



Getting Started Guide

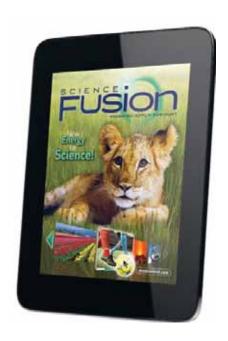




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What is ScienceFusion?

ScienceFusion offers lessons with extensive print and online content. Every click, every page turn, every lab and activity is an opportunity for students to ask questions, think critically, and make informed decisions.

No two students are alike, and each student learns in different ways—visual, kinesthetic, reading, or writing. With *ScienceFusion*, lessons are designed to be accessed in multiple ways, and you get a full curriculum of digital and print lessons that are complementary. Each lesson provides unique options so your student can learn and apply new concepts and skills.

ScienceFusion's complete science curriculum consists of:

eLearning Curriculum: *ScienceFusion* offers students a full online science curriculum, including digital lessons, virtual labs, Video-based Projects, animations, simulations, and access to science eTextbooks.

Write-in Student Worktext: Research has shown that today's students process information differently, and the Student Worktext is designed to reflect this. Rather than bombard students with page after page of text, the program uses visual cues to draw students through a progression of informative elements.

Leveled labs and activities: Connect what students learn in a hands-on setting to the content and skills learned in the write-in textbook and the digital lessons. To help you match instruction to your child's needs, inquiry levels are provided for every lab of *ScienceFusion*.

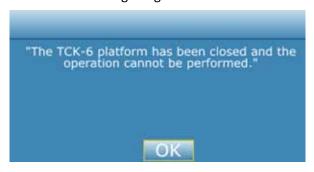
What is ThinkCentral?

ThinkCentral K-6 is the Houghton Mifflin Harcourt (HMH) platform that allows students and teachers to access all digital materials associated with one or more HMH K-6 programs. Each Administrator, Teacher, and Student must have assigned unique user names and password to access the digital resources in all subject areas purchased.

Tips and Tricks

o Always open ThinkCentral in Chrome or Firefox. Chrome is preferred. Explorer is not recommended for use with ThinkCentral.

- Teacher and Student must log-in using different browsers if using the same computer at the same time.
- o Allow Pop-up windows.
- Clear cookies daily before logging into ThinkCentral to use *ScienceFusion*. Clear cookies often. Clearing cookies will improve your online experience when using *ScienceFusion*.
- o Please allow 24 hours for assignments to be loaded to the student account in ThinkCentral once account set-up and student component assignments have been entered.
- o If the following dialog box appears, you have inadvertently closed the window or tab for the login entry page. Close all windows and tabs, then close the browser. Wait ten minutes and log-in again.



Getting Started

ScienceFusion is a full-featured, robust science program used in thousands of classrooms across the United States. It is written to match the National Science Education Standards and is designed for flexibility and ease of use.

While this may seem overwhelming at first, please remember that all of the resources are available to you, but you are not required to use every one of them in the homeschool classroom.

Note: What you see on ThinkCentral is identical to what K12 schools see. Some functions will not apply to the homeschool user.

All of the basic instructions for creating Teacher and Student accounts, creating a class, and assignments are incorporated in this Getting Started Guide. Additional links are provided in the **Helpful Links** section of this document.

Using Pacing Guides

Links to the Pacing Guides for *ScienceFusion* have been provided in the Helpful Links section of this guide. Please take time to review the Pacing Guide that pertains to your child's grade level. This will be the first, most useful step in planning lessons for the school year. It gives a clear roadmap to follow for your lesson plans. The Pacing Guide will give you the lessons, by Unit, recommended length of time, and access to the print and digital resources necessary to complete each lesson. These lessons may be modified meet the needs of your child.

	.		
strong in	nquiry strand		neet the unit objectives, with a e Print Path, the Digital Path, or id inquiry.
househo	ld objects. Ho	nds-on Inquiry activities ca owever, some do require m eck the materials list in the	
SE =	Student Editi	Pacing Guide ion Interactive Worktext	e TE = Teacher Edition
Days	Activity Type	Print Peth	Digital Path
Unit 1 O Lesson 1		entists investigate Question	• _
1-2 doug	Big Idea	SE/*TE, pp. 1-2	
1-2 days	Dig idos	***	
1-2 days	Lesson	SE/*TE, pp. 3–11	Screens 1–9
1-2 days 1 day		SE/*TE, pp. 3–11	Screens 1-9 Inquiry Flip Chart, p. 2 *TE, p. 1D, 3A
1 day	Lesson Hands-on	SE/*TE, pp. 3–11 SE/*TE, pp. 12–14	Inquiry Flip Chart, p. 2
	Lesson Hands-on Inquiry		Inquiry Flip Chart, p. 2
1 day 1 day	Lesson Hands-on Inquiry Review Assessment		Inquiry Flip Chart, p. 2 *TE, p. 1D, 3A
1 day 1 day	Lesson Hands-on Inquiry Review Assessment	SE/*TE, pp. 12–14	Inquiry Flip Chart, p. 2 *TE, p. 1D, 3A
1 day 1 day	Lesson Hands-on Inquiry Review Assessment How Can Yo	SE/*TE, pp. 12–14	Inquiry Flip Chart, p. 2 *TE, p. 1D, 3A *Lesson 1 Quiz

Logging in for the First Time as the Administrator

You will receive a Welcome Letter with your initial Administrator log-in and password information. Keep this letter as it contains key telephone and email information for technical support in the unlikely event you encounter technical issues.

