

RM[®]easimaths

User Guide



Contents

WHAT IS RM EASIMATHS?	4
Getting the most from RM Easimaths	5
SUPPORT	6
CURRICULUM MAPPING	6
New English National Curriculum	6
REQUIREMENTS	7
Apps for iPad and Android	8
GETTING STARTED	9
Logging in to RM Easimaths	9
Teacher dashboard	10
Reports	10
Group Usage	12
Group Overview	13
Group Position Overview	14
Group Curriculum Progress	15
Group Progress History	17
Group Progress Snapshot	19
Group Activities Snapshot	21
Pupil Topics Overview	22
Pupil Progress	23
Formatting and printing reports	20
Problem skills	2/
	20
Groups	31
Add a pupil to a group	32
Edit a group name	32
Delete a group	34
Remove a pupil from a group	34
Change the group owner	34
Change a pupil's level	35
Retrieve a pupil's password	35
Topic menu	36
PUPIL HOMEPAGE	37
Activity player	
Session time-out	38
My Progress and Scoreboard	39
Information button	41
Early interaction	42



Skip sentence	42
End of session game – Flingaball	42
SCHOOL SETUP AND ADMINISTRATION	45
Using RM Easimaths with RM Unify	45
Changing school details	45
Changing the local curriculum	47
Changing the standard RM Easimaths session time	47
Enabling and disabling the end of session game	47
Allowing early interaction and skip sentence	47
Show reports dashboard	47
Teacher setup	48
Changing a user's role	49
Changing a username and password	51
Pupil setup	52
Pupil login cards	52
Import pupils via a CSV upload	54
CSV errors	55
Existing usernames	56
Export pupil details	58
Group setup	59
Import groups via a CSV upload	61
Printing	63
Deleting information	63
UNLEASHING THE POTENTIAL OF RM EASIMATHS	64
The teacher's role	64
Integrating RM Easimaths with other maths teaching	64
Accessing from home	64
How RM Fasimaths works	65
Curriculum design and structure	65
Focus on mental methods	65
Examples of strategies employed	65
Curriculum presentation	65
Response, correction and teaching	66
Skill attainment	66
Progression	66
Regression	66
Success and motivation	67
	67
ROLE PERMISSIONS TABLE	68



What is RM Easimaths?

RM Easimaths is a school and home-based online maths tuition system for 4 to 12 year olds. It is designed to help pupils improve their maths skills in a fun and encouraging environment targeted to their individual ability level, while providing teachers with valuable information on pupil performance. Based on the popular and proven RM Maths software, RM Easimaths sees maths tuition and support refreshed for a new generation on an easy-to-access, web-based platform.

For the pupil, RM Easimaths combines engaging activities with a personal learning programme, and for the teacher, it combines background teaching support with detailed, easy-to-access progress reports on individual and group attainment across a wide range of curriculum skills.

The teacher and pupil are in control when it comes to RM Easimaths, but the recommended 15 minute sessions, three to five times a week support a 'little and often' approach. Pupils are guided on their individual path through up to 12,000 interactive activities by a colourful cast of animal characters.



While the pupils have fun encountering new scenarios and challenging activities, RM Easimaths works continuously to capture and track critical data on pupil performance using its built-in analysis system. This data is used to target the learning programme of the individual, presenting them with exercises and materials appropriate to their ability level. The pupil progresses to new and more advanced activities as they succeed. If they are repeatedly unsuccessful in a specific activity, they temporarily regress for revision to a related but simpler skill in the same topic, before returning to the skill with greater confidence and relevant skills reinforced.

Progress across the 15 topic areas is monitored closely by the system, ensuring each pupil masters the necessary skills from complementary topics before moving ahead. Existing maths skills are kept simmering in the background while pupils move on to new maths concepts, keeping existing skills current with continuous practice and enabling faster comprehension of concepts introduced in class.

The automatically collected data on pupil progress is translated into meaningful, objective reports to provide teachers with all the information they need in a range of clear and intuitive formats. Teachers can use these reports in targeting planning to support specific learning interventions. Difficulties can be identified and addressed at individual, group and whole-class level as RM Easimaths works to support pupils and teachers in the maths learning process.





Getting the most from RM Easimaths

Different teachers choose to integrate the use of the system into their daily routine in different ways. However, a common pattern is that it can take up to a month before most teachers and pupils learn to accept it as part of the classroom routine – so it is worth persevering!

To get started, here are 10 hints and tips on how teachers can get the most out of RM Easimaths.

1. Ensure that pupils use RM Easimaths regularly

Completing 15 minute sessions three to five times a week helps to support the 'little and often approach' and produces the best learning gains among pupils.

2. Encourage pupils to wear headphones

The activities use audio to provide assistance and instruction. Wearing headphones will remove distractions and help pupils to focus.

3. Review reports regularly

Try to review the reports at least once a week to check that pupils are spending the required amount of time using RM Easimaths and to investigate any problem areas.

4. Tackle problem skills with pupils

Regular monitoring of problem skills reveals areas where a pupil or a group of pupils is struggling, allowing teachers to target additional teaching at an individual, group or whole-class level.

5. **Organise the classroom in advance**

Classroom organisation should be thought through and planned before you start.

6. Start small

Start with one group of pupils and adapt practice before expanding to the whole class.

7. Decide what you want to get out of RM Easimaths

Decide why pupils are using RM Easimaths and ensure that you know the off point.

8. Incentivise pupils for using RM Easimaths

Pupils are rewarded for completing RM Easimaths activities by earning certificates and through the end of session game Flingaball. You could also give your own rewards to pupils for using and achieving in RM Easimaths.

9. Brief parents on RM Easimaths

RM Easimaths is easy to use, so pupils can work independently at school and at home, learning at their own pace. Encouraging pupils to access RM Easimaths at home enables parents and carers to get actively involved in learning.

10. Feed progress into your overall assessment

Teachers can generate reports of their pupils' progress in terms of the specified local curriculum. These reports can be used to inform their teaching strategy or to support the assessments of their pupils.







Support

This guide contains lots of useful information on how to get the most from RM Easimaths, and lots of hints and tips to help you to work more quickly and efficiently. Should you require any more help or technical support, please visit the help page: http://www.rmeasimaths.com/help

Curriculum mapping

The activities in RM Easimaths have been mapped to the new English National Curriculum, the old English National Curriculum, the Welsh Curriculum and the associated bands within the Scottish Curriculum for Excellence. For details on how to select the appropriate curriculum for your school, see the Changing the local curriculum section.

The examples provided in this user guide are based on a school using the new English National Curriculum. The same functionality is available when the local curriculum is set to the Scottish Curriculum for Excellence, the Welsh Curriculum or the old English National Curriculum.

New English National Curriculum

The new English National Curriculum mapping uses a pupil's school year, with three further sub-divisions for Reception to Year 5 and four sub-divisions for Year 6, to determine their level, progress and achievement.

The sub-divisions have been set as:

B – Beginning
W – Within (or Working within)
S – Secure
Ex – Exceeding (for Year 6 only)

For example, a pupil's level at the start of Year 4 would be listed as Y4 – B. By implication, if a Year 4 pupil moves from Y4-S to Y5-B, then they can be considered to be a Y4-Ex.





Requirements

Adobe[®] Flash[®] Player – In order to view the RM Easimaths activities, you will need Adobe[®] Flash[®] Player. If you do not already have it on your computer, you can install it for free from here: http://get.adobe.com/flashplayer/

(It is strongly recommended that you only download Flash Player from the official Adobe[®] site, though some browsers, such as Google Chrome, already have Adobe[®] Flash[®] Player built in.)

Headphones will be required or the sound on the computer will need to be unmuted as the activities use audio to provide instruction and assistance. No reading ability is assumed for RM Easimaths; full audio support is given.

As it is a web-based service, RM Easimaths is accessible online using an internet browser that supports Flash.

RM Easimaths minimum supported browsers:

Internet Explorer 8 Chrome 49 or later Safari 9 Firefox 46 or later



lew



Apps for iPad and Android

Pupils who already have a licence for RM Easimaths, either through their school or an @Home licence, can also download the free RM Easimaths apps for iPad and Android.

Designed for pupils, the app provides the same access to content as the main RM Easimaths website. Only pupil accounts currently work

on the apps, so you will not be able to log in with a teacher or school administrator account.

Download the apps for free here:

- iPad: https://itunes.apple.com/gb/app/rm-easimaths/id684769038
- Android: https://play.google.com/store/apps/details?id=air.com.rm.EasimathsMobile

For users who have not yet purchased an RM Easimaths licence, the iPad app provides the option to purchase an iPad-only subscription from within the app itself. This subscription can only be used on an iPad and cannot be used to log into the program on the RM Easimaths website.

In-app purchasing is not currently available on the Android app.

For more information on in-app purchasing and for further details on how to use RM Easimaths on iPad and Android devices, please visit the support page: http://www.rm.com/support/





Getting started

Logging in to RM Easimaths

To set up RM Easimaths in a school, please see the School setup and administration section.

In order to log in to your account you will need the following login credentials:

- Username
- Site id
- Password

When you purchase your RM Easimaths subscription, the person named as school administrator will receive an email from RM Easimaths providing the username, password and site id for the administrator account.

The administrator is the user who is able to set up teacher accounts and import pupil data. See Teacher setup for more details.

If you are a teacher and have not been provided with an RM Easimaths account, please check with your school administrator.

Log in Once you have your RM Easimaths login credentials, click Log in on the RM Easimaths homepage.

Enter your username, site id (in the field after the @ sign) and password, then click **Login** and you will be taken to the **Teacher dashboard**. Note that teacher and school administrator passwords are case sensitive.

If you have forgotten your details, they can be recovered using the **Forgot** details links.

If you are an RM Unify user, click **Log in with RM Unify** and you will be taken to the RM Unify sign in page. Enter your RM Unify username and password and click on the RM Easimaths tile from your Launch Pad.

		og m		
Username	samAdams87	@ Pen	nine	
Password	(
	Forgot <u>userna</u>	ime, password	d or <u>site id</u> ?	
	Login	OR	Log in with RM Unify	
	Buy a licence		-	



Teacher dashboard

The **Teacher dashboard** allows teachers to unleash the full potential of RM Easimaths. To get the most out of this powerful tool, it is recommended that teachers visit the dashboard at least once a week to:

- monitor pupils' progress through the curriculum
- check that pupils are performing their sessions as expected
- discover if there are any Problem skills that pupils have had trouble with, either individually or as a group

Everyone who has been granted a *teacher account* can access the **Teacher dashboard**. It allows teachers to view **Reports, Problem skills, Groups**, and the **Topic menu** (where they can access activities).

