

## Study Island Teacher Instructions

Dear Teacher,

Welcome! Your school has recently purchased Study Island, our online skills building program. To assure your success in using this program, we have included the basics to help you get started. Also, keep in mind that if you get stuck you can reach us at 800.419.3191, [support@studyisland.com](mailto:support@studyisland.com), or you can click on the "Live Support" link in the top left corner of your screen while logged into the program.

Enjoy!

Study Island Support

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### **How Study Island Works:**

- Every student and teacher has their own username and password.
- The program is divided into sections based on subject (math, reading, etc.).
- Each section is made up of approximately 15-30 topics, and each topic corresponds to a standard (or multiple related standards) from your state curriculum.
- Topics consist of a lesson and a bank of practice questions with explanations.
- It is helpful to view the lesson before answering the questions in the topic.



### **Goal of the Program:**

The goal of the program is to get a blue ribbon, or "pass" every topic (denoted by 🏆). If a student passes every topic, he or she has demonstrated proficiency in all areas tested and is well prepared for the state test.

### **How to Get Started – For Students:**

By the time you receive these instructions, your students should already have their usernames and passwords. (If not, contact the Study Island Administrator at your school.) Teachers, feel free to practice for yourself; your grades will not be counted toward the school statistics.

1. Go to [www.studyisland.com](http://www.studyisland.com) in your web-browser.
2. Enter your username and password under the "Members Login Here:" section located on the left side of the screen.

3. Click on the subject tab.
4. Click on the word "Pretest" to begin if there is a pretest available. If there is no pretest for the subject, skip this and go to the next step.
  - You will need to complete at least 10 questions in the pretest in order to move on to the remainder of the subject.
5. After completing the pretest, you are ready to move on to the topics within the subject. For a multiple-topic test, check the box beside each topic and click "Start Studying" in the upper right corner.
6. You will receive a blue ribbon next to the topics you have passed and a red triangle next to the topics in which you need additional work.
  -  In order to receive a blue ribbon, you will need to pass that topic. The passing requirements vary by topic and can be viewed on the topics screen under the column "Passing Goal." The "Your Results" column shows the score you currently have. Both columns show the number of questions or "items" you have taken in each topic and the corresponding "score."
  -  You will receive this symbol next to a topic in which you need additional help. In most cases, you will be given access to a remedial topic.

Note: Ribbons are awarded based on a student's cumulative score for the topic. For example, if a student does multiple sessions in the same topic, his cumulative score is calculated as follows:

Session 1:	5 correct out of 10 attempted
Session 2:	3 correct out of 5 attempted
Session 3:	4 correct out of 5 attempted
<u>Cumulative Score</u> =	12 out of 20 = 60%

\*\*Unanswered questions in a topic are disregarded. Students can end a session at any time by clicking END STUDY SESSION without a negative affect to their scores. They can return to that topic to complete the session at any time. Each time a Blue Ribbon is earned, students can simply click on the ribbon icon to print it.
7. After completing all of the topics in a subject, you can move to the "Post Test." The Post Test unlocks when you have completed every topic and have earned Blue Ribbons in all but 3 topics. Once the Post Test is complete, you will have passed the subject. You can go back at anytime and retake any areas with which you had difficulty.

## Features You Need To Know About:

### Study Modes

There are four different modes for your study session. To access them, select the topic you want to study by checking the box next to the topic then clicking on Start Studying or by scrolling over and clicking on the topic link. On the next page, select the number of questions you'd like to take, then click on the dropdown box next to "Session Type". You will see the following modes:

- Test Mode – Standard multiple choice or short answer format. (By default, questions are in this mode. The number of questions will automatically default to the minimum number required to meet the passing parameter for that topic.) If you want this number changed, instruct your students to change it when they begin their work.
- CPS Session (beta) - Teachers will be able to use their CPS classroom clickers with the Study Island program. Please note that your school will need to have already purchased the CPS program from eInstruction to be able to use this feature. You can find complete instructions and system requirements online by clicking Help, then Features.
- Game Mode – There are many different games that your students can play. These games pull questions from the same item bank as the other modes. The difficulty level does not pertain to the questions but rather to the level at which the game is played.  
**Remember:** You have the option to control when your students access game mode. Some teachers use this as a reward for reaching a certain percentage, at the end of the week after topics have been reviewed, or for home usage only.
- Printable Worksheet – You can choose one or multiple topics by putting a check mark next to the topics you want to include on your worksheet. These can be used for homework, make-up work, tutorials, tests, reviews, transparencies, substitute plans, etc. The answers are at the bottom of the teacher copy. Students can print worksheets, but answers are not included!

