

Creating Assignments

Creating Assignments for Individual Students – Study Island enables teachers to assign assignments for individual students.

- Why would you want to do this?
 - It allows you to assign material from Study Island to any student user, as long as they are in a class
 - You can assign an assignment to an individual student
 - It enables you to customize the material on which the student works.
- **How Do You Create a Class in Class Manager?**
 - Click “Class Manager” on the left hand side of the screen



- Enter a title for your new class and click “Next”

The screenshot shows the 'Add New Class' form. At the top, there is a text input field for 'Enter the title for your new class:' followed by a blue 'Next' button. Below this, there is a section titled 'All Existing Classes' with a 'View Class Roster' button. A table lists existing classes with columns for Class Title, Owner, Class Page, and actions.

<u>Class Title</u>	<u>Owner</u>	<u>Class Page</u>	
1.103	Harris, Valerie	Yes (default)	Class Page & Assignments Edit Class, Remove Class
2.210	Trilly, Julia	No	Class Page & Assignments Edit Class, Remove Class
3.212	Webb, Sallie	No	Class Page & Assignments Edit Class, Remove Class

- If you are an admin, choose an “owner” for your class. This individual should be someone who will be assigning the material, such as the teacher. If you are a teacher, you will automatically be assigned as the “owner” and will not have to choose one.

Class Properties | Class Page & Assignments

Instructions

Title:

Owner:
(The owner account, along with the administrator account, will be able to edit this class and add assignments and class notes.)

Preferences:
(Allows teachers to set the games on/off preferences, timer on/off preferences, etc. for their class.)

Add Users In Grade Level:

✓ **OPTIONAL** : You may choose “Override School Preferences”. Here, you may control game features, remedial topics, and timer visibility.

- From the dropdown box by “Add Users in Grade Level”, choose the grade of the students.
- Check off the students you wish to add to the class.

Class Properties | Class Page & Assignments

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Preferences:
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Add Users In Grade Level:

Check off students you wish to add to this class.

	Name	Grade Level
<input type="checkbox"/>	1. Beckham, David (David.B@chocolate)	12
<input type="checkbox"/>	2. Beckham, Victoria (Victoria.B@chocolate)	12
<input type="checkbox"/>	3. Bucket, Charlie (Charlie.B@chocolate)	12
<input type="checkbox"/>	4. Drew, Nancy (Nancy.D@chocolate)	12
<input type="checkbox"/>	5. Glump, Augustus (Augustus.G@chocolate)	12
<input type="checkbox"/>	6. Monster, Cookie (Cookie.M@chocolate)	12
<input type="checkbox"/>	7. Rogers, Mister (Mister.R@chocolate)	12
<input type="checkbox"/>	8. Winslet, Kate (Kate.W@chocolate)	12

- Click “Save and Exit”
 - ✓ **NOTE**: Classes are simply groupings. You can create an unlimited amount of classes and students can be assigned to an unlimited number of classes.

- **What Are the Steps For Creating an Assignment in Class Manager?**

- Click “Class Manager “and locate the class for which you want to add an assignment.
- Once you have located the class, click “Class Page and Assignments” on the far right.

All Existing Classes			View Class Roster
<u>Class Title</u>	<u>Owner</u>	<u>Class Page</u>	
1.103	Harris, Valerie	Yes (default)	Class Page & Assignments Edit Class, Remove Class
2.210	Trilly, Julia	Yes (default)	Class Page & Assignments Edit Class, Remove Class
3.212	Webb, Sallie	No	Class Page & Assignments Edit Class, Remove Class
4.213	McAuliff, Katie	No	Class Page & Assignments Edit Class, Remove Class

- Select the date assigned and the date due by clicking in the boxes for each. You will get a calendar from which you may select your dates. Note that this sets your expectations for the students, but does not automatically set your assignment to expire at the end of the time period.
- Enter an Assignment Title.
 - ✓ **OPTIONAL:** You may type in instructions or any relevant information in the “Additional Information” box.

Create an Assignment

Basic Info

Assigned: Due: at

Assignment Title:

Additional Info (optional):

There are **3000** characters remaining for additional information.

Use School Preferences
(Allows teachers to set the games preferences, etc. for this assignment.)

