

# Teacher How-To Guide

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This guide describes how to perform all of the tasks you need to know including:

- Working with the Instruction Planner
- Working with Assessments
- Creating an Assignment
- Creating an Announcement
- Accessing Reports
- Using the Calendar
- Working with Class Roster
- Working with Professional Development records

## Working with Instruction Planner

1. Log in to AgileMind or ThinkFive.
2. Click the **My Courses** tab.
3. Select a course by clicking a course title from the drop down menu or from the course tab next to the **My Classes** tab.

Topic	Description	Assessment
<b>Foundational topics</b>		
1. Rational numbers	This topic provides a refresher on rational numbers, real numbers and irrational numbers by presenting different types of numbers and selected operations on them in context. The topic also reviews order of operations in a contextual way.	<a href="#">Guided assessment</a> <a href="#">Self test questions</a> <a href="#">Multiple choice</a> <a href="#">Constructed response</a>

4. Click a topic to view.
5. View the **Instruction Planner** for the topic in the left navigation menu.
6. On the left navigation menu, under **Instruction Planner** click the desired section:

Instruction Planner
Plan the lesson
Teach the lesson
Teaching tips
My topic notes
Alignment to standards
Alignment to textbooks
Scope and sequence
Additional Support
Continuing education
Print assessments

- **Plan the lesson** Goals and Objectives, Online Materials and Resources, Offline Materials and Resources, Assignment, Prerequisite Skills, and Time Management
- **Teach the lesson** Opening the Lesson, Framing Questions, Online Lesson Activities, Offline Lesson Activities, Suggested Assessments, and Further Questions. (Many topics are divided into separate blocks, with specific advice on each.)
- **Teaching tips** Content Connections, Classroom Strategies, Common Interactions, and Technology Notes
- **My topic notes** Maintain personal notes for this topic
- **Alignment to standards** Choose standards by type (TX, CA, etc.). Then view Agile Mind course topics that align with them.
- **Alignment to textbooks** Choose a text book. Then view book sections that cross-reference Agile Mind course topics.
- **Scope and sequence** View a weekly teaching road map that aligns Agile Mind course topics with standards-based milestones.

And under **Additional Support**:

- **Continuing education** Teachers can submit responses to questions about teaching this specific topic to the Dana Center . (Continuing professional education credit is available from the Dana Center at the University of Texas in Austin.)
  - **Print assessments** Select options to print assessments (for example, with or without answers). Then preview and print it in Adobe Portable Document Format (pdf).
7. For example, click **Teach the lesson** from the **Instruction Planner** menu.
  8. Click a button to choose an area to view. Many topics are divided into **Blocks**, representing the number of teaching periods for teaching the topic, as recommended by experienced teachers.

Algebra I      1. Rational numbers ▶      Algebra I ▼

Select Sections | Preview | Print

**Teach the Lesson: Select Sections**

*The sections below offer consolidated expert advice on how to plan outstanding lessons supported by material in this topic. Click the [view](#) icon to review suggestions. Use the checkboxes to add sections to your lesson plan.*

<input checked="" type="radio"/> Block 1	<input type="radio"/> Block 2	<input type="radio"/> Block 3	<input type="radio"/> Show All Blocks
<a href="#">view</a> <input checked="" type="checkbox"/> Opening the Lesson	<a href="#">view</a> <input checked="" type="checkbox"/> Online Lesson Activities	<a href="#">Save selections</a>	
<a href="#">view</a> <input checked="" type="checkbox"/> Framing Questions	<a href="#">view</a> <input checked="" type="checkbox"/> Offline Lesson Activities		
<a href="#">view</a> <input checked="" type="checkbox"/> Further Questions	<a href="#">view</a> <input checked="" type="checkbox"/> Suggested Assessments		

Opening the Lesson (Block 1)      [About Opening the Lesson](#)

9. Click a **View** button to find suggested questions and activities.
10. Scroll down to **My Notes**, enter notes for class, and click **Save notes** to include them in your lesson plan.

