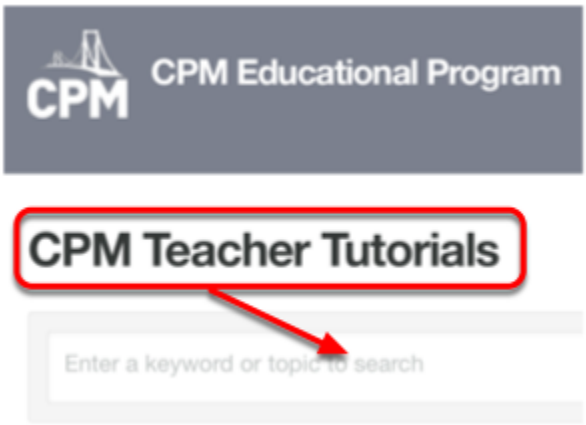
Click on any of the links below to access the tutorial.

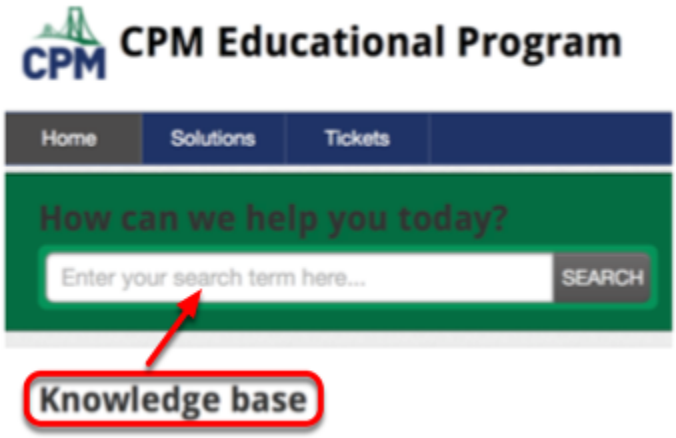
From the 'Class Report' Page, the eBook Admin can:

1. Find Classes
2. Find Specific Class Information

Not finding what you need? Search

1. CPM Teacher Tutorials
2. CPM Knowledge Base





eBook Admin: 'Users' Page

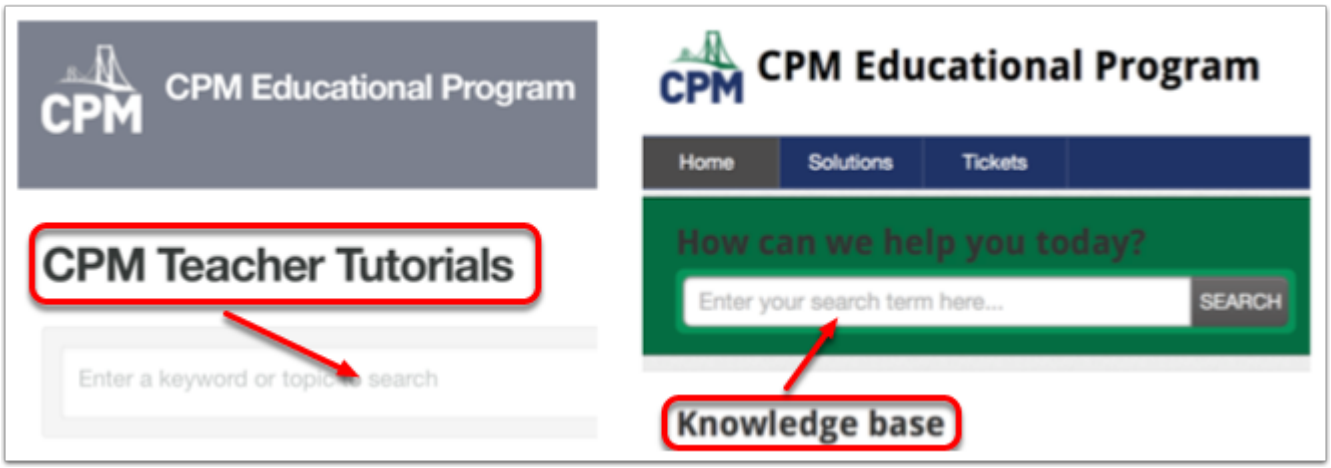
Click on any of the links below to access the tutorial.

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

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

Not finding what you need? Search:

1. CPM Teacher Tutorials
2. CPM 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

Manually assign a teacher a license is best in these cases:

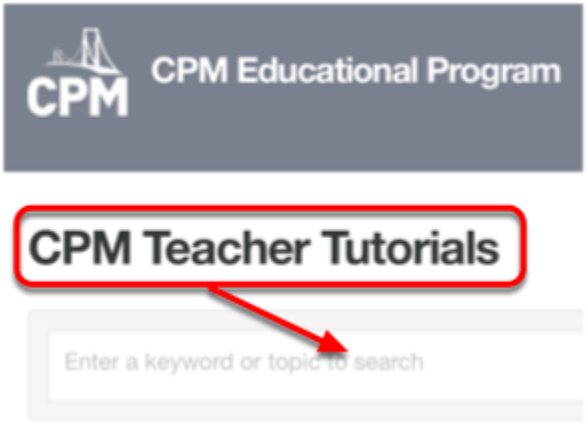
- The teacher is already associated with your district/school.
- You want to make quick adjustments to license assignments.

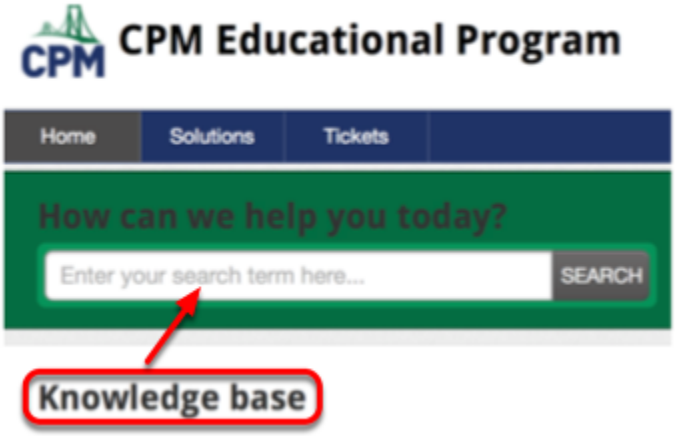
1. Teachers not already associated with your district/school cannot be manually assigned a license. In this case, create a faculty enrollment PIN. Teachers enrolling with a PIN will become associated with your district/school.
2. If you have a large number of teachers who need to be assigned an eBook 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.

Not finding what you need? Search:

CPM Teacher Tutorials

- CPM Knowledge Base


CPM Educational Program
CPM Teacher Tutorials
Enter a keyword or topic to search


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