

Search for resources, preview them and assign them to users

1 You can quickly find resources based on objectives, assessment outcomes or various other criteria. Simply make your search selections using these drop-down options and then click on the green **Go** button or press the 'Enter' key on your keyboard.

2 The results of your search are shown here as panels. A resource can be previewed by clicking on the **Eye** button.

3 Selecting the check box next to a resource and then clicking on the **Show Related** button opens the **Related** tab. All of the resources that are related to the one you have selected are displayed.

The screenshot displays the 'Search & Assign' interface. At the top, there are navigation tabs: 'My Trays', 'Search & Assign' (active), 'Results', 'Snapshots', 'Planning', and 'User Management'. The user is logged in as 'Mrs Wood'. The search filters are set to 'Maths', 'Year 3', 'APP', 'Ma2', and 'Numbers & the Number System'. The search results are shown in a grid with columns for 'View', 'Type', 'Title', 'Level', and 'Creator'. The resources listed are: 'Spin 10 or 100' (Daily Assessment), 'Number Order' (Daily Assessment), 'Hundreds, Tens and Units' (Daily Assessment), 'Number Line' (IWB Resource), and 'Number Order' (Interactive). The 'Assign' panel on the right shows a list of users and groups under 'Mrs Wood (My Trays)'. The users listed are Charlie Adams, Sarah Barnes, Mike Bevan, and Anila Bhaskar. The groups listed are Blue Group, Red Group, Green Group, and Class 3. The interface also includes a '100 ASSESSMENT LESSONS' badge and a 'Show Related' button at the bottom left.

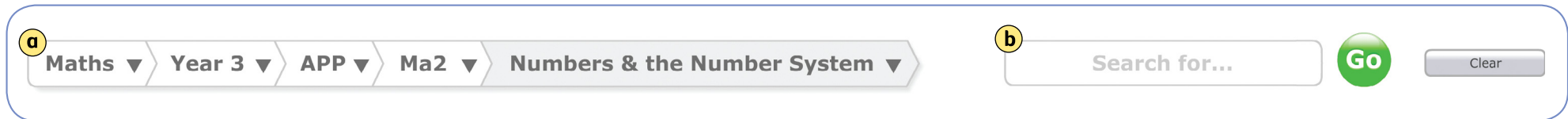
4 The **Assign** area enables resources to be quickly assigned. Simply drag a resource from the search area to any class, group, individual, or to your own **My Trays** icon at the top of the list.

5 Click on a class, group or an individual user's tray to view their currently assigned resources and assessments.

Search & Assign – a closer look

Searching and results

1 Searching



You can search for resources and assessments in two different ways.

a Starting with the subject drop down on the left, simply make your selections and then click on the **Go** button. You can run a search as soon as you have selected a subject and a year. However, making further selections in the drop downs will help you conduct more curriculum-specific searches, such as for APP assessment focuses, Primary National Strategy strands, objectives and units or transitional assessments. If you are using Scholastic's book series, you can even search for resources that link to specific book pages.

b If you wish, you can also type a search term in this box and click on the **Go** button to find any resources which contain the term in their title or description. (Remember: you must have selected a subject and year first.)

2 3 Results area



Any resources that meet your search criteria are shown in the results area. Maths resources are represented by blue shaded panels and literacy resource panels are pink. They will be presented under two tabs:

a digital resources, such as assessments, interactives and whiteboard tools are presented in the **Digital** tab

b printable resources, such as page-based


assessments, worksheets and teacher notes are presented in the **Printables** tab.


If you select the check box next to any resource and click on the **Show Related** button in the bottom corner of the results area, the **Related** tab **c** will become active, automatically listing all the resources associated with the one you have selected.

2 Panel icons

The resource panels have lots of useful information including:

2-3 NC level range icon. (Note: some resources are matched to a single level, eg '2', whilst some cover a range of levels, eg '2-3'.)

