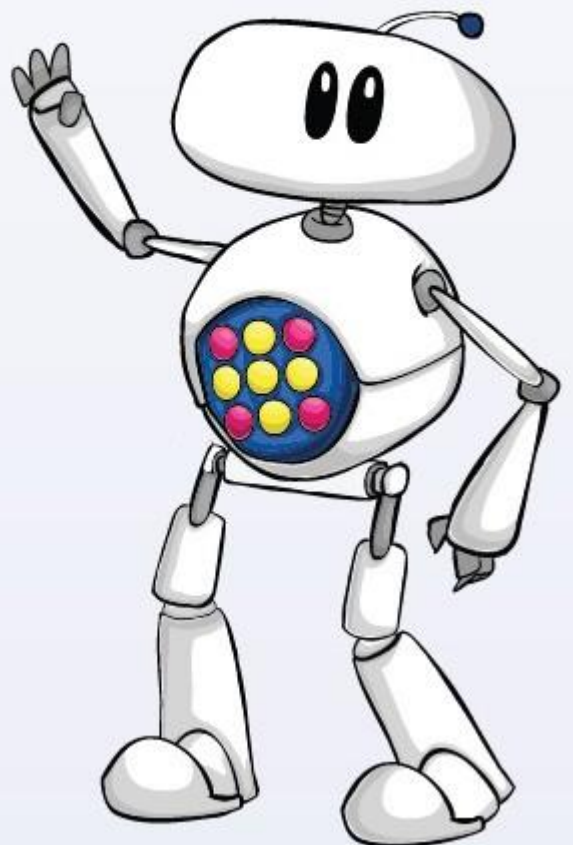


MyiMaths

User Guide for Teachers



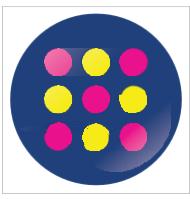


Table of Contents

Welcome to the MyiMaths user guide

What is MyiMaths?	5
Who is this user guide for?	5
What do I need to access MyiMaths?	5
Getting started	6

Logging in

Password levels	8
Logging in to Assessment Manager	9
Creating a class	10
Creating students	11

Setting tasks and activities

Setting a task	14
Setting a task for multiple classes	15
Viewing a summary of allocated tasks	16
Changing a task deadline	17
Giving one or more students an extension	17
Leaving feedback	18
Viewing the task	19
Monitoring homework	19
Setting an activity	20
Viewing outstanding work	21

Viewing students' results

Viewing class results	23
Downloading a Markbook	28
Monitoring progress	29
Viewing individual results	32
Using the 'Find student' function	34
Sending messages to students	35

Managing students and classes

Importing and exporting classes	37
Creating a .csv File	37
Downloading a template	38

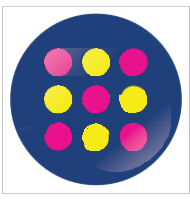


Table of Contents

Making a spreadsheet from scratch	39
Importing the .csv file into the MyiMaths website	40
Exporting a class as a spreadsheet	42
Editing student details	43
Editing student name and login details	44
Adding a student to another class	44
Removing a student from a class	45
Deleting a student from the school	46
Deleting a class	46
Creating a class manually	48
Changing school account settings	50

Parent letters

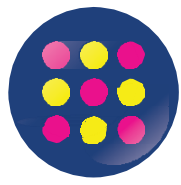
Generating a parent letter	52
--------------------------------------	----

The students' experience

How do students access the site?	53
Lessons	54
Homework	56
Submitting homework	57
Checkout	58
My Feed	59
My Results	59
Leaving feedback	60
My Levels	60
My Boosters	60
My Resources	61
Games	63
Booster packs	65
A Level	65
Toolkit	66

Other activities

Guide to installing Flash Player	67
Resources for teachers	68



Welcome to the MyiMaths user guide

This user guide will help you get the most out of the MyiMaths.co.uk website. It covers everything from logging in to the website, through to lessons, homework, games and more.

What is MyiMaths?

MyiMaths is a subscription website for schools, that provides access to a range of ready-made lessons and online homework tasks for all ages and abilities right up to A Level.

This guide shows you how to add classes and students from your school to the MyiMaths database. It also explains how to access the lessons, games, booster packs and other learning tools that are available on the site as well as showing you how to set homework for your students. The guide explains how you can view your students' results, send them messages and reminders, and handle the data the site is capable of producing.

Who is this user guide for?

This guide is for secondary school teachers.

What do I need to access MyiMaths?

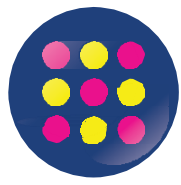
MyiMaths is a website, so to use it you will need:

- an internet connection
- a web browser, such as Chrome, Firefox or Internet Explorer. Make sure it's an up-to-date version
- a program called Flash Player
- the login details for your school, and your account.

Flash Player is used by some websites to make them more interactive.

If you're not sure if you have Flash Player installed, [**click here**](#) to check.

We've written a quick, step-by-step guide to installing Flash. To read it, go to [**'Guide to installing Flash Player'**](#).




Getting started

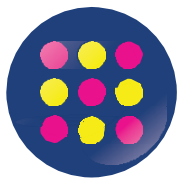
If you're reading this user guide on a computer, click on www.MyiMaths.com to open the site in your web browser.

Alternatively, you can type 'www.MyiMaths.com' straight into your browser's address bar and press the **Enter** key on your keyboard. You will see the following window:



Throughout this user guide, we'll use some conventions that make the instructions a little easier to follow:

- Text highlighted in **bold** refers to a button on the website, or to text that's displayed on the screen.
- 'Hyperlinks' allow you to easily navigate your way around the user guide. For instance, if you click on **Contents** you'll be taken to the contents page.
- Hyperlinks are easy to spot. They're bold, they're underlined, and the mouse pointer will change to the hand icon  when it's over one. Click the left mouse button to follow the link.

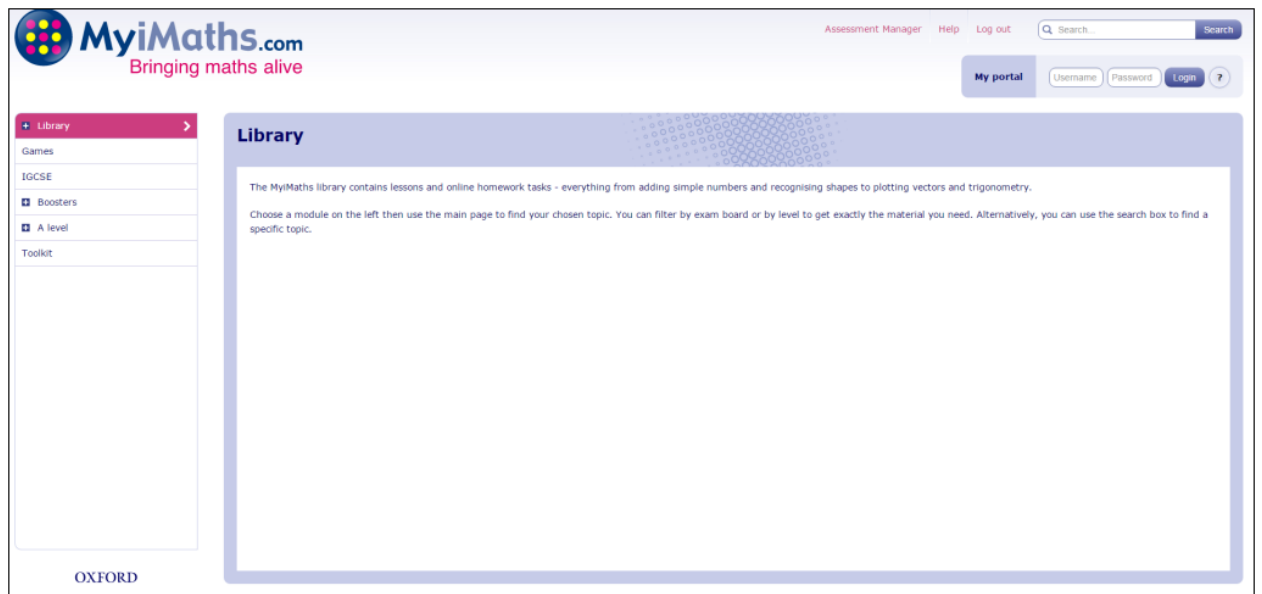


Logging in

On the MyiMaths website, type in the username and password of your school at the top of the screen. Click **Go**.

A login form with two input fields labeled 'Username' and 'Password', and a blue 'Go' button to the right.

You will be taken to the following page:

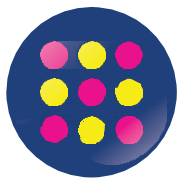


Teachers can log in to the **Assessment Manager** from this page, and manage their classes and homework assignments.

NOTE! Students and parents also enter the site through this page, where they have two options:

- They can use the resources on the left of the screen, such as the **Library** or **Booster packs** (we'll cover these in more detail later)
- They can log in to **My portal**, to see the homework that has been assigned by their teacher.

The next few pages will show you how to log in to the Assessment Manager, create a class and then add students to that class.



Password levels

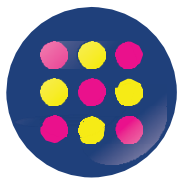
MyiMaths uses three levels of passwords:

- the first level is the username and password for the school, this is used by students and teachers to access the specific MyiMaths site for their school
- the second level username and password is unique for each pupil. Teachers within a school share a common second level username and password
- the third level is used to access administrative tasks, such as creating, editing or deleting classes or students.

NOTE! You can opt whether to assign a third level password or not. It's more secure to assign a third level password, and it allows you to limit who can make administrative changes.

You will be given the option to create a third level password when you first attempt to access an administrative task. Once the third level password has been created, you will only need to enter it in future if you are making administrative changes.

The third level password only needs to be entered once in a session.



Logging in to Assessment Manager

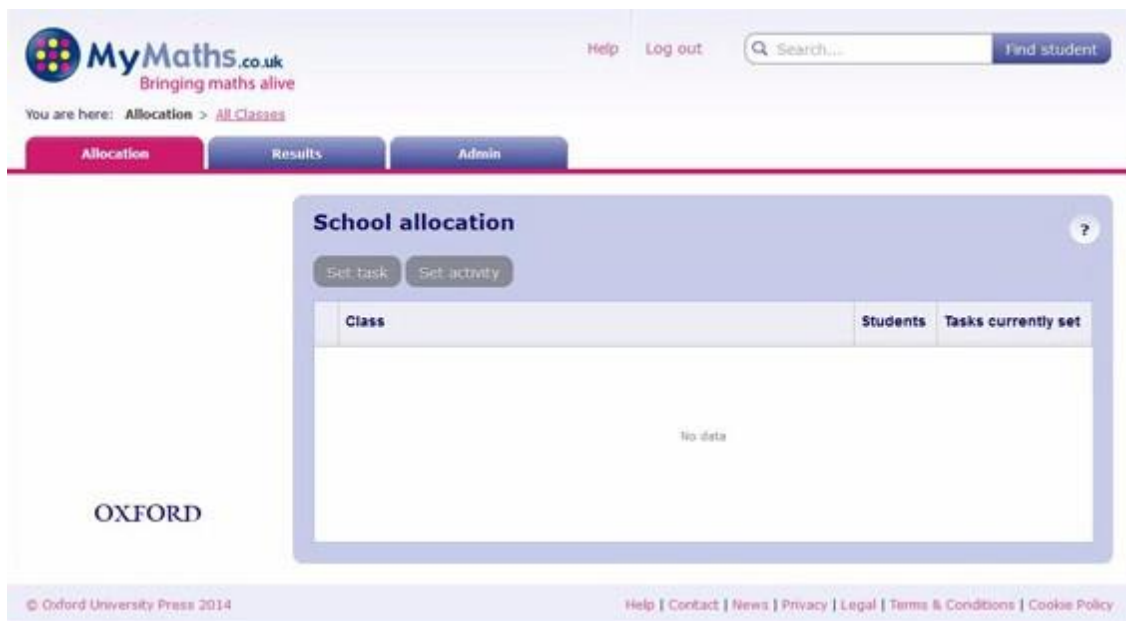
The Assessment Manager is the teacher's gateway to managing classes and homework. To access it, follow these steps:

1. Click on **Assessment Manager** at the top of the page.
2. In the new window, type in your login details and click **Login**.

Welcome to the Assessment Manager

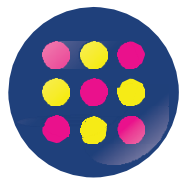
The screenshot shows a login form with two input fields: "Second-level login" and "Second-level password". To the right of these fields is a blue "Login" button and a small circular help icon containing a question mark.

The Assessment Manager consists of three main sections: **Allocation**, **Results** and **Admin**.







- The **Allocation** tab lets you set tasks and activities for students.
- The **Results** tab shows how the students have done on their homework and on any additional tasks they have completed.
- The **Admin** tab is used to create classes and students, and manage existing students.

The next section of this user guide shows you how to tackle the first task: creating a class in the Admin tab.



Creating a class

NOTE! The following sections explain how to manually create classes and students. Alternatively you can import these details from a spreadsheet, see **'Managing students and classes' on page 37** for more information.

1. Click on the  tab.
2. In the **School Admin** window, click on .
3. If your school doesn't use a third level password, you'll be taken straight to step 5.
4. If you've set a third level password, you'll be prompted to enter it. Enter the password and click .
5. The following window will appear. Enter a class name and click .



