Instructions for Site Administrators

Thank you for teaching with the Choices Program's Digital Editions!

This guide will provide step-by-step instructions for Site Admins with Digital Editions Site Licenses. You'll learn how to add, edit, and delete Users for your license.

To get started, log in with your email address and password at curriculum.choices.edu/login.

If you need additional support, check out our Instructions for Digital Editions, watch the Digital Editions instructional playlist, or read our FAQs for more information.

If you still have questions or need assistance, call 401-863-3155 or email choices_digital@brown.edu.

Logging in for the first time?

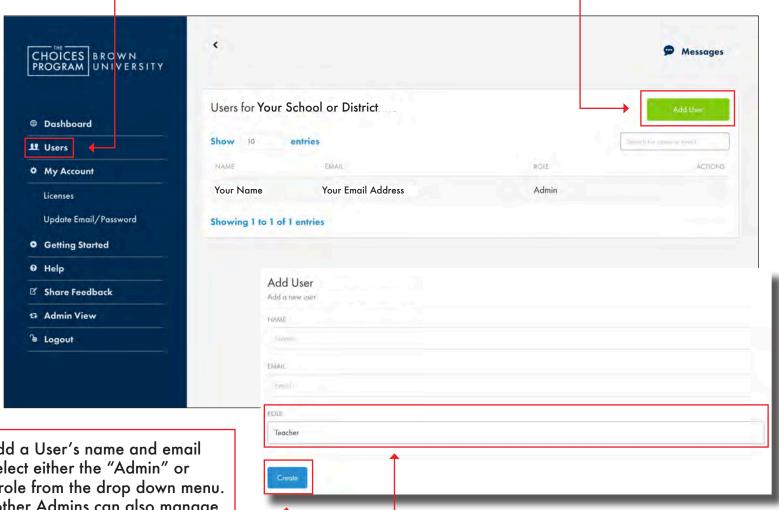You should have received an email from the Choices Program directing you to create a password. If you didn't receive that email or you need to reset your password:

1. Go to curriculum.choices.edu/forgot-password
2. Enter your email address
3. Click Send Password Reset link
4. Check your email for a reset link
5. Click on the emailed reset link
6. Choose a new password
7. Log into Digital Editions with your new password

Adding Users

If you're a Site Admin, click here to see a list of all Users added to your Site License.

Step 1: Click here to add Users. You can add as many Users from your Site as you want.

CHOICES PROGRAM | BROWN UNIVERSITY

- Dashboard
- Users
- My Account
- Licenses
- Update Email/Password
- Getting Started
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- Share Feedback
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Messages

Users for Your School or District

Add User

Show 10 entries

Search for name or email

NAME	EMAIL	ROLE	ACTIONS
Your Name	Your Email Address	Admin	

Showing 1 to 1 of 1 entries

Add User
Add a new user

NAME

Name

EMAIL

Email

ROLE

Teacher

Create

Step 2: Add a User's name and email address. Select either the "Admin" or "Teacher" role from the drop down menu. Note that other Admins can also manage Users. New Users will receive an email with login information. Click "Create."

Adding Users for Districts

If you're a Site Admin for a District account, click here to see a list of all Sites under your District account.

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Messages

All Sites for Your District

Show 10 entries

SITE NAME	NUMBER OF UNITS	USER LIMIT
Site Name	9	1
Site Name	0	1
Site Name	0	1

Showing 1 to 3 of 3 entries

Click here to access a Site under your District account.

Adding Users for Districts

Click here to see a list of all Sites under your District account.

Step 1: Click here to add Users. You can add as many Users to your Site as you want.

CHOICES PROGRAM | BROWN UNIVERSITY

- Sites
- Dashboard
- Users
- My Account
    - Licenses
    - Update Email/Password
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Messages

‹ Return to **Your District**

Account Information

Account Type	Site	Customer ID	
Account Name	Site Name	User Limit	1
Created	08/14/2023		

Licenses Classes **Users**

Show 10 entries

NAME	EMAIL	ROLE	ACTIONS
		No users found.	

