

Please read these three points

Point 1

for the person in charge of Maths

Have as few 'Admin' accounts as possible.

Admin account holders have greater powers than teacher account holders. Crucially, they can delete student and teacher accounts.

If an admin account holder has their own classes, it is important (for system speed reasons) that the **classes are linked to the admin account** in the same way that classes are linked to teacher accounts.

Our recommendation

Have just two or three admin accounts.

Point 2

for all teachers

Beware of generic passwords

When your school is first set up with MathsWatch it makes sense to have a generic password for students so that they can log in for the first time.

However, if they keep these passwords, some student **will** log in to other students' accounts and cause mischief.

This is really upsetting for students and wastes a lot of staff time.

Our recommendation

Tell your students to register their email and then personalise their password. T1 on page 2.

Point 3

for all teachers

How do I . . .

. . . set a homework, change a password, access the exams, solve a problem etc?

The answer is probably two steps away.

Click on Index, find the feature or problem and click on it to be taken to the appropriate page.

If the answer isn't in this booklet, simply contact us at info@mathswatch.com

It might save time if you temporarily change your password and include it in your email because we may need to log in as you.

Our recommendation

In the first instance, click on [Index](#) and look for the answer.

Click [HERE](#) for the Index

Teachers and Administrators:

Teachers and Administrators:

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Administrators only:

MANAGE CLASSES	A1	See results and answers of <u>any</u> student
	A2	Set work for classes that are not linked to you
	A3	Allocate classes to teachers
	A4	Create a class
	A5	Delete a class
MANAGE PEOPLE	A6	Amend any user's password or details
	A7	Move any student(s) to a different class
	A8	Create new teacher accounts
	A9	Create many new student accounts
	A10	Delete student/teacher accounts
	A11	End/Beginning of year procedure

T1 Manage passwords (all users should personalise their password)

Change the password of a student

- Go to 'Users'.
- Search for the student using the search facility.
- Select the student whose password you wish to change.
- Click 'Edit User' and write in the new password - 6 characters or more.
- 'Save changes'.

Personalise a password

- Click on account name at the top right and select 'My Details'.
- Change password and 'Save'.

Emails should be registered to prevent a forgotten password being a problem.

- Click on account name at the top right and select 'My Details'.
- Input email address. (If Google Classroom is used, use this email).
- If a user forgets their password they can now click on the 'Forgot Password?' button on the login page.

T2 Find the username of a student (3 different ways)

- Click on his/her class and hover over the info icon ⓘ
- Go to 'Users' - all the usernames are there for you.
- Go to 'Users' and click on 'Download' (passwords **can't** be downloaded).

T3 Change the name of a student

- Go to 'Users' and double-click on his/her name.
- Amend the name as required and 'Save changes'.
- Refresh the browser with F5

T4 Print a list of all MathsWatch users

- Go to 'Users'.
- Click 'Download'.

You will now have the details of all the users of the system at your institution. Passwords are encrypted and can't be downloaded.

T5 Create a new student account*

- Go to 'Users'.
- Click on 'Create User'.
- Fill in the details.
When you type in the username field you **don't** need to type @ followed by your centre id. The system will add this automatically.
- Tick the appropriate 'Classes' box(es).
- 'Save changes' and **press F5** to refresh the browser.

*If your accounts are linked to your school's MIS via wonde this will happen automatically overnight.

T6 Move student(s) you teach to a different class*

- Go to 'Users'.
- Use the 'Class' filter to select the class of the student(s).
- Select the student(s) you wish to move.
- Click 'Edit User'.
- Untick the class from which they are moving.
- Tick the class into which they are moving.
- 'Save changes' and **press F5** to refresh the browser.

*Teachers can only move students they teach to classes that are assigned to them. Admins can move any student to any class.

T7 Place a student you teach in more than one class*

- Go to 'Users' and double-click the student's name.
- Tick the appropriate 'Classes' boxes.
- 'Save changes' and **press F5** to refresh the browser.

*Teachers can only place students they teach in classes that are assigned to them. Admins can place any student in any class.

T8 Unlock students' accounts

A student in 10X3, say, has the message
'You are logged in on too many computers'

- Go to 'Classes' and click on 10X3.
- Click on 'Unlock All Logins'.

T9 Overview of how to set HWs/Tests/Intervention

- You create an 'Assignment' (T10).
- You set the 'Assignment' to a class or classes as a Homework or a Test (T11).
- Or, you set the 'Assignment' to individual students as Intervention work (T12).
- The default assigned date is today's date. Students will see the work when they log in. If they are already logged in they need to refresh the browser with F5 to see the work.
- If you set the assigned date in the future they will only see the work when that date arrives.
- The due date has to be within 3 months of the assigned date. The lock date has to be within 1 month of the due date.
- You can set a time limit for homeworks if you wish. If you set a limit of 30 mins, say, a student can spend x minutes on the homework and then log out. When they log back in they will still have $(30 - x)$ minutes left.
- Homeworks are ordered on the 'Classes' page (H1, H2, etc) in the order of the 'Due Date' that you assign the homeworks. The earlier the due date the further to the left the homework will be. You can change the order by editing the due date.
- Tests can be set for students to do at home but, because of the strict time limit, they are best used within school.

T10 Create an assignment (which will become a HW/Test/Intervention)

- Click on 'Assignments' and then click on 'Create'.
- Enter the name or clip no. of the desired topic in the search bar.
- Click on the topic in the 'Choose Clip' section.
- In the 'Choose Questions' section, add questions as shown below:

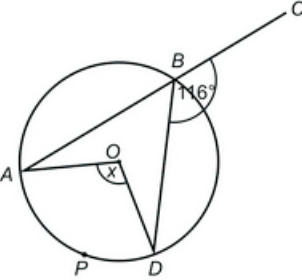
Choose Questions

Standard 2 of 11 Difficult 10 of 14 video

Click here to scroll through standard and difficult questions.

ABC is a straight line and angle $CBD = 116^\circ$

a) Work out the value of x .



b) P is a point on the minor arc AD. Explain why angle $APD = 116^\circ$

Click here to add the question you can see.

+ add Duration 4 min 3 Marks 45%

Click here to add all questions.

45% of students who have attempted this question have gained full marks.

- Repeat b) to d) to add questions on other topics, if desired. You can have up to 100 questions in any assignment you create.
- Go to 'Assignment Details' and give the assignment a title. Anything you write in the 'Notes' section will be seen by the students when they open the assignment.
- 'Save changes'.

T11 Assign work to classes as a HW or a Test

If you are an admin account holder wishing to set work for classes other than your own classes, please follow Note For Admins first, found at the bottom right of this page.

- Go to 'Assignments' and look in the 'Assignments' column.
- Click on the assignment you wish to give to a class.
- Click on 'Assign to Class' and you will see the following:

Work Assigned

Title Your HW Title

Notes Helpful and encouraging comments that all students will see when they open the homework or test. Or can be left blank.

Assignment Type Homework Choose HW or Test

☒ Intervention

Class Please Select Select class or classes

Assigned Date 05/01/2021 16 20

Due Date dd/mm/yyyy 08 00

Lock Date dd/mm/yyyy 08 00

Time Limit Leave blank to have no time limit minutes

☒ Hide marks until due date

☐ Allow Students to Initiate Feedback

Do **NOT** tick this box.
If you do, the results **won't** be seen on your class page.

Must be within 3 months of the assigned date.

After this time, homeworks can't be amended. Must be within 1 month of the due date.

If ticked, students will get **no** feedback about answers being right or wrong and they won't see their marks.

A homework can have any or no time set for it.
If a time is set, a student can use up some of the time, log out to get a drink, say, and then log back in to use the remainder of the time.
A test **must** have a time set for it.
Once the test is begun, the timer **can't be stopped**, not even by logging out.
We recommend that tests are only set for use in a school situation.

- Complete the boxes and 'Save changes'.
- The HW/Test now appears in the 'My Work Assigned' column.

