

# Viewing the work set, viewing student records

## Viewing the work set, editing, removing, re-using

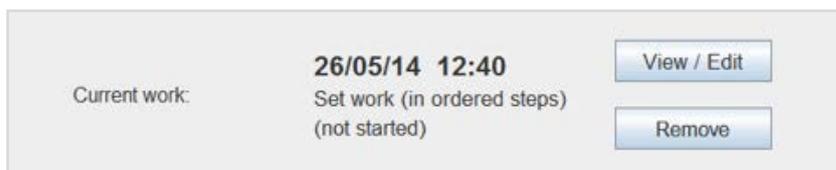
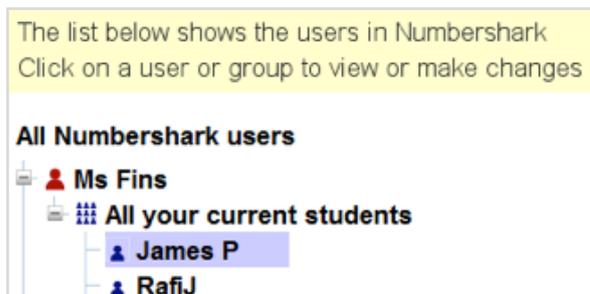
### Viewing/editing/removing of set work assignments

#### For your individual students and groups

Click on the student's name (or group of students).

Use the panel on the right to *View/Edit* or *Remove* the set work.

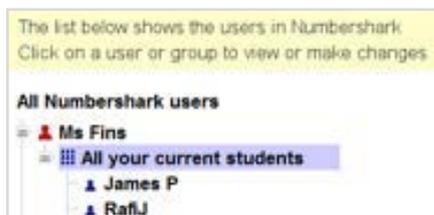
You can also see the date and time of when you set it.



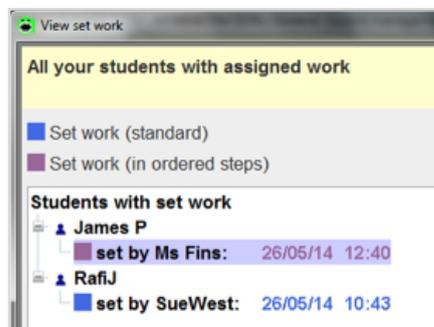
#### For All your current students

To view a summary of the work you have set for all your students, click to highlight *All your current students*.

Find *View set work* and click on *View*.

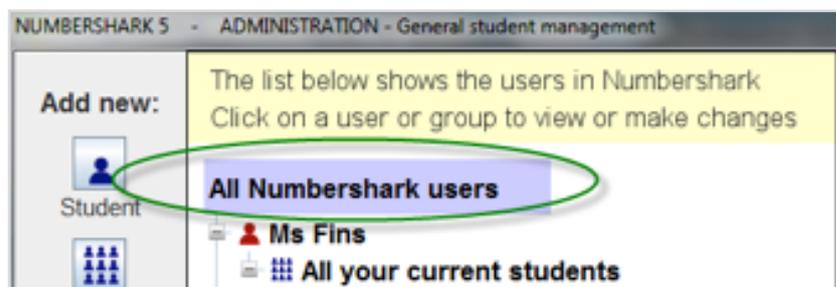


From this screen you can view all pieces of set work (not just yours) currently assigned to all your students.



#### For All Numbershark users

You can get an overview of **all set work** for **all students** by selecting *All Numbershark users* and click on *View*.



