

Teacher Routines: Preparing to Use Accelerated Maths

Follow these steps to prepare for the first day using Accelerated Maths in your classroom.

Master the Basics of Accelerated Maths

- Designate a computer for Accelerated Maths use and install a laser printer and marking software.
- If scanners will be used, click Check Software Requirements on the Renaissance Place Welcome page and download the AccelScan application on computers used for scanning.
- If Renaissance Responders or NEO 2s will be used, click on the Renaissance Responder Client Application Installers link on computers that will be connected to a receiver.
- Learn how to use the Assignment Book page to assign objectives, print assignments, mark or re-mark work and review reports.
- Review the *Accelerated Maths Software Manual* in the Resources section for specific software instructions.
- Learn how and when to use practices, exercises, regular tests and diagnostic tests by reviewing *Types of Accelerated Maths Assignments* in the Resources section.
- Learn how and when to use key Accelerated Maths reports, especially the TOPS, Status of the Class and Diagnostic Reports. Review the *Accelerated Maths Software Manual* for report descriptions and printing directions.
- Review the Library Guides, which are linked on the Library Detail page, so you are familiar with the objectives and types of problems students will encounter.

Set up Your Assignment Book(s)

- Create an objective list in your Assignment Book. To get started quickly, choose the default order objective list or a list already created for your year teacher.
- Assign one objective to students and print their first practice assignment. Until you are comfortable with Accelerated Maths, assign one objective at a time to control the pace of student work.

Plan Classroom Routines

- Plan routines for these key activities: organising materials, marking assignments, discussing TOPS Reports, taking tests and getting and giving help.
- List the steps for these routines on handouts for students or post signs in your classroom.
- Take time to teach students how to work independently and use the Accelerated Maths program efficiently. Review *Student Routines* in the Resources section for a schedule to help you plan what and when to teach during the first few weeks of using Accelerated Maths.

Introduce Students to Renaissance Home Connect

If your students will have access to Renaissance Home Connect, give students their login information. Encourage students to mark current assignments and begin work on their new assignments. Also encourage students to share their progress with parents.