

# **Student Access How to Guide**

Castle Software, Inc. www.castlelearning.com

#### LOG INTO YOUR STUDENT ACCOUNT:

- 1. Go to clever.com/in/yonkers
- 2. Click Log In then 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.

3. 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.
- 4. Type in Your Email Address if you have one.
- 5. Click Submit

#### **INCOMPLETE ASSIGNMENTS:**

Assigned From Teacher	Created From Self Study	
Click on Incomplete Assignments	Click on Incomplete Assignments	
Click on the teacher's name	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		Created From Self Study	
•	Click on Completed Assignments	•	Click on Completed Assignments
•	Click on the teacher's name	•	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)

- Click on Self Study
- Choose Course
- Choose Grade
- Click on + next to the Topic
- Choose Subtopic to start the assignment

#### **Expert Mode**

- Click on Self Study
- Change Rocket Mode to Expert Mode
- Choose Course
- Choose from the following options:
  - Topics; Sample Assignments; Vocabulary; Flash Cards; Math Skills
- When asked to choose Levels, select the grade groups needed then click on the X in upper left corner

# **NYS Regents Exams**

- 1. Click on Self Study
- 2. Click on the Regents Exams icon and choose the Content
- 3. Click on the course then choose the exam to use for review



## **REPORTS:**

- 1. Click on Reports
- 2. Choose Completed Assignments, Self Study Assignments, Math Skills, or Cumulative Questions by Course
- 3. Click on the assignment to create the report

