

District Administrator Log In with Clever User's Guide



Continental eBooks

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ACCOUNT SET UP

1. Complete and return the eBook set-up form emailed to you from Continental customer service.
2. Request approval of the Continental eBooks app in the Clever library.
3. Continental will approve your app request when all of your account details are in order. You will only be able to share user data through Clever for the number of students, teachers, and staff/admin who will be using the platform, based on your eBook license purchase.
 - You will be provided 1 Teacher Admin user license for every 10 student eBook licenses purchased.
 - You will be provided 1 School Admin user license for each school.
 - You will be provided 1 District Admin user license per district account set up.

Teacher, school, or district admin licenses above these totals will require the purchase of additional licenses.
4. After your app request is approved, you may initiate your first data sync through Clever.

Note: Continental will not sync your data to the eBook platform if you overshare user data. If you are unsure of your user totals, please contact ebooksupport@continentalpress.com.
5. You will receive an email from Continental after a successful data sync. You will then be able to log in to Continental eBooks.

USER INFORMATION

Log In

To access Continental eBooks, go to <https://www.continentalebooks.com>.

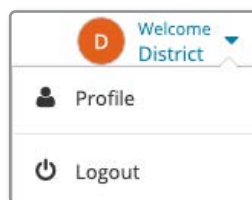


Click the **Log in with Clever** button and log into the **District Admin** account. Your district's Clever administrator has uploaded all relevant school and user data through Clever. Any changes to this data need to be made through your Clever account.

You should be ready to assign content to your schools.

Log Out

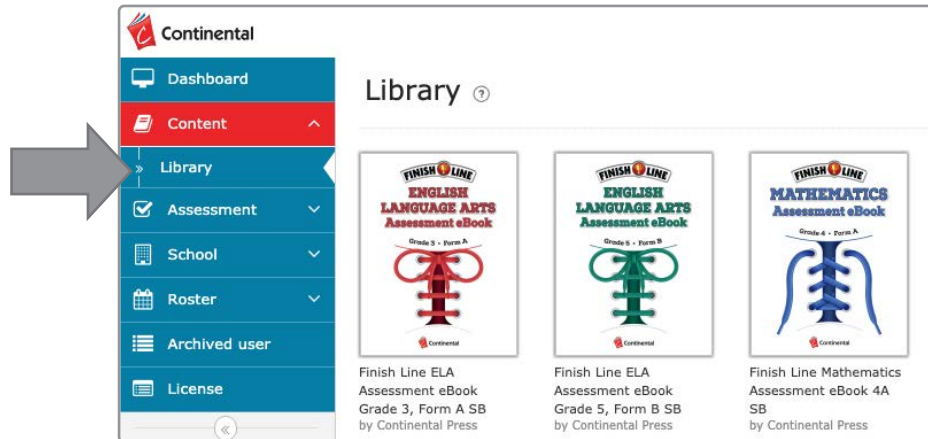
To log out of the system, click the down arrow located at the top right corner of the screen. This will drop down for you to see your **Profile** and **Logout**.



CONTENT

View Content Library

1. Log into your account.
2. Click **Content** on the left.
3. Click the **Library** submenu. All eBooks you have purchased will display in the **Library**.

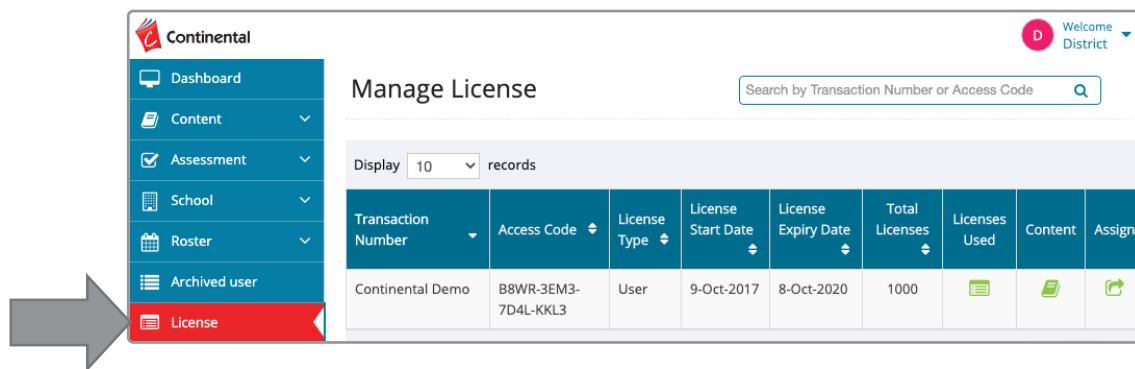


4. Click the picture of the book you wish to open.


LICENSE MANAGEMENT

Manage Student Edition Licenses

1. Log into your account.
2. Click **License** on the left to open the **Manage License** page. From here, do any of the following:



