



Getting Started Guide for Teachers

Overview

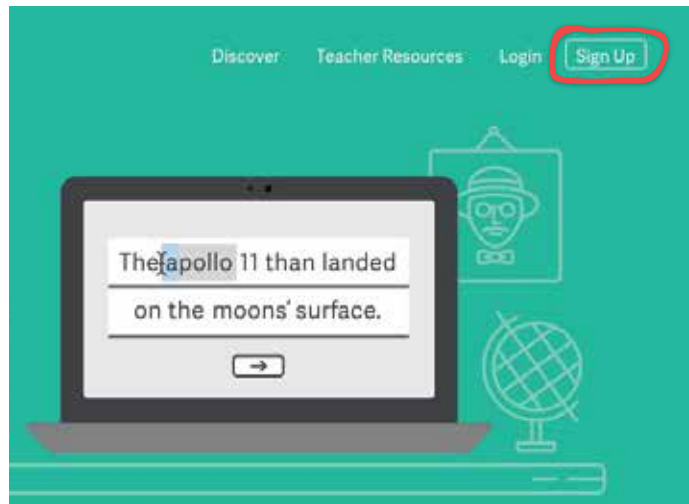
Quill provides learning activities that engage students in the writing process through web applications teaching grammar, vocabulary, and writing skills. Teachers have a dashboard that shows them how their students are progressing on the Common Core standards.

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.

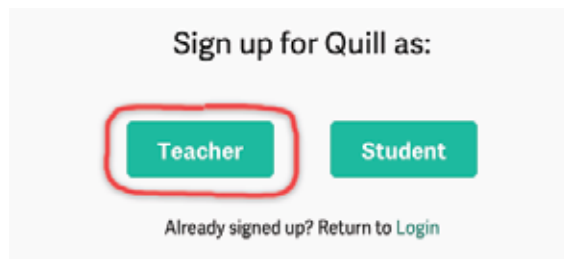
Each activity takes 10 minutes in length, and students typically complete their assignments in class. After completing an assignment, students receive instant feedback on their work. The instant feedback is valuable because they can review which concepts they understand and which ones they are struggling 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.

Signing Up

1. Go to www.quill.org.
2. Click the "Sign Up" button located on the top right of the screen.

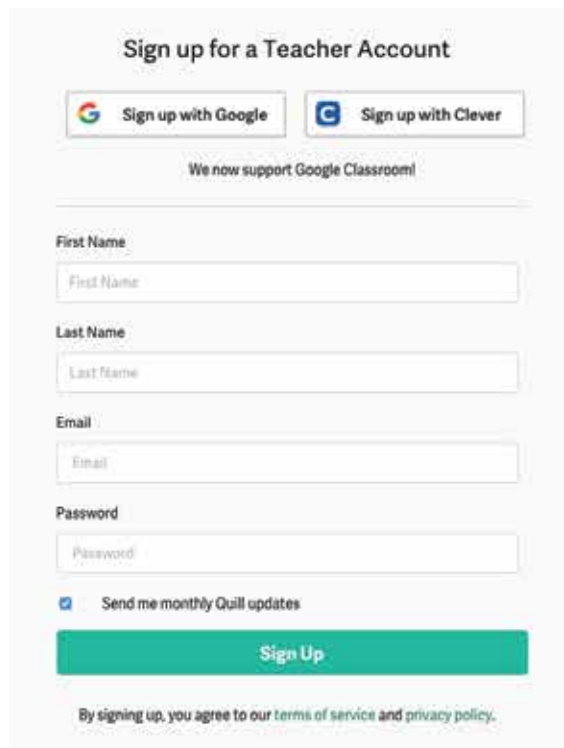


3. To sign up as a teacher, click the "Teacher" button.



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.



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

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.

Classes
Student Reports
Activity Planner
Try Premium for Free ★

Overview
Invite Students
Manage Classes
Create a Class
My Account

Lowest Performing Students

All Time

Once your students have completed 30 activities in total, you'll see their student results here.

Difficult Concepts

All Time

Once your students have completed 30 activities in total, you'll see their concept results here.