Navigate to http://www-k6.thinkcentral.com

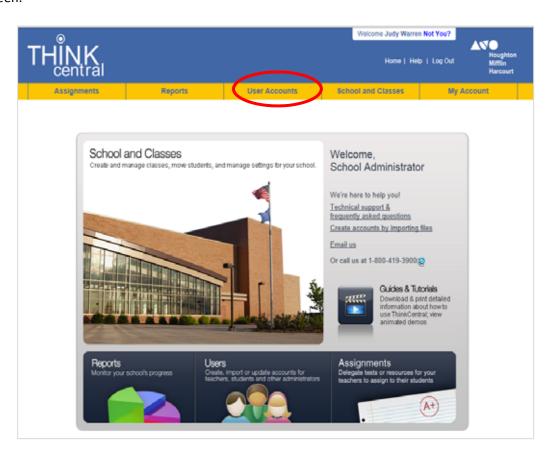
- 1. Select STATE = District of Columbia
- 2. Select DISTRICT = Science Fusion Homeschool
- 3. Select SCHOOL = Name of Purchaser
- 4. Enter USERNAME = (this will be included with your administrator letter emailed after the initial Welcome Letter)
- 5. Enter PASSWORD = (this will be included with your administrator letter emailed after the initial Welcome Letter)

Once logged in, you will be required to change your password and set up three password hints.



Passwords must be between 5 and 32 characters long and contain: one or more upper-case letter, one lower case letter, one number, and one special character. For example: P@55w()rd.

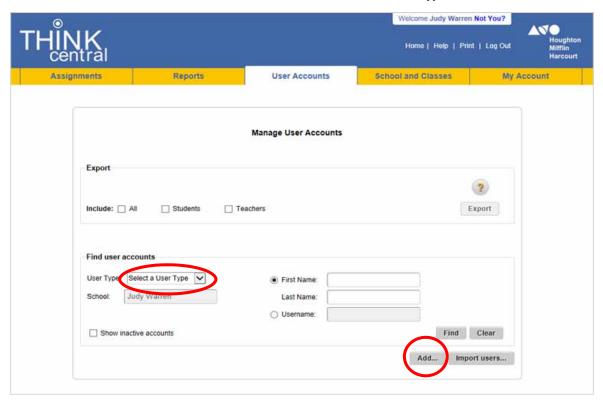
Accept the Terms and Conditions and Privacy Policy by checking each box and click return. Doing so will take you to the main screen.



Note: Use the Administrator account to look up any forgotten user names and password for teachers and students.

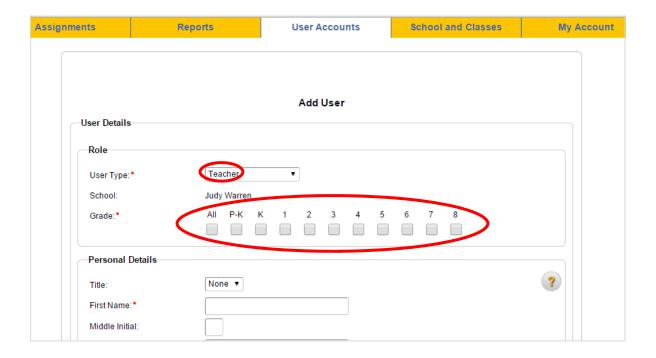
Setting up Teacher Accounts

Once at the main screen, click on **User Accounts.** At this window, select **User Type** >> **Teacher** >> **Add**



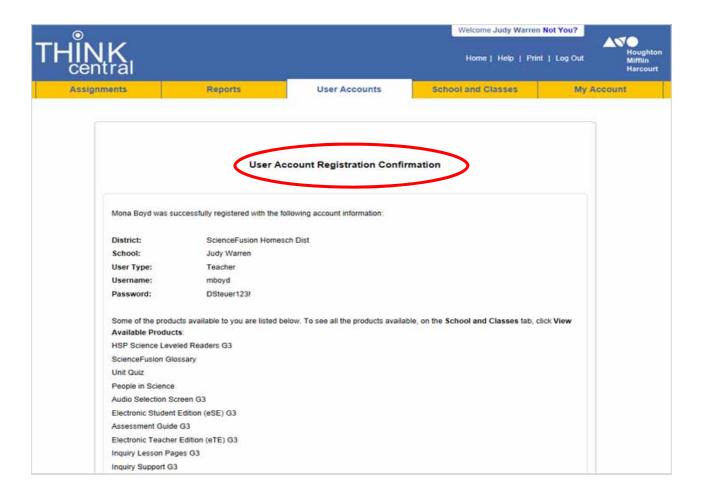
At this window, first select **User Type** >> **teacher** and fill in all required fields designated with a red asterisk. Make sure you select any or all of the grade level products purchased as this populates all of the online resources.

Note: ScienceFusion Modules for grades 6, 7, & 8 will all populate if any one of these three grades is selected.



Setting up Teacher Accounts, continued

Once you have completed setting up the account and clicked add, you will be taken to the **User Account Registration Confirmation Page**. It is very important to *print this page* for your records as it contains the teacher's unique ThinkCentral Credentials.



Note: The Administrator has access to all user names and passwords should the User Account Registration Confirmation pages for teachers and students be misplaced.

The Administrator may also allow Teachers to add and edit student accounts. Once the Teacher account has been set-up, the Administrator can go to the **Schools and Classes** tab >> **Schools** >> **Configuration Settings**, then check the box, "Allow teachers to create and edit student user accounts," then click **Save**.

Setting Up Student Accounts

The process for adding a student is the same with the exception you must select **Student** when entering **User Type**.



