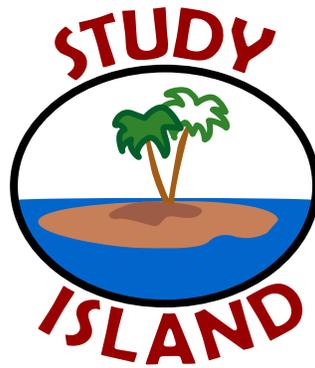




Study Island Administrator Manual

How to Get Started Using the Program

2009-2010



3400 Carlisle St. Suite 345 Dallas, TX 75204 ~ 1-800-419-3191 ~ support@studyisland.com

Dear Administrator,

Welcome!

Thank you for purchasing Study Island. To ensure success in using this program, we have developed this user manual. In the pages that follow, you will find an explanation of your duties as administrator.

Please keep in mind, we are here to help if you ever run into a problem or have a question. Technical support is included with your purchase, so please feel free to call us at 800-419-3191, email us at support@studyisland.com, or click on the "Live Support" link located at the top left corner of the Admin Page.

Sincerely,
Study Island Support

Table of Contents

I. Frequently Asked Questions	4
ii. Getting Started	5
a. Step 1: Choose a Study Island Administrator.....	5
b. Step 2: Register Your Students and Teachers.....	5
c. Step 3: Distribute Usernames and Passwords.....	9
d. Step 4: Print the Teacher Instructions and Distribute to Teachers.....	9
e. Step 5 (optional): Arrange Students Into Classes.....	10
f. Step 6 (optional): Setup Automatically E-mailed Reports.....	10
g. Step 7 (optional): Distribute a Letter to the Parents.....	10
III. Administration Page	10
a. Admin Functions	10
- School Information.....	10
- Alter Subjects.....	10
- Add Users.....	10
- Import Users.....	10
- Easy Login Setup.....	11
- Adjust Student Difficulty.....	11
- Restrict Access.....	13
- Export Users.....	13
- Export Statistics.....	13
- Reset High Scores.....	13
- Clear Statistics.....	13
- Printable User List.....	13
b. School Preferences	13
- Student Messaging (Profanity Check).....	14
- Attributes Change.....	14
- Multiplayer Games.....	14
- Block Score Improvement When Students Correct Missed Questions.....	14
- Block All Students' Usernames from Displaying on the High Score Tables.....	14
- Allow Classroom Response System (CRS) Integration.....	14
- Allow Teachers to Adjust the Difficulty for Students.....	14
- Allow Teachers to Override the Following School Preferences for Students in Their Class (Games, Timer Visible, Scratchpad, Highlighters, Remedial Topics).....	14
c. Registered Users	16
- Previous Grade.....	16
- Advance Grade.....	16
- Change School.....	16
- Reset Passwords.....	16
- Clear Stats.....	16
- Remove Users.....	17
- Teachers Trusted/Not Trusted.....	17
- Registered Users – Password & Edit Attributes.....	17
IV. School Stats Page	17
V. Class Manager Page	20
a. Create Classes and Assignments.....	20
b. LiveView.....	20
c. Parent Notifications.....	21
d. Writing Assignment.....	22
e. Custom Assessment Builder.....	23
VI. Tools and Features	24
a. Create New Topic/Message Center/My Attributes/Professional Development.....	24
b. Certificate of Completion.....	36
c. Back-to-School Checklist.....	35
VII. Letters and Instructions	25
a. Teacher Letter.....	25
b. Parent Letter.....	37
VIII. Appendices	39
a. Glossary.....	39
b. Report Graph.....	42

Frequently Asked Questions

1. **How do I find my students' usernames and/or passwords?** See "Printable User List" under "School Stats" on page 27.
2. **How do I register my students?** See page 5.
3. **How do I advance my students when they enter a new grade?** See "Registered Users," then "Advance Grade" on page 16.
4. **How do I create a class or grouping of students?** See "Class Manager" starting on page 27.
5. **How do I create an assignment?** See "Class Manager" starting on page 27.
6. **How do I view my students' data?** See "School Stats Page" and report information starting on page 17.
7. **How do I delete student data?** See "Admin Functions," then "Clear Statistics" starting on page 10 or "School Stats Page," then "Delete Individual Sessions" on page 17.
8. **How do I delete a student from Study Island?** See "Registered Users," then "Remove Users" starting on page 16.
9. **How do I prevent my students from working on material that is not on their grade level?** See "Admin Functions," then "Option 2 – Restrict Students to Easier or Harder Material" starting on page 10.
10. **How do I use my CRS clickers with Study Island?** See page 14.
11. **How do I create a printable version of Study Island's questions?** See "Printable Worksheet" under "Study Modes" on page 26.
12. **Why can't my student access the games?** See "School Preferences Menu," then "Games (On/Off)" starting on page 13.
13. **What are the passing parameters?** See "Admin Functions," then "Option 1 – Adjust Passing Parameters" starting on page 10.
14. **How do I change Study Island's passing parameters?** See question number 13 above.
15. **How do I add a new student to my existing class?** See "Class Manager," then "Tip" on page 27.
16. **Can my students start over without permanently deleting previous data?** Yes. See "Admin Functions," then "Start Date" starting on page 10.
17. **How do I edit student information?** See "Registered Users," then "Registered Users – Password and Edit Attributes" starting on page 16.
18. **Can I prevent my students from accessing material other than the assignments I created?** Yes. See "Class Manager," then "Block Other Material" starting on page 27.
19. **Why can't my students access the Post Test?** See "Teacher Instructions," then "Step 7" starting on page 25.
20. **How do I transfer a student to a different school?** See "Registered Users," then "Change School" on page 16.

Getting Started

Look for the  icon throughout our manual! The  indicates that a corresponding video tutorial is available on our Help Tab.

Study Island is an online standards mastery and test preparation program built from state standards and available in all fifty states. One of *District Administration's* Readers' Choice Top 100 Products of 2008, Study Island is used by over 9 million students in 19,000 schools and now has high school, reading intervention, K1, and GED products. Rooted in foundational and statistical research, the dynamic self-paced program allows teachers to customize instruction to students' needs while allowing students to study in standard test format, interactive game mode, or using interactive response systems. Study Island is currently compatible with elInstruction, Promethean, and TurningTech.

Step 1: Choose a Single Study Island Administrator per Campus

Functions of a Study Island Administrator:

- Register the students and teachers into the program
- Update the roster as needed
- Handle the administrative settings of the program located on the Administration Page

To manage multiple schools from one login, you may want to obtain a "District Login." Please do so by calling our Customer Relations team at 800-419-3191.

Step 2: Register Your Students and Teachers

Tip: Due to universal access of student records, we do not recommend sharing your Study Island login codes with anyone except the designated Administrator and the principal of the school.

Locate your password inside the front cover of your manual or in your welcome email.

Only the designated Administrator can register users for your school. There are two ways to register your users. Option 1 is suitable if you do not have a large number of students and teachers to register. Option 2 would be more appropriate if you are planning on registering a large amount of users.



Option 1: Register Users Individually:

1. Visit <http://www.studyisland.com> and enter your Administrator login information.
2. Upon logging in, you are taken to the Admin Page. On the Admin Page, click the "Add Users" link located at the top left of the page in the "Admin Functions" box.
3. Register each user by filling out the form and then clicking the "Add User" link. You **must** pick a unique username for each user. All usernames must be unique in our national database so that statistics can be created for each student. If you try to register a student and the system will not accept that particular username, it means that another student (possibly even from a different school) is already using that username and you should enter a different username.

Tip: We recommend adding a school identifier, such as @MHS, or .tigers to your usernames. Using an extension such as your school's name or mascot helps make every username unique in the Study Island system.

We recommend that each student and teacher have a unique password. If you choose to give each student the same initial password, you should check the "force reset of password upon login" option to preserve data security. The administrator and teachers will have access to the updated information via the "Printable User List" link.

Add a user by filling out the form below and clicking the 'Add User' button at the bottom.

* Required Field

User Name:*

Password:*

Verify Password:*

Password Hint:
(ex. Birthdate, Mother's maiden name)

First Name:

Last Name:

Grade Level:*

User Type:*

force password reset upon login (recommended)

▼ [Show Other Optional Fields](#)

[Privacy Policy](#)

4. If you want to add additional users, click "Add User." To complete the registration process, click "Finished Adding Users."
5. After you are finished registering all of the students and teachers, go to "Step 3: Distribute Usernames and Passwords" on page 9.

Tip: We recommend registering teachers before registering students.

Option 2: Register Users via Database File:

1. Create separate database files for students and teachers.

Before you start:

- Microsoft Excel and comma delimited text files are supported.
- Do not include formatting such as borders or hidden columns and/or blank cells within your data range.
- Only use the first worksheet in the workbook.

Your file should contain the following fields which are NOT case-sensitive:

- **First Name** (required) – the first name of the user
- **Last Name** (required) – the last name of the user

- **Grade** (required) - the grade level of the user
 - The grade must be one of the following: K,1,2,3,4,5,6,7,8,9,10,11,12.
 - Teachers must also be assigned a grade level; however, they will not be restricted to that level.

Example Database File (required fields only):

First Name	Last Name	Grade
Jeff	Morgan	3
Sarah	Roberts	4
Pete	Johnson	4
Susie	Jones	3

- **Username** (optional) – the username for the user
 - Each username **must** be unique.
 - If you do not include this field in the database file, the Study Island system will auto generate a username for each student. You will be able to choose the format of the usernames during the upload process.
- Auto-generated usernames might look something like a.lastname@suffix. The suffix is designed to help make each username unique in the Study Island database.
- **Password** (optional) – the password for the user
 - If you do not include this field in the database file, the Study Island system will allow you to create a default password for all students.
 - If using the default password option, we recommend checking “force reset of password” so that students will be prompted to create a new password the first time they log in.
 - **SIS Primary Key** (optional) – the unique student ID number
 - If your school's Student Information System (SIS) has a unique ID number for each student, you can include it in the database file.
 - This is optional and will allow you to upload a complete student list without duplicating existing users as long as the SIS Primary Key remains the same.
 - **Homeroom** (optional) – the homeroom class for the student
 - If you include a homeroom column on your spreadsheet, the program will automatically create a class with that title and put the students into that class.
 - Please note that the admin will need to assign an “Owner” to the class, and students can only be put into one (1) class each during the import process. Additional classes can be added later.
 - **Other Database Fields** (optional, for reporting purposes only) – additional informational data fields
 - Field options are: Subpopulation information such as Gender, Ethnicity, Economically Disadvantaged, Title I Participant, Migratory Student, Gifted/Talented, Special Education and LEP/ELL.
 - Including this information will allow you to run several reports that show statistics based on these categories.

2. Visit <http://www.studyisland.com> and enter your administrator login information.
3. Upon logging in, you are taken to the Admin Page. On the Admin Page, click the “Import Users” link located at the top left of the page in the “Admin Functions” box.
4. Click “Browse” to locate and select the database file you wish to upload, and select your file type. Click “Upload Database File.”
5. Complete the “User Information” section by mapping your columns to our fields.
 - If you have separate columns in your database file for the students’ first and last names, use the dropdown boxes by “First Name” and “Last Name.” Click on the dropdown box and select the column heading that corresponds with “First Name” and “Last Name.”
 - If you have a column with the students’ full names, instead click on the dropdown box that says “Full Name” and select the column heading that corresponds with it.

User Information

First Name: OR Full Name:

Last Name:

Grade:

User Type:

6. For the "Grade" box, select the column heading that corresponds with the grade level.
7. For "User Type" select "Student" or "Teacher."
8. Complete the "Username Decisions" section.
 - If you entered a username column in your database file, use the "UserName" dropdown box to select the corresponding column name.
 - If you did not enter a username column in your database, select "Auto Generate" in the dropdown box next to "UserName" and enter the "School Identifier." (Hint: Most schools choose their school's name, initials, or mascot to make it easy for the students to remember.) Next, click on the dropdown box next to "Auto Generation Method" and choose the desired username format.

