EduMania

Math Mania Help Guide

Rev. 1.250107

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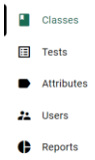
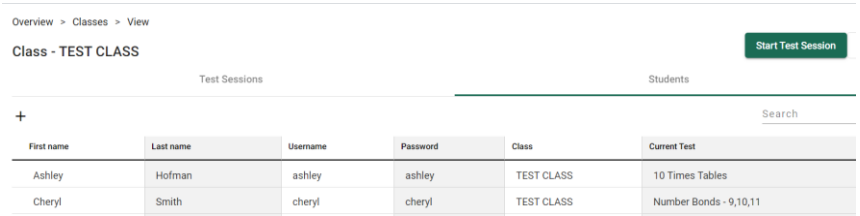
1 - How to see your class

Select “Classes” tab from the menu on the left-hand side



Select the class applicable from the drop-down list

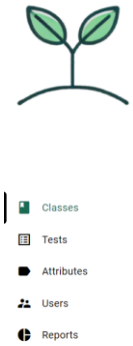
Select the Students tab on the right-hand side



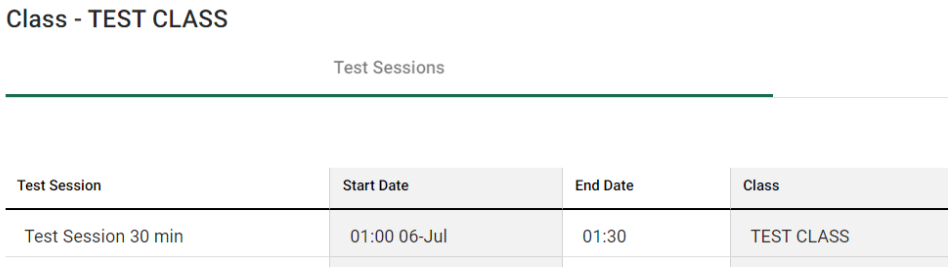
View the results displayed

2 - How to start a test session

Select the “Classes” tab from the menu on the left-hand side

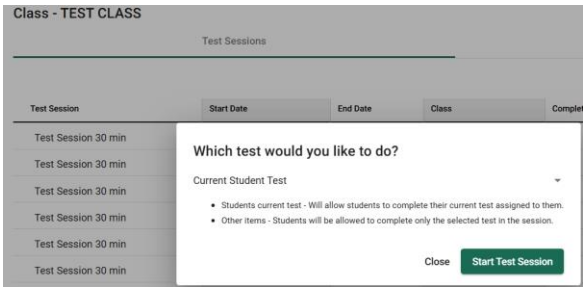


Select the Class applicable from the drop-down list

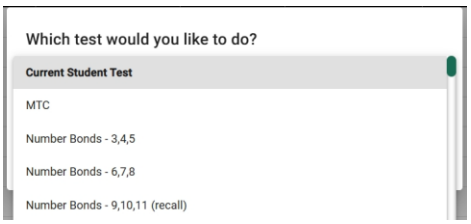


Select the Start Test Session button on the right-hand side of the screen

The following table will appear



On the “**Which test would you like to do?** “ table click on the arrow to the right of the “Current Student Test” line to select the required test to be run.



Once required test is selected “click on the **Start Test Session** button to run the session.

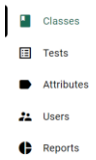
3 - How to End the Test session

Once the Students have finished the test session or if the Test session was incorrectly initiated and needs to be stopped, select the **End Test Session** button in the top right corner of the screen.

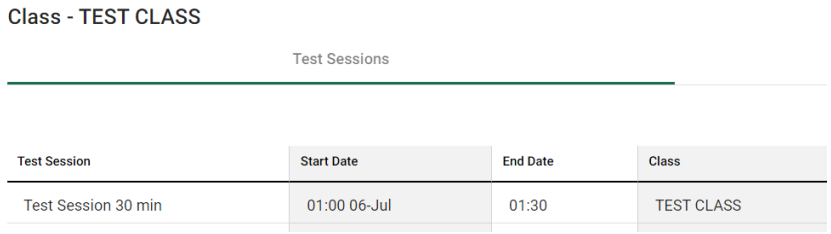
Test Session will be stopped.

4 - How to see test session results

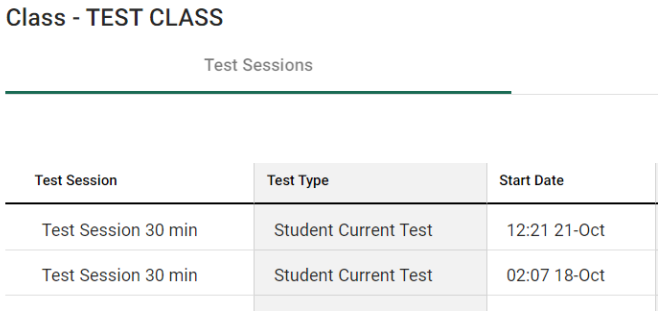
Select the “Classes” tab from the menu on the left-hand side



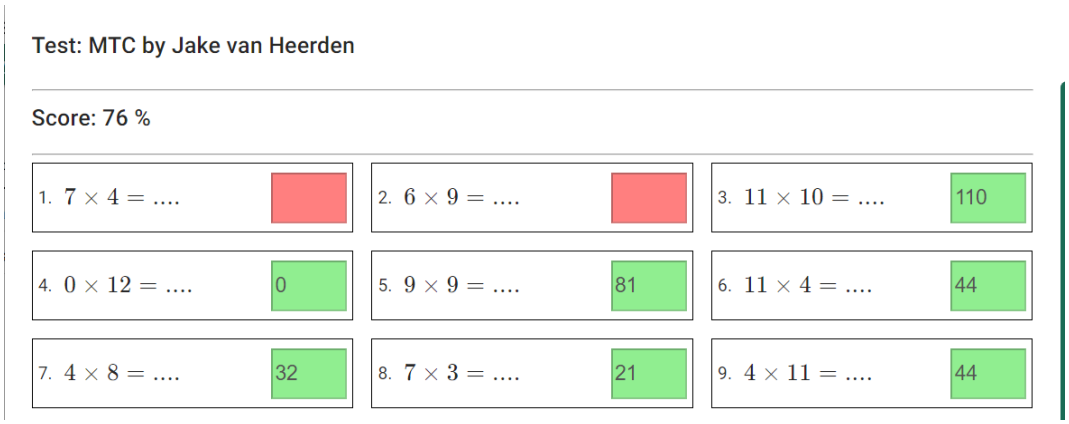
Select the Class applicable from the drop-down list



Select the Test session applicable to view results per class



Select the student from the list for test results



Select the Analyze tab for details per student

Class: TEST CLASS - Test Session @ 15:45 15-Oct

Analyze Tests

Student	Test
Matthew Morris	MTC
Cheryl Smith	MTC
Ashley Hofman	MTC

The detailed results will populate for all students that have partaken in this test

Class: TEST CLASS - Test Session @ 17:30 30-Sep

Analyze Tests

AI Analysis

Overall Summary:
Both Jake and Ashley H have shown areas of strength but require targeted support in specific mu

Students Repeating Mistakes from Previous Feedback:
Jake continues to struggle with multiplication involving 7s and 9s, particularly with 7 x 7 (left una
answering 6 x 12 as 60 instead of 72, and leaving 6 x 8 blank, consistent with her earlier tests.

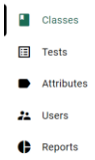
Further Issues or Patterns Noticed:
Jake incorrectly answered 9 x 5 as "4" and missed 4 x 8, revealing challenges with both single anc
confidence with higher multiplication facts (12, 9, and 11), where she has repeatedly struggled.

Time Management Concerns or Specific Questions Left Out:
Both students left several questions unanswered due to apparent time management issues, parti
be beneficial for both.

Student	Test	Percentage
Jake van Heerden	MTC	76%
Ashley Hofman	MTC	48%

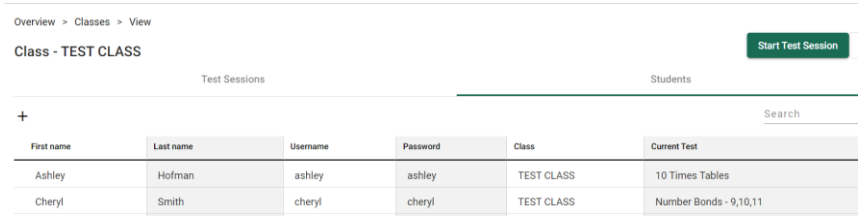
5 - How to see students in your class

Select the “Classes” tab from the menu on the left-hand side



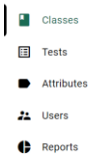
Select the class applicable from the drop-down list

Select the Students tab on the right-hand side of the screen



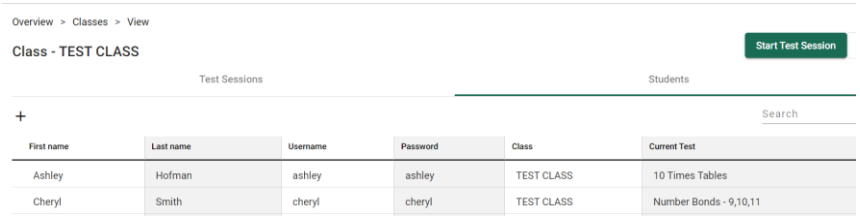
6 - How to see a student's login details

Select the "Classes" tab from the menu on the left-hand side



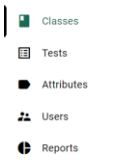
Select the class applicable from the drop-down list

Select the Students tab on the right-hand side of the screen to view students details



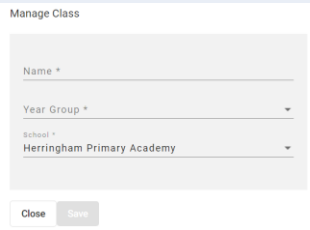
7 - How to create a new class

Select the “Classes” tab from the menu on the left-hand side



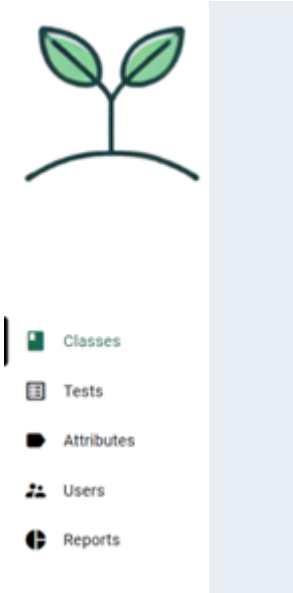
Select the ‘+’ sign on the left of the screen