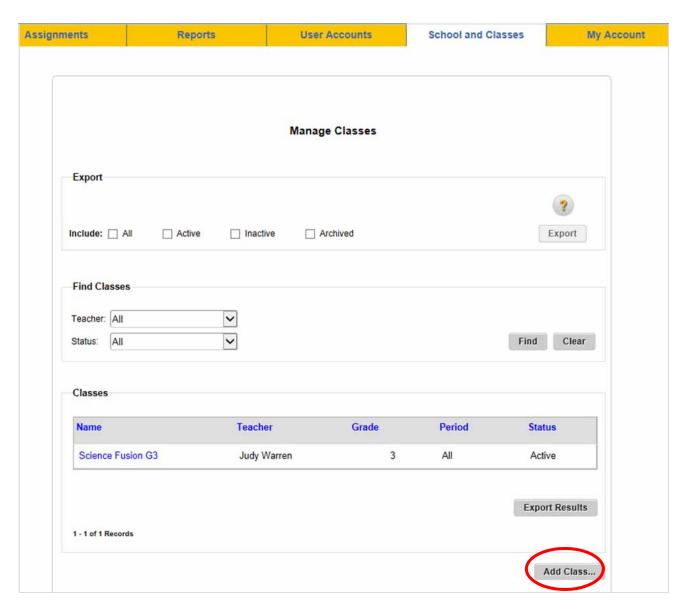
When adding a student, a **new** ThinkCentral Credential must be created. You may select whatever User Name you wish. Passwords must be between 5 and 32 characters long and contain: one or more upper-case letter, one lower case letter, one number, and one special character. For example:P@55w()rd.

Once you have completed setting up the account and clicked add, you will be taken to the **User Account Registration Confirmation Page**. It is very important to **print this page** for your records as it contains the student's unique ThinkCentral Credentials.

Note: Completing the NCLB Data form is optional.

Setting Up a Class

From the **HOME** window, hover over **Schools and Classes** >> **Find and Manage** >> **Add Class** (at the very bottom right of the window)



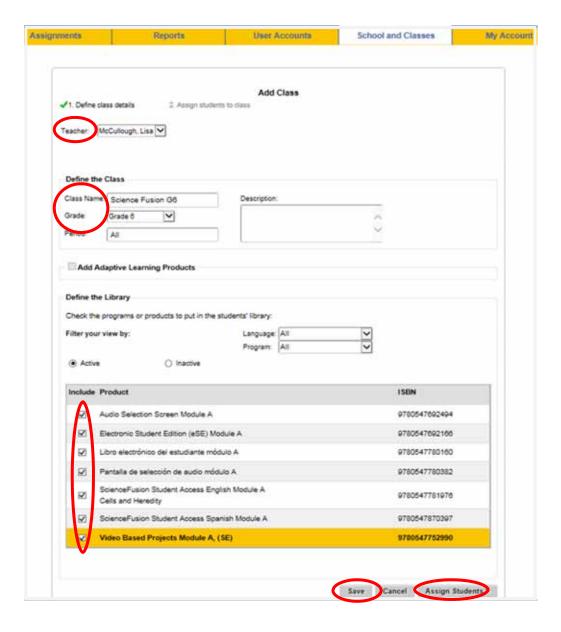
Setting Up a Class, continued

The **Add Class** window appears. Select the teacher, name the class, grade level, and select the components that you would like your student's Student Account to include. You will want to include the following components on your child's Student Account:

- Audio Selection Screen
- Electronic Student Edition
- ScienceFusion Student Access
- Video-based Projects
- HSP Science Leveled Readers (Applies to Grades K-5 only)

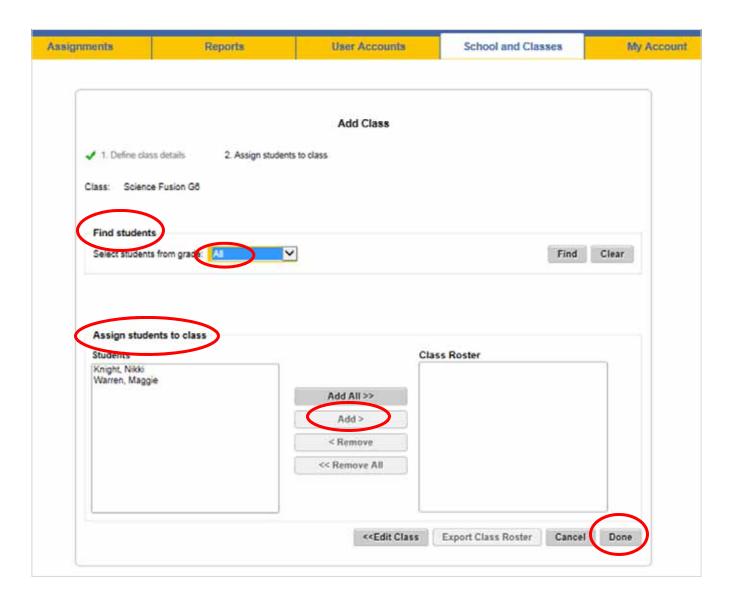
The Spanish version of ScienceFusion is included with the program at no charge. You may, or may not, opt to select this for your student.

Click **Save** but *do not leave* this page. The next step will be to **Assign Students.**



Assigning Students

When **Assign Students** is selected, the next window that appears is where you will add your student. Select **Find Students**. Select the appropriate grade for your student, click on the student in the **Assign students to class** box, and **Add.** Click **Done**.

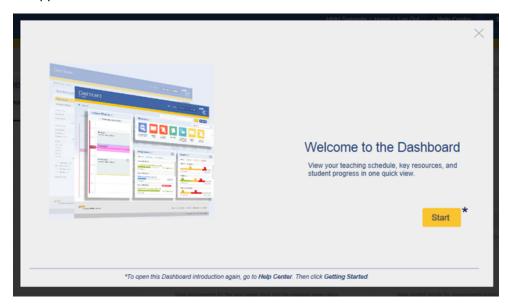


Administrator, Teacher, and Student accounts are now complete! **Log out as the administrator**. You are now ready to log-in to the Dashboard on ThinkCentral as the Teacher.

