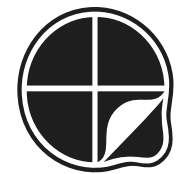


Frequently asked questions



Diagnostic Questions

With the new school year upon us, and the impending arrival of our exciting (and free!) [Scheme of Work](#), now is the perfect time to get your students and colleagues set up and ready. Hopefully this little guide will prove helpful.

Craig Barton

Co-Founder of Diagnostic Questions

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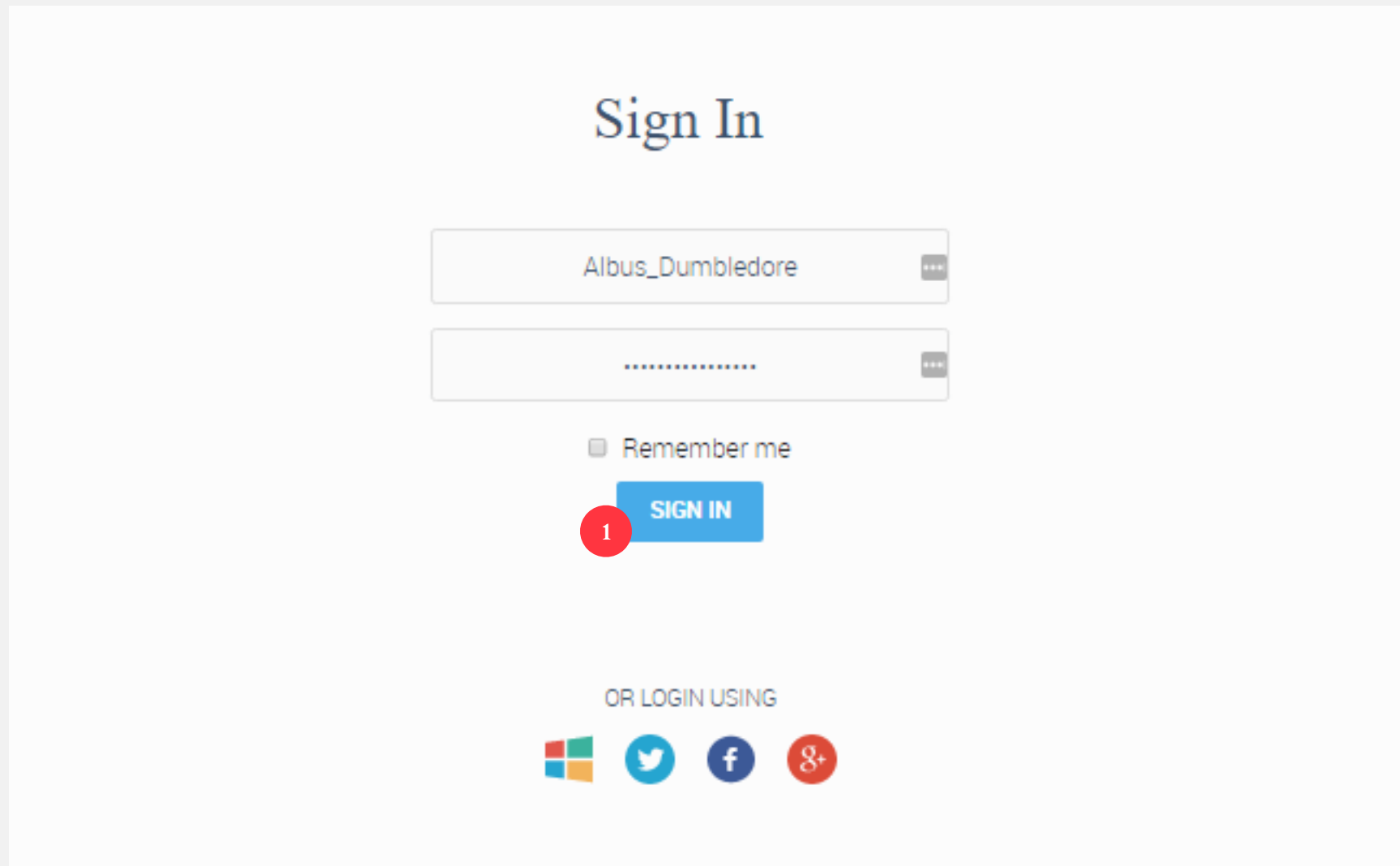
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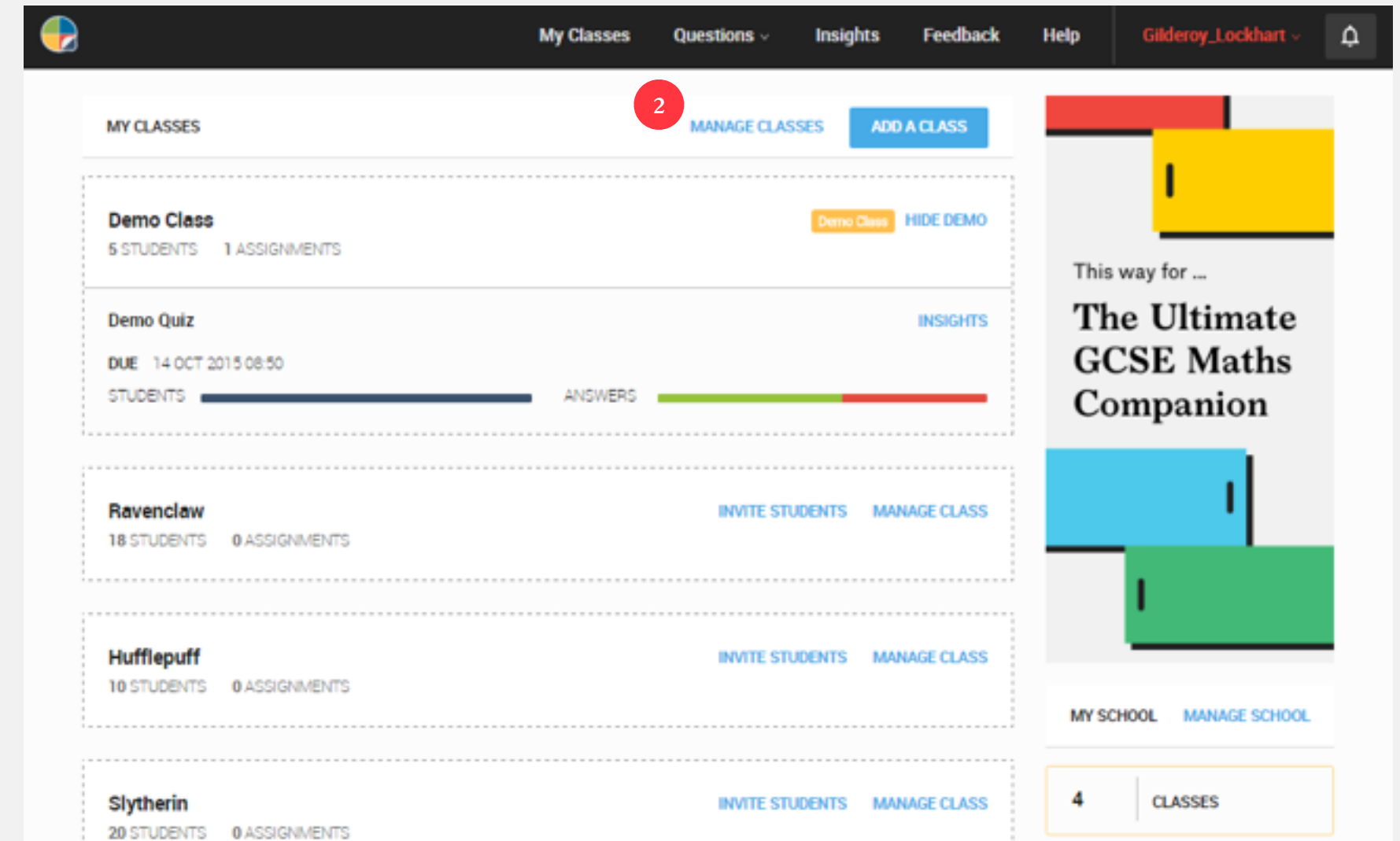
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How do I archive last year's classes?

With last year now a dim and distant memory, it is time to archive last year's classes. Don't worry, your data is completely safe, and you can even access these classes whenever you like if you are ever feeling nostalgic:



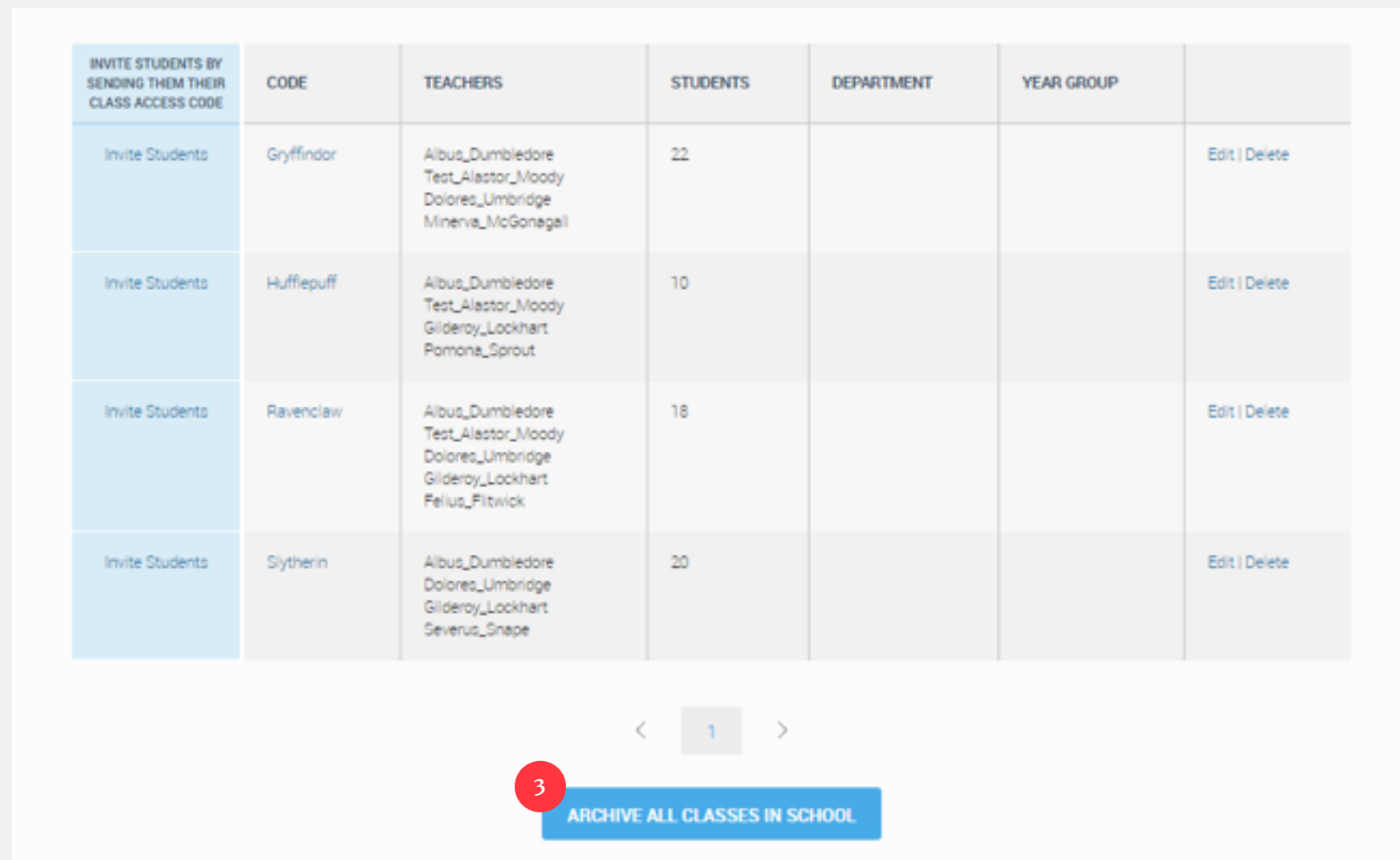
- 1 The school administrator needs to log in. This is usually the person who first created your school, but you can make more teachers administrators (see "[How do I add a new teacher?](#)")



- 2 Click on "Manage Classes"

How do I archive last year's classes?

