



User Manual



User Manual

Accessing Math^x	3
Login	3
Forgotten Password.....	3
Navigation Menu.....	4
Logout	4
Admin	5
<i>Creating Classes and Students</i>	5
<i>Creating a Class</i>	5
<i>Creating Students</i>	5
<i>Importing Students</i>	6
<i>Selecting Students for a Class</i>	7
<i>Managing Students and Classes</i>	8
<i>Managing Students</i>	8
<i>Managing Classes</i>	9
<i>Distributing Student Access Information</i>	10
<i>Managing Licenses</i>	11
<i>Deleting Students and Classes</i>	12
<i>Deleting Students</i>	12
<i>Deleting Classes</i>	12
Assignments	13
<i>Managing Assignments</i>	13
<i>Assignment Generator: Creating, Editing, Sharing, and Printing</i>	13
<i>Importing an Assignment</i>	17
<i>Organizing the Assignment List</i>	18
<i>Setting Assigned and Due Date/Time</i>	19
<i>Sending an Assignment to the Student Application</i>	20
<i>Previewing an Assignment in the Student Application</i>	20
<i>Deleting/Resetting Assignments</i>	21
<i>Managing Grades</i>	22
<i>Viewing the Gradebook</i>	22
<i>Reviewing Problems That Require Manual Grading</i>	23
<i>Reviewing Student Responses and Changing Grades</i>	24
<i>Exporting Grades</i>	25
Reports	26
<i>Viewing Reports by Assignments</i>	26
<i>Viewing Reports by Standards</i>	28
Settings	29
<i>Changing Email</i>	29
<i>Changing Password</i>	29
Support	30
<i>Getting Started Videos</i>	30
<i>FAQs and Technical Support Pages</i>	30

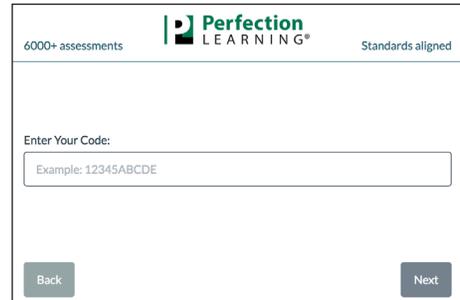
Accessing Math^x

Login

Enter <http://mathx.perfectionlearning.com/> into your browser window.

*If you do not have an existing digital user account, click the **Use a code** button.*

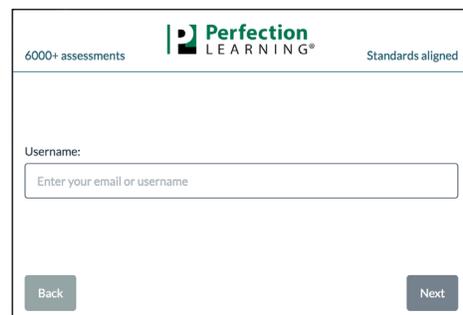
- Enter the registration code provided to you, and follow the on-screen instructions to create your account by entering your email and name and creating a password.



The screenshot shows the 'Enter Your Code' screen of the Perfection Learning website. At the top, it says '6000+ assessments' on the left, the 'Perfection LEARNING' logo in the center, and 'Standards aligned' on the right. Below the header, there is a text input field labeled 'Enter Your Code:' with the placeholder text 'Example: 12345ABCDE'. At the bottom of the form, there are two buttons: 'Back' on the left and 'Next' on the right.

*If you already have an existing digital user account, click the **Sign in** button.*

- Follow the on-screen instructions to enter your email and password.

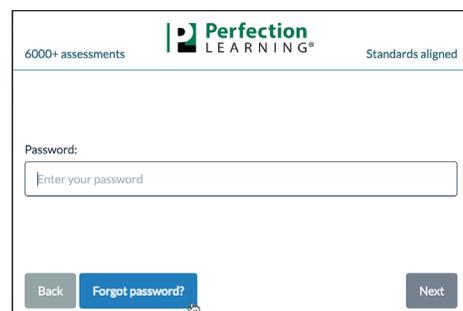


The screenshot shows the 'Username' screen of the Perfection Learning website. At the top, it says '6000+ assessments' on the left, the 'Perfection LEARNING' logo in the center, and 'Standards aligned' on the right. Below the header, there is a text input field labeled 'Username:' with the placeholder text 'Enter your email or username'. At the bottom of the form, there are two buttons: 'Back' on the left and 'Next' on the right.

Forgotten Password

*If you have forgotten your user account password, click the **Sign in** button and then enter your username. Next, on the password entry screen, click the **Forgot Password?** button.*

- Follow the on-screen instructions to receive an email with a link to reset your password. Check your spam folder if you do not receive this email. Click the link in the email and create a new password. You will now be able to log in to your account.

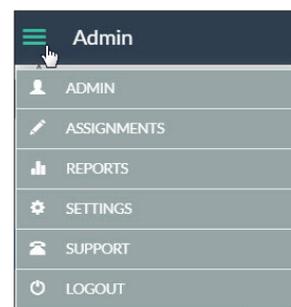


The screenshot shows the 'Password' screen of the Perfection Learning website. At the top, it says '6000+ assessments' on the left, the 'Perfection LEARNING' logo in the center, and 'Standards aligned' on the right. Below the header, there is a text input field labeled 'Password:' with the placeholder text 'Enter your password'. At the bottom of the form, there are three buttons: 'Back' on the left, 'Forgot password?' in the center (highlighted with a mouse cursor), and 'Next' on the right.

Navigation Menu

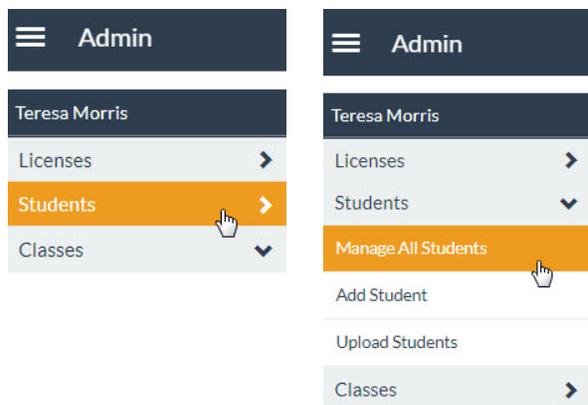
Click on the Navigation Menu  icon in the upper-left corner of the page to access a dropdown of the various modules within Math^x.

The available modules are Admin, Assignments, Reports, Settings, and Support. Click on one of the modules to navigate to its respective area.



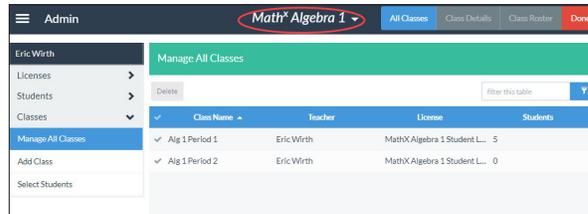
Within each module, on the left-hand side, there is a collapsible menu with various page options. Click on one of the menu items to collapse or show the pages, then select the page you want to access.

For example: To access the Manage All Students page within the Admin module, click on the Students menu item, then select Manage All Students.



Changing Subjects

If you are using both Math^x and First Person Physics, or if you have license to more than one subject in Math^x, the dropdown menu in the upper menu bar will allow you to filter assignments and classes by subject. Simply select the downward-facing carat icon next to the name of the subject you're currently viewing to view assignments and classes related to a different subject.



Logout

To manually exit Math^x, click on the Navigation Menu , then select **LOGOUT** from the dropdown menu.

If you have not interacted with the application for a period of one hour, you will be automatically logged out and returned to the login page. Ten seconds before auto-logout is due to occur, a warning message will appear in the browser window with a clickable button to allow you to remain logged in.

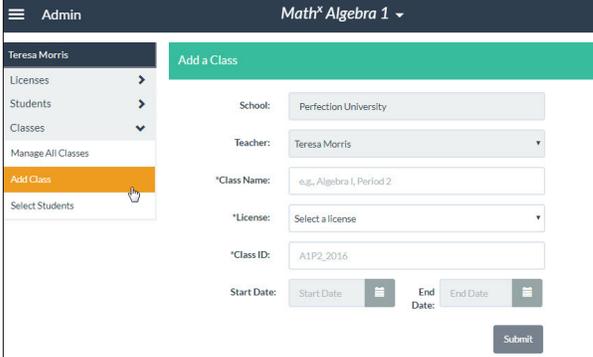
Admin

The Admin module allows you to create and manage your school's students and classes. To access this module, click on the Navigation Menu , then select **ADMIN** from the dropdown.