Try Premium for Free

Get Premium Free for 30 days

No credit card required.

Unlock your Premium trial to save time grading and gain actionable insights.

[Learn more about Premium >](#)

My Classes

6th Period ELA

Class Code: young-bite

Invite Students

+

Add a Class

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

Or You Create Student Accounts

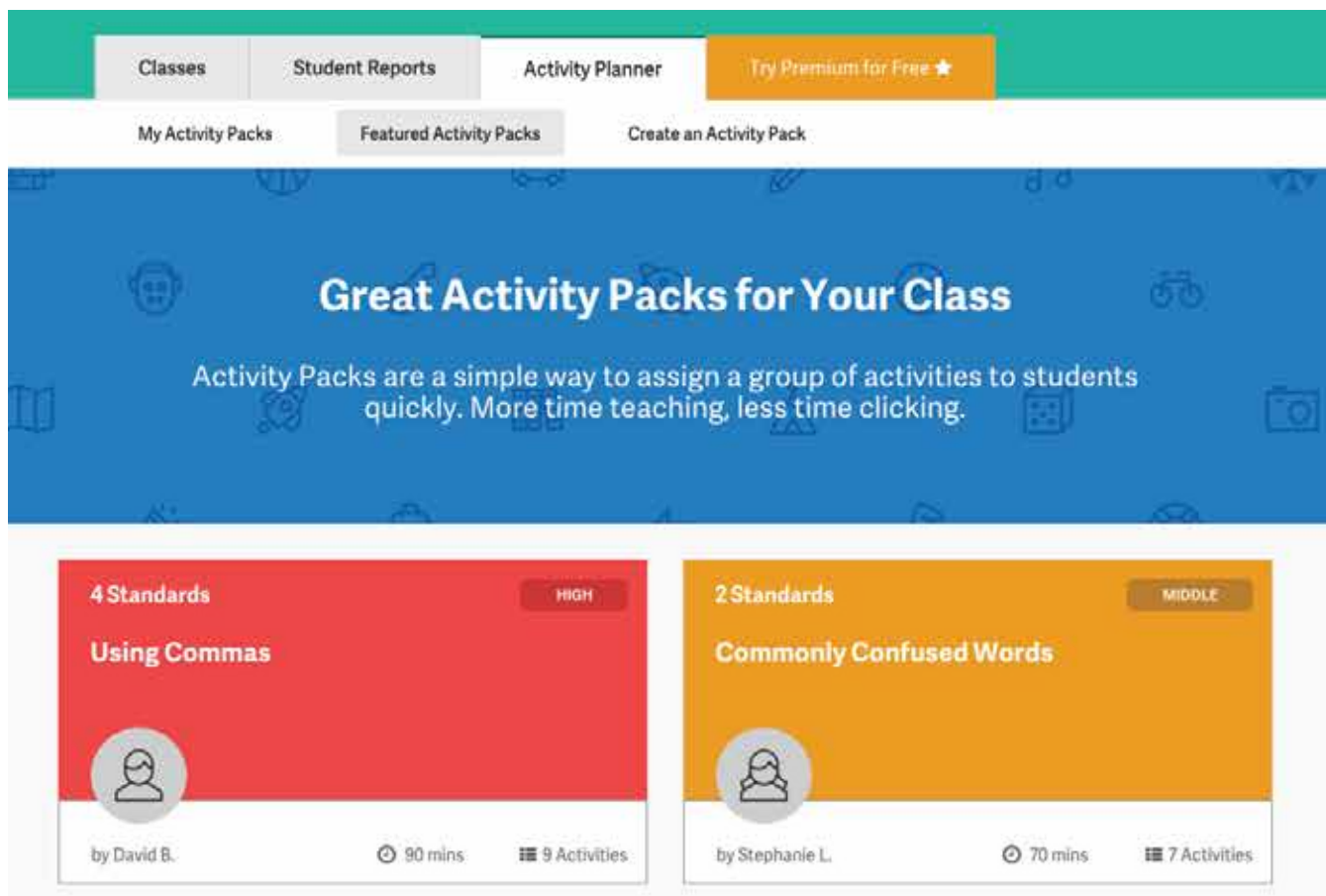
The students' username is their name combined with your class code. For example, John Smith is 'John.Smith@example-code'

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

First Name	Last Name	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.