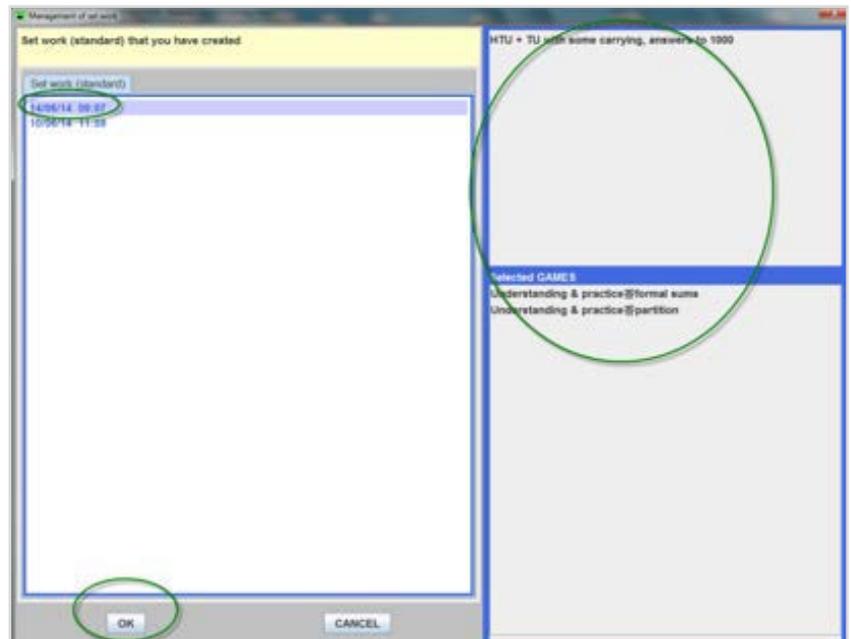
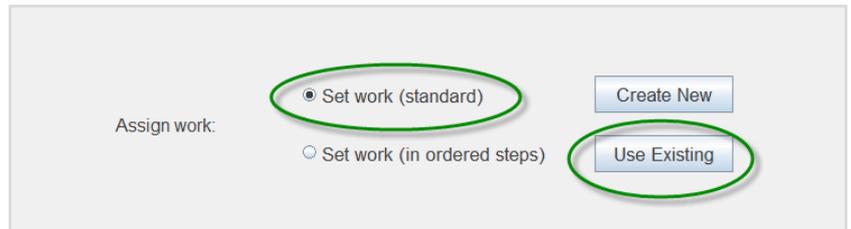
## Re-using set work assignments

You can re-use pieces of previously set work for different students. See below if you wish to re-name and/or edit these.

### Set work (standard)

Under *Admin\Add and manage students and staff*, highlight the student(s) and select *Use existing*.

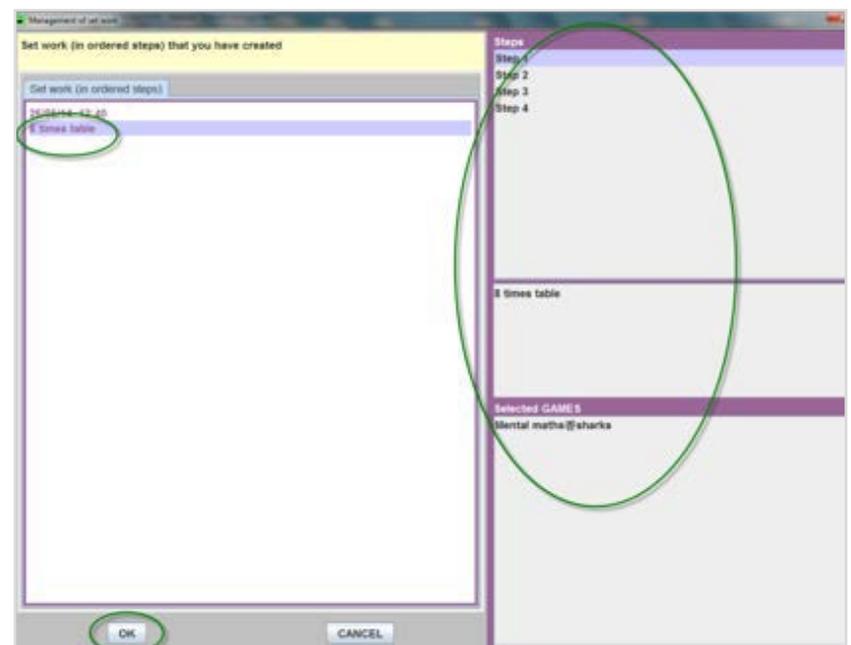
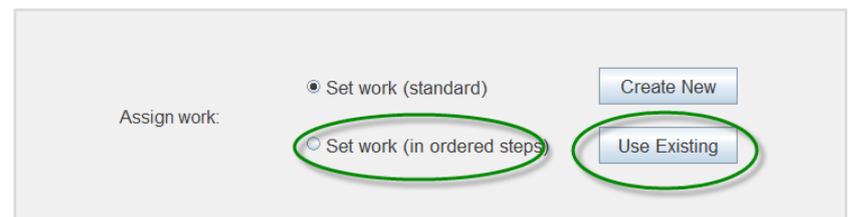
Dates are shown in the left hand panel of your available pieces of set work. On the right you can see the content of each when highlighted. Select *OK* when you have found the one you want. It will be assigned to your student(s).