With last year now a dim and distant memory, it is time to archive last year's classes. Don't worry, your data is completely safe, and you can even access these classes whenever you like if you are ever feeling nostalgic:

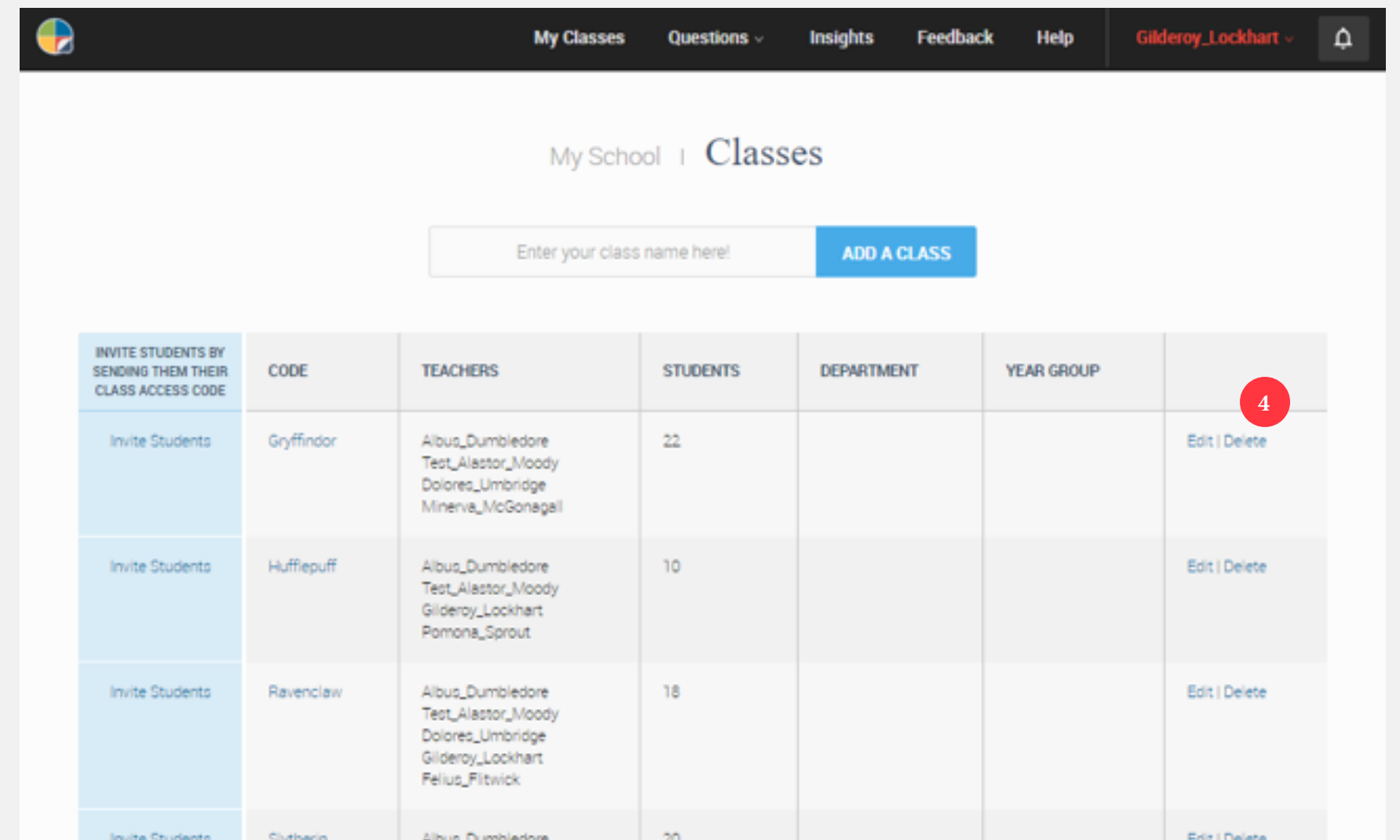


The screenshot shows a table with the following data:

INVITE STUDENTS BY SENDING THEM THEIR CLASS ACCESS CODE	CODE	TEACHERS	STUDENTS	DEPARTMENT	YEAR GROUP	
Invite Students	Gryffindor	Albus_Dumbledore Test_Alastor_Moody Dolores_Umbridge Minerva_McGonagall	22			Edit Delete
Invite Students	Hufflepuff	Albus_Dumbledore Test_Alastor_Moody Gilderoy_Lockhart Pomona_Sprout	10			Edit Delete
Invite Students	Ravenclaw	Albus_Dumbledore Test_Alastor_Moody Dolores_Umbridge Gilderoy_Lockhart Filius_Flitwick	18			Edit Delete
Invite Students	Slytherin	Albus_Dumbledore Dolores_Umbridge Gilderoy_Lockhart Severus_Snape	20			Edit Delete

At the bottom of the page, there is a blue button labeled "ARCHIVE ALL CLASSES IN SCHOOL" with a red circle containing the number 3 next to it.

3 Scroll to the bottom of the page and click on "Archive All Classes in School"



The screenshot shows the 'My Classes' page with a search bar and an "ADD A CLASS" button. Below the search bar is a table with the following data:

INVITE STUDENTS BY SENDING THEM THEIR CLASS ACCESS CODE	CODE	TEACHERS	STUDENTS	DEPARTMENT	YEAR GROUP	
Invite Students	Gryffindor	Albus_Dumbledore Test_Alastor_Moody Dolores_Umbridge Minerva_McGonagall	22			Edit Delete
Invite Students	Hufflepuff	Albus_Dumbledore Test_Alastor_Moody Gilderoy_Lockhart Pomona_Sprout	10			Edit Delete
Invite Students	Ravenclaw	Albus_Dumbledore Test_Alastor_Moody Dolores_Umbridge Gilderoy_Lockhart Filius_Flitwick	18			Edit Delete
Invite Students	Slytherin	Albus_Dumbledore	20			Edit Delete

A red circle containing the number 4 is positioned over the "Edit | Delete" link in the first row of the table.

4 And you are done!

Note: If someone in your school has already started creating this year's classes, we will send you a nice little warning message about this. If this is the case, you will have to delete the classes individually by clicking on "Delete"

How do I create new classes?

Out with the old and in with new. Let's set up some brand new classes:

The screenshot shows the 'My School | Classes' page. At the top, there is a navigation bar with 'My Classes', 'Questions', 'Insights', 'Feedback', 'Help', and a user profile 'Albus_Dumbledore'. Below the navigation bar, the page title 'My School | Classes' is displayed. A search bar contains the text 'Dark Arts'. To the right of the search bar is a blue button labeled 'ADD A CLASS', which is highlighted with a red circle containing the number 1. Below the search bar is a table with the following columns: 'INVITE STUDENTS BY SENDING THEM THEIR CLASS ACCESS CODE', 'CODE', 'TEACHERS', 'STUDENTS', 'DEPARTMENT', 'YEAR GROUP', and an empty column. The table contains four rows of data:

INVITE STUDENTS BY SENDING THEM THEIR CLASS ACCESS CODE	CODE	TEACHERS	STUDENTS	DEPARTMENT	YEAR GROUP	
Invite Students	Gryffindor	Albus_Dumbledore Test_Alastor_Moody Dolores_Umbridge Minerva_McGonagall	22			Edit Delete
Invite Students	Hufflepuff	Albus_Dumbledore Test_Alastor_Moody Gilderoy_Lockhart Pomona_Sprout	10			Edit Delete
Invite Students	Ravenclaw	Albus_Dumbledore Test_Alastor_Moody Dolores_Umbridge Gilderoy_Lockhart Filius_Flitwick	18			Edit Delete
Invite Students	Slytherin	Albus_Dumbledore	20			Edit Delete

The screenshot shows the 'My School | Classes' page after a new class has been created. The search bar now contains the text 'Enter your class name here!'. The 'ADD A CLASS' button is still present. Below the search bar is a table with the same columns as the previous screenshot. The table now contains five rows of data:

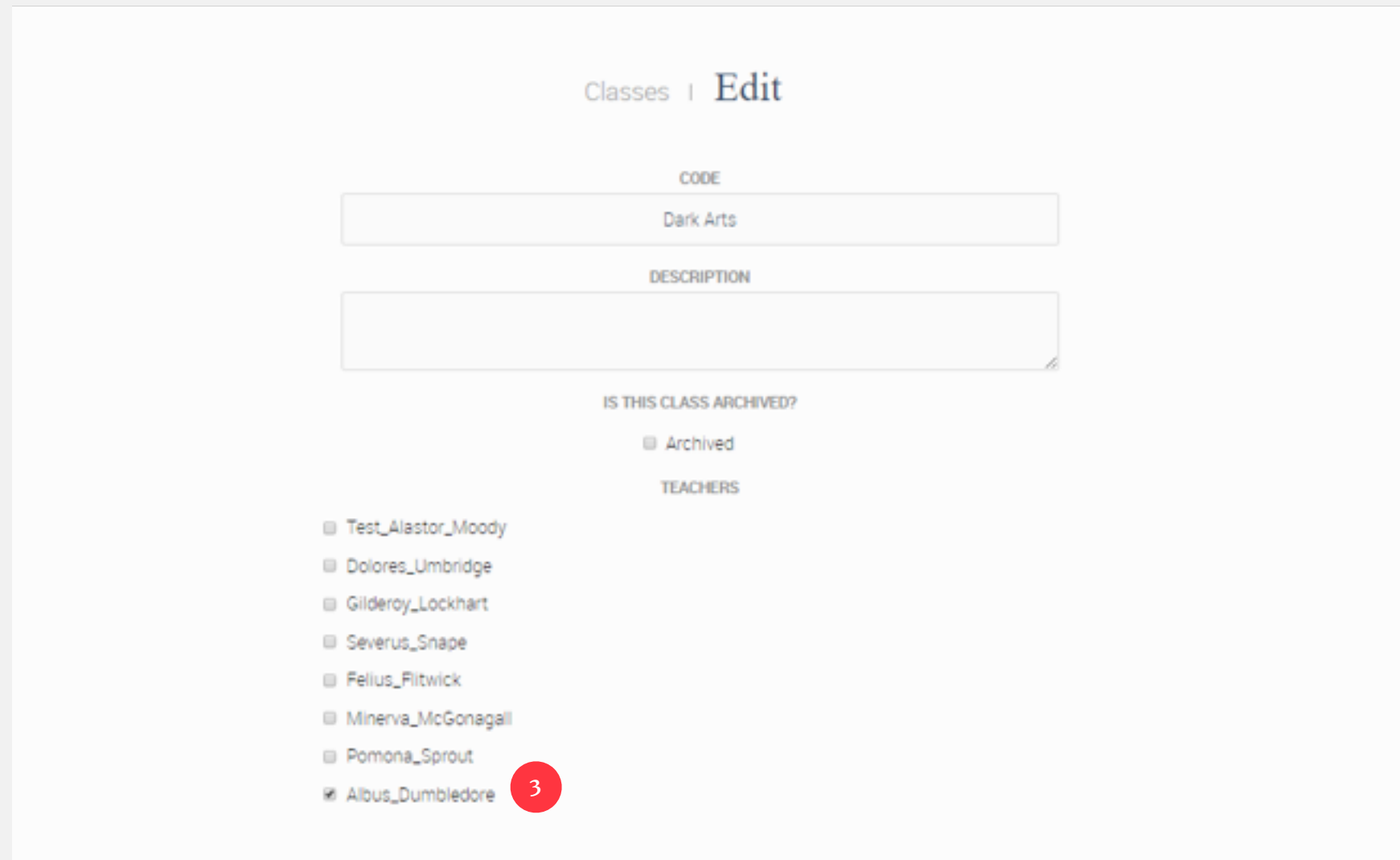
INVITE STUDENTS BY SENDING THEM THEIR CLASS ACCESS CODE	CODE	TEACHERS	STUDENTS	DEPARTMENT	YEAR GROUP	
Invite Students	Dark Arts	Albus_Dumbledore	0			Edit Delete
Invite Students	Gryffindor	Albus_Dumbledore Test_Alastor_Moody Dolores_Umbridge Minerva_McGonagall	22			Edit Delete
Invite Students	Hufflepuff	Albus_Dumbledore Test_Alastor_Moody Gilderoy_Lockhart Pomona_Sprout	10			Edit Delete
Invite Students	Ravenclaw	Albus_Dumbledore Test_Alastor_Moody Dolores_Umbridge Gilderoy_Lockhart Filius_Flitwick	18			Edit Delete

1 On the Manage Classes page, just type in your Class Name, and click "Add a Class"

2 Your class has now been created, and by default the person who created it will be the assigned teacher. You can easily change this by clicking on "Edit"

