Teacher License
User's Guide

Continental eBooks

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USER INFORMATION

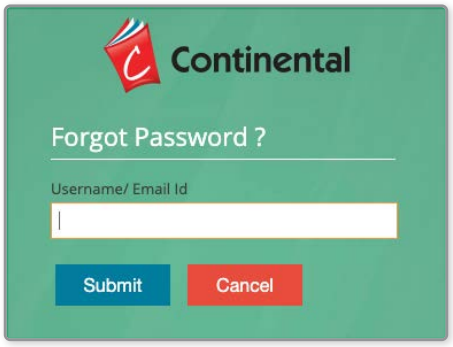
Log In

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

Enter the **Username** and **Password** that was emailed to you from ebooksupport@continentalpress.com or provided to you by your District or School Administrator.

Forgot Password

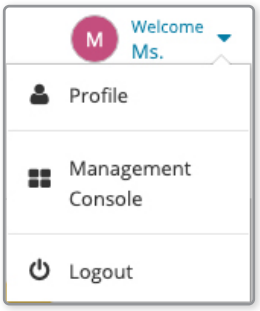
Click **Forgot Password** to retrieve a lost password. Type your **Username** (email address) and click **Submit**. You will receive an email containing your password from ebooksupport@continentalpress.com.



Click **Cancel** to cancel this screen and return to the log in page.

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**.



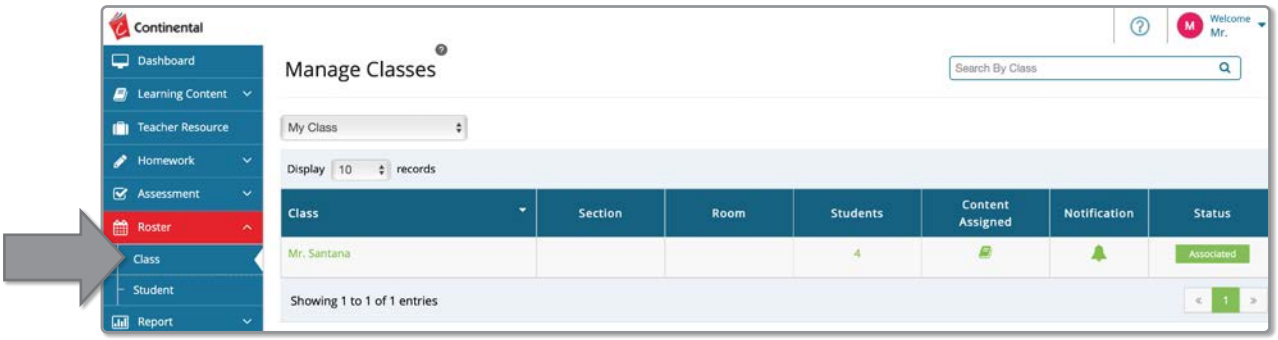
*** Your name and password can be changed under **Profile**.*

CLASS MANAGEMENT

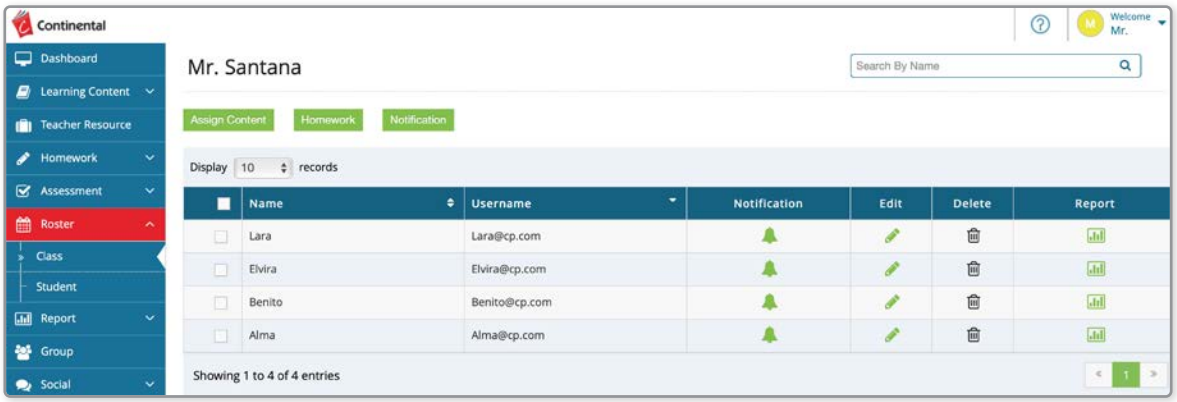
Manage Classes

The District Administrator or School Administrator has created classes for you.

1. Log into your account.
2. Click **Roster** on the left.
3. Click the **Class** submenu to open the **Manage Classes** page.



4. Click in the Notification column to send class notifications.
5. Click the class name in the **Class** column to do any of the following:

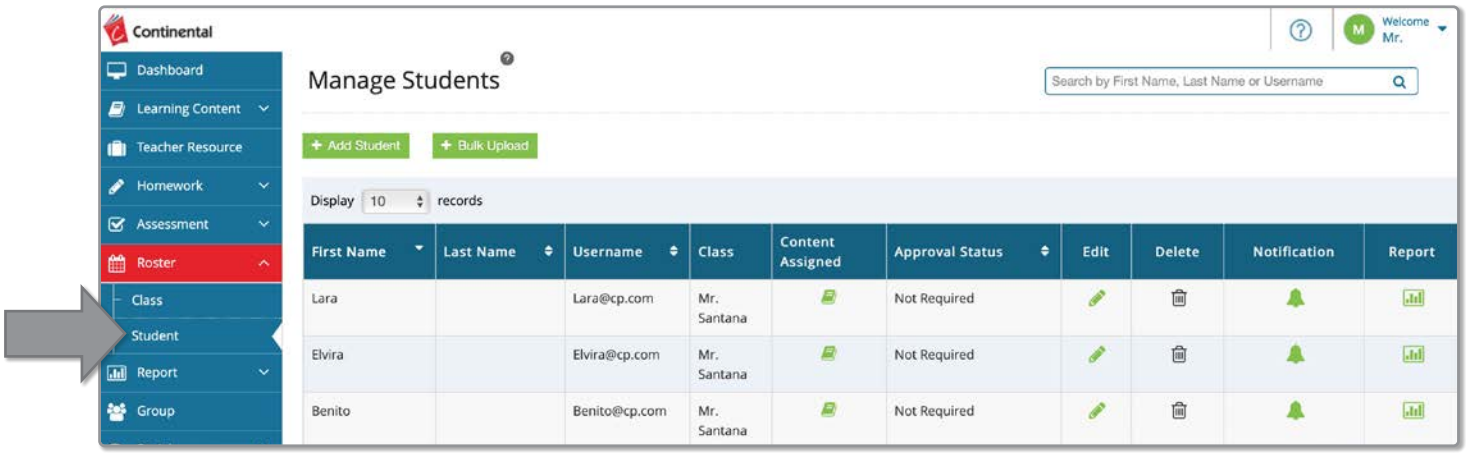


a. Use the green buttons at the top to **Assign Content** and **Homework**, and to send **Notifications** to the class.
b. Click in the **Notification** column to send notifications to an individual student.
c. Click in the **Edit** column to edit student information, including their Username and Password.
d. Click in the **Delete** column to delete a student.
e. Click in the **Report** column to view student progress.
f. To add more students, see the **Manage Students** section of the guide.

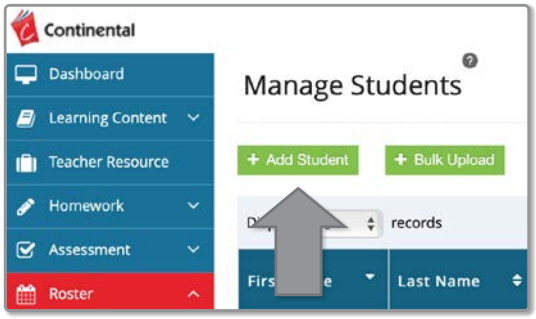
Manage Students

The District Administrator, School Administrator, or Teacher can add students. You will need to supply the usernames and passwords to the students once they are created.

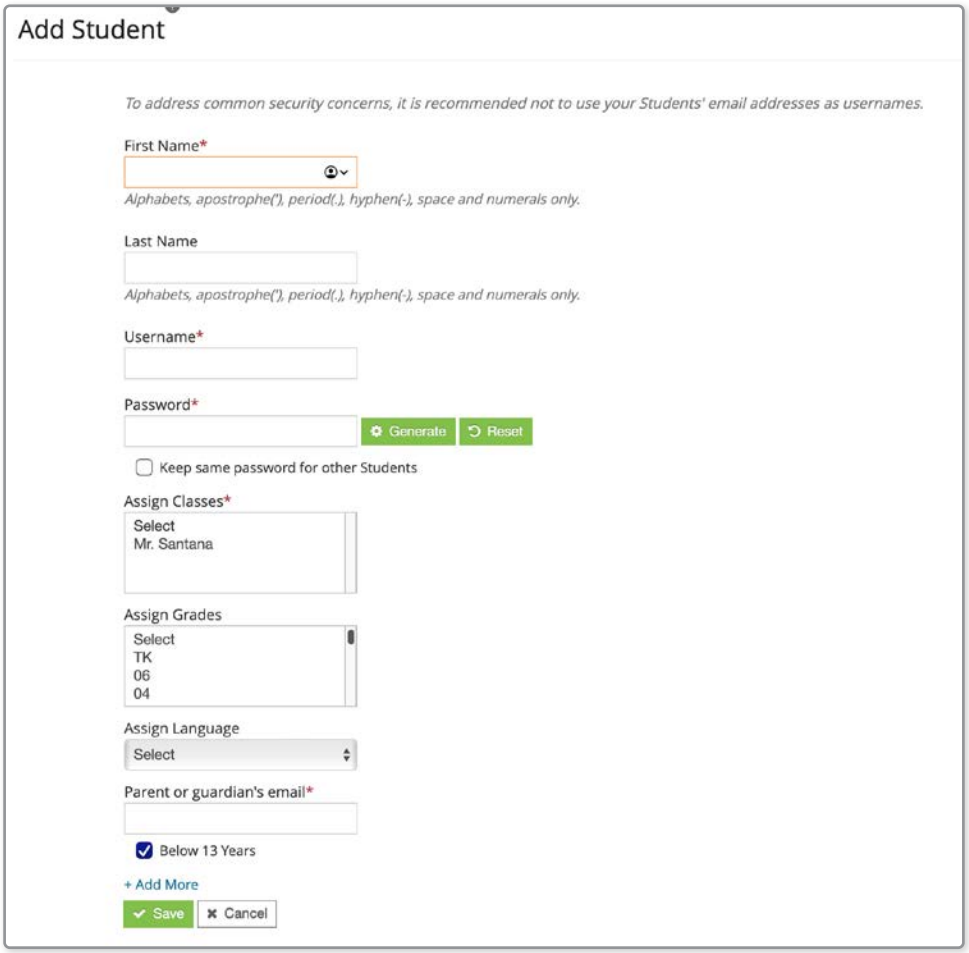
1. Log into your account.
2. Click **Roster** in the left panel.
3. Click the **Student** submenu to open the **Manage Students** page. From here, do any of the following:



4. To **Add Students** one at a time:
   a. Click **Add Student**.



b. Follow the instructions on the screen:



i. Type in the **First Name** and **Username** of the student.
***Minimum 3 characters*

ii. Set the **Password** in any of the following ways:

1) Type in the **Password**.

2) Click **Generate** to autogenerate the password.

3) Check **Keep same password for other students** if you wish to provide the same password to all students.

iii. Click the **Assign Classes** box, and choose the **Class Name**.

iv. Click the **Assign Grades** box, and choose the grade.

v. **Parent or guardian email**—this should only be checked if you need parental permission for the student to use an online program. Uncheck **Below 13 Years** and the parent/guardian email is not necessary.

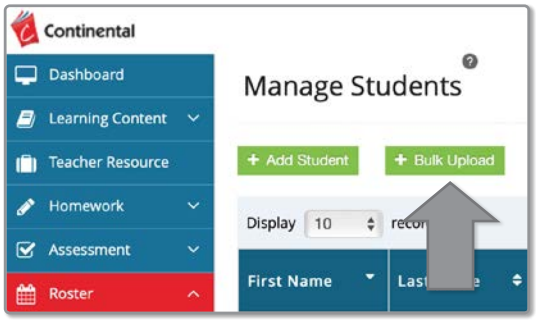
vi. Click **Add More** if you wish to add more students from the same screen.

vii. Click **Save** to save all the students you added.

