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Before you start

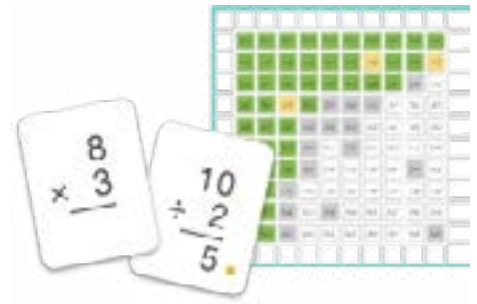


- + XtraMath is a great tool for practice, progress monitoring, and informal assessment, but it does not teach strategies. Start by teaching or reviewing concepts in the classroom, using concrete examples and manipulatives.
- + Our offline printables align with CCSM standards and are a great resource to practice the strategies that have been taught in the classroom.
- + Once students know how to **solve** the problems (without time pressure), XtraMath can help them move from calculating every time to automatic recall.



What is XtraMath?

XtraMath is a **math fact fluency** program. It was originally designed for elementary school students but is 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:

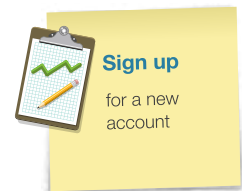
- The XtraMath online program is available at xtramath.org. Students experience the same online content whether their teachers are on a Basic or Premium license. However, the Premium license does add substantial value via offline instructional materials and other features. See home.xtramath.org/pricing.html for full details.
- Many teachers add their **class rosters** to XtraMath manually, but there are also other options, including a ClassLink rostering integration new this school year. 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!

Sign up

With email newteacher@example.com

Which account type do you want?

☒ Educator Account

☐ Family Account

How old are you?

☒ 16 or over

☐ 15 or under

How do students address you?

Addressed as:

☐ I agree to be bound by XtraMath's [Terms of Service](#), which includes its [Privacy Policy](#)

Educator or Family Account?

This affects how your students are organized, and what Premium license options are available. If you send home flyers to encourage at-home use, your students' parents can link to their school accounts to follow their progress.

Age verification

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

Name at school

What do your students call you?
e.g. Ms. Smith or Mr. G

Once you create your account and sign in, you'll be asked to complete setup by choosing a license type (or applying a Teacher Access Code provided by your school or district).

Finish Account Setup

We just need a few more details. Which **license type** do you want?

I have a Teacher Access Code

Basic

- Completely **FREE**
- Online program only
- Limited customer service and support
- Can be upgraded later

Classroom(Premium)

- \$50 / year for up to 50 students
- Includes offline materials, STEM activities, and professional development
- Full support via email

School(Premium)

District(Premium)

You'll also be asked which types of emails you want to receive from XtraMath:

- **Report emails** are sent once a week, on Monday morning. You will only receive this email if at least one student did XtraMath the previous week.
- **Alert emails** are sent about student activity, such as when a student earns a certificate.
- **Announcements** are sent a few times a year, with information about new features and usage tips. These emails are infrequent and will not clutter your inbox!

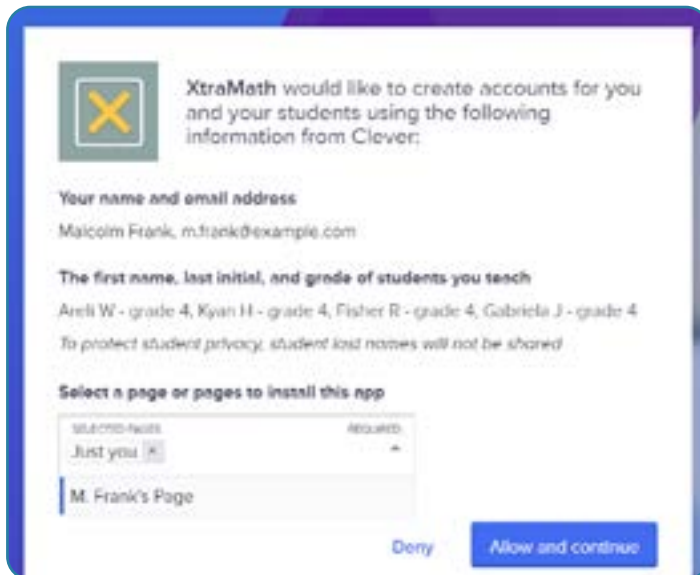
SIGNING UP WITH CLEVER

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**.

