Overview

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

Quill provides a diagnostic that assesses students on their writing skills and then recommends up to eight weeks of instruction based on the results. Teachers can also pick from over 300 activities built from 42 Common Core standards, and can then view the results in detailed reports. Some of our most popular activities include complex sentences, 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. As students are working, they receive instant feedback on their work. This feedback helps students quickly master writing skills, and it saves teachers dozens of hours spent grading. Teachers can view reports that show which students need the most in-class help and which students are ready to advance to more challenging materials.
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Signing Up

1. Go to www.quill.org

2. To sign up, click the “Sign Up” button located on the top right of the screen.

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

4. Next, you can decide to sign up with your Google or Clever account by clicking their respective buttons to save time. If you sign up with Google or Clever, that’s also how you will login to Quill.
Importing from Google Classroom

If you sign up with your Google Classroom email address, Quill will automatically import your Google Classroom students. If you had signed up with a different email address, you can still sync with Google Classroom by selecting “Sync with Google Classroom” and updating your email address.

Creating Classes

1. **First Class:** The first time you login, 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.

2. **Additional Classes:** If you ever wish to add additional classes, you can do so by going to your "Classes" tab and pressing "Create a Class."
Assigning a Quill Diagnostic

1. **Best Practice:** We recommend first-time users to begin by assigning one of Quill’s diagnostics to get a good overview of students’ writing skills. When Students complete a diagnostic, Quill will create an individualized learning plan for each student, so it’s also an easy and fast way to assign activities to students.

2. **Available Diagnostics:** Quill currently offers two diagnostics: the **Sentence Structure Diagnostic** and the **ELL Diagnostic**.

Assigning the Sentence Structure Diagnostic

The 22 question Sentence Structure Diagnostic covers 8 fundamental sentence construction skills and generates a personalized learning plan based on the student’s performance.

1. First select the “**Activity Planner**” tab at the top of your page.

2. Then select “**Assign a New Activity**.”

3. Select the “**Entry Diagnostic**” card.

4. You will be taken through an overview of the diagnostic. Click “**Next**” to move through the slides. On the last slide, select “**Next, Assign the Diagnostic**.”

5. To assign the diagnostic to your students, select the “**Continue to Assign**” button.
6. Click the box next to each class you would like to complete the diagnostic. Select the “Save and Assign” button.

7. You can edit which students are assigned the diagnostic by selecting the “Activity Planner” tab and then selecting “My Activity Packs.”

**Assigning the ELL Diagnostic**

The 22 question ELL Diagnostic covers 10 concepts that target ELL students. Concepts include capitalization, prepositions, articles, and verb tense.

1. Select the “Activity Planner” tab at the top of your teacher dashboard.

2. Select “Assign a New Activity.”

3. Then select “Entry Diagnostic” and choose the “ELL Diagnostic” card.

4. To assign the diagnostic to your students, select the “Continue to Assign” button.

5. Click the box next to each class you would like to complete the diagnostic. Select the “Save and Assign” button.

**Viewing a Diagnostic Report**

1. Once your students have completed a diagnostic, the next step is to view the results. Select the “Student Reports” tab at the top of your page. Then select the “Activity Analysis” card.
2. Select the “View Report” link next to the activity you would like to view.

3. The first view is the “Student” view. It will give you an overview of how each student scored on the diagnostic. Select an individual student’s name to see his or her graded responses to the diagnostic questions.

4. Select the “Questions” tab to see an overview of which questions and topics were most challenging for your students.

5. Select the “Recommendations” tab to view individualized learning plans for each student.

Assigning Diagnostic Recommendations

1. Assign the individualized learning plans from the activity analysis report.

2. Select “Student Reports.” Then select “Activity Analysis.”


4. From the report page, select the “Recommendations” tab to view the activities Quill recommends based on the diagnostic results.

5. Select “Assign Activity Packs” to assign Quill’s recommended learning plan. You can also check and uncheck boxes to customize the plan yourself. Students will be assigned up to eight weeks of instruction.
**Featured Activity Packs**

Each featured activity pack contains 5-10 activities focused on a specific topic, such as comma usage or verb tense.

