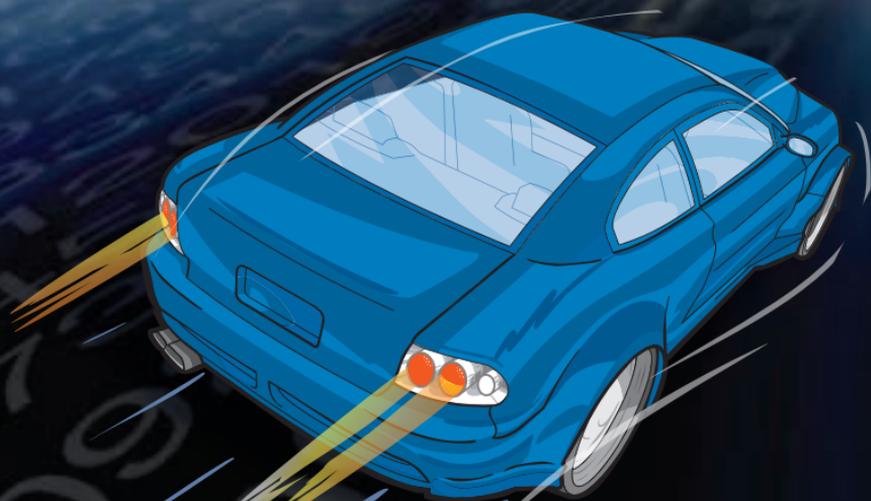




# MOMENTUM MATH<sup>®</sup>

## Assessments



### USER GUIDE

Powered by **ExamView**  
Assessment Suite 

Includes Levels F, G, and H pretests  
and posttests for *Momentum Math*

## Installation Instructions

Follow these steps to install the **ExamView® Assessment Suite** and **Momentum Math** Program— and Volume-level assessments on your computer. The assessments will appear in the

⟨**ExamView**\Tests⟩ folder within the **ExamView** directory.

1. Insert the **ExamView** disc into the CD-ROM drive of your computer.

**Windows Users:** If the autorun feature is enabled on your computer, a window will automatically appear on your screen. Click the Install button and skip to step 5. If the autorun window does not appear, proceed to step 2.

**Macintosh Users:** If necessary, open the installer window and then double-click the **ExamView Assessment Suite** installer icon. Proceed to step 5.

2. Click the **Start** button and choose **Run**.
3. In the **Run** window, type *d:\setup.exe*, replacing *d* with the drive letter that corresponds to the drive where the setup file is located.
4. Click the **OK** button.
5. Follow the instructions that appear on your screen.
6. Remove the installation disc when finished.

**Macintosh Users:** After installation, to access the **ExamView** files, go to your hard drive and access the “**ExamView Pro**” folder, where you will find the Test Manager, Test Generator, and Test Player. You can use these files to create shortcuts on your desktop.

**Note to all users:** While this Guide provides instructions for administering the software version of the Momentum Math Assessments, there is also a question bank of these same items included in the software. To learn how to create or modify assessments using the bank questions or using your own questions, access the ExamView Test Generator and then select “Help” > “Help Topics.”

# 1 Using ExamView to Administer a Computer-Based Test

After you complete the installation process, follow the directions below to access the various features of this software.

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## 1.1 Publishing a Test

Open the **ExamView Test Generator** by clicking on the icon on your desktop. If a registration window appears, you may go ahead and register the software. Close the window.

- Click on “Open an existing test.”



- Select a test from the test directory by double-clicking on it.
- The test will appear on your screen.
- From the menu bar, go to “File” → “Publish To” → “**ExamView Test Player** on LAN.”



- Click “Next” to select the default settings.
- Click “Save” to complete the process of publishing.
- Name the test in the file dialog box and click “Save.”

Congratulations! The test can now be assigned to classes.

## 1.2 Creating a Class

Open the **ExamView Test Manager** by clicking on the icon on your desktop.

