



MathsOnline

Teacher User Guide



Step-by-step
instructions to help you
utilise **MathsOnline** to
its full potential!



www.mathsonline.com.au

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1. Getting Started with MathsOnline

A. Your Teacher Centre

Once you have signed up and logged in as a teacher, you will arrive at your **Teacher Centre**.

Your Teacher Centre is the main hub where you can add/edit and view classes, students, tasks and curricula. You can also access a variety of tools and information.

Classes

This is where you can view, add, edit and delete your assigned classes.

Students

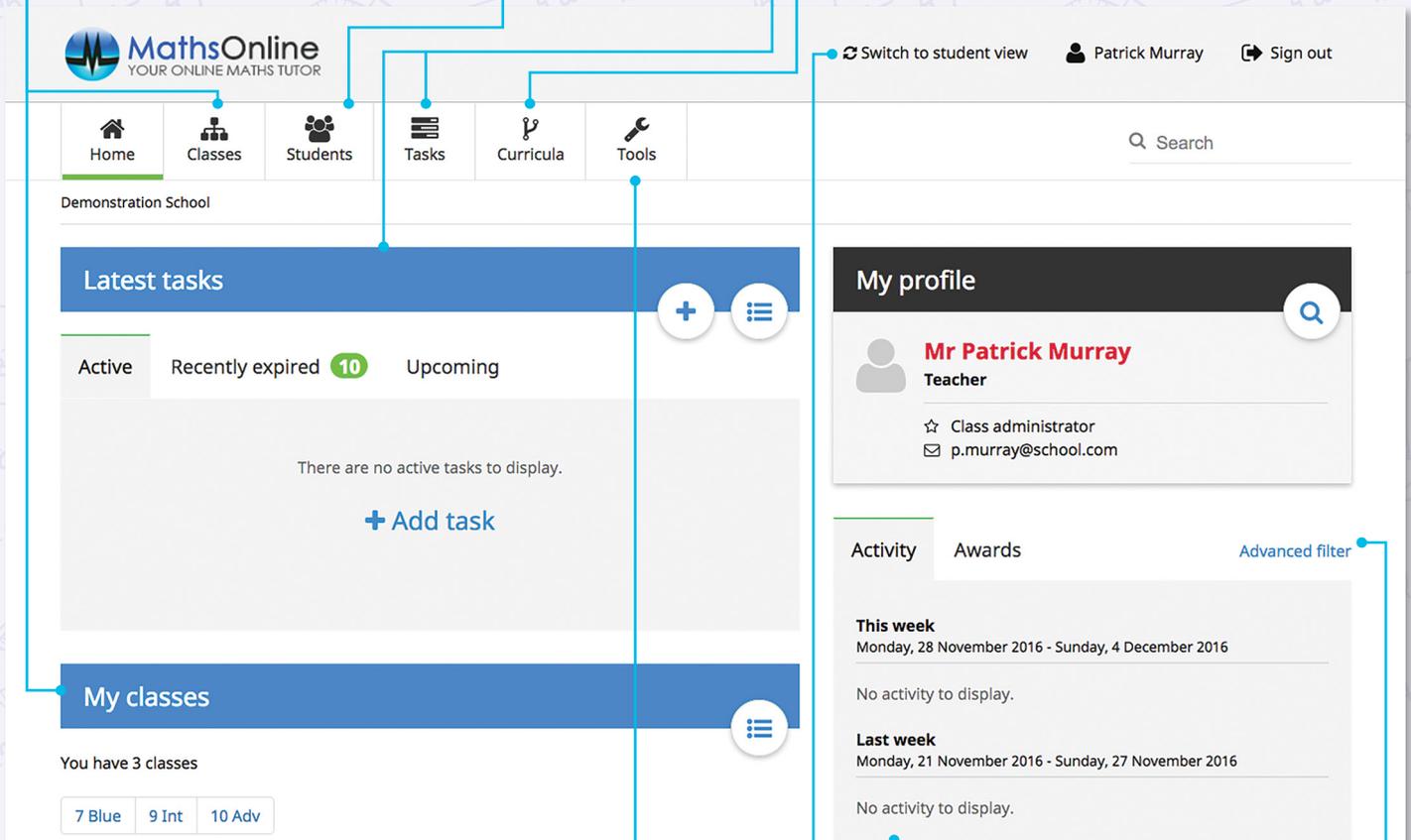
View, add, edit and delete your individual students here.

Tasks

Here you can assign tasks for your classes and students. You can also view all set tasks, past and present.

Curricula

Design and set a curriculum for your classes and students here.



The screenshot shows the MathsOnline Teacher Centre interface. At the top, there is a navigation bar with icons for Home, Classes, Students, Tasks, Curricula, and Tools. Below this is a search bar and a user profile section for Mr Patrick Murray, Teacher, with options to switch to student view and sign out. The main content area is divided into two columns. The left column features a 'Latest tasks' section with tabs for Active, Recently expired (10), and Upcoming. Below this is a 'My classes' section showing 3 classes (7 Blue, 9 Int, 10 Adv). The right column features a 'My profile' section and an 'Activity/Awards' section with tabs for Activity and Awards, and an 'Advanced filter' option. Callouts from the text boxes point to these specific elements in the interface.

Tools

This enables you to browse all lessons, export reporting data and print student login labels.

Switch to student view

Clicking here allows you to see what your students see when they log in to MathsOnline.

Activity/Awards

Easily view your student's activity on MathsOnline and the awards they have achieved.

Advanced filter

This enables you to view the activities of particular classes in more detail.

2. Administration

A. Full Administrator and Class Administrator permissions

When setting up a teacher, you can identify which administration level they are allowed to use.

Full Administrators:

- Can edit the entire school roll, including teacher lists, class lists and student lists
- Can drill down into any class to view and print reports, and can open up any student account to monitor their progress
- Can select any classes and students in the school when setting the recipients of a task or curriculum
- Will have a **Teachers** option on their top navigation bar.

Note: There is no limit to the number of full administrators your school can have.

Class Administrators:

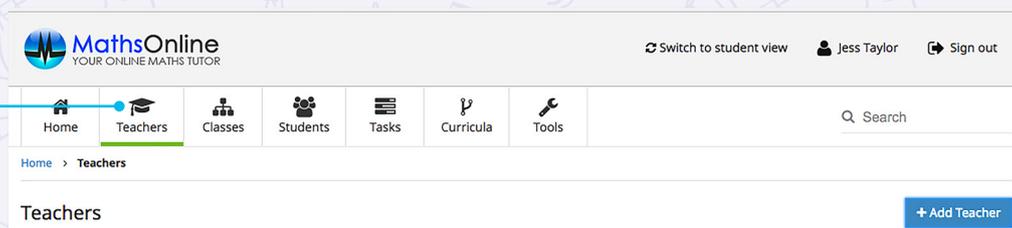
- Can only view and edit their own classes and the students within those classes
- Can only assign their own classes and students as recipients, when setting tasks.

B. How to add, delete and modify teachers

Adding a Teacher

Note: Only full administrators can add, delete and modify teachers.

1. Select **Teachers** from the top navigation bar in your **Teacher Centre**.



2. Select **+Add Teacher** in the far right corner.

3. Fill in all teacher details on the form that appears and select **Save Changes**.

Title	Mr / Mrs / Ms ...	0-8 characters
First name	First name	1-32 characters
Last name	Last name	1-32 characters
Position	Position	0-32 characters
Username	Username	4-16 characters
Password	Password	4-16 characters
Confirm password	Confirm password	4-16 characters
Email	Email	

Class administrator
The teacher administers their own classes

Full administrator
The teacher can administer all classes

Cancel Save Changes

Deleting or Modifying a Teacher

Admin	Name	Title	Action
★ Full	Birbara, Edward	Mr	 
★ Full	Champion, Mick	Mr	 

1. Modify an existing teacher's details by clicking on their name and selecting **Edit Teacher**. Edit the record and select **Save Changes**.

2. Alternatively, you can use the **Edit** and **Delete** buttons in the **Action** column of the teacher list to edit and delete teachers.

Edward Birbara / Teacher

Edit Teacher Delete Teacher

Title	Mr	Activity	Awards
Username	ST111222	<p>This week Monday, 17 April 2017 - Sunday, 23 April 2017</p> <p>No activity to display.</p> <p>Last week Monday, 10 April 2017 - Sunday, 16 April 2017</p> <p>No activity to display.</p> <p>Older</p>	
Password	(Password changed by owner)		
Admin	★ Full administrator		
Email	edward.birbara@mathsonline.com.au		

Class list	Year	Pass grade
7M2	Year 7	80
9M1	Year 9	80
10M1	Year 10	80
11 Adv	Year 11	75
12 GenA	Year 12	80

3. Delete a teacher by clicking on the teacher's name and selecting **Delete Teacher**. Select **Delete** in the confirmation box and the teacher will be removed.

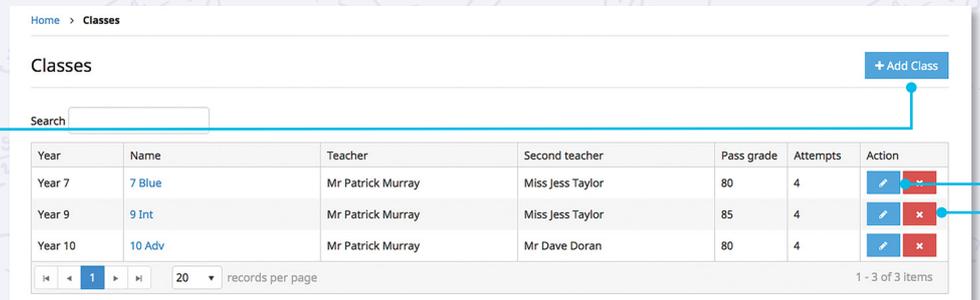
C. How to add, delete and modify classes

Note: Class administrators can add classes, and modify or delete their own classes. Full administrators can add classes and modify or delete all classes.

