

# MANAGE CLASSES

# **Teacher Manage Feature**

The ELM software allows you to:

- Get notified about which learner is having difficulties and in what steps
- See how your learners are doing as they progress through ELM
- Create custom plans for a learner, or groups of learners
- Assign extra animal friends for offline activities.
- 1) Login to the LTK+.



3) Click on the ELM Settings button.



If you clicked on the cog icon, you would skip this step and be taken directly to the ELM settings page.

https://literacy.concordia.ca/resources/elm/teacher/en

## **Notifications**

You can immediately see the notifications of learner experiencing problems, in the *Notifications* tab.

Jane's Manage Section		🕸 Franç	ais   LTK+   ePEARL	ELM   ABRA	Logou
Main Menu My Account	My Classes	My Students	LM Settings		
Notifications	Reports	Plans	Extra Friends		
The following student(s) mad	le several errors in	a row, in the following	activities, and need you	r help:	
Student Errors					
All My Classes	•				
					Remov
Name: First La	ist	Theme	Idea - Step	Date 🛛	
Takeuchi, Yuko		Number Concept	Count - 5	2017-10-06	
Horton, Charlotte		Number Concept	Count - 5	2017-10-06	(
Farelli, Chloe		Number Concept	Count - 5	2017-10-06	
Jacobs, Benjamin		Number Concept	Count - 4	2017-10-05	(
Farelli, Chloe		Number Concept	Count - 4	2017-10-05	(
Takeuchi, Yuko		Number Concept	Count - 3	2017-10-03	(
Jacobs, Benjamin		Number Concept	Count - 3	2017-10-03	
Jacobs, Benjamin		Number Concept	Count - 2	2017-10-03	
Gomez, Pedro		Number Concept	Count - 2	2017-10-03	(
Jacobs, Benjamin		Number Concept	Count - 1	2017-09-29	(
Horton, Charlotte		Number Concept	Count - 1	2017-09-29	(
Gomez, Pedro		Number Concept	Count - 1	2017-09-29	(
Swan, Bo		Number Concept	Count - 1	2017-09-29	(
13 records					

Recall how the soft-lock feature functions: if the learner makes 3 errors in a row, they will be given a new problem to solve. If they continue to make 3 more errors in a row, they are advised to seek help from their teacher.

The *Notifications* tab keeps a running tally of learners consistently struggling with a particular step.

To see learners in a specific class, select the class from the menu.

Each notification consists of the learner's name, the Theme, Idea and Step, and on what date. Currently you can sort this list by learner name or by date.

To remove the notification, check the box and click "Remove". This will only remove the notification from this list, not the record of the mistake. So, if they are still stuck that will be reflected in the report as well as in their account.

#### Plans

You may feel that the default plan is ill-suited to your stronger or weaker learners. You can tailor the learners' experience of ELM through the *Plans* feature. The *Plans* tab allows you to control how your learners will progress through ELM by modifying how many puzzles and/or puzzle pieces they should complete in order to successfully master each step.

	age Section			rançais   LT				
Main Menu	My Account	My Classes	My Students	ELM Settir	ngs			
Notificatio	ns	Reports	Plans		Extra Friends			
- Note: All stud	ents must have a	a plan. Students ar	e automatically	assigned to th	ne default plan.			
		lan, select their nar		-		t(s) to Pla	n".	
		istom plan will assig				(0) 10 1 10		
- Removing a	student from a cu	istom plan will assig	gn nim / ner ba	ck to the delat	nt plan.			
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Number Conce	ept *							
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Default Plan						[	Create a	New Plar
Default Plan						[	Create a	New Plar
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	nanges are saved	d automatically. The	ese changes wi	II affect studer	its the next time	they log i		New Plar
	nanges are saved	d automatically. The	ese changes wi	II affect studer	its the next time	they log		New Plar
	nanges are saved	d automatically. The	ese changes wi	II affect studer	nts the next time	they log		New Plar
						they log i		
Warning: All cł	Step	Puzzle Pieces	Redo		nts the next time My Classes	they log i		New Plar
				All	My Classes			
Warning: All cf	Step 1	Puzzle Pieces 15	Redo 0	All				
Warning: All cł	Step	Puzzle Pieces	Redo	All	My Classes			
Warning: All ch Count Compare	Step 1 2	Puzzle Pieces 15 15	Redo 0 0	All	My Classes ne: First Last a aud, Jean-Claude			
Warning: All cf	Step 1	Puzzle Pieces 15	Redo 0	All Nar Ann Atta	My Classes ne: First Last s sud, Jean-Claude r, Mohammed			
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The default plan typically contains 10 or 15 repetitions (puzzle pieces) to gain the animal friend, depending on the Idea/Step. If you wish to change this, you will have to create a plan.

1) Choose which theme you want to create a new plan for from the dropdown list:



2) Click on Create a New Plan.

	Section		40 F	rançais	LTK+	ePEARL	EL		ABRA	LUGU
ain Menu My	Account	My Classes	My Students	ELM S	ettings					
		'								
Notifications		Reports	Plans		Extra	Friends				
To assign studen	ts to a new pl	a plan. Students are an, select their nam stom plan will assig	nes from the c	lass list and	d click "A	dd Studen	t(s) to	Plan	".	
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efault Plan									Create a	a New Pla
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	<b>Step</b> 1 2 3	Puzzle Pieces 15 15 15	<b>Redo</b> 0 0		All My C Name: F Arnaud, Je Attar, Moh	Classes irst Last 5 an-Claude ammed ugo				

3) Enter a name for your plan.



Tip: If you create many plans, you can use your browser's *Find* feature to quickly locate the one you want. Press the CTRL + F keys (on a PC) or Command + F (on a Mac) and type the name of your plan. When you hit enter, it will look for that text on the page.

