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](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**
    
    **Tips**: These contain helpful tips!

  - **Caution Boxes**
    
    **Caution**: Heed these warnings closely!

  - **Explanation Boxes**
    
    **Explained**: 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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Getting Started

Jump to QUICK START GUIDE on page 6 or Implementing Study Island at Your School 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 sessions or 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.
   - See Building Block Topics on page 104 for more information.
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!
1

Login to Study Island with the Username and Password Provided by your Administrator.

General functions of the teacher:
- Create classes with Class Manager
- Create class-wide and single-student assignments
- Track student progress with Sensei and Study Island reporting

2

Begin to Familiarize Yourself with Study Island.

You should run through the Edmentum Sensei walkthrough that appears during your first login. For additional information, see First Time with Edmentum Sensei on page 91.

Also, consider beginning the Power User Program, under the Main Menu, for an engaging way to learn the system. For additional information, see Power User Program on page 97.

3

Gather Information to create Classes and Assignments.

What information do you need to create classes and assignments?
- Get in touch with your school administrator and find out if he or she plans on adding the classes at your school; if so, you will simply need to create assignments
- Make a list of classes you will be teaching this school year, also listing which students will be assigned to each
- Make a basic list of the subject matter you would like to cover in each classes’ first assignment

4

Create Your Class(es).

Referring to Creating a Class on page ##, create a class and class page for each class you will be teaching this school year.

- This step is unnecessary if your administrator has already created your classes, which will be the case on some campuses

5

Create Assignments for Each of Your Classes.

Referring to Activating a Class Page on page 21, create at least one assignment for each of your classes. For more information, see Creating an Assignment on page 30. It is common to have your first assignment simply be the first topic in your Program/Subject.

- It is necessary to create at least one assignment so you can activate the class page and make it visible to students

6

Activate Your Class Page(s).

Referring to Activating a Class Page on page 21, make sure each of your class pages is activated.
Distribute Usernames and Passwords to Students in Your Class(es)

For distributing student login credentials, consider coordinating with your teachers and/or principal.
- You can have teachers print student login cards. See Printing Student Login Cards on page 10.
- With your principal’s approval, you can send letters to parents. See Parent Letters on page 110.
- You can do both!

Introduce Your Class(es) to Study Island.

Referring to Implementing Study Island at Your School on page 8, make sure to introduce Study Island to your students.
- One great way to get students immediately involved with Study Island is to have a Group Session. For more information, see Group Sessions on page 51.

Schedule a Start of School Year Benchmark Test.

Consider coordinating with your Administrator and/or principal to utilize 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

If your Administrator (or principal) decides to utilize Benchmarking, refer to Benchmarking Scheduling a Benchmark Test on page 84 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 you, or students’ parents, will receive reports by email.
- 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 Reports Listing on page 58 to see what reports Study Island can produce
- Refer to Emailed Report Manager on page 81 for setting up emailed report subscriptions
- Refer to Parent Notifications on page 26 for setting up parent email notifications

Send Letters to Parents with Study Island Instructions.

Many schools allow students to use Study Island while at home for homework or simply to study.
Consider sending parents an informational letter to help them and their student(s) use Study Island at home.
- Be sure to coordinate with, and get approval from, your principal.
- Refer to Parent Letters on page 110.
Implementing Study Island at Your School

Study Island’s versatility is virtually boundless, but to get you started here are a few ideas for use in the home, lab, and classroom.

- Remember: the HELP tab contains video tutorials, documents, and PowerPoints to assist with implementing Study Island on your campus.

**Lab Time**

**Ensure Efficiency:** Create assignments in the “Class Manager” section. This way, even if a teacher can’t be present in a computer lab, their students will know what to work to complete. This also makes differentiating instruction much easier! See Navigating Class Manager on page 24 and Creating an Assignment on page 30.

**Monitor Progress:**
- Use Edmentum Sensei to track real-time data and see how each individual student is progressing through their material. See Navigating Sensei on page 91.
- Use Live View to monitor students while in the computer lab. You can see what topics students are working on and how well they are doing. See Live View on page 102.

**Meet with the Chief:** Working with struggling learners? Take this idea from Truman Elementary, MO:

While in the Computer Lab, review a Study Island Lesson with the class. After working through 3-5 problems as a group, students can work independently. After about 10 minutes, gather a small group of students to “Meet with the Chief.” Review the student’s results from on the material they’ve completed, and differentiate instruction accordingly during their “Meeting.”

**Home Time**

**Assign Study Island as Homework:** Use Class Manager to post assignments on your Study Island class page. You’ll be amazed at how few students ‘forget’ their homework at home! Let parents know about Study Island too. They will appreciate having a free resource to use at home with their child.

*Do not all of your students have home computers?* No worries! Create Printable Worksheets for them to take home and study. See Study Session Types on page 48.

**Email Reports to Parents:** Schedule Parent Notifications to have student reports automatically sent to parents. This is a great way to keep parents informed! See Parent Notifications on page 26.

**Certificate of Completion:** Send a certificate home at the end of the school year telling parents what a great job their student did!

**Class Time**

**Warm Up/Conclusion Activity:** Project Study Island at the front of the class using Test Mode, Game Mode, or Group Sessions Mode. This can be a great way to get students engaged in a lesson or summarize what was just taught. See Group Sessions on page 51.

**Small Group Activities:** Use Study Island Printable Worksheets to create small group activities for your class. Groups can rotate to different stations or have assigned topics to present to the class.

**Set Goals and Encourage Competition:** Study Island reports allow you to see questions answered, Blue Ribbons earned, time spent, and much more! These data points can be used to motivate students and encourage them to try their best. Use your class or school bulletin board to show off student progress!
Passwords Guide

Viewing a Password

STUDENT

1. Navigate to Password List.
2. Go to “Teacher Page” in the “Main Menu”.
3. Under the My Classes section, find and click the 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 the teacher.

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

If already logged in, a teacher can change his or her password by editing the attributes. Click the Name button at the top of the page.
**Viewing a Password List**

1. **Navigate to Password List:**
2. Go to “Teacher Page” in the “Main Menu”.
3. Under the My Classes section, find and click the 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 the “Show Teachers” box by the “Select a Class” dropdown box to remove teachers from the results.
   - Teacher passwords are hidden to ensure security.

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

**Printing Student Login Cards**

**Teachers, take the following steps:**

1. Go to “Teacher Page” in the “Main Menu.”
2. Under “My Classes,” find and click “Password List.”
3. In the “Select a Class” dropdown box, click the dropdown arrow and select a grade level or class.
4. In the Password List table header, once you have your desired student users in the table, click “Print Login Cards.”
Distributing Student Usernames and Passwords

Use these steps if you need to distribute their usernames and passwords.

1. Click “Teacher Page” on the page’s left side, under “Main Menu”.
2. In the Teacher Page, under the My Classes section, click on Password List.
3. 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.”

4. 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 the “Show Teachers” box by the “Select a Class” dropdown box to remove teachers from the results.
   - Teacher passwords are hidden to ensure security.

5. **STUDENT Users:**
   
<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Username</th>
<th>Password</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Josh</td>
<td>Brown</td>
<td>joshbrown@studyland</td>
<td>Paintneac4121</td>
<td>6</td>
</tr>
<tr>
<td>Right</td>
<td>Field</td>
<td>RightField@thyrnynd</td>
<td>Paintneac4121</td>
<td>6</td>
</tr>
<tr>
<td>Stanny</td>
<td>Kei</td>
<td>StannyKei@studyland</td>
<td>Paintneac4121</td>
<td>6</td>
</tr>
<tr>
<td>Peter</td>
<td>Ostrum</td>
<td>PeterOstum@studyland</td>
<td>Paintneac4121</td>
<td>6</td>
</tr>
</tbody>
</table>

5. Using this table, collect the username(s) and password(s) needed and distribute.

**Distributing STUDENT Login Information?** One option for distributing login information to students is to print login cards. Admins or teachers can do this:

**Teachers:**

1. Go to “Teacher Page” in the “Main Menu”.
2. Under “My Classes”, find and click “Password List”.
3. In the Password List page, select either the grade or a class the student is in from the “Select a Class:” dropdown.
4. Once selected, a table of students, including usernames and passwords, will appear. You can now find the student’s login information or search in the top right “Search” bar.
5. Once you have your desired student users in the table, click “Print Login Cards”.

11
Changing User Settings

User Updating His or Her Own Information

1. Visit [http://www.studyisland.com](http://www.studyisland.com) and enter your login information.
2. At the top of the screen, next to your name, click the blue button containing the user’s name.
3. The user may update the information under Login Information and Personal Information:
   - **Login Information**
     - A teacher can update their password and choose a default home page within Study Island.
     - A student can update their password.
   - **Personal Information**
     - A teacher can update their first and last name, email, and associated grade levels.
     - A student’s personal information is locked and can only be updated by an admin.
4. When you have completed updating your information, click the “Update” button on the bottom right.

Adjust a Student’s Difficulty

Change the percent a student needs to get right in order to receive a blue ribbon.
- This does not affect the difficulty of the questions, just the percent required to pass a topic.
- This can be applied at a subject level.

**Passing Goal Tips:** To see Study Island’s default percentage required to pass a given subject, click the desired “Programs” button (example: TX Programs) on the left side of the screen, below the “Main Menu”. Click your desired grade (example: 1st Grade), and then click your desired subject (example: Reading). In the table that appears, you will find the default passing percentage under Passing Goal Items: Score.

Administrators can limit a teacher’s access to this feature. If you cannot access the feature, and need to, please contact your Study Island administrator or contact Edmentum Support for help in determining your administrator.

1. Visit [http://www.studyisland.com](http://www.studyisland.com) and enter your teacher login information.
2. Click the “Teacher Page” under the “Main Menu”.
3. Then click *Adjust Student Difficulty* under “My Classes”.
4. On the Adjust Student Difficulty page, under the “Adjust Passing Goal” tab, find the “Select a Program” dropdown box.
5. Click the dropdown arrow and select the Program for which the student’s difficulty needs to be adjusted.
6. In the “Select a Class” dropdown box, click the dropdown arrow and select either a class the student is in or the grade level the student is in.
7. Click “Next”.
8. On the Adjust Passing Goal page, find the student(s) whose difficulty will be adjusted in the table and check the box in the far left column of the table on the student(s)’s row(s).

9. In the “Subject to Change” dropdown box, click the dropdown arrow and select a subject, or all subjects, to change the difficulty of.

10. In the “Passing Level” dropdown box, click the dropdown arrow and select the desired passing level for the student in the chosen subject(s).

11. The options are presented in this dropdown box.

12. There are more options to make the material **more difficult** (harder).

13. Choose “Default -6% (easier)” to make the material **less difficult**.

14. Once the passing level is chosen, click the “Submit” button.

15. Click the “Yes” button in the window that pops up.

16. To return to the Teacher Page, click the “Back to Teacher Page” button on the top right.
Finding a Student’s Start Date; Resetting a Student’s Start Date; Resetting a Student’s Test Results and Statistics

Reset Start Date Tip: Administrators can limit a teacher’s access to this feature. If you cannot access the feature, and need to, please contact your Study Island administrator or contact Edmentum Support for help in determining your administrator.

2. Click the “Teacher Page” under the “Main Menu”.
3. Then click “Reset Start Date” under the “My Classes” section.
4. On the Reset User Start Date page, find the “Select a Class” dropdown box.
5. Click the dropdown arrow and select either a class or the grade the student is in.
6. Click the “Next” button. A table will appear:

<table>
<thead>
<tr>
<th>Name</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brown, John</td>
<td>Feb 17, 2010</td>
</tr>
<tr>
<td>Field, Right</td>
<td>Feb 17, 2010</td>
</tr>
<tr>
<td>Kael, Stanley</td>
<td>Feb 17, 2010</td>
</tr>
<tr>
<td>Ostrum, Peter</td>
<td>Feb 17, 2010</td>
</tr>
</tbody>
</table>

7. Find the student(s).
8. The student’s currently set “Start Date” is available in the table under Start Date.
   - Stop here if simply looking for the current Start Date.
   - Continue if you are resetting a student’s start date.
9. Check the box on the left side of the row(s) for the student(s) whose start date you are resetting.
10. In the “Start Date” box, enter or select a desired date. Clicking the box brings up a calendar, in which you can click a specific date.
11. Click the “Set Start Date” button.
12. In the “WARNING” that pops up, click “OK”.

Caution: The test results and statistics of this student will be reset (but not deleted).
You will be able to view their prior test results and statistics in the Gradebook and Assignment reports by specifying a date range between the student’s original start date and their new start date.
Turn on Text-to-Speech for a Student

2. Click the “Teacher Page” under the “Main Menu”.
3. Click “Adjust Student Difficulty” under the “My Classes” section.
4. On the Adjust Student Difficulty page, under the “Modify Practice Session” tab, find the “Select a Class” dropdown bar.
5. Click the dropdown arrow and select a class or the grade the student is in.
6. Click the “Next” button. A table will appear:

<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
<th>Text-to-Speech</th>
<th>Reduce Answer Choices by 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Brown, Josh Josh@studyisland</td>
<td>Off</td>
<td>No</td>
</tr>
<tr>
<td>2.</td>
<td>Carter, Susan SusanCarter@studyisland</td>
<td>Off</td>
<td>No</td>
</tr>
<tr>
<td>3.</td>
<td>Frost, Robert RobertFrost@studyisland</td>
<td>Off</td>
<td>No</td>
</tr>
<tr>
<td>4.</td>
<td>Harrison, Greg GregHarrison@studyisland</td>
<td>Off</td>
<td>No</td>
</tr>
<tr>
<td>5.</td>
<td>Hemingway, Andria AndriaHemingway@studyisland</td>
<td>Off</td>
<td>No</td>
</tr>
<tr>
<td>6.</td>
<td>Moncada, Manuel ManuelMoncada@studyisland</td>
<td>Off</td>
<td>No</td>
</tr>
<tr>
<td>7.</td>
<td>Smith, John JohnSmith@studyisland</td>
<td>Off</td>
<td>No</td>
</tr>
<tr>
<td>8.</td>
<td>Sue, Mary MarySue@studyisland</td>
<td>Off</td>
<td>No</td>
</tr>
</tbody>
</table>

7. In the table that appears, find the student. Turn Text-to-Speech on by clicking the “Off” button in the “Text-to-Speech” column, toggling it to “On”. 


