dfm

Getting Started ::

For Teachers

www.drfrostmaths.com
@DrFrostMaths

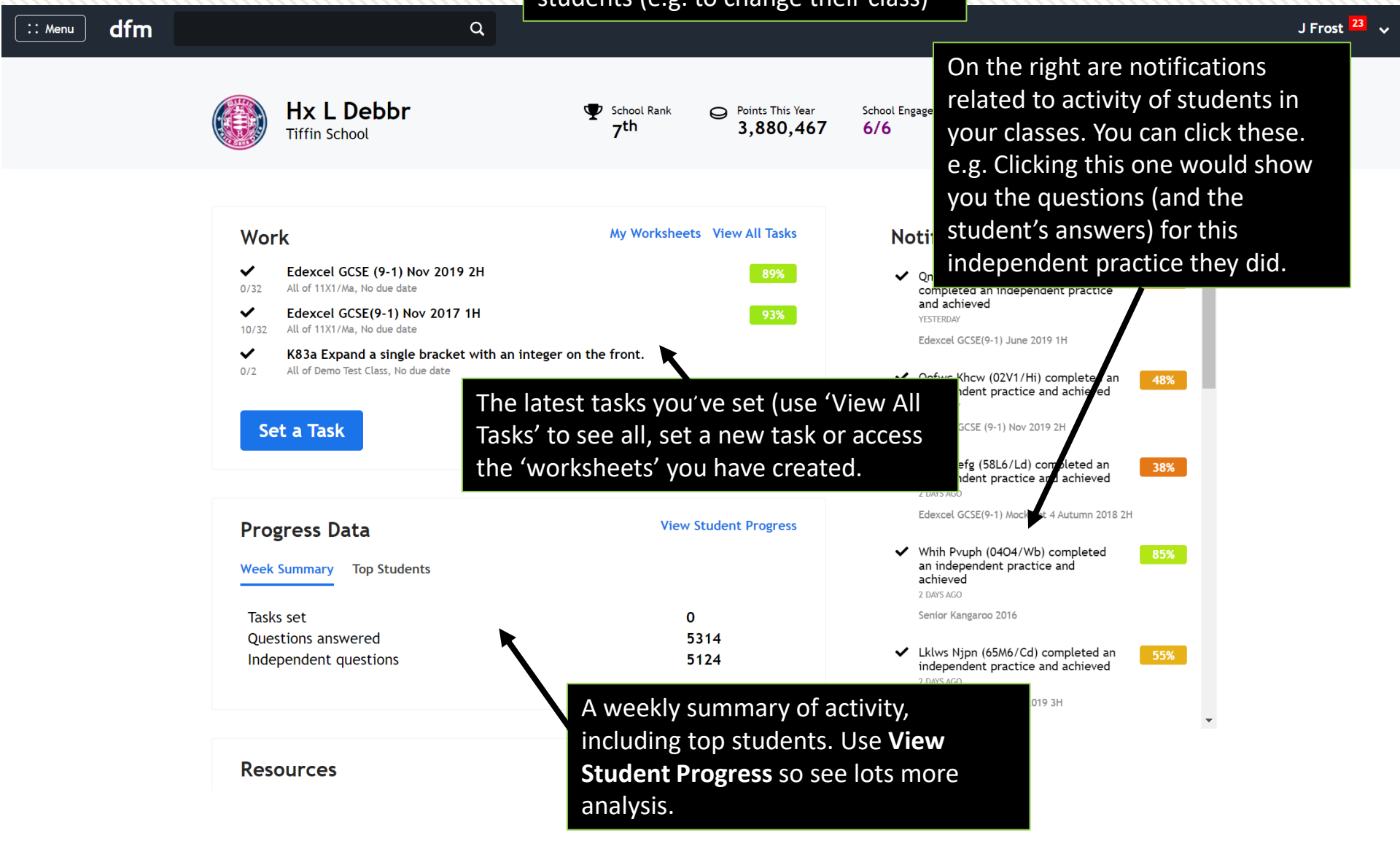
Last modified: 3rd December 2022

Contents

When you first log in…

The top menu allows you to quickly access different parts of the site. We'll explore this further…

You can use this search bar to quickly search for skills (e.g. Pythagoras) or students (e.g. to change their class)

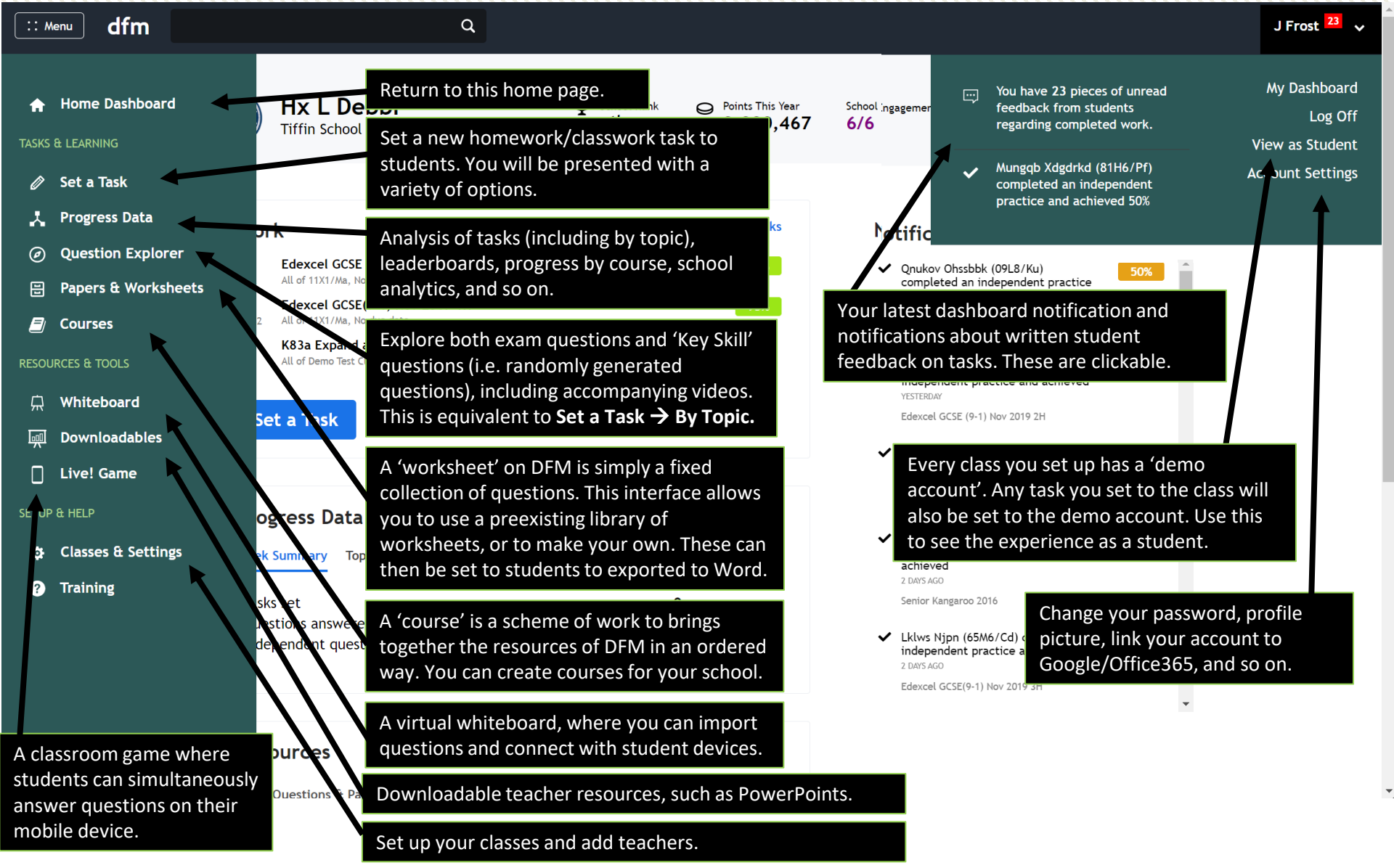


On the right are notifications related to activity of students in your classes. You can click these. e.g. Clicking this one would show you the questions (and the student's answers) for this independent practice they did.

The latest tasks you've set (use 'View All Tasks' to see all, set a new task or access the 'worksheets' you have created.

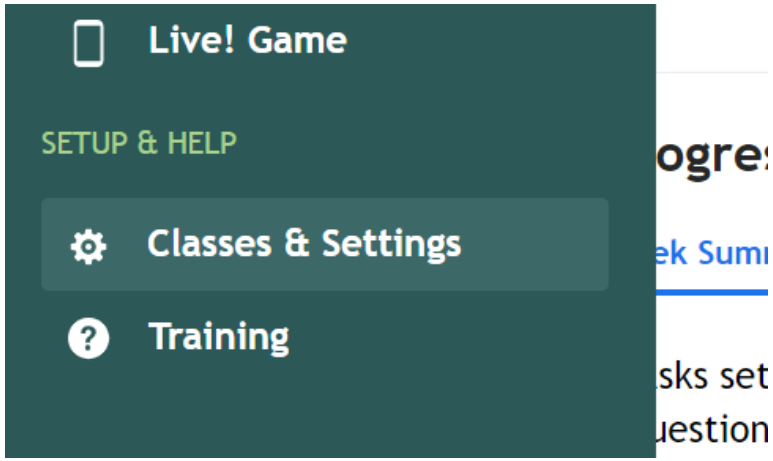
A weekly summary of activity, including top students. Use **View Student Progress** so see lots more analysis.

The left/top menu



Setting up your classes

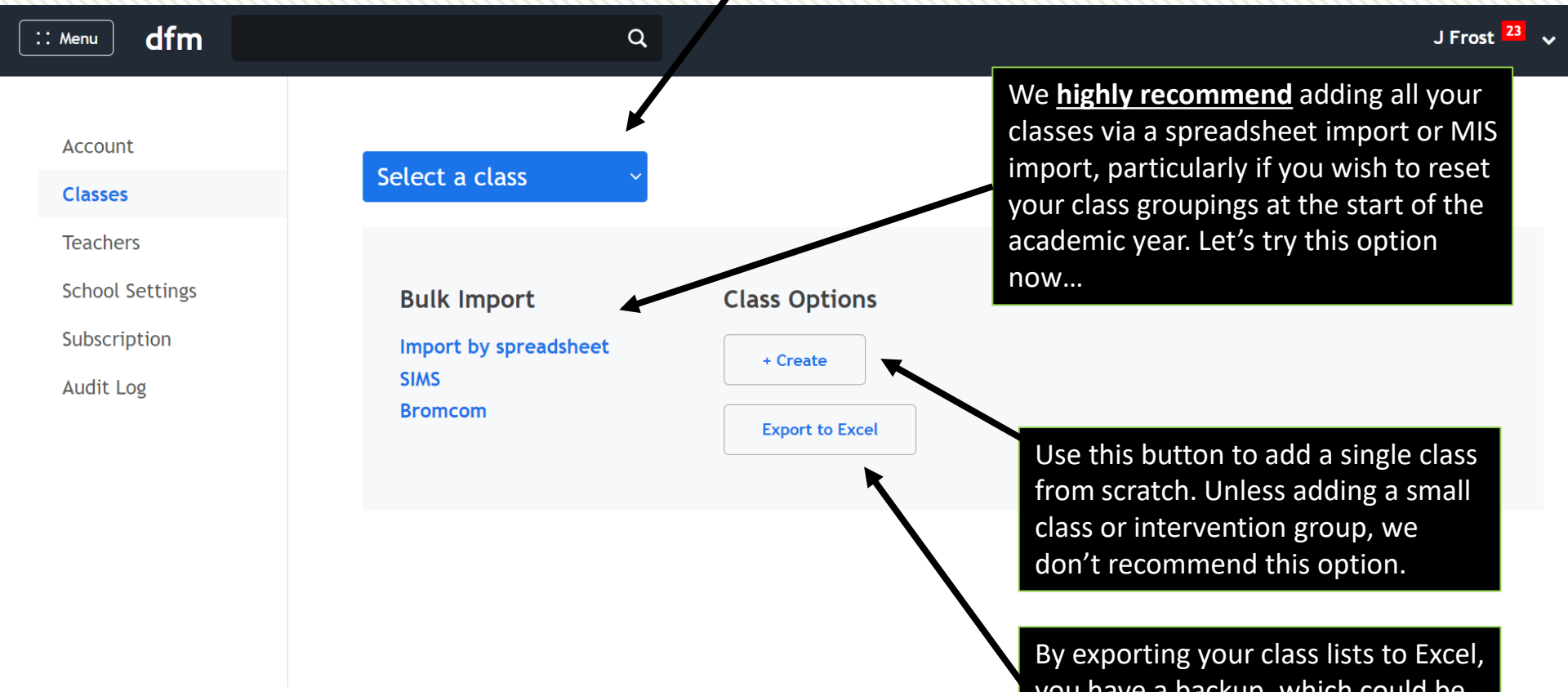
Step 1



Click the top-left **Menu** button and choose **Classes & Settings**.

Setting up your classes

If classes have already been set up, you can select a class from the dropdown list here.



We **highly recommend** adding all your classes via a spreadsheet import or MIS import, particularly if you wish to reset your class groupings at the start of the academic year. Let's try this option now…

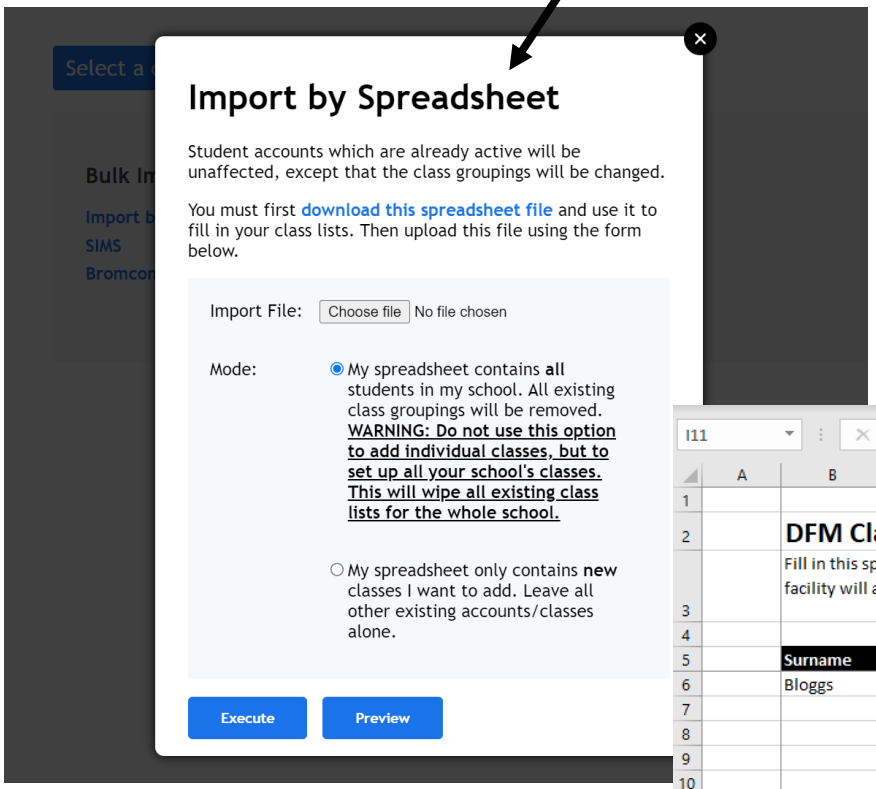
Use this button to add a single class from scratch. Unless adding a small class or intervention group, we don't recommend this option.

By exporting your class lists to Excel, you have a backup, which could be restored using **Import by spreadsheet** should you encounter any problems.

Setting up your classes via a spreadsheet import

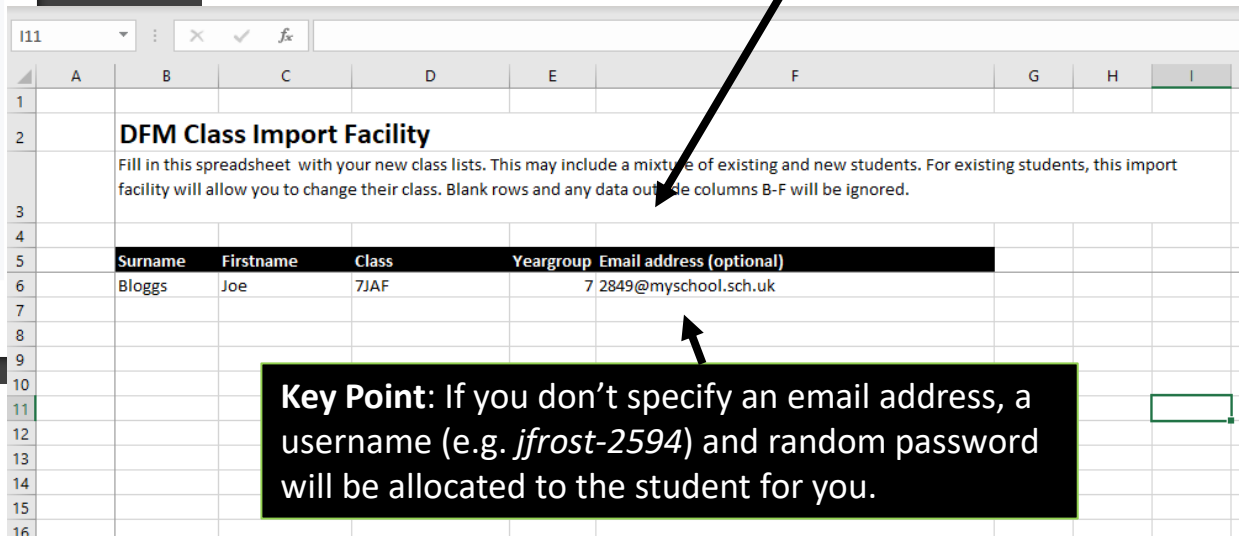
Step 2

Having pressed the **Import by Spreadsheet** link, follow the instructions to download a Excel spreadsheet you will need to populate.



Step 3

By copying data from your department's tracking spreadsheet, list all your students. This can be a mixture of students already with DFM accounts (the wizard will find them), and new students who require new accounts.

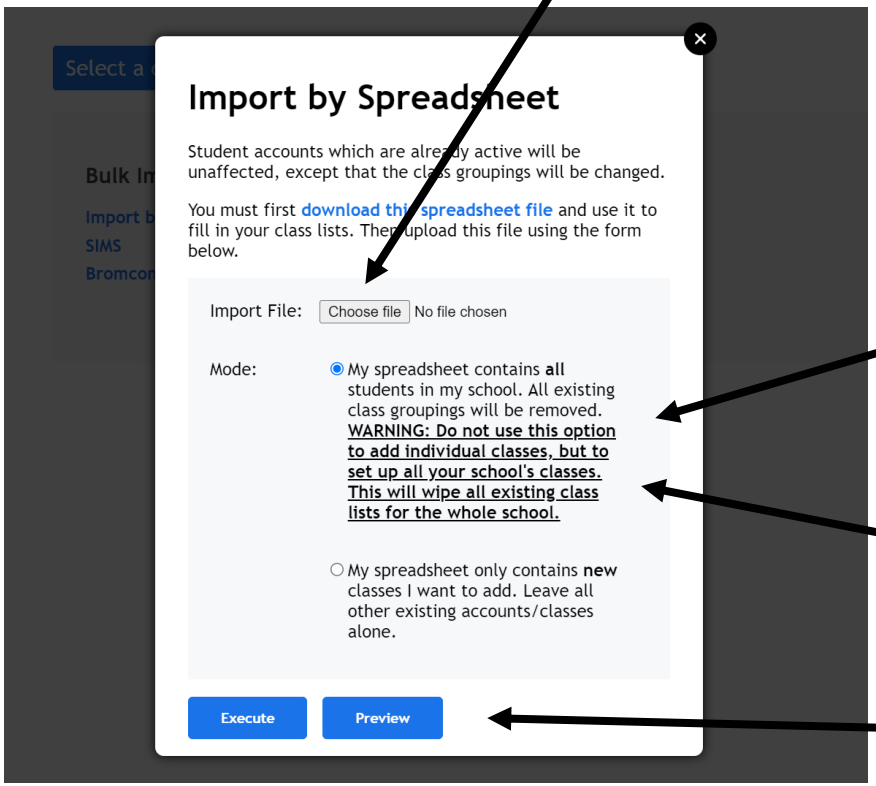


Key Point: If you don't specify an email address, a username (e.g. *jfrost-2594*) and random password will be allocated to the student for you.

Setting up your classes via a spreadsheet import

Step 4

Use this button to select your saved import Excel spreadsheet.



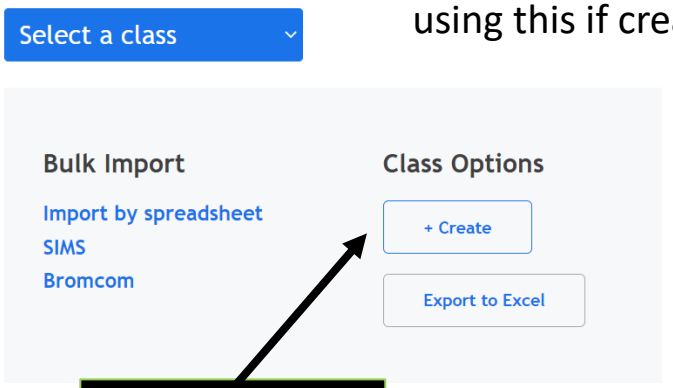
If you're starting a new school year in particular, you'll want the first option. This will start all your class groupings from afresh. **It will never delete any active student accounts**.

The second option is useful to add additional classes when you've previously already set some up.

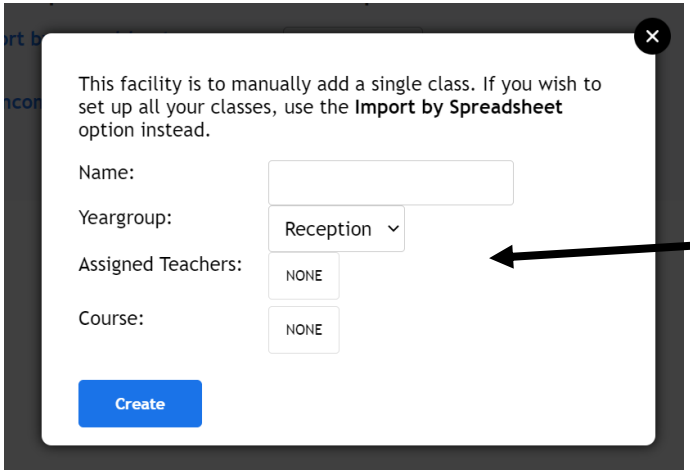
We recommend using the **Preview** button first. This will show you what the import will do, including any existing accounts identified.

Setting up a class from scratch

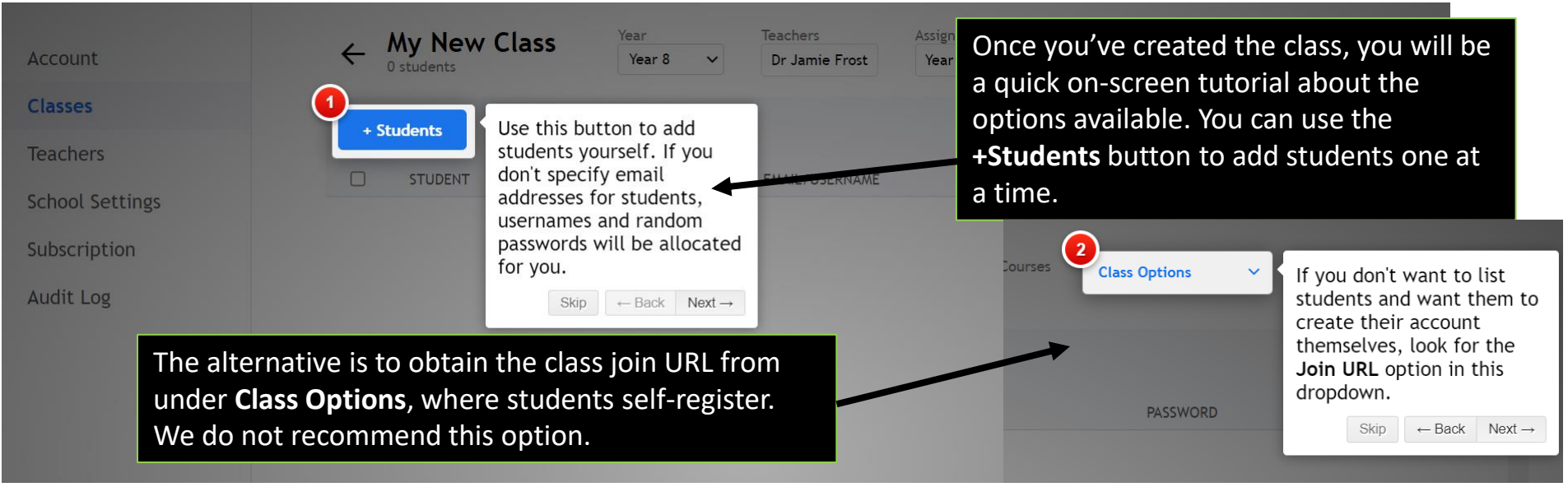
You can also create classes without a spreadsheet. We only recommend using this if creating small classes or an intervention group.



Click this button.



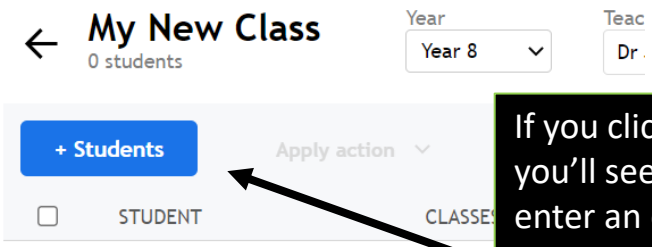
Fill in this form. We recommend adding the teachers in your school first so you can assign them to classes you create. You can always do this later.



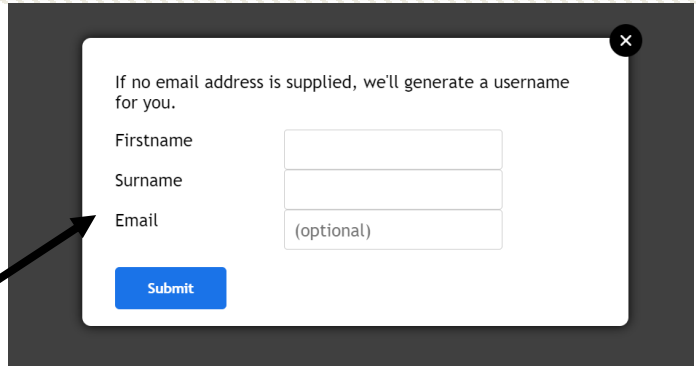
Once you've created the class, you will be a quick on-screen tutorial about the options available. You can use the **+Students** button to add students one at a time.

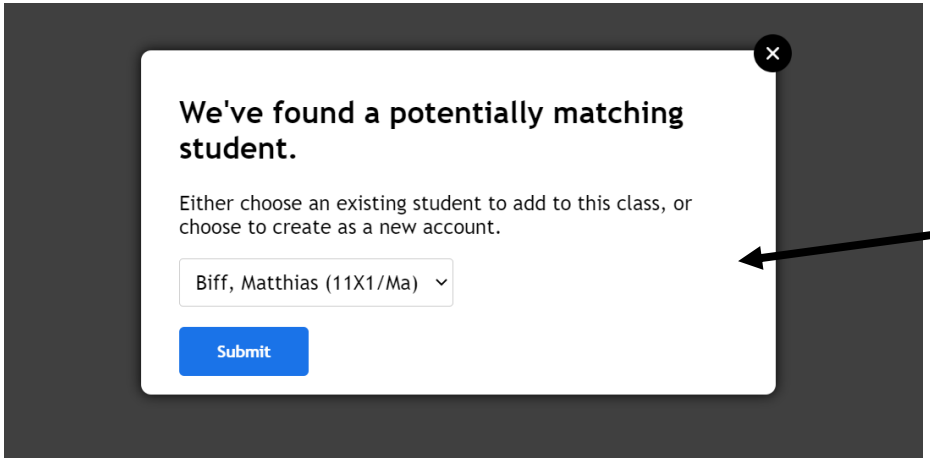
The alternative is to obtain the class join URL from under **Class Options**, where students self-register. We do not recommend this option.

