# Teacher: CPM Assessment Site

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# Using The Test Bank

# Getting Started Using the Test Bank

**Assessment.cpm.org Release notes version 411**

What's New

- Assessment.cpm.org version has been added to the bottom of most pages in the assessment site.
- Search options are now located below the navigation tree.  This allows for longer descriptions on standards.
- Standards have been updated and aligned to CCSSM.
- Add Selected to Cart button added to the bottom of the page.
- The question numbering format on tests has been changed to 1. Instead of 1.).

Bug Fixes

- In the testbank, Select All now goes to Deselect All. The intermediate step of Check All has been eliminated.

Creating a Test Using the Test Bank

Creating a Sample Test That Can Be Edited Online

Downloading a Test

How Do I Select Questions for a Test?

How Do I Edit Online a Saved Problem Set?

How Do I Upload My Own Images To The Online Editor?

How Do I Add to an Existing Test?

How Do I Create Additional Versions of a Test?

How Do I Delete or Rename a Test?

How Do I Use the Equation Editor?

# Creating a Test Using the Test Bank

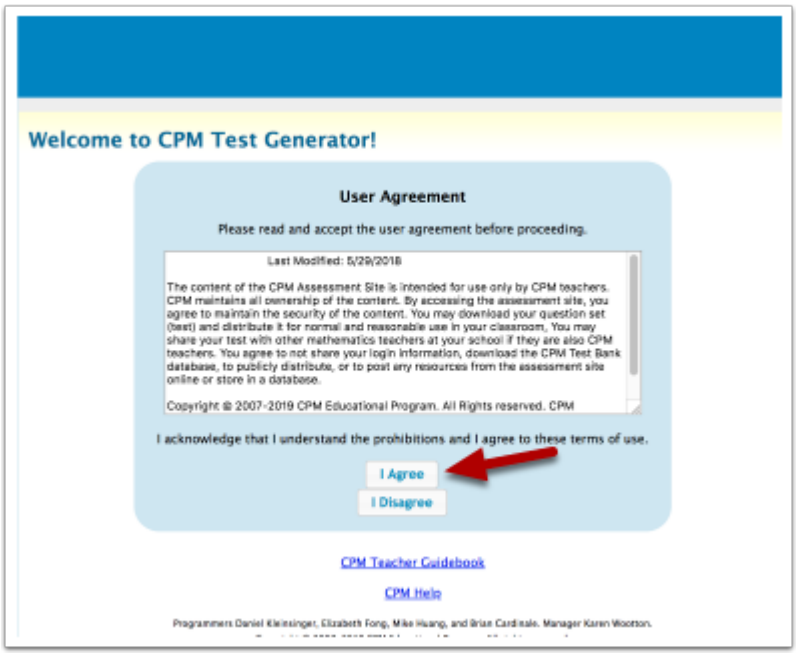
We will create a test for Chapter 3.

## Creating a test using the test bank.

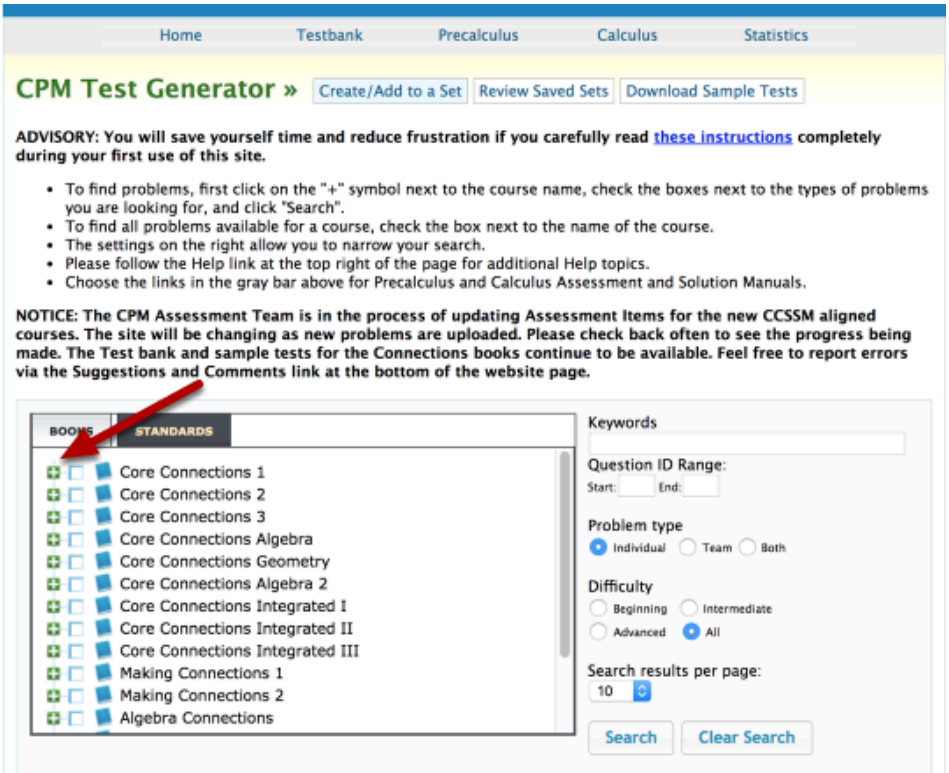
### 1. Log in to your eBook.

Click the CPM Assessment button at the bottom of your eBook page.

## 2. Click I Agree on User Agreement.

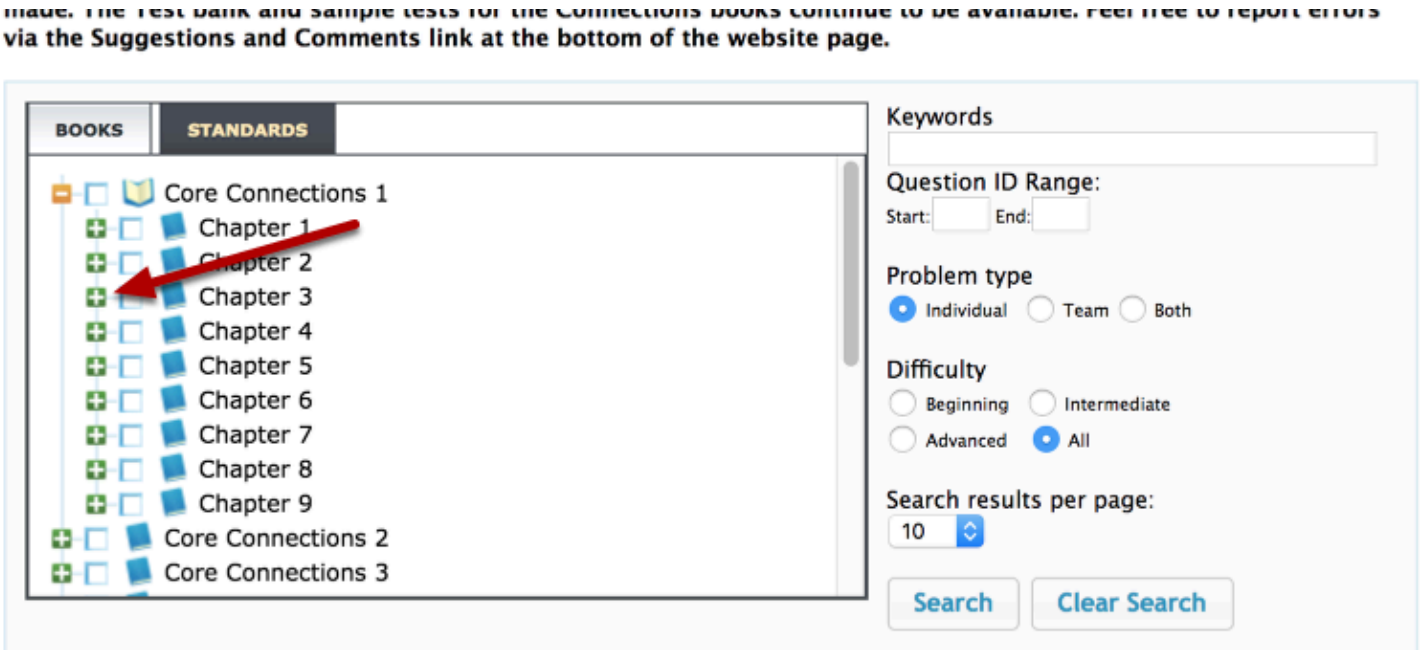



## 3. Choose Course.



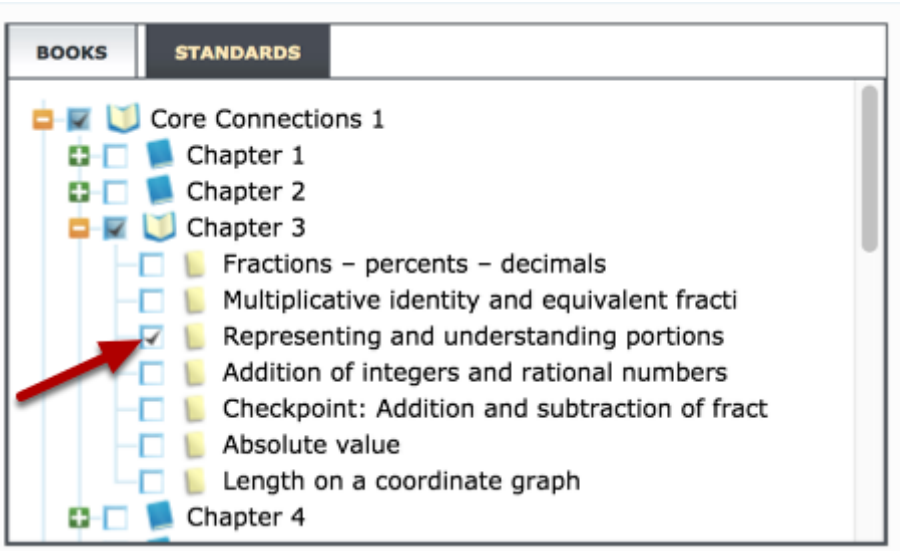

This is the screen we use to start creating a test.  Click on the + sign to see all the chapters.

## 4. Choose Chapter.



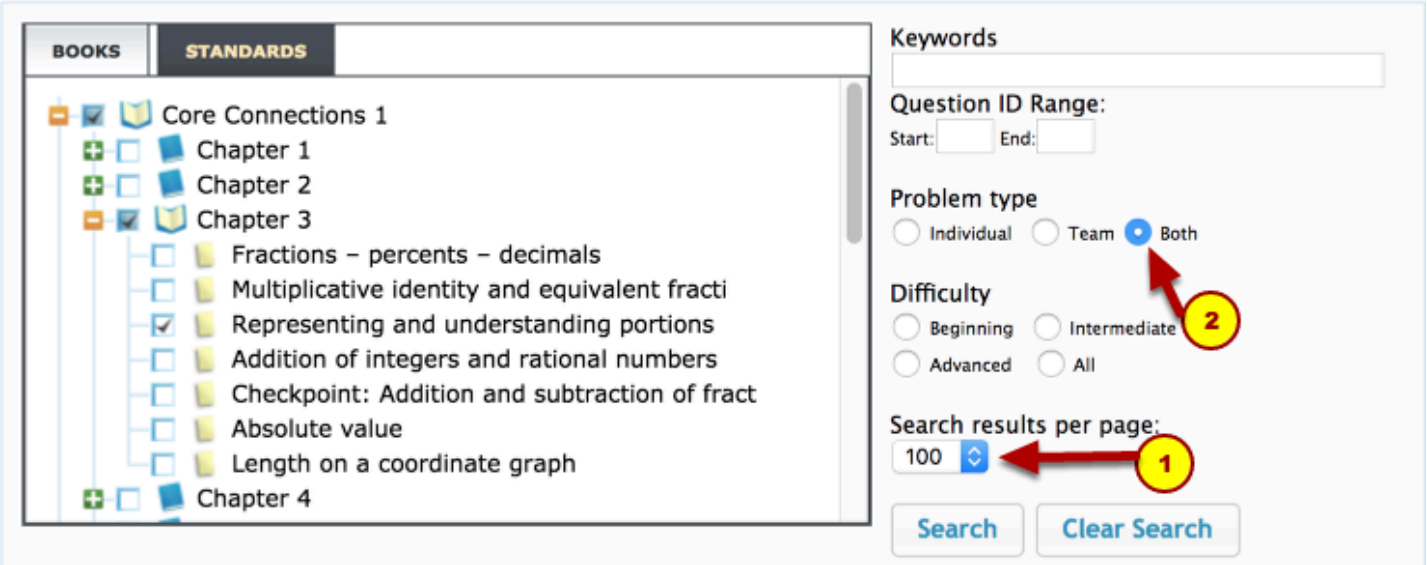

Since this will be a Chapter 3 test, we will start with a few questions from this chapter. Click in the green + sign next to Chapter 3 to expand this chapter.

## 5. Choose topic(s).

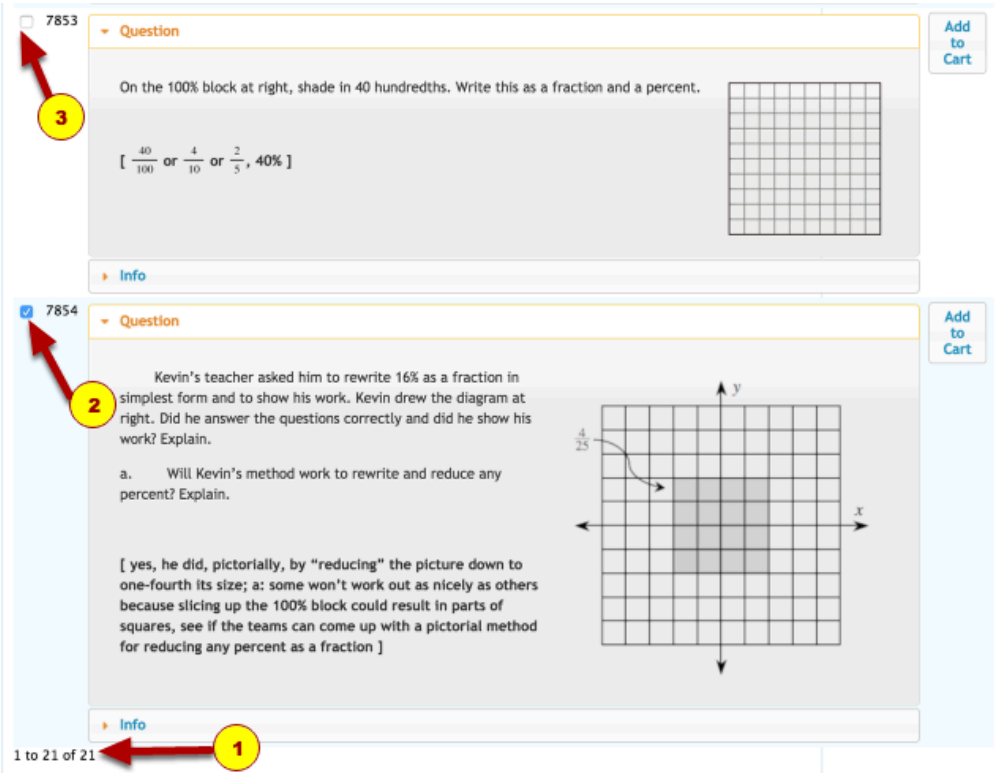



Many users prefer to pick one objective at a time when building tests. We will choose the objective "Representing and understanding portions".

## 6. Choose search results per page and problem type.




## 7. Select wanted test items by clicking the box next to each question.

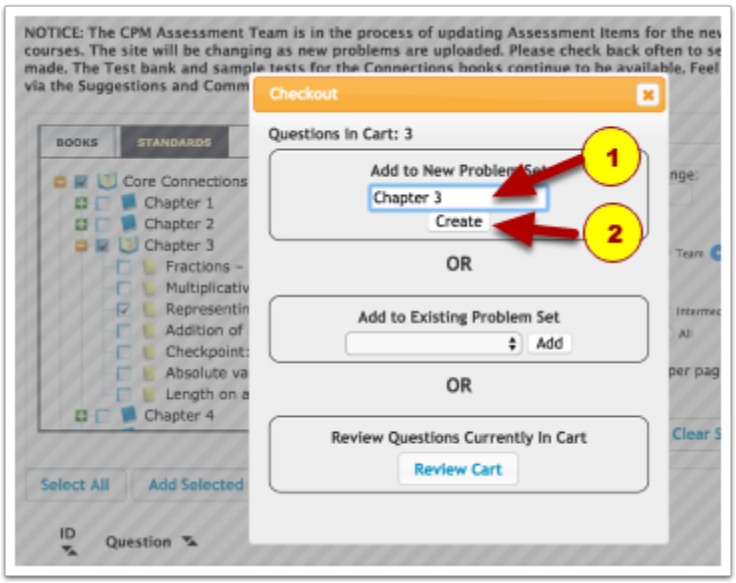



Notice: 1) the testbank has 21 problems of this objective 2) Click in the check boxes to select questions you would like to include on your test 3) Leave boxes unchecked if you do not want to include them.

## 8. Click 'Add Selected to Cart' then click 'Checkout'

After you have selected the questions you would like, return to the **top of the page**.

