

## Study Island Teacher Instructions

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. Also, keep in mind, 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 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 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 "pass" every topic (denoted by ). 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 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 towards 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 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 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.

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

Cumulative Score = 12 out of 20 = 60%

\*\*Unanswered questions in a topic are disregarded. Students can end a session at any time by clicking DONE without a negative affect to their scores. They can return to that topic to complete the session, picking up where they left off. Each time a Blue Ribbon is earned, students can simply click on the ribbon to print it.

7. After all topics have been passed, you can move to the "Post Test." Once this is complete, you will have passed the subject. You can go back at anytime and retake any areas you had difficulty with.

### Features You Need To Know About:

**Grouping Students Into 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 class pages and class assignments
- How do you group students into classes?
  - Login under your teacher username, and 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"
  - 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 and, you can create as many classes as you want.

**Student Statistics** – 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 in the Study Island Reference Manual which is available online under the "Help" section.)

**Study Modes** – There are three different modes for your study session. To access them, you will 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, you will select the number of questions you'd like to take, and in the top right corner, 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.
- 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 it 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!

**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 the "Class Manager," which can be accessed by clicking the "Class Manager" link on the left side of the screen. (Complete instructions on Class Pages and Class Assignments can be 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 forgot.

## 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

**Review previous material** - At the beginning of the year, allow your grade-level students to use the prior year'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. Use Study Island to review as a whole group, one-on-one, or small group.

**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 for 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 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 PA 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. You can also access a certificate 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 20 and 21.

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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, which is accessible to students from school or home. If you have Internet access, your child can access Study Island from home as well as school to prepare for the state assessments.

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 (Internet Explorer or Netscape). Results from students 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 contains approximately 25 to 30 **topics**. Each topic contains a bank of questions with explanations. All 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, in order to use the program:**

1. Go to [www.studyisland.com](http://www.studyisland.com)
2. Enter your username and password at the upper-left of the screen, and click "Login".  
**Note:** Students will receive a username and password from their teacher at school.
3. Click on the section tab (math, reading, etc.) that you wish to work on.
4. Click the "Pretest" in order to begin the pretest for the section. **You must complete 10 pretest questions before moving on to the topic in the section.**
5. Once you complete 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 topic'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 the section 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.)
2. Here, you will find a variety of reports with information such as how much time your child has spent on various subjects, how they used their time, and what questions they missed. You will also be able to compare your child with other children in their class and in their state that are using Study Island. You can select reports by Subject or select the Summary option to get all subjects.

