



Handbook for Students

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Table of Contents

Chapter 1 - Welcome!	1
Introduction.....	1
Purchasing Castle Learning Online Subscriptions.....	1
Using This Handbook.....	1
Getting Help "On the Island".....	2
Next.....	2
Chapter 2 - Signing In and Out of “the Island”	3
Objective.....	3
Signing In.....	3
Signing Out.....	3
Next.....	4
Chapter 3 - Using the Student Home Page	5
Objective.....	5
Viewing the Student Home Page.....	5
Using the ‘Your Classes’ Section.....	6
Using the ‘Courses’ Section.....	7
Using the ‘Other Options’ Section.....	8
Overview	8
Reviewing the Study Tip of the Day	9
Overview.....	9
Using Study Tip of the Day.....	9
Reviewing Study Tip of the Day.....	9
Changing Your Profile	10
Overview.....	10
Changing Your Password.....	11
Changing Your Name.....	11
Changing Your E-Mail Address.....	12
Enabling/Disabling Display of Study Tip of the Day.....	12
Changing PIN Number.....	12
Submitting Changes.....	12
Returning to the Home Page.....	13
Next.....	13

Chapter 4 - Using the Activities Page	15
Objective.....	15
Using the Class Activities Page	15
Accessing the Class Activities Page	15
Using the Class Activities Page	16
Overview	16
Reviewing Incomplete Assignments.....	17
Reviewing Course Activities.....	18
Using the Course Activities Page.....	19
Accessing the Course Activities Page	19
Selecting A Course Activity.....	20
Next	20
Chapter 5 - Working with Specific Activities	21
Objective.....	21
Using Short Answer Review	21
Overview.....	21
Using the Short Answer Activity Page	21
Working with Short-Answer Assignments from Your Teacher	22
Reviewing Completed Sessions.....	23
Reviewing Progress Report	24
Working with Self-Generated Short Answer Sessions	26
Overview	26
Creating a New Short Answer Session	27
Reviewing and Continuing with an Existing Session.....	28
Overview	28
Reviewing Completed Sessions	29
Reviewing Progress Report.....	29
Naming Sessions	30
Creating a New Short Answer Session	30
Overview	30
Selecting Questions.....	31
Overview.....	31
Selecting Units and Sections.....	31
Selecting Themes.....	32
Selecting Attributes	32
Selecting Difficulty Levels	32
Setting Session Length.....	33
Naming a Session	33
Setting Multiple-Choice Style.....	33

Short Answer Session: Critical Reading Selection	34
Reviewing / Continuing Sessions You Already Created	34
New Question Page	34
Reviewing Question Area	35
Reviewing Answer Selection Area	36
Tracking Your Progress	36
Reviewing the Question List	36
Using Reference Tables	37
Viewing Question Properties	37
Viewing Assignment Modes	38
Setting Text Style Options	38
Reviewing Cumulative Reports	39
Overview	39
Printing the Report	39
Using Vocabulary Review	40
Accessing the Vocabulary Review Activity	40
Viewing Vocabulary for a Course	40
Viewing Vocabulary Definitions	41
Using Flash Card Review	41
Overview	41
Reviewing Flash Cards	42
Using Critical Essays	42
Selecting an Essay	42
Reviewing Essay Directions	43
Using Directions, Theme, and Task	43
Reviewing Essay Components	44
Completing the Essay	44
Using Essay Review	45
Accessing the Essay Review Activity	45
Selecting the Assistance Level	46
Selecting Essay Theme	46
Using the Grammar Review Lessons Activity	46
Using Constructed Response Review	47
Overview	47
Working on Assignments from Your Teacher	48
Selecting Constructed Response Questions	49
Answering Constructed Response Questions	50
Using DBQ Review	51
Accessing DBQ Activity	51
Using the DBQ Assignments Page	52
Answering DBQ Questions	53
Using Skill Review	55
Using Reference Tables	57
Next	57

Chapter 6 - Obtaining Support59
Objective..... 59
Introduction..... 59
Contacting Technical Support..... 59
Reviewing Terms of Service 59

Chapter 1 - Welcome!

Introduction

Castle Learning Online™ is a web-based content review and skill assessment application, which allows students to review, assess, and learn Math, Science, Social Studies, and English & Foreign Languages in a friendly question and answer format. Students receive immediate feedback and printable progress reports, which pinpoint strengths and weaknesses. *Castle Learning Online* is easily accessible from school, library - even at home - wherever an Internet-connected computer is available.

Purchasing Castle Learning Online Subscriptions

Schools may purchase *Castle Learning Online* subscriptions for all their students and teachers. In addition, Home Edition subscriptions are available - perfect for home school students and teacher-parents; tutors and their pupils; and any student without a school-sponsored subscription.

Using This Handbook

The *Castle Learning Online Handbook for Students* is organized into six chapters:

- **Chapter 1 - Welcome**, which describes the scope, audience, and content of this handbook.
- **Chapter 2 - Using Castle Learning Online**, which describes how to sign into and out of *Castle Learning Online*.
- **Chapter 3 - Using the Student Home Page**, which describes how to use the *Student Home* page to access key *Castle Learning Online* functionality such as accessing assignments by class or course as well as managing your student profile.
- **Chapter 4 - Using the Activities Page**, which describes how to access and use the *Class Activities* and *Course Activities* pages.
- **Chapter 5 – Working with Specific Activities**, which describes how to work with various activity types, including short answer, vocabulary, flash cards, DBQs, constructed response, essays, skill review, grammar review, and reference tables.
- **Chapter 6 - Obtaining Support**, which describes how to obtain technical support.

Getting Help

Help is just a click away. Click **HELP** in the upper right corner of any *Castle Learning Online* page. Information directly related to the current page displays.

Next

Proceed to Chapter 2 to learn how to sign in and out of *Castle Learning Online*.

Chapter 2 - Signing In and Out

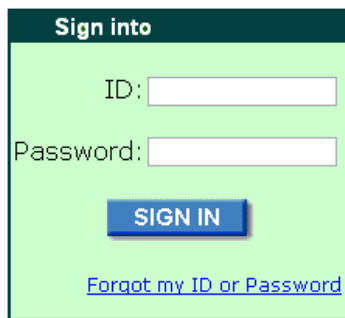
Objective

This chapter describes how to sign into and out of *Castle Learning Online*.

Signing In

To sign into *Castle Learning Online*:

1. Go to castlelearning.com. The **Login Page** displays:



2. Type in your *Castle Learning Online* Student ID into the *ID* field.
3. Type in your password into the *Password* field.

Notes: If you forgot your ID or password, click the [Forgot my ID or Password](#) link.
If you have previously specified your e-mail address in your Profile, then *Castle Learning Online* will e-mail your ID and password to you.

4. Click **SIGN IN**. The **Student Home** page displays. Refer to Chapter 3 for more information on how to use the **Student Home** page.

Signing Out

If you're working on a shared computer, such as one found at school, it is important to log out of *Castle Learning Online* when finished so no ones else uses your account.

To sign out of *Castle Learning Online*:

1. Click **HOME**. The **Student Home** page displays.
2. Click **LOGOUT**. The **Sign In** page displays.

Next

Proceed to Chapter 3 to learn how to use the *Student Home* page.

Chapter 3 - Using the Student Home Page

Objective

This chapter describes how to use the *Student Home* page; specifically how to:

- View the *Student Home* page.
- Access *Castle Learning Online* activities using:
 - The *Your Classes* section of the *Student Home* page
 - The *Courses* section of the *Student Home* page
- Access and configure additional *Castle Learning Online* options using the *Other Options* section of the *Student Home* page.

Viewing the Student Home Page

Once logged into *Castle Learning Online*, the *Student Home* page automatically displays:

Zelda Gilroy Student Home Page
Your Email address: zgilroy@aol.com [change](#)

Your Classes
Click a class name to work on activities from a teacher.

! Mr. Kotter's Class	Incomplete Assignments (32)
! Mlle Brooks' Class	Incomplete Assignments (15)
! J. Teacher's Class	Incomplete Assignments (13)
! T. Teacher's Class	Incomplete Assignments (3)
! Mr. S. Teacher's Class	Incomplete Assignments (9)

[Scroll for more 1]

Courses
To work on course activities on your own, select a course from a dropdown then click the corresponding Go button.

Mathematics: Intermediate Mathematics <input type="button" value="Go"/>	Science: Earth Science <input type="button" value="Go"/>
Social Studies: Global History and Geography <input type="button" value="Go"/>	English & Foreign Languages: Spanish <input type="button" value="Go"/>

Other Options

- [Study Tip Of The Day](#)
View today's Study Tip from Professor Bill.
- [Profile](#)
Change your profile (password, email address, etc.).
- [Student Reference Card](#)
The Student Reference Card provides an overview.

▶ If you are not Zelda Gilroy from Anywhere High School, then please [click here](#) and re-enter your ID and Password.

Please remember to "Logout" when you are done.
For best results, do not use your browser's BACK and FORWARD buttons.

[Profile](#) [Help](#) [Logout](#)

The first thing you will notice at the top of the *Student Home* page is your full name, along with your e-mail address.

- The name that appears here is the name used when you enrolled into *Castle Learning Online*. This name also displays on *Question* pages as well as on *Report* pages.
- The e-mail address that appears here is the one specified on the *Profile* page. *Castle Learning Online* uses this e-mail address in the event you forget your password. As such, be sure to keep your *Profile* page current.

Note: A quick way to update your e-mail address is to click the change link to the right of full name then fill in the provided password and e-mail address fields.

