Dear District Administrator,

Welcome!

Thank you for purchasing Study Island. To ensure success in using this program, we have developed this district administrator user manual. In the pages that follow, you will find an explanation of your duties as district administrator as well as step-by-step instructions for using Study Island.

We are committed to helping you should you ever run into a problem or have a question. Remember, technical support is included with your purchase!

Please call us at 800-419-3191; click on “Live Support” located at the top of Study Island, once you have logged in, to chat with us; or email us at support@studyisland.com. We eagerly await any chance we have to support you and to empower your students’ futures with Study Island!

Sincerely,
Study Island Support
4 Quick Tips for Using This Manual

- Find what you are looking for by pressing Control + F together on your keyboard and then typing the desired topic into the Find bar!

- Lookout for walkme instructions:  

![Walkme Instructions](image)

These callout when, in Study Island, you can click in the top right corner and type the instruction noted to get step-by-step instructions!

- Lookout for:
  - **Tip Boxes**: These contain helpful tips!
  - **Caution Boxes**: Heed these warnings closely!
  - **Explanation Boxes**: These help explain what a feature is.

- When you see the phrase “See Another Topic”, click Another Topic to jump to it!
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</tr>
</thead>
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</tr>
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<tr>
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</tbody>
</table>
Getting Started

Jump to QUICK START GUIDE on page 8.

What is Study Island?

Study Island is an online standards mastery and test preparation program built from both state and Common Core standards and is available in all fifty states. Rooted in foundational and statistical research, the dynamic self-paced program allows teachers to customize instruction to students’ needs while allowing students to study in standard test format, interactive game mode, or using interactive group response systems.

Who is Edmentum?

We are Edmentum. We make, support, and continue to improve Study Island and your experience with it. Founded in innovation, we are committed to being your most trusted partner in creating successful student outcomes everywhere learning occurs.

How Study Island Works

- Each user–students, teachers, administrators, and district administrators–has a unique login
- Programs, which are largely tied to grade level, are divided into subjects (math, reading, etc.)
- Subjects are further divided into topics (rational numbers, dividing whole numbers, etc.); each topic corresponds to a standard, or multiple related standards, from your state curriculum
- Topics consist of a lesson for students to view and a bank of practice questions with explanations
- Students perform practice sessions consisting of selected topics as well as teacher-assigned assignments
- Teachers create classes, create assignments, build tests, and monitor student achievements
- Administrators also create classes, create users, schedule school-wide testing (called benchmarking), and perform administrative tasks (setting preferences, deleting users, etc.)
- District administrators have access to reporting and can also schedule school- or district-wide testing (called benchmarking)

What are my Students’ Goals in Study Island?

Every student’s goal in Study Island is to earn a Blue Ribbon (or Passport for high school) on all assigned topics. A Blue Ribbon designates the student has passed a topic.

Getting your Students Started

1. Students will login at https://app.studyisland.com/cfw/login with their unique login credentials.
2. Students will click a Program under the Programs dropdown, then click a Subject.
3. For each Subject, students will first take the Pretest (sometimes called a Diagnostic Test) by clicking it.
   - After completing the Pretest, the student is ready to move on to the topics within the subject.
   - If there is no Pretest for the subject, skip this and go to the next step.
   - Students must complete ten questions in the pretest to move on to the remainder of the topics within the subject. Diagnostic Tests will require 30 questions.
4. Then, students can click a Topic to study (or check several topics and click “Start Studying”).
5. As students progress, they will receive a Blue Ribbon for passing a topic or, often, the Building Block icon if they are required to complete a Building Block Topic before proceeding.
6. Once a student has completed every topic in a subject and earned a Blue Ribbon in all but three topics, they can click and take the Post Test to pass the subject!
Understanding Study Island Sessions

When students study, they do it by having a practice session. There are several different study session modes:

**Practice Mode**
Standard multiple choice or short answer format.
- This is the default mode.
- Number of questions will automatically default to the minimum number required to meet the topic’s passing parameter.
- Students can choose a number of questions for the session.

**Game Mode**
Game Mode integrates a game feature into student study sessions. By answering a question correctly, students have temporary access to a chosen game.
- **Game Mode Tip:** Admins can allow or disallow access to Game Mode in School Preferences.
- An updated version of Flash is required for some games. Flash can be downloaded for free online.
- Game Mode questions are the same as Practice Mode questions.
- Games have three difficulty levels: Beginner, Intermediate, and Challenging.
- Schools can purchase Premium Games for their students to select.
- The admin can edit the school preferences to allow or disallow Game Mode.

**Group Session**
Group sessions allow all students to submit real-time responses to interactive, technology-enhanced questions.
- Teachers can engage their entire class of students.
- Teachers can track their students’ progress in real-time.

**Group Session Tip:** Teachers should consider allowing students to use their smart phones for group sessions. Study Island is mobile optimized and can be accessed on mobile devices.

**Printable Worksheets**
This session type allows students or teachers to print worksheets for the student to complete.
- **Questions taken in Printable Worksheet Mode cannot be entered into Study Island reports.**
- Students can choose one or multiple topics by putting a check mark next to the topics they want to include on their worksheet.
- Answers are located at the bottom of a teacher copy only.

**Classroom Response**
Teachers will be able to use their classroom response system (CRS) classroom clickers.
- Your school will have to already have purchased a CRS system.
- Find complete instructions and system requirements online by clicking Help > FAQs > Troubleshooting > Clicker Support.

**Caution:** Edmentum no longer supports CRS vendor upgrades. Current CRS functionality will remain in Study Island through the summer of 2017.

For an interactive class-wide student experience, please explore Group Sessions.
Quick Start Tip: It is vital that, as part of getting started with Study Island, District Administrators communicate and coordinate with School-level Study Island Administrators. Steps 2-5 are listed as “OPTIONAL” only because School-level Administrators will perform them by default when following their Administrator Manual. You may choose to perform these steps in lieu of School-level admins.

1. Choose a single Study Island administrator per campus.

   General functions of the administrator:
   - Create user profiles for students and teachers
   - Update school and class rosters
   - Handle administrative settings of Study Island

   The principal will also have administrator access to Study Island.

2. Gather Information to create Teachers, Classes, and Students.

   What information do you need to add teachers, classes, and students?
   - A list of teacher first and last names, and grade levels they will be teaching
   - A list of class names, also knowing which teachers and students will be assigned to each
   - A list of student first and last names, grade levels they are in, homerooms, and SIS Primary Keys

3. Create a Teacher Import File and Use it to Create Teachers and Classes.

   Referring to Create Users via Importing File on page 10, create a teacher Import File containing FirstName, LastName, Grade, and Homeroom.

   Import the file.
   - Study Island will create your classes during the import based on your listed Homerooms

4. Create a Student Import File and Use it to Create Students.

   Referring to Create Users via Importing File on page 10, create a student Import File containing FirstName, LastName, Grade, SSID#, and Homeroom.

   Be sure your student “Homerooms” match the Homeroom names from the teacher Import File

   Import the file.
   - Your students will each be assigned to their listed Homeroom

5. Communicate to your School Administrators that Students, Teachers, and Classes are Created.

   When you contact your School Administrators, let them know they may distribute Student and Teacher usernames and passwords.

   Additionally, make sure to coordinate with the Admins so they know for future years if they will be maintaining school rosters or you will be maintaining school rosters.
Have School Admins Login and Begin to Familiarize Themselves with Study Island.

**OPTIONAL** The administrator can access “My Island” to help guide him or her through Study Island setup.

Admins click on “Admin Page” under “Main Menu”.

Then, under “Administration”, admins click “My Island”. Also have administrators begin the **Power User Program**, under the “Main Menu”, for an engaging way to learn the system.

Have Teachers Make an Assignment and Activate their Class Pages.

Whether through your direct communication or delegated through your School Administrators, make sure teachers know to create at least one assignment in each of their classes and to activate each of their class pages.

Refer teachers to their Study Island Teacher Manuals for additional information on creating assignments and activating class pages.

Schedule a Start of School Year District Benchmark Test.

Consider coordinating with your School Administrators and/or principals to utilize District Benchmarking.

- The purpose of Study Island Benchmarking is to get a snapshot of student proficiencies in relation to state standards and/or Common Core Standards
- This feature is an excellent way to immediately begin using Study Island to hone in on individualized learning and get every student on the right path

**OPTIONAL** If you decide to utilize Benchmarking, refer to **District Benchmarking Scheduling a Benchmark Test** on page 78 to schedule a benchmark test to begin the school year.

Create Emailed Report Subscriptions to Encourage Use of Study Island.

Consider setting up subscriptions so that teachers, parents, and/or district administrators will receive reports to their email addresses.

- Most Study Island reports can have email schedules created
- Creating emailed report subscriptions keeps teachers engaged with the Study Island program

If you decide to create emailed report subscriptions, you will need a list of recipients, their email addresses, and what report(s) you would like to send to each.

- Refer to **School Reports Listing** on page 51 to see what reports Study Island can automatically email.
- Refer to **Emailed Report Manager** on page 75 for setting up emailed report subscriptions

Consider coordinating with teachers to have reports emailed to parents. Any teacher that agrees will simply need the name(s) and email address(es) of any guardian to whom they will be sending report.
Create Users via Importing File

Create users via Importing File if you plan to create a large number of users.

- This option requires preparation. Set aside time for this option to add many users at once.
- This feature allows admins to create teachers, classes, and students, and assign teachers and students to classes. See Importing Tips on page ## for additional information.

Before starting, create the Import File(s):

- Microsoft Excel and comma delimited text files are supported.
- Use basic formatting; do not include formatting such as borders, hidden columns, italics, etc.
- Use the first worksheet if using Microsoft Excel (bottom left corner of Excel).
- No blank cells can be in your data range.

Formatting examples:

IF YOU ARE NOT LOOKING FOR HELP CREATING THE EXCEL FILE(S), JUMP TO Importing Users ON PAGE 13.

You can Create your own file from scratch (below) or Create your file from a Study Island Template (below).

An import file can be students or teachers, but not both.

- If you need to add large numbers of both students and teachers, create two files; one for each.

**Importing Tips:** Study Island allows district admins to create teachers, classes, and students, as well as assigning teachers and students to classes, with the Import File feature.

Perform these tasks in this specific order:

1. **Create new teachers first.** For these teachers, include a Homeroom field in your Import File.
2. **Then, create new students.** Also include a Homeroom field in your Import File.
3. **Study Island will create new classes** to match the teachers’ Homerooms, if the listed classes do not yet exist.

Create your own file from scratch:

1. Open Microsoft Excel.
2. In Row 1 and Column A, type “FirstName”.
3. In Row 1 and Column B, type “LastName”.
4. In Row 1 and Column C, type “Grade”.
5. If you have your students’ SIS ID numbers, in Row 1 and Column D, type “SSID#”.
6. In Row 1 and Column D (if no SIS ID) or Column E (if there is a SIS ID), type “School”.
7. Your first row should look like:

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FirstName</td>
<td>LastName</td>
<td>Grade</td>
<td>SSID#</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>School</td>
</tr>
</tbody>
</table>

   Proceed to Adding Information below on page 11.

Create your file from a Study Island Template:

2. Right-click Sample Student File or Sample Teacher File, depending on the type of users you want to import, and select “Save target as...” or “Save link as...”

3. In the “Save As” window, navigate to your desktop (or somewhere accessible) and click “Save”.

4. Open the saved excel file. The files are named:
   
   **Student:** StudyIsland_Student_Sample_File.xls
   
   **Teacher:** StudyIsland_Teacher_Sample_File.xls

5. Delete the sample information in Rows 2-6.
   
   ➢ Click the cell with the name “Andrea,” and drag to the most bottom right cell with information.
   
   ➢ Once this area is selected, press the “Delete” key on your keyboard.

6. In Row 1 and the next available Column, type “School”.

7. Proceed to **Adding Information** below.

**Adding Information:**

Your import file contains FirstName, LastName, Grade, if available, SSID#, and School columns.

➢ FirstName
   
   o **Required.**
   
   o **Not case-sensitive.**

➢ LastName
   
   o **Required.**
   
   o **Not case-sensitive.**

➢ Grade
   
   o **Required.**
   
   o **Format must be one of:** K,1,2,3,4,5,6,7,8,9,10,11,12
   
   o **Enter a grade level for your teachers. Note, however, this field will be automatically changed during your import to “Teacher” if importing teachers.**

➢ SSID#
   
   o **If available, this field is required.**
   
   o This is the unique student identification system ID number of a student.

➢ School
   
   o **Required.**
   
   o **This field will be mapped during the import. Simply make sure whatever you use for a given user’s school is consistent throughout the chart. Example: You type “SI Elem” for first grader Bobby Boy who attends Study Island Elementary. Make sure all other users being created that will attend Study Island Elementary also have “SI Elem” in the School column.**

Once this information is added, your file should look as follows (with your information):

**Student File:**

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FirstName</td>
<td>LastName</td>
<td>Grade</td>
<td>SSID</td>
</tr>
<tr>
<td>2</td>
<td>Andrea</td>
<td>Hemingway</td>
<td>K</td>
<td>54321</td>
</tr>
<tr>
<td>3</td>
<td>Robert</td>
<td>Frost</td>
<td>1</td>
<td>12324</td>
</tr>
<tr>
<td>4</td>
<td>Manuel</td>
<td>Moncada</td>
<td>7</td>
<td>2945</td>
</tr>
<tr>
<td>5</td>
<td>Greg</td>
<td>Harrison</td>
<td>3</td>
<td>23456</td>
</tr>
<tr>
<td>6</td>
<td>Susan</td>
<td>Carter</td>
<td>12</td>
<td>12345</td>
</tr>
</tbody>
</table>

**Teacher File, or Student File without SSID:**

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FirstName</td>
<td>LastName</td>
<td>Grade</td>
<td>School</td>
</tr>
<tr>
<td>2</td>
<td>Andrea</td>
<td>Hemingway</td>
<td>K</td>
<td>SI Elem</td>
</tr>
<tr>
<td>3</td>
<td>Robert</td>
<td>Frost</td>
<td>1</td>
<td>High</td>
</tr>
<tr>
<td>4</td>
<td>Manuel</td>
<td>Moncada</td>
<td>7</td>
<td>SI Middle</td>
</tr>
<tr>
<td>5</td>
<td>Greg</td>
<td>Harrison</td>
<td>3</td>
<td>SI Elementary</td>
</tr>
<tr>
<td>6</td>
<td>Susan</td>
<td>Carter</td>
<td>12</td>
<td>SI High</td>
</tr>
</tbody>
</table>

**Save your import file to your desktop, or anywhere else easy to locate.**

➢ The file can have any name. We suggest StudentImportFileSchoolYear##-## or TeacherImportFileSchoolYear##-##, replacing ##-## with the appropriate school year, such as 16-17.
Adding Additional Optional Information:
You may add additional columns in the import file for optional information, including:

- **Username**
  - Study Island will auto-generate usernames during the import if this field is not included.
  - If you decide to include this information, see Username Tips on page 14.

- **Password**
  - If not included, you will create a global default password during the import.
  - You will have the option to force users to create a new password on first login.
  - If you decide to include this information, see Password Tips on page 14.

- **Homeroom**
  - You can include a student’s homeroom in your import file:

  **If the class already exists in Study Island**, input the name of the class as it appears in Study Island.

  **Finding your class names:**
  1. Go to “School Reports” under the “Main Menu”.
  2. In the Select a School dropdown box, click the dropdown arrow and choose the school for which you want a class list.
  3. In the School Reports table, click Class Gradebook Report.
  4. In the Class Gradebook Report popup window, click Add/Edit Class next to the Select a Class box.
  5. Now, in the “My Classes” dropdown box, click the dropdown arrow and select “All Classes.”
  6. Find the class you want as a student’s homeroom. Enter it into the import file exactly as it is shown here.

  **If the class does not yet exist in Study Island**, the system will create this class during the import process. See Importing Tips on page 10.

The following option additional information is for your school’s internal reporting purposes only:

- **Gender**
- **Ethnicity**
- **Economically Disadvantaged**
- **Title I Participant**
- **Migratory Student**
- **Gifted/Talented**
- **Special Education**
- **LEP/ELL**

To add any of these fields, type it as listed above into Row 1 in the next empty column in your import file.

**Example:**

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FirstName</td>
<td>LastName</td>
<td>Grade</td>
<td>SSID(Optional)</td>
<td>Username</td>
<td>Password</td>
<td>Gifted/Talented</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Example with placeholder information added:**

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Andrea</td>
<td>Hemingway</td>
<td>K</td>
<td>54321</td>
<td>a.hemingway @studyisland</td>
<td>1234 Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>2</td>
<td>Robert</td>
<td>Frost</td>
<td>1</td>
<td>1234</td>
<td>r.frost @studyisland</td>
<td>1234 No</td>
<td>Yes</td>
</tr>
<tr>
<td>3</td>
<td>Manuel</td>
<td>Moncada</td>
<td>7</td>
<td>23456</td>
<td>m.moncada @studyisland</td>
<td>1234 Yes</td>
<td>No</td>
</tr>
<tr>
<td>4</td>
<td>Greg</td>
<td>Harrison</td>
<td>12</td>
<td>23456</td>
<td>g.harrison @studyisland</td>
<td>1234 Yes</td>
<td>No</td>
</tr>
<tr>
<td>5</td>
<td>Susan</td>
<td>Carter</td>
<td></td>
<td></td>
<td>s.carter @studyisland</td>
<td>1234 No</td>
<td>No</td>
</tr>
</tbody>
</table>

**Save your import file to your desktop, or anywhere else easy to locate.**

- The file can have any name. We suggest StudentImportFileSchoolYear##-## or TeacherImportFileSchoolYear##-##, replacing ##-## with the appropriate school year such as 16-17.
Importing Users

Once your import file(s) are prepared, perform these steps to Import Users.

1. Visit [http://www.studyisland.com](http://www.studyisland.com) and enter your district administrator login information.
   - **Option 1:** Click “Import Users” on the page’s left side, under “Main Menu”.
   - **Option 2:** Click “Import Users” under District Settings in the District Dashboard page.

2. In the Import Users page, under Select Database File, click “Browse”.
3. In the “Choose File to Upload” window, locate the import file you created and click “Open”.
   - If you followed the steps above, your import file will likely be on the desktop named StudentImportFileSchoolYear##.xls or TeacherImportFileSchoolYear##.xls
   - Only if your import file does not have headers, under Does row 1 contain column headers which you would like to ignore? click “Yes”, changing it to “No”.

