

Study Island

Teacher Instruction Sheet

Dear Teacher,

Welcome! Your school has recently purchased Study Island, our online assessment preparation program. To assure your success in using this program, we have included the basics to help you get started plus some frequently asked questions from other teachers. Also, keep in mind, if you get stuck you can reach us at 800.419.3191 or support@studyisland.com.

Enjoy!
Study Island Support

How Study Island Works:

- 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 approximately 25 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 for the student to view the lesson before beginning the topic.



Goal of the Program:

The goal of the program is to “pass” every topic. If a student passes every topic, he or she has demonstrated proficiency in all areas tested and is very well prepared for the state test.


How to Get Started – For Students:


By the time you receive this instruction sheet, 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 towards the school statistics.


1. Go to 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 that you wish to work on.

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 section.
5. After completing the pretest, you are ready to move on to the topics within the section. For a multiple-topic test, check the box beside each topic (up to ten) and click "Start Studying."
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 work.
 -  In order to receive a blue ribbon, you will need to pass that topic. The passing requirements can be viewed on the main page 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 that you need additional help in. In some cases, you will be given access to a remedial topic. You may want to move on to the next topic, and try again at a later time.

Remedial Topics (Building Block Topics)

If a student is having difficulty passing in a topic, a hazard symbol () will appear next to the topic, and often an additional topic will show up below (see diagram).

c.	 Fractional Parts of Objects - lesson	25 : 60.0%	10 : 72%	D	Expectation
	  Fractions - lesson	0 : -	10 : 75%	-	About

The topic that comes up is a remedial topic, also referred to as a **Building Block Topic**. It has a lower difficulty level than the topic the student was having trouble in. The student can no longer attempt the original topic until he or she has passed Building Block Topic. Passing the Building Block Topic is represented by a white ribbon ()

7. After all topics have been passed, you can move to the "Post Test". Once this is complete, you are ready to move on to the next subject!

Class Manager

Creating Classes

Study Island enables the 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 a class page and class assignments
- How do you group students into classes?
 - Click on “Class Manager” in the upper-left of the screen
 - Type the name of the class in the “Class Title” box, and click “Next”
 - The teacher will default to the person who is adding the class. If the teacher is not entering the information for themselves, they will need to be changed to the owner of the class in order to view the class page
 - “Preferences” allows teachers to override the choices, if this option has been chosen on the Admin page, made by their school for games, remedial topics, and the timer. The settings can be made at the assignment and class level.
 - 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 or bottom of the screen and click “Save and Exit”

Save & Exit
Exit Without Saving

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:

Save & Exit
Exit Without Saving

Creating a Class Page

Note: The “Class Page” is an optional feature and IS NOT required in order to use the Study Island program.

Once a class is created, a “Class Page” can be made for that class (see “Creating Classes”). **Only the owner of the class has the permission to make a “Class Page” for that class.**

- From the "Class Manager" click on the link titled "Class Page and Assignments" to the right of the class name. This will only be available if the class has been assigned to a particular owner. (Hint: Use the tab at the top of the page to easily access the Class Properties page.)

All Existing Classes			View Class Roster
Class Title	Owner	Class Page	
1. AW Practice	NO OWNER		Properties , Remove
2. Inservice class	McClellan, Glenda	Yes (default)	Class Page & Assignments , Properties , Remove
3. Kevin's test	Webber, Kevin	Yes (default)	Class Page & Assignments , Properties , Remove

This will take you to the Class Page Edit screen. (See below.)

Class Properties | **Class Page & Assignments**

Class Title: Mr. Quiggle's 4th Grade Classroom

Class Page Activated: Yes (When the class page is activated, students in the class will be able to view the class page.)

Default For Students: Yes (When the class page is the default for students, students will see the class page first when they login. If it is not the default, they will have to navigate to it by clicking the 'My Class' link on the left.)

Class Page Header: [Update Header](#)

Class Assignments | [Add Assignment](#)

Date Due	Assignment Title	
Fri, Jul 22, 2005 (end of day)	Math Assignments For This Week - details	Deactivate , Edit , Delete
Wed, Jan 18, 2006 (end of day)	math assign - details	Deactivate , Edit , Delete
Thu, Jan 26, 2006 (end of day)	- details	Activate , Edit , Delete

Class Notes | [Add Note](#) | [Move Up](#)

Date Added	Note	
Jul 18, 2005	Remember our field trip to the North Carolina Zoo next Thursday. Remember that lunch is NOT provided, so make sure you bring it! Thanks.	Delete

Class Schedule | [Add Event](#) | [Move Up](#)

Event Date	Event Title	
Tue, Aug 30, 2005 at 7:00 PM	OPEN HOUSE - details	Edit , Delete

Class pages have the following components which teachers can add. These components are all optional:

- **Class Assignments** – teachers can instruct students to use specific a Study Island topic
- **Class Schedule** – teachers post class events
- **Class Notes** – teachers post class notes
- **Class Links** – teachers post class links (not shown above)

In order for students in a class to be able to view a class page, the teacher has to mark the class page as "Activated." There are two enabled options:

- **“Class Page Activated:”** - Choosing “Yes” will allow a teacher’s students to view the class page. “No” means the class page will not appear.
- **“Default for Students”**– When the class page is the **default for students**, students will see the class page first when they login. If it is not the default, they will have to navigate to it by clicking the “My Class” link on the left.


