 **Reference Sheet**

**WBM School Code (for students) – tn2292
BES School Code (for students) – tn694**

**Getting Started:**

**Creating Groups:**

1. Click on your Roster.
2. Click the blue "Group" link at the bottom of the page.
3. Enter the name for the group you are creating and click “Save.”
4. Check the box next to the names of the students that you would like to place in the group.
5. Click the "Save and Close."

**Placement Tests and Lessons:**

The first time your student signs in to MobyMax, he or she will be given a placement test (typically lasts 30-45 minutes).  Once the placement test is completed, the student’s lessons will be automatically assigned based on his or her missing skills. (Of course, you can assign your own lessons as well).

Refer to the Quick Guide for more information.

**What is the Difference Between a "Just Missing Skills" and "Test All Skills" Placement Test?**

A "Just missing skills" test only tests standards that the student has not yet mastered. As such, the "Just missing skills" test takes much less time than a complete benchmark test. For example, if a student has 100% proficiency in grades 1 through 3 and has a 90% proficiency in 4th grade and a 40% proficiency in 5th grade, the interim test will start with the standards comprising the missing 10% of skills in 4th grade and then continue with the remaining 60% missing skills in 5th grade.

A "Test all skills" benchmark test is like the initial placement test and starts a student from kindergarten. The complete test is adaptive, which means the test quickly assesses skills in early grades that a student has mastered and only "dives down" into more detailed assessments in areas a student does not know well.

**How to Assign a New Placement Test**

1. After you sign in, click the subject area button (i.e. “Math, “Language,” etc.).
2. Click the "Placement" tab.
3. Check the box to the right of the student's name under the "Assign New Test" button.
4. Click the “Assign New Test” button.
5. Select "Test all skills" or "Test just missing skills."
6. Click "Assign."

**How to View the Results of the Placement Test**

1. After signing in, click the subject area button (i.e. “Math, “Language,” etc.).
2. Click the "Placement" tab.
3. Click on the grade level in blue to see a detailed report.

**How to Assign a Lesson Manually**

1. After you sign in, click the subject area button (i.e. “Math, “Language,” etc.).
2. Click the "Lessons" tab.
3. Click the “Assign Lessons” tab.
4. Click the student’s name.
5. Click the grade level.
6. Check the box(es) next to the lesson(s) you wish to assign.
7. Click the "Assign" button.
8. Select a sequence, and click "Continue."
9. You can change the sequence later by clicking the "Sequence Lessons" tab.

**How to Assign a Lesson to a Group of Students**

1. After you sign in to your teacher account, click the subject area button (i.e. “Math, “Language,” etc.).
2. Click the "Lessons" tab.
3. Click the "Assign Lessons" tab.
4. Click the group name.
5. Click the grade level for the lessons that you would like to assign.
6. Check the box next to each lesson you wish to assign.
7. Click the "Assign" button.
8. Choose a sequence, and then click the "Continue" button.

**How to Order and Prioritize the Lessons**

1. After you sign in, click the subject area button (i.e. “Math, “Language,” etc.).
2. Click the "Lessons" tab.
3. Click the “Sequence Lessons” tab.
4. Click a student's name.
5. Drag the up-down arrow(s) to move the lesson(s) to the desired position.

**Evaluate Your Data:**

**My Students' Lessons are too Hard/Easy. What Can I Do?**

After students take the adaptive placement test, Moby will automatically assign lessons based on the standards that they missed during the test. At first, these lessons might appear to be below a student's grade level because Moby is filling in his or her skill gaps. Alternately, if a student does very well on the placement test or receives help on it, the lessons might be challenging for him or her.

If you want to change the difficulty level of students' lessons in Moby, you can (1) reassign the placement test or (2) manually assign lessons.

**To reassign the placement test:**
1.  After you sign in, click the subject area button (i.e. “Math, “Language,” etc.).
2.  Click the "Placement" tab.
3.  Check the box to the right of the student's name under the "Assign New Test" button.
4.  Click the “Assign New Test” button.
5.  Select "Test all skills" or "Test just missing skills."
6.  Click "Assign."

**To manually assign lessons:**

1.  After you sign in, please click the subject area button (i.e. “Math, “Language,” etc.).
2.  Click the "Lessons" tab.
3.  Click the “Assign Lessons” tab.
4.  Click the student’s name.
5.  Click the grade level.
6.  Check the box(es) next to the lesson(s) you wish to assign.
7.  Click the "Assign" button.
8.  Select a sequence, and click "Save."

