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Study Island Help Center

All Study Island’s numerous help resources are available in one place in the Help Center.

1. Click the Help Center button.

2. Search by keyword or choose topic or resource from the list below.

- **What’s New** is where you will find information about and links to new resources, features, and webinars.

- **How To/Tours** provide on-screen step-by-step tutorials.

- **Resources** is where you can find user guides, quick start guides, and quick reference cards. These are available as PDFs, so you can view them on your computer or print them off to refer to later.
Take a How To/Tour

How To/Tours provide on-screen, step-by-step assistance.

1. Click Help Center and select a topic from the list or type in a keyword to find a topic.

![How do I...](image)

2. Follow the instructions for each step. A new popup appears after you complete the previous step.

![My Classes](image)

3. To close the How To/Tour windows without completing the task, click the X in the top right corner of the popup.

Contact Edmentum Customer Support

If you need additional assistance, our Customer Support staff is ready to help you! Contact Study Island Customer Support (800.419.3191 or info@studyisland.com).

Follow the instructions below to use the Live Chat feature:

1. Click Live Support on the top menu bar. This opens a new window.

2. Click Chat Now. Your name and email will be automatically filled in according to the account you have logged into. A Customer Support Representative will contact you shortly.
Overview: Roles And Permissions

Administrator

The designated Study Island Account Administrator is responsible for creating users, both teachers and learners, scheduling benchmark tests, and overseeing the administrator actions within Study Island. Only the Account Administrator can add and delete users, schedule benchmarks tests, and set School Preferences for the Study Island account. If you are not sure who your Study Island Account Administrator is, please contact Customer Support.

District Administrator

The Study Island District Administrator can schedule district-wide benchmark assessments and access district-wide reports.

Teacher

Teachers are responsible for creating classes, enrolling students in those classes, and monitoring student progress. Study Island offers numerous teaching resources teachers can access to supplement lessons. Teachers can also create custom materials and build tests customized directly to their students and assign them to all students, groups of students, or individual students.

Get Started

Sign In

1. Go to https://app.studyisland.com/cfw/login/. Bookmark this page to easily access it in the future.

2. Type in your username and password.

3. Click Sign In.
Set Preferences

The Account Administrator can edit school preferences that affect how students and teachers view and access content within Study Island.

The Goals section allows you to set a weekly time goal. You can edit the default goal of 30 minutes to whatever time-spent goal your school or district requirements are. Access our research study to learn more about Study Island’s positive effect on student academic growth (http://www.edmentum.com/resources/efficacy/essa-evidence-based-intervention-study-island-elementary-schools-summary).

The top section of Preferences affects housekeeping items in Study Island. You can allow teachers to adjust student difficulty and reset start dates, limit certain users, such as students, from sending messages, set whether students can use Flash Cards, and whether to allow student usernames to display in the High Score Table for games. You can also adjust student difficulty and reset start dates under the Student Settings tab.

The bottom section of Preferences affects how students experience practice sessions. You can choose to allow teachers to decide which features their students will have access to, or you can select to prevent teachers from overriding School Preferences.
Create Users

Batch Import Users

Batch importing users is the most efficient way to upload multiple users at a time. This function allows you to upload Microsoft Excel spreadsheets or comma delimited text files. In addition to name and grade, you can include other fields of information, such as SSIDs, homeroom, and demographic information.

1. On the Admin Page, click on the Add Users tab.

2. Click Import a List of Users.

3. Follow the guidelines in the Before You Start and Required Database Fields section to create two separate lists of users: one for students and one for teachers. See the Optional Database Fields for a list of optional fields your school may want to include in the database file.
4. Click **Browse** to search for and select the file. Remember to select **Yes** for the question **Does row 1 contain column headers which you would like to ignore?** if you have a column header containing the field names.

5. Click **Upload Database File**.

6. On the **User Info** tab, select the options matching the fields in your file and click **Next**.

7. On the **Usernames/Passwords** tab, choose the username and password defaults for your school. It is recommended to select **Yes** for the option **Require users to change password upon first login**.

8. On the **Optional Fields** tab, select any of the optional fields you included in the file.
9. If applicable, complete the **Special Fields** and **Class Owners** tabs. These will be available if you have the applicable fields in your database file.

10. Click on the **Register Users** tab when you are ready to complete the upload.

11. Look over the list. Yellow highlights indicate a conflict with an existing username. These users will have a number appended to their username to make it unique.

12. Click **Finalize Import**.

   Note: Importing may take several minutes depending on the length of the file.
Add an Individual User

1. Click the **Add Users** tab.

2. Click the **Add Individual User** button.

3. Complete the **User Information** form.

   ![User Information Form]

   Note: It is recommended to select **Require user to change password upon first login** to ensure the security of each user.

   You must select a grade level for teachers, but teachers are not limited to that grade.

4. If you are adding students, complete the **Reporting Information** form, if desired.

   ![Reporting Information Form]

5. If you are adding additional students, click **Save and Add New**.

6. If you are only adding one student, click **Save and Exit**.
Distribute Usernames and Passwords

1. Go to the Admin Page.

2. Click Password List.

3. Select the class whose usernames and passwords you want to access or select All Users.

4. Click the Print Login Cards button. You can also export the list to Excel or print it to a PDF.

You can now print off cards that can be distributed to users with their usernames and passwords:
Set Up Easy Login for Kindergarten and First Grade Students

Administrators can set up Easy Login for younger students to make signing in and using Study Island simple and easy. To use Easy Login, you must have students registered in either Kindergarten or First Grade.

