



Spellbound for Success[®] User Guide

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IMPORTANT: YOU WILL NEED TO RUN THE PROGRAM USING [GOOGLE CHROME](#) OR [MOZILLA FIREFOX](#). FUNCTIONALITY MAY BE LIMITED WITH INTERNET EXPLORER. YOU MAY NEED THE HELP OF YOUR IT DEPARTMENT TO DOWNLOAD THE NEW BROWSER.

IF ACCESSING THE PROGRAM ON A TABLET, USE THE NATIVE BROWSER.

LOGGING IN TO SPELLBOUND FOR SUCCESS®

If you have not yet received your login information, please contact Creative Learning by Design at 254-751-0922 or info@cldtx.org.

To access the program, visit <https://cldsuite.cldtx.org>.

Log in using the credentials provided by Creative Learning by Design or your program administrator.

There are two types of administrative users:

District Administrators: These users can manage users, students, etc. assigned to any campus that uses the program in the district. It is likely that your SPED Director or IT Coordinator will hold this role.

Campus Administrators: These users can only manage users, students, etc. on the campus to which he or she is assigned.

Upon logging in, you will be taken to the home screen and will see the program icons. You may not have access to every program visible.

You will also create login information for each student that will use the program. This is explained in future steps.

INITIAL SET UP OF SPELLBOUND FOR SUCCESS®

You will need to complete these steps in the following order to prevent errors:

1. SETTING UP USERS

1. Navigate to the drop-down **Admin Panel** in the top menu bar, then select **Manage Users**. The Users grid appears.
2. To add a new user, select **Add User**.
3. Enter user information, using a valid email address for the Username.
4. Determine the role of the user.
 - a. **District Admin** can manage any campus within the district.
 - b. **Campus Admin** can make changes within the program and run reports.
5. Click **OK**.

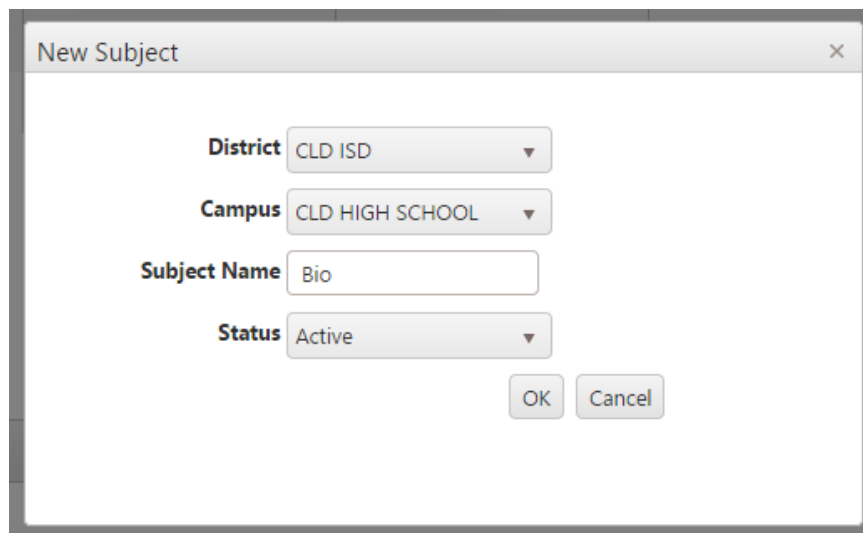
2. SETTING UP SUBJECTS

Adding a Subject

1. Hover over **Admin** in the top menu, then select **Manage Subjects**.
2. Click **Add Subject**.
3. Type the name.
4. Click **OK**.

Editing a Subject

1. Hover over **Admin** in the top menu, then select **Manage Subjects**.
2. To edit an existing subject, just click the **Edit** button.
3. Make any necessary edits.
4. Click **OK** to save your changes.



The image shows a 'New Subject' dialog box with the following fields and values:

- District:** CLD ISD
- Campus:** CLD HIGH SCHOOL
- Subject Name:** Bio
- Status:** Active

Buttons: OK, Cancel

3. SETTING UP TEACHERS

Adding a Teacher

1. Hover over **Admin** in the top menu, then select **Manage Teachers**.
2. Click **Add Teacher**.
3. Enter the first and last name.
4. Select the campus the teacher will be assigned to.
5. Click **OK**.

