



# Remote Instructions for the Math Inventory

*Paulding County School District - Accountability & Assessment Department*

## Guidance for Remote Administration of the Math Inventory For Caregivers

### What is the Math Inventory?

The Math Inventory, or MI, is a computer-adaptive mathematics test that provides a measure of students' readiness for mathematics instruction in the form of a Quantile measure. The results of the test can be used to measure how well students understand, and are likely to be successful with, various grade-appropriate mathematical skills and topics.

### Preparing Students

- Ensure that all students are well rested prior to taking the Math Inventory.
- Encourage students to stay relaxed and focused throughout the assessment. This is just one way to assess their mathematical knowledge.

### Environment

- Choose an area with minimal distractions and noise before they begin.
- Students may **NOT** use calculators or any formula pages when completing the MI.
- Students are allowed to use separate scrap/scratch paper to solve problems.

### General Instructions

- Please do not help your student during their assessment.
- Students are expected to read all test content materials on their own, without assistance. If they ask for help, encourage them to do their best.
- Do not read any portion of the assessment to or for the student.
- Make sure students work independently throughout the test.

### Math Inventory Tips

- Students can use up to three "skips" without penalty. If your student is struggling with a question, you can remind them they can skip it. This will not affect their score.
- The assessment generally takes about 30 minutes to complete. If students need to exit before completing the MI, they can press the Escape (esc) key. Their progress will be saved, so they can pick up exactly where they left off the next time they log in.
- When students log into the Math Inventory, they will start with a grade-level specific screener followed by a practice test. Typically, students will only take the screener and practice test the first time they complete the MI.



# Remote Instructions for the Math Inventory

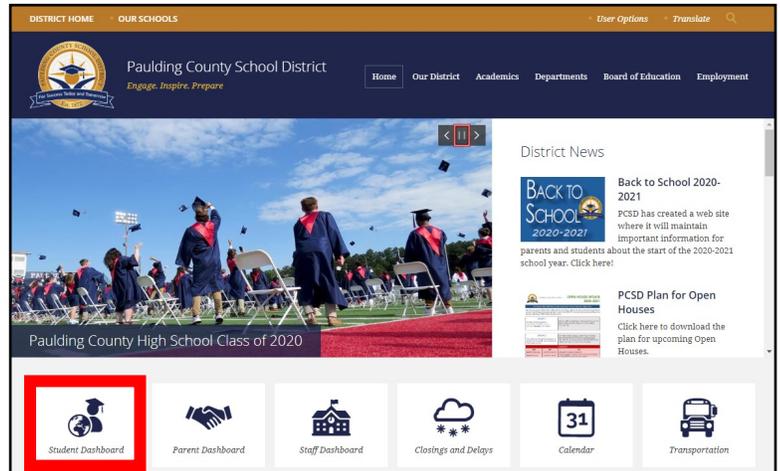
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### Accessing the Math Inventory

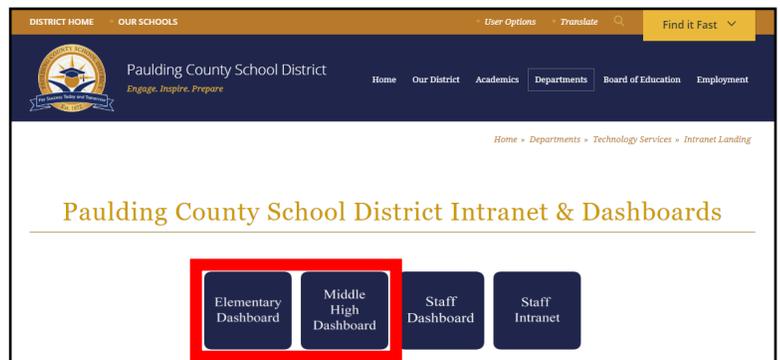
Students enrolled in the Math Inventory can access the assessment by using the directions shown on the following pages. If you need any assistance with your username or password, please contact your teacher. If you encounter any issues with accessing or using the platform, you should also contact your teacher.

Using your Internet browser, navigate to the Paulding County School District's website at [www.paulding.k12.ga.us](http://www.paulding.k12.ga.us).

On the district's homepage, find and click on the **Student Dashboard** icon (shown at right).