1. Go to the Admin Page.

2. Click the Manage Users tab.

3. Click the Easy Login Setup button.

4. Create a Group Username and Group Password.

5. Turn the Status to On.

6. If desired, toggle the button under Also Require Individual Password. This will require students to type in a password unique to each student. After students log in with the group username and password they will click on their name. If this setting is "Yes", the student will then be asked to then type an individual password, as it appears in your Password List.

7. Click Save Changes.
Sign in Using Easy Login

Follow the instructions below to help your students log in to their accounts using Easy Login:

1. Go to Study Island and login using the Group Username and Group Password. The Group Name and Group Password is the same for each student within that class.

2. Select the first letter of your first name.

3. Choose your name from the list.

4. Enter your unique password and click Continue.
Adjust Student Difficulty

Study Island allows you to make adjustments to student difficulty to accommodate students of all abilities. You can adjust the percentage it takes to earn Blue Ribbons, limit student access to a certain grade level, enable or disable speech-to-text in practice sessions, and reduce answer choices in practice sessions.

Adjust Passing Goal

As the Account Administrator, you can adjust the percentage correct required to achieve a Blue Ribbon. This does not affect the difficulty of the material.

1. Go to the Admin Page.

2. Click the Adjust Student Difficulty button.

3. On the Adjust Passing Goal tab, select the program and class.

4. Select the student or students, the subject (or leave at All Subjects), and the Passing Level.

5. Click Submit and click Yes in the dialog box that appears.
Restrict Access to Other Grade Levels

With this feature, you can prevent students from accessing other grade levels. Students will have access only to the grade level you select. This feature is helpful if you have a student who needs to work at a grade level below their actual grade. You can also select to hide the grade level from the student, if you do not want them to see that they are working below or above grade level.

1. Go to the Admin Page.

2. Click the Adjust Student Difficulty button.

3. On the Restrict Access tab, select the class and click Next.

4. Select a student from the list.

5. Select which class they will be restricted to from the drop-down and click Submit. If desired, select Hide Grade Level from User if you do not want the student to see the grade level they have been restricted to.

6. Click OK to complete the task.
Reduce Answer Choices

1. Go to the Admin Page.
2. Click the Adjust Student Difficulty button.
3. On the Modify Practice Session tab, select a class and click Next.

4. Next to each student’s name, toggle the button in the Reduce Answer Choices by 1 column to turn this function on or off.

Enable Text-to-Speech

1. Go to the Admin Page.
2. Click the Adjust Student Difficulty button.
3. On the Modify Practice Session tab, select a class and click Next.

4. Toggle the button in the Text-to-Speech column to turn Text-to-Speech on or off.
Edit Your Personal Information

1. Click the Username button next to the Edmentum logo.

2. Edit your information, as needed.

   Teachers can only edit their own passwords, email, and default homepage. Account Administrators can edit their username, first and last names, passwords, email, school name, and the school’s principal’s information.

3. Click Update.

Edit User Accounts

Change Student Grade Levels

1. Go to the Admin Page.

2. Click the Manage Users tab.

3. Select a grade from the drop-down menu.

4. Select all students for that grade or specific students.

5. Click Advance Grade or Previous Grade, as needed.

6. Choose Yes on the dialog box that appears. The user is now registered in the selected grade.
Transfer a User to Another School

1. Go to the Admin Page.

2. Click the Manage Users tab.

3. Select a grade from the drop-down menu.

4. Select the user and click the Change School button.

5. Select the school from the drop-down or enter the school code and click Transfer.

Deactivate, Delete, and Reactivate a User

1. Go to the Admin Page.

2. Click the Manage Users tab.

3. Select a grade from the drop-down menu.

4. Select the user you want to deactivate.

5. Click the Deactivate Users button.
6. Click Yes to confirm the deactivation.

The user is now deactivated. A Deactivated User can be Reactivated or Deleted. Follow the instructions below to Reactivate or Delete a User:

7. Under the Manage Users tab, choose Deactivated Users from the drop-down.

8. Select the user you want to Reactivate or Delete.

9. Select Activate Selected Users or Delete Selected Users.

10. Click Yes in the dialog box to confirm the action.

Deleting a user permanently removes them from your Study Island account. You can add the user as a new user, but their account will not contain any past data.
Reset User Password

1. Go to the Admin Page.

2. Click the Manage Users tab.

3. Select a grade from the drop-down menu.

4. Select the user and click Reset Password.

5. Enter the new password and select Force password reset after next login.

6. Click Reset Password.
Clear Student Statistics

1. Go to the Admin Page.
2. Click the Manage Users tab.
3. Click the Clear Statistics button.
4. Choose the areas you want to clear and click Clear Stats.
Student Settings
Set the Student Experience

Administrators and students can now select between four different student experiences for Study Island. As the Study Island Account Administrator, you can select an experience for your students by grade or permit your students to choose their own experience. With the classic animated experience, students will see Taco the Crab cheer them on during practice sessions. Taco the Crab does not appear in practice sessions in the three static background options.

1. Go to the Admin Page.

2. Click the Student Settings tab.

3. Control whether students can change their own backgrounds by toggling the button next to Allow Students to Override Their User Experience Setting.

4. To change backgrounds by grade, use the drop-down menus to select a background.
Adjust Student Difficulty from the Student Settings Tab

The student difficulty settings are available from the Student Settings tab, in addition to Manage Users tab. For more information on the options for adjusting student difficult settings, see Adjust Student Difficulty.

Reset Start Date

Resetting a student’s start date hides a student’s stats without deleting and forces the student to start fresh in the program. Use this feature to clear student data in preparation for exams.

1. Go to the Admin Page.

2. Click the Student Settings tab.

3. Click Reset Start Date.

4. Select a class from the drop-down menu and click Next.

5. Select the students whose start dates will be changed and change the start date as needed.

6. Click Set Start Date. You will receive a positive feedback statement at the top of the screen when the start date is successfully changed.
The Topic Tree

Locate Standards Details

Study Island provides standards-aligned assessment practice. Follow these instructions to locate the Standards Details for a topic.