1. From the homepage select **Manage My Classes** in the **My Classes** box or select **Classes** from the top navigation bar.



2. Select **+Add Class** to add a class.



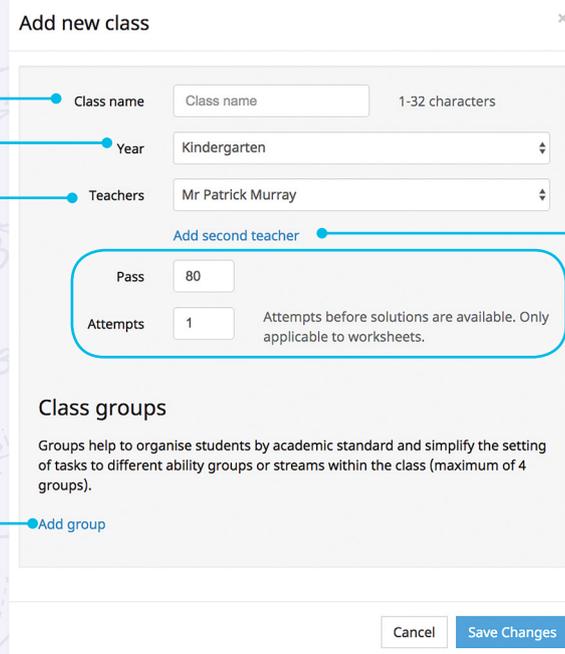
3. Type in a name for your class.

4. Select the year level of the new class and the teacher for the class.

5. To group students within the class into different academic abilities select **Add group**.

Type in a group name and select their pass grade and the number of attempts this group must complete before the solutions are made available.

Note: You can create up to 4 different groups.



6. To modify or delete an existing class, select the **Edit** or **Delete** icon in the **Action** column where all your classes are listed.

Note: You can add a second teacher if the class is shared with another teacher.

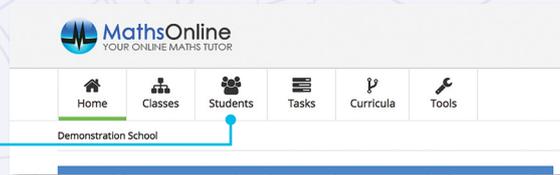
7. Enter the number of attempts and pass grade the student must achieve before the solutions are made available.

8. Finally, select **Save Changes** and your class will be added.

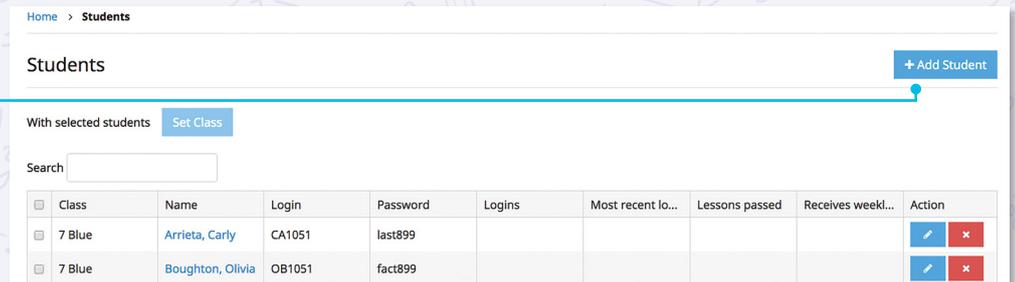
D. How to add, delete and modify students

Adding New Students

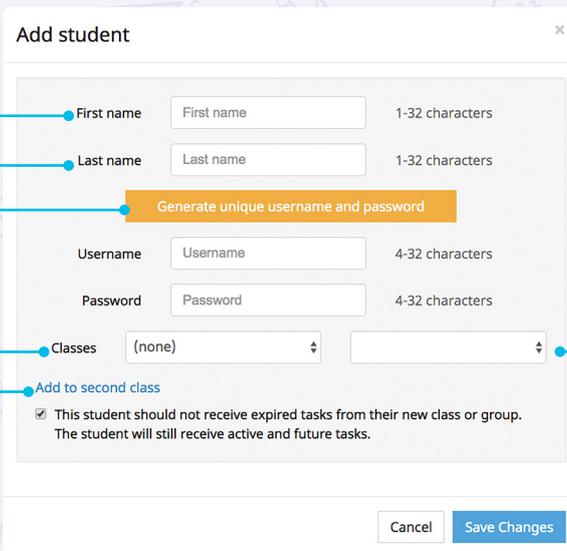
1. Select **Students** from the top navigation bar of your Teacher Centre.



2. Select **+Add Student**.



3. Type in your new student's first and last name.


 A screenshot of the 'Add student' form. The 'First name' and 'Last name' fields are highlighted with blue circles and lines pointing to the third instruction box. The 'Generate unique username and password' button is highlighted with an orange bar and a line pointing to the fourth instruction box. The 'Classes' dropdown menu is highlighted with a blue circle and a line pointing to the fifth instruction box.

First name: 1-32 characters

Last name: 1-32 characters

Generate unique username and password

Username: 4-32 characters

Password: 4-32 characters

Classes: (none)

Add to second class

This student should not receive expired tasks from their new class or group. The student will still receive active and future tasks.

4. Select **Generate unique username and password**.

This is where you can allocate a student to a class.

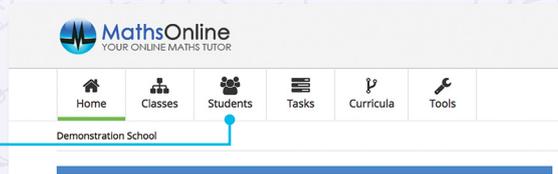
This is where you can add the student to a second class.

If you have created groups for the class, this is where you can assign the student to a group.

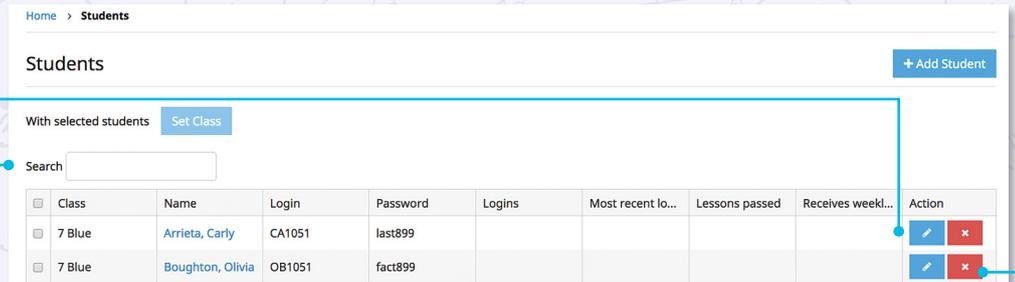
5. Select **Save Changes**.

Adding existing students to your class

1. Select **Students** from the top navigation bar of your Teacher Centre.



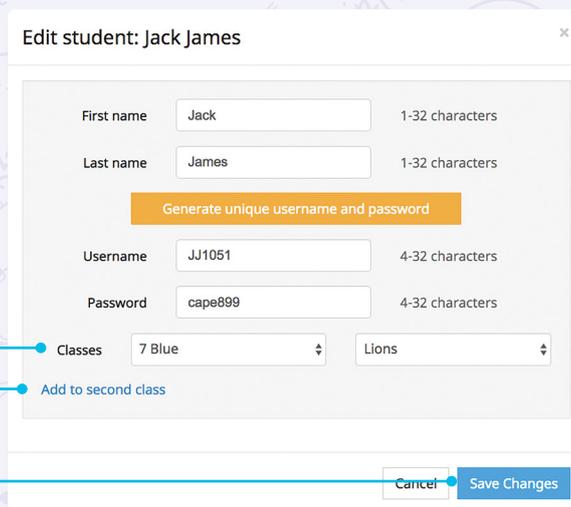
2. Search for the student you wish to add to your class by typing in their first and/or last name and click on the **Edit** icon.



3. Find the class you would like to place the student into.

This is where you can add the student to a second class.

4. Select **Save Changes**.


 A screenshot of the 'Edit student: Jack James' form. It contains fields for:

- First name: Jack (1-32 characters)
- Last name: James (1-32 characters)
- Generate unique username and password (button)
- Username: JJ1051 (4-32 characters)
- Password: cape899 (4-32 characters)
- Classes: 7 Blue (dropdown) and Lions (dropdown)
- Add to second class (checkbox)
- Buttons: Cancel and Save Changes

Modifying an existing student

To modify an existing student, press the **Edit** icon in the **Action** column, make the necessary changes and select **Save Changes**.

Deleting a student

To delete a student, press the **Delete** icon in the **Action** column. Press **OK** in the confirmation box, and the student will be removed from the school roll.

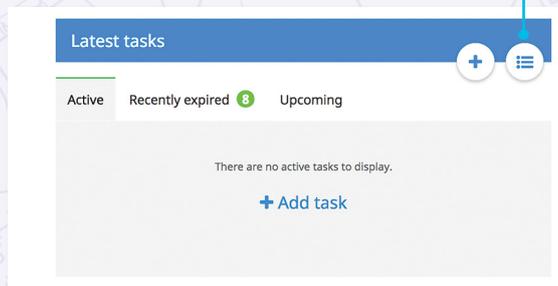
Note: When a student is deleted they are not removed from the MathsOnline system immediately. Deleted student accounts will remain archived for 15 days. After those 15 days, the student accounts are permanently removed from the system. If you delete a student accidentally please contact our Customer Care team as soon as possible so student data can be recovered.

