



FaSMEd

Raising Achievement through
Formative Assessment
in Science and Mathematics
Education



Technical Manual

Digital Assessment Environment

for Professional Development Leaders

Mieke Abels, Marja van den Heuvel-Panhuizen, & Ilona Friso-van den Bos

Freudenthal Group, Faculty of Social and Behavioural Sciences

Freudenthal Institute, Faculty of Science

Utrecht University



Subject: Mathematics

Age of students: 10 - 14 years

Used Technology: Digital Mathematics Environment © FI – Peter Boon



Technical manual for PD Leaders

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1. Register as school admin

Information about a school account is available on www.dwo.nl/en

Once you have received an email with the keys and the school's login that belongs to your account, you can register as school admin.

Go to www.dwo.nl/dae

Login data:
Username:
Password:
[forgot password?](#)

Login as guest:

Your work WON'T be saved

Register for an account:

Click on **New account.**:

Digital Assessment Environment FSW/Freudenthal Institute

New User registration:

Username: *

Password: *

Confirm password: *

Personal information:

Name: *

Middle name:

Family name: *

E-mail address: *

School information:
Data provided by the school:

School login:

I am: *

Password:

1. Fill in all the data

2. School information

- Fill in the school's school-login
- Choose: 'school admin'
- Fill in the school's key for the school admin

3. Click on Register
You will get a new screen and click on "log in".

Register Reset

Back to modules

It is possible for all registered users who forgot their password, to create a new one. Click in the starting screen on **forgot password?** and you will receive an email with the necessary information to create a new password.

For this reason, it is important to fill in a correct email address.



2. Accounts for the participants of the PD

There are two options to create the accounts for the participants: either you create them as a school admin, or they create them themselves.

2.1 Option 1: Creating teacher accounts

After you logged in, you see in the starting screen on the left side:

Modules
My account
Features schooladmin
School users
School classes
School configura...

Click on the button **School users** and select on the right **Teachers**:

<input type="radio"/> Students	<input checked="" type="radio"/> Teachers	<input type="radio"/> Schooladmins	New teachers			
username	given name	insertion	family name ▾	classeslist	edit	delete

Click on **New teachers**

In the table that appears, you can fill in the data of the teachers (the participants of your PD)

Back	Import from clipboard	Create accounts				
Name	Middlename	Family name	Username	Password	E-mail adres	Delete selected
						X

When you finished filling in the data, click on **Create accounts**.

From now on, the participants can log in with the username and password you have created. Note that as school admin you cannot change the passwords of the participants.

On the right appears:

<input type="radio"/> Students	<input checked="" type="radio"/> Teachers	<input type="radio"/> Schooladmins	New teachers			
username	given name	insertion	family name ▾	classeslist	edit	delete
ts2013-01	Teacher	01		X		
ts2013-02	Teacher	02		X		

2.2 Option 2: The participants create their own accounts.

The participants can create their accounts using the teacher key-code when signing up. In this case, the participants need to have the school login and the teacher key you received by email.

In the teacher manual, they will find instructions for doing this.



3. Additional information: Options school admin

Logged in as a school admin, you have the following options:

My account

- To change your password
- To add a new role (New login option), for example to add a teacher or student account to your school admin account.
- To change your role

School users

You can see lists of the users that are attached to your school: Students, Teachers, and other Schooladmins:

Students

<input checked="" type="radio"/> Students	<input type="radio"/> Teachers	<input type="radio"/> Schooladmins				
username	given name	insertion	family name	classeslist	edit	delete
dme_student1	Bill		Doe			

With you can remove the student from the school.

With you can edit the account of the student

With you get an overview of information about that student:

Student - Bill Doe			Logout
Back	Select a school class.	Add	
classname	edit class	delete	
class 10			
class 9			

In this view you can place the student in a different class, delete classes, and with you can change the class configuration.

Schoolclass configuration

Schoolclass name: class 10

Use a treestructure?

Use a registrationkey?

Registrationkey: AiC13

OK Cancel

In this pop-up, the name of a class can be changed, and a class key can be created. With a class key, other students cannot go into that class without knowing the class key.

Teachers

Students Teachers Schooladmins

New teachers

username	given name	insertion	family name	classeslist	edit	delete
ts2013-01	Teacher	01				
ts2013-02	Teacher	02				

Here you can delete teachers from the school.

With  you get an overview of the teacher's information:

Teacher 01

Logout

Back class 10 Add

classname edit class delete

class 9  

Here you can add classes to a teacher and with  you can change the school class configuration.

Students Teachers Schooladmins

username	given name	insertion	family name	classeslist	edit	delete
project_mieke	Mieke		Abels			
notarh_summer2013	Peter		Boon			

Here you can delete other school admins from the school.



School classes

New clas		edit class	edit students	edit teachers	delete
Schoolclass name	▲				
class 10					
class 9					

Here you can create a new class or delete a class.

With you will see the teachers of that class and you can add or remove teachers from that class.

With you can change the school class configuration.

With you get a new overview with all students that are in that class:

ts - Class: class 10

Logout

Back Delete selected Add: dme_student2 - Jo Doe

username	given name	insertion	family name	login	edit	select
dme_student1	Bill		Doe			<input type="checkbox"/>

(de)select all delete from school New students

In this screen you can add existing students to this class, create accounts for new students (**New students**), and remove students from this class.

With you can log in as that student.

With you can change a student's password.

School configura...

In this view it is possible to set some specific settings for the school:

- Students choose their own class
- Teachers are allowed to change modules

When the box “Students choose their own class” is not selected, students can not only choose a class, but they can also remove themselves from a class. This might not be a desirable option.

For the Professional Development, you also don't want the teachers be able to change modules.



FINALLY

If you have questions or problems, please visit the website

<http://www.dwo.nl/en/>

and select **Contact**