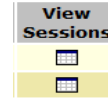# Castle Learning
Teacher's Quick Guide – Level Two

Reports – Results from Student Assignment

Classes
1. From teacher home page click **Classes**. Select class to view.
2. Click **Short Answer** tab and select course to view.
    a. Click on View Sessions icon across from student to see progress by selecting **Report** or **Responses**
    Note: Vocabulary related to missed questions can be accessed by selecting **Vocabulary Study Sheet** at the bottom of **Report**

    OR
    b. Click on **Cumulative Reports** icon across from student
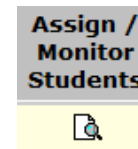
    OR
    c. Click **Class Cumulative Report** to view entire class progress for a period of time

Assignments
1. From teacher home page click **Assignments**
    a. Select course and folder where assignment is stored
    b. Click Assign/Monitor icon across from assignment
    c. Click on **Assignment Results** tab
    d. Click on
        Class Cumulative Report (question by question and unit/section analysis)

    OR
        Scores Report (students' raw and retry scores)
        Note: Vocabulary related to missed questions can be accessed by selecting **Vocabulary Study Sheet**

Reports
1. From teacher home page click **Reports**
    a. Click on **Assessment Reports** tab

    OR
        Click on **Course Usage Reports** tab

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

1. From Teacher Home Page, click **Assignments**

Create directly from Public Assignments
    a. Click **Create From Public Assignments**
    b. Click **+** next to desired content and then **+** next to desired course
    c. Continue clicking **+** next to additional sections if needed
    d. Click check box next to each desired assignment (to pre-view, click on assignment name)
    e. 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
OR

Type in Assignment Name and Create Public Assignment
    a. At top of page, select course where to store assignment
    b. Select the **Short Answer** tab

    c. Type New Assignment name:
      | Review -1 |
    d. Click **Create New Short Answer Assignment**
    e. On the left side click **Add Questions**
    f. Select the **Public Assignments** tab and the desired course

    g. Click on blue **+** across from assignment
    h. Click check box next to desired questions or select Check All
    i. Scroll to top or bottom of screen and on the right side click on **Done**

Create Flash Card Assignment

1. From Teacher Home Page, click **Assignments**
2. At top of page, select course where to store assignment
3. Select the **Flash Card** tab
4. Type **New Assignment name:** | Cell Division Vocabulary Unit 1 |

5. Click **Create New Flash Card Assignment**
6. On the left side click **Add Vocabulary Terms**
7. Click on **Castle Vocabulary** tab
8. Select the desired course and unit
9. Click on **Browse and Select Vocabulary Individually**
10. Check the box next to vocabulary to use in the assignment.
11. Click on **Done** (top or bottom right) when finished with selecting desired questions.
12. Assign to students when ready

Create Constructed Response or DBQ Assignment

1. From Teacher Home Page, click **Assignments**
2. At top of page, select course where to store assignment
3. Select the **Constructed Response** or **DBQ** tab

4. Type **New Assignment name:** | Review |

Constructed Response	DBQ
• Click Create New Constructed Response Assignment • Click Add Questions • Click Course • Click check box next to desired units/topics • Click Browse and Select Questions Individually • Check box next to desired questions • Scroll to top or bottom and on the right click on Done • Click on OK	• Click Create New DBQ Assignment • Click Add DBQ Set • Click **+** next to set • Click on Yes

5. Assign to students when ready

Assignment Options – Assign, Move, Share, Publish, Benchmark, Duplicate and Delete

1. From teacher home page click **Assignments**
2. Click check box next to assignment(s) applicable to the option you want to select
3. Scroll to the bottom and use the following directions with the desired option

Assign	Move to Folder	Share	Publish
- Click Assign - Select class - Click on check box next to student(s) or use Check All - Click on Randomize Question order - Select the assignment mode - Click Assign - Click OK	- Click Move - Click drop down arrow and select desired folder - OK - Yes **OR** - Click on drop down arrow and select New Folder - Name the folder - OK - Yes	- Click Share - Click Select/Manage Groups if group is already created - Use **+** to select group **OR** - Type in last name of recipient of the shared document - Click on teacher name - Click Add - Repeat for more teachers - If using same group in future, click Create Group From List and name it - Click Share Assignment	- Click Publish - Type in name to show if different than original name - Click Publish - Yes ***Note***: only one assignment can be published at a time

Submit Benchmark	Duplicate	Delete
- Click Submit - Type in name to show if different than original name - Click Publish - Yes Note: A person with Castle Learning Admin rights will need to approve this assignment. No changes can be made by individual teachers.	- Click Duplicate - Yes Note: The retake is clear of all data and will need to be assigned to desired students	- Click Delete - Yes Note: Assignments assigned to students cannot be deleted. Do NOT delete assignments if you want to keep data. Use the Lock mode to keep students from accessing an assignment. All data will be cleared from assignments and archived before the new school year starts.

Personal Content Sets

See Personal Content Sets handout to reference how to create own questions from scratch or copy and paste from another source.