3. Tasks

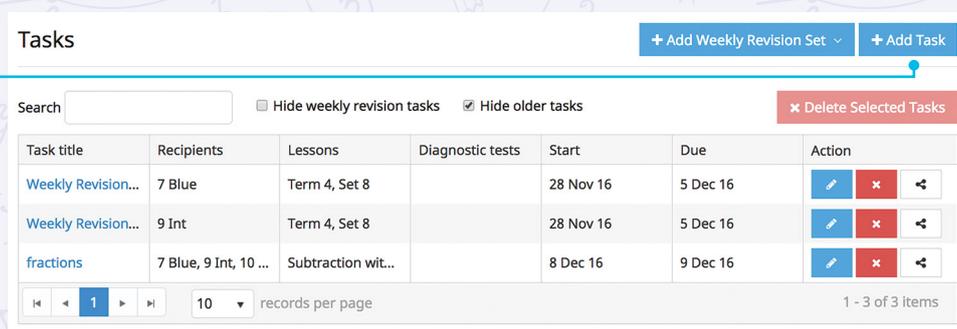
A. Setting tasks

Once your classes and students have been added to MathsOnline, you can start setting your students' tasks.

1. From the homepage select **Manage My Tasks** in the **Latest tasks** box.

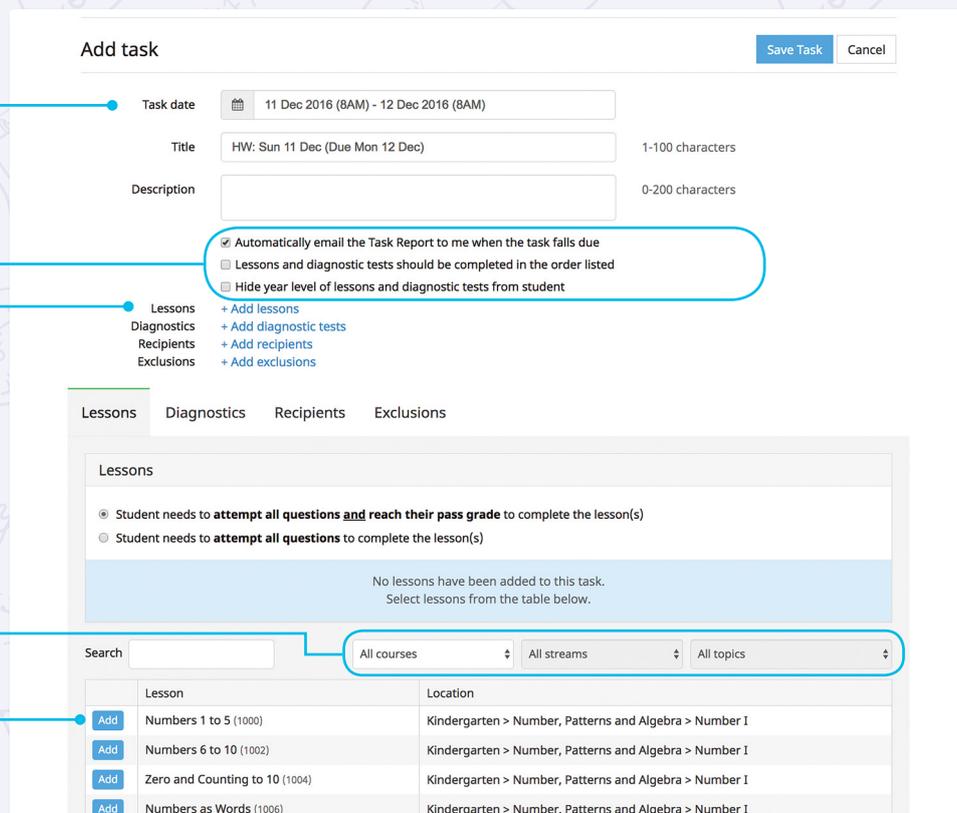


2. Select **+Add Task** to create a new task for your students.



3. Select the date and time at which the task will be available to students, and when the task will be due.

4. Select whether you would like to activate the available features.



5. To add lessons, select **+Add lessons** and use the filters to display only lessons from particular courses. Alternatively, you can start typing the name of a lesson in the keyword search.

6. When lessons are located select **Add** besides the lesson name.
Note: You can select more than one lesson.

Note: The default title for the task contains the chosen start and due date, but this can be changed. There is also an option to write a note containing a reminder or additional information for your students.

7. To add your students to the task select **+Add recipients**.

Automatically email the Task Report to me when the task falls due
 Lessons and diagnostic tests should be completed in the order listed
 Hide year level of lessons and diagnostic tests from student

Lessons + Add lessons
 Diagnostics + Add diagnostic tests
 Recipients + Add recipients
 Exclusions + Add exclusions

8. To add a class or group, simply select **Add**.
Note: Ensure that the classes and groups tab is selected.

Lessons Diagnostics **Recipients** Exclusions

Classes and groups Individuals

No classes or class groups have been set to receive this task. Select classes and class groups from the table below.

Search

	Class	Group
<input type="button" value="Add"/>	7 Blue	(entire class)
<input type="button" value="Add"/>	7 Blue	Lions
<input type="button" value="Add"/>	7 Blue	Rockets
<input type="button" value="Add"/>	7 Blue	Stormers
<input type="button" value="Add"/>	9 Int	(entire class)
<input type="button" value="Add"/>	9 Int	Group 1
<input type="button" value="Add"/>	9 Int	Group 2
<input type="button" value="Add"/>	10 Adv	(entire class)

9. To add students individually select **Individuals**. Start typing in the student's name to locate the student. Once located select **Add**.

Lessons Diagnostics **Recipients** Exclusions

Classes and groups Individuals

To set this task for an individual student:

- start typing the student's name in the Search box below
- locate the student and press the Add button
- repeat for each student you want to add

NOTE: If a student already belongs to a class or class group receiving this task, they do not need to be added again here. However, it does not matter if a student is added as a recipient twice; they will receive the task only once.

Search

	Name	Group
<input type="button" value="Add"/>	Lewis, Thomas	7 Blue

10. To exclude students from the homework tasks select **+Add exclusions**. Start typing in the student's name to locate the student. Once located select **Add**.

Lessons Diagnostics Recipients **Exclusions**

Lessons + Add lessons
 Diagnostics + Add diagnostic tests
 Recipients + Add recipients
 Exclusions + Add exclusions

Lessons Diagnostics Recipients **Exclusions**

Exclusions These students will not receive the task

To exclude a student from receiving this task:

- start typing the student's name in the Search box below
- locate the student and press the Exclude button
- repeat for each student you want to exclude

Search

	Name	Group
<input type="button" value="Add"/>	Roberts, Mary	7 Blue

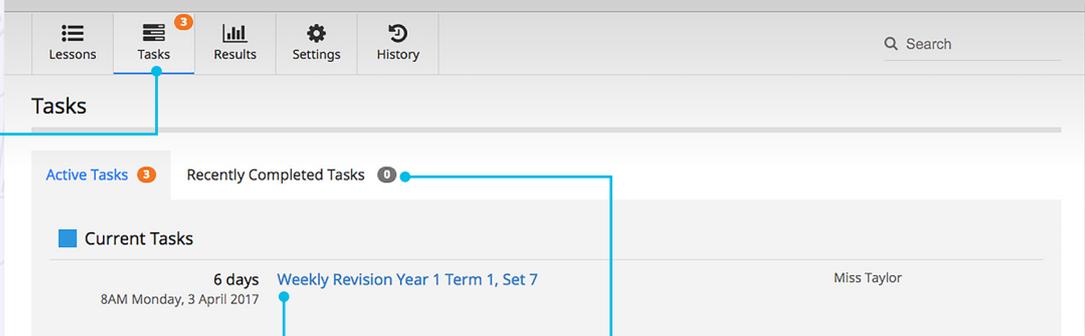
11. Finally, select **Save Task** in the top right hand corner. A confirmation notice will appear if the task was added successfully.

Add task

B. What students see

1. When you have created a task for your students, they will see it on their home screen when they next log in.

2. Students can commence the task from this screen by clicking the task name.

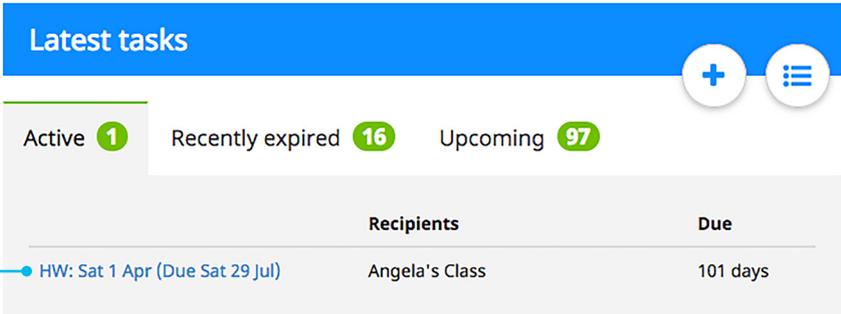


3. When the task has been completed, it will move across to **Recently Completed Tasks**.

C. Monitoring tasks

After a homework task has been set, you can monitor your students' progress from the Teacher Centre.

1. To check the progress of a particular task, **select the name of the task** from the list. The progress details of the task will appear.

