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## 1.A) How to create an account for Online Game (and log back in!)

It's **FREE** to create an account.

Go to <https://admin.rocketmath.com/register>

You will see this dialog box that asks you for your first name, last name, email address, and asks you to make up a password and then confirm it.

Then click **REGISTER** and you're done.

Now get some seats for your free 30-day trial.

**HINT: Bookmark this site!** <https://admin.rocketmath.com>

You have to come back here to this admin page and login. You come here to set up and **administer** your online game subscriptions. *(Don't go the old Rocket*

*Math site and try to login there.)* You should see this white box on the starfield when you are trying to login.

And, no, this is not where children go to play the game. That's at <https://play.rocketmath.com>

**Login to get into your account.** First make sure you are here with the white box surrounded by the starfield at

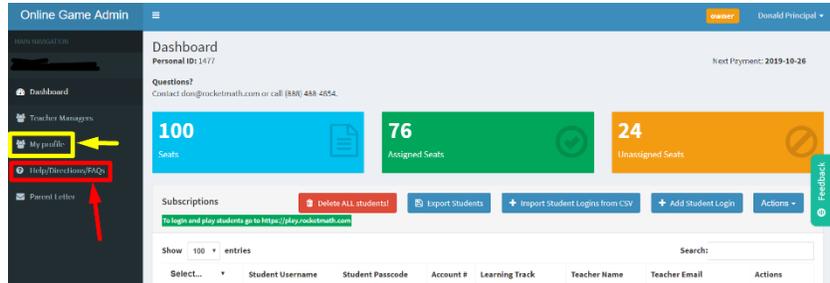
<https://admin.rocketmath.com> Then put in your

email address and then your password. Then click on **AUTHENTICATE** (you already created an account.)

**If you can't get into your account.** If that does not work then you need to hit the "Forgot Your Password" link (see it at the bottom there?). Then a new box will pop up and ask for your email address. Fill that in and click on SEND PASSWORD RESET LINK. Then go to your email and look for the email titled: "Rocket Math Online Game--Reset Password." Open that email and click on the RESET PASSWORD button a little ways down. Up pops a box that looks like the initial login box--just enter your email and then do the password you want two times. Hit the button and you're all set.

## 2.A) How to purchase seats (with 30 day free trial)

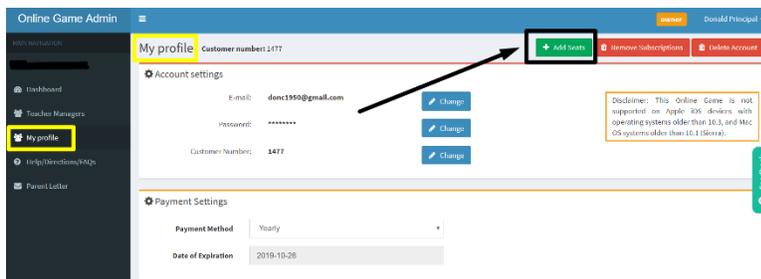
**IMPORTANT.** Please, see the **Help/Directions/FAQs** shown outlined in **red** in the left hand black navigation bar in this picture? That will take you back here to these directions at any time. Faster even than calling Dr. Don, although he is pretty fast.



**Shortcut.** You should have been given a chance to purchase seats as soon as you register, which takes you directly to Step 3 below.

### Three step Purchasing procedure (same process if you're adding more)

#### Step 1: Go to My Profile in your dashboard.



Start by going to the admin page and logging into your account:

<https://admin.rocketmath.com>

On the picture above, see the black navigation bar on left -- outlined in yellow is "My Profile," which is

where you go to add seats to your subscription.

#### Step 2. Click on **+ Add Seats**.

In the "My Profile" page you click on **+ Add Seats** in the upper right side of "My Profile." It looks like this picture. Rocket Math Online Game is a Yearly subscription.

*Note: Follow this same process to add MORE seats to your subscription.*

**Step 3. Set the number of seats.**

After you click on **+ Add Seats** this dialog box will pop up.

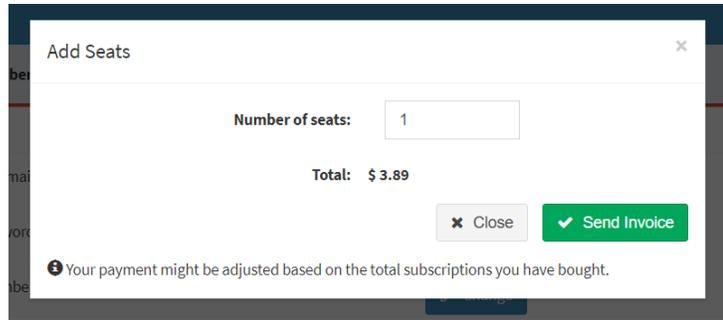
In this picture the price for **one seat is \$3.89 for the year.**

**To order more than one seat** hover

in the box and you'll see arrows to increase the number of seats. Or you can type in the number you want.

This box will automatically discount the price per seat down to **\$2 each if you order 20 or more seats and down to \$1 for quantities of 100 or more seats.** *Note: For more than 50 seats you can save money by ordering 100 at \$1 each.*

**Note:** You are really "Adding Seats" to what you already have. If you have 100 now and you want to have 500, then you need to "Add" 400 seats.



Hit the green **✓ Send Invoice** button. We'll send an invoice to your email when your 30 free days are up. **You will not be able to pay for 30 days.** Once you get your invoice you'll have **30 days** for you (or your school or district) to pay the invoice.

**Purchase Orders Accepted.** You might forward the invoice to your business office so they can use it to create a PO, if they want to do that. If your principal or the district sends us a PO, or otherwise arranges with us, we will send them an invoice from QuickBooks which can be paid with a check, credit card or PayPal.

**PayPal.** If you want to use PayPal yourself, let us know and we'll send you the invoice from our QuickBooks account and you can pay that with PayPal.

