

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.

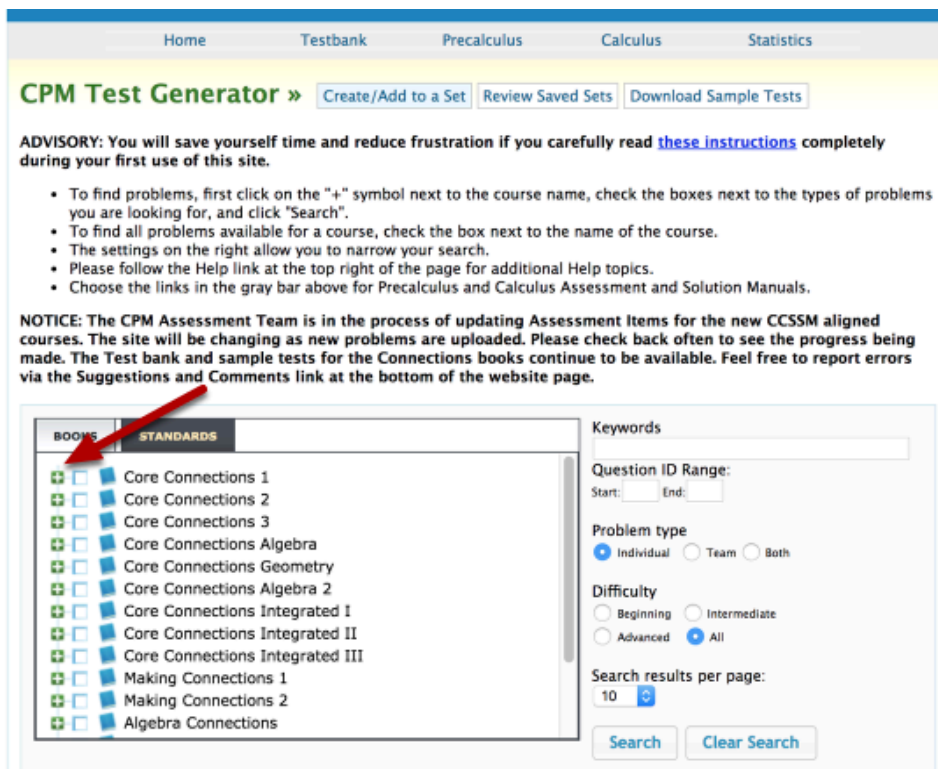


Click the CPM Assessment button at the bottom of your eBook page.

## 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.

made. The test bank and sample tests for the Connections books continue to be available. Feel free to report errors via the Suggestions and Comments link at the bottom of the website page.

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".

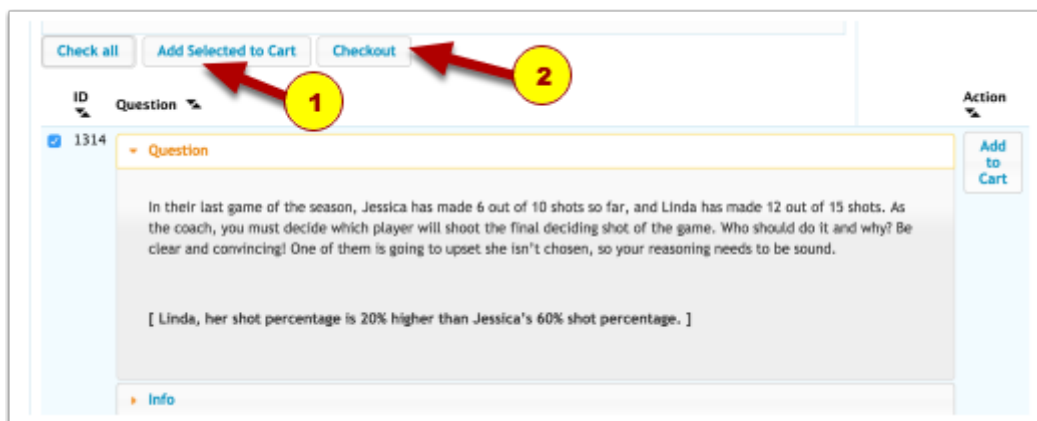
## 6. Choose search results per page and problem type.

## 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.

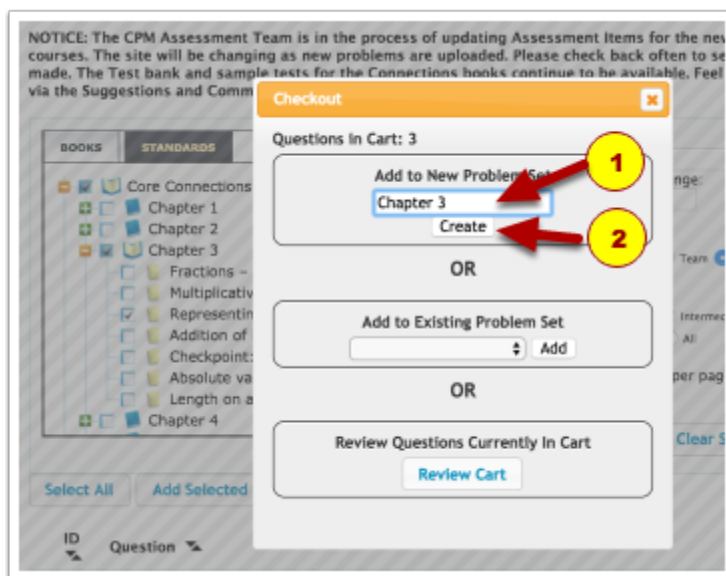


## 8. Click 'Add Selected to Cart' then click 'Checkout'



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.

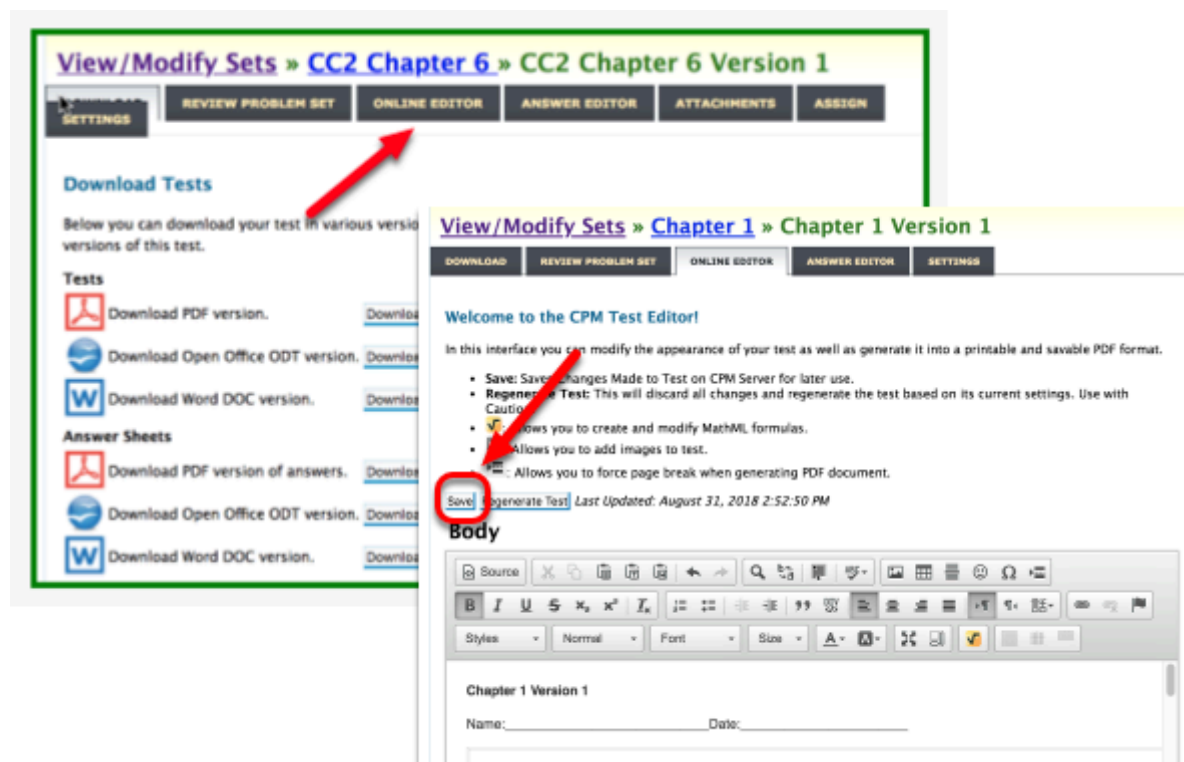
The screenshot shows the CPM Test Generator website. The 'Testbank' tab is selected in the top navigation bar. Below the navigation bar, there are buttons for 'Create/Add to a Set', 'Review Saved Sets', and 'Download Sample Tests'. A red arrow labeled '1' points to the 'Download Sample Tests' button. Below this, there is an 'Assessment Disclaimer' section. To the left, there is a list of books under the 'STANDARD' tab. In the center, there is a table of sample tests. A red arrow labeled '2' points to the 'Edit' button in the 'Action' column of the table.

Name	I/T	Type	Action
Chapter 1	Team	Test	Edit Download
Chapter 2	Team	Test	Edit Download
Chapter 2	Individual	Test	Edit Download
Chapter 3	Individual	Test	Edit Download
Chapter 3	Team	Test	Edit Download

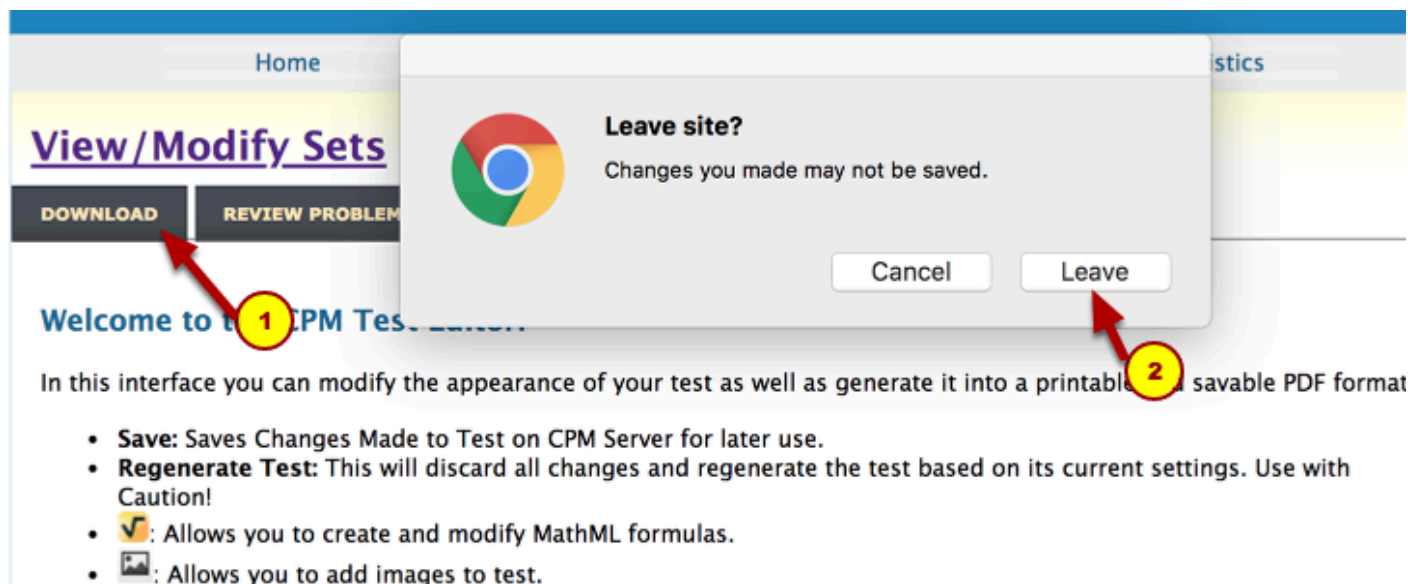
2. Name the test and import.

The screenshot shows the 'Import Sample Test' dialog box. The dialog box has a title bar with a close button. Below the title bar, it says 'Make this test your own!'. Then, it says 'Provide a name for this test and we will import it into your collection of tests!'. Below this, there is a text input field with the text 'Chapter 1'. A red arrow labeled '1' points to the input field. Below the input field, there are two buttons: 'Import' and 'Cancel'. A red arrow labeled '2' points to the 'Import' button.

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



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



## 5. Choose your format and download.

[Home](#)
[Testbank](#)
[Precalculus](#)
[Calculus](#)
[Statistics](#)




[View/Modify Sets](#) » [Chapter 1](#) » **Chapter 1 Version 1**

[DOWNLOAD](#)
[REVIEW PROBLEM SET](#)
[ONLINE EDITOR](#)
[ANSWER EDITOR](#)
[SETTINGS](#)




### Download Tests

Below you can download your test in various versions. You can click on the set name, [Chapter 1](#), to create additional versions of this test.

