

# Getting started with Arithmetika (ii)

Congratulations, you have set up your Arithmetika account. Now start using it!

## Adding teachers, classes, students and assigning tasks

Having registered your interest, you don't have to wait a moment longer. Straightway you can create a class or two for yourself or, if you don't teach, create a teacher account for a colleague and some classes for her/him and choose some tasks for the students.

A massive time saver is that you don't have to create student accounts yourself, you just give the students their Class Access Code (you'll see it when you create the class) and point them to the sign-up URL. More information below.

Nor do you have to create teacher accounts yourself; just give your colleagues the Teacher Access Code for your school and let them create their own classes too.

If initially you want to just try Arithmetika for yourself then skip this next step about adding Teacher accounts.

## Adding Teachers

Select Users | Teachers from the top menu or click on the Teachers picture ...

The screenshot shows the Arithmetika web interface. At the top, there is a navigation bar with the Arithmetika logo and links for Overview, Users, Tasks, Account, Help, and Contact. The user is logged in as Tony Allan: testdevadmin. Below the navigation bar, there is a message box that says "Select any teacher from the list below (one click) for all user administration and for links to the teacher's classes and students." Below this is a table titled "Teachers at Arithmetika Academy registered to use Arithmetika". The table has columns for Name, Email, UserName, Administrator, Deputy, and Classes. Below the table, there is a message box that says "You can invite colleagues to self-signup using the Teacher AccessCode KSF-YSJ or you can add their contact details yourself". Below this message box are two buttons: "Change the Teacher Access Code" and "Add a teacher". At the bottom left, there is a button for "< Overview".

	Name	Email	UserName	Administrator	Deputy	Classes
Select	Donovan Edye	teacher@natiki.com.au	Teacher@Natiki.com.au	<input type="checkbox"/>	<input type="checkbox"/>	1
Select	dummy Biscuit	dummy.biscuit4@arithmetika.com	dummy.biscuit4@arithmetika.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1
Select	mmmmm nnn	mmmmm.nnn@arithmetika.com	mmmmm.nnn@arithmetika.com	<input type="checkbox"/>	<input type="checkbox"/>	0
Select	mmmmm Testman	agent98@arithmetika.com	agent98@arithmetika.com	<input type="checkbox"/>	<input type="checkbox"/>	0
Select	New A Testman	agent97@arithmetika.com	agent97@arithmetika.com	<input type="checkbox"/>	<input type="checkbox"/>	0
Select	Practice Teacher	tony.allan@arithmetika.com	TestTeacher	<input type="checkbox"/>	<input type="checkbox"/>	4
Select	Tester Testman	NewAAATeacher@arithmetika.com	NewAAATeacher@arithmetika.com	<input type="checkbox"/>	<input type="checkbox"/>	0
Select	Tester Testman	agent99@arithmetika.com	agent99@arithmetika.com	<input type="checkbox"/>	<input type="checkbox"/>	0
Select	Tony Allan	tony.allan@arithmetika.com	TESTDEVAdmin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3

And press **Add a teacher** ...

## ... to add a new teacher account

Arithmetika Overview Users Tasks Account Help Contact

Your Teacher Access Code for s you can add teachers/tutors here

- Teachers
- Classes
- Students
- Parents
- Email users

### Add a new teacher

#### Self-registration

You can invite teachers/tutors to self-register in their school/college. The Teacher Access Code for your school/college is above. Direct them to [Teacher sign-up page](#)

For each new teacher/tutor you will need to supply the following: FamilyName, GivenName, UserName, Password, Email.

- Use email addresses as user names or choose any other user name that is available. You will be advised if your choice is not available
- Passwords must be at least six characters long. They will be able to change their passwords when logged in.
- Emails are needed for password recovery and, optionally, for contact by students and or parents. **Must be a valid email!**
- Set as Deputy Administrator any teachers or tutors you are happy to help manage the administration of their own classes.

#### Personal Contact Information

**Given Name:**

**Family Name:**

**Email:**  This will normally be the teacher's user name.

**Password:**

**Confirm Password:**

Make this teacher/tutor a deputy administrator?

