



KS2 User Guide for Teachers



KS2 User Guide Content

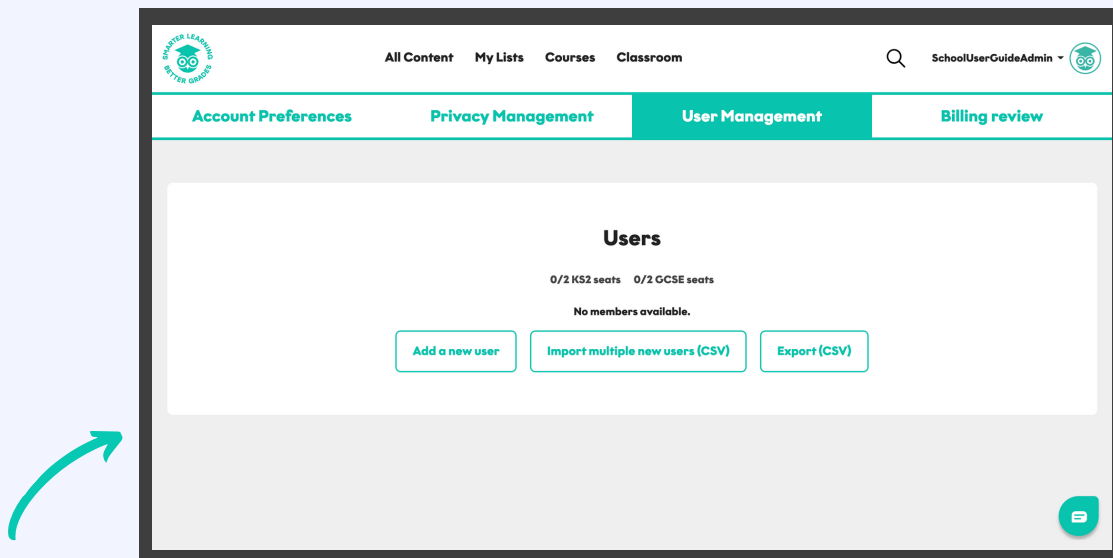
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Getting Set Up

Once your account is set up, your school administrator (nominated account manager) will receive their login details for the school's SchoolOnline Classroom admin account. They will also receive the requested number of student logins and staff logins too.

If a user needs to be amended or changed, your school administrator is able to do this in the User Management area of their account.

Using the dropdown menu next to the school administrator name, choose "User Management" and you will be presented with the below screen.



In this example, you will see that there are 2 KS2 seats and 2 GCSE seats available for allocation. These can be allocated to either a student or a member of staff.

Add New User

This option is available if you only need to add one or two additional students or members of staff.

Users

Add User

Full Name *
The full name of the user.

Role *
- Select User Role -

Email
Optional user email address.

Plan *
GCSE

Level *
- Select -

Password *
User password.
Please enter at least 8 characters

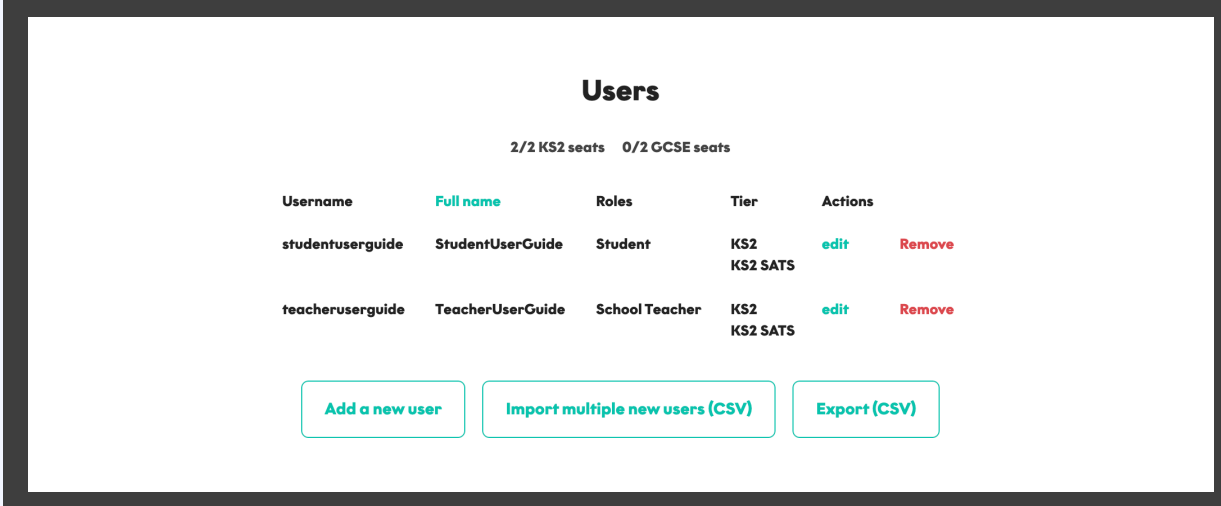
Cancel

Add User

CSV Upload

If you need to add more than a few students, it is recommended that you choose the option to "Import multiple new users (CSV)" and download the templated CSV file. Email addresses are optional for students. **Please note:** staff members cannot be added using the CSV method. This must be done by the **Add New User** method.

Once you have added students and members of staff, your user management view will look like this.



Users

2/2 KS2 seats 0/2 GCSE seats

Username	Full name	Roles	Tier	Actions
studentuserguide	StudentUserGuide	Student	KS2 KS2 SATS	edit Remove
teacheruserguide	TeacherUserGuide	School Teacher	KS2 KS2 SATS	edit Remove

[Add a new user](#)
[Import multiple new users \(CSV\)](#)
[Export \(CSV\)](#)

Edit

Within this section, you can edit a student or member of staff's full name (although this will not alter their username). If anyone forgets their password, you are able to reset this by locating the individual in this section, clicking on **edit** and choosing to **update user password**.