**My Notes**      [Save notes](#)      [Reset](#)

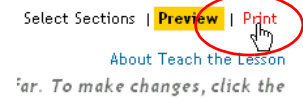
*You can now edit your additions for this part of the instruction planner. Click on Save notes to store and see the formatted information.*

Remind them how well most of them did and ask for volunteer to describe Maggie's rule.

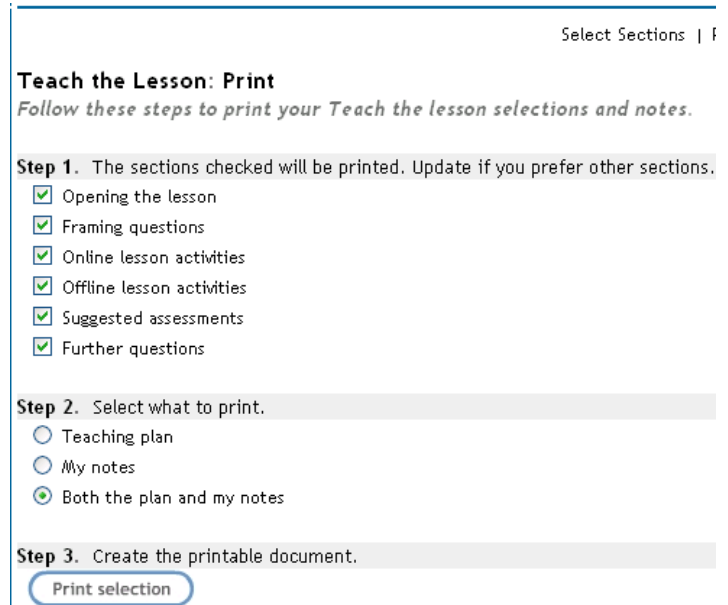
11. Click the check boxes and select the sections to include in your lesson plan.
12. Click Save selections to save changes to your lesson planner.

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13. **Preview** or **Print** the **Instruction planner** once changes have been made.



- When you click **Print**, follow the steps in the window to select or deselect sections to print. Then click **Print selection**. (For math type fonts to print properly, Adobe print settings **MUST** be set to **ADVANCED: PRINT AS IMAGE**.)



14. For **Assessments**, on the next screen, select **Self test questions**, **Multiple choice**, or **Constructed/Free response**.

The next section describes how to work with Assessemments.

## Working with Assessments

Each topic includes four types of assessments as shown in the middle portion of the navigation menu:

Topic Contents
Course topics
Overview
<b>Exploring</b>
Positive and negative rationals
Algebra tiles
Fractions and decimals
Order of operations
<b>Summary</b>
<b>Assessments</b>
Guided assessment
<b>Self test questions</b> ▶
<b>Testing</b>
Multiple choice
Constructed response

Agile Mind services contain four forms of assessment:

1. Guided assessment (with interactive hints and feedback)
2. Self test questions (with scores available only to students)
3. AP Test Practice (ThinkFive Calculus and Statistics)
  - Multiple choice
  - Free/Constructed response
4. Test Practice (AgileMind Middle School Mathematics 2 and Middle School Mathematics 3, Algebra I, Geometry, Algebra II, and Precalculus)
  - Multiple choice
  - Free/Constructed response.

These assessments are discussed in the sections below.

- To print an assessment at any time, use the **Print Assessments** option on the lower portion of the left navigation menu.

### Guided assessment

In a Guided assessment (with hints and interactive feedback), students are asked to solve problems whose purpose is to assess not their likely performance on an accountability exam but their true understanding of the ideas presented. Items contain hints and specific feedback; a student can take up to three tries per question in submitting an answer before being given the right answer. If the third attempt is not successful, the correct answer and explanation appear onscreen. The Individual Item Analysis Report (discussed with Reports) provides results to both teacher and student; for teachers only, it provides the number of student

attempts to answer each question and whether each student answered correctly or incorrectly on each attempt.

#### Guided assessment

◀ 1 2 3 4 5 ▶

During those five plays, Tony gained 16 yards, lost 8 yards, gained 15 yards, lost 6 yards, and then gained 8 yards. Summarize Tony's play for the game by dragging the tiles below into the appropriate slots.

