



## Study Island's Back to School Checklist for Teachers

Start the school year with an organized and up to date Study Island account! Completing this checklist will ensure that your account is ready for students to use immediately.

- Delete or edit old classes
- Delete or edit old assignments in existing classes
- Create new classes
- Create new assignments
- Activate the Class Page for new and existing classes
- Create Login Cards for students

### CLASS MANAGER

Tidy up your Class Manager page at the beginning of the year! Whether you are deleting classes that are no longer in use, deactivating a class or simply editing a class, organizing your classes will keep your account neat, organized, and ready for your students!

#### TO DELETE A CLASS

- Select **CLASS MANAGER** on the left side of the page
- Click the red "X" icon under the **ACTIONS** column
- A dialog box will appear asking "Are you sure you want to remove the selected class", click **YES**

#### TO DEACTIVATE A CLASS

If you're not ready to delete a class, you may deactivate the class. This will keep the class in your class list, but students will not see it on their Class Page.

- Select **CLASS MANAGER** on the left side of the page
- Click the title of the class
- Change the slider next to Class Page Activated from yes to **NO**

## TO EDIT AN EXISTING CLASS

Editing a class is a great way to recycle your class. Rather than creating a new class, you can edit the students, change the class header, class information, and class links.

## TO EDIT CLASS PROPERTIES

- Select **CLASS MANAGER** on the left side of the page
- Click the pencil icon under the **ACTIONS** column
- Once on the **CLASS PROPERTIES** page, you may edit the Class Title, Co-Owners, and School Preferences
- To edit students, click the blue plus symbol to the right of the grade level
- Add or remove the check next to the student(s) that you would like to add or remove from the class
- Click **SAVE** at the bottom of the page

## TO EDIT THE CLASS PAGE

- Select **CLASS MANAGER** on the left side of the page
- Click the pencil icon under the **ACTIONS** column
- Once on the **CLASS PAGE & ASSIGNMENTS** page, you may edit class settings (Class Page Activated, Default for Students, Block Other Material) by changing the slider next to the setting
- Edit the Class Schedule, Class Notes, and Class Links by click on the Edit link next to the existing item
- Change the information as needed and click the Save button
- To delete the event, note, or link, click the Edit button next to the item and click the **DELETE** button
- A dialog box will appear asking if you're sure you want to delete the item, click **OK**

## TO CREATE A CLASS

- Select **CLASS MANAGER** on the left side of the page
- Click **ADD NEW CLASS**
- Enter the title for your new class and other details
- Click the blue plus sign to the right of the preferred grade level, then check the students you wish to add to the class
- Click **SAVE** at the bottom of the screen

## ASSIGNMENTS

Save precious time by at the beginning of the year by editing your assignments! A quick change of dates, students, and even content will allow you to reuse the assignments that you worked hard to create. Not ready for students to access certain assignments? You can deactivate them until you are ready for students to access them.

## TO EDIT AN ASSIGNMENT

- Select **CLASS MANAGER** on the left side of the page
- Click the pencil icon under the **ACTIONS** column
- Once on the **CLASS PAGE & ASSIGNMENTS** page, locate the assignment that you would like to edit
- Click the pencil icon to the right of the assignment title under the **ACTIONS** column
- Edit the General Info & Preferences, Assignment Options, and Students as needed
- Click **SAVE & EXIT** when done

## TO DEACTIVATE AN ASSIGNMENT

- Select **CLASS MANAGER** on the left side of the page
- Click the pencil icon under the **ACTIONS** column
- Once on the **CLASS PAGE & ASSIGNMENTS** page, locate the assignment that you would like to deactivate
- Click the deactivate assignment icon (orange circle) to the right of the assignment title under the **ACTIONS** column
- Once you're ready to activate the assignment, follow the steps above and click the activate assignment icon (green circle)

## TO DELETE AN ASSIGNMENT

- Select **CLASS MANAGER** on the left side of the page
- Click the pencil icon under the **ACTIONS** column
- Once on the **CLASS PAGE & ASSIGNMENTS** page, locate the assignment that you would like to delete
- Click the delete assignment icon (red X) to the right of the assignment title
- A dialog box will appear asking if you're sure you want to delete this assignment
- Click **YES**

## TO CREATE A PRACTICE & INSTRUCTION ASSIGNMENT

Practice & Instruction Assignments allow you to assign standards-aligned Study Island topics to your students. These topics provide immediate feedback, lesson notes, explanations, and can be taken in various modes, including practice, games, and printable worksheets.