## School Stats

When logged in as a teacher, you will immediately be defaulted to the "School Stats" page. On this page you can generate a variety of reports on student progress. You can view reports on the progress of your students in each topic by individual or class. Bar graphs can also be generated to show student progress compared to the school and state averages. (Additional information on each Study Island report is found starting on page 11 in the Study Island Reference Manual and online under the "Help" section.) We recommend taking a few minutes to familiarize yourself with the various reports to find the ones that will work best for you. Any of the reports run on the "School Stats" page can be filtered by date and set up as an automatic email sent each week.

**Printable User List** - On the School Stats Page you have the ability to print a user list with usernames and passwords. Just click Printable User List at the top of the page. You can view the entire school roster or by class. This is an easy way to look up a student's password if they forget.

**Adjust Passing Parameters** - The "Adjust Passing Parameters" feature enables you to adjust the percentage that a student needs to achieve in order pass the topics. You can adjust the passing parameters for a student based on the student's proficiency level and your expectations for that student. Adjusting the passing parameters does not affect the difficulty level of the questions; it only affects how well a student has to do to pass a topic. To adjust passing parameters, go to your School Stats page and click on 'Adjust Difficulty Level'. Under Option 1, select the Program, then the Class, and click 'Next'. Check the boxes to the left of the names you want to change. For the box next to 'Subject to Change', select which subject you would like to change. Then, from the dropdown box next to 'Passing Level,' select the level you would prefer. When finished, click on 'Set Passing Level'.

Please note: Since each topic has a different passing level, the options here are percentage points. You can find the default passing parameters by clicking on the grade on the left side of the screen, then choosing the subject. Once the page loads, you will see a list of the topics available for that subject. Under the column titled Passing Goal are the minimum requirements for getting a blue ribbon in that topic. The first number is the minimum number of questions that must be answered, and the second number is the minimum percentage that must be achieved.

Passing parameters also include a "start date" which you can adjust. A situation may arise where one of your students is performing poorly, and you want them to start over. This feature allows you to do so without erasing all of his/her previous scores simply by adjusting his/her start date. Then, reports would only include statistics from sessions performed after the start date. Please note that you will still be able to access the students' old stats by using the filter feature on the reports.

**Restrict Student Access** - This feature allows you to restrict student access to a certain grade level. For example, you can restrict 7<sup>th</sup> graders to only have access to the 7<sup>th</sup> grade material. To restrict access, click 'Adjust Difficulty Level' at the top of the page. On the bottom half of the next screen under 'Option 2', select the class or grade level the student is in and click 'Next'. The next screen will allow you to check off the name of the student, then at the top you can select the grade to which you want to restrict access. Check the box for 'Hide Grade Level From User' if you wish and click on 'Restrict users to this level'.

## Class Manager

Study Island enables teachers to group their students into a specific class.

- Why would you want to do this?
  - It makes viewing student progress easier
  - It allows teachers to see class averages
  - It allows teachers to send messages to all students in their class
  - It allows teachers to make class pages and class assignments
- How do you group students into classes?
  - Login under your teacher username, and click on "Class Manager" on the left side of the screen
  - Type the name of the class in the "Class Title" box, and click "Next"
  - Click on the dropdown box next to "Add Users In Grade Level:" and select the grade level of the students you wish to add
  - Check-off the students you wish to add to the class
  - Scroll to the top of the screen and click "Save and Exit"

Note: Classes are simply groupings. A student can be in more than one class at a time and you can create as many classes as you want.

