

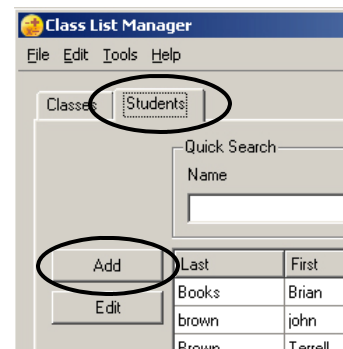
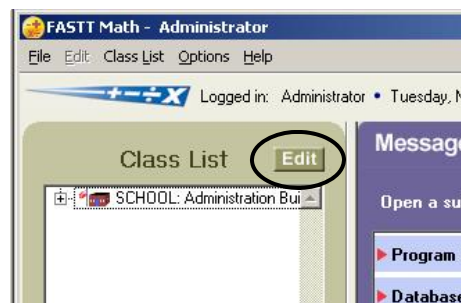
FASTT MATH

Manager Program - Teacher Responsibilities

Note for Administrators: If you have been assigned Administrator Privileges, you will not see all of the teacher options when you first login. Go to the Options menu and select “Switch to Teacher View.”

Step 1: Creating Student Accounts (Use these instructions when a new student needs to be added to the program. Before you can put the student into your class, an account must be created for that student.

1. Click the **Edit** button to enter the Class List Manager.
2. On the **Students** tab, click **Add** to open the Add Students window.
3. Enter information in the required fields: First name & Last Name
4. Enter a password for the student. (Leaving the field blank allows the student to set his or her own password upon first login.)
5. Enter other information as needed. (Gender & Grade Level recommended.)
6. Click the **Add Another** button to add more students.

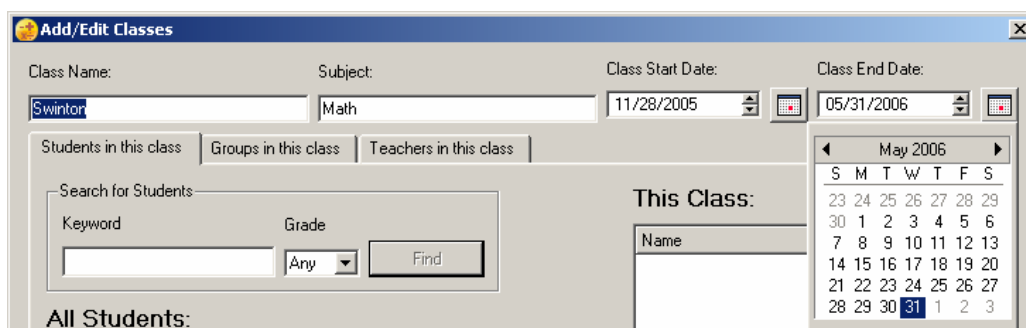
A screenshot of the "Add Student" dialog box. The title bar reads "Add Student". The form contains several fields: "Student ID" (input), "First*" (input with a star), "Middle" (input), "Last*" (input with a star), "Suffix" (dropdown menu with "None" selected), "Nickname" (input), "Gender" (dropdown menu with "Unspecified" selected), "Password**" (input with a star), and a note: "** If the Password field is left blank, students will be asked to create their own password." Below these are "Grade" (dropdown menu with "K" selected), "Meal Status" (dropdown menu with "None" selected), "English Proficiency" (dropdown menu with "Unspecified" selected), "Ethnicity" (dropdown menu with "Not Provided" selected), "Special Education" (dropdown menu with "Unspecified" selected), "Migrant Status" (dropdown menu with "Unspecified" selected), and "Other" (input). At the bottom right, the "Add Another" button is circled in red. At the bottom center are "OK", "Cancel", and "Help" buttons.

Suggestion: If you want to use the program as a student, create a fake name for yourself. Do Not use the same name as your teacher account.

NOTE: Student names must be unique. If duplicate names exist make sure to use the middle initial field. You will be alerted if you are trying to create a student account that already exists.