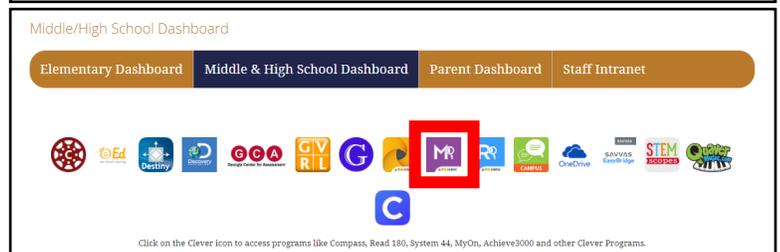


On the Intranet and Dashboards page, click on either the **Elementary Dashboard** or **Middle/High Dashboard** depending on the student's grade level (shown at right).



Although the overall icons slightly differ on the Elementary and Middle/High Dashboards, the **Math Inventory icon** looks the same on both.

Click on the **MI icon** (shown at right).





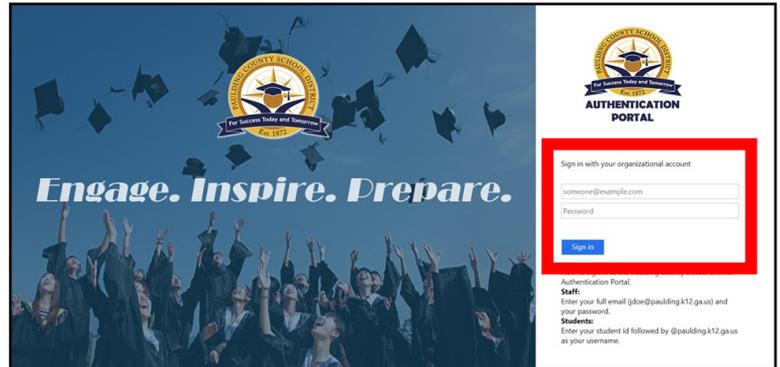
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After clicking on the MI icon, a **login screen** should appear (shown at right).

Students will need to enter their student ID number followed by *@paulding.k12.ga.us* as their **username**.

The **password** is the same as the one students use to log into Canvas or a school-based computer.



After signing in, students should see the HMH Central Welcome screen that includes a **personal greeting**.

To complete the MI, please click on the **Math Inventor icon** (shown at right).



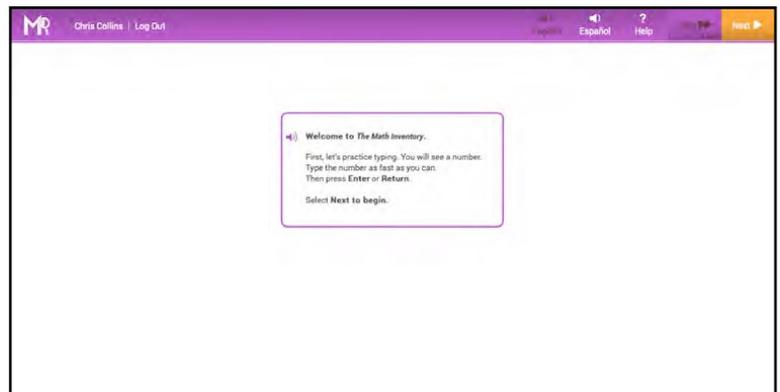
For more information on proceeding with the Math Inventory, please use the following pages. For more information on using the Reading Inventory, please refer to the "Remote Instructions for the Reading Inventory" document.

## The Math Inventory

Once students are enrolled in The Math Inventory, they may log in to the program. If you encounter any issues with accessing or using the platform, you should also contact your teacher.

After students log in, they see an introduction screen that displays instructions for the part of the **Math Inventory** assessment they are about to begin. The instructions are also read aloud.

If the student needs to have the instructions repeated, click on the **speaker icon** to hear the instructions read again.





