

## Getting Started Guide for Kinetic Math Instructors

Kinetic Books Login Page

Welcome! Please sign in below.

Email or username

Password

Login

[I need to create an account](#)

[I want to use a registration code](#)

[I have an account, but I forgot my password](#)

1. If you already **have an account**, click on "**I want to use a registration code**", input your existing username, password, and the registration code. If you **do not have an existing account**, click on "**I need to create an account**" and input first and last name, your email, password, and the registration code.

To access online homework, click on the *Homework* button at the bottom of the textbook.



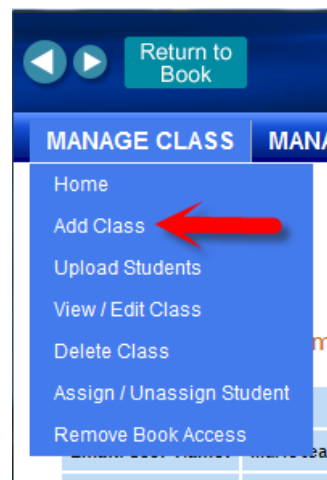
This will take you to your home page. From this page, you can:

- Manage classes
  - Add a class
  - Upload students
  - View/Edit a class
  - Delete a class
  - Assign/unassign student
  - Remove book access
- Manage Users
  - Add user
  - View/Edit user
  - Delete user
  - Change password

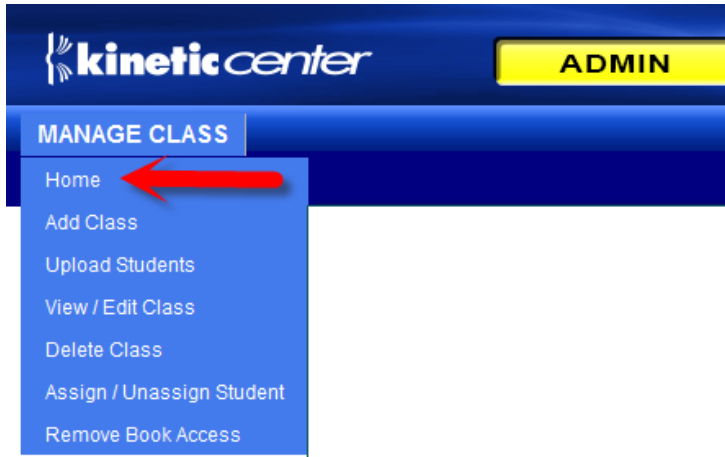
### Add a class

Hover over **Manage Class**, click **Add class**

If you are a first time user, this will be the first screen that you see. Fill in the fields and click "Add". **If you have multiple sections or class periods that will use the same syllabus**, it is best to create one class for all of these. You can then add sections to the class.



## Add Sections



From the **Admin home** page, click on “Home”. Scroll down to view the class or classes you just created.

Click on the class name.

Class	Unit	School	Book	Registration	Enrolled
Algebra I	1st period	Perfection Learning Demonstration School	Algebra I		0

Click on Add section.

Sections	
<a href="#">Add section</a>	
ID	Name

Fill in the fields and Click “Add course section”. Repeat the process to add more sections to the class.

Add a section with the following attributes:

Section ID:

Section Name:

## Provide Student Access:

### 1. with a **registration code**

From the Admin Home page you see your classes and a registration code for students. Simply write the installer link and code on the board or you may click on “distribute” and copy and paste the text in a word document to hand out or email to students.

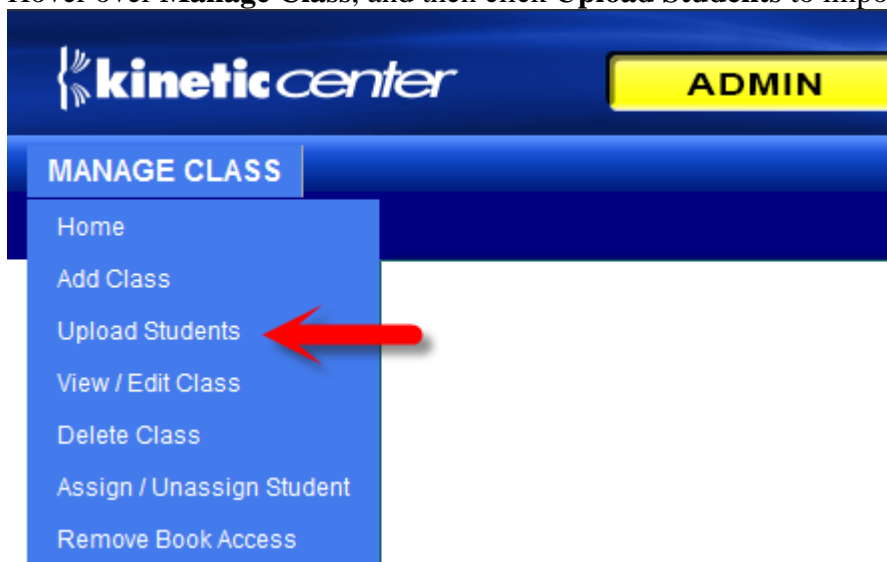
#### Classes

Class	School	Book	Registration	Enrolled
<a href="#">Alg. for College</a>	Perfection Learning	Intermediate Algebra	60916 ZLLIZ <a href="#">Distribute</a>	0
<a href="#">Geo</a>	Perfection Learning	Geometry	FERDI KIOVE <a href="#">Distribute</a>	0

Students will follow the same process you used to register the product.

