

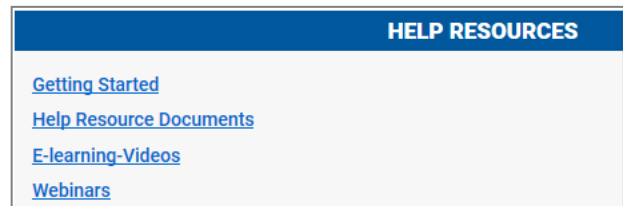


## WHAT IS CASTLE LEARNING?

Castle Learning is a great teacher tool to differentiate instruction, assess students, and used to give guided practice/review to students to help master content. Teachers can create tickets in/out the door, gather from the extensive database content to display and share with students on their board or online as well as detailed data analysis reports to determine student academic achievements, weaknesses, and growth.

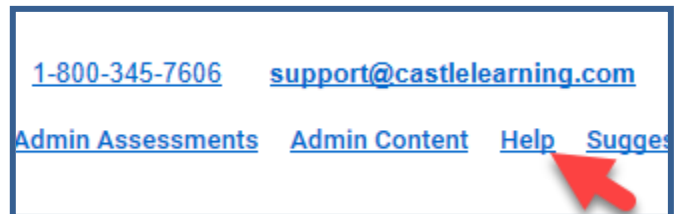
## RESOURCES

Please utilize our support team, training team, webinars, tutorials, and documents to help guide you with your Castle Learning experience.



## SUPPORT TEAM

Click on the [Help](#) link in the upper right corner, call the 800 number, or email our Support Team. You will also see, when available, a chat window in the lower right corner when a support team member is available to chat.



## TRAINING

(800) 345-7606  
training@castlelearning.com

## HELP RESOURCE DOCUMENTS

Resource guides are available for Teachers, Students and Castle Administrators.

## 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 [E-learning-Videos](#) link in the HELP RESOURCES section.

## 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](#) link in the HELP RESOURCES section.

## CREATING CLASSES

Some school's classes are automatically created and updated. A message, **Class enrollments are managed by the district**, will appear next to the class name. If you don't see class names already created for you, or you would like to create differentiated class 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.

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



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.

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

#### Elective Courses

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



**6A - 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)

Math ELA Social Studies **Earth Science** Other

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

**Filter by (select one or more):** ☐ Standards ☐ Levels ☒ Topics ☐ Available in Spanish ☐ Vocabulary ☐ Additional Criteria [Clear Selections](#)

**Just Topics**

**6B - 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)

Math **ELA** Social Studies Science Other

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

**Filter by (select one or more):** ☐ Standards ☒ Levels ☒ Topics ☐ Available in Spanish ☐ Vocabulary ☐ Additional Criteria [Clear Selections](#)

**Need both Levels & Topics**

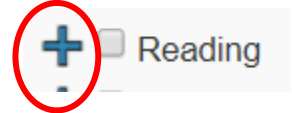
7. Click **Start**



- 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

#### 8. Click Next

- Now select the **Topics** to use – be sure to [Clear Selections](#) 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 subtopics 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 & Show Questions**
- Check the box next to the ID to select the question for your assignment (newest questions are showing first).
- Once you have selected all the questions you need, click **Done** found in the floating pink bar.
- 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.

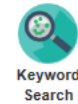


Questions in assignment: 10

Done

### 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**.



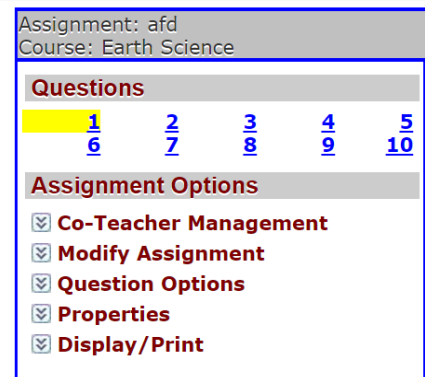
Questions in assignment: 10

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 – 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
<p>You can add to an existing resource set – for example you may have many documents or videos that go along with a unit.</p> <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

See steps below to assign directly from Castle Learning. **\*Check out our how to guides and videos if you prefer to link your assignments to Google Classroom, Schoology or Canvas.**

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>


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

### ASSIGNMENT “ASSIGNING” SETTINGS

- 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

From: 09/23/21 01:00 AM

To: 09/23/21 11:59 PM

☐ Allow Student to Upload Files

☐ Timed

**Retake Assignment Options**

Assign Retakes: ☒ Yes ☐ No

Mastery Level (80): 50

Mode for Retakes: ☒ Open ☐ Quiz

Auto Score Retries: ☒ Score with retries as no credit ☐ Score with retries as half credit ☐ Score with retries as full credit

Number of Retakes: (Select-)

Availability Options: ☐ Always ☒ From/To (This date range determines the window during which the student can view and complete retakes (From and To) and the cutoff date (To) for generating retakes)


From: 09/23/21 01:00 AM Read-only: set by Initial Assignment Options when From/To selected otherwise set to current date

To: 09/23/21 11:59 PM

☐ Timed

Auto Graded Questions to include on Retakes: Questions Answered Incorrectly the 1st Time

CR Questions to Include on Retakes: Do not include any CR Questions

**Additional Options** 

☐ Randomize Question Order

☐ Disable 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 and protractor for this assignment.

☐ Track time spent on task using 60 seconds as timeout period. 60 180

Assign Cancel

- 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



**NEW FEATURE: Allow Student to Upload Files** – this will allow students to attach files to their assignments.




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

[Refresh](#) 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

## 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** or **School Email** in the **ID/Email** field.
3. If the first time, click **Sign In** and you will be prompted to create a password  
OR if already been in before, type your password and click **Sign In**
  - If you forgot your password, click **Forgot Your Castle Password?** and a password reset will be sent to your school email



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

## INCOMPLETE ASSIGNMENTS:

Assigned From Teacher	Created From Self Study
<ul style="list-style-type: none"> <li>• Click on Incomplete Assignments</li> <li>• Click on the teacher's name</li> </ul>	<ul style="list-style-type: none"> <li>• Click on Incomplete Assignments</li> <li>• Click on Self Study</li> </ul>

**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:

Assigned From Teacher	Created From Self Study
<ul style="list-style-type: none"> <li>• Click on Completed Assignments</li> <li>• Click on the teacher's name</li> </ul>	<ul style="list-style-type: none"> <li>• Click on Completed Assignments</li> <li>• Click on Self Study</li> </ul>

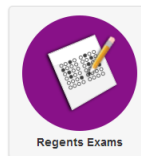
**NOTE:** Completed assignments can be sorted by clicking on any of the following options in the upper right.

**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:

Rocket Mode (by Grade/Topic)	Expert Mode
<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>	<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>
<b>NYS Regents Exams</b> <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>	



## 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

Assignments from your teacher	
Completed Assignments	➔
Self Study	
Self Study Assignments	➔
Math Skills	➔
All Assignments	
Cumulative Questions by Course	➔