**1.2.A** If this is your **FIRST TIME** using the Test Manager, follow the steps below; otherwise, skip down to section 1.2.B:

- When the “What do you want to do?” menu appears, click “Close” on the lower right.
- There will be a blank, gray screen. From the menu bar, go to “Edit” → “Preferences.”
- Enter instructor, e-mail, school, city, and state. **\*\*NOTE: For the program to function as intended with *Momentum Math*, e-mail must be entered.\*\***
- Click “Save As Default.” Click “OK.”



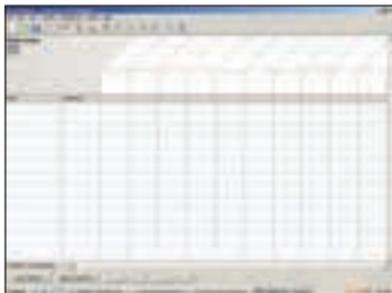
- Now your screen will be blank again. From the menu bar, go to “File” → “New Class.”

**1.2.B** If this is **NOT** your first time using **ExamView Test Manager**:

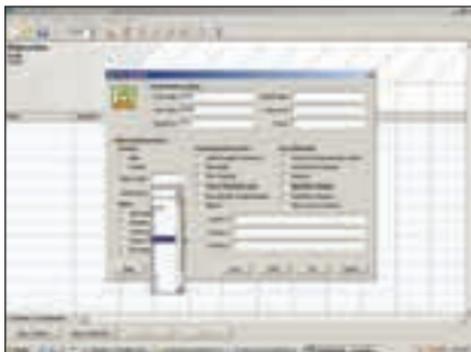
- At the “What do you want to do?” menu, click “Start a new class.”

Regardless of whether this is your first time using the **ExamView Test Manager** or not:

- Enter class name. Click “OK.” The class grade book will appear.
- Click “New Student” on the lower left of the screen.



- Enter the student’s first name, last name, and student ID. Click “More.”
- Choose the grade level, and then click “Next.”  
**\*\*NOTE: Grade level must be entered for the program to function as intended with *Momentum Math*.\*\***



- Continue to add students as needed. Once completed click “OK.”<sup>(1)</sup>
- Click the “Save” icon, and save your class in the “Classes” directory.

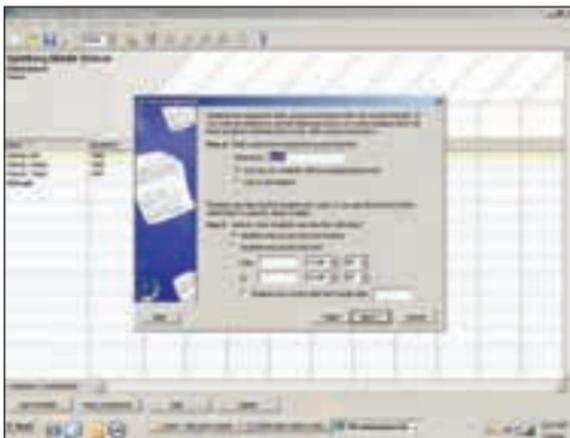
Congratulations! You have just created a Grade Book and are now ready to create an assignment.

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1. To import students from an existing file, on the menu bar go to “File” → “Import.” Choose the source of the import data and select the file to import. Click “OK.”

### 1.3 Creating an Assignment

- With the grade book open, click “New Assignment” on the lower left of the screen.
- Step 1: Name the assignment.
- Step 2: Select “Online test delivered over a local area network (LAN).” Click “Next.”
- Step 3: Select the corresponding test for the assignment. Click “Next.”
- Step 4: Create a password for the test and password options for your class.
- Step 5: Select when students may access the test. Click “Next.”



- Step 6: For the next two windows, keep the default choices, and click “Next” twice.
- Step 7: Select “Do not allow students to check answers.”
- Step 8: Select “Do not show an end-of-test report.” Click “Next.”
- Review your options, then click “Finish” on the summary screen.
- Save your class and exit the **ExamView Test Manager**.

