

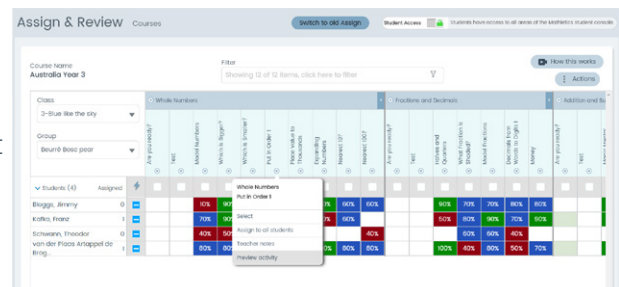
Assign & Review

Select the class and group you wish to assign an activity to. Having selected a group, the course assigned to that group will be displayed under 'Course Name' at the top. The students assigned to the selected group will be displayed in a list format on the left, and the course topics will be listed on the top axis.

Assigning activities

1 When an activity start date is reached a student must complete this activity before being able to access any other area of Mathletics. If you wish for your students to be able to access the other areas of Mathletics simply change the student access mode to unlocked and students will have access to all areas of the Mathletics student console.

Student Access Students have access to all areas of the Mathletics student console.



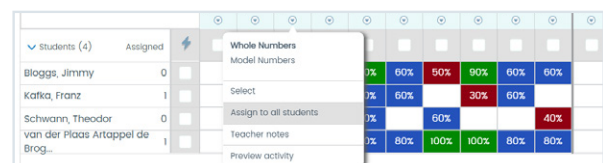
2 Click on the topic you wish to assign. You can use the Filter field to refine your search. The topic will now expand to reveal a list of activities covering the various concepts within that topic.

3 To preview an activity prior to assigning it, click the menu icon and select **Preview Activity**. The activity will now open in a new window for you to assess its suitability.

4 Once you have finished previewing the activity, close the window to return to **Assign & Review** to commence assigning.

5 You can assign activities individually by clicking on the square. Alternatively you can bulk-assign by student or by activity by checking the box next to the student or activity.

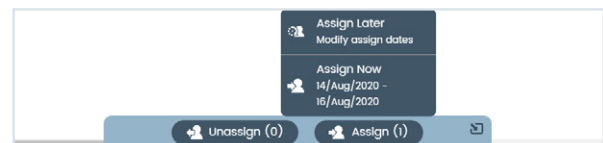
You can also assign to all students by clicking on the activity and selecting 'Assign to All Students' in the modal.



6 Click **Assign** at the bottom of the screen (it will display how many Activities you're about to Assign in brackets). If you make a mistake, select the activity you would like to unassign and click **Unassign**.



7 When you click on Assign you can choose to '**Assign Later**' to customise the start and finish day and time or; '**Assign Now**' which will either assign immediately (with no end date) or according to your preset default settings (see breakout box).



Set your '**Assign Now**' default

Under **Settings > Set assign due dates** you can customise the default time period which applies when you select '**Assign Now**'. You can choose for activities to start:

- At the time assigned | Start of next day | Start of next week

Due dates for activity assign

Start date: Start of next day

Due date: 2 days

Please select

- No Due date
- 1 hour
- 1 day
- 2 days
- 1 week
- 2 weeks

Disabling assigned activities

When an activity start date is reached a student must complete this activity before being able to access any other area of Mathletics (including *Problem-Solving and Reasoning* and *Understanding, Practice and Fluency* activities. If you wish for your students to be able to access the other areas of Mathletics you can temporarily disable all activity assignments for the selected group by setting Student Access to Unlocked and students will have access to all areas of the Mathletics student console.

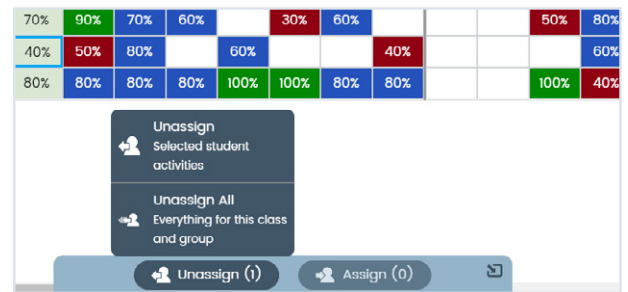
Assign & Review

Assign status icons

<ul style="list-style-type: none"> Not assigned Activity assigned with a future start date. Students will not currently be prompted to complete this activity. Activity assigned with a current start date. Students will be prompted to complete this activity when they sign in. 	<ul style="list-style-type: none"> Past due date. Activity was not completed by the specified due date and will remain assigned to the student until you choose to unassign the activity. Activity selected but not yet assigned. Click Assign/reassign to assign activity.
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Unassigning Activities

- 1 Select the assigned activities.
- 2 Click **Unassign** (the number in the brackets show how many activities will be unassigned)
- 3 Choose to **Unassign** the selected activity or **Unassign All** to unassign all activities from this this class/group.
- 4 A notification will appear at the bottom of the screen to confirm you have unassigned that activity.



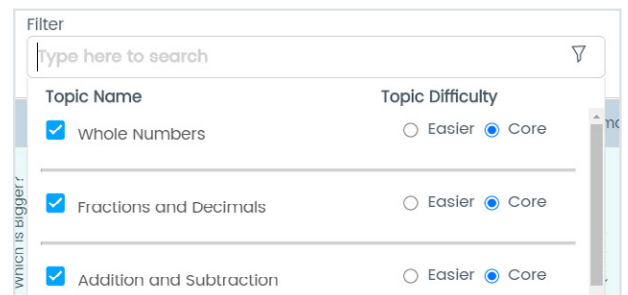
Something easier

When you use the filter to search for topics, you will be presented with two options for topic difficulty. They are:

- Core; or
- Easier

Choose your preference to access activities covering the prerequisite concepts for the selected topic. These activities can be assigned in the same way as the main topic activities.

Are You Ready? is the first activity of every topic. Assign this activity to test your students on their prerequisite knowledge of the selected topic. **Are You Ready?** selects questions from the various activities in the Something easier section. The Test activity found at the end of every topic will present your students with two questions from each of the activities in the topic.



Exporting results

The results displayed in the Assign and Review section can be exported as a CSV file by clicking Export to Excel in the Actions menu at the top of the screen.

