

Quick Start

Version 1.1 Check the site regularly for updates



This page describes the quickest way for the teacher or tutor to register a class of students on the website, set them some work and monitor the results.

The following steps require you to log on to the site using the teacher username / password supplied and then click on **Your Account** (towards the top right)

Registering a class

1. Select **Import Classes and Students** from the Account Menu
2. Import your class of students, either by typing in the list by hand, or by importing a csv file as described on the page.

Setting some work

1. Select **Manage Student Tasks** from the Account Menu
2. Select one of the **Task Templates** listed. (You can create your own but that is not included in this quick start.)
3. Fill in the form with details including instructions and finish date and select the class for whom you are setting this work.

Getting the class started

1. You will need the usernames and passwords of your students to pass on to them. To get this list go to **Manage Student Accounts** from the Account Menu and either download the list to Excel or copy the details off the page.
2. Each member of the class can now log on.
3. They will see an icon towards the top right consisting of a **T** on a pink background. They should click on this and they will be taken to the list of tasks you have created.

Monitoring results

1. Select **Manage Student Tasks** from the Account Menu
2. Click on the task that you set and you can view a table of results achieved by your students
3. Alternatively, click on **Latest Test Scores** from the Account Menu, or select from the tables appearing in the right hand column.