Showing to of 0 entries

Add a User

Add User

Add a new user for "Choices Conference Demo".
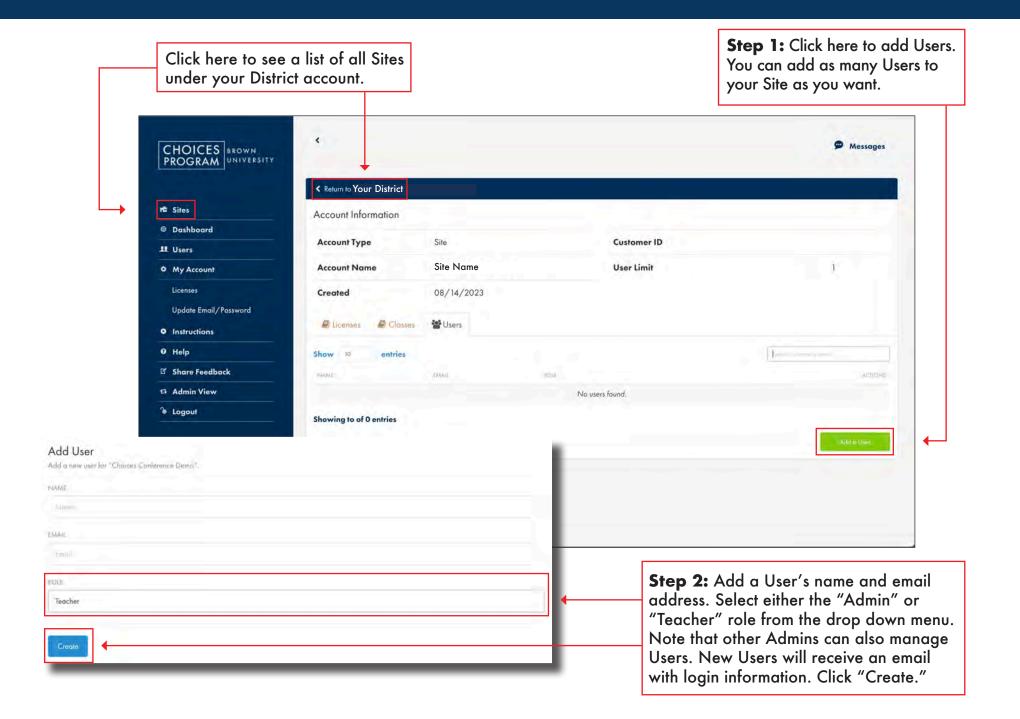
NAME

Name

EMAIL

Email

ROLE

Teacher

Create

Step 2: Add a User's name and email address. Select either the "Admin" or "Teacher" role from the drop down menu. Note that other Admins can also manage Users. New Users will receive an email with login information. Click "Create."
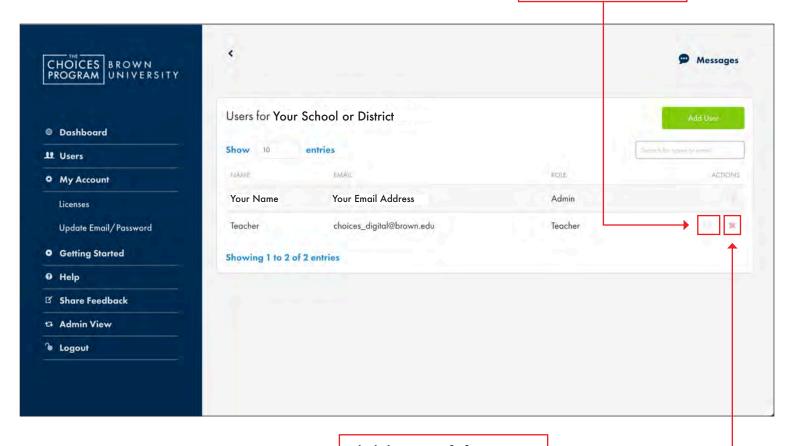
Editing or Deleting Users

Click here to **edit** a User's name, email address, or role.

Users for Your School or District

Add User

Show 10 entries

NAME	EMAIL	ROLE	ACTIONS
Your Name	Your Email Address	Admin	
Teacher	choices_digital@brown.edu	Teacher	

Showing 1 to 2 of 2 entries

Click here to **delete** a User. Note that deleting a User cannot be undone.

Editing or Deleting Users for Districts
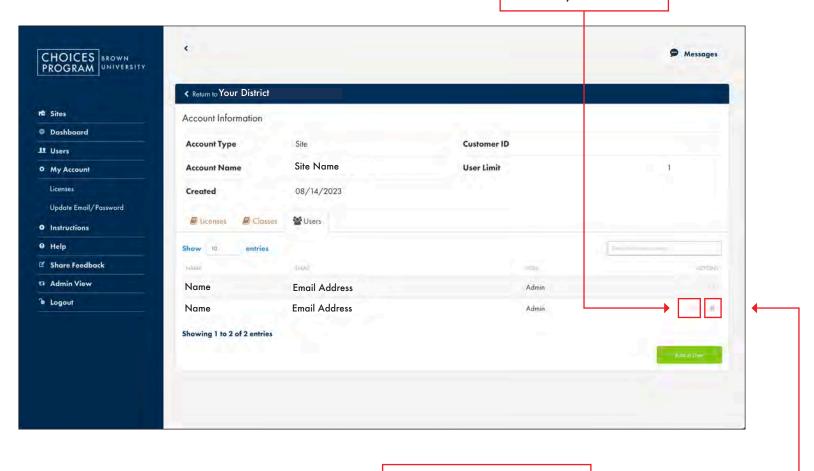
Click here to **edit** a User's name, email address, or role.

Click here to **delete** a User. Note that deleting a User cannot be undone.

Teacher Usage for Districts

Navigate to a Site under your District account to view teacher usage data.

Step 1: Click the "Classes" tab to see all classes, users, and selected units.

Step 2: Under the "Units" section, click the "arrow" to toggle between hiding and showing units teachers added to their classes.