



Create Classes and Issue CPM Student E-Books

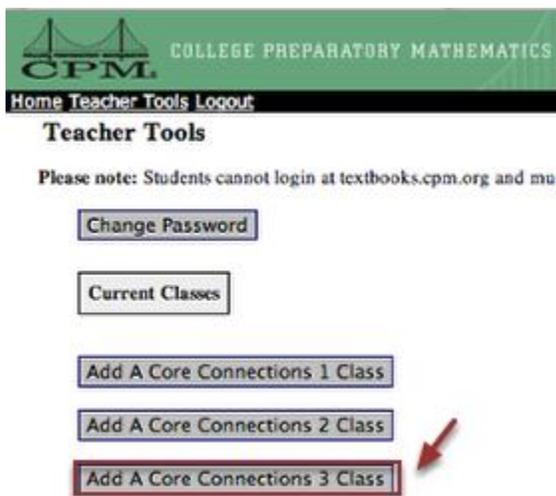
This step sheet describes the process of setting up classes in order to assign CPM e-books to students.

1. After login, click on "Teacher Tools" on the top menu bar.



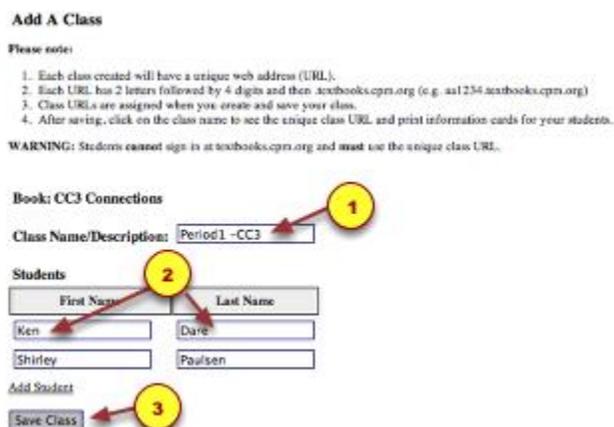
Note: Click on "Teacher Tools" to set up your classes and view them. Click on the book cover to access your teacher's edition.

2. To add a class, click on any of your links that say "Add a Class".



Note: Be sure you choose the correct textbook for your course!

3. Name your class. Add students by clicking on "Add Student". Save class when all students have been added.



Note: Be sure the name of the book in step 1 above is the correct book for the class.

4. Once the class is saved, it will be listed under Current Classes. Click on the name to edit or to view a list of your student names and passwords.

Teacher Tools

Please note: Students cannot login :

Change Password

Current Classes

Period1 -CC3

5. You can remove a student or add a new student. Passwords can be reset. A class can be deleted.

Home Teacher Tools Logout

Class Details
 Class Name: Period1 -CC3
 Class ID: 2147
 Class URL: <http://ba2959.textbooks.cpm.org>

Please note: Students cannot login at textbooks.cpm.org and must use the unique class URL.

Print Student Information Cards

Delete Class

First Name	Last Name	Username	Password		
Ken	Dare	kd1	7164	Remove	Reset Password
Shirley	Paulsen	sp1	4223	Remove	Reset Password

Add New Student

1. A student's user name is always his/her initials followed by a 1 unless he/she is the second student in the class with the same initials. Then it is followed by a 2.

2. The teacher maintains this list and can remove or add students or even delete the class.

6. A new student is easily added to the class.

First Name	Last Name	Username	Password		
Ken	Dare	kd1	7164	Remove	Reset Password
Shirley	Paulsen	sp1	4223	Remove	Reset Password

First Name	Last Name
Penny	Wong

Save New Student

After clicking on "Add New Student" just below your list of students, type in the name and Save. Note: if there is no button "Add New Student", then you are out of student licenses. You could either remove a student or order more licenses.

7. The new student will appear in your class list alphabetically.

Class URL: <http://ba2959.textbooks.cpm.org>

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[Print Student Information Cards](#)

[Delete Class](#)

First Name	Last Name	Username	Password		
Ken	Dare	kd1	7164	Remove	Reset Password
Shirley	Paulsen	sp1	4223	Remove	Reset Password
Penny	Wong	pw1	5453	Remove	Reset Password

[Add New Student](#)

8. Print individual cards for each student to access their eBooks!

[Print Student Information Cards](#) ←

[Delete Class](#)

First Name	Last Name
Ken	Dare
Shirley	Paulsen
Jenn	Serra
Penny	Wong

Ken Dare
<http://ba2959.textbooks.cpm.org>
Username: kd1
Password: 7164

Shirley P
<http://ba2959.te>
Usernam
Password

Penny Wong ←
<http://ba2959.textbooks.cpm.org>
Username: pw1
Password: 5453

Note: Each class has a unique URL. Students should bookmark it on their computers. Print the Student Access Cards cutting out along the perforated lines and distribute them to the students.

9. To delete a class, click "Delete Class". You will be asked to verify. The books can then be re-issued.

If you have questions or problems, please contact the Buckeye Valley Help Desk