4. Click “Upload Database File”. This will bring up the “1. User Info” tab.

5. In the “1. User Info” tab, under User Information, verify each field is mapped correctly:
   - First Name: **FIRSTNAME**
   - Last Name: **LASTNAME**
   - Grade: **GRADE**
   - User Type: **Student**
   - If necessary, click the dropdown arrow and select “FIRSTNAME” or (if your import file did not have headers) pick the first name (ex: Andrea).
   - If necessary, click the dropdown arrow and select “LASTNAME” or (if your import file did not have headers) pick the last name (ex: Hemingway).
   - Select a User Type by clicking the dropdown arrow and selecting a type listed: Student or Teacher.

6. Once each field is correctly mapped, click “Next Section” at the bottom right of the screen.

7. In the “2. Usernames/Passwords” tab, complete the Username Decisions section:
   - Click the dropdown arrow and select one of three options:
     - 1. “Auto Generate” if you did not have a username column in your import file;
     - 2. “USERNAME” if you had a username column and headers in your import file; or
     - 3. The option matching your intended username column (ex: a.hemingway@studyisland).
   - If you chose “Auto Generate” under Username, enter a “Suffix” to replace the “Suffix” in your chosen username format. See Auto-Generate Username Tips.

8. In the “2. Usernames/Passwords” tab, complete the Password Decisions section:
   - Click the dropdown arrow and select one of three options:
     - 1. “PASSWORD” if you had a password column and headers in your import file.
     - 2. The option matching your intended username column (ex: 1234).
     - 3. “Create My Own” if you did not have a password column in your import file.
       - A “Custom Password” box will appear.
       - Enter a password. This will be assigned to all users being created. See Password Tips on the next page.

Headers Explained: What is a header? Your import file has headers if you have titles in Row 1 instead of data. For example, if Row 1 contains “FirstName,” “LastName,” etc. instead of “Andrea,” “Hemingway,” then your import file has headers.
Auto-Generate Username Tips: When choosing for the system to “Auto Generate” your usernames, we strongly recommend choosing a school identifier, such as MHS or tigers, as your suffix.

Your school is Study Island Elementary School and your mascot is a Palm Tree. In your import file is a student named Robert Frost.

👍 You pick “J.Doe@Suffix” for your Auto-Generation Method and enter “Palmtrees” under Username Suffix. After the import is complete, Robert Frost is created with username R.Frost@Palmtrees.

👎 You pick “J.Doe@Suffix” for your Auto-Generation Method and enter “@Palmtrees” under Username Suffix. After the import is complete, Robert Frost is created with username R.Frost@@Palmtrees.

Password Tips: We recommend each student and teacher have a unique password.

Unless you created unique passwords for each user in your import file, we suggest choosing to “Require user to change password upon first login” by clicking “No” , changing it to “Yes” .

Once created, teacher passwords are hidden from the administrator.

Teachers and administrators have access to student passwords, even if the student has changed their password.

Find a student’s password:
- Go to “School Settings” in the “Main Menu.”
- Find the school the student attends and click the School’s Name.
- In the Admin Page, under the “Administration” section, find and click the “Password List.”
- In the “Select a Class” dropdown, choose the student’s grade or class.
- A list of students appears. Find the student and you will have the username and password.

Change a student’s or teacher’s password:
- Go to “School Settings” in the “Main Menu.”
- Find the school the teacher or student attends and click the School’s Name.
- In the Admin Page, click the “Manage Users” tab.
- In the “Choose a Grade” dropdown, choose the student’s grade or “Teachers” for a teacher.
- In the list of users, check the box on the user’s row and then click “reset Password.”
- Enter a new password in the box. It is recommended you check “Force password reset after next login.” Then click “Reset Password.”

9. Leave “Keeping existing password for existing users” as “No” unless Editing Users, rather than Creating Users. If editing, you may toggle it to “Yes” if your school’s student users have associated SIS Primary Keys.

10. When finished, click “Next Section” towards the bottom right of the screen.

11. In the “3. Optional Fields” tab, verify each field under Optional Fields is mapped correctly.
For each field, click the dropdown arrow and select one of three options:

1. “-” if you did not include this information in your import file.

2. “FIELDNAME” if you included the information and headers in your import file (ex: SSID# or GENDER).

3. The option matching your intended information column if you did not include headers (ex: 823191 or Male).

If you selected something for SIS Primary Key other than “-”, the SIS Primary Key Options section will appear.

Leave this option as “No” unless you are Editing, not Creating, Users. In that case, you may change this option to “Yes” if you intend for all active student users to have associated SIS Primary Keys.

12. When finished, click “Next Section” at the bottom right of the screen.

13. If you included certain reporting fields, you may need map information in the “4. Special Fields” tab.

Some reporting fields, such as Ethnicity or Gender, will require you to map your information so that the system recognizes it.

As needed, click the dropdown arrow in each section and select the option corresponding to your value.

14. You will have to map your School column values to schools in district in the “4. Special Fields” tab.

Click the dropdown arrow for each school value you had in your School column (ex: SI Elem) and choose the appropriate school in your district (ex: STUDY ISLAND ELEMENTARY).

15. When finished, click “Next Section” at the bottom right of the screen.

16. If you included a Homeroom column in your import file, and entered classes that did not previously exist, you will need to map owners to each such class.

For each class, click the dropdown arrow and select the teacher that will be teaching the class.
17. In the “6. Register Users” tab, review the user information in the Import Preview and Summary section:

- **Users to Create tab:** Review the information for users to be created.
  - Usernames already nationally taken will have a number added to make it unique and will be highlighted.

- **Users to Update tab:** If you included SIS Primary Keys, this tab shows the user(s) being updated in the system due to matching SIS Primary Key(s).

- **Users with Errors tab:** View the users with errors.
  - Click the red numbered button under the “Errors” column to see a dropdown of the particular error(s) per user.

- **Ignored Users tab:** List of users with blank passwords or SIS Primary Keys in your import file.

- **Users to Deactivate:** If you set Do you want existing users who don’t have matching SIS Primary Key to be deactivated? on the “3. Optional Fields” tab to “Yes”, then this tab will list users that will be deactivated from your school.

18. When complete, click “Finalize Report” above the information table.
Create Individual User

Creating User Profiles for Students and Teachers Individually

This method of creating user profiles works well if you have a small number of users to create.

- This option is quick per user and requires little information. It is time-consuming for adding many users.

1. Visit [http://www.studyisland.com](http://www.studyisland.com) and enter your district administrator login information.

2. Click “School Settings” on the page’s left side, under “Main Menu”.

3. In the School Settings Page, in the Name column, find the school in which the user you are creating is located and click the School’s Name.

4. In the Admin Page, click the “Add Users” tab. Within this tab, click “Add Individual User”.

![School Settings](image)

![Admin Page: Study Island Elementary](image)
5. Create each user by filling out the user information form.

- Enter the user’s first name.
- Enter the user’s last name.
- Create a unique username for the user. 
  See Username Tips on page 19.
- Create a password for the user. 
  See Password Tips on page 19.
- Re-type the password you have created.
- Checking this box will require this user to create a new password upon first login.
- Select a User Type by clicking the dropdown arrow and selecting a type listed: Student or Teacher.
- Click the dropdown arrow and select the appropriate student Grade or check the box for each Grade Level a teacher teaches.
- If you have a Student’s Information System ID number, enter it here. This allows you to update student records quickly.
- (Optional) If you have a school email address associated with the user, enter it here.
- Re-type the email, if entered above.

6. (Optional) If the user is a Student, the “Reporting Information” fields will be present.

- These fields are optional when adding an individual student.
- Some schools choose to add this information.
- This information is for reporting purposes only.
- To add a field, click the dropdown arrow and select the appropriate option.

7. After entering the user’s information:

- Adding another user? Click “Save and Add New” at the bottom of the screen.
- Finished adding users? Click “Save and Exit” at the bottom of the screen.
**Username Tips:** Study Island usernames must be unique in our nationwide database. Therefore, we strongly recommend adding a school identifier, such as @MHS or .tigers, to your school’s usernames. This helps make every username unique.

Example: Your school is Study Island Elementary School and your mascot is a Palm Tree. You are adding a student named John Doe.

👍 You create username John.Doe@SIES or John.Doe.Palmtrees. When you attempt to save, the user is successfully created.

👎 You create username JohnDoe. When you attempt to save, Study Island gives you a message “Sorry, but ‘JohnDoe’ is already taken”. Try again with an identifier (ex: @SIES).

**Password Tips:** We recommend each student and teacher have a unique password.

Unless you create unique passwords for each user, we suggest checking “Require user to change password upon first login” to make users to create their own unique passwords.

Teacher passwords are hidden from the administrator.

Teachers and administrators have access to student passwords, even if the student has changed their password.

**Find a student’s password:**
- Go to “Teacher Page” in the “Main Menu.”
- Under the “My Classes” section, find and click the “Password List.”
- In the “Select a Class” dropdown, choose the student’s grade or class.
- A list of students appears. Find the student and you will have the username and password.

**Reset a student or teacher’s password:**
- Go to “Admin Page” in the “Main Menu.”
- Click the “Manage Users” tab.
- In the “Choose a Grade” dropdown, choose the student’s grade or “Teachers” for a teacher.
- In the list of users, check the box on the user’s row and then click “Reset Password.”
- Enter a new password in the box. It is recommended you check “Force password reset after next login.” Then click “Reset Password.”
Editing Users

Updating Your User Attributes

1. Visit [http://www.studyisland.com](http://www.studyisland.com) and enter your district administrator login information.
2. At the top of the screen, next to [edmentum](http://www.studyisland.com), click the blue button containing the district administrator’s name.
3. You may update the information under Login Information and Personal Information:
   - **Login Information**
     - A district admin can update their username and/or password.
   - **Personal Information**
     - A district admin can update their first and last name, email, and associated grade levels.
4. When you have completed updating your information, click the “Update” button on the bottom right.

Updating a User’s Information

You will be unable to update a user’s information if your school is Clever-enabled. See [Clever](http://www.studyisland.com) on page 95 for more information. Otherwise, follow these steps:

1. Visit [http://www.studyisland.com](http://www.studyisland.com) and enter your district administrator login information.
2. Click “School Settings” on the page’s left side, under “Main Menu”.
3. In the School Settings Page, in the Name column, find the school in which the user you are updating is located and click the School’s Name.
4. In the Admin Page: Your Chosen School, click the “Manage Users” tab.
5. In the “Choose a Grade” dropdown box, click the dropdown arrow and select the student’s grade level.
   - To update a teacher’s user attributes, select “Teacher.”
6. Find the user for whom you are updating the information.
7. In the “Actions” column of the table, click the “Edit Attributes” icon.
8. Edit the fields in the **User Information** and **Reporting Information** sections as necessary.

   - Reporting Information will not be available for non-students.

![User Information and Reporting Information fields]

9. When finished, click the “Save” button in the bottom right corner.

**Changing a Student’s Grade Level**

1. Visit [http://www.studyisland.com](http://www.studyisland.com) and enter your district administrator login information.

2. Click “School Settings” on the page’s left side, under “Main Menu”.

3. In the School Settings Page, in the Name column, find the school in which the student whose grade level you are changing is located and click the School’s Name.

![School Settings and Admin Page]

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4. In the Admin Page, click the “Manage Users” tab.

![Image of Admin Page](image)

Changing a small number of student’s grade levels?

5. In the “Choose a Grade” dropdown box, click the dropdown arrow and select the student’s grade level.

6. Find the student(s) whose grade-levels you are changing. Check the box on the left side of the student(s) row(s).

   **Send Student to Previous Grade**

   Press this button to send all checked students down one grade level.
   - Use this when a student is appearing under the wrong grade level.

   **Advance Student to Next Grade**

   Press this button to advance all checked students to the next grade level.

Changing entire grade-levels of students?

4. Make a list of all Grade Levels you plan on changing.
   - Example: You plan to advance grade levels 1 to 4 forward, moving first graders to second, and so on.

5. In the “Choose a Grade” dropdown box, click the dropdown arrow and select the highest grade level you plan on advancing.
   - Example: Since you plan to advance grade levels 1 through 4 up, the highest grade level is fourth.

6. Check the box on the left side of the header row of the table to select all students in this grade level.

   **Advance Grade**

   Press this button to advance all checked students to the next grade level.

7. Repeat steps 5 and 6 from the remaining Grade Levels you need to advance, working your way down from the highest grade level.
   - Example: You have advanced all the fourth grade students to grade level 5. Now go to Grade Level 3, select all the students, and advance to fourth grade.
Transferring a User to Another School

2. Click “School Settings” on the page’s left side, under “Main Menu”.

![Image of School Settings page]

3. In the School Settings Page, in the Name column, find the school in which the user you are transferring is located and click the School’s Name.

![Image of Admin Page: Study Island Elementary]

4. In the Admin Page, click the “Manage Users” tab.

![Image of Admin Functions: Manage Users]

5. In the “Choose a Grade” dropdown box, click the dropdown arrow and select the student’s grade level.
   - To transfer a teacher, select “Teacher.”

6. Find the student(s) or teacher(s) for whom you are transferring schools. Check the box on the left side of the user(s) row(s).

7. Press the “Change School” button to transfer all checked users to a new school within your district, which includes transferring all of the checked students’ information.
   - You will most often transfer a single student who is changing schools.
If one or more students or teachers are transferring to another school that is using Study Island, coordinate with the administrator of the other school that you will be transferring student(s) or teacher(s).

The district administrator for the school that the student or teacher is leaving may make the transfer.

If a student or teacher is transferring into your school from outside the district, the administrator for the other school will need to make the transfer.

Transferring in District

To complete the transfer, choose the new school from the “Select a school” dropdown box by clicking the dropdown arrow. Click “Transfer”.

Transferring out of District

If the user is transferring to another district, type the appropriate school code in the “Enter a school code” box. Call us at 1-800-419-3191 for the school code.

8. Press the “Transfer” button.

The transfer may take up to 45 minutes.

Deactivating, Deleting, and Re-activating Users


2. Click “School Settings” on the page’s left side, under “Main Menu”.

3. In the School Settings Page, in the Name column, find the school in which the user you are deactivating, deleting, or re-activating is located and click the School’s Name.
4. In the Admin Page, click the “Manage Users” tab.

Deactivating Users
5. In the “Choose a Grade” dropdown box, click the dropdown arrow and select the user’s grade level.
6. Find the user(s) you are deactivating. Check the box on the left side of the user(s) row(s).
7. Click the “Deactivate Users” button to deactivate all checked users.
   ➢ Once a user has been deactivated, the user will appear under the “Deactivated Users” section in the “Choose a Grade” dropdown box.

Deleting Users
5. In the “Choose a Grade” dropdown box, click the dropdown arrow and select “Deactivated Users.”
6. Find the user(s) you are deleting. Check the box on the left side of the user(s) row(s).
7. Click the “Delete Selected Users” button to permanently delete all checked users.

Caution: Deleting users does remove all data and is irreversible.

Re-activating a Deactivated User
5. In the “Choose a Grade” dropdown box, click the dropdown arrow and select “Deactivated Users.”
6. Find the user(s) you are deactivating. Check the box on the left side of the user(s) row(s).
7. Click the “Activate Selected Users” button to re-activate all checked users.
Exporting Users

This feature allows district administrators to export user data into an Excel file.

- This is a useful tool when needing to make mass changes to your users.
- You can export, edit the file, and then import the edited file to update users as long as your users have SIS Primary Keys.
- You can export first name, last name, grade, username, password, SIS Primary Key, etc.
- The “Ethnicity” field has the following values:
  - W – White
  - B – African American
  - I – American Indian or Alaska Native
  - A – Asian
  - H – Hispanic
  - P – Native Hawaiian or Other Pacific Islander
  - M – Multi-Racial

Exporting Users

2. Click ● Export Users under District Settings in the District Dashboard page.

3. Click the Select Schools dropdown box and check each school whose users you want to export.
4. For Select File Type, leave as Microsoft Excel.
   - (Optional) If you would prefer a Comma Delimited Text file rather than an Excel file, click the dropdown arrow and select “Comma Delimited Text file.”
5. In the Select Users dropdown box, click the dropdown arrow and select a category of users to export.
6. Then click “Start Export”.
7. Depending on your browser, you will have options to “Save” the file to your desktop or “Open” the file.
   - Look for a “Downloads” bar or window.
Test Building aka Built Tests

The Test Builder allows district administrators to create their own customized assessments to measure student proficiency and progress, between schools.

- District administrators can choose questions from either the standard Study Island question bank or from a new question bank designed specifically for the Test Builder.
- The Test Builder is available for all grades and subjects.

Building a District Test

You can schedule a Built Test as part of the creation process.


   Option 1: Click “Test Builder” on the page’s left side, under “Main Menu”.

   District Test Builder
   
   Scheduled Tests Built Test Library Schedule a Test Build a Test

   Click “Build a Test”.

   Option 2: Click ● Build a Test under District Assignments in the District Dashboard page.

2. Under the “1. Test Information” tab, type a Test Title, toggle Allow Questions to be Randomized to “Yes” or “No”, and (optional) type Additional Information.

3. Proceed to tab “2. Questions” by clicking the tab or clicking “Next: Questions”.

4. Under the “2. Questions” tab, in the Select a Program dropdown box, click the dropdown arrow and select a program.

5. In the Select a Subject dropdown box, click the dropdown arrow and select a subject.

6. A Questions Selected table will appear:
7. Find a topic from which you want to include questions and click the Topic Name or “Select Questions” icon.

8. A Select Questions popup window will appear:

![Select Questions popup window](image)

9. You have two types of questions to include per topic:
   - **Option 1: Assessment Questions** These are special questions unique to Built Tests.
   - **Option 2: Practice Questions** These are standard questions Study Island uses in its prescribed assignments.

10. For either option, click the corresponding Questions bar to expand a list of questions. For each question, you can:

    ![Question 2](image)  
    ![Question 3](image)

    Click **Add** to include the question in your Built Test.

    In the Instances dropdown, click the “Dropdown arrow” and select how many instances of this question to include in your Built Test. Then click **Add** to include the question in your Built Test.

11. Once you have “Added” your chosen questions from Assessment and/or Practice Questions, click “Save Selections” on the left.

12. Repeat steps 10 through 14 for additional topics to include in your Built Test.

13. Once you have added all the questions desired for your Built Test, click “Save & Exit” at the bottom of the page.

14. The **Schedule Test** popup window appears:

![Schedule Test popup window](image)

**Building the Test for later use?** Click “No”.

**Building the Test to schedule it now?** Click “Yes”.

15. If you clicked “Yes”, jump to Scheduling a District Built Test ➔ Step 4 on page 29.

16. If you click “No”, your test is saved to your Built Test Library.

See Scheduling a District Built Test on page 29 or Navigating the Built Test Library on page 33 for more information.
**Scheduling a District Built Test**

To build a test and schedule it immediately, start with **Building a District Test** on page 27.

To schedule a previously created Built Test from the Built Test Library:

1. Visit [http://www.studyisland.com](http://www.studyisland.com) and enter your district administrator login information.