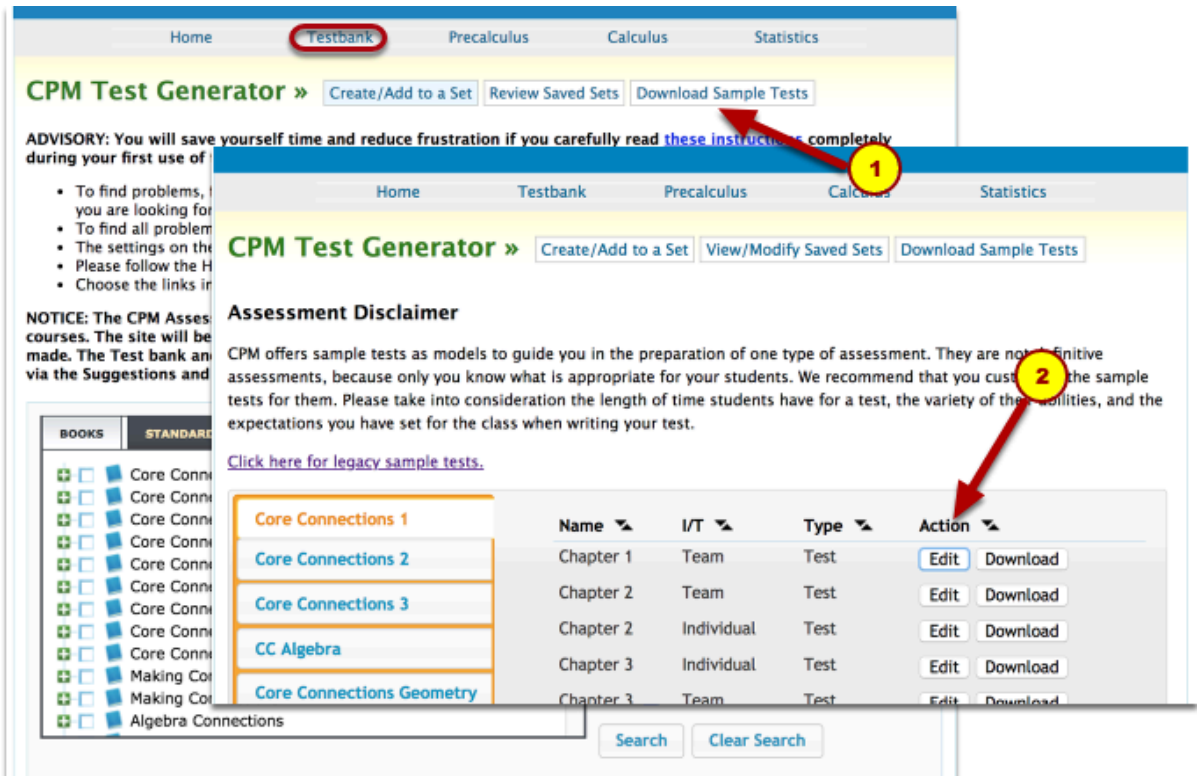
## 9. Save Test.



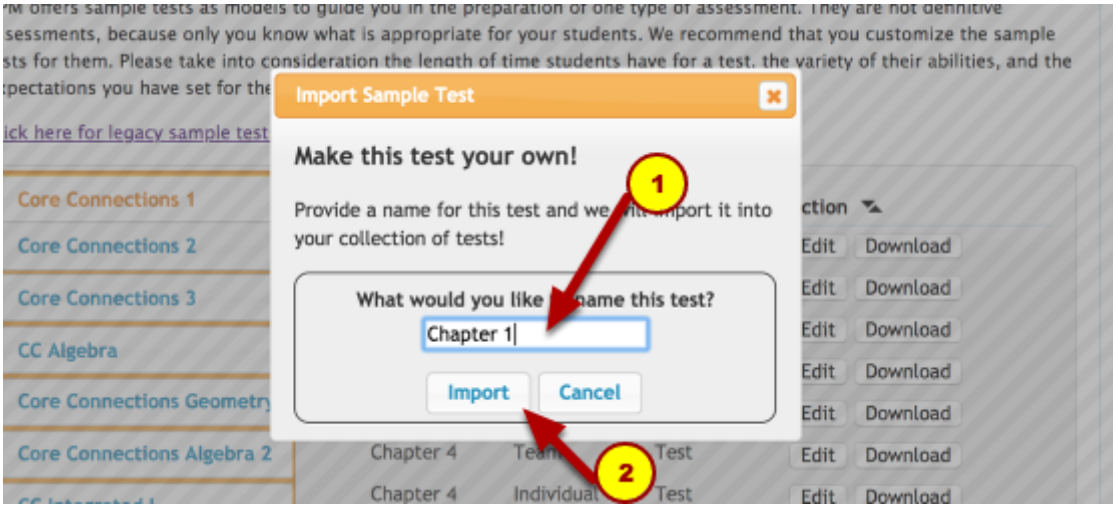

Name your test and click 'Create'.

# Creating a Sample Test That Can Be Edited Online

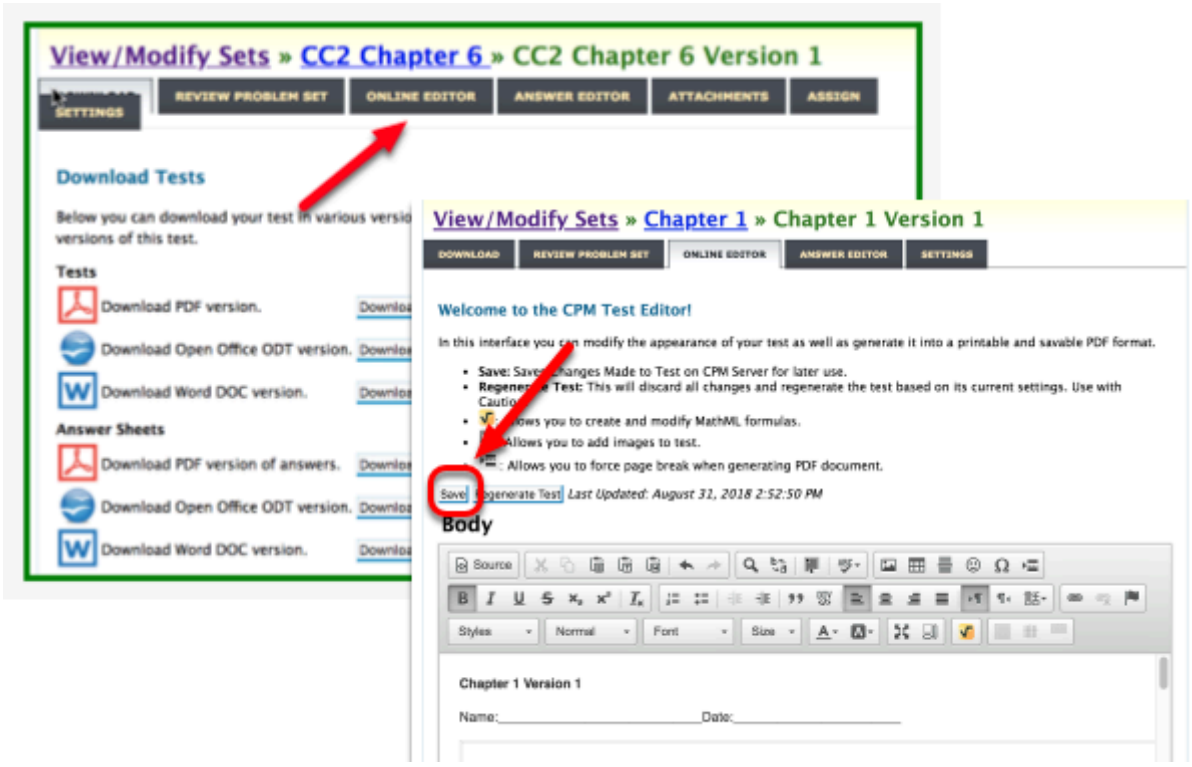
## 1. Choose 'Download Sample Test', then choose 'Edit' for the sample test of your choice.



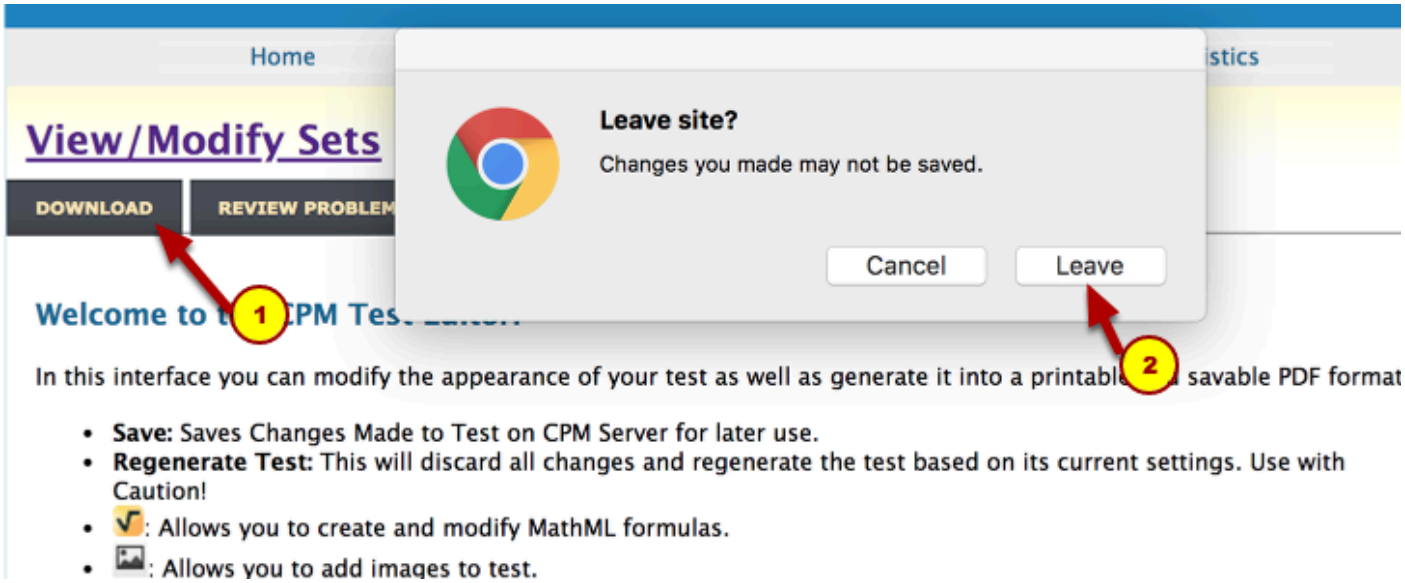

## 2. Name the test and import.



## 3. Choose 'ONLINE EDITOR', edit your test, then 'Save'.




## 4. Go to 'DOWNLOAD' to download your saved test.

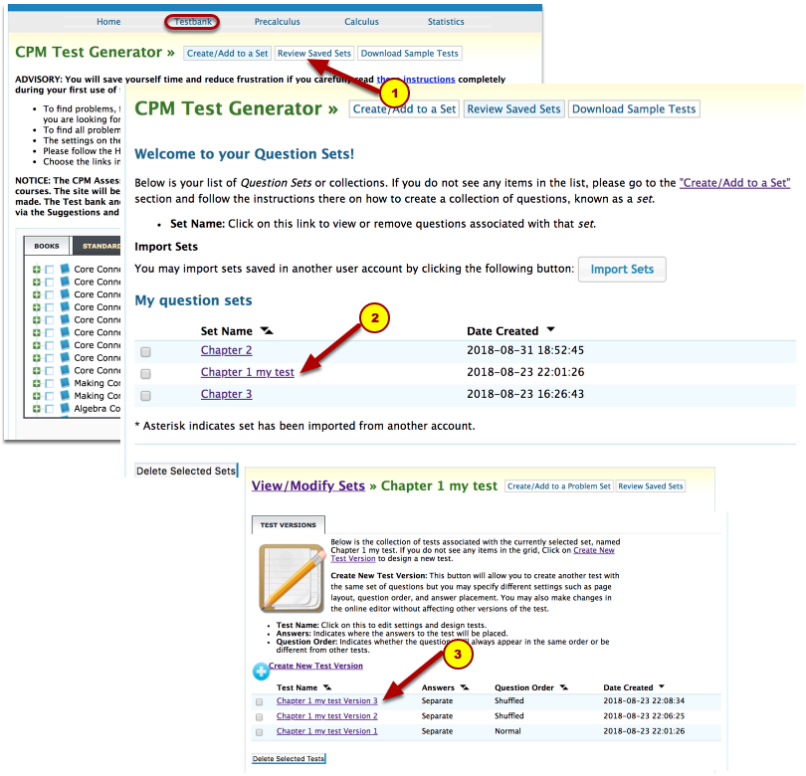


## 5. Choose your format and download.

# Downloading a Test

## Creating a Sample Test That Can Be Edited Online

### 1. Choose 'Review Saved Sets', then choose 'Edit' navigate to the test of your choice by clicking through question sets and then selecting the version.



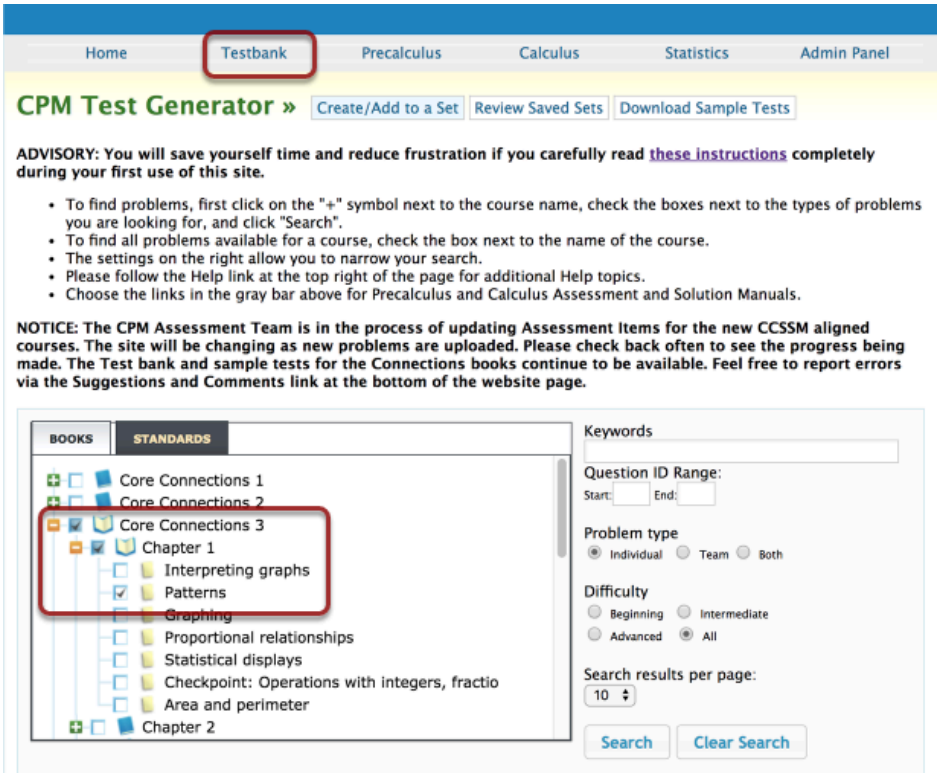
## 2. Choose your format and download.

# How Do I Select Questions for a Test?

## Click on the link below to watch creating a set of questions.

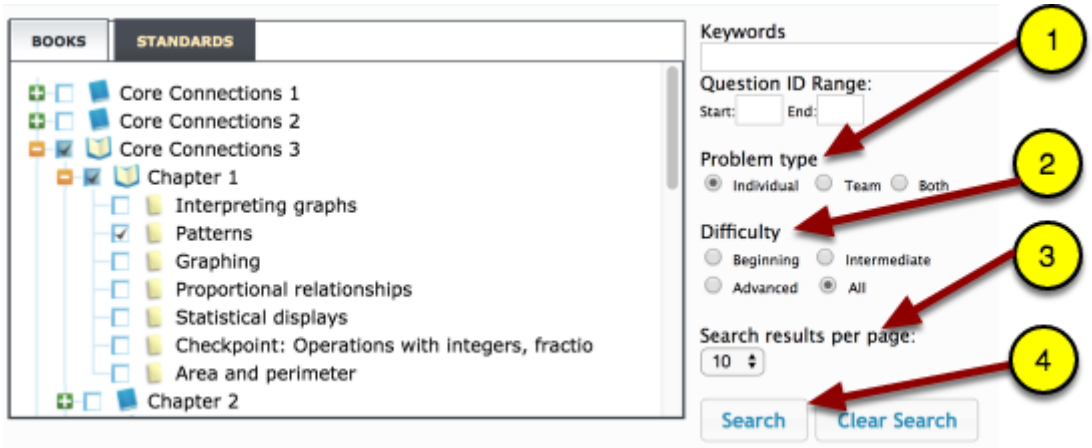
Assessment Video 1

## 1. From the Testbank, Choose Course, Chapter, and Topics



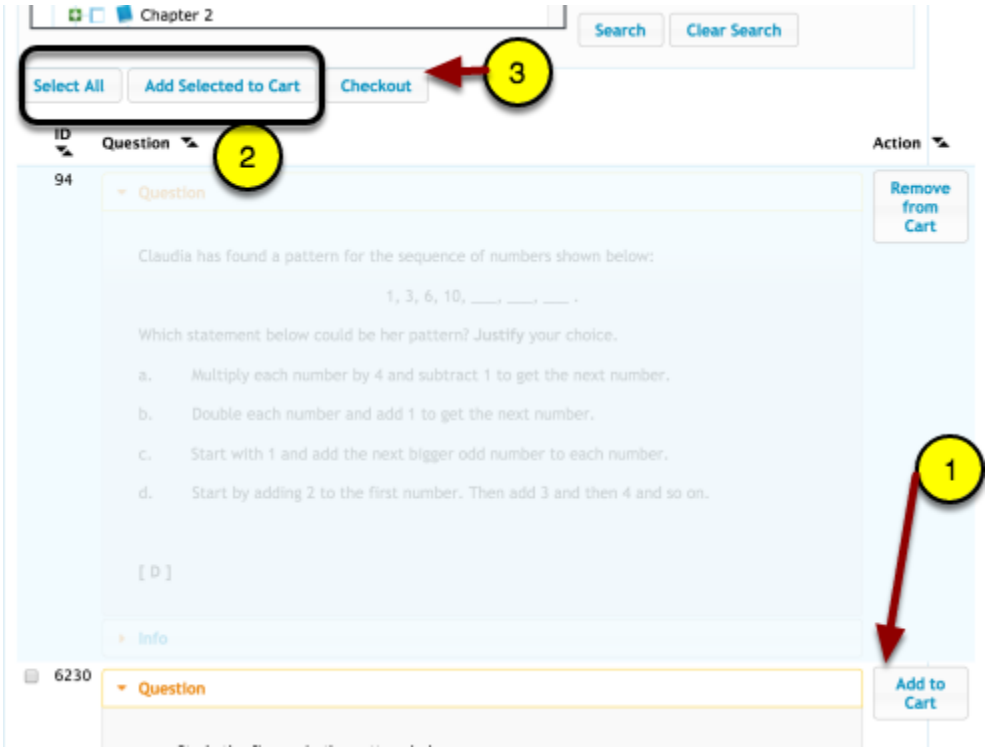

## 2. Before clicking on "Search", Choose:

- The Problem type: Individual/Team/or both and Difficulty.
- Search results per page:



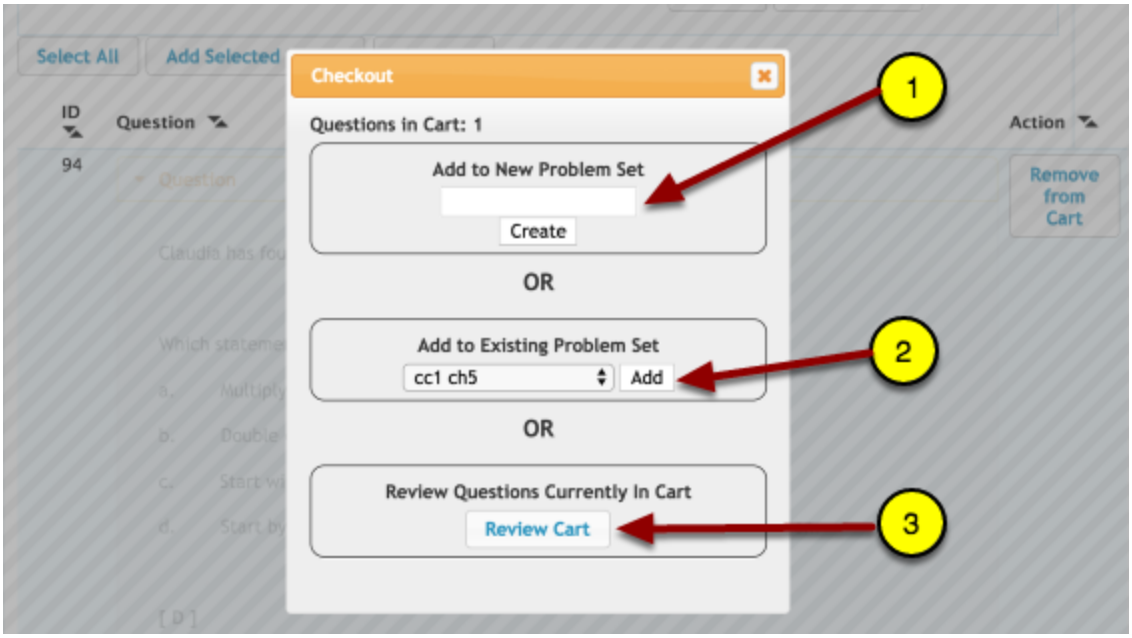
## 3. Select Questions:

- Add a question to cart individually with the 'Add to Cart' button.
- Choose 'Select All', then 'Check All' and finally 'Add Selected to Cart', to add all questions on the current page to your cart. Note: questions on additional pages will not be selected with the 'Select All' or 'Check All' button.  Increase your 'Search results per page:' to add more problems at once.
- Once all questions have been added to your cart, choose 'Checkout' to save your test.




## 4. Save as New Problem Set or Add to Existing Problem Set.

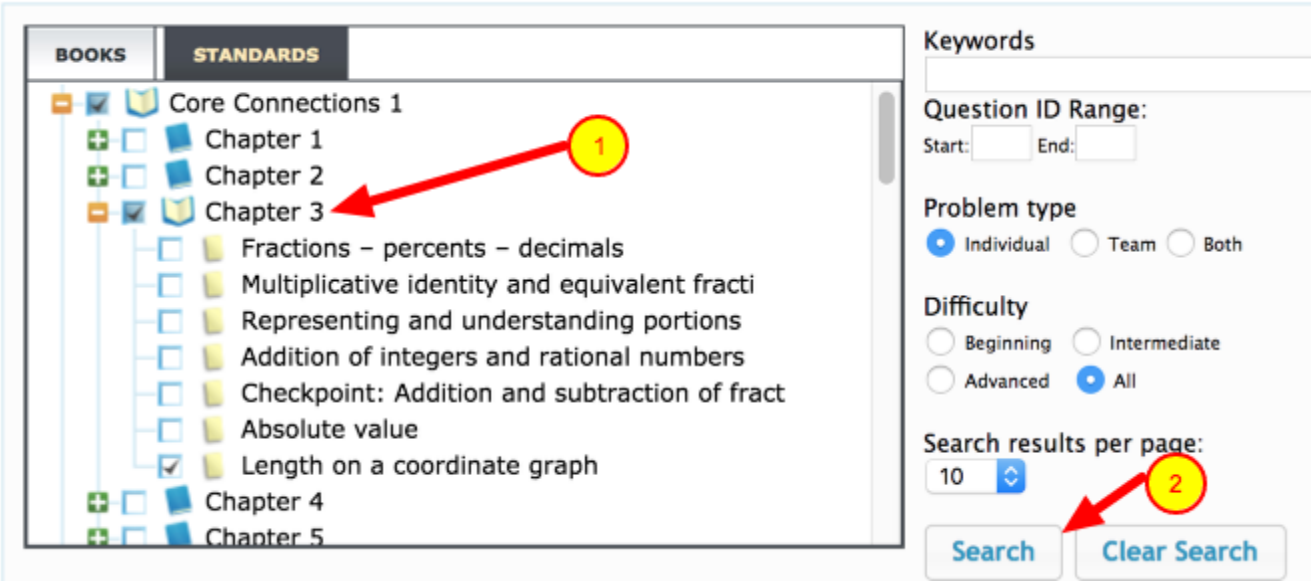
- Type a name for your New Problem Set and click 'Create'.
- Or, select an Existing Problem Set to add to.
- Last, you can Review Cart to remove an unwanted problems.


Select All
Add Selected
ID
Question
Action
94
Remove from Cart
Checkout
Questions in Cart: 1
Add to New Problem Set
Create
OR
Add to Existing Problem Set
cc1 ch5
Add
OR
Review Questions Currently in Cart
Review Cart
1
2
3

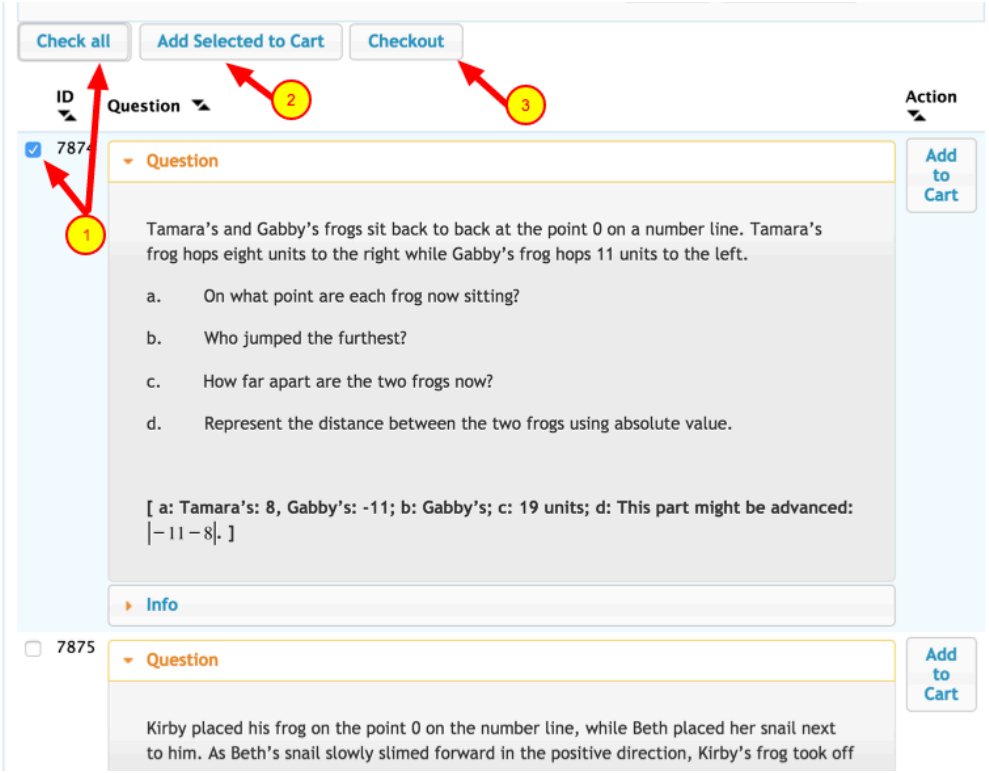
# How Do I Add to an Existing Test?

Once you have created a test, you can choose other questions to add to it. Follow the steps below.

## 1. Choose the chapter and category or categories.




## 2. Select Questions

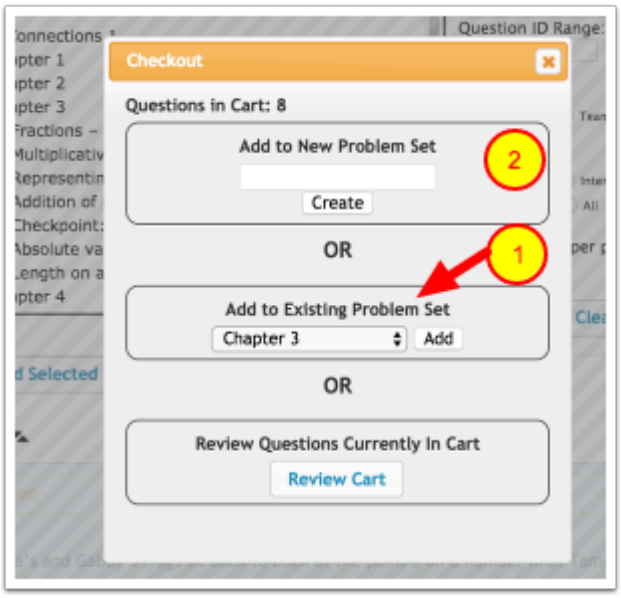


Check any question you want to add to your test or click 'Check all' to quickly check all questions.

Next click 'Add Selected to Cart'.

Last click 'Checkout'.

## 3. Save to an existing set.




Select the existing problem set you wish to add to.

Do not enter a new problem set name in the box above unless you want to start a new test.

CPM recommends every test contains problems from previous chapters in order for students to maintain and practice topics learned earlier.  Repeat the process of expanding and selecting questions from previous chapters until your test is complete.

# How Do I Edit Online a Saved Problem Set?

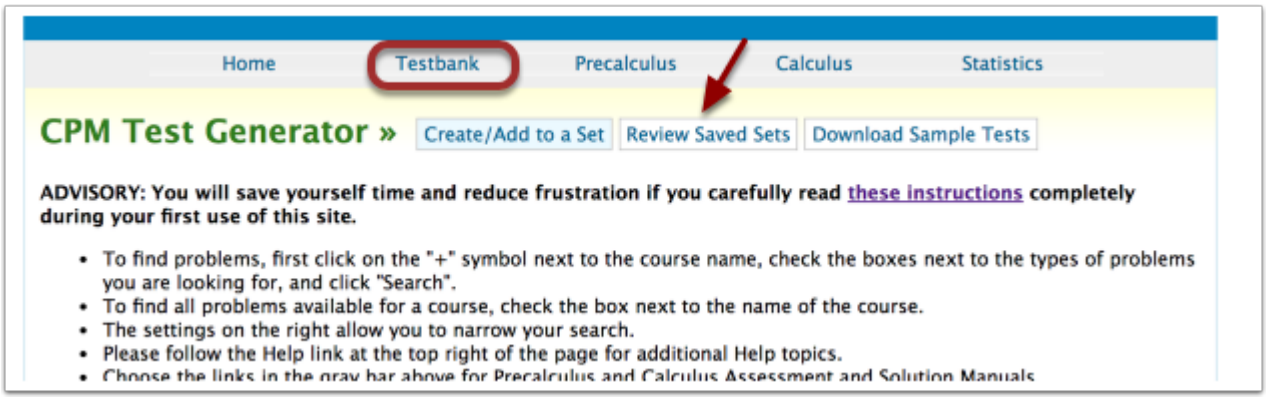
You will be able to download pdfs, Microsoft Word, and Open Office versions of your test. The online editor will allow formatting as well as equation changes on your test.

## Click on the link below to view how to create and edit a test from a question set.

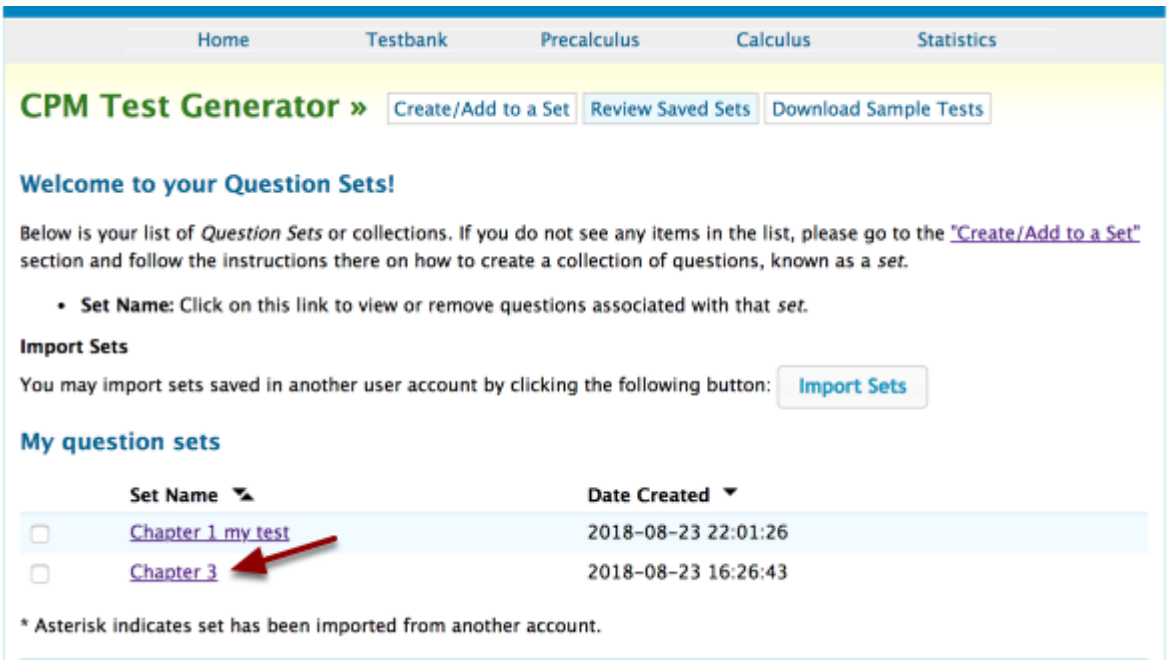
Assessment Video 2

## 1. Create a Test from a saved problem set.

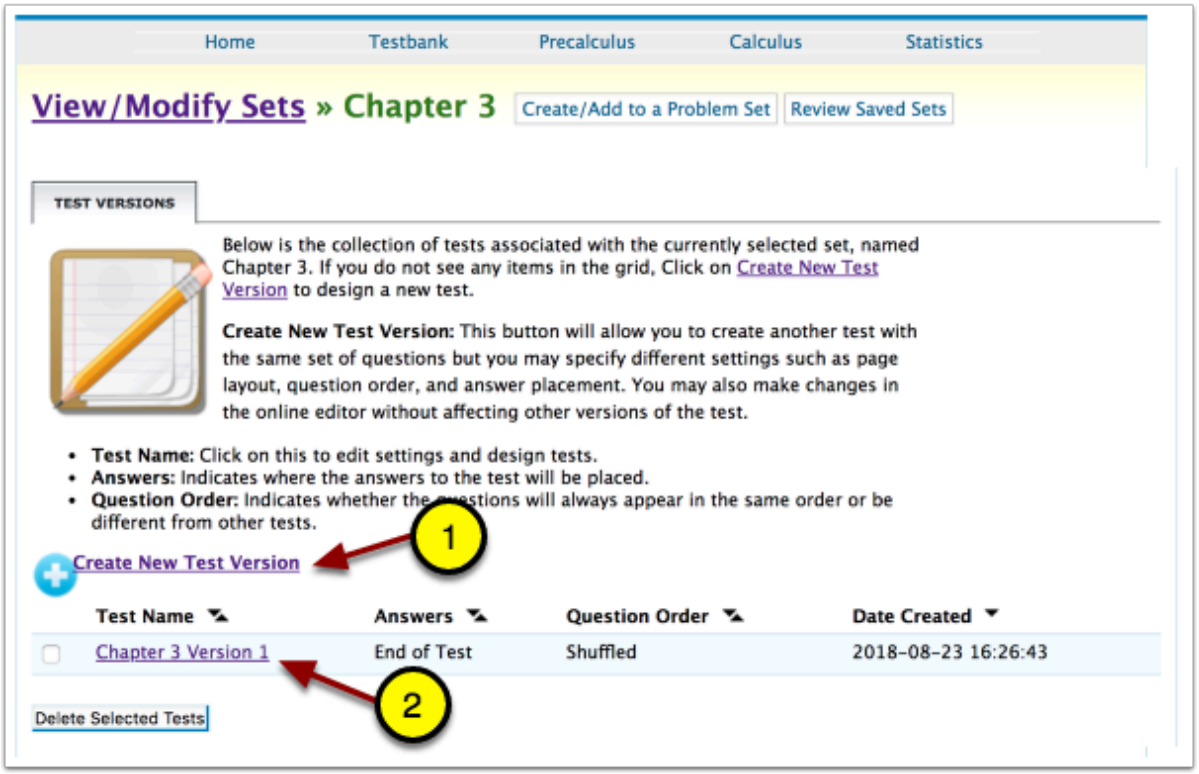
All your saved problem sets are accessible from the Testbank page under Review Saved Sets.




