



Getting Started Guide

for Administrators

Topics Covered

- Quick Start Tips
- Getting Started as an Administrator
- Adding a New Teacher
- Adding a New Student
- Adding Multiple Students
- Installing Dybuster Calcularis for Student Use
- Progress Monitoring
- Application Tips and Best Practices

Quick Start Tips

- Working as an administrator or teacher in Dybuster Calcularis does not require downloads to your computer.
- For students to utilize Dybuster Calcularis, the program must be downloaded and that process is reviewed later in the document.

Getting Started as an Administrator

- Open a browser of your choice. *(Recommended: Internet Explorer 11, Microsoft Edge, Chrome, Firefox, Safari 8 or newer.)*
- The entry point for all Dybuster programs, including administration work, is the centralized login called the “Dybuster Cockpit” (Cockpit). You can find it here: <https://us.dybuster.com>. All users, including students, use the Dybuster Cockpit.
- Log in with your username and password.
 - Your credentials for the Cockpit were sent in an email after your purchase.
 - Please change your password once you enter the Cockpit.
- Upon entry into the system, you are required to accept the Dybuster License Agreement and Privacy Policy.

The screenshot shows a web browser window with the title 'Dybuster Cockpit'. The main content area has a light gray background. At the top, there are two input fields: 'Username' and 'Password'. Below these fields are three buttons: 'LOGIN', 'PASSWORD FORGOTTEN', and a language dropdown menu currently showing 'English' with a downward arrow.

Getting Started as an Administrator (continued)

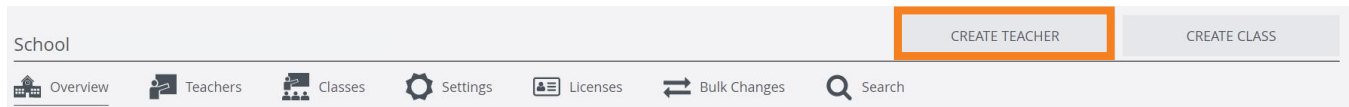
- For your teachers and students to start their work, you have to create teachers. This will be covered in [Adding a New Teacher](#).
 - Click «Open Institution Management», where you can create teachers.



- Once you've created a teacher, you can send an automatically generated email to that teacher, which in turn will explain to them how to create accounts for his/her students.
- Install the Dybuster Calcularis program on the computers the students will use. This will be explained under [Dybuster Installation for Student Use](#).

Adding a New Teacher

- From the Cockpit, select «Open Institution Management».
- Click «Create Teacher» in the top right corner.



- Add a username for the teacher (e.g. the teacher's email address).
- Add an email address.
- Create a random password that the teacher can update later.
- Provide any optional information you would like to add.
- Assign "Administrator rights" if appropriate. This will allow that teacher access identical to yours so they can create other teachers and manage the settings of the school.
- Enter a Class name. This will automatically create a class for the teacher.
- You can preview and send an email letter to the new teacher.
- When complete, click on «Create».

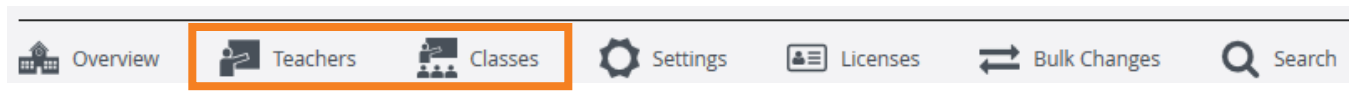
Adding a New Student

To ensure that your students can work with Dybuster Calcularis, accounts must be created for them.

- Teacher Administrators can create students in either "Open Institution Management" or "Dybuster Calcularis Coach". Teacher Users can only use "Dybuster Calcularis Coach" to create students.

Open Institution Management

Students can be created at both the Teachers and Classes levels.



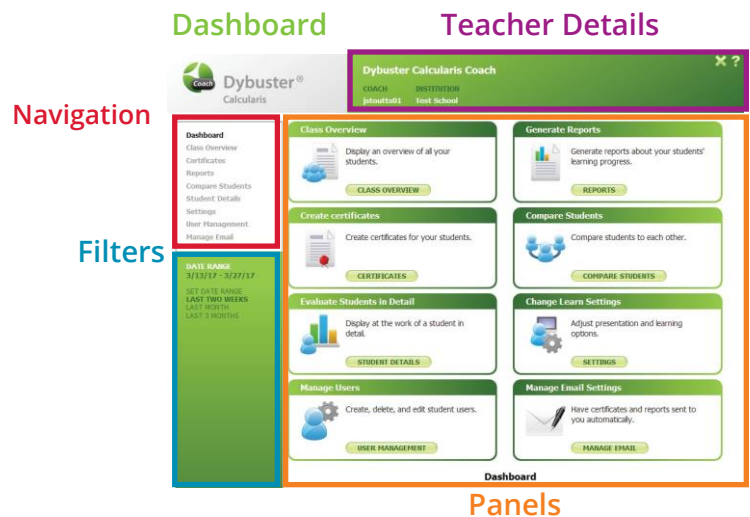
Adding a New Student(continued)