Setting up a class from scratch



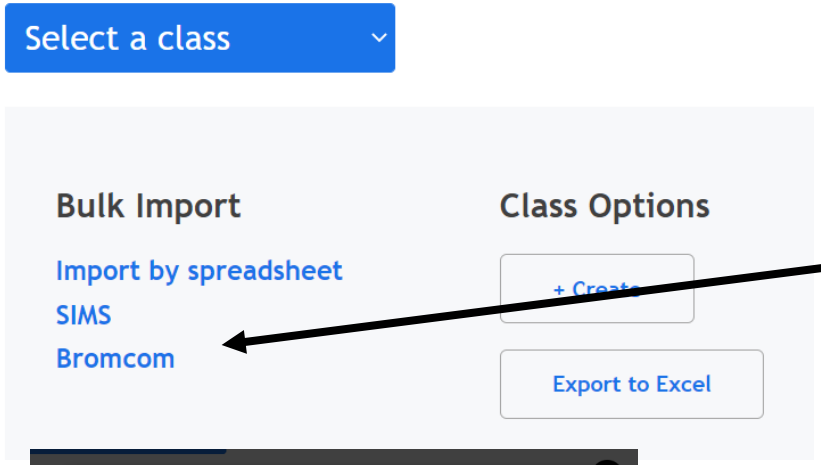
If you click the **+Students** button, you'll see this form. If you don't enter an email address, a username will be created for you.



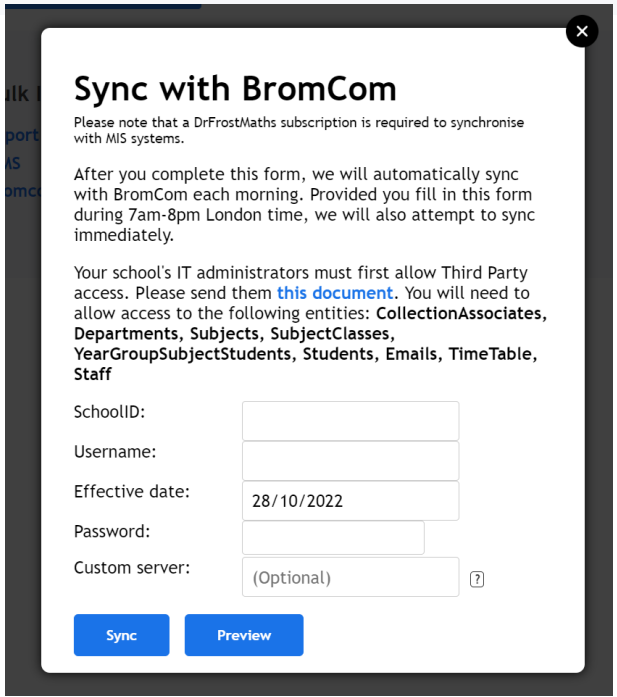


If there's a matching student, you'll be given the option to either use this existing account, or create as a new account.
If you specify an email address for an existing account, it'll automatically use this account without prompting.

Importing from a school data system (MIS)



You can import from a school data management system. We currently support Bromcom and very soon will be supporting Wonde and iSAMS.



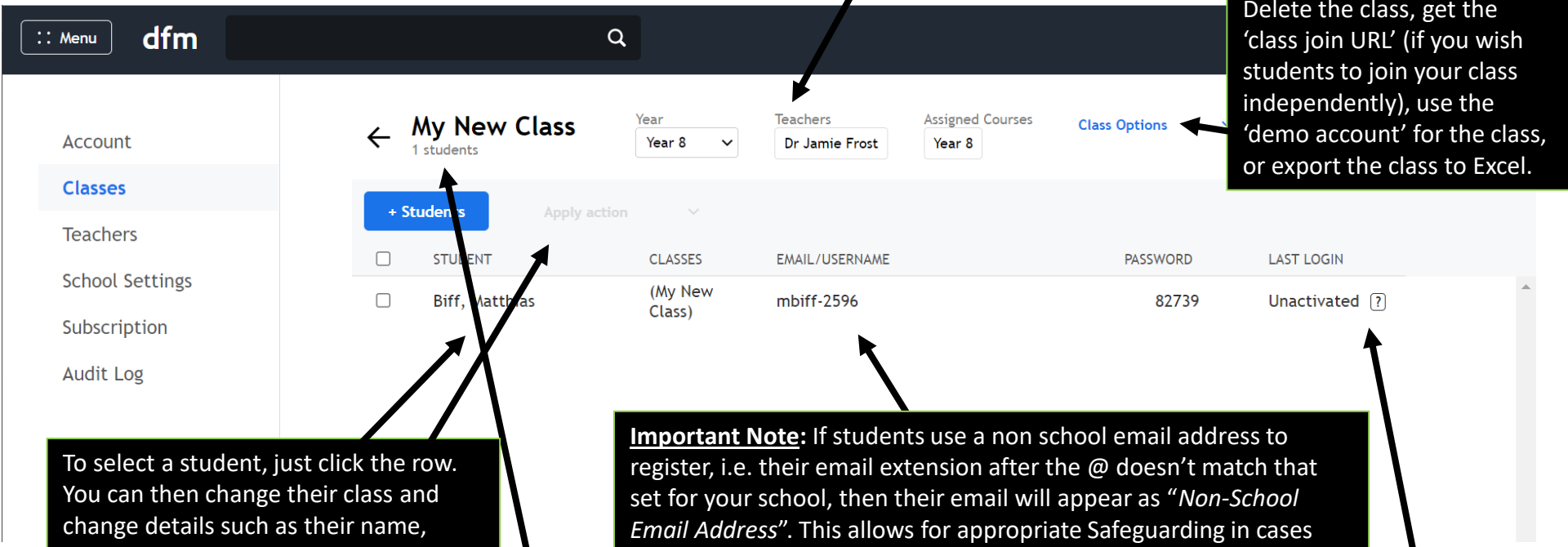
For **Bromcom** syncing, please send your IT support the document linked to in the help text.
They will need to grant permission to certain entities, e.g. 'SubjectClasses'. After following the instructions, they will have Bromcom credentials specifically for Bromcom.

We highly recommend using the Preview button first, which will indicate all the new class groupings, and indicate any existing accounts which match.

Managing Existing Students

Change the year group for your class, teachers assigned to the class and any courses assigned to the class (see the **Courses** section) here.

Delete the class, get the 'class join URL' (if you wish students to join your class independently), use the 'demo account' for the class, or export the class to Excel.



To select a student, just click the row. You can then change their class and change details such as their name, email and password. When a selection is made, the **Apply Action** dropdown will be visible and give you the available options. Some options (e.g. change password) can be applied to multiple accounts simultaneously.

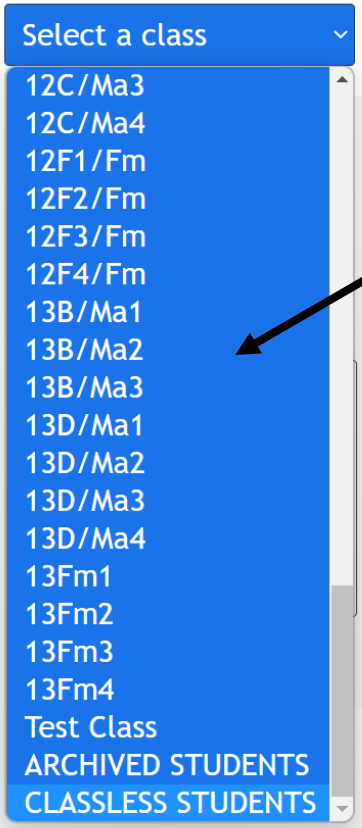
Important Note: If students use a non school email address to register, i.e. their email extension after the @ doesn't match that set for your school, then their email will appear as "*Non-School Email Address*". This allows for appropriate Safeguarding in cases where students don't have a school email address available for use, but would like to associate an email address with their account.

Use the back arrow to return to class selection.

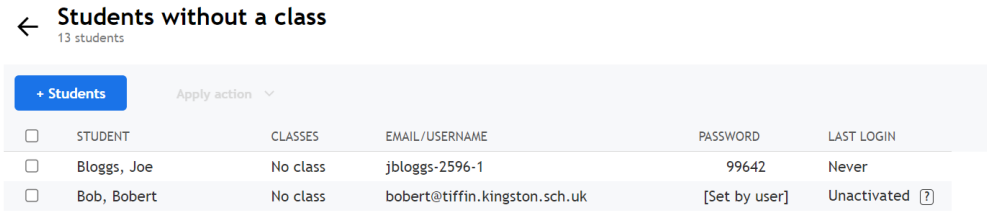
If an email address is associated with a student account, rows with 'Unactivated' are students who haven't yet activated their accounts. If you've added the accounts yourself and provided an email address, this means they haven't clicked the link in the automated email they received. If there's problems with this, select any such rows and use the **Force Activation** option within the **Apply Action** dropdown. This activates their account and temporarily sets their password to **password**.

Dealing with students who have registered independently

There's nothing stopping a student registering with a school independently (although they will receive a warning message telling them to await teacher instructions where appropriate). If this happens, you can still subsequently put them in a class.

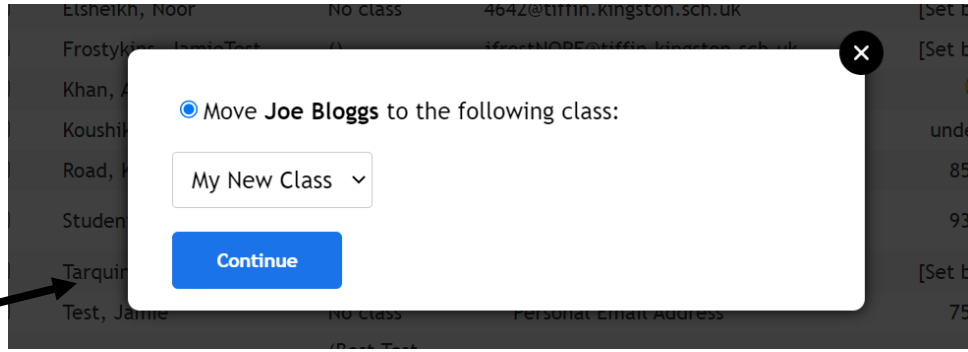


From the main class selection, choose **CLASSLESS STUDENTS** at the bottom.



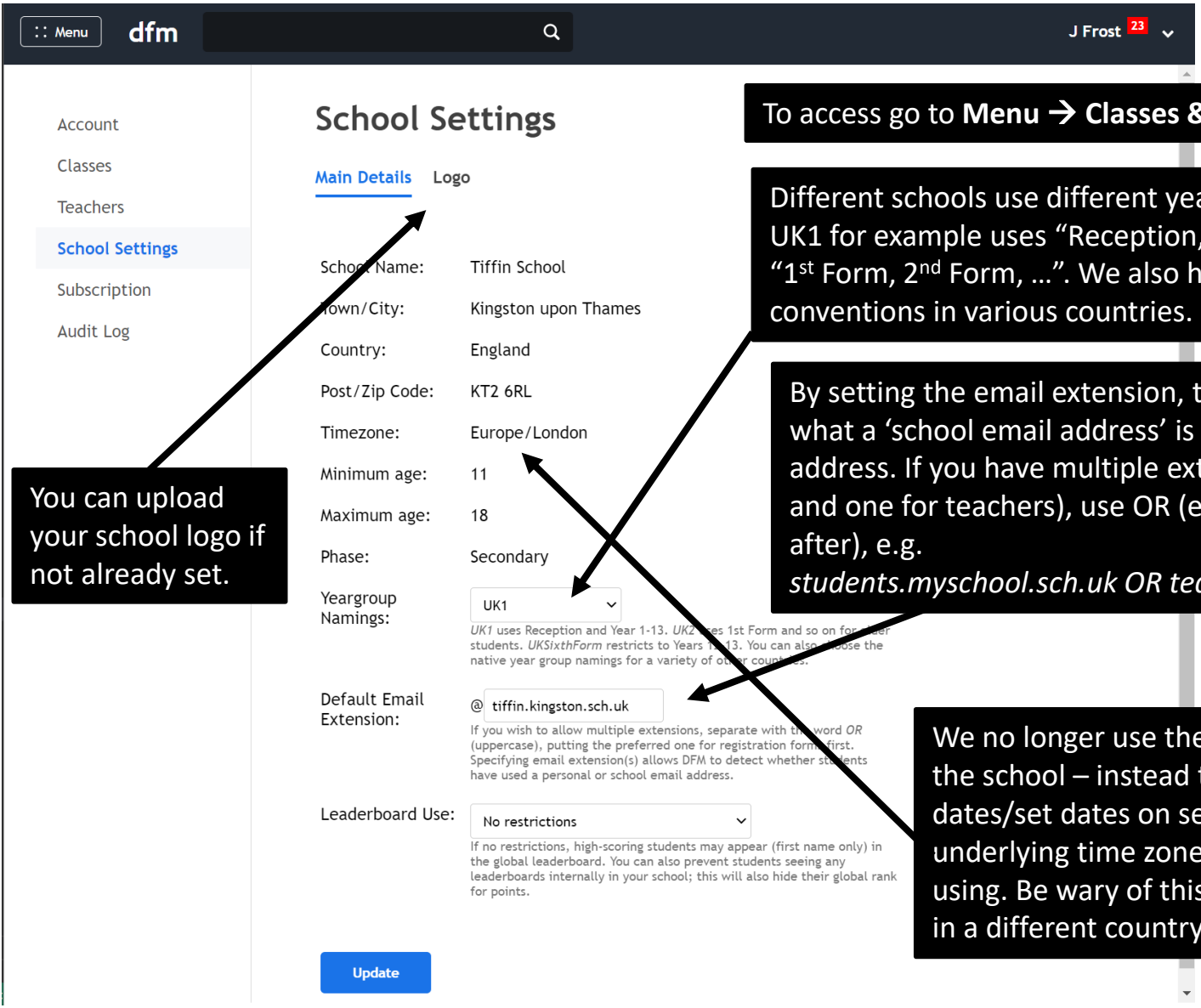
Find the student in the list, and click them to select. Choose '**Move class**'.

Choose a suitable class to put the in.



Important Note: For Safeguarding/GDPR reasons, students who register independently won't be able to see the names of anyone else in the school, i.e. on leaderboards.

Updating school settings



To access go to **Menu → Classes & Settings → School Settings**

You can upload your school logo if not already set.

Different schools use different year group naming conventions. UK1 for example uses "Reception, Year 1, Year 2, …". UK2 uses "1st Form, 2nd Form, …". We also have the native naming conventions in various countries.

By setting the email extension, this ensures the system knows what a 'school email address' is versus a personal email address. If you have multiple extensions (e.g. one of students and one for teachers), use OR (ensuring a space before and after), e.g. *students.myschool.sch.uk OR teachers.myschool.sch.uk*

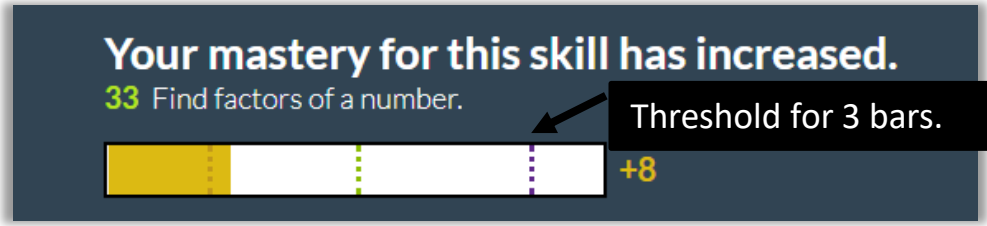
We no longer use the time zone associated with the school – instead the intended time for due dates/set dates on set tasks is based on the underlying time zone of the browser you are using. Be wary of this if setting tasks to students in a different country!

The ‘mastery’ measure

Our ‘skill tree’ is broken down into 5 levels:

1. **Key Stage/age range**
   (e.g. KS3/4)
2. **Strand**
   (e.g. algebra)
3. **Topic**
   (e.g. trigonometry)
4. **Skill**
   (e.g. “determine angles in a right-angled triangle”)
5. **Subskill**
   (either ‘E’ numbers, i.e. exam practice of a skill, or ‘K’ numbers for ‘Key Skills’, which are randomly generated questions of specific question types)

Students have a mastery value from 0-100 associated with each skill. 1/2/3 bars are associated with different thresholds (e.g. 85+ for 3 bars)

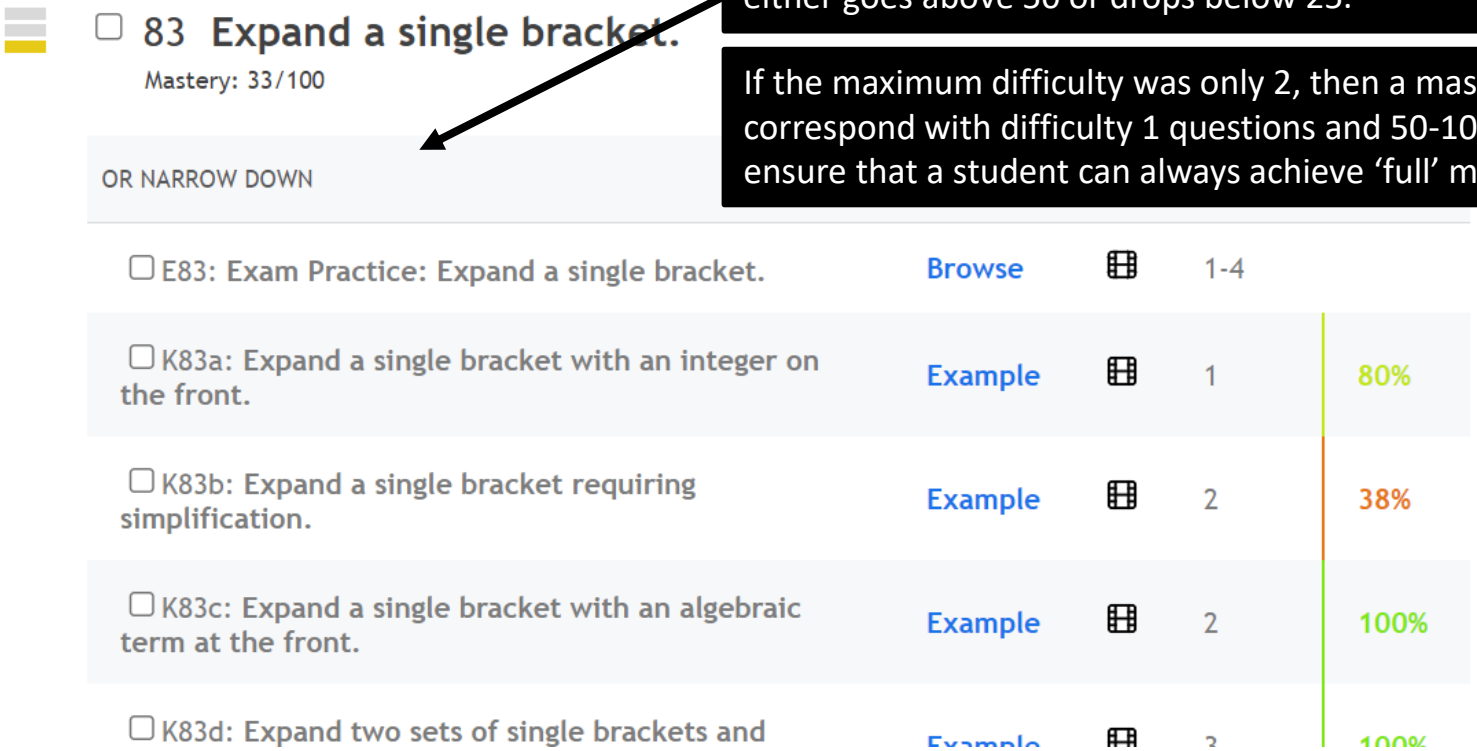


As each skill has subskills at various difficulty levels (usually 1 to 4), high mastery is not just associated with answering questions consistently correctly, but also mastering harder questions at that skill. For example, students can’t surpass a mastery of 25 if answering only difficulty 1 questions on that skill. Conversely students won’t lose mastery if they answer a difficulty 2 question incorrect whilst with a mastery less than 25.

The ‘mastery’ measure

If a student practises a skill as a whole (or you set a task on a skill as a whole or multiple subskills), the system will automatically differentiate by choosing the next Key Skill with a difficulty appropriate to their current mastery. As the maximum difficulty is 4 (K83f), a mastery of 25-50 (they have 33) is associated with difficulty 2 questions. So the system would interleave between K83b and K83c until their mastery either goes above 50 or drops below 25.

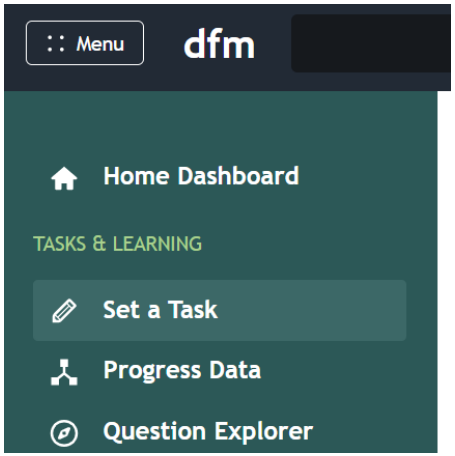
If the maximum difficulty was only 2, then a mastery of 0-50 would correspond with difficulty 1 questions and 50-100 with difficulty 2, to ensure that a student can always achieve ‘full’ mastery.



Students can see their mastery tallies on their home dashboard or when first going to Question Explorer. Students earn 3-6 points per correctly answered question based on its difficulty. Unlike mastery, points can never go down, and points are an overall tally rather than associated with specific skills.

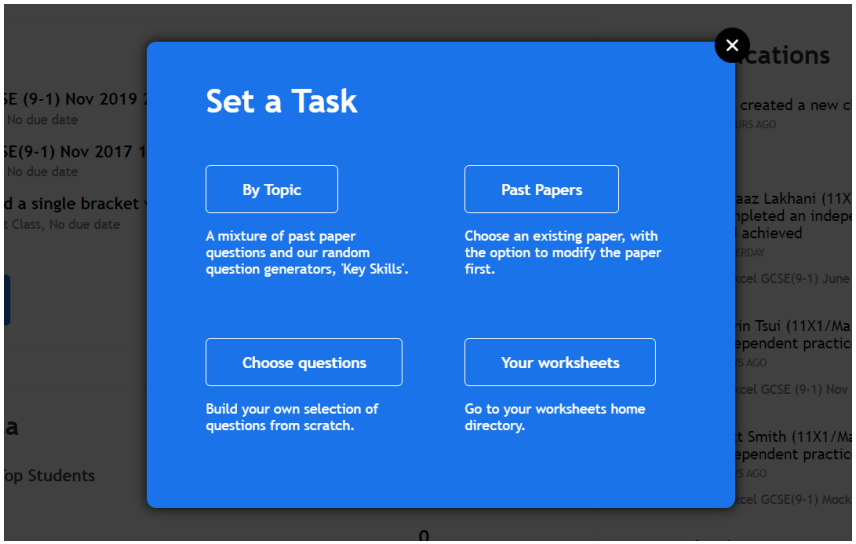
Set some classwork/homework

Step 1



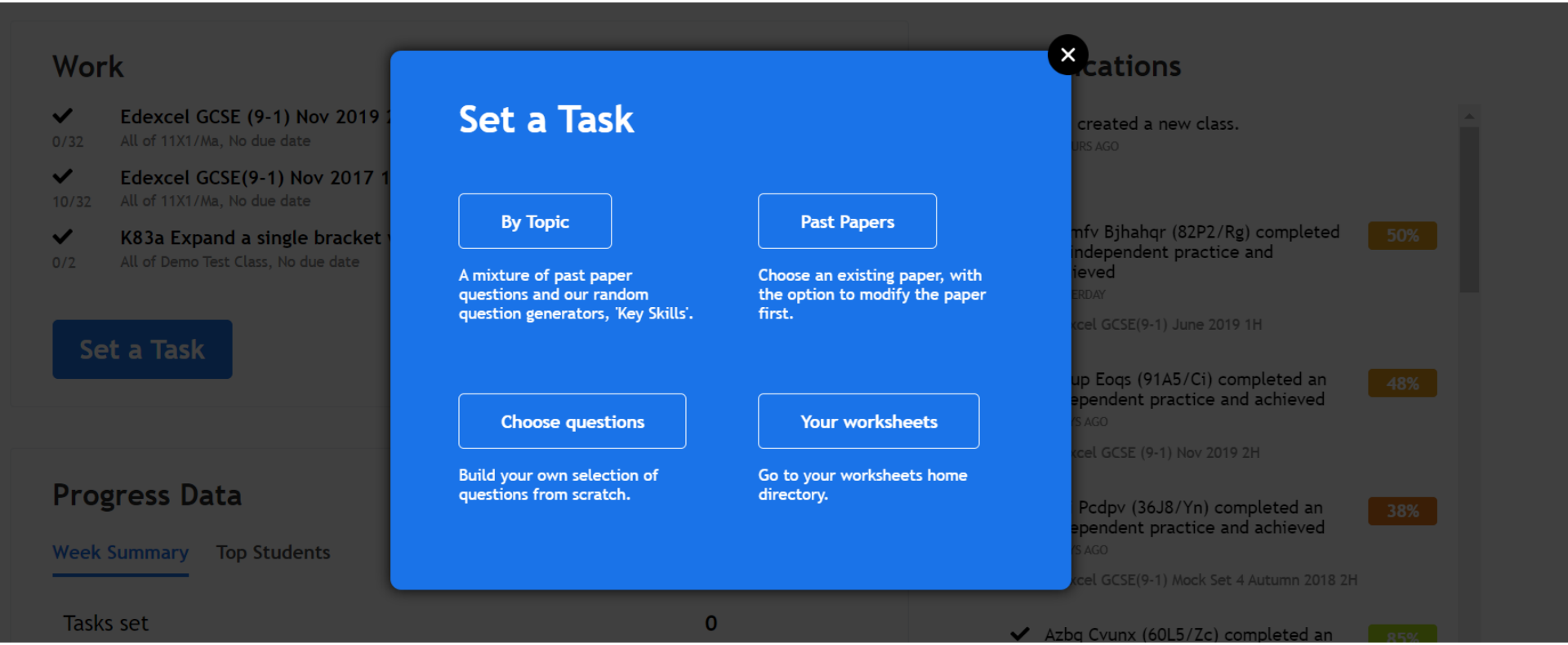
From the main menu, select **Set a Task**. Alternatively click the **Set a Task** button on your home dashboard.

Step 2



You'll be presented with multiple different options for setting work, with explanatory text. Let's explore some of these…

Set some classwork/homework



There are **two main sources of questions** on DFM.

All 4 of the above options allow combining of both. **By Topic** gives the option of 'flexible tasks' (where students get different questions). The other 3 involve 'worksheets', i.e. a fixed selection of questions.

Key Skill questions should be a starting point to help students master very specific types of questions.

