



# ProgressSpace™

## User's Guide

For use with *Do The Math* and *Do The Math Now!* version 3.1.x or later  
and Student Achievement Manager version 3.1.x or later



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*Professional Services*

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## **ProgressSpace Overview**

ProgressSpace is the technology component of *Do The Math* and *Do The Math Now!* It enables teachers to assess students' skills and progress in the *Do The Math* and *Do The Math Now!* classroom.

ProgressSpace consists of computer-based assessments for *Do The Math* and *Do The Math Now!* Each assessment consists of 20 multiple-choice questions. Teachers may preview the tests before assigning them and customize test-taking options for individual students in the Student Achievement Manager (SAM).

ProgressSpace includes the following features:

- Audio directions that students can replay at any time during the test (teachers can disable this function in the Program Settings in SAM)
- Audio support for English language learners
- Untimed questions, so students are not pressured to answer quickly
- Options for students to review and change responses prior to submitting
- Questions that students may skip and return to later

For information on enrolling students in ProgressSpace, see [SAM Settings and Reports for Do The Math ProgressSpace](#) at the Do The Math Product Support website, [www.hmhco.com/dtm/productsupport](http://www.hmhco.com/dtm/productsupport).

## Student Accessibility

ProgressSpace provides accessibility features that can enable some visually impaired students to use the application. The contrast setting, for example, will help a student who has trouble reading black text on a white background.

ProgressSpace requires students to view images and videos, speak into a microphone, and use a mouse. Students who have difficulty with these requirements will need assistance when using the program.

ProgressSpace does not provide textual equivalence to bitmap-rendered content. Students who are dependent on a Braille or text-to-speech device will be unable to use the application. Also, though closed captions are available for the hearing-impaired, the application does not provide a description of the video, nor does it provide the closed-caption text in text format (it is only available as a display).

Browser-based accessibility features, such as screen and font magnifiers, are not tested by Houghton Mifflin Harcourt Intervention Solutions Group and may not be compatible with ProgressSpace. Even in cases when the features may work with the program, the input focus is not set to allow students using screen magnifiers to follow the onscreen changes. Similarly, changing display settings may render the program unusable. Students needing to see larger text should use an external screen magnifier rather than changing display settings or using a feature of the browser program.

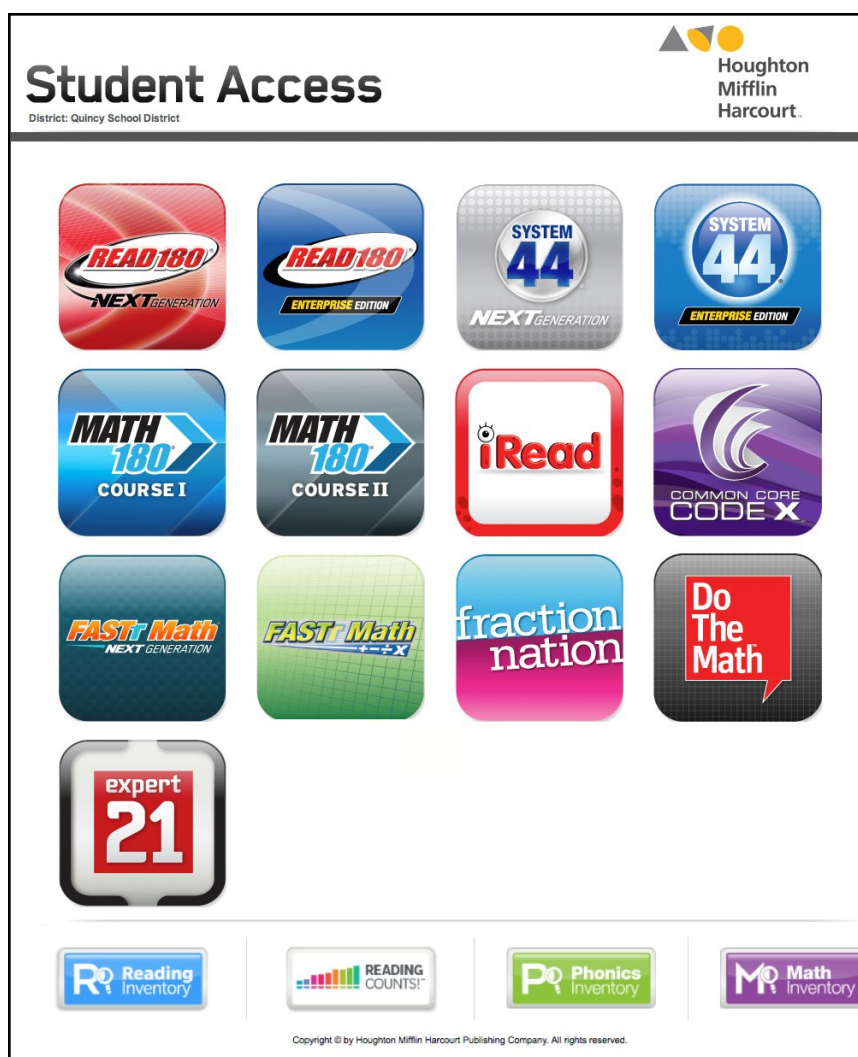
Mac OS X and Windows operating systems, as well as Internet Explorer, Firefox, and Safari browser programs, offer a range of accessibility features that may enable users with disabilities to, among other things, perform basic navigation with a keyboard instead of a mouse by using the Tab key.