They can also update their details by clicking **My details**.



Reports

The **Reports** tab is the first screen visible when entering the Teacher dashboard.







Select a report from the following options:

- Group Usage
- Group Progress Snapshot
- Group Activities Snapshot
- Group Curriculum Progress
- Pupil Topics Overview
- Pupil Progress
- Pupil Activities History
- Group Position Overview
- Group Progress History
- Group Overview

(Please note: the charts on the dashboard are images, not actual data. The reports dashboard can be turned on or off by the school admin in the School setup screen - see the Changing school details section.)

All example reports have been generated using pupil data measured against the new English National Curriculum. The same reports can also be generated using the Scottish Curriculum for Excellence, the Welsh Curriculum and the old English National Curriculum. See the Changing the local curriculum section.

Once a report has been selected, the teacher, group or report type can be changed in the dropdowns on the left-hand side of the screen. There are also additional Report options, which allow custom filters to be applied to the reports.

To reset any filters that you have applied in the **Report** options, click the **Reset report options** button.





Group Usage

The **Group Usage** report shows the hours spent by each pupil on the activities within the specified timeframe. The report provides *Last day, Last 7 days, Last 30 days, Last year and Academic year* options for selection as well as the ability to customise the timeframe.

The start date and end date can be changed using the date pickers.

Roll over the time bar to see details of the duration spent on RM Easimaths activities.







Group Overview

Group Overview shows the progress of a class across the skills, with each skill divided into *In progress*, *Mastered* and *Problem skills* according to the percentage of activities completed that fall into these categories. Rolling over each coloured portion shows the percentage of skills in each category.



Roll over the red arrow indicators and view the right-hand scale to see the number of pupils in the group who have raised problem skills in the topic. This indicator can help to identify if a few individuals have encountered a lot of problems or if many children are having difficulties with a particular topic.

To see an overview for a different group, select the **Choose a group** dropdown, which displays the name of the desired group. The graph will change to display the data for the selected group.







Group Position Overview

The **Group Position Overview** shows the curriculum levels that all pupils in the selected group are currently working at in RM Easimaths.

Ticking the **Show group average** check box will enable you to compare how each pupil is performing in relation to the group average.







Group Curriculum Progress

The **Group Curriculum Progress** report shows which curriculum levels pupils have progressed through during a selected timeframe.

Pupils' names are shown in the **Report options** to the left of the graph with a colour key to identify a pupil and an *x* button to remove the pupil from the graph. Multiple pupils may be added and their progress can be compared side by side.

A node on a pupil line represents the first point that a pupil completed a subskill of that level. Rolling over a node on the line will show the date and time that the sub-level was completed.

An outlined node indicates progress in a pupil start level with any points in a level beyond that plotted as solid circles.

The **Show pupils who have** dropdown is used to alter the visibility of pupils, the **Not progressed** option shows all the users who are still working in their start level and the **Progress across levels** option shows all the pupils who've worked in 2 levels or more. The start date will automatically adjust to the first point of progress so that all points are visible.









Group Progress History

The **Group Progress History** report shows the mastered skills progress of one or more pupils in a group during a set timeframe.

Once a group has been selected from the **Choose a group** dropdown menu, the names of the pupils in that group will appear in the **Report options**, each with their own colour code. Click the tick boxes next to the pupils you would like to include in the report.

Rolling over a node on a pupil's progress line will show the sub-level that the pupil is at, at that point in time.

Clicking the **Show group progress** tick box enables you to view the group's working at average over time.

Clicking the **Select all pupils** box will select all the pupils who've made mastered a skill in the timeframe.

The **Group Progress History** report has two graphing modes: **Absolute** and **Relative to group**. The graphing mode can be changed by selecting the desired option from the **Choose graphing mode** dropdown menu in **Report options**.

Absolute mode

Absolute graphing mode displays shows how much progress the group of pupils has made through the curriculum levels during the specified timeframe.







Relative to group mode

In the **Relative to group** graphing mode, a horizontal dashed black line represents the group's average progress during the selected timeframe. The pupil progress lines show how far above or below that average each pupil was over time.







Group Progress Snapshot

The **Group Progress Snapshot** report shows the number of curriculum sub-levels that pupils in the group have progressed during a specified timeframe.

The timeframe can be set in the **Report options** by choosing from *Last day, Last 7 days, Last 30 days, Last year and Academic year*. Alternatively a *Custom* timeframe can be selected by setting the start and end dates in the date pickers.

Rolling over the coloured bar for a pupil will provide more details on their start and end level and the number of sub-levels that they have progressed during the set timeframe.

Ticking the **Show group average** tick box will display the average progress made by the group during the specified timeframe.







Group Activities Snapshot

The **Group Activities Snapshot** report shows the scores pupils in a selected group achieved during a specified timeframe.

Every pupil who answered a question during the timeframe has an activities bar broken down into how they performed. A question can be answered **Right first time**, **Right second time**, **Right third time** or have its **Answer shown**. Each segment of the bar corresponds to an answer colour and its height depends on the number of answers answered in that way.





Pupil Topics Overview

The **Pupil Topics Overview** report shows the progress of pupils across the RM Easimaths topics. The report will default to show the progress of the selected group. It is also possible to filter to display the progress of an individual pupil in the **Report options**.

The start and end points of the horizontal bars show the range of curriculum sub-levels covered by each topic.

The different coloured bands demonstrate the percentage of mastered skills, skills in progress and problems skills encountered in each topic, enabling you to pinpoint problematic topic areas at a group or individual level. Rolling over each coloured band will provide you with the number and percentage of skills represented.

The **Not relevant** grey colour band indicates the number of skills in that topic with a lower sub-level than the pupil's starting level. If a pupil regresses to a skill with a lower sub-level than their starting level, some of the grey band will change colour.



The dotted black line indicates a pupil's initial starting level.





Pupil Progress

The **Pupil Progress** report enables close monitoring of activity within RM Easimaths. Each activity undertaken by a pupil is visible in this report and the status of the skill is visible. It is therefore possible to identify when pupils have only been presented with an instance of an activity and not *mastered* it, when they have encountered a *problem skill* or when they have been able to *master* the activity. The time, date and skill information for the activity is plotted onto each node of the report graph.

Individual pupils who have data recorded in RM Easimaths may be selected from the dropdown menu. It is then possible to filter the topics visible on the chart using the tick boxes, allowing you to fine-tune the display to show only the specific types of skill required. You can also filter by Viewed activity, Mastered skill and Problem skill.







Activity Status

As pupils work through the activities, the status changes to show the pupil's progression.

An activity may have one of four status values:

- In Progress (Viewed activity) The activity is available for the pupil to work on in the next session.
- Mastered The activity belongs to a skill that has been mastered. To *master* a skill, a pupil must achieve a set number of consecutive, first-attempt correct answers to activities the number varies between 1 and 6 for different skills but is most commonly 3.
- Problem If the pupil answers incorrectly they are presented with the skill using a different activity. A skill is flagged as a *problem* if the pupil continues to answer incorrectly. The pupil is regressed to an earlier skill.
- Locked If the pupil is regressed to an earlier skill, the original activity is *locked*, preventing it from selection until the earlier skills have been successfully completed.

The status of a skill can be seen by hovering over the nodes on the graph, and also by the shape of the node:

Abby Hvl	er
First face	ed: 02/02/2014, 11:39
Mastere	d on: 09/02/2014, 15:23
Level 2c,	, Subtraction
word sto	ry, without a number strip
5	
_	
y:	
y:	~
y: Viewed activity	
y: ● Viewed activity ◆ Mastered skill	
y: ● Viewed activity	~





If an activity is *locked* this will be noted in the report which you can access by clicking the CSV button.





Pupil Activities History

The **Pupil Activities History** report shows the breakdown of scores that a pupil has achieved in RM Easimaths during a specified timeframe.

Mastery of a skill requires pupils to submit answers correctly the first time. This report indicates how often RM Easimaths intervenes to assist pupils with activities before the pupil is permitted to move on to another activity, or a problem skill is raised.







Formatting and printing reports

Tabular reports

Reports can be viewed in tabular form by clicking the **Table** button.

-	
HH	Tahlo
	Table

Торіс	In progress	In progress (%)	Mastered	Mastered (%)	Problems	Problems (%)
2D Shapes	13	4.42	159	54.08	0	0
Addition	38	2.51	526	34.79	1	0.07
Area	6	1.9	160	50.79	0	0
Cardinal Number	24	4.23	49	8.64	0	0
Division	7	1.01	63	9.09	0	0
Handling Data	0	0	1	4.76	0	0
Multiplication	6	0.92	67	10.29	0	0
Number Abstraction	45	10.2	39	8.84	0	0
Number Development	10	0.87	186	16.1	0	0
Number Patterns	0	0	0	0	0	0
Numerals	18	2.32	71	9.14	0	0
Pairing	20	2.16	43	4.65	0	0
Partitioning	26	3.26	309	38.72	3	0.38
Subtraction	18	2.38	261	34.52	1	0.13
Time	58	9.86	122	20.75	1	0.17

Printing reports

You can print any tabular or graph report by clicking the **Print** button.

Exporting reports

You can also export group reports to a CSV file by clicking the **CSV** button.







Problem skills

If a pupil fails to answer an activity correctly a number of times, they will be regressed automatically to an activity that will aid their understanding of the more difficult task. Once the pupil has mastered the regression activity, they will be given the more difficult skill in their next session. See the section on Regression for further information.

If an activity has been flagged as a problem, it is reported in the **Problem skills** tab for their teacher's attention.

Regular monitoring of these problem skills reveals areas where a pupil is struggling and allows teachers to target additional teaching. As the number of pupils who are having problems with a particular skill is listed, teachers are able to target specific teaching to the whole class or to a particular group of pupils.