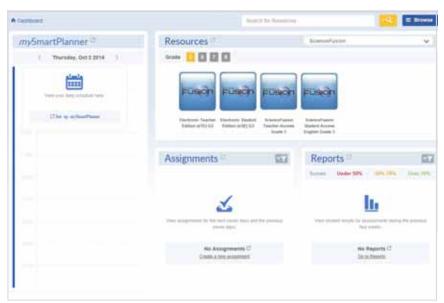
Logging in to ThinkCentral as the Teacher

- 1. Navigate to www-k6.thinkcentral.com.
- 2. Select your country, state, district, and school.
- 3. To make subsequent logins easier, check **Remember My School** (optional).
- 4. Enter your user name and password.
- 5. Click Log In.

The first time you log in as a teacher, you will be asked three security questions. Complete the questions and check the boxes accepting the Terms and Conditions and Privacy Policy. This is a one-time occurrence. This is the next window that will appear. Click **Start**.



Clicking through the next several windows will take you through a brief review of the Dashboard. From the Dashboard, you can find resources, *mySmartPlanner*, assignments, and student performance reports.

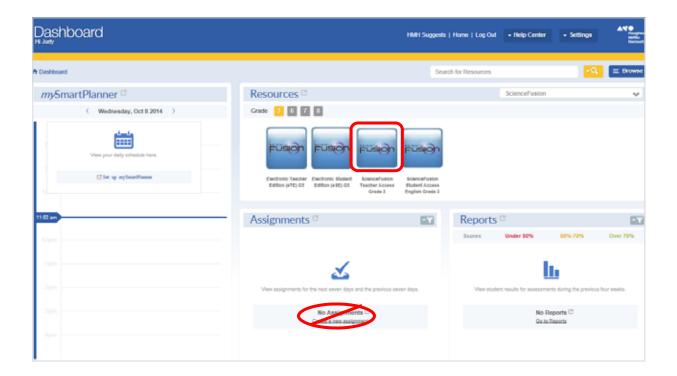


Note: You can access Getting Started, Quickstart Guides, online Help, and Guides and Tutorials at any time from the Help Center on your Teacher Dashboard. Most homeschool parents may not have the need to use **mySmartPlanner** due to the size of the class. However, a link to the Getting Started Guide for **mySmartPlanner** is located in the Helpful Links section of this Guide.

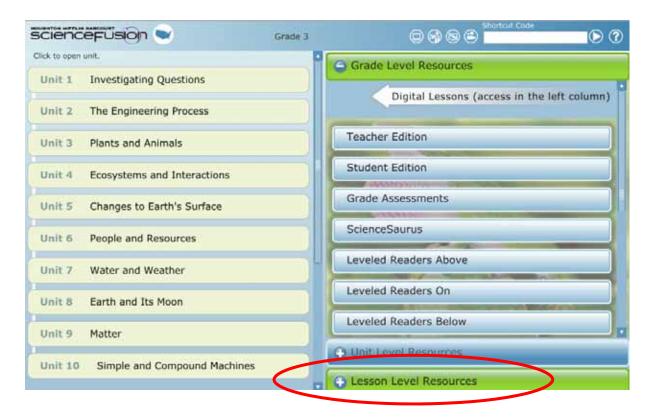
Adding Quizzes and Tests

The best way to create an assignment is by clicking on the *ScienceFusion* Teacher Access button and not from the **Assignments** section as shown at the bottom center of the Dashboard. By creating the assignment directly from the *ScienceFusion* program, you will have ready access to all of the resources available for each lesson.

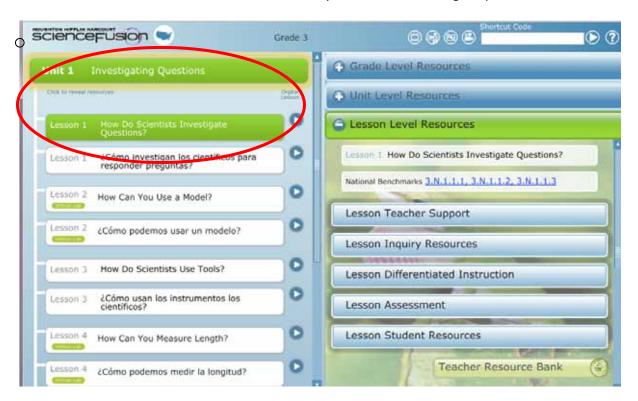
Note: All student lessons and resources are pre-loaded into the Student Edition of **ScienceFusion**. As the teacher, it is up to you whether you wish to formerly assign the lesson. Quizzes and tests are not automatic, they must be assigned by the teacher.



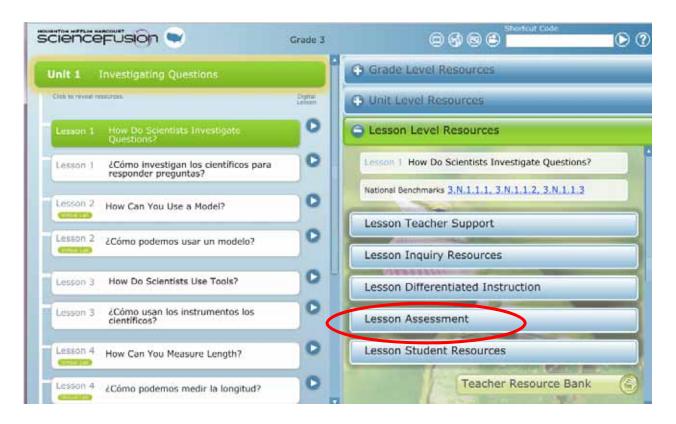
The next window that appears after clicking the blue box, *ScienceFusion* Teacher Access in the Resources window on the Dashboard, is the *ScienceFusion* program window. Click on Lesson Level Resources on the bottom right of the screen.