T12 Assign intervention work to individuals

- Follow T11 but now the 'Intervention' box **should** be ticked.

Assignment Type Homework

If this is ticked, results **won't** be seen on the class page. ☒ Intervention

Class 11 X1

Students All

- A new 'Students' box will appear once a class has been selected. You can now choose one or more students to set the HW/Test/Exam for.

Note For Admins

Admin account holders are able to set work for any class in the school. **However, they must follow the following steps in order to do so.**

- Go to Classes.
- Click the 'View All Classes' button
This will load all the classes into your account.
- Follow T11.

T13 Find and reuse/modify an old assignment

- Go to 'Assignments'.
- Use the search bar in the 'Assignments' column to find a past assignment.
- Click the 'Edit' button if you wish to edit the assignment.
- Click 'Assign to Class' and proceed as per T11 or T12.

T14 Set a colleague's assignment for your class

- Click on 'Assignments'.
- Click on 'View'.
- Click on the teacher who has created the assignment you wish to use.
- His/her assignments will now show. Click on the one you wish to use.
- Follow the relevant parts of T11 or T12.
- You can't edit another teacher's assignment. However, you can duplicate it - click the 'Duplicate' button - and edit the duplicate.

T15 Change the lock date of a HW/Exam

- Double-click on the HW in the 'My Work Assigned' column.
- Change the 'Lock Date' of the homework.
The lock date must be within one month of the due date and so it may be necessary to change the due date as per T16.
After the lock date has come around, the answers to questions answered correctly will become visible again to students, replacing the big green tick.

T16 Change the due date of a HW/Exam.

- Double-click on the HW in the 'My Work Assigned' column.
- Change the 'Due Date' of the homework.
The due date must be within three months of the assigned date.

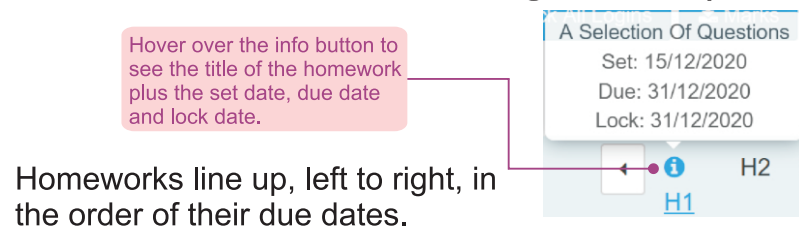
Be aware that if you change the due date, it may change the order in which the homeworks line up on the class page.

T17 Assign old HWs to students new to the class

Let's say that Sally has moved into your class and you would like her to do the last three HWs that you set your class. However, the due date for the HWs has already passed. This means the HWs are not in Sally's 'Assigned Work' when she logs in.

- Go to 'Assignments' and look at the 'My Work Assigned' column.
- Choose one of the HWs you want her to do and click 'Edit'.
- Change the 'Due Date' and 'Lock Date' to a date in the future and 'Save Changes'.
- Repeat for the other two HWs.
- When Sally next logs in, they will be waiting for her to complete.

T18 Information about set assignments (H1, H2, etc)



T19 Print a Homework, Test or Exam

- Click on 'Assignments'.
- Click on the HW, Test or Exam you want to print in the 'My Work Assigned' column.
- Click on 'Print'.

Student can print HWs (Overview tab of HW) but not Tests or Exams.

T20 Delete assignments from the 'Assignments' column

- Go to 'Assignments' and find the 'Assignments' column.
- Select the assignment you wish to delete.
- Click 'Delete'.


Warning: Please don't confuse the 'Assignments' column with the 'My Work Assigned' column.
If you delete an assignment from the 'My Work Assigned' column, students will **lose all work** done on this assignment.

T21 Delete Assignments from 'My Work Assigned' column

- Go to 'Assignments' and find the 'My Work Assigned' Column.
- Select the HW or Test that you wish to delete.
- Click 'Delete'.

Warning: When you delete a HW or Test from this column it will also be deleted from the accounts of all the students for whom it was set. If they have completed any work on the HW/Test this will be lost and can't be recovered.

T22 Download pdf worksheets, answers, clip nos. etc.


- Click on 'Extras'.
- Click on GCSE, KS3 or Primary on the left hand side.
- Download worksheets, answers, assessments, etc.
- Clip numbers and titles are immediately available whenever you are looking at videos. Just click this icon  found next to the 'Qualification' dropdown menu.

T23 Share pdf worksheet answers with students

- Download the answers to worksheets as per T22.
- Put the answers on a **password-protected** part of your school VLE or website.

T24 How to see answers to questions in assignments

Let's say you have just created an assignment called 'Circle Theorems' and have set it as a homework to a class. You would like to see the answers to the questions.

- Go to Assignments and click on 'Circle Theorems' in either the 'Assignment' column or the 'My Work Assigned' column. It will be highlighted in orange.
- Click on Preview.
- Click on  **Show Answers** which you will find at the top right.
- As you click through the questions you will see exemplar answers.
Please be aware that on the more complex questions where working has to be shown, the answer you are seeing is NOT the only answer that is acceptable - we aim to accept anything that an exam board would accept.

T25 How to set an exam or exam series

- Go to Assignments and click on View. Scroll down to find Edexcel, AQA, OCR or WJEC (Wales). Click on the appropriate board to find sets of papers.
- Click on one of the papers and assign it to a class or student(s) in the usual way as per T11 or T12.
- Whenever you set a second paper in this exam series to the same class you will be given this option.

[Link To](#) ☐ Nov 18 1F due - 09/02/2020

- If you tick the box to link the papers, as students complete the questions they will be given a mark and a grade for the particular paper they are working on PLUS a mark and a grade for the whole exam series.
If you don't tick the box they will only be given a mark and a grade for that paper.

If papers are linked, in the My Work Assigned Column you will see

Nov 18 2F 

Nov 18 1F 

When you set the third paper in the series (not WJEC) you can then link it to the other two

Nov 18 3F 

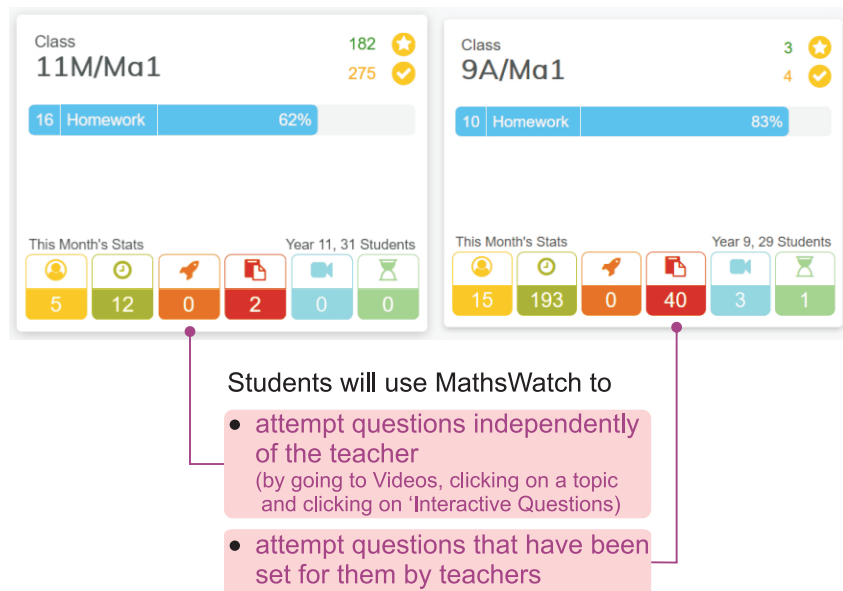
Nov 18 2F 

Nov 18 1F 

Papers can be linked retrospectively.

T26 See class and student data

- a) When you go to your Classes page you are given a lot of class summary information. Hover over an icon for details. Please be aware that these figures are updated every hour or so (depending on the busyness of the system).



