# Quill

Getting Started Guide for Teachers

Overview

Quill provides learning activities that engage students in the writing process through web applications teaching grammar, vocabulary, and writing skills. Teachers have a dashboard that shows them how their students are progressing on the Common Core standards.

Using the teacher dashboard, teachers can pick from over 150 activities built from 42 Common Core standards and view the results through a mastery-based system. Some of our most popular activities include comma usage, capitalization, verb tense agreement, and commonly confused words.

Each activity takes 10 minutes in length, and students typically complete their assignments in class. After completing an assignment, students receive instant feedback on their work. The instant feedback is valuable because they can review which concepts they understand and which ones they are struggling to master. The instantaneous grading system allows teachers to provide individualized instruction for students who need the most in-class help, while giving advanced practice to students who are ready for more challenging materials.

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Signing Up

1. Go to www.quill.org.

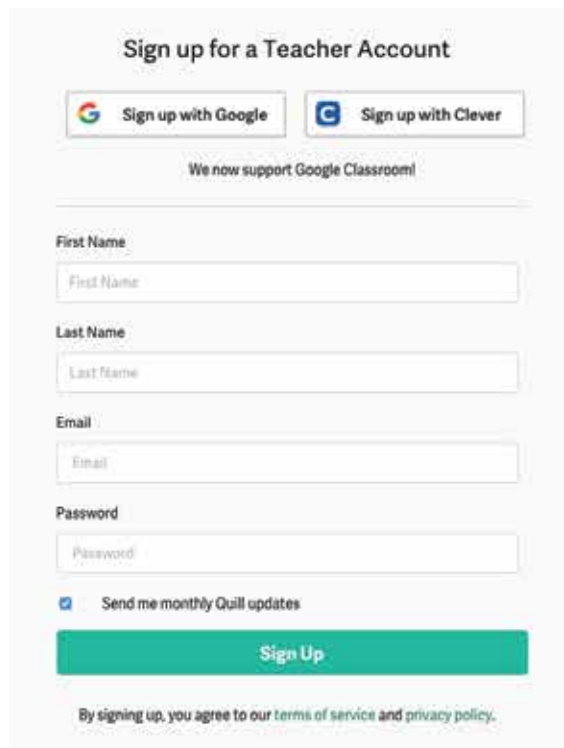**2.** Click the "Sign Up" button located on the top right of the screen.
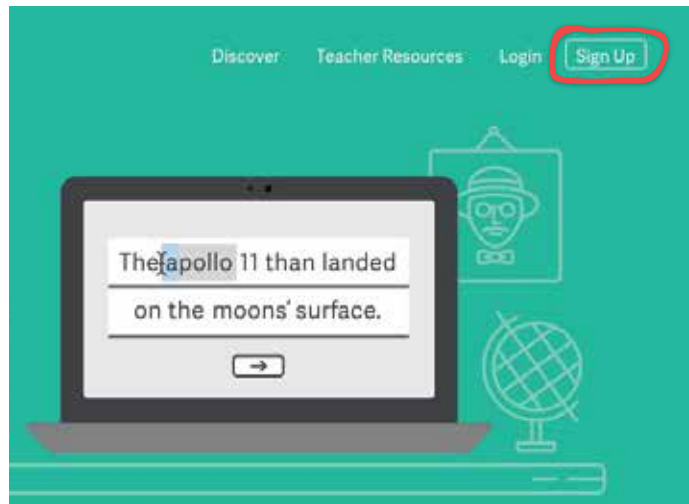
3. To sign up as a teacher, click the "Teacher" button.
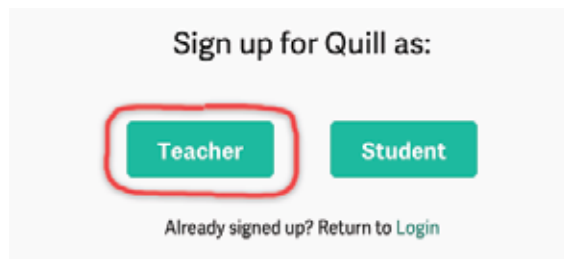
4. Next, you can decide to sign up with your Google or Clever account by clicking their respective buttons to save time. Signing up with Google will also allow you to use Google Classroom to import you'll whole class roster. If you don't want to sign up with Google or Clever you can fill in all of the fields below.