### 2. or by **uploading a student list**

Hover over **Manage Class**, and then click **Upload Students** to import your student list.



Download the template and fill in the required fields. Save the file. In order to upload students directly to a section, make sure you have created the section, and then select the section from the drop-down list. If your school or district has purchased student seats, you may provide book access at this time. Click “Browse” to locate your file and then click “Upload”.

## Upload Students to School/Class

Please download the template and use it to upload the students.

Download the [template](#).

**School:**

**Class:**   
(course - unit - teacher - book)

**Add Book Access**

**File:**

If you chose “Add Book Access” you now have the option of printing student logins, one per page for distributing to students or you can view all the login information on a single page.

### 3. or by **adding individual students.**

Hover over **Manage User** and then click **Add User** to add a new student.

Hover over **Manage Class** and then click **Assign/Unassign Student** to add a student that already exists in the system.

### Add other instructors or teacher assistants

Hover over **Manage User** and then click **Add User**. Select the type of user.

### Create homework, quiz, or test

Select the class from the Admin home page and then click **Homework**.

Class	Unit	School	Book	Registration	Enrolled
Algebra I	1st period	Perfection Learning Demonstration School	Algebra I		0



- Click on **add assignment**
- Choose problems by clicking on the chapter name seen on the left hand side and then the section name.
- The problems are color-coded by difficulty and shown with vary-the-parameter coefficients and constants in **red**.

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- Set the quantity, and then **Accept Changes**
- If you want to add problems from other sections, select another section. You will not see the problems you have chosen in other sections when the “Choose problems” tab is selected. To see the problems you have selected, select the “Edit assignment.”
- With the “**Edit assignment**” tab selected, you can:
  - Change the point value of problems. The default is 5 points for standard difficulty, 7 points for more difficult and 10 points for most difficult.
  - Delete a problem
  - Add more like this
  - Preview the assignment. Under this selection, you can view answers, or print copies of the assignment.
- When finished editing, **Finalize and post**.
- Choose the assignment name and due dates, write any notes you wish, choose how and whether parameters are varied, determine how many submissions a student is allowed, determine whether students are penalized for multiple submissions, and choose the type of assignment.
  - The students will see the **name** you choose.
  - The **description** will appear as an option in the student assignment list. This is a good place to make notes to the students, such as reminders or hints on problem-solving, or to let them know if deductions will be taken with each additional submission.
  - Personal **notes** are only visible to the course instructors.
  - Students will not see the assignment until the **assigned date**. This allows you to build assignments far in advance.
  - Assignment and **due dates** must be written in the form mm/dd/yy, such as 02/17/14.
  - **Submissions allowed**. Specify the number of submissions you want to allow students to make per problem. If a student misses a problem, she is allowed to submit a new answer up to the number of times specified by the instructor. The limit does not apply to multiple-choice or checkbox-answer problems if it is greater than the defaults for those types of problem. The defaults are: multiple-choice problems allow one submission if there are two choices and two submissions if there are more than two choices. Checkbox-answer problems allow two submissions.
  - **Deductions per additional submission**. You have the option of taking a deduction from the number of points earned for each additional submission that a student makes. Choosing “No” means the student will receive full points for a correct answer no matter how many submissions they take to get that answer. Choosing “Yes” means an equal fraction of the point value (based on the number of submissions allowed) will be deducted from the student’s possible score each time they make an incorrect submission.
  - **Vary the parameter**. Variables and constants can be changed by course, class, or student. If you choose “course” all students in the course will have the same exact questions. If you choose “class” all students in the class/section will have the same exact questions. If you choose “student” each student will have the same exact type questions but the numbers and subsequent answers will vary.
  - Choose whether you want other teachers in your school to be able to **import** this assignment.

**Import an assignment.** Select the class from the Admin home page and then click Homework. Click on Import assignment, choose to preview or import, and then fill in the fields. The assignments that appear in the import menu are those assignments that other instructors in your school have chosen to share.

## View Grades

To access the grade book, select the class on the Admin home page and then click **Grades**.

Class	Unit	School	Book	Registration	Enrolled
Algebra I	1st period	Perfection Learning Demonstration School	Algebra I		0



- Click on the assignment name or number to display a more detailed table showing specifically which students missed which questions.
- Change the display to show points or percentages.
- Download a text file version of this table by clicking the link at the bottom left of the page.

**Manage student sections** allows you to move a student from one section to another. Go to the manage class home page, click on the class, and then click “Manage student sections”

Sort by: section | name

Student list	Manage student sections	
Name	E-mail / User name	Section

## Assign/Unassign students

When students change classes, you can use the “Assign / Unassign Student” to add or remove students. Access the “Assign / Unassign Student” feature under “Manage Class”. Choose the target class and search for student. Unassigning students does not remove book access for a student and will not replenish your license seat count.

## Remove Book Access

When students are removed from your class and no longer need access to the book, you can easily remove them using the “Remove Book Access” feature under “Manage Class”. Removing book access means that the student will no longer be able to access the book. This process will replenish your license seat count.