

# STUDY HALL 101<sup>®</sup> USER GUIDE

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**IMPORTANT: YOU WILL NEED TO RUN THE PROGRAM USING [GOOGLE CHROME](#) OR [MOZILLA FIREFOX](#). FUNCTIONALITY MAY BE LIMITED WITH INTERNET EXPLORER. YOU MAY NEED THE HELP OF YOUR IT DEPARTMENT TO DOWNLOAD THE NEW BROWSER. IF ACCESSING THE PROGRAM ON A TABLET, USE THE NATIVE BROWSER.**

## LOGGING IN TO STUDY HALL 101<sup>®</sup>

If you have not yet received your login information, please contact Creative Learning by Design at 254-613-6454 or [breana@vinceretech.com](mailto:breana@vinceretech.com).

To access the program, visit [cldsuite.cldtx.org](http://cldsuite.cldtx.org).

Log in using the credentials provided by Creative Learning by Design or your program administrator.

There are two types of administrative users:

District Administrators: These users can manage users, students, etc. assigned to any campus that uses the program in the district. It is likely that your SPED Director or IT Coordinator will hold this role.

Campus Administrators: These users can only manage users, students, etc. on the campus to which he or she is assigned.

Upon logging in, you will be taken to the home screen and will see the program icons. You may not have access to every program visible.

You will also create login information for each student that will use the program. This is explained in future steps.

## INITIAL SET UP OF STUDY HALL 101<sup>®</sup>

You will need to complete these steps in the following order to prevent errors:

### 1. SETTING UP USERS

1. Navigate to the drop-down **Admin Panel** in the top menu bar, then select **Manage Users**. The Users grid appears.
2. To add a new user, select **Add User**.
3. Enter user information, using a valid email address for the Username.
4. Determine the role of the user.
  - a. **District Admin** can manage any campus within the district.
  - b. **Campus Admin** can make changes within the program and run reports.
5. Click **OK**.

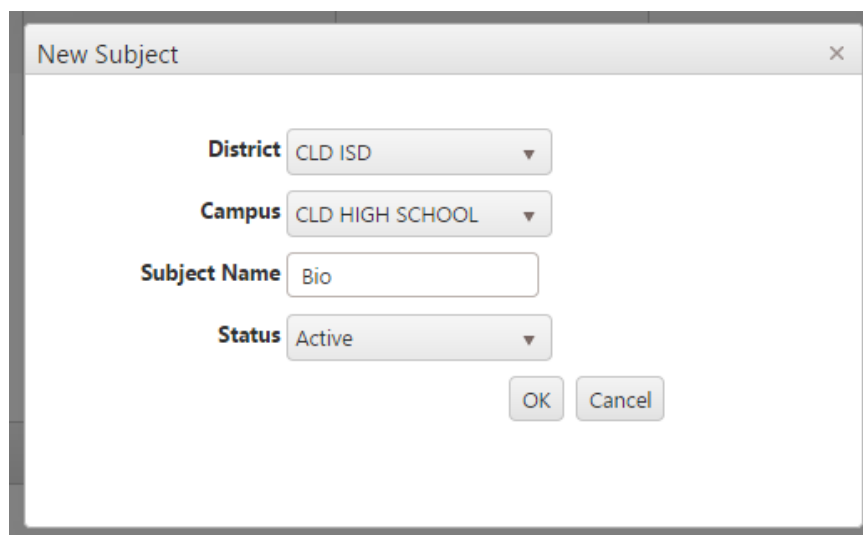
## 2. SETTING UP SUBJECTS

### Adding a Subject

1. Hover over **Admin** in the top menu, then select **Manage Subjects**.
2. Click **Add Subject**.
3. Type the name.
4. Click **OK**.

### Editing a Subject

1. Hover over **Admin** in the top menu, then select **Manage Subjects**.
2. To edit an existing subject, click the **Edit** button.
3. Make any necessary edits.
4. Click **OK** to save your changes.



The image shows a 'New Subject' dialog box with the following fields and values:

- District:** CLD ISD
- Campus:** CLD HIGH SCHOOL
- Subject Name:** Bio
- Status:** Active

Buttons: OK, Cancel

## 3. SETTING UP TEACHERS

### Adding a Teacher

1. Hover over **Admin** in the top menu, then select **Manage Teachers**.
2. Click **Add Teacher**.
3. Enter the first and last name.
4. Select the campus the teacher will be assigned to.
5. Click **OK**.

