Collins Connect Secondary Platform Teacher User Guide
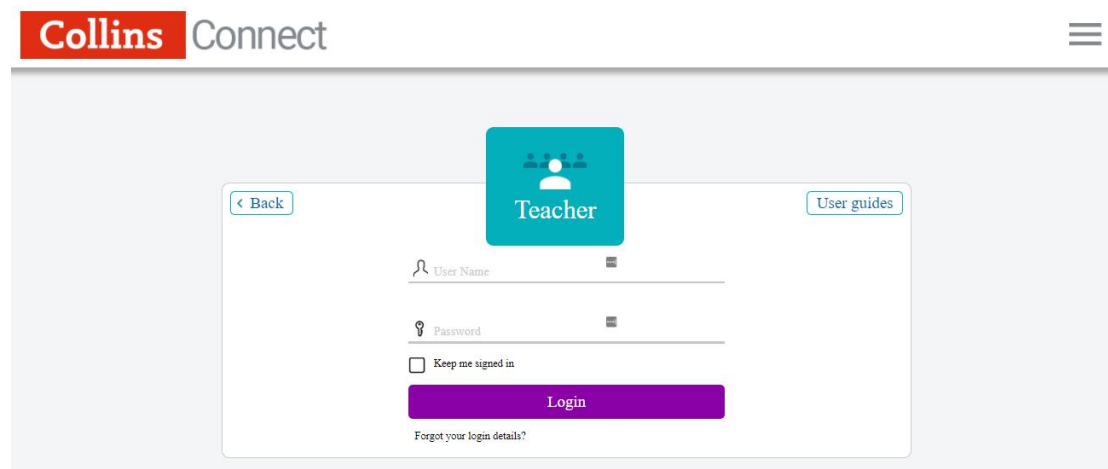
1. Logging in

To log in, firstly go to the Collins Connect Home page: https://connect.collins.co.uk:

Click on the **Teacher** button. You will be taken to the Teacher login screen:

Enter your Teacher login details. Your **User Name** is your email address. You should have been sent a link that will take you to a page where you can set your **password**.

Once your login credentials have been accepted, you will see your Teacher Home page:

Here you will see the courses your school is subscribed to. At the top of the screen are further links to help you manage your classes, see your marking and notifications and access further user guides.

Changing your password

If you have forgotten your login details, please use the **Forgot your login details** on the sign in screen, or ask your Admin to reset your password. You will be sent an email to enable you to set a new password.

Alternatively, email education.support@harpercollins.co.uk for your User Name and a password creation/reset link.

2. Managing Classes

Click on **My classes** to the top right of the screen to start managing your Classes:

From the **My classes** screen you can add, edit and delete Classes, and create smaller Sub-groups within Classes.

The instructions below show you how to do all of these things within the **My classes** screen. It is also possible to do them via an Excel import document, which is useful if you want to make large data uploads/changes. Full details of how to use the Excel import document can be found in the **Collins Connect Secondary Platform Admin User Guide**.

Adding Classes

Click on **Create class** to the right of the **My classes** screen:

You will then be asked if you want to base the new Class on a previous one, or create a brand new Class.
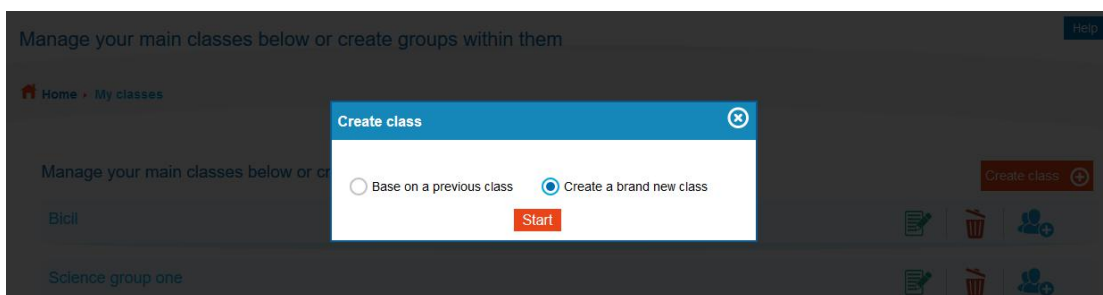
If you are starting a new academic year, you may want to choose **Base on a previous class**. You will then be able to choose from a list of the previous year's Classes, make Class updates for the new academic year, then save the Class again with a new name.

To create a completely new class, select **Create a brand new class** and click **Start**. You will then see the **Create class** screen.

You will then see a new Class screen with empty fields:

Manage your main classes below or create groups within them

🏠 **Home** ▸ **My classes** ▸ **Create class**

Enter a name of your class and details of pupils in it:

Class name:

Enter the name and date of birth of the pupils in your class. You can have as many pupils as you like in your class up to a maximum of 100.

	First name	Last name	Date of birth (DD/MM/YYYY)	Gender	Year (7-13)	Password	
1							🗑

＋ Add pupil

Enter the name of the Class in the field provided. Below it you will see space for adding Students. Complete the fields for each Student you want to add to the Class:

Class name: Science Group three

Enter the name and date of birth of the pupils in your class. You can have as many pupils as you like in your class up to a maximum of 100.

	First name	Last name	Date of birth (DD/MM/YYYY)	Gender	Year (7-13)	Password	
1	Amy	Liddiard	10/08/2000	M	11	school	🗑
2	David	Kearns	01/02/2000	M	11	school	🗑
3	Simone	Williams	11/06/2000	M	11	school	🗑

＋ Add pupil

Save class

Once you have added all your Students to your Class, click on **Save class**. If the fields have been completed correctly, you will see a dialog box showing a Class and member status summary:

Class and member status summary ⊗

Class Science Group three saved successfully!

You can edit this class at any time by clicking My classes at the top right-hand corner of every page.

Create another class   Finish   Edit class

| First name	Last name	Status
Amy	Liddiard	User has been added to the class successfully.
David	Kearns	User has been added to the class successfully.
Simone	Williams	User has been added to the class successfully.

Click on **Finish** to see your new Class and the Students listed as members on the **My classes** screen. Alternatively, click on **Edit class** to add more Students, or **Create another class** to create a new Class and add Students to it:
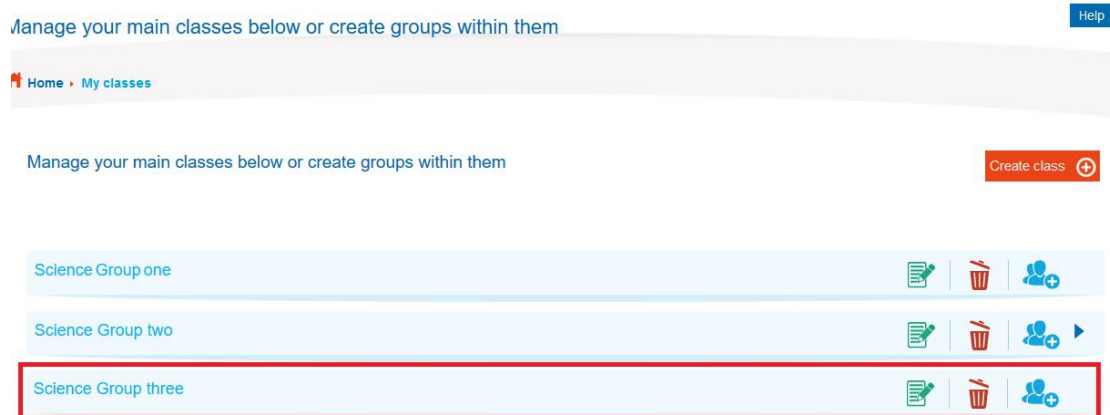

