



**Classroom *Teacher*™**

## **Help Guide**

version 1.1

Android OS

*Thank you for your interest in Edison Gauss Publishing's **Classroom Teacher™**. We are confident it will serve you and your students well. Routinely practicing the basics of arithmetic builds a solid foundation of proficiency from which number sense and a life-long confidence toward math can grow.*

*Students writing out and showing their work is a critical component for academically rigorous instruction. Writing out the intermediate steps in solving problems reinforces the learning process. It creates a record that teachers, parents, and tutors can review and assess where mistakes are being made. It also gives the student something tangible they can review and show off to parents and teachers.*

*We work hard designing and developing our apps directly with educators and parents, and try always to exceed our users' expectations. As such, we love to hear from you. Please send us your comments, feedback and suggestions. Our contact e-mail is [support@edisongauss.com](mailto:support@edisongauss.com). Thank you.*

*Sincerely,*

*Edison Gauss Publishing*

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# 1 Quick Start Checklist

Classroom *Teacher*™ requires a few minor initialization steps between it and the practice apps before students are visible and their session results are available for reviewing. Please confirm you have completed the following checklist when using the *Teacher* application for the first time.

## 1.1 Single Tablet Users

- ✓ Confirm you have the latest version of at least **one** non-demo Edison Gauss practice application installed on your tablet device.
- ✓ Confirm the student accounts in the practice apps have ***first*** and ***last*** name fields completed. (Note: guest accounts are not synced in *Classroom*)
- ✓ Confirm the “My Device” virtual classroom from the Dashboard view has the student roster expanded and the Last Practice/Student/Recent Progress column headings are visible.
- ✓ Tap on a student's name to enter the Calendar Review. If the student has completed a practice, Tap on one of the day cells and select a practice to open a Session Summary.

## 1.2 Multi-device Users

- ✓ Confirm a virtual classroom has been created on the designated teacher tablet.
- ✓ Confirm the student tablets have installed the latest version of at least **one** non-demo Edison Gauss practice application. Confirm the ***first*** and ***last*** name fields are completed for the student accounts in the practice app.
- ✓ Confirm the student tablets have installed the latest version of the Classroom application.
- ✓ Confirm all tablets have wifi enabled and are connected to the local network.
- ✓ Confirm students have properly joined the correct virtual classroom. The virtual classroom should appear in a student's list of “Joined Classrooms” in the student's Classroom application.
- ✓ Confirm the teacher's virtual classroom from the Dashboard view by having the student roster expanded and the Last Practice/Student/Recent Progress column headings are visible.
- ✓ Tap on a student's name to enter the Calendar Review. Tap on one of the day cells and select a practice to open a Session Summary.



## 2 Welcome

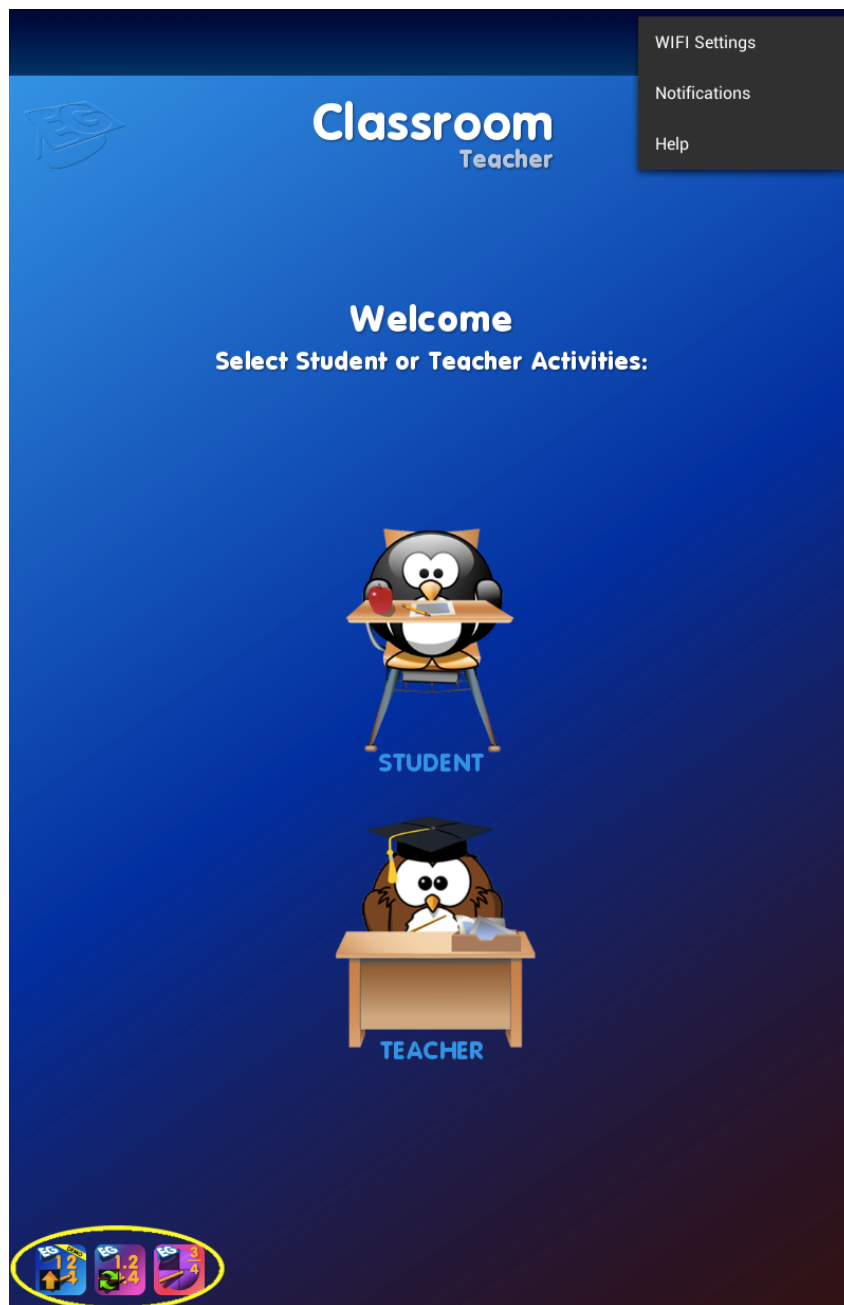


Figure 2.1 – Welcome Screen

### 2.1 Practice Applications Icon Dock

The icon dock on the lower left of the Welcome screen (see the field circled in yellow in Figure 2.1) shows the launcher icons for all of Edison Gauss Publishing's practice applications. It is used to provide a quick visual indicator for the state of the practice applications on your device. A launch icon with no overlays (see Fractions, the third icon from the left) indicates that the practice application is installed

and up to date relative to your installed version of the Teacher application. A launch icon overlaid with a pair of green “cycle” arrows (see Decimals, the second icon from the left) indicates that a more recent version of the practice app is available and needs to be updated to operate properly with Classroom Teacher. A launch icon overlaid with an orange arrow pointing up (see Arithmetic, the first icon from the left) indicates that the demo version is installed. Classroom Teacher does not support the demo versions of the practice apps; however, it is not necessary to upgrade the demo version if you are not using the practices with students and will not need to see the results with Teacher. A launch icon in black and white (not shown) indicates that the corresponding practice app is not installed. Tapping the launch icons will open the app marketplace for that application, where you can upgrade to the latest version.

