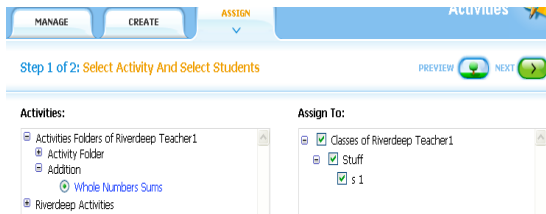## Assigning an Activity

1. Click the **Activities** icon.
2. Select the **Assign** tab.
3. Activities are listed on the left of the screen. Click on the plus sign to see the list of activities. Click on the name of the Activity you wish to assign.
4. Your classes are on the right of the screen. Click the plus sign next to your classes and click the checkbox to select the class.

5. Click the **Next** button to continue.
6. Select the **Start Date** and **Due Date**.
7. Click the **Assign** button.

Creating a Test

1. Click the **Tests** icon.
2. Select the **Create** tab.
3. Add content to your Test by clicking the blue arrows and checking the boxes of the desired content.
4. Enter the number of questions to randomly select for your test.
5. Click the **Next** button.
6. Click a question number to see the question.
7. To remove a question, click the checkbox next to the question number.
8. Click the **Next** button.
9. Type in a name, optional description, and select the folder to save your test.
10. Click the **Save** button.
11. To assign the Test right away click the **Yes** button. Otherwise click the **No** button.

Assigning a Test

1. Click the **Tests** icon.
2. Select the **Assign** tab.
3. Tests are listed on the left of the screen. Click on the plus sign to see the list of tests. Click on the name of the Test you wish to assign.
4. Your classes are on the right of the screen. Click the plus sign next to your classes and click the checkbox to select the class.
5. Click the **Next** button to continue.
6. Select the **Start Date** and **Due Date.**
7. Click the **Assign** button.

Generating a Report

1. Click the **Reports** Icon.
2. Select the **Class** or **Student** tab.
3. Select the class or student for which you want to generate a report from a drop-down list.
4. Select **Report Type,** Activity or Test.
5. Select **Report for.**
6. Select the **Between dates** of activity or test.
7. Click the **Generate Report** button to generate the report in PDF format.
8. Click the **Export** button to export the report to CSV format, may be opened in Excel.

> **Remember to use the Teacher Tutorial and Help icon for more details**

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Riverdeep® **LMS**™ **4**

LEARNING MANAGEMENT SYSTEM

Quick Reference Guide

Accessing the Portal

From School
http://riverdeep2.pinellas.k12.fl.us
From Home
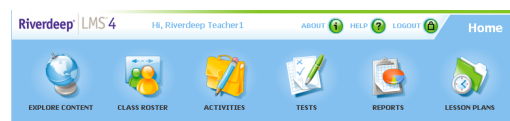http://rdhome2.pinellas.k12.fl.us
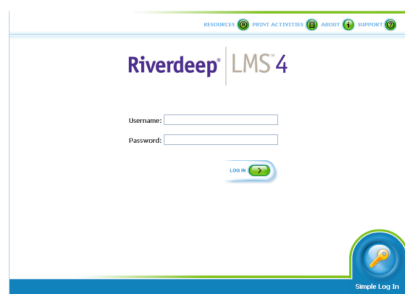
Teacher Log In

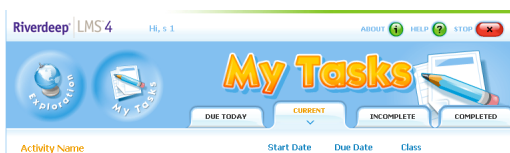**Username** – Same as Domain plus school number. EX: drosss1234

Password – 6 Digit Birth date

Student Log In

Username – 10 Digit Student Number

Password – 6 Digit Birthdate
Grades K - 2 Use Simple Login

Whole Group Instruction

1. Click the **Exploration** icon.
2. Select the **Math** or **Language Arts** tab.
3. Choose a Course.
4. Drill through the course and select the lesson/activity to be used during whole group instruction.

Creating a New Class (Group)

1. Click the **Class Roster** icon.
2. Click the **Create** tab.
3. Type the **Class Name** and select the grade level.
4. Click the **Next** button.

5. Click on the students names from the left side of the screen.
6. Click the green arrow in the center to move students into your class.
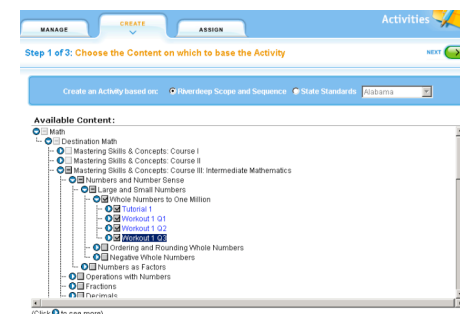7. Click the **Save** button.

> **Students may be in more than one class or group**

Adding/Removing Students To/From Your Class

1. Click the **Class Roster** icon.
2. Select the class that you want to add/ remove students from the **Select Class** drop down menu.
3. Click on **Edit Students (-+)** button.
4. To add student(s), select students from the **left** and click the green arrow in the center.
5. To remove student(s), select students from the **right** and click the green arrow in the center.
6. Click the **Save** button.

Creating an Activity

1. Click the **Activities** icon.
2. Select the **Create** tab.
3. Add content to your Activity by clicking the blue arrows and checking the boxes of the desired content.

4. Click the **Next** button to continue.
5. Specify the Activity name and select the folder to save your activity.
6. Click the **Save** button.
7. To assign the Activity right away click the **Yes** button. Otherwise click the **No** button.