FaSMEd

Raising Achievement through
Formative Assessment
in Science and Mathematics
Education

Technical Manual
Digital Assessment Environment
for Teachers

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Subject: Mathematics

Age of students: 10 - 14 years

Used Technology: Digital Mathematics Environment © FI – Peter Boon

Technical manual for teachers

Contents

1. Access to the DAE

Go to: www.dwo.nl/dae and log in with your username and password. You will then find a start screen as below.

When you have not received an account from your PD leader, you can create an account by yourself, see Chapter 6.

The screen is divided into three columns:

- The **left column** shows the sections of the main menu.
- When you click on one of these sections, the content appears in the **right** column.
- The **middle** column shows the folders in a structure that is comparable to Windows Explorer.

  🗀 is a folder
  📖 is a module
  🗎 is an activity

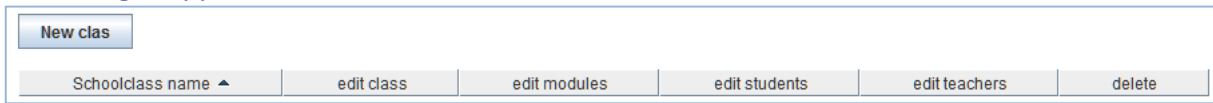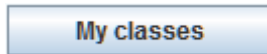 In the folder 'All modules', a folder is located with the DAE modules.
  When you open this folder, you will see the folders with tests and practice activities. The practice activities are intended to familiarize the students with the DAE and the auxiliary tools included.

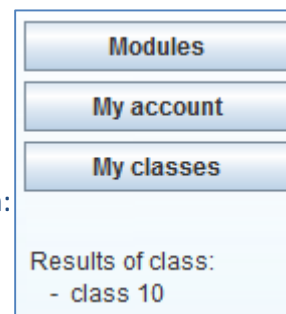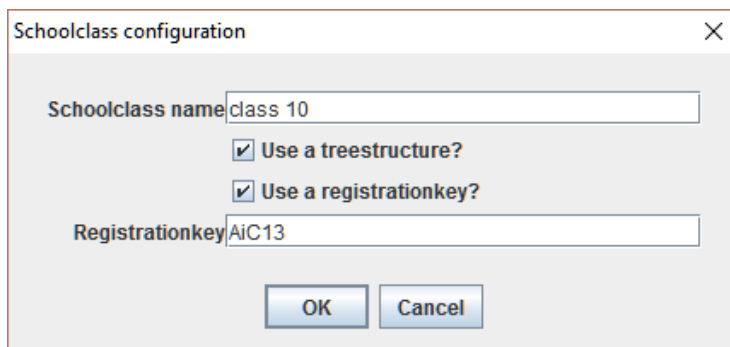- The left and middle column can be closed by clicking on <.

2. Creating a class

In the home screen, click on
On the right appears:

My classes

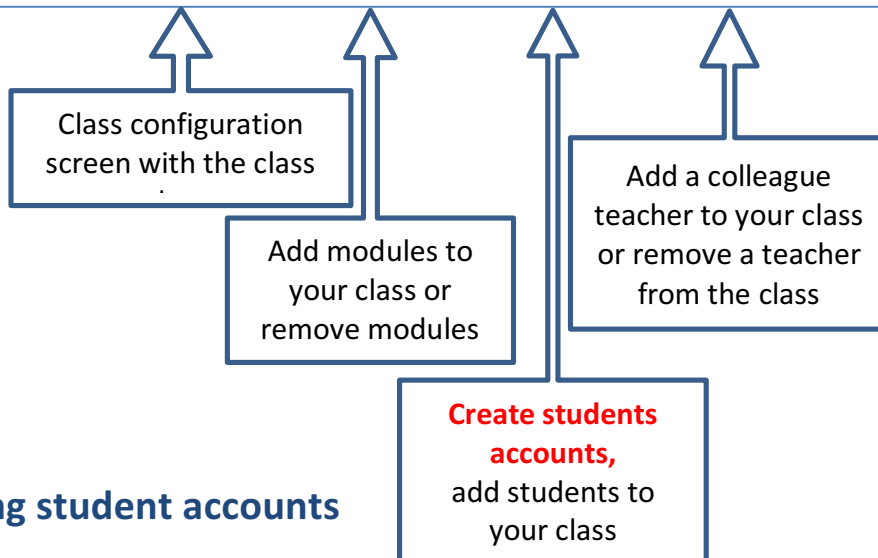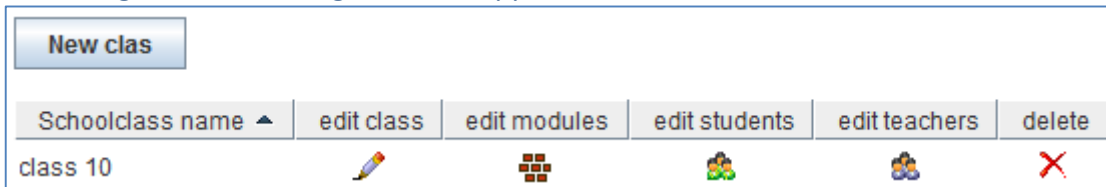| New clas					
Schoolclass name ▲	edit class	edit modules	edit students	edit teachers	delete

Click on **New class** and a pop-up window appears. Fill in the name of the class and choose whether or not the students can see the modules in a tree structure.
When you select **Use a registration key?,** an automatically generated key appears. You can change this key. When the box of the registration key is not selected, all students of the school can place themselves into this class.

Schoolclass configuration   ✕

Schoolclass name class 10
☑ Use a treestructure?
☑ Use a registrationkey?
Registrationkey AiC13

OK   Cancel

Modules
My account
My classes

Results of class:
- class 10

Click OK. The class now appears on the left side of your screen:

On the right, the following overview appears:

New clas					
Schoolclass name ▲	edit class	edit modules	edit students	edit teachers	delete
class 10	🖊	⬛	👥	👥	✕

Class configuration screen with the class

Add modules to your class or remove modules

Create students accounts, add students to your class

Add a colleague teacher to your class or remove a teacher from the class

3. Creating student accounts

There are two kinds of student accounts:

- When a teacher or school admin creates a student account, this account is connected to the school and the teacher or school admin can completely remove this student account.
- When students make their own account, they can connect this account to one or more schools. These students can be removed from a school by a teacher or administrator, but the school cannot completely remove these accounts.

Click in this overview on 👥 and you will see:

Back	Delete selected	Copy selected to schoolclass	Select a school class. ▼			
username	given name	insertion	family name ▲	login	edit	select
New students						

Click on **New students:**

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

In this table you can create student accounts.

⚠️ User names have to be unique. Usually the students' log-in data from the school meet this requirement. Another option is to use the students' student numbers, potentially pre-ceded by (an abbreviation of) the school's name.

Create accounts of all students of the class at once:
Make an Excel document with the same columns as in this table. It is probably easy to make such a document from the student list provided by your school.

Select all the data in your Excel document, choose 'copy' and click   **Import from clipboard**

Next click   **Make accounts**

Check whether the list has been copied completely and whether all accounts have been created. It is important to check this well, because student work will not be stored for students who did not log in correctly.

Now when you click 👥 you see all the students in the class:

nts - Class: class 10   Logout

Back	Delete selected	Copy selected to schoolclass	Select a school class. ▼			
username	given name	insertion	family name ▲	login	edit	select
dme_student1	Bill		Doe			☐
dme_student2	Jo		Doe			☐
New students						

In this overview you see all students' usernames. With 👤 you can log in as that student and with 🖊 you can replace a student's password if necessary.
You can also select a student and place the student in one of your other classes.

