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Participant Manual

Designed to empower trainers to effectively teach their teams the functionality of Boom reporting.

Edition 2024 – Reports 2

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www.boomlearning.com

GOALS:

- View reports from multiple decks at the same time
- Utilize Live Monitoring
- Review open responses
- Explore printing options for report cards
- Learn to assign for formative assessments

METHODS AND ACTIVITIES:

- Live demonstrations
- Active participation
- Q&A Sessions

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AGENDA:

- Compare reports from different decks side-by-side
- Use Live Monitoring to watch reports generate as students play
- Grade open responses, which are written answers
- Prepare & print report cards
- Create formative assessments
- Learn to reset and delete specific reports

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MODULE 1

COMPARING REPORTS
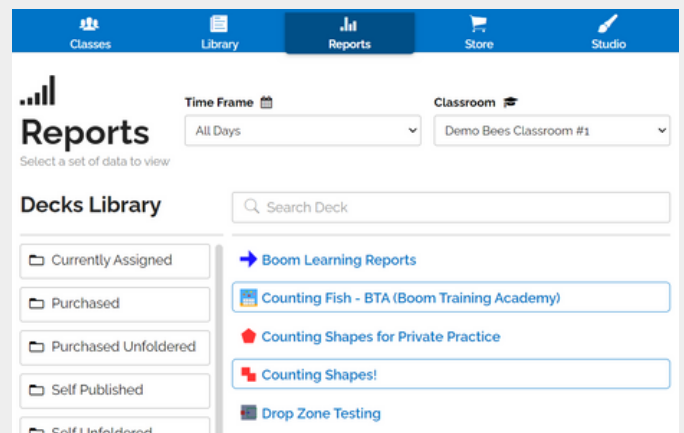
MODULE 1
COMPARING REPORTS

PRE-CHECKLIST

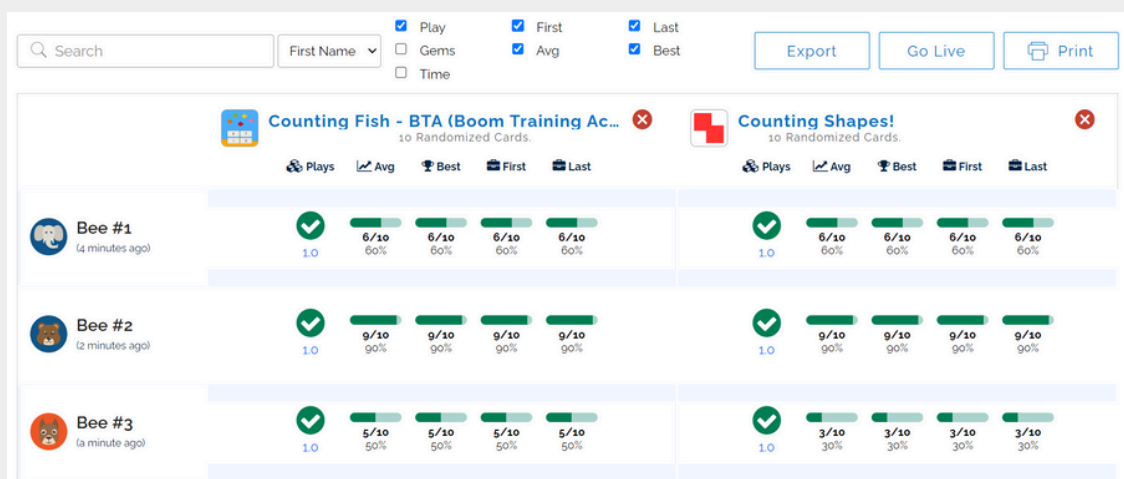○ Complete <u>Reports Level 1</u> training.

1

When viewing student reports, multiple decks may be highlighted at the same time and compared side-by-side.

- Navigate to the **Reports** tab
- Set Time Frame to **All Days**
- Set Classroom to the demo class
- Highlight both demo decks, Counting Fish and Counting Shapes

2

Each deck's results may be viewed simultaneously.

MODULE 2

LIVE MONITORING

A. ACTIVATING LIVE MONITORING

B. LIVE MONITORING EXERCISE

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MODULE 2
LIVE MONITORING
A. ACTIVATING LIVE MONITORING

When students are signed in and playing Boom Cards, teachers may view results of student play in real time.

1

- Navigate to the **Reports** tab.
- Set Time Frame to **All Days**.
- Set Classroom to the demo class.
- Select the deck the students are currently playing.
- Click the **Go Live** button.

| Export | Go Live | 🖨 Print | → | Export | ⚡Live Updates | 🖨 Print |

If the students are signed in and playing the selected deck, you will see reports appear in the tables where student rows are displayed.

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MODULE 2
LIVE MONITORING EXERCISE #1

<div style="background:green">PRE-CHECKLIST</div>

○ Ensure you can sign in to your Boom account if you volunteer to join the activity.

In this activity, engage with the trainer to form small teams of two, three, or four.

The trainer will help guide each step of the activity:

- Have one member of each team sign in as a teacher using a compatible device

- The teacher will create one, two, or three student accounts for the other members of the team to sign in as

- The teacher will also assign a Boom Card deck to the classroom

- The teacher can provide the username and password for the student accounts to their team members

- The teacher may then navigate to their **Reports** tab, filter for the classroom playing the assigned activity, and then click the **Go Live** button

- The students and assignments are ready, so have student members of the team sign in to the students created by the teacher, click the assignment and begin playing to generate reports live for the teacher

- The teacher may share a view of their device to the team members playing as students to further demonstrate how the reports are being displayed

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MODULE 2
LIVE MONITORING EXERCISE #2

Follow the trainer through an exercise where volunteers may be given demo student accounts to sign into to play an activity.

INSTRUCTION FOR VOLUNTEERS

Live Monitoring allows a teacher to watch report data generate in near real time while students are signed in and playing a deck.

- ◯ In this activity, the Trainer takes the role of a **teacher**, and you -- the volunteers -- take the role of **students**.

- ◯ The trainer will provide usernames and a password for students you may sign in to.

- ◯ While playing as a student, take it slowly.