2. Click “Test Builder” on the page’s left side, under “Main Menu”.

3. Click the “Schedule a Test” button.

4. In the Schedule a Built Test page, in the **Select a Program** dropdown box, click the dropdown arrow and select the program matching your Built Test.

5. In the **Select a Subject** dropdown box, click the dropdown arrow and select the subject matching your Built Test.

6. In the **Select a Built Test** dropdown box, click the dropdown arrow and select the Built Test you would like to schedule.

   - Click “Preview” to the right to preview the built test.

7. In the **Select School(s)** selection box, check each school for which you would like to schedule the built test.

8. In the **Schedule Title** box, type a title for the built test; this is what students will see.

9. In the **Select a Group of Students** dropdown box, click the dropdown arrow and select the student group that will take the built test.

10. In the two **Test Dates** boxes, select a start date and a finish date, between which the built test will be available to students.

11. In the two **Time Available** boxes, select a start time and finish time, between which the built test will be available daily during the dates selected above.

12. In the **Allow Weekend Access** dropdown box, click the dropdown arrow and select “Yes” or “No”.

13. When you have chosen all the information, click the “Schedule Test” button.
**Previewing, Editing, or Deleting a Scheduled District Built Test**

1. Visit [http://www.studyisland.com](http://www.studyisland.com) and enter your district administrator login information.

2. Click “Test Builder” on the page’s left side, under “Main Menu”.

3. In the Scheduled Tests tab/table, find the Scheduled Built Test you would like to Preview, Edit, or Delete.
   - Click the Headers of the columns to sort by the chosen column.

   **To Preview:**
   - Click the “Preview” icon in the Actions column.
   - A new browser tab will open allowing you to preview. When complete, exit this browser tab.

   **To Edit:**
   - Click the “Edit” icon in the Actions column.
     - See Scheduling a District Built Test on page 29 for more information about the Schedule Information fields.
     - If the test is “Locked”, it cannot be edited.

   **To Delete:**
   - Click the “Delete” icon in the Actions column.
   - In the Remove From Schedule popup window, click “Yes”.

**Caution:** “Delete Built Test” is permanent and cannot be undone.

**Viewing Results of a Scheduled District Built Test**

Visit [http://www.studyisland.com](http://www.studyisland.com) and enter your district administrator login information.

**Option 1:**

1. Click “Test Builder” on the page’s left side, under “Main Menu”.

2. In the Scheduled Tests tab/table, find the Scheduled Built Test for which you would like to view results.

3. Click the “View Results” icon in the Actions column.

**Option 2:**

1. Click “District Reports” on the page’s left side, under “Main Menu”.

2. Click District Built Test Report.

3. In the District Built Test Report popup window:
   - For Report Format, click the dropdown arrow and select:
     - School Comparison
     - By Student
       - This will require you to also select a school.
     - School Assigned – Class Comparison
       - This will require you to select a Shared Test.
   - For Select Students, click the dropdown arrow and select a grade level.
   - For Select a Schedule, click the dropdown arrow and select a Scheduled Built Test.

4. Once the fields are chosen, either:
   - Click “View Report” to view.
   - Click “Export XLS” to export to excel.
   - Click “Download PDF” to make the report a pdf file.
Sharing a District Built Test

District administrators can share built tests, allowing teachers in their district to assign the shared built tests.

1. Visit [http://www.studyisland.com](http://www.studyisland.com) and enter your district administrator login information.

2. Click “Test Builder” on the page’s left side, under “Main Menu”.

3. Under the Built Test Library tab, in the Select Program dropdown box, click the dropdown arrow and select either “All Programs” or the program matching your Built Test.

4. In the Select Subject dropdown box, click the dropdown arrow and select either “All Subject” or the subject matching your Built Test.

5. To the right of the two dropdown boxes, click the “Submit” button.

6. A table of Built Tests matching your criteria will appear below.

7. Find the Built Test you would like to share and click the “Share” icon in the Actions column.

**Built Test Tip:** Make sure you want to share! Once you share, the Built Test cannot be altered!

You can “unshare” or stop sharing your test by clicking the “Unshare Test” icon. However, the Built Test will still be unalterable!

8. Once you verify you are ready to share, click “OK” in the popup message.

Importing a School’s Built Test

A district administrator can import a built test from a school and then assign that test to their district. First, you will import the built test. Once imported, see Scheduling a District Built Test on page 29.

1. Visit [http://www.studyisland.com](http://www.studyisland.com) and enter your district administrator login information.

   **Option 1:** Click “Test Builder” on the page’s left side, under “Main Menu”.

   **Option 2:** Click ● Built Test Library under Resources in the District Dashboard page.

2. Under the Built Test Library tab, click “Import from School”.

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3. In the **Select a School** dropdown box, click the dropdown arrow and select a school from which to import.

4. In the **Select Program** dropdown box, click the dropdown arrow and select either “All Programs” or the program matching your Built Test.

5. In the **Select Subject** dropdown box, click the dropdown arrow and select either “All Subject” or the subject matching your Built Test.

6. Click “Search” to the right of the three dropdown boxes.

7. A table of Built Tests matching your criteria will appear below.

8. Find the Built Test you would like to import and click the “Save As” icon in the **Actions** column.
   - You can preview the built test first by clicking the “Preview” icon in the **Actions** Column.

9. In the **Save As** popup window, type a name for the built test and click “Save”.
   - The built test will now appear in your built test library with the name you gave it.
   - If you would now like to schedule this test for your district, see **Scheduling a District Built Test** on page 29.
Navigating the Built Test Library

   
   **Option 1:** Click “Test Builder” on the page’s left side, under “Main Menu”.
   
   **Option 2:** Click Built Test Library under Resources in the District Dashboard page.

2. Under the Built Test Library tab, either see a list of District Administrator Created Built Tests or a list of a School’s Built Tests.

3. In the Select Program dropdown box, click the dropdown arrow and select either “All Programs” or the program matching your Built Test.

4. In the Select Subject dropdown box, click the dropdown arrow and select either “All Subject” or the subject matching your Built Test.

5. To the right of the two dropdown boxes, click the “Submit” button.

6. A table of Built Tests matching your criteria will appear below.
   
   **View Details:** Clicking this icon to see a detail box about the built test.
   
   **Preview Built Test:** Clicking this icon will open a new browser window where you preview the test.
   
   **Share Built Test:** Clicking this icon shares your test. For more information, see Sharing a District Built Test on page 31.
   
   **Unshare Built Test:** Clicking this icon unshares your test. For more information, see Sharing a District Built Test on page 31.
   
   **Locked/Edit Test:** Clicking the “Edit” icon allows you to edit the test. If the test is “Locked”, it cannot be edited.
   
   **Assign Built Test:** Clicking this icon will let you schedule the built test. For more information, see Scheduling a District Built Test on page 29.
   
   **Delete Built Test:** Click this icon will delete the built test. Once you verify you want the test deleted, click “OK” in the popup message.

   **Caution:** “Delete Built Test” is permanent and cannot be undone.
Custom Material

The “Custom Material” page allows teachers and admins to create their own custom material, including questions, answers, and topics, for use in the Study Island program.

- Students can access this material by clicking “Custom Material” under the “Main Menu” on the left side of the page.

Creating Custom Material

   - Option 1: Click “Custom Material” on the page’s left side, under “Main Menu” on the top right.
   - Option 2: Click ● Create New Topic/Custom Material under District Assignments in the District Dashboard page.

2. In the Custom Material Topic Management page, under General Info and Preferences tab, fill out the General Information section:
   - Type a Title.
   - Click the dropdown arrow to select a Grade.
   - (Optional) Type a Description

3. Choose information in the Preferences section:
   - Select a minimum number of questions.
   - Select a minimum percent a student needs to get right to pass the custom material.
   - Toggle Yes or No to allow flash cards.
   - Toggle Yes or No to hide this material.
   - Toggle Yes or No to randomize question order.
   - Toggle Yes or No to allow a draggable ruler.
   - Toggle Yes or No to allow a draggable protractor.

4. When you are finished, click the “Save and Next” button at the bottom right.

You may now: Create Attachments, Create Lessons, Write Questions, Preview Questions or Preview Custom Material.

Create Attachments: Add attachments, such as articles or images, to be used in your lessons and/or questions.

1. Click the “Lesson” tab.
2. Under the Attachment Manager section, click “Manage Attachments”.
3. In the Attachment Manager popup window, you can add articles or images or edit existing articles or images:
Add Article: Click the “Article Manager” tab. Under New Article, type a Title and type or copy and paste the article into the box. When complete, scroll down and click “Save” under the box.

Edit/Delete Existing Article: Click the “Article Manager” tab and scroll down. Under Existing Articles, find the article which you would like to edit or delete. In the Actions column, click the “Edit” icon to edit or the “Delete” icon to delete.

Add Image: Click the “Image Manager” tab. Under Upload Image, click the “Browse” button. Navigate to your picture, select it, and click “Open”.

Edit/Delete Existing Image: Click the “Image Manager” tab. Under Existing Images, find the image which you would like to edit or delete. In the Actions column, click the “Edit” icon to edit or the “Delete” icon to delete.

Create Lessons: Create a lesson for the students to view before taking the custom material. You can either use an existing article (an attachment) as your lesson or link to a website as your lesson.

Existing Article as Lesson:
1. In the Lesson Options section, in the Existing Lessons tab, click the dropdown box and select a previously added article.
2. To the right of the dropdown box, click “Add”.
   - You can click “Preview” to preview the lesson.
3. The article will be added as a lesson for this custom material and will display in the table at the bottom of Lesson Options.
   - To delete a lesson, find it in the table and click the “Delete” icon in the Actions column.

Website as Lesson:
1. In the Lesson Options section, in the Existing Lessons tab, type the url of the website into the Lesson URL box.
   - When typing your URL, include “http://” - otherwise, the url will not work properly.
2. To the right of the box, click “Set”.

Write Questions: You can add Multiple Choice, True / False, and/or Short Answer questions for your custom material.

1. Click the “Write Questions” tab.
2. In the Adding a New Question section, type your question.
   - You can include a picture by clicking the Insert/Edit Image icon.
3. (Optional) To include a reading passage, in the Reading Passage (optional) section, click the “Dropdown arrow” in the dropdown box and select an article.
   - You can add an article by clicking “Manage Attachments”. See Create Attachments above.
4. (Optional) To include a custom or existing explanation for this question, find the Explanation (optional) section.
   - Custom: Click the Custom Explanation tab, and type an explanation.
   - Existing: Click the Existing Explanation tab, click the dropdown arrow in the dropdown box and select an existing article. See Create Attachments above.
5. Add your answer to the question:

**Multiple Choice:** In the Adding a New Question section, click the “Multiple Choice” tab.
- Click a number to select the number of answer choices available.
- Click “Yes” if you would like a “None of the Above” preference.
- In the box next to “Correct”, type the correct answer.
- In each box next to “Incorrect”, type one incorrect answer.

**True / False:** In the Adding a New Question section, click the “True / False” tab.
- Select either True or False. The green choice is the correct answer.

**Short Answer:** In the Adding a New Question section, click the “True / False” tab.
- In the box under “Correct”, type the correct answer.
- In each box under “Incorrect”, type one incorrect answer.

6. When you are finished, scroll to the bottom of the page and click “Save Question”.

**Preview Questions:**

Click the “Preview” tab. You will see a list of questions you have written. For each question you may:
- **Edit**: Click “Edit” to edit the question.
- **Delete**: Click “Delete” to delete the question. If sure, click “Yes” in the confirm popup window.

**Preview Custom Material:**

Click the “Preview” tab. Scroll to the bottom and click “Test Preview”.

When you are done creating your custom material, go to the “Preview” tab, scroll to the bottom, and click “Finished”.

**Altering Custom Material**

A district administrator can alter district-level or school-level custom material.

2. Go to Custom Material:
   - **Option 1:** Click “Custom Material” on the page’s left side, under “Main Menu”.
   - **Option 2:** Click ● Your New Topic/Custom Material under Resources on the District Dashboard page.
3. Are you altering district- or school-level material?
   - **Option 1: Alter District-level Custom Material**
     In the Custom Material table, under the “District Custom Material” bar, find the Custom Material you would like to alter and click the “Edit Topic” icon under the Actions column.
   - **Option 2: Alter School-level Custom Material**
     In the Custom Material table, expand a “School” bar by clicking it, find the Custom Material you would like to alter and click the “Edit Topic” icon under the Actions column.
4. See Creating Custom Material above for additional information about editing your custom material.
**Previewing Custom Material**

A district administrator can alter **district-level** or **school-level** custom material.

1. Visit [http://www.studyisland.com](http://www.studyisland.com) and enter your district administrator login information.

2. Go to Custom Material:
   - **Option 1:** Click “Custom Material” on the page’s left side, under “Main Menu.”
   - **Option 2:** Click ● Your New Topic/Custom Material under Resources on the District Dashboard page.

3. Are you previewing district- or school-level material?
   - **Option 1:** Preview **District-level** Custom Material
     - In the Custom Material table, under the “District Custom Material” bar, find the Custom Material you would like to alter and click the “Preview Topic” icon under the Actions column.
   - **Option 2:** Preview **School-level** Custom Material
     - In the Custom Material table, expand a “School” bar by clicking it, find the Custom Material you would like to alter and click the “Preview Topic” icon under the Actions column.

4. See **Creating Custom Material** above for additional information about previewing and editing your custom material.

**Deleting Custom Material**

A district administrator can only delete **district-level** custom material.

1. Visit [http://www.studyisland.com](http://www.studyisland.com) and enter your district administrator login information.

2. Go to Custom Material:
   - **Option 1:** Click “Custom Material” on the page’s left side, under “Main Menu.”
   - **Option 2:** Click ● Your New Topic/Custom Material under Resources on the District Dashboard page.

3. In the Custom Material table, under the “District Custom Material” bar, find the Custom Material you would like to delete and click the “Preview Topic” icon under the Actions column.

   **Caution:** “Delete Custom Material” is **permanent** and cannot be undone.

4. Verify you want to delete this custom material. Then, in the Delete Topic popup window, click “Yes”.
# District Reports Listing

Study Island has many reports covering any set of information you require at the district-level.

- Study Island also has many reports at the school-level. See School Reports Listing on page 51.

To access these reports:

**Option 1** Click “District Reports” under the “Main Menu”.

**Option 2** Click District Reports under Reports in the District Dashboard.

## Which District Reports do I need?

<table>
<thead>
<tr>
<th>What are you looking to do?</th>
<th>What information do you want displayed?</th>
<th>Pick this report:</th>
<th>Available in:</th>
</tr>
</thead>
<tbody>
<tr>
<td>View a comparison of a grade level between your schools in their performance by program</td>
<td>By School, By Grade Level, By Program, Sessions performed, Time spent in sessions, # of questions taken, % correct by school</td>
<td>School Comparison Report</td>
<td>Excel? PDF?</td>
</tr>
<tr>
<td>View a list of schools and their Study Island statistics.</td>
<td>Activity by grade and subject, Activity by school, Activity by student, Program statistics by subject, Subject statistics by topic</td>
<td>District Gradebook Report</td>
<td></td>
</tr>
<tr>
<td>View a summary of school performance.</td>
<td>Sessions performed, Time spent in sessions, # of questions correct, Total # of questions taken, % correct by school</td>
<td>District Summary Report</td>
<td></td>
</tr>
<tr>
<td>View a list of topics that need improvement, sorted by priority.</td>
<td>Topics needing improvement, By program, By priority</td>
<td>Suggested Topics Report</td>
<td></td>
</tr>
<tr>
<td>View a list of all the programs and the schools that subscribe to them.</td>
<td>By program, By school, List of programs</td>
<td>Program Participation Report</td>
<td></td>
</tr>
<tr>
<td>View interactive graphs of:</td>
<td>Weekly District Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School statistics by subject</td>
<td># of questions answered</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade-level statistics by subject</td>
<td>% of questions answered</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View an overall snapshot of district-wide usage.</td>
<td>Correct/incorrect</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>By school</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>By grade-level</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View a school comparison of District Built Test performance.</td>
<td># of students tested</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View District Built Test performance by student, at a selected school.</td>
<td>% of questions correct/incorrect</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View a class comparison of school-assigned Built Test performance.</td>
<td>By school</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>By student</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>By class</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Topic standards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View the total number of logins per student for any school(s) in your district.</td>
<td>By student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View detailed individual student login information.</td>
<td>By school</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Login Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Login IP Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Login Dates and Times</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Only available as an Excel file.</td>
<td>View teacher usage information by school.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>By teacher and school</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Logins</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Number of classes owned</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Active and inactive assignments</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Number of Built Tests</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Number of Auto Emailed Reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Number of Parent Notifications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View student benchmarking data for any school(s) in your district.</td>
<td>Benchmarking data</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View benchmarking data in several formats.</td>
<td>Growth format</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gradebook format</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Disaggregate format</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Item analysis format</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>School comparison graph format</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View student statistics for blue ribbons earned.</td>
<td>By program and subject</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View student statistics for percentage of program completed per subject.</td>
<td>By school</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>By grade level</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td># of Blue Ribbons earned</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>% of program completed by subject</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Only available as an Excel file.</td>
<td>District Benchmark Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View data for all schools taking benchmark tests in your district.</td>
<td>District Blue Ribbon Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View student statistics for blue ribbons earned.</td>
<td>Trend Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View student statistics for percentage of program completed per subject.</td>
<td>Display a trend graph for student usage and performance.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The School Comparison Report can be by all activity or by program broken down by subject.

