STUDENT CENTER

Explore what it's like to be a student from your own Student Center. You can use this to demo the student's Self-Study feature and how to access a teacher assignment. The teacher's Self-Assign feature can also add assignment to your personal student center to use for in-class review.

1. From Teacher Center, click on Student Center
   - **Incomplete Assignments** - Students can access teacher assignments or incomplete self-study assignments
   - **Completed Assignments** – finished assignments. Teacher will need to change the mode to Review Only mode for students to see results if used Open with Autolock or Quiz mode
2. **Self-Study -** Students can create their own practice and review
   - Rocket Mode – choose content, grade, topic then sub-topic to study (10 questions each time)
   - Expert Mode – more features: topics, vocabulary and flash cards
     NOTE: for HS Courses choose topics, then the HS course in upper right – be sure level is on HS
3. **Reports -** Students can view results by topic
4. **Return to Teacher Center** – click on the link **Teacher Center** on the left side

TEACHER CENTER
NAVIGATION
Use Castle Learning's browser buttons in the upper right corner to navigate

SUPPORT
Use the Tutorials (videos) and Webinars buttons in the upper right corner for further online training.

Use the 800 #, email and chat window for immediate help from our Support Team.

1-800-345-7606
support@castlelearning.com

CLASSES
Classes may be automatically created and updated for schools that are using a single sign-on system. If you don't see class names created for you or you would like to create some custom classes, use the following steps:

Creating Class Names
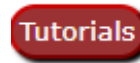1. From Teacher Center, click **Classes**.
2. Type the class name:

   e.g. Earth Science Period 3 B/D   OR   Wilson Homeroom

   *Create one class if same students all day or create classes for different groups or periods of students; can add students to multiple classes to create differentiated groups. Example: Level 1 Reading Group
3. Click **Create Class**.
4. To continue adding class names, repeat the above steps 2-3 until all class names are created.

Adding Students to a Class

1. Within **Classes**, click on blue link of the class name to add students.
2. Click **Yes** to the prompt.
3. Click the **+** next to **Category Filter**.
4. Check the box next to the grade level(s) needed for the class.
5. Scroll further down and click the check box next to each student's last name in that class.
6. Click **Add Checked Students** (at top or bottom of screen).
7. To continue adding students to another class, go to the top of the page and click on the drop down arrow and select the next class.
8. Repeat steps 2-7 until all class have been populated with students.

Additional Class Features - See our "how to" video Tutorials

Be sure to check out additional features of Classes by clicking **Tutorials** in the upper right corner of your Castle Learning window.

- Co-teacher, Clearing Student Passwords, Printing ID Cards, Adding/Removing Students, Moving Students to Another Class, and more.

ASSIGNMENTS – CREATING, EDITING, PRINTING & ASSIGNING
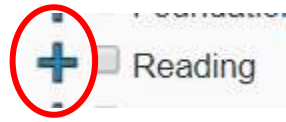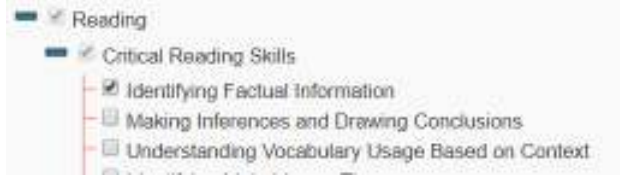
CREATING ASSIGNMENTS USING VARIOUS SOURCES

Create New Assignment

1. From Teacher Center, click **Assignments**.
2. Select the **Course** students will recognize.
3. Select the **Assignments** tab.
4. Type assignment name in the box next to

    New Assignment name: | e.g. Cell Division HW - 1

> **No Content Available**
> When there is no content for a course in Castle Learning, teachers can use **Personal Content Sets** to create questions. When creating an assignment from those

5. Click **Create New Assignment**.
6. You will notice buttons at top of the screen to search in multiple ways for content.
   - **Keyword Search** - This feature allows you to quickly find questions, exams and assignments based on a keyword, phrase, or standard.
   - **Castle Questions** - Search for questions based on broader criteria of levels and topics.
   - **Castle Reading Sets** - Readings sets for all levels - some have Lexile levels indicated.
   - **Your Assignments** - Select questions from your previously made assignments - great for a review before a Unit Test. Use the feature "Display question usage" to see which questions students struggled with in previous assignments.
   - **Personal Content Sets** - Select questions from the personal content sets you created. You cannot choose Flash Card or Document sets you created from this tab.
   - **Public Assignments** - Prior state exams or state samplers, pre-made assignments created by Castle Learning or another staff member in your district, and benchmarks.
   - **Math Skills** - Basic math skills for grade levels K-8.
   - **DBQs, Enduring Issue, and Source Writing** - Social Studies Document Based and Enduring Issues Questions for US History and Global, and ELA Source Writing examples to be used for essays.