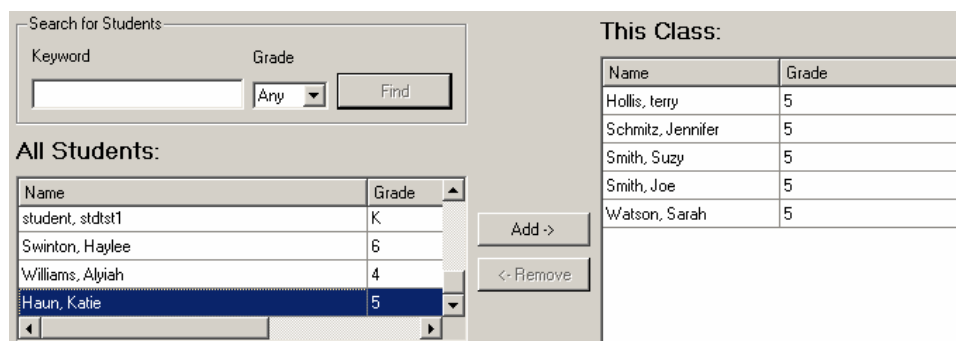
Step 2: Creating Class Lists (Refer to image below.)

1. Click on the **Classes** tab.
2. Click **Add** to open the Add/Edit Classes window.
3. Enter information about the class name and subject.
4. Set the Start and End dates for the class. The Start Date will always be the date you are setting up the class. It is suggested that you set the End Date to after the last day of the school year. (Click the **Calendar** button to find the dates quickly.)



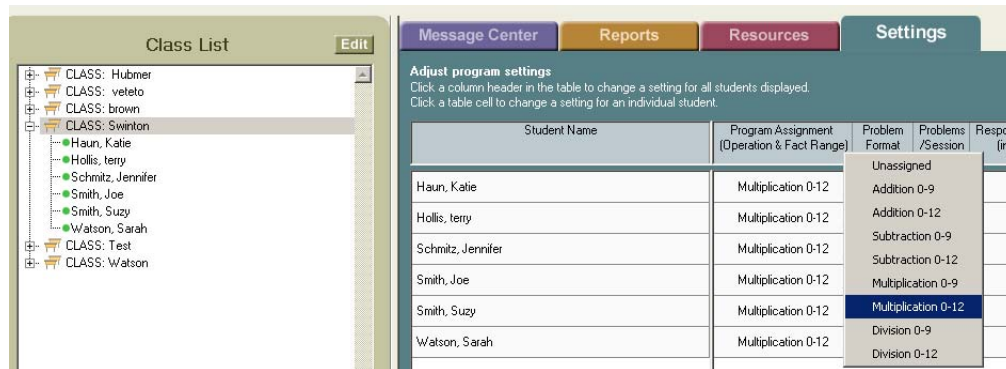
Step 3: Adding Students to a Class List (Refer to image below.)

1. In the **All Students** list. Select the names of the students in your math class. You can use Ctrl-Click to select multiple students.
2. Click **Add** to move the students into your class. *Once a student is moved into your class, his/her name is removed from the All Students list. A student can only be in ONE teacher's class.*
3. Click **Done** when you finished creating your class.



Step 4: Assignments for Students

1. Click the **Settings** tab.
2. From the **Class List**, click on the Class name to select the entire class. You can also click on one or more student names if desired.
3. Below the **“Program Assignment (Operation & Fact Range)”** column heading, click a cell that says **“Unassigned”** next to a student’s name. A pop-up list of operations and fact ranges appears.



4. Select the operation and fact range you’d like the student(s) to use. If you’d like to assign all students to the same operation and range, click the Program Assignment column header.
5. Select Horizontal or Vertical format for the problems. (Do NOT use Mixed.)
6. Set the Problems per Session to 50.
7. Set Response time to the highest value.
8. Change the Language to Spanish if needed.

SPECIAL NOTE: DO NOT change any student to Unassigned if you want to continue to generate reports or resources for that student. Changing a student to Unassigned will remove that student’s performance data from the database.

Access for Resource Teachers

Any resource teacher can have access to reports on a student by being a member of the math teacher’s class.

1. Resource teacher’s name must be entered into the system. (Administrator task)
2. Math teacher must ADD the resource teacher to his/her class. (Teacher task)