4. Assigning a test ▦

Now that the class has been created, you can indicate which tests should be available to the students in this class.

In the home screen, click **My classes**.

New clas					
Schoolclass name ▲	edit class	edit modules	edit students	edit teachers	delete
class 10	🖊	▦	👥	👥	✕

Class configuration screen with the class

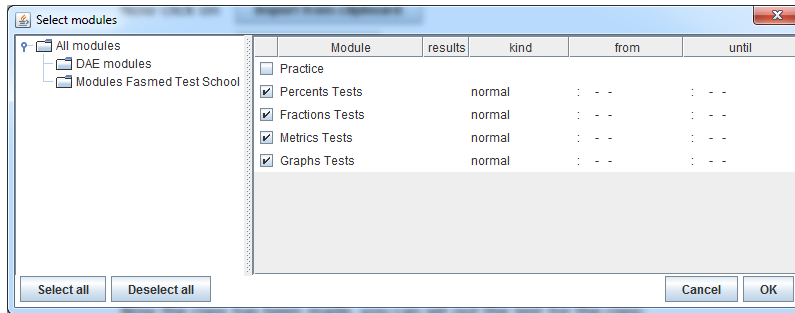**Add modules to your class or remove modules**

Create students accounts, add students to your class

Add a colleague teacher to your class or remove a teacher from the class

Click on ▦ and a pop-up will appear.

Click on DAE modules and then check the activity or test that you want your students to complete.


When you change the label **normal** into **protected**, the students only see the test on their screens without other navigation possibilities to, for example, open a browser.
When they completed the last problem and close the test, they cannot resume their work later.

In contrast to activities as Percents on the computer. For these activities students can always continue their work.

You can also set a certain time frame in which a test is available to students. If you want your students to only work on a set of problems during one specific morning, you can prevent them from logging in at home and correcting their answers this way.
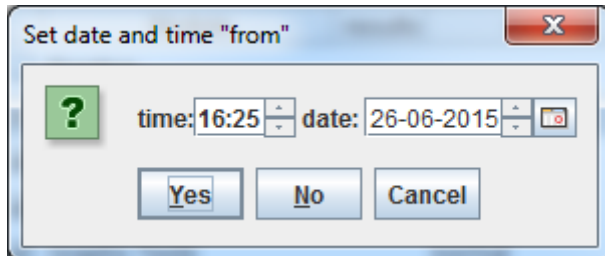
When you have selected a test and clicked OK, this test will be visible to the students in the class. This way, you can assign different tests to different classes.

5. Viewing student results

In the left column, click on the name of your class. You then get an overview as below.

At the top you will find the name of the tests these Dutch students worked on.

Select a test you want to review and click on

You will see a screen like the one below:

In this view you have two options:

1. **Overview of the class results**

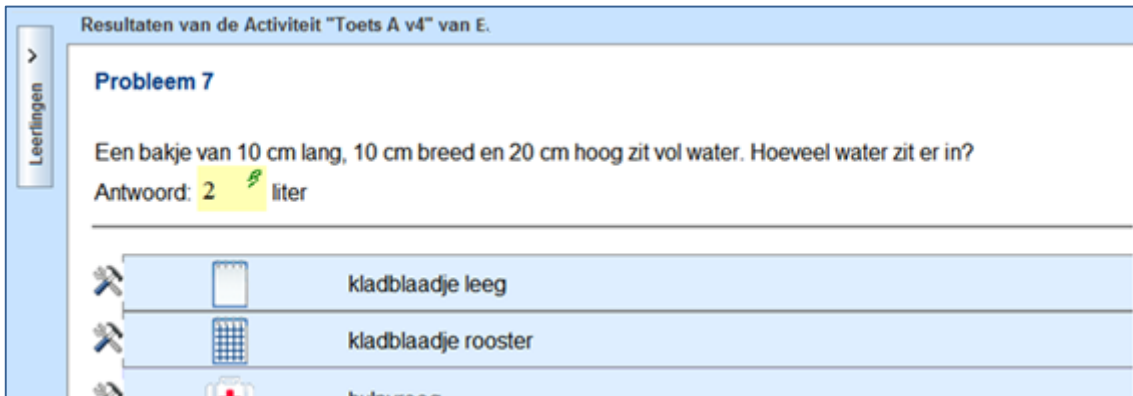   Click on to see the results of the whole class (in the tab log answers). This overview looks similar to the overview below.