- b) Click on a class to see something like this

First Name	Surname	H1	H2	
<i>i</i> Sadun	Abbas	100%	100%	<i>i</i>
<i>i</i> Tony	Acer	100%	100%	<i>i</i>

The blue bar shows the mean mark for the class.
 A green bar means the student is above the class mean.
 A red bar means the student is below the class mean.
 Click on any info icon *i* for lots more information.

These figures are not updated between 9.30am and 4.00pm during periods of lockdown on Mon to Fri.

If an assignment has been set for the whole class

(the intervention box has not been ticked when setting it)

- c) Click on a **bar chart** to see the answers given by a particular student.
NB between 9.30am and 4.00pm Mon to Fri, during lockdown periods these results won't be updated. For real-time results see e).
- d) Click on a **student's name** to see the results for every HW/Test/Exam that the student has attempted.
 You will also see how long the student has spent on each assignment.
- e) After clicking on a name you can click on a HW/Test/Exam to see all the answers they have given.
 These answers and marks are always in realtime.

If an assignment has been set for individuals

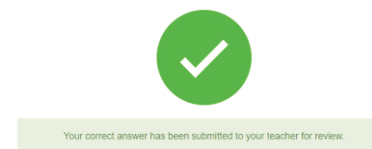
(the intervention box has been ticked when setting it)

- f) Click on 'Classes' and select the class the student is in.
 g) Click on the name of the student.
 h) You will see the intervention work listed on the right hand side.
 Click on it to see their answers.

i) The Experience of Students When Doing Homeworks

When a student submits a 'not fully correct' answer to a question, they can go back to that question to improve their answer right up until the lock date that you have set.

However, when a student submits a correct answer to a question, if they go back to the question they will find their correct answer has been replaced by



As soon as the lock date for the homework arrives, their correct answer will magically reappear.

T27 Question feedback

- a) When assigning a HW or Exam to a class you will see this
- ☐ Allow Students to Initiate Feedback

If you tick the box it will allow students to initiate a dialogue with you about any question in their HW or Exam.

If you don't tick the box, only you will be able to initiate a conversation.

- b) If you wish to leave feedback for a student about a question, scroll down the page a little to find this



- c) When the student next logs in they will see a yellow speech bubble to alert them to having an unread message on that piece of work.

Title	Type
Equations Test	TEST
A Selection Of Questions	HW
Nov 18 1H	EXAM

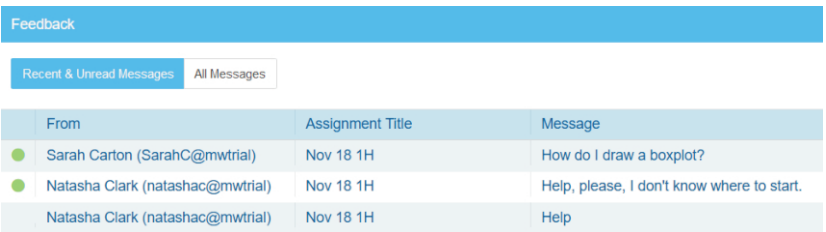
When they have accessed the message, the bubble will turn grey.

Reading and responding to feedback

- d) You have two ways of seeing if feedback has been left for you



Click on the Feedback tab at the top of the page. This will take you to a collation of all feedback that has been left for you.



From	Assignment Title	Message
Sarah Carton (SarahC@mwtrial)	Nov 18 1H	How do I draw a boxplot?
Natasha Clark (natashac@mwtrial)	Nov 18 1H	Help, please, I don't know where to start.
Natasha Clark (natashac@mwtrial)	Nov 18 1H	Help

Green circles next to a name means that student has left you feedback that you haven't seen yet.

Click on the line which has the circle and you will be taken directly to the feedback where you have the chance to respond.

When you go back to your feedback page, the green circle will have disappeared to show that you have read it.

NB You will receive feedback only on classes that are attached to your account.

- (ii) When you go to your class page, if you see an orange speech bubble it means you have unread feedback.



Click on the bar chart and you will quickly see new feedback left on questions in this HW or Exam by the student.

T28 RAG analysis of a HW/Test set to a class

- Go to 'Classes' and click on a class.
- To perform a RAG analysis of H1, just click on H1.

[H1](#) [H2](#) [H3](#) [H4](#)

You will be given an Excel spreadsheet which follows certain protocols.

HW on Pythagoras and Trigonometry											
Total number of marks available: 20											
Class Average Score: 12											
Class Average Percentage: 58.8			Average	100	69	81	63	50	58	38	38
				Qu 1	Qu 2	Qu 3	Qu 4	Qu 5	Qu 6	Qu 7	Qu 8
Class - 11z/Ma7				Clip 150	Clip 150	Clip 150	Clip 150	Clip 168	Clip 168	Clip 168	Clip 168
Marks			%	Out of 2	Out of 2	Out of 2	Out of 2	Out of 3	Out of 3	Out of 2	Out of 4
10	Isabel	SMITH	50	100		100	50	67	100	0	0
20	Ellie	JOHNSON	100	100	100	100	100	100	100	100	100
20	Callum	WILLIAMS	100	100	100	100	100	100	100	100	100
20	Ethan	BROWN	100	100	100	100	100	100	100	100	100
5	Shaun	JONES	25	100	0	50		0	67		0
	Abigail	MILLER									
9	Joshua	DAVIS	45	100	100	100	100	33	0	0	0
7	Mollie	GARCIA	35	100	100	100	50				
3	Tegan	MARTINEZ	15	100	50						
				Pythagoras' Theorem	Pythagoras' Theorem	Pythagoras' Theorem	Pythagoras' Theorem	Trigonometry	Trigonometry	Trigonometry	Trigonometry
RAG Protocols											

RAG Protocols

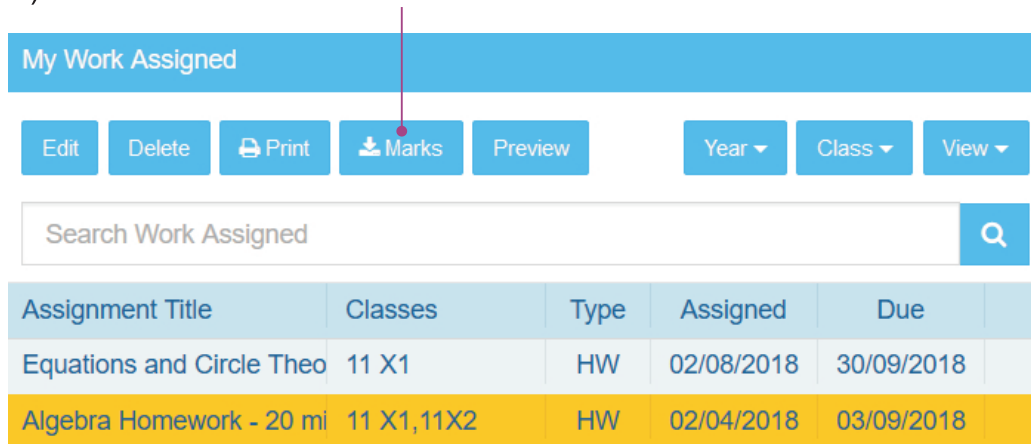
- The colours of cells range from dark green (100%) through to yellow (50%) through to red (0%).
- If a cell is white, no answer has been entered for that question.
- Reading horizontally, if all the cells are white for a student, he/she is deemed not to have attempted the HW. His/her blank cell will not contribute to any of the averages.
- If at least one question has been answered for a student, he/she is deemed to have attempted the HW. His/her blank cells will count in the averages.
- The averages are mean averages.