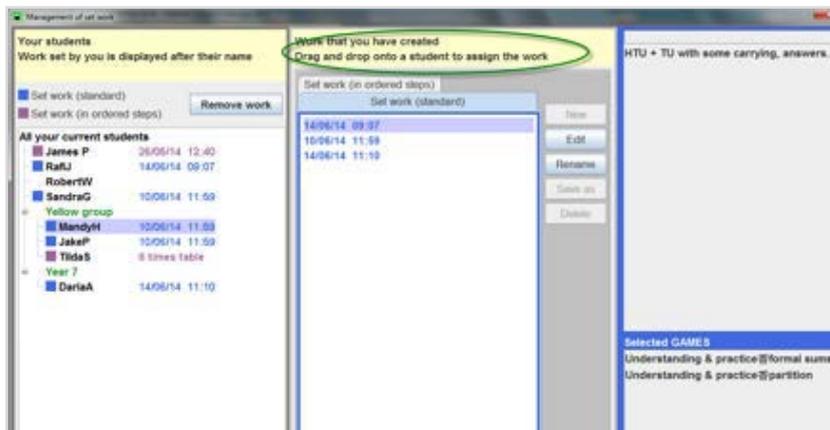
### Set work (in ordered steps)

Click on *Under Admin\Add and manage students and staff*, highlight the student(s) and select *Use existing*.

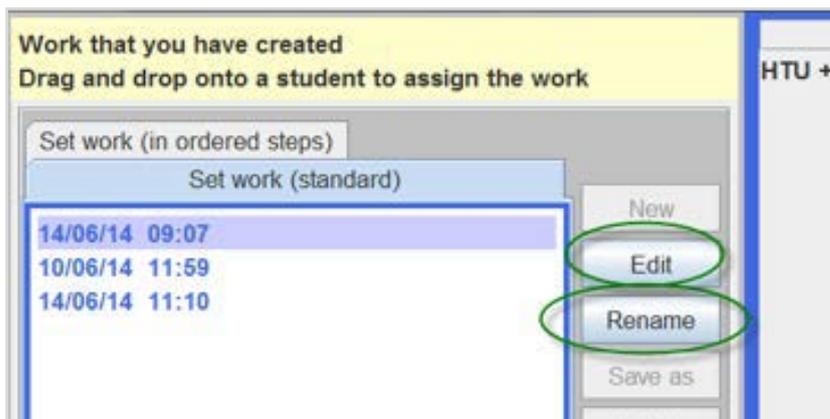
Names – or dates -of your available pieces of set work will appear in the left hand panel. On the right you can see the content of each when highlighted. Select *OK* when you have found the one you want. It will be assigned to your student(s).



You can manage your set work by clicking on *Manage* in the Student management screen.



You can also rename and/or edit set work assignments and assign them to different students.

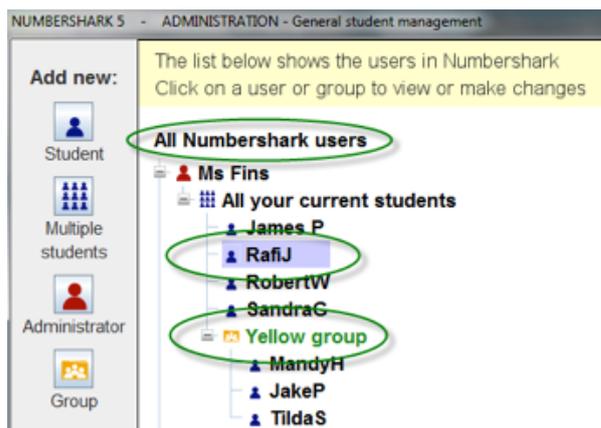


# Viewing student progress records

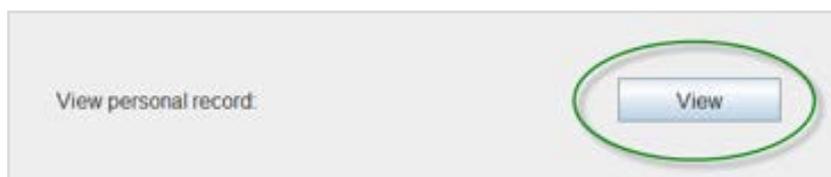
## Viewing student progress records

All student progress records – not just those for set work – are kept automatically. You can look at these in full, including which errors have been made. You will need to have collected the students in order to look at their progress records.