### 3.A) How to choose (and assign) Learning Tracks

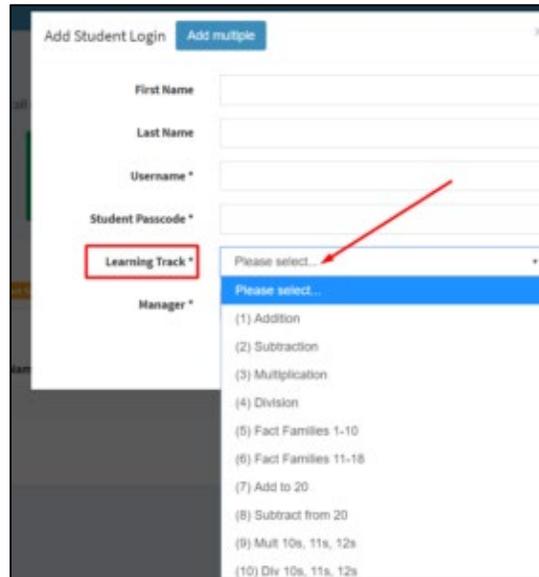
#### Choose from ten Learning Tracks

In the Rocket Math Online Game every student needs to be started in one of the ten Learning Tracks.

A student's Learning Track can be changed at any time,<sup>1</sup> but one must be chosen to begin with.

If you are entering the Student Login **individually**, you can use the pull down menu to select a learning track, as illustrated to the right.

If you are entering the Student Login using the **csv method** of entry you'll need to enter a number for the track. The ten learning tracks are numbered as follows.

A screenshot of the 'Add Student Login' form. The form includes fields for 'First Name', 'Last Name', 'Username \*', 'Student Passcode \*', 'Learning Track \*', and 'Manager \*'. The 'Learning Track \*' field is highlighted with a red box, and a red arrow points to the dropdown menu. The dropdown menu is open, showing a list of ten learning tracks: (1) Addition, (2) Subtraction, (3) Multiplication, (4) Division, (5) Fact Families 1-10, (6) Fact Families 11-18, (7) Add to 20, (8) Subtract from 20, (9) Mult 10s, 11s, 12s, and (10) Div 10s, 11s, 12s.

1. Addition 1s through 9s
2. Subtraction 1s through 9s
3. Multiplication 1s through 9s
4. Division 1s through 9s
5. Fact Families (1 to 10) add and subtract, ex.  $4+5$ ,  $5+4$ ,  $9-4$ ,  $9-5$
6. Fact Families (11 to 18) add and subtract, ex.  $8+7$ ,  $7+8$ ,  $15+7$ ,  $15-8$
7. Add to 20, example  $13+4$ ,  $4+13$ ,
8. Subtract from 20, example  $15-3$ ,  $15-12$ ,
9. Multiplication 10s-11s-12s,
10. Division 10s-11s-12s.

You can use the link below to see a google document showing all the problems learned in each of the Learning Tracks.

[https://docs.google.com/spreadsheets/d/1JWCTBHhMgyC2Ny3AimD\\_wnZYkLPlxrcwzj-EaHVpNzk/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1JWCTBHhMgyC2Ny3AimD_wnZYkLPlxrcwzj-EaHVpNzk/edit?usp=sharing)

#### Considerations, or what to choose when?

**Begin with the basics.** The four basic operations are **most important** and typical expectations is one of those per grade level, so

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<sup>1</sup> See 6.A) in this document "[How to change Learning Tracks](#)"

- 1st grade: Addition,
- 2nd grade: Addition then Subtraction,
- 3rd grade: Multiplication, then go back to Addition and Subtraction,
- 4th grade and above: Multiplication then Division, and then going back to get Addition and Subtraction if those haven't been learned.

**Another way to learn basic Addition and Subtraction Facts.** Learning in Fact Families is just a different order in which to learn the facts.

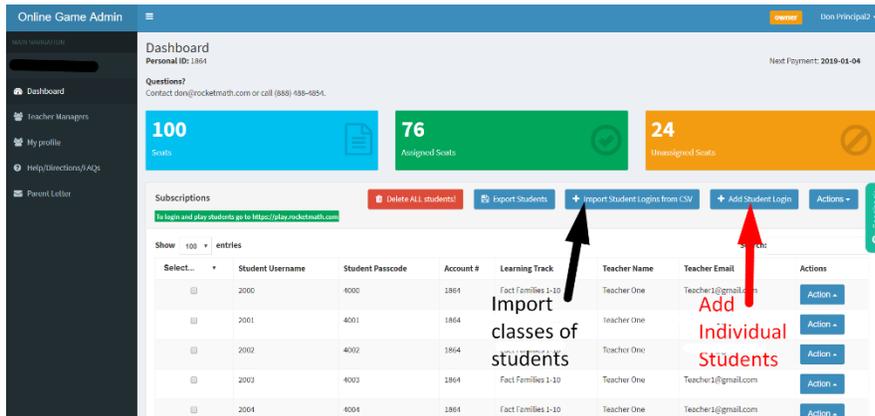
- 1st grade: Fact Families (1 to 10) adding and subtracting.
- 2nd grade: Fact Families (11 to 18) adding and subtracting.
- You can choose Fact Families instead of the basic addition and basic subtraction fact Learning Tracks.
- Optionally, Fact Families is also a good way to review for students who have already learned the basic addition and subtraction facts in first or second grade.

Make sure your students have worked through the expected basic operations for their grade level BEFORE doing any of the optional Learning Tracks.

**Optional Learning Tracks.** Add to 20 and Subtract from 20 are additional problems that the Common Core feels should be committed to memory. They are composed of facts you can figure out if you know the basic 1s through 9s facts, but can be learned AFTER the basics are learned, if there is time in first or second grade. They should not be assigned until after the student has mastered the basic 1s through 9s addition and subtraction facts.

After students learn the basic 1s through 9s multiplication facts, if there is time, they can move on to 10s, 11s, 12s. After basic 1s through 9s division facts are learned (and all the other basic operations are learned) then the 10s, 11s, and 12s are a good use of time.

