

HUBZILLA MATHS

Interactive IB Mathematics: Analysis and Approaches

TEACHER GUIDE

Classes, assignments, coverage, and what every figure on a dashboard measures.

WRITTEN FOR	UPDATED	READ IT ONLINE
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This is the printed form of the guide at www.hubzillamaths.com/help/teaching, which is kept up to date as the site changes. Every link in this document opens the page it names.

1 Where you land

Signing in as a teacher takes you to Teaching, not to the course. It shows what needs your attention, the assignments that are due and who has not done them, then a card per class with its coverage of the course. Click a card to open the class. **All activity**, at the top, opens the live activity log. The logo in the header brings you back here.

The header has two more links. **Resources** holds the random picker, the formula booklet and this guide. **Student view** is the course as a student sees it; working through a lesson on your own account records real progress against it.

Admins see every class on the site here rather than only their own, and get an extra **Admin** link in the header.

2 Classes and join codes

Make a class with **New class**, beside **My classes** on the hub. It needs a name and a level, **SL** or **HL**: the level decides which lessons the class is measured against, and an SL class does not include the HL-only lessons.

Every class has a short **join code**, shown next to its name. Give it to your students and they enter it on their own dashboard. That is the only way into a class. If the code gets out, reissue it from the class's **Settings** tab; existing members stay put.

From the **Settings** tab you can also:

Rename	Changes the name only. Roster, code and progress are untouched.
Archive	Retires a class at the end of a year. It stops appearing for its students, its assignments stop being shown and stop sending reminders, and it drops to the archived list here. Reversible.
Remove a student	Takes them off the roster. Their own progress is not deleted.
Change the level	Re-scopes which lessons the class is measured against, immediately.

Admins can additionally reassign a class to a different teacher, keeping its roster, code and recorded progress, and enrol a student directly without a join code, from the **Admin** page.

3 The class dashboard

A class has six tabs: **Overview**, **Assignments**, **Activity**, **Insights**, **Settings** and **Notes**. **Set work** sits above them on every tab.

The overview shows how much work the class has done, the coverage panel, and a roster crossed with the course: a row per student, and for each lesson how many sections they have finished and how many marks they have earned, plus an estimate of time spent and when they were last active. The roster shows one unit at a time, opening on the last unit you ticked as taught, or, before you have ticked any, the one where the class has done most work.

Click a student for their own page: one line per lesson, which opens to every answer they submitted, right or wrong, with what they typed. A lesson with a question they have not yet got right opens by itself.

4 Course coverage

The coverage panel answers two separate questions about the course, and does not combine them into one number:

Taught	What you have ticked as delivered. You tell the site this.
Practised	How far the class has got with the questions. Derived from their work.

Once most of a class has finished a lesson you have not ticked, the panel asks whether it should be marked taught.

One block is one lesson, grouped by unit. Click a block for that lesson's figures, the spec points it covers, a link into it, and the taught tick. How full a block is shows practice, and its border shows the tick. A dashed outline is a lesson that is not finished: either nothing is written yet, or only its exam practice is. Those count towards neither figure, though you can still tick one you have taught from your own materials, and a class's work on a lesson whose questions are written is still reported in the block.

Units with nothing written yet are folded into one line under the rest; **Show** opens them.

The **Syllabus** section of the **Insights** tab gives the same two figures for each spec point. **Open the full syllabus** carries them down to individual syllabus rows, in the IB's own wording.

5 Locking lessons

You can close lessons to a class. A locked lesson stays in your students' lesson list with a padlock; opening it shows a line saying you open it in class. They cannot work through it, revise it, or answer its questions.

Two places to set them. The padlock in a coverage block's popover locks or unlocks that one lesson. Your class's **Settings** page lists the whole course with a padlock each, and carries **Lock the whole course** and **Open the whole course**, so a class can start closed and open lesson by lesson.

Ticking a lesson as taught unlocks it. Setting an assignment on a locked lesson unlocks it too; the form says so before you save. Neither ever re-locks by itself. If you lock a lesson your class has work set on, you are told what is due on it and asked to confirm.

Locking a lesson never deletes anything. Work already done still counts towards your students' progress, and they keep their own record of what they got wrong in it. Locked lessons still count towards their course percentage. A student in two classes is locked out of a lesson if either class has locked it.

You never meet a lock yourself, on any class's lessons. To see what a class can currently open, read the padlocks in its coverage panel.

6 Setting work

An assignment is **specific sections of one lesson**, due at a date and time, cleared at a percentage of the marks in those sections that you choose. You can add a note, which

the student sees on their dashboard and in their email.

Sections that carry no marks, a video or a page of notes, clear by being completed the ordinary way, so “watch the video and get 80% on the questions” is a single assignment.

Four things to know before you set one:

It follows the class	Not a fixed list of names. A student who joins next week picks up the assignments that are already live; a student who leaves stops seeing them.
Editing re-scores	Change the threshold or the sections and everyone is re-scored on the spot.
The deadline gates nothing	Work stays submittable afterwards and keeps counting; it is reported as done late. Students are told this.
Archive rather than delete	Archiving retires an assignment but keeps it and its record, and it can be restored. Deleting is permanent.

