

Using the *Everyday Mathematics Assessment Assistant*

With the *Everyday Mathematics Assessment Assistant*, you can customize practice worksheets as well as create various types of assessments such as pre-tests, post-tests, and quizzes. The program also supports the creation of alternative assessments such as oral and slate assessments.

Each school owns one copy of the *Assessment Assistant* per grade level.

Starting the *Assessment Assistant*

1. Click once on the Start menu. Then click once on All Programs.
2. Slide the cursor to Assessment Assistant and then slide the cursor to Assessment Assistant – Worksheet Builder.

Creating a Worksheet

You can create a worksheet for extra practice for any lesson in *Everyday Mathematics*.

1. From the Worksheet Builder screen, click on the arrow next to the unit from which you will create a worksheet. The arrow will turn downward and show new options.
2. Click on the arrow next to a particular unit's Learning Goals (e.g. Unit 1 Learning Goals). The arrow will turn downward and show learning goals further expanded. Note each goal is labeled with B (beginning), D (developing), and/or S (secured).
3. Click on the arrow next to a specific Learning Goal (e.g. Learning Goal 1a). The arrow will turn downward and show specific activities for this learning goal.
4. Choose an item you would like to add to your worksheet by clicking once on it. The item will be highlighted in blue. To view the item while it is highlighted, go to Edit and choose Show Item. Click on Close once done viewing the item.
5. To add an item to your worksheet, click once on the item so that it is highlighted in blue. While holding down the mouse, drag the activity to the right side of the screen, under "WS".
6. Continue to add items to the worksheet by selecting each item and dragging it to the right side of the screen. You can add additional items from other learning goals by clicking on the arrow of a new learning goal (step 2) to see additional items.

7. To create a header (title), go to Worksheet and then click Insert. Slide your cursor to Header/Footer.
 - a. Place the cursor in the text box and type your header. For instance, “Math Practice – Unit 1.” You may also want to include a “Name _____” line.
 - b. Under the “Pages” options, click **off** the box for Subsequent pages.
 - c. You can adjust the font, alignment, etc. by highlighting the text you have typed and going to the Style menu.
8. Once you have completed adding items to your worksheet, save your work. Go to File and choose Save As... Name your worksheet, navigate to the folder you wish to save it in, and then click Save.
9. To print this worksheet, go to File and choose Print Preview... Use the scroll bar to preview the entire page or click on Next Page to see subsequent pages. Then click Print. (If you want to make changes, click on Close to return to the previous screen.
10. **Timesaving Trick!** If you want to generate worksheets to continue practicing the same goals, you can select to change the values in the worksheet. From the Worksheet Builder screen, go to Worksheet and choose Select New Values. Remember to save the worksheet if you want to keep a copy of the new values.
11. To create a new worksheet from different goals, go to File and choose New.

Creating Assessments

You can create four types of assessment using the *Assessment Assistant*:

- Oral Assessments
- Adapted Slate Assessments
- “Checking Progress” Written Assessments
 - There are also written Cumulative Assessments for the beginning, middle, and end of the year. You will find these listed after the last unit for your grade level.
- Alternative Assessments – often small group or partner activities or investigations

Create assessments similarly to how you create worksheets.

1. From the Worksheet Builder screen, click on the arrow next to the unit from which you will create an assessment. The arrow will turn downward and show new options.
2. Click on the arrow for the unit's assessments. For example, Lesson 2.10 Review and Assessment.
3. Click on the arrow for the type of assessment you will create. For example, Adapted Slate Assessment.
4. Choose an assessment item you would like to add to your worksheet by clicking once on it. The item will be highlighted in blue. To view the item while it is highlighted, go to Edit and choose Show Item. Click on Close once done viewing the item.
5. Choose an item by clicking on it. Continue holding down the mouse button and drag the activity to the right side of the screen under "WS."
6. Continue to add items to the worksheet by selecting each item and dragging it to the right side of the screen.
7. Refer to the directions above for creating a header, saving, previewing, and printing this assessment.