- ◯ **Looking two places at once can be strenuous!**

- ◯ Answer two or three cards in the Boom Card deck, then pause.

- ◯ Wait for the Trainer's **Live Monitoring** display to update.

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MODULE 3

OPEN RESPONSES

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MODULE 3
OPEN RESPONSES

REVIEWING OPEN RESPONSE RESULTS

Boom includes questions that require students to type a response.

These are called **fill-in-the-blank** widgets.

Most fill-in-the-blanks are graded automatically, but not all of them are.
Some fill-in-the-blank questions are set to allow human scoring.

1

Navigate to the Store page and search for the following deck, or use the shortened web address.

Add the deck to your Library. Since the deck is free, click the **Add to Library** button.

https://tinyurl.com/4fm8xcy9

Open Responses Demonstration

2

Navigate to the Library tab.

Locate the decks acquired from the previous step.

- Click **Action**
- Click **Assign**
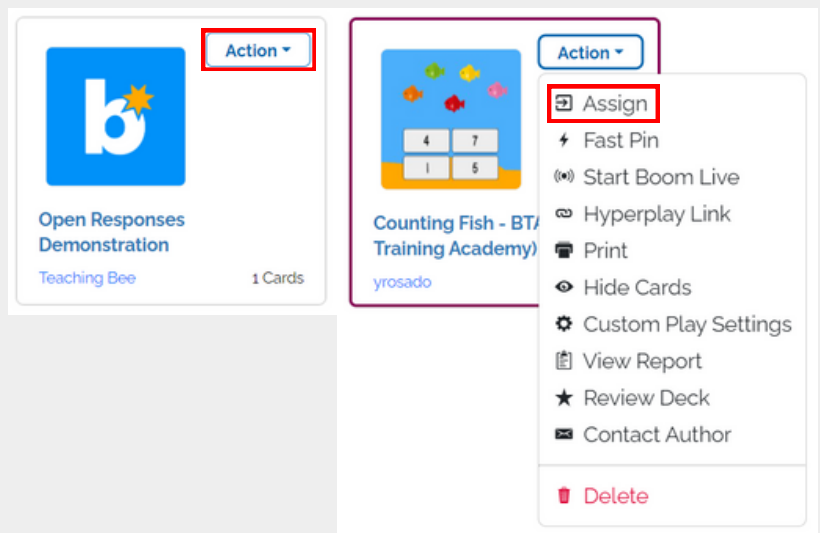
MODULE 3
OPEN RESPONSES

REVIEWING OPEN RESPONSE RESULTS

3

Assign the new deck to your Demo Classroom by clicking the **blue check-box**:
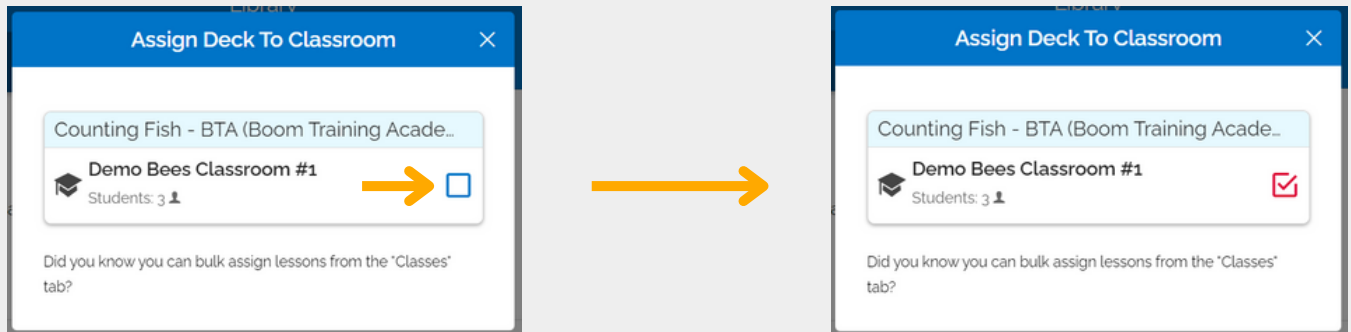
4

In step four, we will act as demo students to create open response reports.

- Sign out of the teaching account.
- Sign back in as any of the students in the Demo Classroom.
- While signed in as one of the students, play the Open Response deck.
- You may write any string of text into the Fill-in-the-Blank, and that string will be displayed in the Open Response report.
- You may repeat this for other students, but only one is needed.
- After playing as the student, sign out of the student account.
- Sign back in to the teacher account.

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MODULE 3

OPEN RESPONSES

REVIEWING OPEN RESPONSE RESULTS

5

Navigate to the **Reports** page, choose **All Days** and the demo class.

Click the Open Responses Demonstration deck to highlight it.
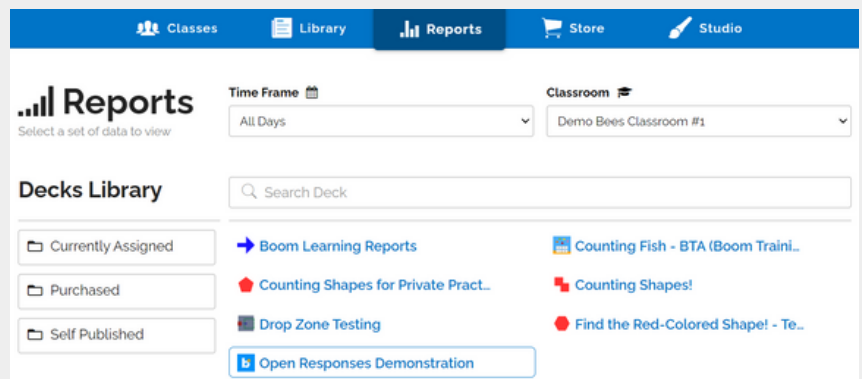
6

Scroll down to view students.

