

# BACK-TO-SCHOOL GUIDE

A guide for new and returning educators using [myadamath.com](https://myadamath.com)



**2024-2025**

School Year

# Welcome Back

Thank you for being a Big Ideas Learning customer and welcome back to the classroom! To help assist you in your return, please use this collection of resources to set up your classes, reorder materials, or to find additional support.

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# Getting Started

## Accessing the Digital Platform

### ○ Teacher Sign On

- At **myadamath.com**, enter the username and password provided to you, and click **Log In**. If you do not have a username and password, reach out to your district administrator.
- Once logged in, you will land on the **Courses** tab, where you will see any classes that have already been set up for you.

## Teacher Dashboard

- The **Teacher Dashboard** provides a convenient overview of student assignments and assessment data without navigating to a new page.
  - To access the **Teacher Dashboard**, select **Plan** mode on the **Courses** page.
  - From **Plan** mode, select **Dashboard**.
  - The **Overview** tab shows Recent Assignments, a Summary of Past Assignments, Student Self-Assessment data by chapter and lesson, the class Roster, any Favorite Resources, and Recommended Resources using the system's recommendation engine.
  - The **Assignments** tab provides access to all assignments for the class in three categories.
  - **Now** assignments are current, active assignments. **Upcoming** are scheduled assignments that students cannot access yet. **Past** assignments are any assignments that are completed or are past the due date.

## Adding a Class

- Click **Manage** and then select **Classes**.
- Select **Create New Class**.
- Name the class and assign a grade. Click **Save**.
- Assign a course to the class by clicking **Allocate Course**. This becomes active once you save the class.
  - *Once active you'll be able to view any students and groups created on this page.*
- For additional details, Please refer to these step-by-step [instructions](#).

# Getting Started (cont'd)

## Integration and Rostering

### ○ Frequently Asked Questions

- Big Ideas Learning offers single sign-on and rostering support through various methods. To access some of the frequently asked questions or submit an integration request, please visit our Help Center [here](#).

## Adding New and Returning Students

- If you would like to experience the **Manage Students** feature, follow these steps.
  1. Click **Manage** and then select **Students**.
  2. Search for a student from the list in the search bar and then select the student.
  3. If the student is not yet in the system, click **Create New Student** and fill out the required information.
  4. Select **Add to Class** to add a student to a specific class.
  5. Select the box next to the class name and select **Add to Class**.
- For additional details, please refer to these step-by-step [instructions](#).

## Adding a Course

- After creating your class and adding students, simply add a course by following these [instructions](#).
  - *Adding a course will allow you access to resources and see student data.*

## Creating Assignments

- You are now ready to create your first assignment. To help support you in this important process, please refer to these step-by-step [instructions](#).

## Additional Support

**Big Ideas Learning** is committed to providing training and resources for educators that prepare them to implement the most effective teaching strategies in the classroom. Our programs empower teachers to accelerate learning for all students. We fulfill this promise by providing the relevant support our educators need at every level.

For additional information on available resources and training documentation, please visit [support.myadamath.com](http://support.myadamath.com), our official digital experience support website.

# Training & Implementation

## Big Ideas Learning Academy

To assist teachers with successful implementation of the Math & YOU digital platform, we have developed a series of self-paced online training courses. These courses allow educators to engage with content, video demonstrations, and online explorations. The full series takes approximately two hours to complete, and progress is saved automatically so teachers can exit and return to the courses at any time. Once the courses are finished, educators will receive a certificate of completion.

- If you already created an account for the Big Ideas Learning Academy, visit [bigideaslearning.northpass.com](http://bigideaslearning.northpass.com) to log in and start your asynchronous training.
  - **If you have not yet created an account, please contact your district coordinator for access.**

## Summer Learning Opportunities

Our Customer Success team will be hosting several live training courses to help you prepare for the back-to-school season!

- **Training for Teachers**
  - The initial implementation training provides teachers with an understanding of the structure of the program and the resources available to plan for instruction. This includes navigating the online platform and accessing online resources for engaging, assessing, and meeting the needs of all learners.
- **Training for Administrators**
  - This initial training provides administrators with an understanding of the tools and reports available to them within the Math & YOU digital platform.
- **Office Hours for Teachers**
  - This time is designed for teachers to drop-in and ask questions to receive live and instant support regarding the Math & YOU digital platform.

Visit [bigideaslearning.com/educator-resources/training-implementation](http://bigideaslearning.com/educator-resources/training-implementation) to register today!

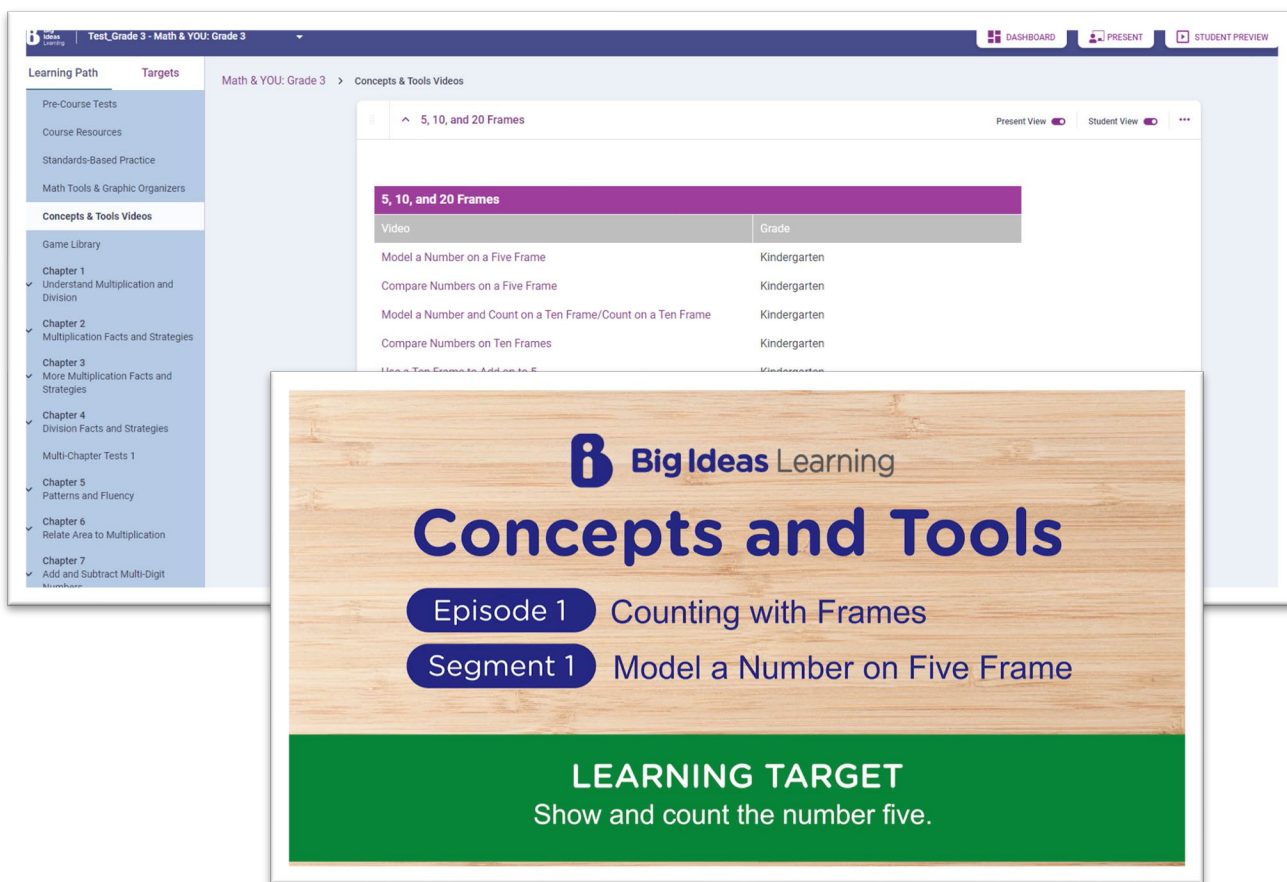
# Training & Implementation (cont'd)

## Teacher Support Videos

Big Ideas Learning has created teacher support videos aimed at informing instructional practices. Our *Pedagogical Approach* videos offer insights on a variety of topics from a panel of professionals including our renowned author, Laurie Boswell. Topics include providing feedback to students, raising critical thinking skills through questioning, and creating content rigor.

The *Concept & Tools Videos* provide tips and tricks from educational professionals on how to incorporate different tools into your lessons such as linking cubes and tape diagrams. Other videos explain concepts such as the *Part-Part-Whole Model* or the *Area Model*.

Videos are accessible directly in the *Learning Path*.



The screenshot shows the Big Ideas Learning website interface. The top navigation bar includes "DASHBOARD", "PRESENT", and "STUDENT PREVIEW". The main content area is titled "Math & YOU: Grade 3" and "Concepts & Tools Videos". A table lists videos for "5, 10, and 20 Frames" for Kindergarten students.

Video	Grade
Model a Number on a Five Frame	Kindergarten
Compare Numbers on a Five Frame	Kindergarten
Model a Number and Count on a Ten Frame/Count on a Ten Frame	Kindergarten
Compare Numbers on Ten Frames	Kindergarten
Use Ten Frames to Add to 5	Kindergarten

Overlaid on the screenshot is a video player interface with the following text:

**Big Ideas Learning**

## Concepts and Tools

Episode 1 Counting with Frames

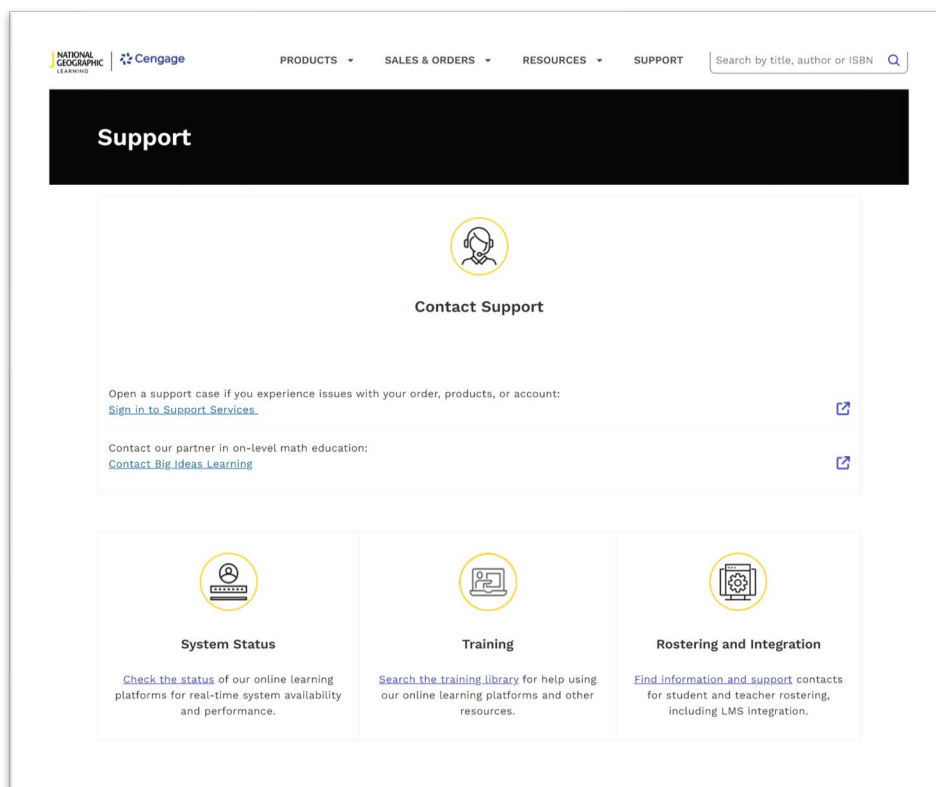
Segment 1 Model a Number on Five Frame

**LEARNING TARGET**  
Show and count the number five.

## National Geographic Learning

Our programs are exclusively supported by our partners at National Geographic Learning. Their team of sales representatives will work with you to fulfill your school or district’s needs. Please visit their customer support page [here](#) to assist with the following:

- Requesting Samples
- Quotes
- Place an Order
- Request an Invoice Copy
- Report an Issue with an Order
- Order Status
- Returns
- Journal Replenishment
- Find Your Rep



# Customer Support

## Customer Support Hours

- Our customer support staff is available between the hours of 8:00 a.m. and 7:00 pm (EST) Monday - Friday. Holidays may affect these hours.

## Guided Self Help

- Our [Big Ideas Learning Customer Support](#) site provides you with a guided path to answer all your questions. If you need additional assistance, submit a help case to contact our customer support team. Directions on how to use the “Guided Self-Help Portal” and to “Submit a Case” are below.

## How to Use the Customer Support Special Guided Help Feature

1. Visit the [Guided Self-Help Portal](#).
2. Answer the questions using the drop-down menus, including the topic with which you need assistance.
  - *All questions must be answered to search for the correct help article.*
  - *You must select your state to submit a case.*
3. The next page will provide you with articles related to your topic. Browse these articles to find the answer you are looking for.
4. If the articles provided DO NOT answer your question, you may then fill out a customer support case by clicking “Contact Support.”
5. Fill out the form to submit your case and a Big Ideas Learning Customer Support Representative will respond to your inquiry.

## Monitor Digital Platform Status and Maintenance Updates

- To view the status of our digital platform, visit <https://status.myadamath.com/> or click “Platform Status” on the main customer support webpage. Any platform outages or disruptions will be reported here. If no known issues are reported, the platform will be displayed as “Operational.” Customers can also click on “Subscribe to Updates” to sign-up for texts or email alerts.
- Periodically, our technical staff will perform scheduled maintenance to the digital platform. These scheduled outages are to perform any bug fixes, feature updates or to add new features. A report of these updates can be found on the status page during the school year.