Teacher/Admin: CPM eBooks & ELS

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Introduction to CPM eBooks

CPM Student eBook Tour & Video

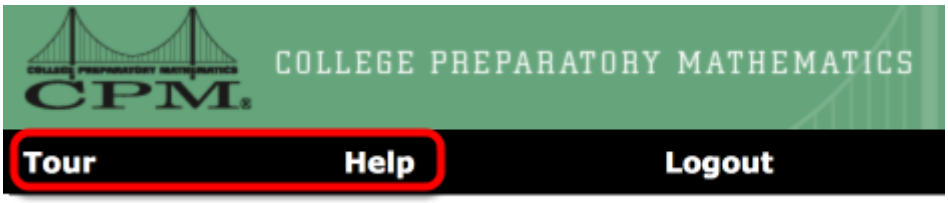
This tutorial and video describes the overall structure and components of a CPM eBook Student Version. All eBook courses have the same general structure. The video represents the structure, but may not be the course ordered.

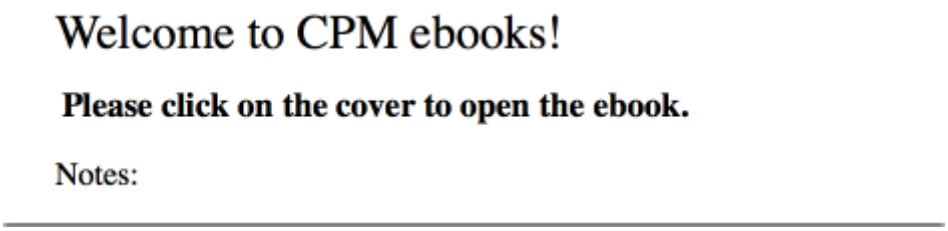
Click on the video to watch an introduction. Additional components may be reviewed in the notes below it.

CPM eBook Introduction Video

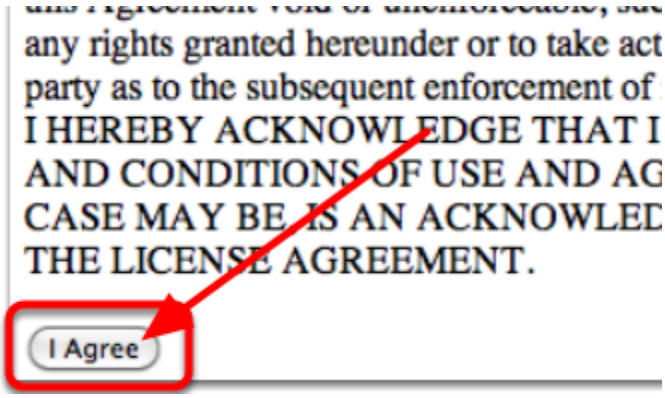
1. Logon. In the black bar, locate the Tour and Help menus. Tutorials/trouble shooting are located there.

Note: Use Chrome, Safari, or Firefox using eBooks. Internet Explorer may or may not work depending on your version.

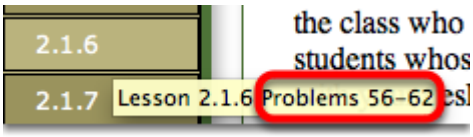




2. After logging on the first time, click the cover. Then scroll down and agree to the terms. Your book will appear.



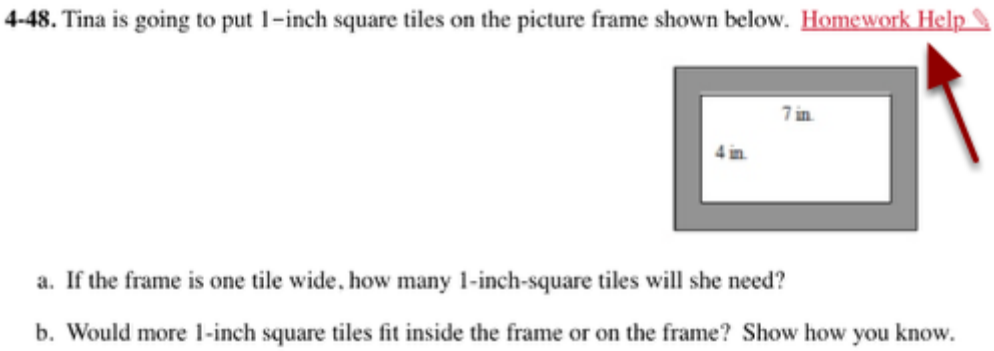
3. Hover over any of the lesson tabs to find problem numbers.



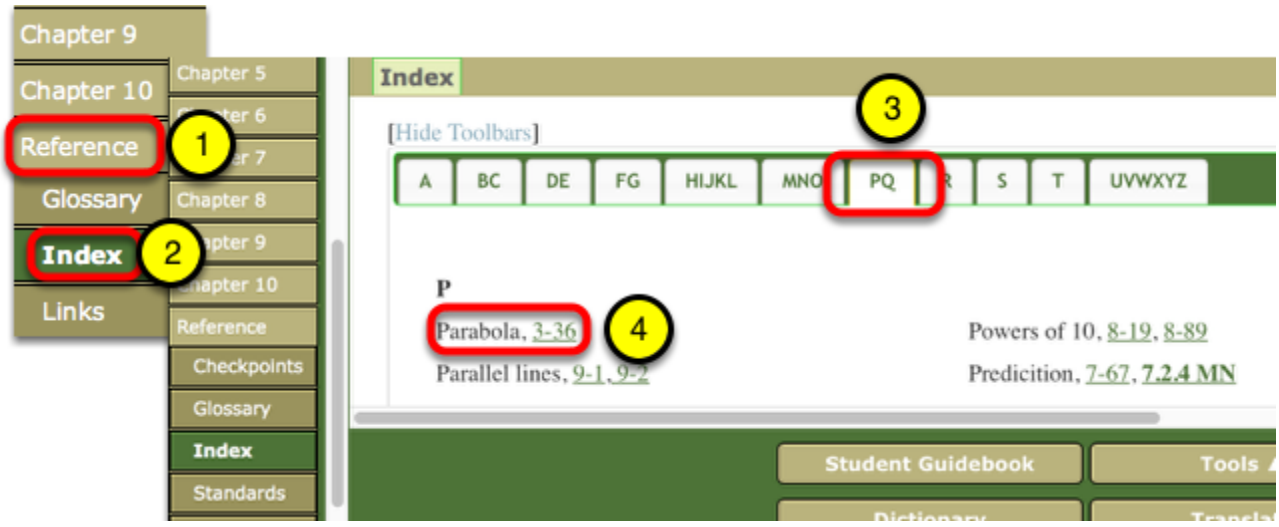
4. Every homework problem has a link to the Homework Help for that problem.

Homework Help may provide:

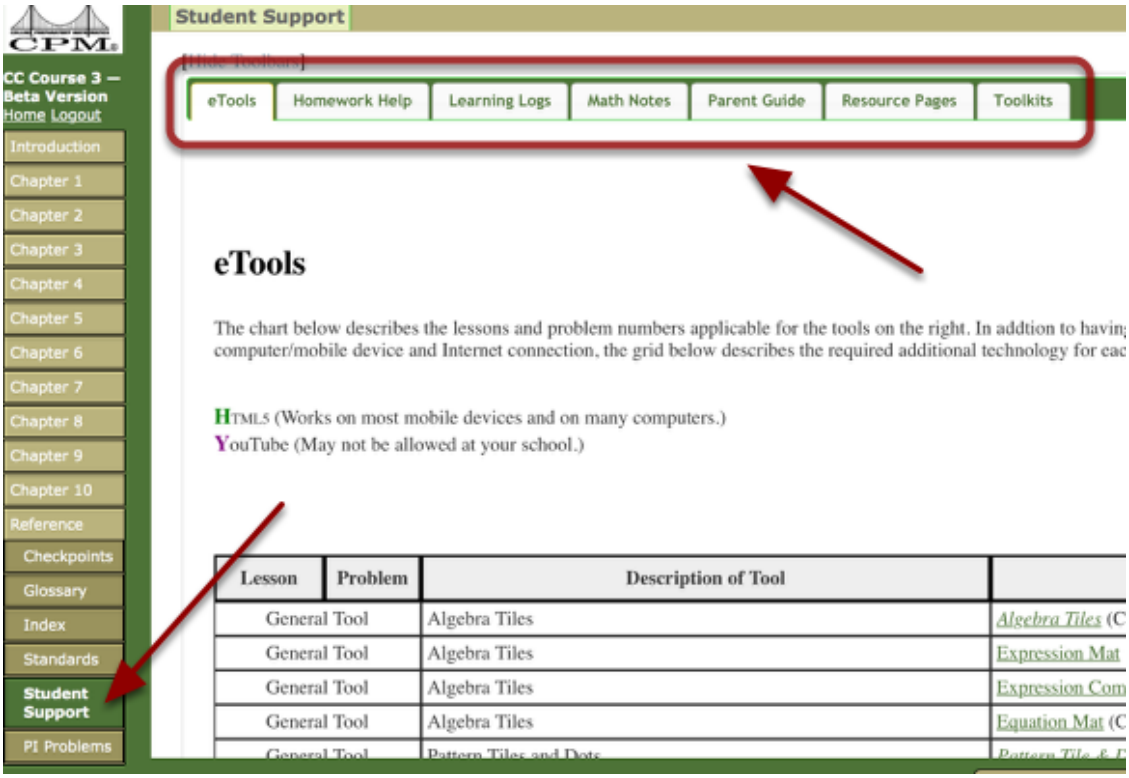
- Hints
- Steps
- Answers
- Interactive eTools



5. Search for Math Notes or other topics through the Index.



6. Find eTools, Resource Pages, and more through the Student Support tab.



CPM Teacher eBook Tour & Video

The Teacher Edition eBook is actually a Student Edition with additional tabs and a teacher section. Be sure to view the Student eBook Tour & Video before watching the Teacher eBook Tour & Video which is an extension of the first video. CPM is constantly updating the eBooks, so you may notice differences in the sections and tabs of your eBook versus the videos.

This tutorial and video describes the overall structure and components of a Teacher Edition CPM eBook. The video represents the structure, but may not be the course ordered.

Introduction Video

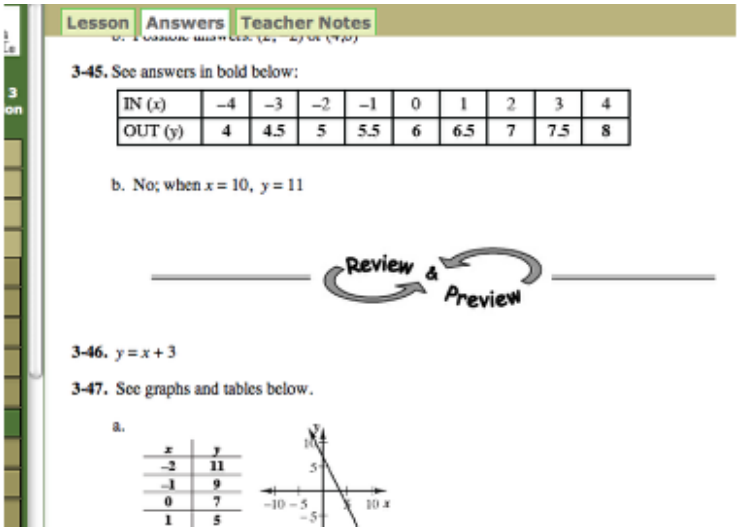
Click on the video to watch an introduction to the CPM Teacher Edition eBook. Be sure you can view the entire video by pressing simultaneously both the control (mac:command) button and the "+" to enlarge or "-" to reduce the size of the video!

Components may be reviewed in the notes below it.

CPM Teacher Edition eBook Introduction Video

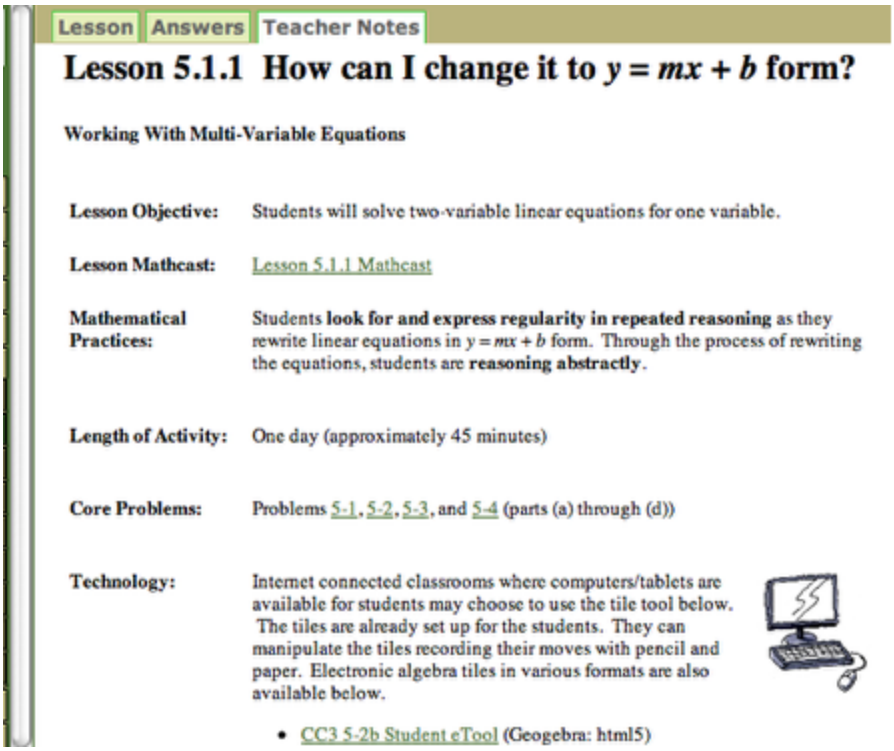
1. Answer Tab

The Answer Tab has two components: 1) Answers for the student class lesson and 2) Homework answers after the Review and Preview section.



2. Teacher Notes Tab

The teacher Notes Tab provides the following support sections.



Lesson | Answers | Teacher Notes

Lesson 5.1.1 How can I change it to $y = mx + b$ form?

Working With Multi-Variable Equations

Lesson Objective: Students will solve two-variable linear equations for one variable.

Lesson Mathcast: Lesson 5.1.1 Mathcast

Mathematical Practices: Students **look for and express regularity in repeated reasoning** as they rewrite linear equations in $y = mx + b$ form. Through the process of rewriting the equations, students are **reasoning abstractly**.

Length of Activity: One day (approximately 45 minutes)

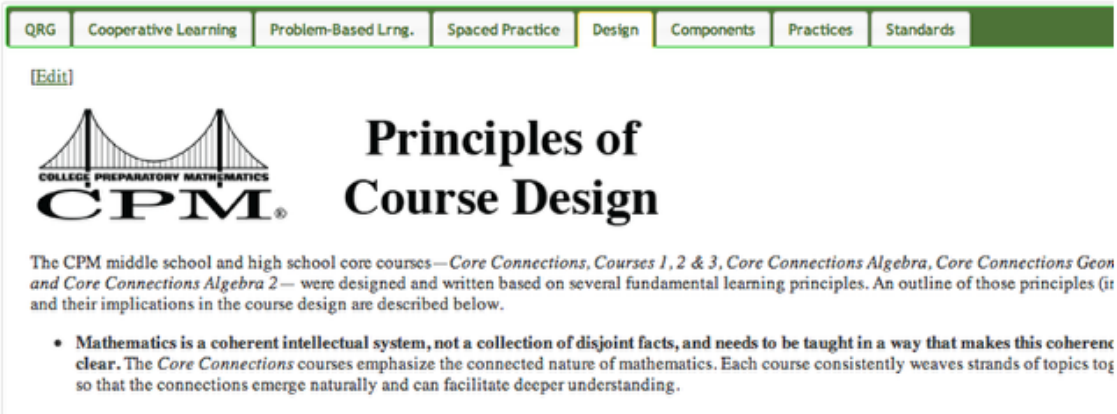
Core Problems: Problems 5-1, 5-2, 5-3, and 5-4 (parts (a) through (d))

Technology: Internet connected classrooms where computers/tablets are available for students may choose to use the tile tool below. The tiles are already set up for the students. They can manipulate the tiles recording their moves with pencil and paper. Electronic algebra tiles in various formats are also available below.

- CC3 5-2b Student eTool (Geogebra: html5)

2.1. Course Structure

A Quick Reference Guide has links to all of the sections in the Teacher tab as well as research articles discussing cooperative learning, Problem-Based learning, Spaced Practice, and more!



QRG | Cooperative Learning | Problem-Based Lrng. | Spaced Practice | Design | Components | Practices | Standards

[Edit]

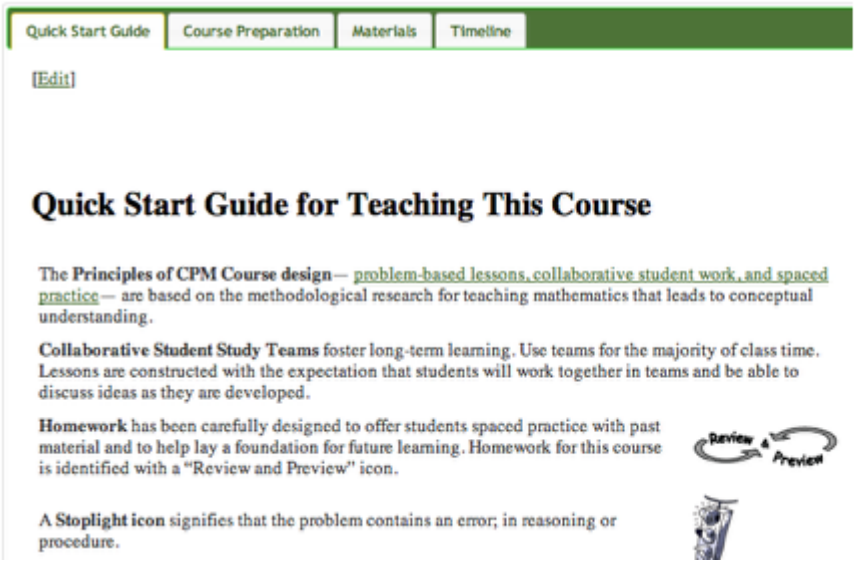
Principles of Course Design

The CPM middle school and high school core courses—*Core Connections, Courses 1, 2 & 3, Core Connections Algebra, Core Connections Geon and Core Connections Algebra 2*— were designed and written based on several fundamental learning principles. An outline of those principles (ir and their implications in the course design are described below.

- **Mathematics is a coherent intellectual system, not a collection of disjoint facts, and needs to be taught in a way that makes this coherenc clear.** The *Core Connections* courses emphasize the connected nature of mathematics. Each course consistently weaves strands of topics tog so that the connections emerge naturally and can facilitate deeper understanding.

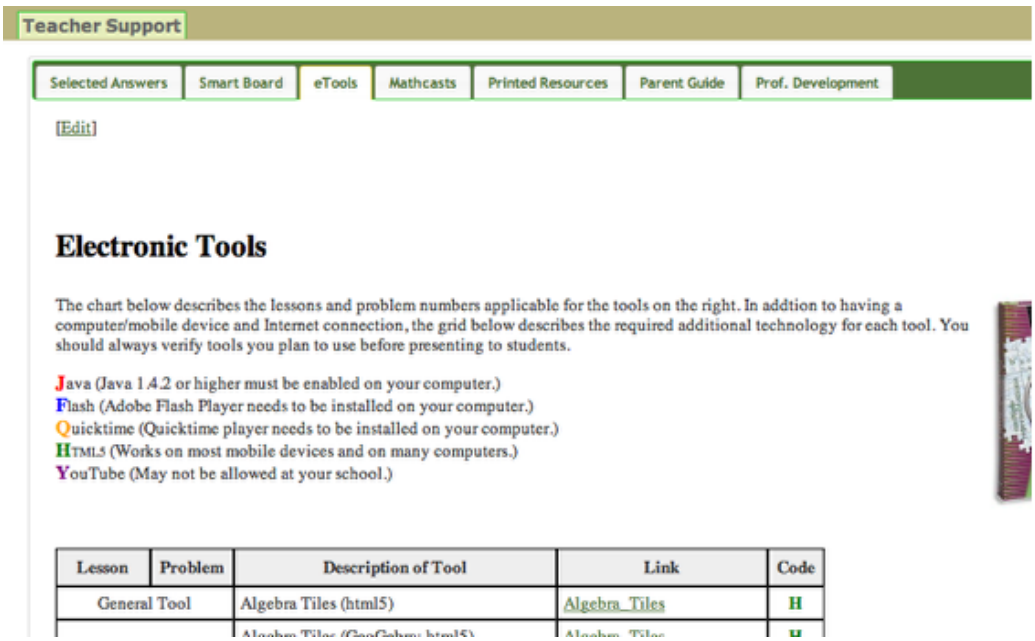
2.2. Course Preparation

This is a great place for teachers new to CPM to start. It includes the Quick Start Guide, course preparation, materials needed for the course, and the timeline for each chapter.



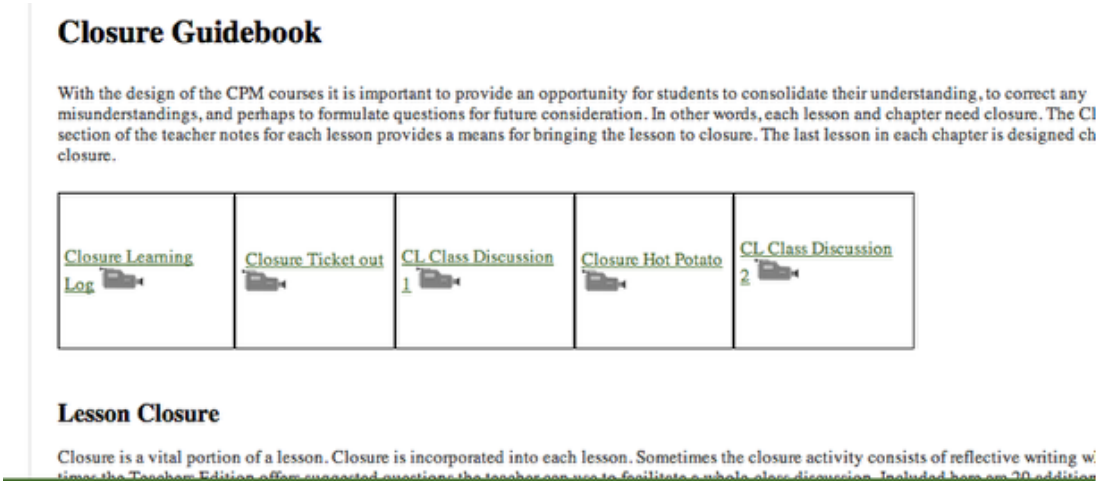
2.3. Teacher Support

Linked support materials include: Selected Answers for homework, Smart Board files, eTools for all chapters, chapter and lesson mathcast videos, resource pages (pdf), Parent Guide (pdf), and professional development links.



2.4. Closure

Find ideas for lesson and chapter closure as well as numerous ideas for summarizing student learning.



Closure Guidebook

With the design of the CPM courses it is important to provide an opportunity for students to consolidate their understanding, to correct any misunderstandings, and perhaps to formulate questions for future consideration. In other words, each lesson and chapter need closure. The Cl section of the teacher notes for each lesson provides a means for bringing the lesson to closure. The last lesson in each chapter is designed ch closure.

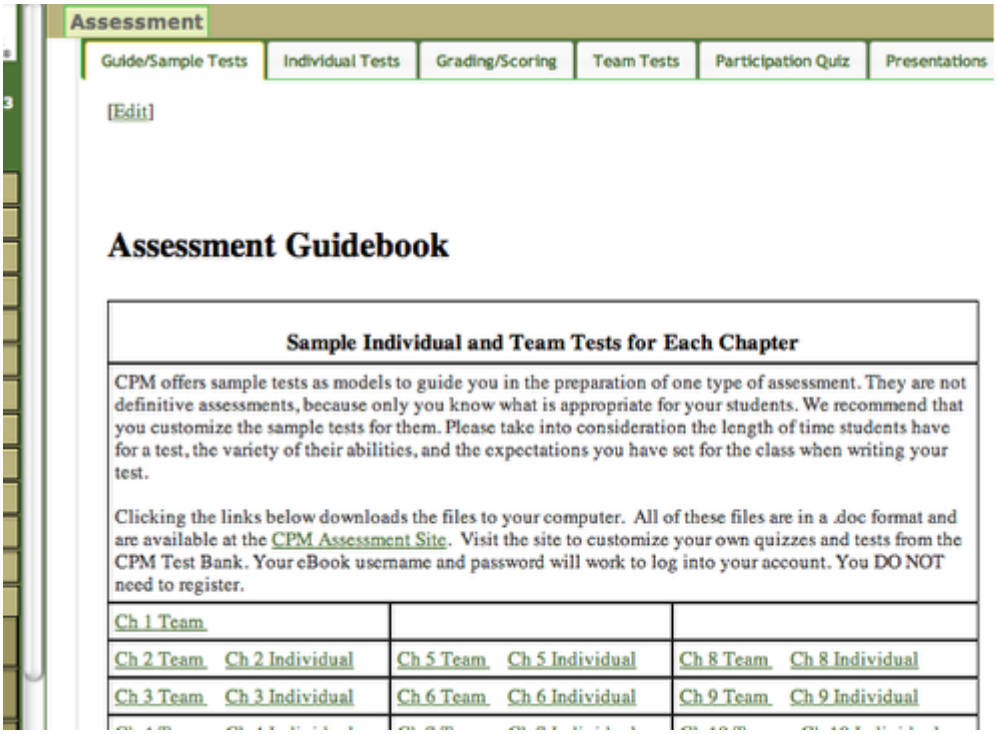
Closure Learning Log	Closure Ticket out	CL Class Discussion 1	Closure Hot Potato	CL Class Discussion 2

Lesson Closure

Closure is a vital portion of a lesson. Closure is incorporated into each lesson. Sometimes the closure activity consists of reflective writing w

2.5. Assessment

Sample team and individual tests can be downloaded here. Your eBook username and password is your login for the Assessment Site where you can create and save custom tests and quizzes. There are many more assessment ideas to support you and your students.



Assessment

Guide/Sample Tests | Individual Tests | Grading/Scoring | Team Tests | Participation Quiz | Presentations

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Assessment Guidebook

Sample Individual and Team Tests for Each Chapter

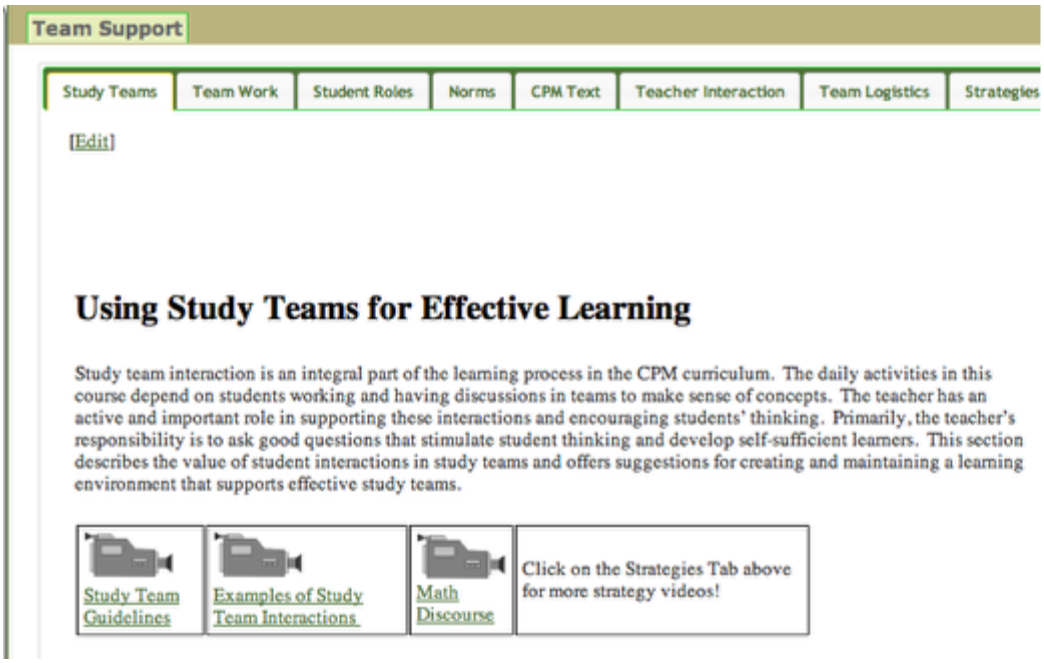
CPM offers sample tests as models to guide you in the preparation of one type of assessment. They are not definitive assessments, because only you know what is appropriate for your students. We recommend that you customize the sample tests for them. Please take into consideration the length of time students have for a test, the variety of their abilities, and the expectations you have set for the class when writing your test.

Clicking the links below downloads the files to your computer. All of these files are in a .doc format and are available at the CPM Assessment Site. Visit the site to customize your own quizzes and tests from the CPM Test Bank. Your eBook username and password will work to log into your account. You DO NOT need to register.

Ch 1 Team		
Ch 2 Team Ch 2 Individual	Ch 5 Team Ch 5 Individual	Ch 8 Team Ch 8 Individual
Ch 3 Team Ch 3 Individual	Ch 6 Team Ch 6 Individual	Ch 9 Team Ch 9 Individual

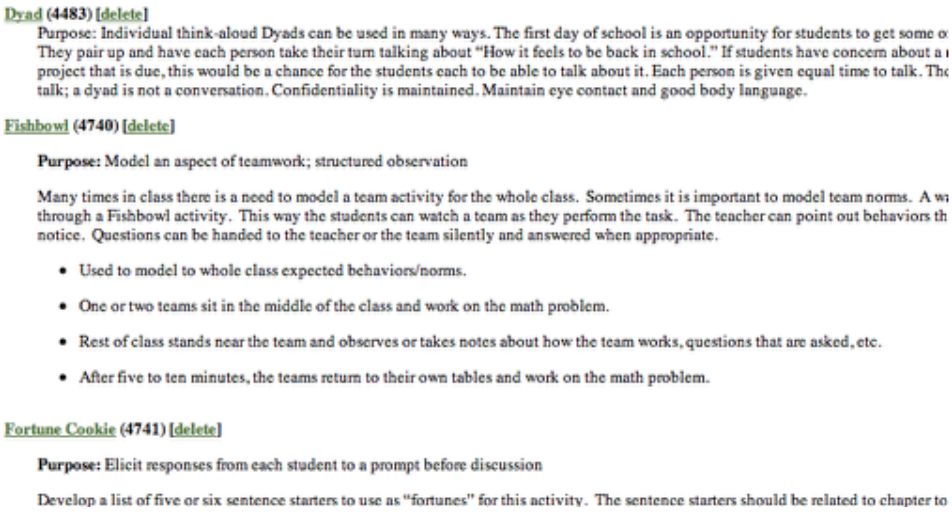
2.6. Team Support

Achieving effective study teams can be a challenge for teachers who have not used teams before. This section provides support and ideas for effective study teams.



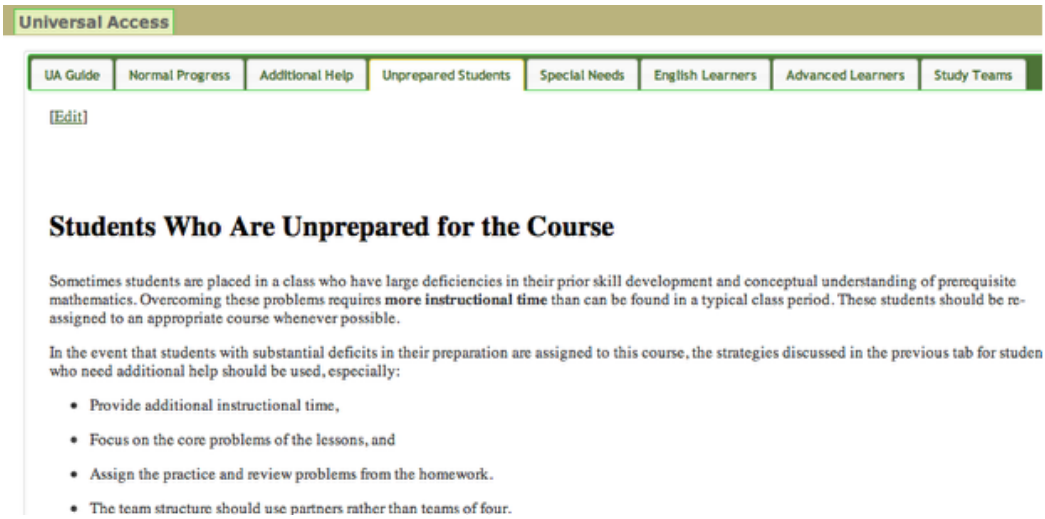
2.7. Strategies

Scroll through a plethora of study team and teaching strategies providing numerous ideas for engaging students in your classroom.



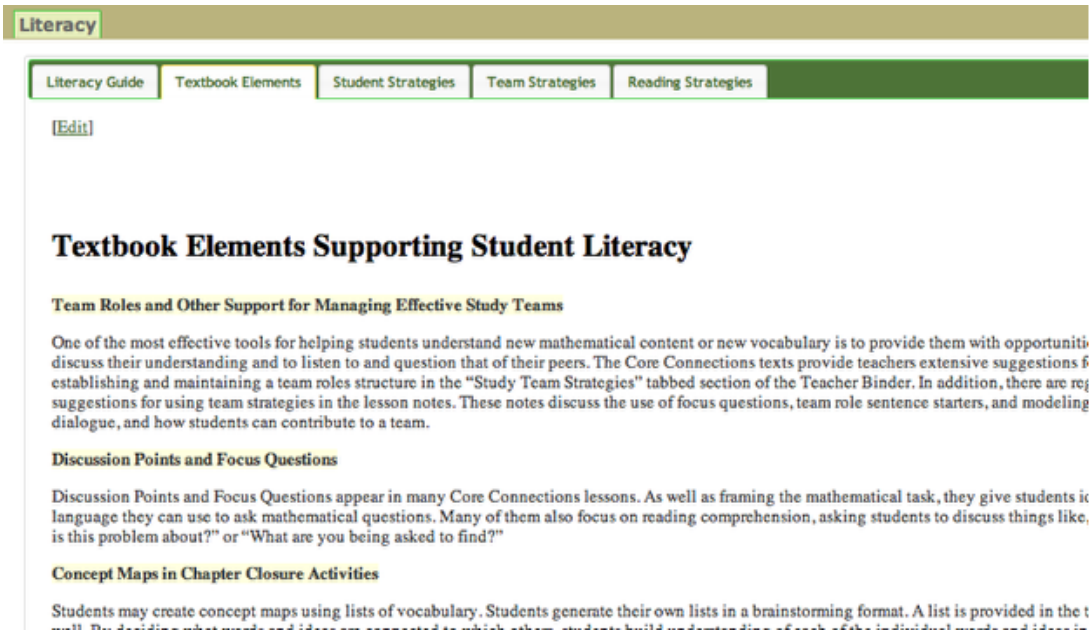
2.8. Universal Access

This tab provides ideas for supporting various student populations.



2.9. Literacy

The Literacy Resource Guide describes numerous ideas to support students with a variety of literacy challenges as well as great suggestions for students struggling with reading.

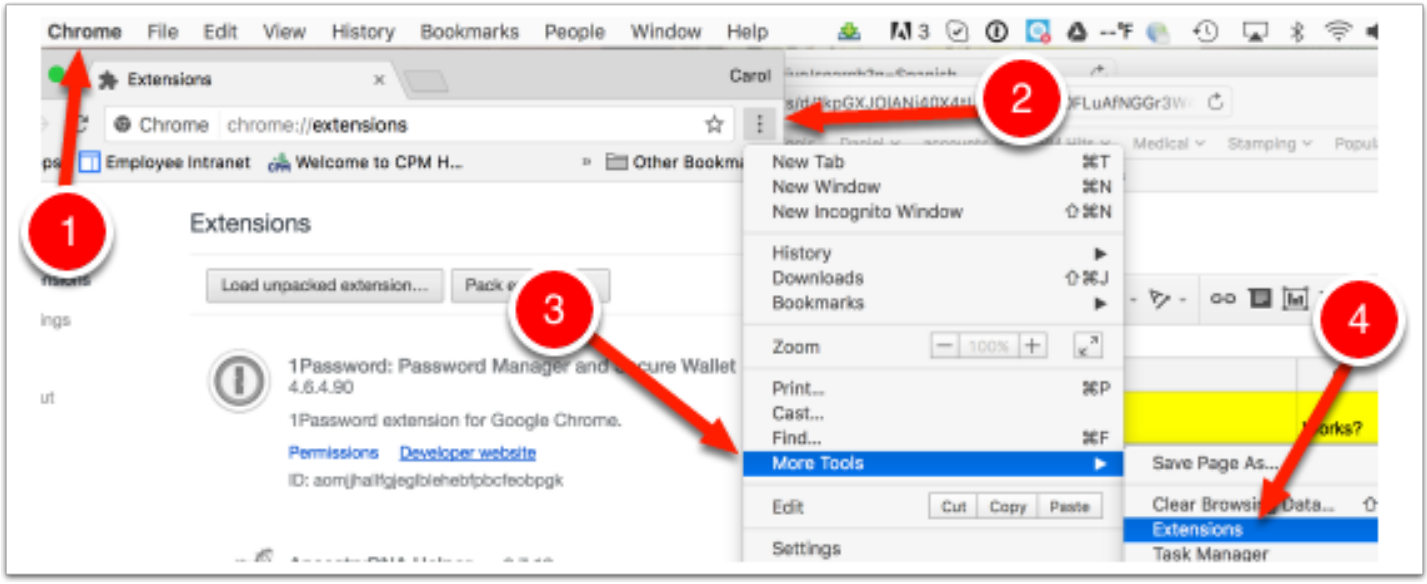


Using Google Instant Translate

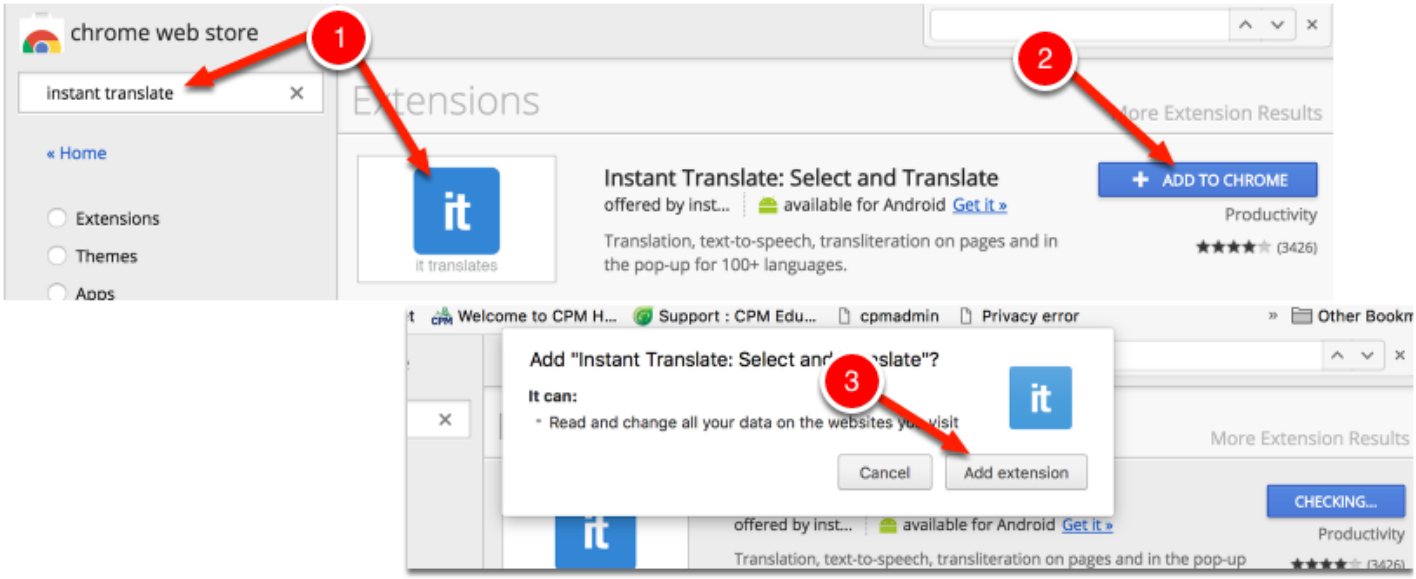
This article demonstrates how to add Google Instant Translate to your Chrome browser allowing students to choose their language to translate text from CPM ebooks to another language.

1. Add the extension to your Chrome Browser.

- Go into Chrome.
- Click the three vertical dots below your name at the right.
- Click 'More Tools'.
- Click 'Extensions'.

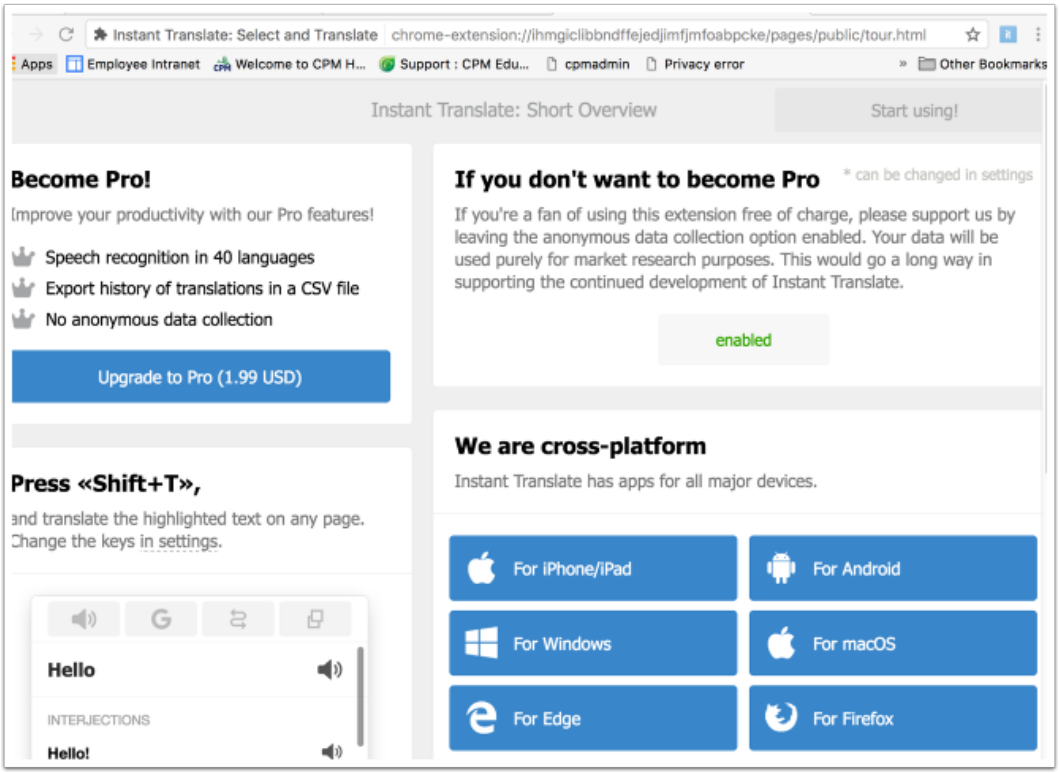


2. In the search bar of the extensions, type: Instant Translate



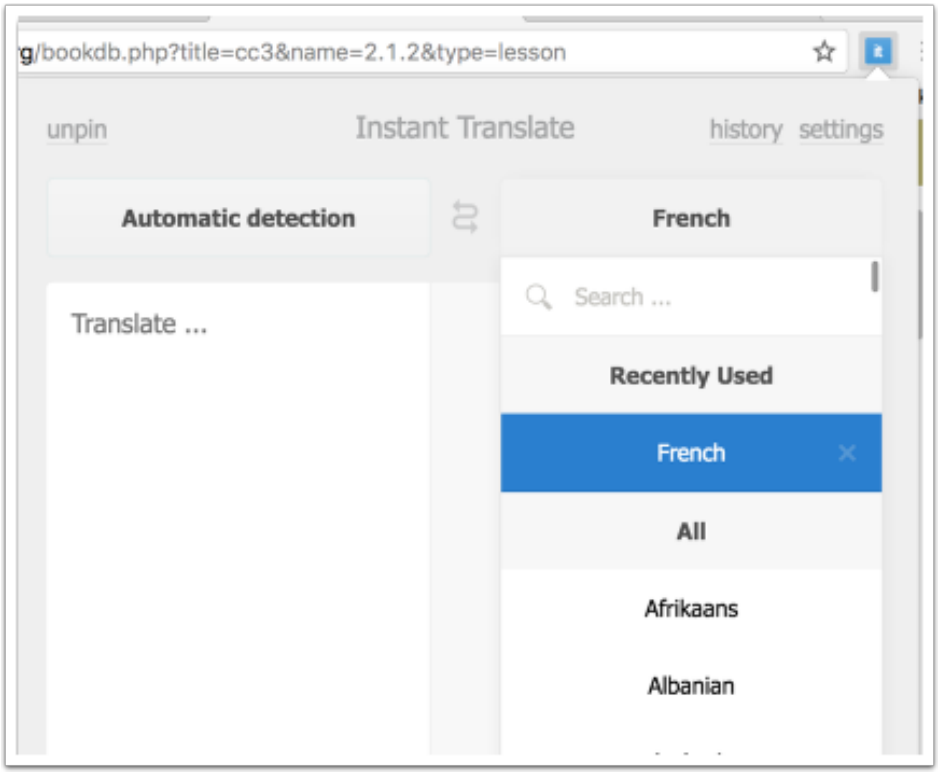
3. Start Using:

- Notice the blue square with 'it' on your toolbar at the right.
- After selecting text to translate, press 'Shift + T'.
- You can use it on a variety of platforms.



