



Frequently Asked Questions

Questions	Answers	Resources
How do I reset a student's password?	<p>Login using your school's admin username and password. Go to Roster Management under the Main Menu, then click on the Manage Users tab.</p> <p>Select the appropriate grade level from the Choose a Grade drop-down menu. Scroll down to find the user's name.</p> <p>Click on the Edit Attributes icon to the right of the user's name. It will look like someone holding a pencil. You will be able to change user information including username, password, and other attributes here. Click Save once you make the changes.</p>	Reset a Password
How do I import users?	<p>In the Main Menu, click Roster Management. From here, click on the Manage Users tab, then select Import a List of Users. Be sure to read the Before You Start tips to ensure your file is ready for the upload process.</p> <p>Under Select Upload Type, select your User Type for the upload – Teacher or Student. Click Browse to locate the Excel or CSV file you wish to upload. Click Upload Database File. Complete the User Info section by mapping your columns to our fields and choose a user type. Then click Next Section when finished. Complete the Username Decisions section.</p> <p>Note: For Username Decisions, if you have a username column on your spreadsheet, have Username selected in the drop-down box. If not, you can allow the program to generate your usernames by choosing a format from the drop-down box. Be sure to use the Suffix field if you wish to make your usernames more unique.</p> <p>Complete the Password Decisions section.</p>	Importing Users



	<p>Note: For Password Decisions, if you have a password column on your spreadsheet, have it selected for the drop-down box. If not, type a default password in the area for Custom Password. We suggest that enable the toggle next to Require users to change password upon first login when setting a default password.</p> <p>Verify and set your Email Decisions (for Teachers). Note: If emails are present in your teacher file, Study Island will automatically email logins to the corresponding teacher.</p> <p>Click Next Sections to get to Optional Fields. If you included any of our optional data fields, map them to their corresponding columns. If any of your optional fields are meant for reporting purposes, clicking Next Section will take you to Special Fields. If not, click Next Section and skip to Register User.</p> <p>If you included the students' homeroom as one of optional fields, clicking Next Section will take you to Class Owners. If not, click Next Section and skip to Register User.</p> <p>Map the correct class owner to the new homeroom classes that will be created through this upload. If you added parent information, be sure to check the Parent/Guardian Contact Fields under the Optional Fields tab.</p> <p>Here on Register User, please review the user information to make sure that it is correct. Users highlighted in yellow indicate the original username was taken. The program automatically adds a number at the end to make it unique in our national database. Click Finalize Import at the top of the page to complete the import process.</p>	
<p>How do I create another Admin?</p>	<p>Go to Roster Management. Click on Manage Users and select Add Individual User. Fill in the criteria for the new admin and place them as a teacher.</p>	<p>Creating an Admin</p>



	<p>Save and Exit once the information has been added. It should take you to a page that lists all of the teachers in your system. Click on the Edit Attributes icon to the right of the new admin's name.</p> <p>On the third line under User Type, change the user from Teacher to Admin.</p>	
How do I create a new class?	<p>Click Class Manager on the left side of the screen and select Add New Class. Enter a title for your new class and set the class owner and any co-owners.</p> <p>Under Select Students, click the blue plus sign to the right of the preferred grade level, then check the students you wish to add to the class. If you wish to add all students in a grade level, check the box to the left of that grade level. Select Save at the bottom of the screen.</p> <p>Note: Teachers may choose to override school preferences. In the Class Manager, teachers can control game features, remedial topics, and timer visibility.</p>	Create a Class
How do I add students to my class?	<p>Click Class Manager, on the left-hand side of the screen. Select the Edit Class (pencil) icon to the right of the class name in which you would like to add the student(s) to access the Class Properties page.</p> <p>Under Select Students, click the blue plus (+) icon located to the right of the student's grade level. Check the box to the left of the student(s) that you wish to add. Click Save at the bottom of the screen.</p>	Adding Users to a Class
How do I reset progress?	<p>Restarting the start date clears out a student's stats (without deleting them) and forces the student to start the program fresh; however, teachers may still access old stats.</p> <p>Go to the Teacher Page and click on Reset Start Date under the Class Links section. Select the class. Check the box next to the name of the students you want to reset. To select all students at one time, check the box in the header row. Scroll to the top of the page and click in the</p>	Reset Progress