Creating Sub-groups

Within Classes you can create smaller groups, called **Sub-groups**. These are useful if you want to assign homework and tests to smaller units of Students within Classes.
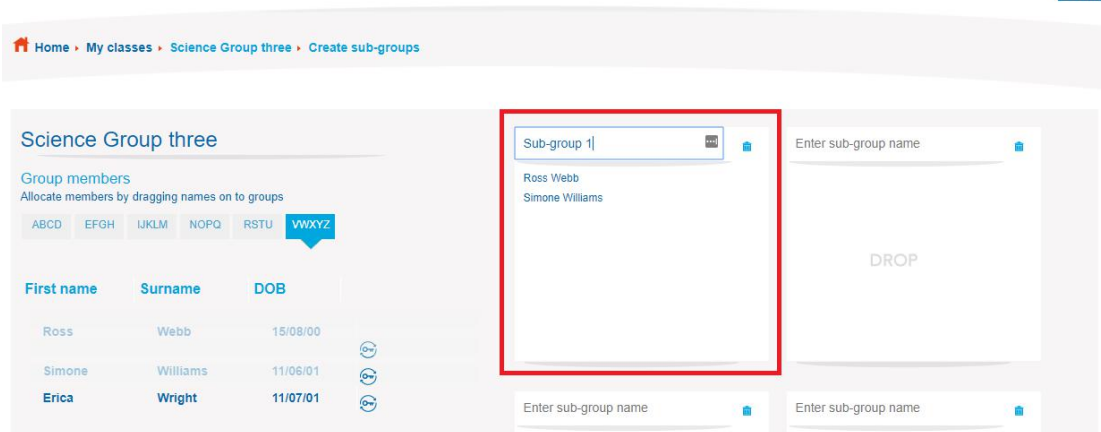
To create a Sub-group, click on the Create Sub-group icon to the right of the Class's name:
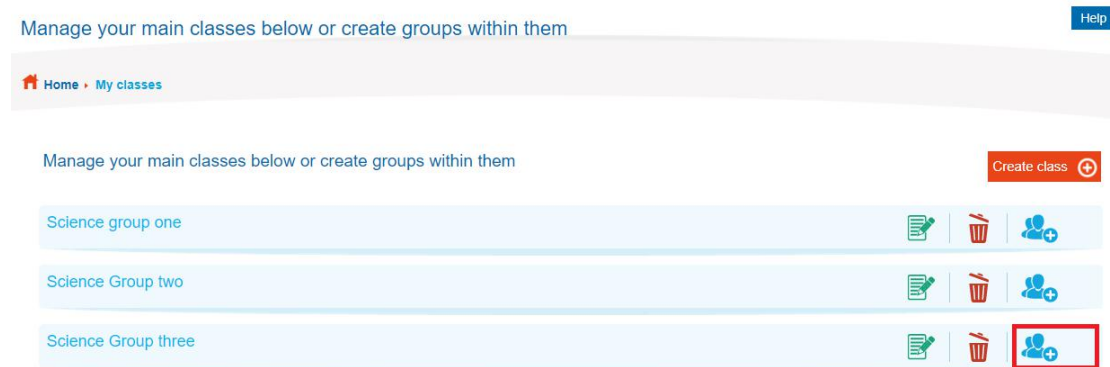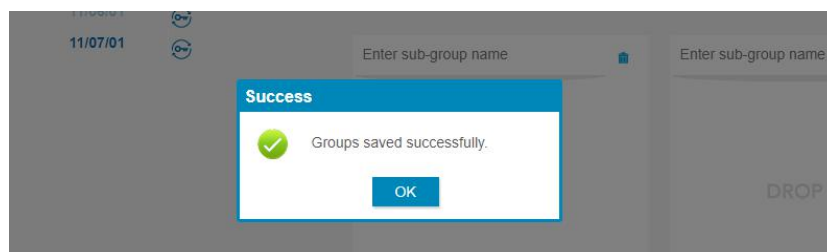

You will see alphabetised lists of all the Students in the Class, with space to create Sub-groups on the right:
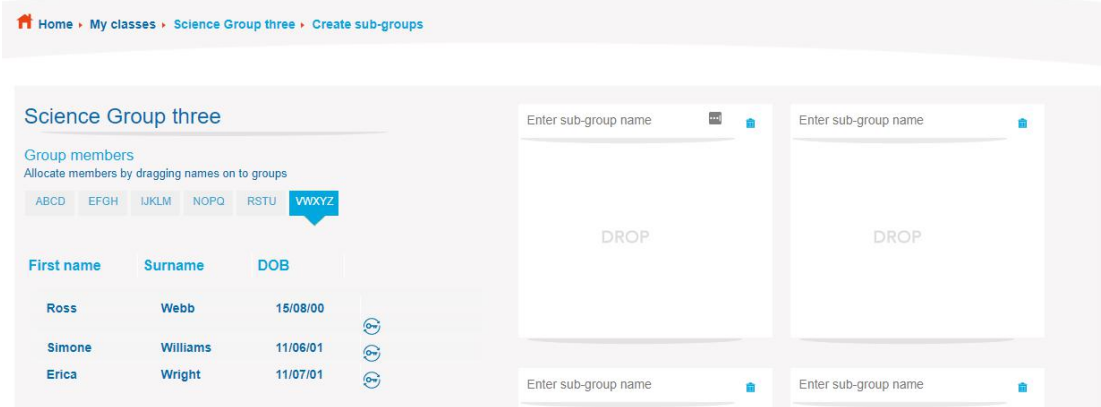
To create your Sub-group, give it a name in one of the boxes to the right. Then drag and drop the Students from the left into the Sub-group box:

Click **Save.** A dialog box will confirm that the Sub-group has been saved successfully:

Click **OK**. You can now see your Sub-group by clicking on the **down arrow** beside the **Create Sub-group** icon:
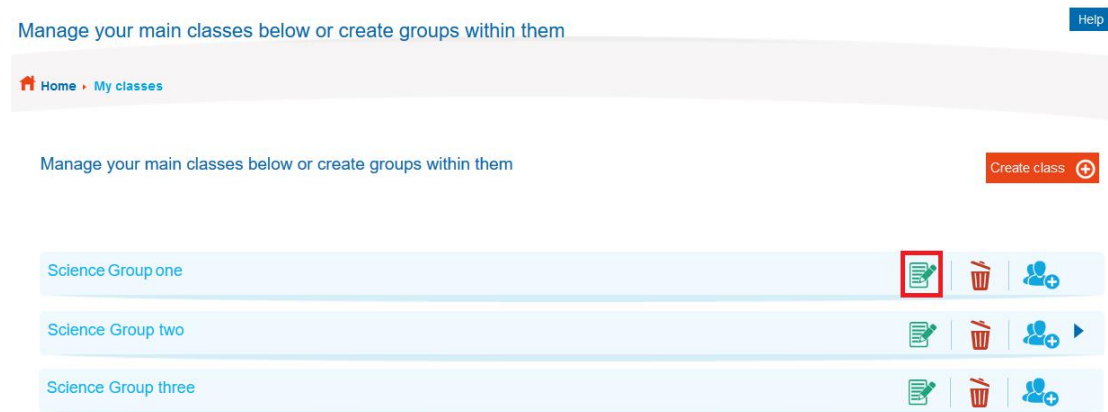

