



POINTBASE EDUCATION

Teacher Portal Guide

A practical guide to classes, live challenges, homework, reports, privacy controls, and workspace personalization.

Designed for educators

Preschool through high school | Secure teacher access | No student email required

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START HERE

The portal at a glance

The teacher portal keeps classroom setup, activities, and results in one private workspace. Use the left navigation to move between each area.

 Overview See classes, results, quick actions, and the Classroom Pilot Center readiness checklist.	 Classes Create up to five rosters, import approved names from CSV, and view avatars and personal-best scores.
 Live Challenges Generate a class code, watch the waiting room, and host a shared math game.	 Homework Create due-dated independent practice and follow completion from the portal.
 Reports Review scores, accuracy, correct and wrong answers, and question-level history.	 Settings Review account details, personalize the portal, and control or delete education data.

Recommended first-time setup

1	Review the Pilot Center Open the teacher guide, school privacy notes, and classroom pilot pack before inviting a real class.
2	Practice with fictional teams Optionally create the sample setup to preview questions and learn the workflow without student data.
3	Create the real class Add a grade level and school-approved roster names, initials, nicknames, or teams.
4	Run and verify a test Join from another device, finish a short challenge, and confirm the result appears in Reports.

Shared computers

Always sign out when you finish using a classroom, library, or staff-room computer.

CLASSES

Build and manage rosters

Classes connect grade-appropriate questions, live challenges, homework, and reports. A teacher may save up to five class rosters.

Creating a class

1	Name the class Use a recognizable classroom name such as Period 2 Math or Grade 3 Blue.
2	Choose the grade Select Preschool, Kindergarten, Grades 1-5, Middle School, or High School.
3	Add roster names Enter approved names one per line or import the CSV template's Name column, then review every entry before saving.
4	Save The class becomes available for live challenges and homework. Each roster identity receives a private four-digit PIN.

 Prepare Challenge Select a saved class and move directly into the live challenge setup.	 Show PINs Reveal access PINs only while distributing them privately, then hide them before projecting the portal.
 Copy Access List Copy names and PINs for private teacher distribution. Do not post the full list publicly.	 Remove a student Remove the roster entry and its associated saved results for that class.
 Delete a class Remove the roster, related reports, and active challenge records.	 Grade progression Question generation includes earlier skills and grows in complexity at higher levels.

 Student privacy	CSV files are read on the teacher's device and email-like values are rejected. Use classroom nicknames when required, and never import student emails, IDs, medical details, addresses, phone numbers, or passwords.
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CHALLENGE BUILDER

Teach the lesson you are using now

Challenge Builder lets a teacher create reusable question sets for the exact math topic being taught, then use the set in a live challenge or homework assignment.

1	Name the challenge Use a clear title such as Fractions Friday, Order of Operations, or Algebra Review.
2	Choose the class Connect the set to one saved classroom so it appears in the correct Live and Homework menus.
3	Add the lesson topic Briefly identify the skill or classroom focus for the teacher library.
4	Build each question Enter the math question, correct answer, at least two distinct wrong answers, and an optional fourth choice.
5	Review and arrange Move questions into the teaching order you want, then open Student View Preview to check every choice and answer key.
6	Save and launch Open the saved set in Live or Homework directly from the challenge library.

 Reusable sets Save up to 12 custom challenges, duplicate a set for a new lesson, and edit it as classroom needs change.	 Random choice order Students see the answer choices in a shuffled order during each question.
 Flexible math text Use whole numbers, decimals, fractions, equations, and the division symbol.	 Complete reporting Teacher-created questions appear in score, accuracy, and answer-history reports.

 Review before launch	Use Student View Preview to check every correct answer and distractor before assigning the set. PointBase validates completeness but does not decide whether teacher-written math content is instructionally correct.
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LIVE CHALLENGES

Host a shared classroom game

Live Challenges let a teacher create a temporary class code and control a synchronous math activity while students answer on their own devices.

1	Choose a saved class The roster and grade level provide the starting context for the challenge.
2	Choose the challenge style Teacher Controlled waits for the teacher; Automatic Timer advances the experience automatically.
3	Set the activity Choose age group, number of questions, and seconds per question.
4	Create the class code Share the code. Students join with their roster identity and private PIN, then appear in the waiting room.
5	Start and monitor Begin after participants arrive. Watch scores, rounds, and the live question board.
6	End the challenge Finish the game to close the room and make results available for reporting.