The next thing you will notice is that the *Student Home* page is divided into three main sections:

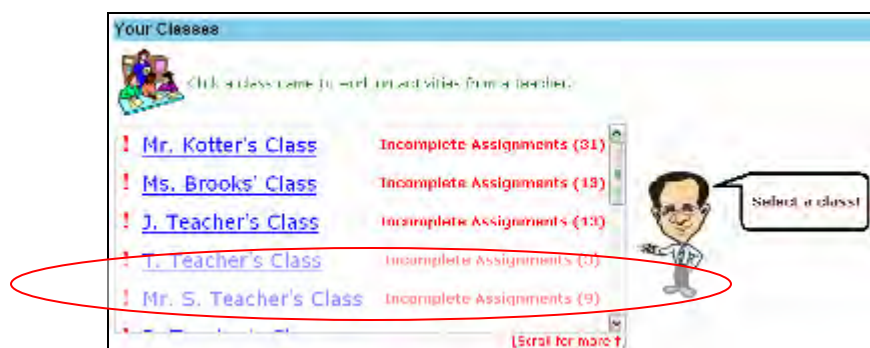
- Your Classes
- Courses
- Other Options

Refer to the remaining sections of this chapter for descriptions of how to use these sections.

Using the 'Your Classes' Section

The *Student Home* page has been designed so the primary method for students to access *Castle Learning Online* activities is by selecting the teacher rather than a *Castle Learning Online* course.

The *Your Classes* section of the *Student Home* page displays the name of each teacher's class, along with any **Incomplete Assignment Alerts**. These alerts notify you of classes where one or more assignments assigned by your teacher need to be completed. A scroll bar is provided for scrolling through the list in the event there are more than five classes.



Upon clicking a *Class* link, *Castle Learning Online* displays a *Class Activities* page. For Example: Upon clicking the Mr. S. Teacher's Class link, *Castle Learning Online* displays the *Class Activities* page.

Activities for Mr. Teacher's Class

Incomplete Assignments

You have incomplete assignments in the following courses and activities.
Click on an Activity link to work on these assignments.






Course	Activity	Count
Biology	Short Answer	2
Earth Science	Short Answer	2
Global History and Geography	Short Answer	1
Intermediate English	Short Answer	1
Math A	Short Answer	1
Physics	Short Answer	2

Here are your incomplete assignments for this class.

Course Activities (Global History and Geography)

Course:

Select a course activity.

-  [Short Answer Review](#)
Work with short answer questions.
-  [Vocabulary Review](#)
Look up important vocabulary terms.
-  [Flash Cards](#)
Quick review of vocabulary terms.
-  [DBQ Review](#)
Work with document-based questions.
-  [Essay Review](#)
Work on your essay writing skills.

Here are the various course activities for this class.


Refer to Chapter 4 for information on how to use the *Class Activities* page.

Using the 'Courses Section

The *Courses* section of the *Student Home* page provides you with direct access to a wide variety of course activities in Mathematics, Science, Social Studies, and English & Foreign Languages (including English, Spanish, and French).

Courses

To work on course activities on your own, select a course from a dropdown then click the corresponding Go button.

 **Mathematics:**

Intermediate Mathematics

Science:

Chemistry

Social Studies:

Global History and Geography

English & Foreign Languages:

Intermediate English

Upon selecting a course from one of the available drop-down menus, *Castle Learning Online* displays the **Course Activities** page. For Example: The **Short Answer Review Page for English** allows you to view and work on course-related short answer activities – whether self-generated or assigned – by your English teacher. In addition, you may view cumulative progress reports for completed assignments.

Short Answer Review For Intermediate English

<p>▶ Assignments From Your Teacher</p> <p>▶ Sessions That You Create Yourself</p> <p>▶ View cumulative progress report</p>	<p>Work on Short Answer assignments from your teacher</p> <p>Create your own Short Answer review sessions</p> <p>View report on all questions that you have answered</p>
--	--



[Back to Activities Page](#)

Refer to Chapter 4 for more information on how to use the **Course Activities** page.

Using the 'Other Options' Section

Overview

Other Options

[Study Tip Of The Day](#)
View today's Study Tip from Professor Bill.

[Profile](#)
Change your profile (password, email address, etc.).


The *Other Options* section of the **Student Home** page allows you to:

- View or review today's Study Tip of the Day.
- Update your profile.

Reviewing the Study Tip of the Day

Overview

The first time you sign into *Castle Learning Online* on any given day, a *Study Tip of the Day* from Professor Bill displays in a separate pop-up window. The only exception to this is when you clear the *Study Tip* check box on your *Profile* page; the tip then no longer displays.



Professor Bill's Study Tip Of The Day

For Success with Tests...
Feeling overwhelmed? Read through the *entire* test quickly and pick out a question that you know the answer to. Then pick out a few more that you can do easily and answer them. After that, go back and work on the rest of the questions. This is a great way to build your confidence, one question at a time, plus it's a terrific time management technique!

[Close](#) [Next Tip](#)

Using Study Tip of the Day

To use Study Tip of the Day:

1. View the study tip that displays in a separate pop-up window.
2. Click [Next Tip](#) to view additional tips.
3. Click the [Close](#) link to close the pop-up window when done.
4. Enable or disable the display of future tips by referring to the “*Changing Your Profile*” section of this chapter.

Reviewing Study Tip of the Day

To review the study tip again later in the day, just click the [Study Tip of the Day](#) link on the *Student Home* page. Refer to the “*Using Study Tip of the Day*” section of this chapter for more information on its use.

Changing Your Profile

Overview

The **Profile** page provides information about your student account; specifically, your password, full name, e-mail address, and Study Tip option. To update your profile, click the [Profile](#) link on the **Student Home** page. The **Profile** page displays.

Profile for Zelda Gilroy

To make any changes, you must enter your current password. If you do not wish to change your password, leave the "New Password" and "Re-type New Password" fields blank.

* Current Password:

New Password:

Re-type your new password:

Your first name: Zelda

Your last name: Gilroy

Your email address:

Display **Study Tip** the first time you sign-in each day

* = Required fields

Privacy statement: Email addresses are considered to be extremely private and will not be given out or sold to other companies. We request Email addresses in order to be able to email to users a forgotten ID or password or for special features.

[Back to Student Home Page](#)

From this page, you may change your password; change your name; change your e-mail address; as well as indicate whether you wish to display the Study Tip of the Day the first time you sign-into *Castle Learning Online* each day.

Note 1: *To make any changes to your **Profile** page, you must first enter your current password into the Current Password field.*

Note 2: *If you do not wish to change your password, leave the "New Password" and "Re-type your new password" fields blank.*

Changing Your Password

Note: If you forget your ID or password, ask your teacher or computer lab monitor to look up your ID and clear your password. You may then reset the password the next time you sign in.

Here at *Castle Learning Online*, we encourage you to review your profile periodically; not only to make sure your information is current, but to also change your password.

To change your password:

1. Enter your current password into the *Current Password* field.
2. Enter the new password into the *New Password* field.

Note: Be to use only alphabetic and numeric characters in your choice of password.

3. Verify your password by entering it again into the *Re-type* field.

Note: If the two password fields do not match, then an error message displays. If this occurs, then enter your password again into the New Password and Re-type fields.

4. Do not forget your password! Write down your *Castle Learning Online* ID and password.

Note: Be sure to keep this information in a secure place.

Changing Your Name

As mentioned previously, the name that appears in your profile is the name you used when enrolling into *Castle Learning Online*. This name not only displays on the **Student Home** page, but also on the **Question** pages and on **Report** pages.

To change your first or last name:

1. Enter your current password into the *Current Password* field.
2. Enter the new information into the First Name and Last Name fields.

Note 1: Keep in mind that your teacher will see this name on your reports so be sure to use your real name rather than a fictitious one.

Note 2: Your school may have set up your account so that you cannot modify your name. If this is the case, be sure to notify your teacher in the event your name is incorrect.

Changing Your E-Mail Address

As mentioned previously, the e-mail address that appears at the top of the *Student Home* page is specified on the *Profile* page. Further, *Castle Learning Online* uses this e-mail address in the event you forget your password. Since e-mail addresses frequently change, be sure view your profile periodically to ensure that the information specified on your *Profile* page is current.

To update your e-mail address:

1. Enter your current password into the *Current Password* field.
2. Enter the new address into the *Email Address* field.

Note: The forget/auto e-mail feature will not work if your e-mail address is not current.

Enabling/Disabling Display of Study Tip of the Day

A Study Tip of the Day from Professor Bill displays the first time you log into *Castle Learning Online* each day when the *Study Tip* check box is checked. When cleared, the Study Tip of the Day does not display.

To enable or disable the Study Tip of the Day:

1. Enter your current password into the *Current Password* field.
2. Check the *Study Tip* check box to enable display.
OR
Clear the *Study Tip* check box to disable display,

Changing PIN Number

If you have the Home Edition of *Castle Learning Online*, the *Profile* page also displays a PIN number. Your home teacher uses this PIN number to monitor your activities.

Submitting Changes

When you're satisfied with your changes, click **Submit**. *Castle Learning Online* sends you two messages.

- The first message asks you whether you want the Password Manager to change your password. Answer appropriately.
- The second message asks you to confirm the requested changes.

Upon completion, click **BACK** to display the *Student Home* page.

Returning to the Home Page

To return to the *Student Home* page from one of the selected pages, just click **HOME**. This is located in the upper right corner of each page.

Next

Proceed to Chapter 4 to learn how to use the *Class Activities* page and the *Course Activities* page.

Chapter 4 - Using the Activities Page

Objective

This chapter describes how to use the two *Activities* pages – both of which are accessible from the *Student Home* page.

- The *Class Activities* page
- The *Course Activities* page

Using the Class Activities Page

Accessing the Class Activities Page

To work on activities from a specific teacher's class:

1. Click the desired *Class* link in the *Your Classes* section of the *Student Home* page.

The screenshot shows the 'Your Classes' section of the Student Home page. It features a list of classes with their names and the number of incomplete assignments. The class 'Mr. S. Teacher's Class' is highlighted with a red oval. A cartoon character with a speech bubble says 'Select a class!'.

