

Castle Learning Teacher's Quick Guide – Level One

NOTE: Use Castle Learning Browser buttons to navigate



Create/Manage Classes

1. From Teacher Home Page, click [Classes](#)

2. Type **Class name:**

Sample of Class Names

High School 9-12	Middle School 6-8	Elementary 3-5
Earth Science Period 2	ELA Group A	Mrs. Smith Homeroom
Earth Science Period 4	ELA Group B	
English Block A	Math Day A/C	
<i>(each period needs a class)</i>	<i>(each period needs a class)</i>	<i>(one class if same students)</i>

3. Select **Primary Course:** ▼

Sample of Primary Courses

High School 9-12	Middle School 6-8	Elementary 3-5
Earth Science	Intermediate Math	Elementary English
English	Intermediate English	
Algebra	Intermediate World History	

Note: When there isn't a Primary Course that applies like Special Ed, Health, PE, Music, etc., select **Custom**. Another drop down list will appear. Select the course name that applies.

4. Click **Save**
5. To continue adding classes, click **Add Class** and repeat the above steps 2-4 until all classes are created

Adding Students to a Class

1. Click blue link of the class name
2. Click **Yes** to the prompt
3. Click the drop down arrow next to **Student Category**
4. Click a class grade level (or all students)
5. Click the check box next to each student's last name in that class
6. Click **Add Checked Students** (at top or bottom of screen)
7. To continue adding students to another class, go to the top of the page and click on the drop down arrow and select the next class
8. Click **Add Students**
9. Repeat steps 3-8 until all class have been populated with students

Create Short Answer Assignment

1. From Teacher Home Page, click [Assignments](#)
2. At top of page, select course where to store assignment
Note: You may select a different course to pull questions from in step 7 below. For example: you have Algebra students but need to pull material from Intermediate or Elementary Math.
3. Select the **Short Answer** tab
4. Type **New Assignment name:**
5. Click **Create New Short Answer Assignment**
6. On the left side click **Add Questions**
7. Select the appropriate tab and the desired course where to find content questions:

Castle Questions	Your Assignments	Personal Content Sets	Public Assignments	Math Skills
All units/ sections per content area	All of your assignments you have previously created	Questions you created in Personal Content Set	Pre-made assignments, past Regents exams, credit recovery, benchmarks, district public assignments, state tests, etc.	Basic, intermediate and advanced skills for elementary and intermediate math
Click on check box next to unit and section, level, attributes and theme	Click on + next to assignment to select questions	Click on + next to content set to select questions	Click on + next to assignment to select questions	Select the level, the unit and skill
Browse and Select Questions Individually – continue with step 8 below OR Add Randomly Selected Questions – skip to step 9 below				Browse and Select Questions Individually – continue with step 8 below OR Add Randomly Selected Questions – skip to step 9 below

8. Check the box next to questions to use in the assignment. Click on [Done](#) (top or bottom right) when finished with selecting desired questions.
9. Use Question Options to print assignment, vocabulary, create an assignment note, delete questions, rename assignment, add more questions
10. Assign to students when ready

Note: To review assignment options such as move, delete, duplicate, benchmark, and publish go to Teacher Home Page and click on [Documents](#). Select the Level Two “How to” handout.

Assign to Students

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

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

2. Click the **Assign to Students** tab
3. At the top select Class **OR** use Quick Assign for multiple classes
4. Select applicable check boxes for students or classes (use Check All if everyone is included)
5. Scroll to bottom and select **Randomize Question Order** (if desired)
6. Click on drop down arrow next to **Initially set the assignment mode to:**