- **Student passing statistic is updated weekly** – only students taking at least 30 questions are counted
- **School statistics are compiled every 3 to 48 hours**
- **State statistics are compiled every 72 hours**

### By All Activity

#### School Comparison Report (All Activity)

Tableially\n
<table>
<thead>
<tr>
<th>School</th>
<th>Time</th>
<th>Students</th>
<th>% Correct</th>
<th>Overall</th>
<th>Time</th>
<th>Students</th>
<th>% Correct</th>
<th>Overall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study Island Elementary</td>
<td>100</td>
<td>66.3%</td>
<td>119</td>
<td>0%</td>
<td>66</td>
<td>76.8%</td>
<td>128</td>
<td>78.0%</td>
</tr>
<tr>
<td>Edmondton Elementary</td>
<td>144</td>
<td>78.9%</td>
<td>139</td>
<td>0%</td>
<td>73</td>
<td>76.8%</td>
<td>128</td>
<td>78.0%</td>
</tr>
<tr>
<td>Senior Elementary</td>
<td>75</td>
<td>78.8%</td>
<td>83</td>
<td>0%</td>
<td>71</td>
<td>76.8%</td>
<td>128</td>
<td>78.0%</td>
</tr>
<tr>
<td>Study Island Middle School</td>
<td>128</td>
<td>78.8%</td>
<td>102</td>
<td>0%</td>
<td>71</td>
<td>76.8%</td>
<td>128</td>
<td>78.0%</td>
</tr>
<tr>
<td>Edmondton Middle School</td>
<td>2</td>
<td>62.5%</td>
<td>50</td>
<td>0%</td>
<td>62</td>
<td>76.8%</td>
<td>128</td>
<td>78.0%</td>
</tr>
<tr>
<td>Total</td>
<td>687</td>
<td>69.8%</td>
<td>255</td>
<td>0%</td>
<td>72</td>
<td>76.8%</td>
<td>128</td>
<td>78.0%</td>
</tr>
</tbody>
</table>

#### By Program Broken Down by Subject

**Report Period: Aug 1, 2016 through Aug 26, 2016**

<table>
<thead>
<tr>
<th>School</th>
<th>Students</th>
<th># Questions</th>
<th>Questions Per Student</th>
<th>% Correct</th>
<th>Students Passing*</th>
</tr>
</thead>
<tbody>
<tr>
<td>3rd Grade (Common Core) - Math (Common Core)</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0/10</td>
</tr>
<tr>
<td>Study Island Elementary</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0/10</td>
</tr>
<tr>
<td>Edmondton Elementary</td>
<td>20</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0/20</td>
</tr>
<tr>
<td>Senior Elementary</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0/3</td>
</tr>
<tr>
<td>Study Island Middle School</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0/3</td>
</tr>
<tr>
<td>Total</td>
<td>36</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0/36</td>
</tr>
</tbody>
</table>

**State Average**

- **Overall**
  - **Total**: 36
  - **Students Passing**: 0/36
  - **Average**: 0%

**3rd Grade (Common Core) - ELA (Common Core)**

**3rd Grade (Common Core) - Math (Common Core) (State: July 2016) Section**

**3rd Grade (Common Core) - Overall**

- **Total**: 36
- **Students Passing**: 0/36
- **Average**: 0%

---

**Click the Excel icon to export the report to excel.**

**Click the PDF icon to save the report as a PDF.**
District Gradebook Report

The District Gradebook Report can be by all activity by grade broken down by subject or all activity by school. The Report can also export to excel only the following formats:

- All activity by student; By program broken down by subject; or By subject broken down by topic

When creating the report, you can filter by Report Period.

All Activity by Grade Broken Down by Subject

<table>
<thead>
<tr>
<th>Grade</th>
<th>English</th>
<th>Math</th>
<th>Science</th>
<th>Total</th>
<th>% Correct</th>
</tr>
</thead>
<tbody>
<tr>
<td>3rd</td>
<td>34</td>
<td>17</td>
<td>12</td>
<td>63</td>
<td>83%</td>
</tr>
<tr>
<td>4th</td>
<td>30</td>
<td>13</td>
<td>7</td>
<td>46</td>
<td>87%</td>
</tr>
<tr>
<td>5th</td>
<td>21</td>
<td>15</td>
<td>12</td>
<td>48</td>
<td>65%</td>
</tr>
</tbody>
</table>

All Activity by School

Click Detailed view of all Schools by subject to view the District Level Report: Gradebook Report by All Schools (see above on this page).

Click a School’s Name to view the District Level Report: Gradebook Report by School for the selected school (see above on this page, but only for the selected school).

Note the Report Filters available on the top right: Report Period.

Be sure to click “Update” to apply a changed Filter.

Click the Excel icon to export the report to excel.

Click the PDF icon to save the report as a PDF.
When creating the report, you can filter by ✔ Report Period.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Sessions</th>
<th>Time Spent</th>
<th>Correct</th>
<th>Total</th>
<th>% Correct</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math</td>
<td>32</td>
<td>56:44</td>
<td>45</td>
<td>129</td>
<td>34.8%</td>
</tr>
<tr>
<td>Reading</td>
<td>1</td>
<td>02:08</td>
<td>8</td>
<td>10</td>
<td>80%</td>
</tr>
<tr>
<td>Social</td>
<td>5</td>
<td>00:43</td>
<td>3</td>
<td>6</td>
<td>50%</td>
</tr>
<tr>
<td>Total:</td>
<td>38</td>
<td>59:35</td>
<td>56</td>
<td>145</td>
<td>38.6%</td>
</tr>
</tbody>
</table>

Click the Excel icon to export the report to excel.
Click the PDF icon to save the report as a PDF.

Note the Report Filters available on the top right: Report Period.

➢ Be sure to click “Update” ▶ Update to apply a changed Filter.
The Suggest Topics Report can show All Priorities, High Priority Topics, Medium Priority Topics, Topics Where Standards Have Been Met, or Topics Where Standards Have Been Exceeded.

The Report can be filtered by program.

When creating the report, you can filter by ✔ Report Period.

Click a Topic Name to view the District Suggested Topics by School Report.

Click the Excel icon to export the report to excel.

Click the PDF icon to save the report as a PDF.

Note the Report Filters available on the top right: Report Period.

Be sure to click “Update” to apply a changed Filter.
Program Participation Report

The Program Participation Report can be by program (listing schools with the program) or by school (listing programs at the school).

<table>
<thead>
<tr>
<th>Kindergarten (Common Core)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Study Island Elementary</td>
</tr>
<tr>
<td>2. Edmentum Elementary</td>
</tr>
<tr>
<td>3. Sensei Elementary</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Kindergarten Skills Mastery</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Study Island Elementary</td>
</tr>
<tr>
<td>2. Edmentum Elementary</td>
</tr>
<tr>
<td>3. Sensei Elementary</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Kindergarten Spanish</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Study Island Elementary</td>
</tr>
<tr>
<td>2. Edmentum Elementary</td>
</tr>
<tr>
<td>3. Sensei Elementary</td>
</tr>
</tbody>
</table>

This report has been cutoff – it would continue to list every program the district has access to and show which schools have access to each of those programs.

Click the PDF icon to save the report as a PDF.
Weekly District Report

Quickly access the Weekly District Report by clicking **Weekly District Report** under **Reports** in the District Dashboard page.

The Report can be filtered by week.

Note the **Report Filters** available on the top right: Week.

- Be sure to click “Update” to apply a changed Filter.

Select either Weekly or Yearly stats to filter the data accordingly.

Hover your cursor over any chart graphic to see quick statistics.

Click “Show Correct/Incorrect” to change the display of data to All Grades Broken Down By Correct/Incorrect Answers.

Click “Show Correct/Incorrect” to change the display of data to All Grades Broken Down By Correct/Incorrect Answers.

Click “Hide Schools Without Stats” to view the chart without including schools without data.
District Built Test Report

The District Built Test Report is available as a school comparison, by student, and seeing a class comparison of a school-assigned Built Test.

District Built Test Report (School Comparison)

- Grade: Students of Level [3]
- District: EDMENTUM SCHOOL DISTRICT
- Program: 3rd Grade - TEKS Mastery and STAAR Preparation
- Subject: Math
- Built Test Title: Math Preparation Built Test
- Schedule Title: Math District Assignment 1
- Schedule Date: 04/08/16 - 04/16/16
- Schedule Time: 8:00 AM - 11:00 PM EST

Click a Topic Standard to view the standard/expectation.

Click a School Name to view the District Built Test Report (By Student) for the selected school.

Click “Item Analysis” to view the District Built Test Item Analysis Report.

Click the Excel icon to export the report to excel.

Click the PDF icon to save the report as a PDF.
District Login Report

When generating the report, you can check any or all schools in your district to view login data for the selected school(s).

When creating the report, you can filter by Date, Time, or Day.

This report is only available as an export to Excel.

Login data only exists for the past three months.

<table>
<thead>
<tr>
<th>School</th>
<th>Student</th>
<th>Grade</th>
<th>SIS Primary Key</th>
<th>Total # of Logins</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study Island Elementary</td>
<td>Frost, Robert</td>
<td>3</td>
<td>123456</td>
<td>45</td>
</tr>
<tr>
<td>Study Island Elementary</td>
<td>Hemingway, Andrea</td>
<td>3</td>
<td>234567</td>
<td>65</td>
</tr>
<tr>
<td>Study Island Elementary</td>
<td>Moncada, Manuel</td>
<td>3</td>
<td>345678</td>
<td>51</td>
</tr>
<tr>
<td>Study Island Elementary</td>
<td>Harrison, Greg</td>
<td>3</td>
<td>456789</td>
<td>41</td>
</tr>
<tr>
<td>Study Island Elementary</td>
<td>Canter, Susan</td>
<td>3</td>
<td>567890</td>
<td>36</td>
</tr>
<tr>
<td>Study Island Elementary</td>
<td>Smith, John</td>
<td>3</td>
<td>678901</td>
<td>58</td>
</tr>
<tr>
<td>Study Island Elementary</td>
<td>Sue, Mary</td>
<td>3</td>
<td>789012</td>
<td>44</td>
</tr>
<tr>
<td>Study Island Elementary</td>
<td>Neff, Billy</td>
<td>3</td>
<td>890123</td>
<td>56</td>
</tr>
<tr>
<td>Study Island Elementary</td>
<td>Boy, Bobby</td>
<td>3</td>
<td>901234</td>
<td>66</td>
</tr>
<tr>
<td>Study Island Elementary</td>
<td>Toro, Vicki</td>
<td>3</td>
<td>012345</td>
<td>20</td>
</tr>
</tbody>
</table>
Teacher Activity Report

When generating the report, you can check any or all schools in your district to view teacher activity data for the selected school(s).

*Login information only exists for the past three months.*

### District Teacher Activity Report

**District:** Edmentum School District

---

### Study Island Elementary

<table>
<thead>
<tr>
<th>Teacher</th>
<th>Log Ins</th>
<th>Classes Owned</th>
<th>Active Assignments</th>
<th>Inactive Assignments</th>
<th>Built Tests</th>
<th>Auto Emailed Reports</th>
<th>Parent Notifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arroyo, Vivi (Admin)</td>
<td>39</td>
<td>6</td>
<td>20</td>
<td>3</td>
<td>5</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fisher, Gil</td>
<td>0</td>
<td>1</td>
<td>9</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Payne, Angela</td>
<td>0</td>
<td>2</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Peterson, Simon</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Smith, Abby</td>
<td>0</td>
<td>1</td>
<td>3</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>39</td>
<td>11</td>
<td>37</td>
<td>3</td>
<td>8</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

---

### Study Island Middle School

<table>
<thead>
<tr>
<th>Teacher</th>
<th>Log Ins</th>
<th>Classes Owned</th>
<th>Active Assignments</th>
<th>Inactive Assignments</th>
<th>Built Tests</th>
<th>Auto Emailed Reports</th>
<th>Parent Notifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martin, Alex (Admin)</td>
<td>0</td>
<td>2</td>
<td>4</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rockwell, Franklin</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>0</td>
<td>3</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

---

### Edmentum Elementary School

<table>
<thead>
<tr>
<th>Teacher</th>
<th>Log Ins</th>
<th>Classes Owned</th>
<th>Active Assignments</th>
<th>Inactive Assignments</th>
<th>Built Tests</th>
<th>Auto Emailed Reports</th>
<th>Parent Notifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Washington, George</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Scholar, Susan (Admin)</td>
<td>49</td>
<td>10</td>
<td>50</td>
<td>9</td>
<td>15</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Lecturer, Larry</td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Professor, Paul</td>
<td>1</td>
<td>4</td>
<td>4</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Teacher, Tammy</td>
<td>0</td>
<td>7</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>44</td>
<td>30</td>
<td>55</td>
<td>0</td>
<td>17</td>
<td>1</td>
<td>3</td>
</tr>
</tbody>
</table>

---

*Click the Excel icon to export the report to excel.*

*Click the PDF icon to save the report as a PDF.*
District Benchmark Report

The District Benchmark Report can be shown in Growth Format, Growth Graph Format, Disaggregate Format, Item Analysis Format, or School Comparison Graph Format.

- Additionally, the Report can be **exported to excel only** in Gradebook Format.

Quickly access the District Benchmark Report by clicking ● District level Benchmark Report under Reports in the District Dashboard page.

When creating the report, you can filter by ✔ Report Period.

**Growth Format**

Click the Excel icon to export the report to excel.

Click the PDF icon to save the report as a PDF.

Click View Graph to view the **District Benchmark Growth Graph Report**:

Note the Report Filters available on the top right: Report Period.

- Be sure to click “Update” to apply a changed Filter.

Hover your cursor over any point, any bar in the bar graph, or any slice of either pie chart to view detailed information.
The District Blue Ribbon Report is available by program broken down by subject or including all activity.

- Use by program broken down by subject to see detailed information about a single program.
- Use all activity to see information about several programs together.

This report is only available as an export to Excel.

```
<table>
<thead>
<tr>
<th>School</th>
<th>Student</th>
<th>Grade</th>
<th>Reading</th>
<th>Math (Common Core) - ELL</th>
<th>Math (Common Core) - TEA</th>
<th>Math (Common Core) - Title 2</th>
<th>Math (Common Core) - Title 2</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study Island Elementary</td>
<td>Fred, Robert</td>
<td>3</td>
<td>14%</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Study Island Elementary</td>
<td>Herriges, Grae</td>
<td>3</td>
<td>23%</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Study Island Elementary</td>
<td>Monks, Manuel</td>
<td>3</td>
<td>17%</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Study Island Elementary</td>
<td>Harrison, Greg</td>
<td>3</td>
<td>20%</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Study Island Elementary</td>
<td>Carter, Susan</td>
<td>3</td>
<td>13%</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Study Island Elementary</td>
<td>Smith, John</td>
<td>3</td>
<td>23%</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Study Island Elementary</td>
<td>Sue, Mary</td>
<td>3</td>
<td>14%</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Study Island Elementary</td>
<td>Nell, Lilly</td>
<td>3</td>
<td>11%</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Study Island Elementary</td>
<td>Boy, Bobby</td>
<td>3</td>
<td>17%</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Study Island Elementary</td>
<td>Tom, Vicki</td>
<td>3</td>
<td>26%</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Edgemont Elementary</td>
<td>Allen, Melissa</td>
<td>3</td>
<td>29%</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Edgemont Elementary</td>
<td>Abbott, Ivan</td>
<td>3</td>
<td>26%</td>
<td>9</td>
<td>9</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>Edgemont Elementary</td>
<td>Brax, Brandon</td>
<td>3</td>
<td>26%</td>
<td>7</td>
<td>7</td>
<td>7</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>Edgemont Elementary</td>
<td>Andrews, Sarah</td>
<td>3</td>
<td>17%</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Edgemont Elementary</td>
<td>Allen, Jamie</td>
<td>3</td>
<td>31%</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Edgemont Elementary</td>
<td>Ben, Sarah</td>
<td>3</td>
<td>17%</td>
<td>12</td>
<td>12</td>
<td>12</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>Edgemont Elementary</td>
<td>Clark, Tom</td>
<td>3</td>
<td>23%</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Edgemont Elementary</td>
<td>Dallas, Hannah</td>
<td>3</td>
<td>9%</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Edgemont Elementary</td>
<td>Gray, James</td>
<td>3</td>
<td>30%</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Edgemont Elementary</td>
<td>Beck, Michael</td>
<td>3</td>
<td>6%</td>
<td>9</td>
<td>9</td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
</tbody>
</table>
```

* NA denotes subjects are not available to the school.
* Subjects that contain the same topic will each report a blue ribbon for that one topic.
School Reports Listing

Study Island has many reports covering any set of information you require at the school-level for schools in your district.

➢ Study Island also has many reports at the district-level. See District Reports Listing on page 38.

To access these reports:

Option 1  Click “School Reports” under the “Main Menu”.

Option 2  Click School Reports under Reports in the District Dashboard.

Then, in the School Reports page, choose a school in the Select a School dropdown box. Reports you generate will show data for the chosen school.

Which School Reports do I need?

<table>
<thead>
<tr>
<th>What are you looking to do?</th>
<th>What information do you want displayed?</th>
<th>Pick this report: (Click the Report Name for more information)</th>
<th>Available in: Excel? PDF?</th>
</tr>
</thead>
</table>
| View a list of your students and their Study Island statistics | Students  
Study Island Statistics  
By program, subject, topic  
Aggregate scores as % | Class Gradebook Report  
View a list of students by class and their Study Island statistics. | Excel? PDF? |
| View class results for an assignment. | Students  
Assignment scores | Assignment Report  
View class results for assignments you have created. | Excel? PDF? |
| View overall number of questions taken.  
View percentage correct per grade level for each program and subject.  
View number of students passing.  
View percent of the program completed for the year. | Number of questions taken  
Percent of questions correct  
By grade level  
Per program and subject  
Number of students passing  
Percent of program complete  
Yearly statistics | Weekly Report  
View overall weekly and yearly usage statistics for each program. | Excel? PDF? |
| View student statistics for blue ribbons.  
View percentage of program completed per subject. | Students  
Blue ribbons statistics  
Percent of program complete  
Per subject | Blue Ribbon Report  
View Blue Ribbons earned by class or grade level. | Excel? PDF? |
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>View individual student response to intervention by topic.</td>
<td>Individual student response to intervention by topic.</td>
</tr>
<tr>
<td>View performance progression over time.</td>
<td>Progression over time, Graphic illustration, Statistically displayed.</td>
</tr>
<tr>
<td>View interactive graphs of:</td>
<td>Students statistics, Usage, Logins, Suggested topics by grade.</td>
</tr>
<tr>
<td>View statistics for individual students.</td>
<td>Individual student, Session information, Time spent, Number of questions correct, Percentage of questions correct, Topics.</td>
</tr>
<tr>
<td>View lists of Suggested Topics based on individual student results.</td>
<td>By student, Number of top 3 school high scores, Number of top 3 statewide high scores.</td>
</tr>
<tr>
<td>View Built Test performance per student, topic-by-topic.</td>
<td>Number of questions correct/incorrect, Percentage of questions correct/incorrect, Topic standards.</td>
</tr>
<tr>
<td>View class average performance on a Built Test.</td>
<td>By student, Number of questions correct/incorrect, Topic standards.</td>
</tr>
<tr>
<td>View a student’s number of top 3 placings for a game at the school or in the state high score table.</td>
<td>By student, Number of top 3 school high scores, Number of top 3 statewide high scores.</td>
</tr>
<tr>
<td>View game performance, not question performance.</td>
<td>Class statistics for number of sessions completed, Class statistics for total time spent within sessions, Class statistics for number of questions answered, Class statistics for percentage of questions answered correctly.</td>
</tr>
<tr>
<td>View a summary of class performance across all subjects.</td>
<td>Class statistics for number of sessions completed, Class statistics for total time spent within sessions, Class statistics for number of questions answered, Class statistics for percentage of questions answered correctly.</td>
</tr>
<tr>
<td>View a summary of class performance by individual subjects.</td>
<td>Class statistics for number of sessions completed, Class statistics for total time spent within sessions, Class statistics for number of questions answered, Class statistics for percentage of questions answered correctly.</td>
</tr>
<tr>
<td>View lists of Suggested Topics based on class summary results.</td>
<td>Class statistics for number of sessions completed, Class statistics for total time spent within sessions, Class statistics for number of questions answered, Class statistics for percentage of questions answered correctly.</td>
</tr>
<tr>
<td>View a graphic representation of student usage.</td>
<td>Trend Report</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>View a graphic representation of performance per program.</td>
<td>Usage</td>
</tr>
<tr>
<td></td>
<td>Questions attempted</td>
</tr>
<tr>
<td></td>
<td>By subject</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>View the total number of logins per student.</th>
<th>Login Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>View detailed individual student login information.</td>
<td>By student or teacher</td>
</tr>
<tr>
<td></td>
<td>Login Information</td>
</tr>
<tr>
<td></td>
<td>Login IP Address</td>
</tr>
<tr>
<td></td>
<td>Login Dates and Times</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>View a summary of each class.</th>
<th>Class Comparison Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>View a summary of each grade level.</td>
<td>By class or grade</td>
</tr>
<tr>
<td></td>
<td>By program, subject, or topic</td>
</tr>
<tr>
<td></td>
<td>Number of sessions completed</td>
</tr>
<tr>
<td></td>
<td>Total time spent within sessions</td>
</tr>
<tr>
<td></td>
<td>Number of questions answered</td>
</tr>
<tr>
<td></td>
<td>Percentage of questions answered</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>View a list of topics requiring improvement.</th>
<th>Suggested Topics Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>View at-a-glance class-wide data.</td>
<td>Overall number of questions</td>
</tr>
<tr>
<td></td>
<td>Overall percentage of questions correct</td>
</tr>
<tr>
<td></td>
<td>Topics requiring improvement in order of priority</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>View a list of subjects or topics comparing your school performance to state performance.</th>
<th>Statewide Comparison Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>View students, classes, or grades compared to all users statewide.</td>
<td>School subject performance vs state performance</td>
</tr>
<tr>
<td></td>
<td>School topic performance vs state performance</td>
</tr>
<tr>
<td></td>
<td>Student performance vs state performance</td>
</tr>
<tr>
<td></td>
<td>Class performance vs state performance</td>
</tr>
<tr>
<td></td>
<td>Grade level performance vs state performance</td>
</tr>
</tbody>
</table>
View student benchmarking data.