**Tests**

	Download PDF version.	<a href="#">Download</a>
	Download Open Office ODT version.	<a href="#">Download</a>
	Download Word DOC version.	<a href="#">Download</a>

**Answer Sheets**

	Download PDF version of answers.	<a href="#">Download</a>
	Download Open Office ODT version.	<a href="#">Download</a>
	Download Word DOC version.	<a href="#">Download</a>

# 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.

**CPM Test Generator** » [Create/Add to a Set](#) [Review Saved Sets](#) [Download Sample Tests](#)

ADVISORY: You will save yourself time and reduce frustration if you carefully read the [instructions](#) completely during your first use of

- To find problems, I you are looking for
- To find all problem
- The settings on th
- Please follow the H
- Choose the links ir

NOTICE: The CPM Assess courses. The site will be made. The Test bank an via the Suggestions and

**CPM Test Generator** » [Create/Add to a Set](#) [Review Saved Sets](#) [Download Sample Tests](#)

Welcome to your Question Sets!

Below is your list of *Question Sets* or collections. If you do not see any items in the list, please go to the "[Create/Add to a Set](#)" section and follow the instructions there on how to create a collection of questions, known as a *set*.

- Set Name: Click on this link to view or remove questions associated with that set.

**Import Sets**

You may import sets saved in another user account by clicking the following button: [Import Sets](#)

**My question sets**

Set Name	Date Created
<a href="#">Chapter 2</a>	2018-08-31 18:52:45
<a href="#">Chapter 1 my test</a>	2018-08-23 22:01:26
<a href="#">Chapter 3</a>	2018-08-23 16:26:43

\* Asterisk indicates set has been imported from another account.

Delete Selected Sets

**View/Modify Sets** » [Chapter 1 my test](#) [Create/Add to a Problem Set](#) [Review Saved Sets](#)

**TEST VERSIONS**

Below is the collection of tests associated with the currently selected set, named Chapter 1 my test. If you do not see any items in the grid, Click on [Create New Test Version](#) to design a new test.

Create New Test Version: This button will allow you to create another test with the same set of questions but you may specify different settings such as page layout, question order, and answer placement. You may also make changes in the online editor without affecting other versions of the test.

- Test Name: Click on this to edit settings and design tests.
- Answers: Indicates where the answers to the test will be placed.
- Question Order: Indicates whether the questions always appear in the same order or be different from other tests.

[Create New Test Version](#)

Test Name	Answers	Question Order	Date Created
<a href="#">Chapter 1 my test Version 3</a>	Separate	Shuffled	2018-08-23 22:08:34
<a href="#">Chapter 1 my test Version 2</a>	Separate	Shuffled	2018-08-23 22:06:25
<a href="#">Chapter 1 my test Version 1</a>	Separate	Normal	2018-08-23 22:01:26

Delete Selected Tests

## 2. Choose your format and download.

[Home](#)
[Testbank](#)
[Precalculus](#)
[Calculus](#)
[Statistics](#)

[View/Modify Sets](#) » [Chapter 1 my test](#) » [Chapter 1 my test Version 2](#)

[DOWNLOAD](#)
[REVIEW PROBLEM SET](#)
[ONLINE EDITOR](#)
[ANSWER EDITOR](#)
[SETTINGS](#)

### Download Tests

Below you can download your test in various versions. You can click on the set name, [Chapter 1 my test](#), to create additional versions of this test.

**Tests**

 Download PDF version. [Download](#)

 Download Open Office ODT version. [Download](#)

 Download Word DOC version. [Download](#)

**Answer Sheets**

 Download PDF version of answers. [Download](#)

 Download Open Office ODT version. [Download](#)

 Download Word DOC version. [Download](#)

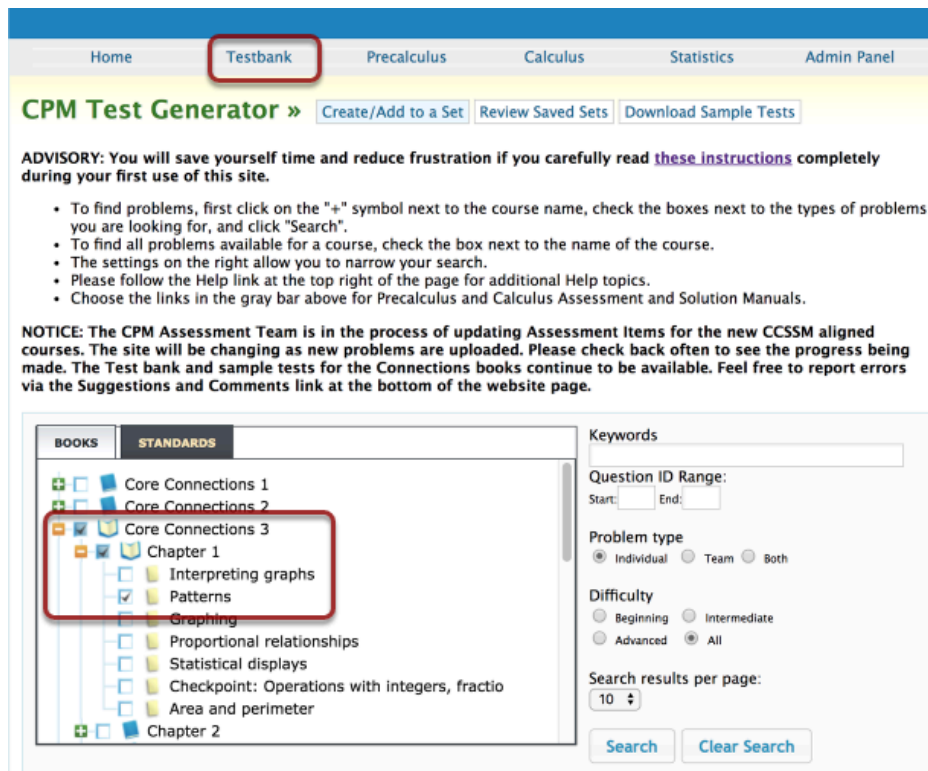
[CPM Teacher Guidebook](#)  
[CPM Help](#)

# 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



Home **Testbank** Precalculus Calculus Statistics Admin Panel

**CPM Test Generator** » [Create/Add to a Set](#) [Review Saved Sets](#) [Download Sample Tests](#)

**ADVISORY:** You will save yourself time and reduce frustration if you carefully read [these instructions](#) completely during your first use of this site.

- To find problems, first click on the "+" symbol next to the course name, check the boxes next to the types of problems you are looking for, and click "Search".
- To find all problems available for a course, check the box next to the name of the course.
- The settings on the right allow you to narrow your search.
- Please follow the Help link at the top right of the page for additional Help topics.
- Choose the links in the gray bar above for Precalculus and Calculus Assessment and Solution Manuals.

**NOTICE:** The CPM Assessment Team is in the process of updating Assessment Items for the new CCSSM aligned courses. The site will be changing as new problems are uploaded. Please check back often to see the progress being made. The Test bank and sample tests for the Connections books continue to be available. Feel free to report errors via the Suggestions and Comments link at the bottom of the website page.

**BOOKS** **STANDARDS**

- Core Connections 1
- Core Connections 2
- Core Connections 3
  - Chapter 1
    - Interpreting graphs
    - ☒ Patterns
    - Graphing
    - Proportional relationships
    - Statistical displays
    - Checkpoint: Operations with integers, fractio
    - Area and perimeter
  - Chapter 2

Keywords

Question ID Range: Start: End:

Problem type: ☒ Individual ☐ Team ☐ Both

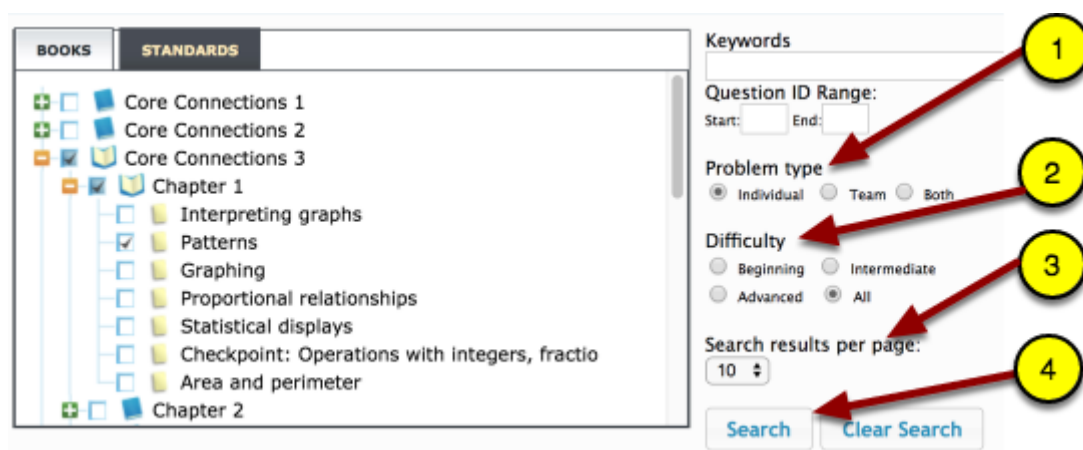
Difficulty: ☐ Beginning ☐ Intermediate ☐ Advanced ☒ All

Search results per page: 10

[Search](#) [Clear Search](#)

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

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



**BOOKS** **STANDARDS**

- Core Connections 1
- Core Connections 2
- Core Connections 3
  - Chapter 1
    - Interpreting graphs
    - ☒ Patterns
    - Graphing
    - Proportional relationships
    - Statistical displays
    - Checkpoint: Operations with integers, fractio
    - Area and perimeter
  - Chapter 2

Keywords

Question ID Range: Start: End:

Problem type: ☒ Individual ☐ Team ☐ Both

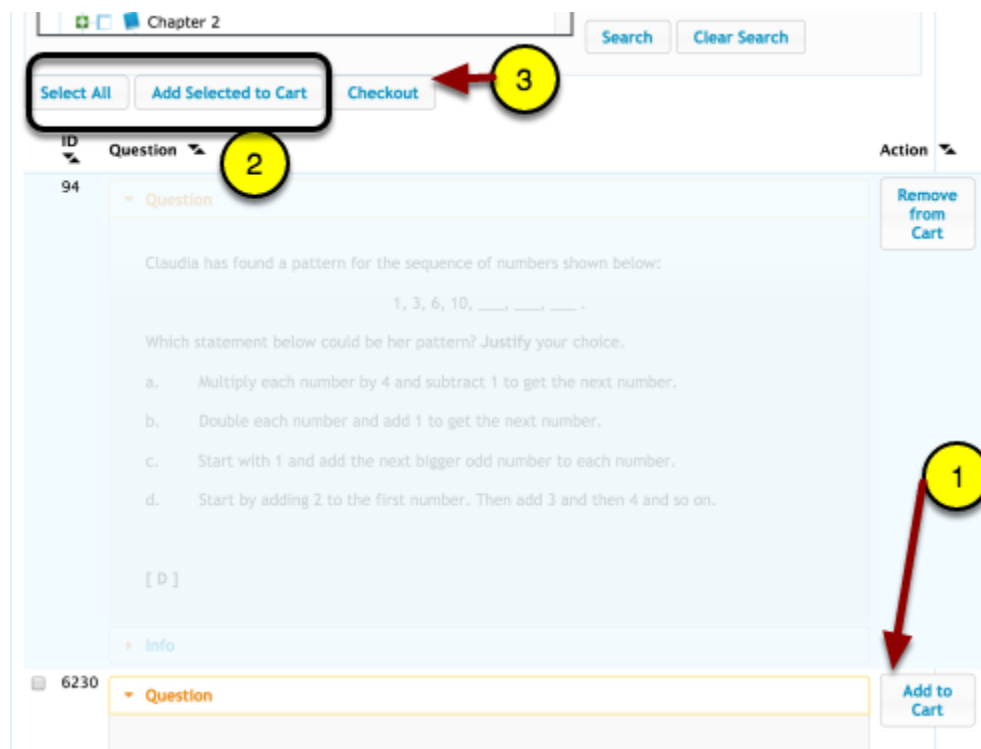
Difficulty: ☐ Beginning ☐ Intermediate ☐ Advanced ☒ All

Search results per page: 10

[Search](#) [Clear Search](#)

