MyiMaths

User Guide for Teachers
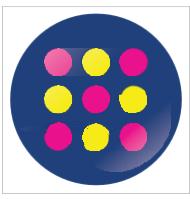
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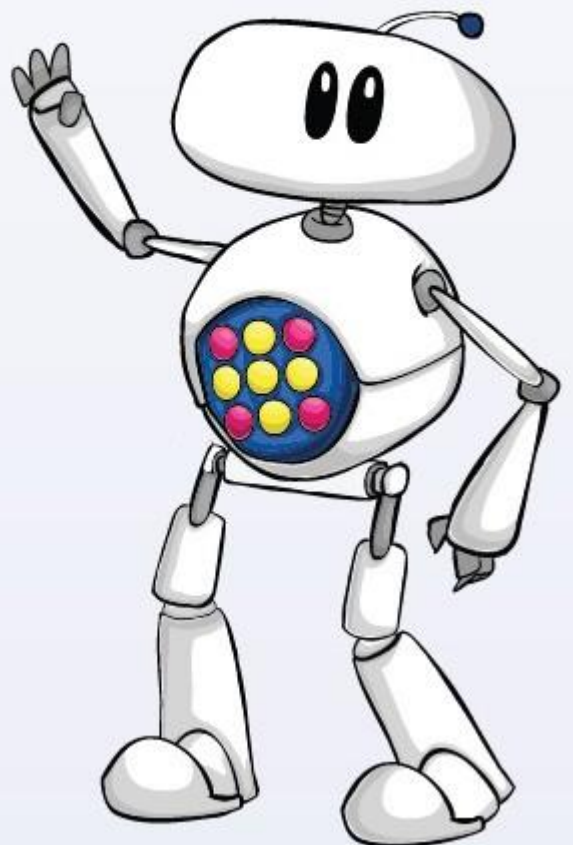
MyiMaths   User Guide

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'**.

MyiMaths   User Guide
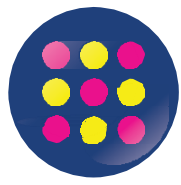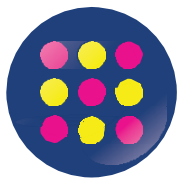
Getting started

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.
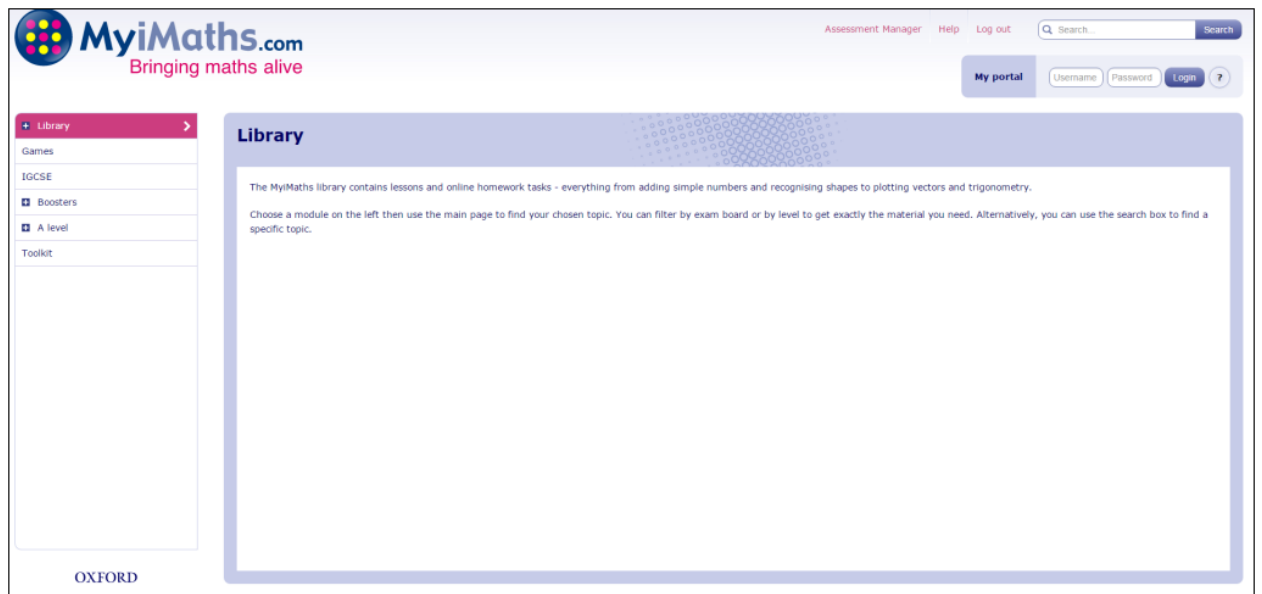
MyiMaths

Logging in

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

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.
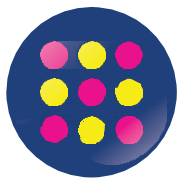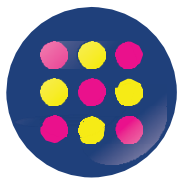
Password levels

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.

![MyiMaths logo] **MyiMaths**   **User Guide**

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
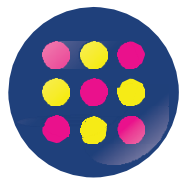
Second-level login   Second-level password   Login   ?

The Assessment Manager consists of three main sections: **Allocation**, **Results** and **Admin**.
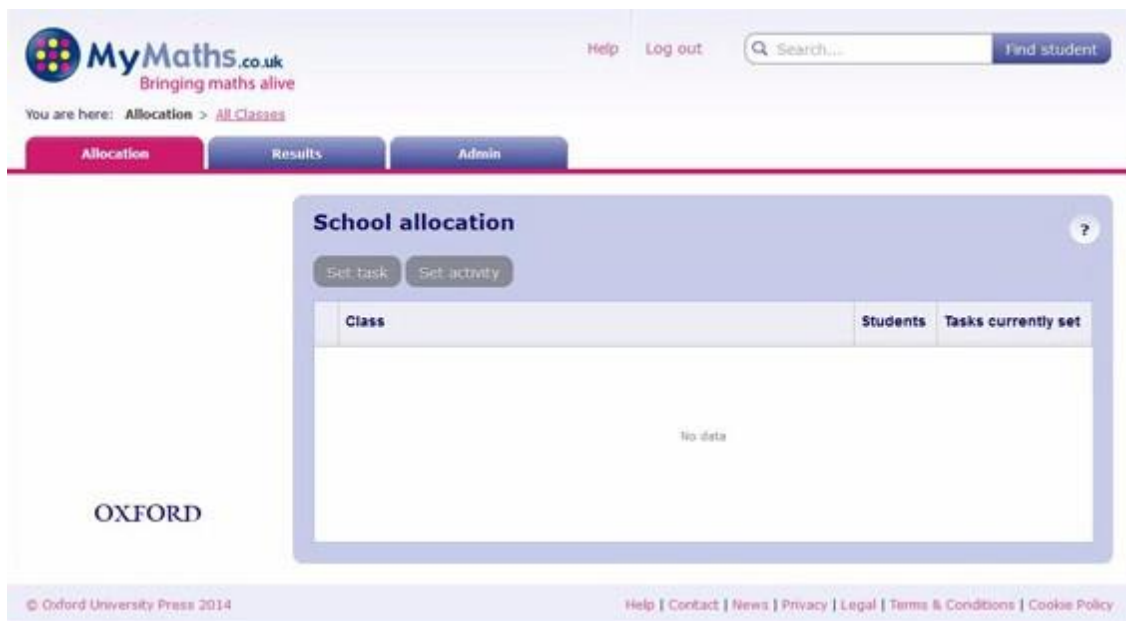
- The **Allocation** tab lets you set tasks and activities for students.

