

CLASSES

Class Names

1. From Teacher Center, click **Classes**.
2. Scroll to the bottom and type the class name: e.g. Earth Science Period 3 B/D OR Wilson Homeroom
*Create one class if same students all day or create classes for different groups of students; can add students to multiple classes.
3. Click **Create Class**.
4. To continue adding class names, repeat the above steps 2-3 until all class names are created.

Adding Students to a Class

1. Click on 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 – Creating and Clearing

1. The first time students log in, they will leave the password blank **OR** use the school assigned password. They will be prompted to create a password if left blank.
2. To clear a password, in Class Management view click on the red **X** to the right of the student name and click Yes twice. Students will then log in leaving the password blank and create a password.

Printing Student ID Cards

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

Duplicate a Class

*Teaming with other teachers, creating groupings from your class such as ELA or Math levels.

1. From the Class Management tab scroll below the student names, click [Duplicate Existing Class](#).
2. Select a teacher, then click on the class, and click on OK.

NAVIGATION TIP: Remember to use Castle Learning's browser buttons to navigate

[Back](#)[Home](#)

ASSIGNMENTS

Create New Assignment

1. From Teacher Center, click **Assignments**.
2. Select the **Course** students will recognize.
3. Select the **Assignments** tab.
4. Type **New Assignment name:**
5. Click **Create New Assignment**.

Non-Core Courses

Courses where there is no content in Castle Learning can use Personal Content Sets to add questions. Select **Custom** from the Course drop-down and then select a Custom course name below the assignment name.

Question Criteria – Castle Questions (See Appendix to find questions for specific core courses)

1. Select the **Castle Questions** tab at the top.
2. **Choose a Course.**
NOTE: Take check **off** “Show Classic courses” to see more questions by level and topic within a core area.
3. Select **Question Type(s)** – Multiple Choice, Fill-in and/or Constructed Response.
4. Select **Filter by** – Standards, Levels, and/or Topics.
5. Click on **Start** if the previous choices have been cleared or starting a new search.
6. Use the **+** next to each item to view the options available. When you have found the desired selection, click the check box.
7. Use **Next** to advance to the next filter option until all options have been filled.
8. Go to the bottom of the criteria page and click **Save Choices & Show me questions**.


What is Clear?

Previous selections remain checked for that course until you click **Clear**.

Selecting Questions

1. Check the box next to question ID to select.
 - Newer type questions have the highest ID number in a section – scroll towards the end
 - Questions previously used in an assignment indicated by **Assignments Using**
2. When finished selecting desired questions, click on **Done** (top or bottom right).

Assignment Options – Rename, Add/Delete Questions, Delete, Print


1. **Rename:** within **Modify Assignment**, and click on **Rename the assignment**, make the change and click on the save icon. 
2. **Add/Delete Questions**
 - Add: within **Question Options** and click on **Add More Questions**.
 - Delete: within **Question Options** and click on **Remove Question**.
3. **Printing Assignment Properties:** within **Properties** and click on **Assignment**. Use Print in upper right corner to **Print** and attach to assessment, unit test, etc.
4. **Print Assignment:** within **Display/Print** click on **Assignment**, then click on double down arrows next to **Format for Printing**, select options and then select **Format for Printing** in gray box below.

Assign to students when ready!

ASSIGN to STUDENTS and VIEW RESULTS

Assign within Assignment Editor Screen or Assignment Home Screen

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

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

2. Click the **Assign to Students** tab or **Quick Assign** for multiple classes.
3. Select individual Student(s) or entire Class(es). Select applicable check boxes or use [check all](#) if everyone is included.
4. Scroll to bottom and select among Modes, Availability Options and Additional Options.
NOTE: Hover the mouse over the ? to the right of the choices to get a description.
5. Click on **Assign**.
6. To begin viewing the results immediately, click on the Assignment Results tab at the top of the screen.
7. To change assign options or lock down an assignment, click on the Assignment Results tab, check off the students, select among the Assignment Settings choices, then click on **Change Mode**.