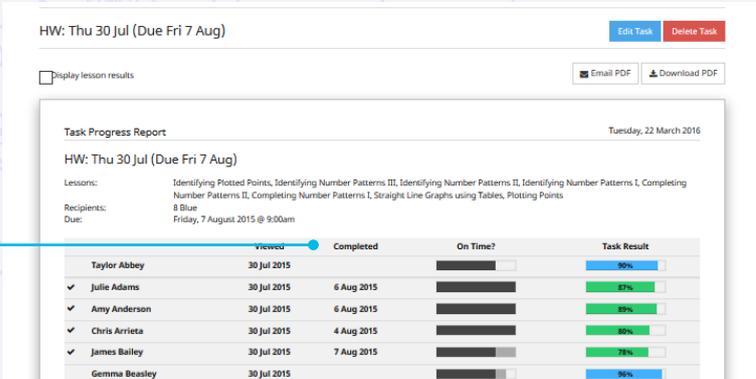


Active	Recently expired	Upcoming
1	16	97

Recipients	Due
Angela's Class	101 days

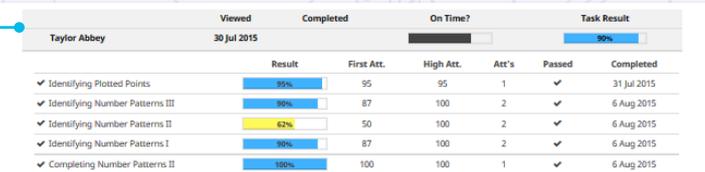
2. From here you can see:

- Who completed the task
- Whether it was completed on time
- The student's results



Viewed	Completed	On Time?	Task Result
Taylor Abbey	30 Jul 2015	Completed	95%
Julie Adams	30 Jul 2015	6 Aug 2015	87%
Amy Anderson	30 Jul 2015	6 Aug 2015	89%
Chris Arrieta	30 Jul 2015	4 Aug 2015	80%
James Bailey	30 Jul 2015	7 Aug 2015	78%
Gemma Beasley	30 Jul 2015		96%

3. To see more detailed results for a particular student, click on the student's name.



Viewed	Completed	On Time?	Task Result		
Taylor Abbey	30 Jul 2015	Completed	95%		
Result	First Att.	High Att.	Att's	Passed	Completed
Identifying Plotted Points	95%	95	95	1	31 Jul 2015
Identifying Number Patterns III	90%	87	100	2	6 Aug 2015
Identifying Number Patterns II	62%	50	100	2	6 Aug 2015
Identifying Number Patterns I	80%	87	100	2	6 Aug 2015
Completing Number Patterns II	100%	100	100	1	6 Aug 2015

4. Curriculum Designer

A. Creating a new curriculum

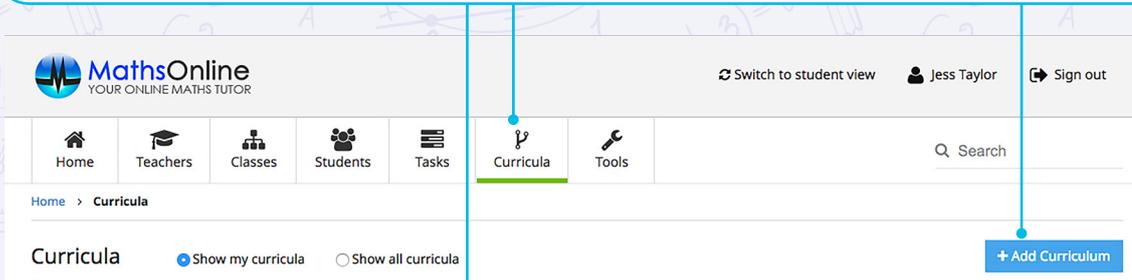
Sometimes it is preferable to create a new curriculum for a class.

For example, a Year 9 class may not benefit from the more advanced lessons available in the Year 9 course, and may require revision of concepts from year 8.

A new curriculum can be created with lessons aimed specifically at this particular group of students.

To create a new curriculum:

1. Select **Curricula** from the top navigation bar in the Teacher Centre. Then select **+Add Curriculum** and give your curriculum a name e.g. **Year 9 Custom Curriculum**.

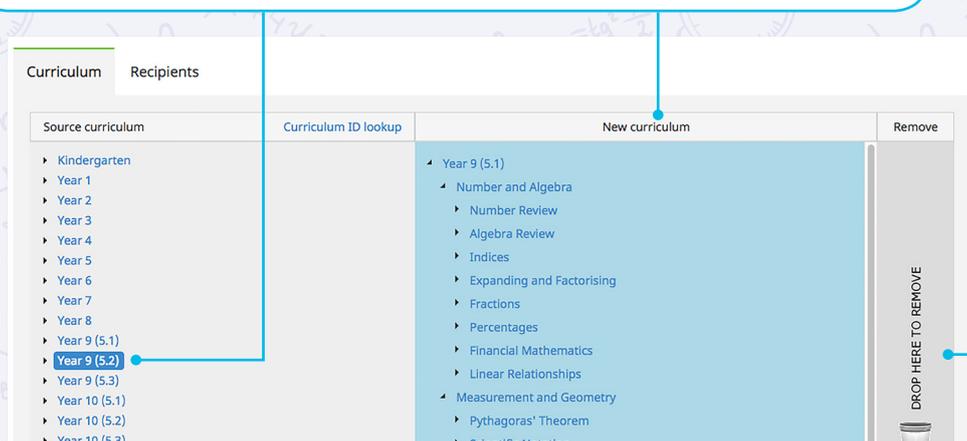


2. Select **+Design curriculum** to start creating your curriculum.

The 'Add curriculum' form is shown. It has a title field (1-100 characters), a description field (0-4000 characters), and a checkbox for 'Award certificates to students'. Below the description field, there is a 'Curriculum ID (read-only)' field. At the bottom, there are buttons for '+ Design curriculum' and '+ Add recipients', and a checkbox for 'Set as the recipients' default curriculum'. There are also 'Save Curriculum' and 'Cancel' buttons at the top right.

B. Designing the curriculum

1. Select the course from the **Source curriculum** column that is the best match for your class. Drag this across to **New curriculum**.



2. Add lessons from other courses by expanding the course in **Source curriculum** with the arrows and dragging them across to **New curriculum**.

3. You can:

- Change folder titles by double clicking on an existing folder
- Reorder the lessons by dragging and dropping them into new positions
- Remove folders or lessons by dragging them into the **Remove** column.

Note: All courses follow the hierarchy **Course > Stream > Topic > Lesson**.

Accordingly, new curricula must also adhere to the same structure.

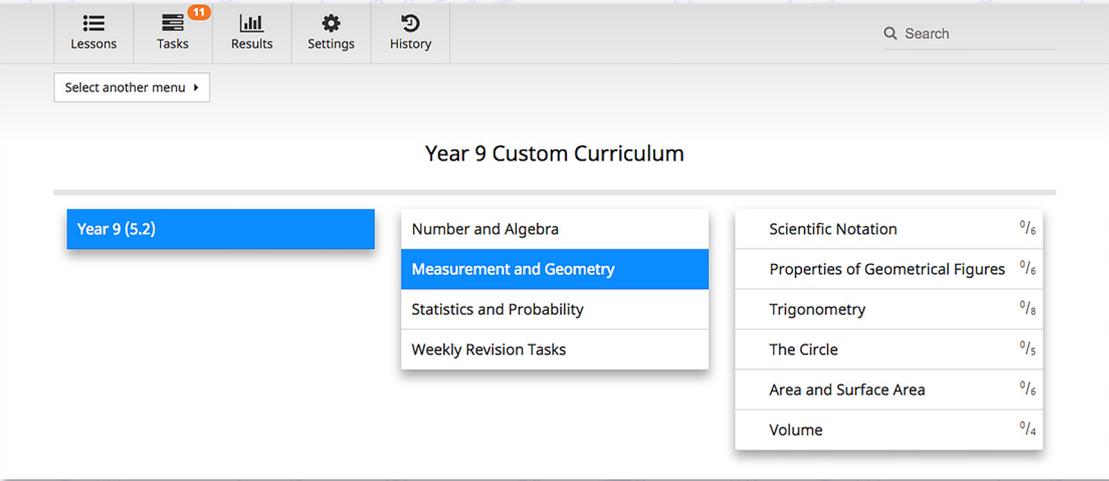
When dragging and dropping folders or lessons from **Source curriculum** to **New curriculum**, or reordering folder or lessons in **New curriculum**, ensure you drop at the correct level.

E.g. Drop a lesson directly above or below other lessons, or directly under a topic folder. Do not drop a lesson at the Course level, or within a stream. The **Curriculum Designer** will prevent dropping in the wrong place.

C. What students see

Once a new curriculum has been created in **Curriculum Designer**, the selected recipients will have access to this new curriculum.

If the new curriculum has been made the default curriculum for your students, they will have direct access to this curriculum upon logging in. An example of this is below.