**Class Pages & Assignments** – Teachers have the option of creating custom "Class Pages" which can include class assignments, the class schedule, class notes, and class links. Class assignments allow teachers to assign specific Study Island topics to students on specific dates. A custom "Class Page" is created from "Class Manager", which can be accessed by clicking the "Class Manager" link on the left side of the screen. To **create an assignment**, log in and go to the Class Manager link on the left side of the screen. Find the class name you need to create the assignment for on the Class Manager screen, and click on the link to the far right titled Class Page and Assignments. Click on the Add Assignment link, then on the next screen, select a start date and an end date for the assignment, and enter a title for the assignment. Click Add Classes if you would like to create the assignment for more than one class. Check off the classes for which you would like to include the assignment and click Done. Click on Add Topics. On the following screen, select the grade level and subject from

which you'd like to draw topics, then click on the Next link. Check off the boxes to the left of the topics you'd like in the assignment (there must be at least one box checked.) When finished selecting, click on Select Checked Topics at the bottom of the screen. On the next page, click on Update Assignment at the bottom of the screen if everything looks correct. The page after that will have the assignment you created under the 'Class Assignments' section. The assignment will be grayed out. Click on the 'activate' link to the right of the assignment to make it viewable to students. Finally, at the top of the same page, next to Class Page Activated, make sure Yes is selected. That way, the students will be able to see the assignment. (Complete instructions on Class Pages and Class Assignments can also be found in the Study Island Reference Manual which is available online under the "Help" section.)

## **Create New Topic**

The "Create New Topic" page allows teachers and admins to create their own custom material for use in our program. Students can access this material by clicking "Custom Material" on the left side of the page.

## **Message Center**

Study Island messaging enables students and teachers to communicate with each other. Sending and receiving of Study Island messages can be done from the "Message Center," which is accessible by clicking the "Message Center" link on the left side of the page once you are logged into the program. Once inside the "Message Center," you have the ability to read messages and send messages to individual users or classes. Throughout the program there are envelope icons (✉) next to usernames that can be clicked if you desire to send a Study Island message to that user.

## **My Attributes**

The "My Attributes" page allows users to change their user information, including username, password, and other attributes. Please note that the admin can block attribute changes from the admin page.

## **Working Study Island into Your Class Activities:**

The following will give you some ideas of how to use Study Island. Keep in mind, the more time your students spend on Study Island, the better prepared they will be to succeed on your state test.

**Class Time** – You may want to allow the students class time to use Study Island. This gives you the most control and supervision. If there are not enough computers for each student, try assigning groups to rotate using the program.

**Homework** – Since Study Island can be accessed from any computer with an Internet connection, some teachers choose to make Study Island homework.

**Extra Credit** – Offer additional points for completing a section in the program.

**Review Previous Material** - At the beginning of the year, allow your grade-level students to use the prior grade level's topics as a review if it is available with your subscription.

**Class Lessons** - If your classroom has a projection device, Study Island can be used as a whole class lesson by connecting the projector to a computer and projecting the Study Island website.

**Review Problem Areas** - After students have completed various topics, use the reports to find the low-scoring areas per student or per class. You can use Study Island to review as a whole group, one-on-one, or small group. (The Suggested Topics Report in the Class Summary Report is a great one to try.)

**Printable Worksheet** - Use the Printable Worksheet mode to create a transparency, test, review, tutorial, or substitute lesson plan. You can also make games by printing the worksheet and cutting the questions into strips.

**Tutorials** - Study Island provides great tutorial material. Students can utilize the program before or after school. If your subscription allows, it can be a major part of summer school or suggested to parents as a means to review over the summer.

## **Here are some fun ideas from a few of our schools:**

**King's Court** – The students with the highest percentage through the program or most blue ribbons are awarded the titles of King, Queen, Prince, Princess, Duke, and Duchess, with the King and Queen having the highest scores. These particular students are given special privileges throughout their reign. (The length of the "reign" is up to you.)

**High Score Bulletin Board, Internal TV Broadcasts, and PA Announcements** – Study Island highest scorers of the week are posted or announced.

**Island Party** – Students are awarded leis after passing all of the topics, and the class is awarded an Island Party after all students have completed the program.

**Certificate of Completion** – There is an example of a certificate on page 32 of this manual that signifies completion of the program. You can also access an award certificate for each topic mastered by clicking on the blue ribbon icon (🏆) to the left of the topic while logged into a student's account.

## Parent Letter

The letter below is an example of one that you can send home to the parents of your students to introduce Study Island. We suggest sending the letter below as well as instructions for use which are located on the next page.

