


Select Prior Regents

1. From Teacher Home Page, click [Assignments](#).
2. Click on **Create From Public Assignments**.
3. Click + next to desired content (e.g. Math).
4. Click + next to desired Regents course (e.g. Integrated Algebra).
5. Click + next to Castle Assignments.
6. Click + next to New York.
7. Scroll all the way down past any pre-canned assignments till you find old NYS Regents exams.
8. Click check box next to each desired exam – the number indicates the year and month – (e.g. 2011-08 is August 2011).
9. Scroll to the bottom or top and on the left click on **Import**.
10. Click on the pencil icon to the right of the assignment to rename the assignment so students do not know the exact exam they are reviewing.


Assign to Students

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.
MODE TIPS:
 - **Quiz** – no feedback – no second retry to answer – MORE IDEAL FOR AN ASSESSMENT
 - **Open** – if you would like students to receive feedback (hint, vocabulary) if they get an answer wrong and a second chance to answer – MORE IDEAL FOR PRACTICE AND REVIEW
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**.

Review the Data by Class or Student

1. From teacher home page click [Assignments](#).
2. Select course where assignment is stored.
3. Click Assign/Monitor icon across from assignment. A small icon showing a document with a magnifying glass over it, representing the Assign/Monitor function.
4. Click on **Assignment Results** tab.
5. Select the class to review
6. Scroll to the bottom and click on **Class Cumulative Report** - Set the scoring Threshold to your acceptable score. Click Refresh (question by question and unit/section analysis). Click on each question number missed to view. Scroll down to view Unit/Section analysis.
7. NOTE: If wanting to review individual students, do steps 1-5, and then click on [Report](#) to the right of the student's name.

Review All Regents Review Results Combined by Student or Class

1. From teacher home page click [Reports](#).
2. Select the Assessment Reports tab at top then select a course.
3. Click on circle next to **Assignments (all)** – this will allow you to see a combined view of assessments.
4. Set the Time Period: From/To dates during the Regents Reviews time period– ideal if assigning more than one old Regents.
5. Click on the circle next to **Cumulative**.
6. Click on the circle next to Single Student or Students in class: and select a class.
7. Click on **Create Report**.

Assign Practice/Review by Individual Student or by Class

1. Based on the data analysis, create an assignment by topic that is in need of improvement using our pre-canned public assignments or make your own assignment by topic.
2. Assign to individual Students or entire Class.

**Repeat the process of Assessing, Reviewing Data and Practicing until students have mastered the identified areas of weakness.

Provide students with the handout [Student Regents How to Guide](#) to create their own reviews