AMSCO®

a division of Perfection Learning

AMSCO® Math Digital Teacher Manual
Algebra 1, Geometry & Algebra 2
User Manual

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User Manual

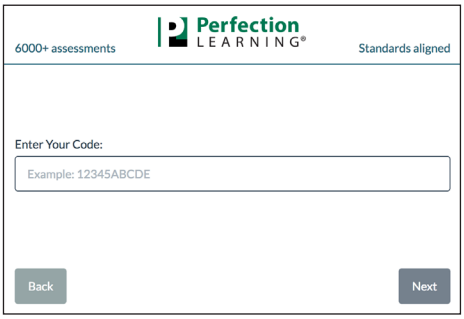
Getting Started

Login and Registration

Enter *http://ohw.kineticmath.com/* into your browser window.

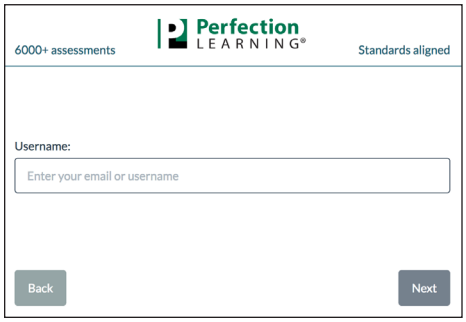
*If you do not have an existing digital user account, click the **Use a code** button.*

- Enter the registration code provided to you, and follow the on-screen instructions to create your account by entering your email, name, and creating a password.



*If you already have an existing digital user account, click the **Sign in** button.*

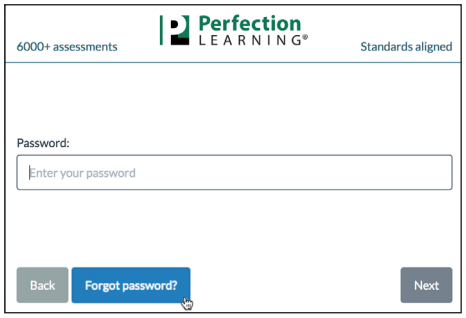
- Follow the on-screen instructions to enter your email and password.



Forgotten Password

*If you have forgotten your user account password, click the **Sign in** button and then enter your username. Next, on the password entry screen, click the **Forgot Password?** button.*

- Follow the on-screen instructions to receive an email with a link to reset your password. Check your spam folder if you do not receive this email. Click the link in the email and create a new password. You will now be able to log in to your account.



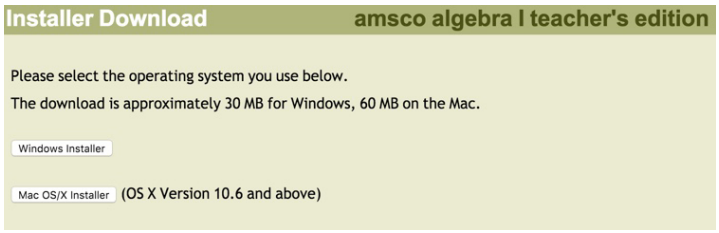
Logout

To manually exit AMSCO® Math, click on the Navigation Menu , then select **Logout** from the dropdown menu.

If you have not interacted with the application for a period of one hour, you will be automatically logged out and returned to the login page. Ten seconds before auto-logout is due to occur, a warning message will appear in the browser window with a clickable button to allow you to remain logged in.

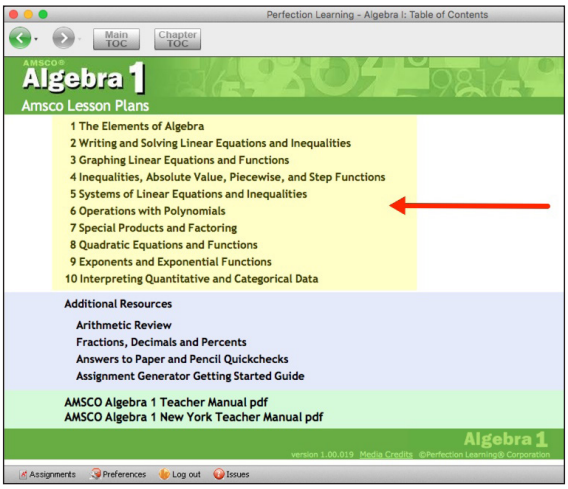
Installation of Book

1. Go to the installer link found in the digital access instructions email sent to you by Perfection Learning.
2. Download the installer. Be sure to select the correct version for your computer.
3. Once the product is downloaded, run the program to install it on your computer.