### 3. Select Questions:

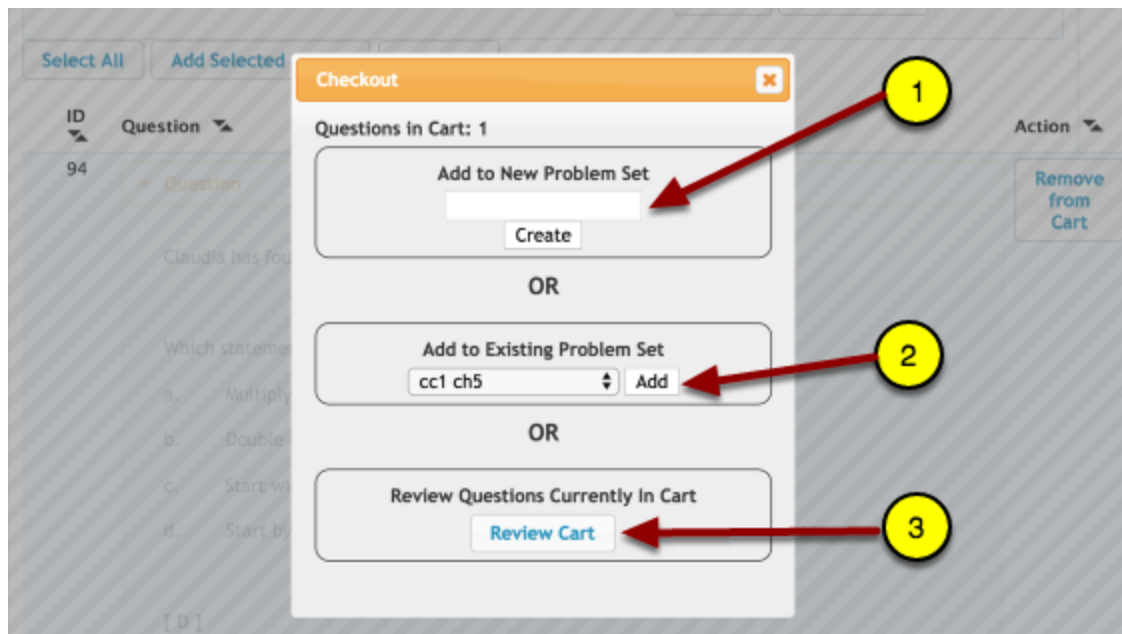
- Add a question to cart individually with the 'Add to Cart' button.
- Choose 'Select All', then 'Check All' and finally 'Add Selected to Cart', to add all questions on the current page to your cart. Note: questions on additional pages will not be selected with the 'Select All' or 'Check All' button. 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.





# 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.

The screenshot shows the 'STANDARDS' tab in the CPM Assessment Site. On the left, a tree view lists 'Core Connections 1' and its chapters. 'Chapter 3' is selected, indicated by a red arrow and a yellow circle with the number '1'. On the right, there are filter options: 'Keywords' (empty), 'Question ID Range' (Start and End fields), 'Problem type' (Individual, Team, Both; Individual is selected), 'Difficulty' (Beginning, Intermediate, Advanced, All; All is selected), and 'Search results per page' (10). At the bottom right, there are 'Search' and 'Clear Search' buttons. A red arrow points from the 'Search' button to a yellow circle with the number '2'.

## 2. Select Questions

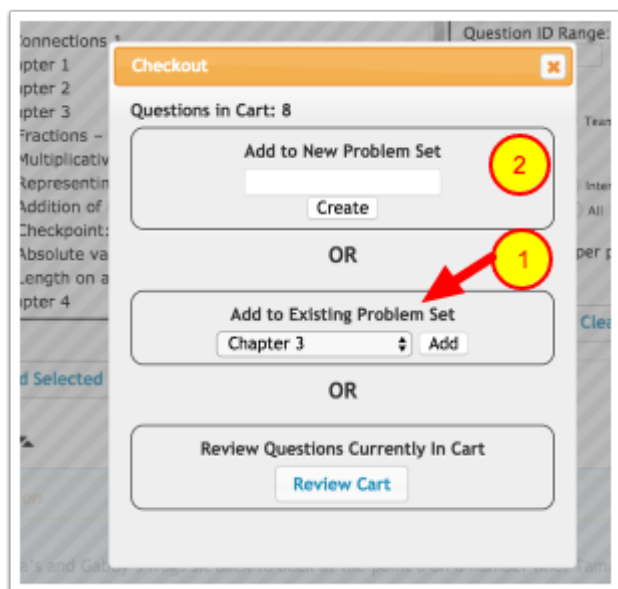
The screenshot shows the 'Select Questions' interface. At the top, there are three buttons: 'Check all', 'Add Selected to Cart', and 'Checkout'. Below them is a table with columns: 'ID', 'Question', and 'Action'. The first row shows a question with ID '787' and a blue checkmark in the 'ID' column, indicating it is selected. A red arrow points from the 'Add Selected to Cart' button to a yellow circle with the number '2', and another red arrow points from the 'Checkout' button to a yellow circle with the number '3'. The question text is: 'Tamara's and Gabby's frogs sit back to back at the point 0 on a number line. Tamara's frog hops eight units to the right while Gabby's frog hops 11 units to the left. a. On what point are each frog now sitting? b. Who jumped the furthest? c. How far apart are the two frogs now? d. Represent the distance between the two frogs using absolute value. [ a: Tamara's: 8, Gabby's: -11; b: Gabby's; c: 19 units; d: This part might be advanced:  $|-11 - 8|$ . ]'. Below the question, there is an 'Info' link. The second row shows a question with ID '7875' and an unchecked checkbox in the 'ID' column.

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?

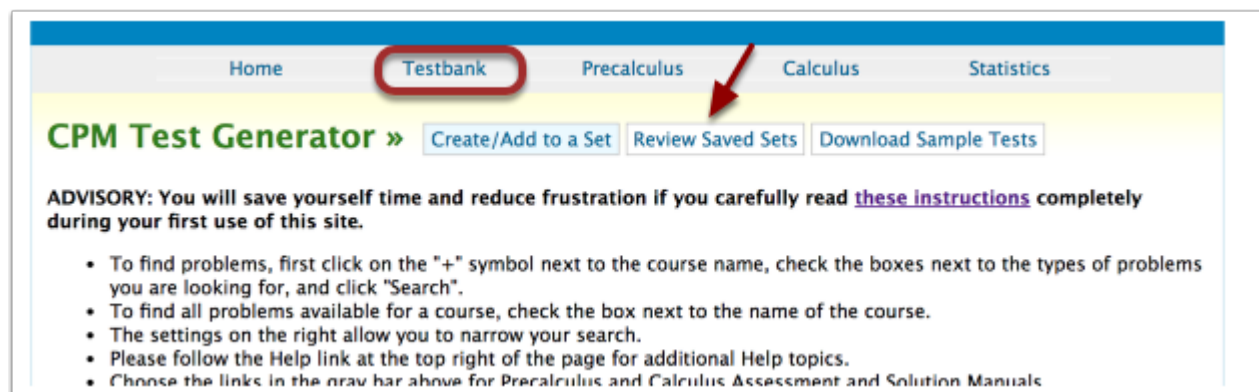
You will be able to download pdfs, Microsoft Word, and Open Office versions of your test. The online editor will allow formatting as well as equation changes on your test.

**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.

Home Testbank Precalculus Calculus Statistics

**CPM Test Generator »** [Create/Add to a Set](#) [Review Saved Sets](#) [Download Sample Tests](#)

**Welcome to your Question Sets!**

Below is your list of *Question Sets* or collections. If you do not see any items in the list, please go to the ["Create/Add to a Set"](#) section and follow the instructions there on how to create a collection of questions, known as a *set*.

- **Set Name:** Click on this link to view or remove questions associated with that *set*.

**Import Sets**

You may import sets saved in another user account by clicking the following button: [Import Sets](#)

**My question sets**

	Set Name ▼	Date Created ▼
<input type="checkbox"/>	<a href="#">Chapter 1 my test</a>	2018-08-23 22:01:26
<input type="checkbox"/>	<a href="#">Chapter 3</a>	2018-08-23 16:26:43


\* Asterisk indicates set has been imported from another account.

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

Home Testbank Precalculus Calculus Statistics

**[View/Modify Sets](#) » Chapter 3** [Create/Add to a Problem Set](#) [Review Saved Sets](#)

**TEST VERSIONS**

 Below is the collection of tests associated with the currently selected set, named Chapter 3. If you do not see any items in the grid, Click on [Create New Test Version](#) to design a new test.

**Create New Test Version:** This button will allow you to create another test with the same set of questions but you may specify different settings such as page layout, question order, and answer placement. You may also make changes in the online editor without affecting other versions of the test.

- **Test Name:** Click on this to edit settings and design tests.
- **Answers:** Indicates where the answers to the test will be placed.
- **Question Order:** Indicates whether the questions will always appear in the same order or be different from other tests.

[+ Create New Test Version](#)

	Test Name ▼	Answers ▼	Question Order ▼	Date Created ▼
<input type="checkbox"/>	<a href="#">Chapter 3 Version 1</a>	End of Test	Shuffled	2018-08-23 16:26:43

[Delete Selected Tests](#)

## 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.

SETTINGS

### Welcome to the Test Settings Interface

Below you will see various settings associated with the layout of your tests. You modify these settings on a previously saved test, however this will require clicking the "Regenerate Test" button in the "Test Editor" interface. This will cause any changes made to the document to be lost.

- **Test Name:** Name associated with the test. Use this to keep track of different test versions.
- **Randomize Question Order:** Test will be generated with questions in random order. This can be used to help reduce cheating.
- **Answers:** Indicates where question answers should be placed.
- **Body Layout:** Indicates how questions will be laid out on the page.

Test Name:	CC3 Chapter 3 Quiz Test
Randomize Question Order:	<input checked="" type="checkbox"/>
Answers:	<input checked="" type="radio"/> Separate Answer Sheet <input type="radio"/> Inline <input type="radio"/> At End of Test
Body Layout:	<div> <div></div> <div></div> </div>

Save

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

Download Test »
 Create/Add to a Problem Set
 View/Modify Saved Problem Sets
 View/Modify Tests

DOWNLOAD

ONLINE EDITOR

ANSWER EDITOR

SETTINGS

### Download Tests

Below you can download your test in various versions.

Tests

Download PDF version.

Download

Download Open Office ODT version.

Download

Download Word DOC version.

Download

Answer Sheets

Download PDF version of answers.

Download

Download Open Office ODT version.

Download

Download Word DOC version.

Download

Online Editors

Download Tests!




Download Answers!

### 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

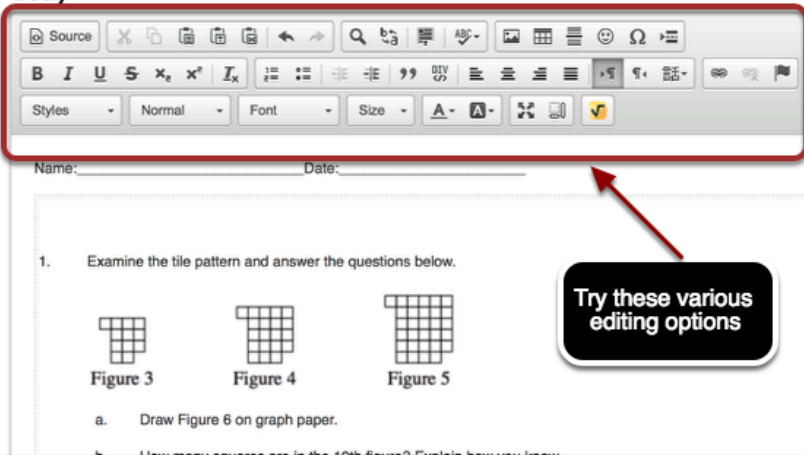
### Welcome to the CPM Test Editor!

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



The screenshot shows the CPM Test Editor interface. At the top, there is a toolbar with various icons for editing text and inserting elements. Below the toolbar, there are input fields for "Name:" and "Date:". The main body of the editor contains a math problem: "1. Examine the tile pattern and answer the questions below." followed by three figures (Figure 3, Figure 4, and Figure 5) which are tile patterns. Below the figures, there are questions: "a. Draw Figure 6 on graph paper." and "b. How many squares are in the 10th figure? Explain how you know." A red arrow points from a black callout box with the text "Try these various editing options" to the toolbar.

1. Examine the tile pattern and answer the questions below.

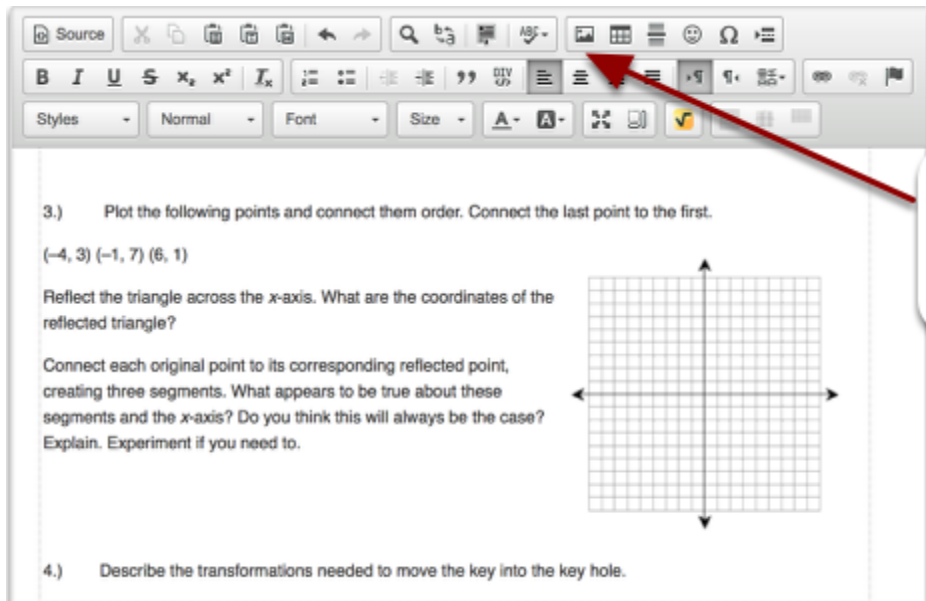
Figure 3      Figure 4      Figure 5

a. Draw Figure 6 on graph paper.

b. How many squares are in the 10th figure? Explain how you know.

