




Teacher Guide - How to Create a Regents Review



A. Classes

1. This document assumes you have created classes and added students. If not, set up classes using the video *Tutorials* or *Documents* section from the *Teacher Home Page*.


B. Create a Review Assignment from a Past Regents Exam (two options below)

Selecting an Entire Past Regents Exam	Selecting Specific Questions from One or More Past Regents Exams
<ol style="list-style-type: none"> 1. From the <i>Teacher Home Page</i>, click Assignments 2. Select Course and Assignment Folder 3. Click the Short Answer tab 4. Click the Create From Public Assignments button 5. Click + next to desired content area 6. Click + next to desired course 7. Click + next to Castle Assignments 8. Click + next to New York 9. Scroll down and click the check box for each desired Regents Exam 10. Scroll to the top or bottom and click the Import button on the left side of the page 11. You will be returned to the <i>Assignments Page</i> <p>NOTE: If desired, click the View/Edit icon  to rename the assignment</p>	<ol style="list-style-type: none"> 1. From the <i>Teacher Home Page</i>, click Assignments 2. Select Course and Assignment Folder 3. Click the Short Answer tab 4. Create a New Assignment name: <input type="text" value="Regents Review - 1"/> 5. Click the Create New Short Answer Assignment button 6. On the left, under Question Options, click Add Questions 7. Click the Public Assignments tab 8. Select the desired Course 9. Scroll down and click + in the Actions column for the desired Regents Exam 10. Click the check box next to each desired question (use check all and Next until all questions are selected) 11. Scroll to top or bottom (right side); click the Done link

C. Assign to Students (two options below)

From within the Assignment	From the Teacher Home Page
<ul style="list-style-type: none"> • Scroll to bottom left corner • Click the link labeled Assign to Students 	<ul style="list-style-type: none"> • Select Assignments • Click the Assign/Monitor icon 
<p>Assigning to Individual Students:</p> <ol style="list-style-type: none"> 1. Click the Assign to Students tab to select one or more students within a specific class or all classes 2. Click the check box to select individual students, or click the check all link for all students <p>Assigning to Entire Classes:</p> <ol style="list-style-type: none"> 1. Click the Quick Assign tab to issue to all students in one or more classes 2. Click the check box next to each class, or click the check all link for all classes <p>Then...</p> <ol style="list-style-type: none"> 3. Scroll to bottom and select Randomize question order (if desired) 4. Click the arrow next to Initially set assignment mode to (use  button to view mode descriptions) 5. Select an assignment mode and then click the Assign button 	

D. Reports – Results from Student Assignment

1. From the *Teacher Home Page* click [Assignments](#) and locate the review exam
2. Select the Assign/Monitor icon , then click the **Assignment Results** tab
3. At the bottom of screen select **Class Cumulative Report** or **Scores Report** for results