- 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 [Admin] tab.

2. In the **School Admin** window, click on [Create new class]

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 [OK]

5. The following window will appear. Enter a class name and click [Create]

6. In this example, we've called the class '**Class 4a**'. You can see Class 4a listed in the School Admin window.
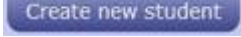
In the next section, we'll create some students and add them to the class.

Creating students

1. In the **School Admin** window, click on [Create new student]

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**.
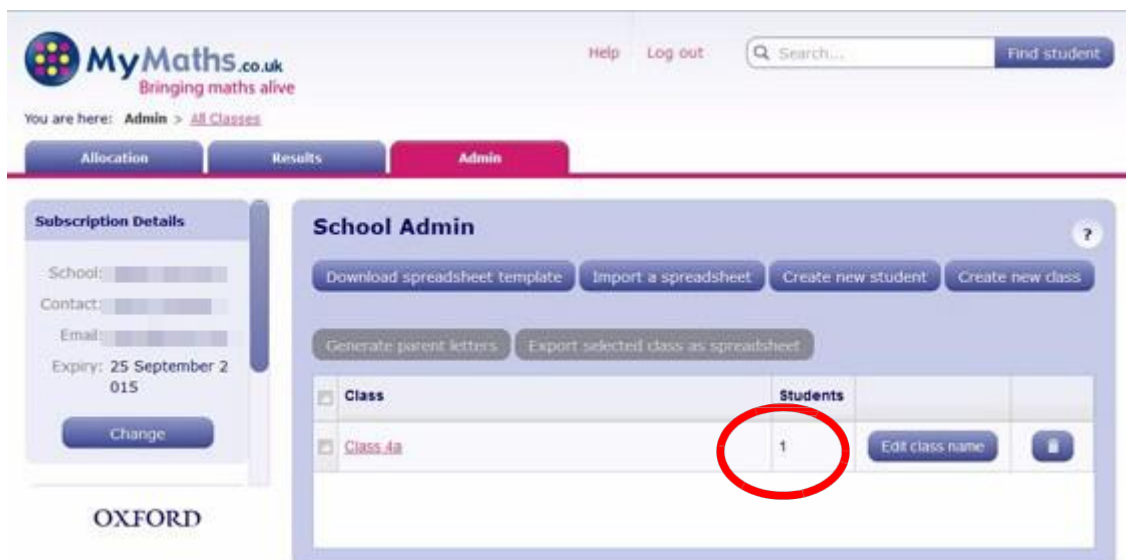
Create new student   ×

First name

Last name

Class

Select class ...

Cancel   Create

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

MyMaths.co.uk
Bringing maths alive

You are here: **Admin** > All Classes

Help   Log out   Q Search...   Find student

Allocation   Results   Admin

Subscription Details

School:
Contact:
Email:
Expiry: 25 September 2015

Change

OXFORD

School Admin   ?

Download spreadsheet template   Import a spreadsheet   Create new student   Create new class

Generate parent letters   Export selected class as spreadsheet

Class	Students		
Class 4a	1	Edit class name	🗑

4. Click on [Create new student] again to add another student to the class. Repeat this step until all the students have been created.
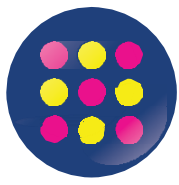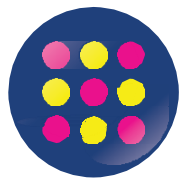
5. To add another class, click **Create new class** and add students to it in the same way.

> **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
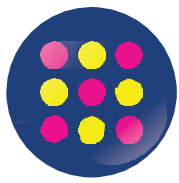
1. Click on the **Allocation** tab to get started.
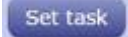
2. You will be taken to the following page:
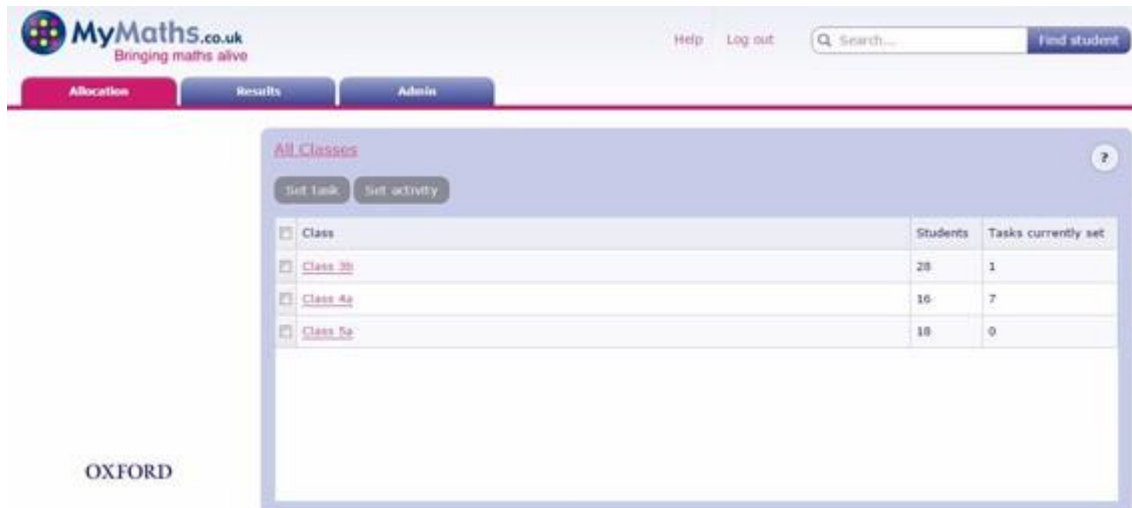
3. Click on one or more class names from the **Class** list, to assign the students their work. In the following window, we're showing the work set for Class 4a. As you can see, it's currently empty.

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

Setting a task

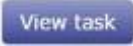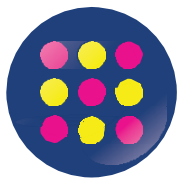1. click on [Set task]. The following window will open.
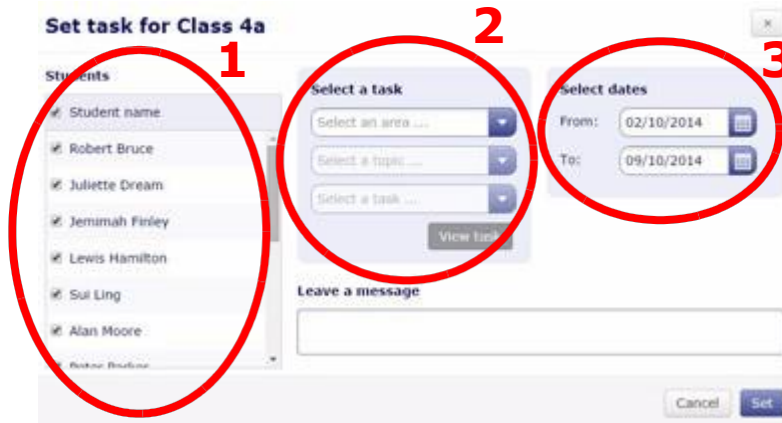
2. Area 1 (circled in red) is a list of all the students in Class 4a. You can click on ☑ next to a particular name, if you want to deselect them. Students who have been deselected won't be set this particular task.