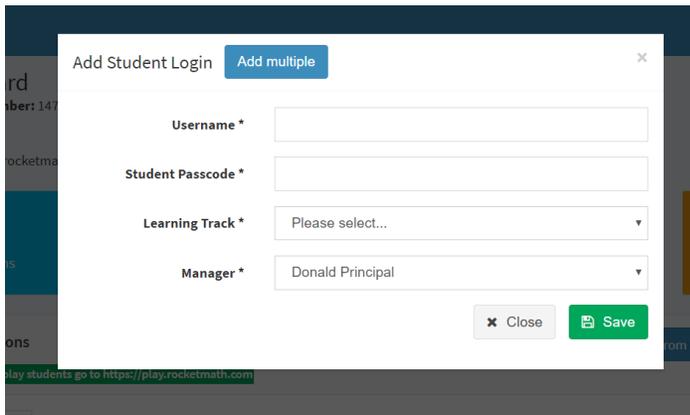
### 3.B) How to add (assign) student login info individually



The orange box on your dashboard shows the number “Unassigned Seats” you have that can be assigned to students. If you have **few enough** students, you can simply add their login information

individually to an unassigned seat. See the red arrow above that says “Add Individual Students.” On your dashboard click on the indicated blue button that says **+ Add Student Login**.

Up pops the dialog box pictured below. Create a simple username and short passcode. It **only** has



to be unique to your school or family, so make it simple and easy to enter.\*\* PLEASE NOTE: **We do not want to collect personally identifiable student information**, so you see there's no place for the student's name. Be sure your usernames help you remember who goes with which username. You do need to know that, but we

don't! Thanks.

Next be sure to choose a **Learning Track** from the pull-down menu.

If you are the owner, you are also the first teacher and you'll be able to see the progress of all the students. (If you have more than yourself as a teacher you should go to the [directions about how to use a CSV file to enter students](#)).

After you hit the green **Save** button your student is ready to play.

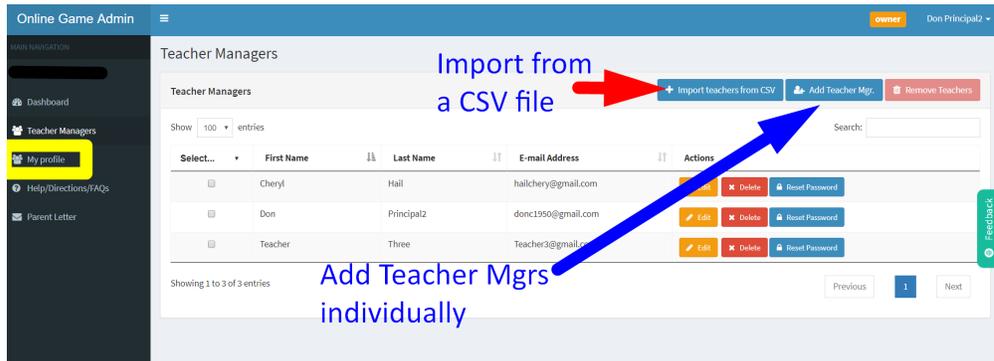
**\*\*BE KIND.** Your child has to enter the username, passcode and Account number every time they login to play. So be kind and make these short, easy to remember, and easy to type in. Initials or nicknames for username, a short word or 3 or 4 digits for a passcode would work great.

**\*\*\*WE ARE NOW KINDER AND GENTLER.** As of October 23, 2018 our default is now to give you the Account number for students to use for login.

**Note to Owners only:** Prior to the October 23<sup>rd</sup> date, if you as the owner entered more than one word as the Family/School Name when you registered, please change it now it to something shorter and easier to type in--such as your Account Number. Go to "My Profile" page and edit the Account # or name to something shorter. **We are asking you to use your Account number because that's both short and unique.**

### 3.C) How to add more Teacher Mgrs to your account (at any time)

**If you need help,** as owner you can set up additional people as Teacher Mgrs to help manage the seats.



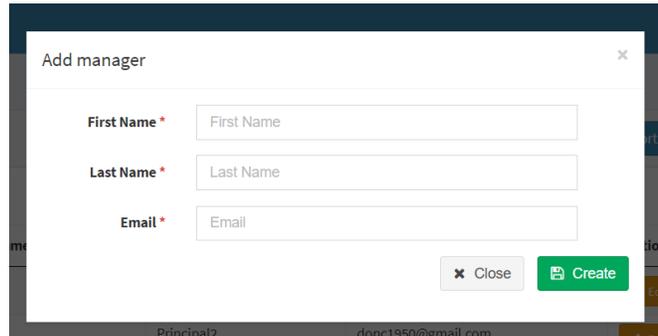
*Note: You need to set up your Teacher Mgrs before you input the students, but you can add more Teacher Mgrs at any time with these same directions.*

Go to the Teacher Manager page by clicking on the Teacher Managers link in the left hand navigation (outlined in yellow above). There are two ways to add Teacher Mgrs to your account, either individually if you only need to add a handful, or with a CSV import if you have more than a handful.

**One way: Add Teacher Mgrs Individually.**

On the Teacher Mgr page, click the blue **Add Teacher Mgr** button in the upper right.

You'll see this dialog box (to the right) in which you enter the name and email.



When you hit the green **Create** button the system will create a password for that

teacher and send it to the email you entered for them. It's a hard password, so they will want to go to the <https://admin.rocketmath.com> page to change it.

**Send your Teacher Mgrs an email--soon**

Send an email to your teachers. Tell them where to logon at <https://admin.rocketmath.com> . Don't wait too long to let your teachers know about the incoming information or they'll miss the email and then they won't know how to enter the system.

