

The Fractions and Decimals Online Interview

School User Guide

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*Every
child,
every
opportunity*



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This document is also available on the internet at
<http://www.education.vic.gov.au/studentlearning/teachingresources/maths/interview/fractions.htm>

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Introduction

The Fractions and Decimals Interview may be accessed by all DEECD teachers using their Edumail username and password via the website: www.eduweb.vic.gov.au/fractionsonline/

The Fractions and Decimals Online Interview is a powerful tool to support teachers to assess the mathematical understanding of students in the Middle Years of Schooling. The Interview is used to assess an individual student's understanding and strategies in relation to 'Overarching Ideas' in the areas of fractions, decimals, ratio and proportion. The Interview is targeted primarily at VELs levels 4 and 5 but can also be used with high achieving students at VELs level 3 or at-risk students at level 6.

The Interview analyses student responses and can generate a range of profiles of student understanding organised around the Overarching Ideas. These profiles provide detailed information for teachers planning to meet student learning needs.

Before using the Interview with students

Before using the Interview with students, teachers should first become familiar with:

- the equipment checklist:
(<http://www.eduweb.vic.gov.au/edulibrary/public/teachlearn/student/mathscontinuum/fracdecequipphotocopy.pdf>)
- the interview script
(<http://www.eduweb.vic.gov.au/edulibrary/public/teachlearn/student/mathscontinuum/fracdecimalscript.pdf>)
- how the Interview works in the online environment. This is best done by browsing through the questions in Interview View (see p. 17).

Teachers may also wish to explore the resources on the Mathematics Domain Page:


A range of supporting resources for the Interview is available at:

<http://www.education.vic.gov.au/studentlearning/teachingresources/maths/interview/fractions.htm>
These include *Classroom Activities*, *Fractions Pair Strategies* and *Big Ideas linked to the Interview*.

Key steps to set up the Interview

The following 4 steps provide an overview of the key tasks, responsibilities and the navigation required to prepare the Interview and interview students.

Step 1. Assign *School Administrator* (Principal)

Key steps:  → User Management

Reference: Assigning School Administrators, p. 12

Step 2. Create classes (*School Administrator*)

Key steps:  → Manage Classes → Create Class

Reference: Create Class, p. 6

Step 3. Assign teachers or students to classes (*School Administrator*)

Key steps:  → Manage Classes → Edit Classes

Reference: Edit Class, p.7

Step 4. Interview Students (Teachers)

Key steps: Select class → Select student → Select session → Interview

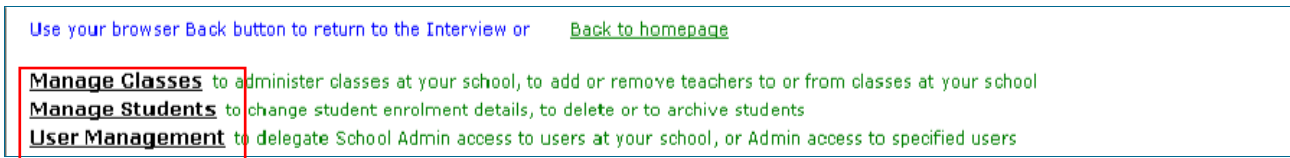
Reference: Interviewing, p.14

Admin button functions

Users who have Administrator access will find the *Admin* button enabled on the homepage when they log on as below:



Click the Admin button to display the following screen:



The above functions are outlined in the following sections.

Manage Classes

Manage Classes is used to create, rename or delete classes and to add or remove teachers and students to classes.

Three functions are accessed from Admin → Manage Classes as indicated by the buttons bordered in red below:

- Create Class
- Edit Class
- Delete Class

The screenshot shows two sections of the Manage Classes interface. The first section, titled "CREATE A NEW CLASS", contains two text input fields labeled "Class Name" and "Class Code", and a "Create Class" button. The second section, titled "EDIT OR DELETE A CLASS", contains a "Class Name" dropdown menu with "000_perf" selected, and two buttons: "Edit Class" and "Delete Class". Red boxes highlight the "Create Class", "Edit Class", and "Delete Class" buttons.

These three functions are described below and refer back to the above graphic

Create Class

Classes need to be *created* first before teachers can access students.

1. Enter a *Class Name* and a *Class Code*.
2. Press *Create Class*.

When a class is created it belongs to the school.