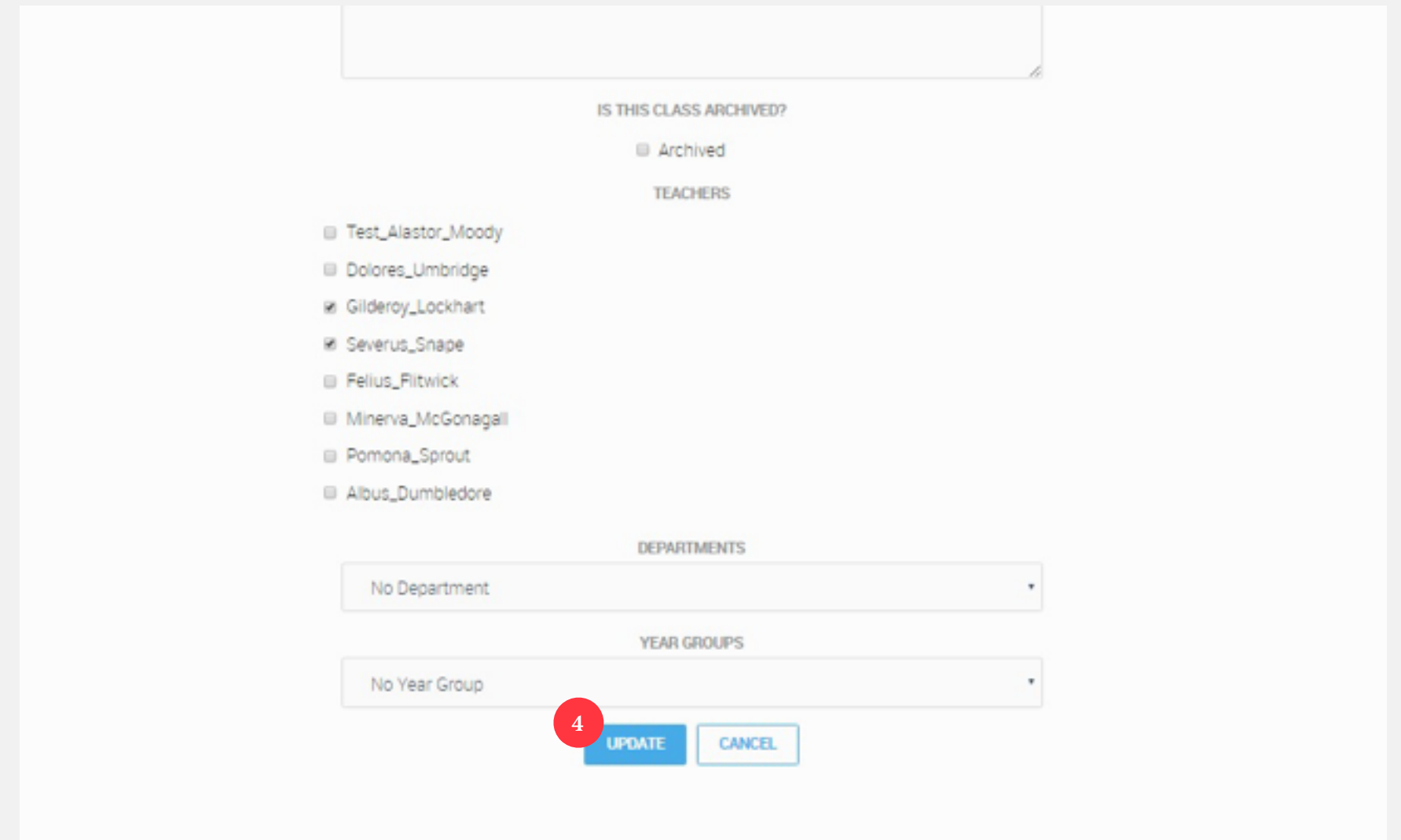
How do I create new classes?

Out with the old and in with new. Let's set up some brand new classes:



The screenshot shows the 'Classes | Edit' form. The 'CODE' field contains 'Dark Arts'. The 'DESCRIPTION' field is empty. The 'IS THIS CLASS ARCHIVED?' checkbox is unchecked. The 'TEACHERS' section has a list of teachers with checkboxes: Test_Alastor_Moody, Dolores_Umbridge, Gilderoy_Lockhart, Severus_Snape, Filius_Flitwick, Minerva_McGonagall, Pomona_Sprout, and Albus_Dumbledore. A red circle with the number '3' is next to the Albus_Dumbledore checkbox.

- 3 And then choosing the teacher or teachers who should be assigned to the class

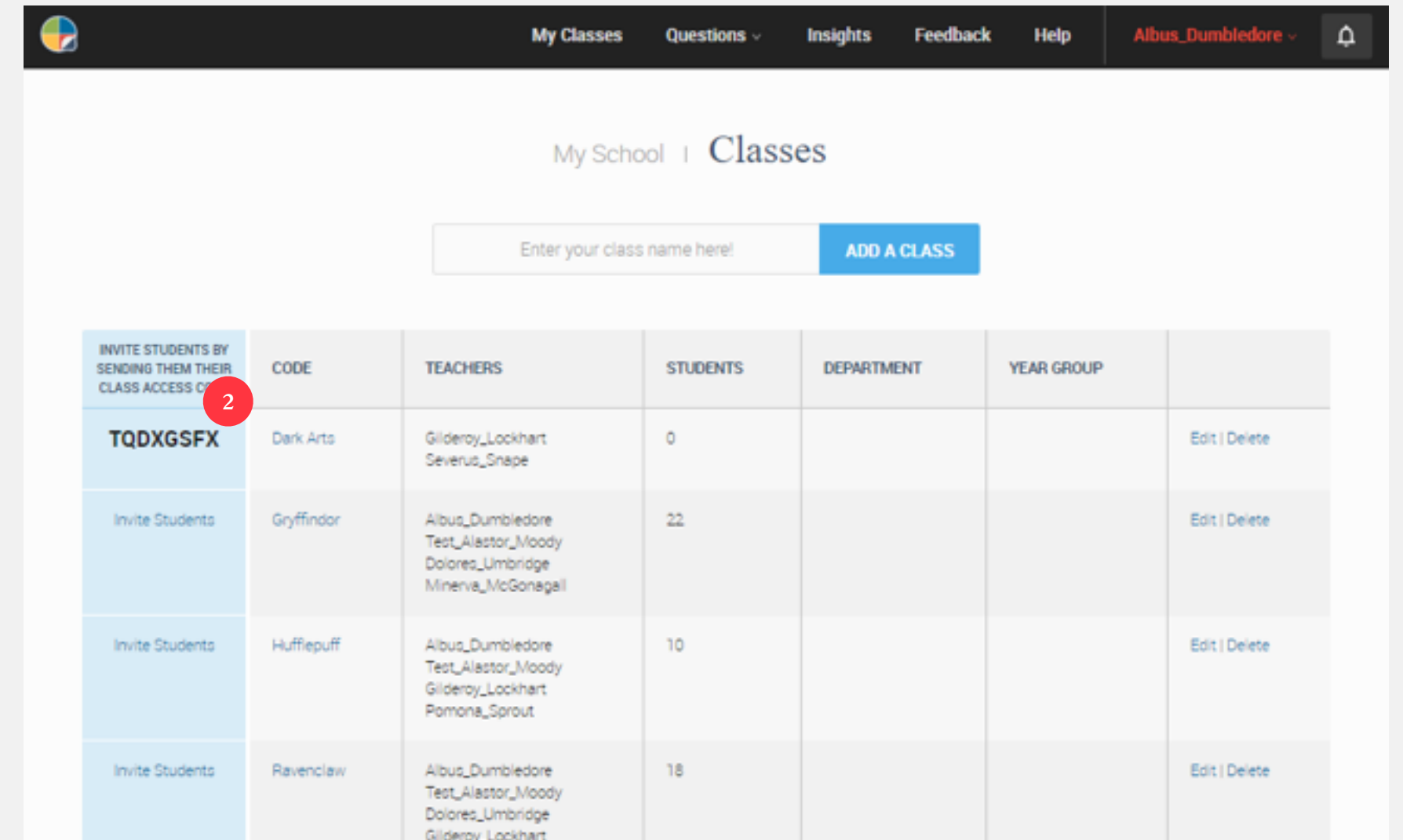
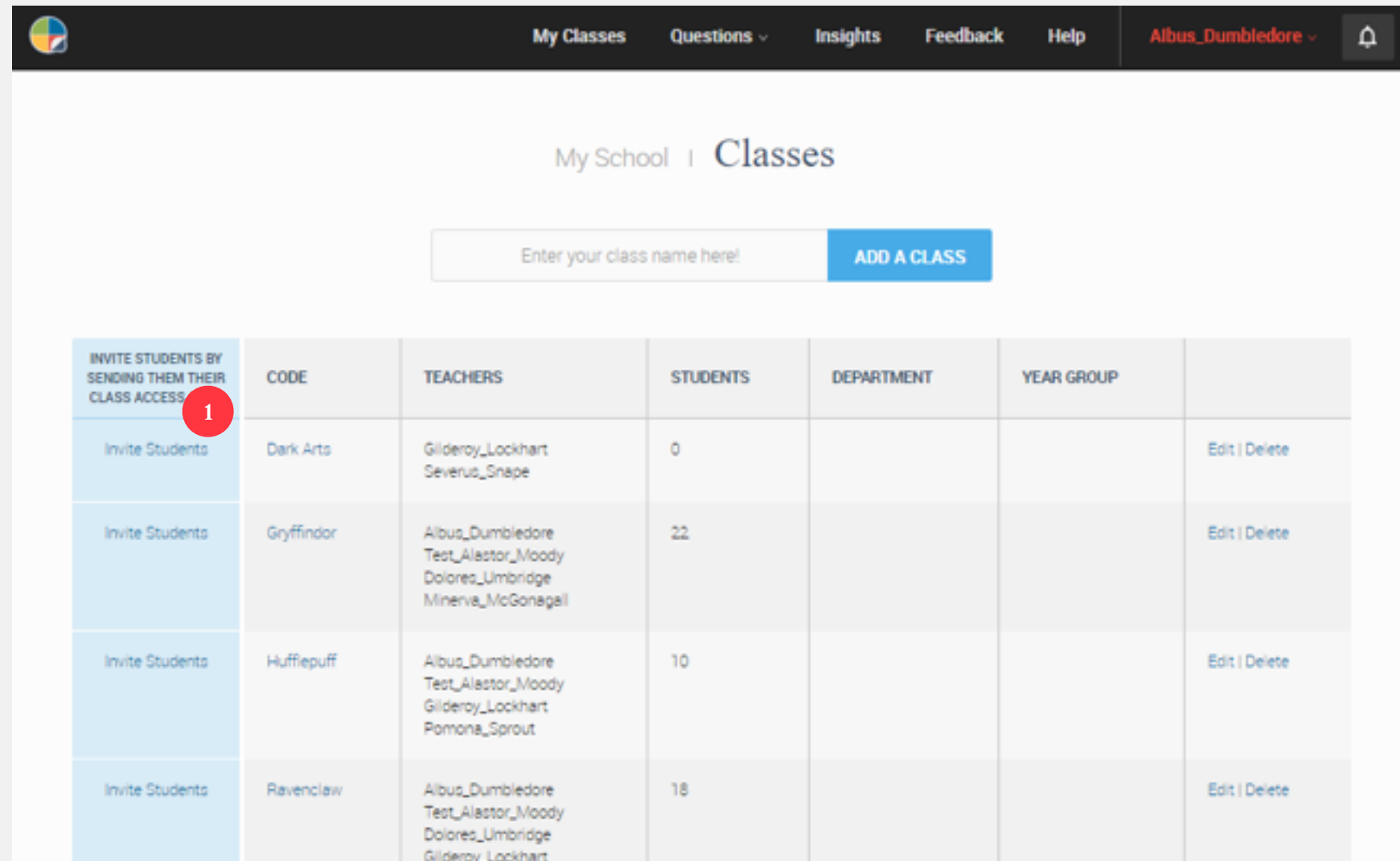


The screenshot shows the 'Classes | Edit' form. The 'IS THIS CLASS ARCHIVED?' checkbox is unchecked. The 'TEACHERS' section has a list of teachers with checkboxes: Test_Alastor_Moody, Dolores_Umbridge, Gilderoy_Lockhart, Severus_Snape, Filius_Flitwick, Minerva_McGonagall, Pomona_Sprout, and Albus_Dumbledore. The 'DEPARTMENTS' dropdown menu is set to 'No Department'. The 'YEAR GROUPS' dropdown menu is set to 'No Year Group'. A red circle with the number '4' is next to the 'UPDATE' button.

- 4 Finally click "Update" at the bottom of the screen. Repeat this process until you have all this year's classes on the system!

How do students join a class?

