

SAM Settings and Reports

FASTT Math Next Generation

For use with *FASTT Math* Next Generation version 2.4 or later and Student Achievement Manager version 2.4 or later

PDF0831 (PDF)

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SAM Settings and Reports for FASTT Math Next Generation



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Overview

FASTT Math Next Generation is a mathematics intervention program for grades two through nine that uses the FASTT system (Fluency and Automaticity through Systematic Teaching with Technology) to help students develop fluency with basic math facts. FASTT Math Next Generation automatically differentiates instruction based on students' individual fluency levels in customized, daily sessions.

Teachers and administrators may use the Student Achievement Manager (SAM), formerly the Scholastic Achievement Manager, to customize students' learning experiences, keep track of their progress, and monitor their performance in the software. Teachers may also view and print reports.

Student Achievement Manager Manuals

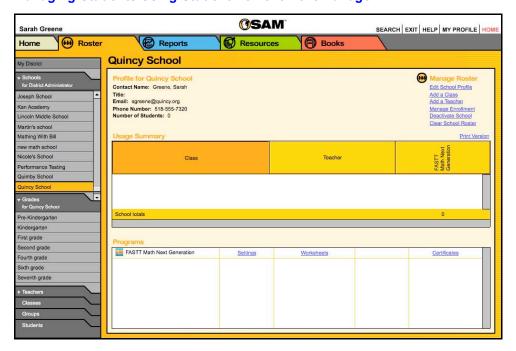
This manual covers setting SAM Program Settings for using *FASTT Math* Next Generation, as well as generating and using *FASTT Math* Next Generation reports. For other reference issues, see the guide below. All manuals are available at the *FASTT Math* Next Generation Product Support website (*page 32*).

For information on:	See:
Using the FASTT Math Next Generation	FASTT Math Next Generation Software
software	Manual
Installing FASTT Math Next Generation	FASTT Math Next Generation
software	Installation Guide
Getting started in SAM and setting up	Getting Started With
accounts at the district and school levels	Student Achievement Manager
Adding and enrolling students in SAM,	Enrolling and Managing Students Using
adding classes and searching SAM	Student Achievement Manager
Using SAM Resources	Using Resources in
	Student Achievement Manager
Using the Book Expert in SAM	Using the Book Expert in
	Student Achievement Manager
Managing SAM functions and data	SAM Data Management Manual



Enrolling Students

Students are enrolled in *FASTT Math* Next Generation through SAM. If students have been enrolled and have profiles in SAM, then teachers may enroll students in *FASTT Math* Next Generation and use the *FASTT Math* Next Generation Program Settings to individualize the software for students. To add students to SAM, see *Enrolling and Managing Students Using Student Achievement Manager*.



Check if students are enrolled in *FASTT Math* Next Generation by clicking **My Classes** at the top of the SmartBar to access the My Classes Profile Screen. Locate the number of students who are enrolled in each program in the Usage Summary table.



To enroll students in *FASTT Math* Next Generation, click the **Manage Enrollment** link in the upper right corner of the class, teacher, or student Profile Screen.



From the Manage Enrollment Screen:

- 1. Use the check boxes to enroll students in *FASTT Math* Next Generation, or use the check boxes at the top of the chart to enroll every student in the list at the same time. Use the scroll bar to horizontally scroll through the program choices.
- Click Save & Return to save changes and return to the Profile Screen. Click Save
 to save changes and remain on the Enrollment tab. Click Cancel to cancel the
 changes, or click Cancel & Return to return to the Profile Screen without saving
 changes.

Enroll additional students in *FASTT Math* Next Generation by double-clicking another class or group in the SmartBar.



FASTT Math Next Generation Program Settings



Teachers may individualize students' *FASTT Math* Next Generation experiences by adjusting Program Settings in SAM. The Program Settings Screen has two tabs: Settings and Advanced Settings. Click the tab headings to move between each screen.

Use the Program Settings to:

- Assign students to an operation and a fact range
- · Assign one or two lessons per day
- Adjust problem format
- Adjust response time limit
- Adjust number of problems per activity
- Reset the Placement Assessment
- Set High Contrast options
- Set language (English or Spanish)

Access students' profiles from the Roster Screen in SAM. Click the **Roster** button on the SAM Home Screen or the Roster tab along the top of any SAM screen. To access students' Program Settings, double-click a name in the SmartBar to access that student's Profile Screen and then click the **Settings** link next to the *FASTT Math* Next Generation icon in the Programs menu to access the Program Settings Screen for *FASTT Math* Next Generation. Settings are also available at the class and group levels.