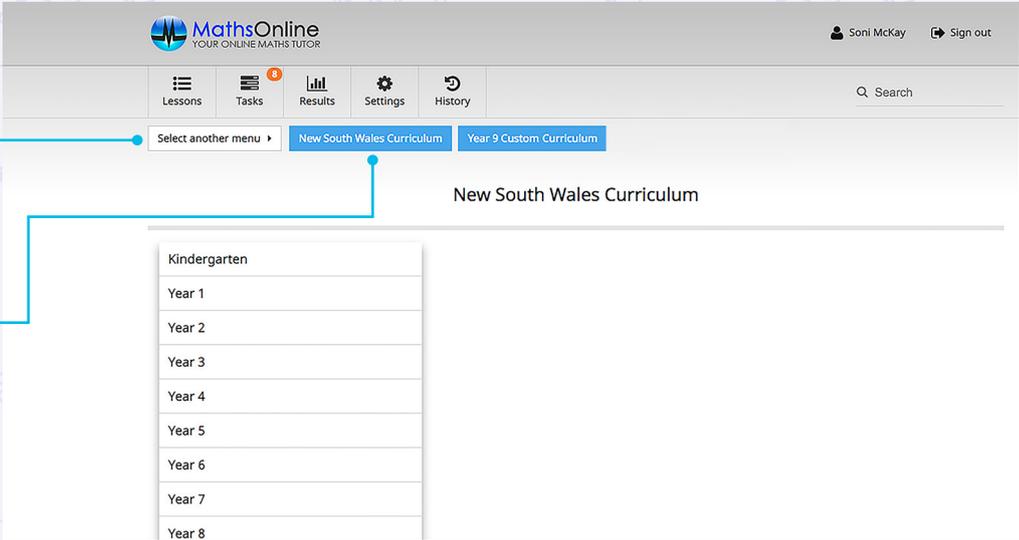
The screenshot shows the MathsOnline interface with a navigation bar containing 'Lessons', 'Tasks', 'Results', 'Settings', and 'History'. A search bar is located on the right. Below the navigation bar is a 'Select another menu' dropdown. The main content area displays 'Year 9 Custom Curriculum' with a list of topics and their completion percentages:

Topic	Completion %
Year 9 (5.2)	
Number and Algebra	
Measurement and Geometry	
Statistics and Probability	
Weekly Revision Tasks	
Scientific Notation	0/6
Properties of Geometrical Figures	0/6
Trigonometry	0/8
The Circle	0/5
Area and Surface Area	0/6
Volume	0/4

Changing between student curriculums

1. To change the curriculum your students see, they must **Select another menu** from the homescreen.

2. Students must then select the curriculum they wish to work on.



The screenshot shows the MathsOnline interface with the user 'Soni McKay' logged in. The navigation bar is the same as in the previous screenshot. The 'Select another menu' dropdown is open, showing 'New South Wales Curriculum' and 'Year 9 Custom Curriculum'. The 'New South Wales Curriculum' is selected, and the main content area displays a list of year levels:

Kindergarten
Year 1
Year 2
Year 3
Year 4
Year 5
Year 6
Year 7
Year 8

D. Sharing your curriculum

Curricula created in the **Curriculum Designer** can be shared with other teachers at your school, and even with teachers at other schools.

1. When a curriculum is created in **Curriculum Designer**, it is assigned an automatically generated **Curriculum ID**.

Every curriculum has a different **Curriculum ID**. It is best to copy and paste the **Curriculum ID** when sharing with others.

Title	<input type="text" value="Year 9 (Stage 5)"/>	1-100 characters
A short description of the curriculum that is meaningful to both teacher and student.		
Description	<input type="text" value="This scope/sequence can be used as a complete maths program. The resource used as a guide is Essential Maths. Teacher discretion is required for students with lesser ability. Some lessons may be deemed enrichment and hence not suitable"/>	0-4000 characters
Enter notes about this curriculum. ?		
<input checked="" type="checkbox"/>	Award certificates to students	
Tick this box if certificates should be awarded to students when they successfully complete Topics in this curriculum.		
Curriculum ID (read-only)	534cc41498fa717e96a48286ef7ab055	
The Curriculum ID is generated for you when you first save this curriculum. It allows you to share this curriculum with other teachers. ?		
Curriculum Recipients	172 lessons + Add recipients	

For colleagues to use your Curriculum, they must:

1. Open curriculum designer, and create a new curriculum.
2. Select **+Design Curriculum**.
3. In the **Curriculum ID** lookup box, paste the Curriculum ID that has been shared, and select **Load**.
4. Once the curriculum can be loaded, all or part of the curriculum can be copied to a new curriculum.

Note: By sharing a curriculum, you are allowing other teachers to see and **use only your curriculum's design**. You are not sharing any information about the 'Recipients' (i.e. the students at your school) you may have assigned to the curriculum.

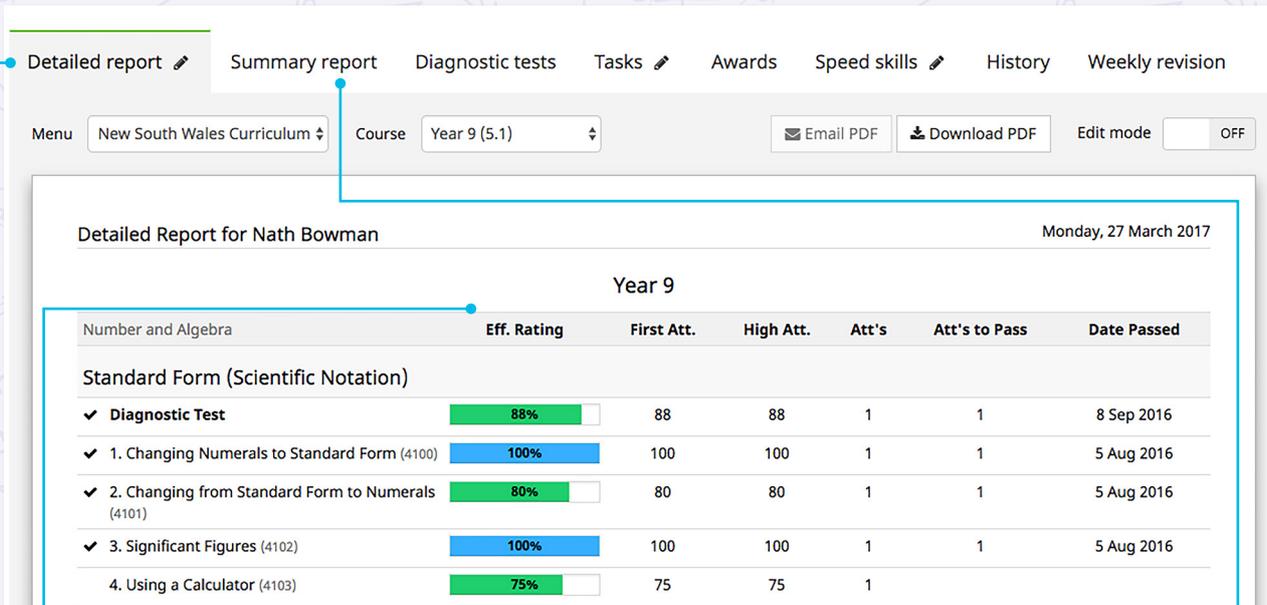
The curriculum you share cannot be edited in any way by another teacher. A curriculum loaded through the **Curriculum ID Lookup** will open in read-only mode. Your colleagues can only take a copy of your curriculum for themselves. They can modify their copy of your curriculum as they please but it will have no effect on your curriculum.

5. Reporting

MathsOnline collects data on every lesson and task your students complete, and generates valuable information the teacher can use to provide feedback at parent-teacher meetings, identify strengths and weaknesses and view student progress.

A. Student Reports

To access student reports, first select the class then open to the list of students and click on the student's name.



Detailed report Summary report Diagnostic tests Tasks Awards Speed skills History Weekly revision

Menu New South Wales Curriculum Course Year 9 (5.1) Email PDF Download PDF Edit mode OFF

Detailed Report for Nath Bowman Monday, 27 March 2017

Year 9

Number and Algebra	Eff. Rating	First Att.	High Att.	Att's	Att's to Pass	Date Passed
Standard Form (Scientific Notation)						
✓ Diagnostic Test	88%	88	88	1	1	8 Sep 2016
✓ 1. Changing Numerals to Standard Form (4100)	100%	100	100	1	1	5 Aug 2016
✓ 2. Changing from Standard Form to Numerals (4101)	80%	80	80	1	1	5 Aug 2016
✓ 3. Significant Figures (4102)	100%	100	100	1	1	5 Aug 2016
4. Using a Calculator (4103)	75%	75	75	1		

Detailed Report

The **Detailed Report** lists every lesson the student has attempted. The student's first attempt, highest attempt, attempts to pass, total attempts and the date passed are all stored.

The colour-coded efficiency rating allows the person viewing the report to quickly scan for areas of relative strength and weakness.

With details on every lesson the student has attempted, the **Detailed Report** is the most comprehensive way to analyse student results.

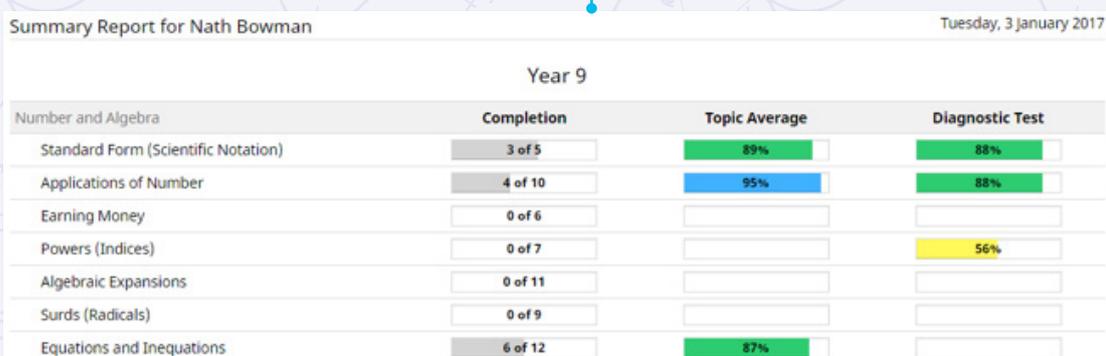
The **Detailed Report** allows teachers or parents to easily identify students' weaknesses and target these areas for remediation.

Summary Report

The **Summary Report** shows how much of the course the student has completed, and how much is still left to complete.

The report groups the lessons into their natural topics. The grey progress bar displays the student's progress through each topic, with the coloured progress bar displaying the student's average grade for that topic.

The **Summary Report** is great for a quick check on overall student progress.