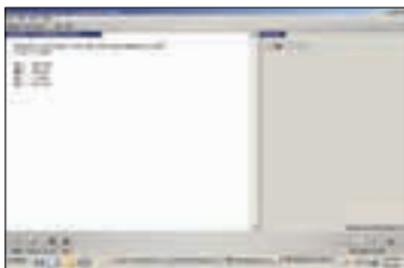
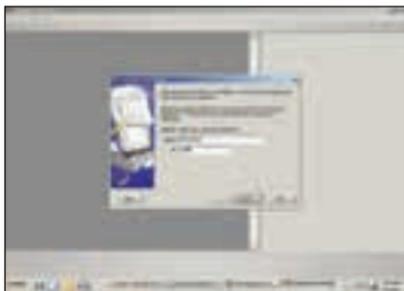
Congratulations! You have successfully created your class and their first assignment. Students can now take the test on their computers.

## 1.4 Taking a Test

Follow the Installation Instructions on page 2 of this Guide to install the **ExamView Assessment Suite** and **Momentum Math** Program on student computers.

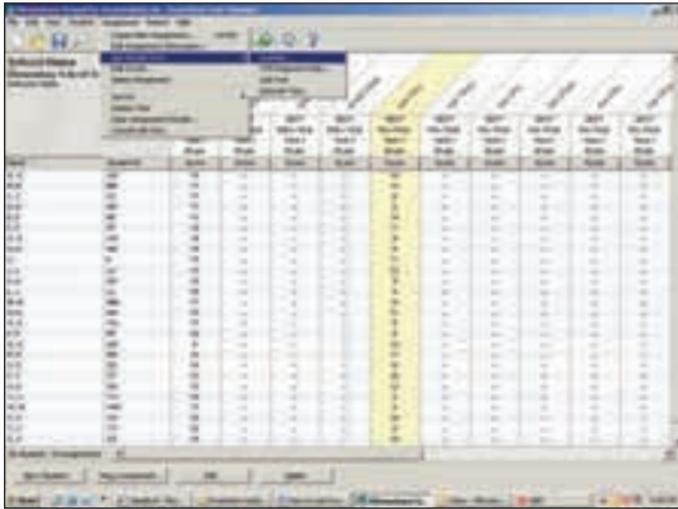
Open the **ExamView Player** by selecting the icon on the desktop.

- Step 1: Have the student enter his or her name and the assigned student ID number from Section 1.2. Have the student click “Next.”
- Step 2: Have the student select the test and click “Next.”
- Step 3: Tell the student to enter either the test password or their password based on the options selected in Section 1.3, Step 4, and then click “Next.”
- Step 4: The test will appear onscreen. The student must click his or her answer choice or press the corresponding key. Tell the student that clicking the forward-arrow icon on the lower right of the screen will advance the test to the next question.
- Make sure the student knows to click the “End” icon on the lower left of the screen when the test is completed.
- After clicking the “End” icon, the student will be given the option to take another test or to exit the player. Have the student select the appropriate choice.



## 1.5 Retrieving Results

- Use the **ExamView Test Manager** to open the class grade book.
- With the grade book open, highlight an assignment by clicking on it. Go to “Assignment” → “Get Results from” → “LAN Test” in the menu bar. The number of correct answers will automatically appear in the grade book.<sup>(2)</sup>



Congratulations! Your results have been downloaded. Click the “Save” icon, and exit the screen when you are finished.

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2. To see student results as a percentage, click on the “PTS/%” icon on the toolbar at the top of the screen.

# 2 Using ExamView with Scanners

You do not need to publish a test with scanning.