## **2.2 Action Bar Menu**

The menu button, found in the upper right corner of the screen, has three options (see the menu in the upper right corner of Figure 2.1):

- **Wifi Settings** – the device's wifi system setting is important for automatic synchronization between teacher and student devices. The Android default is to keep wifi enabled even if the tablet is sleeping. If you have modified this setting, we recommend that you return it to “Keep Wifi on.” Classroom Teacher will perform synchronization operations during off-hours when the tablets are otherwise not in use; however, for those synchronizations to work wifi must be enabled. If wifi does not remain on during sleep, Classroom Teacher will still automatically synchronize, but only during periods in which both the teacher and student tablets are concurrently in use.
- **Notifications** – opens the notifications dialog. This is identical to tapping on the Eg watermark in the upper left.
- **Help** – opens a contextual help dialog, with pages written to help answer some basic questions. This document is accessible from the Welcome screen help page. This document is not embedded into the application binary, it is downloaded separately from the internet the first time you tap the “Help Guide” link to access the file. A local copy is stored in the “Download” directory on your device to help ensure the document availability even if your device is not connected to the internet.

## 3 Teacher Activities

### 3.1 Setup User Name

Define a user name to allow students to uniquely identify their teacher's tablet among, potentially, many tablets being used by fellow teachers on the local network. The first time the Teacher Activity is selected, Teacher will automatically prompt for a user name. Spaces and periods are allowed, for instance, “Ms. Woods” or “Mr. Thomas.”

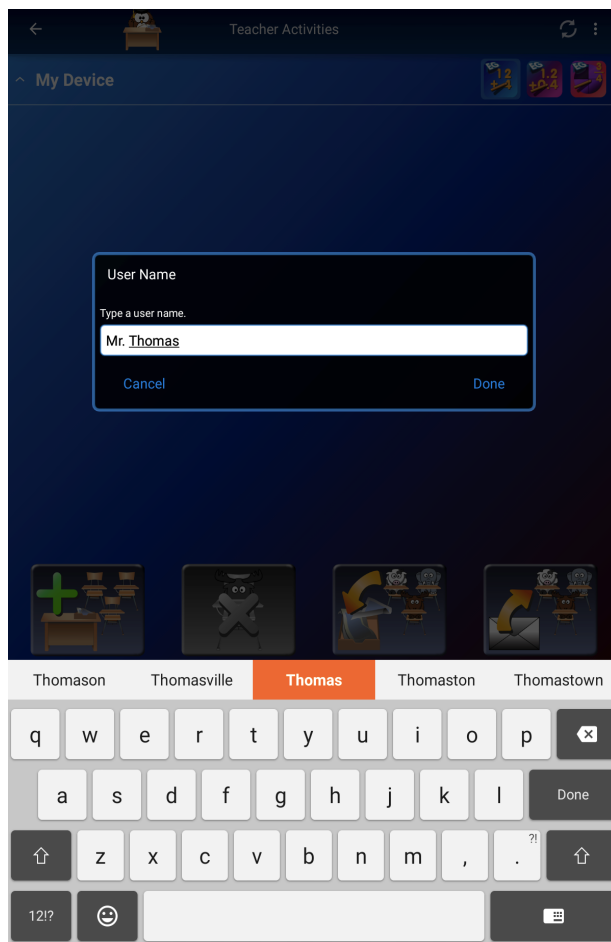


Figure 3.1 – Device/User Name Entry

Depending on how your site uses and shares tablets, user name can also be one of the school name or the room the tablets reside in. For example, if the tablets are on a cart and shared by multiple teachers it might make sense to use the school name. In this case the teacher's name would be included in the virtual classroom name. (Virtual Classrooms are discussed in section 3.2.1).

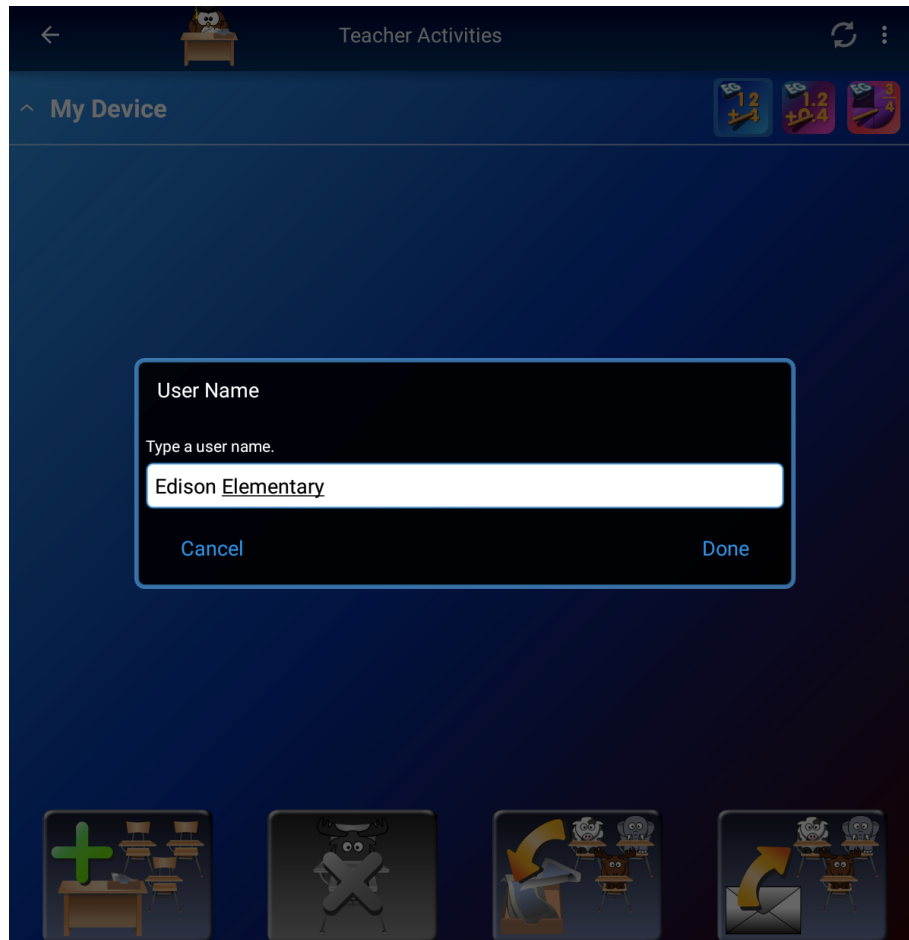


Figure 3.1 – Alternate: Site-User Name

- ➔ Tablets being used by students should not enter a name in the Teacher Activity. If a student, accidentally or otherwise, enters a user name in the Teacher Activity it is not explicitly a problem; however, students should not create any virtual classrooms. Once a tablet has virtual classrooms created on it, these classrooms will appear to all other students when they run the 'Join Room' operation of their Student Activity.