Class Name	Incomplete Assignments
! Mr. Kotter's Class	Incomplete Assignments (31)
! Ms. Brooks' Class	Incomplete Assignments (13)
! J. Teacher's Class	Incomplete Assignments (13)
! T. Teacher's Class	Incomplete Assignments (3)
! Mr. S. Teacher's Class	Incomplete Assignments (9)

[Scroll for more ↑]

For Example: Click the [Mr. S. Teacher's Class](#) link. *Castle Learning Online* automatically displays the *Class Activities* page for the selected class.

Using the Class Activities Page

Overview


The *Class Activities* page consists of two sections – an *Incomplete Assignments* section for listing all your incomplete assignments from a specific teacher and a *Course Activities* section for selecting a course-related activity. The *Class Activities* page is particularly useful for non-*Castle Learning Online* courses such as Health, Technology, and Art where the teacher uses their own content. With this page, students can access their assignments without having to refer to a *Castle Learning Online* course

Activities for Mr. Teacher's Class

Incomplete Assignments

You have incomplete assignments in the following courses and activities. Click on an Activity link to work on these assignments.

Course	Activity	Count
Algebra	Short Answer	1
Biology	Short Answer	1
Math A	Short Answer	2
Spanish	Short Answer	1
Spanish	Flash Card	1
U.S. History and Government	Short Answer	4




Here are your incomplete assignments for this class.

Course Activities (Algebra)


Course:

Select a course activity.




[Short Answer Review](#)

Work with short answer questions.




[Vocabulary Review](#)

Look up important vocabulary terms.




[Flash Cards](#)

Quick review of vocabulary terms.



[Reference Tables](#)

View Reference Tables for this course.



Here are the various course activities for this class.

[Back to Home Page](#)


Reviewing Incomplete Assignments

The *Incomplete Assignments* section provides a table listing incomplete assignments from the selected teacher's class. In this example, the student has nine incomplete assignments from Mr. S. Teacher's class: two each in Biology, Earth Science, and Physics as well as one each in Global History & Geography, Intermediate English, and Math A classes.

Incomplete Assignments

You have incomplete assignments in the following courses and activities.
Click on an Activity link to work on these assignments.

Course	Activity	Count
Biology	Short Answer	2
Earth Science	Short Answer	2
Global History and Geography	Short Answer	1
Intermediate English	Short Answer	1
Math A	Short Answer	1
Physics	Short Answer	2



Here are your incomplete assignments for this class.

To view an incomplete assignment:

1. Click the activity link associated with the desired course. For example: click the [Short Answer](#) link for Biology. A *Class Assignments* page associated with the selected activity displays. The actual page displayed varies with the type of activity selected.

The following activities are available for all courses:

- Short Answer Review
- Vocabulary Review
- Flash Cards

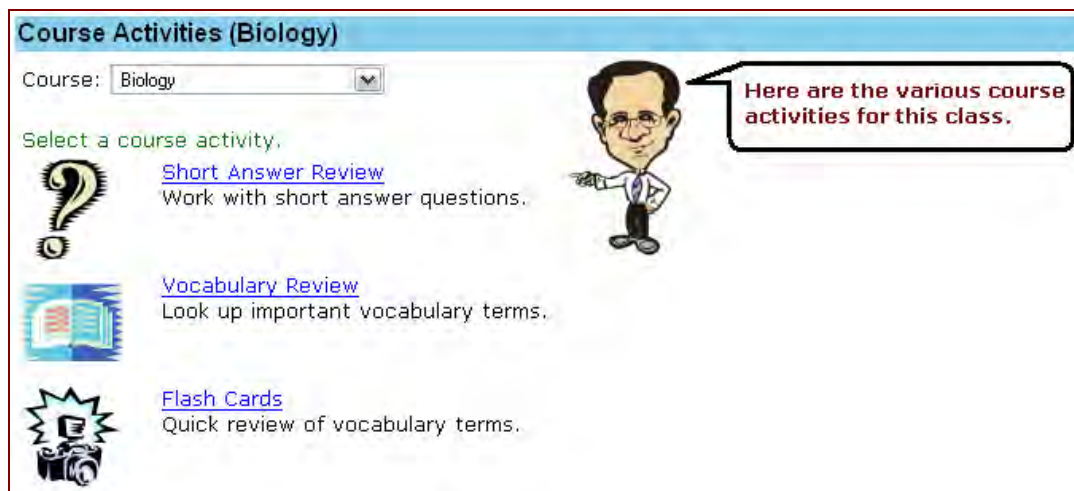
One or more of the following activities may be available depending on the selected course:

- Essay Review
- Grammar Review
- Constructed Response
- DBQ Review
- Skill Review
- Reference Tables

2. Refer to Chapter 5 for more information on how to use each specific activity.

Reviewing Course Activities

The *Course Activities* section of the *Class Activities* page provides a *Course* drop-down menu for selecting a course as well as links for accessing one or more course-related activities. These links allow you to perform a variety of activities based on the selected course.



*Note: Your teacher can specify which Castle Learning Online courses are available from the **Class Activities** page for a specific class. This allows teachers to customize the **Class Activities** page so as to focus on the courses that are applicable to the class. For most High School and Middle School classes, only one course may be available; when this is the case, a drop-down menu is not provided. For Elementary classes, the student may only have one class, but the teacher most likely will want their students to access both of our elementary courses from the **Class** page. Ultimately, it is totally up to the teacher.*

To work with a specific course activity:

1. Select the desired course from the *Course* drop-down menu. For Example: Select *Biology* from the *Course* drop-down menu.
2. Click the appropriate course activity link. For Example: Click the Short Answer Review link. The **Course Activity** page for the selected course activity displays.

This page varies with the activity selected, where the following activities may be selected for all courses:

- Short Answer Review
- Vocabulary Review
- Flash Cards

In addition, one or more of the following activities may be selected depending on the selected course:

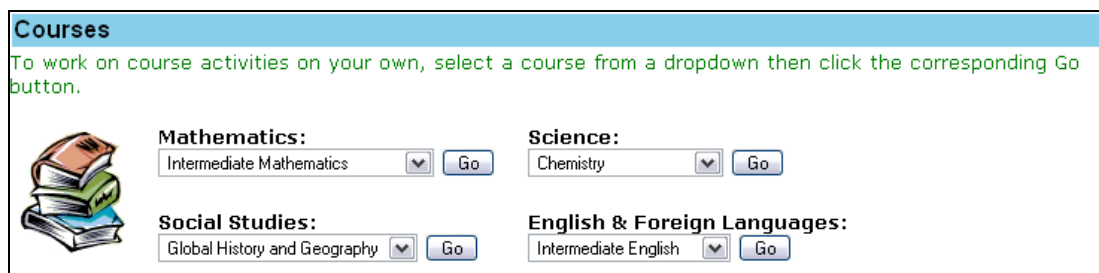
- Essay Review
- Grammar Review
- Constructed Response
- DBQ Review
- Skill Review
- Reference Tables

3. Refer to Chapter 5 for more information on how to use each activity.

Using the Course Activities Page


Accessing the Course Activities Page

Currently, *Castle Learning Online* offers a wide variety of courses in Mathematics, Science, Social Studies, and English & Foreign Languages (including English, Spanish, and French). The *Course* section of the *Student Home* page allows direct access to assignments by course name.



Courses

To work on course activities on your own, select a course from a dropdown then click the corresponding Go button.

 **Mathematics:** Intermediate Mathematics

Science: Chemistry

Social Studies: Global History and Geography

English & Foreign Languages: Intermediate English

To access course activities:

1. Decide the area of study. For example: Social Studies.
2. Select the desired course of study using the drop-down menu associated with the desired area of study. For Example: Select *Global History & Geography* from the *Social Studies* drop-down menu.
3. Click **Go**. The *Course Activities* page displays for the selected area of study and course.

Activities for Global History and Geography

Select an activity:

- [Short Answer Review](#)
Work on short answer assignments or sessions you create yourself.
- [Vocabulary Review](#)
Look up important vocabulary terms.
- [Flash Cards](#)
Quick review of vocabulary terms.
- [DBQ Review](#)
Work with document-based questions.
- [Essay Review](#)
Work on your essay writing skills.

[Back to Home Page](#)

The *Course Activities* page provides direct access to course-related activities such as Short Answer Review, Vocabulary Review, Flash Cards, DBQ Review, and Essay Review.

Selecting A Course Activity

The *Course Activities* page allows you to select course-related activities, with the following activities being available for all courses:

- Short Answer Review
- Vocabulary Review
- Flash Cards

In addition, one or more of the following activities may be selected depending on the course selected:

- Essay Review
- Grammar Review
- Constructed Response
- DBQ Review
- Skill Review
- Reference Tables

Refer to Chapter 5 for more information on how to use each activity.

Next

Proceed to Chapter 5 to learn how to work with each course activity.

Chapter 5 - Working with Specific Activities

Objective

This chapter describes how to work with the following activities.

- Short Answer Review
- Vocabulary Review
- Flash Card Review
- Essay Review*
- Grammar Review*
- Constructed Response Review*
- DBQ Review*
- Skill Review*
- Reference Table Review*

* For select *Castle Learning Online* courses

Using Short Answer Review

Overview

Each *Castle Learning Online* course contains a large database of short-answer questions (multiple choice and fill-in) organized into units, sections, and themes, much like your textbooks. Questions are further categorized by difficulty level, with many questions having special attributes.

Using the Short Answer Activity Page

Short Answer Review For Global History and Geography	
▶ Assignments From Your Teacher	Work on Short Answer assignments from your teacher
▶ Sessions That You Create Yourself	Create your own Short Answer review sessions
▶ View cumulative progress report	View report on all questions that you have answered

[Back to Activities Page](#)

The *Short Assignments Activity* page allows you to select from the following short-answer activities:

- *Assignments From Your Teacher*, which allows you to access short-answer assignments for the selected course.
- *Sessions That You Create Yourself*, which allows you to create your own review sessions.

