

Instructions for Using the Electronic Order Form

Step 1

- Open the original order form, then “save as” with your school name and/or PO number.

Step 2

- Enter teacher name, email address, and telephone number. This is required for any teacher using the Online Teacher Editions.
- Online Teacher Editions are optional and also gratis to NADSDA teachers. Enter one per grade level in the “gratis” column as appropriate for your classroom.
- Enter quantities in the Student Resources sections. When 12 or more Student Editions are entered at any grade level, the gratis materials will auto-populate for that grade level.

Step 3

- Once the necessary quantities are entered, the total number of qualifying hard copy Teacher Editions will be totaled at the bottom of the order form. From this number, deduct the number of hard copy Teacher Editions automatically applied and manually enter the remaining number of gratis Teacher Editions in the gratis column associated with the selected grade level.

Based on the **total** number of Student Editions ordered, the school may qualify for additional hard copy Teacher Editions.

Example One: Big Ideas Math

Grade 6 - 6 Student Editions – does not qualify for hard copy Teacher Edition

Grade 7 - 20 Student Editions – qualifies for 1 hard copy Teacher Edition

Grade 8 - 14 Student Editions – qualifies for 1 hard copy Teacher Edition

The total number of Student Editions ordered equals 40, allowing for a total of three gratis hard copy Teacher Editions. Two of the gratis hard copy Teacher Editions have been automatically applied. The remaining gratis hard copy Teacher Edition may be applied to any grade level at the teacher’s discretion.

Example Two: Go Math!

Grade 1 – 4 Student Editions

Grade 2 – 3 Student Editions

Grade 3 – 4 Student Editions

Grade 4 – 5 Student Editions

Grade 5 – 3 Student Editions

Grade 6 – 2 Student Editions

In this instance, no single grade level qualifies for the hard copy Teacher Editions. However, the **total** number of Student Editions ordered is 21, which qualifies for one hard copy Teacher Edition. This Teacher Edition may be applied to any grade level at the teacher’s discretion.