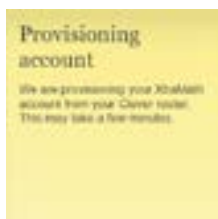


If you need help setting up a Teacher Page, go to support.clever.com and search for “Teacher Page”.

Link an existing XtraMath account to Clever

- + On the signup page or the teacher sign in 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.

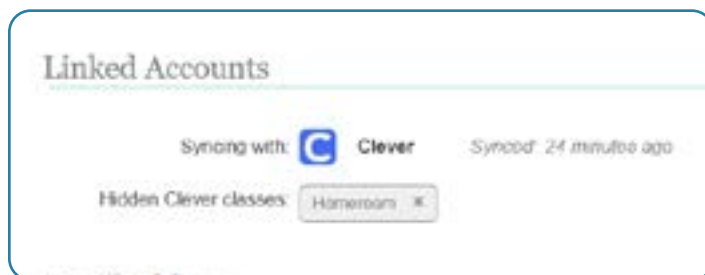
XtraMath will ask you if you have an account already and verify info like your name and role. See [Signing up with email address](#) section if you aren't sure what to put.



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.



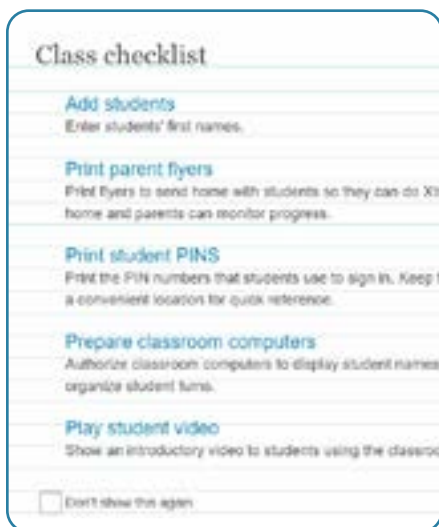
If you need more help with Clever class rostering, see the Clever Troubleshooting entry in our FAQ:

home.xtramath.org/faq/entry/clever-troubleshooting.html

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.

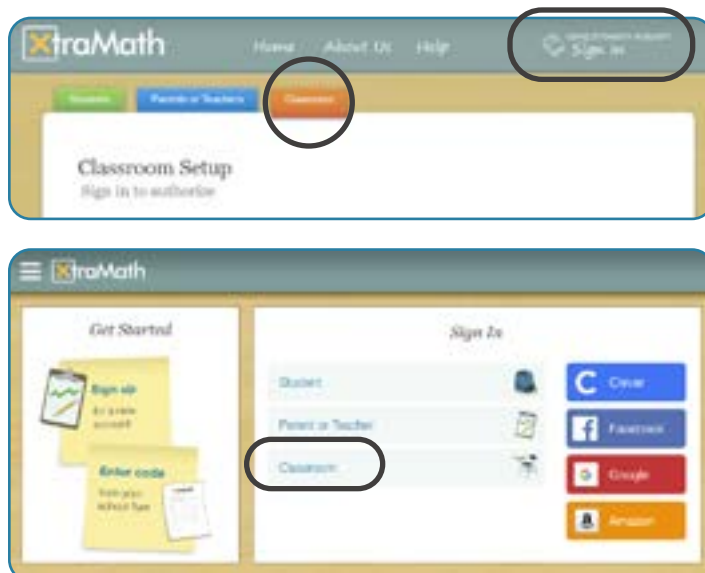
If you set a specific **language** for a student, they will do XtraMath in that language when they sign in at school (through classroom sign-in or Clever).