We have experimented with spreadsheets, randomly generated usernames, and numerous other methods, but the one that seems to cause the fewest headaches for us busy teachers is the following:

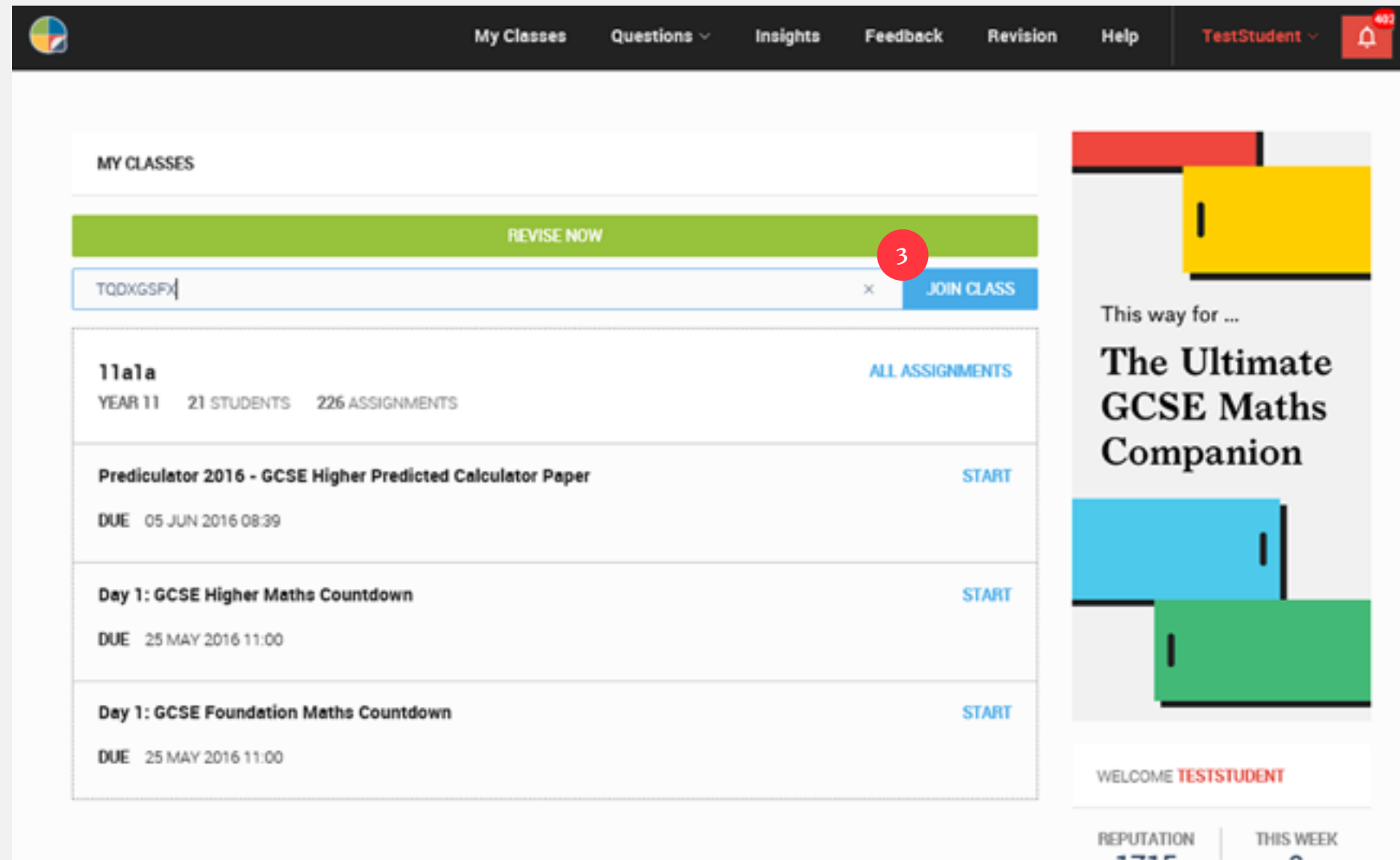


1 On the Manage Classes page, find the class you want and click “Invite Students” on the left hand side

2 Give this code to all the students in your class

How do students join a class?

We have experimented with spreadsheets, randomly generated usernames, and numerous other methods, but the one that seems to cause the fewest headaches for us busy teachers is the following:



The screenshot shows the TestStudent website interface. At the top, there is a navigation bar with links for 'My Classes', 'Questions', 'Insights', 'Feedback', 'Revision', and 'Help'. The user is logged in as 'TestStudent'. Below the navigation bar, there is a 'MY CLASSES' section. A green bar with 'REVISE NOW' is visible. Below that, there is a search bar containing the class code 'TQDXGSPX' and a blue 'JOIN CLASS' button. A red circle with the number '3' is placed over the 'JOIN CLASS' button. Below the search bar, there is a list of classes with details such as '11a1a', 'YEAR 11', '21 STUDENTS', '226 ASSIGNMENTS', and 'ALL ASSIGNMENTS'. There are also buttons for 'START' and 'DUE' for each class. On the right side, there is a promotional banner for 'The Ultimate GCSE Maths Companion' and a 'WELCOME TESTSTUDENT' message.

- 3 Then, when your student next logs in, tell them to enter the class code at the top of their home screen and click "Join Class"

It is worth doing this live in the classroom with one of your students to show the rest of them how easy it is and leave them no excuses!

How do I find a student's username and password?

I know you will find this hard to believe, but sometimes a student might just have forgotten their username and password. I know, ridiculous, right? If that is the case, then all you need to do is:

The screenshot shows the GCSE Maths Companion dashboard. At the top, there are progress bars for 'STUDENTS' and 'ANSWERS'. Below these are four sections representing different houses: Gryffindor (22 students, 0 assignments), Ravenclaw (18 students, 0 assignments), Hufflepuff (10 students, 0 assignments), and Slytherin (20 students, 0 assignments). Each house section has 'INVITE STUDENTS' and 'MANAGE CLASS' buttons. On the right side, there is a 'GCSE Maths Companion' logo and a sidebar with navigation options: 'MY SCHOOL', 'MANAGE SCHOOL', '5 CLASSES', '70 STUDENTS' (highlighted with a red circle and the number 1), '8 TEACHERS', '0 DEPARTMENTS', and '0 YEAR GROUPS'.

The screenshot shows the 'My School | Students' page. At the top, there is a navigation bar with 'My Classes', 'Questions', 'Insights', 'Feedback', 'Help', and a user profile 'Albus_Dumbledore'. Below the navigation bar is the title 'My School | Students' and a 'CREATE A STUDENT' button. The main content area shows a table of students with columns for 'USERNAME', 'FULLNAME', and 'PASSWORD'. The first row is highlighted with a red circle and the number 2. The table lists students like t_Hannah_Abbott, t_Marcus_Belby, t_Katie_Bell, t_Sirius_Black, t_Regulus_Black, and t_Phineas_Black.

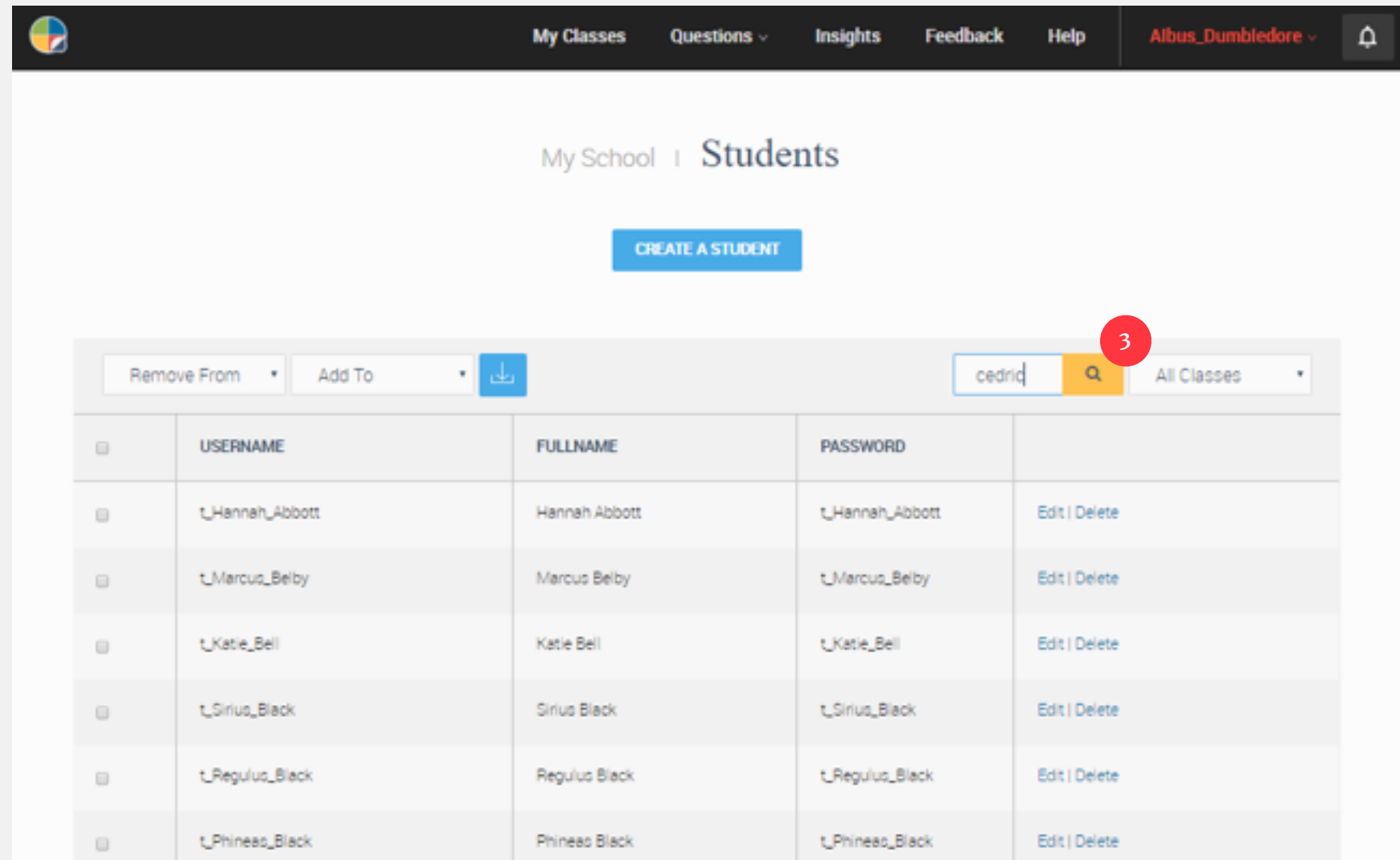
	USERNAME	FULLNAME	PASSWORD	
2	t_Hannah_Abbott	Hannah Abbott	t_Hannah_Abbott	Edit Delete
	t_Marcus_Belby	Marcus Belby	t_Marcus_Belby	Edit Delete
	t_Katie_Bell	Katie Bell	t_Katie_Bell	Edit Delete
	t_Sirius_Black	Sirius Black	t_Sirius_Black	Edit Delete
	t_Regulus_Black	Regulus Black	t_Regulus_Black	Edit Delete
	t_Phineas_Black	Phineas Black	t_Phineas_Black	Edit Delete

1 On your dashboard, scroll down and click on "Students" on the right-hand side

2 This will take you to a page where all the students in your school are listed in alphabetical order based on their surname

How do I find a student's username and password?

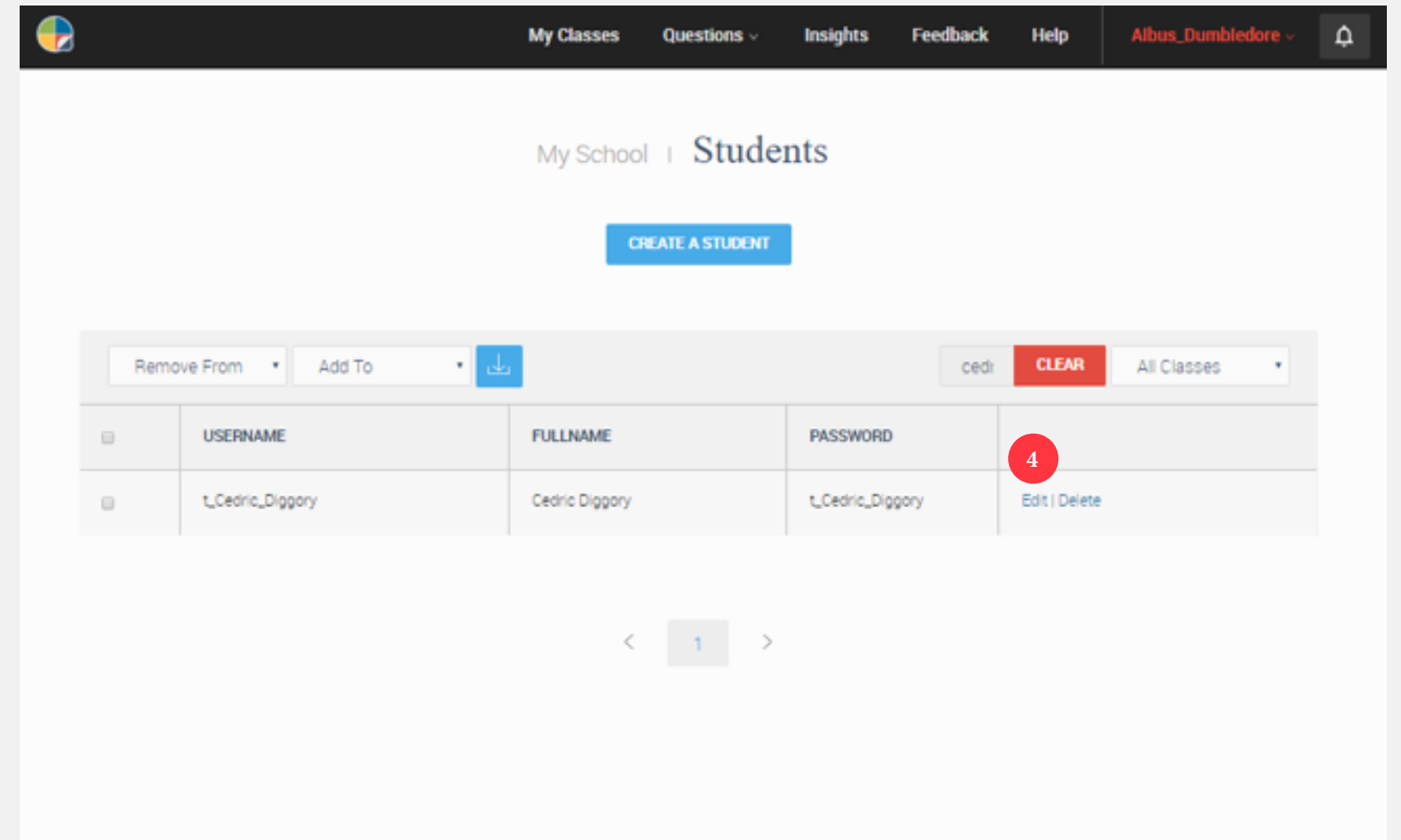
I know you will find this hard to believe, but sometimes a student might just have forgotten their username and password. I know, ridiculous, right? If that is the case, then all you need to do is:



The screenshot shows the 'Students' page with a search filter applied. The search bar contains 'cedric' and a magnifying glass icon. A red circle with the number '3' is placed over the search bar. The table below shows a list of students with columns for USERNAME, FULLNAME, and PASSWORD. The first row is highlighted.