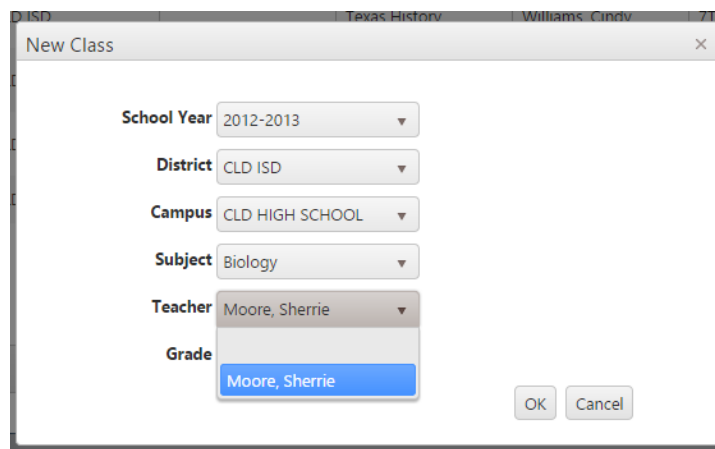
Editing a Subject

1. Hover over **Admin** in the top menu, then select **Manage Teachers**.
2. To edit an existing teacher, just click the **Edit** button.
3. Make any necessary edits.
4. Click **OK** to save your changes.

4. SETTING UP CLASSES

Adding a Class

1. Hover over **Admin** in the top menu, then select **Manage Classes**.
2. Click **Add Class**.
3. Select the School Year from the drop-down menu.
4. Designate the District and Campus.
5. In the Subject and Teacher drop-down menus, you will see the information you previously entered. Select the appropriate Subject and Teacher for the class.
6. Click **OK**.



The screenshot shows a 'New Class' dialog box with the following fields and values:

- School Year: 2012-2013
- District: CLD ISD
- Campus: CLD HIGH SCHOOL
- Subject: Biology
- Teacher: Moore, Sherrie
- Grade: Moore, Sherrie

Buttons: OK, Cancel

Editing a Class

You may need to edit a class if the teacher is changed. To do so:

1. Hover over **Admin** in the top menu, then select **Manage Classes**.
2. Find the class in the list.
3. Make any necessary edits to the subject, teacher or grade level.
4. Click **OK** to save your changes.

5. SETTING UP STUDENTS

In order to determine how many students you are able to enter into the system, refer to your licensing agreement. If you exceed the number of purchased seats, you will be alerted that you are at capacity. You may either delete inactive students or contact Creative Learning by Design to upgrade your license. You can see pricing information [HERE](#).

There are two ways to enter students into the Spellbound for Success[®] program:

Method One: Manual Entry

1. Hover over **Admin** in the top menu, then select **Manage Students**.
2. Click **Add Student**.
3. Create a username* and password** for the student.
 - *We recommend creating a username in a unique format such as LastName+StudentID (i.e. Cruise123456).
 - **Password must start with alpha characters.
4. Click **Continue**.
5. Enter the appropriate information for the student on the following screen.
6. Click **Save**.

NOTE: If you are a District Admin user, you'll need to specify which campus the new student should be assigned to.

Like in other parts of the program, you may also edit student information and reset the student's password on this screen. At the end of each school year, the program will automatically bump students up to the next grade level.

Method Two: Import Students

If you would like to enter many students at the same time, you may want to use the import function.

1. You will first need to download the Student Import Template. You may download the template in the Support tab or by clicking [HERE](#).
2. It is CRUCIAL that this template is filled out EXACTLY as displayed. You will see two example entries. After reviewing, delete this information, then enter student information* for your campus.
 - *Many of the fields are based on your PEIMS data. If you choose to copy/paste, just be sure to reformat according to the template.
3. Save this file to a location on your computer and return to the Study Hall 101[®] website.

4. Hover over **Admin** in the top menu, then select **Import Students**.
5. Select **Choose File**.
6. Navigate to the saved location and click **Open**. You will see the name of the file listed.
7. Click **Import**.
8. If the import was successful, the program will say, “[x number] of students successfully imported.” (If this is not the first time students have been added, it may also say students were updated.)
9. If there were errors upon import, the program will list the location (line) of the errors. You will need to navigate back to the saved file and correct any errors. If you need help, contact Creative Learning by Design at info@cldtx.org or 254-751-0922.