Using ClassLink or 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 ClassLink and Clever-specific tips in [Manage your class](#).

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 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.

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.

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.

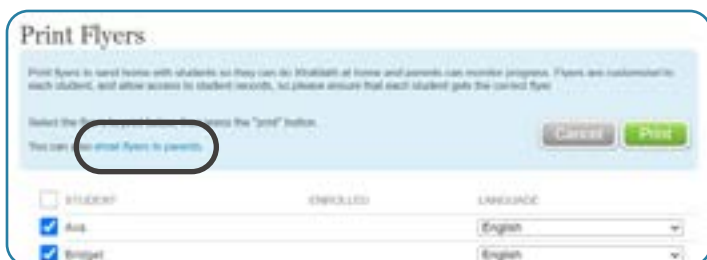


Get your students started

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 insert 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!

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

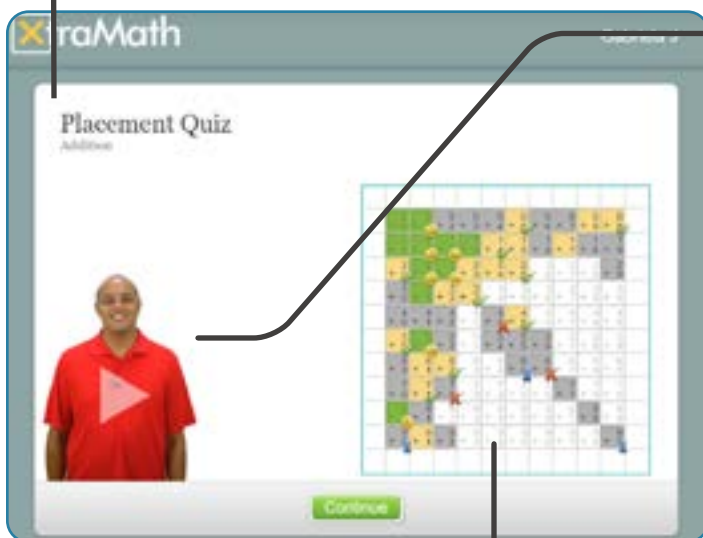
PLACEMENT & PROGRESS QUIZZES

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 once XtraMath determines 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

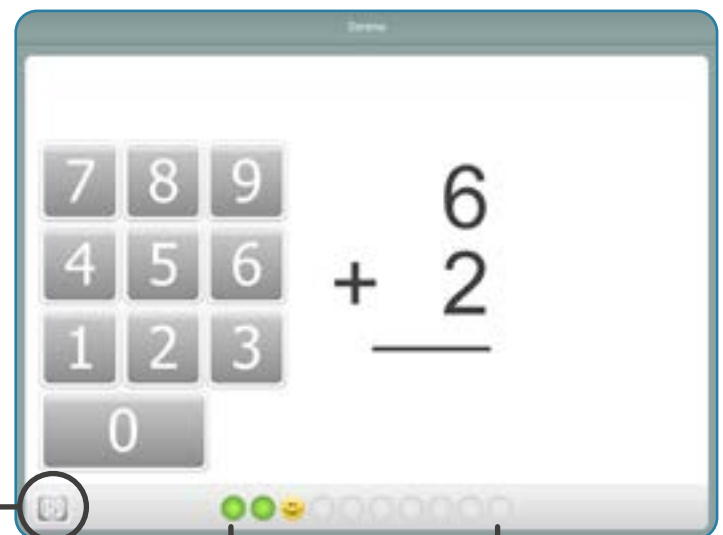
A teacher character explains the program to students via short videos. In a group setting you may want to provide headphones.

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).



