



# **Study Island Administrator Manual**

How to Get Started Using the Program

**2011 - 2012**



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3232 McKinney Ave. Suite 400 Dallas, TX 75204 ~ 1-800-419-3191 ~ [support@studyisland.com](mailto: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](mailto:support@studyisland.com), or click on the “Live Support” link located at the top left corner of the Admin Page.


Sincerely,  
Study Island Support

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## Frequently Asked Questions

1. **How do I find my students' usernames and/or passwords?** See "Password List" under "Teacher Usage" on page 32.
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 18.
4. **How do I create a class or grouping of students?** See "Class Manager" starting on page 33.
5. **How do I create an assignment?** See "Class Manager" starting on page 34.
6. **How do I view my students' data?** See "School Stats Page" and report information starting on page 19.
7. **How do I delete student data?** See "Admin Functions," then "Clear Statistics" starting on page 14 or "School Stats Page," then "Delete Individual Sessions" on page 19.
8. **How do I delete a student from Study Island?** See "Registered Users," then "Remove Users" starting on page 18.
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 13.
10. **How do I use my CRS clickers with Study Island?** See page 16.
11. **How do I create a printable version of Study Island's questions?** See "Printable Worksheet" under "Study Modes" on page 32.
12. **How do I turn games on/off for my students?** See "School Preferences Menu," then "Games (On/Off)" starting on page 17.
13. **How does Text-to-Speech work?** See "Adjust Student Difficulty," then "Text-to-Speech" starting on page 13.
14. **How do I change Study Island's passing parameters?** See "Admin Functions," then "Option 1 – Adjust Passing Parameters" starting on page 12.
15. **How do I add a new student to my existing class?** See "Class Manager," then "Tip" on page 33.
16. **Can my students start over without permanently deleting previous data?** Yes. See "Admin Functions," then "Start Date" starting on page 13.
17. **How do I create a Custom Assessment?** See "Class Manager," then "Custom Assessment Builder" starting on page 33.
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 33.
19. **Why can't my students access the Post Test?** See "Teacher Instructions," then "Step 7" starting on page 30.
20. **How do I transfer a student to a different school?** See "Registered Users," then "Change School" on page 18.

# 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 10 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 eInstruction, Promethean, Renaissance, Quizdom, SMART, 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

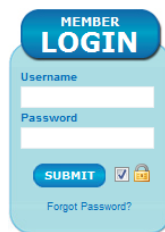
To manage multiple schools from one login, you may want to obtain a "District Login." Please do so by calling our Customer Relations team at 800-419-3191.

**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 in your welcome email.

## Step 2: Register Your Students and Teachers

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.



A graphic of a login form titled "MEMBER LOGIN". It includes fields for "Username" and "Password", a "SUBMIT" button, a "Forgot Password?" link, and a small icon of a person with a checkmark.

### 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.

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 “Password List” link.

**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.

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:

User Type: \*

Grade Level: \*

SIS Primary Key ?

☒ force password reset upon login (recommended)

[▼ Show Other Optional Fields](#)

[Privacy Policy](#)

4. Click “Add User.” When finished adding users, click “Back to Admin Page.”
5. After you are finished registering all of the students and teachers, go to “Step 3: Distribute Usernames and Passwords” on **page 10**.

**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.
- **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.

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.

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 under “Admin Functions.”
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:

Last Name:

Grade:

User Type:

**OR**

Full Name:

---

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:

Auto Generation Method:

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

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:  Password:

☐ force reset of password upon login

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

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 : <input type="text"/>	Homeroom: <input type="text"/>
Ethnicity: <input type="text"/>	Gender: <input type="text"/>
Title I Participant (Yes/No): <input type="text"/>	LEP/ELL (Yes/No): <input type="text"/>
Migratory Student (Yes/No): <input type="text"/>	Special Education (Yes/No): <input type="text"/>
Gifted/Talented (Yes/No): <input type="text"/>	Economically Disadvantaged (Yes/No): <input type="text"/>

12. Review the user information. Users listed in red had duplicate usernames, so the program has automatically added a number to the username to make it unique. The users will still be registered upon clicking “Register Users.” 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 “Password List” on the admin page. Teachers can also find the Password List at the top of the School Stats page.

**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 30 of this manual.

**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 33 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 44 for a parent letter.

See page 45 for a parent letter in Spanish.


## What’s New

Click “What’s New” on the left side of the screen at any time to check out new product enhancements, view recent product upgrades, and preview upcoming releases. Study Island will default to this page upon login when announcements are added.

# Admin Functions

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

## Admin Functions

- Kelly's Island 
- School Information
- Alter Subjects
- Add Users
- Import Users
- Easy Login Setup
- Adjust Student Difficulty
- Restrict Access
- Export Users
- Export Statistics
- Reset High Scores
- Clear Statistics
- Password List
- Emailed Report Manager

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

### My Island

The My Island setup wizard will walk you through entering contact information, registering students and teachers, creating classes, introducing new features, school usage, and becoming a Power User. Note: if your school is an existing user, you may find that some steps have already been completed.

### 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.
4. Click “Set Passing Level” to save changes.

**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 [Set Start Date](#)

---

Subject To Change: - [Set Passing Level](#)

Passing Level: Met Standard

[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 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.”

**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 – Enable/Disable Special Needs Support:** Under this option, administrators will be able to enable and disable special needs support for the necessary students. There are two features located here: text-to-speech and limited answer choices. 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.

Limiting the number of answer choices reduces the number of answer choices shown in tests, games, and printable worksheets to three.