FIND QUESTIONS - CASTLE QUESTIONS BUTTON

1. From Teacher Center, click **Assignments**.
2. Select the **Course** students will recognize.
3. Select the **Assignments** tab.
4. Type assignment name in the box next to

   New Assignment name: | e.g. Cell Division HW - 1 |

5. Click **Create New Assignment**.
6. Choose the **Castle Questions** button and select your options for each criteria
   - **Choose a Course** –change to Classic Course for 9-12 content; leave unchecked for K-8. If HS special Ed, teachers may want to leave unchecked for differentiation within a content area
   - **Question Type** – you can choose all three if needed; Castle Learning grades Multiple Choice and Fill-in automatically. The Constructed Response is graded by the teacher. See section below on Grading Constructed Response Questions
   - **Filter by** –you will just choose Levels and Topics on this filter; the Keyword Search tab is easier for standards and vocabulary
   a. Click **Start**
   b. Now select the **Levels** to use – use the chart on the right hand side. Notice the alpha letter that identifies
      - Primary (Grades K-2) as A, B, C ;
      - Elementary (Grades 3-5) as D, E, F;
      - Middle School (Grades 6-8) G, H, I, and
      - HS (Grades 9-12) as J, K, L and M for AP Level content.
      - **NOTE:** The grades are suggested within the letter level not necessarily matching grade for letter but within that range. Some content may need to go above and below the suggested letter level.
      - The letter level can also suggest the **Rigor** within that grade area – Example: a 6th grade question could be a G, H, or I based on the rigor of the question
   c. Click **Next**
   d. Now select the **Topics** to use – be sure to **Clear** any old topics before selecting new so you don't combine a previous search by mistake
      - Use the blue/green plus symbol next to a topic of choice to expand the sub topics below
      - Continue with expanding the sub topics until you find the specific topic you need for questions
      - Click on the check box next to the sub topic of choice
   e. Scroll to the bottom and choose **Save Choices & Show me questions**

7. You can randomly select questions from the list by setting the desired number and then click on **Add Randomly Selected Questions.** Respond yes to the prompt.
   OR
   Check the box next to the ID to select the question for your assignment (questions display newest first).

8. Once you have selected all the questions you need, click Done (right side all way top or bottom of screen).
9. You will now be on the Assignment Editor window. See section below on Assignment Editor Window to learn how to edit and print the assignment.
10. Use Home in the upper right to get back to the Teacher Center.

FIND QUESTIONS - KEYWORD SEARCH

1. From Teacher Center, click **Assignments**.
2. Select the **Course** students will recognize.
3. Select the **Assignments** tab.
4. Type assignment name in the box next to

   New Assignment name: | e.g. Cell Division HW - 1 |

5. Click **Create New Assignment**.
6. Choose the **Keyword Search** button
7. Various Search Options
   - **Questions** - use a keyword(s) or phrases to find questions – need to choose a course
     TIPS: Do not use quotes; use a series of words to make a phrase; use the word **and** if you want all words to be matched; use the word **or** if any of the words can be matched. The And and Or will not work in Standards.
   - **Exams/Assignments** - search for a specific state exam, exam samplers, Castle Learning canned assignments or district public assignments. The search will look in the title of the assignment only.
   - **Standards** - type in a standard to search.
   - **Question ID** – you can specify a question ID and it will only find that one question – great for when you want to edit a question on the fly and you found it in Castle Question search.

Narrow (Filter) Your Search
- Use the drop down arrows for each filter and select specific criteria **within** that section.
- Once all the filter criteria needed have been selected, click on **Apply**.
- You can clear all check boxes in that section using the ⊗**Clear** button to the right of the section.
- You can clear all filter criteria selected using **Clear All** button at top of the criteria boxes.

Selecting Questions
1. Notice in the top middle of the page the # of pages of questions that are available. You can use the right arrow to advance forward to the next pages.
2. To view a question, click anywhere on the question box. Chose **Close** when done viewing.
3. Click on the **Properties** button of a question to see details of the question. Choose **Close**.
4. Selecting Questions
   - Click on **Add** in the question box
   - Choose **Add all questions on page (25)**
   - Choose **Add random questions...**
5. You can remove a question from the selection using **Remove** in the question box or **Remove all questions selected on page**.