Populate the fields with the new information and Save to create a new class



8 - How to delete a Class

Select the “Classes” tab from the menu on the left-hand side



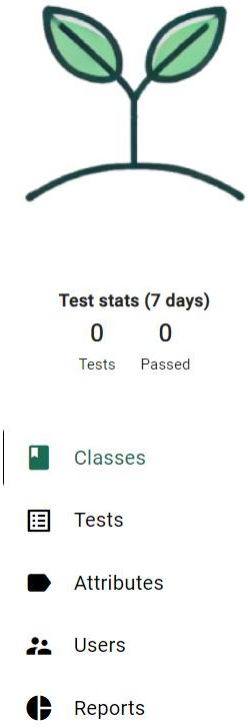
Select the class applicable from the drop-down list

Select the Edit button on the right-hand side of the screen

Select the Delete button on the Manage Class screen

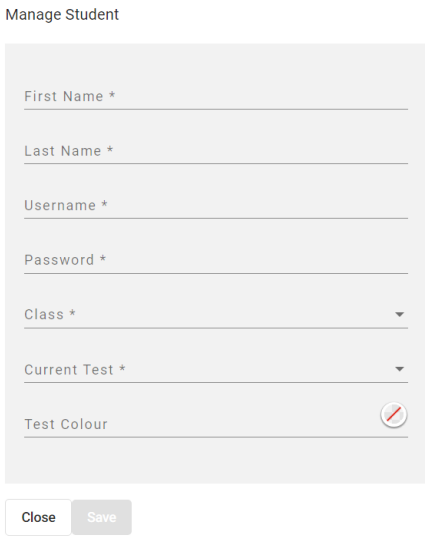
9 - How to Add a Student to a Class

Select the Class the student needs to be added to



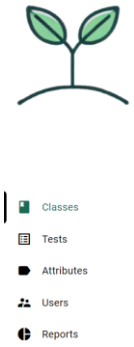
Select the Students tab and then select the "+" sign to add a new student to the class selected

Complete all the information required on the "Manage Student" screen and select Save to Add the student

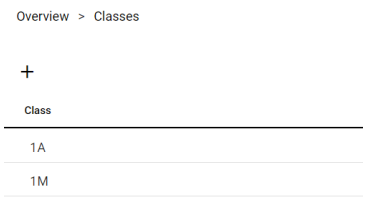


10 - How to edit a student

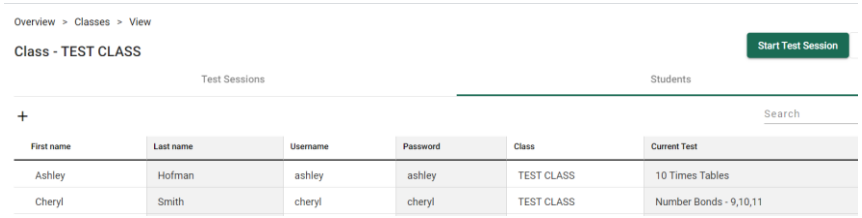
Select the “Classes” tab from the menu on the left-hand side



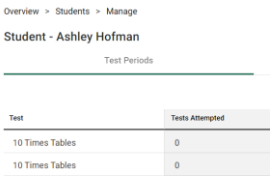
Select the class applicable from the drop-down list



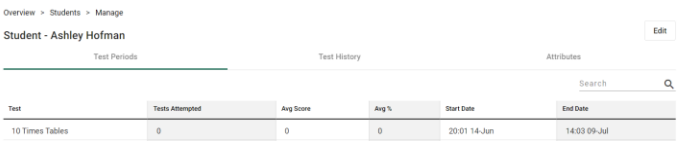
Select the Students tab



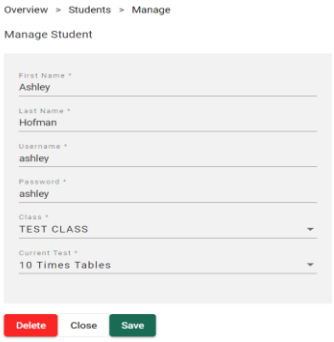
Select the Student required to edit



Select the Edit button on the right-hand side of the screen

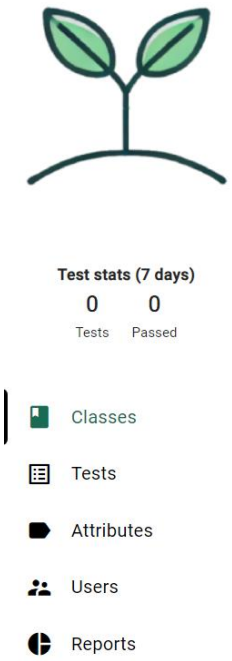


Edit fields required and Save to update Student details



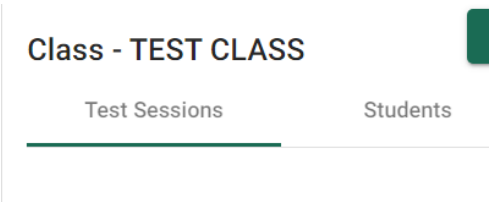
11 - How to Delete a student

Select the Classes tab on the main menu



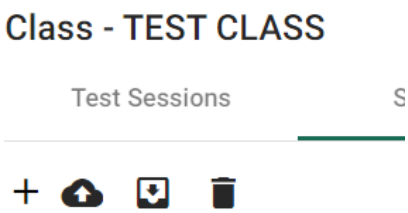
Select the class required

Select the Students tab on the menu



Select the Student to be deleted by ticking the box on the left of the line

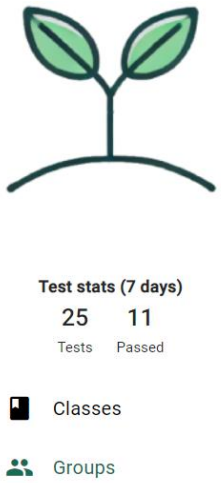
Select the bin icon from the menu



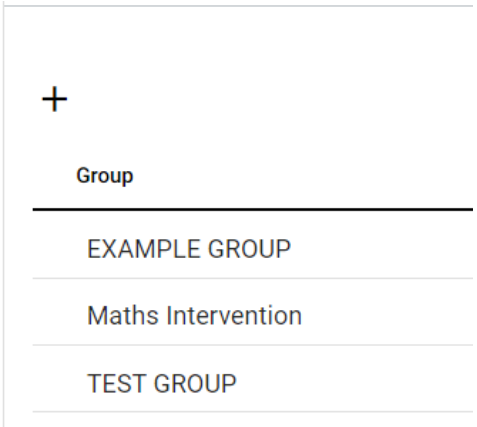
12 - How to create a Group

Groups facilitate selecting individual students from one or more classes to take part in a test session instead of running a test session for a whole class or even classes.

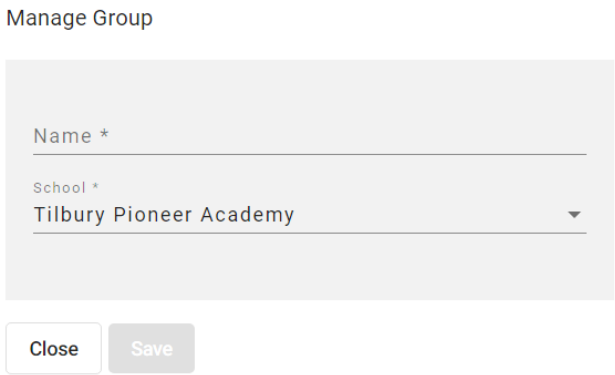
Select the “Groups” tab from the menu on the left-hand side



Available groups will populate, to create a new Group select the “+”sign above the word Group



Populate the Management screen with the necessary information

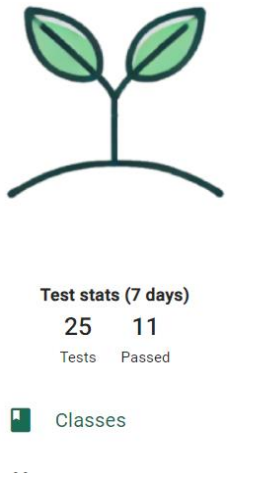


When information has been added Select Save to complete the addition of the Group.

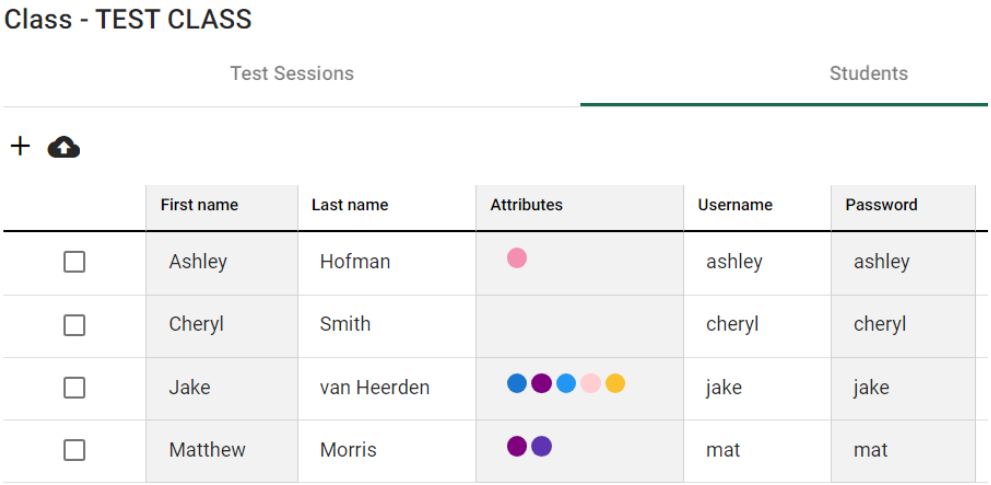
13 - How to Add Students to a Group

Students from different classes can be added to the same group, repeat below steps for each different class.