Click on any of the student names to view their report data.
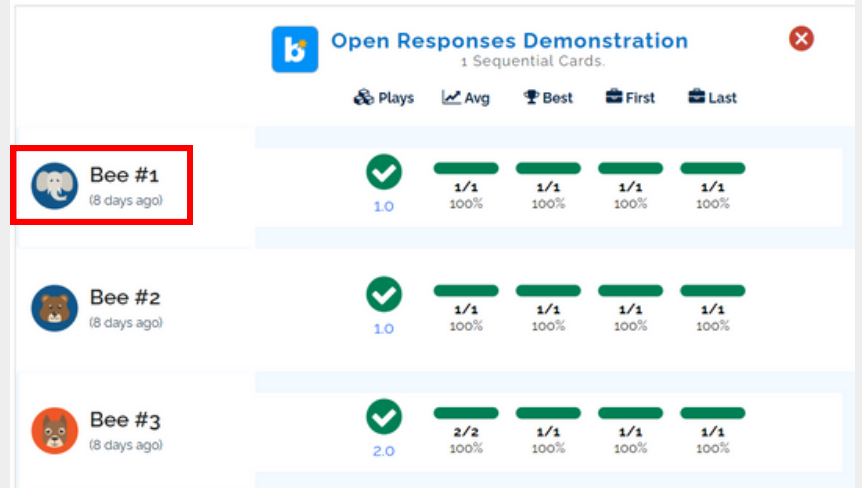
MODULE 3

OPEN RESPONSES

REVIEWING OPEN RESPONSE RESULTS

7

While viewing the student's report card, scroll down to see a list of decks assigned to the student.

Click the activity to view details about the student's responses to the deck.

➡
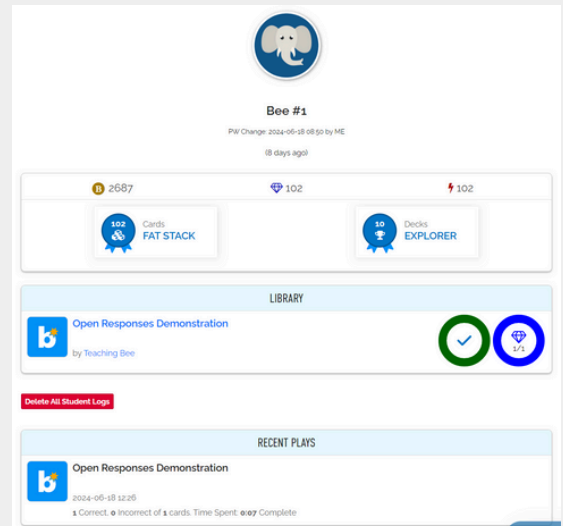
8

Since the Open Responses Demonstration has one card in it, there is one response which appears as a purple speech bubble icon in the Accuracy Map.

Click on the purple speech bubble icon to view the student's response.

➡
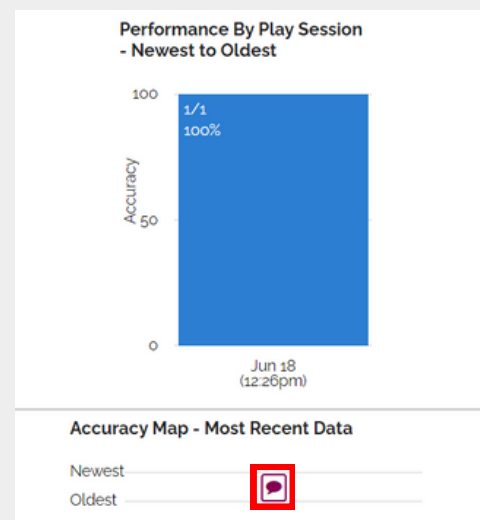
NOTE

Scroll beneath the accuracy and average response time graphs. Specific student play session logs may be deleted here. This is useful as the student account does not need to be deleted to correct a record or start over.

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MODULE 3
OPEN RESPONSES

REVIEWING OPEN RESPONSE RESULTS

9

'sitting on the roof' →

Clicking the purple speech bubble icon expands the view of the card from the deck, showing student's responses to fill-in-the-blank questions which have open responses turned on.

Open Responses always appear to be "correct" to students in their report cards!
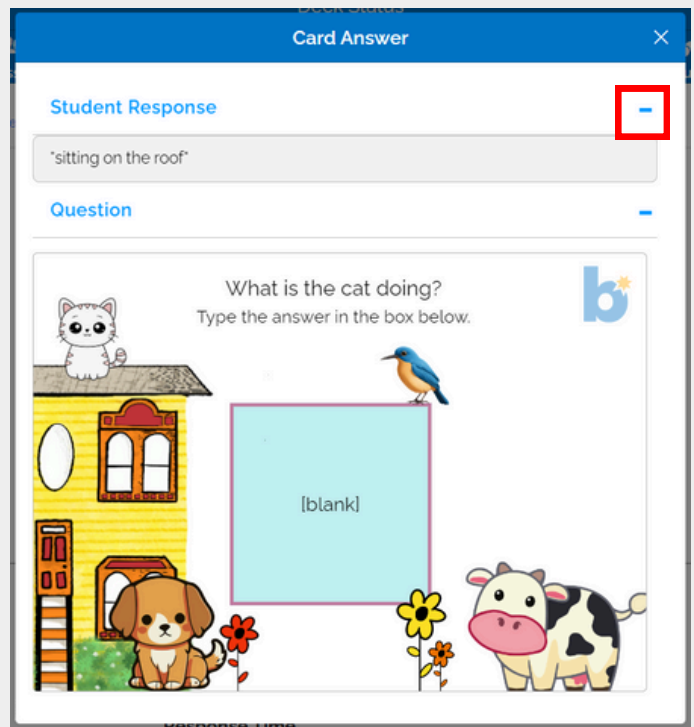
CREATOR NOTE
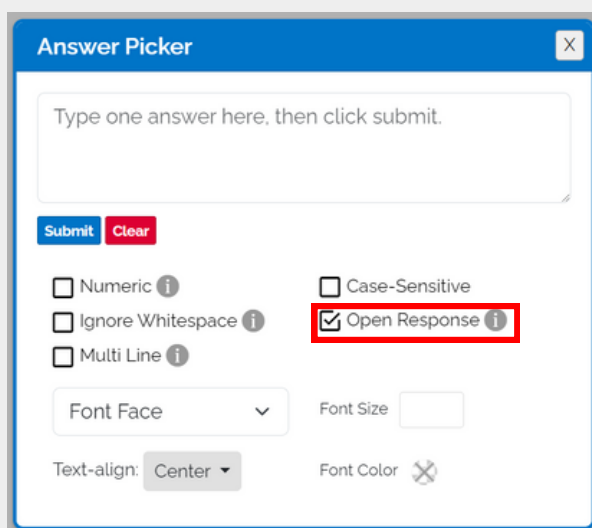
Not all fill-in-the-blanks are created to accept open responses. Boom Card creators follow these steps to create fill-in-the-blank questions that accept all responses.