45    $53\frac{3}{4}$     $-1\frac{1}{4}$     $53\frac{1}{4}$     $46\frac{1}{4}$    25    $1\frac{1}{4}$    -25

Tony's netyardage for the five plays is . At the beginning of Tony's plays, the Tigers were on the 20-yard line. At the end of his plays, his team is on the -yard line. Tony makes two more plays gaining  $3\frac{1}{2}$  yards and losing  $2\frac{1}{4}$  yards. His netyardage for the two plays is . At the end of those two plays, his team is  yards from their own end zone and  yards away from the Knight's end zone.

Hint   Submit Answer

### Self test

Self test questions are comparable in format to a Guided assessment, with hints and feedback to build student confidence and competency. Students receive reports on their performance on each individual item, and no one else sees their scores. Teachers can view a report that indicates which students logged on to Self test questions for a specific topic; accordingly, teachers may use the Self test questions for:

- Students who have missed class and need a review
- Students who are struggling to learn at the pace of their peers.

#### Self test questions

◀ 1 2 3 4 5 ▶

Carmen drinks  $1\frac{1}{3}$  cups of juice every day for breakfast. What is the maximum number of days a gallon of juice will last? (There are 16 cups in one gallon.)

- 10 days                       12 days
- 16 days                         21.25 days

Hint   Submit Answer

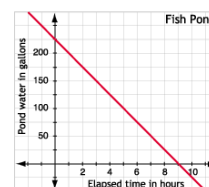
### Multiple choice

In Multiple choice, each item is a new question not used in any part of the topic or its assessments. This component is designed for testing and test preparation, so it gives students no hints or feedback. Because this is a test practice, students have only one opportunity to answer each question. At the request of educators, only teachers receive the answers, so that they have the option to use the Multiple choice component for exams. ThinkFive questions are in the same format as

the AP exam. AgileMind questions are in a format similar to the state accountability exam. Both students and teacher receive **Item Analysis** reports of the results. The student version of the report shows whether the student answered the question correctly or incorrectly; the teacher version indicates the performance of each student.

**Multiple choice questions**

Anthony has created this graphical representation of the algebraic rule that models the relationship between time in hours and the amount of water in a fish pond. What is one thing you might conclude by looking at his representation?



- As time passes, more water is being added to the pond.
- As time passes, the pond is losing water at a steady rate.
- As time passes, the amount of water in the pond is staying the same.
- As time passes, the pond is losing water, but the rate of loss is not steady.

Submit Answer

**Free response or Constructed response**

Free response (ThinkFive) and Constructed response (AgileMind) provide test practice. Each item is a new question not utilized in any part of the topic assessments. These questions are designed for written, paper-and-pencil response. ThinkFive questions are written in the same format as the corresponding AP exam. For teachers, each question also includes a scoring rubric comparable to those used by the College Board.



**Making Stuffed Animals**

It costs a company \$20 per box to make pocket-sized stuffed animals. The company also has a fixed manufacturing cost of \$2300. The owners are trying to calculate their cost for making boxes of animals.

- a. Identify the variables in this relationship and indicate which would be the independent variable and which would be the dependent variable.
- b. Complete the table to explore this relationship. Then, use the table to write a function rule that describes the relationship between the number of boxes manufactured,  $b$ , and the cost of manufacturing those boxes,  $c$ .

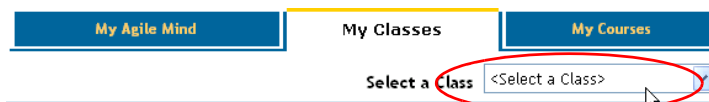
Number of boxes	Process	Manufacturing cost in dollars
0		
1		
2		
10		
50		
100		

## Creating an Assignment

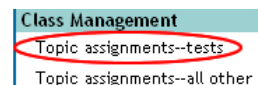
1. Login to AgileMind or ThinkFive.
2. Click the **My Classes** tab.



3. From the **Select a Class** list, select the desired class.



4. To add a **Multiple choice** or **Constructed/Free response** assignment, click **Topic assignments--tests** under **Class Management** (on the left navigation menu).



