



The goal of this program is for students to pass each topic according to the passing goals that were set and therefore earn Blue Ribbons.

SCHOOL STATS: When you login to *Study Island*, it will automatically default to this page where you will find the following features:

- Emailed Report Manager:
 - *Weekly Emailed Reports:* Add your email address to receive weekly **usage** reports.
 - *Other Emailed Reports:* This section will contain all reports that you email to yourself for quick access.
- Printable User List: Contains the *usernames* and *passwords* for all students and teachers.
- Adjust Student Difficulty:

➔ Option 1: **Adjust Passing Parameters:** This option allows you to adjust the percentage correct required to achieve the blue ribbon. **The DIFFICULTY OF THE MATERIAL will NOT be affected.**

- Click on *ADJUST STUDENT DIFFICULTY*.
- Select a PROGRAM (grade level.)
- Select a CLASS – This will be a class that you have created in CLASS MANAGER.
- Click *NEXT*.
- Put a check in the box next to the names for which you want to adjust the passing level. If you are adjusting the level for everyone, select *CHECK ALL*.
- In the top box, you have the *option* to select a date when you would like the adjustment to begin.
- Select the *SUBJECT TO CHANGE*.
- Select the *PASSING LEVEL*. Click *Set Passing Level*. The new changes are reflected on the right.

➔ Option 2: **Restrict Students to Easier or Harder Material:** With this option, students are forced into lower or higher grade level material. This is a great option for **special needs** students. You also have the option of **HIDING** the grade level of the material.

- Select a CLASS – This will be a class that you have created in CLASS MANAGER.
- Click *NEXT*.
- You can now select students individually or select all students at once.

- In the top box, select the GRADE LEVEL to which you want them restricted.
 - If you do not want the GRADE LEVEL to show, click the *HIDE GRADE LEVEL FROM USER* box.
 - Click the blue button that says *RESTRICT USER(S) TO THIS LEVEL*.
 - You can go back at any time to remove the grade level restrictions.
- **Reports:** Study Island reports provide immediate feedback for lessons done. Clicking on the blue question mark will provide an explanation of all report types.
 - Click the *BLUE QUESTION MARK* to view a description of the various report types.
 - Some reports require that you choose the *REPORT TYPE* from the drop-down menu.
 - Select a *GRADE BOOK FORMAT*
 - *SELECT A CLASS:* This allows you to choose an entire grade level or a specific class or group that you have created in *CLASS MANAGER*.
 - *SELECT A PROGRAM* refers to the grade level for the report.
 - *FILTERS:* You can choose to filter your reports by date, time, or day.
 - Click *VIEW REPORT*. The type of report that you selected will be shown.

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CLASS MANAGER: This feature allows you to create groups or “classes” of students for the following reasons:

- It makes viewing student progress easier.
- It allows teachers to see class averages.
- It allows teachers to send messages to all students in one class or grade level.
- It allows teachers to make a CLASS PAGE which contains specific topic assignments for one student, a small group of students, or an entire class.

Procedure:

- Click on *CLASS MANAGER*.
- Type in a name of the class that you are creating (such as Mrs. Green’s Class, Period 1 Math, etc.) Click *NEXT*.
- **PREFERENCES:** By clicking on the blue drop-down arrow and choosing **OVERRIDE SCHOOL PREFERENCES**, you will be able to control the features of the games, remedial topics, and timer for THIS group of students. (If you do not see the option of overriding the preferences, contact your SI administrator.)
- *ADD USERS IN GRADE LEVEL.* Use the arrow to select the grade level – it takes a few seconds for all users to appear. Put a check in all boxes before the names of students for which you are assigning this lesson.

