

SELF ASSIGN

View Assignment as a Student (Self Assign)

1. From the Teacher Center, click **Assignments** and click Assign/Monitor icon across from assignment.
2. At top click the **Self Assign** tab and at the left side click [Assign to myself](#).
3. Click **Home** in upper right corner, select **Student Center** from Teacher Center page.
4. Click on your name at top and below the **Activity** column click [Assignment](#).
5. Click on the date or name of the assignment. Answer the questions. Self Assign's default mode is Open.
6. Click **Home** in upper right corner and then click on **Teacher Center** to return to your teacher screen.



REPORTS

View Results from Classes

1. From Teacher Center, click **Classes** and click on class name to view.
2. Click on the **Sessions & Reports** tab.
3. At the top of the screen, select a course from the drop-down box.
4. At the bottom of the screen, select [Class Cumulative Report](#).
5. For individual student reports:
 - To the right of the student name, click on **View Sessions** icon, select the blue Reports or Responses links.
 - To the right of the student name, click on **Cumulative Reports** icon.

View Sessions	Cumulative Reports
	
	

View Results from Assignments

1. From Teacher Center click **Assignments**.
2. Click on the green, red or yellow **Assign/Monitor** icon to the right of a completed or in-progress assignment. Green=still open to students; Red=locked; Yellow=assigned/open to a portion of the class.
3. At the top, click the **Assignment Results** tab then at the top, select the desired Class or all classes.
4. For class results, at the bottom of the screen, select:
 - [Assignment Comprehensive Report](#): click circle next to **Show Standards Score** under Data to show results by standards for each student.
 - [Class Cumulative Report](#): set your own personal **Scoring Threshold** which will determine red bars (weakness) and blue bars (strengths). Can be used as a great visual when projected on a board to review the areas for improvement together as a class. Click on the question number in blue to display the question to students.
 - [Scores Report](#): view scores by Raw, Full-Credit Retry, and Half-Credit Retry. Don't forget to give your students Full or Half credit for second attempts when assignments are in Open mode. Give them credit for their successful retry!
5. For individual student results, click on [Report](#) and [Responses](#) links to the right of each student name.



View Results from Reports

1. From Teacher Center click **Reports**.
2. View **Assessment and Course Usage Reports** tab and select various options to view results.
3. View **Growth Report** tab to view number of questions answered for a time period by student.
4. View **Item Analysis Report**.

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 by question.
5. Choose the question to grade and then view the question and sample answer.
6. Score the students that have "Answered" in the status column. They had selected "Save as final answer" when completing the question. Use the pencil to the right to leave a comment for the students. If the Status column indicates "In Progress", the student has not chosen "Save as final answer" yet.

FLASH CARDS

1. From Teacher Center click **Assignments**.
2. Select the Course and click on the **Flash Cards** tab.
3. Type the assignment name and click on **Create New Assignment**.
4. Click on **Castle Vocabulary** tab.
5. Select the desired course, and check Levels and Topics.
6. Select the desired Levels and then click **Next**.
 E=elementary; H=middle school; K=high school.
7. Click **+** next to desired topic and continue to use **+** to get to desired section.
8. Click on the check box of desired topic.
9. Click on **Save Choices & Show me vocabulary**.
10. Check the box next to vocabulary to use in the assignment.
11. Click on **Done** (top or bottom right) when finished selecting desired vocabulary.
12. Use Display/Print in assignment editor screen to print a vocabulary list with or without definitions.
13. Assign to students when ready. The flash cards are for a review of words/definition.

ASSIGNMENT OPTIONS

Move (to folders), Share, Duplicate

1. From Teacher Center click **Assignments**.
2. Click check box next to assignment(s).
3. Scroll to the bottom and select the desired option. Directions for the most common options used are listed below:

Move to Folder	Share	Duplicate
<ul style="list-style-type: none"> • Click Move then name the New folder • Click OK then Yes <p>OR to move to existing folder</p> <ul style="list-style-type: none"> • Click Move • Click drop down arrow and select desired folder • OK then Yes 	<ul style="list-style-type: none"> • Click Share and start to type last name of recipient • Click on teacher name then click Add • Click Share Assignment <p>*Once received, they will find this in their Shared Assignments folder</p>	<ul style="list-style-type: none"> • Click Duplicate • Yes • You can repeat this as many times as needed for an assignment <p>Note: The retake is clear of all data and will need to be assigned to desired students</p>

PERSONAL CONTENT SETS

Modify Castle Learning's Questions

(MC, Fill-in and CR questions can be edited with some exceptions. You CAN'T edit the special MC questions such as drag-drop, multi-checked, etc. Only standard MC questions can be edited. Fill in questions can also be edited, but only ones with a single answer field.)