Email these details to this user when I press 'Add'?

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2 | Page

## Adding classes

Select Users | Classes from the top menu or click on the Classes picture ...

The screenshot shows the Arithmetika Academy class management interface. At the top, there is a navigation bar with the Arithmetika logo and menu items: Overview, Users, Tasks, Account, Help, and Contact. On the right side of the navigation bar, the user is identified as 'Tony Allan: testdevadmin' with a 'Log Out' button.

Below the navigation bar, there is a light blue box with the text: 'Select any class from the list below (one click) for all class administration.' and a close button (X).

The main content area is titled 'Classes at Arithmetika Academy registered to use Arithmetika'. It contains a table with the following columns: Class Name, Description, Year, Teacher, Roll, and Class Access Code. Each row has a 'Select' button to its left.

	ClassName	Description	Year	Teacher	Roll	Class Access Code
Select	AAA Unallocated ARAC	A bay for students in no class	0	Tony Allan	1	XYZ-ABC
Select	BA1	Business Associates	6	dummy Biscuit	2	FQT-8JR
Select	dfgdfgdfg	dfgdfgdfg	8	Practice Teacher	0	AZC-HTB
Select	Concurrency	For testing concurrency issue	8	Donovan Edye	4	XJT-RHF
Select	test	Potter's Hoggers	8	Practice Teacher	1	OGJ-CQP
Select	prac teacher's class	prac teacher's class	8	Practice Teacher	0	HEO-TVP
Select	Test Family	Relatives class	F	Practice Teacher	15	YGT-744
Select	BA2	Sales potential	7	Tony Allan	2	WSG-VGG
Select	C12	test class	8	Tony Allan	0	WNG-MBN

Below the table, there is a grey box with the text: 'Administrators and Deputies can add classes for any teacher. Other teachers can add classes for themselves.' and a green 'Add a class' button.

At the bottom left, there are two blue buttons: '< Teachers' and '< Overview'.

And press **Add a class** ...

... to add your new class

The screenshot shows the 'Add a new class' form in the Arithmetika application. The header includes the Arithmetika logo and navigation links: Overview, Users, Tasks, Account, Feedback, Help, and Contact. The user is logged in as 'Tony Allan: testdevadmin' with a 'Log Out' button. The form title is 'Add a new class'. Below the title, it states: 'You will need to supply the following: Teacher UserName, ClassName, ClassDescription, CurriculumLevel.' Three bullet points provide instructions: 'Class Name should be a code with no spaces e.g. '10MAT2-1'', 'Class Description can be e.g. 'John's Year 10 Level 2'', and 'Curriculum level must be one of 6-12 (more will be added!)'. A note says 'You must have added at least one teacher before you can add a class'. The form fields are: 'Select a teacher' (dropdown menu with 'Tony Allan' selected), 'Class Name' (text input), 'Class Description' (text input), and 'Curriculum Level' (dropdown menu with '8' selected). A green 'Create this new class' button is at the bottom left, and a blue '<- Classes' button is at the bottom center.

And make a note of the Class Access Code

The screenshot shows a success message in the Arithmetika application. The header is the same as the previous screenshot. A green notification bar at the top of the main content area contains the text: 'Done! You have successfully added another class. The Class Access Key is WNG-MBN'. There is a small 'x' icon in the top right corner of the notification bar to close it.

At this point you have a number of empty classes. All that remains to do is

- give the students the Class Access Code, direct them to [www.arithmetika.com](http://www.arithmetika.com) and to click on 'Join a class' at the top, right of the window.
- Or direct them to the sign-up URL, which is <https://www.arithmetika.com/anon/Students/StudentJoinClass.aspx>
- choose some initial tasks for your students to work on – see next

## Choosing work plans or other tasks to assign

Any teacher or Admin can do this for any class or group of classes. Either the Admin can do this or the class Teacher. Work plans is the flag-ship activity so the rest of this Help file assumes you are happy with Work plans

Select **Tasks | Work plans introduction** from the top menu or click on the Sticky star work plans picture ...