Username Decisions

UserName:

Username Auto Generation Options

School Identifier:

Suggestion: use an acronym for your school. NO SPACES!

Auto Generation Method:

The "School" part of the username will be replaced with the "School Identifier" you entered above.

9. Complete the "Password Decisions" section.
 - If you entered a password column in your database file, use the "Password" dropdown box to select the corresponding column name.
 - If you did not enter a password column in your database, select "Use Default Password" from the dropdown box by "Password." Enter your password in the "Default Password" box. This default password will be assigned to all students. If using the "Default Password" option, we recommend checking "force reset of password upon login" so that students will be prompted to create a new password the first time they log in. The administrator and teachers will have access to the updated information in case a student forgets his/her new password.

Password Decisions

Passwords must be a minimum of three (3) characters.

Use Default Password OR **Get Password from database file**

Default Password: OR Password:

force reset of password upon login

do not update password for existing students (SIS Primary Key required)

[Continue](#)

[Cancel](#)

10. When you are finished with this page, click "Continue."
11. If you included optional data fields, map them to the corresponding columns as in the prior steps. If you did not include optional fields such as SIS primary key, gender, etc. in your file, please click "Next" and skip to step 12.
 - Example: If in your file you have marked an "X" next to students that are involved in the Special Education program and left the other students blank, you may need to map what that means for our system by selecting a Study Island value for each.
 - When you have finished mapping, click "Next."

Optional Fields

SIS Primary Key : -	Homeroom: -
Ethnicity: Ethnicity	Gender: Gender
Title I Participant (Yes/No): Title 1	LEP/ELL (Yes/No): -
Migratory Student (Yes/No): -	Special Education (Yes/No): Special Ed
Gifted/Talented (Yes/No): -	Economically Disadvantaged (Yes/No): -

Back
Next

12. Review the user information. Please note: **The students are not registered yet.**
13. Click "Register Users" at the top of the page.

If you need help creating or uploading a file, please contact our support team at 800-419-3191 and we will help you through the registration process.

Step 3: Distribute Usernames and Passwords

After you are finished registering the students, you need to distribute the usernames and passwords to the teachers and students. To do so, click "Printable User List" on the admin page. Teachers can also find the Printable User List at the top of the School Stats page.

"I was concerned about registering the students and the kids remembering their passwords. It didn't seem to be a problem. We had a print-out of all the passwords in case they forgot."
-Kenyetta Barrett, Admin, Gideon Elementary, TX

Grade/Lvl 7

	Name	UserName	Password	Grade/Lvl
1	Jones, Holly	Holly.Jones1@kellytrial	345	7
2	Smart, Tim	Tim.Smart1@kellytrial	234	7
3	Walker, Sue	Sue.Walker1@kellytrial	123	7

Step 4: Print the Teacher Instructions and Distribute to Teachers

Locate the Study Island Teacher Instruction Sheet on page 25 of this manual.

Tip: There is also a reference manual available for teachers.

Step 5 (optional): Arrange Students into Classes

Teachers have the ability to set up their own classes; however, the administrator can also set up classes for them. See the "Class Manager" section on page 27 of this manual for detailed instructions.

"The reports and data are most beneficial and helpful to the teachers; they use this weekly information to guide their instruction for benchmark and state assessments."

-Nancy Pfingsten, Literary Coach,
Glenridge Middle, FL

Step 6 (optional): Set up Automatically Emailed Reports

Every week a summary report of student progress is emailed to teachers and administrators whose email address is on the weekly report recipient list.

- Click "School Stats" on the left side of the page.
- Pull the report of your choice.
- Click "Automatically Email Report" within the report to sign up to receive it periodically via email.

On the "School Stats" page, the "Emailed Report Manager" feature allows you to manage your settings.

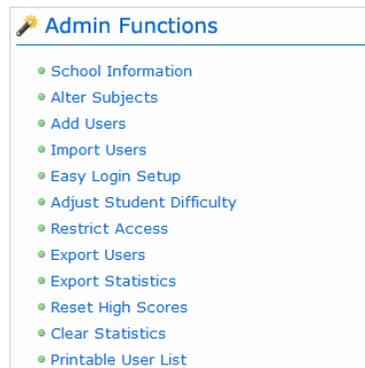
Step 7 (optional): Distribute a Letter to the Parents

See page 37 for a parent letter.

See page 38 for a parent letter in Spanish.

Admin Functions

To access this page, you will need to log in with the admin username and password.



*Only schools that have access to K-1 will see "Easy Login Setup."

School Information

This feature allows you to change the school contact information. Information will not be distributed or sold to an outside party.

Alter Subjects

This feature gives you the option of rearranging or removing topics from a subject. When you alter a subject the changes go into effect for all users within your school. You can also add "Custom Material" in as a Study Island topic.

Add Users

This function allows the Administrator to add students and teachers as users on an individual basis. Please see the preceding "Getting Started" section on page 5 for complete instructions.

Import Users

This link allows you to register students via an Excel or comma delimited text file. For detailed instructions, refer to page 6 of this handbook under the section titled "Getting Started (Step 2, Option 2)."

Easy Login Setup

This feature allows admins to create a more user-friendly login for kindergarten and first grade users. Note: Only schools that have access to kindergarten or first grade products will have this option.

1. Make sure your students are registered as Study Island users.
2. From the Admin Screen, click "Easy Login Setup" under Admin Functions.
3. Fill out the Easy Login username and password information, and select whether you'd like to enable the password option.

Easy Login Setup:

Grade	Status	Username	Password
K	Enabled - No Password	puppy	123
1	Disabled		

Once activated, the Easy Login feature allows K-1 users to login using the same username and password.

1. Students will enter the universal username and password on the main Study Island page.
2. Students will then click on the first letter of their name and select their name from the list.
3. Students will either continue into the program or they will be prompted to enter a password.

Adjust Student Difficulty

In order to complete the program, students must "pass" each topic within a subject. This feature allows you to adjust the percentage that the student needs to meet in order to pass that topic.

Option 1 – Adjust Passing Parameters: The "Adjust Passing Parameters" feature enables you to adjust the percentage that a student needs to achieve in order pass the topics. **Adjusting the passing parameters does not affect the difficulty level of the questions; it only affects the percentage a student must achieve to pass a topic.** You can find Study Island's default passing parameters by choosing the grade on the left side of the page, then choosing the subject. Once the page loads, the minimum requirements are under the column "Passing Goal." The first number is the minimum number of questions that must be answered, and the second number is the minimum percentage that must be achieved.

To Adjust the "Passing Parameters:"

1. Check the boxes to the left of the names you want to change.
2. In the box adjacent to "Subject to Change," select which subject you would like to change.
3. Next to "Passing Level," select the preferred percentage.

Adjust Passing Parameters

Program: 7th Grade - TEKS Mastery and TAKS Preparation
School: Kelly Trial School
Class: Students in Grade [7]

Operations Below Are Performed On Checked Users 

Start Date: Jun 15, 09

Subject To Change:

Passing Level: Met Standard

Name	Start Date	Math Passing Level	Reading Passing Level	Writing Passing Level	Science Passing Level	Social Studies Passing Level
<input type="checkbox"/> 1. Jones, Holly (Holly.Jones@kellytrial)	06/15/09	Met Standard	Met Standard	Met Standard	Met Standard	Met Standard
<input checked="" type="checkbox"/> 2. Smart, Tim (Tim.Smart@kellytrial)	06/15/09	Met Standard	Met Standard	Met Standard	Met Standard + 6%	Met Standard
<input type="checkbox"/> 3. Walker, Sue (Sue.Walker@kellytrial)	06/15/09	Met Standard	Met Standard	Met Standard	Met Standard	Met Standard

Start Date

Resetting the “Start Date” clears out the student’s stats (without deleting them) and forces him or her to start fresh; however, teachers may still access old stats.

Reports will only include statistics from sessions performed after the new “Start Date.” Please note that you will still be able to access the students’ previous stats by using the filter feature on the reports.

To reset the “Start Date,” check the box next to the name of the student you want to reset, and then scroll up to the top of the page. Select the new “Start Date” from the dropdown boxes and click “Set Start Date.”

Adjust Passing Parameters

Program: 7th Grade - TEKS Mastery and TAKS Preparation
School: Kelly Trial School
Class: Students in Grade [7]

Operations Below Are Performed On Checked Users ?

Start Date: Jun 1, 09 **Set Start Date**

Subject To Change: -

Passing Level: Met Standard **Set Passing Level**

Check All

Name	Start Date	Math Passing Level	Reading Passing Level	Writing Passing Level	Science Passing Level	Social Studies Passing Level
<input type="checkbox"/> 1. Jones, Holly (Holly.Jones@kellytrial)	06/15/09	Met Standard	Met Standard	Met Standard	Met Standard	Met Standard
<input type="checkbox"/> 2. Smart, Tim (Tim.Smart@kellytrial)	06/15/09	Met Standard	Met Standard	Met Standard	Met Standard + 6%	Met Standard
<input checked="" type="checkbox"/> 3. Walker, Sue (Sue.Walker@kellytrial)	06/15/09	Met Standard	Met Standard	Met Standard	Met Standard	Met Standard

Option 2 - Restrict Students to Easier or Harder Material: With this option, administrators can limit students to working on lower or higher grade-level material. This is a great feature to use with special needs students.

Select the class or grade level the student is in and click “Next.” The next screen will allow you to check off the name of the student, and then at the top you can select the grade to which you want to restrict access. Check the box for “Hide Grade Level From User” if you wish and click “Restrict Users To This Level.” See screenshot on next page.

Restrict Students to One Grade Level

School: Kelly Trial School
Class: Users of Level [7]

Operations Below Are Performed On Checked Users ?

Grade Level: 6th Grade - TEKS Mastery and TAKS Preparation **Restrict User(s) To This Level**

Hide Grade Level From User

Remove Grade Level Restriction

Check All

Name	Grade Level Restriction	Grade Level Hidden
<input checked="" type="checkbox"/> 1. Jones, Holly (Holly.Jones@kellytrial)	Grade 6	Yes
<input type="checkbox"/> 2. Smart, Tim (Tim.Smart@kellytrial)	No Restrictions	No
<input type="checkbox"/> 3. Walker, Sue (Sue.Walker@kellytrial)	No Restrictions	No

Option 3 - Text-to-Speech: Text-to-Speech refers to the ability to play text as spoken words and is now available in all grade levels. The sound can be heard through speakers or headphones. Text-to-Speech is designed for and most beneficial to beginning readers, special needs students, and auditory learners. Note: Admins must allow teachers to enable Text-to-Speech by going to the admin page and checking the box by “Allow teachers to adjust the difficulty for students.” under School Preferences.

To Enable Text-to-Speech:

1. Click "Adjust Student Difficulty" under School Preferences on the admin page.
2. Select the class or grade from the dropdown box under Option 3 and click "Next."
3. Select the appropriate student(s) by placing a check in the box next to their name or by choosing "Check All."
4. Click "Update Text-Speech setting for selected users."
5. Click OK if you are sure you want to change the setting for the selected users.

To Use Text-to-Speech:

1. Use the mouse to select the text you wish to have read aloud.
2. Click the Play icon.

Restrict Access

See page 12. This is the same as the feature in Option 2 under "Adjust Student Difficulty."

Export Users

This link allows you to export user data (first name, last name, grade, username, password, etc) into an Excel file. This is useful if you need to make a mass change to your users. You can export the students into an Excel file, make necessary changes, and then re-import them back into the program. TIP: Do not change the SIS Keys.

Export Statistics

This feature allows you to export all student stats from Study Island. This is useful for those who wish to archive data between school years, build their own reporting engine, and/or load the data into a different system for reporting purposes.

Reset High Scores

This feature allows you to reset the "High Score Tables" for the games. Resetting only affects your school's game scores; it will not adjust the overall Study Island test scores.

Clear Statistics ?

This feature allows you to permanently remove recorded data by individual student, class, subject or program. To delete individual test sessions, please see instructions on page 17.

Printable User List ?

This feature allows you to print a roster of your students' usernames and passwords.