Using The Settings Tab



The Settings Tab allows users to set program settings for student assignments, problem formats, and user interfaces. By default, all students enrolled in *FASTT Math* Next Generation are assigned to the Addition 0–9 operation. To change students' operations, select an operation and fact range from the pull-down menu. Teachers should not change students' operations before they have finished; if they attempt to, a warning appears reminding them that the student is not finished with the operation. Changing students' fact range from 0–9 to 0–12 in the same operation will require them to take a shortened Placement Assessment at their next login.



The Problem Format setting allows users to select horizontal, vertical, or mixed problem orientation to give students practice with various formats (the default setting is horizontal).



The User Interface setting allows users to change the contrast on the student interface from a standard setting to a high contrast setting to accommodate students with accessibility issues (the default setting is standard). It also allows users to change the default language from English to Spanish.



Using the Advanced Settings Tab



In the Problem Settings box of the Advanced Settings tab, teachers may set students' Response Time Limit and Problems per Activity.

Response Time Limit is the amount of time allotted to students to correctly answer a fact. Response Time is the measure that determines when a Study Fact becomes a Focus Fact. The *FASTT Math* default Response Time setting is 1.25 seconds. Teachers may adjust students' Response Time Limit to account for learning differences. However, Response Time should be adjusted judiciously, since giving students more time will increase the amount of practice students need to turn a Focus Fact into a Fast Fact (which requires answering the fact in 0.8 seconds or less).

Problems per Activity is the number of problems presented during student instruction. The default setting is 60 problems; teachers may change this number for students who need more time to learn new information or have trouble completing lessons on time. It takes students more lessons to complete an operation if their Problems per Activity amount is reduced.

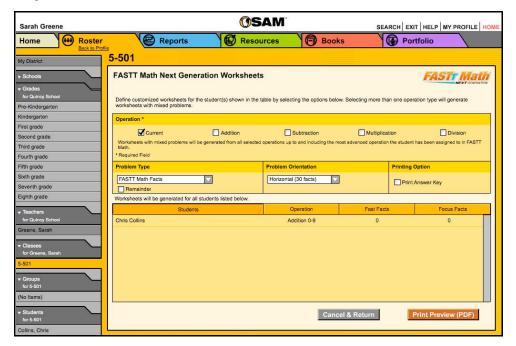
Placement Assessment allows teachers to reset students' Placement Assessment. Teachers may want to reset the Placement Assessment of students who performed poorly on their first assessment or who need more foundation work. Resetting the Placement Assessment does not delete students' performance data; however, some reports will not include performance data prior to the Placement Assessment reset.



FASTT Math Next Generation Worksheets

SAM allows teachers to create and print worksheets customized for students and their fact fluency. Worksheets allow students to practice facts they are currently learning. Practicing facts on worksheets enables students to transfer their growing fact knowledge to another format.

To generate a FASTT Math Next Generation worksheet in SAM:



- Double-click a student name in the SmartBar to open that student's Profile Screen.
- 2. From the Programs table, click the **Worksheets** link in the *FASTT* Math Next Generation row to open the *FASTT Math* Next Generation Worksheets Screen.

Worksheets may also be printed for classes or groups by clicking those choices in the SmartBar. Worksheets are also available to teachers through the classes Profile. SAM customizes worksheets for each student in the class or group based on students' fact fluency.



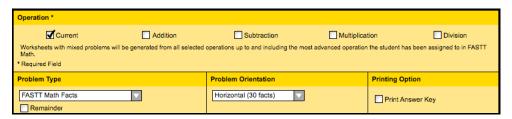
Teacher Tip

Students must be assigned to an operation in order to generate worksheets for them.



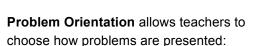
Customizing Worksheets

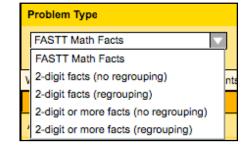
Use the *FASTT Math* Next Generation Worksheets Screen to customize students' worksheets.