Click to highlight the student's name, or group name (or even *All your current students*).



In the right hand panel find *View personal record* and click on *View*.



Session from 16:29 to 16:50 on Tue 04 Mar 2014				
Mixed tables to 12	bingo		time 1:04	score 11
**incomplete**Mixed tables to 12	balance	speed 5	time 0:22	score 1 errors: 8 × 7 = ?
Mixed tables to 12	mult square	speed 5	time 6:41	score 91 errors: 5 × 6 = 24 ?
Mixed tables to 12	bingo		time 1:04	score 11
Mixed tables to 12	jump	speed 5	time 1:26	score 8
Mixed tables to 12	salvage	speed 2	time 1:16	score 12 errors: 0 × 7 = ?
Mixed tables to 12	sharks	speed 5	time 1:11	score 19 errors: 6 × 7 = ?
Mixed tables to 12	pairs		time 0:58	score 10

## Things to note in viewing records

Records give you a good read out of how each session is spent – total time of the session, which games have been played, how long each took and what mistakes were made. This is especially important if you have not set work.

Shown in the record	Comment
Date, time and duration of the session	This is shown in blue above the session.
The session	This shows most recent work at the top.
Topics chosen	Are they relevant for your student?
Games played	These are listed – are they relevant to the work the student should be doing? If you are not sure, find them on the games screen and decide whether they are relevant or not to what you want your student to practise. If you need to check a game's educational content quickly: with 'Help' switched on, hover over the games icon/slide towards on touch screens. A description will pop up.
Completed games	If games are marked as 'incomplete' it is important to check the reason for this with the student.
Errors made	These are shown in red – and where relevant – the number facts that produced the errors. Is there a pattern to the errors – is further practice needed? If too many errors, consider an easier topic.
Games played repeatedly	If certain games are played repeatedly – check that they are relevant and that they show progress (with reduced errors and time taken to complete). If you feel the games are not relevant to your student, you can consider excluding them for a while under 'universal settings'.
Time the game has taken	A common sense approach is needed here, with knowledge of the student and of the games in question.
Peeps	If used repeatedly – there should be a fall-off, showing the student is gaining confidence and showing progress.
Score	Comparing like with like – score for the same topic and game should show progress. If a game and topic combination is played earlier and then later (either as directed or as set work), a comparison can be made and exported to excel. The use of the date and game filter is useful for this – as described below

## Searching for records

The default is to show all records for the past 2 months.

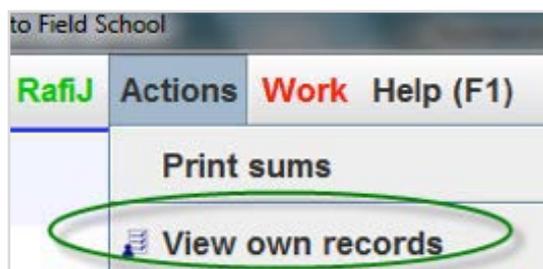
You can also search by:

- administrator (yourself or other)
- another time period
- topic title
- game

The last two are useful if you want to check progress between the first and later attempts at a given number topic with, for example, *Sum test*. See later in the PDF 'Tracking progress'.

Users can look at their own records at any time – under *Actions\View own records*.

Records can be printed out. They can also be exported in an XML format (more can be found in this section in the PDF 'Tracking progress').



# Tracking progress

## Tracking progress

There is a precise way to track progress in Numbershark:

- first test a new piece of work (establishing what the student already knows – to give the baseline)
- do the work
- re-test to show progress

### Establishing a baseline for precise measurement:

- Revision-type topics can be useful – they start with the word *General* in their title e.g. *General subtraction from 100 or less* as they act as summaries of sections of work covered
- The *Sum test* game is useful for the baseline – played several times to give a more reliable result

The following example will show the procedure.

The topic *Mixed tables to 12* and the game *Sum test* were chosen as a baseline for a child (RobertW). He played the game 3 times (to give a more reliable result).

Using the record sheet below, a note was made of the **date**, the **topic**, the **game**, and the **number** of games played.