Restricting a Student’s Access to a Grade Level; Finding Current Student Grade Level Restrictions

This is a good option for a student with learning differences.

**Restrict Access to Grade Level Tip:** Administrators can limit a teacher’s access to this feature. If you cannot access the feature, and need to, please contact your Study Island administrator or contact Edmentum Support for help in determining your administrator.

1. Visit [http://www.studyisland.com](http://www.studyisland.com) and enter your teacher login information.
2. Click “Teacher Page” under the “Main Menu”.
3. Click “Adjust Student Difficulty” under the “My Classes” section.
4. On the Adjust Student Difficulty page, under the “Restrict Access” tab, find the “Select a Class” dropdown bar.
5. Click the dropdown arrow and select a class or the grade the student is in.
6. Click the “Next” button. A table will appear:

<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
<th>Grade Level Restriction</th>
<th>Grade Level Hidden</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Brown, Josh (josh@studyisland)</td>
<td>Grade 3</td>
<td>Yes</td>
</tr>
<tr>
<td>2</td>
<td>Cramer, Susan (Susan@studyisland)</td>
<td>Grade 5</td>
<td>No</td>
</tr>
<tr>
<td>3</td>
<td>Ford, Robert (Robert@studyisland)</td>
<td>No Restrictions</td>
<td>No</td>
</tr>
<tr>
<td>4</td>
<td>Harrison, Greg (Greg@studyisland)</td>
<td>No Restrictions</td>
<td>No</td>
</tr>
</tbody>
</table>

7. Find the student(s).
   - The student’s current Grade Level Restriction(s) is available in the table.
   - Stop here if simply looking for the current Grade Level Restriction(s).
8. Check the box on the left side of the row(s) for the student(s) whose grade levels you are restricting.
9. In the “Restrict Access To” dropdown bar, click the dropdown arrow and select the grade level you want the student’s access restricted to.
10. (Optional) If you do not want the student to know they are being restricted, check the box for “Hide Grade Level From User.”
11. Click the “Submit” button.
Under the “TX Programs” menu for this Texas 4th grade student, see the effect of:

**Unrestricted access:**
- 4th Grade - TEKS Mastery and STAAR Preparation
- 3rd Grade - TEKS Mastery and STAAR Preparation
- Math (2012 Standards)

**Restricted to 3rd Grade level:**
- 3rd Grade - TEKS Mastery and STAAR Preparation
- Math (2012 Standards)

**Restricted to 3rd Grade:**
- (Hide from student checked)

---

**“Restrict Access to” Explained:** Restricting a student’s access will limit the student’s program choices to the grade level selected.

Example: John Smith is in 5th grade and, by default, has access to programs K – 5. His teachers decide he is behind and should be performing 4th grade material until he catches up. His access is restricted to Grade 4. Now, he only has access to 4th grade programs.

To keep John from seeing he is working under grade level, the teachers check the box ✓ for “Hide Grade Level From User.”

---

**Caution:** “Restrict Access To” applies universally to a student. It is not limited by class.

Teachers can change a student’s “Restrict Access To.” If a student in one class doesn’t have access to the programs needed in that class, it may be that a teacher from another class restricted the student’s access. Because it applies universally, the restriction is in place regardless of what class the student is in.
Creating a Class

In Study Island, creating a class has two distinct parts:

First, creating the **Class (this page)**.

Then, creating the **Class Page** on page 19, that students will visit within Study Island.

Creating a New Class

1. Visit [http://www.studyisland.com](http://www.studyisland.com) and enter your teacher login information.
2. Click “Class Manager” on the page’s left side, under “Main Menu”.  
3. (Optional) In the Class Manager page, click the “Add New Class” button. 
4. In the Add New Class page, under the “Class Properties” tab, fill out the class properties:
   - Add a Class Title. 
   - Click the dropdown arrow and select a class owner. This will be the class creator by default.
5. (Optional) If you want additional co-owners, click the “Edit” button and check the box for each additional owner (up to 3). Then press “Update Co-Owners”.
   - A co-owner can add and edit assignments, but is restricted from changing class properties or deleting assignments.
6. (Optional) If you would like to make this class have different preferences than the school default, toggle “Override School Preferences” to “Yes” by clicking “No”.

Allow Game Mode

Click the “Dropdown arrow” and select an option:

- “Yes” – Students will be able to select Game Mode study sessions and play games.
- “No” – Students will be unable to select Game Mode study sessions.
- “No (during school hours)” – Students will only be able to select Game Mode study sessions after school hours.
- “Yes, if % correct > X%” – Students will be able to select Game Mode study sessions, but will only be able to play the game if his or her overall grade level material score meets the chosen percentage.

Enable Scratchpad

Set to “No” to prevent students from using a scratchpad on their computer during sessions; click and change to “Yes” to allow students to use a scratchpad.

Enable Additional Highlighters

Set to “No” to prevent students from using highlighters on their computer during sessions; click
and change to “Yes” to allow students to use highlighters.

Enable Building Block Topics
Set to “Yes” to enable Building Block Topics; click and change to “No” to disallow.

Hide Timer
Set to “No” to keep the timer present; click and change to “Yes” to hide the timer that would appear during a test or game session.
➢ If set to “Yes”, the timer will be hidden but the time is still recorded for reporting purposes.

8. In the Select Students table, find the grade level of students you want to add. Click the “Plus Sign” to expand the grade.

9. Check the box on the left side of the table for each student you want in the class.
➢ To choose all students in a grade, click the box next to the grade level.

10. Click “Save” at the bottom.

Create a Class Tip: Creating your class is not the end of preparing your class for students.
You will need to create the class page. See Creating a Class Page below.
You will also need to activate the class page. It is very common for educators to miss this step, which prevents students from seeing the class. See Activating a Class Page on page 21.

Creating a Class Page


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

3. In the Class Manager page, find the class you want to create a page for in the table and click its Title in the Class Title column. This will bring your chosen class’s properties, assignments, and notifications page.
➢ To determine if a class already has a class page, look for a “Preview Class Page” icon or in the Class Page column.

4. In the “Class Page & Assignments” tab, you have several options for fleshing out your class page.
➢ If you are in the tab, it will be blue. If the tab is white, click it to enter the tab.
➢ See Navigating Class Page and Assignments on page 36 for more information about your class options.

5. Once you are ready for your Class Page to be accessible by students, you must Activate the Class Page.

6. (Optional) Activate a Class Page

7. In the “Class Page & Assignments” tab, just below the tabs, change the Class Page Activated toggle by clicking “No”, changing it to “Yes”. 
You must have at least one assignment to activate your class page.

Follow these quick start steps to add an assignment. You can skip if you have already an assignment added.

For additional information about adding class assignments, see Creating Class Assignments on page 30.

- In the Choose Assignment Type page, under the “Practice & Instruction Assignment” tab, click the “Create Assignment” button on the bottom right.
- In the Create Practice & Instruction Assignment page, under the “1. General Info & Preferences” tab, enter an Assignment Title, select an Assigned Date, select a Due Date, leave Activate Assignment Now? on “Yes” and click the “Next: Assignment Options” button on the bottom right.
- Under the “2. Assignment Options” tab, click the dropdown arrow in the Select a Program dropdown box and select a program.
- In the Select a Subject dropdown box that appears, click the dropdown arrow and select a subject.
- In the Topics table that appears, check the box in the left column for each topic you want included in the assignment.
- When finished, click the “Next: Students” button on the bottom right.
- The students assigned to this class will be selected by default, so click “Save & Exit”.

8. Under the “3. Students” tab, a table of students appears. By default, the students in your class will be selected. Click the “Save & Exit” button on the bottom right.

9. By activating your class page, two new options appear just below Class Page Activated:

   - Default for Students
     - Toggle this option to “Yes” if you want any student in your class to see the page when they login. Otherwise, students will click “My Classes” under the “Main Menu” to access your class page.
   - Block Other Material
     - Toggle this option to “Yes” if you want any student in your class to be limited to only your class material and assignments.

Caution: “Block Other Material” applies universally to a student.

Teachers can “Block Other Material” in their classes. If a student in one class doesn’t have access to the programs or assignments needed in that class, it may be that a teacher from another class “Blocked Other Material.” Because it applies universally, all other classes the student is in will have their programs and assignments blocked.

10. To preview your newly created Class Page, click “Class Manager” on the page’s left side, under “Main Menu”.

11. In the Class Manager page, find the class you want to preview in the table and click its “Preview Class Page” icon, either or , in the Class Page column.
    - A new tab in your browser will open giving you a preview of the class page.
    - When finished previewing the class page, close the browser tab.
Activating a Class Page

Before students can access a class in Study Island, the class page must be activated.

- Many schools miss this step when creating classes.

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

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

3. (Optional) Select “Class Manager” in the Class Manager page, find the class you want to create a page for in the table, and click its Title in the Class Title column. This will bring your chosen class’s properties, assignments, and notifications page.

5. In the “Class Page & Assignments” tab, just below the tabs, change the Class Page Activated toggle by clicking “No”, changing it to “Yes”.

- If you are in the tab, it will be blue. If the tab is white, click it to enter the tab.

- You must have at least one assignment to activate your class page.

Follow these quick start steps to add an assignment. You can skip if you have already an assignment added.

For additional information about adding class assignments, see Creating Class Assignments on page 30.

- In the Choose Assignment Type page, under the “Practice & Instruction Assignment” tab, click the “Create Assignment” button on the bottom right.

- In the Create Practice & Instruction Assignment page, under the “1. General Info & Preferences” tab, enter an Assignment Title, select an Assigned Date, select a Due Date, leave Activate Assignment Now? on “Yes” and click the “Next: Assignment Options” button on the bottom right.

- Under the “2. Assignment Options” tab, click the dropdown arrow in the Select a Program dropdown box and select a program.

- In the Select a Subject dropdown box that appears, click the dropdown arrow and select a subject.

- In the Topics table that appears, check the box in the left column for each topic you want included in
the assignment.

- When finished, click the “Next: Students” button on the bottom right.
- The students assigned to this class will be selected by default, so click “Save & Exit”.

6. By Activating your class page, two new options appear just below Class Page Activated:

**Default for Students**
Toggle this option to “Yes” if you want any student in your class to see the page when they login. Otherwise, students will click “My Classes” under the “Main Menu” to access your class page.

**Block Other Material**
Toggle this option to “Yes” if you want any student in your class to be limited to only your class material and assignments.

**Caution:** “Block Other Material” applies universally to a student.

Teachers can “Block Other Material” in their classes. If a student in one class doesn’t have access to the programs or assignments needed in that class, it may be that a teacher from another class “Blocked Other Material.” Because it applies universally, all other classes the student is in will have their programs and assignments blocked.
Adding a Student to a Class

Adding a Student to a Class; Removing a Student from a Class

2. Click “Class Manager” on the page’s left side, under “Main Menu”.
3. (Optional) Add Students to a Class

4. In the Class Manager page, find the class in which you want to add students.
5. Click the “Edit Class” icon in the Actions column.
6. In the Select Students table, find the grade level of students you want to add. Click the “Plus Sign” to expand the grade.

7. Depending on whether you are Adding or Removing:

Adding a Student

Check the box on the left side of the table for each student you want in the class.

➢ To choose all students in a grade, click the box next to the grade level.

Removing a Student

Uncheck the box on the left side of the table for each student you want in the class.

➢ To uncheck all students in a grade, uncheck the box next to the grade level.

8. When complete, click “Save”.

Add Students to a Class
Navigating Class Manager


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

   ![Class Manager Table](image)

Finding a Class: In the dropdown box at the top of the Class Manager table, click the dropdown arrow and select an option:

1. My Classes – View the classes you created or that you are an owner or co-owner.
2. Classes with no owner – View the classes that currently have no owner.
3. All Classes – View every class created at your school.
4. By Class Owner – Choose a name from the list to see classes that user owns.

Viewing Class Properties: In the Class Manager page, find the class for which you want to view properties.

   **Option 1:** Click the “Edit Class” icon in the Actions column.

   **Option 2:** Click its Title in the Class Title column then click the “Class Properties” tab.

Viewing Class Page & Assignments: In the Class Manager page, find the class you want to create a page for in the table.

   **Option 1:** Click the “Class Page and Assignments” icon in the Actions column.

   **Option 2:** Click its Title in the Class Title column.

Previewing a Class Page: In the Class Manager page, find the class for which you want to preview the class page.

   1. Click the “Preview Class Page” icon, either or , in the Actions column.
   2. A new tab in your browser will open giving you a preview of the class page.
   3. When finished previewing the class page, close the browser tab.

Viewing Parent Notifications for a Class: In the Class Manager page, find the class for which you want to view parent notifications.

   **Option 1:** Click the “Parent Notifications” icon in the Actions column.

   **Option 2:** Click its Title in the Class Title column then click the “Parent Notifications” tab.
Deleting a Class: In the Class Manager page, find the class you want to delete.

1. Click the “Delete” icon in the Actions column.
2. In the Remove Class popup window, take a moment to verify you have selected the correct class to delete.
3. If correct, click the “Yes” button.

Caution: “Remove Class” is permanent and cannot be undone.

Viewing a Class Roster: On the right side of the page, click the “View Class Roster” button.

1. In the “Select a Class” dropdown box, click the “Dropdown arrow” and select the class under All Classes for which you would like a roster.
2. The table will populate with students in the selected class.
3. You have three options for using this information:

   Option 1 – Print Login Cards: At the top of the table, click the “Print Login Cards” button.
   Option 2 – Export the Roster to Excel: At the top of the table, click the “Export to Excel” button.
   Option 3 – Create a PDF of the Roster: At the top of the table, click the “Print PDF” button.
Parent Notifications

Parent Notifications are automatic emails designed to keep parent(s) involved in their student(s)’ education process and to promote better communication between parents and teachers.

- A teacher can keep parents informed of their students(s)’ progress in the program by creating any of several types of Parent Notification Requests.