1. Go to the specific program you want to view and click to expand.

2. Choose a grade to view.

3. Choose a subject.

4. Click the Standards number on the right side of the screen. This will display the Standards Details:
Understanding the Topic Tree

Blue ribbons earned appear here

Click the tabs to view other subjects within the

This shows the number of questions and

Click here to view the Standards Map for this subject.

Click on the name of the topic to open the Practice Modal.

Topics in progress are easy to see.

Click here to see the Standards details.

Lessons can be used to review a topic before practicing it.

Access teacher resources specific to this topic

Print worksheets of practice questions if students don’t have internet/computer access

Launch topic as Group Session
Set Up Your Classes

Study Island allows you to organize your students into meaningful groups (such as grade or subject) called **Classes** making it easier to assign assignments and track student progress. Study Island does not require that you use Classes, but to use **Edmentum Sensei** and **Group Sessions**, you must have a class created. Classes also make it easier to run reports for groups of students.

Create a Class

1. Go to the **Class Manager** page.

2. Click **Add New Class**.

3. Name the class and choose a **Class Owner** from the drop-down menu. You can add up to three class co-owners.

   **Note**: A co-owner has **Class Management** rights to add and edit Assignments but is restricted from editing **Class Properties** or deleting Assignments.

4. Toggle the **Override School Preferences** button if you wish to override the school preferences.

5. Select the students to enroll in the class and click **Save**.
Create an Assignment

To activate a Class and make it visible to your students, you must create an Assignment. Assignments can be assigned to a whole class, a group of students within a class, or individual students in the class. Use Assignments to supplement instruction, give students additional practice, or use as an intervention for a student who is struggling with a topic.

1. Go to the Class Manager page.

2. Click on the Class Title for the class you want to add the assignment to.

3. Click Add Assignment on the Class Assignments section.

4. Click the tab of the type of assignment you want to create.

5. Click Create Assignment.
6. Complete the **General Info & Preferences** form.

   ![](image)

   a. Give your assignment a title.
   b. Assign a due date. The Assigned Date defaults to the date you create the assignment.
   c. Toggle the Activate Assignment Now? button to make the assignment available to your students immediately. Leave the button at No if you want to assign it later.
   d. Add instructions for your students.
   e. If desired, make changes to the Additional Preferences.
   f. If desired, override the school preferences set by the Account Administrator by clicking the button next to Override School Preferences.
   g. Click Next: Assignment Options

7. Choose from the **Select a Program** drop-down and then the **Select a Subject** drop-down.

8. Choose the topics from the **Topic Tree** to include in the assignment and click **Next: Students**.

9. Select the class to receive the assignment. Your class will automatically be selected but you can also add other students.

10. Click Save & Exit.

   **Note:** You will automatically be returned to the Class Page & Assignments. See the next section **Activate a Class** to make the assignment available to your students.
Activate a Class

You need to have an assignment created to be able to activate a class. See Create an Assignment if you need to create an assignment. Once you create an assignment, you can activate the class on the Class Page & Assignments page.

1. Go to Class Manager.

2. Click on the Class name.

3. Click the Class Activated Button to activate the class.

This activates the Class so it will appear on each student’s Class Page. Here is an example of what a student will see when a teacher activates a Class:

![Class Page Example](image-url)
Navigate Your Class Page

Each Class you create has its own Class Page & Assignments. From this page you can create assignments, launch Group Sessions, add Class Updates and News, and edit the Class Properties. This section provides a brief overview of navigating your Class Page.

1. Go to Class Manager.

2. Click the class name. The class’s Class Page & Assignments appears.

1. Class Page Activated: select to activate a class; you must have an assignment created.

2. Block Other Material: select this to limit what students can work on. Note: This will prevent students from working on other classes.

3. Class Page Header


5. Class Assignments: Add new assignments and view current and past assignments, including Group Sessions.

6. Student Assignments: Create and view assignments for specific students or groups of students.
Navigate Your Class Properties Page

1. Go to Class Manager.

2. Click the class name. The class’s Class Page & Assignments appears.

3. Click the Class Properties tab.

1. Co-Owner(s): Select up to three Co-Owners for a class, such as another teacher or a school counselor

2. Override School Preferences: If enabled by the Account Administrator, teachers can select to override and edit school preferences for their classes

3. Select Students: find which students are enrolled in your class and remove or add students to your class
Delete Multiple Classes at a Time

On the Class Manager page, you can delete multiple or all classes at a time. Deleting a class is permanent. If you will need the data from a class in the future, deactivate the class on the Class Page & Properties.

Follow these instructions to delete multiple classes at a time:

1. Go to Class Manager.

2. Check each class you want to delete.

3. Click Delete Selected Classes. This will permanently delete the selected classes.

4. Click OK on the popup if you wish to delete the classes.
Teacher Resources

Each Study Island account contains free resources to help you learn how to navigate in and use Study Island and that you can use in the classroom. Checkout the **Power User Program** to learn how to use Study Island. For classroom resources, go to the **Teacher Toolkit**.

The Power User Program

The Power User Program is an excellent way to become a Study Island expert user. Each topic contains a video tutorial, and for every topic you master, you’ll earn a Blue Ribbon, just like your students.

1. Click **Power User Program** on the **Main Menu**.

2. Click a topic.

3. Click **Teacher Resources** on the **Topic Modal**.

4. Click the **Videos** tab to learn more about the topic. Close out of the dialog box when you’ve finished the video.

5. Click the topic again and choose **Practice** or **Game Mode**.
6. Answer the questions to test your knowledge of the topic.