- Benchmarking data
- Gradebook format
- Class summary format
- Individual student format
- Schoolwide executive summary format

**Benchmarking Report**

<table>
<thead>
<tr>
<th>Benchmarking Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Observe data for all students taking the benchmark test at your school.</td>
</tr>
</tbody>
</table>

View a group session’s results.

View a classroom response session’s results.

View replicated summary information from when a group or classroom response session is ended.

**Group Session and Classroom Response Session Report**

<table>
<thead>
<tr>
<th>Group Session and Classroom Response Session Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>View detailed results of a completed group session or classroom response session.</td>
</tr>
</tbody>
</table>

View results of a student’s Learning Path.

**NWEA™ MAP® Link Report**

<table>
<thead>
<tr>
<th>NWEA™ MAP® Link Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>View results of a student’s Learning Path.</td>
</tr>
</tbody>
</table>
Class Gradebook Report

The Class Gradebook Report can be Class by Subject or Grade by Subject.

- To view Class by Subject, choose a class in the Select a Class dropdown box when creating the report.
- To view Grade by Subject, choose a grade level in the Select a Class dropdown box when creating the report.

When creating the report, you can filter by Date, Time, or Day.

Click a Student’s Name to enter the student’s Individual Summary Report (By Program).

Click the Items under a Subject to enter the student’s Individual Summary Report (By Subject).

Click Total under Student to enter the Class Summary Report (All Subjects by Class) or Class Summary Report (All Subjects by Grade). This depends whether you chose a class or a grade level to view the report.

Click the Total Items under a Subject to enter the Class Summary: Subject Report or Grade Summary: Subject Report. This depends whether you chose a class or a grade level to view the report.

Click the Excel icon to export the report to excel.

Click the PDF icon to save the report as a PDF.

Click the Automatically Email Report icon to setup an Emailed Report subscription with this report.

Note the Report Filters available on the top right: Report Period; Time Filter; and Day Filter.

Be sure to click “Update” to apply a changed Filter.
## Assignment Report

When creating the report, you can filter by **Date**, **Time**, or **Day**.

### Extra Practice Results

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Items</th>
<th>Score</th>
<th>Ribbons Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drake, Robert</td>
<td>10</td>
<td>50%</td>
<td>0 out of 1 (0%)</td>
</tr>
<tr>
<td>Maximoff, Wanda</td>
<td>10</td>
<td>60%</td>
<td>0 out of 1 (0%)</td>
</tr>
<tr>
<td>McCoy, Henry</td>
<td>10</td>
<td>50%</td>
<td>0 out of 1 (0%)</td>
</tr>
<tr>
<td>Mitchell, Mary</td>
<td>10</td>
<td>40%</td>
<td>0 out of 1 (0%)</td>
</tr>
<tr>
<td>Parker, Peter</td>
<td>20</td>
<td>45%</td>
<td>0 out of 1 (0%)</td>
</tr>
<tr>
<td>Richards, Reed</td>
<td>10</td>
<td>40%</td>
<td>0 out of 1 (0%)</td>
</tr>
<tr>
<td>Richards, Sue</td>
<td>10</td>
<td>50%</td>
<td>0 out of 1 (0%)</td>
</tr>
<tr>
<td>Summers, Scott</td>
<td>13</td>
<td>69.2%</td>
<td>0 out of 1 (0%)</td>
</tr>
</tbody>
</table>

### Fractions - Number Line

- **3.NF.A.2.a**
- **3.NF.A.2.b**

Total: 13 sessions

- Click the **Standards Code(s)** to get detailed standards information for this assignment’s topic(s).
- Click a **Student’s Name** to enter the student’s **Individual Summary Report (By Subject)**.
- Click the # under **Items** to enter a **List of Sessions (All by Topic)** report for the student.
  - In the **List of Sessions (All by Topic)** you can delete individual sessions. Check a session ✔ and click “Remove Checked Sessions”.
- Click **Total** under **Student** to enter the **Class Summary: Subject Report**.
- Click the Total # under **Items** to enter the **Class Gradebook Report – By Topic**.
  - Teachers can message students from this sub-report by clicking the Envelope icon ✉ next to the student’s name.

### Additional Options
- Click the Excel icon to export the report to excel.
- Click the PDF icon to save the report as a PDF.
- Click the Automatically Email Report icon to setup an Emailed Report subscription with this report.

**Note the Report Filters** available on the top right: Report Period; Time Filter; and Day Filter.
- Be sure to click “Update” ✔ to apply a changed **Filter**.
Weekly Report (School-level)

This report is distributed to subscribers to the Weekly Emailed Report in the Emailed Report Manager. See Emailed Report Manager on page 75 for additional information.

When creating the report, you filter the report by week 03/06/2016.

In each Grade Level table, per Subject, click the Students Passing (##/##) ##% to see a bar chart of the information.

Note the Report Filter available on the top right: Week.

➢ Be sure to click “Update” to apply a changed Filter.
Blue Ribbon Report (School-level)

The Blue Ribbon Report can be Program by Class or Program by Grade Level.

- To view Class by Subject, choose a class in the Select a Class dropdown box when creating the report.
- To view Grade by Subject, choose a grade level in the Select a Class dropdown box when creating the report.

When creating the report, you can filter the report by Date.

Teachers can message students from this report by clicking the Envelope icon next to the student’s name.

Click the **## Ribbons ##% Progress** for a Student under a Subject to see an Individual Summary Report (By Subject) for the chosen student and subject.

Click the **## Ribbons ##% Progress** in the Total row under a Subject to see a Grade Summary: Subject Report for the chosen subject.

- Click the Excel icon to export the report to excel.
- Click the PDF icon to save the report as a PDF.
- Click the Automatically Email Report icon to setup an Emailed Report subscription with this report.

Note the Report Filter available on the top right: Report Period.

- Be sure to click “Update” to apply a changed Filter.
RTI Report (Response to Intervention)

When creating the report, you can filter the report by ✔ Date.

Click View the Individual Student Report to view the Individual Summary Report (By Subject) for the chosen student, program, and subject.

Hover your cursor over a data point on the chart to see date, % correct, and topic information.

- Click Print data table to print the daily session table.
- Click Print graph to print the graph.
- Click the Printer icon in the top right of the chart to print the chart.
- Click the PDF icon to save the report as a PDF.

Note the Report Filter available on the top right: Report Period.

➢ Be sure to click “Update” to apply a changed Filter.
Weekly Campus Report

When creating the report, you filter the report by week.

Select for Weekly Stats or Yearly Stats underneath the
Hover over any bar in any bar chart to see additional information.
Click any bar in any bar chart to go to the related report.
Hover over any data point on the line chart to see relevant information.
Under Trend Graphs, note there are three tabs that correspond to three separate graphs.
Under Suggested Topics by Grade Level, click the Topics links to view lists and informational tables on the Topics listed.
In the top right of the screen, click Print Report to print.
For additional information on utilizing this report, click How To Read This Report in the top right corner.
Note the Report Filter available on the top right: Week.

➢ Be sure to click “Update” to apply a changed Filter.
Individual Student Report

The Individual Student Report can be a Student’s Statistics by One Subject or a Student’s Statistics by All Subjects.

- To view One Subject, choose a specific subject in the Select a Subject dropdown box when creating the report.
- To view All Subjects, choose “All Subjects” in the Select a Subject dropdown box when creating the report.

When creating the report, you can filter by Date, Time, or Day.

Check the box for a Topic and click “Remove Checked Records” to delete all the student’s sessions for the topic.

Click “Compare with others” to see a Statewide Comparison Report (Individual Subject Summary) for the chosen student and subject(s).

Click Suggested topics to see a Topic Suggestion Report for the chosen student and subject(s).

Click the Blue Ribbon icon for a topic to see a Blue Ribbon Achievement Award teachers can print.

Click Standard to see the standards information for the chosen topic.

Click View Sessions to see a List of Session (All by Topic) report for the chosen topic.

In the List of Sessions (All by Topic) you can delete individual sessions.

Check a session and click “Remove Checked Sessions” to apply a changed Filter.

Click All Sessions to see a List of Sessions (All by Subject) report for the chosen subject(s).

Click the Automatically Email Report icon to setup an Emailed Report subscription with this report.

Note the Report Filters available on the top right: Report Period; Time Filter; and Day Filter.

Be sure to click “Update” to apply a changed Filter.
Click “Item Analysis” to see a School Built Test Item Analysis Report.

Underneath the Built Test Topic, click the Standards Code to see standards information.

Click the # under Correct or Incorrect or the ###% under Percentage to see the questions the student got correct or incorrect and the answers the student selected.

Click the Excel icon to export the report to excel.

Click the PDF icon to save the report as a PDF.
High Score Report

The High Score Report can be High Score by Class or High Score by Grade Level.

- To view High Score by Class, choose a class in the Select a Class dropdown box when creating the report.
- To view High Score by Grade, choose a grade level in the Select a Class dropdown box when creating the report.

When creating the report, you can filter by Date.

![High Scores by Grade](image)

Click a **Student's Name** to see a High Scores by User report for the chosen student.

- Click the Excel icon to export the report to excel.
- Click the PDF icon to save the report as a PDF.
- Click the Automatically Email Report icon to setup an Emailed Report subscription with this report.

Note the **Report Filters** available on the top right: Report Period.

- Be sure to click “Update” to apply a changed Filter.
Class Summary Report

The Class Gradebook Report can be Class by Subject or Grade by Subject.

- To view Class by Subject, choose a class in the Select a Class dropdown box when creating the report.
- To view Grade by Subject, choose a grade level in the Select a Class dropdown box when creating the report.

When creating the report, you can filter by ✓ Date, ✓ Time, or ✓ Day.

[Grading Menu]

Click “Compare with others” to see a Statewide Comparison Report (Class Summary) for the chosen class or grade level and subject(s).

Click Suggested topics to see a Topic Suggestion Report for the chosen program and subject(s).

Click “Performance Level Breakdown” to see a Class Summary Report (Grade Performance Level Breakdown).

The Blue Ribbon icon signifies that all students have achieved a Blue Ribbon on the topic.

Click the List icon to see a Class Gradebook Report – By Topic for the chosen topic.

- Teachers can message students from this sub-report by clicking the Envelope icon next to the student’s name.

Click Standard to see the standards information for the chosen topic.

[Grade Summary: Subject Report]

Grade Summary: Subject Report

[Report Filters]

Note the Report Filters available on the top right: Report Period; Time Filter; and Day Filter.

- Be sure to click “Update” to apply a changed Filter.
Trend Report

When creating the report, by default, you filter by Date.

Hover your cursor over any point on the chart to see information about subject and usage.

Click the Automatically Email Report icon to setup an Emailed Report subscription with this report.

Note the Report Filters available on the top right: Report Period.

➢ Be sure to click “Update” to apply a changed Filter.
Login Report (School-level)

The Login Report can be Logins by Class or Logins by Grade Level. The Login Report can also be Logins by Teacher.

- To view Logins by Class, choose a class in the Select a Class dropdown box when creating the report.
- To view Logins by Grade, choose a grade level in the Select a Class dropdown box when creating the report.
- To view Logins by Teacher, choose “Students in Grade Level [Teacher]” in the Select a Class dropdown box when creating the report.

When creating the report, you can filter by ✅ Date, ✅ Time, or ✅ Day. Login information only exists for the past three months.

Click a Student’s Name to see a Login Report for the chosen student.

Click the Excel icon to export the report to excel.

Click the PDF icon to save the report as a PDF.

Click the Automatically Email Report icon to setup an Emailed Report subscription with this report.

Note the Report Filters available on the top right: Report Period; Time Filter; and Day Filter.

- Be sure to click “Update” to apply a changed Filter.
Class Comparison Report

When creating the report, check the box for classes or grade levels to compare in the Select a Class dropdown box. When creating the report, you can filter by Date, Time, or Day.

Click the #,### under Items for a Subject to see the Class Summary: Subject Report for the chosen subject.

Click the Excel icon to export the report to excel.
Click the PDF icon to save the report as a PDF.
Click the Automatically Email Report icon to setup an Emailed Report subscription with this report.

Note the Report Filters available on the top right: Report Period; Time Filter; and Day Filter.

➢ Be sure to click “Update” to apply a changed Filter.
Suggested Topics Report (School-level)

When creating the report, you can filter by **Date**, **Time**, or **Day**.

1. **Click the List icon** to see a **Class Gradebook Report – By Topic** for the chosen topic.
   - Teachers can message students from this report by clicking the Envelope icon next to the student’s name.

2. **Click Standard** to see the standards information for the chosen topic.

3. **Click the PDF icon** to save the report as a PDF.

4. **Click the Automatically Email Report icon** to setup an Emailed Report subscription with this report.

Note the **Report Filters** available on the top right: Report Period; Time Filter; and Day Filter.

   - Be sure to click “Update” to apply a changed Filter.
The Statewide Comparison Report can be Subject by Class or Subject by Grade Level.

- To view Subject by Class, choose a class in the Select a Class dropdown box when creating the report.
- To view Subject by Grade, choose a grade level in the Select a Class dropdown box when creating the report.

When creating the report, you can filter by Date, Time, or Day.

Click “Show Only Attempted Material” to filter the chart by topics your chosen students have attempted.

Click the Automatically Email Report icon to setup an Emailed Report subscription with this report.

Note the Report Filters available on the top right: Report Period; Time Filter; and Day Filter.

- Be sure to click “Update” to apply a changed Filter.
**Benchmarking Report (School-level)**

When creating the report, you can filter by Period.

![Benchmark Gradebook Report](image)

<table>
<thead>
<tr>
<th>Student</th>
<th>Minutes</th>
<th>Score</th>
<th>Score</th>
<th>Score</th>
<th>Score</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gabe, Mike</td>
<td>51.8</td>
<td>75%</td>
<td>92.8%</td>
<td>91.6%</td>
<td>90%</td>
<td>L3</td>
</tr>
<tr>
<td>Karish, Kim</td>
<td>0.1</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>L3</td>
</tr>
<tr>
<td>Lynn, Hakeem</td>
<td>48.8</td>
<td>75%</td>
<td>100%</td>
<td>91.6%</td>
<td>93.3%</td>
<td>L3</td>
</tr>
<tr>
<td>Popa, Olivia</td>
<td>2.1</td>
<td>50%</td>
<td>21.4%</td>
<td>25%</td>
<td>26.6%</td>
<td>L1</td>
</tr>
<tr>
<td>Pope, Rowan</td>
<td>14.9</td>
<td>100%</td>
<td>78.5%</td>
<td>91.6%</td>
<td>86.6%</td>
<td>L2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>136.6</td>
<td>60%</td>
<td>58.5%</td>
<td>80%</td>
<td>58.3%</td>
<td>L3</td>
</tr>
</tbody>
</table>

Click a **Student’s Name** in the **Benchmark Results** table to view a **Benchmark Individual Report** for that student.

Click **Total** to view a **Benchmark Summary Report** for the chosen program.

Click “Item Analysis” just above the **Benchmark Results** table to view a **Benchmark Item Analysis Report**.

![Click the Excel icon to export the report to excel.](image)

![Click the PDF icon to save the report as a PDF.](image)

Note the **Report Filters** available on the top right: Report Period; Time Filter; and Day Filter.

- Be sure to click “Update” to apply a changed Filter.
Group Session and Classroom Response Session Report

Group Session Report

Class: 6th Grade Math Class
School: STUDY ISLAND SCHOOL
Program: 6th Grade - TEKS Mastery and STAAR Preparation
Subject: Math
Topic: Compare Relationships
Session Type: Group Session
Session Date: 06/10/2018
Session Time: 1:52:50 PM CDT

Greg Harrison

Summary

<table>
<thead>
<tr>
<th>Correct / Total</th>
<th>% Correct</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 / 10</td>
<td>40%</td>
<td>L1</td>
</tr>
</tbody>
</table>

Answer Details

<table>
<thead>
<tr>
<th>Question</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Incorrect</td>
</tr>
<tr>
<td>2</td>
<td>Correct</td>
</tr>
<tr>
<td>3</td>
<td>Correct</td>
</tr>
<tr>
<td>4</td>
<td>Correct</td>
</tr>
<tr>
<td>5</td>
<td>Incorrect</td>
</tr>
<tr>
<td>6</td>
<td>Incorrect</td>
</tr>
<tr>
<td>7</td>
<td>Correct</td>
</tr>
<tr>
<td>8</td>
<td>Incorrect</td>
</tr>
<tr>
<td>9</td>
<td>Incorrect</td>
</tr>
<tr>
<td>10</td>
<td>Incorrect</td>
</tr>
</tbody>
</table>

Note that the report shows the Summary and Answer Details for each student who participated in the group session.