You can change the sequence later by clicking the "Sequence lessons" tab.

**Extras:**

**What is Test Prep?**

MobyMax Test Prep provides an easy way for teachers to prepare their students for state tests. Unlike all other test prep products on the market, Moby reviews key skills quickly, giving students the refresher they need and creating engagement by advancing students quickly through topics they already know. When students struggle, Moby assigns Teach Me lessons and additional practice sets.

**To adjust a student's grade level in test prep:**

1. Click "My Settings."
2. Click the "Curriculum" tab.
3. Click a subject area at the left (math or language).
4. Change the grade level in the "State Test Prep" box.
5. Click the "Save" button.

# How to Create a Writing Assignment

1. After signing in, click the "Writing" button.
2. Click the "Assignments" tab.
3. Click the "Create New Assignment" button.
4. Create your writing assignment.
5. Check the student(s) name(s).
6. Click the "Next" button.
7. Choose "I just want to assign a grade" or "I want to use a rubric to assign a grade."
8. Click the "Save" button.
9. If applicable, choose a rubric, and then click the "Save" button.

# How to Grade a Writing Assignment

Once a student has submitted a writing assignment, you can grade it by taking the following steps:

1. After signing in, click the "Writing" button.
2. Click the link in the "Not Graded" column.
3. Click the assignment.
4. Drag the markups onto the essay and leave comments (if desired).
5. Click "Send Back for Revising" or "Assign Grade."
6. Choose points from the drop-down menus if you are using a rubric, or enter a grade in the "Assignment Score" box.
7. Click the "Assign Grade" button.

**How to Edit Fact Master Settings for All Students at Once**

1. After logging in to your teacher account, click the "Roster" button.
2. Click the "Bulk update curriculum settings" link on the right.
3. Check the box next to the students' names whose settings you would like to update.
4. Click "Continue."
5. Click the "Fact Master" tab.
6. Edit the Fact Master settings.
7. Click "Save."

# How to Start a Clicker Session

1. After signing into your teacher account, click the “Clicker” button.
2. Click the “Active Session” tab.
3. Click the “Create New Active Session” button.
4. Select “Create a new active session.”
5. Select a group, name the session, and then click the “Next” button.
6. Choose “Create a new problem” or “Select problem from MobyMax curriculum,” and then click the “Next” button.

If you choose to create your own problems, your next steps are:

1. Write the problem text. You can add an image by clicking the "Attach" link.
2. Select “Multiple choice” or “Fill in the blank.”
3. Fill in your answer choices. Be sure to select a correct answer for multiple choice questions.
4. Click “Create New Problem” to add another problem to the session. Repeat as desired.
5. Click the “Save” button when you are finished.

If you choose to use MobyMax curriculum, your next steps are:

1. Choose “Math” or “Language” from the drop-down menu.
2. Search for a lesson or practice set (e.g., “Area”).
3. Click the lesson.
4. Click the “Add” button next to the questions you would like to add to the session.
5. Close the window when you are finished. The questions will automatically save.

# How to Assign Vibes

1. After you sign in, click the "Vibes" button.
2. Check the box next to the student's name.
3. Select the "Good Vibes" or "Bad Vibes" tab.
4. Check the box next to the Vibe.
5. Click the "Give Vibes" button.

**How to Print Math and Language Worksheets**

1. After you sign in to you teacher account, click the "Worksheets" button.
2. Click a subject area tab.
3. Click a grade level.
4. Select "Show lessons" or "Show standards."
5. Check the box(es) next to the worksheet(s) you would like to print.
6. Click the "Print Worksheets" button.
7. Check the box(es) next to the practice set(s) you would like to print.
8. Click "Print" or "Create PDF."

**How to Print Parent Letters and Login Cards**

You can print out parent letters and student login cards easily with a few steps.

1. After you sign in, click the "Roster" button.
2. Click the "Print parent letters, login cards" link.
3. Choose “Parent Letter" or "Login Cards" from the drop-down menu.
4. Select the students you would like to print the parent letters or login cards for.
5. Click "Print."

The usernames and passwords for each individual student will be added to each letter or login card for you. You can also edit the letter or login card, if you would like.

**Using the Parent Portal:**

The parent portal allows parents to see reports on student progress in MobyMax. Parents can log in by taking the following steps:

1. Go to [www.mobymax.com/signin](http://www.mobymax.com/signin)
2. Select “Parent” from the drop-down menu.
3. Enter the school code (found at the beginning of this guide).
4. Enter the student’s username and password.