4) Click on the *Save* button. The plan will load at the bottom of the page.



5) Click on the Idea you want to adjust.

- Advanced			
	Step	Puzzle Pieces	Redo
→ Count	1	15 -	0 -
Compare	2	15 🕶	0 -
Add	3	15 🕶	0 -
Subtract	4	15 -	0 -
Decompose	5	15 -	0 -
Place Value			

- 6) Adjust the number of puzzle pieces, if desired. You can change the number of repetitions to anything between 1-24.
- 7) Adjust the number of redos, if desired.

There can only be 0-1 redos. The second puzzle will have the same number of repetitions as the first one.

Tip: One option of how to use the redo feature could be to provide encouragement to the learners that are struggling. For example, if the default is set to 15 repetitions, you can create a plan that has a redo but only 10 missing puzzle pieces in each puzzle. This requires them to do more repetitions in order to move on to the next step, but gaining the friend mid-way through provides encouragement.

8) Choose the learners to whom you would like to assign this plan.

A plan can be applied across multiple classes. If you want to narrow down your student list, you can select the class you want to work on.

Each learner can only be assigned to one plan per Idea. The learner's current plans are listed next to their names.

All My Classes		
Name: First Last 🛛		
Arnaud, Jean-Claude	Default	
Charlotte, Horton	Advanced PI	
Dent, Barry	Default	
Farelli, Chloe	Default	
Gomez, Pedro	More Practic	
Harris, Alexander	Default	
Jacobs, Benjamin	More Practic	
Kahn, Max	Advanced PI	
Osborne, Daniel	Default	
Popov, Alexei	More Practic	
Skywalker, Lucy	Default	
Sunik, Arusha	Advanced PI	
Swan, Bo	Default	
Tremblay, Colette	More Practic	
14 records		
	Add Student(s) to F	Plan



9) Click on Add Student(s) to Plan.

Learners will only notice the change in their plans the next time they log in to ELM.

Once you have created a plan, you can keep it even if no learners are assigned to it. You can build and reuse your plans from year to year.

### **Reports**

The *Report* tab shows your learners' progress through ELM activities. This will provide you with information about their progress and any difficulties they are experiencing.

1) Select a class you want to see details about.

Aain Menu	My Account	My Classes	My Students	ELM Settings			
Notificat	ions	Reports	Plans	Extra	Friends		
Soloct a clas	s to see an overv	iew of student pr	ogress. Use the ch	ocklist below to co	a mora / lass	information	
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_	Class		ogress. Ose the dr		6 110167 1633	in ionnation.	
Select a C	Class		ogress. Ose the dr		6 110167 1633	in ionnation.	

2) Determine which Theme and Idea you want information about.

By default, *Number Concept* and *Count* will be pre-selected. Use the dropdown menus to select other Themes and Ideas.

A checklist and report with information about learners' progress will appear below.

 Use the checklist to select the kind of information you want to see.

		4) Français			
in Menu My Account	My Classes I	My Students ELN	A Settings		
Notifications	Reports	Plans	Extra Fri		
Noulications	Reports	Pians	Extra Phi	anus	
elect a class to see an overvie Classroom AA	• Number		• Count	•	
<ul> <li>Grey cell : Student has no</li> <li>Red cell : Student needs</li> <li>Orange cell : Student got</li> <li>Blue cell : The activity has Indicate how many tim</li> <li>Show current progress.*</li> <li>Bolded fractions: show of Un-bolded fractions: show of</li> </ul>	your attention. stuck within the last s been completed su nes they have compl current repetitions co	3 puzzle pieces but r uccessfully. leted a puzzle.*	esumed progre	\$5.	
O Student is practicing a     These two options cannot be s     Name: First Last 9	a previously mastere	d activity. me.	Sten	Step	Step
	a previously mastere	d activity.	Step 3	Step 4	Step 5
These two options cannot be s	a previously mastere selected at the same ti Step	d activity. me. Step			
These two options cannot be s	a previously mastere selected at the same ti Step	d activity. me. Step			
These two options cannot be s Name: First Last © Arnaud, Jean-Claude	a previously mastere selected at the same ti Step	d activity. me. Step			
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- Grey cell : Student has not yet started this activity.
- Red cell : Student needs your attention.
- Orange cell : Student got stuck within the last 3 puzzle pieces but resumed progress.
- Blue cell : The activity has been completed successfully.
  - Indicate how many times they have completed a puzzle.\*
- Show current progress. \*
  - Bolded fractions: show current repetitions completed / assigned.
  - Un-bolded fractions: show any redos assigned for this activity.
  - D Student is practicing a previously mastered activity.
- \* These two options cannot be selected at the same time.

# Legend

A grey cell indicates that the step has not been started yet. This is selected by default and cannot be unchecked.

A red cell shows that the learner is currently experiencing difficulties with a particular step and is unable to continue. This information would have also been provided in the *Notifications* tab. It is selected by default but you can uncheck this option.

The orange cells mean the learner had been stuck on that step recently but has been able to make some progress. This marker will disappear once they have successfully completed 3 puzzle pieces in a row or finish the puzzle.

A blue cell indicates that the step has been completed. If you have assigned a plan where the learner has to complete the puzzle twice, then the cell will not turn blue until both puzzles have been completed.

Once a learner has completed all of the steps in an Idea, they are able to go back to redo any step if they want additional practice. Select the submenu option to see how many times they've completed each step. If you have assigned a plan with a redo, the report will state that the learner completed the puzzle twice.

Clicking the 'Show Current Progress' option will display how many puzzle pieces the learner has completed vs. how many were assigned to them. If the learner was given a plan with a redo, two fractions will appear on their report. The bold one indicates the current progress.