**An admin or teacher must set up Parents (below) and Parent Groups (on page 27) before a new Notification can be created.**

**Creating a Parent**

1. Visit [http://www.studyisland.com](http://www.studyisland.com) and enter your teacher login information.
2. Click “Class Manager” on the page’s left side, under “Main Menu”.
3. In the Class Manager page, find the class for which you want to view parent notifications.
   - **Option 1:** Click the “Parent Notifications” icon in the Actions column.
   - **Option 2:** Click its Title in the Class Title column then click the “Parent Notifications” tab.
4. Under the Parents bar, find the student for which you want to add a parent and click the “Add/Edit Parent” icon in the Actions column.
5. In the Student’s Parent(s) popup window, type up to four parents’ **First Name, Last Name, Email Address** and for each select a **Type** by clicking the empty space. A dropdown appears. Click the dropdown arrow and select a type.
6. When complete, click “Save” on the bottom right.
Creating a Parent Group

2. Click “Class Manager” on the page’s left side, under “Main Menu”.
3. In the Class Manager page, find the class for which you want to view parent notifications.
   Option 1: Click the “Parent Notifications” icon in the Actions column.
   Option 2: Click its Title in the Class Title column then click the “Parent Notifications” tab.
4. In the Parent Groups bar, click the “Add Parent Group” button:
   ▶ Type a Group Name
   ▶ Type a Description.
   ▶ For each parent you want in the group, click the parent’s name in the table and click the right arrow.
   ▶ If you want to add all parents to the group, click “Move All Parents to Group”.
5. Once you have added each parent to your group, click “Submit” in the bottom right corner.

Editing a Parent Group; Deleting a Parent Group

2. Click “Class Manager” on the page’s left side, under “Main Menu”.
3. In the Class Manager page, find the class for which you want to view parent notifications.
   Option 1: Click the “Parent Notifications” icon in the Actions column.
   Option 2: Click its Title in the Class Title column then click the “Parent Notifications” tab.
4. Under the Parent Groups bar, find the parent group you are editing or deleting:
   Edit a group: Click the “Edit Parent Group” icon in the Actions column.
   Delete a group: Click the “Delete Parent Group” icon in the Actions column. Verify you want to delete this parent group. If so, click “Ok” in the popup message window.

Caution: “Delete a Group” is permanent and cannot be undone.
Creating a Parent Notification

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

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

3. In the Class Manager page, find the class for which you want to view parent notifications.

   **Option 1:** Click the “Parent Notifications” icon in the Actions column.

   **Option 2:** Click its Title in the Class Title column then click the “Parent Notifications” tab.

4. In the Parent Notification Schedule bar, click the “Add Parent Notification” button:

   - Click the dropdown arrow and select a Notification Type.
   - Type a Notification Name.
   - Click the dropdown arrow and select a Frequency.
   - Click the dropdown arrow and select time to Send Email At.
   - Click the box to select a Start Date.
   - Once it appears, click the box to select an End Date.
   - Click the dropdown arrow and select who to Send To.

   If a parent group or single parent is chosen, click the next dropdown arrow and select the parent or parent group.

5. (Optional) Preview the notification by clicking “Preview Email” at the bottom right.

6. When complete, click “Submit” at the bottom right.

**Editing a Parent Notification; Deleting a Parent Notification**

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

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

3. In the Class Manager page, find the class for which you want to view parent notifications.

   **Option 1:** Click the “Parent Notifications” icon in the Actions column.

   **Option 2:** Click its Title in the Class Title column then click the “Parent Notifications” tab.

4. Under the Parent Notification Schedule bar, find the notification you are editing or deleting:

   **Edit a Notification:** Click the “Edit Parent Notification” icon in the Actions column.

   **Delete a Notification:** Click the “Delete Parent Notification” icon. Verify you want to delete this parent notification. If so, click “Ok” in the popup message window.

**Caution:** “Delete a Notification” is permanent and cannot be undone.
Viewing Parent Notifications for a Class

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

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

3. In the Class Manager page, find the class for which you want to view parent notifications.

   **Option 1:** Click the “Parent Notifications” icon in the Actions column.

   **Option 2:** Click its Title in the Class Title column, then click the “Parent Notifications” tab.
Creating an Assignment

What are the Test and Assignment Types?

**Practice & Instruction Assignment**
Allows a teacher to assign Study Island topics to students or classes. Automatically scored by Study Island. See Creating a Practice and Instruction Assignment on page 31 for additional information.

**Writing Assignment**
Either select from a list of existing writing prompts or create your own prompt.
Review, comment, and return drafts to students for revisions.
Teachers manually grade writing assignments. See Creating a Writing Assignment on page 33 for additional information.

- Students can access saved writing assignments or revisions by clicking “Writing Portfolio” under the “Main Menu”.

**Class versus Student Assignments**
A class assignment is administered to an entire class of students.
A student assignment is for one student, or fewer students than the entire class.
For example, you could use student assignments to give one student a remedial assignment that the other students do not require.

**Built Test**
Allows a teacher to choose pre-made questions to build their own customized test.
See Test Building aka Built Tests on page 38 for additional information.

**Custom Material**
Allows a teacher to create an assignment from the ground up, designing their own questions, answers, and topics.
See Custom Material on page 45 for additional information.

**Benchmark Tests**
These are tests designed to get snapshots of student proficiencies at various points during the year. Administrators or district administrators schedule and organize benchmark testing.
See Benchmarking on page 84 for additional information.
Creating a Practice and Instruction Assignment


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

3. In the Class Manager page, find the class you want to create an assignment for in the table and click its Title in the Class Title column. This will bring your chosen class’s properties, assignments, and notifications page.

4. (Optional)

5. Choose if you are creating a class (class-wide) or student (individual) assignment.

   **Option 1: Create a Class Assignment.** (Look for Class Assignment for class-only steps)
   - In the Class Assignments bar, click the “Add Assignment” button.

   **Option 2: Create a Student Assignment.** (Look for Student Assignment for student-only steps)
   - In the Student Assignments bar, click the “Add Assignment” button.

6. In the Choose Assignment Type page, under the “Practice & Instruction Assignment” tab, click the “Create Assignment” button on the bottom right.

7. In the Create Practice & Instruction Assignment page, under the “1. General Info & Preferences” tab:
   - Enter an Assignment Title.
   - Select an Assigned Date.
   - Select a Due Date and time.
     - This sets an expectation, but does not set your assignment to expire at the due date.
   - Leave Activate Assignment Now? on “Yes”.
   - Add Instructions to Students if desired.

8. Under the Additional Preferences bar, select if you want a calculator available for this assignment.

9. (Optional) If you would like to make this assignment have different preferences than the school default, toggle “Override School Preferences” to “Yes” by clicking “No”.

**Override School Preferences Tip:** Administrators can limit a teacher’s access to this feature. If you cannot access the feature, and need to, please contact your Study Island administrator or contact Edmentum Support for help in determining your administrator.
Allow Game Mode

Click the dropdown arrow and select an option:

- **“Yes”** – Students will be able to select Game Mode study sessions and play games.
- **“No”** – Students will be unable to select Game Mode study sessions.
- **“No (during school hours)”** – Students will only be able to select Game Mode study sessions after school hours.
- **“Yes, if % correct > X%”** – Students will be able to select Game Mode study sessions, but will only be able to play the game if his or her overall grade level material score meets the chosen percentage.

Hide Timer

Set to **“No”** to keep the timer present; click and change to **“Yes”** to hide the timer that would appear during a test or game session.

- If set to **“Yes”**, the timer will be hidden but the time is still recorded for reporting purposes.

Enable Scratchpad

Set to **“No”** to prevent students from using a scratchpad on their computer during sessions; click and change to **“Yes”** to allow students to use a scratchpad.

Enable Additional Highlighters

Set to **“No”** to prevent students from using highlighters on their computer during sessions; click and change to **“Yes”** to allow students to use highlighters.

Enable Building Block Topics

Set to **“Yes”** to enable remedial or Building Block Topics; click and change to **“No”** to disallow.

10. Click the **“Next: Assignment Options”** button on the bottom right.

11. Under the **“2. Assignment Options”** tab, click the dropdown arrow in the **Select a Program** dropdown box and select a program.

12. In the **Select a Subject** dropdown box that appears, click the dropdown arrow and select a subject.

13. In the Topics table that appears, check the box in the left column for each topic you want included in the assignment.

   - Click the “View Lesson” icon in the right-most column to view the topic’s lesson.
   - Click the “View Questions” icon in the right-most column to view the topic’s question pool.
   - Click the “View Expectations” icon in the right-most column to view the topic’s standards and expectations.

14. When finished, click the **“Next: Students”** button on the bottom right.

15. Under the **“3. Students”** tab, a table of students appears. By default, the students in your class will be selected.

   **If creating a Class Assignment:**
   
   - Check the box to the left of a Class Name to add, or remove, all the students in that class from the assignment.

   **If creating a Student Assignment:**
   
   - Click the “Plus Sign” icon in the right-most column to expand a class and see its students.
   - Check the box to left of a student to add, or remove, the student from the assignment.

16. Click the **“Save & Exit”** button on the bottom right.
Creating a Writing Assignment


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

3. In the Class Manager page, find the class you want to create an assignment for in the table and click its Title in the Class Title column. This will bring your chosen class’s properties, assignments, and notifications page.

4. Choose if you are creating a class (class-wide) or student (individual) assignment.

   **Option 1: Create a Class Assignment.** (Look for Class Assignment for class-only steps)
   - In the Class Assignments bar, click the “Add Assignment” button.

   **Option 2: Create a Student Assignment.** (Look for Student Assignment for student-only steps)
   - In the Student Assignments bar, click the “Add Assignment” button.

5. In the Choose Assignment Type page, under the “Writing Assignment” tab, click the “Create Assignment” button on the bottom right.

6. Under the “1. General Information” tab:
   - Enter an Assignment Title.
   - Select an Assigned Date.
   - Select a Due Date and time. This sets an expectation, but does not set your assignment to expire at the due date.
   - Leave Activate Assignment Now? on “Yes”.
   - Add Instructions to Students if desired.
   - Select a Graphic Organizer. After you select, click the “Look” button to view.
   - Toggle Spellcheck “Yes” or “No”.

7. In the Writing Rubric dropdown box, click the dropdown arrow and select:
   **Not Applicable – Set Scoring Manually:**
   - Manual Scoring Method: Choose Numeric or Percent.
   - Minimum Score: Type a minimum score.
   - Maximum Score: Type a maximum score.

   **Writing Rubric:**
   - Has a score range of 1 – 4.
   - Click the “Look” button to view.

8. When complete, click “Next: Writing Prompt” in the bottom right.

9. Under the “2. Writing Prompt” tab, in the Category (Grade Level) dropdown
Create My Own Writing Prompt:
- Type a writing prompt into the box that appears.

Category (Grade Level):
- In the Writing Prompt dropdown box, click the dropdown arrow and select a prompt.
- After selected, the full prompt appears just below.

10. When complete, click “Next: Students” in the bottom right.

11. Under the “3. Students” tab, a table of students appears. By default, the students in your class will be selected.

   If creating a Class Assignment:
   - Check the box to the left of a Class Name to add, or remove, all the students in that class from the assignment.

   If creating a Student Assignment:
   - Click the “Plus Sign” icon in the right-most column to expand a class and see its students.
   - Check the box to left of a student to add, or remove, the student from the assignment.

12. Click the “Save & Exit” button on the bottom right.
Reviewing a Writing Assignment; Grading a Writing Assignment


2. Click “Class Manager” on the page's left side, under “Main Menu”.

3. In the Class Manager page, find the class you want to review or grade a writing assignment for in the table and click its Title in the Class Title column. This will bring your chosen class's properties, assignments, and notifications page.

4. In either the Class Assignments or Student Assignments table, find the writing assignment to grade and click the “View & Grade Assignments” icon in the Actions column.

5. A new browser window will open containing a Writing Assignment Report.

6. In the Assignment Results table, find the student whose assignment you would like to grade.
   - Look in the Status column to see if the student has turned in the assignment.
   - Click a Student’s Name to see what they have turned in.
   - Click the # under # of Versions to see a list of versions, and check the box and click “Remove Checked Versions” to delete old versions.

7. Under the Action column, click Grade. In the grading page:
   - Review the assignment at the bottom.
   - Type your Overall Assignment Comments in the box.
   - Type your Assignment Score in the box.
   - Just below the Current Composition bar:
     - Click “Save” to save your comments and return to grading later.
     - Click “Mark as Completed” to change the status to “Grade” and assign the grade.
     - Click “Return Assignment” to allow the student to access and revise the assignment.
     - Click “View Rubric” to see the rubric to aid in grading.
     - Click “View Graphic Organizer” to see the assignment's chosen graphic organizer.

8. When you have completed grading, you may exit the Writing Assignment Report browser tab.

Students will access saved writing assignments or revisions by clicking “Writing Portfolio” under the “Main Menu”. 

Navigating Class Page and Assignments

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

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

3. In the Class Manager page, find the class you want to create a page for in the table and click its Title in the Class Title column.

   ![Class Manager Screenshot]

   - **Class Page Activated**: Toggle by clicking “No” changing it to “Yes.” By activating your class page, two new options appear just below Class Page Activated:

   - **Default for Students**: Toggle this option to “Yes” if you want any student in your class to see the page when they login. Otherwise, students will click “My Classes” under the “Main Menu” to access your class page.

   - **Block Other Material**: Toggle this option to “Yes” if you want any student in your class to be limited to only your class material and assignments.

   **Caution**: “Block Other Material” applies universally to a student.

   Teachers can “Block Other Material” in their classes. If a student in one class doesn’t have access to the programs or assignments needed in that class, it may be that a teacher from another class “Blocked Other Material.” Because it applies universally, all other classes the student is in will have their programs and assignments blocked.
Class Page Header

Just below the Class Properties, Class Page & Assignments, and Parent Notification tabs is the Class Page Header box. In this box, type the title you want students to see when they are on your class page and then click “Update”.

Class Schedule

On the right side of the page, find Class Schedule and click the “Plus Sign” to add a class event.

- In the Add Class Event popup window, type an Event Title, select an Event Date, (optional) select an Event Time, and (optional) type Event Details. When complete, click “Save”.
- Once an event is added, it will appear under Class Schedule. Click (edit) to change its details or to delete the event by clicking “Delete Class Event”.