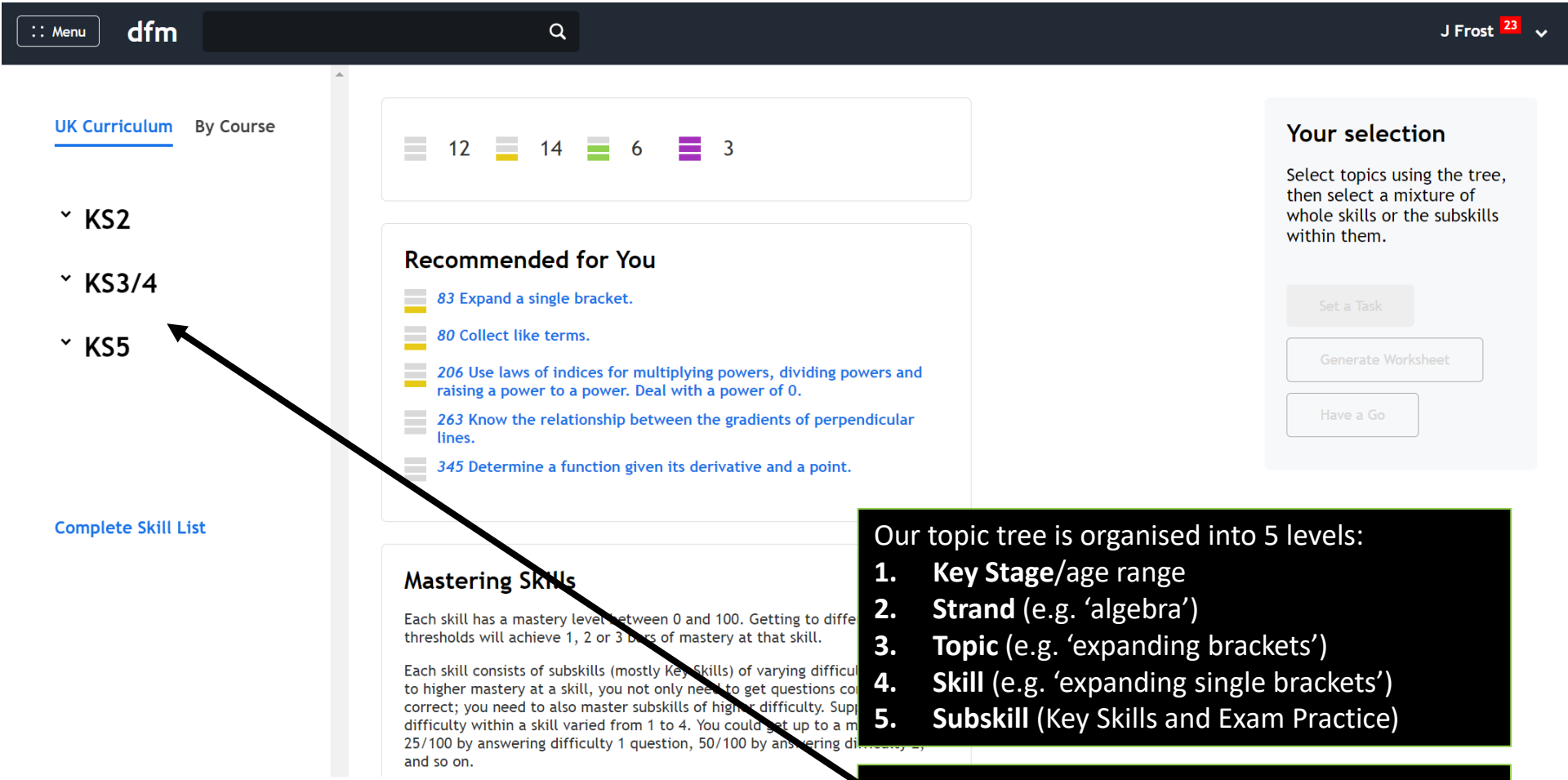
Key Skills are randomly generated (and hence unlimited!) questions of a specific type.

Exam Questions are, as you'd expect, questions from past exam papers. We work with a number of exam boards, e.g. Edexcel, AQA and OCR in the UK.

These will give a broader variety of questions on a topic.

Browse by Topic

You can access the Question Explorer using **Set a Task → By Topic** or **Menu → Question Explorer**.



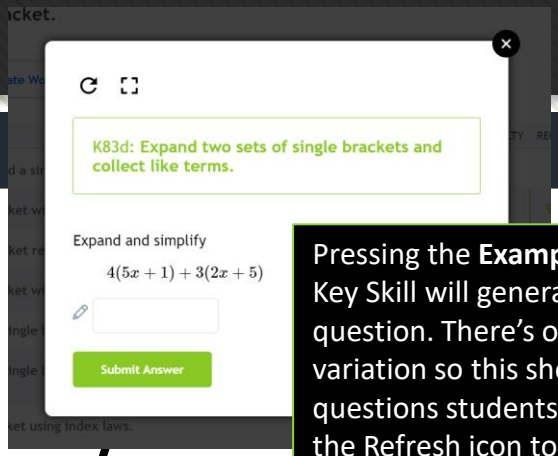
Our topic tree is organised into 5 levels:

1. **Key Stage**/age range
2. **Strand** (e.g. 'algebra')
3. **Topic** (e.g. 'expanding brackets')
4. **Skill** (e.g. 'expanding single brackets')
5. **Subskill** (Key Skills and Exam Practice)

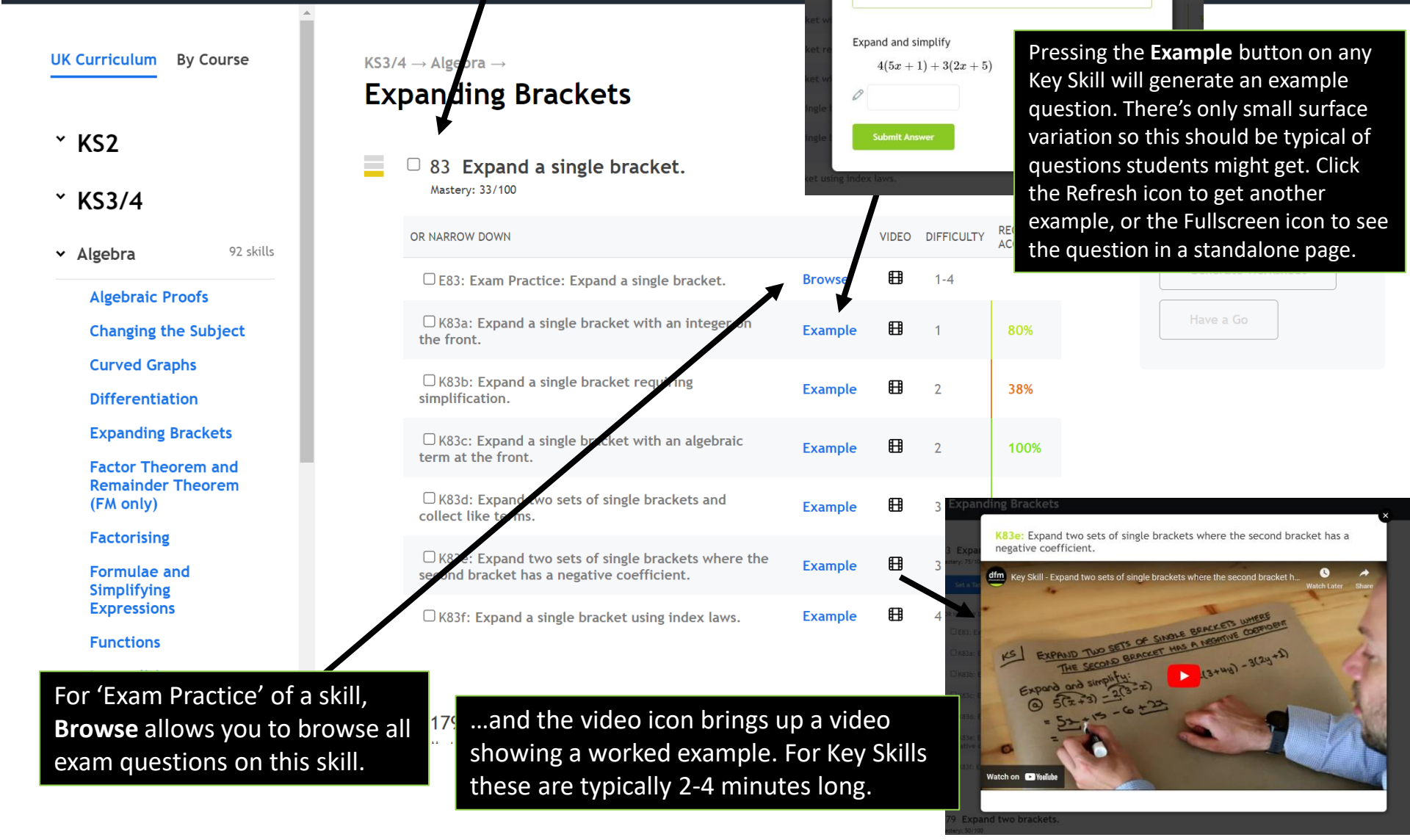
Navigate this tree on the left.

Browse by Topic

This is ‘skill 83’. The mastery gives a measure of overall competency of the skill. We explored this earlier.



Pressing the **Example** button on any Key Skill will generate an example question. There’s only small surface variation so this should be typical of questions students might get. Click the Refresh icon to get another example, or the Fullscreen icon to see the question in a standalone page.

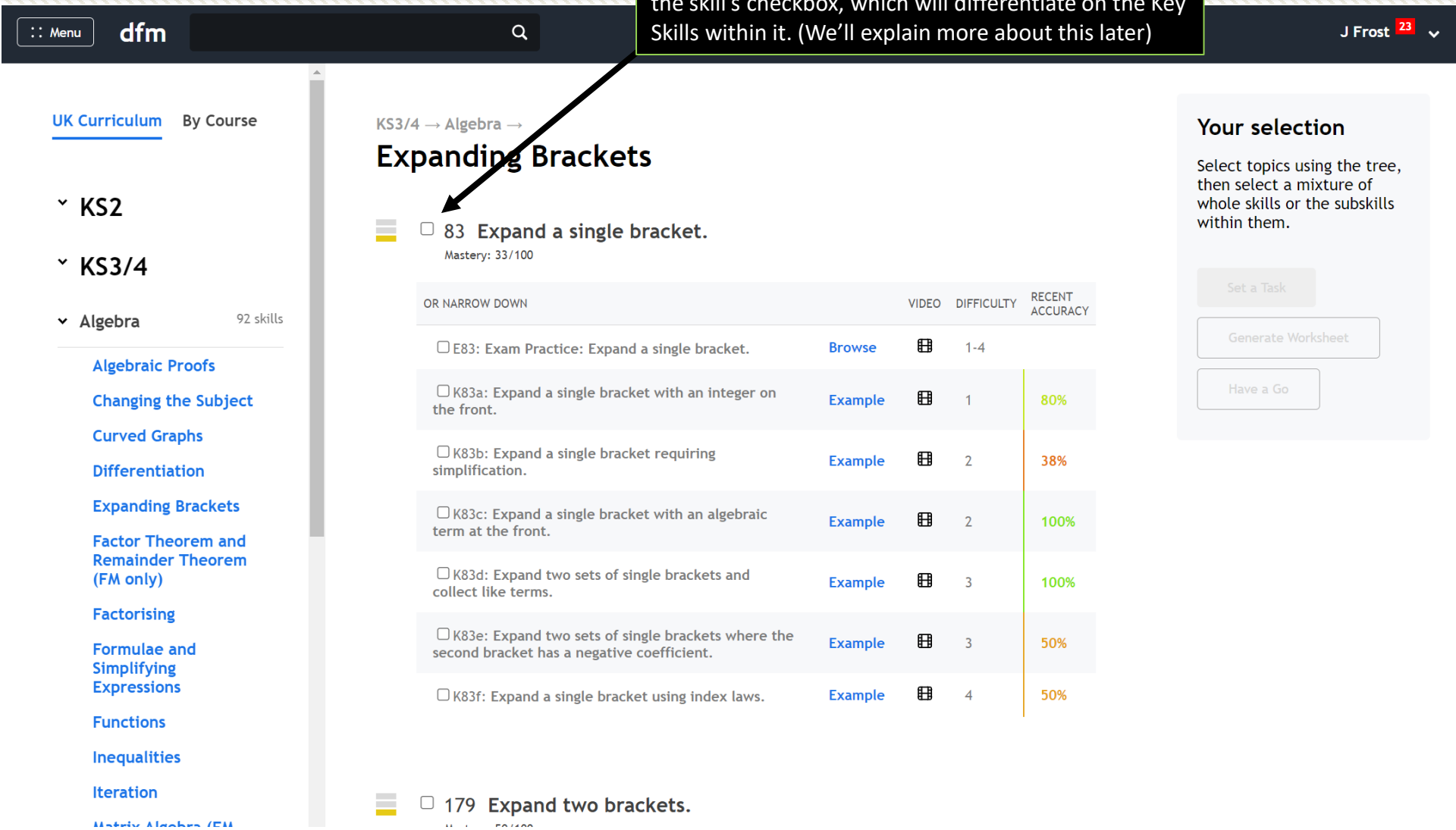


For ‘Exam Practice’ of a skill, **Browse** allows you to browse all exam questions on this skill.

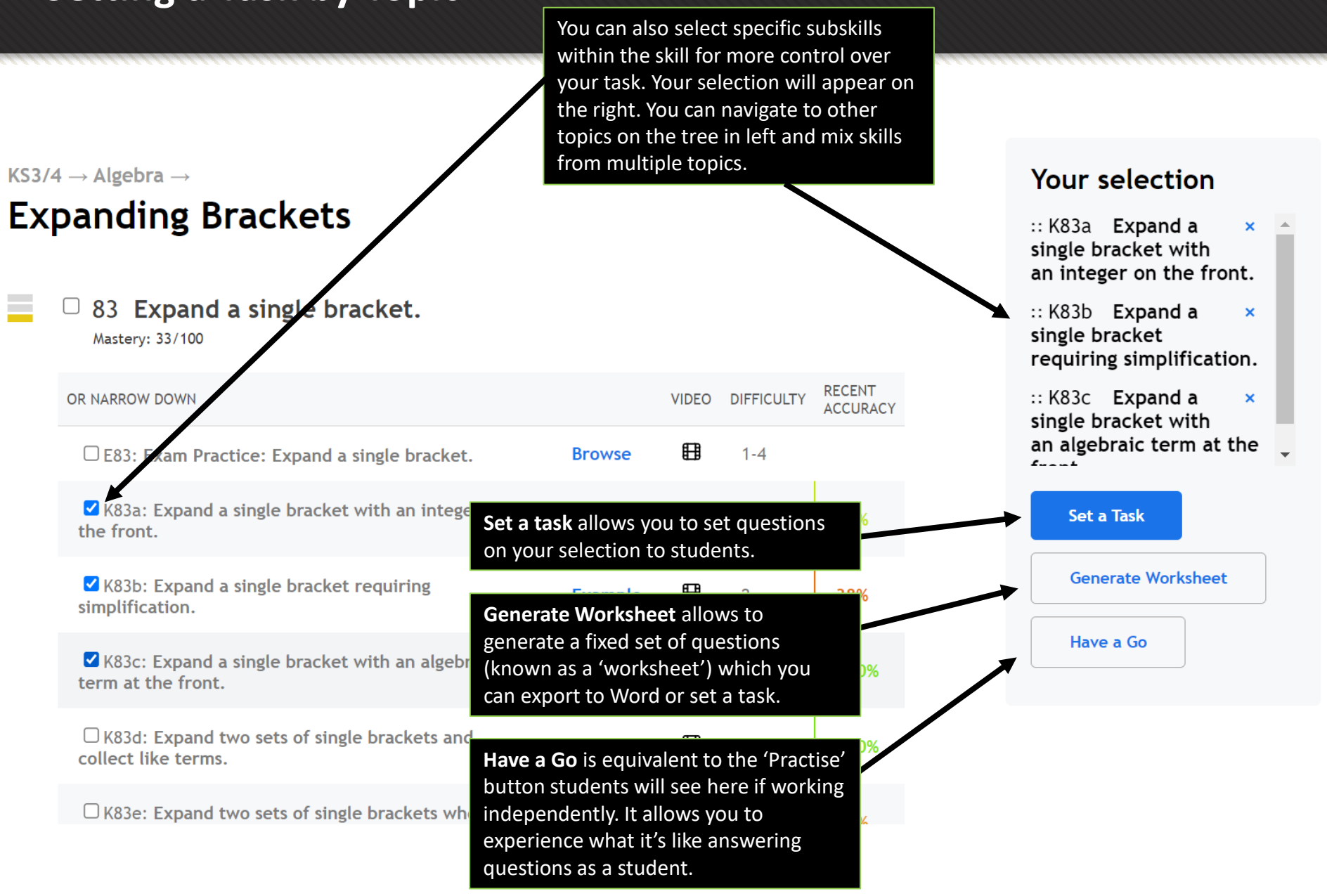
…and the video icon brings up a video showing a worked example. For Key Skills these are typically 2-4 minutes long.

Setting a Task by Topic

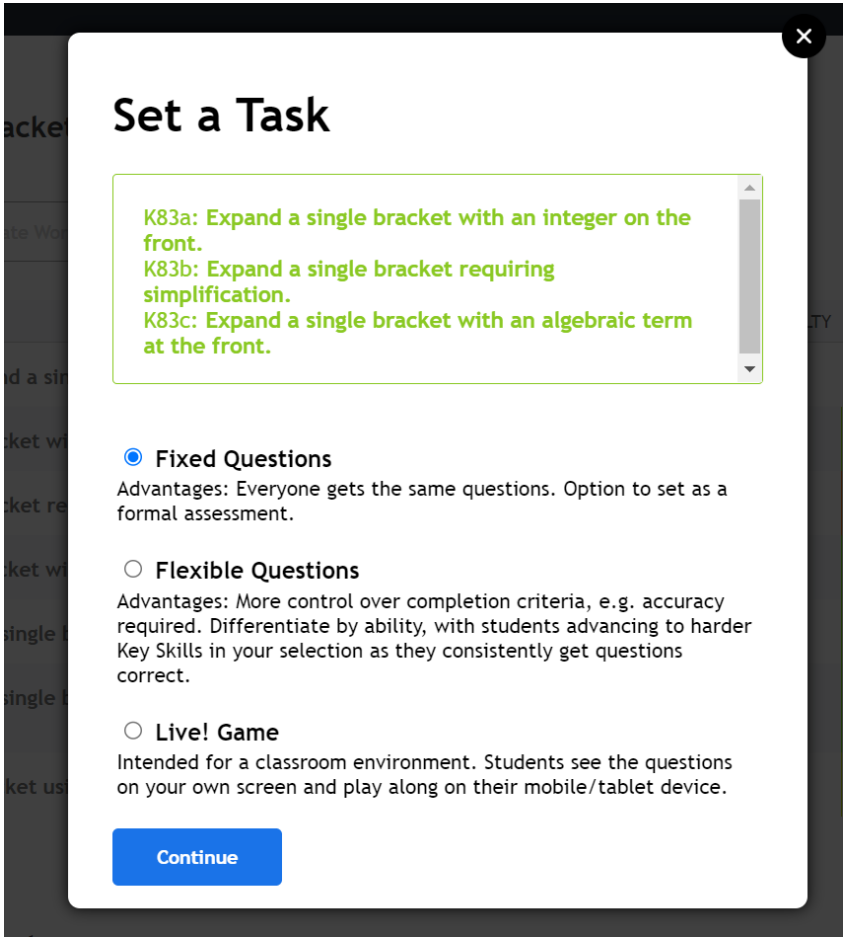
You can set a task on the skill as a whole by clicking the skill's checkbox, which will differentiate on the Key Skills within it. (We'll explain more about this later)



Setting a Task by Topic



Setting a Task by Topic

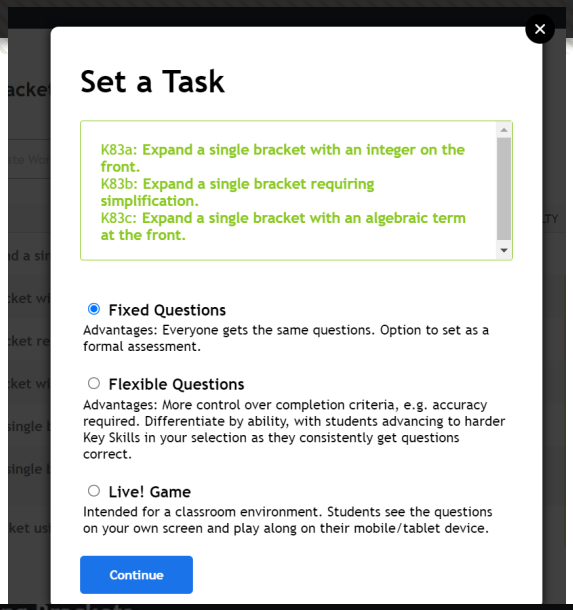


Suppose we click **Set a Task**.

You will be presented with 2 main options for how to use your selection of skills/subskills.
Note that if you combine Exam Practice and Key Skills, the **Flexible Questions option** will not be available.

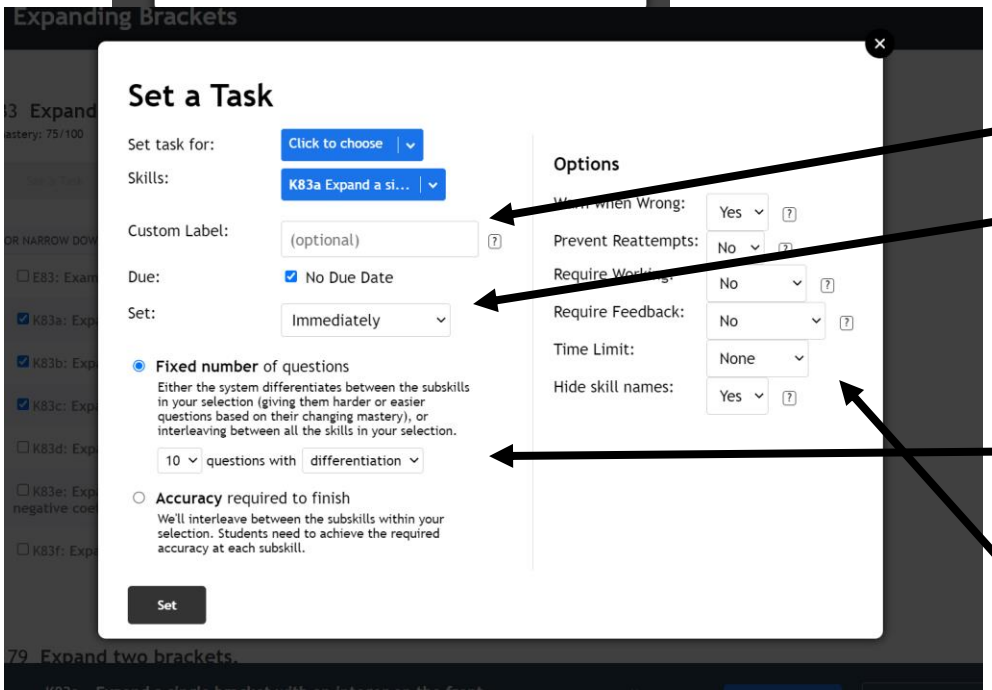
'**Fixed Questions**' is equivalent to pressing the '**Generate a Worksheet**' button earlier.

Setting a ‘Flexible’ Task by Topic



You will be presented with 2 main options for how to use your selection of skills/subskills.
Note that if you combine Exam Practice and Key Skills, the **Flexible Questions option** will not be available.

‘**Fixed Questions**’ is equivalent to pressing the ‘**Generate a Worksheet**’ button earlier.



This is the ‘flexible questions’ option.

If you set a custom label, this will be used for the name of the task. Otherwise we’ll use the names of the skills involved.

Set immediately or schedule for the future.

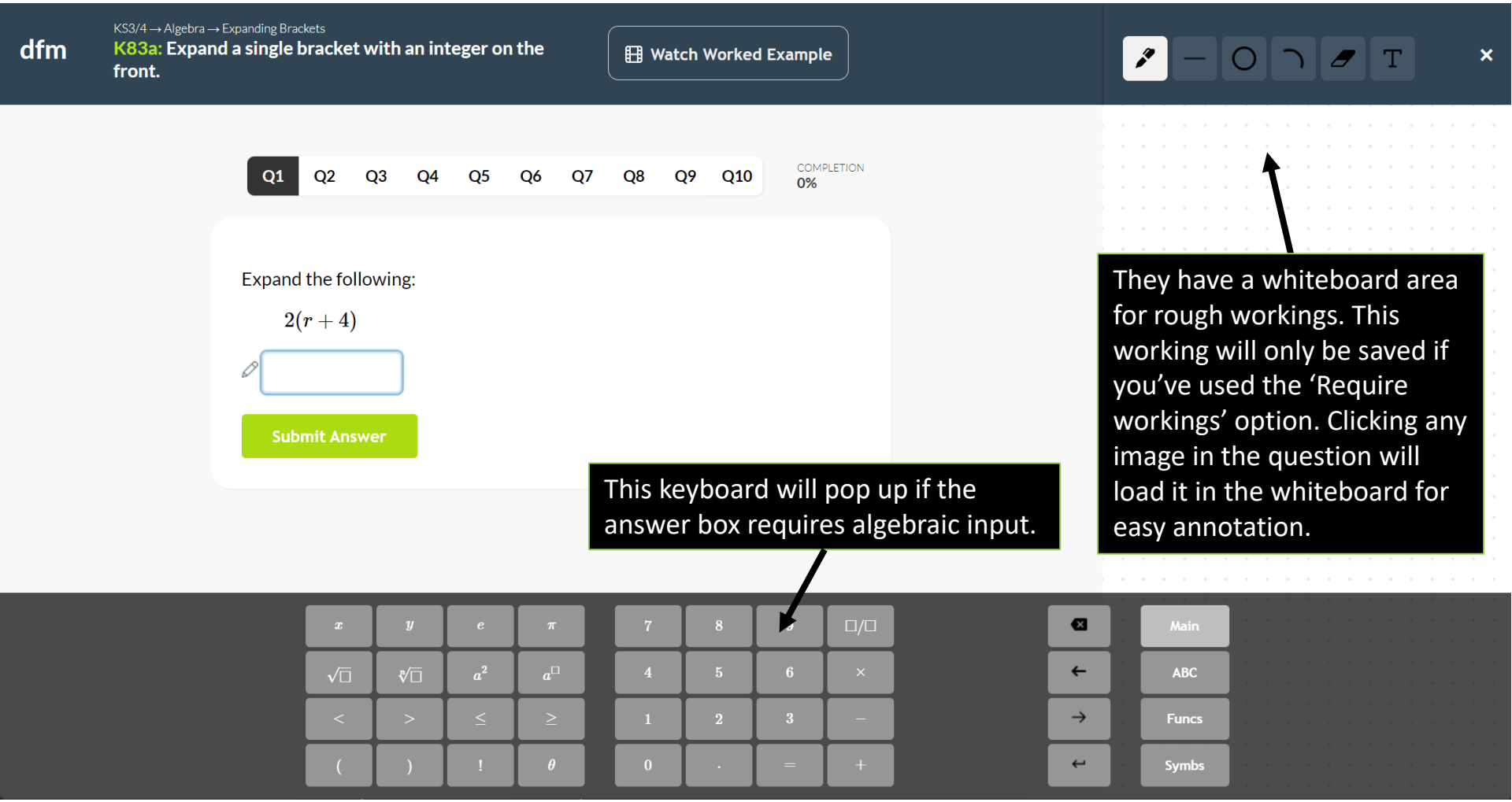
Choose the criteria for students to complete the task. Within each, you have options for how questions are selected. If you use **differentiation**, the system will use easier and harder Key Skills/exam questions within your selection as the user’s mastery at that skill changes throughout the task. **Interleaving** means rotating between the subskills in your selection.

There are a variety of other task options. Click the question marks for an explanation of each option.

What students will see…

Once students start their task, this is the interface they'll see.

If they get stuck, they can watch a worked example video. If you've used the 'Hide skill names' option, the video option will be disabled.