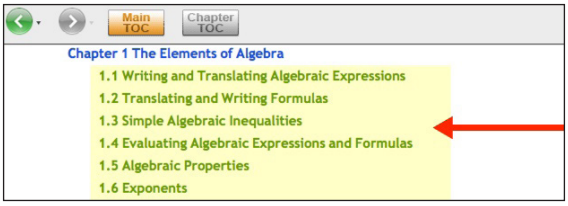


General Book Use

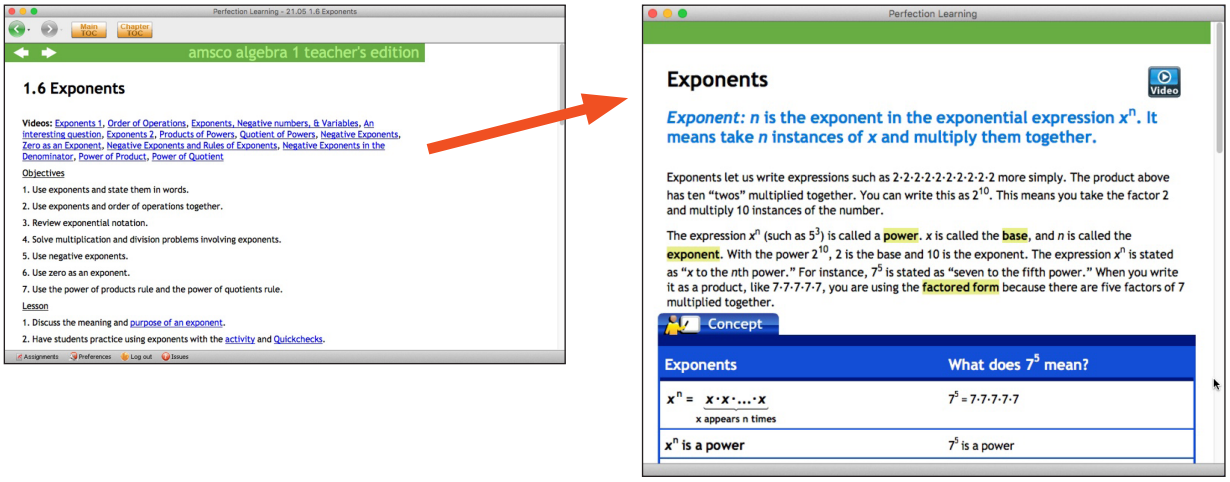
1. In the installed book, click on any chapter to see the lesson plans.



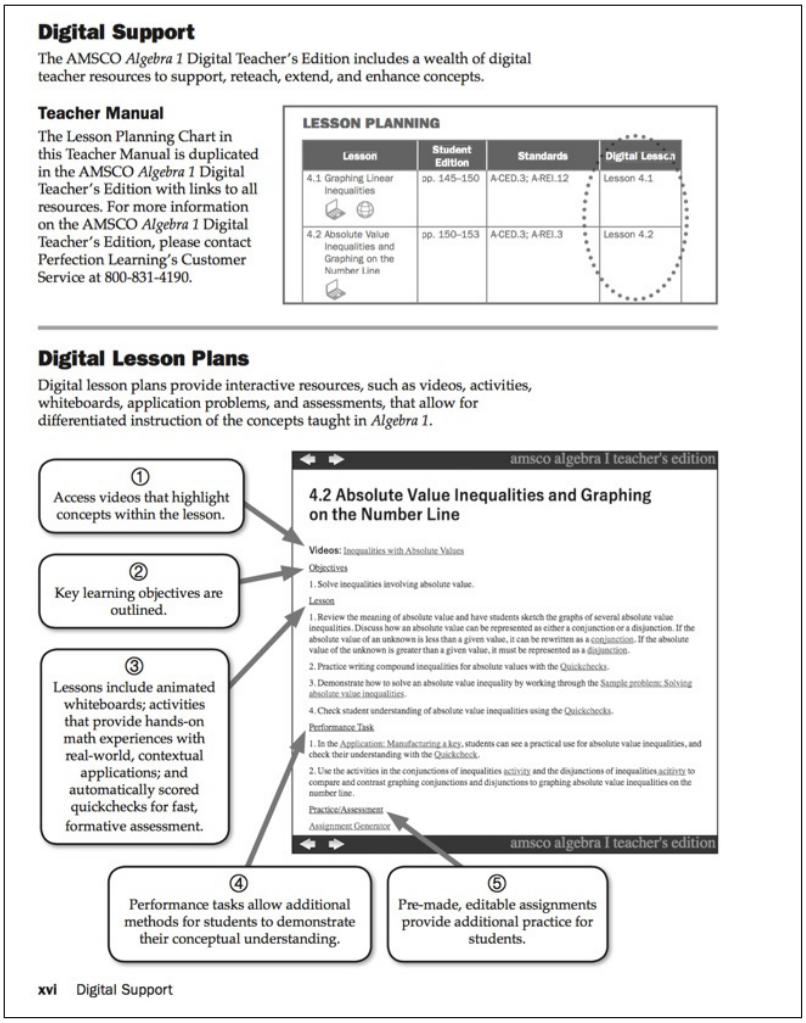
2. Click on any lesson within the chapter.