### 3.2 Teacher Dashboard

The Teacher Dashboard serves as the primary interface for tracking students' practice sessions and managing the virtual classrooms. Please refer to Figure 3.3 and the accompanying annotations for a brief synopsis to operating the Teacher Dashboard.

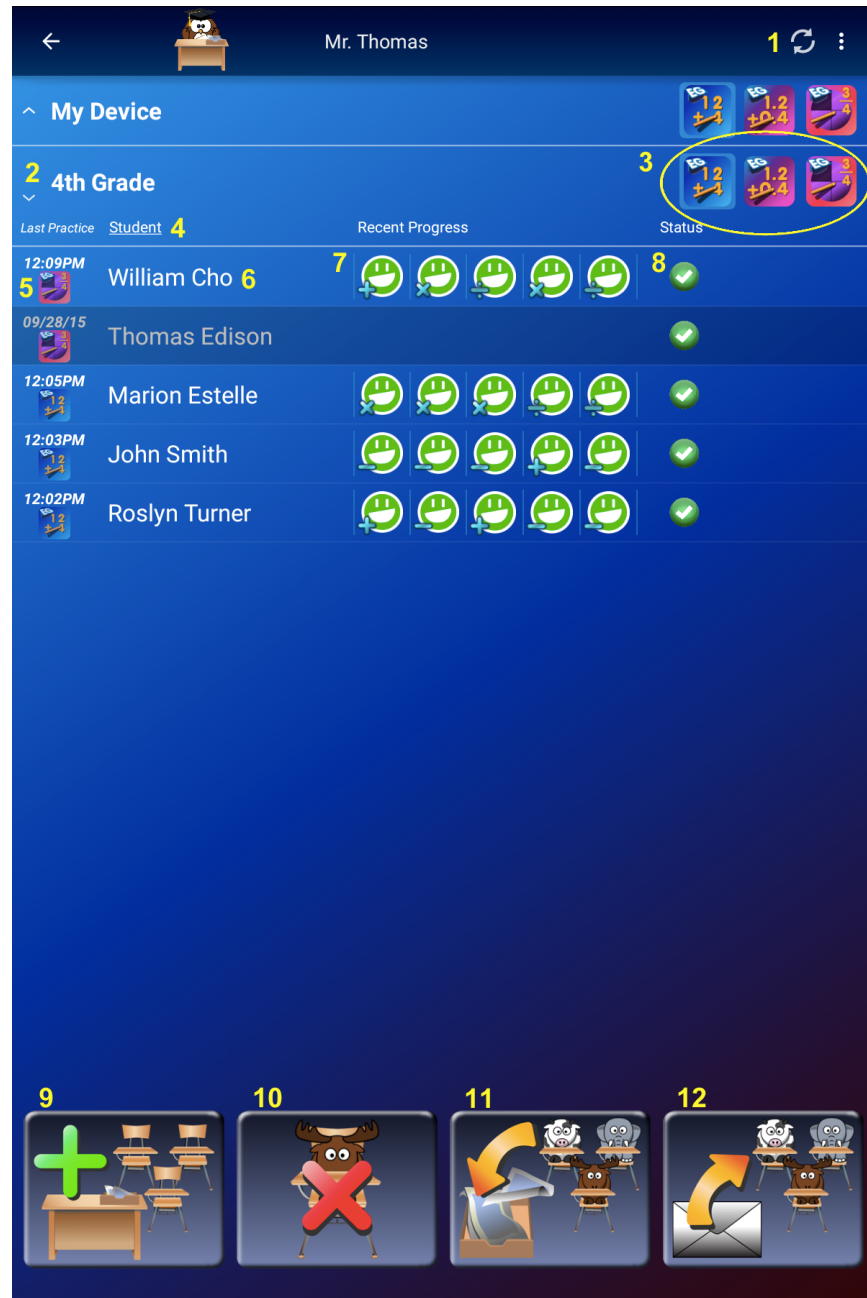


Figure 3.3 – Teacher Dashboard

1. **Network Sync** – query the local network for student devices and perform an auto-sync with any devices that have not been seen in over 24 hours.

2. **Virtual Classroom Name** – the student roster can be expanded / collapsed by tapping anywhere in the row of the classroom name. A long-touch will display the room information, including the classroom password (see section 3.2.1, figure 3.5).
3. **App Icons** – tap the icon of the app for which you wish to review practice results. The student's row will be appear darkened and the name will be in grey text if the student has not practiced with the selected app, such as the case with the student Thomas Edison regarding Arithmetic (figure 3.3).
4. **Student Roster Order** – tap the underlined text to open a dialog for selecting the list order of students in the roster.
5. **Last Practice** – indicates the time and type of each student's most recent practice session.
6. **Student Name** – tap the student's name to go into the calendar reviewer for that student. Long-touch a student name to associate email addresses for the student's parents or guardians. Additionally, white text indicates the tablet used by the student is located on the network and is available to sync results. Dark blue text indicates the student's tablet is not found on the local network. It may be powered off or have wifi disabled.
7. **Recent Progress** – a summary of results of the last 5 practice sessions. Tapping an icon will open that practice session, by-passing the calendar reviewer.
8. **Downloading Status** – completion indicator when downloading practice results from student tablets.
9. **New Classroom** – create a new virtual classroom (section 3.2.1).
10. **Remove Student/Classroom** – remove a student from a classroom, as subset of students, or an entire virtual classroom (section 3.2.2).
11. **Collect Practices** – perform an immediate download of student practices by tapping this button and selecting the student(s) for whom you wish to collect practice results. An entire classroom can be synced by tapping the 'select all' indicator for a virtual classroom (section 3.2.3).
12. **Send Message** – send student(s) a short message that they will receive within their practice app. If the email field has been filled-in, teachers can alternately choose to send email to the student's parents or guardians (section 3.2.4).

### 3.2.1 Create Room



To synchronize with other student devices, a virtual classroom must first be defined. Once the virtual classroom is created, students can then join from their tablets using the 'Join Room' button under their Student Activity.

Tap the 'Create Room' button to open the dialog to create a new virtual classroom (figure 3.4). The dialog prompts for a room name and optional password. If a password is defined, the student will need to type it in when setting up for the first time. It will only need to be entered by a student once.

A screenshot of a 'Create Room' dialog box. The title 'Create Room' is at the top left. Below it, there are two input fields. The first is labeled 'Name:' and contains the text '4th Grade'. The second is labeled 'Password:' and contains the text 'goldfish'. At the bottom left is a blue 'Cancel' button, and at the bottom right is a blue 'Done' button.

Figure 3.4 – Create Virtual Classroom

If you need to recall the classroom password, long-touch on the classroom name from the list in the Teacher Dashboard. A 'Room Information' dialog will display with the password shown in clear text (figure 3.5).

