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**Getting Started Quick Reference Card for Teachers**

Website: [www.studyisland.com](http://www.studyisland.com)

User Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To Preview Curriculum**

* Log in to Study Island
* On the bottom left-hand side of the page, you will see blue bars with your state’s programs.
* **CLICK** on the “+” sign on the right side of the bar.
* **CLICK** on the grade level.
* **CLICK** on the subject area.
* **CLICK** on the topic you’d like to view.
* Choose Practice Mode or Game Mode.

**Create a Class**

* Log on as teacher/admin
* **CLICK** Class Manager
* **CLICK** on Add New Class
* Type in Class Name ( suggestions to include teacher name, subject, period-block, school year/semester; **example** Ms. Smith Word Usage Practice 2012-2013)
* Decide whether or not to override school preferences
* Select Students for class
	+ Put check in grade level for ALL students in that grade level
	+ Click blue button on left to expand list and only select specific students from list
* **CLICK** Save

**Create an assignment for class**

* From the class manager page, select the middle tab for class page and assignments
* **CLICK** add assignment (You can click either button.)
* Select Practice and Instruction, Writing, or Test Builder
* **CLICK** Create Assignment

**Creating a Practice and Instruction Assignment**

* **CLICK** **create assignment**
* Type in Assignment name
* Choose start and end dates
* Activate assignment
* Type in additional instruction for learners to see before working on material
* Select calculator if appropriate for learner usage
* Override preferences if desired for this specific assignment
* **CLICK Next; Assignment Options**
* Select **Program** from drop down menu
* Select **Subject**
* Check off desired topics EITHER by category or specific topic (select as many as needed)
* You may look over the material in each topic by clicking on the **L** or **Q**
* You may also have access to a common core or state standard to review as well
* **CLICK Next: Students**
* Select class(es) OR click blue button to open class list and select specific learners in the class
* **CLICK Save and Exit**

**To Add Constructed-Response Questions (if available)**

* Topics that have constructed-response questions available with have “No” button next to them.
* **CLICK** the No button, and it will change to Yes. This will add the constructed-response question to the topic.
* To preview the constructed-response question, **CLICK** the magnifying glass icon next to the button.
* To grade constructed-response questions, pull an assignment report.
* Each topic that included a constructed-response question will have a C.R. column. If the student has completed the question, the word “grade” will appear in the student’s row.
* **CLICK** on the word “grade” to view and grade the student’s response.

**FOR WRITING ASSIGNMENT**

* From assignment page select Writing Assignment
* Type in title for assignment
* Select start and end date
* Activate
* Type in additional instructions
* Select style of graphic organizer (optional)
* Select Yes or No for spellcheck
* Select writing rubric
	+ Not Applicable
	+ State standards
	+ Scoring Guide for Standard English conventions
	+ Scoring Guide for Topic/idea Development
* **CLICK Next: Writing prompt**
* Select Category

**FOR TEST BUILDER**

* From assignment page select Test Builder
* Type in Assignment name and general information about test
* **CLICK Next: Questions**
* Select a Program
* Select a Topic
* Click on a Topic from list
	+ Assessment Questions (questions from different pool that learners have not seen)
	+ Practice Questions (same questions from the practice and instruction material)
* Click plus sign to expand list of options in each category
	+ Select instances for desired question
	+ Click Add to have it part of test
	+ Click Save Selections on LEFT side of pop up window
* **CLICK** Save to library for future use **OR** Create Assignment Now
* Type in Assignment name
* Choose start and end dates
* Activate assignment
* Type in additional instruction for learners to see before working on material
* Select calculator if appropriate for learner usage
* Override preferences if desired for this specific assignment
* **CLICK Next: Students**
* Select class(es) OR click blue button to open class list and select specific learners in the class
* **CLICK Save and Exit**

**Activate the Class Page**

* Once you have an active assignment for your class, you must activate the class page.
* Under the Class Page and Assignments tab, you will see “Class Page Activated.”
* **CLICK** on the No button.
* It should now say Class Page Activated YES and Default for Students YES.

**Viewing/Removing Student Sessions**

* **CLICK** School Reports.
* Pull an assignment report or a class gradebook report.
* **CLICK** on a student’s name to get an individual student report.
* **CLICK** View Sessions next to the topic you want to view.
* To remove a session, put a check mark next to the session you want to remove.
* **CLICK** Remove Checked Session.