You can edit the Sub-group by clicking on the **Edit Sub-group** icon to the right
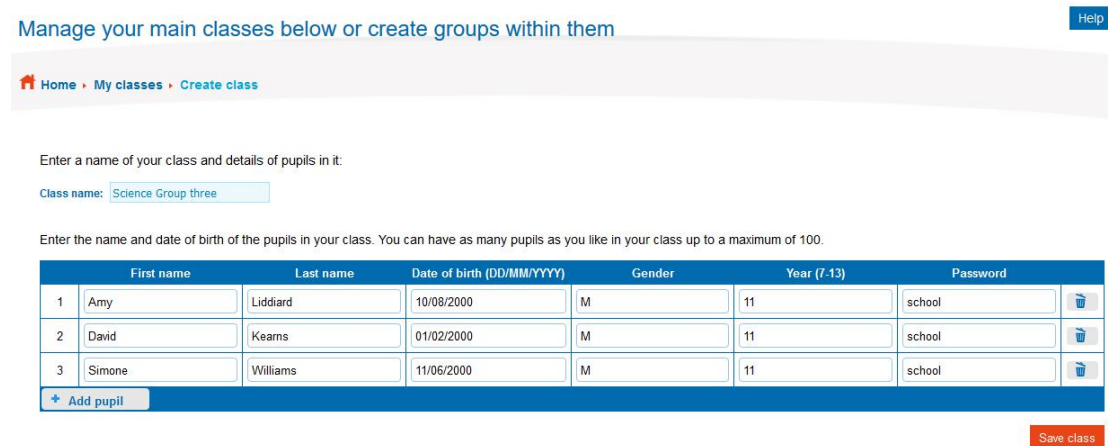
of the Sub-group's name:

Editing Classes

On the **My classes** screen, locate the Class you want to edit and select the **Edit classes** icon from the right of the screen:

You will now see the list of Students within the Class:

From this screen you can:

- Change the name of the Class

- Change any of the Students' details as long as you follow the prescribed data format (eg Date of birth must be written DD/MM/YYYY).

- Add more Students to the Class by clicking on the **Add pupil** button below the Class list.

- Activate or deactivate Students by clicking on the **Activate or**

deactivate student icon (dustbin) to the right of the screen. **Note:** Teachers can deactivate Students, but only Admins can delete them. Deactivating means that existing results data for students will be retained, but they will no longer be part of that Class. Note that they can be reactivated by clicking the dustbin icon if they have been mistakenly deactivated.

When you have edited the Class, click on **Save class**. A dialog box will confirm which Students' details have been edited:

Click **Finish** to return to the **My classes** screen.

Moving Students between Classes

To move a Student to another Class, locate the Class you want to move the Student from and click on the **Move student** icon to the right of the Student's name:

A dialog box will ask you which Class you want to move the Student to. You can search for the Class (or the Class's Teacher) using the **search** box:

Pupil movement

Please select the class you want to move the pupil to.

Pupil: Amy Liddiard

| science | Clear |

Class ▼	Teacher ▼
⦿ Science group one	Padma G
○ Science Group two	Padma G

When you have found the Class you want to move the Student to, click on the radio button next to the Class name, then click **Move**. A further dialog box will ask you to confirm the Class move:

Pupil movement confirmation

Are you sure?

You are about to move the following pupil to another class:

Amy Liddiard

Science Group three ➡ Science group one

Note: Pupil will also be removed from any associated sub-groups. Click on Confirm to confirm the pupil move or else Cancel to go back.

Confirm   Cancel

If you are happy with the move, click on **Confirm**. A final dialog box will confirm that the Student has moved Classes:

Pupil movement success

The following pupil has moved class:

Amy Liddiard

Science Group three ➡ Science group one

All previous reporting data attached to the pupil's profile will show their previous class name. The pupil will still be visible as a deactivated student in their old class. If any new homework or assessments are already set in their new class, the new pupil will be shown as having an N/A score.

Close

Note: All previous reporting data attached to the Student's class profile will show their previous Class name. The Student will still be visible as a deactivated Student in their old class. If any new homework or assessments are already set in their new Class, the new pupil will be shown as having an N/A score.

If you now search for the Student's new Class in the Manage users screen, you will see that they have now become a member of the new Class group.

Deleting Classes

Only Admins can delete classes. Please contact your Admin user, who will be able to do this for you.

Changing Students' passwords

You can change a Student's password in two ways:

- **By editing the Password field** in the Student's user data. Locate the Student's class and replace their password with a new one. Then click **Save class**. You will need to inform the Student of their new password, which they can use the next time they want to view their results.

Manage your main classes below or create groups within them Help

🏠 Home ▸ My classes ▸ Edit class

Enter a name of your class and details of pupils in it:

Class name: Science Group three

Enter the name and date of birth of the pupils in your class. You can have as many pupils as you like in your class up to a maximum of 100.

	First name	Last name	Date of birth (DD/MM /YYYY)	Gender	Year (7-13)	Password			
1	Amy	Liddiard	10/08/2000	M	11	school	➡	🔑	🗑
2	David	Kearns	01/02/2000	M	11	school	➡	🔑	🗑
3	Simone	Williams	11/06/2001	M	11	school	➡	🔑	🗑

➕ Add pupil

- **By resetting the Student's password:** click on the 'Reset password' button to the right of the Student's name:

Manage your main classes below or create groups within them

Help

🏠 Home ▸ My classes ▸ Edit class

Enter a name of your class and details of pupils in it:

Class name: Science Group three

Enter the name and date of birth of the pupils in your class. You can have as many pupils as you like in your class up to a maximum of 100.

	First name	Last name	Date of birth (DD/MM /YYYY)	Gender	Year (7-13)	Password		
1	Amy	Liddiard	10/08/2000	M	11	school		
2	David	Kearns	01/02/2000	M	11	school		
3	Simone	Williams	11/06/2001	M	11	school		

➕ Add pupil

A dialog box will ask you to confirm that you want to reset the Student's password:

Manage your main classes below or create groups within them

Help

🏠 Home ▸ My classes ▸ Edit class

Confirmation

⚠ Do you really want to reset the password for this member?

Yes   No

Enter a name of your class and details of pupils in it:

Class name: Science group one

Enter the name and date of birth of the pupils in your class. You can have as many pupils as you like in your class up to a maximum of 100.

Click on **Yes** to reset their password. A second dialog box confirms that the password has been reset:

Manage your main classes below or create groups within them

Help

🏠 Home ▸ My classes ▸ Edit class

Success

✅ Reset password information has been updated for the user successfully.

OK

Enter a name of your class and details of pupils

Class name: Science group one

The Student will then be prompted for a new password the next time they log in.

3. Viewing content

The Teacher Home page displays all the courses your school is subscribed to:

If you have more than one page of courses, use the numbered buttons to the bottom-right of the screen to move between the pages.

