User Guide

Dynamic Assessment and Progress Monitoring Tool

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System Overview

The Dynamic Assessment and Progress Monitoring Tool allows teachers to know where their students are and monitor their progress as they guide them to where they need to be.

This state-of-the-art online system gives teachers the ability to:

- Create, edit, and assign assignments
- Create custom practice problem sets
- Assign any Big Ideas Math Exercise
- Create customized reports by student or by class

Students can complete their assignments within the tool, and multiple choice and many short answer problems are automatically graded.

Teachers can also enter scores for extended response items within the tool’s interface.

This guide will walk you through the Dynamic Assessment and Progress Monitoring Tool and will provide step-by-step instructions for using each of its features. The link for accessing the Dynamic Assessment and Progress Monitoring tool will appear as the first link in your Teacher Resources Dashboard when you login to BigIdeasMath.com.

Additional assistance is available by contacting the Big Ideas Learning Technical Support Team at BigIdeasMath.com or by calling (877) 552 - 7766.

The Dynamic Assessment and Progress Monitoring Tool was developed exclusively for the Big Ideas Math® program by Pacific Metrics, an ACT company. This educational technology powerhouse provides assignment resources to PARCC and the Smarter Balanced Assignment Consortium, and is widely known for its expertise in psychometrics.
Dashboard

The Dynamic Assessment and Progress Monitoring Tool features a customizable dashboard with a drag-and-drop interface.

Each tile on the dashboard will navigate you to a different module within the tool.

Available Tiles

The **Class Roster** tile allows teachers and administrators to view their class rosters. All roster changes will still be managed through the Big Ideas Learning EAS 3 system.

The **Test Creation** tile takes teachers to the Test Creation module. Here, teachers can create tests, quizzes, homework, and practice problem sets and assign them to their students.

The **Schedule** tile allows teachers to view their upcoming assignments. Teachers can also schedule assignments from within the Scheduling module.

The **Hand Scoring** tile takes teachers to the Hand Scoring module. This is where teachers will enter the scores for test items that are not automatically graded by the tool.

The **Reports** tile is where students and teachers will view their score reports. This tool currently includes a Class Summary report, showing student results for each assignment.

The **Messages** tile leads to the Messaging module. The messaging system built into the tool allows students and teachers to communicate with each other or with an entire class.
Add a Tile

To add a tile to the dashboard, click on the “Add Tile” link at the top of the dashboard. A list of available tiles will appear.

To add a tile to the dashboard, click on the tile that you wish to add.

Clicking on “Add Tile” again will close the Add Tile menu.

Remove a Tile

To remove a tile, click on the “Remove Tile” link at the top of the dashboard.

You can then click and drag an icon from your dashboard into the recycle area. This will remove the tile. Clicking on “Remove Tile” again will close the Remove Tile menu.
Customize a Tile

To change the appearance of a tile, click on the Gear icon at the top-right corner of the tile. This icon will appear when you hover over a tile and will bring up the Tile Properties menu.

Using this menu you can change the color of a tile, change the icon that appears in the center of the tile, change the title of the icon, or add a “Quick Link” shortcut.

Quick Link shortcuts appear on the left-hand menu bar and remain on your screen throughout all modules in the Assessment Tool. These allow you to quickly access your most frequently used modules.

To adjust any of the tile properties, click on your new selections in each section and click on the “Save” button.
Assignments

Create/Edit an Assignment:

Click on the Test Creation tile to access a list of all created assignments or to create a new assignment.

The search tools at the left allow you to search through your existing assignments. You can also preview or edit an existing assignment using the icons to the left of the assignment name.

To create a new test, use the “Create Test” link at the top of the page.

All items available for you to assign to your students will appear in the center of the screen in a list.

You can use the filtering and search tools on the left-hand side of your screen to narrow your available items to those matching your search criteria.

You can select from Big Ideas Math content or state standards.
As you make your selections in the filtering area, the list of items will change so that only those matching your selected criteria will appear. If you need to see additional information on any item, click on the small blue box next to the item name to view the detailed item card.

To add an item to your assignment, click and drag it from the available item list into your bank of test items on the right. If you add a problem in the “Items” box that you decide you would like to remove from your assignment, simply drag it to “Recycle Area.”

When you are done reviewing your items, enter your assignment information and save your assignment. You can also use the Details button to add keywords and other data to your test to make searching for your assignment easier.
View an Assignment

After you save the assignment you will have the option to view the assignment through the student view.

Below is what the student view of a test looks like. All of the students’ tools appear in the upper left-hand corner. The navigation bar in the center allows students to navigate through the test, and an answer box appears below the question for students to enter their responses.

You will have the option to turn the calculator and ruler on or off in the student tools section when you schedule the assignment.
Scheduling

View Assignment Schedule

The Schedule tile allows you to view your upcoming assignments. You can also schedule assignments from within the Scheduling module.

From the Dashboard, click the Schedule tile. You will be directed to the Calendar module with a list of all assignments in calendar format appearing by day, week, or month. You can color code each assignment as you schedule it to indicate which class the assignment is for, or what type of assignment you have scheduled (homework, test, etc.).

Schedule New or Reschedule Existing Assignments
From within the Calendar module you can schedule or change the availability of an assignment. To do this, click on the time slot that you would like to add an assignment to.

The “Event Type to Schedule” window will appear.
On the left-hand side, use the drop-down menus to select the class and assignment you wish to schedule.

On the right, your class roster will appear. You can select your options (time limit, student goal, calculator, and ruler) for the entire class using the very top row. You can also adjust an individual student’s options.

As soon as you have set all of your test parameters, click the Save button and the assignment will automatically appear in the calendar.

**Hand Scoring**

The **Hand Scoring** tile takes teachers to the Hand Scoring module. This can be used as soon as your students begin submitting assignments.

All multiple choice and many short answer questions will be automatically graded by the tool. You will use the Hand Scoring module to enter your scores for items that are not automatically scored.

You will be able to navigate through responses by student or by question. Your scores will automatically populate in student and teacher reports.

A rubric or answer image is also included at point-of-use for your convenience.

To begin entering your scores for a test, click on the edit icon next to the appropriate assignment.
A list of students that have submitted their assignments will appear on the left-hand side of the screen. The student response to each question will appear at the bottom of the screen under the “Response” heading.

You can navigate through each question using the question number links at the top of the screen or by using the left and right arrows next to the student name. The original question will appear below the question number links.

To enter a student’s score, use the drop-down menu next to the student’s response. Enter a “0” for incorrect and a “1” for correct. The correct answer can be found in the “Answer” box on the right-hand side of the page.
Reporting

The **Reports** module will take teachers to their Class Summary report. This displays individual student and class results for each assignment.

To generate a Class Summary report, use the drop-down menus to select the appropriate assignment. Your student results will populate as soon as you click the “View Report” button. To generate an additional report, use the “Select New Test” button to return to the report selection menu.
Messaging

Teachers can communicate with classes or individual students through the messaging module. This functions very similarly to e-mail.

When you enter the module, use the “Create” button to create a new message.

Enter your student(s) or class name in the “To” box, type your message in the text editing area, and click the “Send” button to send your message.