Assignment Modes

OPEN	<ul style="list-style-type: none"> ➤ Used for review assignments ➤ Provides students with: <ul style="list-style-type: none"> ▪ Two opportunities to answer questions ▪ Instant instructional feedback ▪ Instant grading & assessment ➤ Students can go back and view their answers 	LOCK	<ul style="list-style-type: none"> ➤ Used to lock a student out of an assignment ➤ Students can be locked from new, incomplete or finished assignments ➤ Lock is good for reducing the ability to share questions or their answers with others students
OPEN AUTO-LOCK	<ul style="list-style-type: none"> ➤ Used for review assignments ➤ Provides students with: <ul style="list-style-type: none"> ▪ Two opportunities to answer questions ▪ Instant instructional feedback ▪ Instant grading & assessment ➤ Students cannot go back and view or share their answers 	QUIZ	<ul style="list-style-type: none"> ➤ Used to provide a traditional testing experience ➤ No instant feedback, grading or assessment is provided for the student ➤ Students can only answer a question once; no changes ➤ This format should be used in a controlled environment
OPEN FROM / TO	<ul style="list-style-type: none"> ➤ Used for assigning with a date range ➤ From Date – The date the assignment will be opened. (Students will be able to access the assignment at 12:01 am ➤ To Date – The date the assignment will be closed. (After 12:00 am access the assignment is closed) 	EXCLUSIVE QUIZ	<ul style="list-style-type: none"> ➤ Once started the student can only answer the questions for this assignment. ➤ They do not get any feed back ➤ Cannot work on any other assignment until this one is completed
OFFLINE	<ul style="list-style-type: none"> ➤ Used in conjunction with a scanning software or student response system that has the ability to export the results in a CSV or spreadsheet format ➤ The importing of the data will provide the instant grading and assessment 	REVIEW A QUIZ	<ul style="list-style-type: none"> ➤ Used to show students the results of the quiz/test after it has been completed ➤ Shows student response and correct answer ➤ Provides a reason for each question

7. Select an assignment mode and then click on **Assign**

Assign to Self

Used to view an assignment from a student perspective and/or use as a class review and project on teacher screen

1. From Teacher Home Page, click [Assignments](#) or from within assign/monitor screen
2. Click **Self Assign** tab
3. Click [Assign to Self](#) on left side of screen
4. Select [Student Home Page](#) from Teacher Home Page and then select teacher name

Student Home Page – for the teacher

Used to view an assignment from a student perspective and/or use as a class review and project on teacher screen

1. From Teacher Home Page, click [Student Home Page](#)
2. Teacher Self-Assign and student access to Castle Learning content is available

Top Section – Your Classes Teacher Assigned- Self-Assigned	Middle Section – Courses Student Access to Creating own Assignments
<ul style="list-style-type: none">• Click on teacher name in blue at top• At the top of the screen under <u>Incomplete Assignments</u> click on the assignment activity across from course (Short Answer, Constructed Response, etc.)• Click on assignment name or date in blue	<ul style="list-style-type: none">• Select course• Click Go• Click Short Answer Review• Click Sessions That You Create Yourself• Click Create a New Short Answer Session to access all units/sections in content area OR Create a New Short Answer Session From a Sample Assignment to access state exam samples

3. To return to teacher home, click **Home** in upper right corner to get to student home page then scroll towards the bottom and select [Teacher Home Page](#)

Reports – Results from Student Assignment

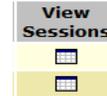
1. Via **Classes** – from teacher home page click Classes, Short Answer Tab, View Sessions, Class Cumulative Report
2. Via **Assignment** – from teacher home page click Assignments, Assign/Monitor icon, Class Cumulative Report, Results Report
3. Via **Reports** – from teacher home page click Reports – assessment and course usage reports are available

Castle Learning Teacher's Quick Guide – Level Two

Reports – Results from Student Assignment

Classes

1. From teacher home page click [Classes](#). Select class and course to view.
2. Click **Short Answer** tab
 - a. Click on View Sessions icon across from student to see progress by selecting **Report** or **Response**



Note: Vocabulary related to missed questions can be accessed by selecting **Vocabulary Study Sheet** at the bottom of **Report**

OR

- b. Click on Cumulative Report icon across from student

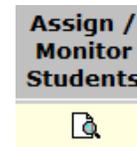


OR

- c. Click **Class Cumulative Report** to view entire class progress for a period of time

Assignments

1. From teacher home page click [Assignments](#)
 - a. Select course and folder where assignment is stored
 - b. Click Assign/Monitor icon across from assignment
 - c. Click on **Assignment Results** tab
 - d. Click on **Class Cumulative Report** (question by question and unit/section analysis)



OR

Results Report (students' raw and retry scores)
Note: Vocabulary related to missed questions can be accessed by selecting **Vocabulary Study Sheet**

Reports

1. From teacher home page click [Reports](#)
 - a. Click on **Assessment Reports** tab
- OR
- Click on **Course Usage Reports** tab

Public Assignments – Old NYS Regents Exams, Credit Recovery, State Exams, Published, etc.

