



# Study Island Administrator Handbook

How to Get Started Using the Program

2005-2006



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3400 Carlisle St. Suite 345 Dallas, TX 75204 ~ 1.800.419.3191 ~ [support@studyisland.com](mailto:support@studyisland.com)

Dear Administrator,

Welcome!

Thank you for purchasing Study Island. To ensure success in using this program, we have developed this user manual. In the pages that follow, you will find an explanation of your duties as administrator.

Please keep in mind, we are here to help if you ever run into a problem or have a question. Technical support is included with your purchase, so please feel free to call us at 800.419.3191, email us at [support@studyisland.com](mailto:support@studyisland.com), or click on the "Live Support" link located at the top right corner of the Admin Page.

Good luck with your state test!

Sincerely,  
Study Island Support

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## Getting Started

### Step 1: Choosing a Study Island Administrator

The first step in getting started is to designate one staff member to be the Study Island Administrator (Administrator) for your school. There is exactly one Administrator per school building. Usually, the Administrator is a teacher or lab coordinator who is comfortable with using a computer and the Internet and who also has an interest in the school's state test performance. If there is absolutely no one who fits this description, the Administrator can also be the principal. Once the Administrator is selected, he or she should be the one who continues with these instructions.

### Step 2: Registering Your Students and Teachers

As the Administrator, locate the Administrator username and password. This may be printed inside the front cover of this manual, or you may have received an email with this information. If you cannot locate it, please call 800-419-3191 to retrieve it. This is a special username and password that allows you to access all student and teacher records. You can change this information at any time.

**Each student and teacher will obtain a unique username and password.** The Administrator is responsible for deciding how to register users for your school. You will need to choose either Option 1 or 2 below. The first option is suitable if you do not have a large number of students and teachers to register. Option 2 would be more appropriate if you are planning on registering a large amount of users.

#### Option 1: Register Users Individually:

1. In your web browser, go to <http://www.studyisland.com>.
2. Locate your Admin username and password, and enter them into the corresponding fields on the left side of the Study Island homepage under "Members Login". When finished, click on the "Login" button.
3. Upon logging in, you are taken to the Admin Page. On the Admin Page, click the "Add Users" button located at the top of the page in the "Administrator Functions" box.
4. Register each user by filling out the form and then clicking the "Add User" button. You **must** pick a unique username for each user. All usernames must be unique in the Study Island database so that statistics can be created for each student. If you try to register a student and you find that a particular username has already been taken, another student (possibly even from a different school) already has that username.

If you are having trouble trying to differentiate all of the usernames, perhaps you should try using an extension, such as @MHS, or @tigers. Using an extension such as your school's name or mascot makes almost every username unique in the Study Island system.

We recommend using the same password for all students and checking the "force change of password upon login" option. This will help prevent students from logging in as other users. The students will be prompted to

choose their own password upon logging in. The administrator and teachers will have access to the updated information in case a student forgets his/her new password.

To complete the registration process, click on the button that says "Finished Adding Users."

5. After you are finished registering all of the students and teachers, go to "Step 3: Completing the Registration Process" on page 8.

## Option 2: Register Users Via Database File:

1. Create a database file.

Rules for the database files:

The following database file types are supported:

- Microsoft Excel
- Comma delimited text file

Your database file should contain the following fields which are NOT case-sensitive:

- **FirstName** – the first name of the user
- **LastName** – the last name of the user
- **Grade** – the grade level of the user. Must be one of the following: (K,1,2,3,4,5,6,7,8,9,10,11,12)
- **Username** (optional) – the username for the user. Each username **must** be unique, so keep this in mind if you are creating your own usernames. If you do not include this field in the database file, the Study Island system will create a default username for each student. These usernames will look like [a.lastname@suffix](#), where "a" is the first initial of the student, and "suffix" is anything from the name of your school to your mascot. The suffix is designed to make each username unique in the Study Island database.
- **Password** (optional) – the password for the user. If this field is omitted, you will later have the option to choose a default password which will be applied to all users. If you wish users can pick a new password the first time they login.