Class Notes

On the right side of the page, find Class Notes and click the “Plus Sign” to add a class note.

- In the Add Class Note popup window, type a Class Note. When complete, click “Save”.
- Once a note is added, it will appear under Class Notes. Click (edit) to change its details or to delete the note by clicking “Delete Note”.

Class Links

On the right side of the page, find Class Links and click the “Plus Sign” to add a class link.

- In the Add Class Link popup window, type a Web Address. Then, type Link Display Text, which is the text a student on the class page will see. When complete, click “Save”.
- Once a link is added, it will appear under Class Links. Click (edit) to change its details or to delete the link by clicking “Delete Link”.

Class Assignments

In the Class Assignments bar, click the “Add Assignment” button to add assignments. See Creating Class Assignments on page 31 for additional information.

Student Assignments

In the Student Assignments bar, the “Add Assignment” button to add assignments. See Creating Student Assignments on page 31 for additional information.

Actions per Class or Student Assignment

- Activate / Deactivate Assignment
- View Assignment Results
- Grade Writing Assignment
- View Assignment Details
- Edit Assignment
- Delete Assignment

Caution: “Delete Assignment” is permanent and cannot be undone.
Test Building aka Built Tests

The Test Builder allows teachers to create their own customized assessments to measure student proficiency and progress.

- Teachers 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 Test

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

2. Click “Class Manager” on the page’s left side, under “Main Menu”.
   
   **Option 1:** Through Class Manager / Assignments.
   
   - In the Class Manager page, find the class you want to create a page for in the table and click its Title in the Class Title column.
   - In either the Class Assignments or Student Assignments table, click the “Add Assignment” button.
   - In the Choose Assignment Type page, under the “Test Builder” tab, click the “Create Assignment” button on the bottom right.

   **Option 2:** Through the Built Test Library.
   
   - Click “View Built Test Library” on the right side of the page.
   - Click the “Build a Test” button on the right side of the page.

3. Under the “1. Test Information” tab, type a Test Title and (optional) type Additional Information.

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:

![Questions Selected Table]

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]

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:

    - 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:

   **Building the Test for later use?** Click “Save To Library & Exit” at the bottom of the page.

   **Building the Test to immediately create an assignment?** Click “Create Assignment Now” at the bottom of the page.

14. In the Test Builder page, under the “3. Assignment Information” tab:

   - Enter an Assignment Title.
   - Select an Assigned Date.
   - Select a Due Date and time.
     - This sets an expectation, but does not set your assignment to expire at the due date.
   - Leave Activate Assignment Now? on “Yes”.
   - Add Instructions to Students if desired.

15. Under the Additional Preferences bar, select if you want a calculator available for this assignment.

16. (Optional) If you would like to make this assignment have different preferences than the school default, toggle “Override School Preferences” to “Yes” by clicking “No”.

   **Override School Preferences Tip:** Administrators can limit a teacher’s access to this feature. If you cannot access the feature, and need to, please contact your Study Island administrator or contact Edmentum Support for help in determining your administrator.

   - Enable Scratchpad
     - Set to “No” to prevent students from using a scratchpad on their computer during sessions; click and change to “Yes” to allow students to use a scratchpad.

   - Enable Additional Highlighters
     - Set to “No” to prevent students from using highlighters on their computer during sessions; click and change to “Yes” to allow students to use highlighters.

17. When finished, click the “Next: Students” button on the bottom right.

18. Under the “4. Students” tab, a table of students appears. By default, the students in your class will be selected.

   - If creating a class assignment:
     - Check the box to the left of a Class Name to add, or remove, all the students in that class from the assignment.

   - If creating a student assignment:
     - Click the “Plus Sign” icon in the right-most column to expand a class and see its students.
     - Check the box to left of a student to add, or remove, the student from the assignment.

19. Click the “Save & Exit” button on the bottom right.
Assigning a Built Test from the Built Test Library

To build a test and assign it immediately, see Building a Test on page 38.

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

1. Visit http://www.studyisland.com and enter your administrator or teacher login information.
2. Click “Class Manager” on the page’s left side, under “Main Menu”.
   - Option 1: Click “View Built Test Library” on the right side of the page.
   - Option 2: In the Class Manager page, find the class you want to create a page for in the table and click its "Title". Then, in either the Class Assignments or Student Assignments bars, click "View Built Test Library".
   - Option 3: Click “Teacher Page” under the Main Menu. Under My Assignment, click ● View Built Test Library.
3. In the Built Test Library page, 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 which you would like to assign and click the “Assign Test” icon in the Actions column.
8. In the Test Builder (Create Assignment) page, go to the “3. Assignment Information” tab:
   - Enter an Assignment Title.
   - Select an Assigned Date.
   - Select a Due Date and time.
     - This sets an expectation, but does not set your assignment to expire at the due date.
   - Leave Activate Assignment Now? on “Yes”.
   - Add Instructions to Students if desired.
9. Under the Additional Preferences bar, select if you want a calculator available for this assignment.
10. (Optional) If you would like to make this assignment have different preferences than the school default, toggle “Override School Preferences” to “Yes” by clicking “No”.

**Override School Preferences Tip:** Administrators can limit a teacher’s access to this feature. If you cannot access the feature, and need to, please contact your Study Island administrator or contact Edmentum Support for help in determining your administrator.

Enable Scratchpad
Set to “No” to prevent students from using a scratchpad on their computer during sessions; click and change to “Yes” to allow students to use a scratchpad.

Enable Additional Highlighters
Set to “No” to prevent students from using highlighters on their computer during sessions; click and change to “Yes” to allow students to use highlighters.

11. When finished, click the “Next: Students” button on the bottom right.

12. Under the “4. Students” tab, a table of students appears. By default, the students in your class will be selected.

**If creating a class assignment:**
- Check the box to the left of a Class Name to add, or remove, all the students in that class from the assignment.

**If creating a student assignment:**
- Click the “Plus Sign” icon in the right-most column to expand a class and see its students.
- Check the box to left of a student to add, or remove, the student from the assignment.

13. Click the “Save & Exit” button on the bottom right.
Sharing a Built Test

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

   **Option 1:** Click “View Built Test Library” on the right side of the page.

   **Option 2:** In the Class Manager page, find the class you want to create a page for in the table and click its **Title** in the Class Title column. Then, in either the Class Assignments or Student Assignments bars, click View Built Test Library.

   **Option 3:** Click “Teacher Page” under the Main Menu. Under My Assignment, click ● View Built Test Library.

3. In the Built Test Library page, 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.

```
<table>
<thead>
<tr>
<th>Title</th>
<th>Last Edited</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math Built Test</td>
<td>Thu, Jul 28, 2016</td>
<td></td>
</tr>
</tbody>
</table>
```
7. Find the Built Test which you would like to share and click the “Share Test” 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.
Navigating the Built Test Library


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

   - **Option 1:** Click “View Built Test Library” on the right side of the page.
   - **Option 2:** In the Class Manager page, find the class you want to create a page for in the table and click its Title in the Class Title column. Then, in either the Class Assignments or Student Assignments bars, click View Built Test Library.
   - **Option 3:** Click “Teacher Page” under the Main Menu. Under My Assignment, click View Built Test Library.

3. In the Built Test Library page, 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.

   - **Created by Me tab:** Clicking this tab will populate the table with your Built Tests matching the Program and Subject criteria you selected above.
   - **Created by Others tab:** Clicking this tab will populate the table with shared Built Tests matching the Program and Subject criteria you selected above.

   - **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 Built Test on page 43.
   - **Unshare Built Test:** Clicking this icon unshares your test. For more information, see Sharing a Built Test on page 43.
   - **Assign Built Test:** Clicking this icon will let you make an assignment with the built test. For more information, see Assigning a Built Test from the Built Test Library on page 41.
   - **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 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” on the left side of the page.

Creating Custom Material

2. Click “Custom Material” on the page’s left side, under “Main Menu”.
3. Click the “Create New Topic” button on the top right.
4. 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

5. 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.

6. 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.
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 (3, 4, 5) 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**
1. Visit [http://www.studyisland.com](http://www.studyisland.com) and enter your teacher login information.
2. Click “Custom Material” on the page’s left side, under “Main Menu”.
3. In the Custom Material table, find the Custom Material you would like to alter and click the “Edit Topic” icon under the Actions column.
4. See Creating Custom Material on page 45 for additional information about editing your custom material.

**Previewing Custom Material**
1. Visit [http://www.studyisland.com](http://www.studyisland.com) and enter your teacher login information.
2. Click “Custom Material” on the page’s left side, under “Main Menu”.
3. In the Custom Material table, find the Custom Material you would like to alter and click the “Preview Topic” icon under the Actions column.
4. See Creating Custom Material on page 45 for additional information about previewing and editing your custom material.
Study Session Types

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:** Note that admins can allow or disallow access to Game Mode.
  - Game Mode sessions affect student scores the same as any other practice session.
  - 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.

**Printable Worksheets**
- This session type allows students or teachers to print worksheets for the student to complete.
  - **Printable Worksheets Tip:** 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.
Accessing a Study Session

1. Visit http://www.studyisland.com and enter your student or teacher login information.

2. Click “Programs” on the page’s left side.
   - This may include your state, such as “TX Programs”
   - This may include Common Core programs, listed as “US Programs”
   - Generally, this will include all programs your school has paid for.
   - Teachers and administrators can limit what programs a student may access. See Restricting a Student’s Access to a Grade Level on page 16 for additional information.

3. Click a grade or program from the list that appears. Example:

4. In the selected program’s page, under the Select a Subject bar, click a “Subject” button (Ex: Math).

5. In the selected subject’s page, check the box next to the topic(s) you would like to study:

6. Click the “Start Studying” button in the top right corner of the table.

7. The Session Options page appears:

8. Choose and click a “Session Type” button.
   - If a button is green, it is selected; if it is blue, it is not selected.
   - See Session Types on page 48 for additional information.
9. **Based on your chosen session type:**

**Practice Mode**
- Click the Number of Questions dropdown arrow to select a number of questions and click “Next”.

**Game Mode**
- Choose the Premium, Beginner, Intermediate, or Challenging Games tab, and then select a game.
  - Hover over a game for a longer description.

**Group Session** *(Teacher Only)*
- Click the Number of Questions dropdown arrow to select a number of questions and click “Next”.
  - See [Conducting a Group Session](#) on page 51 for additional information.

**Printable Worksheets**
- Click the Number of Questions dropdown arrow to select a number of questions and click “Next”.
  - In the window that opens:
    - Click “Print” to print.
    - Click “Hide Multiple Choice” to make the session require written responses.
    - Click “Hide Answer List” to hide the teacher’s answer list.
    - Click “Open in Microsoft Word” to edit the worksheet.
      - Click “Static” to receive the same questions you are viewing.
      - Click “Dynamic” to receive a random set of questions from the same topic.

**Classroom Response** *(Teacher Only)*
- Click the Number of Questions dropdown arrow to select a number of questions and click “Next”.
  - In the Clickers tab, find your clicker and select it. In the Select Version dropdown box, click the dropdown arrow and select your version.
  - Click “Next Tab: Options”.
  - In the Choose a Class dropdown box, click the dropdown arrow and select your class.
  - For each student, type their Pad ID into the box in the Pad ID column.
  - Scroll to the bottom of the student list and click “Next Tab: Sessions”.
  - Click “Start Session”.
  - Visit [http://help.studyisland.com](http://help.studyisland.com) and search for “Clickers” for additional technical help and troubleshooting.

***Caution***: Edmentum no longer supports Classroom Response System (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.
Group Sessions

Group sessions allows 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.

**Conducting a New Group Session**

1. Visit [http://www.studyisland.com](http://www.studyisland.com) and enter your teacher login information.
2. Click “Programs” on the page’s left side.
   - This may include your state, such as “TX Programs”.
   - This may include Common Core programs, listed as “US Programs”.
   - Generally, this will include all programs your school has paid for.
   - Teachers and administrators can limit what program’s a student may access. See Restricting a Student’s Access to a Grade Level on page 16 for additional information.
3. Click a grade or program from the list that appears. Example:
4. In the selected program’s page, under the Select a Subject bar, click a “Subject” button (Ex: Math).
5. In the selected subject’s page, check the box next to the topic(s) you would like to study.
6. Click the “Start Studying” button in the top right corner of the table.
7. The Session Options page appears:

![Session Options](image)

8. Click the “Group Session” button.

9. In the Number of Questions dropdown box, click the dropdown arrow and select a number.

10. Click “Next” on the bottom right.

11. In the next screen, under the “Sessions” tab:

12. Select New Session and click “Next”.

13. Under the “Options” tab:

   - Click the dropdown arrow and select a class.
   - Type a Title for the group session.
   - Click the dropdown arrow and select a number of questions.
   - Select Show Question or Hide Question, depending on whether you want students to see the questions on their screens.

14. Click “Start Session”.

15. In the Ready to Start? popup window, if you are ready to start your session, click “Yes”.
16. Now when your students login to Study Island, they will be able to see and join the group session.
   ➢ If a student was already logged in, refresh their page. The student may need to logout and log back in.

17. The teacher will see the group session window:

![Group Session Window]

**Navigating the Group Session**

Click “Left” < or “Right” > to move forward or back one question, or click “Next Question” Next Question. Click the “#” # to receive a Question Panel to select a specific question. The Question Panel also shows:

- Current question
- Other questions

**Polling or Receiving Student Answers in Group Session**

Students in the group session appear in the bottom box of the screen. Example: Smith, J

When ready to receive student answers, click “Start Polling” Start Polling. Now students will be able to select answers.

When a student has answered, the student indicator will change to “Answered”. Example: Smith, J

When all students have answered, click “Stop Polling” Stop Polling.

Click “Show Correct Answer” Show Correct Answer on the top left to show the correct answer.

(Optional) Click “Explanation” Explanation to get the explanation for the correct answer.

Proceed to the next question.
Viewing the Results of a Group Session

Click “Group Session Results” in the top left corner. A new window will popup, containing a chart of students and questions.

- A student will have a Star icon if they got a question correct.
- A student will have an “X” icon if they got a question wrong.