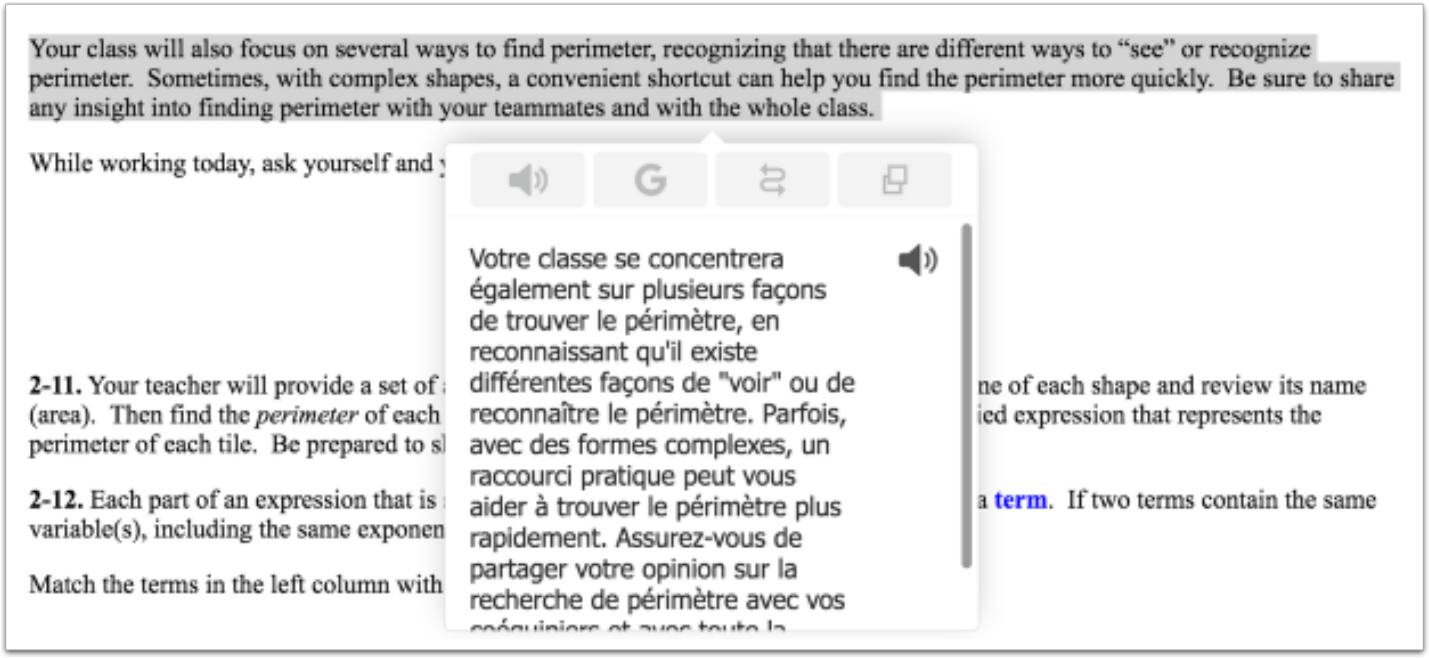
4. Once in the eBooks, click the blue square with the 'it' logo in the upper right corner.

- Choose your language the text will be translated to.
- Scroll down to find the language of your choice.
- Be sure you actually click the name of the language to select it!



5. Translate instantly:

- Highlight text.
- Press 'Shift' 'T'



ELS - Student Role

Student Role: How do You Access a CPM eBook Using an Enrollment Pin?

This article describes how to use an Enrollment Pin to access an eBook. Students using social media (Google or Facebook) will not need to register since they will be tying their CPM account to their social media account. Students without a social media account will register once and then login with their username and password. eBooks will expire in the student account on the date the teacher provides when setting up the Enrollment Pin.

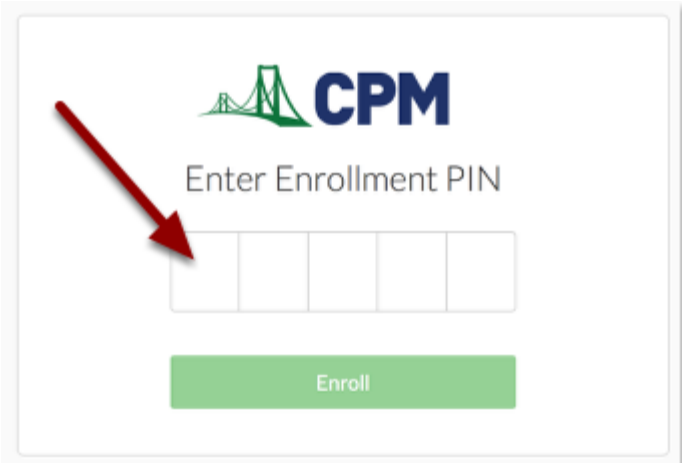
NOTE: You will need your enrollment pin only ONCE. After the first time, you go to ebooks.cpm.org and either click the social media button or login.

The following short video shows the various ways students would use an Enrollment Pin to obtain their eBook.

Using a Student Enrollment Pin to Access eBook

1. Your teacher will give you a 5 character pin number.

- Go to enroll.cpm.org.
- Type in your pin number.



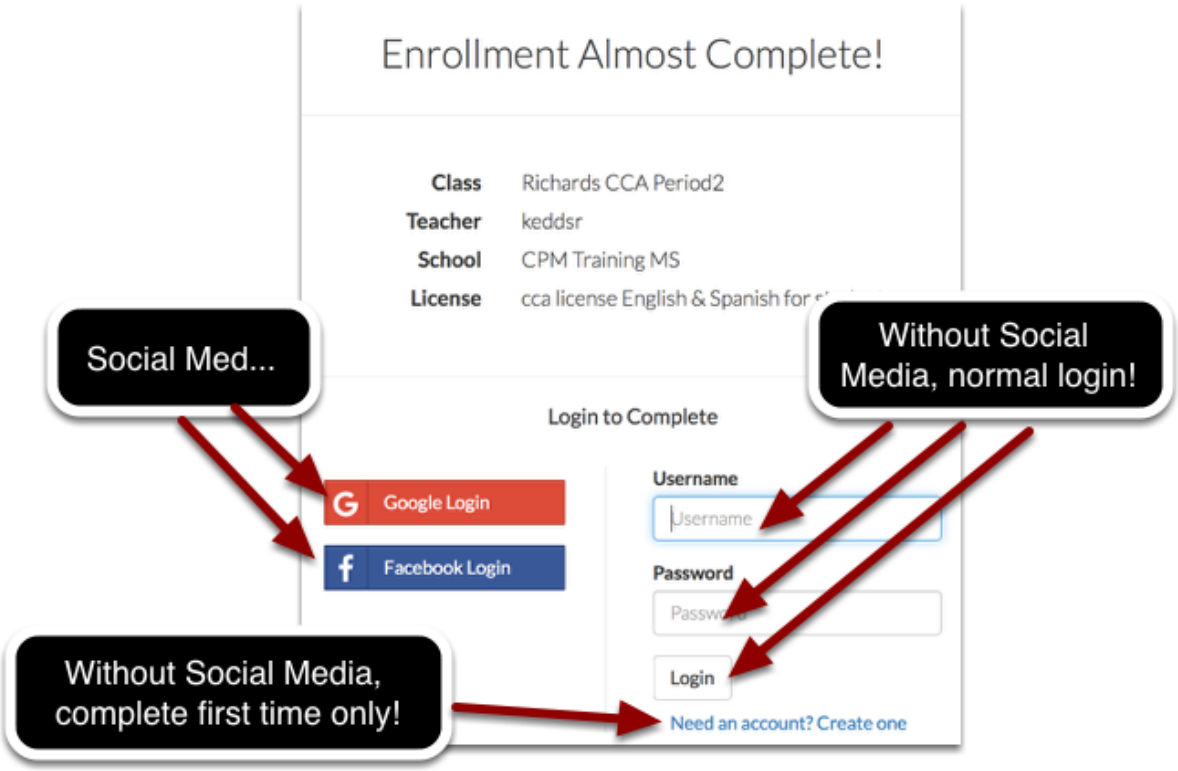
2. There are two ways you can enroll:

Method 1: Use Social Media

- Click one of the social media buttons - Facebook or Google
- Do not worry. CPM **does not** store in plain text student emails or passwords!

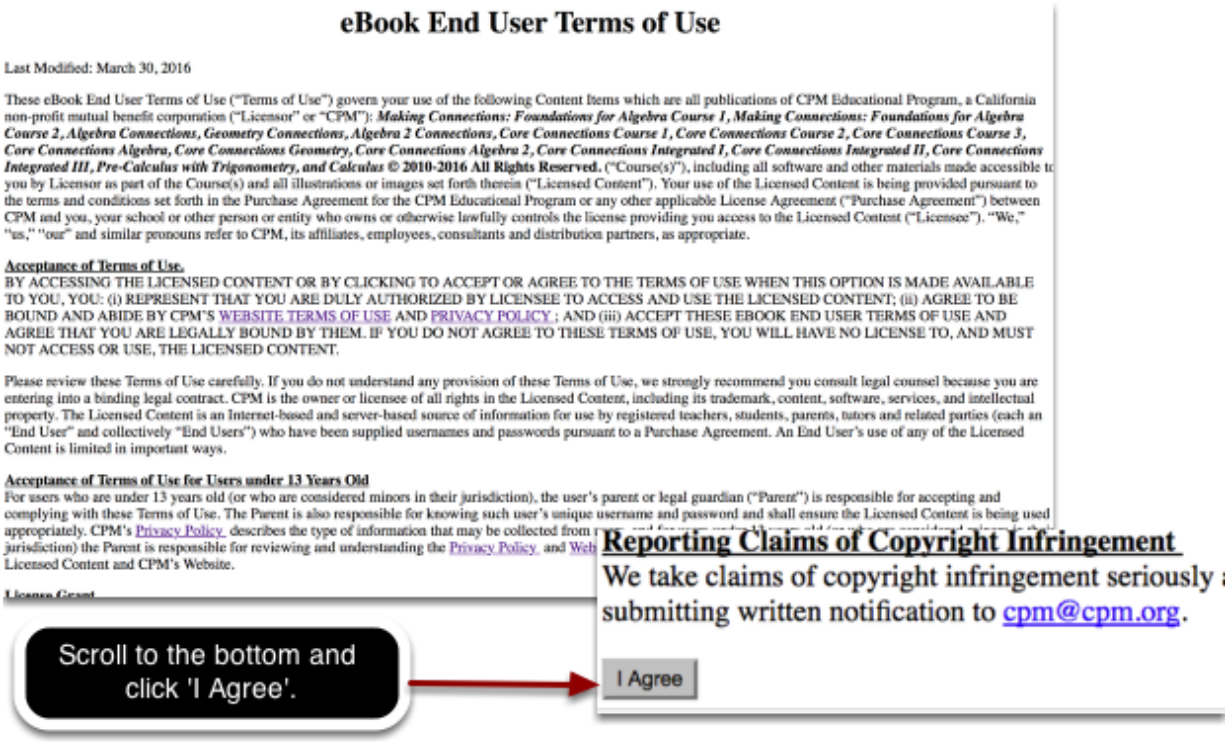
Method 2: Enroll Directly with CPM

1. First time only, create an account.
2. After the first time, login using your username and password.



3. Once you login, you will be taken to your ebook at ebooks.cpm.org. Now complete these steps:

- Read the eBook End User Terms of Use.
- Scroll to the bottom and click: I agree.
- Click on the cover of your ebook to access.



ELS - Teacher Role

Teacher Role: How Do You Create a Class & Student Enrollment Pin?

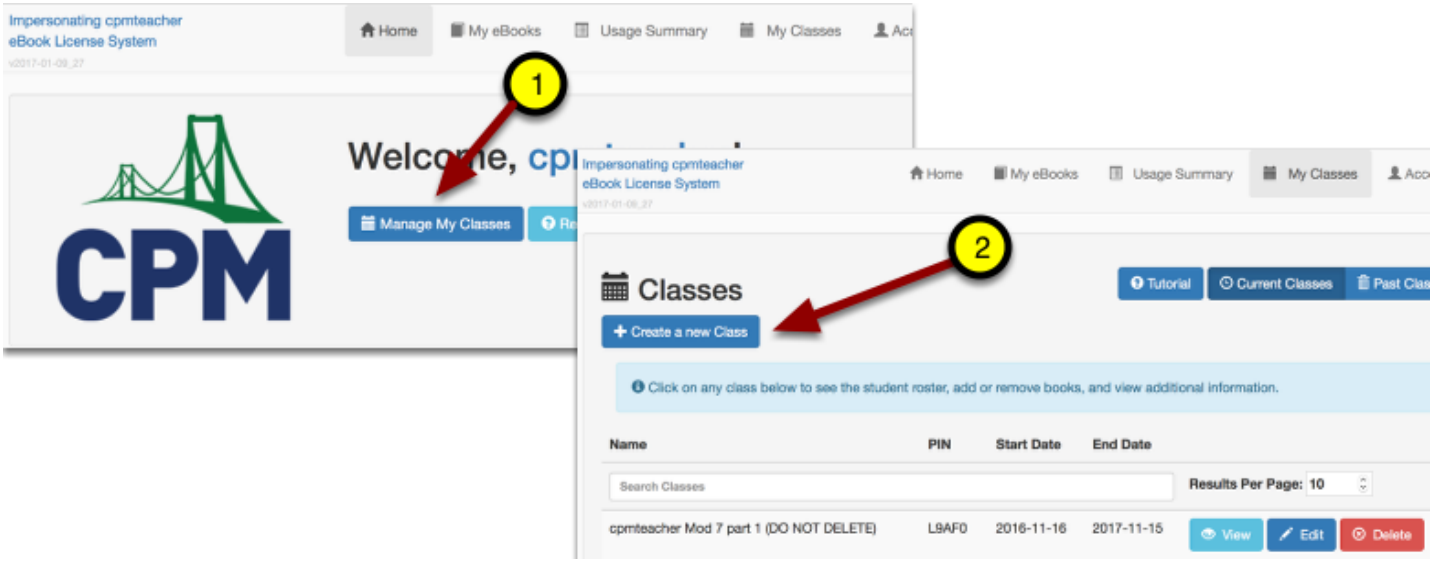
This article describes the steps to create a class and assign students eBooks.

The following video shows how to create a Student Enrollment Pin allowing students to access their eBook.

Create a Student Enrollment Pin

1. Go to: https://els.cpm.org and sign in.

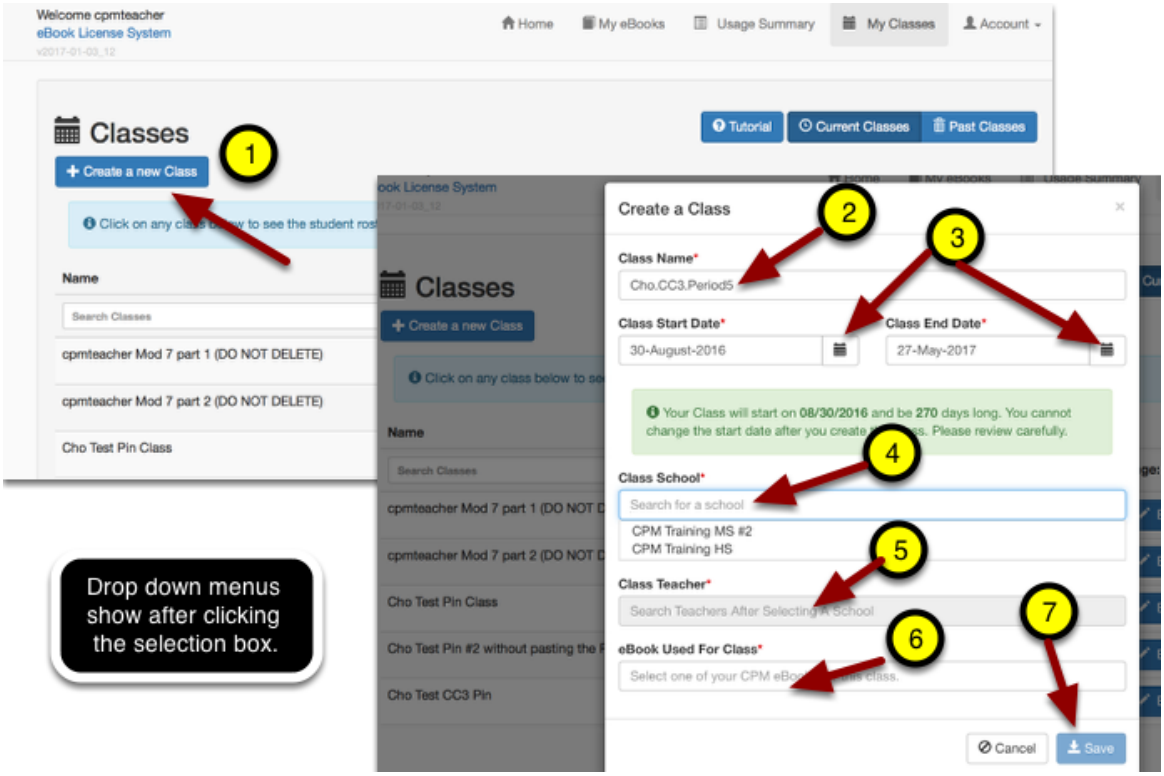
- Click the 'Manage My Classes'.
- Click 'Create a New Class'.



2. Create a new class.

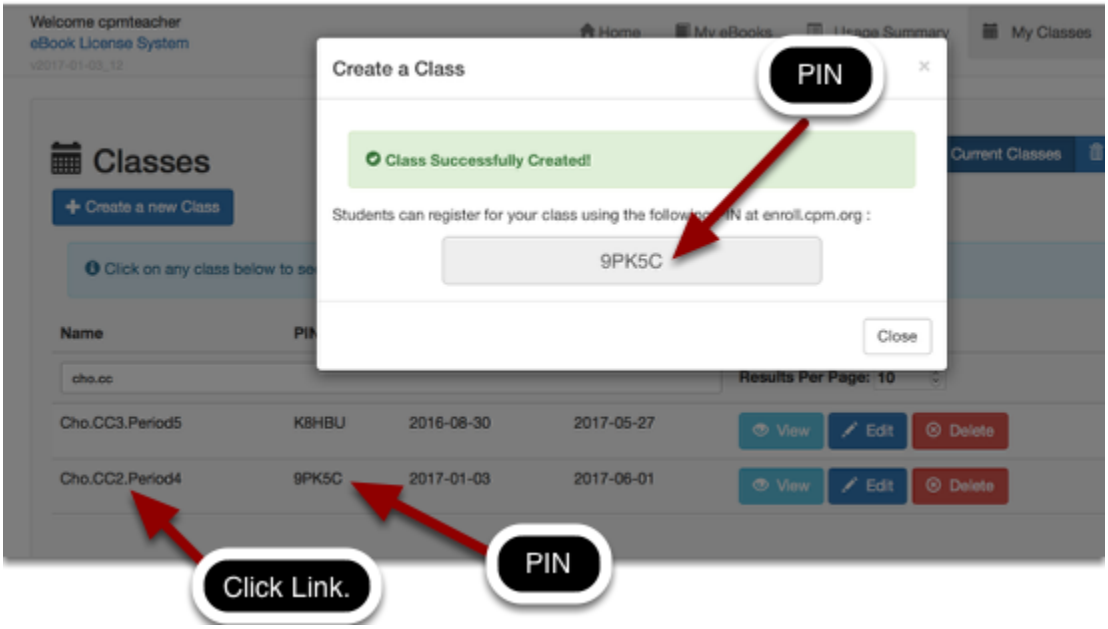
- Type in the class name. For easy searching include the teacher's name, eBook abbreviation, and the section/period number.
- Click the calendars to select the start and end times.
- Select a school from the drop down menu
- Select a teacher from the drop down menu. (The default is yourself.)
- Select an eBook from the drop down menu.
- Click 'Save'.

Note: If no eBook shows, contact your Contract Admin. You must be made a License Provider for the eBook you need.



3. You will get a 5 character PIN.

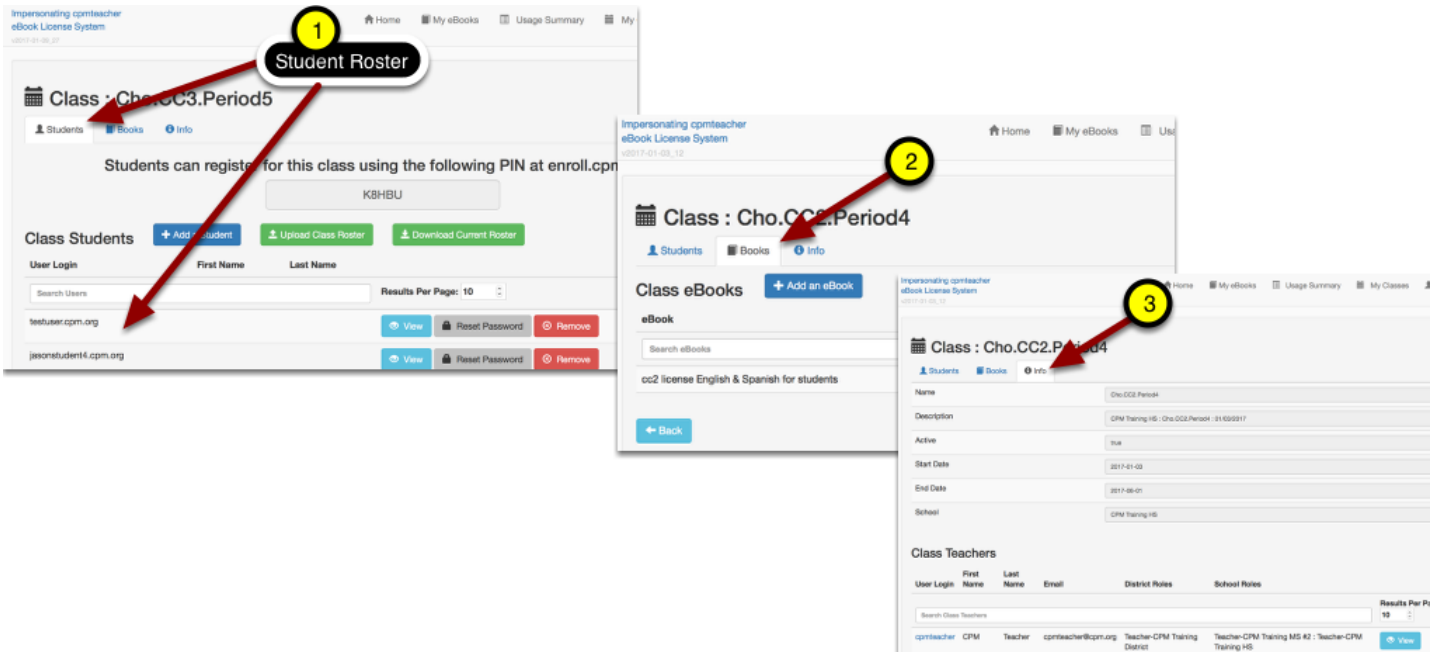
- Give the students the Pin Number.
- Ask the students to go to [https://ebooks.cpm.org.](https://ebooks.cpm.org) Select 'ENROLL'.
- The Pin Number is stored with the class information. Just click the link of any class for the information.



4. Click any Class link to:

- View/manage students and their eBooks. Add students directly. Upload/download student lists.
- Add or delete CPM eBooks for your students at anytime. Note: All students receive/lose eBooks as you add and remove the eBooks.

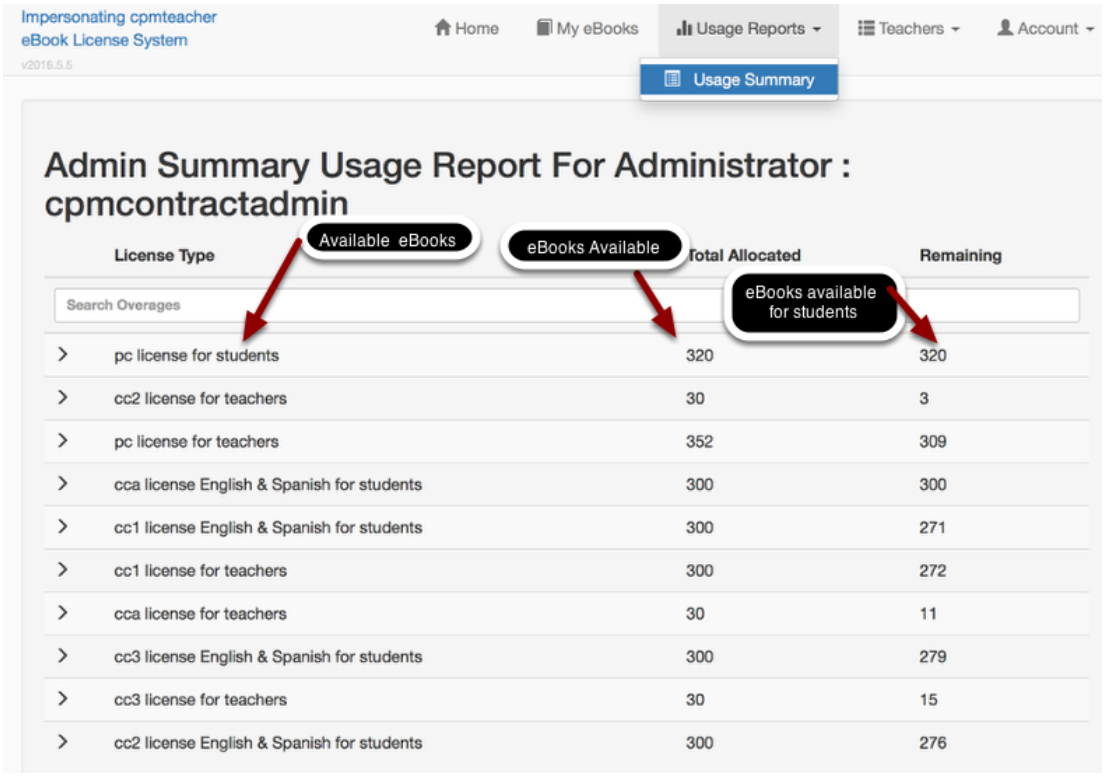
- View Class information showing the start and end dates as well as the PIN.



Teacher Role: Using the Usage Summary

This article describes where the teacher can find information as to what eBooks have been purchased and have not yet been assigned.

Use this information to plan for appropriate eBook assignments to students.



Teacher Role: How do You Access Your Teacher Edition eBook?

There are two ways a teacher may receive a teacher eBook.

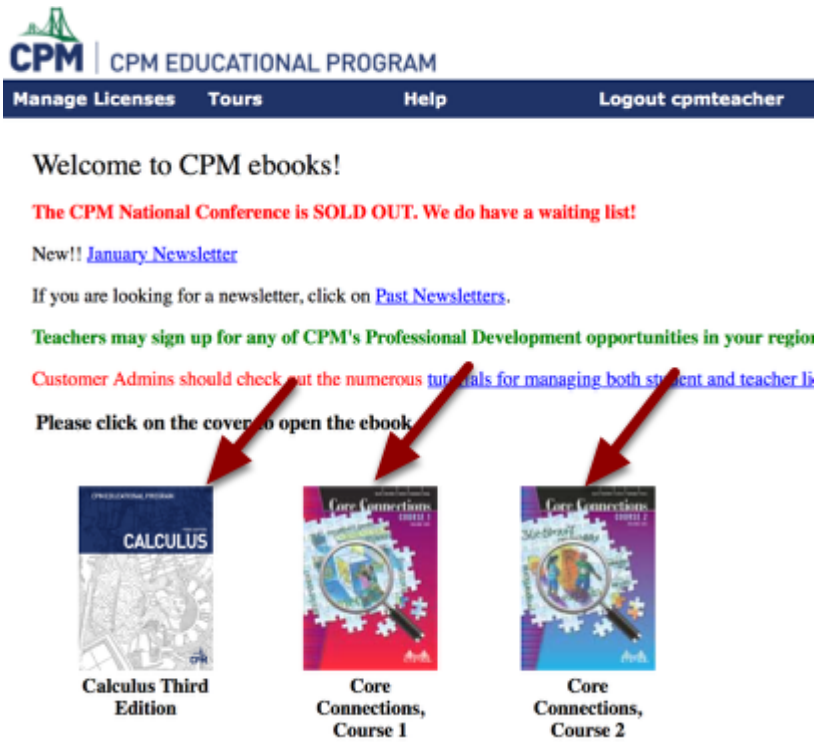
- Obtain a faculty enrollment PIN from the Customer Admin. This PIN will allow the teacher to self assign teacher edition eBooks to their CPM account.
- The Customer Admin may have already added the teacher edition eBooks to your account. Just login to your CPM account.

The following video shows how to use a PIN to obtain teacher eBooks.

Using the Faculty Auto Assign Enrollment URL>

1. Log in to your teacher account to view any available teacher editions.

- Log in: https://ebooks.cpm.org
- Check to see if teacher edition eBooks are available for you!
- Contact your Customer Admin if you do not have an account or have the correct eBooks to teach your courses. The Customer Admin will either re-assign you teacher eBooks or give you an Enrollment PIN to self assign creating an account if needed.



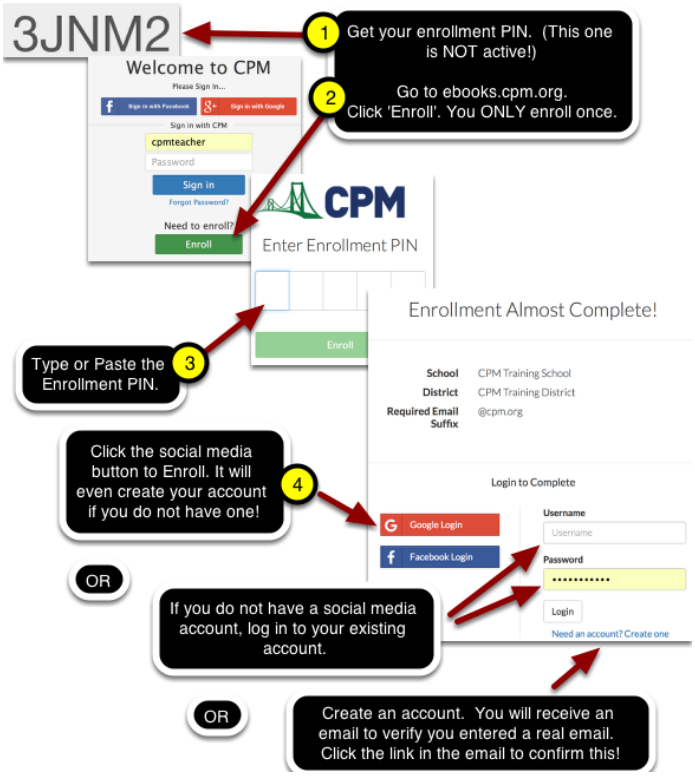
2. An Enrollment PIN allows the teacher to:

- Choose ONLY the teacher edition eBooks needed (or)

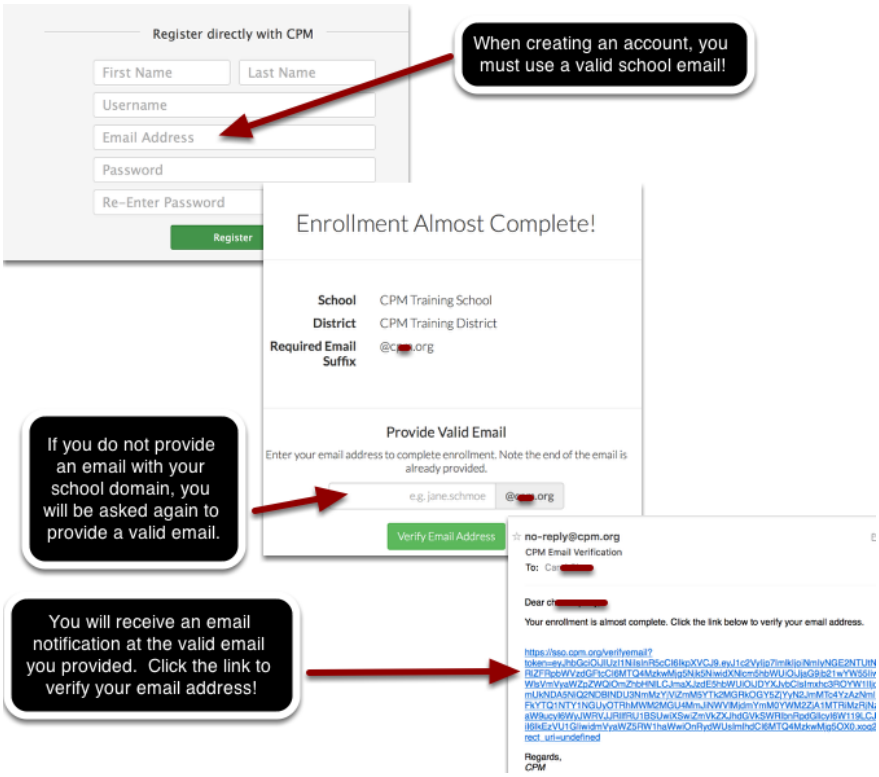
- Choose ONLY the student eBooks to assign to students making the teacher a student 'License Provider' (or)
- Choose BOTH the teacher edition AND the student eBooks needed.

Note:

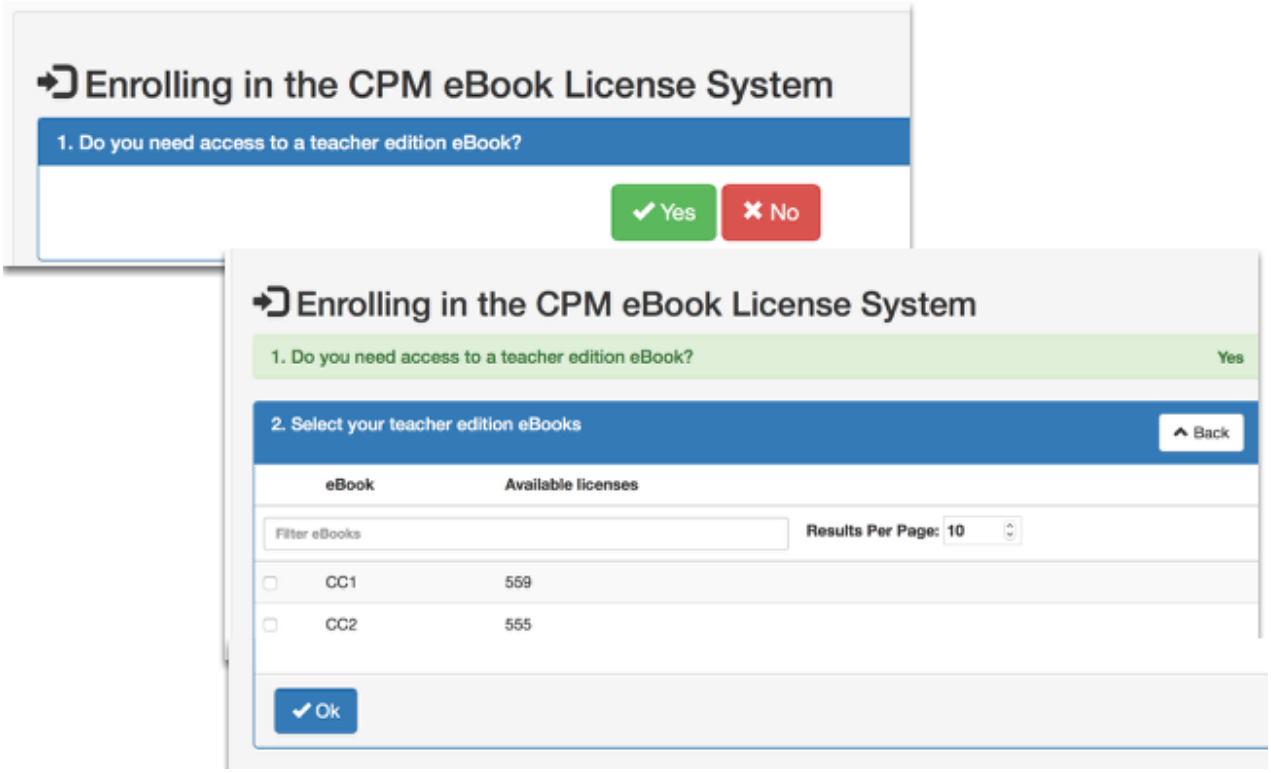
- The teacher does NOT need a student eBook since the student lesson tab is the same in the student eBook!
- The Enrollment PIN will also associate an existing user with the correct school/district and/or allow the user to create an account.
- The available eBooks is decreased each time a teacher uses a PIN. Contact your Customer Admin if the needed eBooks are not listed.



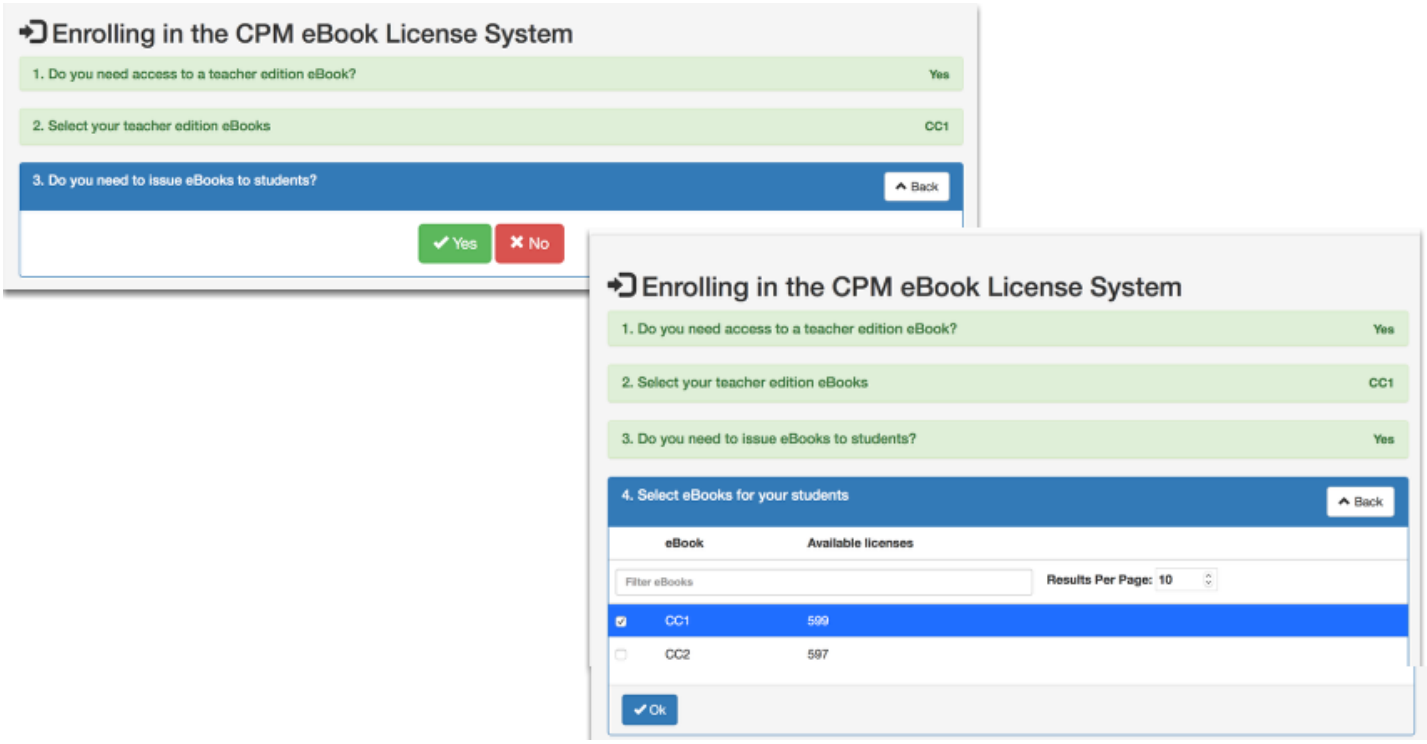
2.1. If you need to create an account in step 4 in the image above, follow these steps! (Otherwise, skip this!)



3. Select the eBooks you need for teaching your classes.

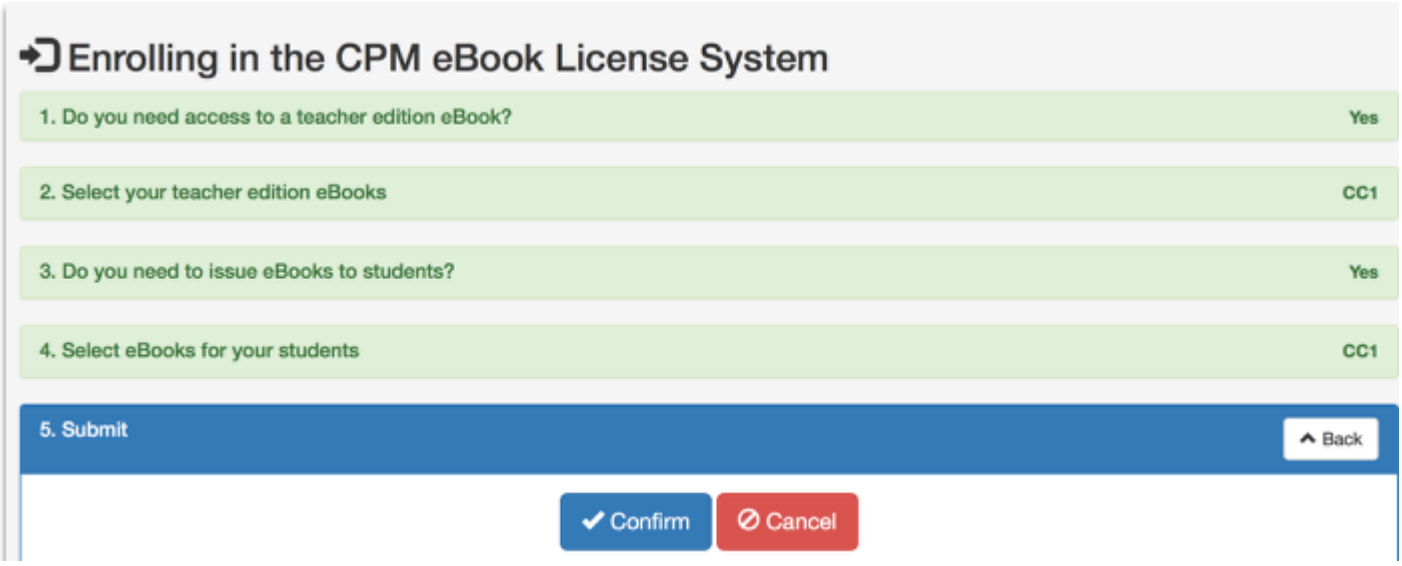


4. Select the student eBooks you will need to provide students with their eBooks.



5. The final step is to submit. Click 'Confirm'.

Go to: ebooks.cpm.org to view your eBook account with the added teacher edition(s).



Teacher Role: How Do You Assign Student eBooks Uploading a .csv File?

This article describes the steps needed to create a .csv file and to use it to create student accounts assigning them a class eBook. If students already have a CPM account the same process will assign the students the class eBook directly into the students' accounts.

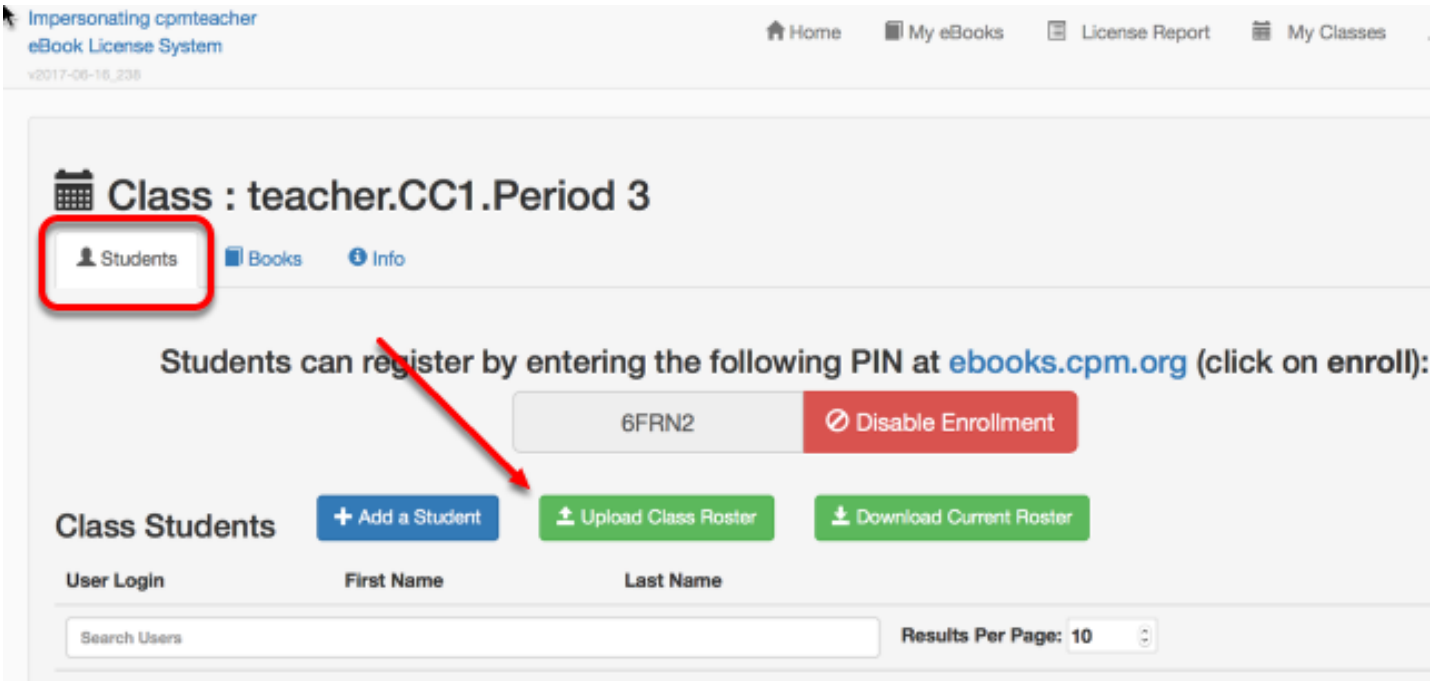
For students without a CPM account, the username is autogenerated. The password for any new account is the student's first name and last name, one word without spaces, and all letters lowercase.

Click the video link below.