	USERNAME	FULLNAME	PASSWORD	
<input type="checkbox"/>	t_Hannah_Abbott	Hannah Abbott	t_Hannah_Abbott	Edit Delete
<input type="checkbox"/>	t_Marcus_Belby	Marcus Belby	t_Marcus_Belby	Edit Delete
<input type="checkbox"/>	t_Katie_Bell	Katie Bell	t_Katie_Bell	Edit Delete
<input type="checkbox"/>	t_Sirius_Black	Sirius Black	t_Sirius_Black	Edit Delete
<input type="checkbox"/>	t_Regulus_Black	Regulus Black	t_Regulus_Black	Edit Delete
<input type="checkbox"/>	t_Phineas_Black	Phineas Black	t_Phineas_Black	Edit Delete

- 3 Find the students you want either by filtering by class or by a name search, both available on the top-right



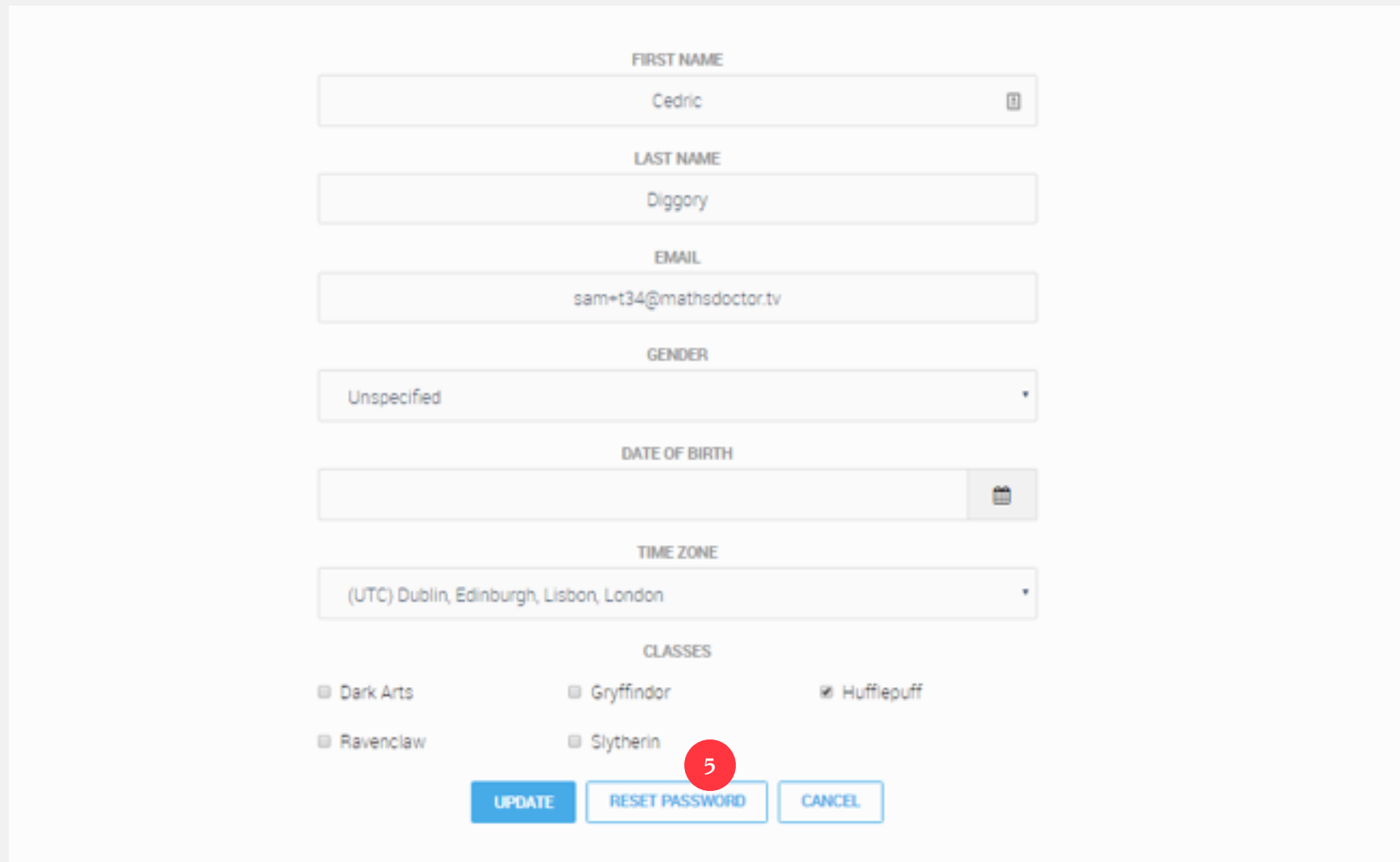
The screenshot shows the 'Students' page with a student selected. The search bar contains 'cedri' and a red 'CLEAR' button. A red circle with the number '4' is placed over the 'Edit | Delete' link for the selected student. The table below shows a list of students with columns for USERNAME, FULLNAME, and PASSWORD. The first row is highlighted.

	USERNAME	FULLNAME	PASSWORD	
<input type="checkbox"/>	t_Cedric_Diggory	Cedric Diggory	t_Cedric_Diggory	Edit Delete

- 4 This will reveal the student's username. But what about their password? Well, when you have found the student, click on "Edit"

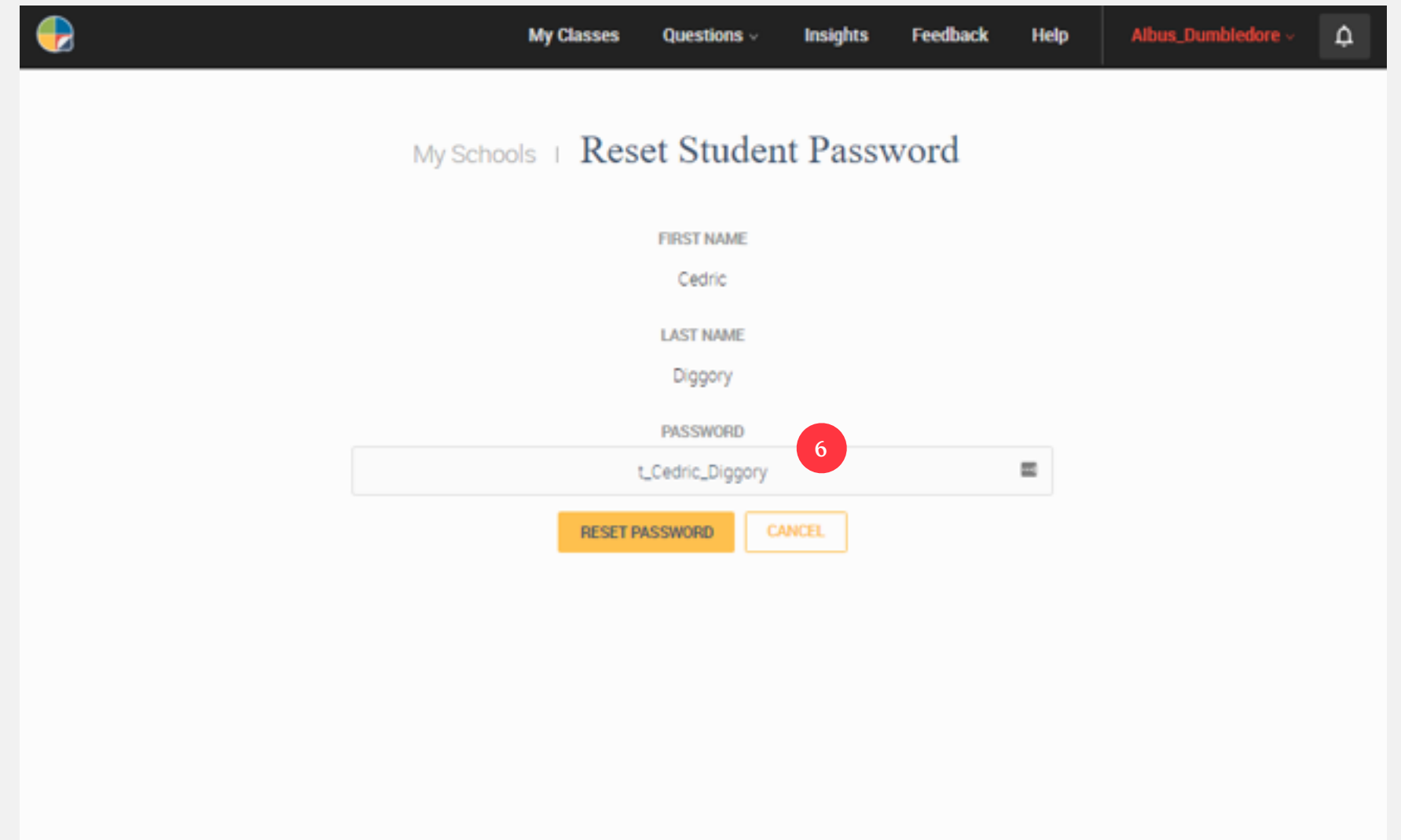
How do I find a student's username and password?

I know you will find this hard to believe, but sometimes a student might just have forgotten their username and password. I know, ridiculous, right? If that is the case, then all you need to do is:



A screenshot of a student profile page. The form includes fields for FIRST NAME (Cedric), LAST NAME (Diggory), EMAIL (sam+t34@mathsdoctor.tv), GENDER (Unspecified), DATE OF BIRTH, TIME ZONE ((UTC) Dublin, Edinburgh, Lisbon, London), and CLASSES (Dark Arts, Gryffindor, Hufflepuff, Ravenclaw, Slytherin). At the bottom, there are three buttons: UPDATE, RESET PASSWORD (highlighted with a red circle and the number 5), and CANCEL.

- 5 On this page you can do a whole host of things, including move them to another class. But at the bottom of the page, you will see “Reset Password”