Click “Remove Session” to delete this Group Session from the system for reporting purposes.

Caution: “Remove Session” is permanent and cannot be undone.
When creating the report, choose an individual student to see that student’s NWEA™ MAP® Learning Path.

Click the Blue Ribbon icon 🎁 for a topic to see a Blue Ribbon Achievement Award teachers can print.

Click Expectation to see the expectations information for the chosen topic.

Click View Sessions to see a List of Session (All by Topic) report for the chosen topic.

In the List of Sessions (All by Topic) you can delete individual sessions. Check a session ✅ and click “Remove Checked Sessions”.

Click the Excel icon to export the report to excel.

Click the PDF icon to save the report as a PDF.

Click the Automatically Email Report icon to setup an Emailed Report subscription with this report.
How Study Island Calculates Stats

Blue Ribbons are awarded based on a student’s cumulative score for each topic, not average score or last session’s score.

Ex: A student has three sessions in the same topic. Her cumulative score is:

- Session 1: 5 correct out of 10 attempted
- Session 2: 3 correct out of 5 attempted
- Session 3: 4 correct out of 5 attempted

**Cumulative score:** 12 out of 20 = 60%

Unanswered questions in a topic are disregarded.
Exporting Session Statistics

This feature allows you to export all Study Island Practice, CRS, and Game session statistics.

- Includes, by student: Grade, Program, Subject, Topic, Date of Session, Session Type, Number Correct, Number Incorrect, and Time spent.
- All dates and times listed in the report are Central Standard Time.
- The “Time (sec)” column in the export is in seconds. Divide by 60 to convert into minutes.

Exporting Session Statistics


   Option 1: Click “District Reports” under the “Main Menu”.
   Just under the District Reports page title, in the blue header bar, click “Export Statistics”.

   Option 2: Click “Export Statistics” under Reports on the District Dashboard page.

   Option 3: Click “School Settings” on the page’s left side, under “Main Menu”.
   In the School Settings Page, in the Name column, find a school from which you would like to export session statistics and click the School’s Name.
   In the Admin Page, under Administration, click “Export Statistics”.

2. In the Export Session Statistics page, click the Schools box and check the box for any school(s) you want to export.
   - If you arrived at this page through school settings, this box will not be available. Rather, you will be exporting statistics for the school which you clicked earlier.

3. For the Students dropdown box, click the dropdown arrow and select a grade-level to export.
   - If you arrived at this page through school settings, this will be labelled Grade Level rather than Students.

4. Choose a Date Range, with a start and end date, to limit the data you export.
   - The date range has a maximum of 18 months.

5. For the Export To dropdown box, click the dropdown arrow and select “Microsoft Excel.”
   - (Optional) If you would prefer a Comma Delimited Text file rather than an Excel file, select “Comma Delimited Text file.”

6. Click “Start Export”.

7. Depending on your browser, you will have options to “Save” the file to your desktop or “Open” the file.
   - Look for a “Downloads” bar or window.
Emailed Report Manager

Emailed Report Manager allows an administrator to setup automated emailed report subscriptions.

- Admins and Teachers can be automatically emailed reports on a recurring basis.
- This feature works with **school reports**, it does not apply to district reports.

**Accessing Emailed Report Manager**

**Option 1:** Click **Emailed Report Manager** under **Reports** in the District Dashboard.

In the Select a school dropdown, click the dropdown arrow and select a school for which you would like to manage emailed reports.

**Option 2:** Click “School Reports” under the “Main Menu”.

In the Select a school dropdown, click the dropdown arrow and select a school for which you would like to manage emailed reports.

Then, in the header bar, click “Emailed Report Manager”.

You can change what school’s emailed reports you are managing by selecting a different school in the Select a school dropdown, still at the top of the page.

**Adding Subscribers to emailed Weekly Campus Reports**

Subscribers will be emailed the school-level Weekly Campus Report on a weekly basis.

1. Go to Emailed Report Manager:

   **Option 1:** Click **Emailed Report Manager** under **Reports** in the District Dashboard.

   In the Select a school dropdown, click the dropdown arrow and select a school for which you would like to add Weekly Campus Report subscribers.

   **Option 2:** Click “School Reports” under the “Main Menu”.

   In the Select a school dropdown, click the dropdown arrow and select a school for which you would like to add Weekly Campus Report subscribers.

   Then, in the header bar, click “Emailed Report Manager”.
2. Under the **Weekly Emailed Report** section, in the **Current Subscribers** bar, click “Add Email”.

3. In the Add Weekly Emailed Report Subscription popup window, type an email address in the box and click “Send”.

4. Click “OK” in the success message popup window.

### Deleting or Removing Subscribers from emailed Weekly Campus Reports

1. Go to Emailed Report Manager:
   - **Option 1:** Click **Emailed Report Manager** under **Reports** in the District Dashboard.
     - In the Select a school dropdown, click the dropdown arrow and select a school for which you would like to remove Weekly Campus Report subscribers.
   - **Option 2:** Click “School Reports” under the “Main Menu”.
     - In the Select a school dropdown, click the dropdown arrow and select a school for which you would like to remove Weekly Campus Report subscribers.
     - Then, in the header bar, click “Emailed Report Manager”.

2. In the **Weekly Emailed Report** section, under the **Current Subscribers** bar, find the email of the subscriber you would like to remove.

3. To the right of the email, click the “Delete” icon.

4. In the Delete Weekly Email Subscription popup window, click “Yes”.

### Creating New Emailed Report Subscriptions

For school reports other than the Weekly Campus Report, create email subscriptions by first going to the chosen school report.

1. Click “School Reports” under the “Main Menu”.

2. Find the report for which you would like to create a new email subscription and click the Report box.
   - See School Reports Listing on page 51 for additional information.

3. The report will open in a new browser tab.

4. Search the report for the “Automatically Email Report” icon and click it.
   - This will often be in a green bar just below the report header information.

5. A New Emailed Report Subscription browser tab will open.

6. In the New Emailed Report Subscription section:
   - Type a title for the emailed report.
   - Type the email to which the report will be emailed.
   - Re-type the email.
   - Click the dropdown arrow and select whether the report will cover a year, week, or day.
   - Click the dropdown arrow and select what day of the week the report will email.
   - Leave the box checked to email the report upon saving this new subscription.
7. When finished, click “Save” in the bottom right.
8. In the confirmation page, click “Close Window”.
   ➤ If your browser asks you whether you want to close the tab, click “Yes”.

**Deleting or Removing Subscribers from Emailed Report Subscriptions**

1. Go to Emailed Report Manager:
   - **Option 1:** Click “Emailed Report Manager” under “Reports” in the District Dashboard.
     In the Select a school dropdown, click the dropdown arrow and select a school for which you would like to remove emailed reports subscriptions.
   - **Option 2:** Click “School Reports” under the “Main Menu”.
     In the Select a school dropdown, click the dropdown arrow and select a school for which you would like to remove emailed reports subscriptions.
     Then, in the header bar, click “Emailed Report Manager”.
2. In the Other Emailed Reports section, under the “Emailed Reports” bar, find the subscription you would like to remove.
3. Check the box to the left of the subscription.
4. In the “Emailed Reports” bar, click “Delete Checked Reports” to delete all checked subscriptions.
5. In the Delete Check Reports popup window, verify you have checked the correct subscriptions and click “Yes”.

**Viewing Emailed Report Subscriptions**

1. Go to Emailed Report Manager:
   - **Option 1:** Click “Emailed Report Manager” under “Reports” in the District Dashboard.
     In the Select a school dropdown, click the dropdown arrow and select a school for which you would like to view emailed report subscriptions.
   - **Option 2:** Click “School Reports” under the “Main Menu”.
     In the Select a school dropdown, click the dropdown arrow and select a school for which you would like to view emailed report subscriptions.
     Then, in the header bar, click “Emailed Report Manager”.
2. In the Other Emailed Reports section, under the “Emailed Reports” bar, find a list of emailed report subscriptions, other than the Weekly Campus Report.
   ➤ Subscriptions to the Weekly Campus Report are in the Weekly Emailed Report section, under the “Current Subscribers” bar.
3. To view a scheduled report, find the report in the Schedule column and click the Report Name.
District Benchmarking

The purpose of Study Island Benchmarking is to get a snapshot of student proficiencies in relation to state standards and/or Common Core Standards.

- Each benchmark test has four versions, so students can be assessed up to four times during the year.
- These assessments give teachers and admins valuable diagnostic information to guide classroom instruction.
- A benchmark test should take between 60 and 90 minutes to complete.

Benchmarking Preferences

Benchmarking has several preferences. To access these preferences:

1. Visit [http://www.studyisland.com](http://www.studyisland.com) and enter your district administrator login information.
2. Click “District Benchmarks” on the page’s left side, under “Main Menu”.
3. In the District Benchmark Preferences section, check the box for each preference you want to apply.
   - [✓] Block school admins from scheduling benchmark tests.
     District administrator can prevent school administrators from scheduling single school-level benchmark tests. If you plan on controlling benchmark testing at the district level, it is recommended you check this preference.
   - [✓] Exclude Constructed Response question responses and results from Benchmark Reports.
     Constructed response questions require written answers. The system does not have an automatic metric for scoring these types of questions; rather, the teacher must review them manually to determine correctness.

Scheduling a Benchmark

1. Visit [http://www.studyisland.com](http://www.studyisland.com) and enter your district administrator login information.
2. Click “District Benchmarks” on the page’s left side, under “Main Menu”.
3. In the District Benchmark Test Schedule bar, click the “Schedule a Benchmark” button.
4. In the Schedule a Benchmark Test page, fill out Benchmark Information:
   - [✓] Click the select box and check school(s) to receive the benchmark.
   - Click the dropdown arrow and select a program.
   - Click the dropdown arrow and select a subject.
   - Click the dropdown arrow and select a particular test.
   - Click “Preview” to preview the test.
   - Click the dropdown arrow and then check the box for each grade level and/or class to take the benchmark.
   - Choose Test Dates and Time Available.
   - Choose Yes or No for Allow Weekend Access.
   - Choose Yes or No for Allow Questions to be Randomized.
5. When complete, click “Schedule Benchmark Test” at the bottom of the section.
Administering a Benchmark

When a student logs into Study Island during a scheduled benchmark time period (see Scheduling a Benchmark on page 78 above), the student will see the benchmark test.

- During this time, the student will not have access to other topics until the benchmark is complete.
  - Students can be allowed access to topics under the Benchmark Preferences. See Benchmarking Preferences on page 78.

- Students do not have to complete the benchmark in one session.
  - A student can click “Save for Later” in the top right corner of the benchmark test screen.
  - The student must finish within the benchmark test window.

- A student can only take a specific benchmark test version one time, even if the school administers it more than once.
  - However, there are four unique benchmark test versions per subject.
  - Additionally, an administrator can delete a student’s benchmark record, allowing them to retake it.

- If the student is taking a Reading benchmark, a teacher or administrator can print the reading passages by accessing benchmarking, finding the benchmark test in the Benchmark Test Schedule table, and clicking the “Print Reading Passages” button.

Benchmark Tips: We recommend that teachers not circulate benchmark test questions to protect the integrity of the benchmark tests.

Navigating a Benchmark Test

A student can navigate the test in the top left corner of the benchmark test screen, clicking “Left” or “Right” to move forward or backward one question, or click the “#” for receive a Question Panel to select a specific question. The Question Panel also shows:

- Answered questions
- Current question
- Unanswered questions

A student has access to “Tools” in the top right corner of the benchmark test screen.

- Tools includes highlighters, increase/decrease font size, a scratchpad, and more.
- These Tools will be available regardless of your School Preferences.

When a student completes a question, he or she will click “Next Question” below the answer choices.

When a student completes the benchmark, he or she will click “Turn in Test” in the top right corner of the benchmark test screen.
### Actions in Benchmark Test Scheduling

1. Visit [http://www.studyisland.com](http://www.studyisland.com) and enter your administrator or teacher login information.

2. Click “District Benchmarks” on the page’s left side, under “Main Menu”.

3. Find the **District Benchmark Test Schedule** table:

   ![District Benchmark Test Schedule](image)

   **Deleting a Benchmark Test Schedule:**
   
   1. Under the **District Benchmark Test Schedule** bar, in the Benchmark table find the benchmark test which you would like to delete.
   
   2. Click the “Delete” icon in the Actions column.
   
   3. Verify you are deleting the correct benchmark test schedule and click “OK” in the popup message.

   **Editing a Benchmark Test Schedule (Admin Only):**
   
   1. Under the **District Benchmark Test Schedule** bar, in the Benchmark table find the benchmark test which you would like to edit.
   
   2. Click the “Edit” icon in the Actions column.

   **Previewing a Benchmark Test Schedule:**
   
   1. Under the **District Benchmark Test Schedule** bar, in the Benchmark table find the benchmark test which you would like to preview.
   
   2. Click the “Preview” icon in the Actions column.

   **Viewing Benchmark Test Results:**
   
   1. Under the **District Benchmark Test Schedule** bar, in the Benchmark table find the benchmark test which you would like to see a report.
   
   2. Click the view “View Results” icon in the Actions column.

   **Print Reading Passages:**
   
   1. Under the **District Benchmark Test Schedule** bar, in the Benchmark table find the reading benchmark test which you would like to print the reading passages.
   
   2. Click the “Print Reading Passages” button.

### Viewing District Level Benchmark Report

To access District Level Benchmark Report, click “District Reports” under the “Main Menu”. Then, find and click on the **District Benchmark Report**.

Study Island has several District Level Benchmark Report formats. See **District Level Benchmark Report** on page 49 for detailed information on viewing and using the District Level Benchmark Report.
Teacher Graded Items

Many benchmark tests include “Constructed Responses” – questions requiring short answer or short essay answer. In order to grade a Constructed Response:

1. Visit [http://www.studyisland.com](http://www.studyisland.com) and enter your administrator or teacher login information.
2. Click “District Benchmarks” on the page’s left side, under “Main Menu”.
3. Under the District Benchmark Test Schedule bar, in the Benchmark table find the benchmark test which you would like to grade Constructed Responses.
4. Click the view “View Results” icon in the Actions column.
5. In the Benchmark Gradebook Report page, in the Benchmark Results table, find the student whose Constructed Responses you would like to grade and click Grade under the CR column:

   ![Benchmark Results Table]

   - Note that different categories may have their own Constructed Responses. See the two red arrows above.

6. In the grading page:
   - **Choosing a question:** In the top left corner of the grading screen, find a Select a Question dropdown. You can use this to change questions.
   - **Choosing a student:** On the left side of the page, there is a Students menu. Click a Student’s Name to grade that student’s constructed responses.
   - **Viewing the question’s grading rubric:** Under the Question, click the “Rubric” button. This will open a page with a detailed description of the elements comprising each score point.
   - **Scoring the question:** At the bottom of the page, type a score into the Score box. This will be followed by “/#” to show the maximum score. Then click Save.
   - **Click “Save All Scores” on the left side of the screen if you have changed multiple.”
Settings

As the district administrator, you can change many default Study Island settings for your schools and the teachers in your district.

Changing School Settings

1. Visit [http://www.studyisland.com](http://www.studyisland.com) and enter your district administrator login information.
2. Click “School Settings” on the page’s left side, under “Main Menu”.

<table>
<thead>
<tr>
<th>School Settings</th>
<th>Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Student Messaging</td>
<td>On</td>
</tr>
<tr>
<td></td>
<td>Games*</td>
<td>Off</td>
</tr>
<tr>
<td></td>
<td>Abstinence Change</td>
<td>On</td>
</tr>
<tr>
<td></td>
<td>Building Blocks*</td>
<td>On</td>
</tr>
<tr>
<td></td>
<td>Allow Group Sessions and CRS Mode</td>
<td>On</td>
</tr>
<tr>
<td></td>
<td>Flash Cards</td>
<td>Off</td>
</tr>
<tr>
<td></td>
<td>Allow Score Improvement</td>
<td>Off</td>
</tr>
<tr>
<td></td>
<td>High Scores</td>
<td>Off</td>
</tr>
<tr>
<td></td>
<td>Timer Visible*</td>
<td>On</td>
</tr>
<tr>
<td></td>
<td>ScratchPad*</td>
<td>Off</td>
</tr>
<tr>
<td></td>
<td>Additional Highlighters*</td>
<td>Off</td>
</tr>
<tr>
<td></td>
<td>High School Forums</td>
<td>On</td>
</tr>
<tr>
<td></td>
<td>Timer Visible (adjustable by school admins and teachers)</td>
<td>Off</td>
</tr>
<tr>
<td></td>
<td>Allow Score Improvement</td>
<td>On</td>
</tr>
<tr>
<td></td>
<td>High Scores</td>
<td>Off</td>
</tr>
<tr>
<td></td>
<td>Timer Visible (adjustable by school admins and teachers)</td>
<td>On</td>
</tr>
<tr>
<td></td>
<td>Timer Visible</td>
<td>Off</td>
</tr>
</tbody>
</table>

*Adjustable by school admins and teachers.

## Student Messaging

Options:

- **On**: All messaging is allowed.
- **Off**: Student messaging is turned off.

## Teacher

Options:

- **Students can only message teachers.**
- **Messaging is turned off during school hours.**

## Hours

Options:

- **Game Sessions are always available.**
- **Game Sessions are never available.**
- **Game Sessions are not available Monday – Friday 8 a.m. to 4 p.m.**
- **Games only available for students with an overall average higher than the % selected.**

## Attributes Change

Options:

- **Allow**: Allow users to change their attributes (Name, email, etc.).
- **Block**: Users cannot change their attributes.
- **Password**: Users can only change their passwords.

## Building Blocks

Options:

- **On**: Students will receive automatic remediation when scoring below 40% on a topic.
- **Off**: Do not give students automatic remediation.

## Allow Group Sessions and CRS Mode

Options:

- **On**: Allow schools to use Group Sessions and CRS Mode to take tests.
- **Off**: Disallow schools from using Group Sessions and CRS Mode.

## Flash Cards

Options:

- **On**: Allow students to use flash cards.
- **Off**: Disallow students from using flash cards.

## Allow Score Improvement

Options:

- **On**: Allow students to retake missed test questions.
- **Off**: Disallow students from retaking missed test questions.

## High Scores

Options:

- **On**: Allow all usernames to be published on the high score tables.
- **Off**: Block all usernames from being put on the high score tables, replacing with **Blocked**.