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

## 1. Click the image icon.

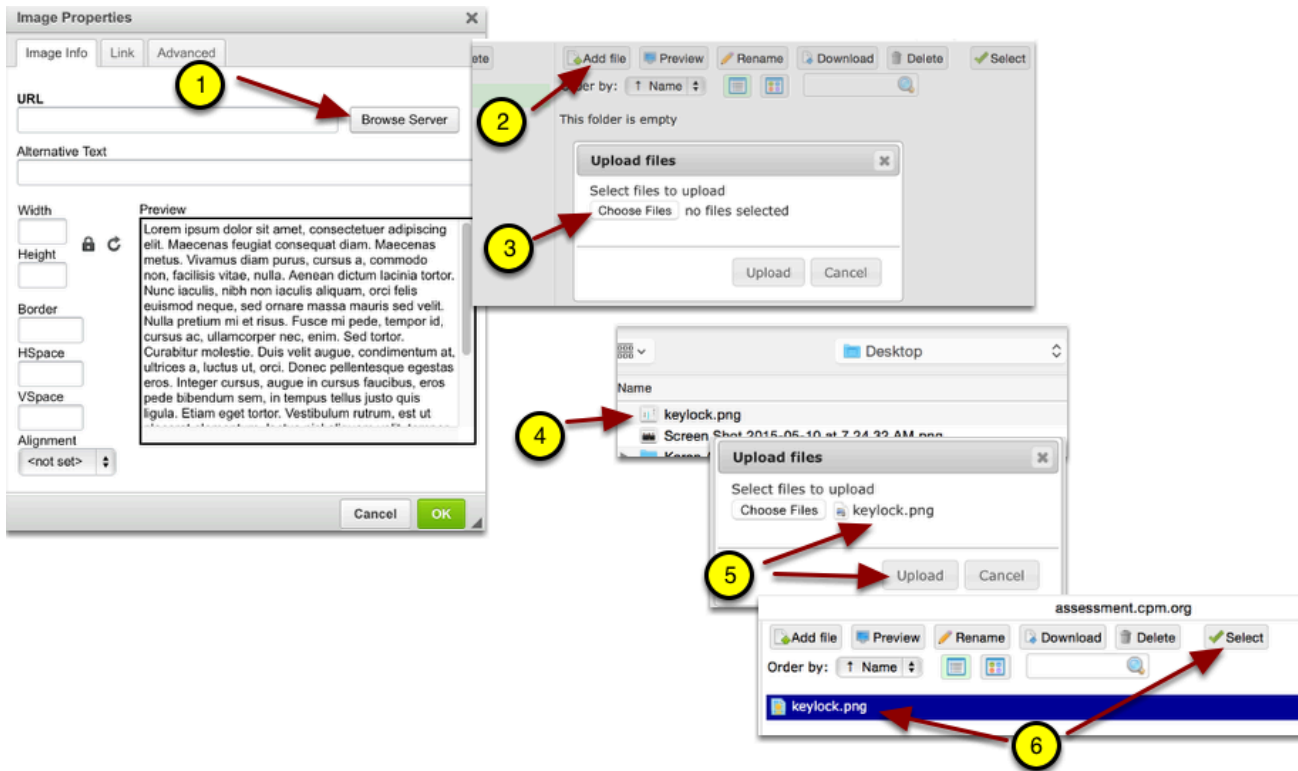


The screenshot shows a web-based editor interface. At the top is a toolbar with various icons for text formatting, alignment, and insertion. A red arrow points from a text box on the right to the image icon in the toolbar. The text box contains the text: "To add an image, click the image icon!". Below the toolbar, the main editing area contains a math problem. The problem text is: "3.) Plot the following points and connect them order. Connect the last point to the first. (-4, 3) (-1, 7) (6, 1) Reflect the triangle across the x-axis. What are the coordinates of the reflected triangle? Connect each original point to its corresponding reflected point, creating three segments. What appears to be true about these segments and the x-axis? Do you think this will always be the case? Explain. Experiment if you need to." Below the text is a coordinate plane with a grid. The x and y axes are labeled with arrows. The grid is 10 units wide and 10 units high. The origin is at the center. The points (-4, 3), (-1, 7), and (6, 1) are plotted. A triangle is formed by connecting these points. The triangle is reflected across the x-axis. The reflected triangle is formed by connecting the points (-4, -3), (-1, -7), and (6, -1). The segments connecting the original points to their reflected points are drawn. The segments are perpendicular to the x-axis.

## 2. Follow the steps below:

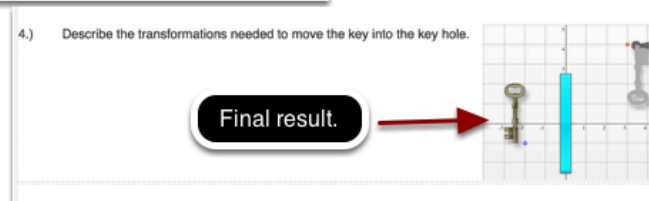
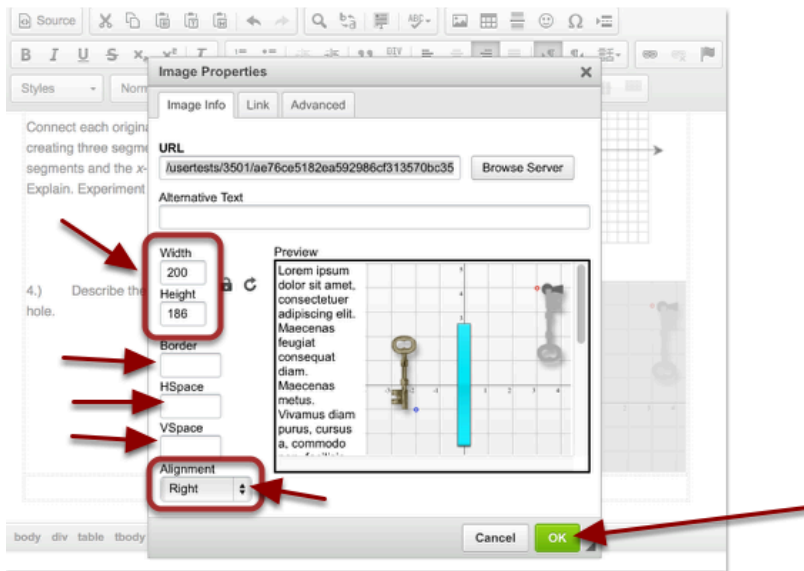
1. Click "Browse Server."
2. Click "Add File".
3. Then, click "Choose Files."
4. Double click your file.
5. The name of the file is shown. Click "Upload."
6. Highlight the file. Click "Select."





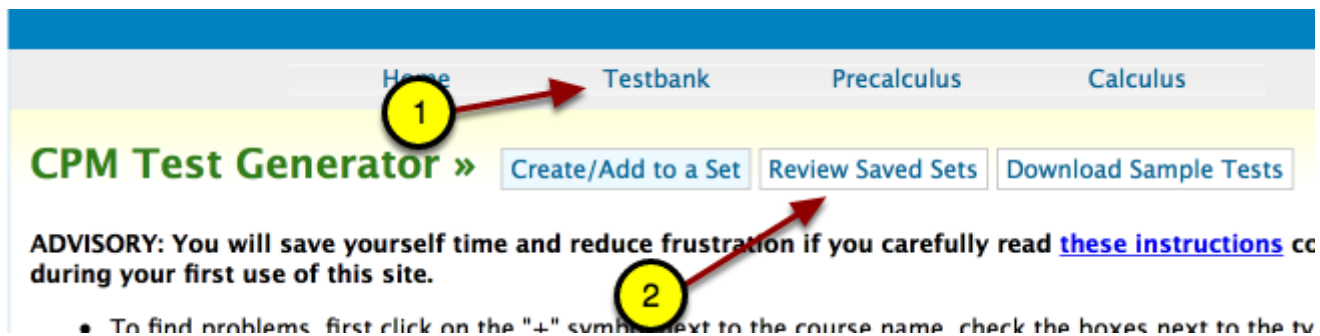
### 3. Modify the file.

- 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."



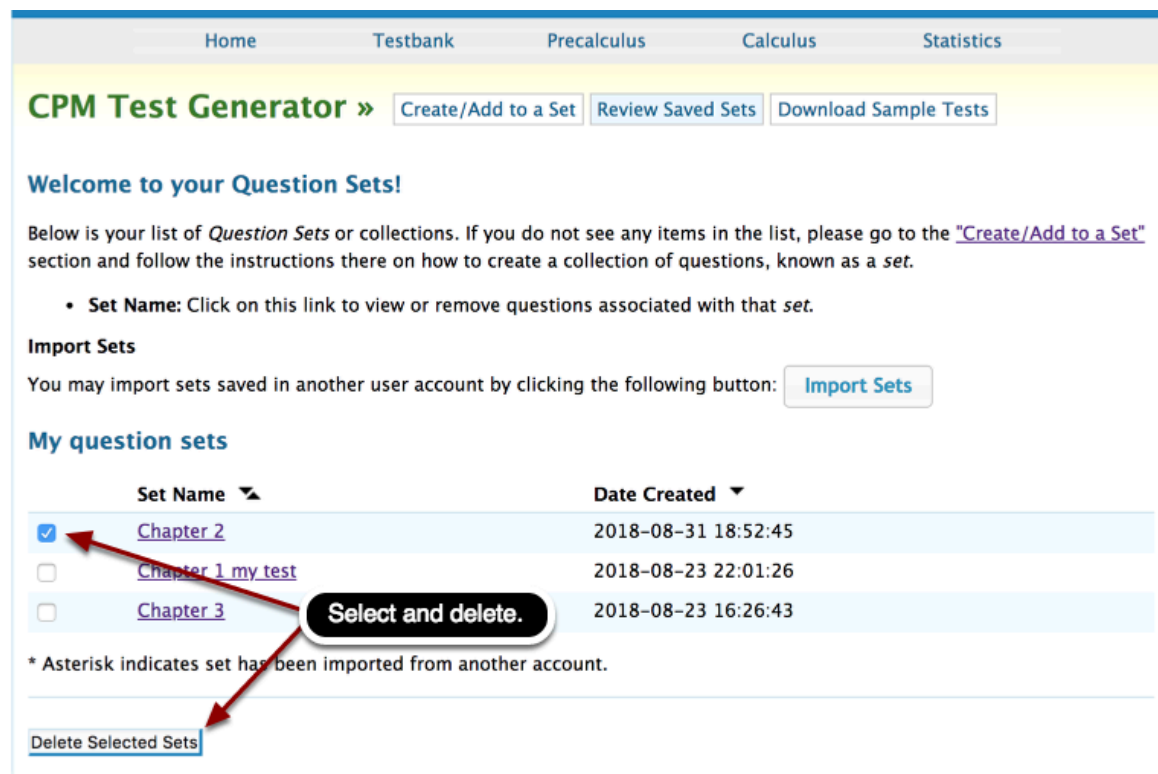
# How Do I Delete or Rename a Test or Problem Set?

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.

**My question sets**

Set Name	Date Create
<a href="#">Chapter 2</a>	2018-08-31
<a href="#">Chapter 1 my test</a>	2018-08-23
<a href="#">Chapter 3</a>	2018-08-23

Precalculus   Calculus   Statistics

**View/Modify Sets » Chapter 1 my test** [Create/Add to a Problem Set](#) [Review Saved Sets](#)

**TEST VERSIONS**

Below is the collection of tests associated with the currently selected set, named Chapter 1 my test. If you do not see any items in the grid, Click on [Create New Test Version](#) to design a new test.

**Create New Test Version:** This button will allow you to create another test with the same set of questions but you may specify different settings such as page layout, question order, and answer placement. You may also make changes in the online editor without affecting other versions of the test.

- Test Name:** Click on this to edit settings and design tests.
- Answers:** Indicates where the answers to the test will be placed.
- Question Order:** Indicates whether the questions will always appear in the same order or be different from other tests.