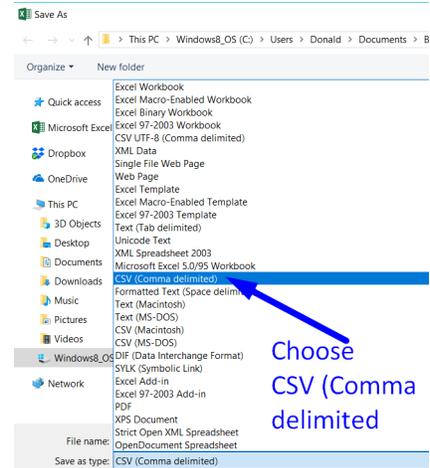
**Second way: Import Teacher Mgrs with a CSV file.**

If you have more than a handful of teachers, you'll want to use the CSV file method. Click on the blue button that says **+ Import teachers from CSV**. Open the template that is provided in blue

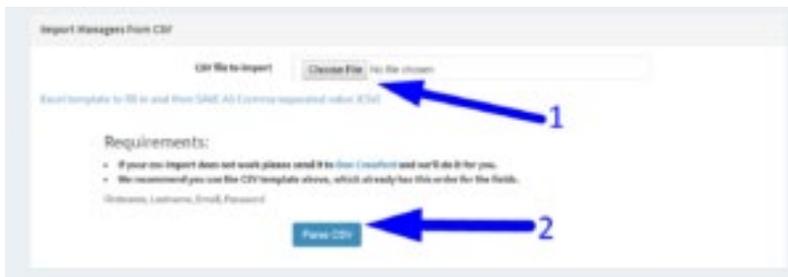


print "[Excel template to fill in and then SAVE AS Comma-separated value \(CSV\)](#)" See what it looks like above. You just enter each teacher manager's first and last name, their email address and a password. (Keep track of the password because you have to tell them what it is!)

After you fill out this information save the file, but use SAVE AS and choose CSV (Comma delimited) as the file format. See what that looks like to the left. If you don't choose SAVE AS and select CSV (Comma delimited) then your file won't import.



After saving the file as a CSV, you have three steps.

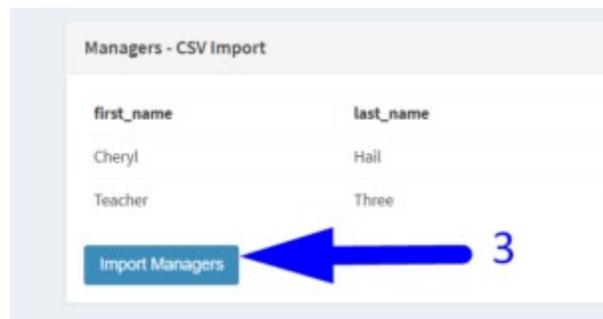


1) In the pop-up for importing Teacher Mgrs click on Choose File at the top. Go and find the file you just saved in the CSV format.

2) Click on the blue button at the

bottom that says **Parse CSV**.

3) Another pop-up will appear with the Teacher Mgrs info on it. Go to the bottom and see another blue button which says "**Import Managers**" Click on it to finish importing your teacher managers.



**Send your Teacher Mgrs an email--soon**

Send an email to your teachers with their password that you created for them. Tell them where to logon ad <https://admin.rocketmath.com> . Don't wait too long to let your teachers know about the incoming information or they'll miss the email and then they won't know how to enter the system.

**Repeat whenever you need to add more Teacher Mgrs to help you monitor students.**

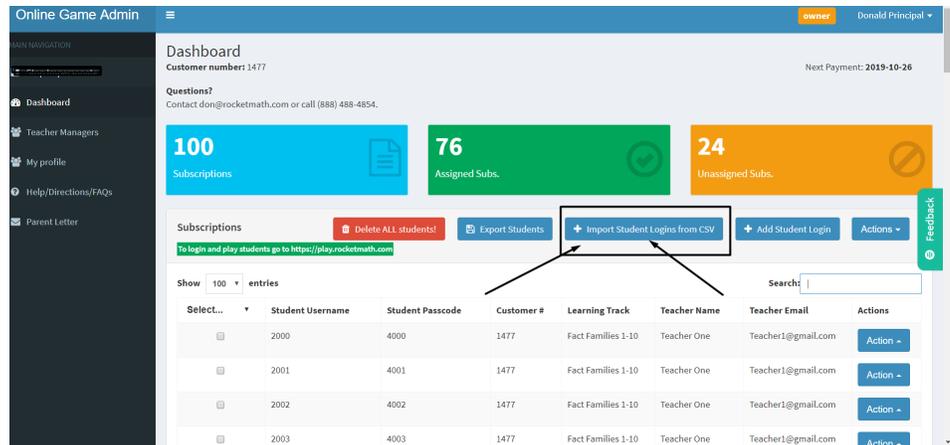
Next, you or your Teacher Managers will go on to assign student login information to your "unassigned" seats so the students can login and play.

### 3.D) How to add (assign) login info for classes with a CSV file

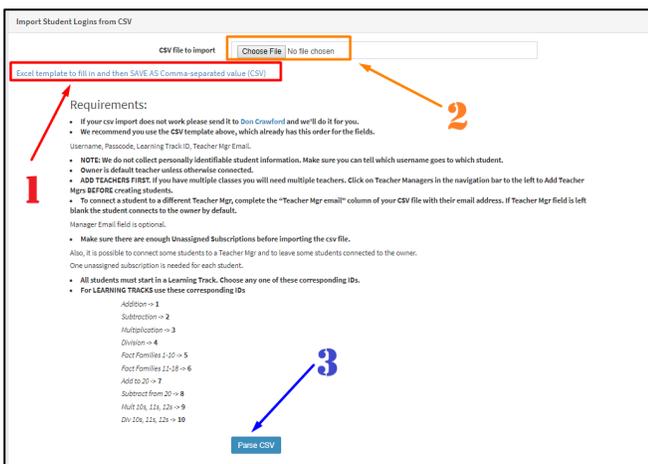
If you have more than one classroom of students, you will need to assign them to Teacher Mgrs. So you first need to **Add Teacher Mgrs** to the account. Please read and follow the directions about [How to Add More Teacher Mgrs to your account](#) BEFORE you start to assign login information to students.