After classes are created they need to be populated with students* and assigned teachers. These functions are performed by clicking the *Edit Class* button.

Edit Class

Use *Edit Class* to add students and teachers to classes or to remove them. A class will only be accessible to a particular teacher if the teacher, and at least one student has been added to the class.

Use Admin → Manage Classes → Edit Class to add or remove students and teachers from classes.

1. Select a class from the drop down menu *Class Name*.
2. Click *Edit Class*. The following screen appears.

EDIT OR DELETE A CLASS

Class Name: MOLtest [v] [Edit Class] [Delete Class]

EDITING CLASS MOLtest

Change Class name and/or code
Name: MOLtest Code: MOLTEST [Change]

Add or Remove Students to/from selected class
Show only students in school for: Year Level Home Group [Show]
Filter by Year Level or Home group

Students in school: Blog Johnny, Smith Taylor, Smyth John, Student Jane, Student Sara, Student Test, Test Stud_01, Test Stud_02, Test Stud_03, Test Stud_04 [Add Students]

Students in selected class: Test Stud_01 [Remove Students]

[Show Classes] ← Show the classes the student is in.

Add or Remove Teachers to/from selected class

Teachers in school: zzDemo School, zzDemo School Bursar, zzDemo School Council President, zzDemo School Principal, zzDemo School Senior Teacher, zzDemo School Teacher [Add Teachers]

Teachers linked to selected class: zzDemo School Principal [Remove Teachers]

Link a teacher not at the school to the selected class

	Teacher PIN/TOID	Teacher Details	Expiry
[Add to class]		[Check Teacher]	(eg: 4-Aug-2006)

From the above screen the following functions can be performed:

Change the name and/or code of a class

1. Enter a name and code for the class in the fields provided.
2. Click *Change*.

Add or remove students to/from a class

Student details will be updated automatically from CASES 21 and will be listed alphabetically under *Students in school*. This list can be filtered to facilitate the allocation of students to classes.

1. Enter a *Year Level* and/or *Home Group* in the fields provided to filter the list under *Students in school* (as indicated in graphic above).
2. Click on a student (or press the Ctrl key to multiple select students) under *Students in school* or *Students in selected class*.
3. Click *Add Students* or *Remove Students*.

Show classes

This is a useful feature if a student is in more than one class.

1. Click to select a student under *Students in school*.
2. Click *Show Classes*.

Add or remove a teacher at the school to/from a class

All teachers at the school will appear under *Teachers in school*

1. Click to select a teacher under *Teachers in school* or *Teachers linked to selected class*, (press Ctrl key to multiple select).
2. Click *Add Teachers* or *Remove Teachers*.

Add or remove a teacher not at the school to/from a class

Teachers from other schools can also be added to the class. This is particularly useful for adding coaches or other appropriate users.

Adding a teacher

1. Enter the Teacher PIN (Edumail TO-number).
2. Click *Check Teacher* to check the details.
3. Enter and expiry date using the format of the example and no more than 90 days from the present date.
4. Click Add to class.

Removing a teacher

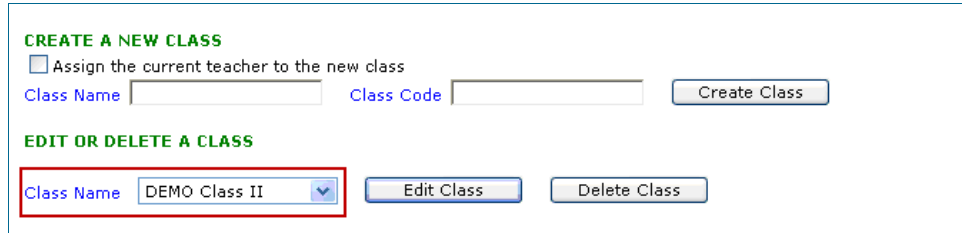
1. Click *Delete* next to the teachers PIN to remove a teacher from the school. (Click *Edit* to just change the expiry date for a teacher)

Link a teacher not at the school to the selected class			
	Teacher PIN/TOID	Teacher Details	Expiry
<input type="button" value="Delete"/> <input type="button" value="Edit"/>	0334567	Teacher x at Eastwood Primary School	12-May-2009
<input type="button" value="Add to class"/>	<input type="text"/>	Check Teacher	<input type="text"/> (eg: 4-Aug-2006)

Delete Class

Classes can only be deleted when they don't contain any students. To delete a class containing students first remove students.