 Icons to show if the assessment has computer- and/or teacher-marked questions

 A button to access additional information about the resource.

Search & Assign – a closer look

Assigning and viewing pupil's trays

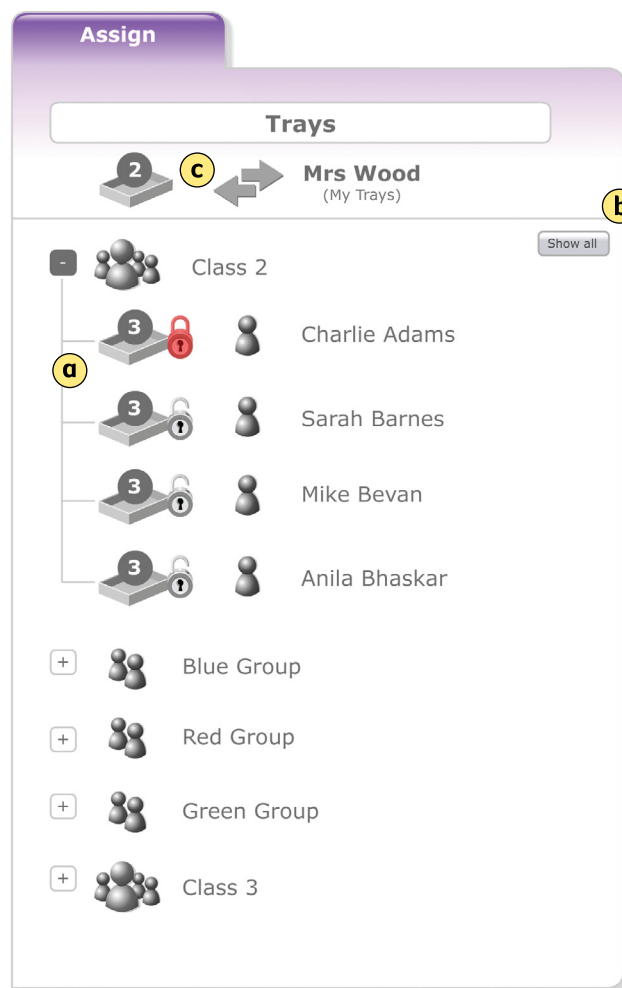
4 Assigning resources

Once you've found a resource, simply drag the resource panel and drop it into one of the class, group or individual pupil's trays in the **Assign** area (a).

As soon as you drop the resource it will be assigned. The pupil (or pupils) will find the resource next time they access their own **My Tray** area.

By default, the user list in the **Assign** area will contain all of the classes and groups you have associated yourself with in the **User Management** area. To access all the classes and groups in your school, click on the **Show All** button (b).

You can assign resources to your own **My Trays** area in the same way by dragging and dropping into the top tray icon (c), which has your name next to it. This is a useful way to store resources you may want to use in your teaching or planning, or to keep a resource handy in order to assign it at a later date.



5 Tray viewer

The user listing in the **Assign** area (both in **Search & Assign** and **My Trays**) lets you quickly see which resources are currently assigned to any individual pupil. (You can expand any class or group to see the individual pupils by clicking on the + button next to the class or group name.)

The number of resources a pupil currently has assigned is shown on their tray icon. Clicking on this icon, or the pupil's name, will open the **Tray Viewer** tab in the results area and you will be able to see and access the pupils' assigned resources. You can remove a resource from their tray if you need to in this view. (Note: digital assessments are removed automatically after they've been taken by the pupil. Other types of resource have to be manually removed after use, either by the pupil or by a teacher.) Clicking on another pupil's name will show their tray contents in the **Tray Viewer**.

You can also click on a **Class** or **Group** name and view all the resources assigned to members of that class or group. Deleting a resource will delete any instances of that resource from all the members' trays.

Clicking on the lock icon will lock or unlock individual trays. If locked, the user will be able to see but not run any resources in their tray. (Note: when a tray is locked, the lock icon is red.)