Summary Report for Nath Bowman Tuesday, 3 January 2017

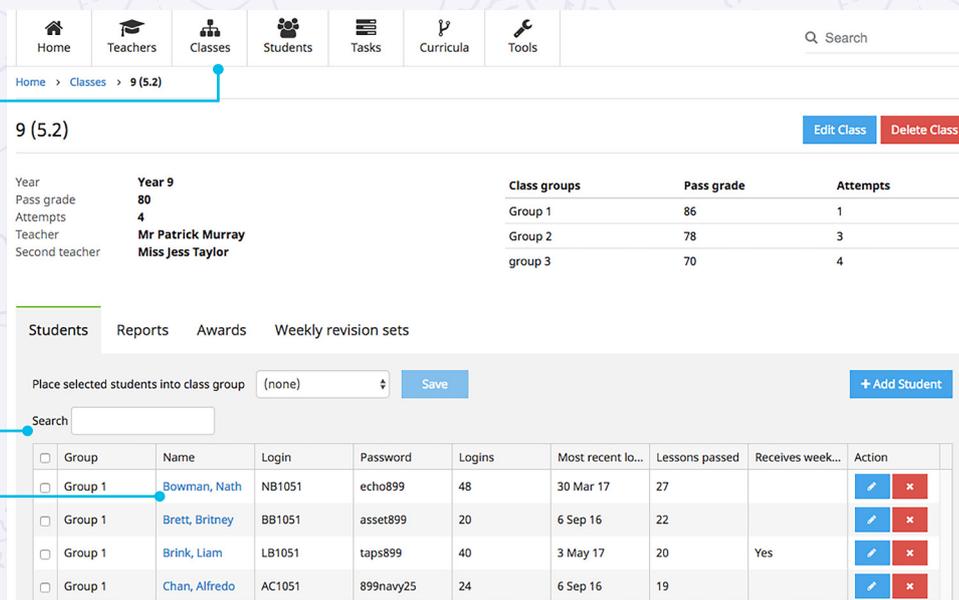
Year 9

Number and Algebra	Completion	Topic Average	Diagnostic Test
Standard Form (Scientific Notation)	3 of 5	89%	88%
Applications of Number	4 of 10	95%	88%
Earning Money	0 of 6		
Powers (Indices)	0 of 7		56%
Algebraic Expansions	0 of 11		
Surds (Radicals)	0 of 9		
Equations and Inequalities	6 of 12	87%	

B. Task Performance Reports

1. To access Task Performance Reports, select the class from the **Classes** page.

2. Search for the student you wish to view the report for, and click on their name.



Home Teachers **Classes** Students Tasks Curricula Tools

Home > Classes > 9 (5.2)

9 (5.2) [Edit Class](#) [Delete Class](#)

Year **Year 9**
 Pass grade **80**
 Attempts **4**
 Teacher **Mr Patrick Murray**
 Second teacher **Miss Jess Taylor**

Class groups	Pass grade	Attempts
Group 1	86	1
Group 2	78	3
group 3	70	4

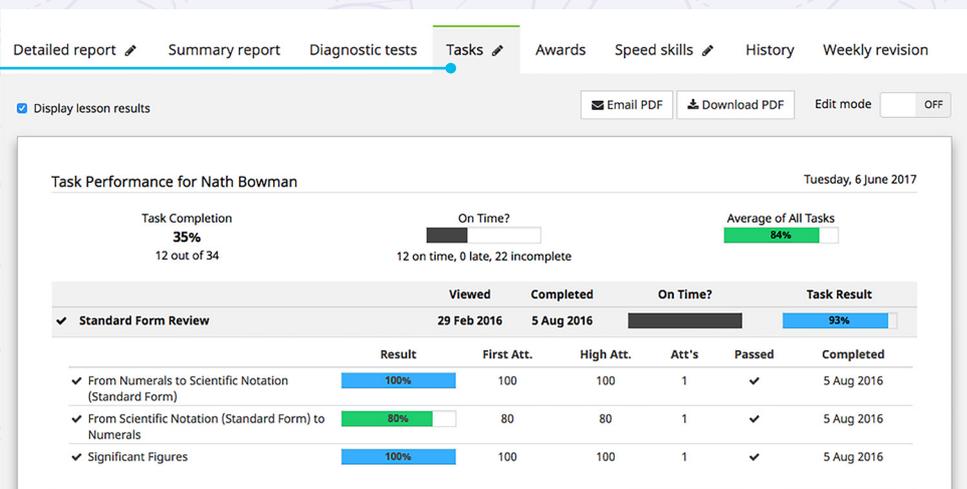
Students Reports Awards Weekly revision sets

Place selected students into class group (none) [Save](#) [+ Add Student](#)

Search

Group	Name	Login	Password	Logins	Most recent lo...	Lessons passed	Receives week...	Action
<input type="checkbox"/>	Group 1	Bowman, Nath	NB1051	echo899	48	30 Mar 17	27	✎ ✖
<input type="checkbox"/>	Group 1	Brett, Britney	BB1051	asset899	20	6 Sep 16	22	✎ ✖
<input type="checkbox"/>	Group 1	Brink, Liam	LB1051	taps899	40	3 May 17	20	Yes ✎ ✖
<input type="checkbox"/>	Group 1	Chan, Alfredo	AC1051	899navy25	24	6 Sep 16	19	✎ ✖

1. Select **Tasks** to view the individual student's Task Performance Report.



Detailed report Summary report Diagnostic tests **Tasks** Awards Speed skills History Weekly revision

Display lesson results [Email PDF](#) [Download PDF](#) Edit mode OFF

Task Performance for Nath Bowman Tuesday, 6 June 2017

Task Completion **35%**
12 out of 34

On Time?
12 on time, 0 late, 22 incomplete

Average of All Tasks **84%**

Viewed	Completed	On Time?	Task Result
<input checked="" type="checkbox"/> Standard Form Review	29 Feb 2016	5 Aug 2016	<input type="checkbox"/> 93%

Result	First Att.	High Att.	Att's	Passed	Completed
<input checked="" type="checkbox"/> From Numerals to Scientific Notation (Standard Form)	<input type="checkbox"/> 100%	100	100	1	<input checked="" type="checkbox"/> 5 Aug 2016
<input checked="" type="checkbox"/> From Scientific Notation (Standard Form) to Numerals	<input type="checkbox"/> 80%	80	80	1	<input checked="" type="checkbox"/> 5 Aug 2016
<input checked="" type="checkbox"/> Significant Figures	<input type="checkbox"/> 100%	100	100	1	<input checked="" type="checkbox"/> 5 Aug 2016

Task Performance Report

The **Task Performance Report** lists all the tasks that the student has received and their performance in each - right down to the individual grades they receive for each lesson and the date each lesson was completed.

The top of the report shows the overall level of completion of tasks, their average grade and the number of tasks they completed on time, late or not at all.

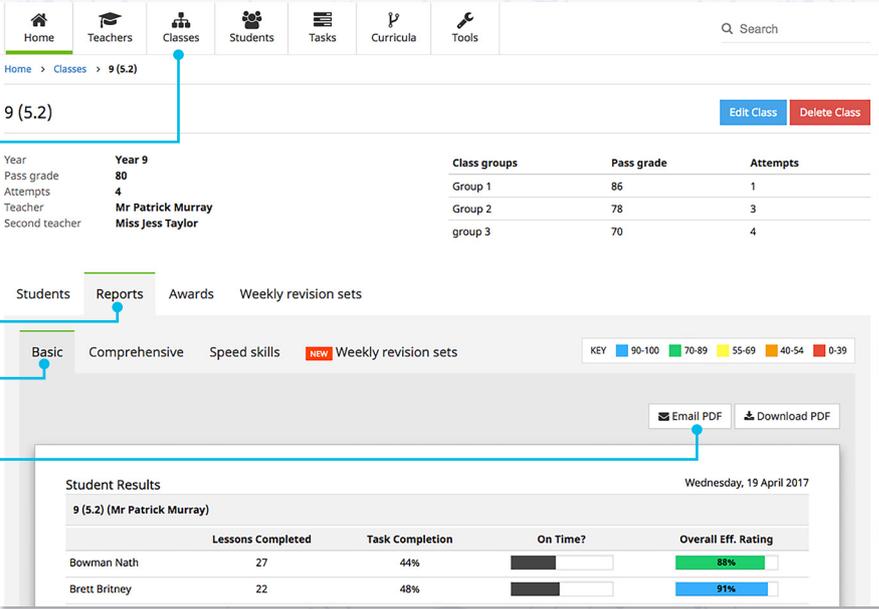
This report is perfect for parent-teacher meetings.

C. Class Reports

1. To access class reports, select the class from the **Classes** page.

2. Open the **Reports** tab and select from one of the reports listed.

3. Select either **Email PDF** or **Download PDF** to export the report.



Home > Classes > 9 (5.2)

9 (5.2) Edit Class Delete Class

Year	Year 9	Class groups	Pass grade	Attempts
Pass grade	80	Group 1	86	1
Attempts	4	Group 2	78	3
Teacher	Mr Patrick Murray	Group 3	70	4
Second teacher	Miss Jess Taylor			

Students **Reports** Awards Weekly revision sets

Basic Comprehensive Speed skills **NEW** Weekly revision sets

KEY ■ 90-100 ■ 70-89 ■ 55-69 ■ 40-54 ■ 0-39

Email PDF Download PDF

Student Results Wednesday, 19 April 2017

9 (5.2) (Mr Patrick Murray)

	Lessons Completed	Task Completion	On Time?	Overall Eff. Rating
Bowman Nath	27	44%	<div style="width:44%;"></div>	88%
Brett Britney	22	48%	<div style="width:48%;"></div>	91%

Basic Report

The Basic Report highlights the lessons completed, whether tasks are being completed on time, and the overall efficiency rating of each student.

Comprehensive Report

Email or download the Detailed Report, Summary Report and Task Performance Report for each student in the class.