A Quick Analysis

- Abigail Miller hasn't attempted the homework.
- Question 1, on Pythagoras, was the best answered question of the HW.
- Questions 7 and 8, on Trigonometry, were the poorest answered questions.
- Ellie, Callum and Ethan all scored 100% and are 'secure' in the topics of Pythagoras and Trigonometry
- The weakest student is Tegan. Other very insecure students are Shaun, Mollie and Joshua.
- Mollie and Tegan both gave up as soon as they didn't score full marks on a question - no other subsequent answers were submitted.
- Answers have been submitted by several students which gained 0 marks - I will look at these answers to see if I can understand their misconceptions.
- I need to do more work with the class on Trigonometry.
- I will set intervention work on Pythagoras for Shaun and Tegan.

T29 RAG analysis of work set to multiple classes

- Click on 'Assignments'.
- Go to the 'My Work Assigned' column.
- Click on the work you have set to multiple classes.
- Click on 'Marks'.



Assignment Title	Classes	Type	Assigned	Due
Equations and Circle Theo	11 X1	HW	02/08/2018	30/09/2018
Algebra Homework - 20 mi	11 X1, 11X2	HW	02/04/2018	03/09/2018

The results of all students in all classes who have been set the work will be given in an Excel spreadsheet which follows the RAG protocols of T28.

T30 RAG analysis of intervention work

- Go to the 'My Work Assigned' column.
- Click on the intervention work you are interested in.
- Click on 'Marks'.

The results of all students in all classes who have been set the HW/Test will be given in an Excel spreadsheet which follows the RAG protocols of T28.

T31 Download HW and Test results of a class

- Click on 'Classes'.
- Click on the class for which you want the results.
- Click on 'Marks'.

This button is sometimes disabled at peak times to ensure the smooth running of the system.

T32 Go through a HW/Test/Exam on the IWB

- Click on 'Assignments'.
- In the 'Assignments' column or the 'My Work Assigned' column, select the assignment that you wish to go through on the IWB.
- Click on 'Preview'.
- When you submit answers, they will be marked just as if it was a HW/Test/Exam.
- If you would prefer to have exemplar answers appear, rather than writing them out, click on [Show Answers](#)

T33 Display students' results at Parents' Evenings

At a Parents' Evening, let's say that you wish to show the parents of Jo Bloggs all her results and maybe display one or two good answers.

- Click on the class that Jo is in and click on her name.
- You will see the results for all her HWs/Tests/Exams including intervention work.
- If you click on any piece of work, any of her answers can be shown.

T34 Print a one page report for each student in a class




You may wish to produce a 'one page per student' report for all students in a class, giving details of all MathsWatch work done by each student.

- Go to classes and click on the required class.
 - Click on 'Report'
- This button is sometimes disabled at peak times to ensure the smooth running of the system.

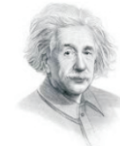
T35 Independent Learning - we provide videos, questions and hints.

We believe that independent learning is a key ingredient to success.

This is an example you can follow to see how we encourage independent learning:

- Go to Videos and use the search bar to find the video clip on 'Similarity - Area and Volume' (Clip 200 or Clip 204 for WJEC).
- Click on **Interactive Questions**
- You will see a range of standard and harder questions.
These are the questions your students have in order to work independently. They are all similar but different to the ones you set for homeworks.
- Please go to Harder Question 1. You will see an icon like this  72% *at the time of writing
It gives the information that 72%* of all the students who have attempted this question have eventually succeeded and gained full marks. Because a healthy percentage of students have succeeded at this particular question, no hints are available to students.
- Now go to Harder Question 5. This time we see a success rate of only 41%*  41% *at the time of writing
Therefore, you will see a Hint button  **Hint**
When a student hovers over this they get a little bit of help. Please try it.

"I never teach my pupils, I only provide the conditions in which they can learn."

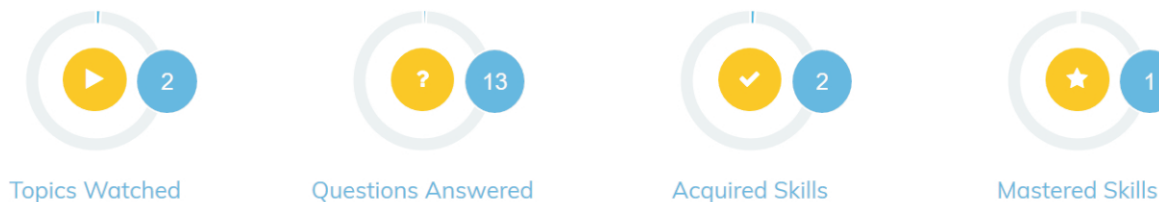










Albert Einstein

T35 Independent Learning - we provide incentives.

We all like recognition for work done.

When students go to 'My Progress' they will see something like this:



Search By Video Name		Qualification	Tier	Grade	Topic	Time Period	
<input type="text" value="Search Videos"/> 		<input type="text" value="GCSE"/> 	<input type="text" value="Higher"/> 	<input type="text" value="All"/> 	<input type="text" value="All"/> 	<input type="text" value="All"/> 	
#	Skill	Video	Last Watched	Views	OMM	Interactive Questions	Last Attempted
66		Multiplying Decimals	14:19 24/9/2018	2	0	<div><div></div>28 / 28</div>	14:17 24/9/2018
67		Dividing Decimals	14:22 24/9/2018	1	0	<div><div></div>12 / 24</div>	14:21 24/9/2018

✓ Acquired Skills

A skill is acquired by watching the video and correctly answering two Standard Questions and two Harder Questions (or by Mastering the skill as below).

★ Mastered Skills

A skill is mastered by correctly answering every Standard Question and every Harder Question - the video does not necessarily have to be viewed.

T36 Usage of MathsWatch

Go to [Usage](#) or click on [Analytics](#) on any class page

Usage

Daily School Stats

Videos Watched

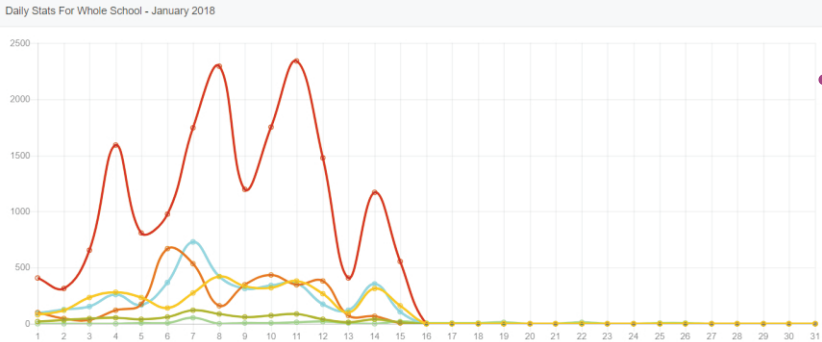
Practice Questions

Use these to drill down into year groups and classes.

Year Group All Class All Month January Year 2018

Print Graphs

If you have an admin account and wish to see the Usage of all classes, you must go to Classes and then click on **View All Classes first**



This graph shows the data, below, for each day of the month.
If you wish to remove any of the parameters, just click on the relevant coloured boxes below the graph.

This data is for a particular school during January 2018. It was captured on the 15th January. Figures are recalculated every hour or so.

3672

Total Logins

There have been 3672 logins to MathsWatch so far this month.

791.9

Hours Spent

The total time spent on MathsWatch this month by students is 791.9 hours.

3500

Practice Questions Attempted

3500 questions have been attempted by students working **independently**.
This figure does **not** include questions that have been set in homeworks or tests.

14194

Assignment Questions Attempted

14194 homework and test questions have been attempted by students.
All of these questions have been set by teachers.

4090

Videos Watched

4090 videos have been viewed.

201

Assignments Due

201 assignments have been set for January.

Scroll to the bottom to see statistics for all named students.

Student Stats Whole School 2018								Download Student Stats
First Name	Surname	Logins	Minutes Spent	Practice Questions	Assignment Questions	Videos	OMM	Class

All of these columns can be sorted.
It is very simple to see who has tried the most practice questions, viewed the most videos, etc.

Click here for the index



T36 Monitoring students' Independent Learning

Go to [Usage](#)

The last time they watched a video.