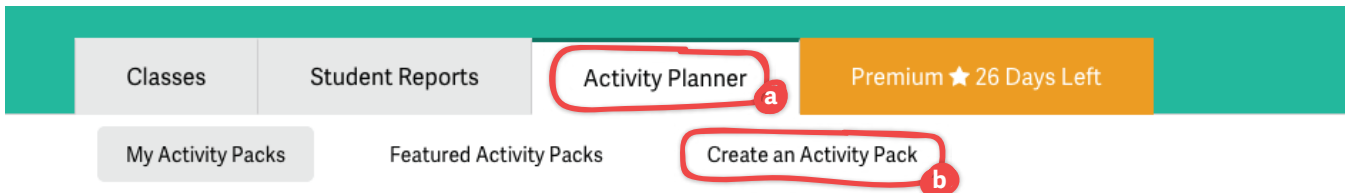


The screenshot shows the Quill.org Activity Planner interface. At the top, there's a navigation bar with tabs for 'Classes', 'Student Reports', 'Activity Planner', and a 'Try Premium for Free' button. Below the navigation bar, there are three sub-tabs: 'My Activity Packs', 'Featured Activity Packs' (which is selected), and 'Create an Activity Pack'. The main content area has a blue header with the text 'Great Activity Packs for Your Class' and a sub-header 'Activity Packs are a simple way to assign a group of activities to students quickly. More time teaching, less time clicking.' Below this, there are two featured activity packs displayed as cards. The first card is red and titled 'Using Commas' by David B., with 4 Standards, a 'HIGH' difficulty tag, 90 mins, and 9 Activities. The second card is orange and titled 'Commonly Confused Words' by Stephanie L., with 2 Standards, a 'MIDDLE' difficulty tag, 70 mins, and 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.

Name the New 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.

Select Activities

Filter by App ▼

Filter by Standard Level ▼

Filter by Concept ▼

✓	App ▲	Activity	Standard Level ▲	Concept ▲
<input type="checkbox"/>	🚩	Lola Meets the Fu	1st Grade CCSS	Nouns & Pronouns
<input checked="" type="checkbox"/>	🚩	Jade Meets a Moc	1st Grade CCSS	Prepositions
<input type="checkbox"/>	⚙️	Future Tense Verb	1st Grade CCSS	Verbs

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
Select by Student ^

☒ ELA - 5th Period

<input checked="" type="checkbox"/> Douglas Adams	<input checked="" type="checkbox"/> Isabel Allende	<input checked="" type="checkbox"/> Maya Angelou	<input checked="" type="checkbox"/> Isaac Asimov
<input checked="" type="checkbox"/> Terry Brooks	<input checked="" type="checkbox"/> Bill Bryson	<input checked="" type="checkbox"/> Suzanne Collins	<input checked="" type="checkbox"/> Roald Dahl
<input checked="" type="checkbox"/> Charles Dickens	<input checked="" type="checkbox"/> Emily Dickinson	<input checked="" type="checkbox"/> Carol Duffy	<input checked="" type="checkbox"/> Neil Gaiman
<input checked="" type="checkbox"/> William Gibson	<input checked="" type="checkbox"/> Ernest Hemingway	<input checked="" type="checkbox"/> James Joyce	<input checked="" type="checkbox"/> John Keats
<input checked="" type="checkbox"/> Harper Lee	<input checked="" type="checkbox"/> Doris Lessing	<input checked="" type="checkbox"/> Cormac McCarthy	<input checked="" type="checkbox"/> Gabriel Márquez
<input checked="" type="checkbox"/> David Sedaris	<input checked="" type="checkbox"/> Gertrude Stein	<input checked="" type="checkbox"/> Henry Thoreau	<input checked="" type="checkbox"/> Kurt Vonnegut
<input checked="" type="checkbox"/> Virginia Woolf			