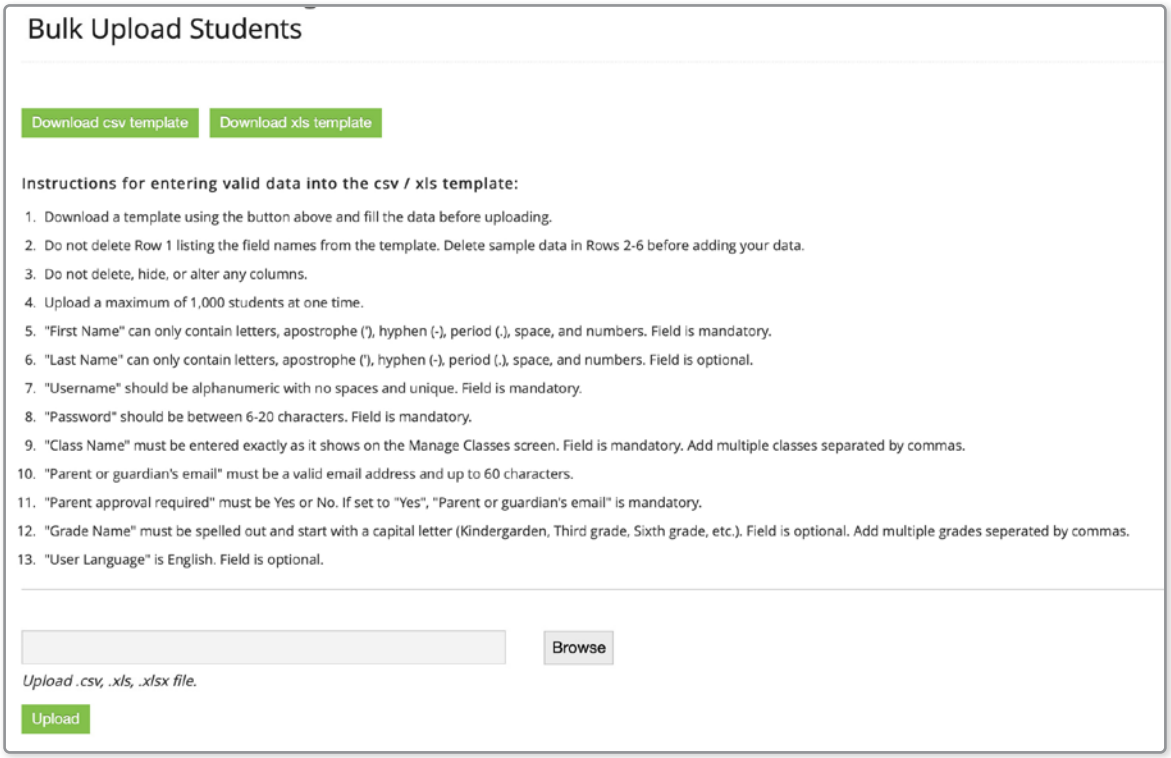
viii. The students are now listed on the **Manage Students** screen.

5. To add Students as a **Bulk Upload:**

a. Click **Bulk Upload**.



b. Follow the instructions on the screen:



i. Click **Download csv template** to download a .csv template, or click **Download xls template** to download the .xls template.

ii. Locate it in your default downloads folder and open the file.

iii. Follow the instructions given on the screen to fill in the details of the students you wish to upload. Row 1 must not be deleted. All column heads must be shown and submitted, even if the columns are left blank. Sample text in rows 2 through 6 must be deleted before adding your data.
Grade Name is optional—but if entered, the grade name MUST be spelled out and start with a capital letter.
Examples: First grade, Second grade, etc.

iv. Save the file, and name it appropriately.

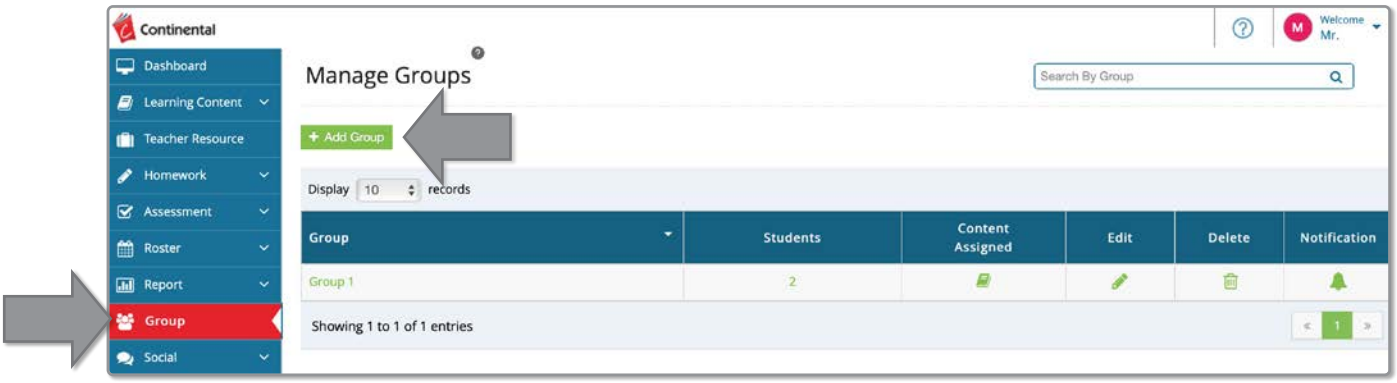
v. Click the **Browse** button to locate the folder where your file is stored.

vi. Click the **Upload** button. All the students in the file are uploaded. You can see them listed in the **Manage Students** screen.

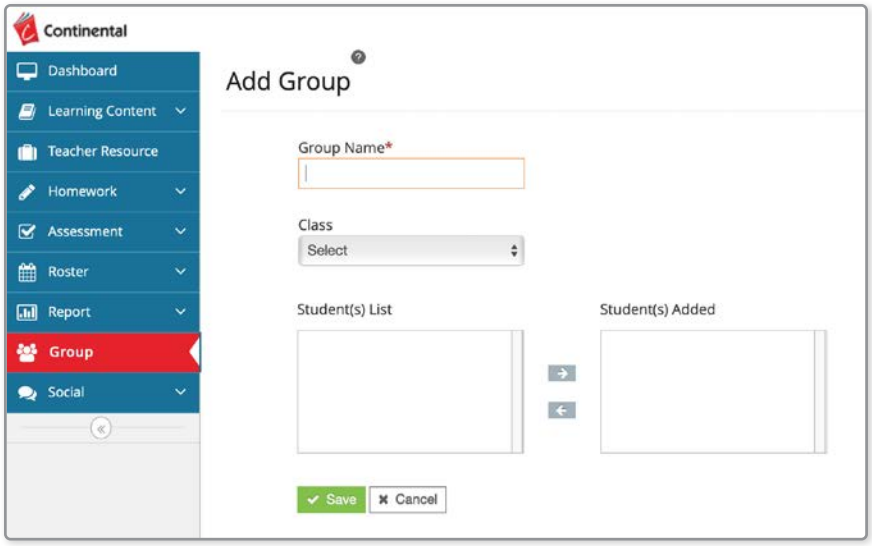
6. Click in the **Edit** column to **Edit Student Information**, including their username and password.
7. Click in the **Delete** column to **Delete a Student**.
8. Click in the **Notification** column to **Send Notifications** to an individual student.
9. Click in the **Report** column to View Student Progress.

Manage Groups

1. Log into your account.
2. Click **Group** on the left to open the **Manage Groups** page.



3. **Add a Group** by clicking the green **Add Group** button. This page will open:



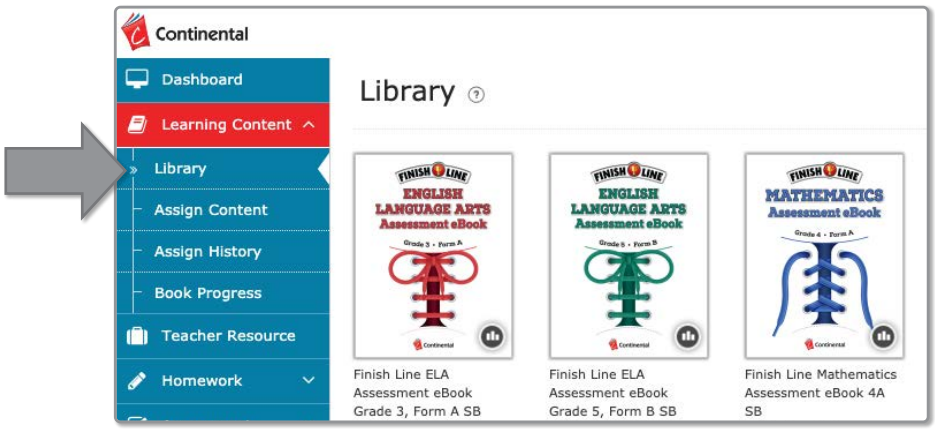
a. Type the **Group Name**.

   b. Select the **Class** from the dropdown list. The **Student List** for the class will be displayed.
   c. Click and select the student you wish to add from the **Student List**.
   d. Click to transfer the student to the **Student Added** box.
   e. Repeat steps c and d to add more students to the group.
   f. Click **Save** when finished.
4. Click the group name in the Group column to **View and Edit Students in the Group.**
5. Click the number in the Students column to **View Students and Usernames**.
6. Click in the Content Assigned column to **View the Content Assigned to the Group**.
7. Click in the Edit column to **Edit Student Information**, including their username and password.
8. Click in the Delete column to **Delete a Group**.
9. Click in the Notification column to **Send a Notification to the Group**.

CONTENT

View Library

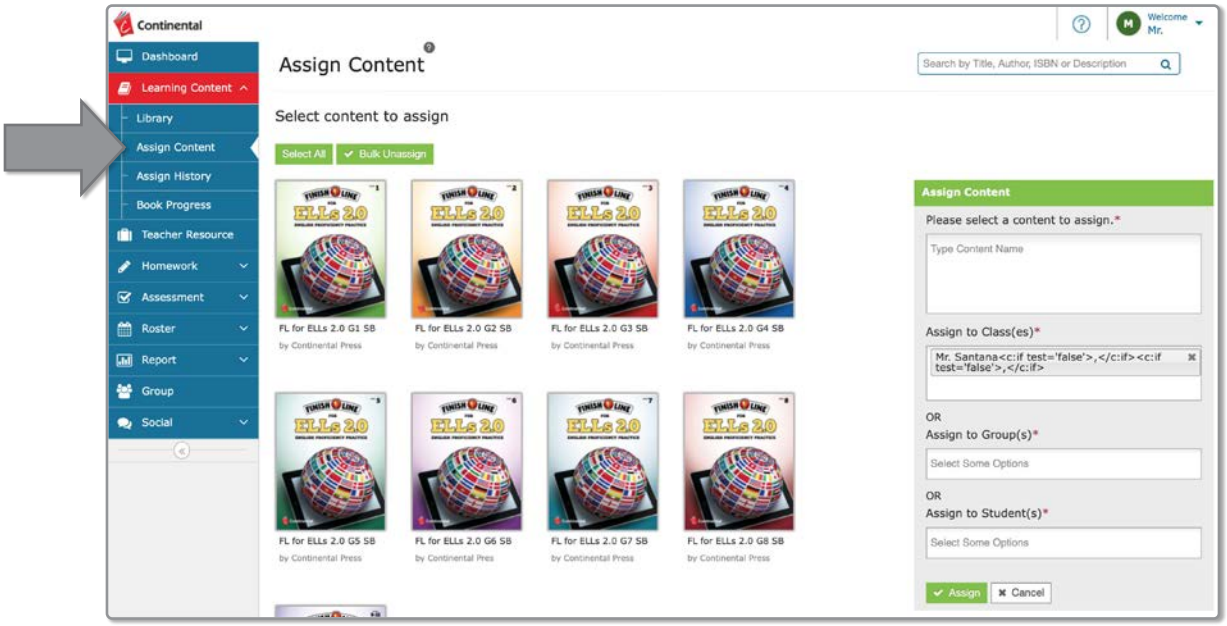
1. Log into your account.
2. Click **Learning Content** on the left.
3. Click the **Library** submenu. All **Student eBooks** the district has purchased will display in the **Library**.



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

Assign Content

1. Log into your account.
2. Click **Learning Content** in the left panel.
3. Click the **Assign Content** submenu to open the **Assign Content** page.