[Create New Test Version](#) **Select and delete.**

Test Name	Answers	Question Order	Date Created
<a href="#">Chapter 1 my test Version 1</a>	Separate	Shuffled	2018-08-23 22:08:34
<input checked="" type="checkbox"/> <a href="#">Chapter 1 my test Version 2</a>	Separate	Shuffled	2018-08-23 22:06:25
<a href="#">Chapter 1 my test Version 1</a>	Separate	Normal	2018-08-23 22:01:26

[Delete Selected Tests](#)

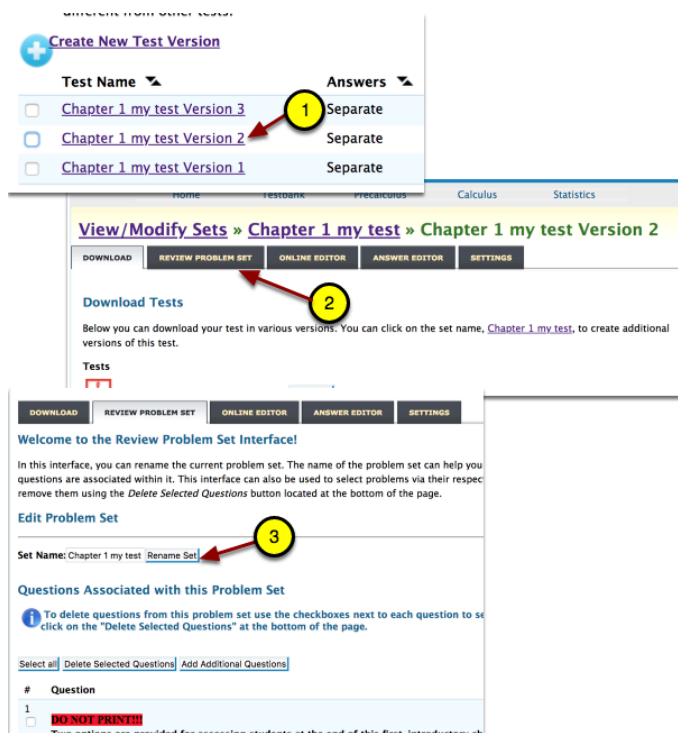
### 3. Rename a Question Set or Test

Click a test name.

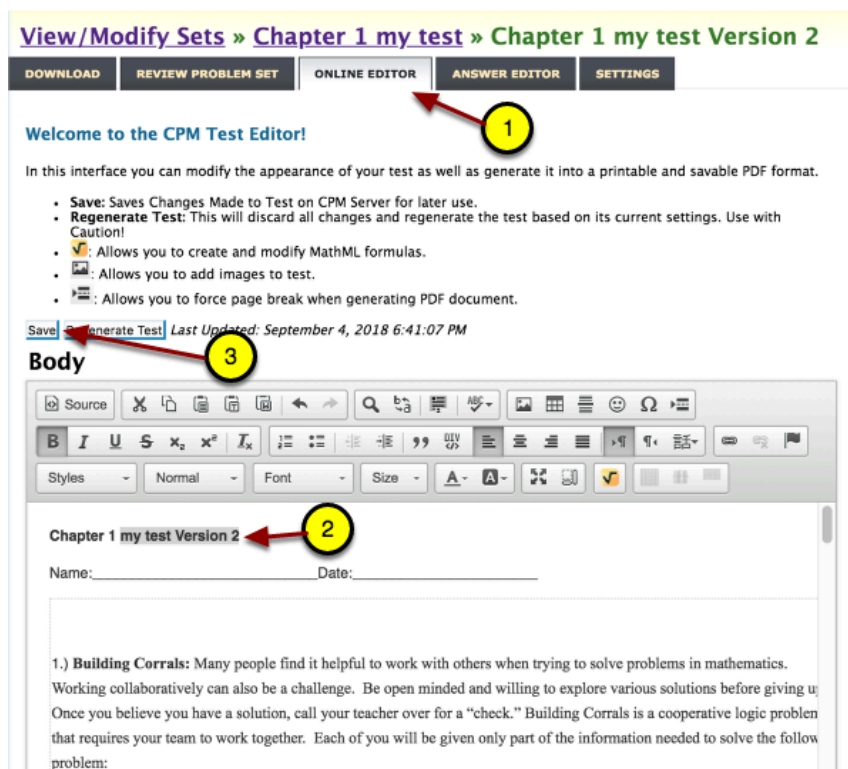
Next click 'REVIEW PROBLEM SET'.

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.

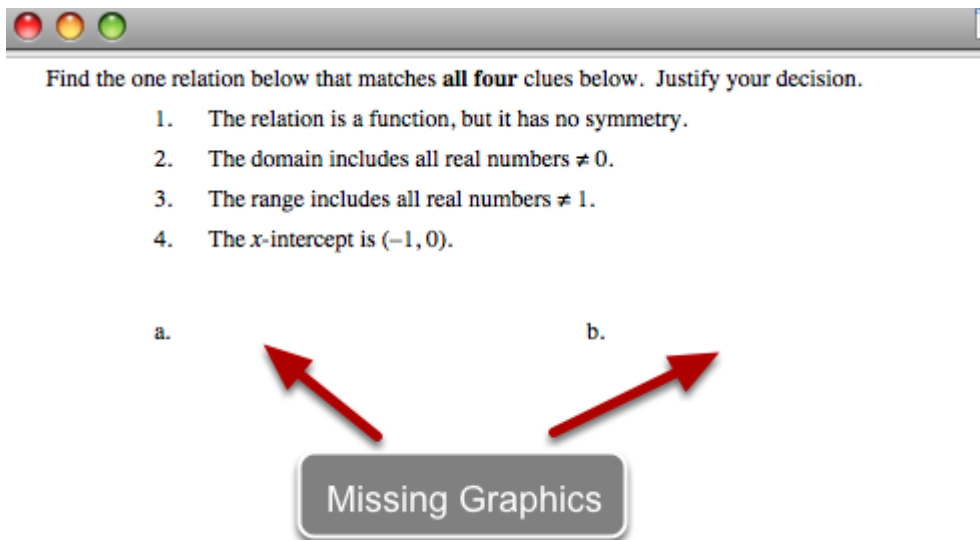


# **Using Your Downloaded Microsoft Word Tests**

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

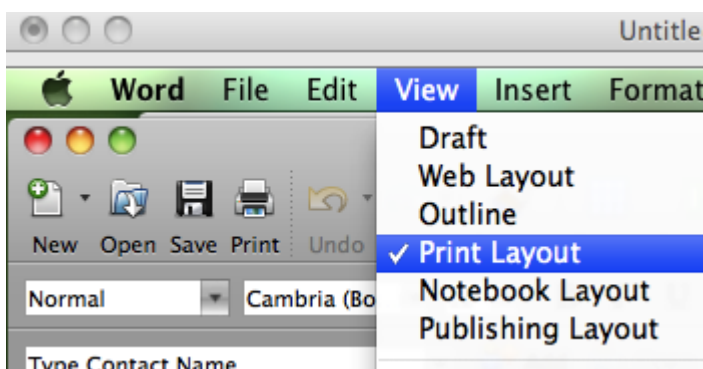
You need to be in Print Layout to view the graphics in your test when in Microsoft Word.

## 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.

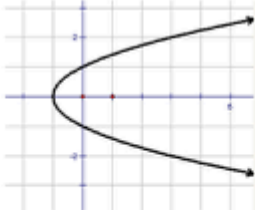
View Insert Format Font Tools Table Window Work Help

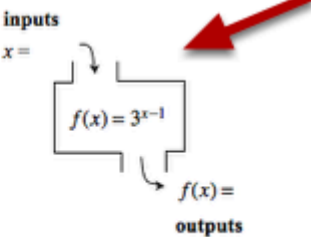
962.doc [Compatibility Mode]

Document Elements Quick Tables Charts SmartArt Graphics WordArt

Find the one relation below that matches **all four** clues below. Justify your decision.

1. The relation is a function, but it has no symmetry.
2. The domain includes all real numbers  $\neq 0$ .
3. The range includes all real numbers  $\neq 1$ .
4. The  $x$ -intercept is  $(-1, 0)$ .

a. 

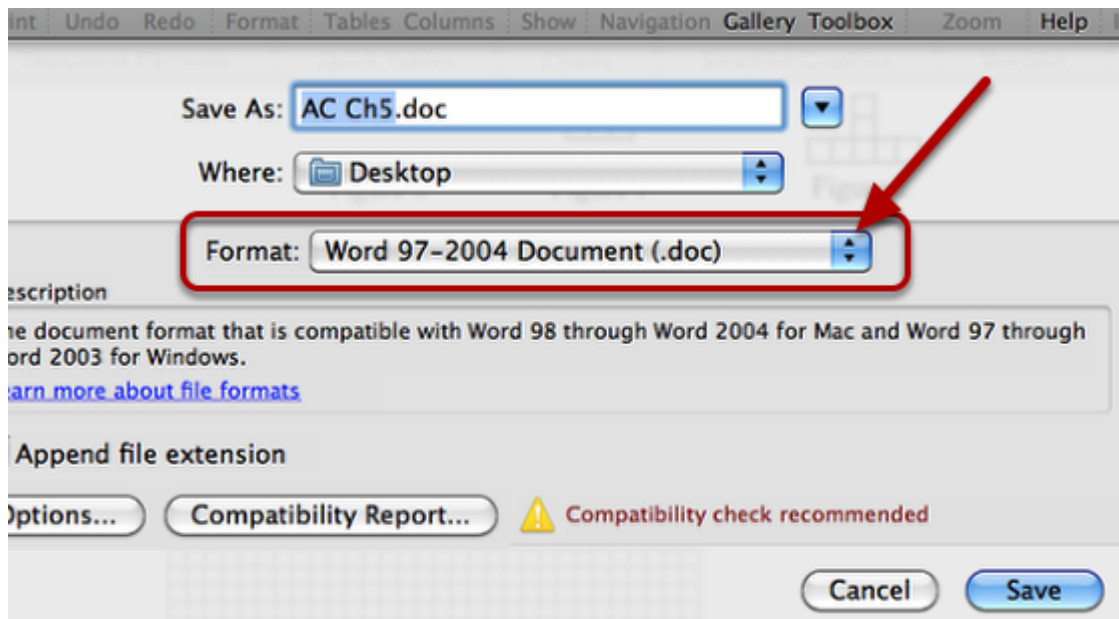
b. 



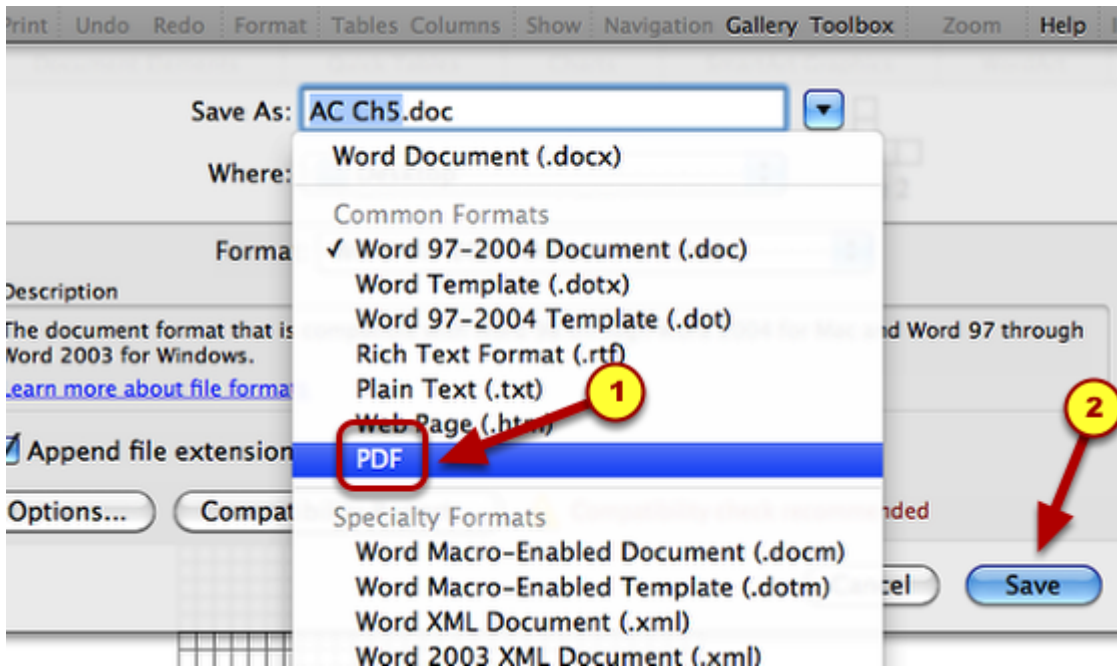
## MS Word: How Do I Get the Graphics to Print?

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".