While editing a fill-in-the-blank widget with the deck editor, check the **Open Response** checkbox to make the fill-in-the-blank accept any response that is typed.

MODULE 4

PREPARING & PRINTING REPORT CARDS

A. EXPORTING SPREADSHEETS AND PRINTING DOCUMENTS

B. PERFORMANCE METRICS

C. STUDENT REPORT CARDS

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MODULE 4
PREPARING & PRINTING REPORT CARDS

A. EXPORTING SPREADSHEETS AND PRINTING DOCUMENTS

1

You may select specific metrics to display in the performance report.

Uncheck metrics that you do not wish to include in a printed report card.

2

When the desired metrics are checked, click **Export** to create a CSV spreadsheet file.

3

Click the **Print** button to create a PDF document file.

- **Play** indicates how many times the student completed the deck.
- **First** indicates the score the student received when first completing the deck.
- **Last** indicates the score the student received on their most recent completion of the deck.
- **Gems** are awarded when a student answers a card correctly, and there is **only 1 Gem** to earn per card in a deck.
- **Avg** indicates the total number of correct answers divided by the total number of questions answered.
- **Best** indicates the session where the student submitted the most number of correct responses.
- **Time** indicates how much time the student has spent playing the deck.

MODULE 4
PREPARING & PRINTING REPORT CARDS

B. PERFORMANCE METRICS

The boxes you select before printing will impact what data displays in the printed report card.

In the following examples, the deck has 10 cards in it.

4

Check **Play** on to see how many times a student played a deck. In this case, the student has played the deck **3 times**.

🧩 **Plays**

✅

3.0
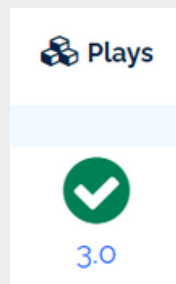
This student has played **six cards** in a single uncompleted session. The deck has 10 cards in it, so plays reads **0.6**.

🧩 **Plays**

✅

0.6
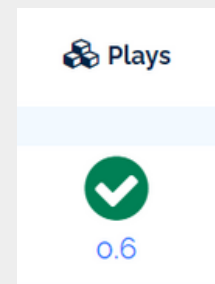
Check **First** to see scores students received the first time they played the deck.

💼 **First**

5/10
50%
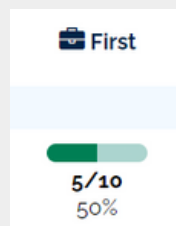
Check **Last** to see scores students received the **most recent** time they played the deck.

💼 **Last**

8/10
80%
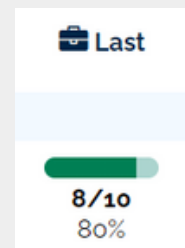
Check **Best** to see the highest score a student received completing the deck.

🏆 **Best**

8/10
80%
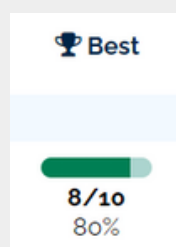
Check **Avg** (average) to see the total number of correct responses submitted against the total number of cards played.
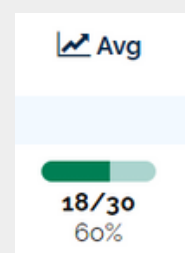
Since the student got 18 correct answers during three plays, the Avg reads 18 / 30.

📈 **Avg**

18/30
60%

Check **Gems** to see if students have any cards in the deck they have yet to answer correctly.

💎 **Gems**

8/10
80%
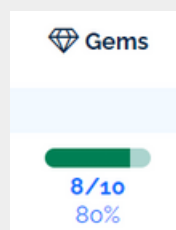
Check **Time** to see many minutes and seconds students have spent playing the deck.
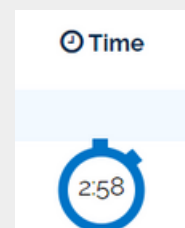
⏱ **Time**

2:58

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MODULE 4
PREPARING & PRINTING REPORT CARDS

B. PERFORMANCE METRICS

The boxes you select before printing will impact what data displays in the printed report card. In the following examples, the deck has ten cards in it

4

By checking **Play**, you may view how many times a student played a deck.

This student has played the deck **3 times**.

Plays

✓

3.0

This student has played **6 cards** in a single uncompleted session. The deck has 10 cards in it, so plays reads **0.6**.

Plays

✓

0.6

5

By checking **First**, you may review the scores students received the first time they played the deck.

🖫 First

5/10
50%

By checking **Last**, you may review the scores students received the **most recent** time they played the deck.

🖫 Last

8/10
80%

6

By checking **Best**, you may review the highest score a student received completing the deck.

🏆 Best

8/10
80%

By checking **Avg** (average), you will see the total number of correct responses submitted against the total number of cards played.

Since the deck has 10 cards, the student played it 3 times, and received 18 correct answers during that time, the Avg reads **18 / 30**.

📈 Avg

18/30
60%

7

By checking the **Gems** box, you may review if students have any cards in the deck they have yet to answer correctly.

💎 Gems

8/10
80%

By checking the **Time** box, you may review how many minutes and seconds students have spent playing the deck.

🕐 Time

2:58

19

MODULE 4

PREPARING & PRINTING REPORT CARDS

C. STUDENT REPORT CARDS

5

To limit the printout to one student's data, filter by student name in the search bar.

6

Click on the student's name to view a report card of all of the student's assignments in one place.

The green circle indicates whether the student has played the deck. If the green circle is not complete, the student has not completed the entire deck.

The blue circle indicates **Gems** awarded.

NOTE

Scroll beneath the student's list of assignments to find the **Delete All Student Logs** button. This will remove <u>all of the student's reports for all the decks they have played</u>.