- Teachers Level
 - Click «Teachers» in the toolbar.
 - Select the appropriate teacher.
 - Click «Create Student», top right.
 - Complete the form and click «Create».
 - If using individual licenses, once the student is created, you must assign a license to the student by checking the box next to their username
- Classes Level
 - Click «Classes» in the toolbar.
 - Select the appropriate class.
 - Click «Create Student», top right.
 - Complete the form and click «Create».
 - If using individual licenses, once the student is created, you must assign a license to the student by checking the box next to their username



Dybuster Calcularis Coach

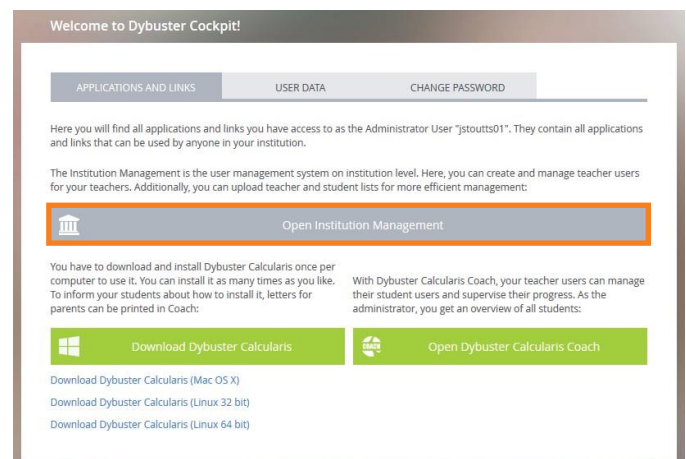
- From the Dybuster Cockpit, click «Open Dybuster Calcularis Coach».
- At the Welcome dialog box, click «OK».
- Click either «User Administration» in Navigation or on the «Administration» button in the Panel.
- Click «ADD».
- Complete the form as required.
- Save the student.
- Optional: Create an installation letter.
 - Click the student in the student list.
 - Click «LETTER FOR PARENTS».
 - Print the letter to parents, if you can and/or are allowed to print.



Adding Multiple Students

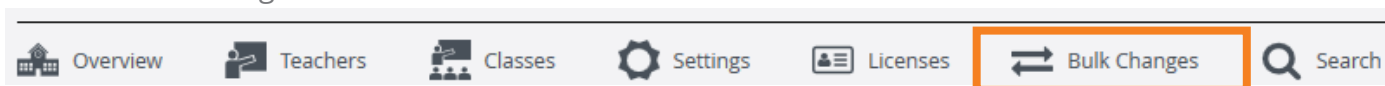
Besides adding students one by one, you can also add multiple students through «Open Institution Management». You can add students per class or for several classes at a time.

- From the Cockpit, select «Open Institution Management».



Adding Students to Multiple Classes

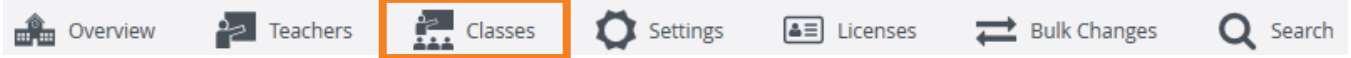
- Click «Bulk Changes» on the School level.



- Click «Export Students» and select the type of template you want to download to work with, CSV or Excel. The template can be empty or filled, if you already have students in the system.
- Complete the required fields on the template.
- Once the template is populated, click the «Synchronize Students» link on the Export Students page or the «Synchronize Students» button on the Bulk Changes tab.
- Determine how you want to upload the data. You can copy and paste the rows and columns from the template, or you can use the file upload process.
- Follow the on-screen prompts to complete the wizard.

Adding Students to an Individual Class

- Navigate to the School level and select «Classes».



- Select the class to which you want to add students.
- Then, on the Classes level, click «Bulk Changes».
- Click «Export Students» and select the type of template you want to download and work with, CSV or Excel. The template can also be filled, if you already have students in the system, or empty.
- Complete the required fields on the template.
- Once the template is populated, click the «Synchronize Students» link on the Export Students page or the «Synchronize Students» button on the Bulk Changes tab.
- Determine how you want to upload the data. You can copy and paste the rows and columns from the template, or you can use the file upload process.
- Follow the on-screen prompts to complete the wizard.
- If your school has an unlimited school license for Dybuster Calcularis, students will automatically be able to use the program. If you use individual licenses, please make sure that each student has a Dybuster Calcularis license assigned to them.

