

Quick Guide to Math Buddy Online - Teachers

- 1) Math Buddy Online has two types of accounts – Teacher accounts and Student accounts. You have been given a teacher account, which has access to all the features of Math Buddy.
- 2) The philosophy behind Math Buddy Classroom Plus is to provide all the tools to the teacher and let the teacher assign any of the activities, smart sheets and assessments to students based on what is being taught in the classroom as well as addressing the specific needs of the students. Towards this end, the teacher has access to all the grades irrespective of the classroom that he or she has registered for.
- 3) In contrast, the student accounts have access to only the activities of Math Buddy for the grade for which the student has been registered. The students can however access activities, smart sheets or assessments from any grade if the teacher assigns them.
- 4) You can access Math Buddy from a desktop, a tablet or even a reasonable sized mobile. The interfaces may be slightly different on the tablets and mobiles to suit the screen size.
- 5) When you login to Math Buddy (click on the login button on the top right corner of <http://www.mathbuddyonline.com>), you will enter the “Teacher Dashboard”, which acts as your control center for accessing all the features of Math Buddy. The Dashboard shows all the classrooms you are associated with. You can return to this Dashboard from any page in Math Buddy by clicking on your profile picture on the top right corner and clicking on Dashboard.

Things you can do with your Teacher Account

<u>Create a Classroom</u>	As a first step, you may want to create a new classroom. Click on the + sign to the top right of the table showing the list of classrooms to create a classroom. Enter the details and click on Create to create a classroom.
Once you create a classroom, you can click on the Classroom to enter it. You can always return to the Dashboard by clicking on your profile picture on the top right corner and clicking on Dashboard	
<u>Create Student Accounts</u>	<p>Once you create a classroom, you need to add students into your classroom.</p> <p>There are two ways of doing this.</p> <ol style="list-style-type: none"> 1) There is a six letter classroom id associated with each classroom. You can give these out to the students and ask them to go and join the classroom. They can go to mathbuddyonline.com and enter their details in the “Join a classroom” section in the front page along with the classroom code to join the classroom. They will select their username and password during this process. NOTE: In such a case, you need to approve students who join this classroom. You can do this from your Dashboard where you will see approvals pending against the classroom. 2) You can also create student accounts from the “Manage the Roster” link inside the classroom. To create accounts for your students, you can enter their name, a username, and set an easy to remember password for them. <p>You can export the list on to an Excel file by clicking on the Download button.</p> <p>Using the Roster facility, you can also reset the passwords of students in case they forget their passwords.</p>

<p><u>Activity Center</u></p>	<p>There are more than 1300 interactive activities (covering topics from grades 1 to 10) for you to teach in the classroom.</p> <p>Click on Activity Center and then select a Grade. You can set your default curriculum in your Preferences.</p> <p>Select a topic and you will see activities for that topic. The activities are categorized as either Learning activities, Skill practice activities, Game activities or a Combat Zone.</p> <p>Learn activities are ideal for use in the classroom to illustrate concepts. Skill practice, Game and Combat Zone activities are ideal for students to interactively practice.</p> <p>Click on an activity to bring it up on the screen. You can also assign an activity to students or add it to your lesson plan.</p> <p>Best way to use the activities is to engage students in discussion and keep asking questions to them</p>
<p><u>Assign Activities to Students</u></p>	<p>You can assign any activity to students by clicking on the “Assign” link in front of the activity in the activity center.</p> <p>If you are teaching multiple sections of the same grade, you can assign activities to all these classrooms in one shot if you choose to. You will need to set a due date before which children need to complete the activity. You can also set a future date on which you want the activity to be available. This will help you schedule the assignments in advance.</p> <p>Assign to selected students feature helps teachers to assign different items to different types of students according to their level of understanding. Teachers can also add or remove students anytime for any of the assigned activities.</p> <p>Children will see these activities as assigned by you when they login. (Remember that children will not see the activity in the list of assigned activities unless you set a due date)</p>
<p><u>Worksheet Center</u></p>	<p>Each grade has roughly 70 – 80 interactive worksheets (Smart Sheets) across the different topics.</p> <p>To access these, you can click on the Worksheet Center inside a Classroom and then select the topic. Drill down till you see the smart sheets for the different topics.</p> <p>Click on a smart sheet to bring it up on the screen. You can also assign the smart sheet to students or add it to your lesson plan.</p> <p>The purpose of the smart sheets is to give students exposure to many different types of questions and give them practice answering these. Each smart sheet usually has between 15 to 20 questions, with 4 to 5 different types of questions.</p>