Note: If you sign up with Google or Clever that's how you will login to Quill.

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Creating Classes

5. The first time you sign in, you will be prompted to create a class. Simply name your class, select the grade for the class, and then click the "Create Class" button.

Note: If you ever wish to add additional classes, you can do so by going to your "Classes" dashboard and click "Add a Class" button.

Create Your Class

ELA - 5th Period

Grade ▲▼

Class Code

example-code   Generate a New Code

Create Class

Inviting Students

6. After creating a classroom, you can either assign activities to that classroom or invite students. To invite students click either "Invite Students" links below.

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Inviting Students Continued

7. There are three ways for students to join your class. First is for students to sign up using Google Classroom or Clever and entering your class code. The second is for students to create their own accounts adding their names, usernames, and passwords in the sign up fields. A third option is to manually add students by inputting their first and last names.

Note: We recommend all students in the same class to sign up with the same method.

Have Students Create Their Accounts

1. Have students sign up at quill.org/account/new
2. students sign up, in the "Join My Class" field, they enter the class code **example-code**

Class Code   example-code

Or You Create Student Accounts
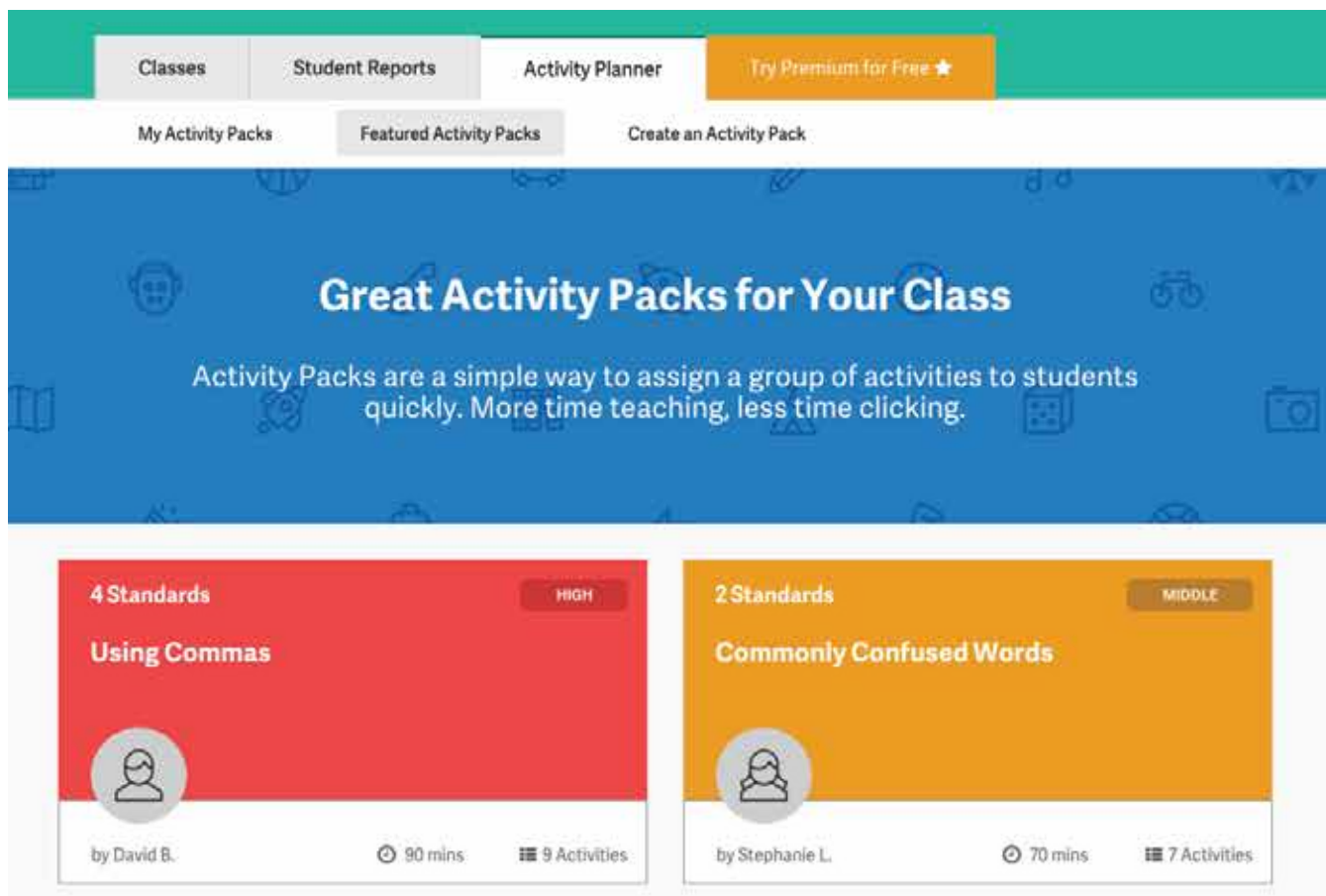
The students' username is their name combined with your class code. For example, John Smith is 'John.Smith@example-code