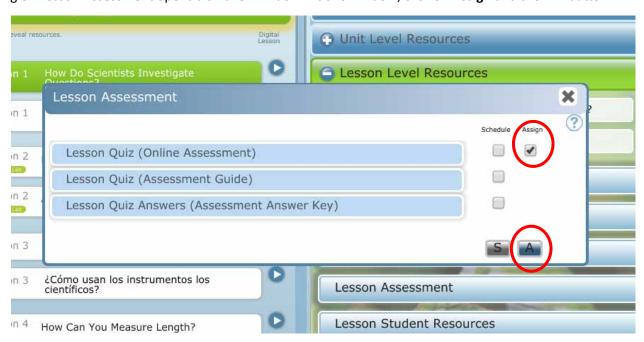
At the next window, click on the **Unit** and **lesson** for which you would like to assign a quiz or test.



This is the next window to appear. At this window, click on **Lesson Assessment**.



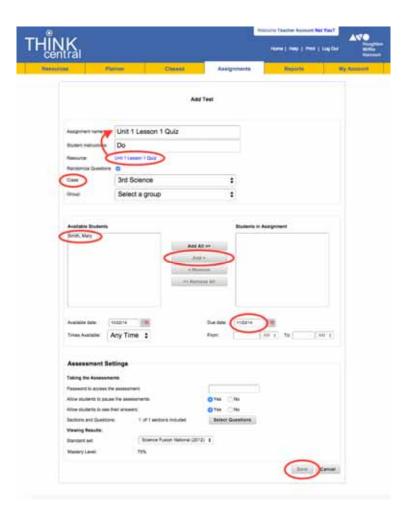
Clicking on Lesson Assessment opens a smaller window. At this window, click on **Assign** and the "A" button.



Note: Lesson Quiz Answers may be viewed by clicking on the blue bar — Lesson Quiz Answers (Assessment Answer Key).

Once the **Assign** box and **"A"** have been selected from the previous window, this window will appear. This is where the parameters of the quiz or test are entered.

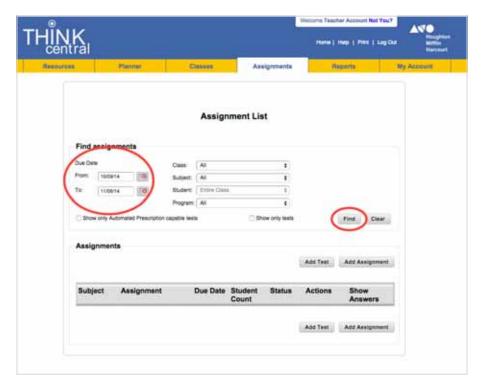
- * Name the assessment in a similar format as to what it is named in **Resource**.
- * Select the class to which the assessment applies.
- * Select the student or students that will be taking the assessment and add them to the "Students in Assignment" box.
- * Set the assessment dates. It is often helpful to extend the **Due Date** past the day you would like the student to complete the assessment. In doing so, you will avoid having to edit the test parameters should a due date be missed.
- * It is not necessary to change the **Assessment Settings** at the bottom of the page.
- * Once you have made your selections, click **Save**. A pop-up window will appear. Click **OK** to create the new assignment.



Note: If you **do not** see this page, check the following:

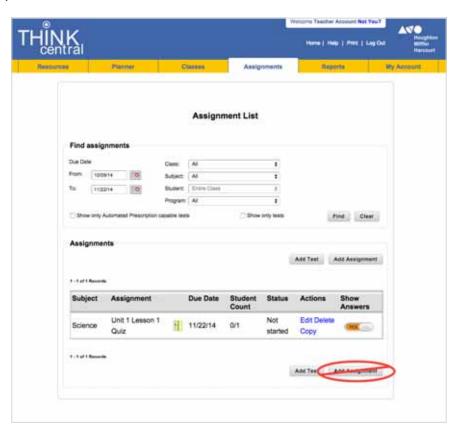
- * Check all tabs/windows on your browser. It may be opening in a new tab/window behind the one currently being viewed.
- * Check pop-up settings. Pop-ups must be allowed for **ScienceFusion** to open all resources.
- * As recommended earlier, use Chrome or Firefox to login to *ScienceFusion*. Using alternate browsers will prevent the *Adding a Test* window to load.

The assignment list will appear in the next screen. If you do not see the assignment in the list, in this example, Unit 1 Lesson 1 Quiz, adjust the **Due Date** range to encompass the parameters set when assigning the assessment then click **Find**.



Once the **Due Date** range has been adjusted, all of the previously created assignments will appear in the **Assignment List**. Edit, Delete, and Copy functions are now available from the populated **Assignment List**.

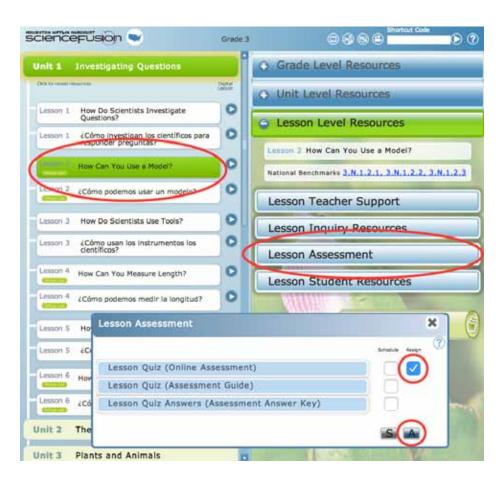
Important! To add more assessments, *do not click on* Add Assignment! *Do not close* this window. Navigate back to the tab/window on which your **Teacher Access** is viewable.