Usage

[Daily School Stats](#) **Videos Watched** [Practice Questions](#) [Download Usage](#)

Class When Qualification Tier Grade

Name	Class	Yr	Last Viewed	Logins	Last Login	1	2	3	4	5	6	7
MILLER, Abigail	11X1	10	11/10/2017	13	11/10/2017	72%	19%	15%	25%	38%	50%	30%

Choosing 'Summary' from the drop down menu allows you to see what percentage of each grade's videos have been viewed.

72% of all the grade 1 videos have been viewed.

38% of all the grade 5 videos have been viewed.

Videos Watched [Practice Questions](#) [Download Usage](#)

Class When Qualification Tier Grade

Name	Class	Yr	Last Viewed	Logins	Last Login	131	132	133	134a	134b	135a	135b
MILLER, Abigail	11X1	10	11/10/2017	13	11/10/2017	11/10/2017	11/10/2017	11/10/2017	11/10/2017	11/10/2017	11/10/2017	11/10/2017

Choosing from grades 1 to 9 allows you to see the last date that each video has been viewed for any particular grade.

Clip 133 was last viewed on the 11th Oct 2017



T36 Monitoring students' Independent Learning

Go to [Usage](#)

This tab gives you details of independent work that has been completed.

Daily School Stats Videos Watched **Practice Questions** Download Usage

Class All When All Qualification GCSE Tier All Grade Summary

Name	Class	Yr	Last Attempted	1	2	3	4	5	6	7
MILLER, Abigail	11X1	10	12/10/2017	32.7% 83/254 12/10/2017	0% 0/703	0% 0/1341	4.8% 28/578 11/10/2017	0% 0/499	0% 0/236	0%

Choosing 'Summary' allows you to see how many marks have been gained for all the questions at each level.

The total marks available for all the grade 1 questions is 254.
Abi has gained 83 marks, so far, in her independent work.
The last time she completed any grade 1 questions was on the 12th Oct 2017.

Videos Watched **Practice Questions** Download Usage

Class All When All Qualification GCSE Tier All Grade 1

Name	Class	Yr	Last Attempted	1	2	3	4	5	6a	6b	7	8
MILLER, Abigail	11X1	10	12/10/2017	100% 25/25 12/10/2017	100% 11/11 12/10/2017	41% 7/17 12/10/2017	100% 12/12 12/10/2017	100% 10/10 12/10/2017	39% 7/18 12/10/2017	31% 5/16 12/10/2017	38% 6/16 12/10/2017	

Choosing grades 1 to 9 allows you to see how many marks have been gained for each clip number for any particular grade.

Abi has successfully answered all Clip 1 questions, gaining 25 out of 25 possible marks.

Abi has successfully answered some Clip 6a questions, gaining 7 out of 18 possible marks.

T36 Monitoring students' Independent Learning - full details of independent work for each student

Abigail Miller is in class 11X1. You wish to monitor her independent work.

Method 1: Go to [Usage](#) and [Daily School Stats](#) and [Student Stats Whole School](#) and double-click on Abi's name.

Method 2:

Go to

[Classes](#)

click on

Class Name	Year	No Stu
11X1	11	5
11X2	11	7

click on

Surname	Forename	H1	H2	H3
MARTINEZ	Tegan			
MILLER	Abigail			

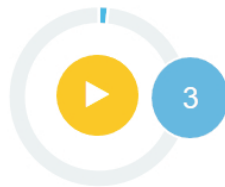
click on

Ken Smith's Classes / 11X1 / Abigail MILLER, Year 10

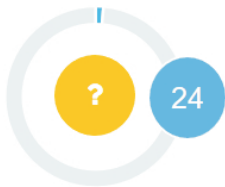
[Independent Activity](#)

[Unlock Student Login](#)

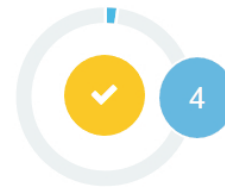
[Download Student Marks](#)



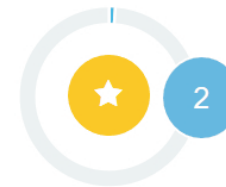
Topics Watched



Questions Answered



Acquired Skills



Mastered Skills

Search By Video Name		Qualification	Tier	Grade	Topic	Time Period	
<input type="text" value="Search Videos"/>		<input type="text" value="GCSE"/>	<input type="text" value="Higher"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	
#	Skill	Video	Last Watched	Views	OMM	Interactive Questions	Last Attempted
66	★	Multiplying Decimals	14:19 24/9/2018	2	0	28 / 28	14:17 24/9/2018
67	✓	Dividing Decimals	14:22 24/9/2018	1	0	12 / 24	14:21 24/9/2018
68a	✓	Negatives - Adding and Subtracting	15:01 24/9/2018	2	0	16 / 24	15:02 24/9/2018
68b	★	Negatives - Multiplying and Dividing		0	0	23 / 23	15:05 24/9/2018

[Click here for the index](#)

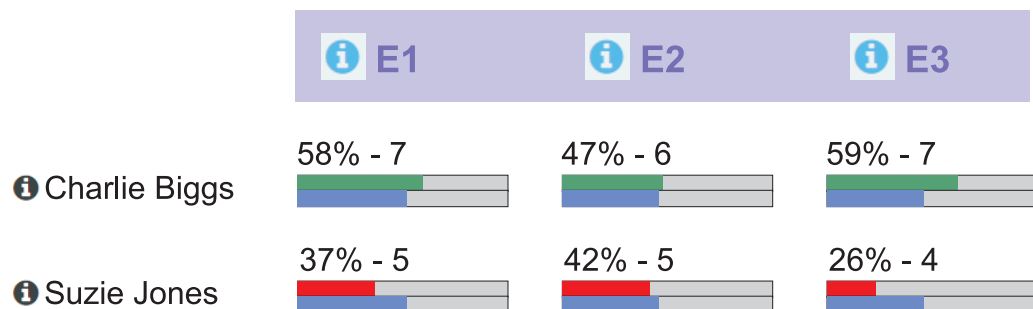


T37 Exams

a) Seeing students' exam results at a glance

Go to Classes and click on the class in question.

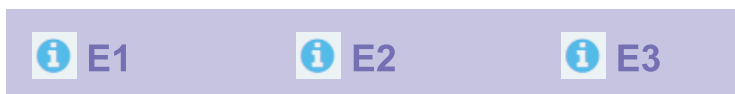
You will see something like this:



The number next to the percentage gives the grade that the student achieved for that particular paper.

Hover over **i** to see details of the exam.

b) Performing a RAG analysis for any exam



Click on E1, E2, etc to get a full RAG analysis of the exam.

c) Seeing the exam series results for each student

Go to Classes and click on the class in question.

Then click on **Report**

You will be given a one page report for each student, listing all the work they have done.

In the Exams section of the report you will see the grade for each exam and also *the grade for the exam series*.

d) Seeing the strengths and weaknesses of each student

Go to Classes and click on the class in question.

Then click on **Exam Report** to get a list of all exams set.

Choose one.

- (E1) Nov 18 1F
- (E2) Nov 18 2F
- (E3) Nov 18 3F

You will be given a report for each student, showing their abilities at all the topics covered on the selected exam.

A topic is considered to be

a strength if	marks = 100%
partially secure if	$50\% \leq \text{marks} < 100\%$
not secure if	marks < 50%

If a topic is covered by more than one question, marks are aggregated before deciding if it is a strength, etc.

Be aware that students can also access this report by going to the Overview page of their exam and clicking on 'Exam Report'.

A1 See results and answers of any student

- a) Go to 'Classes'.
- b) Click on 'View All Classes'
- c) Follow T26.

A2 Set work for classes that are not linked to you

- a) Go to Classes and click on 'View All Classes'.
- b) Go to Assignments and create an assignment or choose an exam.
- c) Set it as a HW/Test/Intervention/Exam as per T11 or T12 or T25.