Creating Classes and Students

Creating a Class

1. To add a class to your school, select **Add Class** from the Classes menu on the left-hand side of the page.
2. Title the class by typing in the Class Name field.
3. From the License dropdown, select the desired Math^x Student License product.
4. Enter a unique ID in the Class ID field.
5. To set optional start and end dates for the class, click on the Calendar Icon to open the date picker, then select start and end dates.



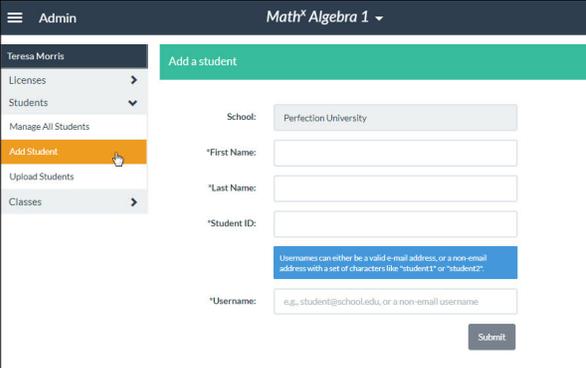
6. Click the **Submit** button to finish adding a class.

Creating Students

You can add students to your school in two ways—on a per student basis or in a batch upload with a .csv file containing information for multiple students.

NOTE: Providing students with their account credentials to access Math^x for a class is discussed in the subsequent section *Distributing Student Access Information*.

1. To add an individual student to your school, select **Add Student** from the Students menu on the left-hand side of the page.



2. Fill in the required fields—First Name, Last Name, Student ID, and Username.
3. Click the **Submit** button to finish adding a student.

NOTE: Student IDs must be unique within your school. Usernames must be unique globally. Students use these when logging into Math^x. If a username exists for a user anywhere else, it will be unavailable.

Importing Students

1. To upload multiple students at once, select **Upload Students** from the Students menu on the left-hand side of the page.
2. All data must be in a .csv file with the following header names—First Name, Last Name, Student ID, and Username.
3. Click the **Download the student spreadsheet template** button to use the sample .csv file. You can open the .csv file in a spreadsheet editor program to add in the requisite student data.

The screenshot shows a web interface for uploading students. At the top, there's a navigation bar with 'Admin', 'Math^x Algebra 1', 'Instructors', 'View Students', and 'Done'. Below this is a green header 'Upload students to your school'. The main content area has a green box with the text: '1. Your student spreadsheet should look like the example below. Only CSV files are accepted.' Below this is a table with four columns: 'First Name*', 'Last Name*', 'Student ID*', and 'Username'. The first row contains the values 'Julie', 'Smith', '9076123', and an empty cell. Below the table, there are two options: '2. Download the student spreadsheet template' (a blue button) and '3. Drag your student spreadsheet here, or select a CSV file to upload' (a dark grey button labeled 'Select a file to upload').

4. You can add all students from all classes into the student spreadsheet. Add first names into column A, last names into Column B, and student IDs into column C.

NOTE: We recommend using your school's Student ID numbers. If your students do not have ID numbers, we recommend numbering the list starting from 1. Each student in your school must have a unique Student ID. If several teachers within your school are using the product, we recommend having one person add all students to your school.

5. Column D can be left blank. If your school has student assigned emails, you may use those as the username in column D. If you don't have access to student email information, we recommend leaving the username column blank. We will suggest usernames for you. You will be able to preview the usernames before you finish this process.
6. When your .csv file is ready, you may drag the file into the specified region in the browser window, or you can click the **Select a file to upload** button and find your .csv from the pop-up dialog box.

7. The uploaded .csv data will display in a new page.

5 of 9 students ready to submit.

Submit students with correct information | Export students with incorrect information | All students

	First Name*	Last Name*	Student ID*	Username*
✖	John	Anderson	1002	janderson
✔	Sally	Peterson	1023	speterson
✔	Jim	Bricks	4857	jbricks
✔	Suzy	Smith	2881	ssmith
✖	Cynthia	Cooper	4224	
✔	William	Martin	2831	wmartin
✖	Charlie	Hanson		chanson
✖	Alex	Coffey		acoffey
✔	Peter	Leath	2683	pleath

8. Invalid entries will be highlighted in orange. You can resolve issues within the spreadsheet by clicking the lightning bolt icon within each cell. If the lightning bolt icon cannot resolve the issue, you can edit the entry manually by double clicking on a cell and retyping the information directly in the table. The table will indicate valid student rows with a green checkmark and invalid student rows with a red X.

9. When you are ready to add the students to your school, click the **Submit students with correct information** button. All valid rows will be added to your school and removed from the table on the page. Invalid rows will remain. You can continue fixing the entries and resubmit, or you can download a .csv file with all of the invalid rows by clicking the **Export students with incorrect information** button.

Selecting Students for a Class

1. To assign students to a class, choose **Select Students** from the Classes menu on the left-hand side of the page.

Admin | Math Algebra 1

Teresa Morris

Select Students

Add to Class | filter this table

	Last Name	First Name	Username	Student ID
✔	Adams	James	james@kb.com	1
✔	Allen	Violet	eeanwig@mailinator.com	EE
✔	Ames	Leah	lames2@perfectionlearning.com	Ames2017
✔	Anderson	Amelia	oliviam@kb.com	67829
✔	Anderson	Brady	bradyanderson9	orioles9
✔	Baker	Ethan	ethan@kb.com	123

- Highlight the individual students you want to add to a class by clicking the checkmark next to each student name. Clicking the checkmark in the header row will select all of the students within the school, even those on subsequent pages if there are any.

✓	Last Name	First Name	Username	Student ID
✓	Endive	Ed	eendive@gmail.com	
✓	Ford	Fay	ford@kb.com	5236
✓	Frankenberg	Avery	averyf	
✓	Fredericks	Joe	jf@aol.com	
✓	Gibson	Douglas	dgibson@woodrowwilson.com	

- Click the **Add to Class** button.
- In the pop-up, type the name of the class to which you want to add the students, then select the class from the dropdown and click **OK**.

Add Students to a Class

Add the selected students to the following class:

Managing Students and Classes

Managing Students

- To view and edit the students in your school, select Manage All Students from the Students menu on the left-hand side of the page.

✓	Last Name	First Name	Username	Student ID
✓	Adams	James	james@kb.com	1
✓	Allen	Violet	eearvig@mailinator.com	EE
✓	Ames	Leah	james2@perfectionlearning.com	Ames2017
✓	Anderson	Amelia	olliam@kb.com	67829

2. To edit an individual student's details, click directly on one of the rows to go to the Student Details page.

The screenshot shows the 'Update Student James Adams' form. The form includes the following fields:

- School: Perfection University
- First Name: James ✓
- Last Name: Adams ✓
- Student ID: 1 ✓
- Username: james@kb.com ✓
- Password: (empty) with a note: "Passwords must be at least 6 characters long, and include a lower case letter, uppercase letter and number. No special characters are allowed."

3. Click in any of the respective fields to change the First Name, Last Name, Student ID, or Username for the chosen student.
4. Click **Done** to return to the Manage All Students page.

Managing Classes

1. To view and edit the classes in your school, select **Manage All Classes** from the Classes menu on the left-hand side of the page.

The screenshot shows the 'Manage All Classes' page. The left-hand side menu has 'Manage All Classes' highlighted. The main content area shows a table with the following data:

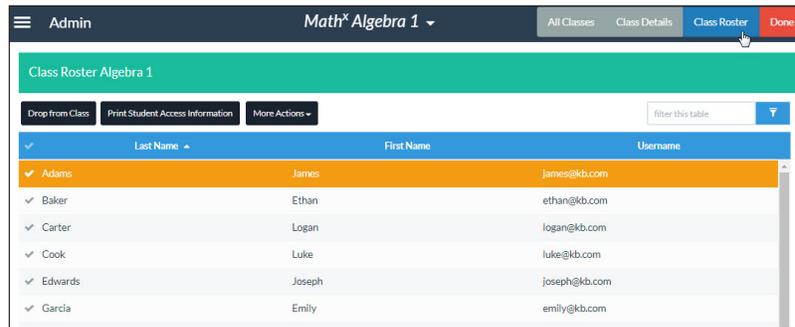
Class Name	Teacher	License	Students
Algebra 1	Teresa Morris	MathX Algebra 1 Student License	22

2. To edit an individual class's details, click directly on one of the rows to go to the Class Details page. You can retitle the Class Name, change the Class ID, or update the start and end dates.