School Preferences Menu ?

The following features in the School Preferences box affect **all** Study Island students registered under your school's account.

 **School Preferences**

(click on a school preference to change the setting)

- [Student Messaging](#) ? - Off (except teachers)
- [Attributes Change](#) ? - Password Only
- [Multiplayer Games](#) ? - Statistics Disabled
- [Block Score Improvement When Students Correct Missed Questions](#) ? - No
- [Block all students' user names from displaying on the high score tables](#) ? - No
- [Allow classroom response system \(CRS\) integration](#) - Yes
- [Allow teachers to adjust the difficulty for students](#) ? - Yes
- [Allow teachers to override the following school preferences for students in their class](#) ? - Yes
 - [Games](#) - On
 - [Timer Visible](#) - On
 - [Scratchpad](#) - Off
 - [Highlighters](#) - Off
 - [Remedial Topics](#) - On

Student Messaging ?

Study Island offers a messaging center where users can message the administrator, teachers, and students. This message feature is helpful in assigning homework or simply allowing the student to ask a question without being embarrassed in front of other students.

Messaging Option:

- "On" – students will be able to message both teachers and other students.
- "Off (except teachers)" - students will only be able to message the teachers and administrator. Teachers also have the ability to message students.
- "Off (everyone)" - students will not be able to send messages to anyone, including teachers and the administrator. Teachers do not have the ability to message the students either.
- "Off During School Hours" – messaging will be turned off between 8 a.m. – 4 p.m. local time

Profanity Check - When profanity is detected in a student's message, the message will be forwarded to the principal and administrator. The message will be blocked and will not be sent through to its intended recipient.

In the cases where the setting is "Off", students can attempt sending a message to other students; however, upon clicking "Send Message" they will be notified that their message was blocked.

Attributes Change

You can choose whether the students will be able to change the following attributes: username, password, user type, and school name.

Multiplayer Games

When the games are turned on the students have the option of playing multiplayer games (if the chosen game allows multiplayer). This feature allows you to enable the statistics, disable the statistics, or turn the multiplayer games off. *Multiplayer game scores will be applied only to the user who is logged in on that computer.*

Block Score Improvement When Students Correct Missed Questions

When students have completed a session, they have the ability to go back through and redo any missed questions.

Yes – When a student successfully retakes the missed question, his or her score WILL NOT improve.

No – When a student successfully retakes the missed question, his or her score WILL improve.

Some teachers prefer not to allow score improvement in order to see the actual score the first time the student answers the questions.

Block All Students' Usernames from Displaying on the High Score Tables

When you select "Yes," students' usernames will not display when they achieve the High Score Table.

Allow Classroom Response System (CRS) Integration ?

When you select "Yes," your teachers will be able to use their CRS classroom clickers with the Study Island program. Please note that your school will need to have already purchased a CRS program.

To Use a CRS with Study Island:

1. Click on the grade level on the left side of the screen and choose the subject.
2. Check off the topic(s) you want to study, and click "Start Studying" in the upper right corner.
3. Choose "Classroom Response Systems" in the "Session Type" dropdown box.
4. Click the appropriate CRS icon.
5. Choose the number of questions and click "Next."
6. Choose the Class and assign clickers. Click "Next."

You can also go to the Help page (click on Clickers once in Help) to find detailed instructions and system requirements to run CRS.

Allow Teachers to Adjust the Difficulty for Students

When you select "Yes," your teachers will be able to adjust the passing parameters for their students on their School Stats page.

Allow Teachers to Override These Settings for Students in Their Class

When you select "Yes," your teachers will be able to override the school's game, timer, and remedial topic settings. Teachers can override school preferences on the "Edit Class" link (located in the "Class Manager" section from the main menu) for their classes. If a student is in more than one class which has overridden the school preferences, the student's preferences will be set to the preferences for the class whose title is first alphabetically.

Title:

Owner:

(The owner account, along with the administrator account, will be able to edit this class and add assignments and class notes.)

Preferences:

(Allows teachers to set the games on/off preferences, timer on/off preferences, etc. for their class.)

Class Preferences

(changes may take up to 20 minutes before taking effect)

Games ? <input type="text" value="On If % Correct > 75%"/>	Remedial Topics ? <input type="text" value="On"/>	Timer Visible ? <input type="text" value="Yes"/>
---	---	--

Teachers may use this to create different preferences for subsets of students in their class by creating additional smaller classes and ordering the class titles alphabetically.

Games (On/Off)

"They LOVE the game portion. Of course, we set it up so that they had to score a certain percentage before they could actually play a game. They worked harder to get to that point."
-Deborah Hamrick, Asst. Principal, Gaffney Middle, SC

Study Island enables students to learn using a standard multiple-choice format or an interactive game format. The content of the games is the same as the content of the regular test mode. Playing the games **will** affect the students' scores just as if they were taking a regular test session.

Game Options:

- On
- Off
- Off During School Hours – 8 a.m. – 4 p.m. (local time)
- On If % Correct >

o Allows access to the games only if the students achieve a certain cumulative score for a subject. A student would only be able to access the games if his or her overall subject score meets the specified percentage.

o You can find the student's current overall percentage by going to the School Stats page and pulling an Individual Student Report, and scrolling all the way down to the bottom of the page.

Timer Visible

This feature allows you to hide the timer that is displayed when the students are taking a test or game session. While the students do not see the timer if you hide it, the timer still records the time.

There is no time limit on questions or test sessions, and time is kept for reporting purposes only!

Scratchpad

This feature allows you to enable or disable the scratchpad for student use during practice sessions.

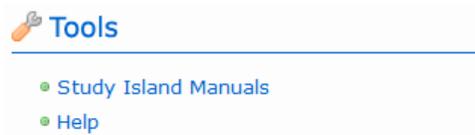
Highlighters

This feature allows you to enable or disable the highlighters for student use during practice sessions.

Remedial Topics or Building Block Topics

This feature allows you to turn the remedial or "Building Block Topics" off and on. For more information on remedial topics, see the remedial topics section of the Teacher Manual on page 17.

Tools



Study Island Manuals

Access an electronic copy of the "Administrator Manual" and the "Teacher Manual" here.

Help

Access the Help page here. You will find documentation, video tutorials, and other helpful information in the help section.

Registered Users

Toward the bottom of the Admin Page, to the right of "Registered Users," select a grade from the "Show Users In" dropdown box.

The screenshot shows the 'Registered Users' page with 78 registered users. At the top right, there is a dropdown menu labeled 'Show Users In:' with the number '7' selected. Below this are several action buttons: 'Previous Grade', 'Advance Grade', 'Change School', 'Reset Password', 'Clear Stats', and 'Remove Users'. There are also two buttons for selecting/deselecting all users for the current grade level. The main content is a table titled 'Registered Users - Grade Level - 7' with columns for '#', 'Last Name', 'First Name', 'UserName', and 'Actions'. A red arrow points to the 'Show Users In:' dropdown menu.

#	Last Name	First Name	UserName	Actions
1.	Jones	Holly	Holly.Jones1@kellytrial - [envelope icon]	[lock icon] [person icon]
2.	Smart	Tim	Tim.Smart1@kellytrial - [envelope icon]	[lock icon] [person icon]
3.	Walker	Sue	Sue.Walker1@kellytrial - [envelope icon]	[lock icon] [person icon]

Previous Grade

This button allows you to send a student back a grade level if the student is registered under the wrong grade or if retained.

Advance Grade

At the end of the school year, you can advance your students to the next grade by simply checking the boxes beside their names and clicking the "Advance Grade" button. Advance all students at one time by selecting "All Users," or if advancing one grade at a time, start with the highest grade level first.

Change School

If a student is transferring to another school that is using Study Island, this button will allow you to transfer all of his or her information to the new school. You will first need to notify the admin of the other school that you will be transferring students there.

Tip: The admin for the school that the student is *leaving* must make the transfer, so if the student is transferring *into* your school, the admin for the other school will need to make the transfer. To complete the transfer, choose the new school from the dropdown box and click "Submit". If the student is transferring to another district, call us at 800.419.3191 for the school code.

Reset Passwords

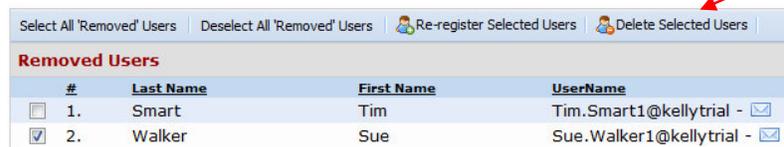
This will reset the passwords for multiple students at one time. Similarly to when you first register the students, you will be prompted to establish a password and given the option to force password reset upon login. This feature is most useful when a group of students have forgotten their passwords or at the beginning of the school year.

Clear Stats

Choosing "Clear Stats" allows you to remove the statistics for one or multiple students. This function permanently deletes **ALL** of the user's statistics.

Remove Users ?

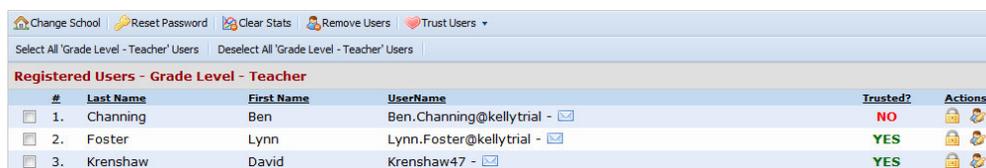
This two-step process allows you to remove users. You can remove users by selecting the students you would like to remove and clicking "Remove Users." Once removed, they will appear under the "Removed Users" section. Here, you will be able to re-register the students or permanently delete them. Once you are certain that you want to permanently delete the users, select the student(s) and click "Delete Selected Users."



#	Last Name	First Name	UserName
<input type="checkbox"/> 1.	Smart	Tim	Tim.Smart1@kellytrial - [icon]
<input checked="" type="checkbox"/> 2.	Walker	Sue	Sue.Walker1@kellytrial - [icon]

Teachers – Trusted vs. Not Trusted

Administrators can choose whether or not to allow teachers to view the school stats and student passwords. When registered, the teachers are automatically registered as "Trusted" users. This enables them to view the reports. In order to change their status to "Not Trusted," simply check the box beside their name and select "Mark Selected Users as Not Trusted" from the dropdown box by "Trust Users."



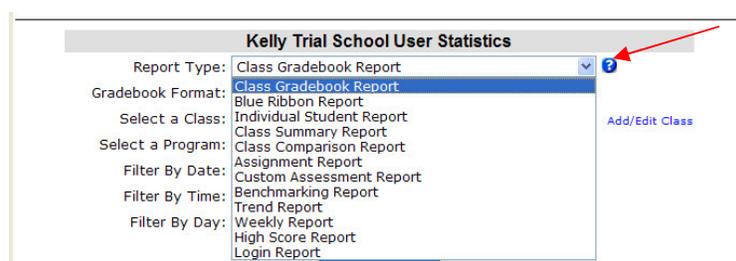
#	Last Name	First Name	UserName	Trusted?	Actions
<input type="checkbox"/> 1.	Channing	Ben	Ben.Channing@kellytrial - [icon]	NO	[lock icon] [edit icon]
<input type="checkbox"/> 2.	Foster	Lynn	Lynn.Foster@kellytrial - [icon]	YES	[lock icon] [edit icon]
<input type="checkbox"/> 3.	Krenshaw	David	Krenshaw47 - [icon]	YES	[lock icon] [edit icon]

Registered Users – Password and Edit Attributes

Each registered user has two links to the right of his or her name: Password and Edit Attributes. Clicking the "Password" icon displays the user's password. The "Edit Attributes" icon allows you to update the user information such as username, password, grade level, and user type.

School Stats Page ?

The "School Stats" page is used to generate reports on student progress. You can access this page through the "School Stats" link on the left side of the screen. Both the administrator and teachers have access to this page; students do not. Here, the teachers are able to run reports on their students and also view a copy of the "Printable User List." (See the Help tab for a description of the various reports.) See Appendix B on page 42 for more report details.