   For now, leave them all ticked.

3. Area 2 is where you select a task. Click on the [Select an area ...▼] 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 [Select a topic ...▼] drop-down menu, and choose one of the topics listed.

5. Finally, click on the [Select a task ...▼] drop-down menu, and choose the task you want to set for the class.

6. Once you've chosen a task, you can click [View task] 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.

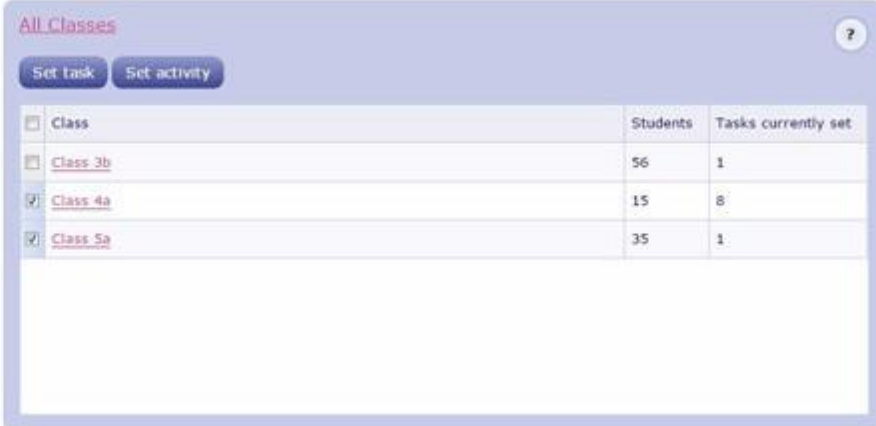9. Click on [Set] . The task is now set for your students.

> **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 [Allocation] tab, you can set a task or activity for more than one class.

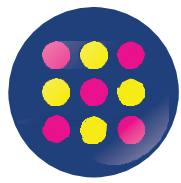1. Put a tick ☑ next to each of the classes that you want to allocate a task to.

2. Click on [Set task]

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:
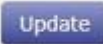

From this window, you can:

- 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 ⬚ Update 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 [Update] 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 [Leave feedback] 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 [Save]

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:

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

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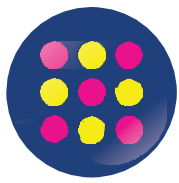
The **Completed** column shows you the following:

- 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**.

Setting an activity

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

1. click on **Set activity**. 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 **Set**. 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 **Allocation** tab to get started.

2. You will be taken to the following page:

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

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

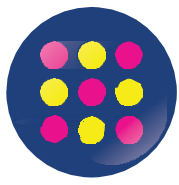5. The page will display all the outstanding and overdue work for each student within a class.

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 [Results] tab to get started.

2. You will be taken to the school results 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:
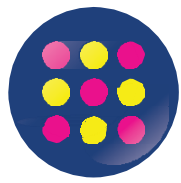

> **NOTE!** The tab (circled) indicates that you're
> viewing **individual tasks**.
>
> To see all the students in the class, move the slider
> with your mouse: ◀ ▬▬▬▬

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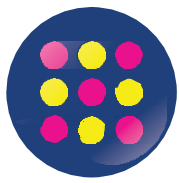
   Click **Apply filter** to apply the change.

   > **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:

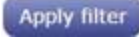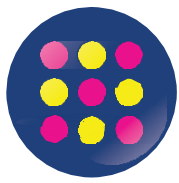| Cell Colour	Meaning
88%	High score - 70% or more
63%	Average score - at least 40% but below 70%
38%	Low score - 40% or less
	Task not attempted

8. To hone in on a particular result or results, you can use the filters. They are located on the left of the screen.
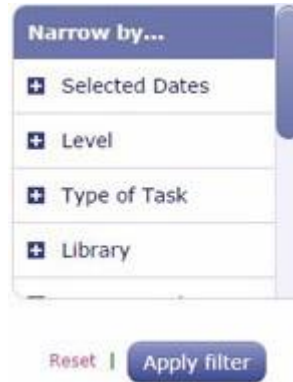
NOTE! You can filter the data by:

- 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:

11. You can edit your students' scores by clicking inside the score box 5| . 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.
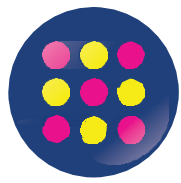
12. The number in the **Attempts** column tells you how many attempts each student has made at the task.

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.

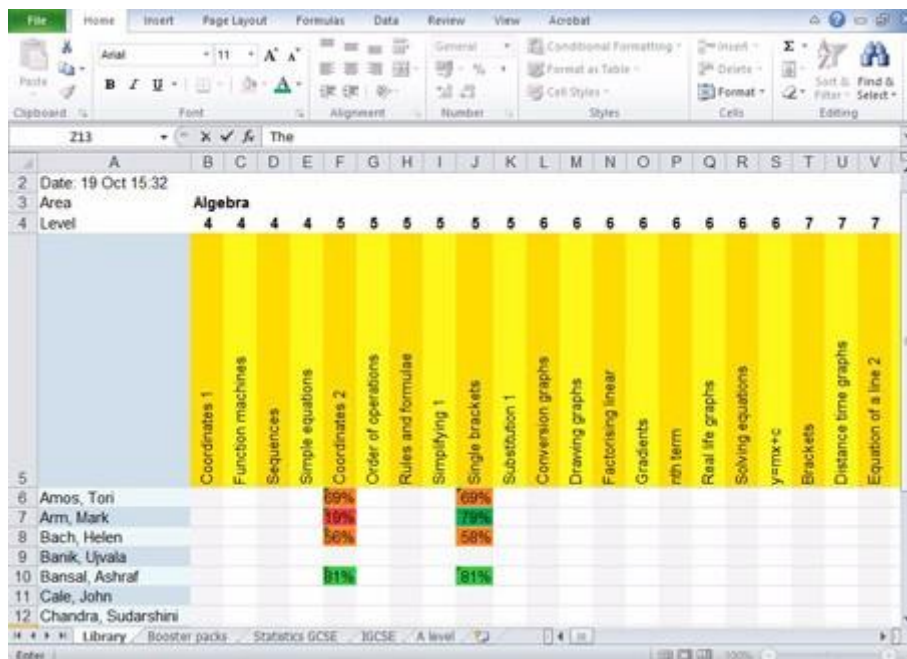15. To delete the filtered results, click Delete these results

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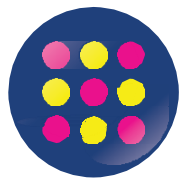
> **NOTE!** All tasks will be included, whether they've been attempted by students or not. Due to the file size, you may want to avoid doing this for particularly large classes.