Select a course. You will then see four tile options on your **Choose an action screen**: **Content**, **Homework**, **Tests** and **Results and reports**. Click on **Content (Standard view)**:

Use the content index in the left-hand pane to scroll through the content. You can click on the arrows next to the titles to expand the selection:

There are several items to the right of the content sections:

These icons do the following:

   View full screen: this enables the content to be opened full-screen

   Generate link: this enables you to create a link directly to the resource: this is useful for setting homework or catching up on lessons:

   Print: this enables the relevant content to be printed.

Front of class view

Most courses in Collins Connect offer an alternative **Front of class view** of the content. This view is particularly designed to be useful for whole class teaching and when using an interactive whiteboard.

To access front of class view, click on the **Front of Class view button** to the top-right of the screen:

Edexcel A-level Mathematics Year 2

Help

🏠 Home ▸ Edexcel A-level Mathematics Year 2 ▸ View content

📖 Front of class view

Contents ✕	Chapter 1: Algebra and functions 1: Functions	Set homework on this topic ⊕

Acknowledgements
Acknowledgements

Introduction
Introduction
Features to help you learn

Chapter 1: Algebra

▾ **Introduction**

▾ **Introduction**

Do you play computer games? Even if you don't, you probably have a friend who does. How does a computer game work? The basis of a computer game is an algorithm: a list of operations that need to be performed, which incorporates the order in which they need to be performed. The computer game software is the codification of the algorithm. A function is just like an algorithm – it is a step-by-step process containing mathematical operations.

You will then see the content in **Front of class view**:

Menu   **Chapter 1: Algebra and functions 1: Functions**: Introduction

1

1 ALGEBRA AND FUNCTIONS 1: FUNCTIONS

Do you play computer games? Even if you don't, you probably have a friend who does. How does a computer game work? The basis of a computer game is an algorithm: a list of operations that need to be performed, which incorporates the order in which they need to be performed. The computer game software is the codification of the algorithm. A function is just like an algorithm – it is a step-by-step process containing mathematical operations.

LEARNING OBJECTIVES

Resource Bank   ← Go to page 1 →

Use the **forward and back arrows** to scroll through the pages. Use the **Menu** button to the top-left of the screen to quickly navigate to different chapters and topics.

If you are in an exercise, the answers to the questions can be opened by clicking the question numbers with a red-dotted circle around them:

You should be able to complete the following questions correctly:

1. Sketch the graph of each of the following functions:
   a $y = x^2 - 3$　　　　b $y = \sqrt{x}$　　　　c $y = \frac{1}{x}$
   d $y = e^x$　　　　　e $y = \sin x$　　　　f $y = \tan x$

2. If $f(x) = x^2$, sketch the graph of each of the following functions:
   a $f(2x)$　　　　　b $2f(x)$
   c $f(x + 2)$　　　　d $f(x) + 2$

3. If $y = 2 - x$, find the value of y when:
   a $x = 0$　　　　　b $x = 1$
   c $x = -3$　　　　　d $x = \frac{1}{2}$

This opens a pop-up box containing the answers to that question. This can be dragged to a different position by clicking on the **Answers** area at the top of the box. **Note**: Students will not be able to open the answers in their version of

the platform:

> **You should be able to complete the following questions correctly:**
>
> ① Sketch the graph of each of the following functions:
> **a** $y = x^2 - 3$ **b** $y = \sqrt{x}$ **c** $y = \frac{1}{x}$
> **d** $y = e^x$ **e** $y = \sin x$ **f** $y = \tan x$
>
> ② If $f(x) = x^2$, sketch the graph of each of the following functions:
> **a** $f(2x)$ **b** $2f(x)$
> **c** $f(x+2)$ **d** $f(x) + 2$
>
> ③ If $y = 2 - x$, find the value of y when:
> **a** $x = 0$ **b** $x = 1$
> **c** $x = -3$ **d** $x = \frac{1}{2}$
>
> | 3 | Answers | ⊗ |
> | **a** $y = 2$ | **b** $y = 1$ | |
> | **c** $y = 5$ | **d** $y = \frac{3}{2}$ | |

The **Resource Bank** button gives access to all of the supplementary digital materials such as videos and games contained in the course. When first opened, the **Resource bank** will show the **related resources** to the current chapter. In the example below, the user has clicked **View All** to see all resources available for the course:

View: All

| Section: | Topic: | Type: | Format: |
| All | All | All | All |

Section	Topic	Type	Format
End-of-chapter test 1	Test	Document	docx
End-of-chapter test 1	Worked-example video		mp4
End-of-chapter test 2	Test	Document	docx
End-of-chapter test 2	Worked-example video	Video	mp4
End-of-chapter test 3	Test	Document	docx
End-of-chapter test 3	Worked-example video	Video	mp4
End-of-chapter test 4	Test	Document	docx
End-of-chapter test 4	Worked-example video	Video	mp4
End-of-chapter test 5	Test	Document	docx

Resource Bank

Filters can be used to narrow down the list to a particular topic or type of resource.

Note: on the **Choose an action screen** you also have the option of viewing content in Front of class view:
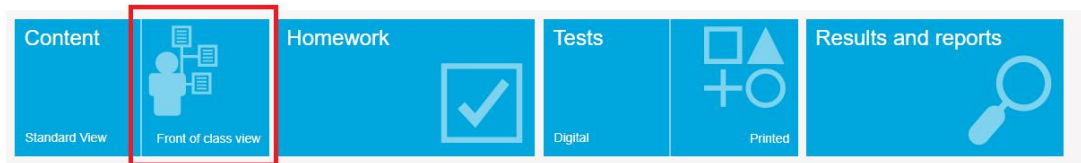
4. Setting and marking homework

There are two ways to set homework for students:

- Set homework through the Content tile.

- Set homework through the Homework tile.

Setting homework through the Content tile

To set homework through the Content tile, click on the **Standard View** option within the **Content tile** on the **Choose an action screen** and go to the topic required.