Name of student	Title of topic used as baseline	Name of game used in baseline	Number of times game played	Date of baseline	Date of re- test	Total errors in baseline	Total errors in re-test	Name of tester	Notes

This record sheet is available under *Help\Printable topic lists and resources*.

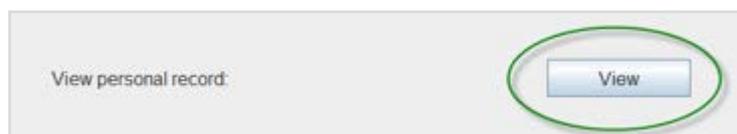
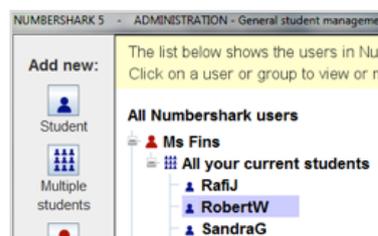
Robert worked on his multiplication tables over a period of time focusing on those shown to have the most errors.

He then repeated the above exact same test.

His student record was then used to compare the two test sessions (like with like) using the following instructions:

Go to *Admin\Add and manage students and staff*.

Highlight the child (RobertW in the example). Find *View personal record* and click on *View*.



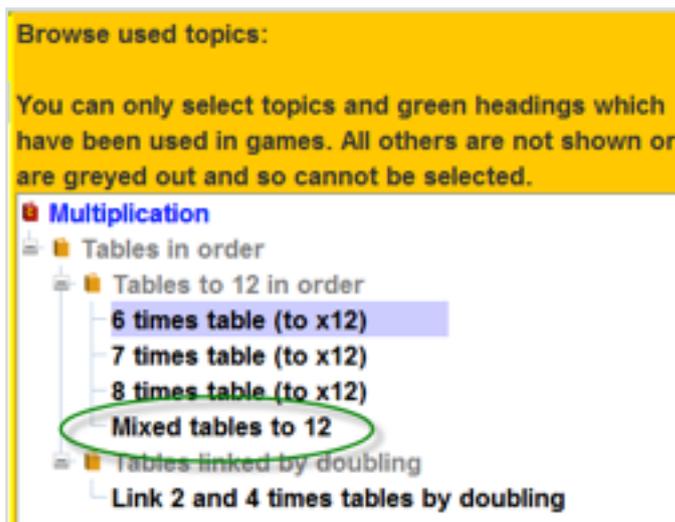
Note that if the 2 sessions to be compared, are not both within the last 2 months, you will also need to select the right time period using the drop down menu for *Period*.



Click on the magnifying glass beside *All topics*.



Select the name of the topic used– (*Mixed tables to 12* in the example).



Then click on the magnifying glass beside *All games*.



Select the game used (*Sum test* in the example).



Compare the 2 sessions to track progress:

Highlight the earlier session (date and content) and the later session, and click to bring the results of both sessions **onto the same screen** (most recent is at the top).

View record of games played by RobertW

**RobertW's sessions**

View records:

Records: All

Period: The last 3 months

Topic: Mixed tables to 12

Game: sum test

Reset

- Mar 2014
- Thu 06 Mar 2014 13:50 (score 66)
- Feb 2014
- Thu 27 Feb 2014 12:38 (score 44)

Session from 13:50 to 14:03 on Thu 06 Mar 2014			
Mixed tables to 12	sum test	time 0:45	score 26
Mixed tables to 12	sum test	time 0:34	score 20
			errors: 12 × 8 = ?
Mixed tables to 12	sum test	time 0:41	score 20
			errors: 6 × 8 = ?
Session from 12:38 to 12:53 on Thu 27 Feb 2014			
Mixed tables to 12	sum test	time 1:29	score 16
			errors: 8 × 4 = ? 7 × 5 = ?
Mixed tables to 12	sum test	time 2:01	score 16
			errors: 6 × 7 = ? 0 × 8 = ?
Mixed tables to 12	sum test	time 1:31	score 12
			errors: 6 × 8 = ? 0 × 12 = ? 7 × 12 = ? 6 × 9 = ?

In the example it is possible to look at Robert's progress and see straight away that he has improved in both his speed and his accuracy.

This record can be printed out if necessary, or exported in xml format.

# Exporting student files in XML format to open in Excel

## Exporting student files in XML format

Records of games can be exported in XML format and then opened and saved in Excel.