1. Click on the **Results** tab to get started.

2. On the School results screen, click on ☐ next to a class and click **Download Markbook**

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.

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.
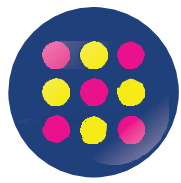

3. Click **Toggle Fullscreen** to view the results in fullscreen mode. Click **Toggle Fullscreen** again to return to the normal view.

4. Click on the **Summary** tab. The following page will open:

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.

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

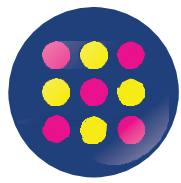**NOTE!** The length of the coloured bars indicate how far the student has progressed through each level. The colour of the bar is a guide to how well they've scored: Green indicates a high score, amber indicates an average score and red indicates a low score.

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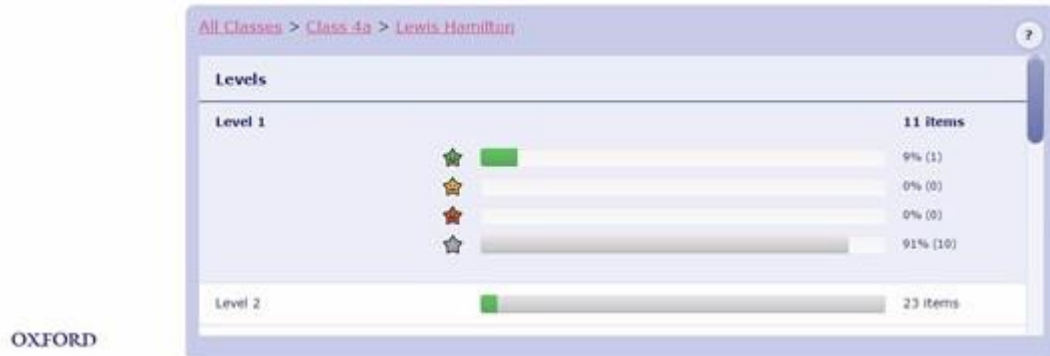
9. This window shows that across all the tasks for Level 1, the student has completed 9% of the tasks with an high score ☺. The bottom bar shows that 91% of Level 1 tasks have yet to be attempted by the student. They haven't achieved any average scores ⭐ or low scores ⭐.
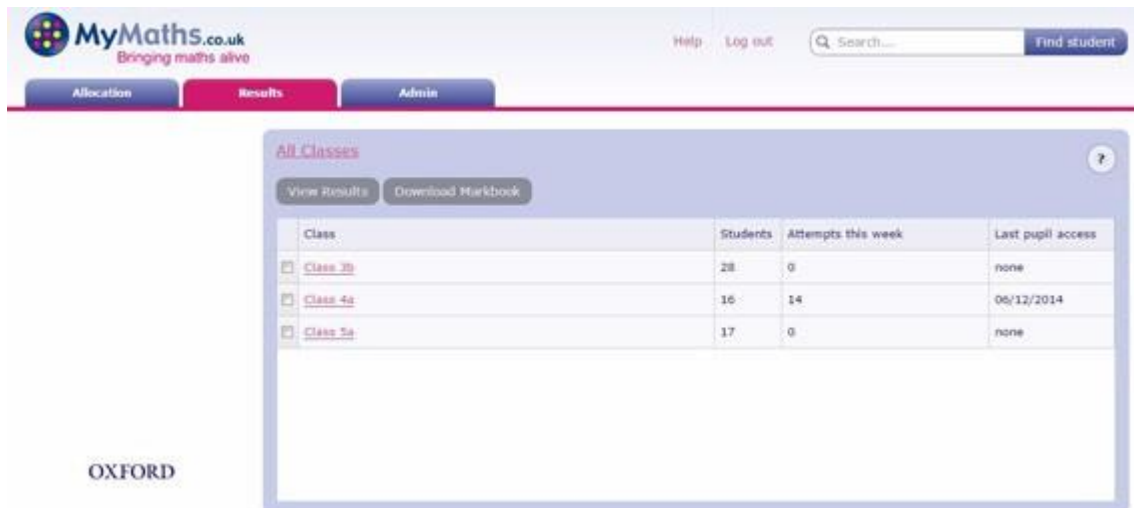
Viewing individual results

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 **Results** 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.

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**.

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

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.
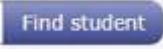
Using the 'Find student' function

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.

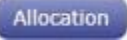Click in the **Search...** field and type in the name of a student, or their student ID.
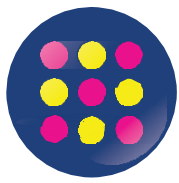
Click

In this example, a search for 'John' has returned two results. From this window, you can:
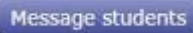
- Click on to view a full list of the student's results. This includes the tasks set, number of tasks completed and the student's scores for all the tasks the student has completed, whether set by the teacher or completed independently. You can also send a message to the student from this window.

- 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.
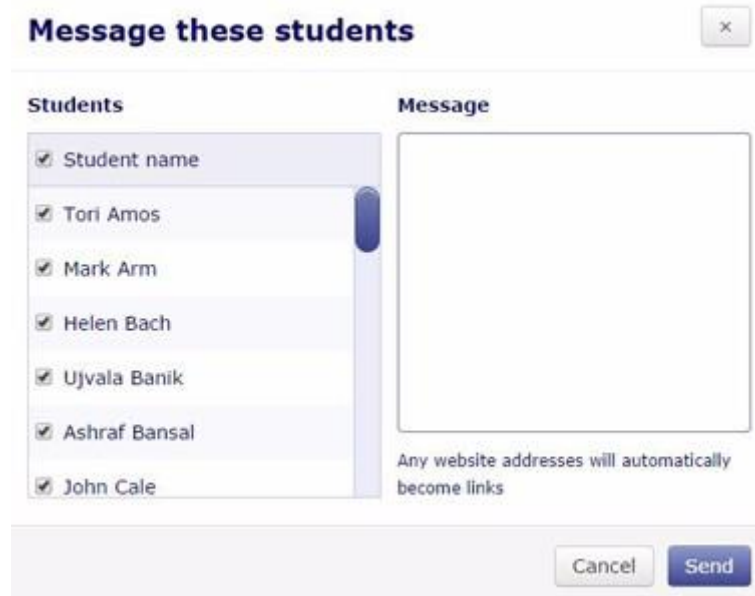
Sending messages to students

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

1. Click **Message students**

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 **Send** .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.
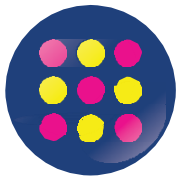
This page is intentionally blank
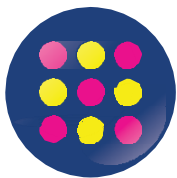
Managing students and classes

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.
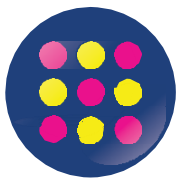
We'll go through the second option first.

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.

