



# Teacher User Guide

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Method Test Prep

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# Welcome To Method Test Prep!

Thank you for choosing Method Test Prep as your provider of online ACT® and SAT® preparation. We are pleased to bring you this user's manual for Method Test Prep's online program, the latest version of our powerful, state-of-the-art browser based tool which is used by tens of thousands of students every week all around the world.

Method Test Prep's online program is used by educators whose student populations number in the thousands or who can count the total number of students on their fingers. Regardless of where you fit on that continuum, this manual will provide a pictorial tour through the program, touching on both the student **and** teacher interfaces and will show you how to make the most of your investment in Method Test Prep. Should you have questions about the program that this manual does not answer, please call us at 877-871-PREP; we will be happy to help you.

Before we get started, a semantic digression is appropriate. The Method Test Prep (MTP) online program has two levels of users: "*students*" and "*teachers*". A student user is someone who is actively preparing for an upcoming ACT or SAT; a "teacher" is an adult who has some kind of educational supervision role over the student. Therefore a "teacher" could be a classroom teacher, a school counselor, a school administrator, or an independent educational consultant. Regardless of the actual role you play at your organization, if you are reading this, you will be using the "teacher" interface for the Method Test Prep online program.

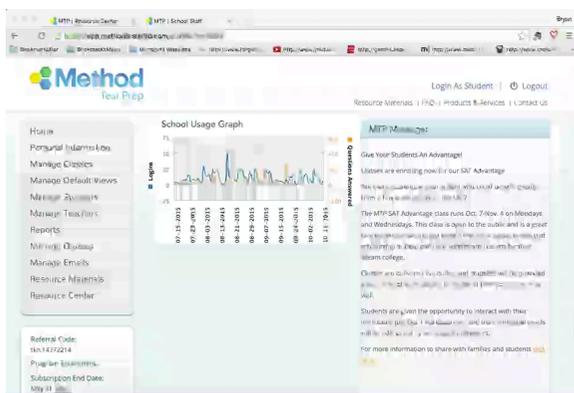


# MTP Teacher And Administrator Home Page

The home page for a teacher account contains a huge amount of information as well as multiple ways to access even more features within the program.

Working from top left, down through the page, teachers will find a grey navigation bar that allows them to perform relevant tasks. Each of the items on this menu have multiple options, so hover your mouse over the menu to see the choices. This video is an example of the multiple options in the grey bar:

## Movie 2.1 Overview of Reports



<https://methodtestprep-1.wistia.com/medias/nbl1g4ames>

In the center of the page is a *School Usage Graph*. This shows day by day details of the number of student logins and number of questions answered. It can be a useful way to gauge the overall engagement of your students with the program.

Moving down the page, the *Student Leaderboard* lets you filter the data on any report you will view by date, course, subject, class or student grade. Students enter their current grade when they create

their accounts and the program adjusts for their age every year (students are promoted to a new grade every July 15, until they “graduate”).

Below that, the *Key Statistics* report provides a quick overview of important data regarding student use of the program. Beyond that, teachers can click on any blue bubble in the report to be taken to an even more detailed statistical report tool.



**SMART IDEA ALERT!** Teachers should feel free to click on any of these bubbles to learn more about how their students are using the program.



# How To: Navigate The Teacher Home Page

The screenshot shows the Method Test Prep Teacher Home Page. At the top left is the Method Test Prep logo. On the right, there are links for "Login As Student" and "Logout", and a navigation bar with "Resource Materials", "FAQ", "Products & Services", and "Contact Us".

**Left Sidebar Menu:**

- Home
- Personal Information
- Manage Classes
- Manage Default Views
- Manage Students
- Manage Teachers
- Reports
- Manage Quizzes
- Manage Emails
- Resource Materials
- Resource Center

**School Usage Graph:** A dual-axis line graph showing "Logins" (left axis, -50 to 150) and "Questions Answered" (right axis, -250 to 750) from July 2015 to December 2015. A green arrow points from a yellow callout box to the menu.

**MTP Message:** A section titled "MTP Message:" with the sub-heading "Give Your Students An Advantage!". It contains text about SAT Advantage classes and a link "click here".

**Referral Code:** tkn.31736332

**Program Enrollment:**

**Subscription End Date:**

**Student Leaderboard:** A section with a "Share Report" dropdown. A yellow callout box points to the "THIS SCHOOL YEAR" filter.

**Filtering Options:**

- Date Range: 30 Days, 90 Days, THIS SCHOOL YEAR (selected), ALL TIME DATA
- Course: ACT, New SAT, SAT (selected)
- Subject: Critical Reading, Math (selected), Writing
- Tutors High School
- Class: ALL, Kevika Amar 20 students im keeping 2nd Period, Kevika Amar Amar's Math 6th Period, Kevika Amar ACT Demo 12th Period
- Grade: All

**Key Statistics:** A section titled "Key Statistics" with a "Click on the Bubble to View detailed Reports" button. A yellow callout box points to the "ALL" class selection.

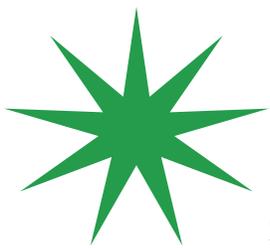
3533 Questions Answered on the SAT	795 Total checklist tasks complete for Math	5.1 % of checklist Tasks Completed on ACT Math
1995 Questions Answered on the ACT	520 Checklist Tasks Completed on SAT Math	0.0 % of checklist Tasks Completed on New SAT Math
1308 Questions Answered on the New SAT	275 Checklist Tasks Completed on ACT Math	2321 Total Student Logins
2710 Words Mastered	Checklist Tasks Completed on New SAT Math	830 Total Staff Logins
4d 1h 20m Total Combined Time on Tasks	6.3 % of checklist Tasks Completed on SAT Math	266 Accounts Created
		433 Quizzes Completed



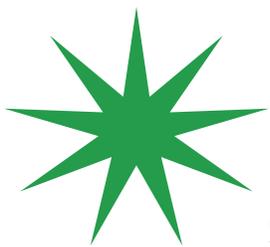
# Details About Graphs & Tables

As you scroll further down the teacher home page you will find several dynamic graphs that give you easy access to helpful information. The graphs are “dynamic”, because the data upon which they are based is derived from filters you choose on the page.

Working from left to right, down through the page, teachers will find: the *Checklist Task* report, the *Concept Scores* report, the *Vocabulary Leaderboard*, the most frequent *Words Mastered* or *Words Missed*, the top (or bottom) five students in *Questions Answered* and *% Questions Correct*, and finally a list of top scorers on the *Full-Length* tests students take at the conclusion of our program and the *Evaluation* tests they take at the outset.



**SMART IDEA ALERT!** In the next few pages you will see each graph and the detailed report that accompanies it. Teachers should feel free to look at the graphs for their own user communities and to click on the data to their heart’s content. You can’t “break” anything in these reports, so please interact with the reports often.

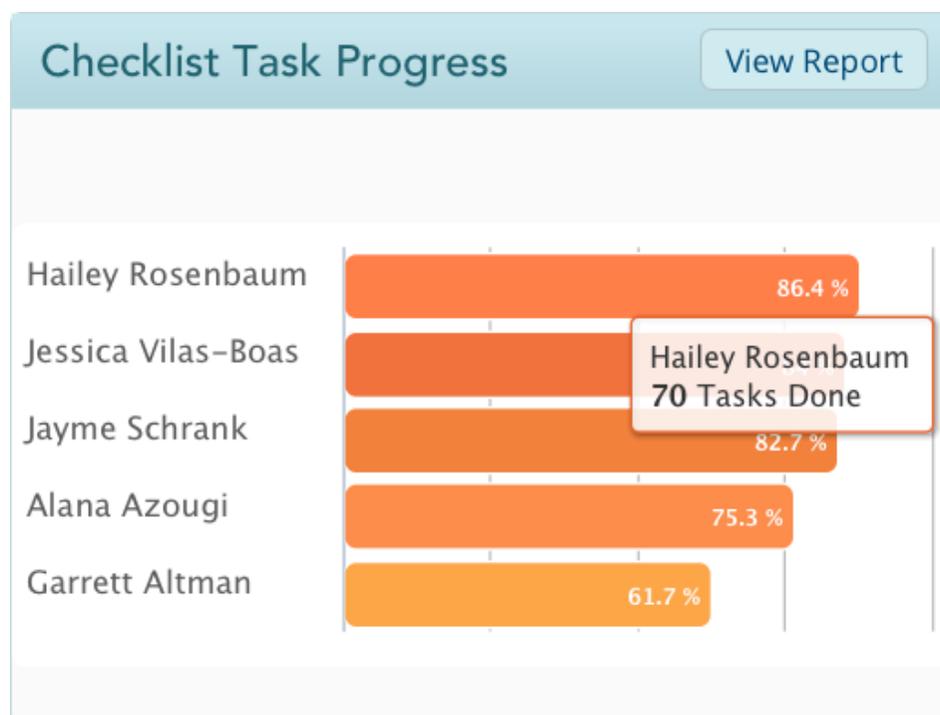


**SMART IDEA ALERT!** If your job involves direct contact with students, it can be very helpful to review their usage of the program prior to a meeting. Doing so will give you a sense of their engagement with the Method Test Prep program and (if they are using it) of their strengths and weaknesses. This can be a great conversation starter and students will often feel good knowing that their work is being monitored.



