

Castle Learning Teacher's Quick Guide – Level One

NOTE: Use Castle Learning Browser buttons to navigate



Create/Manage Classes

1. From Teacher Home Page, click [Classes](#)
2. Scroll to the bottom and type **Class name:**

Earth Science Period 3

Sample of Class Names

High School 9-12	Middle School 6-8	Elementary 1-5
Earth Science Period 2	ELA Group A	Mrs. Smith Homeroom
Earth Science Period 4	ELA Period 6	Mr. Green AIS Math -3 rd Grade
English Block A	Math Day A/C	
<i>(each period needs a class)</i>	<i>(each period needs a class)</i>	<i>(one class if same students)</i>

3. Click **Create Class**
4. To continue adding classes repeating the above steps 2-3 until all classes are created

Adding Students to a Class

1. Click blue link of the class name
2. Click **Yes** to the prompt
3. Click the **+** next to **Category Filter**
4. Check the box next to the grade level(s) needed for the class
5. Scroll further down and click the check box next to each student's last name in that class
6. Click **Add Checked Students** (at top or bottom of screen)
7. To continue adding students to another class, go to the top of the page and click on the drop down arrow and select the next class
8. Repeat steps 2-7 until all class have been populated with students

Student Passwords

1. The first time students log in, they will leave the password blank unless the school has provided Castle Learning with their password. Students will then be prompted to create their own password. Encourage students to use their school assigned password for the network.
2. If a student forgets their password, click on [Classes](#), click on the class name and notice the red **X**'s to the right of the student names.
3. Click on the red **X** to clear the password and respond to the prompts to clear the password.
4. Students will log in leaving the password blank and create a new password.

Printing Student ID Cards

1. From the Class Management view, below the student names click on [Check all](#). Scroll further down and click on the blue link [Print ID Cards](#). Select 4, 6 or 8 to a page and then OK. Click [Print](#) in the upper right corner.


Create Short Answer Assignment

1. From Teacher Home Page, click [Assignments](#)
2. Select the **Course** students will recognize as their assigned class
3. Select the **Short Answer** tab
4. Type **New Assignment name:**
5. Click **Create New Short Answer Assignment**
6. On the left side click [Add Questions](#)
7. Select the **Castle Questions** tab at the top
 - a. Choose **Course** by topic
 - b. If desired, check box next to **Filter by standards** and choose a specific standard
 - c. Choose the content level(s) based on range of Primary, Elementary, Middle School, High School
 - d. Scroll down and select desired topics using the + to open the section
 - e. Choose **additional criteria** if desired
 - f. Scroll to the bottom and click on [Browse and Select Questions Individually](#)
8. Check the box next to questions to use in the assignment.
9. Click on [Done](#) (top or bottom right) when finished with selecting desired questions.
10. On the left side under **Assignment Options** you can print the assignment and vocabulary, create an assignment note, delete questions, rename the assignment, add more questions, etc. Click the double down arrows to open a section.
11. Assign to students when ready

Note: To review assignment options such as move, delete, share, duplicate, benchmark, and publish go to Teacher Home Page and click on [Documents](#). Select the Level Two “How to” handout.

Assign to Students

1. Assign from within assignment editor screen or from teacher home page

Within Assignment Editor Screen	Teacher Home Page
<ul style="list-style-type: none"> • Scroll to bottom left corner • Click Assign to Students 	<ul style="list-style-type: none"> • Select Assignments • Click Assign/Monitor icon across from assignment 

2. Click the **Assign to Students** tab
3. At the top select Class **OR** use Quick Assign for multiple classes
4. Select applicable check boxes for students or classes (use Check All if everyone is included)
5. Scroll to bottom and select **Randomize Question Order** (if desired)
6. Click on drop down arrow next to **Initially set the assignment mode to:**