7. If needed, click **Save Session** to return to your session another time.

8. When your session is complete, click **End Session**. Your results will be displayed on the next page.
Teacher Toolkit

Study Island provides numerous teacher resources, including lesson plans, animations, Khan Academy videos, and virtual labs. Here’s how you access them:

1. Go to Teacher Toolkit on the Main Menu.

2. Add a keyword to your search and/or select the Grade, Resource Type, Subject, and Category. Click the Search button.

3. To view a resource, click the title.

The Resource popup includes a description, links to videos, animations, additional information, and other resources.
Message Center

Send messages to your students to remind them about assignments or upcoming benchmark tests or to congratulate and encourage them. If your students message you, those messages will show up on the Message Center page. Alerts and Announcements will also appear on this page.

Message Students

1. Click the Messages button at the top of the page. This brings up the Message Center.

2. Click Compose Message.

3. Send the message to a single user or a group of users, compose your message, and press the Send button.
Set Up Parent Notifications

Keep parents informed and involved with their students’ progress in Study Island by creating **Parents Notifications**. Send individual updates, or remind groups of parents about an upcoming test.

Add Parent Contact Information

1. Go to the **Class Manager**.
2. Select a class.
3. Click the **Parent Notifications** tab.
4. Scroll down to the **Parents** section.
5. Click the pencil-shaped **Edit Icon** next to a student.

6. Add the parent information and click **Save**. Do this for each student in your Class.
Create Parent Groups

While Parent Groups are not required for sending notifications, Parent Groups are a helpful way to organize and simplify Parent Notifications.

1. Click Add Parent Group.

2. Complete the Create a Parent Group form by adding a Group Name and Description.

3. Click the Move All Parents to Group button or select a parent and press the arrow pointing to the group list.

4. Click Submit.
Send Parent Notifications

Send a notification to the parents of a single student, parents of all your students, or to a Parent Group. Notifications can be one-time messages or automated messages sent on a chosen schedule.

1. Click Add Parent Notification.

2. Complete the Parent Notification Request form.

3. Click Preview Email. Close the window when done.

4. Click Submit. The notification is now listed in the Parent Notifications Schedule section. To edit, click the Edit Icon. To delete, click the red X.
Benchmarks

The purpose of Study Island Benchmarking is to get a snapshot of student proficiencies in relation to state standards and/or national standards. With four versions of each test, students can be assessed at multiple times during the year. These assessments will give teachers and administrators valuable diagnostic information that can be used to guide classroom instruction.

Each subject has four Benchmark tests available.

Adjust Benchmark Preferences

1. Select to disable the Pretest and Post Tests so you can use Study Island’s benchmarking feature.

2. Select to allow students to practice topics during the Benchmark testing window before completing the Benchmark. **Best Practice:** do not select this preference to get a clear snapshot of where your students currently are in their learning paths.

3. Select to exclude Constructed Responses. Constructed Responses require written answers, which must be manually scored by teachers. If you want immediate scoring results from the Benchmark, be sure to select this option.
Schedule Benchmarks

Only the Study Island Account Administrator can schedule Benchmarks.

1. Go to Benchmarking.

2. Click the Schedule a Benchmark button.

3. Complete the Benchmark Information form.
   a. Select the Program, Subject, and Benchmark Test from the first three drop-down menus.
   b. Click Preview to display the test.
   c. Select the class that will be taking the test.
   d. Set the Test Dates and the time of day the test will be available.
   e. Select whether to allow weekend access and to randomize the questions.

4. Click Instructions for additional information and tips.

5. Click Schedule Benchmark Test. The test will now appear in the Benchmark Test Schedule on the Benchmarking page.

6. Under the Actions column, you can delete the test, edit it, or preview it. If the test has been administered, you will also be able to view results.
Administer a Benchmark Test

At the scheduled time, the Benchmark test will be available to students when they log in to their Study Island accounts. During the Benchmark testing period, students will not have access to other topics until the Benchmark is complete, unless the administrator has allowed access through the Benchmark Preferences page.

Students do not have to complete the test in one sitting. They have the option to Save for Later; however, they must complete the test during the testing window.

For a reading benchmark, teachers have the option of printing the reading selections for students. Follow these instructions for printing Reading Passages for a Reading Benchmark:

1. Go to the Benchmarking page.
2. Find the Reading Benchmark in the Benchmark Test Schedule list.
3. Click Print Reading Passages.

Help Your Students Navigate a Benchmark Test

- Have students log into their Study Island accounts.
  - The Benchmark test will be available on each students’ Homepage in the Schedule Tests tile.
  
  - Students click the green Start button to begin the test.
  
  - Students have certain tools available to them by clicking the Tools tab on the blue menu bar, such as increasing font size, text-to-speech (if enabled), and a highlighter.
  
  - If needed, students can save the test for later.
Build a Test

With Study Island’s Test Builder, you can create personalized tests for your students. Use your customized tests to prepare students for upcoming exams or assessments or as an intervention for students who need additional practice on a specific topic. Launch a built test in a group session to provide your students with an interactive learning activity.

Create a Built Test

1. On the main menu, click **Built Test Library**.

2. Click **Build a Test**.

3. On the **Test Information** tab, name the test. In the **Additional Information** section, add instructions or other applicable information.

4. On the **Questions** tab, select the **Program** and **Subject** from the drop-down menus. This will bring up the topic tree for the specific subject you chose.
5. Click a topic to view available questions.

6. Expand the list by clicking the + next to the type of questions you want to view.

Assessment Questions: questions not found in Study Island practice sessions.

Practice Questions: questions from Study Island practice sessions.