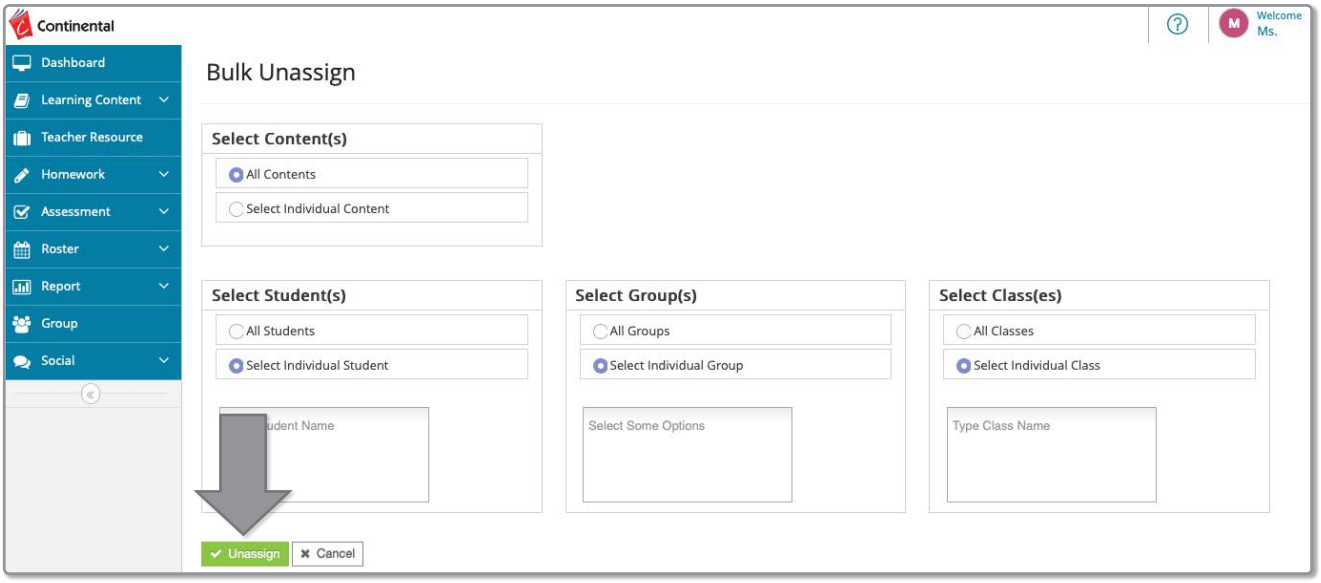


4. Click the image of the content you wish to assign. The content appears in the **Content to Assign** box. You may choose more than one content.
5. Do any of the following:
   - **a.** Assign content to classes
     - **i.** Click inside the **Assign to Class(es)** box.
     - **ii.** Select a class from the list. You can select more than one class to assign content to.
   - **b.** Assign content to groups
     - **i.** Click inside the **Assign to Group(s)** box.
     - **ii.** Select a group from the list. You can select more than one group to assign content to.
   - **c.** Assign content to students
     - **i.** Click inside the **Assign to Student(s)** box.
     - **ii.** Select a student from the list. You can select more than one student to assign the content to.
6. Click **Assign**. You see the following message on the screen:

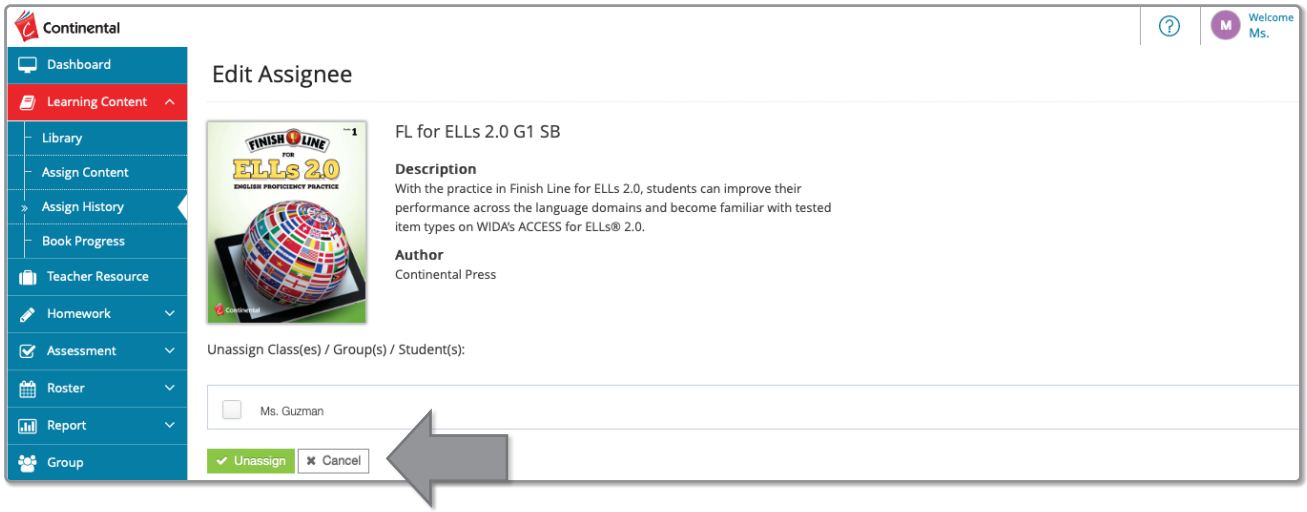
Unassign Content

1. Log into your account.
2. Click **Learning Content** on the left.
3. Click the **Assign History** submenu to open the **Content Assign History** page.

4. Complete one of the following:
   a. **Bulk Unassign**
      i. Click the **Bulk Unassign** button and follow the instructions on the screen.
      ii. Click **Unassign** to **Save** or **Cancel** to exit without saving.

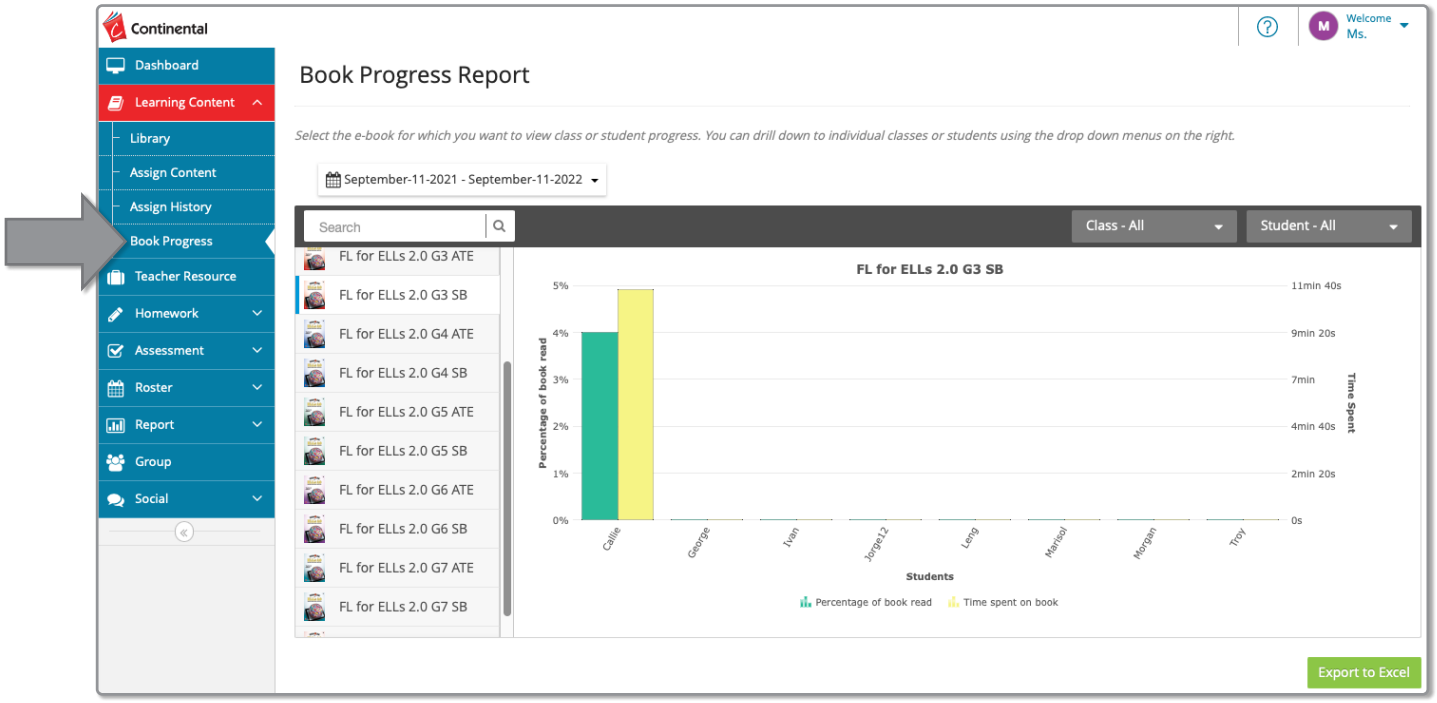


   b. **Individual Unassign**
      i. Click and follow the instructions on the screen.
      ii. Click **Unassign** to **Save** or **Cancel** to exit without saving.



View Book Progress Report

1. Log into your account.
2. Click **Learning Content** on the left.
3. Click the **Book Progress** submenu to open the **Book Progress Report** page.



4. Select a book title from the left column to view the progress.

View Teacher Resources

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

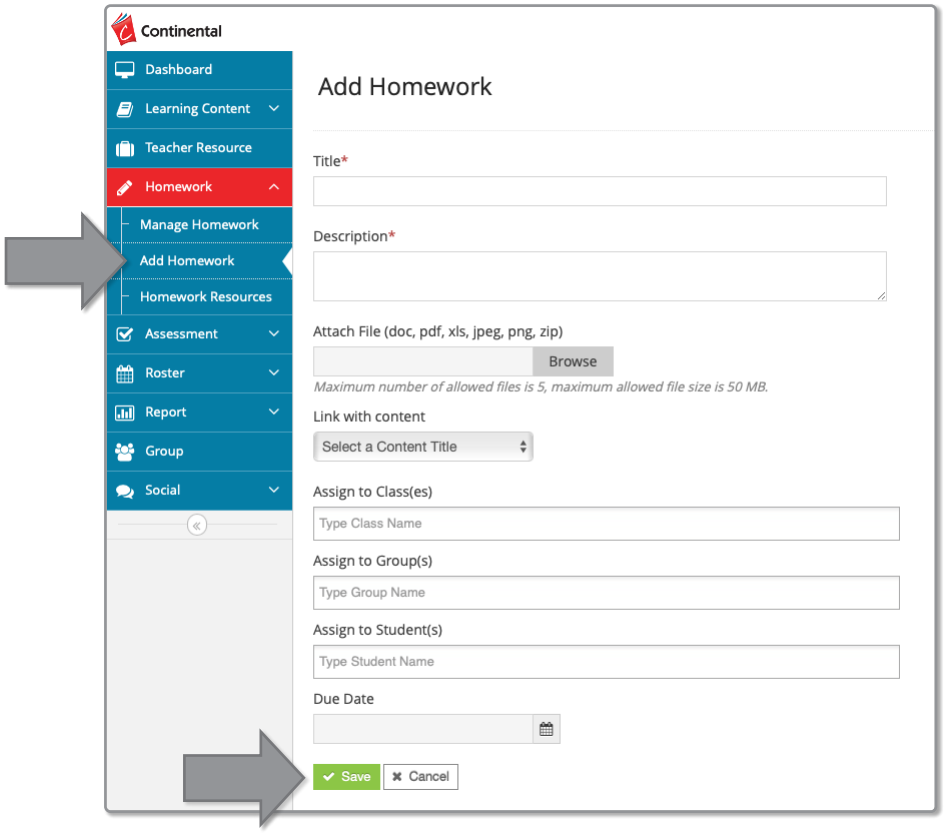
4. Click the picture of the book you wish to open.

HOMEWORK

Create and Assign Homework

You can assign Homework to a class, a group, or a student and link to a content title. Once assigned, the student will receive notification to complete the Homework. Once completed, the Homework responses will be visible to the teacher under Manage Homework.

1. Log into your account.
2. Click **Homework** on the left.
3. Click the **Add Homework** submenu. The following screen will display:



a. Type in the **Title** of the homework.

b. Type in the **Description** for the homework.

c. **Attach** any files needed for the homework.

d. Click the **Link with Content** box to select content from the student's library list if you wish to link the homework to a specific book.

