

**Be sure to have a conversation with your IT department to allow various kinds of videos, links, WIRIS Editor, etc., to be visible on the student's school device they are using from home.**

## SUPPORT

Please utilize our support team, training team, webinars, and tutorials to help guide you with your eLearning experience with your students.

### SUPPORT TEAM

For help from our Support Team:

1-800-345-7606

[support@castlelearning.com](mailto:support@castlelearning.com)

OR Chat Window



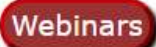
### TRAINING TEAM

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### WEBINARS

We will be holding multiple webinars to help you with creating an eLearning environment for your students. Once logged into Castle Learning, click on the Webinars button in the upper right to register.



### VIDEO TUTORIALS

Video tutorials are available to review the steps to creating Classes, Assignments, and viewing Reports. Once logged into Castle Learning, click on the Tutorials button in the upper right.



## CREATING CLASSES

Some schools classes are automatically created and updated. A message **Class enrollments are managed by the district** will appear next to **Classes** link on teacher home page. If you don't see class names already created for you, or you would like to create differentiated groups, use the following steps:

### Creating Classes

1. From Teacher Center, click **Classes**.
2. Type the class name and click **Create Class**
3. To add students, click on blue link of the class name and click **Yes** to the prompt.
4. Click the **+** next to Category Filter.
5. Check the box next to the grade level(s) needed for the class.
6. Scroll further down and click the check box next to each student's last name in that class.
7. Click Add Checked Students (at top or bottom of screen).
8. Repeat to add more classes.

e.g. Earth Science or Wilson Homeroom or Third Grade

## ASSIGNMENTS – CREATING, EDITING, PRINTING

### FIND QUESTIONS BY TOPIC USING CASTLE QUESTIONS BUTTON

1. From Teacher Center, click **Assignments**.
2. Select the **Course** students will recognize.
3. Select the **Assignments** tab and type the assignment name in the box next to **New Assignment name:**

#### Elective Courses

When there is no content for your course in Castle Learning, use **Personal Content Sets** to create questions. See the eLearning for Electives Guide.

- Click on gray button **Create New Assignment**.
- Choose the **Castle Questions** button at top and select your options for each criteria.

**HS Courses – Math, Social Studies, Science** (not ELA – that is always leveled – use the PreK-8 procedures)

- Check box next to Show class courses
- Click on the content All Topics and choose the specific HS course like Algebra I, US History, Chemistry, etc.
- Be sure to check the Question Type and Filter by options.

**Choose a Course**  
(  Show classic courses)

**Question Type (select one or more):**  Multiple Choice  Fill-In  Constructed Response (CR) [Clear](#)

**Filter by (select one or more):**  Standards  Levels  Topics  Vocabulary  Additional Criteria [Clear](#)

Just Topics

**PreK-8 – Math, ELA, Social Studies, Science and HS/MS Spanish/French**

- Leave box next to Show class courses UNCHECKED
- Click on the content and be sure to check the Question Type and Filter by options.

**Choose a Course**  
(  Show classic courses)

**Question Type (select one or more):**  Multiple Choice  Fill-In  Constructed Response (CR) [Clear](#)

**Filter by (select one or more):**  Standards  Levels  Topics  Vocabulary  Additional Criteria [Clear](#)

Need both Levels & Topics

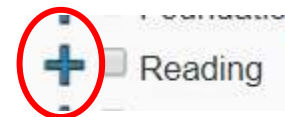
**Click Start**

- For PreK-8, select the Levels using the chart.
  - Primary (Grades K-2) as A, B, C
  - Elementary (Grades 3-5) as D, E, F
  - Middle School (Grades 6-8) G, H, I
  - HS (Grades 9-12) as J, K, L and M for AP Level content

**Click Next**

- Now select the Topics to use – be sure to [Clear](#) any old topics before selecting new so you don't combine a previous search by mistake.

- Use the blue/green plus symbol to expand the sub topics until you find the specific topic you need for questions
- Click on the check box next to the specific topic of choice
  - Scroll to the bottom and choose **Save Choices & Show me questions**



- Check the box next to the ID to select the question for your assignment (newest questions are showing first).

4. Once you have selected all the questions you need, click **Done** found in the floating pink bar.

Questions in assignment: 10

Done

5. You will now be on the Assignment Editor window. See section below on Assignment Editor Window to learn how to edit and print the assignment.

### FIND QUESTIONS BY STANDARDS USING KEYWORD SEARCH BUTTON

1. From Teacher Center, click **Assignments**.
2. Select the **Course** students will recognize.
3. Select the **Assignments** tab and type the assignment name in the box next to **New Assignment name:**
4. Click on gray button **Create New Assignment**.
5. Choose the **Keyword Search** button.
6. Choose the **Standards** tab at top and then type the standard in the search window.
7. To view a question, click anywhere on the question box.
8. Click on **Add** in the question box then chose **Close** when done viewing.
9. You can remove a question from the selection using **Remove** in the question box.
10. You will see a **Questions in assignment** pink box. If you have all the questions you need, click on **Done**.