To Enable Text-to-Speech or Limited Number of Answer Choices:

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 appropriate column next to their name or by choosing "Check All."
4. Click "Save Settings."
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.

**Enable/Disable Special Needs Support**

School: **Kelly Trial School**  
Class: **Mrs. Logan's 4th Period**

**Special Needs Support Options ?**

[Save Settings](#)

Your changes will take effect the next time your users log in.

Name	<a href="#" style="background-color: #007bff; color: white; padding: 2px 5px;">Check All</a> <a href="#" style="background-color: #007bff; color: white; padding: 2px 5px;">Uncheck All</a>	<a href="#" style="background-color: #007bff; color: white; padding: 2px 5px;">Check All</a> <a href="#" style="background-color: #007bff; color: white; padding: 2px 5px;">Uncheck All</a>
	<b>Text-to-Speech Setting</b>	<b>Limit to 3 Answer Choices</b>
1. Airey, Vicki (vicki.kelly)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Berry, Charlotte (charlotte.kelly)	<input type="checkbox"/>	<input type="checkbox"/>
3. Bowers, Gail (Gail.kelly)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

### Restrict Access

See page 13. 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. 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 ?

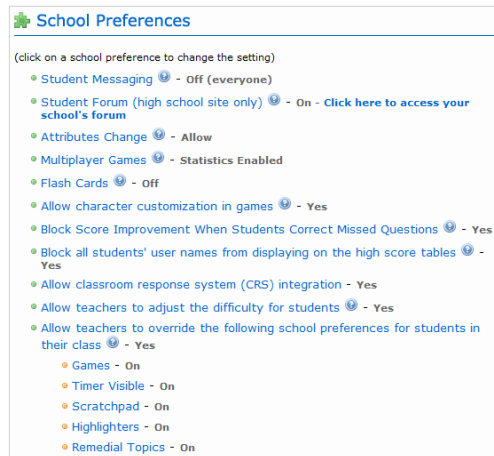
This feature allows you to permanently remove recorded data by individual student, class, subject or program. To delete individual test sessions, please see instructions on page 19.

### Password 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.



### 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.

### Student Forum (high school site only)

You can choose whether the high school students will be able access the student forums. The Student Forums are online discussions where students within your school can participate in collaborative work environments to discuss classroom lectures, study in groups, and exchange ideas.

### 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 multiplayers). 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.*

**Flash Cards**

When flash cards are enabled, teachers and students will see a flash card icon next to the topic title. Upon clicking the icon, users will be able to choose between interactive digital or printable flash cards. Please note that not all topics have flash cards available.

**Allow Character Customization in Games**

When character customization in games is allowed, students will be able to customize their characters in select games. Customizable features vary by game and may include gender, skin tone, hair color, and hat, shirt, bottom, and footwear color.

**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. 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 compatible 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 "Programs", on the left side of the screen, and when the menu drops open select the grade level and then 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" under "Session Options."
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 the Following School Preferences for Students in Their Class**

When you select "Yes," your teachers will be able to override the school's game, timer, scratchpad, highlighter, 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. See screenshot on next page.

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.

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	
<b>Games</b> ? On If % Correct > 75% ▼	<b>Remedial Topics</b> ? On ▼
<b>Practice Session Options</b> ?	
Timer Visible: Yes ▼ Scratchpad (📝): No ▼ Highlighters (🖍️): Yes ▼	



“Games are very effective in the learning process because the students are learning as they are playing and it is fun for them. They often don’t realize that they are learning.”  
-Debbie Firestone,  
Wheaton Woods  
Elementary, MD

### Games

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 >
  - 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.
  - 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

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 19.

## Tools



- [Study Island Manuals](#)
- [Certified Power User Program](#)
- [Help](#)

### Study Island Manuals

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

### Certified Power User Program

Access the Certified Power User program here. A Certified Power User is a Study Island admin or teacher who has mastered the Power User topics and has deep knowledge and understanding of the Study Island program.

### 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.

## 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.”

**Teachers – Trusted vs. Not Trusted**

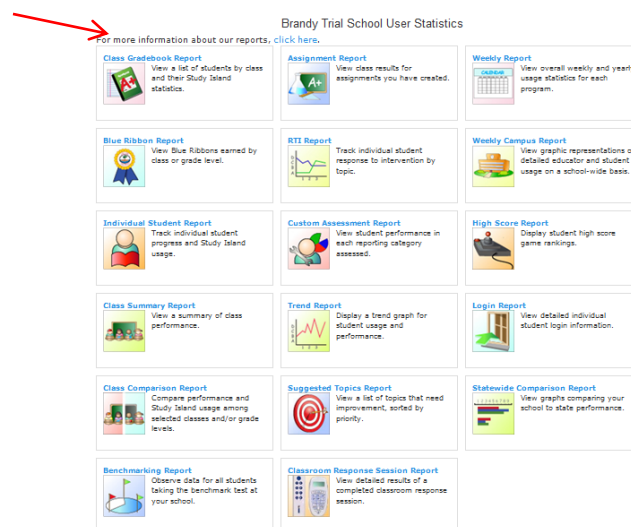
Administrators can choose whether or not to allow teachers to view the school stats and student passwords. When registered, the teachers are automatically registered as “Trusted” users. This enables them to view the reports. In order to change their status to “Not Trusted,” simply check the box beside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

**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 “Password List.” (See the Help tab for a description of the various reports.)