If a lesson is edited so that an assigned section no longer exists, the assignment warns you and drops that section from the totals.

Two emails go out, each addressed to one student at a time: one when you set the work, and a reminder the day before it is due, sent only to students who have not finished.

Set one with **Set work**, at the top of the hub or of any class tab. The hub lists every class’s assignments together, most urgent first, and each can be expanded to name who has not finished.

7 The activity log

All activity, at the top of the hub, is everything your students do, as it happens: lessons opened, videos watched, questions answered (right and wrong, with the answer they submitted), sections finished, and progress resets. Each row carries a chip saying which class it came from. A class’s **Activity** tab is the same feed scoped to that class.

It updates by itself every twenty seconds, pauses while the tab is in the background and catches up when you come back, and can be paused outright. You can filter it by student, by lesson and by the kind of event, and scroll back through the history.

A question a student has got wrong three times without then getting it right is **marked as stuck**. It is worked out from the rows on screen, so it can miss one.

8 Most-missed questions

On a class's **Insights** tab, the questions it has got wrong most, hardest first, each with the answers students submitted.

Questions only one student has attempted are left out.

9 What the figures mean

Every figure a dashboard shows is **derived** from what students have done, so editing an assignment re-scores everyone immediately. A few need reading carefully.

Time spent	Estimated from the timestamps of what a student did, with a gap of more than a quarter of an hour ending a session. It undercounts quiet reading and thinking, so treat it as a floor.
Marks	Awarded when a question is answered correctly, once per question. A student who resets a lesson gives those marks back.
Revision time	Recorded separately from course work and reported beside it. Do not add the two together.
Sections	Notes and videos count towards a progress bar as well as questions.

A lesson that has not been written yet is excluded from every denominator.

10 SL and HL

A class's level scopes what it is measured against. A student's own level follows the classes they are in: in an SL class and an HL class of the same course, they see everything. A student in no class keeps whatever their account says, and their dashboard tells them once when joining a class has changed what they are shown.

The level is set on the lesson, not on its syllabus points, so an SL class does not include the HL-only lessons.

11 The two courses: AA and AI

The site carries both IB Mathematics courses, **Analysis and Approaches** and **Applications and Interpretation**, at SL and HL. A class is created in one of the four, and everything about that class follows it: its lessons, its coverage, its syllabus page and the lessons you can set as work.

You can hold classes in different courses at once. Nothing you set for one affects another, and each class dashboard stays in its own course whatever else you are looking at.

A class decides a student's course. All four are offered at sign-up, so a student arriving on their own picks one. The moment they join one of your classes, the class wins and their choice is replaced by it. They are told when that happens.

A student who is in *no* class can change their own course from their account page. One who is in a class cannot, and is pointed at you instead.

You can move a whole class between the two courses with the **Course** control on the class page. This moves every student in the class with it, so it asks you to confirm and tells you how many people that is. Use it when a class was created in the wrong course.

Adding a student who is currently on the other course will ask you to confirm too, because it changes everything they see. **Nothing is deleted:** their work on the course they are leaving is kept, and comes back in full if they move back.

Your **Student view**, the dashboard where you work through lessons on your own account, follows one course at a time, and there is a switch at the bottom of it. It is a setting for *you* only, and does not touch your classes.

12 When something is wrong with a question

Answers are marked by comparing the algebra, not the text, so equivalent forms are accepted. If a question rejects an answer that is right, that is worth reporting. Use the **Report a problem** button in the corner of any page; it sends along the lesson and the question. Students can report too, and reports land in a queue an admin works through.

If a whole class is failing one question, check **Most-missed questions** on its **Insights** tab first. The submitted answers usually show whether the question is at fault.

13 For admins

The **Admin** page adds account and site management on top of everything above:

Create accounts	Singly or in bulk from "First, Last, email" lines, with either a temporary password shown once or an email invite. A new account can be given a role and put straight into a class.
Roles	Student, teacher or admin. Only an admin can change a role, and not their own.

Delete accounts	Permanent, and takes the person's work with it. Deleting a teacher also removes the classes they own.
All classes	Create a class for any teacher, reassign one, reissue a code, archive, and enrol students directly.
Activity	The same feed as a teacher's, across the whole site, including sign-ins and account creations.
Reports	The queue of problems students and teachers have reported. The count next to "Admin" in the header is how many are still open.

Public sign-up is restricted to the school's email domain. Accounts created from this page are exempt, so a student on another address has to be created here rather than signing themselves up.

14 Anything else

Email jamie@hubzillamaths.com for an account problem, a class that needs moving, or a lesson you would like written next.

Something not covered here? The version at www.hubzillamaths.com/help/teaching is the current one — this document is a snapshot of it. Anything on the site that looks broken can be sent in with **Report a problem**, in the corner of any page; for anything else, email jamie@hubzillamaths.com.