(Please note: problem skills will be listed according to their appropriate Curriculum for Excellence level when the Scottish Curriculum for Excellence is chosen as the local curriculum in the school details.)

Problem skills can be organised by **Topic** or by **Pupil**, and are displayed in expandable rows that can be sorted. The sorting options are **A-Z** or **Frequency**, where the topic or pupil (depending on the **Organise by** setting) with the most problem skills will be shown first.

Reports	Problem skills	Groups	Topic menu		My details	School setup
Choose a teacher:	Year	1's topics v	with problem s	skills		
Mr Adams	Additi	on				
Choose a group:	Additi					
Year 1	Y1-B	: Adding two groups with	hout a visual counting clue (maximum 10 objects)		1 Pupil 🔻
Choose a pupil:		adia Caban				
All		anie Schon				
Choose a topic:				Select all	Retest selected	Preview
All						
view options	Partiti	oning				
	Y1 - B	: Partitioning 15 as 10 +	5 using 10p and 5p coins			1 Pupil ┥
Organise by:	Y1 - B	: Partitioning 16-19 usin	g 10p. 5p and 1p coins			2 Pupils
🗭 Topic 🙎 Pu	pil		5 · r, -r			
Sort by:	Time					
JE A - Z 🔷 Fre	q. Y1 - B	: Introducing digital cloc	ks			1 Pupil ┥
Print screen						

Organised by Topic and A-Z



Problem	skills		Logged on Mr Adar	as: ns	School na Pennin e	^{me:} e High Sch	ool (Pennine)
Reports	Problem skills	Groups	Topic menu			My details	School setup
Choose a teacher: Mr Adams Choose a group: Year 1 Choose a pupil: All Choose a topic:	Paolo	r 1's pupils w Londagin oning - B : Partitioning 15 as 10 -	vith problem	skills			2 Skills ▼ Preview Preview
All ∕iew options					Select a	II 📄 R	etest selected
organise by:	upil Time	ne Dowdall					1 Skill ◀
ort by: L A - Z 🔷 Fi	req. Charl	ie Schon					
🔒 Print screen	Additio	DN					1 Skill ◀
	(2) Harry	Wolbrecht					4.01-01

Organised by Pupil and Frequency

Preview

To run a particular problem skill activity, click on the problem skill to expand the menu and click **Preview activity**.

Retest selected

Problem skill activities are automatically added back into the pupil's sessions after a period of 30 days, which reduces the need to manually retest skills. However, teachers can select a problem skill for retesting sooner by clicking the tick box next

to the relevant pupil and clicking **Retest selected** for the highlighted skill. The relevant activity will then be presented to the pupil again.





Not all pupils will have raised problem skills or mastered activities. In the **Problem skills** tab, the indicator chart on the left-hand side of the screen shows a summary of the pupils whose scores have been tracked by the system, and provides a quick way to see how well the group is progressing as a whole.





Groups

The powerful reporting system of RM Easimaths works from the data collected in *Groups*. *Groups* can be managed under the **Groups** tab of the **Teacher dashboard**. You can add as many or as few groups as you require, but it is recommended that every pupil is made a member of at least one group so that their progress may be monitored and compared.

Groups can be updated, and pupils added and removed, at any time. There can be one or several groups per class, allowing you to monitor the progress of pupils of differing abilities independent of the class they happen to be in. Pupils can also belong to more than one group. The flexibility of the RM Easimaths *Groups* system allows teachers and school administrators to compare the progress of pupils across differing abilities, backgrounds and ages, for example:

Reports	Problem skills	Groups	Topic menu			My details	School	setup
Print details				a Pi	int pupil card	Remov	e selected j	oupils
Mr Adams	Pupils	in Year 1	DOB	Loval	Total time	Drobleme	Statue	
rear 1		Comb	27/04/2000	V4 D	201-22	Prodicina	Status	
(ear 2	Blenker	Saran	27/04/2009	¥1-B	20n 33m	0	0	
	Campanen	Rachel	28/07/2009	TI-B	1/11 2/111	0	0	
'ear 3	Depping	Maximilian	22/08/2009	Y1 W	190 15b 20m	0	0	
	Depping	Domi	12/10/2009	V1 P	101 3011	0	0	
Add group Edit (group	Arianno	11/07/2008	V1 P	116.4m	4		
	Drozdowsk	i Cavla	16/06/2009	VR-S	11h 5m	0	0	
	Ellrod	Lori	05/04/2009	¥1-W	14h 54m	0	0	
	Kreiser	Michela	08/03/2009	¥1-B	13h 55m	0	0	
	Kyeton	Andreas	12/03/2009	YR-S	11h 10m	0		H
	Londagin	Paolo	19/11/2008	Y1-B	17h 39m	2	0	
	Meehl	Margy	13/01/2011	YR-S	13h 10m	0	0	
	Nortz	Regan	27/12/2008	YR-S	13h 54m	0	0	
	Porrini	Fred	09/05/2009	YR - S	13h 43m	0	0	
	Sarnicola	Mari	12/11/2008	Y1 - B	14h 27m	0	0	
	Schon	Charlie	18/08/2009	Y1 - B	11h 14m	1	0	
	Seit	Abel	09/02/2009	Y1-W	16h 27m	0	0	
	Stommes	Andreas	18/08/2009	YR - S	16h	0	0	
	Wolbrecht	Harry	24/07/2009	Y1 - B	15h 17m	1	0	
							-	

Enter a group name

OK

Cancel



Add a group

School administrators can create groups for other teachers. See Add groups for other teachers in the School setup and administration section.



Edit group

Save changes

- 1. Click Add group.
- 2. The Enter a group name box appears.
- 3. Type in the name of the new group.
- 4. Click **OK** and the new group name appears on the **Groups** page, and the teacher will be taken to the **Add/remove pupils** screen (see below).

Add a pupil to a group

- To add a pupil to a group, click the relevant group's button and click Edit group.
- 2. An **Add/remove pupils** pop-up containing a list of all pupils on the system will appear.
- 3. Click the **Add** button next to the pupils to be added to the group.
- 4. Click **Save changes** when finished or the **x** button to cancel the edit.

aa/remov	e pupils from Y	Edit nam	e		S	Save changes	
d pupils with the filter Idd or remove them f	rs below, then click the 'Add' or 'Re rom the group.	move' buttons next to each	n pupil	E	nter pupil na	ame Q	
elect age	Select level	BCDFFGHI	JKIM	NOPOR	R S T U	V W X Y Z	
			Test listed Real Read				
ge 1 of 9 Previo	us <u>1 2 3 4 5</u> Ne	xt		Show 2	<u>40</u> 80	rows per page	
urname	Forename	D.O.B.	Level	Problems	Status	Select	
falava	Shelbie	30/04/2009	YR-S	0	0	Add	
Idapa	Elfreda	15/04/2010	YR - W	0	0	Add	
pyuan	Romain	25/10/2008	YR - S	0	0	Add	
rgyle	Reed	09/04/2009	Y1 - B	0	0	Add	
rriano	Layla	04/11/2007	Y2 - S	0	0	Add	
sner	Franklin	08/11/2007	Y2 - W	0	0	Add	
ughtman	Franchesca	31/12/2007	Y1-S	0	0	Add	
uvil	Salvador	12/07/2010	YR - W	0	0	Add	
aker	Harry	18/07/2010	YR - W	0	0	Add	
alzarine	Tonio	18/02/2009	YR - S	0	0	Add	
arbieri	Tanika	15/08/2009	YR - W	0	0	Add	
arnwell	Estela	21/06/2010	YR - W	0	0	Add	
arren	Crispian	28/08/2008	Y1 - S	0	0	Add	
asuttil	Leland	01/01/2008	Y1-S	0	0	Add	
ellazer	Lieselotte	10/12/2007	YR-S	0	0	Add	
ellflower	Hildegard	31/01/2009	Y1 - B	0	0	Add	
erardinelli	Ronnie	18/06/2009	YR - S	0	0	Add	
ibba	Talbat	19/11/2000	VR .W	0	•	Add	

Edit a group name

You can edit the group name from within the Add/remove pupils pop-up. Click Edit name and type in the new name in the field that appears. Then click OK (or Cancel to leave without any changes).

Delete a group

- 1. To delete a group, click the cross in the corner of the group button.
- A warning will appear asking for confirmation of the delete action. Please note that 2. deleting the group will not delete the pupils' details or reporting information.
- 3. Click **OK** to delete the group from the system.

Remove a pupil from a group

There are two ways to remove a pupil from a group.

- 1. Click Edit group and in the Add/remove pupils pop-up, click Remove next to the pupils that are to be removed and click **Back to groups**. The group display will be updated with the appropriate pupils removed.
- 2. Alternatively, on the Groups screen, click the tick box next to the pupils to be removed, and click **Remove selected pupils**. A warning will appear asking for confirmation.

However, by removing a pupil from a group, their details and reporting information will not be deleted. Pupils can be removed and added to any group at any time without it affecting their data.

Change the group owner

Once a group has been set up, school administrators can subsequently change the owner of the group, allowing them to set up the groups centrally and then assign them to the appropriate teachers.









Edit name

(*)

Remove







- As a school administrator, you can change the owner of a group by clicking the Change group owner button next to the appropriate group.
- 2. In the **Change group owner** pop-up that appears, select the owner that you require from the list.
- 3. Click **OK** to confirm your selection.

Sam Adams	 ✓
Richard Admon	
Daisy Bowlus	
Kristyn Brodes	
Dean Craw	
Benedette Finn	-

Change a pupil's level

Pupil levels can be manually changed in Easimaths from the Groups and Pupil setup pages in exactly the same way.

Once a pupil's level has been changed any progress they'd already made will be lost, so be sure of this step.

- 1. To change or assign a pupil's level click their level button.
- 2. In the **Level** pop-up that appears select the curriculum level that you want to assign to the pupil.
- 3. Confirm that you are happy to erase any existing progress for this pupil.
- 4. Click **OK** to confirm the pupil's level change.

