

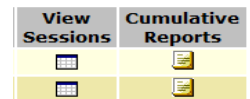
GRADING CONSTRUCTED RESPONSE

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, 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 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.



REPORTS

View Results from Classes


1. From Teacher Center, click **Classes** and click on class name to view.
2. Click on the **Sessions & Reports** tab.
3. At the top of the screen, select a course from the drop-down box.
4. At the bottom of the screen, select [Class Cumulative Report](#).
5. For individual student reports:
 - To the right of the student name, click on **View Sessions** icon, select the blue Reports or Responses links.
 - To the right of the student name, click on **Cumulative Reports** icon.



View Results from Assignments

1. From Teacher Center click **Assignments**. 
 2. Click on the green, red or yellow Assign/Monitor icon to the right of a completed or in-progress assignment. Green=still open to students; Red=locked; Yellow=assigned/open to a portion of the class.
 3. At the top, click the **Assignment Results** tab.
 4. At the top, select the desired Class or all classes from the drop-down box.
 5. 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 when projected on a board to review the areas for improvement 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!
 6. For individual student results, click on [Report](#) and [Responses](#) links to the right of each student name.

View Results from Reports

1. From Teacher Center click **Reports**.
 2. Click on **Assessment Reports** tab and select various options to view results.
OR
 3. Click on **Course Usage Reports** tab to view number of questions answered for a time period by student.
-  Can be used to view unassigned activity by students who are making an effort to practice on their own.

MORE ASSIGNMENTS

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

Flash Cards



1. From Teacher Center click **Assignments**.
2. Select the Course and click on the **Flash Cards** tab.
3. Type the assignment name and click on **Create New Assignment**.
4. Click on **Castle Vocabulary** tab.
5. Select the desired course, and check Levels and Topics.
6. Select the desired Levels and then click **Next**.
7. E=elementary; H=middle school; K=high school.
8. Click **+** next to desired topic and continue to use **+** to get to desired section.
9. Click on the check box of desired topic.
10. Click on **Save Choices & Show me vocabulary**.
11. Check the box next to vocabulary to use in the assignment.
12. Click on **Done** (top or bottom right) when finished selecting desired vocabulary.
13. Use Display/Print in assignment editor screen to print a vocabulary list with or without definitions.
14. Assign to students when ready.

ASSIGNMENT OPTIONS

Move (to folders), Share, Benchmark, Duplicate

1. From Teacher Center click **Assignments**.
2. Click check box next to assignment(s).
3. Scroll to the bottom and select the desired option. Directions for the most common options used are listed below:

For each checked assignment:

- [Assign](#) assignments to multiple students and/or yourself.
- [Move](#) assignments to another folder.
- [Share](#) assignments with other teachers.
- [Publish](#) an assignment as a Public Assignment (only one can be checked).
- [Submit](#) an assignment as a Benchmark (only one can be checked). 
- [Duplicate](#) an assignment (for Retakes). 
- [Delete](#) assignments (only unassigned assignments can be deleted).

Move to Folder	Share	Submit Benchmark	Duplicate
<ul style="list-style-type: none"> • Click Move • Click drop down arrow and New Folder • Type in New folder name • OK • Yes <p>OR</p> <ul style="list-style-type: none"> • Click Move • Click drop down arrow and select desired folder • OK • Yes 	<ul style="list-style-type: none"> • Click Share • Type in last name of recipient of the shared document • Click on teacher name • Click Add • Repeat for more teachers • Click Share Assignment *Once received, they will find this in their Shared Assignments folder 	<ul style="list-style-type: none"> • Click Submit • Type in name to show if different than original name • Click Publish • Yes <p>Note: Someone with Castle Learning Admin rights at the school will need to unlock this assignment when ready to be assigned. See Benchmark handout for full details. Admin can also block benchmark questions for use by teachers and students.</p>	<ul style="list-style-type: none"> • Click Duplicate • Yes <p>Note: The retake is clear of all data and will need to be assigned to desired students</p>

PERSONAL CONTENT SETS

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