Read the guff that explains what the work plans are all about, then click on **Learn more about Arithmetika's sticky star work plans and assign them to your students**



Scroll down past the table detailing content of your selected work plan and hit the button **initial assignment settings**

Settings applicable to the tasks you have chosen

### General assignment settings

These are the initial settings that will apply to all tasks you assign. You will be able to change these and other settings for each task after they have been assigned

August 2019						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Date due:

Time due:

Assign automatically to all students joining this class

Check this box for immediate correction given, otherwise answers to multiple-choice, True/False, Yes/No questions etc. will only be corrected when the student submits for marking.

Student task interface delivers questions one by one to students. This setting can be overridden by students and is always True when test is taken on a small device.

### Further assignment settings

There are a number of other assignment setting that can be set at the class or individual level for each task, such as

- the task description
- time allowed
- date and time due
- whether to show the calculator icon

You can change these settings for one or multiple tasks and for one or multiple students, after you have assigned the selected tasks.

**Next: Assign to a class or classes**

Select a date and time the work is due (can be an arbitrary choice).

On the next page select the class(es) and the following page the student(s). There don't have to be any students yet in the class.

Press **Next: Final settings** and if you are happy, press **Next: add the selected work plan to the selected class(es)** and you are done.

On the remaining pages of this document you can find help about other kinds of tasks you can assign.

## Find tasks to assign

### Tasks

Arithmetika provides a number of ways to help you find the exact tasks you are looking for.

- You can choose from
  - Number Skills
  - NAPLAN specific
  - Australian Curriculum
    - Select one or more year levels F - 12
    - Select from the 13 substrands
    - Select from the appropriate Content Descriptions
- You can find tasks with a keyword search
  - Select from lists of Topics
  - Further refine your search from lists of sub-topics
- What text book are you teaching from?
  - Arithmetika tasks are being mapped to all the latest published titles as well as some old favourites
- Familiar with Arithmetika Task IDs?
  - Each task has a unique Test ID number ... if you know it ... use it
- Work plans
  - A work plan is just a collection of tasks
  - Ready-made Arithmetika work plans
  - Make your own work plans
  - Keep them for assigning the same tasks to students next year

Any task marked as "Verified" may be assigned. We are working hard to verify more tasks!

### E-assessment options

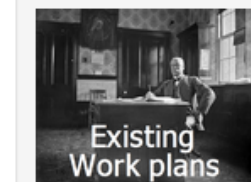
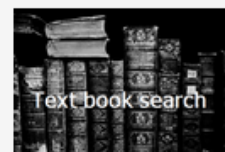
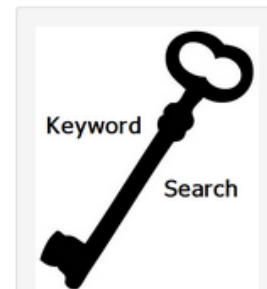
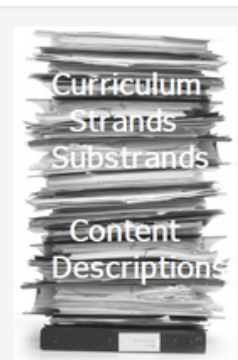
To be beneficial, e-assessment has to improve upon conventional paper-based assessment. Arithmetika does this in many ways. You can control issues such as

- when students can start
- when they can finish
- how many times they may attempt the task
- whether variables are randomly generated
- whether questions are different for each student
- whether help buttons are enabled
- tasks may be linked to one or more classes at any time
- students joining your class at a later date may be assigned the same tasks automatically

### Choose a way to find Arithmetika tasks

All this makes for ideal formative assessment. Arithmetika has thousands of ready-made tasks for you to draw upon. Follow the links below to be guided through

- task selection
- setting assignment options
- selecting classes and students
- assigning and emailing recipients



And press one of the pictures ...