Dybuster Calcularis Installation for Student Use

Dybuster Calcularis is currently not available on smartphones and tablets.



- System requirements for Dybuster Calcularis include:
 - Windows: Win Vista, Win 7 or Win 8, Win 10
 - Mac OS: Mac OS X 10.6 or later Graphics card: Support for OpenGL 1.4 or newer
 - Linux: Debian 8, Ubuntu 14, and others
 - Screen resolution: Minimum 800 x 600 pixels
 - Internet connection

Installing Dybuster Calcularis

- Select the appropriate version based on your operating system and download the Dybuster Calcularis software from the Dybuster Cockpit.
- Three steps must take place before the program is able to run on your computer:
 1. First, the program is saved on your computer as an installation file.
 2. Next, this file must be used to install the program. You need administration rights on your system to install a program.
 3. Finally, you instruct your computer to run it.
- The installation file is hidden behind the download link.
 - When you click the link, your browser will ask you whether you want to “Save” the program. Some browsers, including Internet Explorer, will also offer you the option to “Run” the file.
 - We recommend that you “Save” the file instead of “Run.”
 - After saving, open the folder in which the installation file was saved.
 - Double click on the installation file to the start the installation, then follow the instructions in the installation program.
 - When you click «Save», your browser should ask you where you want to save the file, or give an indication that the download has begun. This indication will usually take the form of a progress bar.
- If nothing happens when you click «Save», you should proceed as follows:
 - Check that you are authorized to carry out downloads on your computer.
 - Check your browser’s help menu to see how downloads should be displayed. You may have turned off the option for download information to be displayed.
- If the browser shows that the installation is complete, but you cannot find the installation file, search for the file as follows:
 - Check your browser settings to see where it saves downloads. Is the file in this folder?
 - Search for “Dybuster” using the search function of your operating system.
- If you still cannot find the installation file, try the following steps:
 - Make sure that you have saved the file instead of running it (see comments on “Save” and “Run” above). If you have accidentally run the file, you will not be able to find it.
 - Make sure you have not, at any point during the download and installation process, instructed your browser or operating system not to download or run the download file.
 - Similarly, be sure that you have not accidentally instructed your computer to delete the file. (See “My Computer Is Warning Me About Running the File”)
 - Repeat the download.



Progress Monitoring

Calcularis Coach is the program utilized to monitor progress of your students. It is accessible by Teacher Users with and without administration rights.

- The program can be accessed through the Dybuster Cockpit and selecting «Open Dybuster Calcularis Coach».



- Dashboard
 - The Dybuster Calcularis Coach Dashboard has four parts for managing and evaluating student data:
 - Teacher Details (about yourself)
 - Navigation
 - Panels
 - Filters
 - From the Dashboard, you can access the different areas via the Panels in the center or the Navigation area to the left.