Kelly Trial School User Statistics

Report Type: Class Gradebook Report [dropdown] [?] [Add/Edit Class]

Gradebook Format: Class Gradebook Report

Select a Class: Individual Student Report

Select a Program: Class Summary Report

Filter By Date: Class Comparison Report

Filter By Time: Assignment Report

Filter By Day: Custom Assessment Report

Report Options: Benchmarking Report, Trend Report, Weekly Report, High Score Report, Login Report

Delete Individual Test Sessions

Teachers can delete individual test sessions by going to the School Stats page and pulling an Individual Student Report.

1. Click the number of sessions that corresponds with the topic in question (under the Sessions column).
2. Check the session you wish to delete.
3. Click "Remove Checked Sessions."

You can also delete entire topics by checking off the box to the left of the topic title and then clicking "Remove Checked Records."

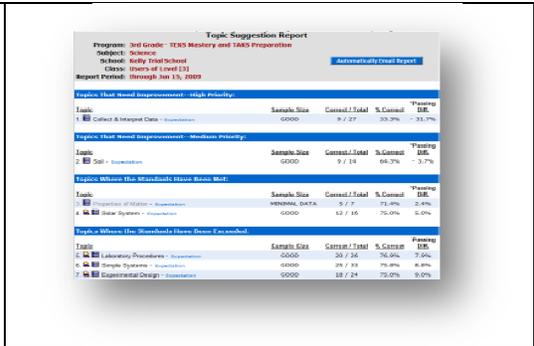
There are several reports available (see chart on next page). Choose your favorite! Tip: Viewing data is easier if students are organized into classes using Class Manager.

IF YOU WANT TO:

TRY THIS:

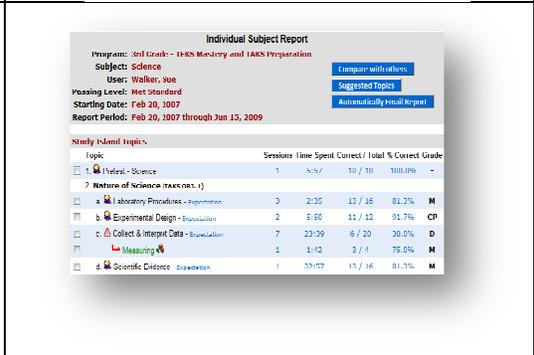
Find the strengths/weaknesses of the class

Select **Class Summary Report**.
Select "By Subject." Click "Suggested Topics" or "Performance Level Breakdown."



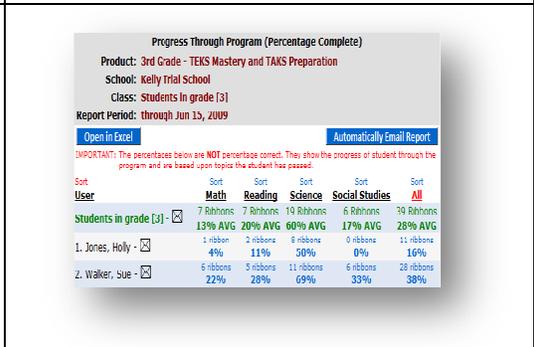
View individual statistics for a student's progress

Select **Individual Student Report**.
Choose the student you'd like to view.



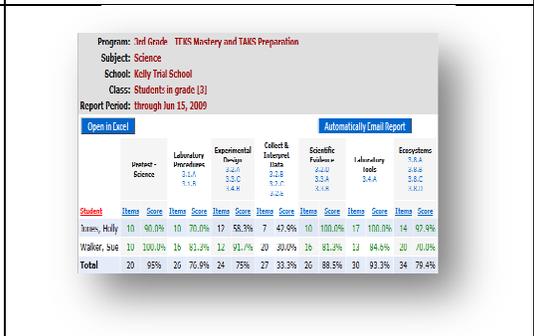
Find the percentage of the program that has been completed with Blue Ribbons

Select **Blue Ribbon Report**.
Select the class and program you wish to view.



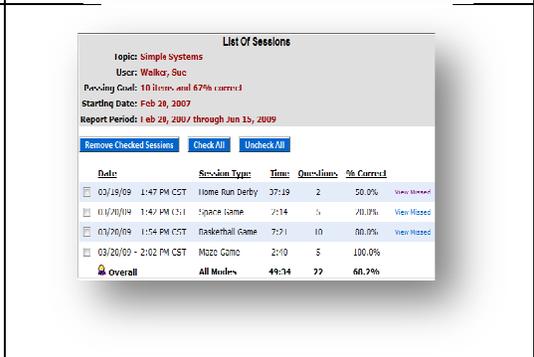
View a breakdown of all students and their progress within a subject and topic

Select **Class Gradebook Report**.
Choose "By Subject Broken Down By Topic."



View a student's missed questions

Select **Individual Student Report** and view the report.
Click on the session number for the topic you'd like to view. Click "View Missed" to see the missed questions.



IF YOU WANT TO:

TRY THIS:

View the dates and times of student logins

Select **Login Report**.
Use the filter function to see specific dates and times within the previous three months.

Student	Total # of Logins
Jones, Holly	3
Walker, Sue	9
Total	12

View student statistics based on state assessment reporting categories

Select **Class Gradebook Report**.
Select "Subject Broken Down by Reporting Category."

Student	Items	Score	Items	Score	Items	Score	Items	Score	Items	Score
Jones, Holly	56	78.6%	74	87.5%	18	83.3%	77	77.3%	170	80.8%
Walker, Sue	77	70.1%	43	83.7%	22	68.2%	36	80.6%	178	75.3%
Total	133	73.0%	67	85.1%	40	75%	68	79.2%	298	77.5%

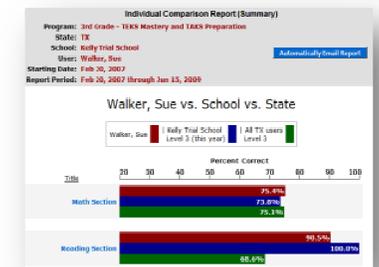
Compare usage and performance between classes and/or grade levels

Select **Class Comparison Report**.
Select "By Program Broken Down By Subject."
Choose the classes and program you'd like to view.

Class	Items	Score	Items	Score	Items	Score	Items	Score
Mrs. Foster's 4th Period	188	64.4%	125	80.0%	218	79.6%	15	82.7%
ROPS Class	44	63.2%	0	-	37	59.5%	0	-
Total	232	69.8%	125	80%	355	76.6%	75	82.7%

Compare students with other Study Island users in the state

Select **Class Summary Report** or **Individual Student Report**.
Choose the class or individual student (if running the Individual Student Report).
Click "Compare with Others."



View results for an assignment created in Class Manager

Select **Assignment Report**.
Select the class and assignment.

Student	Items	Score	Items	Score	Items	Score	Items	Score
Jones, Holly	10	70.0%	17	58.3%	7	47.4%	24	58.0%
Walker, Sue	16	81.3%	12	91.7%	20	30.0%	48	62.5%
Total	26	76.9%	24	75%	27	33.7%	72	61%

Class Manager Page

The “Class Manager” page allows the admin and teachers to create classes for students. See the Teacher Manual for additional details.

- **How to Create a Class:** 
 1. Click “Class Manager” on the left-hand side of the screen.
 2. Enter a title for your new class and click “Next.” OPTIONAL: Teachers may choose to “Override School Preferences.” Here, teachers may control game features, remedial topics, and timer visibility.
 3. Click the maroon arrow by the preferred grade level, then check off the students you wish to add to the class. If you wish to add all students in a grade level, check the box next to that grade level.
 4. Click “Save” at the bottom of the screen.
- **How to Create an Assignment:** 
 1. Click “Class Manager” and locate the class to which you want to add an assignment.
 2. Click the “Class Page and Assignments” icon on the far right.
 3. Click “Add Assignment.”
 4. Select the date assigned and the date due by clicking in the boxes for each. Note that this sets your expectations for the students, but does not automatically set your assignment to expire at the end of the time period.
 5. Enter an Assignment Title.
 6. Type instructions or any relevant information in the “Additional Info” box (optional).
 7. Use the “Preferences” drop-down menu to adjust the preferences for your assignment. If an admin allows, teachers may choose “Override School Preferences” (optional).

Creating a Class Page

Once a class is created, a Class Page can be made for that class. A Class Page can only be made by the school’s admin or the owner of the class. The Class Page must be activated in order for students to access assignments.

Class Pages can include the following:

- Class Assignments – instruct students to complete a specific Study Island topic(s)
- Class Notes – post class notes
- Class Schedule – post class events
- Class Links – post class links to other websites

LiveView

LiveView is a real-time monitoring system that allows the admin and teachers to observe students’ progress as they work. LiveView displays which students in your class are logged in, the assignment and/or topic(s) on which they are working, and the number questions correct out of the number attempted. You can sort any of the columns in the Current Activities section. LiveView also offers an individual student Summary Report, a Weekly Class Performance/Usage Chart, and a Blue Ribbon chart. Please note that LiveView requires Adobe Flash 8 to operate.

How to Use LiveView:

1. Click “Class Manager” on the left side of the screen. Be sure you have already created your class. If not, please see page 27 for instructions on creating a class.
2. Click “LiveView” located above the list of classes.
3. Click on your class title on the left side of the screen.
4. (Optional) To view an Individual Student Summary Report, click on a student’s name. The Summary Report will appear at the bottom left of the screen.

How to View Class Info Charts:

1. Select the program in the dropdown box next to “Chart/User Program Data.”
2. To enlarge the chart, click on the chart itself.

Tip: LiveView is designed to update every 10 seconds, however, some servers may take longer to automatically update. Manual updates are available by clicking the “Refresh Now” button located at the top of the screen.

Parent Notifications

Parent Notifications are automatic emails designed to keep parent(s) involved in their student(s) education process and to promote better communication between parents and teachers. With this feature, a teacher can keep parents informed of their students(s) progress in the program by creating any of several types of Parent Notification Requests. It is recommended that teachers enter valid email addresses under "My Attributes" prior to creating new Notifications for this feature to work properly. **Please note that the admin or teacher must set up "Parents" and "Parent Groups" before a new Notification can be created.**

To Create a Parent for Parent Notifications:

1. Click "Class Manager" on the left hand side of the screen.
2. Locate the Class Title and click on the Parent Notification icon on the right side of the screen.
3. Click "Add a Parent."
4. Select a student using the dropdown box by "Student."
5. Click "Add New Parent."
6. Enter a Parent First Name, Last Name, Email Address and Type from the dropdown box by "Type."
7. Click "Save" after adding each parent.

To Create a Parent Group:

1. Click "Class Manager" on the left hand side of the screen.
2. Locate the Class Title and click on the Parent Notification icon on the right side of the screen.
3. Click "Create Parent Group."
4. Enter a name and description for the Parent Group.
5. Click each Parent Name on the left side of the box under "Available Parents" and use the arrows to add the selected Parents to the group on the right side of the screen under "Parents in Group." Also, you can click on "Move All Parents to Group" to move all the "Available Parents" to the "Parents in Group" section on the right.
6. Click "Save" after setting up each Parent Group.

To Create a Parent Notification:

1. Click "Class Manager" on the left hand side of the screen.
2. Locate the Class Title and click on the Parent Notification icon on the right side of the screen.
3. Click "Create a Parent Notification."
4. Select the type of Notification. There are several options available including Assignment Due/Reminder Alert and Low Score Warning. See chart below.
5. Enter a Notification Name.
6. Select the Frequency, Time, Start and End Dates, and Program and Subject from the dropdown boxes. *Please note that options here may vary depending on answer choices.*
7. Select the Recipients from the dropdown box by "Send To."
8. Click "Save."
9. (Optional) Click "Preview Email" to see how the email will appear to selected recipient(s).

Tip: Look on the right side of the Notification box for explanations!