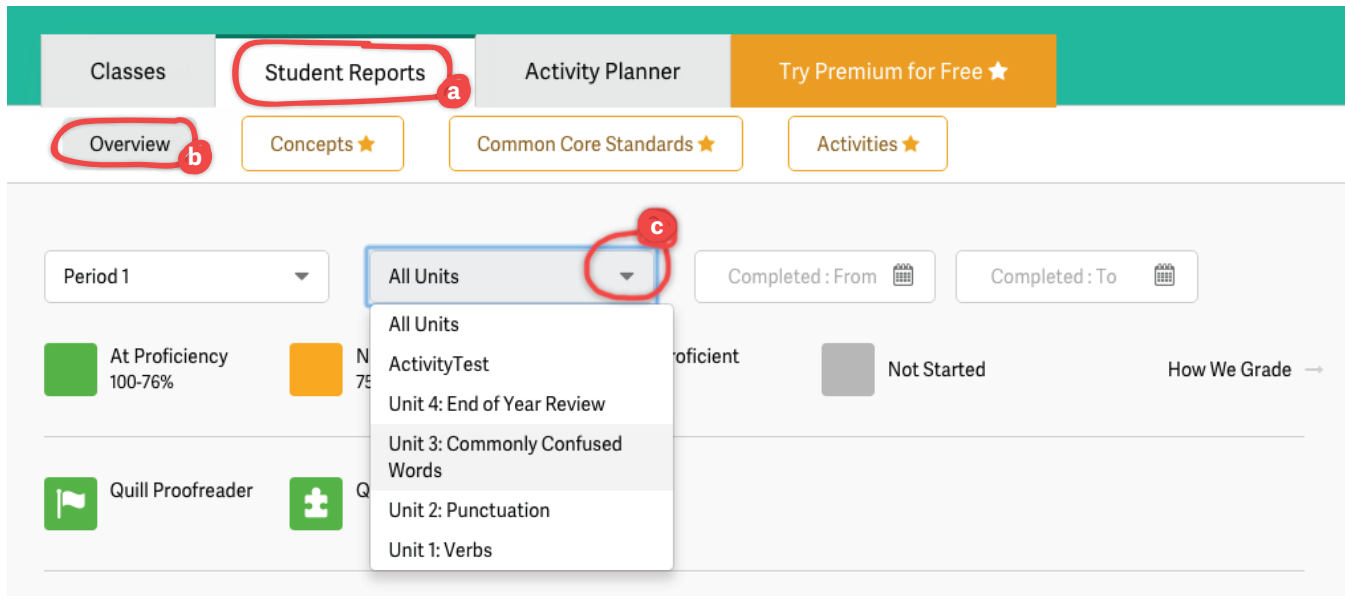
Assign Dates for Learning How to Use Pronouns

<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">1. Anansi Becomes the God of Stories (Mythology)</div> <div style="flex-grow: 1;"></div> <div style="text-align: right;"> <div style="border: 1px solid #ccc; padding: 2px 5px;">11-12-2015</div> <div style="font-size: 0.8em; margin-top: 2px;">📅</div> <div style="float: right; text-align: left;">✕</div> </div> </div>
<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <div style="font-size: 1.2em;">±</div> <div>Past Tense Verbs</div> </div> <div style="flex-grow: 1;"></div> <div style="text-align: right;"> <div style="border: 1px solid #ccc; padding: 2px 5px;">11-20-2015</div> <div style="font-size: 0.8em; margin-top: 2px;">📅</div> <div style="float: right; text-align: left;">✕</div> </div> </div>
<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <div style="font-size: 1.2em;">🚩</div> <div>America Used to be a Different Place (History)</div> </div> <div style="flex-grow: 1;"></div> <div style="text-align: right;"> <div style="border: 1px solid #ccc; padding: 2px 5px;">11-23-2015</div> <div style="font-size: 0.8em; margin-top: 2px;">📅</div> <div style="float: right; text-align: left;">✕</div> </div> </div>
<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <div style="font-size: 1.2em;">🚩</div> <div>Apples? Apples. (Fiction)</div> </div> <div style="flex-grow: 1;"></div> <div style="text-align: right;"> <div style="border: 1px solid #ccc; padding: 2px 5px;">11-26-2015</div> <div style="font-size: 0.8em; margin-top: 2px;">📅</div> <div style="float: right; text-align: left;">✕</div> </div> </div>