The screenshot shows the 'Update Class Algebra 1' form. The form includes the following fields:

- School: Perfection University
- *Teacher: Teresa Morris
- *Class Name: Algebra 1
- *License: MathX Algebra 1 Student License
- *Class ID: A1P1
- Start Date: 06/07/16
- End Date: 05/26/18

- From the Class Details page, click the **Class Roster** button in the top right to manage the list of students in the class.

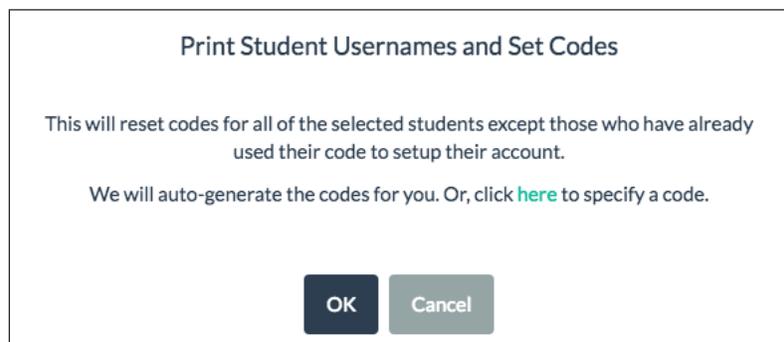


- To drop students from a class, highlight the desired student(s) by clicking the checkmark next to each student name. Clicking the checkmark in the header row will select all of the students within the school, even those on subsequent pages if there are any. Click the **Drop from Class** button and confirm by clicking **OK** in the pop-up.

Distributing Student Access Information

When students log in to Math^x for the first time, they will do so with a temporary access code. They are then prompted to create a password and backup security questions. The following instructions describe how to print out the usernames and codes for the students in your class. Codes will not be generated for students who have already set up their accounts.

- To print access codes that you can distribute to students with each individual's username and code, navigate to the Class Roster page as described in the previous section.
 - Highlight the desired student(s) by clicking the checkmark next to each student name.
 - Click the **Print Student Access Information** button.
 - A pop-up will appear giving you the option of letting codes be automatically generated, or you can decide to type in a code of your choice. If you create your own code, it will be the same for each student you selected.



- › Click the **OK** button to be shown a preview of all the student access information. Click the **Print** button in the upper-left corner to open the prompt to print.

Print Preview	
Alex Meyer Go to mathx.perfectionlearning.com and click on "Use a code." Username: alexmeyer Code: ShjMgsTS	Brook Ramirez Go to mathx.perfectionlearning.com and click on "Use a code." Username: brookramirez Code: 0bF16yjR
Casey Harper Go to mathx.perfectionlearning.com and click on "Use a code." Username: caseyharper Code: DxzEIMor	Dakota Lashibi Go to mathx.perfectionlearning.com and click on "Use a code." Username: dakotalashibi Code: 7IJJnmwb

- › Click **Done** to return to the Manage All Classes page.
- › Distribute the codes to your students and instruct them to set up their accounts by clicking the **Use a code** button at <http://mathx.perfectionlearning.com/>.

You may receive an email with a new code to distribute to a student who has used the **Forgot Password?** button during login. If a student who has already set up an account has trouble logging in and comes to you seeking help, you can directly reset the student's code with the following instructions.

- To directly reset a code for a student who has already set up an account, navigate to the Class Roster page.
 - › Highlight the desired student by clicking the checkmark next to the student name.
 - › Click the **More Actions** button, then select **Reset Code**.
 - › A pop-up will appear giving you the option of letting codes be automatically generated, or you can decide to type in a code of your choice. Then click **OK**.
 - › Provide the code to the student and instruct them to use the code to re-setup their account information as before.

Managing Licenses

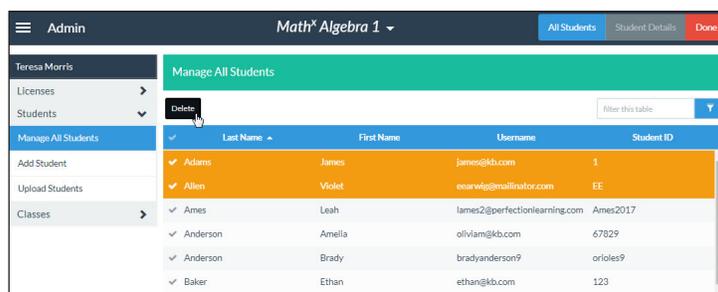
To view available product licenses for your school, select **Manage All Licenses** from the Licenses menu on the left-hand side of the page. When students are added or dropped from classes, the number of licenses used will be reflected here.

Admin		Math ^x Algebra 1		Done		
Teresa Morris		Manage All Licenses				
Licenses						
Manage All Licenses						
Students						
Classes						
Name	School	Available	Used	Start	End	
✓ First Person Physics Honors I FL Stud...		4959	41	2017-06-1...		
✓ Math X Algebra I Student License		4933	67	2014-12-0...		
✓ Math X Algebra II Student License		478	22	2015-09-2...		
✓ Math X Geometry Student License		478	22	2015-09-2...		
✓ TEKS Math X Algebra I Student License		100	0	2017-03-1...		

Deleting Students and Classes

Deleting Students

1. To delete students from your school, select **Manage All Students** from the Students menu on the left-hand side of the page.
2. Highlight the individual students you want to delete by clicking the checkmark next to each student name. Clicking the checkmark in the header row will select *all* of the students within the school, even those on subsequent pages if there are any.

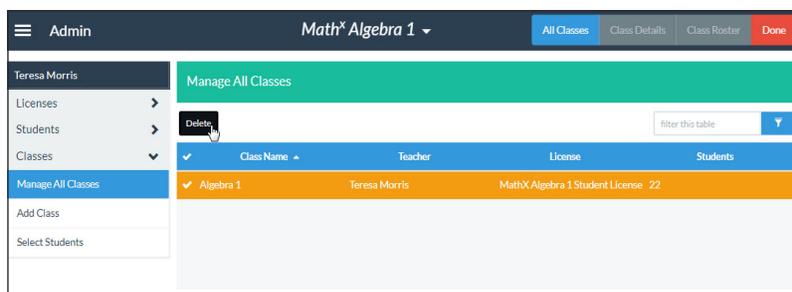


3. Click the **Delete** button and confirm the deletion by clicking **OK** in the pop-up.

NOTE: Students cannot be deleted unless they have been dropped from the roster for all their courses. Dropping students from a class is described in the previous section, *Managing Classes*.

Deleting Classes

1. To delete a class from your school, select **Manage All Classes** from the Classes menu on the left-hand side of the page.
2. Highlight the individual class you want to delete by clicking the checkmark next to the class name. You can only select one class at a time.



3. Click the **Delete** button and confirm the deletion by clicking **OK** in the pop-up.

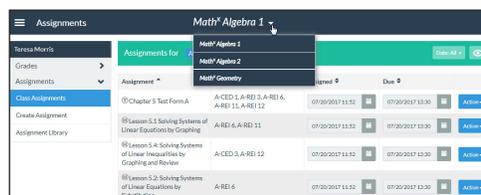
NOTE: A class cannot be deleted unless all students have been dropped from the roster for that class. Dropping students from a class is described in the previous section, *Managing Classes*.

Assignments

The Assignments module allows you to create, edit, print, set due dates, and manage your students' online assignments. The Assignments module is also where you view your gradebook, change grades, or export a file with grade data.

To access this module, click on the Navigation Menu  then select **ASSIGNMENTS** from the dropdown. You will be taken to the Assignment List page by default.

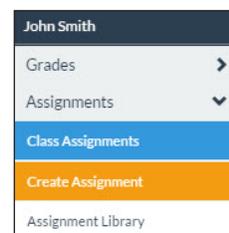
Classes for which you are the instructor appear in the dropdown on the left-hand side below your user. Click on the class name shown, then choose the class that you want to focus on. You can switch back and forth between classes here. Please note, if you're searching for one of your classes and you have access to more than one Math^x subject or both Math^x and First Person Physics, make sure you've selected the correct subject in the dropdown menu in the upper menu bar.