Operation is a required field for generating worksheets. The program generates worksheets based on students' current operations. Teachers may select more than one operation to generate a worksheet with mixed problems. For example, students currently assigned to multiplication may receive a worksheet with problems in addition and subtraction if those operations are also selected.

Problem Type allows teachers to choose the type of problems. The default setting is *FASTT Math* Facts, which generates worksheets with students' current Fast Facts and Focus Facts. Problems using 2-digit or more facts may also be selected.





horizontally (default setting), vertically, or mixed. Selecting horizontal orientation produces a worksheet with 30 problems; vertical and mixed orientation both create worksheets with 15 problems. If *FASTT Math* Next Generation Facts is selected in Problem Type, all orientation options are available. Any other selection has only the vertical orientation available.

Printing Option enables users to print the answer key for every worksheet generated by the program. Each worksheet and answer key contains students' names.



Teacher Tip

Click Print Preview (PDF) to preview all worksheets and answer keys for the student, group, or class.



FASTT Math Next Generation Certificates

FASTT Math Next Generation Certificates for students, groups, classes, grades, or schools may be generated through SAM. Certificates may be automatically generated or customized to meet classroom needs.

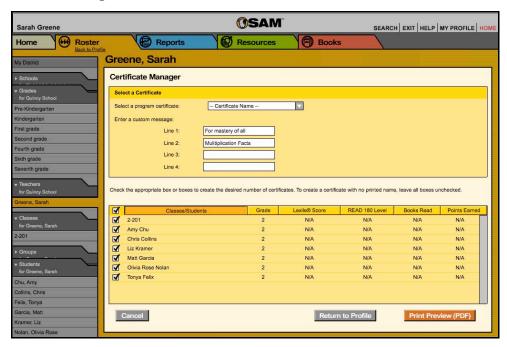


Generating and Printing Certificates Automatically

When students complete a *FASTT Math* Next Generation operation, teachers receive a notification through the Teacher Dashboard (see the *Next Generation Educator Dashboard Guide*). The teacher can then generate a certificate marking the student's achievement in SAM (*page 13*).



Customizing Certificates



Teachers may also create and print customized Award Certificates for a student, multiple students, groups, classes, teachers, grades, or a school. To create and print a custom Certificate:

- 1. Double-click a name in the SmartBar to select the student, group, class, teacher, grade, or school profile for which to print the certificate.
- From the Profile Screen, click the Certificates link in the FASTT Math Next Generation row of the Programs menu to open the Certificate Manager Screen.
- **3.** Enter a custom message that will appear on the Award Certificate in the appropriate fields, if desired.
- **4.** Check the box next to the students, groups, classes, grades, or schools to select who will receive the Award Certificate.
- Click the Print Preview (PDF) button to preview and print the Award Certificate.



Running and Using Reports

When students work in SAM-based technology programs, SAM automatically collects and saves students' data. To access *FASTT Math* Next Generation data reports in SAM, click the **Reports** icon on the SAM Home Screen or the Reports tab at the top of any screen in SAM. Reports provide data-driven information on student, class, and group progress in a variety of formats, including charts, graphs, and tables. They help monitor student progress, check software usage, plan instruction, and diagnose student needs.

Depending on their permission settings in SAM, teachers may have access to different report options. For example, teachers may only run reports for classes, groups, and students assigned to them; however, accounts with administrator permissions may run reports on the school or district level.

The Reports Index



The Reports Index lists the available reports for a SmartBar selection. Access the Index by clicking the **Reports** icon on the SAM Home Screen or the **Reports** tab at the top of any screen. Clicking **My Classes** (or **My District** for administrators) at the top of the SmartBar shows all available reports for the permissions level in the main display. Clicking **All Reports** from the pull-down menu shows all available reports.



Filtering the Reports List

At the top of the Reports Index, the Show pull-down menu provides four options for filtering reports. The reports displayed change, based on the filter selected:

- All Reports: Shows the complete list of reports available
- Multi-Classroom Reports: Shows reports that include data collected across several classrooms or schools
- Classroom Reports: Shows reports for students in one or more classes
- Student Reports: Shows reports for individual students

Click the column headings to sort the Reports Index. Double-clicking a student, group, class, teacher, grade, school, or district (depending on your account) in the **SmartBar** from the Reports Index shows the recommended reports for that selection.