### Example Excel User Database File:

FirstName	LastName	Grade
Jeff	Gordon	3
Sarah	Gellar	4
Pete	Sampras	4
Susie	Jones	3

2. In your web browser, go to <http://www.studyisland.com>.
3. Locate your Admin username and password, and login on the left side of the Study Island homepage under "Members Login".
4. Once the page loads, click the "Add Users" button located at the top of the page in the "Administrator Functions" box.

5. On the Add Users page, click the "Load From File" button located in the upper-right corner of the page.
6. Once the page loads, click the "Browse" button to select the database file you wish to upload, and select whether you are uploading an Excel file or a comma delimited text file. Click the "Upload Database File" button.
7. On the next page, you will fill out the "User Information" section. (Refer to the example below.)
  - If you have separate columns in your database file for the students' first and last names, you will select the dropdown boxes that say "First Name" and "Last Name." Click on the dropdown box and select the column heading that corresponds with "First Name" and "Last Name."
  - If you have a column with the students' full names, you will select the box that says "Full Name." Click on the dropdown box and select the column heading that corresponds with "Full Name."

Please fill out the form below. Map the fields from your datafile to the fields below, and then click continue.

**Row 1:** Last Name , First Name , Grade , Password (Optional) , Username (Optional)

Row 1 contains column headers. Don't import first row.

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**User Information**

First Name:   **OR** Full Name:

Last Name:

Grade:

User Type:

8. For the "Grade" box, select the column heading that corresponds with the grade level for each student. For "User Type" select "Student" if you are registering students, and select "Teacher" if you are registering teachers.
9. Next, you will make decisions concerning your usernames. (Refer to the first example on the following page.)
  - If you did not enter in a column for username in your database, select "Auto Generate" in the dropdown box next to "UserName" and type in the "School Identifier" you wish to have at the end of everyone's username. (Note: Most schools choose this to be their school's name, initials, or mascot to make it easy for the students to remember.) Next, click on the dropdown box next to "Auto Generation Method", and choose the format that you would like all of the usernames to be in.
  - If you created a column for usernames, click on the "UserName" dropdown box to select the column name that corresponds with the username field in your file.

**Username Decisions**

UserName:

**Username Auto Generation Options**

School Identifier:

**Suggestion:** use an acronym for your school. NO SPACES!

Auto Generation Method:

The "School" part of the username will be replaced with the "School Identifier" you entered above.

- J.Doe@School
- John.Doe@School
- JohnDoe@School
- JDoe@School
- John.D@School
- JohnD@School
- J.Doe-School
- John.Doe-School
- JohnDoe-School
- JDoe-School
- John.D-School
- JohnD-School
- J.Doe.School
- John.Doe.School
- JohnDoe.School
- JDoe.School
- John.D.School
- JohnD.School
-

10. Next, you will determine the passwords for the students. (Refer to the example below.)

- If you have a column for passwords, click on the dropdown box next to "Password," and select the column heading that corresponds with the passwords in your file.
- If you did not create a password for your students in the database file, type in a generic password in the box next to "Default Password." This generic password will be assigned to all students.

We recommend using the same password for all students and checking the "force change of password upon login" option. This will help prevent students from logging in as other users. The students will be prompted to choose their own password upon logging in. The administrator and teachers will have access to the updated information in case a student forgets his/her new password.

- When you are finished with this page, click the "Continue" button.

**Password Decisions**

**Use Default Password**                      **Get Password from database file**

Default Password:                       **OR**                      Password:

force reset of password upon login

11. Next you will see a preliminary list of the usernames and passwords. This page is for your review and correction if needed. The students are NOT registered yet. In order to complete the registration process, click "Register Users" at the top of the page.

**\*If you need help creating or uploading a file, e-mail the file to support@studyisland.com and we will help you with the registration process.**

### Step 3: Distribute Usernames and Passwords

After you are finished registering the students, you need to distribute the usernames and passwords to the teachers and students. The easiest way to do this is to print off a list of usernames and passwords by logging in as the Administrator and clicking the "Printable User List" link located in the "Administrator Functions" box. You can print this list directly from the web browser and distribute it to teachers and even leave a copy of the list in the computer lab.