NB When trying to assign work to a class, if you can't see the class in the dropdown menu it is because you haven't followed a).

A3 Allocate classes to teachers

- a) Go to 'Users' and use the search bar to find the teacher.
- b) Select the teacher and 'Edit User' or double-click on the teacher's name.
- c) Tick the appropriate boxes.
- d) 'Save changes' and press F5 to refresh the browser.

A4 Create a class

- a) Go to 'Classes' and then click 'View All Classes'.
- b) You will now see the button, 'Add New Class' - click this.
- c) Fill in the details.
- d) 'Save changes' and press F5 to refresh the browser.
- e) You can populate the class by means of T6.

A5 Delete a class

- a) Go to 'Classes' and then click 'View All Classes'.
- b) Click on the class you wish to delete.
- c) Click 'Delete Class'.
- d) Confirm and press F5 to refresh the browser.

Please note that this deletes the class grouping but does NOT delete the accounts of the students in the class.

A6 Amend any user's password or details

- a) Go to 'Users'
- b) To change the password, follow T1 parts d) to i).
To change user details, follow T3.

Admins can see and amend all students' and teachers' details.
Teachers can only see and amend the details of the students they teach.

A7 Move any student(s) to a different class

Please follow T6 on page 2.

A8 Create new teacher accounts

- a) Go to 'Users' and click on 'Create User'.
- b) By ticking the appropriate boxes, you can create both teacher and admin accounts. Leave the Year field blank.
- c) 'Save changes' and press F5 to refresh the browser.

NB Please try to have as few admin accounts as possible.

A9 Create many new student accounts

- a) If you are adding just a few new students, it is best to do this from within the system as per T5.
- b) If you wish to add a lot of new users - all the new Year 7s for instance - this is best done by means of an upload template.
Please go to 'Extras' and you will find the 'Upload Template'.

Download this and add your users according to the instructions you will find above each column.

Return it as an attachment to info@mathswatch.com

Opting for the Data Integration option via Wonde makes this step a lot easier. Once your secure connection is ready (1-3 days depending on your IT team speed), we'll extract all your data straight from your MIS (SIMS, Arbor, Bromcom, etc...) in a 5mins process.

In addition, all your classes management will then be automatic (MIS changes picked up automatically by our overnight data sync).

New student accounts will be created automatically (only once they get attached to an existing class on your MIS).

Also note that this option makes the year transition in September a simple formality where all is managed at our end.

A10 Delete student/teacher accounts

- a) **To delete an individual user**, go to 'Users' and choose the student/teacher you wish to delete from the system.
- b) Click **Delete** and refresh the browser with F5.
- c) **To delete a whole year group**, Yr 11 say, go to 'Users', click **Year** and select 11.
- d) Click on the first student in the list, hold down Shift, scroll to the bottom of the list and click on the last student in the list. They will all turn orange to say they are selected.
- e) Click **Delete** and refresh the browser with F5.

Warning: only an Admin has the power to delete an account and once it is deleted it cannot be reinstated.

A11 End/Beginning of year procedure

If your school's MIS is dynamically linked to MathsWatch via Wonde, as soon as your SIMS (or equivalent) is updated to reflect next year's classes, tell us via email (info@mathswatch.com), and we will do the rest.

If it isn't dynamically linked, please decide between option A and option B as detailed below.

Option A - a fresh start. **Students' previous work will be lost.**

If you would like to **manage this yourself**, please go to 'Extras' and download 'End of Year Procedure'.

Page 2 gives step-by-step details of how to delete all student accounts and set up new ones.

If you would like **us to do this for you**, please go to 'Extras' and download the 'Upload Template'.

Put all your students' details on this template according to the instructions you will find on the template.

Then, send an email to info@mathswatch.com telling us you would like a fresh start and attach the 'Upload Template'.

We will do the rest.

Option B - roll students up a year. **No previous work will be lost.**

If you would like to **manage this yourself**, please go to 'Extras' and download 'End of Year Procedure'.

Page 3 gives you step-by-step details of how to roll students up a year, delete ones who have left and add new students.

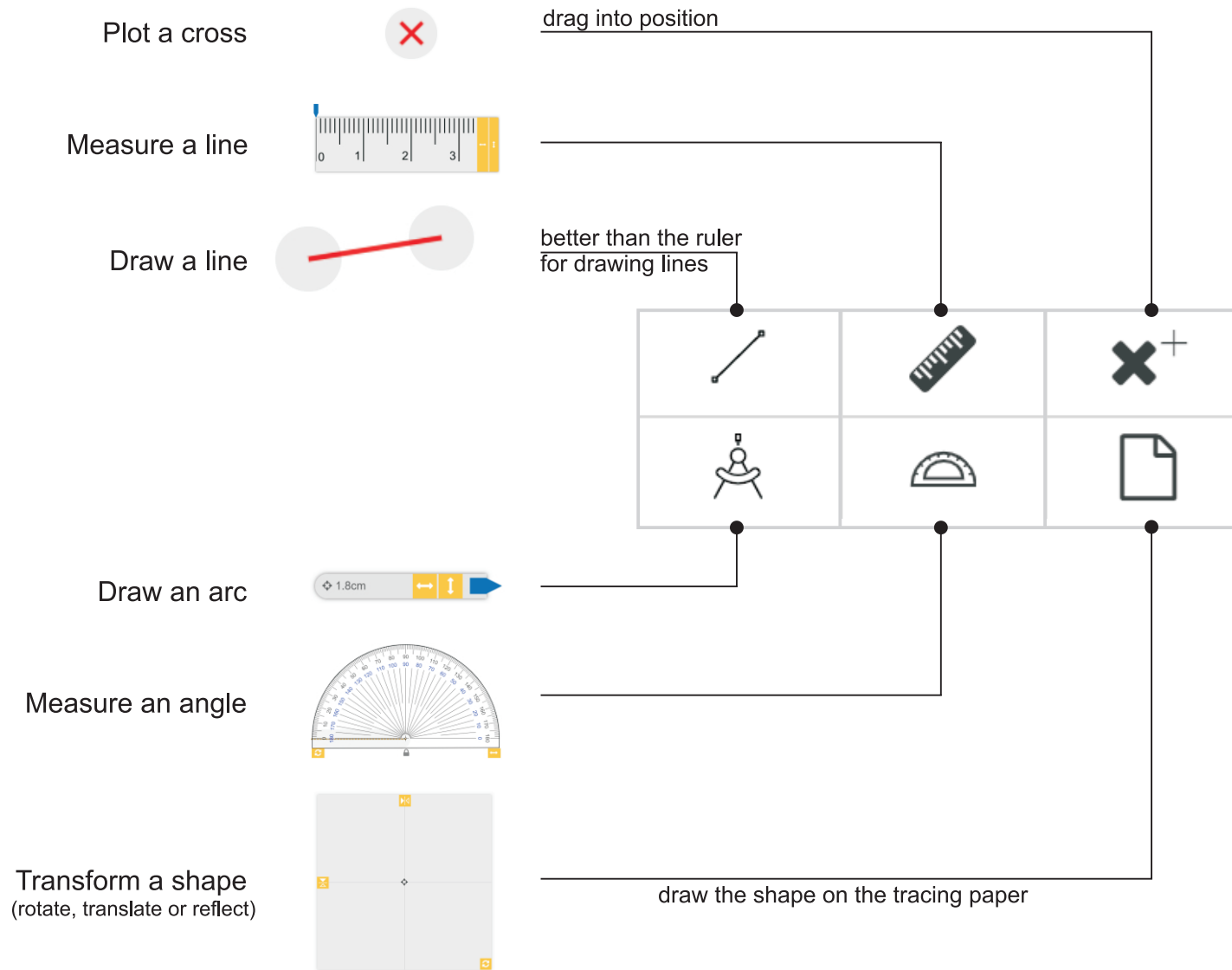
If you would like **us to do this for you**, please send an email to info@mathswatch.com telling us that you would like us to roll students up a year.