Create new class [X]

Class name

Enter class name...

Cancel Create

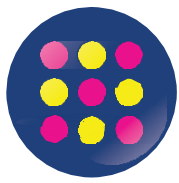
6. In this example, we've called the class **'Class 4a'**. You can see Class 4a listed in the School Admin window.



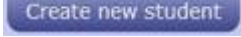
The screenshot shows the MyiMaths School Admin interface. The 'Admin' tab is selected. On the left, there are sections for 'Subscription Details' (School, Contact, Email, Expiry: 03 December 2015, Change) and 'Resources for teachers' (OXFORD). The main area is titled 'All Classes' and contains a table of classes. Above the table are buttons for 'Download spreadsheet template', 'Import a spreadsheet', 'Create new student', 'Create new class', 'Generate parent letters', and 'Export selected class as spreadsheet'.

Class	Students	
<input type="checkbox"/> Class 3b	28	Edit class name [lock icon]
<input type="checkbox"/> Class 4a	16	Edit class name [lock icon]
<input type="checkbox"/> Class 5a	17	Edit class name [lock icon]

In the next section, we'll create some students and add them to the class.



Creating students

1. In the **School Admin** window, click on 
2. The following window will appear. Enter a **First name** and **Last name** and select a class from the **Class** drop-down menu. Click **Create**.



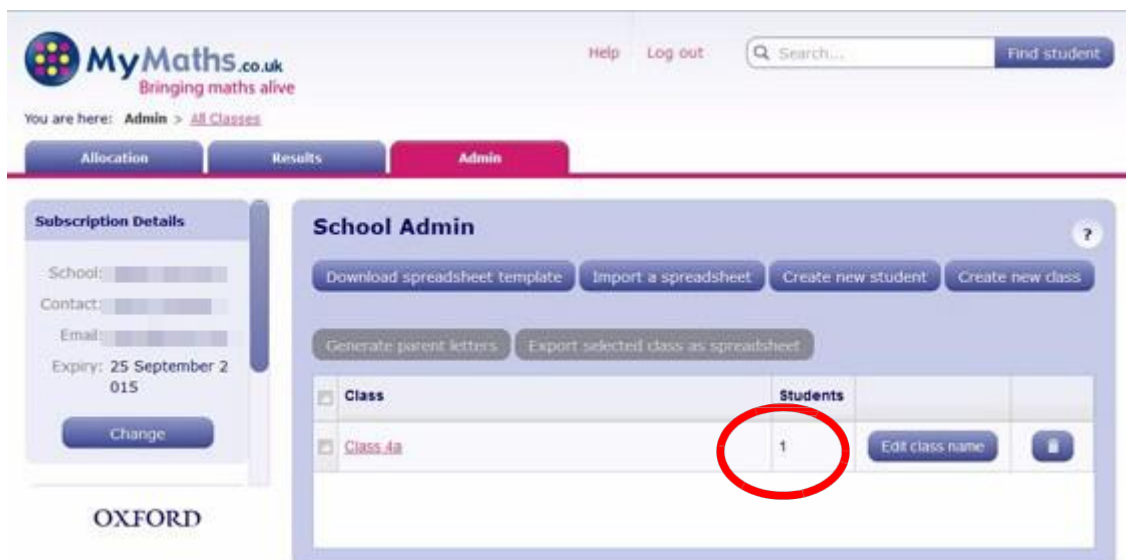
Create new student ✕

First name


Last name

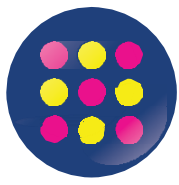
Class
Select class ... ▼


3. In the **School Admin** window, you can see that the number of students has increased by 1:



The screenshot shows the MyiMaths School Admin interface. On the left, there is a 'Subscription Details' sidebar with fields for School, Contact, Email, and Expiry (25 September 2015). The main area is titled 'School Admin' and contains several buttons: 'Download spreadsheet template', 'Import a spreadsheet', 'Create new student', 'Create new class', 'Generate parent letters', and 'Export selected class as spreadsheet'. Below these buttons is a table with columns 'Class' and 'Students'. The table has one row with 'Class 4a' and the number '1' in the 'Students' column, which is circled in red. There are also 'Edit class name' and 'i' icons for the class row.

4. Click on  again to add another student to the class. Repeat this step until all the students have been created.



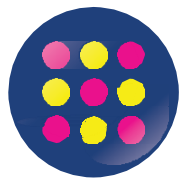
5. To add another class, click  and add students to it in the same way.

NOTE! You will need to let your students know their login and password details, before they can access the site.

The MyiMaths website can automatically generate letters containing the usernames and passwords for each student, which you can then send to their parents or carers. Refer to **'Parent letters' on page 51** for more information.

When you're ready, **click here** to manage your students and classes. We'll show you how to display all the login details for a class or the whole school, how to move students between classes, or export the information to a spreadsheet.

Alternatively, **click here** to learn how to set your classes tasks, or homework.

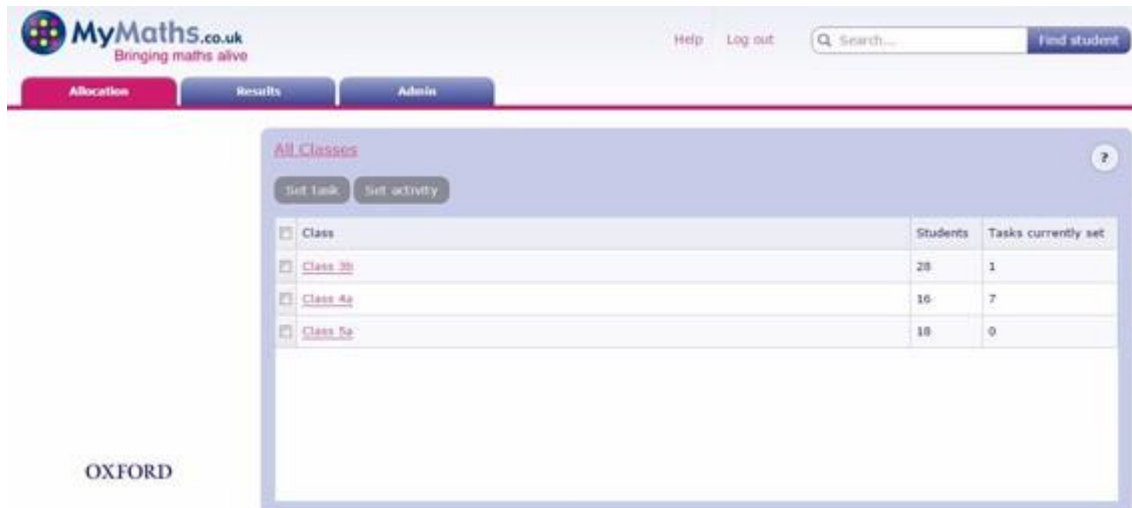


Setting tasks and activities

You can set tasks and activities for a whole class, or individual students.

- **Tasks** are auto-marked resources that feed scores into the MyiMaths database, like Online Homeworks and Online Worksheets
- **Activities** are written instructions typed in by the teacher, perhaps a reference to certain pages in a text book, or a link to a website

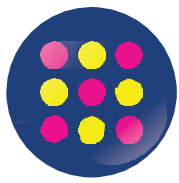
1. Click on the **Allocation** tab to get started.
2. You will be taken to the following page:



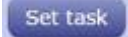
3. Click on one or more class names from the **Class** list, to assign the students their work. In the following window, we're showing the work set for Class 4a. As you can see, it's currently empty.

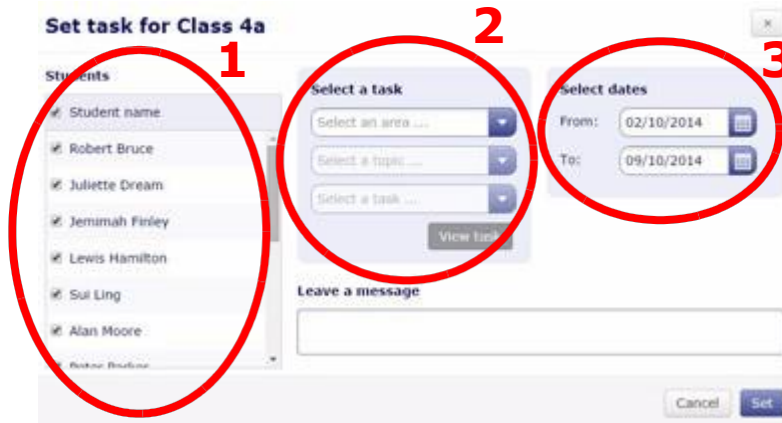


Let's set the class a **task**.




Setting a task

1. click on . The following window will open.



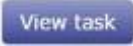



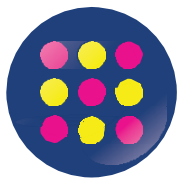
2. Area 1 (circled in red) is a list of all the students in Class 4a. You can click on next to a particular name, if you want to deselect them. Students who have been deselected won't be set this particular task.


For now, leave them all ticked.

3. Area 2 is where you select a task. Click on the  drop-down menu, and choose a task area.

NOTE! You can scroll through the list using the mouse wheel, keyboard 'down' arrow or by dragging the grey menu bar.


4. Next, click on the  drop-down menu, and choose one of the topics listed.
5. Finally, click on the  drop-down menu, and choose the task you want to set for the class.
6. Once you've chosen a task, you can click  to open the task in a new window. Close the window when you're done. You can choose a different task if that wasn't the one you intended to set!
7. Area 3 lets you set the time period in which your students must complete the task. Click on  next to **From:** and **To:** in order to display the calendar. Click on the required dates.
8. You can click in the box below Leave a message if you want to type in some guidance for your students.




9. Click on . The task is now set for your students.

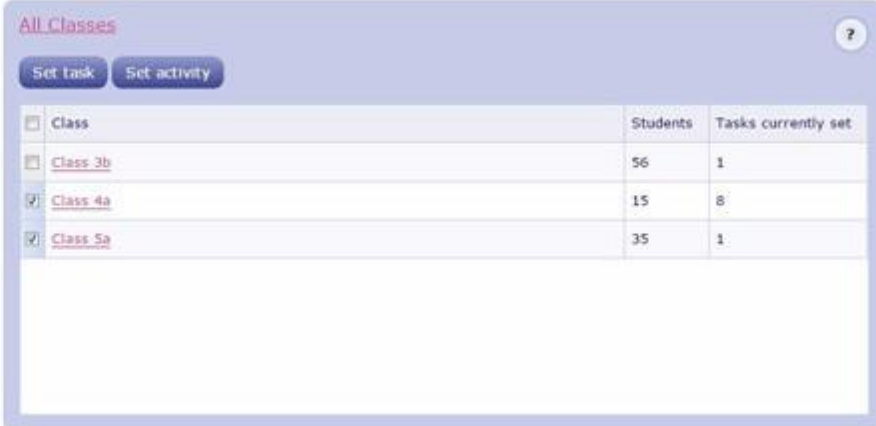
NOTE! If the start date is today, the task will immediately be visible to students in My portal. If the start date is in the future, it will become visible to them on that date.

Setting a task for multiple classes

From the  tab, you can set a task or activity for more than one class.

1. Put a tick  next to each of the classes that you want to allocate a task to.

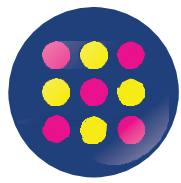
OXFORD



<input type="checkbox"/> Class	Students	Tasks currently set
<input type="checkbox"/> Class 3b	56	1
<input checked="" type="checkbox"/> Class 4a	15	8
<input checked="" type="checkbox"/> Class 5a	35	1

2. Click on .

3. Choose a task to allocate to all the selected classes, in the same way as we described in **'Setting a task' on page 14.**



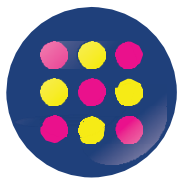
Viewing a summary of allocated tasks

If you click on the **Allocation** tab and then click on the name of the class you've just set a task for, you'll see the following summary:

Task or activity	Type	Created	Completed	Start	Due	Feedback
Quadratic equations - fractions		13/12/14	0/15	13/12/14	20/12/14	
Position and turning		06/12/14	5/14	06/12/14	13/12/14	Leave feedback
Position and turning		06/12/14	5/14	06/12/14	13/12/14	Leave feedback
Coordinates 1		04/12/14	2/15	04/12/14	11/12/14	Leave feedback
Sampling		04/12/14	0/0	04/12/14	11/12/14	
Decimal place value		04/12/14	3/15	04/12/14	12/12/14	Leave feedback


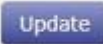
From this window, you can:

- change a task deadline or start date (as long as it's in the future)
- monitor homework
- leave one or more students feedback on homework
- remove a student or students from a task allocation
- delete an assignment (this doesn't delete any results students have already achieved: it just removes it from their task lists in My portal)



Changing a task deadline

1. Click on a task in the **Task or activity** column, or the date in the **Due** column.

2. Click on  next to **To:** in order to display the calendar. Click on the date for the new deadline.
3. Click on  to save the changes.

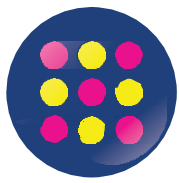
NOTE! You can change the task start date in the same way, as long as the task hasn't already started.




Giving one or more students an extension

You can give an extension for a task or activity to one or more students, rather than the whole class.