1. To assign a featured activity pack, select the “Activity Planner” tab.
2. Select “Assign a New Activity.”
3. Choose the “Featured Activity Packs” card.
4. Browse through the different packs, and select whichever pack you’d like to assign.
5. Scroll down to **preview** the activities within the pack.
6. Assign the pack by selecting “Assign to All Students.” Choose “Customize Students” instead to only assign the pack to certain students.
Assigning A Custom Activity Pack

You can build your own activity pack from Quill's database of 300+ activities.

1. First select “Activity Planner.”
2. Then click “Assign a New Activity.”
3. Select the “Custom Activity Packs” card.

4. First, name your activity pack.

5. Next, you can filter the activities by tool, standard level, or concept. You can also find specific activities by using the search bar.
6. You can place your mouse over an activity to get a more in-depth description.

7. Select the activities you would like to assign to your students by checking them off and then pressing the “Continue” button.

8. Finally, select which classes or specific students you would like to assign the activity pack to.

9. Add a due date (optional) and select “Assign.”
Inviting Students

After creating a classroom, add students to your classes by selecting the “Classes” tab and selecting “Invite Students.” You will be provided three options for adding students.

There are three ways for students to join your class:

Option 1. Students Signup: Students can create their own Quill accounts by going to Quill.org, selecting the “Sign-up” button, and creating a username and password. Once they have created an account, students will be prompted for a class code. You can find the class code for each class under the class name in the “My Classes” section of your teacher dashboard. Once students input the class code, they will be connected to your teacher account.

Option 2. Clever and Google Classroom: Students can login using their Google or Clever usernames and passwords if you signed up for Quill using your Google or Clever account. In this case, students do not need to create new accounts. They simply go to Quill.org, click the “Login” button, and input their Google or Clever usernames and passwords.

Option 3. Create Accounts for Your Students: You can manually create accounts for each student. Input the student’s first and last name under the “Add Your Students” section. Once you add a student’s name, Quill will generate a username and password for each student. Select “Download Login Sheet” to get a printable document of students’ usernames and passwords.

Note: We recommend all students in the same class sign up with the same method.
Managing Classes and Student Profiles

1. Under the “Classes” tab, select “Manage Classes”.

2. Click on Archive to archive classes.

3. Click “Edit Account” to edit the student’s account information.

4. In the student’s account page, you can rename the student, reset his or her password, or delete the student’s account.
Student Reports — Basic

The **Visual Overview** shows you how every student has performed in each activity.

1. To get an overview of student results, select the “**Student Reports**” tab, and then select “**Visual Overview**.”

2. **Filter:** You can then choose which class and unit you’d like to see scores for by using the drop down menus.

3. **Activity Colors:** 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.

4. **Activity Icons:** The puzzle icon indicates a grammar activity, the flag icon indicates a proofreading activity, the target icon indicates a sentence combining activity, and the magnifying glass icon indicates a diagnostic.
5. **Tooltip**: Placing your mouse over a box will give you more information about the activity, including the student's percentage score.

**Quill Premium**

Once your students start using Quill, you can use a Quill Premium trial to see a more in-depth view of student results with three additional 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. You can also download the Reports to share with other people.

![Quill Premium](image)

**Standards: Sam Martinez**

<table>
<thead>
<tr>
<th>Standard Level</th>
<th>Standard Name</th>
<th>Activities</th>
<th>Average</th>
<th>Mastery Status</th>
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</thead>
<tbody>
<tr>
<td>1st Grade CCSS</td>
<td>1.1a. Use Singular and Plural Nouns with Matching Verbs</td>
<td>1</td>
<td>84%</td>
<td>Proficient</td>
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<tr>
<td>1st Grade CCSS</td>
<td>1.1e. Use Verbs to Convey a Sense of Past, Present, and Future</td>
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<td>1.1l. Frequently Occurring Prepositions</td>
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<td>2.2c. Use an Apostrophe to Form Contractions</td>
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<td>91%</td>
<td>Proficient</td>
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**Thank you for learning about Quill!**

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

You can also reach us at **646-442-1095**.