Assign Student eBooks Uploading a .csv File

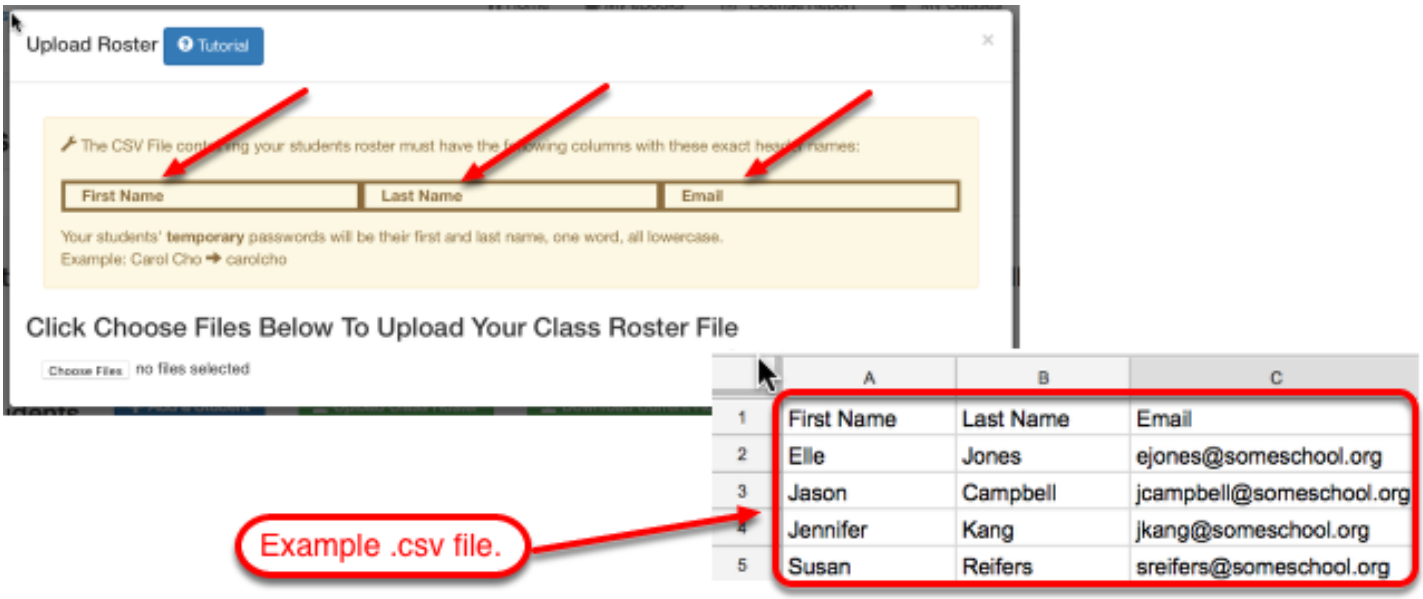
1. Create a class.

In the Student Tab of your class Click 'Upload Class Roster.



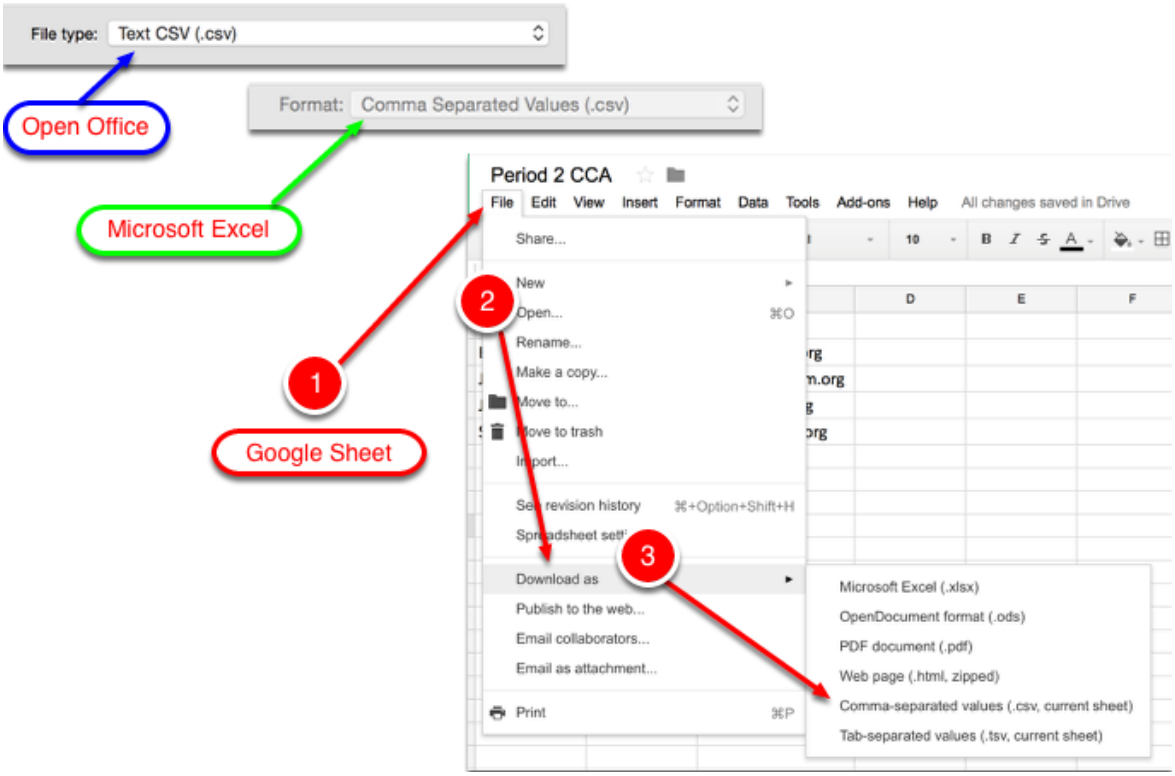
2. Create a .csv file with the exact headings indicated below.

- You will use only the first 3 columns.
- The 3 column title headers are required.
- Do not have additional text anywhere else on the sheet other than the information described.

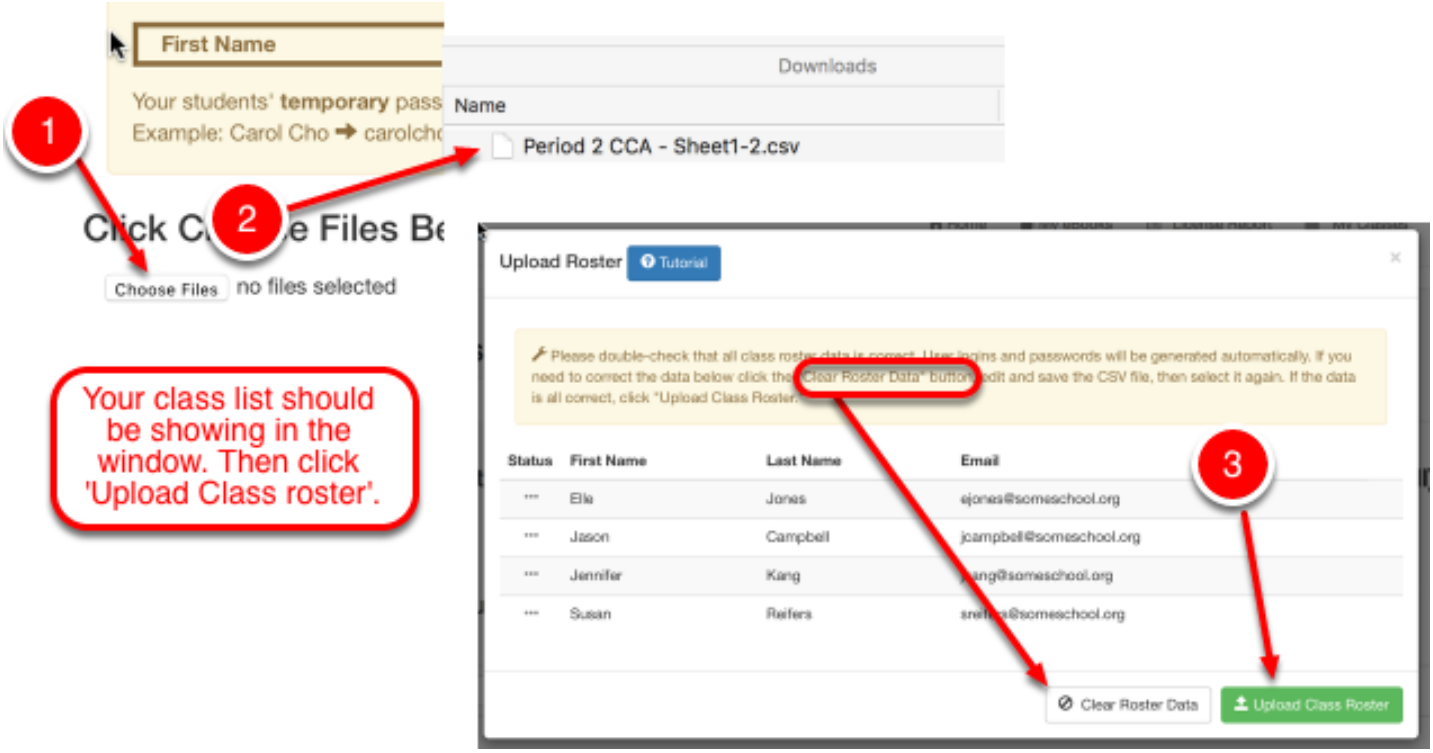


2.1. Be sure you save the file as a .csv file.

- YOU CANNOT TYPE IN .CSV AND SAVE!!
- Always SELECT the file type.
- The file type is usually located below the file name.
- See examples below from Open Office, Microsoft Excel, Google Sheets.



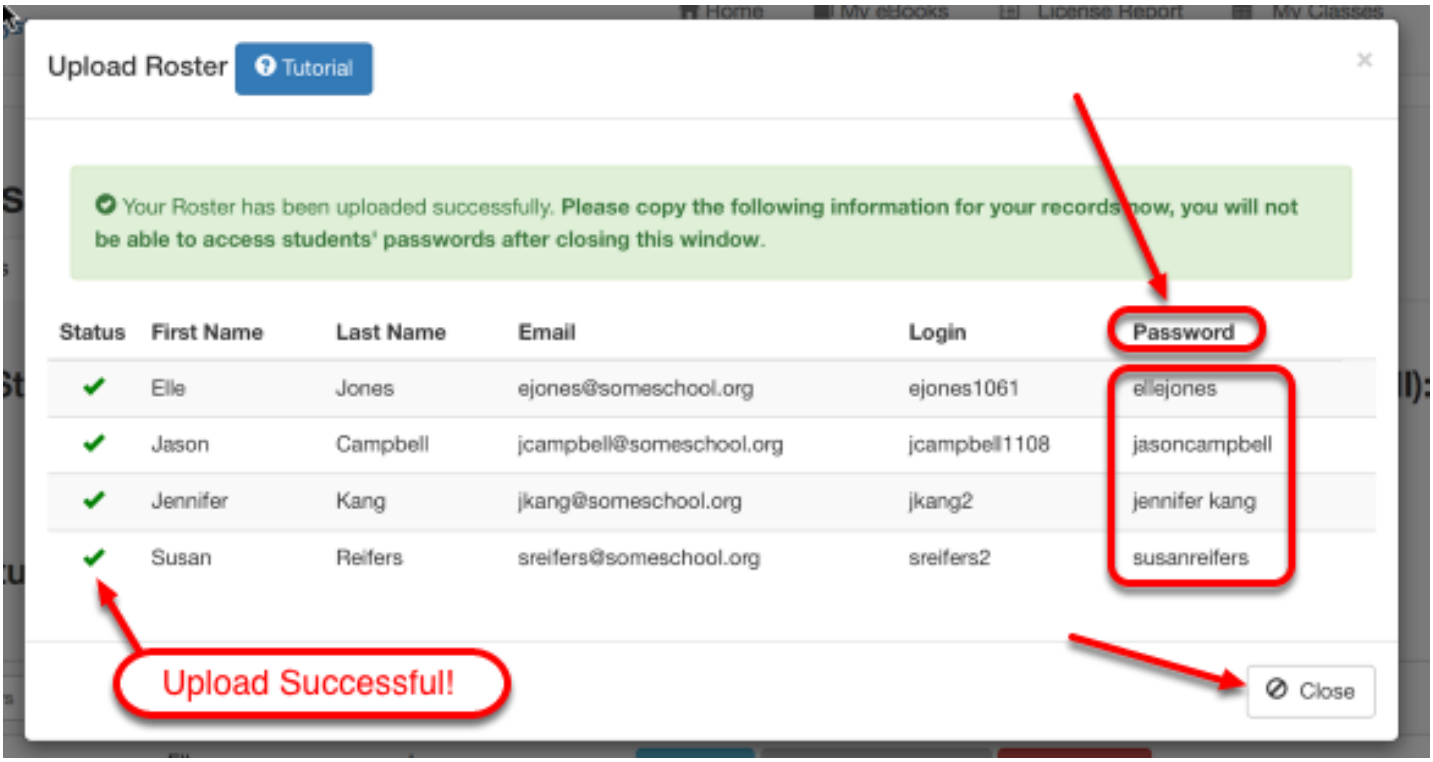
2.2. Choose the file. Then upload it.



3. Check to see if the upload for all students are successful.

- If all students uploaded successfully, click 'Close'.
- Otherwise, go back to 'Upload Roster'. Click the 'Clear Roster Data'. Then try again making changes where the error occurred.

Note: The password for any new account is the student's first name and last name, one word without spaces, and all letters lowercase. See example below. The students will be prompted to reset their password the first time they login.

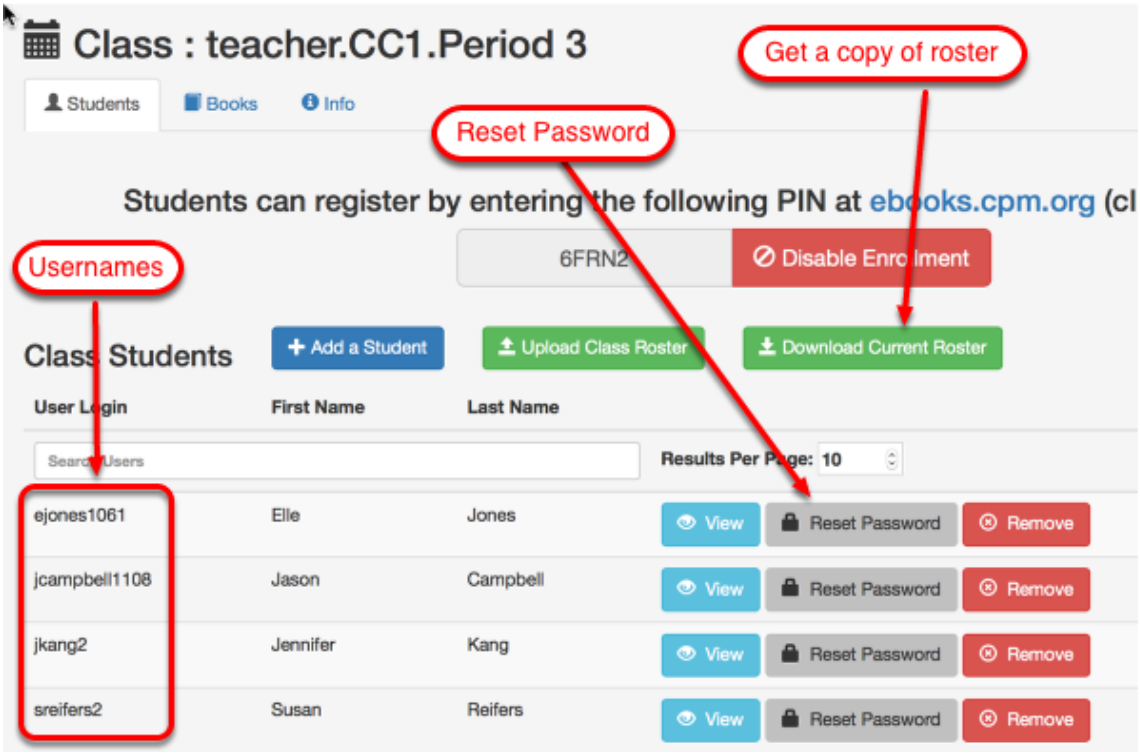


3.1. Students are now listed in the section 'Class Students'.

1. Usernames are auto created to be unique within the CPM eBook Licensing System.
2. The teacher can download a Current Roster.
3. The teacher can reset a student's password by clicking the 'Reset Password' button.

Notes:

- The default passwords are the students' first and last name combined in one word all lowercase. Students will reset their passwords the first time they login.
- The accounts are good for as many years the student needs it.
- The eBook for the class will be in the students' accounts until the class expires.


Class : teacher.CC1.Period 3
Get a copy of roster
Students
Books
Info
Reset Password
Students can register by entering the following PIN at ebooks.cpm.org (cl
Usernames
6FRN2
Disable Enrollment
Class Students
Add a Student
Upload Class Roster
Download Current Roster
User Login
First Name
Last Name
Search Users
Results Per Page: 10
ejones1061
Elle
Jones
View
Reset Password
Remove
jcampbell1108
Jason
Campbell
View
Reset Password
Remove
jkang2
Jennifer
Kang
View
Reset Password
Remove
sreifers2
Susan
Reifers
View
Reset Password
Remove

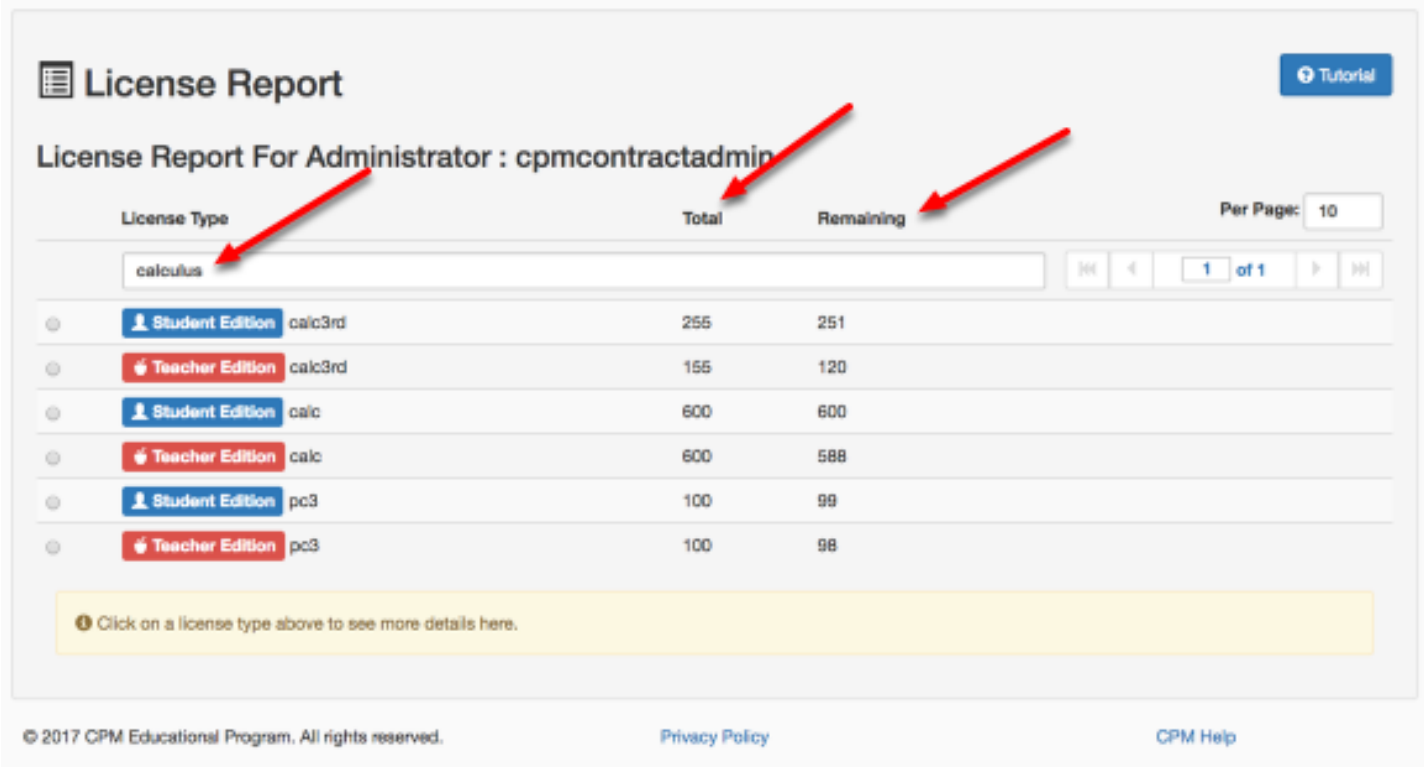
ELS Customer Admin Role - licenses

Customer Admin: Navigate the License Report Page

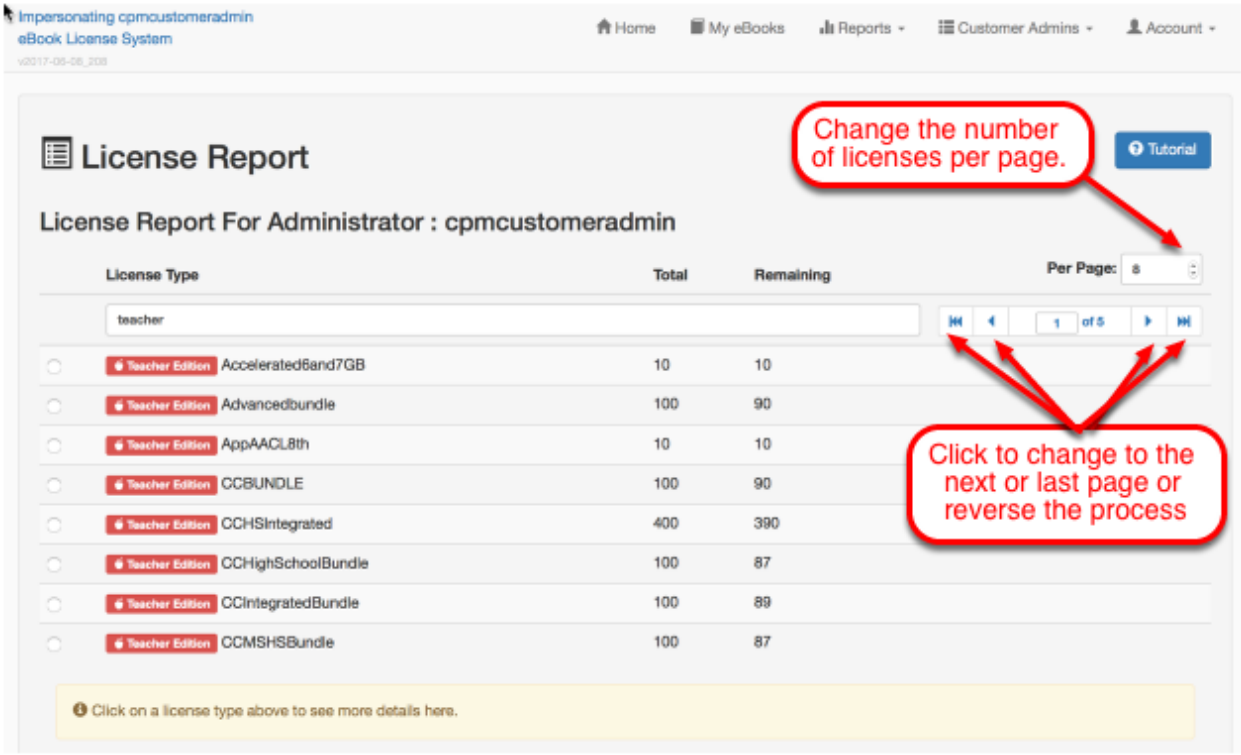
This article describes the navigation options for the License Report page.

1. Filter

- Shorten the list by typing 'student' or 'teacher' or a subject such as 'calculus'.
- Check the number of available licences in the 'Total' column.
- Check the number of remaining licenses available to issue to users as indicated in the 'Remaining' column.

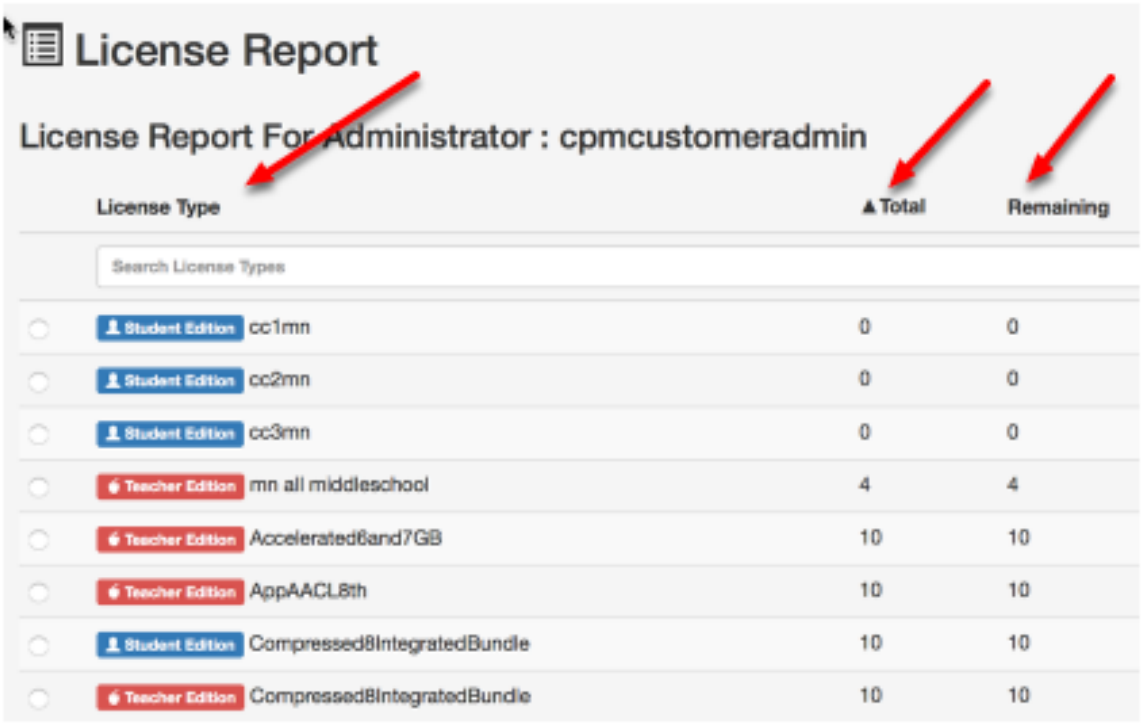


2. Pagination



3. Sorting

- Click on any heading to sort the list by that column.
- In the example below, the 'total' column has been selected. The arrow indicates the totals from least to most.

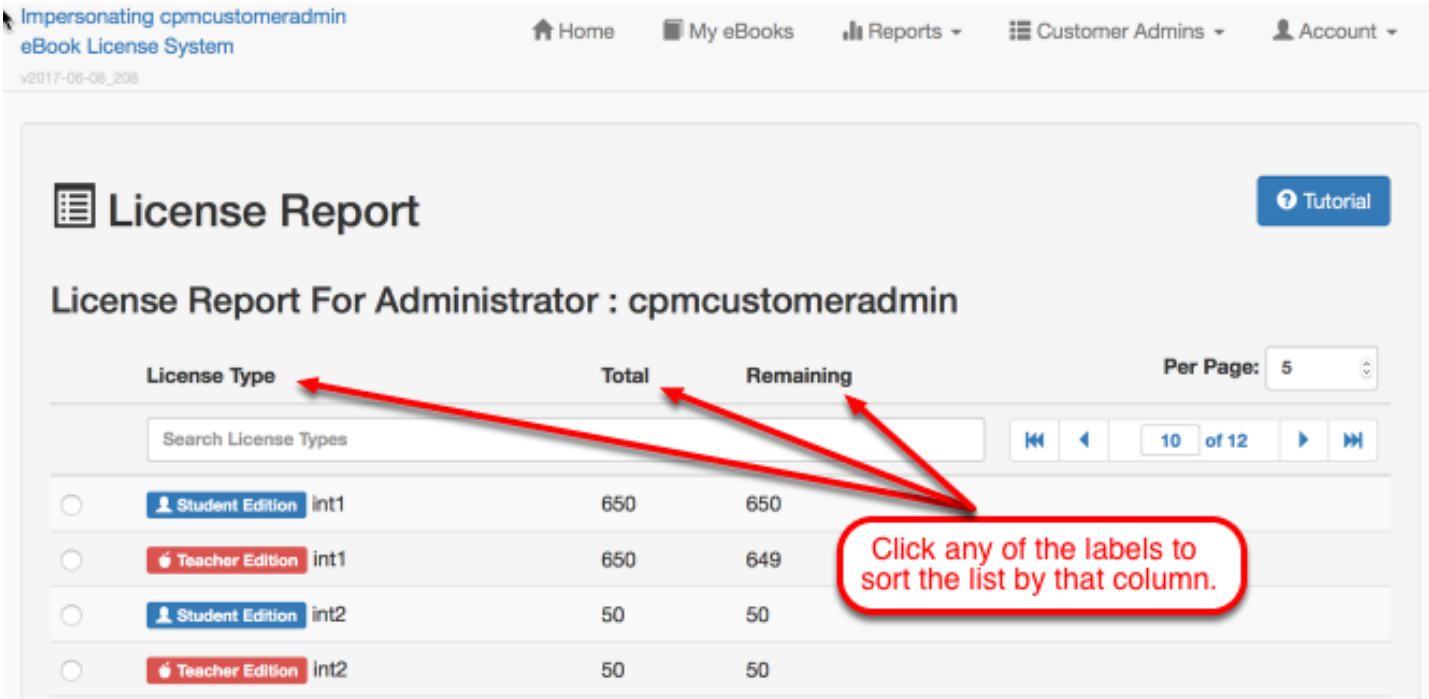


Customer Admin: Find License Information

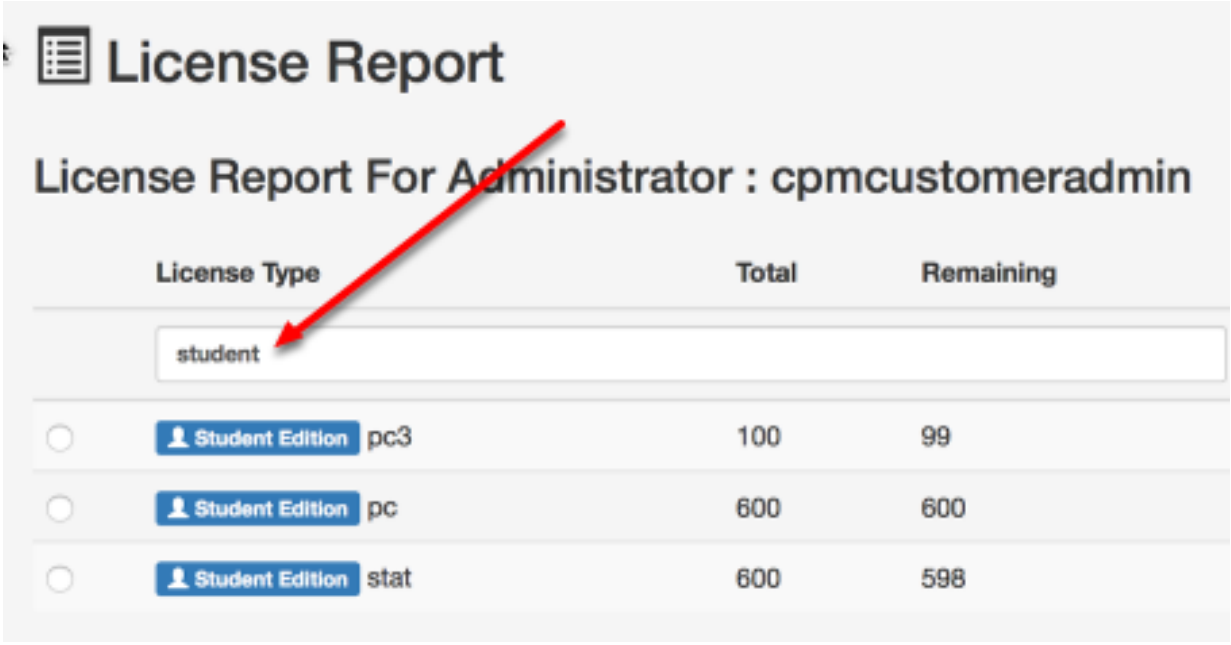
The License Report has a lot of valuable information to help the Customer Admin problem solve issues. Not only are all of the license counts avaliable, but all users who have been assigned each license including the expiration date of the license are displayed. You can also find the POs associated with each license.

1. Go to Reports --> License Reports.

- The 'Total' column indicates the number of licenses purchased that are available.
- The 'Remaining' column indicated the number of licenses still available to assign to a user.
- Click on any of the headings to sort by that column!

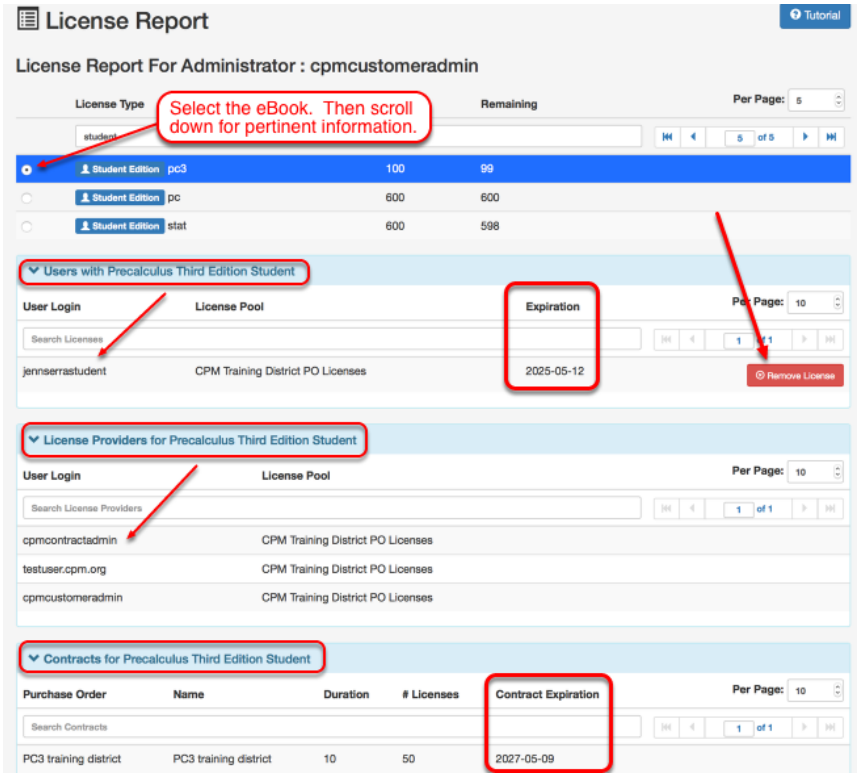


2. Filter by adding key words in the search box.

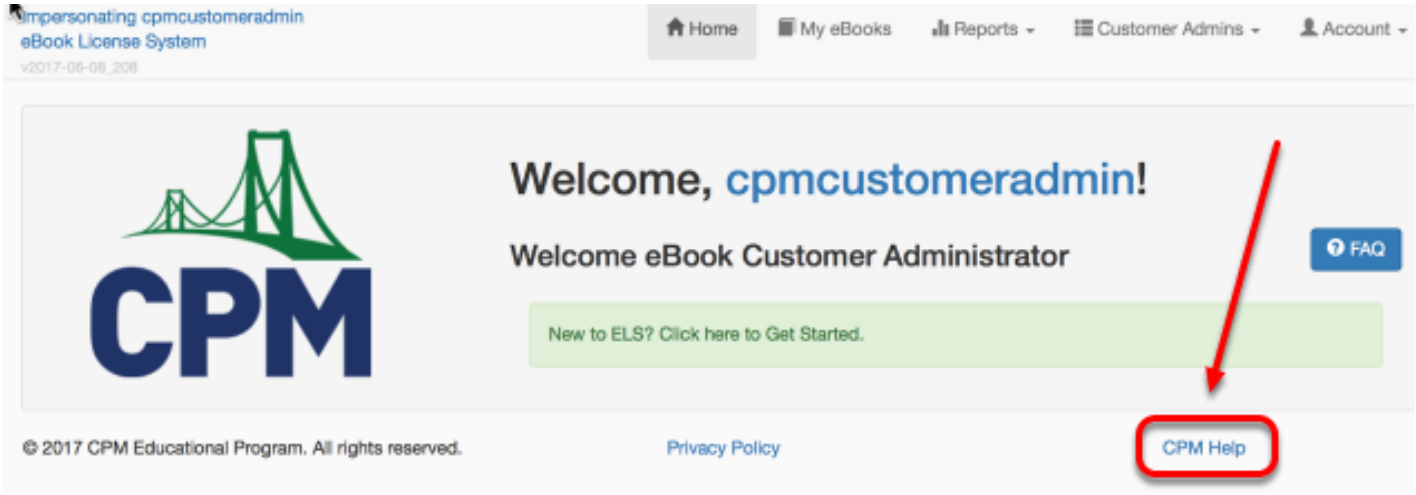


3. Click on a license type. Then scroll down to view 3 categories of info:

- First, a list of users for the selected license type will appear below. Remove any license by clicking the RED 'Remove License' button.
- Second, a list of License Providers indicates which staff is allowed to assign students the license selected.
- Finally, a list of contracts (POs) which have the selected license as a purchase can be viewed.



4. Report any discrepancies on license counts.



Customer Admin: Remove User Licenses

This article describes the steps to remove an eBook license from a user's account.

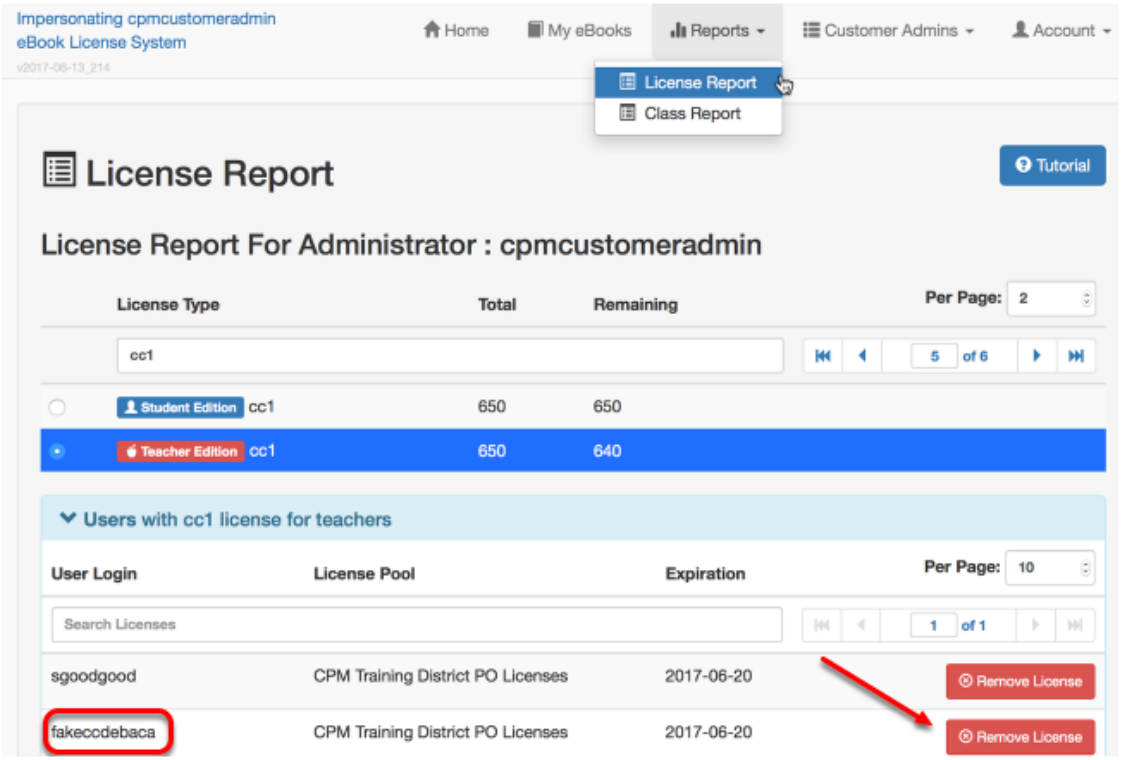
Click the arrow at the right for directions to remove a user's license from the following pages:

Watch the video below showing the steps for removing a teacher license.

Remove an eBook License from a Teacher Account

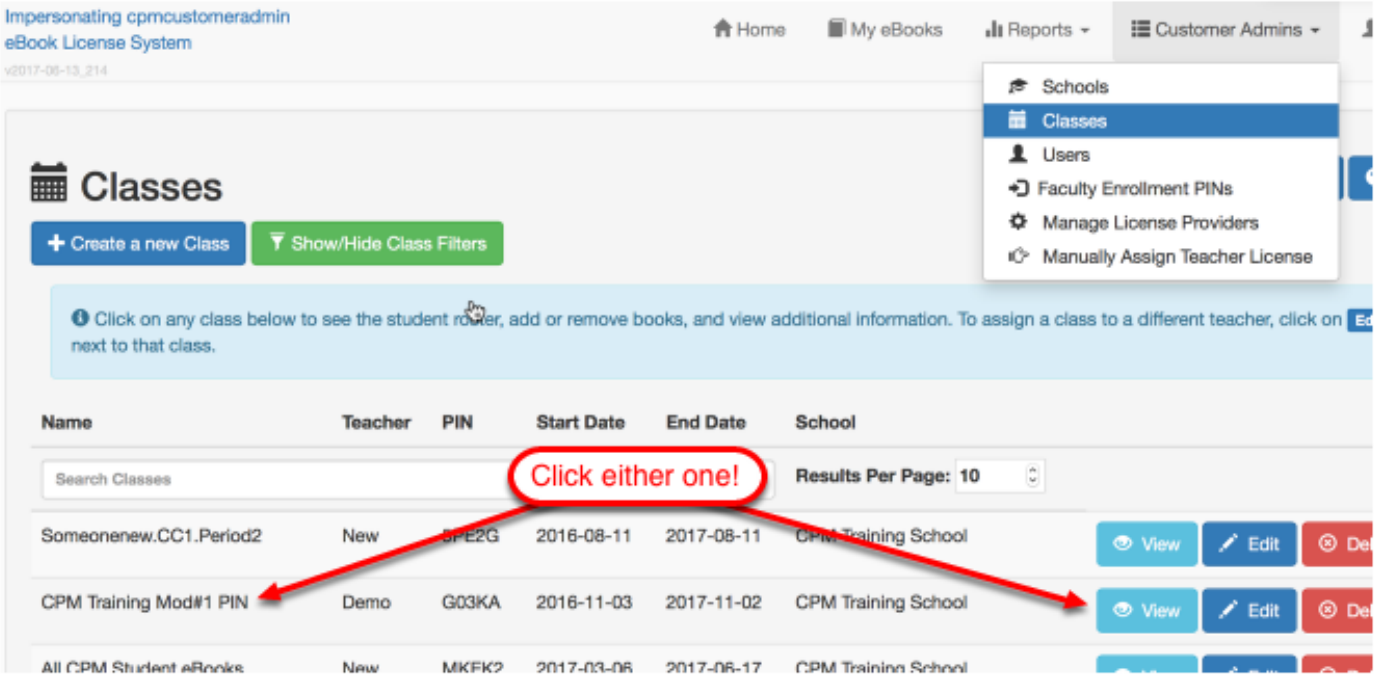
1. From the 'License Report' page:

- Find and select the license you want to remove from a user.
- Scroll down to view the list of users assigned to the license.
- Click the 'Remove License' button.

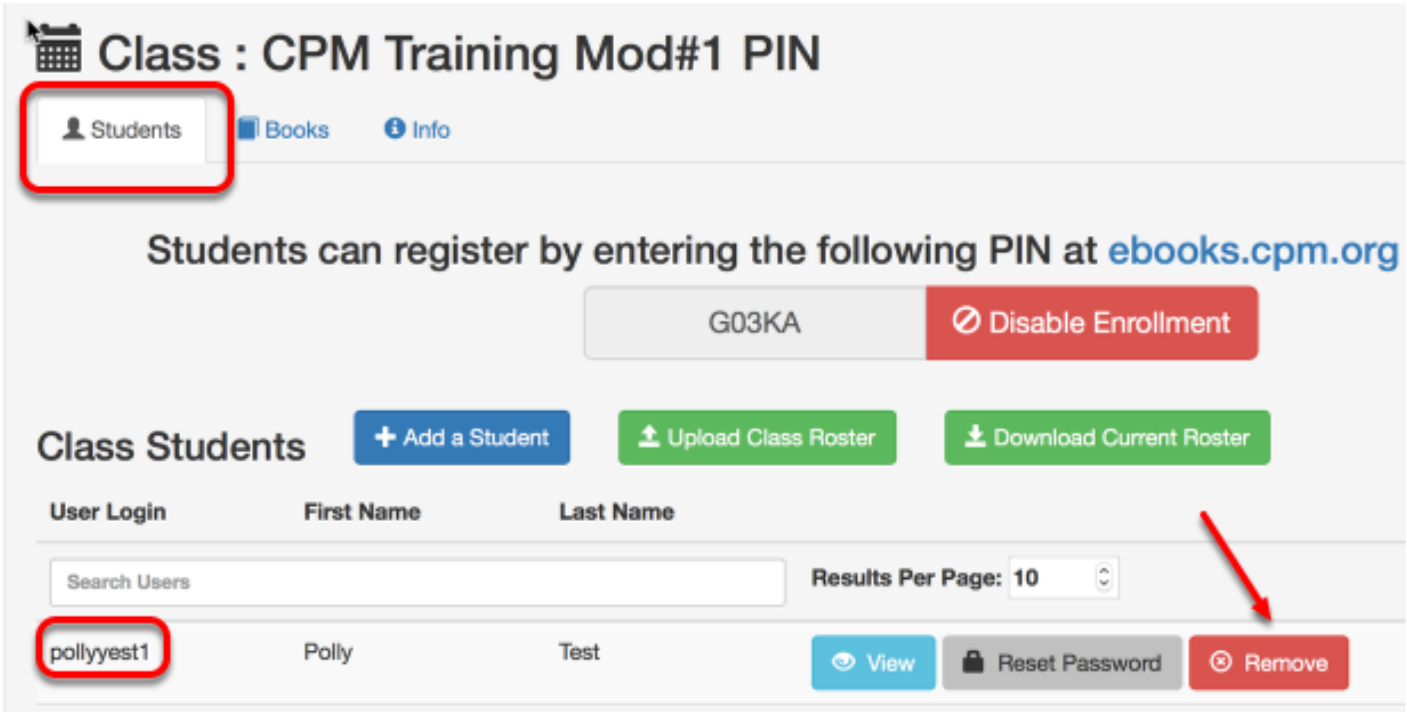


2. From the 'Classes' page (student licenses only):

- Find and select the class the student is in.
- Click the class title or the 'View' button.