1. Click on a task in the **Task or activity** column, or the date in the **Due** column.

2. Click on next to **Student name** (circled) to deselect all the students in the class.



3. Click on  next to the names of the students that you want to give an extension to.
4. Click on  next to **To:** in order to display the calendar. Click on the date for the new deadline.
5. Click on  to save the changes.

NOTE! Granting an extension will create a duplicate in the list of allocated tasks: there will be one entry for pupils who haven't been granted an extension, and another for those who have.

The **Completed?** column will show how many pupils are in each allocation, so you can quickly tell them apart.


Leaving feedback

The feedback button is available on any allocation that has been completed by one or more students.

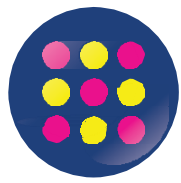
1. Click on  in the **Feedback** column.

NOTE! To reach the **Feedback** column, You may need to move the slider with your mouse:



2. To leave feedback for all the students in a class, click in the **Quick feedback** field and type your message.
3. To leave feedback for an individual student, click in the field below their name and type your message.
4. When you've finished, click on .

The students will be able to see your feedback in My Results and My Feed, next time they log in.



Viewing the task

You may want a reminder of what a task contains:

Edit task for Class 3b

Students

- Student name
- Tori Amos
- Mark Arm
- Helen Bach
- Ujvala Banik
- Ashraf Bansal
- John Cale
- Elizabeth Cline

Select a task

Number

Add subtract mental

Number facts and doubles

View task

Select dates

From: 09/10/2014

To: 16/10/2014

Leave a message

Cancel **Update**

1. In the Edit task window, click on **View task**. The task will open in a new window.

Monitoring homework

The **Completed** column shows you the following:

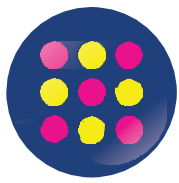
- how many students have completed a task
- the scores achieved
- when the task was completed
- How many attempts each student has made
- The text **Never logged in** if a student hasn't accessed the homework

Click on a value in the **Completed** column to view this information. We'll cover other ways of viewing results in **'Monitoring progress' on page 29.**

Position and turning


Student name	Q1	Q2	%	Days	Attempts	Rating
Robert Bruce	3 /4	3 /4	75	Today	1	
Juliette Dream	1 /4	4 /4	63	Today	1	
Jemimah Finley	3 /4	4 /4	88	Today	1	
Lewis Hamilton	3 /4	4 /4	88	Today	1	😊
Sui Ling	2 /4	3 /4	63	Today	1	
Alan Moore				Never logged in		

Cancel **Save**





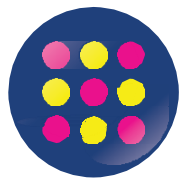
Setting an activity

Setting an activity is very similar to setting a task. Let's set an activity now:

1. click on . The following window will open.




2. Area 1 (circled in red) is the same list of students we looked at in the previous section. You can click on to deselect students in the same way.
3. Area 2 is where you set an activity. Click on the text box and type in some instructions, which your students will read. If you include a web address, it will appear as a hyperlink.
4. Area 3 lets you set the time period in which your students must complete the activity. Click on  next to **From:** and **To:** in order to display the calendar. Click on the required dates.
5. Click on . The activity is now set for your students.



Viewing outstanding work

You can view a list of tasks that are either outstanding or overdue for any particular class by selecting the Outstanding Work tab.


1. Click on the  tab to get started.
2. You will be taken to the following page:



OXFORD

Class	Students	Tasks currently set
Class 3b	28	1
Class 4a	16	7
Class 5a	18	0

3. Click on a class name from the **Class** list, to bring up the allocations for that class.



Individual Task **Outstanding Work**

Students in this selection

Narrow by...

- Library
- Booster packs
- Statistics GCSE
- IGCSE
- A level

Reset | [Apply filter](#)

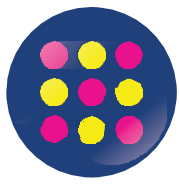
OXFORD

All Classes > [Class 4a](#)

[Set task](#) [Set activity](#) [Send reminder](#) [Delete](#)

Task or activity	Type	Created	Completed	Start	Due	Feedback
Quadratic equations - fractions		13/12/14	0/15	13/12/14	20/12/14	
Position and turning		06/12/14	5/14	06/12/14	13/12/14	Leave feedback
Position and turning		06/12/14	5/14	06/12/14	13/12/14	Leave feedback
Coordinates 1		04/12/14	2/15	04/12/14	11/12/14	Leave feedback
Sampling		04/12/14	0/0	04/12/14	11/12/14	
Decimal place value		04/12/14	3/15	04/12/14	12/12/14	Leave feedback

4. Click on the **Outstanding Work** tab (circled).



5. The page will display all the outstanding and overdue work for each student within a class.

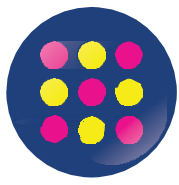
OXFORD

All Classes > Class 4a

Download Spreadsheet

Student	Outstanding Work	Overdue Work
Robert Bruce <ul style="list-style-type: none">0 outstanding4 overdue4 total		<ul style="list-style-type: none">[1] Describing shapes (Due 49 days ago)[1] Number facts and doubles 1 (Due 49 days ago)[1] Number facts and doubles 1 (Due 49 days ago)[1] Describing shapes (Due 49 days ago)
Juliette Dream <ul style="list-style-type: none">0 outstanding4 overdue4 total		<ul style="list-style-type: none">[1] Describing shapes (Due 49 days ago)[1] Number facts and doubles 1 (Due 49 days ago)[1] Number facts and doubles 1 (Due 49 days ago)[1] Describing shapes (Due 49 days ago)

Click [Download Spreadsheet](#) to export this list as a spreadsheet.



Viewing students' results

You can view how your students are progressing overall by clicking on the **Results** tab.

In this area of the website, you can:

- see all of the results for your class
- look at results for specific dates, levels or areas
- see detailed results for each student
- download results as a spreadsheet
- monitor overall progress.


The Results section allows you to view **individual tasks**, or see a **summary** of how a whole class or individual student is doing.

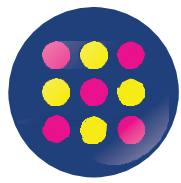
Viewing class results

This section explains how to view all of the results for a chosen class, across the whole of the MyiMaths platform. This will include tasks that students have completed independently, as well as the tasks that you have assigned.

You can view specific results using the filters built into MyiMaths.

NOTE! You can also download this information as a spreadsheet. We'll explain how in **'Downloading a Markbook' on page 28.**

1. Click on the  tab to get started.



2. You will be taken to the school results page:

The screenshot shows the MyiMaths.co.uk interface. At the top, there are navigation tabs for 'Allocation', 'Results', and 'Admin'. The 'Results' tab is active. Below the navigation, there is a search bar and a 'Find student' button. The main content area is titled 'All Classes' and contains a table with the following data:

Class	Students	Attempts this week	Last pupil access
<input type="checkbox"/> Class 2b	28	0	none
<input type="checkbox"/> Class 4a	16	14	06/12/2014
<input type="checkbox"/> Class 5a	17	0	none

Below the table, there is a 'View Results' button and a 'Download Markbook' button. The 'OXFORD' logo is visible at the bottom left of the page.

NOTE! This page shows how many assignments have been attempted this week. 14 tasks have been completed by Class 4a.

3. Click on next to a class and click [View Results](#). In the following example, we're looking at Class 4a. The students have attempted a few more of the tasks:

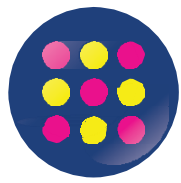
The screenshot shows the MyiMaths.co.uk interface for viewing individual tasks. The 'Individual Tasks' tab is circled in red. The page title is 'All Classes > Class 4a'. There are buttons for 'Download results', 'Delete these results', and 'Toggle fullscreen'. A table shows the following data:

Topic	Task name	Robert B	Juliette	Jemima	Lewis H	Sul L	Alan M	Zak P	Peter
1	Number Number facts and doubles 1				81%	38%		100%	
2	Shape Position and turning	75%	63%	88%	88%	63%			
2	Three boosters Position and turning	75%	63%	88%	88%	63%			
4	Algebra Coordinates 1					71%		79%	
4	Number Decimal place value				70%	45%		80%	
7	Data Sampling								

On the left side, there is a 'Narrow by...' menu with options: Selected Dates, Level, Type of Task, Library, and Booster packs. Below the menu are 'Reset' and 'Apply filter' buttons. The 'OXFORD' logo is visible at the bottom left of the page.

NOTE! The tab (circled) indicates that you're viewing **individual tasks**.

To see all the students in the class, move the slider with your mouse:



4. Scroll down the list to see results for all of the tasks the class has attempted.

NOTE! By default, you will only see results for allocated work.

5. To see all results, including work done independently by your students, scroll down the left-hand menu and untick next to **Only show allocated work**.

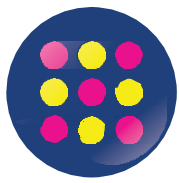
Click **Apply filter** to apply the change.

NOTE! After removing this filter, some tasks may appear twice in the list of results, because the tasks appear in two different locations in the menus (for example, **Positioning and turning** is listed in **Shape** and **Three boosters**).

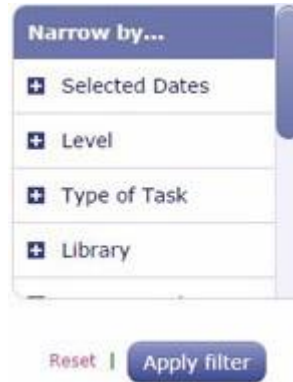
6. Click **Toggle Fullscreen** to view the results in fullscreen mode. Click **Toggle Fullscreen** again to return to the normal view.

7. The screen shows individual results for all the students in the class. You can quickly gauge how your students are doing by looking at the coloured background of the cells:

Cell Colour	Meaning
	High score - 70% or more
	Average score - at least 40% but below 70%
	Low score - 40% or less
	Task not attempted

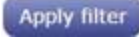


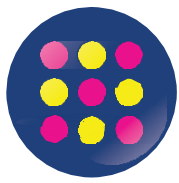
8. To hone in on a particular result or results, you can use the filters. They are located on the left of the screen.



NOTE! You can filter the data by:

- Selected Dates
- Level
- Type of Task (Homeworks or Worksheets)
- Library (Number, Algebra, Shape or Data)
- Booster packs.

9. Click on one of the filters, and then click . The screen will now display only those results that aren't excluded by the filter. To remove all filters, click on **Reset**.



10. Click on a **Task name** (for example, [Number facts and doubles 1](#)) to see more details about how your students have performed. The results will be displayed in a new window:

Student name	Q1	Q2	%	Days	Attempts	Rating
Robert Bruce	3 /4	3 /4	75	Today	1	
Juliette Dream	1 /4	4 /4	63	Today	1	
Jemimah Finley	3 /4	4 /4	88	Today	1	
Lewis Hamilton	3 /4	4 /4	88	Today	1	🏆
Sui Ling	2 /4	3 /4	63	Today	1	
Alan Moore				Never logged in		

11. You can edit your students' scores by clicking inside the score box . Delete the existing score, and type in a new one.

NOTE! You may want to do this if a student has demonstrated they can complete the task in the classroom, or in some other way.

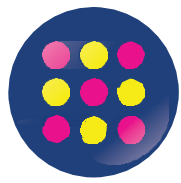
12. The number in the **Attempts** column tells you how many attempts each student has made at the task.

13. Click [Save](#) to save the changes and return to the previous screen.

14. To download the filtered results as a spreadsheet, click [Download results](#). The spreadsheet will download in Excel format (.xlsx).

NOTE! The spreadsheet will only contain data that is still visible after you have applied any filters. Filtering data before you download it can help to reduce the file size.




15. To delete the filtered results, click [Delete these results](#)

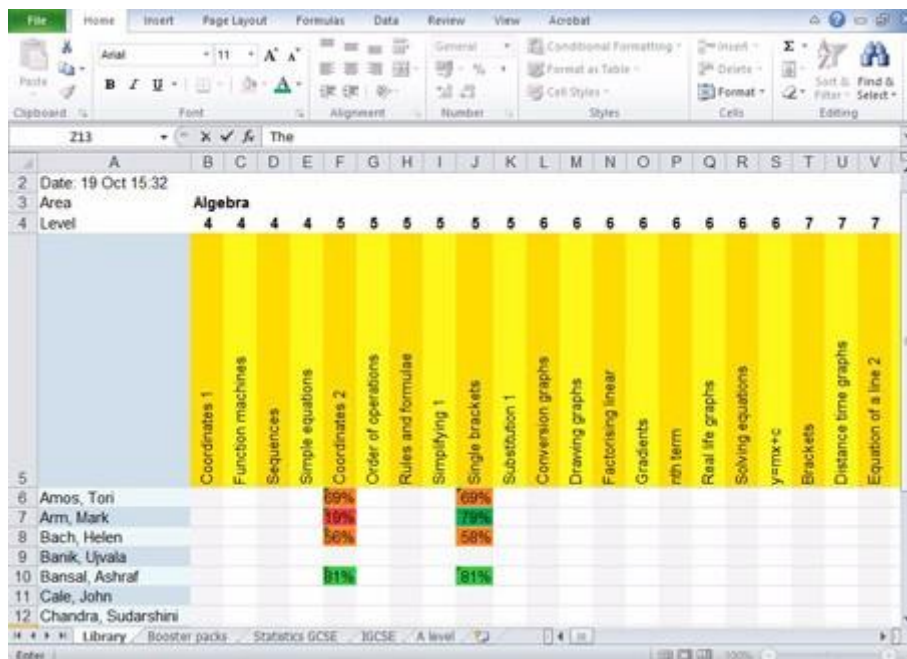


Downloading a Markbook

You can download a spreadsheet called a Markbook, which contains all the results across the whole of MyiMaths for an individual class. The spreadsheet will be downloaded to your computer in Excel format (.xlsx).