- Select the question set you want to edit by clicking on the name of the set.



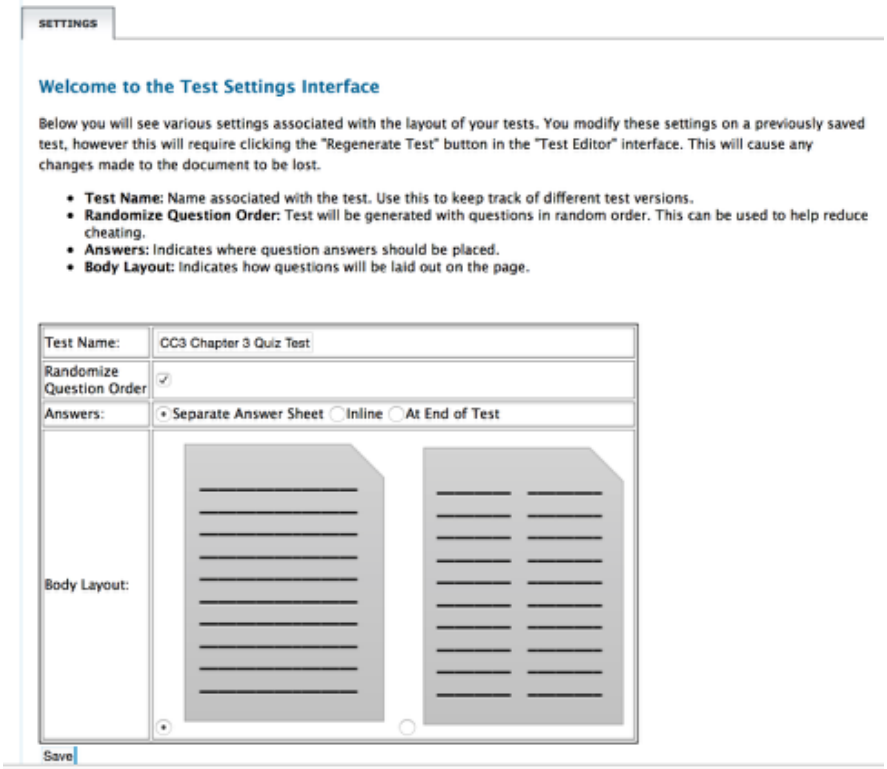

Choose Create a New Test Version or modify an existing version.



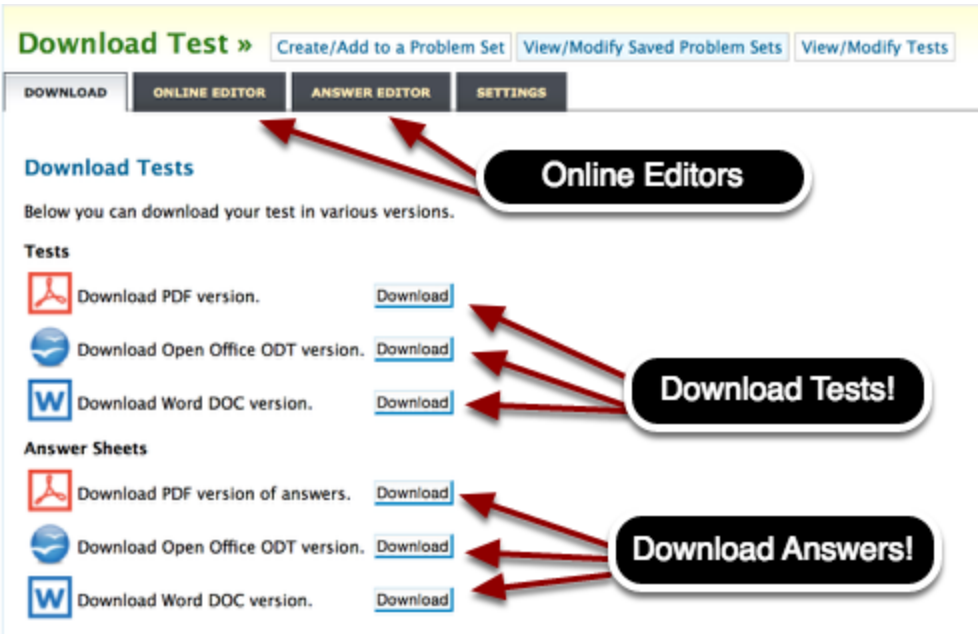

## 2. Choose among the following settings:

- Start with the Settings tab.
- Modify the test name by typing over the current name.
- Check/uncheck Randomizing the question order.
- Select how you want your answers. Warning: If you select "Inline", you would not want to print that for students!

- Select either 1 column or 2 column tests.
- Then click "save" at the bottom.

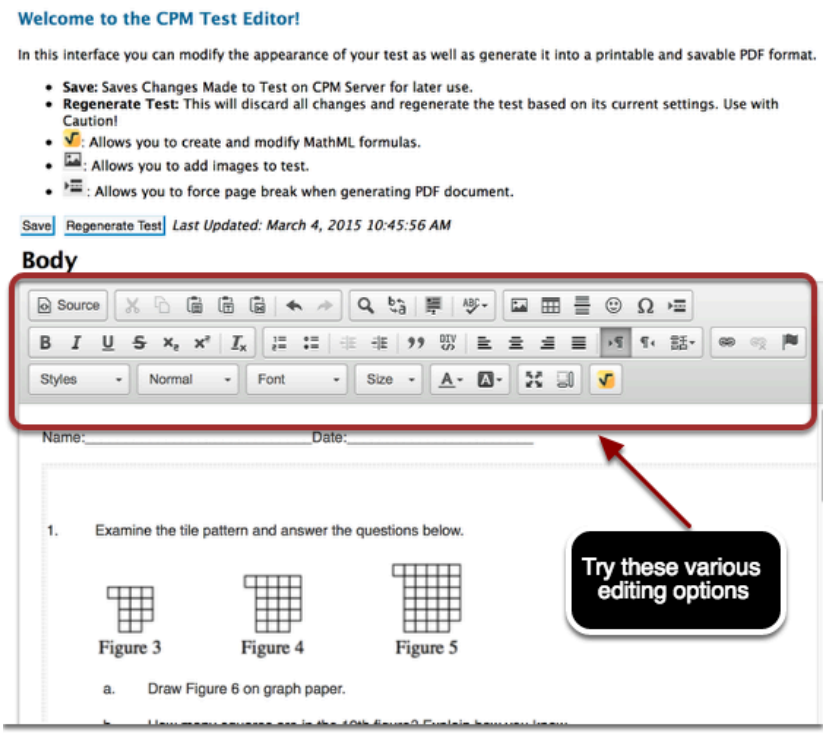



## 3. You can download your test and answers or go to one of the editors.



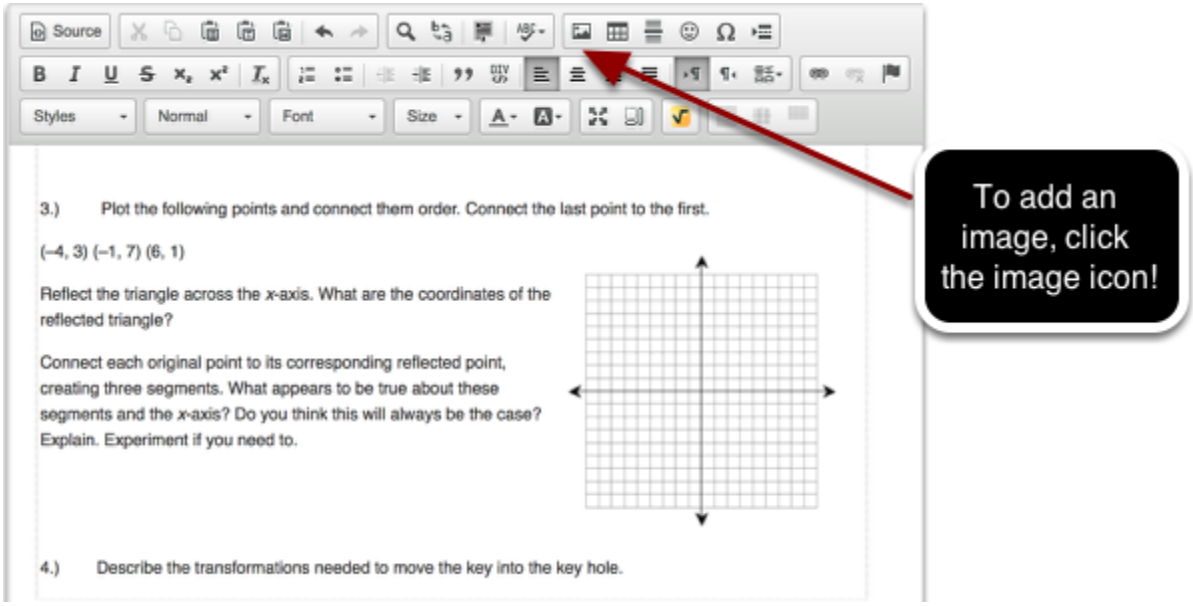

## 4. Edit and "Save" your test.

- Use the tools to reformat, reposition graphics, change font and size, add images, and equations.
- Caution: Do not click "Regenerate Test" unless you want to start all over!
- When finished, click "Save". Under "Downloads", choose pdf, Word, or Open Office


Welcome to the CPM Test Editor!
In this interface you can modify the appearance of your test as well as generate it into a printable and savable PDF format.
Save: Saves Changes Made to Test on CPM Server for later use.
Regenerate Test: This will discard all changes and regenerate the test based on its current settings. Use with Caution!
: Allows you to create and modify MathML formulas.
: Allows you to add images to test.
: Allows you to force page break when generating PDF document.
Save
Regenerate Test
Last Updated: March 4, 2015 10:45:56 AM
Body
Source
Styles
Normal
Font
Size
Name:
Date:
1. Examine the tile pattern and answer the questions below.
Figure 3
Figure 4
Figure 5
a. Draw Figure 6 on graph paper.
Try these various editing options

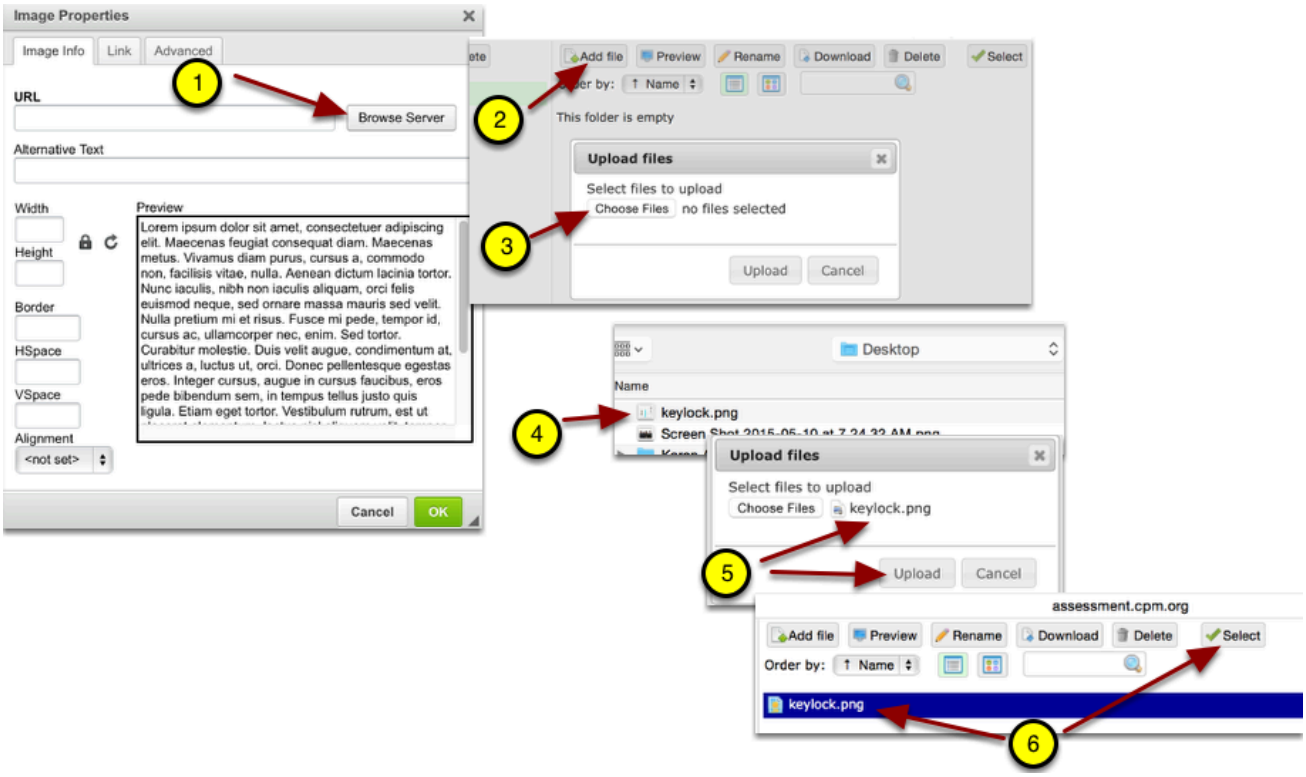
# How Do I Upload My Own Images To The Online Editor?

## 1. Click the image icon.




## 2. Follow the steps below:

1. Click "Browse Server."
2. Click "Add File".
3. Then, click "Choose Files."
4. Double click your file.
5. The name of the file is shown. Click "Upload."
6. Highlight the file.  Click "Select."




## 3. Modify the file.

- Change the Width and Height if desired.  (The height will resize automatically when resizing the width.)
- Add a border if desired and horizontal or vertical space.
- Change the alignment if desired.
- Click "OK."

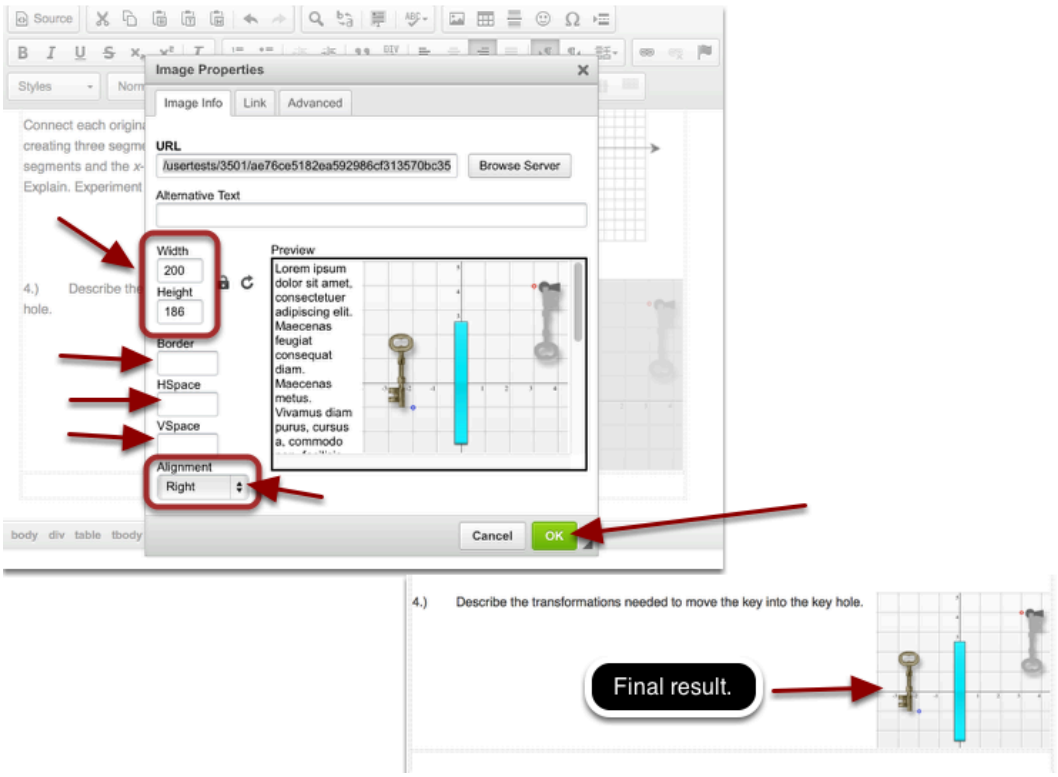
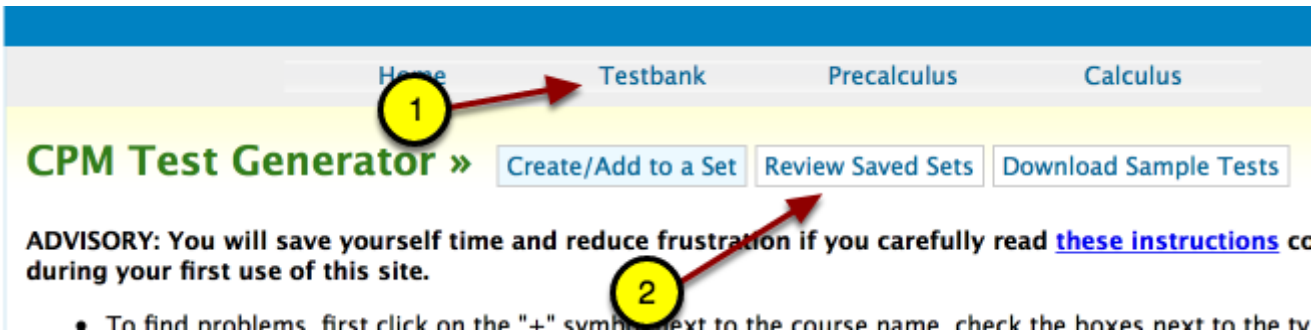


Image Properties
Image Info
Link
Advanced
URL
/usertests/3501/ae76ce5182ea592986cf313570bc35
Browse Server
Alternative Text
Width
200
Height
186
Preview
Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas feugiat consequat diam. Maecenas metus. Vivamus diam purus, cursus a, commodo
Border
HSpace
VSpace
Alignment
Right
Cancel
OK


4.) Describe the transformations needed to move the key into the key hole.
Final result.