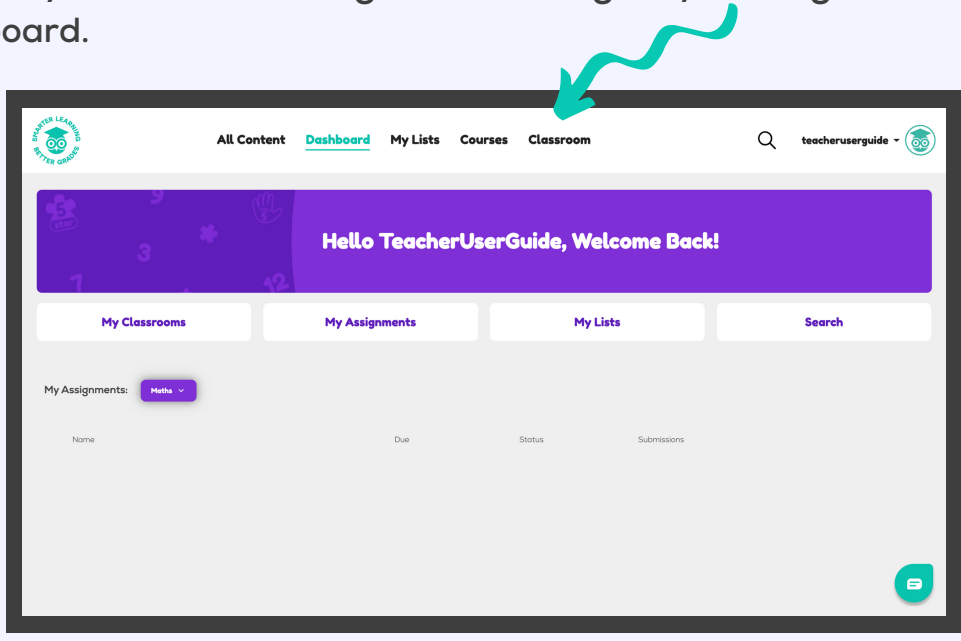
Removing Accounts

If a student leaves the school, or no longer requires access to the platform, you can remove that student's account, freeing up a licence to allocate to a new student.

Setting up Classrooms

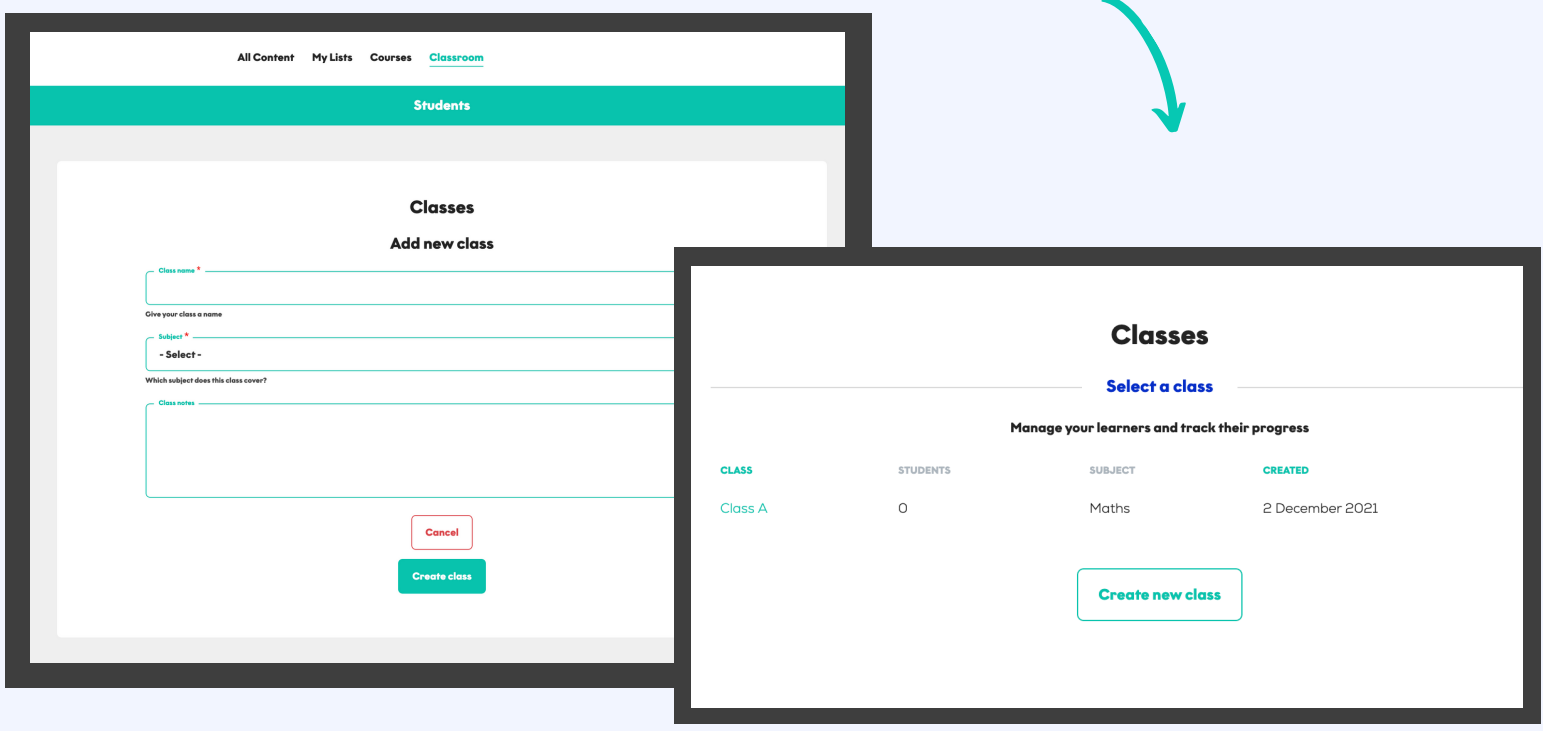
Creating Classes

This can be done by the teacher using their own login by clicking on the **Classroom** tab from their Dashboard.



