

Administrator Center

The Administrator Center is an area to manage accounts, view activities completed by teachers and students, change default settings, manage benchmarks and view account information.

Once logged in to Castle Learning for the first time, you should update your Profile with a password you are comfortable using.

Someone in your school district or each building should have Castle Learning administrative rights to manage student and teacher accounts, keeping them up to date.

Manage Assessments & Assessment Sets

These two assessment features will be covered in the Personal Content Sets – Assessments Sets Guide.

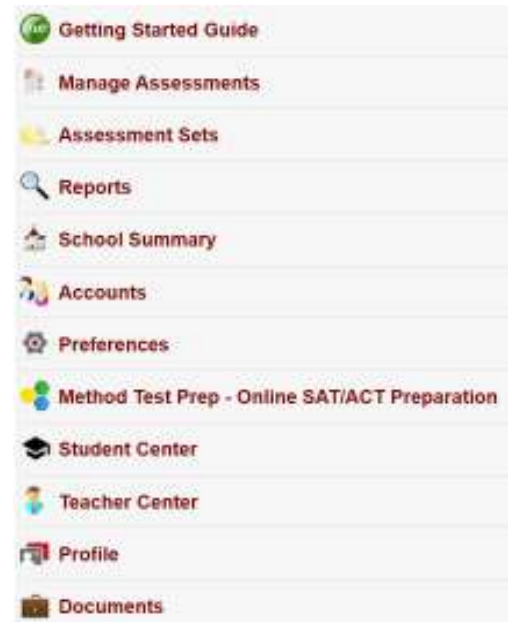
Reports

- [Session Summary](#) - # of sessions created for each course
- [Class Summary](#) – view which teachers have created their classes for the new year
- [Class Details](#) – course and assignment results by teacher
- [Assignments Summary](#) – view all assignments ever created by a teacher and export the current year assignments
- [Student Usage](#) – view activity by course for all students
- [Questions Summary](#) – view number of questions answered by course within the building
- [District Summary](#) – view number of questions answered by course for each building within the District
- [Public Assignments](#) – view district public assignments, benchmark settings, and benchmark reports
- [Cumulative Questions Answered](#) – number of questions answered per assignment per teacher
- [School Scores Report](#) – school wide assignment scores report
- [District and School Growth Report](#) – district and school wide growth report
- [Admin Monthly Usage Report](#) – a high-level overview of monthly usage
- [Item Analysis Report \(Beta\)](#) – a report for comprehensive data comparison based on the work of Paul Bambrick-Santoyo

School Summary

Used to view school's information – verify for accuracy

- District informational details
- Account details and options
- Renewal date, Start Date,
- Additional add ons



Accounts

- **Add new Student, Teacher or Administrator accounts**
 - Change User Type to Teacher, Student or Administrator to view different types of users
 - Change school if necessary
 - Use “Deactivated” to find teachers who have not logged in over the last 18 months
 - Choose **Add New User** to create new accounts – *verify the “format” of the teacher, student or admin account PRIOR to selecting Add New User.* Examples: `bsd.john.smith`; `bdc.19jsmith`
- **Edit existing accounts** – click on the pencil to the right of an account to:
 - Update a name
 - Clear a password
 - Grant access to additional schools within your district
 - Move the user to a different school
- **Delete, Deactivate or re-Activate accounts**
 - Check box next to users name
 - Scroll down and select Delete, Deactivate or Activate – NOTE: Only a user who has never logged in can be deleted. All other users must be deactivated to be removed from your list of active users.
- **Export Accounts**
 - Good tool to use at the beginning of school year to verify teacher names
- **Clear Passwords** – CAUTION: will clear all passwords prior to a date selected
- *NOTE: All accounts which are not accessed after 18 months will become “Deactivated-inactive.” If an account is manually deactivated by an administrator, it will become “Deactivated.”*

Preferences

- Students Self-Generated Session Permission
- Default “First Time” Teacher Password
- Student Password Visibility to Teachers
- Security Agreement

Profile – Salutation; Name, Gravatar, Change Password; Email Address, Notification Settings; Profile Categories; Manage Email Subscriptions

Uploading a Gravatar to your account

A Gravatar is the ability for teachers to display an image/avatar along with their name. We use a service called Gravatar. Gravatar means Globally Recognized Avatar. Gravatar helps us manage the teacher images or avatars in Castle Learning. If you do not have a Gravatar account, the service will produce a random geometric image. The shape is produced by a random text generated by your email address, which helps ensure that each image is different. You can keep the random geometric image or upload your own unique teacher image.

To upload your own image to Gravatar so it can be included in the Castle Learning interface, follow these steps:

- Sign into your teacher center and click on **Profile** found down the left panel
- Make sure that you have an email listed on this profile page. This needs to be the same email address that you use with your Gravatar account.
- Click on the blue link [Click here to add or edit your Gravatar](#)
- On the Gravatar homepage, click **Create Your Own Gravatar**
- Use your email to create an account.
- After you create your account you will then receive an email from wordpress.com (they run the Gravatar service). Click the link in this email and sign into Gravatar.
- Follow the instructions on the page to upload your photo. Note: we only download images rated “G”.
- After a few minutes, refresh the page on your Teacher Center. You should see your Gravatar there and on your Profile page.
- As always feel free to contact our support team if you are having any trouble with setting up your Gravatar.



Your Gravatar

[Click here to add or edit your Gravatar.](#)

A Gravatar is a Globally Recognized Avatar. It is a free service that allows you to upload your image and create your profile just once, and when you participate in any Gravatar-enabled site, your Gravatar image will automatically follow you there.

Note: you need to have your email set in your profile, and use that email for Gravatar for the image to show up. Also, refresh the page after changing your Gravatar for it to show up.

Documents – Various helpful guides for Administrators, Teachers and Students

Additional Options

- School – select schools within your District if you have access to multiple schools
- School year – can view current or previous year’s data