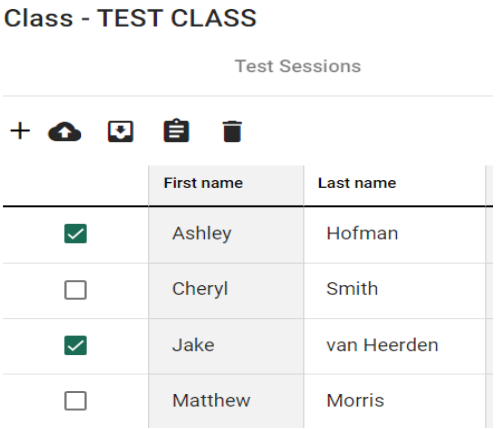
Select the Classes tab from the menu on the left-hand side



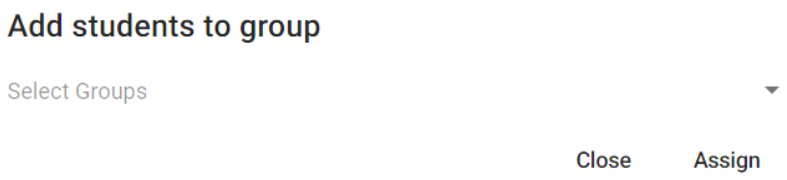
Select the Class required, and Select the Students tab



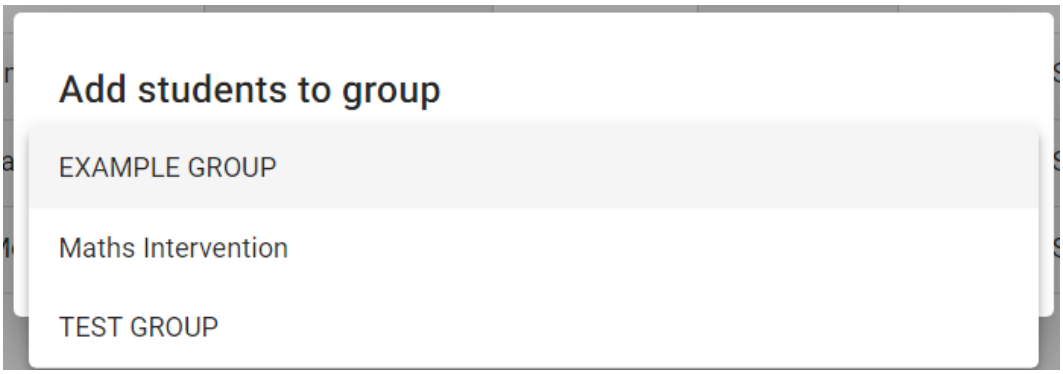
Select the students to be added to a Group



Select the “clipboard” icon to add selected students to a Group



Select the required Group from the drop-down list on the screen



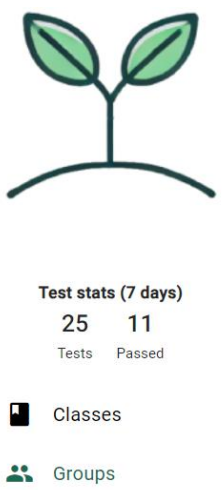
Select Assign to Add the students to the selected group.

Once required students have been added a Test session can be started for the Group at your convenience.

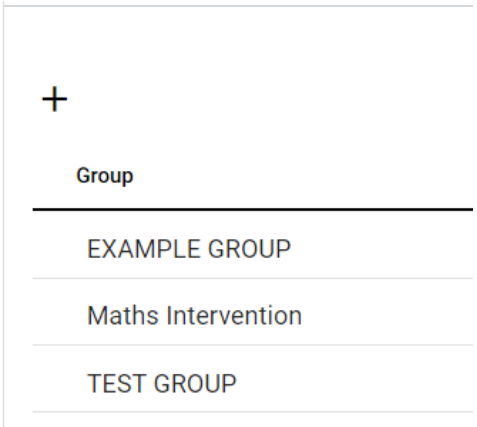
Test session options are available as normal; each student can do the test chosen by the Current Test allocated to that particular student or you can choose one particular test from the drop-down list for all the students in the group.

14 - How to Remove Students from a Group

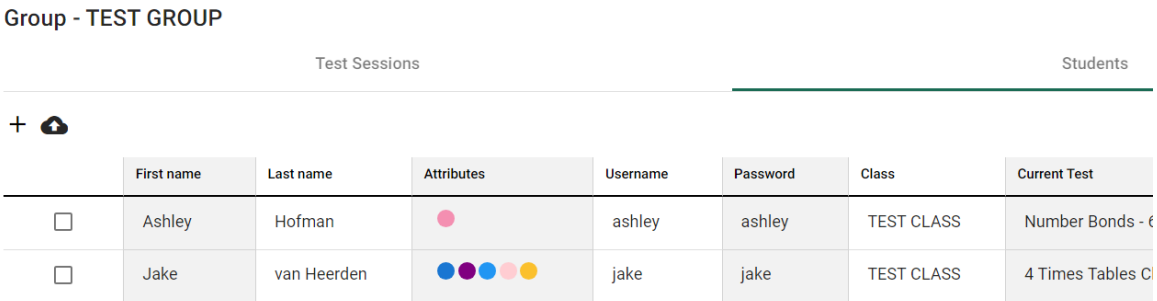
Select the “Groups” tab from the menu on the left-hand side



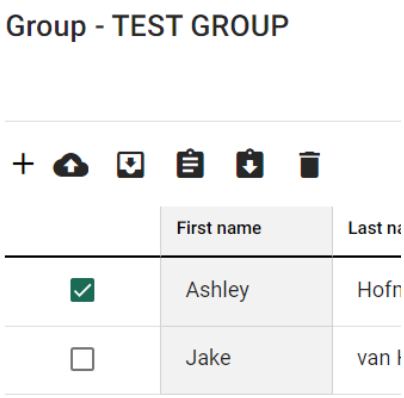
Available groups will populate, Select the required Group



Select the Students tab



Select the Students to be removed from this Group

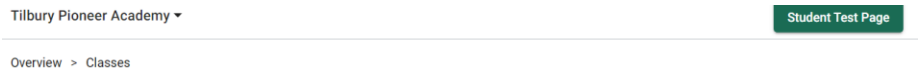


Select the “clipboard with Down arrow” icon to delete selected students

Select “Yes” to remove student from the group.

15 - Where to find the student log in page and perform tests

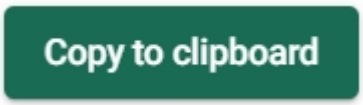
Select Student Test Page on the right-hand side of the screen



The following screen will pop up

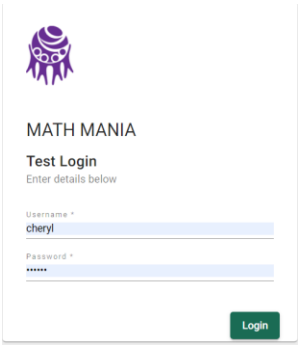
For use on a different device scan the QR code with the required device.

Select the Copy to clipboard button to copy the URL address



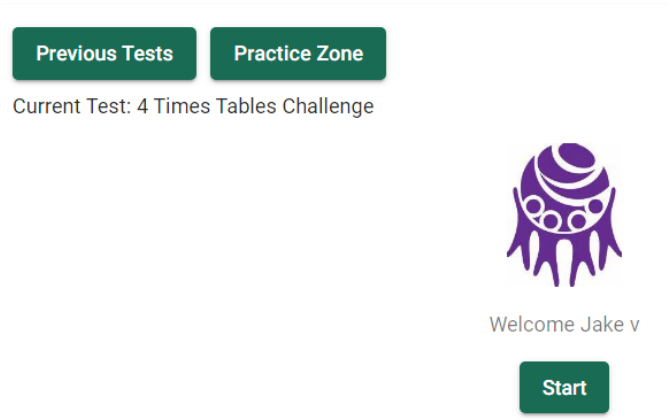
To open the student test page Select the Open Test Page option

Enter the username and password on the screen to access the Student Test Page



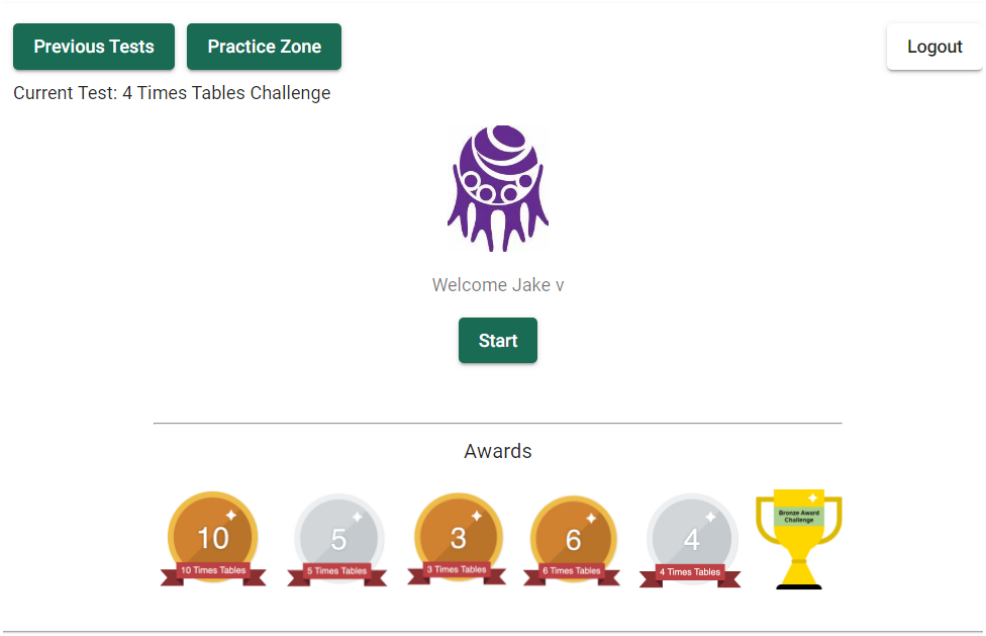
Select Login to access the test.

Select the Start button to commence test

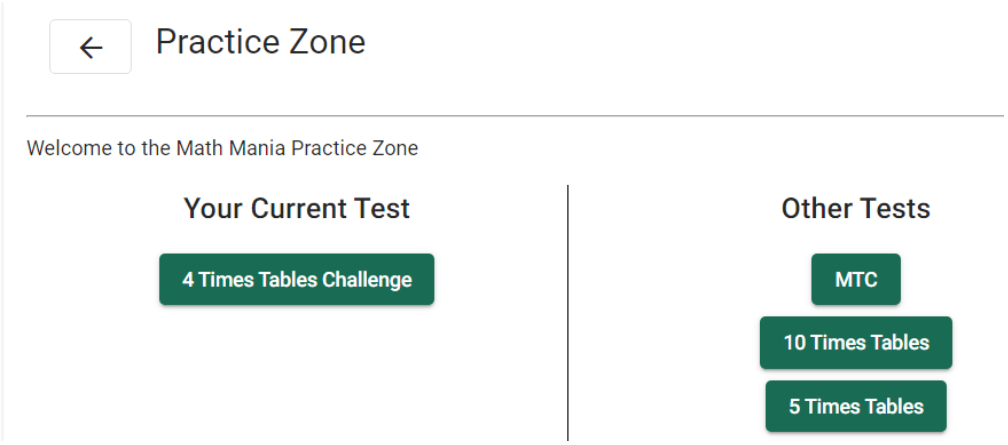


16 - How to do Practice tests

Login to Student page (see 12) when logged in Select the Practice Zone button to do practice tests



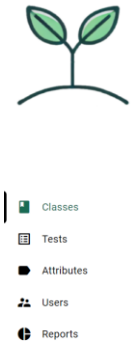
Select the required test from the drop-down list



Practice test will begin.