Managing Assignments

Assignment Generator: Creating, Editing, Sharing, and Printing

To begin creating an assignment, select **Create Assignment** from the Assignments menu on the left-hand side of the page. The Assignment Generator will open to the Assignment Details page.



The Assignment Generator has five sections.

- **Details** to establish settings for an assignment
- **Customize** to select a subset of students to give an assignment to and set alternative due dates
- **Questions** to add or remove problems
- **Edit** to order the problems and set their quantity and point value
- **Print** to preview and print the assignment

Navigate back and forth between pages in the Assignment Generator by clicking the various buttons in the upper-right corner of the page. Some pages are not available until you have entered required details and selected problems for the assignment. Changes you make in the Assignment Generator are automatically saved while you work.



Details

The Assignment Details page is where you control the settings for an assignment. You must first enter a name and choose the category type before you can move on to selecting problems, editing, or printing the assignment.

The screenshot shows the 'Assignment Generator' interface for 'Math Algebra 1'. The 'Details' tab is active. The 'Assignment Details' section includes:

- *Class: Algebra 1
- *Assignment Name: Chapter 5 Test Form A
- *Category: Test (dropdown menu)
- Students are allowed one try per problem and cannot access videos or step-by-step help.
- Assigned: 07/20/2017 11:52 (with calendar icon)
- Due: 07/20/2017 13:30 (with calendar icon)
- Notes to Self: Write notes about the assignment. These can only be viewed by you.
- Notes to Students: Students will be able to see these notes when they log in.

1. Type a name in the Assignment Name field.
2. Choose a category from the dropdown for the type of assignment you are creating. The options are Homework, Quiz, Test, or i-Practice.
 - **For Homework:** students are allowed multiple tries per problem and can access videos and step-by-step help.
 - **For Quizzes:** students are allowed multiple tries per problem, but cannot access videos or step-by-step help.
 - **For Tests:** students are allowed one try per problem and cannot access videos or step-by-step help.
 - **For i-Practice:** students are allowed to keep trying until they've mastered the problem with access to videos and step-by-step help.
3. To set Assigned and Due dates/times, click on the Calendar Icon to open the date/time picker. The date/time picker functionality is described in the subsequent section, Setting Assigned and Due Date/Time.



4. If applicable to the assignment type, select a number of Tries Allowed from the dropdown. This will be the number of incorrect answers students can submit for each problem before they receive no credit.

5. You may also add your own personal notes about the assignment and write notes that will show up for students in the student application.
6. If you want other teachers to have access to the assignment you create, change the default to “Share this assignment with other teachers in my school”.
7. After you add problems to the assignment, a list of standards correlated to the assignment will appear at the bottom of the Assignment Details page.

Customize

The customize feature allows you to give an assignment to a subset of a class’ students, as well as set alternative due dates for individual students.

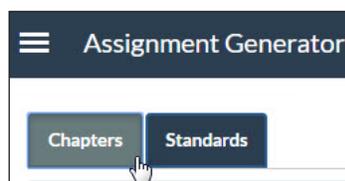
To access the customize menu, select the “Customize” button while editing a specific assignment in the Assignment Generator. You can also open the menu by selecting the blue “Action” button next to a specific assignment on the Assignments homepage, then selecting “Customize”.

Either of these options will bring up a page displaying all students in the currently selected class. From here, you can uncheck any students who you do not want to receive the assignment by selecting the white checkmark next to their name.

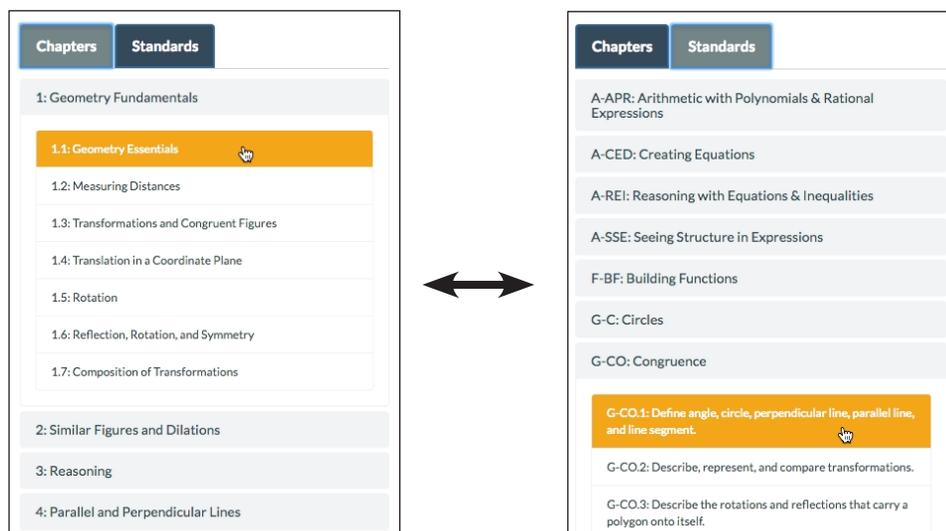
The customize feature can also be used to set specific assigned and due dates for various students. This can come in handy should you need to extend a due date for a student who was ill, or if you’d like to provide an extension for a set of students. To set an alternate assigned or due date for a specific student, select the calendar button in the respective column for the student to whom the alternate date applies, then choose a date.

Select Problems

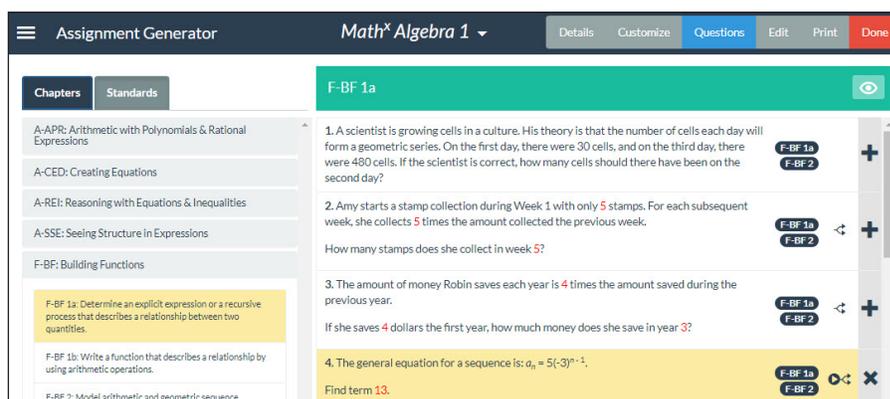
1. In the Assignment Generator, click the **Questions** button in the upper-right corner.
2. On the left-hand side of the page is a collapsible menu from which you can find problems to add to your assignment. You can add problems by Chapter or by Standard. Begin by clicking on either the **Chapters** or **Standards** button.



- Click on a chapter or standards domain from the collapsible menu, and then click the respective lesson or standard from which you want to pull questions.

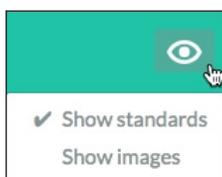


- A list of questions related to the lesson or standard will appear. Click on the problems you want to add to the assignment. The questions will be highlighted in yellow. Questions can be removed from the assignment by clicking them again. You can choose problems from different lessons, chapters, and standards to add to the same assignment. The program will automatically save your progress.



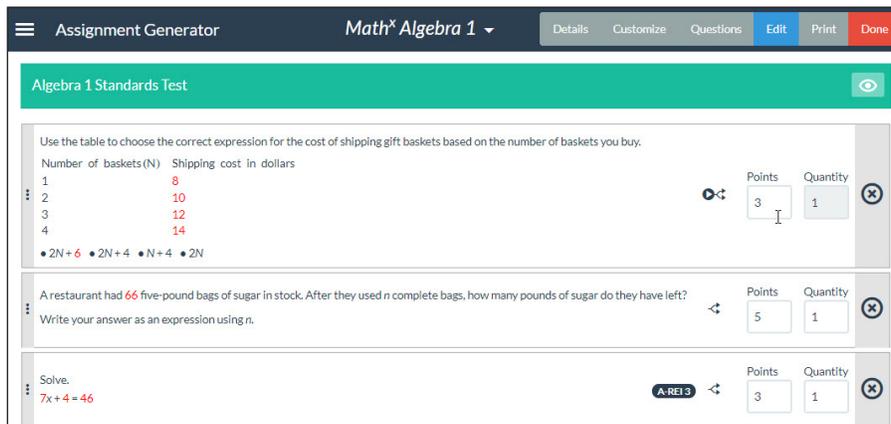
NOTE: Questions with red text indicate problems with numbers that vary, allowing you to add multiple instances of such problems.