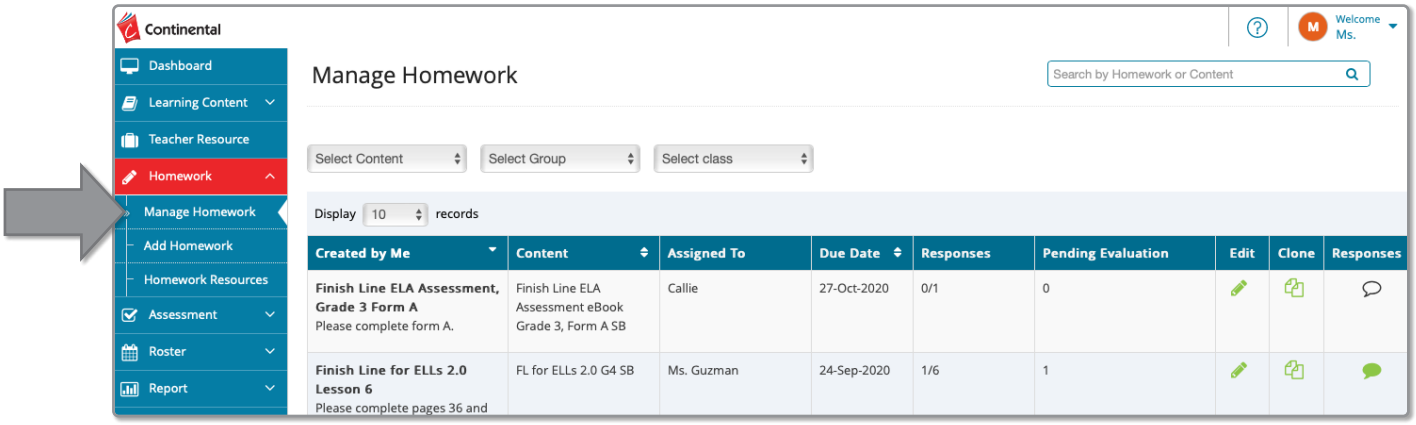
e. Click inside the **Assign to Class(es), Assign to Group(s),** and **Assign to Student(s)** boxes to select the appropriate class, group, or students from the list, respectively. You can choose more of them at any time.

f. Assign a **Due Date** to the homework from the calendar.

g. Click the **Save** button. The homework has been assigned.

Manage Homework

1. Log into your account.
2. Click **Homework** on the left.
3. Click the **Manage Homework** submenu. A similar screen will display:



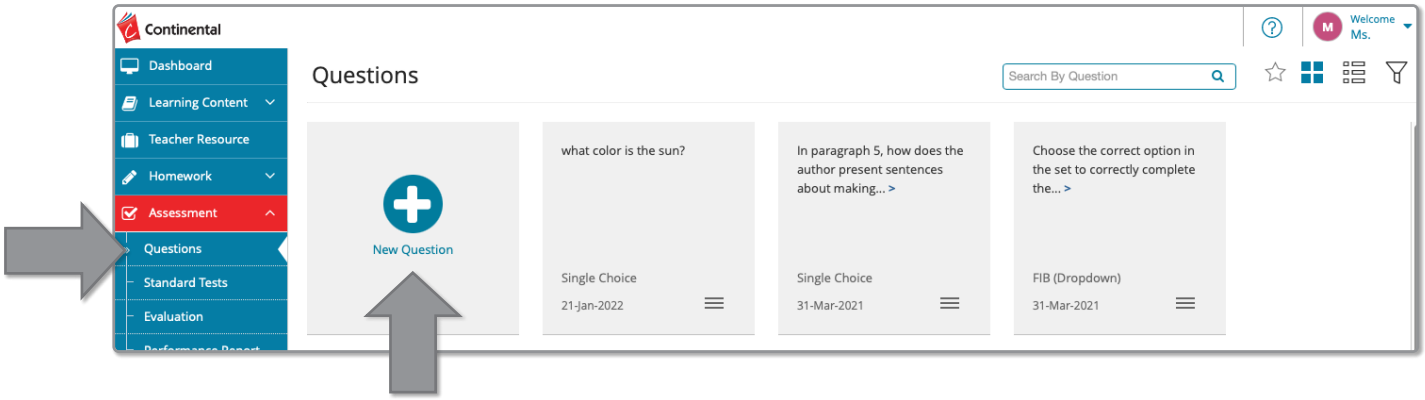
4. Do any of the following:
   a. **Edit Assignments** by clicking in the Edit column.
   b. **Duplicate Assignments** by clicking in the Clone column.
   c. **View, Evaluate, and Respond** to **Student Assignments** by clicking in the Responses column.

ASSESSMENTS

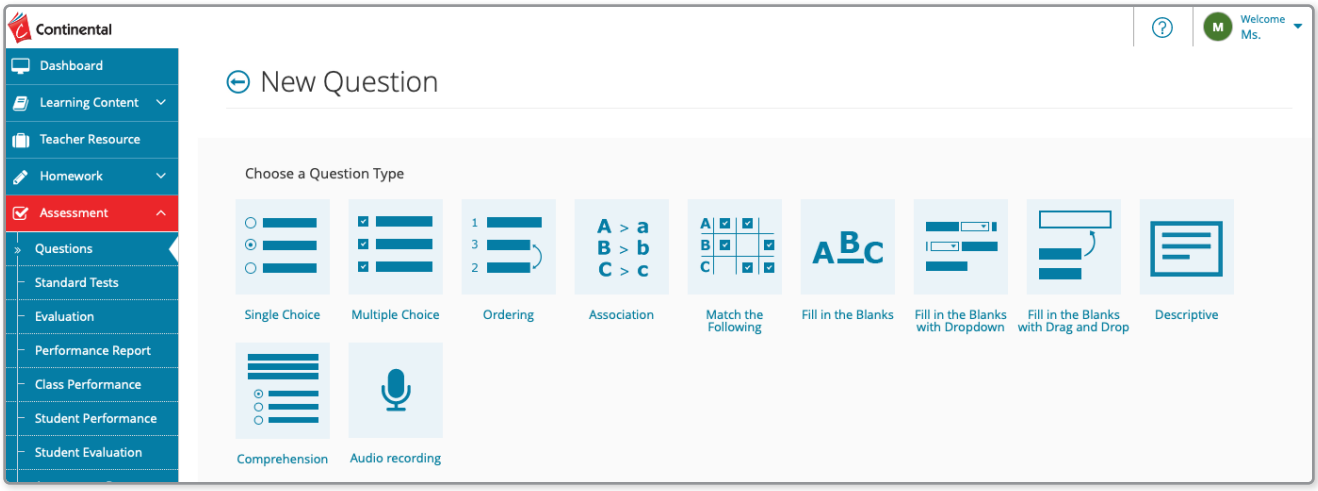
Create Questions

You can create individual questions to be added to an assessment.

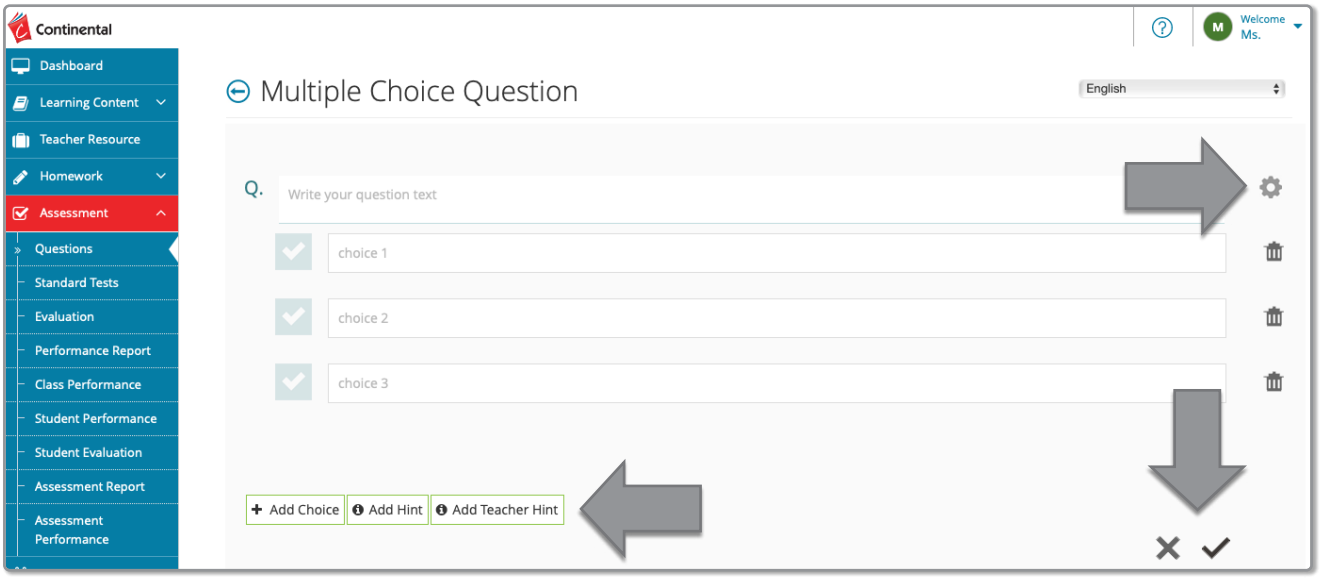
1. Log into your account.
2. Click **Assessment** on the left.
3. Click the **Questions** submenu. A similar screen will display:



4. Click **New Question**.



5. Click a question type. You will see a similar screen:



a. Fill in your **Question text**.

b. Fill in answer **Choices.** Click the **Add Choice** button to add more answer choices. You must select or fill in the correct answer for each question. Descriptive item types are open-ended, and student answers need to be evaluated by the teacher.

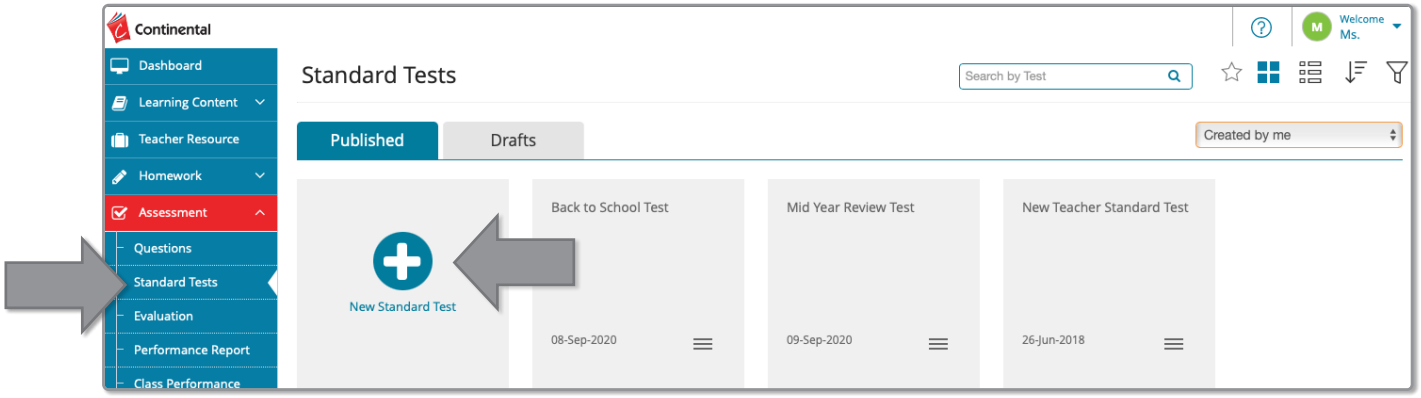
c. Adding **Hints** is optional.

d. Click ⚙ in the upper right corner to adjust question **Settings**:

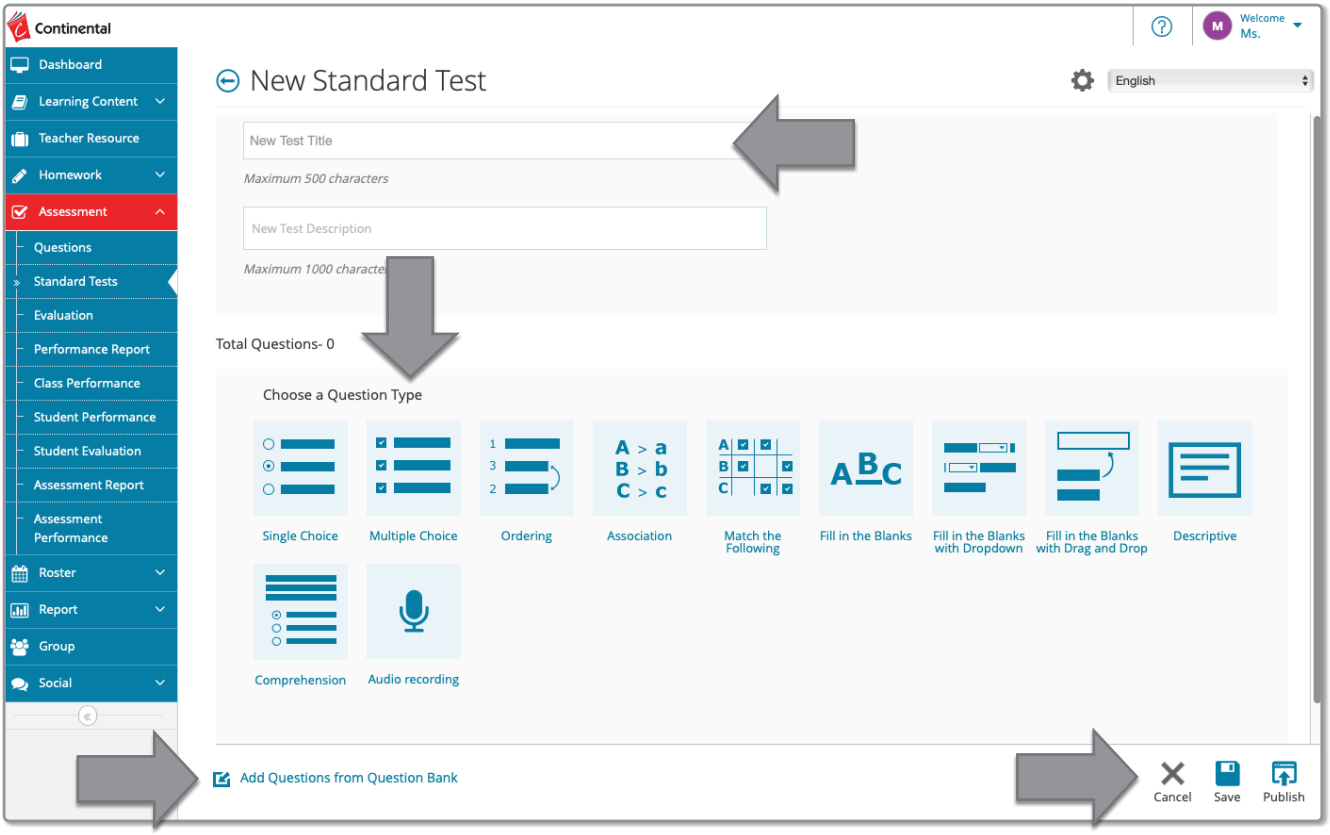
e. Click ✕ to **Cancel** or click ✓ to **Save** the question.