1. Select the class to be deleted from the *Class Name* drop down menu.



CREATE A NEW CLASS
 Assign the current teacher to the new class
Class Name Class Code

EDIT OR DELETE A CLASS
Class Name

2. Click *Delete Class*.

Manage Students

Use your browser Back button to return to the Interview or [Back to homepage](#)

Manage Classes to administer classes at your school, to add or remove teachers to or from classes at your school
Manage Students to change student enrolment details, to delete or to archive students
User Management to delegate School Admin access to users at your school, or Admin access to specified users

Manage Students

Search for a student to administer, based upon the following criteria

From: School Number: Campus Number:

Advanced Search options

Class:
 Student ID:
 First name like: Last name like:
 Year Level: Gender:
 Indigenous:
 Date of birth between and (dd-*MMM*-yyyy)
 Sort by:

- None
- First Name
- Last Name
- Year Level
- Gender
- Home Group

Use Manage Students → Search to find student records matching given criteria for:

- individual students
- all students in a class
- all students in the school

Searching for students

1. Enter relevant search criteria in the available fields.
2. Select a field from the *Sort by*: drop down menu to determine the order in which records are displayed.
3. Click Search.

Search Example

The following steps will bring up the records of all students in the school sorted alphabetically by surname. The screen below gives a sample of the presentation. *Remove* and *Show Classes* are additional functions accessed from this screen.

1. Select *Last Name* in the *Sort by* drop down menu (as illustrated above).
2. Click *Search* with no other criteria entered.

Student ID	Unique ID	First Name	Last Name	Year level	Home Group	Gender	Indigenous	Date of Birth	School	Campus	Not at my school	Show Classes	Records
34839	PSD_9999	Student	PSD	0	P	F	Y	11-Oct-2003	9999	1	Remove	Show Classes	13
34840	ESLPSD_9999	Student	ESLPSD	0	P	F	Y	11-Oct-2003	9999	1	Remove	Show Classes	1030

Prev Next

From Admin → Manage Students → Search, the following functions can be performed:

- Remove
- Show Classes

Click *Remove* if a student appears in the school list but is no longer in CASES 21.

Click *Show Classes* to display the classes that a student is in

User Management

The role of the School Administrator

School principals automatically have School Administrator access to the Interview via their Edumail username and password and can delegate this access to an appropriate staff member.

School Administrators have special rights which allow them to assign administrative rights as well as manage classes, students and teachers, and run *Profiles* at the school or campus at which they are located. It is not necessary to have specialist IT skills to have Administrative access. The School Administrator's key roles in setting up the Interview are to:

- create classes to which the students will be added for the purpose of interviewing (see *Manage Classes*, p. 6)
- allocate students to classes (See *Manage Classes*, p. 6)
- assign teachers to the classes (see *Manage Classes*, p. 6)

Assigning School Administrators

Use Admin → User Management to

- assign administrative access to selected users
- remove administrative access from selected users

Use your browser Back button to return to the Interview or [Back to homepage](#)

Manage Classes to administer classes at your school, to add or remove teachers to or from classes at your school

Manage Students to change student enrolment details, to delete or to archive students

User Management to delegate School Admin access to users at your school, or Admin access to specified users

1. Click *User Management*, then *Next* on the subsequent screen to display the following screen:

2. Click *School Admin* button to display the following screen:

3. Enter the appropriate PIN or other details of the user *at the school*.
4. Press *Search* to display the details of the selected user.

5. Check the box next to the user.
6. Click *Add Selected Users*

Removing School Administrators

1. Check the box next to the user you wish to remove Administrative access from
2. Click *Remove*.

Assigning Administrative access to user not at the school

If it is necessary to assign administrative access to a user who is not at the school, contact Central Office (See Appendix: Contact Numbers p. 25). This feature may be used, for example to give a teaching and learning coach, who isn't based at the school, administrative access at the school or to a teacher located at another campus.

Interviewing

Student View

Student View is the default when users log on to the Interview. This view is used to choose classes and select students for interviewing.