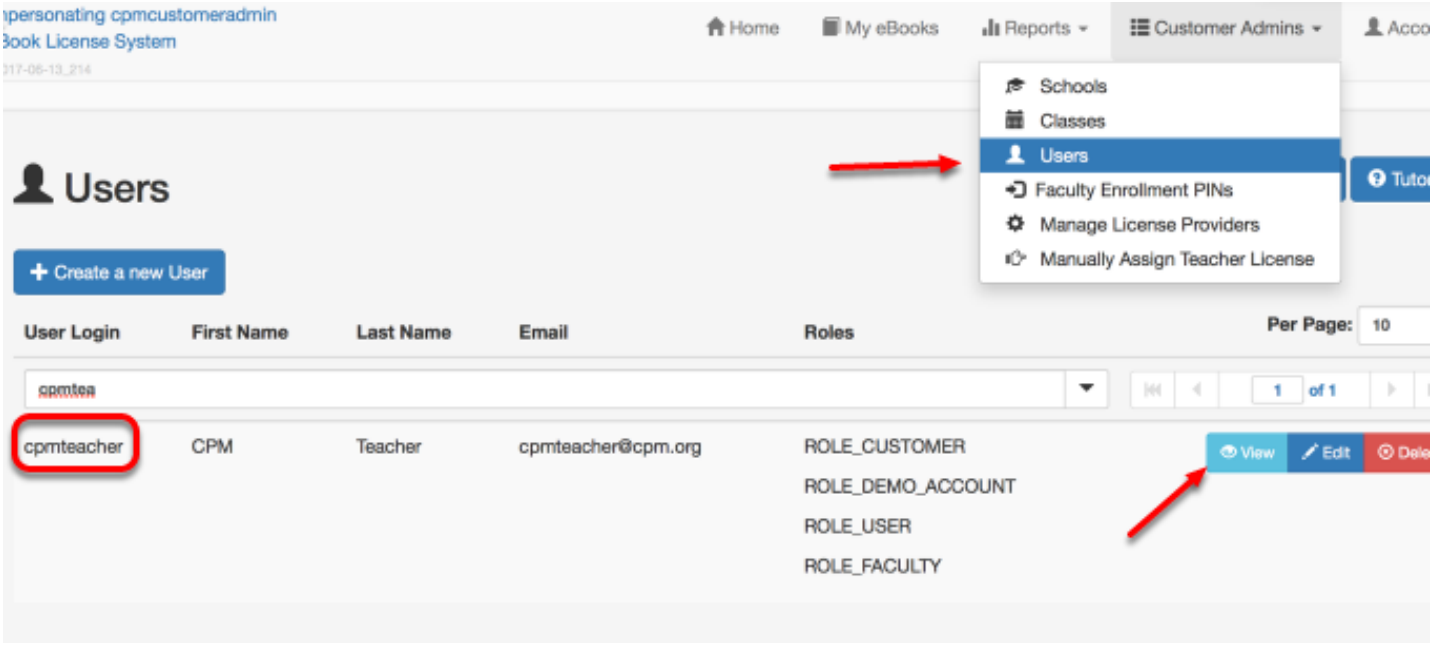
- In the 'Students' tab, find the student.
- Click the 'Remove' button to remove the student from the class and the license from the student.
- NOTE: Removing a student from a class does not delete the student from the district/school. It merely means the student no longer has access to the class eBooks.



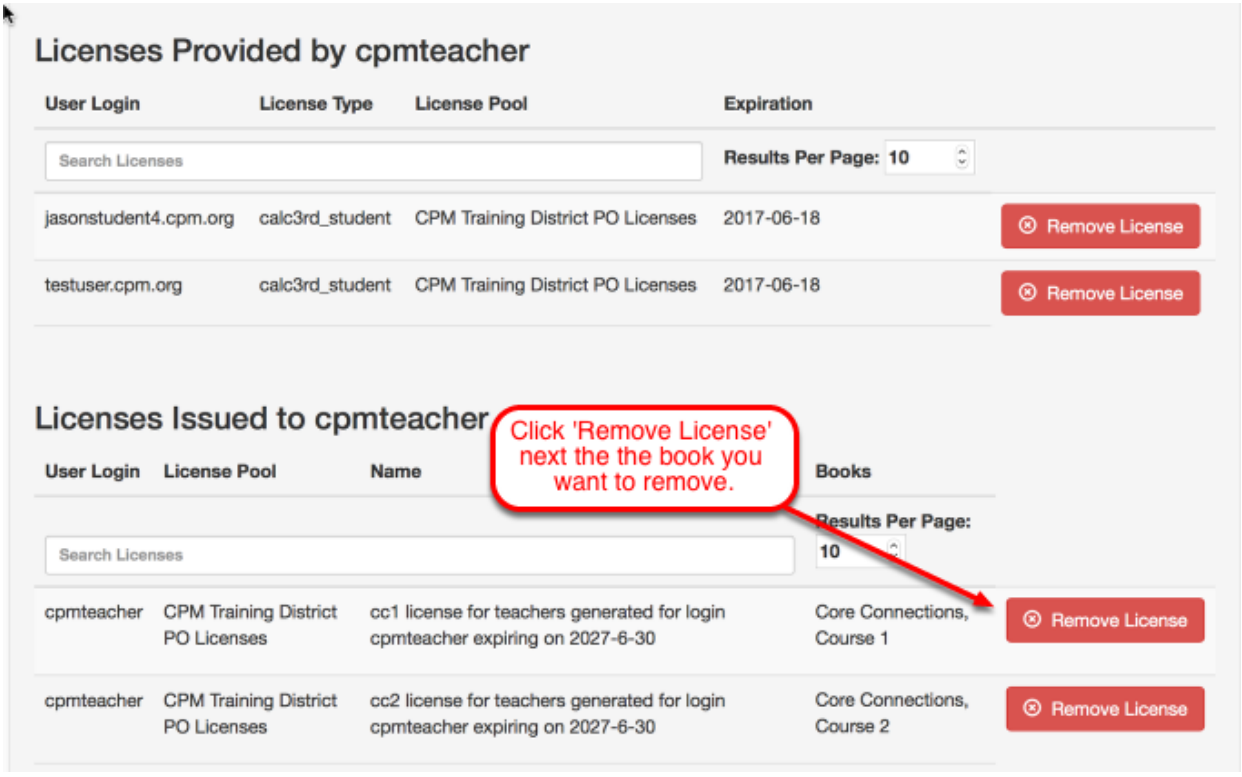
3. From the 'Users' page:

- Select 'Users' from the 'Customer Admins' menu.

- Find the user.
- Then click 'view' at the right of the teacher's name.

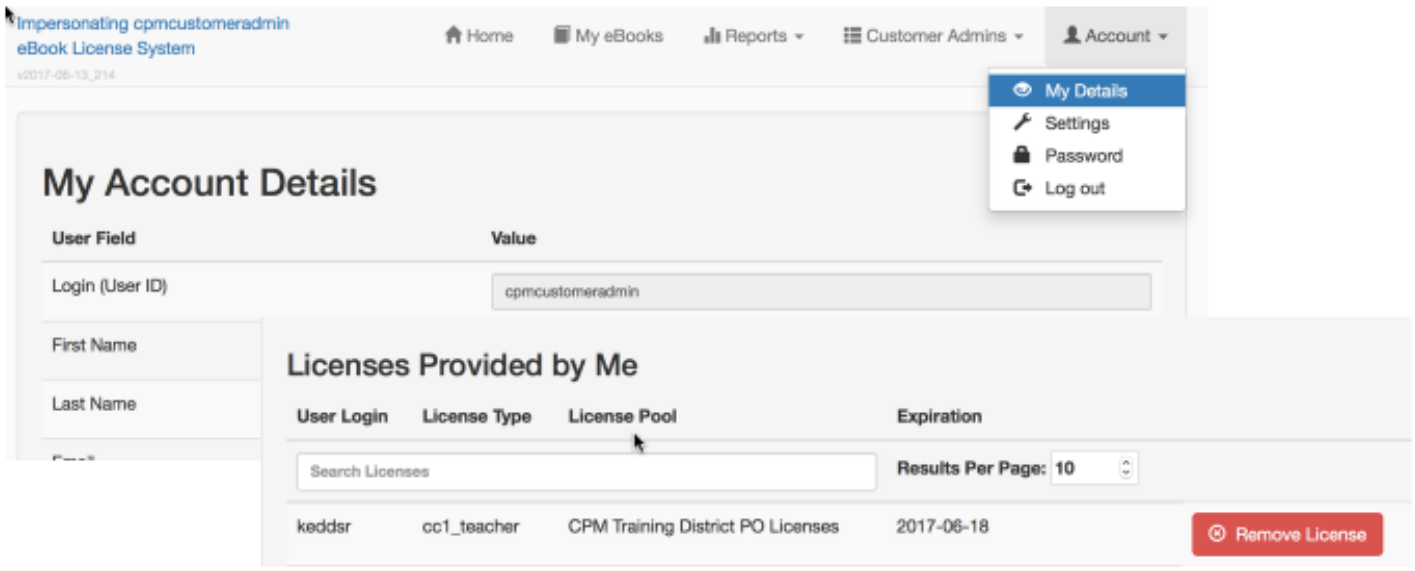


- Scroll down to 'Licenses Issued to <User>'.
- Click the 'Remove License' Button.



4. From the 'My Details' page (only licenses you assigned):

- In the 'My Details' page, scroll down to the 'Licenses Provided by Me' section.
- Click the 'Remove License' button for the choosen user.

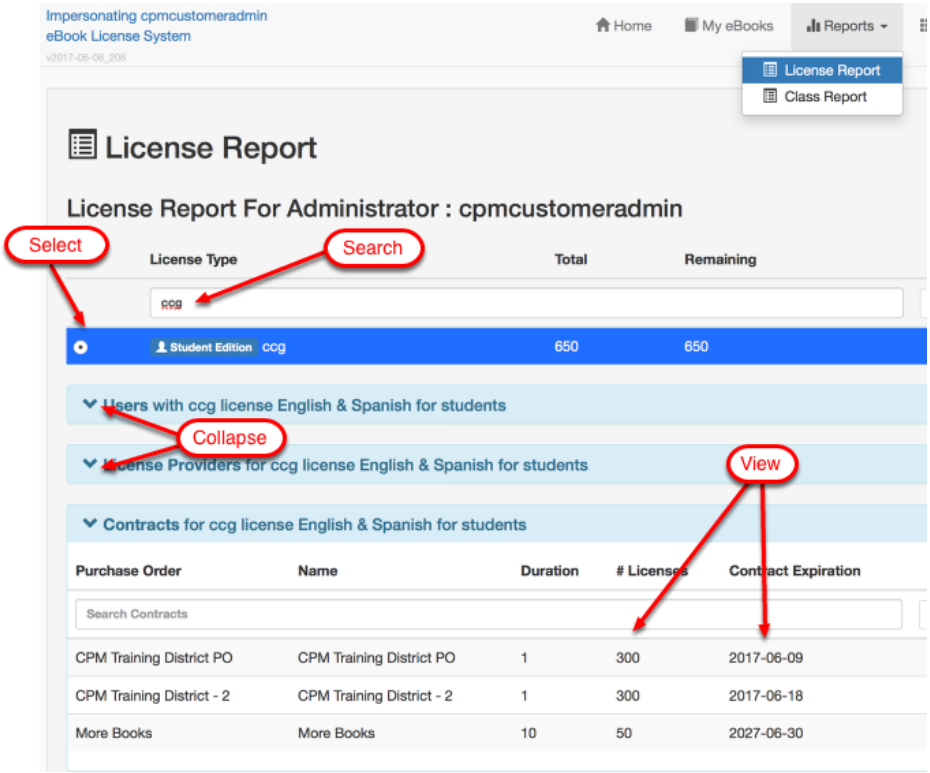

Impersonating cpmcustomeradmin
eBook License System
Home
My eBooks
Reports
Customer Admins
Account
My Details
Settings
Password
Log out
My Account Details
User Field
Value
Login (User ID)
cpmcustomeradmin
First Name
Last Name
Licenses Provided by Me
User Login
License Type
License Pool
Expiration
Search Licenses
Results Per Page: 10
keddsr
cc1_teacher
CPM Training District PO Licenses
2017-06-18
Remove License

Customer Admin: Review License Counts & Contracts

The License Report allows the Customer Admin to review license counts, contracts (POs) associated with each license, and expirations of the contracts.

1. Go to Reports --> Licence Report.

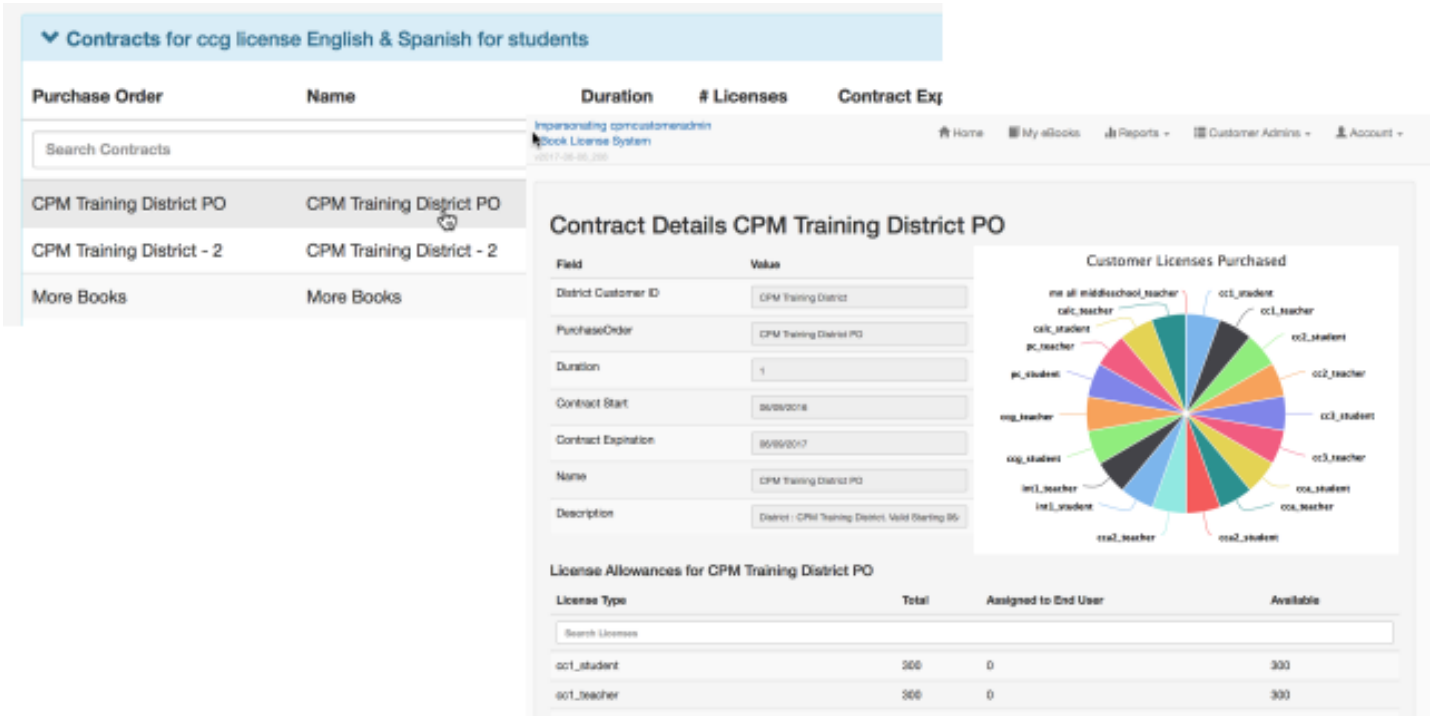
- Search for a particular license
- Select the radial button in front of the license name.
- Collapse the 'Users' and 'License Providers' foldable arrow to view the 'Contracts' more easily.
- View the number of licenses from the various contracts.



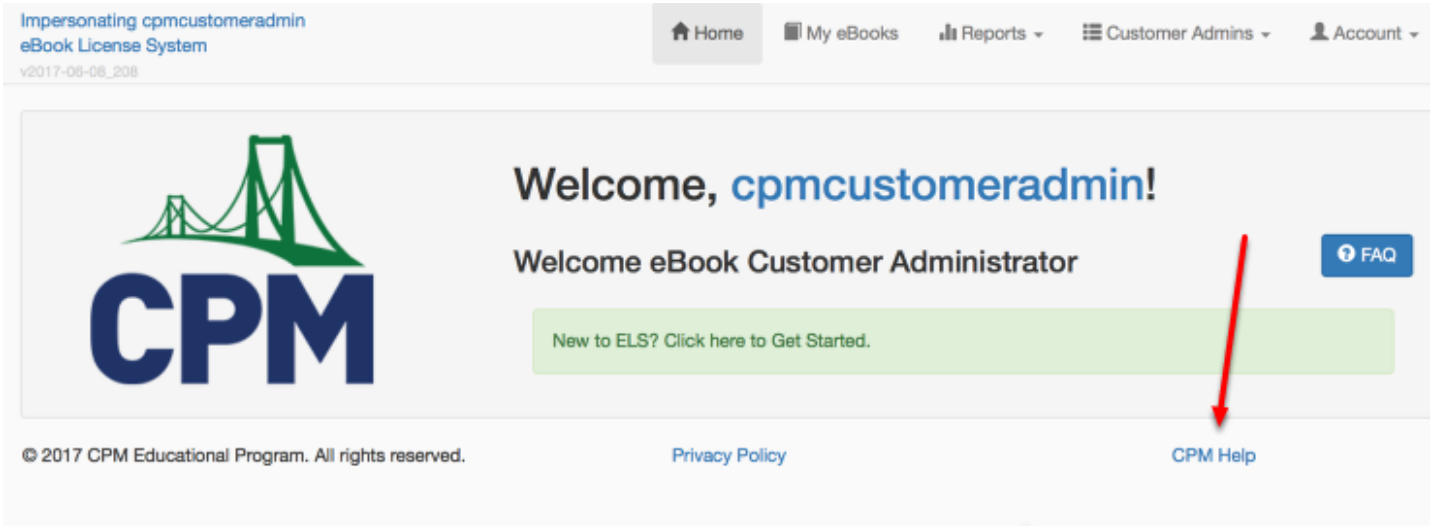
2. Click any contract to get additional information.

Click on any listed PO to view PO details including:

- A pie chart of the licenses included in the PO.
- Contract duration and expiration.
- A list of all licenses included in the PO.



3. Report any discrepancies on license counts.



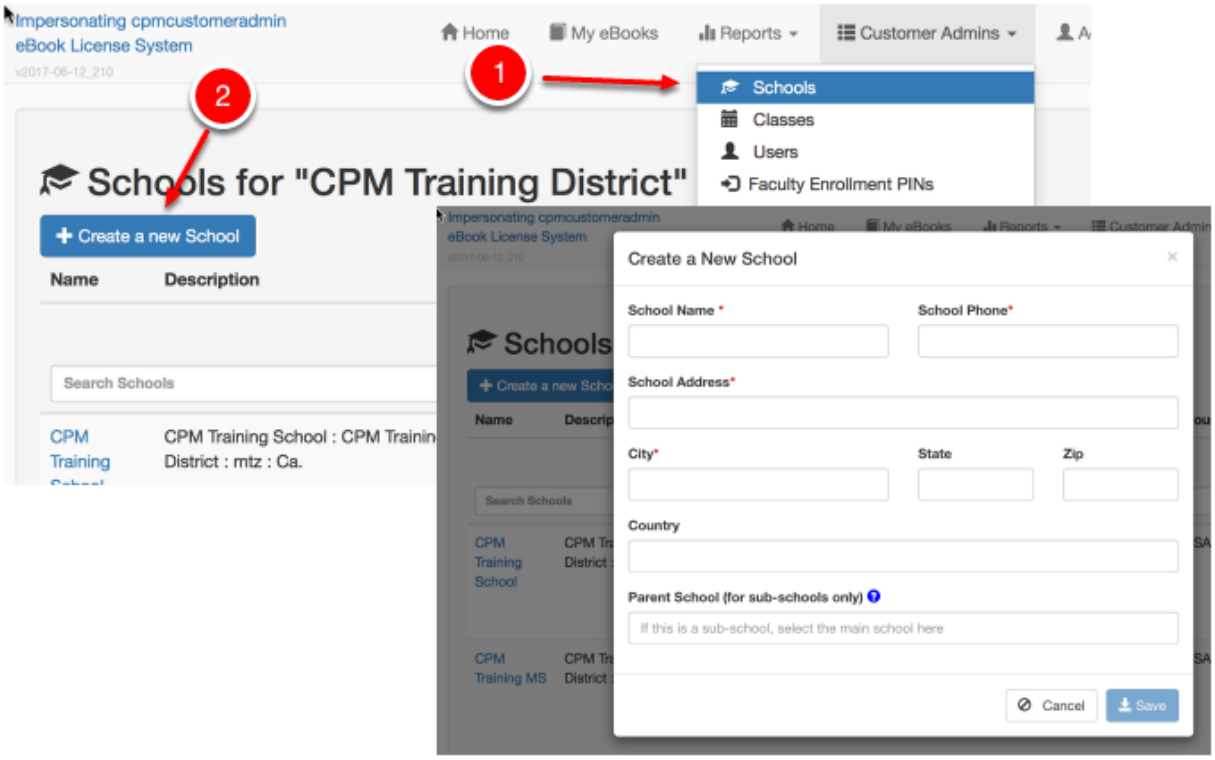
ELS Customer Admin Role - Schools

Customer Admin: Create a New School

This article shows the process of creating schools for your account.

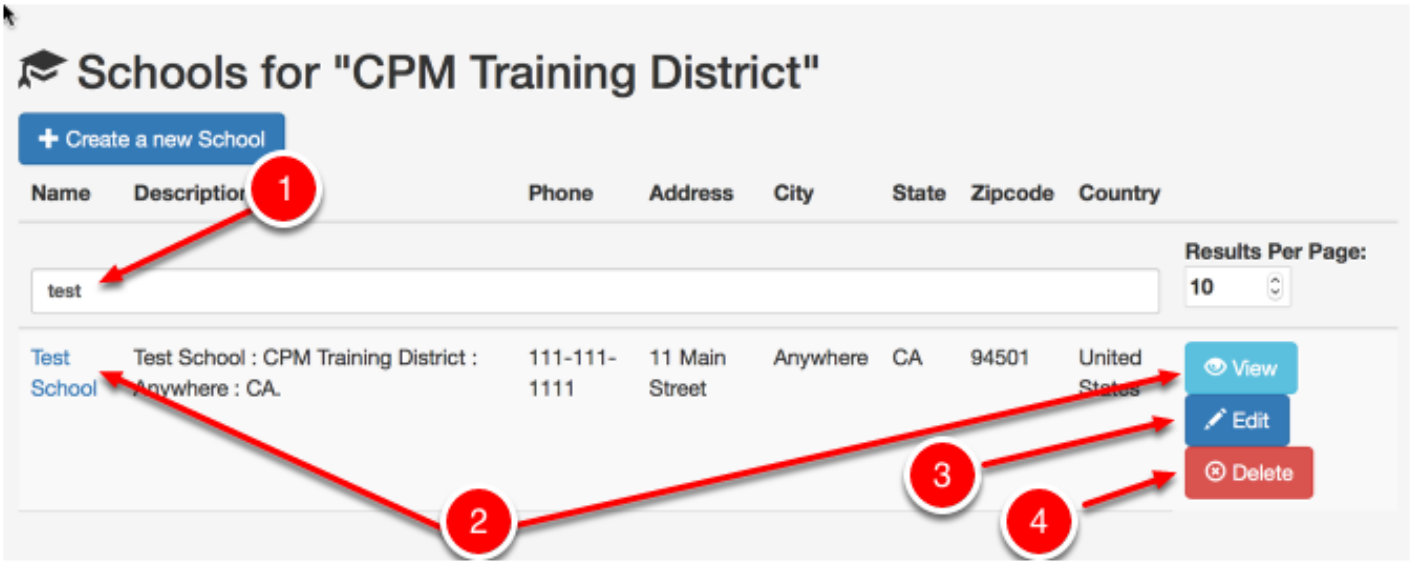
1. Complete the 'Create a new School' form.

- Navigate to the 'Create a new School' button.
- Click the button and fill the form.



2. Find your school.

- If you have many schools, type a key word in the filter field.
- Click the title or 'View' to view.
- Click the 'Edit' button to edit.
- Click the 'Delete' button to delete the school.


Schools for "CPM Training District"
Create a new School
Name
Description
Phone
Address
City
State
Zipcode
Country
Results Per Page:
test
10
Test School
Test School : CPM Training District : Anywhere : CA.
111-111-1111
11 Main Street
Anywhere
CA
94501
United States
View
Edit
Delete
1
2
3
4

Customer Admin: Manage Schools

This article describes tips for managing schools in the CPM interface.

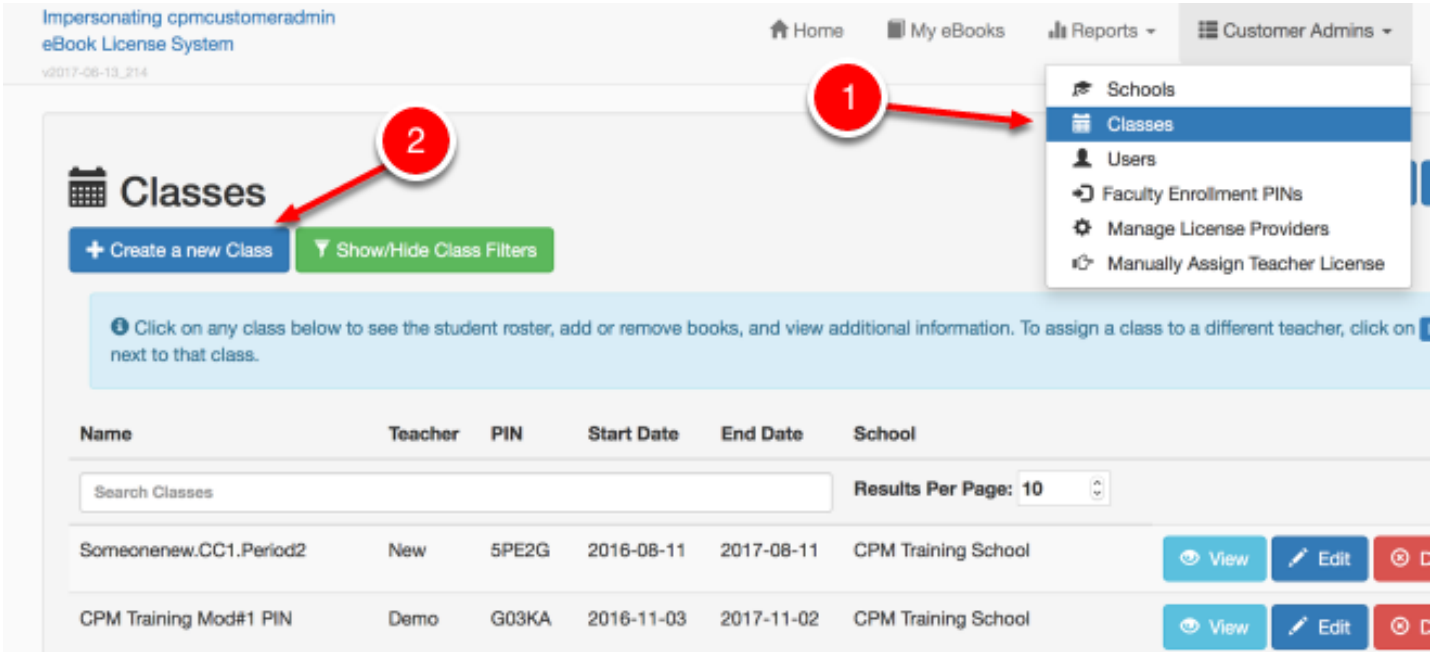
ELS Customer Admin Role - Classes

Customer Admin: Create a Class and a Student Enrollment PIN

This article describes how a Customer Admin creates a Class and a Student Enrollment Pin enabling students to access their eBook and appear on the class roster.

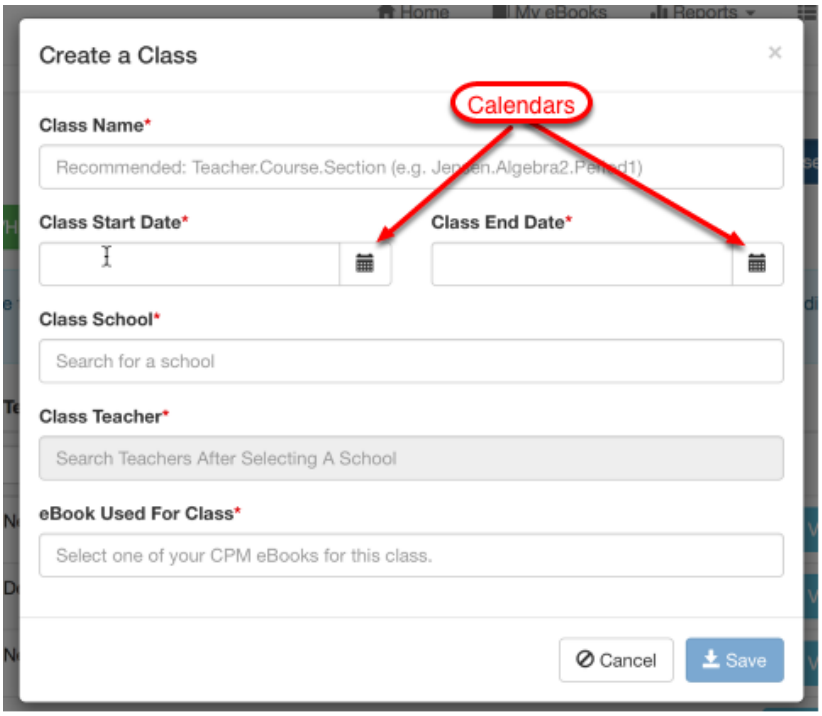
1. Under 'Customer Admins':

- Select 'Classes'.
- Click the 'Create a new Class' Button.



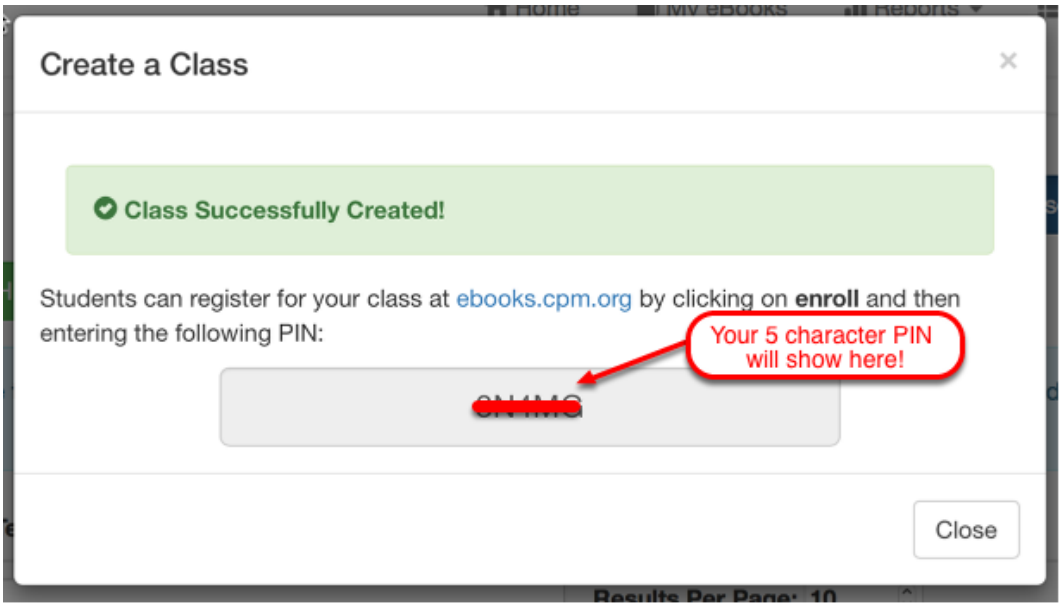
2. Click the BLUE button 'Create a new Class'. Complete the form as described in notes below.

- Type in a description of your class that allows for an easy search.
- Click the calendar icon at the right of each date field. Click the date on the calendar to autofill.
- Click the box below the 'Class School'. A list of schools will appear below the box. Click on one of them to autofill. Note: if no schools appear, go to 'Customer Admins' --> 'Schools' and create a school.
- In the box below 'Class Teacher', a list of teachers will appear. Click on one of them to autofill.
- Click in the box below 'eBook used for class'. A list of ebooks will appear. Click on the pertinent eBook to autofill.
- Save.



3. An Enrollment Pin is displayed to share with class students.

Students go to https://enroll.cpm.org and enter the PIN to access the class eBook.

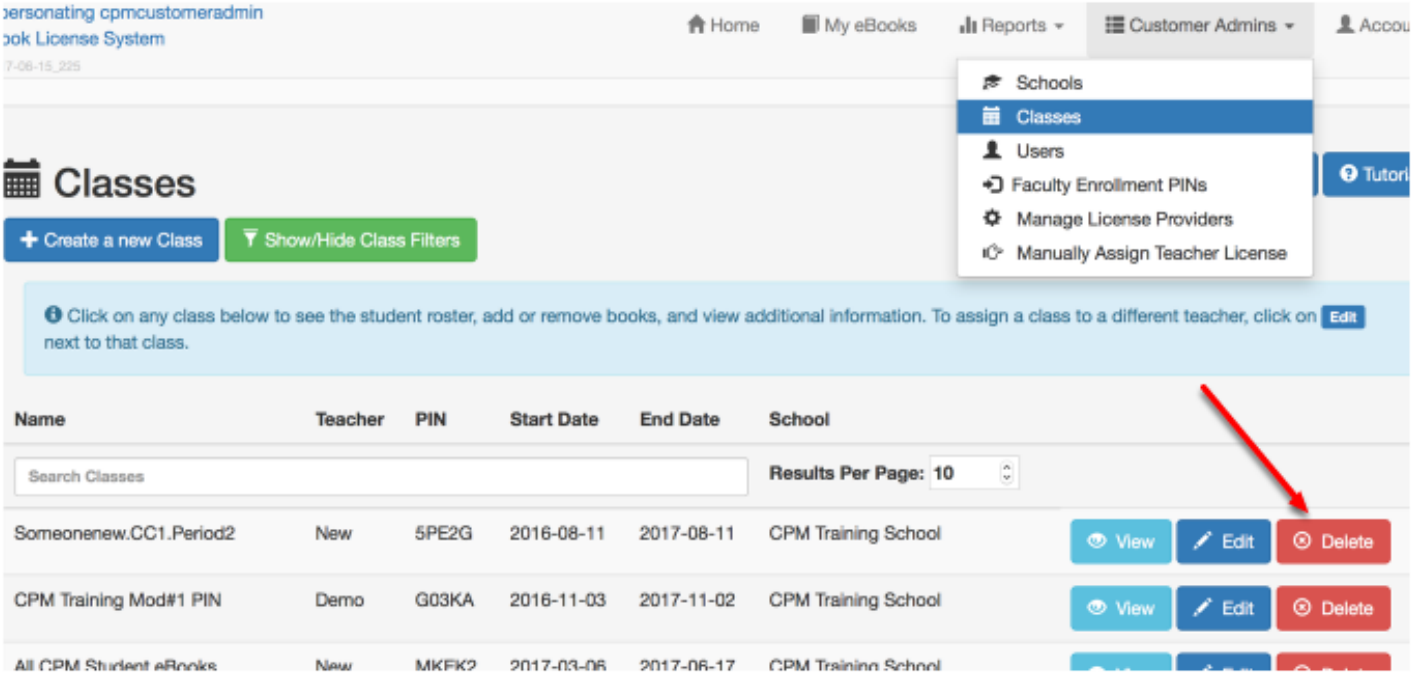


Customer Admin: Delete a Class

This article describes how to delete a class that was erroneously created or cancelled.

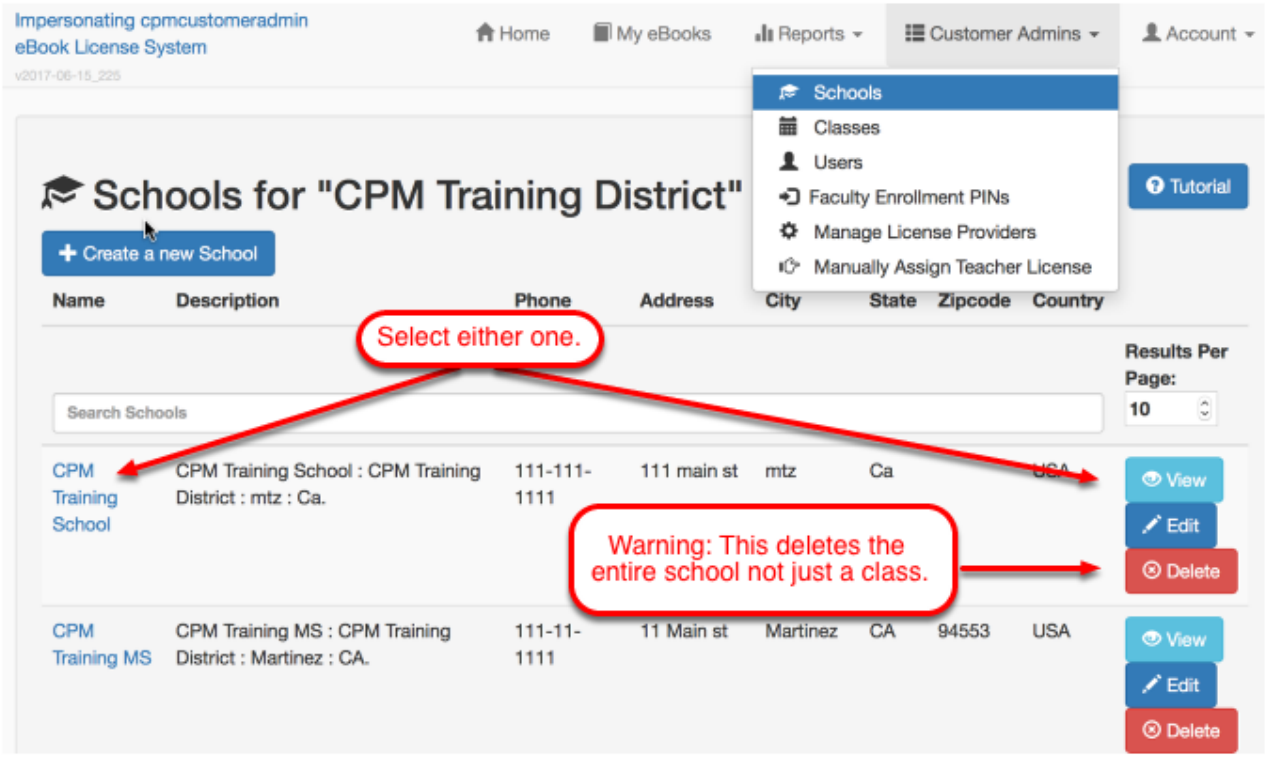
Delete a Class from the 'Classes' Page

- Navigate to the Classes page from the 'Customer Admins' menu.
- Search/find the class you want to delete.
- At the far right, click the 'Delete' button.

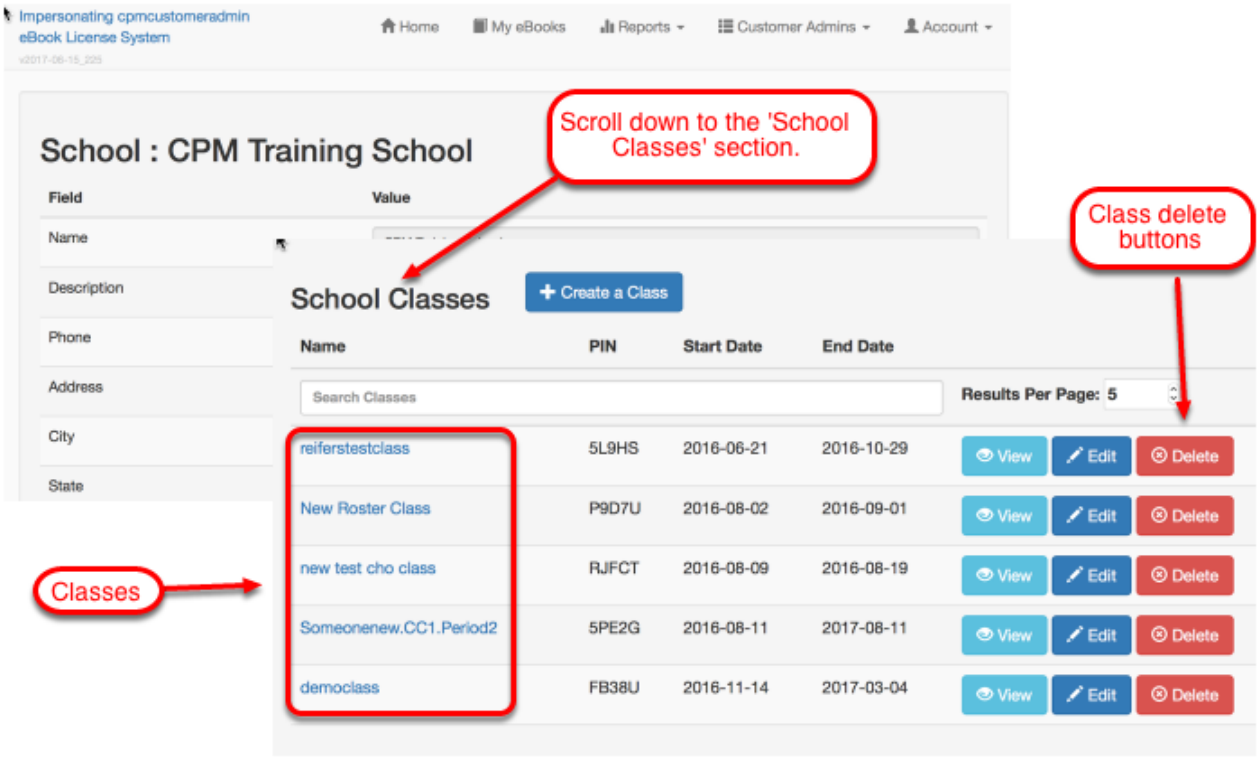


Delete a Class from the 'Schools' Page

- From the 'Customer Admins' Menu at the top, select 'Schools'.
- Warning: If you want to delete a class, DO NOT DELETE THE SCHOOL!
- Go into the school by clicking on the school title or 'View' button at the right.



- Once in the 'School' view, scroll to the 'School Classes' Section.
- Search/Find the school you want to delete.
- Click the 'Delete' button at the far right.



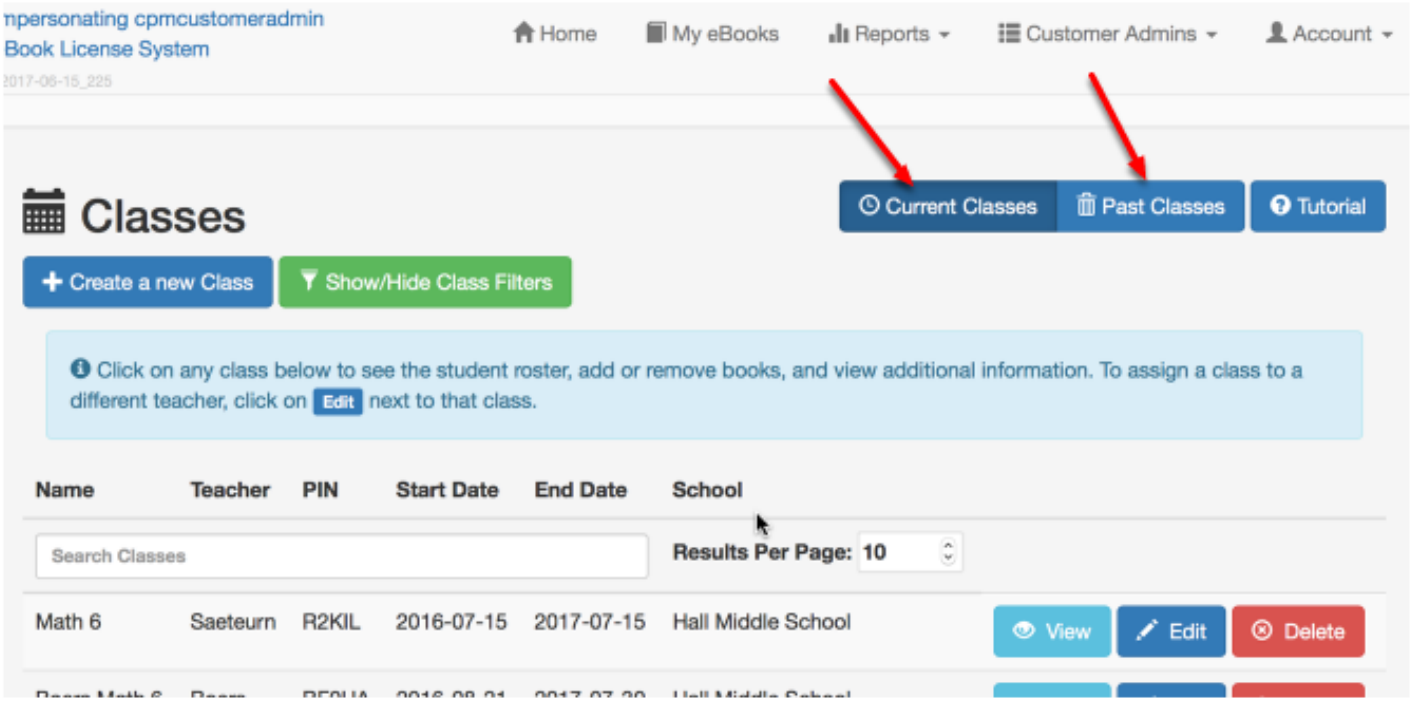
Customer Admin: Find Classes

This article describes where you can find/search for current classes and past clasess for all of the teachers under your purview. You can filter by teacher or by school. You can sort by any of the column headings.