Create New Class

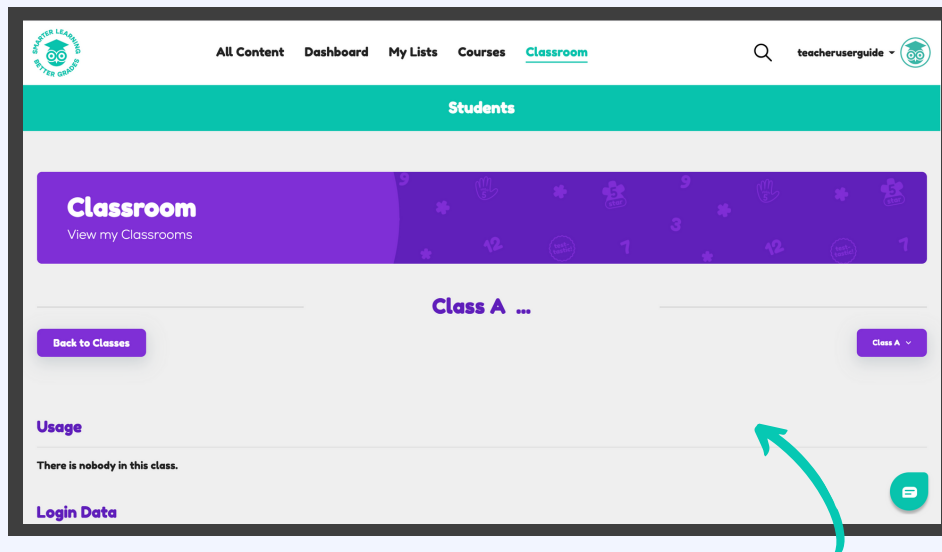
Click on "Create New Class" and the following screen will appear:



Your classes will appear in a list once they have been created. Classrooms allows teachers to set focused assignments and track progress of students either at a whole class level or split into focus groups. This allows for very targeted learning according to student needs.

Adding A Student

The teacher can go into the classroom that they have set up, by clicking on the **class name** and add in the students to the relevant classes.



Click the 3 dots and then choose "edit"

A list will be presented after you have chosen "**edit**" so that students can be chosen to go into this specific class. You are also able to remove students from a specific class by following this process and removing the tick from next to their name.

<input checked="" type="checkbox"/>	Name	Username	Classes
<input checked="" type="checkbox"/>	StudentUserGuide	studentuserguide	Class A

Classroom View

Teachers can view a students usage of the platform, how many times they've attempted a question, watched a video and how much time has been spent on the platform, including the number of times a student has logged in.

Assignment View

This feature shows you the assignment that was set, the date it was set and the date when it is due to be completed.

Quick Start Guide

The screenshot shows the 'All Content' page with the following elements:

- 1 All Content**: The main navigation bar with links for Dashboard, My Lists, Courses, and Classroom.
- 2 Topics**: A green tab for navigating through various subjects.
- 3 Past papers**: A white tab for accessing past exam papers.
- 4 Topic Headers**: A grid of topic buttons with expandable options (+) for:
 - Ratio, Proportion and Algebra
 - Geometry
 - Measure
 - Number and Place Value
 - Statistics
 - Fractions, Decimals and Percentages
 - Calculations

1 All Content

This section will allow you to search individual topics in Maths and English.

2 Topics

We have tagged individual questions by topic and sub-topic allowing you to easily locate questions aligned to your current curriculum.

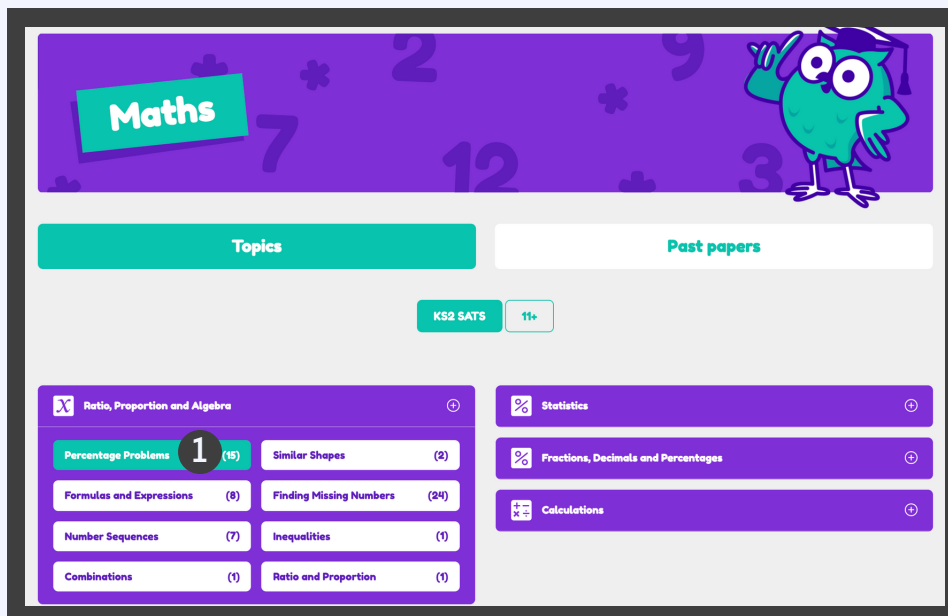
3 Past Papers

Head to our full past papers to test your students against a full past paper and to watch the tutorial videos to understand any questions they got wrong.

4 Topic Headers

Navigate easily around questions arranged by topic and sub-topic.

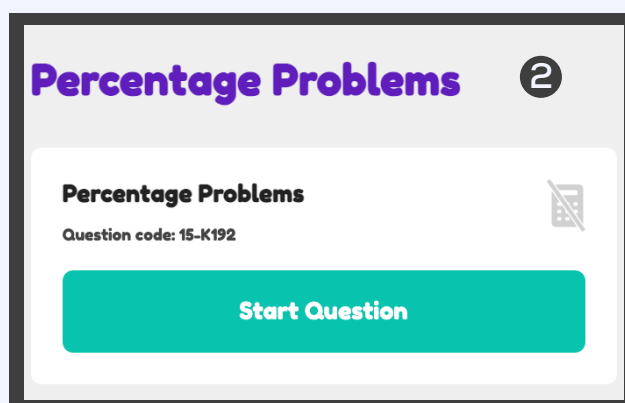
The Basics - Maths



We have recorded individual video tutorials for every Maths KS2 SATs paper question going back to 2016, meaning there are hundreds of questions for your students to practice.

We've tagged each question from the past papers by topic and sub-topic. This allows you to focus your students' work on a topic you might be covering during lessons, or perhaps on an area they particularly struggle with.

- 1 Notice the little number in the parenthesis? This is the number of questions there are for that sub-topic, and gives a very good indication of how many times that question has come up in papers over the last 4 years.



- 2 Click on a sub-topic to see all of the questions for it. Each question is shown as a card, and when you click "**Start Question**" you will launch the viewer with the question, correct answer, and video to explain how to get the question right. The green/grey calculator symbol indicates whether a calculator is allowed on the question.

