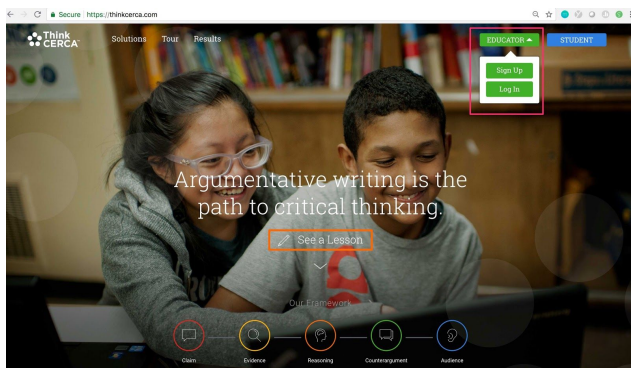


Cincinnati School District - Adding Students to Classes

Thank you for choosing ThinkCERCA as a tool to inspire your students to think and write courageously. We are excited to work with you to understand your students' growth in reading, writing, and critical thinking. This document explains how we have authenticated student accounts and the steps needed to create classes and add students to them.

Educators

Teacher Sign Up & In



Visit www.thinkcerca.com using the Google Chrome browser and then click on the **EDUCATOR** tab in the upper right corner. If you already have an account, click Sign In. If you do not have an account yet, you can create one by Sign Up with Google (enter your Google credentials) or with your district email and a password. You will then be prompted for your school's unique upgrade code. Please do not share the upgrade code with teachers outside of your school.

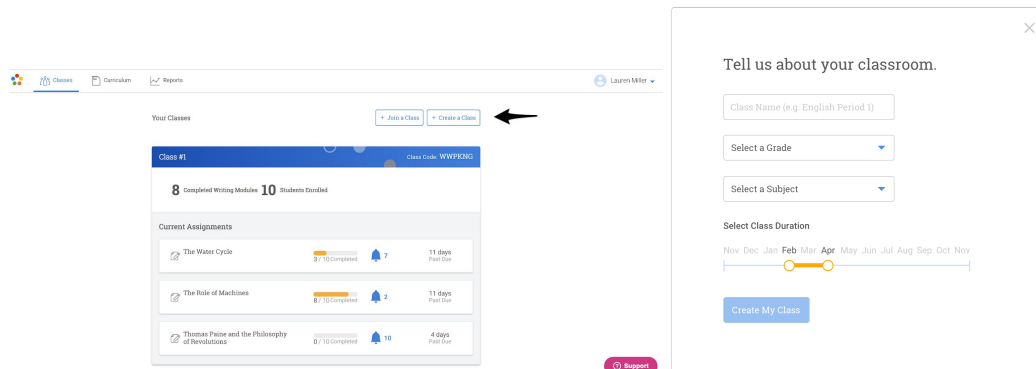
Adding Students to Classes

There are two quick steps to take when creating classes and adding students. Here they are:

Step 1. Create a Class

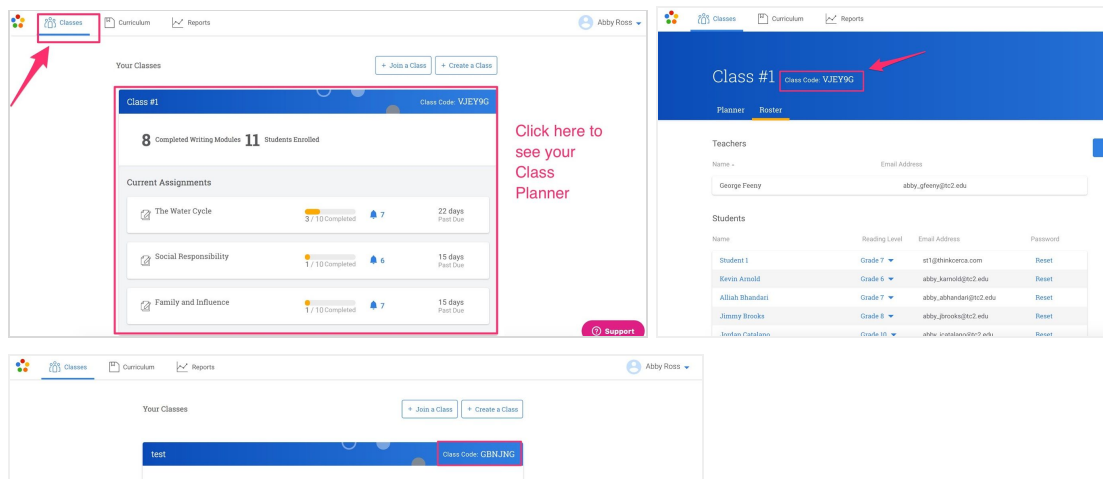
After you login into your account for the first time, you will be prompted to create a class. You can follow these steps to create new or additional classes:

1. Navigate to the Classes Page.
2. Select "Create a Class."
3. Fill in basic class details, such as name, grade, subject, and duration.
4. "Select a Grade" and "Select a Subject".
5. Select "Save Changes" to create your class. The new class will be added to your Classes page.