Creating Class Assignments

The “Class Assignments” feature allows teachers to assign specific topics to students. This enables teachers to direct students on the order in which they take the topics.

Instructions:

1. Class assignments are added to a “Class Page”, so the first step is to add a “Class Page” (see “Creating a Class Page”).
2. On the “Class Page” edit screen, click the “Add Assignments” button.
3. Fill out the assignment form which includes the following components:
 - Assignment Title
 - Date Assigned
 - Due Date - (Date assigned and due date are displayed for student information only. If the assignment is activated, nothing will stop students from attempting it even before the start date or after the due date.)
 - A list of topics you wish to assign the students
4. Once an assignment is created, you need to click the “Activate” link on the Class Page edit screen to activate the assignment, which makes it visible to your students.
5. Students in the class will now see the assignment the next time they login. You can view students’ progress on the assignment by going to the “School Stats” and looking under the “Assignment Reports.”

Student Statistics - When logged in as a teacher, click the “School Stats” link to get to the School Stats page. On the School Stats 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 in the Study Island Reference Manual which is available online under the “Help” section.)

Messaging - 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 user groups, or “classes.” Throughout the program there are envelope icons  next to other usernames that can be clicked if you desire to send them a Study Island message.

Printable User List - On the School Stats Page you have the ability to print a user list with usernames and passwords. 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.

Setup Automatically E-mailed Reports

Every week a summary report of student progress is emailed out to teachers and administrators whose e-mail address is on the weekly report recipient list. It is a good idea for the administrator to make sure the proper e-mail addresses are on this list. To view this list, login to Study Island and click the "School Stats" link. Once on the "School Stats" page, click the "Weekly Report" button at the top to edit the weekly report recipient list.

On the "School Stats" page, detailed reports of student progress can be generated. At the top of each report there is a button that says "Automatically Email Report." By clicking this button, teachers can register to periodically receive the report via e-mail. Even though teachers can do this themselves, the Administrator may want to generate reports for teachers and sign them up to receive the reports via e-mail.

Some schools even generate individual student reports, and then add the parent's e-mail in so the parent receives the report via e-mail periodically.

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 allows 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 chose to make Study Island homework. Below are two suggestions for homework assignments:

- Assign a number of individual topics per week
- Set a date for the entire subject or the whole program to be completed

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

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

King's Court – The students with the highest scores 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 Overhead Announcements – Study Island highest scorers of the week are posted or announced.

Study Island Reminder Message – "Remember to Logon to Study Island" is posted on a bulletin board or a highly visible place.

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 at the back of this manual that signifies completion of the program.

School Stats Page

The School Stats page can be used by the Administrator and Teachers to view the progress of their students as the students work through the program. **Only teachers and the Administrator have access to the School Stats Page.** Individual student reports as well as class and school reports can be viewed. Also, a variety of graphs can be generated that show student activity.

Below you will find snapshots found on the School Stats page followed by an explanation of the different functions and reports. To access this page, you will need to login with your username and password. When you login, it will default directly to the School Stats page. (If you cannot view the School Stats page, you may need to speak with your Administrator to receive access.)

[Weekly Stats](#) [Printable User List](#)

Weekly Stats

Every Saturday night a summary report of your school's usage for the last week is generated and e-mailed to everyone on your school's e-mail list. **You can add or remove yourself from this mailing list from the weekly stats screen.** Here, you will be able to alter that list by adding or removing e-mail addresses. Not only will you be able to see the most current report, you can also go back and view previous reports by selecting the report date and clicking on the "View Report" button.

Printable User List

You will be able to print a user list using this link. You can view the entire school roster or view the roster by class. This is an easy way to look up a student's or a teacher's password if they forget.

Individual & Class Summary Reports

- Reports show progress through the program for a single student, a class, or an entire grade or school.
- Reports show percentage of program correct for a single student, single class, or an entire grade or school.

To view this report, you will need to choose the following:

Washington Elementary User Statistics

Report Type: Individual & Class Summary Reports

Summary Statistic: (Percentage Complete)

Select a Program: [Dropdown]

Select a Class: [Dropdown]

[View Stats](#)

- **Summary Statistic:** Progress Through Program (Percentage Complete) or Achievement Level (Percentage Correct)

- **Select a Program:** State Test and Grade (e.g. 6th Grade)
- **Select a Class:** Individual Teacher Classes or Grade Levels (Mr. Smith’s Class, or Users of Level 6)

After choosing your selection, click “View Stats”. A report similar to the following will appear.