- The Eye button  lets you select the options of showing or hiding standards or images for the problems. Click the button, then check or uncheck the desired options.



Edit Problems

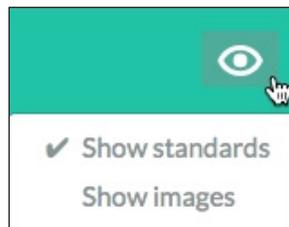
1. In the Assignment Generator, click the **Edit** button in the upper-right corner.
2. Problems that have been selected for the assignment appear on this page. Change the order of the questions by clicking and dragging on the three dots to the left of the question.
3. Change how many points a problem is worth by clicking in the Points field to the right of the problem and typing a value.
4. Questions with red text have numbers that can vary. Determine the number of instances you want for the problem by clicking in the Quantity field and typing a value.



The screenshot shows the 'Assignment Generator' interface for 'Math Algebra 1'. The top navigation bar includes 'Details', 'Customize', 'Questions', 'Edit', 'Print', and 'Done'. The main content area is titled 'Algebra 1 Standards Test' and contains three problems:

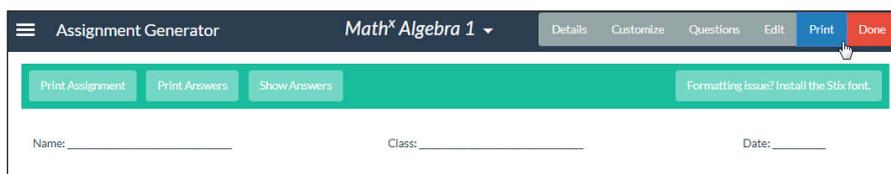
- Problem 1:** 'Use the table to choose the correct expression for the cost of shipping gift baskets based on the number of baskets you buy.' It includes a table with columns 'Number of baskets (N)' and 'Shipping cost in dollars'. The table lists values for N=1, 2, 3, 4 and corresponding shipping costs of 8, 10, 12, and 14. Below the table are four radio button options: $2N+6$, $2N+4$, $N+4$, and $2N$. To the right of the problem are 'Points' and 'Quantity' input fields, with 'Points' set to 3 and 'Quantity' set to 1. A circular icon with an 'x' is to the right of the fields.
- Problem 2:** 'A restaurant had 66 five-pound bags of sugar in stock. After they used n complete bags, how many pounds of sugar do they have left? Write your answer as an expression using n .' To the right are 'Points' and 'Quantity' input fields, with 'Points' set to 5 and 'Quantity' set to 1. A circular icon with an 'x' is to the right of the fields.
- Problem 3:** 'Solve. $7x + 4 = 46$ '. To the right are 'Points' and 'Quantity' input fields, with 'Points' set to 3 and 'Quantity' set to 1. A circular icon with an 'x' is to the right of the fields.

5. You can remove a problem from the assignment by clicking on the  icon to the right of the question.
6. The Eye button  lets you select the options of showing or hiding standards or images for the problems. Click the button, then check or uncheck the desired options.



Print Preview

1. In the Assignment Generator, click the **Print** button in the upper-right corner.



The screenshot shows the 'Print Preview' screen in the 'Assignment Generator' for 'Math Algebra 1'. The top navigation bar includes 'Details', 'Customize', 'Questions', 'Edit', 'Print', and 'Done'. The 'Print' button is highlighted. Below the navigation bar are three buttons: 'Print Assignment', 'Print Answers', and 'Show Answers'. A message 'Formatting issue? Install the Stix font.' is displayed. At the bottom, there are input fields for 'Name:', 'Class:', and 'Date:'.

- On the print page you can view what your assignment will look like when it is printed. You can also view the solutions to the problems by clicking on the **Show Answers** button at the top of the assignment.
- Before printing, you can also add or remove workspace between problems. To add workspace below a problem, click the "+" button next to that problem. To remove workspace below a problem, click the "-" button next to that problem. To add or remove additional space, click the respective button multiple times.
- Click either the Print Assignment or Print Answers button at the top of the assignment to open a print preview page and a prompt to print your desired pages.

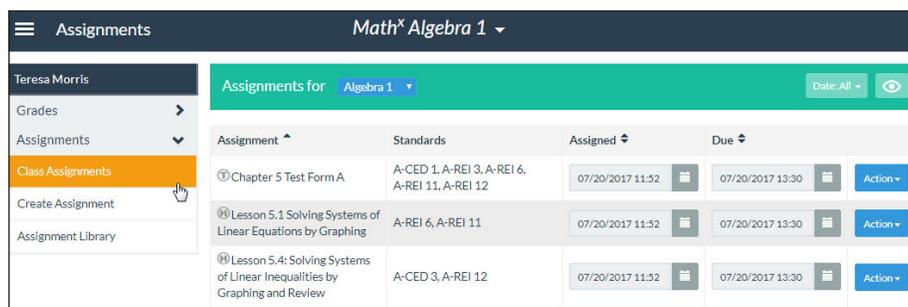
When you are finished working in the Assignment Generator, click **Done** to return to the Class Assignments.

Import an Assignment from the Assignment Library

Select **Assignment Library** from the Assignments menu on the left-hand side of the page. To preview an assignment, click on the assignment title. Click **Done** to return to the Class Assignments. Select the assignment(s) that you wish to import by clicking the checkmark(s) to the left of the assignment titles and then click **Assign to class**. Click in the box and a dropdown menu will appear. Select the class or classes that you want to import the assignment(s) to. When you have finished selecting classes, click **Continue**.

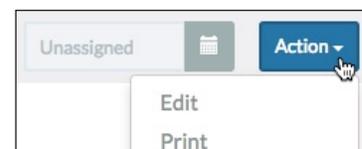
Organizing the Class Assignments

- To access the Class Assignments, select **Class Assignments** from the Assignments menu on the left-hand side of the page.



Each Math^x course comes pre-populated with template assignments. Assignments that you create will also show up in the Class Assignments. You can change or edit the template assignments just as you do for the ones that you have created.

- Click on a row in the list to go to the Assignment Generator **Edit** page for that assignment as described in the previous section, Assignment Generator: Creating, Editing, and Printing. You can then change **Details** for the assignment, select **Questions**, and **Print** by clicking on the respective buttons in the upper-right corner of the page.
- Alternatively, click the **Action** button to the right of the assignment, then select **Edit** or **Print** to go to those respective pages.



2. The icons to the left of the name in the Class Assignments indicate the currently designated type of assignment. Hover your mouse over each icon to see its type.

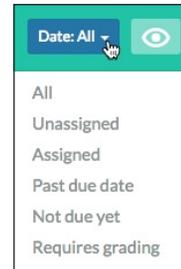
 Homework

 Quiz

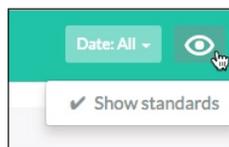
 Test

 i-Practice

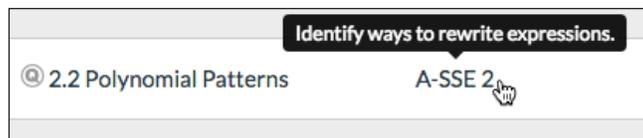
3. The filter button at the upper-right of the Class Assignments lets you narrow the scope of the list. Click the button, then choose among the following categories of assignments: All, Unassigned, Assigned, Past Due Date, Not Due Yet, or Requires Grading.



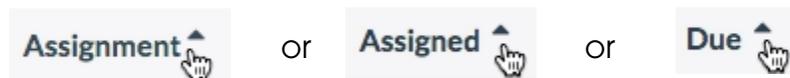
4. The Eye button  lets you select the option of showing or hiding standards associated with problems in the assignment. Click the button, then check or uncheck the option to show standards.



- Standards will appear in each row next to the assignment name. Hover your mouse over individual standards to see a short description.



5. You can sort the Class Assignments by the assignment name or by date. Click on **Assignment**, **Assigned**, or **Due** in the column header to sort the list.