- Select **CLASS MANAGER** on the left side of the page
- Click into the class in which you want to create a practice assignment for
- Click **ADD ASSIGNMENT**
- Go to the **PRACTICE & INSTRUCTION ASSIGNMENT** tab and click **CREATE ASSIGNMENT**
- Enter **ASSIGNMENT TITLE** and select the **ASSIGNED DATE** and **DUE DATE**
- **ACTIVATE ASSIGNMENT**
- Type in **ADDITIONAL INSTRUCTIONS** for learners
- Select **CALCULATOR** if desired
- **OVERRIDE SCHOOL PREFERENCES** if desired
- Click **NEXT: ASSIGNMENT OPTIONS**
- Select **PROGRAM** and **SUBJECT**
- Check off desired topics (select as many as needed)
- Click **NEXT: STUDENTS**
- **SELECT CLASS(ES)** or click plus symbol to open class list and **SELECT INDIVIDUAL STUDENTS**
- Click **SAVE & EXIT**

## TO CREATE A WRITING ASSIGNMENT

- Select **CLASS MANAGER** on the left side of the page
- Click into the class in which you want to create a writing assignment for
- Click **ADD ASSIGNMENT**
- Go to the **WRITING ASSIGNMENT** tab and click **CREATE ASSIGNMENT**
- Enter **ASSIGNMENT TITLE** and select the **ASSIGNED DATE** and **DUE DATE**

## TO CREATE A WRITING ASSIGNMENT

- Select **CLASS MANAGER** on the left side of the page
- Click into the class in which you want to create a writing assignment for
- Click **ADD ASSIGNMENT**
- Go to the **WRITING ASSIGNMENT** tab and click **CREATE ASSIGNMENT**
- Enter **ASSIGNMENT TITLE** and select the **ASSIGNED DATE** and **DUE DATE**
- Click **NEXT: WRITING PROMPT**
- Select Category, a Writing Prompt, and click on **NEXT: STUDENTS**
- Select Class(es) OR click blue button to open class list and select specific learners in the class
- Click **SAVE & EXIT**

## TO REVIEW/GRADE A WRITING ASSIGNMENT

- Click **CLASS MANAGER** and click on the class title to which you want to add an assignment
- Click the **VIEW AND GRADE ASSIGNMENTS** icon to the right of the assignment title
- Click **GRADE** next to the submitted composition
- Click **MARK AS COMPLETED** when you are finished grading the assignment

## TO DELETE A COMPOSITION

- Click **SCHOOL REPORTS** on the left side of the screen
- Choose the **ASSIGNMENT REPORT**
- Select **VIEW REPORT** after selecting the class and assignment
- To the right of the student's name, click the number under the **# VERSIONS** column
- Check off the appropriate composition and click **REMOVE CHECKED RECORDS**

## TO BUILD A TEST

Build short-, medium-, and long-cycle assessments with Study Island's Test Builder. With easy access to thousands of practice and assessment questions, including technology-enhanced items, you can build customized tests and will have immediate access to results.

- Select **CLASS MANAGER** on the left side of the page
- Click into the class in which you want to build a test for
- Select the **TEST BUILDER** tab and click **ADD ASSIGNMENT**
- Enter **TEST TITLE** and any additional information, then click **NEXT: QUESTIONS**
- Select a Program and Subject, then click on the desired topic
- Choose the number of instances for each question stem
- Click **ADD** to add the question to the assessment
- Scroll to the top of the page and click **SAVE SELECTIONS**
- You can now select **SAVE TO LIBRARY & EXIT** or **CREATE ASSIGNMENT NOW**
- To create the assignment now, enter an assignment title
- Select the **ASSIGNED DATE** and **DUE DATE** by clicking in the boxes for each
- Choose whether or not your assignment should be activated now
- Click **NEXT: STUDENTS**
- Select class(es) OR click blue button to open class list and select specific learners in the class
- Click **SAVE & EXIT**

## TO ACTIVATE A CLASS PAGE

- Once you have an active assignment for your class, you must **ACTIVATE** the **CLASS PAGE**
- Select **CLASS MANAGER** on the left side of the page
- Click into the class in which you want to activate the class page for
- Click on the **NO** slider next to **CLASS PAGE ACTIVATED**
- It should now say Class Page Activated **YES** and Default for Students **YES**

## TO ACCESS THE PASSWORD LIST

- Select **CLASS MANAGER** on the left side of the page
- Click **VIEW CLASS ROSTER**
- Select the class or grade level from the **SELECT A CLASS** dropdown
- Click **PRINT LOGIN CARDS** to create login cards

## Help and Support

Ready to learn more? Check out Study Island's **Power User Program!** The Power User Program is designed to quickly get you up and running, includes brief video lessons and activities that will walk you through specific features and functionality. The goal is to earn a Blue Ribbon for each topic just like your students. To get started, simply click "Power User Program" in the left-hand navigation bar in your Study Island account.

Have a question? Need assistance? Contact our award-winning Support team Monday-Friday, 7am to 6pm Central at 800.447.5286 or [support@edmentum.com](mailto:support@edmentum.com) or use the LiveChat feature to chat live straight from your account!