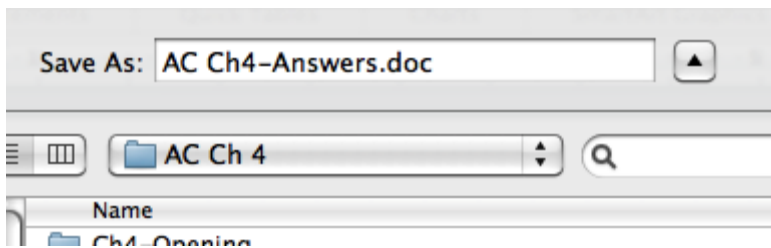


Once you have saved your file as a pdf, boot the file and print.

# 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

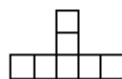
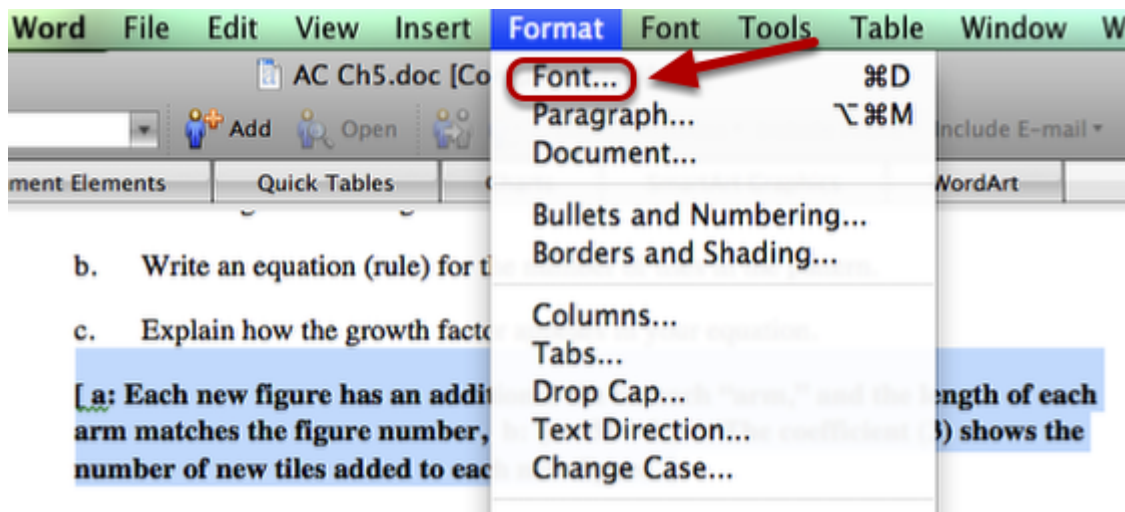


Figure 2

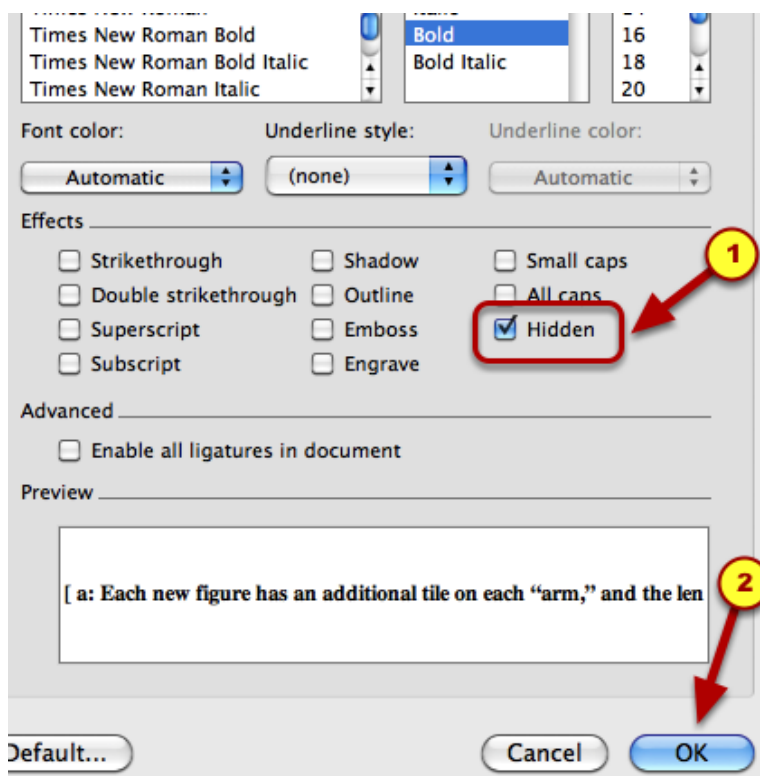
- Draw Figure 3 and Figure 4. Explain how the pattern grows.
- Write an equation (rule) for the number of tiles in the pattern.
- Explain how the growth factor appears in your equation.

[ 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.

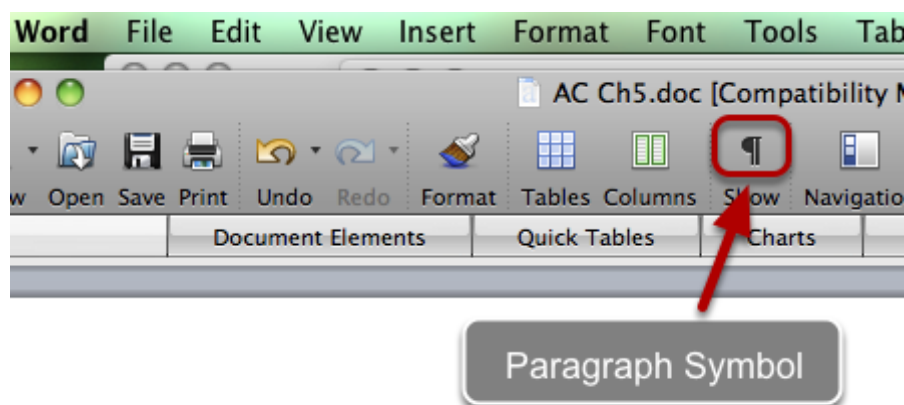
**Method 2 - a. Save the answers in hidden text.**

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

**b. Check Hidden.**

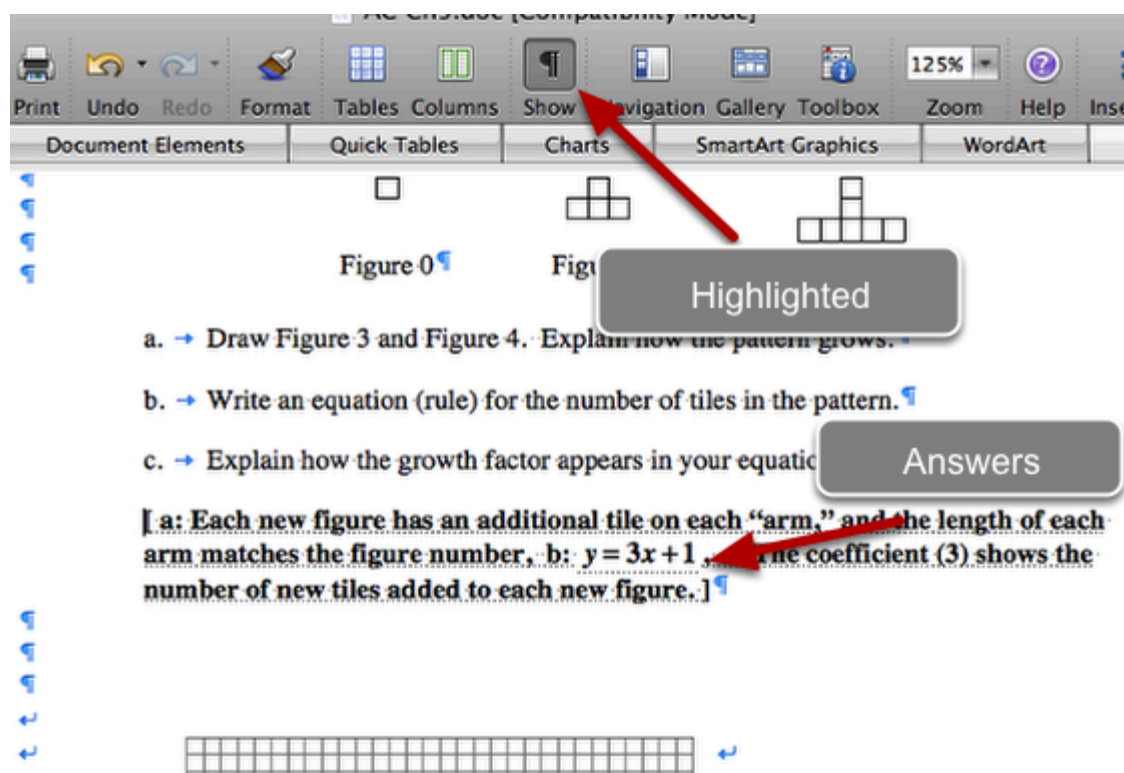
With the text already highlighted, check the "hidden" box. Then click on "OK". The answers will be hidden.

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



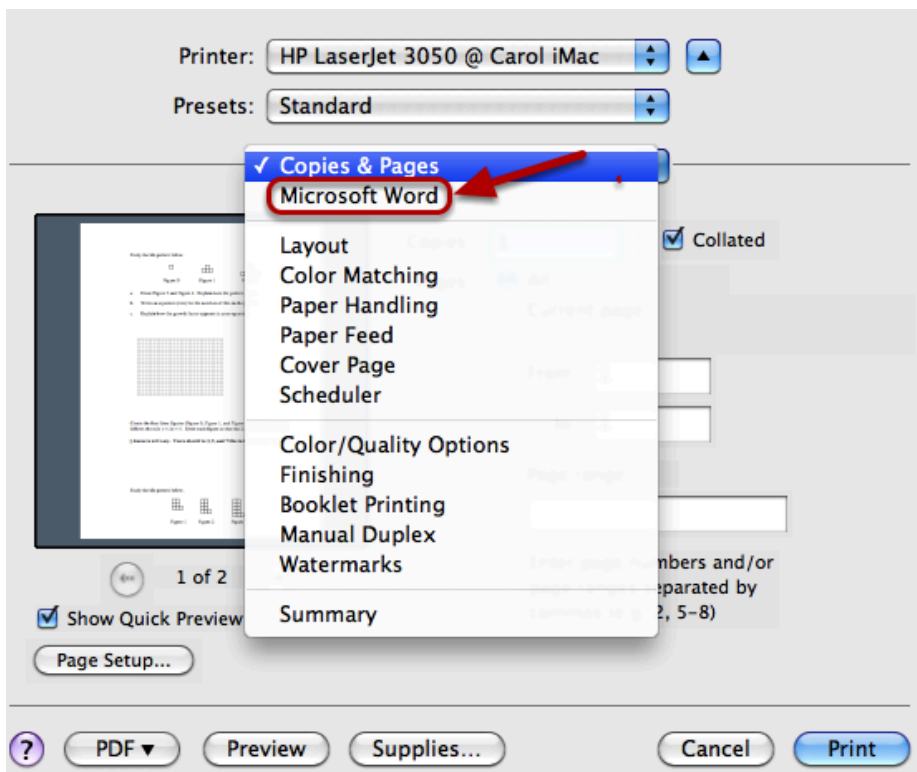
If you do not see the paragraph symbol, go to View --> Toolbars --> Standard. The paragraph symbol will appear.

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



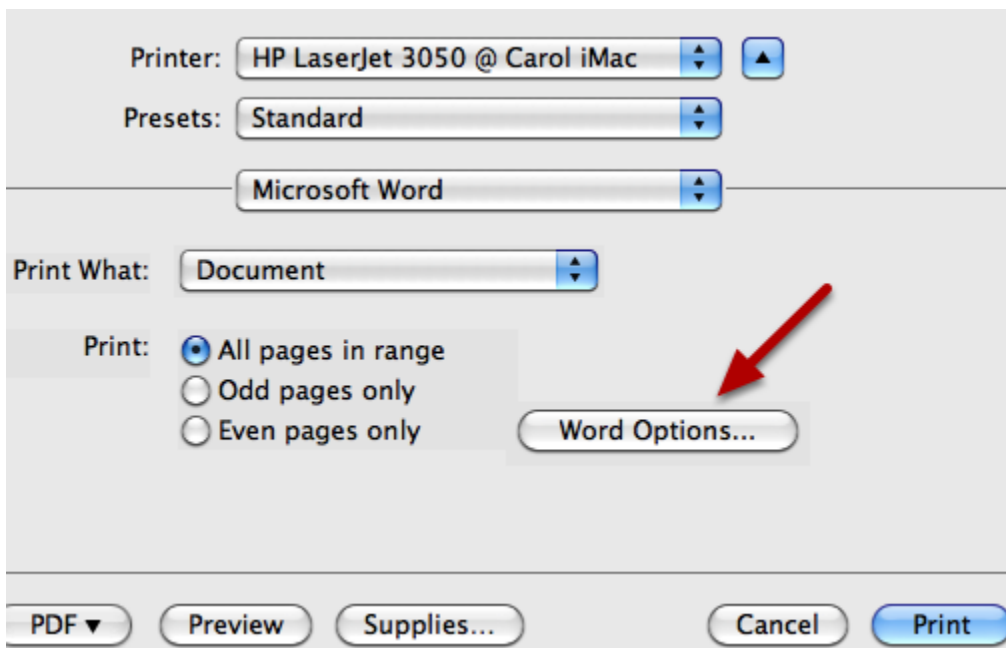
Click the Paragraph Symbol to show answers. Click again to deselect. The answers disappear.