3. Once inside a lesson, you can click on any of the blue hyperlinks to access the digital content.



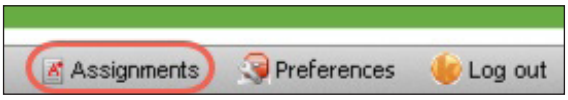
***NOTE**: Implementation strategies are outlined in the Teacher Manual (see page xvi).*



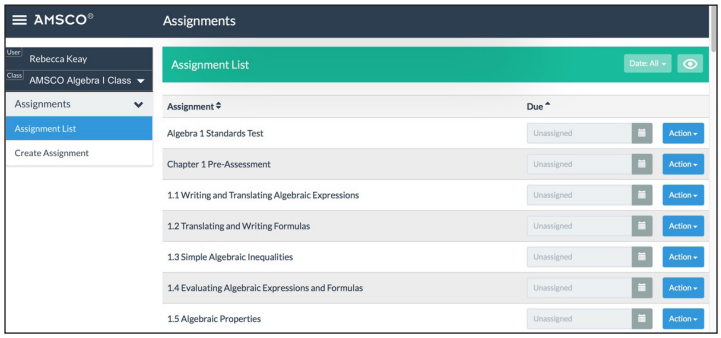
Accessing AMSCO® Math Assignments

1. If you have already registered for AMSCO® Math, go to *http://ohw.kineticmath.com/*, click "Sign in," and sign in to the product.

   Or, from the installed book click on the **Assignments** button in the task bar at the bottom of the digital Teacher Manual.

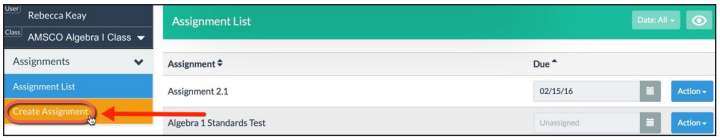


2. A new window will open in your default browser, taking you to a page with your Assignment List. Here you will be able to access pre-generated template assignments and create your own assignments.

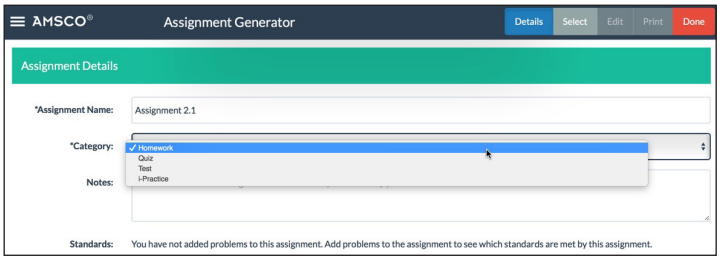


Creating Printable Assignments

From the Assignment List page in Assignments, select **Create Assignment** from the left-hand side of the page. This will take you to the Assignment Generator.



Assignment Details



You must name the assignment and choose the type of assignment before selecting questions.