 Waiting room Shows how many students or teams joined before the activity begins.	 Teacher controls Move to the next question or end the challenge when using manual control.
 Live scoreboard Shows current standings while the challenge runs.	 Session recovery After a refresh or device change, Resume Room restores a recent unfinished host screen and its existing code.



Good classroom practice
Display the host screen where everyone can see it, but let students answer privately on their own devices.

HOMEWORK

Assign independent practice

Homework Challenges let students complete teacher-selected practice outside the live classroom while returning completion and answer-level results to the teacher portal.

1	Select a classroom Homework is linked to a saved roster and its grade level.
2	Choose the length Select the number of questions and time allowed for each question.
3	Set a due date The portal tracks whether an assignment is active, completed, or closed.
4	Create and share the code Students open Join Challenge and enter the code, roster identity, and private PIN.
5	Refresh results Return to the portal to review completion, scores, and question history.

 Roster and PIN matching Both the approved display name and private four-digit PIN must match.	 Independent-work reminder The student experience encourages learners to complete the challenge without outside answers.
 Completion tracking See how many assigned roster members have completed the activity.	 Question history Review correct, incorrect, skipped, or unanswered questions after submission.

 Homework is practice	Use PointBase results alongside classroom observation and other assessments. Speed should not be the only measure of mathematical understanding.
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REPORTS

Turn answers into useful insight

Reports organize completed live and homework activity so educators can see participation, accuracy, and the specific questions that need review.

 Scores View each participant's total score and activity standing.	 Accuracy Compare correct and wrong totals and calculate overall accuracy.
 Answer history Review the selected answer, correct answer, question round, and points awarded.	 Missed questions Identify patterns that may need reteaching or additional practice.
 Class filter Narrow the report view to a selected class.	 Activity filter Separate live challenge results from homework results.
 Student search Find an individual approved roster name quickly.	 Refresh Results Pull the newest room information, then download or print the currently filtered report.

Using the results

- Look for questions missed by several students; these may indicate a class-wide misconception.
- Compare accuracy with response speed rather than treating speed as the only goal.
- Use individual results to choose review practice, accommodations, or enrichment.
- Keep downloaded or printed reports in school-approved locations, never display them publicly, and delete local copies when no longer needed.

Retention

Saved teacher reports are designed to expire after 12 months unless the teacher deletes them sooner.

APPEARANCE AND PROFILE

Make the workspace feel like your classroom

Open Settings and choose Portal Theme to preview colors across the entire signed-in teacher workspace. Theme choices do not change student questions, scoring, or the public website.

Color themes Choose a coordinated portal color style with accessible text and controls.	Seasonal themes Select Spring, Summer, Autumn, or Winter for a subtle seasonal atmosphere.
Mountain backdrop Add a softly faded mountain scene behind the workspace without reducing readability.	Custom background Upload a transparent PNG or another supported image for a personalized backdrop.
Profile photo Upload a teacher photo or approved avatar for the private portal account area.	Reset appearance Return to the clean PointBase default at any time.

Image guidance

- Use a square photo for the teacher profile image.
- Transparent PNG files work best for custom background artwork.
- Avoid uploading student photographs, school records, or confidential classroom information.
- Uploaded teacher images are stored under the authenticated teacher account and are not placed in public website files.

Readability first

PointBase keeps portal cards and text readable even when a seasonal or custom background is selected.

ACCOUNT AND PRIVACY

Keep the workspace secure

Settings provides editable teacher details, protected account changes, school privacy information, and permanent deletion controls.

 Verified sign-in PointBase teacher access requires a confirmed email address and secure authentication.	 About the teacher Add a private introduction, favorite subject, hobby, teacher name, and profile photo. The school remains tied to registration.
 Security question Set a private answer that is stored only as a one-way hash and required for sensitive changes.	 Change email Approve the request from the current inbox, then verify the replacement inbox.
 Change password Enter the current password and security answer before choosing a new password.	 Remove education data Teachers can remove students, classes, reports, challenge rooms, or the complete education account.

Teacher checklist

- Follow school or district approval, privacy, consent, and acceptable-use requirements.
- Use only the minimum student information required for the activity.
- Keep classroom and homework codes within the intended group.
- Distribute student PINs privately and hide them before sharing or projecting the teacher screen.
- Choose a security answer that is memorable to you but difficult for someone else to guess.
- Forgotten passwords use a secure PointBase email reset link.
- Report suspected unauthorized access to PointBase support promptly.
- Provide accommodations such as additional time, reduced audio or motion, or non-timed practice when required.

Support

Visit playpointbase.com/support or email support@playpointbase.com. Do not include sensitive student information in support messages.