<p>Student View Interview View</p> <p>Class: 01B * <input type="button" value="v"/></p> <p>Students: --Select-- <input type="button" value="v"/></p> <hr/> <p>Show Browse students for Admin</p>	<p>Profiles Groups Admin</p> <p>Selected Student: No student selected</p> <p>Selected Class: 01B * at Pascoe Vale South Primary School</p> <p>Date Last Interviewed:</p> <p>Interviewing Student: Not currently interviewing</p> <p>Selected Interview <input type="button" value="v"/> Interview <input type="button" value="Stop"/></p> <p>Selected Session <input type="button" value="v"/></p>
--	--

Steps for interviewing

1. Select a class.
2. Select a student to interview.
3. Select a session.
4. Commence an Interview.

1 Select a class

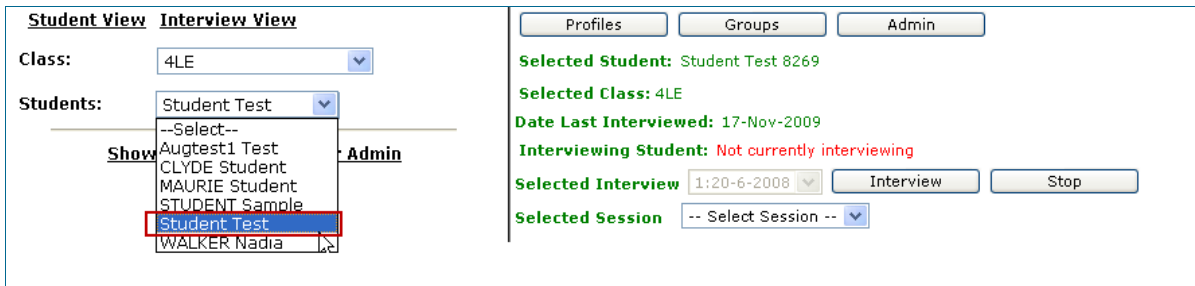
Click the *Class* drop down menu to see the classes to which you have been assigned. (If no classes are available contact the School Administrator).

<p>Student View Interview View</p> <p>Class: 4LE <input type="button" value="v"/></p> <p>Students: Student Test <input type="button" value="v"/></p> <hr/> <p>Show Browse students for Admin</p>	<p>Profiles Groups Admin</p> <p>Selected Student: Student Test 8269</p> <p>Selected Class: 4LE</p> <p>Date Last Interviewed: 17-Nov-2009</p> <p>Interviewing Student: Not currently interviewing</p> <p>Selected Interview 1:20-6-2008 <input type="button" value="v"/> Interview <input type="button" value="Stop"/></p> <p>Selected Session -- Select Session -- <input type="button" value="v"/></p>
--	---

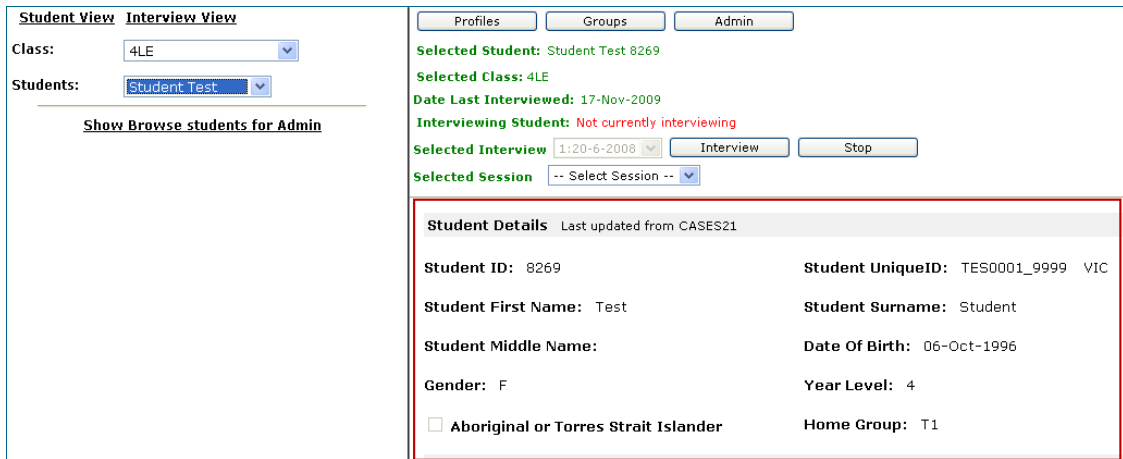
Users who have been granted access to classes at schools other than their own, will see an asterisk next to those classes when they log on.