The next Lesson Quiz can now be assigned from this window. Click on the **Unit** and **Lesson**, then on **Lesson Assessment**. Check the **Assign** box and click the blue **"A."** The **Lesson** number bar must be highlighted in green for it to be selected.

To **Assign** the quiz, follow the steps beginning on page 15 of this Guide.

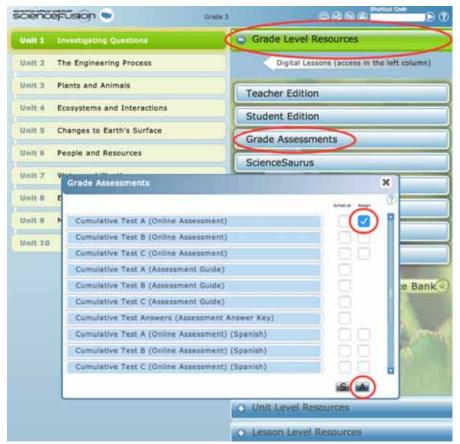
If you wish your quizzes and tests to appear chronologically on your Student's **Things To Do** list, you will need to enter the **Due Date** on the **Add Test** page in succession for each assignment. For example, if the **Due Date** for Unit 1, Lesson 1 Quiz is set for 11/22/14, then the Due Date for Unit 1, Lesson 2 quiz should be 11/23/14 or later.



Unit Assessments may be assigned by highlighting each unit. An end of year Grade Assessment is also available by highlighting **Grade Level Resources**.

to set the parameters for the tests, follow the steps beginning on page 15 of this Guide.





Assigning Lessons

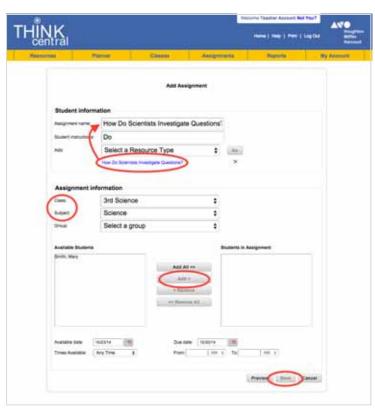
All of the **Digital Lessons** and **Lesson** content, such as **Inquiry Flip Charts** and **Quick Labs**, are pre-loaded in the **ScienceFusion** program and immediately available to the student in the Student Account.

It is not necessary to assign the lessons or any lesson content. Should you wish to assign lessons with **Available** and **Due Dates**, you may do so by selecting a lesson. It will be highlighted in green. Then select **Lesson Student Resources** and **Student Digital Lesson**.



On the Add Assignments page, name the Lesson in a similar format as to the name of the Lesson that appears in blue text, as shown in the example, or name the Assignment by the Unit and Lesson number.

- * Select the Class and the Subject
- Select the student or students that will be taking the lesson and add them to the **Students in Assignment** box.
- * Set the date parameters for dates, and click save.
- * Click **yes** on the pop-up that will appear that indicates you are about to create a new assignment.



Lesson, Quizzes, Tests, and Assessments Assigned

Once the Lesson, Quiz, Test, or Assessment is assigned, it will appear in ThinkCentral under the **Assignments** tab in the Teacher Account as well as on the **Teacher Dashboard** as an assignment.

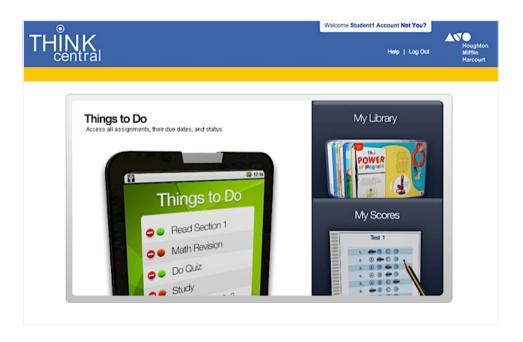


As the student is assigned and completes lessons, quizzes, and tests throughout the year, they will appear in the **Assignments** and **Reports** sections of the **Teacher Dashboard**.



Student Account

Logging on to the student account will open the Student Dashboard. All pre-loaded content is located in **My Library**. All assignments created by the Teacher will be found in **Things to Do**.



My Library

Not only does **My Library** contain the pre-loaded content, but is also the gateway to finding the student materials referenced in the **ScienceFusion** Pacing Guides and Teacher's Manual. Take time to explore **My Library** to become familiar with the content.

Select *ScienceFusion* Student Access to begin using the pre-loaded **Digital Lessons**.



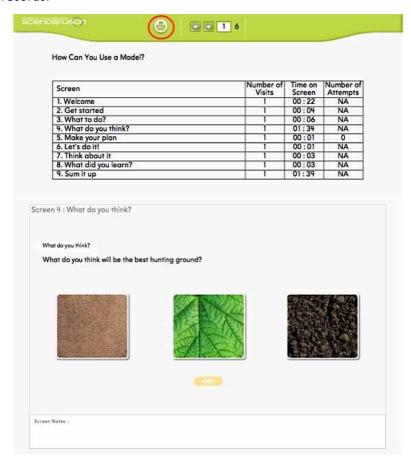
Select a **Unit** to view the list of **Lesson**s within the **Unit** on the left side of the page and **Resources** for each lesson on the right side of the page. The Digital Lesson is initiated by clicking **Play.**



Lessons with **Virtual Labs** will be indicated with a small green **Virtual Lab** icon. Click **Play** to open the interactive slides. Students can then perform the Lab procedures for the Lesson.



Once a **Virtual Lab** has been completed, the Lab report will appear. The Lab Report may be printed or saved as a PDF to be filed with the student records.



