

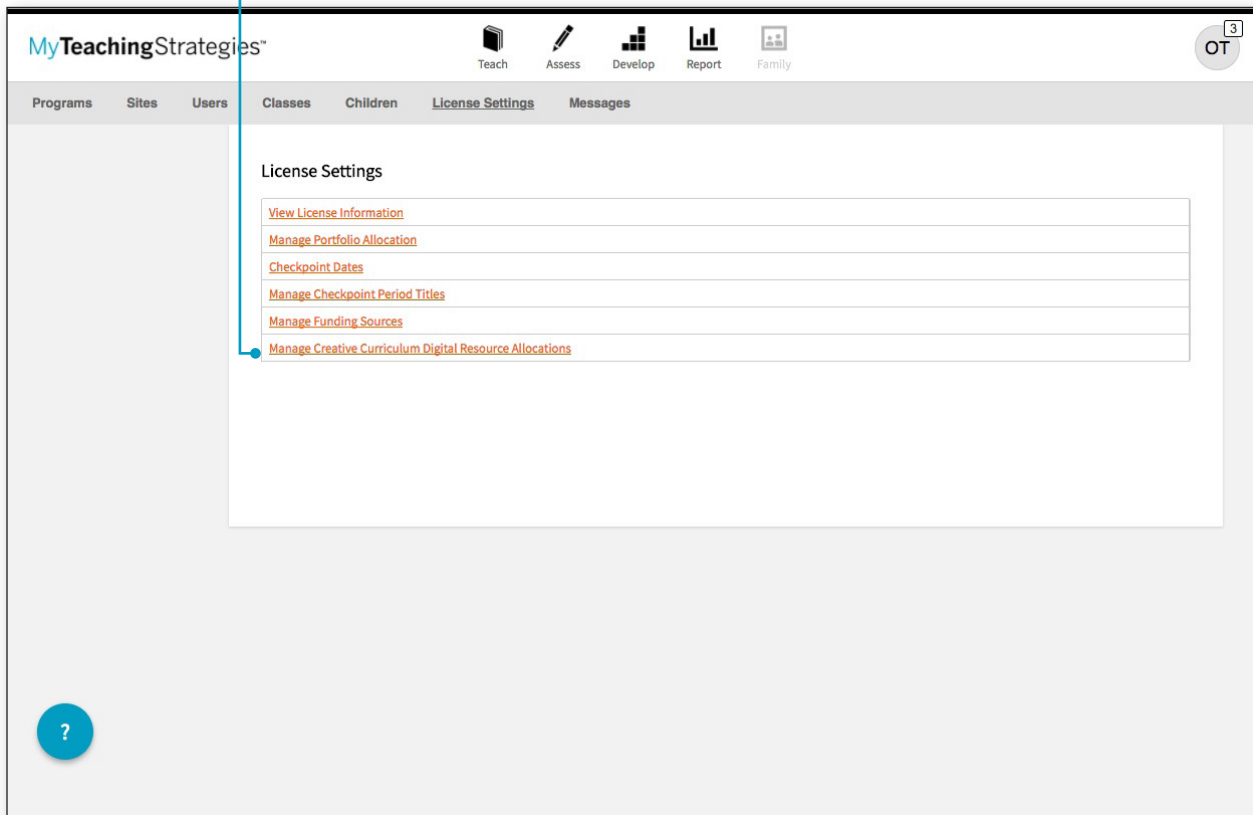
Allocating the *The Creative Curriculum*®, Digital Resources

Subscribers to the *The Creative Curriculum*®, Digital Resources can allocate licenses to programs, sites, and classrooms, granting teachers access to these digital curriculum resources.

To begin allocating licenses, navigate to **ADMINISTRATION** in the profile menu and select **LICENSE SETTINGS** in the sub-navigation.

Please note: *The Creative Curriculum*®, Digital Resources are available as a 12-month subscription. *The Creative Curriculum*®, Digital Resources are not included with your *GOLD*® subscription. For more information about *The Creative Curriculum*®, Digital Resources, please visit: <https://teachingstrategies.com/solutions/teach/digital-curriculum-resources/>.

Select **MANAGE CREATIVE CURRICULUM DIGITAL RESOURCE ALLOCATIONS**.



Allocating to Programs

If you are an organization-level administrator, you will start by allocating *The Creative Curriculum*®, Digital Resources licenses to participating programs.

- 1 Select your current license from **CHOOSE LICENSE TO ALLOCATE**.
- 2 Type in the number of total licenses you wish each program to have in the **CHANGE PROGRAM LICENSES ALLOCATED** column.

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Creative Curriculum Digital Resources Demo Org — Manage Digital Curriculum Allocation

This screen enables you to allocate *Digital Curriculum* licenses to your programs and view the number of *Digital Curriculum* licenses in use.

View your existing allocation of *Digital Curriculum* licenses under Program Licenses Allocated; to change this allocation, enter your desired allocation under Change Program Licenses Allocated and click Update Program Allocations. Please note that this number replaces, rather than adds to, the existing number of Program Licenses Allocated.