Create Tests

1. Log into your account.
2. Click **Assessment** on the left.
3. Click the **Standard Test** submenu. A similar screen will display:

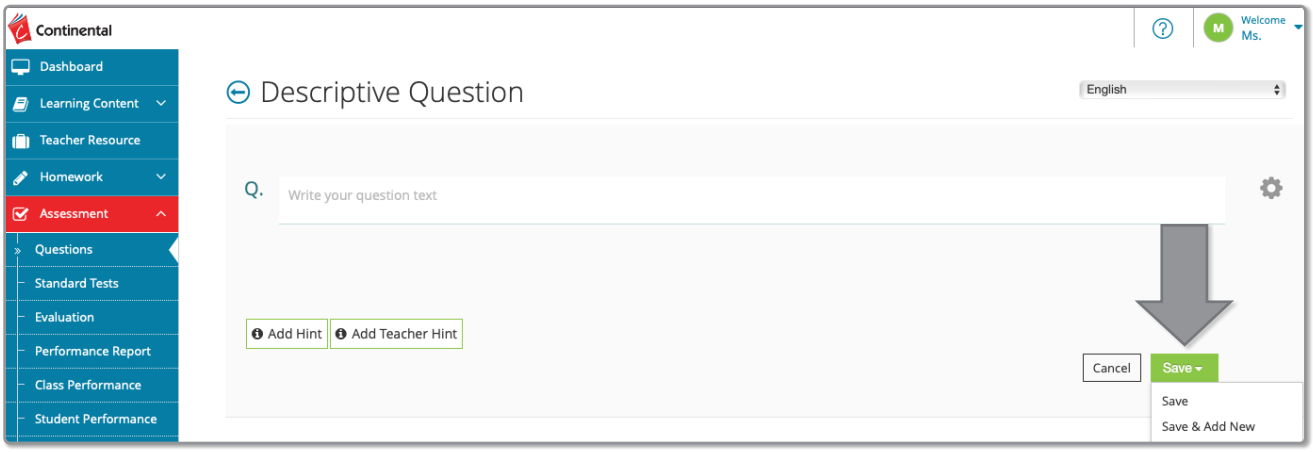


3. Click **New Standard Test**. The following screen will display:

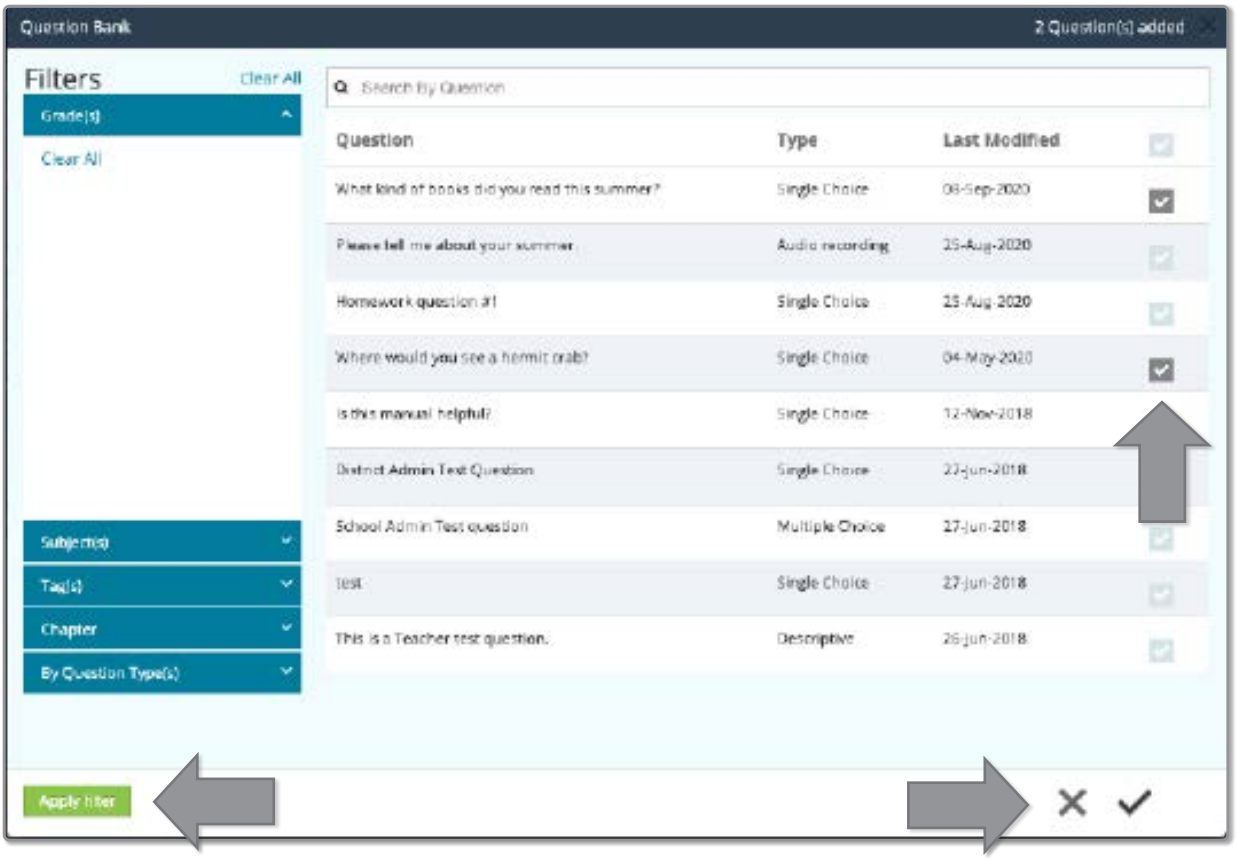


   a. Fill in the **New Test Title**. The **New Test Description** is optional.
   b. Add test questions by doing one of the following:
      i. Click on a **Question Type** to create a new question. Refer to the **Create Questions** section for instructions.

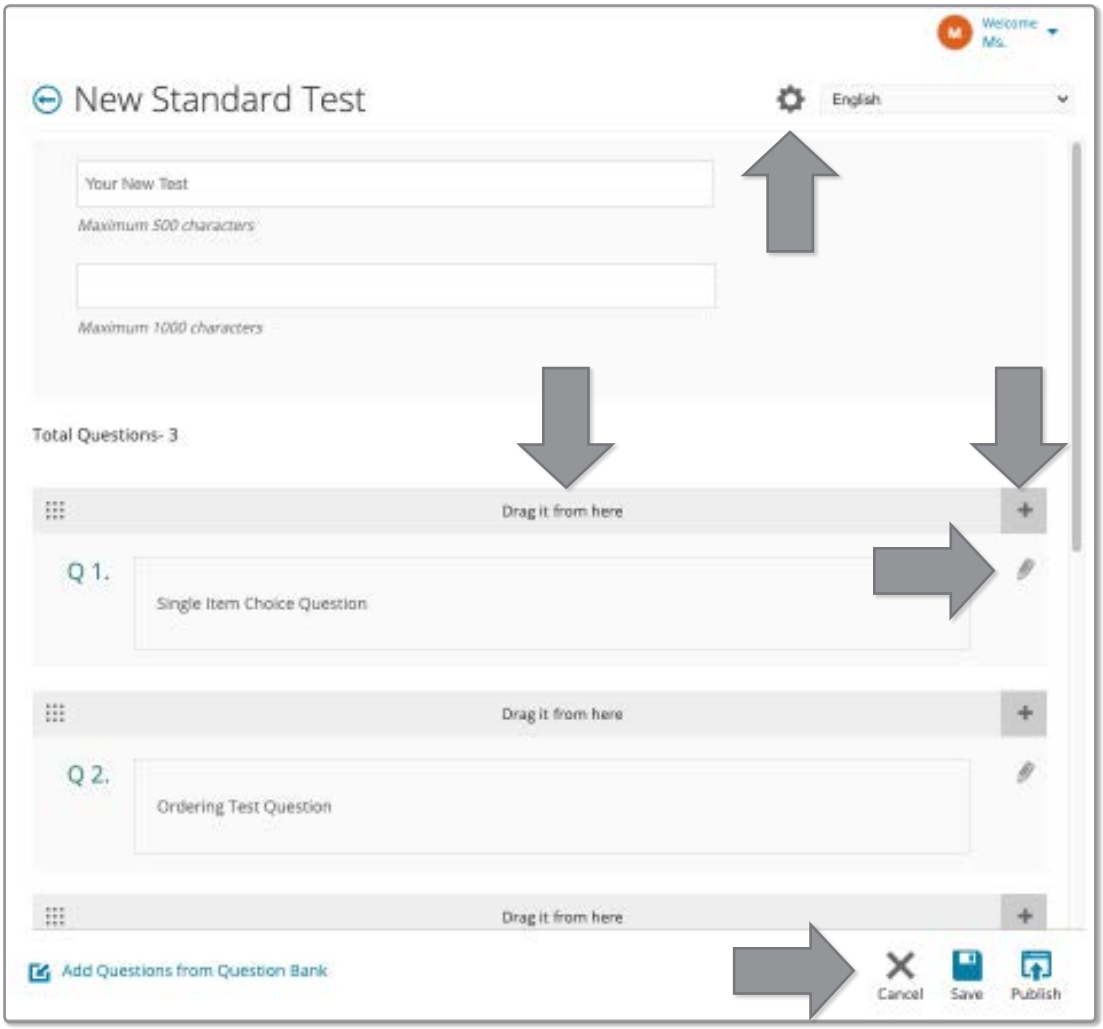
1. Click **Save** to go back to your new test. Click **Save & Add New** to create more questions. All questions created here will also be added to the **Question Bank** for future use.



ii. Click **Add Questions from the Question Bank** to use existing questions. A similar screen will appear:



1. Click the checkboxes to the right to select test questions.
2. Choose **Filters** on the left. Click **Apply Filter** after making selections.
3. Click ✕ to **Cancel** or click ✓ to **Save** and go back to your new test.



c. From the **New Standard Test** screen:

- **i.** Click ⚙ in the upper right corner to adjust **Test Settings**:
- **ii.** Click ➕ to view each question.
- **iii.** Click ✎ to edit a question.
- **iv.** Click on the **drag it from here** text to reorder the questions.
- **v.** Add more questions.