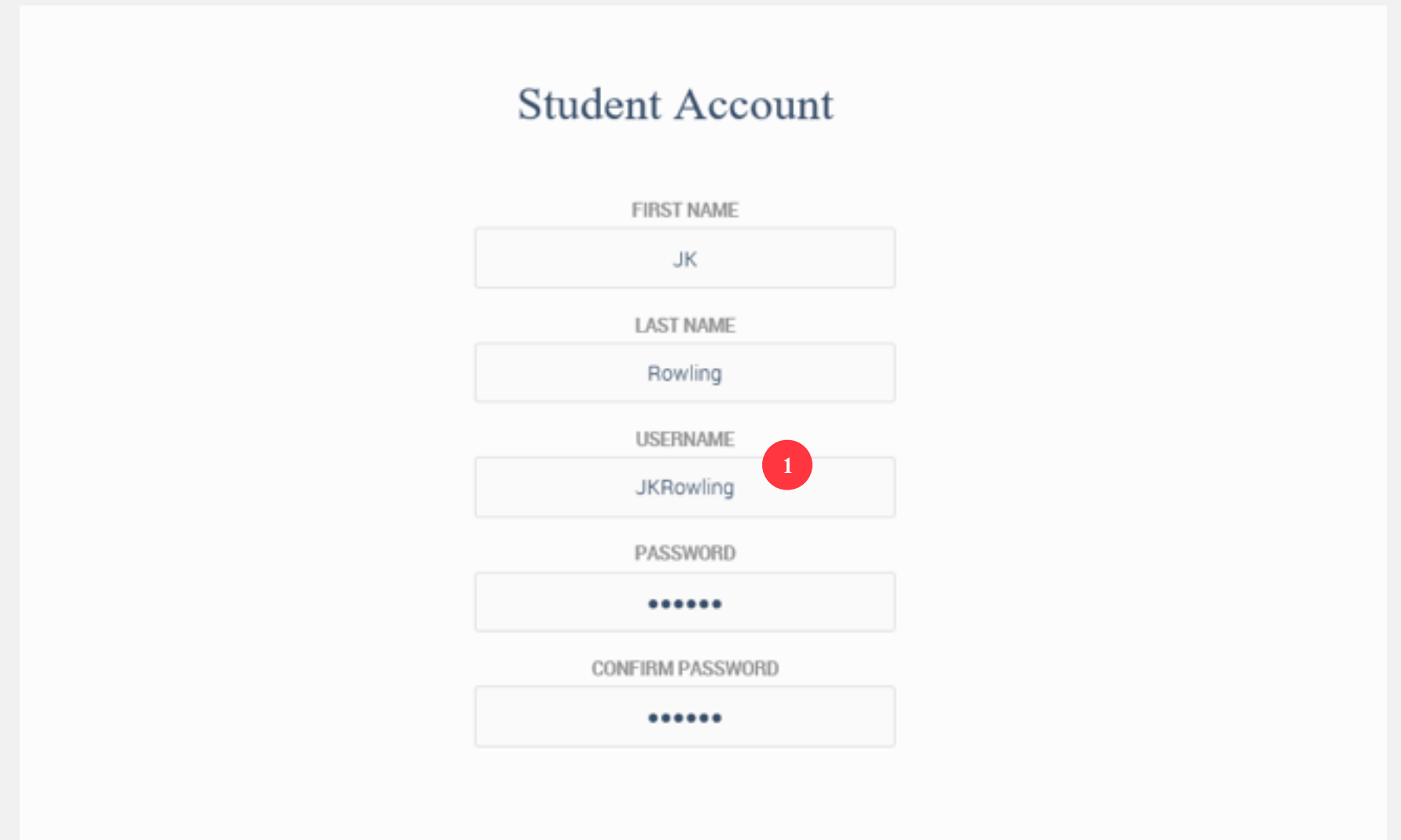
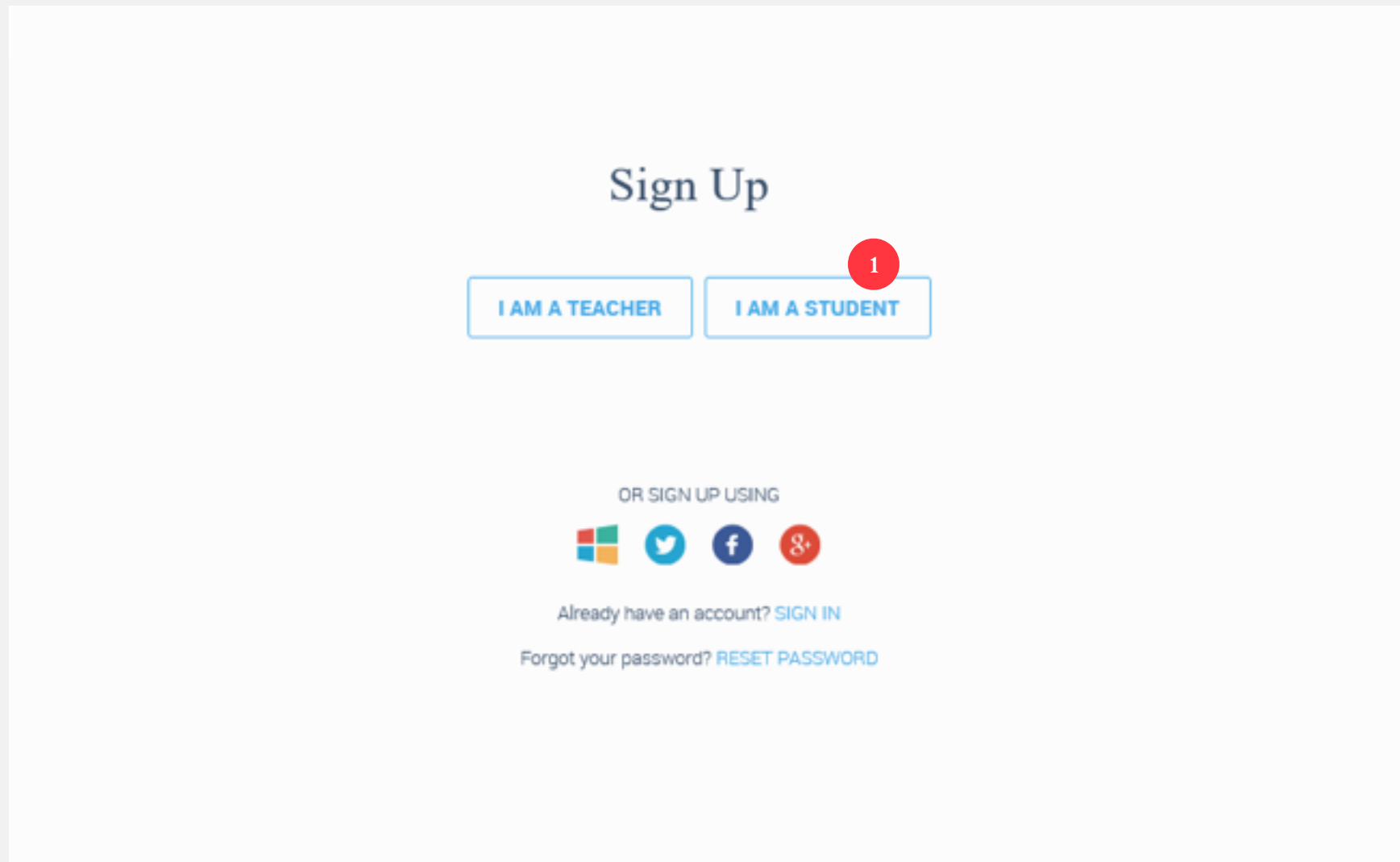


A screenshot of a 'Reset Student Password' page. The form includes fields for FIRST NAME (Cedric), LAST NAME (Diggory), and PASSWORD (t_Cedric_Diggory). Below the password field are two buttons: RESET PASSWORD and CANCEL. A red circle with the number 6 highlights the password input field.

- 6 Choose a new password, tell the student, and crisis over!

How do I add new students?

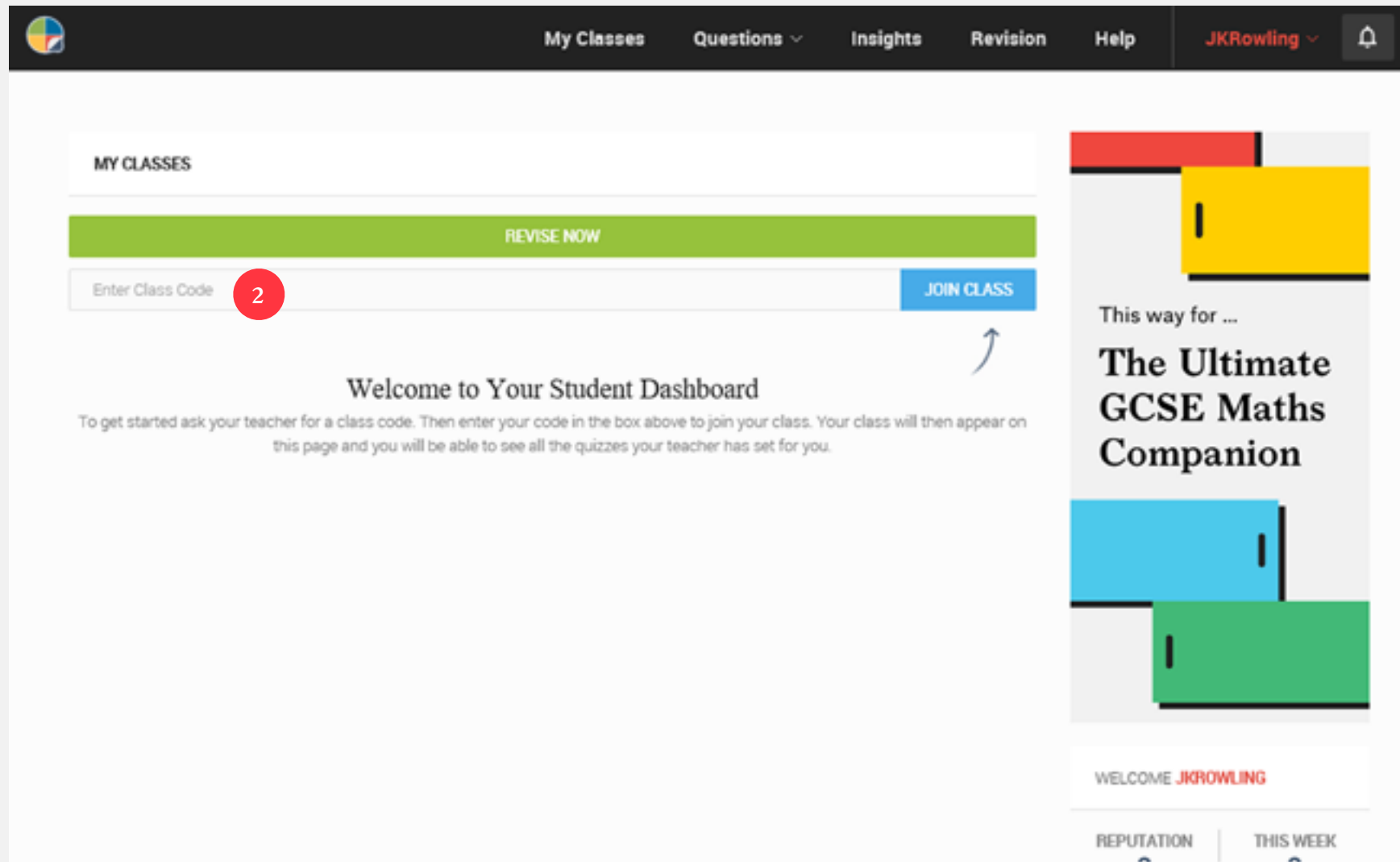
With a whole new crop of students having joined your school, you don't want them feeling left out. So, follow these steps to get them on the system:



- 1 Simply get your students to sign up to the system using their school email address and either a username of their choice, or direct them to enter the one they use for other systems such as Moodle, MyMaths or Show My Homework

How do I add new students?

With a whole new crop of students having joined your school, you don't want them feeling left out. So, follow these steps to get them on the system:

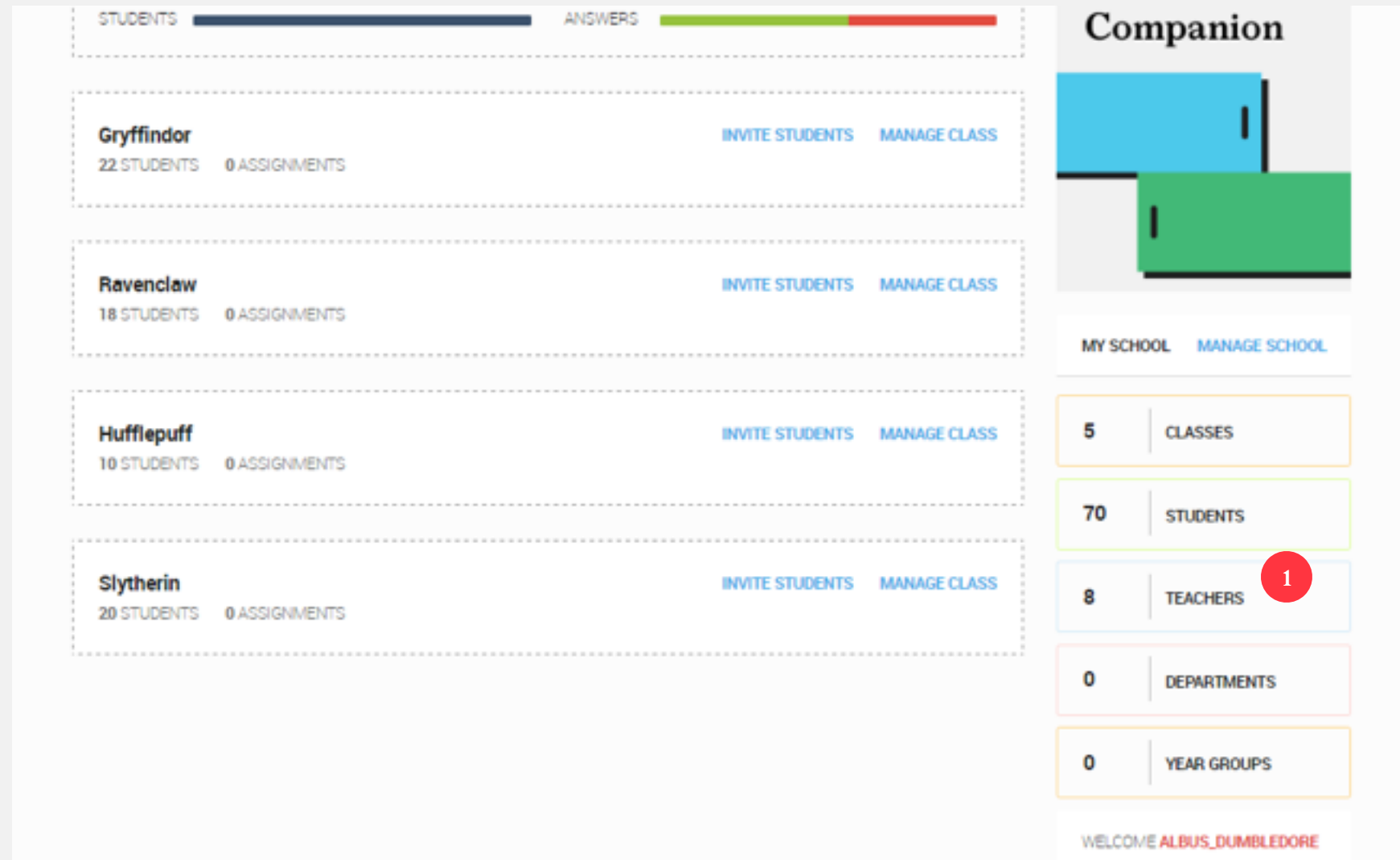


- 2 When they have registered, students are promoted to enter in their class code