2. Select a student to interview

Click on a student from the available list.

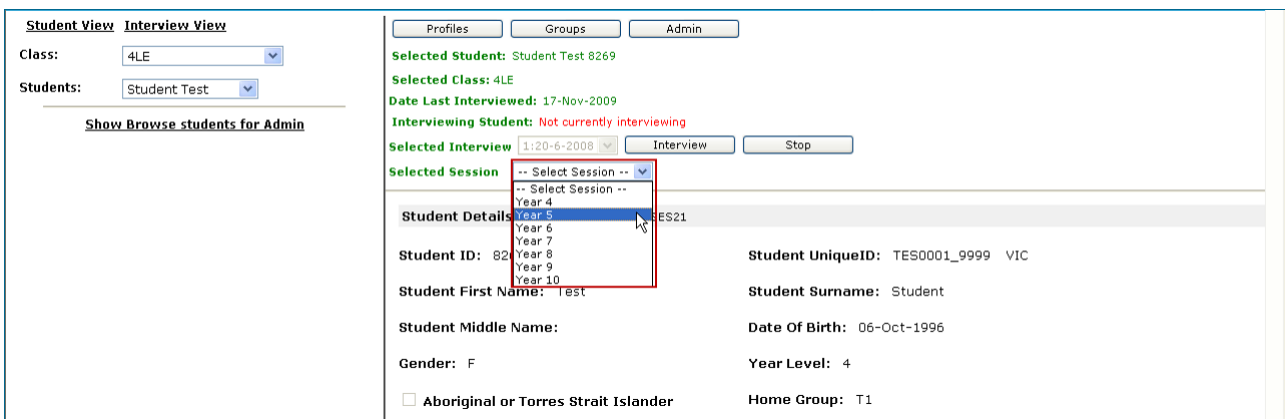


The student details will be displayed on the lower right hand side of the screen as follows:



3. Select a session

Select a session from the drop down box.



4. Commence an Interview

Click the Interview button to commence an Interview with the selected student.

Profiles
Groups
Admin

Selected Student: Student Test 8269

Selected Class: 4LE

Date Last Interviewed: 17-Nov-2009

Interviewing Student: Not currently interviewing

Selected Interview: 1:20-6-2008 Interview Stop

Selected Session: Year 5

Interview View – Screen Layout

When the Interview button is pressed the Interview defaults to question 1 and switches to *Interview View*. In Interview View, all questions are listed in the left hand pane. The specific question under focus appears on the right. Instructions for the teacher are in italics. The script to use with students is highlighted in green.

Student View Interview View

Student: Student ANDREWtest
Class: MAV demo

Save and Stop Assessment

Fractions

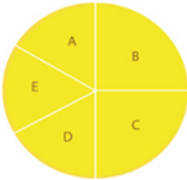
- 1 Fraction Pie
- 2 Pattern Blocks
- 3 Dots Array
- 4 Simple Operators
- 5 Fractions on a number line
- 6 Pizza
- 7 Draw me a whole
- 8 Construct a sum
- 9 Fraction pairs

Decimals

Ratio and Percentages

Fractions

1. Fraction Pie
Show the student the yellow pie diagram



a) What fraction of the circle is part B?

$\frac{1}{4}$
 $\frac{1}{5}$
 $\frac{1}{2}$
 Other

b) What fraction of the circle is part D?

$\frac{1}{6}$
 $\frac{1}{5}$
 $\frac{1}{3}$
 Other

Comments:

[<< Previous](#) [Next >>](#)

Progressing through the Interview

1. Check the required boxes and enter student responses as required.
2. Click *Next* or *Previous* to go to the next or previous question or click directly on a question via the links on the left hand side.
3. Click *Stop* to cease interviewing.
4. Click on *Student View* to select another student for interviewing.

All questions answered during the Interview will be assigned to the currently *Selected Session*.

Interview View

Interview View displays the Interview questions for direct access under headings on the left hand side of the window as indicated below. Interview view can be used with or without a student selected. Teachers unfamiliar with the Interview can familiarise themselves by clicking on Interview view and browsing the questions without selecting a student.

Teachers can also browse the existing record of a student without actually interviewing the student as follows:

1. On the home page select a class and then a student.
2. Click Interview View (the interview questions will become read-only and *Not currently interviewing* will be displayed).
3. Scroll through the student's interview by clicking Next, Previous or the links on the left hand side.