7. Add questions by clicking the green **Add** button. Remove a question you’ve added by click the red **Remove** button.
8. Once you are done adding questions, click **Save Selections**.

9. If desired, add questions from other topics by selecting other topics from the topic tree.

10. When you are ready to create your built test, you have two options:

    a. Click **Save to Library & Exit** to save the test for later use. When you select this choice, you will return to the Built Test homepage, and your test will be listed. See Assign a Built Test to assign the test to your students.

    b. Click Create Assignment Now to use the test immediately. You will be taken to the **Assignment Information** tab. Proceed to Step 11.

11. Choose a date to assign the test and a due date.

12. Adjust **Additional Preferences** and **School Preferences**, if desired.

13. Click **Next: Students**.

14. Select the class or students you want to assign the test to and click **Save & Exit**.
Navigate the Built Test Library

1. On the main menu, click **Built Test Library**.

2. Search by a specific Program and Subject, **OR** search **All Programs** and **All Subjects**.

3. Type a keyword into the search bar to narrow your search results.

4. View tests either created by your or by other teachers or account administrators in your school by clicking **Created by Me** or **Created by Others**.

5. View test details or access the **Copy Test** feature by clicking the green down arrow.

6. Preview a test by clicking the magnifying glass icon.

7. Assign a test by clicking the **Assign Test** icon.
Assign a Built Test

1. On the main menu, click **Built Test Library**.

2. Search by a specific Program and Subject, or search **All Programs** and **All Subjects**.

3. Click the **Assign** button under **Actions**.

4. Select the assignment type to launch the built test as: **Built Test** (regular assignment) or **Group Session**.

For **Built Test** selection:

a. Click the Assignment Information tab.

b. Complete the **General Information** section and **Preferences** sections.

c. On the Students tab, select the class or students who will receive the assignment and click **Save & Exit**.

For **Group Session** selection:

a. Complete the General Information form and click **Next: Assignment Options**.

b. On the **Assignment Options** tab, review the selection and click **Next: Classes**.

c. Select the class or students to participate in the group session and click **Save**.

d. In the Ready to Start dialog box, click **Start Session** to start the session immediately or click **Save & Exit** to save the session for later.
Grade a Constructed Response

Constructed response questions require students to write their own answer and need to be graded by the teacher. Follow these instructions to access student answers to constructed response questions and to grade them.

1. Go to the Class Manager.

2. Select a class from the list.

3. Scroll to the assignment section containing the constructed responses.

4. Click the Built Test Results icon. The Built Test Report opens in a new tab.
5. Under the CR column of the report, click **Grade**. Constructed responses that are already graded will display a score in this column. You can click the score to view or edit the grade and your comments.

![Image of report screen with CR column highlighted]

6. Add a score and a comment or explanation, as needed. Access the rubric by clicking **View Rubric**.

![Image of question screen with student response and score entry field]

7. Click **Save**.
Student View of Constructed Response Results

Use this information to help your students view the results from a constructed response from a test. This information is also available in the Study Island Student User Guide.

When a student completes a test with constructed responses, the test results page will provide the number of correct and incorrect responses for Study Island-graded questions. The status for the constructed responses appears below next to each question. In the example below, the student has completed the test and turned it in. It is not yet graded.

These instructions explain how students can view their results:

1. Sign into your account.

2. Click My Classes.

3. Click View Assignments for the class the test was for.

4. Click View on a completed test to open the results page.

You will find the status of your test (“graded” in this example), any comments from your teacher, and your score on this page.
Built Test Report Time Stamp

Built test reports include a time stamp, giving you the date and time each student completed and turned in their test.

Copy and Edit a Built Test

To edit a built test that has already been published or assigned, you can use the Copy Test feature. You can also use this feature to edit a test created by another teacher.

1. Under the main menu, click Built Test Library.

2. Select the Program and Subject. If you want to view all built tests in the library, select All Programs and All Subjects and click Submit.

3. Expand the test you want to view by clicking the green down arrow.

4. Click Copy Test. The test builder opens. You can edit the test, share, and assign as any new built test you create.
Share a Built Test

Follow these instructions to make a built test available to teachers in your school:

1. Under the main menu, click **Built Test Library**.

2. Select the Program and Subject. If you want to view all built tests in the library, select **All Programs** and **All Subjects** and click **Submit**.

3. Expand the test you want to view by clicking the green down arrow.

4. Click **Share Test**. The expanded view gives you detailed information about the test, such as program, subject, number of questions, and topics included. From this view, you can copy the test to edit it after it is assigned or delete it. See Copy and Edit a Built Test.

5. In the dialog box that appears, click **OK**. Your built test is now available to all other teachers in your school who have Study Island accounts.

6. If you wish to unshare a test, click the **Unshare Test** button.
Unshare a Test

1. Under the main menu, click Built Test Library.

2. Select the Program and Subject. If you want to view all built tests in the library, select All Programs and All Subjects and click Submit.

3. Expand the test you want to view by clicking the green down arrow.

4. Click Unshare Test.
Alter Subjects

As the Study Island Account Administrator, you can alter subjects for your programs by changing the order of topics, adding custom material, or removing topics.

1. Go to the Admin Page.

2. Click the Alter Subjects button under the Administration section.

3. Select a Program and then a subject and click Continue.

4. To add a subsection, click the Add Subsection button.
   a. Enter a title for the Subsection and click Add Subsection.

The new subsection will appear in the topic tree:

5. Edit the subject as desired.
   a. Add a Topic—add custom material to a topic group
   b. Rename Topic Group
   c. Move Topic/Topic Group—use the arrows to move a whole Topic Group or individual Topic up or down within a subject.
   d. Remove a Topic/Topic Group
   e. Standard Details—click to view standards details for each topic

6. After adjusting a subject, click Return to Default Layout to remove the changes.
Group Sessions

Group Sessions is a powerful feature within Study Island that helps teachers gauge student understanding in real time, reinforces previously learned material, and allows teachers to take action immediately.