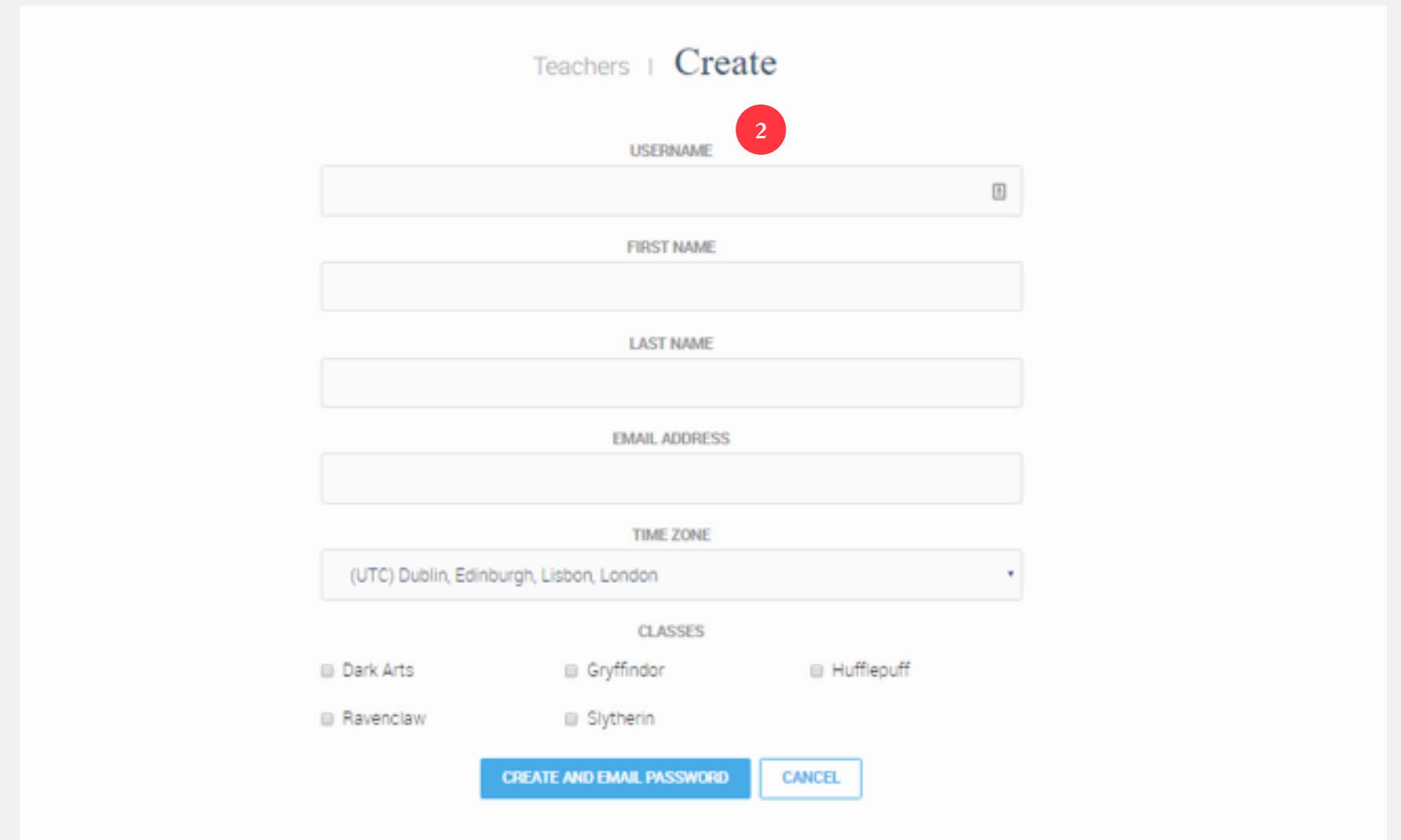
I know what you are wondering... can a student belong to more than one class, such as a revision class or an intervention class? Of course they can! Just create a new class using the instructions above, and get the student to enter in that class invite code.

How do I add a new teacher?

Did you know, some teachers are not registered on our system? They have never lived! Well, help them see the light by following these steps:



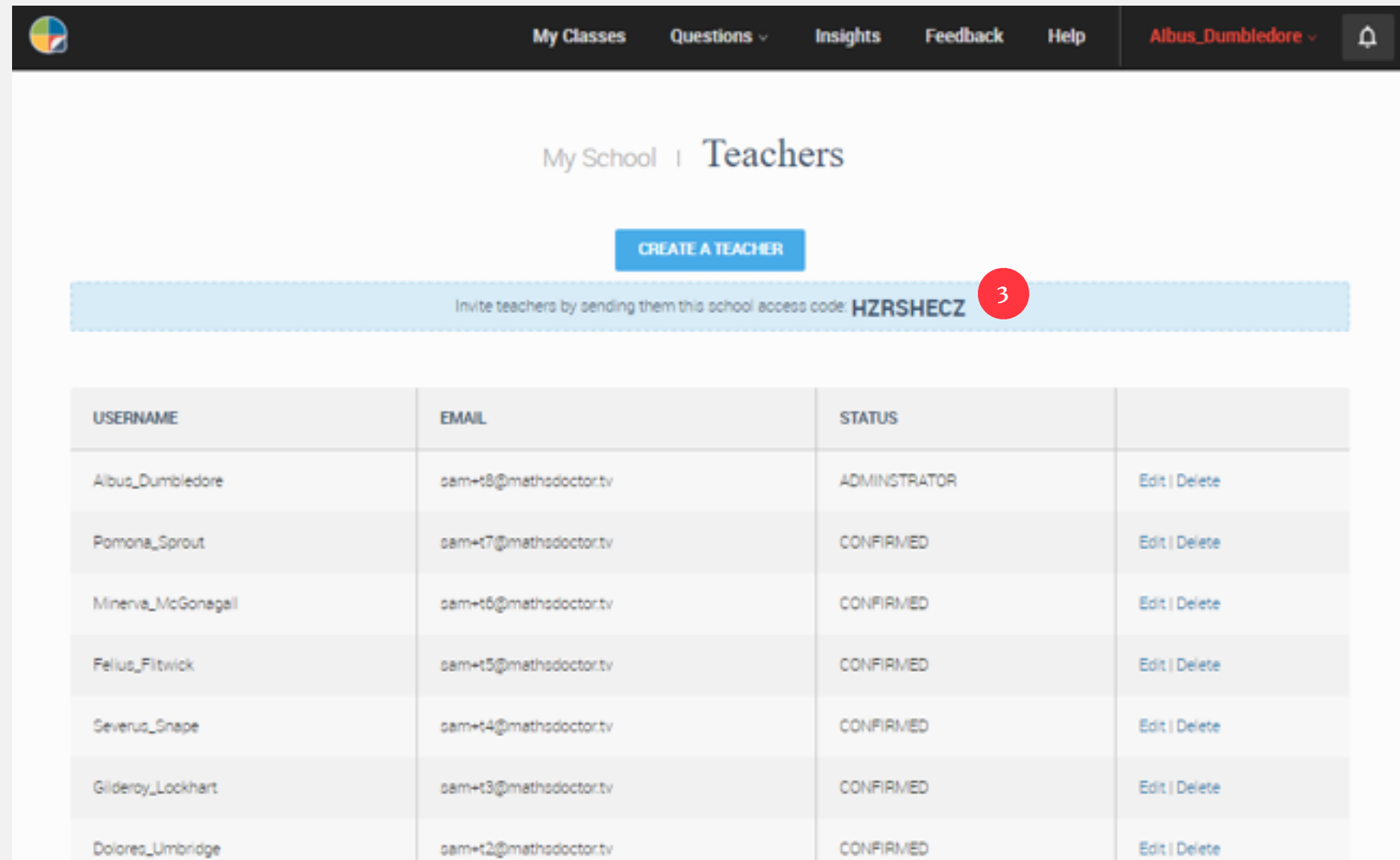
- 1 On the My Classes page, scroll down the page, find "Teachers" on the right-hand side and give it a click



- 2 Here you can either Create a Teacher, by entering all their details...

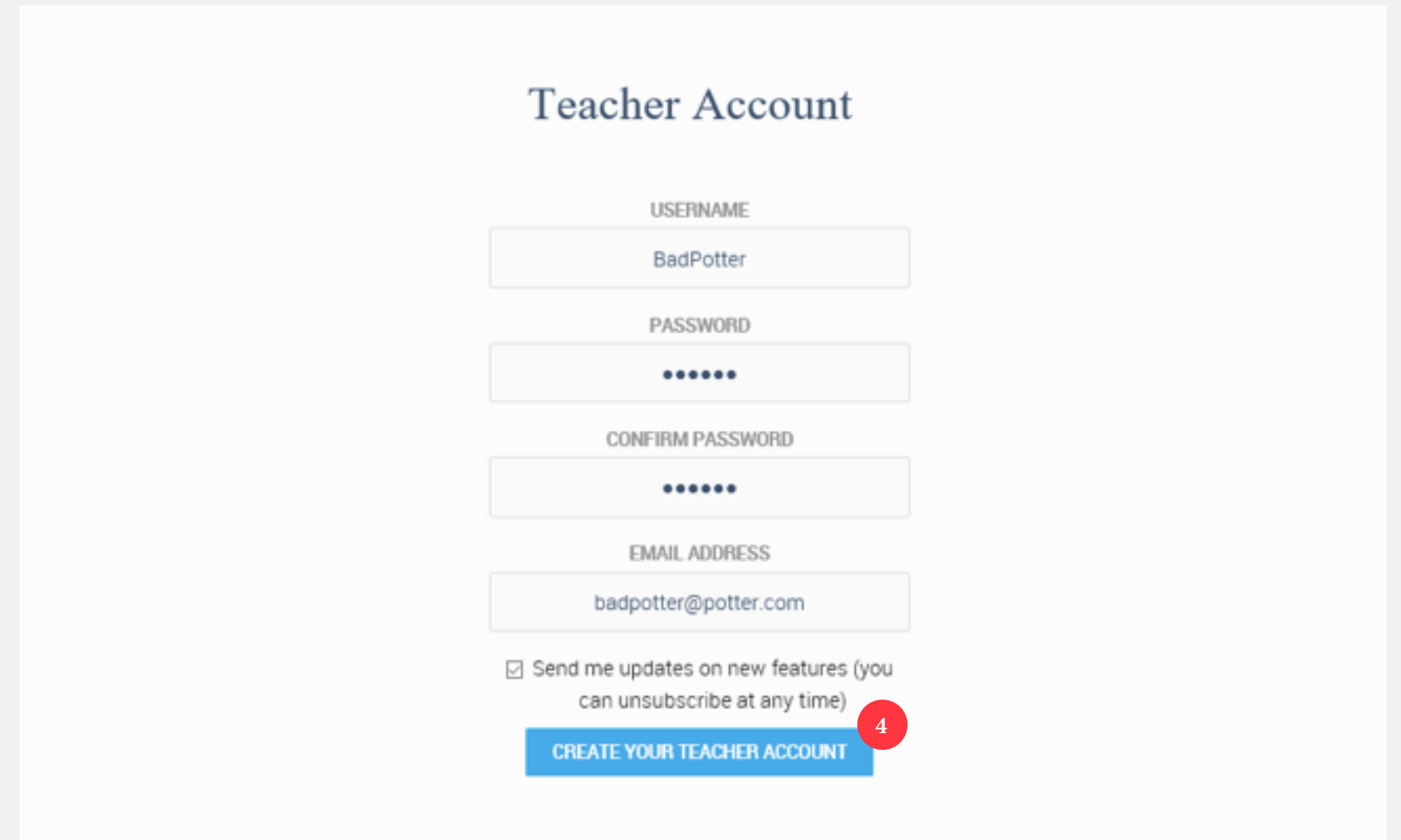
How do I add a new teacher?

Did you know, some teachers are not registered on our system? They have never lived! Well, help them see the light by following these steps:



USERNAME	EMAIL	STATUS	
Albus_Dumbledore	sam+t8@mathdoctortv	ADMINISTRATOR	Edit Delete
Pomona_Sprout	sam+t7@mathdoctortv	CONFIRMED	Edit Delete
Minerva_McGonagall	sam+t5@mathdoctortv	CONFIRMED	Edit Delete
Filius_Flitwick	sam+t5@mathdoctortv	CONFIRMED	Edit Delete
Severus_Snape	sam+t4@mathdoctortv	CONFIRMED	Edit Delete
Gilderoy_Lockhart	sam+t3@mathdoctortv	CONFIRMED	Edit Delete
Dolores_Umbridge	sam+t2@mathdoctortv	CONFIRMED	Edit Delete

- 3 ... or Invite a Teacher, which will generate a school access code, which works exactly the same way as class invite codes do for students



- 4 If you choose the latter option, the teacher in question will need to register with the site...

How do I add a new teacher?