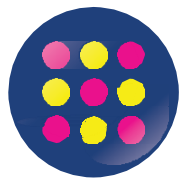
NOTE! All tasks will be included, whether they've been attempted by students or not. Due to the file size, you may want to avoid doing this for particularly large classes.

1. Click on the  tab to get started.
2. On the School results screen, click on  next to a class and click .
3. The spreadsheet will be downloaded to your computer. It will typically appear in your download folder, depending on how your web browser is set up.
4. Find the file on your computer, and double-click to open it.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
2	Date: 19 Oct 15:32																					
3	Area	Algebra																				
4	Level	4	4	4	4	5	5	5	5	5	5	6	6	6	6	6	6	6	6	7	7	7
5		Coordinates 1	Function machines	Sequences	Simple equations	Coordinates 2	Order of operations	Rules and formulae	Simplifying 1	Single brackets	Substitution 1	Conversion graphs	Drawing graphs	Factorising linear	Gradients	rth term	Real life graphs	Solving equations	y=mx+c	Brackets	Distance time graphs	Equation of a line 2
6	Amos, Tori					69%				69%												
7	Arm, Mark					39%				79%												
8	Bach, Helen					60%				58%												
9	Bank, Ujvala																					
10	Bansal, Ashraf					81%				81%												
11	Cale, John																					
12	Chandra, Sudarshini																					

5. Student names are displayed in the left-hand column, and all the tasks are listed to the right. Once again, the cell colours indicate whether students have achieved a low, average or high score in individual tasks.



Monitoring progress

1. Click on the **Results** tab.
2. Click on next to a class in the **Class** list, and click **View Results** to display a summary for that class.

The screenshot shows the MyiMaths interface with the 'Results' tab selected. A table displays performance data for 'Class 4a' across seven topics. The table has columns for 'Topic', 'Task name', and individual students: Robert B, Juliette, Jemima, Lewis H, Sul L, Alan H, Zak P, and Peter. Percentages are shown in colored cells (green for high, yellow for medium, red for low).

Topic	Task name	Robert B	Juliette	Jemima	Lewis H	Sul L	Alan H	Zak P	Peter
1	Number Number facts and doubles 1				81%	38%		100%	
2	Shape Position and turning	75%	63%	88%	88%	63%			
2	Three boosters Position and turning	75%	63%	88%	88%	63%			
4	Algebra Coordinates 1					71%		79%	
4	Number Decimal place value				70%	45%		80%	
7	Data Sampling								

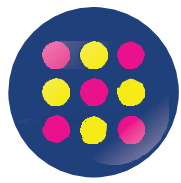
3. Click **Toggle Fullscreen** to view the results in fullscreen mode. Click **Toggle Fullscreen** again to return to the normal view.
4. Click on the **Summary** tab. The following page will open:

The screenshot shows the 'Summary' view for 'Class 4a'. A table provides a summary of task completion for each student across levels 1, 2, and 4. The table includes columns for 'Level', student names, and summary statistics like 'Tasks', 'Done', 'Average', and 'Completed'.

Level	Robert Bruce	Juliette Dream	Jemimah Finley	Lewis Hamilton	Sul Ling	Zak Panther-Cross
1				11 Tasks 1 Done Average 81% Completed 9%	11 Tasks 1 Done Average 38% Completed 9%	11 Tasks 1 Done Average 100% Completed 9%
2	23 Tasks 1 Done Average 75% Completed 4%	23 Tasks 1 Done Average 63% Completed 4%	23 Tasks 1 Done Average 88% Completed 4%	23 Tasks 1 Done Average 88% Completed 4%	23 Tasks 1 Done Average 63% Completed 4%	
4				65 Tasks 1 Done Average 70%	65 Tasks 2 Done Average 58%	65 Tasks 2 Done Average 80%

5. The page shows:

- how many tasks are at each level, within the MyiMaths library. For example, there are 11 tasks at Level 1
- how many tasks each student has completed
- Each student's average score
- The number of tasks each student has completed, as a percentage of tasks available for a particular level.



You can click **Message students** to send a message to your students. The messaging system is explained in **'Sending messages to students' on page 35.**

6. To see how a student is progressing by levels, click on the student's name in the top row. In this example, we've clicked on Lewis Hamilton.

The screenshot shows the 'Individual Task' page for Lewis Hamilton. A 'Progress' button is circled in red. Below it is a table of task results.

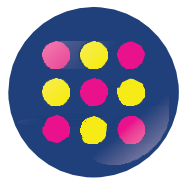
Level	Topic	Task name	Tries	Start date	Last tried	Rating	%	Q1	Q2	Q3	Q4
1	Number	Number facts and doubles...	1	04/12/2014	06/12/2014	😊	81	75%	88%	-	-
2	Shape	Position and turning	1	06/12/2014	06/12/2014	😊	88	75%	100...	-	-
2	Three boosters	Position and turning	1	06/12/2014	06/12/2014	😊	88	75%	100...	-	-
4	Algebra	Coordinates 1	0	04/12/2014	Never tried	🌟					
4	Number	Decimal place value	1	04/12/2014	06/12/2014	😊	70	100...	50%	-	-

7. Click on **Progress** (circled) to view the student's overall progress through each level.

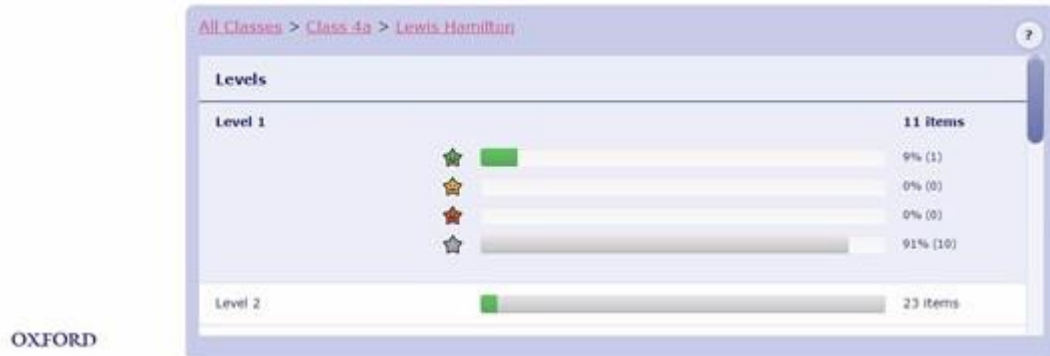
The screenshot shows the 'Levels' page for Lewis Hamilton. The 'Progress' button is circled in red. Below it is a table showing progress through levels.

Levels	Progress	Items
Level 1	Green bar	11 items
Level 2	Green bar	23 items
Level 3	Amber bar	41 items
Level 4	Red bar	65 items
Level 5	Amber bar	49 items
Level 6	Amber bar	41 items

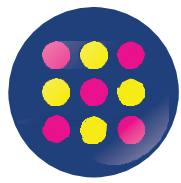
NOTE! The length of the coloured bars indicate how far the student has progressed through each level. The colour of the bar is a guide to how well they've scored: Green indicates a high score, amber indicates an average score and red indicates a low score.



8. Click on a level to see the student's results in more detail: the next screen shows this student's results for Level 1.



9. This window shows that across all the tasks for Level 1, the student has completed 9% of the tasks with an high score . The bottom bar shows that 91% of Level 1 tasks have yet to be attempted by the student. They haven't achieved any average scores or low scores .

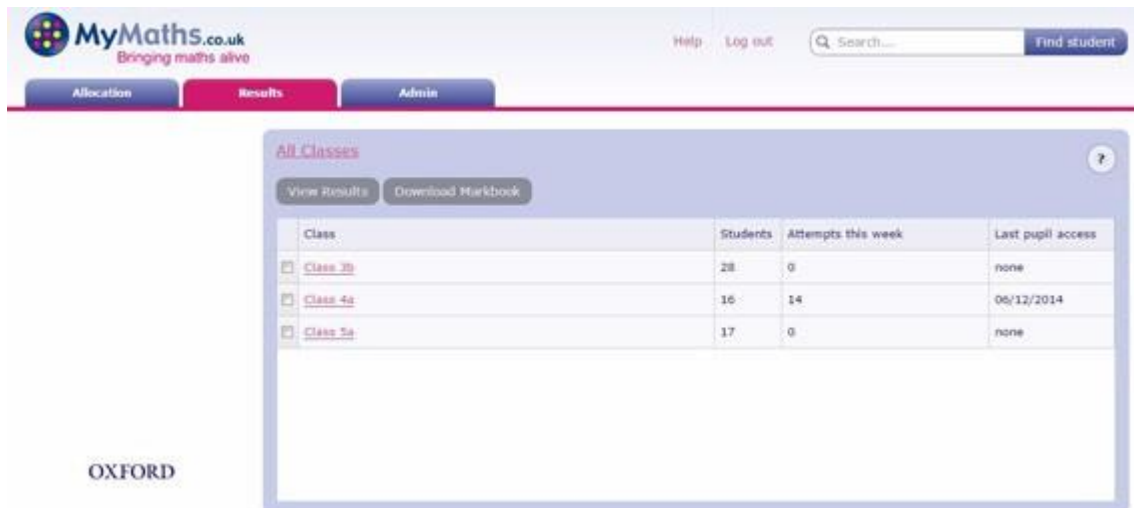


Viewing individual results

You can view detailed information for an individual student on the website. You can see how many times they have attempted different tasks, the date when they last did a task, any ratings they have left, scores for each page, their overall result, and any feedback you've sent to them.

1. Click on the  tab to get started.

NOTE! If you are already viewing the results for an individual student, you will need to click **All Classes** instead to view the following screen.



MyiMaths.co.uk
Bringing maths alive

Help Log out Search... Find student

Allocation **Results** Admin

All Classes

View Results Download Markbook

Class	Students	Attempts this week	Last pupil access
Class 3b	28	0	none
Class 4a	16	14	05/12/2014
Class 5a	17	0	none

OXFORD

2. In the **Class** column, click on the name of a class that contains the student you want to view results for. In this example, we've clicked on **Class 4a**.



Narrow by...

- Selected Dates
- Level
- Type of Task
- Library
- Booster packs

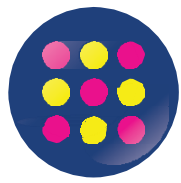
Reset | Apply filters

OXFORD

All Classes > Class 4a

Download results Delete these results Message students Toggle Fullscreen

Topic	Task name	Robert B	Juliette	Jemima	Lewis H	Sul L	Alan H	Zak P	Peter
1	Number Number facts and doubles 1				81%	38%		100%	
2	Shape Position and turning	75%	63%	88%	88%	63%			
2	Three boosters Position and turning	75%	63%	88%	88%	63%			
4	Algebra Coordinates 1					71%		79%	
4	Number Decimal place value				70%	45%		80%	
7	Data Sampling								



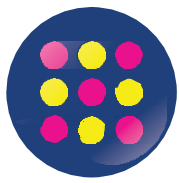
3. Click on the student's name in the top row. In the following example, we've clicked on **Lewis H.**

Level	Topic	Task name	Tries	Start date	Last tried	Rating	%	Q1	Q2	Q3	Q4
1	Number	Number facts and doubles...	1	04/12/2014	06/12/2014	😊	81	75%	88%	-	-
2	Shape	Position and turning	1	06/12/2014	06/12/2014	😊	88	75%	100...	-	-
2	Three boosters	Position and turning	1	06/12/2014	06/12/2014	😊	88	75%	100...	-	-
4	Algebra	Coordinates 1	0	04/12/2014	Never tried	🌟					
4	Number	Decimal place value	1	04/12/2014	06/12/2014	😊	70	100...	50%	-	-

4. The screen shows that the student has been assigned a number of tasks, and has tried most of them. The columns contain the following information:

- The **Level** of the task
- **Topic** and **Task name**: the tasks assigned to the student
- **Tries**: the number of attempts the student has made for each task
- **Start date**: the date the task was assigned
- **Last tried**: the date the student last attempted the task
- **Rating**: the student's rating for the task (ratings are explained in **'Leaving feedback' on page 60**)
- **%**: The overall score achieved for a task
- **Q1...Q4**: the score for each question in the task
- **Feedback**: a reminder of any feedback that you've previously left for the student.

5. You can filter the results using the filters on the left of the screen, you can delete the filtered results, and you can leave feedback for the student. These actions are covered in previous sections.



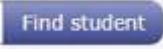
Using the 'Find student' function

You can use the Find student function to search for a student by name or student ID. This feature allows you to quickly view their results, allocated homework or edit their account details.

Go to the Assessment Manager homepage to access this feature.



Click in the **Search...** field and type in the name of a student, or their student ID.