### Step 4: Print the Teacher Instructions and Distribute to Teachers

Locate the Study Island Teacher Instruction Sheet on page 15 of this manual. Make copies of these sheets and distribute them to the teachers who will be using Study Island.

## **Step 5 (optional): Arrange Students into Classes**

Teachers have the ability to setup their own classes; however, the administrator can save them time by setting up their classes for them. See the "Creating Classes" section of the Reference Manual for detailed instructions.

## **Step 6 (optional): 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.

## **Step 7 (optional): Hold a Teacher Information Session**

Many Study Island Administrators like to conduct an information session with the teachers to explain how to use Study Island and to answer any questions teachers may have concerning how to use the program. It is a good idea to read through the reference manual as well as login to Study Island and experiment as a teacher and student before the information session.

## **Step 8 (optional): Distribute a Letter to the Parents**

If you would like to distribute a letter to parents, there is a sample letter included on pages 19 and 21 of this manual, just before the reference section. There is also a take-home brochure.

## Administration Page

Below you will find snapshots of the various menus on the "Admin Page" followed by an explanation of the different functions and settings. To access this page, you will need to login with the username and password you were given. Remember, you are the only one who will have access to this page and these features, so you may want to familiarize yourself with these items.

Administrator Functions			
<a href="#">Documentation</a>	<a href="#">Add Users</a>	<a href="#">Adjust Passing Parameters</a>	<a href="#">Reset High Scores</a>
<a href="#">Printable User List</a>	<a href="#">School Info</a>	<a href="#">Alter Subjects</a>	<a href="#">Restrict Access</a>
<a href="#">Software Add-Ons</a>			<a href="#">Export Stats</a>

### Documentation

This is a digital copy of this "Administrator Handbook" and the "Reference Manual."

### Add Users

This function allows the Administrator to add students and teachers throughout the school year. Please see the preceding "Getting Started" section for complete instructions.

### Adjust Passing Parameters

In order to complete the program, students must "pass" each topic within a section (for example: Rounding Numbers within the 4th grade math section). To pass a topic, a student must achieve a specified percentage correct while having attempted a minimum number of questions. The "Adjust Passing Parameters" feature enables you to adjust the percentage that a student needs 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.

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. The reports only include statistics from sessions performed after the start date.

### Reset High Scores

This feature allows you to reset the high score tables for the games. Resetting only affects your school's high score tables. It will not adjust the overall Study Island high scores.

## Printable User List

You will be able to print a roster of your students' usernames and passwords using this link. It is recommended that you print a user list for each classroom, so the teacher may have a list of all the students' passwords. You can do this by clicking on "View by Class" at the top of the Printable Worksheet window. (If the students are required to change their password upon login, you should reprint the user list after a couple of weeks have passed to get the students' updated passwords.)

## School Info

This feature allows you to change the school contact information. Please update this page if there is a change in staff or e-mail address, as this is the main contact information for your school. As stated at the top of the webpage, your information will not be distributed or sold to an outside party.

## Alter Subjects

This feature gives you the option of rearranging or removing topics from a particular subject. When you alter a subject, for example 3<sup>rd</sup> grade math, the changes go into effect for all users within your school.

## Restrict Access

This feature allows you to restrict student access to a certain grade. For example, you can restrict 7<sup>th</sup> graders to only have access to the 7<sup>th</sup> grade material.

**Operations Below Are Performed On Checked Users**

Grade Level:  Restrict User(s) To This Level

Remove Grade Level Restriction

Check All

	<u>Name</u>	<u>Grade Level Restriction</u>
<input type="checkbox"/>	1. Bostwick, Grant (grant)	Grade 7
<input type="checkbox"/>	2. Murphy, Zack (zackmurphy)	None

## Software Add-Ons
















This link contains a list of software add-ons that some of our customers are using to add to the functionality of Study Island. Study Island provides this list as a service to its customers. Study Island is not affiliated with these products and does not offer support for these products. Please contact the specific software manufacturer for support.

## Export Stats

This feature allows you to export all student activity from Study Island. This is useful to those who wish to archive data between school years, build their own reporting engine, and/or load the data into a different system for reporting purposes.