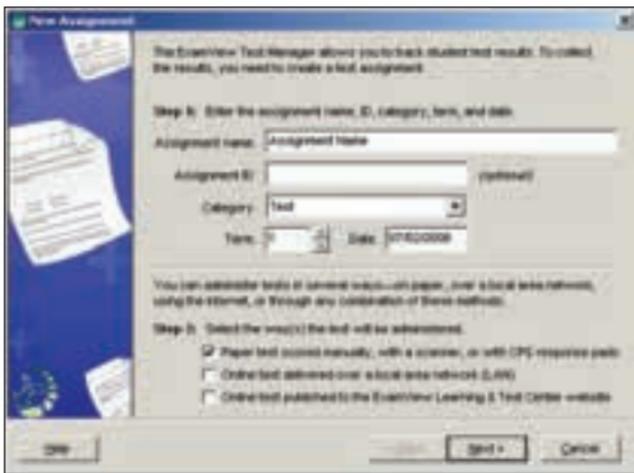
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## 2.1 Creating a Class

Create a class according to the instructions in Section 1.2.

## 2.2 Creating an Assignment

- With the grade book open, click “New Assignment” on the lower left of the screen.
- Step 1: Name the assignment.
- Step 2: Select “Paper test scored manually, with a scanner, or with CPS response pads.” Click “Next.”

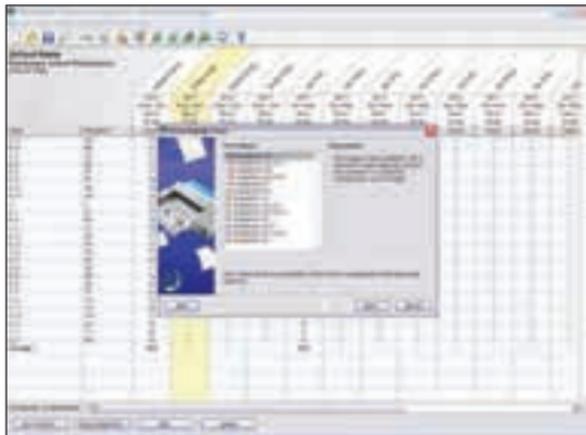


- Step 3: Select the corresponding test for the assignment.
- Review your options, and then click “Finish” on the summary screen.
- Save your class and exit the Test Manager.

## 2.3 Preparing Student Answer Grids

### 2.3.A Plain Paper Scanner:

- Click on the assignment to highlight it.
- From the menu bar, go to “File” → “Print Bubble Form.”
- Select the applicable type from the “Form Name” list, and then click “Next.”



- Review the default information, make necessary changes, and then click “Finish.”
- Select printer and click “OK.”

### 2.3.B OMR (Apperson Scanner)

- Retrieve the appropriate pre-printed grids.
- Have students fill out their name and ID on their grid.

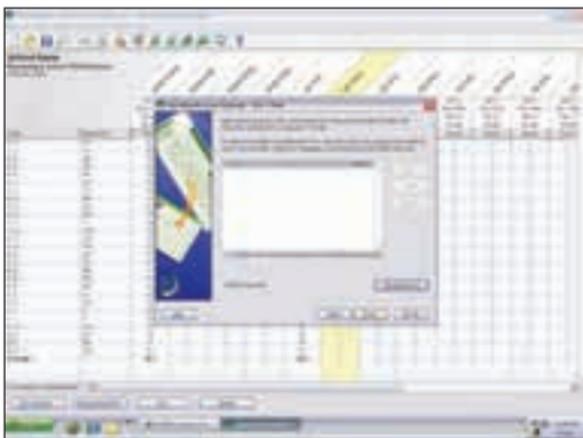
## 2.4 Administering the Test

Administer the test using grids and pencils. **\*\*NOTE: Students are required to use a pencil.\*\*** When students are finished, collect their grids in preparation for scanning.