Create a Group Session

Follow these instructions to create a new Group Session. Once created, you can either save the Group Session for later or immediately launch the session. If you choose to save it for later, the Group Session will be available for seven days. After that, incomplete sessions will be removed, and completed assignments will be available in the reporting area.

You can also create a Group Session from the Topic Tree of a subject; however, you will still need to have a Class created to launch and save the Group Session under.

1. Under the Main Menu, click Class Manager.

2. Click the name of the class to open the class page. In this example, the class name is Mrs. Steinmetz 4th Grade Math:

3. Under the Class Page & Assignments tab, click Add Assignment.

4. Click the Group Session tab.
a. Click Create Assignment.

5. Fill in the **General Information** page.

   a. Add an assignment title.
   
   b. Select **Show Question** or **Hide Question**.
   
   c. Select where you want to choose content from: **Practice Topics** or **Built Test Library**.
   
   d. Click **Next: Assignment Options**.
6. Fill out the **Assignment Options** page.

   ![Assignment Options page]

   a. Select Number of Questions.
   b. Select a program to choose topics from.
   c. Select a subject.
   d. Select which topics you want to include.
   e. Click Next: Classes.

7. Choose the class that will participate in the group session and click **Save**.

   ![Assignment Options page with classes]

8. In the dialog box that appears, choose **Start Session**, **Save & Exit**, or **Cancel**.

   a. To launch the group session immediately, choose **Start Session**.
   b. Click **Save for Later** to save the group session and use at a later time.

   **Note:** Group Sessions are only saved for seven days. After that, incomplete sessions will be removed, and completed assignments will be available in the reporting area.
Conduct a Group Session

Project the Group Session window to discuss the question as a class or small group and have your students participate using their mobile devices, laptops, or desktops. Your students can access the Group Session by signing into their accounts, going to your class on their My Classes page, and clicking View Assignments. Then they join the Group Session by clicking the green arrow button.

Below is an example of a Group Session window. Click Save for Later at any time to save the Group Session for seven days. Click End Session to save the results of the Group Session.

Click here to view a different question

Click here to view a chart of each student’s answers

Automatically anonymously tallies how many students have answered and the number of correct/incorrect answers

Click Start Polling to allow students to begin answering the current question

Collapse/expand student tab, which shows students signed in and if they answered
Open A Previously Saved Group Session

Group Sessions can be created up to seven days in advance. They are saved to specific Classes and can be found on the Class Page & Assignments.

1. Navigate to the Class Page where the Group Session is located.

2. Click the green button under Actions to launch the saved Group Session.

Create Custom Material

Account Administrators and teachers can create Custom Material, which can be used to supplement classroom instruction, added to or used for built tests, or in group sessions.

1. On the Main Menu, click Custom Material.

2. Click Create New Topic.

3. Complete the General Information and Preferences forms and click Save and Next.

4. Click Manage Attachments to add attachments, such as articles or images.

5. Complete Lesson tab.
6. Write Questions.

a. Add the question in the **Adding a New Question** form, choose the type of question (Multiple Choice, True/False, or Short Answer), add a **Reading Passage** and an **Explanation**, if desired.

7. Click **Save**.
Track Student Progress

Edmentum Sensei

Edmentum Sensei for Study Island is a unique data visualization tool that brings data-rich analytics to life using intuitive charts, graphs, and visual cues. You can see at a glance how your students are progressing, which students are mastering the material and which students may require intervention. It also helps you reward and encourage your students as they progress through Study Island.

The first time you log in you will need to set up Edmentum Sensei.

1. Click on Sensei in the Main Menu.

2. Select a program from the drop-down menu and click Next.
3. Select a class from the drop-down menu and click **Next**.

4. Click **Continue**.

Your Edmentum Sensei home page will appear.
Navigate the Edmentum Sensei Page

- View a guide to Sensei and navigate to Study Island pages
- Quickly identify mastered topics and areas that need additional support
- View standards mastery by subject or view performance trends by subject

- View time-spent during the current week and the previous week
- View this icon to see if students are logged in
- View your school’s weekly time goal for Study Island usage
Live View

The Live View feature provides a real-time view of student progress as they work on topics and assignments. Live View displays which students are logged in, the assignment students are working on, and the number of questions correct out of the number attempted. It also offers reporting options to track an individual student’s progress. Both Account Administrators and Teachers can access and use this feature.

Follow these instructions to access and use Live View.

1. Go to the Teacher Page.

2. Under My Classes, click Live View.

3. Select a class.

4. If needed, click the Refresh Now button to display the current information. Live View automatically refreshes every ten seconds.

To view an individual student’s reporting options:

5. Select a student.

6. Scroll to the bottom of the page and select a class to view that data.
Access Reports

Study Island offers several different kinds of reports, allowing you to quickly and easily see how your students are progressing and giving you the ability to quickly take action.

1. Click **School Reports**.

2. Hover over each report to read a brief explanation of the report.

3. Click on the report you want to generate.

4. Complete the form to select class, student, program, and subject. You can also filter by date, time, and day. Each form will vary depending on the report.
5. Click **View Report**.

The report will open in a new tab. The example below is from the **Individual Student Report**. Note that for each session type, you can see the number of sessions a student has complete, the time spent on those sessions, the best score the student has achieved for the session type, total correct and the percentage, and finally, the grade achieved.

![Individual Student Report Example](image-url)
Create an Emailed Report Subscription

You can keep track of your students’ progress with the Emailed Report Subscription feature. With this feature, you set up which reports you receive and when, and they are sent directly to your email account at the time you’ve chosen.