Assign

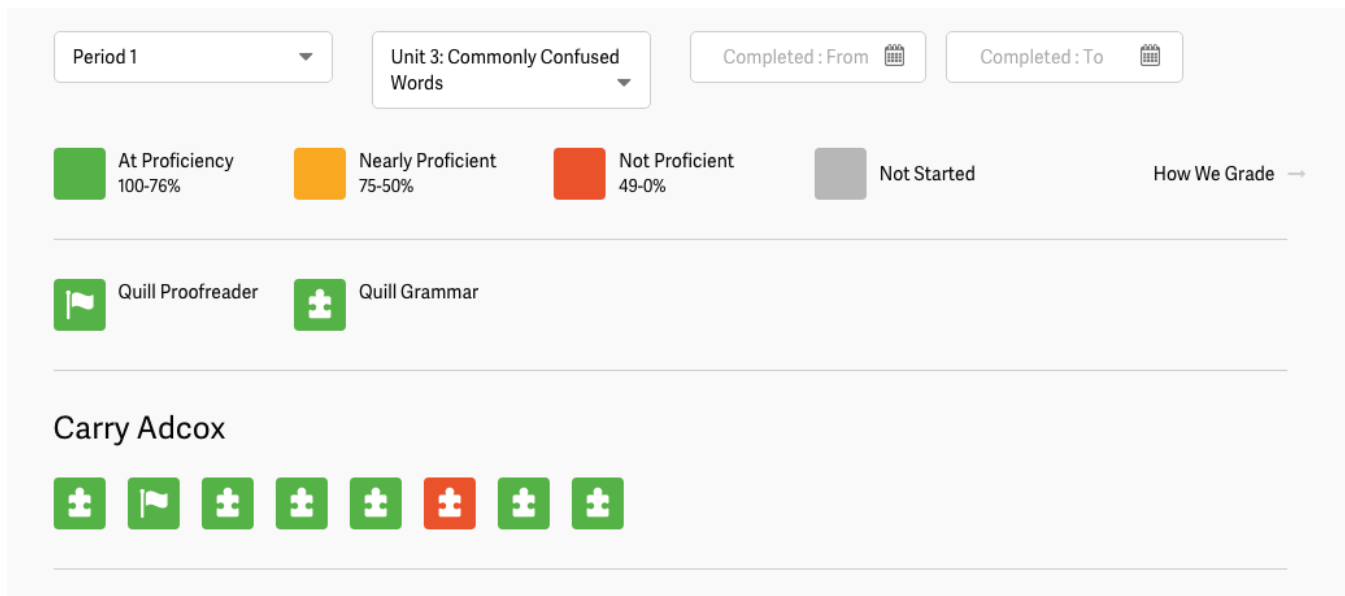
Student Reports — Basic

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.



The screenshot shows the top navigation bar with tabs: **Classes**, **Student Reports** (highlighted with a red circle and letter 'a'), **Activity Planner**, and **Try Premium for Free ★**. Below the tabs are buttons for **Overview** (highlighted with a red circle and letter 'b'), **Concepts ★**, **Common Core Standards ★**, and **Activities ★**. The main content area shows a dropdown for **Period 1** and a dropdown for **All Units** (highlighted with a red circle and letter 'c'). The **All Units** dropdown menu is open, showing options: **All Units**, **ActivityTest**, **Unit 4: End of Year Review**, **Unit 3: Commonly Confused Words**, **Unit 2: Punctuation**, and **Unit 1: Verbs**. Below the dropdowns are filters for **Completed : From** and **Completed : To**, and a legend for proficiency levels: **At Proficiency 100-76%** (green), **Nearly Proficient 75-50%** (orange), **Not Proficient 49-0%** (red), and **Not Started** (gray). A **How We Grade** link is also present.