# How To: Navigate The Checklist Task Progress Report

The heart of the Method Test Prep online program is the *checklist* of tasks. Not every student needs to complete every task, but generally speaking, the more tasks completed the better. To get a sense of the students who are using the program the most, look at the graph on the home page. For a more nuanced look, click the "View Report" button to get a detailed, color-coded look at every task, which makes it easy to see how students have done on the mastery quizzes.

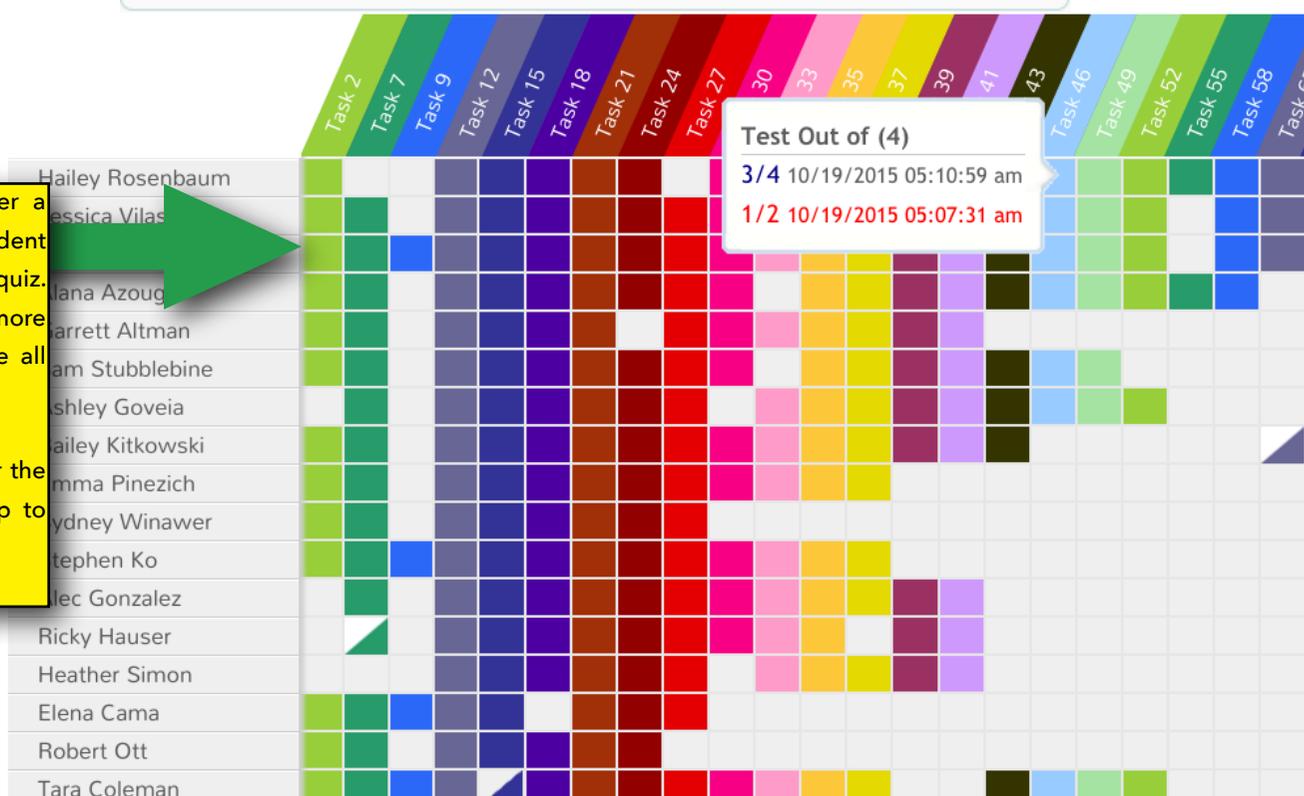


Hover your mouse over the bar to see the specific number of tasks a student has completed on the checklist.



Hover your mouse over a square to see how a student has done on a mastery quiz. If she took the quiz more than once, you can see all scores here.

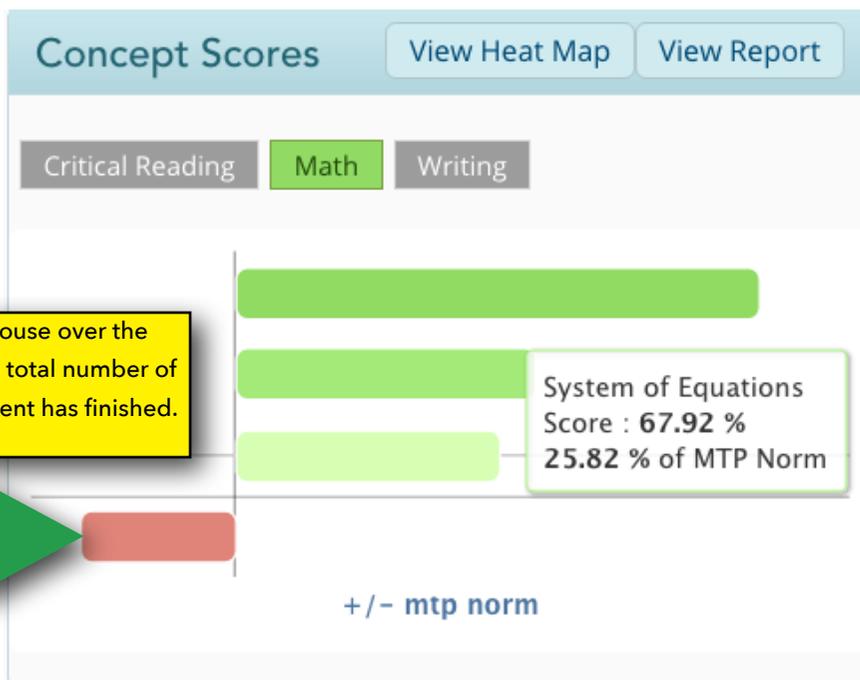
Hover your mouse over the task number at the top to see the title of the task





# How To: Navigate The Concept Scores Report

Every night the *MTP Norm* is calculated based on every answer to every question in the program. The work of every student at your school is constantly compared to the MTP Norm.



Hover your mouse over the bar to see the total number of tasks the student has finished.



This makes it easy to see at a glance how your students compare to the total population of Method Test Prep users (which is well over 250,000 students). Clicking the buttons will take you to more detailed reports.

Course : ACT    SAT    **NEW SAT**

Date Filter : **ALL TIME DATA**    THIS SCHOOL YEAR (JULY 15 - PRESENT)

[Checklist](#)    **[Scores by Concept](#)**    [Test Scores](#)    [Quiz Scores](#)    [Practice Scores](#)    [Words Mastered And Words Missed List](#)

[Back](#)

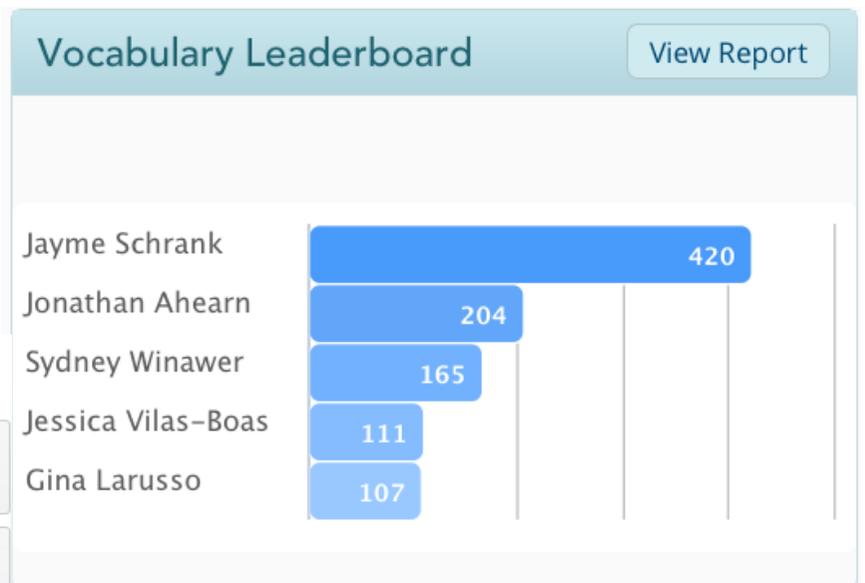
Concepts	Strength	Number of questions correct	Number of questions	Percentage	Mtp Norm	Differential
Absolute Value	○	0	0	--	60.55 %	--
Algebra	●	26	38	68.42 %	51.13 %	17.29 %
Angles	●	1	1	100.00 %	54.27 %	45.73 %
Area	●	2	5	40.00 %	46.28 %	-6.28 %
Circles	●	4	6	66.67 %	50.43 %	16.24 %
Circumference	●	3	5	60.00 %	49.78 %	10.22 %



# How To: Navigate The Vocabulary Leaderboard Report

Method Test Prep’s program contains a dictionary consisting of hundreds of words and a simple, game-based program that makes it easy for students to improve their vocabularies. Both the ACT and SAT require students to be able to recognize complicated words in context, and the *Vocabulary Tool* can help.