3 Your students should click "Next" after they have entered their answer into the interactive text box, so that they can be shown the model answer, and the tutorial video.



2017 Paper 2 Question 15

Amna asked 60 children to choose their favourite flavour of jelly. These were her results.

Flavour	Number of children
Raspberry	12
Lemon	8
Orange	15
Blackcurrant	25
Total	60

What percentage of these 60 children choose orange?

The correct answer is 25.

25% = $\frac{15}{60} \times 100$

Question 1

Amna asked 60 children to choose their favourite flavour of jelly. These were her results.

Flavour	Number of children
Raspberry	12
Lemon	8
Orange	15
Blackcurrant	25
Total	60

Next

Video

QUESTION FIFTEEN

Another new feature to our platform, is the introduction of the interactive whiteboard, so that your students can show their method of working out the answer.



Question 1

P ——— Q ——— R

800m

Not to scale

The distance from point P to point R is 800 metres.

The distance from point P to point Q is 4 times the distance from point Q to point R.

Olivia says, It is 800 metres from point P to point Q.

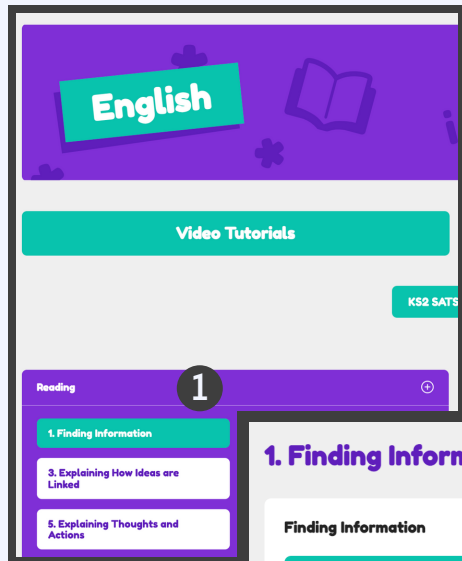
Explain why Olivia is not correct.

Show your Working using this interactive window

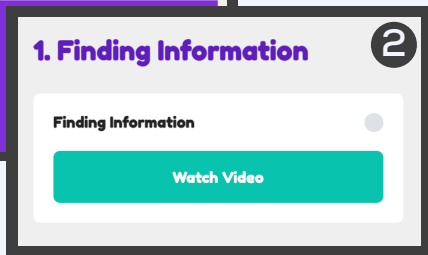
Next

The Basics - English

Our English tutorial videos focus on the key skills for reading and writing for success in English KS2 Sats.

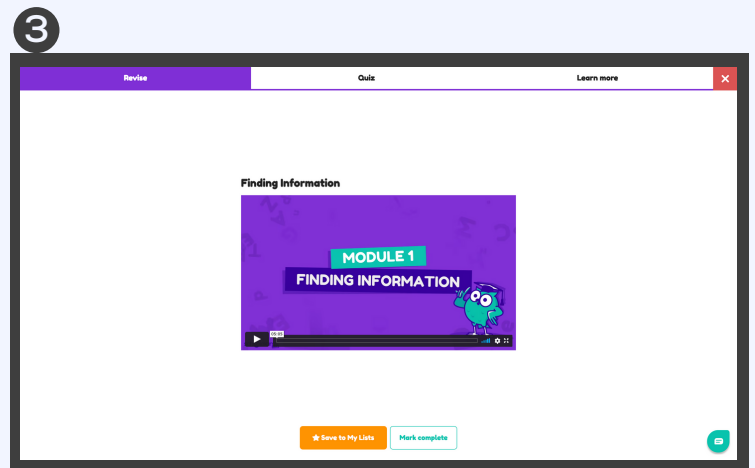


- 1 You can navigate around the English topics in exactly the same way as Maths. However, we do recommend that your students follow the order of the topics as they are shown, as they have been created in that order intentionally. Feel free to move between Reading and Writing though for a change!



- 2 Each sub-topic has a card.

- 3 Each English card has a video and a supporting quiz and/or additional activities designed to reinforce the video concept. There is lots to learn in the videos, so you may find your students need to watch the videos several times, or come back to a module at a later stage.



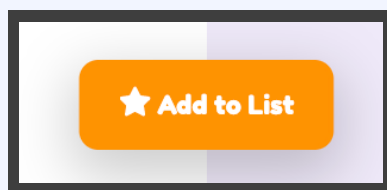
We also recommend your students keep a notebook to hand for noting when Olex offers top tips from the examiners on exam secrets.

Creating Lists

Creating your own list of questions is an amazingly powerful tool and very easy to do.

By creating lists, you will be able to select specific topic content with ease to be included in any assignments that you create for your students to complete.

Each question card contains an "Add to List" button.



By clicking on the "Add to List" button, you will be able to click on "Create new list", choose your own list name e.g. "Percentage Questions", or something relating to your class or specific focus group.

Question 1
Amina asked 60 children to choose their favourite flavour of jelly.
These were her results.

Flavour	Number of children
Raspberry	12
Lemon	8
Orange	15
Blackcurrant	25
Total	60

2019 Paper 2 Reasoning
15 Amina asked 60 children to choose their favourite flavour of jelly. These were her results.

Flavour	Number of children
Raspberry	12
Lemon	8
Orange	15
Blackcurrant	25
Total	60

What percentage of the 60 children chose orange?
 $\frac{15}{60} =$

The

Create new list

Add to existing list

Filter lists by name

★ Add to List

New list name

New list name →

Create new list

Add to existing list

Filter lists by name

KS2 Maths ✓

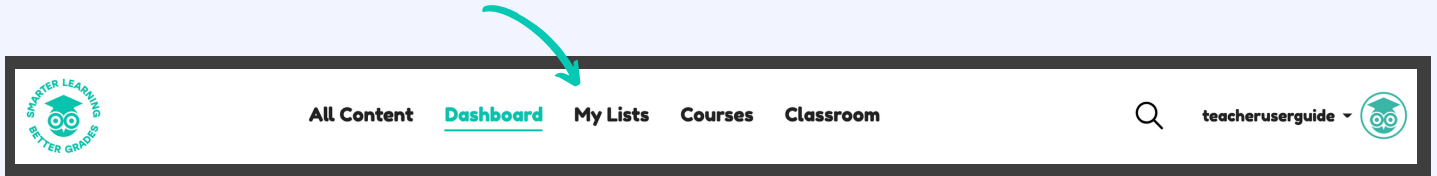
★ Add to List

Your lists will appear here once they have been created.