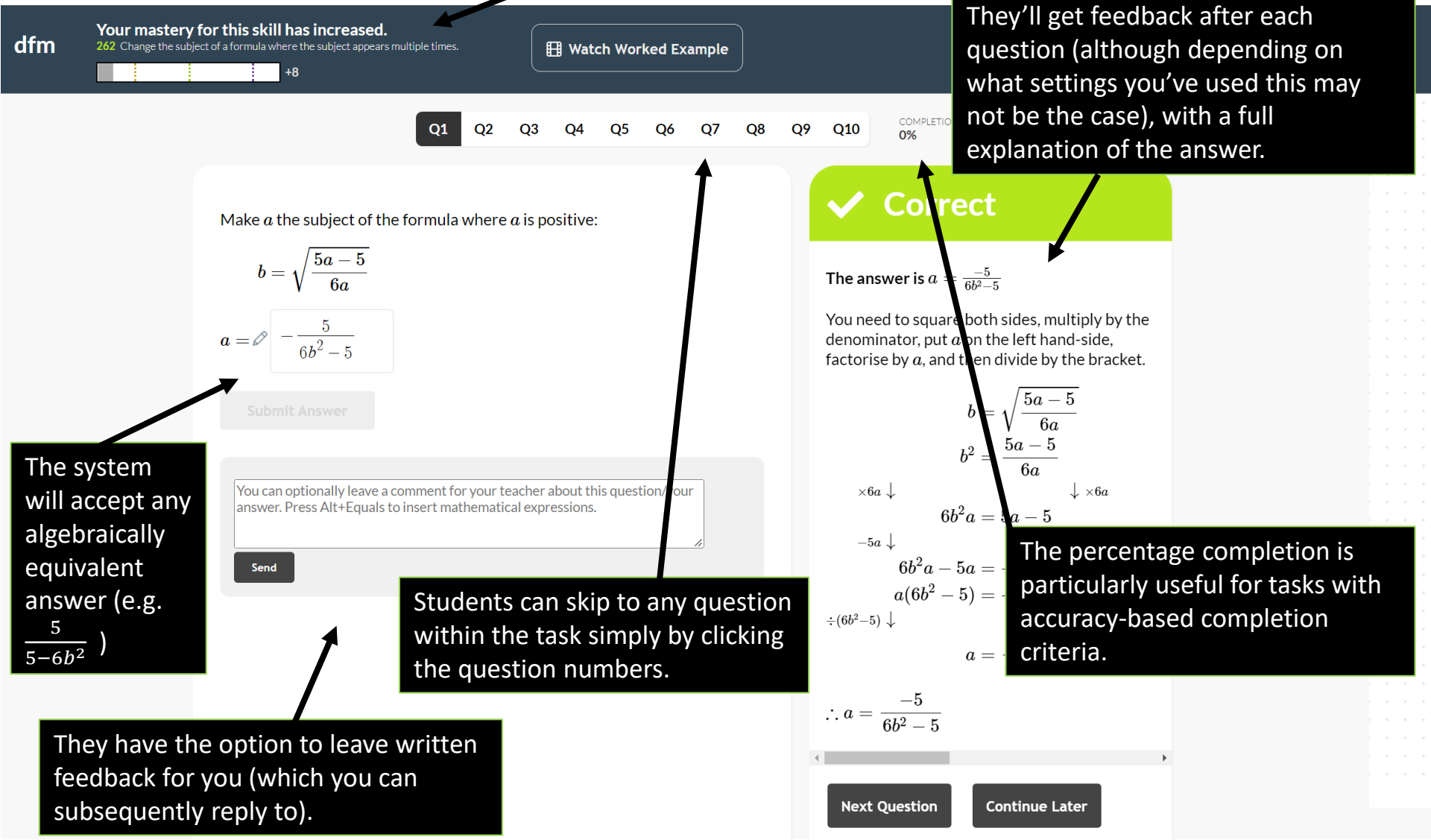


They have a whiteboard area for rough workings. This working will only be saved if you've used the 'Require workings' option. Clicking any image in the question will load it in the whiteboard for easy annotation.

This keyboard will pop up if the answer box requires algebraic input.

What students will see…

They'll be shown any change to their mastery if they get the question right. (We explain mastery later in this manual)



They'll get feedback after each question (although depending on what settings you've used this may not be the case), with a full explanation of the answer.

The system will accept any algebraically equivalent answer (e.g. $\frac{5}{5-6b^2}$)

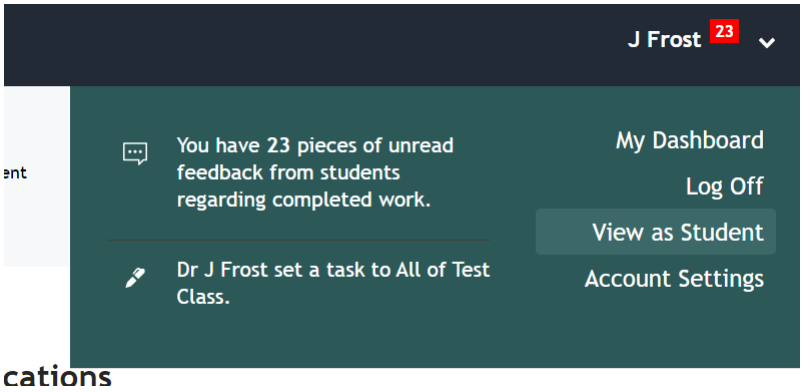
Students can skip to any question within the task simply by clicking the question numbers.

The percentage completion is particularly useful for tasks with accuracy-based completion criteria.

They have the option to leave written feedback for you (which you can subsequently reply to).

How to do the set task as if a student

Step 1



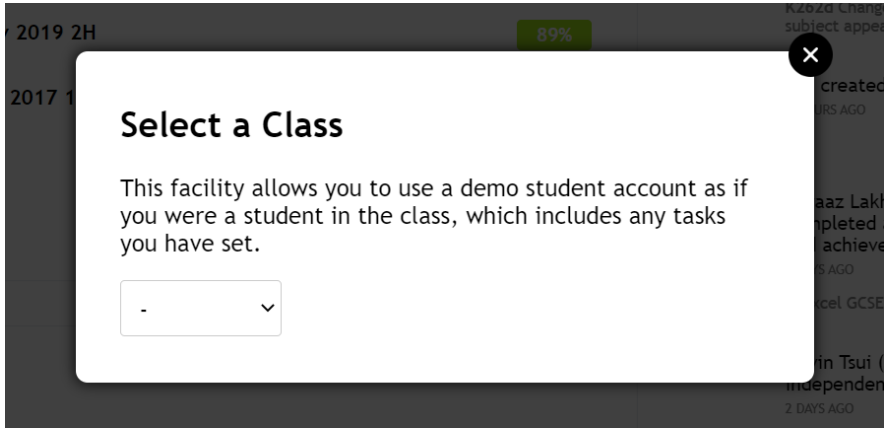
Each class you set up also has an associated **'demo account'**. Any work you set to anyone in your class will also be set to the demo account.

This enables you to see what the experience is like for a student.

On the top account menu, choose 'View As Student'.

You can also access this when viewing a class within Settings, under 'Class Options'.

Step 2

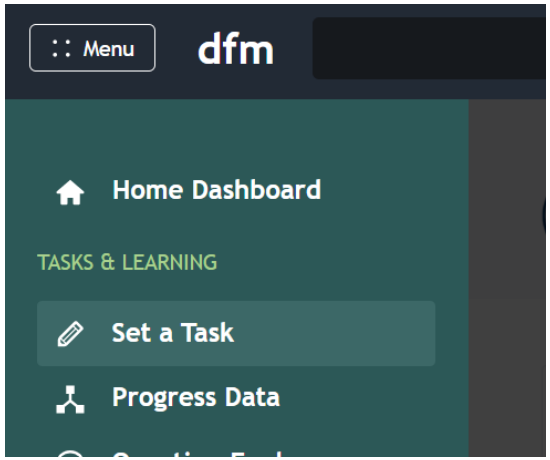


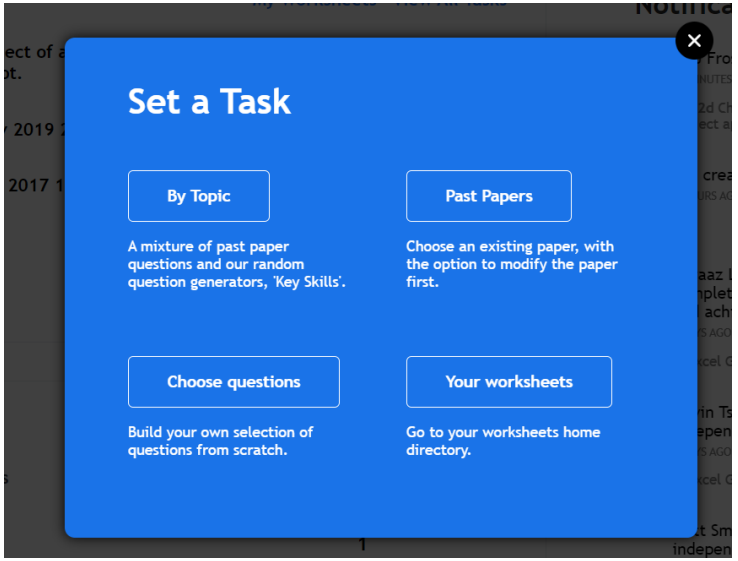
Select a class. As you will now be logged in as that demo account, you will need to log off (and back in) if you wish to return to your own account.

Choosing the questions yourself

You can create a custom selection of questions, mixing past paper exam questions and randomly generated Key Skill questions. We call such a collection a **worksheet**. Worksheets can either be set to students as an online task, exported to Word (with mark scheme) or played as a 'Live!' game.

Step 1

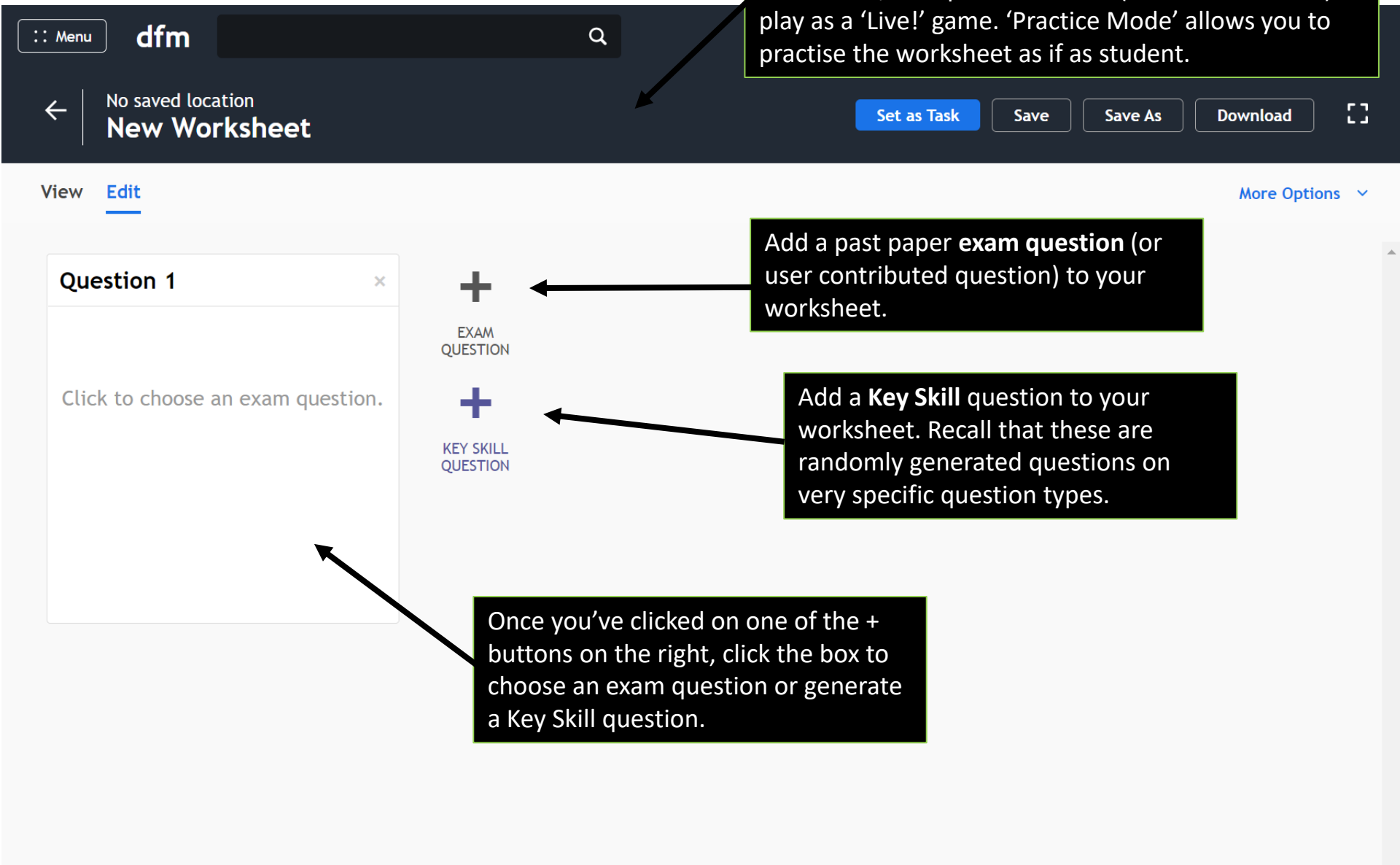




Go to **Menu → Set a Task** and then select **'Choose questions'**.

Alternatively, go to **Home Dashboard → My Worksheets** and click the **+New Worksheet** button.

Choosing the questions yourself



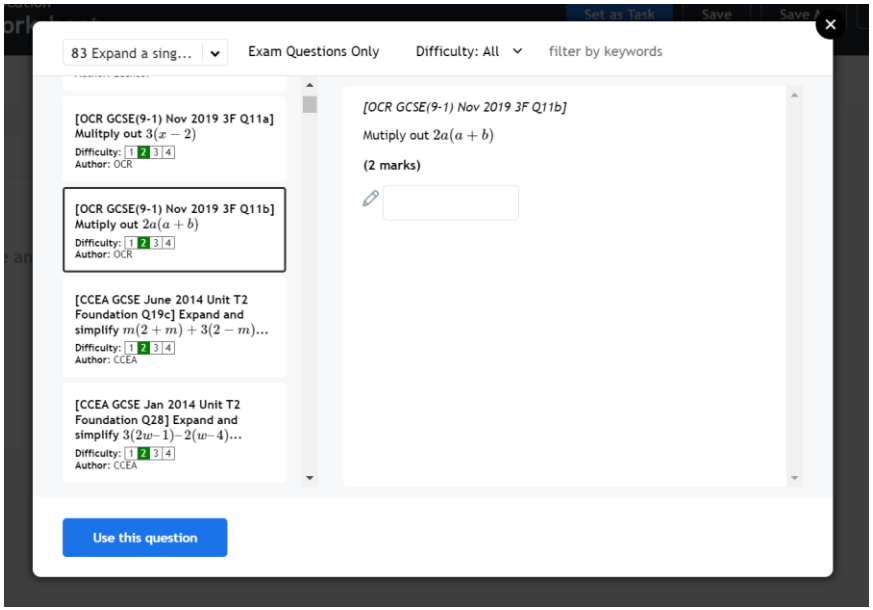
Once your worksheet is saved, you can set it as an online task, or export it to Word (with markscheme) or play as a 'Live!' game. 'Practice Mode' allows you to practise the worksheet as if as student.

Add a past paper **exam question** (or user contributed question) to your worksheet.

Add a **Key Skill** question to your worksheet. Recall that these are randomly generated questions on very specific question types.

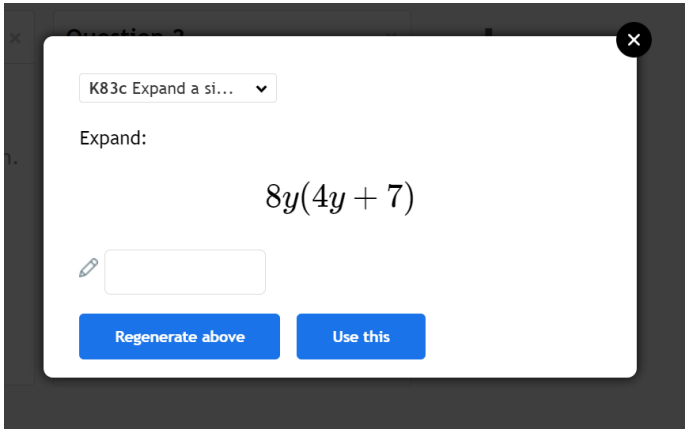
Once you've clicked on one of the + buttons on the right, click the box to choose an exam question or generate a Key Skill question.

Choosing the questions yourself



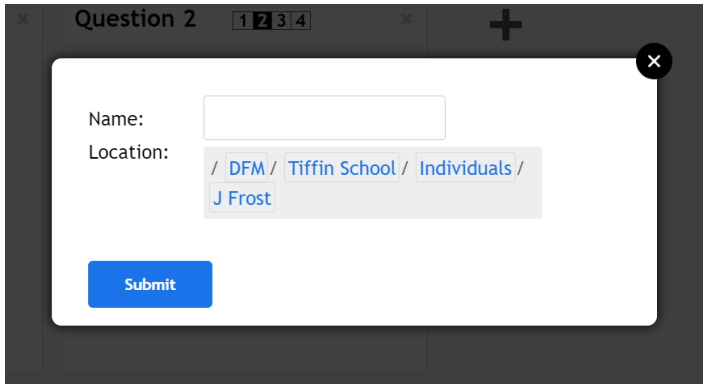
You'll see this dialog if you click on a blank Exam Question box.
You can filter by topic, exam board, difficulty, or search for a specific word/phrase.

Select a question on the left. Once you like a question, choose **Use this question**, or if you want to use all the neighbouring parts of that original exam question (e.g. if the question was part (c) it would use (a) and (b)), use the second button.



Similarly if you click a blank Key Skill question box, you'll be required to choose a Key Skill.
You can use the **Regenerate above** button to keep randomly generating a new question. Once you're happy with it, press **Use this**.

Choosing the questions yourself



You can continue building your worksheet. Use the × to delete questions, or drag the question boxes to reorder. To set/export your worksheet, first click the **Save/Save As** button.

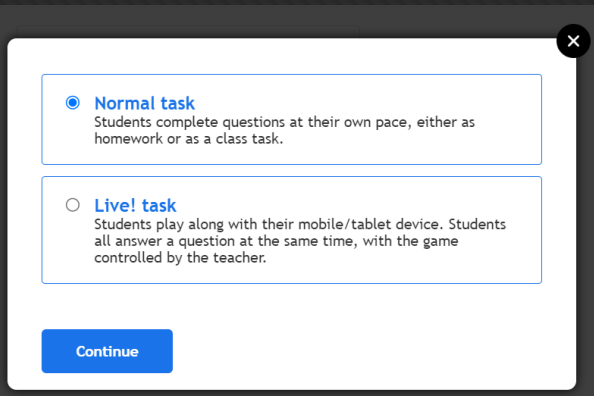
Give your worksheet a name. By default the worksheet will be saved in your home directory, found under **[your school] → Individuals**. Your school will also have a 'Shared' and 'Restricted' folder, the former good for making worksheets accessible to students, and the latter good for shared tests within your department.

Note that students can't navigate into your own home folder.

Tip: To quickly access your home directory of worksheets elsewhere on the site, go to **Set a Task → My Worksheets** on the main menu.

Choosing the questions yourself

Once saved, click the **'Set to students'** button. You'll initially be presented with a choice of setting as a normal task or as a 'Live!' game (see the **Live! Section**).



View Edit

Question 1

[OCR GCSE(9-1)

Mulitply out $3(x$

(1 mark)

Set a Task

Set task for: Click to choose

Worksheet: Test Worksheet

Custom Label: (optional)

Due: No Due Date

Set: Immediately

Set as **a Homework/Classwork**
Students get instant feedback after submitting each answer.

Set as an **Assessment**
Students do not see the answers until the due date specified by you. S... the assessment unless it... teacher.

Set

Options

Warn when Wrong: Yes

Prevent Reattempts: No

Require Feedback: No

Time Limit: None

Accuracy measure: Each question worth the same

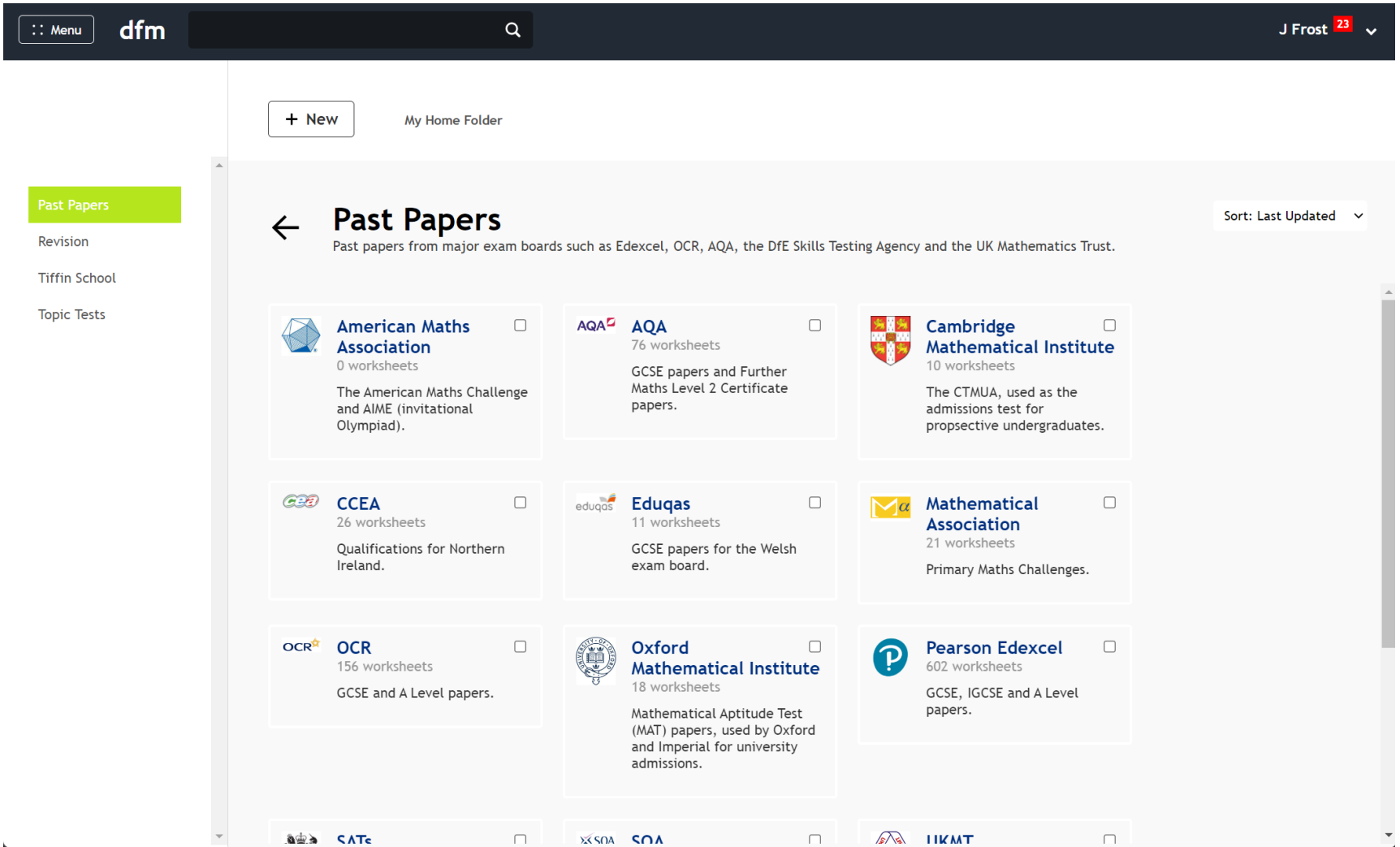
If all the questions in your worksheet are past paper exam questions, you have the option to use the original number of marks assigned to each question, rather than 1 mark per question.

As explained, use the first option for more **informal work**, where students get feedback after each question. The second option is for **formal tests**. After each answer submission students will just see "Your answer has been recorded", but they can modify previous answers before their final submission.

The fine print: If you set 'Prevent reattempts' to 'No' so that students can redo a homework, they won't get the correct answer for incorrect answer submissions, to avoid spoiling reattempts. If you 'Set as an Assessment', students will be able to see their score and their/the correct answers after the Due Date. If no Due Date is set, they will never know their score.

Setting an abridged/modified past paper

Go to **Menu → Set a Task → Past Papers**. Then navigate to a past paper of your choosing.



Setting an abridged/modified past paper

Menu dfm J Frost 23

/ DFM / Past Papers / Pearson Edexcel / GCSE 9-1 Foundation

Edexcel GCSE(9-1) June 2018 3F

Set as Task | Save | Save As | Download

View Edit More Options

Click **Edit** to modify the paper.

Question 8 1 2 3 4

[Edexcel GCSE(9-1) June 2018 3F Q5b Edited]

Here are four digits.

8 2 1 6

Put one of these digits in each box to give the smallest possible answer to the sum.
You must use each digit only once.

(1 mark)

The first number is:

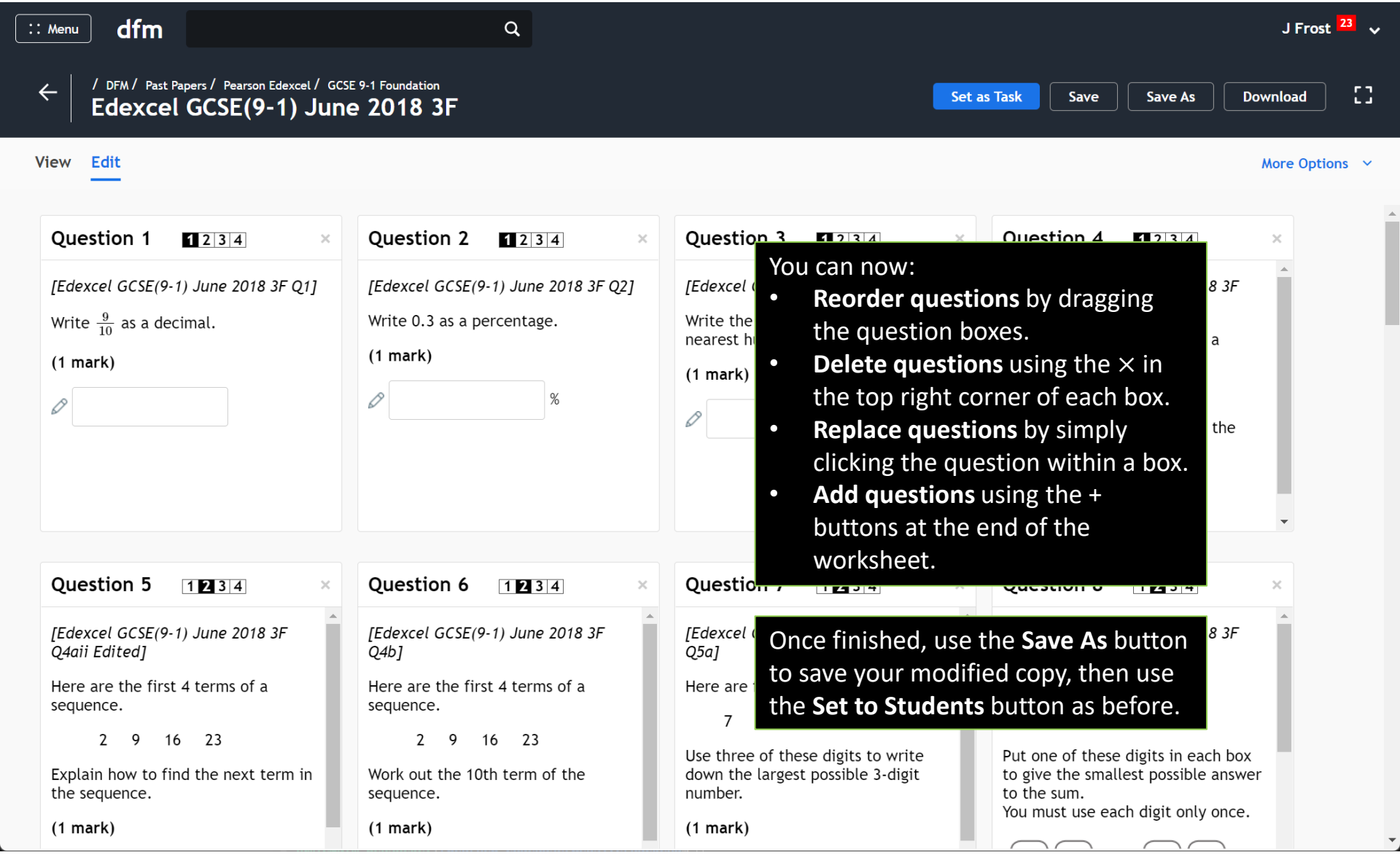
The second number is:

Submit Answer

Report Error Edit

Question 9 1 2 3 4

Setting an abridged/modified past paper



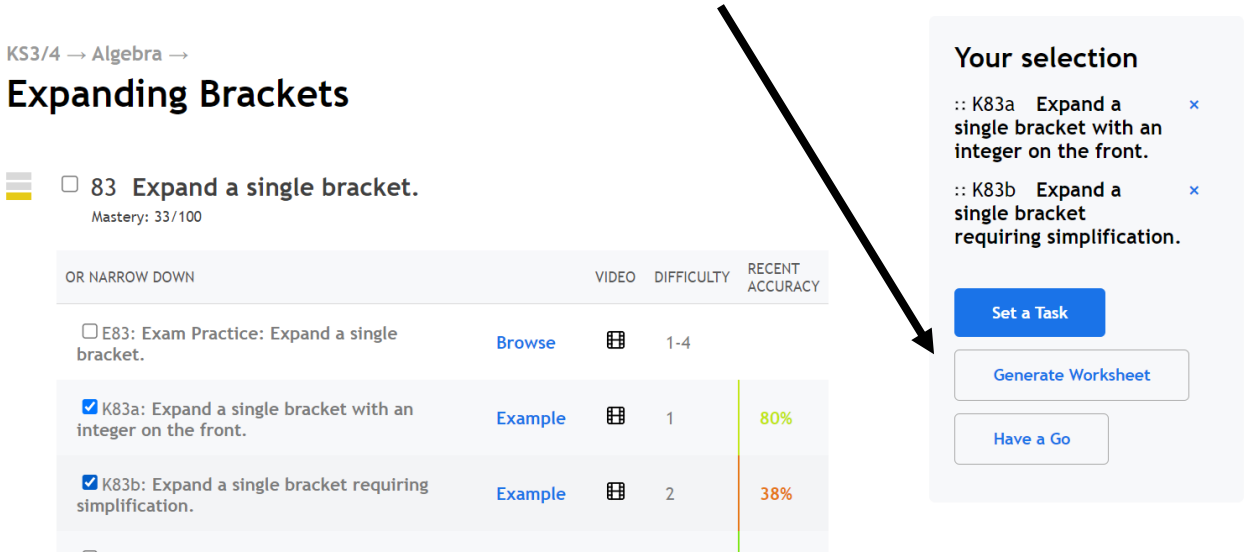
Creating a Random Collection of Fixed Questions

You can create a random collection of questions, with Exam Skill or Key Skill, and then set these to students or export to Word.