Students passwords are set to their last names by default. For example, 'Smith' (first letter is capitalized).

First Name	Last Name		Add Student

First Name	Last Name	Username
Douglas	Adams	douglas.adams@example-code

Assigning Lessons with Featured Activity Packs

8. After you create a class you'll be brought to the "Activity Planner" page. We recommend for first time users to assign a "Featured Activity Pack" which is a simple way to assign a group of activities to students quickly. If you would like to create your own activity pack see the next page.

Classes	Student Reports	Activity Planner	Try Premium for Free ★

My Activity Packs   Featured Activity Packs   Create an Activity Pack

Great Activity Packs for Your Class

Activity Packs are a simple way to assign a group of activities to students quickly. More time teaching, less time clicking.

4 Standards   HIGH

Using Commas

by David B.   ⏱ 90 mins   ☰ 9 Activities

2 Standards   MIDDLE

Commonly Confused Words

by Stephanie L.   ⏱ 70 mins   ☰ 7 Activities

Creating Custom Activity Pack

9. To assign an activity, first select "Activity Planner." Then click "Create an Activity Pack."

Note: On this page, "My Activity Packs," you'll be able to view all of the units you've assigned to your class.
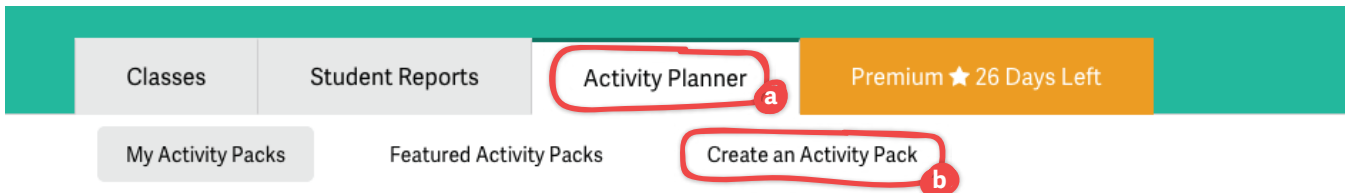
10. First, name your Activity Pack.

11. Then you can filter the activities by apps, standard levels, or concepts. You can also find specific activities by using the search bar.

Select the activities you would like to assign to your students by checking them off and then press the "Continue" button.

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Assigning Lessons to Custom Activity Packs

12. Finally, select which classes or specific students you would like to assign the Activity Pack to, as well as the due dates for each activity, and click "Assign."