Brandy Trail School User Statistics

For more information about our reports, [click here.](#)

<b>Class Gradebook Report</b> View a list of students by class and their Study Island statistics.	<b>Assignment Report</b> View class results for assignments you have created.	<b>Weekly Report</b> View overall weekly and yearly usage statistics for each program.
<b>Blue Ribbon Report</b> View Blue Ribbons earned by class or grade level.	<b>RTI Report</b> Track individual student response to intervention by topic.	<b>Weekly Campus Report</b> View graphic representations of detailed educator and student usage on a school-wide basis.
<b>Individual Student Report</b> Track individual student progress and Study Island usage.	<b>Custom Assessment Report</b> View student performance in each reporting category assessed.	<b>High Score Report</b> Display student high score game rankings.
<b>Class Summary Report</b> View a summary of class performance.	<b>Trend Report</b> Display a trend graph for student usage and performance.	<b>Login Report</b> View detailed individual student login information.
<b>Class Comparison Report</b> Compare performance and Study Island usage among selected classes and/or grade levels.	<b>Suggested Topics Report</b> View a list of topics that need improvement, sorted by priority.	<b>Statewide Comparison Report</b> View graphs comparing your school to state performance.
<b>Benchmarking Report</b> Observe data for all students taking the benchmark test at your school.	<b>Classroom Response Session Report</b> View detailed results of a completed classroom response session.	

**Delete Individual Test Sessions**

Teachers can delete individual test sessions by going to the School Stats page and pulling an Individual Student Report. You can also delete entire topics by checking the box to the left of the topic title and then clicking “Remove Checked Records.”

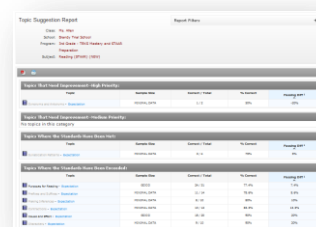
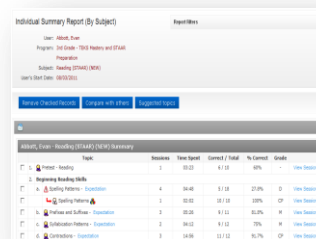
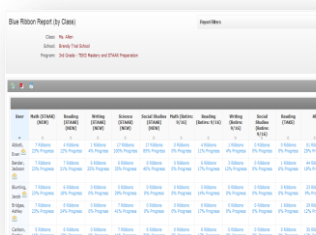
1. Click the number of sessions that corresponds with the topic in question (under the Sessions column).
2. Check the session you wish to delete.
3. Click “Remove Checked Sessions.”

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.

**Tip:** For more information about reports, click “For more information about our reports, click here.” at the top of the page.

## IF YOU WANT TO:

## TRY THIS:

Find the strengths/weaknesses  
of the classSelect **Suggested Topics Report**.View individual statistics for a  
student's progressSelect **Individual Student Report**.  
Choose the student you'd like to view.  
Choose "All Students" to view and print your  
entire class.Find the percentage of the program  
that has been completed with Blue  
RibbonsSelect **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  
topicSelect **Class Gradebook Report**.  
Choose "By Subject Broken Down By Topic."View a snapshot of educator and  
student usage with tips on how to  
optimize implementation within your  
schoolSelect **Weekly Campus Report**.  
Select the week.

## IF YOU WANT TO:

## TRY THIS:

View the results of a Custom Assessment

Select **Custom Assessment Report**.  
Choose the class and assessment.

Program: 3rd Grade - TEKS Mastery and TAKS Preparation  
Subject: Math  
Assessment Title: Mrs. Logan's Custom Assessment 1  
School: Kelly Trial School  
Class: Mrs. Logan's 4th Period

Student	Place Value 3.1.A		Addition & Subtraction 3.2.A, 3.2.B		Problem Solving Strategies 3.14.B, 3.14.C		TOTALS	
	Correct	Incorrect	Correct	Incorrect	Correct	Incorrect	Correct	Incorrect
Mrs. Hild	0	0	0%	0	0	0%	0	0%
Berry, Charlotte	3	1	75%	2	0	100%	3	4
Stevens, Gail	3	1	75%	2	3	40%	3	4
Jones, Lorraine	3	1	75%	2	0	100%	3	4
Ogden, Shari	1	3	25%	3	0	100%	1	3
Pastorena, Patrick	0	0	0%	0	0	0%	0	0%
Piper, Josh	0	0	0%	0	0	0%	0	0%
Pruitt, Melissa	0	0	0%	0	0	0%	0	0%
<b>TOTAL</b>	<b>10</b>	<b>6</b>	<b>62.5%</b>	<b>17</b>	<b>3</b>	<b>80%</b>	<b>13</b>	<b>15</b>

View student statistics based on state assessment reporting categories

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

Class: Ms. Allen  
School: Brandy Trial School  
Program: 3rd Grade - TEKS Mastery and STAAR Preparation  
Subject: Math (STAAR) (NEW)

Student	Number, Operations & Relationships Reasoning		Patterns, Operations & Relationships Spatial Thinking		Geometry & Measurement		Probability & Statistics		Underlying Processes & Mathematical Tools		ALL LISTED TOPICS	
	Items	Score	Items	Score	Items	Score	Items	Score	Items	Score	Items	Score
Albert, Evan	42	95.2%	10	93.3%	0	-	0	-	10	93.3%	7	20.0%
Bender, Jackson	10	100%	10	100%	10	100%	10	100%	10	100%	60	100%
Blumling, Jacob	34	79.4%	10	100%	10	100%	0	75%	0	-	72	81.9%
<b>Total</b>	<b>100</b>	<b>90.6%</b>	<b>50</b>	<b>88%</b>	<b>20</b>	<b>90%</b>	<b>20</b>	<b>95%</b>	<b>40</b>	<b>87.5%</b>	<b>17</b>	<b>58.8%</b>

Compare usage and performance between classes and/or grade levels

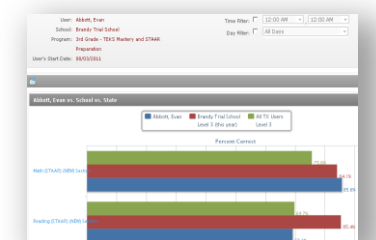
Select **Class Comparison Report**.  
Select "By Program Broken Down By Subject."  
Choose the classes and program you'd like to view.