#### Assign Seats to many students at one time.

The orange box on your dashboard shows the number “Unassigned Seats” you have that can be assigned to students. You can give these subscriptions to students by using the



blue button (outlined in black in this picture) that says: **+ Import Student Login from CSV**

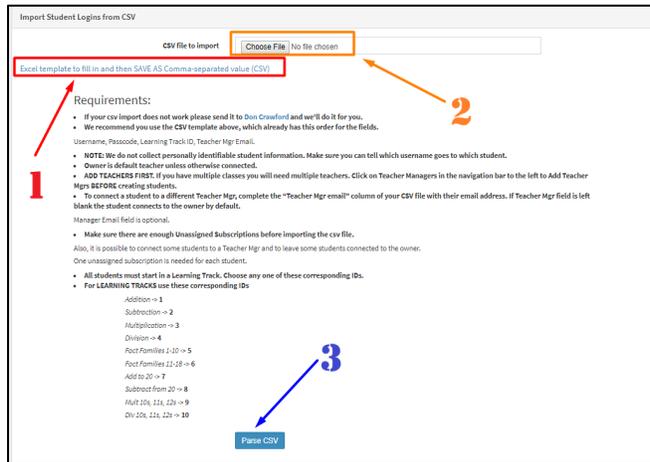


The pop-up page labeled "Import Student Logins From CSV" looks like this picture to the left.

Begin at #1 "[Excel template to fill in and then SAVE AS Comma-separated value \(CSV\)](#)"

and click it to get the latest, and most properly formatted template for starting your student file.





Now go back to the pop-up page labeled "Import Student Logins From CSV" and do #2 "Choose file" and browse to the CSV file you just saved on your computer and select it. Then go to the bottom of the page and hit the blue button at #3 that says "Parse CSV."

After you hit "Parse CSV" you'll see a list of students. Scroll to the bottom and hit the blue button that says "Import Students." Then they will be set up in the system.

If something goes wrong, use the red button on your Dashboard that says "Delete ALL students!" It is extreme. Do NOT do this if some classes have started working! **Delete All Students** will clear out all of your student data, allowing you to start over and re-import.

If you have a bunch of trouble, **Delete All students!** and send me your CSV file and I will do the import for you. *But please don't do that before you have saved it as a CSV file.* -Dr.Don

1007	3007	2007	4007	c	5
1008	3008	2008	4008	c	5
1009	3009	2009	4009	c	5
1010	3010	2010	4010	c	5
1011	3011	2011	4011	c	5
1012	3012	2012	4012	c	5
1013	3013	2013	4013	c	5
1014	3014	2014	4014	c	5
1015	3015	2015	4015	c	5
1016	3016	2016	4016	c	5
1017	3017	2017	4017	c	5
1018	3018	2018	4018	c	5

Import Students

**\*\*\*BE KIND.** Your students have to enter the username, passcode and Account number every time they login to play. So be kind and make these short, easy to remember, and easy to type in. Initials or nickname for username, a short word or 4 digits for a passcode.

**\*\*\*WE ARE NOW KINDER AND GENTLER.** As of October 23, 2018 our default is going to be your Account number because that is short and unique.

Prior to that date, if you entered something lengthy as the School Name when you registered you can change it now to something easier. Go to "My Profile" page and edit the Account # to something shorter. We are asking that you use your customer number because that's both short and unique.

### 4.A) How to share Login Info with the student (and parent)

If you just have your family it's easy, just tell your kids what their username, passcode and Customer name/number are. Maybe write it down on a piece of paper? They have to enter this information every time they want to play. You can go back and edit that information if you decide you chose something too long to type or too hard to remember.

What if you have a class full of students?

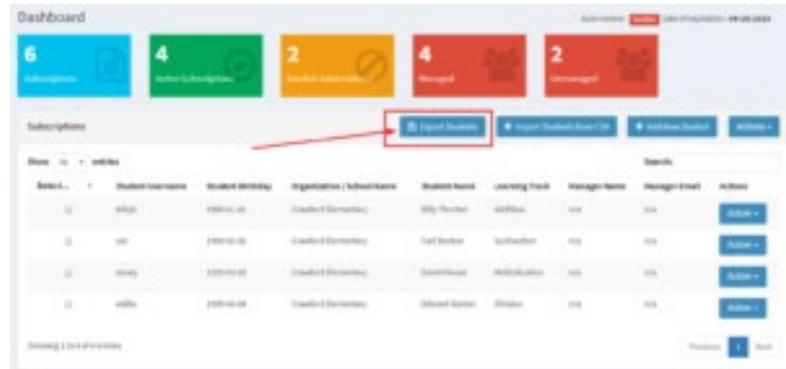
### Export students

In your dashboard there is a blue button that says, **Export Students**.

*(I know you're wondering who would pay for them sight unseen.)* Clicking on this button does not send your

students away, instead it creates an excel file with the login information of all your students listed. So you can walk around and give them the information.

I promise I will figure out a way that it will print that info out onto little Avery labels that you can paste onto something and give to them. Just not this month.



### Parent Letter

#### Share the login information with parents!

Your students can play at home as well as at school! So print out this handy **Parent Letter** and then complete each student's login information so they can take it home. A five to ten minute session each evening at home can make a huge difference in progress!

- You can also find a link to this "**Parent Letter**" on your dashboard in the left hand black navigation bar.



5.A) Students go to play at

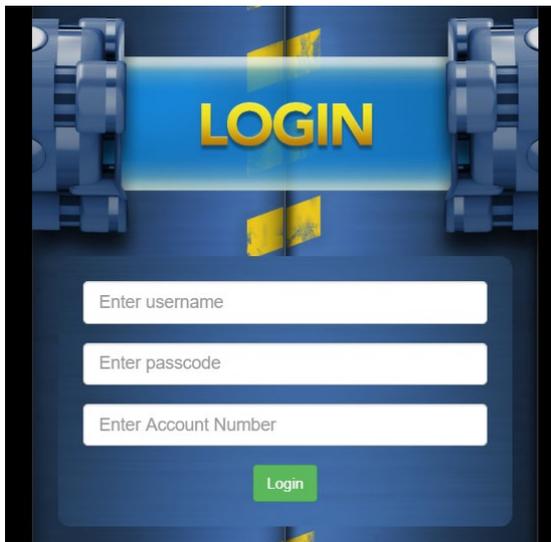
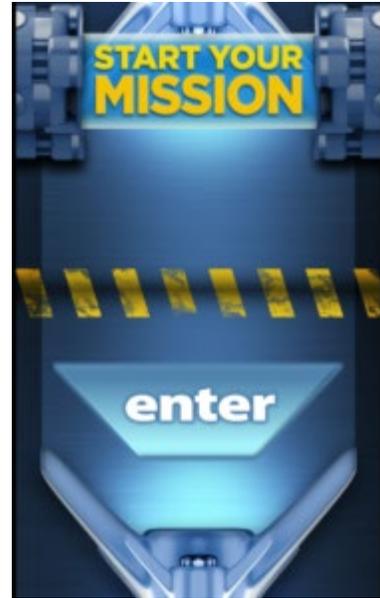
<https://play.rocketmath.com>

You may have noticed there were no games at the admin site where you've been setting things up. You are right. No fun and games there. The fun is all at another site:

<https://play.rocketmath.com>

PLEASE in self-defense teach your students how to bookmark the site. Otherwise they're going to ask you to enter the url over and over again.