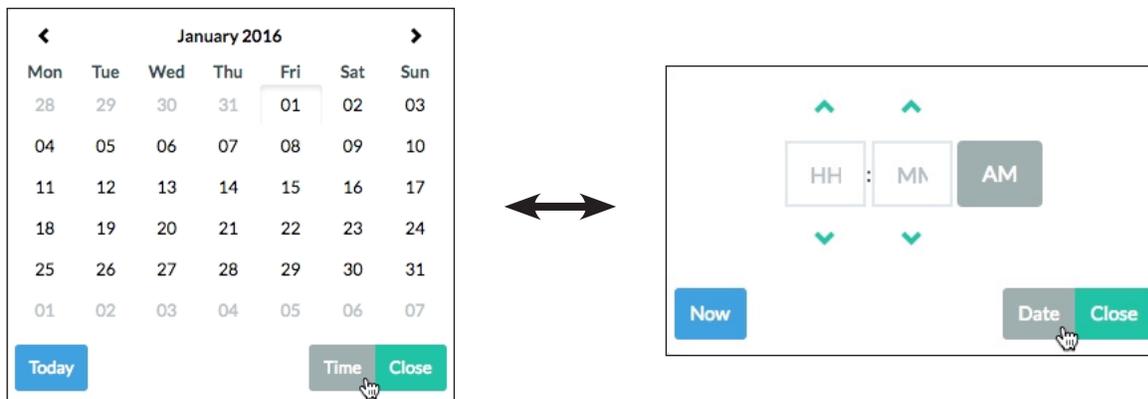


Setting Assigned and Due Date/Time

- Assigned and Due Dates/Times are set on the Assignment Details page of the Assignment Generator as described in the previous section Assignment Generator: Creating, Editing, and Printing, or they are set from the Class Assignments page.
- For each row in the Class Assignments, there are two date/time fields. The first field sets the Assigned Date, the second field sets the Due Date. Click on the Calendar Icon to open the date/time picker.



3. Toggle between **Date** and **Time** by clicking on the respective buttons.



- To select a date, click on the desired day. Move between months using the left and right arrow buttons < >.
- To select a time, type hour and minute values into the fields or use the up and down arrow buttons. Switch between a.m. and p.m. by clicking the button.
- Close the date/time picker by clicking the **Close** button.

If you'd like to set alternative assigned or due dates for various students, please use the **Customize** menu described in the Assignment Generator: Creating, Editing, Sharing, and Printing section of this guide.

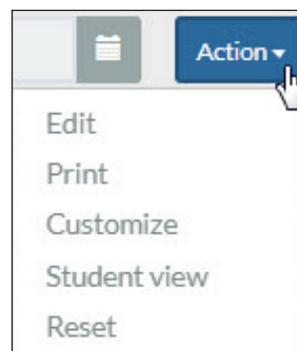
NOTE: If you select the Due Date first, the Assigned Date will be automatically set either to seven days prior or to the current date, whichever is later.

Sending an Assignment to the Student Application

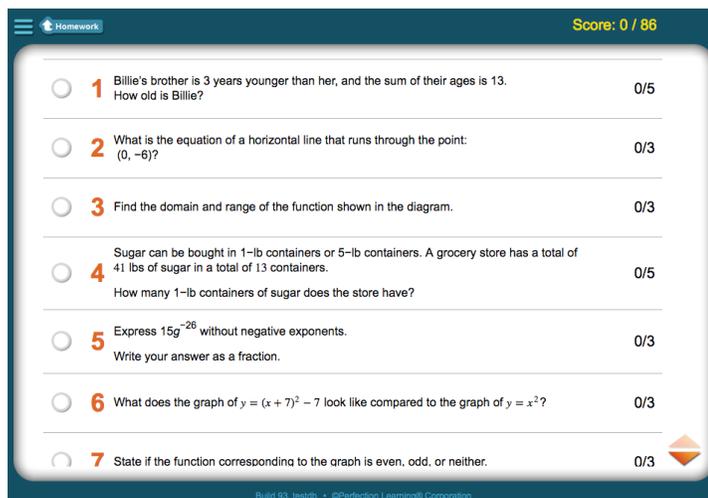
1. Assignments will automatically appear in the student application at the designated assigned date/time. Students may work on the assignment until the designated due date/time, at which point the assignment will remain visible to students but answer submissions will no longer be accepted.
2. Students will use their individual Username and Password to log into the student application at <http://mathx.perfectionlearning.com/> to work on assignments.

Previewing an Assignment in the Student Application

1. To see how an assignment will look from a student's point of view, click the **Action** button to the right of the assignment, then select **Student View** from the dropdown menu.



2. A preview page for the assignment will open in the student application and allow you to click through the selected problems.



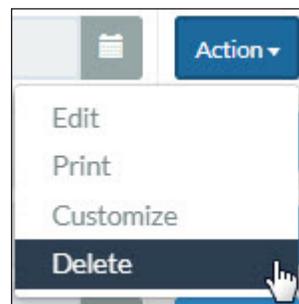
3. Return to the Assignment List using the back arrow button of your browser, or by clicking the Homework button in the upper-left.



Deleting/Resetting Assignments

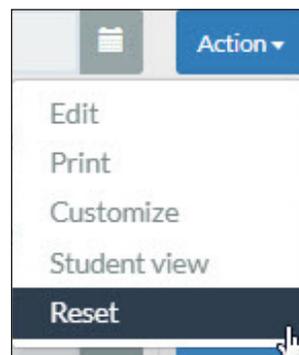
1. For user-created assignments, you have the option to delete the assignment.

- Click the **Action** button to the right of the assignment, then select **Delete** from the dropdown menu.



2. For template assignments, you have the option to reset the assignment to its original, pre-built state.

- Click the **Action** button to the right of the assignment, then select **Reset** from the dropdown menu.



NOTE: Deleting or resetting an assignment will erase any and all student grades that have been associated with that particular assignment.

Managing Grades

Viewing the Gradebook

1. Select the **Gradebook** option from the Grades menu on the left-hand side of the page.

Name	Lesson 6.4: Solving Systems of Linear Inequalities by Graphing and Review	Lesson 6.2: Solving Systems of Linear Equations by Substitution	Chapter 5 Test Form A	Lesson 5.1: Solving Systems of Linear Equations by Graphing	Lesson 6.3: Solving Systems of Linear Equations by Elimination	8.1: Standard Form of the Quadratic Equation	
Adams, James	62%	83%	53%	N/A	86%	92%	0%
Baker, Ethan	61%	83%	94%	N/A	92%	47%	0%
Carter, Logan	39%	0%	75%	N/A	25%	92%	0%
Cook, Luke	39%	83%	78%	N/A	22%	26%	0%
Edwards, Joseph	66%	67%	84%	N/A	92%	92%	0%

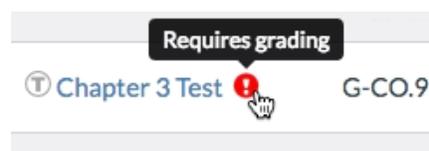
2. The Gradebook shows in-progress and past-due assignments in reverse chronological order, scrolling from left to right. In-progress assignments show "--" until after the assignment is due and the problems have been graded.
 - Each cell shows the percentage of correct points that a student received out of the possible points for the assignment.
 - The grade column next to the student's name represents the cumulative grade and is calculated from past-due assignments as all points received out of the total possible points.
 - Below each assignment header is the average for the grades in each respective column and the possible points for each assignment. In the cumulative grade column, the average is of all students' cumulative grades, and the total points represents the sum of possible points for all past-due assignments.
 - Sort the grid according to student last names or student grades by clicking on Name or the cumulative average respectively in the column header.
3. An exclamation mark indicates problems that require grading by the instructor. The following section, Reviewing Problems That Require Manual Grading, describes how to review those problems.

Reviewing Problems That Require Manual Grading

1. If an exclamation mark appears in the Gradebook, this is an indication that there are problems that require manual grading by the instructor.
2. Clicking on the “!” in a cell will take you to the Grade Change page where you review an individual student’s problems that require grading for an assignment.
3. Clicking on the exclamation mark icon in the column header will take you to the Grade Change page where you review all students’ problems that require grading for that assignment.

Chapter 3 Test		
Name ▲	Avg: 55% Pts: 245	Avg: 0% Pts: 70
Harper, Casey	65%	!
Lashibi, Dakota	55%	!
Meyer, Alex	44%	!

NOTE: Assignments with problems that require grading will also display the icon in the Assignment List. Clicking on the icon in the row will take you to the Grade Change page to review the necessary problems.