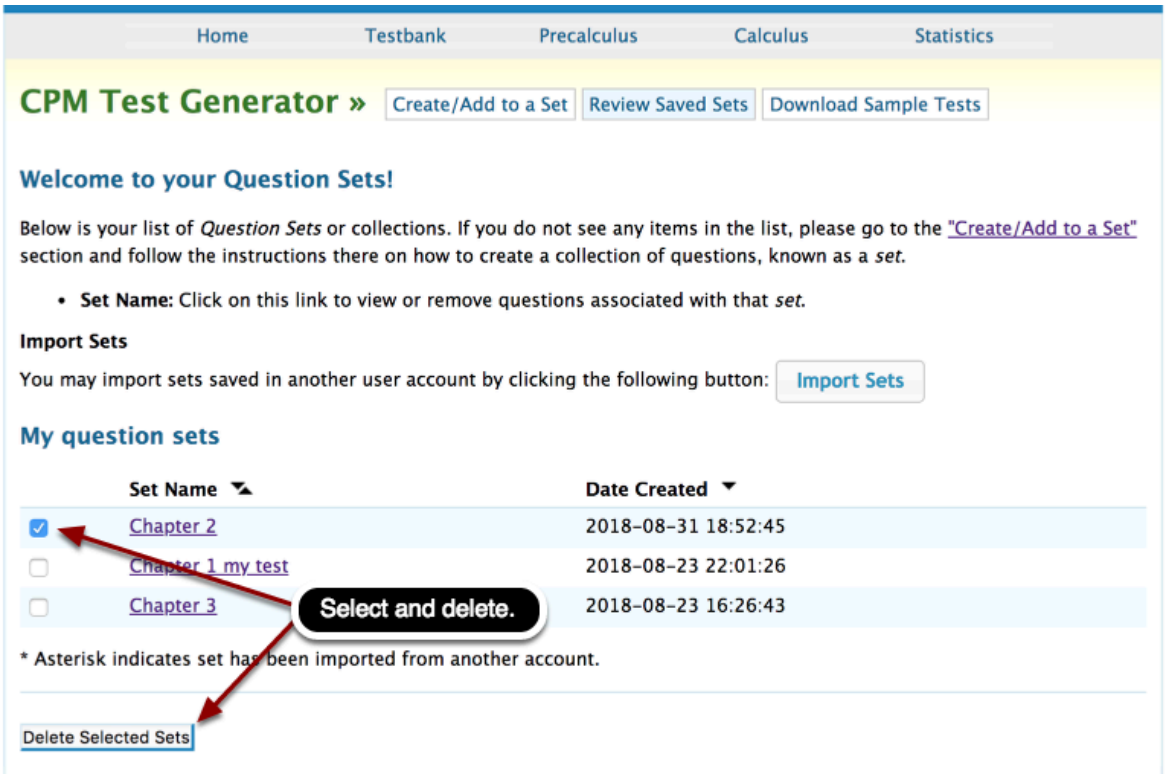
# How Do I Delete or Rename a Test or Problem Set?

## In the Testbank, select "Review Saved Sets."



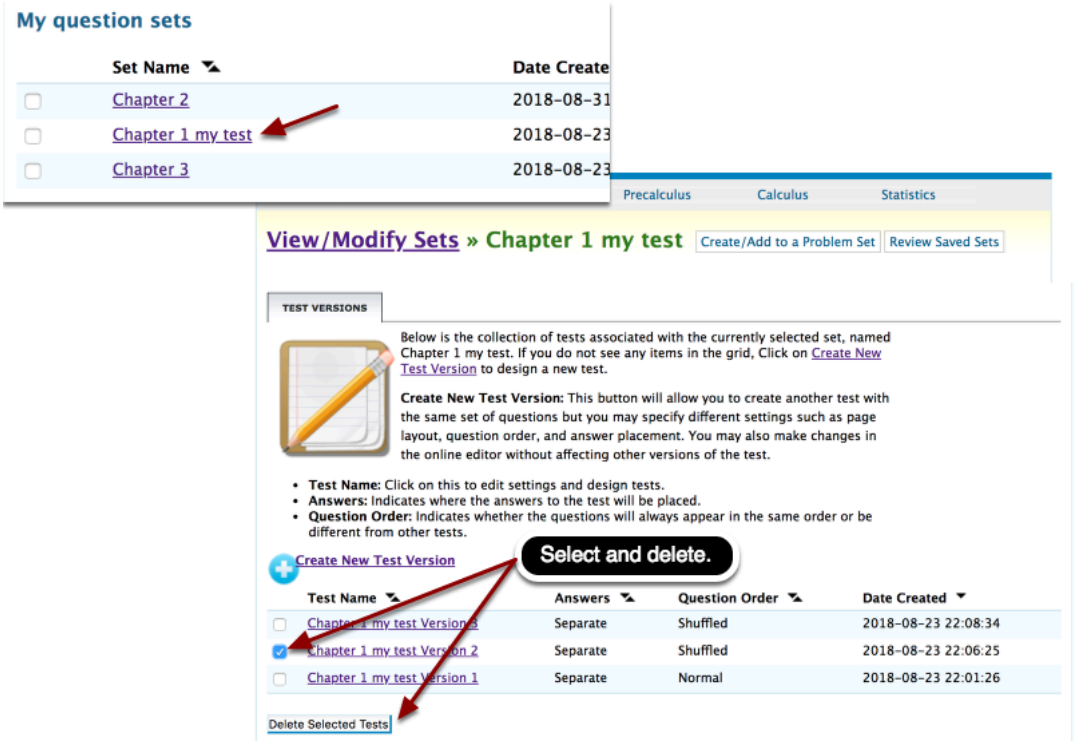

## 1. Delete a Question Set

Click the check box next the question set you want to delete. Next click the 'Delete Selected Sets' button.




## 2. Delete a Test Version

Click a question set to see the test versions saved from the question set. Next chose the test you want to delete.



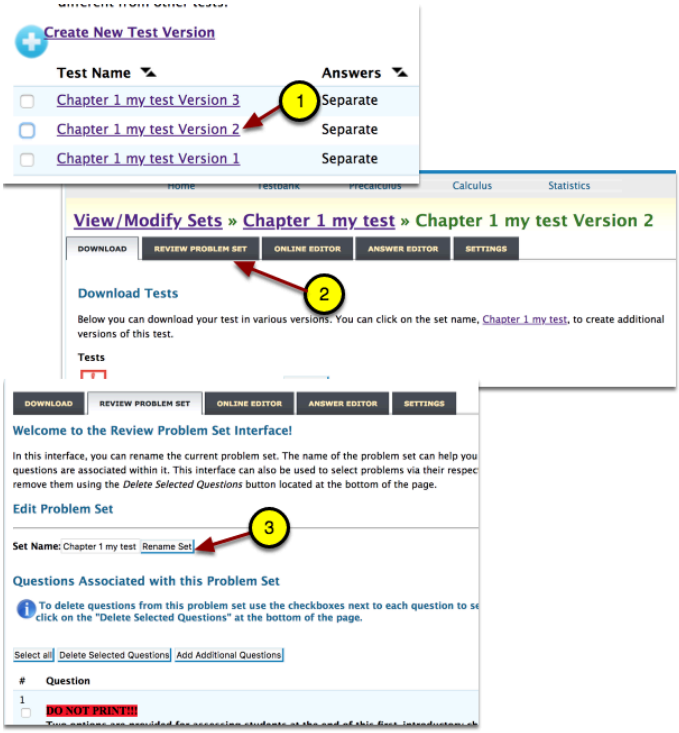

## 3. Rename a Question Set or Test

Click a test name.

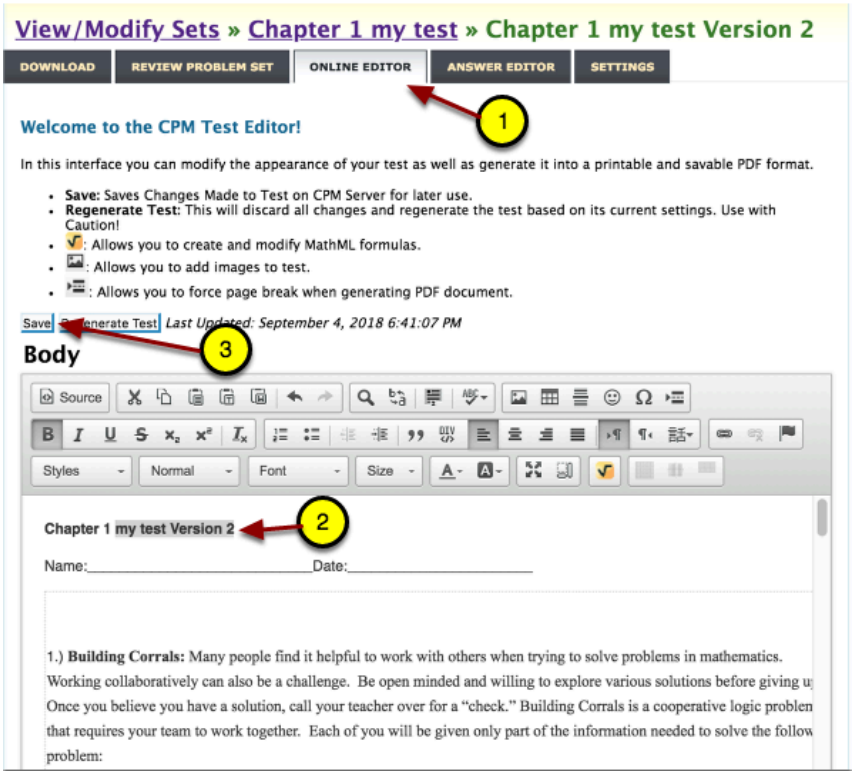
Next click 'REVIEW PROBLEM SET'.

On the 'REVIEW PROBLEM SET' screen edit the 'Set Name' and click 'Rename Set' to save the new name.

Note: There are also options to edit the questions associated with the problem set.




**The 'ONLINE EDITOR' tab allows you to edit the test.**

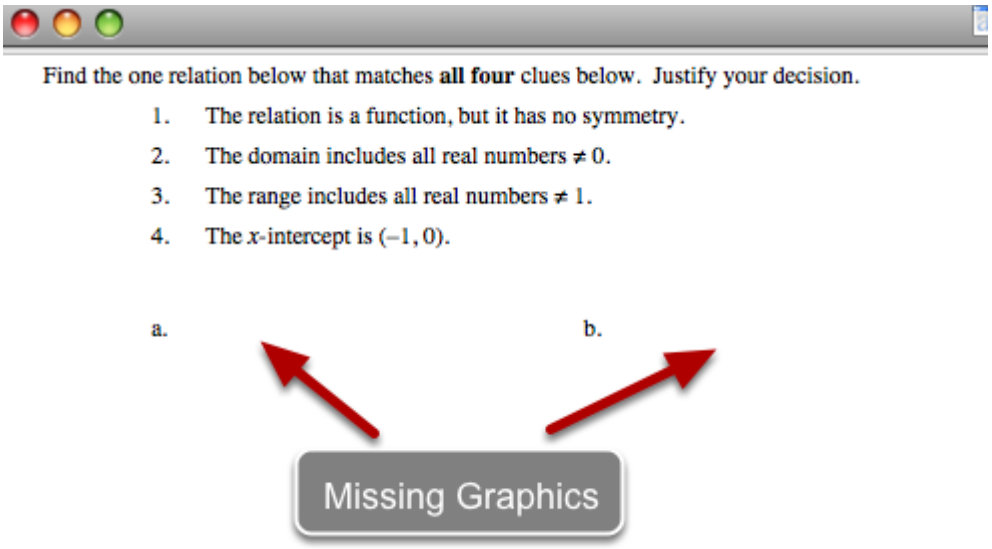


# Using Your Downloaded Microsoft Word Tests

# MS Word: How Do I Get My Graphics to Show In Microsoft Word?

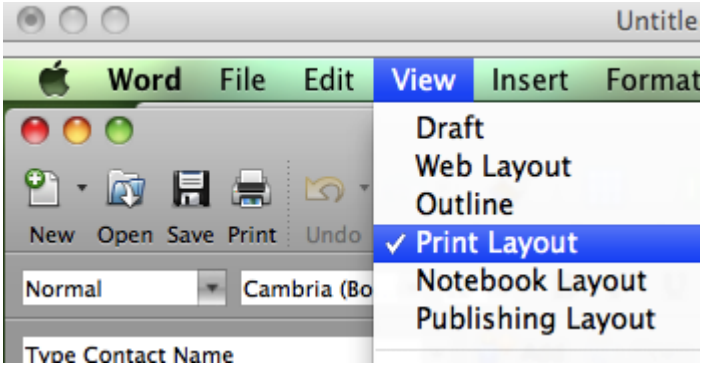
You need to be in Print Layout to view the graphics in your test when in Microsoft Word.

## 1. Problem: While in Microsoft Word, no graphics appear!



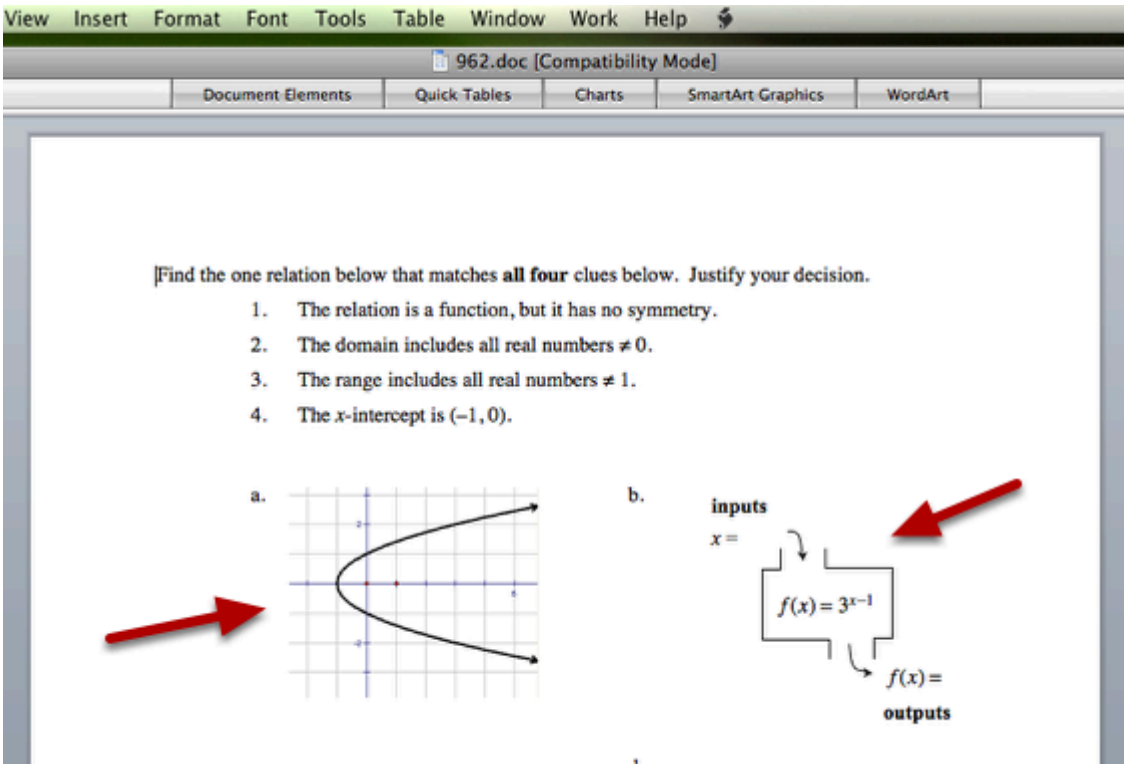

There should have been a graphic for parts a and b.