Navigation

Filters

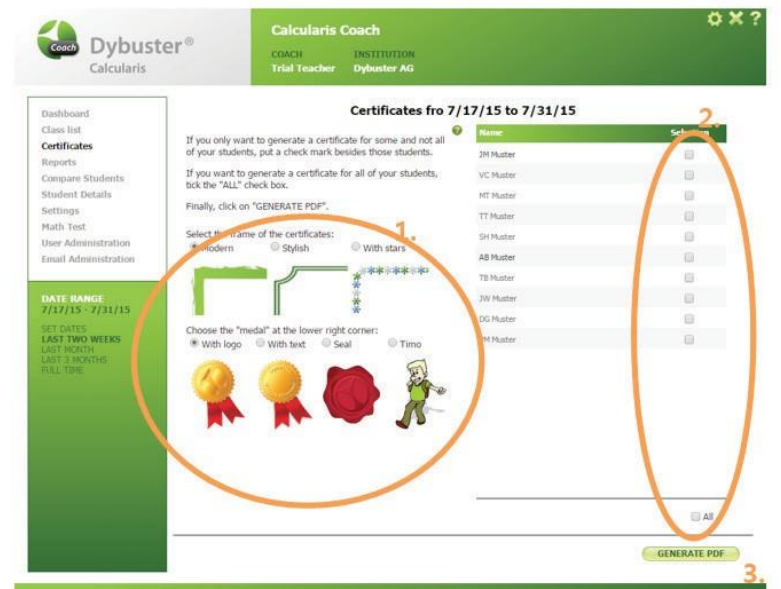
Teacher Details



Panels

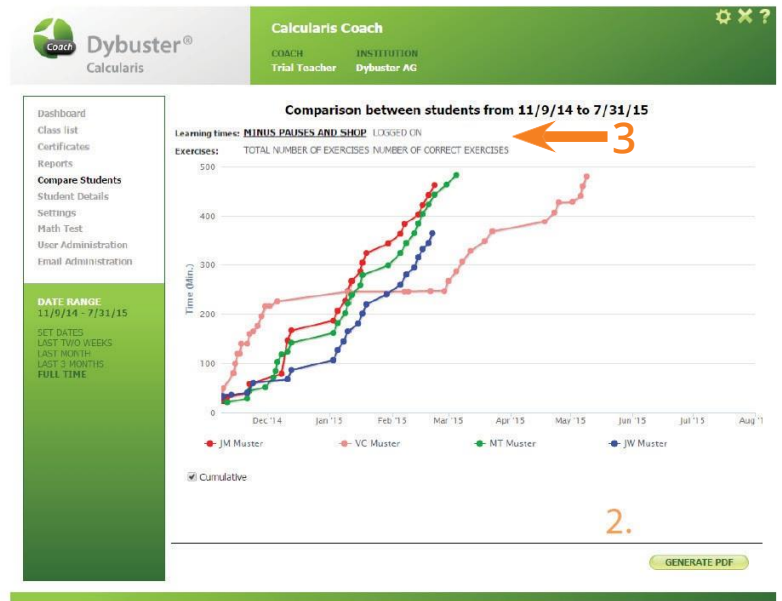
- Certificates and Reports can easily be generated as follows:

- Select your design.
- Set check marks for all students for whom you want to print a certificate.
- Generate the certificate.

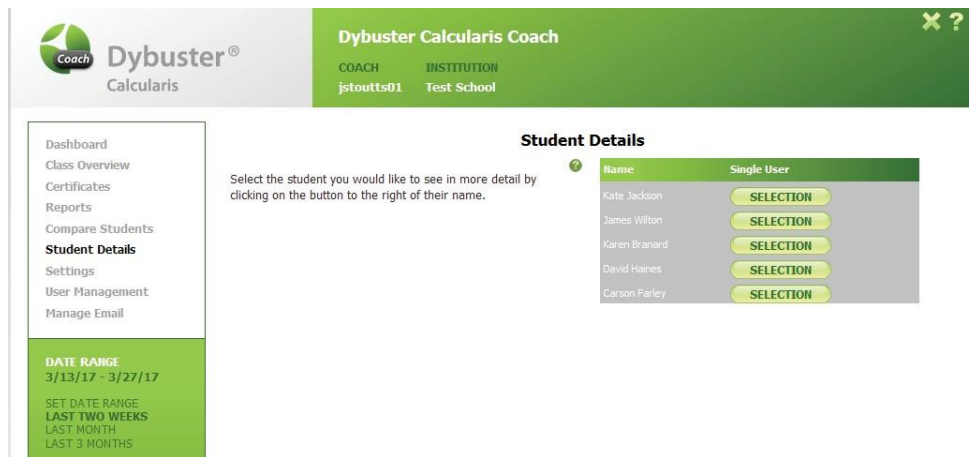


Progress Monitoring (continued)

- Compare Students
 1. Select the students you want to compare.
 2. Click «Compare Selected».
 3. Click on one of the available statistics.



- Student Details
 - In «Student Details» you gain insight into the work of an individual student.
 - Select any student and have his/her details displayed to you such as:
 - when they practiced
 - learn times
 - exercises
 - skills
 - skills in task



Progress Monitoring (continued)

- Manage Email
 - The Manage Email navigation and panel allows you to manage the emails that can be sent to the students for encouragement and progress.
 - The email can be customized in the “your email text” section, and the frequency in which the emails are sent can also be determined. Choose if you want students to receive a certificate, a report, or both on a recurring basis.
 - At the top of the screen choose what reports you want sent to yourself on a recurring basis and the frequency of the email. Use the «Send Now» buttons for either the teacher or the student if you want the message to go out right now.



Settings for you.

Settings for your students.

Application Tips and Best Practices

Students should use Calcularis independently, so you will act more as a monitor when students are working in Calcularis. Calcularis works on basic math skills that have not been automated by the student. Calcularis will guide students through the basics, and if there are no problems, the system will move to more difficult skills automatically.

Consider the following points to support the child in training with Calcularis:

- Calcularis is not a substitute for direct instruction, but rather it is intended to supplement and support classroom instruction so that students get the individualized practice time they need, while educators can focus their time on interaction and instruction.
- Recommended training is 3-4 sessions a week for no longer than 20 minutes each session. Chunked learning, or practice in small time segments, is more effective than long learning sessions.
- Always use the guided training mode with Calcularis. This mode offers automatic user adaptation, injects repetition of already trained skills to establish better long-term memory, and also practices unexpected games.
- Use the practice mode for demos or to explain a game to a student if you observe issues in Coach or the student reports a problem.
- Use the certificates in Coach to give the student feedback and encouragement. It is recommended to print and distribute certificates on a frequent interval, every month or every 3 months.