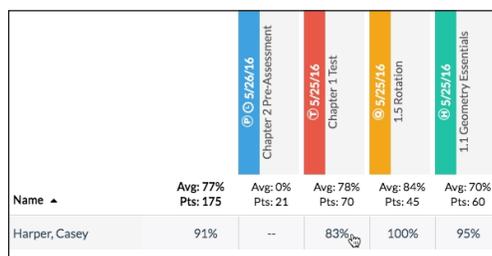


4. To manually grade the problems, compare the student’s submitted answer to the correct answer, then type in the appropriate grade in the field, up to the allowed number of points.

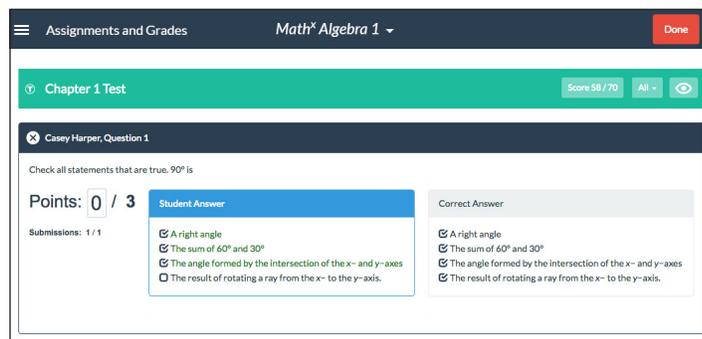
5. When you have finished reviewing all the problems, click **Done** to return to the Gradebook.

Reviewing Student Responses and Changing Grades

1. To review each individual student's responses to an assignment and change grades if necessary, click on a student's percentage under an assignment in the Gradebook. The Grade Change page will load.



Name	Avg: 77% Pts: 175	Avg: 0% Pts: 21	Avg: 78% Pts: 70	Avg: 84% Pts: 45	Avg: 70% Pts: 60
Harper, Casey	91%	--	83%	100%	95%



Assignments and Grades Math Algebra 1 Done

Chapter 1 Test Score 58 / 70 All

Casey Harper, Question 1

Check all statements that are true. 90° is

Points: 0 / 3

Submissions: 1 / 1

Student Answer

- A right angle
- The sum of 60° and 30°
- The angle formed by the intersection of the x- and y-axes
- The result of rotating a ray from the x- to the y-axis.

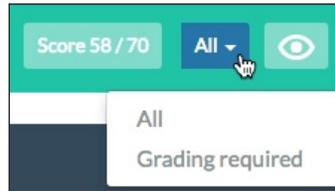
Correct Answer

- A right angle
- The sum of 60° and 30°
- The angle formed by the intersection of the x- and y-axes
- The result of rotating a ray from the x- to the y-axis.

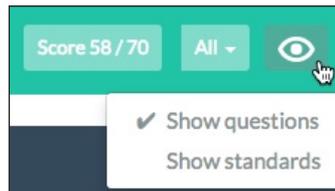
2. The Grade Change page shows a list of all problems in an assignment accompanied by a comparison of the student's submitted answer with the correct answer.
 - Each problem shows the number of points that the student has received out of the number of possible points. Problems that have received any credit are indicated with the icon. Problems that have received zero points are marked with the icon.
 - Below the points you will see the number of submissions (depending on the type of assignment) that the student used to submit the final answer.
3. If you wish to change the grade received by a student, click in the points field, delete the displayed value, and type in a new value. Point values that exceed the possible points allowed will not be saved and will revert back to the most recent valid entry.
4. At the upper-right of the assignment is a **Score** button showing the student's grade for the entire assignment. Click the button to toggle between a fraction and percent display.



5. The filter button at the upper-right allows you to narrow the scope of the problems shown. If there are any problems that require grading you can choose to see only those problems.



6. The Eye button  lets you select the options of showing or hiding question text and standards for the problems. Click the button, then check or uncheck the desired options.



7. Click **Done** to return to the Gradebook.

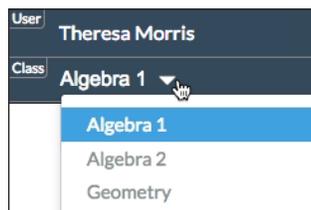
Exporting Grades

1. To export a file of all of the grades for a class, click on the **Export** button in the lower-right corner of the gradebook. A .csv file will be downloaded.
2. You can then import your Gradebook .csv as is into another Gradebook or you can edit it and then import.

Reports

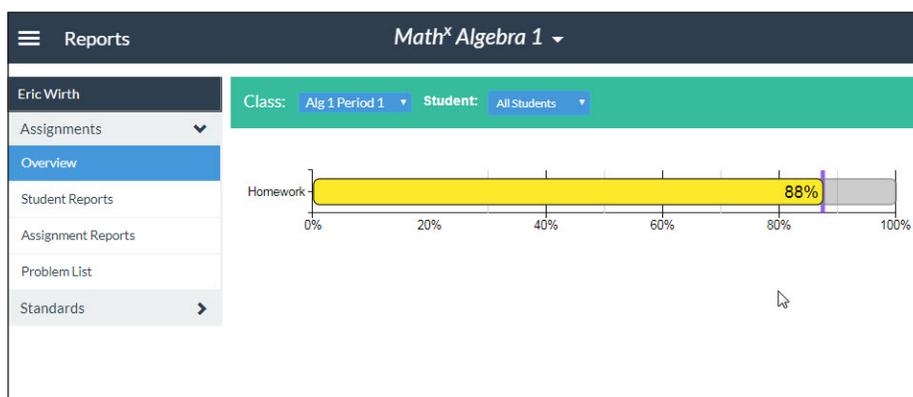
The Reports module allows you to analyze student progress and adjust instruction based upon performance statistics for your students' completed assignments. You can view results for all students or for individual students organized by assignments or by standards. To access this module, click on the Navigation Menu , then select **REPORTS** from the dropdown menu.

Classes for which you are the instructor appear in the dropdown menu on the left-hand side below your user. Click on the class name shown, then choose the class that you want to focus on. You can switch back and forth between classes here.



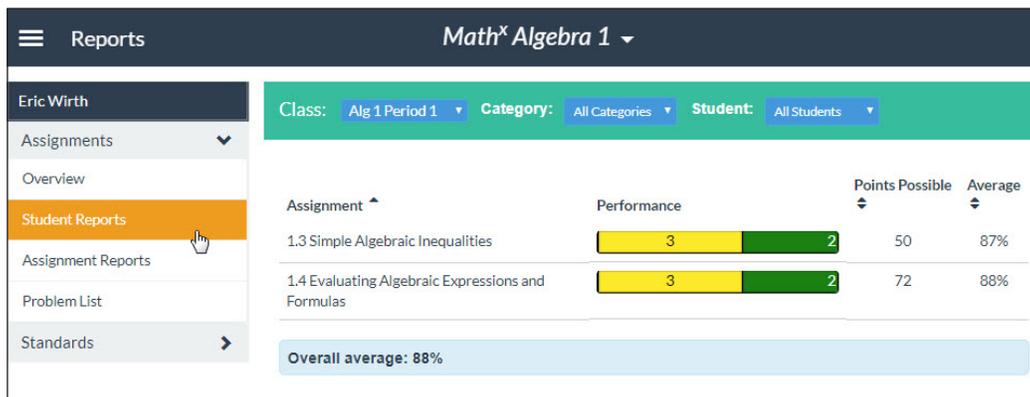
Viewing Reports by Assignments

1. To view overall performance on homework, tests, quizzes, and i-Practice, select the **Overview** option from the Assignments menu on the left-hand side of the page.