Click **Set homework on the topic** in the top-right of the content pane:
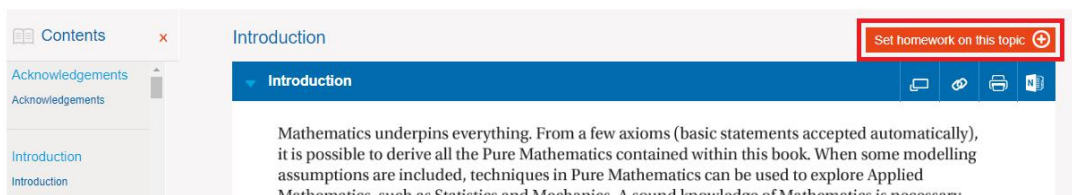
Set homework by **ticking the tick box** to the right of the content section title. You can select multiple content sections within any one topic. Once you have selected all required content, click on the **Finish and assign** button:
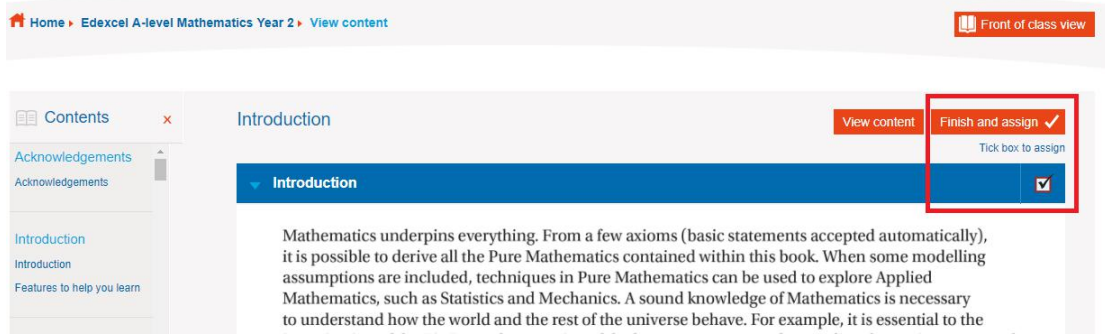
You will be asked to give your homework a title and to add some instructions for the Students:
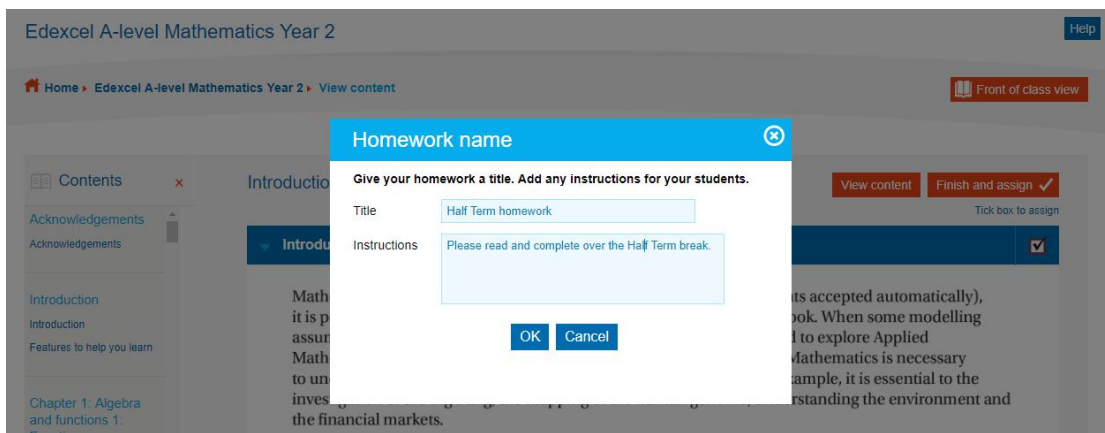
Once you've added a title and instructions, click on **OK**. A dialog box will inform you that your homework has been created successfully:
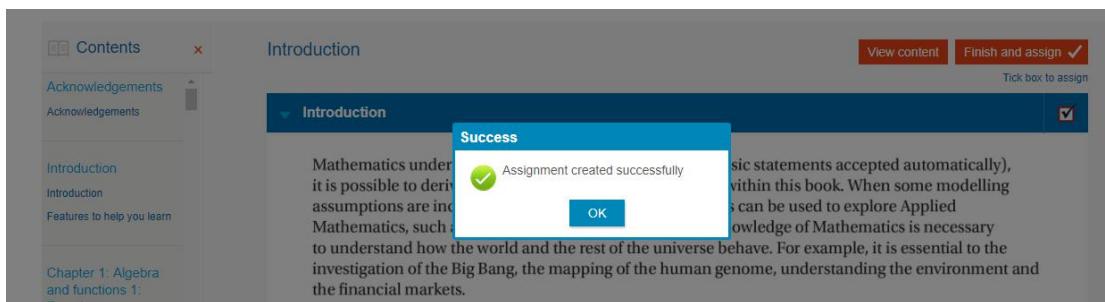
You now need to assign the homework to a Class group. Assign the homework by dragging and dropping it on the Class group you want to complete it. In the example below, **Weekend homework** would be dragged and dropped on to Class 1:

A dialog box will confirm this:
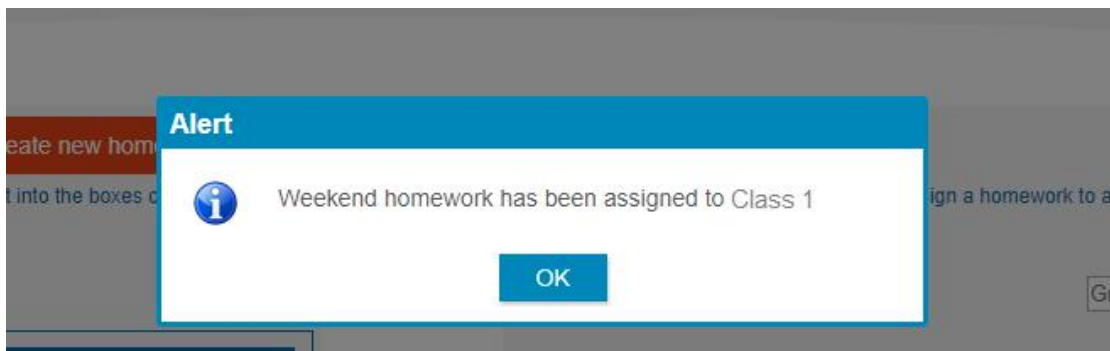
You will also see that the homework has been added to Class 1's tile:

Click on **Finish and review**. You will be asked to set a start and end date for the homework. Add dates either by typing or using the calendar provided:
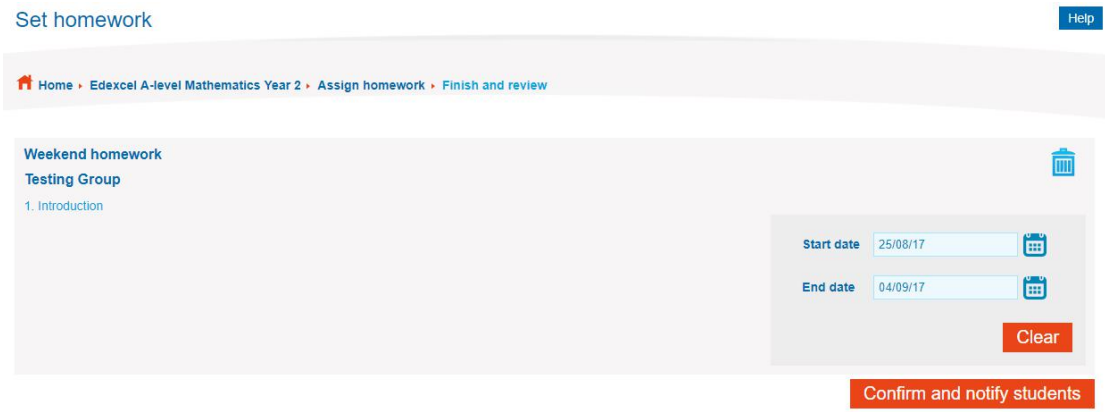
Once you've added dates, click on **Confirm and notify students**. A dialog box will confirm that the homework has been set:
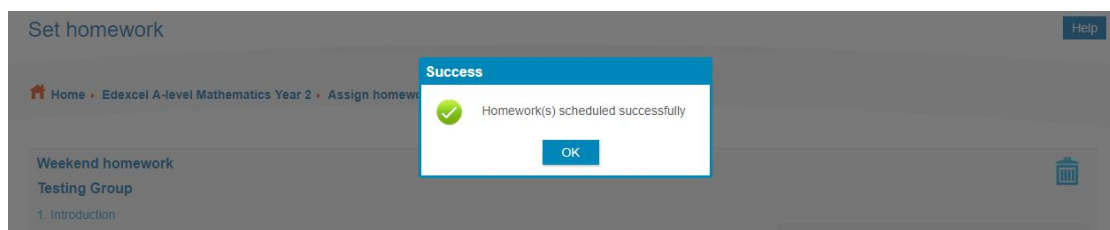
Your Students will receive a notification when they next log in to inform them that they have a homework assignment to complete. The assignment will appear in their list of homework tasks to do.