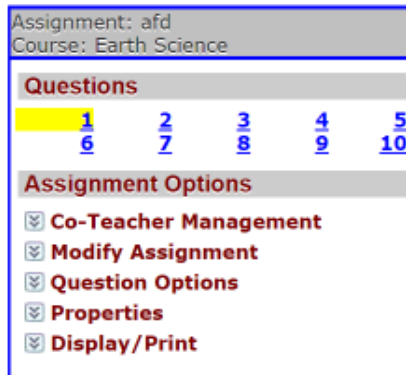
Questions in assignment: 10

Done

### ASSIGNMENT EDITOR WINDOW

To view available options, click the double down arrow next to each choice.

1. Co-Teacher Management
2. Modify Assignment
  - Rename
  - Multiple Choice Style
  - Create Assignment Note
  - Reclassify to Another Course
3. Question Options
  - Add More Questions
  - Remove Question
  - Reorder Questions
  - Position
4. Properties
  - Question
  - Assignment
5. Display/Print
  - Assignment
  - Answer Key
  - Answer History
  - Vocabulary



Assignment: afd  
Course: Earth Science

**Questions**

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>

**Assignment Options**

- ▾ Co-Teacher Management
- ▾ Modify Assignment
- ▾ Question Options
- ▾ Properties
- ▾ Display/Print

**\*NOTE:** Utilize the “Create Assignment Note” option found under Modify Assignment to give students directions with this assignment. Example: Review the Class Notes and Watch the Video link before attempting the questions. You could give “hints” to help with an assignment. Remind them there is a Retake to this assignment if they don’t achieve a certain mastery grade you determine.

## ASSIGNMENT – ATTACH RESOURCES (class notes, videos, URL’s, etc)

When in the Assignment Editor window you can attach resources for the students – class notes, an article to read, a URL, a video, audio files, etc. This will give your students additional help when working through practices and learning a new topic.

### PREPARE YOUR RESOURCE

1. The resource you plan to attach will need to be ready to use prior to the Attach Resource step.
  - Be sure the resource URL is up and open ready to be copied or the MP3 or MP4 file is downloaded and saved on your computer.
  - Class notes can be in Word or PDF format. If copying an article from a source be sure to store it as a PDF to attach or copy it into a Word document. If your document is in a Google Doc or some other source besides Word, you will need to PDF the document. If students do not have access to Word or PowerPoint, convert these to a PDF.

\*NOTE: a file must be less than 500 megabytes to upload as a resource.

### ATTACH YOUR RESOURCE


1. Get into the Assignment Editor window (Click on Assignments, then click on the pencil (edit) to the right of the assignment)
2. Click on [Attach Resource](#) – upper right corner
3. Click on **Add New Resource**

Add to Existing Resource Set	Create New Resource Set
You can add to an existing resource set – for example you may have many documents or videos that go along with a unit. <ul style="list-style-type: none"> <li>• Click on <b>Add to Existing Resource Set</b></li> <li>• Select the Resource Set – Click OK</li> </ul>	<ul style="list-style-type: none"> <li>• Click on <b>Create New Resource Set</b></li> <li>• Name the set (Example: Unit 1) – Click <b>OK</b></li> </ul>

4. Use:
  - **Add URL** for web pages – this may include Videos that can’t be stored as MP3 or MP4 files
  - **Upload File** to upload PDF, PowerPoint, Word, MP3 or MP4 files less than 500 megabytes.
  - **Be sure to use a description that associates it to this assignment**
5. Add URL or Upload File
6. Add as many resources you need for this set then use the back arrow above Instructions (upper left)
7. From the Resources listed, click on the + sign next to each resource you want to upload to your assignment. Use Attach Resource each time you would like another resource uploaded.

## ASSIGNMENTS – ASSIGNING

### ASSIGN to STUDENTS

Within Assignment Editor Screen	From Assignment Home Screen
<ul style="list-style-type: none"> <li>• Scroll to bottom left corner</li> <li>• Click <a href="#">Assign to Students</a></li> </ul>	<ul style="list-style-type: none"> <li>• From Teacher Center select <b>Assignments</b></li> <li>• Click Assign/Monitor icon across from assignment </li> </ul>

1. Click the **Assign to Students** tab or **Quick Assign** for multiple classes.
2. Select individual Student(s) or entire Class(es). Select applicable check boxes or use [check all](#) if everyone is included.
3. Scroll to bottom and select among Modes, Availability Options and Additional Options.

