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Before you start

+ Make sure your students are comfortable with the operations they’ll be practicing.

+ Students should know how to solve the problems (without time pressure). XtraMath will help them move from calculating every time to automatic recall.
What is XtraMath?

XtraMath is an online **math fact fluency** program. It does not introduce new math concepts to students, but instead helps students develop math fact automaticity. You should make sure your students can answer problems without time pressure before they start to practice an operation in XtraMath.

XtraMath was designed for elementary school students, but it’s also used by older students for review or to catch up. Students of all ages can benefit from XtraMath. XtraMath works best used regularly — like a math vitamin!

Basic requirements

Here are a few things you should note before getting started with XtraMath:

- In addition to our free website, [xtramath.org](http://xtramath.org), we also have a mobile app you can purchase for [Apple](https://www.apple.com), [Android](https://play.google.com/store), and [Amazon](https://www.amazon.com) devices. (We’re a non-profit and have no ads, so these optional app purchases keep our program running!)

- Most teachers add their **class rosters** to XtraMath manually, but there are also other options. For instance, our rostering integration with the [Clever Library](https://www.clever.com) might make sense for you if your school uses Clever. We’ll provide more info on these options as we go.
Sign up

SIGNING UP WITH EMAIL ADDRESS

Go to xtramath.org/#/home/signup to get started. Or, click Sign Up on our website or app’s home screen.

On the signup page, provide your email address, name, and a password. You can also choose to sign up through a service like Google or Clever.

Clever signup is a bit different, though... learn more on the next page!

Remember me

This allows you to sign in next time by simply clicking your name. Don’t use this option on shared devices or computers!

Teacher or Parent?

Send home flyers to encourage at-home use/homework. Parents can link to their students’ school accounts.

Age verification

Children cannot sign up for XtraMth on their own. A teacher or parent must do it for them.

Email preferences

Report emails are sent once a week (if your class has used XtraMath that week). Alert emails are sent when a student earns a certificate. Announcements are sent a few times a year, with tips and information about new features.

We suggest choosing all email types to begin with so that you don’t miss helpful info. You can always adjust your preferences later!

Name at school

What do your students call you? e.g. Ms. Smith or Mr. G
SIGNING UP WITH CLEVER

Signing up through Clever means that your rosters will sync with Clever, keeping your classes up to date. This also allows students to sign in to XtraMath using their Clever accounts. Our integration is through Clever’s Library, so it won’t work if your school has disabled that.

Click the Clever button, then sign into your Clever account.

You will need to give permission so that XtraMath can create accounts for your students. To use XtraMath with Clever, your students will need to have access to a “Teacher Page” that has XtraMath installed. Select the correct page(s) and click Allow and continue.

If you need help setting up a Teacher Page, go to support.clever.com and search for “Teacher Page”.

Link an existing XtraMath account to Clever

+ On the signup page or the teacher signin page, click the Clever button.
+ Follow the signup directions here, but select **Link my existing account with Clever**.
+ Once you sign in to XtraMath you will see a message that your account is being provisioned from Clever. In a few seconds, you will see the classes from your Clever roster.
+ From now on, you should sign in to XtraMath only through Clever. That way, each time you sign in we will get updated rostering information from Clever and can keep your roster synchronized with Clever.
+ Our support team will be notified if you already have classes in your account. Within 1-2 school days, we will merge student accounts as necessary (so they can sign in through Clever without losing any progress). When this process is done we will email you.
XtraMath will ask you if you have an account already, and verify info like your name and role. See [Signing up with email address](#) section if you aren’t sure what to put.

Once you sign in, you should see a note that we’re adding your classes. This is usually very quick, but if you have a lot of classes it might take a minute or two.

You might see more new classes from Clever than you expect. For example: *Attendance*, *Math*, and *Reading*, each containing the same list of students. XtraMath will try to hide these redundant classes automatically, but you can also hide them yourself: go to the class report, and click **Hide class**.

Likewise, if you don’t see a Clever class that you are expecting to see, it might be hidden! You can un-hide a class by going to your **Account** page and removing it from the “Hidden Clever classes” list.