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

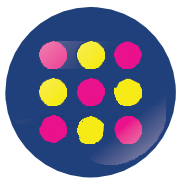1. Log in to the **Assessment Manager**, see 'Logging in to Assessment Manager' on page 9.

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

3. In the following window, click on **Download spreadsheet template**

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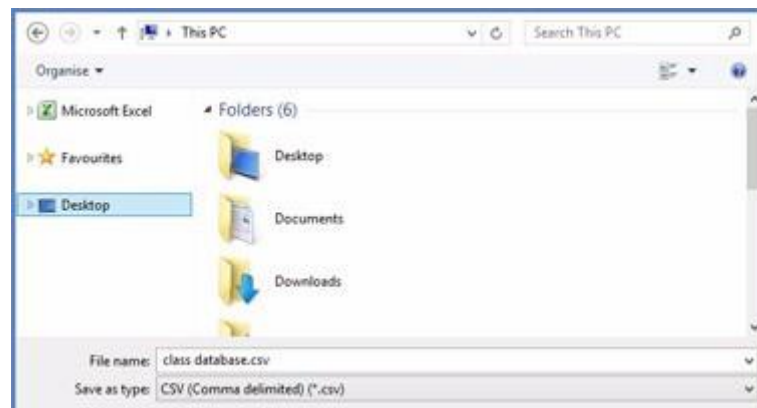
    > **NOTE!** The screen image above was taken from Office 2010. The window will vary, depending on the version and type of software you're using.

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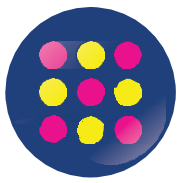
3. In the following window, click on **Import a spreadsheet**

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

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

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.
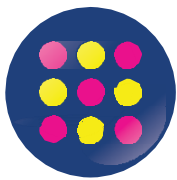
Exporting a class as a spreadsheet

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 **Admin** tab.

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

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

4. click on **Export selected class as spreadsheet**. 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.

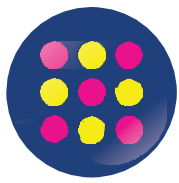2. Click on the name of the class in the **Class** list, that the student belongs to. In this example, we've clicked on Class 4a.

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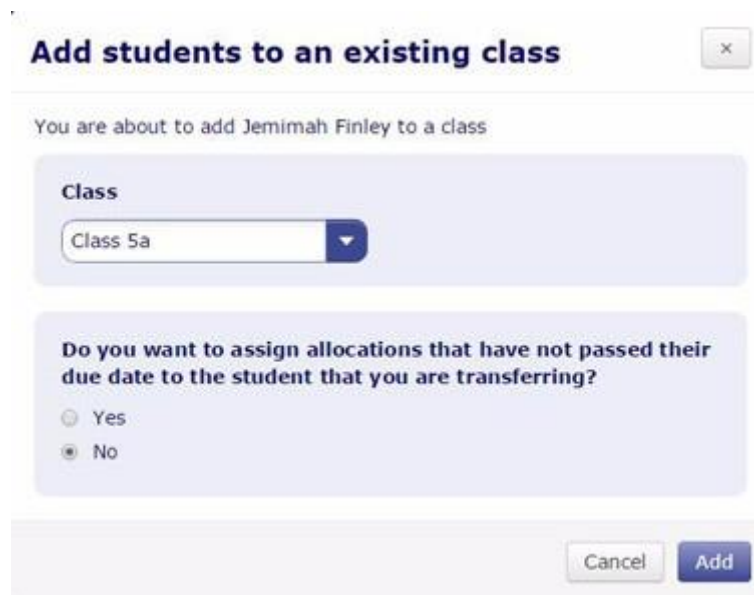
Editing student name and login details

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 [Save changes]

### Adding a student to another class

1. To add the student to another class, click [Add student to another class]. 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 [Add]
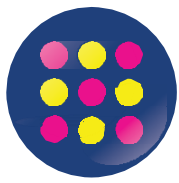
Removing a student from a class

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.
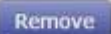

1. To delete a student from a class, click next to the class.
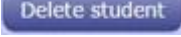

> **NOTE!** You can choose whether or not to remove work that was assigned to the student through membership of the class.

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 **Remove**

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 [Delete student]

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 [Delete]
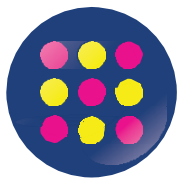
Deleting a class

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 [Admin] tab.

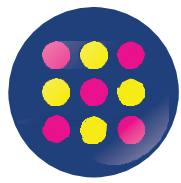2. Click on [🗑] in the row of the class that you want to delete.

3. The following window will open:

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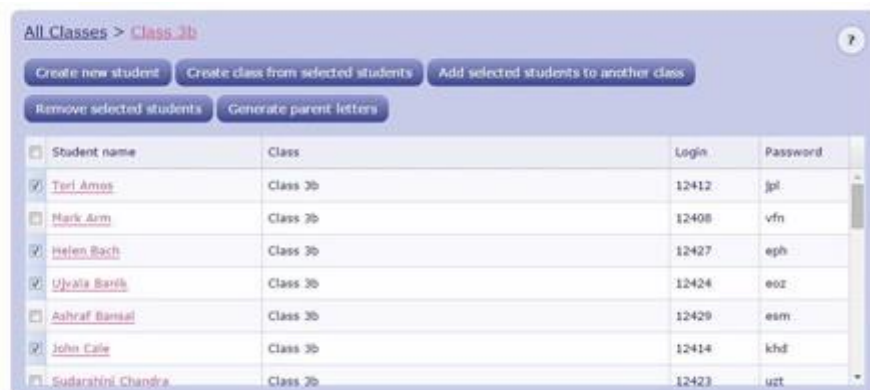
1. Click on the **Admin** tab.

2. Click on **Create new class**. The following window will open:
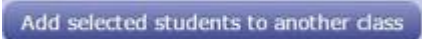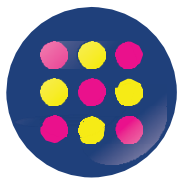

3. Type a name for the new class in the **Class name** field and click on **Create**

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 [Add selected students to another class]. The following window will open:

Add students to an existing class ✕

You are about to add Tori Amos and 3 other students to a class

Class

Revision 1 ▼

Do you want to assign allocations that have not passed their due date to the students that you are transferring?

○ Yes

◉ No

Cancel   Add

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 [Add]

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 [**Admin**] tab.

2. Click on [**Change**] (circled). The following window will open:

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 [**Save**]

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:

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 **Admin** tab.

2. In the School Admin window, click on ☐ next to one or more of the classes you want to send letters to.
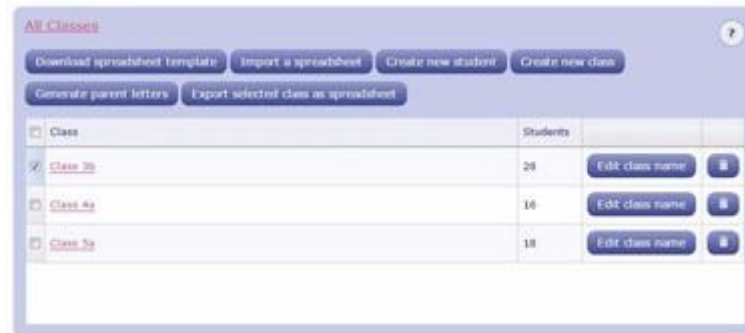
3. Click on **Generate parent letters**

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 **Generate**

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.