Step 1

From **Menu → Set a Task → By Topic** or **Menu → Question Explorer**, select the skills or subskills you want, then click either the **Generate Worksheet** button, or the **Set a Task** button then the Fixed Questions option.

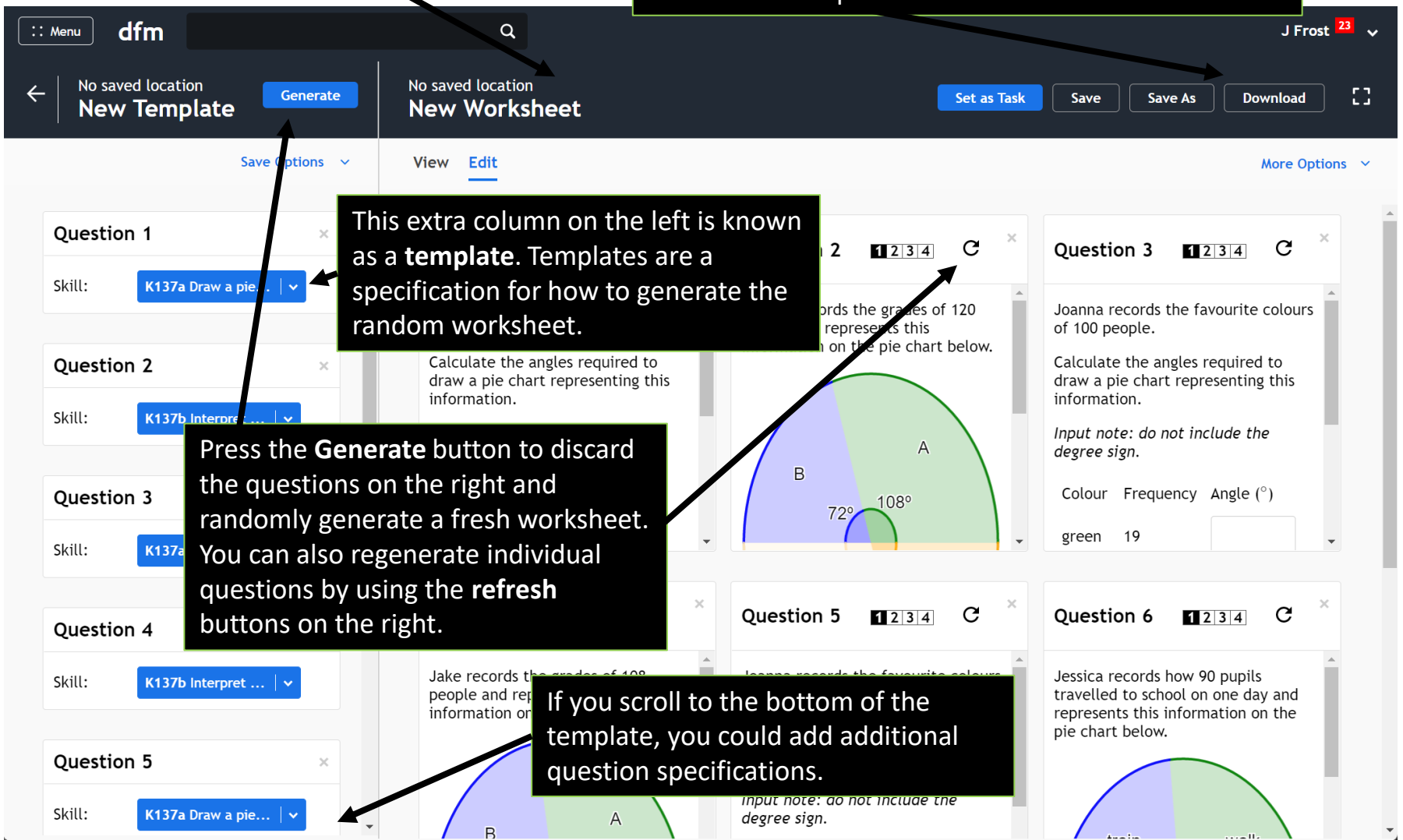
Or to specify from scratch how your random worksheet will be generated, go to **Menu → Worksheets/Past Papers** and then click the **+New → Template** button.



Creating a Random Collection of Fixed Questions

On the right is the worksheet builder interface as normal, but populated with questions.

You can modify/delete/reorder these questions in the normal work. As per before, use **Set to Students** or **Download** to export to Word.

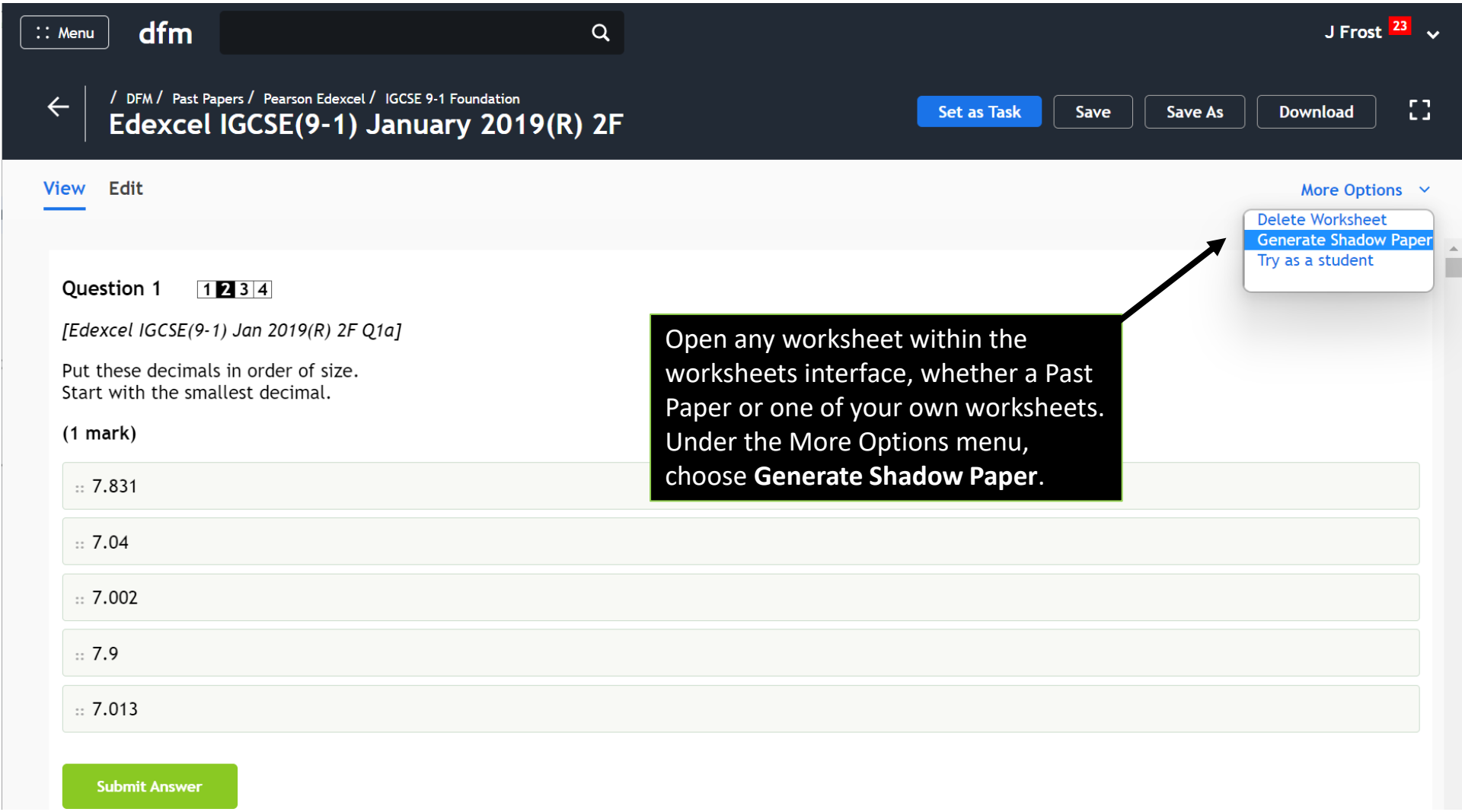


This extra column on the left is known as a **template**. Templates are a specification for how to generate the random worksheet.

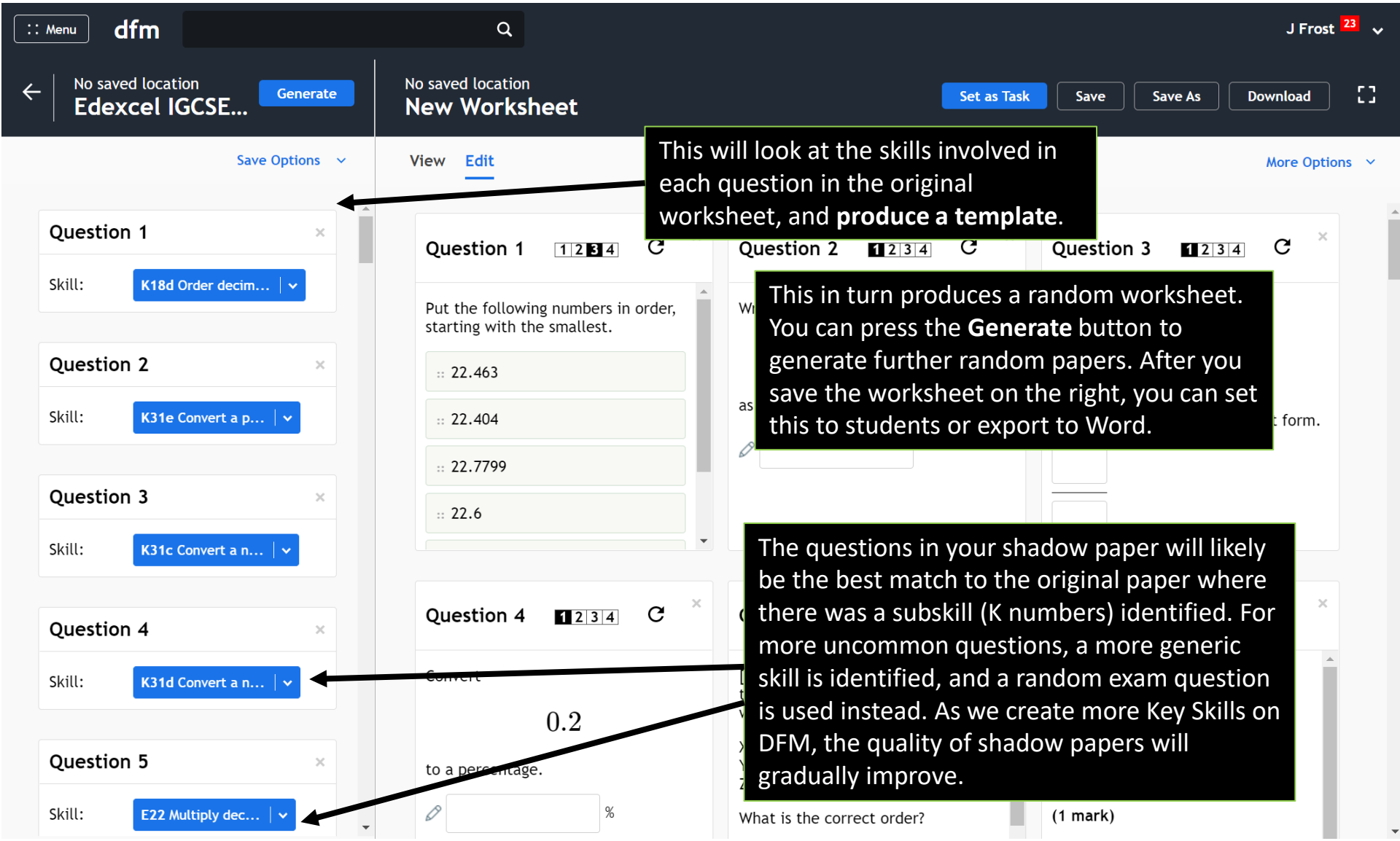
Press the **Generate** button to discard the questions on the right and randomly generate a fresh worksheet. You can also regenerate individual questions by using the **refresh** buttons on the right.

If you scroll to the bottom of the template, you could add additional question specifications.

Generating a Shadow Paper

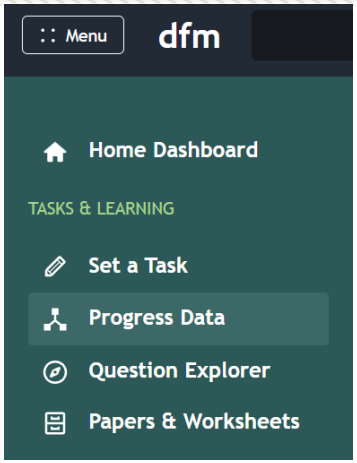


Generating a Shadow Paper



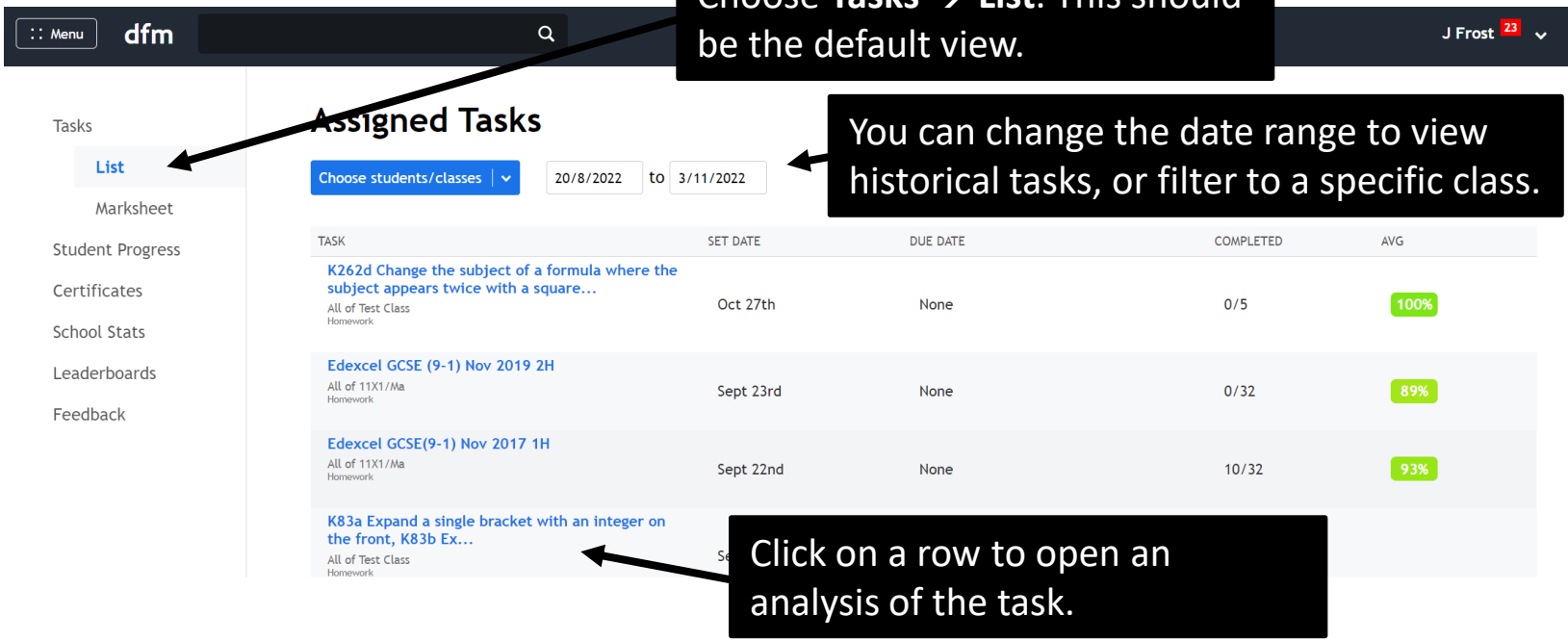
Viewing Pupil Progress Data from Set Tasks

Step 1



Go to **Menu → Progress Data**, or use the **Work** box on your home dashboard.
If you have just set a task, you will automatically be taken to here.

Step 2



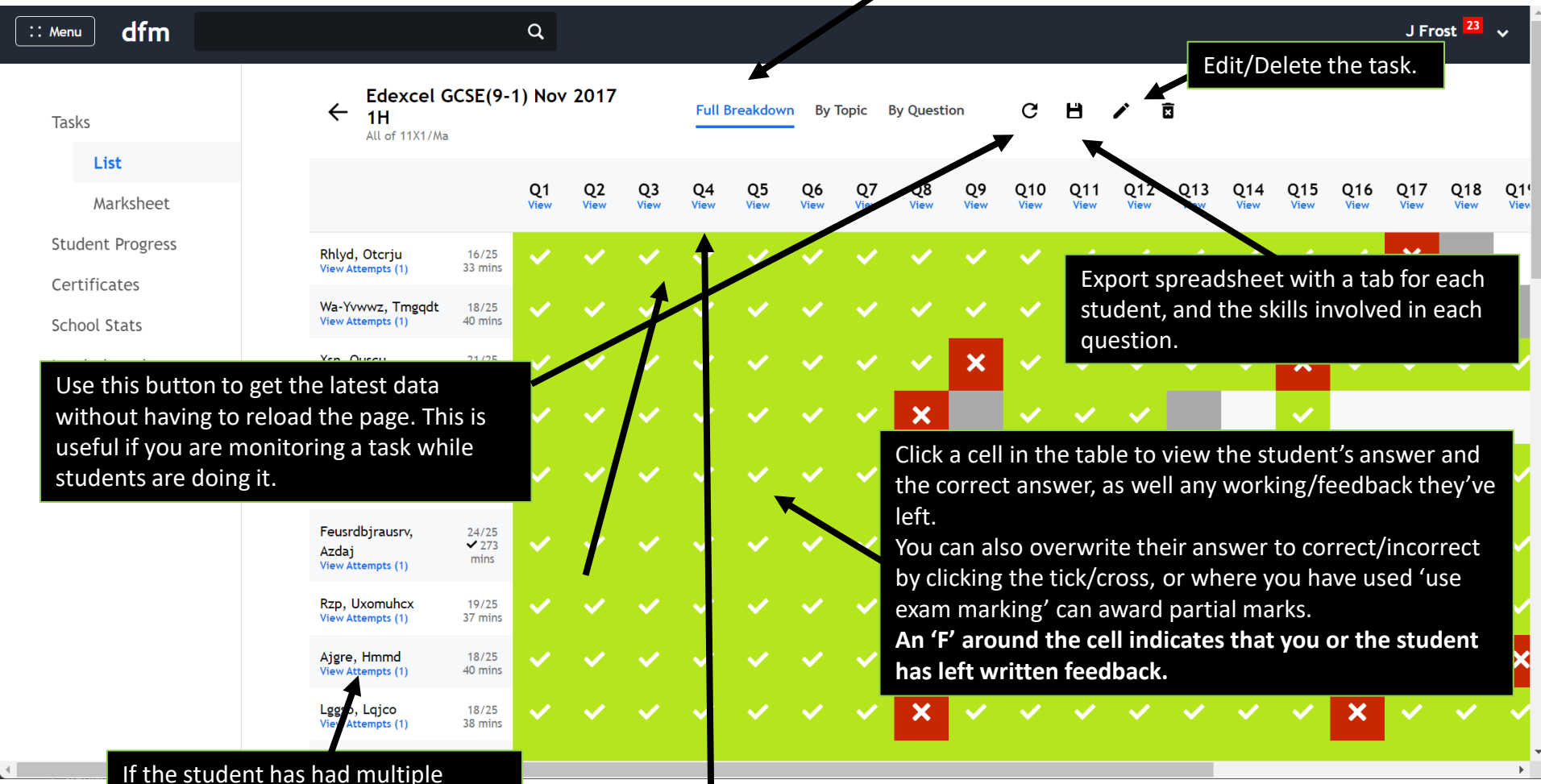
Choose **Tasks → List**. This should be the default view.

You can change the date range to view historical tasks, or filter to a specific class.

Click on a row to open an analysis of the task.

Viewing Pupil Progress Data from Set Tasks

This will open the selected task.



The pictured view below is the 'full breakdown', allowing you to see every individual answer.
But you can switch mode to see an analysis 'by topic', or to see a summary 'by question'.

Edit/Delete the task.

Export spreadsheet with a tab for each student, and the skills involved in each question.

Use this button to get the latest data without having to reload the page. This is useful if you are monitoring a task while students are doing it.

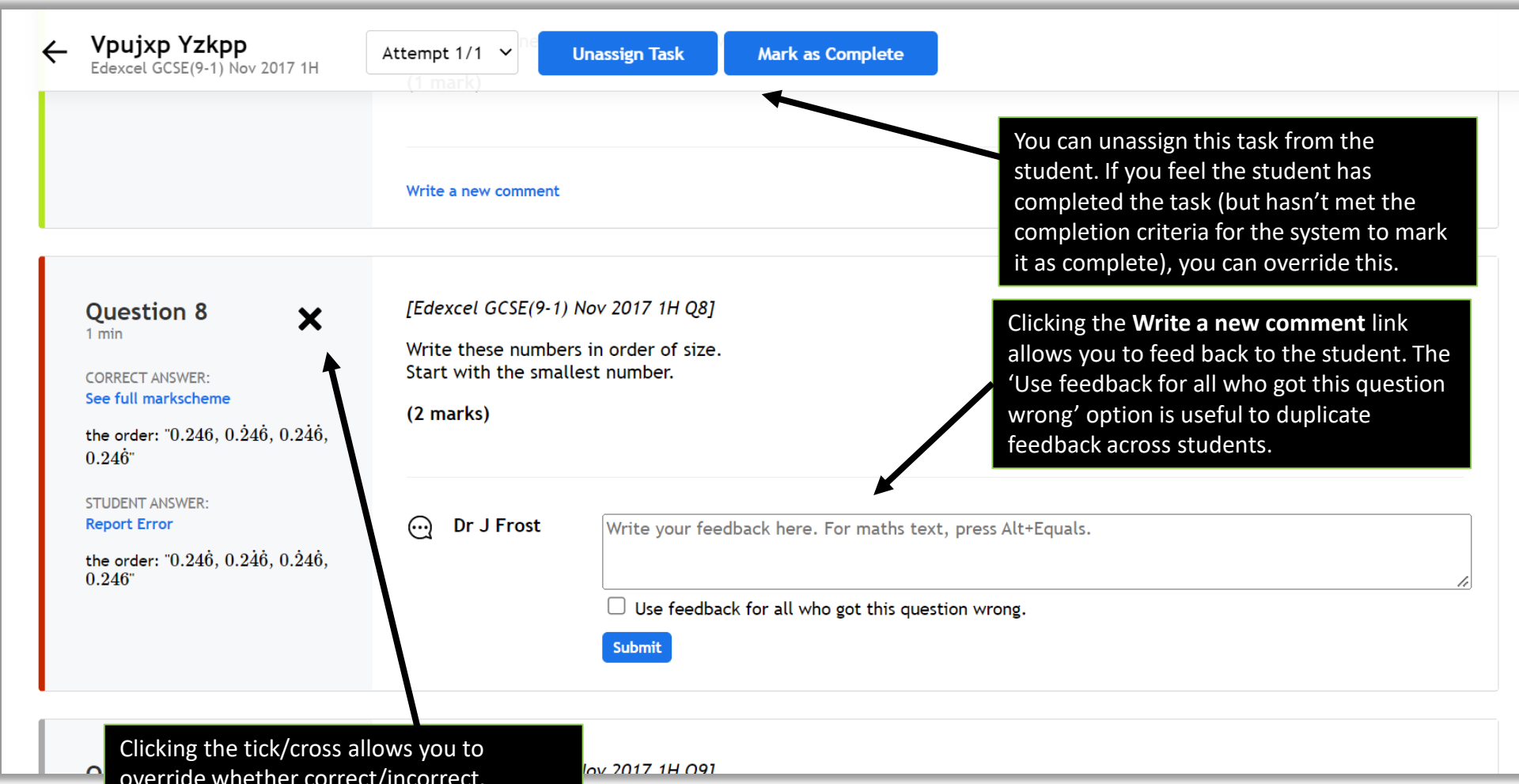
Click a cell in the table to view the student's answer and the correct answer, as well any working/feedback they've left.
You can also overwrite their answer to correct/incorrect by clicking the tick/cross, or where you have used 'use exam marking' can award partial marks.
An 'F' around the cell indicates that you or the student has left written feedback.

If the student has had multiple attempts at a homework, you can list all answers in all attempts by clicking here.

Clicking a table heading displays the full question and answer (fixed question tasks only).

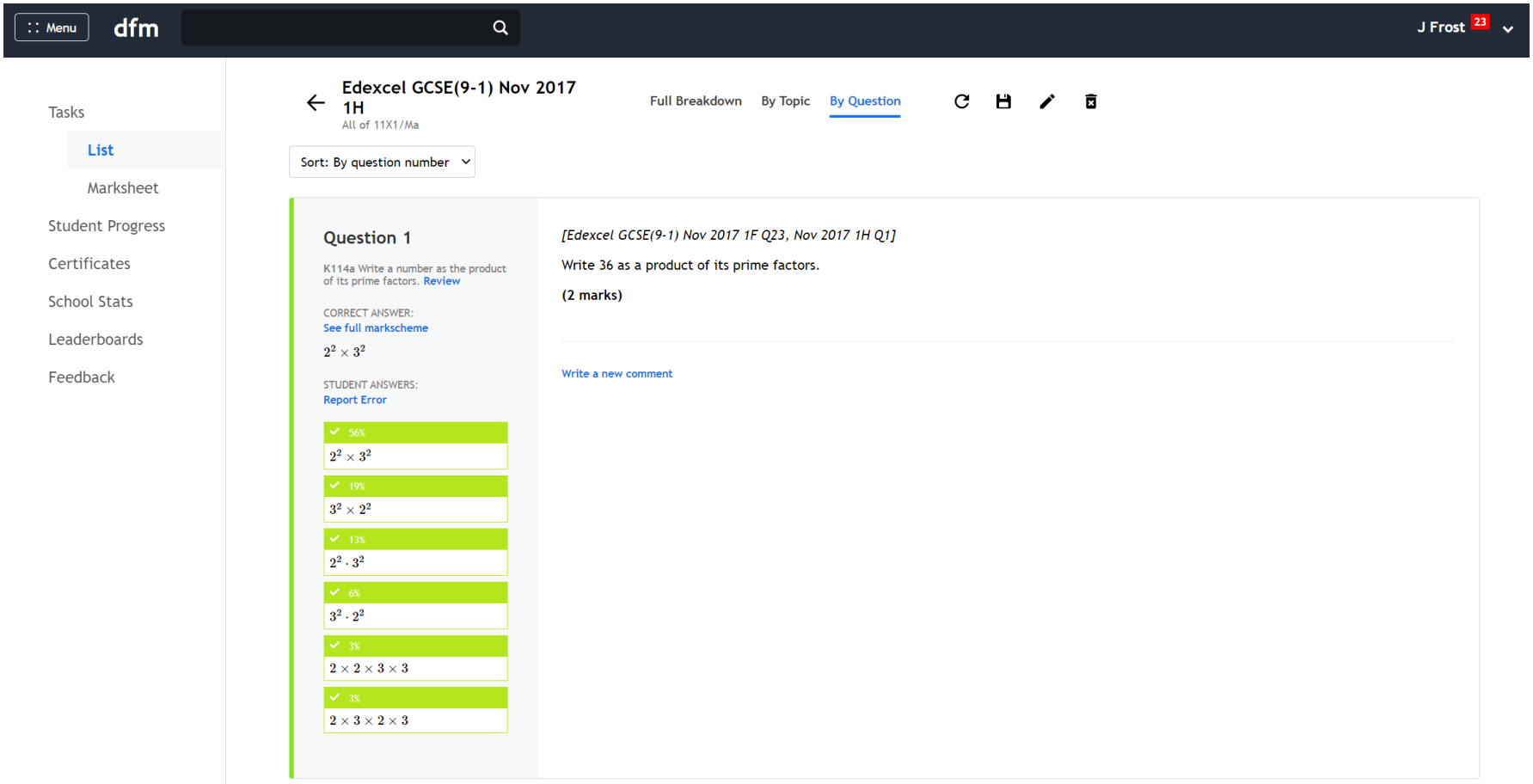
Viewing Pupil Progress Data from Set Tasks

Clicking ‘View Attempts’ from the Task Analysis for a specific student will load their attempts.