Timer

An animated timer indicates the progression for each question. A correct answer within the fluency threshold (6 seconds for the default programs) gets a smiley face response. If nothing is entered before timeout (by default, 20 seconds), the student is shown the correct answer and must enter it to continue. **You can also hide the timer.**



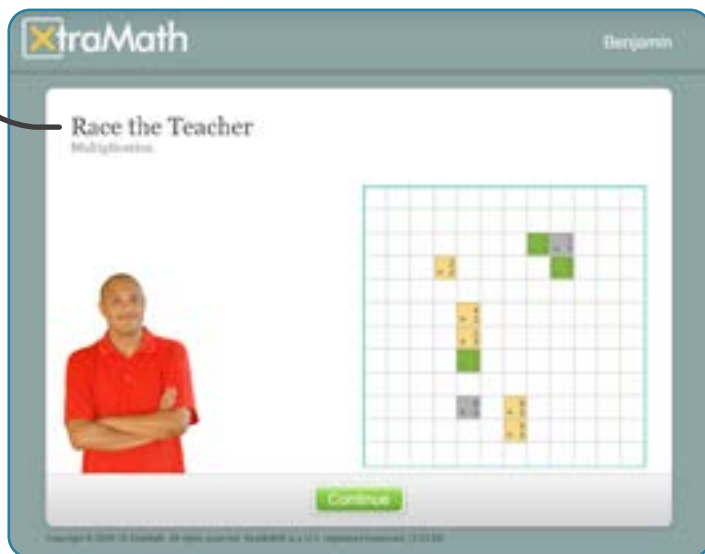
Once placement is done, each day a student signs into XtraMath they start off with a two-minute **Progress Quiz** to check what progress they've made. Students do not take more than one progress quiz a day. The fluency score and matrix reflect this progress.

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.

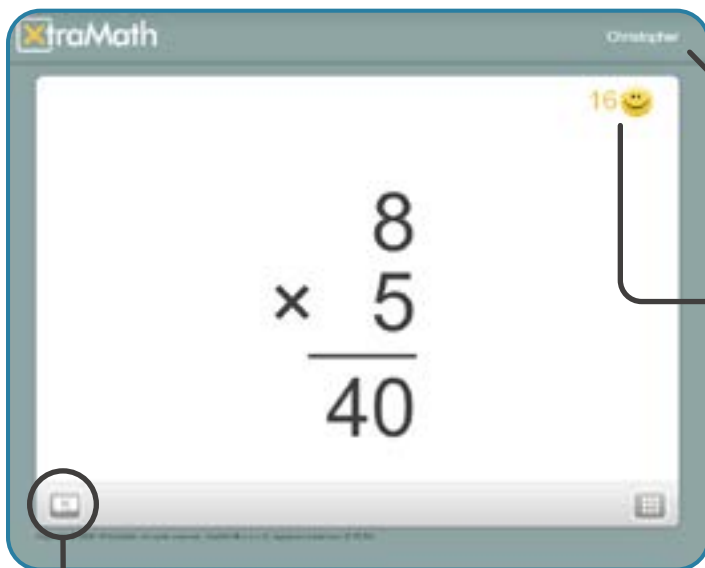


Student info

Click the student's name and you see a popup with their XtraMath enrollment code and other basic information about their account.

Answer streak

During a practice activity, a counter shows the student's current streak of correct answers.



Hide / Show Teacher

If the teacher character is distracting, the student can hide them. (You can also adjust this on the **Student settings** page in your teacher account.)

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.



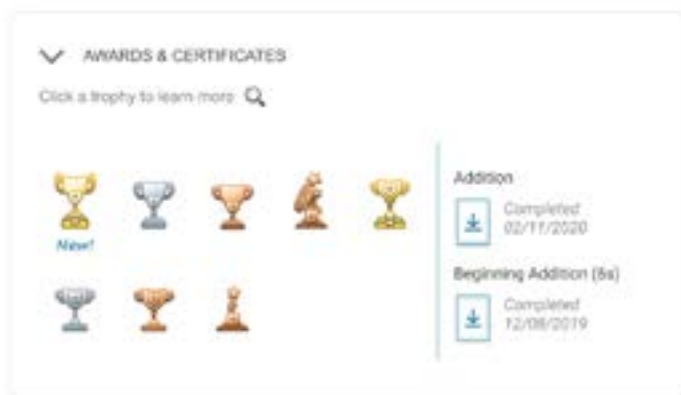
Trophy examples:



Addition (6 sec)
Fluency score of 50



Division (3 sec)
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 trophy pages that students can color in. See [Additional resources](#) section for more info.