After the session, you can also view the Group Session and Classroom Response Session Report in “School Reports” under the “Main Menu”.

Ending a Group Session

In the top right corner click “End Session”. In the Group Session popup window, click “OK”.

Saving a Group Session to Complete Later

In the top right, click “Save for Later”. In the Group Session popup window, click “OK”.

See Continuing a Saved Group Session on page 55 for additional information.
Continuing a Saved Group Session


2. Click “Programs” on the page’s left side.

3. Click a grade or program from the list that appears.
   - Unlike with a new group session, you may select any program.

4. In the selected program’s page, under the Select a Subject bar, click any “Subject” button.
   - Unlike with a new group session, you may select any subject.

5. In the selected subject’s page (above), check the box next to the topic(s) you would like to study.
   - Again, unlike with a new group session, you may select any topic.

6. Click the “Start Studying” button in the top right corner of the table.

7. The Session Options page appears. Click the “Group Session” button.

8. Click “Next” on the bottom right.

9. Select “Saved Session”.

10. Click “Next”.

11. Under the “Options” tab:

   ![Session Options](image)

12. Find the group session you would like to continue in the Select a Session table.

13. Select the session.

14. Select Show Question or Hide Question, depending on whether you want students to see the questions on their screens.

15. Click “Start Session”.

16. In the Ready to Start? popup window, if you are ready to start your session, click “Yes”.

17. Now when your students login to Study Island, they will be able to see and join the group session.
   - If a student was already logged in, refresh their page. The student may need to logout and log back in.
Deleting a Saved Group Session

1. Visit [http://www.studyisland.com](http://www.studyisland.com) and enter your teacher login information.
2. Click “Programs” on the page’s left side.
3. Click a grade or program from the list that appears.
   - Unlike with a new group session, you may select any program.
4. In the selected program’s page, under the Select a Subject bar, click any “Subject” button.
   - Unlike with a new group session, you may select any subject.
5. In the selected subject’s page (above), check the box next to the topic(s) you would like to study.
   - Again, unlike with a new group session, you may select any topic.
6. Click the “Start Studying” button in the top right corner of the table.
7. The Session Options page appears. Click the “Group Session” button.
8. Click “Next” on the bottom right.
9. Select “Saved Session”.
10. Click “Next”.
11. Under the “Options” tab:

   ![Delete Group Session](image)

12. Find the group session you would like to delete in the Select a Session table.
13. Click the “Delete” icon in the Actions column.
14. In the Delete Session popup window, make sure you have selected the correct group session to delete.
15. Click “Yes”.
Deleting Individual Sessions


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

3. Find and click on Individual Student Report.

You must select the specific student, the specific program, and the specific subject for the topic sessions you wish to delete. Do not simply select “All Students” or “All Programs” or “All Subjects.”

4. Click “View Report”. The Individual Summary Report (By Subject) will open in a new browser window.

5. In the Summary table, find the topic for which you would like to remove test sessions. Click View Sessions in the rightmost column. The List of Sessions (All by Topic) report will open in a new browser window.

6. In the Sessions table, find the session(s) you would like to delete and check the box to the left.

Caution: Deleting an individual session is permanent and cannot be un-done.

7. Click “Remove Checked Sessions” above the Sessions table.

8. Verify you have checked the correct session(s) and click “OK” in the message popup window.
Reports Listing

Study Island has many reports covering any set of information you require.

To access these reports, click “School Reports” under the “Main Menu”.

Report Tips:

Parents Can View Their Student’s Reports: By logging in as the student and clicking “My Reports” under the “Main Menu”, parents can view their student’s reports.

Teachers Have a Blue Ribbon Quickview: Teachers can quickly see top/bottom blue ribbon achievers for a class by clicking “Teacher Page” under the “Main Menu” and looking under the “Blue Ribbon Snapshot” section.

Which Report 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>
<tbody>
<tr>
<td>View a list of your students and their Study Island statistics.</td>
<td>Students&lt;br&gt;Study Island Statistics&lt;br&gt;By program, subject, topic&lt;br&gt;Aggregate scores as %</td>
<td>Class Gradebook Report&lt;br&gt;View a list of students by class and their Study Island statistics.</td>
<td><img src="image.png" alt="Excel" /> <img src="image.png" alt="PDF" /></td>
</tr>
<tr>
<td>View class results for an assignment.</td>
<td>Students&lt;br&gt;Assignment scores</td>
<td>Assignment Report&lt;br&gt;View class results for assignments you have created.</td>
<td><img src="image.png" alt="Excel" /> <img src="image.png" alt="PDF" /></td>
</tr>
<tr>
<td>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. Click the Report Name for more information.</td>
<td>Number of questions taken&lt;br&gt;Percent of questions correct&lt;br&gt;By grade level&lt;br&gt;Per program and subject&lt;br&gt;Number of students passing&lt;br&gt;Percent of program complete&lt;br&gt;Yearly statistics</td>
<td>Weekly Report&lt;br&gt;View overall weekly and yearly usage statistics for each program.</td>
<td><img src="image.png" alt="Excel" /> <img src="image.png" alt="PDF" /></td>
</tr>
<tr>
<td>Report Type</td>
<td>Details</td>
<td>Examples</td>
<td></td>
</tr>
<tr>
<td>---------------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Blue Ribbon Report</td>
<td>View student statistics for blue ribbons.</td>
<td><img src="image" alt="Blue Ribbon Report" /> View Blue Ribbons earned by class or grade level.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>View percentage of program completed per subject.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RTI Report</td>
<td>View individual student response to intervention by topic.</td>
<td><img src="image" alt="RTI Report" /> Track individual student response to intervention by topic.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>View performance progression over time.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weekly Campus Report</td>
<td>View interactive graphs of:</td>
<td><img src="image" alt="Weekly Campus Report" /> View graphic representations of detailed educator and student usage on a school-wide basis.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Student statistics</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Usage</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Logins</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Suggested topics by grade</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>View an overall snapshot of school-wide usage.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Individual Student Report</td>
<td>View statistics for individual students.</td>
<td><img src="image" alt="Individual Student Report" /> Track individual student progress and Study Island usage.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>View lists of Suggested Topics based on individual student results.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Built Test Report</td>
<td>View Built Test performance per student, topic-by-topic.</td>
<td><img src="image" alt="Built Test Report" /> View student performance in each reporting category assessed.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>View class average performance on a Built Test.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Number of questions correct/incorrect</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Percentage of questions correct/incorrect</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Topic standards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>High Score Report</td>
<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><img src="image" alt="High Score Report" /> Display student high score game rankings.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>View game performance, not question performance.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| View a **summary of class performance across all subjects.** | ➢ 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 |
| ———— | ———— |
| View a **summary of class performance by individual subjects.** | ———— |
| View lists of **Suggested Topics** based on class summary results. | ———— |
| **Class Summary Report** | View a summary of class performance. |
| ———— | ———— |
| View a **graphic representation of student usage.** | ➢ Usage  
➢ Questions attempted  
➢ By subject |
| View a **graphic representation of performance per program.** | ———— |
| **Trend Report** | Display a trend graph for student usage and performance. |
| ———— | ———— |
| View the **total number of logins** per student. | ➢ By student  
➢ Login Information  
➢ Login IP Address  
➢ Login Dates and Times |
| View detailed individual student login information. | ———— |
| **Login Report** | View detailed individual student login information. |
| ———— | ———— |
| View a **summary of each class.** | ➢ By class or grade  
➢ By program, subject, or topic  
➢ Number of sessions completed  
➢ Total time spent within sessions  
➢ Number of questions answered  
➢ Percentage of questions answered correctly |
| View a **summary of each grade level.** | ———— |
| **Class Comparison Report** | Compare performance and Study Island usage among selected classes and/or grade levels. |
| ———— | ———— |
| View a **list of topics requiring improvement.** | ➢ Overall number of questions  
➢ Overall percentage of questions correct  
➢ Topics requiring improvement in order of priority |
| View at-a-glance class-wide data. | ———— |
| **Suggested Topics Report** | View a list of topics that need improvement, sorted by priority. |
| ———— | ———— |
View a list of subjects or topics comparing your school performance to state performance.

View students, classes, or grades compared to all users statewide.

**Statewide Comparison Report**

- School subject performance vs state performance
- School topic performance vs state performance
- Student performance vs state performance
- Class performance vs state performance
- Grade level performance vs state performance

**Statewide Comparison Report**

View graphs comparing your school to state performance.

View student benchmarking data.

**Benchmarking Report**

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

**Benchmarking Report**

Observe data for all students taking the benchmark test at your school.

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**

View detailed results of a completed group session or classroom response session.

**NWEA™ MAP® Link Report**

View results of a student’s Learning Path.
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 ### under **Items** for a **Subject** to enter the student’s **Individual Summary Report (By Subject)**.

Click the **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 ### under **Items** for 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.

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 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

This report is distributed to subscribers to the Weekly Emailed Report in the Emailed Report Manager. See Emailed Report Manager on page 81 for additional information.

When creating the report, you filter the report by week. Enter the date [03/06/2016] in the filter box.

![Weekly Report](image)

When creating the report, you filter the report by week. Enter the date [03/06/2016] in the filter box.

<table>
<thead>
<tr>
<th>School: STUDY ISLAND SCHOOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program: Weekly Emailed Report</td>
</tr>
</tbody>
</table>

### STUDY ISLAND SCHOOL Weekly Study Island Report

#### Total School Usage (All Students) *

<table>
<thead>
<tr>
<th>Questions</th>
<th>Weekly Stats (02/28/2016-03/05/2016)</th>
<th>% Correct</th>
<th>Yearly Stats</th>
<th>% Correct</th>
</tr>
</thead>
<tbody>
<tr>
<td>220</td>
<td></td>
<td>45.0%</td>
<td>5,743</td>
<td>70.3%</td>
</tr>
</tbody>
</table>

#### Usage Trend Graph

![Usage Trend Graph](image)

#### 3rd Graders

##### 3rd Grade (Common Core)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Weekly Stats (02/28/2016-03/05/2016)</th>
<th>Yearly Stats (08/01/2015-03/05/2016)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Questions</td>
<td>% Correct</td>
</tr>
<tr>
<td>Math (Common Core) - Edition 2 - on-grade-level</td>
<td>20</td>
<td>65.0%</td>
</tr>
<tr>
<td>ELA (Common Core) - Edition 2 - on-grade-level</td>
<td>192</td>
<td>41.1%</td>
</tr>
<tr>
<td>Math (Common Core)</td>
<td>Retire: July 2016</td>
<td>on-grade-level</td>
</tr>
<tr>
<td>All Sections - on-grade-level</td>
<td>212</td>
<td>43.4%</td>
</tr>
<tr>
<td>Math (Common Core) - Edition 2, Math (Common Core)</td>
<td>Retire: July 2016</td>
<td>off-grade-level</td>
</tr>
<tr>
<td>ELA (Common Core) - Edition 2</td>
<td>off-grade-level</td>
<td>8</td>
</tr>
<tr>
<td>All Sections - off-grade-level</td>
<td>8</td>
<td>87.5%</td>
</tr>
</tbody>
</table>

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

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 report.

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 “Compare with others” to see a Statewide Comparison Report (Individual Subject Summary) 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”

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.
**Built Test Report**

Class: 8th Grade Math  
School: STUDY ISLAND SCHOOL  
Built Test Title: 8th Grade Math Built Test  
Assignment Date: Jul 11, 2016  
Due Date: Jul 11, 2016

**Item Analysis**

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.

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.
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 “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.

---

**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.
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

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

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.

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

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**

<table>
<thead>
<tr>
<th>Topic Description</th>
<th>Sample Size</th>
<th>Sample Size</th>
<th>Correct / Total</th>
<th>% Correct</th>
<th>Passing CRF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additive Answers - Standard</td>
<td>0000</td>
<td>0000</td>
<td>63 / 105</td>
<td>60.0%</td>
<td>-</td>
</tr>
<tr>
<td>Create Graphs - Standard</td>
<td>0000</td>
<td>0000</td>
<td>92 / 98</td>
<td>93.1%</td>
<td>-</td>
</tr>
<tr>
<td>Multiplication and Division Properties - Standard</td>
<td>0000</td>
<td>0000</td>
<td>78 / 144</td>
<td>54.3%</td>
<td>-</td>
</tr>
</tbody>
</table>

**Topics That Need Improvement – High Priority:**

<table>
<thead>
<tr>
<th>Topic Description</th>
<th>Sample Size</th>
<th>Sample Size</th>
<th>Correct / Total</th>
<th>% Correct</th>
<th>Passing CRF</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-Dimensional Shapes - Standard</td>
<td>0000</td>
<td>0000</td>
<td>51 / 77</td>
<td>67.5%</td>
<td>-</td>
</tr>
<tr>
<td>Formulas - Number Line - Standard</td>
<td>0000</td>
<td>0000</td>
<td>116 / 134</td>
<td>86.1%</td>
<td>-</td>
</tr>
<tr>
<td>Fractional Division - Standard</td>
<td>0000</td>
<td>0000</td>
<td>94 / 95</td>
<td>98.4%</td>
<td>-</td>
</tr>
<tr>
<td>Positive and Negative Numbers - Standard</td>
<td>0000</td>
<td>0000</td>
<td>50 / 77</td>
<td>65.3%</td>
<td>-</td>
</tr>
<tr>
<td>Time Report - Standard</td>
<td>0000</td>
<td>0000</td>
<td>66 / 104</td>
<td>63.8%</td>
<td>-</td>
</tr>
<tr>
<td>Two-Step Real World Problems - Standard</td>
<td>0000</td>
<td>0000</td>
<td>190 / 295</td>
<td>64.9%</td>
<td>-</td>
</tr>
</tbody>
</table>

**Topics Where the Standards Have Been Missed:**

<table>
<thead>
<tr>
<th>Topic Description</th>
<th>Sample Size</th>
<th>Sample Size</th>
<th>Correct / Total</th>
<th>% Correct</th>
<th>Passing CRF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formulas - Standard</td>
<td>0000</td>
<td>0000</td>
<td>133 / 141</td>
<td>95.1%</td>
<td>-</td>
</tr>
<tr>
<td>Integer Operations - Standard</td>
<td>0000</td>
<td>0000</td>
<td>137 / 171</td>
<td>79.8%</td>
<td>-</td>
</tr>
<tr>
<td>Integer Operations and Equations - Standard</td>
<td>0000</td>
<td>0000</td>
<td>87 / 94</td>
<td>92.6%</td>
<td>-</td>
</tr>
<tr>
<td>Multiplying by Multiple of 20 - Standard</td>
<td>0000</td>
<td>0000</td>
<td>97 / 146</td>
<td>66.2%</td>
<td>-</td>
</tr>
<tr>
<td>Comparing Fractions - Standard</td>
<td>0000</td>
<td>0000</td>
<td>106 / 135</td>
<td>78.4%</td>
<td>-</td>
</tr>
<tr>
<td>Dividing Integers - Standard</td>
<td>0000</td>
<td>0000</td>
<td>159 / 170</td>
<td>93.5%</td>
<td>-</td>
</tr>
<tr>
<td>Number Sentences - Standard</td>
<td>0000</td>
<td>0000</td>
<td>108 / 148</td>
<td>72.9%</td>
<td>-</td>
</tr>
<tr>
<td>Time - Standard</td>
<td>0000</td>
<td>0000</td>
<td>67 / 114</td>
<td>58.5%</td>
<td>-</td>
</tr>
<tr>
<td>Multiplication and Division Rules - Standard</td>
<td>0000</td>
<td>0000</td>
<td>152 / 169</td>
<td>88.3%</td>
<td>-</td>
</tr>
<tr>
<td>Multiplying Mixed Numbers - Standard</td>
<td>0000</td>
<td>0000</td>
<td>133 / 144</td>
<td>93.0%</td>
<td>-</td>
</tr>
<tr>
<td>Shapes and Patterns - Standard</td>
<td>0000</td>
<td>0000</td>
<td>84 / 70</td>
<td>51.4%</td>
<td>-</td>
</tr>
</tbody>
</table>

**Topics With No Data:**

No topics in this category.
Statewide Comparison Report

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.

