

## Creating a Test

1. Click the **Tests** icon.
2. Select the **Create** tab.
3. Add content to your Test by clicking the blue circle & 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 **Usage** or **Student(s)** tab.
3. Select **Details**.
4. Select **Class Name**.
5. Select **Student Name(s)**.
6. Select **Report**.
7. Select **Report Type**.
8. Select **Report For**.
9. Display As: **Choose a Report**
10. Targeted Benchmark: **Click or Browse**
11. Targeted Learning Objectives: **Click or Browse**
12. Select the **Between dates** of activity or test when choosing more than one activity or test.
13. Click the **View Report** button to generate the report in PDF format.
14. Click the **Export** button to export the report to CSV format, may be opened in Excel.

## Resources

1. You must be completely **"Logged Out"**
2. From the Main LMS Log-in Screen, Find the **Green**  button.
3. Click on this Resource Button
4. See all of the choices on the left side.
5. Choose the Course or Correlation information you would like.
6. Find Print, Classroom and Take-home Activities.

## Whole Group Instruction

1. Click the **Explore Content** icon.
2. Select the tab of the subject you want.
3. Choose a Course.
4. Drill through the course and select the lesson/activity to be used during whole group instruction.



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## Quick Reference Guide

From the **M-DCPS** website:

(<http://www.dadeschools.net>)

Click on student link, and then locate the [Riverdeep](#) link to the far right or

<http://riverdeep.dadeschools.net>

## Your HMH Team

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*We are here to help!*

## Log In Information

Username & Password are the same

**For Teachers:** Employee ID Number

**For Students:** Student ID Number

## 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. Click the **Last Name** header to alphabetize & then click the **Grade** header to place in grade order.
5. To add student(s), select students from the left and click the **green arrow** in the center.
6. To remove student(s), select students from the right and click the **green arrow** in the center.
7. Click the **Save** button.

## 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 the **Last Name** header to alphabetize & then click the **Grade** header to place in grade order.
6. Click on the students names from the left side of the screen.
7. Click the **green arrow** in the center to move students into your class.
8. Click the **Save** button.

## Selecting / Assigning From a Shared Lesson Plan

1. Click the **Lesson Plans** icon.
2. Under the **Manage** tab, select the **Shared Lesson Plans** blue circle.
3. Click on the blue circle next to the **Shared Lesson Plans** of your choice.
4. Click on the specific **Lesson Plan** you would like.
5. Select **Open**.
6. Scroll down to the bottom of the page.
7. Click on the **green Assign** button.
8. On the next screen, select the activity you want to assign from the left side of the screen & the group you want to assign it to from the right. (Click the + sign next to your name to show the list of classes)
9. Click **Next**
10. Set the **Start Date & Due Date**
11. Click **Assign**
12. Select **Yes** if you would like to assign another activity from this lesson plan & repeat steps 8-11. If not, select **No**.

*Visit the Teacher Tutorials section at any time for help on the DLM.*

*Visit [it.dadeschools.net](http://it.dadeschools.net) & select Riverdeep under Teacher Tools to find more tutorials & our Parent Flyer.*



## Creating an Activity

1. Click the **Activities** icon.
2. Select the **Create** tab.
3. Add content to your Activity by clicking the blue circles & checking the boxes of the desired content – then click next.



4. Verify the selected content & click the **Next**.
5. Specify the Activity name & 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.

## 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 next to the **Activities Folders** to see your 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 name & 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.
8. If you want to assign another activity select yes.