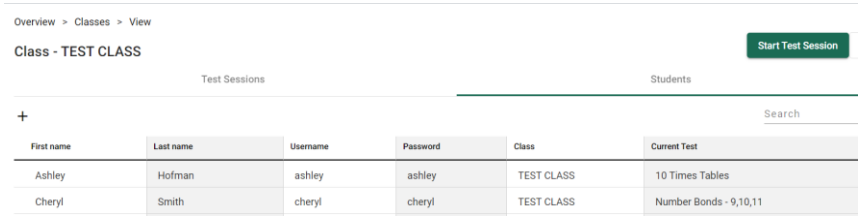
17 - How to see a student's test history

Select the "Classes" tab from the menu on the left-hand side

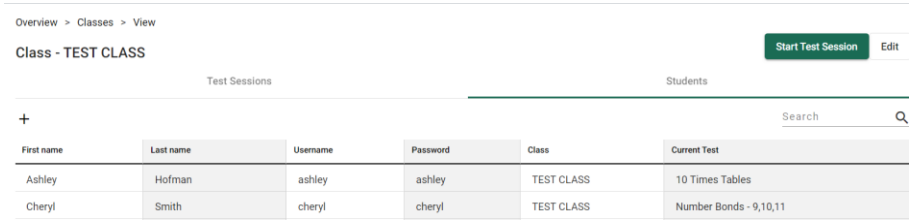


Select the class applicable from the drop-down list

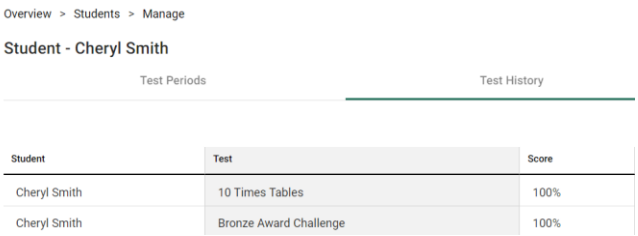
Select the Students tab on the right-hand side of the screen



Select the Student applicable

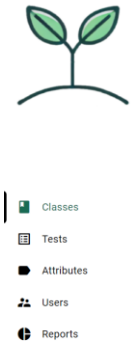


Select the Test History tab in the centre of the screen



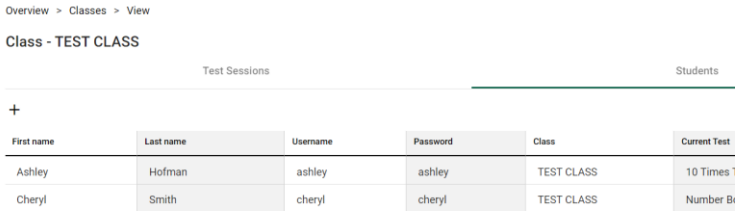
18 - How to see a student's test periods

Select the "Classes" tab from the menu on the left-hand side

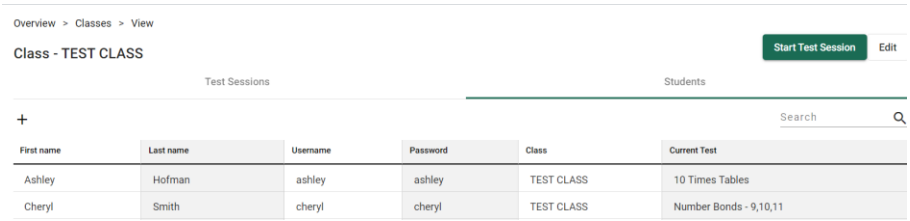


Select the class applicable from the drop-down list

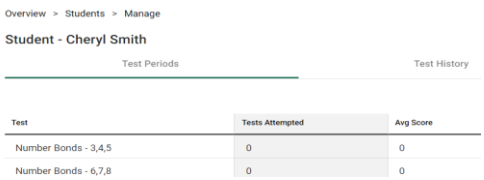
Select the Students tab on the right-hand side of the screen



Select the Student applicable

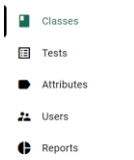


Select the Test Periods tab in the centre of the screen



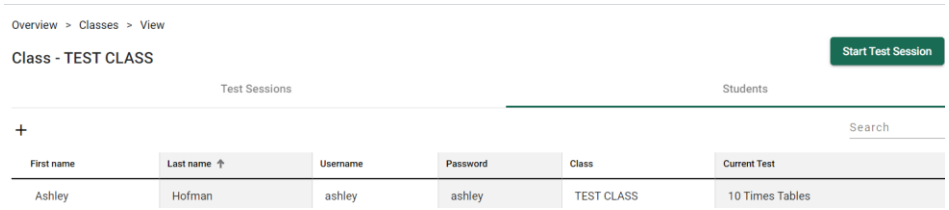
19 - How to move students between classes

Select the “Classes” tab from the menu on the left-hand side

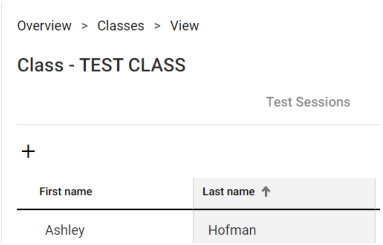


Select the class applicable from the drop-down list

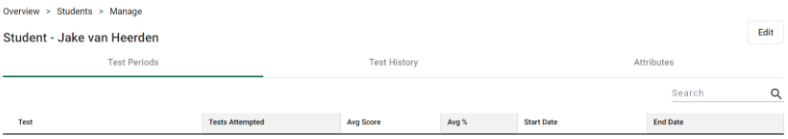
Select the Students tab on the right-hand side of the screen



Select the Student applicable

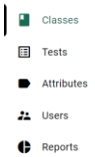


Select Edit on the far right of the screen



20 - How to Import a list of students

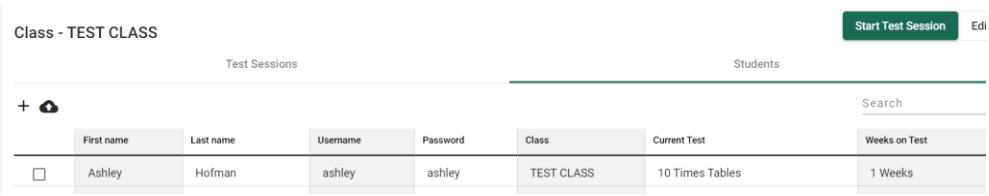
Select the “Classes” tab from the menu on the left-hand side



Select the class applicable from the drop-down list

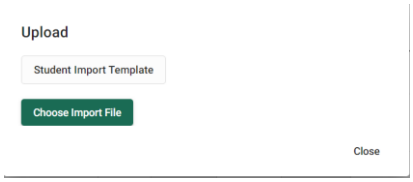
(if new class first create a new class – ref to item 20)

Select the Students tab on the right-hand side of the screen



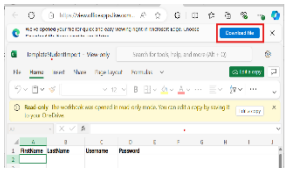
Select the Import button on the left-hand side of the screen

Select the Student Import Template from the pop-up screen

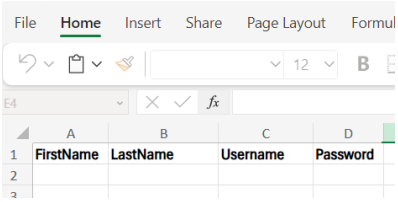


A new tab will open with the form to be completed,

Download the file by selecting the blue button on the right-hand side of the screen

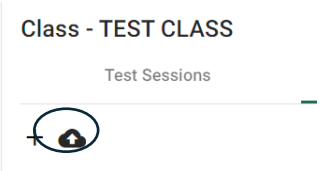


Open the downloaded file and populate the fields with the new students information

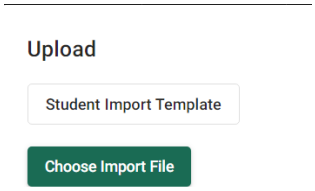


Save the file and return to Edumania

Select the upload button



Select the Choose Import File button

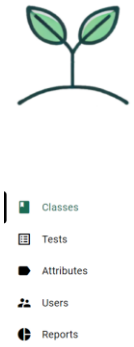


Select the saved Student Import Template file

Students will be added to the class selected

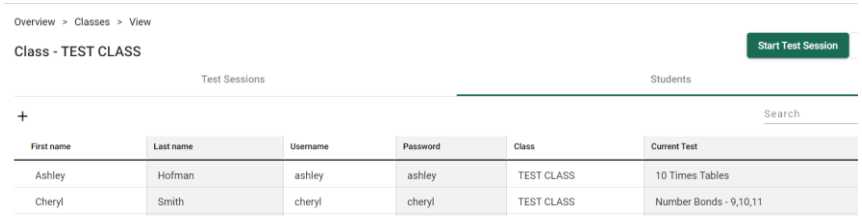
21 - How to assign an attribute to a student

Select the “Classes” tab from the menu on the left-hand side

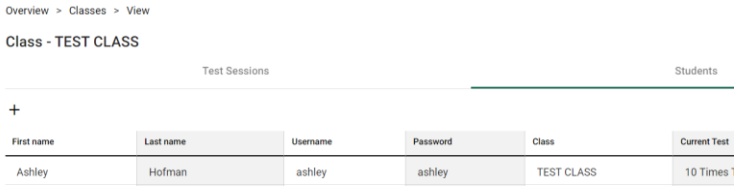


Select the class applicable from the drop-down list

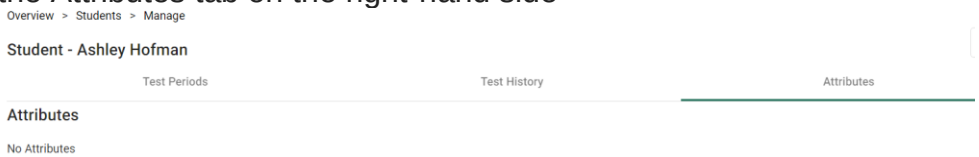
Select the Students tab on the right-hand side of the screen