1. Type in the name of the assignment you wish to create in the Assignment Name field.

2. Choose the type of assignment you are creating—Homework, Quiz, Test, or, if you want to preview Math^X features, choose i-Practice.

3. You can also write notes about the assignment here.

4. After you add problems to the assignment, standards correlated to the assignment will appear on this page.

Selecting Problems

1. Click on the **Select** button at the top of the page.

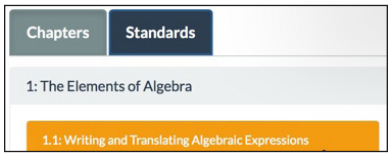
2. Here you can find questions to add to your assignment in two different ways—by **chapter** or by **standard**. Questions with red text indicate problems with numbers that can vary, allowing you to add multiple instances of such problems.

Adding Questions by Chapters

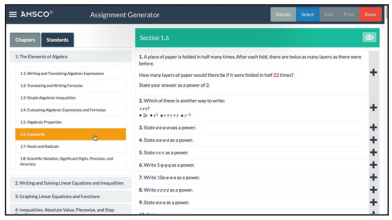
1. Click on the **Chapters** tab on the left-hand side of the page.

2. Click on the chapter you are accessing.

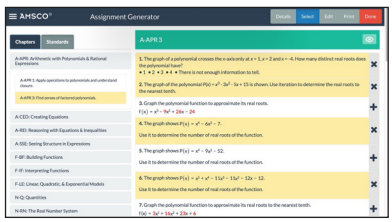
3. Click the particular lesson from which you want to get questions.



4. You will now see questions related to the lesson.



5. Click on the problems you want to add to the assignment. The questions will be highlighted in yellow. If you want to remove a question from the assignment, click it again. It will unhighlight and be removed. You can choose problems from different lessons and chapters to add to the same assignment. The program will automatically save your progress.



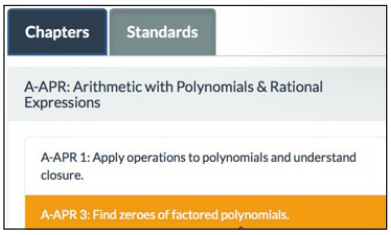
6. Click **Done** in the upper right-hand corner when you are finished creating an assignment. Your new assignment is now accessible from the Assignment List.

Adding Questions by Standards

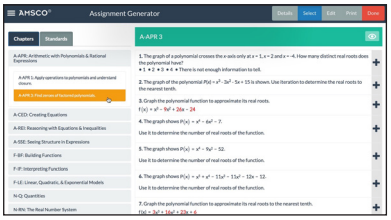
1. Click on the **Standards** tab on the left-hand side of the page.

2. Click the domain from which you want to pull questions.

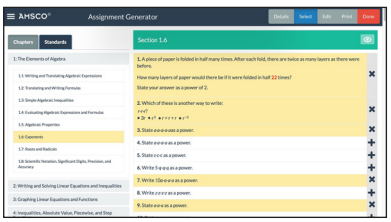
3. Click the specific standard from which you want to get questions.



4. You will now see questions related to the standard.



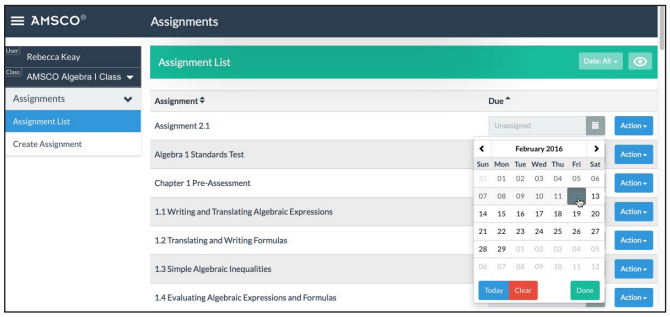
5. Click on the problems you want to add to the assignment. The questions will be highlighted in yellow. Questions can be removed from the assignment by clicking them again. You can add questions from different standards to the same assignment. The program will automatically save your progress.



6. Click **Done** in the upper right-hand corner when you are finished creating an assignment. Your new assignment is now accessible from the Assignment List.