School: Brandy Trial School  
Program: 3rd Grade - TEKS Mastery and STAAR Preparation

Comparison Results

Student	Math (STAAR) (NEW)		Reading (STAAR) (NEW)		Writing (STAAR) (NEW)		Science (STAAR) (NEW)		Social Studies (STAAR) (NEW)	
	Items	Score	Items	Score	Items	Score	Items	Score	Items	Score
Ms. Allen	291	84.9%	225	82.2%	101	84.2%	290	90.3%	319	83.1%
Summer Fun	70	90%	65	88.2%	0	-	70	88.6%	0	-
<b>Total</b>	<b>361</b>	<b>85.9%</b>	<b>310</b>	<b>83.9%</b>	<b>101</b>	<b>84.2%</b>	<b>360</b>	<b>90%</b>	<b>319</b>	<b>83.1%</b>

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.

Class: Ms. Allen  
School: Brandy Trial School  
Program: 3rd Grade - TEKS Mastery and STAAR Preparation  
Subject: Reading (STAAR) (NEW)  
Assignment: Reading Assignment  
Title:

Reading Assignment Results

Student	Spelling Patterns 3.1.A		Prefixes and Suffixes 3.1.B		Substitution Patterns 3.2.B		ALL LISTED TOPICS	
	Items	Score	Items	Score	Items	Score	Items	Score
Albert, Evan	11	27.3%	11	63.6%	11	75.0%	41	56.1%
Bender, Jackson	15	93.3%	0	-	0	-	15	93.3%
Blumling, Jacob	0	-	10	80.0%	0	-	10	100%
<b>Total</b>	<b>26</b>	<b>57.6%</b>	<b>21</b>	<b>80%</b>	<b>11</b>	<b>75%</b>	<b>66</b>	<b>68.2%</b>

# 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 “Select All” box below the maroon arrow for that grade level.
4. Click “Save” at the bottom of the screen.

## How to Create a Practice and Instruction 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. Click “Create Practice & Instruction Assignment.”
5. 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.
6. Enter an Assignment Title.
7. Type instructions or any relevant information in the “Additional Info” box (optional).
8. Use the “Preferences” drop-down menu to adjust the preferences for your assignment. If an admin allows, teachers may choose “Override School Preferences” (optional).
9. Choose a grade and subject under “Select Topics.”
10. Click “Get Topic List.”
11. Select the topics.
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.”

## 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

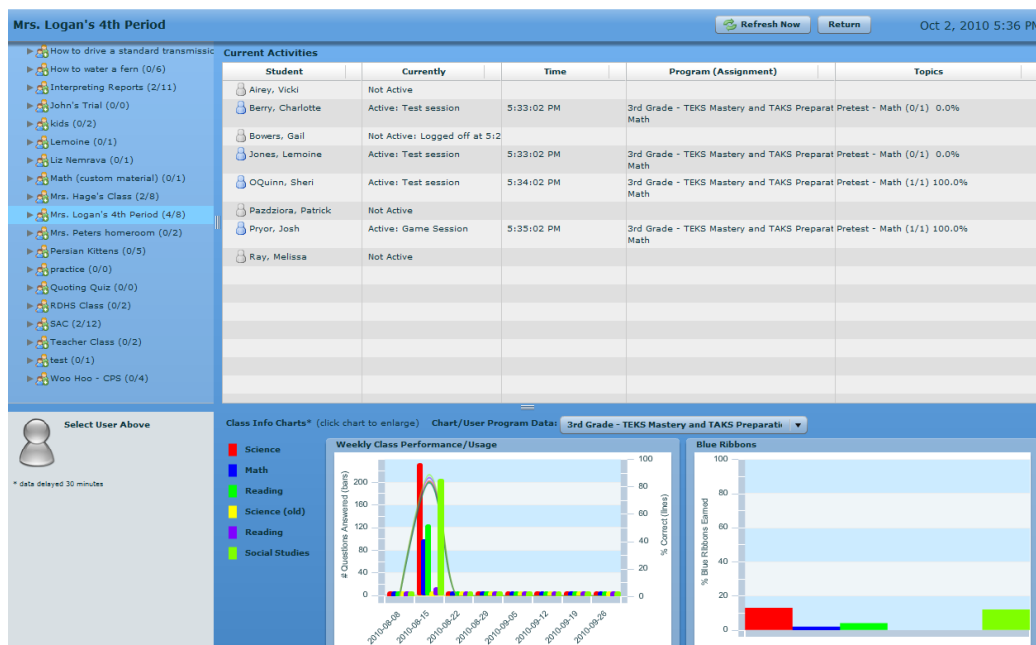
LiveView is a real-time monitoring system that allows the admin and teachers to observe students' progress as they work. LiveView displays which students in your class are logged in, the assignment and/or topic(s) on which they are working, and the number questions correct out of the number attempted. 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 a minimum of 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 33 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.
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:

**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.



## 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 23 11
Due:
Nov 28 11 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

1st period - Mr. Channing's Class  
4th Period - Mrs. Foster  
9th grade Science  
Allen's 2nd Period  
Brandy's Class

**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 -

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

Assignment Scoring Method: ☒ Numeric ☐ Percentage

Assignment Minimum Score  
0

Assignment Maximum Score  
4

Disable Spellcheck:  
Yes

**Activate and Save Assignment**

ACTIVATED

Save Assignment Cancel

### 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 33 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).
6. 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.