Student progress reports

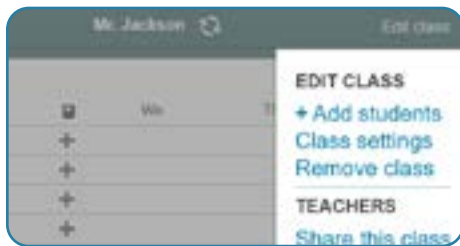
CLASS REPORT

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 the student's activity for that day.

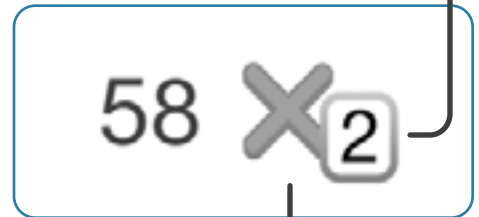
What is the Fluency Score?

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




Threshold indicator

A number inset on the operation icon shows the fluency threshold.



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)

Today's status



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



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.



The student has completed their program! If you want them to keep using XtraMath, you'll need to assign them a new one.



Marked busy on the classroom sign-in page.



Marked absent on the classroom sign-in page.

Daily usage



At least 90% correct



Between 10% and 25% incorrect, or answered too few questions



Over 25% of questions incorrect, or answered very few questions



Signed in, but has not completed a session

STUDENT REPORT

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.

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.

Student settings

Change their name, PIN or program options.

Sign in as the student

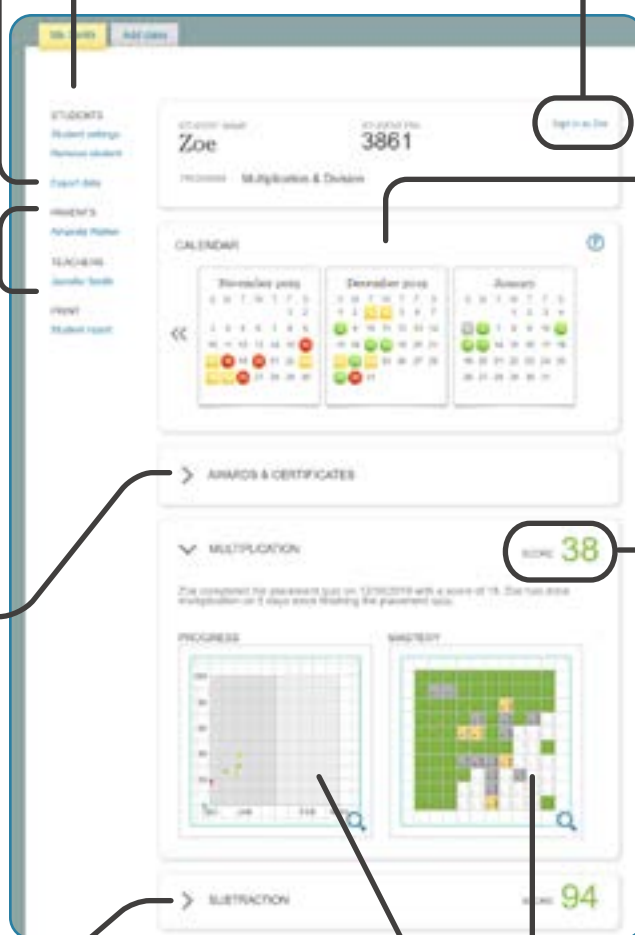
Clicking this will start a normal XtraMath session for this student.