Click on **OK** to see your list of set homeworks. You can set more homework assignments by clicking on the **Create new homework** button to the top left of the screen:
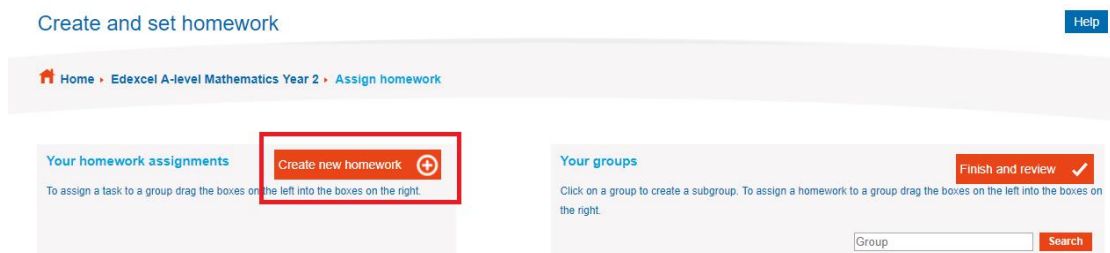
Setting homework through the Homework tile

To set homework through the Homework tile, select your course and click on the **Homework tile**:
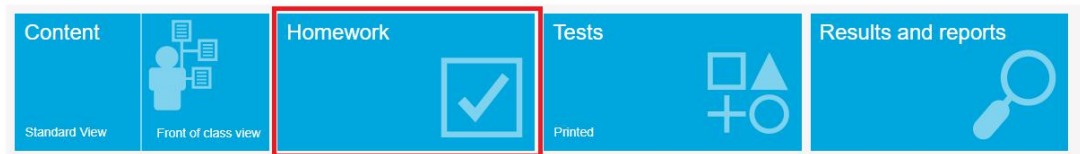
Click on the **Create new homework** button and follow the steps as you would for creating homework in the previous section.

Homework monitoring and notifications
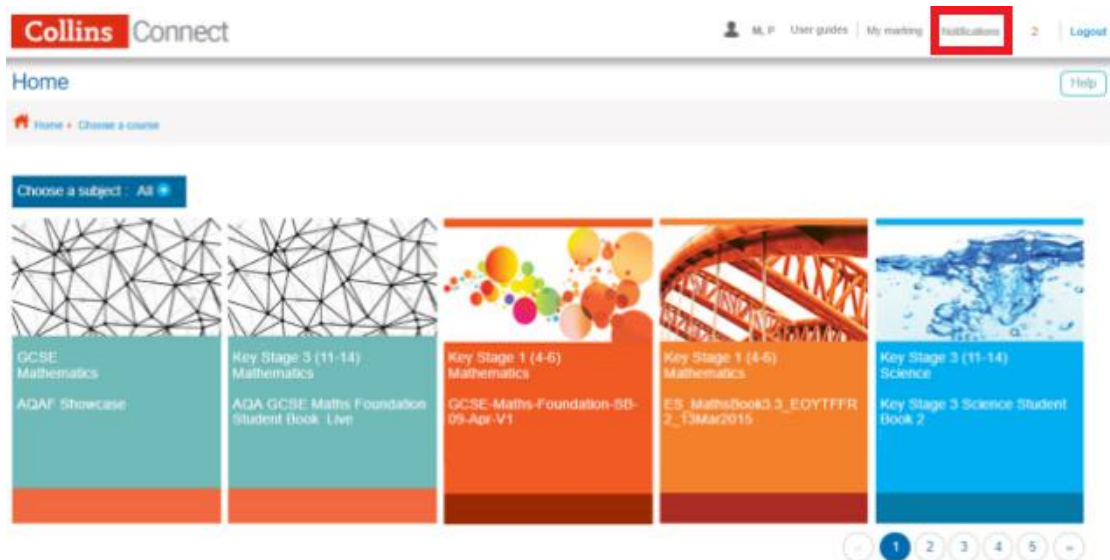
In the top right of the screen there is a **Notifications** link:

This feature provides messages relating to homeworks or tests you have set, eg deadlines about to expire, or Students making submissions.

5. Setting and marking tests

Assessment in Collins Connect is provided in two forms:

- **Tests**: covering more than one topic and designed to be taken after a longer period of study, eg on a whole chapter, or after half a term.

- **Homework quizzes**: shorter tests covering only one topic. These are set as part of a homework assignment per the instructions in Section 4, above.

If the course you've selected includes the ability to allocate tests, you will see the Tests tile displayed:
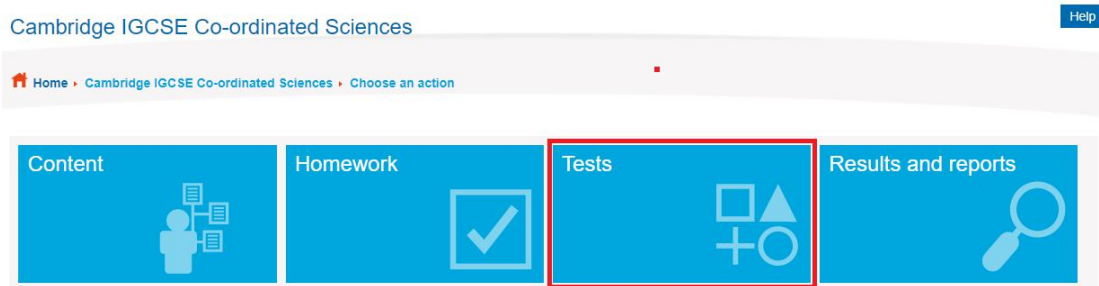
Click on the Tests tile. In the example below from a science course, all the pre-created tests are shown on the left-hand side of the screen – you can drag and drop these to your groups to assign the tests to them:
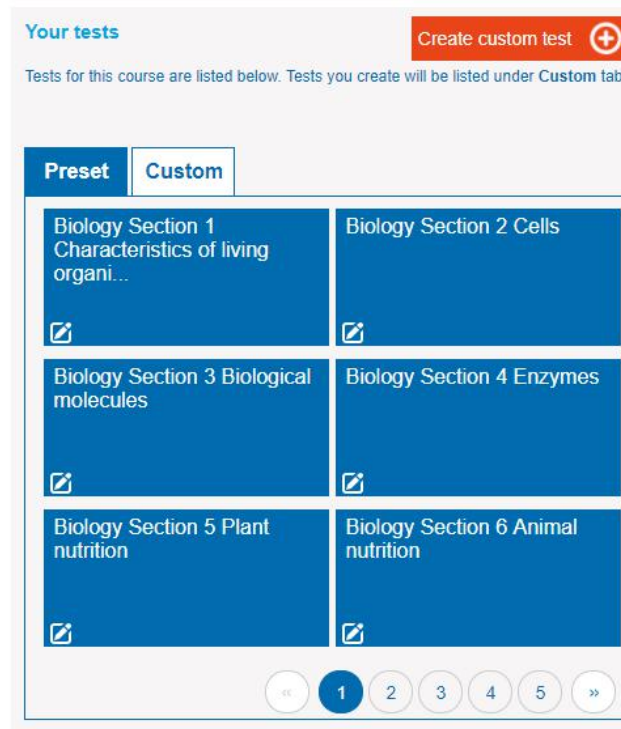
Creating your own customised tests