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."

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**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.

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### Custom Assessment Builder

The Custom Assessment Builder (CAB) 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. CAB is available for all grades and subjects. 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 single- or multiple-use assessment. NOTE: Single-use assessments allow you to assign a test to a class immediately. Multiple-use assessments are saved in your Assessment Library. (Go to the Assessment Library to assign a multiple-use assessment to a class.)
5. Select the date assigned and the due date, then enter an assignment title.
6. Type instructions or any relevant information in the "Additional Info" box (optional).
7. Choose a grade and subject under "Select Questions," then click "Get Topic List."
8. Click the "Select Questions" icon to the right of the desired topic.
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."

Questions: 1 Total Instances: 1

☒ Show questions from both practice and assessment item banks.

ASSESSMENT

Instances 1 Remove

5. 
$$\begin{array}{r} 298 \\ + 140 \\ \hline \end{array}$$

A. 438  
B. 435  
C. 448  
D. 439

PRACTICE Add

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.

$$\begin{array}{r} 20 \\ + \\ 13 \\ \hline \end{array}$$

A. 33  
B. 34  
C. 32  
D. 7

### Custom Assessment Library:

The Custom Assessment Library allows you to create and stores “Multiple Use Assessments.” From the Custom Assessment Library, you will be able to share and unshared assessments, assign assessments to your classes, edit assessments that have not been assigned or shared, and delete your assessments.

## 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. Teachers can assign it by creating a Practice and Instruction assignment and selecting Custom Material as the topic. Finally, admins can click on “Alter Subjects” to add Custom Material to the list of topics.

### Create Custom Material


1. Click “Custom Material” on the left side of the screen.
2. Click “Create New Topic” on the upper right side of the screen.
3. Give your topic a name, description, and grade level.
4. Set the Advanced Options (optional) for your test.
5. Click “Next” to begin.

### Write a Question

1. Use the “Question Type” dropdown box to choose between multiple choice, true/false, or short answer questions.
2. Click “Turn Editor On” on the right side of the screen before you begin working. Type your question in the question section and your correct answer in the answer section.
3. Click “Wrong Answers” to add wrong answers. Type your first wrong answer and click “Add New” for each additional wrong answer you want to create. If you do not add wrong answers, the system will pull answers from other questions you have written. If you have not written any wrong answers, it will default to random numbers.
4. Click “Add New” to write your next question. Repeat steps 1-4 until you’ve added all your questions.
5. Click “Save Topic.”

TIP: Use the editor toolbar to change font, add exponents, spellcheck, add symbols, insert tables, and add pictures.

**Add Pictures to a Question**

1. Click the “Insert/Edit Image”  icon in the editor toolbar.
2. Browse for an image on your computer, select an image from previously uploaded images in Custom Material, or upload an image from a website.
3. Click “Insert” to insert selected picture.
4. Optional – You may choose to upload images into Custom Material by clicking “File Upload Mgr” on the left side of the screen. Simply browse for your file and click “Upload.” Click “Close” when finished.

Caution: If you simply copy and paste an image into a question, it may attach hidden HTML coding that could impact your question formatting.

**Add an Attachment or Lesson**

1. Click “Attachment” or “Lesson.”
2. Choose an existing attachment from the dropdown box or click “Create New.”

## Message Center

The “Message Center” allows users to send messages to other Study Island users. Please see page 15 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.

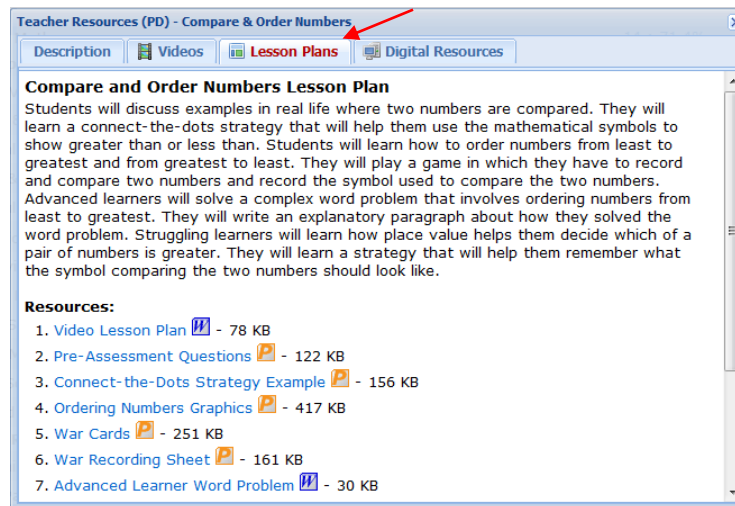
# Additional Features

## Teacher Resources

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.