Hover your mouse over a bar to see how many words a student has mastered.



Click on the “View Report” button to go to the “Vocabulary Heat Map”. This will give you a chance to see every word every student has been shown in the vocabulary builder, or you can see which students have seen specific words, and if they knew the definition.

## Vocabulary Heat Map

Share Report ▾

Legend

Need Data Missed Answered1X Mastered Mastered >2X

Tutors High School

Date Range : All Time Data This School Year 30 Days 90 days

Student Search & Filters

Grade: ALL

First Name:

Last Name:

Class: ALL  
 Kevika Amar 20 students im keeping 2nd Period (2015-2016)  
 Kevika Amar Amar's Math 6th Period (2015-2016)  
 Kevika Amar ACT Demo 12th Period (2015-2016)  
 Julia Becker ACT Demo 1st Period (2014-2015)

Go

Filter by Word Attributes

First Letter of Word  
 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z NONE

Part Of Speech : Adjective Noun Verb ALL

Sort By Students  
 Alphabetical Strongest Overall Weakest Overall

Reset

Vocabulary

Student	aberration	abhor	abridge	abstruse	acclaim	accost	accountments	adept	adroit	adulation	adversity	aesthetic	affable	altruism	amalgam	ambiguous	ambivalent	ameliorate	amiable	amicable	anachronistic	
Adam Abreu																						
Aidan Aguayo																						
Jonathan Ahearn																						
James Alberchtse																						
Kyle Alestra																						
Garrett Altman																						

Attempts :  
 Dec 4, 2015 06:46:21 PM : ✓  
 Oct 2, 2015 06:29:20 PM : ✓



### SMART IDEA ALERT!

Consider a contest in which students get prizes for every 100 words they master, or use the Vocabulary Builder as an easy vehicle for extra credit.



# How To: Navigate The Words Mastered/Words Missed Report

Method Test Prep's *Vocabulary Builder* program provides students with a basic definition of each word and its pronunciation, and uses it in a sentence. It can be helpful for schools to be able to see which words are most frequently missed (or mastered) as a way of helping all students throughout their curricula.



**Filter by Word Attributes**

First Letter of Word  
 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z **NONE**

Part Of Speech : Adjective Noun Verb **ALL**

Word Strength : Most Mastered **Most Missed**

Reset

Rank	Missed	Part Of Speech	Count	Last Time Missed
1	unstinting	Adjective	200	12/14/2015 05:57:40 PM
2	prodigal	Adjective	180	11/30/2015 06:55:08 PM
3	staunch	Adjective	179	12/06/2015 12:13:38 PM
4	galvanize	Verb	178	11/30/2015 10:00:58 AM
5	tenet	Noun	178	12/04/2015 03:00:46 PM
6	penurious	Adjective	171	12/20/2015 10:23:57 PM
7	aversion	Noun	169	11/23/2015 11:10:21 PM
8	strident	Adjective	169	12/07/2015 12:29:45 PM
9	harbinger	Noun	166	12/06/2015 12:14:48 PM

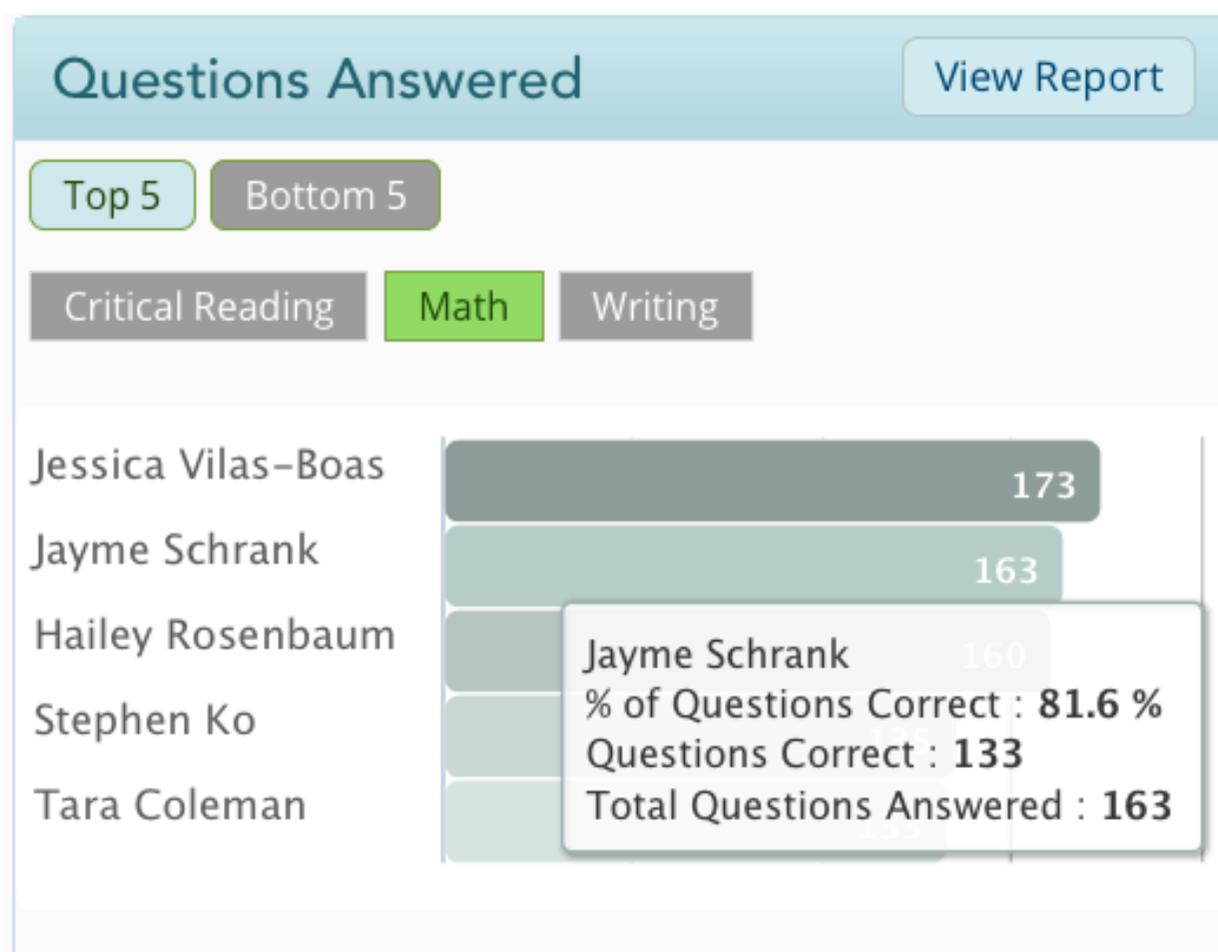
Click on the "View Report" button to see a cumulative list of the most mastered or most missed words. You can filter by part of speech or zero in on a particular letter if you like.



## How To: Navigate The Questions Answered Report

The heart of Method Test Prep's online program is the more than 3,000 questions that are available for students to use to improve their mastery of the concepts on which they will be tested. While many schools have formal courses in which students are expected to work through the program, Method Test Prep considers this to be a "self-paced" tool. With that in mind, not every student will need to answer all of the questions or complete 100% of the checklist tasks. But a rule of thumb is that the more questions a student answers, and the more vocabulary words a student masters, the better they will do on the test(s) for which they are preparing.