- View *Cumulative Progress Report*, which allows you to view a progress report for all completed sessions in this course.

Note: This page is accessible from the *Course Activity* section of the **Class Activity** page or from the **Course Activity** page.

Working with Short-Answer Assignments from Your Teacher

Castle Learning Online keeps track of the progress you make in sessions your teacher assigned. The **Short Answer Assignment Details** page organizes assignment details as a table, with the last 50 sessions displaying.

Note 1: Options are provided for showing all sessions or for returning to the display of the most recent sessions in the event there are more than 50 sessions.

Note 2: This page is accessible from both sections of the **Class Activity** page as well as from the **Course Activity** page.

Assignments for Global History and Geography										
▶ Review/Continue assigned sessions (click on the Date Assigned):										
All Sessions Assigned To You By Your Teacher										
Date Assigned	Description	Teacher	Date Due	Questions	✓	✗	Score	Flash Cards	Report	
3/21/08	Elementary Sample - Geo	Mr. Kotter		47	3	1	Incomplete			
6/23/06	Speaker	Mr. Kotter		4			QUIZ			
10/1/05	Practice 4 - Economics - Africa	Mr. Kotter		16	0	0	Not started			
10/1/05	Practice 1- Geography - Africa	Mr. Kotter		20	0	0	Not started			
10/1/05	Practice 2 - History - Africa	Mr. Kotter		20	1	0	Incomplete			
10/1/05	Global Review Revolutions	Teacher		12	0	0	Not started			
10/1/05	Kim Mease	Mr. Teacher		15	0	0	Not started			
10/1/05	Practice 5 - Politics - Africa	Mr. Kotter		20	0	0	Not started			
10/1/05	Practice 3 - Social - Africa	Mr. Kotter		13	1	2	Incomplete			
10/1/05	cs444	Teacher		20	0	1	Incomplete			

[Back to Short Answer Review Page](#)

[Back to Class Activities Page](#)

Assignment details for each session include:

- *Date*, which indicates the date the session was created.
- *Description*, which is the description given to each assignment session when your teacher created it.
- *Teacher*, which is the name of the teacher.
- *Date Due*, which, if not blank, is the last date that the assignment can be accessed.
- *Questions*, which indicates the number of questions in the session.
- ✓, which is the number of questions that you have answered correctly so far
- ✗, which is the number of questions that you have answered incorrectly so far.
- *Score*, which is the score for your session if you finished answering the questions; or a notation indicating whether the session is "incomplete" or "not started."
- *Flash Card* (🌞) for viewing vocabulary flash cards related to this session. Flash Cards are not available for assignments designated by your teacher as in "Quiz Mode".
- *Report* (📄) for reviewing your progress for a specific session.

Reviewing Completed Sessions

To review the questions and answers in a completed session, or to pick up where you left off in an incomplete session, click the *Date Assigned* link for the desired session.

All Sessions Assigned To You By Your Teacher									
Date Assigned	Description	Teacher	Date Due	Questions	✓	✗	Score	Flash Cards	Report
3/21/08	Elementary Sample - Geo	Mr. Kotter		47	3	1	Incomplete	🌞	📄

The *Question Page* associated with the selected session displays. For Example the *Question* page from Mr. Kotter’s class displays.

Zelda Gilroy
Global History and Geography

Question 5 of 47 [Properties](#)
Elementary Sample - Geo

Correct: 3
Incorrect: 1

2080

Question 5

A resident of the Australia lives in which hemispheres?

1. northern and western
2. southern and eastern
3. eastern and northern
4. western and southern


Select an answer



1 2 3 4


✓ : correct on first attempt
✗ : incorrect
✓✗ : correct on retry, scored as incorrect

Text style:

Reviewing Progress Report

Click the *Report* icon () to view the progress report for a completed session.

All Sessions Assigned To You By Your Teacher									
Date Assigned	Description	Teacher	Date Due	Questions	✓	✗	Score	Flash Cards	Report
3/21/08	Elementary Sample - Geo	Mr. Kotter		47	3	1	Incomplete		

For Example: Click the *Report* icon () to view Zelda Gilroy's progress report for Mr. Kotter's Elementary Sample - Geo assignment.

Working with Self-Generated Short Answer Sessions

Overview

In addition to managing teacher-assigned activities, you may assign and manage review sessions for yourself. To work with your own review sessions, click the [Sessions That You Create Yourself](#) link on the *Short Answer Activity* page. The *Sessions* page displays.

Sessions That You Create Yourself for Global History and Geography

▶ [Create a New Short Answer Session](#)

▶ Review/Continue sessions that you have created (click on the date):

[Display for printing](#)

All Sessions That You Have Created Yourself								
Date	Description	Questions	✓	✗	Score	Flash Cards	Report	
10/1/2005		20	0	1	Incomplete			
10/1/2005		20	2	1	Incomplete			
10/1/2005	Quotations	50	1	2	Incomplete			
<input type="checkbox"/> 10/1/2005	Unassigned: EARLY CHINA R	20	0	0	Not started			

[Delete](#) checked sessions

[Back to Short Answer Review Page](#)

From this page, you may review and continue with an existing short-answer review session, along with related flash cards, or create a new short-answer review session. A report () icon is also provided for reviewing a *Session Report* for each session.

*Note: The **Sessions** page is accessible from the Course Activity section of the **Class Activity** page or from the **Course Activity** page.*

Creating a New Short Answer Session

To create a new short-answer review session, click the [Create a New Short Answer Session](#) link on the *Sessions* page. The *Create New Session* page displays.

Create New Session For Global History and Geography

Select the types of questions to include in this session, then click **Start the Session** at the bottom of the page.
Make sure that at least one item from each group is checked.

Select Locations and Sections [check all](#) [clear all](#)

<input type="checkbox"/> Africa	-all sections-
<input type="checkbox"/> India/South Asia	-all sections-
<input type="checkbox"/> Southeast Asia	-all sections-
<input type="checkbox"/> China	-all sections-
<input type="checkbox"/> Japan and Korea	-all sections-
<input type="checkbox"/> Latin America	-all sections-
<input type="checkbox"/> Middle East	-all sections-
<input type="checkbox"/> Western Europe	-all sections-
<input type="checkbox"/> Northern Eurasia and Eastern Europe	-all sections-
<input type="checkbox"/> General/Multi-Topical	-all sections-

<p>Select Time Periods check all clear all</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> The Ancient World: 4000 B.C.- 500 A.D. <input checked="" type="checkbox"/> The Rise of Civilizations: 500- 1200 <input checked="" type="checkbox"/> Global Interactions: 1200- 1650 <input checked="" type="checkbox"/> The First Global Age: 1450-1770 <input checked="" type="checkbox"/> An Age of Revolutions: 1750-1914 <input checked="" type="checkbox"/> The Modern World in Crisis: 1900-1945 <input checked="" type="checkbox"/> The World Since 1945 <input checked="" type="checkbox"/> Global Connections, Interactions, and The Future 	<p>Select Difficulty Levels check all clear all</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Advanced
---	--

Select Attributes [check all](#) [clear all](#)

- Questions with no attributes
- Map
- Cartoon
- Graph/Chart
- Table
- Speaker
- Artwork/Diagram
- Quotation
- Outline

Number of questions:

Description (optional):

Multiple-choice style:

(Note: Actual question count may be less depending on selection options.)

[Help](#) [Back](#) [Home](#) [Logout](#)

This page provides selection criteria for targeting your review to specific course areas, as well as for defining the length and the name of your study session. It also allows you to choose how answers to multiple choice questions are listed (numbers or letters) and the text style for use of alternate fonts and text sizes.

For English & Foreign Language courses with a Critical Reading unit, a separate link is provided for selecting questions from the Critical Reading unit. For this unit, select an entire Reading Set, which consists of a reading passage, short answer questions, and, in some cases, directions for an essay to write.

Note: To make the best use of your Castle Learning Online visit, look at the progress reports from previous visits. They will help you pinpoint what areas you need to review.

27

Reviewing and Continuing with an Existing Session

Overview

Castle Learning Online keeps track of the progress you make through your short answer sessions. The details of your self-generated sessions are summarized in a table. Initially, the last 50 sessions display. Additional options are provided for displaying all sessions or for returning to the display of the most recent sessions in the event more there are more than 50 sessions..

Sessions That You Create Yourself for Global History and Geography

▶ [Create a New Short Answer Session](#)

▶ [Review/Continue sessions that you have created \(click on the date\):](#)

[Display for printing](#)

All Sessions That You Have Created Yourself								
	Date	Description	Questions	✓	✗	Score	Flash Cards	Report
	10/1/2005		20	0	1	Incomplete		
	10/1/2005		20	2	1	Incomplete		
	10/1/2005	Quotations	50	1	2	Incomplete		
<input type="checkbox"/>	10/1/2005	Unassigned: EARLY CHINA R	20	0	0	Not started		

[Delete](#) checked sessions

[Back to Short Answer Review Page](#)

Self-Generated Session Details for each assignment include:

- *Date*, which indicates the date the session was created.
- *Description*, which allows you to provide a description for each assignment session you create.
- *Questions*, which indicates the number of questions in the session.
- , which is the number of questions that you have answered correctly so far
- , which is the number of questions that you have answered incorrectly so far.
- *Score*, which is the score for your session if you finished answering the questions; or a notation indicating whether the session is "incomplete" or "not started."
- *Flash Card* () for viewing vocabulary flash cards related to this session. Flash Cards are not available for assignments designated by your teacher as in "Quiz Mode".
- *Report* () for reviewing the progress report for this session.
- Delete link for deleting checked sessions.