Assignment Modes

OPEN	<ul style="list-style-type: none"> ➤ Used for review assignments ➤ Provides students with: <ul style="list-style-type: none"> ▪ Two opportunities to answer questions ▪ Instant instructional feedback ▪ Instant grading & assessment ➤ Students can go back and view their answers 	LOCK	<ul style="list-style-type: none"> ➤ Used to lock a student out of an assignment ➤ Students can be locked from new, incomplete or finished assignments ➤ Lock is good for reducing the ability to share questions or their answers with others students
OPEN AUTO-LOCK	<ul style="list-style-type: none"> ➤ Used for review assignments ➤ Provides students with: <ul style="list-style-type: none"> ▪ Two opportunities to answer questions ▪ Instant instructional feedback ▪ Instant grading & assessment ➤ Students cannot go back and view or share their answers 	QUIZ	<ul style="list-style-type: none"> ➤ Used to provide a traditional testing experience ➤ No instant feedback, grading or assessment is provided for the student ➤ Students can only answer a question once; no changes ➤ This format should be used in a controlled environment
OPEN FROM / TO	<ul style="list-style-type: none"> ➤ Used for assigning with a date range ➤ From Date – The date the assignment will be opened. (Students will be able to access the assignment at 12:01 am) ➤ To Date – The date the assignment will be closed. (After 12:00 am the assignment is locked and students will no longer see the assignment) 	REVIEW A QUIZ	<ul style="list-style-type: none"> ➤ Used to show students the results of the quiz/test after it has been completed ➤ Shows student response and correct answer ➤ Provides a reason for each question
OFFLINE	<ul style="list-style-type: none"> ➤ Used in conjunction with a scanning software or student response system that has the ability to export the results in a CSV or spreadsheet format ➤ The importing of the data will provide the instant grading and assessment 		

7. Select an assignment mode and then click on **Assign**

Assign to Self

Used to view an assignment from a student perspective and/or use as a class review and project on teacher screen

1. From Teacher Home Page, click [Assignments](#) or from within assign/monitor screen
2. Click Assign/Monitor icon across from assignment 
3. Click **Self Assign** tab
4. Click [Assign to Self](#) on left side of screen
5. Select [Student Home Page](#) from Teacher Home Page and then select teacher name

Student Home Page – for the teacher

Used to view an assignment from a student perspective and/or use as a class review and project on teacher screen

1. From Teacher Home Page, click [Student Home Page](#)
2. Teacher Self-Assign and student access to Castle Learning content is available

Top Section – Your Classes Teacher Assigned- Self-Assigned	Middle Section – Courses Student Access to Creating own Assignments
<ul style="list-style-type: none">• Click on teacher name in blue at top• At the top of the screen under Incomplete Assignments click on the assignment activity across from course (Short Answer, Constructed Response, etc.)• Click on assignment name or date in blue	<ul style="list-style-type: none">• Select course• Click Go• Click Short Answer Review• Click Sessions That You Create Yourself• Click<ul style="list-style-type: none">Create a New Short Answer Session to access all units/sections in content areaORCreate a New Short Answer Session From a Sample Assignment to access state exam samples

3. To return to teacher home, click **Home** in upper right corner to get to student home page then scroll towards the bottom and select [Teacher Home Page](#)

Reports – Results from Student Assignment

1. Via **Classes** – from teacher home page click [Classes](#), Select a Class, Short Answer tab, View Sessions, Cumulative Report for individual students or Class Cumulative Report
2. Via **Assignment** – from teacher home page click [Assignments](#), Assign/Monitor icon to the right of an assignment completed, Assignment Results tab, Class Cumulative Report, Scores Report or click to the right of any student and see individual reports
3. Via **Reports** – from teacher home page click [Reports](#) – variety of Assessment Reports and Course Usage Reports are available

For specific content areas, state testing, public assignments, see helpful information below:

English, Intermediate English, Elementary English

<p>Reading Passages Lexile Levels - Intermediate/Elementary</p>	<p>Constructed Response Grammar Usage, Critical Listening, Critical Reading/Essays</p>
<ol style="list-style-type: none"> 1. From Teacher Home Page, click Assignments 2. At top of page, select course where to store assignment 3. Select the Short Answer tab 4. Type New Assignment name: <input type="text" value="RP-1"/> 5. Click Create New Short Answer Assignment 6. On the left side click Add Questions 7. Click at the top on the tab Castle Reading Sets 8. Choose the course and the difficulty level 9. Use the magnifying class to view 10. Use the blue + sign to select <p>NOTE: Only one reading passage can be used per assignment</p>	<ol style="list-style-type: none"> 1. From Teacher Home Page, click Assignments 2. At top of page, select course where to store assignment 3. Select the Constructed Response tab 4. Type New Assignment name: <input type="text" value="CR-1"/> 5. Click Create New Constructed Response Assignment 6. On the left side click Add Questions 7. Select the course and the unit 8. Select Browse and Select Questions Individually

