



YCIS Pudong Primary-Online Homework Policy and Procedures

Online homework is beneficial for students and teachers. It is adaptive, allowing for differentiation; it allows for easy monitoring of progress and it provides instant feedback to students and parents.

The benefit of online homework is maximised when the teacher values and promotes it within the classroom.

Online Homework at YCIS Shanghai-Pudong

The three main Online Homework activities are:

- Raz Kids (for reading)
- Mathletics (for maths)
- Edtyping (for typing)

General Procedures

Online homework **must be monitored and followed up** in the same way as written homework. This means following up with parents when students have not completed homework, and helping students who have struggled with their online homework, or where online homework results suggest a misconception has occurred.

Year leaders should regularly monitor online homework, by having teachers share the reports from their classes during year level meetings.

To ensure students do not repeat material from previous years, teachers should “take” students from their previous teacher as opposed to setting up new accounts for each student each year.

Guidance on how often online homework should be used

The below provides minimums for how often online homework tools should be used. Their usage should be consistent across year levels.

Year	Mathletics	Raz Kids	Typing
1	1 Set Activities Per Week	1-2 books per week	N/A
2	1 Set Activities Per Week	1-2 books per week	N/A
3	2 Set Activities Per Week	1-2 books per week	15 minutes twice a week on BBC Dance Mat Typing
4	2 Set Activities Per Week	1-2 books per week	15 minutes twice a week on EduTyping
5	2 Set Activities Per Week	1-2 books per week	15 minutes twice a week on EduTyping
6	2 Set Activities Per Week	1-2 books per week	15 minutes twice a week on EduTyping

Procedures on the use of specific online homework tools

Raz – Kids

Use the PM benchmark at the start of the year to set an appropriate level for Raz Kids. See https://www.raz-kids.com/main/ViewPage/name/help_chart/ for a guide to help correlate PM and Raz Kids.

Raz Kids goes up to PM 30, and is suitable for all but the most advanced readers in the Upper Primary. All students who have not completed PM 30 are expected to be using Raz Kids.

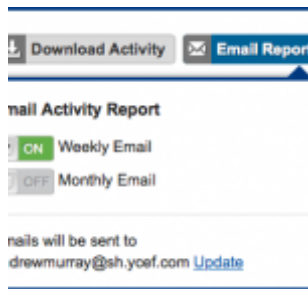
Each week teachers can receive an email showing how long their students have spent on Raz Kids over the course of the week. This summarises key information (last login, minutes logged in, number of books read) and is a time saver for teachers. Teachers should ensure this is set up, and should follow up with students and/or parents as necessary.

To set this up, follow the below instructions after logging into the homepage.

1. Click **Manage Students** and then **Reports** from the drop-down menu.



2. Then click **Email Reports** and turn on the weekly report.



Mathletics

Homework activities should be specifically set so that the activities provide reinforcement of the concepts being covered in class. The **something easier** and **something harder** tabs provide opportunities for differentiation.

Live Mathletics provides useful reinforcement. At the start of the year, teachers should set each student to the appropriate level on Live Mathletics so it is not too easy or difficult for them. See <http://www.3plearning.com/wp-content/uploads/2014/01/The-ten-levels-of-Live-Mathletics.pdf> for a guide to of the content of each level. Typically, Level 1 is for Y1, Level 2 is for Y2, Level 3 is for Y3, Level 4 is for Y4, Level 5 is for Y5 and Level 6 is for Y6.

Mathletics highlights students who have scored 80% or less on a set activity (in the **results** tab). If a student scores poorly on a set activity, this is an indication that teachers need to reteach the underlying concept to them. Teachers may then wish to set the activity again. Teachers need to check the results tab regularly to see students who have struggled, and students who have not attempted activities. Cases of students who have not completed activities should be followed up with students and/or parents as necessary.

If a student receives a certificate, this should be printed and presented to them. A monthly check on who has received certificates will help teachers stay on top of this.

Edutyping

Clicking on reports, and then running a **student activity summary** lets teachers see which students have accessed Edutyping over a given period of time.



Teachers can also click on individual student names to see progress through the course, including accuracy and words per minute. Teachers should regularly share this information with students to encourage them to set personal goals with regard to speed and accuracy.

If teachers wish for a student to retake a lesson, they can click on:



Teachers need to regularly run the student activity summary to see students who have struggled, and students who have not attempted activities. Cases of students who have not completed activities should be followed up with students and/or parents as necessary.