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 each dot indicates 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 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

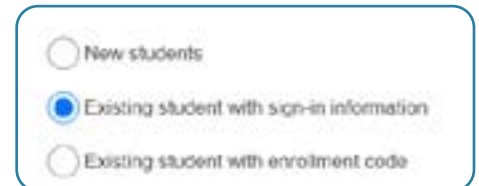
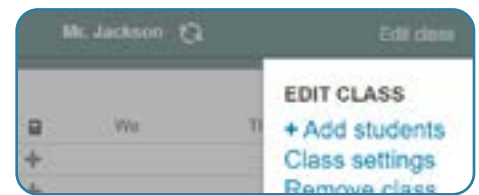


Idle time after the correct answer was shown

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.



ClassLink / Clever management

- + Some changes need to be made within ClassLink or Clever (or in your school's information system that syncs to it). These include sharing your class with another teacher, creating new classes, and adding students to your roster.
- + For more details, see our FAQ entry about [managing classes when using a rostering integration](#).

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:

Grade	Age range	Program	Fluency Threshold
K	5-6	Beginning Addition	6 sec.
1	6-7	Beginning Addition & Subtraction	6 sec.
2	7-8	Addition & Subtraction	6 sec.
3	8-9	Addition, Subtraction & Multiplication	6 sec.
4+	9-10 +	Addition, Subtraction, Multiplication & Division	6 sec.

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.

The **Premium license** allows you to further customize student programs:

- **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 $81\div9$. *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 .

[illegible]

Beginning Addition

+0	+0	+0	+0	+0	+0	+0	+0	+0	+0
+1	+1	+2	+3	+4	+5	+6	+7	+8	+9
+0	+1	+2	+3	+4	+5	+6	+7	+8	+9
+0	+1	+2	+3	+4	+5	+6	+7	+8	+9
+0	+1	+2	+3	+4	+5	+6	+7	+8	+9
+0	+1	+2	+3	+4	+5	+6	+7	+8	+9
+4	+4	+4	+4	+4	+4	+4	+4	+4	+4
+4	+1	+2	+3	+4	+5	+6	+7	+8	+9
+5	+5	+5	+5	+5	+5	+5	+5	+5	+5
+0	+1	+2	+3	+4	+5	+6	+7	+8	+9
+6	+6	+6	+6	+6	+6	+6	+6	+6	+6
+0	+1	+2	+3	+4	+5	+6	+7	+8	+9
+7	+7	+7	+7	+7	+7	+7	+7	+7	+7
+0	+1	+2	+3	+4	+5	+6	+7	+8	+9
+8	+8	+8	+8	+8	+8	+8	+8	+8	+8
+0	+1	+2	+3	+4	+5	+6	+7	+8	+9
+9	+9	+9	+9	+9	+9	+9	+9	+9	+9
+0	+1	+2	+3	+4	+5	+6	+7	+8	+9

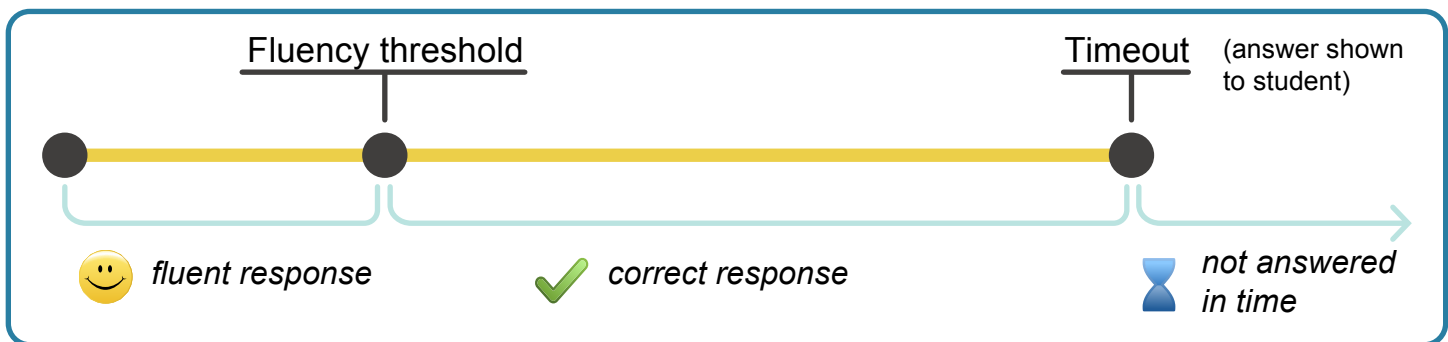
Addition

Addition

[illegible]