## 2. In Microsoft Word, go to View --> Print Layout




Unfortunately, the default in Microsoft Word is the "Draft" view in which NO GRAPHICS are displayed. Select Print Layout View.

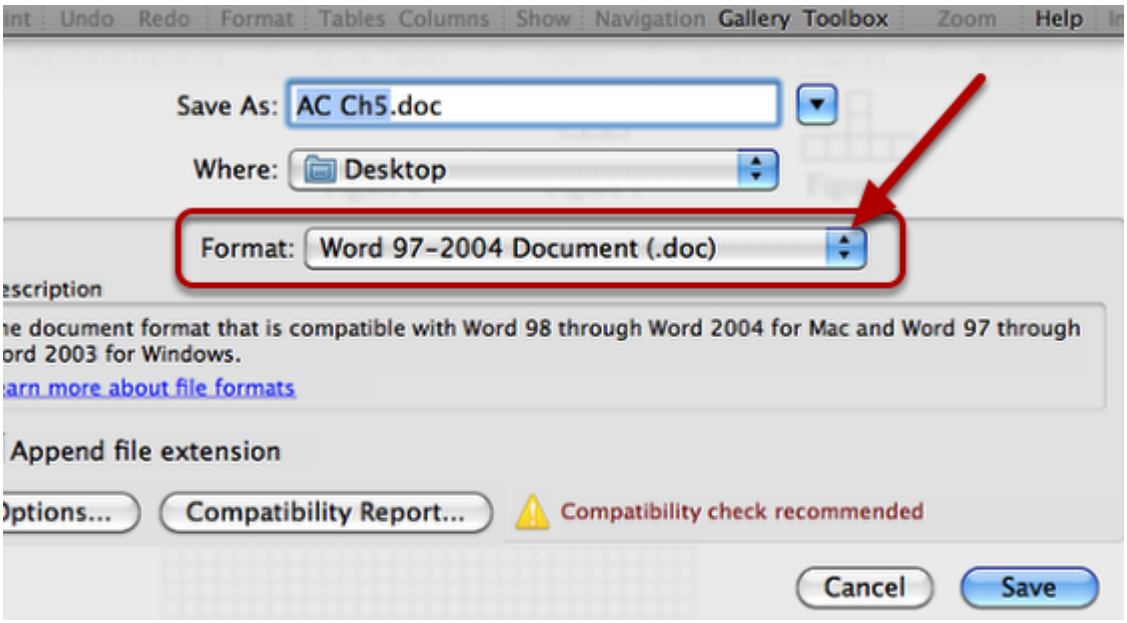
## 3. The graphics now appear with the problem.



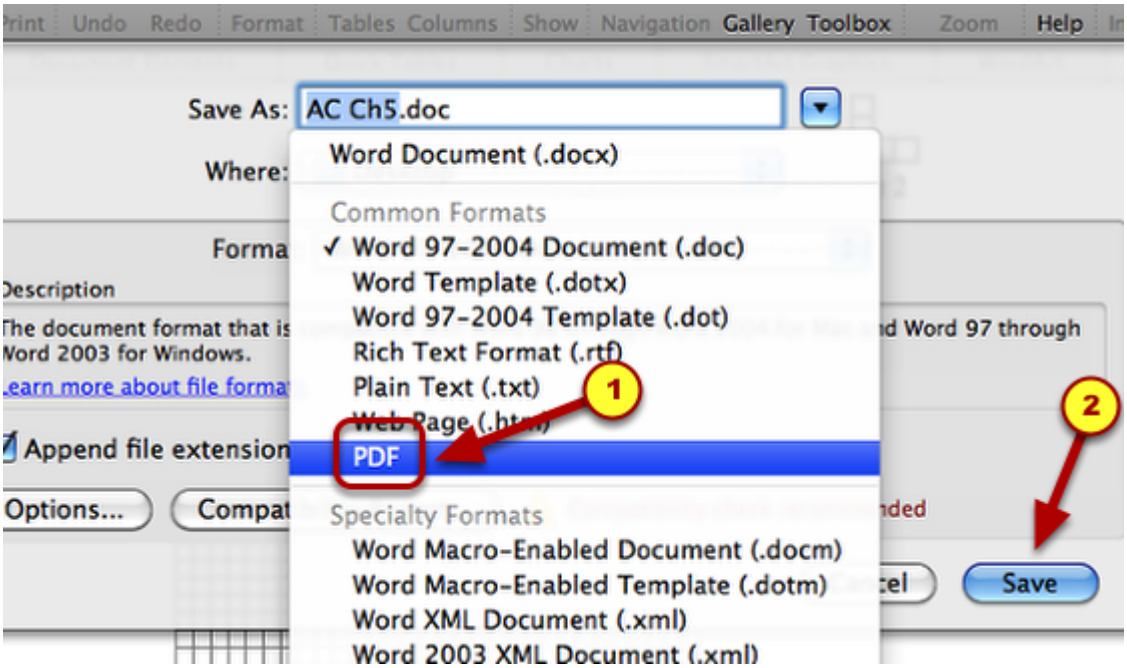
# MS Word: How Do I Get the Graphics to Print?

Sometimes the graphics you see in the Microsoft Word file do not print. There could be many reasons why the graphics do not print. You may be using an older printer that does not recognize these graphics. The easiest way to work around this problem is to make a pdf file of your test. Then print the pdf file.

## 1. Go to file --> Save. Click on the Format drop down list.



## 2. Choose "PDF".

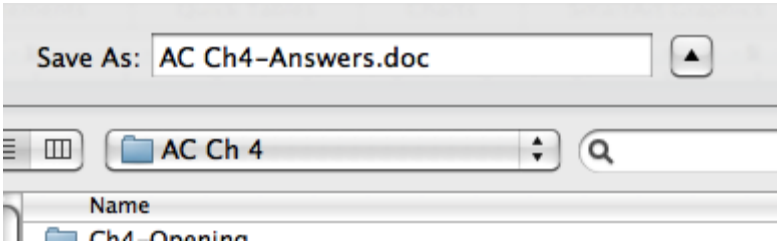



Once you have saved your file as a pdf, boot the file and print.

# MS Word: How Do I Manage/Hide Answers in Microsoft Word?

Many teachers either save two copies of a test -- one with answers and one without answers. Or teachers save the test with hidden answers which can be viewed/printed with or without answers. This lesson will describe both methods.

## Method 1 -- a. Save two copies of a test




Save two copies of the test. One of the copies should retain the answers. Delete answers from the other copy.

## b. On the student version, the answers need to be deleted.

Study the tile pattern below.

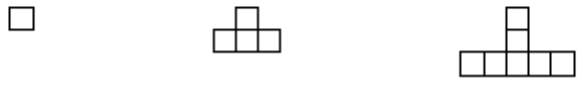


Figure 0 Figure 1 Figure 2

a. Draw Figure 3 and Figure 4. Explain how the pattern grows.

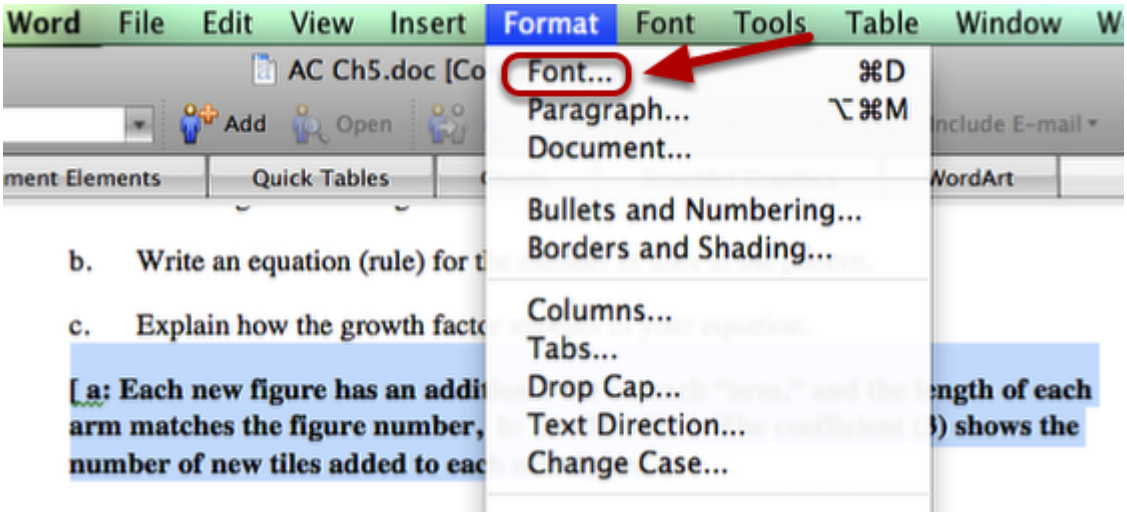
b. Write an equation (rule) for the number of tiles in the pattern.

c. Explain how the growth factor appears in your equation.

**[ a: Each new figure has an additional tile on each "arm," and the length of each arm matches the figure number, b: $y = 3x + 1$, c: The coefficient (3) shows the number of new tiles added to each new figure. ]**

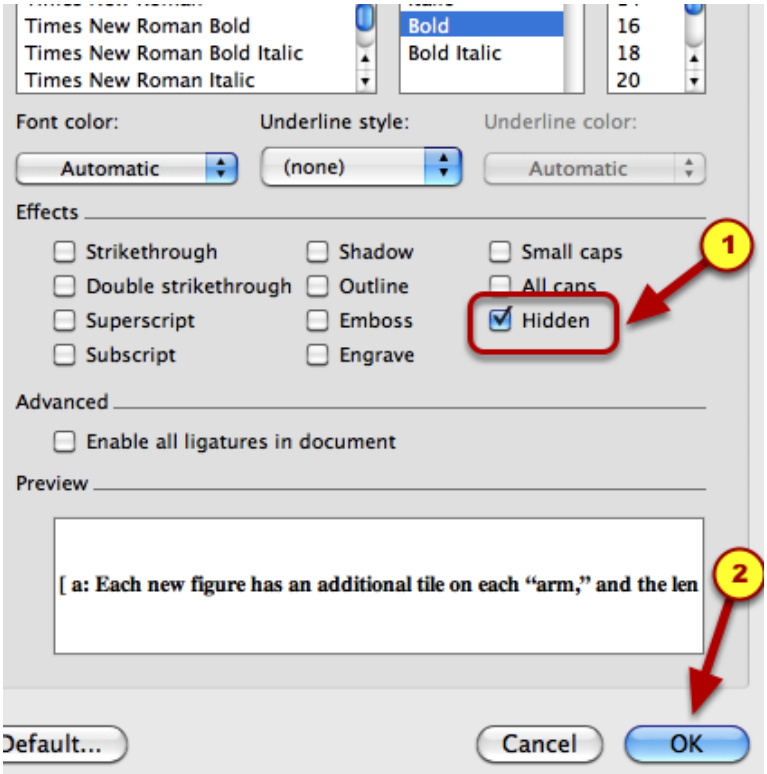
Highlight the answers below each problem and hit the delete key. After all of the answers have been deleted, save this version as the student version without answers. The original test will be the teacher version with answers. The disadvantage to this method is that you need to store twice as many files and you may misplace the answer file.

## Method 2 - a. Save the answers in hidden text.



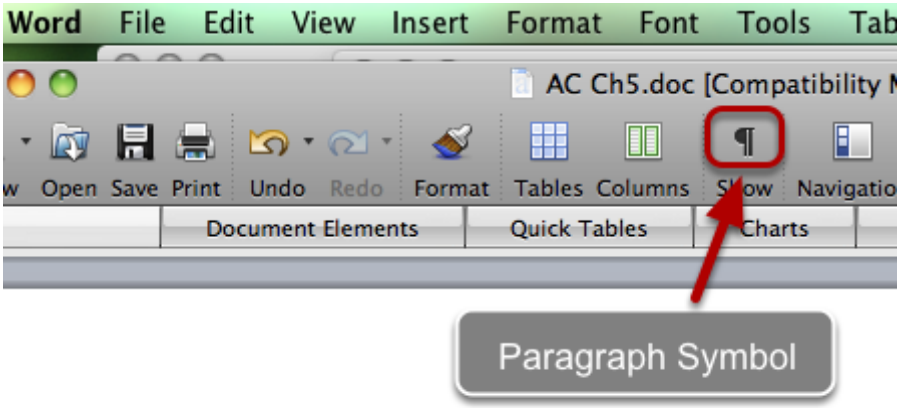

Highlight the text with the answers and on the top menu bar go to Format --> Font.

## b. Check Hidden.



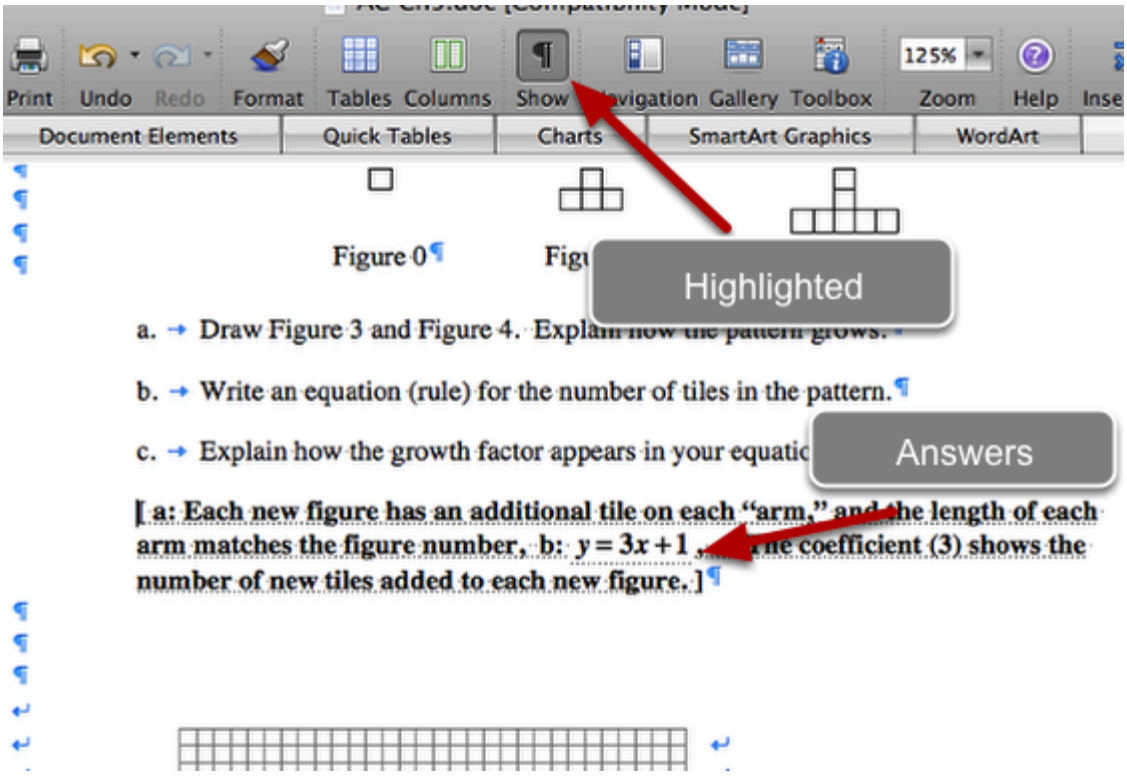

With the text already highlighted, check the "hidden" box. Then click on "OK". The answers will be hidden.

## c. Click the Paragraph Symbol to view answers, unclick it to hide answers.



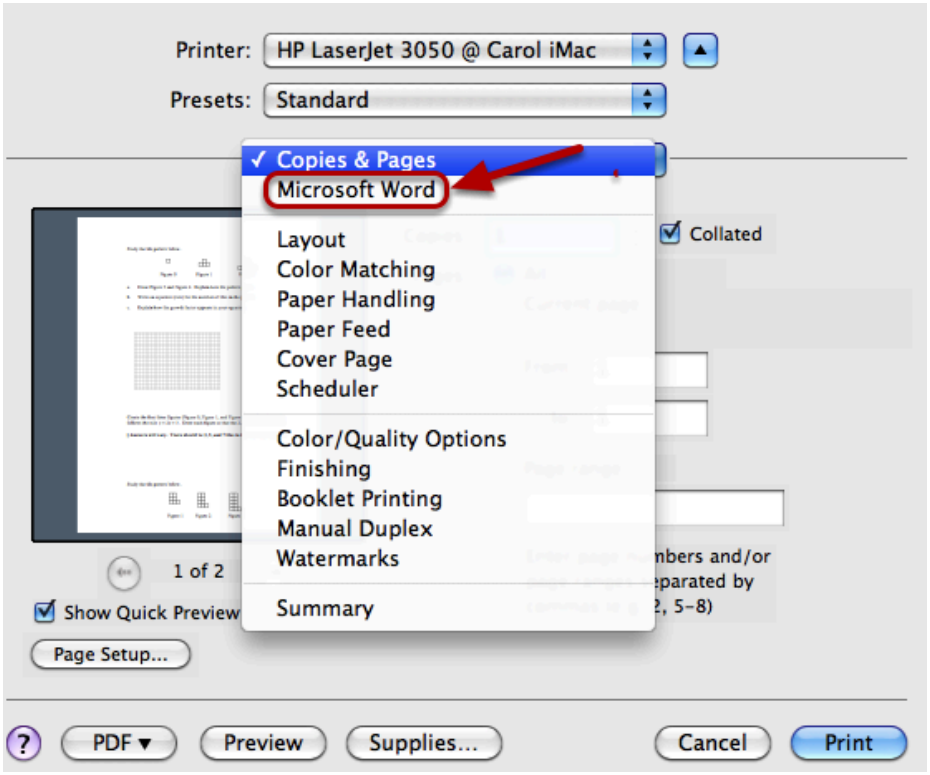

If you do not see the paragraph symbol, go to View --> Toolbars --> Standard. The paragraph symbol will appear.

