

Numberwise Manual

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1. How Best To Use Numberwise

Where To Start?

After logging in, a student will be directed to the “Front Page” which ought to be viewed as a station from where all the action takes place.

Step 1: Numberwise Course - (Learn Skills)

A good place to start is the Numberwise Course. Why? Because it works! Tried and tested! It's as simple as this - do the Numberwise Course and you will be brilliant at mental maths! *Every* child ought to do the Numberwise Course. Simply start at the beginning and methodically work your way to the end of the course.

Step 2: Drills - (Reinforce Skills)

At any time during the Numberwise Course, reinforce your skills by doing any one of 54 drills from the Drills section of the program.

Step 3: Assessment Test - (Assess Skills)

At the end of the Numberwise Course you will do an Assessment Test to evaluate your skills. The good news is that you will pass!

Step 4: Pop Mania - (Maintain Skills)

After completing the Numberwise Course, maintain your skills by playing Pop Mania - a fun computer game.

Step 5: The Challenge - (Reward Skills)

At any stage, test your skills online by playing The Challenge. Compare your times with other students in your school, country, state or even the world and try to win prizes.

Tips For Success

1. Don't overdo it in the beginning. Keep Numberwise fresh by using it for only a few minutes at a time but do it *every* day.
2. Do the Numberwise Course slightly ahead of what is being taught at school.
3. Make use of rewards. Use small rewards for regular achievements such as completing a lesson during the Numberwise Course and more substantial rewards for completing a module.

2. The Numberwise Course

A Structured Course

The Numberwise Course is a structured course of 150 lessons designed to help students to master the basics - the 4 operations of addition, subtraction, multiplication and division. Simply start at the beginning, work methodically through the course, and at the end you will be brilliant at mental maths!

Breakdown Of The Numberwise Course

Modules

There are 5 modules, each containing several lessons. The breakdown of each module is as follows:

Module 1 - Addition & Subtraction with answers up to 9.

Module 2 - Addition & Subtraction with answers up to 19.

Module 3 - Multiplication & Division by numbers 1, 2, 3, 4, 5 & 10.

Module 4 - Multiplication & Division by numbers 6, 7, 8, 9, 11 & 12.

Module 5 - Speed Drills.

Modules 1-4 are about getting to know the work, whereas Module 5 is about building up lightning speed.

Lessons

All lessons consist of a number of sets of drills. At the end of each lesson is a lesson test. The student has 3 chances to pass the test. If the student fails all 3 attempts he will have to redo the lesson. This process of teach, drill and test is what guarantees that a student completing the Numberwise Course will pass the final Assessment Test.

Drills

Numberwise always records the time it takes to do a drill. The object is for the student to try to break his record. To do this he needs to be fast but, since incorrectly answered questions are repeated and therefore waste time, he also needs to be accurate. Much like a computer game, the drive to break records leads to dramatic improvement in times and is the basic concept of why Numberwise works.

Pre-Tests

An administrator may grant a student permission to do the lesson test before doing the lesson and if the student passes the pre-test then he does not have to do the lesson. This feature is useful for remedial students and negates them having to do drills of work they have already mastered.

Assessment Test - (Initial And Final)

The Numberwise Course ends with an Assessment Test - our benchmark for measuring basic numeracy. The good news is that by doing the course the student will pass the test!

At the beginning of the Numberwise Course the student is given the option to do the Assessment Test before doing the course so that he may have a "before and after" result. To avoid discouragement, this Assessment Test should only be done by a student who has already covered the syllabus and is doing the Numberwise Course for remedial purposes.

Duration

Depending on the ability of the student, the Numberwise Course takes approximately 20 - 40 hours to complete. However, it is best to pace this out over 2-3 years by doing only a few minutes every day.

Percentages

The percentage score obtained in a test is not a simple measure of incorrect answers reflected against the total. Instead, a special formula is used that takes into account both speed and accuracy. In the case of accuracy, the more inaccurate the answers the lower the percentage scored at a decreasing rate.

3. The Challenge

What Is The Challenge?

The idea of “The Challenge” is to compare your times with that of other students in any of 12 different drills. The goal of a student is to try to break the record at school, state, country and world level. This can be on a daily, weekly, yearly or all-time basis. The times achieved are reflected on the Numberwise website under the “Records” link and, when logged in, a student can even see where he is ranked.

Numeracy Olympiad

Of special interest is the Numeracy Olympiad drill. The student who achieves the fastest time during the year for a Numeracy Olympiad in the various categories will be awarded the title of school champion, state champion, national champion and world champion.

4. The Administrator

Role Of The Administrator

In addition to registering new students to use Numberwise, an administrator has enormous power to control how Numberwise is used. All control is exerted via Student Central on the Numberwise website.

Accessing Student Central

Log in the Numberwise website as an administrator using:

Account Number - which will have been emailed to the administrator.

Password - which will have been emailed to the administrator.

Click on the Student Central link to access a web page that contains several links to various controls.

Students

Register New Students

Use to register new students of Numberwise.

Delete Students

With this option an administrator can delete students from his account. This feature is useful when a student leaves the school.

Undelete Students

In case a student is accidentally deleted, an administrator can use the undelete feature to restore a student to his account.

Administration

Group

This feature is useful for allocating students to different classes. For example, you may want to group your students according to the class teacher's name. At the end of the academic year, a student can be re-allocated to a new teacher without having to re-register to use Numberwise.

All printouts can be sorted according to group names.

Student Number

Student numbers may be recorded for each student. This may be useful in differentiating between students who may have the same name.

Password

Each student may be issued with a password to protect from other students accessing his account. This is highly recommended!

Date-Of-Birth

Certain prizes may be awarded according to the age of a student, in which case it is mandatory that the date of birth of the student is recorded. Also, this feature can help in differentiating between students who may have the same name.

Cellphone

In cases where the sponsor is a cellphone company, prizes may be in the form of cellphone airtime. To receive an airtime prize the cellphone number of the student must be recorded.

Permissions

Permissions allow an administrator to exert control on how Numberwise is used. Simply check a box to enable a permission or uncheck it to disable.

Numberwise Course, Drills, Assessment Test, Pop Mania & The Challenge

The 5 major sections of Numberwise may be switched on or off independently of each other. This may be useful, for example, where a teacher wants her students to do the Numberwise Course at school only. In this case, she would disable the Numberwise Course at the end of the school day. However, a student may still use all the other features of Numberwise at home.

Pre-Tests

Switching on pre-tests enables a student to do the lesson test before doing the lesson. If he passes the pre-test he does not have to do the lesson, allowing the student to progress through the course at a faster rate by not having to do work they have already mastered.

To avoid discouragement, it is highly recommended to have pre-tests switched off for students who have not yet covered the Numberwise Course syllabus. The default is off.

Game (Numberwise Course)

A reward for completing a lesson is for the student to play a computer game called Pop Mania. In the Numberwise Course the questions for Pop Mania are based on the lesson just completed. An administrator may switch this game off. The default is on.

Sounds

Numberwise may be used in a classroom by some students whilst the rest are doing other work. To avoid distraction, the Numberwise sounds may be switched off. The default is on.

Module 5 Lessons (Numberwise Course)

Each Module 5 lesson may be switched on or off independently. This may be useful where a teacher may wish for her students to do Modules 1-4 of the Numberwise Course at home but require Module 5 or parts of it to be done at school.

Module Tests (Numberwise Course)

The final test in each module may be switched on or off independently. This may be useful where a teacher allows her students to do the Numberwise Course at home, but wants to witness them doing the final module tests in her presence.

Print

Numberwise Course

This feature provides a report of the progress of students through the Numberwise Course. To build the report an administrator may select individuals, groups or all students. An option allows for different groups to be printed on separate pages. The report is in pdf form and may be viewed, printed or emailed.

Individual Report

This feature provides a detailed report of the progress of a student in all sections of Numberwise. The report indicates progress in the Numberwise Course and also provides the record and number of counters for every type of drill in Numberwise. To build the report an administrator may select individuals, groups or all students. An option allows for different groups to be printed on a separate page. The report is in pdf form and may be viewed, printed or emailed.

Certificates

A student is awarded a certificate for completing each module in the Numberwise Course. An administrator may check the relevant checkbox to produce a pdf of the certificate which can be viewed, printed or emailed.

5. Students

Numberwise Website - Logging In

Students may visit the Numberwise website to view an exciting array of information about their Numberwise experience. It is best to be logged in as a student.

Log in as a student using:

Account Number - which will have been emailed to the administrator.

First Name - as registered by the administrator.

Surname - as registered by the administrator.

Password - only if issued by the administrator.

Top 100

The "Top 100" is a list of students who have done the most calculations. If logged in as an administrator or a student, this list may be viewed by school, state, country or world.

Roll of Honour

The "Roll-of-Honour" is a list of students who have completed the Numberwise Course, also providing the mark they achieved for the final Assessment Test. If logged in as an administrator or a student, this list may be viewed by school, state, country or world. It may also be re-ordered by date or alphabetically.

Records

"Records" is a list of students who have achieved the best times in the 12 drill categories of The Challenge. If logged in as a student, this list may be viewed by school, state, country or world and it also shows your ranking in these categories. There are also separate categories for Daily Record, Weekly Record, Yearly Record and All-Time Record.

Prizes

Championship Prize

- Concept:** The “Championship Prize” rewards the best Numberwise student for the year.
- Categories:** The “Championship Prize” may be won at school, state, country and world level.
- Entry:** A student is automatically entered if he does one or more Numeracy Olympiad drills during the year - in The Challenge.
- Winner:** The “Championship Prize” is awarded to the student with the fastest time during the year for the Numeracy Olympiad drill.
- Log in as a student regularly to see if you are a contender.
- Title:** The winner of the “Championship Prize” will be awarded the following titles:
1. World Champion
 2. National Champion
 3. State Champion
 4. School Champion
- Prize:** The Numberwise company will endeavour to find a sponsor to fund the “Championship Prize” at state, country and world level. See the Numberwise website for updated information about the prize.
- It is the responsibility of the school to find a sponsor to fund the “Championship Prize” at school level. If successful, please contact the Numberwise company via the contact page to have the prize reflected on the website.
- How To Win:** Do the Numberwise Course to develop lightning fast and accurate mental maths skills. Thereafter, try to do regular Numeracy Olympiads and your times will improve dramatically, giving you the best chance to win the “Championship Prize”.

Grand Prize

- Concept:** The “Grand Prize” is designed to reward the consistent use of Numberwise.
- Categories:** The “Grand Prize” may be won at school, state, country and world level.
- Entry:** A student is automatically entered if he does 100 or more calculations in a day.
- Daily Winner:** Each day a random winner is selected from the pool of entries.
- Log in as a student on the Numberwise website to see if you are a daily winner.
- Grand Winner:** At the end of each year the “Grand Prize” is awarded to one of the daily winners selected at random.
- Prize:** The Numberwise company will endeavour to find a sponsor to fund the “Grand Prize” at state, country and world level. See the Numberwise website for updated information about the prize.
- It is the responsibility of the school to find a sponsor to fund the “Grand Prize” at school level. If successful, please contact the Numberwise company via the contact page to have the prize reflected on the website.
- How To Win:** Do 100 or more calculations every day to try to become a daily winner. The more times you become a daily winner the more chance you have of winning the “Grand Prize”.

6. Numberwise And The Internet

Numberwise With The Internet

Using Numberwise For The First Time

When you register online to use Numberwise, a unique record file is created for each student on the Numberwise server. When you use Numberwise for the first time, the Numberwise program downloads this record file and stores it in the Numberwise folder on your computer. Thereafter you may use Numberwise without the internet, though there are huge advantages being connected.

Where Your “Work Done” Is Recorded

When using Numberwise, your "work done" is stored in your unique record file on the local computer where Numberwise is used. If that computer is connected to the internet, the record of work done is also stored on the Numberwise server.

Broadband Usage

Numberwise only connects with the internet twice during a session, once when you log in and again when you log out. The broadband usage for each session is less than 2K. Assuming that one uses Numberwise once a day, 1 meg of data will last nearly 2 years!

Internet Down

Since your “work done” is stored on your local computer, you may continue working with Numberwise if your internet connection is down. The same applies if you lose your internet connection during a Numberwise session. When your internet connection is restored, the next time you use Numberwise your “work done” will be uploaded to the Numberwise server.

The Benefits Of Being Connected

1. You can use Numberwise on any computer, logging in to the same account whether you are at home or school or at a friend's house.
2. Your “work done” is not lost if your computer crashes.
3. You can compare the times you get in The Challenge with other students in your school, country and world.
4. You stand the chance of winning prizes.

Numberwise Without The Internet

If you do not have the internet you can still use Numberwise but you would have to obtain it from a source that does have the internet. For example, complete the whole registration, downloading and installing process on a computer that does have the internet - at work or at a friend's house. Run Numberwise so that the record file is downloaded into the Numberwise folder. Then simply copy the whole Numberwise folder onto a flash disk or memory stick to take home to use at home.

If you wish to use Numberwise on two different computers, but only one is connected to the internet, then copy the whole Numberwise folder onto a flash disk or memory stick and run it from there.

7. Numberwise At School

School Or Home

Since your “work done” is recorded on the Numberwise server, a student who is registered to use Numberwise at school may also use it at home or elsewhere.

We highly recommend that every child does the Numberwise Course. It is best done for a few minutes every day. If your school has only one computer lab which the students visit once a week, we recommend that the students do the Numberwise Course at home for homework. Even though the student is registered at school, the administrator can still remotely exert control over how Numberwise is used at home. This is done via Student Central on the website. In addition, each week the administrator can print out a progress report for each class group and hand it over to the class teacher for monitoring progress.

Appendix B contains a “Dear Parent” letter to help parents setup Numberwise at home.

Setting Up Numberwise At School

Method 1

Install Numberwise on the computer lab's server and create a shortcut to the program on each computer. The records will be stored on the computer lab's server and the Numberwise server. If the internet connection is temporarily down a student may still use any computer as Numberwise will access the records stored on the computer lab's server.

Method 2

Install Numberwise on each computer in the computer lab. The records will be stored locally on each computer and on the Numberwise server. However, if the internet connection is temporarily down, a student will have to return to the same computer.

Proxy Settings

To connect via a proxy server, create a file called proxy.txt and enter the following details:

IP Address:Port
Username (if used)
Password (if used)

You will have to supply this information as it pertains to your computer setup. Save this file in the Numberwise folder.

8. Numberwise & Flash Disks/Memory Sticks

Numberwise can be installed and run from a flash disk or memory stick.

If you use Numberwise without an internet connection, it is advisable to back up your Numberwise folder to a flash disk or memory stick in case your hard drive crashes.

APPENDIX A - Getting Started

5 Steps To Using Numberwise

There are 5 steps to get going with Numberwise:

- Step 1: Register as an administrator - (for teachers or parents).
- Step 2: Register new students.
- Step 3: Download Numberwise.
- Step 4: Install Numberwise.
- Step 5: Run Numberwise.

Each of these steps will be looked at in more detail.

Registering As An Administrator

Who Should Be An Administrator?

An administrator would normally be a teacher or a parent. As an administrator, the teacher or parent creates a single account under which he will then register students at school or children at home. This essentially groups the students together under one account to allow for easier control over how the program is used.

How To Register As An Administrator

To become an administrator:

- Click on the "Register" button in the New Account block at the top of a Numberwise web page and complete the process.
- During the registration process you will be sent an email requesting that you activate your account. This is so that we can verify your email address - a normal practice in any online registration process. Simply click on the activation link in the email.
- Once your account has been activated, your administrator login details - Account Number and Password - will be emailed to you.

Once registered, you can log in as an administrator on the Numberwise website to register new students to use Numberwise.

Private Or School?

If you are a parent registering as an administrator for your child to use Numberwise at home, then please select “Private” and not “School”, even if your child does attend a school.

Using Numberwise As An Administrator

Please note that, as an administrator, you also need to register yourself as a student before you can use Numberwise.

One Administrator Per School

We recommend only one administrator per school. This way each student gets registered only once during his school career. On the other hand, if every teacher were an administrator, a student would have to be re-registered every time he moved to a new class, losing all his previous work done.

Registering New Students

How To Register New Students

To register new students:

- Log in as an administrator with your Account Number and Password that will have been emailed during the registration process.
- Click on the Student Central link at the top of a Numberwise web page.
- Then click on the Register New Students link and follow the process.

Only an administrator can register new students to use Numberwise. This would normally be a teacher or a parent. However, if an individual wishes to use Numberwise without teacher or parental control, he need simply register first as an administrator and then register himself as a student.

Registering Multiple Students

An administrator may register any number of students to use Numberwise under his account. Multiple students may be registered at the same time and new students can always be added at a later date.

Downloading Numberwise

To use Numberwise, the program must be installed on your computer. To download the Numberwise setup file, click on the download link at the top of a Numberwise web page, then click on the pink "Download" button and follow the instructions.

Installing Numberwise

Step 1: Double click on the Numberwise setup file

A setup wizard will appear to guide you through the process.

Step 2: Click "Next"

By default Numberwise will be installed in the folder: C:\Numberwise, but you may change this to one of your choice.

Step 3: Click "Next"

By default a shortcut will be created in the start menu folder called Numberwise, but you may change this to one of your choice.

Step 4: Click "Next"

Tick the checkbox if you wish for the setup wizard to create a desktop icon.

Step 5: Click "Next"

The setup wizard will display your installation choices and allow you to go back if you wish to make any changes.

Step 6: Click "Install"

The setup wizard will install Numberwise.

Step 7: Click "Finished"

The setup is complete and Numberwise is ready to use.

Running Numberwise

Starting Numberwise

To run Numberwise, double click on the Numberwise icon, either on your desktop or in the Numberwise folder, or run it from the Start menu. A login page will appear.

Logging In

Log in using your:

Account Number - which will have been emailed to the administrator.

First Name - as registered by the administrator.

Surname - as registered by the administrator.

Password - only if issued by the administrator.

Please note that you may only use Numberwise if you have been registered as a student by an administrator.

APPENDIX B - “Dear Parent” Letter

If your school has chosen the route to register the students at school but have them do the Numberwise Course at home, following is a letter to the parents to help them get going with Numberwise. Please feel free to modify it as you wish.

Dear Parent,

Your school has registered your child to use Numberwise to help improve mental maths skills. The program is free and can be used at home. Following are guidelines how to get Numberwise up and running and also how best to use the program:

GETTING NUMBERWISE UP AND RUNNING

1. Download the Numberwise Setup File

- Visit <http://www.numberwise.com>. Please note that a Numberwise account has already been created for your child, so:
 - ▶ Do NOT register a “New Account”
 - ▶ Do NOT log in as an Administrator
 - ▶ Do NOT log in as a Student.
- Click on the “Download” link - a new webpage will open.
- Click on the pink rectangle: “Numberwise 1.10 - 1.92 MB”
- A dialogue box will open asking if you want to run or save Numberwise. Click on “Save” and save it to your hard drive, for example, the C drive.

2. Install the Numberwise Setup File

- Once the download is complete, go to the C drive and double click on the Numberwise setup file that you have just downloaded to install Numberwise. Select the C drive or another destination of your choice. A Numberwise folder will be created.. For more information on how to install Numberwise, see the same download page where you downloaded the Numberwise setup file.

3. Run Numberwise

- Once installed, run Numberwise by double clicking on the Numberwise icon. You will find it in the Numberwise folder, or on the desktop if you selected that option. Or you can click on the icon in the Start Menu.
- Log in to use Numberwise using the Account Number of [insert the school's account number here], and your First Name and Surname as registered for Numberwise. If you are asked for a password, find out what it is from your teacher.

HOW BEST TO USE NUMBERWISE

1. The Numberwise Course

- Your child is expected to do the Numberwise Course every day for homework.
- Do the course for only 5 minutes per day, but do it every day.
- Avoid falling into the trap of your child using Numberwise excessively for the first couple of weeks and then running out of steam. Rather use Numberwise for a little at a time, but regularly.
- Reward your child with something small for completing a lesson and something substantial for completing a module.
- Module 5 is challenging. Be patient and keep working at it.

2. The Challenge

- A fun way to improve mental maths skills is to play The Challenge and try to break records at school, country or world level.

3. Prizes

- By using Numberwise your child stands the chance to win stunning prizes. The Grand Prize is designed to encourage regular use of Numberwise whereas the Championship Prize rewards the best student.
- Grand Prize - by doing 100 or more calculations a day, your child will automatically be entered into a daily draw. A daily winner is randomly selected from the draw. At the end of the year, one of the daily winners will be randomly selected to win the Grand Prize.
- Championship Prize - by doing a Numeracy Olympiad (under The Challenge) your child will automatically be entered to win the Championship Prize which is awarded at the end of the year to the student with the fastest time.

4. Numberwise Website

- Your child can visit <http://www.numberwise.com> to monitor progress.
- Log in on the Numberwise website using the Account Number of [insert your school account number here], and your First Name and Surname as registered for Numberwise. If you are asked for a password, find out what it is from your teacher.

- “Top 100” shows those students who have done the most calculations.
- “Roll of Honour” is a list of those who have completed the Numberwise Course.
- “Records” compares your times in The Challenge to others in your school, country or the world.
- “Prizes” - check this page out to see if you have won a prize.

Kind regards,

Your School