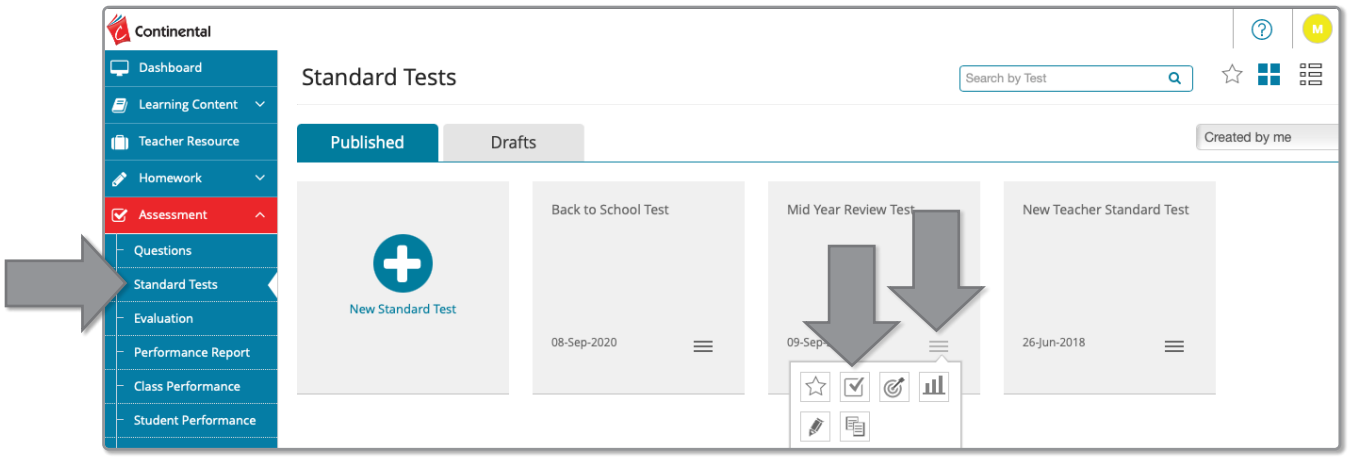
d. Do any of the following to exit the test:

- **i.** Click ✕ Cancel to **Cancel**.
- **ii.** Click 💾 Save to **Save** and **Exit**.
- **iii.** Click Publish to **Publish** the test. It is now ready to assign.

Assign and Unassign Tests

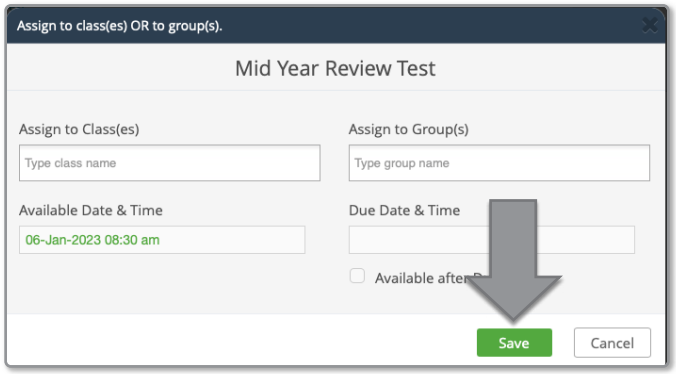
1. Log into your account.
2. Click **Assessment** on the left.

3. Click the **Standard Tests** submenu. A similar screen will display:



4. Click ☰ on the test you want to **Assign or Unassign**.

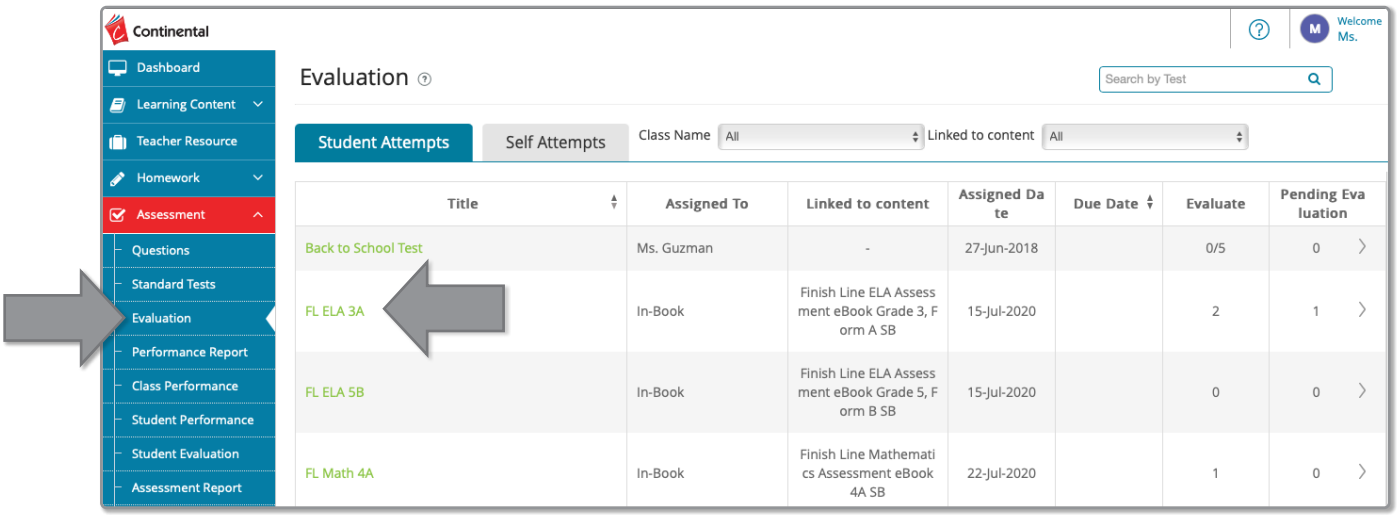
5. Select ☑ to **Assign Tests**. The following screen will display:



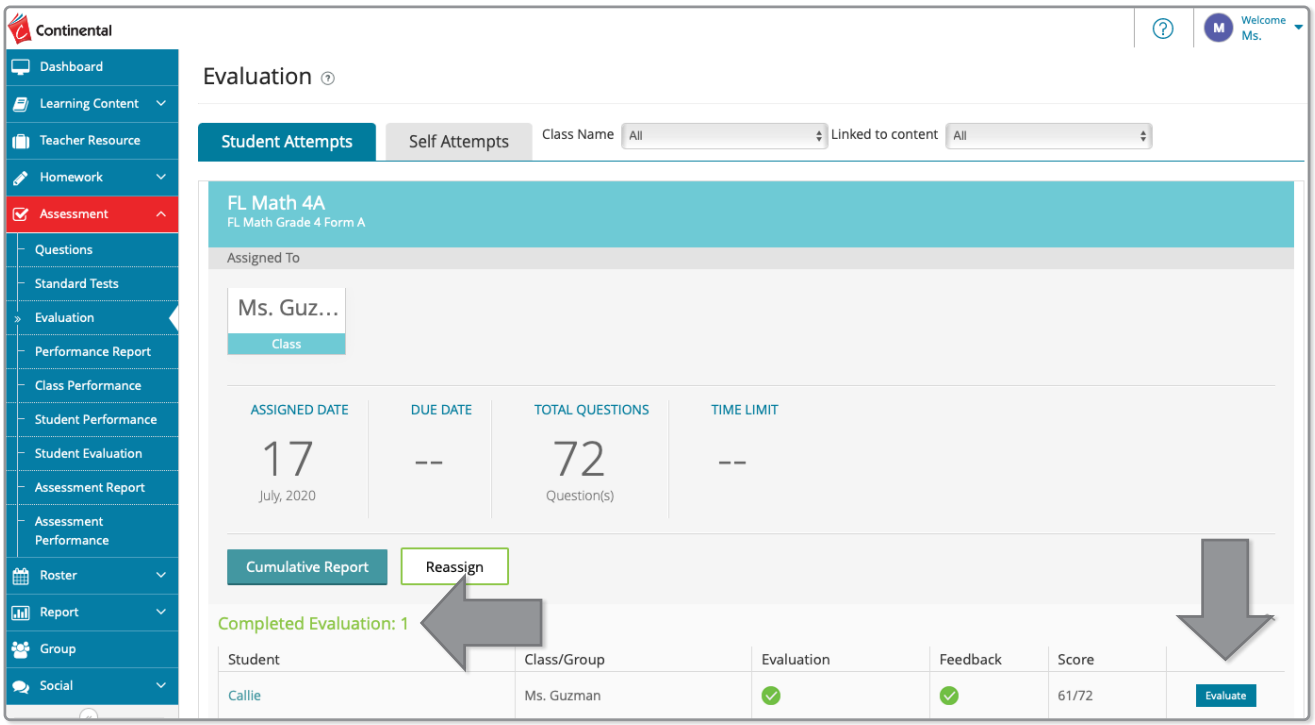
6. Do any of the following:
   - **a.** Assign test to classes:
     - **i.** Click inside the **Assign to Class(es)** box.
     - **ii.** Select a class from the list. You can select more than one class to assign content to.
     - **iii.** Add a **Due Date**.
   - **b.** Assign content to groups:
     - **i.** Click inside the **Assign to Group(s)** box.
     - **ii.** Select a group from the list. You can select more than one group to assign content to.
     - **iii.** Add a **Due Date**.
   - **c.** Unassign test to classes:
     - **i.** Remove the class from the **Assign to Class(es)** box.
   - **b.** Unassign content to groups:
     - **i.** Remove the group from **Assign to Group(s)** box.
7. Click **Save**. You will receive a message that the change was successful.

Review Automatically Scored Questions

1. Log into your account.
2. Click **Assessment** on the left.
3. Click the **Evaluation** submenu. A screen similar to below will display.
4. Click on the **Title** you wish to review.

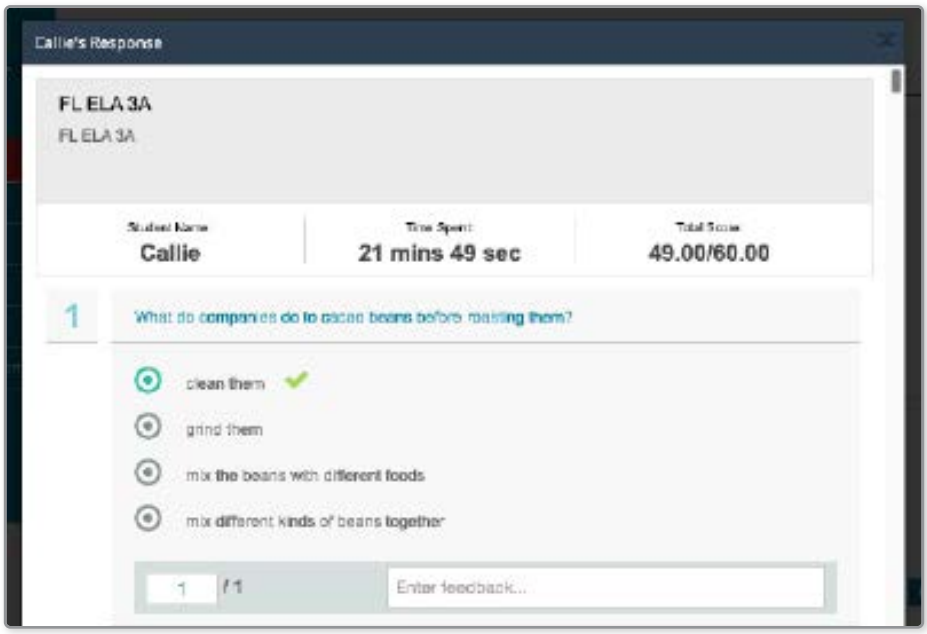


5. The **Evaluation** screen will display. Scroll down and click on **Completed Evaluation**, to see a list of all students that have completed this assessment.



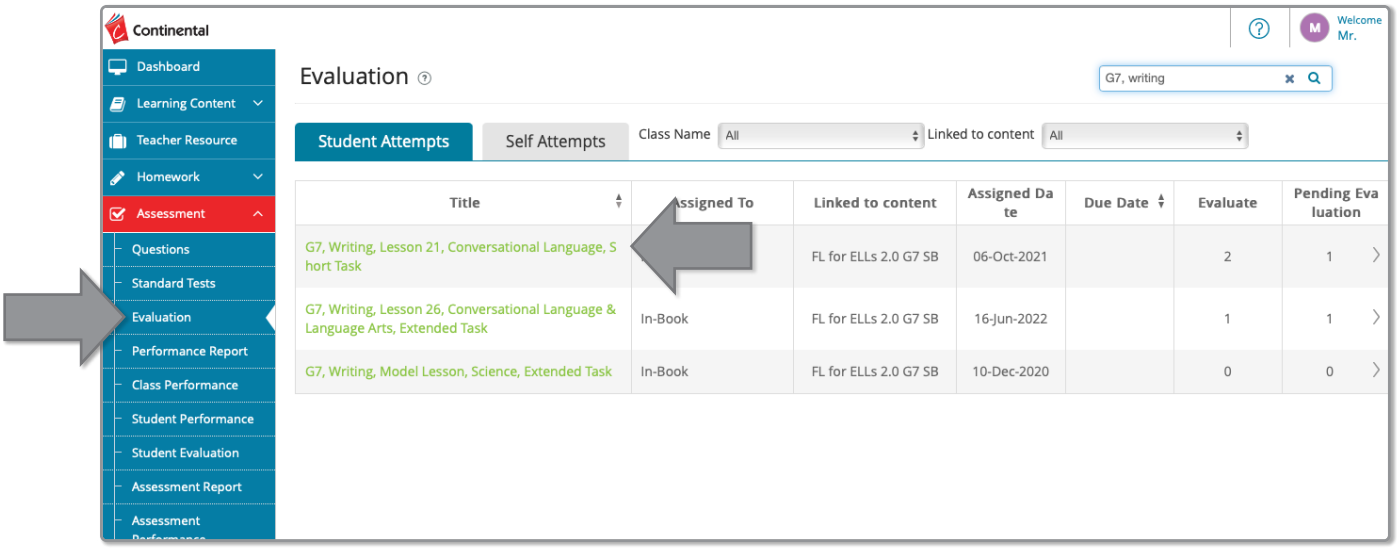
6. Select a student and click on the blue **Evaluate** box to the right.