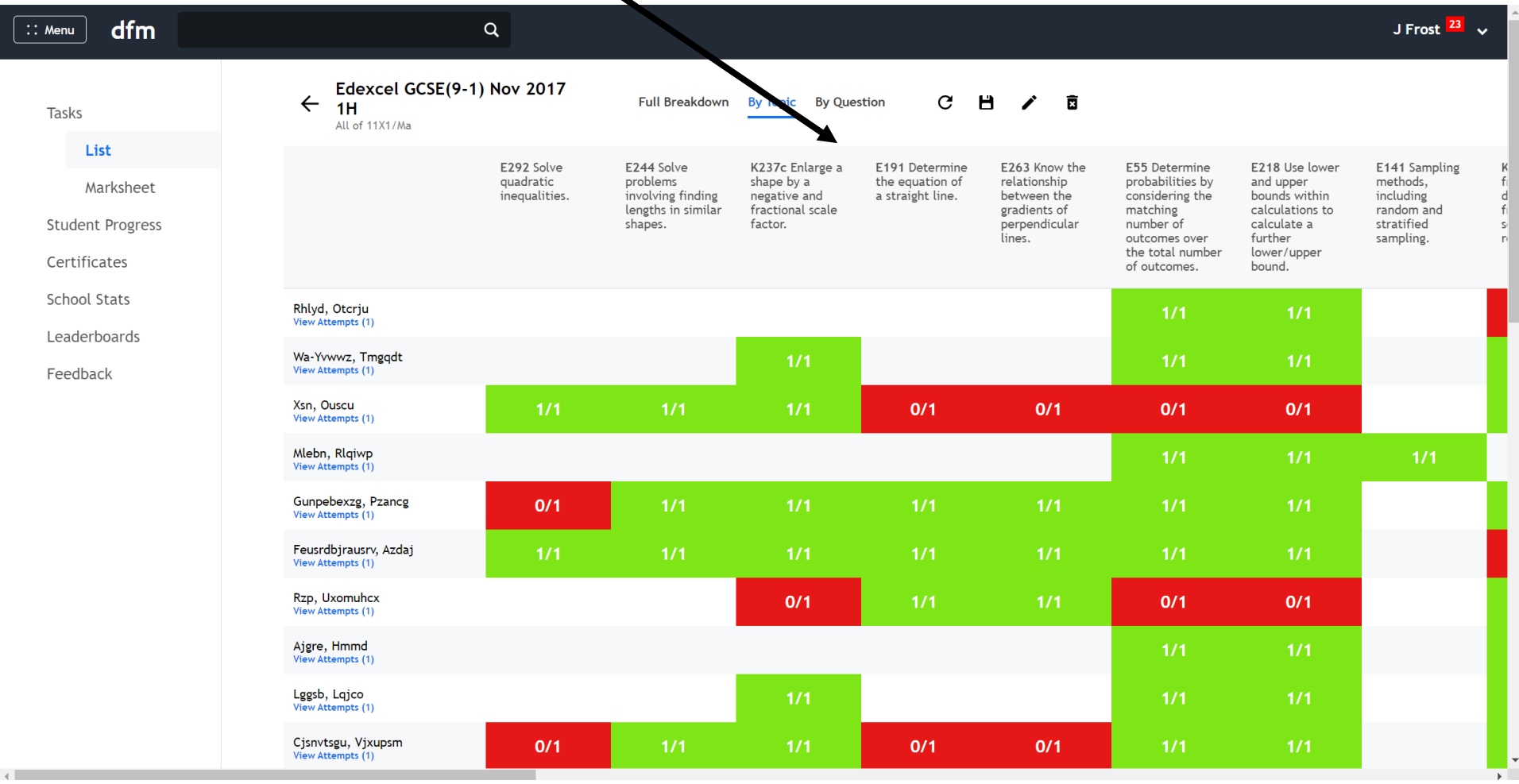
Viewing Pupil Progress Data from Set Tasks

The **By Question** view is useful to get a summary of answers to each question (including variants of correct answers, particularly when the answer is algebraic). You can sort by question number or 'worst to best answered'. We can see here that all students got the correct answer, but expressed their prime factorisation in many different ways. The By Question analysis is only available for fixed-question tasks.

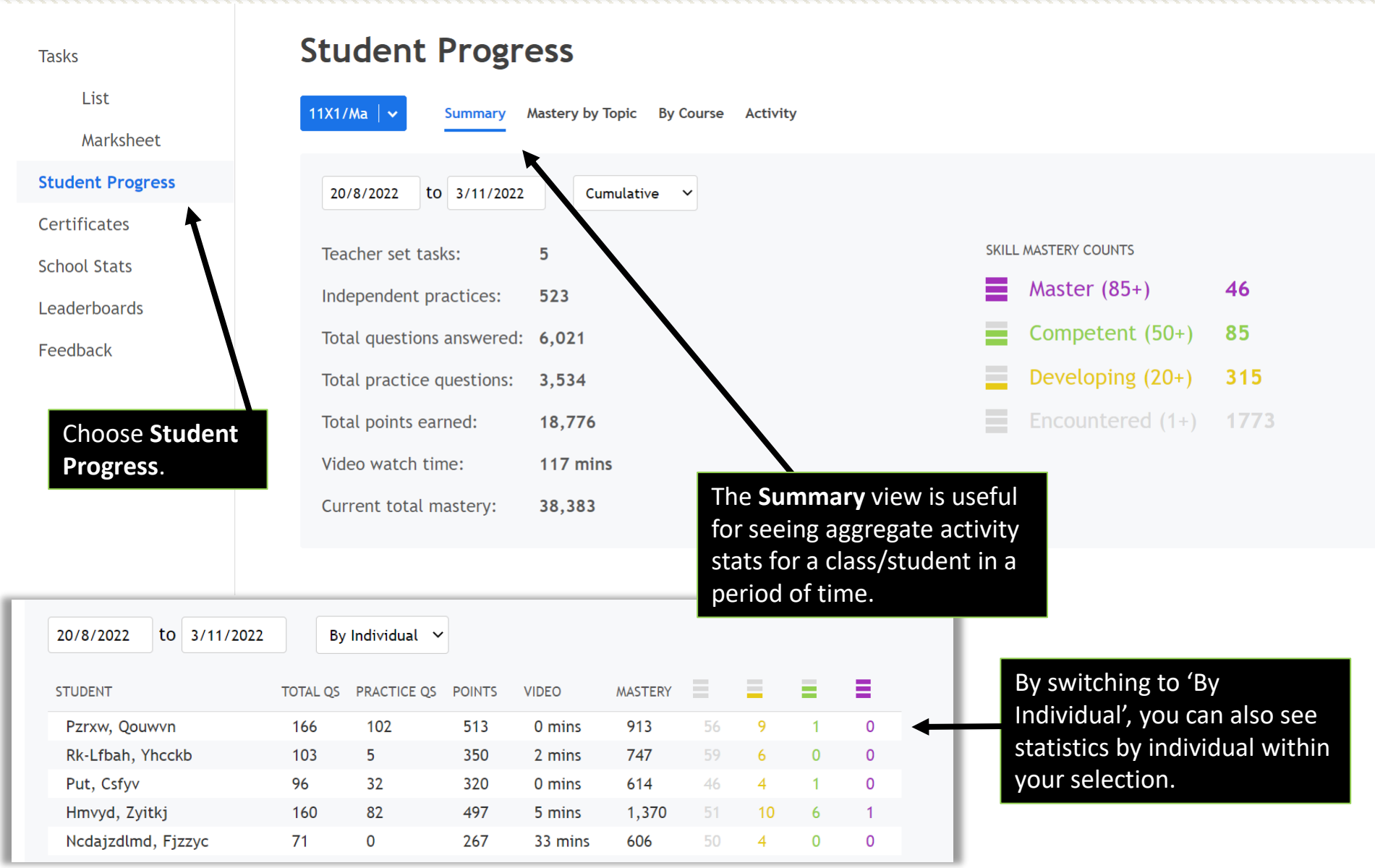


Viewing Pupil Progress Data from Set Tasks

The **By Topic** view is particularly useful for past papers you have set, which ordinarily involve a large mix of skills. The worst answered skill will be in the leftmost column.



Viewing more general progress and activity

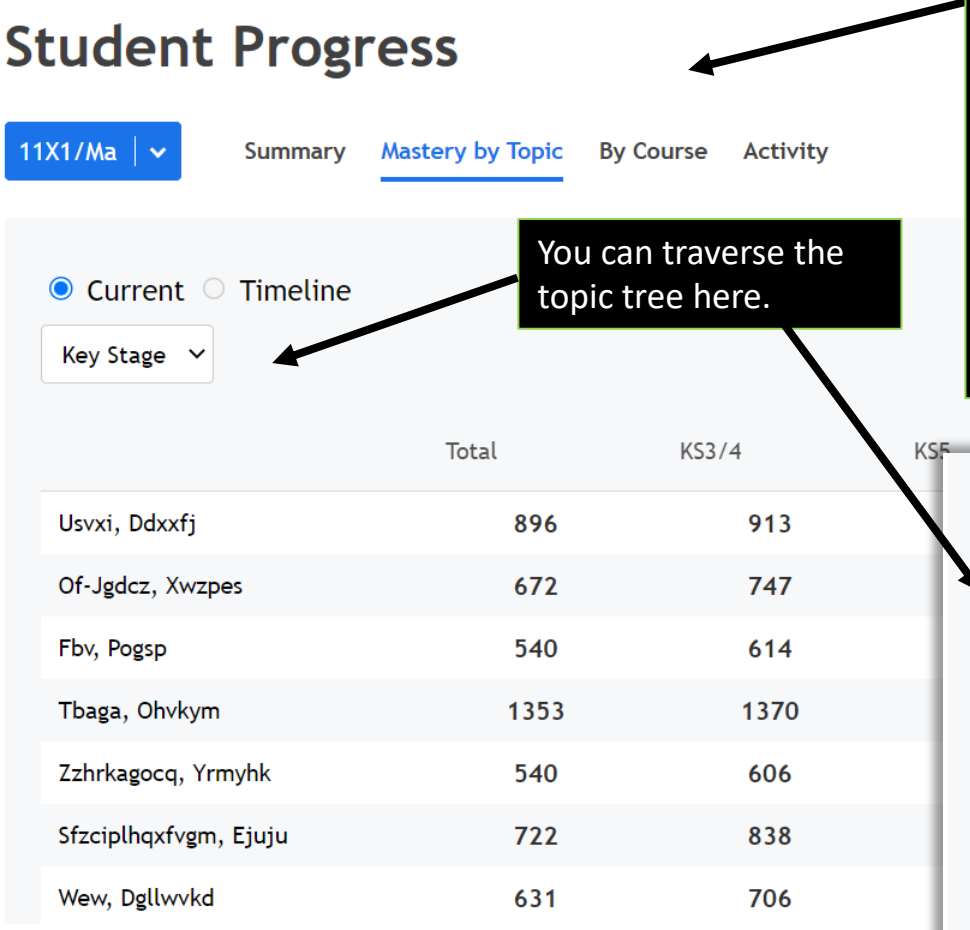


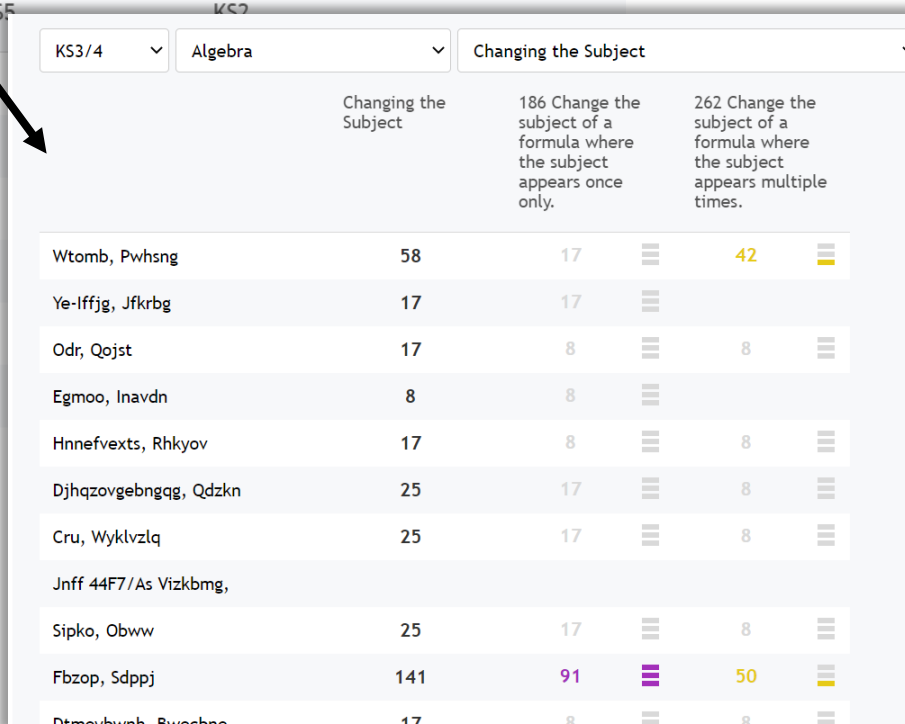
Viewing more general progress and activity

Mastery by topic allows you to see the mastery across the whole topic tree. Recall that the levels of the topic tree are:

1. Key stage/age range.
2. Strand (e.g. algebra)
3. Topic (e.g. trigonometry)
4. Skill (e.g. determining angles in a right angled triangle)

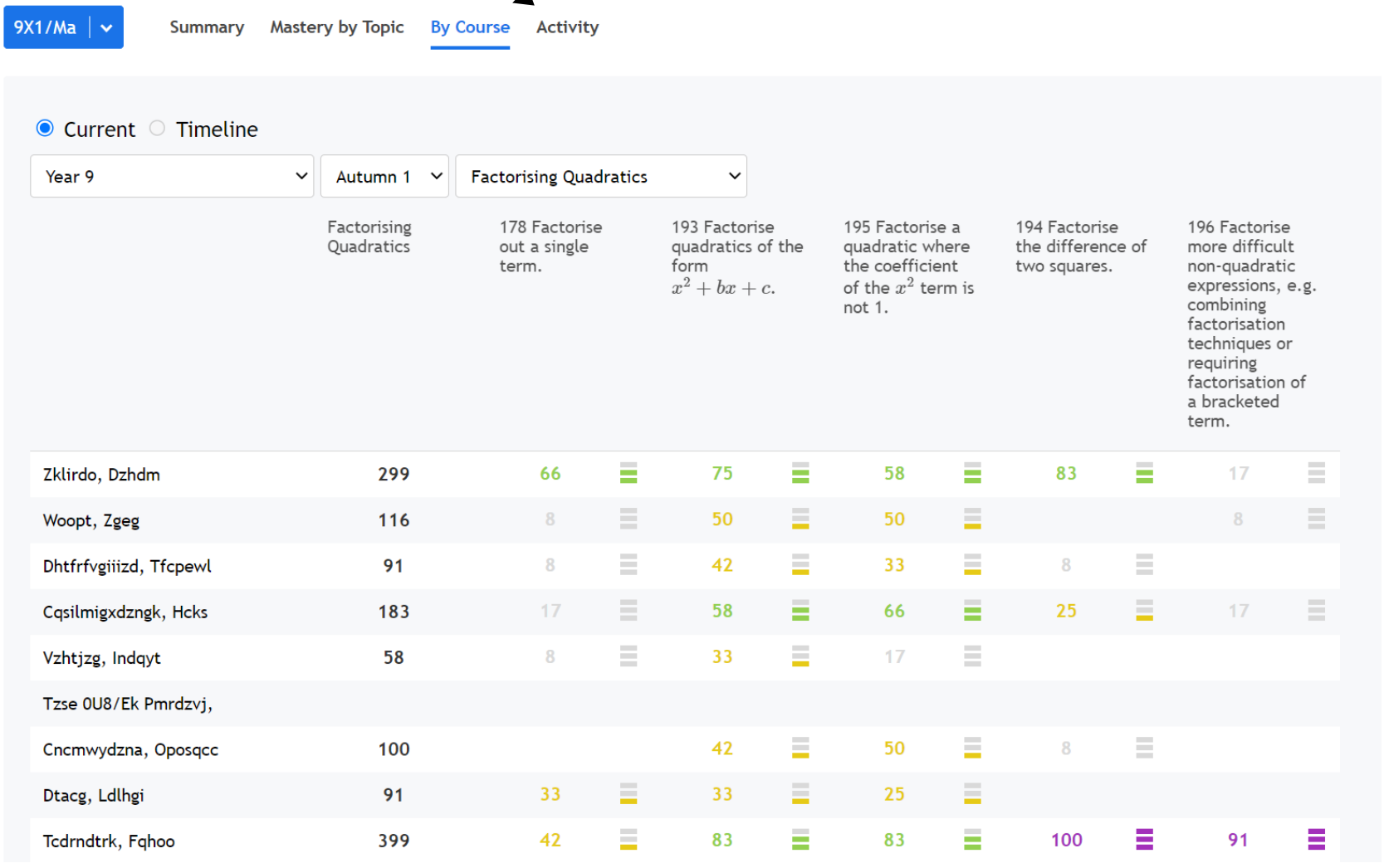
Mastery is for each skill, so for levels 1-3, the total mastery is shown for all skills within it.





Viewing more general progress and activity

If you've created courses or assigned external courses to your school, you'll also be able to see mastery by course/module/unit.



Viewing more general progress and activity

Finally, use **Activity** to see a timeline of all student activity, including independent practice.

11X1/Ma | Summary | Mastery by Topic | By Course | Activity

You can change the date range to see historical activity.

20/8/2022 to 3/11/2022 | All Activity

STUDENT	TASK	TIME TAKEN	WHEN	SCORE
Ywi, Lskp	Senior Maths Challenge 2012 Independent Practice	27 mins	3 hours ago	2/2
Icvj, Jzypq	E261 Exam Practice: Determine probabilities from Venn Diagrams, E219 Exam Practice: Construct Venn Diagrams, Independent Practice	8 mins	5 hours ago	6/10
Canh, Afnee	E284 Exam Practice: Understand the effect of the transformations $y = f(x + a)$ and $y = f(x) + a$ on simple functions, E285<	39 mins	5 hours ago	5/10

Cypo Rae
Senior Maths Challenge 2012

Attempt 1/1 | Unassign Task | Mark as Incomplete

Question 1
20 mins

CORRECT ANSWER:
See full markscheme
11

STUDENT ANSWER:
Report Error
11

[SMC 2012 Q1] Which of the following cannot be written as the sum of two prime numbers?

Write a new comment

Clicking any row will open the task attempt.

Question 2
8 mins

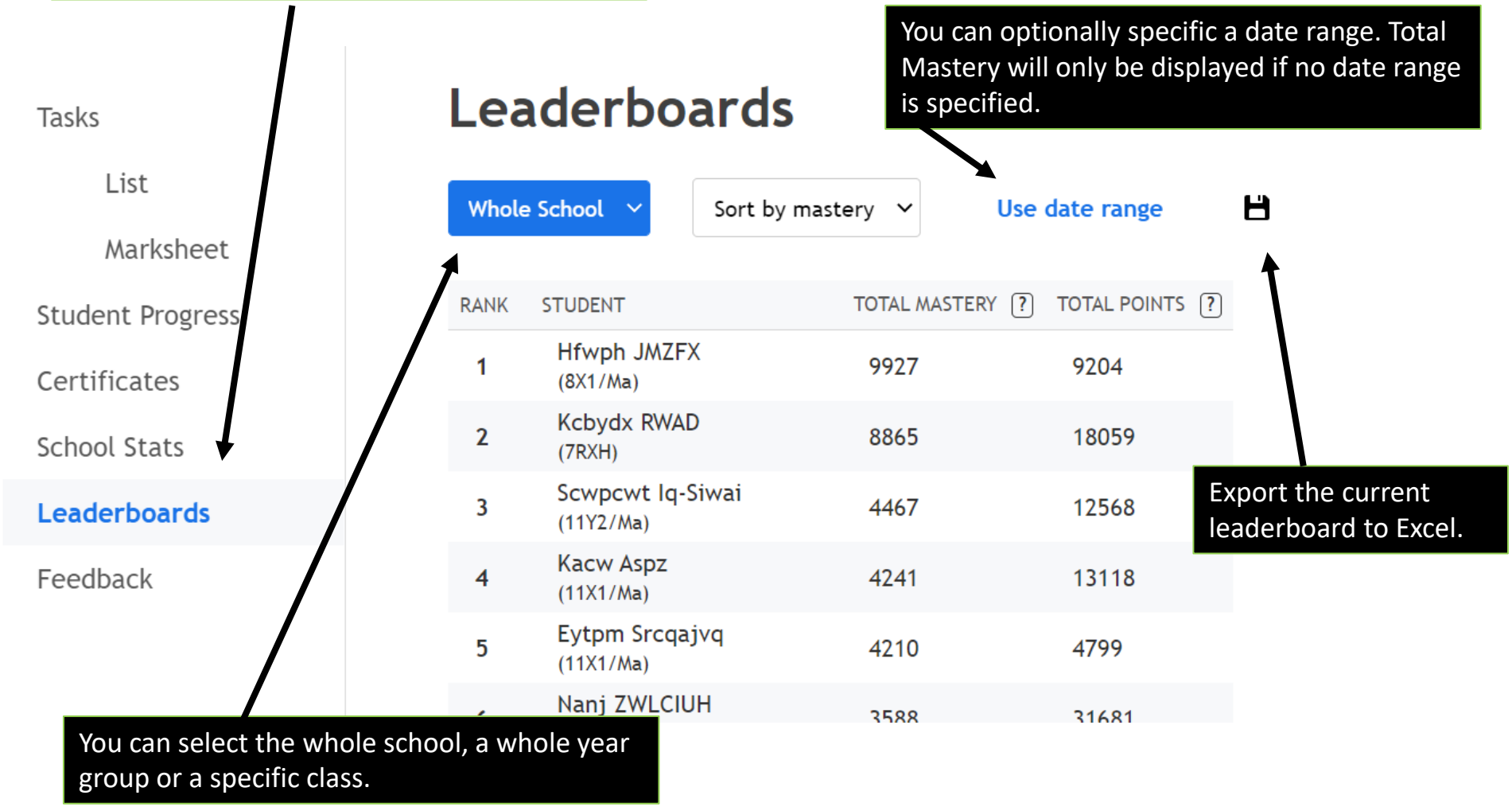
CORRECT ANSWER:
See full markscheme
$\theta = 102$ °

STUDENT ANSWER:
Report Error
$\theta = 102$ °

[SMC 2012 Q2] The diagram shows an equilateral triangle, a square and a regular pentagon which all share a common vertex. What is the value of θ?

Leaderboards

In the Progress interface, select **Leaderboards**.



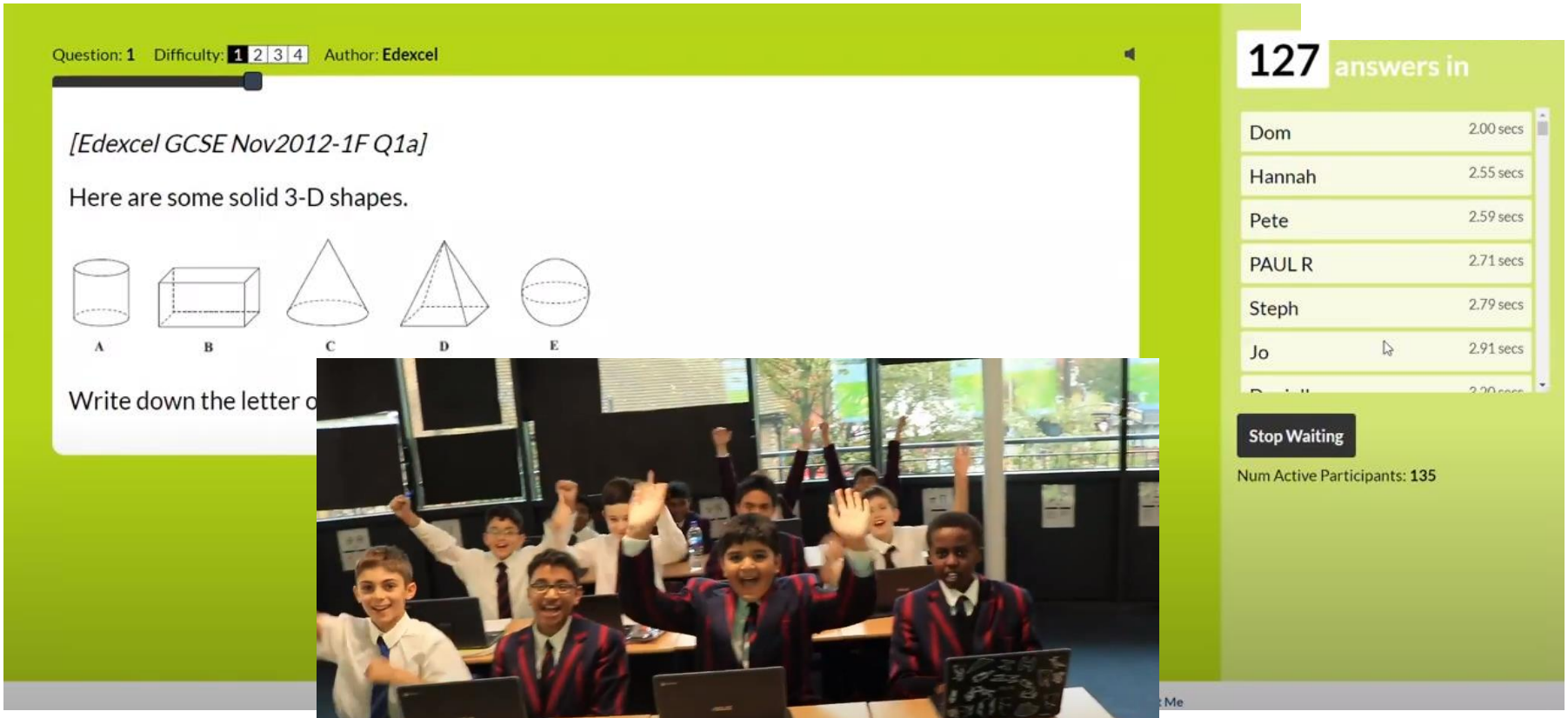
You can optionally specific a date range. Total Mastery will only be displayed if no date range is specified.

Export the current leaderboard to Excel.

You can select the whole school, a whole year group or a specific class.

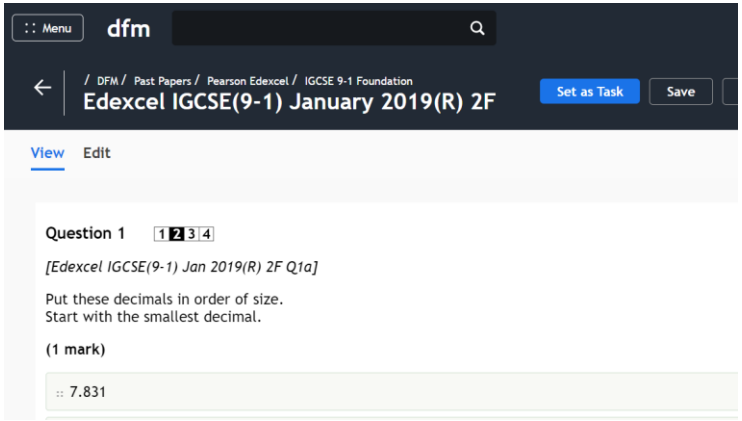
Starting a Live! game

A Live! game is designed for a classroom environment. Questions are presented on the board one-by-one. Students use their mobile phones or tablet devices to enter their answers.