Select Activities —————— Assign Activities

Select Students

Select Entire Class
✔ **ELA - 5th Period**

Select by Student ∧

✔ Douglas Adams	✔ Isabel Allende	✔ Maya Angelou	✔ Isaac Asimov
✔ Terry Brooks	✔ Bill Bryson	✔ Suzanne Collins	✔ Roald Dahl
✔ Charles Dickens	✔ Emily Dickinson	✔ Carol Duffy	✔ Neil Gaiman
✔ William Gibson	✔ Ernest Hemingway	✔ James Joyce	✔ John Keats
✔ Harper Lee	✔ Doris Lessing	✔ Cormac Mccarthy	✔ Gabriel Márquez
✔ David Sedaris	✔ Gertrude Stein	✔ Henry Thoreau	✔ Kurt Vonnegut
✔ Virginia Woolf			
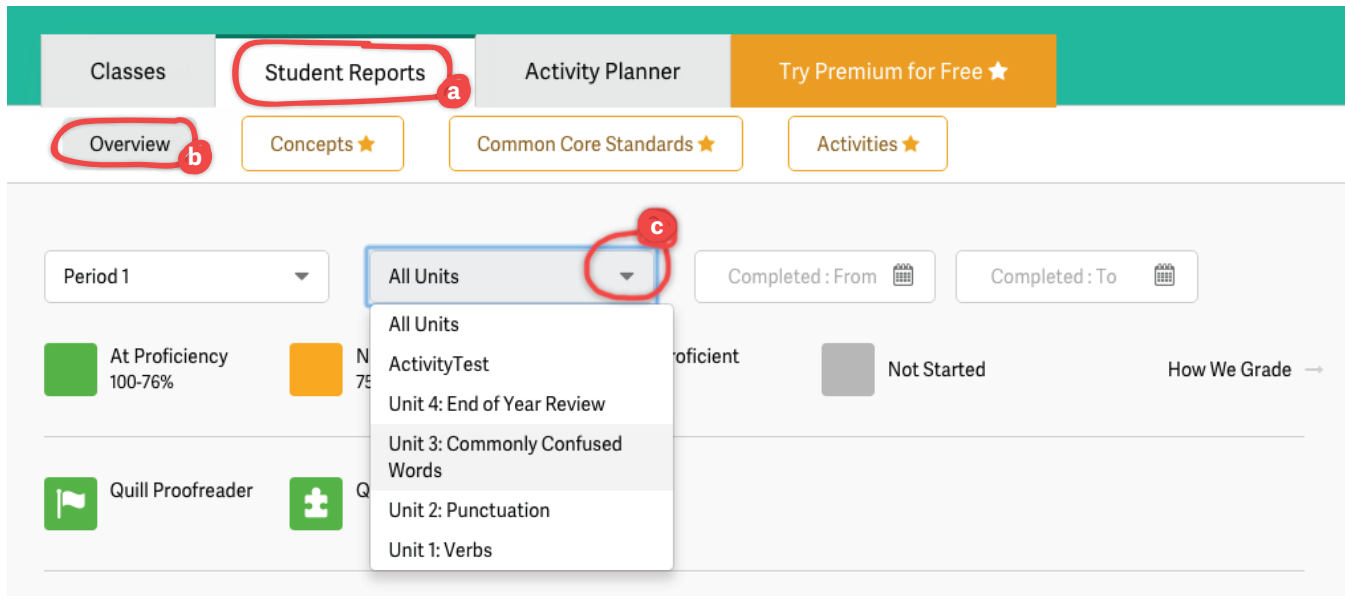
Assign Dates for Learning How to Use Pronouns

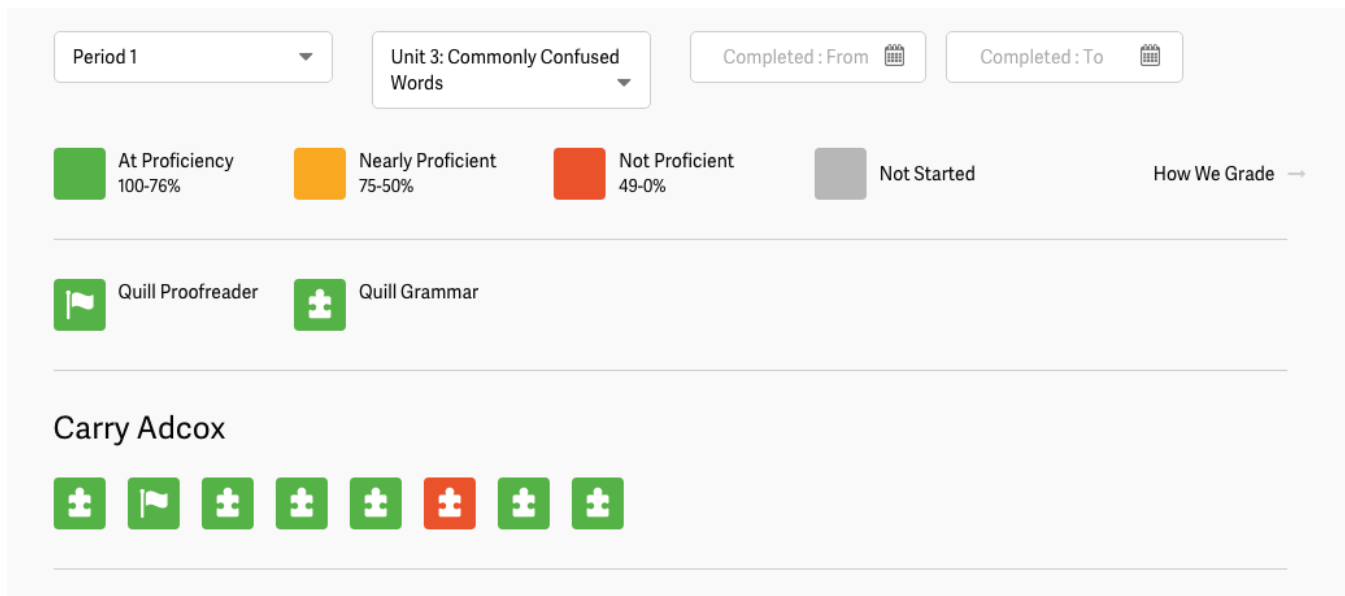|		
⚑ 1. Anansi Becomes the God of Stories (Mythology)	11-12-2015 📅	✕
♟ Past Tense Verbs	11-20-2015 📅	✕
⚑ America Used to be a Different Place (History)	11-23-2015 📅	✕
⚑ Apples? Apples. (Fiction)	11-26-2015 📅	✕