The first thing they will see will be this "enter" screen. Students just hit the "enter!" button and it sort of wakes up the game, so it knows to ask for the login information.



Next the login screen comes up. Students must enter their username, passcode, and Account Number to login and play. *(Some early adopting customers may have a name there--that's OK.)*

Students have to enter all three pieces of information right, so they may need some help in the beginning.

If you aren't using your account number, we recommend that you change to that. It is shorter and it is unique. The owner of the account can go back and edit what is in the Account # field in "My Profile" if it something other than your Customer Account. BEWARE! If you change that, instantly all the students will have to change what they enter, so you must let them know. (Maybe re-do the Parent letters?)

The owner can also edit student's usernames and passcodes in your dashboard on the row with their info. You can also change their Learning Track from the Actions button at the end of that same row.

By the way, on the starting screen for the students there's a link to the **BASIC TRAINING**-video I made for them. *(It does not go to YouTube!)*

<https://www.educrations.com/lesson/view/basic-training-for-the-rocket-math-game/48101310/>

Encourage your students to view it--maybe when they have to take a battery recharge. It is 9 minutes long. You can see the **BASIC TRAINING** link in the bottom right corner of the Start page, before or after they play. In the video, Dr. Don speaks from Mission Control with encouragement and valuable tips on to how to play the game.



Finally, there is this **green Feedback** button to the far right of the playing screen. Students can use that to report a problem, when the game doesn't go right. They can click on the screen on the part that isn't working and it will send the information directly to the technical team. It will also tell them what kind of device and which browser the student was using, in case

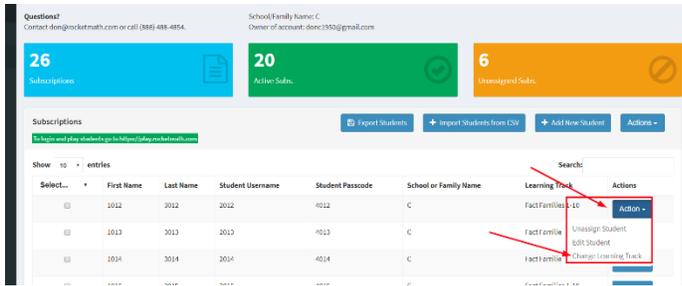
that information is found to be relevant. Please encourage students to use that so we can get specific information about any glitches in the game.

## 6.A) How to change Learning Tracks (or Teacher Mgr) for a student

### Changing Learning Track

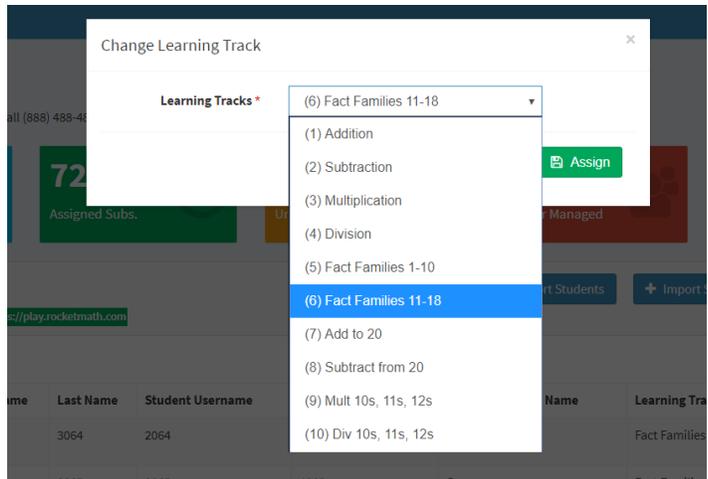
When a student finishes a Learning Track you'll need to switch that student to another one.

**First**, make sure the student has **logged out** of his or her account before you make the change. If they are still logged in the learning track change will NOT work!



Go to the blue button at the end of that student's row that says "**Action.**" Pull down for a short menu that includes "Change Learning Track."

Next you will get this popup for "Change Learning Track" which has a pull down menu of all ten Learning Tracks. Choose the one you want and then click on the green "Assign" button.



Did I say to make sure the student **logged out**? Now, have the student log back into their account, to be sure it has been changed. If they are stuck at the "Level Done" screen have them log out

again. Then re-assign them to the learning track you want. Then have them login again. If the student is still stuck, use the green feedback button to let our technical team know.

**BEWARE!**

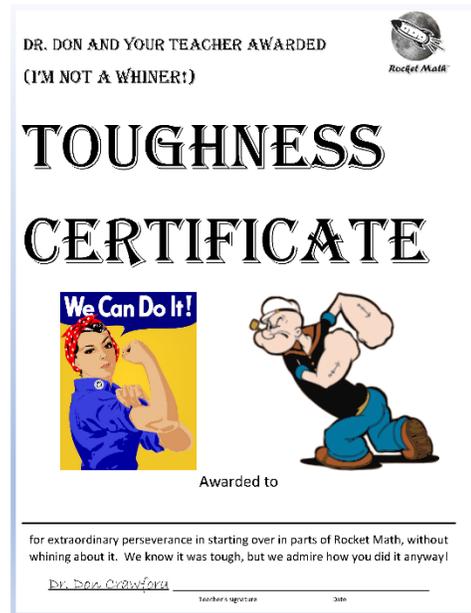


Students may ask you to change their Learning Track, just as soon as it gets a little hard. They may have to start over a couple of times and if they lack much perseverance, they will want to quit. But they only learn the facts if they stick with it. If they skip around they are going to be wasting their time. If you assigned it, then they ought to be learning those facts.