To view all Unit Level Resources, select **Unit Level Resources** on the right side of the page and highlight the **Unit** you would like to work within on the left.

Resources relevant to the **Grade Level** can be found by selecting **Grade Level Resources** on the right side of the page.

Note: Grade Level Resources will show **all** resources that apply to the general year of study, not solely the resources for specific lessons or units.



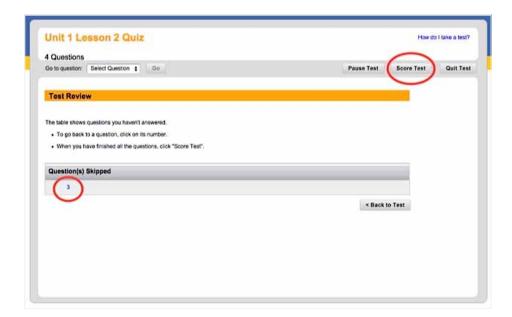
Things to Do

Select **Things to Do** from the **Student Dashboard**. The next page that appears will display a list of **all** assignments—quizzes, tests, and lessons or resources assigned by the teacher.

Click on the **Assignment**. When the Assignment is opened, instructions on how to complete the assignment will be available to the student.



At the end of each type of **Assessment** assigned, the student will have an opportunity to review the assessment. If a student has skipped any questions, the skipped questions will appear here and the student will have the opportunity to go back into the assessment and complete any missed questions. When ready to end the assessment, the student must click **Score Test**.

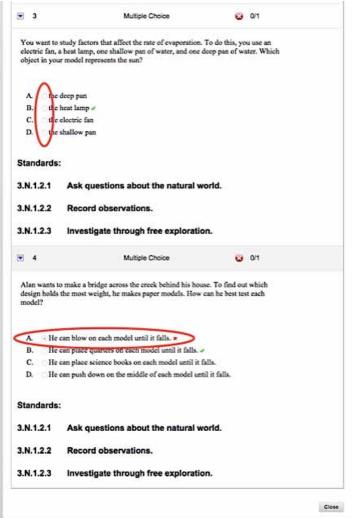


Once the test has been completed and **Score Test** is selected, **Test Scores** will appear.

Note: If the teacher elected to have students view their answers when setting the test parameters on the Teacher Account, all question answers may be viewed. Click on **Expand**. Answers include the student's selection as well as the correct answers.

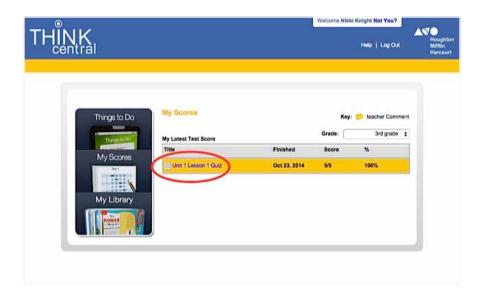


When **Expand All** is selected, all questions and answers will appear. This includes questions left blank, as well as questions that were marked incorrectly.

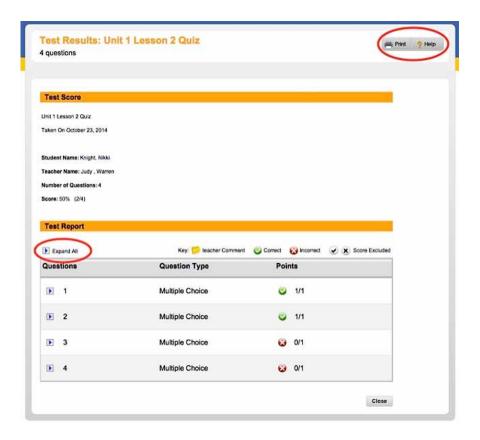


My Scores

Select **My Scores** from the **Student Dashboard**. A list of all of the Assessments that have been completed by the student will appear. Select the Assessment that you wish to view.



Upon selecting the Assessment, the screen will look very similar to the one that appeared when the Assessment was completed. However, by **Expanding All**, the student will have the option to view any comments made by the teacher. **You may now print the Assessment and/or create a PDF of the Assessment for your files.**



When **Print** is selected, a new pop-up window will appear. The Assessment will display the questions in a non-randomized order. Questions may not appear in the same numerical position on this printable page as when the Assessment was taken, however, questions and answers will be the same. Any comments made by the Teacher will be displayed within the **Item Comment** boxes.

44	nit 1 Lesson 2 Quiz ken on October 23, 2014				
Stu	dent Name: Knight, Nikki				
	acher Name: Judy Warren mber of Questions: 4				
	pre: 50%				
Co	mment:				
1.	You want to study factors that affect the rate of evaporation. To do this, you use an				
	electric fan, a heat lamp, one shallow pan of water, and one deep pan of water. Which object in your model represents the sun?				
	A. O the deep pan				
	B. O the heat lamp 🗸				
	C. O the electric fan				
	D. O the shallow pan				
Iter	n Comment:				
2.	Raj makes paper airplane models. He flies them to help him understand how real airplanes can fly. What can Raj learn about real airplanes from his models?				
	A. O how flying through clouds affects airplanes				
	B. O how flying very high can affect airplanes				
	C.				
	D. O how different types of paper make airplanes fly better				
Iter	n Comment:				
3.	Calid and Justine are playing on the beach. They see a large ship on the ocean. They want to know how a ship that large can float. Why is studying a model of the ship the best way to find out?				
э.	Truly to this out!				
Э.	A. ⊚ They can't build and test a full-size ship. ✓				
э.					

Helpful Links

Many helpful links are available to you at http://customercare.hmhco.com/

If you would like information about how to get started using ThinkCentral and about creating teacher and student accounts, we are including links to our Technical Support site where several very helpful Quickstart Guides tutorial videos are posted. You will need to use your existing ThinkCentral Teacher or Administrator account to view the digital content. We encourage every teacher to review these QuickStart Guides to better understand the full potential of ThinkCentral and effectiveness of this resource in your classroom.