Naming Sessions

Naming sessions you create helps you to manage study areas covered in each session. The description field remains blank if a description is omitted when a session is created. To update this field any time:

1. Enter a description for the session in the *Description* field.
2. Click the *Update* icon (⌘) to the right of the new description.

Creating a New Short Answer Session

Overview

Each *Castle Learning Online* course contains many multiple choice and short answer questions that you can review. With so much material to cover, it's important to be able to zoom in on exactly what you need to study. When you create a new question and answer session, *Castle Learning Online* allows you to select questions to determine what kinds of questions you want to review; set the session length to determine how many questions are to be covered in the session; and name a session so you can refer back to it at a later date.

In this section, you may:

- Select Questions
- Set Session Length
- Name A Session
- Set Multiple-choice Style

Create New Session For Global History and Geography

Select the types of questions to include in this session, then click **Start the Session** at the bottom of the page.
Make sure that at least one item from each group is checked.

Select Locations and Sections [check all](#) [clear all](#)

<input type="checkbox"/> Africa	<input type="button" value="collapse sections"/>
<input type="checkbox"/> India/South Asia	<input type="button" value="collapse sections"/>
<input type="checkbox"/> Southeast Asia	<input type="button" value="collapse sections"/>
<input type="checkbox"/> China	<input type="button" value="collapse sections"/>
<input type="checkbox"/> Japan and Korea	<input type="button" value="collapse sections"/>
<input type="checkbox"/> Latin America	<input type="button" value="collapse sections"/>
<input type="checkbox"/> Middle East	<input type="button" value="collapse sections"/>
<input type="checkbox"/> Western Europe	<input type="button" value="collapse sections"/>
<input type="checkbox"/> Northern Eurasia and Eastern Europe	<input type="button" value="collapse sections"/>
<input type="checkbox"/> General/Multi-Topical	<input type="button" value="collapse sections"/>

Select Time Periods [check all](#) [clear all](#)

- The Ancient World: 4000 B.C.- 500 A.D.
- The Rise of Civilizations: 500- 1200
- Global Interactions: 1200- 1650
- The First Global Age: 1450-1770
- An Age of Revolutions: 1750-1914
- The Modern World in Crisis: 1900-1945
- The World Since 1945
- Global Connections, Interactions, and The Future

Select Difficulty Levels [check all](#) [clear all](#)

- Basic
- Intermediate
- Advanced

Select Attributes [check all](#) [clear all](#)

- Questions with no attributes
- Map
- Cartoon
- Graph/Chart
- Table
- Speaker
- Artwork/Diagram
- Quotation
- Outline

Number of questions:

Description (optional):

Multiple-choice style:

(Note: Actual question count may be less depending on selection options.)

After you have made your selections, click **Start the Session** at the bottom of the page to look at the questions.

If you change your mind about setting up a new study session, click **BACK** to return to the *Short Answer Activity* page.

Selecting Questions

Overview

Castle Learning Online includes four schemes for classifying questions:

- Units and sections
- Themes
- Special attributes
- Difficulty levels

Use the check boxes to select the types of questions you want to include in this study session. The handy check all and clear all links help you with your selections.

Tip: If you have already gone through several question and answer sessions, then the information on the Session Reports can help you decide what types of questions you need to review!

Selecting Units and Sections

The list of units for this course displays, with a check box next to the name of each unit. Units usually correspond to the way the subject matter is organized in textbooks. Use the check boxes to select one or more units for study.

For Example: If you are preparing for a unit test, then select questions from the *Castle Learning Online* course unit that most closely matches the unit in your textbook. If you are preparing for a final exam, then you may want to select all units; or you may want to review the material one unit at a time.

If you check only one unit for study, you may narrow your selection down to a single section within that unit. Use the drop-down list next to the unit name to select one or all of the sections from this unit.

Note: In *Global History and Geography*, the units are called *Locations*.

Selecting Themes

The list of themes for this course displays, with a check box next to the name of each theme. Many questions, particularly in social studies courses, revolve around a central theme.

For Example: In *US History and Government* or *AP US History*, you might want to concentrate on questions dealing with politics, civil liberties, or the rights of women. Use the check boxes to select one or more themes for study.

Note: In *Global History and Geography*, the themes are called *Time Periods*.

Selecting Attributes

The list of special question attributes for this course displays. Many types of questions involve additional data or information.

For Example: Questions in social studies frequently require you to interpret a quotation, reading passage, speaker discussion, or map. Science questions often refer to tables, graphs, reading passages, or laboratory apparatus.

Not every question makes use of this special kind of additional information; these are the "questions with no attributes." Use the check boxes to target your study session to one or more of these special question types.

Selecting Difficulty Levels

Questions in each course are also classified by difficulty level:

- Basic
- Intermediate
- Advanced

Some students like to start with the easiest questions first, then work their way up through more challenging material. You may check one or more difficulty levels for study.

Setting Session Length

You may tailor your study session to include anywhere from 10 to 50 questions (in steps of 10), using the selection criteria you specified. The default session length is 20 questions. If you do not complete all the questions in this session, you may pick up where you left off at a later time. Use the drop-down list to set your session length.

Note: The actual number of questions in the session may be less than the length you specified, depending upon the number of questions in the course that match your selection criteria. For example, if there are only 23 questions that match your unit, theme, special attribute and difficulty level criteria, then you will see at most 23 questions in the session, even if you set the session length to 30 or more questions.

Naming a Session

You may select a descriptive name for your session to remind you what this session covers. The session name may come in very handy when you review or continue a Session at a later date. Enter a brief description at the prompt.

For Example: If this session deals with advanced questions on Africa, you might use the description "Africa - Advanced." If your study session is concentrating on maps and graphs, "Maps & Graphs" may be a good description.

Tip: Using the descriptions to name your study sessions throughout the school year can help you organize your review sessions in preparation for a semester or final exam!

Setting Multiple-Choice Style

You may specify if multiple-choice questions should use numbers (1234) or letters (ABCD) as the answer choices by selecting the appropriate value from the dropdown.

Once the review session is set up, click **Start the Session** at the bottom of the page to review questions!

Short Answer Session: Critical Reading Selection

Courses with a Critical Reading unit allow you to select a *Critical Reading Set* as your session. Each Reading Set includes a reading passage and a number of multiple choice questions designed to measure how well you understand the passage. In addition, the reading set may include Directions for an essay to write on paper (or with a word processor) to be given to your teacher for grading.

There are various types of reading sets, including:

- Poetry
- Informational prose
- General prose

Each set is rated for difficulty. The three difficulty levels are:

- Basic
- Intermediate
- Advanced

Click on one of the tabs *Basic*, *Intermediate*, or *Advanced* to view the sets for each Difficulty Level.

You may select a reading set, read the passage, and answer the questions. Feedback includes a hint when their first attempt at answering the question is incorrect and explanations for the correct answer. For some courses, the set includes Directions for writing an essay after answering the short answer questions.

To select a reading set, click the [Description](#) link of the desired set.

Reviewing / Continuing Sessions You Already Created

New Question Page

In this section, you may:

- Review Question Area
- Review Answer Selection Area
- Track Your Progress
- Review Question List
- Use Reference Tables
- View Question Properties
- Assignment Modes
- Options

As you work through your *Castle Learning Online* study session, the **Question** page presents various questions that have been selected at random from the database matching your selection criteria. This page is divided into the following sections.

- The *Question Area*, which displays the current question.
- The *Answer Selection Area*, which displays possible answer choices for multiple choice questions.
- The *header*, which is used for tracking your Progress through the session.
- The *Question List*, which summarizes the questions that have been answered so far.
- *Reference Tables*, which are provided for referencing additional information.

Click **Next** to view the next question. You may interrupt your session at any time by clicking **BACK** to return to the *Q&A Review* page.

Reviewing Question Area

The Question Area shows the current question number, which is also highlighted in the Question List.

- For Multiple Choice questions, possible answer choices are included.
- For Fill In questions, one or more answer boxes are included. Type a response into each answer box.

Note: Many Fill In questions have multiple answer boxes.

Some questions include extra information, such as a quotation, reading passage, graph, table, or other data. This information displays just before the question text. Read the question, the choices, and study any additional information presented in the question area before making your answer choice. Use the scroll bars when necessary to view the entire question area.

For Multiple Choice questions, the answer choices usually display as a numbered list. Sometimes, particularly in the sciences, the answer choices may be in the form of diagrams or graphs, which are also labeled with a number.

Reviewing Answer Selection Area

For Multiple Choice questions, the *Answer Selection area* displays a row of numbered option buttons, which correspond to the labels of the possible answer choices.

To select your answer choice:

1. Click the appropriate option button.
2. Click **Accept**. *Castle Learning Online* assesses your answer then displays either the **Hint** page when you answer incorrectly; or the **Reason** page when you give the correct response.
3. Click **Next** to skip this question.
OR
Click another number in the Question List.
4. Type your responses into the answer boxes then click the **Accept** for Fill In types of questions.

Note: There may be multiple answer boxes. Be sure to type an answer into each one.



Tracking Your Progress

The header just above the question area summarizes your progress through the study session. The information in this area includes:

- Your full name, just as you entered it in when you enrolled in *Castle Learning Online*
- The name of the course you are working on
- The question number and the session length
- Running counts of the number of questions you have answered correctly and incorrectly so far

Reviewing the Question List

The Question List displays on the left side of the *Question* page. The length of this list depends upon the number of questions in the database that match your selection criteria and the Session Length that you specified when you created this session. The question number you are currently working on is highlighted.

- A  displays next to questions that you have already attempted and answered correctly on the first try. The number of check marked questions in the list matches the correct count in the header.
- An  displays next to questions that you answered incorrectly. The number of questions marked this way matches the incorrect count in the header.
- No mark displays next to questions that you have not yet attempted to answer.