7. You will see the student's answer choices along with the correct answer, their time spent on the questions, and an area for you to provide feedback to the student.

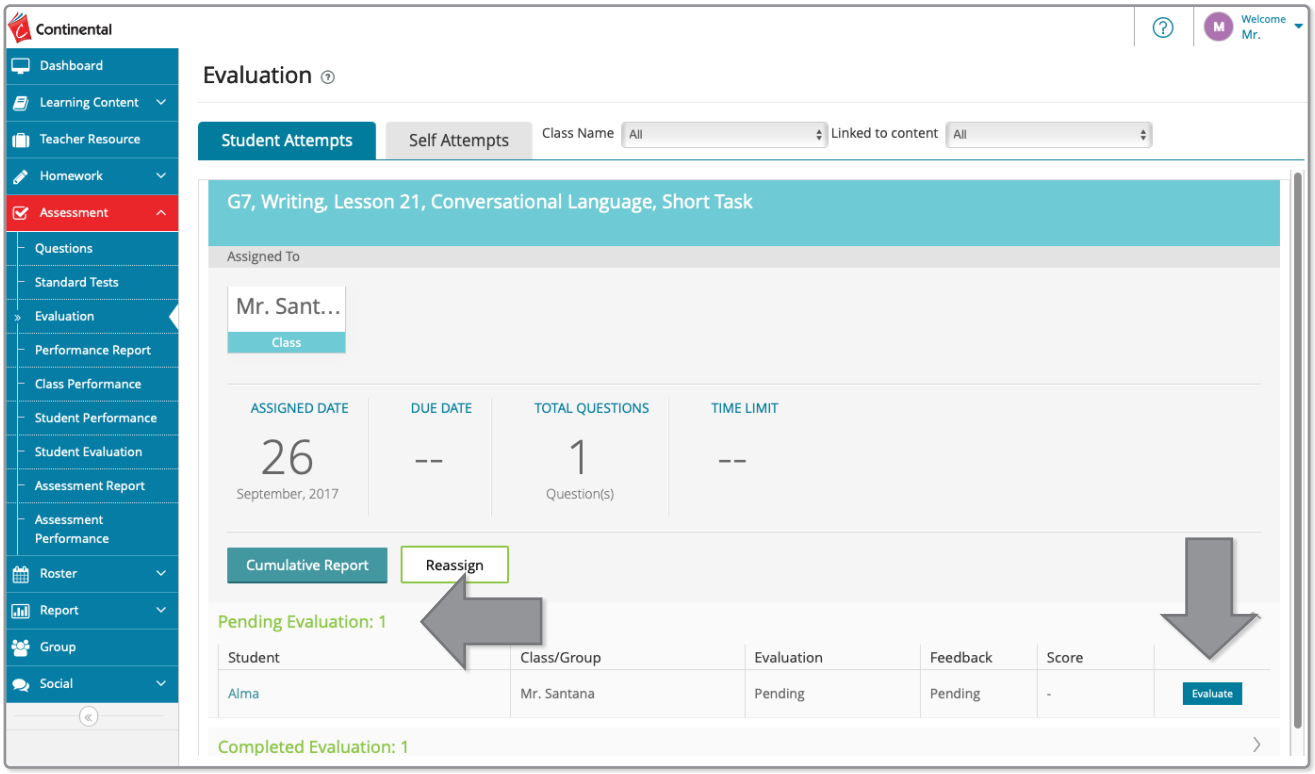


Score Open-Ended Questions

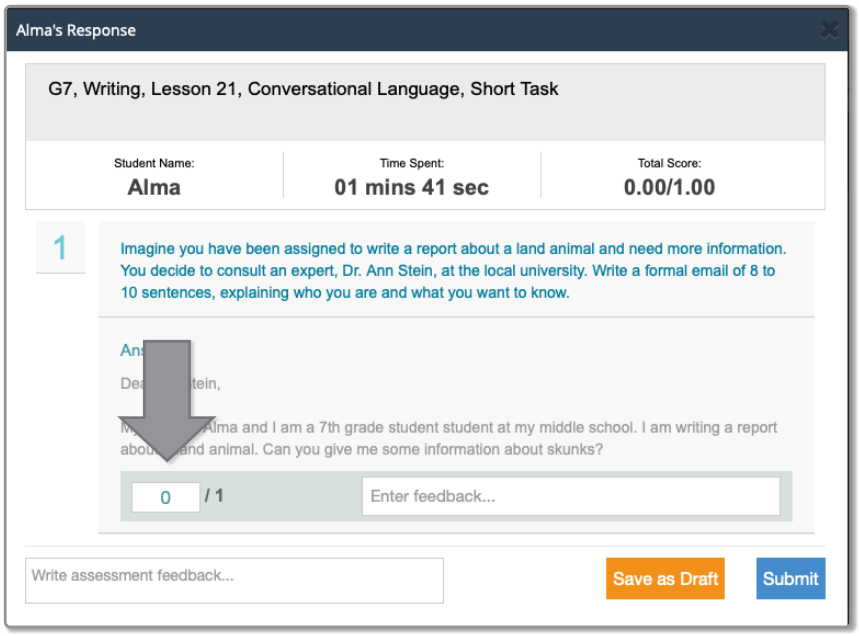
1. Log into your account.
2. Click **Assessment** on the left.
3. Click the **Evaluation** submenu. A screen similar to below will display.
4. Click on the **Title** you wish to score.



5. The **Evaluation** screen will display. Scroll down and click on **Pending Evaluation**, to see a list of all students that have completed this assessment.

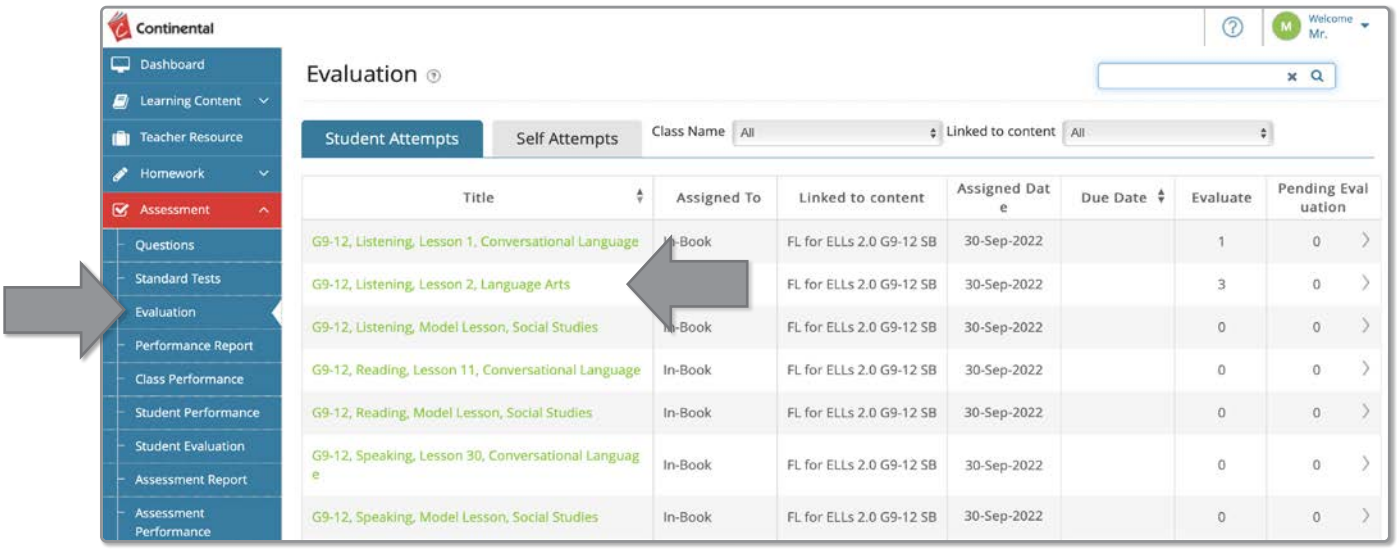


6. Select a student and click on the blue **Evaluate** box to the right.
7. You will see the student's answer, their time spent on the questions, and an area for you to provide feedback to the student.
   a. Score student's answers using the rubrics in the annotated teacher's editions.