## 2.5 Scanning Results

### 2.5.A Plain Paper Scanner:

- Place the student's completed test facedown on the scanner. Go to the computer screen.
- With the grade book open, click on the assignment.<sup>(3)</sup>
- From the menu bar, go to "Assignment" → "Get Results from" → "Scanner..."
- Select your scanner from the dropdown menu. Click "Next."
- Click "Start Scanning." After the grid is scanned, the student's test information will appear on the screen.<sup>(4)</sup>



The student's information has been automatically updated in the grade book. Repeat all steps in 2.5.A until the entire class is scanned.

### 2.5.B OMR (Apperson Scanner):

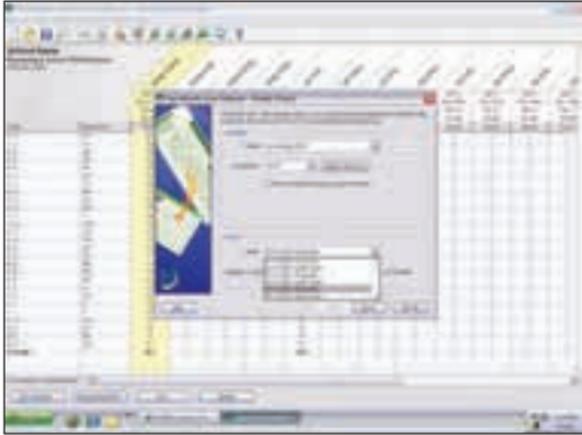
- With the grade book open, click on the assignment.
- From the menu bar, go to "Assignment" → "Get Results from" → "Scanner..."
- Select your scanner model from the dropdown menu.

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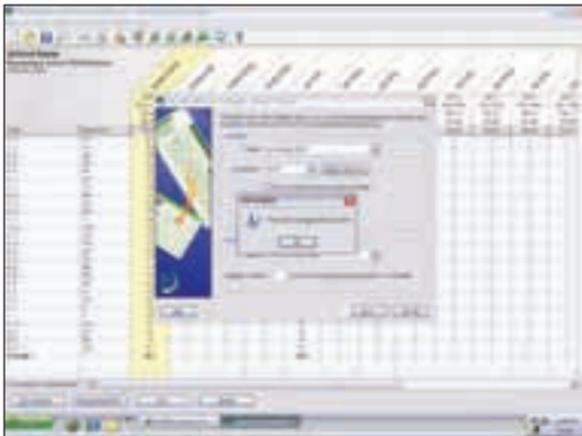
3. Make sure that the scanner has been connected. If not, exit the program, connect the scanner, and then reopen ExamView.

4. A red asterisk indicates that the student has not completed the test.

- Click “Detect Scanner.” Click “OK.”



- Select the applicable type from the “Form” list based on the paper grid you are using. Check the box if you would like the scanner to print the correct answers on the Apperson grid paper.<sup>(5)</sup>



Your results have been downloaded. Click the “Save” icon and exit the screen.

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5. This will only work if the ink cartridge has already been inserted.

# 3 Printing and Interpreting Results

With the grade book open, go to “Report” in the menu bar and select the type of report you would like to print. Below are descriptions of the different types of **ExamView** reports:

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## Prescriptive/Diagnostic Reporting

**Learning Focus Report** – a comprehensive report that identifies the *Momentum Math* topics and volumes your class/students need for intervention instruction.

**Performance Summary Report** – identifies the *Momentum Math* topics and volumes where students are proficient in *Momentum Math*.

## Progress Reporting

**Item Analysis Summary Report** – provides, by type of question and by individual question, the percent of the class that answered each question correctly.

**Item Remediation Summary Report** – provides a summary of questions that the class answered incorrectly at a rate higher than the set threshold level. The report pinpoints questions that may require reteaching.

**Class Performance Progress Chart** – provides a brief overview of how each student is performing on each of the learning objectives/standards for all assignments in a category over a specified date range.

**Technical support: 1-800-897-3202**



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For further information about *Momentum Math*, visit [www.proedinc.com](http://www.proedinc.com)