



Study Island[®]

Quick Reference For Teachers

www.studyisland.com

User Name:

Password:

Preview Content

- Click the state and grade level from the buttons on the bottom left side of the landing page.
- Click the subject area button.
- The full topic map is available.
- Click the topic name for a practice test (practice, classroom response, worksheet or game mode).
- Click the lesson link to launch the lesson attached to that topic.
- Click the flashcard icon  to launch flashcards for the topic; choose printable or interactive.
- Click the green apple icon for teacher resources such as videos, lesson plans, and worksheets. 
- Click the beaker icon (science only) to launch virtual/online science labs. 
- Click the objectives icon to see the standard(s) covered by that topic. 

Create a Class

- Click Class Manager.
- Click Add New Class.
- Type in Class Name (suggestions include teacher name, subject, period-block, school year/semester; i.e., Smith 3rd Hour Math, 2013-2014).
- Change desired preferences as allowed by your administrator.
- Select students for class. Check the box to the left of the grade level to select all students in a specific grade. Click blue  on right to expand list and select specific students from list.
- Click Save.

The Class Page must be activated in order for students to access assignments. An assignment must be created before the Class Page can be activated.

Create an Assignment: Practice and Instruction (left tab)

- Click "Class Manager" (left hand side of screen) and click on the class title to which you want to add an assignment.
- Click add assignment, go to the practice and instruction tab, and click "create assignment".
- Type assignment name.
- Choose start and end dates.
- Activate assignment.
- Type in additional instruction for learners to see before working on material.
- Select calculator if appropriate for learner usage.
- Override preferences if desired for this specific assignment.
- Click "Next: Assignment Options" at bottom of screen.
- Select the program and subject from drop down menus.
- Check off desired topics either by category or specific topic (select as many as needed).
- Click "Next: Students" at bottom of screen.
- Select class(es) or click blue button to open class list and select specific learners in the class.
- Click "Save and Exit" at bottom of screen.

Create an Assignment: Writing Assignment (middle tab)

- Click "Class Manager" (left hand side of screen) and click on the class title to which you want to add an assignment.
- Click add assignment, go to the writing assignment tab and click "create assignment".
- Type assignment name.
- Choose start and end dates.
- Activate assignment.
- Type in additional instruction for learners to see before working on material.
- Select graphic organizer (optional); yes or no for spellcheck; select writing rubric.
- Click "Next: Writing Prompt".
- Select Category. Use drop down to "Create My Own" or select a pre-set topic. Prompt appears when topic is selected.
- Click "Next: Students".
- Select class(es) or click blue button to open class list and select specific learners in the class.
- Click "Save and Exit" at bottom of screen.

Create an Assignment: Test Builder (right tab)

- Click "Class Manager" (left hand side of screen) and click on the class title to which you want to add an assignment.
- Click add assignment, go to the test builder tab and click "create assignment".
- Type in assignment name and information about test.
- Click "Next: Questions".
- Select a program and subject.
- Click on desired topic name from list. (Questions will load in a pop up window.)
- Assessment Questions are from a pool that learners have not seen. Practice Questions are from the Practice and Instruction material.
- Click plus sign to expand list of options in each category.
- Select instances for desired question (where applicable).
- Click Add to include in test.
- Click "Save Selections" on left side of pop up window.
- When all items have been selected, click "Save to Library and Exit" or "Create Assignment Now" (bottom of screen.)
- To create the assignment now, enter an assignment name.
- Choose start and end dates.
- Activate assignment.
- Type in additional instruction for learners to see before working on material.
- Change any desired preferences.
- Click "Next: Students".
- Select class(es) or click blue button to open class list and select specific learners in the class.
- Click "Save to Library and Exit" at bottom of screen.

Built Tests Library

The Built Test Library allows creation and storage of "Built Tests." Share and unshare tests, assign tests to classes, edit tests that have not been assigned or shared, and delete tests.

Manage an Assignment

- Click “Class Manager” on the left side of the screen.
- Click on the title of the class that houses the desired assignment.
- The assignments that are attached to this class will be located in the middle of the page.
- A set of action icons are located to the right of the assignment name.
- The orange circle icon  deactivates the assignment. Once deactivated, the green circle icon reactivates.
- The bar graph icon provides report information. Writing assignments (or constructed response items)  are graded here.
- The green circle icon  shows details for the assignment.
- The pencil icon  allows assignment editing, including title, dates and preferences.
- The red X icon deletes the assignment. 

Adjust Student Difficulty (from teacher page)

Tab 1: Adjust Passing Goal

- Adjust the percentage that a student needs to achieve in order to pass the topics by + or – 6% point increments. The default is typically 70% for mastery.
- Select the program, then the class or grade level the student(s) is in and click “Next.”
- Check the boxes to the left of the student(s) you want to change. Select all students at one time by checking the box in the header row.
- In the dropdown box next to “Subject to Change,” select the subject you would like to change.
- In the dropdown box next to “Passing Level,” select the preferred percentage.
- Click “Submit” to save changes.

Tab 2: Restrict Access

- Restrict students to lower/higher grade-level material or hide the grade level of the material from the student.
- Select the class or grade level the student(s) is in and click “Next.”
- Select the appropriate student(s) by placing a check in the appropriate column by their name. Select all students at one time by checking the box in the header row.
- In the dropdown box next to “Restrict Access To,” choose the grade level in which to restrict the student(s).
- Optional: Check box for “Hide Grade Level from User.”
- Click “Submit” to save changes.

Tab 3: Modify Practice Settings

- Text-to-Speech allows students to select text to be read aloud through the computer’s speakers or headphones. Note: Administrators must allow teachers to enable Text-to-Speech by going to the admin page and selecting “Yes” for the option “Allow Teachers to Adjust Student Difficulty and Reset Start Date” under the School Preferences tab.
- Limiting the number of answer choices reduces the number of answer choices shown in tests, games, and printable worksheets to three.
- Select the class or grade level of the student(s) and click “Next.”
- Use the slider to change the option to “On” under the appropriate column for each student.

Review/Grade a Writing Assignment:

- Click “Class Manager” on the left side of the screen and locate the desired assignment .
- Click the “View and Grade Assignments” icon  to the right of the assignment title.
- Click “Grade” next to the submitted composition. View the submitted assignment online, leave comments, grade and/or return the compositions to students for revisions.
- Click “Mark as Completed” when grading is finished.

Reports

- Click “School Reports” on the left side of the screen.
- Hover over individual report icon to see description.
- Click the desired report; enter any filtering information necessary.
- Click “view report”.
- Many reports have links to additional information contained within them.

Class Gradebook Report

View statistics for a list of students.

Use for teacher and administrator review

Individual Student Report

View statistics for individual students.

Use for student, parent, and teacher sharing

Suggested Topics Report (Individual and Class Format)

View a list of topics for improvement in order of priority.

Used by teacher in revisiting topics, counselor in documenting student progress, instructional aide for weekly review and student assistance, special education staff for updating and tracking information for the student IEP.

RTI Report

View results for individual student. Illustrates performance progression over time.

E-mailed Reports

- *To set up an automatic e-mail, click “school reports” on the left hand side of the screen and select the report of your choice.*
- *Generate the report and click the envelope icon  to “automatically e-mail report” (if available).*
- *To send a report to a parent, use the Parent Notification feature located in Class Manager.*

Need assistance?

Contact Support at 1.800.419.3191; option 3