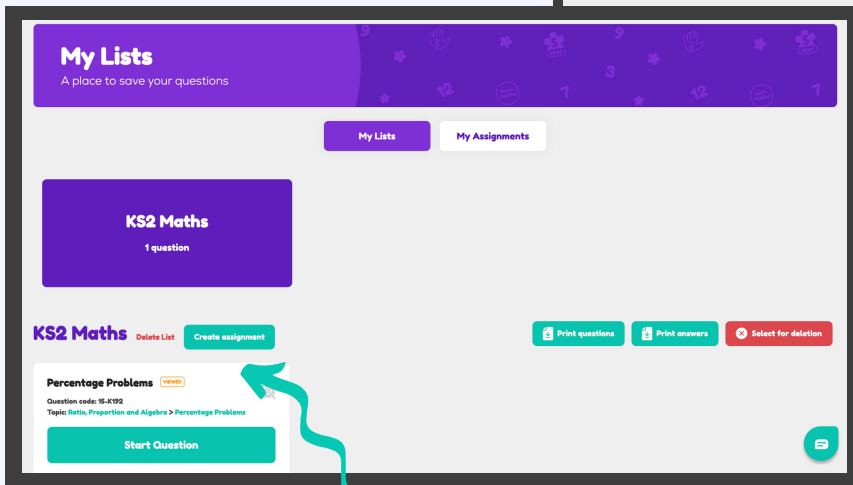
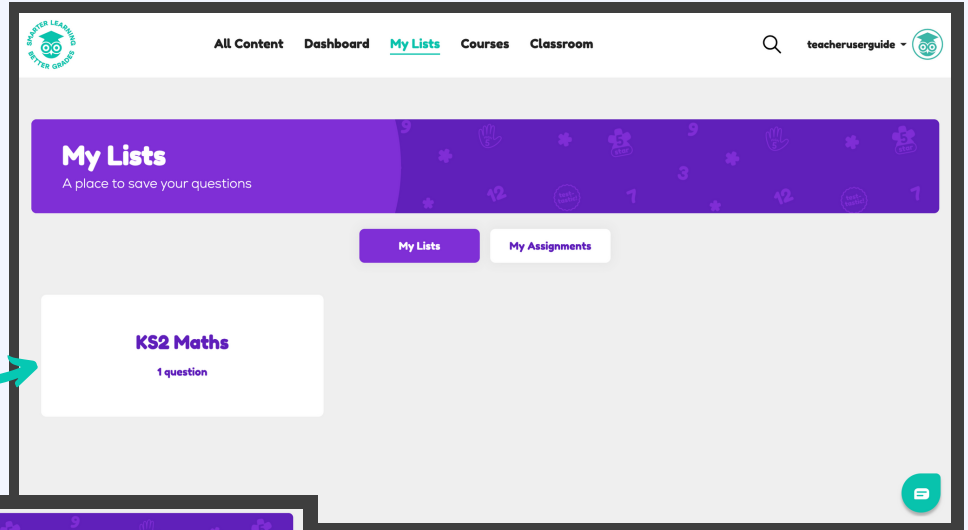
As soon as your new list is created, the question that you started from will be added to this list. You can continue to add questions to existing lists, either by filtering lists by name or scrolling down the created lists.

Amending Lists

If you wish to change content within a list, or remove a list all together, this is possible by choosing the "My Lists" tab at the top of your platform screen.



Once the "My Lists" tab opens, all of the lists that have been created will appear so that you can easily see them. To view the content within each list, simply click on the list cards.

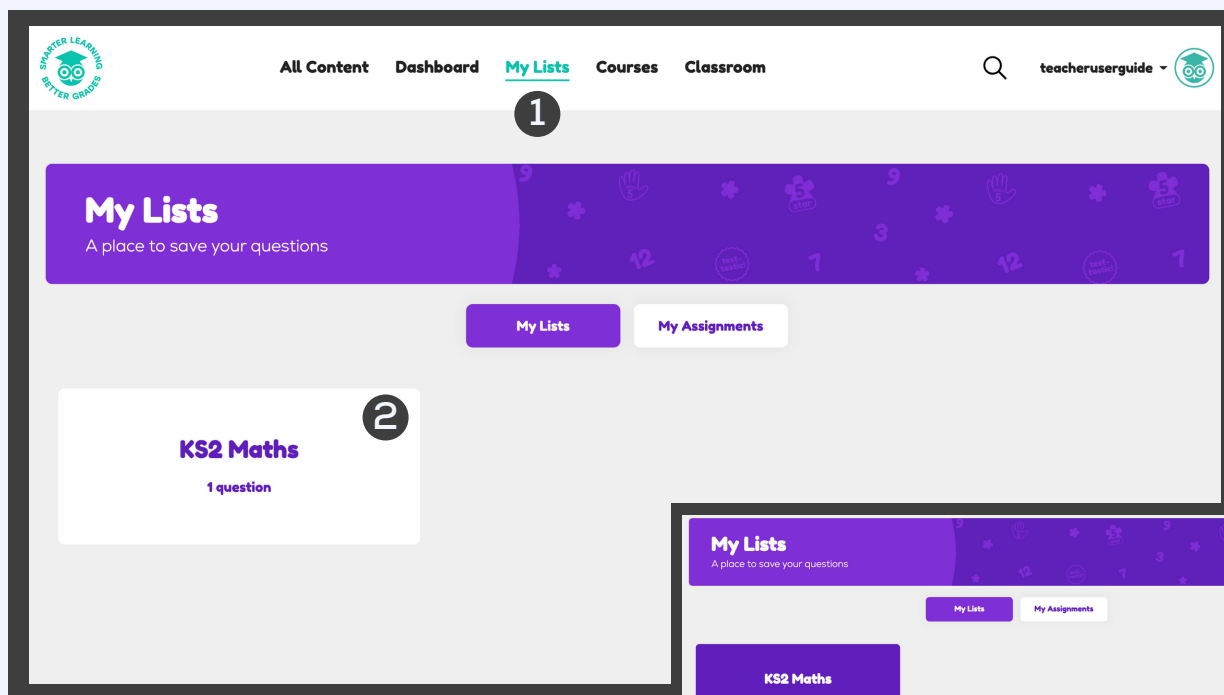


To remove a question if you have added it to the wrong list, you are able to do this with ease by choosing "Select for Deletion" and follow the instructions on screen.

