

Online with the K-2 Interactive Process Assessment Resource

Welcome to the K-2 Interactive Process Assessment Resource. Read on to learn about this tool and to receive instructions for using this online resource.

Introduction to the K-2 Interactive Process Assessment Resource:

The goal of this resource is to provide you with an interactive environment in which you can learn about assessing student work on process tasks, and to provide materials for you to use with your students. Tasks address the following mathematics process skills: solves problems, reasons logically, and communicates understanding.

As you begin your exploration, the following steps are recommended:

1. After choosing a grade level (K, 1, or 2), select a task and complete it yourself. While this may seem simplistic, working through the task will give you first-hand knowledge of the mathematics required to determine a solution.
2. Open, print, and review the task-specific scoring guide to become familiar with the criteria with which student work will be scored.
3. Review the anchor papers, which are actual samples of student work included to clarify how scoring guide criteria are applied to determine a score from 0 to 4 points. An annotation at the bottom of each anchor paper further explains how the score was determined.
4. If you decide to use the task with your students, print the BLMs (black line masters). Enjoy this leap into the world of assessment!

If at any time you leave the K-2 Performance Assessment Resource, you can navigate back to it using the following address:

<http://www.vansd.org>

Single click **Departments** and then single click **Mathematics**. Once you reach MathWeb, single click the Resources tab. Then, single click the Blackline Masters tab. You'll see a link on the left side of the page for this K-2 resource. Single click to begin.

The remaining sections of this document provide information about hands-on use of the K-2 resource. The section titled *K-2 Interactive Process Assessment Resource Step-by-Step* explains how to navigate through the resource using links and bookmarks. The section titled *Adobe Acrobat™ Reader Features and Functions* provides information about using Acrobat Reader, including printing a document and using the zoom-in feature.

K-2 Interactive Process Assessment Resource Step-by-Step

1. Single click the **Launch** link at the bottom of the introduction screen. This opens the K-2 Interactive Process Assessment Resource using Adobe Acrobat™ Reader.
2. The first screen (*figure 1*) of the resource gives you a number of choices. Two links, "Teacher Notes: Early Grades Process Assessments," and "For Parents: Ideas to Support Learning" will open informational documents. To select a task, first click on the picture labeled with the grade level of your choice.
3. A grade level index will open on your screen. (*Figure 2* shows the First Grade Index.) On the right side of your screen, you'll see a list of tasks organized by process skill: solves problems, reasons logically, and communicates understanding. Single click on the title of the task of your choice.
4. On your screen you will now see the task in the display window on your screen. (Note that this is NOT the black line master you will want to use with your students, as it does not provide enough space for response. Black line masters are addressed below.)

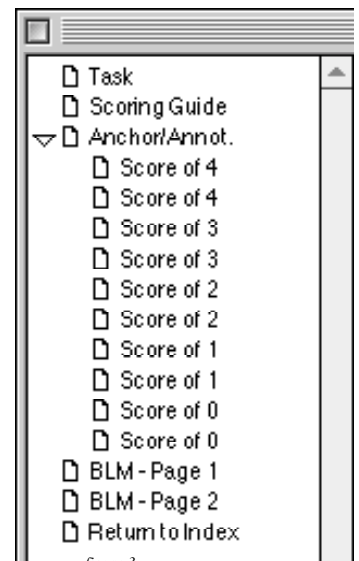


On the left side of your screen, you'll see a list of "bookmarks" (*figure 3*). These identify, by title, the support materials available for the task you've selected. You can single click on a bookmark of your choice to view each of the items.

The first bookmark, titled **Task**, is the first item you'll see on your screen. Single click on **Scoring Guide** to view and print a copy of the task-specific scoring guide. Next, view the anchor papers and annotations. You'll find two student work samples for each score point, starting with 4 points and working down through 0 points. An annotation, which explains the score in terms of scoring guide criteria, appears below each work sample.

Two bookmarks, titled **BLM-Page 1** and **BLM-Page 2**, allow you to view and/or print the black line masters for the selected task.

The final bookmark, titled **Return to Index**, will take you back to the index of tasks for the grade level you've selected.



Remember that you can navigate through the bookmarks in any order you choose, and you can return to a previously viewed bookmark at any time by single clicking on its title.

5. When you are ready to move on to a different resource or another section of MathWeb, simply use the links and tabs available on your screen.