Teacher Tip

The icon in the upper left corner of any onscreen or PDF report quickly identifies the type of report.



Running Reports

SAM reports may be filtered by type and time period. To run a report:

- Click the Reports tab from any screen in SAM, or the Reports button on the SAM Home Screen to show the Reports Index.
- **2.** Double-click a name in the SmartBar to select the student, group, class, teacher, grade, school, or district for which to run a report.
- 3. The Reports Index lists each of the programs the school is using and the recommended reports to run for the SmartBar selection. By default, All Reports is selected and all bars are open; clicking the bar closes that program's list. Under the FASTT Math Next Generation bar in the Reports Index is a list of all FASTT Math Next Generation reports available to the SmartBar selection.
- 4. Select a report by clicking the button next to the name of the report. Depending on the report, change the time period by making a selection in the **Time Period** menu on the right side of the screen. The recommended time period is the default setting.
- 5. Click **Run Report** to display the report onscreen.

To run the same report for another time period:

- 1. Click the **Time Period** link at the top of the report and use the calendar tool to customize a new time period to rerun the report.
- 2. Click **Run Report** to run the same report for the new time period.

To run a report for a different SmartBar selection from the Report Screen, doubleclick the desired profile on the SmartBar. The report will run for the new selection, if applicable. Some reports are valid for multiple SmartBar selections and others are not. Thus, running a student report and double-clicking a class name on the SmartBar does not run the report but returns the user to the Reports Index.

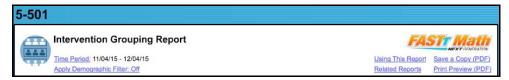


Teacher Tip

Click the Using this Report link on the top of any report for suggestions on how to apply the report data to the class or students' goals.



Viewing Reports



When the report is selected and run, it appears in the Reports Index. Click the column headings to sort the results. The PDF of the report will reflect the sorts made. The onscreen report offers several options:

- Related Reports: Opens a window showing a list of related reports
- Apply Demographic Filter: Launches the Demographic Filter, which helps filter the information for specific groups
- Time Period: Changes the time period covered in the report
- Save a Copy (PDF): Allows the report to be saved as an Adobe PDF
- Print Preview (PDF): Launches the printing process for printing the report

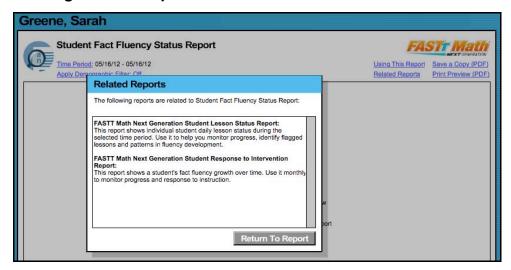


Teacher Tip

When viewing a report onscreen, change the SmartBar selection to view the same report type for a new profile without going back to the Reports Screen.



Viewing Related Reports



Each report contains a list of related reports recommended for further data exploration and analysis.

To view Related Reports, click the **Related Reports** link in the upper right corner of the Reports Index to open a window that displays the list of related reports.



Using the Demographic Filter

Use the **Demographic Filter** to filter Multi-Classroom or Classroom reports by one or more of the demographic categories. Choosing more than one category generates more specific reports. The Demographic Filter focuses reports based on demographic categories:

 AYP Criteria: Makes distinctions between students with economic disadvantages, gifted and talented students, students with limited English proficiency, students with disabilities, and migrant students



• **Ethnicity**: Filters reports by ethnicities: American Indian/Alaskan Native, Asian, Black/African American, Pacific Islander, and White/Caucasian

· Grade: Filters reports by grade

Gender: Filters reports by gender

• Program: Filters reports by program

To apply demographic filters to a report from the Reports Index:

- 1. Click the Apply Demographic Filter link to open the Demographic Filter.
- 2. Use the check boxes to select the desired demographic categories.
- 3. Click **Run Report** to rerun the report with the filters applied.





Returning to the Reports Index

Click the **Show All Reports** link or the **Return to Reports Index** on the Reports tab to return to the Reports Index.