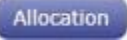

Click 

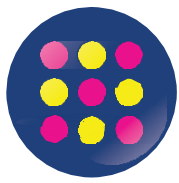


2 results for john				
Student name	Class name			
John Smith	Class 5a	Results	Allocation	Admin
John Cale	Class 3b	Results	Allocation	Admin

OXFORD

In this example, a search for 'John' has returned two results. From this window, you can:

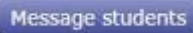
- Click on  to view a full list of the student's results. This includes the tasks set, number of tasks completed and the student's scores for all the tasks the student has completed, whether set by the teacher or completed independently. You can also send a message to the student from this window.
- Click on  to view the tasks that have been set for the student. You can also set them new tasks or activities.
- Click on  to view the student's login and password details, add the student to another class, or delete them from the MyiMaths site altogether.

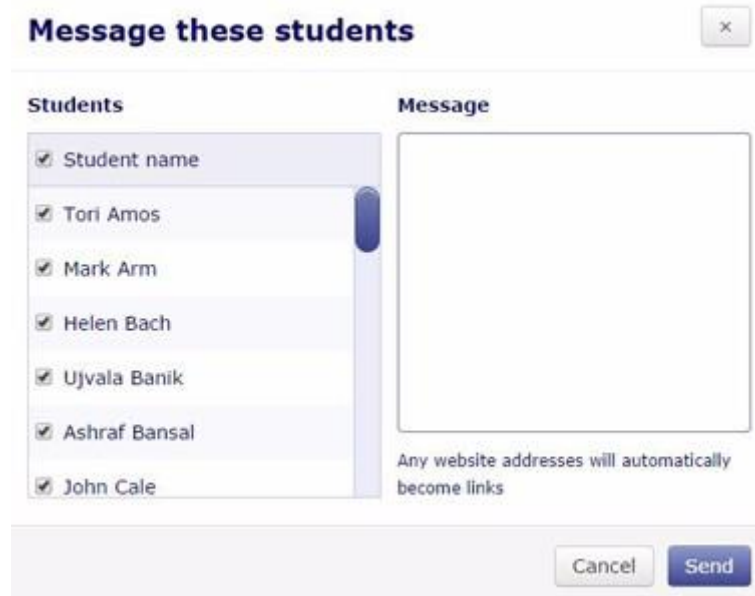


Sending messages to students

You can send reminders, advice or feedback to students using the message function:

1. Click






2. Your message will be sent to every student in the list by default. To deselect one or more students, click next to their name(s).

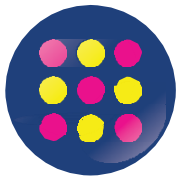
NOTE! To deselect all of your students and start a list from scratch, click next to **Student name** at the top of the list.

3. Write a message in the **Message** field.

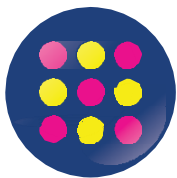
NOTE! If you type the address of a website into the field, it will appear as a hyperlink.

4. Once you've finished composing the message, click . The message will appear to the student in My Feed.

NOTE! Messages and feedback are a one-way means of communication: students cannot respond to you directly.



This page is intentionally blank



Managing students and classes

This section will guide you through editing student details, adding students to a class, deleting school leavers and importing and exporting class spreadsheets.

NOTE! You may require a third level password to edit student details, depending on whether or not your school has opted to set one.

Importing and exporting classes

The MyiMaths website allows you to import class and student details from a spreadsheet. You can also export data from the website, to a spreadsheet: the spreadsheet will contain student results, names, login names and passwords, and any general messages you have left for classes they belong to.

To import data from a spreadsheet, the spreadsheet must be saved in **.csv** format.

NOTE! .csv is a format that's widely used, and the extension simply denotes data that is separated by commas.

There are two ways to create your first spreadsheet:

- Create your classes and students in the MyiMaths website, as discussed in 'Creating a class' on page 10 and 'Creating students' on page 11. Then export this data as a spreadsheet
- Create a .csv file from scratch. You can make a spreadsheet in Excel, and then save it as a .csv file. Or you can download a template from the Admin page.

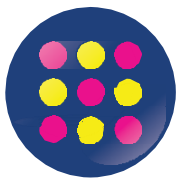
We'll go through the second option first.

Creating a .csv File

In this example, we'll create a .csv file using Microsoft Excel.

The way the spreadsheet is laid out is really important. If it's not done properly, the website won't be able to use it. There are a number of things to look out for, which we'll guide you through in a moment:

- The column headings are case sensitive
- The column headings must be in the right order
- The User Name and Password will be filled in or created automatically by the website, the first time you upload your spreadsheet.



The following figure shows a typical spreadsheet, containing class data.

	A	B	C	D	E
1	class	forename	surname		
2	Class 5a	John	Smith		
3	Class 5a	June	Jones		
4	Class 5a	Ryan	Sullivan		
5	Class 5a	Mary	Evans		
6	Class 5a	Sean	Drayfuss		
7	Class 5a	Jemmah	Smith		
8	Class 5a	Lucas	Ramsbotham		
9	Class 5a	Sky	Fletcher		
10	Class 5a	Summer	McCormack		
11	Class 5a	Roger	O'Hagan		
12	Class 5a	Danielle	Davison		
13	Class 5a	George	Alliah		
14	Class 5a	Amir	Farooq		
15	Class 5a	Sami	Mistry		

The top row (circled) shows the correct format for the field names.

You can download a template for this spreadsheet from the MyiMaths website, or you can make one from scratch.

Downloading a template

1. Log in to the **Assessment Manager**, see 'Logging in to Assessment Manager' on page 9.

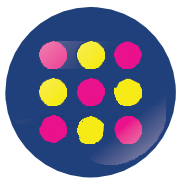
2. Click on the  tab.

3. In the following window, click on .



The screenshot shows the MyMaths.co.uk website interface. At the top, there is a navigation bar with 'Allocation', 'Results', and 'Admin' tabs. The 'Admin' tab is selected. Below the navigation bar, there is a 'Subscription Details' sidebar on the left and a main content area titled 'All Classes'. In the 'All Classes' section, there are several buttons: 'Download spreadsheet template', 'Import a spreadsheet', 'Create new student', 'Create new class', 'Generate parent letters', and 'Export selected class as spreadsheet'. Below these buttons is a table with columns for 'Class', 'Students', and 'Edit class name'. The table lists three classes: 'Class 3b' (28 students), 'Class 4a' (16 students), and 'Class 5a' (17 students). Each class has an 'Edit class name' button and a trash icon.

4. The template will save to your computer's download folder.



Making a spreadsheet from scratch

1. Open a new spreadsheet in Excel, and type the text we've circled into the columns of the first row.

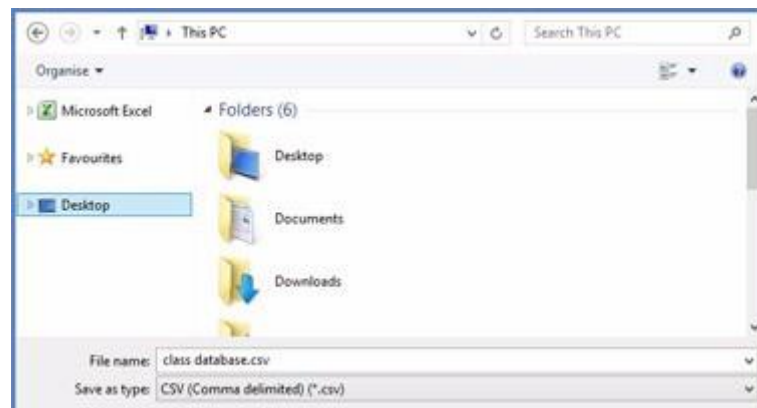
NOTE! Copy the text exactly: use lower case for **class, forename** and **surname**.

2. Copy in the data for **class, forename** and **surname**.

NOTE! The **User Name** and **Password** will be created automatically by the MyiMaths website, once you've imported the data.

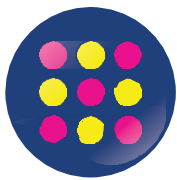
NOTE! You don't need to create a separate spreadsheet for each class. Students will automatically be grouped by class name on the website, depending on what's been typed into the **class** column: you can paste all your students into one large spreadsheet.

3. To save the spreadsheet as a .csv file, click on **File > Save As**.



NOTE! The screen image above was taken from Office 2010. The window will vary, depending on the version and type of software you're using.

4. Choose the folder where you would like to save the file.
5. From the drop-down menu **Save as type**, select **CSV (Comma delimited) (*.csv)**.
6. Click **Save**.



Importing the .csv file into the MyiMaths website

1. Log in to the **Assessment Manager**, see 'Logging in to Assessment Manager' on page 9.

2. Click on the **Admin** tab.

3. In the following window, click on **Import a spreadsheet**

The screenshot shows the MyMaths.co.uk Admin interface. The 'Admin' tab is selected. On the left, there is a 'Subscription Details' sidebar with fields for School, Contact, Email, and Expiry (03 December 2015). The main area is titled 'All Classes' and contains several buttons: 'Download spreadsheet template', 'Import a spreadsheet', 'Create new student', 'Create new class', 'Generate parent letters', and 'Export selected class as spreadsheet'. Below these buttons is a table with columns for 'Class', 'Students', and 'Edit class name'. The table lists three classes: Class 3b (28 students), Class 4a (16 students), and Class 5a (17 students). The 'Import a spreadsheet' button is highlighted with a red box.

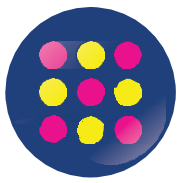
4. Enter your third level password in the window and click **Login and confirm**

5. You should see the following window. Click **OK**

The screenshot shows a dialog box titled 'Third level access granted'. It contains a warning icon and the text: 'You may now return to the screen and do an import.' At the bottom, there are 'Cancel' and 'OK' buttons. The 'OK' button is highlighted with a red box.

6. click on **Import a spreadsheet**

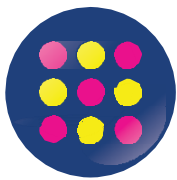
7. Select the .csv file and click **Open**.



8. If the import is successful, you should see the following window.



NOTE! If something went wrong (perhaps one of the column headings was mistyped) the text in the window will tell you what needs to be changed.



Exporting a class as a spreadsheet

You can export the details of a class as a spreadsheet.

NOTE! The spreadsheet will be exported in Excel format (.xlsx).

To export class data as a spreadsheet, use the following steps.

1. Log in to the **Assessment Manager**, see **'Logging in to Assessment Manager' on page 9.**

2. Click on the  tab.


3. In the following window, click on next the class you wish to export.

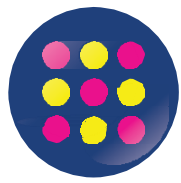


The screenshot shows the 'All Classes' interface. On the left is a 'Subscription Details' sidebar with fields for School, Contact, Email, and Expiry, and a 'Change' button. The main area has a header 'All Classes' and a toolbar with buttons: 'Download spreadsheet template', 'Import a spreadsheet', 'Create new student', 'Create new class', 'Generate parent letters', and 'Export selected class as spreadsheet'. Below the toolbar is a table with columns 'Class', 'Students', and two action buttons. The table contains three rows: 'Class 3b' with 28 students, 'Class 4a' with 14 students, and 'Class 5a' with 17 students. The 'Class 3b' row is selected, and its 'Export selected class as spreadsheet' button is highlighted.

Class	Students		
<input checked="" type="checkbox"/> Class 3b	28	Edit class name	
<input type="checkbox"/> Class 4a	14	Edit class name	
<input type="checkbox"/> Class 5a	17	Edit class name	

NOTE! You can only export data for one class at a time.

4. click on  . The spreadsheet will contain student logins and passwords, and any general messages that have been left.



Editing student details

Students details can be edited easily in MyiMaths. You can move students to new or existing classes, update their details or delete school leavers.

1. Click on the **Admin** tab.

The screenshot shows the 'Admin' interface. On the left is a 'Subscription Details' sidebar with fields for School, Contact, Email, and Expiry, and a 'Change' button. The main area is titled 'All Classes' and contains several buttons: 'Download spreadsheet template', 'Import a spreadsheet', 'Create new student', 'Create new class', 'Generate parent letters', and 'Export selected class as spreadsheet'. Below these buttons is a table with the following data:

<input type="checkbox"/>	Class	Students		
<input checked="" type="checkbox"/>	Class 3b	28	Edit class name	
<input type="checkbox"/>	Class 4a	14	Edit class name	
<input type="checkbox"/>	Class 5a	17	Edit class name	

2. Click on the name of the class in the **Class** list, that the student belongs to. In this example, we've clicked on Class 4a.

The screenshot shows the 'All Classes > Class 4a' page. It has buttons for 'Create new student', 'Create class from selected students', 'Add selected students to another class', 'Remove selected students', and 'Generate parent letters'. Below these is a table of students:

<input type="checkbox"/>	Student name	Class	Login	Password
<input type="checkbox"/>	Robert Bruce	Class 4a	12395	toa
<input type="checkbox"/>	Juliette Dream	Class 4a	12396	wyf
<input type="checkbox"/>	Jemimah Finley	Class 4a	12390	nti
<input type="checkbox"/>	Lewis Hamilton	Class 4a	12393	wbd
<input type="checkbox"/>	Sui Ling	Class 4a	12392	prt
<input type="checkbox"/>	Alan Moore	Class 4a	12400	zsk
<input type="checkbox"/>	Zak Panther-Cross	Class 4a	12432	rmo

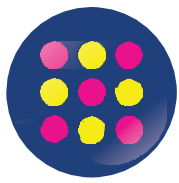
3. Click on the name of the student that you want to edit. In this example, we're editing the details for Jemimah Finley.