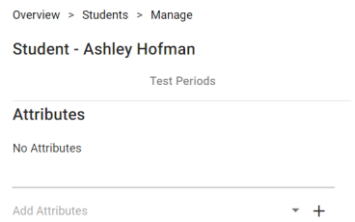
Select the Student applicable



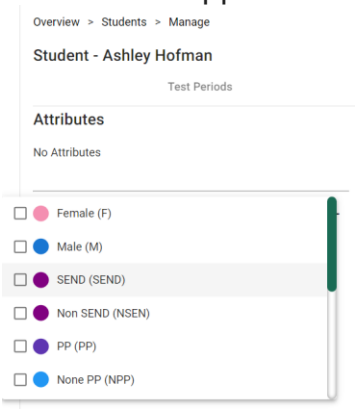
Select the Attributes tab on the right-hand side



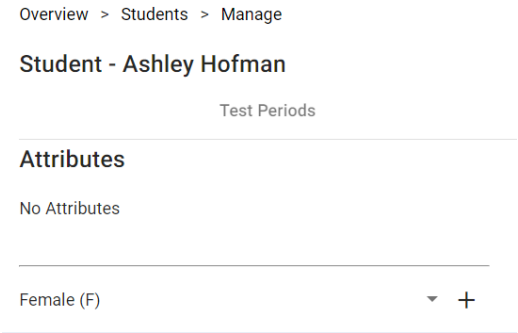
Click on the drop-down arrow sign next to the Add Attributes for list of Attributes



Select the Attribute applicable from the drop-down list

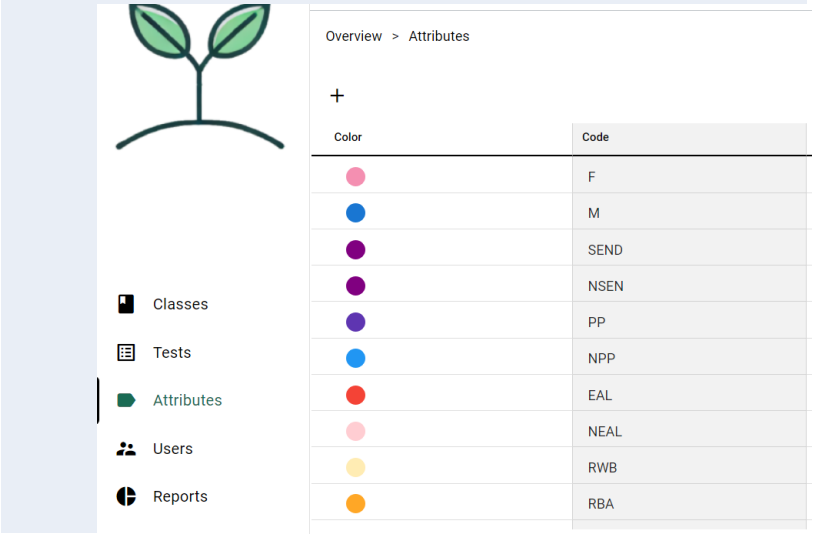


Exit the Attributes options list (press Esc) and select the “+” to Add the Attribute to the Student

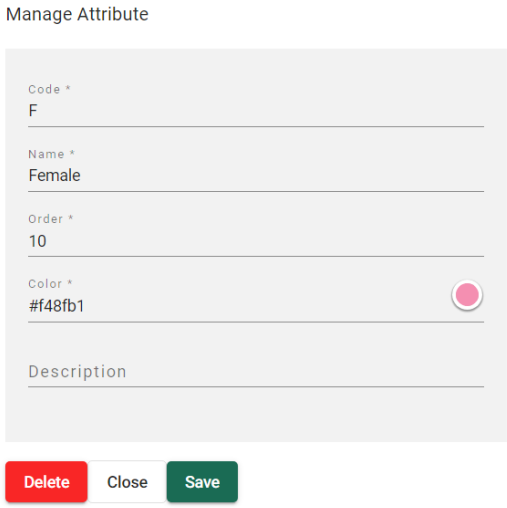


22 - How to edit an Attribute

Select Attributes tab from the menu on the left-hand side



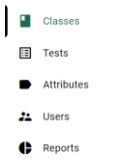
Select the Attribute required and Edit all required fields on the “Manage Attributes” screen



Save to update

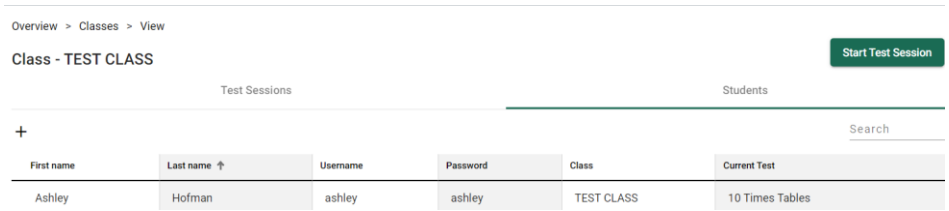
23 - How to remove an attribute from a student

Select the “Classes” tab from the menu on the left-hand side

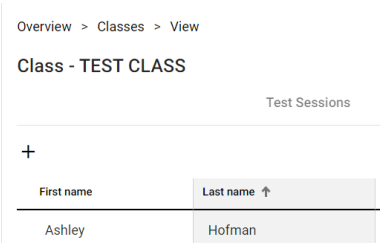


Select the class applicable from the drop-down list

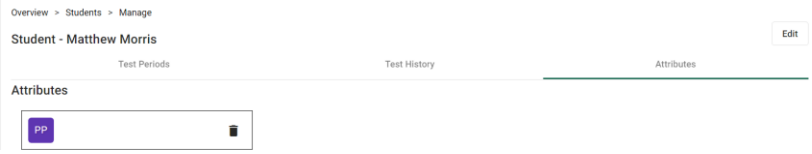
Select the Students tab on the right-hand side of the screen



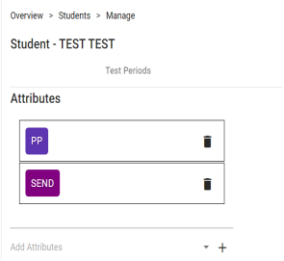
Select the Student applicable



Select the Attributes tab on the right-hand side

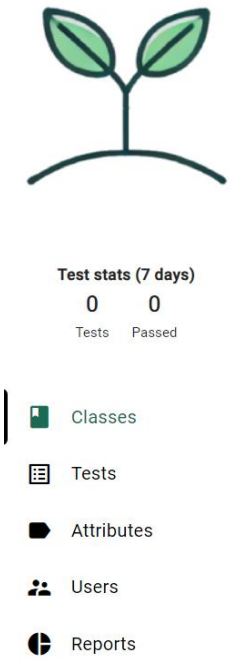


Select the bin icon next to the Attribute that needs to be removed


Overview > Students > Manage
Student - TEST TEST
Test Periods
Attributes
PP
SEND
Add Attributes

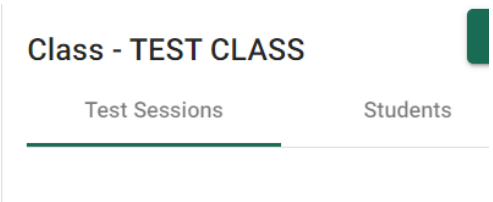
24 - How to add a test background colour per student

Select the Classes tab on the main menu



Select the class required

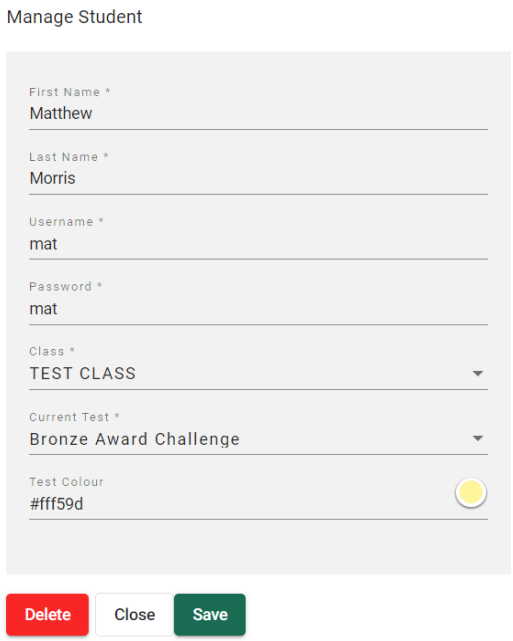
Select the Students tab on the menu



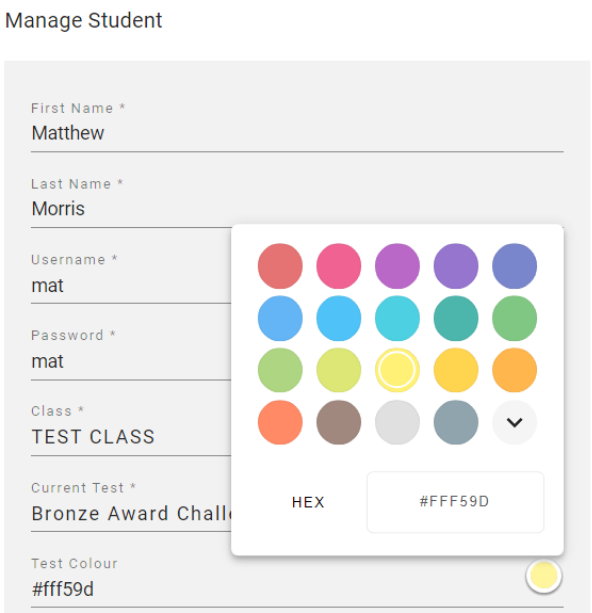
Select the Student required for the test colour by ticking the box on the left of the line

Select the Edit tab from the menu on the top right hand side

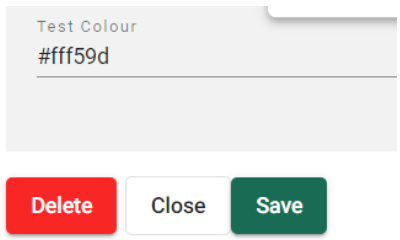
Edit the colour required on the Student management screen