Here is a link to a Toughness Certificate” you can award to students who need some more encouragement to stay the course.

<https://www.rocketmath.com/wp-content/uploads/2018/12/Toughness-Award.png>

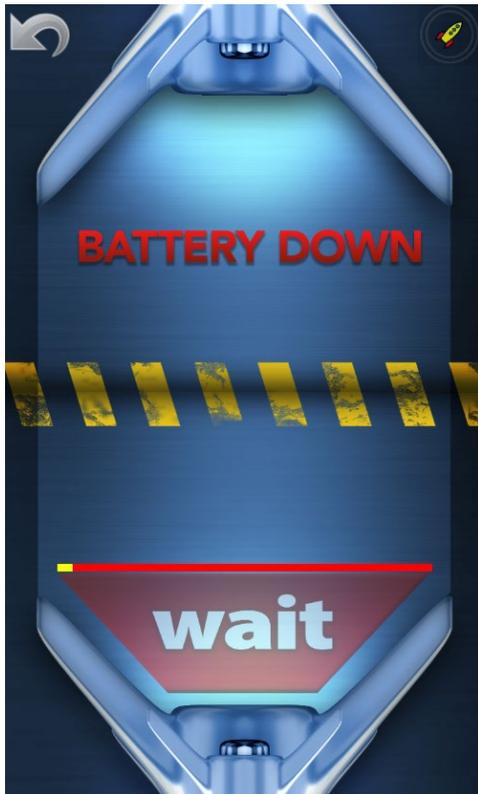
**Starting all over.** You can also tell students (and this is a fact) that if they leave a Learning Track, when they come back, they start over at Set A. So they lose all they have gained by quitting before they reach Level Z. I believe that teaching the lesson that hard work and perseverance helps you succeed, especially when you are getting discouraged, is the best thing we can do for young people. Encourage them to stay the course. Then celebrate mightily when they succeed! Woo-hoo! They are learning a great life lesson.



### **Changing Teacher (*Disconnect and Connect to someone new*)**

You can change the teacher for a student. Go to the same blue Action button at the end of the student's row on the owner's dashboard. Pull down and click on "Disconnect Teacher." There will be a pop-up second guessing you. Just tell it you know what you're doing. Now the student is sort of a "free agent" if you will. To connect the student go to the blue Action button, pull down and you'll see "Connect Teacher." A pop-up will give you the options of Teacher Mgrs in the account. You have to pull down to see who all is available, but then select one and hit the green button to make it happen.

6.B) Why the 30 minute battery-recharge after five minutes of play?



**This 30-minute "Battery Down" break is a feature, not a bug.**

Slamming through these facts at the rate of 3 seconds apiece (or less as they go faster) is very INTENSE.

Students will do this game for an hour at a time if you let them, but only for a couple of days, and then they will just wear out. Then they won't want to do it anymore. We don't want that.

**After five minutes of play**, up comes this screen (to the left). We say the battery is down and will need at least 30 minutes to "recharge." The student has to take at least a 30 minute break. We want them to do a little practice a couple of times a day, but spaced out over a month or two. The longer this is spaced out the longer they will retain the information. And they need to know these facts

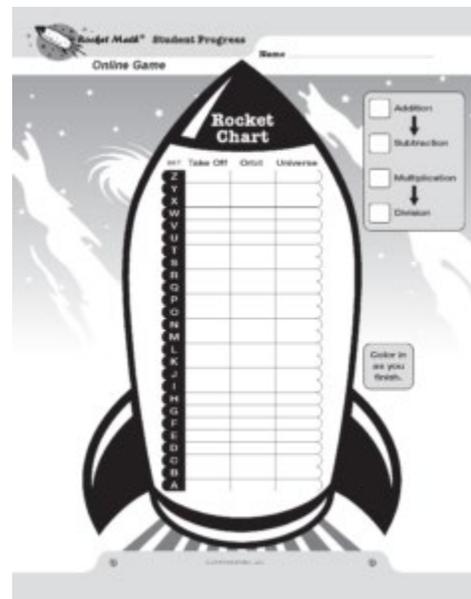
for a lifetime! So a little bit each day is far better than sitting down for long periods of time until they are sick of it.

Yes, they may complain that they have to stop, but that ensures that they will want to come back again later. That's how they win!

And, of course, find ways to have them share their success.

Here's a link [https://www.rocketmath.com/wp-content/uploads/2018/08/Rocket\\_Chart-for-Online-Game.pdf](https://www.rocketmath.com/wp-content/uploads/2018/08/Rocket_Chart-for-Online-Game.pdf) to this [Rocket Chart](#) you can use if you like.

**KEEP 'EM COMING BACK!**



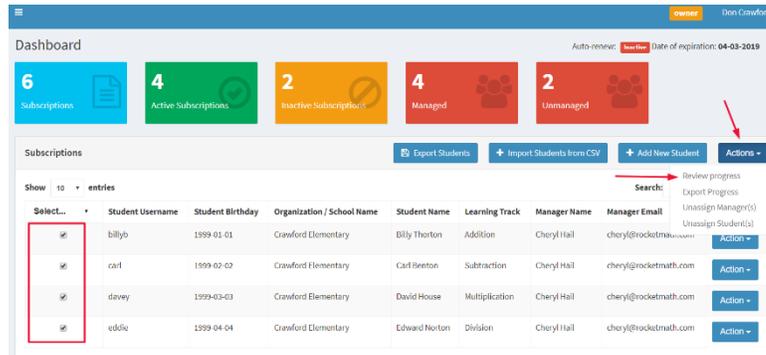
### 6.C) How to monitor (and export) student progress in the game

While student are playing, you can see how they are progressing without looking over their shoulder. After you select them there are three types of information you can see.

#### 1) First you must select students

From your Dashboard **first** put a check mark to the left of each student whose progress you want to review. See the red box around the checkmarks?

Hint: In the upper left of the list, see **Select ...** and then a tiny arrow pointing down?