Starting a Live! game – using a worksheet

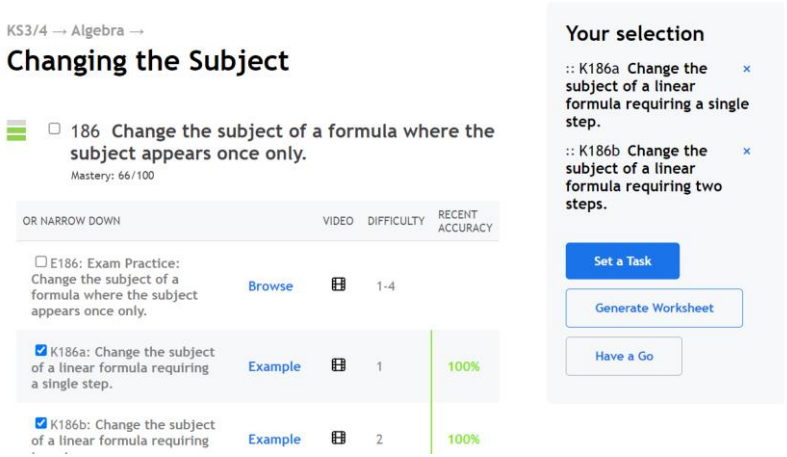
Step 1



Go to **Past Papers/Worksheets** or **Set a Task → Past Papers/Choose Questions/Your Worksheets**, open a worksheet, and click the **Set a Task** button.

or …

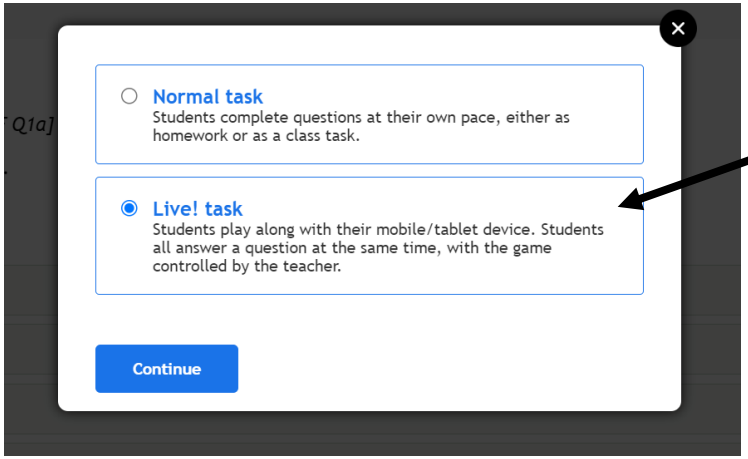
Step 1



Alternatively, go to **Question Explorer** or **Set a Task → By Topic**, find and select some skills, and choose **Set a Task** on the Your Selection pane.

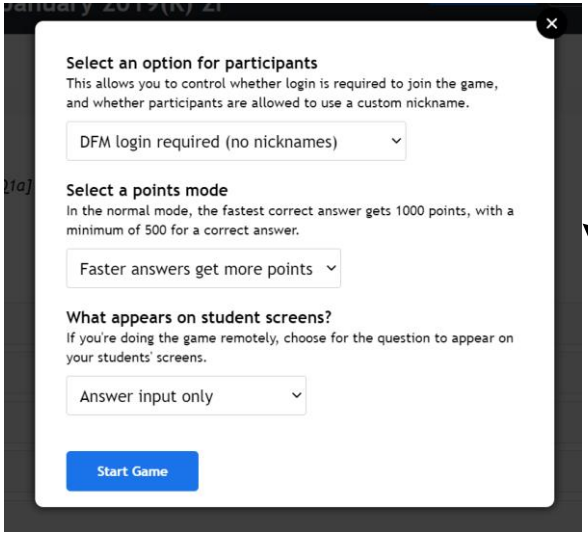
Starting a Live! game

Step 2



Choose the **Live! task** option.

Step 4

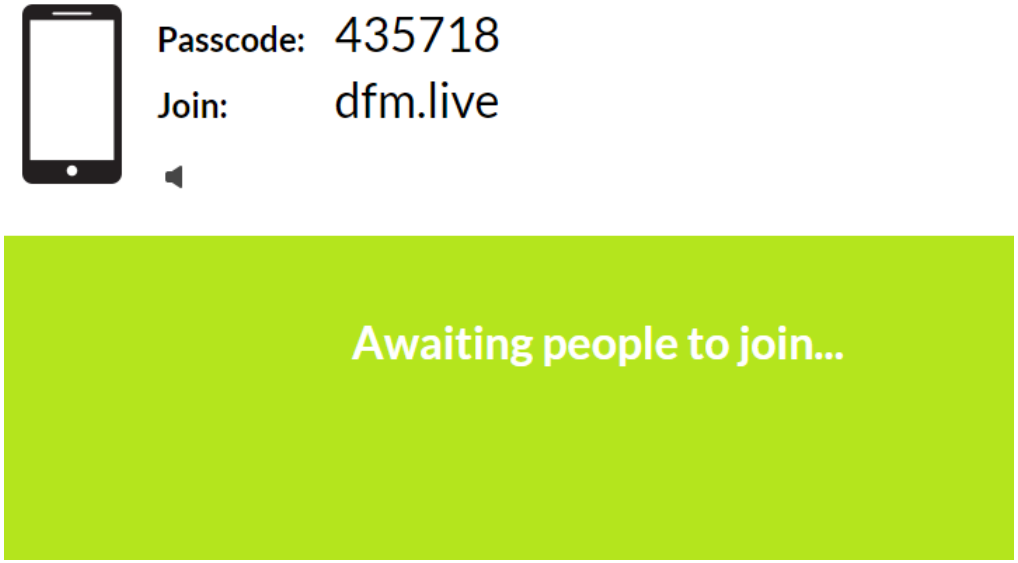


Complete the options as described. If you're playing with a school class, choose the '**Select a class**' option at the top. This will make it subsequently easier to know which students have and haven't joined the game.

Starting a Live! game

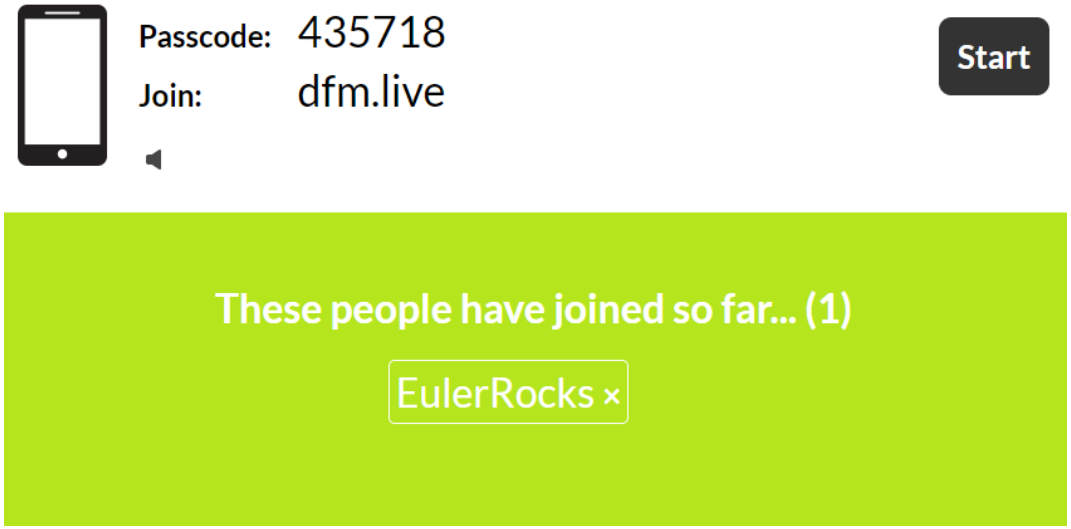
Step 5

Students just need to go to **dfm.live** on their device's browser, and enter the join code given. As people join, they'll appear in the participant list.
If you selected a class, your class' students will be listed, greyed out until each joins.

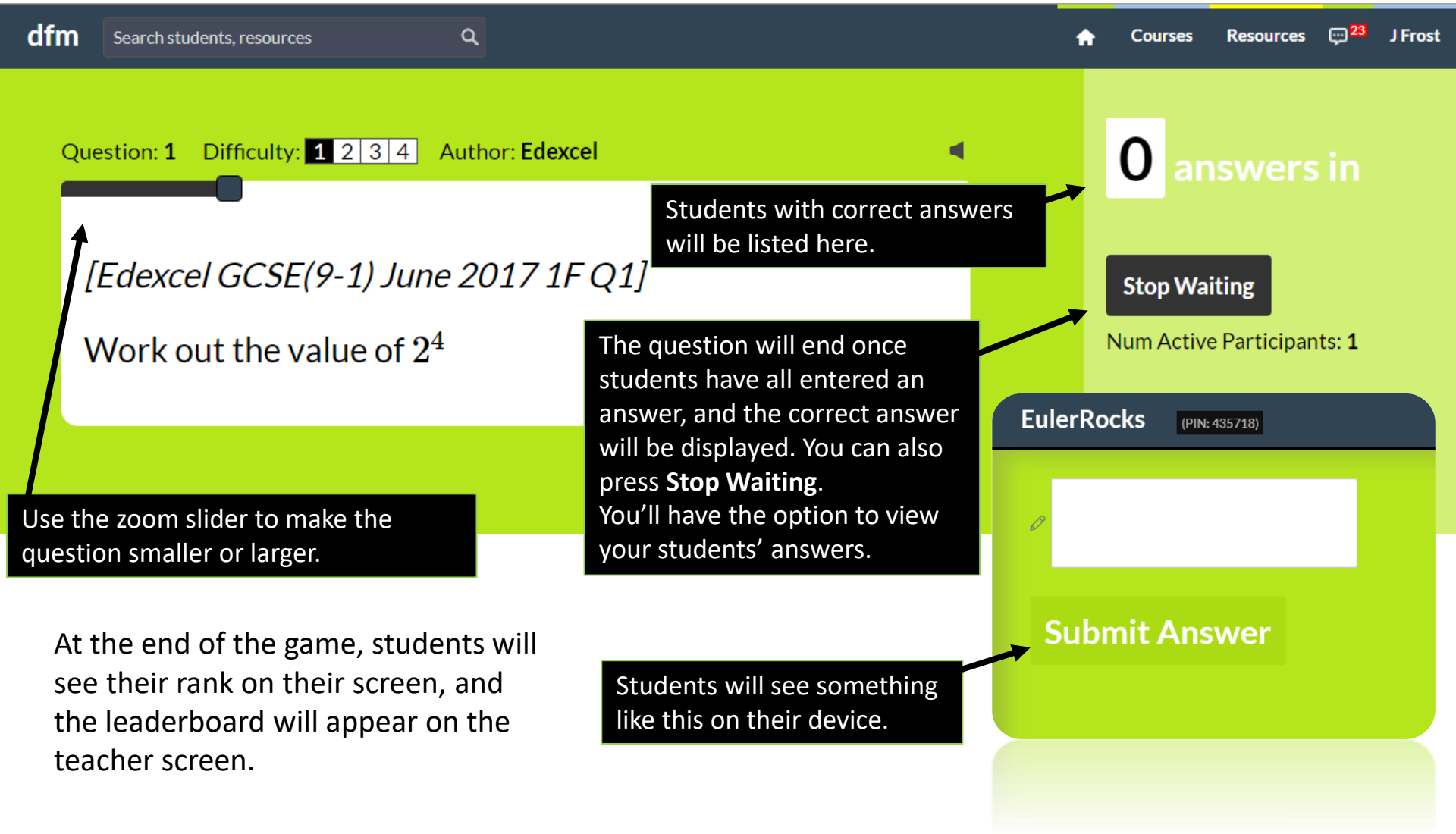


Step 6

Click the **Start** button that will appear at the top-right.



Starting a Live! game



Students with correct answers will be listed here.

The question will end once students have all entered an answer, and the correct answer will be displayed. You can also press **Stop Waiting**.
You'll have the option to view your students' answers.

Use the zoom slider to make the question smaller or larger.

At the end of the game, students will see their rank on their screen, and the leaderboard will appear on the teacher screen.

Students will see something like this on their device.

Using the Virtual Whiteboard

The virtual whiteboard allows a teacher to connect with student whiteboard. Anything the teacher draws (including imported images or exam questions) will appear on student screens, and teachers will be able to see a grid of student annotations.

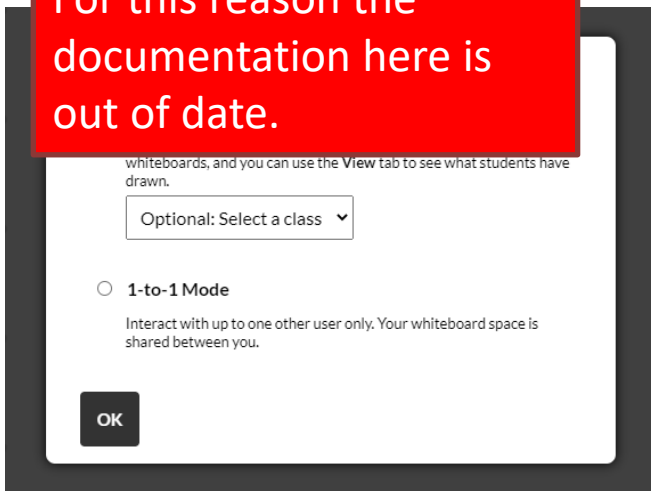
Step 1

Important note: We are hoping to release a brand new version of the virtual whiteboard in early 2023. For this reason the documentation here is out of date.

Go to
Resources → Virtual Whiteboard

or use the link on your home dashboard.

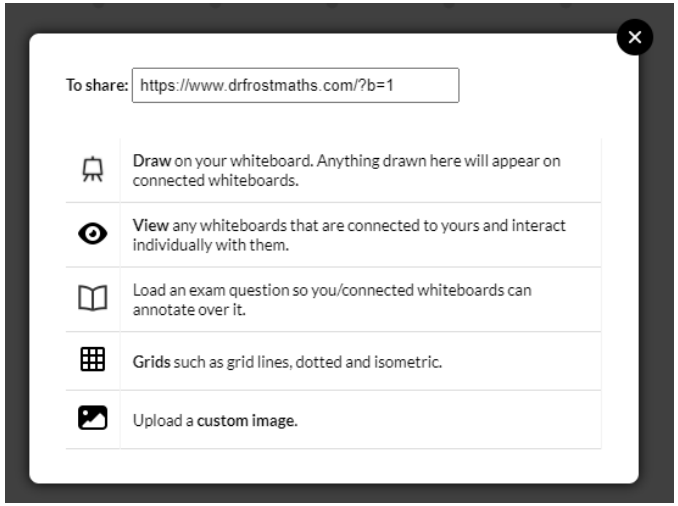
Step 2



Choose a mode. Use **Classroom Mode** if you are using the whiteboard with multiple people. **If you select a class**, it'll make it easier to see which students are and are not connected to you.

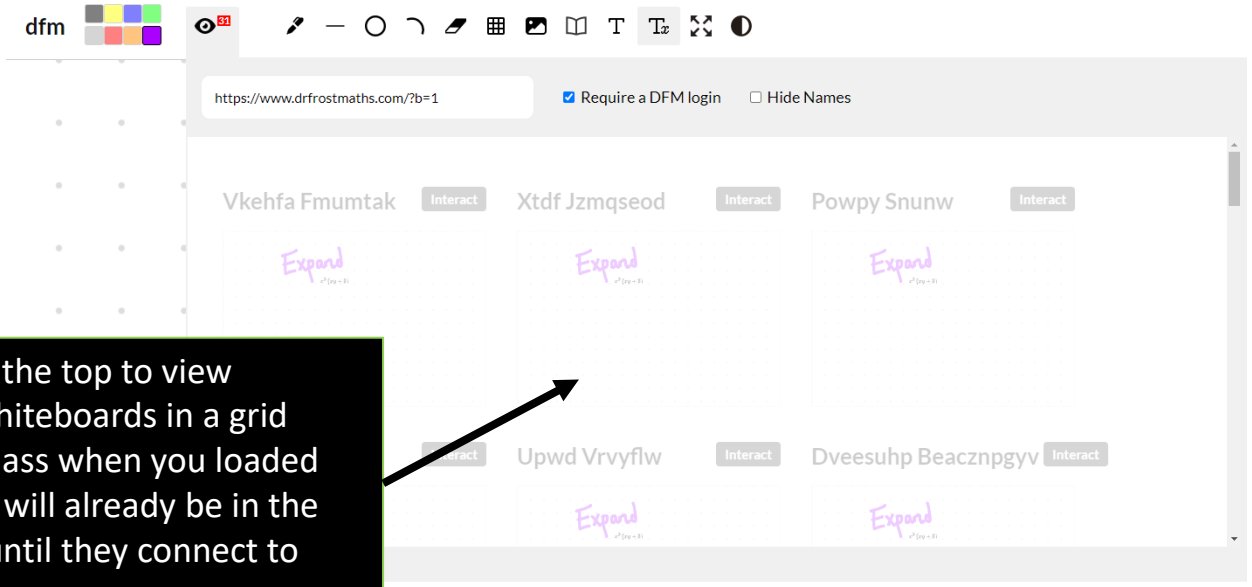
Using the Virtual Whiteboard

Step 3



You will be given a link to distribute to students. But if students are in your class and simply access the whiteboard via the normal menus, they will automatically join your current whiteboard.

Step 4

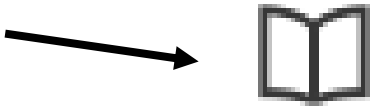


Click the 'eye' icon at the top to view connected student whiteboards in a grid view. If you select a class when you loaded the whiteboard, they will already be in the grid, but greyed out until they connect to your whiteboard.

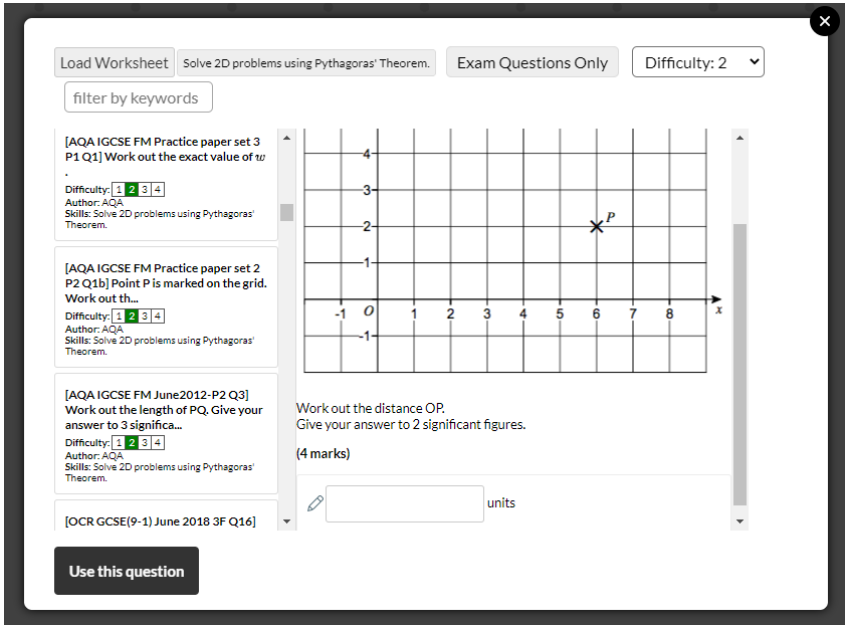
Using the Virtual Whiteboard

Step 5

Click this icon on the top menu to import an exam question.



Step 6

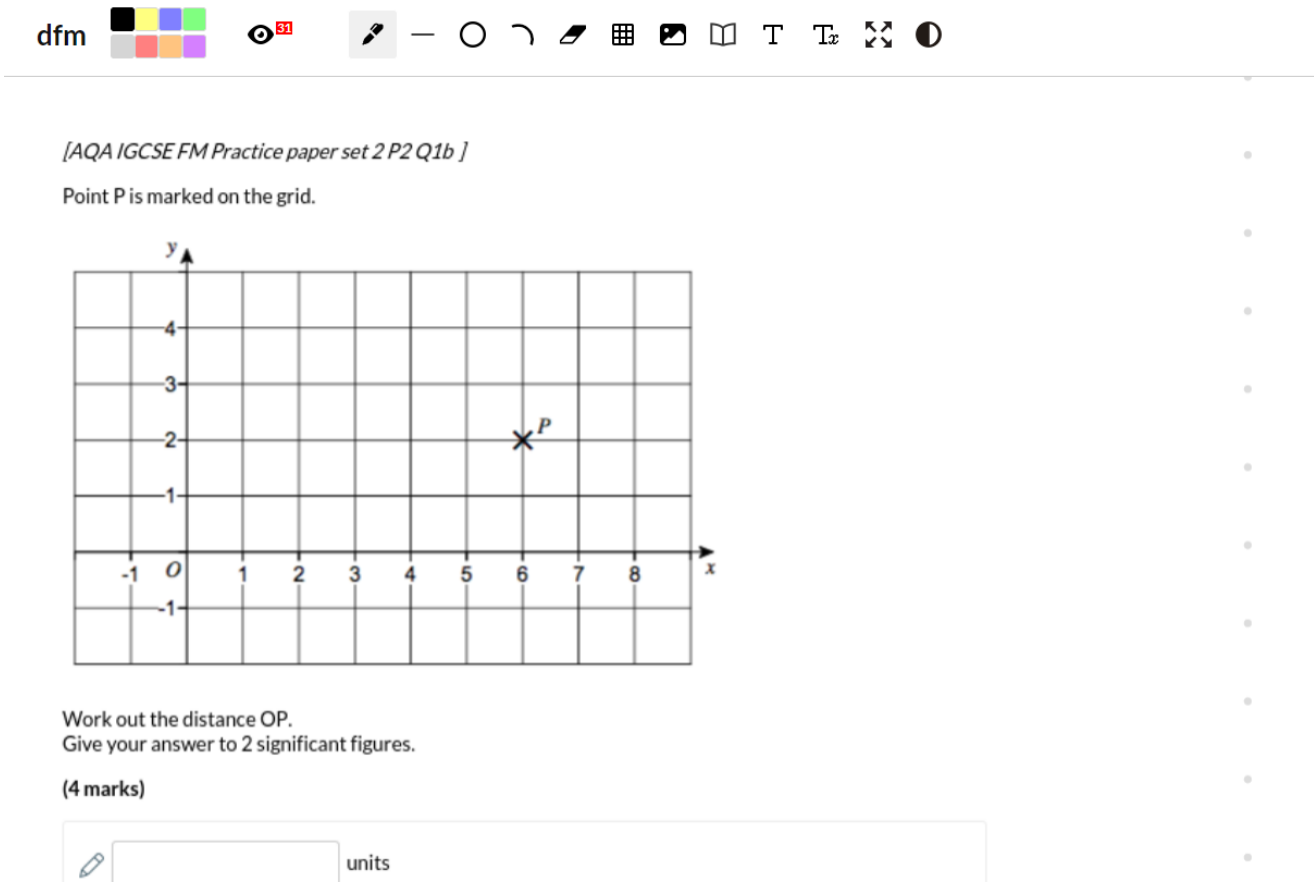


Use the filters at the top to find a suitable exam question. Click the question on the left to view it, and once you're happy, click **Use this question**.

Using the Virtual Whiteboard

Step 7

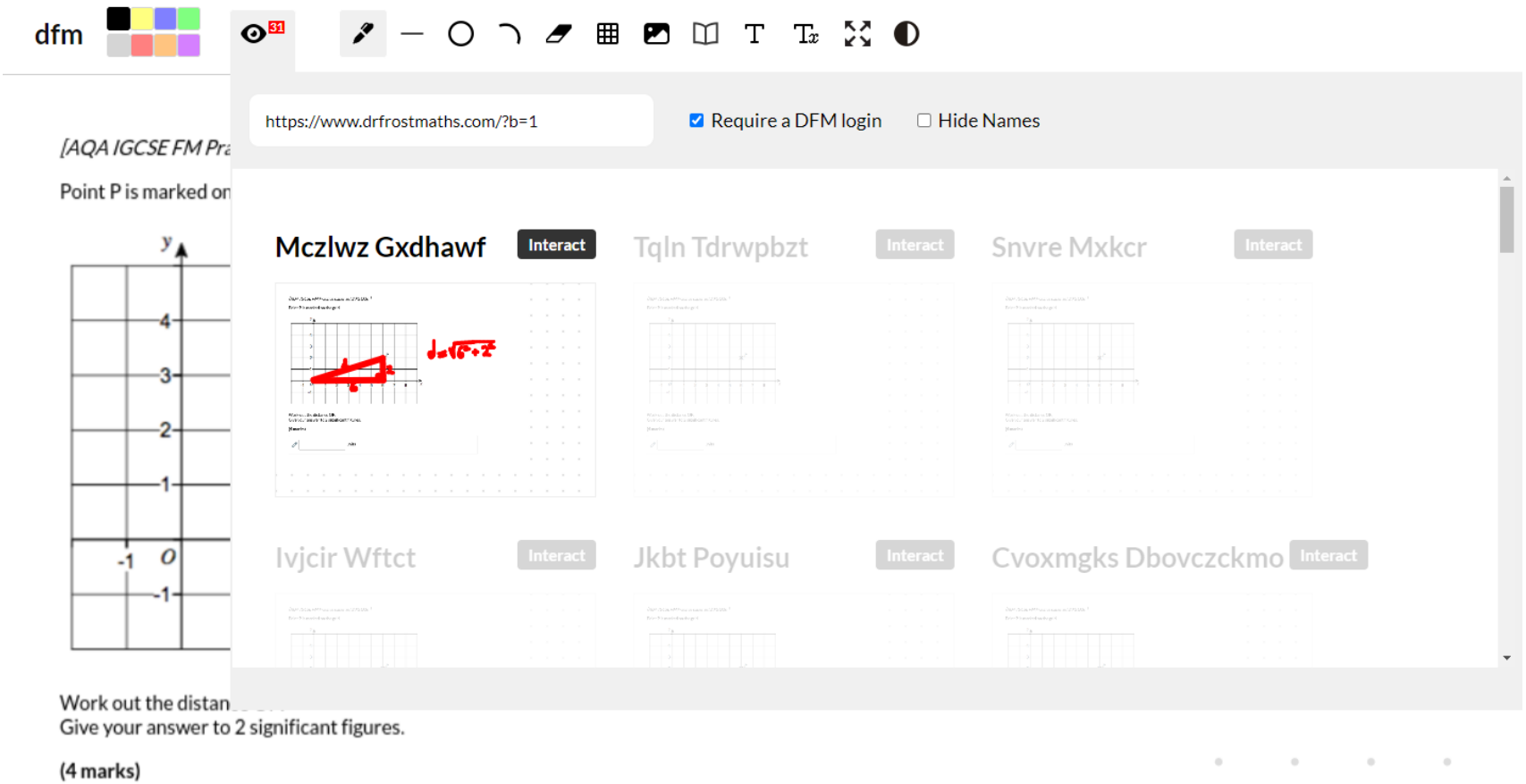
The question will now be underlaid on your whiteboard. Use the pen/line/circle/arc/text/ mathematical text tools at the top to annotate the question. Anything you do will appear on all connected student whiteboards.



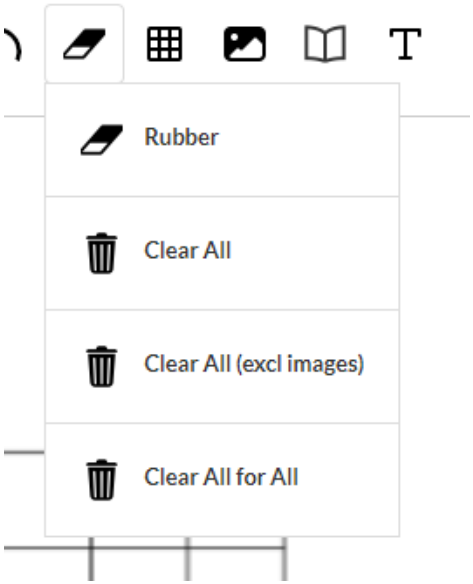
Using the Virtual Whiteboard

Step 8

By clicking on the 'eye' icon on the top menu again, you'll be able to see on the student grid when a student does working on the question you chose. By clicking **Interact**, their whiteboard will go full screen on your display. Unlike the Master Whiteboard, anything you draw on the their individual whiteboard will only appear on their whiteboard. Press **Back** to return.