To navigate from question to question through your study session, click **Next** at the top or bottom of the page, or by clicking the question numbers in the list. You may also review a previous question by clicking on its number in the Question List.

Note: Only the first attempt at answering a question is scored. A question that you answered wrong on the first attempt is still counted as incorrect, even if you correctly answered it on a retry.

Using Reference Tables

Many math and science courses come with a set of *reference tables*, with many questions directly referring to information contained in these tables. For Example:

- Periodic table in Chemistry
- Energy level diagrams in Physics
- Rock identification schemes in Earth Science.

You may also look up equations and many other types of data, which may help you in fully comprehending what a question is asking and determining your answer choice.

To review a Reference Table, click the [Reference Table](#) link above the question area to access the reference information for your selected course.

Viewing Question Properties

All the questions presented in your study session match the selection criteria that you determined when you created a new question and answer session. To view question properties, click the [Properties](#) link (located in the blue header area). A window summarizing the classification information for the question you are reviewing displays. Each question in a given course is assigned a unique question identification number or ID. Also listed are the unit, theme, and difficulty level associated with this question.

Note: If you think you see an error in a question, answer choice, hint, or reason, review the question information, jot down these details along with the name of the Castle Learning Online course, and report them to Castle Software Technical Support.

Viewing Assignment Modes

Your teacher has the option of setting an operating mode for sessions that are assigned to you which affects how you interact with the questions in the session. The four assignment modes are:

1. *Open*, which allows you to answer all questions; obtain feedback as you answer questions; and review previously answered questions. Sessions you create yourself are always in "Open" mode.
2. *Lock*, which prevents you from accessing the session. Teachers may lock an assignment to allow access to questions only at specific times.
3. *Quiz*, which allows you to answer questions without receiving feedback. In addition, you will not be able to review questions you have already answered. Teachers may set this mode to use the assignment as a quiz or test.
4. *Review A Quiz*, which allows you to review questions you previously answered, but prevents you from accessing questions you have not answered. Teachers may use this mode for an assignment used as a quiz or test. This way you cannot change your score by answering previously unanswered questions.

Setting Text Style Options

The Text Style options, found at the bottom of the page, can be set to modify how questions display. This option allows you to change the style of the text for questions displayed on this page. There are two styles of text (Standard or Style2), each with three font sizes.

Reviewing Cumulative Reports

Overview

Clicking the [Cumulative Progress Report](#) link on the *Short Answer Activity* page displays the *Cumulative Progress Report* page, which displays statistics accumulated from multiple sessions in the current course. You can set the following options for the report:

- *Time Period*: Select the number of recent weeks or "all" for all sessions since the beginning of the school year.
- *Scoring Threshold*: The report shows blue and red bars to indicate passing (or mastery) level. Select the score which is the minimum for displaying a blue bar.

If you change an option, click **Refresh Report** to redisplay the report.

The *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; and within Unit, breakdowns 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.

If no data displays in the *Cumulative Progress Report* for a particular unit, section, theme, difficulty level or attribute, then you did not answer any questions from that category.

If some sessions include questions from courses other than the selected course, then the report includes a separate section for each course.

Printing the Report

To print out a copy of the *Cumulative Progress Report*:

1. Click the [Printer Friendly](#) link. The report redisplay in a separate window in a format more suitable for printing.
2. Click the [Print](#) link at the top-right portion of the window. The report prints.
3. Click the [Close](#) link at the top right portion of the window. The window closes.
4. Click the [Back to Short Answer Review Page](#) link when you are finished viewing the *Cumulative Progress Report*.

Using Vocabulary Review

Accessing the Vocabulary Review Activity

In addition to the large database of questions, all *Castle Learning Online* courses include an extensive list of vocabulary words and phrases that you may study. Understanding and expanding your grasp of terms are critical to mastering any subject area.

In this section, you may:

- View Vocabulary for Course
- View Vocabulary Definition

Viewing Vocabulary for a Course

When selecting the [Vocabulary Review](#) link from *Course Activities* section of the *Class Activities* page or from the *Course Activities* page, the *Vocabulary for Course* page displays.

Vocabulary for Global History and Geography

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

Click on a letter to display vocabulary terms starting with that letter or click on 'All' to display all vocabulary terms.

[Back to Activities Page](#)

This page displays a list of links for alphabetized sections of the vocabulary database. For example:

- If you click on the link labeled "H," then a list of all vocabulary words and phrases beginning with the letter "H" display.
- If you click on the last link, "All," an alphabetized list of all vocabulary phrases for the course display. However, this list is usually quite lengthy, so it may take a few moments to display.

Feel free to browse through this vocabulary database for as long as you like.

1. Select which portion of the database you want to explore from the alphabetic links on the *View Vocabulary for Course* page.
2. Click on the link for a word to display its definition.
3. Click **Back** when you have finished browsing through the vocabulary to return to the *Activities* page.
4. Click **Home** to terminate your *Castle Learning Online* visit.

Viewing Vocabulary Definitions

1. Click on the link for a vocabulary word to display its definition. A *Definition* pop-up window displays; it looks like an index card.
2. Read the definition and any accompanying information.
3. Use the scroll bars, if necessary.
4. Click the Close link to close the *Definition* pop-up window.

Using Flash Card Review

Overview

The *Flash Card Activity* page displays one or two tables:

- A table of flash cards your teacher has created for you. This table only displays when flash cards have been assigned to you. The assignment is marked completed when you have viewed all terms.
- A table of flash cards for each unit in the course.

Flash Cards for Global History and Geography

Flash Cards allows you to review vocabulary terms randomly. Please click on one of the following Flash Card sets:

Assigned Flash Cards	Teacher	Status
Global shared	Mlle Brooks	Incomplete

Flash Cards For Units
Africa
India/South Asia
Southeast Asia
China
Japan and Korea
Latin America
Middle East
Western Europe
Northern Eurasia and Eastern Europe
General/Multi-Topical

[Back to Activities Page](#)

Reviewing Flash Cards

To review flash cards:

1. Select a flash card by clicking on the name. Vocabulary terms relating to the selected item display one at a time.
2. After a term displays, think about its definition.
3. Click **View Definition** to display the full definition of the term.
4. Click **Next** after reviewing the definition to view another vocabulary term. Vocabulary terms display in a different sequence each time. If you review all vocabulary terms, then the sequence repeats itself.
5. Click **Back** to exit this activity.

Using Critical Essays

Selecting an Essay

This page lists the available essay questions for you to work with.

Essay	Description
1	What An Author Writes
2	A Story Must Be Interpreted
3	The writer's responsibility
4	Conflict in literature
5	The extension of an age
6	Fiction
7	The Allegory of Individualism
8	The Sex Roles Inside us
9	The Power of Anger
10	Full Thoughts, Not Mere Concepts
11	Good People
12	Including, Excluding, and Ignoring
13	Cops
14	Dark Times
15	A Prisoner is a Prisoner
16	With Justice
17	Gentlemen: It's Expected To Be Defeated
18	Elaborate Characters

1. Click a description link to view the instructions that display in a separate pop-up window.
2. Carefully read the instructions, then write your essay either on paper or by using a word processor (check with your teacher).
3. Follow your teacher's instructions after completing your essay.

Reviewing Essay Directions

In this section, you may:

- Review Directions, Theme, and Task
- Review Essay Components
- Complete the Essay

To review:

1. Click the name of an essay theme on the *Essays* page. The *Directions, Theme, and Task* page displays.
2. Review directions for writing an essay, including a statement of the main theme, a description of the task, and a list of suggested topics to include in your essay answer.
3. Use the series of *Essay Component* pages to write the essay. Links to each essay component are provided on the left side of the *Directions, Theme, and Task* page. Each link helps you navigate from one component of the essay to another as you compose your answer. The various components of the essay may be written in any order. Be sure to re-read the directions from time to time to make sure that your answer covers all aspects of the task.
4. Click the Completed link when you have finished writing your essay and to print out a final copy of the essay.
 - If you previously entered a response for this essay, then an option displays for clearing the existing response; this allows you to start over again.
 - If you change your mind and want to select a different level of assistance for this essay, or select a different essay for this course, then click **Back** to return to the *Essays* page.
5. Click **Next** and **Previous** at the top of the page to navigate from one part of the essay to another.

Using Directions, Theme, and Task

Although most *Castle Learning Online* essays within a particular course follow a general pattern, take the time to read the directions for the particular essay that you are working on. The *directions* tell you what components are necessary to form a complete essay; typically -- an introduction, several body paragraphs, and a conclusion.

Each essay question is identified by a brief *theme*, which is then explained in more detail. The statement of the theme is enclosed in a box for easy reference. As you write the various components of the essay (particularly the introduction and the conclusion), you may want to return to this page (by clicking the Directions/Theme/Task link on the left side of the page), to re-read the theme statement and compare it with your writing.

Each essay question establishes a *task* that you must accomplish. A typical task asks you to select two or three topics as well as to identify, discuss, describe, show, or explain specific details about them. The task statement is enclosed in a box for easy reference.

1. Read the task statement carefully to make sure you understand what points you must include in your essay.
2. As you write the various components (particularly the body paragraphs) return to this page by clicking the Directions/Theme/Task link on the left side of the page.
3. Re-read the task statement.
4. Compare the task statement with your written answers to ensure that you have actually accomplished what the task directs you to do. Each essay question suggests several appropriate *topics* to write about in your essay. The task statement tells you example how many topics you must include in your answer.
5. Select any topic in the list, or pick a topic of your own.

Reviewing Essay Components

After reading all directions for the particular essay, it's time to begin writing the various components. To begin writing:

1. Review the links on the left side of the page to reflect on the various components required in the essay.
2. Click on a link to display the page for writing that particular component. The first component link is to the page where you write your introduction. This is followed by links to the pages where you write your body paragraphs -- one for each of the suggested topics and an extra one for a topic of your own choosing (Student Selected). The last component link displays the page where you write your conclusion. You may navigate these links in any order.