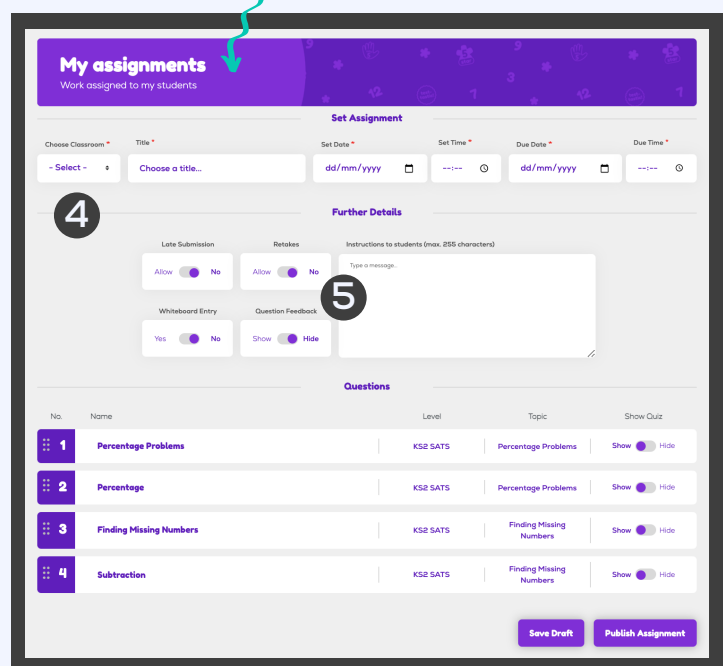
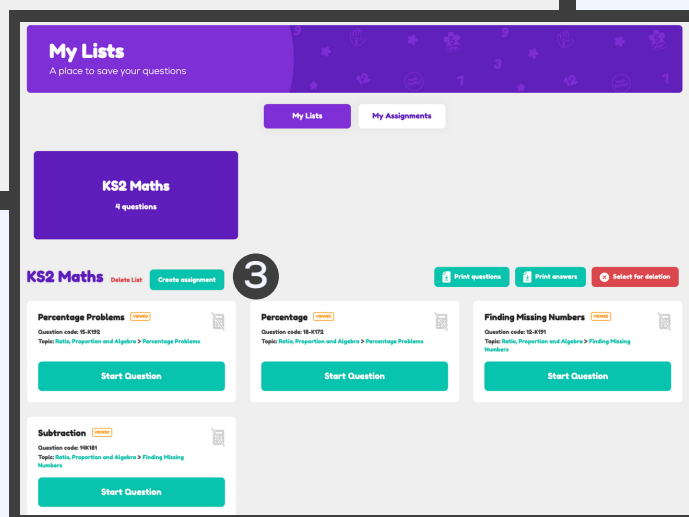
If you no longer require a list, you are able to delete it with ease, by using the "Delete List" option next to the list name once you've opened it in the above process.

Creating Assignments

This is a powerful new tool available to teachers to help them set highly focused revision homework and tasks for their students.



- 1 To set up assignments, click on "My Lists".
- 2 Click on the list you wish to use within the assignment.
- 3 Choose "Create Assignment" and the assignment will appear in a new screen.



- 4 You can allocate your assignment to a specific class or focus group.

With this new functionality you can create a set and due date.

- 5 Under the heading further details, you can allow your students to retake the assignment or submit it late. You can control whether the whiteboard is used and also whether question feedback is provided.

Instructions for students can be placed in the message box.

The screenshot shows a 'Questions' interface with a table of four questions. Each question row includes a number in a purple box, the question name, level, topic, and a 'Show Quiz' toggle. At the bottom right, there are two buttons: 'Save Draft' and 'Publish Assignment'. A red arrow points to the 'Publish Assignment' button.

No.	Name	Level	Topic	Show Quiz
1	Percentage Problems	KS2 SATS	Percentage Problems	Show <input type="checkbox"/> Hide
2	Percentage	KS2 SATS	Percentage Problems	Show <input type="checkbox"/> Hide
3	Finding Missing Numbers	KS2 SATS	Finding Missing Numbers	Show <input type="checkbox"/> Hide
4	Subtraction	KS2 SATS	Finding Missing Numbers	Show <input type="checkbox"/> Hide

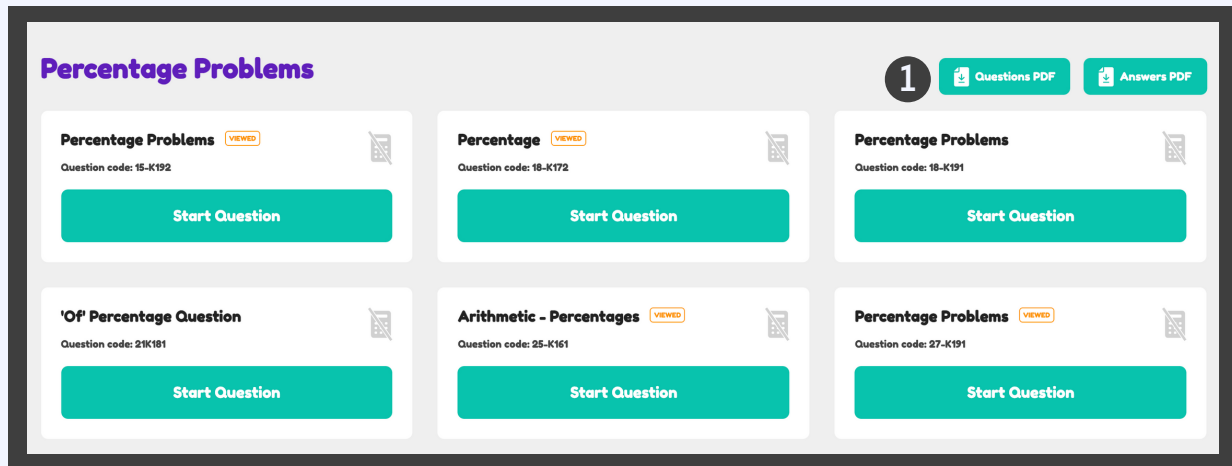
We have introduced a series of booster questions to assist your students with their learning and understanding of the topics. These are also designed to help boost confidence. Teachers are able to show or hide these, depending on whether students should be taking the quizzes.