1. From the Teacher Center click on **Personal Content Sets/Assessments Sets**.
2. Under the section Question Sets, choose **Add Question Set**.
3. Name the set then click on OK.
4. To edit existing Castle Questions, select **Add Castle Questions**.
5. Select the criteria for course, question type, filter, standards or levels/topic, etc.
6. Select Save Choices & Show me questions.
7. Check off the question(s) to use and then click Done.
8. The question number will remain a green color until you edit the question. Once edited and saved, it will be in yellow to indicate it was edited by you.
9. To edit the question, click on the question number.
10. At top right of the question screen, click on **Duplicate and Edit**.
11. Make changes to wording, answers, etc. If the question contains an image, table, graph, etc., these items cannot be edited.
12. Review the choices at left (Hint, Reason, Answer Options, Topics/Tags/Attributes/Standards) for any necessary changes based on your edits and then click Save on the last screen.
13. To add to an assignment, go Home, click on Assignments, create a new assignment or click on the pencil to edit and add more questions.
14. Choose the Personal Content Sets tab. Choose the + to the right of the set. Choose the questions you would like to be in the assignment.
15. Click Done.

Document Sets - Text, Web Link, Diagram/Chart, PDF, PowerPoint, MP3/MP4

1. From Teacher Center, click **Personal Content/Assessment Sets**.
2. Click on down arrow to select **Document Sets**.
3. Click on **Add Document Set** and type in a **name** of the set and click **OK**
OR
Click on an existing set to edit and then click on arrow across from Documents.
4. Choose **Add Document**, **Add URL** or **Upload File**.
 - a. Add Document – type in description, click Add. Click Edit and type in document or copy/paste. Save Changes.
 - b. Add URL – type in description and URL after the http:// then click Add.
 - c. Upload File – type in description, Browse for a File, and then click Upload File. **NOTE:** PDF, PowerPoint, Word or MP3 or MP4 file that is less than 20 megabytes in size.
5. To add to an assignment, go Home, click on Assignments, click on the pencil to edit. Within the assignment editor window, select in the upper right the blue link **Attach Document**. Multiple documents can be added to any assignment.

Create Your Own Multiple-Choice & True/False

1. Select **Add Short Answer Question**.
2. In the question editor box to the right, type the question or copy/paste from another source – do not number the question.
3. Use Enter key at least once after the question.
4. Click the **Insert/Remove Numbered List** button. Do  not type your own numbers.
5. Type answer choices using Enter after each choice except the last choice.
6. On the left, you may click on **Hint** or **Reason**. These are **OPTIONAL** and not required.
7. On the left, click **Answer Options**, click circle next to **Multiple Choice**. Set the Number of choices and Correct Answer number.
8. On the left, click **Topics/Tags/Attributes/Standards** and add any of these **OPTIONAL** features if desired by clicking on the + to expand each level then clicking the check box(es) next to the desired option(s).
9. Click on **Save**.
10. You can now add this to an assignment or create a new assignment.

Create Your Own Fill-in-the-Blank

1. Select **Add Short Answer Question**.
2. In the question editor box to the right, type the question or copy/paste from another source – do not number the question.
3. Use ~1~ where you want the answer box to appear to the student.
EXAMPLE: The ~1~ river is found on the northern most border of New York State.
NOTE: The ~ symbol (tilde) is found just above the tab key.
4. At left, you may click on **Hint** or **Reason**. These are **OPTIONAL** and not required.
5. At left, click **Answer Options**, click circle next to **Fill-In**, enter the answer, indicate the width in characters – make sure enough or even more so students don't guess based on number of characters, then choose the font size.
6. At left, click the **Topics/Tags/Attributes/Standards** and add any of these **OPTIONAL** features if desired by clicking on the + to expand each level then clicking the check box(es) next to the desired option(s).
7. Click on **Save**.
8. You can now add this to an assignment or create a new assignment.

ADDING AN IMAGE TO A QUESTION, HINT or ANSWER

1. Within the question editor window click where you want the image to be inserted.
2. Click on the Image icon found on the toolbar then click **Browse Server** 
3. Click [Your Images](#) in upper left corner.
4. Scroll to the bottom left and click on **Choose a File** next to File1, File2, etc. to upload - these must be previously saved png, gif or jpg images no larger than 1mb. Change file extension from jpeg to jpg.
5. Once files are selected, click on **Upload Image Files**.
6. Scroll up to see the image(s) you have uploaded. To select, click on the blue link next to the image then **OK** at the bottom of the Image Properties window.
7. Click on the image. It will have square handles on all sides - grab the square handles and drag to size. If the image does not have the sizing handles, right click, image properties and change the Width. The Height will automatically adjust.