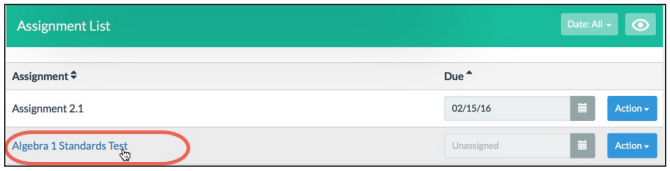
Assigning a Due Date

Assign a due date for your assignment by clicking on the calendar icon button from the **Assignment List**. Select the date that the assignment is due.



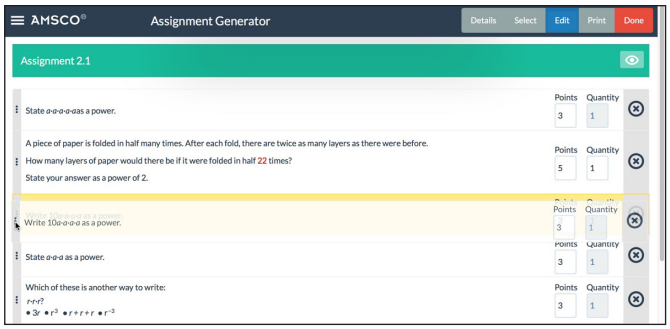
Editing Assignments

1. Click on the assignment name or the **Action** button next to the assignment you want to edit and then select **Edit**.



2. You will be able to view the problems already in your assignment and edit in a couple of different ways.

3. You can change the order of the questions by clicking and dragging on the three dots to the left of the question.



4. You can change how many points a problem is worth by changing the number in the **Points** field to the right of the problem.

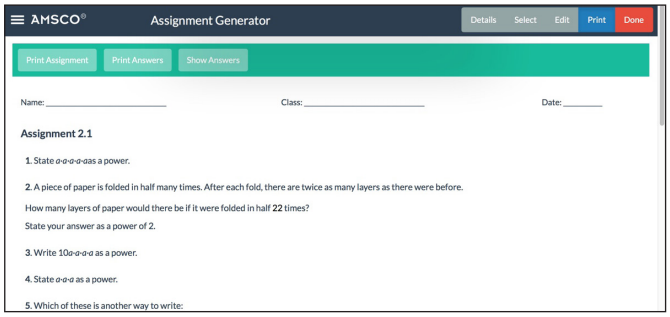
   ***NOTE**: Changing point values is not necessary for assignments since they are not automatically graded, but this will be useful in Math^X.*

5. Questions with red text have numbers that can vary. Determine the number of instances of the problem you want by changing the number in the **Quantity** field.

6. You can remove a problem from the assignment by clicking on the  icon to the right of the question.

Previewing Assignments

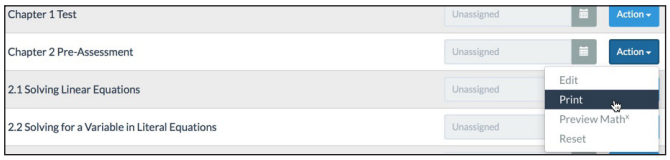
1. From the Assignment List page, click the Action button next to the assignment you want to preview, then select **Print**.



2. On the print page you can view what your assignment will look like when it is printed. You can also view the solutions to the problems by clicking on the **Show Answers** button at the top of the assignment.

Printing Assignments/Answers

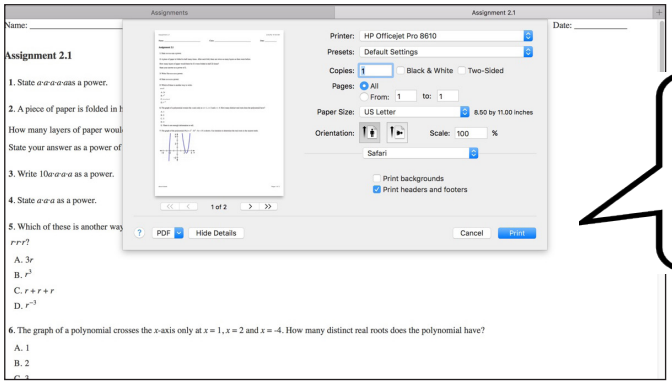
1. From the Assignment List page, click the Action button next to the assignment you want to preview, then select **Print**.



2. On the print page, click **Print Assignment**.

3. A print preview page will open in a new tab, along with a prompt to print. Select the number of copies you wish to make and click **Print**.

