


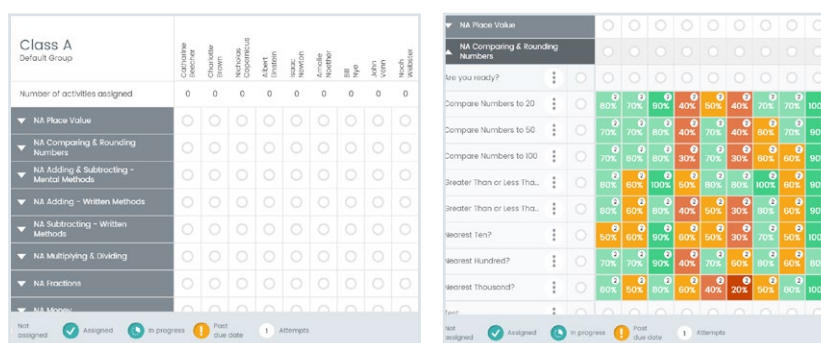


Assign

What is an activity? Each Mathletics activity consists of 10 questions targeting a single concept from within a topic. The questions are selected from a bank of thousands of questions, meaning your students will never be presented with the same 10 questions twice! Many of the activities are also adaptive, increasing in difficulty as the students answer more questions correctly, while getting easier when the students are struggling.

Assigning activities

- 1 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 beneath the Group tab.
The students assigned to the selected group will be displayed across the top of the grid, and the course topics will be listed on the left.
- 2 Click on the topic from which you wish to assign work.
- 3 The topic will now expand to reveal a list of activities covering the various concepts within that topic.
- 4 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.
- 5 Once you have finished previewing the activity, close the window to return to **Assign**.
- 6 Choose which students will be assigned the activity by either selecting individual students, or clicking the  button next to the activity name to select all students within your group.
- 7 Click **Assign/reassign**.
- 8 Choose a start date and due date for the activity.
Your students will not be prompted to complete the activity until the start date has arrived.
- 9 Click  to confirm.



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. 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 **Restrict students to assigned activities** to **No**.

Restrict students to assigned activities

YES

NO

NOTE: Remember to re-enable this function when you are done to ensure students are prompted to complete any activities you have assigned them.

Assign

Assign status icons



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.



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.


Editing activity assign dates

- 1 Select the assigned activities.
- 2 To change the start date or due date select **Modify date**.
- 3 Choose a new start date or due date.

NOTE: If the activity is already in progress you will only be able to edit the due date.



- 4 Click  to confirm.

Unassigning activities

- 1 Select the assigned activities.
- 2 Click **Unassign**.
- 3 Click  to confirm.

Viewing assigned activities

1	2	3	4	5	6	7	8	9	10	11	12
Brandon Heat	Alfred Isaac Luke	Codyray Simat	Jelle John	Lingar Jor	Mico Kesathathi	Gay Ne Ci Ryan	Seth Lynch-Pony	Fabulous Madady	Tyran Michael	Joshua Nodad	Barin Omar AS
1	0	0	0	1	0	2	2	1	0	0	0
100%	100%	70%	100%	100%	100%	100%	100%	70%	100%	100%	100%
90%	80%	90%	80%	80%	90%	90%	70%	100%	90%	80%	90%
100%	90%	70%	90%	100%	70%	70%	100%	100%	100%	60%	70%
100%	90%	70%	90%	100%	100%	70%	100%	100%	100%	100%	70%
90%	80%	90%	90%	80%	80%	80%	80%	80%	80%	90%	80%

Assigned activities			
Catharine Beecher (3)			
Activity	Topic	Due date	Select / Deselect
Expanding Numbers	NA Place Value	5 Apr 19, 3:57 pm	<input type="checkbox"/>
Place Value - Thousands	NA Place Value	5 Apr 19, 3:57 pm	<input type="checkbox"/>
Smallest and largest numbers	NA Place Value	5 Apr 19, 3:57 pm	<input type="checkbox"/>
<div>  Future Assignments  Overdue Assignments </div>			
Unassign and close			

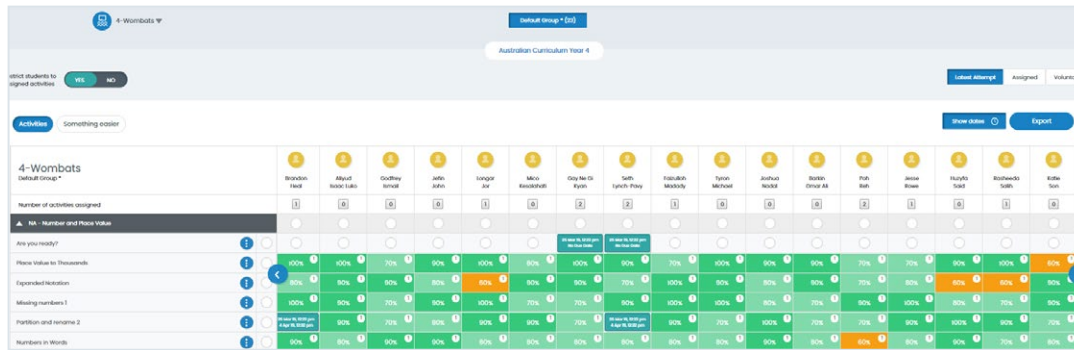
- 1 Click on the number below the name of a student to view the activities currently assigned to them.
- 2 To unassign an individual activity, select the checkbox next to the activity and select **Unassign and close**.
- 3 To unassign *all* activities for this student select the checkbox next to Select / Deselect in the top right corner of the table and select **Unassign and close**.

When you unassign an activity that was not completed by the due date it will record a result of **N/A** against that student, indicating the activity was **Not Attempted**.

This allows you to unassign these activities from your students, preventing a backlog of incomplete assignments, while making a note of which activities were not completed. This makes it easy to identify and reassign these activities at a later stage.



Assign



The results tiles in Assign feature a traffic light system to allow you to quickly identify areas of strength and weakness across your group within a topic. The number in the top right corner of each results tile indicates the number of attempts the student has made at that activity, allowing you to assess the value of reassigning the activity.

The Assign section displays the result of each student's latest attempt at the activities within the selected topic. There are three results views to choose from.

Latest Attempt – the students' most recent results of any kind. This will display results from both activities you have assigned, and activities completed voluntarily by the students.

Assign – only the results from activities you have assigned your students.

Voluntary – only the results from activities the students have completed voluntarily.

Exporting results

The results displayed in the Assign section can be exported as a CSV file by clicking the **Export** button at the top of the page.

Activities that you have assigned your students can be identified on the CSV spreadsheet by the presence of an **Assigned start date**. Any activities not displaying a start date have been completed voluntarily by the student.

Reassigning activities

There are two ways in which to reassign work in the Assign section of Mathletics.

Manually reassigning work

- 1 Select the students you wish to reassign an activity by either clicking the tile showing the result of the previous attempt for individual students, or clicking the button next to the activity name to select all students within your group.
- 2 Click **Assign/reassign**.
- 3 Choose a start date and due date for the activity. Your students will not be prompted to complete the activity until the start date has arrived.
- 4 Click to confirm.

Reassigning by grade band

- 1 Click the menu icon next to the name of the activity you wish to reassign.
- 2 Select **Reassign activity** to students with score...
- 3 Select one or more grade bands to reassign the activity to any students whose previous score fell within the selected grade bands.
- 4 Choose a start date and due date for the reassigned activity.
- 5 Click to confirm.

Something easier

Click **Something easier** 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.