Speed Skills Report

The Speed Skills Report shows individual students' speed skills scores.

Weekly Revision Sets Report

View class performance in the weekly revision sets. Teachers can clearly pinpoint the areas their class is struggling, with the ability to view each specific question.

D. Parent Reports

The MathsOnline Parent Report is a great way for parents to actively monitor their child's progress.

Delivered weekly, this report is divided into three parts:

- 1. Weekly Activity Log** – this provides parents with the time and description of their child's activity on MathsOnline, for each day of the week.
- 2. Homework Tasks** – this shows parents the tasks that must be completed in the coming weeks, as well as tasks that have recently fallen due. Parents can also see whether their child is keeping up or falling behind in class, and the standard at which they are currently performing.
- 3. Overall Performance** – this summarises a child's performance. It includes their level of task completion and their average efficiency rating across all lessons.

Setting up weekly MathsOnline Parent Reports

1. To sign up for the weekly report, parents must visit **www.mathsonline.com.au** and select **Parent Login** in the top right hand corner.



2. They must then select **Sign-in option 2** and type in their child's username and password.

➔ Parent Login ✕

Sign-in Option 1

You registered an account directly with MathsOnline

Sign-in Option 2

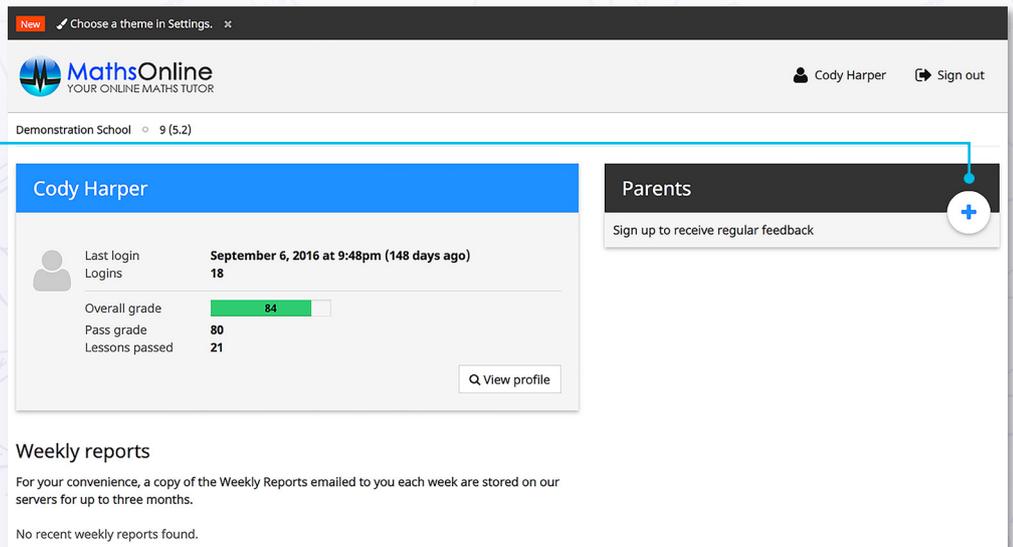
Your child has a MathsOnline account provided by his/her school

Option 2

Parents whose child has an account provided by his/her school

Sign In

3. Once logged in, they will need to select the + in the **Parents** box.



MathsOnline YOUR ONLINE MATHS TUTOR

Cody Harper Sign out

Demonstration School 9 (5.2)

Cody Harper

Last login Logins **September 6, 2016 at 9:48pm (148 days ago)**
18

Overall grade **84**

Pass grade **80**

Lessons passed **21**

View profile

Parents +

Sign up to receive regular feedback

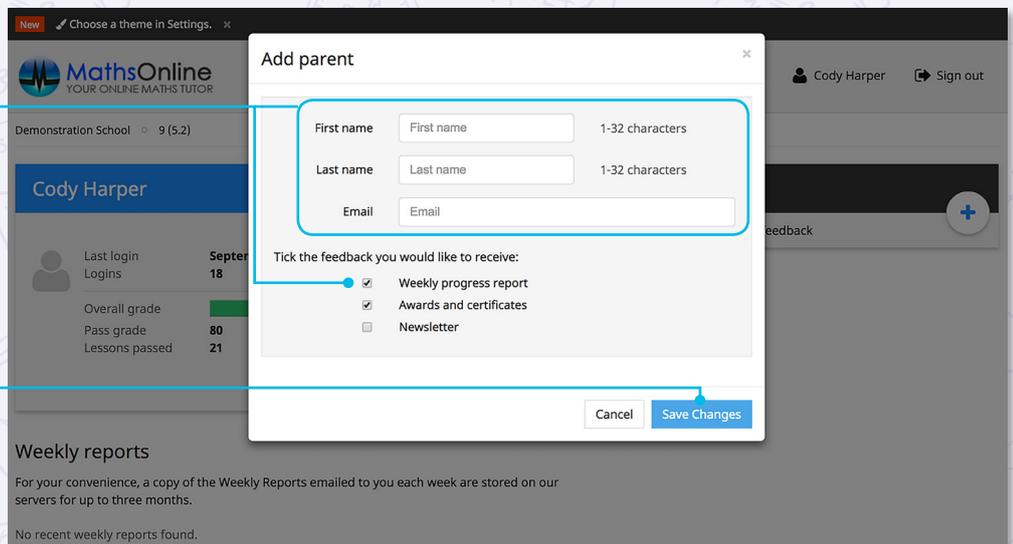
Weekly reports

For your convenience, a copy of the Weekly Reports emailed to you each week are stored on our servers for up to three months.

No recent weekly reports found.

4. Parents will then need to fill in their details and ensure **Weekly progress report** is ticked.

5. Finally, they can select **Save Changes**.



MathsOnline YOUR ONLINE MATHS TUTOR

Cody Harper Sign out

Demonstration School 9 (5.2)

Cody Harper

Last login Logins **September 6, 2016 at 9:48pm (148 days ago)**
18

Overall grade **84**

Pass grade **80**

Lessons passed **21**

Add parent

First name First name 1-32 characters

Last name Last name 1-32 characters

Email Email

Tick the feedback you would like to receive:

- Weekly progress report
- Awards and certificates
- Newsletter

Cancel Save Changes

Weekly reports

For your convenience, a copy of the Weekly Reports emailed to you each week are stored on our servers for up to three months.

No recent weekly reports found.

6. Additional Features

A. Resetting student results

Teachers can reset student results for individual lessons, or for all lessons.

1. From the **Teacher Centre**, select the student's class, from the **Classes** page.

2. Select the tab labelled **Students**.

3. Find and select the student from the list and click on the student's name.

Home Teachers Classes Students Tasks Curricula Tools

Home > Classes > 7M2

7M2 [Edit Class](#) [Delete Class](#)

Year Year 7
Pass grade 80
Attempts 3
Teacher Mr Edward Birbara
Second teacher -

Class groups Pass grade Attempts
No class groups

Students Reports Awards Weekly revision sets

+ Add Student

Group	Name	Login	Password	Logins	Most recent lo...	Lessons passed	Receives week...	Action
<input type="checkbox"/>	Alvarez, Mattie	MA1051	colts41	369	13 Mar 17	74	Yes	Edit Delete
<input type="checkbox"/>	Anthony, Amanda	AA1051	where58	60	6 Feb 17	64		Edit Delete

4. Click on **Tasks** tab, Switch **Edit mode** on, and select **Reset Tasks** on the tasks you would like to reset.

5. If successful, a pop up will appear that says, **Successfully reset task**.

Display lesson results

Email PDF Download PDF Edit mode ON

Task Performance for Nath Bowman Monday, 5 June 2017

Task Completion 35%
12 out of 34

On Time? 12 on time, 0 late, 22 incomplete

Average of All Tasks 84%

Viewed	Completed	On Time?	Task Result
29 Feb 2016	5 Aug 2016		93%

Result	First Att.	High Att.	Att's	Passed	Action
100%	100	100	1	✓	5 Aug 20 Reset Task
80%	80	80	1	✓	5 Aug 20 Reset Task

Successfully reset task.
The student will need to complete the entire task again.

B. Searching Lessons

1. From the **Tools** page in the **Teacher Centre** select **Browse Lessons**.

2. Use the filters at the top of the page to narrow down your search.

- start typing in the Search box to search by keyword, or
- use the drop-down filters to search by Course, Stream and Topic.