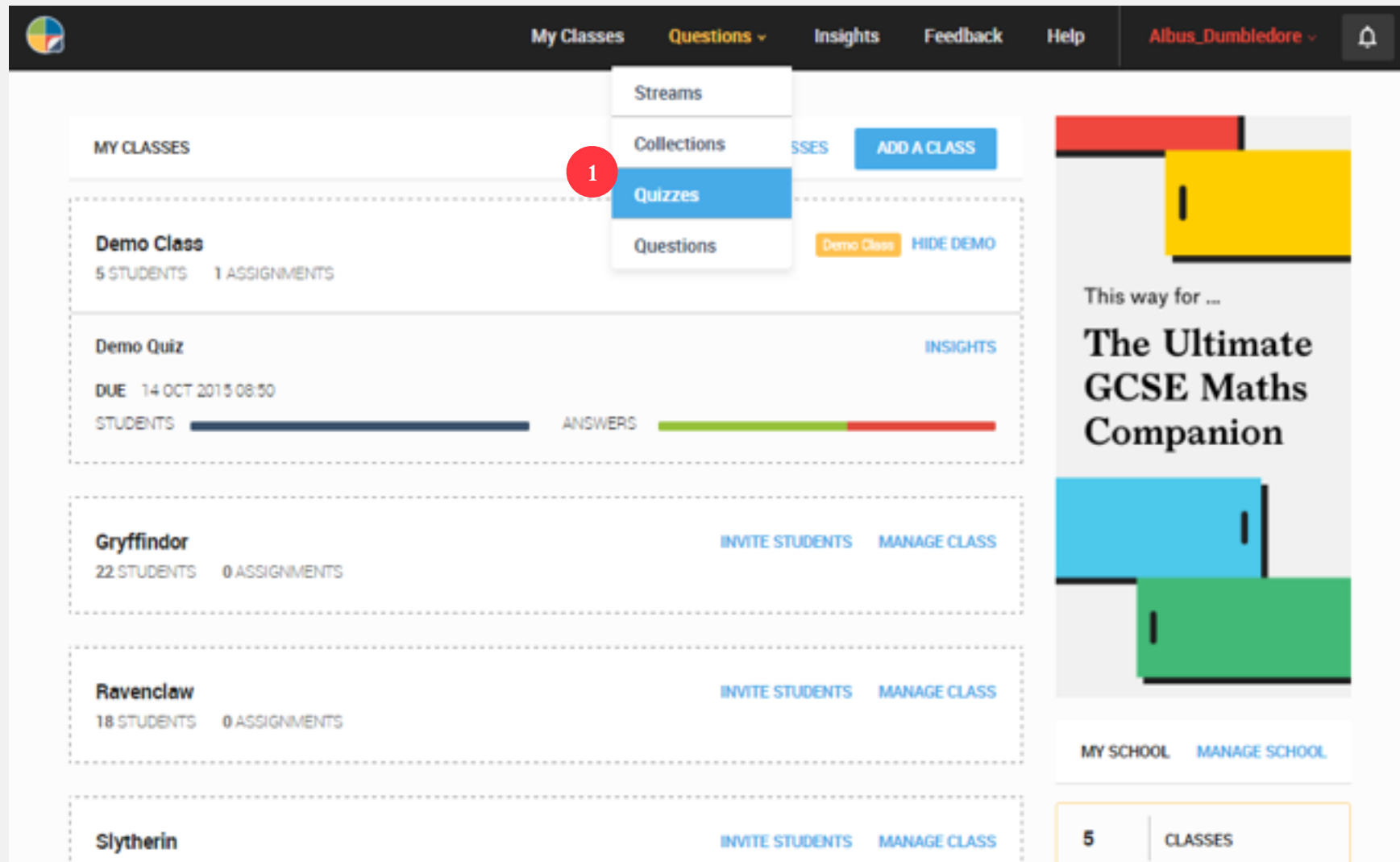
Did you know, some teachers are not registered on our system? They have never lived! Well, help them see the light by following these steps:

The screenshot displays a user interface for a learning management system. On the left, there is a 'Demo Class' section with 5 students and 1 assignment, and a 'Demo Quiz' section due on 14 OCT 2015 08:50. On the right, there is a promotional banner for 'The Ultimate GCSE Maths Companion'. Below the banner is a 'MY SCHOOL' section with a search bar containing 'HZRSHCECZ' and a 'JOIN SCHOOL' button. A red circle with the number '5' is overlaid on the 'JOIN SCHOOL' button. Below the search bar are two summary boxes: '0 CLASSES' and '0 STUDENTS'.

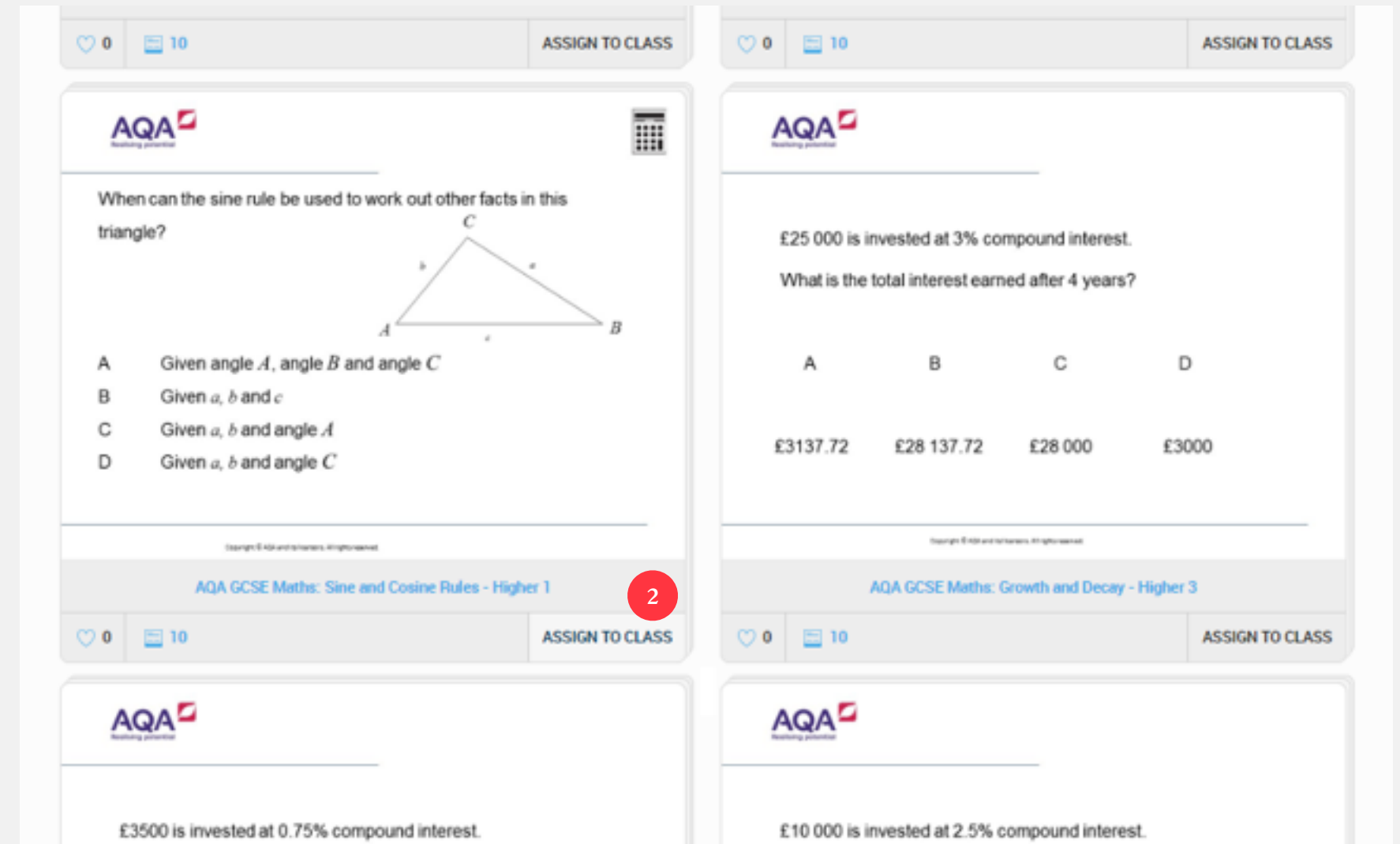
- 5 ... and then scroll down the page, look at the right-hand side, and enter in the school access code

How do I create an assignment?

So, with all your classes set up, it is time to create an assignment. This is dead easy:



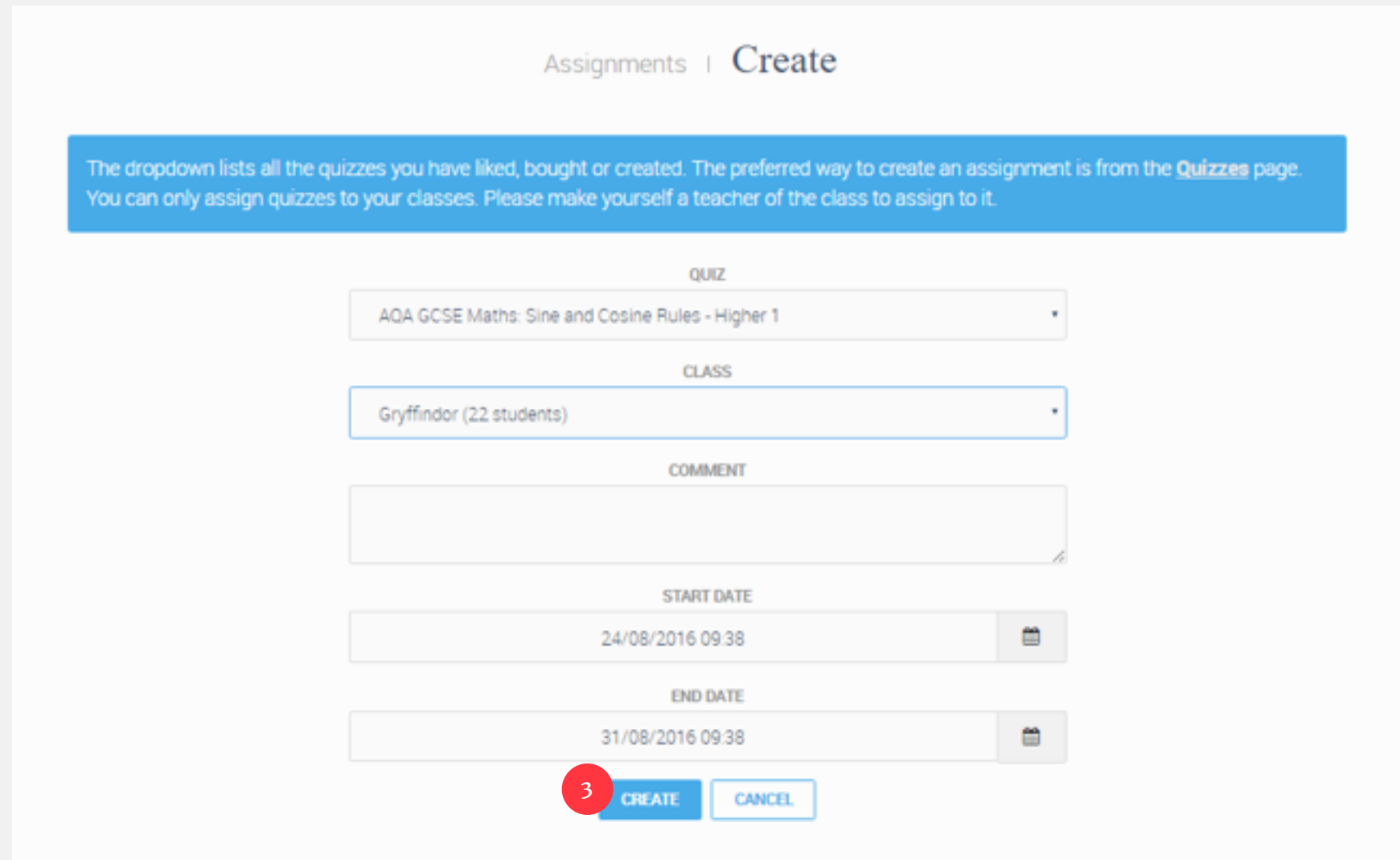
1 From any page, click on Questions > Quizzes



2 Find a quiz you like, and click "Assign to Class"

How do I create an assignment?

So, with all your classes set up, it is time to create and assignment. This is dead easy:



The screenshot shows the 'Create Assignment' interface. At the top, it says 'Assignments | Create'. Below this is a blue informational banner: 'The dropdown lists all the quizzes you have liked, bought or created. The preferred way to create an assignment is from the Quizzes page. You can only assign quizzes to your classes. Please make yourself a teacher of the class to assign to it.' The form consists of several fields: a 'QUIZ' dropdown menu with 'AQA GCSE Maths: Sine and Cosine Rules - Higher 1' selected; a 'CLASS' dropdown menu with 'Gryffindor (22 students)' selected; a 'COMMENT' text area; a 'START DATE' field with '24/08/2016 09:38' and a calendar icon; an 'END DATE' field with '31/08/2016 09:38' and a calendar icon; and finally, a 'CREATE' button (highlighted with a red circle containing the number 3) and a 'CANCEL' button.

- 3 Choose the class, enter any instructions to your students, set a start and end date, and click "Create"!

Thank you!