![Subject Comparison Report](image)

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

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

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” 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.

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

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

➢ Be sure to click “Update” Update to apply a changed Filter.
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.
# NWEA™ MAP® Link Report

When creating the report, choose an individual student to see that student’s NWEA™ MAP® Learning Path.

## Math - NWEA™ MAP® Learning Path

<table>
<thead>
<tr>
<th>Topic</th>
<th>Sessions</th>
<th>Time Spent</th>
<th>Correct / Total</th>
<th>% Correct</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diagnostic Test (Grade Level 4)</td>
<td>0</td>
<td>00:00</td>
<td>0 / 0</td>
<td>0%</td>
<td>-</td>
</tr>
<tr>
<td>1. Number and Operations (Grade Level 4)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Compare and Order Rational Numbers - Expectation</td>
<td>1</td>
<td>01:29</td>
<td>7 / 10</td>
<td>70%</td>
<td>L2</td>
</tr>
<tr>
<td>b. Number Lines - Expectation</td>
<td>1</td>
<td>05:46</td>
<td>9 / 10</td>
<td>90%</td>
<td>L2</td>
</tr>
<tr>
<td>c. Absolute Value - Expectation</td>
<td>0</td>
<td>00:00</td>
<td>0 / 0</td>
<td>0%</td>
<td>-</td>
</tr>
<tr>
<td>d. Compare and Order Rational Numbers - Expectation</td>
<td>0</td>
<td>00:00</td>
<td>0 / 0</td>
<td>0%</td>
<td>-</td>
</tr>
<tr>
<td>e. Multiply and Divide Rational Numbers - Expectation</td>
<td>0</td>
<td>00:00</td>
<td>0 / 0</td>
<td>0%</td>
<td>-</td>
</tr>
<tr>
<td>f. Add/Subtract Operations with Integers - Expectation</td>
<td>0</td>
<td>00:00</td>
<td>0 / 0</td>
<td>0%</td>
<td>-</td>
</tr>
<tr>
<td>g. Compute with Integers - Expectation</td>
<td>0</td>
<td>00:00</td>
<td>0 / 0</td>
<td>0%</td>
<td>-</td>
</tr>
<tr>
<td>h. Real World Problems - Expectation</td>
<td>0</td>
<td>00:00</td>
<td>0 / 0</td>
<td>0%</td>
<td>-</td>
</tr>
<tr>
<td>2. Proportionality (Grade Level 5)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Compare Ratios - Expectation</td>
<td>1</td>
<td>01:00</td>
<td>2 / 10</td>
<td>20%</td>
<td>L1</td>
</tr>
<tr>
<td>b. Rates and Ratios - Expectation</td>
<td>0</td>
<td>00:00</td>
<td>0 / 0</td>
<td>0%</td>
<td>-</td>
</tr>
<tr>
<td>c. Proportionality - Expectation</td>
<td>0</td>
<td>00:00</td>
<td>0 / 0</td>
<td>0%</td>
<td>-</td>
</tr>
<tr>
<td>d. Fractions, Decimals, and Percents - Expectation</td>
<td>0</td>
<td>00:00</td>
<td>0 / 0</td>
<td>0%</td>
<td>-</td>
</tr>
<tr>
<td>e. Correct Units of Measurement - Expectation</td>
<td>0</td>
<td>00:00</td>
<td>0 / 0</td>
<td>0%</td>
<td>-</td>
</tr>
<tr>
<td>f. Percents - Expectation</td>
<td>0</td>
<td>00:00</td>
<td>0 / 0</td>
<td>0%</td>
<td>-</td>
</tr>
<tr>
<td>3. Expressions, Equations, and Relationships (Grade Level 6)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Linear Relationships - Expectation</td>
<td>0</td>
<td>00:00</td>
<td>0 / 0</td>
<td>0%</td>
<td>-</td>
</tr>
<tr>
<td>b. Order of Operations - Expectation</td>
<td>0</td>
<td>00:00</td>
<td>0 / 0</td>
<td>0%</td>
<td>-</td>
</tr>
<tr>
<td>c. Prime Factorization - Expectation</td>
<td>0</td>
<td>00:00</td>
<td>0 / 0</td>
<td>0%</td>
<td>-</td>
</tr>
<tr>
<td>d. Expressions and Equations - Expectation</td>
<td>0</td>
<td>00:00</td>
<td>0 / 0</td>
<td>0%</td>
<td>-</td>
</tr>
<tr>
<td>e. Equivalent Expressions - Expectation</td>
<td>0</td>
<td>00:00</td>
<td>0 / 0</td>
<td>0%</td>
<td>-</td>
</tr>
<tr>
<td>f. Properties of Triangle - Expectation</td>
<td>0</td>
<td>00:00</td>
<td>0 / 0</td>
<td>0%</td>
<td>-</td>
</tr>
<tr>
<td>g. Area and Volume - Expectation</td>
<td>0</td>
<td>00:00</td>
<td>0 / 0</td>
<td>0%</td>
<td>-</td>
</tr>
<tr>
<td>h. Simplifying Equations and Inequalities - Expectation</td>
<td>0</td>
<td>00:00</td>
<td>0 / 0</td>
<td>0%</td>
<td>-</td>
</tr>
<tr>
<td>i. Solve Linear Equations and Inequalities - Expectation</td>
<td>0</td>
<td>00:00</td>
<td>0 / 0</td>
<td>0%</td>
<td>-</td>
</tr>
<tr>
<td>4. Measurements and Data (Grade Level 6)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Coordinate Geometry - Expectation</td>
<td>0</td>
<td>00:00</td>
<td>0 / 0</td>
<td>0%</td>
<td>-</td>
</tr>
<tr>
<td>b. Represent Data - Expectation</td>
<td>0</td>
<td>00:00</td>
<td>0 / 0</td>
<td>0%</td>
<td>-</td>
</tr>
<tr>
<td>c. Measures of Center and Spread - Expectation</td>
<td>0</td>
<td>00:00</td>
<td>0 / 0</td>
<td>0%</td>
<td>-</td>
</tr>
<tr>
<td>d. Interpret Graphical Data - Expectation</td>
<td>0</td>
<td>00:00</td>
<td>0 / 0</td>
<td>0%</td>
<td>-</td>
</tr>
<tr>
<td>5. Personal Financial Literacy (Grade Level 7)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Personal Financial Literacy - Expectation</td>
<td>0</td>
<td>00:00</td>
<td>0 / 0</td>
<td>0%</td>
<td>-</td>
</tr>
</tbody>
</table>

**Overall**

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3</td>
<td>07:05</td>
<td>15 / 30</td>
<td>50.0%</td>
<td></td>
</tr>
</tbody>
</table>

**Reading Path Topics**

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3</td>
<td>07:05</td>
<td>15 / 30</td>
<td>50.0%</td>
<td></td>
</tr>
</tbody>
</table>

**Reading Block Topics**

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>00:00</td>
<td>0 / 0</td>
<td>0%</td>
<td></td>
</tr>
</tbody>
</table>

- 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.
Report Information

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.

Resetting a Student’s Reporting Statistics and Results

Resetting a Student’s Reporting Statistics Tip: Administrators can limit a teacher’s access to this feature. If you cannot access the feature, and need to, please contact your Study Island administrator or contact Edmentum Support for help in determining your administrator.

2. Click the “Teacher Page” under the “Main Menu”.
3. Click “Reset Start Date” under the “My Classes” section.
4. On the Reset User Start Date page, find the “Select a Class” dropdown box.
5. Click the dropdown arrow and select either a class or the grade the student is in.
6. Click the “Next” button. A table will appear:

   ![Table Screenshot]

7. Find the student(s).
   - The student’s currently set “Start Date” is available in the table. Stop here if simply looking for the current Start Date.
8. Check the box on the left side of the row(s) for the student(s) whose start date you are resetting.
9. In the “Start Date” box, enter or select a desired date. Clicking the box brings up a calendar, in which you can click a specific date.
10. Click the “Set Start Date” button.
11. In the “WARNING” that pops up, click “OK”.

Caution: The test results and statistics of this student will be reset (but not deleted). You will be able to view their prior test results and statistics in the Gradebook and Assignment reports by specifying a date range between the student’s original start date and their new start date.
Emailed Report Manager

Accessing Emailed Report Manager

Option 1: Click “School Reports” under the “Main Menu”. At the top of the page, in the header bar, click “Emailed Report Manager”.

Option 2: Click “Admin Page” under the “Main Menu”. In the Administration section, click “Emailed Report Manager”.

Emailed Report Tips:

Teachers can quickly view their Emailed Reports: Teachers can quickly see top/bottom blue ribbon achievers for a class by clicking “Teacher Page” under the “Main Menu” and looking under the My Emailed Reports section.

Parents can be Emailed Reports: For additional information on emailing reports to parents, see Parent Notifications on page #.
Adding Subscribers to emailed Weekly Campus Reports

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

1. **Go to Emailed Report Manager by clicking “School Reports” under the “Main Menu”**
2. At the top of the page, in the header bar, click “Emailed Report Manager”.
3. Under the Weekly Emailed Report section, in the Current Subscribers bar, click “Add Email”.
4. In the Add Weekly Emailed Report Subscription popup window, type an email address in the box and click “Send”.
5. Click “OK” in the success message popup window.

Deleting or Removing Subscribers from emailed Weekly Campus Reports

1. **Go to Emailed Report Manager by clicking “School Reports” under the “Main Menu”**
2. At the top of the page, in the header bar, click “Emailed Report Manager”.
3. In the Weekly Emailed Report section, under the Current Subscribers bar, find the email of the subscriber you would like to remove.
4. To the right of the email, click the “Delete” icon.
5. In the Delete Weekly Email Subscription popup window, click “Yes”.

Creating New Emailed Report Subscriptions

For reports other than the Weekly Campus Report, create email subscriptions by first going to the chosen 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 Reports Listing on page 58 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 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 by clicking “School Reports” under the “Main Menu”.
2. At the top of the page, in the header bar, click “Emailed Report Manager”.
3. In the Other Emailed Reports section, under the Emailed Reports bar, find the subscription you would like to remove.
4. Check the box to the left of the subscription.
5. In the Emailed Reports bar, click “Delete Checked Reports” to delete all checked subscriptions.
6. 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 by clicking “School Reports” under the “Main Menu”.
2. At the top of the page, in the header bar, click “Emailed Report Manager”.
3. 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.
4. To view a scheduled report, find the report in the Schedule column and click the Report Name.
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 teacher login information.
2. Click “Benchmarking” on the page’s left side, under “Main Menu”.
3. In the Benchmark Preferences section, check the box for each preference you want to apply.
   - **Disable the Pretest and Post Test for all subjects with benchmark tests.**
     Pretest and Post Tests are Study Island tools for assessing students per subject prior to working in a subject and once a student has fully completed a subject. You may find them redundant if utilizing benchmarking.
   - **Allow students to take topics in the matching subjects during the Benchmark testing window...**
     Check this option if you have a long benchmark window and want students to have an opportunity to save their benchmark, study in trouble areas, and return to the benchmark.
   - **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 teacher login information.
2. Click “Benchmarking” on the page’s left side, under “Main Menu”.
3. In the Benchmark Test Schedule bar, click the “Schedule a Benchmark” button.
4. In the Schedule a Benchmark Test page, fill out Benchmark Information:

   ![Benchmark Information](image)

   - 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 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 84.
- 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.
- 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.
Viewing Benchmark Reporting

To view the results or reporting for a Benchmark Report (below) or an Executive Summary Report (on page 87):

View a Benchmark Report:


   Option 1:
   - Click “Benchmarking” on the page’s left side, under “Main Menu”.
   - Under the Benchmark Test Schedule bar, in the Benchmark table find the benchmark test for which you would like to see results or reporting.
   - Click the “View Results” icon in the Actions column.

   Option 2:
   - Click “School Reports” under the “Main Menu”.
   - Find and click on the Benchmarking Report.
   - Using the dropdown arrows, select a class, program, subject, and benchmark.
   - Click “View Report”.

