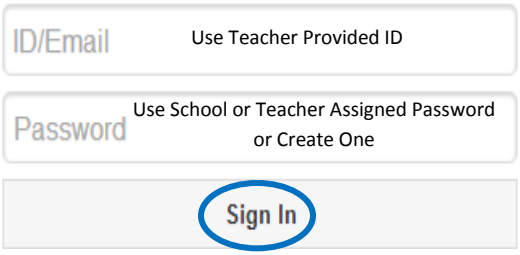
Student Access How to Guide

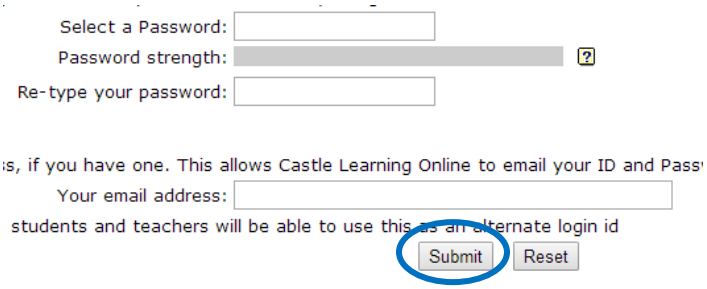
Castle Software, Inc.
www.castlelearning.com

LOG INTO YOUR STUDENT ACCOUNT:

1. Go to **www.castlelearning.com**
2. Click **Sign In**
3. 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
4. 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.



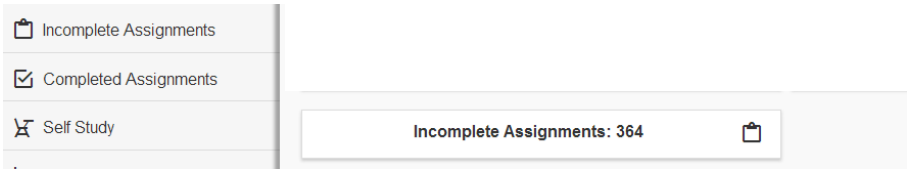
   You may need to **Re-type Your Password** the first time in.



5. Type in **Your Email Address** if you have one.
6. Click **Submit**

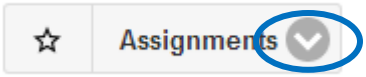
INCOMPLETE ASSIGNMENTS:

Assigned From Teacher

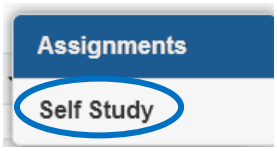


1. Click on **Incomplete Assignments**
2. Click on the **teacher name** icon
3. Assignments can be sorted by clicking on any of the following options in the upper right:
   Assigned by **Assigned on** **Name** **Due** **More**(more options)
   NOTE: The last sort you selected will remain your sort as the default until you choose another sort option

Created From Self Study



4. On the far right side click on the down arrow next to **Assignments** then select **Self Study**



COMPLETED ASSIGNMENTS:

Assigned From Teacher

1. Look on the left panel. Click on **Completed Assignments**
2. To sort, click on the 3 dots in the upper right corner that indicate "**for additional options**" and choose from the following options
   Assigned by **Assigned on** **Name** **Due** **Completed On**

Created From Self Study

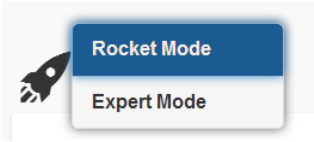
3. On the far right side click on the down arrow next to **Assignments** then select **Self Study**

CREATE YOUR OWN ASSIGNMENTS – SELF STUDY:

Rocket Mode (by Grade/Topic)

1. Look on the left panel. Click on **Self Study**
2. Choose **Course;** Choose **Grade;** Click on **+** next to the **Topic;** Choose **Subtopic** to start the assignment

Expert Mode (State/Regents Exam Samples, Vocabulary, Flash Cards, Math Skills)



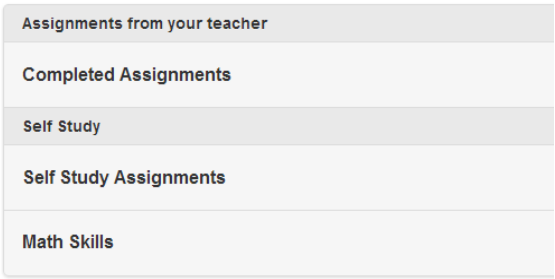
1. Look on the left panel. Click on **Self Study**
2. Above the course, click on **Rocket Mode** and change to **Expert Mode**
3. Choose **Course;** Choose **Grade Level** (click on x in upper left corner to get out of selection panel)
4. Choose from the following options:

Topics **Sample Assignments** (State/Regents Exams/Samples-Use search bar)

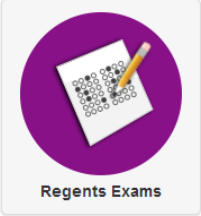
Reading Sets **Lessons** **Vocabulary** **Flash Cards** **Math Skills**

REPORTS:

1. Look on the left panel. Click on **Reports**
2. Choose **Completed Assignments, Self-Study Assignments,** or **Math Skills**
3. Use the 3 dots next to "**for additional options**" to sort
   OR
   Use the Search bar to look for an assignment
4. Click on the assignment to create the report



Student Access of Past NY Regents Exams

Rocket Mode

1. Look on the left panel. Click on Self Study
2. Scroll down and click on the **Regents Exams** icon
3. Choose the content (Math, Science, Social studies, English Language Arts, Spanish, French)
4. Click on the course
5. Click on the exam to start the Regents Review