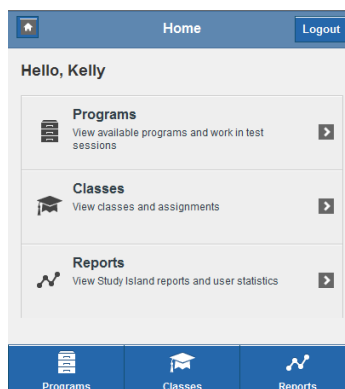
To access the Professional Development Toolbox:

1. Click on "Programs", on the left side of the screen, and when the menu drops open select the grade level.
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 Mobile

Study Island Mobile was designed to allow admins, teachers, and students to access a mobile-friendly version of Study Island. Admins and teachers may view a simplified version of the Class Manager page including classes and Practice and Instruction assignments, take test sessions, and view Study Island reports and user statistics. Students may view their class pages and Practice and Instruction assignments, take test sessions, and view their individual student reports. Please note that Study Island Mobile does not allow access to the entirety of the Study Island program. Users wishing to create assignments, access CAB, or play games should proceed to Study Island's desktop version.



# 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. You can also find a complete Teacher Manual on our Help tab.

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.

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

## 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.

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.*

“Students jumped right into [our Blue Ribbon Challenge]. We now have a huge number of students working on Study Island at night and on the weekends. They get so excited about seeing the blue ribbons go up on the bulletin board.”

-Patrick Heath, Frank Long Elementary, GA

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!

7. 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.

**High School Teachers:** Study Island offers a new high school interface for our 9-12 students. "The Island" is a separate Study Island website with an updated interface designed specifically with our high school users in mind. Some of the key features of the high school site include new site organization and the addition of study forums, daily feeds, and a career readiness section. To access the high school website, The Island, students will go to <https://hs.studyisland.com>, enter their Study Island username and password, and click "Login."

A passport stamp denotes topic mastery in "The Island" high school interface. The passport stamps are comparable to blue ribbons in the K-8 Study Island program. The Passport Stamps will only be seen when logged into the high school website; they will not replace the Blue Ribbons seen when logged into the Study Island website.

## Study Modes

There are several 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 choose the desired session type under "Session Options." 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 student can choose games from three difficulty levels: Beginner, Intermediate, or Challenging. The difficulty level does not pertain to the questions, but rather to the level at which the game is played.

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

"The children and teachers love the options of test mode, printable [worksheets], and games so that there will be variety in the practice."

-Irene Faller, Geneva Kent Elementary, WV

- **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.**
- **Flash Cards** - When flash cards are enabled, teachers and students will see a flash card icon next to the topic title. Upon clicking the icon, users will be able to choose between interactive digital or printable flash cards. Please note that not all topics have flash cards available.

## Teacher Usage

"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 Teacher Page, which is a dashboard featuring quick access links to commonly used teacher features. The Teacher Page consists of "My Class" and "My Assignment" sections, which include direct links to features available in the Class Manager. Teachers can also find a list of the reports they have automatically emailed and a snapshot of the top five blue ribbon earners, under "My Emailed Reports" and "Blue Ribbon Snapshot," respectively. Finally, located under "Teachers' Lounge" and "Announcements," the teacher will find direct links to Implementation Ideas, Power User Information, Study Island Social Networking and exciting new Study Island Announcements.

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

**School Stats** - From the School Stats page, you can generate a variety of 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 18 in the Study Island Teacher Manual and online under the Help tab.

### Password List

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

**Tip:** The Password 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, 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 14 in your Teacher Manual for detailed instructions.
2. **Restrict Student Access** – You can restrict student access to a certain grade level. See page 15 in your Teacher Manual for detailed instructions.
3. **Enable/Disable Special Needs Support** – Includes text-to-speech and limited number of answer choices. 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 16 in your Teacher Manual for detailed instructions. Limiting the number of answer choices reduces the number of answer choices shown in tests, games, and printable worksheets to three.



# 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 "Select All."
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:

4th Period - Mrs. Foster

Owner:

Foster, Lynn (Lynn.Foster@kellytrial)

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

Preferences:

Use School Preferences

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

Select Students:

Students Selected: 3

Kindergarten

1st Grade

2nd Grade

3rd Grade

4th Grade

5th Grade

7th Grade

8th Grade

9th Grade

10th Grade

11th Grade

12th Grade

Select All

✓

Jones, Holly (Holly.Jones1@kellytrial)

✓

Smart, Tim (Tim.Smart1@kellytrial)

✓

Walker, Sue (Sue.Walker1@kellytrial)

Save

Back to Class Manager

**To Create a Practice and Instruction 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 Assignment Type.
5. 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.
6. Enter an Assignment Title.
7. Type instructions or any relevant information in the "Additional Info" box (optional).
8. Adjust the preferences for your assignment. If the admin allows, teachers may choose "Override School Preferences" (optional).

**Create a Practice & Instruction Assignment**

**Assignment Information**

Assigned: Sep 12 11 Due: Sep 16 11 at End Of Day

Assignment Title (\*required):  
Chapter 3

Additional Information (optional):  
Please take 10 questions.

There are 2975 characters remaining for additional information.