5. On the next screen, find the topic and test type desired, then click **Edit** in the same row.

3. Variables and functions	Multiple choice	<input type="checkbox"/> Off	class	<input type="button" value="Edit"/>
	Constructed response	<input type="checkbox"/> Off	class	<input type="button" value="Edit"/>

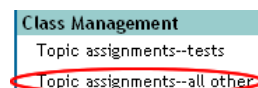
6. Click the desired **Test Status**:

- **off** students cannot access the questions
- **on** students may access the questions
- **sch** students may access the questions within a scheduled date range.

Enter a **Scheduled Start** date and **Scheduled Completion** date for the assignment. In the **Assign to** field, select the class or students to whom the task is assigned. Click **Submit Test Access Change** to complete the assignment.

**Topic** 3. Variables and functions  
**Test Component** Multiple choice  
**Test Status**    
Dates apply only if you select status sch.  
**Scheduled Start**    
**Scheduled Completion**    
**Assign to**  All students in this class  
 All students in all my Algebra I classes

7. To make an assignment other than **Multiple choice** or **Constructed/Free response**, click **Topic assignments—all other** under **Class Management**.



8. Click **Add Assignment**.

9. Select a topic from the **Topic** link list.
10. From the **Test Component** list, select the starting point for the assignment.
11. In the **Assignment name** field, change the assignment name, if desired.
12. In the **Assignment description** field, enter a description, if desired.
13. Enter **Scheduled Start** and **Scheduled Completion** dates. At **Assign to**, click a radio button for the the class, classes, groups or specific student(s) to whom the task is assigned. Click **Add Assignment** to complete the assignment.

**Topic**

**Test Component**

**Assignment name**

**Assignment description**

**Scheduled Start**

**Scheduled Completion**

**Assign to**
 All students in this class  
 All students in all my Algebra I classes  
 All students in some of my Algebra I classes  
 Students in selected groups  
 Selected students

## Making an Announcement

1. Login to AgileMind or ThinkFive.
2. Click the **My Classes** tab.





3. Select **Announcements** under **Class Communications** in the left navigation menu.



4. Enter the title and start/end dates.

**Title**

**Date to start display**  

**Date to end display**  

**Announcement**

**Announce to**

This class

All my Algebra I classes

Some of my Algebra I classes

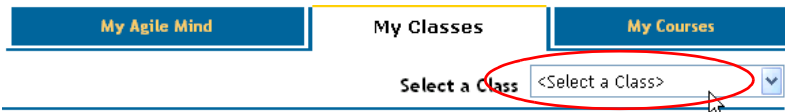
5. Enter the announcement.
6. Choose who will see the announcement.
7. Click **Submit Announcement**.

## Accessing Reports

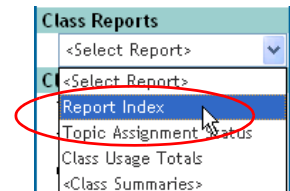
1. Login to AgileMind or ThinkFive.
2. Click the **My Classes** tab.



3. From the **Select a Class** list, select the desired class.



4. Under **Class Reports** (on the left navigation menu), click **Report Index** to display the list of available reports.



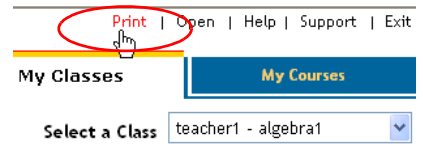
The reports are as follows:

Class Summaries	
<b>Multiple Choice Test Results</b>	Summarizes multiple choice test results for all students across all topics.
<b>Guided Assessments</b>	Summarizes guided assessment results for all students across all topics.
<b>Usage Summary</b>	Summarizes usage for all students across all topics.

Course Topic	Choose a topic for reports on class topic work. ▼
Topic MC Summary	Summarizes the details of class answers in the multiple choice questions for the topic you select.
Topic MC Details	Includes details of class answers in the multiple choice questions for the topic you select.
Topic GA Summary	Summarizes the details for class answers in the Guided assessment for the topic you select.
Topic GA Details	Includes details of class answers in the Guided assessment for the topic you select.
Topic Scores	How is the class doing overall? Where are the students having problems?
Topic Usage	How much time have students been spending?

Student	Choose a student for individual reports. ▼
Student Item Analysis	What are the details of a student's answers for the assessments in selected topics?
Student Scores	How is a student doing overall on selected topics?
Student Usage	How much time did a student spend on selected topics?