### ASSIGNMENT "ASSIGNING" SETTINGS

4. **Open Mode** - students are given two tries; a hint and vocabulary pop up when answered wrong on the first try; a reason is always given when question is complete. Recommend setting Auto-Lock Questions as an additional option. If so, teacher will need to change assignment mode to Review Only after for students to review questions.  
OR  
**Quiz Mode** - one try with no feedback when question is completed; teacher will need to change assignment mode to Review Only after for students to review questions.

Assign to checked students using the following options:

**Assignment Settings**

**Initial Assignment Options** ⓘ

Modes:  Open  Quiz  Offline  GradeCam

Availability Options:  Always  From/To

Timed

**Retake Assignment Options** ⓘ [Retake Feedback](#)

Assign Retakes:  Yes  No

Mastery Level (100)

Mode for Retakes:  Open  Quiz

Auto Score Retries:  Score with retries as no credit  Score with retries as half credit  Score with retry

Number of Retakes:

Availability Options:  Always  From/To (This date range determines the window during which the student generating retakes)

From:  Read-only: set by Initial Assignment Option

To:

Timed

Auto Graded Questions to include on Retakes:

CR Questions to Include on Retakes:

**Additional Options** ⓘ

Randomize Question Order

Disable ReadSpeaker text-to-speech

Display grade upon completion of quiz

Allow Changes to Answers

Allow changing of display language. Note this is a computer translation and is not 100% accurate.

Use Math Tools - Allow students to use an on-screen calculator, protractor and ruler for this assignment.

Track time spent on task using  seconds as timeout period.

5. **Availability** – use the **From/To** so that you can set deadlines for the students. The students will see in red the From/To dates.

\*Keep assignments for students to do timely for the week vs. giving students work for the month. Too many assignments in the Inbox can be overwhelming.

Mrs. Connor - Algebra I  
Assigned on: 3/13/2020 8:45:00 AM  
Assignment Mode : Open  
Availability: From/To  
From/To: 3/13/2020 1:00:00 AM -> 3/14/2020 11:59:00 PM

6. **Retake Assignment Options** – The teacher controls the settings for which questions will be added into the retake as well as selects an option to include all questions from the original assignment or just those missed. This is a great tool for Test Corrections and Mastering HW. Set the Retake assignment to Open or Quiz for the retake. For additional information, refer to the Automated Retakes Guide and Automated Retakes FAQ sheet found under **Documents** link on the teacher home page.


**NOTE:** To view the grades from the original and retakes, click on Assignments, click on the Assign/Monitor icon to the right, then Assignment Results tab, choose the class, scroll to bottom and click on Scores Report. This is the ORIGINAL score the students achieved. Close that report, THEN at top click on the Retake Results, then scroll down and click on Master Level Report. It will show you # of retakes and their final score.

7. Review the **Additional Options** and set what is appropriate for the student or class.
8. Click on **Assign**.
9. To view the results once students have started the assignment, click on the **Assignment Results** tab at the top of the screen. Use the Scores Report at the bottom to view the class results.


10. For individual student results click on [Report](#) and [Responses](#) to the right of each student name.
11. To change any assign options, or place in Review-Only or Lock an assignment, click on the **Assignment Results tab**, check off the students, select desired Assignment Settings choices, and then click on **Change Mode**. Be sure you include all choices needed. Whatever is selected will be the new choices.

## DATA RESULTS – GRADING CR QUESTIONS & VIEWING REPORTS

### GRADING CONSTRUCTED RESPONSE QUESTIONS

1. From the Teacher Center, click **Assignments**.
2. Click Assign/Monitor icon to the far right of assignment. 
3. Click on the Assignment Results tab and then choose the class or all classes to grade.
4. Scroll down and select [Grade CR](#).
5. Choose the question to grade and then view the question and sample answer.
6. For the students that have the words "**Answered**" in the status column, choose the drop down in the **Score** column and give the students the point value for their answer. They had selected "Save as final answer" when completing the question and are ready to be graded. If the Status column indicates "**In Progress**", the student has not chosen "Save as final answer" yet and should not be graded.
7. Use the pencil to the right to leave a comment for the students.

### VIEWING THE DATA

1. From the Teacher Center, click on **Assignments**.
2. Choose the Assign/Monitor icon to the right of the assignment. 
3. Click on the **Assignment Results** tab and select the desired class or all classes.
4. Choose the Score Options for the Raw Score column. Determine how much credit you will give students for the Open mode retry answers they get right. Also determine if you are going to score unanswered questions as incorrect.

**Score Options**

Show score as:  Points  Percent

Score unanswered short answer questions as Incorrect and unscored/unanswered CR questions as 0 points

Retries:  Score with retries as no credit  Score with retries as half credit  Score with retries as full credit

[to update assignment results below](#)

5. Scroll down and there are various reports to select. Two most common used are starred below:



- **[Class Cumulative Report](#)**: Set your own personal **Scoring Threshold** which will determine red bars (weakness) and blue bars (strength). Set **no credit for retry** and leave **unchecked** unanswered as incorrect. This validates only the questions the students answered and the first time answer. Choose all the boxes under **Check to include in report**. Click on **Refresh** to view results.  
\*Can be used as a great visual projected on a board to review with students. The question number in blue is clickable.




