

A Quick Guide to Default or Voluntary Courses

Understanding Practice and Fluency (UPF) Courses are our new curriculum aligned learning journeys, designed to drive proficiency and keep students in their Zone of Proximal Development (ZPD).

These courses are now available by default in the Explore area of every student console, and can be easily adapted to suit your students' ability levels or your teaching strategy.

Here's how to set, edit or deactivate these courses:

Setting and editing UPF Default Courses – for Admins

- Navigate to **Course Admin**
- Click **Manage Assigned Courses**

You will then see two Learning Modules assigned to each group by default. The default course name is indicated on the right.

Understanding, Practice and Fluency (UPF) are our new courses to drive proficiency; and **Courses (Activity Mastery)** are our original mastery activities.

Both courses offer curriculum-alignment. If UPF curriculum-alignment isn't yet available for a region or year level, our generic '3P Learning Progressions' will be assigned.

- Click on **Understanding, Practice and Fluency** to edit the assigned course. By selecting a Country and Year Group, all relevant courses will be offered under 'Select Course'. Simply select your preferred course to assign to that group.

You can also choose to deactivate UPF default courses by selecting 'Opt out of Course'. This will remove all default UPF courses ('Quests') from the Explore area of the Student Console.

Tip! You can set the year group to the year below if you would like to use the default courses to build confidence or reinforce concepts.

Note: Default Courses are selected based on the year group assigned to the class in the School Roll. If you have students operating above or below age-related expectation, you may need to adjust the default courses assigned to them.

The screenshot shows the 'Course admin' interface. It has two main buttons: 'Manage default courses' (with a sub-note: 'Set a default course for classes created in: Rollover or Quick upload') and 'Manage assigned courses' (with a sub-note: 'Manage assigned course for groups'). Below these is a table with columns: CLASS, GROUP, LEARNING MODULE, and CURRENT DEFAULT COURSE. The table shows 'Year 3B' for CLASS, 'Apples' for GROUP, 'Understanding, Practice > Courses (Activity Master...' for LEARNING MODULE, and 'AC Year 3' for CURRENT DEFAULT COURSE. Below the table is a 'Queue new default course for rollover:' form. It has dropdowns for 'Australia' and 'Year 5', a search bar 'Search for a course', and a list of course options: 'AC Year 5', 'VC Year 5', 'NSW Stage 3', 'NWEA Measurement & Geometry 189 - 228', and 'NWEA Number & Algebra 189 - 228'. At the bottom are two buttons: 'Opt out of course' and 'Assign to group'.

Setting and editing UPF Default Courses – for Teachers

- Navigate to **Manage Students**
- Within 'Groups' select the group for which you would like to set/edit/deactivate the default course.
- Select the Understanding, Practice and Fluency course you would like to assign from the dropdown. You can choose:
 - Curricular available for year level
 - No voluntary selection
 - Use admin selection
- Click **save**, and students' default courses will be updated in the Explore area of the student console, under 'Quests'.

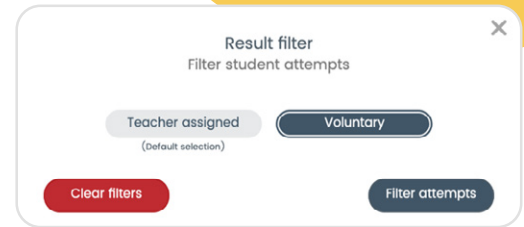
The screenshot shows the 'Manage Students' interface. It has a 'Select class' dropdown set to '4B' and a 'Groups' dropdown set to 'Apples Group (2)'. There are buttons for 'Show all', 'Default Group * (6)', and 'Apples Group (2)'. A 'New Group' button is also visible. Below these is a table of students with columns for name, ID, and status. An 'Edit group' modal is open, showing 'Group name *' as 'Apples Group', 'Group course' as 'Display your school courses', 'Select country *' as 'Australia', and 'Select course grade *' as 'Year 4'. Under 'Default Courses', there are two options: 'Understanding, Practice & Fluency' and 'AC Year 4 (currently assigned)'. A 'Courses (Activity Mastery)*' option is also visible.

Note: A teacher can override the default courses set by their admin!

A Quick Guide to Default or Voluntary Courses

Viewing results for voluntary and assigned activities

- Both teacher-assigned and voluntary work completed in Explore are visible on the UPF class grid.
- Using the filter above the student list, you can drill into the two views shown (right).

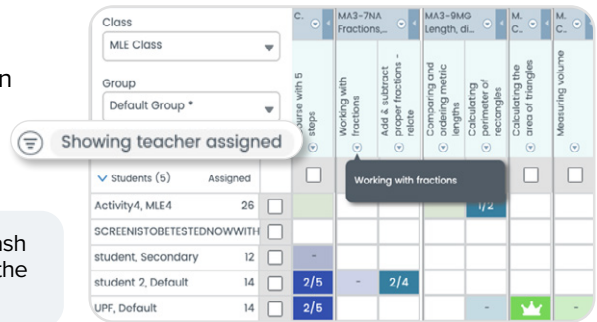


1 Teacher Assigned (Default selection)

This view shows student results for teacher-assigned UPF activities in **solid colours** (based on score bands indicated in the Key).

In this view activities completed voluntarily are represented in a lighter tint of the score-band colours indicated on the Key.

Note: If the activity has already been completed voluntarily (in Explore), a dash will appear in the cell. You can still reassign this activity and it will appear in the student's To Do list.



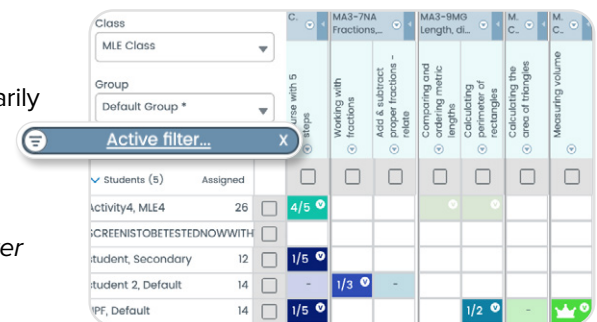
2 Voluntary

This view shows student results for UPF activities completed voluntarily in the Explore area.

They are indicated by a 'v' icon in a solid-coloured result cell.

When this filter is applied 'Active Filter' is displayed on the button.

In this view assigned activities completed are represented in a lighter tint of the score-band colours indicated on the Key.



The new-look student console:

Quests are Understanding, Practice and Fluency (UPF) activities

Teacher-assigned activities appear in the student's To Do List.

Default or Voluntary Courses appear in the Explore tile. They can be adjusted/deactivated using the instructions above.

Activities are Activity Mastery activities

Challenges are Problem-solving and Reasoning (PSR) activities

If you choose to restrict student access, the Explore and Play tiles won't be accessible until students have completed their assigned activities

Students can still access Meritopolia in restrict mode

* In regions where curriculum-alignment isn't yet available, students will be assigned our generic courses '3P Learning Progressions' by default.