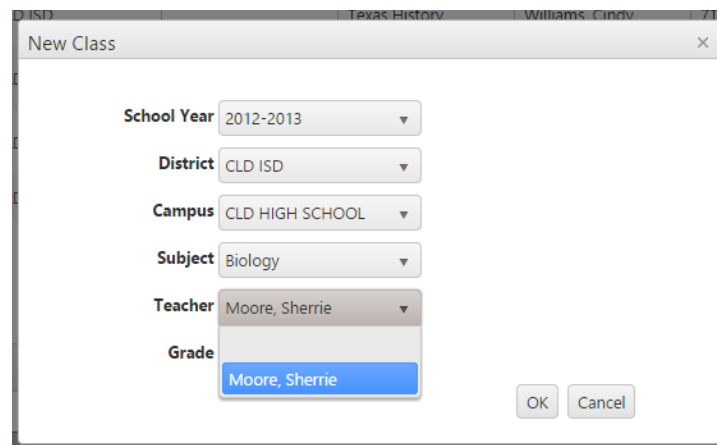
### Editing a Teacher

1. Hover over **Admin** in the top menu, then select **Manage Teachers**.
2. Click the **Edit** button.
3. Make any necessary edits.
4. Click **OK** to save your changes.

## 4. SETTING UP CLASSES

### Adding a Class

1. Hover over **Admin** in the top menu, then select **Manage Classes**.
2. Click **Add Class**.
3. Select the School Year from the drop-down menu.
4. Designate the District and Campus.
5. In the Subject and Teacher drop-down menus, you will see the information you previously entered. Select the appropriate Subject and Teacher for the class.
6. Click **OK**.



The screenshot shows a 'New Class' dialog box with the following fields:

- School Year: 2012-2013
- District: CLD ISD
- Campus: CLD HIGH SCHOOL
- Subject: Biology
- Teacher: Moore, Sherrie
- Grade: Moore, Sherrie

Buttons: OK, Cancel

### Editing a Class

1. Hover over **Admin** in the top menu, then select **Manage Classes**.
2. Find the class in the list.
3. Make any necessary edits to the subject, teacher or grade level.
4. Click **OK** to save your changes.

## **5. SETTING UP STUDENTS**

In order to determine how many students you are able to enter into the system, refer to your licensing agreement. If you exceed the number of purchased seats, you will be alerted that you are at capacity. You may either delete inactive students or contact Creative Learning by Design to upgrade your license. You can see pricing information [HERE](#).

There are two ways to enter students into the Study Hall 101<sup>®</sup> program:

### **Method One: Manual Entry**

1. Hover over **Admin** in the top menu, then select **Manage Students**.
2. Click **Add Student**.
3. Create a username\* and password\*\* for the student.
  - \*We recommend creating a username in a unique format such as LastName+StudentID (i.e. Cruise123456).
  - \*\*Password must start with alpha characters.
4. Click **Continue**.
5. Enter the appropriate information for the student on the following screen.
6. Click **Save**.

NOTE: If you are a District Admin user, you'll need to specify which campus the new student should be assigned to.

Like in other parts of the program, you may also edit student information and reset the student's password on this screen. At the end of each school year, the program will automatically bump students up to the next grade level.

### **Method Two: Import Students**

If you would like to enter many students at the same time, you may want to use the import function.

1. You will first need to download the Student Import Template. You may download the template in the Support tab or by clicking [HERE](#).
2. It is CRUCIAL that this template is filled out EXACTLY as displayed. You will see two example entries. After reviewing, delete this information, then enter student information\* for your campus.
  - \*Many of the fields are based on your PEIMS data. If you choose to copy/paste, just be sure to reformat according to the template.
3. Save this file to a location on your computer and return to the Study Hall 101<sup>®</sup> website.

4. Hover over **Admin** in the top menu, then select **Import Students**.
5. Select **Choose File**.
6. Navigate to the saved location and click **Open**. You will see the name of the file listed.
7. Click **Import**.
8. If the import was successful, the program will say, “[x number] of students successfully imported.” (If this is not the first time students have been added, it may also say students were updated.)
9. If there were errors upon import, the program will list the location (line) of the errors. You will need to navigate back to the saved file and correct any errors. If you need help, contact Creative Learning by Design at [info@cldtx.org](mailto:info@cldtx.org) or 254-751-0922.

## CREATING STUDY FILES

To Create a study file (the game the student will play), complete the following steps.

1. Hover over **Admin** in the top menu, then select **Study Editor**.
2. Click **Add Study Hall**.
3. Use the **Class** drop-down menu to select the appropriate class for the information you are about to enter. You will see that the classes have been created using the school year, subject, grade, and teacher information entered in previous steps.
4. You may also choose to enter Textbook and Publisher information; however this is optional.
5. Select game level. Both levels contain the same functionality and difficulty; the graphics have been designed to be more appealing to specific age groups.
  - a. Level 1 – carnival theme, recommended for elementary students
  - b. Level 2 – arcade theme, recommended for junior high and high school students
6. Click **OK**
7. Click **Add Chapter**.
8. Begin entering information:

(Please note: you cannot enter the info. in all caps or it will not fit in the game!)