Browse students for Admin

Administrators are able to browse the record of any student in the school.

1. Click *Show Browse student for Admin*.

2. Select a class and student.
3. Click Interview View
4. Browse the student's record by clicking on next, previous or the direct links to questions at left

Profiles

A range of individual, group or class profiles can be generated from the Interview. By default, profiles will be produced for all students in the currently selected class. Profiles may be refined by selecting:

- individual students (press Ctrl key to select multiple select)
- a *Group* if it has been created (see *Groups*, p 23)
- a class
- the whole school (only available to School Administrators).

Steps for running a profile

1. Select a Class.
2. Press the *Profiles* button.
3. Select a profile type from the *Select Profile* drop down box.
4. Click *Proceed*.
5. Select a session from the *Select Session* drop down box.
6. Enter any other parameters, for example gender, year level etc. If groups have been created these will also be available for selection.
7. Press *Finish* to run the profile.

A selected profile is generated for all questions that were answered in the selected session.

Profile Types

Student Profile

This profile shows a per-student listing of the *Overarching Idea Achieved*. Comments entered into particular questions can be displayed.

Student Profile Report for Year 4		
Student Name	Test stud_02	Student ID 21467
Year Level	0	Unique ID Teststud_02_9999
Date of Birth	10-Sep-1999	Gender M
Last Attempt	09-Apr-2009	Home Group C10
Indigenous	No	
Relevant Information		
Overarching Ideas Achieved:		
Skill	Number	Overarching Idea
Fractions	1	Understands that fractions are equal shares, with careful attention to the whole
Fractions	2	Can determine the part when given the whole
Fractions	3	Understands that the whole can change within in a given task, and adjusts thinking accordingly
Fractions	4	Can express a larger object as a non-unit multiple of a smaller object
Fractions	5	Can name a fraction of a collection
Fractions	6	Recognises two equivalent fractions within a discrete situation
Question Comments:		
Question	Comment	
Dots Array	Has a good grasp of equivalent fractions	

Note: Teachers can choose whether or not to display comments on the student profile.

Group Profile

This profile provides a graphical representation of the Overarching Ideas achieved and when they were achieved.

If you have difficulty printing this report [Print Report](#) to reformat the report prior to printing

Group Profile Report for Year 4

All Fractions Decimals Ratio and Percentages Misconceptions and Alerts

Overarching Ideas in All

Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Test stud_01	03/09																		
Test stud_02	04/09	04/09	04/09	04/09	04/09	04/09													
Test stud_03																			
Total	2	1	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0

Group Profiles can be run for questions categorised into *Fractions*, *Decimals*, *Ratio and Percentages*. A profile of Misconceptions and Alerts is also available.

Printing the Group Profile

Different web browsers display web pages differently. In most cases, what is displayed on the screen can be printed without difficulty. Where difficulties arise due to the number of growth points being displayed, use *Print Report*. This displays the report in a format compatible with all browsers.

Question Summary

This profile is an aggregate report. It shows how many students, and the percentage of students in the selected group who have correctly answered selected questions.

Use your browser [Back](#) button to return to the Interview or [Back to homepage](#)

Question Summary Report for Year 4

Selected shows the number of students in the sample who selected the corresponding response at the selected session.
Total shows the number of students in the sample.
Percentage shows the percentage of students in the sample who selected the corresponding response at the selected session.

Question Item	Selected	Total	Percentage
<i>Fraction Pie</i>			
1a: 1/4	2	3	66.67%
1a: 1/5	0	3	0%
1a: 1/2	0	3	0%
1a : Other	0	3	0%
1b: 1/6	2	3	66.67%
1b: 1/5	0	3	0%
1b: 1/3	0	3	0%
1b: Other	0	3	0%

Overarching Ideas Summary

This profile is an aggregate report. It shows how many students in the selected group have achieved each Overarching Idea.

Overarching Ideas Summary Report for Year 4

Achieved shows the number of students in the sample who achieved the Overarching Idea at the selected session.
Total shows the number of students in the sample.
Percentage shows the percentage of students in the sample who achieved the Overarching Idea at the selected session.