## Print the Test with and without answers.

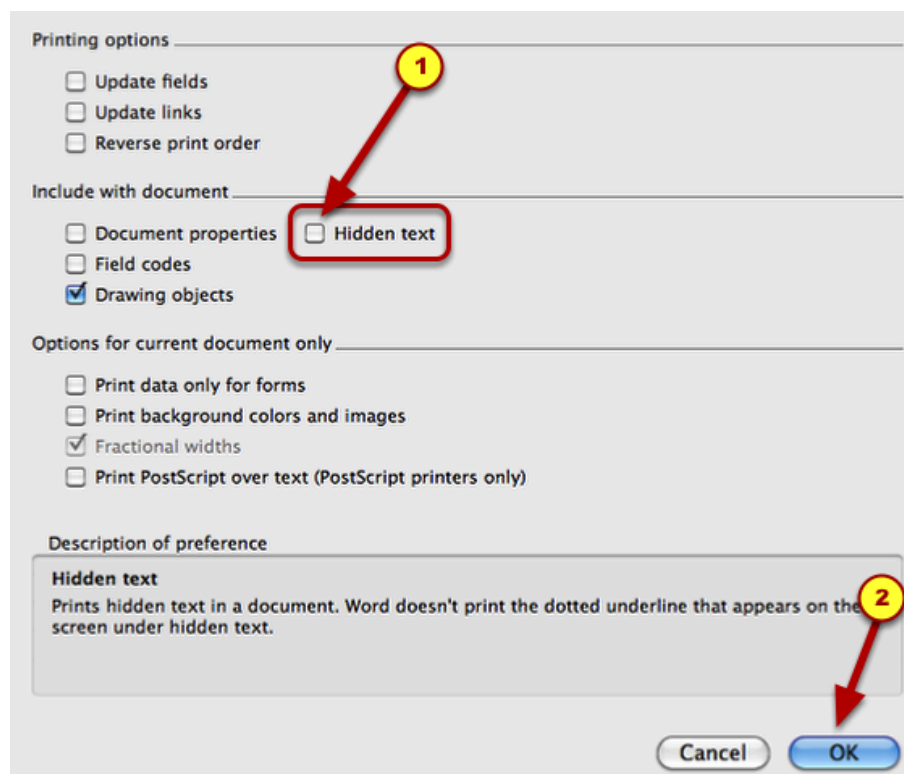


Go to file --> print. Click on Copies and Pages and select Microsoft Word.

## Click "Word Options".

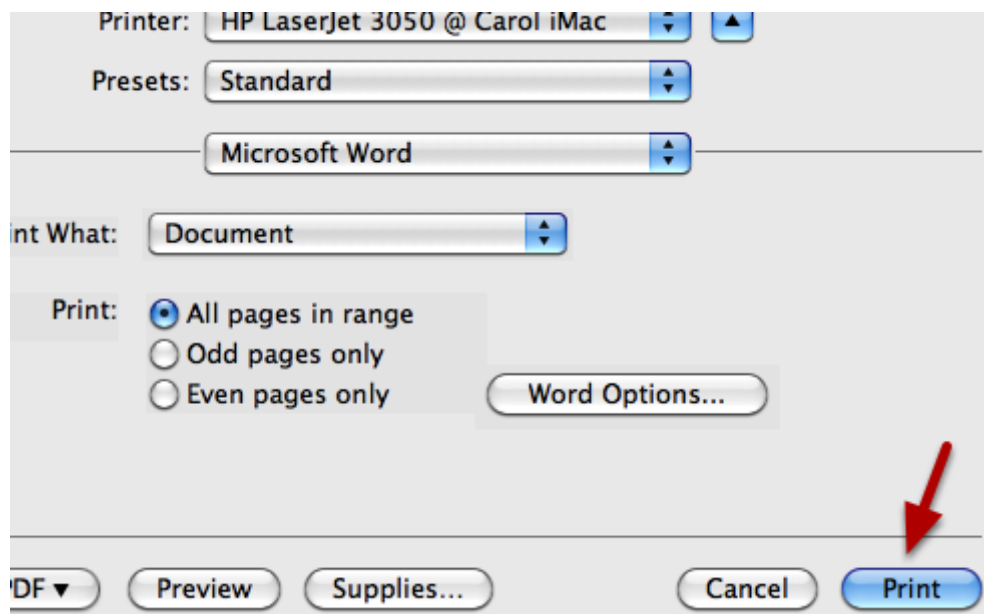


Click "hidden text". Then click "OK".



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



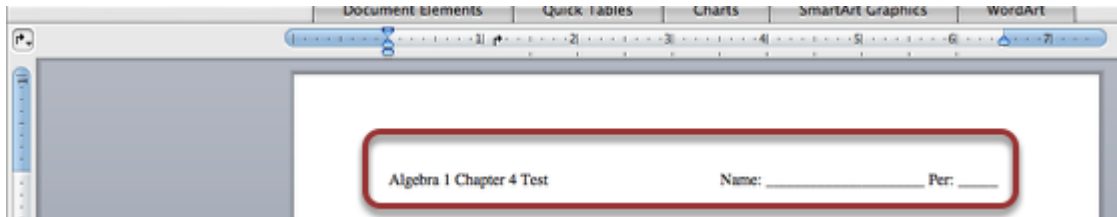
your tests since both the student version and the teacher version are in one file. However, forgetting how to view and print with and without hidden text could make **Method 1** more advantageous.



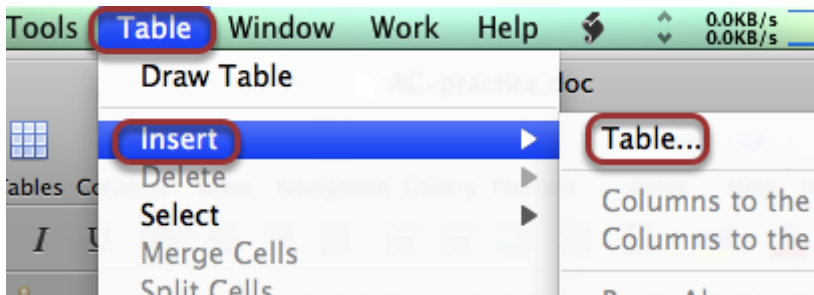
# MS Word: How Do I Use Tables to Format Tests in Microsoft Word?

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

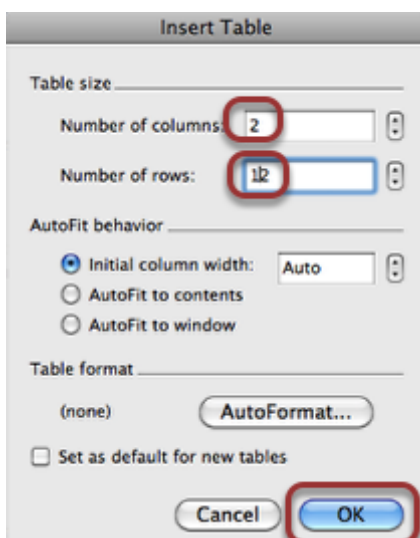
**1. Boot your Word document and add your Chapter Headings as you prefer. Then enter a couple of times.**



**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.

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



## 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.

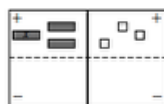
2. On the side of Parkers' house, there are two types of ivy growing. One is growing from the roof down at a rate of four inches each day. The other is growing from the ground up at a rate of three inches each day. If the wall of the house is ten feet high, how many days does it take for the two types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

$$\begin{aligned} x - y &= 7 \\ 2x + y &= -10 \end{aligned}$$

3.

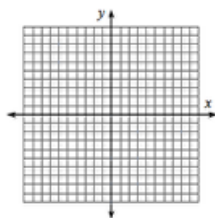


Explanation:

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.**

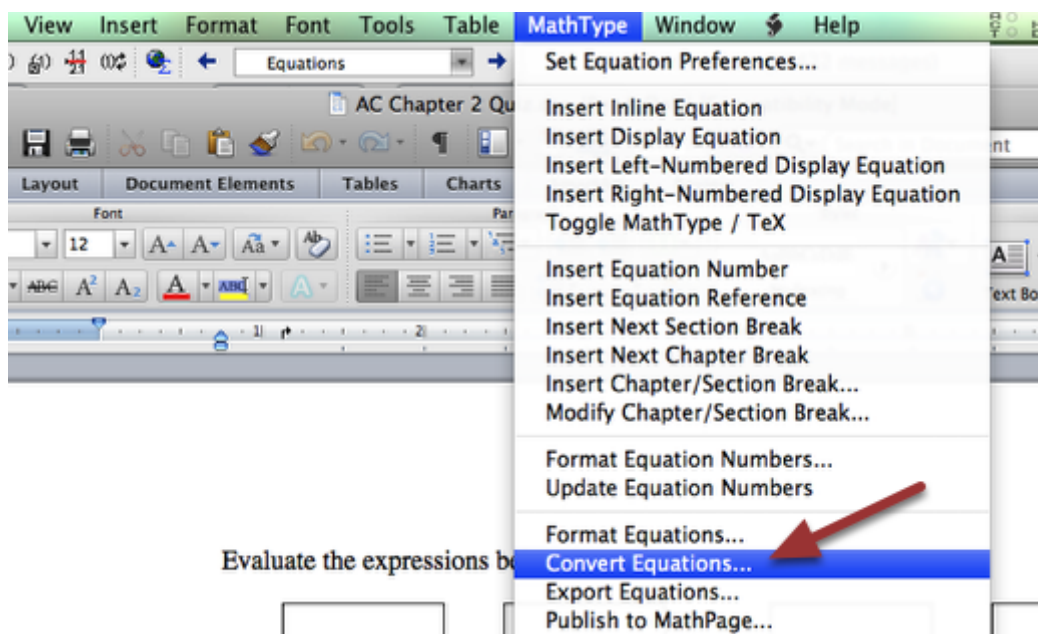


**2. In each of these boxes, there should have been an equation. Follow the next step to correct this.**

Evaluate the expressions below for the given values.

a.	<input type="text"/>	for	<input type="text"/>	b.	<input type="text"/>	for	<input type="text"/>
c.	<input type="text"/>	for	<input type="text"/>	d.	<input type="text"/>	for	<input type="text"/>

**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!)**

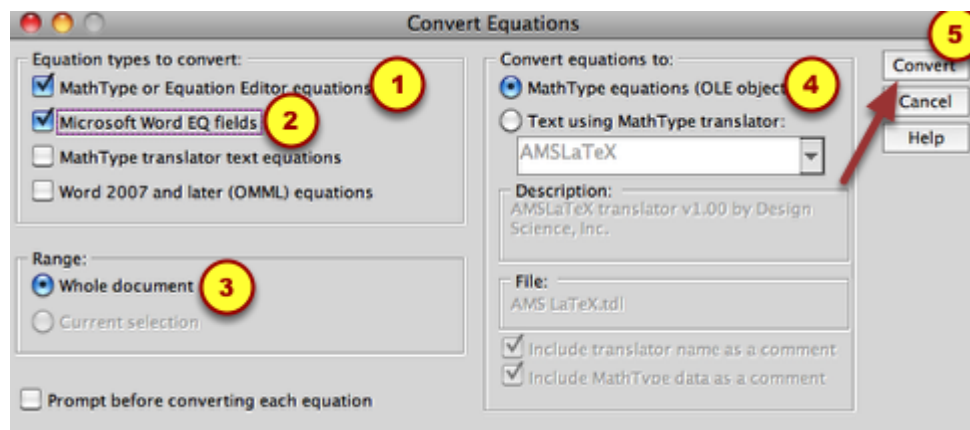


If you do not have MathType, you can install MathType as a free trial. After the trial expires, it reverts to a free version that still has all the functionality required for what we're doing. Here's a link to the free download:

<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  $n = 7$

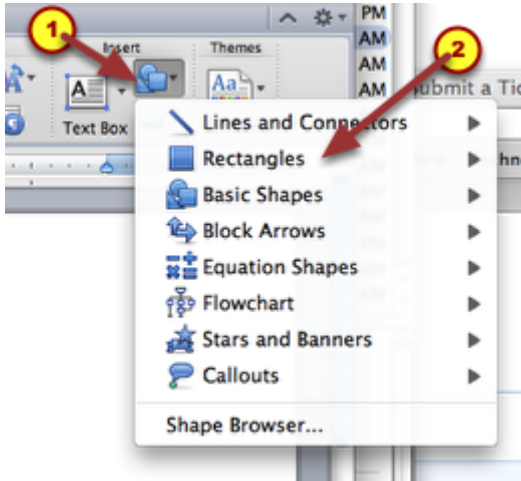
c.  $\frac{-b}{2a}$  for  $b = 3, a = -1$

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

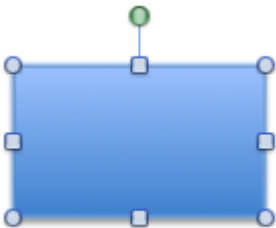
## MS Word: How Do I Make Lines and Boxes in Word 2011

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

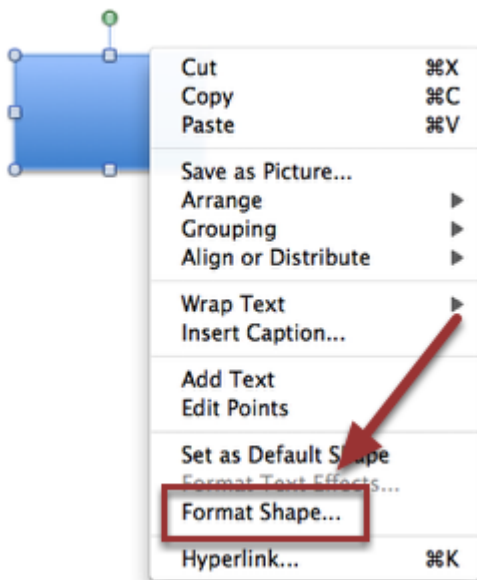
**1. Choose insert Shape. Select the desired shape. For this tutorial, I selected Rectangles.**



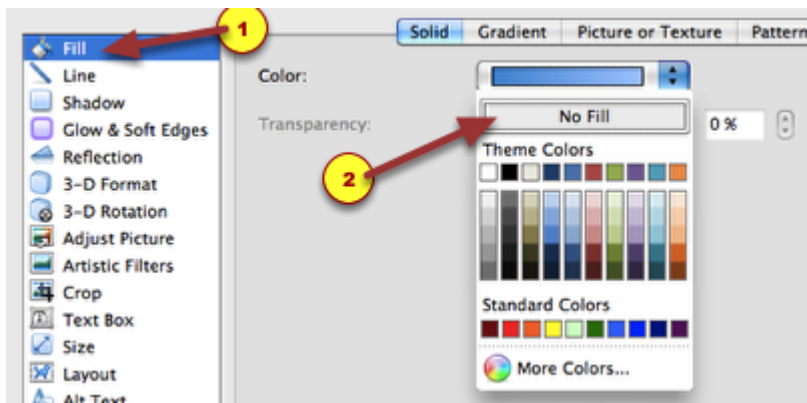
**2. This is the rectangle I selected. I wanted no fill, a black line border, and no shadow.**



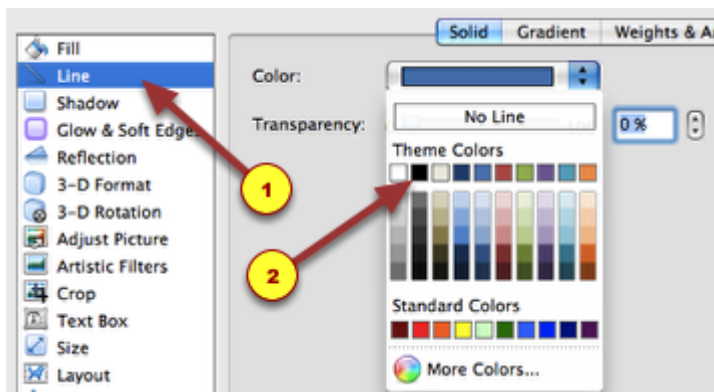
**3. Right click (control click) on the image. Select 'Format Shape...'.<sup>1</sup>**



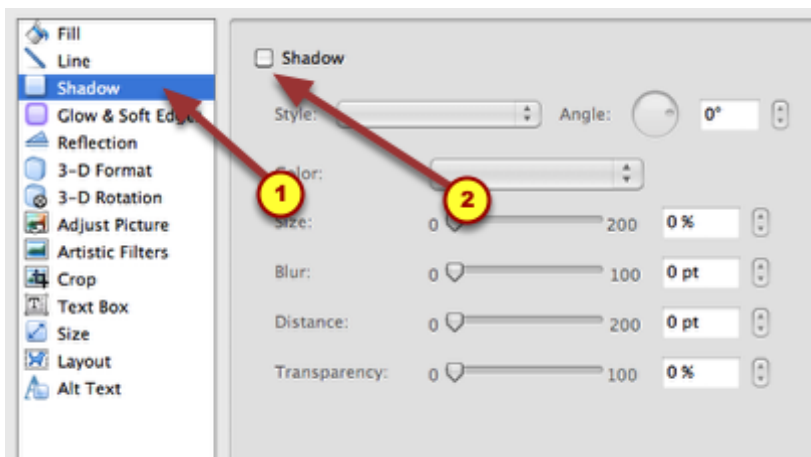
**4. Choose from the left an attribute. In this case it is 'Fill'.<sup>2</sup>**



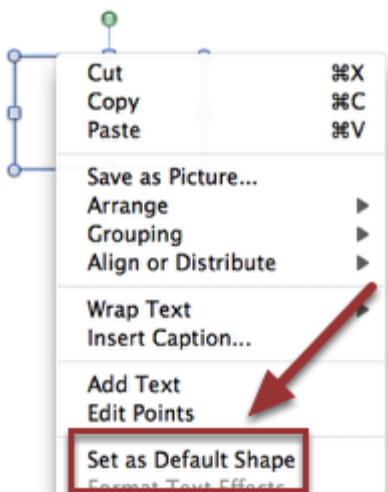
**5. Now choose 'Line'. I chose a black color.<sup>3</sup>**



**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.

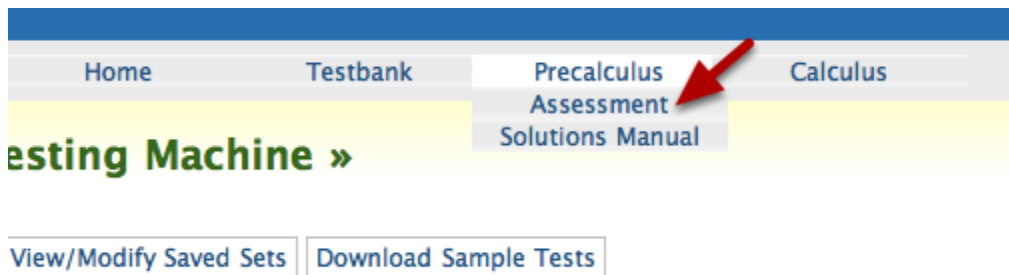


# **Precalculus and Calculus Assessments**

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

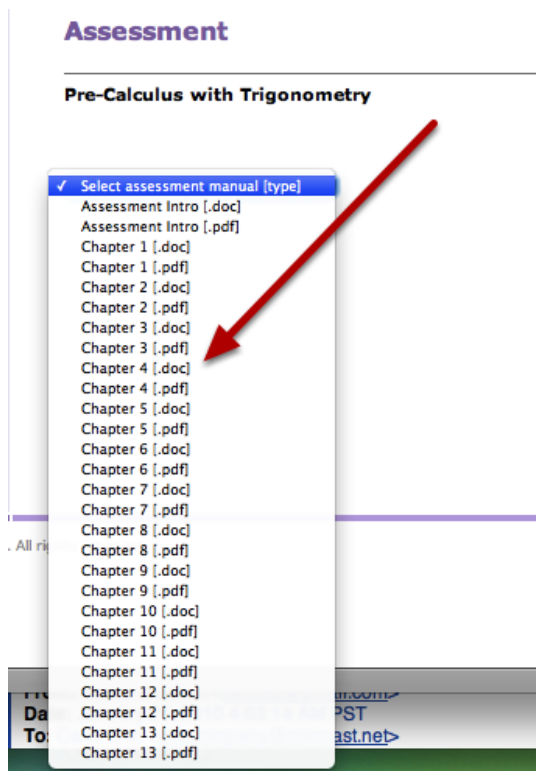
*Precalculus and Calculus assessments are only available as downloadable files. These files can be modified by cutting and pasting items from the file to create your tests and quizzes. Both Precalculus and Calculus files contain sample Chapter tests and quizzes. The assessment files are only available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

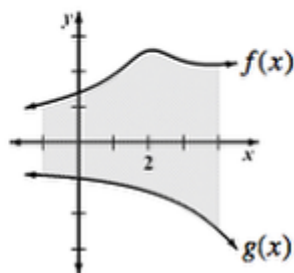
- Review Topic:**
- Simplifying Radical Expressions

### 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  $y = 2 - 3 \sin\left(\frac{\pi}{4}x - \pi\right)$ . 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

- 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?
- 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:

$$1. \quad \sum_{i=0}^2 \frac{1}{3} \left( 2^{(3+i/3)} + \left( 3 + \frac{i}{3} \right) + 1 \right) \text{ or } \sum_{i=1}^3 \frac{1}{3} \left( 2^{((8+i)/3)} + \left( \frac{8}{3} + \frac{i}{3} \right) + 1 \right)$$

You could use an integral to get an exact answer.

$$2. \quad \text{a.} \quad f'(x) = \frac{9}{2} x^{-1/4} = \frac{9}{2\sqrt[4]{x}}$$

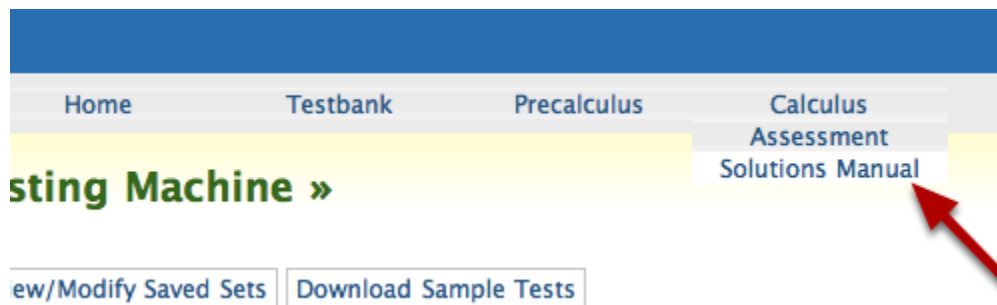
$$\text{b.} \quad f'(x) = \frac{5}{2} x^4 + \frac{4}{3} x^3 - \frac{3}{4}$$

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

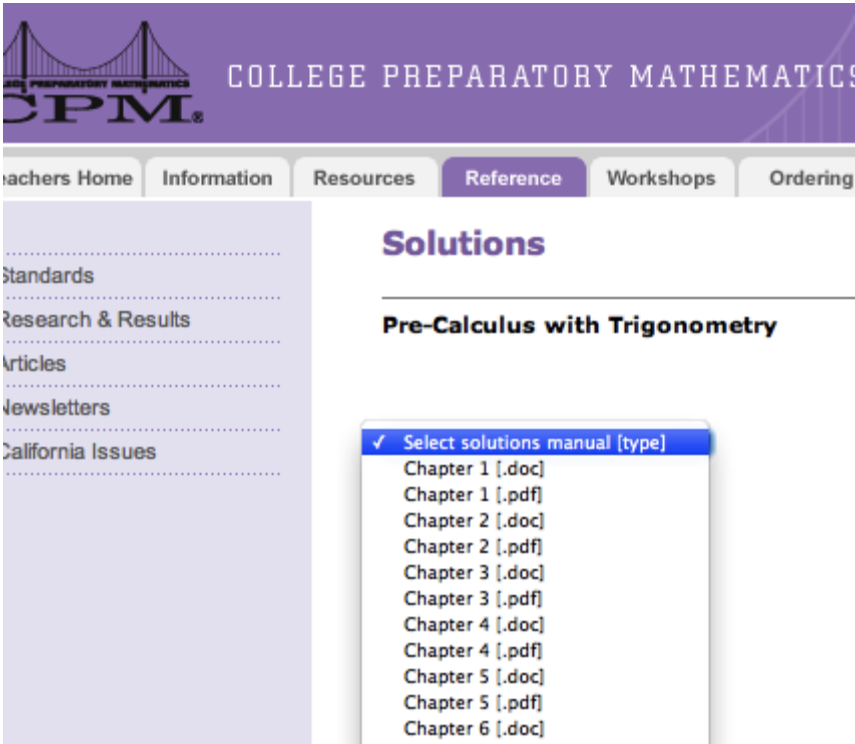
## How Do I Get Precalculus or Calculus Solutions for Textbook Problems?

*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.