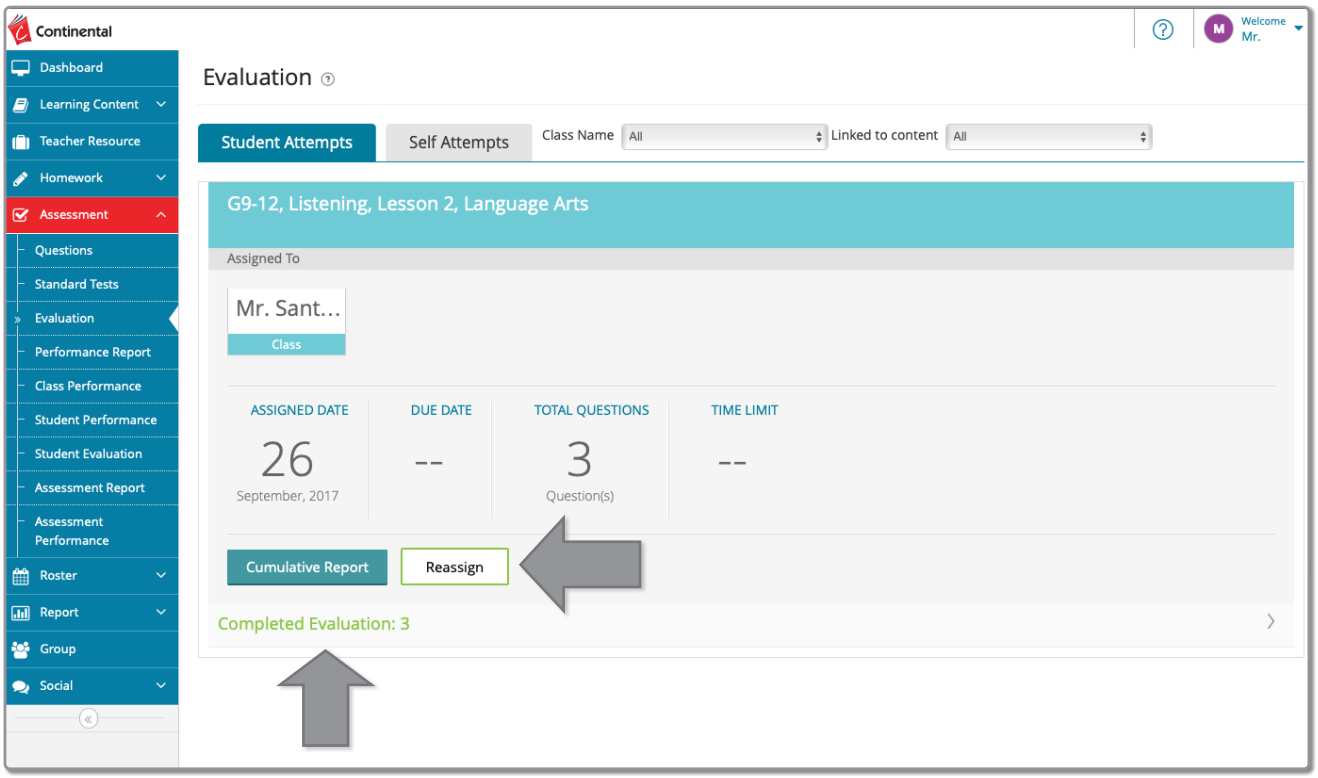


Reassign Lessons

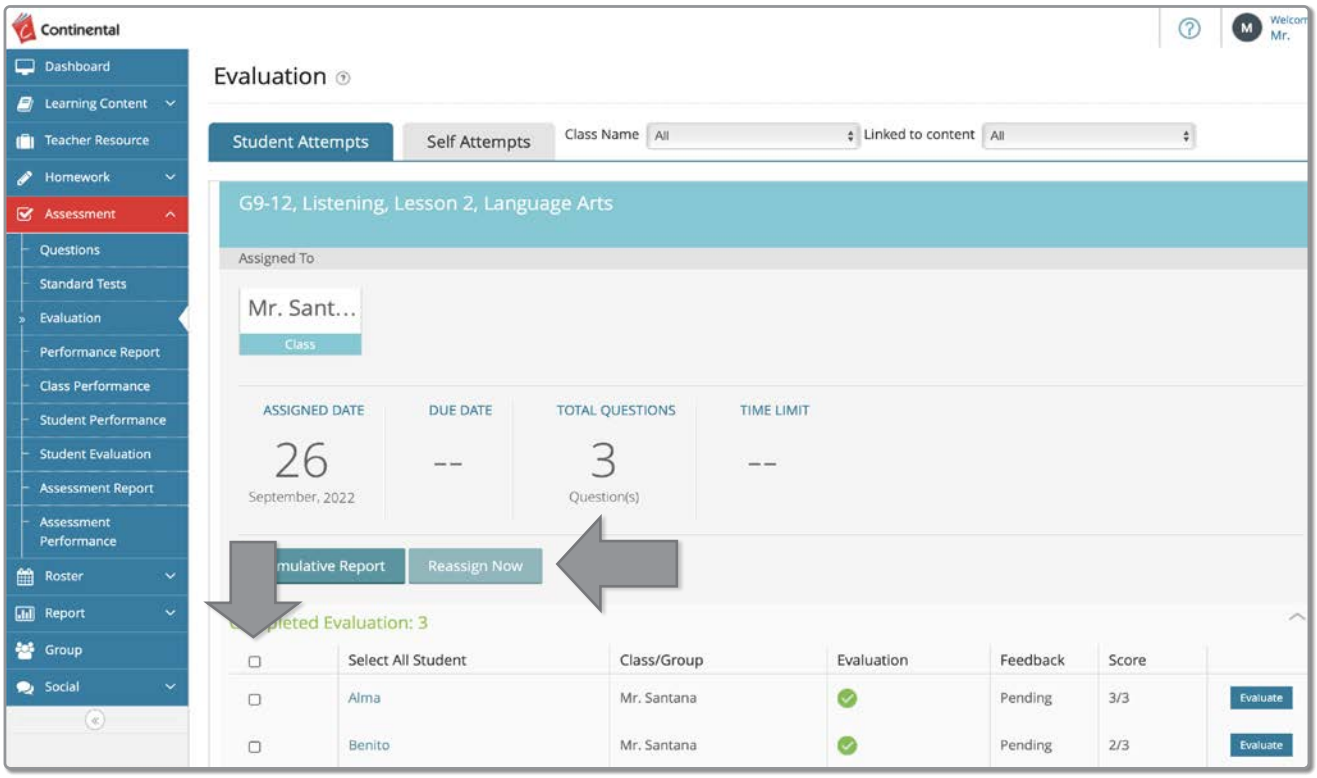
1. Log into your account.
2. Click **Assessment** on the left.
3. Click the **Evaluation** submenu. A screen similar to below will display.
4. Click on the **Title** you wish to reassign.



5. The **Evaluation** screen will display. Scroll down and click on **Reassign**, and open **Completed Evaluation** to see a list of all students that have completed this assessment.



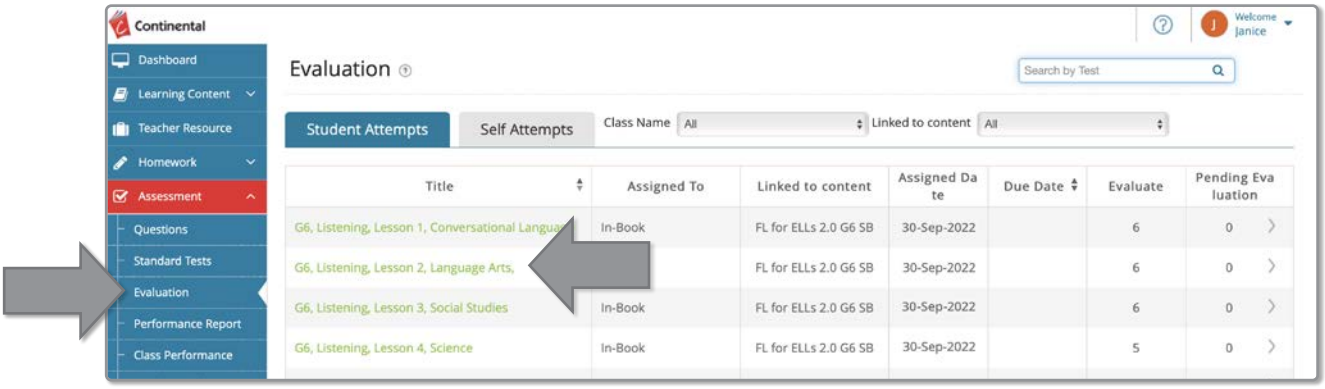
6. Check the top box to reassign to the whole class, or check the individual boxes next to each student. When you're finished, click **Reassign Now**.



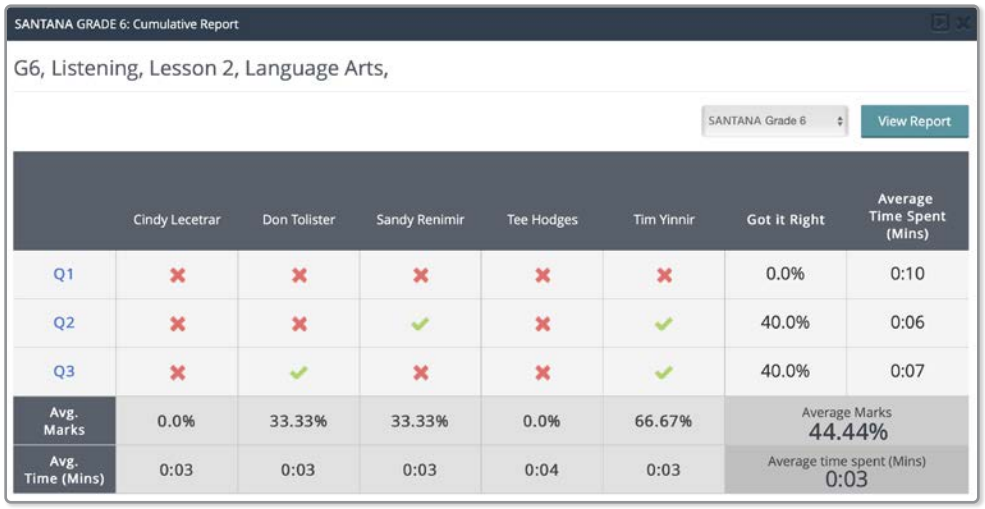
REPORTS

View Cumulative Reports

1. Log into your account.
2. Click **Assessment** on the left.
3. Click the **Evaluation** submenu. A screen similar to below will display.
4. Click on the **Title** for which you wish to see the report.

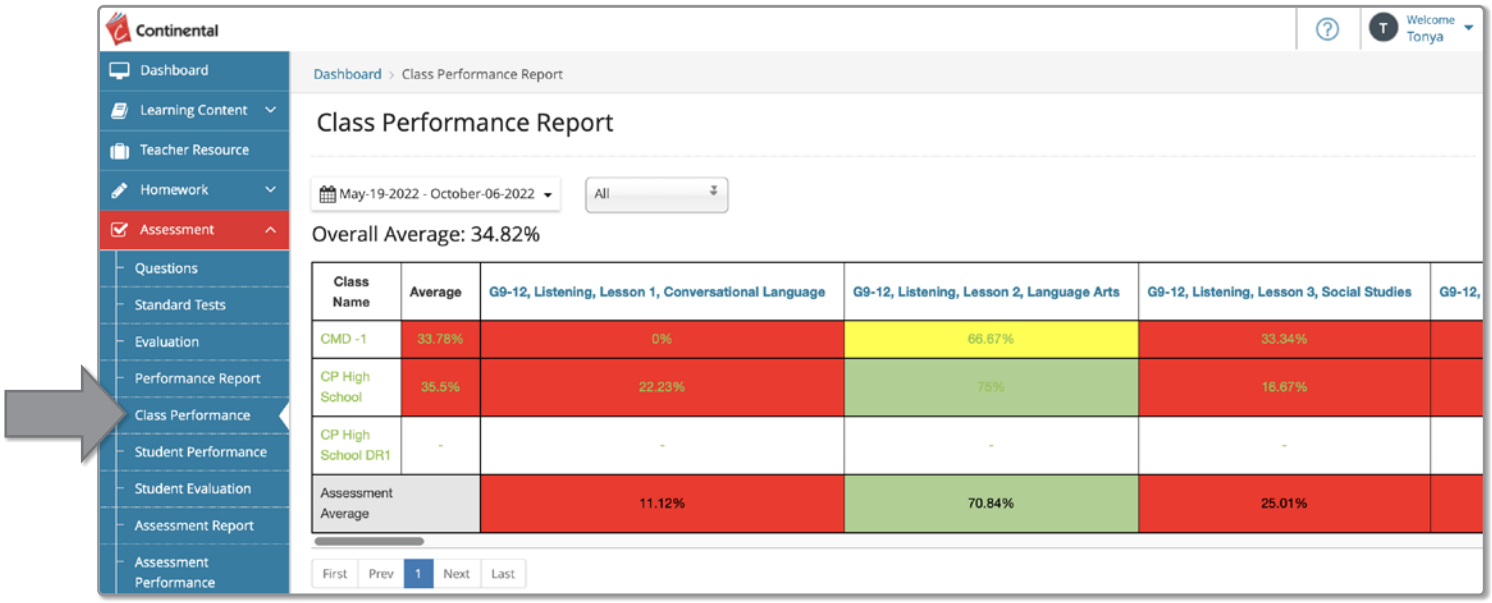


5. Scroll down and click on **Cumulative Report**. You will see a similar screen:



View Class and Student Reports

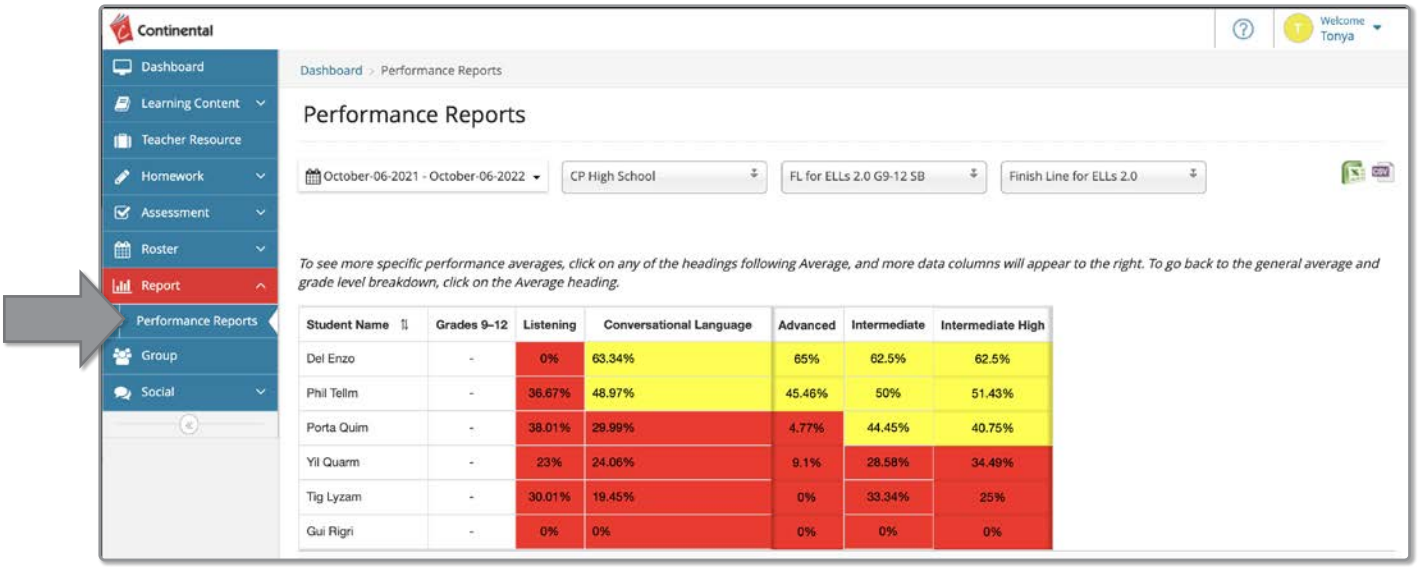
1. Log into your account.
2. Click **Assessment** on the left.
3. Click the **Class** or **Student Performance** submenu.



View Student Performance Reports

1. Log into your account.
2. Click **Report** on the left.
3. Click the **Performance Reports** submenu
4. Select from the dropdowns.

5. Click the chart headings to show more data.



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