

## 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.