5. Select the **Class Summary**, **Course Topic**, or **Student report** you want.
6. When viewing the report:
  - Select the report name if it is a Class Summary.
  - Click on a topic and then select the report name to get a topic report.
  - Enter a student name and then select the report name to get a student report.
7. To print that report, click **Print** at the top right of the browser screen. This will produce a clean report without navigation segments.



8. If, later in the course, a topic is reassigned for review, change the **Start Date** and **Completion Date** to the revised dates of the assignment.

Then click **Submit Dates** to lock in the change. You must click **Submit Dates** to register the revised dates.

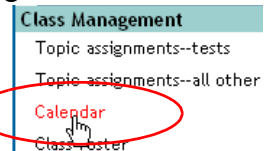
Topic 3. Variables and functions  
Test Component Multiple choice  
Test Status on   
Dates apply only if you select status sch.  
Scheduled Start April 10, 2006   
Scheduled Completion April 10, 2006   
Assign to  All students in this class  
 All students in all my Algebra I classes

## Using the Calendar

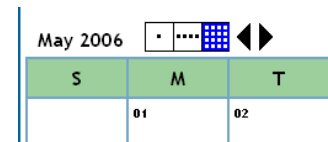
1. Login to AgileMind or ThinkFive
2. Click the **My Classes** tab.



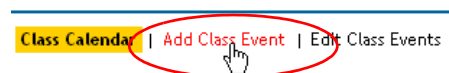
3. Select Calendar under Class Management in the left navigation menu.



4. View a day, a week, or a month. Use the directional arrows to move back or forward.



5. Select **Add Class Event** at the top of the page.



6. Enter the **Event Label** and start/end dates.

The calendar event you create will be seen by all members of the classes you select.

Event label   
Event start May 09, 2006   
Event end May 09, 2006   
Event applies to  This class  
 All my Algebra I classes  
 Some of my Algebra I classes  
Event description

7. Enter the **Event Description**.
8. Click **Submit Event** to add the event to the calendar.

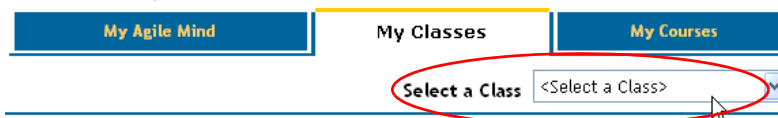
## Working with the Class Roster

This section shows you how to work with the Class Roster to add and update students.

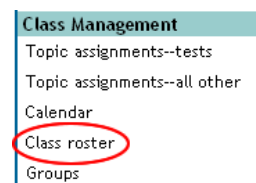
1. Login to AgileMind or ThinkFive.
2. Click the **My Classes** tab.



3. From the **Select a Class** list, select the desired class.



4. Under **Class Management** (on the left navigation menu), click to **Class Roster**.



5. To add a student, click **Add New Student** in the upper right of the screen.

Class Roster | **Add New Student** | View and Edit Student List

**Selected School is:** Washington High School

**Selected Class is:** Geometry 2nd Period

**Reminder:** Have your new students fill out contact information using the My Profile application.

**User**  
**screenname**

**User**  
**firstname**

**User**  
**lastname**

**User**  
**password**

6. Enter **User screenname**<sup>1</sup>, **User firstname**, and **User lastname**. The Agile-Mind user advisory team recommends using the district student id number as the user screenname to avoid duplication (Not a Social Security number). A

password is automatically generated for the student. If the student would like to use a different password, delete the automatic password and enter the new one.

7. When entry is complete, click **Submit Class Member**.
8. To edit student data, click **View and Edit Student List** in the upper right of the screen.

Student Name	Student User Id	Student Password	
Jones, Julie	987560	CarRace	Edit
Welby, Marcus	987565	LightHouse	Edit

9. Find the student's **User Name** in the first column. Click **Edit** in the same row.
10. On the next screen, enter the desired changes, which may include **User screenname**, **User firstname**, **User lastname**, **User password**, and the class in which the student is enrolled.
11. Click on **Update Class Member**.
12. To add a student to one of your classes that is currently not in any of your classes, display the list below your class roster (discussed earlier in this procedure). This list contains all the students in the school. Select a student from the list.