- **[Scores Report](#)**: View scores by Raw, Full-Credit Retry, and Half-Credit Retry.  
\*Don't forget to give your students credit for a successful retry when assigned in Open mode using the Full or Half credit columns.

- **Additional Reports** – Assignment Comprehensive, Time on Task, Vocabulary Study Sheet

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## SELF ASSIGN - VIEW IT LIKE A STUDENT & INTERACTIVE DISPLAY

Self Assign is used to view and take an assignment like a student or to use it with students in class with your interactive board. Great for Unit Exam Reviews, Check for Understanding, Demonstration and More Practice.

1. From the Teacher Center, click **Assignments**
2. Click Assign/Monitor icon to the far right of assignment. 
3. At top click the **Self Assign** tab.
4. Click on [Assign to myself](#).
5. Click **Home** in upper right corner, scroll down the left panel then select **Student Center**.
6. Notice you have an incomplete assignment. Click on Incomplete Assignments and choose your name.
7. Click on the assignment you assigned to yourself. This will be in Open Mode unless you changed any of the options when you self assigned.
8. From the Student Center, choose Self Study to practice in various content areas or take Regents Reviews.
9. Choose Teacher Center to return to your main home page.

**LOG INTO YOUR STUDENT ACCOUNT:**

1. Go to [www.castlelearning.com](http://www.castlelearning.com)
2. Click **Log In** then type your teacher provided **ID** in the **ID/Email** field.  
**NOTE:** Email cannot be used until you have logged in and set up your profile with your email address.
3. Type your password into the **Password** field and click **Sign In**  
**NOTE:** Use your school or teacher assigned password or leave it blank if not provided.
  - You will need to **Re-type Your Password** the first time in to set your own password.
4. Type in **Your Email Address** if you have one.
5. Click **Submit**

If you are using a single-sign-on method on a school provided computer, use that log in. If you have Google Classroom, try to use the **Sign In with Google** Option.

**INCOMPLETE ASSIGNMENTS:**

<p><b>Assigned From Teacher</b></p> <ul style="list-style-type: none"> <li>• Click on Incomplete Assignments</li> <li>• Click on the teacher's name</li> </ul>	<p><b>Created From Self Study</b></p> <ul style="list-style-type: none"> <li>• Click on Incomplete Assignments</li> <li>• Click on Self Study</li> </ul>
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**NOTE:** Incomplete assignments can be sorted by clicking on any of the following options in the upper right.

**Assigned on                      Name                      Due                      More (more options)**

The last sort you selected will remain your sort as the default until you choose another sort option.

**COMPLETED ASSIGNMENTS:**

<p><b>Assigned From Teacher</b></p> <ul style="list-style-type: none"> <li>• Click on Completed Assignments</li> <li>• Click on the teacher's name</li> </ul>	<p><b>Created From Self Study</b></p> <ul style="list-style-type: none"> <li>• Click on Completed Assignments</li> <li>• Click on Self Study</li> </ul>
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**NOTE:** Completed assignments can be sorted by clicking on any of the following options in the upper right.


**Assigned on                      Name                      Due                      More (more options)**

The last sort you selected will remain your sort as the default until you choose another sort option.

**CREATE YOUR OWN ASSIGNMENTS – SELF STUDY:**

<p><b>Rocket Mode (by Grade/Topic)</b></p> <ul style="list-style-type: none"> <li>• Click on Self Study</li> <li>• Choose Course</li> <li>• Choose Grade</li> <li>• Click on + next to the Topic</li> <li>• Choose Subtopic to start the assignment</li> </ul>	<p><b>Expert Mode</b></p> <ul style="list-style-type: none"> <li>• Click on Self Study</li> <li>• Change Rocket Mode to Expert Mode</li> <li>• Choose Course</li> <li>• Choose from the following options:                     <ul style="list-style-type: none"> <li>○ Topics; Sample Assignments; Vocabulary; Flash Cards; Math Skills</li> </ul> </li> <li>• When asked to choose Levels, select the grade groups needed then click on the X in upper left corner</li> </ul>
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<p><b>NYS Regents Exams</b></p> <ol style="list-style-type: none"> <li>1. Click on Self Study</li> <li>2. Click on the Regents Exams icon and choose the Content</li> <li>3. Click on the course then choose the exam to use for review</li> </ol>	
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**REPORTS:**

1. Click on **Reports**
2. Choose **Completed Assignments, Self Study Assignments, Math Skills, or Cumulative Questions by Course**
3. Click on the assignment to create the report