We will then initiate the process and ask you to give us details of the changes.

We will do the rest.

Drawing Tools

If you need to do any of the following, you will find a drawing toolbar on the page.



A short video
**'How to use the
construction tools'**
can be found in
Extras
by staff & students

Ways to input answers - we have three distinct types

Type A (no partial marks awarded)



a) $x =$

Small boxes for answers that are to the right of the trophy cup only allow for answers to be right or wrong (no room for working).

If there are 2 marks given for an answer of $2x^2 + 3x - 6$, this answer must be given - if it isn't, 0 marks are awarded.

Please note, we ask for 'best practice' type answers.

eg if the answer is $2x^2 + 3x - 6$ we don't give marks for $2x^2 + 3x + - 6$

Clicking the $+$ gives access to a range of symbols.

Choose Symbols

£	\times	\div	π
\geq	\leq	\cap	\cup
$\frac{x}{y}$	x^n	\sqrt{x}	$\sqrt[n]{x}$



☐ A ☐ B ☐ C ☐ D

These are for multiple choice questions.

So that students engage with the question rather than guessing A followed by B etc until they hit on the correct answer, **we only allow one attempt at multiple choice questions.**

Type B (working is marked)

Recognised by the answer box being large enough for working and positioned in the body of the question.
eg

Tom sells hot dogs at a market.

Each hot dog is a sausage in a bread roll.

The table shows his costs.

Fee paid to market	£235
Bread rolls	47p per pack of 8
Sausages	£2.68 per tin of 10
Other costs	£62.50

Hot dogs
£3.15 each



Tom sells the hot dogs for £3.15 each.

He sells 400 hot dogs.

Work out his total profit in pounds (£).

$400 \times 3.15 = 1260$
 $400 \div 8 \times 47 = 23.5$
 $400 \div 10 \times 2.68 = 107.2$
Costs = $23.5 + 107.2 + 62.5 + 235 = 428.20$
Profit = $1260 - 428.20 = £831.80$

Total marks: 5

Some notes about the marking of the question above:

- If a student clicks Submit Answer after writing 1260 or 1,260 or 1260.0 or 1260.00 or 1,260.0 or 1,260.00 they would get 1 mark.
- For 23.5 or 23.50 they get another mark, etc
- Because this question doesn't state that 'working must be shown' it is fine for students to do their working on paper and just submit 831.80 or £831.80 to gain full marks.
- We give full marks if the £ sign is omitted.
- Exam boards often insist on correct money notation. 831.8 would lose a mark.

Type C (drawing tools are used)

Please ask students to watch 'How to use the construction tools' which is found in Extras.

[Click here for the index](#)



Possible Marking Problems with Different Types of Questions

Type A (no partial marks awarded)

Problem: A perfectly correct answer is marked as incorrect

The student has written the answer in a package such as 'Word' and then copied and pasted it into our answer box.

Please ask students to write their answer straight into our answer box.

Type B (working is marked)

Problem 1: A student writes an answer over two lines

If the answer to a question is *Circle* and a student wrote it like this:

cir
cle

we wouldn't pick up the answer because 'circle' is written over two lines.

Similarly, if the answer to a question is

Opposite angles of a cyclic quadrilateral

and a student wrote it as below:

opposite angles
of a cyclic quadrilateral

(they have pressed 'Enter'
after 'angles')

we wouldn't give the mark because we can only mark answers line by line.

If a student writes a long line that automatically wraps onto a new line, this is fine because it still counts as a single unbroken line.

The problem only arises if a student deliberately splits the line themselves by pressing 'Enter' or 'Return'.

Problem 2: A student uses * as a multiplication sign

If the answer to a question is $2 \times 2 \times 2 \times 3 \times 3$

we don't accept $2 * 2 * 2 * 3 * 3$ as an answer.

Please ask students to use the letter 'x' or click the  to get \times

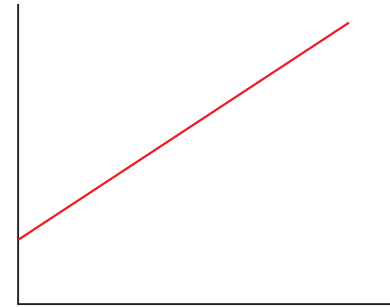
Type C (drawing tools are used)

Problem: The diagram looks good but isn't getting the mark

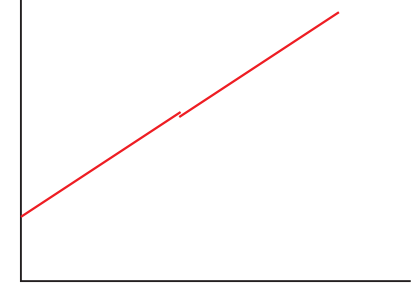
The student has drawn the line in two parts rather than as a single line.

eg

If this is correct



this would be marked
as incorrect



Problems and Solutions

- P1 *A student says they can't log in.*
- S1 Step 1 is to try to log in with their details, yourself.
If you **can** log in, it means they are inputting the details incorrectly.
If you **can't** log in as them, please see step 2.
Step 2 reset their password as per T1 d) to i) on page 2. You will now find you can log in as them.
And if you can, they can.
- P2 *A student says they can't submit their answers.*
- S2 This is probably because the lock date that you set has passed. 🔒
If you want them to be able to answer more questions on this homework you can change the lock date as per T15 on page 5.
The other possibility is that they are trying to answer questions on a HW or Test and the time you set for it has elapsed.
- P3 *A student says the HW/Test/Exam you set for them isn't on their account.*
- S3 Please log in as the student to check the veracity of their statement.
If the homework isn't on the account (but it is on everyone else's account), it is possibly because the student has moved into your class after the due date for the assignment.
When a student moves into another class, they only receive homeworks for that new class if the due date is in the future.
If it is important for a 'new to the class' student to receive an old homework, this can be made possible by changing the due date as per T16 on page 5.
If the homework isn't showing on any account it may be that you have set it to the wrong class or you have set the assigned date in the future.
- P4 *I have set a homework for the class but the results don't appear on my class page.*
- S4 If a homework is set for a whole class as per T11 on page 4 then the results will appear on your class page. If you can't see them there are two possible explanations.
1. You have ticked the intervention box by mistake.
To check on this, go to the My Work Assigned column and double-click on the assignment - if the intervention box is ticked, just untick it and save changes. Go to the class page and refresh with F5.
 2. Homeworks line up in due date order and you are looking in the wrong place. Just hover over the information icon for each homework until you find it.
- P5 *I have set a HW to the same class twice by mistake. What can I do?*
- S5 As soon as possible, click on one of the duplicate HWs in the 'My Work Assigned' column and delete it.
Be aware that until you delete it, students will see both HWs when they log in and if they complete a HW you will have no idea which one they have done. They may have answered the one you have just deleted.
- P6 *I have set a HW/Test/Exam as intervention work to a few students. I can't find their results on my class page.*
- S6 They are not on the class page because the work wasn't set to the whole class.
Instead, you can see results in detail for each particular student by following T26 parts f) to h) on page 7.
Or, to see the collated results for the intervention students, follow T30 on page 10.
- P7 *Can I have a pdf copy of the answers to a homework I have set?*
- S7 This is not possible and is a deliberate policy.
Experience (of our worksheet answers) tells us that if we made the 'interactive question' answers printable they would quickly become available online.
As you can imagine, lots of teachers would be upset if answers to questions that are set as homework and tests could be accessed by students.
- P8 *A student has submitted a correct answer but it isn't getting the marks.*
- S8 For an explanation of how we mark answers, see page 20.
For the most common problems, see page 21.
- If you still have any queries about marking please do the following:
Tell us the name of the student, the name of the homework and the question number. We can then find the answer in situ and work out what the problem is.