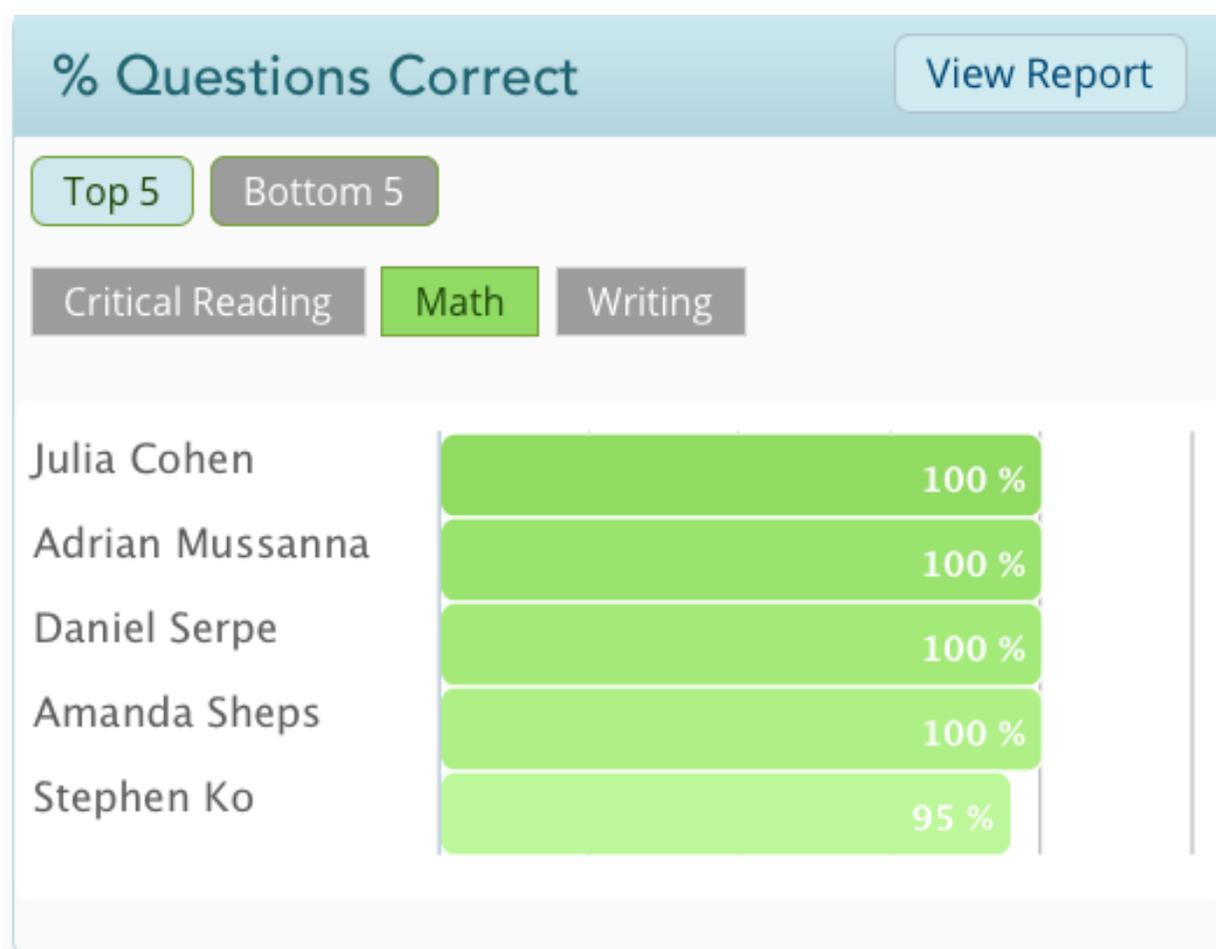
Clicking the "View Report" button on the *Questions Answered* graph will take you to the Student Details Report and provides a highly detailed look at the work each student has done. If, on the other hand, you are only interested in seeing who the top (or bottom) five students in any group are (by category), you can use this handy graph. Remember that you can use the limiting filters to look at your entire student body, or at a smaller subset.



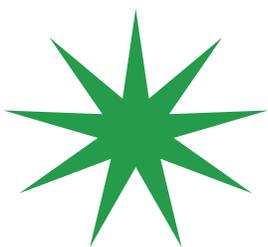


## How To: Navigate The % Questions Correct Report

Part of the “method” of Method Test Prep is that we present students with every variety of question that they will face on the ACT and/or SAT and give them a chance to demonstrate their mastery of every concept. Not every student will get every question correct the first time, but we recommend that every student return to the quizzes until they do get 100% of them right. Doing so will let students feel confident that they truly do understand the material on which they will be tested.



Clicking the “View Report” button on the % Questions Correct graph will take you to the Student Details Report and provides a highly detailed look at the work each student has done. If, on the other hand, you are only interested in seeing who the top (or bottom) five students in any group are (by category), you can use this handy graph.

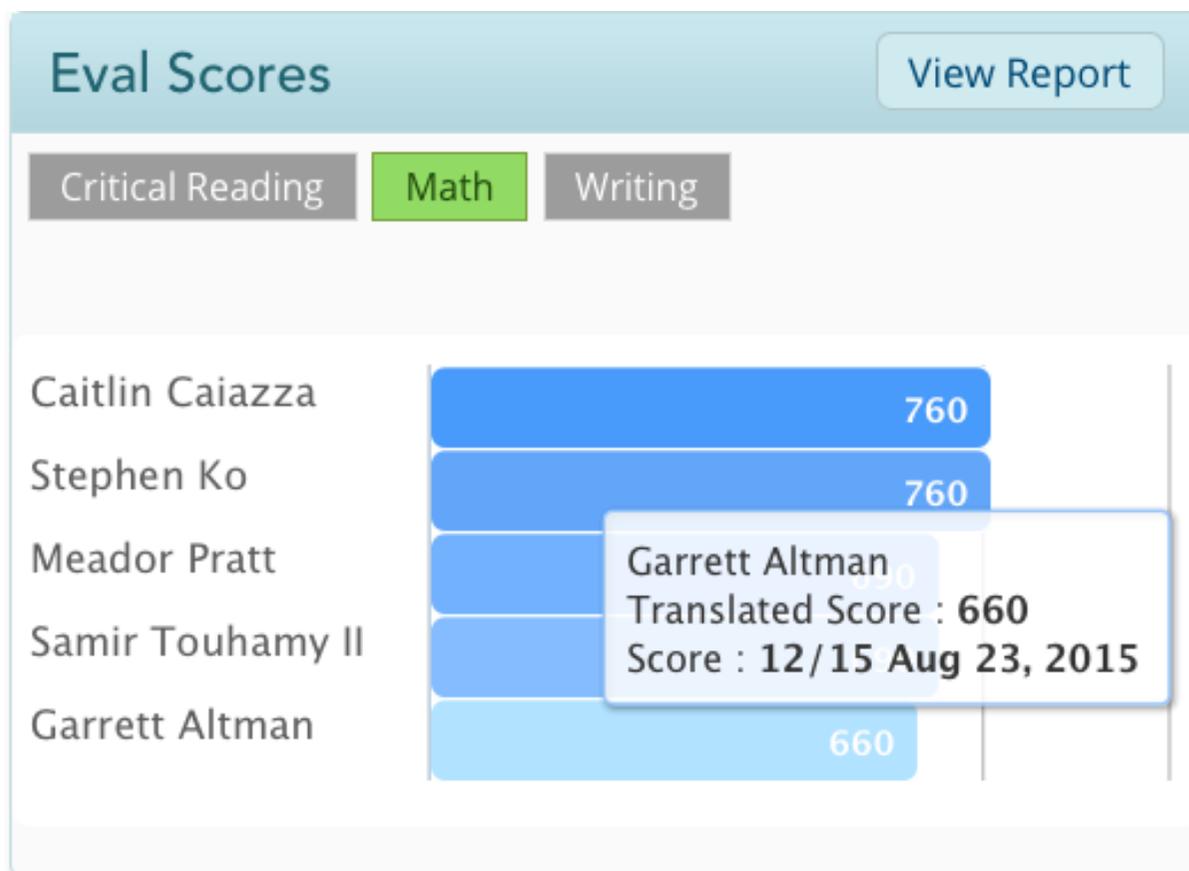


**SMART IDEA ALERT!** Encourage students to return to a difficult quiz a day or a week later to review the lesson and try the questions again. This will help reinforce the material in their brains.



## How To: Navigate The Evaluation Scores Report

One of the very first things a student should do when beginning to use Method Test Prep is to complete the evaluation assessment for the test s/he is preparing for. The evaluations do not take long to complete, and they give students a chance to see detailed explanations of every correct answer when they have completed the process. This can help students to know what particular concepts they should zero in on for practice.



The *Eval Scores* report (accessible by clicking the “View Report” button) provides a highly detailed look at the work each student has done. If, on the other hand, you are only interested in seeing who the top (or bottom) five students in any group are (by category), you can use this handy graph.



**SMART IDEA ALERT!** While many students might already know which test they are planning to take, if your school subscribes to both our ACT and SAT modules, the evaluation assessments can provide an easy way for students to see which test is better suited to their strengths.