View the number of *Digital Curriculum* licenses programs have assigned to their classes, i.e., the number of *Digital Curriculum* licenses programs are using, under Class Licenses in Use.

Choose License to Allocate

Digital Curriculum Licenses (12/22/2016 - 12/22/2017) **SELECT LICENSE**

Digital Curriculum Organization Licenses Allocated: 63

Program Name (1 Programs)	Digital Curriculum Title		Class Licenses in Use
	Program Licenses Allocated	Change Program Licenses Allocated	
Default Program	63 remove all	<input type="text"/>	18
Totals	63	0 out of 63 available	18

UPDATE PROGRAM ALLOCATIONS

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- 3 Select **UPDATE PROGRAM ALLOCATIONS**.

Allocate to Sites

If you are a program-level administrator, you can allocate *The Creative Curriculum*®, Digital Resources licenses to participating sites.

1 Select your current license from **CHOOSE LICENSE TO ALLOCATE**.

2 Type in the number of total licenses you wish each site to have in the **CHANGE SITE LICENSES ALLOCATED** column.

3 Select **UPDATE SITE ALLOCATIONS**.

Default Program — Manage Digital Curriculum Allocation

This screen enables you to allocate *Digital Curriculum* licenses to your sites and view the number of *Digital Curriculum* licenses in use.

View your existing allocation of *Digital Curriculum* licenses under Site Licenses Allocated; to change this allocation, enter your desired allocation under Change Site Licenses Allocated and click Update Site Allocations. Please note that this number replaces, rather than adds to, the existing number of Site Licenses Allocated.

View the number of *Digital Curriculum* licenses site have assigned to their classes, i.e., the number of *Digital Curriculum* licenses sites are using, under Class Licenses in Use.

Choose License to Allocate

Digital Curriculum Licenses (12/22/2016 - 12/22/2017) **SELECT LICENSE**

Digital Curriculum Program Licenses Allocated: 63

Site Name (2 Sites)	Digital Curriculum Title		
	Site Licenses Allocated	Change Site Licenses Allocated	Class Licenses in Use
CCOR Sales	30 remove all	<input type="text"/>	3
Default Site	15 remove all	<input type="text"/>	15
Totals	45	18 out of 63 available	18

UPDATE SITE ALLOCATIONS

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Allocate to Classes

If you are a site-level administrator, you can allocate *The Creative Curriculum*®, Digital Resources licenses to participating classrooms.

- 1 Select your current license from **CHOOSE LICENSE TO ALLOCATE**.
- 2 Select the checkbox next to each class that you would like to allocate *The Creative Curriculum*®, Digital Resources to in the **UPDATE CLASS ALLOCATIONS** column.

Default Site — Manage Digital Curriculum Allocation

The Manage Digital Curriculum Allocation screen enables you to view, allocate, or deallocate Digital Curriculum licenses to classes. View the columns to see which classes licenses are checked as in use.

Choose License to Allocate

Digital Curriculum Licenses (12/22/2016 - 12/22/2017) **SELECT LICENSE**

Site Licenses Allocated: 15

Class Name (15 Classes)	Primary Teacher	Class Curriculum Type	Plan Type	Update Class Allocations Check All Uncheck All
1st Grade Class	MyTSDCTeacher1 MyTSDCTeacher1	Preschool, Pre-K, K	1st	<input checked="" type="checkbox"/>
Guppies	Teacher One Tester	Preschool, Pre-K, K	Pre-K	<input checked="" type="checkbox"/>
Infants, Toddlers, and Twos	Megan Colburn	Infants, Toddlers & Twos	IT2	<input checked="" type="checkbox"/>
IT2 Class	MyTSDCTeacher1 MyTSDCTeacher1	Infants, Toddlers & Twos	IT2	<input checked="" type="checkbox"/>
K Class	MyTSDCTeacher1 MyTSDCTeacher1	Preschool, Pre-K, K	K	<input checked="" type="checkbox"/>
K Class Test	Admin Class Tester	Preschool, Pre-K, K	K	<input checked="" type="checkbox"/>
Kindergarten	Megan Colburn	Preschool, Pre-K, K	K	<input checked="" type="checkbox"/>
PD IT2	Teacher Two Tester	Infants, Toddlers & Twos	IT2	<input checked="" type="checkbox"/>
PD K	Teacher Two Tester	Preschool, Pre-K, K	K	<input checked="" type="checkbox"/>
PD PK	Teacher Two Tester	Preschool, Pre-K, K	Pre-K	<input checked="" type="checkbox"/>
Pre K Test	Admin Class Tester	Preschool, Pre-K, K	Pre-K	<input checked="" type="checkbox"/>
Pre-K	Shyra Johnson	Preschool, Pre-K, K	Pre-K	<input checked="" type="checkbox"/>
Preschool	Megan Colburn	Preschool, Pre-K, K	Pre-K	<input checked="" type="checkbox"/>
Test classroom 6/19	Teacher Two Tester	Preschool, Pre-K, K	2nd	<input checked="" type="checkbox"/>
Test1	Heather Weinstein	Preschool, Pre-K, K	Pre-K	<input checked="" type="checkbox"/>

- 3 Select **UPDATE CLASS ALLOCATIONS**.