

## Get Started with TouchMath Pro

Introduction | Page 1

### Welcome to TouchMath Pro 2.0!

This User Guide will help new users navigate the exciting features and benefits of your new TouchMath digital subscription.

Section 1 will guide Account Administrators through setup, rostering, and implementation. Section 2 provides platform overviews and step-by-step instructions for Educators. Section 3 includes an educator-facing overview of the digital Student platform experience.

Your new TouchMath Pro subscription includes access to the following TouchMath digital platforms:

### TOUCHMATH<sup>®</sup> Admin Portal

The TouchMath Admin Portal gives account administrators complete control over all connected digital platforms with the ability to manage users, licenses, and monitor progress and platform usage.

### TOUCHMATH<sup>®</sup> PRO<sup>™</sup>

Version 2.0

The TouchMath Pro Skill Rainbow and dynamic lesson mode options make it easy to create and assign digital and print learning plans for targeted intervention, from number sense through algebra.

### TOUCHMATH<sup>®</sup> Hub

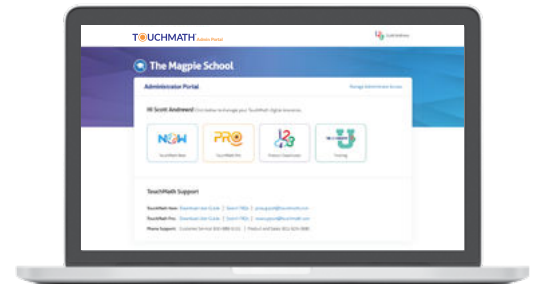
Track and score TouchMath Pro and TouchMath curriculum activities as you assemble a digital student lesson portfolio, completely customized to meet the individual proficiency targets of each student.

### MyTOUCHMATH<sup>®</sup>

STUDENT PLATFORM

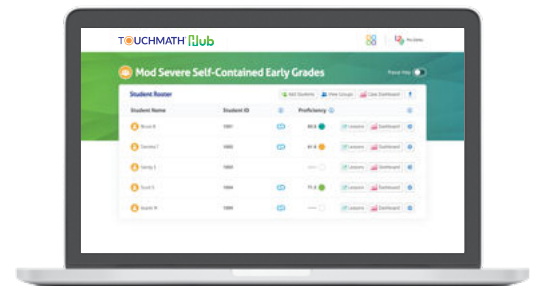
TouchMath Pro lessons come to life in the MyTouchMath.com student platform with a variety of interactive supports that let students complete lessons from anywhere – accessible in English and Spanish.

### 1. Administrators Page 3



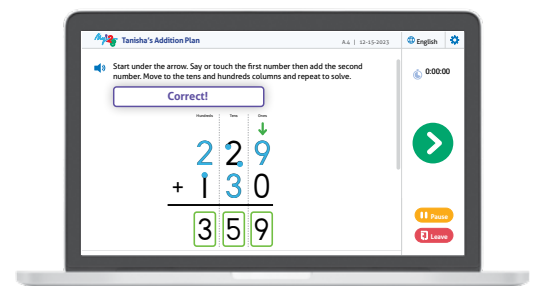
Setup your school/district account and learn how to navigate the features of the TouchMath Admin Portal.

### 2. Educators Page 11



Add students, setup your class, learn how to create, assign, and track student lessons/progress.

### 3. Students Page 26



Help your students get the most out of their MyTouchMath.com digital learning experience.



## Administrators

### Subscription

TouchMath Pro is an annual subscription service sold by student seats. You are permitted to have as many teacher users as needed to serve your student population, but will only be able to create TouchMath Pro learning plans for up to your subscribed number of students.

Student Seats

Expiration

### Email Activation

At the subscription start date, the designated Account Administrator will receive two emails: (1) Getting Started with TouchMath Pro and (2) TouchMath Activation. Click the activation link to verify your email, set your password, and agree to the TouchMath terms and conditions. You will then will be granted access to the TouchMath Admin Portal.

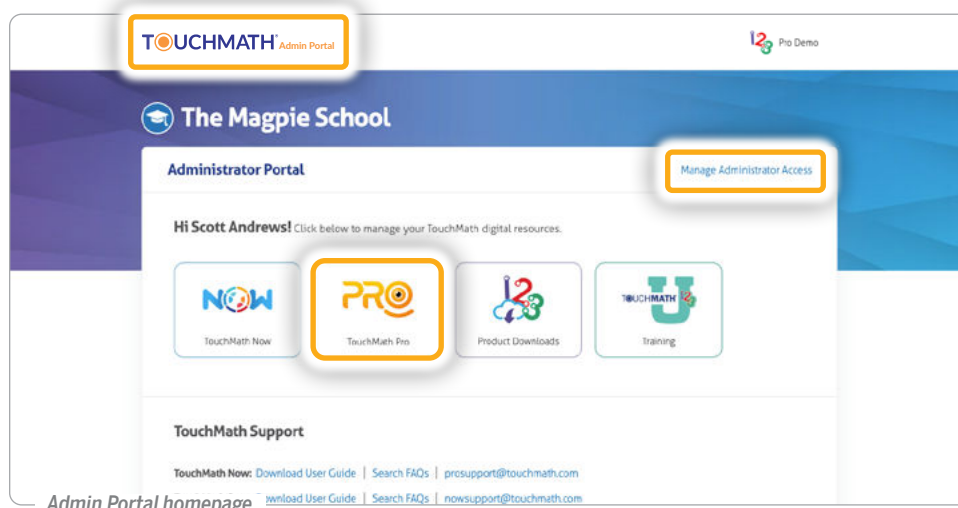
### Important!

The individual designated as the IT Specialist will also receive an email at account activation containing safelist instructions to ensure that your teachers and students have the best possible experience with the platforms.

## Administrator Log In: [admin.touchmathhub.com](http://admin.touchmathhub.com)

### Admin Sign-On from Web

Visit [www.admin.touchmathhub.com](http://www.admin.touchmathhub.com) and enter your admin email and password. Your admin credentials give you access to the Admin Portal only. Please add yourself as a teacher user (same email) to gain access to TouchMath Pro and TouchMath Hub.



Admin Portal homepage [Download User Guide](#) | [Search FAQs](#) | [presupport@touchmath.com](mailto:presupport@touchmath.com)

### Adding Co-Administrators

Click the **Manage Administrator Access** link to add additional admin account users. Each newly added Co-Admin will need to activate their account by clicking the activation link sent to their email. Upon activation, Co-Admin users will have full access to the Admin Portal (with exception of managing admin users).

### Managing Your Accounts

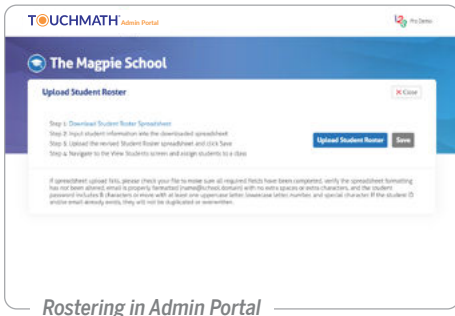
Click the **TouchMath PRO** button to manage your TouchMath Pro subscription.

If you have an active subscription to **TouchMath NOW** curriculum units or extra practice kits, you will use this same portal to assign and view your purchased subscriptions. For more information, download the **TouchMath Now User Guide** from the Admin Portal homepage.

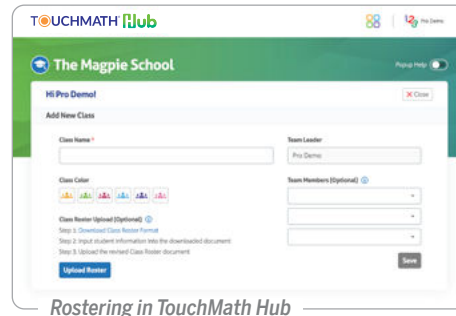
### Navigation

Click the **TouchMath** logo from any screen to return to the Admin Portal homepage. Click your name in the upper right to change your password or log out.

Administrators continued



Rostering in Admin Portal



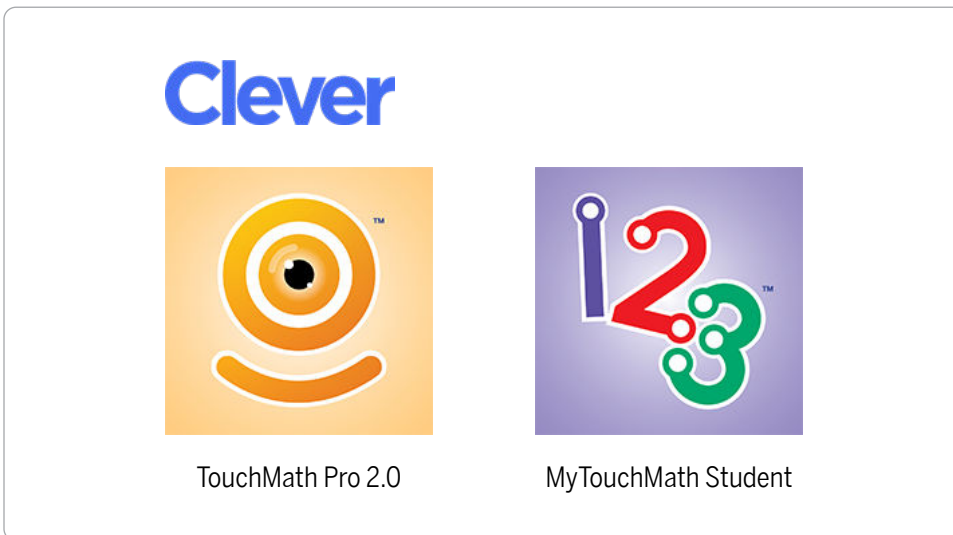
Rostering in TouchMath Hub

Self-Rostering

- Step 1: Add Teachers
- Step 2: Add Classes
- Step 3: Add Students

See pages 6–8 for adding teachers, creating classes, and adding students at the admin level within the TouchMath Admin Portal.

See pages 12–13 for creating classes and adding students at the teacher level within TouchMath Hub.



TouchMath Pro 2.0

MyTouchMath Student

Secure Sync Rostering and Single Sign On with Clever

Rostering services and teacher/student single sign on are available to Clever customers. Request access to **TouchMath Pro 2.0** through your Clever admin dashboard, or email [pro.support@touchmath.com](mailto:pro.support@touchmath.com) to request an invite. Your Clever integration will allow the same number of student accounts as student seats in your TouchMath Pro subscription. Please note that rosters and single sign on services will not be available for Trial or Pilot accounts.



Teacher Platform:  
**TouchMath Pro 2.0**



Student Platform:  
**MyTouchMath Student**

Additional rosters and single sign on integration options **COMING 2023**. Please visit [www.touchmath.com/pro](http://www.touchmath.com/pro) to learn more.

## Administrators

**View Teachers**

Teacher Name	Username	Title	Status	Classes	Students
Pro Demo	pro.demo@touchmath.com	Specialist	Confirmed	—	—
Ms Williams	mwilliams@mailinator.com	Teacher	Confirmed	—	—
Ms Patel	mpatei@mailinator.com	Teacher	Invite Sent	—	—

### Account View

The **Change View** button will modify your page view allowing you to view by **Teachers** (default), by **Classrooms**, and by **Students**.

The **View Teachers** screen will show all teacher users, their invitation Status, and their total number of classes/students. Click the **Edit** buttons to modify or delete existing teacher users. Click the **Report** buttons to view individual teacher usage reports.

**View Classes**

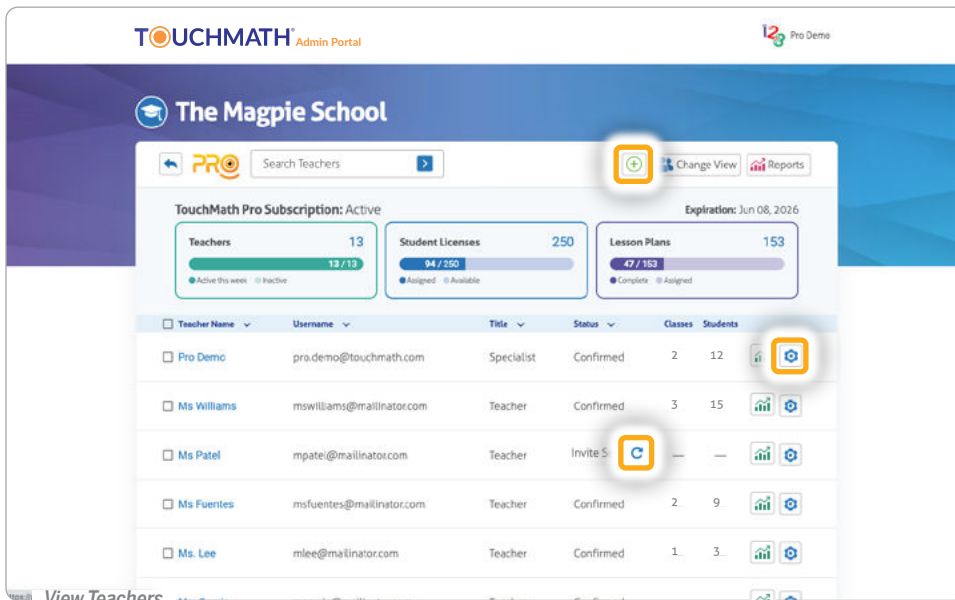
Class Name	Team Leader Name	Students	Total Plans
After School Math Club	Mr. Andrews	2	0
Robbie J	188653	—	—
Nora M	257900	—	—

The **View Classes** screen will show every classroom associated with your account including the assigned Team Leader, number of students in the class, and number of lesson plans created for the class. Click the **Down Arrow** to expand each class and view individual student details. Click the **Edit** buttons to modify class details (change assigned Team Leader) and to modify student details (grade level, class assignment, change password). Click to view whole class dashboards or to view individual student dashboards.

**View Students**

Student Name	Student ID	Grade	Class Name & Team Leader Name	Assign/Change Class
Adam J	2015822		Consumer Math ()	
Ali M	7003		Grade 4 GenEd Intervention Lower Grades(Pro Demo)	
Allie E	1953		Pull-Out Resource Room Upper Grades(Pro Demo)	

The **View Students** screen will show all student users and their assigned class/teacher. The icon indicates that the student is utilizing a subscribed student seat, meaning they can be assigned lessons from TouchMath Pro and have access to the MyTouchMath.com Student Portal. Click the **Assign/Change Class** buttons to modify student information, change classroom assignment, update student password, and connect/disconnect student from a subscribed student seat.

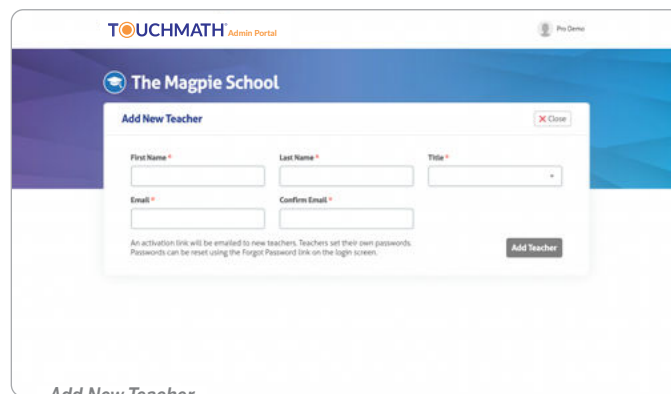


### Add/Roster New Teachers

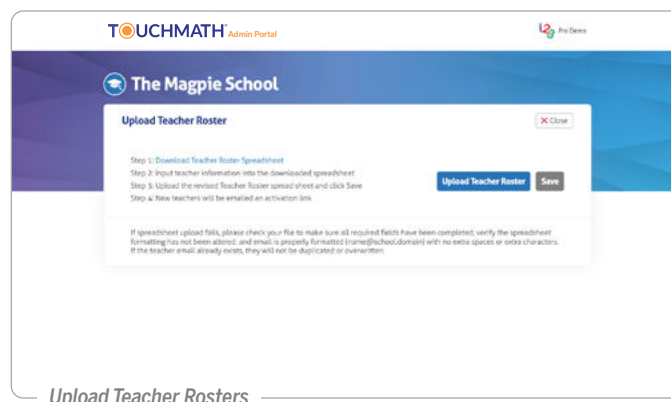
All teacher users (including teaching aids and para-professionals) must be added by the designated Account Administrator or a Co-Admin. Teachers cannot add themselves and teachers cannot add other teachers. Follow the directions below to add teachers individually or via roster upload.

Click the **+** Add button and select **Add New Teacher** or **Upload Teacher Rosters** from the drop-down.

**Add New Teacher:** Enter the individual teacher information and click **Add Teacher** to finish. The newly added teacher will need to activate their account by clicking the activation link sent to their email.



**Upload Teacher Rosters:** Follow the on-screen steps to upload your teacher roster spreadsheet. Once the roster shows as **Uploaded**, click **Save** to finish. All newly added teachers will need to activate their account by clicking the activation link sent to their email.



The **Status** column on the **View Teachers** screen will indicate the activation status for all teacher users. **Confirmed** status indicates the user has successfully activated their account and set their password. **Invite Sent** status indicates the user has not yet clicked the activation link sent to their email. Click the **C** icon to resend the activation email to any non-confirmed users.

Click the **⚙** Edit button to make edits to existing teacher users.

TOUCHMATH<sup>®</sup> Admin Portal

The Magpie School

Search Classes

Change View Reports

TouchMath Pro Subscription: Active Expiration: Jun 08, 2026

Teachers	13	Student Licenses	250	Lesson Plans	153
13 / 12		94 / 250		47 / 153	

Class Name	Team Leader Name	Students	Total Plans	View class
<input type="checkbox"/> After School Math Club	Mr. Andrews	2	0	
<input type="checkbox"/> Robbie J	188655		—	
<input type="checkbox"/> Nora M	257900		—	
<input type="checkbox"/> Consumer Math		9	5	
<input type="checkbox"/> Dr. Shattuck's Kids	Pro Demo	7	3	

View Classes

### Add New Class

Team Leaders can create their own classes (see page 12), or classes can be created and assigned at the Admin level (see below).

Click the **+ Add** button and select **Add New Class** from the drop-down.

In the new window, enter the class name, select a class color, assign the Team Leader from the drop-down, and add up to 3 Team Members (optional).

If you wish to upload a student roster at the time of class creation (optional): Select the **Upload Class Roster** check box and follow the on-screen steps. Once the roster shows as **Uploaded**, click **Add New Class** to finish.

If you have already added students via roster upload and would like to select class students from a list of existing student names (optional): Select the **Select Existing Students** check box and follow the on-screen steps. Click **Save** once all desired students are selected, then click **Add New Class** to finish.

Click the **Edit** button to make edits to an existing class (change class name/color, reassign the class to a new Team Leader, modify the Team Members, add additional students to the class via roster upload or by claiming existing students).

TOUCHMATH<sup>®</sup> Admin Portal

The Magpie School

Add New Class

Class Name \*

Team Leader \*

Class Color \*

Team Members (Optional)

Upload Class Roster  Select Existing Students

Step 2: Input student information in the downloaded spreadsheet  
Step 3: Upload the revised spreadsheet and click Add New Class

Upload Class Roster Roster Upload Requirements Add New Class

Add New Class

Add New Class

### Class Color



Personalize each classroom by selecting a class color. The chosen color is branded throughout TouchMath Hub and TouchMath Pro – and extends to the MyTouchMath student portal as well – making it easy for both teachers and students to quickly identify different classes. Class colors can be changed at any point within TouchMath Hub.

Mod Severe Self-Contained Early Grades 5

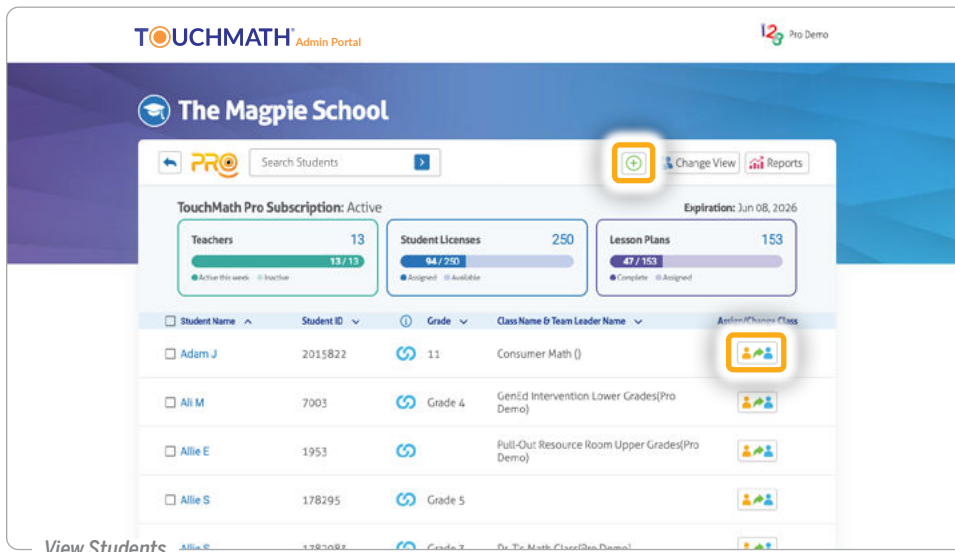
View

Teacher Class

Mod Severe Self-Contained Early Grades 12

Student Class

## Administrators

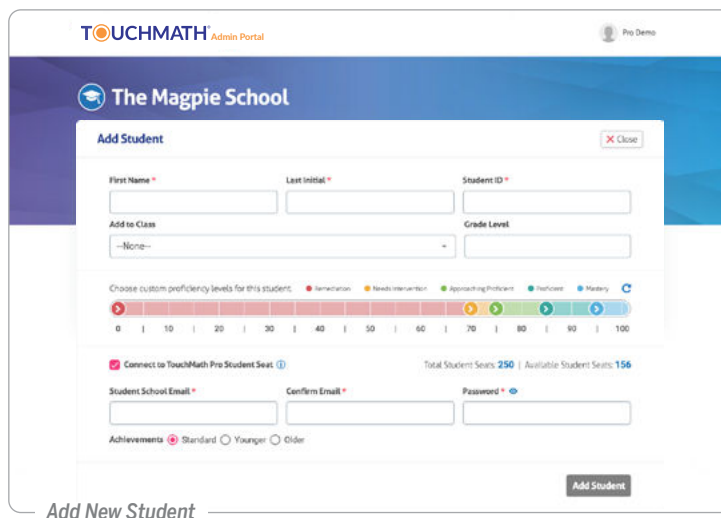


### Add/Roster New Students

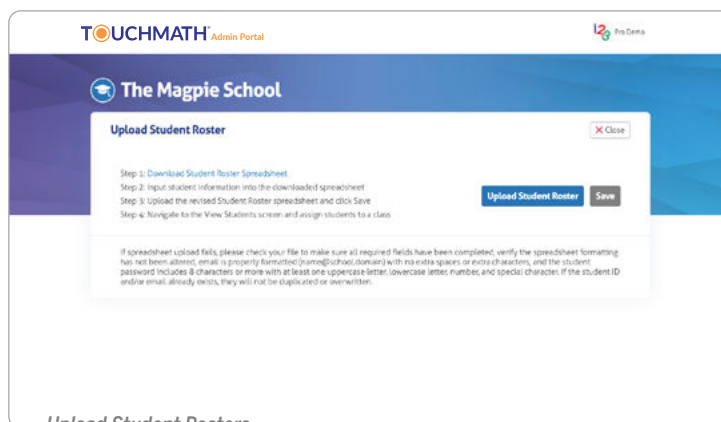
Team Leaders can add their own students (see page 13), or students can be added/rostered at the Admin level (see below).

Click the **+** **Add** button and select **Add New Student** or **Upload Student Rosters** from the drop-down.

**Add New Student:** Enter the individual student information. Email and password serve as the student credentials to access the MyTouchMath.com Student Platform and are required in order to assign the student lessons from TouchMath Pro. Student emails must be unique for each student (do not use teacher or shared credentials). Student passwords must contain 8 or more characters and include at least one uppercase letter, lowercase letter, number, and special character. If the Student ID or Student Email already exists in the system the student will not be added. Existing students can not be duplicated or overwritten. If you do not wish to connect this student to an available student seat, deselect the Connect to TouchMath Pro Student Seat box. Click **Add Student** to finish.



Add New Student

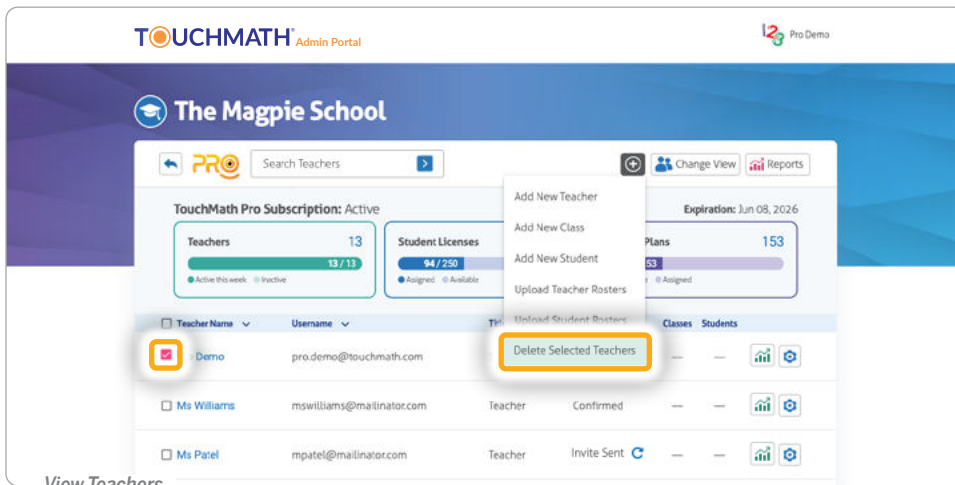


Upload Student Rosters

**Upload Student Rosters:** Follow the on-screen steps to upload your student roster spreadsheet. Once the roster shows as **Uploaded**, click **Save** to finish.

Use the **Assign/Change Class** buttons to assign newly uploaded students to a class (or classes). Team Leaders can also 'claim' newly rostered students using the **Select Existing Students** function (see page 12).

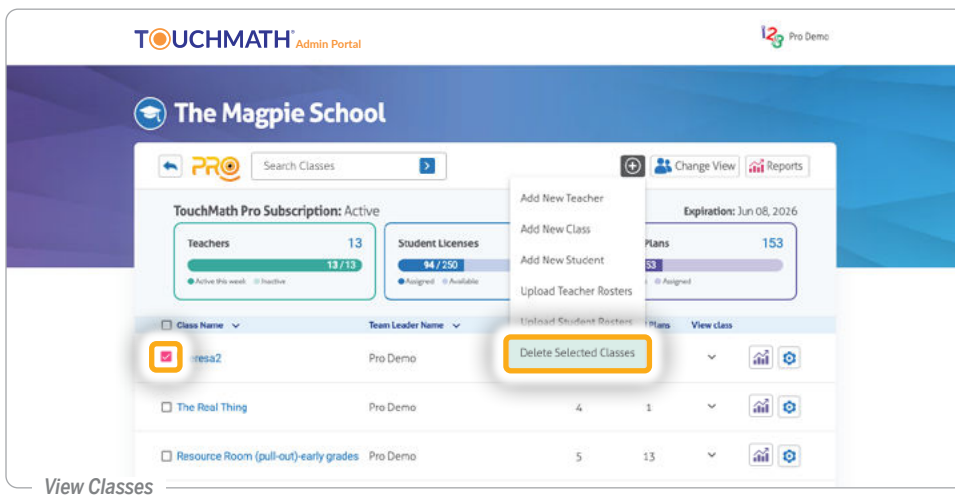




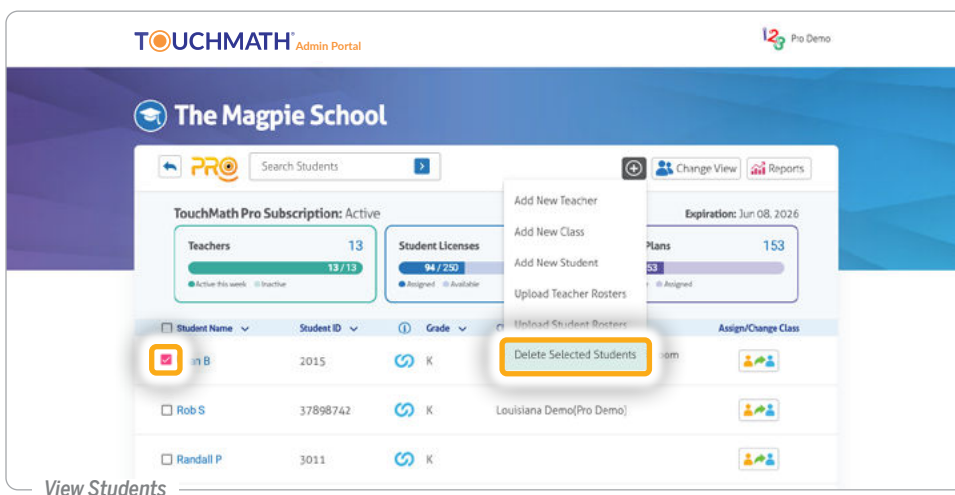
### Deleting Users/Classes

Co-Admin can be deleted from the **Manage Administrator Access** link on the Admin Portal homepage. Deleting a Co-Admin will remove their access to the TouchMath Admin Portal, but will not delete them as a teacher user.

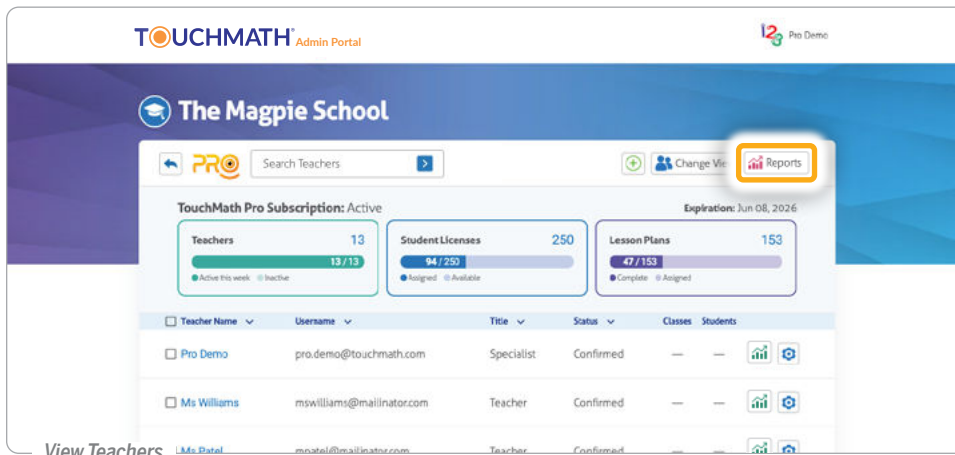
Teachers can be deleted from the **View Teachers** screen. Check the box next to the teacher names you wish to delete, then click the **+** button and select **Delete Selected Teachers** from the drop down. This option will permanently delete selected teachers and block access to all TouchMath digital platforms. **This action cannot be undone.** Classes and students can be reassigned on the View Classes and View Students pages.



Classes can be deleted from the **View Classes** screen. Check the box next to the classes you wish to delete, then click the **+** button and select **Delete Selected Classes** from the drop down. Deleted classes will no longer be accessible to Team Leaders, Team Members, or student users. **This action cannot be undone.** Students can be reassigned to a new class on the View Students page.



Students can be deleted from the **View Students** screen. Check the box next to the teacher names you wish to delete, then click the **+** button and select **Delete Selected Students** from the drop down. This option will permanently delete all associated student information and block access to the MyTouchMath.com student platform. **This action cannot be undone. Admin password is required.**



### Reports

Click the **Reports** button from the View Teachers, View Classes, or View Students screens to view admin level reports.

The TouchMath Admin Portal provides a series of useful reports to help track progress and usage across all associated teachers and students. Click the **Download** buttons at the top right of each report to download the previewed information.

**Status Report:** Available at the top of all screen views, this provides details for account subscription status and expiration, active teacher users, available student licenses, and total assigned plans.

**Account Activity Report:** View all teachers ranked by usage with indicators for logins, created lessons, downloads, and student count.

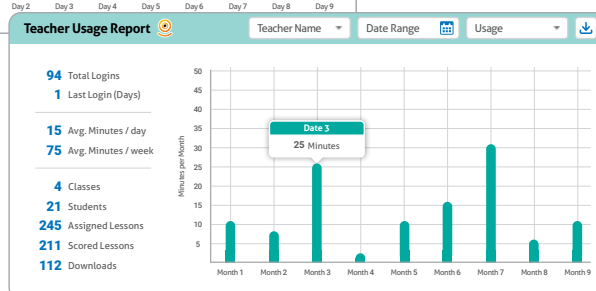
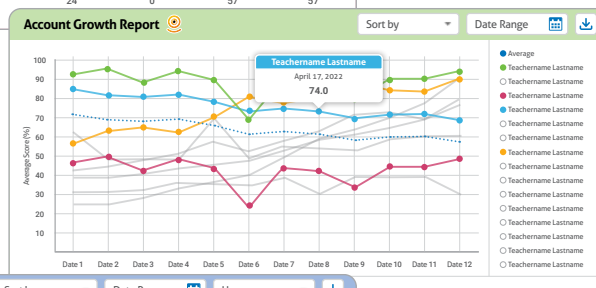
**Account Growth Report:** View overall school/district scores and student progress sorted by teachers or classrooms and date range.

**Account Usage Report:** View usage data across your entire account filtered by teachers/students, date, and daily/weekly/monthly usage. Includes teacher/student login and assigned/scored lesson data for the past 7 and 30 days.

**Teacher Usage Report:** View individual teacher usage filtered by date and daily/weekly/monthly usage. Includes total/recent logins, daily/weekly usage, and includes total number of classes, students, lessons, and downloads.

**Account Activity Report** High to Low All Time Usage

Teacher	Title	Avg. Time (min)	Logins	Lessons	Downloads	Total Students
Teachername Lastname	Teacher	60	45	60	54	54
Teachername Lastname	Teacher Aide	245	100	245	—	—
Teachername Lastname	Interventionist	0	0	0	—	—
Teachername Lastname	Teacher	78	47	78	15	15
Teachername Lastname	Math Coach	12	2	12	—	—
Teacher Name	Specialist	0	24	0	57	57



## Educators

### Email Activation

Before you begin using TouchMath Pro and TouchMath Hub, you must first verify your email. Upon account activation, check your inbox for an email titled TouchMath Activation. Click the activation link to verify your email, set your password, click the TouchMath Pro login button, and agree to the TouchMath terms and conditions. After successfully activating your account, record your login credentials below and follow your district requirements for safe storage.

Username (Email)

Password

If you do not receive the activation emails:

- Check your SPAM folder;
- Contact the Account Administrator at your school/district site to have the emails resent;
- Contact your school/district IT Specialist to verify emails aren't blocked by your firewall.

If you forgot your password or need/want to reset your password for security reasons:


- Click your name in the upper right corner, then select **Change Password**;
- Click the **Forgot Password** link on the TouchMath log in screen.

## Teacher Log In: [touchmathpro.com](https://touchmathpro.com)


### Teacher Sign-On from Web

Visit [www.touchmathpro.com](https://www.touchmathpro.com) and enter your email and password. All teacher users will initially be logged into their educator Hub.


### Clever Single Sign-On

Add  **TouchMath Pro 2.0** to your teacher dashboard – available in the Clever Library. Please note that single sign on services will not be available for Trial or Pilot accounts.













### Navigation

Use the  **Navigation** menu at the top of the screen to quickly navigate between TouchMath Pro, TouchMath Hub, and TouchMath Now.

### Popup Help

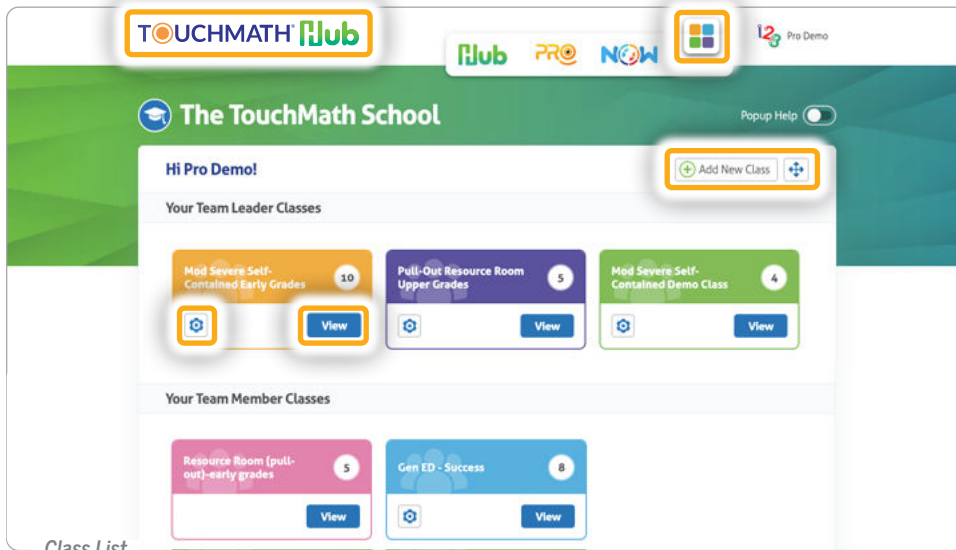
Click the **Popup Help** toggle on any screen to activate.  Blue dots will appear on the page. Hover/click each dot to learn more about each of the highlighted features. Click the toggle again to hide Popup Help. **COMING 2023 to TouchMath Pro**

### Icon Key


- |  |  |
|--|--|
|  Navigate between platforms     |  Hover to view teacher note           |
|  Settings for lesson or student |  Download printable activity sheet    |
|  Connected to student seat      |  View student portfolio (responses)   |
|  View/assign student lessons    |  View student and class reports       |
|  Expand lesson                  |  Download reports                     |
|  Change password or score       |  Click to view additional information |

### Supported Devices

TouchMath Pro, TouchMath Hub, and MyTouchMath are accessible from any internet-connected Smartboard, computer, or tablet device. Chromebook, Android tablet, and iPad devices are supported. All platforms are touchscreen compatible. If using a tablet, horizontal/landscape orientation is strongly recommended. Do not use on smartphones or tablets with a screen smaller than 8 inches.




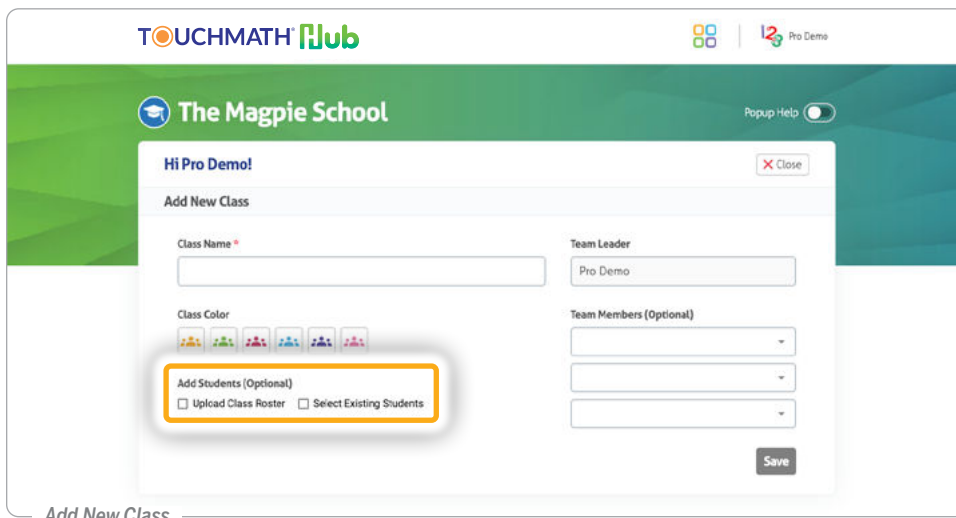
### Class List

Click the  **Navigation** menu from any screen to quickly navigate between TouchMath digital platforms.

Click the **TouchMath fLub** logo from any screen to return to your Class List.

Click your **Name** in the upper right for additional options.

Click  **Shuffle** for drag-and-drop reorganization of your class blocks.



### Add New Class


From your Class List, click the  **Add New Class** button.

In the new window:

1. Enter new class name,
2. Select a class color, and
3. Add up to 3 Team Members (optional).

Students can be added individually after the class is created (see page 13), or you can add them now via roster upload or by selecting existing students that have already been added by your Account Administrator. Select the desired option and follow the on-screen instructions.

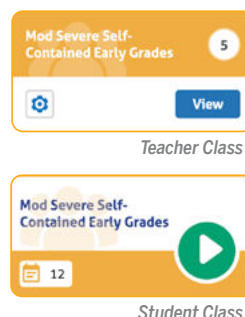
All fields in the Student Roster Spreadsheet are required. Student emails must be unique (do not use your teacher credentials). See page 13 for student password requirements. If the Student ID or Student Email already exists the upload will error. Existing students can not be duplicated or overwritten.

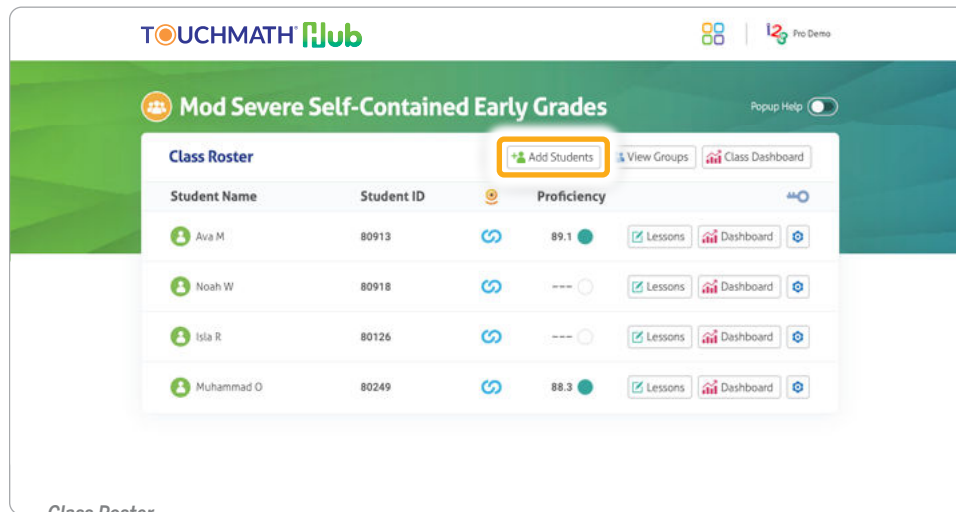
Your newly added class will appear within the **Team Leader** section of your Class List. To edit or leave the class, click the  **Settings** button. Click **View** to open the class.

### Class Color



Personalize each classroom by selecting a class color. The chosen color is branded throughout TouchMath Hub and TouchMath Pro – and extends to the MyTouchMath.com student portal as well – making it easy for both teachers and students to quickly identify different classes. Class colors can be changed at any point within TouchMath Hub.





Class Roster

### Add New Student

After opening a class, you will see your Class Roster. To add a new student, click the **+ Add Students** button.

In the new window:

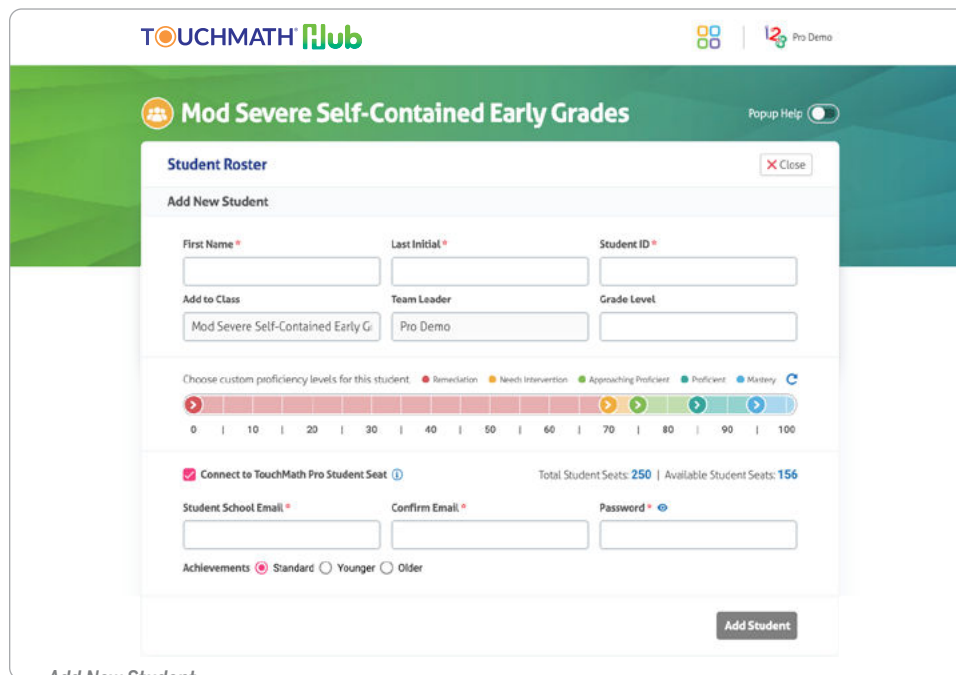
1. Enter student first name,
2. Enter student last initial,
3. Enter student ID, and
4. Enter grade level (optional).

Next, you will have the opportunity to set custom math proficiency levels using the **TouchMath Proficiency Slider**. Drag each of the nodes until they align with the student individual proficiency goals, IEP goals, or learning targets (the red node does not move). Click the icon to reset levels back to the TouchMath recommended default.

Last, enter the student **School Email** and **Password**. Email and password serve as the student credentials to access the MyTouchMath.com Student Platform and are required in order to assign the student lessons from TouchMath Pro. Student emails must be unique for each student (do not use teacher or shared credentials). See below for student password requirements. If the Student ID or Student Email already exists the student will not be added. Existing students can not be duplicated or overwritten.

If you wish to designate younger or older Achievements for the student you can modify the default selection.

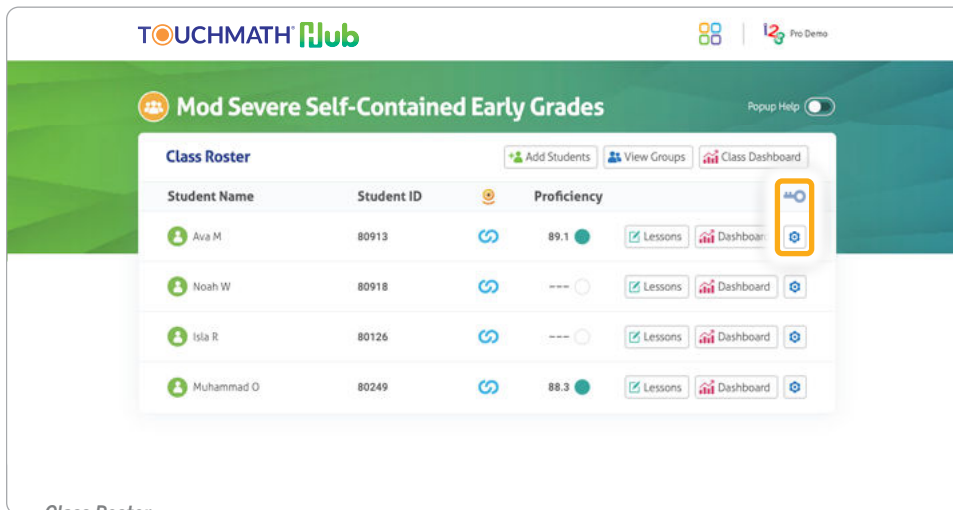
Click **Add Student** to finish.



Add New Student

### Student Passwords

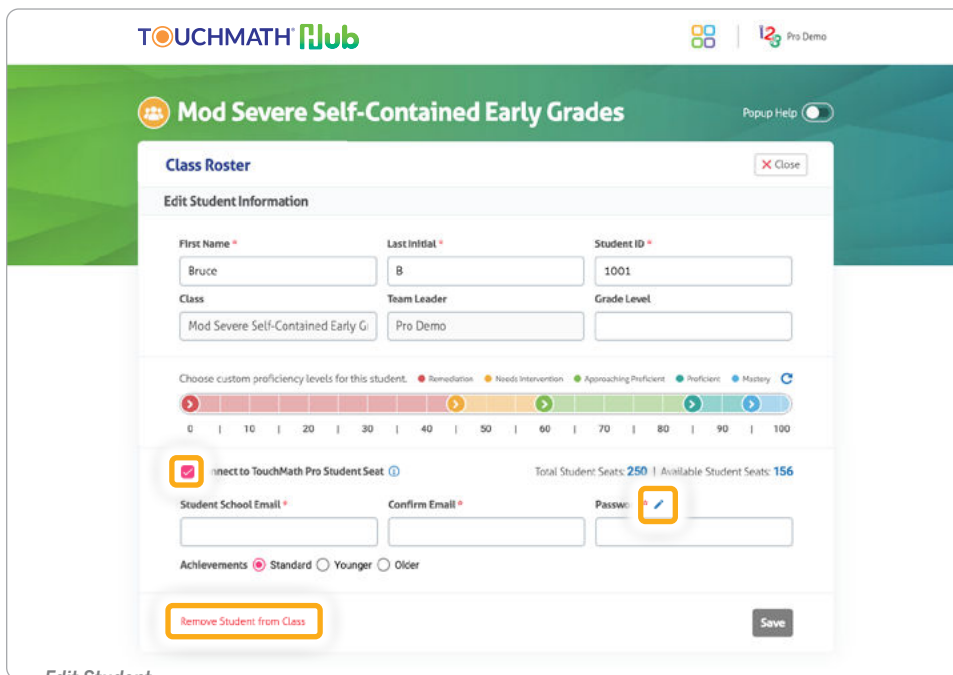
Student passwords must be 8 or more characters and contain at least one uppercase letter, lowercase letter, number, and special character. Passwords do not need to be unique for every student, meaning an entire class, school, or district can share a common password amongst students. Account Administrators and Team Leaders are the only ones with access to set or reset student passwords.



Class Roster

### Edit Student and Change Student Password

From your Class Roster, click the icon to simultaneously set the same password for all students in your class, or click the **Settings** button for the individual student you wish to modify. Only Team Leaders will have the ability to edit student information and change student passwords.



Edit Student

On the Edit Student screen, the student name, student ID, grade level, and math proficiency levels can all be modified. Student emails can only be changed by emailing our support team [pro.support@touchmath.com](mailto:pro.support@touchmath.com).

To change the student password, click the icon located above the password field, enter a new password and click **OK**. See page 13 for student password requirements. Click **Save** to finish.

### Removing a Student

If you wish to remove a student from your Class Roster, click the **Remove Student from Class** link. While the student will no longer be visible in your class list, the student and their associated lessons will not be deleted. Student can be reassigned to a new class or deleted by your Account Administrator.

### Disable Student Seat

Deselect the **Connect to TouchMath Pro Student Seat** box. This will not delete the student or their information, but will block student access to MyTouchMath.com and limit ability to assign TouchMath Pro lessons.

**Class Roster**

Student Name	Student ID	Proficiency	Lessons	Dashboard
Ava M	80913	89.1	Lessons	Dashboard
Noah W	80918	---	Lessons	Dashboard
Isla R	80126	---	Lessons	Dashboard
Muhammad O	80249	88.3	Lessons	Dashboard

*Class Roster*

### Class Roster

Newly added students will appear in your Class Roster. The icon will indicate the student has successfully been connected to one of your subscribed student seats, meaning they can be assigned lessons from TouchMath Pro and have digital access to the MyTouchMath.com Student Platform. If this icon is missing, click the **Settings** button and follow steps as listed on page 13 of this guide.

Additional information found in your Class Roster will include student IDs, the overall proficiency score for each student (see color indicator chart), and buttons to access **Lessons** and **Reports** for each individual student.

### Student Proficiency Indicators

Team Leaders have the ability to set custom math proficiency levels for each student. Color indicators will appear next to student scores indicating the students proficiency.

- Mastery** and **Proficient**  
*Proceed to next skill or activity*
- Approaching Proficient**  
*Review is recommended before proceeding*
- Needs Intervention**  
*Review and practice is needed before proceeding*
- Remediation**  
*Extensive reteaching is needed before proceeding*
- No Data**

### Student Groups

Student groups make it easy to assign TouchMath Pro lessons to students working at the same pace or towards the same goal. From your class list, click the **View Groups** button. Team Leaders can create new student groups by clicking the **Add Groups** button, then:

1. Enter a group name, and
2. Select the individual students to be part of the new group.

Click the **Edit** button to modify the group name or the associated students. Click **Close** to return back to your Class Roster.

Note: While groups make it easy to assign lesson to multiple students at once, assigned lessons will appear within the individual student lessons lists and will need to be graded and scored independently.

**Student Groups**

Group Name	Students In Group	Group Lessons	Group Proficiency
Mod Severe Small Group	3	---	---
After School Group	2	---	---
Gold Star Group	2	---	---

*Group Roster*

**Class Roster**

Student Name	Student ID	Proficiency	Lessons	Dashboard
Ava M	80913	89.1	Lessons	Dashboard
Noah W	80918	---	Lessons	Dashboard
Isla R	80126	---	Lessons	Dashboard
Muhammad O	80249	88.3	Lessons	Dashboard

Class Roster

### Student Lessons

Click the **Lessons** button to view, assign, and score student lessons.

On the Student Lessons page, status bars will indicate overall student progress and proficiency across both print and digital activities.

Previously assigned/scored lessons will appear in the list below. Each lesson will include the name, date, activity type, status, and overall proficiency score. Use the filters at the base of the lessons list to help sort the list or search by date or keyword.

**Student Lessons**

Print Lessons: 91.0 (99 / 135)  
Digital Lessons: 77.0 (45 / 50)  
Total Lessons: 84.0 (144 / 185)

Lesson Detail	Date	Status	Score
Activity Sheet: SEU.10.200	00-00-2022	Complete	80.0
Learning Plan Name	00-00-2022	In Progress	94.0
Individual Skill Lesson 1		Complete	94.0
Individual Skill Lesson 2		Complete	72.0
Learning Plan Name	00-00-2022	Assigned	79.0
Individual Skill Lesson 1		Complete	79.0
Individual Skill Lesson 2		Complete	88.0

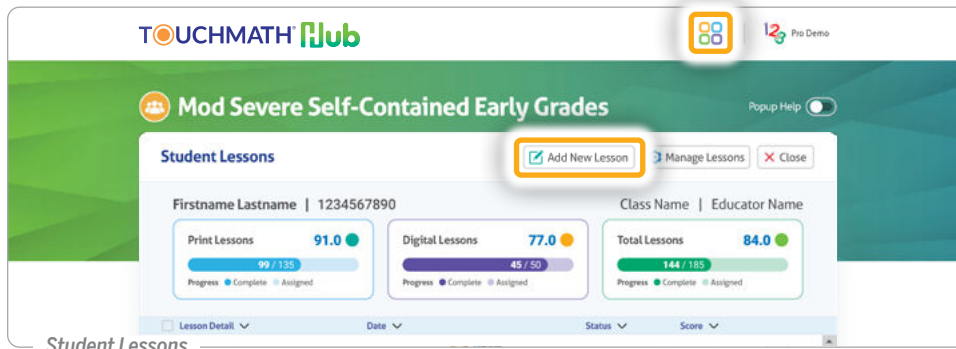
Student Lessons

Click the **Down Arrow** to expand each lesson. The expanded view will allow you to view and score the individual skills associated with the lesson. See pages 21-22 to learn more about lesson scoring. The icon at the bottom right of a score box indicates a remark has been entered for that score, hover to view.

Click the **Settings** button for additional options: **Lesson Receipt** will provide details on the lesson as it was assigned; and **Edit** will allow you to modify or duplicate the lesson (lessons cannot be modified once complete). Click the **Student Portfolio** button to view digital student responses, print activity sheet answer keys, and to upload/view images of student work. Click the **Download Activity Sheet** button to download TouchMath Pro activity sheets.

**COMING 2023** For Learning Target Teacher Managed plans, **Assign** buttons will allow you to release each individual skill in sequential order when the student is ready to proceed.



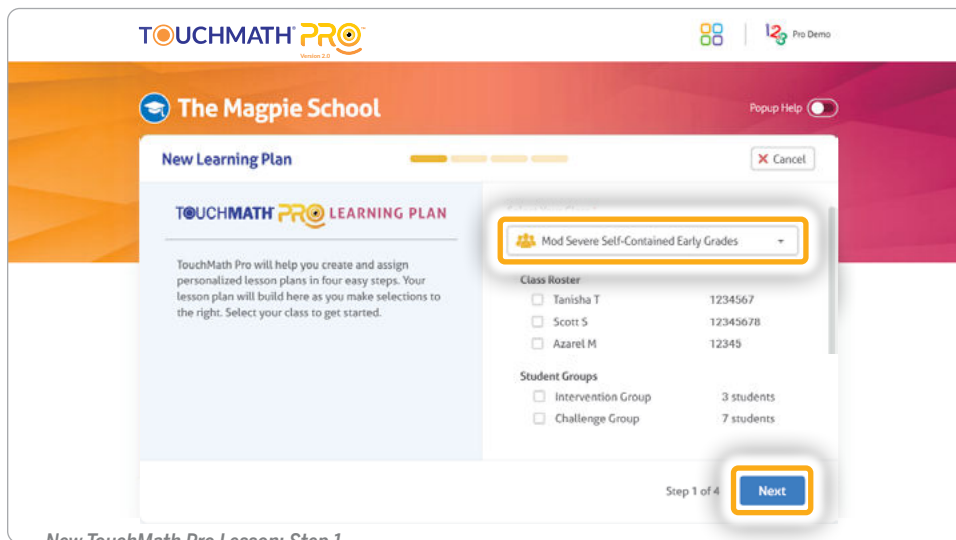


Student Lessons

### Add New TouchMath Pro Lesson

From the Student Lessons screen, click the **Add New Lesson** button and select **Add New TouchMath Pro Lesson** from the drop down. You can also navigate to TouchMath Pro via the **Navigation** menu. Both of these options will open TouchMath Pro in a new tab.

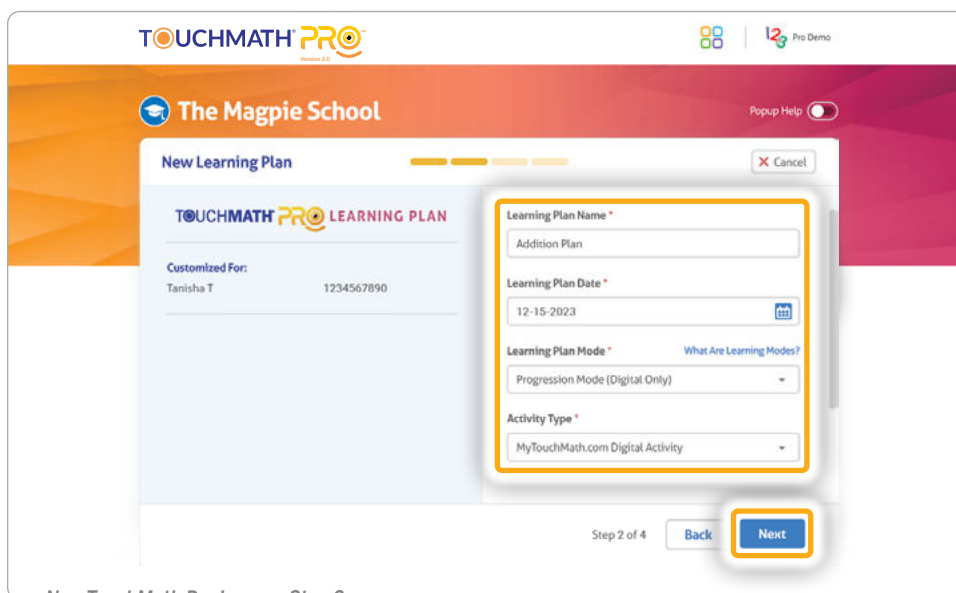
TouchMath Pro will help you create and assign personalized lesson plans in four easy steps. Your lesson plan will visually build on the left as you make selections on the right.



New TouchMath Pro Lesson: Step 1

#### Step 1:

**Select your Class** from the drop down, then **Select the Student(s)** or student group in which you are creating the learning plan. Click **Next** to continue.



New TouchMath Pro Lesson: Step 2

#### Step 2:

Enter the **Name** for your new plan. It is recommended that you use simple and consistent naming for ease of grading and/or follow up. Please note the student will also be able to see the plan name in the student platform.

Next select the **Lesson Mode** and **Activity Type** for your new plan. See page 18 for an overview of each lesson mode. Aside from Progression mode (which is digital only), all other modes can be output as digital activities or as download & print activity sheets.

Click **Next** to continue – Assessment Mode selection will skip to Step 4 (page 20), all other Lesson Mode selections will continue to the Skills Rainbow (page 19).

## TouchMath Pro Lesson Modes

There are three lesson mode options in TouchMath Pro, each providing a different approach to identify skill gaps and help push students forward. **Lesson modes can be used in any order and at any time. You do not need to use every mode with every student.** Use only the mode(s) needed to help guide student success. Lesson modes are only seen by the teacher, meaning students never know the grade level or learning mode they are working in.

### Progression Mode



This digital only mode allows you to create a learning plan that will guide students forward or back based on real-time response. You will choose a single key foundational skill as a starting point, which can be based on existing assessment data, knowledge of the students skill gaps, or best guess based on grade level and developmental ability. The built-in proprietary algorithm will assess student answers in real time, pushing them forward to the more advanced skill when proficiency is met, or dropping them down to reinforce the foundational skill when proficiency is lacking. This mode can be a powerful tool to help assess student skill gaps, and can be used as a math center activity to help guide independent practice.

#### Key Points

- Digital only mode
- Algorithm driven
- Guides students in real time
- Identifies what students know

### Learning Target Mode



This digital and print mode allows you to create a learning plan by selecting two key foundational skills, one as a starting point, and the second as a targeted goal or end point. TouchMath Pro will chart a course by generating individual lessons for each key foundational skill needed to help the student reach their goal. The individual lessons are released one-at-a-time, allowing the educator to ensure proficiency before moving the student forward. This mode is a powerful tool to support IEP implementation and skills-based interventions.

#### Key Points

- Helps chart a learning path
- Supports IEP implementation
- Access to intervene at any time

### Reinforcement Mode



This digital and print mode allows you to create learning plans for deep practice on a particular skill (or combination of skills). Select one or more key foundational skill in which the student needs reinforcement and TouchMath Pro will serve up targeted practice without recycling problems. This mode is a suitable option for learners of all ages and preferences, allowing targeted practice for students that just need a little help, or meaningful repetition for students that need significant reinforcement.

#### Key Points

- Practice one or more specific skills
- Does not recycle problems
- Offers meaningful repetition

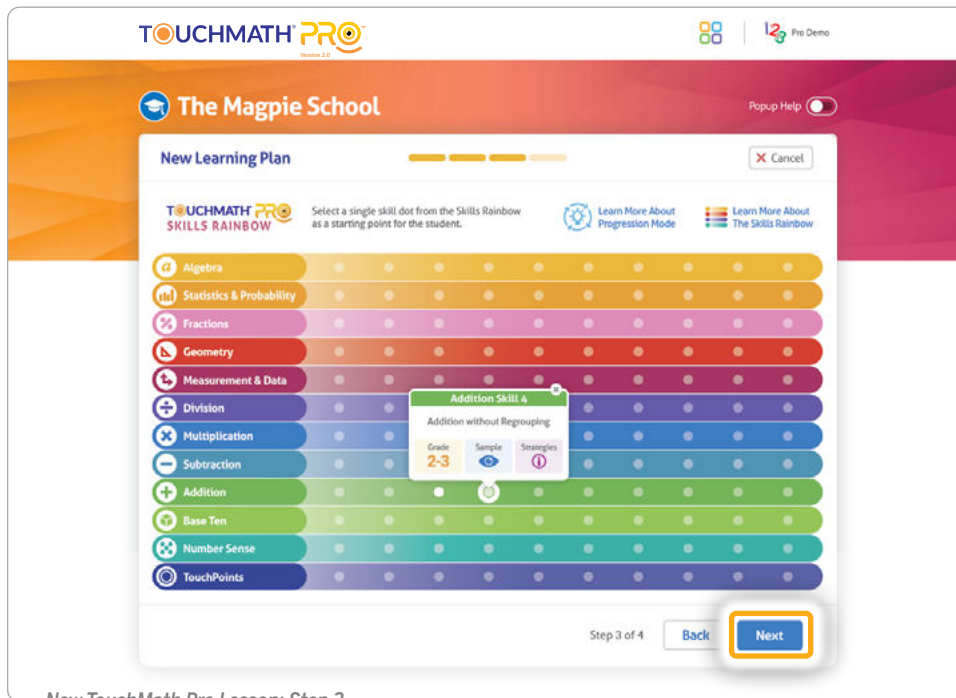
### Assessment Mode: **COMING 2023**



A new assessment mode is in the works. Please join our email list, watch our social media channels, or email [pro.support@touchmath.com](mailto:pro.support@touchmath.com) for updates on this upcoming mode.

#### Key Points

- **COMING 2023**



New TouchMath Pro Lesson: Step 3

### TouchMath Pro Skills Rainbow

The TouchMath Pro Skills Rainbow identifies the key foundational skills students need to succeed in different math domains. Skill strands build vertically from Number Sense through Algebra in the same manner as standard math progressions. Each skill strand includes 10 key foundational skills which grow in difficulty and grade level as you move to the right. Scan QR code for downloadable Skills Rainbow reference sheet.



It's not necessary to fully complete a skill strand before moving onto the next. In most cases, students will move upwards before moving to the right. Plans created using Progression Mode and Learning Target Mode will help guide next steps, while plans created using Reinforcement Mode will serve only targeted practice on the chosen skill(s).

The TouchPoints strand (**COMING 2023**) operates independent of the rest of the Skill Rainbow. The TouchPoint skills are offered for students that are new to TouchMath or for students that are best suited using the TouchMath approach for basic counting and computation.

TouchMath Pro includes basic teaching strategies for intervention. For additional support, please visit [www.touchmath.com/video-training](http://www.touchmath.com/video-training) (password touchpoint123) or reference teacher's guides found within TouchMath curriculum programs.

### Add New TouchMath Pro Lesson (continued)

#### Step 3:

The TouchMath Pro Skills Rainbow makes math progressions easily accessible, from Number Sense through Algebra. Each point represents a key foundational skill, carefully scaffolded to help guide teachers through the math progressions with ease.

Hover/click any point to view the skill description, grade level association, sample problem, and **COMING 2023** basic strategies. The foundational skill will highlight for quick and easy remediation.



If you selected **Progression Mode**, click a single dot to set the starting skill. The algorithm will drive student progress in real time.

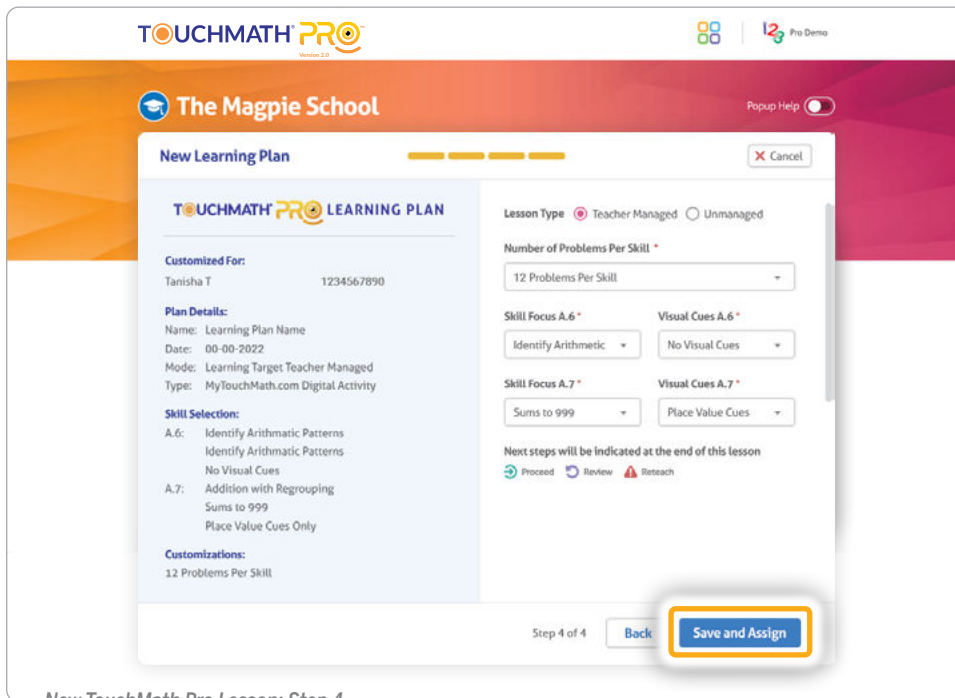


If you selected **Learning Target Mode**, click a dot to set the starting skill, then click a second dot to set the goal or target skill. TouchMath Pro will create a plan including all skills needed to move the student between the start and end points.



If you selected **Reinforcement Mode**, click one (or more) dot(s) for targeted skills practice.

Once skill(s) are selected, click **Next** to continue.



New TouchMath Pro Lesson: Step 4

## Add New TouchMath Pro Lesson (continued)

### Step 4:

The final step will allow you to further customize your new plan. All fields will auto fill with a default selection but can be quickly altered to best serve student learning needs. Note that available customizations will vary by Skill Selection, Activity Type, and Lesson Mode. Available TouchMath Pro Customizations are detailed to the lower left.

Once all customization options are selected to your liking, click **Save and Assign** – this will create the learning plan and add/assign the plan to the Student Lessons page in TouchMath Hub. Digital plans will be immediately accessible in the MyTouchMath.com Student Platform. Print activities can be downloaded immediately (from the popup window), or downloaded later from the Student Lessons page in TouchMath Hub (see page 22).

Return to TouchMath Hub for all lesson tracking, scoring, and reporting.

### Available TouchMath Pro Customizations

**Lesson/Assessment Type** (digital only) allows for different variations of the Learning Target plan, Reinforcement plan, or Assessment.

**Language** (print only) determines the language output (English or Spanish) for print activity sheets. Students will choose their own language preference for digital activities within the MyTouchMath.com Student Platform.

**Progression Limit** (progression only) determines the number of forward/backward skills jumps a student can make within the lesson.

**Number of Problems Per Skill** determines the number of problems served to the student for each selected skill.

**Activity Sheet Layout** (print only) allows the educator to determine the number of problems presented per printable activity sheet.

**Skill Focus** allows the educator to target specific intervention needs or challenge opportunities within each skill selection.

**Visual Cues** include interactive TouchPoints, place value cues, and other visual prompts. Enable for students learning at a representational level. Phase out for students that are ready to move into more abstract understanding.

**Assessment** options will include Grade Level and Learning Level selections.

**Student Lessons**

Firstname Lastname | 1234567890 Class Name | Educator Name

Print Lessons **91.0** Digital Lessons **77.0** Total Lessons **84.0**

99 / 135 45 / 50 144 / 185

Lesson Detail	Date	Status	Score
Activity Sheet: SEU.10.200	00-00-2022	Complete	80.0
Learning Plan Name	00-00-2022	In Progress	94.0
Individual Skill Lesson 1		Complete	94.0
Individual Skill Lesson 2		Assign	---
Learning Plan Name	00-00-2022	Assigned	---
Individual Skill Lesson 1		Complete	72.0
Individual Skill Lesson 2		Complete	79.0
Learning Plan Name	00-00-2022	Complete	88.0

Filters:  Print  Digital  Unscored  Scored  Archived

Student Lessons

### Score/View Responses for Pro Digital Lessons

Digital activities are auto scored and will be reported to TouchMath Hub upon lesson completion.

Once a digital lesson is complete and the score has reported, you can view student responses on the Student Lesson page. Click the **Down Arrow** to expand the digital lesson, then click the **Student Portfolio** buttons for each included skill.

The popup will preview the completed digital lesson with student responses and correct/incorrect indicators. Use the **Scroll** feature to navigate between each question. Student instructions and instructional strategies can be found in the **Activity Information** drop downs (**COMING 2023**). Additional images that support the activity can be uploaded and saved with the lesson by clicking the **Upload Student Work** button. Click the **Student Work** view option to view previously uploaded images.

In the unlikely event a question is incorrectly scored, click the **edit** icon located above the score field and follow the directions to update the score and report the issue to TouchMath. Click **Save** to save the score.

**COMING 2023** To manually award an achievement for the lesson, click the **Award Achievement** button and select an option. The achievement will be awarded to the student at next log in and will be added to their MyTouchMath Achievements library.

Click **Save** to finish.

**View Student Work for Tanisha T**

Award Achievement

Learning Plan Name: Measurement & Data Skill 1 | Progression Digital | 12-15-2023

Student Responses: 10 of 20

Remarks (Optional): Ready to move to next skill

Student Responses | Student Work | Upload Student Work | Save

Activity Information | View

Student Instructions | Instructional Strategies

View Student Work Pro Digital

**Student Lessons**

Print Lessons: 99 / 135 (91.0)

Digital Lessons: 45 / 50 (77.0)

Total Lessons: 144 / 185 (84.0)

Lesson Detail	Date	Status	Score
Activity Sheet: SEU.10.200	00-00-2022	Complete	80.0
Learning Plan Name	00-00-2022	In Progress	94.0
Individual Skill Lesson 1		Complete	94.0
Individual Skill Lesson 2		Complete	72.0
Learning Plan Name	00-00-2022	Assigned	79.0
Individual Skill Lesson 1		Complete	79.0
Individual Skill Lesson 2		Complete	88.0
Learning Plan Name	00-00-2022	Complete	88.0

Filters:  Print  Digital  Unscored  Scored  Archived

Student Lessons

### Score/View Responses for Pro Print Lessons

TouchMath Pro print sheet scores must be manually entered via the Student Lessons screen.

Click the **Down Arrow** to expand the print lesson and view the individual skill(s). If you did not download the student activity sheet when the lesson plan was created/assigned, click the **Download Activity Sheet** buttons to download and print.

Print scores can be entered by clicking directly on the **Score Box** (enter a score/optional remark in the expanded field and click **Save** to save) or by clicking the **Student Portfolio** button.

The Student Portfolio popup will preview the answer key(s) for the selected Pro activity sheet. Use the **Scroll** feature to navigate between each answer key sheet and enter/modify the score and optional remark. Student instructions and instructional strategies can be found in the **Activity Sheet Information** drop downs (**COMING 2023**). Click the **Upload Student Work** button to upload and save a scan or picture of the completed student activity sheet (or additional images that support the activity). Previously uploaded images can be viewed by selecting the **Student Work** view option.

Click **Save** to finish.

**View Student Work for Firstname L**

Learning Plan Name: Multiplication Skill 9 | Learning Target Print | 12-15-2023

Answer Key: 1 of 2

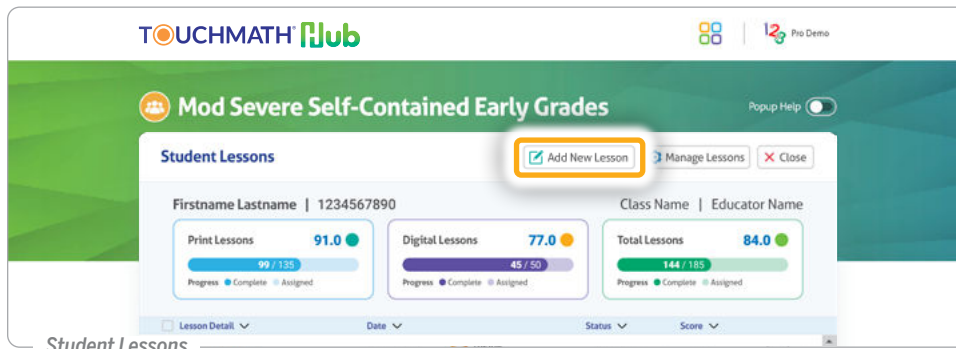
18	25
36	50
54	75
72	100
90	125

Score: 71.0 | Remarks (Optional): Repeat and provide intervention

Buttons: Answer Key, Student Work, Upload Student Work, Save

Activity Sheet Information: Student Instructions, Instructional Strategies

View Student Work Pro Print

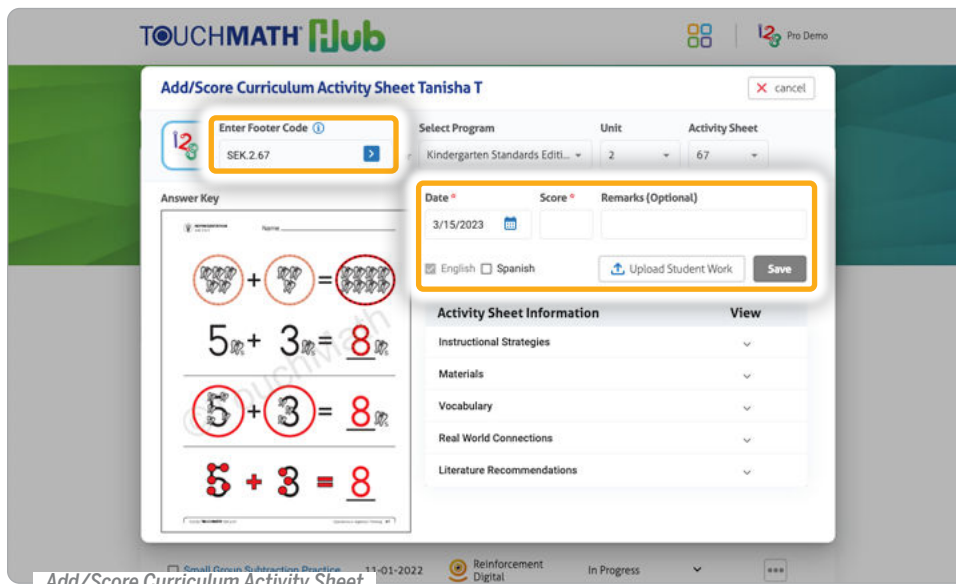


Student Lessons

### Add/Score Curriculum Activity Sheet

TouchMath Hub can also be used to record activity sheet scores from **TouchMath SE** (Standards Edition) Units and **TouchMath XP** (Extra Practice) Kits.

From the Student Lessons screen, click the **Add New Lesson** button and select **Add/Score Curriculum Activity Sheet** from the drop down.



Add/Score Curriculum Activity Sheet

The popup will allow you to search for available SE/XP activity sheets in two ways – enter the **Footer Code** found on the bottom left corner of the activity sheet (it will start with either SE or XP), or use the drop downs to select the **Program**, **Unit**, and **Activity Sheet** page number. Once the desired SE/XP activity sheet is found, the answer key will display below. Use the language selector to view the answer key in English/Spanish (the selected language is how the activity sheet will be saved in the student portfolio). Enter the score/optional remarks and use the **Activity Sheet Information** drop downs to view the Instructional Strategies and more.

Click the **Upload Student Work** button to upload and save a scan or picture of the completed student activity sheet (or additional images that support the activity).

Click **Save** to finish.

After a curriculum activity sheet is scored, click the **View Student Responses** button to make edits or upload additional student work.

### Curriculum (SE/XP) Activity Sheets

**TouchMath SE** (Standards Edition) and **TouchMath XP** (Extra Practice) programs carry a ©2022 copyright. Standards Edition programs include: Pre-K (SEP), Kindergarten (SEK), First Grade (SEF), Second Grade (SES), and Upper Grades (SEU). Extra Practice programs include: Kindergarten (XPK), First Grade (XPF), and Second Grade (XPS).

The TouchMath Money Kit (XPM) and older programs (pre-2002) cannot be recorded in TouchMath Hub at this time.

The Add/Score Curriculum Activity Sheet feature will only allow for the entry of activity sheet scores and upload of student work. SE/XP student activity sheets cannot be downloaded, printed, or copied directly from TouchMath Hub – this requires an active subscription to TouchMath Now or direct access to boxed blackline masters. All TouchMath copyright and trademark regulations apply.

**Student Lessons**

Firstname Lastname | 1234567890      Class Name | Educator Name

Print Lessons **91.0**      Digital Lessons **77.0**      Total Lessons **84.0**

Lesson Detail	Date	Status	Score
<input type="checkbox"/> Activity Sheet: SEU.10.200	00-00-2022	Curriculum Print	Complete 80.0
<input checked="" type="checkbox"/> Learning Plan Name	00-00-2022	Learning Target Digital	In Progress 94.0
<input type="checkbox"/> Individual Skill Lesson 1		Complete	94.0
<input type="checkbox"/> Individual Skill Lesson 2			

*Student Lessons*

### Archive (Hide) Lessons

Check the box next to the lesson(s) you wish to archive, then click the **Manage Lessons** button and select **Archive Selected Lessons** from the drop down. Archived lessons will be hidden from the Student Lessons list and student reporting. To view archived lessons, select the **Archived** filter at the bottom of the lessons list. Archived lessons can be restored back to the Student Lessons list by clicking the **Restore** icons.

### Remove (Delete) Lessons

Check the box next to the lesson(s) you wish to remove, then click the **Manage Lessons** button and select **Remove Selected Lessons** from the drop down. Removed lessons will be permanently deleted from the Student Lessons list and student reporting. **This action cannot be undone.**

### Edit/Copy Pro Lessons

Click the **Settings** button and then select the **Edit** option for the TouchMath Pro digital or print lesson you wish to Edit or Copy. The lesson will open in a new window.

Click the **Edit Plan** button to modify the lesson – only non-completed plans can be modified. When modifications are complete, click **Save and Assign** to reassign the plan.

Click the **Copy Plan** button to duplicate the plan for use with a new student, or to repeat the plan with modified settings. When modifications are complete, click **Save and Assign** to create and assign the new plan.

**Learning Plan Assigned!**

**TOUCHMATH PRO LEARNING PLAN**

Customized For: Tanisha T 1234567890

**Plan Details:**  
 Name: Addition Plan  
 Date: 12-15-2023  
 Mode: Progression  
 Type: MyTouchMath.com Digital Activity

**Skills Rainbow Selection:**  
 Skill: Addition Skill 6  
 Focus A.6: Sums to 99  
 Cues A.6: Use TouchPoints  
 Skill: Addition Skill 7  
 Focus A.7: Mixed Addition & Subtraction  
 Cues A.7: Place Value Cues

**Additional Settings:**  
 6 Problems Per Lesson  
 No Time Limit  
 Medium (4 problems per sheet)

Learning plan has been assigned!  
 Digital lessons are immediately available in the MyTouchMath.com student platform. Have students sign in using their email and assigned password to complete the lesson. Upon completion, digital lessons will be auto scored and auto reported in TouchMath Hub.  
 Print activity sheets can be downloaded now or can be downloaded later from the student lessons page in TouchMath Hub. Please be patient, large lesson plans may take several moments to generate. Upon student completion, enter scores in TouchMath Hub.  
 Click Edit Plan to make changes to this learning plan. Changes can be made to the plan up until the student completes the lesson. Completed plans cannot be modified.  
 Click Copy Plan to duplicate this learning plan. A new plan will be created with all of the same selections, just choose the student and enter a new plan name.  
 Click Done to close this tab and return to TouchMath Hub.

**Edit Plan** **Copy Plan** **Done**

*TouchMath Pro Edit/Copy*



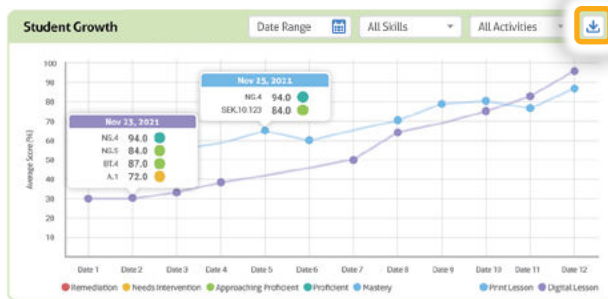
**Class Roster**

Student Name	Student ID	Proficiency
Ava M	80913	89.1
Noah W	80918	---

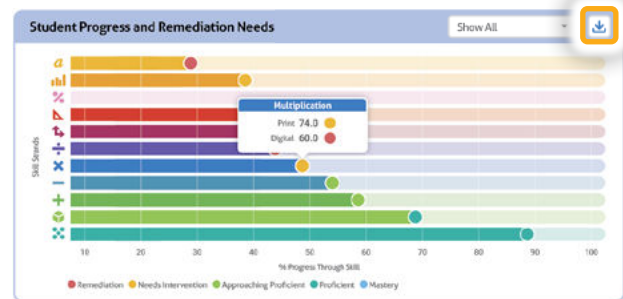
Class Roster

## Reports

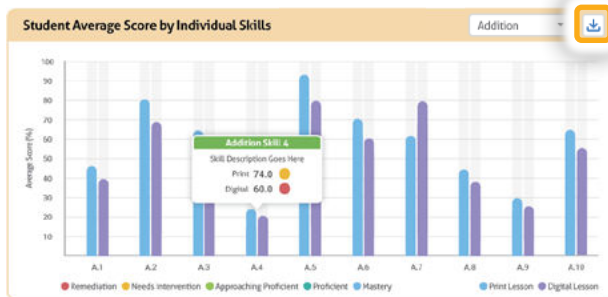
Click the **Dashboard** buttons to view individual student reports. Click the **Class Dashboard** button to view whole class reports. Hover or click on data points within reports to see detailed information. Click the **Download** buttons at the top right of each report to download as a PDF.



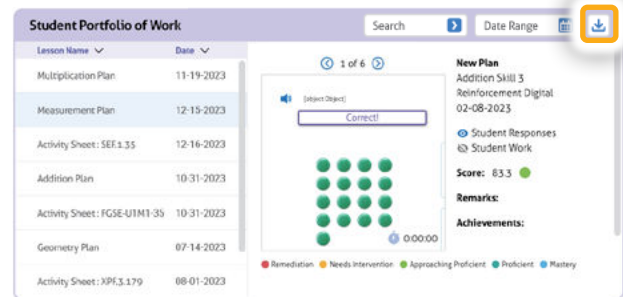
**Growth:** Displays student (or whole class) average performance for all completed digital and print lessons.



**Progress & Remediation:** Displays (student only) progress through each skill strand and identifies intervention needs.



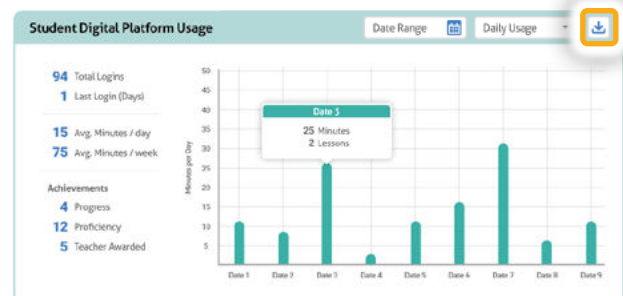
**Score by Skill:** Displays student (or whole class) average scores for each individual skill within a selected skill strand.



**Portfolio of Work:** Displays (student only) work for all digital lesson responses and all uploaded print activity images.



**Grade Level Performance:** Displays the grade level at which the student (or whole class) is currently working.



**Digital Platform Usage:** Displays student (or whole class) digital usage for the MyTouchMath.com student platform.

## Students

Section 3 | Page 26

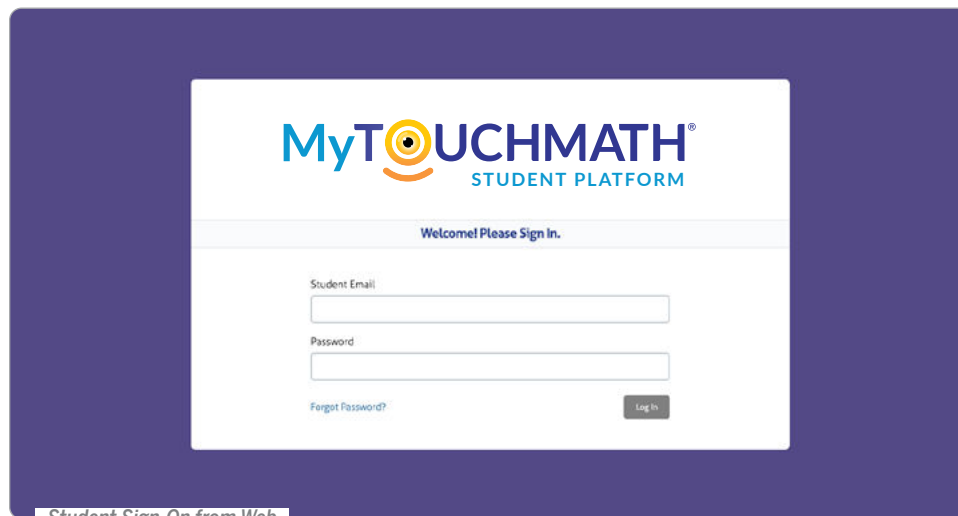
### MyTouchMath Student Platform

The MyTouchMath.com Student Platform is where capable students will complete their TouchMath Pro digital lessons. The easy-to-use platform includes a wide variety of interactive activities and response modes to engage students of all ages and learning preferences. Strategic visual cues, coordinated audio support, and immediate feedback help guide student progress in both English and Spanish. This section is not intended for student use, rather to equip educators with the information needed to effectively facilitate the best possible student experience.

### Important!

Only student credentials can be used to access the MyTouchMath.com platform – teacher and admin credentials will not work. If you wish to preview the student platform yourself, please create a dummy student profile using an alternate/personal email – DO NOT use the email associated with your teacher account.

## Student Log In: [mytouchmath.com](http://mytouchmath.com)




Student Sign-On from Web

### Student Sign-On from Web

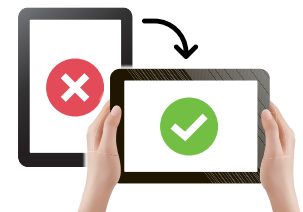
Visit [www.mytouchmath.com](http://www.mytouchmath.com) and enter the student email and student password.

### Clever Single Sign-On


Add  **MyTouchMath Student** from the Clever Library. Please note that single sign on services will not be available for Trial or Pilot accounts.

### Supported Devices

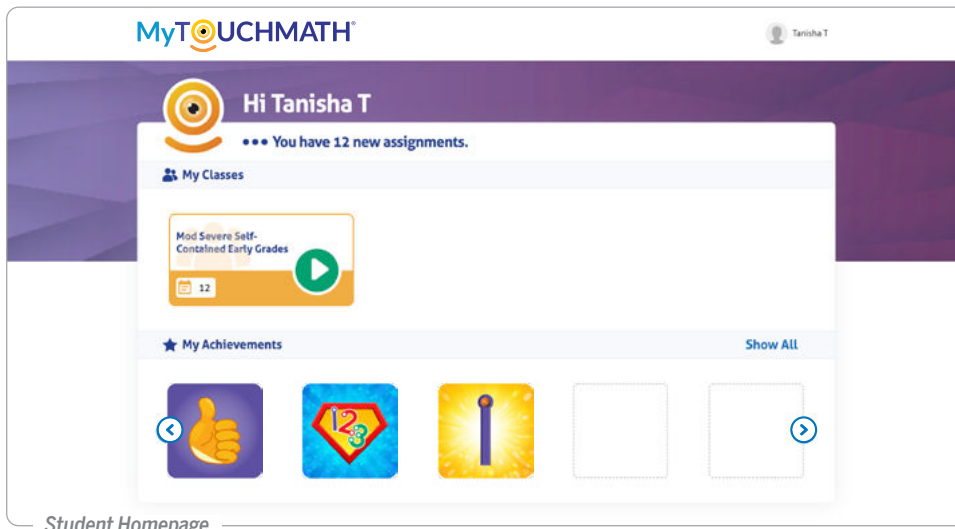
Accessible on any internet-connected Smartboard, computer, Chromebook, Android tablet, or iPad device. MyTouchMath is touchscreen compatible. If using a tablet, horizontal/landscape orientation is strongly recommended. Do not use on smartphones or tablets with a screen smaller than 8 inches.



### Student Log In Troubleshooting

- Verify the student has the  icon by their name in your class roster. If not, follow instructions outlined on page 13.
- Verify the student email and password are both entered exactly as they were input into TouchMath Hub (with no extra spaces or characters).
- Try resetting the student password (instructions on page 14).
- Contact your account admin to verify your subscription is active, verify you haven't exceeded your subscribed student seat allotment, and verify the MyTouchMath.com site isn't being blocked by school firewalls.
- Verify the student device is supported and has an internet connection.


Students continued






Student Homepage

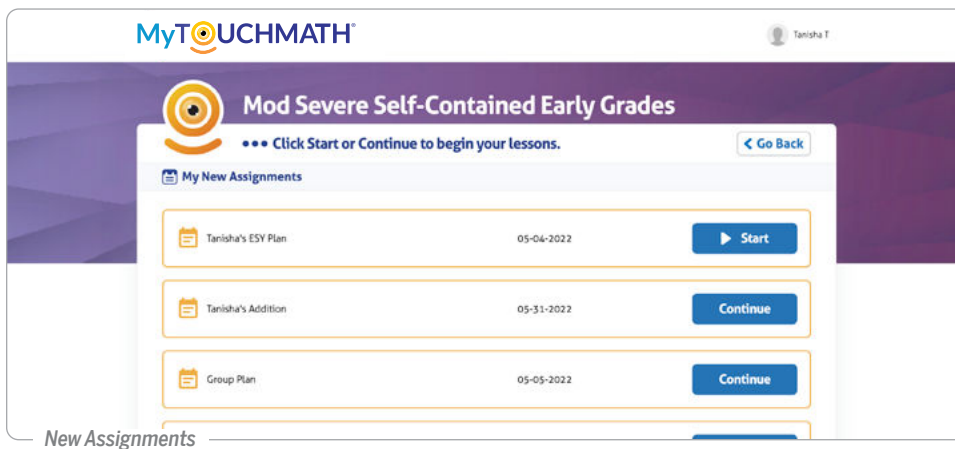
Classes will appear in the My Classes section of the Student Homepage. The class color will match the color chosen by the Team Leader at class setup.

Click the **Student Name** in the upper right corner to change the language preference – this will change all text and buttons to the selected language.



Click the  button to view new assignments or continue previously started assignments.

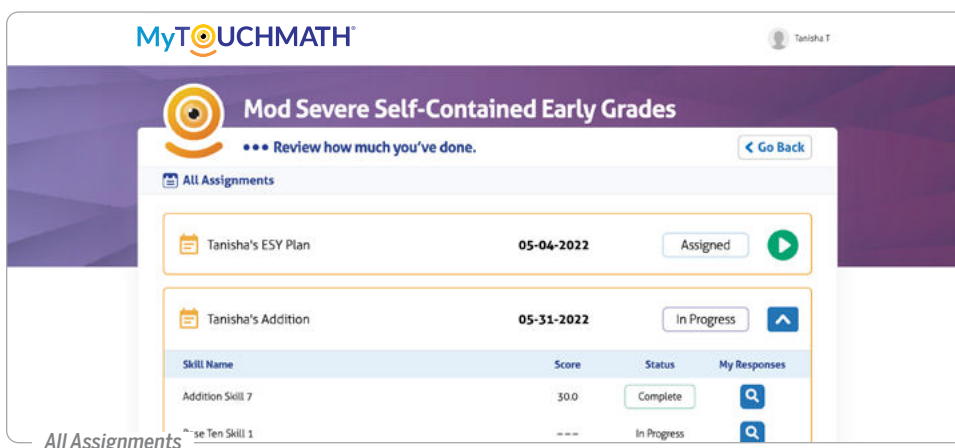
Click the  icon to view all assignments (assigned, in progress, complete). Note: Icon color will differ based on class color.

Earned and awarded achievements will appear in the My Achievements section. Click an achievement for larger view. Use the   arrows or click **Show All** to view all achievements.







New Assignments

Click the  button to view new assignments. Click the  **Start** button to begin a newly assigned lesson, or click the **Continue** button to resume an already started lesson.



All Assignments

Click the  icon to view all assignments. Click the  button to expand each lesson. Click the  button to view completed skill scores and student responses (see page 29 for more info).

From both New/All Assignments pages, click the  **Go Back** button to return to the student homepage.

Students continued

Tanisha's Addition Plan A.4 | 12-15-2023 English

Start under the arrow. Say or touch the first number then add the second number. Move to the tens and hundreds columns and repeat to solve.

Hundreds	Tens	Ones
2	2	9
+	1	3
<hr/>		

Interactive Lesson Panel

Student Lessons

Student lessons will open in the interactive lesson panel. For best experience, please make sure tablet devices are rotated to landscape view. Do not use on smartphones or tablets with a screen smaller than 8 inches. Limited scrolling may be required on devices with smaller screens. Please make sure students are familiar and comfortable with the interactive lesson panel before independent practice.

Interactive Lesson Panel

The learning plan name, skill identifier, and date will be displayed at the top. Please name the plan appropriately as to not alarm or give the student anxiety. Click the language selector at top right to toggle the interactive lesson panel and activity between English and Spanish.

The student can **Pause** a lesson for up to 5 minutes, or can **Leave** (stop) a lesson in the event they need to resume at a later time. Paused and stopped lessons will resume exactly where the student left off.

Click the icon to have the student directions or displayed text read aloud. Directions will appear (and be read aloud) in both English and Spanish, depending on the language selection.

Each skill includes a variety of interactive features and different response modes to engage learners. When TouchPoint visual cues are enabled, students can physically touch images, numerals, and TouchPoints with on-screen interaction and English/Spanish audio sequence counting. Response modes include answer entry, drag-and-drop, multiple choice, graphing/plotting, matching, measuring, and more.

After completing the interactive activity, click the button for immediate feedback. Correct responses will receive a **Correct!** popup message and chime. Incorrect responses will receive an **Oops, the correct answer is:** popup message and chime. The correct answer will be shown so the student knows where the mistake was made. Please note this feature may be disabled for certain Assessment variations.

The button will change to the button. Click to proceed to the next question when ready.

Tanisha's Addition Plan A.4 | 12-15-2023 English

Start under the arrow. Say or touch the first number then add the second number. Move to the tens and hundreds columns and repeat to solve.

**Correct!**

Hundreds	Tens	Ones
2	2	9
+	1	3
<hr/>		
3	5	9

Correct Notification

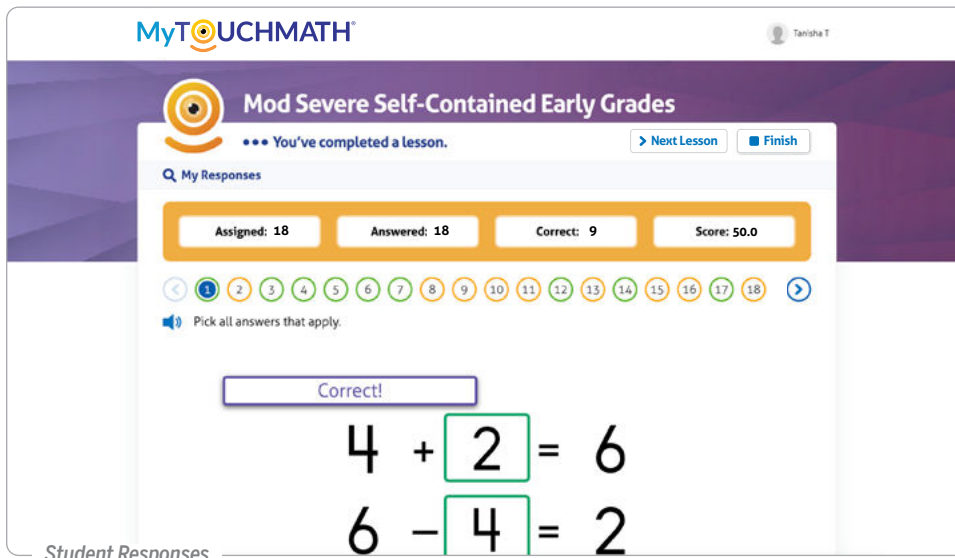
Tanisha's Addition Plan A.4 | 12-15-2023 English

Start under the arrow. Say or touch the first number then add the second number. Move to the tens and hundreds columns and repeat to solve.

**Oops, the correct answer is:**

Hundreds	Tens	Ones
2	2	9
+	1	3
<hr/>		
4	6	9
3	5	

Incorrect Notification

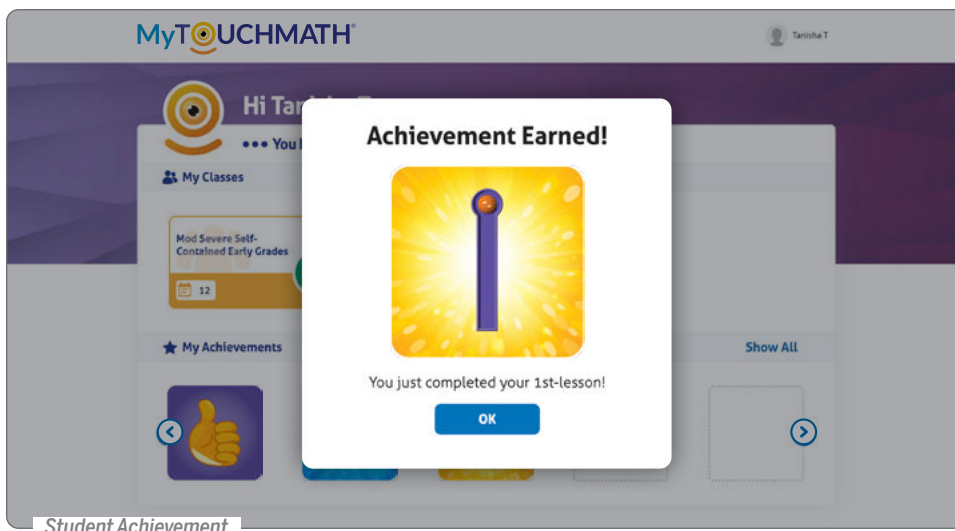


### Completing a Lesson

At the completion of a lesson, the My Responses screen will review all question responses and lesson score. Student responses can also be viewed in TouchMath Hub (see page 21).

In the My Responses display, use the numbered circles to navigate between each question. The solid circle indicates the selected/previewed problem. Correct responses will be indicated by a ring. Incorrect responses will be indicated by a ring. Unanswered questions will be indicated by a ring (unanswered questions will be scored as incorrect).

If additional lessons are available, click the **Next Lesson** button to continue. Click the **Finish** button to return to the student homepage.



### Achievements

Student achievements are earned for meeting proficiency goals, for lesson progress (1st lesson, 10th lesson, etc.), and can also be manually awarded by the educator (see page 21). Achievements will be presented at the end of a lesson or at first login. All earned and awarded achievements will be added to the students My Achievements library.

There are three different sets of Achievement artwork available to all students. Team Leaders can select younger or older age-respectful sets for each individual student on the Edit Student screen (see page 14).