- Click *SAVE AND EXIT*. You will then be on the Class Page.
- Find the name of your newly created class. Go to the far right-side and click on *CLASS PAGE & ASSIGNMENTS*.
- IF you would like to include students from OTHER grade levels (such as for GT or special ed assignments), go to the top of the screen and click on the tab that says *CLASS PROPERTIES*. Use the arrow to select the additional grade level. Again, check off the students to be included in this assignment, scroll to the bottom and click *SAVE & EXIT*. Repeat this process to add students from other grade levels.
- IF you added new students from other grade levels, you will now be back on the CLASS PAGE. Again, go to the right-hand side and click on *CLASS PAGE AND ASSIGNMENTS*.
- Click on *ADD ASSIGNMENTS*. You can choose to assign specific dates for the lesson if you'd like – it's optional.
- Add an *ASSIGNMENT TITLE*. This could be the subject name, a topic name, etc.
- *ADDITIONAL INFO* – optional – You could add specific directions for the lesson or when it is due.
- *CLASS ASSIGNED*: You now have the option to add additional classes to this assignment **after** these classes have been created within CLASS MANAGER. This will allow multiple classes to receive the same assignments when you click on *ADD CLASSES*. Select the additional classes that you want to add and click *DONE*. (Disregard the “class page not active” warning – this will be done as you complete your assignments.)
- Click on *ADD TOPICS*. Click on the arrow next to *SELECT A PROGRAM* and select a grade level. (You can select only one grade level at-a-time.)
- Click on the arrow next to *SELECT A SUBJECT* and then *NEXT*. This will take you to the “topic” screen. You can assign unlimited topics at one time. For example, if you have taught several topics and would like to create a review for a test, a test, remediation, etc., you can check several topics to be covered within this lesson.
- Once you have selected the topics, scroll to the bottom of the screen and click *SELECT CHECKED TOPICS*. You will then be on the “edit” screen. There you can view the topics that you selected, edit those, or add additional topics.

- Click *UPDATE ASSIGNMENT*. (If it asks you to add an ASSIGNMENT TITLE, just type in the same title as you did before.) This will take you back to the CLASS PAGE & ASSIGNMENT screen. You will notice that your assignment title is “deactivated” which means that students cannot view this assignment – yet. To activate it, go to the right side of this screen and click on *ACTIVATE*. IF you have chosen more than one class for this assignment, you will be prompted to continue or edit the classes chosen. Students can now view this lesson as soon as they login.

NOTE: You can create multiple assignments and leave those that you do NOT want your students to view and work on as “deactivated.” This allows teachers to make future assignments at any time without the students having access to them. At any time, you can edit, delete, deactivate, or view an assignment report by clicking on these words on the right-side of this screen.

- At the top of this screen, use the drop-down box to select YES next to *CLASS PAGE ACTIVATED* in order to activate this page for student viewing.
- BLOCK OTHER MATERIAL: Students will see ONLY their assignments and this will prevent students from navigating through other subject or grade level content. By using this feature, students will not be able to bypass the CLASS PAGE and ASSIGNMENTS. **Important: It must be a grade level decision to use this feature. If one teacher chooses to BLOCK OTHER MATERIAL, it will be blocked for every student in that grade level.**
- CLASS NOTES: (opt.) You can add additional information if you'd like.
- CLASS SCHEDULE: (opt.) You can add an upcoming event or any calendar item.
- ADD LINKS: This is a great feature that allows you to add website links that students can directly access by clicking on the name of the link that you have provided. **Note: Be sure to add http: in front of the URL.**
- Click *PREVIEW* to view your assignment page.
- Repeat the above process to create additional class pages and assignments. Students can be included in an unlimited amount of classes.

Additional information: Teachers can direct students as to which “mode” or format they are to work; however, this cannot be preset.

- Test mode: Standard multiple-choice or short answer format. By default, questions are in this mode. In most instances, teachers can also direct the students as to how many questions they are to do although this cannot be preset.

- Game mode: There are 11 games included in this mode. Students will see a question and then manipulate the game to arrive at the answer. Some games will allow more than 1 player at a time. The difficulty level (1-10) refers only to how fast the characters move within the games. Java and Flash 8 (free download on the internet) are required for several of these. **Remember**: Teachers control the accessibility of the game mode!
- Printable Worksheet mode: This allows you to create a custom, printable worksheet containing one or multiple topics. You can choose to hide the multiple choice answers (at the top of this screen) or open it in Microsoft Word for editing. These can be used for make-up work, tests, homework, tutorials, reviews, transparencies, substitute plans, etc. The answers are at the bottom of the teachers' copies but not the students'. Each time a new worksheet is created, new questions and answer choices will appear.

CREATE NEW TOPIC: This feature allows teachers to create their own lesson within the Study Island program. The format of these lessons will be the same as those specific to the program. You will find the handout for this feature under the HELP section on our website.

MESSAGE CENTER: This feature allows teachers to message students and students message their teachers. It can be blocked as well.

MY ATTRIBUTES: This refers to passwords and usernames and is sometimes blocked for both students and teachers so that these cannot be changed. (SI admin controls this.)

MY HIGH SCORES: Displays high scores of students throughout the country as well as in students' school.



Customer Service.....

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