Student Name	Student User Id	Student Password	
Welby, Marcus	987565	CarRace	Edit
Jones, Sharon	456372	SunLight	Edit
Williams, John	754673	ShoeHorn	Edit
Miller, Roger	238765	TreeLeaf	Edit
Smith, John	117634	HouseWindow	Edit
Connor, Marsha	006535	BeachOcean	Edit
Weber, Karen	635221	FencePost	Edit

The list below contains all students in the school. You can select one of these students to move them into or out of one of your classes.

**Total number of students in school: 50**

Select a student to edit:

- Welby, Marcus (987565)
- Jones, Sharon (456372)
- Williams, John (754673)
- Miller, Roger (238765)
- Smith, John (117634)
- Connor, Marsha (006535)
- Weber, Karen (635221)
- Harris, Jimmy (226273)
- Hoffman, Mike (483763)
- McGhee, Mike (538292)
- Porter, Kevin (012578)
- Rivera, Stephanie (351852)
- West, Kara (002538)
- Neuven, Larry (635221)

1. The services will tell you if the User screenname is already in use at this campus. If so, you should click on "View and Edit Student List" and check the school student list to see if that student is already enrolled. If you click on the student you can add them to your class.

13. Check or uncheck the classes to enroll or remove the student.

**User ID** 99887766  
**User firstname** Marcus  
**User lastname** Welby  
**User password** CarRace

Only classes that you teach are listed here. Select or deselect classes to set up the selected student's enrollment.

Class Name	Class Course	Select Class
Algebra	Algebra I	<input type="checkbox"/>
Geometry	Geometry	<input checked="" type="checkbox"/>
Calculus	Calculus AB	<input type="checkbox"/>
Remedial Algebra	Algebra I	<input type="checkbox"/>
Algebra II	Algebra II	<input type="checkbox"/>

14. Click **Update Student** to save your changes.
15. Click **Print** in the upper right of the browser to print out your completed class roster.

## Working with Groups

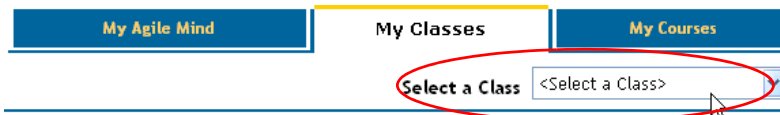
This section describes how to add and edit a group.

### Add a group

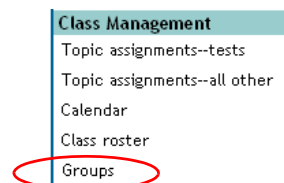
1. Login to AgileMind or ThinkFive.
2. Click the **My Classes** tab.



3. From the **Select a Class** list, select the desired class.



4. Click **Groups** in the left navigation menu.



- 
- To set up a new group, click **Add Group** in the upper right of the screen.

Class Groups **Add Group** Edit Groups

- Enter a **Group name**.

The screenshot shows a form for adding a new group. It includes the following fields and controls:

- Group name:** A text input field.
- Group type:** Radio buttons for 'project', 'study', 'social', and 'other'.
- Group purpose:** A text area with a scroll bar.
- Group membership policy:** Radio buttons for 'closed' and 'open'.
- Submit New Group:** A button.
- Cancel:** A button.

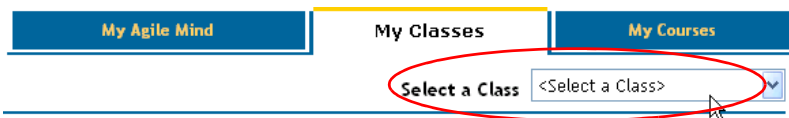
- Select the **Group type**.
- Enter a **Group purpose**.
- Click the **closed** or **open** radio buttons:
  - closed** select specific students who are allowed to join the group  
**Note** When the closed radio button is clicked, the class list will automatically appear. Follow the instructions on screen to select specific students for a closed group.
  - open** all students in class are automatically enrolled.
- Click **Submit New Group**.