MyiMaths   User Guide

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.

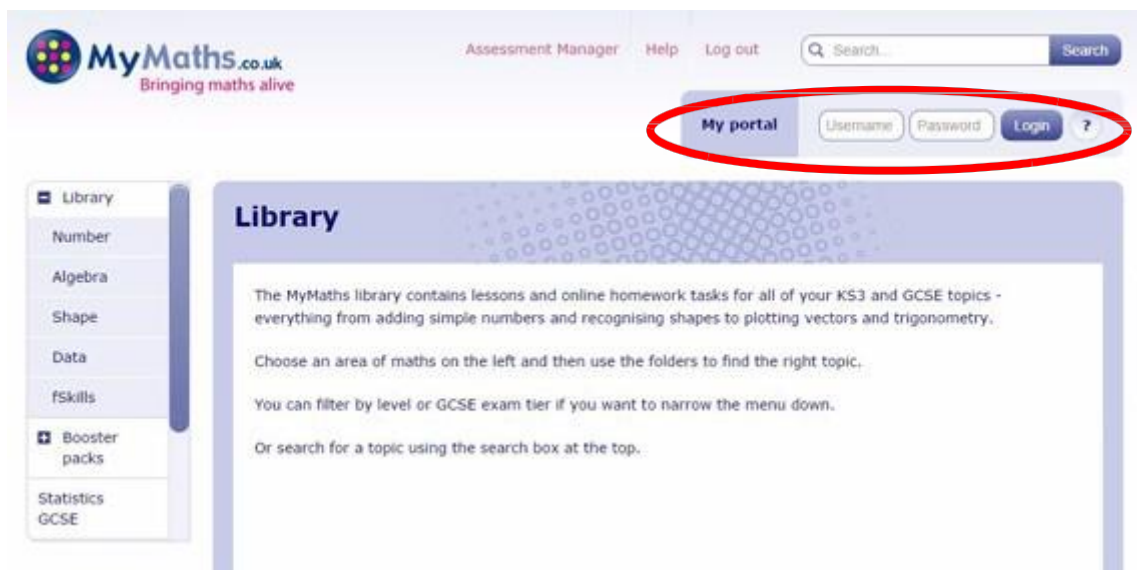Students log in to the home page with the school username and password, which they received in their letter. They're then taken to the library:

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 [image] to open the lesson

- Click on [image] to do the homework.

Lessons

Lets take a look at a typical lesson.
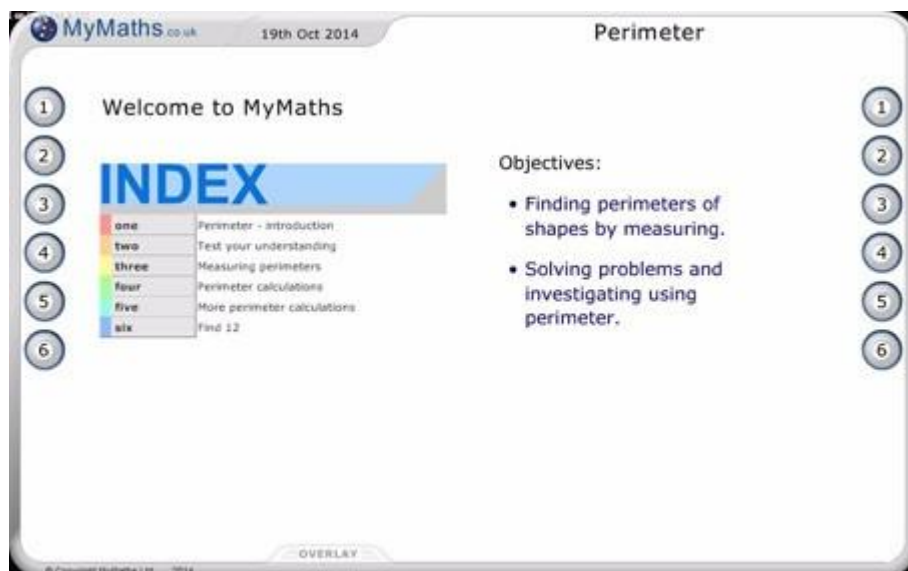
Each lesson opens on the index page.

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:
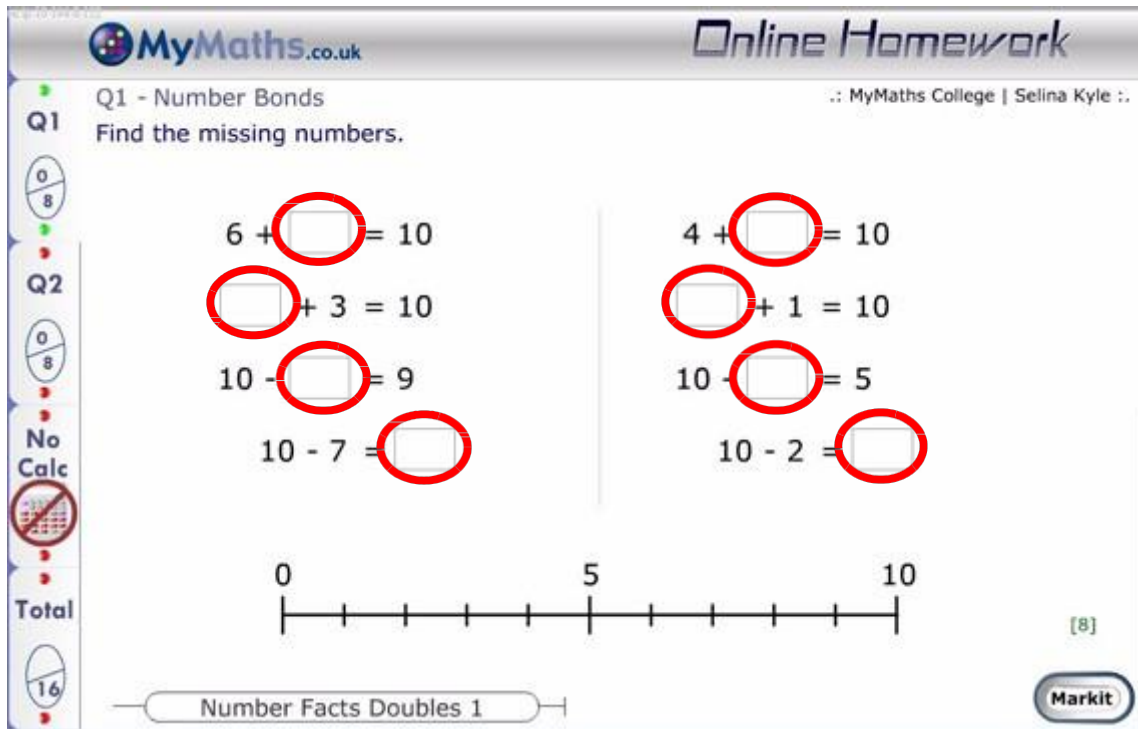
The green tab shows you which page or activity you're currently viewing.