2. Review the results of the benchmark in the Benchmark Results 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.

3. Export the report to Excel by clicking the “Open in Excel” icon just above the Benchmark Results table.

4. Export the report to a PDF by clicking the “Open as PDF” icon just above the Benchmark Results table.

5. (Optional) Take note that you can filter this report by period, limiting the page to showing tests scheduled between the two Report Period dates entered. Click “Update” to apply a filter.
View an Executive Summary Report:


2. Once logged in, click “Benchmarking” on the page’s left side, under “Main Menu”.

3. In the Benchmark Test Schedule bar, click “Executive Summary Report”.

4. In the Executive Summary Report, see what subjects have had benchmarks assigned.
   - The report will include subjects you own that have had no benchmark tests scheduled. See the Math (2006 Standards) in the screenshot above as an example.

5. For each Benchmark:
   - Click Gradebook Format under a specific test to view the test’s Benchmark Gradebook Report.
   - Click Item Analysis under a specific test to view the test’s Benchmark Item Analysis Report.
   - Click any Blue Text to view additional information (ex: # Students Tested).
   - Click “View Graph” to see the information in graph-form.
   - Click “Disaggregate View” to see the information disaggregated.

6. (Optional) Take note that you can filter this report by period, limiting the page to showing tests scheduled between the two Report Period dates entered. Click “Update” to apply a filter.
**Actions in Benchmark Test Scheduling**

1. Visit [http://www.studyisland.com](http://www.studyisland.com) and enter your teacher login information.
2. Click “Benchmarking” on the page’s left side, under “Main Menu”.
3. Find the Benchmark Test Schedule.

![Benchmark Test Schedule](image)

**Deleting a Benchmark Test Schedule:**

1. Under the 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.

**Previewing a Benchmark Test Schedule:**

1. Under the 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 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 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.
**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 teacher login information.
2. Click “Benchmarking” on the page’s left side, under “Main Menu”.
3. Under the 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:

   ![Grading Page]

   - Read the following quotation:
     
     Criticism is not agreeable, but it is necessary.
     
     *Winston Churchill*

   - Think carefully about the following question.
   - Why is criticism necessary?
   - Write an essay to explain how criticism can prove helpful in building a person’s character.
   - In your essay, be sure to:
     - clearly state your thesis;
     - organize and develop your ideas efficiently;
     - choose your words carefully;
     - edit your essay for grammar, mechanics, and spelling.

   - Rubric:
   
   - Criticism is important for people to grow past their weaknesses and flaws.
   - Without criticism, a person may overlook or not appreciate areas where they can grow to be better or stronger. At the very least, criticism can highlight for a person what qualities they want to make up for.

   - Score: [ ]/4  Save

   - This response can be scored until 6/1/2017 (300 days from when the student submitted their Benchmark Test).
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.

Click “Save All Scores” on the left side of the screen if you have changed multiple.
Edmentum™ Sensei™ is an unprecedented way for educators to seamlessly access data, monitor learning outcomes, and interact with students in a meaningful way. Using Edmentum™ Sensei™, data-rich analytics come to life via intuitive charts, graphs, and visual cues providing the information you need in a real-time picture.

- Explore onscreen, actionable data for whole classes or individual students
- Make faster, more informed decision through robust analytics
- Visualize and track student progress toward standards mastery
- Individualize instruction and assign practice directly from the dashboard

**Edmentum™ Sensei™ is included with all Study Island subscriptions.**

Click **Quick Guide** on the left side of the screen to get additional information.

**First Time with Edmentum Sensei**

1. Visit [http://www.studyisland.com](http://www.studyisland.com) and enter your teacher login information.
2. Click “sensei” on the page’s left side, under “Main Menu”.
3. If this is your first time, follow the on-screen instructions to setup Sensei:

   1. Visit [http://www.studyisland.com](http://www.studyisland.com) and enter your teacher login information.
   2. Click “sensei” on the page’s left side, under “Main Menu”.
   3. If this is your first time, follow the on-screen instructions to setup Sensei:

4. Once complete, you are ready to use Edmentum™ Sensei™!
Accessing Edmentum Sensei

1. Visit [http://www.studyisland.com](http://www.studyisland.com) and enter your teacher login information.
2. Click “sensei” on the page’s left side, under “Main Menu”.
3. This will take you to the Sensei screen:
Using Edmentum Sensei

Choose a program and class for which to see data

Click on Current Program & Class, the Program Link, or the Class link to change the program and/or class information being displayed.

Filter Data by Topics, Standards, or Trends

- Shows a tile representation for each topic in the selected subject.
- Within each tile, you will see the topic’s title and number of students with Blue Ribbons.
- Shows an overview of standards for a particular subject.
- Shows the number of students that have mastered a standard by achieving blue ribbons in all topics associated with the standard.
- Shows a trend line for a specific subject and date range.
- For comparison, number of question is represented as a bar graph below the trend line.

Topic or Standard Color Key

In the Topics and Standards views, there are colored boxes as performance indicators:

- Aced it! Every student in the class has achieved mastery.
- Doing great! A majority of students in the class have attempted and most have achieved mastery.
- May need assistance… Many students have attempted and a many appear to be struggling.
- Still working Some students have attempted but there is not enough performance data.
- Not Enough Info Very few student attempts have been made.

Click on any of these boxes to dig into the topic or standard and assign additional work to students.

Limit Data by Subject

Click the All Subject Overview dropbox and select a subject to limit the data to the chosen subject.

Viewing Student Information

Click a student’s card to see more information about that particular student.

Click the top right corner to shrink the card back to standard size.

Click Launch Student Report at the bottom to see this student’s Individual Student Report.
Click a subject to see additional information about the subject.

Click a **Topic Name** to create an assignment for the student in the topic.

Type an Assignment Title into the box and click “Assign”.

**Refreshing Data**

Click [Refresh Data](#) at the top right corner of Sensei to refresh the data.

**Exiting Edmentum Sensei; Return to Study Island**

**Option 1:** Click [](#) in the top left corner.

**Option 2:** Click the links in the Edmentum Sensei menu on the left side of the page:

- [Teacher Page](#)
- [Class Manager](#)
- [School Reports](#)

Go to the Study Island Teacher Page.

Go to the Study Island Class Manager page.

Go to the Study Island School Reports page.
You may use Edmentum’s product suggestion page **Seehive** to share your suggestions with us.

**Accessing Seehive**

1. Visit [http://www.studyisland.com](http://www.studyisland.com) and enter your teacher 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.
Study Island offers a high school interface for 9-12 students called “The Island.”

- This is a separate website with an interface designed with high school users in mind.
- In The Island, students work to receive “Passport Stamps” rather than “Blue Ribbons” like Study Island.

While The Island’s interface looks different from Study Island, the features and use is generally the same. For additional information on using The Island, click and download.

**Key Additional Features**

**High School Forums**

The Island allows students and teachers to interact with an online forum. Note that administrators can disable high school forums. If you need access to high school forums and do not have it, contact your Study Island administrator or contact Edmentum support to help you determine your school’s administrator.

Access the High School Forum by clicking [High School Forum](Teacher’s Lounge) in the Teacher’s Lounge section of the Teacher Page.

**DAILY FEEDS**

On the right side of the screen, keep an eye out for daily information, including poems, words of the day, famous quotes, and more.

- **College Readiness**
  
  In the header, hover over “College Readiness” to access various college preparatory topics, documents, and information.

- **Study Skills**
  
  In the header, hover over “Study Skills” to access developmental programs, Allied Health courses, and reading programs.

- **Career Planning**
  
  In the header, hover over “Career Planning” for a resume builder and interview tips.

- **Avatars**
  
  Assign an avatar to your profile. Click “MY ATTRIBUTES” on the left side of the screen.

  Under “MY ATTRIBUTES”, click the “View Avatars” button to see the Avatar selection. Click the My Avatar dropdown box and select your avatar.
Help with Training

Teacher Toolkit
The teacher toolkit provides lesson plans, lesson resources, videos, and other resources for teachers.

Searching for a Teacher Resource
2. Click “Teacher Toolkit” on the page’s left side, under “Main Menu”.
3. In the Teacher Toolkit page, search for a resource:
   Option 1
   Type in a keyword for the resource you want in the search box and click “Click to Search”.
   The table below will filter each time you Click to Search.
   ➢ Click the header of a column in the table to sort by that column.
   Option 2
   In the chart, check the box or select any of the following categories, as necessary:
   Grade
   Resource Type
   Subject
   Category
   The table below will filter as you make your selections.
   ➢ Click the header of a column in the table to sort by that column.
4. Once you have found your resource, click the Resource Title.
5. In the Resource popup window, find information, videos, descriptions, and/or additional related resources.

Power User Program
The Power User Program is designed to quickly get you up and running. It includes brief video lessons and activities that walk teachers and administrators through specific Study Island features and functionality.

Power User Study Session
2. Click “Teacher Toolkit” on the page’s left side, under “Main Menu”.
3. Check the box for any Power User topics you want to review.
4. Click “Start Studying”, select “Practice Mode” or “Game Mode”, choose a number of questions, and click “Next”.
5. When you are complete, click “END STUDY SESSION”.

Power User Preparation
2. Click “Teacher Toolkit” on the page’s left side, under “Main Menu”.
3. For any topic you want help or instructions for, click the “Teacher Resources” icon in the Teacher Resources column.
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](mailto: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:**

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

**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.

**Messaging Tip:** Administrators can limit a teacher’s access to this feature. If you cannot access the feature, and need to, please contact your Study Island administrator or contact Edmentum Support for help in determining your administrator.

**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.
   - 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”.

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Flash Cards

Study Island provides interactive flash cards for many topics.

*Flash Cards Tip:* Administrators can limit a teacher’s access to this feature. If you cannot access the feature, and need to, please contact your Study Island administrator or contact Edmentum Support for help in determining your administrator.

**Using Flash Cards**

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

2. Click “Programs” on the page’s left side.
   - This may include your state, such as “TX Programs”.
   - This may include Common Core programs, listed as “US Programs”.
   - Generally, this will include all programs your school has paid for.
   - Teachers and administrators can limit what program’s a student may access. See [Restricting a Student’s Access to a Grade Level](#) on page 16 for additional information.

3. Click a grade or program from the list that appears. Example:

4. In the selected program’s page, under the **Select a Subject** bar, click a “Subject” button (Ex: **Math**).

5. In the selected subject’s page (above), click the “Flash Cards” icon next to the **Topic Name** you would like to study.

6. In the popup window, select a number of flash cards and choose:
   - **Option 1:** Click “Printable Flash Cards” to print and use physical cards.
   - **Option 2:** Click “Interactive Flash Cards” to use interactive digital cards.
Viewing a Flash Card

- Click “Back” to exit Flash Cards.
- Click “Previous” or “Next” to go back or forward one card.
- Click “FLIP” to flip a Flash Card and view the answer.
Live View

Live View is a real-time monitoring system that allows teachers to observe students’ progress as they work.

- See what students in your class are logged in.
- See what assignment and/or topic a student is working on.
- See the number of questions a student has gotten correct out of the number attempted.
- **Live View requires a minimum of Adobe Flash 8 to operate.**

Using Live View

1. Visit [http://www.studyisland.com](http://www.studyisland.com) and enter your teacher login information.
   
   **Option 1:**
   
   Once logged in, click “Teacher Page” on the page’s left side, under “Main Menu”.
   
   In the Teacher Page, under the My Classes section, click Live View.
   
   **Option 2:**
   
   Once logged in, click “Class Manager” on the page’s left side, under “Main Menu”.
   
   In the Class Manager page, on the right click the “Live View” button.

2. You will now see Live View.

3. Click your class name in the class list on the left side of the screen.
Viewing Class Information Charts:
In Live View, click the Chart/User Program Data dropdown bar and choose a program.

Viewing Individual Student Information:
In Live View, click a student’s name in the Current Activities chart. The selected student’s information will appear in the bottom left box.

Refreshing Live View Data:
In Live View, click “Refresh Now” on the top right.

Exiting Live View:
In Live View, click “Return” on the top right to return to Class Manager.

**Live View Tips:** If you are unable to see a student in Live View, but the student is logged into Study Island, take the following steps:

1. On the Teacher’s computer, in the Live View webpage browser, look at the address bar:

   ![Image](https://example.com)

   **Caution:**
   Edmentum strongly suggests utilizing Edmentum™ Sensei™.

   For an unprecedented way for educators to seamlessly access and interact with data, please explore Edmentum™ Sensei™, free with your Study Island purchase.
Building Block Topics

Building Block Topics is a feature that helps get students up to speed on individual topics.

- These are remedial topics referred to as a Building Block Topics.
- If a student is having difficult passing a topic, a hazard symbol 🔄 will appear next to the topic (often an additional topic will appear below).
- The Building Block Topic has a lower difficulty.
- A student must pass the Building Block Topic before attempting the original topic again.
- Passing a Building Block Topic awards a “White Ribbon” 🧸.
- A “White Ribbon” 🧸 is different from a “Blue Ribbon” 🧸 and will not appear on “Blue Ribbon”-related reporting.

To view Building Block statistics in a report, choose:

- Individual Student Report 🧸 or
- Class Gradebook Report (by All Activity)

Enabling Building Block Topics; Disabling Building Block Topics

Teachers can enable or disable Building Block Topics by class or by assignment, if the administrator has given teachers access.

By class:

2. Click “Class Manager” Class Manager on the page’s left side, under “Main Menu” Main Menu.
3. In the Class Manager page, find the class in the table and click the Class Title.
4. In the Class page, under the “Class Properties” tab Class Properties, find Enable Building Block Topics.

If Enable Building Block Topics is grayed out (Yes or No)

Toggle Override School Preferences to “Yes”. You will now be able to toggle Enable Building Block Topics to “Yes” or “No” as desired.

If Enable Building Block Topics is not grayed out (Yes or No)

Toggle Enable Building Block Topics to “Yes” or “No” as desired.
By assignment:

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

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

3. In the Class Manager page, find the class you want to create a page for in the table and click its Title in the Class Title column.

4. Find the Class Assignment or Student Assignment for which you want to enable or disable Building Block Topics and click in the Actions column.

5. In the Edit Practice & Instruction Assignment page, under the “1. General Info & Preferences” tab, find Enable Building Block Topics.

   **If Enable Building Block Topics is grayed out ( or ),**

   Toggle **Override School Preferences** to “Yes” or “No”. You will now be able to toggle Enable Building Block Topics to “Yes” or “No” as desired.