Writing Assignment

The Writing Assignment feature is a streamlined, paperless way to develop students' writing skills. Teachers can choose from a selection of grade-specific writing prompts or create their own writing assignments. Students can use online graphic organizers to plan written responses, then create and submit compositions electronically. After viewing submitted assignments online, teachers will be able to leave comments and grade and/or send the composition back to students for revisions. Note: A student will see "Writing Portfolio" as an option on the left side of the screen only once that student has turned in his or her first composition. If a student saves a composition for later, he or she will access the saved composition through the assignment.

Create a Writing Assignment

Assignment Information

Assigned: Nov 25 09 Due: Nov 30 09 at End Of Day

Assignment Title *(*required)*:
Thanksgiving Break Essay

Additional Information (optional):
Please write at least 300 words.

There are 2968 characters remaining for additional information.

Select Assignees

Classes Selected: 1 Students Selected: 0

- ▶ 1 Rory and Lorelai
- ▶ 1st period - Mr. Channing's Class
- ▶ 4th Period - Mrs. Foster
- ▶ 9th grade Science
- ▶ Awesometown Tests
- ▶ Brandy
- ▶ Brandy's science

Writing Assignment Options

Writing Prompt *(*required)*:
Create My Own Writing Prompt

Custom Writing Prompt *(*required)*:
Explain a Thanksgiving tradition in your family. Where did it come from? How long has the tradition lasted?

There are 2889 characters remaining for the custom writing prompt.

Graphic Organizer: - Select -

Disable Spellcheck: Yes

Writing Rubric *(*required)*:
Not Applicable - Set Scoring Manually

Assignment Scoring Method: Numeric Percentage

Assignment Minimum Score: 0 Assignment Maximum Score: 4

Activate and Save Assignment

ACTIVATED

To Create a Writing Assignment:

1. Click "Class Manager" on the left side of the screen.
2. Click on the Class Page and Assignment icon to the right of the class title. Note: if you have not yet created a class, please see page 27 for instructions.
3. Click "Add Assignment," then click "Create Writing Assignment."
4. Select the date assigned and the date due by clicking in the box for each. Note that this sets your expectation for the students, but not automatically set your assignment to expire at the end of the time period.
5. Enter an Assignment Title and type instructions or any relevant information in the "Additional Info" box (optional).

Students can access current and previous writing compositions by clicking "Writing Portfolio" on the left side of the page after a composition has been submitted.

6. Click the class that corresponds to the student(s) you would like to add to the assignment.
7. Check "Select All" or the individual students you want to add to the assignment.
8. Select a Writing Prompt, Graphic Organizer (optional), and Writing Rubric under "Writing Assignment Options."
9. Select "Activated" from the dropdown menu at the bottom of the screen. To keep it deactivated, select "Deactivated." NOTE: When you keep an assignment deactivated, students are unable to see it. This can be a great option for teachers who want to plan ahead!
10. Click "Save Assignment."

Tip: Teachers can access compositions by clicking the "View and Grade Assignments" icon under "Class Page and Assignments." If the writing assignment has been deleted, the teacher can log in as the student and click "Writing Portfolio" to access the composition.

Custom Assessment Builder

The Custom Assessment Builder allows teachers to create their own customized assessments to measure student proficiency and progress. Teachers can choose questions from either the standard Study Island question bank or from a new question bank designed specifically for the Custom Assessment Builder. At this time, Custom Assessment Builder is available for math and reading in grades 3-8. Please note that not all subjects and topics have unique question banks available.

To Create a Custom Assessment:

1. Click "Class Manager" on the left side of the screen.
2. Click the "Class Page and Assignments" icon to the right of the class name, then click "Add Assignment" for either a class or individual student.
3. Select "Create Custom Assessment."
4. Select the date assigned and the due date, then enter an assignment title.
5. Type instructions or any relevant information in the "Additional Info" box (optional).
6. Choose a grade and subject under "Select Questions," then click "Get Topic List."
7. Click the "Select Questions" icon to the right of the desired topic.
8. (Optional) Check the box by "Show questions from both practice and assessment item banks" if you wish to include standard Study Island practice questions as well as unique Custom Assessment questions in your assessment. Custom Assessment questions will be aqua and say "Assessment." Standard Study Island questions will be grey and say "Practice."
9. Choose the number of "instances" for each question stem. An instance is the number of times that specific question stem will appear on the assessment. While the question stem will remain the same, the actual values included in the question will vary for each instance. Please note that standard Study Island practice questions do not have instances.
10. Click "Add" to add the question to the assessment; the question will turn yellow. After a question has been added, you may click "Remove" to remove it.
11. Scroll to the top of the page and click "Save Selections."
12. Select "Activated" from the drop down menu at the bottom of the screen. To keep it deactivated, select "Deactivated". NOTE: When you keep an assignment deactivated, the students are unable to see it.
13. Click "Save Assignment."

The screenshot shows the Custom Assessment Builder interface. At the top, it displays "Questions: 1 Total Instances: 1" and buttons for "Save Selections" and "Cancel". A checkbox labeled "Show questions from both practice and assessment item banks." is checked. Below this, there is a yellow header for the selected question with "Instances: 1" and a "Remove" button. The question is a math problem: "5. 298 + 140" with multiple choice options: A. 438, B. 435, C. 448, D. 439. Below the question is a "PRACTICE" section with an "Add" button. The practice question is: "6. Megan has 20 crayons. Then her friend, Thomas, gives her 13 more crayons. Use the picture below to figure out how many crayons Megan now has in all." The picture shows two groups of crayons: one group of 20 crayons and one group of 13 crayons. Below the picture are multiple choice options: A. 33, B. 34, C. 32, D. 7.

Create New Topic

The "Create New Topic" page allows teachers and admins to create their own custom material for use in the Study Island program. Students can access this material by clicking "Custom Material" on the left side of the page.

Admins can also add custom material to the other Study Island topics by clicking "Alter Subjects" on the admin page. For detailed instructions on creating Custom Material, see "Features" in the Help tab or contact us at 800-419-3191, option 3.

Message Center

The "Message Center" allows users to send messages to other Study Island users. Please see page 14 for further details.

My Attributes

The "My Attributes" page allows users to change their user information, including username, password, and other attributes. Please note that the admin can block attribute changes from the admin page.

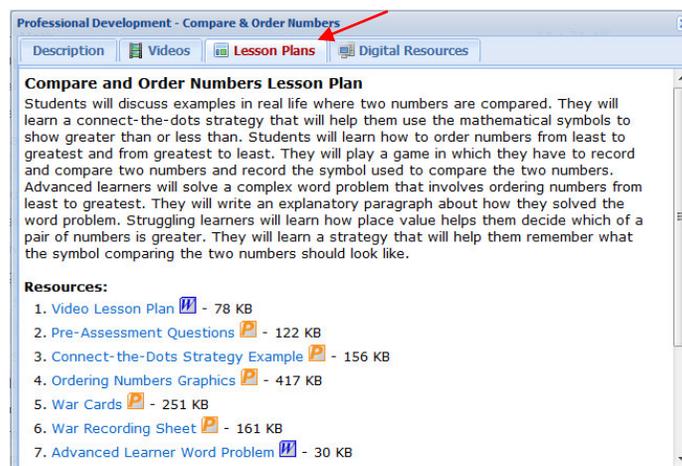
Additional Features

Professional Development

The Professional Development Toolbox is designed as a teacher resource and includes math and reading lesson plans, demonstration videos, activities for instruction, and digital and supplemental resources. Each lesson plan contains a pre-assessment, guided practice activities, and differentiated activities for on-level, struggling, and advanced learners. The video, if available, corresponds to the lesson plan and covers the pre-assessment, introduction of new material, and guided practice activities. Please note that Professional Development features are not available in all topics.

To access the Professional Development Toolbox:

1. Click a grade level under Programs on the left hand side of the screen.
2. Click a subject.
3. Click the green checkmark () to the right of the topic for which you would like to view the Professional Development Toolbox.
4. Click the tab you wish to view (Videos, Lesson Plans, or Digital Resources). Please note that not all Professional Development Toolboxes contain all toolbox features.



Study Island Teacher Instructions

Dear Teacher,

Welcome! Your school has recently purchased Study Island, our online standards mastery program. To ensure your success with Study Island, we have included some basic information to help you get started. Also, please keep in mind that if you have any questions you can call 800-419-3191, email support@studyisland.com, or click on "Live Support" in the top left corner of your screen while logged into the program.

Study Island Support

How Study Island Works:

- Each student and teacher has his or her own username and password.
- The program is divided into sections based on subject (math, reading, etc.).
- Each section is made up of approximately 15-30 topics, and each topic corresponds to a standard (or multiple related standards) from your state curriculum.
- Topics consist of a lesson and a bank of practice questions with explanations.
- It is helpful to view the lesson before answering the questions in the topic.

Goal of the Study Island Program:

The goal of the program is to earn a Blue Ribbon, or "pass" every topic (denoted by ). If a student passes every topic, he or she has demonstrated proficiency in all areas tested.

How to Get Your Students Started:

If your students do not have usernames and passwords, contact the administrator for Study Island at your school.

Teachers, feel free to practice for yourself; your grades will not be counted toward the school statistics!

1. Go to www.studyisland.com.
2. To log in, students will enter their unique usernames and passwords under the "Member Login" section located on the left side of the screen.
3. Click a subject tab.
4. Click "Pretest" to begin if there is a Pretest available. After completing the Pretest, the student is ready to move on to the topics within the subject. If there is no Pretest for the subject, skip this and go to the next step.

- *Students must complete ten questions in the pretest to move on to the remainder of the topics within the subject.*

5. Click on a topic to start studying. For a multiple-topic test, check the box beside each topic and click "Start Studying" in the upper-right corner.
6. Students will receive a Blue Ribbon next to the topics they have passed and a red triangle next to the topics in which they need additional work.

 Students will receive a Blue Ribbon when they pass that topic. The passing requirements vary by topic and can be viewed on the topics screen under the column "Passing Goal." The "Your Results" column shows the score the student currently has. Both columns show the number of questions or "items" taken in each topic and the corresponding "score."

 Students will receive this symbol next to a topic in which additional help is needed. In most cases, they will be given access to a Building Block Topic, which they must pass before returning to the on-grade-level topic.

 Students will receive a White Ribbon when they pass a Building Block Topic.

Tip: Ribbons are awarded based on a student's cumulative score for the topic. For example, if a student does multiple sessions in the same topic, his or her cumulative score is calculated as follows:

Session 1:	5 correct out of 10 attempted
Session 2:	3 correct out of 5 attempted
Session 3:	4 correct out of 5 attempted
<u>Cumulative Score</u> =	12 out of 20 = 60%

**Unanswered questions in a topic are disregarded. Students can end a session at any time by clicking "END STUDY SESSION" without a negative effect to their scores. They can return to that topic to complete the session at any time. Tip: Each time a Blue Ribbon is earned, students can click on the ribbon icon to print it!

- After completing all of the topics in a subject, the student can move to the "Post Test." The Post Test becomes available when students have completed *every* topic and have earned Blue Ribbons in all but 3 topics. Once the Post Test is complete, the student has passed the subject. Students may go back at any time and retake any areas in which they had difficulty.

Study Modes

There are four different study-session modes. To access them, check the box next to the topic then click "Start Studying." On the next page, select the number of questions and click the dropdown box next to "Session Type."

Select from the following modes:

- Test Mode – Standard multiple choice or short answer format. By default, questions are in this mode. The number of questions will automatically default to the minimum number required to meet the passing parameter for that topic. Students have the ability to choose the number of questions for that test session.
- Classroom Response System - Teachers will be able to use their CRS classroom clickers with the Study Island program. Please note that your school will need to have already purchased a CRS system to be able to use this feature. You can find complete instructions and system requirements online by clicking Help, then Clickers.
- Game Mode – There are many different games that your students can play. Updated versions of Java and Flash are required to play the games, and are available online as free downloads. Game Mode questions contain the same content as other study modes. **Please note: Playing the games WILL affect the students' scores just as if they were taking a regular test session.** The difficulty level does not pertain to the questions, but rather to the level at which the game is played.
- Printable Worksheet – Students can choose one or multiple topics by putting a check mark next to the topics they want to include on their worksheet. Answers are located at the bottom of a teacher copy; however students do not have access to the answers. **Please note that questions taken in the Printable Worksheet mode cannot be entered into Study Island reports.**

Remember: You have the option to control if or when students have access to game mode.