Expanded Addition

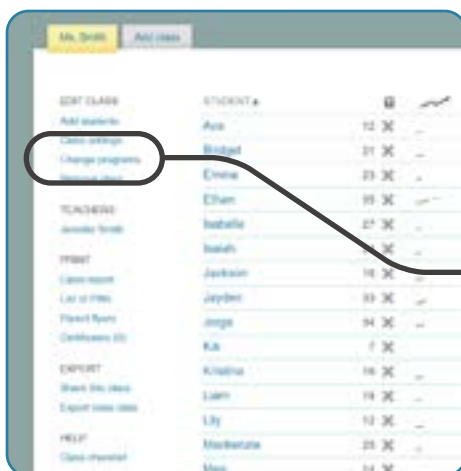
- **Fluency Threshold** - A correct answer is considered “fluent” or not depending on how quickly it was entered. The threshold in our default programs is **6 seconds**. We recommend that students on a 6 second program proceed to a 3 second one next, as 3 seconds is a research-based measurement for true automaticity.



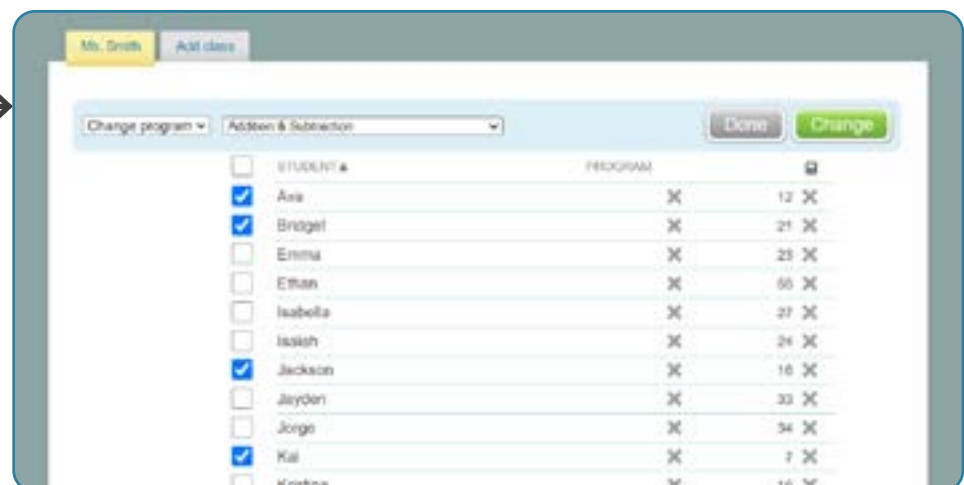
Programs can also be **Assessment only**. These proceed directly from one placement quiz to the next and can help to identify fluency gaps (especially for higher grade levels). After the assessment is done, you’ll need to assign a new program for the student to continue practicing.