Click on the arrow and you can choose to "Select All" so you don't have put a check mark by every student.

Once you have selected your students, then find the blue **Actions** button (above the names) and pull down for a short menu and click on Review Progress. You can also choose Export Progress, or Export Learning Track Summary explained further down this page.

#### 2A) Review Progress

Then you'll see this **Progress Review** screen.

The display of their progress shows:

- their **username** (we don't keep PII<sup>2</sup>),
- What **learning track** they are currently in,
- **date they last logged in** (you can tell if they played recently).
- **# of Start Overs**. When a student has one error correction in Take-Off, or three error corrections in Orbit or Universe, they have to do that part over again, before they can pass it. This is how the game gives the student extra practice on items where they need

The screenshot shows a 'Progress Review' screen with a table of student progress. The table has columns for Username, Learning Track, Login, Start Overs, and a grid for Logins in last 2 weeks. A legend indicates 'PP = Parts passed' and 'PPT = Parts passed today'. Green arrows point to the 'PP' and 'PPT' columns for a student named 'bcs64737'.

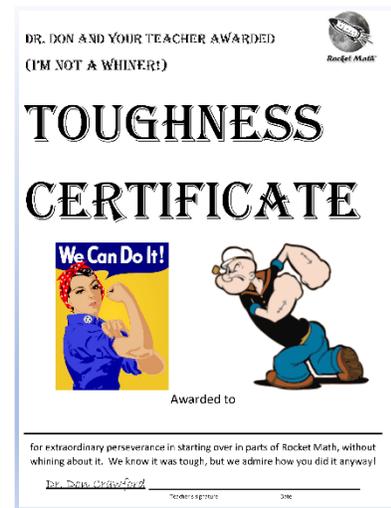
Username	Learning Track	Login	Start Overs	Difficulty	Logins in last 2 weeks	Total	PP	PPT	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
bcs	Addition	2018-12-04	2	0.50	T F S S M T 2 3 3 4 S S 2 2 W	16	4	0																										
bcs64275	Multiplication	2018-12-05	7	1.00	T F S S M T 3 T F S S M T 2	5	7	0																										
bcs64578	Multiplication	2018-12-05	0	0.00	T F S S M T W 1 F S S M T 3	4	11	0																										
bcs64671	Multiplication	2018-11-28	5	2.50	T F S S M T 1 T F S S M T W	1	2	0																										
bcs64737	Multiplication	2018-12-05	0	0.00	T F S S M T W 1 S S M T 5	6	16	0																										
bcs63388	Multiplication	2018-12-05	1	0.07	T F S S M T W 1 F S S M T 5	6	14	0																										
bcs66227	Multiplication	2018-12-06	0	0.00	T F S S M T W 1 S S M T 5	6	23	5																										
bcs66391	Multiplication	2018-12-06	1	0.04	T F S S M T W 3 F S S M T 7	10	23	0																										

<sup>2</sup> Personally Identifiable Information

it. Everybody has some Start Overs and some need more practice than others, so they get more Start Overs.

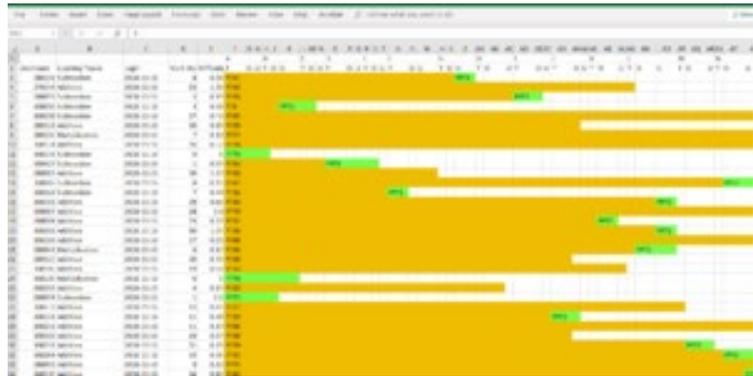
- Difficulty score.** Students with scores below 1 are finding this pretty easy (they average less than one Start Over every part). Student scores over 3 are having a harder time. Watch them play to see if they have some bad habits you can help them correct. If they are passing eventually they are learning, but they are going to need more encouragement to get there, because it is a lot harder for them. They might be good candidates for the Toughness Certificate:

<https://www.rocketmath.com/wp-content/uploads/2018/12/Toughness-Award.png>
- Logins in the last 2 weeks.** This section shows a mini calendar of the last two weeks with a letter for every day: S M T W T F S. Every day that this student logged in there will be a number instead of a letter. If the student logged in only at school, there will be a "1" showing. You can see the numbers underlined in red for the first student. If they logged in at home too, there will be a "2" in that spot. A "3" or a "4" means this student is really going for gold!
- Total.** This is the total of times that student has logged in during the last two weeks. (We just added up the numbers in the calendar for you.) You can use this total to recognize and reward students who are really putting forth a good effort.
- PP.** PP stands for Parts Passed. Remember, there are three parts to each A-Z level, T-Take Off, O-Orbit, U-Universe so a total of 72 parts for each Learning Track. As students finish 3 parts and complete a level it is colored goldenrod in the chart as a graphic display of their progress.
- PPT.** PPT stands for Parts Passed Today. This shows in green. Only one student passed parts today in this picture, but that student passed 5 parts! But then if you look back at the calendar of logins for today, that student had 5 logins today, so the student was really working. Remember that students can only play for five minutes at a time, so passing one or two parts is all you can expect in one login.



**2B) Export Progress**

If you choose the Export Progress (after you selected your students) a file will download on your computer, wherever your browser puts downloaded files. This is an excel type file and will open with whatever your computer chooses to open it with.



Looks like this one. But then you can share with whomever, or take it home to peruse over with your favorite beverage. Same information as noted above in Review Progress.

**2C) Export Learning Track Summary.**

The third thing you can select in the pull down menu, to monitor progress, is the Learning Track Summary. Starting from December 2018 we are collecting data on student progress in all Learning Tracks they complete. You will know which Learning Tracks each student completed during the year, as well as where they finished each Learning Track when they left it.