A screenshot of a 'Room Information' dialog box. The title 'Room Information' is at the top left. Below it, the following information is displayed: 'Teacher Name: Mr. Thomas', 'Room Name: 4th Grade', and 'Password: goldfish'. At the bottom center is a blue 'Done' button.

Figure 3.5 – Retrieving classroom password

- ➔ Alternatively for schools that share tablets among teachers, you may choose to define the school's name as the user name, and then the teacher's name as the virtual classroom name (figure 3.6).

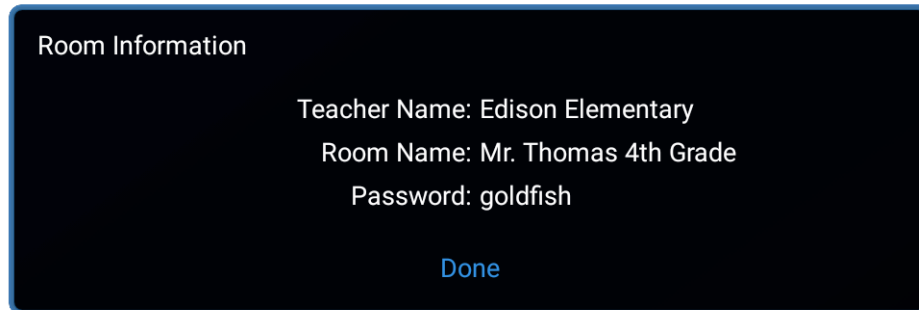
A screenshot of a 'Room Information' dialog box. The dialog box has a dark blue header with the title 'Room Information' in white. Below the header, the text is white on a dark blue background. It displays 'Teacher Name: Edison Elementary', 'Room Name: Mr. Thomas 4th Grade', and 'Password: goldfish'. At the bottom center, there is a blue button labeled 'Done'.

Figure 3.6 – Alternate naming for Teacher & Room



### 3.2.2 Remove Student/Classroom



Students can be removed from a virtual classroom by tapping the 'Remove' button and then tapping the indicator to select the student (figure 3.7).

The entire virtual classroom is removed by tapping the indicator for virtual classroom's name.

Removing students and virtual classrooms only removes data that is stored locally on the device. Student tablets, their accounts and the data stored by their practice apps, are not effected by classroom removal.

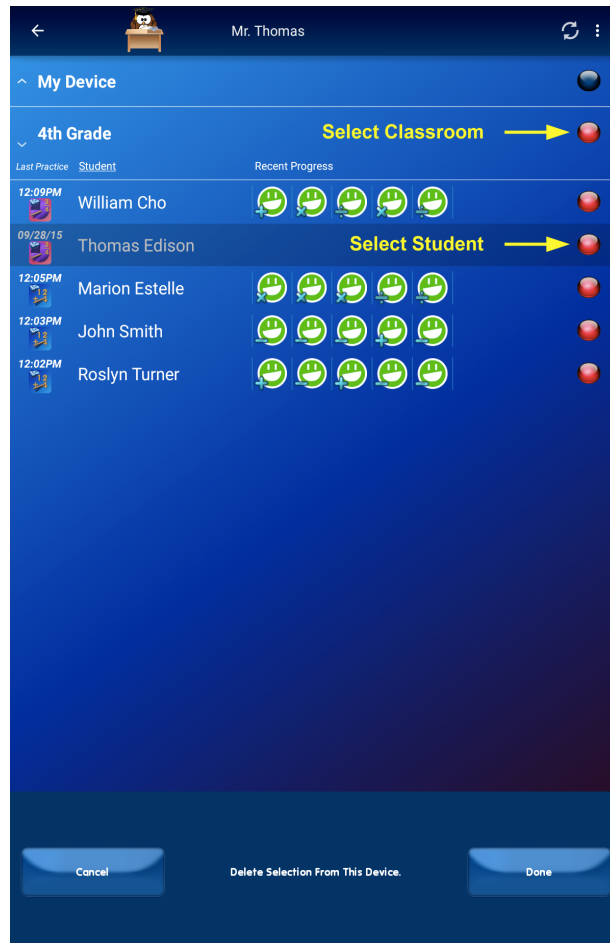


Figure 3.7 – Remove Student confirmation

### 3.2.3 Collect Practice Results



If students have completed a practice session since the last automatic synchronization (generally once per 24 hours), the 'Collect Homework' button will perform an immediate sync.

Collect from multiple students in one operation by tapping multiple indicators to select multiple students. Tap the indicator for the virtual classroom to select every student in the class. If a student has not completed a new practice the synchronization continues to the next selected student.

Progress of the synchronization operation is displayed in the Status column of the student roster. When the sync operation is completed for a student, a green confirmation icon is displayed in the Status column. Students with a green confirmation icon can be reviewed while the app synchronizes with other students.

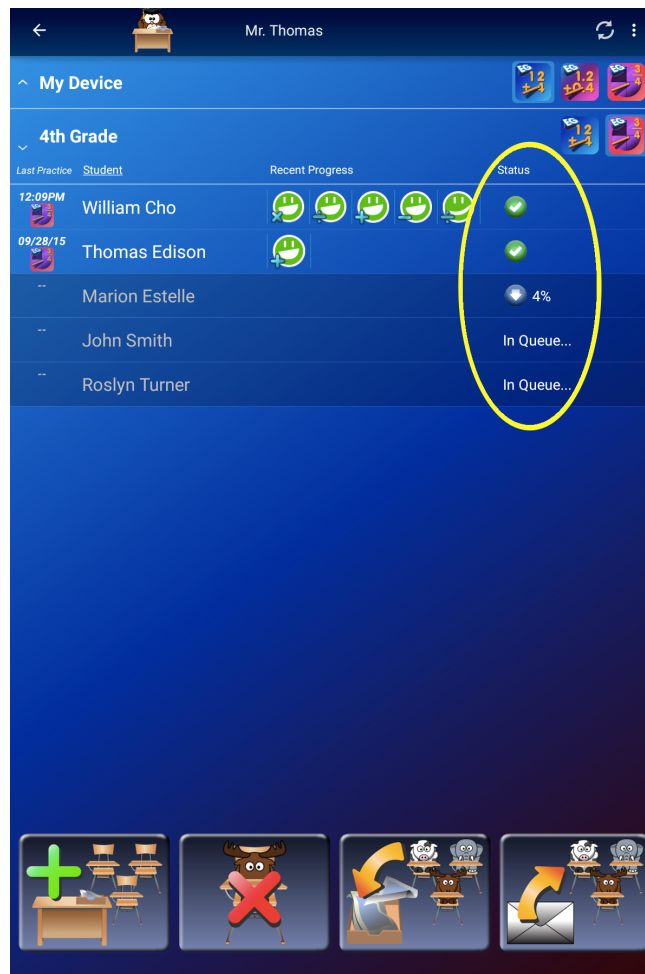
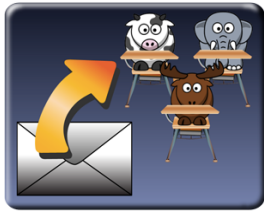


Figure 3.8 – Synchronization Status

### 3.2.4 Messaging and Email



Classroom features direct messaging for communicating with students and integration with email programs for communicating with parents.

