CASTLE Software's School Island
Teacher User Reference Card

Signing In

To sign into *School Island®*:
1. Go to http://www.schoolisland.com.
2. Enter your *School Island* teacher ID into the *School Island* ID: field and your *School Island* password into the *Password:* field. The **Teacher Home** page displays.
   Note: See your Tech Administrator if you do not have a Teacher ID and/or password.

Getting Started

- Obtain help anytime while using *School Island* by clicking **Help** located in the upper right corner of each page.
- Be sure to use *School Island's* blue navigation buttons located in the upper right corner of each *School Island* page or associated links on each page to navigate around the "Island"; NEVER use your browser's **Back** or **Forward** buttons.

Accessing Documents

To access *School Island* documents; view all new features and updates for the current school year; and find answers to Frequently Asked Questions (FAQs), click the Documents link on the **Teacher's Home** page.

Managing Classes

Creating a Class

To create a class:
1. Click the Classes link on the **Teacher Home** page. The **Classes** page displays.
2. Click the Add Class link. The **Add Class** page displays.
3. Enter the name of the new class into the *Class name* field.
4. Select the name of the primary course from the *Primary Course* drop-down menu.
5. Check the check boxes associated with each class you would like your students to access from the **Class Activity** page for this class.
6. Click **Save** to save the new class and redisplay the **Classes** page.

Adding Students to a Class

To add students to a class:
1. Click the link associated with the new class name on the **Classes** page.
   a) If there are no students currently listed for the class, a message displays indicating that there are no students currently listed in the class and asking whether you want to add students to your class. Click **Yes**. The **Add Students** page displays. Proceed to Step 3.
   b) If there are students currently listed in your class, then the **Class Management** page displays the list of students.
2. Click the Add Students link to add more students to your class. The **Add Students** page displays.
3. Locate your students using the Next, Previous, First, Last, and Search links.
4. Click the check box beside the name of each student you wish to include in your class.
   *Note: Be sure to click **Add Checked Students** on each Search page; checked names are **not** remembered between pages.*
5. Click **Add Checked Students** upon completion. Selected students are grayed out.
6. Click the Back To Student List link to return to the **Class Management** page. Selected students display on the **Class Management** page.

Monitoring Student Activity

To monitor a class:
1. Click the Classes link on the **Teacher Home** page. The **Classes** page displays.
2. Click the link associated with the class name you wish to monitor. The **Class Management** page displays.
3. Select the class and course you wish to monitor from the drop-down menus located at the top of the page. The **Class Management** page displays for the select class and course.
4. Click the *Short Answer* tab. The **Short Answer Activity** page displays a student's progress for a Short Answer activity
   a. Click the *View Sessions* (⊞) icon for the desired student. A summary of the sessions and assignments that the selected student has started display. Optionally click the *Report* (▤) for details.
   b. Click the *Cumulative Report* (▤) icon for the applicable student on the **Short Answer Activity** page; select the desired time period from the drop-down menu; select the desired scoring threshold from the drop-down menu; optionally select the *Assigned Only* check box; then click **Refresh Report**. The selected student's Cumulative

Report displays for the specified time period and scoring threshold.

   c.   Click the <u>Class Cumulative Report</u> link located at the bottom of the **Short Answer Activity** page to view an assessment report for the entire class.

5.   Click the *Constructed Response* tab. The **Constructed Response page** displays.
     Note: Constructed Responses are not used for all courses.
   a.   Click the *Constructed Responses* (🗒) icon for the selected student for a list of constructed response activities.
   b.   Click the *Report* (🗒) icon for the selected activity for response details.

6.   Click the *Math Skills* tab. The **Math Skills** page displays a list of students who are working on Math review skills for Elementary or Intermediate Math. Then click the *View Skills Report* (🗒) icon to view a progress report for the selected student.

7.   Click the *Access Rights* tab. The *Access Rights* page displays a list of students who are working on Constructed Response activities, along with whether they have full or assigned access rights to assignments for the selected course. Options are provided for changing access rights for specific students.

Managing Assignments

Renaming Any Assignment

To rename any assignment:
1.   Click the <u>Rename assignment</u> link to rename your assignment. The *Rename Assignment* dialog box displays.
2.   Enter the new name for your assignment into the *New name* field.
3.   Click **OK**. The new assignment displays on the **Assignment Details** page.

Viewing/Editing Any Assignment

To view or edit questions/vocabulary of an assignment:
1.   Click the View/Edit (✏) icon. The **Edit/Create Assignment** page displays.
2.   Review and/or make changes to the selected assignment as needed. Note that an assignment cannot be edited once it has been assigned to students.
3.   Click **Back** upon completion to return to the **Assignments** page.