The screenshot shows the 'All Classes > Class 4a > Jemimah Finley' page. On the left is a form for editing student details:


First name:
Last name:
Login: Password:
[Save changes](#)

The main area shows 'Add student to another class' and 'Delete student' buttons. Below is a section 'Student belongs to these classes' with a table:

Student belongs to these classes	Remove from this class
Class 4a	

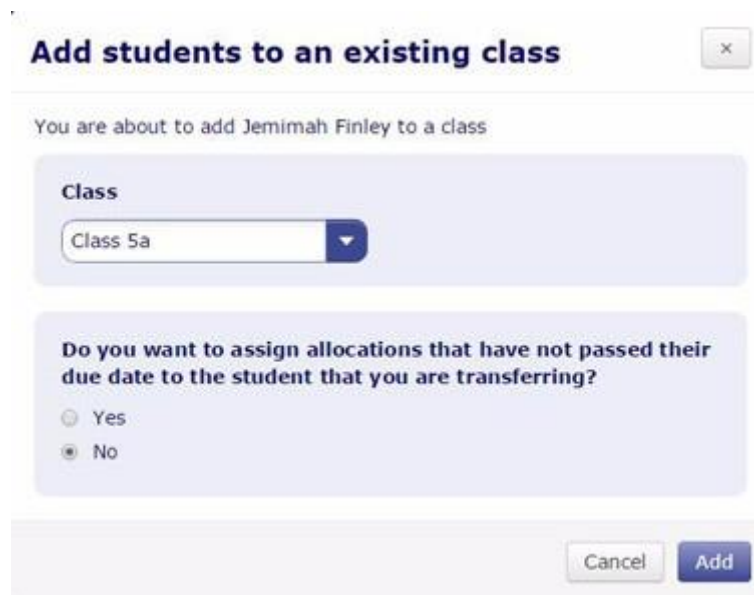


Editing student name and login details

1. To edit the student's First name, Last name, Login or Password, click in the relevant field on the left of the screen and type in the new details. Click 


Adding a student to another class

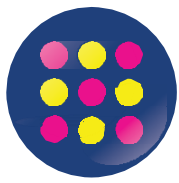
1. To add the student to another class, click . The following window will open:



2. Click on the dropdown menu below **Class**, and select the class that you want to add the student to.

NOTE! You can choose whether or not to assign work to the student that has already been set for the rest of the class.

3. Click on the relevant radio button to choose to assign all outstanding work that has not passed its due date, or no work at all.
4. Click 




Removing a student from a class

Students can only be removed from a class if they belong to more than one class: a student must be a member of at least one class.


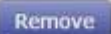
The screenshot shows a student profile form on the left and a class membership table on the right. The profile form includes fields for First name (Jemimah), Last name (Finley), Login (12390), and Password (nti), with a 'Save changes' button. The class membership table has two columns: 'Student belongs to these classes' and 'Remove from this class'. The table lists Class 4a and Class 5a, each with a trash icon in the 'Remove from this class' column.

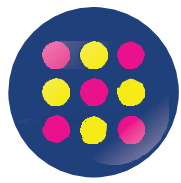
Student belongs to these classes	Remove from this class
Class 4a	
Class 5a	

1. To delete a student from a class, click  next to the class.

The dialog box is titled 'Remove Jemimah Finley from Class 5a'. It contains a section 'Retain work set for this class' with two radio buttons: 'No' (selected) and 'Yes'. At the bottom, there are 'Cancel' and 'Remove' buttons.

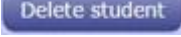
NOTE! You can choose whether or not to remove work that was assigned to the student through membership of the class.

2. Click on the relevant radio button  to choose to keep allocations that the pupil hasn't completed or retain none of the work.
3. Click 




Deleting a student from the school

If a student leaves your school, you can delete them from the MyiMaths database.

1. To delete a student from the school, click 



2. A window will open, asking you to confirm your action. If you are sure you want to delete the student and all their results from the school, click 


Deleting a class

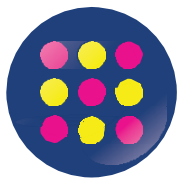
You can delete a class, from the Admin tab.

NOTE! Deleting a class will also delete any students that are unique to that class. Move any students that you want to keep to an alternative class, before deleting the old one!

1. Click on the  tab.



2. Click on  in the row of the class that you want to delete.



3. The following window will open:

Delete confirmation ✕

 You are about to delete Class 3b. Are you sure?

 *The following students' data will be permanently deleted as this is the only class they are in: **Nigel Havers, Holly Golightly, Dipesh Kahn, Sandra Watson, Mark Arm, and 23 other students***

Destroy all marks, allocations and activities for these students

Do you want to keep allocations that the students have not yet completed?

No

Yes

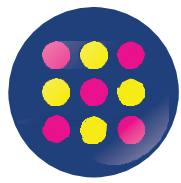
Cancel Delete

NOTE! The red warning triangle indicates that deleting this class will also delete one or more students. You will need to check the box before deleting the class.

NOTE! For any students that belong to another class, you can transfer remaining work to that class.

4. Click on the relevant radio button to choose to transfer all allocations that the pupils have not yet completed, or transfer none of the work.

5. Click Delete




Creating a class manually


You can create a class manually. This can be useful for bringing students together from a combination of existing classes, to create a revision class.

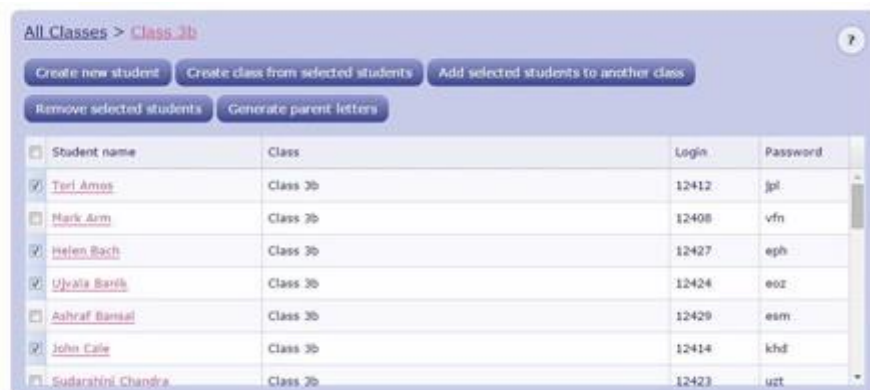
1. Click on the  tab.

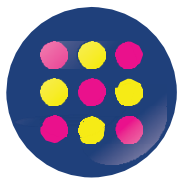


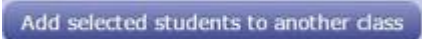
2. Click on . The following window will open:





3. Type a name for the new class in the **Class name** field and click on .
4. To add students to the new class, click on **All Classes** and select a class. Place a tick next to the names of the students you want to add to the class.






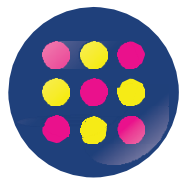
5. Click on . The following window will open:

A screenshot of a dialog box titled "Add students to an existing class" with a close button (x) in the top right corner. Below the title, it says "You are about to add Tori Amos and 3 other students to a class". There is a "Class" dropdown menu currently showing "Revision 1". Below that is a question: "Do you want to assign allocations that have not passed their due date to the students that you are transferring?". There are two radio buttons: "Yes" (unselected) and "No" (selected). At the bottom right, there are "Cancel" and "Add" buttons.

6. Select the new class from the **Class** dropdown menu. Choose whether to set any outstanding work for the students using the radio buttons .

7. Click on .

8. Repeat steps 4. to 7. to add students from other classes.




Changing school account settings

You can edit the details of your school's subscription to MyiMaths from the **Admin** page. This allows you to change account passwords and contact details.

1. Click on the  tab.



2. Click on  (circled). The following window will open:

Change school settings

School name

Contact details

Name

E-mail

School login details

School login


School password

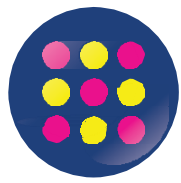
Renewing your subscription

Your subscription will automatically renew in 362 days.

Date of expiry: December 03, 2015

If your school requires you to submit a purchase order or you do not wish to renew, please contact us before your renewal date on 01536 452970 or email mail@mymaths.co.uk

3. Click on each field to type in a new contact name and email address, or create new passwords for the three levels of access.
4. When you're finished, click on 



Parent letters

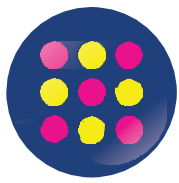
In order for students to access the MyiMaths website, they will need to know their usernames and passwords. You can use the website to automatically generate letters containing this information, either tailored to the students, or to their parents or carers.

The letters also contain some basic instructions on using the site. A typical letter looks like this:


The screenshot shows a letter from MyiMaths. At the top right is the MyiMaths logo. The title is "Online Homework guidance". The letter starts with "Hello [redacted]". The main text says: "Your teacher has given you an account on the MyMaths website. This will let you complete tasks online, at school or at home. Your teacher will let you know which tasks they want you to complete and when." There are three sections: "How to access MyMaths" (instructions on logging in with school and personal credentials), "Login details" (fields for school username, school password, personal username, and personal password), and a section on homework and results (explaining how to find tasks, how scores are saved, and how to use star ratings: green for good skills, amber for difficulties, and red for needing extra help). A final note mentions that if links aren't working, the user should allow pop-ups for MyiMaths.

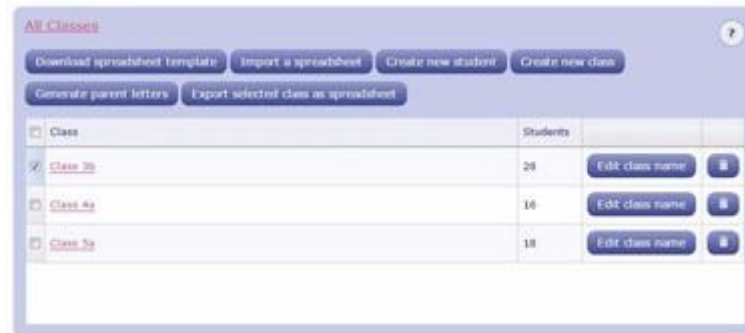
No matter what style of letter you choose, it will contain the vital username and password information.

This section shows you how to create a parent letter.




Generating a parent letter

1. To get started, click on the on the  tab.



2. In the School Admin window, click on next to one or more of the classes you want to send letters to.

3. Click on 



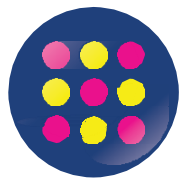
4. Click on the **Select letter...** drop down menu and choose from the following:

- Choose **Online Homework** to create a letter with general instructions, and usernames and passwords
- Choose from one of the booster pack names to create a letter containing instructions tailored to that booster pack, and usernames and passwords
- Choose **Password Change** to create a simple letter, informing students of changes to their passwords
- Choose **Parents** to create a letter with guidance for parents, and their child's username and password

5. Click on 

6. The MyiMaths website will create the letters, and save them to your computer in pdf format.

NOTE! The letters will normally be saved in your 'downloads' folder, but this depends on how your computer is set up.

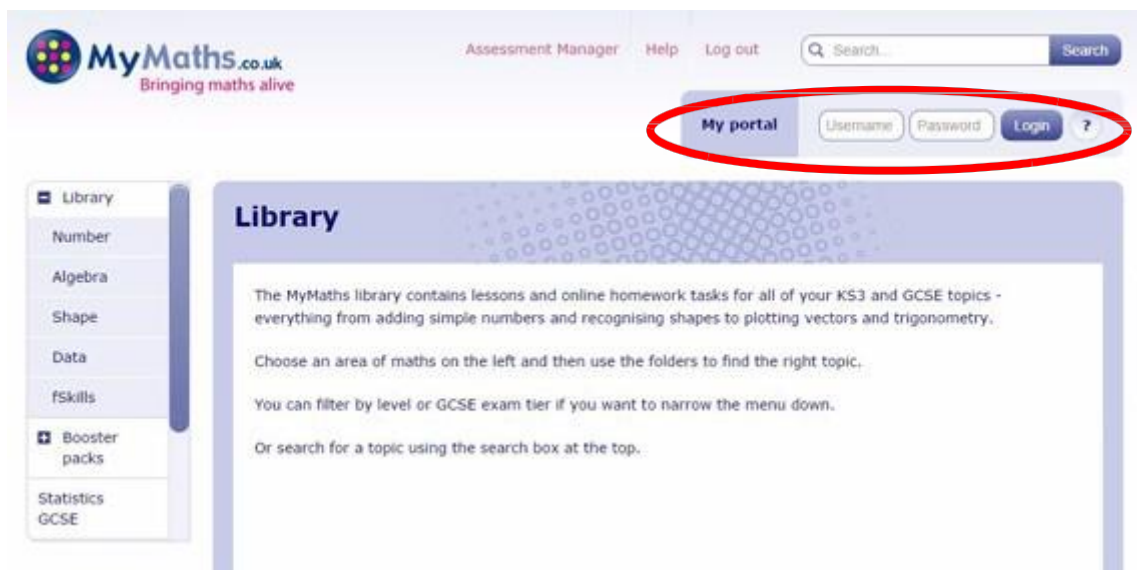


The students' experience

How do students access the site?