If you need more help with Clever class rostering, see the Clever Troubleshooting entry in our FAQ: [home.xtramath.org/faq/entry/clever-troubleshooting.html](http://home.xtramath.org/faq/entry/clever-troubleshooting.html)
Set up your class

Once you’re signed in, you’ll need to **create a class**.

Give it a name and select an end date. Most often you’ll want this to just be the end of the school year. You can always adjust these later.

In your class report, you’ll see a **class checklist** that can help you get started. If it doesn’t open automatically, find it in the Resources section on the left.

The first step is to **add students** to your class. Add students one by one, using their first name only. If two students have the same name, use their last initial also (e.g. *Emma H* and *Emma S*). Avoid using codes or writing full names.

To quickly add students, press Enter or Return on your keyboard after typing each name.

The **grade level** determines which operations your students will work on by default. You can change your students’ assigned program later.

Each student uses a different **PIN** to sign in. A random PIN is suggested for each student, but you can edit it.

If you set a specific **language** for a student, they will do XtraMath in that language when they sign in at school (through classroom sign-in or Clever).

Using Clever?

- This part of the setup will be done for you. However, you may still want to print PINs, send home family flyers, and show the intro video to your class. See the next section!
- See Clever-specific tips in the [Manage your class](#) section.
If your students will be using shared classroom devices or computers, you may want to set up **classroom sign-in pages**. These let students sign in by just selecting their name from a list and entering their PIN.

Start by going to [xtramath.org/#/signin/classroom](http://xtramath.org/#/signin/classroom) to get started. On our website, click **Sign In** at the top, then select the Classroom tab. In the mobile app, tap **Classroom** on the home screen.

On the classroom setup page, sign in to authorize your class sign-in pages.

If you’re setting up multiple computers, such as in a computer lab, click **Remember my network**. On subsequent devices, just click the button next to your name, then click **Done**. When you’re done setting up the last computer, click **Forget my network**.

The classroom sign-in page will look like this:

### Classroom tabs
If more than one sign-in page is set up, students can quickly switch to the correct class.

### Student list
When a student isn’t currently selected, just scroll to find and select their name.

### Status
Icons show who has completed a session today, who has an incomplete session or is working right now, and who is done with their assigned program entirely.

### Taking turns
When a student finishes their session, the page selects a different student who has not yet done XtraMath today. This makes it simple for students to take turns on a small number of devices without needing teacher intervention.

### Signing in
The selected student just enters their 4-digit PIN to sign in.

### Student unavailable?
Mark them as busy or absent. **Busy** means the program will select that student awhile later, while **Absent** means they won’t be automatically selected today. Select a student and click the button again to remove this status.
Get your students started

Classroom sign-in is ideal when a class uses shared devices (see previous page). If students will be using XtraMath at home or on individual 1:1 devices, other sign-in methods are preferable.

For students to use XtraMath at home, you’ll want to send home a family flyer. This will make it easier for them to sign in at home. The inset below explains further! Flyers can be sent via email, or you can print or save a PDF. Flyers are customized to each student and allow access to student records, so make sure flyers go to the correct family!

From your class report, click **Send flyers home**. On the print flyers page, select the desired students and click Print. The flyer is available in additional languages as well.

If you’d rather email the flyers, click the link in the blue box. Enter one parent or guardian’s email address per student. To send a flyer to a second family member, send one batch, then enter the second email address and send again.

You may also want to print a list of all the **student PINs**. This has a class list for your reference, as well as a sheet you can cut and distribute to each student. **Hot tip:** the PIN slips fit on standard sticky labels!

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**Why send flyers home?**

- We don’t collect student email addresses, but students do need to be linked to an adult’s account in order to use XtraMath. Their basic sign-in info is their name, their 4-digit PIN, and your email address. (The classroom sign-in page already knows which class they’re in, so the email address is not needed in that scenario.)

- When a parent or guardian gets a flyer and uses the enrollment code to enroll their student, the student now uses that family member’s email address (instead of yours) to sign in at home.