  - a. On the first line, type in the first fact to learn. For example, let’s say that you have to know that “vassals” were “lesser nobles who got gifts of land for fighting.” So, type in “vassals” for the Keyword. Then, in the box for Long Description, type in “lesser lords who got gifts of land for fighting.”
  - b. In this program, there is room for 24 facts for each page. YOU MUST ENTER ALL 24 FACTS. If you have less than 24, you can repeat some of the facts to fill the entire 24 rows. If you repeat a fact, you have to switch the order of things: in the Keyword blank, type in the Long Description of the fact (but make it really short). Then, in the Long Description blank, type in the Keyword.

- c. On the other hand, if you have more than 24 facts, divide the chapter into two sections (for example, “Chap 1a” and “Chap 1b”). Repeat as many facts as needed to fill up all the rows. NOTE: All 24 Keywords must be unique; the same is true for Long Descriptions. Once you type something in one column, it cannot be repeated in that column again. For instance, you cannot have the word “oil” in Keyword box for #2 and #23.
- d. The Keywords may be up to 35 characters in length and Long Descriptions may be up to 80 characters. Because of these space limitations, you may need to get creative at times with abbreviations and rewording. However, always make sure that students will be able to understand exactly what the definition is trying to communicate.
- e. Click **OK** when you are done editing. You will get a “Save Successful” notification.
- f. If you would like to add additional chapters to what you previously entered for this same subject and teacher, then go to the Study Editor, click **Add Chapter**. Then begin entering your new information – making sure that you give the new chapter a unique name.

## CREATING WORKSHEETS

1. Hover over **Admin** in the top menu, then select **Study Editor**.
2. Find the study file you would like to print worksheets for.
3. Click **Edit**.
4. Click **Worksheets** next to the chapter. A window will open that looks similar to the reports window.
5. Click the save icon and select PDF. A file will download.
6. Open the file and print to your networked printer.

Currently, the only worksheet available is a 6x6 matching quiz. There are three versions of this worksheet, each with different answer patterns.

## PLAYING STUDY HALL 101<sup>®</sup>

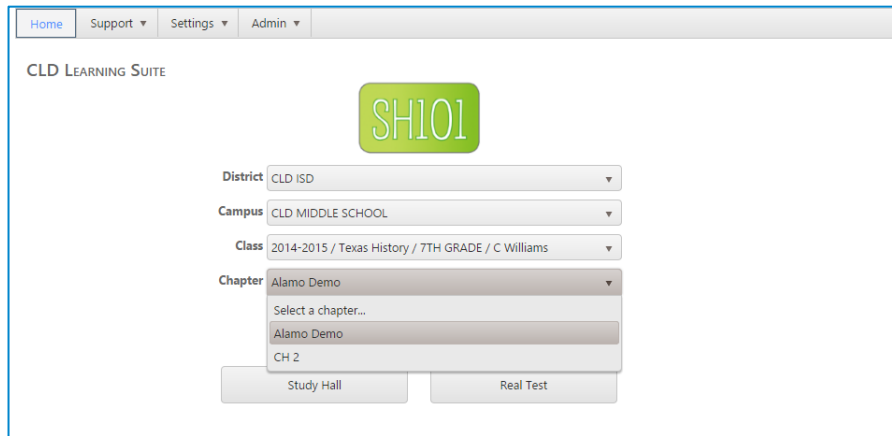
We recommend that teachers run through the game after a Study File is entered. This will give you a better understanding of what the students will be seeing and may help you to find errors!

1. Click on **Home** in the main top menu. You will be taken back to the page you saw when first logging in.
2. Click on the Study Hall 101<sup>®</sup> icon.
3. You will see a series of drop-down menus.
4. There will likely be only one option in the District and Campus selection menus (unless you are a District Admin with multiple



campuses).

5. Next, select the Class and Chapter. This information is pulled directly from what was entered in the Study Editor.



The screenshot shows the CLD Learning Suite interface. At the top, there are navigation links: Home, Support, Settings, and Admin. Below this, the text "CLD LEARNING SUITE" is displayed. A green square with the text "SH101" is centered. Below the square are four dropdown menus: District (CLD ISD), Campus (CLD MIDDLE SCHOOL), Class (2014-2015 / Texas History / 7TH GRADE / C Williams), and Chapter (Alamo Demo). The Chapter dropdown menu is open, showing options: "Select a chapter...", "Alamo Demo", and "CH 2". At the bottom, there are two buttons: "Study Hall" and "Real Test".