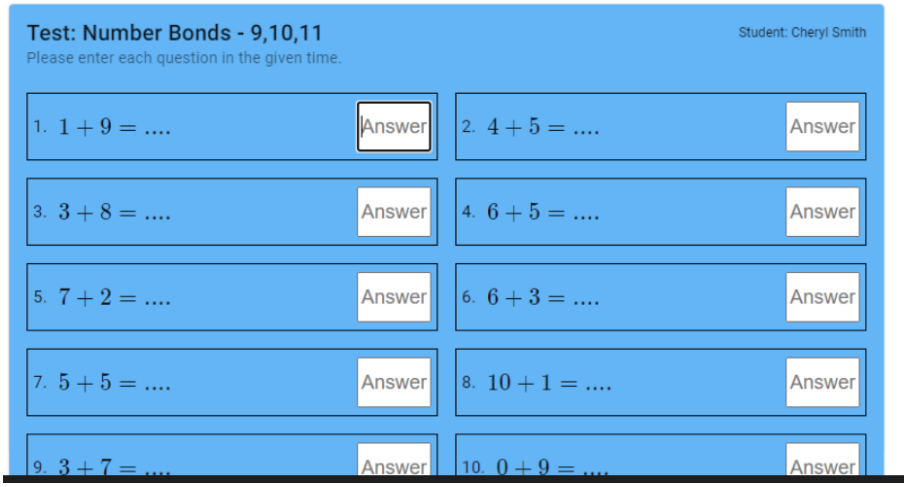
Select the required colour from the pop up screen



Save the changes by selecting the Save tab

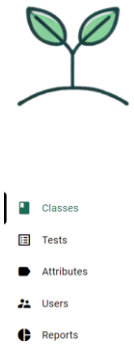


When student accesses the test it will appear in the selected colour



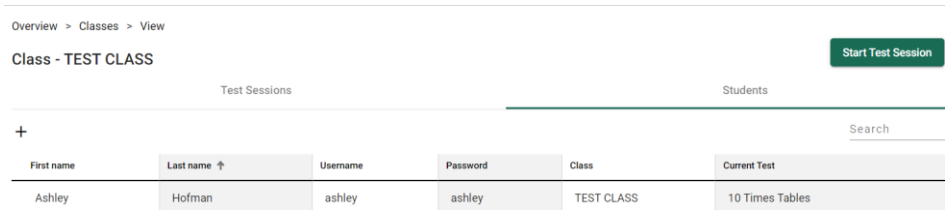
25 - How to set what test a student is assigned to.

Select the “Classes” tab from the menu on the left-hand side

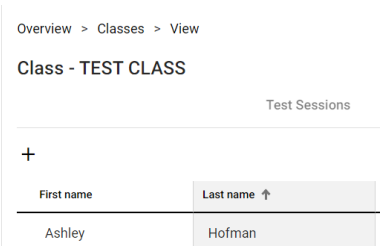


Select the class applicable from the drop-down list

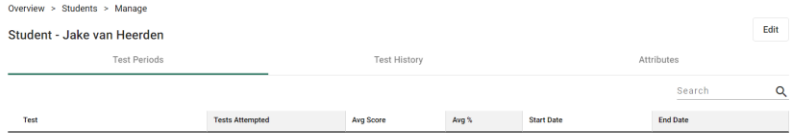
Select the Students tab on the right-hand side of the screen



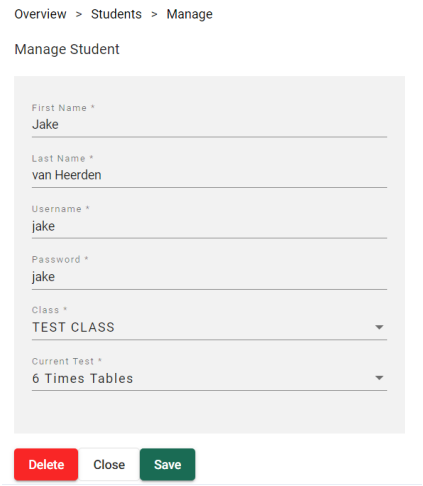
Select the Student applicable



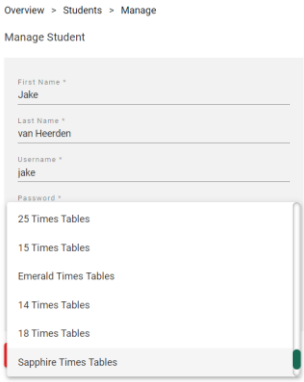
Select Edit on the far right of the screen



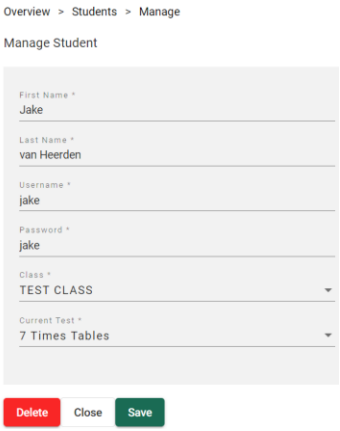
Edit the Test field by clicking on the drop-down arrow on the Manage Student screen



Select the appropriate class from the drop-down list

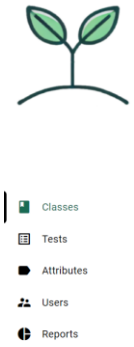


Save to update the new details



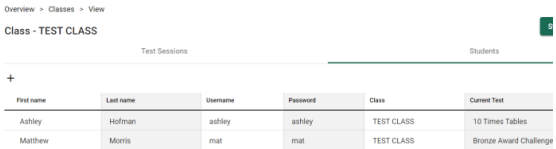
26 - How to edit what test a student is on.

Select the “Classes” tab from the menu on the left-hand side

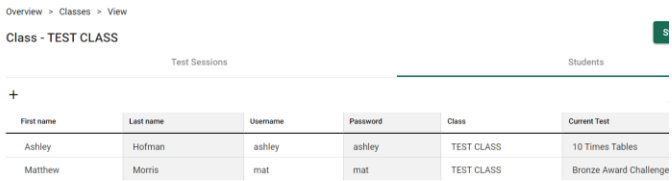


Select the class applicable from the drop-down list

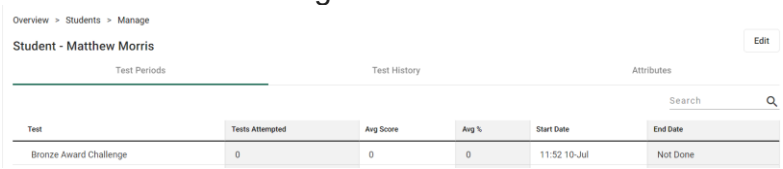
Select the Students tab on the right-hand side of the screen



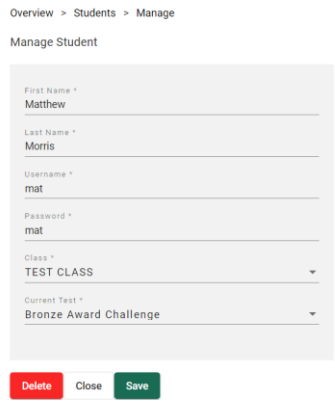
Select the Student applicable



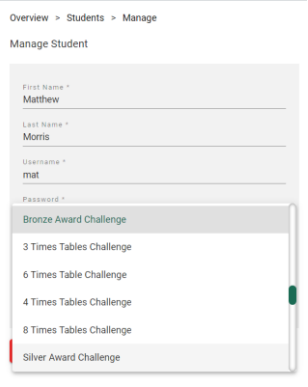
Click on the Edit tab on the right-hand side of the screen



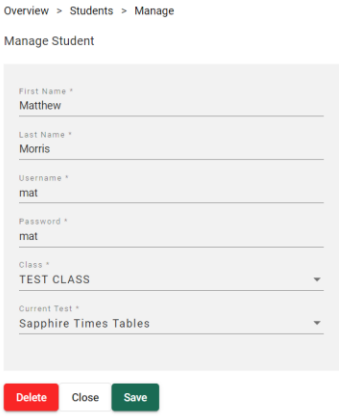
Select the Current Test option on the Edit screen for a drop-down list of test options



Select option required

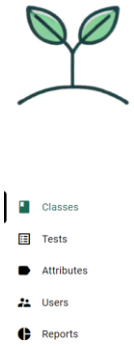


Click on the Save option at the bottom of the Edit screen



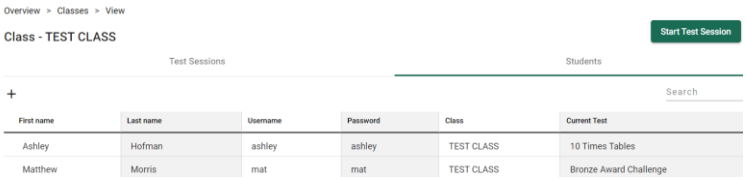
27 - How to access the test page for a student

Select the “Classes” tab from the menu on the left-hand side

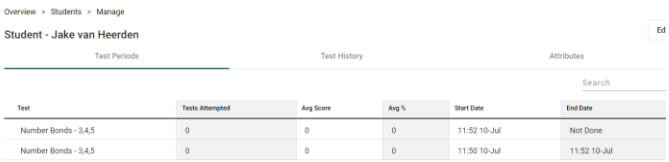


Select the class applicable from the drop-down list

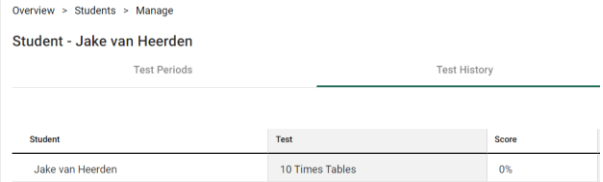
Select the Students tab on the right-hand side of the screen