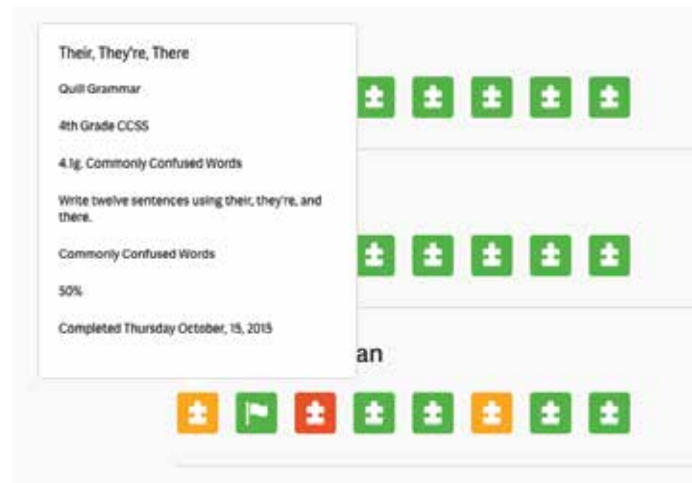
14. Each box represents an assigned activity. As students complete activities, the boxes will be green, yellow, or red depending on the student's proficiency. Gray boxes indicate that the student has not completed the activity yet. The puzzle icon indicates a sentence writing activity, while the flag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



The screenshot shows the main content area with filters for **Period 1** and **Unit 3: Commonly Confused Words**. Below the filters are buttons for **Completed : From** and **Completed : To**, and a legend for proficiency levels: **At Proficiency 100-76%** (green), **Nearly Proficient 75-50%** (orange), **Not Proficient 49-0%** (red), and **Not Started** (gray). A **How We Grade** link is also present. Below the legend are two activity boxes: **Quill Proofreader** (flag icon) and **Quill Grammar** (puzzle icon). Below these boxes is the name **Carry Adcox** and a row of eight activity boxes: **Quill Grammar** (puzzle icon), **Quill Proofreader** (flag icon), **Quill Grammar** (puzzle icon), **Quill Grammar** (puzzle icon), **Quill Grammar** (puzzle icon), **Quill Grammar** (puzzle icon), **Quill Grammar** (puzzle icon), and **Quill Grammar** (puzzle icon).

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.

[Standards: All Classrooms](#) > [Student View](#) > Individual Student

Standards: Sam Martinez

[Download Report](#)

[How We Grade](#) →

All Units ▼

Standard Level	Standard Name ▲	Activities	Average	Mastery Status
1st Grade CCSS	1.1c. Use Singular and Plural Nouns with Matching Verbs	1	84%	● Proficient
1st Grade CCSS	1.1e. Use Verbs to Convey a Sense of Past, Present, and Future	1	81%	● Proficient
1st Grade CCSS	1.1i. Frequently Occurring Prepositions	2	88%	● Proficient
2nd Grade CCSS	2.2c. Use an Apostrophe to Form Contractions	3	91%	● Proficient



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.

The screenshot shows the Quill dashboard with a teal header. The 'Classes' tab is selected, showing a sub-menu with 'Overview', 'Invite Students', 'Manage Classes' (highlighted with a red circle), 'Create a Class', and 'My Account'. Below this is a table with the following data:

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

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

The screenshot shows the 'Manage Class' page for the 'ELA - 5th Period' class. It has a 'Class Name' input field with 'ELA - 5th Period', a 'Save Changes' button, and a 'Delete Class' link. Below is a table of students:

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.

The screenshot shows the 'Benny Loman's Account' page. It has the following fields and buttons:

- Real Name: Benny Loman
- Username: benny.loman@example
- Class Code: example-code
- Password: [masked]
- Reset: After resetting a password, the student's password will be the student's last name.
- Save Changes (button)
- Delete Account (link)

Thank you for learning about Quill!

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