

Rosterings & Accounts for Springfield City Schools

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 uploaded student and class rosters.

Students & Classes

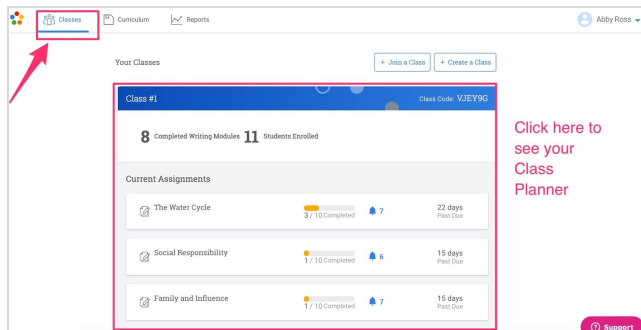
Students

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/Clever 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.

Class Roster

ThinkCERCA has done a one-time upload of all classes, as well as loaded students into those classes. If you need to make changes to your class roster, you can easily make changes by visiting your Class Dashboard and Class Planner.



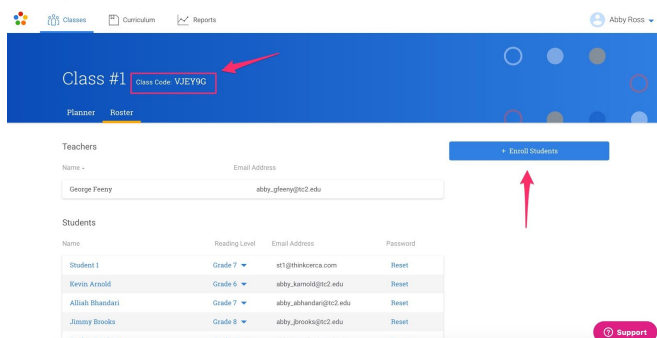
In the Classes Tab, click anywhere on a class to see your Class Planner and roster

To Add Students to Your Class:

Option 1: Provide students with the Class Code, found on the Class Dashboard or in the Class Planner:

Option 2: Click the Enroll Students button, which will allow you to:

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



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*).

To Remove Students from Your Class:

Click on a student's name and then click the blue X next to the class in their profile.

The left screenshot shows the 'Class #1' roster. The 'Students' table has the following data:

Name	Reading Level	Email Address	Password
Student 1	Grade 7	st1@thinkcerca.com	Reset
Kevin Arnold	Grade 6	abby_karnold@tc2.edu	Reset
Alliah Bhandari	Grade 7	abby_abhandari@tc2.edu	Reset
Jimmy Brooks	Grade 8	abby_jbrooks@tc2.edu	Reset
Jordan Catalano	Grade 10	abby_jcatalano@tc2.edu	Reset

The right screenshot shows the student profile for 'Student 1'. The 'Currently Enrolled Classes' table has the following data:

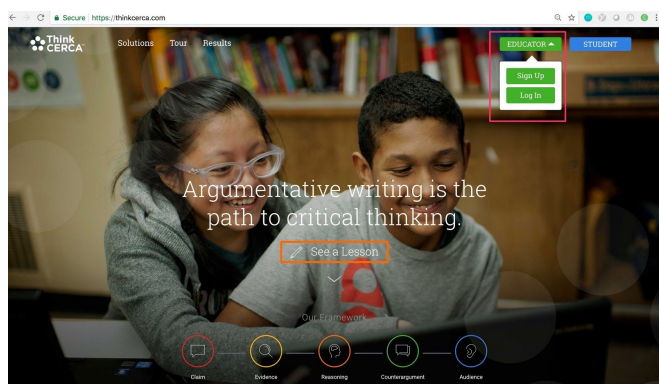
Class	Class Grade	Remove
Ross, Class #1	7	X
Miles, Defense Against the Dark Arts	9	X
1, asdasd	4	X
Saporis, Class #1	7	X
Rosenthal, test	9	X
Solares, Lynette - Grey Student Test	4	X
Javid, study	4	X
Kiani, Science Per. 2	5	X
Guska, english	7	X
Guska, demo	6	X
Snake, Potions Class	10	X
Hoover, English II	9	X

Logging in to ThinkCERCA

Students cannot create accounts on ThinkCERCA - they will be created nightly through the district. If they click the Sign Up button, they will be prompted for a 10 digit upgrade code, which is only for Educator accounts. If you need a student account created, contact support@thinkcerca.com (*should not be frequent*).