1. From Teacher Home Page, click [Assignments](#)

Create directly from Public Assignments

- a. Click **Create From Public Assignments**
 - b. Click + next to desired content and then + next to desired course
 - c. Click check box next to each desired assignment
 - d. Scroll to the bottom or top and on the left click on **Import**
- NOTE: If desired, click on View/Edit button (pencil) to rename assignment

OR

Type in Assignment Name and Create Public Assignment

- a. At top of page, select course where to store assignment
- b. Select the **Short Answer** tab
- c. Type New Assignment name:
- d. Click **Create New Short Answer Assignment**
- e. On the left side click **Add Questions**
- f. Select the **Public Assignments** tab and the desired course
- g. Click on blue **+** across from assignment
- h. Click check box next to desired questions or select Check All
- i. Scroll to top or bottom of screen and on the right side click on [Done](#)

Create Flash Card Assignment

1. From Teacher Home Page, click [Assignments](#)
2. At top of page, select course where to store assignment
3. Select the **Flash Card** tab
4. Type **New Assignment name:**
5. Click **Create New Flash Card Assignment**
6. On the left side click **Add Vocabulary Terms**
7. Click on **Castle Vocabulary** tab
8. Select the desired course and unit
9. Click on **Browse and Select Vocabulary Individually**
10. Check the box next to vocabulary to use in the assignment.
11. Click on [Done](#) (top or bottom right) when finished with selecting desired questions.
12. Assign to students when ready

Create Constructed Response or DBQ Assignment

1. From Teacher Home Page, click [Assignments](#)
2. At top of page, select course where to store assignment
3. Select the **Constructed Response** or **DBQ** tab
4. Type **New Assignment name:**

Constructed Response	DBQ
<ul style="list-style-type: none">• Click Create New Constructed Response Assignment• Click Add Questions• Click Course• Click check box next to desired units/topics• Click Browse and Select Questions Individually• Check box next to desired questions• Scroll to top or bottom and on the right click on Done• Click on OK	<ul style="list-style-type: none">• Click Create New DBQ Assignment• Click Add DBQ Set• Click + next to set• Click on Yes

5. Assign to students when ready

Reading Sets & Math Skills

English Grades 3-12 Reading Sets	Math Skills Grades 3-8
<ul style="list-style-type: none"> From teacher home page click Assignments Click on Short Answer tab Click desired English course (English, Intermediate English, Elementary English) Type in assignment name Click on Create New Short Answer Assignment Select Level Click blue + next to desired reading set Click Yes 	<ul style="list-style-type: none"> From teacher home page click Assignments Click on Short Answer tab Click desired Math course Type in assignment name Click on Create New Short Answer Assignment Next to course select Elementary or Intermediate Math for desired content Select desired level Select desired Unit and Skill Click on Browse and Select Questions Individually or Add Randomly Selected Questions

Note: To review assignment modes, go to Teacher Home Page then click [Documents](#) and select the Level One “How to” handout.

Assignment Options – Assign, Move, Share, Publish, Benchmark, Duplicate and Delete

- From teacher home page click [Assignments](#)
- Click check box next to assignment(s) applicable to the option you want to select
- Scroll to the bottom and use the following directions with the desired option

Assign	Move to Folder	Share	Publish
<ul style="list-style-type: none"> Click Assign Select class Click on check box next to student(s) or use Check All Click on Randomize Question order Select the assignment mode Click Assign Click OK 	<ul style="list-style-type: none"> Click Move Click drop down arrow and select desired folder OK Yes <p>OR</p> <ul style="list-style-type: none"> Click on drop down arrow and select New Folder Name the folder OK Yes 	<ul style="list-style-type: none"> Click Share Click Select/Manage Groups if group is already created Use + to select group <p>OR</p> <ul style="list-style-type: none"> Type in last name of recipient of the shared document Click on teacher name Click Add Repeat for more teachers If using same group in future, click Create Group From List and name it Click Share Assignment 	<ul style="list-style-type: none"> Click Publish Type in name to show if different than original name Click Publish Yes <p>Note: only one assignment can be published at a time</p>

Submit Benchmark	Duplicate	Delete
<ul style="list-style-type: none"> Click Submit Type in name to show if different than original name Click Publish Yes <p>Note: A person with Castle Learning Admin rights will need to approve this assignment. No changes can be made by individual teachers.</p>	<ul style="list-style-type: none"> Click Duplicate Yes <p>Note: The retake is clear of all data and will need to be assigned to desired students</p>	<ul style="list-style-type: none"> Click Delete Yes <p>Note: Assignments assigned to students cannot be deleted. Do NOT delete assignments if you want to keep data. Use the Lock mode to keep students from accessing an assignment. All data will be cleared from assignments and archived before the new school year starts.</p>

Personal Content Sets

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