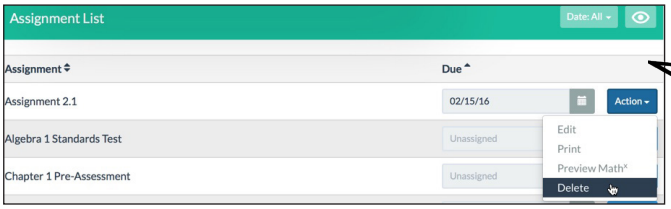
***NOTE**: This step is dependent on the browser and printer that you use.*



To print answers, follow the same steps as printing the assignment, but instead of initially clicking **Print Assignment**, click **Print Answers**.

Deleting Assignments

1. To delete an assignment that you have created, navigate to your Assignment List. Click the **Action** button to the right of the assignment, then click **Delete** from the dropdown.

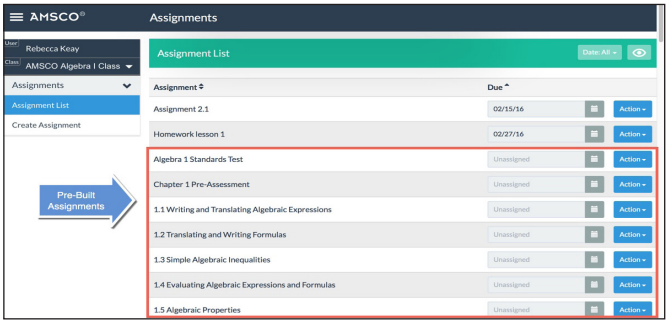


You can only delete assignments that you have created. Pre-built assignments cannot be deleted.

2. A pop up will appear asking you confirm the deletion. Click **Delete**.

Accessing and Editing Pre-Built Assignments

You will notice that when you first access Assignments, there are already assignments and tests in your Assignment List. You can select, edit, and print these pre-built assignments in the same way as the other assignments you created.



Resetting Assignments

1. From the Assignment List page, click the **Action** button next to the pre-built assignment you want to reset, then select **Reset**.

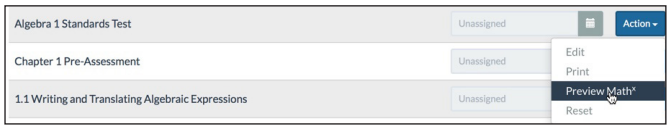
   ***NOTE**: Only pre-built assignments can be reset. You cannot reset assignments that you have created. If you have edited a pre-built assignment by adding, removing or rearranging problems, or adding a due date, resetting an assignment will erase all of your changes.*

2. A pop up will appear asking you confirm the reset. Click **Reset**.

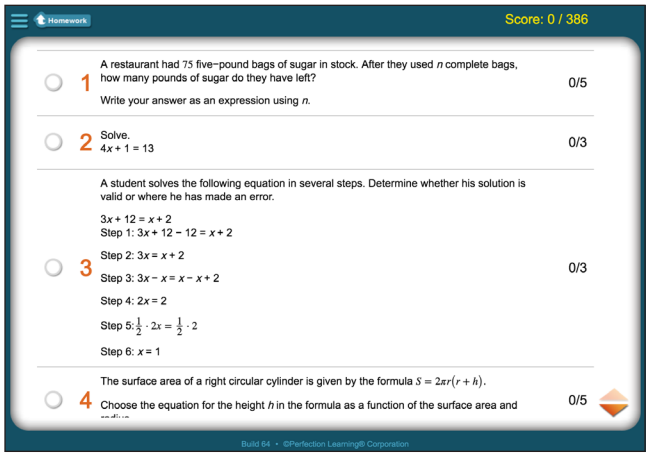
Previewing Math^{X}

Preview Math^{X} allows you to see what an assignment would look like from a student's point of view.

1. To preview Math^{X}, click on the **Action** button next to the assignment you would like to preview and select **Preview Math^{X}**.