Please note that although progress for the previous level is erased, the pupil's overall points and rewards earned are retained and recorded in the **My Progress** and **Scoreboard** <u>screens</u>.

rr - s	✓
(1 - B	
(1 - W	
Y1 - S	
Y2 - B	
/> W/	
Changing the level of an existing progress for that pupil, although th certificates will remain. Please cho continue. Pupil level last reset on	pupil will erase all heir score and earned eck here if you wish to 15-05-2015

Retrieve a pupil's password

To retrieve a pupil's password, click the green information button in the **Status** column next to their name in the Groups tab. This will bring up the pop-up below. © RM Education 2016



Y1 - B



Ruth Trimis		Account Created
Username	Ruth.Trimis	
Password	OrangeSquare453	
	OK Reset	

This can also be found on the **Pupil setup** tab of the **School setup** page if the user has admin privileges.

Topic menu

The content in RM Easimaths can be accessed through the **Topic menu** from the **Teacher dashboard**. The content may be explored independently of the progress tracking system used for pupils.

The menu can also be used in conjunction with an interactive whiteboard as a whole-class teaching tool to explore concepts before learners practise the skills through their own login.

When entering the **Topic menu**, you will automatically be taken to the *Addition* topic.

All the topics are listed down the left-hand side. To change to a different topic view, click on that topic's title. The maths curriculum elements and skills covered in that topic will be displayed with links to each activity.

lopic	menu		Mr Adams	Pennine High Sc	hool (Pennine)
Reports	Problem skills	Groups	Topic menu	My details	School setup
► 2D Shapes		2D Shapes			



Pupil homepage

When a pupil logs in, they will be taken to their **Start Session** page. If it is their first time logging in, the activity will be selected from the level set in the **Pupil setup** or **Groups** screens (see Change a pupil's level). If the pupil has used RM Easimaths before, their starting activity for the session will be selected from the level they have reached during their time using RM Easimaths.

To access their RM Easimaths session, the pupil clicks on the yellow **Start** button. They are then presented with the first of the session's targeted activities.







Activity player

- When a session starts, the first activity in the session will load in the activity player.
- When the pupil believes that they have completed the activity, they click the blue submit arrow in the bottom right-hand corner of the player.
- When they complete the activity successfully, the pupil is given positive audio feedback and is automatically taken to another activity at their level.
- If the pupil does not complete the activity successfully, the pupil gets two more chances with more audio feedback and, where appropriate, visual hints.
- If the pupil's third attempt at completing the activity is not successful, the pupil is told and shown the correct answer and given the chance to take in all the information on screen.
- When the pupil is ready to move on, a click of the mouse will take them to an activity appropriate to their ability level.
- The pupil can end a session at any time by clicking the cross in the top right-hand corner of the screen.
- The activity can be enlarged to take up the whole screen by clicking on the **Full screen** icon below the player.



Session time-out

If there is no interaction with an activity for 20 minutes, the pupil's login session will time out and they will be asked to log in before continuing. It is recommended that the user logs out and then closes their browser after completing a session.





My Progress and Scoreboard

When pupils log in they have the option to go to the **My Progress** screen where they can see their total points, the number of questions answered right first time and the number of skills mastered.

When the pupil masters 30 new skills they will be awarded a certificate – they can click on the certificate to open a printable version. The progress bar at the bottom of the page shows the pupil how close they are to gaining their next certificate. When pupils are moved up a level, their *Total points* and *Rewards earned* are retained but *Right first time* and *Skills mastered* return to zero.



Pupils can click on My Rank to see how they are doing compared to other pupils in the school.

RMie	e asi maths ⁻		Home Help Reina > Logout	
	My Progress	My Rank 🔶		
	5 Rookie 4 Du	de 3 Wise One 2	Elite 1 Legend	
RM	© RM Education 1997-2015		Aboutus Contactus Terms Privacy	



Pupils are ranked according to where they appear in the Scoreboard.*

This can be accessed from the pupil homepage by clicking on **Scoreboard**, and shows the weekly scores and the total scores for all pupils in the school (they are ranked according to activities successfully completed rather than overall level).

Pupils can see how many places they have gone up or down, what their rank is, and the top ten.

A Maakhy Searas			Rank
Weekiy scores	Ioici scoles Y		Legend
★ Your position: 3 Score: 3418	5		
1 Shannan Barbur	46490 ^{pis}		Legend
2 Dolph Bradstreet	35450 019		Legend
3 Reina Contos 🚖	34185 pts		Legend
4 Precious Bervig	31115 🛤		Legend
5 Edison Suttie	30585 ^{pls}	-2 🗢	Legend
6 Elouise Ferard	29840 ^{pla}	-3 👽	Legend
7 Arvin Haddon	29680 ^{pls}	+1 🕥	Legend
8 Richard Budinich	29585 ^{pts}	-4 💿	Legend
9 Elton Tresca	29465 ^{p1s}		Legend
10 Jamel Wehr	28615 ^{pls}		Legend
			the second secon
My position Top 10		Page	1/12

* This feature is optional and the Admin can choose to show or hide this for a school depending on whether they want the pupils to see it.

Information button

Clicking the information button in the top left-hand corner of the player screen will provide the activity ID, instance value, level value, plus the activity's skill and sub-skill. It will also show the duration of the current session in minutes.

Activity Id: 28, instance 0	Session:	0 mins 🕩
Skill: Adding 2 to 9 to a 2-digit number crossing a decade boundary Sub-skill: Adding 2 to 9 to a 2-digit number, crossing a decade boundary, with no visual support	Keypad:	off 🔡

In activities that require pupils to type in text, they can use the on-screen keypad instead of their keyboard if they wish.

To enable the on-screen keypad, click the information button to open the information panel. Then click the On/Off button next to Keypad and make sure that it is set to **On**.

The on-screen keypad will then appear whenever the pupil is presented with an activity requiring text entry.



If you need to enquire about an activity with the RM Easimaths support team, please capture and provide the information found here.



Page 41 of 70



Keypad:





Early interaction

If the early interaction setting is enabled (see Allowing early interaction and skip sentence) then the activity player will allow pupils to answer questions at the earliest point possible.



A pupil can only interact with **typed** answers early and the pupil will still have to wait until the blue submit arrow has appeared before their answer can be confirmed.

Skip sentence

If the skip sentence setting is enabled (see Allowing early interaction and skip sentence) then users will be able to skip to the end of a question being read out or skip through post-question feedback.

To jump to the end of the question just click the skip button when it appears in the bottom left of the screen. If a pupil misses part of the question by clicking the skip button, then clicking the question text will read it out again.



End of session game – Flingaball

Flingaball is a physics-based game with a selection of short, fun levels for pupils to play as a reward for completing RM Easimaths activities. Points earned during their progress in RM Easimaths unlock more levels and features.







Pupils earn points for every activity they complete within RM Easimaths. They will earn:

- 15 points if they successfully complete the activity on the first submission
- 10 points if they successfully complete the activity on the second
- 5 points if they successfully complete the activity on the third
- 0 points if they do not get the activity correct
- Bonus points can be earned for mastering a skill

At the end of each RM Easimaths session, the pupils will see their results on-screen.





Clicking **Continue** will take pupils to a screen where they can choose whether to start a new RM Easimaths session, or play the Flingaball game.





If they select **Play Flingaball** and the points they have scored in their session have unlocked levels or items, they will see a screen detailing how many items and levels they have unlocked.

Selecting an unlocked level will take them into the game.

All levels are mouse-controlled, intuitive and physics-based. The pupil collects stars by launching a series of flingaballs from the catapult in levels of graduated complexity.





School setup and administration

When first logging in as a school administrator, this pop-up will appear.

There is a **School setup** button on both the pop-up and the **Teacher dashboard**. Click this button to create and edit both teacher and pupil details.

School setup

Is this your first visit to RM Easimaths? Operative of the properties of

Using RM Easimaths with RM Unify

If you are using RM Easimaths through RM Unify, please contact your RM Unify administrator for importing users and any subsequent updates. Some areas of the RM Easimaths administration section will be disabled as changes can only be made using the RM Unify Management Console. However, all RM Easimaths groups are created and edited within the product – see the Group setup section.

Changing school details

School administrators can update school details by clicking **Change school details** on the school setup page.

Change school details

Contact forename	Hilary	
Contact surname	Jenkins)
School name	Pennine High School	
Address line 1	14 Fortenham Road	
Address line 2		
Town/city	Salisbury	
County	υк	
Postcode	SP2 XNH	
Country	United Kingdom	T
Phone number	01126477719	
Contact email	ihsy9@pennineschool.com	





On this form, the school administrator is able to change/update the contact details for the school, including the contact name, school name, address, telephone number and email address.





Changing the local curriculum

School administrators can choose which local curriculum will be used to calculate the data for their school's reports by selecting the new English National Curriculum, the old English National Curriculum, the Welsh Curriculum or the Scottish Curriculum for Excellence from the **Local curriculum** dropdown menu.

When any school administrator or teacher at your school accesses the reports from the **Reports tab** on the **Teacher dashboard**, the data will be displayed using the selected curriculum. The chosen curriculum will also be used wherever curriculum levels appear in

-	
Local curriculum	New English National Curriculum
Session limit	10 🔻
Allow game	• Yes No
Require session completion	Yes 💿 No
Show high score table	Yes No
Allow early interaction	• Yes No
Allow skip sentence	• Yes No
Show reports dashboard	Yes No

RM Easimaths, including in the **Problem skills** tab, the **Groups** tab, the **Topic menu** tab and the **Pupil setup** tab.

Changing the standard RM Easimaths session time

Via the **Session limit** dropdown, you can select 10, 15, 20, 25 or 30 minutes as the limit for each session of RM Easimaths, or you can choose to completely remove the session limit.

Enabling and disabling the end of session game

As a school administrator, you can disable and re-enable Flingaball, the end of session game, simply by selecting the **Yes** or **No** radio button next to **Allow game**.

A school administrator can also prevent pupils from accessing Flingaball until they have completed a session by selecting the **Yes** radio button next to **Require session completion**.

Allowing early interaction and skip sentence

A school administrator can disable or enable the **early interaction** and **skip sentence** additional activity player features by selecting **Yes** or **No**. The default **No** setting for the **skip sentence** and **early interaction** options mean a pupil has to listen to a question fully before they can enter an answer.