CREATING SPELLING LISTS

To create a spelling list (the game the student will play), complete the following steps.

1. Hover over **Admin** in the top menu, then select **Spellbound Editor**.
2. Click **Add Spelling List**.
3. Use the **Class** drop-down menu to select the appropriate class for the information you are about to enter. You will see that the classes have been created using the school year, subject, grade, and teacher information entered in previous steps.
4. You may also choose to enter Textbook and Publisher information; however this is optional.
5. Click **OK**
6. Click **Add Chapter**.
7. Begin entering information:
(Please note: you cannot enter the info. in all caps or it will not fit in the game!)
 - a. On the first line, type in the first spelling word to learn. You will then enter two misspellings of that word. For example, if the spelling word is “alphabet,” you may enter “alphebet” and “alfabet” as the incorrect spellings. These words may be phonetic spellings or common mistakes students have made on their tests.
 - b. You will also enter a definition for the word (i.e. all the letters in a language).
 - c. In this program, there is room for 20 spelling words for each page. **YOU MUST ENTER ALL 20 WORDS**. If you have less than 20, you may consider reviewing or previewing words from other chapters/lists.
 - d. On the other hand, if you have more than 20 words, divide the list into two sections (for example, “List 1a” and “List 1b”). Repeat as many words as necessary to fill up the rows.
 - e. The Keywords may be up to 30 characters in length and Long Descriptions may be up to 55 characters. Because of these space limitations, you may need to get

creative at times with abbreviations and rewording. However, always make sure that students will be able to understand exactly what the definition is trying to communicate.

- f. Click **OK** when you are done editing. You will get a “Save Successful” notification.
- g. If you would like to add additional chapters to what you previously entered for this same subject and teacher, then go to the Spellbound Editor, click **Add List**. Then begin entering your new information – making sure that you give the new chapter a unique name.

CREATING WORKSHEETS

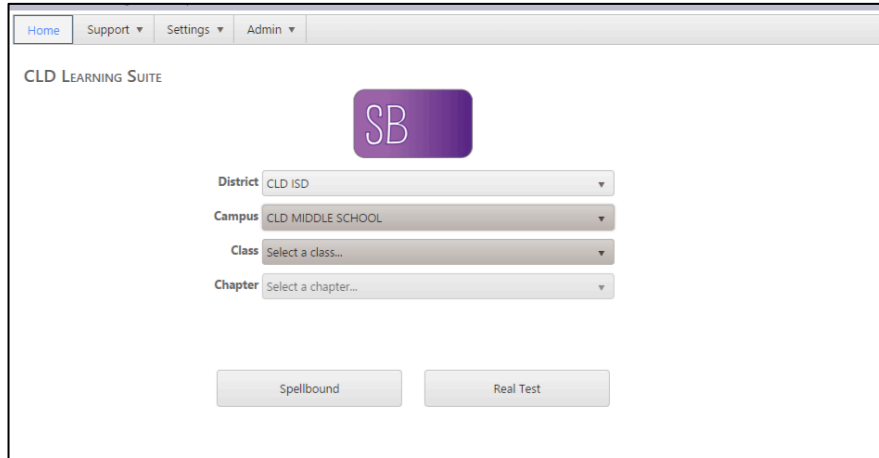
1. Hover over **Admin** in the top menu, then select **Spellbound Editor**.
2. Find the study file you would like to print worksheets for.
3. Click **Edit**.
4. Click **Worksheets** next to the chapter. A window will open that looks similar to the reports window.
5. Click the save icon and select PDF. A file will download.
6. Open the file and print to your networked printer.

PLAYING SPELLBOUND FOR SUCCESS®

We recommend that teachers run through the game after a spelling list is entered. This will give you a better understanding of what the students will be seeing and may help you to find errors!

1. Click on **Home** in the main top menu. You will be taken back to the page you saw when first logging in.
2. Click on the Spellbound for Success® icon.
3. You will see a series of drop-down menus.
4. There will likely be only one option in the District and Campus selection menus (unless you are a District Admin with multiple campuses).
5. Next, select the Class and Chapter. This information is pulled directly from what was entered in the Spellbound Editor.





