

AdaptEd

Help Guide

A quick guide for K-12 special education teachers, support staff, and school teams.

What this guide helps you do

Learn how to sign in, find classroom resources, open free samples, preview PDF materials, download resources, check your access plan, and contact support from inside AdaptEd.

Designed for busy school days

Each section is short and practical. Use the guide as a quick reference when you are planning lessons, preparing IEP supports, or gathering materials for students.

Version 1.0

Prepared for AdaptEd users

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1. Welcome to AdaptEd

AdaptEd is a resource library for K-12 special education teams. It is built to help teachers, paraprofessionals, service providers, and school leaders find classroom-ready materials with less searching and less friction.

Use AdaptEd when you need to

- Find printable PDF resources for instruction and support.
- Preview free samples before using or sharing materials.
- Access subscriber-only resources when your plan is active.
- Keep account and access information in one place.

Helpful for school teams

- Special education teachers planning targeted instruction.
- Support staff preparing materials for groups or centers.
- Administrators reviewing available resources.
- Teams looking for simple, organized access to PDFs.

Teacher-friendly focus

The library is intended to support real school workflows: quick searching, clear resource labels, PDF previews, downloads, and simple account information.

2. Sign in and find your home page

After signing in, AdaptEd opens your home area. Your top navigation may look slightly different based on your role and access level.

- 1 Open the sign-in page**
Go to the AdaptEd website and choose Sign in.
- 2 Enter your account information**
Use the email address and password connected to your account.
- 3 Review your home page**
Your home page may show access plan information, current tasks, and links to resource areas.
- 4 Use the top navigation**
Signed-in users can quickly open Resources, Free Samples, To-Dos, and other areas available to their role.

Where did Help and About go?

For signed-in users, Help Center, About AdaptEd, Account Overview, Profile, Sign-in & Security, Change Password, Contact Support, and Sign Out are grouped under your username menu.

3. Find resources

The Resources page is where you browse classroom materials. You can use search and filters together to narrow the list.

- 1 Open Resources**
Choose Resources from the top navigation after signing in.
- 2 Search by title or topic**
Type a word or phrase, such as reading, behavior, math, or the title of a resource.
- 3 Use filters when helpful**
Filter by subject, grade, state, material type, free sample, or subscriber-only access when those fields are available.
- 4 Open a resource**
Select a resource card to view details and see attached PDF files.

Free Samples

- Available for preview and download when published.
- A good place to test the PDF viewer.
- Helpful before deciding what to use with students.

Subscriber-only resources

- Require an active trial, subscription, or admin-granted access.
- Show clear access messaging when your plan is not active.
- Can be previewed or downloaded when access is active.

4. Preview and download PDFs

Most library items are PDF documents. AdaptEd lets you preview PDFs on the same page so you can keep the resource details and navigation nearby.

- 1 Open the resource**
From Resources or Free Samples, choose the resource you want.
- 2 Choose View PDF**
The PDF opens in the in-page viewer when your browser supports PDF preview.
- 3 Use Open PDF if needed**
If the embedded viewer is hard to use, open the PDF in its own browser tab.
- 4 Choose Download PDF**
Download a copy to your computer when you need to print, save, or share according to your school policies.

If a PDF does not open

Refresh the page, try Open PDF in a new tab, or download the file. If the issue continues, use the Support form and include the resource title.

5. Understand access plans and trials

Your home page and account area can show your current access plan. This helps you know whether premium materials are available and when a trial may end.

Status you may see	What it means
Trial active	Premium access is available until the listed trial end date.
Active subscription	Premium access is currently available.
Trial expired	Premium access has ended. You may still use free samples.
No premium access yet	Free samples are available. Premium resources require access.

Example

Status: Trial active. Your premium trial ends on June 30, 2026.

6. Manage your account

Your username menu keeps account-related options in one place. The exact options may vary based on your role.

Common account options

- Account Overview: review account and plan information.
- My Profile: update basic profile details when available.
- Sign-in & Security: review security settings.
- Change Password: update your password.

Helpful navigation options

- Contact Support: send a message from the app.
- Help Center: open the teacher help area.
- About AdaptEd: learn about the resource library.
- Sign Out: safely end your session.

Shared devices

If you use a shared classroom or school computer, sign out when you are finished.

7. Get help

Use the Support or Contact form when you need help with your account, a resource, a PDF, or your access plan.

1**Open Contact Support**

Choose Contact Support from your username menu, or open the Support page.

2**Choose a topic**

Pick the topic that best matches your question, such as account help, resource help, or access plan help.

3**Describe what happened**

Include the resource title, browser, and what you expected to happen when that is helpful.

4**Submit the form**

The support team receives your message. You do not need to share technical details unless asked.

Helpful details to include

Resource title, page you were on, what button you clicked, and whether the issue happens after refreshing the page.

8. Quick tips

Question	Try this
I cannot find a resource I just saw.	Use the search box with a word from the title. If filters are on, clear them and search again.
A PDF opens but looks small.	Use your browser zoom controls or open the PDF in a separate tab.
I only see free samples.	Check Access Plan Information on your home page or account page.
My trial ended.	Free samples remain available. Use the app's support or plan options for next steps.
The page looks outdated.	Refresh the page. On Windows, Ctrl + F5 can reload the page and styles.

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