2. A page will open where you can view the assignment as a student using Math^{X} would.

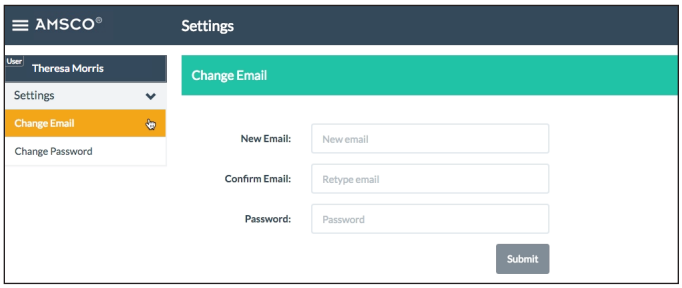


Settings

The Settings module allows you to update details about your account. To access this module, click on the Navigation Menu , then select **Settings** from the dropdown.

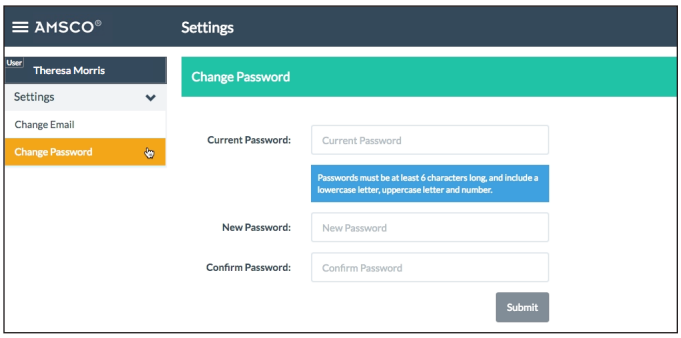
Changing Email

1. To change the email associated with your user account, select **Change Email** from the Settings menu on the left-hand side of the page.



2. Enter your desired new email address.
3. Confirm by re-entering the desired email.
4. Enter your current password.
5. Click the **Submit** button.

Changing Password



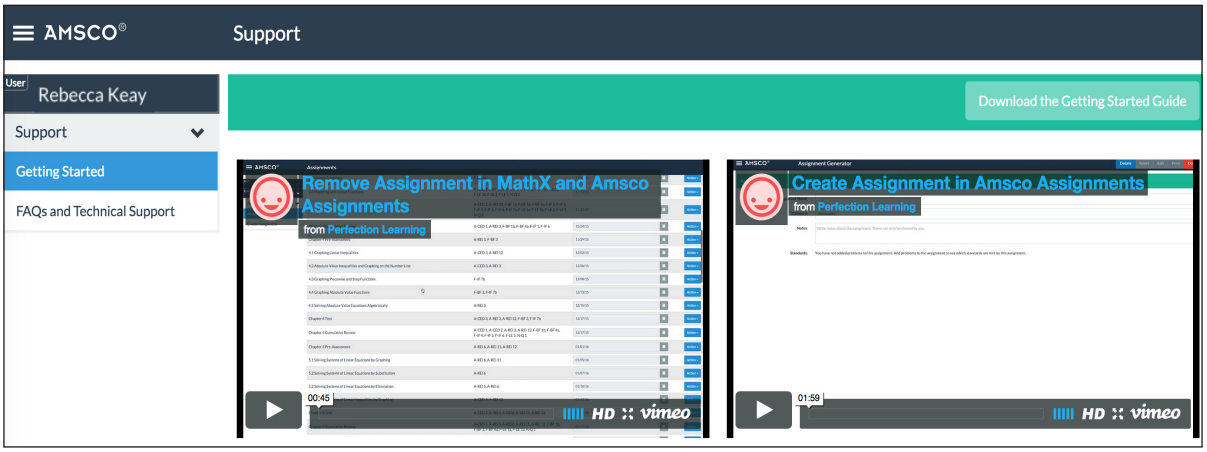
1. To change the password associated with your user account, select **Change Password** from the Settings menu on the left-hand side of the page.
2. Enter your current password.
3. Enter your desired new password.
4. Confirm by re-entering the desired password.
5. Click the **Submit** button.

Support

The Support module allows you to access additional information for help using AMSCO® Math To access this module, click on the Navigation Menu , then select **Support** from the dropdown menu.

Getting Started Videos

To watch videos to help you get started using AMSCO® Math, select the **Getting Started** option from the Support menu on the left-hand side of the page.



FAQs and Technical Support Pages

To access a web page with frequently asked questions, downloadable user guides, additional technical support, and contact information, select the **FAQs and Technical Support** option from the Support menu on the left-hand side of the page.