To finish creating your assignment, press 'Publish Assignment'. This will then publish your assignment to all of the students within the class or the focus group that you have assigned it to.

The screenshot shows the 'My assignments' page in the teacher's dashboard. The page has a purple header with the text 'My assignments' and 'Work assigned to my students'. Below the header, there are two tabs: 'My Lists' and 'My Assignments'. Under the 'My Assignments' tab, there is a section titled 'Select a class' with a card for 'Class A' (Maths, 2 December 2021). The top navigation bar includes 'All Content', 'Dashboard', 'My Lists', 'Courses', and 'Classroom'. The user's name 'teacheruserguide' is visible in the top right corner.

To monitor your created assignments, you are able to view these under "My Assignments" within the "My Lists" main tab.

Setting your students a test



Our platform is designed to help your students reinforce their curriculum learning and prepare for doing well in their exams. Our unique test generator allows you to quickly and easily create mock tests for your students to do at home or in class, based upon sub-topic or your own lists of questions.

- 1 Keep an eye out for these little icons: "Questions PDF". You can use these to generate a mock paper of all of the questions under that sub-topic (or past paper or even your own list) that you can set for your students.
- 2 Once your students have completed the test, it can either be marked by a teacher or you can print the answers for PDF for the students to mark themselves or each other. Self/peer marking is a powerful learning tool.

Percentage Problems

2019 Paper 2 Reasoning

15 Amina asked 60 children to choose their favourite flavour of jelly. These were her results.

Flavour	Number of children
Raspberry	12
Lemon	8
Orange	15
Blackcurrant	25
Total	60

What percentage of the 60 children chose orange?

 %

1 mark

The next step is for your students to watch all the videos for all those questions they got wrong, and perhaps even the ones that they got right as they may pick up some useful exam hints from the examiner!

Following a course

A very simple way to start using our platform is to ask your students to simply follow one of our courses according to their own abilities.

The image shows a sequence of screenshots from a website. The top screenshot is the 'Courses' page, which has a purple header with the text 'Courses' and 'Designed by our experts to keep you on track'. Below this, under 'Available courses', there are four course cards: 'KS2 Maths Beginner Beginner', 'KS2 Maths Intermediate Intermediate', 'KS2 Maths Advanced Advanced', and 'KS2 Maths - 6 Week Grade Boost Intermediate'. Each card has a 'Start' button. A red arrow points from the 'Start' button of the 'KS2 Maths - 6 Week Grade Boost' course to a zoomed-in view of the 'KS2 Maths Beginner' course card. This zoomed-in view shows the course title 'KS2 Maths Beginner' and a 'Join course' button. A second red arrow points from the 'Join course' button to a third screenshot showing the course's unit list. This list includes a progress indicator for 10 units (unit 01 is highlighted), buttons for 'Download questions' and 'Download answers', and a list of units: 'Unit 1' (Calculations), '1' (Number and Place Value), and 'X' (Ratio, Proportion and Algebra).

1 Start a course

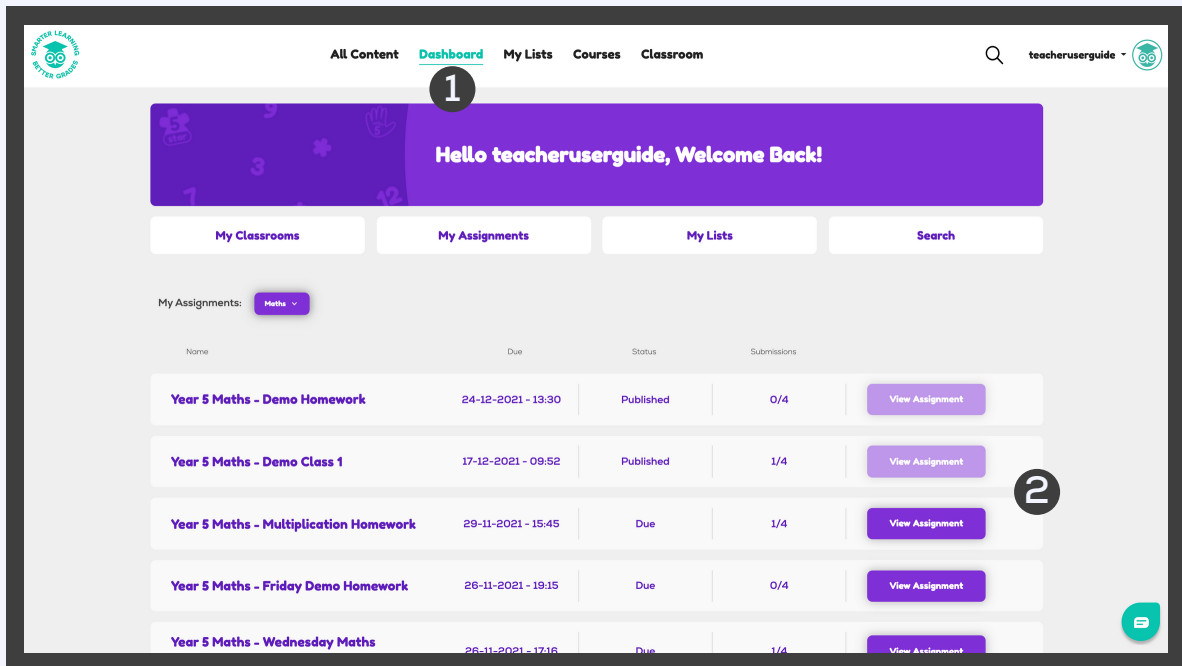
Simply choose which course you'd like to start with, and click "start". You will then be asked to join the course. Each course has 10 units, and is designed to be worked through over 6 to 10 weeks depending on their duration.

2 Complete your unit each week

Little and often is the best way to study. Challenge your students to complete one unit each week, adding any questions they do not understand to a Questions List (which they can create using the same process we walked you through on page **9**)

Auto Marking

Our platform has been optimised to auto-mark the majority of KS2 Maths questions, freeing up valuable teaching time for you.