... to browse the tasks available. One of the easiest ways to find tasks is to select Curriculum Strands and sub-strands

The screenshot shows the Arithmetika website interface. At the top, there is a navigation bar with the Arithmetika logo and links for Overview, Users, Tasks, Account, Feedback, Help, and Contact. On the right side of the navigation bar, there is a user profile for 'Tony Allen: testdevadmin' and a 'Log Out' button.

### Find tasks to assign

**Tasks**

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- You can choose from
  - Number Skills
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The interface features several search options, each represented by a card with an image and text:

- Curriculum Strands Substrands Content Descriptions**: A card showing a stack of books with a green circle around it and a green arrow pointing to the 'Tasks' section.
- Keyword Search**: A card featuring a large black key icon.
- Text book search**: A card showing a stack of books.
- Task ID number**: A card showing a classroom scene.
- Existing Work plans**: A card showing a person sitting at a desk.
- Tasks by Content Description no.**: A card showing a classroom scene.

This will bring up the following:

### Search by Study area and the Australian Curriculum

Arithmetika tasks are mapped to generic study areas as well as to the Australian Curriculum

Select one or more Study areas, Strands and Content descriptions to locate the tasks available.

#### Study area

- Number skills
- NAPLAN 7
- NAPLAN 9

#### Australian Curriculum

- Foundation
- Year 1
- Year 2
- Year 3
- Year 4
- Year 5
- Year 6
- Year 7
- Year 8
- Year 9
- Year 10
- Year 10A
- ACT Year 11
- ACT Year 12

Previous

#### Strands and sub-strands

- Number and place value (F - 8)
- Real numbers (7 - 10A)
- Money and financial mathematics (1 - 10)
- Patterns and algebra (F - 10A)
- Linear and non-linear relationships (8 - 10A)
- Using units of measurement (F - 10A)
- Geometric reasoning (3 - 10A)
- Chance (1 - 10A)
- Data representation and interpretation (F - 10A)

#### Content descriptions

- NA184 - Investigate terminating and recurring decimals ( 2 Titles )
- NA186 - Investigate the concept of irrational numbers, including  $\pi$  ( 3 Titles )
- NA188 - Solve a range of problems involving rates and ratios, with and without digital technologies ( 14 Titles )
- NA187 - Solve problems involving the use of percentages, including percentage increases and decreases, with and without digital technologies ( 8 Titles )
- NA189 - Solve problems involving profit and loss, with and without digital technologies ( 2 Titles )

Deselect all Select all

- Include tasks from related Content Descriptions of previous Year Level(s)
- Include tasks from related study areas / elaborations
- Include review tasks

Next: View tasks

Select/deselect Content Descriptions as illustrated here and press **Next: view tasks**



