

Welcome to your **StudyForge** course! We're excited you've chosen us as a resource for your school. At any time, we are available by email for school and teacher support:

[info@studyforge.net](mailto:info@studyforge.net)

And for tech support:

[tech@studyforge.net](mailto:tech@studyforge.net)

This document is an outline of what you can expect and the rationale for your StudyForge course in its stock "out-of-the-box" format. You can choose to leave it exactly as it's presented to you or you are free to move things around and edit the content as you would like!

If you find any errors along the way please report them to us – we do complete multiple rounds of fact checking and question checking but the more eyes the better! If you are changing the content however, we are not responsible for accuracy after documents have been edits or reformatted.

Your StudyForge Course is made up of the following:

StudyForge Lessons:

1. Training for using the digital curriculum effectively is available within the StudyForge platform. Click on any link in StudyForge for the first time to view the orientation, or select the help menu to view it a second time!

StudyForge Teacher Resource Package:

1. Course Syllabus (P. 2)
2. Assignments and Answer Keys (P. 2–3)
3. Projects and Teacher Resources (P. 3–4)
4. Tests (P. 4-5)
5. Gradebook (P. 5)

The remainder of this document will discuss each of the listed items in detail, how they are intended to operate in a course format (both online and in the classroom) and the pedagogy behind those decisions. We will also provide suggestions for how you can make the course your own by enhancing it yourself and choosing which aspects to include or exclude.

Overall, we hope you enjoy working with your StudyForge course! As always, we are here to help, so don't be afraid to reach out to us.

## Course Syllabus

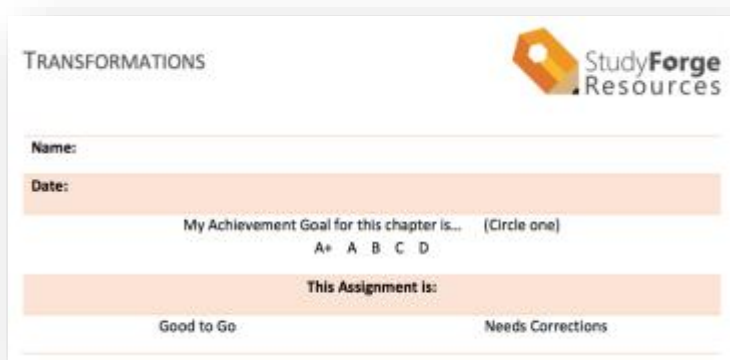
StudyForge courses are equipped with a course syllabus, located at the top of the course. This file is not viewable to students but to teachers and administrators of the course. It outlines what the course covers, where the course covers it, and how that aligns to provincial learning outcomes as well as a separate document that covers the curricular competencies.

Please note – that if you edit, remove or add content, you should adjust the course syllabus accordingly.

## Assignments and Answer Keys

At StudyForge we believe in mastery of the curriculum, so we design our courses so that you can help students master the concepts and techniques at a skill level they are happy with - before they attempt a test.

Because of this, the default arrangement of our courses is with a “gateway” assignment for each chapter that needs to be completed by the student to a previously agreed upon level of mastery before they move on to take the test for that chapter.



The screenshot shows a form titled "TRANSFORMATIONS" with the StudyForge Resources logo in the top right corner. The form includes fields for "Name:" and "Date:". Below these is a section for "My Achievement Goal for this chapter is..." with a "(Circle one)" instruction and radio button options for "A+", "A", "B", "C", and "D". At the bottom, there is a section labeled "This Assignment is:" with two radio button options: "Good to Go" and "Needs Corrections".

This is how the assignments are designed: Students are prompted to indicate their desired achievement level at the top of the assignment, so that you as the teacher can help them determine their readiness for this goal. This means that if you feel the student doesn't understand the questions on the assignment to the level they indicated, then you would assign them a 0/1 (Needs Corrections) for the assignment and provide helpful feedback. Then ask the student to attempt the questions they got incorrect again. Once the student resubmits and you decide that the student is now ready to achieve their goal on the test, give a 1/1 (Good to Go) for the assignment. This automatically opens up the test for this chapter (if your LMS supports conditional activities) and the student can attempt it when they are ready.

Hand in boxes for the assignments are set up to accept 1 file at a time. Students will need to become comfortable with scanning or taking images of their assignments and compressing them into one file for submission if they are in an online environment. (In a campus environment, they can simply hand their work to the teacher.) This saves time on the teacher's part in opening multiple pages for each

assignment. There are searchable How-To videos within StudyForge that explain how to compress files. If students are required to resubmit some corrections, they are able to upload their new file directly over the old file.