- Linked family members can view their student’s progress, celebrate their achievements, and retrieve lost student PINs. Also, the student can keep using XtraMath even after your class expires at the end of the school year.
Student experience

**PLACEMENT & PROGRESS QUizzes**

XtraMath sessions are short — about 10 minutes or less — and are ideally intended to be done once a day. A typical session consists of a few quiz and practice activities, each lasting about two minutes.

**Placement Quiz**
When a student first begins an operation, they start with a Placement Quiz. The placement quiz takes the form of several quizzes, broken up into short segments over the first few sessions. This goes quicker for some students than others... this is to be expected!

Placement ends when XtraMath is able to determine the initial fluency score. This score is a reference point for teachers and parents so they can track how the student progresses. Learn more in the Student progress reports section.

**Activity Videos**
A teacher character explains the program to students via short videos. In a group setting you may want to provide headphones.

**Fluency Matrix**
Before each quiz, the student sees a table with all the operation’s facts. The fluency matrix is updated after the quiz, so students can see the progress they’re making.

**Keypad control**
The onscreen keypad can be shown on the left, right, or not at all. Whether or not the keypad is shown, students can also use the physical keyboard on their computer (or a peripheral keyboard attached to their tablet).
Once placement is done, each day a student signs into XtraMath they start off with a two minute Progress Quiz to check what progress they’ve made. Students do not take more than one progress quiz a day. The fluency score and matrix reflect this progress.

**PRACTICES**

**Practice**

After the progress quiz, the student moves on to practice activities called Race the Teacher. The student is challenged to answer the problems more quickly than the teacher character, and to see how many correct answers they can get in a row.

Practices are where students develop their fact fluency. XtraMath chooses an individualized set of 10 facts for the student to work on. Spaced repetition is used to solidify knowledge of these particular facts.

The practice does *not* affect the fluency score (as that would just test short-term memory). Instead, their next progress quiz will assess which facts have been retained.
AWARDS & CERTIFICATES

Students earn trophies for reaching certain milestones in XtraMath. Any new trophies earned are shown to the student at the end of an activity. Each trophy indicates something slightly different. Your online student report shows all the trophies a student has earned. Just click a trophy to see when they achieved it and what it means.

Trophy examples:

- Addition (6 sec)
- Fluency score of 50
- Division
- Fluency score of 100

When a student finishes an operation by achieving fluency in all its facts, they earn a certificate. Certificates are designed to be printed and posted on a bulletin board or fridge, to celebrate the student’s accomplishment.

From your online class report, click Certificates to view and print any certificates your class has earned.

We also offer other printables for your classroom, including progress charts for individuals or the whole classroom, and trophy pages that students can color in. See Additional resources section for more info.
Student progress reports

CLASS REPORT

A report for each class is available in your teacher account and gives an overview of where your students are. Click a column heading to change the sort order. If you choose to receive report emails, we’ll send you a PDF version of this report once a week (if there was any class activity). Learn more about the icons and the fluency score on the next page!

Class options
Add more students, change settings like the class name or end date, and change your students’ assigned programs.

In the app, you’ll find these options in the Edit menu in the upper right.

Fluency score & current operation
See what each student is working on, and where their progression is at. If there’s no number, they haven’t finished placement yet. A checkmark means they have finished their assigned program.

Today’s status
Quickly scan which students have used XtraMath today.

Export class data
Download a .csv to make your own custom progress charts. Summary data is available in this export link. For more detailed data, use the link on the student report screen.

Access student reports
Click any name to view a detailed report for that student.

Sparkline
A mini progress graph showing how the student’s fluency score has changed over time.

Daily usage
Each day a student signs in, you’ll see an icon showing the quality of that day’s session. Click an icon to view a detailed date report showing all of that student’s activity for that day.
What is the Fluency Score?

The fluency score shows a student’s progress towards completing their current operation. For example, a student with a fluency score of 75 in addition is about 3/4 of the way towards finishing addition. However, the score should **not** be viewed as a grade (90% = A, etc). Students often start out with a score below 30 and take several weeks of consistent work to finish their first operation.