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MODULE 5

FORMATIVE ASSESSMENT
A. AUTOMATED ASSIGNMENT
B. MULTIPLE PLAY SESSION RESTRICTION
C. STUDENT REPORT CARDS

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MODULE 5
FORMATIVE ASSESSMENT

A. AUTOMATED ASSIGNMENT

By default, Boom Cards allow students to play through a deck as many times as they want.

You can limit deck assignments to one play-through to allow for formative assessments.

1

Navigate to the **Library** page.

Find a demonstration deck such as Counting Fish, and click the **Action** button.

Click **Custom Play Settings** in the dropdown menu.
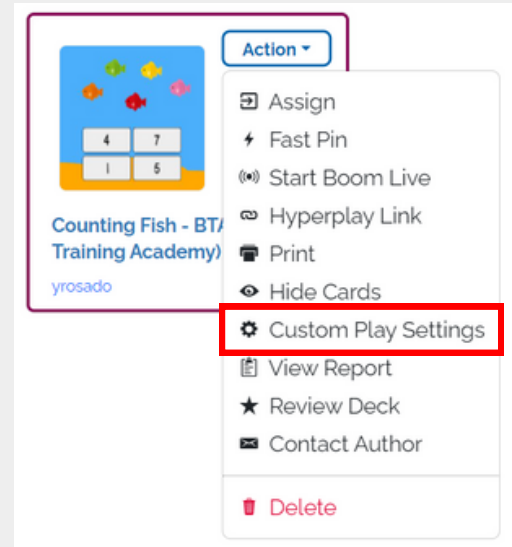
2

Toggle the **Allow multiple plays?** switch to the off position (**red**).

When a student completes a single play session of the assigned activity, the student will no longer see the assignment in their dashboard. The report will still be accessible to the student in their Reports tab.
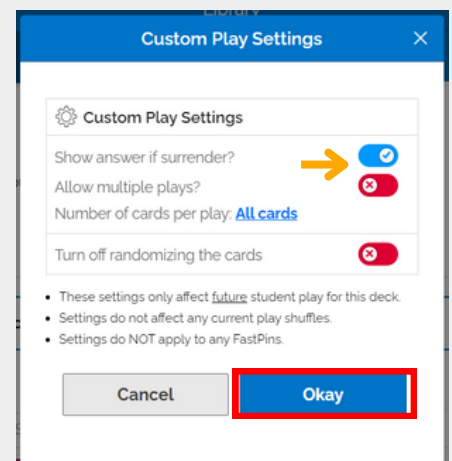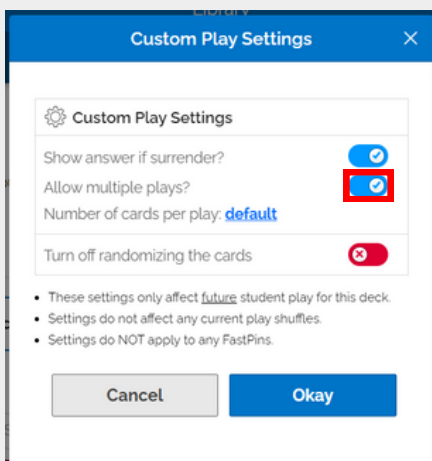
MODULE 5
FORMATIVE ASSESSMENT
B. MULTIPLE PLAY SESSION RESTRICTION

3

Even if students play a deck multiple times, a report card may be generated by filtering for **First** (**Gems** and **Time** spent are optional) to show only the score of their first play session.
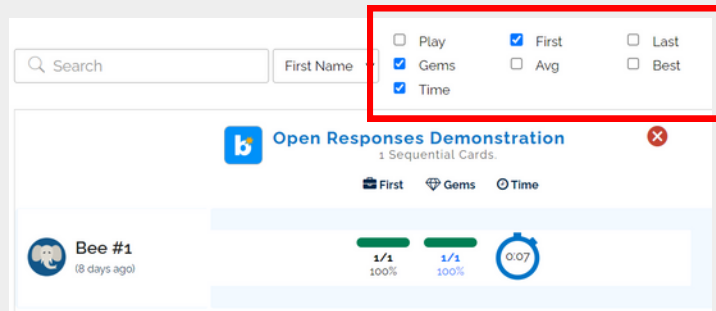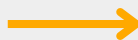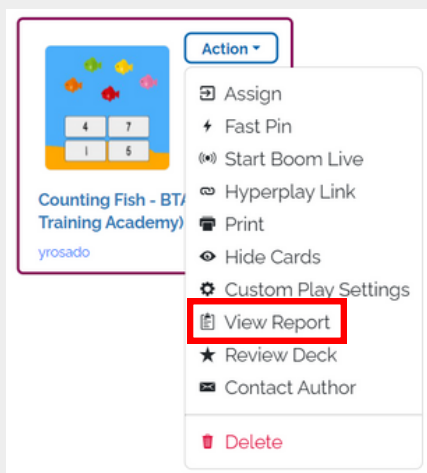
NOTE

If a deck has been played by students in the past and you would like to start over with new scores for all students, reports of the deck can be removed from all student records without deleting the students or their reports from other decks.

Navigate to the **Library** and locate the deck to reset scores.

Click Action, then View Report. Scroll to the bottom of the table of play sessions to click the **Delete All Data** button.