   **If Enable Building Block Topics is not grayed out ( or ),**

   Toggle Enable Building Block Topics to “Yes” or “No” as desired.
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 Your Contact Information
   1. Login to Study Island.
   2. Click on your name at the top of the page, next to edmentum.
   3. Update your Name and Email Address as needed.

☐ Update, Remove, or Create New Classes
   1. Verify whether your Study Island Administrator has already created and/or updated classes at your school.
   2. Click “Class Manager” on the left side of the page.
   3. Review existing classes and remove, edit, or add classes as necessary.
   4. Please see Creating a Class on page 18 and/or Navigating Class Manager on page 24 for detailed instructions.

☐ Create at Least One Assignment in Each of Your Classes and Activate the Class Pages
   1. Please see Creating an Assignment on page 31 for detailed instructions.
   2. Once you have added an assignment to a given class, in the Class Page & Assignments tab for your class, toggle Class Page Activated from “No” to “Yes.”

☐ Add New Students to Your Classes
   1. Please see Adding a Student to a Class on page 23 for detailed instructions.

☐ Remove Students No Longer Enrolled in Your School or Class(es)
   1. Please see Removing a Student from a Class on page 23 for detailed instructions.

☐ Distribute Usernames and Passwords to Students in your Class(es)
   1. Click ●Password List in the My Classes section of the Teacher page.
   2. Print and distribute to appropriate students.
   3. Please see Distributing Usernames and Passwords on page 11 for detailed instructions.

   DISTRIBUTION TIP: Teachers can print Login Cards for their students from the Password List page for their class.

☐ Use the Power User Program to Refresh Your Study Island Skills
   1. Teachers can click “Power User Program” for an interactive way to learn Study Island features and functionality.
   Please see Power User Program on page 97 for detailed information.

☐ (Optional) Schedule a Benchmark Test (Coordinate with your School Administrators!)
   1. If your school and/or district has decided to use Benchmark testing, see Benchmarking on page 84 for details.
Dear Parent or Guardian,

Our school has purchased a subscription to a research-based standards mastery program called Study Island. During our subscription, your child can access Study Island free of charge anywhere that Internet access is available. Study Island has site-wide security features in place to provide greater peace of mind.

We are excited about the benefits this program can bring to our students, and we encourage you to take advantage of this opportunity. Please feel free to contact Study Island at 800-419-3191 or support@studyisland.com if you have any questions.

Sincerely,

Teacher

Using Study Island from Home

Study Island is completely Web-based, which allows students to access the program from any computer with an Internet connection and a standard Web browser. Study session results are automatically recorded for teacher review, including results from sessions completed outside of school.

The program is divided into sections based on subject (math, reading, etc.). Each section is made up of 15 to 30 topics, with each topic containing about 20 to 30 questions. Topics are accompanied by a lesson, which contains a brief overview of the material covered in that topic.

Follow the instructions below to use the program:

2. Enter your username and password at the upper left side of the screen, and click “Submit.” Students will receive a username and password from their school.
3. Click on a subject (math, reading, etc.).
4. If this is the first time using the program, click "Pretest." You must complete 10 Pretest questions to unlock the rest of the content in that subject. If there is no Pretest option, or if you have already taken the Pretest, you may move on to the other content topics.
5. Choose a Session Type. The default setting is Practice Mode, however students may also select Printable Worksheet or Game Mode if permitted by the school.
6. To pass a topic, you must meet the passing requirements, which are based on a minimum number of questions answered (usually 10) and a minimum percentage correct (around 70%). A blue ribbon icon (ribbon) is displayed next to all passed topics.
7. Once you have completed the Pretest, you may work through the remainder of the topics in any order. You must pass all topics before taking the Post Test.
8. Once you have passed all the topics, you must pass the Post Test to complete the subject. Ignore this step if the subject has no Post Test.
9. When you pass all topics in all subjects, you have completed the program.

To Access Reports:

Select a subject under Reports on the left-hand side of the screen to access your reports.
Estimados Padres o Tutores:

Nuestra escuela ha comprado una suscripción a un programa de dominio de estándares basado en investigación, este programa se llama Study Island. Durante el período de suscripción su hijo puede acceder a Study Island de manera gratuita en cualquier lugar que tenga acceso a Internet! En todo el sitio de Study Island existen sistemas de seguridad internos para brindarle una mayor tranquilidad.

Estamos muy entusiastas de los beneficios que este programa puede brindar a nuestros alumnos, nosotros queremos que usted saque provecho de esta oportunidad. Si tiene alguna duda o comentario, por favor no dude en ponerse en contacto con Study Island al teléfono 800-419-3191 o al correo electrónico support@studyisland.com.

Sinceramente,

El Profesor

Utilizando Study Island en la Casa

Study Island es un programa que está completamente basado en Internet, esto permite a los alumnos tener acceso al programa desde cualquier computadora que tenga una conexión a Internet y un buscador de internet estándar. Los resultados de las sesiones de Study Island se registran automáticamente para que los profesores puedan revisarlos, esto incluye los resultados de las sesiones que se realizan fuera de la escuela.

El programa está dividido en secciones basadas por las materias (Matemáticas, Lectura, etc.). Cada sección se compone de 15 a 30 temas, cada tema se compone de 20 a 30 preguntas. Los temas están acompañados de una lección, la cual contiene una breve descripción del material cubierto en el tema.

Siga las siguientes instrucciones para usar el programa:

2. Ingrese el nombre del usuario “username” y la contraseña “password” en la parte izquierda superior. Después haga clic en el botón “Submit”. Los estudiantes recibirán el nombre del usuario y la contraseña en la escuela.
3. Haga clic en una materia (Matemáticas, Lectura, etc.).
4. Si está utilizando el programa por primera vez haga clic en el botón “pretest” examen preliminar. Usted deberá de completar 10 preguntas del examen preliminar para tener acceso al contenido restante de la materia. Si no hay una opción de “pretest” examen preliminar o si ya la tomó, usted puede acceder a los otros temas.
5. Elija un tipo de sesión. El tipo de sesión que aparece como regla, es el modo de practica, no obstante los estudiantes pueden seleccionar otros modos como el de impresión de hoja de trabajo o juegos, en caso de que estén permitidos en la escuela.
6. Para aprobar un tema, usted debe de cumplir con los requisitos para aprobar. Estos requisitos se basa en el número de preguntas contestadas (generalmente 10) y un porcentaje mínimo de respuestas correctas (70%). Un icono de un listón azul aparecerá junto a todos los temas que sean aprobados.
7. Una vez que haya completado el examen preliminar, usted podrá acceder el resto de los temas en el orden que usted desee. Usted debe de aprobar todos los temas antes de tomar el Post Test.
8. Una vez que usted haya aprobado todos los temas, usted será capaz de aprobar el Post Test. Usted debe de aprobar el Post Test para completar la materia. En caso que la materia no tenga Post Test, ignore este paso.
9. Una vez que haya aprobado todos los temas de todas las materias, usted habrá terminado el programa.

Como Acceder a los Reportes:
Seleccione una materia en lado izquierdo de la pantalla para tener acceso a los informes
# Troubleshooting

<table>
<thead>
<tr>
<th>Problem:</th>
<th>Possible Solution:</th>
</tr>
</thead>
<tbody>
<tr>
<td>I signed up for Study Island, but I haven’t received any software or materials.</td>
<td>Study Island is completely web-based, so no software or materials will be shipped. When a school signs up, we will email the admin a username and password, along with an instruction manual containing directions on how to start using the Study Island program.</td>
</tr>
<tr>
<td>I tried to log on with my username and password, and it says that my information is invalid.</td>
<td>Verify that you have entered your login information exactly as provided. The login information is not case sensitive, but please make sure you are entering the EXACT username and password, including spacing and/or punctuation.</td>
</tr>
<tr>
<td>Nothing happens when I click a topic to start studying.</td>
<td>All students must take a pretest of at least ten questions before they are allowed to access topics in that subject. There is no passing requirement for the pretest.</td>
</tr>
<tr>
<td>Is there a problem with Study Island scoring? A student received a 0% on his or her first practice session. On the second attempt he or she received a 100%, but the score says 50%.</td>
<td>50% is the final cumulative score. The system takes the total number of correct answers and divides that by the total number of attempted questions. Go to Report Information on page 80 for additional information.</td>
</tr>
<tr>
<td>A student received a score of 100% on his or her last session, but did not receive a blue ribbon for that particular topic.</td>
<td>Study Island uses cumulative scores to measure student progress. Students must receive a cumulative score that is equal to or greater than the percentage listed in the “Passing Goal” column of the main page for that subject; as well as complete the required number of questions. So, if the percentage needed is 70%, students must have a cumulative score of at least 70% to receive a blue ribbon for that topic.</td>
</tr>
<tr>
<td>Can a teacher clear test sessions that are holding a student’s average down?</td>
<td>Yes! See Deleting Individual Sessions on page 57.</td>
</tr>
<tr>
<td>As I was working with a student today, I noticed that the student was struggling to pass a topic. Can I delete sessions from my student’s login screen instead of having to login as a teacher?</td>
<td>Yes! When students are viewing their own session statistics, there are check boxes next to each session and a “remove Check Sessions” button at the top. When users try to remove sessions from a student login, they are prompted to enter a teacher username and password. A message will be sent to the teacher’s Message Center when a session is deleted.</td>
</tr>
<tr>
<td>There is a red “X” in the corner where an image should appear.</td>
<td>The images may be loaded by right-clicking (or holding the button down if using a Mac) where the image should appear and selecting to show the image on the resulting menu.</td>
</tr>
<tr>
<td>I think I found an error in a question. How do I report this?</td>
<td>Click “Comment on Question” in the upper right-hand corner. This allows our content editors to find the specific question and make changes, it necessary.</td>
</tr>
<tr>
<td>I am having difficulty using and/or viewing the games.</td>
<td>Go to <a href="http://www.studyisland.com/gametest.cfm">http://www.studyisland.com/gametest.cfm</a> to help diagnose the problem.</td>
</tr>
</tbody>
</table>

As always, please do not hesitate to reach out to our talented support staff to help you with any issues or troubleshooting:
Visit Edmentum Support; call 1.800.419.3191; or 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.
Glossary

**Activating (a Class Page)**
Activating a Class Page allows students to see the class and access its assignments.

**Adjust Student Difficulty**
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.

**Administrator**
Person from your school or district designated to register students and teachers, update the roster as needed, and set global preferences for the program.

**Assessment Questions**
Questions made only for Built Tests and inaccessible elsewhere; see Built Test.

**Assignment**
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.

**Articles**
See Attachments.

**Attachments**
Pictures, articles, and links attached to Custom Material that serve as lessons, writing prompts, long questions, or question images; see Custom Material.

**Attributes**
Individual data for each user, such as grade level, username, password, and demographics.

**Automatically Email Report**
Feature that allows teachers or admins to set up scheduled automatic report emailing; to setup, open the report and look for the icon.

**Benchmark**
Testing used to get a snapshot of student proficiencies in relation to state standards and/or Common Core Standards.

**Block Other Material**
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).

**Blue Ribbon**
The designation of topic mastery.

**Building Block**
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.

**Built Test**
A customized test made from pre-built questions, allowing teachers to create their own topic tests; see Assessment Questions and Practice Questions.

**Built Test Library**
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.

**Class**
A group or grouping of students created on the Class Manager Page.

**Class assignments**
Assignments by teachers for all (or most) students in their class to take.

**Class links**
Teachers can post links for students in their class; accessible in the Class Page.

**Class Manager**
Study Island page where teachers can manage classes, and create/edit assignments and class pages.

**Class notes**
Teachers can post notes for students in their class to see; accessible in the Class Page.

**Class Page**
Informational page created by teachers in Class Manager containing assignments, notes, etc. for students.
<table>
<thead>
<tr>
<th>Class Properties</th>
<th>Settings chosen for each class by the teacher (e.g. game access, timer visibility, and remedial topic availability)</th>
</tr>
</thead>
<tbody>
<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>Classroom Response Systems (CRS)</td>
<td>Interactive handheld classroom devices which work in conjunction with the Study Island program</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>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>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>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</td>
</tr>
<tr>
<td>Lesson</td>
<td>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</td>
</tr>
</tbody>
</table>
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

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

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

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

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
<table>
<thead>
<tr>
<th><strong>Reset Start Date</strong></th>
<th>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</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Restrict Access to Grade Level</strong></td>
<td>Feature that limits a student’s available programs to a single grade</td>
</tr>
<tr>
<td><strong>Seehive</strong></td>
<td>An online feature that allows customers to 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 Main Menu and can be made the home screen for teachers</td>
</tr>
<tr>
<td><strong>Session</strong></td>
<td>Duration of time in which a user participates in a Test, Game, Classroom Response System, or Printable Worksheet within the Study Island program</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; see SIS Primary Key</td>
</tr>
<tr>
<td><strong>Start Date</strong></td>
<td>The day the user was created and/or the date from which stats are shown</td>
</tr>
<tr>
<td><strong>Student Assignments</strong></td>
<td>Assignments designated by teachers for one (or a few) student(s) in their class to take</td>
</tr>
<tr>
<td><strong>Study Mode</strong></td>
<td>See Session Type</td>
</tr>
<tr>
<td><strong>Teacher Graded Items</strong></td>
<td>See Constructed Responses</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 where students can have text read out loud</td>
</tr>
<tr>
<td><strong>The Island</strong></td>
<td>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</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</td>
</tr>
<tr>
<td><strong>Topics</strong></td>
<td>Individual segments within a subject</td>
</tr>
<tr>
<td><strong>Trusted Sites</strong></td>
<td>Study Island requires that your browser’s “Trusted Sites” be correctly configured</td>
</tr>
<tr>
<td><strong>Walkme</strong></td>
<td>A feature in Study Island that walks a user through a task</td>
</tr>
<tr>
<td><strong>White Ribbon</strong></td>
<td>Designation of Building Block mastery</td>
</tr>
<tr>
<td><strong>Writing Assignment</strong></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><strong>Writing Portfolio</strong></td>
<td>An option for students in the Main Menu where they can access their writing assignments; see Writing Assignment</td>
</tr>
</tbody>
</table>