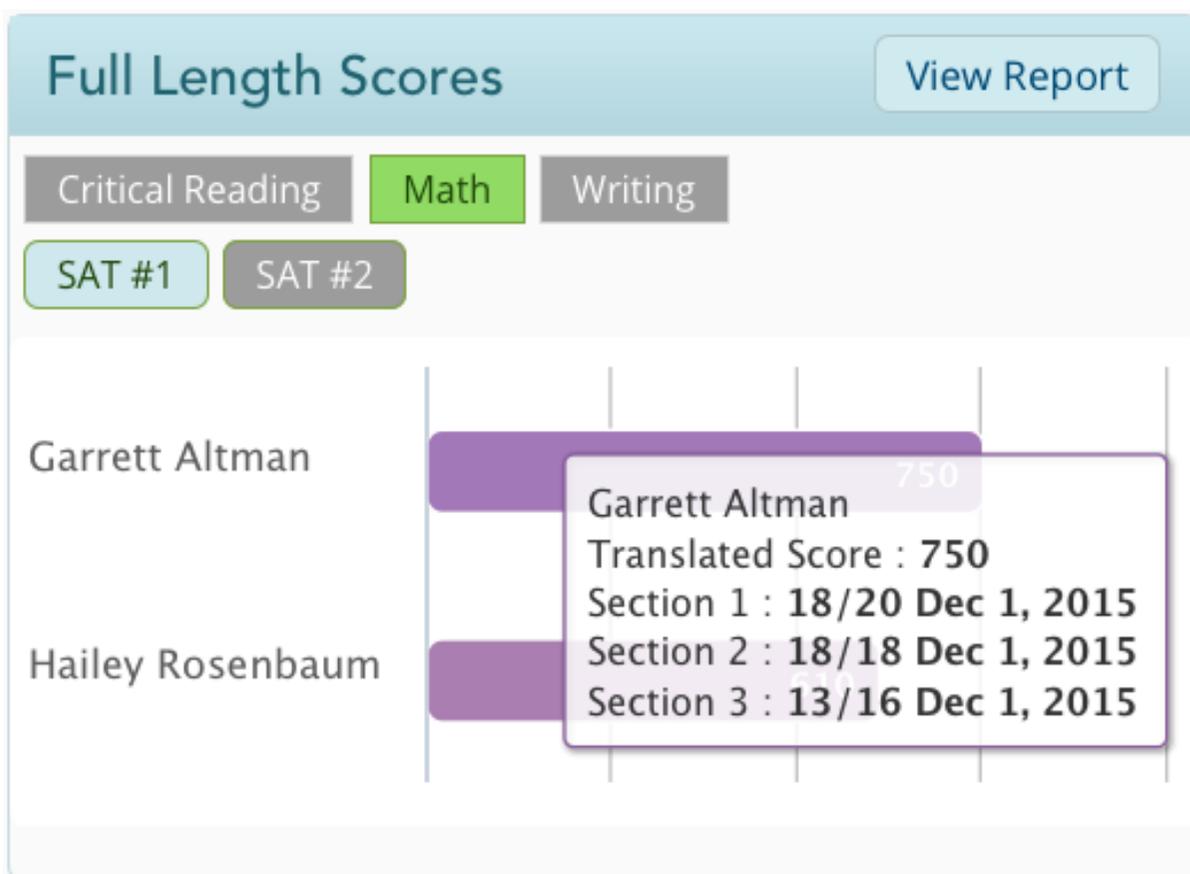


## How To: Navigate The Full Length Scores Report

The Method Test Prep online program contains two full length ACT tests and two full length SAT tests. These tests are timed and scored according to the published guidelines and are the closest a student can come to the real thing in a practice environment without a number 2 pencil! We encourage every student to take at least one of the full length practice tests no less than two weeks before the real test for which they are preparing. Doing so will remove some of the mystery from the actual test and increase their self-confidence. Also, students will find it highly motivational to track their improvement from when they did the evaluation assessment.

The *Full Length Scores* report (accessible by clicking the “View Report” button) provides a highly detailed look at the work each student has done. If, on the other hand, you are only inter-

ested in seeing who the top (or bottom) five students in any group are (by category), you can use this handy graph.



**SMART IDEA ALERT!** While a good strategy for practice would be to do the full length tests in one sitting (to build the necessary stamina for the real tests), students should be reminded that they **CAN** break these sections up, and can do the full length practice tests at their own pace.



# A Detailed Look At MTP Reports

Many Method Test Prep reports give you detailed data on student usage. One example is the “View Student Details” report, which you can access by clicking “View Student Details” from the “Manage Students” menu in the grey bar on the left of the teacher home page, or by clicking on the blue bubble next to “Total Student Logins”.

This report can be filtered in many ways, and it can give you a simple way to find out who has been using the program recently, who is making the most out of the program, and other helpful measurements.

Student Name	Classes	Total Login	Last Login	Questions Answered	Questions Correct	Questions Incorrect	% Correct	Number of Words Mastered	View Dashboard	Status
Hailey Rosenbaum	View	26	11/16/2015 - 05:42:39 PM	577	417	160	72	99		✓
Garrett Altman	View	24	12/01/2015 - 09:19:22 PM	449	382	67	85	90		✓
Jayme Schrank	View	70	12/05/2015 - 05:51:46 AM	445	372	73	84	420		✓
Jessica Vilas-Boas	View	25	11/06/2015 - 08:48:24 PM	443	359	84	81	111		✓
Hope Harvey	View	43	12/04/2015 - 03:41:29 PM	397	329	68	83	0		✓
Olivia Pomarico	View	32	12/08/2015 - 07:26:56 PM	377	204	173	54	0		✓
Samara Kelhoffer	View	11	11/29/2015 - 10:16:32 AM	357	236	121	66	75		✓

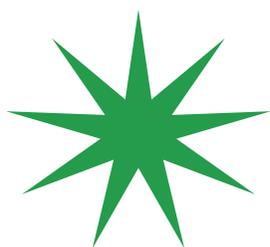
All of the columns are sortable--just click on the header in the blue row. Please note that if you click on a student’s name in this menu, it will bring you to the “Edit a School Student” menu, which will let you change a name, password or update a student’s clock, as seen in Chapter 6.



## How To: Navigate the Manage Students Screens

When you enter the Manage Students Report, you can click the “View Dashboard” icon get to an individual student’s page. Here you can see a student’s checklist, and several other reports--navigate by clicking the choices in the horizontal blue bar.

The screenshot displays the 'Manage Students' interface for Hailey Rosenbaum's profile at Tutors High School. On the left is a navigation sidebar with options: Home, Personal Information, Manage Classes, Manage Default Views, Manage Students, Manage Teachers, Reports, Manage Quizzes, Manage Emails, Resource Materials, and Resource Center. The main content area is titled 'Manage Students' and shows 'Hailey Rosenbaum's Profile for Tutors High School'. It includes fields for Status (Active), Username (hrosenbaum), Last Login (11/16/2015 - 05:42:39 PM), Password (hrosenbaum), Last Test (11/16/2015 - 06:37:21 PM), and Referral Code (tkn.31736332). Below this are filters for Course (ACT, SAT, NEW SAT) and Date Filter (ALL TIME DATA, THIS SCHOOL YEAR (JULY 15 - PRESENT)). A horizontal blue bar contains tabs for Checklist, Scores by Concept, Test Scores, Quiz Scores, Practice Scores, and Words Mastered And Words Missed List. A progress bar indicates 86% completion. Under 'Week 1', there is a checklist of five items, all marked as completed with green checkmarks: 1. Take a warm up set of sentence completion questions (approximately 4 min.), 2. Take a warm up set of math questions (approx. 5 min.), 3. Take a warm up set of grammar questions (approx. 5 min.), 4. Take a warm up set of reading comprehension questions (approx. 4 min.), and 5. General Things to Know About the SAT (approx. 15 min.).



**SMART IDEA ALERT!** From this screen you will be able to get much more information about individual students. Note also that you can choose to view the reports on this page for the present school year or for all time. If your students engage with Method Test Prep over multiple school years, this can be a helpful way of keeping track of overall progress, while focusing on their most recent study.



# How To: Navigate the Score By Concept Screen

If you click on "Scores By Concept", you will be able to see how students have done in the various sections of the ACT and SAT.

The sections of the test are clickable, and they will take you to a more detailed report that will let you look at the student's scores on every mastery quiz, while also showing you how the student matches up against the MTP Norm.

## Manage Students

Hailey Rosenbaum's Profile for Tutors High School

Status: Active	Username: hrosenbaum
Last Login: 11/16/2015 - 05:42:39 PM	Password: hrosenbaum
Last Test: 11/16/2015 - 06:37:21 PM	Referral Code: tkn.31736332

Course : ACT SAT NEW SAT

Date Filter : ALL TIME DATA THIS SCHOOL YEAR (JULY 15 - PRESENT)

Checklist **Scores by Concept** Test Scores Quiz Scores Practice Scores Words Mastered And Words Missed List

Subject	Cumulative Scores
Critical Reading	173/314
Math	201/302
Writing	286/328

Course : ACT SAT NEW SAT

Date Filter : ALL TIME DATA THIS SCHOOL YEAR (JULY 15 - PRESENT)

Checklist **Scores by Concept** Test Scores Quiz Scores Practice Scores Words Mastered And Words Missed List [Back](#)

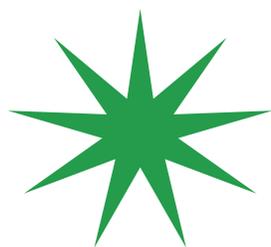
Concepts	Strength	Number of questions correct	Number of questions	Percentage	Mtp Norm	Differential
Absolute Value		0	0	--	60.55 %	--
Algebra		26	38	68.42 %	51.13 %	17.29 %
Angles		1	1	100.00 %	54.27 %	45.73 %
Area		2	5	40.00 %	46.28 %	-6.28 %
Circles		4	6	66.67 %	50.43 %	16.24 %
Circumference		3	5	60.00 %	49.78 %	10.22 %



## How To: Navigate the Test Scores Screen

If you click on “Test Scores”, you will be able to see how students have done on the evaluation assessments as well as on the full-length tests.

Full-Length SAT #1	Score	Date Taken	Test Result
CRITICAL READING <a href="#">610</a>			
Section 1 (25 minutes)	15/23	Oct 31, 2015	<a href="#">View Result</a> ↓
Section 2 (25 minutes)	15/24	Nov 15, 2015	<a href="#">View Result</a> ↓
Section 3 (20 minutes)	17/19	Nov 16, 2015	<a href="#">View Result</a> ↓
MATH : <a href="#">610</a>			
Section 1 (25 minutes)	13/20	Nov 14, 2015	<a href="#">View Result</a> ↓
Section 2 (25 minutes)	11/18	Nov 15, 2015	<a href="#">View Result</a> ↓
Section 3 (20 minutes)	11/16	Nov 16, 2015	<a href="#">View Result</a> ↓
WRITING : <a href="#">720</a>			
Section 1 (25 minutes)	31/35	Nov 14, 2015	<a href="#">View Result</a> ↓
Section 2 (10 minutes)	10/14	Nov 15, 2015	<a href="#">View Result</a> ↓
Full-Length SAT #2	Score	Date Taken	Test Result
WRITING : <a href="#">N/A</a>			
Section 1 (25 minutes)	33/35	Nov 16, 2015	<a href="#">View Result</a> ↓
Evaluation Tests for SAT	Score	Date Taken	Test Result
Critical Reading : <a href="#">460</a>	6/14	Sep 21, 2015	<a href="#">View Result</a> ↓
Writing : <a href="#">600</a>	9/13	Sep 21, 2015	<a href="#">View Result</a> ↓



**SMART IDEA ALERT!** It can be helpful to view this screen with your students when discussing test preparation strategies. Once you and they see how much progress they have made through their use of Method Test Prep’s program it will be easier to predict their eventual test scores.



