

# STAFF MEETING



## FAO PERSON RUNNING THE TRAINING

The following is a guide on how you could deliver a Times Tables Rock Stars staff meeting.

### Before the staff meeting checklist

- ☐ Ensure colleagues have a TTRS account. Head to Account > Teachers to add colleagues.
- ☐ Set pupils up with accounts. Check the [help center](#) for guidance.
- ☐ Print out pupil usernames and parent letters for each class. Go to Account > Classes to do this (more info on the Challenge sheet).
- ☐ Spend 5 minutes familiarising yourself with the platform.
- ☐ Identify which teachers may need pairing with a colleague who has more ICT experience.

### Introduction (5 minutes)

1. Welcome and set the context for the meeting.
2. Explain why the school has decided to purchase TTRS for the school
3. Share your vision on how you'd like TTRS to be used. In the classroom? At home? Maybe both?
4. Communicate roles (roles and responsibilities listed below).

### Introduction - Roles

The Main Contact (probably you if you're running the training) *might* take responsibility for:

- Updating accounts
- Whole school stats
- Custom leaderboards (If the school has the Stats bolt-on)
- Assembly and displays
- Contact [support@mathscircle.com](mailto:support@mathscircle.com) to remedy any issues

The Billing Contact *might* take responsibility for:

- Managing the subscription
- Renewing and paying invoice

A class teacher *might* take responsibility for:

- Sending out parent letters and sticking username labels in reading diary/homework planner
- Monitoring effort and fluency with their class
- Raising issues with the Main Contact or [support@mathscircle.com](mailto:support@mathscircle.com)

### Task (35 minutes)

Ask the teachers to log in to their accounts and work through the Challenge sheet. Please ask them to flag any challenges they get stuck on so you can work through it together.

*FYI: They may not be able to complete all challenges at this stage as some require the school account to have pre-existing data.*

### Next Steps (5 minutes)

1. Let everyone know about our [help centre](#). From here they will be able to find answers for the majority of their questions.
2. Teachers send parent letters home and hand out username labels.
3. Discuss how you might launch TTRS (click here for some ideas).

# CHALLENGE SHEET



TASK	GUIDENCE	✓
<b>TTRS ACCOUNT</b>		
Favourite a class.	Account > Classes > Click the star next to your class.	
Download username labels for your class.	Account > Classes > Select class > Download > Username labels	
Find out when a pupil last played.	Account > Classes > Click class name	
Find out a password for a pupil.	Account > Classes > Click class name > Click eye icon	
Add a child to a pastoral class. <i>Pupils can be in one maths class and one pastoral class.</i>	Account > Classes > Select pupil > Move > Add to pastoral class	
Changing a pupil password or pin.	Search pupil name in the search bar > Select pupil > Type new password	
Set gender of pupils <i>so you can run Battles between boys and girls.</i>	Account > Classes > select all the girls > Update > Set Gender	
<b>TTRS PAPER - IGNORE IF YOU ARE NOT USING THE WORKSHEETS</b>		
Download a default worksheet pack.	Worksheets > Click worksheet title > Download	
Create a custom worksheet.	Worksheets > Custom Worksheets > New worksheet	
Add a week of data.	Data > Select Class > Enter Data	
<b>TTRS ONLINE</b>		
Group some children to set specific tables.	Set Tables > Select class > Main Group > Drag names into new group > Set tables	
Find the class average per fact heatmap.	Stats > Select Class > Class Fluency	
Find out which pupils have a Rock Status.	Stats > Select class > Studio	
View Soundcheck scores.	Stats > Select class > Soundcheck	

# CHALLENGE SHEET



<b>BATTLE OF THE BANDS</b>		
Organise a Battle within your class to last until next week.	Tournaments > Battle of the Bands > New Battle	
<b>SETTINGS AND ADMIN</b>		
Check Rock Names are to be shown at the end of Multi-player games.	Settings & Admin > Privacy Settings	
Find out how to refund an avatar purchase.	Settings & Admin > Avatar Refund	
<b>TTRS PLAY</b>		
Change the length of a Garage game.	Play icon (top right) > Garage	
Hide the practice clock.	Click avatar > Settings	
Change language.	Click avatar > Settings	
<b>IF YOUR SCHOOL HAS THE SESSIONS BOLT-ON</b>		
Create a homework task that recurs weekly until the end of term.	Sessions > New Session	
View upcoming Sessions.	Sessions > Future	
View results for a completed Session.	Sessions > Past	
<b>IF YOUR SCHOOL HAS THE STATS BOLT-ON</b>		
Find the average daily minutes played per class in the last 7 days.	Stats > Headlines > Toggle 7 days > Daily minutes played	
Create a custom leaderboard for your class.	Stats > Custom Leaderboard > New Leaderboard	
Find out individual coin earnings for a set period of time for a pupil.	Stats > Select class > Effort > Set date	
Download class status certificates.	Stats > Select class > Studio > Certificate icon	