The score is a weighted percentage based on recent quiz performance, so it will fluctuate up and down. See our FAQ entry for more detail: [home.xtramath.org/faq/entry/about-score.html](http://home.xtramath.org/faq/entry/about-score.html)

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**Threshold indicator**

A number inset on the operation icon shows the fluency threshold. If no number is inset, it is three seconds.

**Problem set**

The shade of the operation icon shows whether the program is **Regular**, **Beginning**, or **Expanded**.

- **Regular** subtraction (facts up to 9s)
- **Beginning** addition (facts that sum to 10)
- **Expanded** division (facts up to 12s)

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**Today’s status**

These status icons correspond with the usage icons to the right.

- ![Checkmark](image)
  - If a student’s current status is incomplete, it’s possible that they are working on XtraMath right now and just have not finished the session yet.

- ![Checkmark](image)
  - The student has completed their program! If you want them to keep using XtraMath, you’ll need to assign them a new one.

- ![Warning](image)
  - Marked busy on the classroom sign-in page.

- ![Error](image)
  - Marked absent on the classroom sign-in page.

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**Daily usage**

- ![Green](image)
  - At least 90% correct

- ![Yellow](image)
  - Between 10% and 25% incorrect, or answered too few questions

- ![Red](image)
  - Over 25% of questions incorrect, or answered very few questions

- ![Gray](image)
  - Signed in, but has not completed a session
The student report is available by clicking any student’s name on your class report. Family members who “enroll” their student using a flyer can receive a PDF version of this report once a week. When you print a class report, you can choose to include the student reports for your whole class as well.

Export data
Download a .csv to make your own custom progress charts. You’ll have the option to also download other students’ data at the same time.

Student settings
Change their name, PIN or program options.

Sign in as the student
Clicking this will start a normal XtraMath session for this student.

List of linked accounts
All of the student’s teachers (as well as any family members who have enrolled their student using the family flyer) are listed here. Click a name to send them an email.

Awards & certificates
This panel lets you view trophy details and download printable certificates. It is expanded automatically whenever your student has a new trophy or certificate (earned within the last week).

Previous operations
The report also shows any previous operations the student isn’t currently working on. Expand the panel for more detail.

Usage calendar
See which days the student signed into XtraMath. Clicking a date will access the date report, where you can see all activity the student did that day.

Fluency score
See previous page for explanation. If no score is shown, the student hasn’t finished placement for this operation yet.

Progress graph
This graph shows how the student’s fluency score for this operation has changed over time. The color of the dots indicate the quality rating for that day’s quiz.

Fact matrix
The color of each square indicates the student’s current fluency in that fact. Click the matrix for a larger view.
DATE REPORT

As students answer questions, their responses (and response times) are recorded. On the date report, you can see every question the student answered on a given day.

This is more detail than consistently needed, but if a student is struggling in XtraMath the date report can help you figure out why.

Answer icons

😊 Answered correctly within the fluency threshold. This depends on program, but is 3 or 6 seconds by default.

✅ Answered correctly, but beyond the fluency threshold

❌ Answered incorrectly

🕒 No response given before time ran out and correct answer was shown

💤 Idle time after the correct answer was shown
Manage your class

The following options are available via the online class report unless stated otherwise. In the mobile app, find them in the upper right Edit class menu.

- **Add a student:** Adding a student is done from the class report. To transfer a student into your class, choose the second option on the add students screen.

- **Remove a student:** This is available on the left side of the student report. In the mobile app, find it in the Edit student menu.

- **Change student assignments:** See the Adjusting programs section.

- **Change class name / end date:** The end date ensures old classes don’t clutter up your account. Most classes should expire at the end of the school year.

- **Share class:** The other teacher must also have an XtraMath teacher account. They will have full access to make changes to the class.

- **Change student names / PINs:** Go to the student report, then choose Student settings.

- **Remove class:** Any co-teachers will still have access to it.

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**Clever class management**

+ If you have multiple classes with the same students (e.g. Math, Reading, etc.), you can hide the unnecessary ones. You can also edit the class name or your students’ names without changing anything within Clever itself.