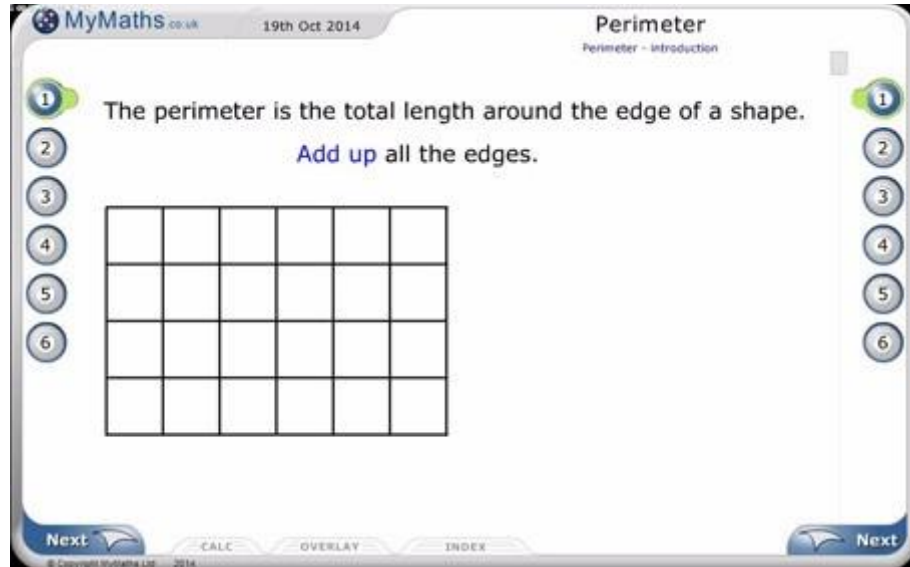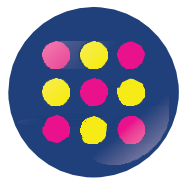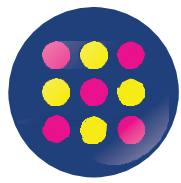The lessons are interactive, and controlled by the mouse. The controls are very intuitive, with a number of icons indicating ways for the student to interact with the website. The type of interaction is tailored to each lesson, these are just some of the functions MyiMaths uses:

Icon	Function
Next	Click to go to the next screen
Play	Click to start a game or puzzle
	Click and then enter a number or text, using the keyboard
£9.20	Drag the object with the mouse to solve a puzzle
	Click to show additional information
Markit	Click to see how you've scored

Homework

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

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 [Markit] 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:

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).

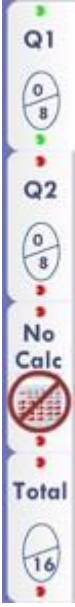'No Calc' indicates that the calculator must not be used for this task. Once you've submitted your homework, this changes to the **Checkout** tab.

The final tab shows the total score for the whole task.

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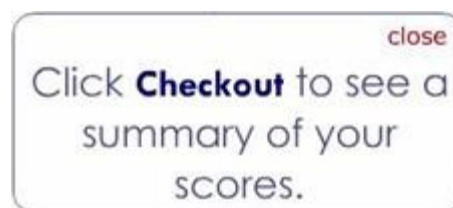
When you next log in as a teacher, you will be able to see confirmation that the student has completed this task, as well as the score achieved.
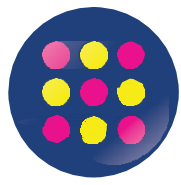
Checkout

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

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

> **NOTE!** Students click [Next] 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.
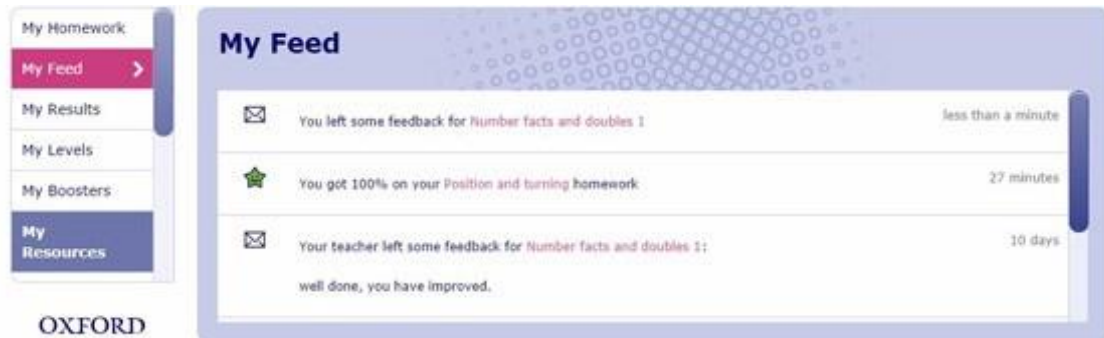
The student clicks the **My Results** tab to view a summary of the homework they've completed.

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.

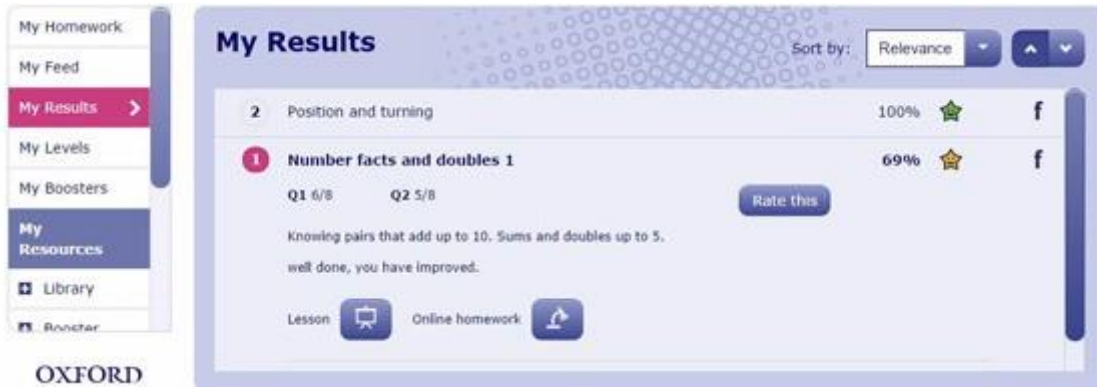## Leaving feedback

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 .