Once a student has received a letter containing their username and password (see **'Parent letters' on page 51**), they can log in to the site.

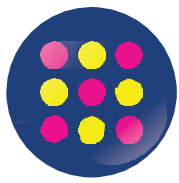
Students log in to the home page with the school username and password, which they received in their letter. They're then taken to the library:



Students can access resources in the library on the left of the screen without logging in any further. But if they want to record any scores to the MyiMaths database, they will need to log in to **My portal** (circled above) using their personal username and password.



Once a student logs in to the portal, they're taken straight to a list of homework that they've been set by the teacher:





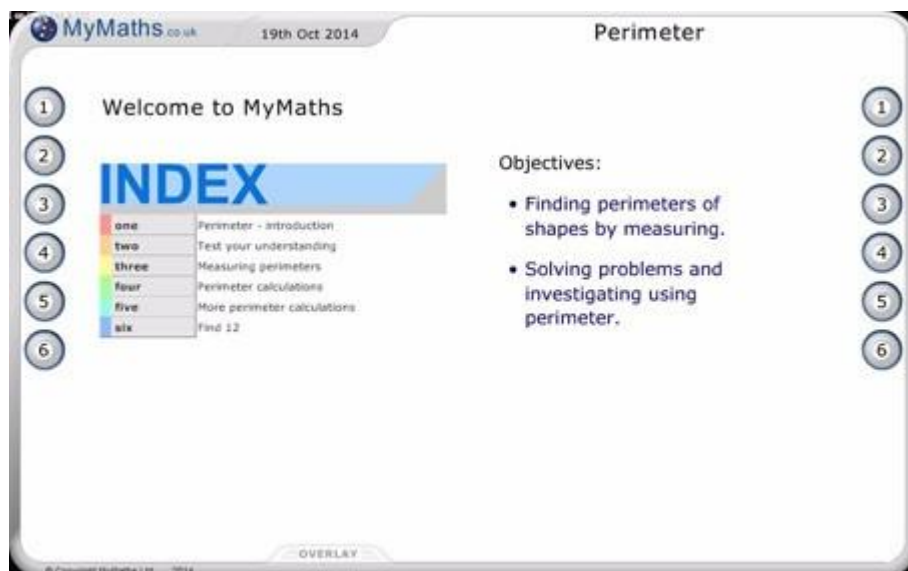
If the student clicks on one of the tasks, they'll be given the option to open the lesson, or go straight to the homework:



- Click on  to open the lesson
- Click on  to do the homework.

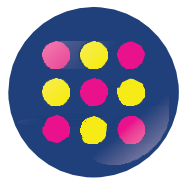
Lessons

Lets take a look at a typical lesson.

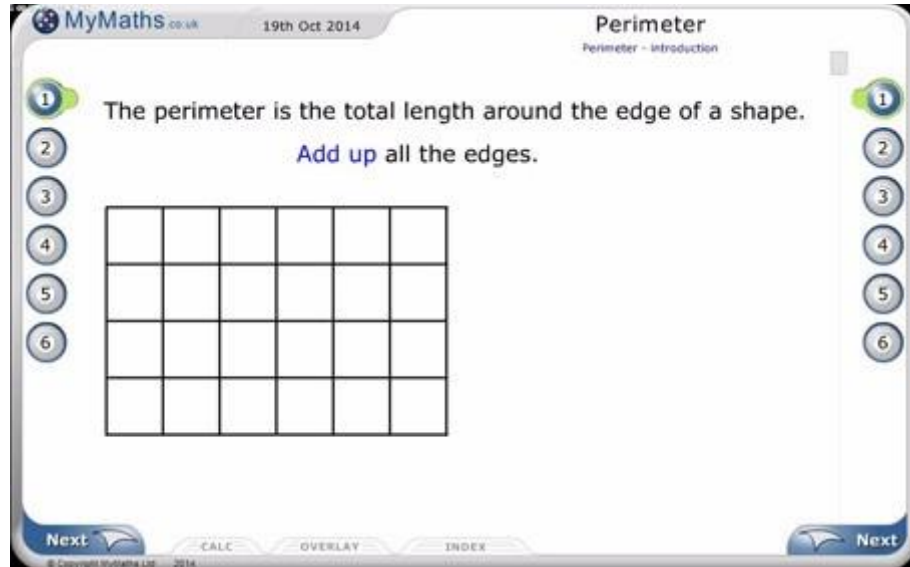


Each lesson opens on the index page.

Each lesson contains up to 10 pages or activities: there are up to 10 numbered buttons down the side of the screen. The INDEX explains what each page or activity contains.

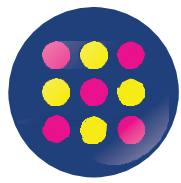


Click on one of the numbers to access a page or activity:




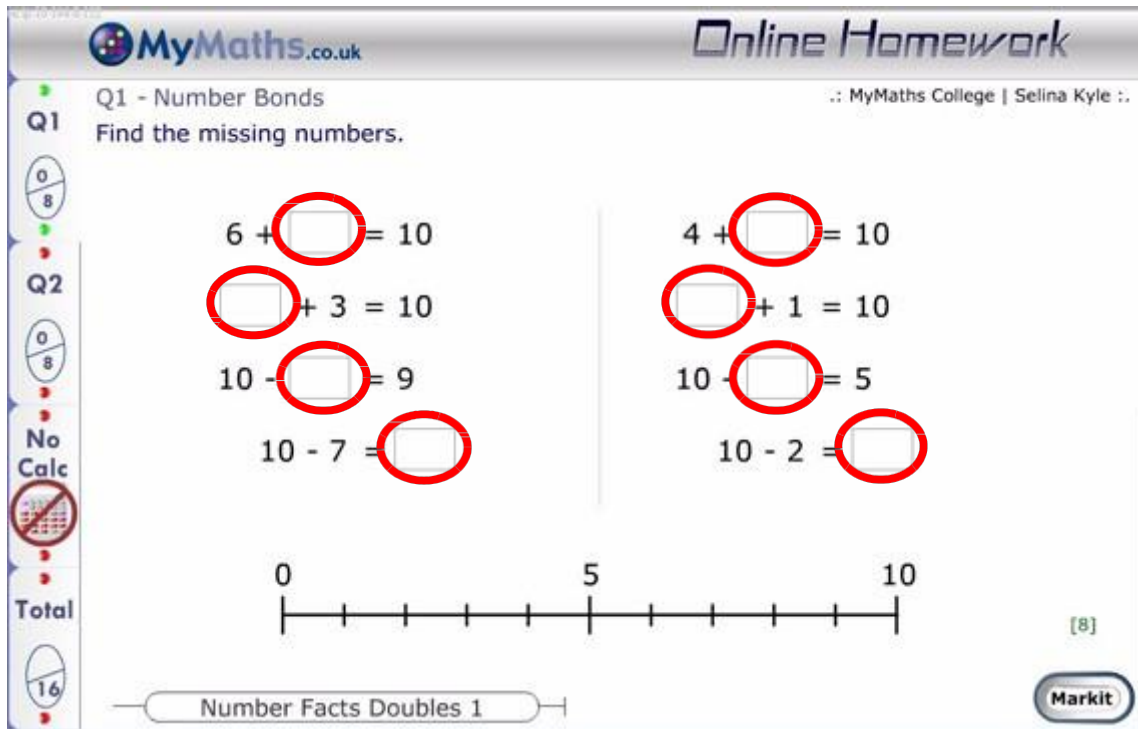
The green tab shows you which page or activity you're currently viewing. The lessons are interactive, and controlled by the mouse. The controls are very intuitive, with a number of icons indicating ways for the student to interact with the website. The type of interaction is tailored to each lesson, these are just some of the functions MyiMaths uses:

Icon	Function
	Click to go to the next screen
	Click to start a game or puzzle
	Click and then enter a number or text, using the keyboard
	Drag the object with the mouse to solve a puzzle
	Click to show additional information
	Click to see how you've scored



Homework

From the tab, a student can click on  to access their homework. They will be taken directly to the homework set by their teacher:



The screenshot shows the MyiMaths Online Homework interface. At the top, it says "MyMaths.co.uk" and "Online Homework". Below that, it says "Q1 - Number Bonds" and "Find the missing numbers." The interface is for a user named "Selina Kyle" at "MyMaths College".


There are two columns of equations with missing numbers circled in red:

- Left column:
 - $6 + \square = 10$
 - $\square + 3 = 10$
 - $10 - \square = 9$
 - $10 - 7 = \square$
- Right column:
 - $4 + \square = 10$
 - $\square + 1 = 10$
 - $10 - \square = 5$
 - $10 - 2 = \square$

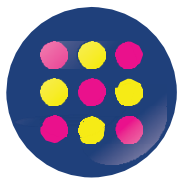
At the bottom, there is a number line from 0 to 10 with a tick mark at 5. Below the number line is a tab labeled "Number Facts Doubles 1". In the bottom right corner, there is a "Markit" button and a score of "[8]".

In the example above, Selina Kyle has been taken to her **Number Facts Doubles 1** homework.

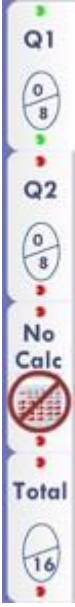
To complete this particular task, the student must click on the cells (circled) and type in the correct answer.

Once the student is happy with their answers, they click on  to submit their homework, and have it marked instantly.


NOTE! Each homework task contains two question tabs, the student will need to click on each tab to attempt both parts of the homework.

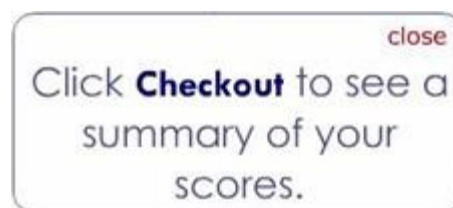


The question tabs are on the left of the screen, along with some other important information about the homework:

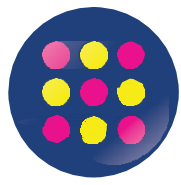
	<p>There are two 'Question' tabs. This shows that this homework task is divided into two sections. The score for each section is shown in the ovals (currently 0/8).</p> <p>'No Calc' indicates that the calculator must not be used for this task. Once you've submitted your homework, this changes to the Checkout tab.</p> <p>The final tab shows the total score for the whole task.</p>
--	--

Submitting homework

The student should submit their answers for each section of their homework in turn. Once they've finished the last section of the homework and clicked on , they should see the following window:



When you next log in as a teacher, you will be able to see confirmation that the student has completed this task, as well as the score achieved.



Checkout

The student can click the **Checkout** tab to see a summary of their scores:

The Checkout - Here is a round up of all of your scores on this worksheet

Score Sheet

Homework: **Number Facts Doubles 1**

Question 1: $\frac{6}{8} = 75\%$
Number Bonds

Question 2: $\frac{6}{8} = 75\%$
Number Facts

Overall: $\frac{12}{16} = 75\%$

Want to try again?

Next

Your 'Best Scores' Sheet

No of Attempts: 1

Question 1: $\frac{6}{8} = 75\%$ 😊


Question 2: $\frac{6}{8} = 75\%$ 😊

Overall: $\frac{12}{16} = 75\%$ 😊

We only ever record your best scores for each question on the Online Homeworks.

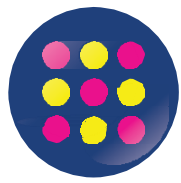
Number Facts Doubles 1

The score sheet on the left shows a summary of their scores for this attempt.

NOTE! Students click  to try the task again. They can attempt each task as many times as they like, only their best score for each question will be recorded.

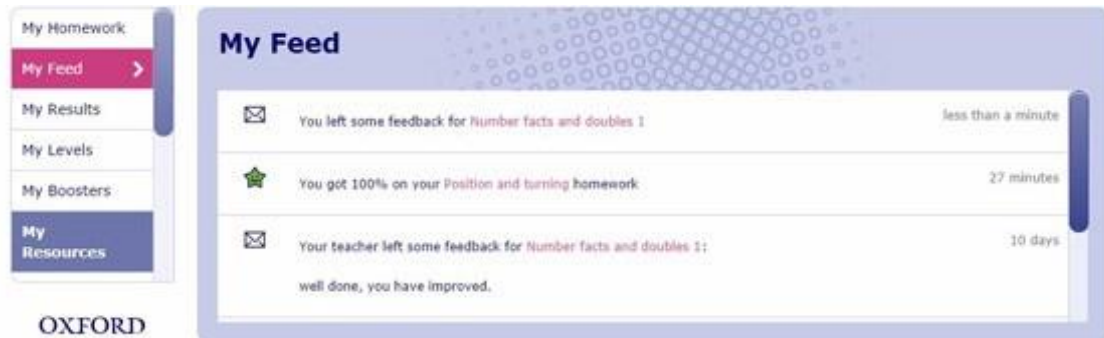
You can see how many attempts each student has made at a task in the class results, see the screen shot on [page 27](#).

The score sheet on the right shows the student's best score for this task, along with an icon to show if they have achieved a low score 😞, average score 😊 or high score 😊



My Feed

Clicking on My Feed allows a student to see a summary of their recent achievements, and notifications about messages and feedback.






Clicking on the pink text will take the student to the relevant task.