## Timer Visible

Options:

- **On**: Timer will be displayed during practice questions.
- **Off**: Timer will not be displayed, however the time will be recorded for reporting.
**ScratchPad**  
(adjustable by school admins and teachers)

<table>
<thead>
<tr>
<th>Options</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>On</td>
<td>Allows schools to use the Scratchpad.</td>
</tr>
<tr>
<td>Off</td>
<td>Disallow schools from using the Scratchpad.</td>
</tr>
</tbody>
</table>

**Additional Highlights**  
(adjustable by school admins and teachers)

<table>
<thead>
<tr>
<th>Options</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>On</td>
<td>Allow schools to use the multicolored highlighter functionality.</td>
</tr>
<tr>
<td>Off</td>
<td>Will only allow single color highlighter functionality.</td>
</tr>
</tbody>
</table>

**High School Forums**

<table>
<thead>
<tr>
<th>Options</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>On</td>
<td>High school forum is enabled (9-12 students only).</td>
</tr>
<tr>
<td>Off</td>
<td>High school forum is disabled.</td>
</tr>
</tbody>
</table>

---

**Profanity Check Explained:** What is Profanity Check? When Study Island detects profanity in a student’s message, the message will be forwarded to the principal and administrator. The message will be block and will not be sent through to its intended recipient.

**Messaging “Off” Tip:** When you set Student Messaging to “Off,” students can attempt sending messages to other students. However, upon clicking “Send Message,” the student will be notified that his or her message was blocked.

---

**Changing Teacher Settings**

1. Visit [http://www.studyisland.com](http://www.studyisland.com) and enter your district administrator login information.
2. Click “School Settings” on the page’s left side, under “Main Menu”.

---

<table>
<thead>
<tr>
<th>Override Settings</th>
<th>Options</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>On</td>
<td>Allow teachers to override the school’s settings for: Game, timer, building blocks, scratchpad, and highlighter</td>
<td></td>
</tr>
<tr>
<td>Off</td>
<td>Do not allow teachers to override the school’s settings for: Game, timer, building blocks, scratchpad, and highlighter</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Adjust Student Difficulty</th>
<th>Options</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>On</td>
<td>Allow teachers to adjust student difficulty and students’ start dates.</td>
<td></td>
</tr>
<tr>
<td>Off</td>
<td>Do not allow teachers to adjust student difficulty and students’ start dates.</td>
<td></td>
</tr>
</tbody>
</table>
Passwords Guide

Viewing a Password

STUDENT

1. Click “School Settings” on the page’s left side, under “Main Menu”.
2. In the School Settings Page, in the Name column, find the school in which the student(s) that you want to view passwords for attend and click that School’s Name.
3. In the Admin Page, under the Administration section, click on “Password List”.
4. In the “Select a Class” dropdown box, click the dropdown arrow, choose the student’s grade or class.
5. A list of students appears. Find the student and you will have the username and password.
   ➢ You can click the table headers to sort by that column. Ex: Click “Last Name” to sort by user last name.
   ➢ You can type the user’s name into the “Search” bar and hit the “Enter” key on your keyboard to narrow the selection of users.
   ➢ If searching for students, and you selected “All Users” in the dropdown, you can uncheck the “Show Teachers” box by the “Select a Class” dropdown box to remove teachers from the results.

TEACHER

Once created, teacher passwords are hidden from Administrators.

A teacher may call support at 800-419-3191 (go to the password helpline) to get his or her password.

See Changing a Password ⇒ TEACHER on page 86 for instructions on resetting a teacher password.

ADMINISTRATOR

Once created, administrator passwords are hidden from Administrators.

An administrator may call support at 800-419-3191 (go to the password helpline) to get his or her password.

See Changing a Password ⇒ ADMINISTRATOR on page 86 for instructions on resetting your own password.

Viewing a Password List

1. Click “School Settings” on the page’s left side, under “Main Menu”.
2. In the School Settings Page, in the Name column, find the school for which you want to view a password list and click that School’s Name.
3. In the selected school’s Admin Page, under the Administration section, click on “Password List”.
4. In the “Select a Class” dropdown box, click the dropdown arrow and select:
   ➢ STUDENT Select a grade level or class the student is in. Alternatively, choose “All users.”
   ➢ TEACHER Select “Grade/Lvl Teacher.” Alternatively, choose “All users.”
5. In the table of information, search for the user(s) whose username(s) and password(s) you are distributing.
   ➢ You can click the table headers to sort by that column. Ex: Click “Last Name” to sort by user last name.
   ➢ You can type the user’s name into the “Search” bar and hit the “Enter” key on your keyboard to narrow the selection of users.
   ➢ If searching for students, and you selected “All Users” in the dropdown, you can uncheck “Show Teachers” by the “Select a Class” dropdown box to remove teachers from the results.
Teacher passwords are hidden to ensure security.

### STUDENT Users:

1. Click “School Settings” on the page’s left side, under “Main Menu”.
2. In the School Settings Page, in the Name column, find the school in which the student(s) that you want to change the password(s) of attend and click that School’s Name.
3. In the Admin Page for the selected school, click the “Manage Users” tab.
4. In the “Choose a Grade” dropdown, choose the student’s grade.

### Password Tips:

- **Require user to change password upon first login**
- **Require new password after change**

### TEACHER Users:

5. Click “Export to Excel” to export the password list.
6. Click “Print PDF” to make a PDF document of the password list.

### Changing a Password; Resetting a Password

- **Password Tips:** We recommend each student and teacher have a unique password.
- We suggest checking “Require user to change password upon first login” to allows users to create their own unique passwords.
5. In the list of users, check the box on the user’s row and then click “Reset Password.”

**Changing a Large Number of Student Passwords?**

Check the box in the header row.

6. Type a new password in the box.

➢ It is recommended you check “Force password reset after next login.”

7. Then click “Reset Password.”

**TEACHER**

1. Click “School Settings” on the page’s left side, under “Main Menu.”

2. In the School Settings Page, in the Name column, find the school in which the teachers(s) that you want to change the password(s) of work and click that School’s Name.

3. In the Admin Page for the selected school, click the “Manage Users” tab.

4. In the “Choose a Grade” dropdown, choose “Teachers.”

5. In the list of users, check the box on the user’s row and then click “Reset Password.”

**Changing a Large Number of Teacher Passwords?**

Check the box in the header row.

6. Type a new password in the box.

➢ It is recommended you check “Force password reset after next login.”

7. Then click “Reset Password.”

**ADMINISTRATOR**

A District Administrator can change his or her own password or a school administrator’s password.

**To change your own password:**

1. Visit [http://www.studyisland.com](http://www.studyisland.com) and enter your Administrator login information.

2. At the top of the screen, next to edmentum, click the blue button containing the user’s name (ex: Administrator).

3. The user may update his or her password by replacing the “●●●●●●” with a new password:
4. When you have completed updating your information, click the “Update” button on the bottom right.

To change a school administrator’s password:

1. Click “School Settings” on the page’s left side, under “Main Menu”.
2. In the School Settings Page, in the Name column, find the school for which you want to change the admin’s password and click that School’s Name.
3. In the Admin Page for the selected school, click the “Manage Users” tab.
4. In the Choose a Grade dropdown box, click the dropdown arrow and select “Admin”.
5. In the Administrators table that appears, click the “Edit Attributes” icon in the Actions column.
6. Update the password in the Edit Attributes page.

Printing Student Login Cards

1. Click “School Settings” on the page’s left side, under “Main Menu”.
2. In the School Settings Page, in the Name column, find the school for which you want to print student login cards and click that School’s Name.
3. In the Admin Page, under the Administration section, click on “Password List”.
4. In the “Select a Class” dropdown box, click the dropdown arrow and select a grade level or class.
5. In the Password List table header, once you have your desired student users in the table, click “Print Login Cards”.
System Requirements

Browser Compatibility
Study Island is compatible with:
- Edge (latest)
- Internet Explorer ® 11
- Chrome (latest)
- Firefox (latest)
- Safari (latest)

Plug-ins
The following plug-ins are used in Study Island:
- Adobe Flash ®
- Java
- Microsoft Office compatible software

For a small percentage of our legacy content, you may need the following plug-ins:
- Shockwave ®
- Plato ® Xtras

Mobile Browser Support
Study Island supports the following tablet configurations:

<table>
<thead>
<tr>
<th>OS</th>
<th>Browser</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>Android</td>
<td>Chrome</td>
<td>(Latest)</td>
</tr>
<tr>
<td>iOS</td>
<td>Safari</td>
<td>(Latest)</td>
</tr>
</tbody>
</table>

Pop-up blockers
Study Island requires you to disable pop-up blockers.

Click here for instructions on disabling pop-up blockers.

Disabling pop-up blockers:
Follow these instructions, based on your browser, to correctly disable pop-up blockers:

Internet Explorer:
1. Click “Tools” or the gear icon at the top of the page to the right
2. Select “Internet Options”
3. Click on the Privacy Tab
4. Uncheck the box next to "Turn on Pop up Blocker"
5. Click Apply

Firefox:
1. Click the 3 horizontal lines at the top of the page to the right
2. Select Options
3. Select Content
4. Uncheck the box next to "Block pop-up windows."

Chrome:
1. Click the 3 horizontal lines at the top of the page to the right
2. Click "Settings"
3. Click advanced settings
4. Under "Privacy," click the Content settings button.
5. Under "Pop-ups," select Allow all sites to show pop-ups.
**Trusted Sites**

Study Island requires that your browser’s “Trusted Sites” be correctly configured.

**Configuring trusted sites:**

Follow these instructions, based on your browser, to correctly configure Trusted Sites for using Study Island:

**Microsoft Edge:**

Microsoft Edge will communicate directly with the Internet Explorer browser that you are using. To see changes in Microsoft Edge you will need to add the trusted sites to Internet Explorer.

**Internet Explorer:**

1. Go to Tools and select Internet Options; if Tools is not showing, click on the Gear icon on the top right of the window and select Internet Options.
2. In the “Internet Options” window, choose the Security tab.
3. In the “select a zone...” box, click the Green Checkmark labeled “Trusted sites.”
4. Then, below the “Select a zone...” box, click the “Sites” button. A “Trusted sites” window will pop up.
5. In the “Trusted sites” pop-up, look for a check box stating “Require server verification...” If this box is checked, uncheck it.
6. In the “Add this website to the zone:” bar, type each trusted site and click the “Add” button. Type these exactly as written, including the “*.”:
   - *.studyisland.com
   - *.edmentum.com
   - *.ple.platoweb.com
   - *.northstarwr.com
7. Once each trusted site has been added, click “Close” and then you may exit “Internet Options.”

**Firefox:**

1. Open the menu, which looks like three lines, in the top right corner of your browser and select “Options.”
2. From the Options page, you will click on “Security” from the list on the left side of your screen.
3. Under the “General” section, click the box that reads “Exceptions...” on the right hand side of the screen. Do not click the “Exceptions” box in “Logins” section.
4. Upon clicking Exceptions, a text box will appear where you can enter the web address for your product. Type these exactly as written, including the “*.”:
   - *.studyisland.com
   - *.edmentum.com
   - *.ple.platoweb.com
   - *.northstarwr.com
5. After typing in the address, you must click on “Allow” and then “Save Changes” in order for the site to be added to your “Trusted Sites” list.

**Google Chrome:**

There are no trusted sites requirements for Google Chrome, because Chrome allows all sites to have access. If you are having an error with Chrome, it may be an issue with the computer’s Firewall. In this case, please contact your school’s administrator or technical support team.

**Safari:**

Safari refers to trusted sites as "Top Sites." Please complete these steps for each of the links below:
   - *.edmentum.com
   - *.ple.platoweb.com
   - *.studyisland.com
   - *.northstarwr.com
1. Open your Safari browser.
2. Select "Bookmarks" at the top of the screen.
3. In the drop-down, choose "Add Bookmark". A small window will pop up.
4. In the first drop-down, select "Top Sites".
5. Add one of the websites listed above. Make sure to type it exactly as it appears above, including the "*.".
6. Once you have added each website, you can close the browser.
Clearing the Cache

Study Island requires users to occasionally clear the cache of their internet browser.

If a user is experiencing an issue today in the same circumstances that did not cause an issue yesterday, have the user clear the cache. This will likely resolve the issue.

Follow these instructions, based on your browser, to clear your cache:

Internet Explorer:
1. Click “Tools” or the gear icon at the top of Internet Explorer
2. Select “Internet Options”
3. Select “Delete” under Browsing history in the General tab
4. Make sure the box next to Cookies is checked, then hit “delete.”
5. Important: Once complete close, and restart the browser.

Firefox:
1. Click “History” or the icon at the top of Firefox
2. Select “Clear Recent History”
3. Check the boxes next to items to delete. Make sure the box next to Cookies is checked then hit delete.
4. Important: Once complete close, and restart the browser.

Chrome:
1. Click the Chrome menu icon on the browser toolbar.
2. Select “History.”
3. Select “Clear browsing data.”
4. In the dialog that appears, select the check-boxes for the types of information that you want to remove.
5. Use the menu at the top to select the amount of data that you want to delete. Select beginning of time to delete everything.
6. Click Clear browsing data.

Safari (Mac):
1. Click Safari in the upper left hand side of your screen.
2. Choose "Preferences".
3. Select the "Privacy tab".
4. Click the button "Remove All Website Data".
5. Click "Remove Now" in the pop up window that appears.
Back-to-School Checklist

☐ **Update District Contact Information**
1. Log into Study Island as the District Administrator.
2. Click on your name at the top of the page, next to edmentum.
3. Update your Name and Email Address as needed.

☐ **Update School Information**
1. On the “School Settings” page, click a School Name.
2. Click the “Manage Users” tab.
3. In the Choose a Grade dropdown, select “Admin.”
4. Click the Edit Attributes icon 📊 for the administrator and update Principal and Admin information as needed.

☐ **Update School Settings**
On the “School Settings” page, edit school settings as needed using the available dropdown boxes.

☐ **(Optional) Print Reports on Previous Year’s Data for Archives**
1. Click “District Reports” or “School Reports” on the left side of the screen.
2. Run and print the report(s) of your choice.

Also, consider exporting session statistics by clicking ● Exporting Statist under Reports on your District Dashboard page.

☐ **(Optional) Update Student Lists**

**UPDATE STUDENTS TIP:** This is only optional because school-level administrators will perform this task, by default, when following their administrator manual. Please coordinate with your school-level Study Island Administrators to ensure student lists are updated.

Update using SIS Primary Keys.
1. See Creating Users via Importing File 📁 on page ## for more information.
2. When using this feature, first export your current users then utilize that file as your import file.

☐ **Distribute Usernames and Passwords to Teachers**
1. On the “School Settings” page, click the name of a school.
2. Click “Password List” under Admin Functions.
3. Print and distribute to appropriate teachers.

☐ **Direct School Administrators to the school-level Administrator Manual**
Teachers and Admins can click “Power User Program” for an interactive way to learn Study Island features and functionality.

☐ **Direct School Administrators to the Power User Program to Refresh their Study Island Skills**

☐ **(Optional) Schedule a Benchmark Test (Coordinate with your District and School Administrators!)**
If your school and/or district has decided to use Benchmark testing, see Benchmarking 📈 on page 78 for details.
Study Island District Administrators are invited to help us accelerate the innovation of our products by suggesting new features and enhancements. You may use Edmentum’s product suggestion page Seehive to share your suggestions with us.

- **Share your expertise.** We want to leverage your knowledge in education so when you do offer ideas and enhancements take a little time to carefully communicate exactly what you’d like to see.
- **Remember Seehive will be used for new product ideas.** If you have a support issue to report, please visit http://www.edmentum.com/support.

**Accessing Seehive**

1. Visit [http://www.studyisland.com](http://www.studyisland.com) and enter your district administrator login information.
2. Click “Seehive” on the top bar of the page.

**Providing Suggestions and Comments**

1. Access Seehive. Click “Seehive” on the top bar of the page.
2. Fill out the information in the Seehive page:
   - **Which product would you like to provide an idea for?** Click the dropdown box and select “Study Island.”
   - **What are your suggested enhancements for this product?** Type your suggestions and comments in the box.
   - **Would you like to be contacted by an Edmentum team member about your suggestion?** Select Yes or No.
   - (Optional) Enter your contact information into Name, Email, Phone, School, and District.
3. Click “Finish” at the bottom of the page.
Free Support

Edmentum is committed to supporting you and your students in the use of its software.

Contacting Support

For support:
- Visit Edmentum Support.
- Call 1.800.419.3191
- Email support@studyisland.com

If logged into Study Island, click “Live Support” and then “Chat Now” in the popup to chat with a customer support representative.

For many methods of contacting Study Island support, you can click “Contact” in the header bar of Study Island.

Help Tab

In addition to free access to our customer support team, you can also check Study Island’s help page for do-it-yourself information and walkthroughs on a variety of features and topics.

Using the Help Tab:

2. Click “Help” in the header bar of Study Island.
3. A Help popup window appears.
4. You can search by:
   - Option 1: Typing in the searchbox on the left and clicking “Search”.
   - Option 2: Clicking the buttons in the Welcome to Study Island Help section.

Examples:

Help Tab Tips: You can navigate by clicking the pathway links underneath. On the left, you can click any of the Top 5 Topics.
Messaging

Study Island allows users, including students and teachers, to send each other messages.

- The district admin can restrict students’ messaging capabilities.

Sending a Message

1. At the top of Study Island, click the “Messages” button
2. In the Message Center, click the “Compose Message” button
3. In the Compose a Message popup window:
   - Type the recipient’s **Study Island username** (not their actual name) or
   - Click the dropdown arrow and select a group (grade, user type, or class).
   - Type a **Subject**.
   - Type a **Message**.
4. Click “Send”.

Managing your Message Center

1. At the top of Study Island, click the “Messages” button
2. In the Message Center, manage your message table:
   - Click “Inbox” to see messages you have received.
     - This is open by default when you go to your Message Center.
   - Click “Sent” to see messages you have sent.
   - Click “Alerts/Notifications” to see alerts and notifications.
   - **(Admin Only)** Click “School Inbox” to see all messages in your school, to/from information, and time received.
   - **(Admin Only)** Click “School Sent” to see all messages in your school, to/from information, and time sent.

Deleting a Message

1. At the top of Study Island, click the “Messages” button
2. In the Message Center, click “Inbox” or “Sent” to see messages you have received or sent.
3. Find the message you would like to delete, check the box on the left, and then click “Delete”.

Restricting Messaging

See Changing School Settings on page 82 for additional information about restricting student messaging.
Study Island has a secure SIS integration partner called Clever that allows schools to automatically synchronize data using your students’ SIS Primary keys.