<p><u>Assign Smart Sheets to Students</u></p>	<p>There are hundreds of Smart Sheets for you to assign to students to help them practice math concepts at home. You can assign any Smart Sheet to students by clicking on the “Assign” link against the smart sheet in the Worksheet center.</p> <p>Even for smart sheets, teachers have the option to assign different items for different types of students. The objective of this feature is to enable a fair chance of competition among the students. Teachers have the ability to customize the number of students assigned for smart sheets.</p> <p>Again, you can assign smart sheets to multiple classrooms and also set a future date for assignment.</p> <p>By default, smart sheets for their grade are available to the students even without the teacher assigning. The teacher can choose to turn this off from Preferences if you choose to have students access these only when assigned.</p>
<p><u>Assign Assessments</u></p>	<p>Each topic in Math Buddy has pre-created assessments using questions from the Math Buddy Assessment database. These assessments can be seen just below the smart sheets for each topic inside the Worksheet Center.</p> <p>You can assign any assessment to students by clicking on the “Assign” link in front of the assessment in the activity center.</p> <p>The teachers have the option to assign assessments only to select students. If you find some student who is weak in a specific topic, you can assign assessment from a lower grade topic to that specific student.</p> <p>Again, you can assign assessments to multiple classrooms and also set a future date for assignment.</p> <p>By default, assessments for their grade alone are available to the students. The teacher can choose to turn this off from Preferences if you choose to have students access these only when assigned.</p>
<p><u>Create and Manage Quizzes</u></p>	<p>You can quickly create customized quizzes/worksheets from the Math Buddy Assessment database.</p> <p>To do this, click on Quiz Maker from the top menu.</p> <p>To create a new Quiz, click on the “Create Quiz” button to the top right of the table showing the list of Quizzes created. Select the grade and the topic, and the questions from Math Buddy database show up for that topic. You can select questions by clicking on the box in front of the question. Click on the Move button to move the question to the “Selected questions” window on the right side. You can “Filter” the questions or even get the system to pick questions at “Random”. Click on “Save your Quiz” once you are done selecting questions. Give it a name and the Quiz is created.</p> <p>You can assign the Quiz for students to take it online by selecting it from the list and clicking on the “Assign to students” link.</p>

	<p>You can assign the Quiz to multiple classrooms and set a future date for assignment.</p>
<p><u>Student Reports</u></p>	<p>Click on “Student Reports” to access detailed reports on students’ usage and performance.</p> <p>The dashboard shows some overall information. Click on the links on the right side to see more detailed reports.</p> <p>Some of the commonly used reports are:</p> <ul style="list-style-type: none"> • Usage reports by activity • Performance report by activity • Performance report by Smart Sheet • Trouble spot report by Smart Sheet • Performance report by Assessment • Trouble spot report by Assessment. <p>All the reports can be exported into Excel by clicking on the “Print” button in each page.</p>
<p><u>Lesson Plan</u></p>	<p>You can create your own customized lesson plan by selecting activities and smart sheets from the Activity Center and Worksheet Center respectively.</p> <p>You can find the “Add to lesson plan” link in the pull down menu in front of any of the activities or smart sheets. Any of the activities or smart sheets can be added to the lesson plan and managed under topics as defined by you.</p> <p>Once you add the activities or smart sheets to your lesson plan, you can click on the Classroom link and then Manage Lesson Plan. Here you can create a topic and move the selected activities or smart sheets under this topic.</p> <p>The purpose is to help teachers create their own customized curriculum that will eliminate the necessity to search for activities or smart sheets at a later stage.</p>
<p><u>Discussion Forum</u></p>	<p>Teachers can create discussion topics in the forum. Students can ask questions anytime from anywhere and have other students or the teacher respond to the questions.</p>