Steps to take an assignment/test from a teacher:

1. Click on your teacher’s name in blue that has given the assignment
2. Click on the activity link (Short Answer, Vocabulary, Constructive Response) at the top of the page, under incomplete assignments
3. Click on the date (in blue) OR the assignment name (in blue) for the assignment or test you need to work on
4. After selecting or entering an answer Castle Learning will immediately respond with a correct or incorrect choice. (NOTE: If in the test mode, an instant correct or incorrect will not be supplied). Make sure to read the hint, vocabulary and reasons for additional instructional assistance. This feedback will help improve comprehension and exam grades.

Steps to make your own review assignment:

1. From the student home page, use the drop down arrow to choose what subject you would like to review (Math, Science, English, Social Studies or Foreign Languages)
2. Click on Short Answer Review
3. Click on Sessions That You Create Yourself
4. Click Create a New Short Answer Session (The Create A New Short Answer Session From a sample assignment – Will allow you to access old Regents Exams for review)
5. FILTER PAGE- Click a single unit on left side by checking the small white box next to it and changing all sections on the right side to a single section (drop down arrow). You can also use your text book to determine what to review
6. Change difficulty level if desired - basic, intermediate, or advanced
7. Choose the number of questions you would like to review using the drop down option
8. At the bottom of the page, name your assignment (Use the Unit and Section for reference)
9. Click **Start the Session**

10. View the cumulative progress report to know what areas are the weakest. This report shows the Units and Sections needing the most attention.

**Reviewing a Cumulative Progress Report**

The **Cumulative Progress Report** page, displays statistics accumulated from multiple sessions for the selected course. Since this report gathers statistics for a selected time period, a drop-down list is provided for selecting a specific time period for the reporting purposes. Each Cumulative Progress Report includes the following information:

- The overall totals, including the score expressed as a percentage, the number of questions answered correctly, and the number of questions answered incorrectly. The score is also presented as a bar graph, in which a passing grade (65% or more) is shown as a blue bar and a failing score (under 65%) is shown in red.
- A breakdown of the totals by unit, including the score, the number correct, and the number incorrect. Units are further broken down by section.
- A breakdown of the totals by Theme.
- A breakdown of the totals by Difficulty Level.
- A breakdown of the totals by Question Attribute.

Note: When no data displays in the Cumulative Progress Report for a particular unit, section, theme, difficulty level or attribute, no questions were answered from that category. Some sessions include questions from multiple courses and the report includes a separate section for each course.