Show reports dashboard

A school administrator can choose to show or hide the reports dashboard when the Reports option is selected.

Once you have finished editing the school details, click **Apply changes** to save your amendments.





Teacher setup

In **School setup**, the first screen is **Teacher setup**. A member of staff can have one of three roles in Easimaths, each of these have different permissions:

- Admins have full access, with the ability to add, remove or edit users, change school details, manage groups and view reports
- Teachers are able to manage their own groups, view reports, change their pupils' passwords and trigger problem skills for re-testing
- View Only users can view or print reports but they cannot own groups or trigger problem skills. This role is designed for support staff or governors.

For full details, see the role permissions table.

To add a teacher:

1. Click **Add Teacher**. The button changes to **Cancel** and at this point, no other teacher can be edited.



2. Select a Title, type in the Surname, Forename and Email address.

The new user will be created as a Teacher by default but this can be changed, and there are no limits on the number of Admins, Teachers or View Only users in the system.

Teach	er setup Pup	il setup Grou	setup	Change school detai	ils Back to das	hboard
👌 Pr	int details				Delete se	elected
age 1 of	1 Previous 1	Next		Show 2	0 <u>40</u> 80 rows r	oer page
litle	Surname	Forename	Email address	Role	Status	
Mr 🔻	Adams	Sam	samAdams87@yahoo.com	Teacher	📀 Created	
Mr 🔻	Admon	Richard	admin@yahoo.com	Admin 🔒	📀 Created	
Mrs 🔻	Bowlus	Daisy	daisy12345@bowlus.com	Teacher	🕒 In progress	
Miss 🔻	Brodes	Kristyn	kduk.prm@msn.com	Teacher	🕒 In progress	
Mr 🔻	Craw	Dean	crawDean@gmail.com	Admin	📀 Created	
Miss 🔻	Finn	Benedette	bFinn00@msn.com	Teacher	🕒 In progress	
Mrs 🔻	Garavelli	Hosea	mfzqs@hosea.org	Teacher	🕒 In progress	
Miss 🗸	Kauo	Arnie	tgyhw_bxnq@yahoo.com	Teacher	Created	
Mrs •	Lauder	Pauline	czfd.qse@gmail.com	Admin	🕒 In progress	
Mrs 🔻	Linney	Vicky	vLinney01@yahoo.com	Teacher	🕒 In progress	
Mrs 🗸	Luxmore	Carter	luxmore_carter@hotmail.co	Teacher	📀 Created	
Mrs 🗸	Mcabee	Sasha	mcabee17892@msn.com	Teacher	Created	
Mrs 🔻	Ruliffson	Holly	iqca@msn.com	Teacher	📀 Created	
Mrs 🗸	Scancarello	Belinda	yuuihry@gmail.com	Teacher	🕒 In progress	
Mrs 🔻	Schmeiser	Gwen	schmeiser@hotmail.co.uk	Admin	Created	
Mrs 🔻	Schomberg	Lata	lbpujh16@schomberg.biz	Teacher	🕒 In progress	
Mrs •	Wulkan	Keanu	wulkanKeanu@msn.com	Teacher	Created	
Miss 🔻	Zepp	Paul	paul@zepp.com	Teacher	🕒 In progress	
Page 1 of	Previous 1	Next		Show 2	0 <u>40</u> 80 rows (oer page



Click on the Status icon to set a user's password – this should be emailed to the member of staff, who then has the option to change the password by clicking on My details.

abel Hall		Account Created
Username	Halls	
Password		
Confirm password		

Changing a user's role

To change a user's role, click their Role button. This will bring up a **Change Role** pop-up containing the three role options available in Easimaths. If the Admin or View Only role types are selected then the user's new abilities will be shown.

Chang	ge Role
elect Role	
Admin	~
Teacher	

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Page 49 of 70

Admin users can create, edit and delete teacher and pupil details and change the school details entered at registration.







Changing a username and password

The administrator can change a teacher's username or password by clicking on the Status icon. Click **Reset** and enter the new details, click **Save** to confirm any changes.

all Isabel		Account Created
Username	Hallisabel	
Password		
Confirm password		Match



Pupil setup

🕂 Add pupil

Created

- 1. In School setup, select the Pupil setup tab.
- 2. Click Add Pupil. The button changes to Cancel and at this point no other pupil can be edited.
- 3. Type in the Surname, Forename and Date of birth.
- 4. Select a curriculum level for the pupil to start from. This will determine the level of activity that the pupil will begin at when they log on for the first time. It is recommended that the level is set slightly lower than the pupil's current working level, so that they start with slightly easier content while they learn how RM Easimaths works. (The pupil can log in if they don't have a level set, but when they click the start button they get an error message asking them to contact the teacher.)
- 5. The Status will now show as *Created*.

upii set	up		Mr Adams	Pennine	High School (F	Pennine)
Teacher setup	Pupil setup	Group setup		Change school det	ails Back to da	shboard
Print details		(1) Import pupil details	Export pupil details	Print pupil card	d 🖸 Delete	selected
	А	BCDEFGHIJI	KLMNOPQRSTU	IVWXYZ	Enter pupil name	٩
nge 1 of 9 Previous	1 2 3 4 5 For	Next	DOB	Show	20 <u>40</u> <u>80</u> rows	s per page
Afalava	Shel	bie	30/04/2009	YR-S	Created	
Aldapa	Elfre	da	15/04/2010	YR-W	Created	
Aldapa Apyuan	Elfre	da nain	15/04/2010 25/10/2008	YR-W YR-S	Created Created	
Aldapa Apyuan Argyle	Elfre Rom Ree	da nain d	15/04/2010 25/10/2008 09/04/2009	YR - W YR - S Y1 - B	Created Created Created	
Aldapa Apyuan Argyle Arriano	Elfre Rom Ree Layl	da Iain d	15/04/2010 25/10/2008 09/04/2009 04/11/2007	YR - W YR - S Y1 - B Y2 - S	 Created Created Created Created Created 	
Aldapa Apyuan Argyle Arriano Asner	Elfre Rom Ree Layl Fran	da lain d a klin	15/04/2010 25/10/2008 09/04/2009 04/11/2007 08/11/2007	YR - W YR - S Y1 - B Y2 - S Y2 - W	 Created Created Created Created Created Created 	
Aldapa Apyuan Argyle Arriano Asner Aughtman	Elfre Rom Ree Layl Fran Fran	da iain d a klin chesca	15/04/2010 25/10/2008 09/04/2009 04/11/2007 08/11/2007 31/12/2007	YR - W YR - S Y1 - B Y2 - S Y2 - W Y1 - S	 Created Created Created Created Created Created Created 	
Aldapa Apyuan Argyle Arriano Asner Aughtman Auvil	Elfre Rom Ree Layl Fran Fran Salv	da lain d klin chesca ador	15/04/2010 25/10/2008 09/04/2009 04/11/2007 08/11/2007 31/12/2007 12/07/2010	YR - W YR - S Y1 - B Y2 - S Y2 - W Y1 - S YR - W	 Created Created Created Created Created Created Created Created Created 	
Aldapa Apyuan Argyle Asner Aughtman Auvil Baker	Elfre Rom Ree Layl Fran Fran Salv Harr	da lain d d klin chesca ador y	15/04/2010 25/10/2008 09/04/2009 04/11/2007 08/11/2007 31/12/2007 12/07/2010 18/07/2010	YR - W YR - S Y1 - B Y2 - S Y1 - S Y1 - S Y1 - S YR - W YR - W	 Created 	
Aldapa Apyuan Argyle Arriano Asner Aughtman Aughtman Auvil Saker Balzarine	Elfre Rorr Ree Layi Fran Fran Salv Harr Toni	da lain d kiin chesca ador y o	15/04/2010 25/10/2008 09/04/2009 04/11/2007 08/11/2007 31/12/2007 12/07/2010 18/07/2010 18/02/2009	YR-W YR-S Y1-B Y2-S Y2-W Y1-S YR-W YR-W YR-W YR-S	 Created 	
Aldapa Apyuan Argyle Arriano Asner Aughtman Aughtman Auvil Baker Bakzarine Barbieri	Elfre Rorr Ree Layi Fran Fran Saiv Harr Toni	da lain d kiin chesca ador y o ka	15/04/2010 25/10/2008 09/04/2009 04/11/2007 08/11/2007 12/07/2010 12/07/2010 18/07/2010 18/02/2009 15/08/2009	YR-W YR-S Y1-B Y2-S Y2-W Y1-S YR-W YR-W YR-S YR-W YR-S YR-W	 Created 	
Aldapa Apyuan Argyle Asner Auvil Baker Balzarine Balzarine Barbieri Barmwell	Elfre Rorr Layl Fran Fran Salv Harr Toni Tani	da aain d a kiin chesca ador y o o ka a	15/04/2010 25/10/2008 09/04/2009 04/11/2007 08/11/2007 12/07/2010 18/07/2010 18/02/2009 15/08/2009 15/08/2009 15/08/2009 15/08/2009	YR-W YR-S Y1-B Y2-S Y2-W Y1-S YR-W YR-S YR-S YR-W YR-S YR-W YR-W YR-W	 Created 	
Aldapa Apyuan Argyle Asner Aughtman Aughtman Auvil Baker Balzarine Balzarine Balzerine Barbieri Barmwell	Elfre Rom Layl Fran Fran Salv Harr Toni Tani Este	da aain d a klin chesca ador y o o ka a a	15/04/2010 25/10/2008 09/04/2009 04/11/2007 08/11/2007 12/07/2010 12/07/2010 18/02/2009 15/08/2009 21/106/2010 22/106/2010 28/08/2008	YR-W YR-S Y1-B Y2-S Y2-W Y1-S YR-W YR-S YR-W YR-S YR-W YR-W YR-S YR-W YR-W YR-W YR-S YR-W YR-W YR-W YR-S YR-W YR-W	 Created 	

You can amend a pupil's details at any time by typing the amended information into the appropriate field (Surname, Forename or D.O.B.). Any changes made here will not require you to click a Save button,

so care should be taken not to accidentally amend these fields.

If you click the **Created** field, a pop-up appears showing the login details (username and password), which may be updated by the school administrator by clicking **Reset**.