2. **Individual student result**
   When you want to see how a particular student solved a problem, click on the col-

ored cell behind the name in the test overview (the overview with the percentages and completion time).
You will then see:

By clicking on you can see how the student used each of the auxiliary tools. The tool will open by clicking, and can be closed again by clicking on the icon a second time.

To see the entire list of names and problems, you can open the left column by click-ing .
You will then see:
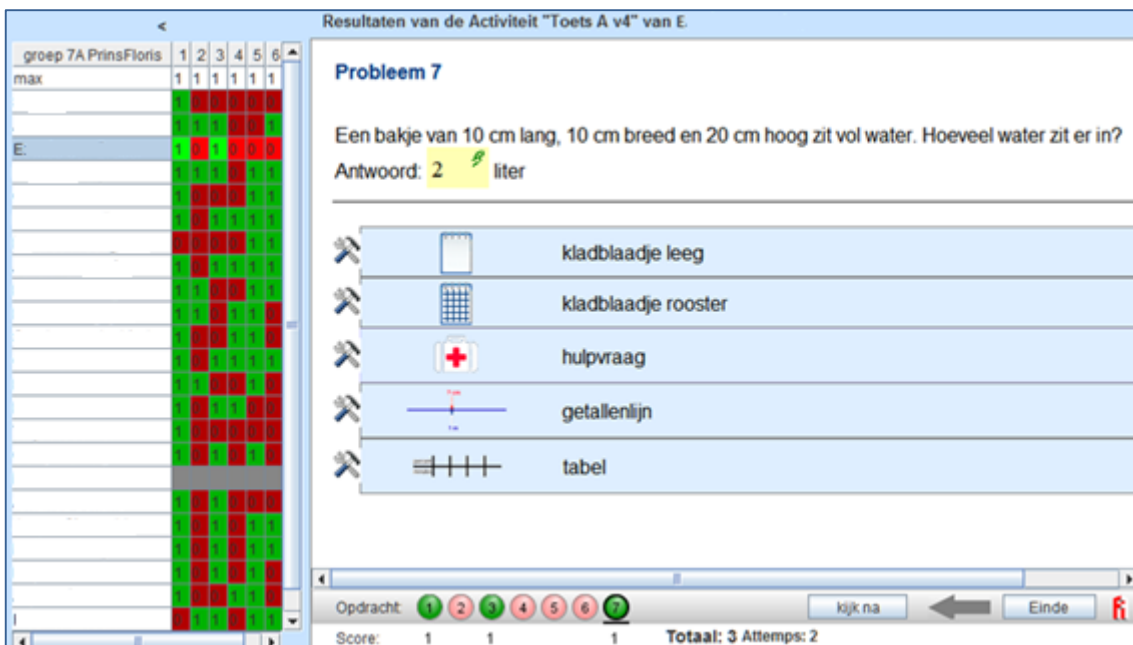
Now you can see the work of each student for the same problem by clicking on the name of every student, or look at the work of one particular student on various prob-lems by clicking on the circled numbers.

6. Registering as a teacher

Go to www.dwo.nl/dae

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

Click on **New account:**

Select I am Teacher:

1. Fill in all the data

2. School information
- Fill in the school's **Schoollogin**
- Choose: **Teacher**
- Fill in the school's key for the teacher

3. Click on Register
You will get a new screen and click on **Login**

FINALLY

If you have questions or problems, please visit the website
http://www.dwo.nl/en/
and select **Contact**