As a Numbershark administrator/teacher go to *Admin/manage students*. Select the student and click *View* in the section to *View personal record* (bottom right panel).

Choose what records you want to view by using the drop-down menu for the correct time period – and the magnifying glasses to select the relevant topics and games.

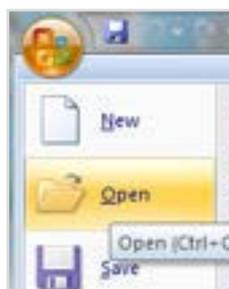
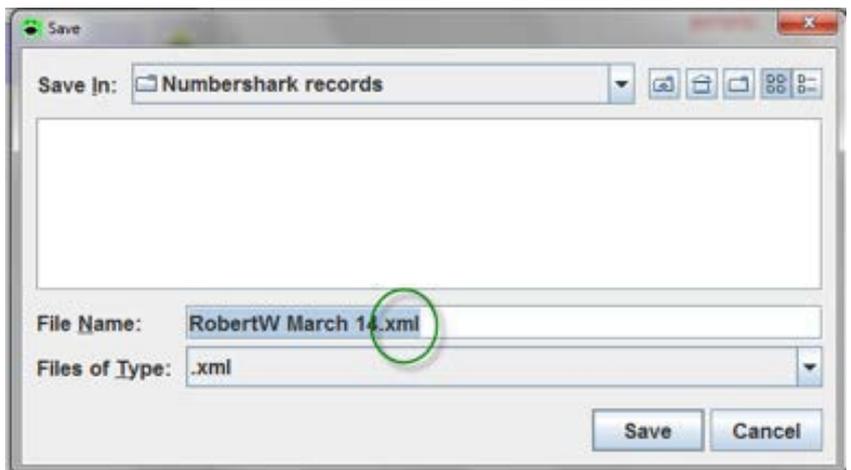
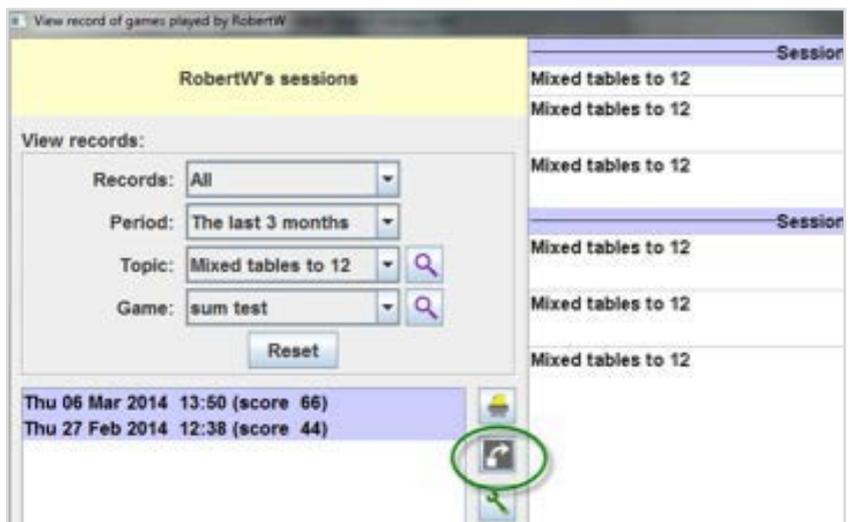
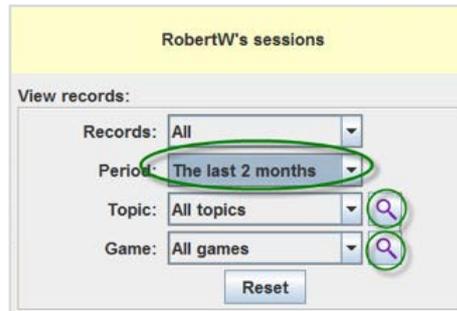
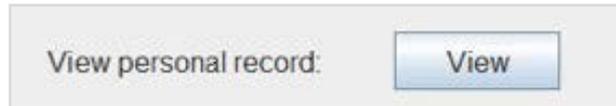
The relevant history will be shown. Hold down Ctrl, while clicking to select these sessions.

Click the export button.