Direct messages are short messages sent to students which they will automatically receive as notifications in their practice apps. In addition to the message itself, a selection of graphics are available that can be added to the message.

To send a direct message, tap the 'Send Mail' button and then tap the indicator for the student(s) you wish to send a message. A dialog will appear for you to compose the message and optionally choose a graphic. The same message can be sent to more than one student by tapping the indicators for all the students that you wish to receive the message, or by selecting the indicator for the virtual classroom for all students of a class.

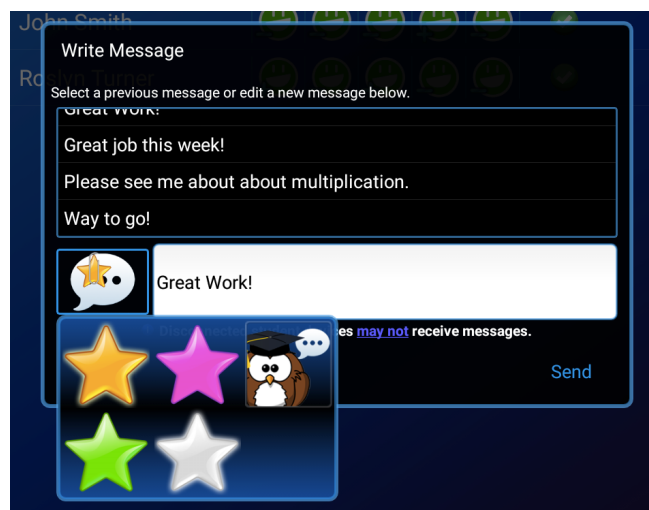


Figure 3.9 – Compose a Direct Message

Classroom Teacher and the practice apps have been implemented in such a way that direct messages are received only once, in whichever practice app the student first uses after the message has been sent by the teacher. Students will not receive duplicate messages, even if they are practicing on multiple apps.

Direct messages are the default behavior for the 'Send Mail' button; however, emailing a student's parents or guardians is supported if configured. If a parent or guardian email addresses are associated with the student, a dialog will appear to prompting a choice between direct messages or email (figure 3.10).

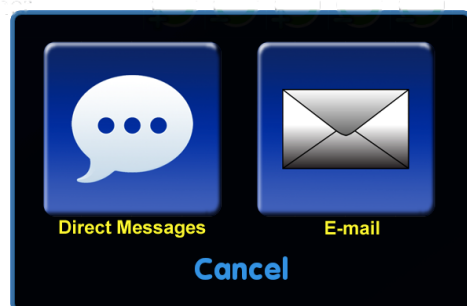


Figure 3.10 – Mail selection for email

To associate a parent or guardian email address with a student, long-touch on the student's name in the student roster and complete the fields in the 'Student Contacts' dialog (figure 3.11). Either type in the email or tap the rolodex icon next to the address field, to open a drop-down list of email contacts. Note, this make take a moment or two if there are many contacts.

A dark blue rounded rectangle with a title bar. It contains fields for Name, Parent/Guardian Email, and Second Parent/Guardian Email. A yellow circle highlights the "Open Contacts" button (rolodex icon) next to the email fields. A "Done" button is at the bottom.

Figure 3.11 – Parent/Guardian email

- ➔ Classroom Teacher does not natively support email. Teacher uses the email client configured on the device. If email is not set up on the device, Teacher will not have access to contacts and the email feature will not work. Please refer to the device manufacturer's support for information on setting up an email client.

### 3.3 Practices Reviewer

Classroom Teacher's primary function is as a practice reviewer. It gives educators a summary of the daily practices students have completed, the cumulative results for each practice session, and screen captures of each problem completed with the student's worked-out solution.

#### 3.3.1 Month View

The Month view displays a summary of the student's daily practices in a calendar format. Please refer to Figure 3.12 and the accompanying annotations for a synopsis to operating the Calendar layout.