Adobe Acrobat Reader Features and Functions

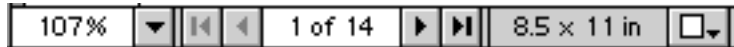
Once you have selected a task from the K-2 Resource and you see the task and list of bookmarks on your screen you are operating in an Adobe Acrobat™ Reader environment. A tool bar near the top of your screen provides functionality within this environment. The tool bar and functions described in this section are shown below:



Printing

You may want to print some or all pages of the resources available for a selected task. Keep in mind that all support materials listed as bookmarks for a specific task are considered part of the same PDF document. This means that if you print and do not specify a page range, ALL materials related to that task will print. This includes the task, scoring guide, anchor papers and annotations, and black line masters—a minimum of 14 pages.

As you are viewing the support materials included with each task, you will see a page indicator at the bottom of your screen, as shown below:

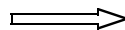


The page indicator here shows that you are currently viewing page 1 of 14.

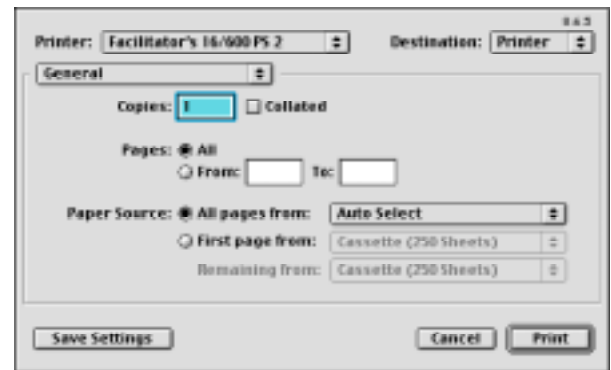


As you single click the bookmarks to view the different support materials, the page indicator will change to identify the number of the page currently being viewed. This page indicator will be helpful to you when you want to print a specific page, rather than all pages included as support materials for the task you've selected. Here's an example: Let's say that you would like to have a copy of the scoring guide as you view the anchor papers online. When you single click on the bookmark titled Scoring Guide, you will see that the page indicator shows "2 of 14." This means the scoring guide is on page 2. Single click the printer icon on your tool bar. (Note: if you are using an early version of Acrobat Reader, you may not see the printer icon. If this is the case, simply press on the File menu and select Print.)

A printer dialog box will appear on your screen. You'll notice that the default is to print **all** pages.



Press the tab key until the cursor appears in the field labeled "From:" and type the number 2. Then press the tab key once to move the cursor to the "To:" field and type the number 2. Click the Print button, and page 2, the Scoring Guide, will print.



If you want to print a range of pages, simply enter the correct page numbers. For example, to print both pages of the black line master (BLM-Page1 and BLM-Page 2) at one time, enter the number 13 in the "From:" field and the number 14 in the "To:" field, and then click the Print button.

Once again, if you would like to print all pages, once you've clicked the printer icon on the tool bar or selected Print from the File menu, make sure the "Pages" selection shows **All** (as shown in the picture above) and press Print.



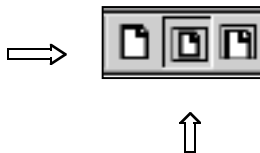
Zoom-In and Page View

The zoom-in tool (magnifying glass) allows you to expand the size of the document you are viewing. (Note that it does not affect the size of pictures or text when printed.) This feature can be especially helpful as you view anchor papers online, and want to examine a student's work more closely.

To increase magnification, click on the zoom-in tool, and then click the page you are viewing. The magnification will increase. If you would like to view the page in a higher level of magnification, click the page again.

If you would like to reduce the size of the display, the easiest way is to use the Page View icons. The two icons that will be most helpful to you are identified below. Simply click to select the icon of your choice.

Actual Size: The window's contents display in the size in which they were created.



Fit In Window: The entire page will be sized to fit within the display window.

Additional help for Acrobat™ Reader is available in the Reader Guide. If you are using a Macintosh workstation, press on the Finder menu (in the upper right corner of your screen) and select Acrobat™ Reader. Then, press on the Help menu and select Reader Guide. If you are using a Windows workstation, single click on Acrobat Reader on the task bar, press on the Help menu and select Reader Guide. When you're done with the Reader Guide, click the close box in the upper left corner of the window.