## School Preferences Menu

The following features under the Global Settings box affect **all** Study Island students registered under your school's account.

School Preferences <i>(changes may take up to 20 minutes before taking effect)</i>			
Student Messaging  On 	*Games  On 	Attributes Change  Allow 	*Remedial Topics  On 
Multiplayer Games  Statistics Enabled 	*Timer Visible  Yes 	<input checked="" type="checkbox"/> Block Score Improvement When Students Correct Missed Questions 	
 <input checked="" type="checkbox"/> Allow teachers to override these settings for students in their class.  <small>* Only preferences with an asterisk can be overridden on the class properties page.</small>			

### Student Messaging (On/Off)

Study Island offers a messaging center where users can message the administrator, teachers, and students. This message feature is helpful in assigning homework or simply allowing the student to ask a question without being embarrassed. When the option is turned off, students will only be able to message the teacher and administrator. They are able to attempt sending a message to other students; however, they will be notified that their message was blocked. The "Off during school hours" option will automatically turn off the messaging between the hours of 8am and 4pm local time.

- **Profanity Check**

When profanity is detected in a student's message, the message will be forwarded to the principal and administrator. The message will be blocked and will not be sent through to its recipient.

### Games (On/Off)

Study Island enables students to learn using a standard multiple-choice format or an interactive game format. The games currently offered are: Splat, Snake, Space, Bouncing, Maze, Chase and Egg Hunt. You have the option to turn off this function completely or to disable it during school hours only. You can also select to allow access to the games only if the students achieve a certain cumulative score for a subject. For example, a student would only be able to access the games if their overall math score was at least 70%. **Please note: Playing the games WILL affect the students' scores just as if they were taking a regular test session.**

### Attributes Change (On/Off)

This setting allows the students to change their attributes, such as username, password, user type, and school name. Here, you are able to choose whether the students will be allowed to change all of their information, none of the information, or their password only.

### Remedial Topics or Building Block Topics (On/Off)

This feature allows you to turn the remedial or Build Block topics off and on. For more information on remedial topics, see the remedial topics section of the Reference Manual.

### Multiplayer Games (On/Off)

When the games are turned on the students will have the option to play multiplayer games. When they do this, the scores will be applied to the user that is logged in. This feature allows you to enable the statistics, disable the statistics, and turn the multiplayer games off.

### Timer Visible (On/Off)

This feature allows you to turn on and off the timer that is displayed while the students are taking a test or game session.

### Block Score Improvement When Students Correct Missed Questions

As the students work through a session, their scores are recorded. When they have completed a session, they are able to go back through and redo the questions they have missed.

- Checked – When a student successfully retakes the missed question, their score will NOT improve.
- Unchecked – When a student successfully retakes the missed question, their score WILL improve.

Some teachers prefer not to allow score improvement in order to see the actual score the first time the student answers the questions.

### Allow Teachers to Override These Settings for Students in Their Class

When this box is checked your teachers will be able to override the school's game setting, timer setting, and remedial setting.

Teachers can do so on the "Class Properties" page (located in the "Class Manager" section from the main menu) for their classes. If a student is in more than one class which has overridden the school preferences, the student's preferences will be set to the preferences for the class whose title is first alphabetically.

Title:

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

Teachers may use this to create different preferences for sub sets of students in their class by creating additional smaller classes and ordering the class titles alphabetically.

## Operations Performed on Checked Users

On the Admin Page once you select a grade in the "Show Users In Grade Level" drop-down menu at the bottom. A menu like the one below will appear.

**Operations Below Are Performed On Checked Users**

Previous Grade
Change School
Advance Grade

Remove Users
Clear Stats
Reset Passwords

Show Users In Grade Level:  ▼

Registered Users - Grade Level - 3 Check All

	<u>Last Name</u>	<u>First Name</u>	<u>UserName</u>		
<input type="checkbox"/>	1. City	Bay	baycity - ☒	<a href="#">Password</a>	<a href="#">Edit Attributes</a>
<input type="checkbox"/>	2. Glickman	Jennifer	jglickman - ☒	<a href="#">Password</a>	<a href="#">Edit Attributes</a>
<input type="checkbox"/>	3. Guest	Chesterfield	chesterfield - ☒	<a href="#">Password</a>	<a href="#">Edit Attributes</a>

The following functions are performed by checking the boxes beside the registered users you wish to affect (as shown above), and then clicking the button of the function you wish to perform. Multiple boxes may be checked at one time.