Administrator Quickstart Guide: Click HERE

Teacher Quickstart Guide: Click HERE

Student Quickstart Guide: Click HERE

Help for Teachers: Click **HERE**

Help for Students: Click **HERE**

Tutorial Videos:

Customer Care: Customer Corner – Tutorial Videos

Pacing Guides for Grades K-5:

http://www.hmhco.com/shop/education-curriculum/science/homeschool/sciencefusion-homeschool/features/elementary-level

Pacing Guides for Modules A-K:

http://www.hmhco.com/shop/education-curriculum/science/homeschool/sciencefusion-homeschool/features/middle-school-level

For assistance with any problems accessing your account contact or online resources:

HMH Digital Access@hmhco.com Or, by calling 800-225-5425, Option 2

ThinkCentral mySmartPlanner Video:

http://www.brainshark.com/hmhsupp/smartplanner

Frequently Asked Questions

Why do I have to set up so many accounts and passwords?

ThinkCentral is a roles based system and you technically only have one account within ThinkCentral, unless you have signed up under a different name/account each time. Because it is roles based, each role (admin, teacher, student) needs a separate login and password.

Why is my State the District of Columbia and why is my district ScienceFusion Homeschool Dist., Orlando 32819?

All individual accounts for ScienceFusion are set up this way in our system. To explain a little more thoroughly, the HMH Digital Access team's systems are set up to accommodate not only orders from individuals, but also orders from school systems and institutions across the country. This is true not only for **ScienceFusion** programs, but for the hundreds of other digital programs offered by HMH. Accounts are set up according to the following criteria: District, State, School.

When the ScienceFusion orders are received from individuals, they do not necessarily align with the above parameters, so they are all assigned to one District (**ScienceFusion** Home School District), one state (DC), and one school (your name). Internally, our records list your correct address, email account, phone number, and account number.

Why do I have to buy a Homeschool bundle for each of my children if they are in the same grade? Why can't I buy a Homeschool bundle and an extra Work-text book?

The Online Digital Curriculum is designed for use by one student only. The Write-in Worktext is also intended and licensed for use by one student only. When you purchase a bundle you are also purchasing the online access. Each bundle pays for online access for one student for 1 year. If you have more than one student in that grade level you still need to pay for the online access for the additional student.

Why do I have both English and Spanish versions of ScienceFusion?

ScienceFusion is comprised of both English and Spanish components. As the Administrator or Teacher, you by select both components or just English or Spanish version when setting up your class. See Page 9 of this Guide.

Should I use the digital lesson first or the work text first when I am teaching my lesson?

It does not matter. There are two paths, digital and worktext. One can choose to do the text or the digital or both, which is the most efficient path and allows for greater reinforcement of concepts. It is the user's choice as to how they want to navigate the content. Both the print and digital are the same content but presented in different scenarios. Both paths teach the same concepts as well as vocabulary and skills using different scenarios.

How much of the material mentioned in the Teacher's Edition and the Homeschool Pacing Guide do I need to do?

We do not provide an accelerated or abridged pathway for **ScienceFusion** instruction. The program consists of two paths, digital and worktext. A parent is free to choose which options in each lesson they wish to focus on during instruction. The Teacher Edition wrap provides numerous suggestions for instruction.

The Homeschool Pacing Guide has more than 180 days of school for some of the grades. How am I supposed to get everything done?

Please see above. The program is designed to include more than enough material so as to allow the instructor to make educated decisions on how they split and teach the content. While the pacing guide is a helpful tool to work against, its primary function is that of a guide. Teachers should make informed decisions based on their child's learning abilities and response to the content being taught to determine if additional or remedial focus is needed.

Frequently Asked Questions, continued

How many days a week should I use ScienceFusion?

It is suggested to teach science every day.

How long should I spend on ScienceFusion during a day?

This depends on the ability level of the student. Some students are going to learn faster or slower than others. In a traditional setting, teachers would probably spend 30-45 minutes on science instruction.

Why doesn't the "Auto Schedule" button work on mySmartPlanner?

Many HMH programs use ThinkCentral as their content delivery platform. While many programs provide yearly lesson plans that will auto populate in *my*SmartPlanner, the *ScienceFusion* program is not designed to use this feature.

Where can I find the answers to the online quizzes and tests?

Please refer to the Student Account (page 21) section of this guide.

Online quizzes and assessments that are assigned via the Dashboard are automatically graded. Thus, there is not an answer key for these items.

If the assessment is taken online via the Online Assessment Guide, the answers can be found in the Teacher Digital Management Center Online Assessment Guide.

How do I know if I should do a Quick Lab? Do I need to do the Quick labs with my children to make sure they are learning the basic Science standards that are required by my state?

Quick Labs function as a visual demonstration of the concept at-hand. They work to reinforce the content being taught. As science is best learned through inquiry, the program provides more than necessary purposely so that the teacher can choose which Quick Labs to perform based on student ability and teaching timeframe. Hands-on inquiry is an integral component of learning science. It is very important to do labs. For this reason, there are more labs than necessary provided so that the parent can choose which to focus on based on student need and time constraint. Some are optional, but some type of activity should be done in each unit.

Why are the Leveled Readers in PDF format if I can see audio icons on the pages? Shouldn't I be able to click on the icon to hear the text read aloud?

This is a browser issue. If the audio is not working properly via the web browser, it is recommended to download the PDF to allow for this functionality to work properly.

If I fill out the NCLB data box, is any of my information shared with anyone?

We respect your privacy. This information is not shared with anyone else.