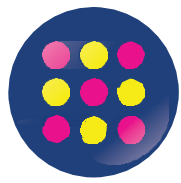
My Results

Students can see a summary of the results they've achieved in My Results. They can also leave feedback about their homework, to let the teacher know if they found it too hard, too easy, or if they need some more help.

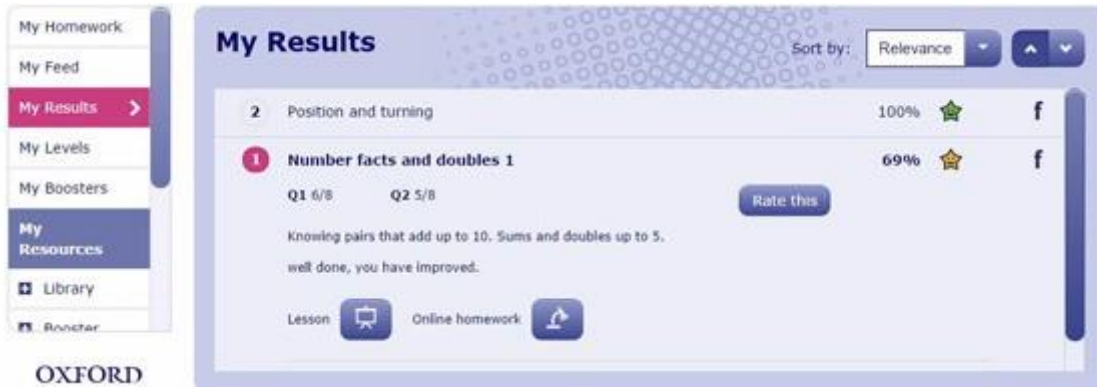
The student clicks the **My Results** tab to view a summary of the homework they've completed.





The screen shows the percentage achieved for each completed task, along with an icon to show if they have a low score , average score  or high score .




Clicking on a specific task will display more details about it, and give the student the opportunity to rate the task.



In this window, the student can see that they have scored 6 out of 8 for Q1, and 5 out of 8 for Q2. The student can click on  to study the lesson again, or  to retake the homework. If the student's score improves, this will be updated on the MyiMaths database. They'll be able to see this next time they look at My Results.

Leaving feedback

In the previous window, the student has the option to click . This allows them to leave feedback about a specific task.



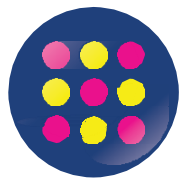
The student can click on an emoticon to let the teacher know if they found a task hard or easy. The teacher can see this feedback in the Results tab of the Assessment Manager, see ['Viewing individual results' on page 32](#).

My Levels

Clicking on My Levels allows the student to see the progress bars, explained in ['Monitoring progress' on page 29](#).

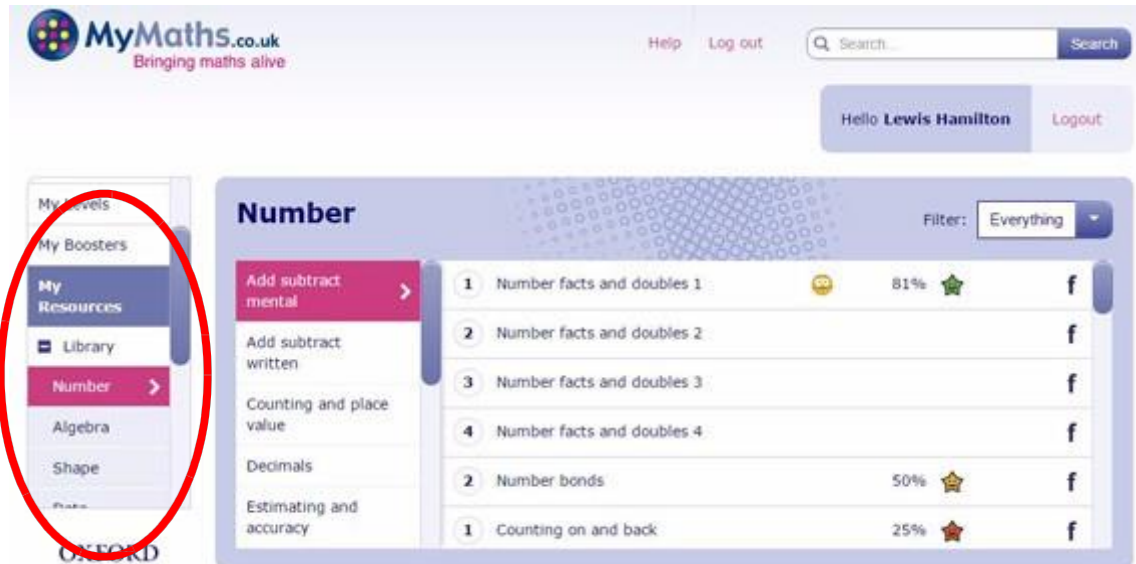
My Boosters

Clicking on My Boosters shows similar progress bars, for the student's Booster Packs.



My Resources

There are a number of different types of resource, including games, tools and tier-specific tasks. The student can access all resources on the MyiMaths website from the menu on the left-hand side of the screen.



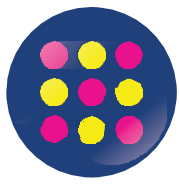
The **Library** (circled) gives access to resources on each of the following areas:

- **Number**
- **Algebra**
- **Shape**
- **Data**
- **fSkills**








NOTE! The library is accessible to all users, from the first level login.

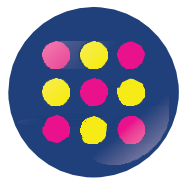
Each subject is split into sub-sections. In the screen above, the student has selected **Number** from the library, and all of the Number lessons for the subsection **Add subtract mental** are listed in the main area of the screen.

NOTE! There's a tag **Due in 3 days** in the screen above, which tells the student that the adjacent homework **Number facts and doubles 1** still needs to be done!




Each task in the library has a symbol next to it, on the right of the screen. The following table explains what these symbols mean.

Symbol	Meaning
f	Foundation - This lesson and homework is suitable for Foundation students
fh	Foundation Higher - This lesson and homework is suitable for Foundation and Higher students
h	Higher - This lesson and homework is suitable for Higher students
	Game - This is an educational game, aimed at developing a particular skill
	Lesson - This is a lesson
	Homework - This is a homework
	Tool - A tool for teachers to use in the classroom, such as a number line
	Investigation - A more involved task, often requiring problem-solving or reasoning skills
	Worksheet - Four pages of questions at a particular grade, can be set and auto-marked in the same way as homework
	Revision - A lesson to help students revise a particular topic at a specific grade





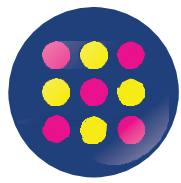
Games

Clicking on  accesses games that are designed to help students practise their maths skills.





They can browse through the game types listed on the left, and click on a game to read the description. Some games are two player, some are one player, and some have leader boards so students can compete with their friends.

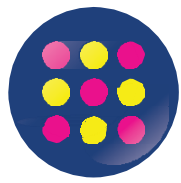
-  indicates the level each game is pitched at
- To play the game, click on the name of the game and then click on 



The game will open in a new window. Each game has its own instructions on how to play, using the mouse or keyboard.

- Click on  to read the instructions.
- Click on  again to close the instructions, and return to the game.

When the student has finished playing a game, they can just close the window.



Booster packs

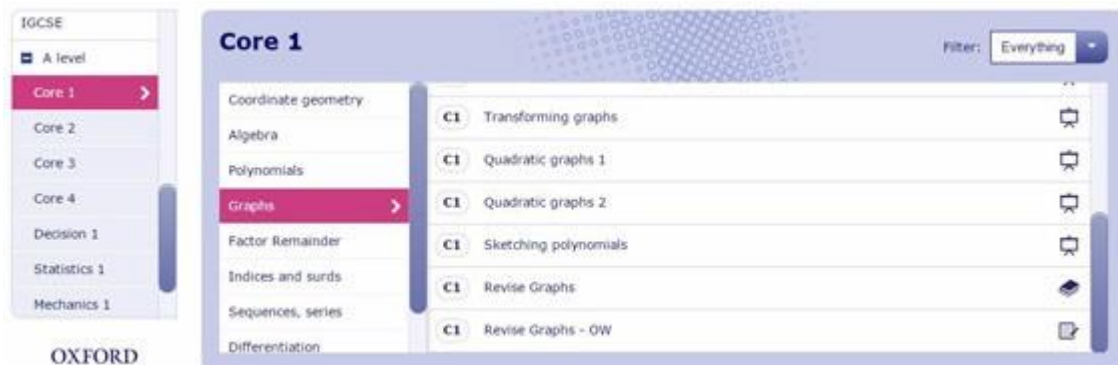
The Booster packs are aimed at particular grade boundaries. The Booster pack tabs work in the same way as the Library tab.



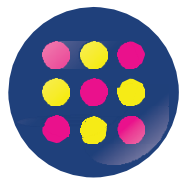
Students can use the revision lesson to get guidance on how to answer exam-style questions, and the online worksheet to assess their understanding.

IGCSE and A Level


A level students are catered for by the IGCSE and A level tabs.



Students can access lessons and homeworks to help them learn specific topics, and revision lessons and worksheets for exam preparation.



Toolkit

The toolkit contains a number of tools that can either be used to tackle the tasks, or help improve students' maths skills. To open the toolkit, click  at the bottom of the left-hand menu.

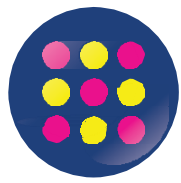


To see all the tools in the toolkit, click on **Menu** (circled).

The tools are divided into five different categories. Click on a heading to access a list of the tools available.



A description will appear on the right of the screen, when you hover the mouse over a particular tool. Explore the toolkit with your students: it's a good way to develop deeper understanding of key concepts.



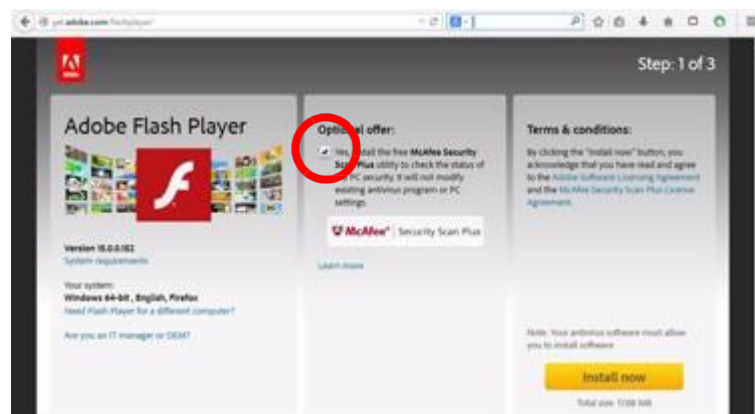
Other activities

This section describes how to install Flash Player on a PC, and how to access resources for teachers.

Guide to installing Flash Player

The MyiMaths website requires Adobe Flash Player to run properly on a PC (Flash Player isn't required if you're using a tablet). Adobe Flash Player is used by thousands of websites to add functionality such as graphics, animations and games.

1. You may already have Flash Player installed on your PC. To check, click on **Flash Checker** or type **<http://get.adobe.com/flashplayer/>** into your browser.

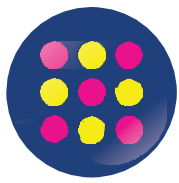


NOTE! The Adobe website may try and install other software when you download Flash Player. If you don't want this to happen, remove the tick from the box (circled).

2. Click . A pop-up window will appear:

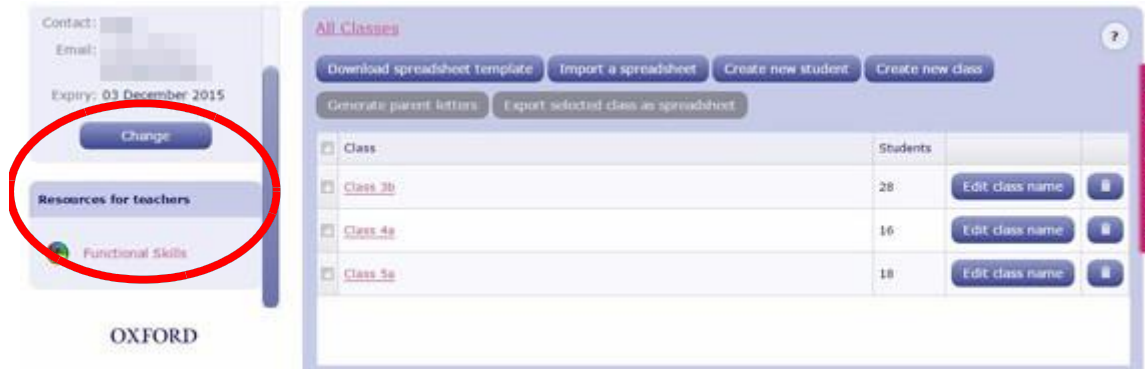


3. Make a note of the file name, and click **Save File**.
4. Once the file has downloaded, close your web browser.
5. Open the folder the file was saved to (typically, this will be your downloads folder). Double-click the file, and click **Yes** at the security prompt.
6. The program will install Flash Player on your computer. Click **Finish** when prompted, and you're done!



Resources for teachers

The MyiMaths website contains some handy links to resources that can help you. To access these links, log in to Assessment Manager from the homepage and click on the



On the left of the screen, scroll down to **Resources for teachers** (circled).

Click on **Functional Skills** to access teacher resources. They will open in a new window.