Managing Short Answer Assignments

Creating a Short Answer Assignment

To create a Short Answer Assignment:
1.   Click the <u>Assignments</u> link on the **Teacher Home** page. The *Short Answer* tab of the **Assignments** page displays.
2.   Select the desired course and assignment folder from the drop-down menus for the new assignment.
3.   Click the <u>Create New Short Answer Assignment</u> link. The <u>Create New Assignment</u> dialog box displays.
4.   Enter the name of the assignment into the *Assignment name* field.
5.   Select the desired course from the *Course* drop-down menu.
6.   Click **OK**. The **Assignment Details** page displays.

Adding Questions into a Short Answer Assignment

To add questions to a Short Answer Assignment:
1.   Select desired multiple-choice style (numbers or letters) from the drop-down menu.
2.   Click the <u>Add Questions</u> link. The **Add Question** page displays.
3.   Select desired units/sections, themes, difficulty levels, and attributes.
4.   Optional: Select *Related to Vocabulary* check box then select desired term from drop-down menu.
5.   Optional: Select *Unit/section related to state standard* check box along with state course and related standard from provided drop-down menus.
6.   Select the number of questions to add to the assignment then click **Add Randomly** to have *School Island* randomly select questions.
     OR
     Click **Browse and Select** to select specific questions.
7.   Click **Back** upon completion to return to the **Assignments** page with your new assignment.

Importing Questions into a Short Answer Assignment

To import questions into a Short Answer Assignment:
1.   Select desired multiple-choice style (numbers or letters) from the drop-down menu.
2.   Click the <u>Import Questions</u> link. The *Import Questions* page displays.
3.   Click the appropriate tab (*Your Assignments, Personal Content Sets*, or *Public Assignments*) to select the type of assignment to import. The appropriate page displays an assignment list for the selected assignment type.
4.   Click the <u>Import</u> or <u>Import Benchmark</u> link of the desired course or assignment source. For imported assignments, each question displays with check boxes for selecting questions to import. For benchmark assignments, all questions are automatically checked.

5. Click **Import Checked Questions**.
6. Click **Back** upon completion to return to the *Assignments* page with your new assignment.

Assigning Students a Short Answer Assignment

To assign a Short Answer Assignment to students:

1. Click the Assign/Monitor Students (🔍) icon for the desired assignment. The *Assignment Results* page displays.
2. Verify selection of the *Assignment Results* tab. This page lists the students who have been assigned to this assignment. Initially, this page is blank.
3. Select the desired class from the drop-down list.
4. Click to select the *Assign To Students* tab for a list of students who have not yet been assigned. Check one or more students from this list; optionally check *Randomize Question Order* check box; initially set assignment to desired assignment mode; then click **Assign**.
   OR
   Click to select the *Quick Assign* tab to assign an assignment to all students in one or more classes. Check the desired class(es); optionally check *Randomize Question Order* check box; initially set assignment to desired assignment mode; then click **Assign**.
   OR
   Click to select the *Self Assign* tab to assign an assignment to yourself. Click the Assign to myself link.

Managing Constructed Response Assignment

Creating a Constructed Response Assignment

To create a Constructed Response Assignment for courses containing this activity:
1. Click the Assignments link on the *Teacher Home* page. The *Assignments* page displays.
2. Click the *Constructed Response* tab.
3. Select the desired course and assignment folder from the drop-down menus for the new assignment.
4. Click the Create Constructed Response Assignment link. The Create New Assignment dialog box displays.
5. Enter the name of the assignment into the *Assignment name* field.
6. Select the desired course from the *Course* drop-down menu.
7. Click **OK**. The *Assignment Details* page displays.

Adding Questions into a Constructed Response Assignment

To add questions to a Constructed Response Assignment:
1. Click the Add Questions link. The *Add Question* page displays.
2. Define question criteria by checking the check boxes for the desired units.
3. Go to the **Add Questions** portion of the page and click **Browse and Select Questions Individually**. Questions display 10 at a time.
4. Select the check box beside each question you wish to include in your assignment.
5. Review all questions, deselecting the check box of questions you do not wish to include in your assignment.
6. Click Done upon completion to confirm the number of questions added and to return to the *Edit/Create Assignment* page.
7. Click the Back to the Assignments Page link to return to the *Assignment Details* page.

Importing Questions into a Constructed Response Assignment

To import questions into a Constructed Response Assignment:
1. Click the Import Questions link. The *Import Questions* page displays.
2. Click the Import or Import Benchmark link of the desired course or assignment source. For imported assignments, each question displays with check boxes for selecting questions to import. For benchmark assignments, all questions are automatically checked.
3. Click **Import Checked Questions**.
4. Click **Back** upon completion to return to the *Assignments* page with your new assignment.