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MODULE 5
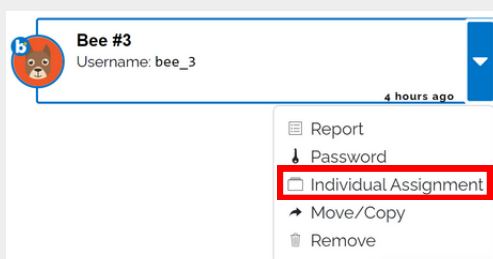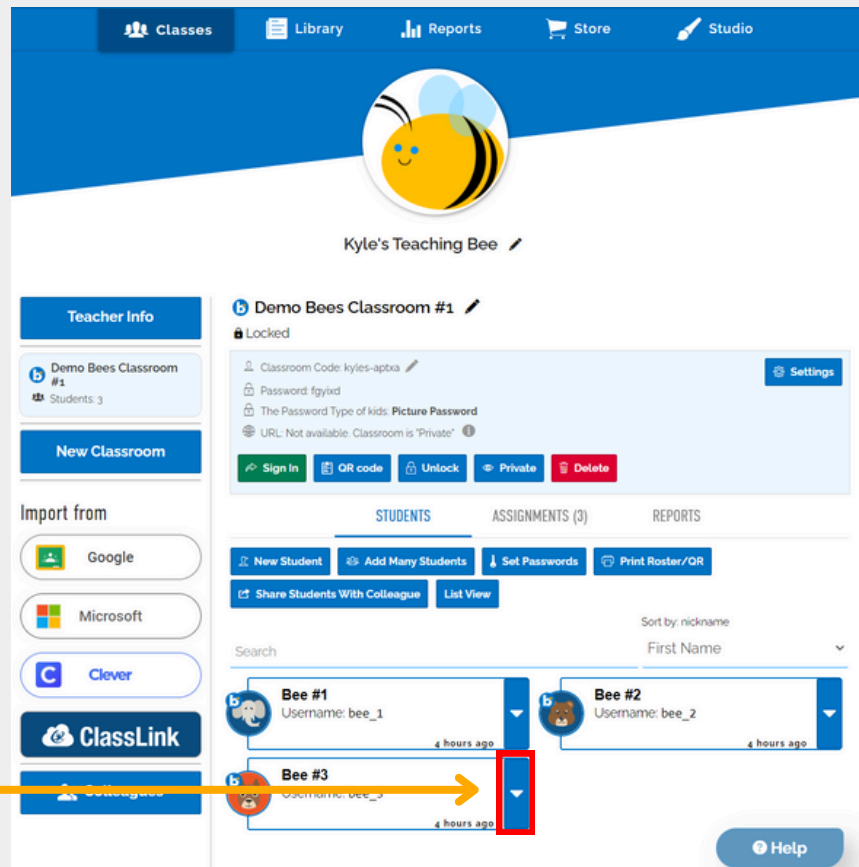## FORMATIVE ASSESSMENT

C. INDIVIDUAL REASSIGNMENT

When a student completes a deck that only allows one play session, you must reassign it to allow them to play it again. In other words, students must be reassigned the deck for a reassessment or post-test.
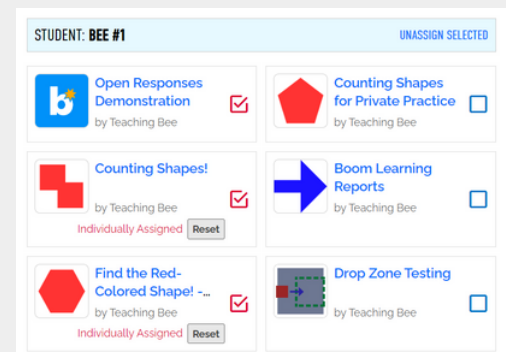
4

Navigate to the **Classes** page.

Select the student's Classroom.

Click the drop down arrow for the student you would like to reassign an activity to.

Click **Individual Assignment**. You may then choose activities to assign to a specific student.

MODULE 5
FORMATIVE ASSESSMENT

D.1 RESET ALL ASSIGNMENTS

You can reset a Classroom's assignments so that reports are preserved. Resetting keeps the Custom Play Settings intact.
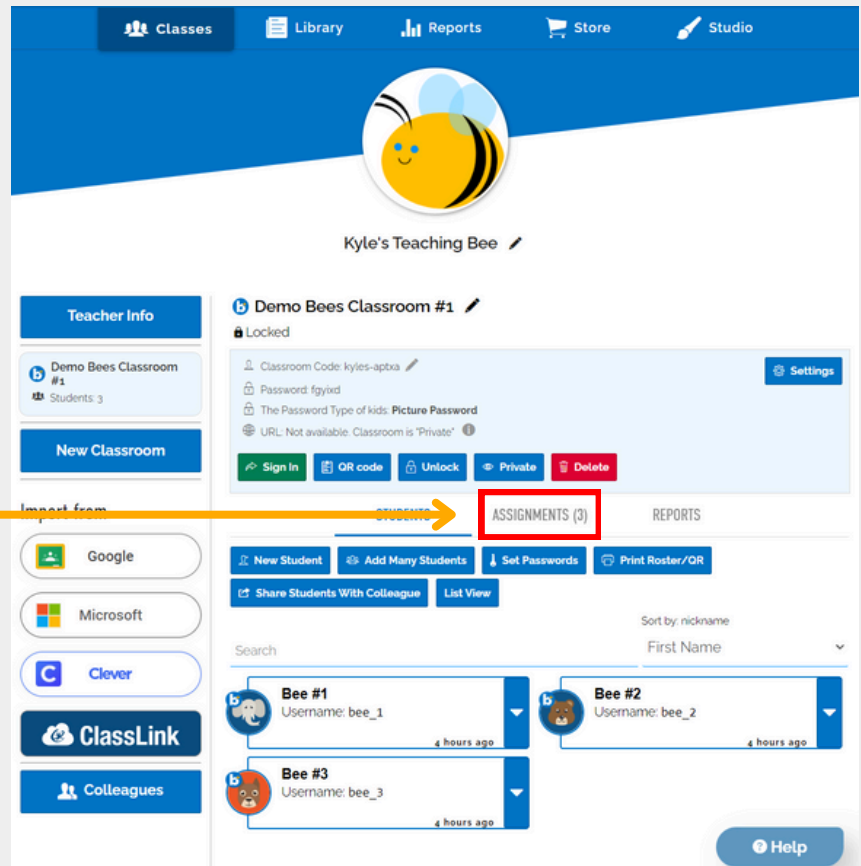If a deck is toggled off for multiple plays, it will allow one play-through.

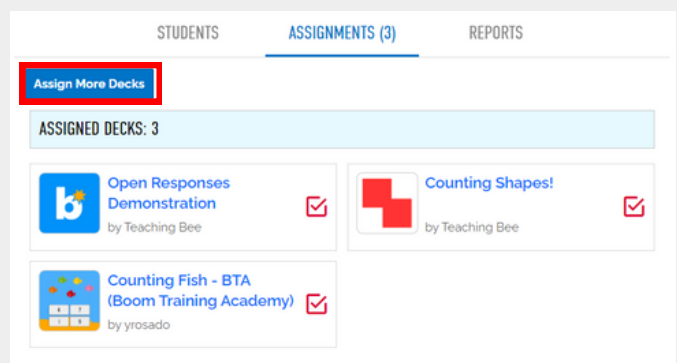**5**

Navigate to the **Classes** page.