For Example: Some people like to start with the introduction and proceed straight through the body paragraphs and on to the conclusion. Others prefer to start with the individual topics and write the introduction and conclusion last. The top link on the left side of the page always displays the ***Directions, Theme, and Task*** page.

Completing the Essay

To complete the essay:

1. Click on the last link on the left side of the page when you have completed writing your essay. This displays a special page where you may print and review what you have written.
2. Be sure to compare your essay to the task statement to make sure you have completed the right number of components.

3. Return to and rewrite any part of your essay as needed.
4. Print a final copy and hand into your teacher for grading when satisfied with the results,.

Using Essay Review

Accessing the Essay Review Activity

In addition to a large database of short answer questions, select *Castle Learning Online* courses also contain a number of essay questions that are available for review. To use the *Essays* activity, click the [Essay Review](#) link on the *Activities* page, *Castle Learning Online* presents you with an essay question and guides you through the steps of composing your answer.

Essays For Global History and Geography

Select the assistance level you wish to use when answering the Essay questions.

Assistance level: ▼

Click on the Essay Theme that you wish to answer. The Essay consists of a number of pages, each with one or more "text boxes" where you are to type your answers. When you are done, be sure to go to the "Completed" page and print your answer if instructed by your teacher.

Essay Themes

- [Environmental Problems](#)
- [Forms of Cultural Expression](#)
- [Geographic Characteristics](#)
- [Human Rights](#)
- [Human Rights of Groups](#)
- [International Organizations](#)
- [Nationalistic Struggles](#)
- [Revolutions](#)

In this section, you may:

- Select the Assistance Level
- Select the Essay Theme

To work on an essay:

1. Select how much guidance you want *Castle Learning Online* to provide by selecting the assistance level.
2. Select the essay theme to choose which essay to work on.
3. Click **Back** to return to the *Activities* page if you change your mind and want to select a different activity for this course.
4. Return to the *Student Home* page at any time by clicking **Home**.

Selecting the Assistance Level

Castle Learning Online offers three levels of assistance or "hints" for writing essay answers. From the drop down list you may select from:

- *Unassisted*, in which the only assistance is in the form of very general hints for writing the various essay components.
- *Moderately Assisted*, in which general hints for writing, along with some specific hints (such as a list of points or relevant phrases) are provided to "jog" your memory on the essay topic.
- *Fully Assisted*, in which general hints for writing, along with very specific hints, are provided on the topic. These hints are often provided in the form of complete sentences.

Select the level of assistance you need for writing the essay. When you print out the essay or e-mail it to your teacher, the assistance level is noted.

Selecting Essay Theme

The name of each *Castle Learning Online* essay reflects the theme of the essay question. Select which essay you want to write by clicking on one of the names in the list. The *Essay Directions* page displays for the selected essay topic.

Using the Grammar Review Lessons Activity

For selected English & Foreign Language course, the *Grammar Review Lessons Activity* provides you with a series of Grammar mini-lessons. After reviewing the lesson, you can request that a Short Answer session be created with questions relating to the lesson. The lesson can be viewed while working on the questions. To work on a grammar set, click the [Description](#) link of the desired set.

Using Constructed Response Review

Overview

In addition to a large database of short answer questions, select *Castle Learning Online* courses also contain a number of constructed response questions. When available, click the [Constructed Response Review](#) link from the *Activities* page to work with questions requiring one or more sentences. Although your responses will not be graded, you will see what a good answer includes after answering a question. In addition, key words that a good answer might include are highlighted in your answer.

Constructed Response Review For Chemistry

▶ Assignments From Your Teacher	Work on Constructed Response assignments from your teacher
▶ Select Questions	Work on your choice of Constructed Response questions

[Back to Activities Page](#)

The *Constructed Response Review* page displays two options:

- *Assignments From Your Teacher*, which allows you to work on Constructed Response assignments assigned by your teacher.
- *Select Questions*, which allows you to work on your choice of Constructed Response questions.

Note: Your teacher may restrict access to assignments.

Working on Assignments from Your Teacher

The *Constructed Response Assignments* page displays a table of assignments containing constructed response questions.

Constructed Response Assignments For Chemistry

Click the **Date Assigned** link of the assignment to work on.

Constructed Response Assignments							
Date Assigned	Description	Teacher	Date Due	Date Completed	Questions	Answered	Score
4/10/06	CR Review 1	Mlle Brooks		4/10/06	5	5	100
11/13/07	Multi	Mlle Brooks			7	1	incomplete

[Back to Constructed Response Review Page](#)


This table includes the following columns:

- *Date Assigned*, which is the date on which the assignment was assigned to you.
- *Description*, which is the name of the assignment.
- *Teacher*, which is the name of the teacher who assigned the assignment.
- *Date Due*, which is the date on which your assignment is due.
- *Date Completed*, which is the date on which you completed the assignment.
- *Questions*, which indicates the number of constructed response questions in the assignment.
- *Answered*, which indicates the number of questions in the assignment you have already answered.
- *Score*, which is the score that your teacher assigns. This column will indicate "not scored" if the teacher has not yet scored the assignment, or will indicate "incomplete" if you have not answered all of the questions.

Click the *Date Assigned* link to access the assignment.

Selecting Constructed Response Questions

In addition to a large database of short answer questions, select *Castle Learning Online* courses also contain a number of constructed response questions available for review. This activity allows you to answer questions that require you type one or more sentences. Although your responses will not be graded, you will see what a good answer includes after answering a question. In addition, key words that a good answer might include are highlighted in your answer.

Constructed Response Review For Chemistry				
▶ Click a unit to access related Constructed Response questions.				
Unit	Available Questions	Answered Questions	Answers with Keywords	Erase all answers
Atomic Concepts	21	1	0	
Periodic Table	22	0	0	
Compounds, Reactions and Moles	12	0	0	
Chemical Bonding	12	0	0	
Physical Behavior of Matter	50	0	0	
Kinetics and Equilibrium	26	0	0	
Organic Chemistry	12	0	0	
Oxidation-Reduction	17	0	0	
Acids, Bases and Salts	16	0	0	
Nuclear Chemistry	23	0	0	
Laboratory Skills and Measurements	7	0	0	

[Back to Constructed Response Review Page](#)

The table on the *Constructed Response Activity* page lists units containing constructed response questions. Each unit includes:

- *Available Questions*, which indicates the number of constructed response questions in this unit.
- *Answered Questions*, which indicates the number of constructed response questions in this unit that you have already answered.
- *Answers with Keywords*, which indicates the number of answers that included as least one keyword.
- *Erase All Answers*, which is an icon that allows you to erase all answers to constructed response questions in this unit in the event you have answered all of them and want to try them again.

To use:

1. Click the *Unit* link to view and work on the constructed response questions associated with the specified unit.
2. Click **BACK** to return to the *Activities* page if you change your mind and want to select a different activity for this course.
3. End your *Castle Learning Online* visit at any time by clicking **HOME**.

Answering Constructed Response Questions

The screenshot shows a user interface for a chemistry question. At the top, it identifies the user as 'Zelda Gilroy' and the course as 'Chemistry'. The question is 'Question 2 of 21' and is titled 'Properties Reference Tables'. The unit is 'Atomic Concepts'. On the left, a list of question numbers from 1 to 21 is shown. Question 2 is highlighted with a yellow background and a dark blue dot, indicating it is the current question. The question text asks for the charges of subatomic particles in the nucleus. Below the question is a text box for the answer, with 'Save' and 'Save As Final Answer' buttons. At the bottom, there is a legend for the question status (final answer, in progress) and a 'Text style' dropdown menu set to 'Standard'.

The **Constructed Response Question** page allows you to answer the constructed response questions associated with the selected assignment. The left portion of the page lists all available questions by number. If the teacher has assigned points for individual questions, the points display next to the question number in brackets.

- A **light blue dot** indicates that you have started to answer the question, have saved it, but are not finished with it yet.
- A **dark blue dot** indicates that you have completed your answer to the question.
- **No dot** indicates that you have not started to answer the question.

The main part of the page displays the question. If you have not finalized your answer, a text box displays, allowing you to type an answer.

Note: The size of the text box informs you of the desired length of your answer.

The **Text Style** option, found at the bottom of the page, can be set to modify how questions are displayed. You can change the style of the text for questions that are displayed on this page. There are two styles of text (Standard or Style2), each with 3 sizes.

Clicking **Save** saves what you typed, but allows you to continue working on your answer, either now or at a later time.

Clicking **Save As Final Answer** saves your answer then displays information about your answer. In this case, you are not allowed to modify your answer.

Upon finalizing your answer, the answer displays with the key words associated with a "good" answer highlighted. In addition, items that would appear in a good answer display to help you fully understand how to correctly answer the question.

Finally, a table showing the associated keywords display, with a check to indicate if you used the keyword.

Note: A good answer does not require that all keywords be used. They are just a guide to let you know that your answer contains words appropriate to a correct answer.

If your teacher has written a comment to you, a link at the top named Assignment Comments From Your Teacher displays your teacher's comments.

Using DBQ Review

Accessing DBQ Activity

Some *Castle Learning Online* courses contain a DBQ Activity that allows you to work with sets of Document-Based Questions. DBQs contain a series of documents. Each document has one or more questions, each of which requires you to write a sentence or short paragraph.

DBQ Review For Global History and Geography

[▶ Assignments From Your Teacher](#) Work on DBQ assignments from your teacher

[Back to Activities Page](#)

The *DBQ Review* page displays the following options:

- *Assignments From Your Teacher* - click to display assignments containing DBQs that your teacher has assigned to you

Note: Your teacher may restrict access so that you can only access assigned DBQs.