Find Classes from the 'Classes' Menu under 'Customer Admins'

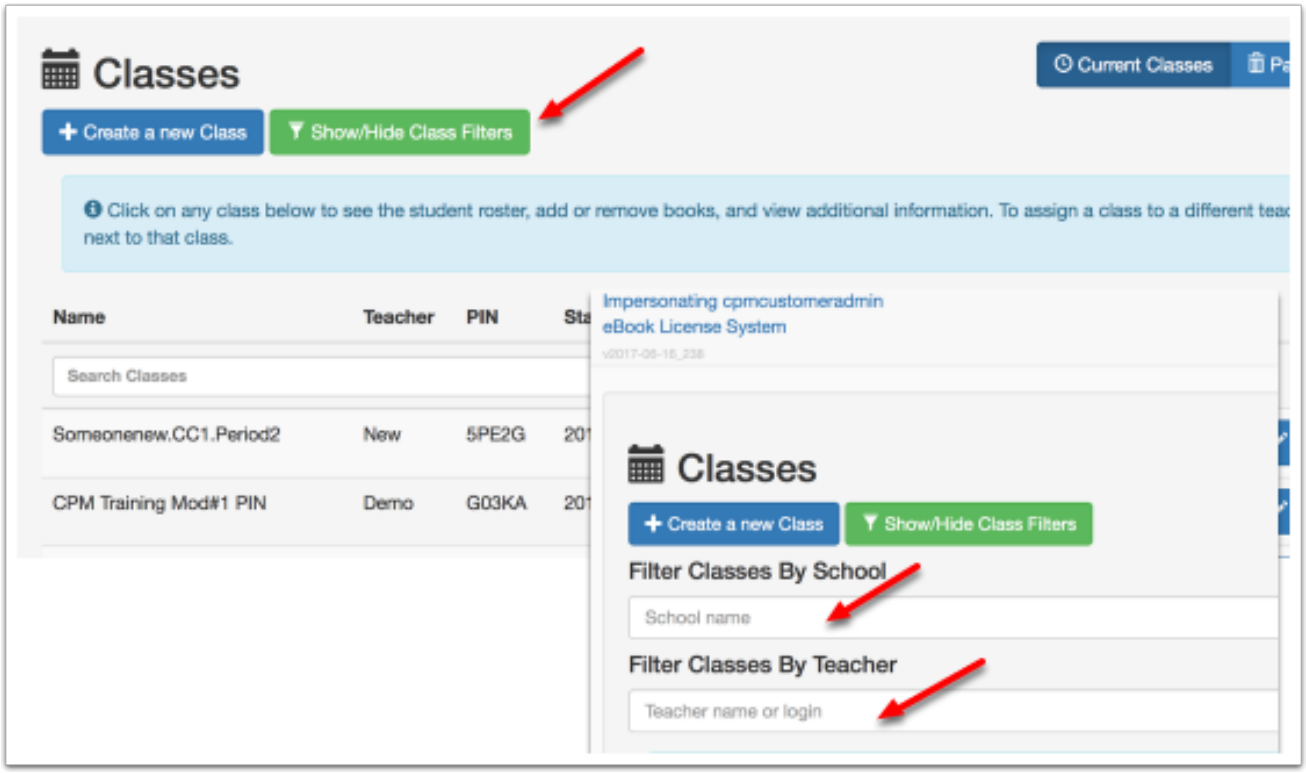
Find Current or Past Classes

- For organizational purposes the Current and Past Classes are housed in different tabs.
- Past classes are for your reference. You may want to delete some of these periodically.

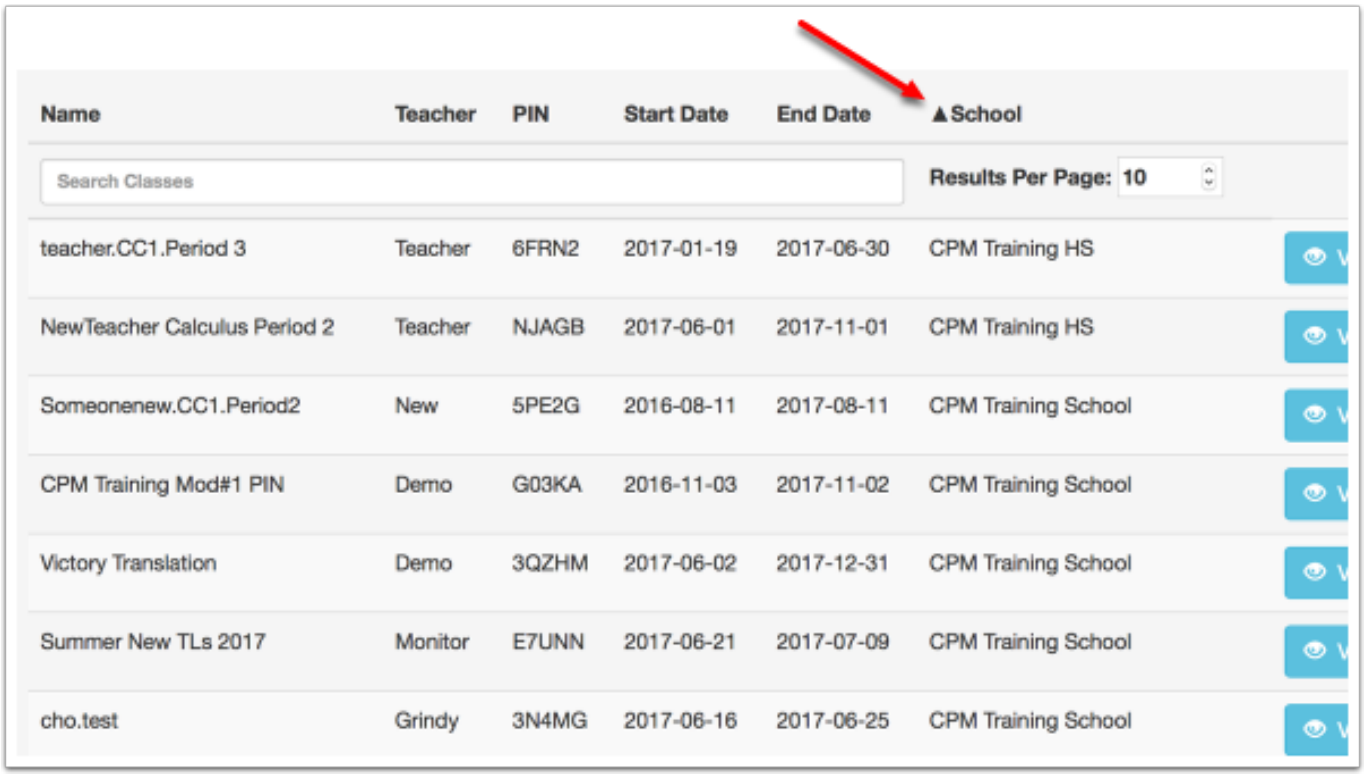


Filter and Sort Classes

You can filter classes by teacher or school.



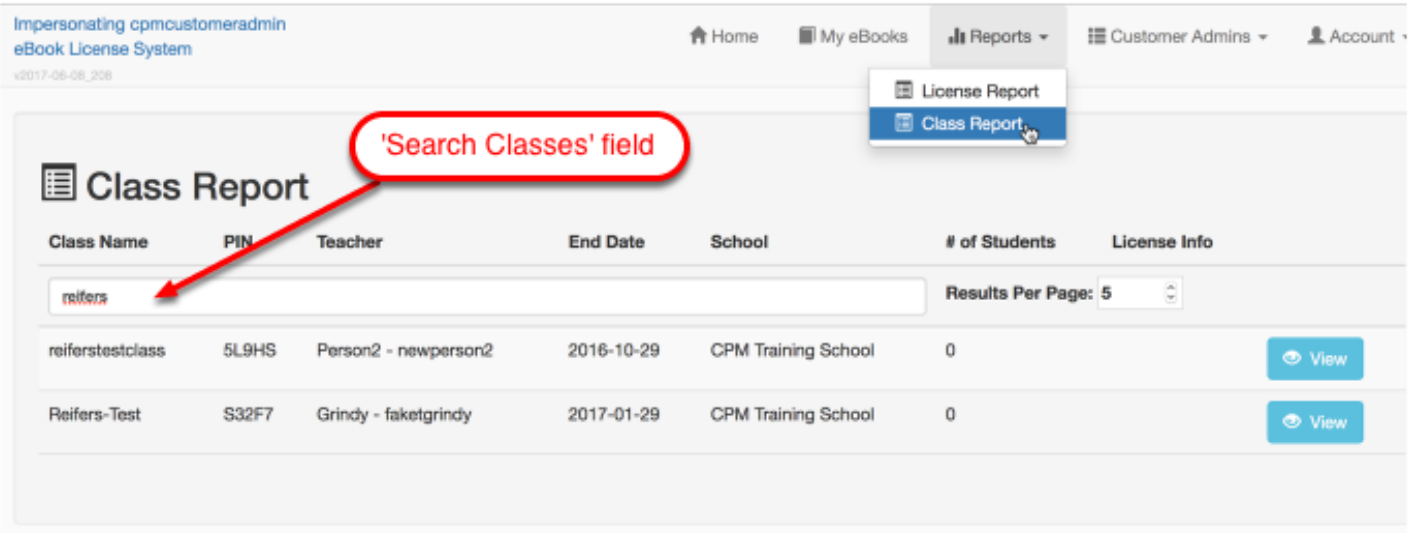
Alternatively, you can click on any of the column headings to sort by a particular column. Then page through the list. The triange next to the heading shows which column is being sorted as well as the direction i.e. A to Z or Z to A.



Find Classes from the 'Class Report' Menu under 'Reports"

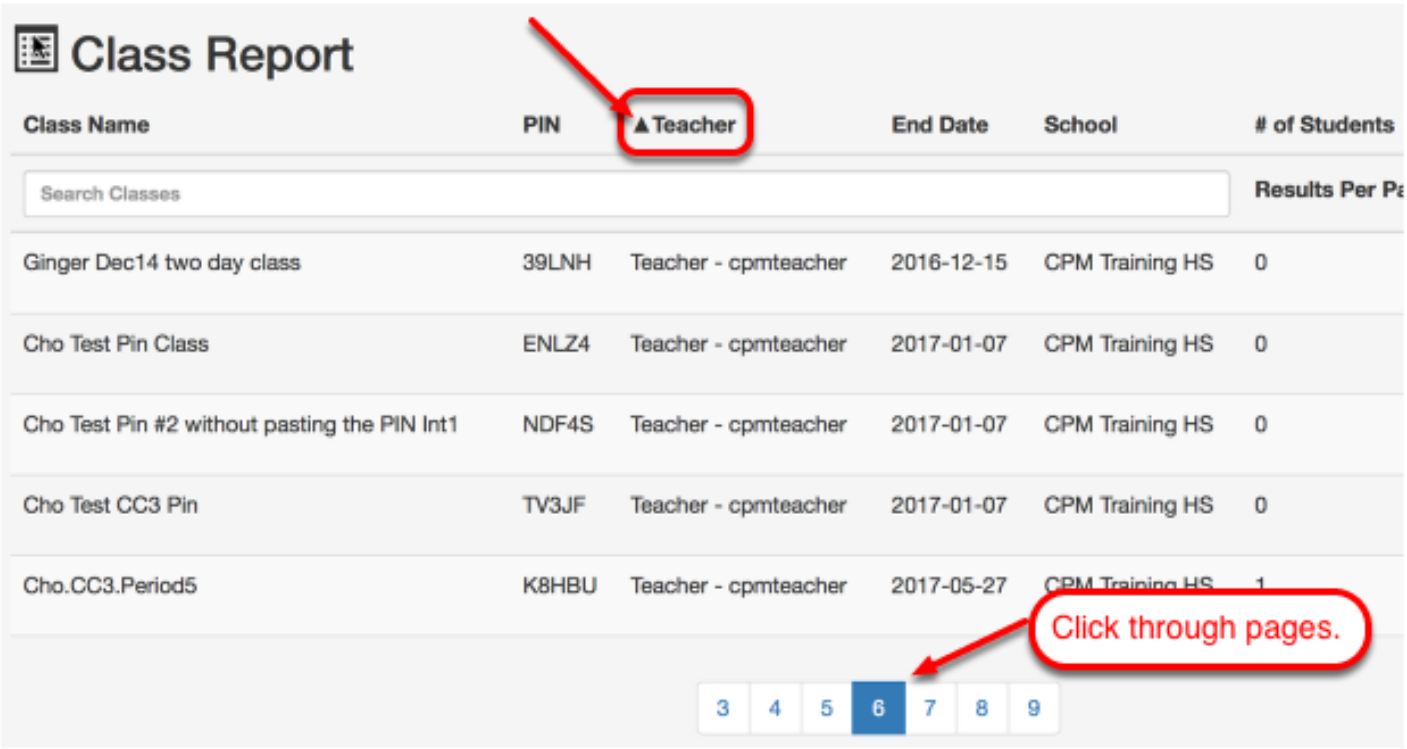
1. Use the search to filter the results.

- Find all classes in Reports --> Class Report
- In the 'Search Classes' field, type in say a teacher's last name to narrow the number of classes down.
- As a school, decide on class naming protocols to help when using a filter.

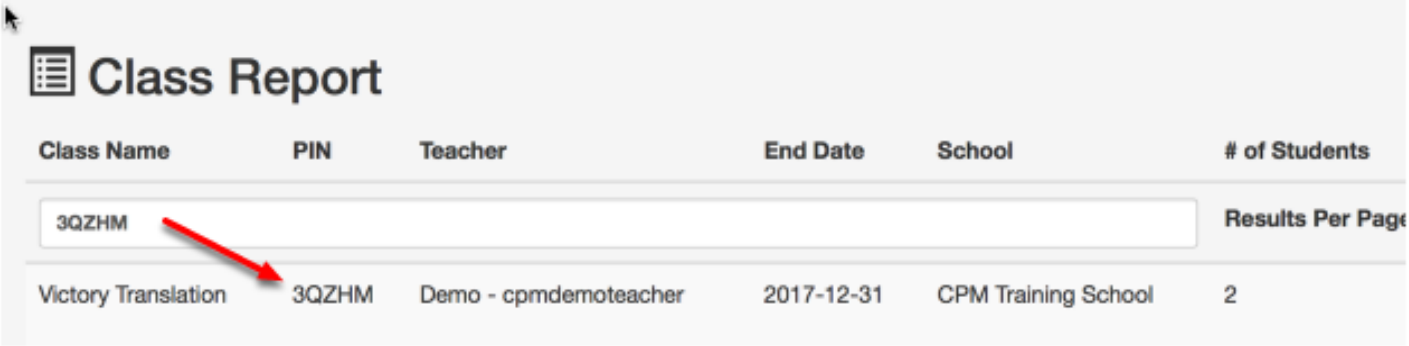


2. Use the arrows next to the column labels to sort.

- Sort by teacher, then click through the pages to find a teacher.



3. If you know the PIN, filter by the PIN code.

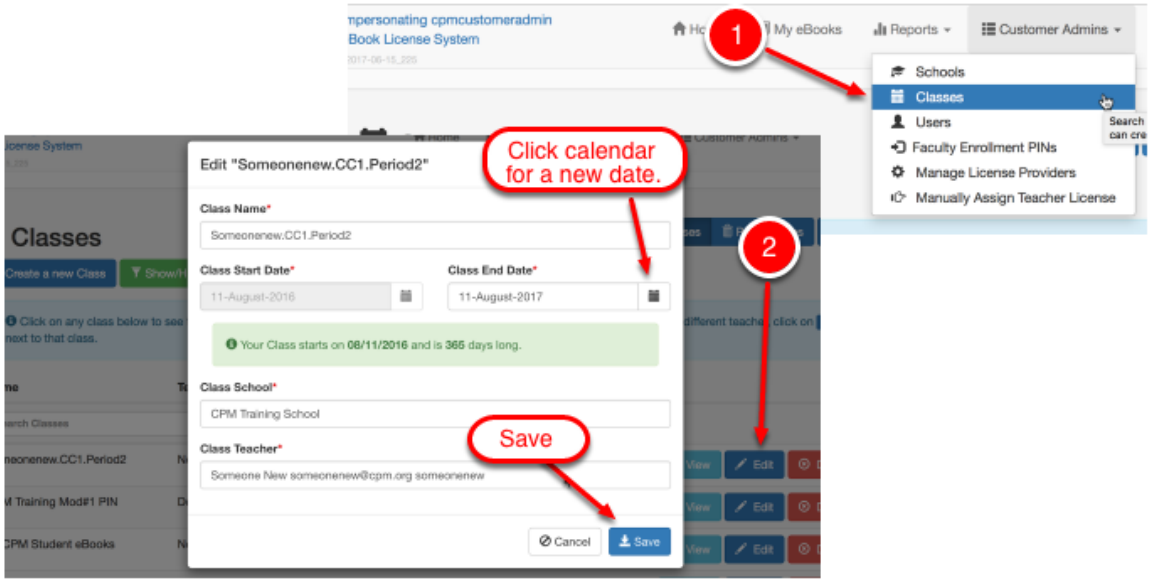


Customer Admin: Edit a Class

This article describes the various edits which can be made after a class is created.

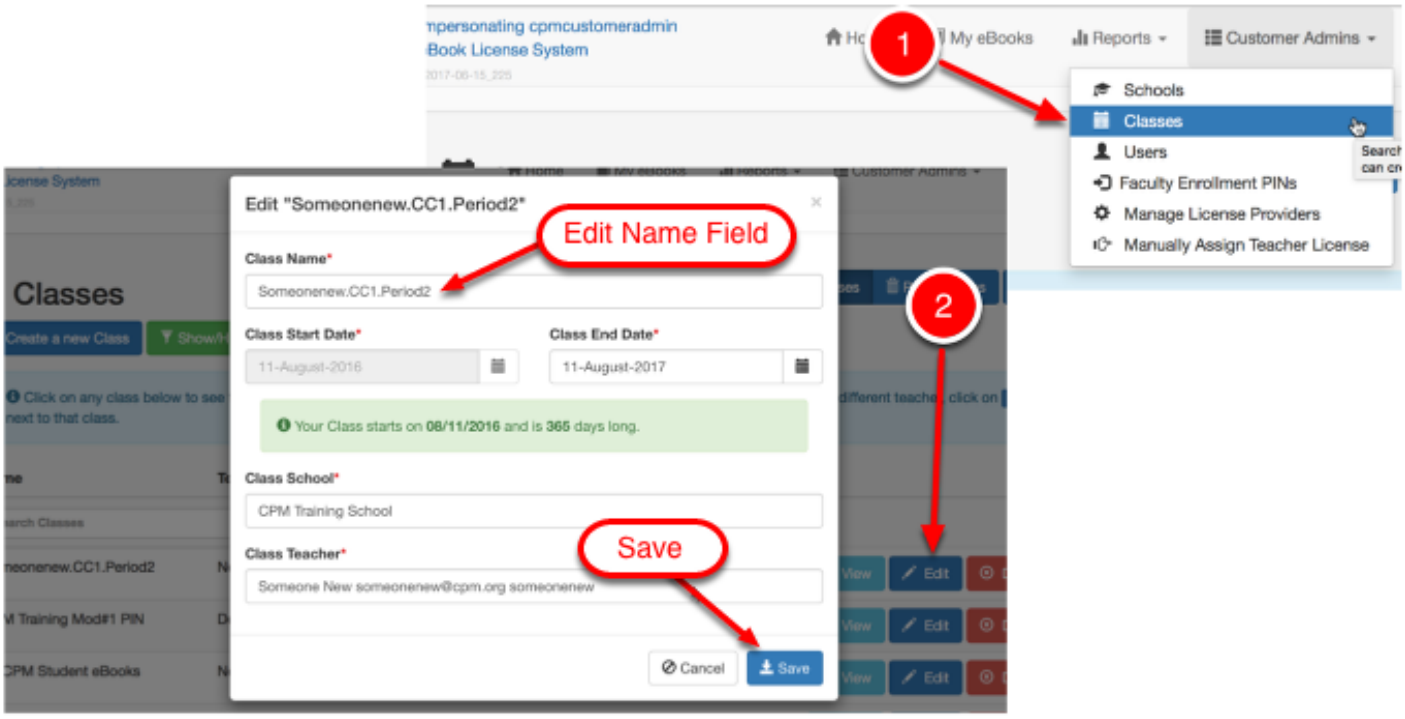
Change the End Date of a Class

- In the 'Customer Admin' menu at the top bar, choose 'Classes'.
- Search for the class you want to edit and click the edit button.
- The edit screen will appear.
- You can choose to change only the end date of a class by selecting the calendar and a new date.
- Then 'Save'.



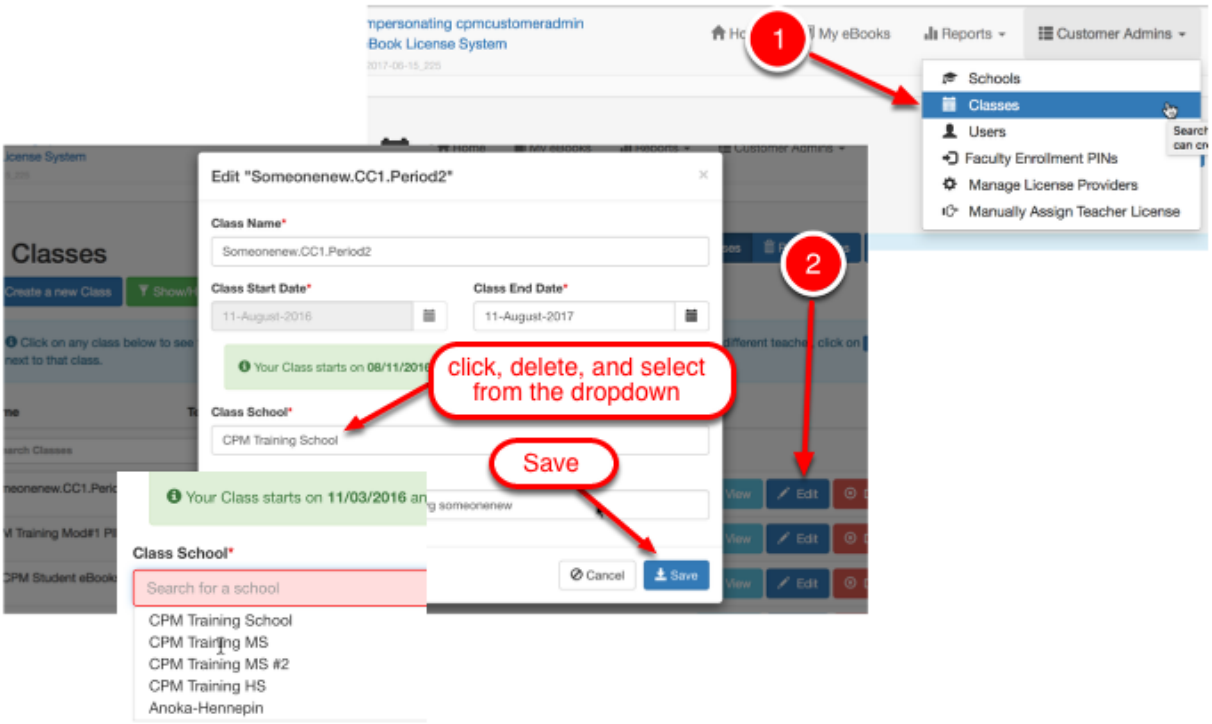
Change the Class Name

- In the 'Customer Admin' menu at the top bar, choose 'Classes'.
- Search for the class you want to edit and click the edit button.
- The edit screen will appear.
- Click the 'Class Name' and edit it.
- Click 'Save'.



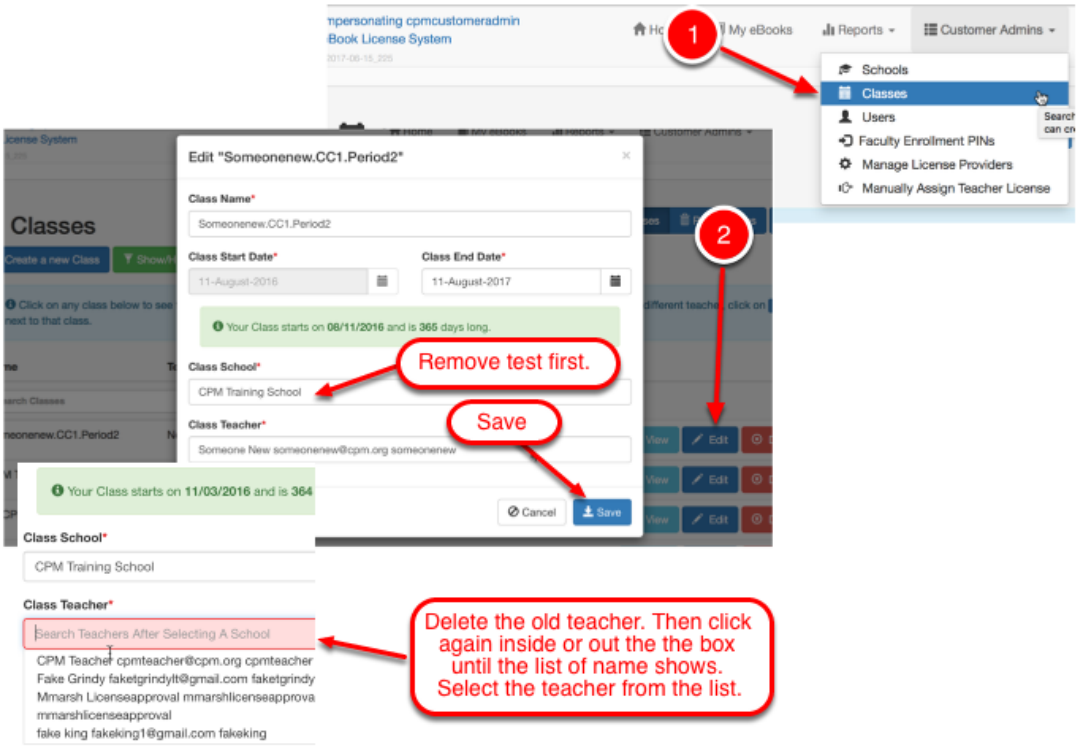
Change the Class School

- In the 'Customer Admin' menu at the top bar, choose 'Classes'.
- Search for the class you want to edit and click the edit button.
- The edit screen will appear.
- Click in the 'Class School' field. A list of available schools will show after deleting what is there. Select one of them.
- Click 'Save'.



Change the Class Teacher

- In the 'Customer Admin' menu at the top bar, choose 'Classes'.
- Search for the class you want to edit and click the edit button.
- The edit screen will appear.
- Click in the 'Class Teacher' field. A list of available teachers will show after deleting what is there. Select one of them.
- Click 'Save'.

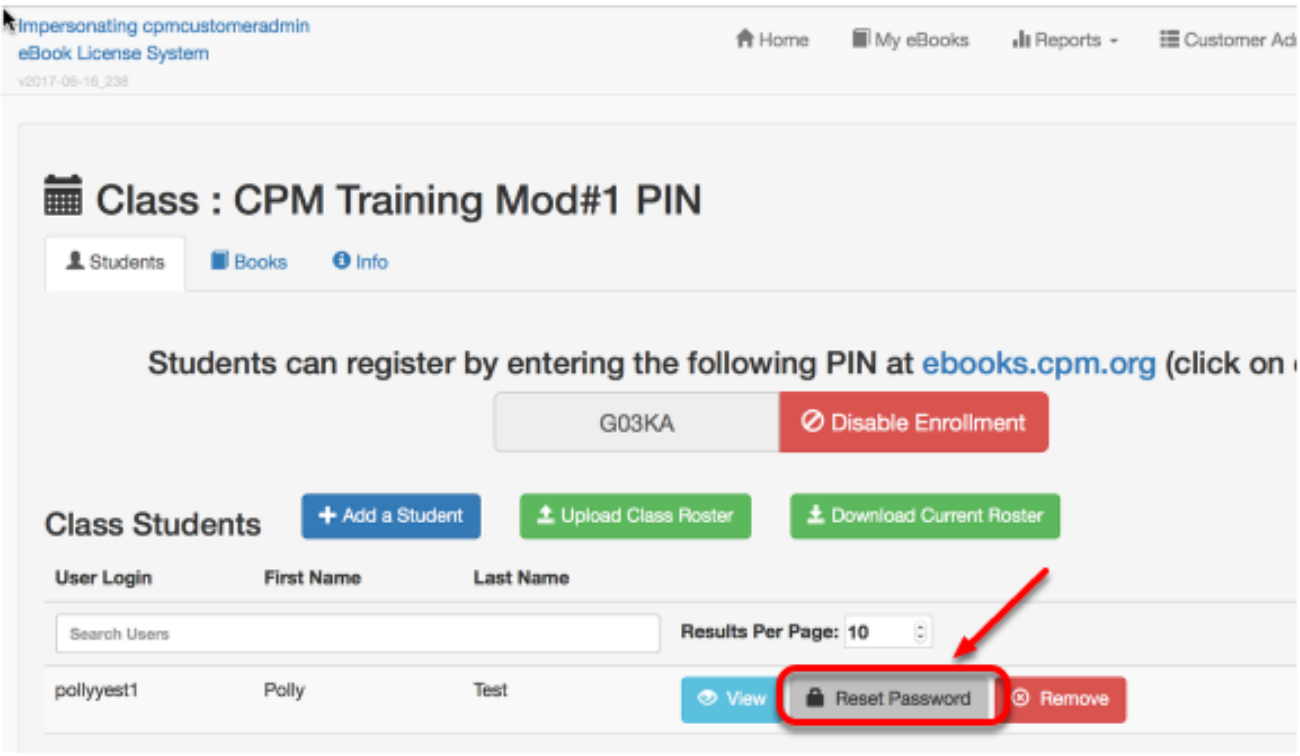


Customer Admin: View Class - Student Tab

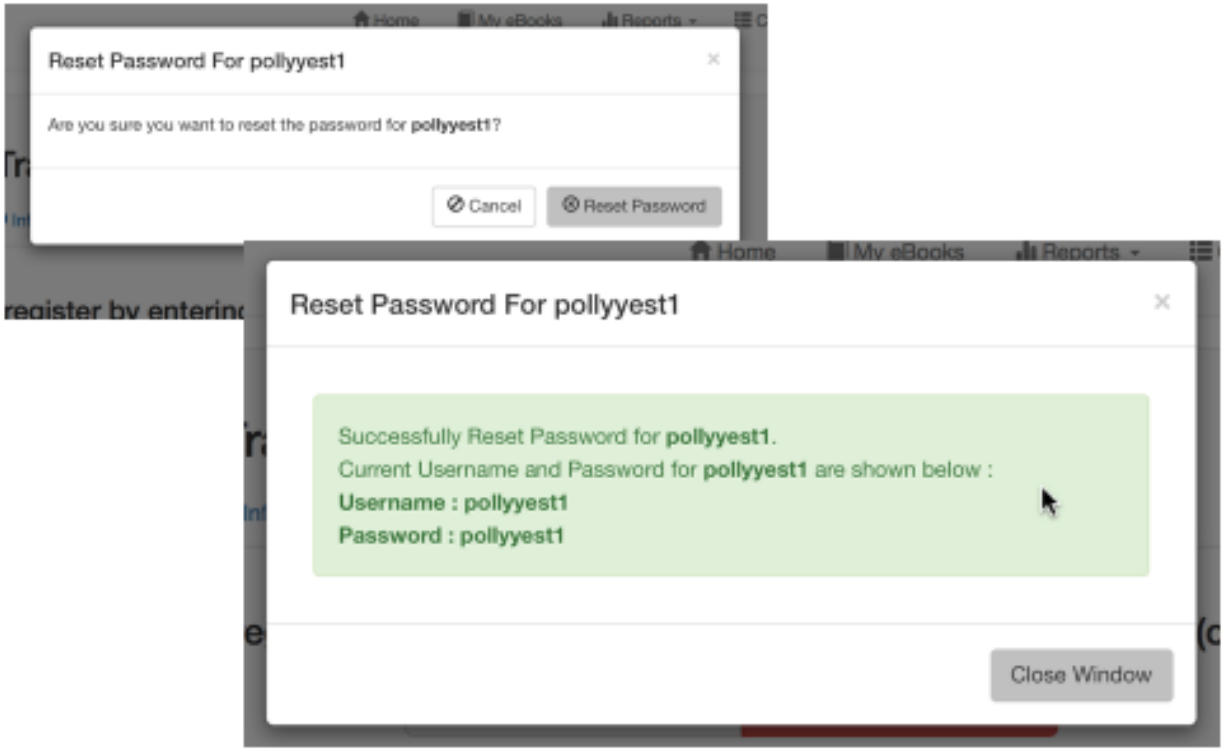
This articles describes all of the various features of a class found in the 'Student Tab'.

Change a Student's Password

Click the 'Reset Password' to the right of the student's username.

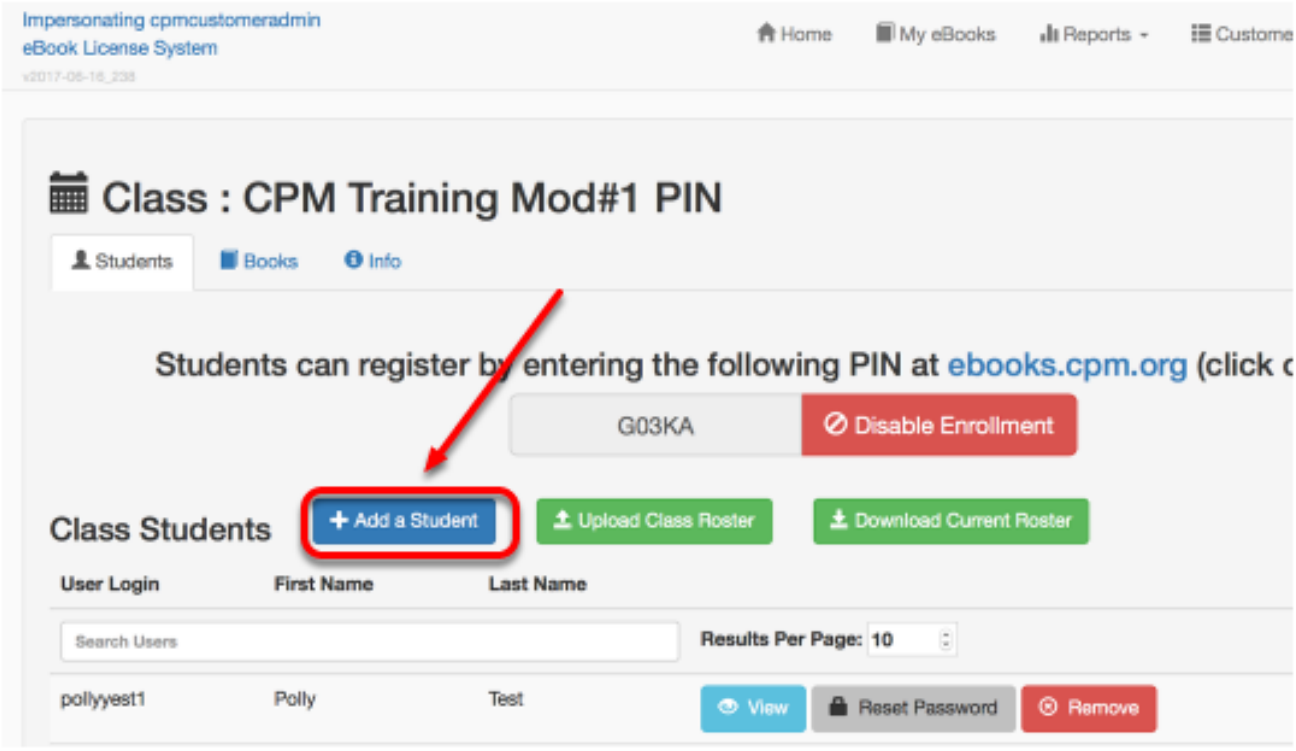


- Verify that you really want to reset the password by clicking 'Reset Password'.
- The password is always reset to the username. So it is easy for the teacher to tell the student that his username and password are now the same.
- When the student logs in again, he will be asked to reset his password.



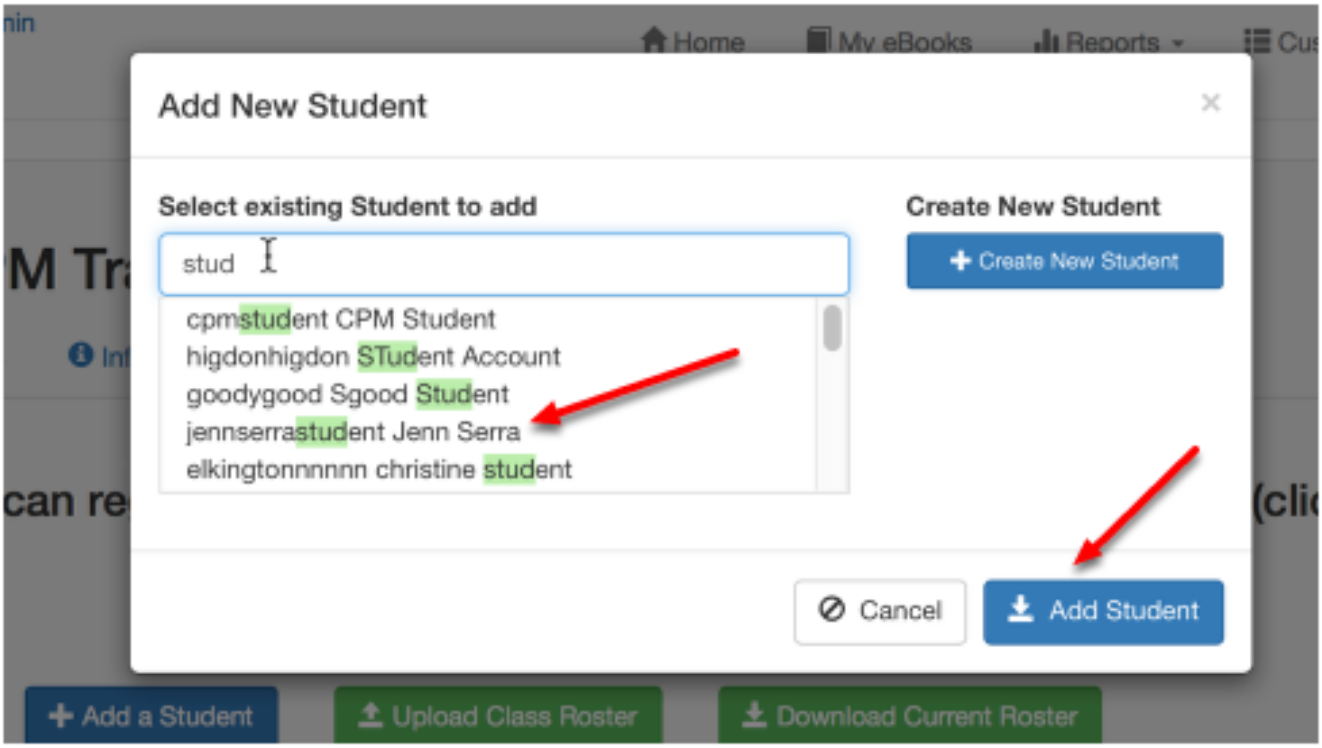
Add a Student

While it is easier to give a class a student enrollment PIN to access their ebooks, on occasion a new student enters your classroom. In this case, adding a student directly may be the quickest way to get the new student his materials to start your class.



- If a student enrolled the previous year or transferred from another class at your school, he may already be in the system.

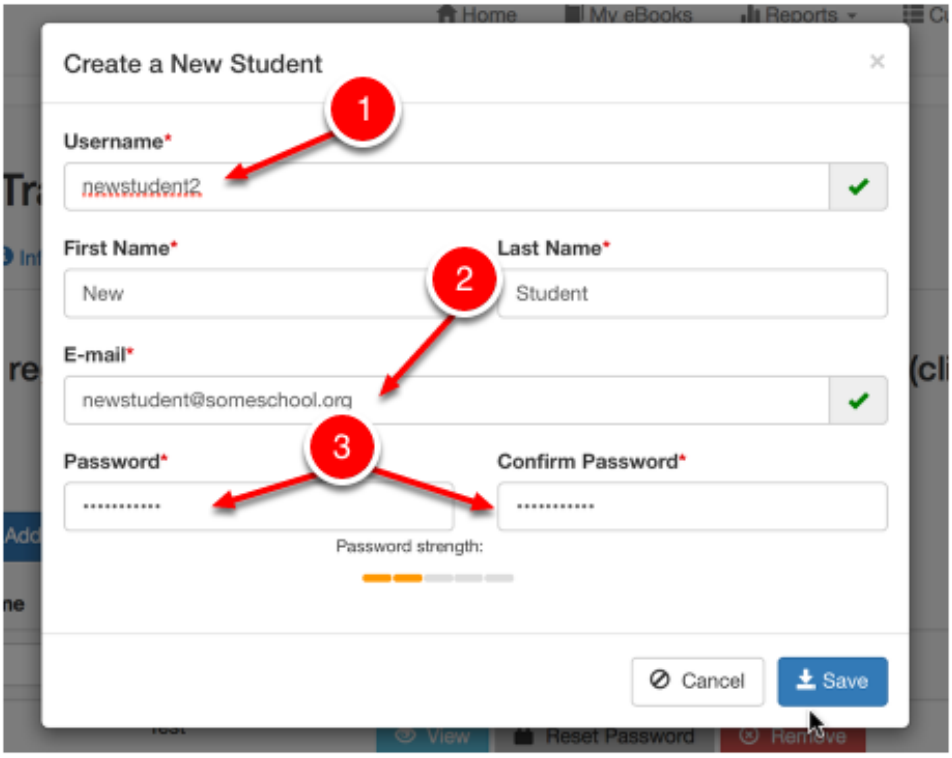
- Search for the student and select him from the list.
- Then click 'Add Student'. The student will receive all of the eBooks associated with the class.



If no matching student shows in the search list, he is probably a new student at your school. Click 'Create New Student'.

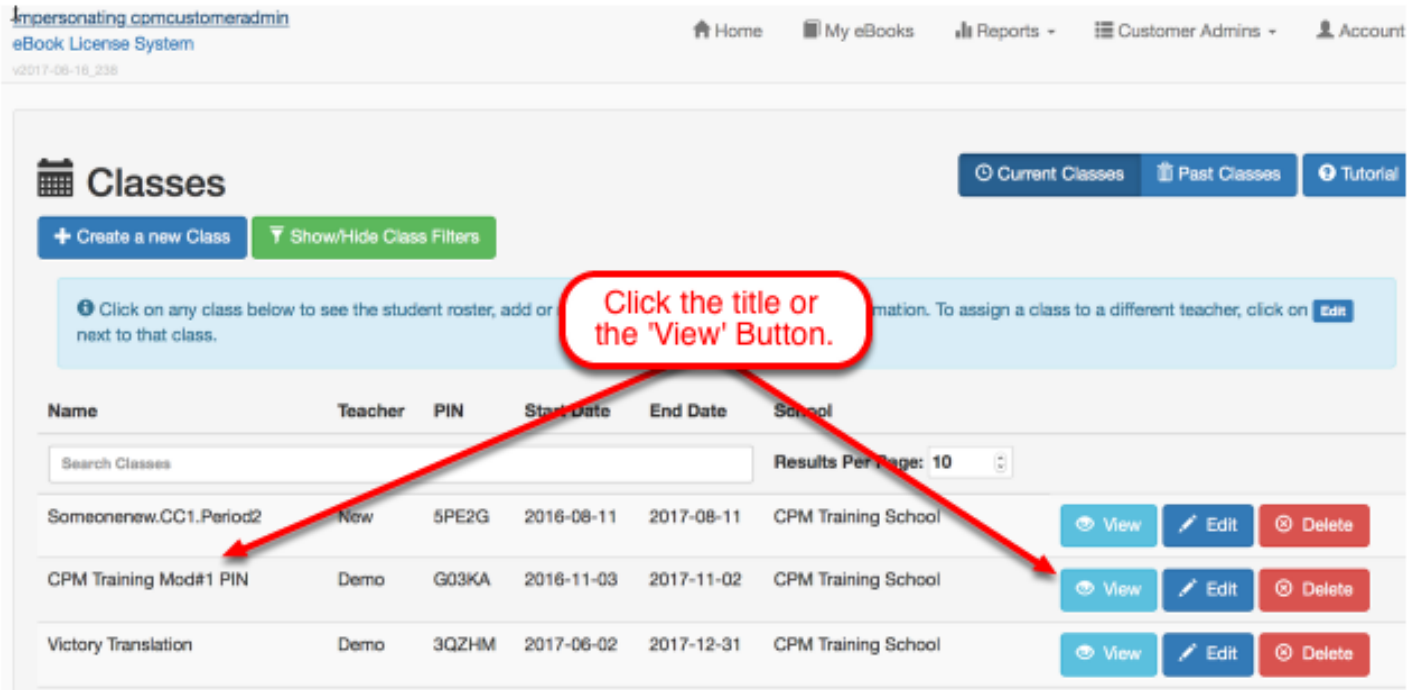
1. Select a username that is accepted by our system as indicated when the green check mark shows.
2. An email is required so that students can retrieve their passwords should they forget it. However, student emails are not kept in plain text in our system and are not retrieveable. The green checkmark indicates that no other user in our system has the same encrypted email.
3. Choose a password easy for you to remember to give to the student. The student will change the password when they login unless they login through the Google button.

Once an account has been made for the new student, search for the student in the search field as in the step above. Select the student. Click the 'Add Student' button.

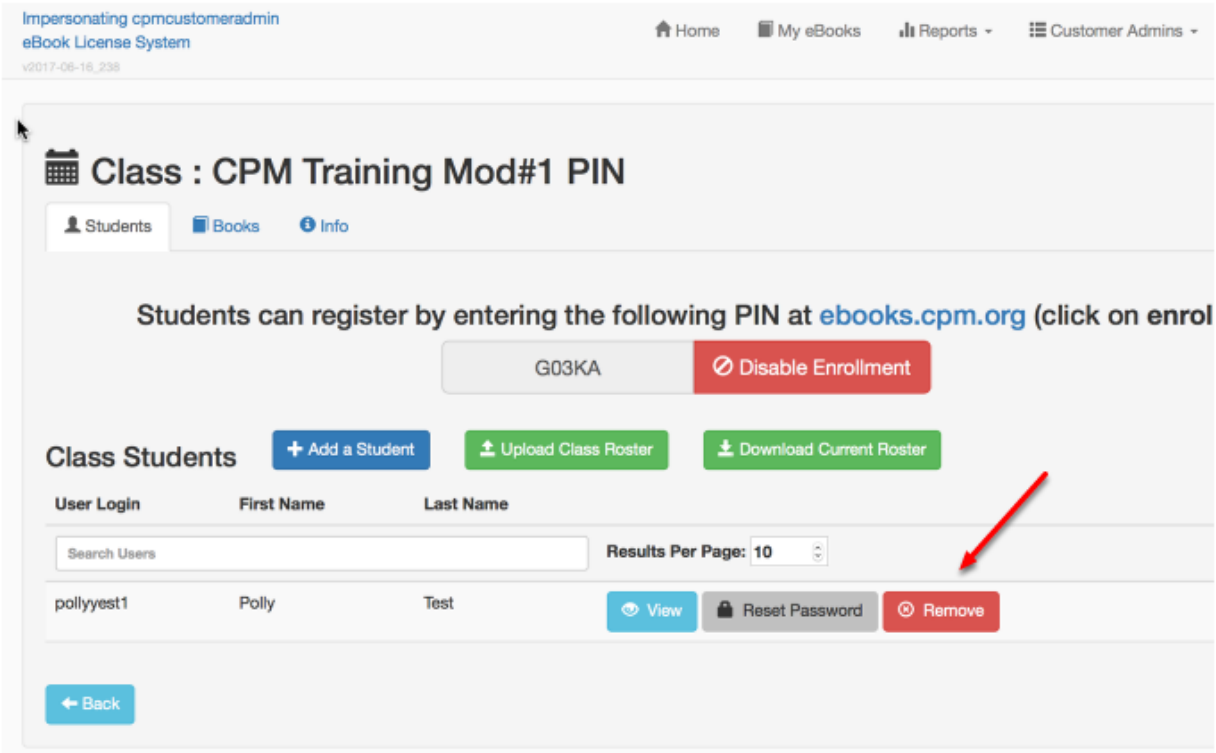


Remove a Student

Navigate to a class where you have a student to remove.