You can create your own tests by clicking on the **Create custom test button** above the list of pre-created tests:

Give your test a name and description. You can then click on the **arrows** next to each section to see the individual questions:

When selecting questions for your customised test, you can use the filters to the left-hand side of the screen to filter by number of marks awarded, difficulty level, skill or questions type:

Click on the **Preview** button to the right of the screen to preview a question before selecting it:

Total marks: 0 || Questions selected: 0

Preview ▶

Marks: 1
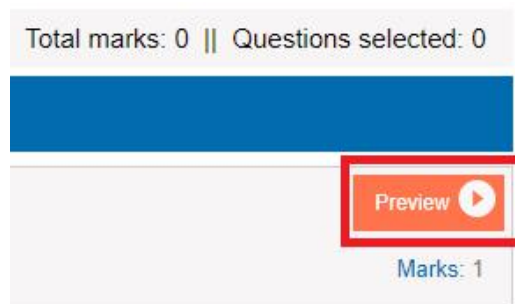
You can select the question to be included in your customised test by clicking on the **tick box** to the left of it:

B1: Characteristics of living organisms
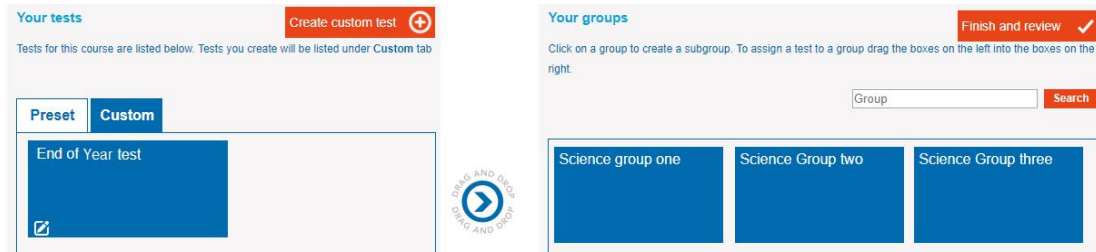
☑ Which life process releases energy released from

Skill: AO1   Type: Multiple choice

☑ Which of the following is a characteristic of living (

Skill: AO1   Type: Multiple choice
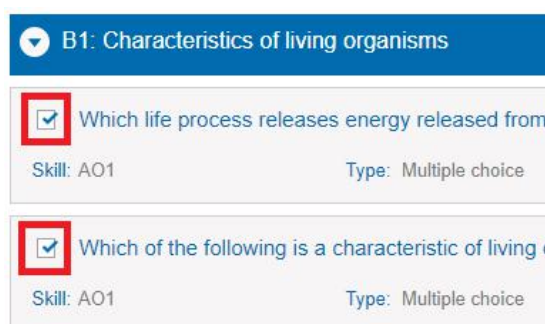
Click on the **Create test** button at the bottom of the screen to complete the process:

▶ P7: Electromagnetic effects

▶ P8: Atomic physics

Create test   Cancel

Once you click on **OK**, your newly created test will be added to your selection of tests to allocate to groups:

Your tests   Create custom test ⊕

Tests for this course are listed below. Tests you create will be listed under **Custom** tab

Preset **Custom**

End of year test

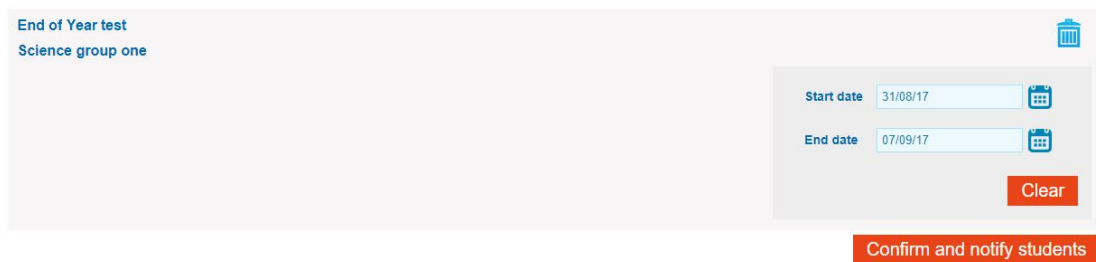☑   🗑
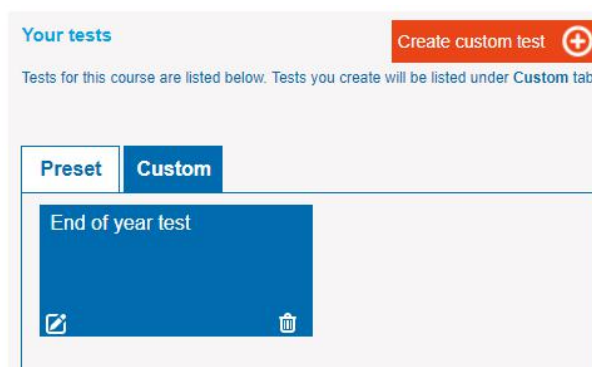
Drag the test to assign it to the required group:

A dialog box will confirm which group the test has been assigned to:

Then click on the **OK** button. In the top right of the screen, click on the **Finish and review button**. You will then be asked to enter a Start date and End date for the test:

Once you have done this, click on **Confirm and notify students**. The test will be available for students to complete during this time period.

Test monitoring and notifications

In the top right of the screen there is a **Notifications** link:

This feature provides messages relating to homeworks or tests you have set, eg deadlines about to expire, or Students making submissions.

Marking long answer questions in tests

Select **My marking** from the top-right of the screen:

The homework and test assignments you have set are displayed here, showing whether there is any marking for you to do.

There will be marking available if any Students allocated to that assignment have completed and submitted it. Each tile shows how many Students have submitted the assignment and there is a reminder of the deadline you set for it.

Click on the tile for the assignment you want to mark:

Tests to mark

Click on any test to launch

AQA GCSE (9-1) Biology for Combined Trilogy

End of chapter 7 test (Foundation - teacher)

Group name: Testing Group

Marking available: ✓

Submitted: 37 Out of 37

Deadline: 23 Aug 2017

The following screen will allow you to mark the submissions that have come in:

The Students that have completed their assignment but have not been marked will appear in the top left under **To do** with the ones marked showing under **Marked**.

Once you have selected a Student to mark, their unmarked questions will appear in the **To do** section at the top. Use the blue **Marking** box for guidance on the mark scheme and to assign your marks for each question.

Once you have marked all available submissions for a particular question, the question number will move to the **Done** section on the right and turn green. **Note**: if further Students' submissions come in, that question will have moved back to the **To do** section the next time you log in.