3. To view a lesson's narrated animation or activities, simply select the lesson and its contents will be displayed.

Home Teachers Classes Students Tasks Curricula Tools

Home > Tools

Browse lessons

Export data Student login labels

Search

All courses All streams All topics

Lesson	Location
Numbers 1 to 5 (1000)	Kindergarten > Number and Algebra > Whole Numbers 1
Numbers 6 to 10 (1002)	Kindergarten > Number and Algebra > Whole Numbers 1
Recognising Small Groups of Numbers (1003)	Kindergarten > Number and Algebra > Whole Numbers 1
Zero and Counting to 10 (1004)	Kindergarten > Number and Algebra > Whole Numbers 1
Numbers as Words (1006)	Kindergarten > Number and Algebra > Whole Numbers 1
Numbers up to 20 (1008)	Kindergarten > Number and Algebra > Whole Numbers 1
Counting in Action (1009)	Kindergarten > Number and Algebra > Whole Numbers 2
Counting and Colours (1010)	Kindergarten > Number and Algebra > Whole Numbers 2

Numbers as Words (1006)

Contents [Video](#) [Questions](#) [Summary](#)

Answers

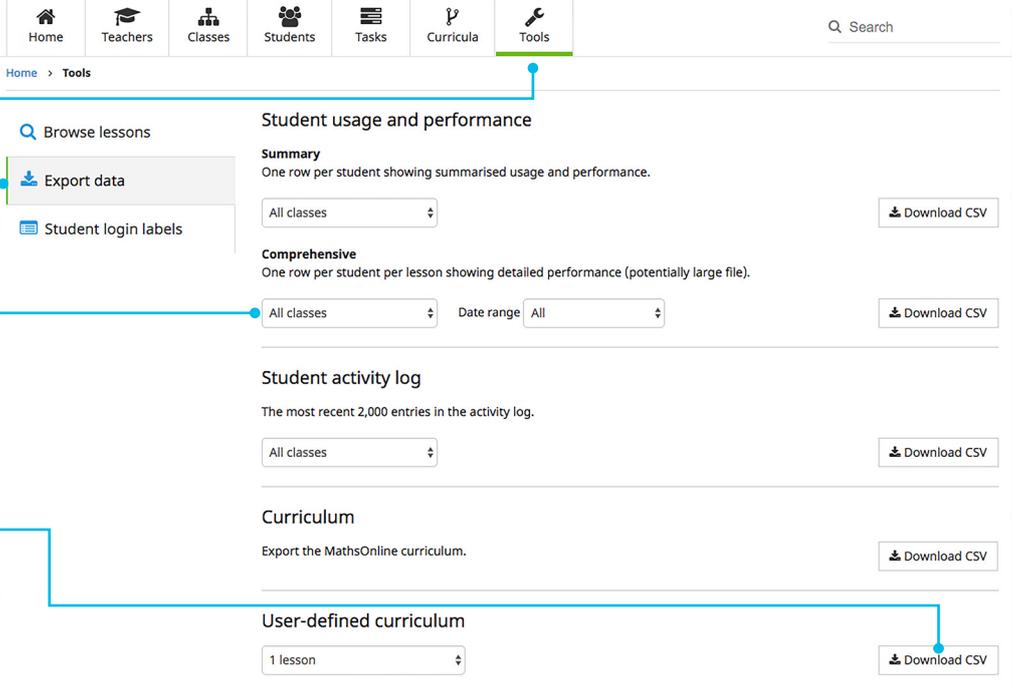
Direct URL <http://www.mathsonline.com.au/students/lessons/1006>

C. Exporting data

1. To download data, select **Export data** from the **Tools** page in the **Teacher Centre**.

2. Use the drop-down filters to select the data you wish to export.

3. Select **Download CSV**, to export chosen data.



The screenshot shows the 'Tools' page in the MathsOnline Teacher Centre. The 'Tools' menu item is highlighted. On the left sidebar, 'Export data' is selected. The main content area is titled 'Student usage and performance' and contains four sections, each with a 'Download CSV' button:

- Summary:** One row per student showing summarised usage and performance. Filter: All classes.
- Comprehensive:** One row per student per lesson showing detailed performance (potentially large file). Filters: All classes, Date range: All.
- Student activity log:** The most recent 2,000 entries in the activity log. Filter: All classes.
- Curriculum:** Export the MathsOnline curriculum. Filter: (None shown).
- User-defined curriculum:** Filter: 1 lesson.

When any of the **Student Information** options are chosen, the following student data is retrieved from MathsOnline:

- Class name, Class Group name, First Name, Last Name, Login, Password, Last Login date and time, Number of Lessons Attempted, Number of Lessons Passed, Average Efficiency Rating, Number of Tasks set for student, Number of Tasks Completed on Time and Number of Tasks Completed Late
- Number of certificates that student has attained
- Whether a parent of the student subscribes to the Weekly Report.

When the **Curriculum** option is chosen, the complete menu structure of the MathsOnline curriculum is exported. The following fields are included for each lesson in the curriculum.

- Unique Lesson Number, Lesson name, the course it is found in, the stream it is found in, the topic it is found in.

Note: All data is exported as CSV (comma separated values). By saving the downloaded file with a .csv extension, the file will automatically open in Excel, where the data can then be sorted, styled, printed and imported to other applications as required.

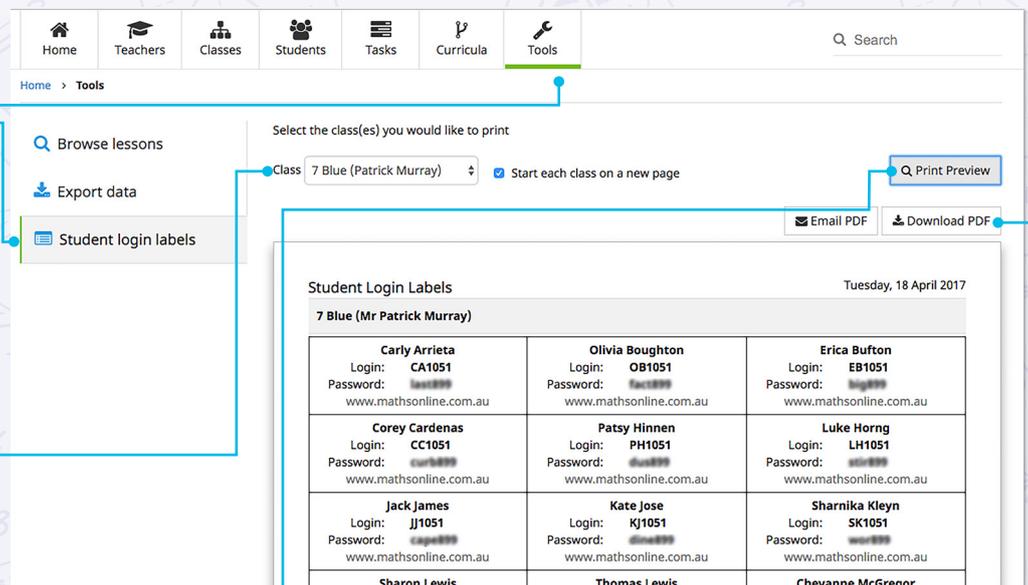
D. Printing student login labels

1. From the **Tools** page in the Teacher Centre, select **Student login labels**.

2. Use the drop-down menu to select the class or classes you would like to print student login labels for.

3. Select **Print preview** to view the student login labels.

4. Select **Email PDF** or **Download PDF** to export the student login labels for printing.



The screenshot shows the MathsOnline interface. The 'Tools' menu is selected, and 'Student login labels' is chosen from the left-hand menu. A class selection dropdown is set to '7 Blue (Patrick Murray)'. The 'Print Preview' button is highlighted. Below, a preview of the 'Student Login Labels' for '7 Blue (Mr Patrick Murray)' is shown, dated Tuesday, 18 April 2017. The labels are arranged in a grid for nine students, each with their name, login ID, password, and website URL.

Student Login Labels		
7 Blue (Mr Patrick Murray)		
Carly Arrieta Login: CA1051 Password: [REDACTED] www.mathsonline.com.au	Olivia Boughton Login: OB1051 Password: [REDACTED] www.mathsonline.com.au	Erica Bufton Login: EB1051 Password: [REDACTED] www.mathsonline.com.au
Corey Cardenas Login: CC1051 Password: [REDACTED] www.mathsonline.com.au	Patsy Hinnen Login: PH1051 Password: [REDACTED] www.mathsonline.com.au	Luke Horng Login: LH1051 Password: [REDACTED] www.mathsonline.com.au
Jack James Login: JJ1051 Password: [REDACTED] www.mathsonline.com.au	Kate Jose Login: KJ1051 Password: [REDACTED] www.mathsonline.com.au	Sharnika Kleyn Login: SK1051 Password: [REDACTED] www.mathsonline.com.au
Sharon Lewis	Thomas Lewis	Cheyenne McGregor

Note: A login label is created for each student. Print these and distribute to stick in their exercise book or diary for easy reference when they use MathsOnline.

E. The efficiency rating (ER)

The ER is the best measure of 'true' performance. It is a score out of 100, with the student's first attempt having the most impact towards their ER, their second attempt less so, and so on for as many attempts as the student makes. There are further rules that enforce the notion of 'true' performance:

- As soon as the student views the solutions, their ER for that lesson is frozen. Thus, the ER is not influenced by a grade achieved after the student has accessed the answers
- Once an ER is established, subsequent attempts on that lesson can only cause the ER to increase, or remain the same. This encourages students to make further attempts, without worrying that their ER may drop.

ER Colour Coding

The ER is colour-coded in all reports to give you an immediate impression of student performance. The ER ranges and probable meanings of each result are as follows:

 **90-100**

BLUE. In general, this will be a top student who is using the program exceedingly well. The student has made a substantial effort to understand the concept before they have attempted the worksheet.

 **70-89**

GREEN. In general, this will be a strong student who is using the program quite well. The student may have been satisfied with a single strong attempt, or has done the task more than once and remedied their understanding difficulties by watching the lesson again and/or studying the lesson summary a second time.

 **55-69**

YELLOW. In general, this will be an average student who is using the program reasonably well. The student may have skipped the narrated component before attempting the worksheet, or may benefit from watching the lesson more than once and/or spending more time going over the lesson summary. This student may also be a 'near enough is good enough' type of student.

 **40-54**

ORANGE. In general, this will be a weak student who is not using the program as intended. This student will need to have the use of the program demonstrated again to them in a careful and deliberate manner.

 **0-39**

RED. In general, this will be a student who is not making a serious attempt at understanding the lesson before attempting the questions.

TEACHER ALERT

There are two main ways that a student can complete a lesson, without having made a serious attempt:

1. The student guesses every answer the first time (or submits 'A' for them all), and then submits the correct answers once the solutions are revealed
2. The student submits 'A' for every answer, notes which answer (if any) was marked correct, then does the same for 'B', the 'C' etc. building up their correct answers until they finally achieve a passing grade.

Both methods will result in a very low ER, making it easy for the teacher to identify.