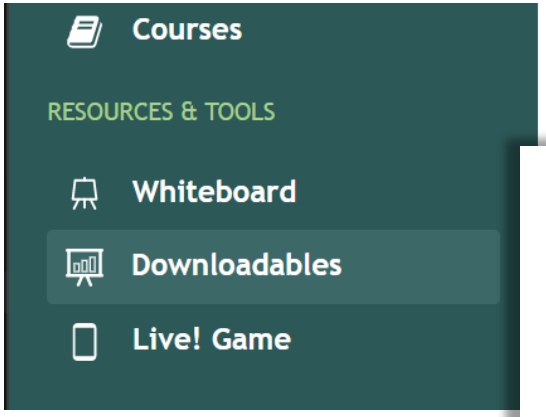


Using the Virtual Whiteboard

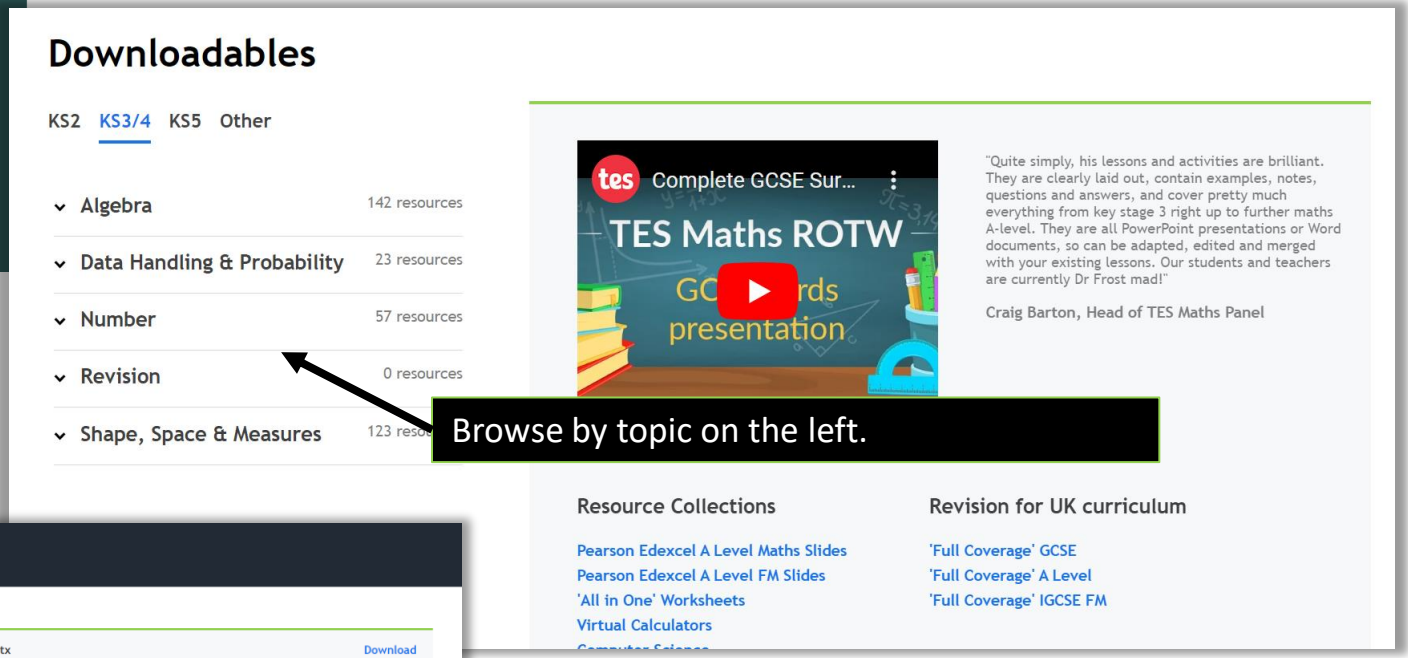


Using **Clear All for All** will wipe not only your own whiteboard, but all connected whiteboards.

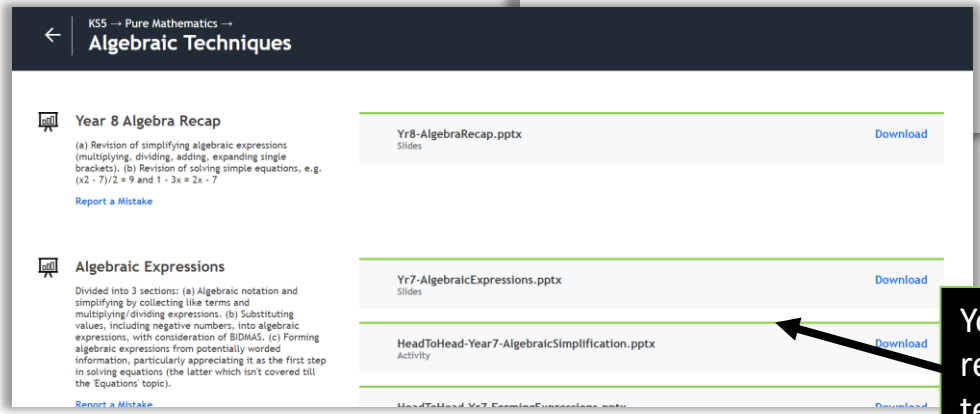
Browsing for Downloadable Resources



Go to **Menu → Downloadables**



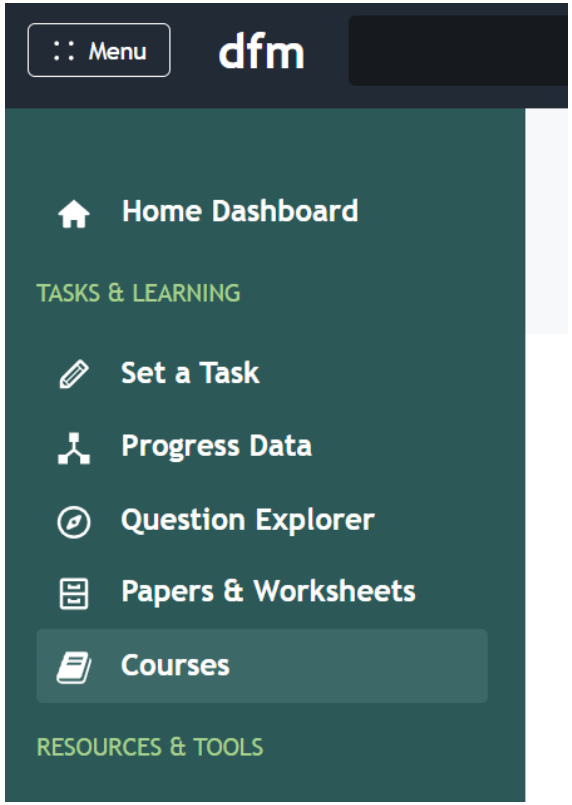
Browse by topic on the left.



You'll then be able to all files associated with each resource. Any file with a 'padlock' symbol requires a teacher account to download.

The Course System

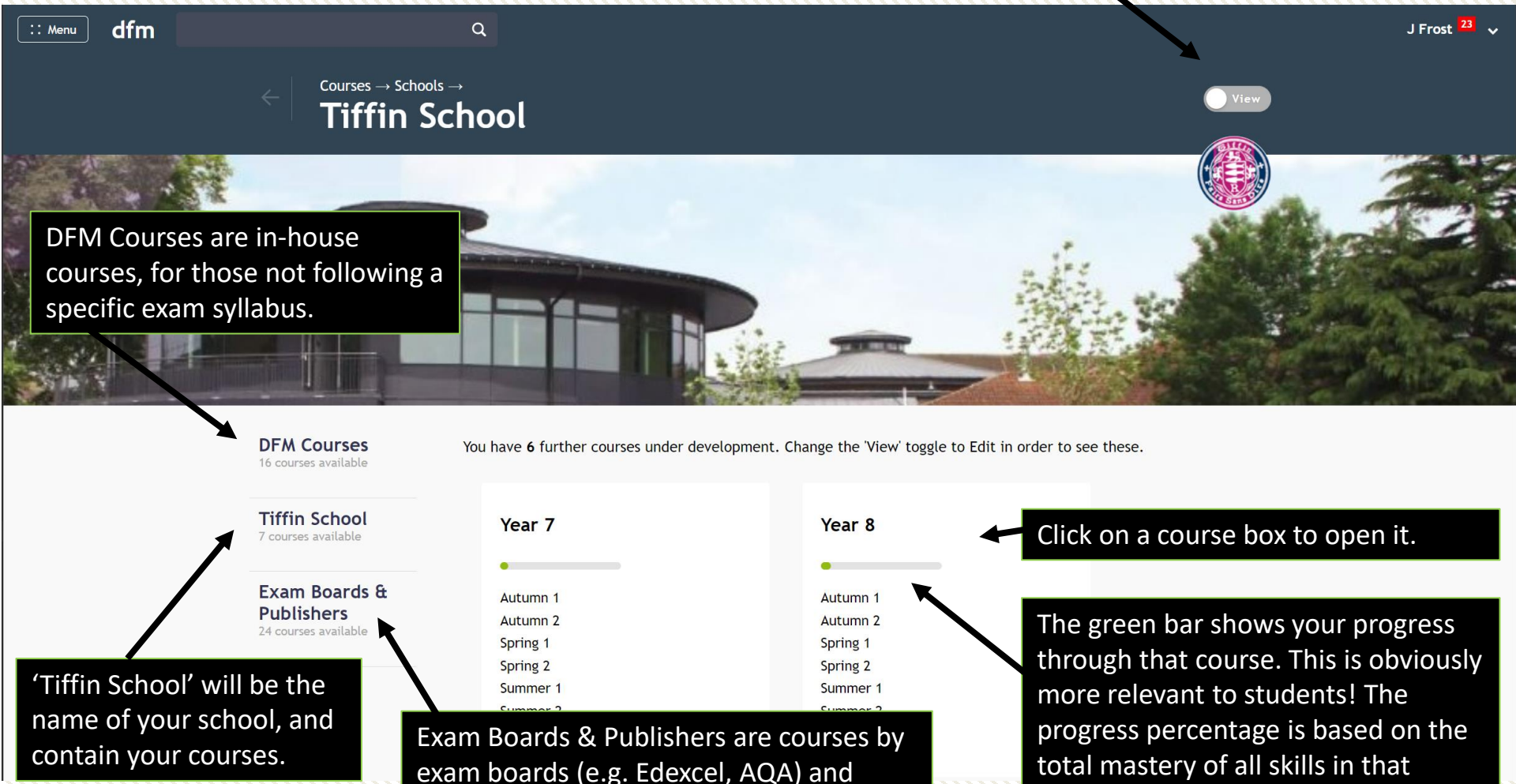
Schools ordinarily have a set scheme of work. Or it might be they use another existing scheme of work, e.g. from an exam board or a publisher such as White Rose Maths. It would therefore be helpful for students to see everything available to them in a particular term/module rather than topics individually. This is what the **Course** system is for.



On the top menu, select **Courses.**

Looking at Courses

This toggle allows teachers to switch between View and Edit mode. Edit Mode is only available for your own school's courses.



DFM Courses are in-house courses, for those not following a specific exam syllabus.

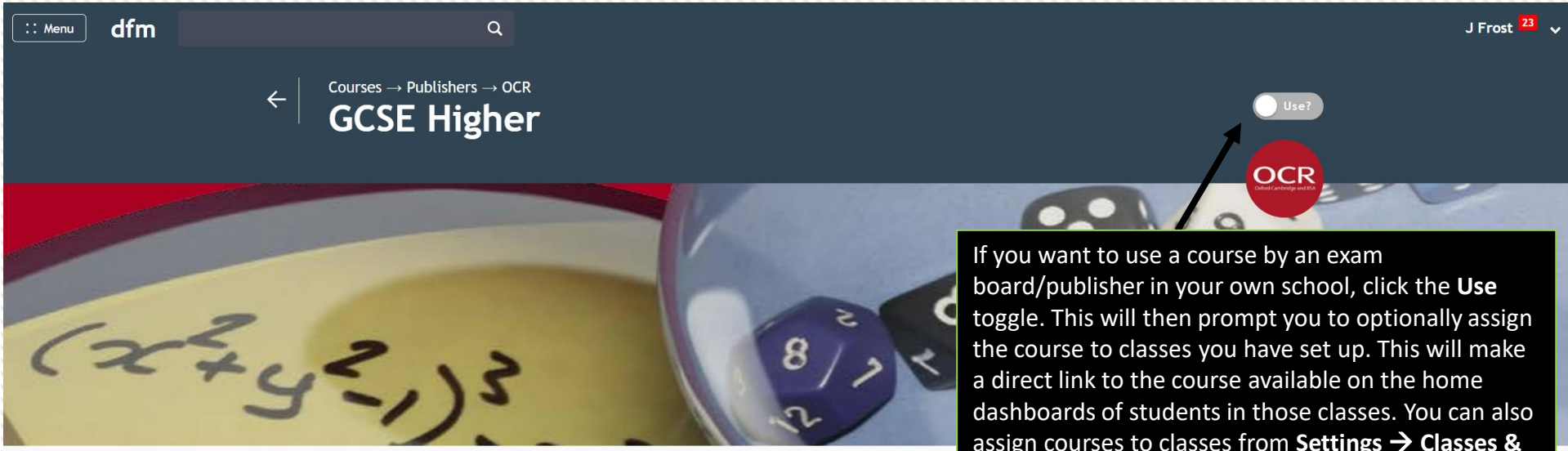
Click on a course box to open it.

'Tiffin School' will be the name of your school, and contain your courses.

Exam Boards & Publishers are courses by exam boards (e.g. Edexcel, AQA) and other publishers (e.g. White Rose Maths).

The green bar shows your progress through that course. This is obviously more relevant to students! The progress percentage is based on the total mastery of all skills in that course.

Looking at Courses/Assigning Courses to a Class



If you want to use a course by an exam board/publisher in your own school, click the **Use** toggle. This will then prompt you to optionally assign the course to classes you have set up. This will make a direct link to the course available on the home dashboards of students in those classes. You can also assign courses to classes from **Settings → Classes & Settings**, but the course must be 'Used' first.

'Using' a course has multiple benefits:
(a) It will appear in your school's courses folder.
(b) It will be available in the course list dropdown on the Progress By Course facility and the Question Explorer 'By Course' tab.

If you might want to modify this course, you need to make a copy of it. Scroll to the bottom of the course and choose '**Make a copy of this course**'.

OCR 1 Number Operations and Integers

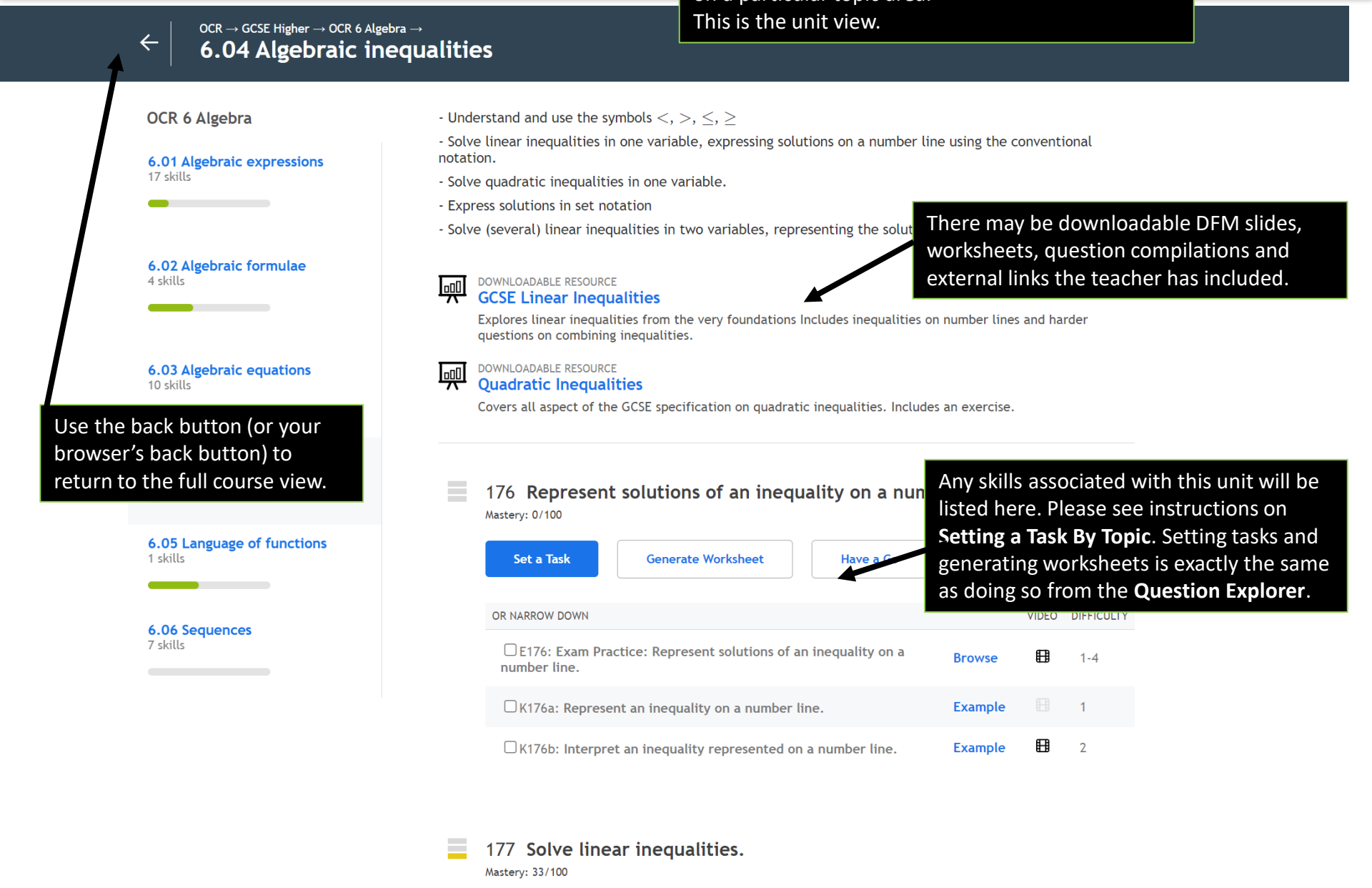
1.01 Calculations with integers
1.02 Whole number theory
1.03 Combining arithmetic operations
1.04 Inverse operations

OCR 2 Fractions, Decimals and Percentages

2.01 Fractions
2.02 Decimal fractions
2.03 Percentages
2.04 Ordering fractions, decimals and percentages

Looking at Courses

Courses are split into **modules** (e.g. 'Autumn 1' or 'Algebra') and then further into **units**. A unit is intended to represent a small sequence of lessons on a particular topic area.
This is the unit view.



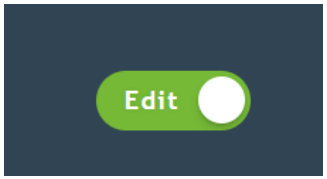
Use the back button (or your browser's back button) to return to the full course view.

There may be downloadable DFM slides, worksheets, question compilations and external links the teacher has included.

Any skills associated with this unit will be listed here. Please see instructions on **Setting a Task By Topic**. Setting tasks and generating worksheets is exactly the same as doing so from the **Question Explorer**.

Creating Your Own Course/Scheme of Work

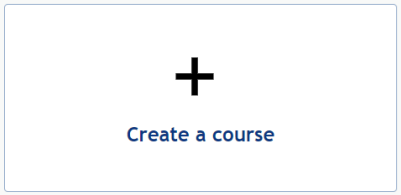
Step 1

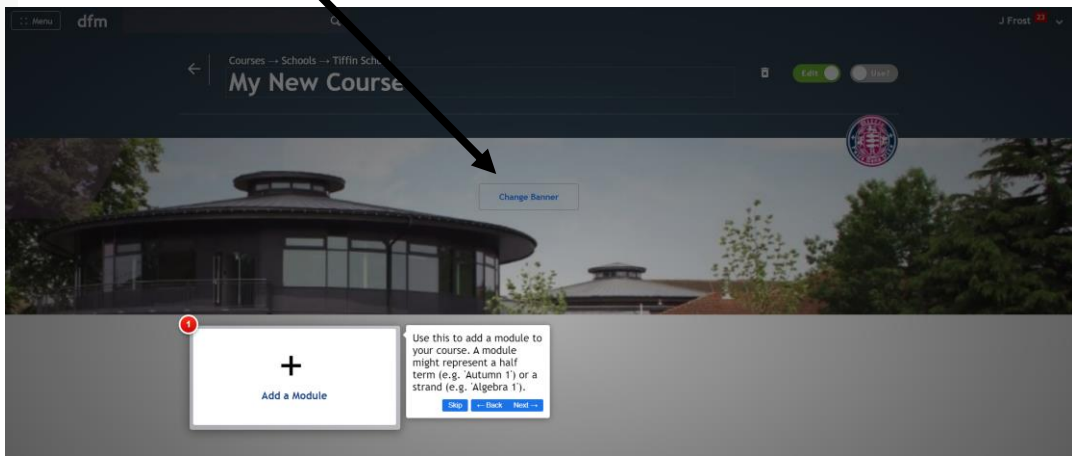


When in your school's courses folder, click the **View** toggle to change to **Edit**. You can also click while in an existing course to edit it. You can only edit a course created by your school.

We recommend finding a suitable photo to use as your school's course banner image. For best results crop your photo so that it's 5:1 to 6:1 aspect ratio.

Step 2





Click **+Create a Course** and fill in the details about your course.
This will automatically navigate into your course and provide initial instructions.
Anything with a **dotted border** is editable by clicking (e.g. course name, course description).

Creating Your Own Course/Scheme of Work

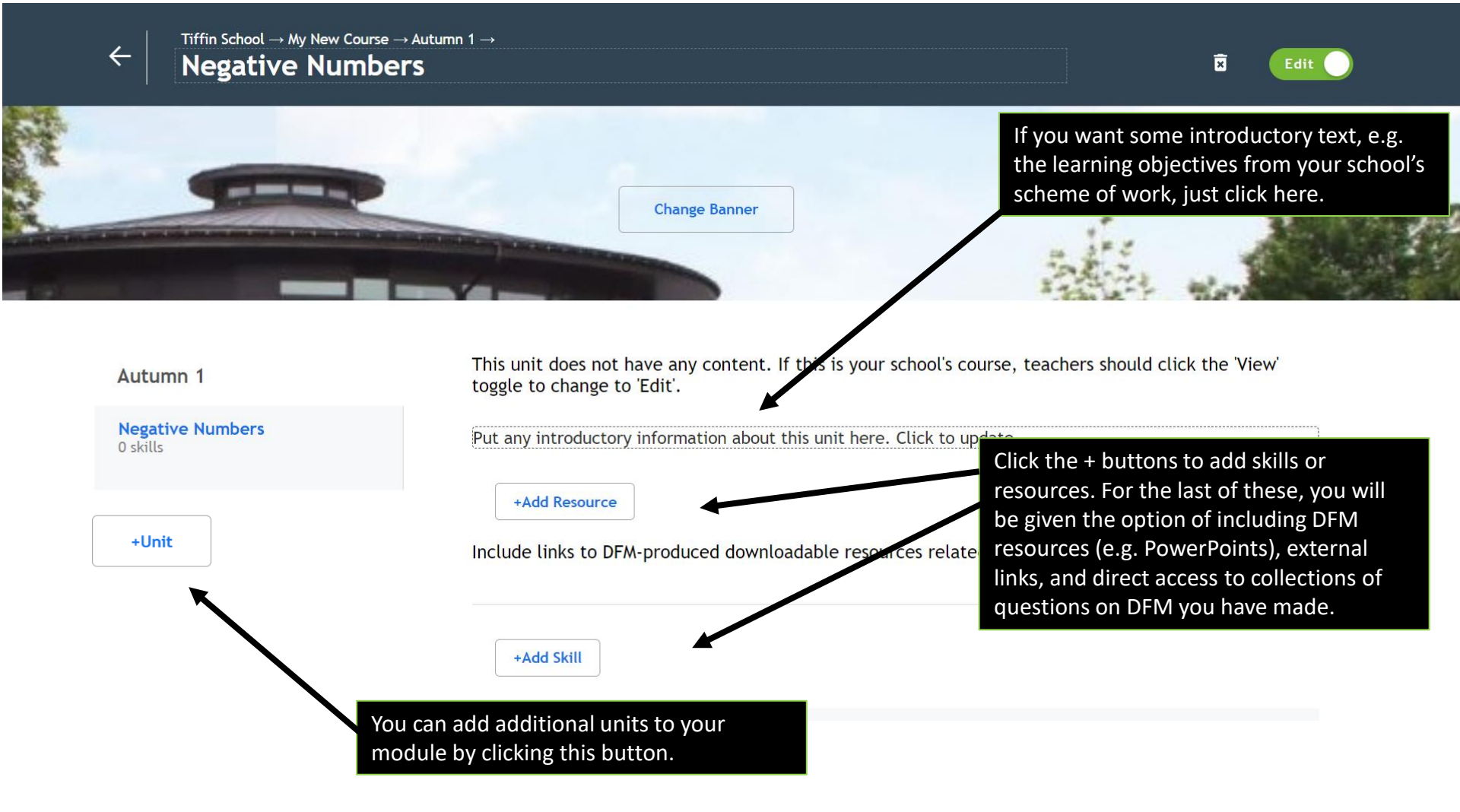
Step 3

After using the **Add a Module** button, you'll see your module appear. Click **Add Unit** to add a unit to it. Anything with with "::" can be dragged around to reorder. All changes are saved instantly.

Creating Your Own Course/Scheme of Work

Step 4

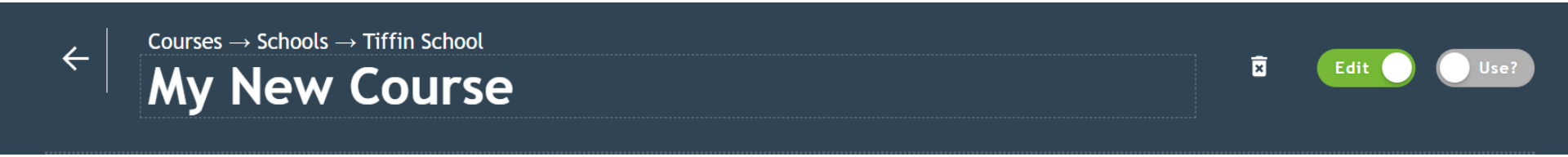
Add content to your unit.



Creating Your Own Course/Scheme of Work

Step 5

Make your course visible to students in your school once you've finished. Use the back arrows to navigate back to the top of your course, then click the **Use?** toggle to make the course visible to your students.



How do I…

Change my school's name/logo?

On the top menu,
Classes & Settings → School Settings → Logo.

See a complete list of Key Skills/Exam Skills?

Menu → Question Explorer → Complete Skill List (link at bottom of page)

See summative statistics about my school's usage?

Menu → Progress Data → School Stats.
This will show you volume of usage by year group and volume of recent activity by teacher.

Change a student's class?

Type the student into the search bar on the top menu. Click the student and select 'Move Class'.

Make an intervention group without the students leaving their normal class?

From Menu → Classes & Settings, use the + New Class button and click +Students. They will be added to the new class without being removed from their old class.

Quickly see all a student's question answering activity?

Menu → Progress Data → Student Progress → Activity

How do I…

Make my own questions?

We currently don't link to this from within the site, but you can access here: www.drfrostmaths.com/add-question.php
You could then use your questions within a worksheet. These questions will be visible to you when constructing a worksheet, but won't be more publicly visible.

Deal with students who have left the school?

Menu → Classes & Settings. Select the 'CLASSLESS STUDENTS' class from the dropdown. Select all the relevant accounts and choose 'Archive' from 'Apply Action'. This leaves the account open, but will no longer appear when you search for students.
If you do a full school import, any students not in your import will be automatically archived.

Deal with a topic moving in our Scheme of Work from one term to another?

Go to your course and click the 'View' toggle to change to Edit. In addition to being able to drag the terms/modules to reorder them, you can also drag the units between terms/modules.

See an 'audit log' if accounts/homework mysteriously go missing.

Menu → Classes & Settings → Audit Log

Retrieve deleted accounts

We can retrieve deleted user accounts, but not deleted tasks or courses. If a class is deleted, the user accounts should still be there, you just need to recreate the class and the existing user accounts will be detected.

To contact us…

support@drfrostmaths.com

For general support issues.

jamie@drfrostmaths.com

Notify Dr Frost of any technical issues. Please do **NOT** use this email for general support queries.