Please select Classes or Students or both.

Classes* [Add Classes](#)

1. 210

Students [Add Students](#)

No Students Assigned

* Assignment will go to ALL students in the selected class(es).

Please assign at least one Topic to Activate Assignment

Topics [Add Topics](#)

No Topics Assigned

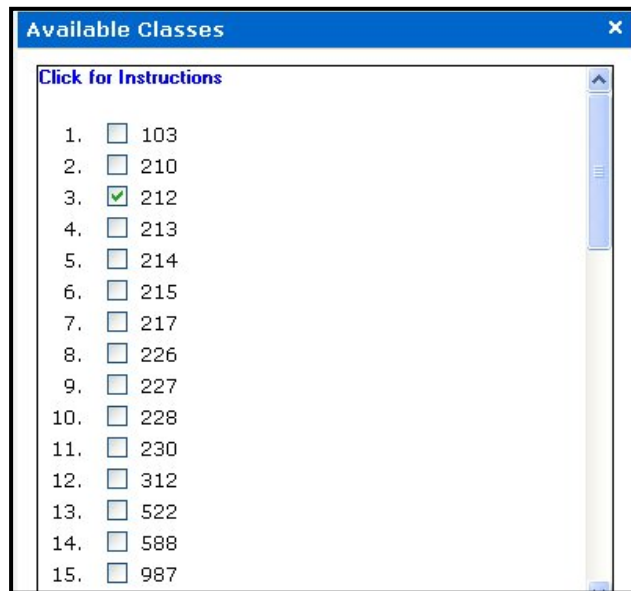
[Save Assignment](#) [Cancel](#)

- **OPTIONAL:** Use the “Preferences” drop-down menu to adjust the preferences for your assignment. If an admin allows, teachers may choose “Override School Preferences”. Here, you may control game features, remedial topics, and timer visibility.

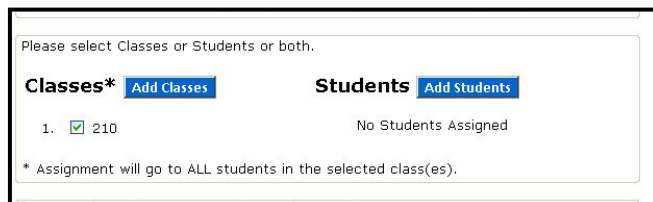
- **Assigning to a class, multiple classes and/or individual students :**

- **How do I assign to classes? :**

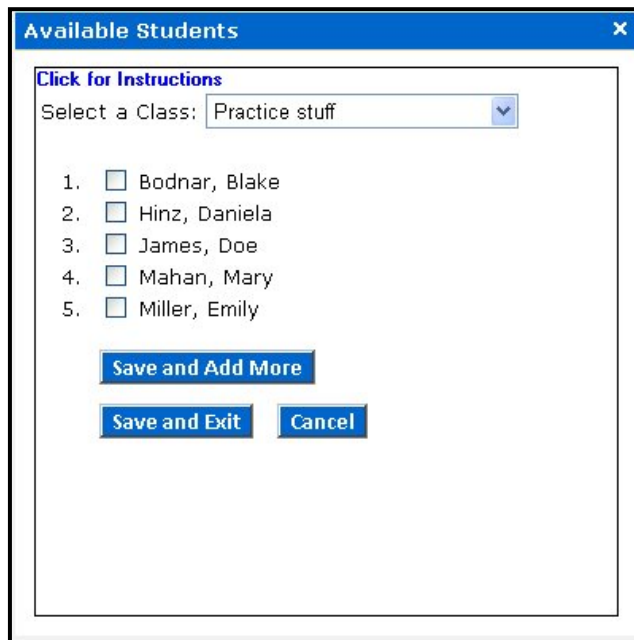
- Click “Add Classes” and check the box(es) that corresponds to the class you would like to add.
- Use the scroll bar to go to the bottom of the window and click “Save and Exit”.