Printing a Report

Teachers may print any report for record-keeping purposes or sharing with administrators, students, or parents. To print a report from the Reports screen:

- 1. Click the **Print Preview (PDF)** link to open the report in a new window.
- 2. Select File and then Print from the menu.

Saving a Report to Your Computer

Users may save any report to their computer or workstation after running it. To save a report from the Reports Index:

- 1. Click the **Print Preview (PDF)** link to open the report as a PDF file.
- Select File and then Save As in Adobe Reader or Acrobat to save the report, or select the Save icon in the toolbar.
- 3. Select the location to save the report and then click **Save**.

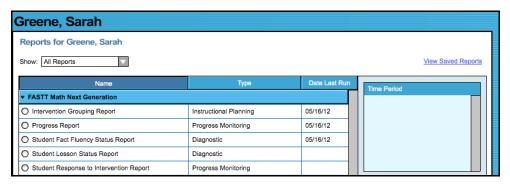


Teacher Tip

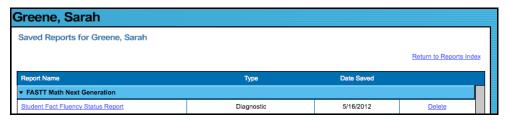
Although each report is listed under only one category, reports can be used for multiple purposes as needed.



Saving a Report in SAM



Reports may be saved in SAM and quickly accessed from the **Reports Index** using the **View Saved Reports** link.



To save a generated report, click the **Save a Copy (PDF)** link in the upper right corner of the onscreen report. This saves the report in PDF format in SAM with the appropriate profile information included.

To access a report saved in SAM from any SAM screen:

- 1. Double-click a selection in the SmartBar.
- 2. Click the Reports tab to access the Reports Index.
- Click the View Saved Reports link in the upper right corner of the Reports Index. The system will display a list of saved reports for that selection in the SmartBar.
- 4. Click the report name link to open the PDF file for that report.



Teacher Tip

When saving a copy of a report, the report is stored on the computer's hard drive. When saving a report in SAM, it is stored on the SAM server and may only be accessed from the Reports Index.

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FASTT Math Next Generation Reports

FASTT Math Next Generation reports provide detailed information about targeting instruction, monitoring progress, and motivating students. The charts show which reports contain information on students, groups, classes, schools, and districts.

Student Reports

otudent Neports		
Report Name and Description	When to Use It	
Student Fact Fluency Status Report This report shows an individual student's fluency with each fact in the specific operation for the selected date.	First Time: When students finish the Placement Assessment. Ongoing: Weekly; when teachers receive a Low Performance During Placement Assessment message; at the end of the grading period.	
Student Lesson Status Report This report shows individual students' daily lesson status during the selected time period.	Monthly; when teachers receive these messages: Slow Progress with Current Study Facts, Infrequent Program Use, Incomplete Lessons, Excessive Time on Instruction	
Student Response to Intervention Report This report shows individual students' fact fluency growth over time.	Monthly; when teachers receive a Slow Progress in Fact Fluency message.	

Class and Grade Reports

Report Name and Description	When to Use It
Progress Report	Monthly, to monitor student
This report shows students' performance and usage	performance and program usage.
information.	
Intervention Grouping Report	Monthly, to target students whose
This report groups students under four performance	performance indicates the need for
standards: Fluent, Near Fluent, Developing,	additional instruction, practice, or
Underdeveloping.	support in a particular operation.

School and District Reports

Concertand District Reports			
Report Name and Description	When to Use It		
Summary Progress Report	Quarterly, to help monitor student		
This report shows the number of students enrolled in FASTT Math Next Generation and assigned to each	fluency with facts.		
operation.			
Growth and Usage Report	Quarterly, to help monitor student		
This report shows a high-level summary of FASTT	fluency with facts.		
Math Next Generation usage at the district level or			
school level.			
Implementation Report	Quarterly, to track frequency of use		
This report shows student fact fluency growth during	and assess overall progress.		
the selected time period.			
Demographic Growth Report	Monthly, to help monitor student		
This report provides a demographic breakdown of	fluency with facts.		
FASTT Math Next Generation performance over time.			