Problems and Solutions

P9 *The videos won't play in school.*

S9 Your school has blocked access to Vimeo.
Please ask your IT people to contact us with your school's IP address(es).
We will put a redirect in place so that you stream the videos directly from our own server.
The only thing that will then need to be whitelisted is *.duointernet.com

P10 *Students tell me they have gained more marks than are showing on my class page. Some students say they have begun a homework but my class page is showing no results at all.*

S10 The results on your class page are updated every 5 mins or so, and not at all during peak hours during any lockdown period. Therefore, the results you see may be different to the results the students see if they are working on a homework right now.

However, you can still see any student's realtime results if you do the following (let's assume the student is Joe Bloggs):

1. Click on the class of Joe and click on Joe's name.
2. Click on the homework for which you want up-to-date results.

You can see realtime results of all students in a class by getting a RAG analysis of the homework as per T28 on page 9.

P11 *The usage page doesn't show the work I have just seen a student do.*

S11 The usage figures are updated every hour or so depending on the busyness of the system.

P12 *Someone has hacked a teacher/admin account and done all manner of awful things.*

S12 Hacking is usually technical in nature and so it is likely none of your accounts have actually been hacked.

Instead, a teacher has left their computer logged in to MathsWatch and a student has gained access to that computer - they only need seconds to create havoc, write horrible messages, etc.

Or, teachers have the same passwords as students and someone has tried their luck and can cause a lot of problems from the comfort of their own home.

Whatever the case, please inform us and we will try our best to put things right. It isn't always easy, though, and will take time.

Prevention really is better than the cure.

P13 *A student says that they have watched a clip but it isn't showing in the usage section.*

S13 There are two possibilities.

The first is that they have only recently watched it and our usage figures haven't updated yet to reflect the fact they have watched it.
Or, it may be they haven't watched enough of the video to register. Students must watch >75% of the clip to count as being viewed.

P14 *I can't see the answers that students have input for work they have completed on the independent questions.*

S14 Answers put in for independent questions aren't retained. When a student goes back to an independent question they have answered correctly, they see a tick in the question tab to remind them they once answered it but the answer isn't there any longer - this allows them to do the question again to ensure they can still do it.

P15 *Students are complaining that they can't change their answer to a multiple choice question.*

S15 They are correct, only one attempt is allowed on a multiple choice question. We used to allow unlimited attempts but found that students weren't engaging with the questions and just tended to guess A, then B etc until they gained the mark.

P16 *We have bought an AS level subscription but I can't find any homework questions.*

S16 We don't have any automatically marked questions for AS level. There are lots of worked questions in the actual videos, though.

P17 *Is there a limit to the number of students I can upload?*

S17 The limit is 1500.

After that, there is usually an extra cost of 25p per student.
Please contact us for more details.

P18 *I can't download student passwords.*

S18 We are obliged to ensure all passwords are encrypted and can't be downloaded or viewed by anyone.

Problems and Solutions

P19 *Our MathsWatch accounts are linked to our MIS via Wonde. We've created a new class but student changes aren't being reflected.*

S19 When you create a new class, you must tell us so that we can create the link.

P20 *Our MathsWatch accounts are linked to our MIS via Wonde. When new student accounts are created, we don't know what the passwords are.*

S20 Unless you have told us to do otherwise, the newly created account will have a password that matches the username.

P21 *We don't have our MathsWatch accounts linked to our school's MIS.*

S21 If you would like them linked so that student class changes are automatically performed overnight, please send an email to info@mathswatch.com and we will set things in motion.

Currently, there is no extra charge for this.

P22 *I want to add more student accounts but can't find the upload button.*

S22 If you can't find an upload button then it means your school has their MathsWatch accounts linked to the school's MIS and you will find any students new to the school will have an account created automatically overnight.

P23 *I have a 'Create User' button but it won't allow me to create a teacher account.*

S23 This means you have a teacher account rather than an admin account. You will need to ask any admin account holder to create a teacher account.

P24 *I have created an account or class but it isn't showing up.*

S24 Please refresh your browser with F5.

P25 *I have tried to set a homework with more than 100 questions but the system is stopping me.*

S25 All homeworks have a limit of 100 questions. A lot of work is done every time a teacher logs in, checking marks and working out averages, etc. If homeworks consist of more than 100 questions there is a possibility that the system would slow down.

P26 *I have tried to set a homework with a due date more than three months in the future but the system is stopping me.*

S26 When the due date and lock date have passed, all results can be cached which means the system doesn't have so much work to do when a teacher logs in. If teachers could set due dates far into the future, at peak times the system could possibly slow down for everyone. We therefore have had to set a limit of three months in the future for the due date.

P27 *I have tried to set a lock date more than a month after the due date but the system is stopping me.*

S27 When a lock date has passed, all results can be cached which means the system doesn't have so much work to do when a teacher logs in. If teachers could set a lock date more than a month after the due date, at peak times the system could possibly slow down for everyone. We therefore have had to set a limit of one month after the due date for the due date.

P28 *What is the difference between a homework and a test and why do you advise only setting a test if it will be sat on school premises?*

S28 When you set a test, the parameters are very strict. Let's say you have set it with a time of 40 minutes for completion.

As soon as a student clicks on a question in the test, the timer begins to count down from 40 minutes. And nothing will stop it. If a student's internet connection is lost for 10 minutes it matters not at all for the timer, it still counts down. If a student logs off and goes to get a drink, the timer is still counting down. It is unforgiving.

However, if you were to set a homework with a time of 40 minutes (ticking the box to stop marks being shown) it is still very much like a test but if a student logs out to get a drink or the internet loses connection, etc, the timer pauses and they still have the remainder of the time left to work.

In a nutshell, a test is very unforgiving and is best used when a teacher is present so that he/she can insist on the students working without stopping.

P29 *When setting an assignment I can only add odd numbered questions.*

S29 This is probably because you are tapping the touchpad to select each question. If you click the touchpad, instead, you will find you can select any of the questions.

Problems and Solutions

P30 *A student has completed an assignment and got full marks but now the assignment shows that they have done very little work and the answers have disappeared.*

I know they are telling the truth because they took a screenshot of the 100% and sent it to me.

S30 We look into this kind of thing approximately once a week and, to date, the perceived problem has always involved the student using 'Photoshop' to show things that haven't actually happened.

One approach is to smile and tell the student that these things sometimes happen with computers. Then, ask them to pop the answers back in again. After all, it won't take long as he/she has already 'done' the questions a short while ago.

P31 *I want to change the order of questions in an assignment.*

S31 Questions in a HW/Test always appear in exactly the order you placed them in the assignment and can't be changed afterwards.

When you look at the overview of the assignment you will see that the clip numbers line up in clip number order. Don't be fooled into thinking this is how the questions will appear in the actual assignment, though. They will definitely appear in the order you put them in the assignment.

P32 *Videos not playing for student (or teacher) on a home computer*

S32 Our videos are hosted by Vimeo. If a home computer has been set up so that Vimeo videos are blocked, our MathsWatch videos won't play.

This usually happens because a parent/guardian has set up parental controls to block Vimeo.

P33 *I am an admin but can't see the Usage figures for all the classes in the school. I can only see my own classes.*

S33 Before trying to see the Usage of all classes, please go to your Class page and click on View All Classes. This will load all the classes into your account. Then, go back to the Usage page. Everything will now be there for you.

P34 *Can I reset a multiple choice question to allow a second attempt?*

S34 No, this isn't possible.

P35 *A student has an error message saying, 'You are logged in on too many computers'.*

S35 Logging in (and not logging out) on more than 4 devices will trigger this message. If they wait approximately 20 minutes their account will unlock.

Or, you can immediately unlock the account by following T8 on page 2.

P36 *Can I edit an exam paper?*

S36 Exam papers are created by us and can't be edited.

P37 *A student's time ran out on a test because their internet connection was lost. Can I reset it for them?*

S37 Nothing can be done apart from setting the whole test again as intervention work to that one student.

Please see P28 on page 24 for details of why we advise using tests only in a school environment.

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