- **How do I add individual students? :**



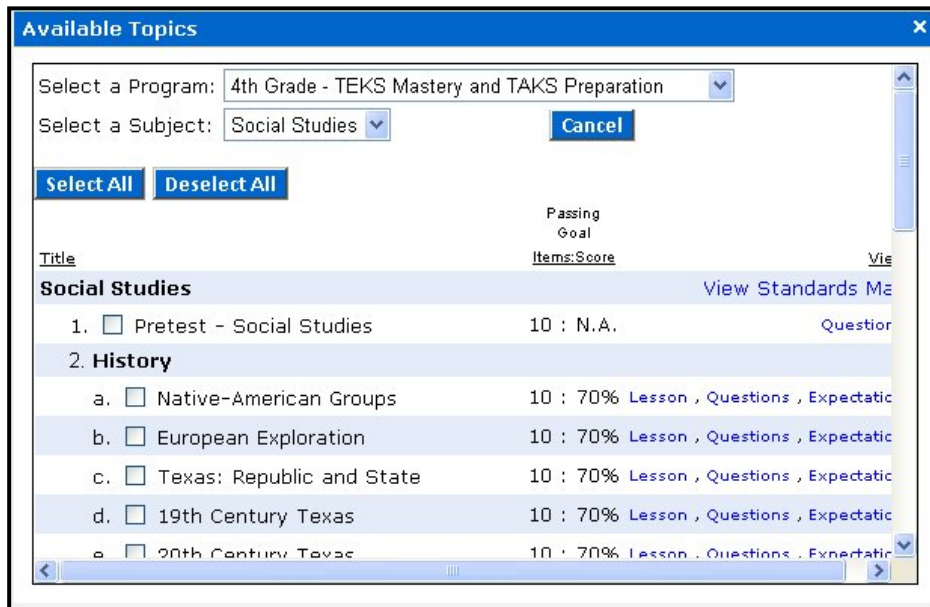
- Click “Add Students” and choose the class that corresponds to the student(s) you would like to add for the assignment.
- Check the boxes next to the students you want to add for the assignment.
- If you are finished adding students, click “Save and Exit”. If you would like to add more students from different classes, click “Save and Add More”. (See picture on next page.)



➤ NOTE: If you wish to assign to only selected students, you may need to uncheck the box for the class once you are back on the main Creating Assignments page.

▪ **How Do I Create the Assignment?**

- Click “Add Topics”.
- Click on the arrow next to the “Select a Program” box and select a grade level.
- Click on the arrow next to “Select a Subject”. You may select one or more topics at a time.



- Once the topics are selected, scroll down to the bottom of the screen and click “Save and Exit”.
- To activate the assignment, select “Activated” from the drop down menu at the bottom of the screen. To keep it deactivated, select “Deactivated”.

✓ **NOTE:** When you keep an assignment deactivated, the students are unable to see it. This can be a great option for teachers who want to plan ahead!

- Once you are finished, click “Save Assignment”. You will now return to the “Class Page and Assignments” page.

• **Active versus Inactive Assignments :**

- Once you return to the “Class Page and Assignments” page, you will see a list of Active and Inactive assignments.
- All inactive assignments are in **gray** and all active assignments are in **black**.

The screenshot displays the 'Class Page & Assignments' interface. At the top, there are tabs for 'Class Properties' and 'Class Page & Assignments'. Below the tabs, the 'Class Title' is 'Practice stuff'. There are three settings: 'Class Page Activated' (Yes), 'Default For Students' (Yes), and 'Block Other Material' (No). The 'Class Page Header' is 'Practice stuff' with an 'Update Header' button. Below this is a 'Class Assignments' section with a 'Create a New Assignment' button. The 'Active' section lists three assignments with their due dates and actions (Deactivate, Results, Edit, Delete). The 'Inactive' section lists two assignments with their due dates and actions (Activate, Results, Edit, Delete). At the bottom, there are sections for 'Class Notes', 'Class Schedule', and 'Class Links', all showing 'No Class [Notes/Events/Links]'.

- From the Class Page and Assignment screen, you can edit, delete, activate, deactivate, or see the results of each assignment.
- **NOTE:** If you do not see an assignment listed for the selected students for which you created one, it is possible that you selected a different class containing those students. To see that assignment listed, please go back to “Class Manager” and find the class that those students are in. Scroll to the right and click “Class Page and Assignments”. You should then see the assignment you are looking for.