ADJUSTING PROGRAMS

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

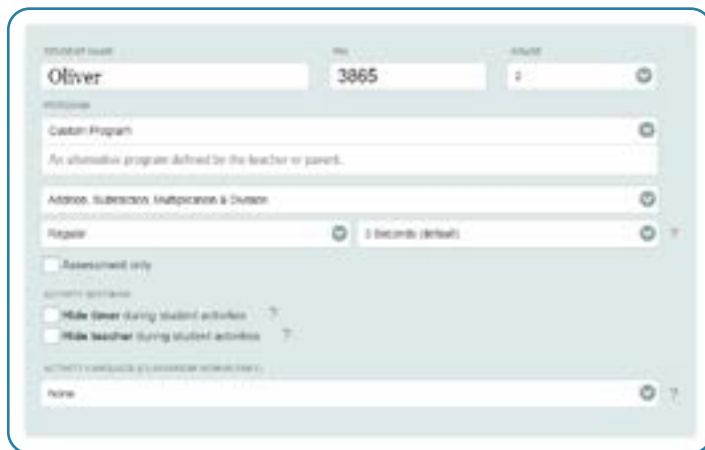


Pick the desired program from the dropdown menu, then select which students you want to assign it to. Click **Change**.



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. *Note that custom programs are only available in the Premium license.*

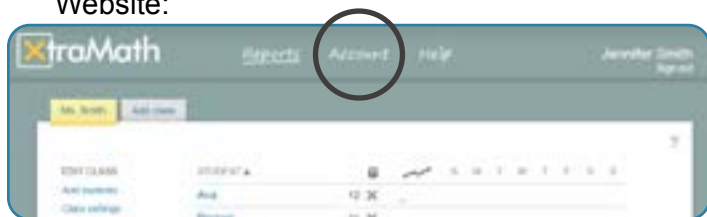
From an online student report, you can also access the **Student settings** page. This page lets edit a student's name or PIN, but you can also change their program here. You can also choose to **hide the timer** during their student activities or **hide the teacher character** during their practice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



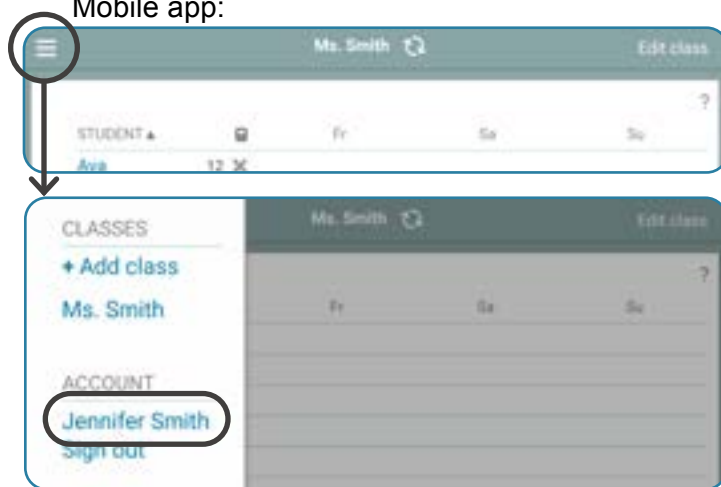
Manage your teacher account

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.

Website:



Mobile app:



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

LICENSE

Click the **License** tab to see information about your current license. If you have a Basic license but received a **Teacher Access Code** from your school or district, apply it here to upgrade your account. You can also purchase a Classroom license to upgrade.

Any Premium content included in your license is also available here.

To learn more about what's included in a Premium license, or to see license pricing information, visit home.xtramath.org/pricing.html.



Additional resources

USER GUIDES / FAQ

The XtraMath [Support page](#) includes several user guides, for example:

- [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.
- [Program Guide with Grade-level Standards](#)

It also has an extensive **FAQ** which covers most teacher questions and concerns.

STUDENT & CLASSROOM PRINTABLES



A variety of printables are available for your classroom, depending on your license. These include blank certificates, progress charts for classes or individual students, fluency matrices, and trophy coloring sheets. From your online dashboard, click **Resources** at the top of the screen.

INSTRUCTIONAL MATERIALS

XtraMath Premium licenses include a wide (and still expanding!) assortment of offline instructional materials. There are two main categories, XtraMath Activities and XtraSTEM Activities, which are organized by target grade levels. Learn more or download activities on the **Resources** page.



PROFESSIONAL DEVELOPMENT

Professional development videos are also available on the **Resources** page! These cover similar content to this guide but also include information about implementation in the classroom.