- Removing a student is effectively removing the class licenses from the student.
- Click on the 'Remove' button to the right of the student's row.
- Check out other pages where you can remove student licenses.



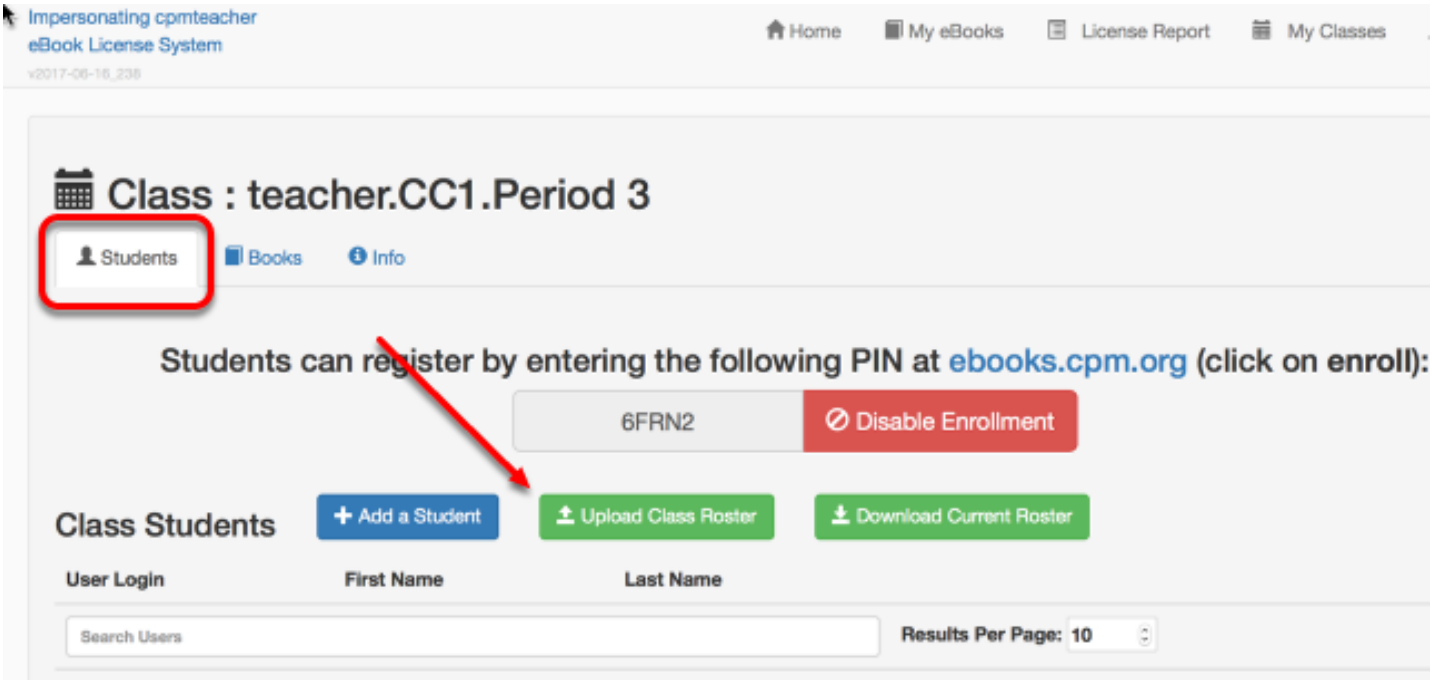
Upload a Class Roster

Click the video link below.

Assign Student eBooks Uploading a .csv File

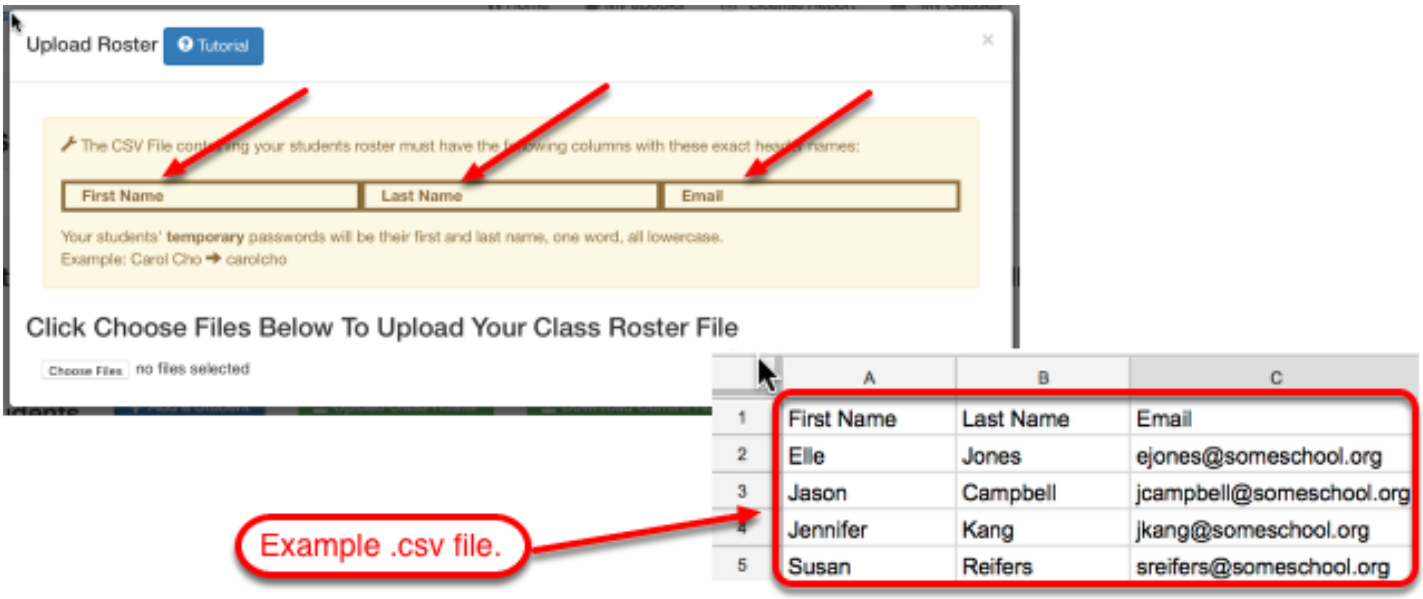
1. Create a class.

In the Student Tab of your class Click 'Upload Class Roster.



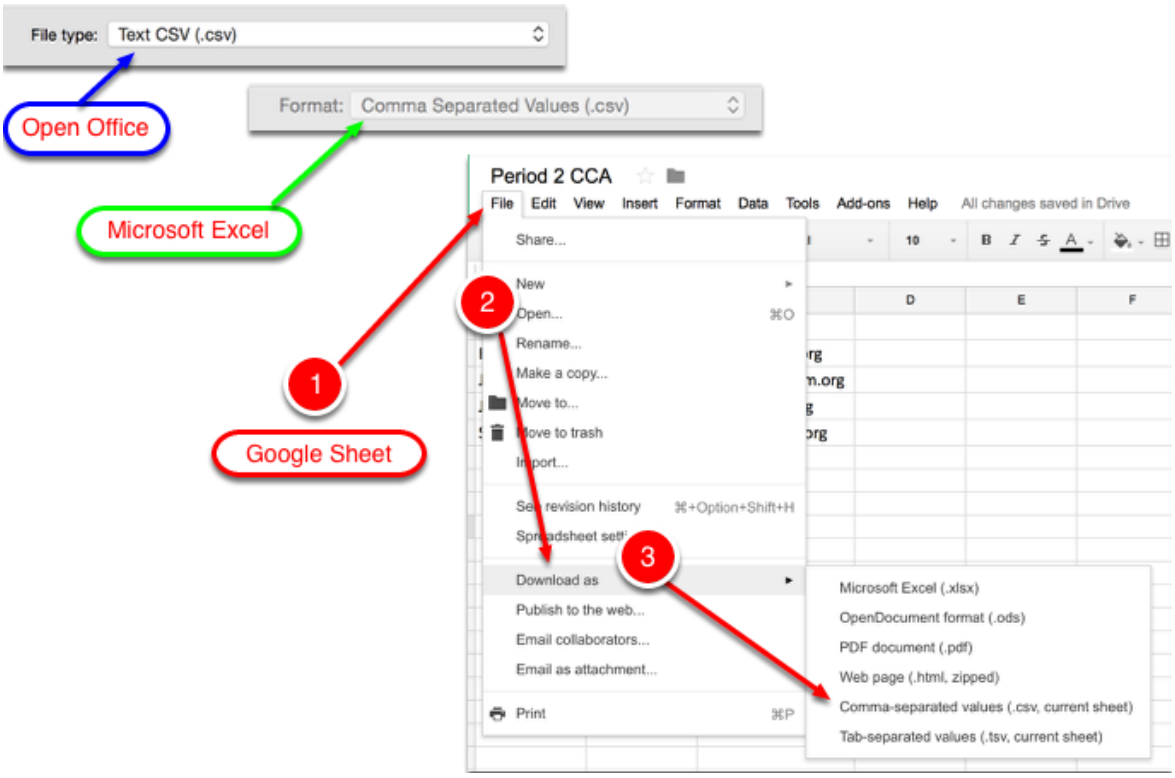
2. Create a .csv file with the exact headings indicated below.

- You will use only the first 3 columns.
- The 3 column title headers are required.
- Do not have additional text anywhere else on the sheet other than the information described.

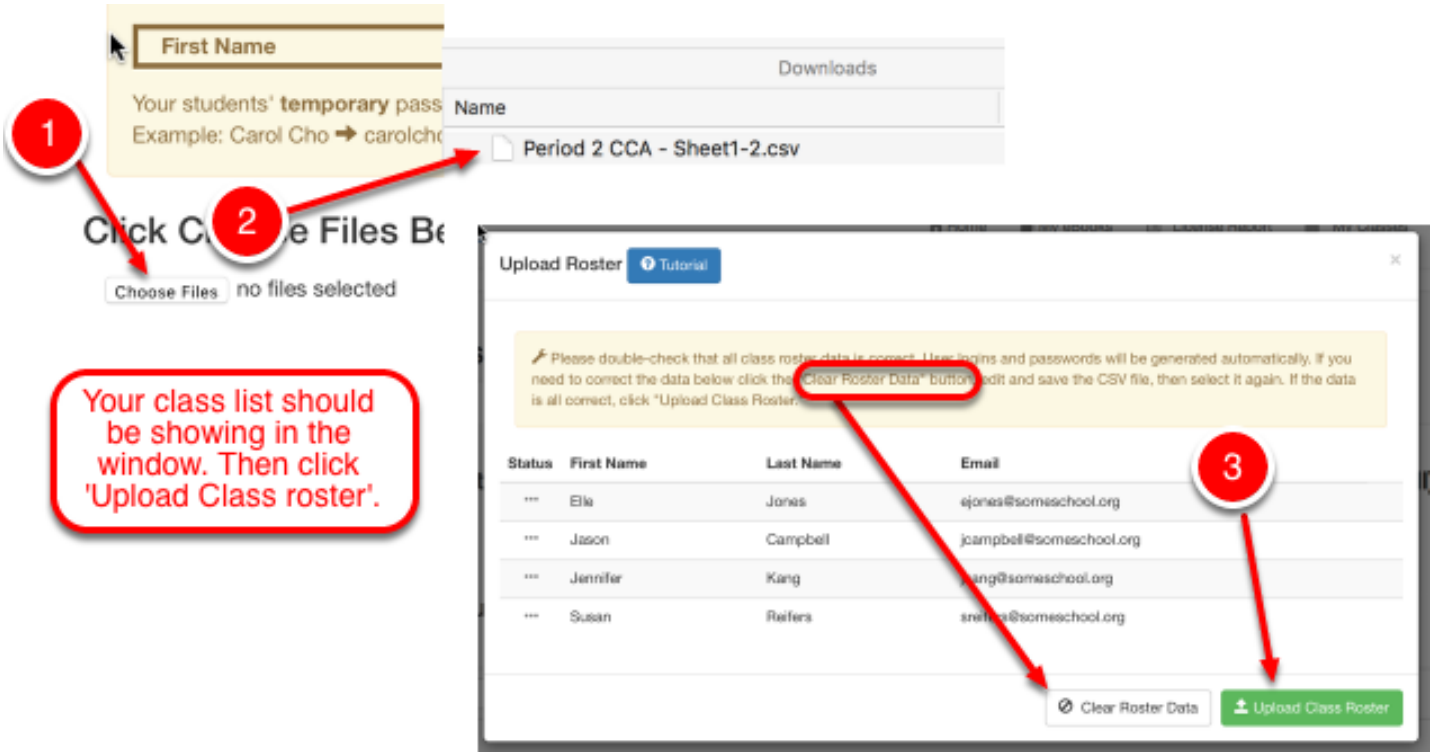


2.1. Be sure you save the file as a .csv file.

- YOU CANNOT TYPE IN .CSV AND SAVE!!
- Always SELECT the file type.
- The file type is usually located below the file name.
- See examples below from Open Office, Microsoft Excel, Google Sheets.



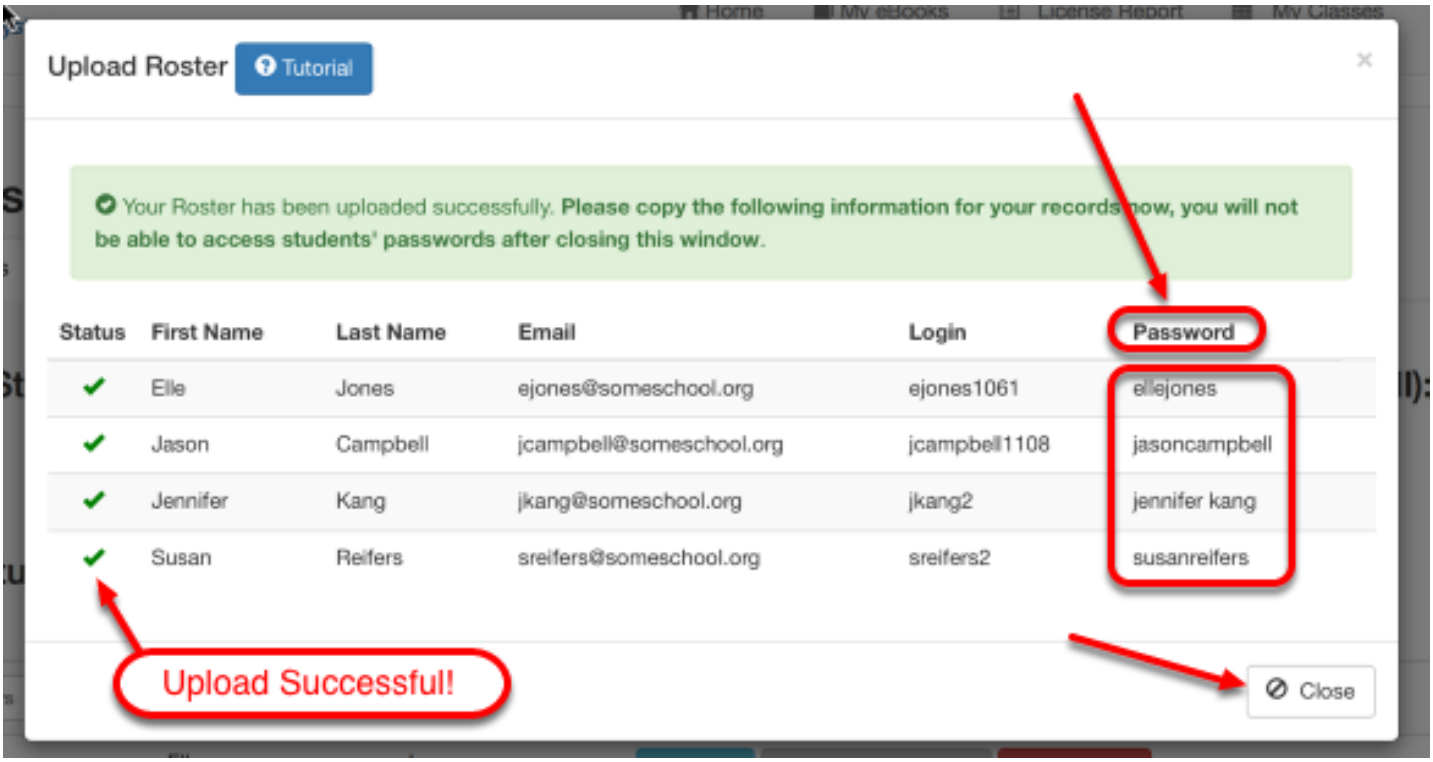
2.2. Choose the file. Then upload it.



3. Check to see if the upload for all students are successful.

- If all students uploaded successfully, click 'Close'.
- Otherwise, go back to 'Upload Roster'. Click the 'Clear Roster Data'. Then try again making changes where the error occurred.

Note: The password for any new account is the student's first name and last name, one word without spaces, and all letters lowercase. See example below. The students will be prompted to reset their password the first time they login.

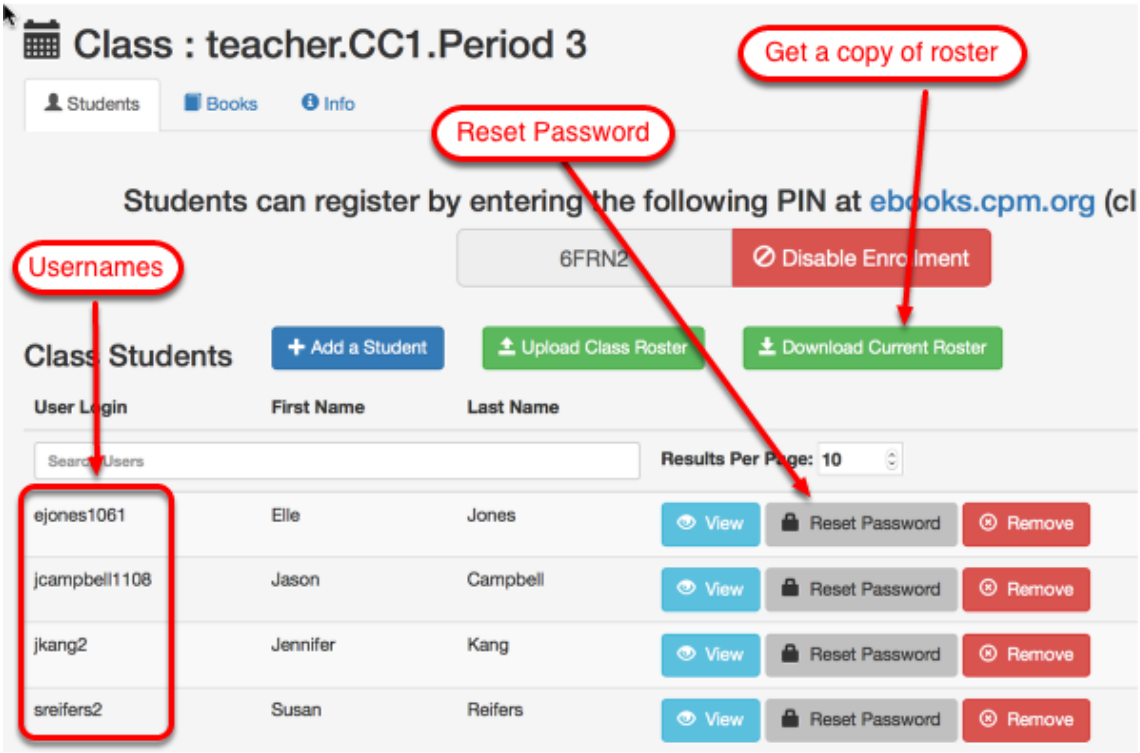


3.1. Students are now listed in the section 'Class Students'.

1. Usernames are auto created to be unique within the CPM eBook Licensing System.
2. The teacher can download a Current Roster.
3. The teacher can reset a student's password by clicking the 'Reset Password' button.

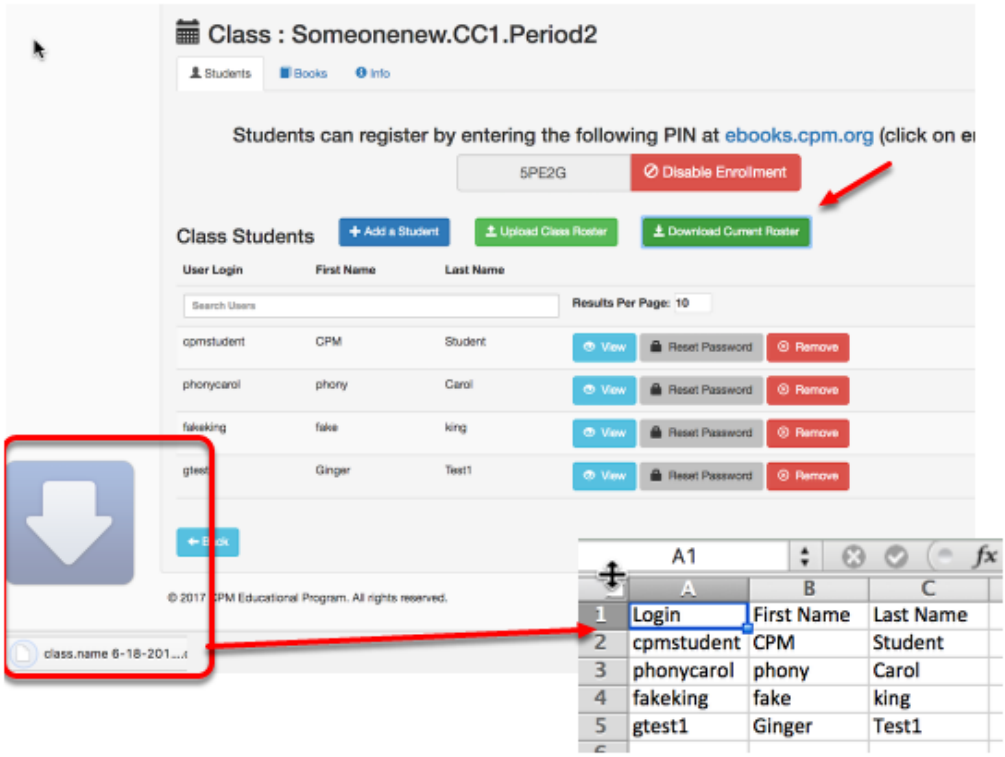
Notes:

- The default passwords are the students' first and last name combined in one word all lowercase. Students will reset their passwords the first time they login.
- The accounts are good for as many years the student needs it.
- The eBook for the class will be in the students' accounts until the class expires.



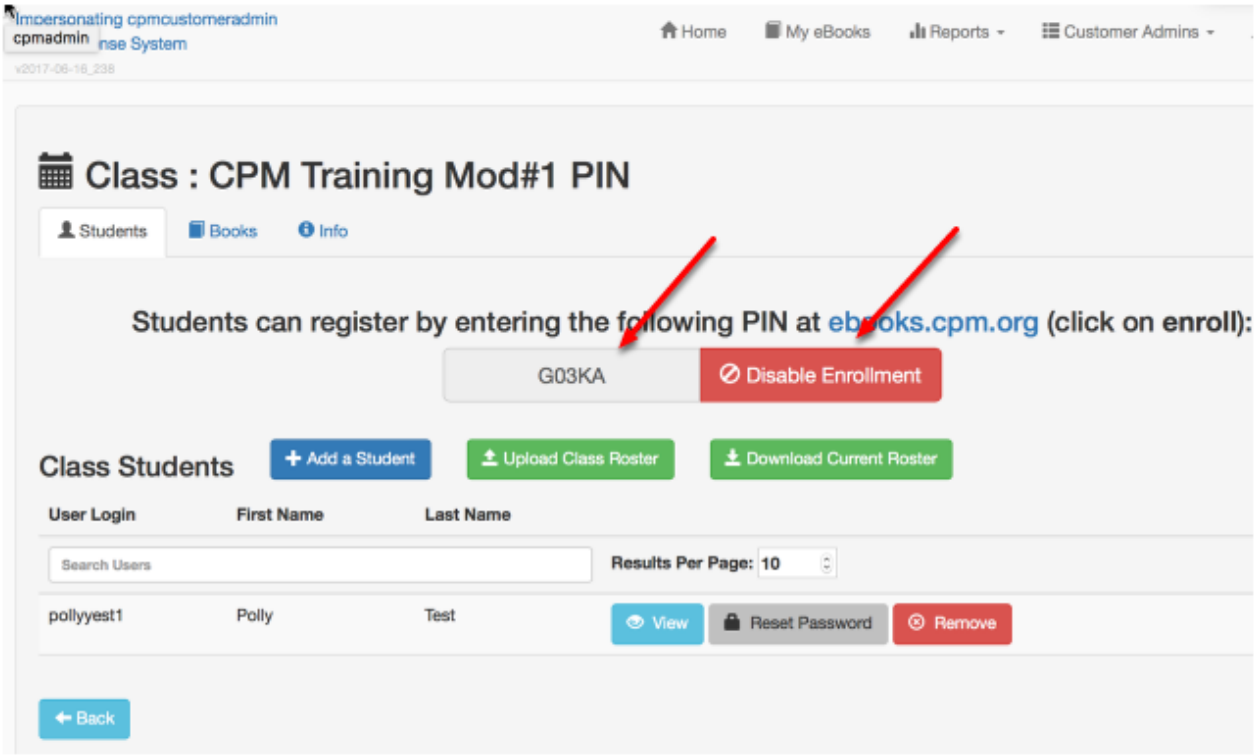
Download Current Roster

- This works best in Chrome.
- Click the 'Download Current Roster'.
- The roster will go to your downloads.
- It will open in Excel.



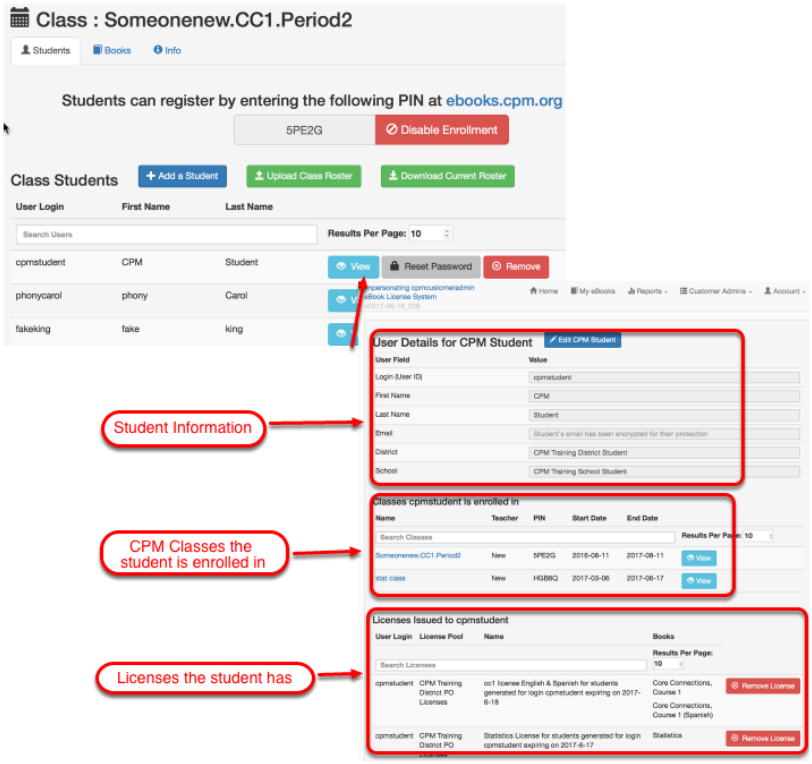
Find/Disable the PIN

- The PIN is the 5 character code located on the 'Students' tab.
- The PIN is valid one week before until one week after the start date of the class.
- If all of the students have enrolled in your class, there is no need to keep the PIN active. Click 'Diasble Enrollment' to temporily disable the PIN.
- NOTE: After 1 week after the start of the class, the PIN will automatically disable its.



View a Student Account

The customer admin can view information about a particular student within the CPM eBook Licensing System (ELS).

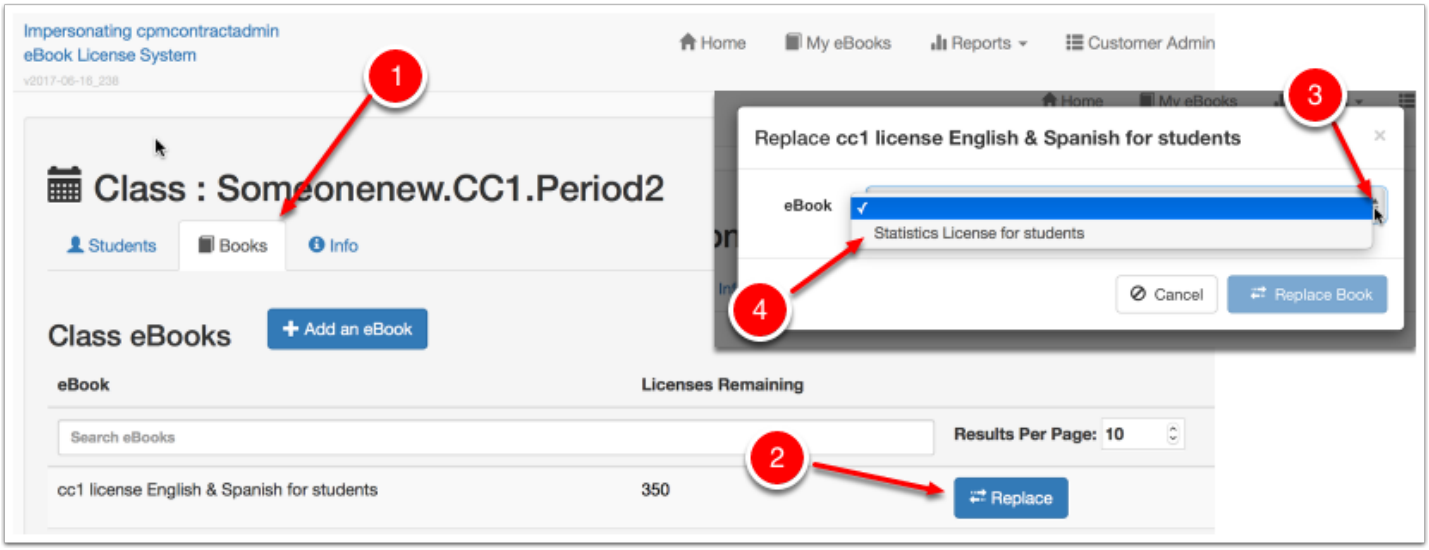

Class : Someonenew.CC1.Period2
Students
Books
Info
Students can register by entering the following PIN at ebooks.cpm.org
5PE2G
Disable Enrollment
Class Students
Add a Student
Upload Class Roster
Download Current Roster
User Login
First Name
Last Name
Search Users
Results Per Page: 10
cpmstudent
CPM
Student
phonycarol
phony
Carol
fakeking
fake
king
View
Reset Password
Remove
Student Information
CPM Classes the student is enrolled in
Licenses the student has
User Details for CPM Student
Edit CPM Student
User Field
Value
Login (User ID)
First Name
Last Name
Email
District
School
Classes cpmstudent is enrolled in
Name
Teacher
PIN
Start Date
End Date
Licenses Issued to cpmstudent
User Login
License Pool
Name
Books
Remove License

Customer Admin: View Class - Book Tab

This article describes how to replace/remove a class eBook as well as adding additional eBooks to a class. The number of licenses available to issue to students is also shown.

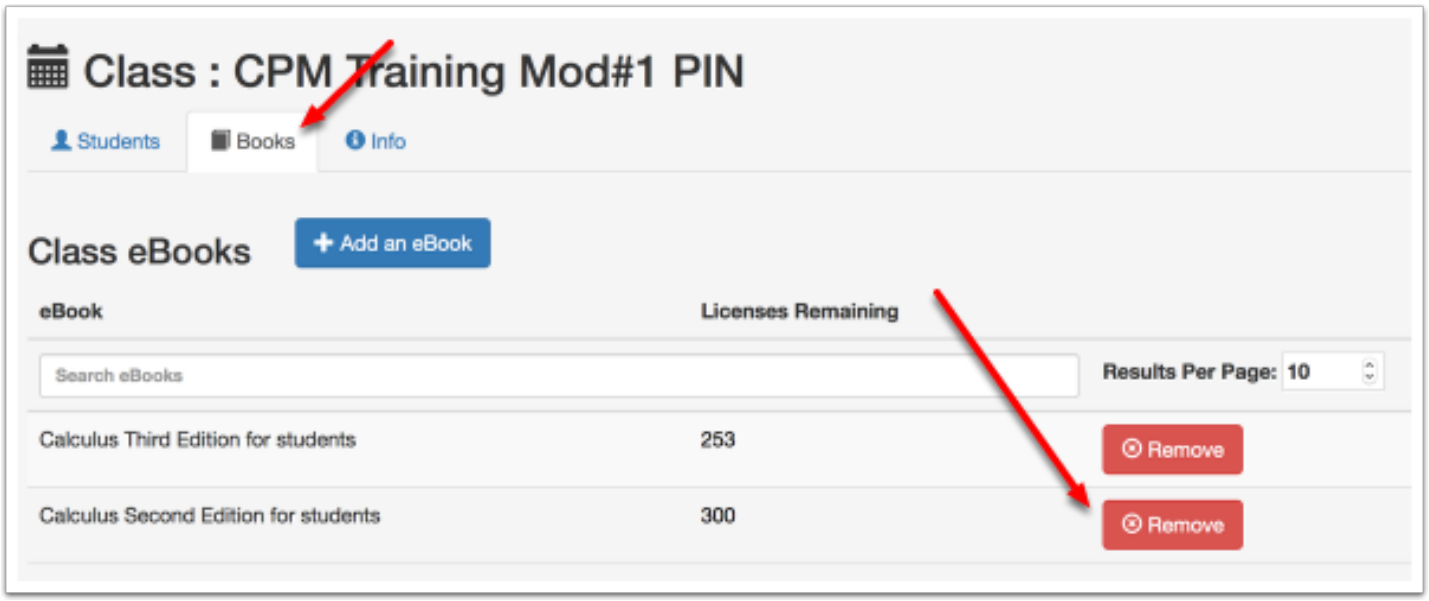
Replace, Remove, or Add an eBook to a Class

- Click the 'Books' Tab first!
- If you have 1 class eBook and you need to replace the eBook with a different eBook, click the 'Replace' button.
- Then click the arrows to select an available eBook.



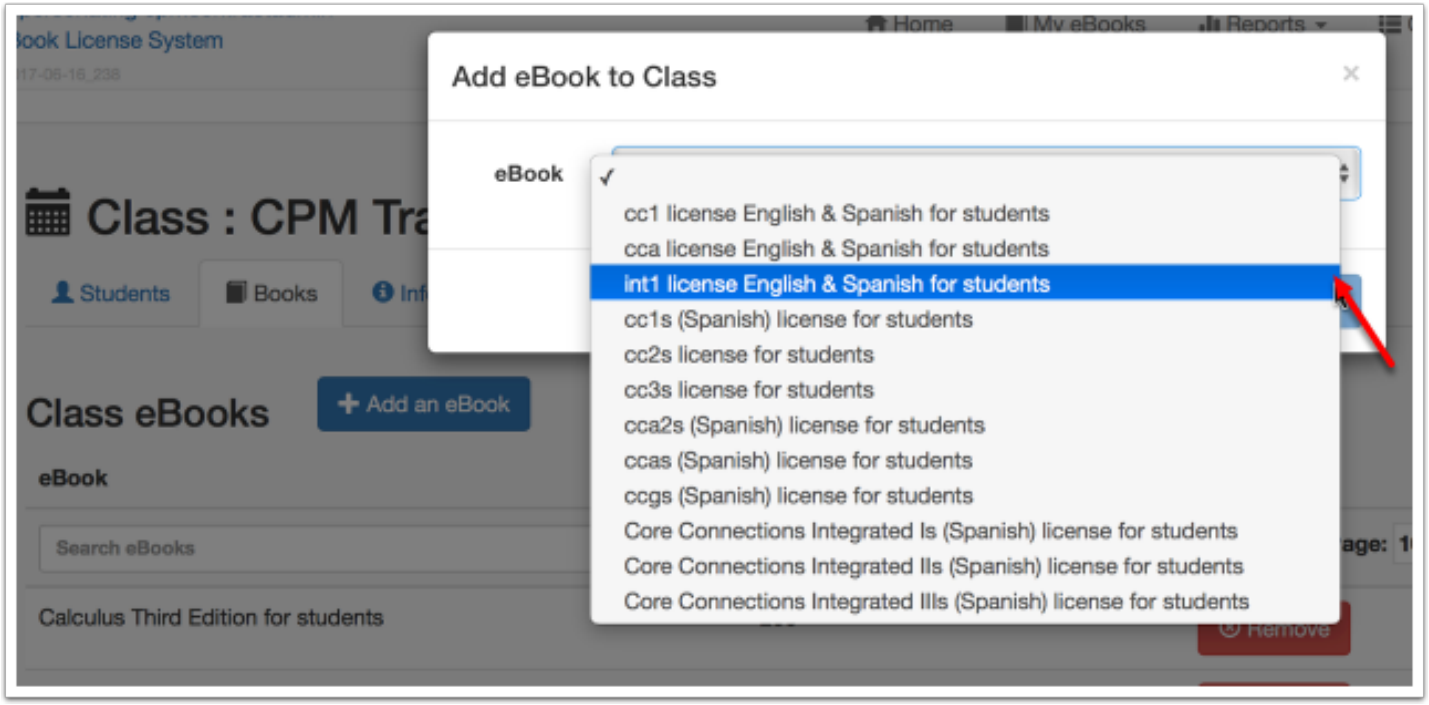
If you have more than 1 class eBook:

1. A 'Remove' not 'Replace' shows for each title.
2. You can remove eBooks until the last eBook which will displace as 'Replace'.
3. (Note: you cannot have a class without an eBook.)



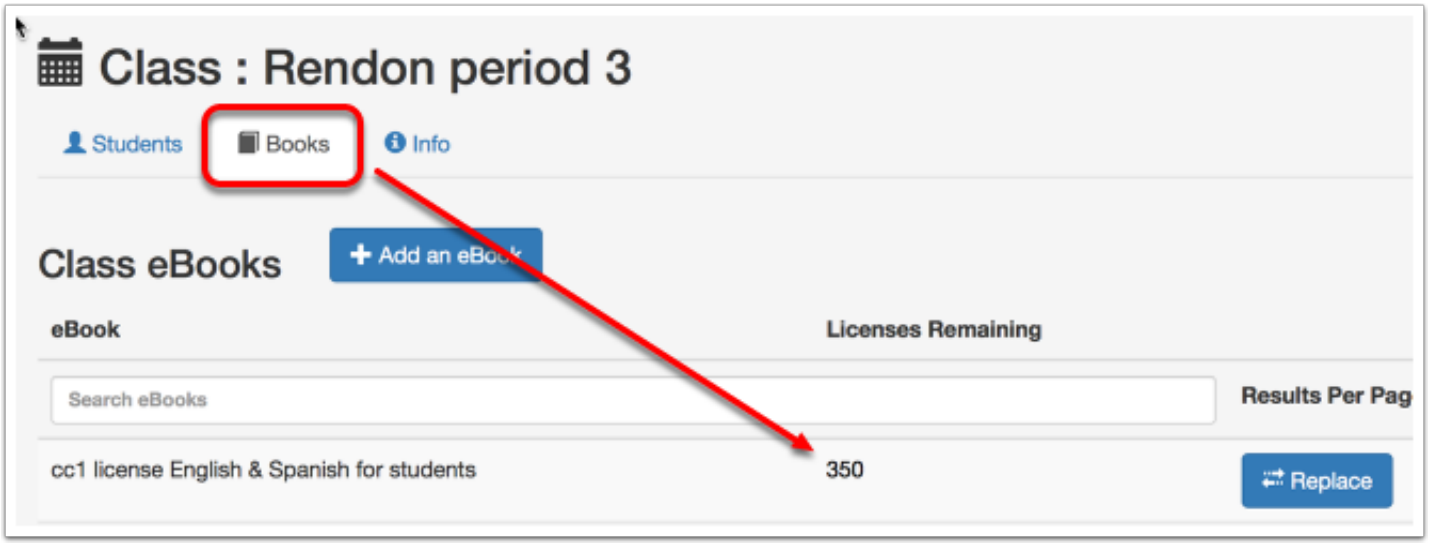
To add an eBook:

- Click the 'Add an eBook' Button.
- Select an eBook from the drop down menu.
- (Note: you will only see titles available to you.)



Find the number of remaining Licenses for a Class

The number of licenses available to issue (Licenses Remaining) is located in the Book Tab.

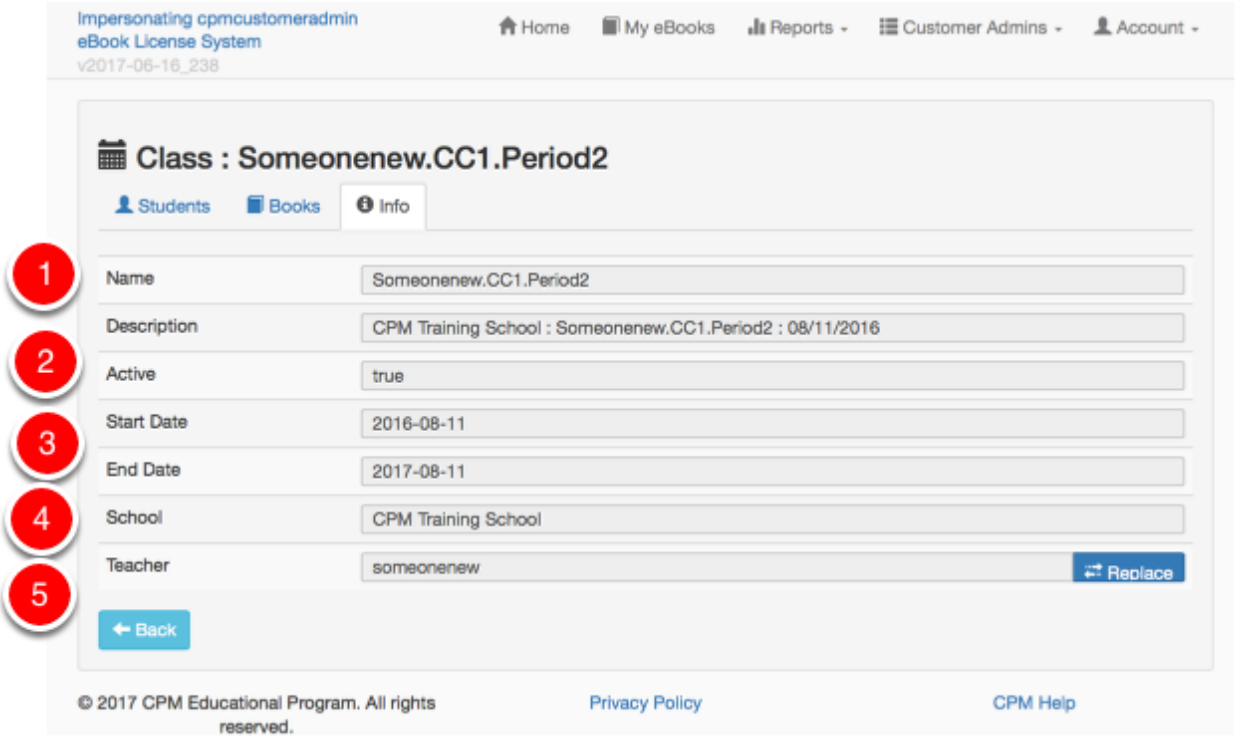


Customer Admin: View Class - Info Tab

This article describes the information available concerning a class within the Info Tab.

The 'Info Tab' provides the following info:

1. Name
2. Active/Not Active
3. Start and End Date
4. School
5. Teacher

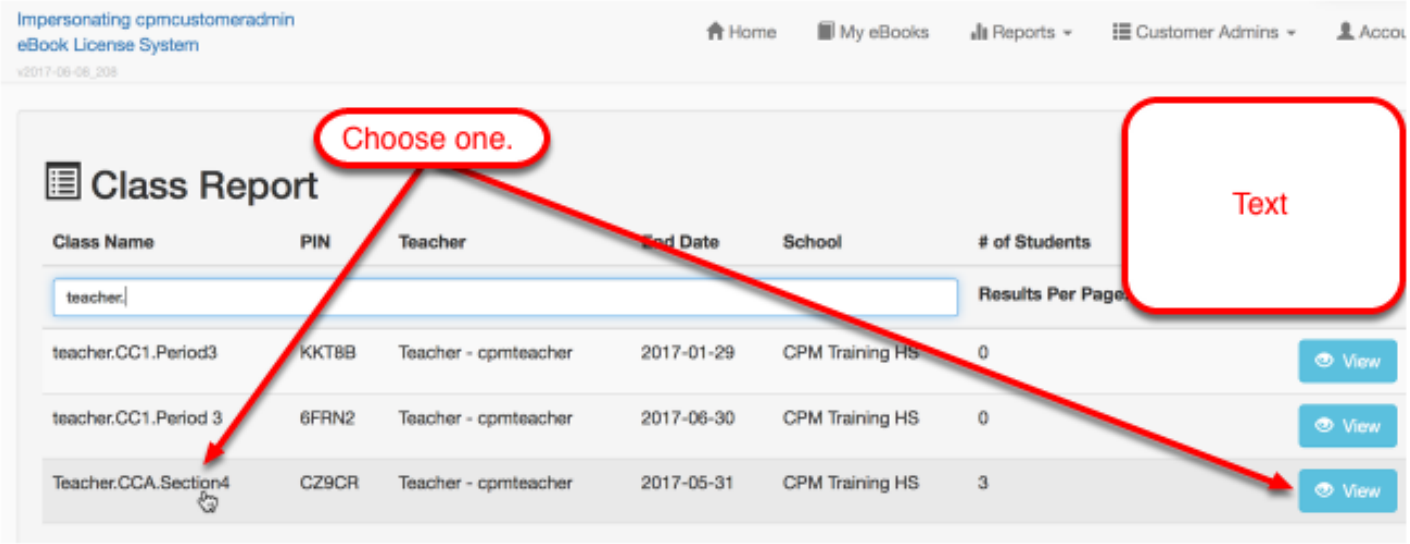


Customer Admin: Find Specific Class information

This article discusses information available for classes in the customer admin view.