Point	Achieved	Total	Percentage
1. Understands that fractions are equal shares, with careful attention to the whole	2	3	66.67%
2. Can determine the part when given the whole	1	3	33.33%
3. Understands that the whole can change within in a given task, and adjusts thinking accordingly	1	3	33.33%
4. Can express a larger object as a non-unit multiple of a smaller object	1	3	33.33%
5. Can name a fraction of a collection	1	3	33.33%
6. Recognises two equivalent fractions within a discrete situation	1	3	33.33%
7. Can mentally partition a number and identify the resultant part of the action involving a fraction and a whole number	0	3	0%

Question Summary for a Student

This profile is a per-student report showing student responses to each question.

Question Summary For Student Report		
Lists question items for the selected question(s) and displays the response recorded for that item in each year.		
Student	Question Item	Year 4
Test stud_01	Fraction Pie	
	1 a	1/4
	1 b	1/6
Student	Question Item	Year 4
Test stud_02	Fraction Pie	
	1 a	1/4
	1 b	1/6
Student	Question Item	Year 4
Test stud_03	Fraction Pie	

This report may be run for multiple students, but it is intended to be produced for one student at a time, and it takes some time to run.

Question Audit for a Student

This report shows the student responses, dates and no of attempts a student has made for selected questions.

Question Audit For Student Report for Year 4					
Last, First and No. of Attempts for imported questions for attempts made in the selected year. Show All displays an audit for the item across all interview years.					
Student	Question Item	Last Attempt	First Attempt	No. of Attempts in Year	Show all Attempts
Test stud_02					
	1a: 1/4	Apr-2009 (Year 4)	Apr-2009 (Year 4)	<u>1+</u>	Show All
	1a: 1/5	Apr-2009 (Year 4)	Apr-2009 (Year 4)	<u>1+</u>	Show All
	1a: 1/2	-	-	<u>0</u>	Show All
	1a : Other	-	-	<u>0</u>	Show All
	1b: 1/6	Apr-2009 (Year 4)	Apr-2009 (Year 4)	<u>1+</u>	Show All
	1b: 1/5	Apr-2009 (Year 4)	Apr-2009 (Year 4)	<u>1+</u>	Show All
	1b: 1/3	-	-	<u>0</u>	Show All
	1b: Other	-	-	<u>0</u>	Show All

Groups

Click *Groups* button on the homepage to bring up the following screen.

Groups belong to, and are seen by, only the teacher who creates them.

Student View **Interview View**

Class:

Students:

[Show Browse students for Admin](#)

Profiles **Groups** Admin

Selected Student: No student selected

Selected Class: Donna

Date Last Interviewed:

Interviewing Student: Not currently interviewing

Selected Interview

Selected Session

Create New Group

Group Name

Edit or Delete Existing Group

Group

Create Group

Enter a useful identifying group name, e.g. Year 3 boys, and press *Create Group*. This name can be used in future to identify the group.

Edit Group

Add or remove students to/from your group. The list of students available is restricted to those in the currently selected class.

Delete Group

Delete the selected group.

Technical Details

Optimising Speed

To optimise the speed of the Interview, school-based browser settings should be set to a *fast speed*. To confirm this, check that general internet browsing on your computer is fast before starting the Interview.

If the Interview appears to be too slow:

- access another website to check the general speed of internet browsing
- use a plug-in internet connection rather than a wireless connection.

The Interview operates in an internet environment and 'time outs' can happen. Users may need to wait for a period of time before trying again.

Appendix: Contact Numbers

Regional Offices

Barwon South Western Region

Phone: (03) 5225 1000

Email: bswr@edumail.vic.gov.au

Eastern Metropolitan Region

Phone: (03) 9265 2400

Email: emr@edumail.vic.gov.au

Gippsland Region

Phone: (03) 5127 0400

Email: gippsmail@edumail.vic.gov.au

Grampians Region

Phone: (03) 5337 8444

Email: c0988311@edumail.vic.gov.au

Hume Region

Phone: (03) 5761 2100

Email: hume.region@edumail.vic.gov.au

Loddon Mallee Region

Phone: (03) 5440 3111

Northern Metropolitan Region

Phone: (03) 9488 9488

Email: c0989601@edumail.vic.gov.au

Southern Metropolitan Region

Phone: (03) 9794 3555

Email: c0988341@edumail.vic.gov.au

Western Metropolitan Region

Phone: (03) 9291 6500

Email: wmro@edumail.vic.gov.au

Central Office

Contact: David Ryan

Email: ryan.david.r@edumail.vic.gov.au

Phone: (03) 9637 3489