3. Click in the **Licenses Used** column to view a list of **Used Licenses**.
4. Click in the **Content** column to view a list of all **Content** purchased.

5. Click  in the **Assign** column to **Assign and Unassign Licenses to School Admin**. You will see a similar screen:

Assign Access Codes

Transaction Number	License Start Date	Total Licenses	Access Code
Continental Demo	09-Oct-2017	1000	B8WR-3EM3-7D4L-KKL3
License Expiry Date	Licenses Used	License Type	Licenses Remaining
08-Oct-2020	251	User	749

School*
 Number of Licenses*


School Admin's List*

* Click a row to set the primary admin for this license

- a. To **Assign Licenses** to School Admin:
- Select the **School** from the dropdown list.
 - Enter the number of **Licenses** to be assigned to each school. Include one for each School Administrator, Teacher, and Student.
 - Select the **School Admin**. If selected properly, **(Primary Admin)** will appear after their name.

<input type="checkbox"/>	First Name	Last Name
<input checked="" type="checkbox"/>	Elem (Primary Admin)	Admin

- iv. Click **Assign**. You will see the following message:

Content assigned successfully. 

All content purchased by the district will be assigned to the **School Admin**. The primary **School Admin** is responsible for assigning content to teachers. Teachers are then responsible for assigning content to students/classes.

b. To **Unassign Licenses** to School Admin:

School*
Continental Elementary Schoch

Number of Licenses* 50

School Admin's List*

* Click a row to set the primary admin for this license

Display 10 records

<input type="checkbox"/>	First Name	Last Name	Email Id
<input checked="" type="checkbox"/>	Elem (Primary Admin)	Admin	elem_admin@continentalpress.com

Showing 1 to 1 of 1 entries

No. of Teachers: 3, No. of Students: 11

Teacher's List

Display 10 records

<input type="checkbox"/>	First Name	Last Name	Email Id	Class	No. of Students
<input type="checkbox"/>	Demo		demo@grr.la	Mrs. Jones	5
<input checked="" type="checkbox"/>	Mrs.	Jones	jones@continentalpress.com	Mrs. Jones,Mr. Smith	10
<input checked="" type="checkbox"/>	Mr.	Smith	smith@continentalpress.com	Mr. Smith,Test	6

Showing 1 to 3 of 3 entries

- i. Select the **School** from the dropdown list.
- ii. Adjust the number of **Licenses** to be assigned to each school. Include one for each School Administrator, Teacher, and Student.
- iii. Uncheck from the School Admin and Teacher's list as needed.
- iv. Click **Assign**. You will see the following message:

Access code assignment updated successfully.

Manage Annotated Teacher's Edition Licenses

1. If you have purchased **Annotated Teacher Edition eBooks**, they are assigned on a separate license from the **Student Editions**. After assigning the **Student Editions**, follow the instructions above to assign the **Annotated Teacher Editions**.

ADDITIONAL RESOURCES

For additional assistance, please try one of the following sites or contact Continental eBook support:

For Frequently Asked Questions, please visit:

<https://www.getmagicbox.com/help/faq/>

For additional How Do I help, please visit:

<https://www.getmagicbox.com/help/how-do-i/#horizontalTab1>

For Continental help, please contact:

ebooksupport@continentalpress.com or 800.233.0759

TECHNICAL SPECIFICATIONS

Module/Product	Operating System	Browsers			
		IE (Latest)	Firefox (Latest)	Chrome (Latest)	Safari (Latest)
MagicBox and Web Reader	Windows 10 and above	Y	Y	Y	
	Mac 10.11 and above		Y	Y	Y
	iOS 11 and above (iPAD only)				Y