Educator Sign Up/Sign In

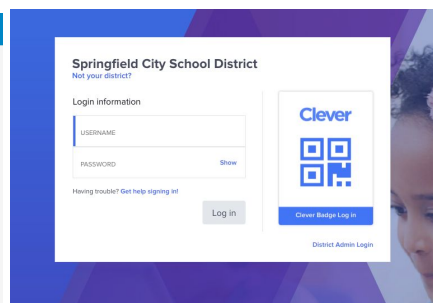
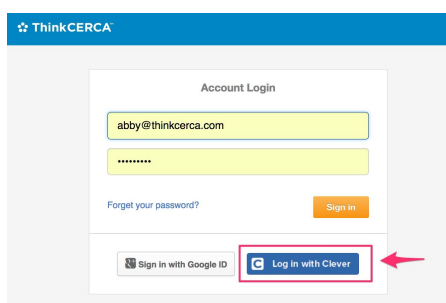
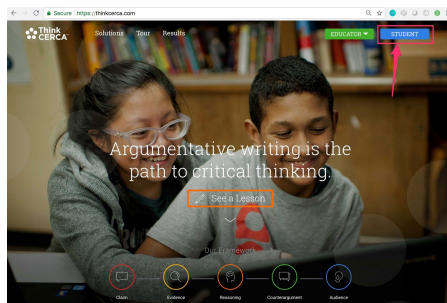
Visit www.thinkcerca.com using the Google Chrome browser and then click on the **EDUCATOR** tab in the upper right corner. If you already have an account, click Sign In. If you do not have an account yet, you can create one by Sign Up with Clever (enter your Clever credentials) or with your district 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.



School Name	Upgrade Code
Fulton Elementary School	JTXN-G77Y-TZP7
Horace Mann Elementary School	JFC7-AVEU-UCGK
Kenwood Elementary School	2RFF-SF74-EXR6
Lagonda Elementary School	HS58-N6J5-985S
Snyder Park Elementary School	XFFV-ZA8Y-2TM4
Lincoln Elementary School	9YMH-TUEN-MMYW
Perrin Woods Elementary School	62UA-CVLS-NL4A
Simon Kenton Elementary School	RUE2-X4XV-A8PM
Snowhill Elementary School	XQ6W-XJX9-H6TB
Warder Park Wayne Elementary School	SJJZ-MAKA-FQ6E
Hayward Middle School	SHFP-8NQ6-R4MZ
Roosevelt Middle School	97GE-CKFV-Z7UA
Schaefer Middle School	YQNM-46AP-UTVJ
School of Innovation	9ZEK-6T5K-ALEB
Springfield High School	C77Q-WBNY-PLGW

Student Log In

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 Clever'



Student Credentials

Username: Student ID Number (Lunch Number)

Password: Student ID Number (Lunch Number)

Troubleshooting

Non-District Created Classes with Student Work

If you created a class and added students outside of the classes that the ThinkCERCA + District automatically created, all work will be maintained. If you need any classes or student accounts merged, please contact support@thinkcerca.com.

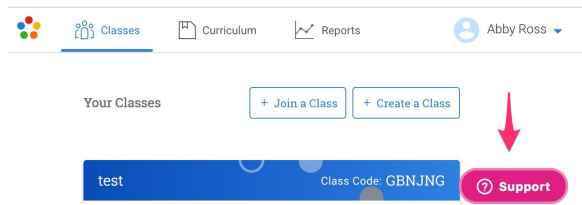
Support

ThinkCERCA Live Chat and Phone support is available from 7am-7pm 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



Video

For a video walk-through of this process, visit: