



hello@quill.org  
www.quill.org

# Getting Started Guide for Teachers

## 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.

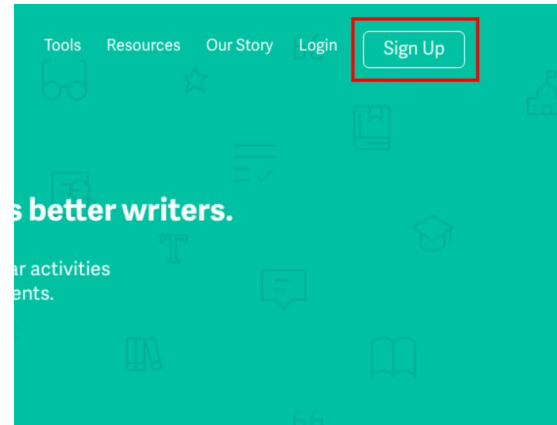
Each activity takes 10 minutes in length, and students typically complete their assignments in class. As students are working, they receive instant feedback on their work. This feedback helps students quickly master writing skills, and it saves teachers dozens of hours spent grading. Teachers can view 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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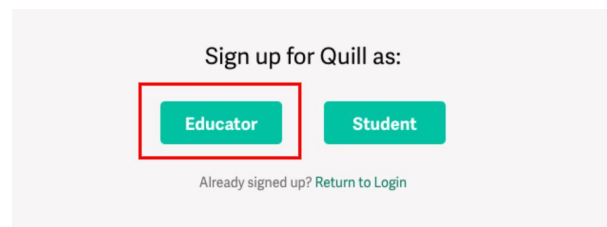
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## Signing Up

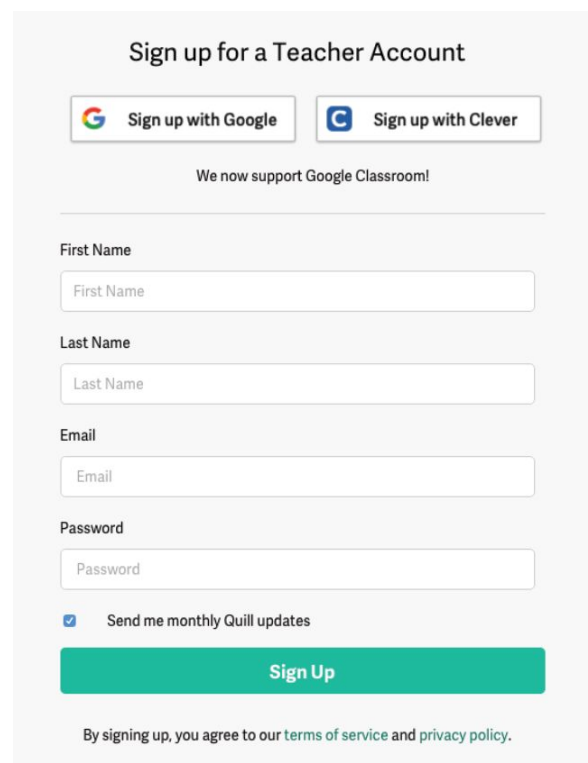
1. Go to **www.quill.org**
2. To sign up, click the **"Sign Up"** button located on the top right of the screen.



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.


 A screenshot of the 'Sign up for a Teacher Account' form. At the top, it says 'Sign up for a Teacher Account'. Below this, there are two buttons: 'Sign up with Google' and 'Sign up with Clever'. A message below these buttons says 'We now support Google Classroom!'. The form includes input fields for 'First Name', 'Last Name', 'Email', and 'Password'. There is a checkbox labeled 'Send me monthly Quill updates' which is checked. At the bottom, there is a large teal 'Sign Up' button. Below the button, a small text line reads 'By signing up, you agree to our terms of service and privacy policy.'

## 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."**

### Create Your Class

After you create a class, you can create students' accounts or have your students sign up with a class code.

Class Name:

Grade:

Class Code:

[Regenerate Class Code](#)

[Create a Class](#)

## Assigning a Quill Diagnostic

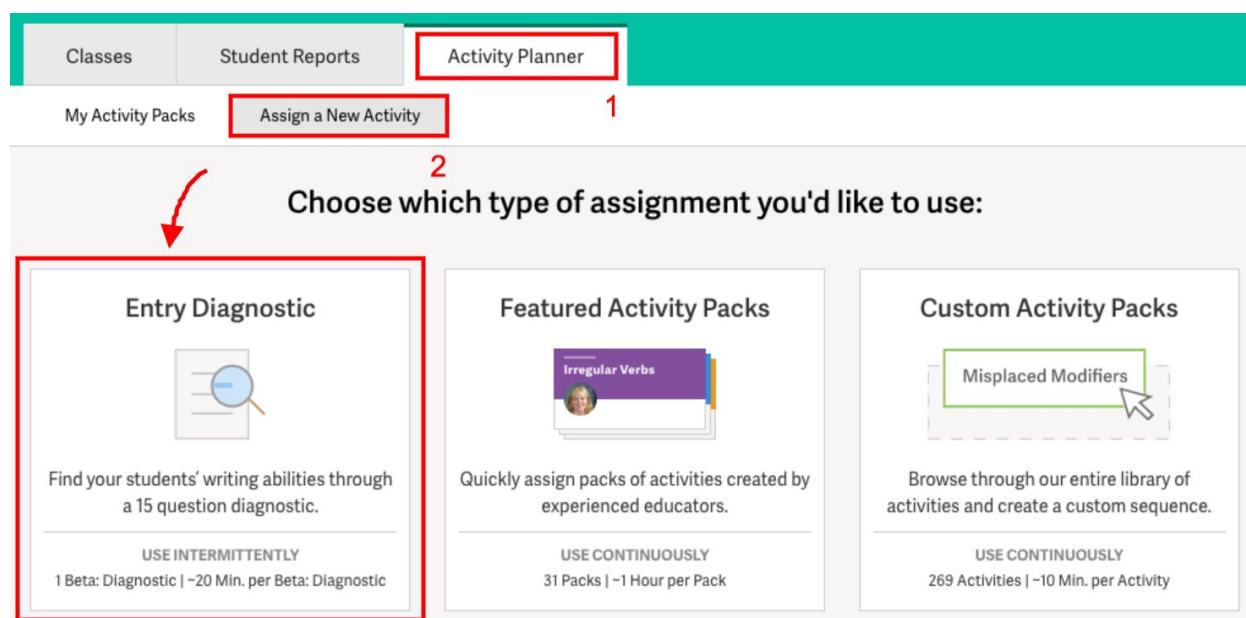
**1. Best Practice:** We recommend first-time users to begin by assigning one of Quill's diagnostics to get a good overview of students' writing skills. When Students complete a diagnostic, Quill will create an individualized learning plan for each student, so it's also an easy and fast way to assign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

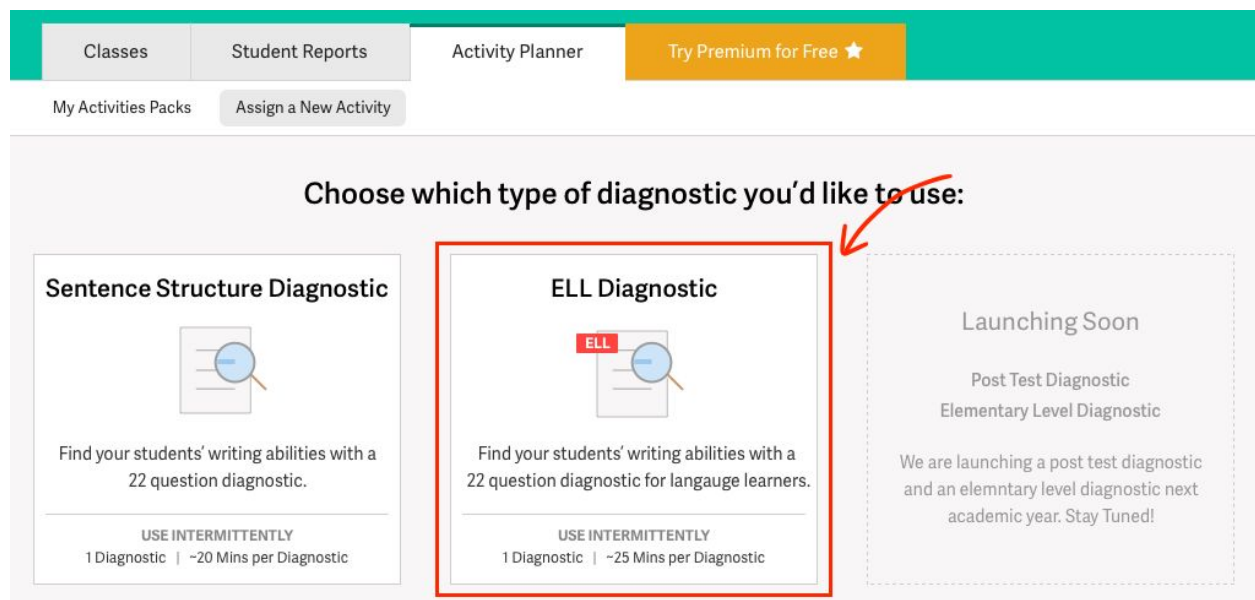
## Assigning the ELL Diagnostic

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."**
3. Select **"View Report"** next to the diagnostic.
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.

**Sentence Structure Diagnostic**

Assess students on eight areas of sentence structure. Quill then recommends up to eight weeks of instruction based on the results.

Quill Classroom ▾ Students Questions **Recommendations**

Based on the results of the diagnostic, we created a personalized learning plan for each student. Customize your learning plan by selecting the activity packs you would like to assign.

☐ Recommended Activity Packs ☒ Assigned Activity Packs  
Assigned activities will not be assigned again.

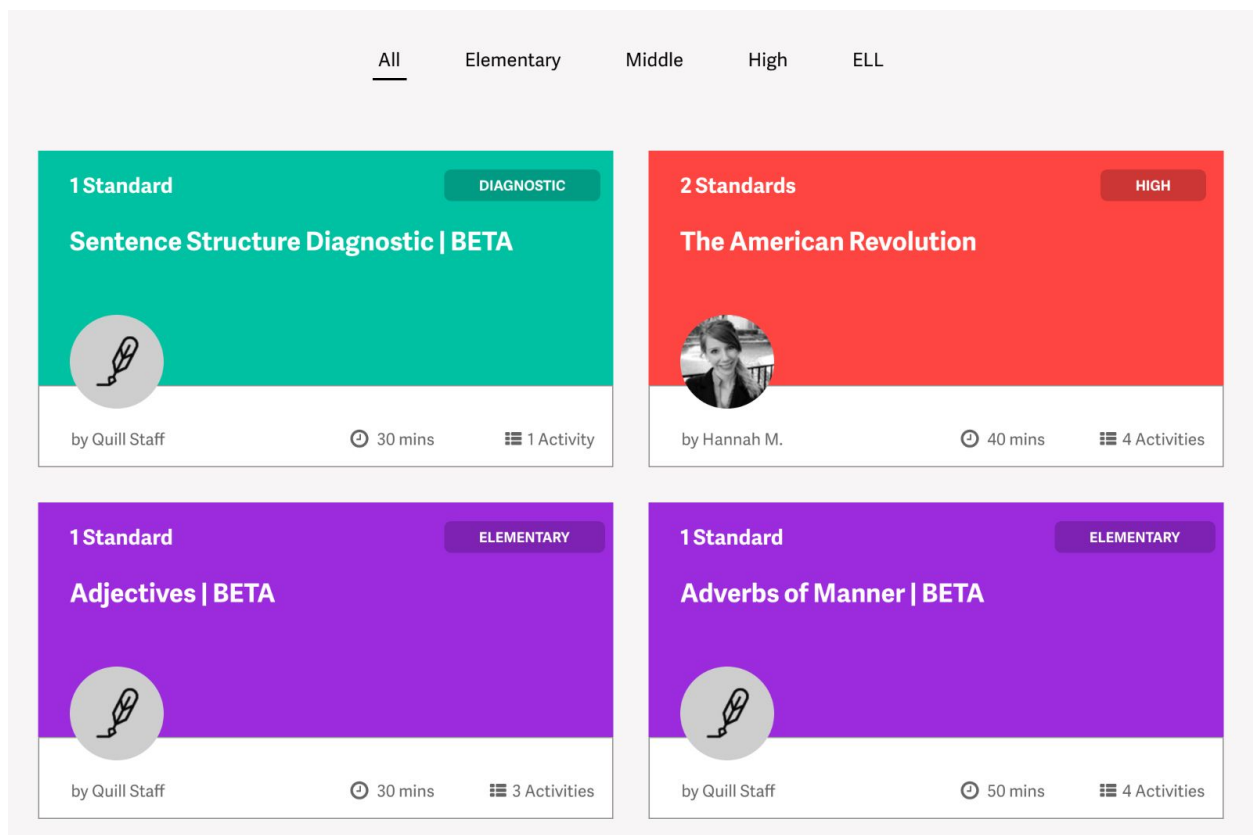
**Assign Activity Packs**

Name	Compound Subjects, Objects, and Predicates View Pack	Adjectives View Pack	Adverbs of Manner View Pack	Compound Sentences View Pack	Complex Sentences View Pack	Appositives and Modifying Phrases View Pack	Parallel Structure View Pack
Maya Angelou	<input type="checkbox"/> Compound Subjects,...	<input type="checkbox"/> Adjectives	<input type="checkbox"/> Adverbs of Manner	<input checked="" type="checkbox"/> Compound Sentences	<input checked="" type="checkbox"/> Complex Sentences	<input checked="" type="checkbox"/> Appositives and Modifying...	<input checked="" type="checkbox"/> Parallel Structure
Charles Dickens	<input checked="" type="checkbox"/> Compound Subjects,...	<input type="checkbox"/> Adjectives	<input type="checkbox"/> Adverbs of Manner	<input type="checkbox"/> Compound Sentences	<input checked="" type="checkbox"/> Complex Sentences	<input checked="" type="checkbox"/> Appositives and Modifying...	<input type="checkbox"/> Parallel Structure
Harper Lee	<input type="checkbox"/> Compound Subjects,...	<input type="checkbox"/> Adjectives	<input type="checkbox"/> Adverbs of Manner	<input checked="" type="checkbox"/> Compound Sentences	<input checked="" type="checkbox"/> Complex Sentences	<input type="checkbox"/> Appositives and Modifying...	<input type="checkbox"/> Parallel Structure

## 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.



The screenshot displays the Quill.org Activity Planner interface. At the top, there are filter tabs: **All** (selected), **Elementary**, **Middle**, **High**, and **ELL**. Below the filters, four activity packs are shown in a grid:

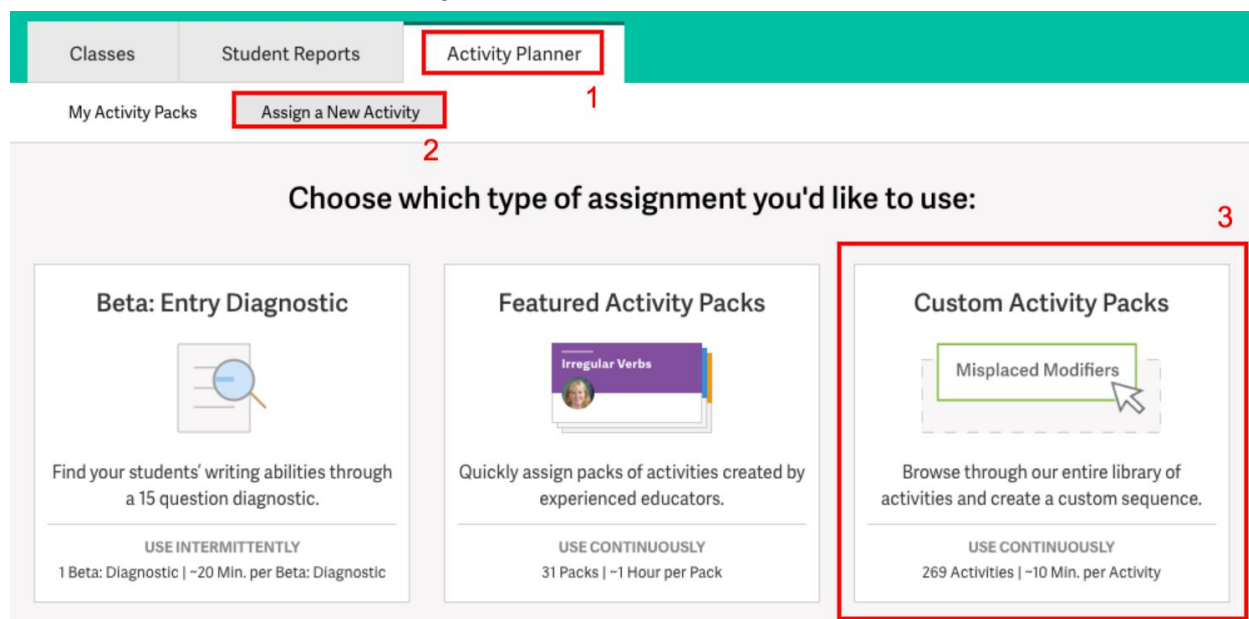
- Top Left (Teal Card):** 1 Standard, **DIAGNOSTIC** tag. Title: **Sentence Structure Diagnostic | BETA**. Icon: Quill logo. Author: by Quill Staff. Duration: 30 mins. Activities: 1 Activity.
- Top Right (Red Card):** 2 Standards, **HIGH** tag. Title: **The American Revolution**. Icon: Profile picture of Hannah M. Author: by Hannah M. Duration: 40 mins. Activities: 4 Activities.
- Bottom Left (Purple Card):** 1 Standard, **ELEMENTARY** tag. Title: **Adjectives | BETA**. Icon: Quill logo. Author: by Quill Staff. Duration: 30 mins. Activities: 3 Activities.
- Bottom Right (Purple Card):** 1 Standard, **ELEMENTARY** tag. Title: **Adverbs of Manner | BETA**. Icon: Quill logo. Author: by Quill Staff. Duration: 50 mins. Activities: 4 Activities.



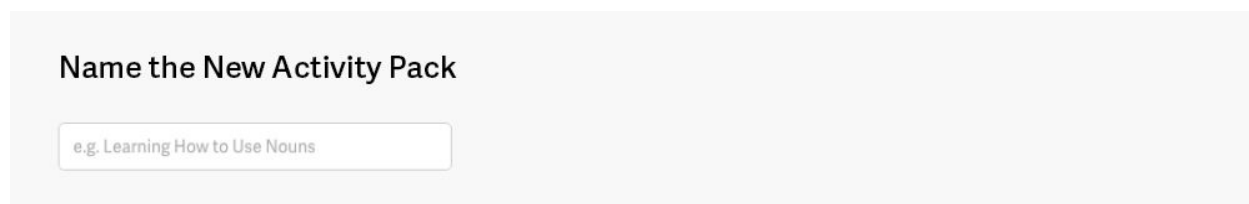
## Assigning A Custom Activity Pack

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

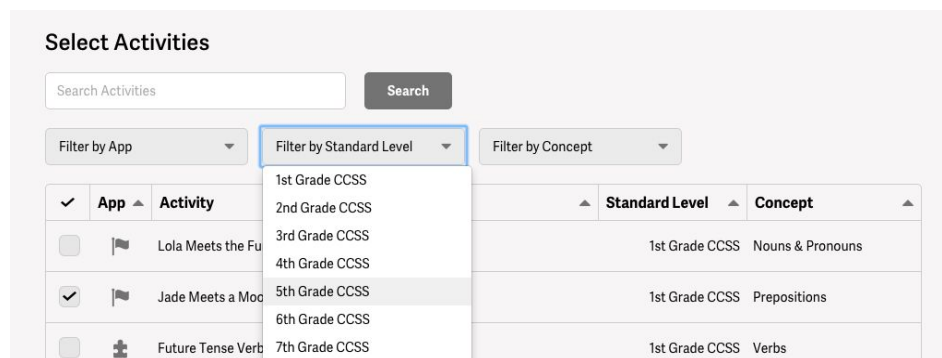
1. First select **"Activity Planner."**
2. Then click **"Assign a New Activity."**
3. Select the **"Custom Activity Packs"** card.



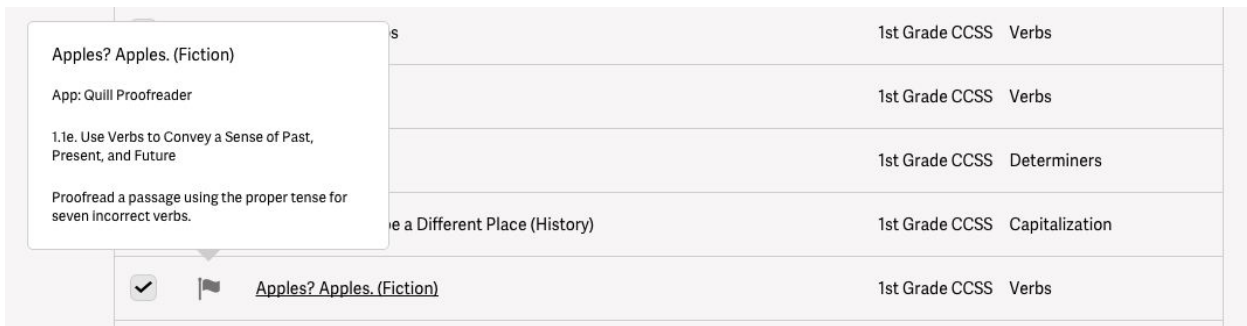
4. First, name your activity pack.□



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.



The screenshot shows a tooltip for the activity "Apples? Apples. (Fiction)". The tooltip contains the following information:

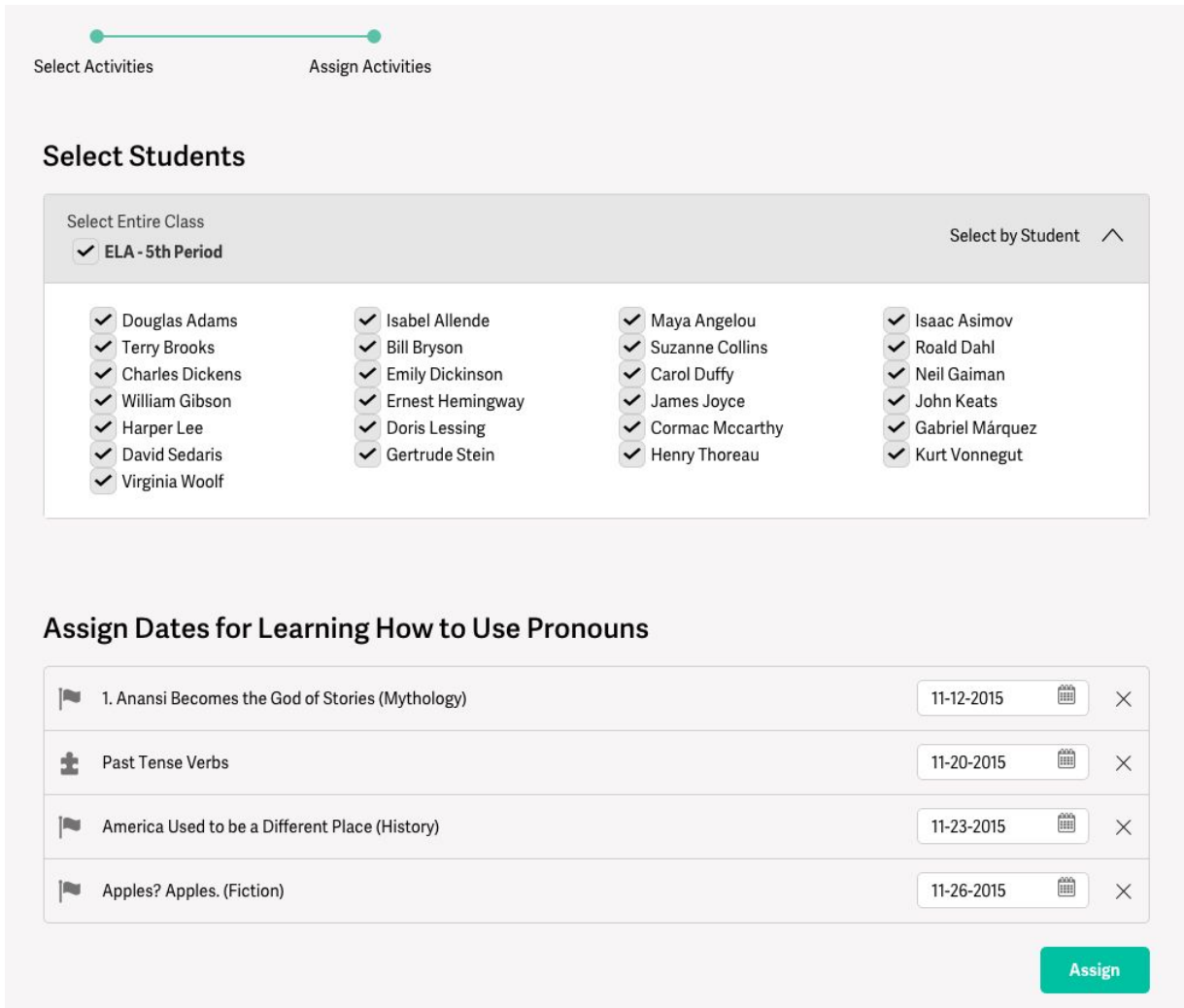
- App: Quill Proofreader
- 1.1e. Use Verbs to Convey a Sense of Past, Present, and Future
- Proofread a passage using the proper tense for seven incorrect verbs.

The background shows a table of activities with columns for activity name, grade, and standard. The activity "Apples? Apples. (Fiction)" is highlighted.

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."**



The screenshot shows the "Select Students" section of the Quill interface. It includes a progress bar at the top with "Select Activities" and "Assign Activities" steps. Below the progress bar, the "Select Students" section is active. It shows a list of students with checkboxes next to their names. The "Select Entire Class" option is selected, and "ELA - 5th Period" is chosen. A "Select by Student" link is also visible. Below the student list, the "Assign Dates for Learning How to Use Pronouns" section is shown. It contains a table with columns for activity name, date, and a close button. The activities listed are:

- 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

An "Assign" button is located at the bottom right of the interface.

## 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.

### Option 3: Create Accounts for Your Students

**Username:**

The students' usernames are their names combined with your class code.

For example, John Smith is **john.smith@prize-bait**

**Password:**

If you create a student account, the passwords are set to the students' last names by default.

For example, John Smith's password would be **Smith**, with the first letter capitalized.

**Add Your Students**

First Name

Last Name

Add Student

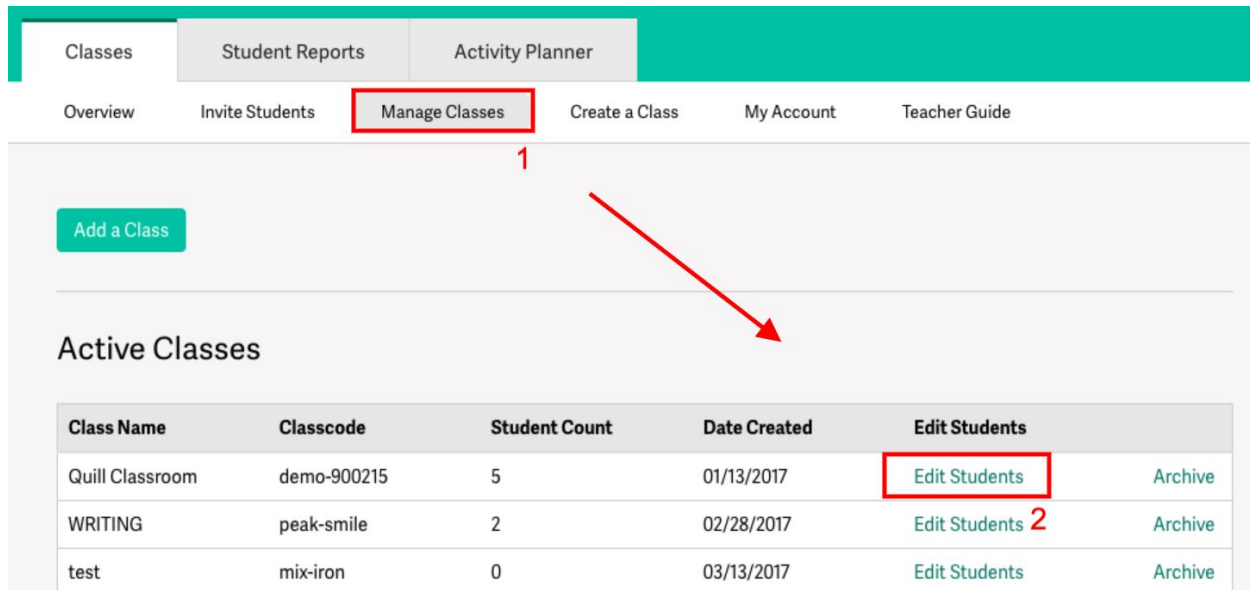
Download Login Sheet

First Name	Last Name	Username
Maya	Angelou	maya.angelou.107982@demo-teacher

**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.



Classes | Student Reports | Activity Planner

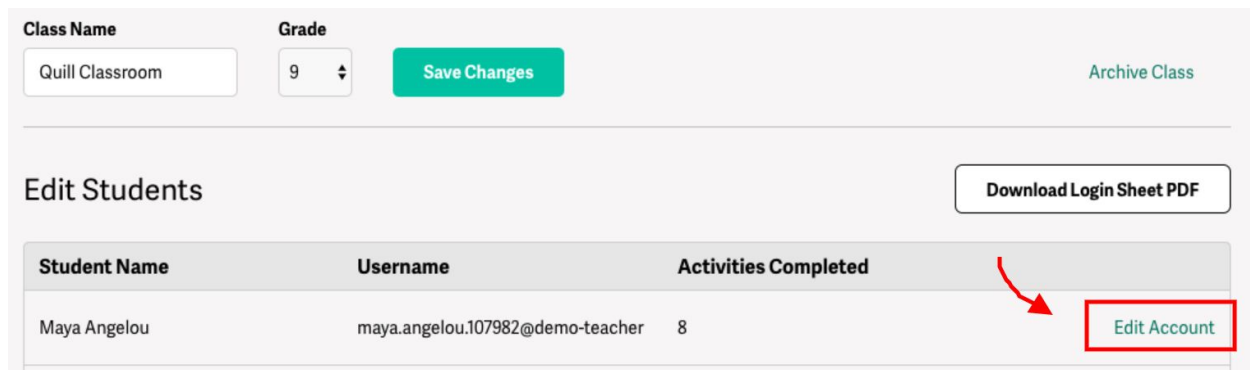
Overview | Invite Students | **Manage Classes** | Create a Class | My Account | Teacher Guide

[Add a Class](#)

### Active Classes

Class Name	Classcode	Student Count	Date Created	Edit Students	
Quill Classroom	demo-900215	5	01/13/2017	<a href="#">Edit Students</a>	<a href="#">Archive</a>
WRITING	peak-smile	2	02/28/2017	<a href="#">Edit Students</a>	<a href="#">Archive</a>
test	mix-iron	0	03/13/2017	<a href="#">Edit Students</a>	<a href="#">Archive</a>

3. Click "**Edit Account**" to edit the student's account information.



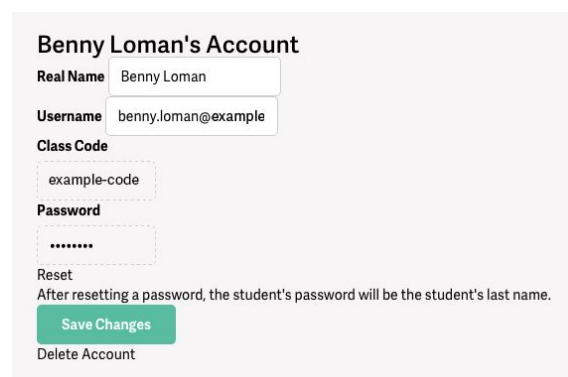
Class Name:  Grade:  [Save Changes](#) [Archive Class](#)

### Edit Students

[Download Login Sheet PDF](#)

Student Name	Username	Activities Completed	
Maya Angelou	maya.angelou.107982@demo-teacher	8	<a href="#">Edit Account</a>

4. In the student's account page, you can rename the student, reset his or her password, or delete the student's account.



### Benny Loman's Account

Real Name:

Username:

Class Code:

Password:

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

[Save Changes](#)

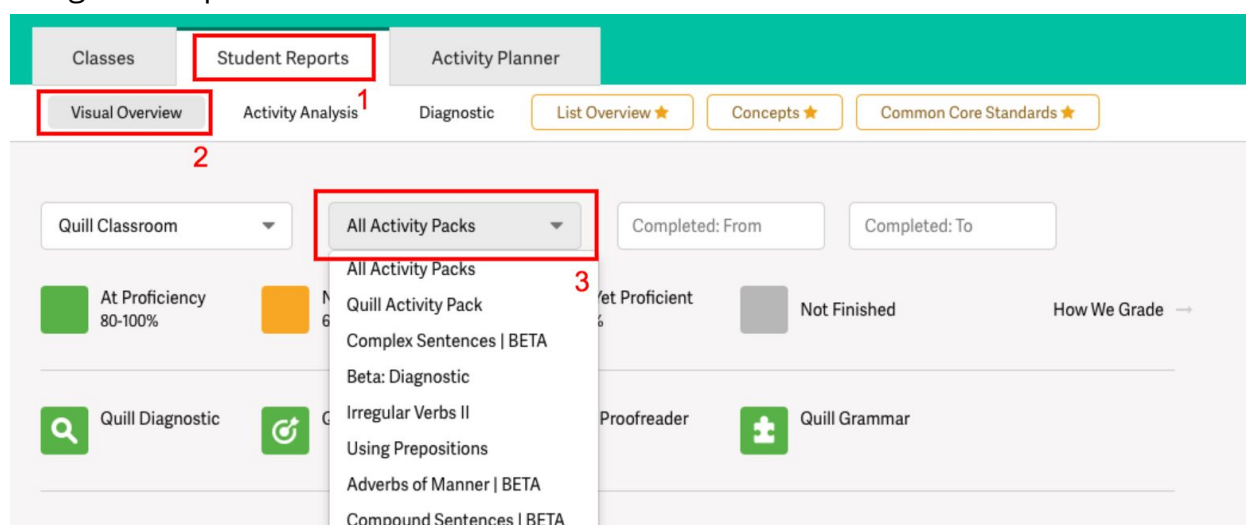
[Delete Account](#)

## Student Reports — Basic

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

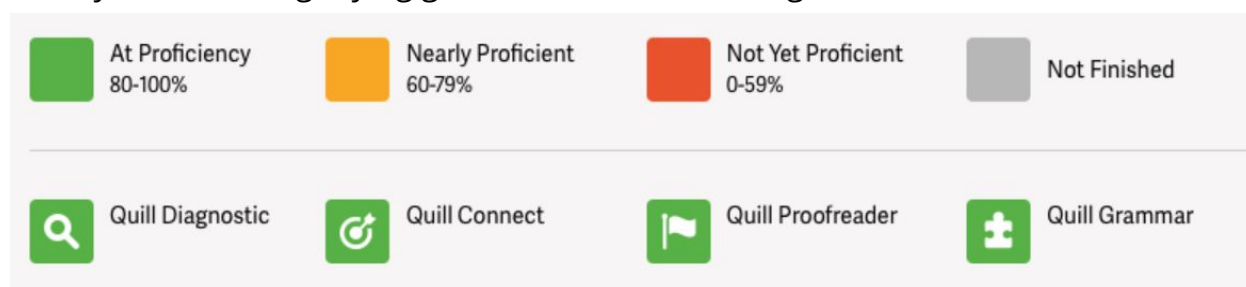
**1.** To get an overview of student results, select the “**Student Reports**” tab, and then select “**Visual Overview**.”

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

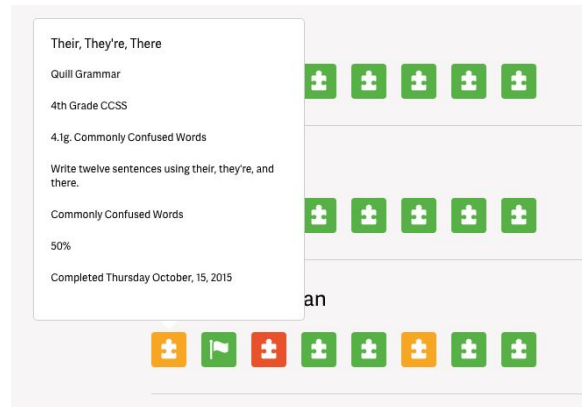


**3. Activity Colors:** Each box represents an assigned activity. As students complete activities, the boxes will be green, yellow, or red, depending on the student's proficiency. Gray boxes indicate that the student has not completed the activity yet.

**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.

[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

**Thank you for learning about Quill!**

If you have anymore questions, please email us at [hello@quill.org](mailto:hello@quill.org)

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