Grading Constructed Response Questions

Grade by Question	Grade by Student
<ol style="list-style-type: none"> 1. Within the Assignment Results tab check off only the students to be graded then scroll down and select Grade CR by question. 2. For each student, review the Student Answer and under Question Feedback give points for the question and click on Save Feedback Changes. 3. Scroll up, click next student and repeat. 	<ol style="list-style-type: none"> 1. Within the Assignment Results tab click the CR Details icon to right of student name. 2. For each question, scroll to the bottom, review the Student Answer and under Question Feedback give points for the question and click on Save Feedback Changes. 3. Scroll up, click on next question and repeat.

View Data Results from Assignments

1. Within the **Assignment Results** tab and select the desired class or all classes.
2. For class results, at the bottom of the screen, select:
 - [Assignment Comprehensive Report](#): click circle next to **Show Standards Score** under Data to show results by standards for each student.
 - [Class Cumulative Report](#): set your own personal **Scoring Threshold** which will determine red bars (weakness) and blue bars (strengths).
 *Can be used as a great visual projected on a board to review the weakest question results together as a class. Click on the question number in blue to display the question to students.
 - [Scores Report](#): view scores by Raw, Full-Credit Retry, and Half-Credit Retry.
 *Don't forget to give your students Full or Half credit for second attempts when assignments are in Open mode. Give them credit for their successful retry!
3. For individual student results click on [Report](#) and [Responses](#) to the right of each student name.

SELF ASSIGN

View Assignment as a Student (Self Assign)

1. From the Teacher Center, click **Assignments** and click Assign/Monitor icon across from assignment.
2. At top click the **Self Assign** tab and at the left side click [Assign to myself](#).
3. Click **Home** in upper right corner, select **Student Center** from Teacher Center page.
4. Click on your name at top and below the **Activity** column click [Assignment](#).
5. Click on the date or name of the assignment. Answer the questions. Self Assign’s default mode is Open.
6. Click **Home** in upper right corner and then click on **Teacher Center** to return to your teacher screen.



APPENDIX

Spanish/French

English/Spanish/French

Grammar Charts – found in Documents on Teacher Center	Reading Sets
<ol style="list-style-type: none"> 1. Name and create an assignment 2. Click Castle Questions tab at top 3. Select course and choose desired questions types 4. Filter by Levels and Topics and click on Start 5. Choose Level and Topic based on Grammar Chart 6. Select Grammar under Topic 	<ol style="list-style-type: none"> 1. Name and create an assignment 2. Click on Castle Reading Sets tab at top 3. Click on ELA for course 4. Choose the difficulty level 5. Use the magnifying class to view 6. Use the blue + sign to select

Math

Social Studies –World/Global and US History

Math Skills	Entire DBQ Sets
<ol style="list-style-type: none"> 1. Name and create a Math assignment 2. Click on Math Skills tab at top 3. Select the course and choose the level 4. Click the radio button next to topic and select the skill from the drop down box 5. Click Browse and Select Questions Individually 	<ol style="list-style-type: none"> 1. Name and create an assignment 2. Click on DBQ Sets tab at top 3. Select the course 4. Use the magnifying class to view 5. Use the blue + sign to select

Public Assignments – Prior State Exams or Samples, Credit Recovery, Published, Benchmarks, etc.

Select Entire Public Assignment	Select Specific Questions from Public Assignment
<ol style="list-style-type: none"> 1. From Assignment page click on Create From Public Assignments 2. Click + next to desired content and continue to use + to get to desired section 3. Scroll down then click check box(es) next to desired assignment(s) 4. Scroll to the bottom or top left and click on Import <p>NOTE: Click on pencil icon to rename</p>	<ol style="list-style-type: none"> 1. Name and create an assignment 2. Click the Public Assignments tab at top 3. Select the desired course 4. Scroll down and click on blue + across from desired assignment 5. Click check box next to desired questions or use check all and Next until all desired questions are selected 6. Scroll to top or bottom of screen and on the right side click on Done