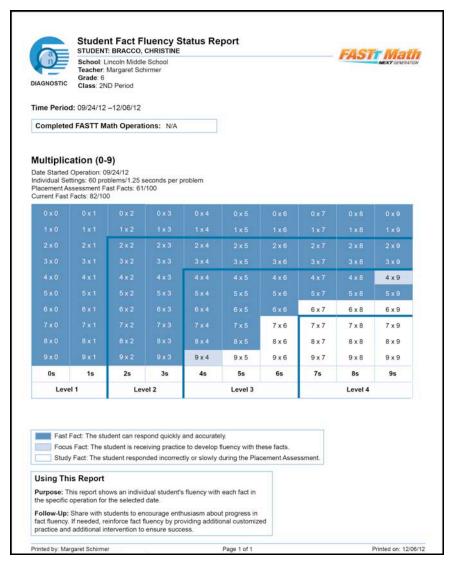


Teacher Tip

STRETCH-To-Go data is not collected in SAM. It appears on the Teacher Dashboard.



Student Fact Fluency Status Report



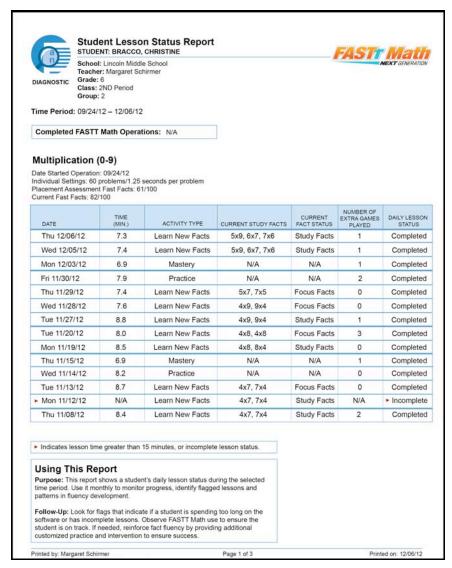
Purpose: To show individual students' fluency with each fact in the specific operation for the selected date.

Follow-Up: Share the report with students to encourage enthusiasm about progress in fact fluency. If needed, reinforce fact fluency by providing additional practice on Fast Facts and Focus Facts using flash cards and/or fact games.

Related Reports: Student Lesson Status Report, Student Response to Intervention Report



Student Lesson Status Report



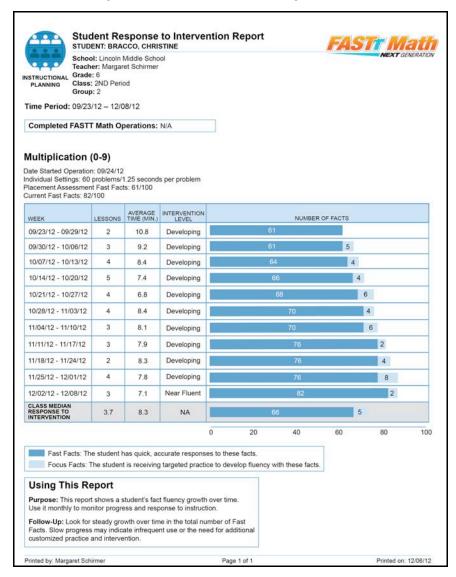
Purpose: To show daily lesson status of individual students during selected time period; to monitor progress and identify flagged lessons and patterns in fluency development.

Follow-Up: Check for flags that indicate either students are spending too much time on the software or incomplete lessons. Observe *FASTT Math* Next Generation use to ensure these students are on track. Look for current Study Fact trends. Consider providing additional practice with customized worksheets and additional intervention to ensure success.

Related Reports: Student Fact Fluency Status Report, Student Response to Intervention Report



Student Response to Intervention Report



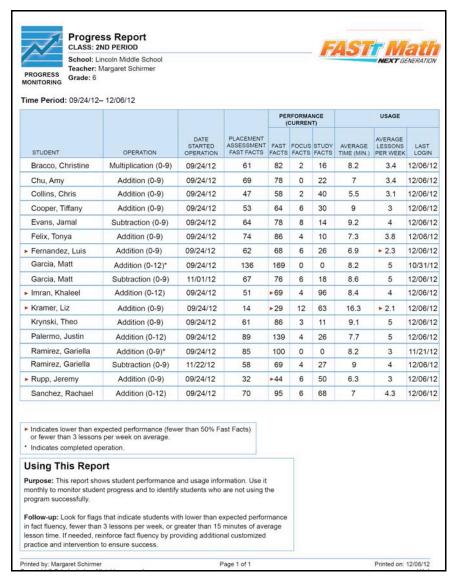
Purpose: To show individual students' fact fluency growth over time. Use monthly to help monitor progress and response to instruction.