Assigning Students a Constructed Response Assignment

To assign a Constructed Response Assignment to students:

1. Click the Assign/Monitor Students (🔍) icon for the desired assignment. The *Assignment Results* page displays.
2. Verify selection of the *Assignment Results* tab. This page lists the students who have been assigned to this assignment. Initially, this page is blank.
3. Select the desired class from the drop-down list.
4. Click to select the *Assign To Students* tab for a list of students who have not yet been assigned; check one or more students from this list; optionally check *Randomize Question Order* check box; initially set assignment to desired assignment mode; then click **Assign**.

OR

Click to select the *Quick Assign* tab to assign an assignment to all students in one or more classes; check the desired class(es); optionally check *Randomize Question Order* check box; initially set assignment to desired assignment mode; then click **Assign**.

OR

Click to select the *Self Assign* tab to assign an assignment to yourself. Click the <u>Assign to myself</u> link.

Managing Flash Card Assignment

Creating a Flash Card Assignment

To create a Flash Card Assignment:
1. Click the <u>Assignments</u> link on the *Teacher Home* page. The *Assignments* page displays.
2. Click the *Flash Card* tab.
3. Select the desired course and folder from the drop-down lists for the new Flash Card assignment.
4. Enter the name of the Flash assignment in the *Assignment name* field located towards the bottom of the *Assignments* page.
5. Click **Create New Flash Assignment**. The new *Assignment Details* page displays.

Adding New Vocabulary to Flash Card Assignment

To add new vocabulary to a Flash Card Assignment:
1. Click the <u>Add Vocabulary</u> link. The *Add Vocabulary* page displays.
2. Click the check boxes next to the vocabulary to add to your assignment. Up to 50 words may be selected.
3. Click **Add Checked Vocabulary Term** at the bottom of the page. A confirmation message indicates the number of words added to your assignment. The *Assignment Details* page redisplays with your selected vocabulary.
4. Review all vocabulary, deleting those you do not want to be included in your assignment.
5. Click the <u>Back to the Assignments Page</u> link to return to the *Assignment* page.

Importing Vocabulary into a Flash Card Assignment

To import vocabulary into a Flash Card Assignment:
1. Click the <u>Import Vocabulary</u> link. The *Import Vocabulary* page displays.
2. Click the appropriate tab (*Your Assignments or Personal Content Sets*) to select the type of assignment to import. The appropriate page displays an assignment list for the selected assignment type.
3. Click the <u>Import</u> link of the desired course or assignment source.
4. Click the check boxes next to the vocabulary to add to your assignment. Up to 50 words may be selected.
5. Click **Import Checked Vocabulary**.
6. Click **Back** upon completion to return to the *Assignments* page with your new assignment.

Assigning Students a Flash Card Assignment

To assign a Flash Card Assignment to students:
1. Click the Assign/Monitor Students (⬚) icon for the desired assignment. The *Assignment Results* page displays.
2. Verify selection of the *Assignment Results* tab. This page lists the students who have been assigned to this assignment. Initially, this page is blank.
3. Select the desired class from the drop-down list.
4. Click the *Assign To Students* tab for a list of students who have not yet been assigned; check one or more students from this list; then click **Assign**.

    OR

    Click to select the *Quick Assign* tab to assign an assignment to all students in one or more classes; check desired class(es); then click **Assign**.

    OR

    Click to select the *Self Assign* tab to assign an assignment to yourself. Click the <u>Assign to myself</u> link.

Creating PDF-Formatted Versions of Assignment for Printing and Online Viewing

When displaying assignments, an option is provided for creating an Adobe Portable Document Format (PDF) file for online viewing and printing. This feature requires Adobe Reader software, which may be downloaded by clicking the Adobe (⬚) icon; this takes you to Adobe's web site where you can download the software. Once downloaded:
1. Select the desired PDF options, which display at the bottom of the assignment.
    Page Header - printed at the top of each page
    Font size - choice of 10pt or 12pt
    Note: Math and Science assignments look better at 12pt when they include formulas or special characters.
    Instructions - display at the beginning of the first page. Edit as needed.
    Answer key - if displaying an assignment with the answer check box unchecked. You may specify the last page of the PDF as the answer key.

2. Click **Display as PDF** after selecting the desired PDF options, The current window version of the file is replaced with a PDF version of the file.
3. **Save** or **Print** the file using the Adobe toolbar in your browser. Creating the PDF page takes a few seconds.