**Arithmetika** Overview Users Tasks Account Help Contact Dny Allan: tesidevadmin Log Out

Preview	2498	8	184	Decimals terminating and recurring I	20	12	<input type="checkbox"/>	Terminating decimals	<input type="checkbox"/>	AC
Preview	2502	8	184	Decimals terminating and recurring II	25	20	<input type="checkbox"/>	Terminating decimals	<input type="checkbox"/>	AC
Preview	894	8	186	Number - squares and square roots - Calculations	20	25	<input type="checkbox"/>	Roots	<input type="checkbox"/>	AC
Preview	1231	8	186	Number - squares and square roots - Problems	10	12	<input type="checkbox"/>	Roots	<input type="checkbox"/>	AC
Preview	2292	8	186	Number - squares and square roots III	20	10	<input type="checkbox"/>	Roots	<input type="checkbox"/>	AC
Preview	588	8	187	Percentages composition	15	15	<input type="checkbox"/>	Composition	<input type="checkbox"/>	AC
Preview	65755	8	187	Percentages and number practice	23	15	<input type="checkbox"/>	Division	<input type="checkbox"/>	AC
Preview	2540	8	187	Percentages Increase and decrease I	15	12	<input type="checkbox"/>	Percentages	<input type="checkbox"/>	AC
Preview	2544	8	187	Percentages Increase and decrease II	12	10	<input type="checkbox"/>	Percentages	<input type="checkbox"/>	AC
Preview	728	8	187	Percentages change I	10	8	<input type="checkbox"/>	Percentages	<input type="checkbox"/>	AC
Preview	729	8	187	Percentages change II	11	10	<input type="checkbox"/>	Percentages	<input type="checkbox"/>	AC
Preview	841	8	187	Percentages and fractions	19	10	<input type="checkbox"/>	Percentages	<input type="checkbox"/>	AC
Preview	3529	8	187	Percentages - consecutive changes	10	20	<input type="checkbox"/>	Percentages	<input type="checkbox"/>	AC
Preview	65873	8	188	Simplifying rates Basic	15	10	<input type="checkbox"/>	(MultiTopic)	<input type="checkbox"/>	AC
Preview	66180	8	188	Rates and ratios practice	14	10	<input type="checkbox"/>	(MultiTopic)	<input type="checkbox"/>	AC
Preview	1976	8	188	Rates - simplifying Basic I	12	5	<input checked="" type="checkbox"/>	Rate	<input type="checkbox"/>	AC
Preview	3673	8	188	Rates - simplifying Basic II	12	15	<input type="checkbox"/>	Rate	<input type="checkbox"/>	AC
Preview	4135	8	188	Rates VI - simplifying Basic III	12	5	<input type="checkbox"/>	Rate	<input type="checkbox"/>	AC
Preview	1977	8	188	Rates - simplifying Standard I	20	20	<input checked="" type="checkbox"/>	Rate	<input type="checkbox"/>	AC
Preview	678	8	188	Rates - simplifying Standard II	11	10	<input checked="" type="checkbox"/>	Rate	<input type="checkbox"/>	AC
Preview	4132	8	188	Rates - simplifying Standard III	20	20	<input type="checkbox"/>	Rate	<input type="checkbox"/>	AC
Preview	675	8	188	Ratios VI - used to solve problems	14	15	<input type="checkbox"/>	Ratios	<input type="checkbox"/>	AC
Preview	3686	8	188	Ratios VII - equivalent	20	25	<input type="checkbox"/>	Ratios	<input type="checkbox"/>	AC
Preview	3689	8	188	Ratios VIII - review	14	10	<input type="checkbox"/>	Ratios	<input type="checkbox"/>	AC
Preview	3681	8	188	Ratios IX	22	10	<input type="checkbox"/>	Ratios	<input type="checkbox"/>	AC
Preview	3684	8	188	Ratios X - and rates	22	25	<input type="checkbox"/>	Ratios	<input type="checkbox"/>	AC
Preview	66035	8	188	Divide quantities in given ratios	16	12	<input type="checkbox"/>	Ratios	<input type="checkbox"/>	AC
Preview	3765	8	189	Profit and loss I	10	20	<input type="checkbox"/>	Profit	<input type="checkbox"/>	AC
Preview	2572	8	189	Profit and loss II	10	10	<input type="checkbox"/>	Profit	<input type="checkbox"/>	AC

[Deselect all](#) [Select all](#)

Tasks on a blue background are directly related to the Content Descriptions and elaborations; the remainder are supplementary material. Select a Task on the left to Preview it, or check the Select box on the right to assign it to your students.

[Previous](#) [Next: Assignment settings](#)

Preview the tasks (on the left) to see the questions or just Select (on the right) to continue with assigning tasks

## Choose a due date and time

Overview Users Tasks Account Help Contact
Tony Allan: testdevadmin Log Out

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### Settings applicable to the tasks you have chosen

#### Assignment settings

These are the initial settings that will apply to all tasks you assign. You will be able to change these and other settings for each task after they have been assigned

<
May 2015
>

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Date due

Time due

Assign automatically to all students joining this class

#### Further assignment settings

There are a number of other assignment setting that can be set at the class or individual level for each task, such as

- the task description
- time allowed
- date and time due
- whether to show the calculator icon

You can change these settings for one or multiple tasks and for one or multiple students, after you have finished this task assignment wizard.