## How To: Review A Test With A Student

If you click on “View Results”, you will be able to see how students answered each question, as well as an explanation of every answer. Students are encouraged to do this review, but they can only do so immediately after taking the test. If you have time, you can go over this with them at your leisure.

Question: 11 of 20

✘ Incorrect

In a right isosceles triangle the hypotenuse is 4. What is the measure of one of the legs of the triangle?

A. $2\sqrt{2}$	✔ Correct Answer
B. $4\sqrt{2}$	Answer You Submitted
C. $8\sqrt{3}$	
D. 2	
E. 22	

The correct answer is A. The answer you entered was B.

Explanation :

When the question mentions a right triangle you will usually use the Pythagorean Theorem ( $a^2 + b^2 = c^2$ ) to solve.

Because the triangle is also an isosceles triangle we know that the two legs of the triangle are equal (label those sides x).

$$x^2 + x^2 = c^2$$

$$x^2 + x^2 = 16$$

$$2x^2 = 16$$

$$2x^2 = 16 \text{ (divide both sides by 2.)}$$

$$x^2 = 8$$

$$x = \sqrt{8}$$

$$x = \sqrt{8} = (\sqrt{4})(\sqrt{2})$$

$$(\sqrt{4})(\sqrt{2}) = 2(\sqrt{2})$$



# How To: Navigate the Quiz Scores Screen

If you click on "Quiz Scores", you will be able to see a report on every quiz the student has attempted. As usual, you can see the student's score, as well as a comparison to the MTP Norm. You can see how easy it is for a teacher who assigns one of these quizzes as classwork to get the score and enter it into a gradebook.

Course : ACT SAT NEW SAT

Date Filter : ALL TIME DATA THIS SCHOOL YEAR (JULY 15 - PRESENT)

[Checklist](#)
[Scores by Concept](#)
[Test Scores](#)
[Quiz Scores](#)
[Practice Scores](#)
[Words Mastered And Words Missed List](#)

[Back](#)

Differential information is updated nightly. The information was last updated on: 12/21/2015- 02:00:31 AM.

**Legend** ● >10% below MTP Norm ● 0 to 10% below MTP Norm ● .001 to 10% above MTP Norm ● >10% above MTP Norm

Quiz Name	Cumulative Score	Number of Questions Correct	Number of Questions	Percentage	MTP Norm	Differential
Functions - New SAT	●	22	33	66.67%	53.99%	12.67
Percents	●	15	17	88.24%	52.56%	35.68
Plugging in Numbers	●	14	15	93.33%	48.89%	44.45
Functions & Statistics - New SAT	●	14	15	93.33%	56.02%	37.31
Sequences	●	9	10	90.00%	52.14%	37.86
Exponents - New SAT	●	4	9	44.44%	47.82%	-3.38
Trigonometry	●	5	8	62.50%	51.36%	11.14
Extended Thinking	●	3	8	37.50%	53.20%	-15.70
Circles - New SAT	●	4	6	66.67%	48.93%	17.74
Inequality Graphs	●	5	6	83.33%	56.41%	26.92

If you click on the quiz names you will be able to see every time a student took a quiz, including the score and the date. You can also click on "View Result" to see each individual answer and explanation.

## Manage Cumulative Quizzes Scores Report

Quiz result

Quiz Name: Functions - New SAT

**Legend** ● >10% below MTP Norm ● 0 to 10% below MTP Norm ● .001 to 10% above MTP Norm ● >10% above MTP Norm

Name	Times Taken	Strength	Score	Percentage	MTP Norm	Differential	Last Time Taken	Test Result
Hope Harvey	1	●	10/11	90.91%	53.99%	36.92%	2015-09-24 19:16:11	<a href="#">View Result</a> ↓
Hope Harvey	1	●	3/11	27.27%	53.99%	-26.72%	2015-09-24 10:09:00	<a href="#">View Result</a> ↓
Hope Harvey	1	●	9/11	81.82%	53.99%	27.83%	2015-09-24 09:33:28	<a href="#">View Result</a> ↓



## How To: Navigate the Words Mastered

If you click on “Words Mastered And Words Missed List”, you will be able to see every word that students have encountered in the *Vocabulary Builder*.

Checklist Scores by Concept Test Scores Quiz Scores Practice Scores Words Mastered And Words Missed List	
A vocabulary word is considered "mastered" when you have correctly defined it more than one time in the vocabulary quiz.	
VOCABULARY WORDS MASTERED Number of Mastered Words: 19	VOCABULARY WORDS MISSED Number of Missed Words: 19
amiable	altruism
charismatic	ambivalent
coherent	augment
curative	aversion
destitute	dogged
eloquent	galvanize
entourage	hackneyed
florid	hamper
lampoon	lucid
ornate	mitigate
prudent	obtuse
punctilious	palpable
recluse	prosaic
rescind	raconteur



**SMART IDEA ALERT!** Students who struggle with reading can benefit from the *Vocabulary Builder*. Teachers can comb the “missed words” lists to create custom vocabulary quizzes for their classes.



# Accessing The Student Interface

Whether you need to demonstrate Method Test Prep's program to students, teachers or parents, or you just want to access the program as a "generic" student, it is easy to access the student interface. Just click the "Login As Student" link from the teacher home page.

The screenshot shows the Method Test Prep teacher interface. At the top left is the logo. To the right of the logo are navigation links: "Login As Student" (highlighted with a green arrow), "Logout", "Resource Materials", "FAQ", "Products & Services", and "Contact Us". On the left is a sidebar menu with options like Home, Personal Information, Manage Classes, etc. The main content area features a "School Usage Graph" showing "Logins" (blue line) and "Questions Answered" (orange bars) over time. Below the graph is a "Student Leaderboard" section. On the right is an "MTP Message" box with the heading "Give Your Students An Advantage!" and text about SAT Advantage classes.

This will give you complete access to the student interface. When you have logged in as a generic student the program will keep track of your work, but it will not impact your school statistics.

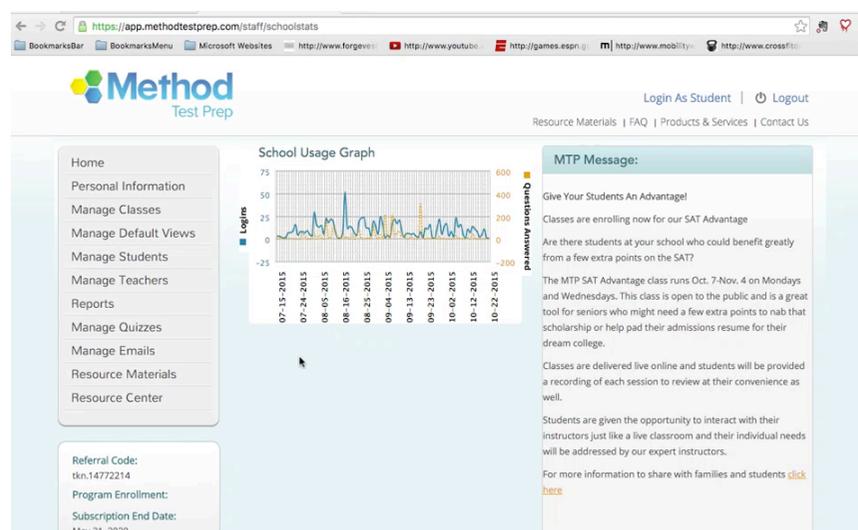


# About Timing And Clocks

Method Test Prep uses clocks in multiple locations. For example, when students answer quiz questions there is a clock that counts **UPWARDS** from zero; this timer is designed to help students develop their internal chronometers--since there is no “guessing penalty” on the ACT or SAT it stands to reason that students should answer every question, but they shouldn’t waste time puzzling over hard ones. As students proceed through our program they will answer scores of quiz questions and each time they will see a clock showing them how long they took to answer. Students will also encounter clocks when taking any of the full-length, timed ACT or SAT tests.

The ACT and the College Board will grant extended time to students with documented learning differences. If you are aware of a student who should have extra time, you can easily adjust her/his clock using the steps on the following page. You can also watch the video below:

## Movie 6.1 How To Give Students Extra Time



<https://methodtestprep-1.wistia.com/medias/5pzdiqteom>



## How To: Customizing Timing for Students with Special Accommodations

To adjust a student's clock, go to the Student Details Report and simply double-click on the student's name to open the **Edit A School Student** screen.

As you can see in the screenshot below, you can select between "Regular Time", "1.5 Time", "2.0 Time" or "No Time".

When you have made your selection, simply click the "Update" button.