6. Scroll to the top right. You will see a **Questions in assignment** pink box. If you have all the questions you need, click on **Done**.
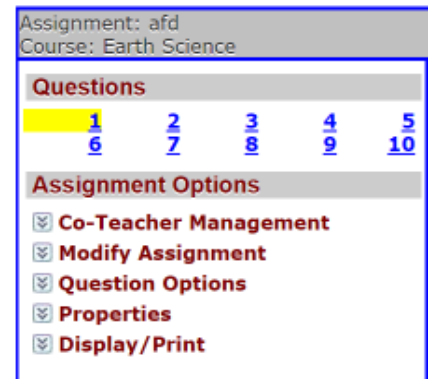
> Questions in assignment: 10   Done

NOTE: You can use **Edit-Add** to edit a question. The question will be added to an existing PCS set or you will need to create a set. **Used by** will display the assignments this question has already been used in. **Correct or Incorrect** indicate this year's results of this question in assignments assigned to students in your classes.

ASSIGNMENT EDITOR WINDOW

To view available options, click the double down arrow next to each choice.

1. Co-Teacher Management
2. Modify Assignment
    *   Rename
    *   Multiple Choice Style
    *   Create Assignment Note
    *   Reclassify to Another Course
3. Question Options
    *   Add More Questions
    *   Remove Question
    *   Reorder Questions
    *   Position
4. Properties
    *   Question
    *   Assignment
5. Display/Print
    *   Assignment
    *   Answer Key
    *   Answer History
    *   Vocabulary

> Assignment: afd
> Course: Earth Science
>
> **Questions**
> 1 2 3 4 5
> 6 7 8 9 10
>
> **Assignment Options**
> ⬇ **Co-Teacher Management**
> ⬇ **Modify Assignment**
> ⬇ **Question Options**
> ⬇ **Properties**
> ⬇ **Display/Print**

NEW Print Features

ASSIGN to STUDENTS

Within Assignment Editor Screen	From Assignment Home Screen
• Scroll to bottom left corner • Click **Assign to Students**	• From Teacher Center select **Assignments** • Click Assign/Monitor icon across from assignment

1. Click the **Assign to Students** tab or **Quick Assign** for multiple classes.
2. Select individual Student(s) or entire Class(es). Select applicable check boxes or use **check all** if everyone is included.
3. Scroll to bottom and select among Modes, Availability Options and Additional Options.
    NOTE: Hover the mouse over the **?** to the right of Initial Assignment Options to get a description of that feature.

Retake Assignment Options will be covered in Level 2. You can also go to Tutorials to view a "how to" video.

Open - students are given two tries; a hint and vocabulary pop up when answered wrong on the first try; a reason is always given when question is complete. Recommend setting Auto-Lock Questions as an additional option. If so, teacher will need to change assignment mode to Review Only after for students to review questions.

Quiz - one try with no feedback when question is completed; teacher will need to change assignment mode to Review Only after for students to review questions.

4. Click on **Assign**.
5. To view the results once students have started the assignment, click on the **Assignment Results** tab at the top of the screen. Use refresh on your browser to keep updating the results if students are working on an assignment while in class.
6. For individual student results click on **Report** and **Responses** to the right of each student name.
7. To change any assign options, or place in Review-Only or Lock an assignment, click on the **Assignment Results tab**, check off the students, select among the Assignment Settings choices, then click on **Change Mode**. Be sure you include all choices needed. Whatever is selected will be the new choices.

Additional Assign to Students Features - See our "how to" Video Tutorials

Be sure to check out additional features of Assignments by clicking on **Tutorials** in the upper right corner of your Castle Learning window and choosing Creating Assignments and Add Ons & Integrations
- Retake, Time on Task, Offline Mode, Push Grades with LMS's, Automated Retakes and more.

DATA RESULTS – GRADING CR QUESTIONS & VIEWING REPORTS
GRADING CONSTRUCTED RESPONSE QUESTIONS
1. From the Teacher Center, click **Assignments**.
2. Click Assign/Monitor icon to the far right of assignment.
3. Click on the Assignment Results tab and then choose the class or all classes to grade.
4. Scroll down and select **Grade** CR.
5. Choose the question to grade and then view the question and sample answer.
6. For the students that have the words "**Answered**" in the status column, choose the drop down in the **Score** column and give the students the point value for their answer. They had selected "Save as final answer" when completing the question and are ready to be graded. If the Status column indicates "**In Progress**", the student has not chosen "Save as final answer" yet and should not be graded.
7. Use the pencil to the right to leave a comment for the students.