Note: There is a Spanish version of the Parent Letter and instructions on getting started at home on pages 29-31.

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Dear Parent,

Our school now has access to a great resource for preparing our kids for the state standardized tests. We have purchased a building license for a web-based program called Study Island. If you have Internet access, your child can access Study Island from home as well as school to prepare for the state assessments. Study Island has increased security features site-wide to provide greater peace of mind.

The enclosed sheet provides an overview of the program. We are excited about the potential benefits this program can bring to our students, and we encourage you to take advantage of this opportunity by using Study Island. Please feel free to contact Study Island at 800-419-3191 or [support@studyisland.com](mailto:support@studyisland.com) if you have any questions.

Sincerely,

Principal

## Using Study Island from Home

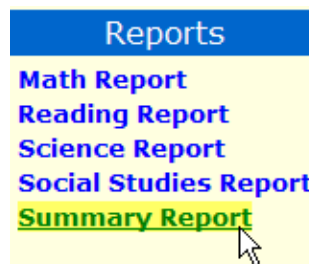
Since the Study Island state assessment program is completely web-based, students can access it from any computer with an Internet connection and a standard web browser. Results from student study sessions are recorded and made available to the teachers. This includes results from sessions completed at home. The program is divided into sections based on subject (math, reading, etc.). Each section is made up of 10 to 25 **topics**, which contain about 20 to 25 questions each. Most topics are accompanied by a **lesson**, which includes some brief information about the material covered by the questions in the topics. It is helpful to view the lesson before answering the questions in the topic.

### Follow the instructions below to use the program:

1. Go to [www.studyisland.com](http://www.studyisland.com).
2. Enter your username and password at the upper-left side of the screen, and click "Login". Students will receive a username and password from their teacher at school.
3. Click on the section tab (math, reading, etc).
4. If this is the first time you are using the program, click the word "Pretest" to begin the pretest for the section. **You must complete 10 pretest questions to unlock the rest of the content in the subject.** If there is no pretest option, or if you have already taken the pretest, feel free to move on to the other content topics.
5. Once you have completed the "Pretest," you may work through the remainder of the topics in any order you like. You must "**pass**" all topics before taking the "Post Test".
6. To **pass** a topic, you must satisfy the group's passing requirements which are based a minimum number of questions answered (usually 10) and a minimum percentage correct (around 70%). A blue ribbon icon 🏆 is displayed next to all passed topics.
7. Once you have passed all the topics in the section, you have to pass the "Post Test" for the section before it is complete. Ignore this step if the section has no "Post Test".
8. When you pass all topics in all sections, you have completed the program and will be well prepared to take the state test.

### To access the Reports:

1. After your child has logged in, select a subject from the left-hand side of the screen to access the reports. (See the screen shot below.)



Estimados padres:

Nuestra escuela ahora tiene acceso a un recurso magnífico para ayudar a su hijo/a a aprender las normas académicas que se están comprobados en un examen estandarizado. Hemos comprado una licencia de edificio para un programa basado en el Internet que se llama la Isla de Estudio (Study Island). Este programa es accesible a los estudiantes en la escuela o en casa. Si Usted tiene acceso al Internet en casa, su hijo/a puede conseguir acceso a nuestro programa para continuar su progreso académico.

La hoja adjunta provee una vista general del programa. Estamos emocionados acerca de los beneficios potenciales que este programa puede traer a nuestros estudiantes, y nosotros les animamos a Uds. como padres a aprovechar de la oportunidad de usar la Isla del Estudio. Por favor, comuníquese con nosotros por teléfono al 800-419-3191 o por correo electrónico en [support@studyisland.com](mailto:support@studyisland.com) si Ud. tiene cualquier pregunta.

Atentamente,

El director

## Usando Study Island en casa

Como que el programa de preparación del examen estandarizado está basado en el Internet, Study Island es accesible en cualquier computadora que tiene acceso al Internet (usando Internet Explorer o Netscape). Los resultados de las prácticas de estudiar están marcadas y están disponibles para los maestros. Se incluyen los resultados de las prácticas hechas en casa.