1. Generate a Report following the instructions in Access Reports.

2. Click the Emailed Report Subscription Icon (the envelope with the clue arrow).

3. Complete the form, name the subscription and select the time period of the report and when it will be delivered to you.

   ![Report Subscription Form]

4. Click Save.
## Types of Reports

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Gradebook</td>
<td>View a list of students by their class and their Study Island statistics</td>
</tr>
<tr>
<td>Assignment Report</td>
<td>View class results for assignments you have created</td>
</tr>
<tr>
<td>Time Spent Report</td>
<td>Track student progress toward your school’s goal for time spent practicing</td>
</tr>
<tr>
<td>Weekly Report</td>
<td>View overall weekly and yearly usage statistics for each program</td>
</tr>
<tr>
<td>Blue Ribbon Report</td>
<td>View Blue Ribbons earned by class or grade level</td>
</tr>
<tr>
<td>RTI Report</td>
<td>Track individual student response to intervention by topic</td>
</tr>
<tr>
<td>Weekly Campus Report</td>
<td>View graphic representations of detailed educator and student usage on a school-wide basis</td>
</tr>
<tr>
<td>Individual Student Report</td>
<td>Track individual student progress and Study Island usage</td>
</tr>
<tr>
<td>Built Test Report</td>
<td>View student performance in each reporting category assessed</td>
</tr>
<tr>
<td>High Score Report</td>
<td>Display student high score game ranking</td>
</tr>
<tr>
<td>Class Summary Report</td>
<td>View a summary of class performance</td>
</tr>
<tr>
<td>Trend Report</td>
<td>Display a trend graph for student usage and performance</td>
</tr>
<tr>
<td>Login Report</td>
<td>View detailed individual student login information</td>
</tr>
<tr>
<td>Class Comparison Report</td>
<td>Compare performance and Study Island usage among selected classes and/or grade levels</td>
</tr>
<tr>
<td>Suggested Topics Report</td>
<td>View a list of topics that need improvement, sorted by priority</td>
</tr>
<tr>
<td>Statewide Comparison Report</td>
<td>View graphs comparing your school to state performance</td>
</tr>
<tr>
<td>Benchmarking Report</td>
<td>Observe data for all students taking the benchmark test at your school</td>
</tr>
<tr>
<td>Group Sessions Report</td>
<td>View detailed results of a completed group session</td>
</tr>
<tr>
<td>NWEA™ MAP Link Report</td>
<td>View results of a student’s Learning Path</td>
</tr>
</tbody>
</table>
## Glossary

<p>| <strong>Account Administrator</strong> | Designated individual from your school or district responsible for importing and updating users, update the roster as needed, and setting preferences for the program |
| <strong>Assessment Questions</strong> | Questions made only for Built Tests and inaccessible elsewhere |
| <strong>Assignment</strong> | Topic(s) chosen by the teacher for the students to complete; created on the Class Manager Page and accessed through the Class Page |
| <strong>Attachments</strong> | Pictures, articles, and links attached to Custom Material that serve as lessons, writing prompts, long questions, or question images |
| <strong>Attributes</strong> | Individual data for each user, such as grade level, username, password, and demographics |
| <strong>Benchmark</strong> | Test used to get a snapshot of student proficiencies in relation to state standards and national standards |
| <strong>Best Score</strong> | Students will see the number of attempts and best score for each lesson they complete on the <strong>Topic Tree</strong> |
| <strong>Block Other Material</strong> | Feature that allows Account Administrators and teachers to designate which material students have access; students will only be able to access Study Island topics assigned on the Class Page(s) |
| <strong>Blue Ribbon</strong> | Reward students receive when they master a topic; students can view their earned <strong>Blue Ribbons</strong> on their <strong>Home</strong> pages |
| <strong>Building Block</strong> | Remedial material automatically generated when a student does not meet mastery requirements; when a student scores too low on a topic, they are given a building block topic, which will be the same topic one grade level below the current topic |
| <strong>Built Test</strong> | A customized test made from pre-built questions, allowing teachers to create their own topic tests; |</p>
<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Built Test Library</strong></td>
<td>Location of created Built Tests where teachers can preview, edit, share, assign, and delete their own Built Tests and search and use shared Built Tests</td>
</tr>
<tr>
<td><strong>Class</strong></td>
<td>A grouping of students that simplifies assigning assignments and tracking student progress</td>
</tr>
<tr>
<td><strong>Change School</strong></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><strong>Class Assignments</strong></td>
<td>Assignments by teachers for all or a selection of students in their class to take</td>
</tr>
<tr>
<td><strong>Class Manager</strong></td>
<td>Study Island page where teachers can manage classes, and create/edit assignments and class pages</td>
</tr>
<tr>
<td><strong>Class Page Header</strong></td>
<td>Title of the class that students will see on their My Classes page</td>
</tr>
<tr>
<td><strong>Class Updates and News</strong></td>
<td>Teachers can post updates and news that students will see on their My Classes page</td>
</tr>
<tr>
<td><strong>Class Page &amp; Assignments</strong></td>
<td>Location of each created class’s information, properties, and assignments</td>
</tr>
<tr>
<td><strong>Class Properties</strong></td>
<td>View and edit properties that apply to each class, including Class Title, Class Owners, School Preferences, and enrolled students</td>
</tr>
<tr>
<td><strong>Clear Statistics</strong></td>
<td>Deletes all sessions and reporting information for a user; located in Admin Page under Manage Users</td>
</tr>
<tr>
<td><strong>Clearing the Cache</strong></td>
<td>Study Island requires that users occasionally clear the cache of their internet browser</td>
</tr>
<tr>
<td><strong>Constructed Responses</strong></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><strong>Custom Material</strong></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><strong>Database File</strong></td>
<td>School-generated file containing student information used to register users in Study Island</td>
</tr>
<tr>
<td>Feature</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Deactivated User</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 giving K-1 students an easier login process, must be enabled by</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</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 many topics, Flash Cards operate similar to physical flash cards and help students learn a topic</td>
</tr>
<tr>
<td>Game Mode</td>
<td>Session type where students can 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 Page</td>
<td>Find user guides and quick reference cards on the Help page, accessible by clicking the Help tab on the top right menu bar or on the Admin Page under Tools</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>Term</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>How To/Tour</td>
<td>A feature in Study Island that provides on-screen step-by-step assistance</td>
</tr>
<tr>
<td>Import File</td>
<td>A Microsoft Excel spreadsheet used to put potentially massive amounts of information into Study Island; specifically used for importing users</td>
</tr>
<tr>
<td>Learning Path</td>
<td>Prescribed set of assignments and topics by NWEA™ MAP® Link; only available to customers who have purchased NWEA™ MAP® Link</td>
</tr>
<tr>
<td>Lesson</td>
<td>Session type that students can use to review a topic before doing a <strong>Practice Session</strong></td>
</tr>
<tr>
<td>Live Support</td>
<td>Study Island’s chat support feature, allows a user to chat with Customer Support</td>
</tr>
<tr>
<td>Login Cards</td>
<td>Teachers and Account Administrators can print login cards for students, showing their username and password; go to the <strong>Teacher Page</strong> and click <strong>Password List</strong></td>
</tr>
<tr>
<td>Live View</td>
<td>A real-time monitoring system that allows teachers to monitor students’ progress in real time</td>
</tr>
<tr>
<td>Messages</td>
<td>Students, teachers, and administrators can send in-system messages to each other; administrators can restrict user access to messaging</td>
</tr>
<tr>
<td>NWEA™ MAP® Link</td>
<td>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</td>
</tr>
<tr>
<td>Owner</td>
<td>Teacher or Account Administrator in charge of a <strong>Class</strong></td>
</tr>
<tr>
<td>Parent Notification</td>
<td>An automatic notification process designed to communicate student progress to parents via email; located in the <strong>Class Page</strong> under the <strong>Parent Notifications tab</strong></td>
</tr>
<tr>
<td>Password List</td>
<td>Roster of student usernames and passwords; accessible on the <strong>Teacher Page</strong>, click <strong>Password List</strong></td>
</tr>
<tr>
<td>Plug-ins</td>
<td>Study Island requires Adobe Flash®, Java, and MS Office compatible software</td>
</tr>
</tbody>
</table>
**Pop-up Blockers**
Study Island requires that you disable pop-up blockers in your internet browser.