VIEWING THE DATA

1. From the Teacher Center, click on **Assignments**.
2. Choose the Assign/Monitor icon to the right of the assignment.
3. Click on the **Assignment Results** tab and select the desired class or all classes.
4. Choose the Score Options for the Raw Score column. Determine how much credit you will give students for the Open mode retry answers they get right. Also determine if you are going to score unanswered questions as incorrect.

Score Options
Show score as: ⦿ Points ◯ Percent
☑ Score unanswered short answer questions as Incorrect and unscored/unanswered CR questions as 0 points
Retries: ◯ Score with retries as no credit ◯ Score with retries as half credit ⦿ Score with retries as full credit
[Refresh] to update assignment results below

5. Scroll down and there are various reports to select. Two most common used are starred below:

- **Class Cumulative Report**: Set your own personal **Scoring Threshold** which will determine red bars (weakness) and blue bars (strengths). Set **no credit for retry** and leave **unchecked** unanswered as incorrect. This validates only the questions the students answered and the first time answer. Choose all the boxes under **Check to include in report**. Click on **Refresh** to view results.
  *Can be used as a great visual projected on a board to review with students. The question number in blue is clickable.

- **Scores Report**: View scores by Raw, Full-Credit Retry, and Half-Credit Retry.
  *Don't forget to give your students credit for a successful retry when assigned in Open mode using the Full or Half credit columns.

- **Additional Reports** – Assignment Comprehensive, Time on Task, Vocabulary Study Sheet

SELF ASSIGN - VIEW IT LIKE A STUDENT & INTERACTIVE DISPLAY

Self Assign is used to view and take an assignment like a student or to use it with students in class with your interactive board. Great for Unit Exam Reviews, Check for Understanding, Demonstration and More Practice.

1. From the Teacher Center, click **Assignments**
2. Click Assign/Monitor icon to the far right of assignment.
3. At top click the **Self Assign** tab.
4. Click on **Assign to myself**.
5. Click **Home** in upper right corner, scroll down the left panel then select **Student Center**.
6. Notice you have an incomplete assignment. Click on Incomplete Assignments and choose your name.
7. Click on the assignment you assigned to yourself. This will be in Open Mode unless you changed any of the options when you self assigned.
8. From the Student Center, choose Self Study to practice in various content areas or take Regents Reviews.
9. Choose Teacher Center to return to your main home page.

LOG INTO YOUR STUDENT ACCOUNT:

1. Go to **www.castlelearning.com**
2. Click **Log In** then type your teacher provided **ID** in the **ID/Email** field.
   NOTE: Email cannot be used until you have logged in and set up your profile with your email address.
3. Type your password into the **Password** field and click **Sign In**
   NOTE: Use your school or teacher assigned password or leave it blank if not provided.
   - You will need to **Re-type Your Password** the first time in to set your own password.
4. Type in **Your Email Address** if you have one.
5. Click **Submit**

INCOMPLETE ASSIGNMENTS:

Assigned From Teacher	Created From Self Study
• Click on Incomplete Assignments	• Click on Incomplete Assignments
• Click on the teacher's name	• Click on Self Study

NOTE: Incomplete assignments can be sorted by clicking on any of the following options in the upper right.

Assigned on   Name   Due   **More (more options)**

The last sort you selected will remain your sort as the default until you choose another sort option.

COMPLETED ASSIGNMENTS:

Assigned From Teacher	Created From Self Study
• Click on Completed Assignments	• Click on Completed Assignments
• Click on the teacher's name	• Click on Self Study

NOTE: Incomplete assignments can be sorted by clicking on any of the following options in the upper right.

Assigned on   Name   Due   **More** (more options)

The last sort you selected will remain your sort as the default until you choose another sort option.

CREATE YOUR OWN ASSIGNMENTS – SELF STUDY:

Rocket Mode (by Grade/Topic)	Expert Mode
• Click on Self Study	• Click on Self Study
• Choose Course	• Change Rocket Mode to Expert Mode
• Choose Grade	• Choose Course
• Click on + next to the Topic	• Choose from the following options:
• Choose Subtopic to start the assignment	○ Topics; Sample Assignments; Vocabulary; Flash Cards; Math Skills
	• When asked to choose Levels, select the grade groups needed then click on the X in upper left corner

NYS Regents Exams
1. Click on Self Study
2. Click on the Regents Exams icon and choose the Content
3. Click on the course then choose the exam to use for review

REPORTS:

1. Click on **Reports**
2. Choose **Completed Assignments, Self Study Assignments, Math Skills,** or **Cumulative Questions by Course**
3. Click on the assignment to create the report