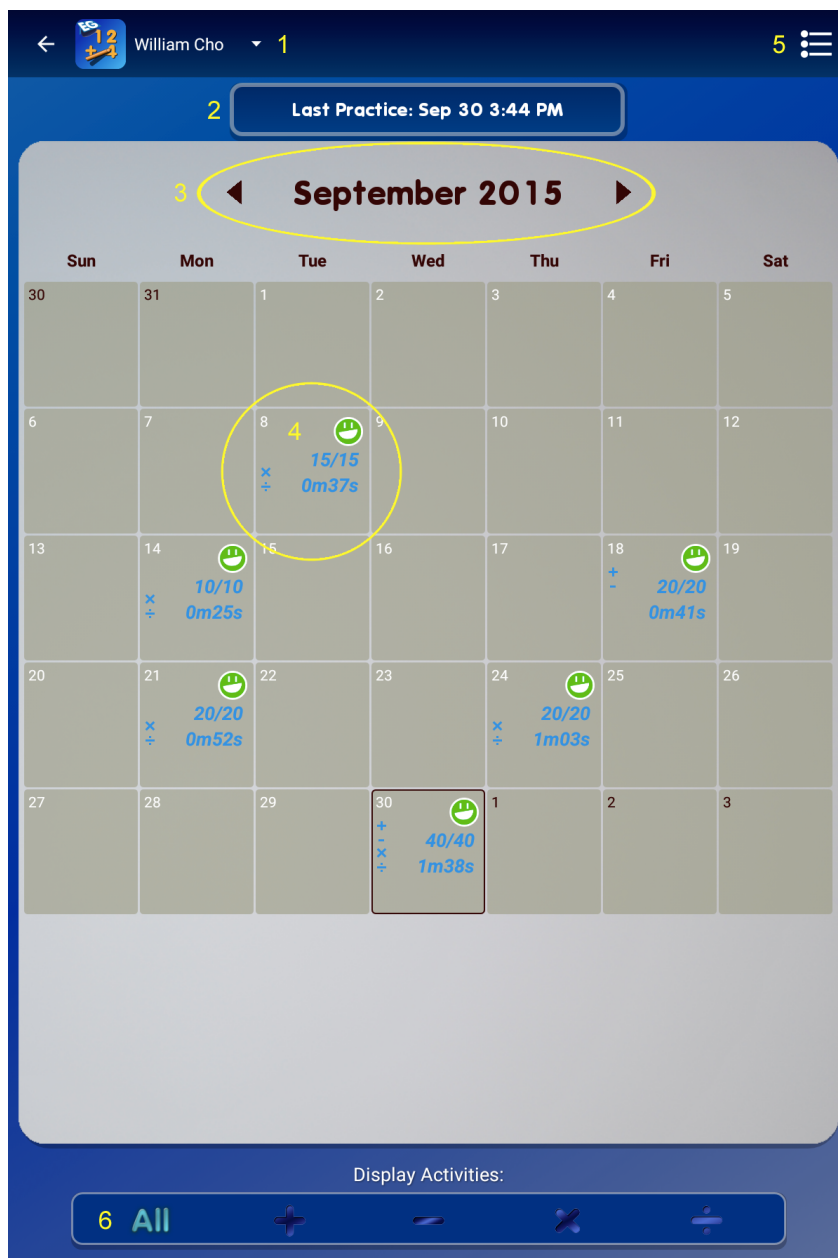


Figure 3.12 – Calendar Layout/Month View

1. **Student Roster** – tap the student name to open a drop-down menu showing the roster of the entire virtual classroom. This allows changing which student is being reviewed within a class without having to return to the dashboard screen.
2. **Last Practice** – tap this field to open a session review of the student's most recently completed problem set. (Problem sets are covered in section 3.3.2)
3. **Next/Previous/Jump To Month** – tap the arrow buttons to change the month that the calendar displays. Tap the Month itself to open a list of all months that have practices completed to be able to instantly jump to a specific month (figure 3.13).

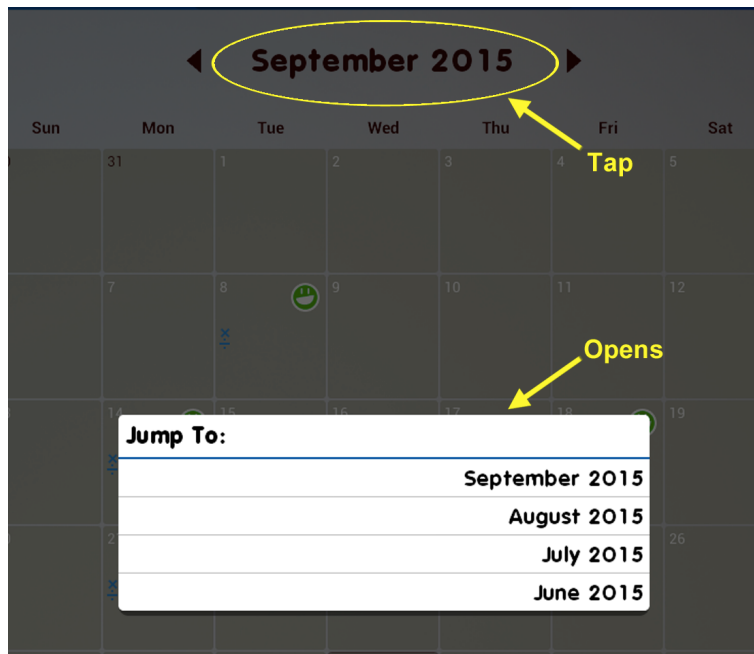






Figure 3.13 – Jump to Month

4. **Active Date Cell** – tap on a date cell with practice information / metrics to open the filtered practice sessions on that date.
5. **Practice Data Display** – tap this button to open a dialog to configure what data is shown on dates with practices.
6. **Practice Type Filter** – these indicators are used to filter which practices will be shown in the calendar. The default is “All” which will not apply a filter and all practice types will be shown.

### 3.3.2 Problem Set View

The Problem Set view tabulates the student's detailed practice results. In addition to the date and time of the practice session and the difficulty level of the problem set, the view shows the submitted answer, how long it took to be answered, the raw score, and a visual indicator as to the result for each problem.

The visual indicator is assigned as follows:

-  Correct answers given within a proficiency time limit.
-  Correct answers given outside a proficiency time limit.
-  Student self-corrected answers with minimal-to-no hints / help.
-  The answer had to be provided to the student for them to continue.

The problem set results can be emailed to a student's parents or guardians by tapping the envelope button at the upper-right of the screen. The email app on the device will be opened with a pre-formatted email ready to be sent.



Figure 3.14 – Problem Set View

### 3.3.3 Problem Reviewer

Tapping on a problem in the Problem Set view opens the screen capture of the student's submitted answers. The problem reviewer affords the ability to write on the screen and mark-up the student's work. Like the problem set results, the screen capture image (and mark-ups if any) can be emailed to parents or guardians by tapping the envelope icon in the upper right-hand corner of the screen. Page forward / backward through the student's answers in the problem set with the arrows near the bottom of the screen.

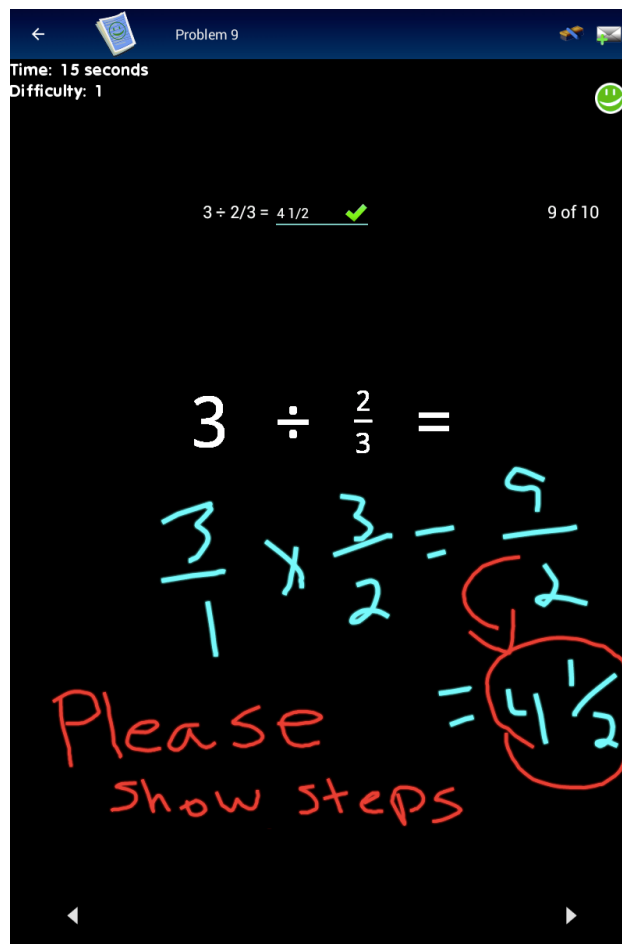


Figure 3.15 – Problem Reviewer



## 4 Student Activities

### 4.1 Setup Accounts on Practice Apps

Prior to using Classroom Teacher for the first time, **students must first create accounts in the practice apps**. To be recognized by Classroom, the student accounts must have the **first** and **last** name fields completed under the 'Classroom Name.'

The student's username within the practice app is not used by Classroom Teacher and may be anything the child prefers, such as a nickname (figure 4.1). If the first and last name fields are not completed for a student user account, that account will not be visible to the Teacher app.