"I used the printable worksheets as well to help students work on 'showing work' on math problems. I could not have been as effective in my role in summer school without Study Island."
-Crystal Potter, Mitchell Jr. High, IN

School Stats

"Our school statistics indicate that the more students use Study Island, the better they perform on state tests."
-Marianne Bursi, Principal,
Explorer Middle, FL

When you log in as a teacher, it will default to the "School Stats" page. You can generate a variety reports on student progress in each topic by individual or class. Bar graphs show student progress compared to the school and state averages. You can filter most reports by date and also set them up to be automatically emailed to you every week. Additional information on each Study Island report is found starting on page 8 in the Study Island Teacher Manual and online under the Help tab.

Familiarize yourself with the various reports to find the ones that best suit your needs.

Printable User List

To print a roster of your students' usernames and passwords, click "Printable User List" at the top of the School Stats page.

Tip: The Printable User List is an easy way to look up students' passwords if they forget.

"The most beneficial attribute of the program is that teachers can manipulate the instruction to the level of the child – which supports differentiated instruction."
-Eric Seymour, Principal,
Northport K-8, FL

Adjust Difficulty Level

1. **Adjust Passing Parameters** - In order to complete the program, students must "pass" each topic within a subject. You can adjust the passing parameters for a student based on the student's proficiency level and your expectations for that student. See page 7 in your Teacher Manual for detailed instructions.
2. **Restrict Student Access** – You can restrict student access to a certain grade level. See page 13 in your Teacher Manual for detailed instructions.
3. **Text-to-Speech** - Refers to the ability to play text as spoken words and is now available to all grade levels. The sound can be heard through speakers or headphones. Text-to-Speech is designed for and most beneficial to beginning readers, special needs students, and auditory learners. See page 13 in your Teacher Manual for detailed instructions.

Class Manager

Study Island enables teachers to group students into specific classes. Classes are simply groupings. A student can be in more than one class at a time, and there is no limit to the number of classes you can create. Classes can also include students from more than one grade level. Study Island does NOT require users to use classes or class pages. These are optional features.

To Create a Class:

1. Click "Class Manager" on the left hand side of the screen
2. Enter a title for your new class and click "Next"
(**OPTIONAL:** Teachers may choose to "Override School Preferences." Here, teachers may control game features, remedial topics, and timer visibility.)
3. Click the maroon arrow by the preferred grade level, then check off the students you wish to add to the class. If you wish to add all students in a grade level, check the box next to that grade level.
4. Click 'Save' at the bottom of the screen.

- Easily view student progress and class averages
- Send messages to all students in your class
- Create class pages and class assignments

Tip: To edit an existing class click the "Edit Class" icon on the Class Manager page. To **add** a student to the class, repeat steps 3 and 4. To **remove** a student from the class, uncheck the box by the student's name and click "Save."

Class Properties | Class Page & Assignments | Parent Notifications

Title:

Owner: (The owner account, along with the administrator account, will be able to edit this class and add assignments and class notes.)

Preferences: (Allows teachers to set the games on/off preferences, timer on/off preferences, etc. for their class.)

Select Students:

Students Selected: 4

- Kindergarten
- 1st Grade
- 2nd Grade
- 3rd Grade
- 4th Grade
- 5th Grade
- 6th Grade
- 7th Grade
- 8th Grade
- 9th Grade
- 10th Grade
- 11th Grade
- 12th Grade

Grove, Mara
 Lusted, Greg
 Ressep, Allison
 Roberts, Bobby
 Ross, Becky

To Create an Assignment:

1. Click "Class Manager" and locate the class to which you want to add an assignment.
2. Click the "Class Page and Assignments" icon on the far right.
3. Click "Add Assignment."
4. Select the date assigned and the date due by clicking in the boxes for each. Note that this sets your expectations for the students, but does not automatically set your assignment to expire at the end of the time period.
5. Enter an Assignment Title.
6. Type instructions or any relevant information in the "Additional Info" box (optional).
7. Adjust the preferences for your assignment. If the admin allows, teachers may choose "Override School Preferences" (optional).

Create a Practice and Instruction Assignment

Assignment Information

Assigned: Due: at

Assignment Title (*required):

Additional Info (optional):

There are 2975 characters remaining for additional information.

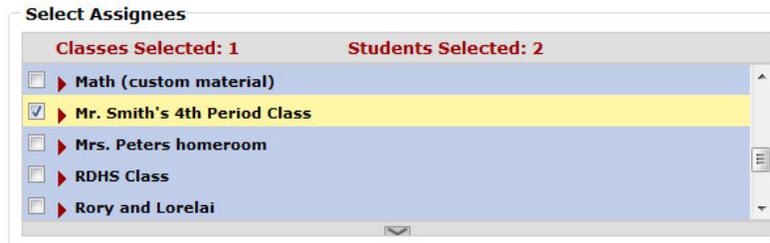
(Sets the games preferences, etc. for this assignment.)

A. Assigning to a Class(es)

1. Check the box(es) that corresponds to the class you would like to add.

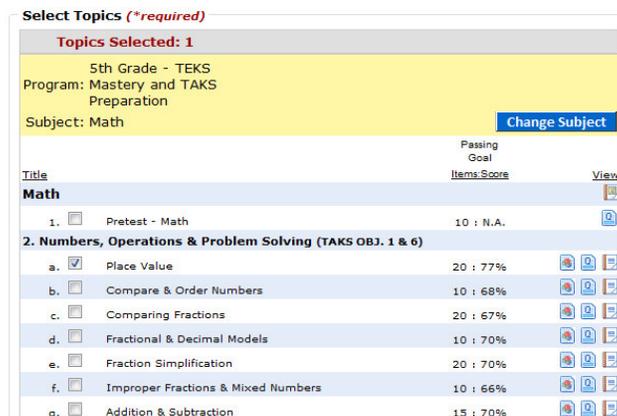
B. Assigning to Individual Students

1. Click the maroon arrow next to the class that corresponds to the student(s) you would like to add to the assignment.
2. Check the students you want to add to the assignment.
 - NOTE: If you wish to assign to only selected students, be sure the box for the class as a whole is unchecked.



C. Add Topics to the Assignment:

1. Choose a grade and subject under "Select Topics."
2. Click "Get Topic List."
3. Select the topics.
4. Select "Activated" from the drop down menu at the bottom of the screen. To keep it deactivated, select "Deactivated". NOTE: When you keep an assignment deactivated, the students are unable to see it. This can be a great option for teachers who want to plan ahead!
5. Click "Save Assignment."



Creating a Class Page

Once a class is created, a Class Page can be made for that class. A Class Page can only be made by the school's admin or the owner of the class. The Class Page must be activated in order for students to access assignments.

1. Click "Class Manager" on the left side of the screen.
2. Click the "Class Page and Assignments" icon to the right of the class name.
3. Choose "Yes" from the dropdown box by "Class Page Activated." There must be a note or assignment created before the Class Page can be activated.

Class Pages can include the following:

- Class Assignments – instruct students to complete a specific Study Island topic(s)
- Class Notes – post class notes
- Class Schedule – post class events
- Class Links – post class links to other websites

Additional options that appear once the Class Page is activated:

- **Default for Students** – When “Yes” is selected, students will see the Class Page upon login. When “No” is selected, students will need to click “My Class” on the left.
- **Block Other Material** – When “Yes” is selected, students will only be able to access Study Island topics assigned on the Class Page(s). They will not be able to navigate to other topics via the navigation bar on the left. **Caution:** If you share students with another teacher, be sure to discuss whether this feature will work for you. When you select “Block Other Material,” ALL subjects will be blocked. In order for students to access other teachers’ material, those teachers will need to create assignments, as well.

LiveView

LiveView is a real-time monitoring system that allows the admin and teachers to observe students’ progress as they work. LiveView displays which students in your class are logged in, the assignment and/or topic(s) on which they are working, and the number questions correct out of the number attempted. You can sort any of the columns in the Current Activities section. LiveView also offers an individual student Summary Report, a Weekly Class Performance/Usage Chart, and a Blue Ribbon chart. Please note that LiveView requires Adobe Flash 8 to operate.

How to Use LiveView:

1. Click “Class Manager” on the left side of the screen. Be sure you have already created your class. If not, please see page 27 for instructions on creating a class.
2. Click “LiveView” located above the list of classes.
3. Click on your class title on the left side of the screen.
4. (Optional) To view an Individual Student Summary Report, click on a student’s name. The Summary Report will appear at the bottom left of the screen.

How to View Class Info Charts:

1. Select the program in the dropdown box next to “Chart/User Program Data.”
2. To enlarge the chart, click on the chart itself.

Tip: LiveView is designed to update every 10 seconds, however, some servers may take longer to automatically update. Manual updates are available by clicking the “Refresh Now” button located at the top of the screen.

Parent Notifications

Parent Notifications are automatic emails designed to keep parent(s) involved in their student(s) education process and to promote better communication between parents and teachers. With this feature, a teacher can keep parents informed of their students’ progress in the program by creating any of several types of Parent Notification Requests. It is recommended that teachers enter valid email addresses under “My Attributes” prior to creating new Notifications for this feature to work properly. **Please note that the admin or teacher must set up “Parents” and “Parent Groups” before a new Notification can be created.**

To Create a Parent for Parent Notifications:

1. Click “Class Manager” on the left hand side of the screen.
2. Locate the Class Title and click on the Parent Notification icon on the right side of the screen.
3. Click “Add a Parent.”
4. Select a student using the dropdown box by “Student.”
5. Click “Add New Parent.”
6. Enter a Parent First Name, Last Name, Email Address and Type from the dropdown box by “Type.”
7. Click “Save” after adding each parent.

To Create a Parent Group:

1. Click “Class Manager” on the left hand side of the screen.
2. Locate the Class Title and click on the Parent Notification icon on the right side of the screen.
3. Click “Create Parent Group.”
4. Enter a name and description for the Parent Group.
5. Click each Parent Name on the left side of the box under “Available Parents” and use the arrows to add the selected Parents to the group on the right side of the screen under “Parents in Group.” Also, you can click on “Move All Parents to Group” to move all the “Available Parents” to the “Parents in Group” section on the right.
6. Click “Save” after setting up each Parent Group.

Parent Group

Save Cancel

Group Name: Mr. Logan's 8th Period
Description: Struggling Students' Parents

Available Parents

Add/Update Parent Move All Parents to Group

Parent's Name	Student's Name
Shipley, Jennifer (Legal Gu...	Fraizer, Helen (HelenF)
Smith, Hunter (Grandparent)	Walton, Mark (MarkW3)
Smith, Mary (Grandparent)	Walton, Mark (MarkW3)

Parents in Group

Remove All Parents From Group

Parent's Name	Student's Name
Downs, Jim (Father)	Downs, Georgia (GeorgiaD1)
Downs, Jun (Mother)	Downs, Georgia (GeorgiaD1)
Swan, Roger (Father)	Swan, Danielle (DanielleS6)
Walters, Adrian (Father)	Walters, Teresa (TeresaW)
Walters, Carolyn (Mother)	Walters, Teresa (TeresaW)

To Create a Parent Notification:

1. Click "Class Manager" on the left hand side of the screen.
2. Locate the Class Title and click on the Parent Notification icon on the right side of the screen.
3. Click "Create a Parent Notification."
4. Select the type of Notification. There are several options available including Assignment Due/Reminder Alert and Low Score Warning. See chart below.
5. Enter a Notification Name.
6. Select the Frequency, Time, Start and End Dates, and Program and Subject from the dropdown boxes. *Please note that options here may vary depending on answer choices.*
7. Select the Recipients from the dropdown box by "Send To."
8. Click "Save."
9. (Optional) Click "Preview Email" to see how the email will appear to selected recipient(s).