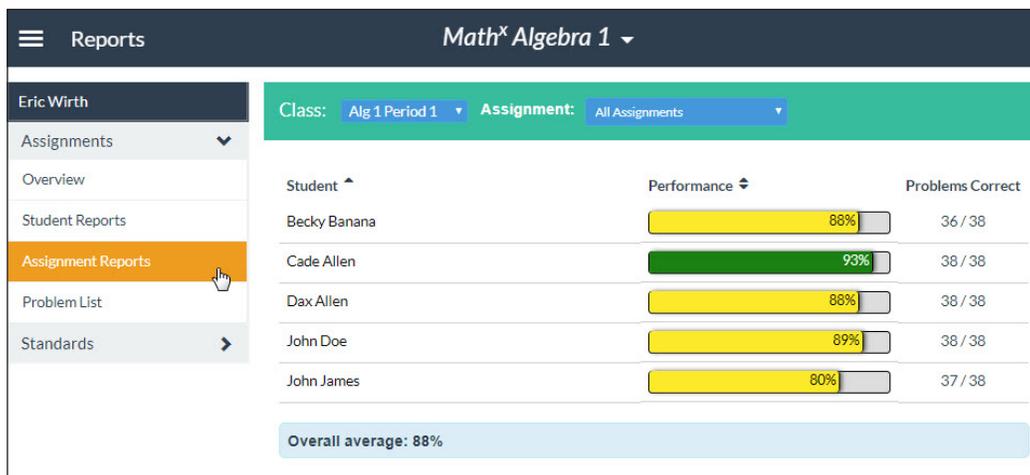
- The Student filter allows you to view the report by student. Choose *All Students* or select an individual student from the dropdown menu.
- If you click on one of the assignment types in the data graph, you will narrow the focus of the report to that chosen category.

2. To view performance by assignments, select the **Student Reports** option from the Assignments menu on the left-hand side of the page.



- The Category filter allows you to view the report by each assignment. Choose *All Categories* or select an individual assignment type.
- The Student filter allows you to view the report by student. Choose *All Students* or select an individual student from the dropdown menu.
- If you click on an assignment row, you will narrow the focus of the report to that assignment based upon the chosen filters.

3. To view performance by each assignment, select the **Assignment Reports** option from the Assignments menu on the left-hand side of the page.



- The Assignment filter allows you to view the report by assignments. Choose *All Assignments* or assignment categories, or select an individual assignment from the dropdown menu.
- If you click on a student's row, you will narrow the focus of the report to see problems based upon the selected assignments.

4. To view performance by problems for individual assignments, select the **Problem List** option from the Assignments menu on the left-hand side of the page.

Question	Avg.	Breakdown
Question 1 "There are no more than 55 trees in the orchard" Use t to represent the number of trees.	100%	5
Question 2 "There are at least 55 apples on the tree." Use a to represent the number of apples.	93%	4
Question 3 The fire marshal says there can be no more than 640 people in the building. Let p represent the number of people in the building.	87%	4
Question 4 A gas tank in car holds 18 gallons. You do not know how much gasoline is now in it. It could even be empty. Write an inequality describing how much gasoline you can put in the gas tank, using x as your variable.	87%	2, 3

- The Assignment filter allows you to review the report by each assignment. Select an individual assignment from the dropdown.
- The Student filter allows you to view the report by student. Choose *All Students* or select an individual student from the dropdown.
- If you click on an individual problem when the *All Students* filter is chosen, you will see a popup detailing how each student performed on the problem.

Viewing Reports by Standards

The standards reports work in a similar way to the assignments reports, except that the problems are grouped by academic standard rather than by assignment. To view performances based upon standards, select the **Overview**, **Student Reports**, **Standard Reports**, or **Problem List** option from the Standards menu on the left-hand side of the page.

- Eric Wirth
- Assignments >
- Standards v
- Overview**
- Student Reports
- Standard Reports
- Problem List

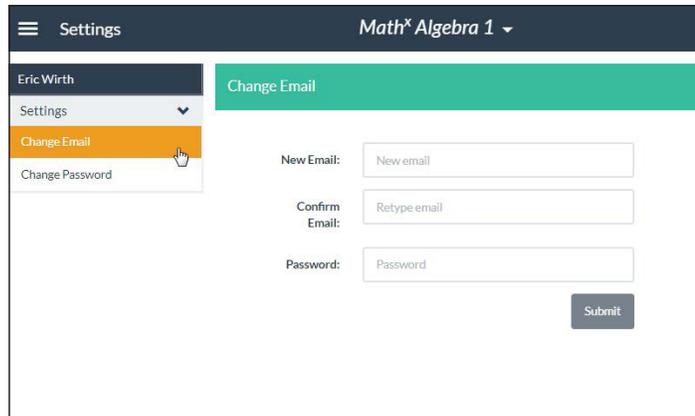
Each standards report has similar filters to the assignments reports, and you can likewise drill down and narrow focus by clicking the various elements in the each report.

Settings

The Settings module allows you to update details about your account. To access this module, click on the Navigation Menu , then select **SETTINGS** from the dropdown.

Changing Email

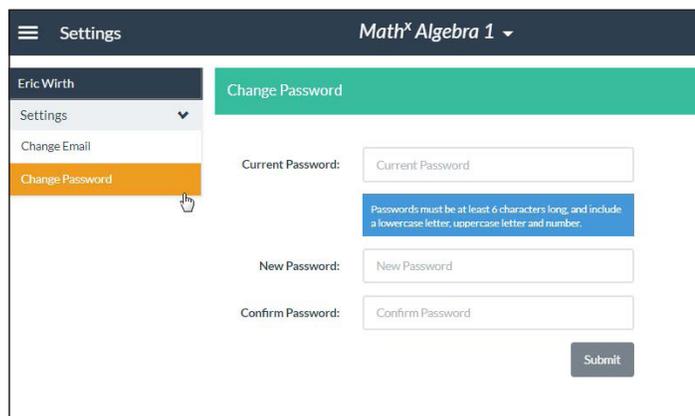
1. To change the email associated with your user account, select **Change Email** from the Settings menu on the left-hand side of the page.
2. Enter your desired new email address.
3. Confirm by re-entering the desired email.
4. Enter your current password.
5. Click the **Submit** button.



The screenshot shows the 'Settings' page for 'Eric Wirth' in the 'Math^x Algebra 1' course. The 'Change Email' option is selected in the left-hand navigation menu. The main content area displays the 'Change Email' form with three input fields: 'New Email' (placeholder: 'New email'), 'Confirm Email' (placeholder: 'Retype email'), and 'Password' (placeholder: 'Password'). A 'Submit' button is located at the bottom right of the form.

Changing Password

1. To change the password associated with your user account, select **Change Password** from the Settings menu on the left-hand side of the page.
2. Enter your current password.
3. Enter your desired new password.
4. Confirm by re-entering the desired password.
5. Click the **Submit** button.



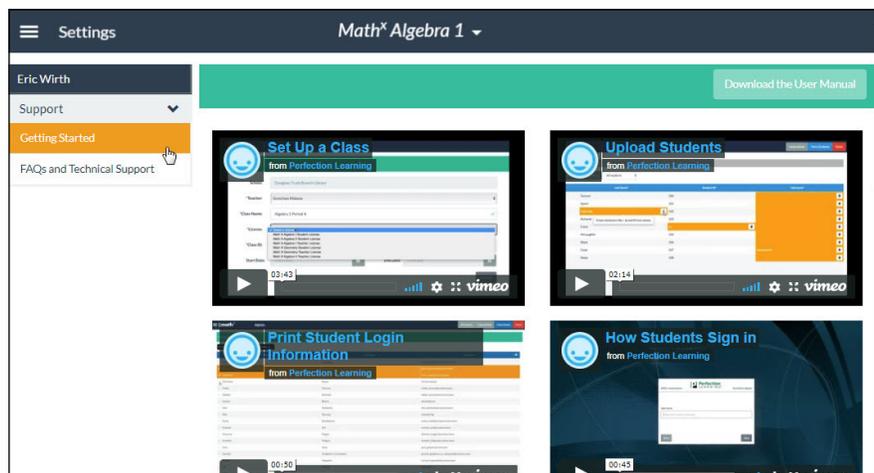
The screenshot shows the 'Settings' page for 'Eric Wirth' in the 'Math^x Algebra 1' course. The 'Change Password' option is selected in the left-hand navigation menu. The main content area displays the 'Change Password' form with three input fields: 'Current Password' (placeholder: 'Current Password'), 'New Password' (placeholder: 'New Password'), and 'Confirm Password' (placeholder: 'Confirm Password'). A blue tooltip message states: 'Passwords must be at least 6 characters long, and include a lowercase letter, uppercase letter and number.' A 'Submit' button is located at the bottom right of the form.

Support

The Support module allows you to access additional information for help using Math^x. To access this module, click on the Navigation Menu  , then select **SUPPORT** from the dropdown menu.

Getting Started Videos

To watch videos to help you get started using Math^x, select the **Getting Started** option from the Support menu on the left-hand side of the page.



FAQs and Technical Support Pages

To access a web page with frequently asked questions, downloadable user guides, additional technical support, and contact information, select the **FAQs and Technical Support** option from the Support menu on the left-hand side of the page.