Follow-Up: Check for steady growth over time in the total number of Fast Facts. Slow progress may indicate infrequent use or the need for additional instruction or practice.

Related Reports: Student Fact Fluency Status Report, Student Lesson Status Report



Progress Report



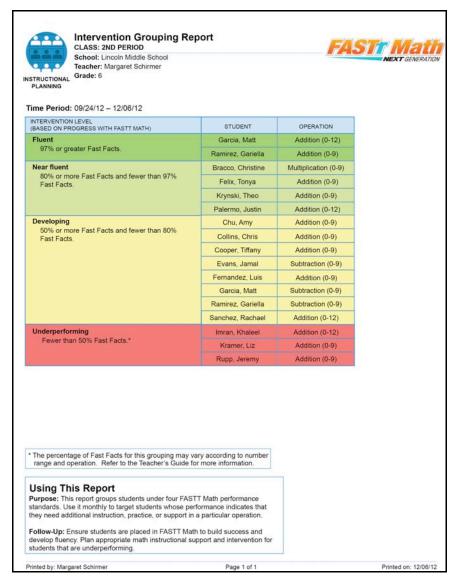
Purpose: To show student performance and usage information; to help monitor student progress; to identify students who are not using the program successfully.

Follow-Up: Look for flags that indicate lower than expected performance in fact fluency, fewer than three lessons per week, or greater than 15 minutes of average instructional time. Observe students using *FASTT Math* Next Generation and encourage daily program use and/or additional practice with customized worksheets.

Related Reports: Intervention Grouping Report



Intervention Grouping Report



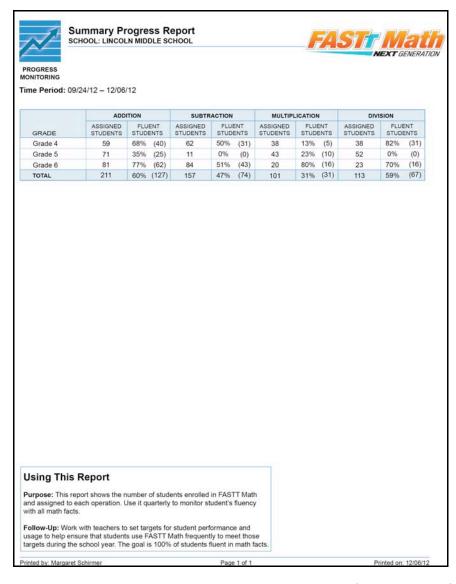
Purpose: To help group students using four *FASTT Math* Next Generation performance standards; to target students whose performance indicates the need for additional instruction, practice, or support.

Follow-Up: Ensure that students are placed in *FASTT Math* Next Generation to build success and develop fluency; plan appropriate math instructional support and intervention for students who are underperforming.

Related Reports: Progress Report



Summary Progress Report



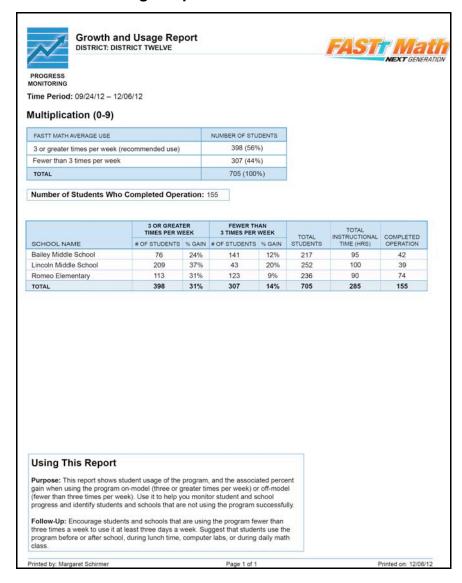
Purpose: To show how many students are enrolled in *FASTT Math* Next Generation and assigned to each operation; to help monitor fluency with all math facts. Students may be assigned to more than one aggregate operation.