+ Some changes need to be made within Clever (or within your school’s information system that syncs to Clever). These include sharing your class with another teacher, creating new classes, and adding students to your roster.

+ See our Clever troubleshooting FAQ entry for additional info.
ABOUT STUDENT PROGRAMS

When you create a student, their grade level determines which program is assigned to them by default. These default programs are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Age range</th>
<th>Program</th>
<th>Fluency Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>K</td>
<td>5-6</td>
<td>Beginning Addition</td>
<td>6 sec.</td>
</tr>
<tr>
<td>1</td>
<td>6-7</td>
<td>Beginning Addition &amp; Subtraction</td>
<td>6 sec.</td>
</tr>
<tr>
<td>2</td>
<td>7-8</td>
<td>Addition &amp; Subtraction</td>
<td>6 sec.</td>
</tr>
<tr>
<td>3</td>
<td>8-9</td>
<td>Addition, Subtraction &amp; Multiplication</td>
<td>3 sec.</td>
</tr>
<tr>
<td>4+</td>
<td>9-10 +</td>
<td>Addition, Subtraction, Multiplication &amp; Division</td>
<td>3 sec.</td>
</tr>
</tbody>
</table>

When a program includes multiple operations, the student works on them in sequence. For example, a 3rd grader will first work on addition until they achieve fluency. Then they’ll move on to subtraction, followed by multiplication. All default programs start with addition, as it is the most basic and foundational skill.

You can customize student programs in the following ways:

- **Operations** - Want students to start with a different operation? Choose an option like “Subtraction” or “Multiplication & Division.”

- **Problem Set** - Regular programs include facts up to 9’s, like 9+9 or 81÷9. *Beginning* addition and subtraction have facts that sum to 10 and their inverses, like 3+7 or 10-1. *Expanded* operations have facts up to 12’s, like 24-12 or 12×12.
- **Fluency Threshold** - A correct answer is considered “fluent” or not depending on how quickly it was entered. Defaults are 3 seconds or 6 seconds, depending on grade level. We recommend that students on a 6 second program proceed to a 3 second one next, as 3 seconds is a research-based measurement for true automaticity.

Programs can also be **Assessment only**. These proceed directly from one placement quiz to the next and can help to identify fluency gaps (especially for higher grade levels). After the assessment is done, you’ll need to assign a new program for the student to actually practice.

### ADJUSTING PROGRAMS

To change multiple students’ program assignments at once, sign in on our website and go to your class report. Click **Change programs**.

Pick the desired program from the dropdown menu, and select which students you want to assign it to. Click **Change**.
If you don’t see the exact program you want, select **Custom Program** in the dropdown menu. More options will appear, allowing you to individually set the included operations, the problem set, and the threshold.

From an online student report, you can also access the **Student settings** page. This page lets edit a student’s name or PIN, but you can also change their program here. You can also choose to **hide the timer** during their student activities or **hide the teacher character** during their practice activities. Note that activities are still timed when the timer is hidden.

### Manage your teacher account

To get to your account page, click **Account** at the top of the page. If you’re using the mobile app, tap the menu icon in the upper left, then tap your name.

Here you can change your password, update your name or email address, change email preferences, etc.
Additional resources

Other XtraMath **user guides** include:

- **XtraMath Family Intro** - just a couple pages, this guide provides a quick overview of XtraMath for your students’ families.

- **Family / Homeschool Quick Start Guide** - similar to this teacher guide in scope, but tailored for families using XtraMath exclusively at home, including homeschoolers.

A variety of printables are available for your classroom. These include blank certificates, progress charts for classes or individual students, fluency matrices, and trophy coloring sheets. Check them out at [home.xtramath.org/resources.html](http://home.xtramath.org/resources.html), or click **Printables** in the resources section of your online class report.

Still have questions?

- Check out our **FAQ**: [home.xtramath.org/support.html](http://home.xtramath.org/support.html)

- Email support is also available if you can’t find your answers in the guides or FAQ. Email **erika@xtramath.org** for assistance.