



setting up accounts and classes

Introduction

Symphony Math is a web-only application. The student program is run entirely from your browser. You will also use a web browser to manage student accounts and review reports. Data from student use of the software program is stored and maintained on a secure server at Symphony Learning. All transactions during use of **Symphony Math** use SSL encryption to ensure the best available privacy of student records. Each workstation requires an active Internet connection in order to run the program. **Symphony Math** is not recommended for sites that do not have reliable Internet access.

System Requirements for the Symphony Administration Panel

| Mac | Windows |
|--|--|
| OS X version 10.2 + | Windows 2000, XP, Vista |
| Safari 2+, Firefox 2+ | Internet Explorer 8+, Firefox 2+ |
| Active Internet connection (28 kbps or better) | Active Internet connection (28 kbps or better) |

Configuring the Administration Panel

Symphony Math is a Web-only program and all student and class data is stored online. The student program is run entirely from your browser, and student data is transmitted over the internet to the Symphony Server. For this reason, you must add students and classes before you install the program. All class and student data is created and modified via an online administration panel using a Web browser. To login, you must enter your site ID, Username and Password.

If you have not received a **Symphony Math** Welcome Email, contact Symphony Support at 800.234.3030 or email support@symphonylearning.com.

Logging in to the Symphony Math Administration Panel

To access your administration panel:

- 1 Open your web browser and go to the **Symphony Math** website: www.symphonylearning.com.
- 2 Press the teacher Sign In button in the lower left.
- 3 Enter your School Account Number, your Username, and your Password.
- 4 Press Login.

▶ Teacher Sign In button. Click here to access the administration panel.



Symphony Dashboard

Once you have logged in you will see your Symphony Dashboard. When your students begin using the program you can consult your Dashboard on a regular basis for important information on the progress and needs of your students

- If your students have not used **Symphony Math** yet your Dashboard will **not** show any information.
- If you are a teacher, and you do not have classes set up, your Dashboard will **not** show any information.

Creating Student Accounts

To create student accounts:

- 1 Press the Students tab from the online Administration Panel.
- 2 Press Add Student.
- 3 Enter the student information. Only the first name, username and password fields are required.
- 4 Press Save Changes.
- 5 You will be returned to the list of student names where you can see the new student account.

The screenshot shows the 'Student Settings: New Student' form in the Symphony Math administration panel. The form is divided into three main sections: Student, Screener & Benchmark, and Instruction. The Student section includes fields for First Name, Last Name, Middle Initial, Parent/Guardian Email, Narration, Grade, Username, and Password. The Screener & Benchmark section has an Availability section with radio buttons for Active and Inactive, and a 'Delete Invalid Test' button. The Instruction section has an Availability section with radio buttons for Active, Active only if At-Risk or Borderline, and Inactive; a Session Time Limit section with radio buttons for No Time Limit and Set session time limit (with a 30-minute input field); and a Mastery Round Timing section with radio buttons for Use default time limits for number facts and Add to time limit of each number fact (with a seconds input field). A 'Scope & Sequence' button is at the bottom of the Instruction section. Annotations with arrows point to the Student information fields, the Screener & Benchmark Availability section, and the Instruction Availability section.

To change the program narration language setting:

- When creating a new student, press the Narration pulldown to choose another language.
- Press on the name of an existing student to see the Student Settings. Press the Narration pulldown to change the language setting.

To change the session time limit:

- Press on the name of an existing student to see the Advanced Settings, then enter your desired time limit in the Session Time Limit box. If you do not want a time limit on your students' sessions select the No Time Limit radio button.

To change *Screener and Benchmark* assessment availability:

- Choose Active to make **assessments** active for this student. The assessment will be given the first session that the student logs in after the beginning of each of the fall, winter, and spring testing windows.
- Choose Inactive to disable assessments for this student. No testing will be given..

To delete a *Screener and Benchmark* assessment:

- Press Delete Invalid Test. This will remove all data associated with the current testing window assessment results for the student. The student will be given the assessment again at the start of the next session.

To change Mastery Round Timing:

- Press on Add to time limit of each number fact. Type a number between 1 and 99 seconds. When students are in the Mastery Round, this number of seconds will be added to the existing threshold for mastery. For example, if 5 seconds are allowed for a number fact, and 10 seconds are added in this setting, then the student will have 15 seconds to answer the number fact correctly in order for it to be judged as Mastered.

To modify which Stages are available:

- When creating a new student, select the Scope & Sequence button. Select the stages you want this student to see in **Symphony Math**.

Do not turn off early stages for new students

All students should start at the beginning of the program, Stage 1, and work their way up to their level of challenge. Starting at the beginning of the program allows new students to learn the conventions of the program and ensures that they have the necessary mathematical foundation for the later stages.

Creating Your Class

To create your class:

- 1 Press the Class tab from the online Administration Panel.
- 2 Press Add Class.
- 3 Enter the class name.
- 4 Select a teacher.
- 5 Press Save Changes.
- 6 You will be returned to the list of class names where you can see the new class account.

To enroll your students in your class:

- 1 Press the Class tab from the online Administration Panel.
- 2 Press on the name of the class you in which want to enroll your students.
- 3 Select student names to add to the class.
- 4 Press Add.
- 5 Press Save Changes.

symphony math

LOUISE CLOONEY | School Administrative Access Meadow Elementary LOGOUT HELP

DASHBOARD SCHOOL STUDENTS **CLASSES** STAFF IMPORT REPORTS SUPPORT

Class Properties: Ms. Hernandez

Save Changes Cancel

Class

Name *
Ms. Hernandez

Staff Assigned to this Class

Staff Members

- Clooney, Louise
- Hart, Mary
- Parcella, Jeffrey
- Hawkins, Ms.
- Hernandez, Ms.
- Simmons, Mr.
- Mere, Ms.