Math

<p>Teacher Assigned Math Skills From Teacher Home Page</p>	<p>Student Self-generated Math Skills From Student Home Page</p>
<ol style="list-style-type: none"> 1. From Teacher Home Page, click Assignments 2. At top of page, select course where to store assignment 3. Select the Short Answer tab 4. Type New Assignment name: <input type="text" value="Division"/> 5. Click Create New Short Answer Assignment 6. On the left side click Add Questions 7. Click at the top on the tab Math Skills 8. Select the course, difficulty level and skill to work on 9. Scroll down and select Maximum number of questions to add and click on Add Randomly Selected Questions 	<ol style="list-style-type: none"> 1. In the middle of the page you will see Courses: Mathematics, Science, Social Studies, and English & Foreign Languages. 2. Click on the MATHEMATICS drop down arrow and CHOOSE Elementary Mathematics or Intermediate Mathematics. 3. Click GO (next to the drop down box) 4. Click SKILL REVIEW NOTE: Use View Skills Report to see previous progress 5. Choose the Difficulty Level Elementary Grades 3-5 Intermediate Grades 6-8 6. Across from the Unit to practice, click on the ▼ next to all skills. Select a skill based on what your teacher suggests or a skill that needs improvement. 7. Click GO!

Spanish/French

<p>Grammar Chart</p>	<p>Reading Passages</p>
<ol style="list-style-type: none"> 1. From Teacher Home Page, click Assignments 2. At top of page, select course where to store assignment 3. Select the Short Answer tab 4. Type New Assignment name: <input type="text" value="ser vs. estar"/> 5. Click Create New Short Answer Assignment 6. In the lower left corner click on the blue link Spanish and French Grammar Charts 7. Find the grammar review, and note the Unit and Level 8. Close the chart 9. On the left side click Add Questions 10. Select the + sign next to the Unit and then click on the Grammar check box 11. Scroll down to Difficulty Levels and click on the + sign and check only box indicated on the previous Grammar Chart 12. Scroll down and select Browse and Select Questions Individually 	<ol style="list-style-type: none"> 1. From Teacher Home Page, click Assignments 2. At top of page, select course where to store assignment 3. Select the Short Answer tab 4. Type New Assignment name: <input type="text" value="RP-1"/> 5. Click Create New Short Answer Assignment 6. On the left side click Add Questions 7. Click at the top on the tab Castle Reading Sets 8. Choose the course and the difficulty level 9. Use the magnifying class to view 10. Use the blue + sign to select 11. NOTE: Only one reading passage can be used per assignment

US History and Government & Global History and Government

DBQ's

1. From Teacher Home Page, click [Assignments](#)
2. At top of page, select course where to store assignment
3. Select the **DBQ's** tab
4. Type New Assignment name:
5. Click **Create New DBQ Assignment**
6. On the left side click **Add DBQ Set**
7. Select the course and the unit
8. Click magnifying glass icon to view then click blue + next to set for the assignment

Public Assignments – Prior NYS Regents, Credit Recovery, State Exams, Published, etc.

Select Entire Public Assignment

1. From Teacher Home Page, click [Assignments](#)
2. Select course then click on **Short Answer** tab
3. Leave assignment name blank and click on **Create From Public Assignments**
4. Click + next to desired content and then + next to desired course
5. Click + next to additional sections if needed
6. Scroll down then click check box next to each desired assignment
7. Scroll to the bottom or top and on the left click on **Import**

NOTE: If desired, click on View/Edit button (pencil) to rename assignment

Select Specific Questions from Public Assignment

1. From Teacher Home Page, click [Assignments](#)
2. At top of page, select course where to store assignment
3. Select the **Short Answer** tab
4. Type New Assignment name:
5. Click **Create New Short Answer Assignment**
6. On the left side under Question Options click **Add Questions**
7. Select the **Public Assignments** tab
8. Select the desired course
9. Scroll down and click on blue + across from desired assignment
10. Click check box next to desired questions or use [check all](#) and [Next](#) until all desired questions are selected
11. Scroll to top or bottom of screen and on the right side click on [Done](#)