

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+.

2) Click on Manage  or the cog icon .



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.

Notifications

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

The following student(s) made several errors in a row, in the following activities, and need your help:

Student Errors

All My Classes

Name: First Last	Theme	Idea - Step	Date	
Takeuchi, Yuko	Number Concept	Count - 5	2017-10-06	<input type="checkbox"/>
Horton, Charlotte	Number Concept	Count - 5	2017-10-06	<input type="checkbox"/>
Farelli, Chloe	Number Concept	Count - 5	2017-10-06	<input type="checkbox"/>
Jacobs, Benjamin	Number Concept	Count - 4	2017-10-05	<input type="checkbox"/>
Farelli, Chloe	Number Concept	Count - 4	2017-10-05	<input type="checkbox"/>
Takeuchi, Yuko	Number Concept	Count - 3	2017-10-03	<input type="checkbox"/>
Jacobs, Benjamin	Number Concept	Count - 3	2017-10-03	<input type="checkbox"/>
Jacobs, Benjamin	Number Concept	Count - 2	2017-10-03	<input type="checkbox"/>
Gomez, Pedro	Number Concept	Count - 2	2017-10-03	<input type="checkbox"/>
Jacobs, Benjamin	Number Concept	Count - 1	2017-09-29	<input type="checkbox"/>
Horton, Charlotte	Number Concept	Count - 1	2017-09-29	<input type="checkbox"/>
Gomez, Pedro	Number Concept	Count - 1	2017-09-29	<input type="checkbox"/>
Swan, Bo	Number Concept	Count - 1	2017-09-29	<input type="checkbox"/>

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.

Note: All students must have a plan. Students are automatically assigned to the default plan.
 - To assign students to a new plan, select their names from the class list and click "Add Student(s) to Plan".
 - Removing a student from a custom plan will assign him / her back to the default plan.

Number Concept

Create a New Plan

- Default Plan

Warning: All changes are saved automatically. These changes will affect students the next time they log in.

	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			

All My Classes

Name: First Last

Arnaud, Jean-Claude	<input type="checkbox"/>
Attar, Mohammed	<input type="checkbox"/>
Coulson, Hugo	<input type="checkbox"/>
Dent, Barry	<input type="checkbox"/>
Farelli, Chloe	<input type="checkbox"/>
Garcia, Antonio	<input type="checkbox"/>
Gomez, Pedro	<input type="checkbox"/>



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*.

Count	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			

Name: First Last	
Arnaud, Jean-Claude	<input checked="" type="checkbox"/>
Attar, Mohammed	<input checked="" type="checkbox"/>
Coulson, Hugo	<input checked="" type="checkbox"/>
Dent, Barry	<input checked="" type="checkbox"/>
Farelli, Chloe	<input checked="" type="checkbox"/>
Garcia, Antonio	<input checked="" type="checkbox"/>

- 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

→ Count

Compare

Add

Subtract

Decompose

Place Value

Step	Puzzle Pieces	Redo
1	15 ▼	0 ▼
2	15 ▼	0 ▼
3	15 ▼	0 ▼
4	15 ▼	0 ▼
5	15 ▼	0 ▼

- 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	<input type="checkbox"/>
Charlotte, Horton	Advanced PI	<input type="checkbox"/>
Dent, Barry	Default	<input type="checkbox"/>
Farelli, Chloe	Default	<input type="checkbox"/>
Gomez, Pedro	More Practic	<input type="checkbox"/>
Harris, Alexander	Default	<input type="checkbox"/>
Jacobs, Benjamin	More Practic	<input type="checkbox"/>
Kahn, Max	Advanced PI	<input type="checkbox"/>
Osborne, Daniel	Default	<input type="checkbox"/>
Popov, Alexei	More Practic	<input type="checkbox"/>
Skywalker, Lucy	Default	<input type="checkbox"/>
Sunik, Arusha	Advanced PI	<input type="checkbox"/>
Swan, Bo	Default	<input type="checkbox"/>
Tremblay, Colette	More Practic	<input type="checkbox"/>

14 records

Add Student(s) to Plan



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

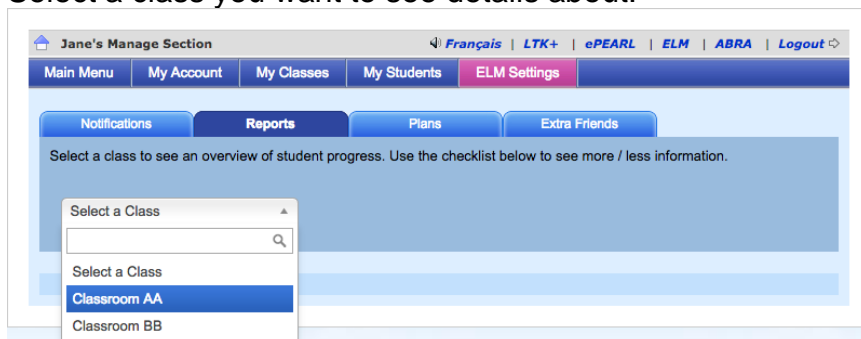
Learners will only notice the change in their plans the next time they log in to ELM.

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

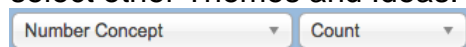
The *Report* tab shows your learners' progress through ELM activities. This will provide you with information about their progress and any difficulties they are experiencing.

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



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.

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

Checklist:

- ☒ 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.
 - @ Student is practicing a previously mastered activity.

* These two options cannot be selected at the same time.

Name: First Last	Step 1	Step 2	Step 3	Step 4	Step 5
Araud, Jean-Claude					
Dent, Barry					0/15
Farelli, Chloe				3/10 0/10	
Gomez, Pedro					3/15
Horton, Charlotte				5/10 0/10	
Jacobs, Benjamin				@ 1/3	
Kahn, Max		4/15			
Osborne, Daniel		1/10 0/10			
Popov, Alexei					
Sunik, Arusha					6/15
Takeuchi, Yuko					
Tremblay, Colette					



- ☒ 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.
 - Ⓢ 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.