### Manage Students

#### Edit A School Student

[back](#)

School Name: Tutors High School	Grade Level: * Junior
First Name: * Hope	Last Name: * Harvey
Gender: <input type="radio"/> Male <input checked="" type="radio"/> Female	Email Address: * mtpsignup4419@tutorshighschool.com
User Name: * hharvey	Password: * hharvey
Status: <input checked="" type="radio"/> Active <input type="radio"/> Inactive	Test times: <input type="radio"/> No Time <input checked="" type="radio"/> Regular Time <input type="radio"/> 1.5 Time <input type="radio"/> 2.0 Time

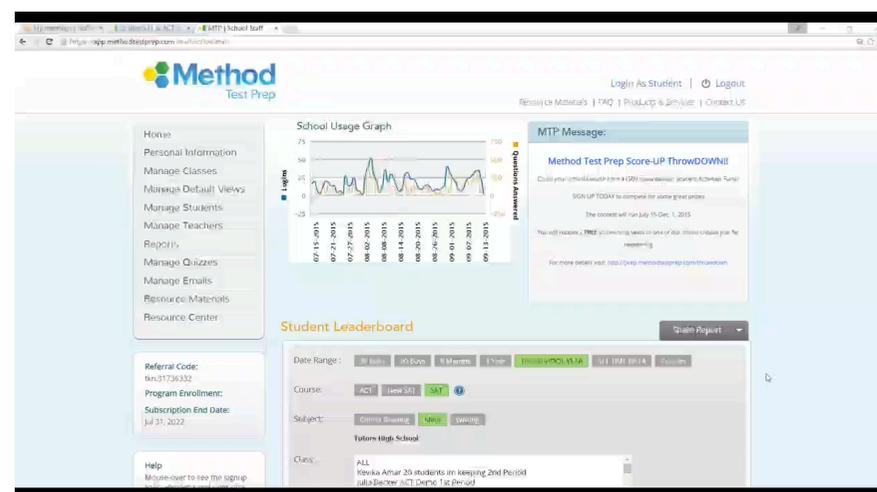


# How To: Recover Student Passwords

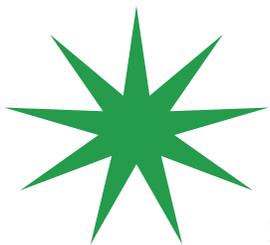
When students create their account they must provide a valid e-mail address. This will give them access to the password retrieval system on our login page. If, however, a student asks you to help them recover their password, you can find it very easily.

Simply go to the “View Student Details” screen as discussed in Chapter 4 and click on a student’s name to see their login credentials. The video below will show you how to do this step by step.

## Movie 7.1 Recovering Student Passwords.



<https://methodtestprep-1.wistia.com/medias/wztvd0vjyi>



**SMART IDEA ALERT!** If your organization provides members with email addresses, encourage users to provide that email address when creating their accounts in the Method Test Prep program. It will make management much easier.



# Adding And Managing Teachers

Your subscription to Method Test Prep’s online program allows you to give an account to every teacher and administrator at your school. Teachers can create accounts using the method specified to you when you received your sign-up materials from Method Test Prep, or you can manually create teacher accounts.

To create a teacher account, choose “Manage Teachers” from the grey menu on the left side of the teacher home page and select the “Add A New Teacher” option.

The screenshot shows the 'Add A New Teacher' form. On the left is a grey sidebar menu with options: Home, Personal Information, Manage Classes, Manage Default Views, Manage Students, Manage Teachers (highlighted), Reports, Manage Quizzes, Manage Emails, Resource Materials, and Resource Center. The main content area is titled 'Add A New Teacher' and includes a blue box in the top right corner stating 'Total accounts used 736/2000'. The form fields are: 'First Name: \*' with a dropdown menu showing 'Ms.' and an input field; 'Last Name \*' with an input field; 'User Name \*' with an input field; 'Email Address \*' with an input field; 'Password \*' with an input field; and 'Status' with radio buttons for 'Active' (selected) and 'Inactive'. A blue 'Submit' button is located at the bottom right of the form.



**SMART IDEA ALERT!** If your organization provides members with email addresses, encourage users to provide that email address when creating their accounts in the Method Test Prep program. It will make management much easier.

**IMPORTANT NOTE:** The preceding only applies to schools that use the program directly through Method Test Prep. If you use one of our partner companies to access our program, you must follow the protocols that they have established. If you are not sure how your school accesses Method Test Prep, you can call us at 877-871-PREP and we’ll let you know

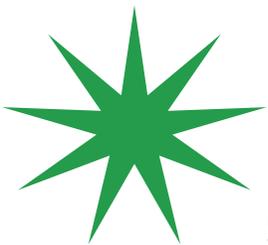


# Creating And Managing Classes

To make using and managing Method Test Prep's program easier, the online program allows you to group students into *classes*. Students can be assigned to an unlimited number of classes, which allows you to subdivide your student users into smaller, more manageable groups which you can use as filters for reports, or as the target audience for customized quizzes and tests.

Method Test Prep automatically keeps track of a student's grade, but it is probably a good idea to create classes based on year of graduation (Class of 2017, Class of 2018, etc.), in case a student is misidentified, or repeats a grade. If your school has multiple school counselors, it could be useful to divide students into classes for each counselor.

Please note that every class must be assigned a teacher. While you can create a class before the student accounts have been created, you **cannot** create a class before you've created the account for the class' teacher.



**SMART IDEA ALERT!** Classroom teachers can make classes too! If your school has math or humanities teachers who want to utilize Method Test Prep's program as part of their curricular toolbox, it makes sense for those teachers to create classes.



## How To: Create And Manage Classes

To create a class, choose “Manage Classes” from the grey menu on the left side of the teacher home page and select the “Add A New Class” option. You will be taken to the screen shown below which will let you set up a meaningful subdivision of students. Each class needs a unique name.

The screenshot shows the 'Add A New Class' interface. On the left is a grey sidebar menu with the following items: Home, Personal Information, Manage Classes, Manage Default Views, Manage Students, Manage Teachers, Reports, Manage Quizzes, Manage Emails, Resource Materials, and Resource Center. The main content area is titled 'Add A New Class' and includes a link '+ Add A New Teacher' in the top right. The form contains the following fields:

- Name of Teacher: \***: A pull-down menu with 'Select' as the current option.
- Period: \***: A pull-down menu with 'Select' as the current option.
- Class Name: \***: A pull-down menu with 'Other' as the current option, followed by a blank text input field.
- Status:**: Radio buttons for 'Active' (selected) and 'Inactive'.
- School Year: \***: A pull-down menu with 'Select Year' as the current option.

A blue 'Submit' button is located at the bottom right of the form.

Pick the teacher’s name from the pull-down menu. If you need help creating a teacher account, see Chapter 7.

Each class needs to be assigned to a “period”, and the program includes room for 12 daily periods. If your class doesn’t actually meet daily (such as “Class of 2018”), just pick any of the choices.

When giving your class a unique name, choose “Other” from the “Class Name” pull-down menu and then enter the name in the blank space. A good idea is to give the class a descriptive name, such as “Pre-Calculus” or “College Prep” or “English Honors”.

The default is for classes to be “active”, but if you want to create classes in advance for the future (such as “Class of 2025”), feel free to make it “inactive”.



# How To: Add Students To A Class

To add students to a class, choose “Manage Classes” from the grey menu on the left side of the teacher home page and select the “Modify Classes” option. You will be taken to the screen showed below which will let you put students into your classes. Simply pick the name of the class from the pull-down menu at the top of the screen.

Student accounts have to exist prior to adding them to a class. Remember that teachers can create empty classes at any time, but they can’t build a roster until student accounts have been created.

**Method Test Prep** Login As Student | Logout  
Resource Materials | FAQ | Products & Services | Contact Us

## Modify Classes

Please choose a class to begin.  
Class Name \* :

**Add New Student**  
Begin typing a student's name. Choose one or more students to add into the class.  
Student Name :   
Total Results : **6**

- Dominique DesRoches maudelinesroches@yahoo.com Junior
- Dominique Desroches domz864@gmail.com Junior
- Monique malcolm mtpsignup7851@tutorshighschool.com Junior
- Erin Pasquale patti5417@gmail.com Senior
- Angelique Simeone amsallegra@gmail.com Junior
- Angelique Strickland abc@yakooo.com Junior

<input type="checkbox"/>	Student Name	Classes	Grade Level	% Complete	Last Login
<input type="checkbox"/>	Aidan Aguayo	View	Junior	0	
<input type="checkbox"/>	Kyle Alestra	View	Freshman	23	2015-06-28 17:54:48
<input type="checkbox"/>	Dante Angerame	View	Junior	0	2015-08-27 20:55:01
<input type="checkbox"/>	Tianna Balodis	View	Junior	1	2015-11-29 13:48:53
<input type="checkbox"/>	Aqil Balogun	View	Freshman	0	2014-10-06 18:00:02
<input type="checkbox"/>	Stef Brewer	View	Freshman	1	2015-06-03 08:40:38

Method Test Prep’s program uses type-along technology, so simply start typing a student’s name in the “Add A New Student” box and you will see all the available options. Click the student to add her/him to your class. To remove a student, click the box next to the student’s name and click the blue button marked “Remove From Class”.