## d. Click and unclick the paragraph to view and hide answers.



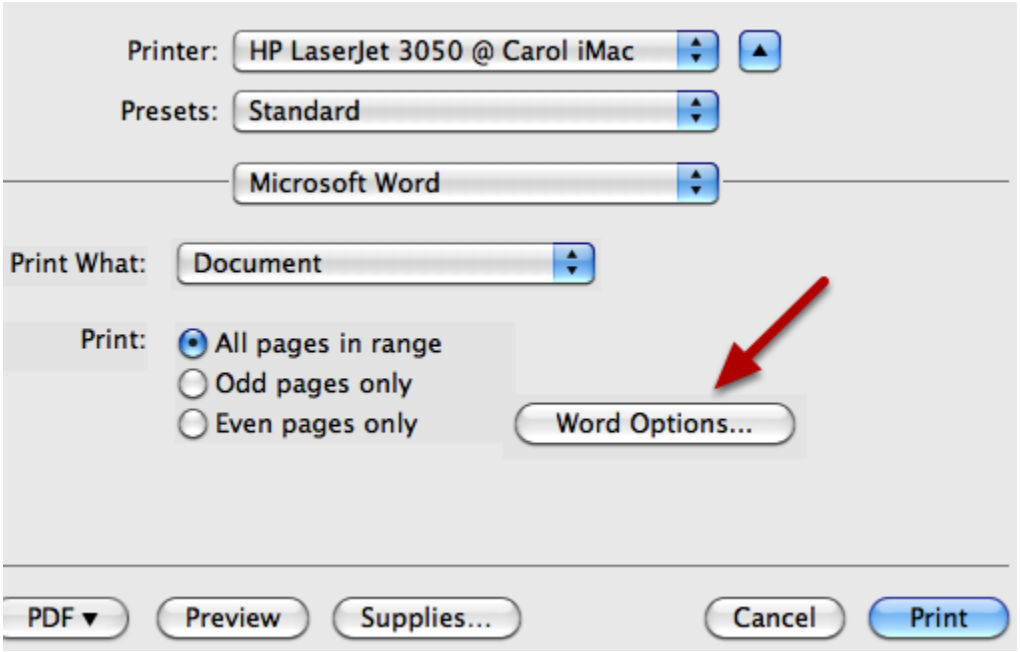

Click the Paragraph Symbol to show answers. Click again to deselect. The answers disappear.

## Print the Test with and without answers.

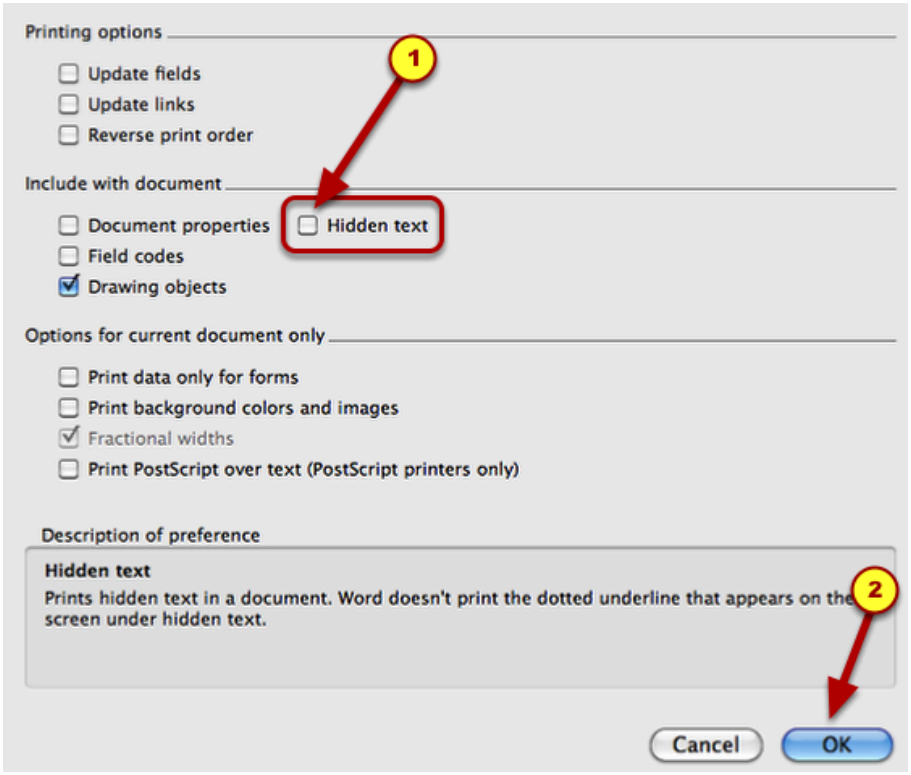



Go to file --> print. Click on Copies and Pages and select Microsoft Word.

## Click "Word Options".

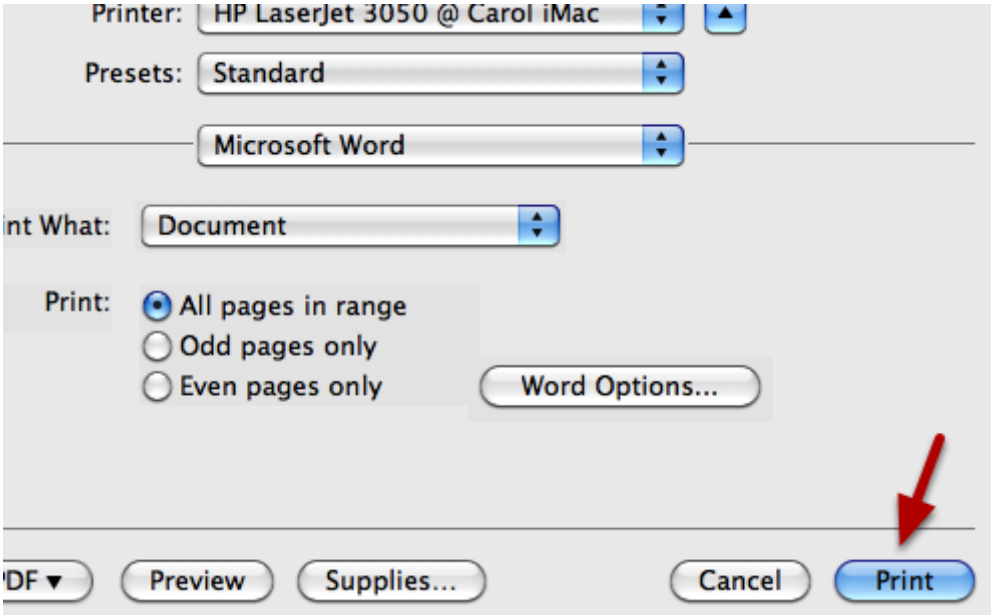


## Click "hidden text". Then click "OK".




In the Word Options, check the "hidden text" check box. Then Click "OK".

## Print. Then go back and unclick the "hidden text" check box.



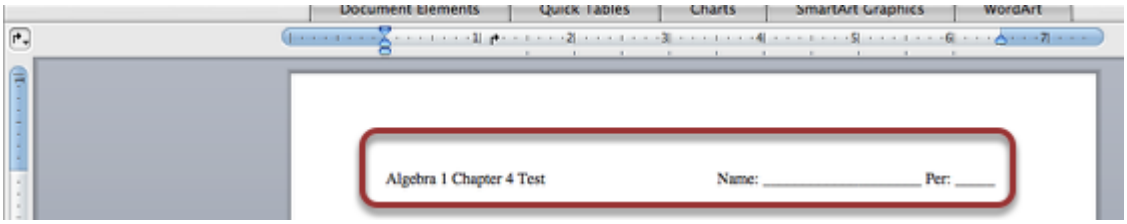

Your document will be printed with the answers. It is important to remember to go back through this process and **unclick the "hidden text " check box**. Otherwise the answers will always be on the student test version. This method of saving the answers in hidden text is a more efficient method for

your tests since both the student version and the teacher version are in one file. However, forgetting how to view and print with and without hidden text could make **Method 1** more advantageous.

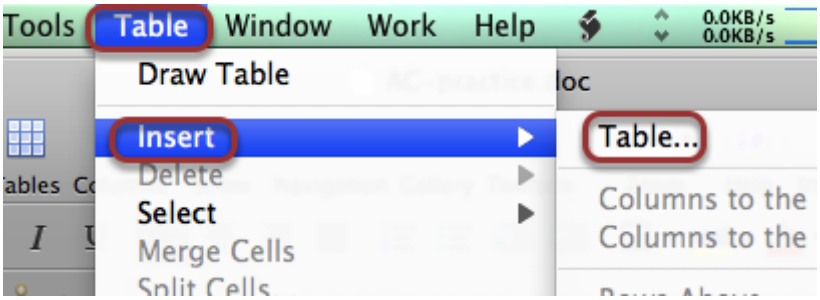
# MS Word: How Do I Use Tables to Format Tests in Microsoft Word?

By using tables, it is easier to make two column tests with space for students to show work.

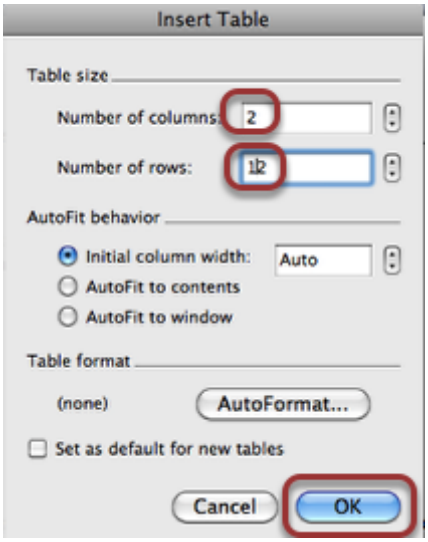
## 1. Boot your Word document and add your Chapter Headings as you prefer. Then enter a couple of times.




## 2. Go to: Table --> Insert --> Table




## 3. Choose 2 columns and as many rows as you want. You can always add and delete rows.



## 4. Now you will highlight your text and cut and paste in the cells.

Algebra 1 Chapter 4 Test Name: _____ Per: ____

| | |
|---|---|
| | |

Use your $y = mx + b$ strategies to make a quick graph for $y = -2x + 1$. Label the $x$- and $y$-intercepts with their names and as points in $(x, y)$ form.

[ $(\frac{1}{2}, 0)$, $(0, 1)$ ]

## 5. Once you have done this, add a problem number. You can also highlight the answer and make it hidden text. Or you can delete it. You can also add a blank for the answer or ask students to show work here.

Algebra 1 Chapter 4 Test Name: ___

| | |
|---|---|
| Use your $y = mx + b$ strategies to make a quick graph for $y = -2x + 1$. Label the $x$- and $y$-intercepts with their names and as points in $(x, y)$ form.<br><br>[ $(\frac{1}{2}, 0)$, $(0, 1)$ ] | |

## 6. Here is an example of the finished product.

Algebra 1 Chapter 4 Test  Name: _____ Per: _____

1. Use your $y = mx + b$ strategies to make a quick graph for $y = -2x + 1$. Label the $x$- and $y$-intercepts with their names and as points in $(x, y)$ form.

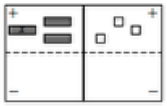
2. On the side of Parkers' house, there are two types of ivy growing. One is growing from the roof down at a rate of four inches each day. The other is growing from the ground up at a rate of three inches each day. If the wall of the house is ten feet high, how many days does it take for the two types of ivy to meet?

Show work here:

3. Florence and Sam merged and simplified the tiles for a system of equations onto one equation mat, as shown on the right. Have they merged and simplified correctly? How can you tell?

$x - y = 7$
$2x + y = -10$

3.



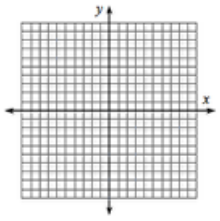
Explanation:

_____
_____

4. Graph $y = x + 8$ and $y = -x + 2$ on the same set of axes below. At what point do they intersect?

Point of intersection: _____

4. Graph

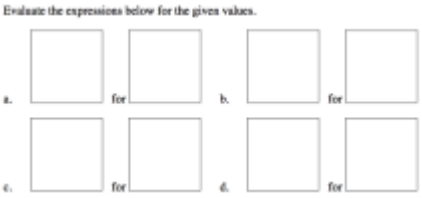


# MS Word: How Do I See Equations Using Word 2011?

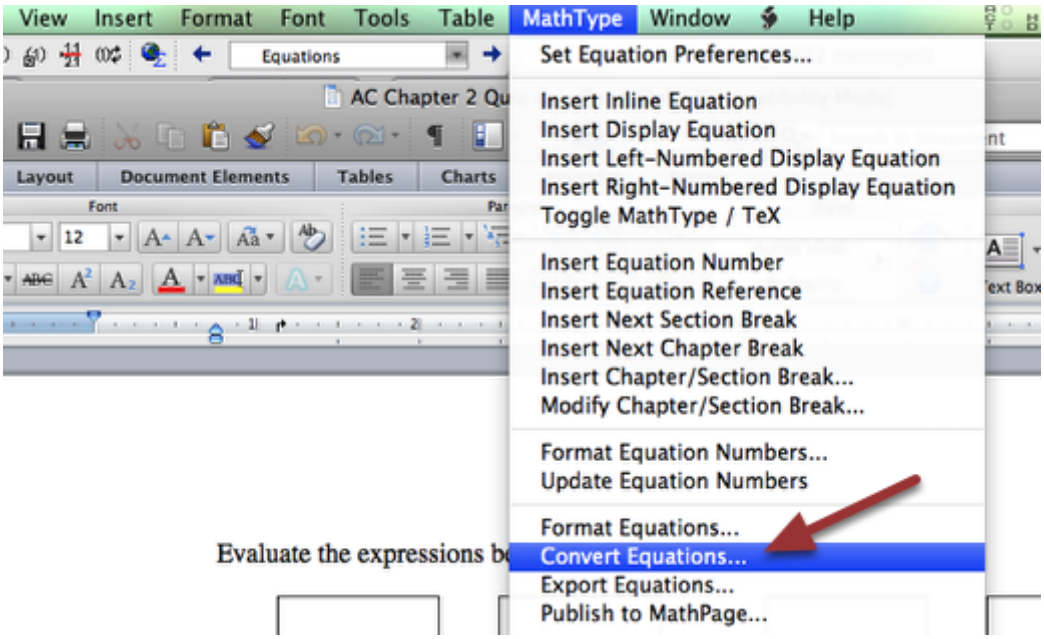
This tutorial explains how to allow equations typed in mathtype to show in Word 2011.

## 1. Be sure that Print Layout View is selected. It is located bottom left of the window.

## 2. In each of these boxes, there should have been an equation. Follow the next step to correct this.



## 3. Go to the top menu bar to MathType. Choose the Convert Equations menu item. (Complete this step several times until all equations are added!)

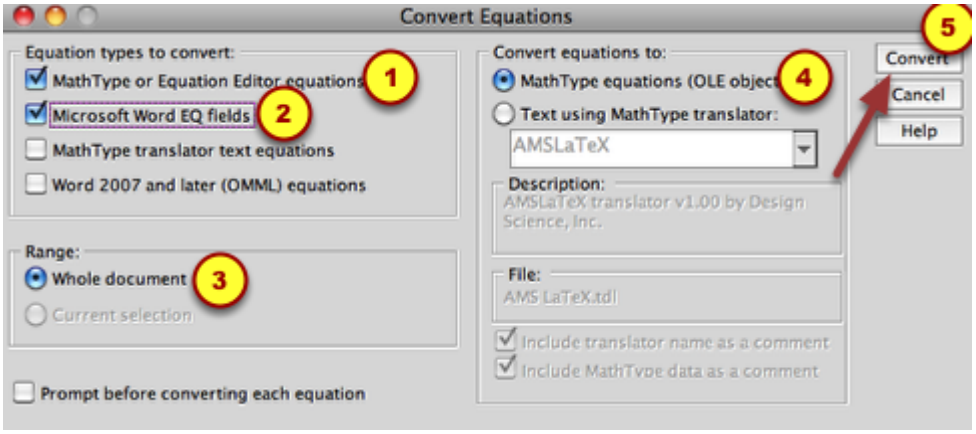



If you do not have Mathtype, you can install MathType as a free trial. After the trial expires, it reverts to a free version that still has all the functionality required for what we're doing. Here's a link to the free download:

http://www.dessci.com/en/products/MathType%5FMac/trial.asp

Please notice the part of the page that describes "MathType Lite".