Using the DBQ Assignments Page

The *DBQ Assignments* page displays a table of assignments that contain sets of Document-Based Questions.

DBQ Assignments For Global History and Geography

Click the **Date Assigned** link of the assignment to work on.

DBQ Assignments							
Date Assigned	Description	Teacher	Date Due	Date Completed	Questions	Answered	Score
10/16/06	The Cold War	Mr. Kotter			10	1	not scored
1/26/07	DBQ 1	Mlle Brooks			11	1	incomplete
10/17/06	Reasons for Wars	Mr. Kotter			11	5	incomplete
1/22/07	Non-Political Revolutions	Mlle Brooks			10	1	incomplete

[Back to DBQ Review Page](#)

The table contains the following columns:

- *Date Assigned*, which is the date that this was assigned to you.
- *Description*, which is the name of the assignment.
- *Teacher*, which is the name of the teacher who assigned this.
- *Date Due* which, if not blank, is the last date that the assignment can be accessed.
- *Date Completed*, which is the date that you completed the assignment.
- *Questions*, which indicates the number of questions in this assignment.
- *Answered*, which indicates the number of questions in this assignment that you have already answered.
- *Score*, which is the score that your teacher assigns. This will say "not scored" if the teacher has not scored the assignment and it will say "incomplete" if you have not answered all of the questions.

Click the [Date Assigned](#) link to access the assignment.

Answering DBQ Questions

The *DBQ Question* page allows you to answer the questions associated with the selected DBQ assignment.

Zelda Gilroy Question 1 of 10 Properties Answered on: 10/17/2006
Global History and Geography The Cold War

Document 1 **Additional DBQ Information and Instructions**

Document 2 [Directions](#) [Essay](#)

Question 1

Document 1

Europe After World War II

Source: Roger B. Beck et al., *World History: Patterns of Interaction*, McDougal Littell (adapted)

What does the information shown on this map indicate about the governments of Western Europe and Eastern Europe after World War II?

Your Answer

ommies to the east

A Good Answer Would Include

Examples:

- countries in Eastern Europe were communist countries while countries in Western Europe were noncommunist countries
- communism divided Western Europe and Eastern Europe
- Western Europe and Eastern Europe were split between noncommunist and communist countries

Maximum points: 1

● final answer (points assigned by your teacher are in brackets.) Text style: Standard

The left side has links for all of the available documents and questions by number. Note that some documents have more than one question associated with it. If the teacher has assigned points for individual questions, the points display next to the question number in brackets.

- A **light blue dot** indicates that you have started to answer the question, have saved it, but are not finished with it yet.
- A **dark blue dot** indicates that you have completed your answer to the question.
- **No dot** indicates that you have not started to answer the question.

The document links display the selected document in a pop-up window. Because the document is included when the questions display, you do not need to display the documents separately. However, you may find the document links useful when answering the essay question.

The main portion of the page has a section named *Additional DBQ Information and Instruction*. This includes two links:

- *Directions* - click to view directions for this DBQ.
- *Essay* - click to view an essay question associated with this DBQ.

Note: You do not write the essay within Castle Learning Online. Instead, use a computer or paper (check with your teacher) and give it to your teacher for grading.

The main portion of the page also displays the question. If you have not finalized your answer, then a text box displays, allowing you to type an answer.

Note: The size of the text box informs you of the desired length of your answer.

The *Text Style* option, found at the bottom of the page, can be set to modify how questions are displayed. You can change the style of the text for questions that are displayed on this page. There are two styles of text (Standard or Style2), each with 3 sizes.

Click **Save** to save what you typed. This save option allows you to continue working on your answer, either now or at a later time.

Click **Save As Final Answer** to save your answer then display information about your answer. In this case, you cannot modify your answer.

Your teacher set an assignment mode for the assignment. These modes are:

- *Open*, which allows you to access all questions as well as obtain feedback after answering a question.
- *Lock*, which prevents you from accessing any questions in the assignment. The teacher uses this mode to restrict when you can work on the assignment.
- *Quiz*, which allows you to answer the questions but you cannot review answered questions or get feedback. The teacher may change the mode to *Open* or *Review A Quiz* after checking and scoring your answers.
- *Review A Quiz*, which allows you to review question already answered but not access questions that you have not previously answered.


If the mode is *Open* or *Review A Quiz*, for each question for which you have finalized the answer, your answer displays with key words that have been associated with a "good" answer highlighted. In addition, items that would appear in a good answer display to help you fully understand how to answer the question correctly.


If your teacher has written a comment to you, a link at the top named Assignment Comments From Your Teacher displays your teacher's comments.















Using Skill Review


The Elementary and Intermediate Math courses include a *Skill Review* activity that provides an unlimited number of randomly-generated short-answer questions covering a wide variety of math skills.

Skill Review for Intermediate Mathematics

Select the Difficulty Level, then select the Skill for the desired unit and click the corresponding  button.

Difficulty Level: 


Unit	Skill	Go
Analyzing Data	<input type="text" value="-all skills-"/> 	
Working with Decimals	<input type="text" value="-all skills-"/> 	
Working with Fractions	<input type="text" value="-all skills-"/> 	
Ratio, Proportion and Percent	<input type="text" value="-all skills-"/> 	
Integers, Rational Numbers and Real Numbers	<input type="text" value="-all skills-"/> 	
Algebra: Equations and Functions	<input type="text" value="-all skills-"/> 	
Problem Solving	<input type="text" value="-all skills-"/> 	

 [View Skills Report](#)

[Return to Activities Page](#)

Skills are divided into three levels of difficulty: basic, intermediate, and advanced.

To use Skill Review:

1. Use the *Difficulty Level* drop-down menu to select the desired level.
2. Select the desired skill to work on by using the *Skill* drop-down menu of the selected unit or select "-all skills-" if you wish to review skills for the entire unit.
3. Click . In this activity, you have one chance to answer each question.
4. Answer each question. After answering each question, *Castle Learning Online* informs you of your answer's status (if you are correct or incorrect with the correct answer displaying).
5. Click the [View Skills Report](#) link (below the list of skills) to display a report similar in format to the Question and Answer Cumulative Report. It shows the number of skill review questions that you have answered correctly and incorrectly for each unit, skill, and difficulty level.

Skills Report for Zelda Gilroy

Printer friendly view [Print](#) [Close](#)

Course: Elementary Mathematics

Report Options	
Scoring Threshold:	65 <small>score for determining blue/red bars</small>
<input type="button" value="Refresh Report"/>	

■ >= 65% ■ < 65%

Totals	Score	✓	✗	
	75			1358 458 Totals
By Unit/Skill	Score	✓	✗	Unit/Skill
	78			384 111 Working with Whole Numbers
	77			54 16 Skill: Addition
	75			65 22 Skill: Subtraction
	76			81 25 Skill: Multiplication
	78			40 11 Skill: Division
	84			59 11 Skill: Comparing and Ordering Numbers
	82			46 10 Skill: Rounding
	71			39 16 Skill: Standard Form
	71			706 284 Working with Decimals
	74			95 33 Skill: Place Value
	79			68 18 Skill: Converting Simple Fractions to Decimal
	62			46 28 Skill: Converting Simple Mixed Numbers to Decimal
	74			52 18 Skill: Convert From Word Form to Decimal
	70			90 39 Skill: Counting Money
	91			103 10 Skill: Comparing Decimal Numbers
	79			34 9 Skill: Ordering Decimal Numbers
	71			85 34 Skill: Adding and Subtracting Decimal Numbers
	50			65 65 Skill: Multiplying Decimals by Whole Numbers
	57			37 28 Skill: Multiplying Decimals
	100			17 0 Skill: Dividing Decimals by Whole Numbers
	83			214 45 Working with Fractions
	88			58 8 Skill: Adding Fractions
	83			34 7 Skill: Subtracting Fractions
	78			51 14 Skill: Comparing Fractions
	89			25 3 Skill: Mixed Numbers and Improper Fractions
	73			16 6 Skill: Simplifying Fractions
	100			14 0 Skill: Multiplying Fractions
	80			8 2 Skill: Multiplying Whole Numbers by Fractions
	62			8 5 Skill: Multiplying Fractions and Mixed Numbers
	75			54 18 Algebra: Equations and Functions
	61			25 16 Skill: Order of Operation
	94			15 1 Skill: Solving One Step Addition/Subtraction Equations
	93			14 1 Skill: Solving One Step Multiplication/Division Equations
By Difficulty Level	Score	✓	✗	Level
	64			481 272 Basic
	83			408 85 Intermediate

Using Reference Tables

Selected *Castle Learning Online* courses include Reference Tables. You may view them from here, or access them while working on questions.

To access:

1. Click the [Reference Tables](#) link. The select reference table display in a separate window.
2. Click the [Print](#) link to print the table or click the [Close](#) link to close the window.

Next

Proceed to the Chapter 6 to learn how to obtain support.

Chapter 6 - Obtaining Support

Objective

This chapter describes how to obtain support while on *Castle Learning Online*.

Introduction

If you have a problem, first consult Online Help as it contains a wealth of information. The next step is to look for answers in the documentation. If that fails, then contact Technical Support.

To report an error in a question, answer, hint or reason, send an e-mail to support@castlelearning.com. Be sure to specify the name of the course; question ID (which may be found by clicking the Properties link near the top of the page); the location of the error (question, hint, reason, etc.); a description of the error; and a suggested correction.

For a vocabulary term, send an e-mail to support@castlelearning.com. Be sure to specify the name of the course; the name of the term; a description of the error; and a suggested correction. We will relay this information to the course author for review and post any corrections.

Contacting Technical Support

Please send your support questions to support@castlelearning.com.

Reviewing Terms of Service

Enrolling in *Castle Learning Online* means that you accept the Terms of Service. Click on the link at the bottom of the **Sign-In** page to read your rights and obligations as a *Castle Learning Online* subscriber or user.