Layla Arriano		Account Created
Username	Layla.Arriano	
Password	arriano234	

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On the Pupil setup page, there is an option to print out a pupil card for each selected user.

These quick reference cards contain the pupil's username, current password and Site ID. They can be cut out for each child to keep, take home or handed out at the start of a class session.

To access the cards, tick the checkbox at the end of the row containing the pupil's details.

Then select Print pupil card above the table of details.

👌 Print pupil card



This will bring up a new browser page with all the chosen cards set up ready to print out.









Import pupils via a CSV upload

RM Easimaths also allows the school administrator to import many pupils at once via a CSV file upload. On the **School Setup** screen, go to the **Pupil setup** tab and select **Import pupil details**.

🔘 Import pupil details

Make sure 'First row contains column headings' is ticked. If this is left unticked, then you will not be able to match the columns to the right type easily (see further down this page) and your column headings ('Forename' 'Surname' etc.) will be imported as if they were a pupil's details.

The CSV file needs to contain columns for:

- Forename
- Surname
- Date of birth (in dd/mm/yyyy or dd-mm-yyyy format)
- Username (unlike other pupil details, this must be unique)
- Password
- Level (the pupil's curriculum start level)



File name:new_pupils.csv		
The headings in RM Easimaths may be diff	erent to the headings in the CSV file you h drop down menu. All headings are ma	are import
choose the nearing that matches non eac	n drop down mend. An neadings are ma	indatory.
RM Easimaths headings	Imported headings	
Forename	→ Forename	
Surname	→ Surname	
Date of birth	Date of birth	
Username	→ Username	
Password	→ Password	
Level	-> Level	

If you leave some or all of the username and password boxes blank in the CSV, RM Easimaths will create usernames and passwords for those pupils automatically.

The column headings in the CSV file do not matter, as long as you know which column contains the relevant fields. Before the CSV file can be imported, RM Easimaths will ask which column contains the relevant information.

The Username, Password and Level columns can be blank, but they should have a header in the CSV file. The Level data can be entered at a later stage.





CSV errors

Any CSV data that is missing or is in the wrong format will be highlighted in red. These errors must be dealt with before the import process can complete. Red errors are fixed by changing the contents of fields highlighted according to the guidelines above them or clicking ignore on that row's checkbox. Once the

vellou	nd some erro	ors in your csv, 4	rows need chan	ges		
he forena	me and surname fie	lds cannot be null				
he first an	d last name fields c	an only be made up of alpha	abetic or .,'- characters.			
0.O.B. mus	t be in the format D	D/MM/YYYY or DD-MM-YYY	Y, and not later than tod	lay's date.		
he same	from the school's cu	irriculum can be set, these a	are listed in each row's le	evei aropaown.		
ne same i	aschiame cannot be	imported twice ironi tile sa	IIIC C3V.			
Row Num	Forename	Surname	D.O.B.	Username	Level	Ignore
2	James	Hayden-Brown	10/02/2005	jHayden04	Y1 - B	
		Hayden-Brown	10/02/2005	jHayden04	Y1 - S	
3	J4mes	nuyuen brown				
3 4	J4mes	Smith	14/Jan/06	jSmith001	Y1 - W	
3 4 6	J4mes Carol	Smith Lambourne	14/Jan/06 27/04/2005	jSmith001 cLambourne	Y1-W YR-ex	

errors have been corrected the error guidelines and red highlights will be removed.

Each row has an **Ignore** checkbox that can be individually selected. When it is ticked, the row will appear greyed out and the data in that row will not be imported. Pressing the **Ignore All** button will auto-tick all visible rows, meaning none of them will be imported at this time.

		ors in your csv, bu	at now no rows	need any change	5	
Row Num	Forename	Surname	D.O.B.	Username	Level	Ignore
2	James	Hayden-Brown	10/02/2005	jHayden04	Y1 - B 🔻	
3	J4mes	Hayden-Brown	10/02/2005	jHayden04	Y1 - S 🔻	
4		Smith	14/Jan/06	jSmith001	¥1 - W 🔻	
6	Carol	Lambourne	27/04/2005	cLambourne	YR-ex 🔻	





If there are duplicate username entries in the table, then selecting the **Ignore Duplicates** button will ignore the second occurrence onwards of each username, leaving just the first to be imported.

Row Num	Forename	Surname	D.O.B.	Username	Level		Ignore
2	James	Hayden-Brown	10/02/2005	jHayden04	Y1 - B	T	
3	J4mes	Hayden-Brown	10/02/2005	jHayden04	Y1 - S	v	
4	Sandra	Smith	10/01/2006	jSmith001	Y1 - W	۲	
6	Carol	Lambourne	27/04/2005	cLambourne	YR - ex	•	

Existing usernames

Any usernames in the CSV that already exist in RM Easimaths will be flagged as duplicates. RM Easimaths offers the ability to update existing pupils using the pupil import feature, so the both CSV rows and the existing rows will be shown together.

of the us	ers vou tri	ed to impo	rt already exis	ted			
or each userns	me decide whet	her to use the CS	V details or the existin	a ones			
or each userna	that will be chan	ner to use the CS ded are the user'	s forename surname	D O B and pa	ssword		
ie only details	that this be chan	ged are the user	s forename, sumame,	D.O.D. and pa	Solitora.		
Jsername	Location	Forename	Surname	D.O.B.	Password	Use C SV	Use existing
	CSV row 2	James	Hayden-Brown	10/02/2005	Password123	۲	
JHayden04	Existing	Hayden	James	10/02/2005	Password123		0



By default **Use existing** is selected in case a mistake has been made, as this will ignore the CSV data. If you want to overwrite the existing user information using the CSV, then selecting the **Use CSV** checkbox will update the Forename, Surname, D.O.B. and Password fields for that user.

You can choose to select all the rows on screen by using either the **Select All CSV** or the **Select All Existing** buttons, which will check all of the buttons in that column.

Username	Location	Forename	Surname	D.O.B.	Password	Use C SV	Use existing
illoudon04	CSV row 2	James	Hayden-Brown	10/02/2005	Password123	۲	
JHayden04	Existing	Hayden	James	10/02/2005	Password123		0

Once **Import** has been selected, the process will start and cannot be undone. Any changes required after this point will need to be done via the **Pupil setup** page.

After the import has happened, an **Import Feedback** screen appears, listing any imports that have been made (added, updated and ignored users). After clicking **OK**, this summary information is not available again.

mport details	*
4 users were added Bobby Puddicombe - jPuddicombe Johnny Roper - JohnnyR Sandra Smith - jSmith001 Sarah Summers - sSummers01	
1 user was updated James Hayden-Brown - jHayden04	
2 users were ignored	



Export pupil details

To get a list of pupil usernames and passwords, click **Export pupil details**. This CSV file may be directly opened or saved to a computer.

~		
(1)	Export pupil details	
9	Export pupil dotails	

1	A	В	С	D	E	F
1	Forename	Surname	Date of birth	Username	Password	Level
2	Shelbie	Afalava	30/04/2009	Shelbie.Afalava	OrangeCircle01	YR - S
3	Elfreda	Aldapa	15/04/2010	Elfreda.Aldapa	RedSquare02	YR - W
4	Romain	Apyuan	25/10/2008	Romain.Apyuan	PurpleRectangle99	YR - S
5	Reed	Argyle	09/04/2009	Reed.Argyle	YellowTriangle99	Y1 - B
6	Layla	Arriano	04/11/2007	Layla.Arriano	BrownSquare22	Y2 - S
7	Franklin	Asner	08/11/2007	Franklin.Asner	RedSquare12	Y2 - W
8	Franchesca	Aughtman	31/12/2007	Franchesca.Aughtman	PinkHexagon65	Y1 - S
9	Salvador	Auvil	12/07/2010	Salvador.Auvil	BlueSquare001	YR - W
10	Harry	Baker	18/07/2010	Harry.Baker	GreenCircle41	YR - W
11	Tonio	Balzarine	18/02/2009	Tonio.Balzarine	OrangeOctagon99	YR - S
12	Tanika	Barbieri	15/08/2009	Tanika.Barbieri	PinkRectangle11	YR - W
13	Estela	Barnwell	21/06/2010	Estela.Barnwell	RedCircle01	YR - W



Group setup

The **Group setup** page is used to manage all of the groups in a school, group names can be changed, new owners assigned, users can be added and much more.

il setup Group setup	Cha	nge school details Back to d	lashboard
	🕲 Impo	rt group details 3 Delete	e selected
A B C D E F G H I J K	L M N O P Q R S T U V W	Show 20 40 80 row	Q VS per page
Group owner	Members	Created date	
Dean Craw	19	24/02/2014	
Richard Admon	5	21/08/2015	
Virgilio Linney	32	27/01/2014	
Keanu Wulkan	10	24/02/2014	
Dean Craw	10	24/02/2014	
Gwenaelle Schmeiser	58	27/01/2014	
Sam Adams	19	27/01/2014	
Holly Ruliffson	32	27/01/2014	
Sam Adams	0	25/08/2015	
Arno Kauo	26	27/01/2014	
Carter Luxmore	29	27/01/2014	
Ounter Editione		35/08/2015	
Sam Adams	0	25/06/2015	
	Il setup Group setup A B C D E F G H I J K I Next Compowner Dean Craw Richard Admon Virgilio Linney Keanu Wulkan Dean Craw Keanu Wulkan Dean Craw Keanu Wulkan Dean Craw Keanu Wulkan Dean Craw Keanu Mulkan Dean Craw Keanu Mulkan Dean Craw Keanu Mulkan Dean Craw Ama Sam Adams Ama Sam Adams Ama Sam Adams	I is etup Group setup Cha I is etup Importante Importante Importante Importante Importante Importante Importante Importante Next Importante Importante Importante Importante Importante	It setup Group setup Change school details Back to details It setup Import group details Import group name Next Show 20 40 80 row Next Show 21 27/01/2014 10 24/02/2014 10 No Sam Adams 10 24/02/2014 10 24/02/2

- 1. To add a group click **Add Group**, and the Add New Group pop-up will appear.
- 2. Type in the new group name.
- 3. Click **OK** and the group will be created.



