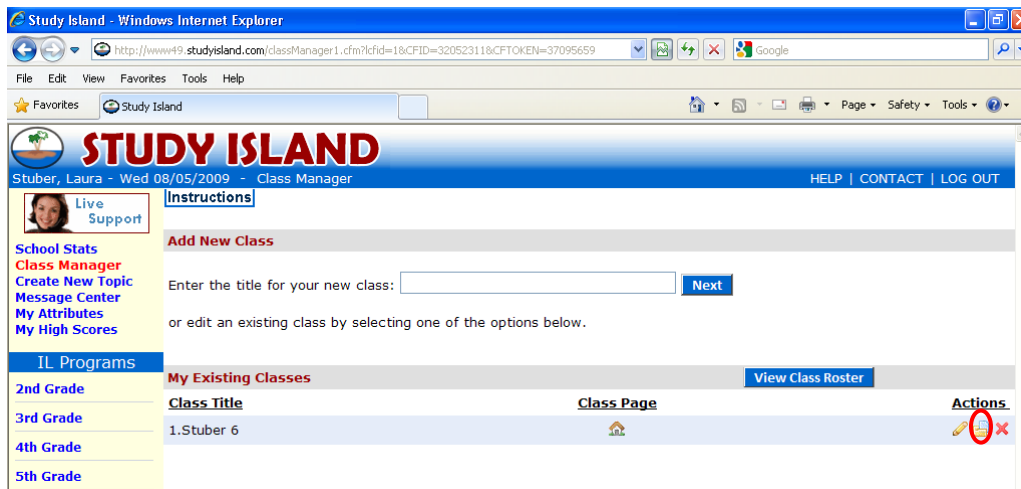


## How to Create a **Study Island** Assignment for the Whole Class or a Group of Students

1. Click on Class Manager on the left side.
2. Click on the Class Page and Assignments button (looks like a paper coming out of a file; middle button under Actions).



3. Click Add Assignment for either Class Assignments (whole class) or Student Assignments (select a group of students).
4. Give your assignment a due date and title.
  - a. If you want to change the preferences (games/no games, remedial topics, timer on/off), click on the drop-down arrow next to Use School Preferences and change to Override School Preferences.
5. Select which students you want to give the assignment to. Click on the arrow next to your class name to see all students in your class.
6. Select the topics you want to assign. Choose a grade level and subject. Click Get Topic List to see all the lessons within that subject. Check the box next to the lessons you want to assign.
7. IMPORTANT: You must activate this assignment for the students to begin working on it. Choose Activated from the drop-down menu.
8. Click Save Assignment.

\*There must be at least one assignment or note on your home page to activate it (and allow students to see it)!

Once your assignments are created, you will see all assignments on your Class Page & Assignments tab. Click on the Assignment Details box next to the assignment name to see more information. Click on the bar graph under Actions to see the results, have reports automatically emailed to you, or open the results in an Excel file. You can also deactivate the assignment (yellow button), edit the assignment (pencil button), or delete the assignment (red X button).