El programa está dividido en secciones de sujeto (las matemáticas, la lectura, etc.). Cada sección tiene entre 10-25 **grupos de preguntas**, que contienen más o menos 10-15 preguntas para cada grupo. Muchos grupos de preguntas están acompañados con una **lección**, que incluye un poco de información sobre lo que va a estudiar el estudiante. Es buena idea a ver la lección antes de contestar las preguntas en el grupo de preguntas.

### **Sigue las instrucciones abajo para usar el programa:**

1. Ven al sitio del Internet [www.studyisland.com](http://www.studyisland.com)
2. Pon su "username" y "password" en la izquierda superior y haz clic en "Login"  
**\*Noticia: Su hijo/a recibirá "username" y "password" de su maestro/a.**
3. Haz clic en la sección en que su hijo/a tiene que estudiar, la lectura o las matemáticas (**Reading, Math**).
4. Haz clic en "Pretest" **si es la primera vez que su hijo/a está usando el programa.** Usualmente, el/la maestro/a dirá a su hijo/a lo que tiene que hacer en el programa. **El estudiante no puede pasar a los otros grupos de preguntas hasta que ha hecho al menos que 10 preguntas en el "Pretest".**
5. Ya que terminó el "Pretest", el estudiante puede trabajar con el resto de los grupos de preguntas, en cualquier orden. El estudiante debe pasar todos los grupos de preguntas antes de tomar el "Post Test". Preguntele al maestro si Ud. no está seguro lo que debe hacer su hijo/a.

**\* Para pasar un grupo de preguntas, el estudiante tiene que aprovechar el mínimo de pasar. Los mínimos de pasar están basados en un número mínimo de preguntas contestados (usualmente 10) y en un mínimo porcentaje correcto (aproximadamente 70%). Un dibujito de un premio azul aparece al lado de los grupos de preguntas que el estudiante ha pasado.**

6. Ya que el estudiante ha pasado todos los grupos de preguntas en la sección, el/ella tiene que pasar el "Post Test" para la sección antes de la sección este completa. Si la sección NO tiene un "Post Test" significa que no es necesario.
7. Cuando el estudiante ha pasado todos los grupos de preguntas en todas las secciones, el/ella ha terminado/a el programa de Study Island. ¡Ya su estudiante está listo para el examen estandarizado!

Para acceso a los informes de progreso:

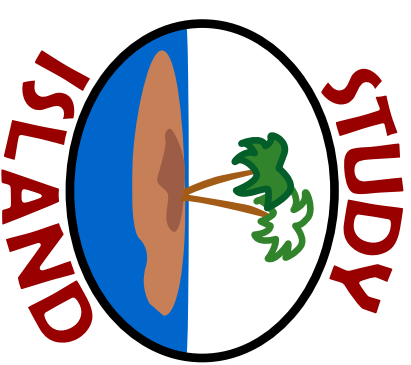
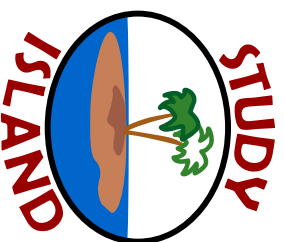
1. Después de que su hijo/a ha entrado al sistema con su identificación de usuario, elige en sujeto al lado izquierdo de la pantalla para ver a los informes.
2. Aquí Ud. encontrará a una variedad de informes de progreso con información como cuanto tiempo ha pasado su hijo/a en cualquier sujeto, como se usa el tiempo, y las preguntas que se han equivocados. También Ud. podrá comparar el progreso de su hijo/a con otros estudiantes en su clase y en el estado de California. Usted puede elegir informes de progreso de un sujeto, o en la forma de resumen para ver todos los sujetos.

## FAST FACTS

- Every student and teacher has their own username and password.
- The program is divided into sections based on subject.
- Each section is made up of topics, each of which corresponds to a specific state standard.
- Each topic contains practice questions and explanations.
- Most topics are accompanied by a lesson, which includes some brief information about the material covered by the questions in the topic.
- It is helpful for the student to view the lesson before beginning the topic.
- Study Island has increased security to provide greater peace of mind.

**Study Island**  
3400 Carlisle St.  
Suite 345  
Dallas, TX 75204

Phone: 800.419.3191  
Fax: 877.592.1357  
Email: [support@studyisland.com](mailto:support@studyisland.com)



Study Island is an all online product designed to help your child master the standards specific to his or her grade in your state. Study Island's focus on the standards enables students to improve their performance in all skill areas tested on your state test, which leads to improved test scores.