While we have seen many schools have tremendous success with their students engaging in a mastery-based course, we know that this is not for everyone. If you'd rather assign marks for the assignments that is just fine, and this is why we have provided you with the word-document masters. You'll have to make some adjustments to the files yourself to remove the mastery headings and add grade markers, as well as adjust the hand in boxes to reflect the grade assigned to each assignment.

Detailed answer keys are provided for each of the Mastery Assignments. These files are not visible to the students of your class, just teachers and administrators. These answer keys are provided in both PDF and Word document types. If you alter the content in any significant way, we kindly ask that you remove the StudyForge logos.

## Project and Teacher Resources

Your StudyForge course has a project based experience for students approximately 50% or more of the chapters.

Students are provided with a Student workbook and any additional files they may need in order to complete the project. Sometimes, all the work is done within the workbook, sometimes they will need the assistance of an outside program or physical materials to explore the applied Mathematics.



Each project has a Teacher Resource package. These packages include examples of what you may want to look for when it comes to student work, as well as teacher notes and ideas on how to tweak and

personalize different aspects of each project. Also included are notes about where particular curricular competencies are covered within each project. The teacher resources also contain suggested rubrics and student self-evaluations for each project.

Some suggestions for managing the marking load around projects:

1. You could remove the mastery assignment in the chapters that have a project associated with it. You would then need to adjust the conditionality on the test to reflect this, and maybe have it conditional to the submission and grading of their project.
2. You could lower the amount of required projects. If a specific course has 5 projects available, maybe you want to provide student choice and ask that they only complete two over the course of the year. Again this will need to be communicated to students – and likely adjusted within your gradebook. We suggest making sure that they at least pick projects that cover all the required curricular competencies.
3. You could pick exactly which projects they need to do – whether it be all that we have provided or a select few.

Depending on what you decide to do – we suggest that you edit the hand in boxes to state the specific items you want to see when the student submit their work throughout their course. Hand in boxes for the projects are set up to accept up to 10 items – some projects require multiple parts, others will only have the workbook submitted.

## Tests

Each Chapter has a multiple-choice quiz. Depending on the teacher resource package your school purchased you may have the static version (1 version of each question) or the randomized version (3 or more versions of each question, with numbers/variables/equations changed).

With the random versions – this gives the opportunity for you to allow retests, and the students will receive different versions of the test each time.

The multiple-choice tests are computer graded and report directly to the gradebook. There is currently 1 attempt allowed for each test, this can be updated within your LMS if you choose to allow repeated attempts. Please check the time limits of each test and see if they are to your liking. We highly recommend you set time limits before students start attempting the tests.

At **any time** – test banks can be upgraded to the randomized version for only \$300 if you purchased the static only version originally. Please contact us at [info@studyforge.net](mailto:info@studyforge.net), for information on upgrading.

## Gradebook

The default gradebook for the course is set up in the following manner:

### 30% – Assignments

Once the students achieve 1/1 on all the assignments within the course they will automatically be awarded a full 10%.

### 20% – Note Packages and Practice Questions

Students have been warned in the in hand in boxes that note packages are marked on completion, meaning that if the submit all pages complete, and do the required amount of practice questions, they should be awarded 100%.

*IMPORTANT NOTE: Please clearly communicate with students how many questions per lesson are required. Because this varies so much between teachers we ask you to inform the students of some expectation of practice. This can vary from a minimum of a questions to a percentage of questions but a good starting place might be a minimum of 10 practice questions per lesson.*

Here is the rubric provided to the students for their completion marks on notes and practice:

#### Note Package Grading /5

- 5 – All note pages completed thoroughly
- 4 – All note pages somewhat completed
- 3 – Most pages completed thoroughly
- 2 – Some pages completed
- 1 – Very few pages completed
- 0 – Not submitted

#### Practice Question Grading /5

- 5 – Required amount of questions completed with thorough work shown
- 4 – Required amount of questions completed with some work shown
- 3 – Less than required amount of questions completed with thorough work shown
- 2 – Less than required amount of questions completed with some work shown
- 1 – Very few questions completed
- 0 – Not Submitted

### 30% – Chapter Tests

Due to whether specific questions require work, the written work portions are worth varying amounts but each test is weighted equally. Each multiple-choice question is worth 1 point, and written work is worth an additional 2 points, where applicable.

### 20% – Projects

See rubrics on each individual project for grading suggestions.

Thank you for your dedication and service to your students!

Questions?

[info@studyforge.net](mailto:info@studyforge.net)