You do not have to finish all marking in a single session. You can do as much or as little as you like. Click **Save and send** at the end of the session. If you have marked all questions in the assignment for one or more Students, you will be given the option to send those results immediately to the Students. If you

choose to do this, their results will appear in your results screen and the students will also be able to see how they did in their results area. You can also choose not to send the results yet if you prefer to wait until you have marked all Students' submissions and send them all in one go at the end.
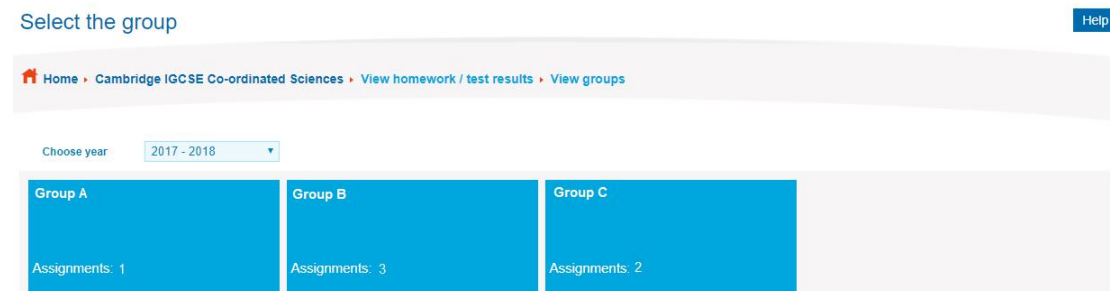
6. Viewing results and reports

Once Students have completed their tests and/or homework, you can view their results.

Click on the **Results and reports** tile within the package that the assignment was set from:
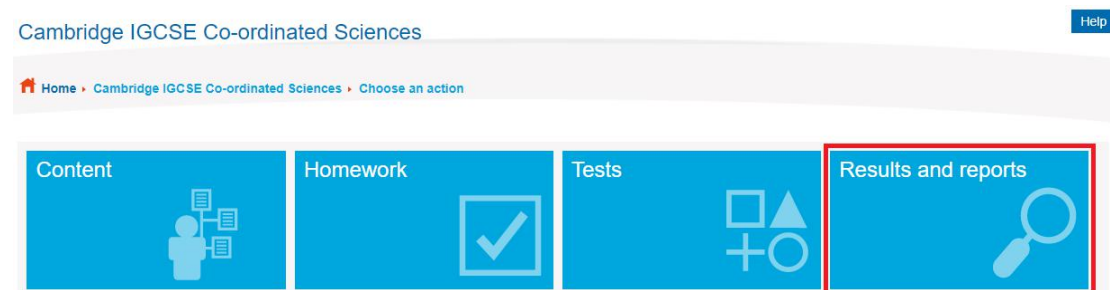
Then select the group that you would like to see results for:

Once you have selected a class to view results for you will have access to three different reports:

- Group results table

- Student results and diagnostic reports

- Question analysis:

Choose view

🏠 Home › AQA GCSE (9-1) Chemistry Student Book › View homework / test results › View groups › 10set1 BR

| Group results table | Student results and diagnostic reports | Question analysis | Edit assignments |

The three types of reports are detailed below:

Group results table

This generates a colour-coded report which shows you results for homework and tests. The radio buttons at the top can be used to select different sets of results. The **All** option allows you to select homework and test results:

You can click on a Student's overall score to see the test as they completed it (as well as the correct answers for comparison).

There are different icons to indicate different statuses within each type of test or homework:

✓ **Green ticks** appear when you have set an assignment with no assessment, ie no homework quiz or tests. Students tick off items as they read them and this is indicated to you with a green tick when they have ticked off all items in the assignment.
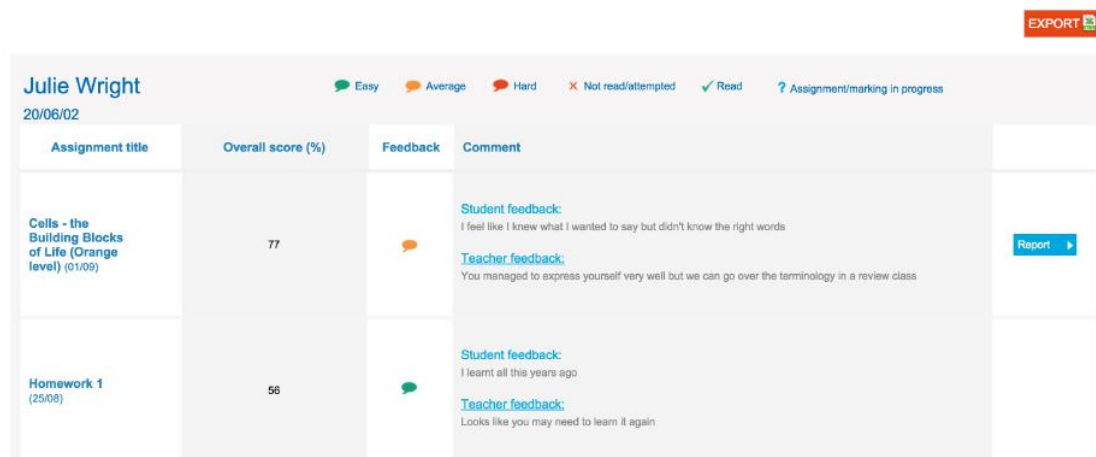
✗ **A red cross** indicated that the Student has not completed the test or homework or attempted it within the deadline.

? **A question mark** indicates that long answer questions are needing to be marked by the Teacher before the overall score can be given.

N/a indicates that the test or homework was not set for this Student, or example, if they moved into the group after the homework was set.

You can see a breakdown of the group's performance on individual questions by clicking on an assignment name to the left of the main results grid. This will take you into the **Question analysis** report (see below).

For more in-depth results, you can click on the Student name to give a record sheet for the individual Student. Here you can view the Student's feedback and add your own Teacher feedback by clicking on the **Teacher feedback** link. This feedback will be visible to the Student when they next log in:

On tests where more than one topic was covered, clicking the **Report** button to the right of the feedback will open a diagnostic report for the relevant assignment allowing you to see a breakdown of which areas that particular test highlighted as being strengths or weaknesses along with where in the book the Student can go to revise each point:

The **EXPORT** option in the top right of most reports allows you to save your results as an Excel file:

Student results and diagnostic reports

This view allows you to quickly review the individual record sheets for each of the students in your class. You can see all the assignments that this Student has undertaken within the academic year selected:

Teachers can leave feedback by clicking on the **Teacher feedback button**, and view feedback left by a Student by clicking on the **speech bubble**.

The diagnostic reports mentioned above are accessible from this view too. You can download all the reports from the tests a Student has undertaken by clicking the **Print all test(s) reports** button. This will compile all report into one easily printable document. Alternatively, a Teacher can download a class set of all reports by clicking **Print all students reports**.

Question analysis

From this screen the Teacher can view the results for an assignment question by question. They can click on a Student's overall score to see the test as they completed it (as well as the correct answers for comparison):

In some courses, questions are categorised by type, so this view can really help in determining how well your students are doing with different types of questions.

Edit assignments

From this area, you can change the deadline of an assignment you have set to a class. You can also delete unwanted assignments.

Click on the **Assignment history** tab. Here you will see all the assignments you have set for your Classes.

You can extend the end date of any active assignment by clicking on the **Edit** button.

You can delete any assignment that is active or if the deadline has passed (under the status column). To do this, click on the **Delete** button. **Note**: once deleted, the assignment will disappear from all reports within Collins Connect.

Collins Connect

Archiving of results

On 1 August every year, Collins Connect archives the results of all assignments from the previous academic year. Results from previous years can still be accessed using the **Choose year** dropdown above the list of groups when you first enter the **Results and reports** area.