	Add new group	
Enter a g	group name	
Year 4		





By default, the admin user currently signed in will be made the owner of the new group. This can be changed by clicking the owner name in the Setup table, then clicking **Change owner**. Existing teacher accounts are shown and the group may be assigned to one of them.

Change group owner
Select an owner
Sam Adams 🗸 🍝
Richard Admon
Daisy Bowlus
Kristyn Brodes
Dean Craw
Benedette Finn
OK Cancel

If a group is empty, then users can be added by select the **0** value in its **Members** column. This will show the **Add/remove pupils** pop-up. If a group isn't empty, selecting the value in its Members column number will show you all of its members. Selecting the **Edit** button on that pop-up will bring up the **Add/remove pupils** pop-up, allowing you to add and remove group members.

dd/remov	e pupils from Y	ear 1 Edit nam	ie		S	ave changes
nd pupils with the filte add or remove them	rs below, then click the 'Add' or 'Rei from the aroup.	move' buttons next to eac	h pupil	E	nter pupil n	ame Q
Select age 🔻	Select level V A	BCDEFGHI	JKLM	NOPQF	R S T U	V W X Y Z
Page 1 of 9 Previo	ous 1 2 <u>3 4 5</u> Nex	t	_	Show 20	<u>40 80</u>	rows per page
Surname	Forename	D.O.B.	Level	Problems	Status	Select
Afalava	Shelbie	30/04/2009	YR-S	0	0	Add
Aldapa	Elfreda	15/04/2010	YR - W	0	0	Add
Apyuan	Romain	25/10/2008	YR-S	0	0	Add
Argyle	Reed	09/04/2009	Y1 - B	0	0	Add
Arriano	Layla	04/11/2007	Y2 - S	0	0	Add
Asner	Franklin	08/11/2007	Y2 - W	0	0	Add
Aughtman	Franchesca	31/12/2007	Y1 - S	0	0	Add
Auvil	Salvador	12/07/2010	YR - W	0	0	Add
Baker	Harry	18/07/2010	YR - W	0	0	Add
Balzarine	Tonio	18/02/2009	YR - S	0	0	Add
Barbieri	Tanika	15/08/2009	YR - W	0	0	Add
Barnwell	Estela	21/06/2010	YR - W	0	0	Add
Barren	Crispian	28/08/2008	Y1 - S	0	0	Add
-	Laborat	04/04/2000	V1 C	0	•	Add





Import groups via a CSV upload

School administrators can also import a CSV file defining which group a pupil should be in.

Import group details

2	A	В	C	D	E	F	G	H
1	Forename	Surname	Date of birth	Username	Password	Level	Group Na	ame
2	Shelbie	Afalava	30/04/2009	Shelbie.Afalava	OrangeCircle01	YR - S	Receptio	n Maths
3	Elfreda	Aldapa	15/04/2010	Elfreda.Aldapa	RedSquare02	YR - W	Receptio	n Maths
4	Romain	Apyuan	25/10/2008	Romain.Apyuan	PurpleRectangle99	YR - S	Receptio	n Maths
5	Salvador	Auvil	12/07/2010	Salvador.Auvil	BlueSquare001	YR - W	Reception Maths	
6	Harry	Baker	18/07/2010	Harry.Baker	GreenCircle41	YR - W	Reception Maths	
7	Tonio	Balzarine	18/02/2009	Tonio.Balzarine	OrangeOctagon99	YR - S	Receptio	n Maths
8	Tanika	Barbieri	15/08/2009	Tanika.Barbieri	PinkRectangle11	YR - W	Receptio	n Maths
9	Estela	Barnwell	21/06/2010	Estela.Barnwell	RedCircle01	YR - W	Receptio	n Maths
10	Reed	Argyle	09/04/2009	Reed.Argyle	YellowTriangle99	Y1 - B	Year 1	
11	Franchesca	Aughtman	31/12/2007	Franchesca.Aughtman	PinkHexagon65	Y1 - S	Year 1	
12	Layla	Arriano	04/11/2007	Layla.Arriano	BrownSquare22	Y2 - S	Year 2	
13	Franklin	Asner	08/11/2007	Franklin.Asner	RedSquare12	Y2 - W	Year 2	

- 1. In School setup, select the Group setup tab.
- 2. Click Import group details and tick 'First row contains column headings'.
- 3. The CSV file needs to contain columns for:
 - Username
 - Group Name
- 4. Match the headings.
- 5. Click Import

If any of the group names in the CSV are new, then a **new groups** screen will be shown, where the owner of each group can be assigned using the dropdown provided.

o sho	ould be the own	er for these new groups	?	
he dron	downs provided to chance	the default owner for each group.	By default the owner of each group is you	
	downs provided to chang	ge the deladit owner for each group.	by detault the owner of each group is you.	
Grou	p Name	Number of users	Owner	





If any of the group names in the CSV already exist, you will be shown the **existing groups** screen and given four options to choose from:

- 1. Add users to group shown if any of the users in the CSV don't exist in the selected group. These will be added on import
- 2. Add a new version of the group you can assign the owner using the select owner dropdown.
- 3. Ignore the group entirely don't add any of the current CSV users to a group.
- 4. Replace the group you have selected with the users in the CSV

Year 1 alr	eady exi	sts						Dec	ision 1 o	f 2
Vhat do you w	ant to do with	users from th	e CSV?							
Add users	to group: Ad	d the CSV use	ers to the selec	ted group a	alongside any other	S				
Add new: Make a new group with these CSV users										
	nor add user	1								
Banlass: D	not add users	locted group	with the upper t	from the CS						
Replace: R	eplace the se	elected group v	with the users f	from the CS	SV.					
Replace: R	eplace the se V with 'Year 1	lected group v	with the users f	from the CS	Existing group:	Year 1 owne	d by Sam Adar	ns		•
Jsers from CS	veplace the set V with 'Year 1 Forename	elected group v ' as a group n Surname	with the users f ame: D.O.B.	from the CS	Existing group:	Year 1 owne	d by Sam Adar Surname	ns D.O.B.	Level	•
Replace: R Jsers from CS Username Franchesca	V with 'Year 1 Forename	elected group v ' as a group n Surname Aughtman	with the users f ame: D.O.B. 12/31/2007	from the CS Level Y1 - S	SV Existing group: Username Abel.Seit	Year 1 owne Forename Abel	d by Sam Adan Surname Seit	ns D.O.B. 2/9/2009	Level Y1 - W	*
Replace: R Jsers from CS Username Franchesca Reed.Argyle	V with 'Year 1 Forename Franchesca Reed	elected group v ' as a group n Surname Aughtman Argyle	with the users 1 ame: D.O.B. 12/31/2007 4/9/2009	from the CS Level Y1 - S Y1 - B	Existing group: Username Abel.Seit Andreas.St	Year 1 owner Forename Abel Andreas	d by Sam Adar Surname Seit Stommes	ns D.O.B. 2/9/2009 8/18/2009	Level Y1-W YR-S	•

The **Import feedback** screen lists the changes that have been made.

mport details	A
1 new group was added Reception Maths	
1 group had its users replaced Year 2	
1 group had users added to it Year 1	
40 manual added to a manual	•



A

Print details

Printing

You can print teacher details lists from the **Teacher Setup** page and pupil detail lists from the **Pupil Setup** page by clicking the **Print details** button.

RMied	Measimaths Pennine High Scho 26/08/201								
		Teacher details	5						
School: H	illshott Infant School								
Title	Surname	Forename	Email address	Role	Status				
Mr	Adams	Sam	samAdams87@yahoo.com	Teacher	Created				
Mr	Admon	Richard	admin@yahoo.com	Admin 🔒	Created				
Mrs	Bowlus	Daisy	daisy12345@bowlus.com	Teacher	In progress				
Miss	Brodes	Kristyn	kduk.prm@msn.com	Teacher	In progress				
Mr	Craw	Dean	crawDean@gmail.com	Admin	Created				
Miss	Finn	Benedette	bFinn00@msn.com	Teacher					

Deleting information

- 1. To delete a record from one of the **Teacher**, **Pupil** or **Group setup** pages, select the checkbox of a row, and click **Delete selected**.
- 2. A warning will appear asking for confirmation. This is because this information will be completely removed from the system and the action cannot be undone later.



3. Click **Continue** to delete the record from the system, or **Cancel** to stop the action.





The teacher's role

Use the **Teacher dashboard** at least once a week to check that the pupils are spending the required amount of time using RM Easimaths, and to see whether they are having any problems. This information can be used to improve teaching in the classroom. This can take the form of helping individuals or groups, or teaching the class as a whole. By acting on the information retrieved from the **Teacher dashboard**, the effectiveness of RM Easimaths is significantly increased.

Ensure that the pupils use RM Easimaths regularly – an average of three or four sessions a week produces the best learning gains, and 15 minutes is the ideal session time – long enough for a pupil to settle and concentrate on their work, but without exceeding their attention span. The program is designed to be used by one pupil at a time, or in a class teaching scenario.

Integrating RM Easimaths with other maths teaching

The system works by ensuring that pupils work on several topics in each session. This ensures that a wide range of topics are practised and are fresh in pupils' minds. This approach is different to that of normal classroom teaching, where the focus of a maths session would normally be on a specific topic or skill.

Some teachers have initially been concerned that the pupils' work in RM Easimaths is not synchronised with their class teaching or other maths schemes. However, they have soon realised that RM Easimaths is designed to work and reinforce class learnt skills while providing an excellent monitoring system. Because a range of topics are kept 'simmering' in pupils' minds, the pupils are, in fact, more likely to understand new material introduced by the teacher. The pupil profiles produced by RM Easimaths can also be extremely useful in helping the teacher split the pupils into differentiated groups as part of their whole-class teaching strategies.

Teachers can generate reports of their pupils' progress in terms of the specified local curriculum (New or previous English National Curriculum or Scottish Curriculum for Excellence). These reports can be used to inform their teaching strategy and lesson plans, or to support the professional assessments of their pupils.

Accessing from home

RM Easimaths is easy to use, so pupils can work independently at school and at home, learning at their own pace. Encouraging pupils to access RM Easimaths at home enables parents and carers to get actively involved in learning.