### Edit a group

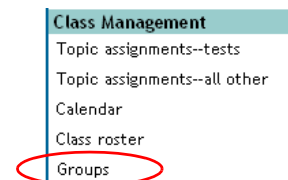
- Login to AgileMind or ThinkFive.
- Click the **My Classes** tab.



- From the **Select a Class** list, select the desired class..



- Click **Groups** in the left navigation menu.



5. To change an existing group, click **Edit Groups** in the upper right of the screen.

**Class Groups** | Add Group | **Edit Groups**

6. Find the **Group Name** of the group to be edited. Click **Edit** in the same row.

Group Name	
AP Algebra	<b>Edit</b>

7. Enter the desired changes, and then click **Update Group**.

**Group name**

**Group type**  project  study  social  other

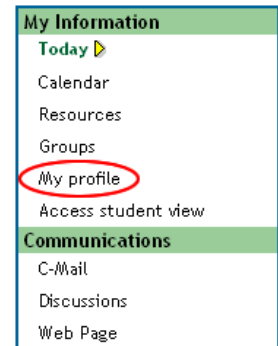
**Group purpose**

**Group membership policy**  closed  open

8. To remove the group completely, click **Delete Group**.

## Working with My Profile

1. Login to Agile Mind or ThinkFive.
2. From the **My AgileMind** tab, go to the left navigation menu to **My Information** heading. Click **My profile**.



3. Enter your contact information in the appropriate text fields.

**Contact Information**

Title	<input type="text" value="Mrs"/>
Work Phone	<input type="text" value="3837-374"/>
Work Phone Extension	<input type="text"/>
Home Phone	<input type="text"/>
Email	<input type="text" value="sjones@aol.com"/>
Email Alternative	<input type="text"/>
Address	<input type="text" value="1111 Main Street"/>
City	<input type="text" value="dallas"/>
State	<input type="text" value="USA"/>
Zip	<input type="text" value="81772"/>

**Agile Mind Information**

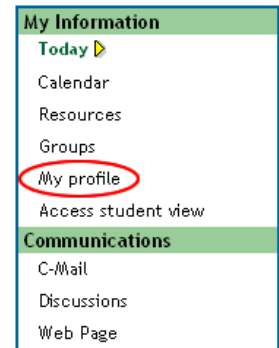
Password Hint	<input type="text" value="What is the name of your first pet?"/> <input type="button" value="v"/>
Password Answer	<input type="text" value="muffin"/>

4. Please include an area code separated by dashes to record your phone number. The field does not allow parenthesis.
5. Select a question from the **Password Hint** list. The correct answer will remind you of your password if you forget it.
6. Type in the answer to the **Password Hint** in the **Password Answer** field.
7. Click the **Update** button.  
"Your profile has been updated" will appear at the top of the page.

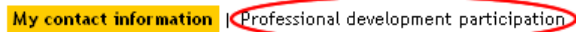
## Registering a Professional Development Record

1. Login to Agile Mind or ThinkFive.

- From the **My AgileMind** tab, go to the left navigation menu to **My Information** heading. Click **My profile**.



- Click **Professional development participation** in the upper right screen.



- In the **Event Date** field, enter the date you attended a training session.

Review and Update Participation in Training and Mentor Visits

Attendance Record	Dates	Event type	Event name	
You have no participation as yet.				

Add New Attendance

Event date:

Dates	Event type	Event name	
2006/03/18-2006/03/18	ftraining	Chicago PD Follow up Day 2	Add

- Click the **Reset Date** button.
- Find the **Event** you attended and click **Add**.
- The training session is now visible in the **Attendance Record**.
- To remove a training session from the **Attendance Record**, click **Remove**.

Review and Update Participation in Training and Mentor Visits

Attendance Record	Dates	Event type	Event name	
	2006/03/18-2006/03/18	ftraining	Chicago PD Follow up Day 2	<input type="button" value="Remove"/>

Add New Attendance

Event date:

- To update your profile at any time, go back to the previous screen by clicking **My Contact Information** at the top of the screen. Click **Update** button below the **My Contact Information** link. You will see a message on the left side of the screen saying, “Your profile has been updated.”