Parent Notification Request

Save Cancel Preview Email

Notification Information

Notification Type: Assignment Due/Reminder Alert
Notification Name: Don't Forget, the Assignment is Due!
Frequency: Daily Send Email At: - Select a time -
Start Date: End Date:

Additional Parameters

Days: 1

Recipients

Send To: All parents for a single student
Student: Fraizer, Helen (HelenF)

Notification Type Information

Assignment Due/Reminder Alert

Description:
This notifies the parents when an assignment is close to the due date for students who haven't completed the assignment.

Current Field Information

Notification Type
The type of parent notification request. More information about each notification type is described in the Notification Type Information area.

Tip: Look on the right side of the Notification box for explanations!

Writing Assignment

The Writing Assignment feature is a streamlined, paperless way to develop students' writing skills. Teachers can choose from a selection of grade-specific writing prompts or create their own writing assignments. Students can use online graphic organizers to plan written responses, then create and submit compositions electronically. After viewing submitted assignments online, teachers will be able to leave comments and grade and/or send the composition back to students for revisions. Note: A student will see "Writing Portfolio" as an option on the left side of the screen only once that student has turned in his or her first composition. If a student saves a composition for later, he or she will access the saved composition through the assignment.

Create a Writing Assignment

Assignment Information

Assigned: Nov 25 09 Due: Nov 30 09 at End Of Day

Assignment Title **(*required)**:
Thanksgiving Break Essay

Additional Information (optional):
Please write at least 300 words.

There are 2968 characters remaining for additional information.

Select Assignees

Classes Selected: 1 Students Selected: 0

- ▶ 1 Rory and Lorelai
- ▶ 1st period - Mr. Channing's Class
- ▶ 4th Period - Mrs. Foster
- ▶ 9th grade Science
- ▶ Awesometown Tests
- ▶ Brandy
- ▶ Brandy's science

Writing Assignment Options

Writing Prompt **(*required)**:
Create My Own Writing Prompt

Custom Writing Prompt **(*required)**:
Explain a Thanksgiving tradition in your family. Where did it come from? How long has the tradition lasted?

There are 2889 characters remaining for the custom writing prompt.

Graphic Organizer: - Select - Disable Spellcheck: Yes

Writing Rubric **(*required)**:
Not Applicable - Set Scoring Manually

Assignment Scoring Method: Numeric Percentage

Assignment Minimum Score: 0 Assignment Maximum Score: 4

Activate and Save Assignment

ACTIVATED

To Create a Writing Assignment:

1. Click "Class Manager" on the left side of the screen.
2. Click on the Class Page and Assignment icon to the right of the class title. Note: if you have not yet created a class, please see page 3 in the Teacher Manual.
3. Click "Add Assignment."
4. Click "Create Writing Assignment."
5. Select the date assigned and the date due by clicking in the box for each. Note that this sets your expectation for the students, but not automatically set your assignment to expire at the end of the time period.
6. Enter an Assignment Title and type instructions or any relevant information in the "Additional Info" box (optional).
7. Click the class that corresponds to the student(s) you would like to add to the assignment.

Students can access current and previous writing compositions by clicking "Writing Portfolio" on the left side of the page after a composition has been submitted.

8. Check "Select All" or the individual students you want to add to the assignment.
9. Select a Writing Prompt, Graphic Organizer (optional), and Writing Rubric under "Writing Assignment Options."
10. Select "Activated" from the dropdown menu at the bottom of the screen. To keep it deactivated, select "Deactivated." NOTE: When you keep an assignment deactivated, students are unable to see it. This can be a great option for teachers who want to plan ahead!
11. Click "Save Assignment."

To Review/Grade a Writing Assignment:

1. Click "Class Manager" on the left side of the screen, then click on the Class Page and Assignment icon to the right of the class title.
2. Click the View and Grade Assignments icon to the right of the assignment title.
3. Click "Grade" next to the submitted composition. Here you will be able to view the submitted assignment online, leave comments, and grade and/or return the compositions to students for revisions.
4. Click "Mark as Completed" when you are finished grading the assignment.

To Delete a Composition:

1. Click "Schools Stats" on the left side of the screen.
2. Choose Assignment Report from the dropdown box by "Report Type."
3. Select the Class and Assignment and click "View Report."
4. To the right of the student's name, click the number under the "# Versions" column.
5. Check off the appropriate composition and click "Remove Checked Records."

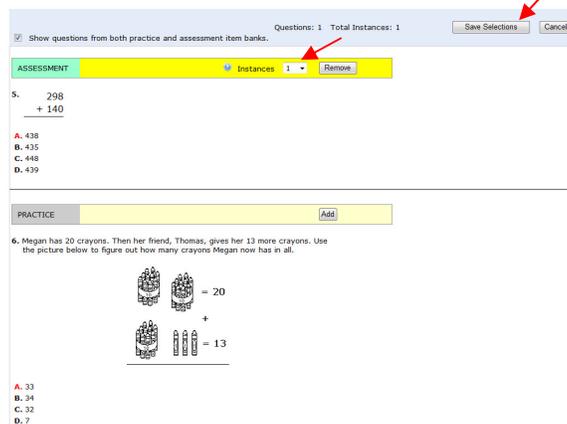
Tip: Teachers can access compositions by clicking the View and Grade Assignments icon under "Class Page and Assignments." If the writing assignment has been deleted, the teacher can log in as the student and click "Writing Portfolio" to access the composition.

Custom Assessment Builder

The Custom Assessment Builder allows teachers to create their own customized assessments to measure student proficiency and progress. Teachers can choose questions from either the standard Study Island question bank or from a new question bank designed specifically for the Custom Assessment Builder. At this time, Custom Assessment Builder is available for math and reading in grades 3-8. Please note that not all subjects and topics have unique question banks available.

To Create a Custom Assessment:

1. Click "Class Manager" on the left side of the screen.
2. Click the "Class Page and Assignments" icon to the right of the class name, then click "Add Assignment" for either a class or individual student.
3. Select "Create Custom Assessment."
4. Select the date assigned and the due date, then enter an assignment title.
5. Type instructions or any relevant information in the "Additional Info" box (optional).
6. Choose a grade and subject under "Select Questions," then click "Get Topic List."
7. Click the "Select Questions" icon to the right of the desired topic.
8. (Optional) Check the box by "Show questions from both practice and assessment item banks" if you wish to include standard Study Island practice questions as well as unique Custom Assessment questions in your assessment. Custom Assessment questions will be aqua and say "Assessment." Standard Study Island questions will be grey and say "Practice."
9. Choose the number of "instances" for each question stem. An instance is the number of times that specific question stem will appear on the assessment. While the question stem will remain the same, the actual values included in the question will vary for each instance. Please note that standard Study Island practice questions do not have instances.
10. Click "Add" to add the question to the assessment; the question will turn yellow. After a question has been added, you may click "Remove" to remove it.
11. Scroll to the top of the page and click "Save Selections."
12. Select "Activated" from the drop down menu at the bottom of the screen. To keep it deactivated, select "Deactivated". NOTE: When you keep an assignment deactivated, the students are unable to see it.
13. Click "Save Assignment."



Create New Topic Page

The "Create New Topic" page allows teachers and admins to create their own custom material for use in our program. Students can access this material by clicking "Custom Material" on the left side of the page. Admins can also add custom material to the other Study Island topics by clicking "Alter Subjects" on the admin page. For detailed instructions on creating Custom Material, see the Help tab or contact us at 800-419-3191, option 3.

Message Center

The "Message Center" page allows users to send messages to other Study Island users. Please see page 17 of the Teacher Manual for further details.

"To motivate the students, I send messages of encouragement through [the Message Center]."
-Jennifer Yokom, Teacher, WA Wright Elementary, TN

My Attributes

The "My Attributes" page allows users to change their user information, including username, password, and other attributes. Please note that the admin can block attribute changes from the admin page.

For information regarding implementation ideas and activities refer to page 19 of the Teacher Manual, the Help tab under Training/Implementation, and the Study Island newsletter.

Additional Features

Professional Development

The Professional Development Toolbox is designed as a teacher resource and includes math and reading lesson plans, demonstration videos, activities for instruction, and digital and supplemental resources. Each lesson plan contains a pre-assessment, guided practice activities, and differentiated activities for on-level, struggling, and advanced learners. The video, if available, corresponds to the lesson plan and covers the pre-assessment, introduction of new material, and guided practice activities. Please note that Professional Development features are not available in all topics.

To access the Professional Development Toolbox:

1. Click a grade level under Programs on the left hand side of the screen, then click a subject.
2. Click the green checkmark () to the right of the topic for which you would like to view the Professional Development Toolbox.
3. Click the tab you wish to view (Videos, Lesson Plans, or Digital Resources). Please note that not all Professional Development Toolboxes contain all toolbox features.



Back-to-School Checklist

Update School Contact Information

1. Login to Study Island as the Administrator.
2. Click on "School Information" under the Admin Functions box.
3. Update the principal and administrator's name and email addresses as needed.

Delete Users No Longer Enrolled in Your School

1. On the Admin Page, select "All Users" in the dropdown box at the bottom right of the screen labeled "Show Users In."
2. Check the boxes next to the users you wish to remove. If you wish to remove an entire grade level, click "Select All Grade Level 'X' Users" listed at the top of that grade level.
3. Click "Remove Users" located directly above any grade level.
4. When the page reloads, select "Removed Users" in the dropdown box at the bottom right of the screen labeled "Show Users In."
5. Check the boxes next to the users you wish to remove. If you wish to delete all users in the Removed Users list, click "Select All Removed Users."
6. Click "Delete Selected Users" above the removed user list. Note: This will permanently delete the selected users and their data.

Advance Students a Grade Level

1. On the Admin Page, select "All Users" in the dropdown box at the bottom right of the screen labeled "Show Users In."
2. Check the boxes next to the users you wish to advance. If you wish to advance an entire grade level, click "Select All Grade Level 'X' Users" listed at the top of that grade level. Note: We recommend advancing all students in all grades simultaneously by clicking "Check All Listed Users." If you choose to advance students one grade level at a time, we recommend starting with the highest grade level.
3. Click "Advance Grade" above any grade level.

Add New Students

Please refer to page 5 of the Administrator Manual or the online tutorials located on the Help tab for detailed instructions.

Edit Classes

1. Click "Class Manager" on the left side of the page.
2. Review existing classes.
3. Remove, edit, or add classes as necessary. See pages 27-30 for detailed instructions.

Distribute Usernames and Passwords to Teachers

1. Click "Printable User List" on the Admin page.
2. Print and distribute to appropriate teachers.

Direct Teachers to the Teacher Manual



This certifies that

has successfully mastered all levels of

Study Island - 2009-2010.

Teacher

Principal

Dear Parent or Guardian,

Our school has purchased a subscription to a research-based standards mastery program called Study Island. During our subscription, your child can access Study Island free of charge anywhere that Internet access is available. Study Island has site-wide security features in place to provide greater peace of mind.

We are excited about the benefits this program can bring to our students, and we encourage you to take advantage of this opportunity. Please feel free to contact Study Island at 800-419-3191 or support@studyisland.com if you have any questions.

Sincerely,

Principal

Using Study Island from Home

Study Island is completely Web-based, which allows students to access the program from any computer with an Internet connection and a standard Web browser. Study session results are automatically recorded for teacher review, including results from sessions completed outside of school.

The program is divided into sections based on subject (math, reading, etc.). Each section is made up of 15 to 30 topics, with each topic containing about 20 to 30 questions. Topics are accompanied by a lesson, which contains a brief overview of the material covered in that topic.

Follow the instructions below to use the program:

1. Go to www.studyisland.com.
2. Enter your username and password at the upper left side of the screen, and click "Submit." Students will receive a username and password from their school.
3. Click on a subject (math, reading, etc.).
4. If this is the first time using the program, click "Pretest." **You must complete 10 Pretest questions to unlock the rest of the content in that subject.** If there is no Pretest option, or if you have already taken the Pretest, you may move on to the other content topics.
5. Choose a Session Type. The default setting is Test mode, however students may also select Printable Worksheet or Game mode if permitted by the school.
6. To pass a topic, you must meet the passing requirements, which are based on a minimum number of questions answered (usually 10) and a minimum percentage correct (around 70%). A blue ribbon icon () is displayed next to all passed topics.
7. Once you have completed the Pretest, you may work through the remainder of the topics in any order. You must pass all topics before taking the Post Test.
8. Once you have passed all the topics, you must pass the Post Test to complete the subject. Ignore this step if the subject has no Post Test.
9. When you pass all topics in all subjects, you have completed the program.