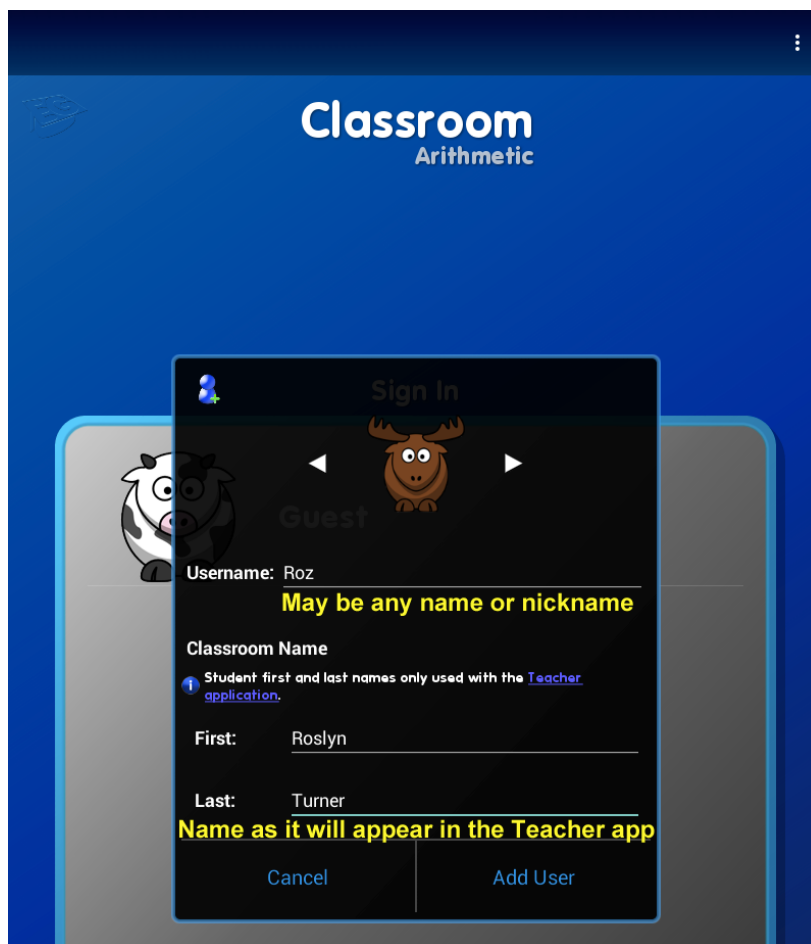


Figure 4.1 – Sample student account setup in Fractions app

## 4.2 Classroom App Sign In

Students do not create user accounts in the Teacher application. Classroom Teacher automatically gathers the names of the student accounts that have been created in the practice applications. Tapping the Student button on the welcome screen presents the user with a list of the student accounts registered on that device (figure 4.2). The launcher icon for each of the practice apps which the student has registered is shown.

If a student name does not appear, confirm the student has provided a first and last name in the practice apps and if the device is the correct tablet they have been using. Students should also take care to use the same first and last name in all the practice apps. If a student name appears two different ways with two different practice apps, exit Classroom Teacher and correct the user accounts in the practice apps to match each other. For example, Teacher will treat William Smith and Billy Smith as two separate and unique users (figure 4.2).

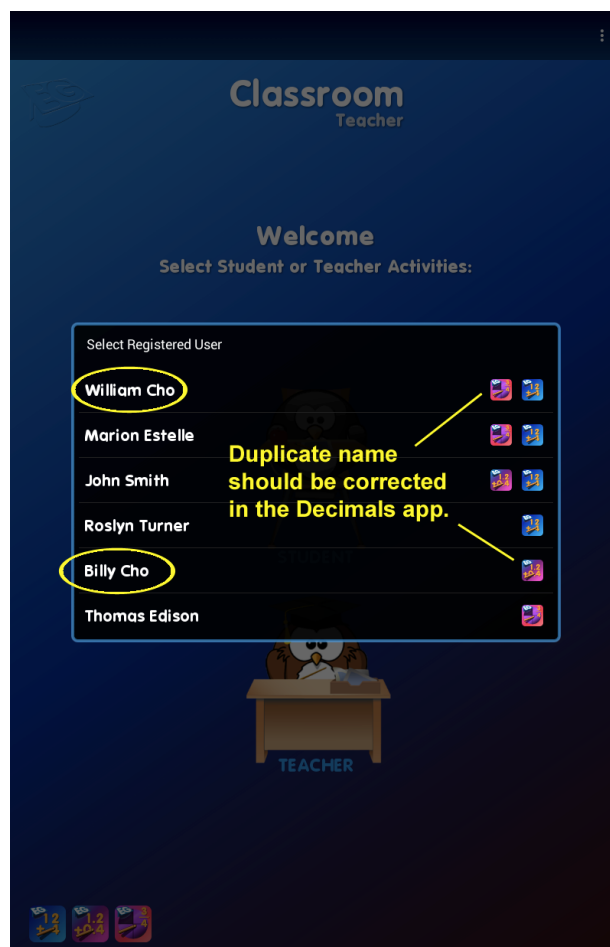


Figure 4.2 – Student Sign In

### 4.3 Join Room

A virtual classroom should be created prior to this procedure. The educator's tablet should be powered-on with wifi enabled and connected to local area network. The student's tablet should have wifi enabled and be connected to the local area network. Internet access is not required.

Students should tap the 'Join Room' button. A dialog will appear with a list of teachers and the virtual classrooms for each (figure 4.3). On some devices, students may have to tap the arrow icon in front of the teacher name to display the list of virtual classrooms. Students should tap on the name of the virtual classroom they would like to join and enter a password, when prompted, that has been provided to them. (The classroom password is discussed in section 3.1.)

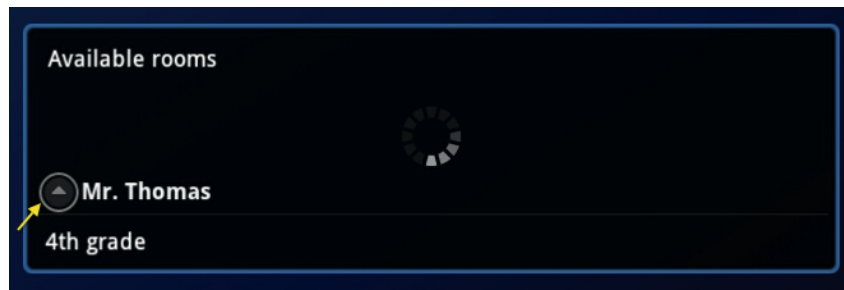


Figure 4.3 – Classroom Selection dialog

If the setup process is successful, the virtual classroom will be listed under the student's 'Joined Classrooms' (figure 4.4).



Figure 4.4 – Student's Registered Classroom

## 4.4 Receiving Direct Messages

Students receive direct messages as notifications in their practice apps. Notifications automatically appear on the Welcome screen next to the 'Eg' logo (figure 4.5).