Sort User	Sort Math
Users of Level [6] Average - ☒	3%
Danielm - ☒	86%
Andrews - ☒	82%
Heatherw - ☒	75%
chelseaj - ☒	14%
dustinm - ☒	11%
billyh - ☒	4%

To view individual student statistics, click the number beside the student’s name, under the desired subject.

Andrews - ☒	82%	15%
Heatherw - ☒	75%	0%

This will display the student’s individual report, which will include the number of sessions they have attempted, how much time was spent on each topic, the number of correct questions answered, the percentage of correct questions answered, and the grade per topic. You will also be able to change the report period.

Report Period: Mar 1, 01 through Jun 24, 03

Remove Checked Records

Product: **Ohio 6th Grade Proficiency Test Preparation**
 Section: **Math Section**
 User: **Andrews**
 Passing Level: **Meet Standards**
 Starting Date: **Mar 1, 2001**
 Report Period: **Mar 1, 2001 through Jun 24, 2003**

Question Group	Sessions	Time Spent	Correct / Total	% Correct	Grade
<input type="checkbox"/> 1. Pretest - Math	2	11:27	25 / 30	83.3%	-
2. Fractions					
<input type="checkbox"/> a. Fraction Simplification - Outcome	4	12:37	38 / 49	77.6%	S
<input type="checkbox"/> b. Convert Fractions & Decimals - Outcome	2	7:26	28 / 35	80.0%	G
<input type="checkbox"/> c. Ordering Numbers - Outcome	1	8:01	19 / 22	86.4%	E

Two other options on this page are “Compare with others” and “Suggested Topics.” “Compare with others” allows you to view a bar graph with the individual student’s score vs. their school vs. their state. “Suggested Topics” report shows topics that the student or class needs to work on most.

Class List Reports

- Shows how a list of students in a certain class or an entire grade level performed on a particular section or topic
- Allows you to view all students at one time

After selecting from the scroll down menus, click “View Stats.” When the report loads, you will see a list at the top of the page that displays all of the different subjects and topics.

1. Browse through the subjects by clicking the subjects located next to the “Change Subject” label.
2. Select either the subject or single topic by clicking on it.
3. A report will pop up that will show a list of students and how they did in the selected topic.
4. You can view a histogram or box-whisker plot that shows the spread of the data by clicking the links above the report.

Assignment Reports

- Gives the statistics on all class assignments. The teacher is able to look at the data derived from the assignments they created for their own class. To create assignments, refer to the “Creating Class Assignments” section.

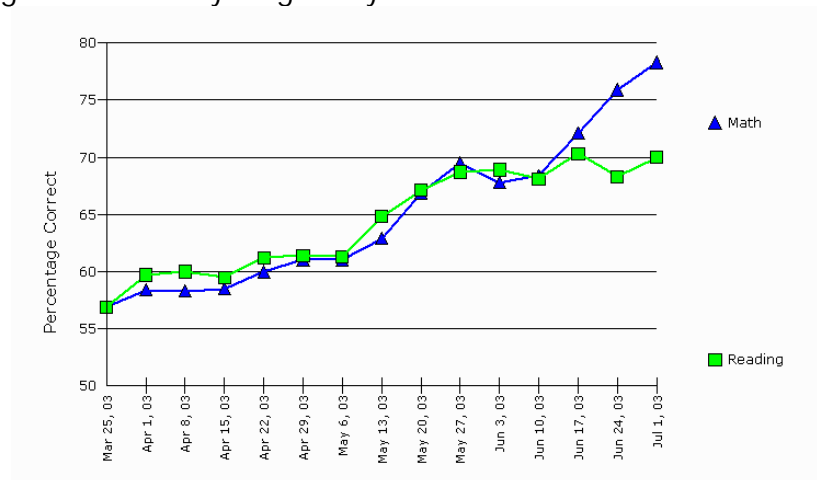
Performance Trend Graph

- Shows the **weekly** percentage correct for each subject. It includes statistics for all students in your school who used the program during the time period specified.

Note: You do not need to select a group of students for this report. You can only view this report for all students in your school.

Cumulative Performance Trend Graph

- The cumulative performance trend graph shows the total percentage correct since the start of the school year for each subject. It is useful to see how your yearly percentage correct is changing as the school year goes by.



Note: You do not need to select a group of students for this report. You can only view this report for all students in your school.

Usage Trend Graph

- The usage trend graph shows the weekly usage for each subject. It is useful to view how much time your students are spending on Study Island as the year goes by.

Note: You do not need to select a group of students for this report. You can only view this report for all students in your school.