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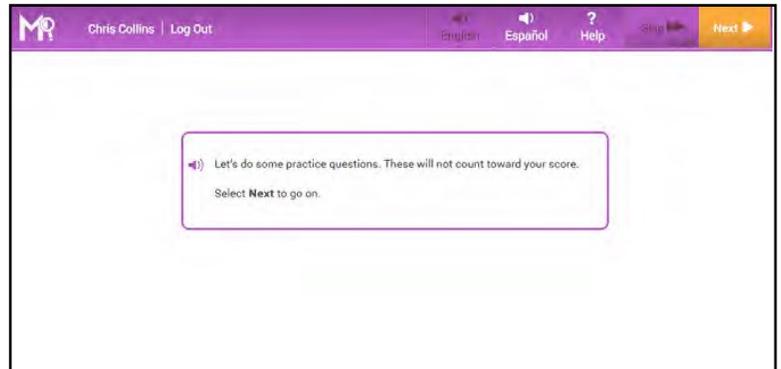
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The first screen also shows the **basic commands** that appear throughout the program:

- **English:** Click to have onscreen directions shown and audio directions read in English. This is the default setting.
- **Español:** Click to have onscreen directions shown and audio directions read in Spanish.
- **Help:** Click for audio help with using the program.
- **Skip:** Click to skip the question. Students may skip up to three questions in the MI Scored Test; skipped questions do not count against a student's score.
- **Next:** Click to go on to the next screen or question.

Students in **Kindergarten and Grade 1** see simpler onscreen instructions along with audio directions.

After reading the instructions, students click **Next** to go to their appropriate Screener.

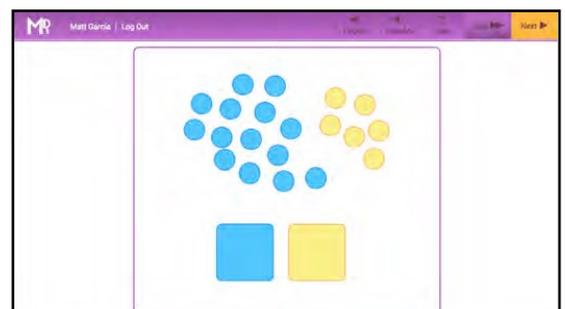


The Math Inventory has **three parts**: 1) the Early Numeracy Screener (Kindergarten and Grade 1) or Fact Screener (Grades 2 and higher), 2) the Practice Test, and 3) the MI Scored Test.

The **Early Numeracy Screener** asks students in **Kindergarten and Grade 1** to count and identify numerals and make quantity comparisons. It also includes simple instructions read aloud that explain the importance of answering the questions quickly to demonstrate fluency.

In the **first part** of the screener, students are asked to select the correct number of stars they see on the screen by clicking the number. In the **second part**, students are asked to choose which group of tiles contains more tiles by choosing the corresponding color's field at the bottom.

Students **who do not score sufficiently** on the Screener see a message to discuss their results with their teacher, who will determine if the student should take the screener again.





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The **Fact Screener** identifies students in Grades 2 and higher who may need work on math fact fluency. It is made up of a **Typing Warm-Up** and an **Addition Fact Screener**, and students in Grades 4 and up also see a **Multiplication Fact Screener**.

The Fact Screener also includes simple instructions that explain the importance of answering math facts quickly to demonstrate fluency.

The results from the screeners indicate which students may need work on fact fluency and which students are fluent on the tested facts in addition or multiplication. After the last fact, clicking Next takes students to the Practice Test.

MR Chris Collins | Log Out English Español Help Skip Next

10

Typing Warm-Up  
for Grades 2+

MR Chris Collins | Log Out English Español Help Skip Next

$3 + 7 =$

Addition Fact Screener  
for Grades 2+

MR Chris Collins | Log Out English Español Help Skip Next

$6 \times 7 =$

Multiplication Fact Screener  
for Grades 4+

The **Practice Test** prepares students for the Scored Test by determining if students understand how to use the computer to answer questions.

Practice Test answers **do not** count toward students' final Quantile measures.

MR Chris Collins | Log Out English Español Help Skip Next

Let's do some practice questions. These will not count toward your score.  
Select Next to go on.



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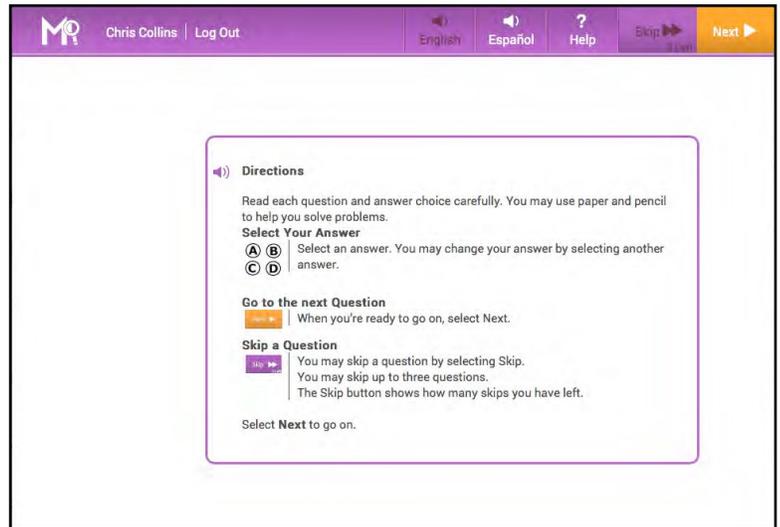
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After clicking Next, students see an **instruction screen** that describes the basic functions of the assessment. The instructions are also read aloud. To disable the audio instructions, click the speaker icon.