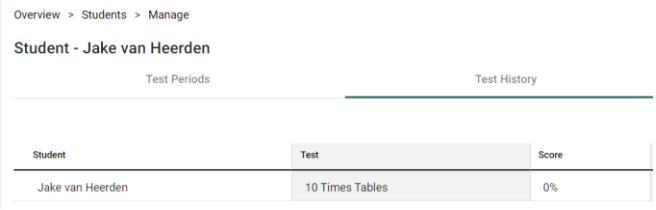
Select the Student applicable



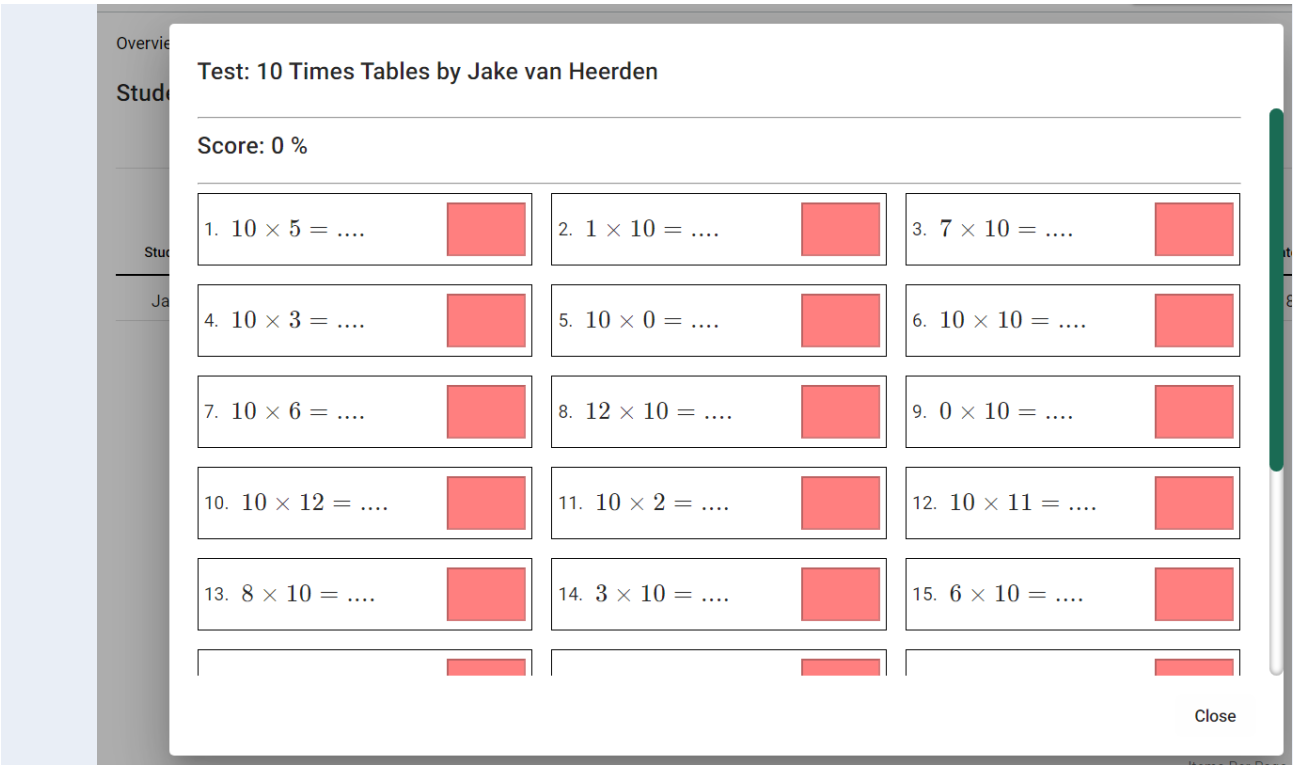
Select the Test History tab in the centre of the screen



Select the test required to view from the list displayed

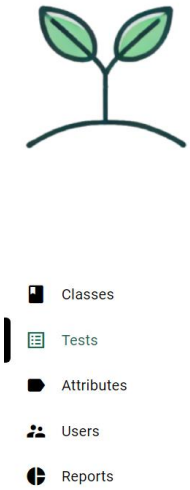


View test details

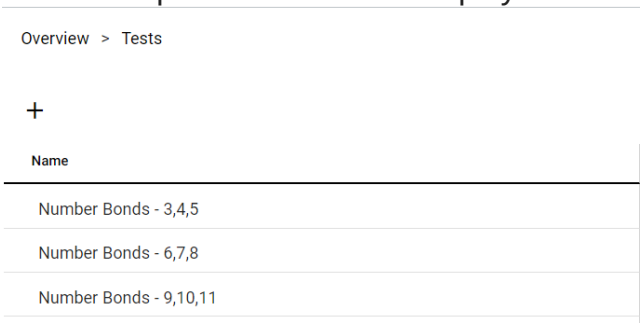


28 - How to see the contents of a test

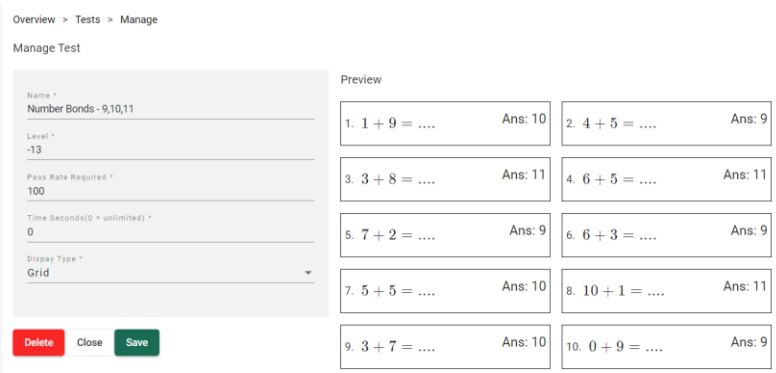
Select the Tests tab from the menu on the left-hand side



Select the test required from the list displayed

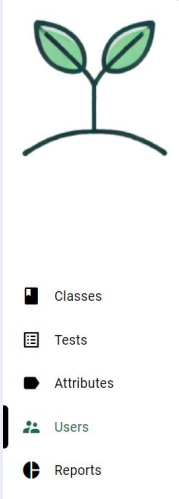


View table details

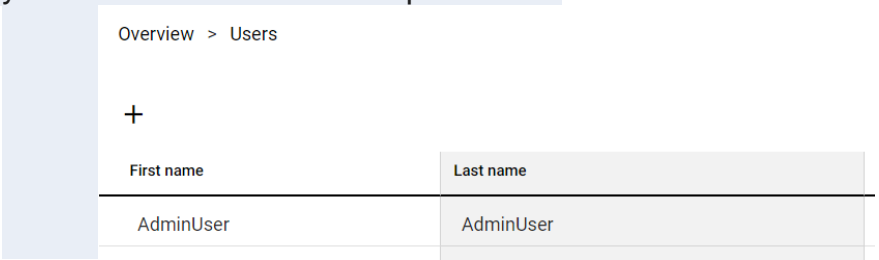


29 - How to edit your own password

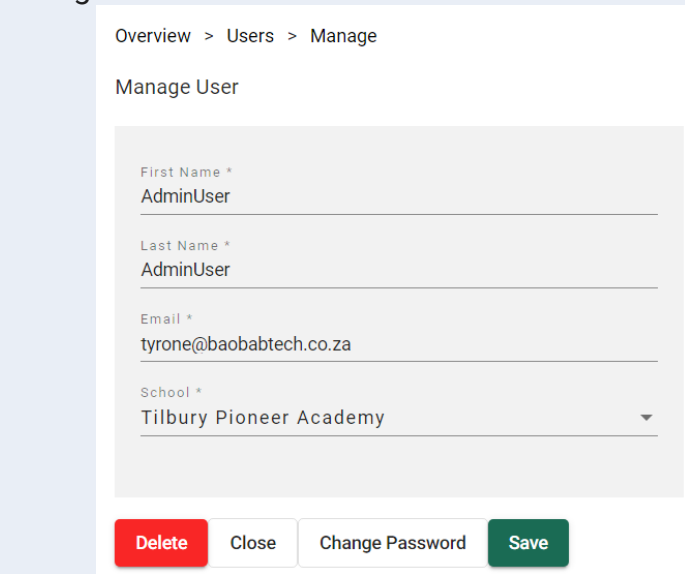
Select the Users tab from the menu on the left-hand side



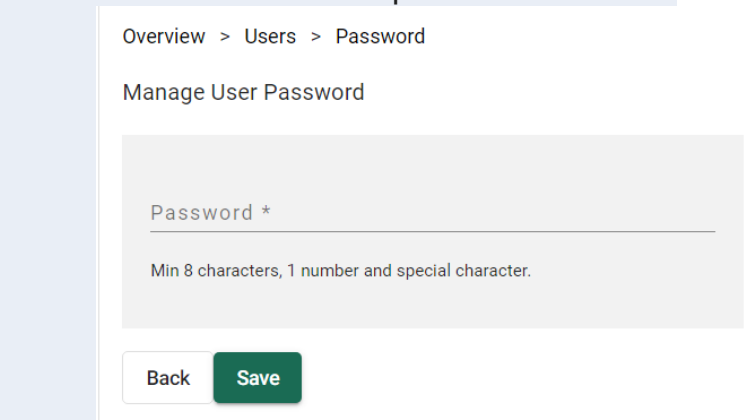
Select your user name from the drop-down list



Select Change Password at the bottom of the Edit screen

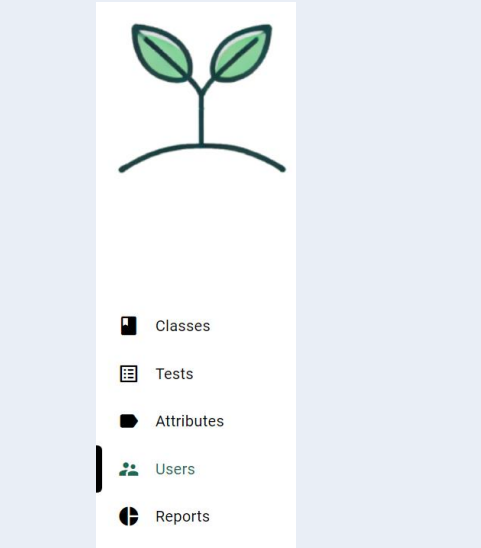


Enter new Password and save to update the Password

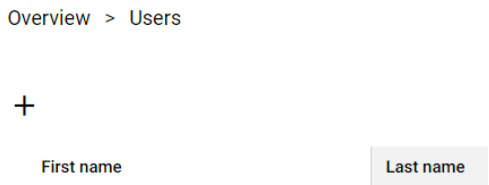


30 - How to make an account

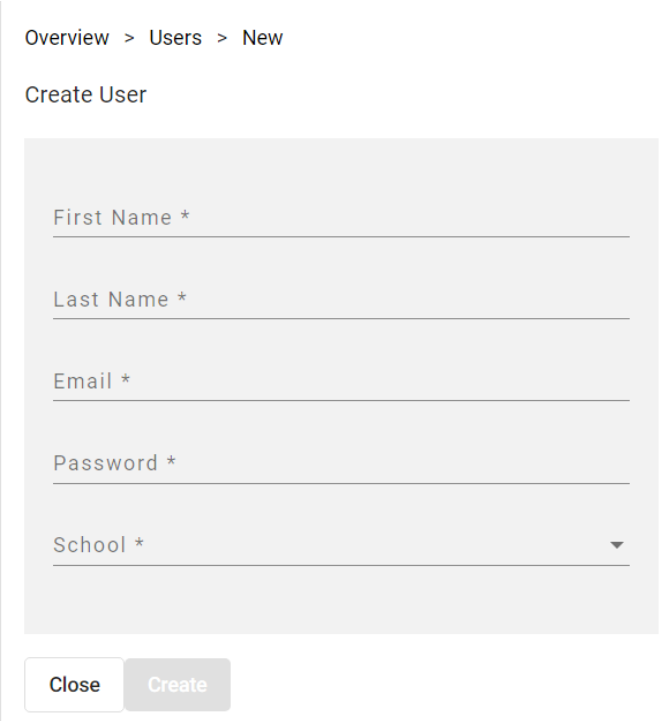
Select the Users tab from the menu on the left-hand side