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

**Additional Assignment Preferences**

Enable Standard Calculator (🧮): No

Enable Scientific Calculator (🧮): No

**Choose A.** Assigning to a Class **OR B.** Assigning to Individual Students:

**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 "Select All" box is unchecked.

**Select Assignees**

Classes Selected: 2	Students Selected: 5
▶ 1st period - Mr. Channing's Class	
▶ 4th Period - Mrs. Foster	
▶ 9th grade Science	
▶ Awesometown Tests	
▶ Brandy's Class	

**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.”

**Select Topics (\*required)**

**Topics Selected: 1**

5th Grade - TEKS  
Program: Mastery and TAKS  
Preparation  
Subject: Math Change Subject

Title	Items	Score	View
<b>Math</b>			
1. <input type="checkbox"/> Pretest - Math	10	N.A.	
<b>2. Numbers, Operations &amp; Problem Solving (TAKS OBJ. 1 &amp; 6)</b>			
a. <input checked="" type="checkbox"/> Place Value	20	77%	
b. <input type="checkbox"/> Compare & Order Numbers	10	68%	
c. <input type="checkbox"/> Comparing Fractions	20	67%	
d. <input type="checkbox"/> Fractional & Decimal Models	10	70%	
e. <input type="checkbox"/> Fraction Simplification	20	70%	
f. <input type="checkbox"/> Improper Fractions & Mixed Numbers	10	66%	
g. <input type="checkbox"/> Addition & Subtraction	15	70%	

**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. To Block Other Material, do the following:
  1. Log in and click “Class Manager” on the left side of the screen.
  2. Click on your class name (Note, the class page must be activated and have an existing assignment.)
  3. Select “Yes” from the dropdown box by “Block Other Material.”
  4. A yellow bar may appear at the top of your window stating “This website is using a scripted window to ask you for information. If you trust this website, click here to allow scripted windows...” Click on that bar and select “Temporarily Allow Scripted Windows.”
  5. Select “Yes” next to “Block Other Material” again. A scripted window will pop up; type “Yes” in the window to continue

**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

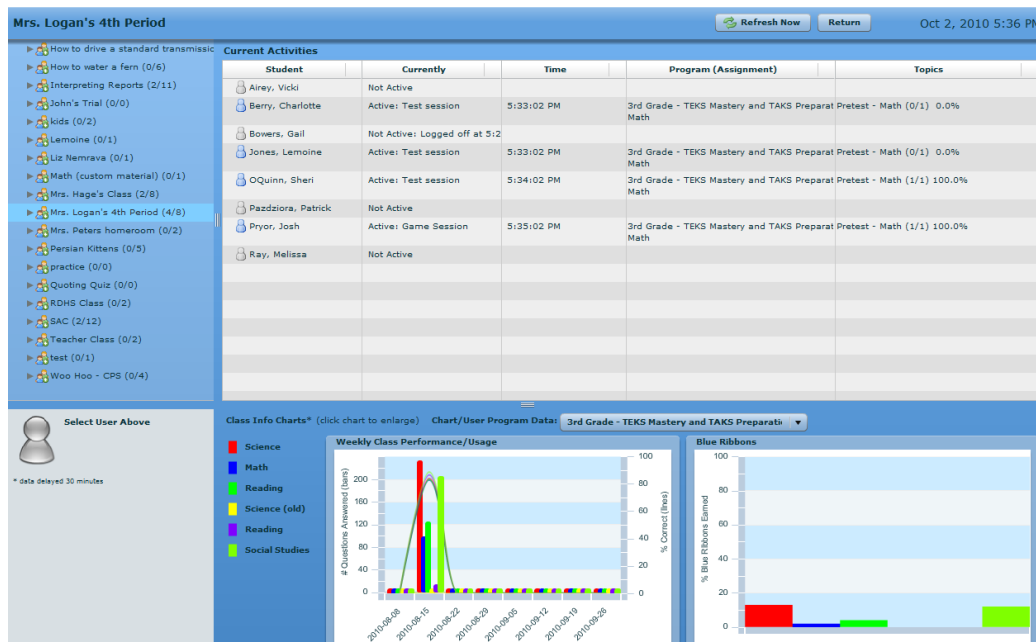
LiveView is a real-time monitoring system that allows the admin and teachers to observe students' progress as they work. LiveView displays which students in your class are logged in, the assignment and/or topic(s) on which they are working, and the number questions correct out of the number attempted. 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 33 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.

**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)	Waters, Teresa (TeresaW)
Walters, Carolyn (Mother)	Waters, 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.
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:

**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.

**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 portfolio.

**Create a Writing Assignment**

**Assignment Information**

Assigned: Nov 23 11 Due: Nov 28 11 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**

- 1st period - Mr. Channing's Class
- 4th Period - Mrs. Foster
- 9th grade Science
- Allen's 2nd Period
- Brandy's Class

**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

Save Assignment Cancel

### 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 5 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 does 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.
  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."

**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.

**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.

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.

**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."

**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. 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 single- or multiple-use assessment. NOTE: Single-use assessments allow you to assign a test to a class immediately. Multiple-use assessments are saved in your Assessment Library. (Go to the Assessment Library to assign a multiple-use assessment to a class.)
5. Select the date assigned and the due date, then enter an assignment title.
6. Type instructions or any relevant information in the "Additional Info" box (optional).
7. Choose a grade and subject under "Select Questions," then click "Get Topic List."
8. Click the "Select Questions" icon to the right of the desired topic.
9. (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."
10. 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.
11. 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.
12. Scroll to the top of the page and click "Save Selections."
13. 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.
14. Click "Save Assignment."



### Custom Assessment Library:

The Custom Assessment Library allows you to create and stores “Multiple Use Assessments.” From the Custom Assessment Library, you will be able to share and unshared assessments, assign assessments to your classes, edit assessments that have not been assigned or shared, and delete your assessments.

### 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. Additionally, Custom Material topics can be assigned to students by doing the following:

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. Click “Create Practice & Instruction Assignment”.
5. 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.
6. Enter an Assignment Title.
7. Type instructions or any relevant information in the “Additional Info” box (optional).
8. Use the “Preferences” drop-down menu to adjust the preferences for your assignment. If an admin allows, teachers may choose “Override School Preferences” (optional).
9. Choose “Custom Material” from the “Select Grade” dropdown menu under the “Select Topics” heading.
10. Click “Get Topic List.”
11. Select the topics.
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.”

