REMOTE LEARNING TEACHER GUIDE

When schools are closed, MobyMax has a whole new role to play in helping you reach students where they are—both academically and environmentally. In this guide, we explore MobyMax through a remote learning lens, with an eye toward keeping students moving forward under challenging circumstances.

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SETTING GOALS AND MONITORING USAGE

For most, the transition to a remote learning environment will involve some changes to MobyMax usage expectations and monitoring needs.

In this document, we’ll cover everything you need to know about setting goals, monitoring usage, and making sure parents know where and how to access the Moby Parent Portal.

SETTING GOALS

Updating goals and time assignments is typically one of the first orders of business when school is closed. This can be done from Curriculum Settings on your Moby Learning page or at the bottom of Moby Central.

*Pro tip*: All the settings we are reviewing here can be set to globally apply to all students, a group of multiple students, or individual students.
Once you’ve selected which students you want the new settings to apply to (the “ALL STUDENTS” option is pictured here), choose the subject you want to change on the left side of the screen (step 1), then update the Assign Time (step 2) and Daily Effort Goal (step 3) fields. Changes are automatically saved when you click anywhere. Repeat the process for all subjects in which you want your students to be spending their Moby time.
**MONITORING TIME GOALS**

To track which students are meeting their assigned time targets, simply open your *Time Summary* page, then click on the *Assigned Time* tab to review results by subject.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Currently Assigned</th>
<th>Actual</th>
<th>Assigned Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics</td>
<td>10</td>
<td>0</td>
<td>10</td>
</tr>
</tbody>
</table>

**MONITORING SKILLS GOALS**

Daily skills goals are a great way to ensure consistent growth regardless of usage and focus. To track weekly and monthly progress against goals simply click the icon of the subject you wish to review, then click the *Goals & IEP* tab. On this screen, you can get a handle on how students are tracking against their goals and adjust or intervene as needed.
STUDENT DASHBOARDS

Student dashboards offer an at-a-glance breakdown of time, progress, and results in one place. For the purpose of monitoring what your students are doing in MobyMax and how that effort is translating to academic growth.

From the dashboard, click on any subject to view detailed results, including current grade level, overall progress, average time from the past 30 days, and a summary of the most recent completed lessons. Scroll down for a week-by-week chart of skills completed.
**Parent Portal**

In a remote learning environment, parents play an even more critical role in the educational process. When students spend more time at home, family becomes the primary source of modeling and guidance, and it becomes ever more important for teachers to collaborate with parents and guardians.

MobyMax’s 360 Progress Monitoring ensures transparency and accessibility for all, including our popular **Parent Portal**, with which parents can obtain insight into where students are putting in work, what their progress looks like by subject, and which lessons are coming up next.
MobyMax even provides a dynamic letter template with detailed sign-in instructions for parents. To access this template, open your **Roster** screen and click on “Print parent letter & login cards.”

From here, select the students you want to include on the right side of the screen, then click “Print.”

If your school is already closed and you don’t have the ability to send letters home with students, select “Save as PDF” and email the letter to each parent who needs one.

**Note:** You’ll notice the language of the letter is aligned more to an initial rollout of MobyMax than an extenuating circumstance like school closures. Please feel free to copy the login steps and put them into an email with your own wording—the important part is making sure parents know how to access the portal.
COMMUNICATING WITH STUDENTS AND PARENTS

Communication is one of the biggest obstacles to effective remote learning. Student outreach poses a much larger challenge when you lose the ability to respond to non-verbal cues, provide on-the-fly coaching, and offer much-needed, face-to-face words of encouragement.

With MobyMax, you have access to an array of secure, self-contained messaging and discussion features for student, parent, and whole-class communications.

MESSAGER

It’s easy for students and teachers to correspond about outstanding lessons, expectations, and feedback with Moby’s secure 1:1 messaging platform. Even if your school already uses a stand-alone messaging platform, MobyMax Messenger can be a valuable way to centralize all communications related to the program. Here’s how it works:

STEP 1: ADD CONTACT INFORMATION

From your Moby Learning landing page, click on Messenger (found under the Classroom Tools heading). This will take you to your inbox. Click Student Contacts to open your contact list.

Click any student’s name to enter related contacts, including the student herself and/or any parents or guardians who want to stay informed. Click Add New Contact, enter the information, and don’t forget to save. When you have successfully added a new contact, you will see their information added to the student’s list.

*Pro tip:* Students also have the option to enter their own contact information. Student-entered info will be marked with a ^ symbol on the contact screen.
**STEP 2: SEND A NEW MESSAGE**

Head back to the main Messenger screen and click **New Message**.

On the next screen, select the type of message you want to send. The most common option here is a **Student Moby message**, which will be delivered directly to one or more students in their MobyMax Messenger inbox. You can also send **emails** and **text messages** to students and/or parents/guardians as needed (you will only have the option to send where the necessary contact information has been added).

**Student Moby Message**: Check the box next to each student you want to send the message to, then enter your content in the box provided. Click **Send Message** when finished. The next time the student logs into Moby, they’ll receive a notification of a new message.

**Email**: Check the box in each relevant column for student, mother, father, or guardian. Enter your content, click **Send Message** and it will be sent off as an email. *Note: Because these messages come from messenger@mobymax.com, parents will be directed to sign in to their Moby Parent Portal and respond via Messenger, rather than replying to the email.*

**Text**: Follow the same steps as above. Text messages are limited to 140 characters.

**STEP 3: CONFIRM RECEIPT**

Click **Sent** in the left-side navigation menu to review the status of all messages, including whether or not they have been read.
ANNOUNCEMENTS & TASKS

Some of the things we take for granted in a physical classroom space are much harder to duplicate when learning goes remote—think about the announcements you post on the whiteboard or the calendars, tasks, and instructions you set up around the room or otherwise distribute in person. With MobyMax, you can replicate many of these communications in a forum where you know your students are going to be spending their time anyway.

ANNOUNCEMENTS

Announcements are the primary destination for general whole-class or group communications. Head here first for all housekeeping items, pep talks, major updates, and other items you might normally share at the start of class.

To get started, click the Announcements & Tasks icon in the Classroom Tools section of your Moby Learning landing page. From the Announcements tab selected, click Create Announcement.

The process from here is pretty straightforward. Craft your announcement (step 1), attach files if desired (2), choose whether or not students will be able to leave comments or contribute to a class discussion (3), select a group of students or send to all students (4), then post the announcement (5).
Tasks

Tasks offer a flexible way to set daily expectations, both in and out of MobyMax. In remote learning scenarios, consider assigning analog tasks to go along with Moby lessons. It’s a great opportunity to promote interdisciplinary and real-world connections!
**Events**

*Events* are where you’ll go to showcase contests, challenges, key school-related dates, and any other time-sensitive happenings. It’s yet another way to keep students in the loop when school calendars can’t accommodate extenuating circumstances.

*Events are similar to announcements, but come with built-in start and end dates*

Your words and continuing visibility can go a long way toward keeping students focused on their schooling, even when there is no school in sight.

**Remember:** MobyMax’s various communication tools are here for your exploration, but don’t feel like you have to use them all. It’s more important for you to find some go-to options and use them consistently than it is to try to learn everything at once. Happy communicating!
**KEEPING STUDENTS MOTIVATED**

It can be tricky to motivate students when they’re four feet from you in a classroom. It’s another story altogether when they’re worlds away, in pajamas, on the couch. That’s why it is so important to give students a reason to keep moving forward in a remote learning environment.

MobyMax tackles this challenge from multiple directions, starting with the naturally gamified format of lessons and further supported by features aimed directly at rewarding, recognizing, and continuously encouraging both effort and achievement.

**BADGES**

Badges have emerged as one of the most popular ways to validate learning in the digital age. These persistent online indicators of achievement represent an appealing “chase” for students—and MobyMax includes hundreds of unique variations to encourage healthy competition for new unlocks.

*Note: Moby badges are based on number of problems answered correctly and are not tied to specific instructional outcomes. This gives all students an opportunity to earn every badge regardless of which levels they are working at.

**REMOTE LEARNING IDEA**

Incorporate badge recognition into your recurring communications to add a new layer of fun engagement and fun. From the badge screen, click the checkbox to print for any number of students (step 1, next page), then select *Print only badges not yet printed* (2), then switch to *Trading Cards* mode and create a PDF for each student (3). Now you can attach all recently earned badges to your next progress update via email or Moby Messenger!
GAME

Game time has long been a cherished reward for students in MobyMax. Every correct answer or lesson topic passed results in added time for students to spend in Moby’s extensive library of simple, fun games.

Aside from their intrinsic motivating value, Games can help break up a long day of online learning and give students much-needed mental breaks.

REMOTE LEARNING IDEA

Game time is just a small part of the overall Moby experience, but it has traditionally been one of the strongest motivators for some students—perhaps more so when screen time is increased for remote learning purposes. Consider offering up game time awards for contests, goal achievement, and/or daily task completion.
**CERTIFICATES**

Moby Certificates recognize specific academic achievements in a sharable and printable format. By default, students have the option to customize certificates as they earn them, resulting in an even deeper sense of pride and ownership.

*One example of a hard-earned certificate destined for the fridge. Nice job, Keith!*

**REMOTE LEARNING IDEA**

Consider attaching new Moby certificates to your ongoing parent communications. Encourage parents to print the certificates out and post them on the refrigerator or in an area where their child is doing their remote learning. This tangible validation of a job well done can be a crucial reminder for students that they are making progress and that the time they’re putting in still matters, even if it’s not happening in a physical classroom.
The circumstances leading to remote learning are most likely also upending your students’ lives at the same time. Routines are disrupted, opportunities for social interaction are limited, and living situations are cramped. With Behavior Vibes, you can focus on the little things to fill those social-emotional gaps in a time of turbulence.

The first step you’ll want to take with Vibes is to tailor it to the new circumstances and expectations your students face in a remote learning environment. From the main Vibes screen, click on Give Vibes with any student(s) selected. At the bottom of the next screen, click Edit vibes list, then Create Vibe.

From here, you can make up as many vibes as you want. Name the Vibe (step 1), make it good or bad (2), pick an image (3), and click Save (4). Once you have your library of remote learning Vibes in place, you’re all set to start dishing out kindness and encouragement to those who need it most.
RETAINING A SENSE OF COMMUNITY

When a student’s learning environment changes overnight, the mental and emotional impact is jarring. Social interaction is diminished or gone entirely, routines are thrown into disarray, and school doesn’t look like school anymore.

Fortunately, MobyMax has multiple measures in place to promote a sense of community and collaboration so often missing in a remote learning scenario.

CONTESTS

Competition and community might not seem like the most likely pair at first glance, but there is something to be said for reminding students that they are not alone. Contests have emerged as a go-to feature for remote learning, filling a dual role by supporting both individual motivation and communal participation.

To set up a new contest, click on the Contests icon from your Moby Learning page, then click Create New Contest.

From here, give your contest an epic name (step 1, next page), provide clear instructions and award details (2), set a start and end date (3), select one or more subjects (4), choose whether you want results based on points or time (5), choose to run the contest just for your classroom or—if you want to collaborate with other classes—throughout the school (6), then adjust visibility settings depending on how your class will respond to competition (7) and click Next (8).

*Pro tip: Want to reward the work your students have already done from home after the fact? Try backdating your contest—all results will automatically pull in.
On the next screen, select which students you’d like to participate in the contest. Don’t forget to click **Save**.

*Pro tip:* Is the same student winning every contest? Want to account for students who struggle with learning disabilities or limited access to MobyMax? Consider adjusting weights to level the playing field.
Click the **Results** link for any in-progress contest to view the leaderboard, including time, points, and weighted scores. If enabled in contest setup, students can monitor standings from their accounts. You can also provide updates via Moby **Announcements**.

Once the contest has run its course, jump back into the results screen to print/download certificates and award game time to winners (or any student who met your predetermined criteria).

**REMOTE LEARNING IDEA**

While contests are always great for motivation, there’s a reason we’re featuring them in the *Community* section of this guide. Instead of a typical competition of individuals, consider manually assigning teams and rewarding the highest combined scores or setting a full-class goal for everyone to work toward together.
**Fluency Team Games**

*Fluency Team Games* is one of the newest additions to the MobyMax lineup. It’s also one of the most well suited for remote learning. Randomly assigned teams work together to earn virtual coins in a dynamic, gamified environment. Detailed feedback provides significant instructional value, making this a valuable alternative for students who struggle with more traditional delivery methods.

To set up a Fluency Team Game, head over to Moby Interactive and select one of the three available subjects. From here, you can review the Game Instructions or slick Start New Game.

*Pro tip:* Fluency Team Games utilizes a handicapping system (similar to golf) in which student ability levels are analyzed in real-time and scores are adjusted so all students have a chance to contribute equally. No need to worry about unbalanced teams!

From the Start New Game screen, select any number of students to participate, then, on the following page, select a grade level (*step 1 on the following page*), then browse the list or search for a particular topic (*2*), and choose the skill to be addressed (*3*). Fluency Team Games focuses on one skill at a time, so you can really hone in on a specific concept.
On the final setup screen, you’ll determine the number of randomly assigned teams and set an end date and time for the game.

Once the game has ended, you can view the results by student under the **Snapshot** (full history for one student) and **Team Games** (performance per game) tabs under that same subject. Click on a student’s score to see how they answered and how many points (based on time) they earned for each question.

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**REMOTE LEARNING IDEA**

Fluency Team Games is more than just a fun diversion—every problem includes detailed feedback and step-by-step instructions to support conceptual understanding. Consider leaning more heavily on this module in a remote learning environment to help students stay connected to their classmates even when they’re not seeing each other every day.
ASSIGNING LESSONS AND MONITORING PROGRESS

One of the great benefits of MobyMax’s adaptive, differentiated learning model is its ability to deliver on-level lessons without teacher intervention. Most of the time, all you have to do is point your kids toward a placement test and watch as their responses result in a personalized learning path that continuously evolves based on how they progress through lessons.

In a remote learning environment (especially one in which you are engaged in active instruction/e-learning) you may need to assume more control over what your students are working on. With MobyMax, it’s easy to set up custom lesson sequences and closely monitor student progress—no matter where the work is being done.

MANUAL LESSON ASSIGNMENT

To assign specific lessons, start by opening the relevant subject module from your Moby Learning page. We’ll use Science for this example.

Once you’re in, click on the Lessons tab, then the Assign subtab. From here, you’ll have the option to select the entire class, individual students, or a group of students.

*Pro tip: If you need to assign the same lesson(s) to more than one student (but not the whole class), save yourself some time by setting up a group. To do this, scroll to the bottom click Sort and filter on the bottom of the screen, then click Your groups.

On the next screen, click Create new group, give your group a name, select any number of students for the group, then click Save.
Back on the lesson assignment screen, we are going to assign this lesson to **Science Group 1**. We’ll start by clicking on the group name. Select the grade level for your lesson on the next screen.

From here, you can toggle between lessons and standards—our Science example here is based on the Next Generation Science Standards—or search for a topic by name (**step 1 below**). Click the arrows next to a topic to see all associated lessons (**2**), then check the boxes to select full topics, individual lessons, or a mix of both (**3**). Click **Assign** when done (**4**).

In the Lesson Sequence pop-up, choose where you want to insert the lesson and whether you want it to show up in their **Assignments** tab. If so, pick a due date for the assignment (optional) and click **Continue**.
MANUAL LESSON SEQUENCE
From the same Lessons tab, click over to the Sequence subtab to see the order in which lessons will be delivered to students. You can manually move lessons up or down in the list by grabbing the drag-and-drop icon next to the grade level. Items at the top will be delivered to students first.

PROGRESS MONITORING
In a remote learning situation—when your students are doing much of their learning and practice independently—the need for accurate, timely information is more important than ever. With MobyMax, you can track student proficiency and progress down to the individual standard level.

To get started, open the subject you want to analyze, then click the Progress tab. This will bring up a list of all students, along with the following information (in core subjects—Math, Language, Foundational Reading, Science, etc...):

- **Ending Grade Level** – This represents the grade level the student is working in right now in MobyMax.
- **Beginning Grade Level** – This is where the student started after completing their adaptive placement test.
- **Increase / <Decrease>** – The total change in grade level (each .1 represents 1/10 of the growth expected over one full school year).
- **Standards Passed** – The total number of standards passed in this subject. The proficiency level required to pass is 70% by default, but can be adjusted in your Settings.
- **Learning Velocity** – The student’s anticipated grade level increase over one full school year based on their time spent in the program and grade level progress to date.
Grade Level Metrics: Moby’s 360 Progress Monitoring relies on inputs from multiple sources, including placement tests, Moby Learning progress, and Quick Benchmarker results. If you are not using Quick Benchmarker to regularly capture the results of core instruction and other learning happening outside of the program, be aware that the grade levels in Moby may not be an accurate reflection of a student’s actual proficiency levels as time goes on. These metrics will, however, provide valuable information about the learning gaps found and fixed within MobyMax itself.

Learning Velocity: Learning Velocity can be a useful indicator of the rate at which a student is learning, but it will be significantly higher in the student’s first few weeks using the program (when going over skills previously learned) than it will when students are covering new material. If you’re seeing some unsustainable numbers early, be assured they will balance out with time.

From the Progress tab, click on any student’s name for more detailed insights, including a Summary of time and growth, a chart of progress, and the option to view Progress Reports and a History of all changes in Grade Level.
**PROGRESS REPORTS**

On this screen, you can monitor growth on individual standards, rather than the broader Grade Level indicator. Filter by All or Missing Standards (1) and click the arrows to drill down from grade > standards strand > standard (2).

**HISTORY**

This screen provides a running log of student progress throughout the school year. This is where you’ll find updated proficiency percentages and grade levels based on lessons completed, placement tests, and **Quick Checker** tests. If you have any questions about why a grade level changed, the **History** screen is your best source of information.

*Pro tip:* If a student has been using MobyMax for more than one school year, click the year drop-down to view progress from previous years.
Team Moby is Here to Help!

Our support team is firing on all cylinders and ready to facilitate your move to remote learning. We’ll be here from 7:00 am – 6:00 pm Eastern Standard Time every Monday – Friday.

Email: support@mobymax.com

Help Center and live chat: https://support.mobymax.com

Phone: (888) 793-8331

Free training webinars: Schedules and access link posted here.

More than Just Practice

Unlike most online learning options, MobyMax is built on a foundation of evidence-based instructional methodology. You can be confident in the fact that your students are learning new concepts, rather than just practicing what they’ve already been taught.

Close the Digital Divide

MobyMax is accessible from any device with a browser and internet connection. The program is purposefully designed to use minimal bandwidth, providing a stable and consistent experience even for students with slow and/or shared connections.