### Edit Attributes

You can edit user attributes including his or her username and password by clicking the "Edit Attributes" link next to each user.

### Previous Grade

This button allows you to send a student back a grade if the student is registered under the wrong grade or if sent back a grade.

### Change School

If a student is transferring to another school with Study Island, this button will allow you to transfer all of his/her scores to the new school.

### Advance Grade

At the end of the school year, you are able to advance your students to the next grade by simply checking the boxes beside their names and clicking the "Advance Grade" button.

### Remove Users

This allows you to remove users. Once removed, they will appear under the "Removed Users" section. Here, you will be able to re-register the students or completely delete the users from the system. This ensures no accidental deletions.

Removed Users -
Re-register Checked Users
Delete All Removed Users

	<u>Last Name</u>	<u>First Name</u>	<u>UserName</u>		
<input type="checkbox"/>	1. Mathes	Lyndsey	L.Mathes@SMS - ☒		
<input type="checkbox"/>	2. Miller	Roxanne	R.Miller@SMS - ☒		

### Clear Stats

Here you are able to remove the statistics for one or multiple students. This function deletes all of the user's statistics.

### Reset Passwords

This will reset the passwords to multiple students at one time. Similar to when you first register the students, you will be prompted to give a password and given the option to force password reset upon login. This feature is most useful when a group of students have forgotten their passwords.

### Teachers – Trusted vs. Not Trusted

Administrators can choose whether or not to allow your teachers to view the school stats and student passwords. When registered the teachers are automatically registered as a "Trusted" user. This WILL enable them to view the reports. In order to change their status to "Not Trusted," simply check the box beside their name and click the "Mark Checked Users as Not Trusted" button.

Registered Users - Grade Level - Teacher				
Mark Checked Users as Trusted			Check All	
Mark Checked Users as Not Trusted				
	Last Name	First Name	UserName	
<input type="checkbox"/>	1. Aimes	Bobby	B.Aimes@SMS - ✉	TRUSTED   Password   Edit Attributes
<input type="checkbox"/>	2. Hines	Billy	B.Hines@SMS - ✉	TRUSTED   Password   Edit Attributes

### Registered Users – Password and Edit Attributes

Each registered user will have two links next to their name on the "Admin Page": Password and Edit Attributes. "Password" will enable the Administrator to view the user's password by simply rolling over the word or by clicking on the link. The "Edit Attributes" function allows you to update the user information such as username, password, grade level, and user type.

## School Stats Page

The "School Stats" page is used to generate reports on student progress. You can access this page through the "School Stats" link on the left side of the screen once you are logged into Study Island. The Administrator, principal and teachers all have access to this page. Students do not have access to this page. Here, the teachers are able to run reports on their students and also view a copy of the 'Printable User List'. (See the reference section for a description of the various reports.)

**Washington Elementary User Statistics**

Report Type: Individual & Class Summary Reports

Summary Statistic: Individual & Class Summary Reports Complete) ▾

Select a Program: ▾

Select a Class: class ▾

[View Stats](#)

## 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. Also, keep in mind, if you get stuck you can reach us at 800.419.3191 or support@studyisland.com.

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 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 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. 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](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 (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.
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!

### 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, 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.)

**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 forget.

### 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.

## 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.

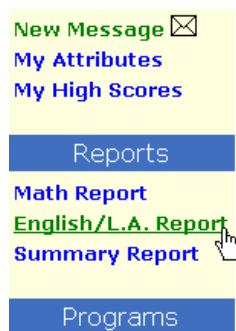
The program is divided into sections based on subject (math, reading, etc.). Each section is made up of 10 to 25 **topics**. Each topic contains about 20 to 25 questions with explanations. All topics are accompanied by a **lesson**, which includes some brief information about the material covered by 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.



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 equivocado. 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.