For detailed instructions on creating Custom Material, go to the Help tab and click “How To: The Manual and More,” then “How to Create Custom Material” under For Teachers or contact us at 800-419-3191, option 3.

“Every night I send messages to students to congratulate them on their work and the blue ribbons they’ve received because I can see their progress in real-time. It’s a great way to provide feedback and let students know we’re paying attention.”

-James Sonju, Lincoln K-8 Choice School, MN

### Message Center

The “Message Center” page allows users to send messages to other Study Island users. Please see page 20 of the Teacher Manual 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.


For information regarding implementation ideas and activities refer to page 23 of the Teacher Manual, the Help tab under Implementation, and the Study Island newsletter.

## Additional Features

### Professional Development

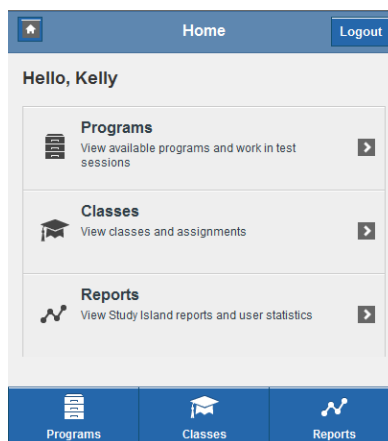
The Professional Development Toolbox is designed as a teacher resource and includes math and reading lesson plans, demonstration videos, activities for instruction, and digital and supplemental resources. Each lesson plan contains a pre-assessment, guided practice activities, and differentiated activities 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 on “Programs”, on the left side of the screen, and when the menu drops open select the grade level.
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 Mobile

Study Island Mobile was designed to allow admins, teachers, and students to access a mobile-friendly version of Study Island. Admins and teachers may view a simplified version of the Class Manager page including classes and Practice and Instruction assignments, take test sessions, and view Study Island reports and user statistics. Students may view their class pages and Practice and Instruction assignments, take test sessions, and view their individual student reports. Please note that Study Island Mobile does not allow access to the entirety of the Study Island program. Users wishing to create assignments, access CAB, or play games should proceed to Study Island’s desktop version.



# 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.

## ☐ Update 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 33-35 for detailed instructions.

## ☐ Distribute Usernames and Passwords to Teachers

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

## ☐ Direct Teachers to the Teacher Manual

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](mailto:support@studyisland.com) if you have any questions.

Sincerely,

Principal


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### 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](http://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.

"All parents automatically receive notification updates about their child's performance, which they really appreciate. It empowers parents and creates an academic partnership." -James Sonju, Lincoln K-8 Choice School, MN

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](mailto:support@studyisland.com).

Sinceramente,

El Director

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### 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](http://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

# 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 Grade** - 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.'

**Assessment Library** – digital library containing a list of all assessments created by you or shared by others

**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

**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

Multiple Use Assessment – custom assessment which is saved in the assessment library and can be shared, assigned to multiple classes and administered multiple times

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

Passport Stamp – designation of topic mastery in My Island, the high school program

Password List - roster of users' usernames and passwords

Post Test – non-diagnostic topic designed to determine subject mastery

Pretest – non-diagnostic topic designed to introduce users to the Study Island program

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'

Single-Use Assessment – custom assessment which can be assigned to a class immediately and administered once

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
	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
	Passport Stamp – Designation of topic mastery in My Island, the high school program
	White Ribbon - Designation of topic mastery for a Building Block topic
	Flashcards – Denotes topics where flashcards are available
	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



# Browser Compatibility

## Desktop Browser Support

Study Island develops new features which require browsers that support the latest JavaScript frameworks to display and operate properly.

Microsoft Windows	
Browser	Version
Internet Explorer*	7.0+
Firefox**	3.6+
*Requires Windows XP and newer	
**Requires Windows 2000 and newer	

Apple OSX	
Browser	Version
Firefox*	3.6+
Safari*	4.0+
*Requires Mac OS X 10.4.11 and newer	

### Support for Alternative and Obsolete Browsers

Browsers such as Chrome, SeaMonkey, or older versions of the above may operate correctly. These browsers, however, are not tested, and thus not officially supported at this time.

## Mobile Browser Support

Beginning in September of 2011, Study Island began optimizing various aspects of the interface to operate with mobile devices. At this time, we will only be supporting the native browsers on the devices and operating systems listed below.

Google Android		
Device Type	OS	Tested Resolution
Large Tablet Devices	3.1+	1280x800
Small Tablet Devices	2.2+	1024x600
Phone Devices	2.2+	854x480

Apple iOS		
Device Type	OS	Tested Resolution
iPad	4.2+	1024x768
iPhone*	4.2+	960x640
iPod Touch*	4.2+	960x640
*Requires 2nd Generation Device		

**Multimedia Content Support:** Some Study Island lesson content and games are written in Adobe Flash, which may not be compatible with all devices at the time of this documentation.

### Support for Alternative and Obsolete Devices and Browsers

Devices with the below mentioned operating systems or alternative browsers such as Opera or Firefox may operate correctly. These browsers, however, are not tested, and thus not officially supported by Study Island at this time.

Unofficially Supported Devices	
Device Type	OS
Google Android	1.5+
Apple iOS	3.1+
Windows Mobile	7.0+
BlackBerry OS	6.0+



**This certifies that**

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**has successfully mastered all levels of Study Island!**

**2011-2012**

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**Teacher**

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**Principal**