To Access Reports:

Select a subject under Reports on the left-hand side of the screen to access your reports.

"I've had one building that repeatedly has students doing thousands of problems over our vacation breaks and over summer. That says a lot about the program."
Meryl Smith, Director, Assessment & Support, Miamisburg City Schools, OH

Estimados Padres o Tutores:

Nuestra escuela ha comprado una suscripción a un programa de dominio de estándares basado en investigación, este programa se llama Study Island. ¡Durante el período de suscripción su hijo puede acceder a Study Island de manera gratuita en cualquier lugar que tenga acceso a Internet! En todo el sitio de Study Island existen sistemas de seguridad internos para brindarle una mayor tranquilidad.

Estamos muy entusiasmados con los beneficios que este programa puede brindar a nuestros alumnos, nosotros queremos que usted saque provecho de esta oportunidad. Si tiene alguna duda o comentario, por favor no dude en ponerse en contacto con Study Island al teléfono 800-419-3191 o al correo electrónico support@studyisland.com.

Sinceramente,

El Director

Utilizando Study Island en la Casa

Study Island es un programa que está completamente basado en Internet, esto permite a los alumnos tener acceso al programa desde cualquier computadora que tenga una conexión a Internet y un buscador de internet estándar. Los resultados de las sesiones de Study Island se registran automáticamente para que los profesores puedan revisarlos, esto incluye los resultados de las sesiones que se realizan fuera de la escuela.

El programa está dividido en secciones basadas por las materias (Matemáticas, Lectura, etc.). Cada sección se compone de 15 a 30 temas, cada tema se compone de 20 a 30 preguntas. Los temas están acompañados de una lección, la cual contiene una breve descripción del material cubierto en el tema.

Siga las siguientes instrucciones para usar el programa:

1. Vaya al sitio www.studyisland.com
2. Ingrese el nombre del usuario "*username*" y la contraseña "*password*" en la parte izquierda superior. Después haga clic en el botón "*Submit*". Los estudiantes recibirán el nombre del usuario y la contraseña en la escuela.
3. Haga clic en una materia (Matemáticas, Lectura, etc.).
4. Si está utilizando el programa por primera vez haga clic en el botón "*pretest*" examen preliminar. **Usted deberá de completar 10 preguntas del examen preliminar para tener acceso al contenido restante de la materia.** Si no hay una opción de "*pretest*" examen preliminar o si ya la tomó, usted puede acceder a los otros temas.
5. Elija un tipo de sesión. El tipo de sesión que aparece como regla, es el modo de prueba, no obstante los estudiantes pueden seleccionar otros modos como el de impresión de hoja de trabajo o juegos, en caso de que estén permitidos en la escuela.
6. Para aprobar un tema, usted debe de cumplir con los requisitos para aprobar. Estos requisitos se basa en el número de preguntas contestadas (generalmente 10) y un porcentaje mínimo de respuestas correctas (70%). Un icono de un listón azul  aparecerá junto a todos los temas que sean aprobados.
7. Una vez que haya completado el examen preliminar, usted podrá acceder el resto de los temas en el orden que usted desee. Usted debe de aprobar todos los temas antes de tomar el Post Test.
8. Una vez que usted haya aprobado todos los temas, usted será capaz de aprobar el Post Test. Usted debe de aprobar el Post Test para completar la materia. En caso que la materia no tenga Post Test, ignore este paso.
9. Una vez que haya aprobado todos los temas de todas las materias, usted habrá terminado el programa.

Como Acceder a los Reportes:

Seleccione una materia en lado izquierdo de la pantalla para tener acceso a los informes

Appendix A: Glossary

Adjust Student Difficulty - feature found on the School Stats page that allows admins and teachers (if allowed) to adjust the percentage correct required to achieve the blue ribbon (🏆) and force students into lower or higher grade level material

Administrator – person from your school or district designated to register students and teachers, update the roster as needed, and set global preferences for the program

Advance - to promote students to a higher grade level

Assignment - topic(s) chosen by the teacher for the students to complete; created on the Class Manager Page and accessed through the Class Page. See 'Completed Assignment.'

Attributes – individual data for each user, such as grade level, username, password, and demographics

Block Other Material - feature that allows you to designate the material to which your students have access. Students will only be able to access Study Island topics assigned on the Class Page(s).

Blue Ribbon – the designation of topic mastery

Building Block – remedial material automatically generated when a student does not meet certain passing requirements

Class – a group or grouping of students created on the Class Manager Page

Class Manager – Study Island page where teachers can manage classes, and create/edit assignments and class pages

Class Page – informational page created by teachers in Class Manager containing assignments, notes, etc. for students

Class Properties – settings chosen for each class by the teacher (e.g. game access, timer visibility, and remedial topic availability)

Create New Topic - editor with which Custom Material can be created

Classroom Response Systems (CRS) – interactive handheld classroom devices which work in conjunction with the Study Island program

Completed Assignment - assignment in which students have earned a Blue Ribbon in each included topic

Custom Material – questions created by teachers added into the Study Island program

Database File - school-generated file containing student information used to register users in Study Island

Default Password - school-chosen password given to all users upon registration if unique password is not specified

High Score Table - record of high game scores achieved in game mode

Homeroom - optional field used during registration to automatically place students in a class

Import - method of registering users by uploading a database file containing user information

Items - number of questions

Lesson - brief topic overview

Live View - a real-time monitoring system that allows teachers to observe students' progress as they work

Mapping Fields - process of matching your database fields to recognized Study Island fields

Not Trusted - setting designated by Admin that limits teacher functions and access to student data

Off grade Level - see 'Building Block'

Owner - teacher or Admin in control of class

Parent Notification - an automatic notification process designed to communicate student progress to parents via email

Pass Topic - to pass a topic, a student must achieve a specified percentage correct while having attempted a minimum number of questions

Passing Parameters - requirements to designate topic mastery; consists of minimum percentage and minimum number of questions

Post Test – nondiagnostic topic designed to determine subject mastery

Pretest - nondiagnostic topic designed to introduce users to the Study Island program

Printable User List - roster of users' usernames and passwords

Printable Worksheet - session type that allows users to print questions from a Study Island topic

Register - to add users to the program manually or via a database file

Remedial Topics - see 'Building Block'

Report - Study Island statistical data organized in a viewable format

School Identifier - suffix added to a username to prevent a high number of duplicates (e.g.: school name, initials, or mascot)

Session - duration of time in which a user participates in a Test, Game, Classroom Response System, or Printable Worksheet within the Study Island program

Session Type - see 'Study Mode'

SIS Primary Key - identification number that can be added when registering users to identify users in our system

Start Date - the day the user was created and/or the date from which stats are shown

Study Mode - method in which students can work through Study Island topics; options include Test, Game, Classroom Response System and Printable Worksheet

Suffix - see 'School Identifier'

Topics - individual segments within a subject

Trusted - setting designated by the admin that allows teacher functions and access to student data

White Ribbon - designation of Building Block mastery

Icon Glossary

	Text Highlighter - Used for highlighting text in a question
	Font Size Changer - Used for changing the font size of a question
	Text to Speech - Roll over to hear audio of question *Audio available for K-1 only
	Envelope - Link to Message Center
	Building Block - Remedial material automatically generated when a student does not meet certain passing requirements
	Hazard Triangle - Denotes student is struggling in topic
	Blue Ribbon - Designation of topic mastery
	White Ribbon - Designation of topic mastery for a Building Block topic
	Preview Class Page – Default
	Preview Class Page – Not Default
	Edit Class or Edit Assignment
	Class Page and Assignments
	Remove Class or Assignment
	Deactivate Assignment
	Activate Assignment
	Assignment Results
	Locked Assignment
	View Lesson
	View Questions
	View Expectation
	View Standards Map

	Class Gradebook							Blue Ribbon	Individual Student		Class Summary		Class Comparison						
	Program by Subject	Subject by Topic	Subject by Reporting	By Topic	By Subject	By Program	All Activity		All Subjects	By Subject	All Subjects	By Subject	Program by Subject	Subject by Topic	Subject by Reporting	By Topic	By Subject	By Program	All Activity
Students with stats (not ALL students)				X	X	X	X												
Filter by date				X	X	X	X		X	X	X	X				X	X	X	X
Histogram / graph				X	X	X	X									X	X	X	X
Automatically Email Report	X	X		X	X	X	X	X	X	X	X	X	X	X		X	X	X	X
Open in Excel	X	X	X					X					X	X	X				
Sort	X	X	X	X	X	X	X	X					X	X	X	X	X	X	X
Send message to student from report				X	X	X	X	X											
Click on name to get more details	X	X	X	X	X	X							X	X	X	X	X	X	X
Click on stats to get more details	X	X	X	X				X		X	X		X	X	X				
Building Block stats							X			X									
Compare with others									X	X	X	X							
Suggested topics										X		X							
Item analysis																		X	
Disaggregate view											X								
Shows blue ribbons				X						X		X							
Time spent				X	X	X	X		X	X	X	X				X	X	X	X
Grade (proficient, below basic, etc.)				X	X	X			X	X		X				X	X	X	

Assignment	Benchmarking						Trend Report			Weekly	High Score	Login	
	Gradebook	* Item Analysis	Class Summary	Class Comparison	Individual Student	Executive Summary	Usage Graph	Cumulative Performance	Performance				
			X	X						X	X		Students with stats (not ALL students)
													Filter by date
				X		X							Histogram / graph
X							X	X	X				Automatically Email Report
X	X			X									Open in Excel
X	X	X		X							X	X	Sort
													Send message to student from report
X	X										X	X	Click on name to get more details
	X	X	X	X	X		X				X		Click on stats to get more details
										X			Building Block stats
													Compare with others
													Suggested topics
X	X												Item analysis
X			X										Disaggregate view
													Shows blue ribbons
													Time spent
	X		X	X	X	X							Grade (proficient, below basic, etc.)

		Students with Stats (not ALL students)	Filter by Date Inside Report	Has Histogram /Graph	Automatically Email Report	Open in Excel	Sort	Send Message	Click Name for Details	Click Stats for Details	Building Block Stats
Class Gradebook Report	By Program Broken Down by Subject				X	X	X		X	X	
	By Subject Broken Down by Topic				X	X	X		X	X	
	By Subject Broken Down by Reporting Category					X	X		X	X	
	By Topic	X	X	X	X		X	X	X	X	
	By Subject	X	X	X	X		X	X	X		
	By Program	X	X	X	X		X	X	X		
	All Activity	X	X	X	X		X	X			X
Blue Ribbon Report					X	X	X			X	
Individual Student Report	All Subjects		X		X						
	By Subject		X		X					X	X
Class Summary Report	All Subjects		X		X					X	
	By Subject		X		X						
Class Comparison Report	By Program Broken Down by Subject				X	X	X		X	X	
	By Subject Broken Down by Topic				X	X	X		X	X	
	By Subject Broken Down by Reporting Category					X	X		X	X	
	By Topic		X	X	X		X		X		
	By Subject		X	X	X		X		X		
	By Program		X	X	X		X		X		
	All Activity		X	X	X		X		X		
Assignment Report					X	X	X		X	X	
Benchmarking Report	Gradebook Format					X	X		X	X	
	* Item Analysis	X					X			X	
	Class Summary Format	X		X						X	
	Class Comparison Format					X	X			X	
	Individual Student Format										
	Executive Summary Format			X							X
Trend Report	Usage Graph				X						
	Cumulative Performance Graph				X						
	Performance Graph				X						
Weekly Report		X									X
High Score Report							X		X	X	
Login Report							X		X		