- Clever is only available to users who have paid for the Clever license.
- Clever syncs user records and other data like location changes and user activations.
- Clever allows you to automatically import and sync school, teacher, and student information.
- Clever is particularly useful for school districts with migrant or high-mobility populations.

**Clever Tips:** Using Clever is an excellent way to easily manage user populations and take user management off your educators’ plates.

In order to learn more about Clever and explore creating the Clever Connection, please contact your account manager.

- Ask about our Clever trial to ensure the system is right for your school or district.
NWEA™ MAP® Link

This feature allows you to import an NWEA™ MAP® file, which generates a learning path for your students.

- This feature is only available to schools that have purchased NWEA™ MAP® Link.
- This feature only applies to grades 3 to 8.

To use this feature, you will first need to get an NWEA™ MAP® import file directly from NWEA™.

- Study Island and Edmentum do not provide a NWEA™ MAP® import file.
- It is very important you do not edit the import file in any way.
- If you are unsure whether your import file has been edited, you can compare to an example file provided by Study Island:
  - Click “School Settings” on the page’s left side, under “Main Menu”.
  - In the School Settings Page, in the Name column, click any School’s Name.
  - In the Administration section, click “NWEA™ MAP® Link”.
  - In the Import Assessment Results section, click “Download Example File”.
  - Save the example file to your desktop and compare to your import file.

To use this feature, you must have SIS Primary Keys assigned to your students.

Creating the NWEA™ MAP® Link

1. Contact NWEA™ and receive a NWEA™ MAP® import file. Place this file somewhere accessible on your computer.


3. Once logged in, Click “School Settings” on the page’s left side, under “Main Menu”.

4. In the School Settings Page, in the Name column, find the school for which you want make a NWEA™ MAP® Link and click that School’s Name.

5. In the Admin Page, click the “Admin Functions” tab.

6. In the Administration section, click “NWEA™ MAP® Link”.

7. (Optional) Watch the Tutorial Video. In the Import Assessment Results, click “View Tutorial Video”.

8. Next to the Select the file to import box, click “Browse”.

9. In the Choose File to Upload popup window, navigate to your import file, select it, and click “Open”.

10. In the Title this import box, type a title for your import.
    - We recommend titling your import by school year.
    - Example: NWEAImportSchoolYear16-17

11. In the Select the state which this import applies to dropdown box, click the dropdown arrow and select your state or select “US Common Core.”
    - If unsure whether your school is using state or Common Core standards, select your state. The system will default to Common Core if your state utilizes Common Core standards.

12. Click “Import my NWEA™ MAP® File” at the bottom of the page.
Managing NWEA™ MAP® Imports

In the NWEA™ MAP® Link Management Page, you can perform many management tasks associated with NWEA™ MAP® Imports.

1. Visit [http://www.studyisland.com](http://www.studyisland.com) and enter your district administrator login information.
2. Click “School Settings” on the page’s left side, under “Main Menu”.
3. In the School Settings Page, in the Name column, find the school for which you want to manage a NWEA™ MAP® Link and click that School’s Name.
4. In the Admin Page, click the “Admin Functions” tab.
5. In the Administration section, click “NWEA™ MAP® Link button”.
6. Scroll to the Assessment Imports table:

<table>
<thead>
<tr>
<th>Title</th>
<th>State</th>
<th>Import Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>NWEAImportSchoolYear16-17</td>
<td>TX</td>
<td>August 01, 2016</td>
<td></td>
</tr>
</tbody>
</table>

**Editing the Title:**
- Find the import for which you want to change the title.
- In the Actions column, click the “Edit Title” icon.
- In the Edit Title popup window, type a new title into the bar and click “Update”.

**Deactivating the NWEA™ MAP® Import:**
- Find the import you want to deactivate.
- In the Actions column, click the “Deactivate Import” icon.
- The NWEA™ MAP® Import will become inactive. The learning paths associated with the import will no longer be assigned to students.

**Reactivating an NWEA™ MAP® Import:**
- Find the import you want to reactivate.
- In the Actions column, click the “Activate Import” icon.
- The NWEA™ MAP® Import will become active. The learning paths associated with the import will be assigned to students.

**Exporting the NWEA™ MAP® Import into Excel:**
- Find the import you want to export into Excel.
- In the Actions column, click the “Export File” icon.
- Open or Save the file to your desktop.
**Previewing NWEA™ MAP® Student Learning Paths for an Import File:**

- Find the import for which you want to preview student learning paths.
- In the Actions column, click the “Preview Student Learning Path” icon.
- In the Preview Student Learning Path popup window, in the Select a student dropdown box, click the dropdown arrow and select the student whose learning path you want to preview.
- In the Select a discipline dropdown box, click the dropdown arrow and select the discipline for which you want to preview the learning path.
- Click “Preview”.
- A new browser tab will open previewing the select student and discipline’s learning path. When finished previewing, exit the browser tab.

**Deleting an NWEA™ MAP® Import and NWEA™ Learning Paths:**

- Find the import which you want to delete.
- In the Actions column, click the “Delete” icon.

**Caution:** Deleting an NWEA MAP Import is permanent and cannot be un-done.

Deleting the import file also removes all associated Learning Paths. Students will no longer have access to their NWEA MAP® Learning Paths.

- Verify you are attempting to delete the correct import file.
- In the system message popup window, click “OK”.
## Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activating (a Class Page)</td>
<td>Activating a Class Page allows students to see the class and access its assignments.</td>
</tr>
<tr>
<td>Adjust Student Difficulty</td>
<td>Feature found on the School Reports page that allows admins and teachers (if allowed) to adjust the percentage correct required to achieve the blue ribbon and force students into lower or higher grade level material.</td>
</tr>
<tr>
<td>Administrator</td>
<td>Person from your school or district designated to register students and teachers, update the roster as needed, and set global preferences for the program.</td>
</tr>
<tr>
<td>Advance Grade</td>
<td>To promote students to a higher grade level; in the Admin Page under Manage Users.</td>
</tr>
<tr>
<td>Assessment Questions</td>
<td>Questions made only for Built Tests and inaccessible elsewhere; see Built Test.</td>
</tr>
<tr>
<td>Assignment</td>
<td>Topic(s) chosen by the teacher for the students to complete; created on the Class Manager Page and accessed through the Class Page; see Completed Assignment, Class Assignment, Student Assignment, and Writing Assignment.</td>
</tr>
<tr>
<td>Articles</td>
<td>See Attachments.</td>
</tr>
<tr>
<td>Attachments</td>
<td>Pictures, articles, and links attached to Custom Material that serve as lessons, writing prompts, long questions, or question images; see Custom Material.</td>
</tr>
<tr>
<td>Attributes</td>
<td>Individual data for each user, such as grade level, username, password, and demographics.</td>
</tr>
<tr>
<td>Automatically Email Report</td>
<td>Feature that allows teachers or admins to set up scheduled automatic report emailing; to setup, open the report and look for the icon.</td>
</tr>
<tr>
<td>Benchmark</td>
<td>Testing used to get a snapshot of student proficiencies in relation to state standards and/or Common Core Standards.</td>
</tr>
<tr>
<td>Block Other Material</td>
<td>Feature that allows admins and teachers to designate the material to which your students have access; students will only be able to access Study Island topics assigned on the Class Page(s).</td>
</tr>
<tr>
<td>Blue Ribbon</td>
<td>The designation of topic mastery.</td>
</tr>
<tr>
<td>Building Block</td>
<td>Remedial material automatically generated when a student does not meet certain passing requirements Built Test Library – digital library containing a list of all assessments created by you or shared by others.</td>
</tr>
<tr>
<td>Built Test</td>
<td>A customized test made from pre-built questions, allowing teachers to create their own topic tests; see Assessment Questions and Practice Questions.</td>
</tr>
<tr>
<td>Built Test Library</td>
<td>A page in Study Island where teachers can preview, edit, share, assign, and delete their own Built Tests as well as utilize shared Built Tests.</td>
</tr>
<tr>
<td>Class</td>
<td>A group or grouping of students created on the Class Manager Page.</td>
</tr>
<tr>
<td>Change School</td>
<td>Feature allowing transfer of students or teachers to another school that uses Study Island; located in Admin Page under Manage Users.</td>
</tr>
<tr>
<td>Class assignments</td>
<td>Assignments by teachers for all (or most) students in their class to take.</td>
</tr>
<tr>
<td>Class links</td>
<td>Teachers can post links for students in their class; accessible in the Class Page.</td>
</tr>
<tr>
<td>Class Manager</td>
<td>Study Island page where teachers can manage classes, and create/edit assignments and class pages.</td>
</tr>
<tr>
<td>Class notes</td>
<td>Teachers can post notes for students in their class to see; accessible in the Class Page.</td>
</tr>
<tr>
<td>Class Page</td>
<td>Informational page created by teachers in Class Manager containing assignments, notes, etc. for students.</td>
</tr>
<tr>
<td>Class Properties</td>
<td>Settings chosen for each class by the teacher (e.g. game access, timer visibility, and remedial topic availability).</td>
</tr>
<tr>
<td>Class Schedule</td>
<td>Teachers can create schedules for students in their class to see; accessible in the Class Page</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Classroom Response Systems</td>
<td>Interactive handheld classroom devices which work in conjunction with the Study (CRS) Island program</td>
</tr>
<tr>
<td>Clear Statistics</td>
<td>Deletes all sessions and reporting information for a user; located in Admin Page under Manage Users</td>
</tr>
<tr>
<td>Clearing the Cache</td>
<td>Study Island requires that users occasionally clear the cache of their internet browser</td>
</tr>
<tr>
<td>Clever</td>
<td>Study Island has a secure SIS integration partner called Clever that allows schools to automatically synchronize data using your students’ SIS Primary keys; contact your account manager for more information about utilizing a Clever integration</td>
</tr>
<tr>
<td>Constructed Responses</td>
<td>Type of question in Benchmark tests that require a short answer or short essay answer; these questions are graded manually by teachers; see Benchmark</td>
</tr>
<tr>
<td>Create New Topic</td>
<td>Editor with which Custom Material can be created</td>
</tr>
<tr>
<td>Cumulative Scoring</td>
<td>Study Island awards Blue Ribbons based on cumulative scoring of sessions on a topic, rather than average scoring of sessions on a topic</td>
</tr>
<tr>
<td>Completed Assignment</td>
<td>Assignment in which students have earned a Blue Ribbon in each included topic</td>
</tr>
<tr>
<td>Custom Material</td>
<td>Questions created wholly by teachers added into the Study Island program; allows teachers to create questions, answers, prompts, and add articles, pictures, and lessons</td>
</tr>
<tr>
<td>Database File</td>
<td>School-generated file containing student information used to register users in Study Island</td>
</tr>
<tr>
<td>Deactivated</td>
<td>Users can be deactivated, which removes them from classes and reporting, without being deleted; go to manage users and select “Deactivated Users” to see all deactivated users</td>
</tr>
<tr>
<td>Default Password</td>
<td>School-chosen password given to all users upon registration if unique password is not specified</td>
</tr>
<tr>
<td>Easy Login</td>
<td>Feature allowing K-1 students easier logins; in Admin Page under Manage Users</td>
</tr>
<tr>
<td>Edmentum Sensei</td>
<td>See Sensei</td>
</tr>
<tr>
<td>Emailed Report Manager</td>
<td>Feature allowing teachers and admins to schedule automatic report emails; located in School Reports and click “Emailed Report Manager”; see Automatically Emailed Reports</td>
</tr>
<tr>
<td>Export Statistics</td>
<td>Feature that allows an admin to export all statistics for any grade level(s); recommended that admins occasionally export statistics for record preservation</td>
</tr>
<tr>
<td>Flash Cards</td>
<td>Feature available to students for the majority of topics, Flash Cards operate similar to physical flash cards and help a student learn a topic</td>
</tr>
<tr>
<td>Game Mode</td>
<td>Type of session where students are able to play games based on their assignment performance; results are recorded for reporting and to earn Blue Ribbons as well as to get onto the high score table</td>
</tr>
<tr>
<td>Group Session</td>
<td>An interactive session where a teacher leads students who, from their own smart phones or workstations, answer questions in real time; students do not earn Blue Ribbons from Group Sessions</td>
</tr>
<tr>
<td>Help Tab</td>
<td>Study Island’s free help page for do-it-yourself information and walkthroughs on a variety of features and topics</td>
</tr>
<tr>
<td>High School</td>
<td>See The Island</td>
</tr>
<tr>
<td>High Score Table</td>
<td>Record of high game scores achieved in game mode</td>
</tr>
<tr>
<td>Highlighters</td>
<td>Tools students can use during tests and assignments; teachers and admins can restrict the use of additional highlighters</td>
</tr>
<tr>
<td>Homeroom</td>
<td>Optional field used during registration to automatically place students in a class Import - method of registering users by uploading a database file containing user information</td>
</tr>
<tr>
<td>Import File</td>
<td>A Microsoft Excel spreadsheet used to put potentially massive amounts of information into</td>
</tr>
</tbody>
</table>
Study Island; specifically used for importing users; also see NWEA™ MAP® Link

**Learning Path**
Prescribed set of assignments and topics by NWEA™ MAP® Link; only available to customers who have purchased NWEA™ MAP® Link; see NWEA™ MAP® Link

**Lesson**
Study Island presentations designed to educate teachers as to what will be covered in a topic; also a term used for presentations teachers can create in Custom Material to teach a student the Custom Material’s topic; see Custom Material, Attachments, and Teacher Toolkit

**Live Support**
Study Island’s chat support feature, allowing a user to get real-time support on an issue

**Login cards**
Teachers and admins can print login cards for students, showing their username and password; go to Teacher Page and click “Password List”

**Live View**
A real-time monitoring system that allows teachers to observe students’ progress as they work

**Mapping Fields**
Process of matching your database fields to recognized Study Island fields

**Messages**
Students, teachers, and administrators can send in-system messages to each other; administrators can restrict user access to messaging

**My Island**
Study Island allows the user to setup their own custom page

**NWEA™ MAP® Link**
Edmentum has partnered with NWEA MAP to allow the use of NWEA MAP Link imports, which created Learning Paths for students; only available to customers who have purchased NWEA™ MAP® Link and requires schools to set SIS Primary Keys; see Learning Path and SIS Primary Key

**Off grade Level**
See Building Block

**Owner**
Teacher or Admin in control of class

**Parent Notification**
An automatic notification process designed to communicate student progress to parents via email; located in the Class Page under the Parent Notifications tab

**Pass Topic**
To pass a topic, a student must achieve a specified percentage correct while having attempted a minimum number of questions

**Passing Parameters**
Requirements to designate topic mastery; consists of minimum percentage and minimum number of questions

**Passport Stamp**
Designation of topic mastery in My Island, the high school program

**Password List**
Roster of student usernames and passwords; accessible in Teacher Page, click “Password list”

**Plug-ins**
Study Island requires Adobe Flash®, Java, and MS Office compatible software

**Pop-up Blockers**
Study Island requires that you disable pop-up blockers in your internet browser

**Post Test**
Non-diagnostic topic designed to determine subject mastery

**Power User Program**
Feature designed to quickly get you up and running; includes brief video lessons and activities that walk teachers and admins through specific Study Island features and functionality

**Practice Mode**
Standard type of session where a student answers questions on a topic or topics; results are recorded for reporting and to earn Blue Ribbons

**Practice Questions**
Standard questions used in Study Island in its assignments and topics; can be used when creating a Built Test

**Pretest**
Non-diagnostic topic designed to introduce users to the Study Island program

**Previous Grade**
To move students down a grade level; in the Admin Page under Manage Users

**Printable Worksheets**
Type of session where a teacher prints worksheets for students to manually complete; these are manually graded by the teacher and do not help a student earn a Blue Ribbon

**Question Panel**
Navigational tool accessible by students during tests and assignments, showing the current question, answered questions, and unanswered questions
Remedial Topics
See Building Block

Register
To add users to the program manually or via a database file; see Import File

Report
Study Island statistical data organized in a viewable format; Study Island includes many reports that are exportable into Excel or PDF formats

Reporting Information
Fields in Study Island used solely for reporting purposes, including gender, Title I, Special Ed, Ethnicity, Migratory Student, Gifted, Economically Disadvantaged, and LEP/ELL

Reset Start Date
Resetting a student’s start date resets their test results and reporting statistics, creating a blank slate starting on the new date; located in Teacher Page, click “Reset Start Date” or Admin Page under Manage Users

Restrict Access to Grade Level
Feature that limits a student’s available programs to a single grade; located in Admin Page under Manage Users, click “Adjust Student Difficulty”

Seehive
An online feature that allows customers to provide feedback and suggestions to Edmentum regarding Study Island

Scratchpad
A tool students can use during assignments and tests to make notes; teachers and admins can restrict use of scratchpads

Sensei
A feature in which data-rich analytics come to life via intuitive charts, graphs, and visual cues providing teachers with information in real-time; accessible under the Main Menu and can be made the home screen for teachers

Session
Duration of time in which a user participates in a Test, Game, Classroom Response System, or Printable Worksheet within the Study Island program

Session Type
Method in which students can work through Study Island topics; options include Practice Mode, Game Mode, Group Session, Classroom Response System and Printable Worksheet

SIS Primary Key
Identification number that can be added when registering users to identify users in our system

SSID
A student identification system ID number; see SIS Primary Key

Start Date
The day the user was created and/or the date from which stats are shown

Student Assignments
Assignments designated by teachers for one (or a few) student(s) in their class to take

Study Mode
See Session Type

Suffix
See Username suffix

Teacher Graded Items
See Constructed Responses

Teacher Toolkit
Provides lesson plans, lesson resources, videos, and other resources for teachers

Text-to-Speech
A feature where students can have text read out loud

The Island
A version of Study Island designed for high school-level students, with the same features and functionality of classic Study Island, but with extra features such as daily feeds and a resume builder

Timer
A timer records and presents the time students use for taking tests and assignments; teachers and admins can turn off the timer, however the time is still recorded for reporting purposes

Topics
Individual segments within a subject

Trusted
Setting designated by the admin that allows teacher functions and access to student data

Trusted Sites
Study Island requires that your browser’s “Trusted Sites” be correctly configured

Untrusted
Setting designated by Admin that limits teacher functions and access to student data

Username suffix
Suffix added to a username to prevent a high number of duplicates (e.g.: school name, initials, or mascot)

Username national database
Study Island has a nationwide database for usernames, requiring each school to take
precautions to have unique usernames; see Username suffix

**Walkme**
A feature in Study Island that walks a user through a task

**White Ribbon**
Designation of Building Block mastery

**Writing Assignment**
A type of assignment which requires students to answer in essay or short essay form; writing assignments are manually graded by teachers

**Writing Portfolio**
An option for students in the Main Menu where they can access their writing assignments; see Writing Assignment