

### To Log onto the Website:

- Go to [www.castlelearning.com](http://www.castlelearning.com)
  - Enter your login "ID" (This would have been given to you by your teacher)
  - Enter your "Password"
    - **First time users:**
      - Skip the password field (**ONLY** if you are a first time user)
      - Click the "**Sign-In**" button
      - Follow the steps to choose a password
  - Click the "**Sign-In**" button
- \*\*If you forget your password, your teacher will need to reset it for you\*\***

### To Complete Assignments from your teachers:

- If you have assignments to complete, there will be red writing next to your teachers name in **BOLD BLUE**
- Click "**Your Teachers Name**" (It will take you to a new page)
- Under the Header "**Incomplete Assignments**"
  - Click the blue link under the "**Activity**" column (ex: short answer, flashcard, etc.)
  - From here:
    - You can review the vocabulary by clicking the "**Sun Icon**" before you start the assignment
    - You can review your teacher's note (if they gave you one) by clicking the "**Music Note Icon**"
- To start the assignment, click either "**Date Assigned**" or "**Description**"

### To Create Assignments on your own:

- You will see four drop down menu bars under the "Courses" header located in the middle of your home page
- "**Select**" a course from a dropdown menu and click "**Go**"
- You have several choices:
  - "**Short Answer Review**" - similar to the assignments teachers create for you
    - Click "**Sessions That You Create Yourself**"
    - Click "**Create a New Short Answer Session**"
    - Click the "+" to see the sections in a unit.
    - Place a check in the "**Unit(s)/Section(s)**" you would like to practice
    - Scroll to the bottom of the page and select "**Number of Questions**"
    - Click "**Start the Session**"
  - "**Vocabulary Review**" - you can look up vocabulary words
    - Click on any "**Letter**" - it will display all the terms for that particular letter
    - Click on any "**Word**" - it will display the definition
  - "**Flash Cards**" - similar to flashcards, except they are grouped by topic
    - Click on any "**Unit**" - it will display a vocabulary word
    - Click "**View Definition**" - it will display the definition
    - Click "**Next**" - it will take you to the next flashcard

**\*\*Elementary and Intermediate Math have a "Skills Review" - canned set of questions to practice by topic**

**\*\*Intermediate English has "Grammar Review Lessons" - get extra practice on specific topics**

**\*\*English has "Critical Essay" topics - write an essay on paper and turn in to your teacher**

**\*\*Global History and Geography, US History and Government have "DBQ Review" available if teacher has assigned**

**\*\*Most math and science courses have "Reference Tables" available**