## GETTING STARTED

Did you know you can access Study Island from any computer with an Internet connection and a standard web browser?

## STUDY ISLAND'S WEB ADDRESS IS

**WWW.STUDYISLAND.COM**

## MY USERNAME IS

## MY PASSWORD IS

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## I'VE SIGNED IN, NOW WHAT?

- After signing in on Study Island's home page, click on the subject tab on which you wish to work.
- Click "Pretest" in order to begin the pretest for your section. You must complete 10 pretest questions before moving on to other topics.
- Once you complete the Pretest you may work through the remainder of the topics in any order you like - as directed by your teacher. You must pass all topics before taking the Post Test.
- To pass a topic, you must satisfy the topic's passing requirements which are based on a minimum number of questions answered and a minimum percentage correct. A blue ribbon is displayed next to all passed topics.
- Once you have passed all the topics in the subject, you must pass the Post Test for the subject. Ignore this step if the subject has no Post Test.
- Once you pass all topics in all subjects, you have completed the program.

## EXTRA! EXTRA!

- Study Island records all student activity and makes this information available in the form of reports. Their reports can be accessed by clicking one of the report links located in the menu bar on the left hand side of the screen.
- There Is a Game Mode that may be accessed in Session Options. The default setting is Test Mode. The Study Island Administrator is able to enable, disable, and enable the games only during non-school hours. This feature may not be available to your child.
- In Session Options you can also print worksheets for extra practice.
- A warning symbol icon beside a topic means the student had problems mastering this section and needs additional help.
- A dropdown arrow icon under a topic means the student had problems and there is a remedial lesson available.
- All words and numbers in blue are hyperlinks to other information.



This certifies that

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has successfully mastered all levels of  
Study Island - 2008-2009.

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Teacher

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Principal

# Back to School

## Study Island Administrator Checklist

- Update School Contact Information**
  1. Log into Study Island as the Administrator.
  2. On the Admin Page, click on "School Info" under the Administrator Functions box.
  3. Update the principal and administrator's name and email addresses as needed.
  
- Delete all students that have graduated and/or left since last school year.**
  1. On the Admin Page, select "All Users" in the dropdown box located at the bottom of the screen that is labeled "**Show Users In Grade Level:**"
  2. The page will reload with the names of all students and teachers. You will notice that there are checkboxes to the left of everyone's name. Click on the boxes next to the names you wish to remove. If you wish to remove an entire grade level, click on "Check All" listed at the top of the grade level.
  3. Scroll up and click on the blue link titled "Remove Users", located directly above the username list.
  4. The page will reload again. When it is finished reloading, select "Removed Users" in the dropdown box at the bottom of the screen.
  5. When the page reloads, click the "Delete All Removed Users" button above the removed user list.
  
- Advance Students up one Grade Level**
  1. On the Admin Page, select "All Users" in the dropdown box located at the bottom of the screen that is labeled "**Show Users In Grade Level:**"
  2. When the page reloads, check off the students who you wish to advance into the next grade level. Use the "Check All" button above each grade to select all students in that grade level.
  3. Click on "Advance Grade" under the box that says "Operations Below Are Performed On Checked Users." This will automatically move the students up one grade level.
  
- Add New Students Into the System**

For instructions on how to do this, please refer to the **Administrator's Handbook** or the online tutorials located in the Help section
  
- Edit Classes on the Class Manager Page**
  1. Log into Study Island, and click the "Class Manager" link on the left side of the screen. Your school's existing classes will be listed.
  2. On this page, remove all last year's classes and add all new classes.
  
- Distribute Usernames & Passwords to the Teachers**
  1. Go to the Study Island Admin page.
  2. Click on "Printable User List" under the Administrator Functions box.
  3. A list of usernames and passwords will appear. Print out copies and distribute to all appropriate teachers.
  
- Print the Teacher Instructions and Distribute to Teachers**
  1. Locate the Study Island Teacher Instructions in the back of the Administrator's manual.
  2. Make copies of these sheets and distribute them to the teachers who will be using Study Island.