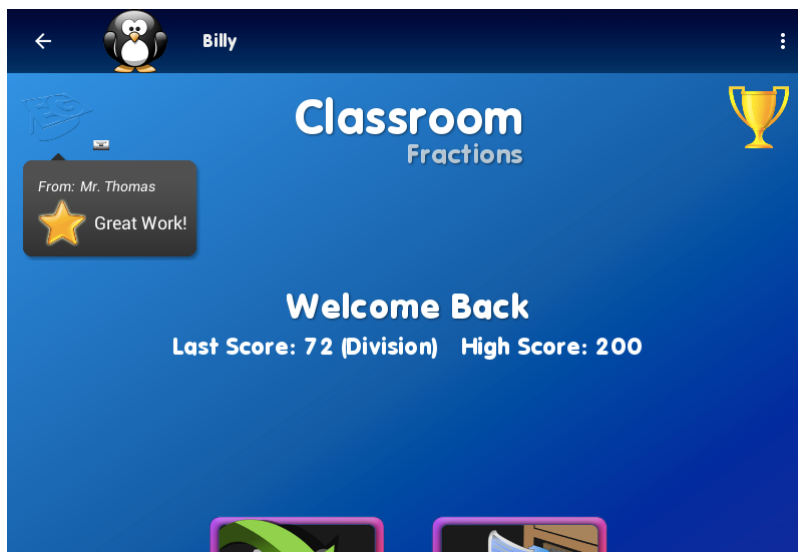


Figure 4.5 – Student Received Direct Message

Previously received messages are reviewed by tapping the watermark and then tapping the button with the icon of the teacher holding an envelope (figure 4.6).

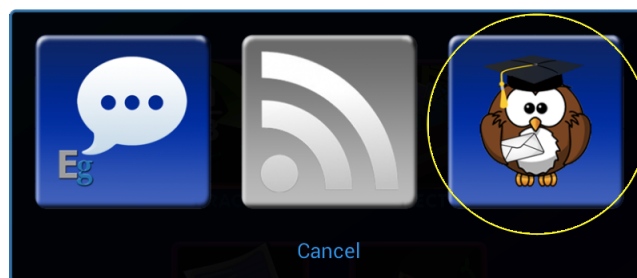


Figure 4.6 – Open the log of previously received Direct Messages

## **5 Common Questions & Troubleshooting**

### ***5.1 Repeated attempts by students to 'Join Room' does not show any classrooms?***

- ✓ Ensure the teacher's tablet is powered-on, has wifi enabled, and is connected to the local area network.
- ✓ Confirm the student's tablet also has wifi enabled and is connected to the local area network.
- ✓ Check whether the tablets are connected to different wireless access points. If so, go into Android's wireless and networks settings and change the devices to be connected to same wireless access point (The exact process for changing access points varies slightly by tablet manufacturer). If your network administrator has placed the wireless access points on unique “sub-nets,” such as for filtering internet traffic, your and your students' tablets will have to be on the same sub-net for Classroom's peer discovery process to function.
- ✓ Check with your site's network administrator. The local area network will need to allow UDP broadcast packets, which Teacher uses to discover peer devices. Some administrators turn on filtering to block these packet types.

### ***5.2 Students can find my classroom, but are unable to “pair” with my device?***

- ✓ If a classroom password has been configured, confirm the student is entering the correct password. To review the password for your virtual classroom, go to the Teacher Dashboard and long-touch on the name of your virtual classroom.
- ✓ Double-check for typos and capitalization differences. Make sure the caps lock is not accidentally set.

### ***5.3 I do not see my student listed on my dashboard?***

- ✓ Confirm the student has joined the correct virtual classroom. From the student's device, open the Student Activity and select the student's “registered user” persona. Under the list of Joined Classrooms check both your device name and your classroom name are listed (see figure 4.4).  
  
Students can leave a classroom they have joined by tapping on the classroom's name in their “Joined Classrooms” list. A dialog will appear, from which they can tap the “Leave Room” button.

#### **5.4 *The same student is listed twice on my dashboard?***

- ✓ Are the names exactly the same? The student may be using more than one tablet and has joined your classroom twice, once from each tablet. To properly track their results over time, students should use the same device every time they practice with Classroom.
- ✓ Are the names slightly different, for instance Billy Smith and William Smith? The student should go to the practice application of the incorrect name and edit their account persona so that the first and last names are exactly the same. After the student has corrected their account, the teacher is free to remove the errant name from the virtual classroom's roster. Please refer to sections 4.1 and 4.2 for additional details.

#### **5.5 *My student is listed on my dashboard, but the name appears disabled?***

- ✓ A disabled name indicates the student's tablet has not responded to discovery messages from your tablet. If the student's tablet is known to be physically present, tap the network sync icon on in the upper right-hand corner of the Teacher Dashboard (figure 3.2, item 1) to repeat the discovery process.
- ✓ If the previous step does not resolve the problem, please follow the recommendations to answer 5.1 to confirm the student's tablet is present and connected to the local network.

#### **5.6 *My student is listed in my dashboard, but her most recent work is not being shown?***

Classroom Teacher performs an automatic download and synchronization of student data to your tablet once per 24 hour period. This was chosen to keep Teacher's network overhead to a minimum. If the student has completed a practice after the automatic sync has occurred, but before the next 24 hour time period for the next scheduled automatic sync, you can perform an immediate collection of latest practice results.

- ✓ Tap the “Collect Practice Results” button (figure 3.2, item 11) and select the student from whom you wish to receive updated results.

#### **5.7 *I tap on the icon for my student's most recent practice, but the practice I am shown is not what he has just completed?***

Please refer to the recommendation in the previous question.

### ***5.8 I sent my student a direct message, but she did not receive it?***

Teacher is configured for push style notifications and not pull. It is possible for a student tablet to leave the network after Classroom Teacher has sent a query and determined the device is online. Further, in situations of poor network connectivity, a device may miss receiving a message that was sent.

If you as a teacher or parent find direct messaging important to how you use the apps and are having problems with lost messages, please contact us at [support@edisongauss.com](mailto:support@edisongauss.com) and let us know of your experience.

### ***5.9 If I remove students from my virtual classroom will they lose any of their work?***

No.

All session results and practice data is stored internally by the practice applications. Classroom Teacher uploads a copy to the teacher's device when it performs a network sync between teacher and student devices. Removing a student from a virtual classroom removes the copy from the teacher's device, but does not effect the practice applications on the student's tablet in any way.

For the student accounts in the “My Device” virtual classroom, Classroom Teacher inspects the locally installed practice apps' data directly. For this reason, it is not possible to remove student accounts from the “My Device” classroom. Attempting to do so generates a warning message and the command is ignored.

### ***5.10 Our site does not allow unrestricted access to the internet. Does Classroom connect to any outside web sites or servers?***

Classroom apps do not need access to the internet for their usual and typical operation. Occasionally the applications may require internet access for a periodic license check. The periodic license checks occur at most four times annually. The license check will connect to the servers of the marketplace from which you purchased the apps, for instance Google Play or the Amazon Appstore.

Additionally, Classroom apps connect to Edison Gauss Publishing's servers for occasional communications from us concerning promotional sales, new product announcements, and upgrade notices. These communications use the RSS feed protocol. The connection is not required and the apps will not experience any degradation in function if it cannot be established.