Click on the “+”at the top of the screen

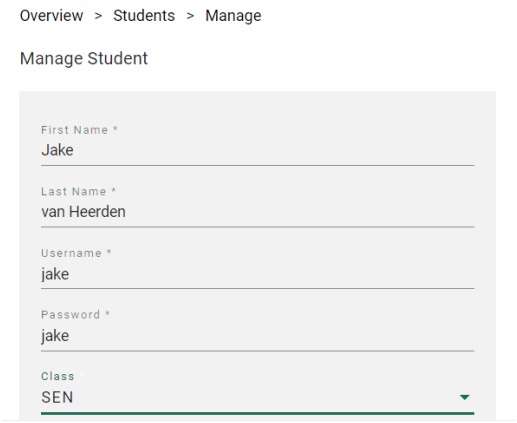


Complete all the fields with the details for the new user

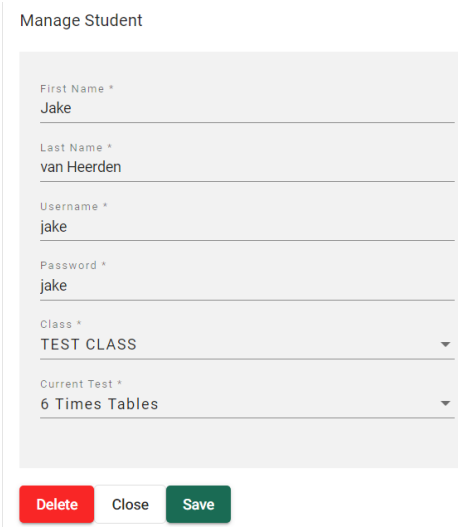


Select Update to Add new user

Edit the Class field on the Manage Student screen

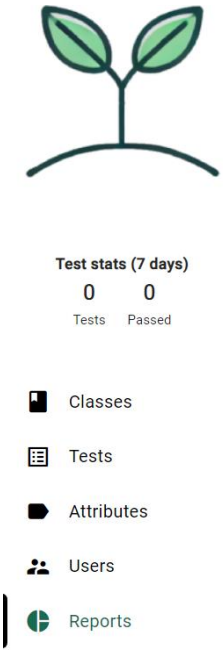


Save to update the new details

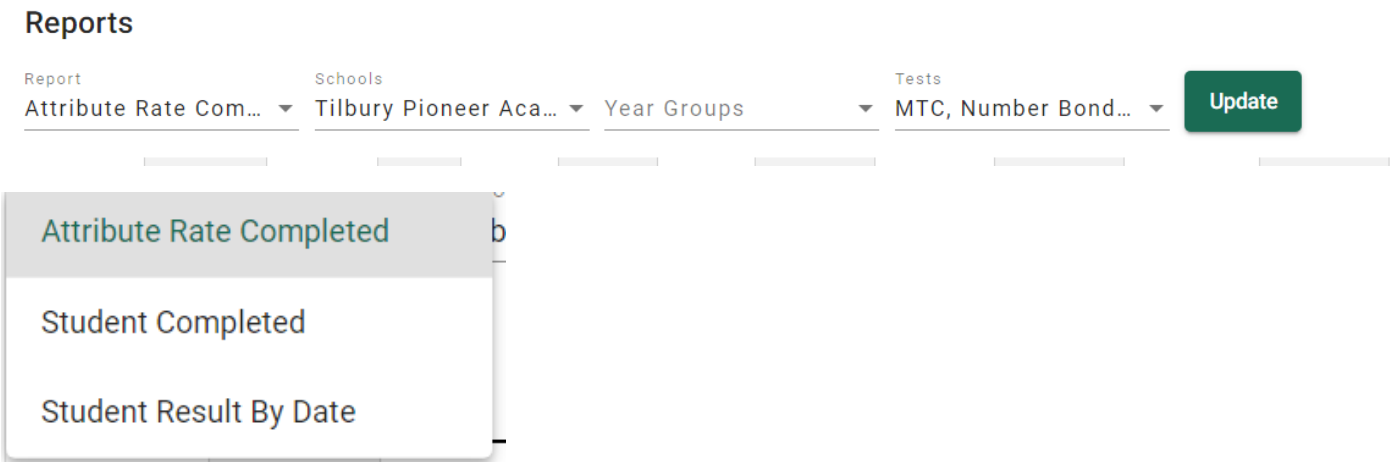


31 - Reports

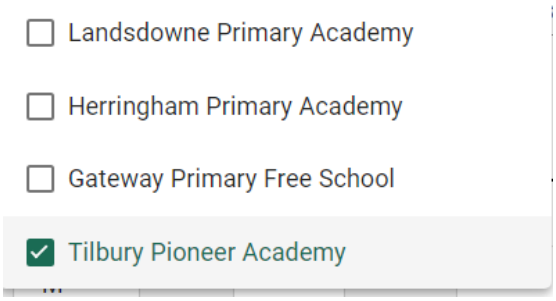
Select the Reports tab from the menu



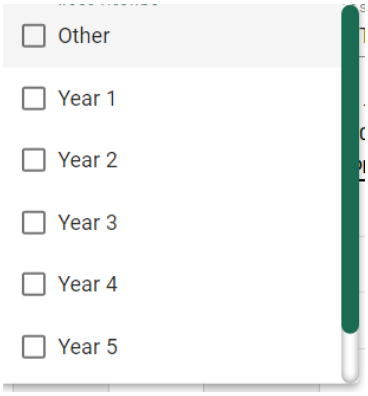
Select the required fields from the drop down lists by Report type



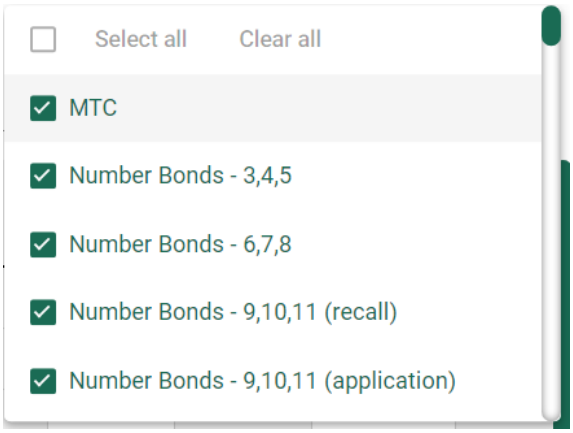
Select the required School/s



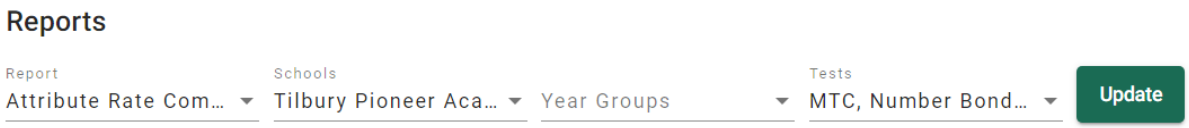
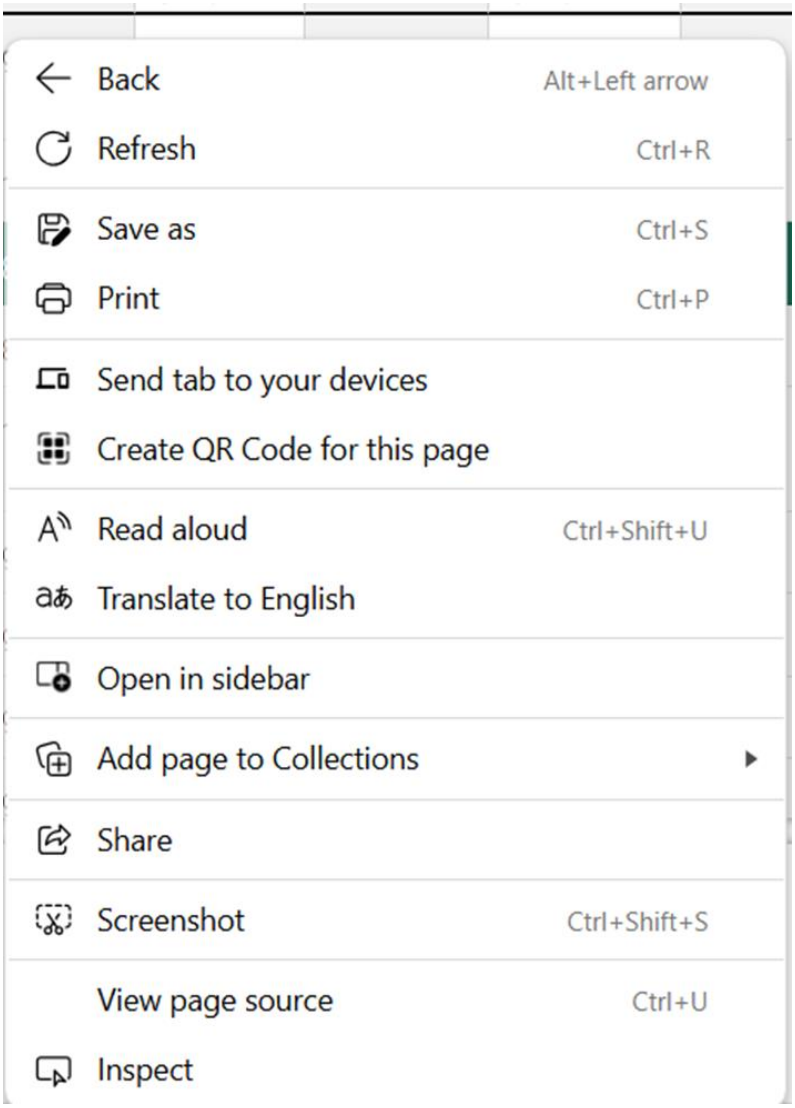
Select the required year/s



Select the required test/s



Select the Update tab on the far right of the screen to run the report



Report will populate and can be Viewed on the the screen or Printed, Saved, Shared, etc by right clicking on the screen and selecting the required option from the pop-up menu