### 3. Check the top two items and select "Whole document" and "MathType equations (OLE objects). Click "Convert".




### 4. The equations should come into the document. An example is below.

Evaluate the expressions below for the given values.

a. $2x-(x+6)$ for $x=-2$

b. $n^2+n+1$ for $n=7$

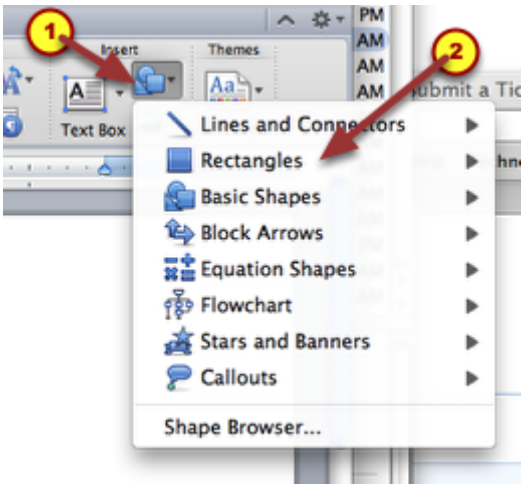
c. $\frac{-b}{2a}$ for $b=3,\ a=-1$

d. $(r+10)(r-10)$ for $r=10$

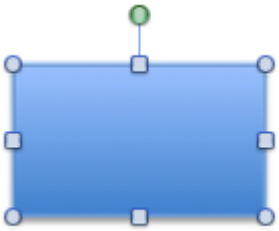
# MS Word: How Do I Make Lines and Boxes in Word 2011

This tutorial explains how to modify the shapes in Microft Word 2011.

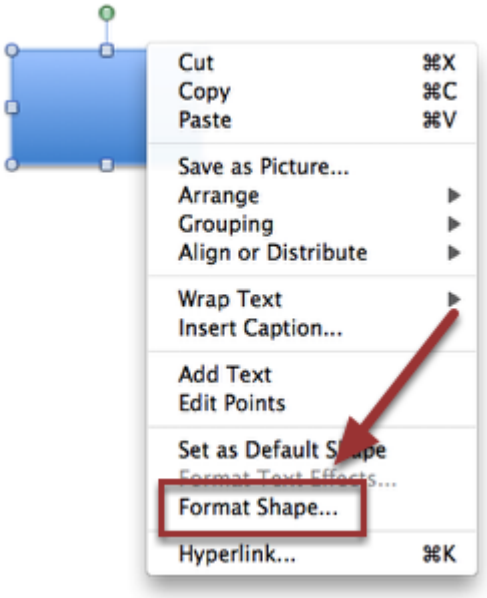
## 1. Choose insert Shape. Select the desired shape. For this tutorial, I selected Rectangles.



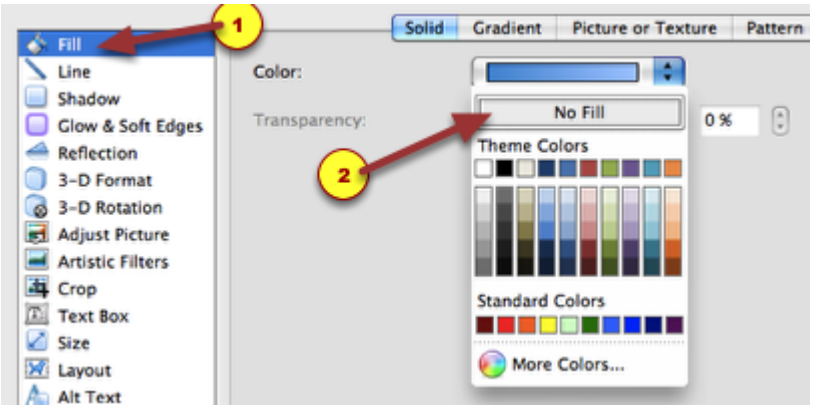

## 2. This is the rectangle I selected. I wanted no fill, a black line border, and no shadow.



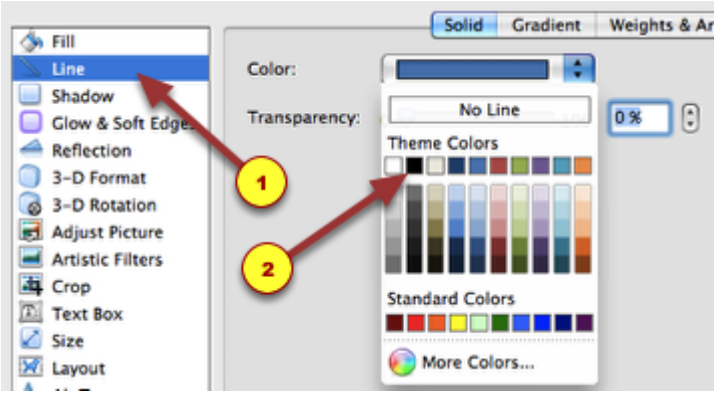
### 3. Right click (control click) on the image. Select 'Format Shape...'.



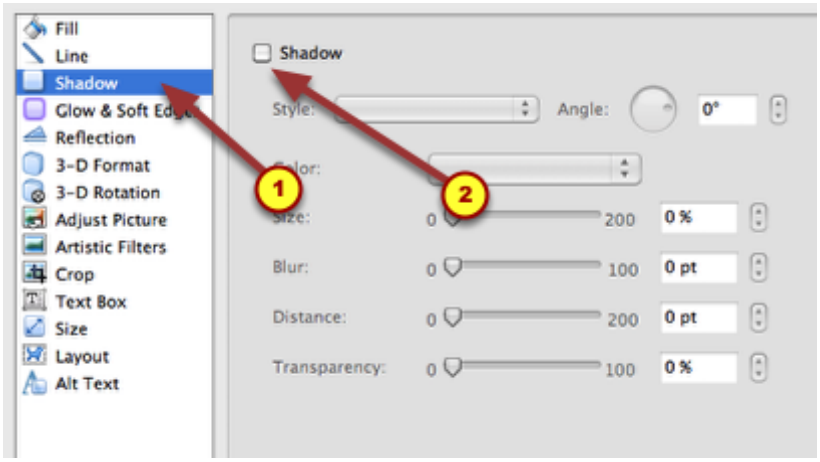

### 4. Choose from the left an attribute. In this case it is 'Fill'.



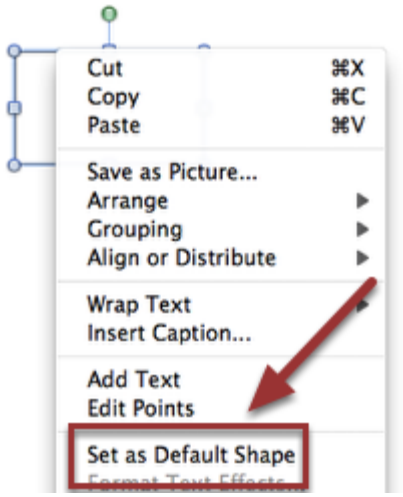

### 5. Now choose 'Line'. I chose a black color.



## 6. Now choose 'Shadow'. Unclick the Shadow box to eliminate a shadow.




## 7. You will get the rectangle desired. To save the setting, right click the shape and select 'Set as Default Shape'.



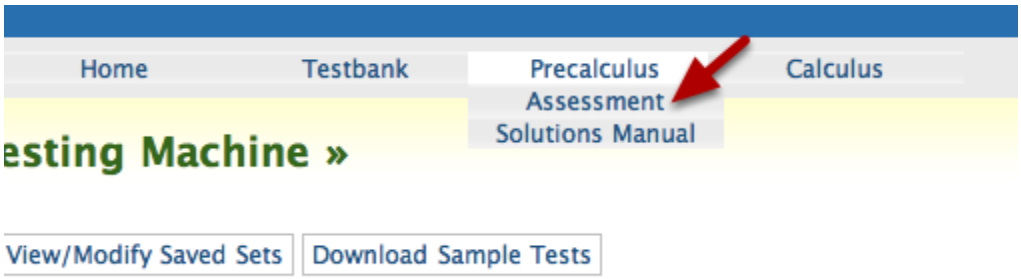

Now whenever you select the rectangle in the Shapes menu, it will appear as desired at least for the document created.

# Precalculus and Calculus Assessments

# How Do I Get Precalculus and/or Calculus Assessments?

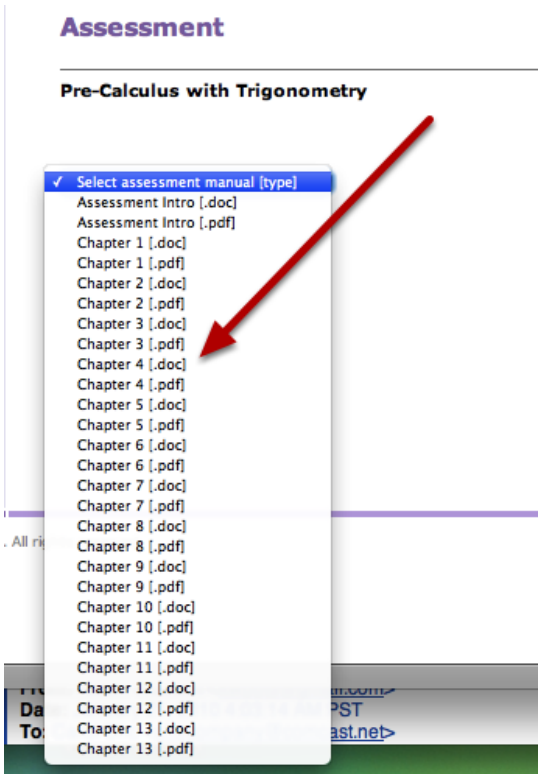
*Precalculus and Calculus assessments are only available as downloadable files. These files can be modified by cutting and pasting items from the file to create your tests and quizzes. Both Precalculus and Calculus files contain sample Chapter tests and quizzes. The assessment files are only available through the assessment portal requiring a teacher login.*

## 1. Log in to the CPM Assessment Site. Click on either Precalculus or Calculus on the top bar.




Choose Assessment.

## 2. The link takes you to the site where each of the chapter files are located.



## 3. Download the chapter files to your computer.

**Chapter 4: Finding the Area Under a Curve**

**Chapter 4 Topics:**

- Special Angles in the Unit Circle
- Sine and Cosine in the Unit Circle
- Graphs of Sine and Cosine
- Reciprocal Trig Functions
- Simplifying Trig Expressions
- Frequency of Sine and Cosine Graphs
- Verifying Trig Identities
- Applications of Trig Functions
- Graphical Addition

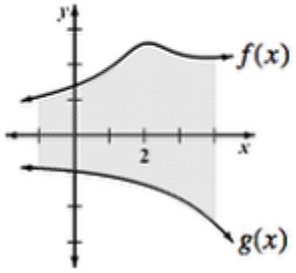
**Review Topic:**

- Simplifying Radical Expressions

## 4. Assessments include quizzes for various sections.

**Calculus Chapter 4: Quiz #4**
For use after Lesson 4.4.2

1. Write an integral representing the shaded area shown on the graph at right from $x = -1$ to $x = 4$.



## 5. Assessments include Chapter Tests.

**Pre-Calculus** Name _____

**Chapter 4 Test**

1. Evaluate each trig expression.

   a. $\sin\left(\frac{81\pi}{4}\right)$ b. $\tan\left(-\frac{11\pi}{3}\right)$ c. $\sec\left(\frac{17\pi}{6}\right)$

2. Graph $y = 2 - 3\sin\left(\frac{\pi}{3}x - \pi\right)$. State the amplitude, period, and any transformations of the function.

## 6. Assessments include a Team Test for Precalculus and a Review for Calculus.

**Calculus Chapter 4: Review**

No Calculator

1. Write a Riemann sum using 3 left endpoint rectangles under the curve $y = 2^x + x^2 + 1$ from $x = 3$ to $x = 4$. Use sigma notation. How could you modify this answer to get an exact answer?

2. Find the slope functions, $f'(x)$, for the following functions.

   a. $f(x) = 6\sqrt[4]{x^3} - \sqrt{\pi^5}$ b. $f(x) = \frac{1}{2}x^5 + \frac{1}{3}x^4 - \frac{3}{4}x$

## 7. Answers are also included for all test items.

**Answers**

**Review:**

1. $\sum_{i=0}^{2} \frac{1}{3}\left(2^{(3+i/3)}+\left(3+\frac{i}{3}\right)+1\right)$ or $\sum_{i=1}^{3} \frac{1}{3}\left(2^{((8+i)/3)}+\left(\frac{8}{3}+\frac{i}{3}\right)+1\right)$
   You could use an integral to get an exact answer.

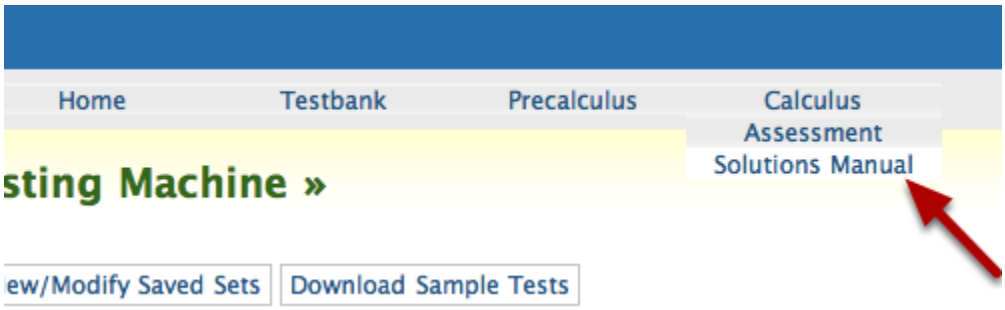
2. a. $f'(x)=\frac{9}{2}x^{-1/4}=\frac{9}{2\sqrt[4]{x}}$ b. $f'(x)=\frac{5}{2}x^4+\frac{4}{3}x^3-\frac{3}{4}$

3. No, the bounds of the integral are shifted $c$ units to the left, but the function is shifted $c$

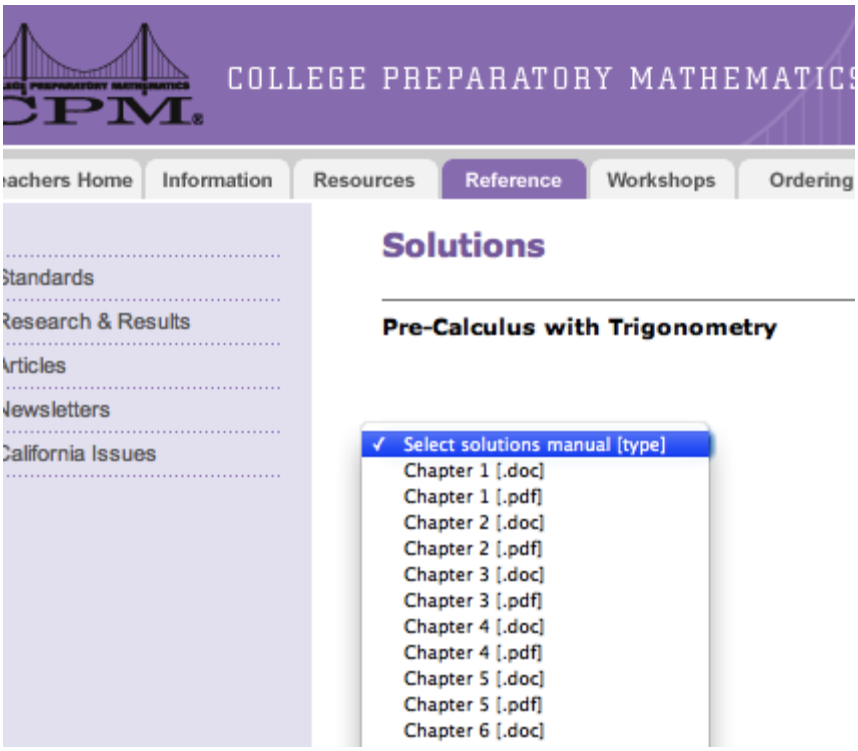
# How Do I Get Precalculus or Calculus Solutions for Textbook Problems?

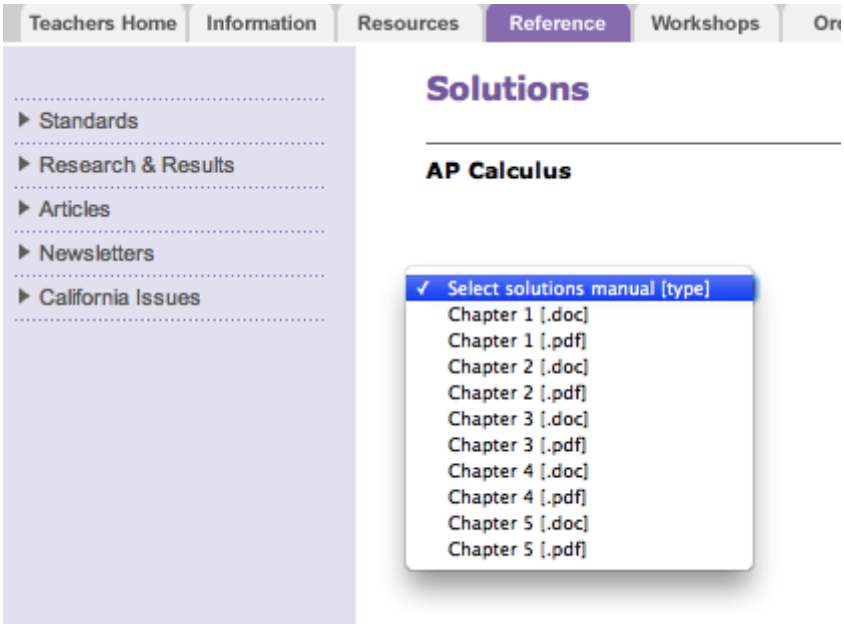
*The complete Solutions Manual is also available as downloadable files. Students are allowed access to the Solutions Manual if you give them the link. Teacher/students can download the solutions to their computers or view online.*

## 1. From the top menu bar, choose either Precalculus or Calculus and then Solutions Manual.



**2. Once you get into the site, you as a teacher has the option to give the URL to your students. This will not work for the assessments. The URL simply redirects to the login page of the assessment site.**




**3. The Calculus Solutions Manual can be located from the CPM Assessment Site. But once you get in, you can give the link to your students if you desire.**