Assign

Student Reports — Basic

13. To view basic results go to "Student Reports" and then "Overview." You can then choose which class and unit you'd like to see scores for by using the drop down menus. For a more in-depth reporting you can purchase Quill Premium.


14. Each box represents an assigned activity. As students complete activities, the boxes will be green, yellow, or red depending on the student's' proficiency. Gray boxes indicate that the student has not completed the activity yet. The puzzle icon indicates a sentence writing activity, while the flag icon indicates a proofreading activity.

Student Reports — Basic Continued

15. Placing your mouse over a box will give you more information about the activity, including the student's' percentage score.
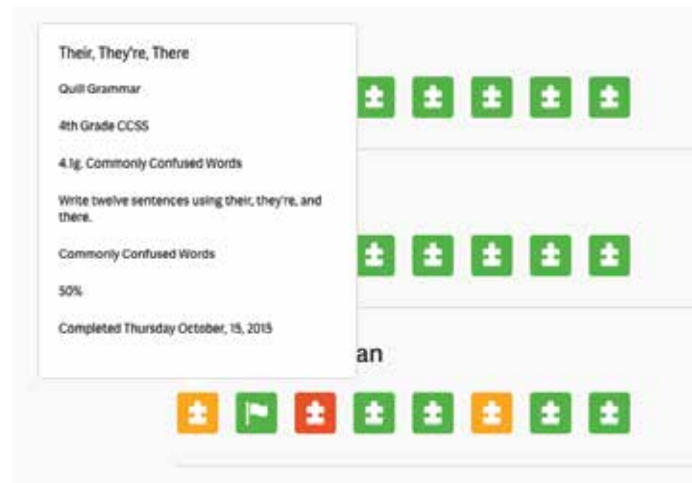
Quill Premium

16. Once your students start using Quill, you'll be able to use Student Reports for a basic overview of their results. You can use a Quill Premium trial to see a more in-depth view of student results with full access to Student Reports. With these reports, you will be able to see how your students are performing across all of the Common Core standards and gain insight into how to best tailor your instruction.

Managing Classes and Student Profiles

17. In the "Classes" dashboard select "Manage Classes" you will be able to edit or delete classes and see a list of every student in every class.

Classes	Student Reports	Activity Planner	Try Premium for Free ★
Overview	Invite Students	Manage Classes	Create a Class	My Account

Class Name	Class Code	Number of Students	
ELA - 5th Period	light-road	25	Manage Class

18. From "Manage Classes", you can rename and delete classes. Click "Edit Account" to edit the student's account information.

Class Name [ELA - 5th Period] **Save Changes**   Delete Class

Student Name	Username	Activities Completed	
Douglas Adams	douglas.adams@light-road	0	Edit Account

19. In the student's account page you can rename the student, reset their password, or delete the student's account.

Benny Loman's Account

Real Name [Benny Loman]

Username [benny.loman@example]

Class Code

[example-code]

Password

[••••••••]

Reset
After resetting a password, the student's password will be the student's last name.

Save Changes

Delete Account

Thank you for learning about Quill!

If you have anymore questions, please email us at hello@quill.org.