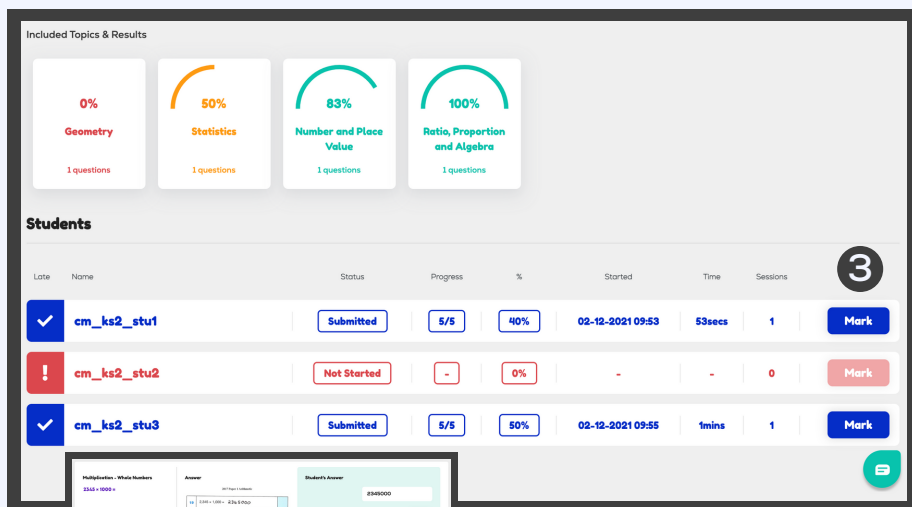


1 Dashboard

The dashboard will allow you to view all of the assignments that you have created, so that you are able to mark those questions that require manual marking.

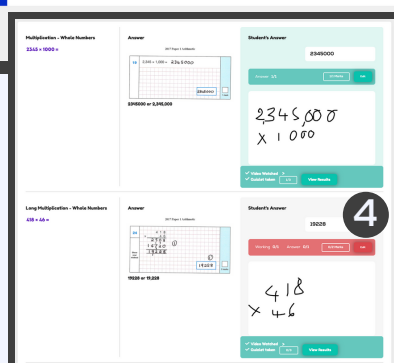
2 View Assignment

The "View Assignment" button will become active so that you are able to mark the students assignments.



3 Mark

To view your student's automarked answers & answers that require your input, just click on the "Mark" button which will take you through to the marking area on our platform.



4 Edit

This option allows you to amend the marks given to your student on assignments.

Dashboard

The dashboard area provides you with an additional navigational route to access:-

My Classrooms

My Assignments

My Lists

Search

The dashboard interface features a navigation bar with the following items: All Content, Dashboard (active), My Lists, Courses, and Classroom. A search icon and the user name 'teacheruserguide' are also present. Below the navigation bar is a purple banner with the message 'Hello teacheruserguide, Welcome Back!'. Underneath the banner are four buttons: My Classrooms, My Assignments, My Lists, and Search. The 'My Assignments' section is currently selected, showing a dropdown menu with 'Maths'. Below this is a table of assignments with columns for Name, Due, Status, and Submissions. Each row includes a 'View Assignment' button.

Name	Due	Status	Submissions
Year 5 Maths - Demo Homework	24-12-2021 - 13:30	Published	0/4
Year 5 Maths - Demo Class 1	17-12-2021 - 09:52	Published	1/4
Year 5 Maths - Multiplication Homework	29-11-2021 - 15:45	Due	1/4
Year 5 Maths - Friday Demo Homework	26-11-2021 - 19:15	Due	0/4
Year 5 Maths - Wednesday Maths	26-11-2021 - 17:18	Due	1/4

Search

There are a number of ways that you can utilise the search functionality which will enable you to search specific question keywords or phrases.

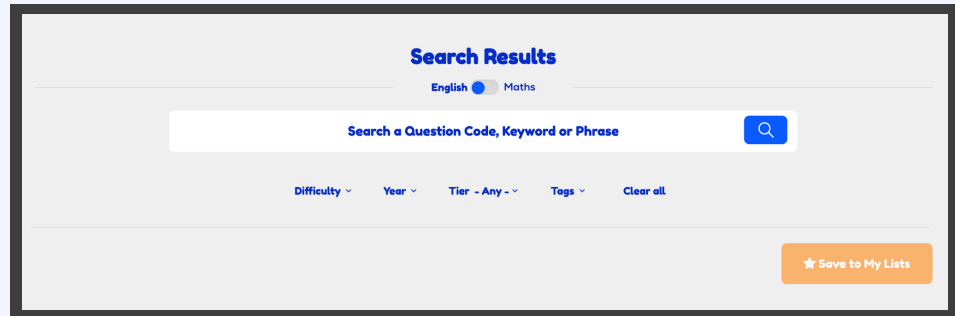
Using the magnifying glass on the main menu at the top of the screen allows you to be go through to the Search Results page.



You are also able to reach the Search Results page through the Dashboard tab.



The search results page will allow you to search the library of questions available with ease by either topic, sub-topic, keyword, or if you know the specific question codes you can search using these too.



When a search has been carried out a list of results will be provided. From this list, you are able to save individual questions into any of your existing lists or into a newly created list.

<input type="checkbox"/>	Name	Code	Subtopic	Tier	Diff.	Year
<input type="checkbox"/>	Sequences	8-1120P2	Number Sequences	11+	-	2020
<input type="checkbox"/>	Multiplication with missing digits	8-1120P1	Multiplication	11+	-	2020
<input type="checkbox"/>	Decimals	8-K162	Adding Decimals	KS2 SATS	-	2016
<input type="checkbox"/>	Arithmetic - Subtraction	8-K161	Finding Missing Numbers	KS2 SATS	-	2016

Support and helpful hints

We are always here to help our teachers and student members. There are a number of ways you can get support.



Live Web Chat



Reach out to our team through the Live Web Chat feature if you need any additional support with any of the functionality on the system or if you have any questions.

Email



Email us at info@schoolonline.co.uk

Telephone



Call us on 0800 048 7577.

Helpdesk Opening Times



Monday to Friday - 8am to 8pm

Weekends - 8am to 1pm



Olex Top Tips

- 1 A "Secret Tips" list to save those videos where you've noticed helpful tips from the examiners.
- 2 Topic Focus lists to help students in particular focus group.
- 3 Set your own mock tests to use in the classroom or as homework.
- 4 Create individual homework assignments for classes and focus groups and push to students' accounts.