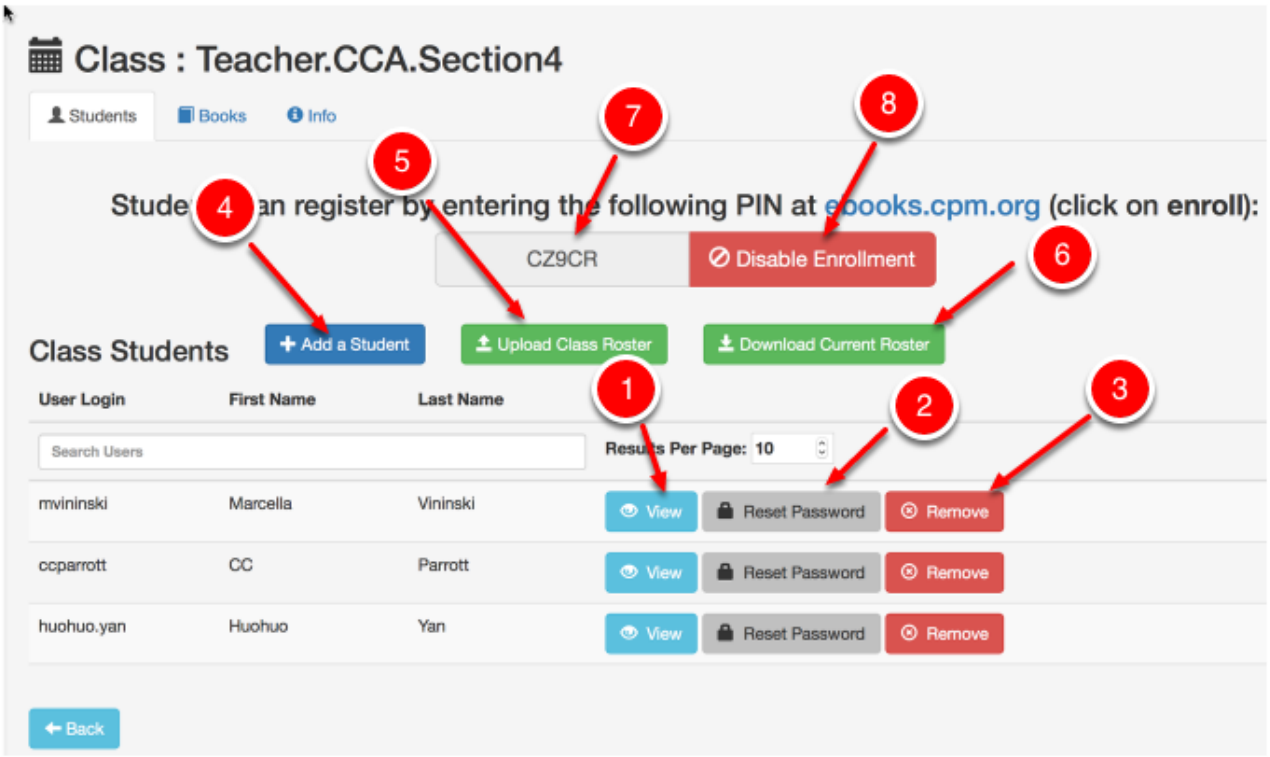
Select a class.

- Click on the class title (or)
- Click 'View'.



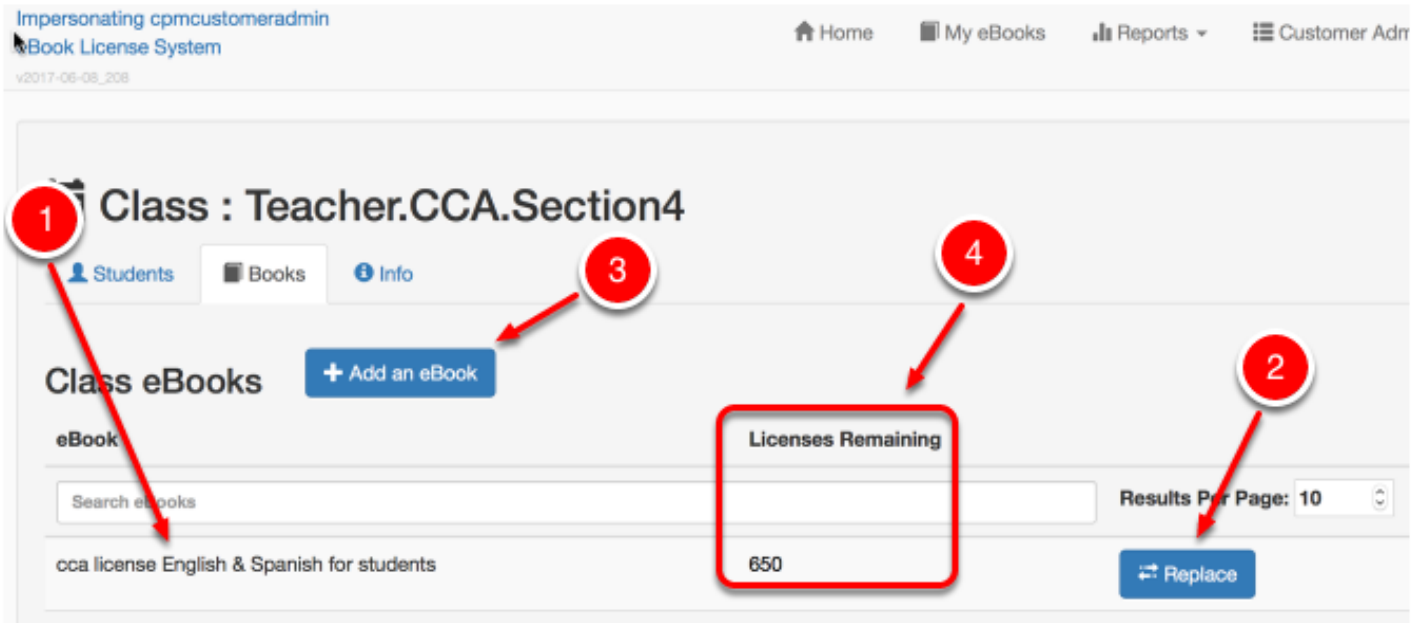
On the 'Students' tab:

1. View a student
2. Reset a student Password
3. Remove an eBook from a student
4. Add a Student
5. Upload a Class Roster
6. Download a Current Roster
7. Find a PIN.
8. Disable the Enrollment PIN



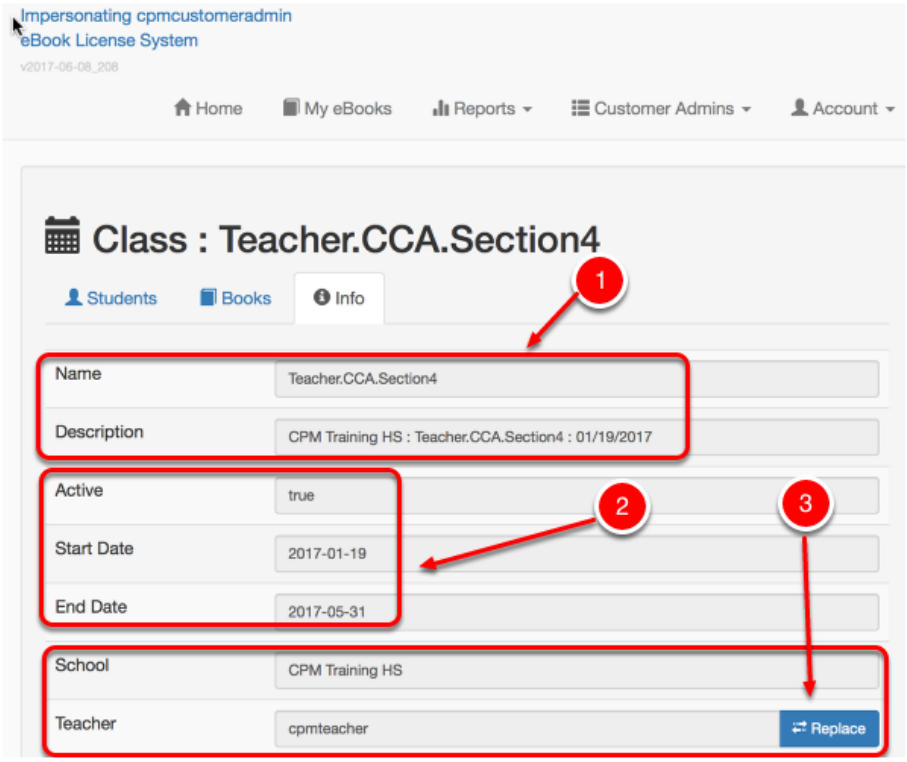
On the 'eBooks' tab:

1. Find the assigned eBook.
2. Replace an eBook.
3. Add an eBook.
4. View the remaining licenses to assign.



On the 'Info' tab:

1. Find the Name and Description.
2. Find the status and Start/End Dates of the class. (Note: EBooks expire on the end date of the class.)
3. Find the school and replace a Teacher.


Impersonating cpmcustomeradmin
eBook License System
v2017-06-08_208
Home
My eBooks
Reports
Customer Admins
Account
Class : Teacher.CCA.Section4
Students
Books
Info
1
Name
Teacher.CCA.Section4
Description
CPM Training HS : Teacher.CCA.Section4 : 01/19/2017
Active
true
2
3
Start Date
2017-01-19
End Date
2017-05-31
School
CPM Training HS
Teacher
cpmteacher
Replace

ELS Customer Admin Role - Users

Customer Admin: Create a New User

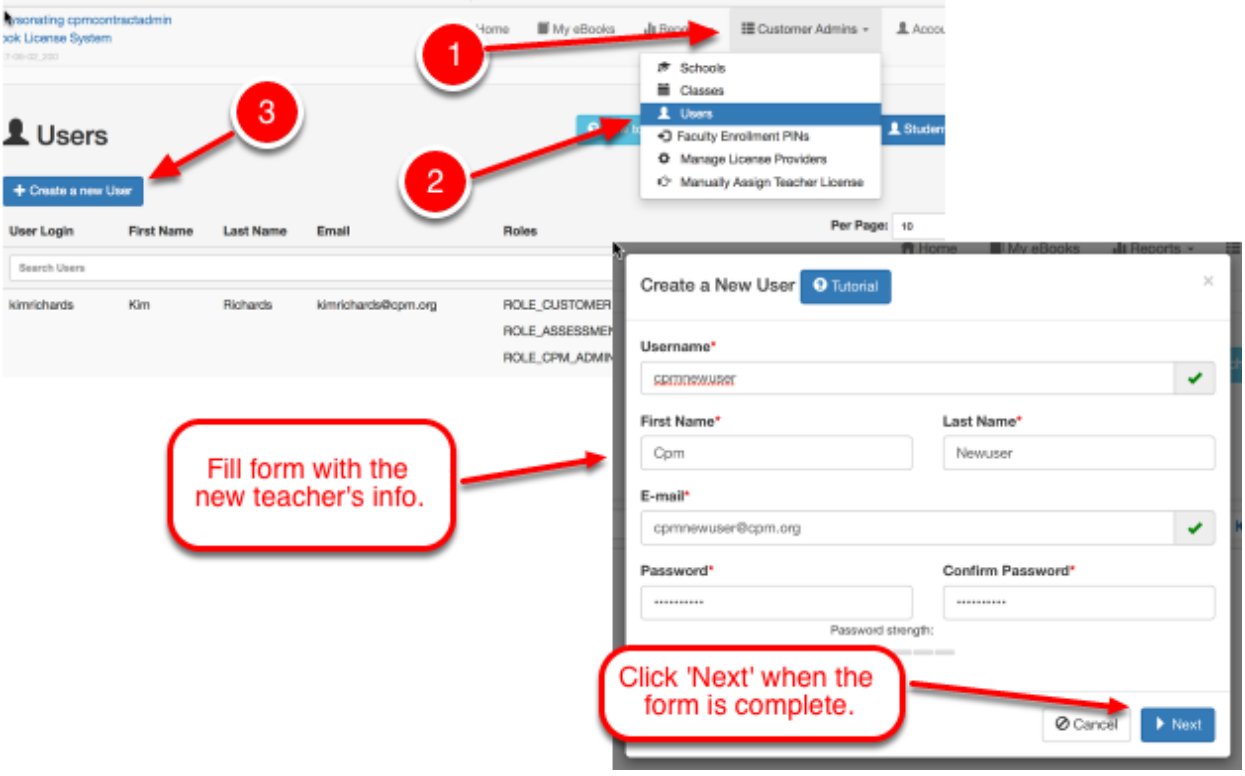
This article describes how you can create an eBook account for new teacher. At the same time you create the account, you can assign the teacher a teacher eBook. You can also allow the teacher to be a license provider of student ebooks for the courses he/she is teaching.

The video below describes the process for creating a new user and assigning the teacher eBooks and permission to be a licence provider of student eBooks.

Create a New User

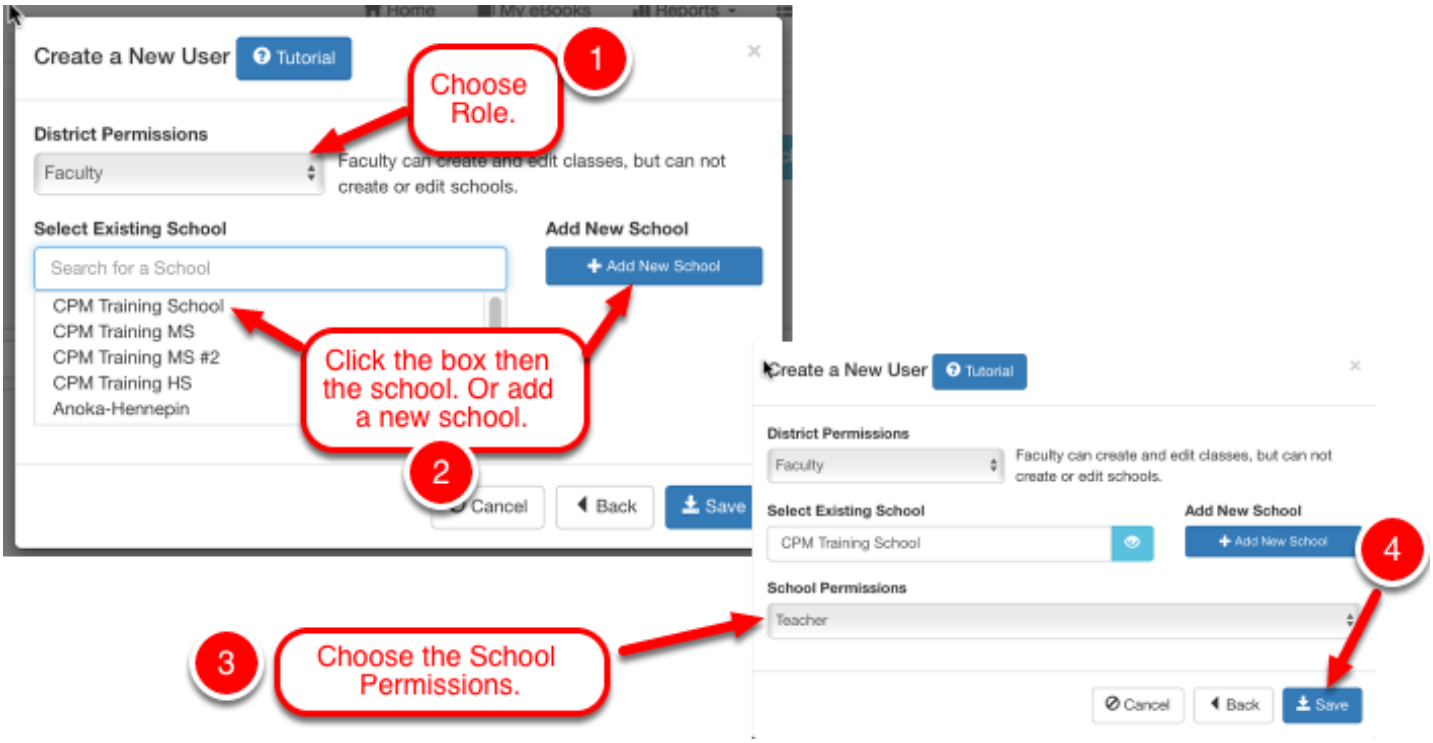
1. Create a New User:

- Customer Admins
- Users
- Create New User

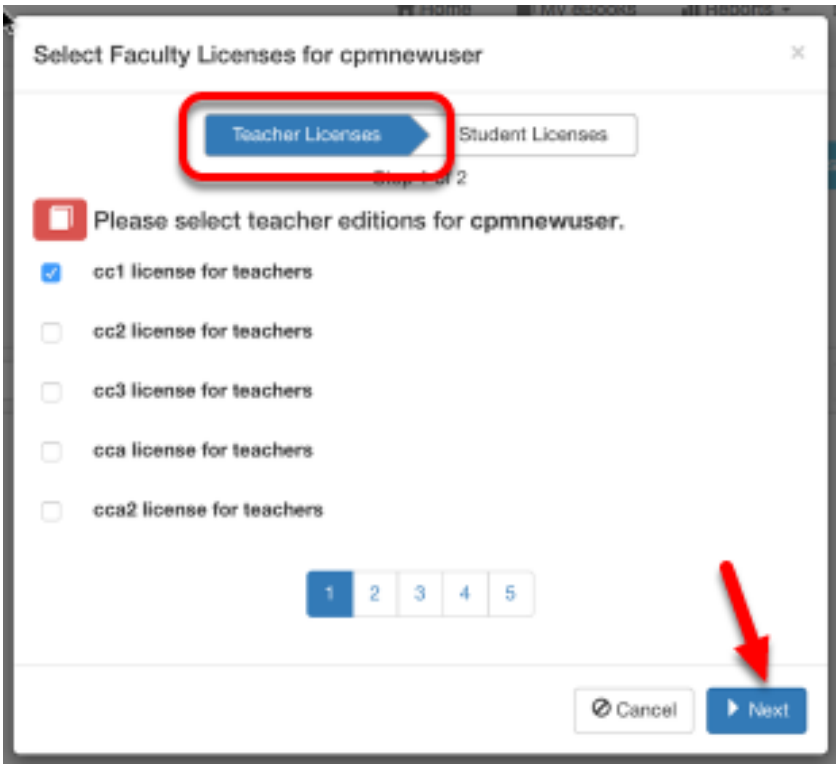


1.1. Choose the New Teacher's Permissions:

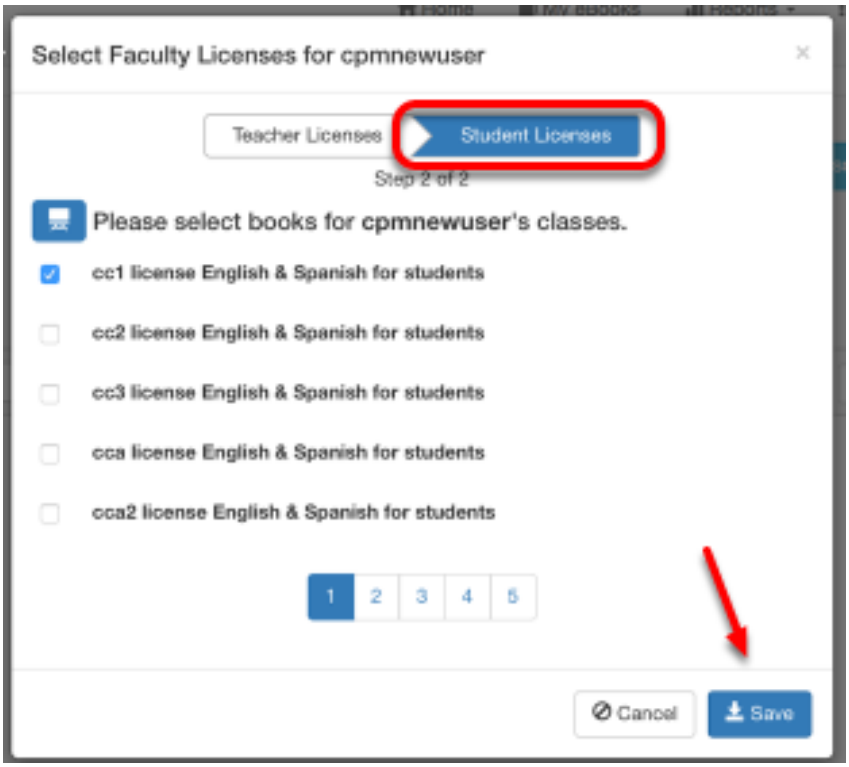
- District Permissions
- School
- School Permissions
- Click 'Save'



1.2. Choose eBooks for the teacher.



1.3. Select the student eBooks the teacher needs to issue to students.



Customer Admin: Manage License Providers

This article describes how you can give teachers **permission** to assign student eBooks from your license pool. A teacher that has been made a license provider of a particular student eBook will have that license available to assign to students. Note:

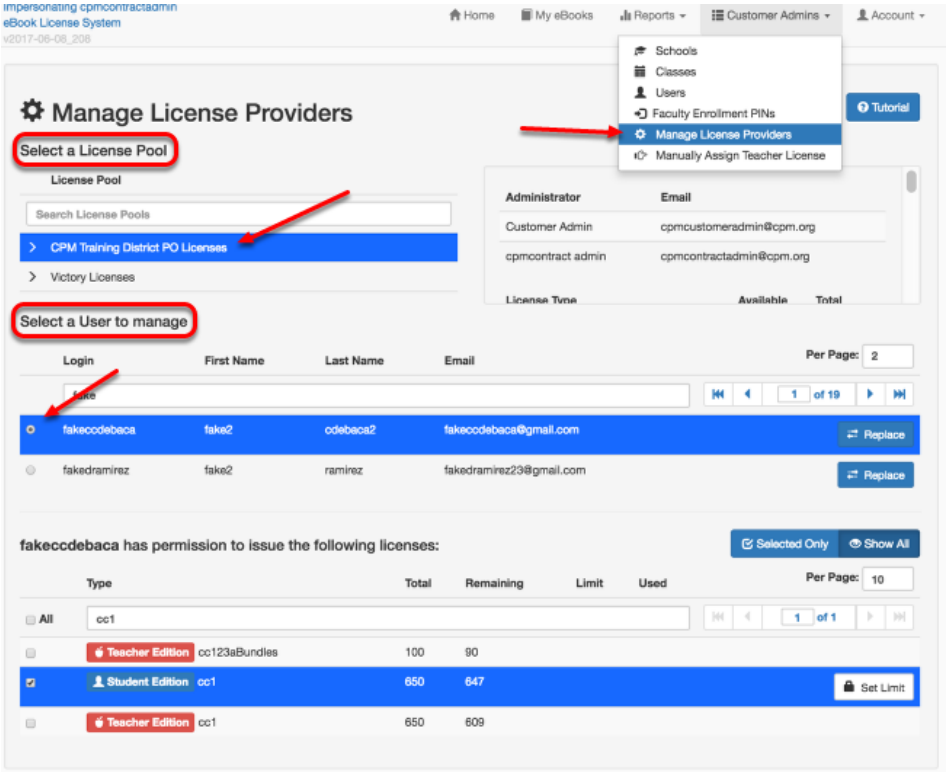
- Teachers enrolling with a PIN are automatically made license providers of the corresponding student eBook.
- If you manually assign a teacher an eBook, you have the option to make the teacher a License Provider for student eBooks.
- If you create a new teacher user, you have the option to make the teacher a License Provider for student eBooks.

You could also allow teachers to become License Providers of teacher eBooks. A user that has been made a license provider of a particular teacher eBook will have that license available to assign to other teachers. Typically, you are a customer admin to have such permissions.

A license provider for either student or teacher eBooks does NOT actually get either eBook. A license provider can only give other users eBooks!

1. After logging in as a Customer Admin:

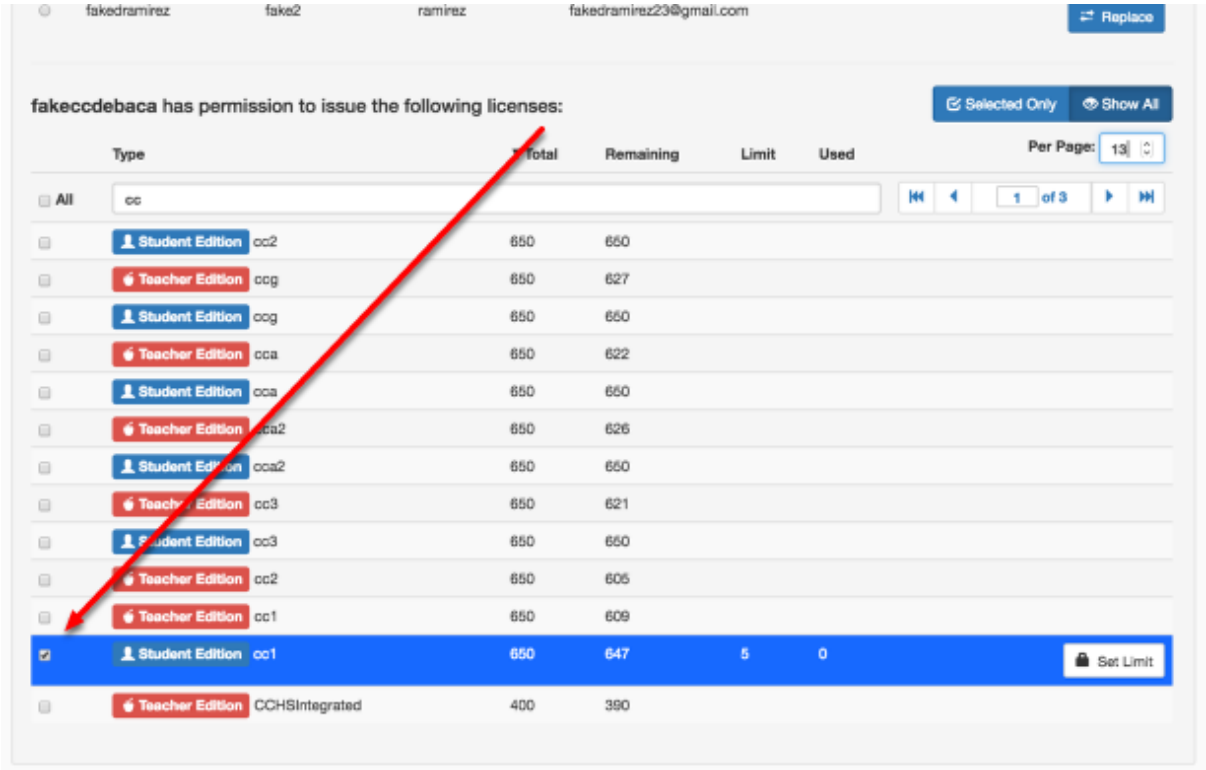
- Select 'Manage License Providers' from the 'Customer Admins' menu.
- Select the 'License Pool' if you have more than one.
- Select a teacher.



2. Choose the eBooks that the user needs to be a license provider for.

1. All licenses in a pool are shown up to the maximum amount set in the 'Per Page' box.
2. Click the 'Selected Only' button to view only the licenses the user is currently a license provider for.
3. If the box next to the license is checked then the user selected above is a license provider for that license.
4. Click the box next to 'All' to allow the user to be a license provider for all licenses shown in the current view.

⚠ Warning!!: Be sure you do NOT allow the teachers to be license providers for teacher eBook licenses. Only allow Faculty Admins and Customer Admins to be license providers for teacher eBook licenses.

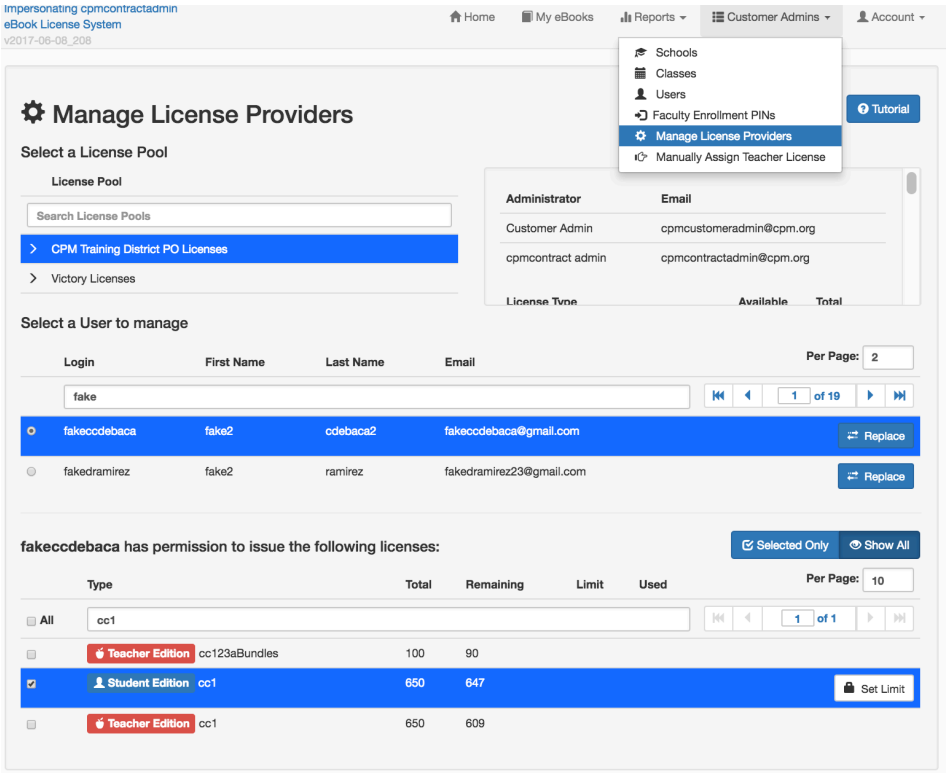

fakedramirez
fake2
ramirez
fakedramirez23@gmail.com
Replace
fakeccdebaca has permission to issue the following licenses:
Selected Only
Show All
Type
Total
Remaining
Limit
Used
Per Page:
13
All
cc
1 of 3
Student Edition cc2 650 650
Teacher Edition ccg 650 627
Student Edition ccg 650 650
Teacher Edition cca 650 622
Student Edition cca 650 650
Teacher Edition cca2 650 626
Student Edition cca2 650 650
Teacher Edition cc3 650 621
Student Edition cc3 650 650
Teacher Edition cc2 650 605
Teacher Edition cc1 650 609
Student Edition cc1 650 647 5 0
Set Limit
Teacher Edition CCHSIntegrated 400 390

Customer Admin: Replace a License Provider

This article describes how you can transfer licenses that have been provided by one user to another user. This will make the new user the license provider for the transferred licenses.

1. After logging in with Customer Admin rights:

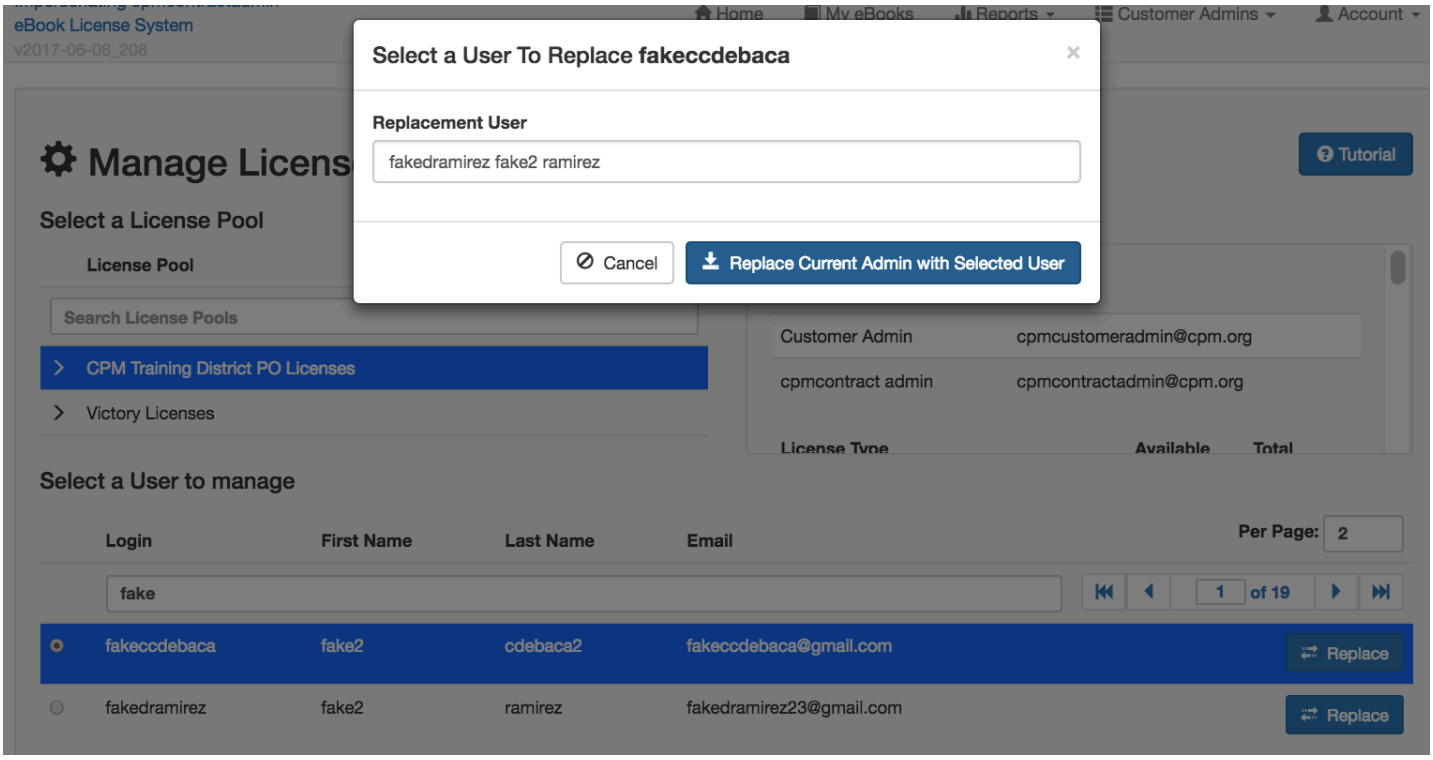
- Select 'Manage License Providers' from the 'Customer Admins' menu.
- Select the 'License Pool' that has the licenses you wish to manage if you have more than one pool.
- Choose the user account that you want to manage.



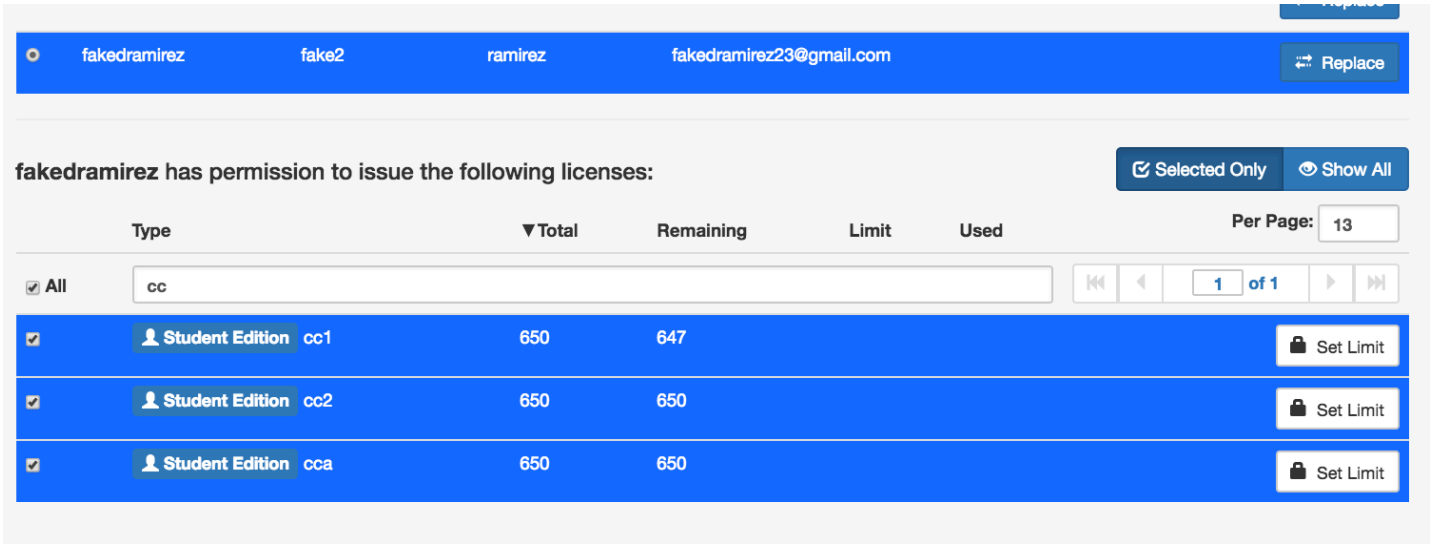
2. You can transfer licenses from one license provider to a new license provider.

You may need to change license providers if you have a change in Admins or Teachers who have already issued license to other users.

1. Click the 'Replace' button next to the user account of the user you wish to remove as a license provider.
2. Type the login/username of the new license provider in the 'Replacement User' box.
3. Click the 'Replace Current Admin with Selected User' button.



The new license provider now shows as a license provider of the licenses.

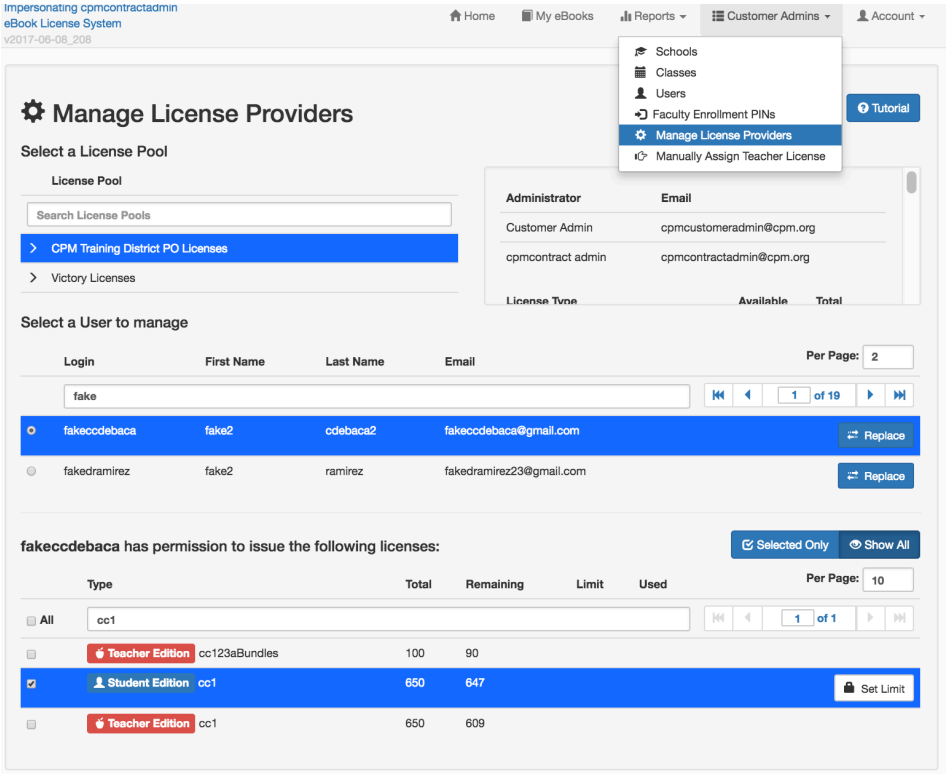


Customer Admin: Set a limit to number of eBooks.

This article describes how you can limit the number of licenses a teacher has available to assign to other users.

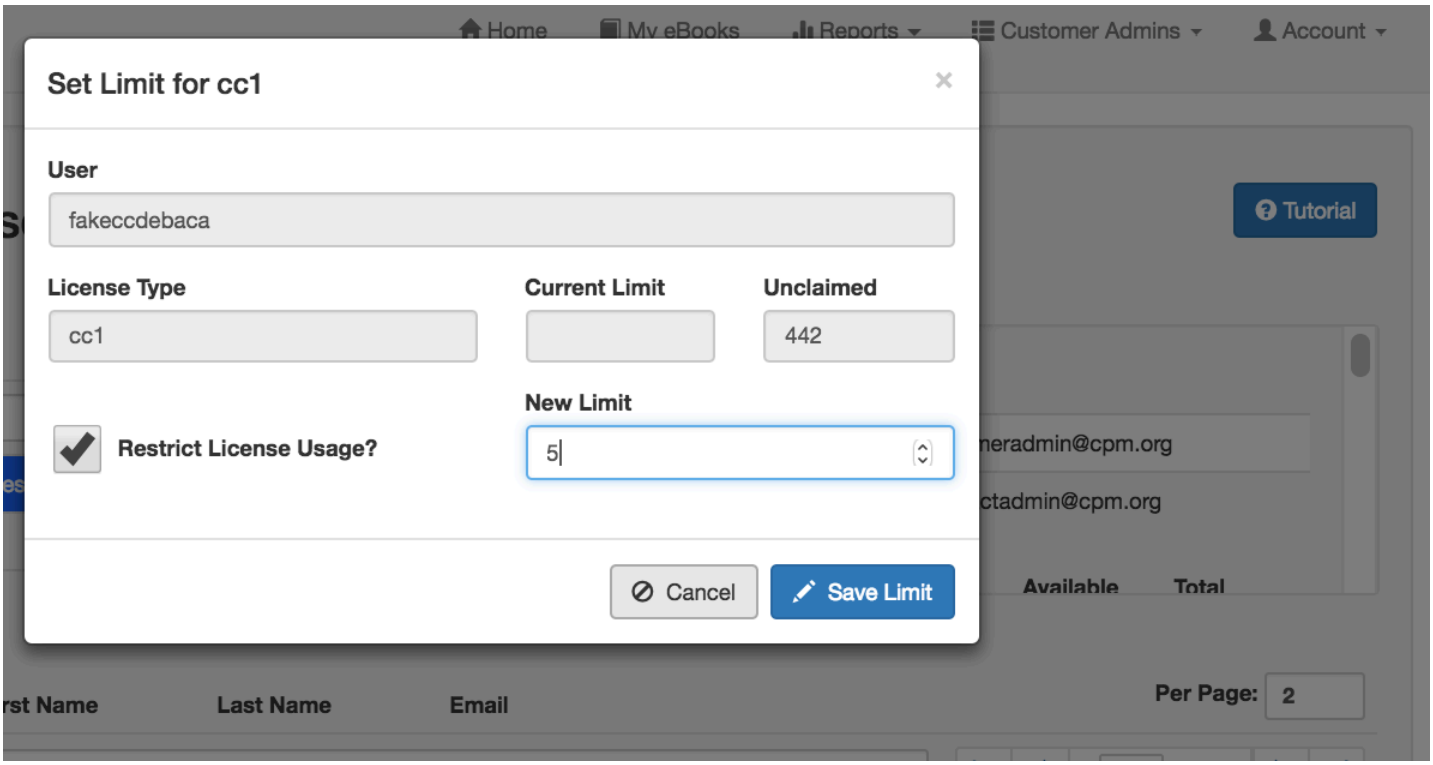
1. After logging in with Customer Admin rights:

- Select 'Manage License Providers' from the 'Customer Admins' menu.
- Select the 'License Pool' that has the licenses you wish to manage if you have more than one pool.
- Choose the user account that you want to manage.
- Click the 'Set Limit' button on the licenses you want to manage for this user.



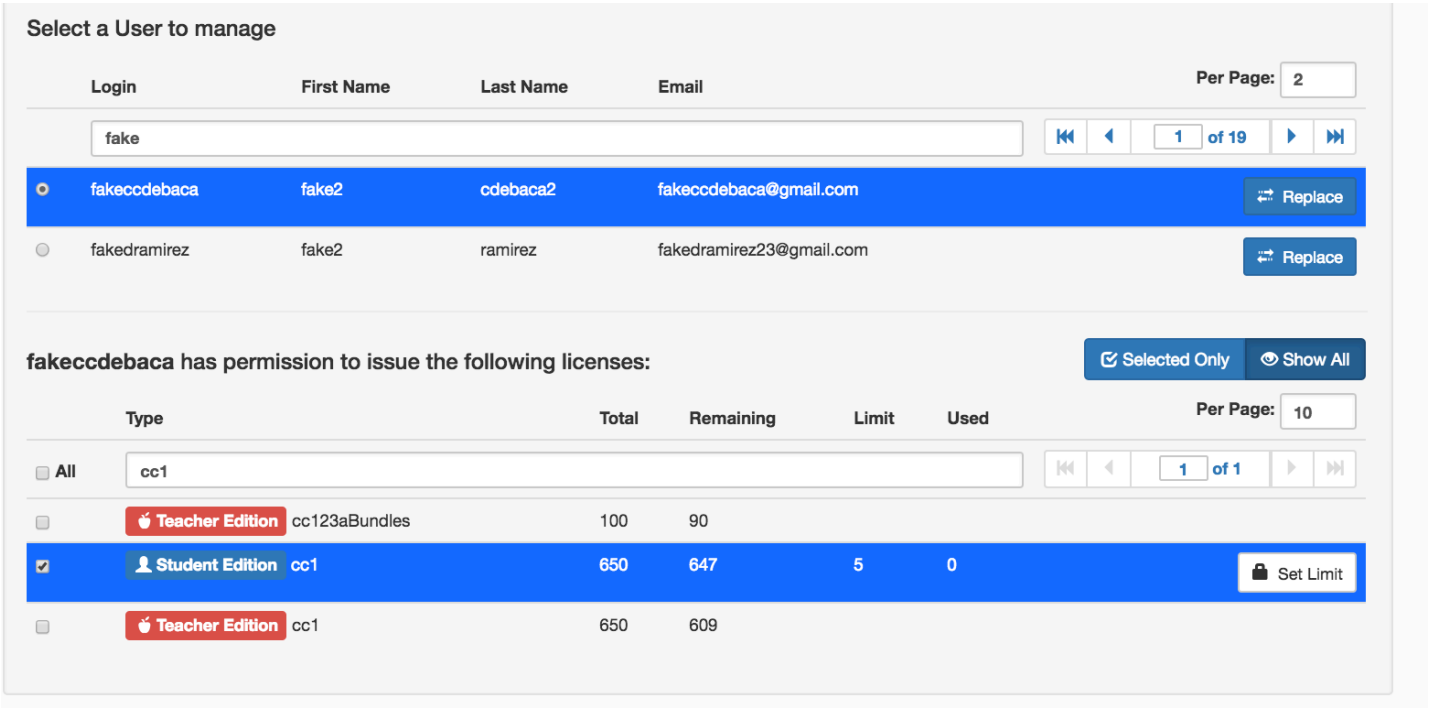
2. Set limits for a license:

- You can see current limits, if any.
- Select 'Restrict License Usage?'.
- Type in the new limit.
- Click 'Save Limit'.