How RM Easimaths works

Curriculum design and structure

- The system has been carefully designed by some of the UK's leading educationalists and maths experts.
- Finely graded progression means each skill is a small step on from the last, making learning a more natural and enjoyable process.
- The sequencing of skills has been carefully considered to make sure that prerequisite skills are in place when they are needed, ensuring pupils get the teaching they need to help them progress and help them reach their potential.

Focus on mental methods

- Building mental fluency in pupils' number work.
- Developing a range of strategies for doing mental arithmetic, and building a sound foundation for future mathematics development through an understanding of the structure of numbers.
- Supporting class learning through introduction and reinforcement of other mathematics.
- The on-screen and aural approach ensures a focus on mental procedures.

Examples of strategies employed

- Instant recognition of 5 objects as being 5 in number.
- Developing '5' as a key stepping stone to '10'.
- Looking for patterns in numbers: 6 + 2 = 8, 16 + 2 = 18, 26 + 2 = 28
- Learning and recalling addition bonds (for example, 5 + 4 = 9) and partition bonds (for example, 9 = 5 + 4) to 10.
- Understanding the significance of the 'decade barrier' and that 9 + 4 is harder than 11 + 4 without counting on.
- Performing subtraction by complementary addition (for example, 27 23 can be thought of as 23 + ? = 27).
- Use of number lines and number grids as a way of visualising number operations.
- Knowing that if you can do 3 + 2, then 30 + 20 is not much more difficult just because the numbers are bigger.
- Understanding and applying the commutativity principle (for example, 2 + 17 looks a lot easier when thought of as 17 + 2; similarly 9 × 3 may be more easily recalled as 3 × 9).
- Building up a real understanding of place value by breaking numbers into their component parts (for example, 52 = 50 + 2).
- Making problems that seem difficult more manageable with the use of 'stepping stone' stages:
 - 44 + 37 is the same as 44 + 30 + 7, which is 74 + 7
 - \circ 37 + 8 can be thought of as 37 + 3 + 5, which is 40 + 5
 - The importance of estimation in assessing answers and spotting 'silly' mistakes (for example, 317 + 482 is approximately 300 + 500, so the answer should be approximately 800).

Curriculum presentation

- Topics are selected 'randomly' to improve variety and keep all topics 'simmering' even if other classroom maths work is currently focused on a specific topic.
- Each skill has many contextual variants and many explore a range of number values, resulting in approximately 12,000 different activities.



Response, correction and teaching

There are three levels of response to mistakes:

- The first time the pupil makes a mistake within an activity, they are generally told that their answer was not correct and are asked to have another go.
 - This means pupils who make errors in their answer entry have another chance to get the skill right before being given further explanation or help.
 - This also aids in the ability to identify and correct their mistakes, a valuable part of the learning process supported by RM Easimaths.
- If their second attempt is unsuccessful, they may be given a 'clue' or alternative explanation of the task and concept involved.
 - The clue may be auditory, visual or both.
 - $\circ~$ In some cases this might be an explanation of why their answer is wrong.
 - $\circ~$ In other activities, part of the correct solution is given, displaying more of the expected method and providing further teaching in that method
- If the pupil's third attempt to complete the activity is unsuccessful, the program intervenes and completes the activity for the pupil with a detailed explanation of the steps taken (where appropriate).

Skill attainment

- Each skill has an associated number known as its attainment criterion, which affects each pupil's progression through the respective topic.
- If a skill has an attainment criterion of 3, the pupil will only progress to the next skill when they achieve three, consecutive, first-attempt correct answers.
- The attainment criterion determines the amount of 'practice' the program requires the pupil to have at each skill before the pupil can be said to have *mastered* that skill.
- Attainment criteria vary between 1 and 6.
- The majority of skills have an attainment criterion of 3.

Progression

- Each pupil progresses at a rate appropriate to their specific level of success across activities and their work rate.
- When a pupil has *mastered* a skill, the next time they are given an activity in that topic, they will progress on to the next skill. The program analyses pupils' progress across topics and adapts to ensure pupils progress fairly evenly in all topics.
 - If they fall behind in one topic, the system automatically adjusts the mix of activities to give them more practice in the problem topic.
 - This ensures that they do not encounter problems in later topics due to prerequisite skills being missed by progressing prematurely in other topics.
- Only first-time correct answers result in a pupil being moved on to the next skill.
- Second time correct answers do not reliably confirm the pupil has understood a concept, nor show conclusively that they have not.

Regression

• If a pupil fails to complete an activity successfully or does so only on the third attempt, the system logs this as an indication that the pupil is having difficulty with that skill and the system adjusts the pupil's learning experience accordingly.





- If a pupil encounters a difficulty with a skill, they are offered another attempt at the 'difficult skill'.
- If they still have difficulties, they are regressed to an earlier skill. This allows the pupil to revise earlier skills, chosen to provide help and support for the skill that caused the difficulty.
- The regression moves the pupil to a skill that they have almost certainly succeeded at before, affording the pupil positive reinforcement by giving the general impression that they are successful most of the time.
- $\circ~$ The pupil is presented with the revision skill until they have successfully completed it a number of times.
- Once the pupil has reached the required number of successful completions, they return to the *problem skill*, hopefully with the revised skills to master it.
- If the pupil continues to fail, the regression cycle repeats.

Success and motivation

- Pupils progress on to new material by *mastering* skills. They do this at a pace that suits them.
- Pupils are given more practice and support as they meet more challenging concepts as regression cycles ensure that they progress at a rate that is right for them.
- As each pupil's experience of RM Easimaths is targeted to their skills and attainment, all pupils achieve a fairly similar success rate in terms of the percentage of activities successfully completed in each session.
- Due to this positive reinforcement and appropriate difficulty level, pupils of all abilities remain motivated:
 - Those at the lower ability levels because they see themselves as succeeding, while being unaware of how quickly or slowly they are progressing in real terms.
 - Those at the higher ability levels because they are provided with new and challenging material as soon as they are ready, preventing repetition fatigue and boredom.
- Pupils who use RM Easimaths on a regular basis and make progress, gain access to more levels and items in the RM Easimaths end of session game, Flingaball.
- When pupils master a number of skills they receive a printable certificate with their name on it.
- Pupils can see where they rank in the school Scoreboard. This is based on activities successfully completed rather than overall level.

Problem skills

- If the pupil continues to have difficulty with a particular activity, it is flagged as a *problem skill* in the **Teacher dashboard**, and the program moves the pupil on to the next skill in the topic.
- If any problem skills are more than a month old at the beginning of a session, a maximum of two of these *problem skills* will be presented to the pupil before reverting to normal activities. This allows for improvement in the pupil's ability in that skill during the previous month, either through RM Easimaths or through targeted classroom teaching. If some targeted teaching has been offered, a teacher may want to re-test a pupil before a month has elapsed. Teachers can set a pupil to be re-tested on a problem skill at the start of their next session by clicking on **Retest selected** on the **Problem skills** screen in the **Teacher dashboard** (see Problem skills in the Teacher dashboard section).
- The pupil is automatically re-tested monthly on each problem skill from the date the skill is flagged until the pupil has *mastered* that skill.
 - The number of times the pupil has to get the skill right first time is controlled by the skill's specific attainment criterion.



Role Permissions Table

	Role type		
RM Easimaths action	Admin	Teacher	View Only
View reports	Y	Y	Y
Print out reports	Y	Y	Y
Export a CSV file from a report	Y	Y	Y
View the pupils with problem skills	Y	Y	Y
Preview a pupil's problem skills	Y	Y	Y
Trigger a problem skill retest	Y	Y	N
Print the list of problem skills	Y	Y	Y
View groups by owner	Y	Y	Y
Own a group	Y	Y	N
Add or remove own groups	Y	Y	N
Add or remove other owner's groups	Y	N	N
Change a group's owner	Y	N	N
Print own group's details	Y	Y	N
Print own group's pupil cards	Y	Y	N
Print another owner's group details	Y	N	N
Print another owner's pupil cards	Y	N	N
Change the level of a pupil from your own groups	Y	Y	N
Change the level of a pupil from another owner's group	Y	N	N
View a pupil's username and password	Y	Y	N
Add or remove pupils from groups	Y	Y	N
View the topic list	Y	Y	Y
Change school details	Y	N	N
View school setup pages	Y	N	N

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GDPR RM Easimaths Subject Access Requests or Data deletion requests

The aim of this document is to provide you with information about how to process a Subject Access Request (SAR) or Data deletion request in RM Easimaths.

Before processing any request for deletion you receive, you should consider whether there are lawful grounds for you to need to retain all or some of the information.

Subject Access Request

Where is my data used?

There are two types of user in RM Easimaths:-

- Pupil
- Teacher

Teacher Data

The teacher information can be seen by logging on as an Admin user and clicking the School Set up button.

The Teacher information stored is visible via the screen and also via a report via the Print button.

Pupil Data

Pupil set up information is visible on the Pupil Setup tab.

As you are likely to have a large number of pupils you can export the data via the Export Pupil details button which will produce a CSV file with details of all of the pupils.

Individual pupil data regarding the progress of pupils can be accessed via the reports.

The Pupil Progress report shows all the skills mastered for the pupil, a good way to view this is via the Table option on the report. When printing the report ensure that you select the date range to cover the time the pupil has been using the system.

Other reports with Pupil information which may be useful for providing information for a request are:-

- Pupil Activities History
 - Pupil Topics Overview
- Problem Skills

The combination of these reports will likely answer the GDPR request.

Data Deletion request

Both pupils and teachers can be deleted via the School Setup area.

Teacher deletion

- To delete a teacher find them in the teacher list and tick the box in the last column.
- Then tick the Delete Selected button that is at the top of the page.

Pupil deletion

- To delete a pupil click on the pupil setup tab
- As the list of pupils can be long, search for the pupil using either the first or last name in





the Search box which says Enter pupil name.

- When you have found them click in the right hand box to select them.
- Click on the Delete Selected button to delete them.

This will delete all pupil data in RM Easimaths.

Note that pupils or teachers deleted in this manner will marked as deleted and no longer visible to the user. They will be deleted from the database at a later stage by RM.

Data retention policy

When your contract finishes we will keep your data for 60 days before deleting it. We will contact you via email to let you know this is happening.

Once the data is deleted it will not be recoverable.