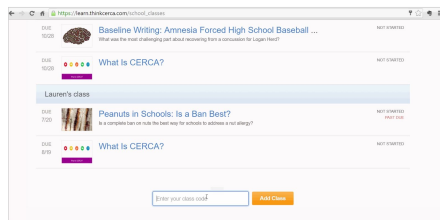


Step 2. Add Students to Classes

RECOMMENDED OPTION A: Provide students with the Class Code, found on the Class Dashboard or in the Class Planner:

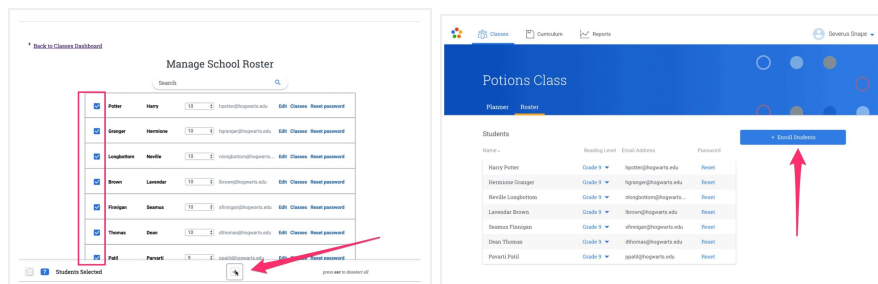


When students log in, they will be prompted to join a class via a Class Code. When they enter in your class code (a one-time thing), they will be added to your roster and receive any assignments you've made to that class that are at the class grade level. If you do not see a student on the School Roster but they already have an account, provide the student with the Class Code and they will be added to your School Roster (*helpful for transient students between schools within the district*).



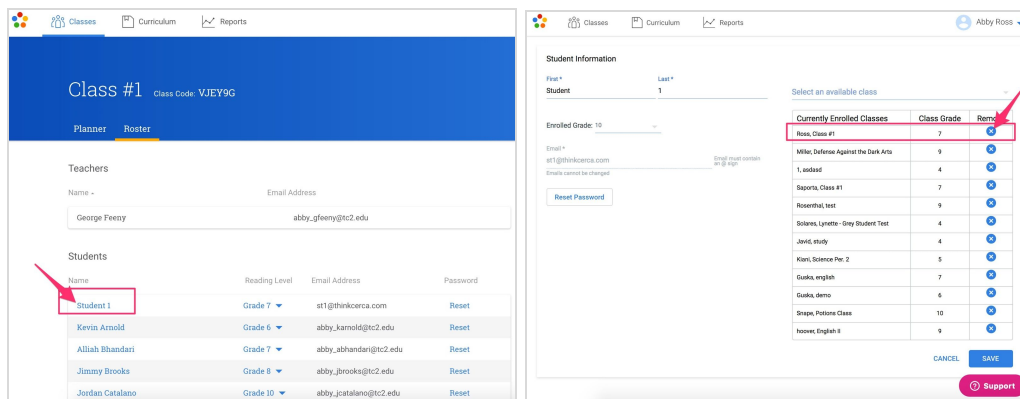
Alternative Options: Click the Enroll Students button, which will allow you to:

- Select from a School Roster
- Manually create an account for a student (*not recommended*)



To Modify Your Class Roster

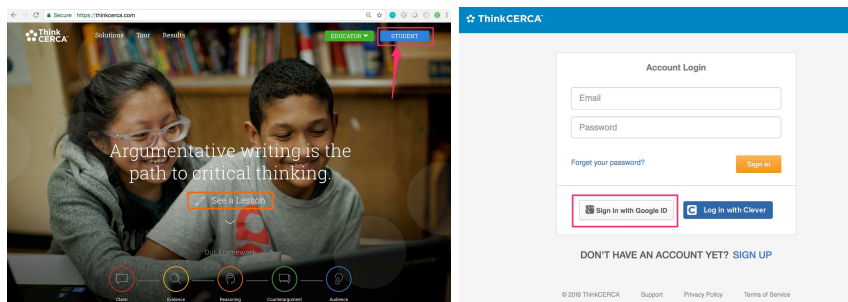
If you need to make changes to your class roster, you can easily make changes by visiting your Class Dashboard and Class Planner. To remove a student from your class, click on a student's name and then click the blue X next to the class in their profile.



Student Log In

ThinkCERCA will be creating all student accounts by collaborating with the district team with a nightly automated process. As long as a student has been assigned a district email/Google account, they should then be uploaded in the ThinkCERCA platform.

If a student tried to log in and it says their account does not exist, please contact support@thinkcerca.com. Students will visit www.thinkcerca.com using the Google Chrome browser and then click on the **STUDENT** tab in the upper right corner and then click 'Log In with Google'



Troubleshooting

Support

ThinkCERCA Live Chat and Phone support is available from 7am-5pm central on Monday - Friday and we will respond to any emails within 2 hours of the next business day.

Email: support@thinkcerca.com

Phone: 224-412-3722

Chat: Use the pink SUPPORT button on ThinkCERCA