6. Student have two options for each file: Study Hall or Real Test.
  - a. Study Hall will be the students' initial exposure to the information. They will review all 24 facts and play games to reinforce their knowledge. The program will keep score of the amount of times a student correctly matches each Keyword to its Description. At the end, the student will see a graph that tells them how they did and will be able to print out a report that shows their grade, bank and time spent on the chapter.
  - b. The Real Test quizzes the students over all 24 facts without providing immediate feedback regarding right and wrong answers. The student receives a printable certificate upon completion.

### **USING A SCREEN READER**

If you are running Study Hall 101<sup>®</sup> in Google Chrome (AGAIN, HIGHLY RECOMMENDED), there are several extensions you can install that will enable screen reading functionality.

We recommend ***SpeakIt!*** or ***Chrome Speak***. Both are FREE can be found in the [Chrome Store](#). Once installed, students will highlight words on the learning screens\*, right click and select "Read the selected text" or "SpeakIt!"

\*NOTE: Screen readers will only work on Learning Screens.



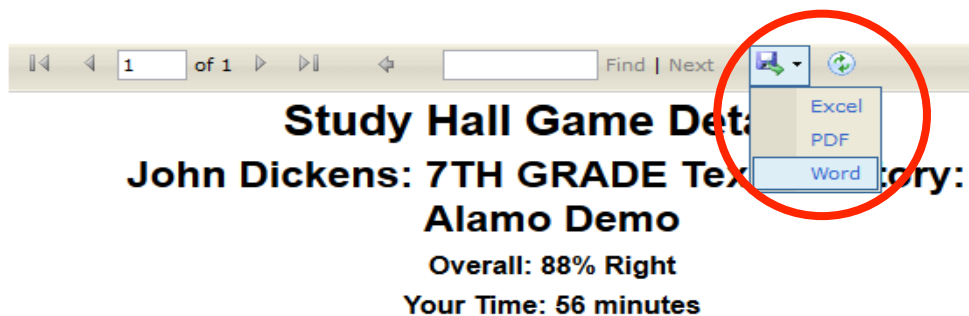
## STUDY HALL 101® RESULTS

Once a student has finished the chapter, he will be taken to a page that reveals their total bank amount and the time it took to complete the game (if a student worked on the same file over several days, the time will reflect this; i.e. 1081 minutes, not just the time he or she was actually in the game). At the bottom of the screen, he will click “Continue.”

The results can be viewed as a table or graphically as a chart. The report shows the number of times he attempted to answer the question and how many of those attempts were correct.

To print this report:

1. Click **Print**.
2. A popup will appear. Select the Save icon (pictured below). You may choose to download the report as a PDF, Excel file or Word document.



If a student fails to retrieve the report at this point, results may also be accessed in the Study Editor.

1. Hover over **Admin** in the top menu, then select **Study Editor**.
2. Navigate to the study file and click **View Sessions**.
3. Select the chapter.
4. Find the student’s name and click **Details**.
5. The same popup will appear as described before.

### MANAGE STUDY HALLS

Add Study Hall

School Year	Campus	Subject	Teacher				
2014-2015	CLD MIDDLE SCHOOL	Texas History	Williams	Edit	Delete	View Sessions	View Tests
2014-2015	CLD MIDDLE SCHOOL	Science	ALL	Edit	Delete	View Sessions	View Tests

## TIPS AND TRICKS

- After a student has selected the Study Hall they would like to play, he or she will be asked to continue where they left off. If the student selects “No” and nothing happens, adjust your browser’s content settings to allow pop-ups from cldsuite.cldtx.org.
- Avoid using special characters when creating study files. The program sometimes doesn’t like keyboard symbols such as < , > , & , and % . If your students are being told that their answer is incorrect when they are selecting the correct answer, have the student close out of the game. Go into the study editor and remove special characters and have the student try again. **However, you may use ALT codes to convey math ideas such as exponents and foreign language characters. [See a full list of ALT codes here.](#)**
- If you have a study file that doesn’t need to be associated with a specific teacher (e.g. STAAR vocabulary), you can assign the file to ALL TEACHERS. Do this on the Add Teacher screen by entering a single space in the first name box and ALL TEACHERS as the last name.
- If you are looking for a specific student or record, you can easily filter by clicking the arrows next to the column headers. It is suggested that you use the drop-down to select “Contains” before typing in your keyword. If you use “Is Equal To” you must type EXACTLY what has been entered into the system. For example if you’re looking for student Smith, John but you simply type “John” into the search bar, it will not yield any results.

### MANAGE STUDENTS

Add Student

Student ID	Last Name	First Name	Campus	Grade	Username		
34	Hernandez	GH DL	DL	12th Grade	Hernandez4568..	Edit	Delete
124	Duck	GH DL	DL	8th Grade	Duck323	Edit	Delete
59	Cruise	GH DL	DL	11th Grade	Cruise987654	Edit	Delete

Filter

1 - 3 of 3 items