**Kindergarten and Grade 1 students** receive only audio instructions.

To hear the audio instructions read aloud in **Spanish**, and see Spanish onscreen instructions, click Español.

Click **Next** to move to the first question.



The Practice Test in both assessments consists of **three to five questions**. Practice Test questions are targeted to allow students to answer without difficulty. All questions are **multiple choice**, with four answer choices. To select an answer:

1. Click an answer from the list of choices to select it.
2. Click Next to record the answer choice and advance to the next question.

To change an answer, click a different answer choice before clicking Next or pressing Enter or Return. Students may not go back to a question to change the answer once they have submitted it.

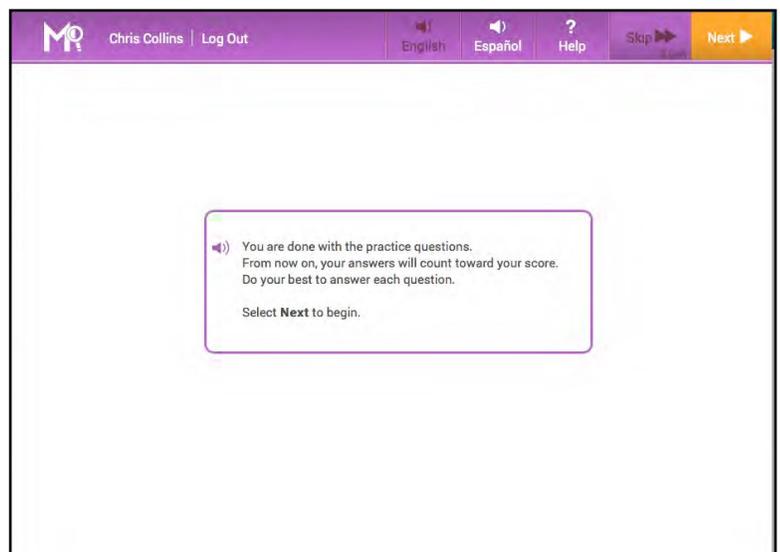
Students who answer any of the first three practice questions incorrectly see a message prompting them to seek help from their teacher. Once the teacher has addressed the issue, students may click OK to continue.

When students finish the Practice Test, they are prompted to begin **the Scored Test**.

Students are reminded that from this point on all answers count toward the **Math Inventory score**.

Students click **Next** to begin the Scored Test or the speaker icon to hear the instructions again.

Students who answer a question incorrectly in less than five seconds **see a message** encouraging them to focus on the question.





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The Scored Test consists of **24-45 multiple choice** questions across the mathematics strands based upon a grade level profile. It is an adaptive **assessment**, unique to each student based on their answer choices. Most students will complete their assessment in about **30-45 minutes**.

Chris Collins | Log Out | English | Español | Help | Skip 3 Left

What is the measure of  $\angle JKH$ ?

A)  $65^\circ$   
B)  $75^\circ$   
C)  $115^\circ$   
D)  $125^\circ$

Formulas

When students complete the Scored Test, the program displays a **Quantile measure** for that student.

To exit the program, click **Next**.

This closes The Math Inventory, and students' **scores are recorded** in the platform.

Chris Collins | Log Out | English | Español | Help | Skip 3 Left | Next

Thank you, Chris Collins.  
You have finished the test. Your Quantile score is 920Q.  
Select **Next** to exit.

Calculator | Formulas

For additional help with using the MI platform, you can view a brief video tutorial:

[Math Inventory Student Video Tutorial](#)

Jennifer Van Zandt | Log Out | English | Español | Help | Skip 3 Left | Next

Practice Item

Which shape is a circle?

A) B)   
C) D)

Calculator | Formulas