Previous
Next: Assign to a class or classes

## Select the classes to do the tasks

Overview Users Assign tasks Account details Feedback Help Contact
TA Log Out

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### Classes in your College

Select one or more classes in the boxes on the right

ClassName	Description	Year	Teacher	Enrolments	Class Access Key	
AAA Unallocated	A bay for students in no class AAA Unallocated	F	Tony Allan	0	XYZ-ABC	<input type="checkbox"/>
11 Apps	Mr Allan's 11 Apps 2014 11 Apps	11	Tony Allan	4	KCA-SSM	<input type="checkbox"/>
10MAT2-8 2014	Mr Allan's Year 10 L2 2014 10MAT2-8 2014	10	Tony Allan	27	NUW-NMS	<input type="checkbox"/>
8MAT2B-3	Mr Allan's Year 8 8MAT2B-3	8	Tony Allan	7	QGK-PEA	<input checked="" type="checkbox"/>
10MAT2-9 2014	Mr Morton's 10L2 2014 10MAT2-9 2014	10	Bruce Morton	28	ELW-FDO	<input type="checkbox"/>
7MAT1-6	Mr Morton's Year 7 Level 1 7MAT1-6	7	Bruce Morton	24	LNZ-AGR	<input type="checkbox"/>
8MAT2-9	Mr Morton's Year 8 L2 8MAT2-9	8	Bruce Morton	0	NXL-OZM	<input type="checkbox"/>
7MAT2-4	Mr Mutton's Year 7 Level 2 7MAT2-4	7	Thom Mutton	3	ILG-AYM	<input type="checkbox"/>

It doesn't matter if there are no students in the class yet....

Arithmetika Overview Users Tasks Account Help Contact Tony Allan: testdevadmin Log Out

### Students in the selected classes

Select one or more students in the boxes on the right

FamilyName	GivenName	ClassDescription	TeacherName	
Chen	Peng	Test Family: Relatives class	Practice Teacher	<input checked="" type="checkbox"/>
Croc	Baby	Test Family: Relatives class	Practice Teacher	<input checked="" type="checkbox"/>
Croc	Baby	Test Family: Relatives class	Practice Teacher	<input checked="" type="checkbox"/>
Croc	baby10	Test Family: Relatives class	Practice Teacher	<input checked="" type="checkbox"/>
Croc	baby10	Test Family: Relatives class	Practice Teacher	<input checked="" type="checkbox"/>
Croc	baby12	Test Family: Relatives class	Practice Teacher	<input checked="" type="checkbox"/>
Croc	Baby8	Test Family: Relatives class	Practice Teacher	<input checked="" type="checkbox"/>
Croc	Baby9	Test Family: Relatives class	Practice Teacher	<input checked="" type="checkbox"/>
face	baby	Test Family: Relatives class	Practice Teacher	<input checked="" type="checkbox"/>
Grand	Baby	Test Family: Relatives class	Practice Teacher	<input checked="" type="checkbox"/>
ma	adrian	Test Family: Relatives class	Practice Teacher	<input checked="" type="checkbox"/>
Ming	Sun	Test Family: Relatives class	Practice Teacher	<input checked="" type="checkbox"/>
Miss	baby	Test Family: Relatives class	Practice Teacher	<input checked="" type="checkbox"/>
Missy	Baby	Test Family: Relatives class	Practice Teacher	<input checked="" type="checkbox"/>
park	sun	Test Family: Relatives class	Practice Teacher	<input checked="" type="checkbox"/>

Save this selection of tasks and assignees as a work plan

Deselect all Select all

Previous Next

### Assign the tasks to the class

Arithmetika Overview Users Tasks Account Help Contact Tony Allan: testdevadmin Log Out

### Final assignment settings

Email options withdrawn from here: please select Email users under Users, above

Email students they have homework

Email parents who have elected to be notified

Nearly there

One task is ready to be assigned to 15 students. To continue, press Assign

Previous Assign

Finished. Now you can monitor progress as your students sign up and start doing the tasks. Happy Arithmetiking!