LOG INTO YOUR STUDENT ACCOUNT:
1. Go to www.castlelearning.com
2. Click Sign In
3. Type your teacher provided ID in the ID/Email field.
   NOTE: Email cannot be used until you have logged in and set up your profile with your email address.
4. Type your password into the Password field and click Sign In
   NOTE: Use your school or teacher assigned password or leave it blank if not provided.

   You will need to Re-type Your Password the first time in to set your own password.

5. Type in Your Email Address if you have one.
6. Click Submit

INCOMPLETE ASSIGNMENTS:
Assigned From Teacher
1. Click on Incomplete Assignments
2. Click on the teacher’s name

Created From Self Study
3. Click on Incomplete Assignments
4. Click on Self Study

NOTE: Incomplete assignments can be sorted by clicking on any of the following options in the upper right.
   Assigned on   Name   Due   More (more options)
The last sort you selected will remain your sort as the default until you choose another sort option.

COMPLETED ASSIGNMENTS:
Assigned From Teacher
1. Click on Completed Assignments
2. Click on the teacher’s name

Created From Self Study
3. Click on Completed Assignments
4. Click on Self Study

NOTE: Incomplete assignments can be sorted by clicking on any of the following options in the upper right.
   Assigned on   Name   Due   More (more options)
The last sort you selected will remain your sort as the default until you choose another sort option.
CREATE YOUR OWN ASSIGNMENTS – SELF STUDY:

**Rocket Mode** (by Grade/Topic)
1. Click on Self Study
2. Choose Course; Choose Grade; Click on + next to the Topic; Choose Subtopic to start the assignment

**NYS Regents Exams**
1. Click on Self Study
2. Scroll down and click on the Regents Exams icon
3. Choose the content (Math, Science, Social Studies, English Language Arts, Spanish, French)
4. Click on the course
5. Click on the exam to start the Regents review

**Expert Mode** (State Samples, Vocabulary, Flash Cards, Math Skills)
1. Click on Self Study
2. Above the course, click on Rocket Mode and change to Expert Mode
3. Choose Course
4. Choose Grade Level (after selecting a grade group, click on x in upper left corner of that box to get out of selection panel)
5. Choose from the following options:
   - Topics
   - Sample Assignments (State/Regents Exams/Samples-Use search bar)
   - Reading Sets (Use ELA, Spanish, French)
   - Lessons (Use Middle School ELA)
   - Vocabulary
   - Flash Cards
   - Math Skills (Use Elementary and Middle School Math) 

REPORTS:
1. Click on Reports
2. Choose Completed Assignments, Self Study Assignments, or Math Skills
3. Use the 3 dots next to “for additional options” to sort
   - Use the Search bar to look for an assignment
4. Click on the assignment to create the report

Look for the ? icon throughout the student pages to get mini tutorials of that screen’s features.