	<p>box located to the right of Start Date. Choose the desired date from the calendar, and then click Set Start Date.</p> <p>Note: The student's start date is effective from the calendar day chosen, not the day after. Clearing Stats allows you to permanently remove recorded data by individual student, class, grade, program, or subject. Please note that this cannot be undone.</p> <p>Go to the Admin Page under the Main Menu. Click on Clear Statistics. Select the Class, Student (optional), Program, and Subject. Select Clear Stats.</p>	
<p>How do I view Study Island instruction?</p>	<p>Find the State or US programs tab you assigned the content from. Select the corresponding grade, subject and topic. When you click on the topic, color coded options will pop up to access different content options for that topic. Select the lesson to view direct instruction for that topic.</p>	<p>Viewing curriculum</p>
<p>How to I create an assignment?</p>	<p>Click Class Manager on the left-hand side of the screen. Select the name of your class. Click Add Assignment.</p> <p>Under the Practice & Instruction Assignment tab, click Create Assignment. Enter an assignment title. Select the date assigned and the date due by clicking in the boxes for each. Choose to Enforce the Dates by clicking on the On/Off Switch; this automatically sets your assignment to deactivate at the end of the time period if toggled on.</p> <p>If you would like to change any additional preferences, you may do so under Additional Preferences and Override School Preferences. When you are finished, click Next: Assignment Options. Select the program and subject from the drop-down boxes. Check off all the topics you wish to assign.</p> <p>If you would like to change from the default number of questions and Passing Percentage, choose your settings for each topic here, then click Next: Students.</p>	<p>Create an Assignment</p>



	<p>Note: There are a maximum of 30 questions allowed in a topic. If teachers need to assign more questions, they will need to make multiple assignments.</p> <p>To assign to the entire class, click the checkbox to the left of the class name. To assign to an individual student(s), click the blue plus sign to the right of the class that corresponds to the student(s) you would like to add to the assignment. Check the students you want to add to the assignment. Select Save & Exit.</p>	
How do I advance a student's grade?	<p>Note: Always start from the highest grade and work down.</p> <p>Go to Roster Management, select the Manage Users tab, and select a grade level from the Choose a Grade drop-down. Check the boxes next to the users you wish to advance.</p> <p>If you wish to advance an entire grade level, check the box in the header row for that grade level. Click Advance Grade.</p>	Advance a Grade Level
How do I delete a score?	<p>Note: Only teachers will be able to delete finished sessions.</p> <p>Go to the School Reports page and select Individual Student Report. Choose the Class, Student, Program, and Subject.</p> <p>Click View Report. Find the subject and click View Sessions; if All Subjects is selected, find the subject and click View Subject Summary first. In the new window that pops up, check the box next to the session you wish to delete. Click Remove Checked Sessions at the top of the page.</p> <p>If you would like to delete all sessions for a topic or multiple topics, please use the following instructions:</p> <p>Go to the School Reports page and run an Individual Student Report. Choose the Class, Student, Program, and Subject.</p>	Delete a Session



	<p>Click View Report. Find the subject and click View Sessions; if All Subjects was selected, find the subject and click View Subject Summary first. In the new window that pops up, check the box next to the sessions you wish to delete. Click Remove Checked Sessions toward the top.</p>	
How do I add a co-owner?	<p>Click Class Manager on the left-hand side of the screen. Select the Edit Class (pencil) icon to the right of the class name in which you wish to add the co-owner(s).</p> <p>Next to Co-Owner(s), click the green Edit button. Check the box to the left of the co-owner(s) that you wish to add. Select Update Co-Owner(s). Click Save at the bottom of the screen.</p> <p>Note: Up to ten co-owners can be selected for a single class.</p>	Adding a Co Owner