Add

Assigned to this Class

| Name | Remove |
|----------------|--------|
| Hernandez, Ms. | Remove |

Students Enrolled in this Class

School Roster

All Grades

- Aguero, Alexander
- Banks, Landon
- Branson, Carly
- Bryant, Liliana
- Burns, Andrew
- Busiene, Cynthia
- Campos, Rose
- Hoffman, Madison
- McKenzie, Maggee
- Tracy, David

Add

Class Roster

| Name | Password | Grade | Remove |
|-------------------|----------|-------|--------|
| Aguero, Alexander | alex | pk | Remove |
| Banks, Landon | landon | pk | Remove |
| Branson, Carly | carly | pk | Remove |
| Bryant, Liliana | liliana | pk | Remove |
| Burns, Andrew | andrew | pk | Remove |

Enter name of the class you are creating.

Select the teacher for this class.

Select a student name to add to the class roster. Command click to select multiple names.

Using the Import Tab to Create Student Accounts and Classes

The Import Tab enables a District Account Admin or a School Account Admin to import multiple students from a Comma Separated Value (CSV) file. You can export student lists of student names from other programs to a CSV file and then import the student information directly into **Symphony Math**. This is the most efficient way to set up an entire school or district to use **Symphony Math**.

To import a list of student names:

- 1 Press the Import tab from the online Administration Panel.
- 2 Press Download to download a blank copy of the Import Template.
- 3 Press Next.
- 4 Populate the Import File with your school roster information. Save the file when you are done.
- 5 Press Next.
- 6 Press the Browse button to select the import file.
- 7 Press Next.
- 7 Confirm the Import to make sure the information is correct.
- 9 Press Import File to complete the import.
- 10 The final import will be completed only when no errors are found in the import file. If errors are found, a message displays the errors. Edit and save the import file to correct any errors, then retry the import.
- 11 Press Finish. If successfully imported, a message displays "Import Completed." This means the import was successful! Press on a tab to view the Students, Teachers, or Classes that have been added.

To automatically create student accounts, teacher accounts and classes, and to enroll students in appropriate classes:

- When following the above import directions be sure to include information for the Teacher, Teacher Email, and Class Name fields. If you do so, Teacher accounts and Classes will be automatically created and the appropriate students will be enrolled in each class.

Student Data Import Formats

| Header | Data Type | Max Length | Format | Required? | Comments |
|-----------------|------------|------------|----------------------|-----------|--|
| Account # | Number | 5 | Numeric | Yes | Same Account # that is used to login to Administrative Panel |
| First Name | String | 32 | Character | Yes | |
| Last Name | String | 32 | Character | No | |
| MI | String | 1 | Character | No | |
| Username | String | 64 | Character or Numeric | | <ul style="list-style-type: none"> Must be unique for all students Using StudentID from Student Management System is recommended |
| Password | String | 32 | Character or Numeric | Yes | <ul style="list-style-type: none"> Can be the same for multiple students |
| Grade | String | 2 | Character or Numeric | Yes | PK, K, or 1 through 13 |
| DOB | Birth Date | 10 | mm/dd/yyyy | No | |
| Gender | String | 1 | Character | No | See Table 2 for codes |
| Race | String | 1 | Character | No | See Table 1 for codes |
| Language | String | 3 | Character | No | See Table 3 for codes |
| Characteristics | String | 256 | Characters | No | See Table 4 for codes - separate each code with a hyphen, e.g. "ESL-ADA" |

Table 1: Ethnicity / Race

| Code | Ethnicity |
|------|----------------------------------|
| I | American Indian or Alaska Native |
| A | Asian or Pacific Islander |
| B | Black or African American |
| H | Hispanic or Latino |
| C | White |
| | None Specified (blank) |

Table 2: Gender

| Code | Gender |
|------|------------|
| M | Male |
| F | Female |
| U | Unassigned |

Table 3: Language

| Code | Ethnicity |
|------|----------------------|
| ARA | Arabic |
| CAN | Chinese: Cantonese |
| MND | Chinese: Mandarin |
| CHI | Chinese: Unspecified |
| HMG | Hmong |
| JPN | Japanese |
| CAM | Khmer |
| KOR | Korean |
| POR | Portuguese |
| RUS | Russian |
| SCC | Serbo-Croatian |
| SPA | Spanish |
| ENG | English |
| FRE | French |
| GER | German |
| GUJ | Gujarti |
| CRP | Haitian Creole |
| LAO | Lao |
| MAY | Malay |
| NAV | Navajo |
| OTH | Other |
| POL | Polish |
| TAG | Tagalong or Filipino |
| URD | Urdu |
| VIE | Vietnamese |

Table 4: Student Characteristics

| Code | Characteristic |
|-------------|------------------------------------|
| ADA | American with Disabilities (ADA) |
| AR | At-Risk Students |
| BIL | Bilingual Education |
| ESL | English as a Second Language (ESL) |
| FL | Free Lunch |
| GT | Gifted/Talented |
| LD | Learning Disabled |
| LEP | Limited English Proficiency (LEP) |
| MG | Migrant |
| NA | Non-Resident Alien |
| PD | Physically Disabled |
| RL | Reduced-Price Lunch Program |
| SE | Special Education |
| T1 | Title I |
| CUS1 | Custom Field 1 |
| CUS2 | Custom Field 2 |
| CUS3 | Custom Field 3 |
| CUS4 | Custom Field 4 |