

Everyday Math Assessment CD

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Audience: Elementary teachers

The goal of this presentation was to show teachers how to use the Everyday Mathematics “Teachers Assessment Assistant” cd to create such items as additional assessments, math boxes, and study guides for unit assessments. The assessment cd is an excellent tool that provides teachers with additional assessments not offered in the Everyday Mathematics Math Masters book.

Participants were shown the different components of the *Everyday Math* “Teachers’ Assessment Assistant” cd, which can be used to create such items as additional assessments, math boxes, and study guides for unit assessments. They were also shown how to modify spacing, change the font and change problems to fit their students’ needs. Information was presented on:

- *Creating a worksheet.* Here participants learned about the basics of creating a new worksheet, math box, study guide, or any other type of handout with math tasks. Specifically they learned about the capabilities of the Assessment Assistant Worksheet Builder to add a randomly-generated selection of problems; adding problems by topic, section, or *Everyday Math* learning objective; adding more than one variation of selected tasks; and deleting items from the worksheet.
- *Printing the worksheet.* Instructions were given for sending the worksheet to the printer.
- *Creating a new item.* Participants learned how to create a new problem to add to the pool of tasks already on the cd.
- *Customizing a worksheet.* Instructions were provided for adding headers or footers to the worksheet, adding any other written text, adding section and page breaks, and using more than one column.
- *Changing the font and style.* There are several different styles available for the worksheets, for example, “title,” “highlight,” and “symbol.”

- *Using the Equation Editor.* The Equation Editor allows the user to build and insert equations into the tasks he or she is creating.

Participants also received a copy of printed instructions for using all of the above features of the cd. During the sessions, participants asked questions about the assessment cd and its use, and their questions were answered.