My Levels

Clicking on My Levels allows the student to see the progress bars, explained in

My Boosters

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

My Resources

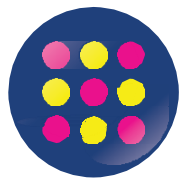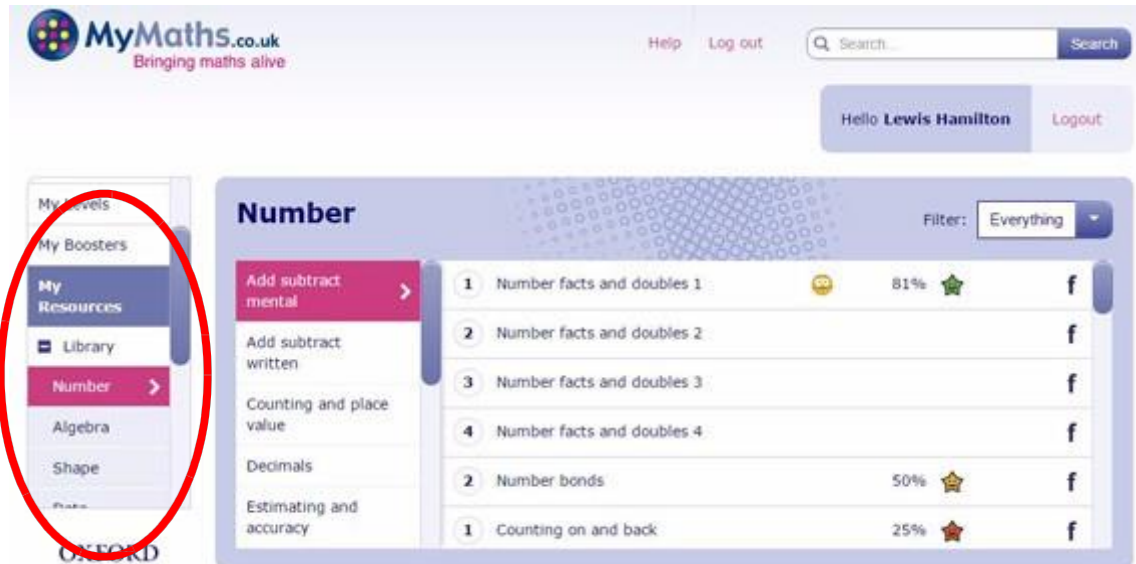There are a number of different types of resource, including games, tools and tier-specific tasks. The student can access all resources on the MyiMaths website from the menu on the left-hand side of the screen.
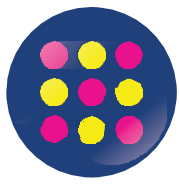
The **Library** (circled) gives access to resources on each of the following areas:

- **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.

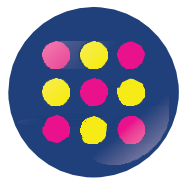| Symbol	Meaning
f	**Foundation** - This lesson and homework is suitable for Foundation students
fh	**Foundation Higher** - This lesson and homework is suitable for Foundation and Higher students
h	**Higher** - This lesson and homework is suitable for Higher students
	Game - This is an educational game, 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
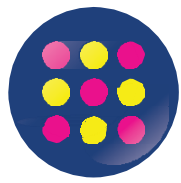
A level students are catered for by the IGCSE and A level tabs.
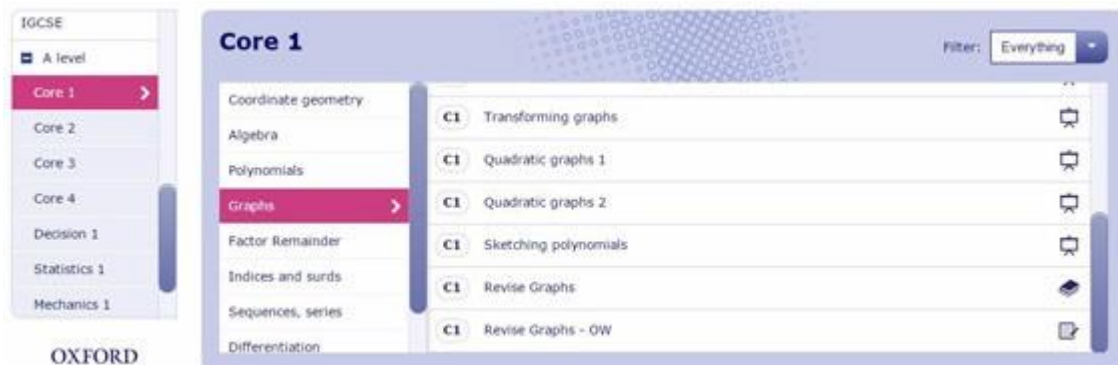
Students can access lessons and homeworks to help them learn specific topics, and revision lessons and worksheets for exam preparation.

Toolkit

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

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

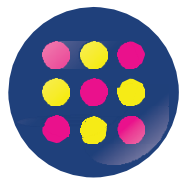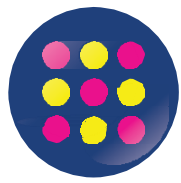The tools are divided into five different categories. Click on a heading to access a list of the tools available.

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.
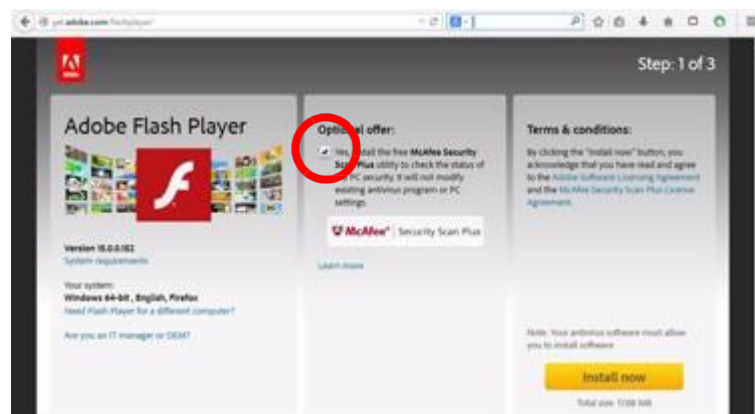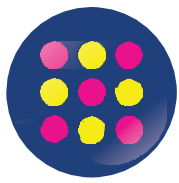

> **NOTE!** The Adobe website may try and install other software when you download Flash Player. If you don't want this to happen, remove the tick from the box (circled).

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

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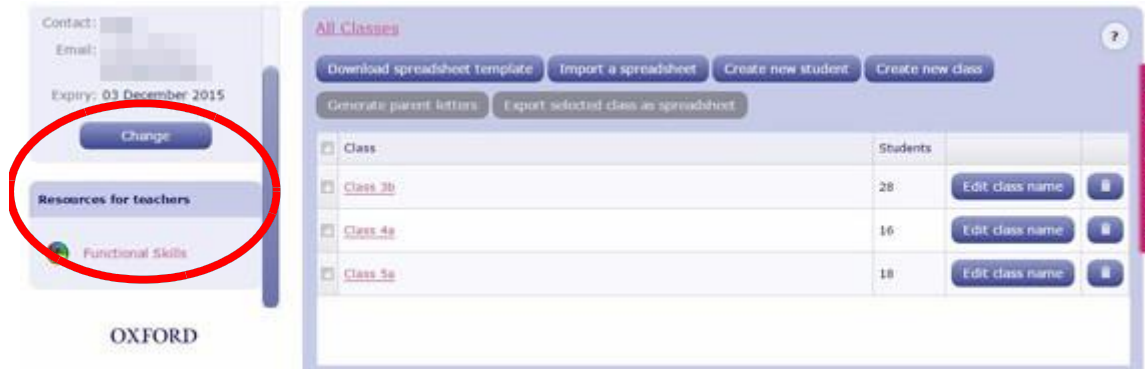
On the left of the screen, scroll down to **Resources for teachers** (circled).

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