Monitoring Assignments

To monitor assignments:
1. Click the <u>Assignment</u> link on the ***Teacher Home*** page. The ***Assignments*** page displays your assignments.
2. Click the appropriate assignment tab (*Short Answer*, *Flash Card*, or *Constructed Response*) to select the type of assignment you wish to monitor.
3. Click the appropriate *Assign/Monitor Students* (🔍) icon to display the ***Assignment Details*** page for the desired assignment.
4. Click the *Report* (📃) icon to view a report for an individual student.
5. Click the <u>Class Cumulative Report</u> link to view a report on the entire class's progress with this assignment.
   OR
   Click the <u>Quick Results Report</u> link to view scores in a separate, printable window.

Accessing Teacher Reports

To access Assessment and Course Usage Reports, click the <u>Reports</u> link on the ***Teacher's Home*** page.

Managing Personal Content Sets

Creating Personal Content Sets

To create your own questions and vocabulary sets for use in assignments:
1. Click the <u>Personal Content Sets</u> link on the ***Teacher's Home*** page. The ***Personal Contents*** page displays.
2. Click the <u>Create New Content Set</u> link. The *Create New Content Set* dialog box displays.
3. Enter a description for the new set in the *Content Set name* field.
4. Select the content type from the *Content Type* drop-down menu.
5. Click **OK**. The ***Edit/Create Content Set*** page displays.

Adding Personal Content

To add your own questions or vocabulary for use in assignments:
1. Click the <u>Add Question</u>
   OR
   Click <u>Add Vocabulary</u> link in the *Set Options* portion of the ***Edit/Create Content Set*** page. The *Editor* pop-up window displays. This allows you to create or edit a question or vocabulary term in a Personal Question Set.
2. For questions, type in or edit the question into the Question portion of the *Editor* pop-up window.
   For multiple choice questions, include the answer choices in a list.
   For fill-in questions, include ~~1~~ to indicate where an answer box will be displayed. Proceed to Step 3.
   OR
   For vocabulary, type in or edit the term and definition into the Editor pop-up window. Proceed to Step 6.
3. Specify the answer parameters in the Answer portion of the *Editor* pop-up window.
   a) The Multiple Choice Option allows you to record the correct answer choice and the number of choices.
      From the *Answer* drop-down menu, select the number of the correct answer.
      From the *Number of Choices* drop-down menu, select the number of possible answer choices.
      Be sure this number matches the choices displayed in the question.
   b) The Fill-In option allows students to type their answer into an answer box. Answers must be exact so only create questions where the answer is either a number or a single word. Enter the correct answer in the *Answer* box; specify the character width of the answer box in the *Answer Box Width* box; and select the font size of the answer box in the *Answer Box Font Size* drop-down menu.
4. Enter an optional hint into the Hint editing portion of the *Editor* pop-up window.
5. Enter an optional reason into the Reason editing portion of the *Editor* pop-up window.
6. Click **Save** to save the question.
   OR
   Click **Cancel** to cancel the function if you change your mind.
7. Repeat all applicable steps to add each question/vocabulary to the new Personal Content Set.

Importing Personal Content

To import Personal Content into an assignment:
1. Create or edit a Short Answer or Flash Card assignment on the *Assignments* page.
2. Select the Import link from the *Assignment Options* portion of the *Assignment Details* page.
3. Click the *Personal Content Sets* tab to view the list of available Personal Content Sets.
4. Click the Import link associated with the Personal Content Set you wish to include in an assignment.
5. Check the check boxes associated with the items to add to the assignment.
6. Click **Import Checked Items**.
7. Click the appropriate *Delete* icon (🗑) to delete a Personal Content Set.
    Note: Only empty Personal Content Sets can be deleted. If you want to delete a Personal Content Set, be sure to delete each individual question within the set first. You cannot delete questions that are in use.
8. Click the appropriate description link on the **Personal Content Set** page to view or edit a Personal Content Set.

Managing Your Profile

To manage your profile:
1. Click the Profile link on the *Teacher's Home* page. The **Profile** page displays.
2. Update your password, name, and/or e-mail address as required.
3. Click **Submit**.

Viewing State Learning Standards Correlation

To view how State Learning Standards correlate to *School Island* courses:
1. Click the State Learning Standards Correlation link on the *Teacher's Home* page. The **State Learning Standards Correlation** page displays in a separate window.
2. Select desired standard and view (by state or *School Island* course) from the drop-down lists to display the appropriate standards.
3. Click **Standards** to display details for a specific content area.

Viewing Student Home Page

To display the **Student's Home** page, click the Student Home Page link on the **Teacher's Home** page.