Select the Classroom that you want to reset assignments for.

Click the gray Assignments tab which appears in the center-top of the interface.

6

Click **Assign More Decks**.

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MODULE 5
FORMATIVE ASSESSMENT
D.2 RESET ALL ASSIGNMENTS

7

Click **Clear assignment of Classroom**.
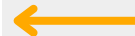
8

Reports are <u>not lost</u> when assignments are reset this way.

These steps will allow students to replay activities that had been removed from their dashboards previously. All that is required is that you assign it to them again.

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MODULE 6

RESETTING & DELETING REPORTS
A. DELETION METHODS SUMMARY
B. DELETING CLASSROOMS AND STUDENT ACCOUNTS
C. DELETING ALL OF A STUDENT'S RECORDS
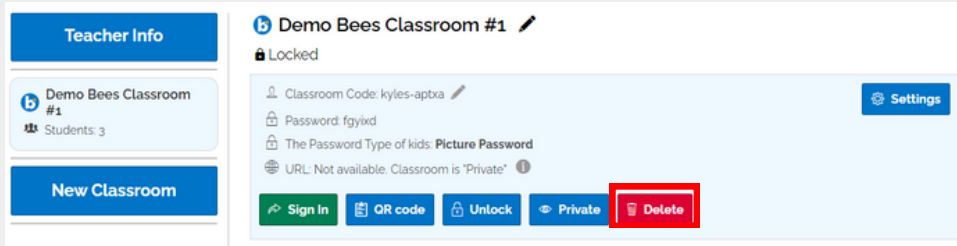D. DELETING SPECIFIC PLAY SESSION RECORDS
E. DELETING ALL OF A DECK'S RECORDS

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MODULE 6
RESETTING & DELETING REPORTS
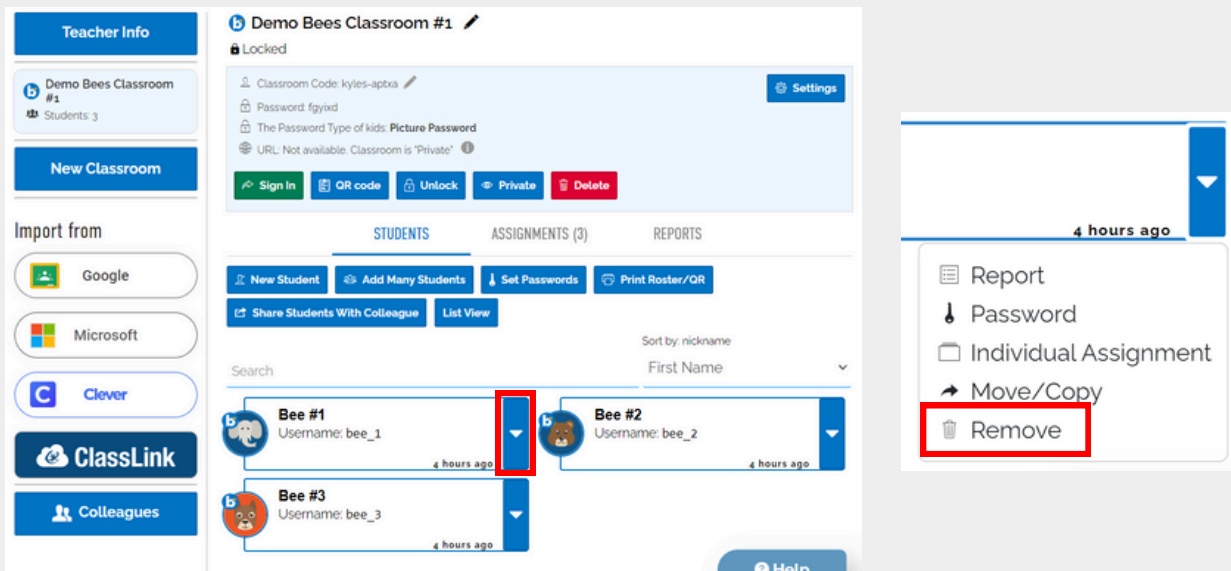A. DELETING CLASSROOMS AND STUDENT ACCOUNTS

1

To delete all student records from an account by Classroom:

- Navigate to **Classes**.
- Select the Classroom to be deleted.
- Click the red **Delete** button.
- Type **DELETE** in all capital letters to confirm.

2

To delete a student's account and records:

- Navigate to **Classes**.
- Click the Classroom with the student you want to delete.
- Click the drop down arrow on that student.
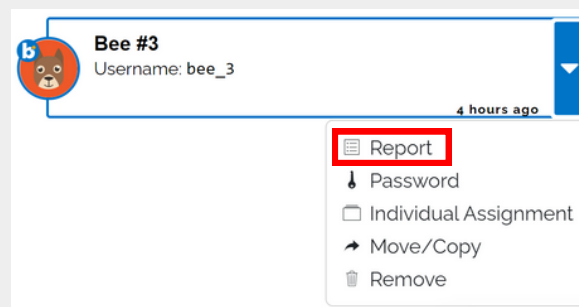- Click **Remove**. This deletes the student's account permanently!