**Post Test**
Non-diagnostic assessment 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 Account Administrators through specific Study Island features and functionality.

**Practice Session**
Session type where a student answers questions on a topic or topics; students earn **Blue Ribbons** for mastered topics.

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

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

**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.

**Register**
To add users to the program manually or via a database file.

**Report**
Study Island statistical data organized in a viewable format; Study Island includes many reports that are exportable into Excel or PDF formats; provides actionable data to teachers and Account Administrators.

**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

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Seehive</strong></td>
<td>An online feature where users can provide feedback and suggestions to Edmentum regarding Study Island</td>
</tr>
<tr>
<td><strong>Scratchpad</strong></td>
<td>A tool students can use during assignments and tests to make notes; teachers and admins can restrict use of scratchpads</td>
</tr>
<tr>
<td><strong>Sensei</strong></td>
<td>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 <strong>Main Menu</strong> and can be made the home screen for teachers</td>
</tr>
<tr>
<td><strong>Session Type</strong></td>
<td>Method in which students can work through Study Island topics; options include Practice Mode, Game Mode, Group Session, Classroom Response System and Printable Worksheet</td>
</tr>
<tr>
<td><strong>SIS Primary Key</strong></td>
<td>Identification number that can be added when registering users to identify users in our system</td>
</tr>
<tr>
<td><strong>SSID</strong></td>
<td>A student identification system ID number;</td>
</tr>
<tr>
<td><strong>Start Date</strong></td>
<td>The date the user was created and/or the date from which stats are shown</td>
</tr>
<tr>
<td><strong>Student Assignments</strong></td>
<td>Assignments assigned to an individual student or group of students</td>
</tr>
<tr>
<td><strong>Teacher Toolkit</strong></td>
<td>Provides lesson plans, lesson resources, videos, and other resources for teachers</td>
</tr>
<tr>
<td><strong>Text-to-Speech</strong></td>
<td>A feature reads text out loud to the student</td>
</tr>
<tr>
<td><strong>Timer</strong></td>
<td>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; assessments in Study Island are not time-limited</td>
</tr>
<tr>
<td><strong>Topics</strong></td>
<td>Individual parts within a subject that align to a specific standard</td>
</tr>
<tr>
<td><strong>Username suffix</strong></td>
<td>Suffix added to a username to prevent a high number of duplicates (e.g.: school name, initials, or mascot)</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Username national database</td>
<td>Study Island has a nationwide database for usernames, requiring each school to take precautions to have unique usernames</td>
</tr>
<tr>
<td>White Ribbon</td>
<td>Designation of Building Block mastery</td>
</tr>
<tr>
<td>Writing Assignment</td>
<td>A type of assignment which requires students to answer in essay or short essay form; writing assignments are manually graded by teachers</td>
</tr>
<tr>
<td>Writing Portfolio</td>
<td>An option for students in the Main Menu where they can access their writing assignments</td>
</tr>
</tbody>
</table>