6. Student have two options for each file: Spellbound or Real Test.
 - a. Spellbound will be the students' initial exposure to the information. They will review all 20 words and play games to reinforce their knowledge. The program will keep score of the amount of times a student correctly answers a question. At the end, the student will see a graph that tells them how they did and will be able to print out a certificate that shows their grade, bank and time spent on the chapter.
 - b. The Real Test quizzes the students over all 20 words without providing immediate feedback regarding right and wrong answers. A student is given a grade upon completion.

USING A SCREEN READER

If you are running Spellbound for Success[®] in Google Chrome (AGAIN, HIGHLY RECOMMENDED), there are several extensions you can install that will enable screen reading functionality.

We recommend ***SpeakIt!*** or ***Chrome Speak***. Both are FREE can be found in the [Chrome Store](#). Once installed, students will highlight words on the learning screens*, right click and select "Read the selected text" or "SpeakIt!"

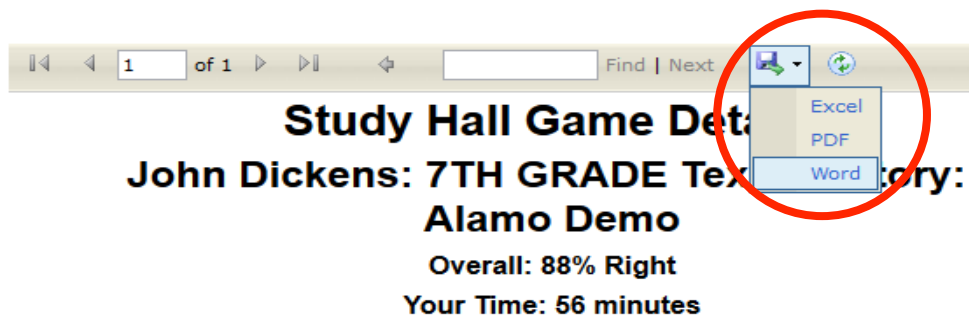
SPELLBOUND FOR SUCCESS® RESULTS

Once a student has finished the chapter, he will be taken to a page that reveals their total bank amount and the time it took to complete the game (if a student worked on the same file over several days, the time will reflect this; i.e. 1081 minutes, not just the time he or she was actually in the game). At the bottom of the screen, he will click “Continue.”

The results can be viewed as a table or graphically as a chart. The report shows the number of times he attempted to answer the question and how many of those attempts were correct.

To print this report:

1. Click **Print**.
2. A popup will appear. Select the Save icon (pictured below). You may choose to download the report as a PDF, Excel file or Word document.



If a student fails to retrieve the report at this point, results may also be accessed in the Study Editor.

1. Hover over **Admin** in the top menu, then select **Spellbound Editor**.
2. Navigate to the study file and click **View Sessions**.
3. Select the chapter.
4. Find the student’s name and click **Details**.
5. The same popup will appear as described before.

SPELLBOUND EDITOR

Add Spellbound

School ...	District	Campus	Subject	Teacher				
2014-2015	CLD ISD	CLD MIDDLE SCHOOL	Science	Silly	Edit	Delete	View Sessions	View Tests

TIPS AND TRICKS

- If you have a spelling list that doesn't need to be associated with a specific teacher (e.g. STAAR vocabulary), you can assign the file to ALL TEACHERS. Do this on the Add Teacher screen by entering a single space in the first name box and ALL TEACHERS as the last name.
- Many times the program will not be networked to your preferred printer. When printing reports, export the report as a PDF, Excel or Word document, and then print directly from your computer.
- If you are looking for a specific student or record, you can easily filter by clicking the arrows next to the column headers. It is suggested that you use the drop-down to select "Contains" before typing in your keyword. If you use "Is Equal To" you must type EXACTLY what has been entered into the system. For example if you're looking for student Smith, John but you simply type "John" into the search bar, it will not yield any results.

MANAGE STUDENTS

Add Student

Student ID	Last Name	First Name	Campus	Grade	Username		
34	Hernandez		GH DL	12th Grade	Hernandez4568..	Edit	Delete
124	Duck		GH DL	8th Grade	Duck323	Edit	Delete
59	Cruise		GH DL	11th Grade	Cruise987654	Edit	Delete

show items with value that:
Contains
And
Is equal to
Filter Clear

1 - 3 of 3 items