3. View your changes:

You have now set limits on the amount of licenses available for this user to assign to other users.



Customer Admin: Manually Assign a Teacher a License

This article explains the process for manually assigning a teacher a license. This option should be used sparingly since creating a faculty enrollment token is quicker for a large number of teachers.

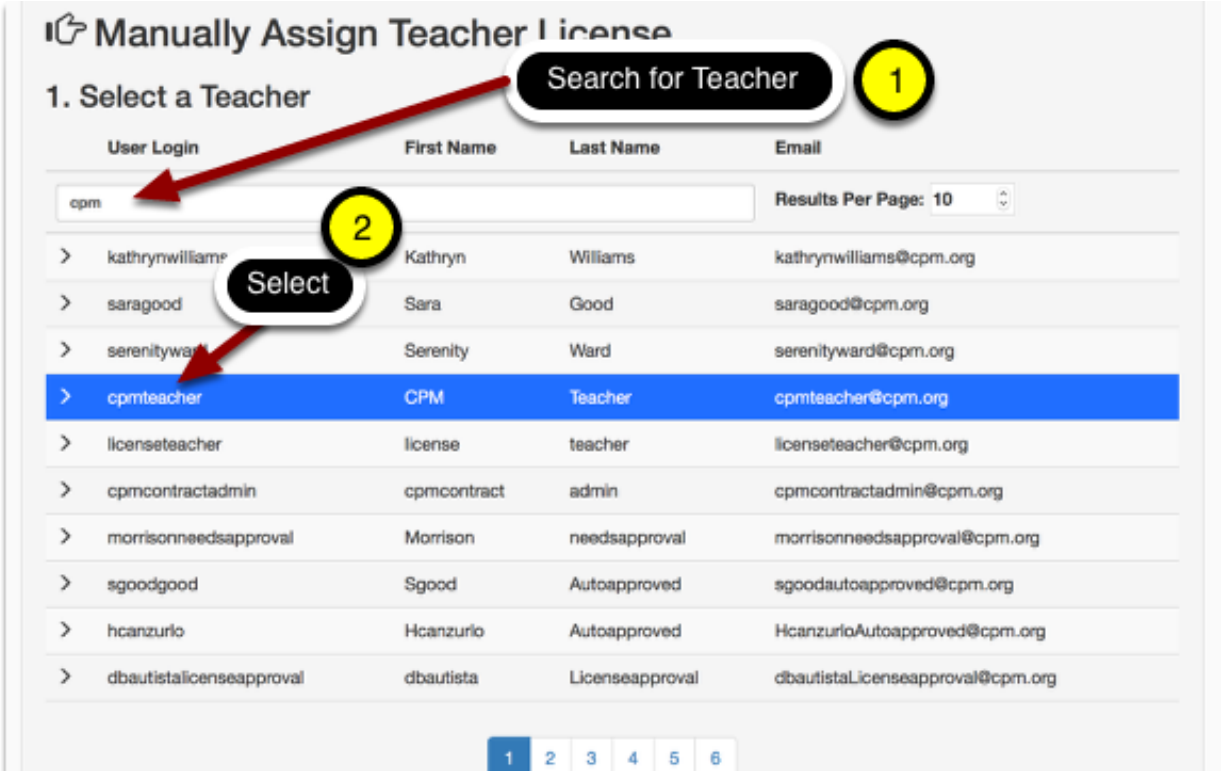
The following video depicts the process of Manually Assigning a Teacher a License.

Manually Assigning a Teacher a License

1. Select an existing teacher:

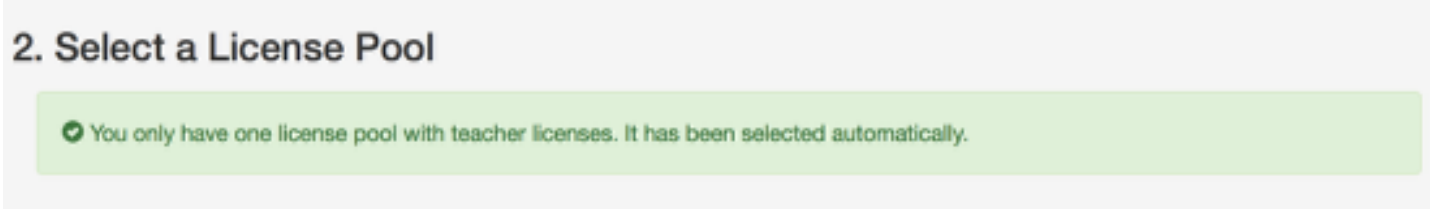
- Search for name.
- Select the teacher. Line becomes BLUE.

Note: If teacher is NOT in the list, the teacher does not have a cpm account. Go to 'Users' instead and 'Create a New User'.



2. Select a License Pool.

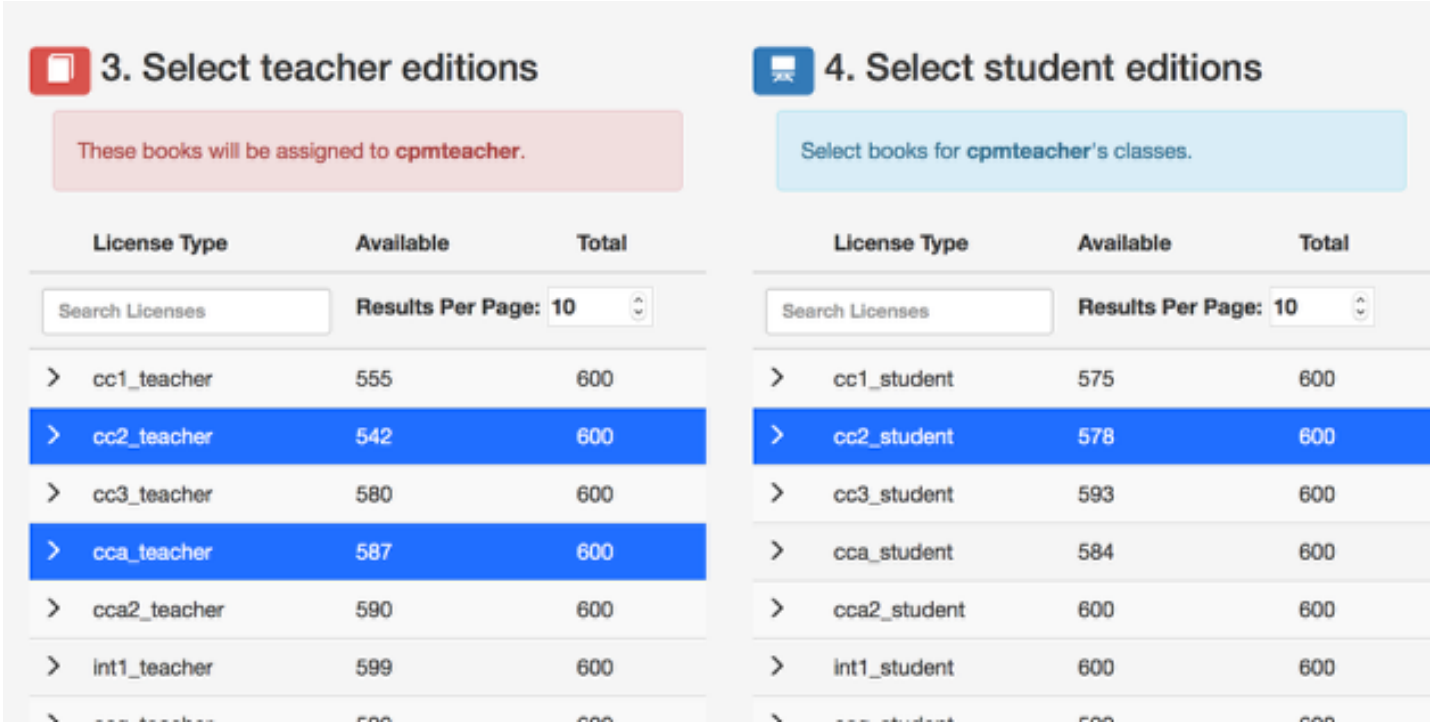
Note: If you only have one license pool, you can skip this step. Otherwise, select an appropriate pool.



3. Select:

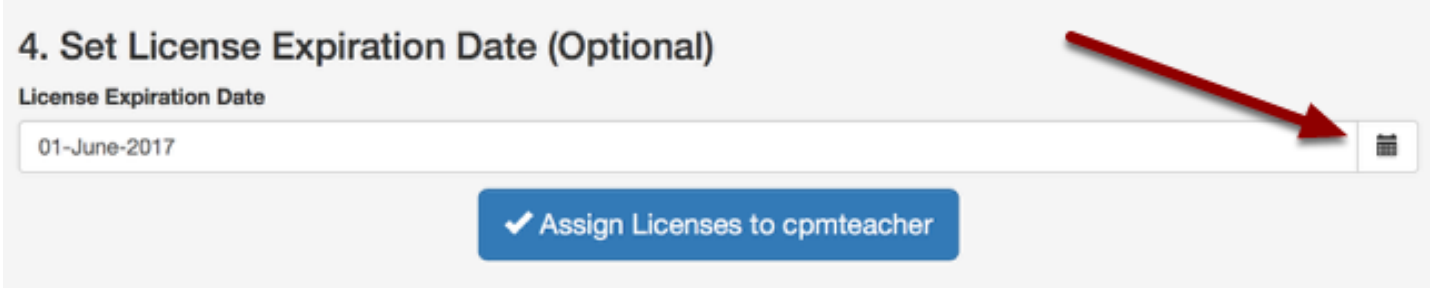
RED: Teacher eBooks for the teacher

BLUE: Allow the teacher to become a Student License Provider in order to set up a class and assign students their eBooks.



4. Set the expiration date (Optional).

- Click the Calendar icon.
- Use the arrow button to find the correct year, month, and day.



District Customer Admin: Change a User's School

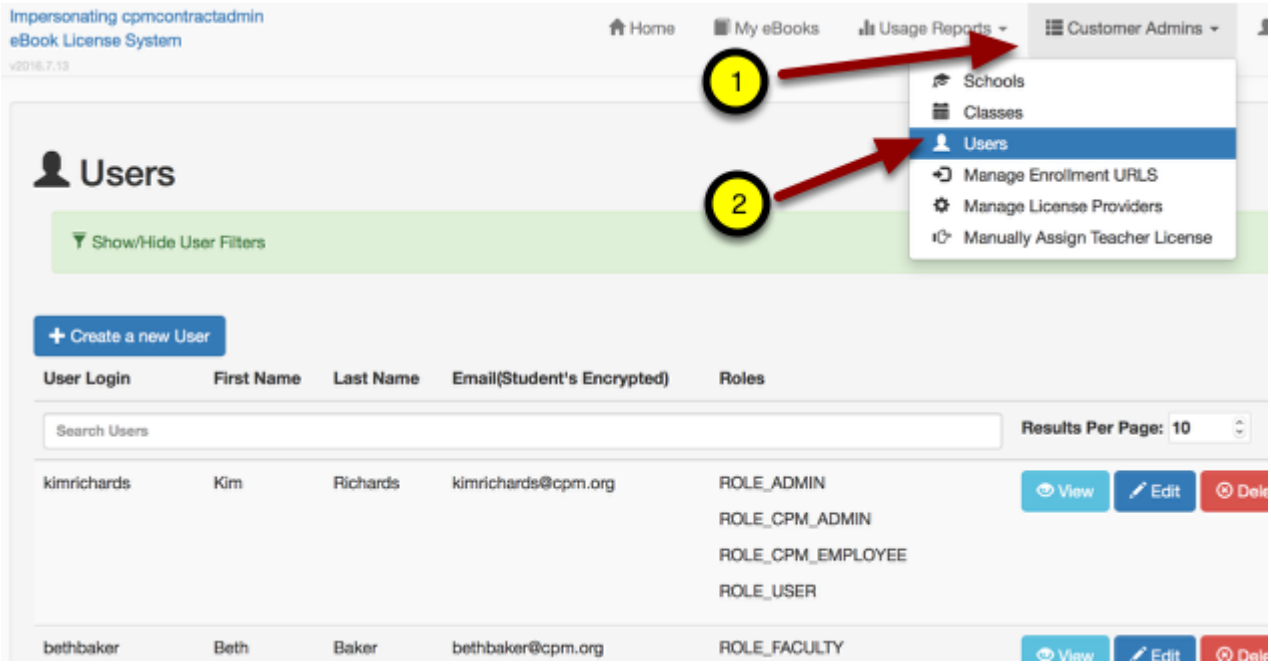
This article describes how a District Customer Admin can move teachers and students from school to school within the district.

The video below shows the steps needs to move a student or teacher to another school.

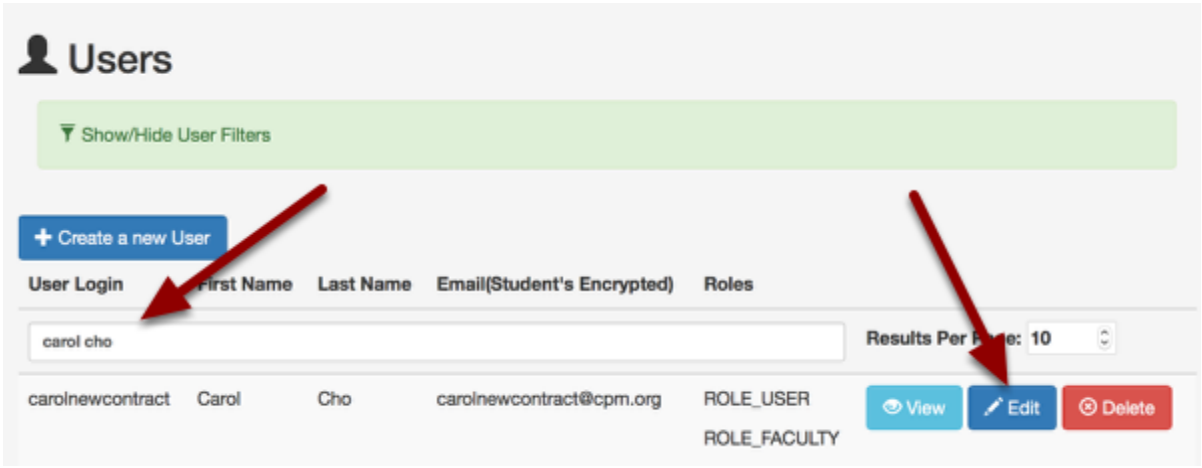
Changing a User from one School to Another

1. Go to:

- Customer Admins
- Users



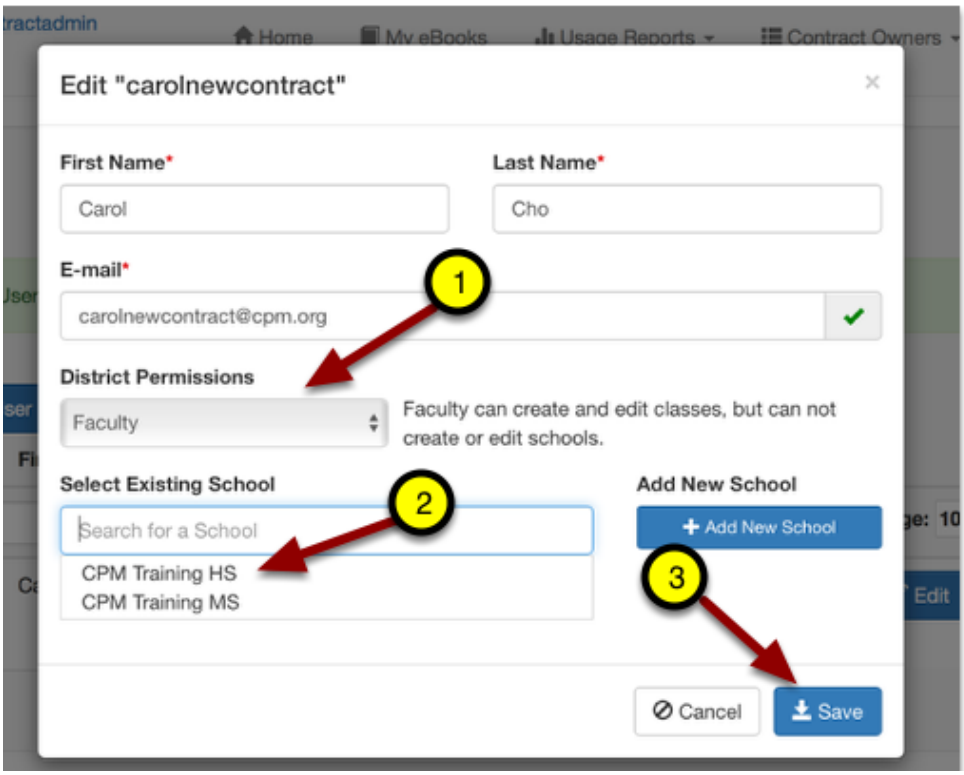
2. Type the name of the teacher or student in the search box. Then click 'Edit' to change the information.



3. Verify and complete the following:

- Verify the District Permissions
- Click in and below the Existing School box until a list of schools appear. Click on the correct one.
- Save

Note: if your school is not listed and should be, click the blue 'Add New School' and fill form.



Customer Admin: Tips For Manually Assigning Licenses

This article gives additional tips and notes for assigning licenses.

Tips for Assigning Teacher Licenses

Manually assign a teacher a license is best in these cases:

- The teacher is already associated with your district/school.
- You want to make quick adjustments to license assignments.

1. Teachers not already associated with your district/school cannot be manually assigned a license. In this case, create a faculty enrollment PIN. Teachers enrolling with a PIN will become associated with your district/school.
2. If you have a large number of teachers who need to be assigned an eBook at the beginning of a term, create a faculty enrollment PIN. It will:
    - Allow teachers to select the eBooks they need.
    - Make them license providers for student eBooks. (This DOES not give them a student eBook. It just gives them access to student eBooks to assign to students.)
    - Remove any eBooks they do not request from their account thereby freeing up eBooks to assign to other teachers.

Tips for Assigning Student Licenses

Teachers can manually assign a student a license.

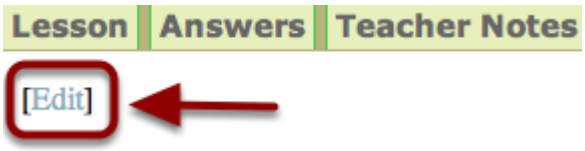
1. In the Student Tab of any created class, clicking the blue 'Add a Student' button. Search for the student. Select the student. Then add to the class. The student will have access to the class eBook.
2. If the student is brand new to your school, click the 'Add a Student' button. Click the 'Create New Student' Button and create an account for the student. Then add the student to the class.
3. The 'Add a Student' button is best used to quickly add students who are new to your class or the school.

A student enrollment PIN is best used at the begining of the term because it is faster and more convenient with large numbers of students.

My Notes/Sharing Tab

Basic Editing Instructions for My Notes

1. Click on the 'Edit' button located at the upper left corner below the tabs.



2. This is the top editing bar. The most important editing tools are highlighted.

1. This is the 'Save' button. Save each time when finished editing.

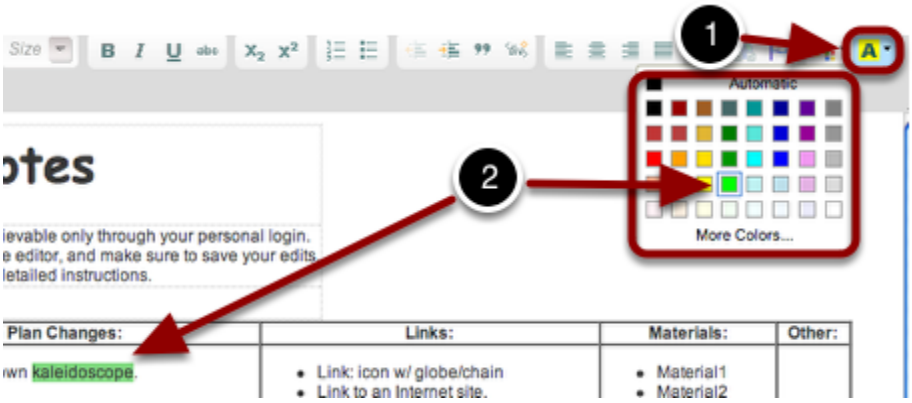
2. This is the 'Bullet' or 'List' button.

3. This is the 'Link' button.

Additional Editing Features for My Notes

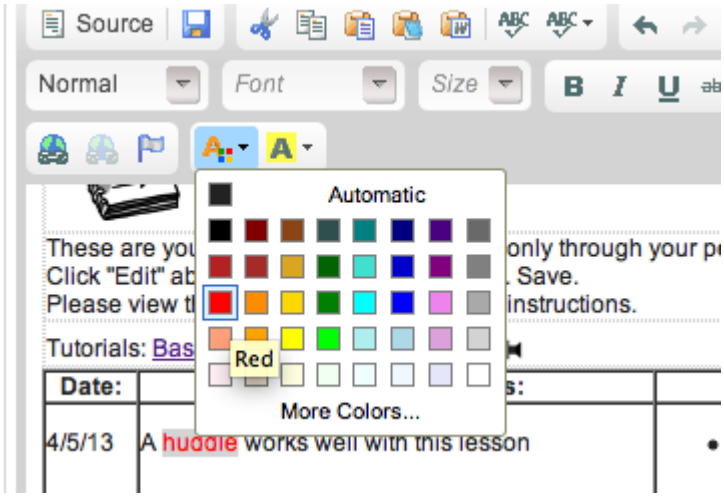
1. To change the background color of text, select text. Choose the background color icon (yellow A button). Then choose the color from the menu.

Note: The position of the edit tools changes when your window is resized.

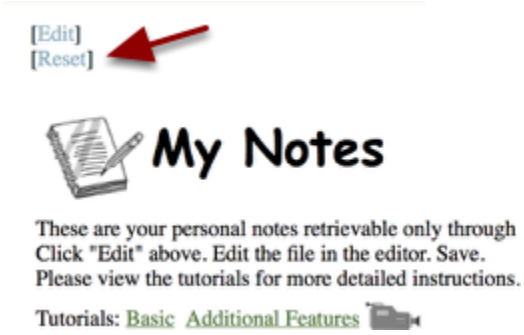


2. To change text color, select text. Choose the text color icon (orange A button). Then choose the color from the menu.

Note: The position of the edit tools changes when your window is resized.



3. To Reset the My Notes back to the original state with no notes, Click the Reset Button.

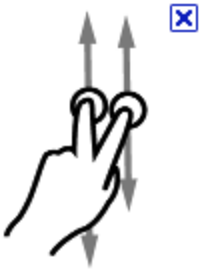


Other Devices/Sites with eBooks

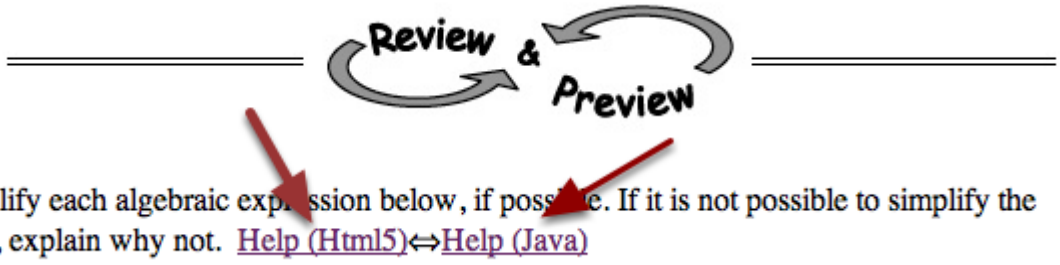
eBook: Using an I-Pad and Mobile Devices

This tutorial will discuss issues concerning the use of CPM e-books on mobile devices such as an i-pad.

1. Older tablets may need to use two fingers to scroll up and down the page when viewing lessons. Be sure your tablet software is up-to-date! Newer devices can scroll with one finger.



2. The eBooks have two Homework Help links. Use the "Help (Html5)" link for mobile devices and most current computers. It is the preferred link and runs faster. The second link is for older, java enabled computers.



I-pads do not support Java.

3. There are a few Flash interactive tools available for CPM lessons. These can be viewed on the ipad through a third party app such as: Photon Browser available in the APP Store.

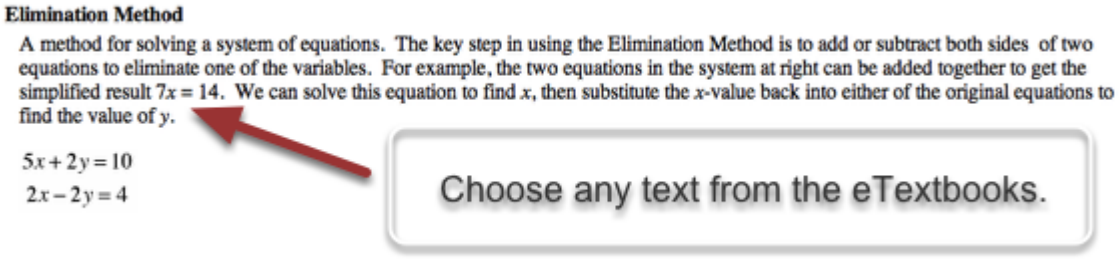
Photon Browser

Note: Flash is not supported on the i-pad.

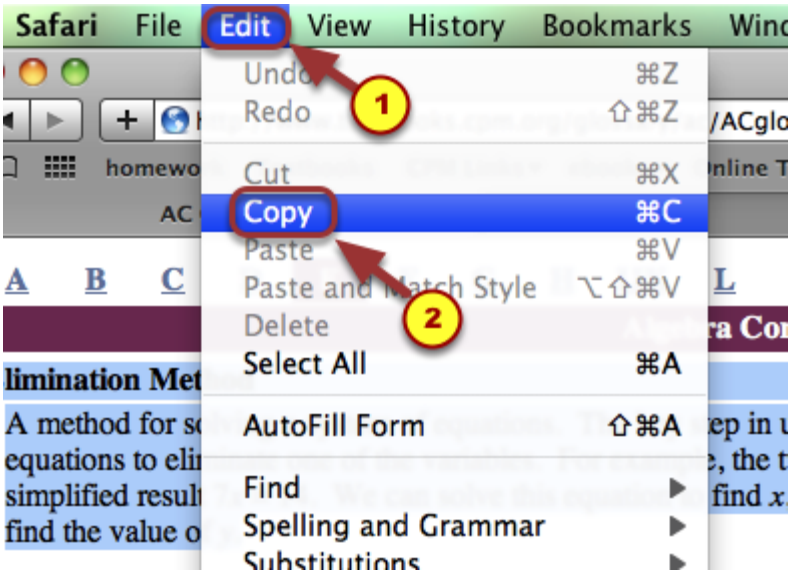
eBook: How Do I Translate English Text Into Another Language?

This tutorial describes how you can quickly get a translation of a selection from the CPM eTextbooks using Goggle Translate.

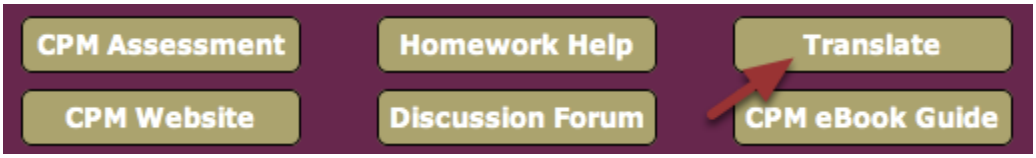
1. Highlight text from any lesson of the CPM eTextbooks that you want translated.



2. Go to your browser's top menu bar. Select Edit --> Copy.

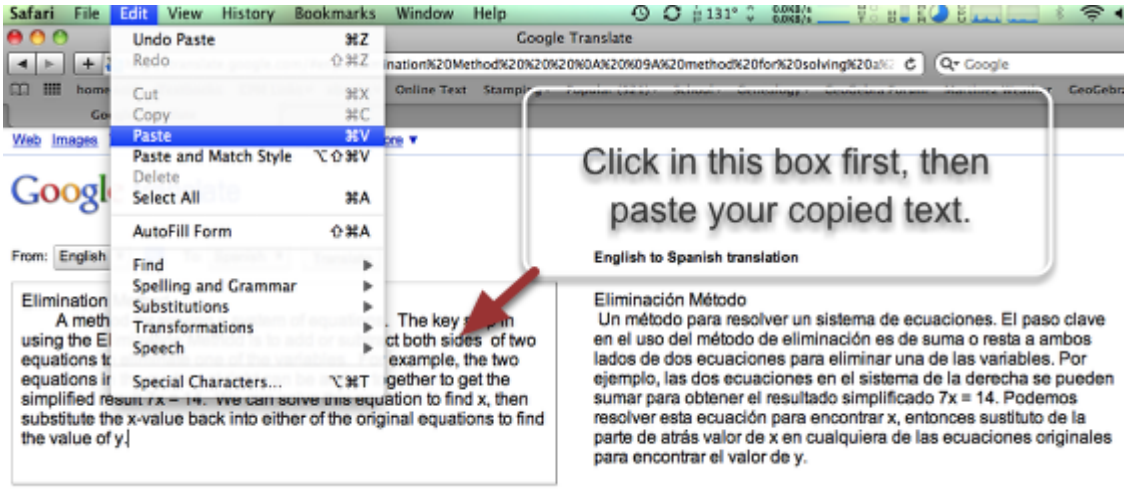


3. Click the "Translate" button on the on the lower bar of your ebook.



4. Choose the translation language from the pop-down menu.

5. Finally, select the white box by clicking it. Then paste the copied text into the box.



The translation will appear to the right of the English version. You can also click on any translated sentence to see the English version.

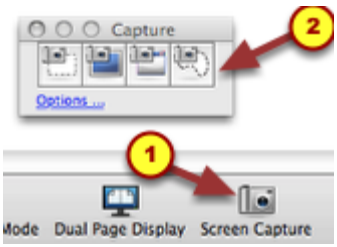
eBook: How Do I Copy eBook Text to Interactive Whiteboards?

This tutorial describes the process for adding problems to your interactive white board. While the description is for Smart Boards, most other interactive white boards follow a similar procedure. Click the link below for a video tutorial.

Click on the video link below for a tutorial.

Interactive White Board Video

1. Find the screen capture tool. It is usually on your toolbar. Click on the "Screen Capture" icon for the toolbar to appear.

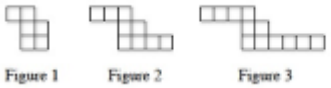


You can move the Screen Capture toolbar anywhere on the page.

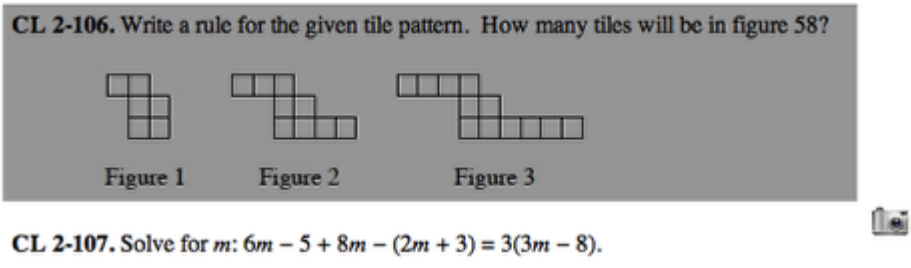
2. Go to the problem you want to capture. Notice the Capture Toolbar is on the same page.

x	2	3	4	5	6
y	22	31	40	49	58

CL 2-106. Write a rule for the given tile pattern. How many tiles will be in figure 58?



3. Click the first icon in the capture toolbar. Then click and drag diagonally across the text you want. Unclick at the end.



You will now find it on your whiteboard.

Trouble Shooting

eBook: Login "Failed"

This tutorial describes steps to take if you are not able to log into your teacher's eBook.

1. Do NOT use Internet Explorer.

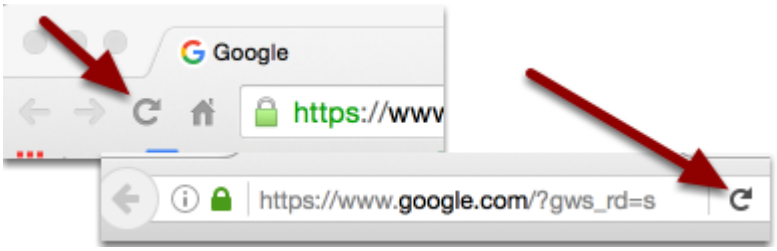
Use Firefox, Safari, or Chrome.

2. Check to be sure you logged in correctly.

- Is the Caps Lock on? Your login is case sensitive. Make sure it is off!
- Be sure you did not add blank spaces at the beginning or end of the login and password.
- Your username may or may NOT be your email address. If you do not know it, ask the CPM Customer Admin for your school or district.
- If you forgot your password, click 'Forgot Password?'. You will be asked for your email address and will be sent an email asking you to reset your password.

3. If none of the above works, refresh your browser and empty your cache.

- Hold the shift key down while refreshing your browser at the same time. This will refresh and clear your cache.
- Your 'Refresh Button' may be before or after the URL.

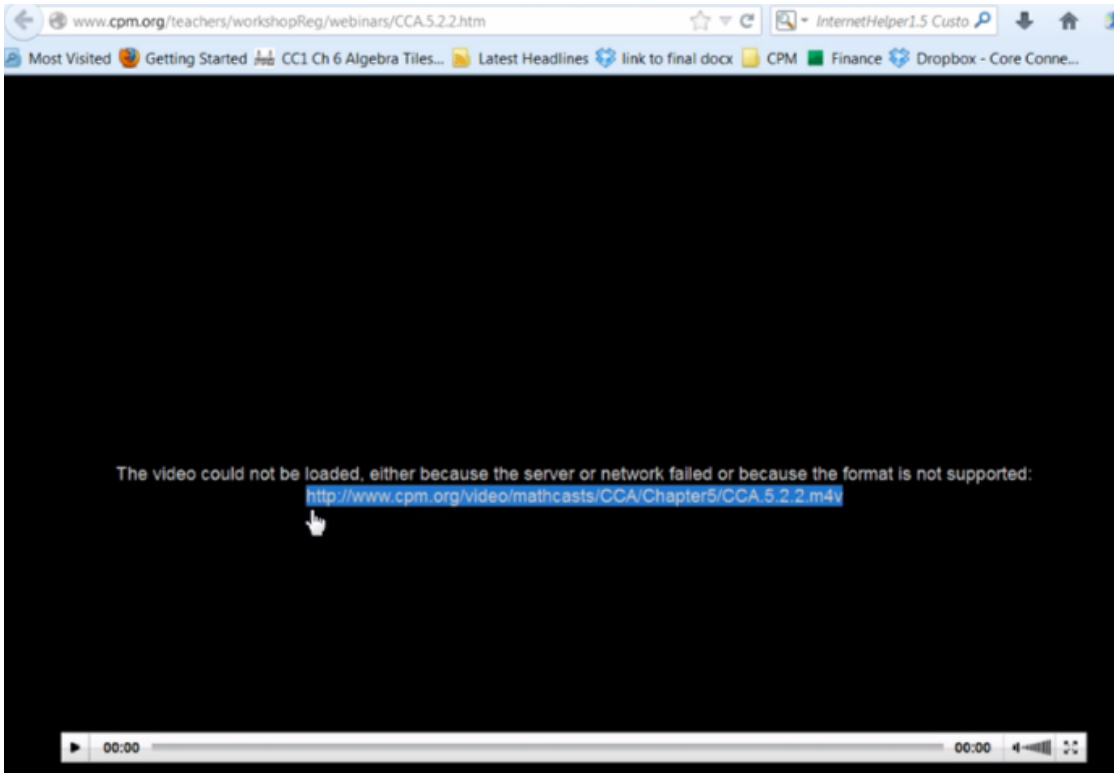


4. Finally, if none of these ideas work, email support@cpm.org explaining the problem.

Mathcasts: Videos Do Not Play

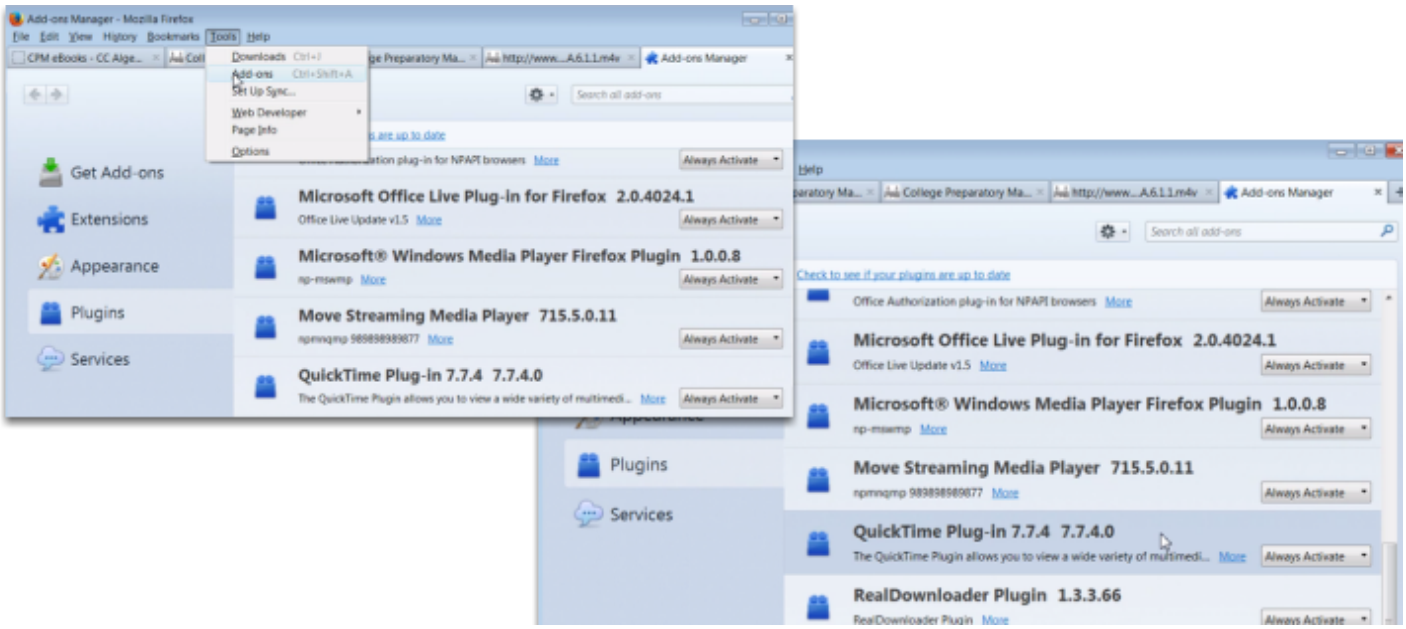
This article describes three trouble shooting ideas to get the Mathcasts to play.

1. Firefox: Copy the link from the error page. Paste it in the browser. Check to see if it plays.



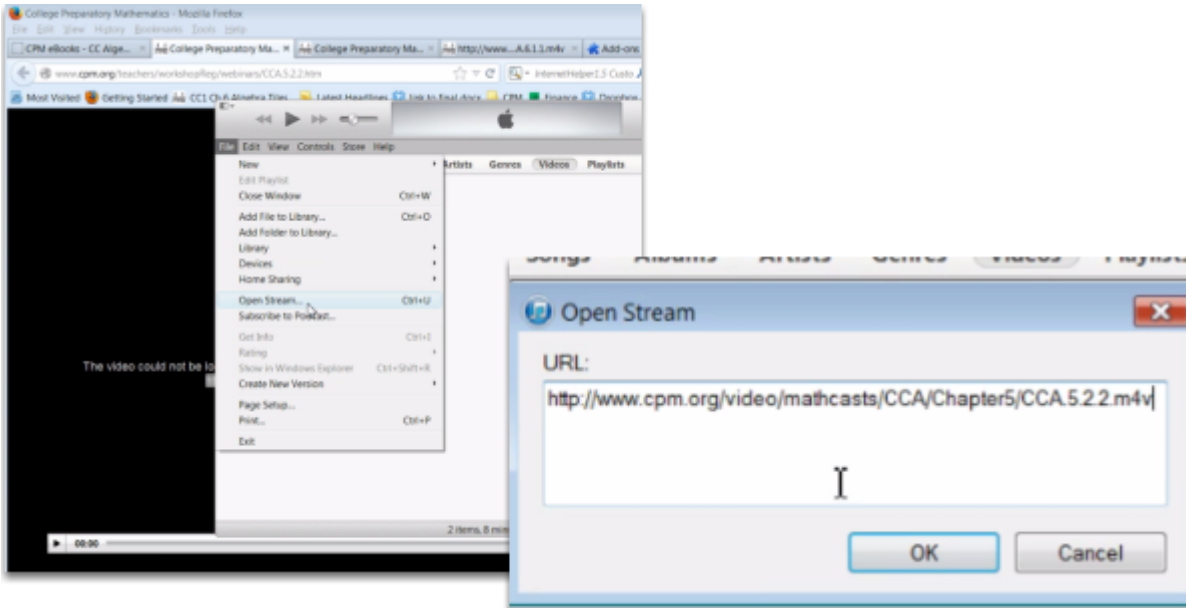
2. Still not working? Download the latest version of Quicktime. In Firefox:

- Go to Tools --> Add-ons.
- Under Plugins, get Quicktime Plug-In 7.7.4 (or the latest version).
- Activate.
- Repeat step 1 if necessary.



3. If step 1 and 2 above did not work, open the link in iTunes. Open iTunes:

- Go to File -->Open Stream.
- Paste the URL in the Open Stream window.
- Play the mathcast!



CPM Teacher eBook FAQ's

Below are the answers to questions frequently asked concerning the CPM eBooks.

1. Do I need internet access to view the eBooks?

Yes! We recommend using Firefox, Safari, or Chrome Browsers.

2. Will the books work on iPad?

Yes, as long as you have internet access! Open your web browser (other than Internet Explorer). For teacher editions go to: http://textbooks.cpm.org/

Type in your username and password just as if you were on a computer. You may want to bookmark the site on your iPad. Note that students and family go to a different URL than above. It works best on the iPad 2 or later. With the iPad 1, you may need to use a two finger scroll. Be sure that your iPad software is up-to-date.

3. None of the above addressess my question.

CPM Support Form

If none of these ideas addresses your question, fill out a support form at the link above.

ELS: Customer Admin Pages

CPM Admin: 'Users' Page

Click on any of the links below to access the tutorial.

From the 'Users' Page, the Customer Admin can:

1. Create a New User
2. Remove a License from a Teacher

Not finding what you need? Search:

1. CPM Teacher Guidebook
2. CPM Knowledge Base

Customer Admin: 'License Report' Page

Click on any of the links below to access the tutorial.

From the 'License Report' Page, the Customer Admin can:

1. Navigate the License Report Page
2. Find License Information
3. Remove User Licenses
4. Review License Counts & Contracts

Not finding what you need? Search:

1. CPM Teacher Guidebook
2. CPM Knowledge Base

Customer Admin: 'Classes' Page

Click on any of the links below to access the tutorial.

From the 'Classes' page, the Customer Admin can:

1. Create a Class and a Student Enrollment PIN
2. Delete a Class
3. Find classes
    - Find Current or Past Classes
    - Filter and Sort Classes
4. Edit a Class
    - Change the End Date of a Class
    - Change the Class Name
    - Change the Class School
    - Change the Class Teacher
5. View Class - Student Tab
    - Change a Student's password
    - Add a Student
    - Remove a Student
    - Upload a Class Roster
    - Download Current Roster
    - Find/Disable the PIN
    - View a Student Account
6. View Class - Book Tab
    - Replace, Remove, or Add an eBook to a Class
    - Find the number of remaining Licenses for a Class
7. View Class - Info Tab
    - Name
    - Active/Not Active
    - Start/End Date
    - School
    - Teacher

Not finding what you need? Search:

1. CPM Teacher Guidebook
2. CPM Knowledge Base

Customer Admin: 'Faculty Enrollment PINs' Page

Click on any of the links below to access the tutorial.

From the 'Faculty Enrollment Pins' Page, the Customer Admin can:

- Create a Faculty Enrollment PIN.
- Manage current and expired Faculty Enrollment Pins.

Not finding what you need? Search:

1. CPM Teacher Guidebook
2. CPM Knowledge Base

Customer Admin: 'Manage License Providers' Page

Click on any of the links below to access the tutorial.

From the 'Users' Page, the Customer Admin can:

1. Manage license providers.
2. Replace License Providers.
3. Set a limit on eBook licenses.

Not finding what you need? Search

1. CPM Teacher Guidebook
2. CPM Knowledge Base

Customer Admin: 'Schools' Page

Click on any of the links below to access the tutorial.

From this Page, the Customer Admin can:

1. Create a new school
2. View Schools
    - Find School Information
    - School Campuses
    - School Administrators
    - School Teachers
    - School Classes
    - School Students
3. Edit School
4. Delete School

Not finding what you need? Search:

1. CPM Teacher Guidebook
2. CPM Knowledge Base

Customer Admin: 'Class Report' Page

Click on any of the links below to access the tutorial.

From the 'Users' Page, the Customer Admin can:

1. Find Classes
2. Find Specific Class Information

Not finding what you need? Search

1. CPM Teacher Guidebook
2. CPM Knowledge Base

Customer Admin: 'Users' Page

Click on any of the links below to access the tutorial.

From the 'Users' Page, the Customer Admin can:

- Create a New User
- Remove a License from a Teacher
- Change a User's School

Not finding what you need? Search:

1. CPM Teacher Guidebook
2. CPM Knowledge Base

Customer Admin: Manually Assign Teacher License Page

Click on any of the links below to access the tutorial.

From this Page, the Customer Admin can:

1. Manually Assign a Teacher a License
2. Tips for Manually Assigning Licenses

Not finding what you need? Search:

- CPM Teacher Guidebook
- CPM Knowledge Base