




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

## C. Assign to Students (two options below)

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

## 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