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MODULE 6
RESETTING & DELETING REPORTS
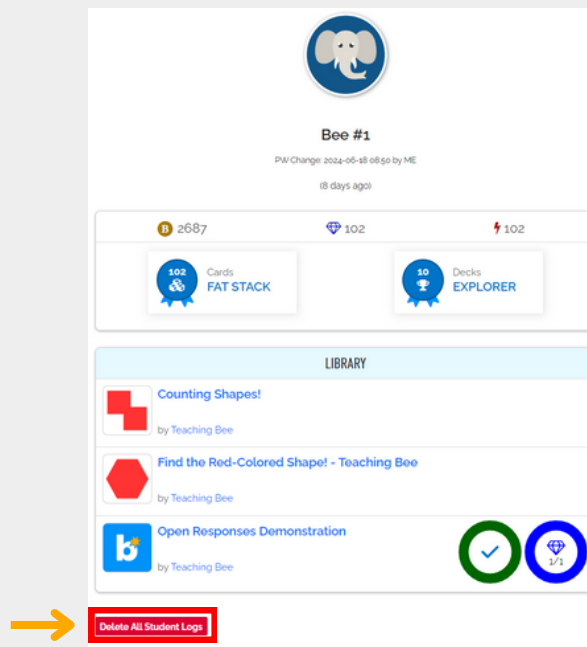### B. DELETING ALL OF A STUDENT'S RECORDS

3

To delete a student's reports without removing the student account:

- Navigate to **Classes**. Select the student's Classroom.
- Locate the student whose reports you want to delete.

- Click the **Drop Down Arrow**.
- Click **Report**.

By clicking **Delete All Student Logs**, the student account play records will be permanently deleted, but the student account will remain intact.
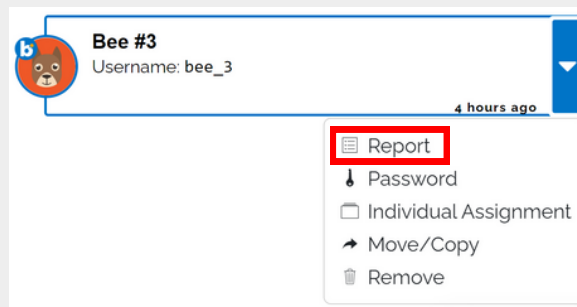
MODULE 5
RESETTING & DELETING REPORTS
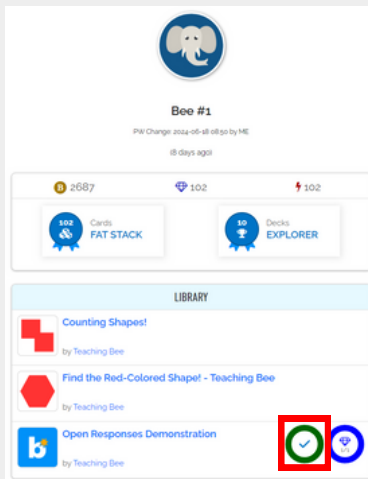
C. DELETING SPECIFIC PLAY SESSION RECORDS

4

To delete specific deck reports from a student's records:

- Navigate to **Classes**. Select the student's Classroom.
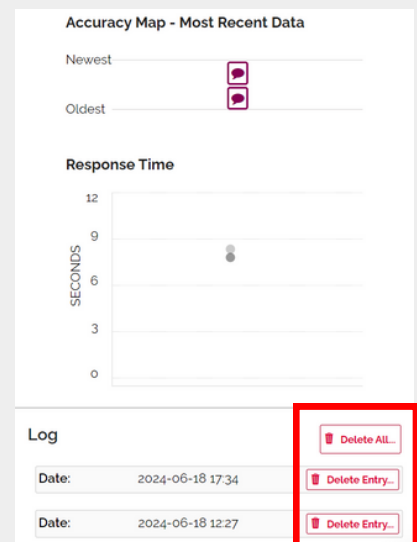- Locate the student whose reports you want to delete.

- Click the **Drop Down Arrow**.
- Click **Report**.

To reset a student's score for a deck, locate the deck and click the **Green Circle**.

Scroll beneath the accuracy map and response time graphs.

Specific play session entries are deleted with the **Delete Entry** button, or all play sessions are deleted with the **Delete All** button.

The student account remains intact in this process, but any record of their play sessions and scores for the selected deck will be permanently deleted. Their records from other decks would also remain intact.
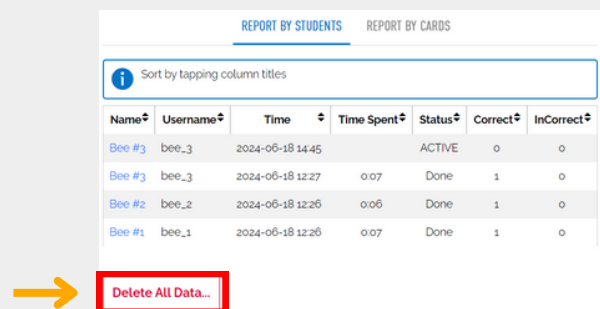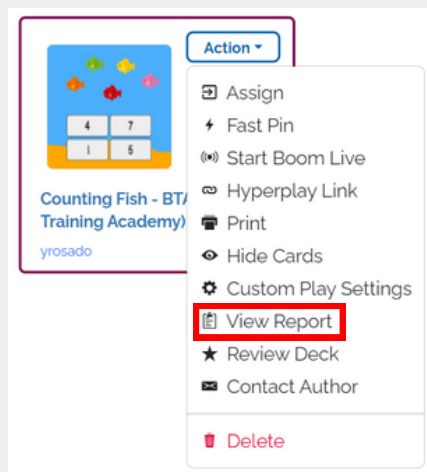
MODULE 5
RESETTING & DELETING REPORTS
D. DELETING ALL OF A DECK'S RECORDS

5

To delete all student records from a specific deck:

- Navigate to **Library**.
- Locate the deck which has reports you want to delete.
- Click the **Action** button.
- Click **View Report**.
- Scroll to the bottom.
- Click **Delete All Data**.

Assignments of the deck and student accounts will all remain, but any student play records for the deck will be permanently removed. Students will be able to play again and create a new score.

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POST-TEST

Scan the QR Code to complete the post-test.

https://forms.office.com/r/Biy3qJRZ7D

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CONTACT US

- **Info Website:**
  - **www.boomlearning.com**
- **App:**
  - **wow.boomlearning.com**
  - **Apple AppStore**
  - **Google Play**
  - **Amazon AppStore**
- **Emails:**
  - **help@boomlearning.com**
  - **sales@boomlearning.com**
- **Phone:**
  - **1-833-WOW-BOOM**

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FEEDBACK FORM

Instruct participants to scan the QR Code to complete the
Boom Training Academy feedback form.

Link:
https://forms.office.com/r/uNhBpBMAFf

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