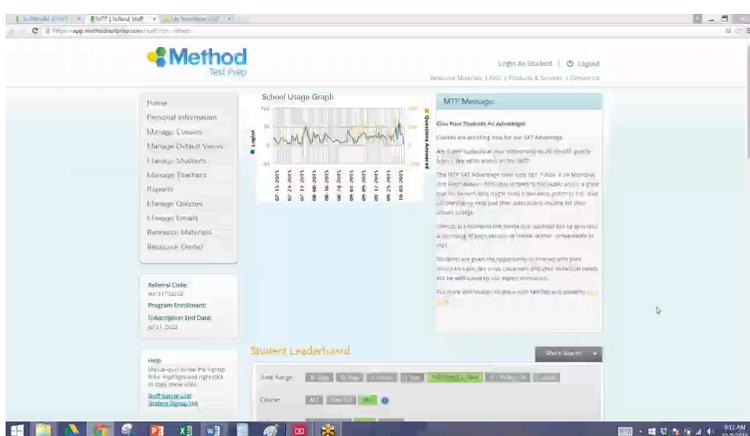


# Using Method Test Prep In Your Classroom

Hundreds of teachers all over the world use Method Test Prep in their regular academic classes. We pride ourselves on being an educational company that provides valuable pedagogical material. Teachers are encouraged to look at the program and to see how they might be able to incorporate our program into their classes. Doing so will give students valuable standardized test prep while continuing to learn the material teachers want to cover.

The following videos give examples of ways that math and English teachers can use the program in their classes:

## Movie 10.1 Using MTP in a math class



<https://methodtestprep-1.wistia.com/medias/hfdol5spjy>

## Movie 10.2 Using MTP in an English class



<https://methodtestprep-1.wistia.com/medias/v4nvx655m6>

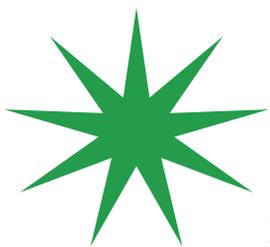


# Creating And Managing Quizzes And Tests

The Method Test Prep program contains over 3,000 questions (all of which include detailed explanations of the correct answer, many with video answers) and the bank of questions is continually growing. Teachers can create custom *quizzes* and *tests* to assign to their classes. In Method Test Prep's program, *quizzes* and *tests* are similar, but have two differences:

- quizzes present students with explanations of the correct answer after each question, while tests don't let students see the explanations until the end.
- quizzes are untimed, but tests allow for a timed component so students can work under pressure.

Quizzes and tests can be printed to be administered on paper if the teacher wishes, but generally speaking most quizzes and tests should be assigned online, so that the results can be recorded and added to the statistical reports that the program constantly generates.



## **SMART IDEA ALERT!** Teach-

ers might want to create and assign a quiz as homework for the weekend, telling students that they must get 100% by the start of class the following week. Teachers will be able to see the students' scores from each time they took the quiz using the "Quiz Scores" screen described in Chapter 4, Section 5.

## **Movie 11.1** Checking A Class' Work On A Quiz



<https://methodtestprep-1.wistia.com/medias/pxs9va7r54>



# How To: Create And Manage Quizzes

**Add A Quiz**

**Step 1 : Name your Quiz**

Name of Quiz: \*  Number of Questions: \*

**Step 2 : To view questions, select course(s) and subject(s)**

Course: \*  (Ctrl-Click to select more than one)  
ACT  
SAT  
New SAT

Subject: \*  (Ctrl-Click to select more than one)  
ACT Reading  
ACT English  
ACT Science  
ACT Math

**Step 3 : Optionally filter questions further**

Question Type:  Select  
 Multiple Choice  
 Passage  
 Grid Ins

Randomize Order:

Quiz Mode:

Status:  Active  Inactive

Concepts:

Absolute Value  
Algebra  
Average (Mean)  
Be Careful With Fractions And Neg  
Circle Geometry

Selected Concepts:

**Step 4 : Move questions from Left to Right to create your quiz**

**Questions**

Number of questions: 514

78. If 19 chairs cost \$57.27, what is the cost of 1 chair?

79. Let  $x=3y+4z+2$ . What happens to the value of  $x$  if the value of  $y$  is increased by 4 and the value of  $z$  is decreased by 2?

80. What is the measure of one interior angle of a regular polygon with  $4n+2$  number of sides?

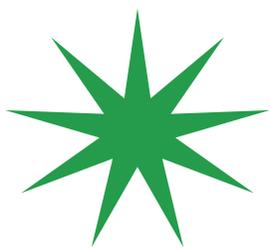
**New Quiz**

Number of questions: 0

To create a quiz, choose “Manage Students” from the grey menu on the left side of the teacher home page and select the “Add A Quiz” option.

You can pick the number of questions and the type. In the example shown at right, you will see that the ACT Math question bank has 514 items to choose from. You can limit the choices by selecting different concepts from the menu on the right.

To add a question to the quiz or test, simply drag it from the list on the left to the right. If you want to read the full question first, just double-click on the questions in the bottom left pane.



**SMART IDEA ALERT!** Teachers might want to make several quizzes to have in their back pocket, so to speak. Then the quizzes are ready to go if the teacher needs to insert an easy to manage assignment at any point in the year.



# MTP Resource Center

Method Test Prep's program has always had a plethora of supplemental and educational resources, ranging from user manuals to videos and PowerPoint presentations about standardized tests, to study guides that students have consistently praised as highly valuable.

The current version of Method Test Prep's online program has revamped the presentation of these items by placing them in the *Resource Center*. The Resource Center is an attractive, dynamic, highly sortable mechanism that can make it easy to find what you are looking for, while also encouraging students to "stumble upon" helpful tools that they didn't even know they needed.

The screenshot displays the MTP Resource Center interface. At the top, there are search filters: "Course: New SAT", "Subject: ALL", and "Choose Concept". To the right is an "Advanced Search" link. Below the filters are "Search" and "Reset" buttons. A message says "Mouse over the resources to perform additional functions." To the right, there is a "Sort by Suggested Resources" dropdown menu and "Total Results: 656".

The main content area is divided into three sections:

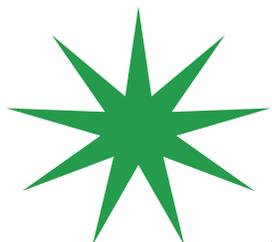
- MTP Picks**: Contains two cards: "SAT Math Packet" (with a pencil graphic) and "Functions Lesson" (with a play button icon).
- Most Popular**: Contains a grid of resource cards. The largest card is "SAT Math Packet" with a description "This is a cram packet for SAT math." and "691 views". Other cards include "SAT Grammar Packet", "SAT Critical Reading Review Packet", "SAT Sample Essay", "Very Hard Math Problems Answer Key", "MTP STUDENT USER GUIDE", and "SAT Math Index".
- Review Packets**: Contains a grid of resource cards. The largest card is "Very Hard Math Problems" with "200 views". Other cards include "Plug In Numbers Review Packet", "SAT Grammar Packet", "SAT Sample Essay", "SAT Critical Reading Review Packet", and "Quiz for 5 Biggest Mistakes Video".



# MTP Resource Center

There are literally scores of materials in the Resource Center and we are constantly adding more.

One great feature of the Resource Center is that it is linked to the program, so students can search for materials related to particular concepts. To do so, select your test, subject and concept(s) at the top of the screen and click the "Search" button (it will appear after you make your selections in the window pictured below).



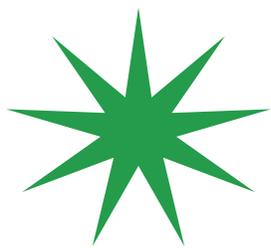
**SMART IDEA ALERT!** Search results will include the lessons built into the program's checklists. Teachers might find this search tool is an efficient way to discover the material they will be teaching within Method Test Prep's program.



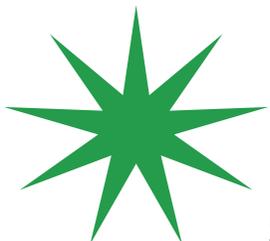
# MTP Resource Center

Method Test Prep users can rate everything they find in the Resource Center (akin to how customers can rate products on online shopping sites). Please feel free to rate the materials that you look at, as user ratings is a search criteria built into the Resource Center.

The screenshot displays the MTP Resource Center interface. At the top, there are search filters for 'Course: New SAT' and 'Subject: ALL'. Below these, a search bar contains the text 'Pronoun Antecedent Agreement' with a close button. A green button labeled 'Back to Resource Center' is visible. The main content area features a video player titled 'The New SAT Reading Changes'. The video player shows a slide with text and multiple-choice questions. Below the video player is a rating section with five stars and a '3 views' indicator. Underneath the video player, there is a description and a list of keywords and concepts. To the right of the video player, there is a 'Suggested Resources' section with three items: 'Educational Series: Smart Timeline For Juniors (ppt)', 'ACT Lesson Plans for English Teachers', and 'ACT Lesson Plans for Math Teachers'. Each suggested resource includes a thumbnail, a title, a star rating, and a view count.



**SMART IDEA ALERT!** The hyperlinks at the bottom of the screen will reveal other materials in the Resource Center that users might want to see.



**SMART IDEA ALERT!** The Resource Center will keep track of the videos that you've watched and will automatically shift new content to the top of your list of available material.