Follow-Up: Set targets for student performance and usage; the goal is 100% student fluency with Fast Facts.

Related Reports: FASTT Math Implementation Report



Growth and Usage Report



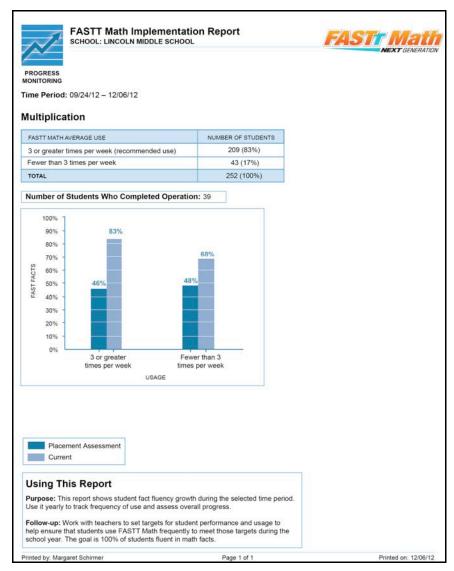
Purpose: To show a high-level summary of program usage at the district level or school level. The report displays students who are both on model (using *FASTT Math* Next Generation three or more times per week) and off model (using *FASTT Math* Next Generation less than three times per week). The report also shows the average percent gain for both groups of students.

Follow-Up: Set targets for student performance and usage; check to make sure those targets are being met as the school year progresses.

Related Reports: Summary Progress Report, FASTT Math Implementation Report



FASTT Math Implementation Report



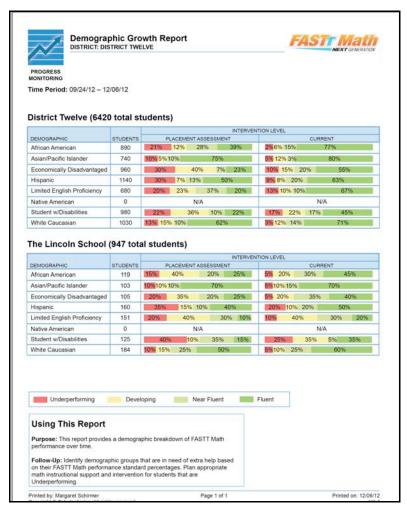
Purpose: To show student fact fluency growth during the selected time period; to track frequency of use and assess overall progress.

Follow-Up: Set targets for student performance and usage; check to make sure those targets are being met as the school year progresses; the goal is 100% student fluency in Fast Facts.

Related Reports: Summary Progress Report



Demographic Growth Report



Purpose: This report provides a demographic breakdown of performance in *FASTT Math* Next Generation over time.

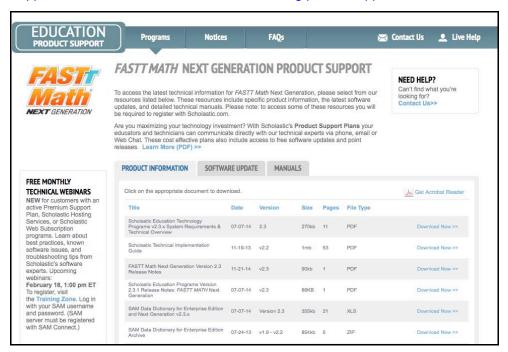
Follow-Up: Identify demographic groups that are in need of extra help based on their performance with *FASTT Math* Next Generation standard percentages.

Related reports: Growth and Usage Report, FASTT Math Implementation Report



Technical Support

For questions or other support needs, visit the <u>FASTT Math Next Generation Product Support</u> website at: <u>www.hmhco.com/fasttmathng/productsupport</u>.



At the site, users will find program documentation, manuals, and guides, as well as Frequently Asked Questions and live chat support.

For specific questions regarding the *FASTT Math* Next Generation, contact customer service to speak to a Houghton Mifflin Harcourt technical support representative at:

- 1-800-283-5974 (current version of *FASTT Math* Next Generation)
- 1-800-927-0189 (other versions)

For specific questions about using SAM with *FASTT Math* Next Generation, click **Help** in the Quick Links along the top of any screen in SAM.