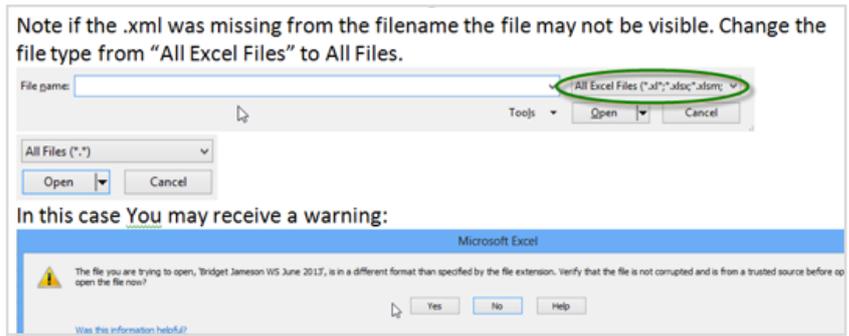
Choose where to save the file. It will automatically create the file as type.xml. Rename the file – ensuring it ends with the extension.xml – then click to *Save*.

Load Microsoft Excel. Either choose "File/open" or press "Ctrl + O".

Other spreadsheet programs may be used, if they support XML.



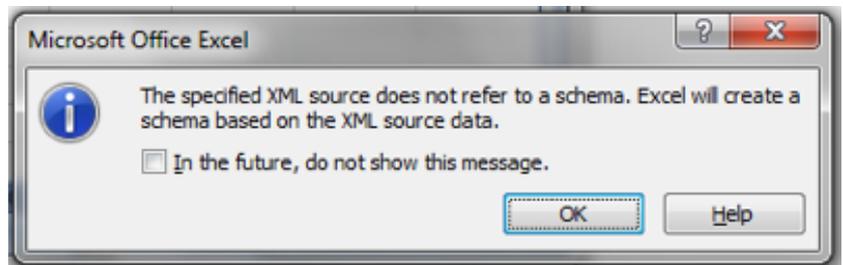
Navigate to the xml file.



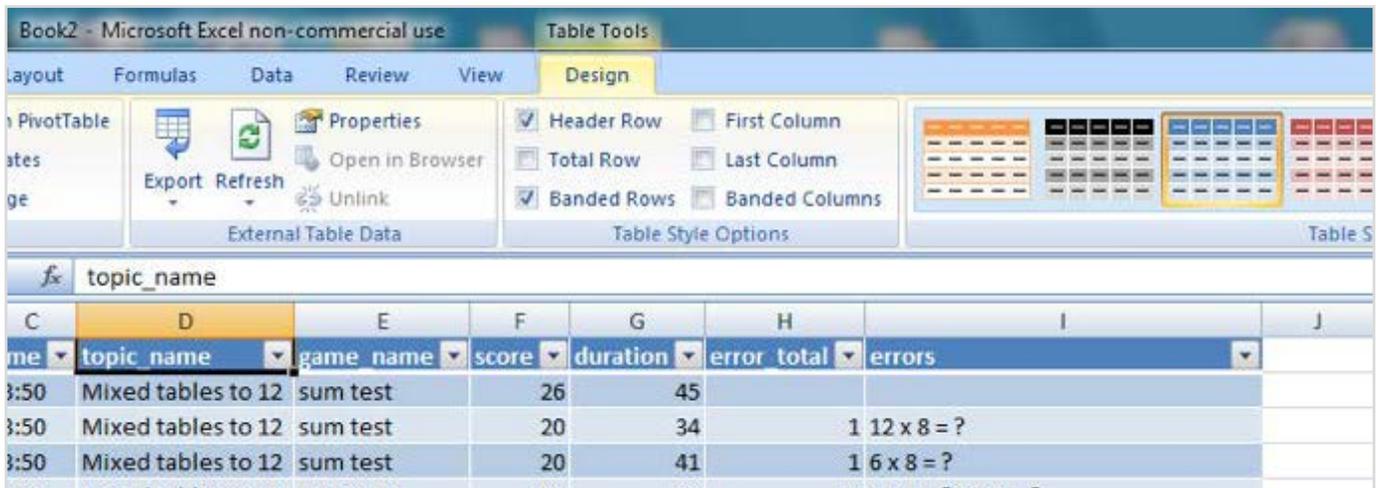
You will be prompted how to open the XML file. Choose "As an XML table".



You may then receive another prompt. Click OK.



The information will be imported in a table format.



You can now save in Excel format. This will allow you to sort, filter and produce graphs using the inbuilt Excel features.