## Logging In

### Student Access Screen

Students are enrolled in *Do The Math* modules and *Do The Math Now!* through SAM. See [Enrolling and Managing Students Using Student Achievement Manager](#) for detailed instructions on enrolling students.

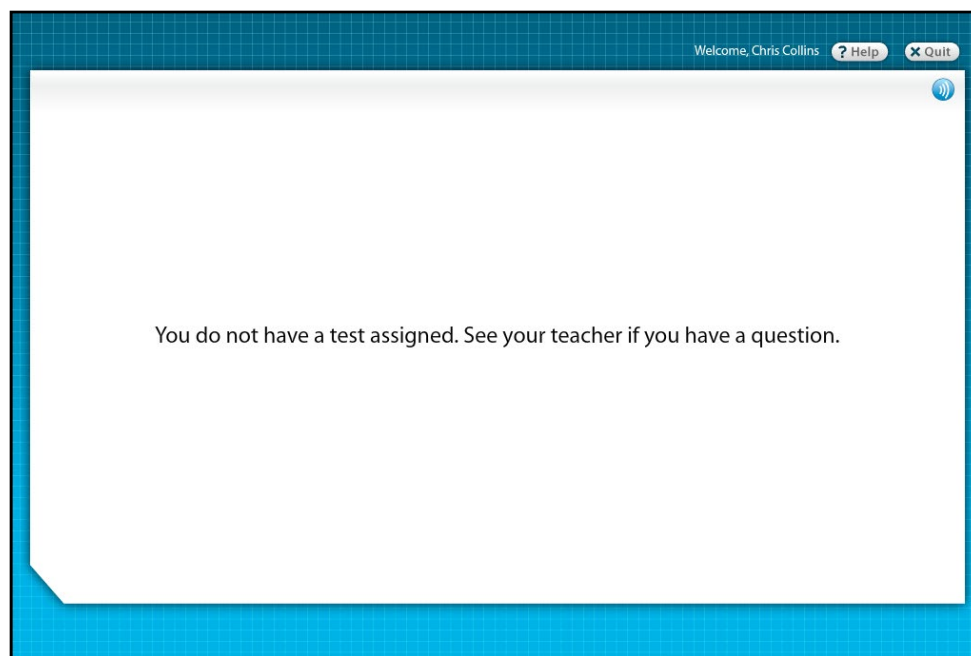
Once students are enrolled in *Do The Math* modules or *Do The Math Now!*, they may log in to ProgressSpace through their Student Access Screen. Access the Student Access Screen through the workstation's browser program and the Student Access Screen bookmark (see the [Hosting Services User's Guide](#) for help with bookmarking the Student Access Screen).



Click the *Do The Math* icon to go to the ProgressSpace Login Screen.

**ProgressSpace Login Screen**The image shows the ProgressSpace login screen. At the top, there is a dark grey header with a grid pattern. On the left, there is a red speech bubble logo with the text "Do The Math". To its right, the word "ProgressSpace" is written in a large, bold, sans-serif font, with "Progress" in red and "Space" in white. Below the header, the main area is white. In the center, there is a light grey rectangular box with a subtle drop shadow. Inside this box, there are two input fields. The first is labeled "Username" and contains the text "ccollins". The second is labeled "Password" and is empty. Below the input fields, there are two circular buttons. The one on the left is red with the word "Quit" in white. The one on the right is blue with the words "Go On" in white.

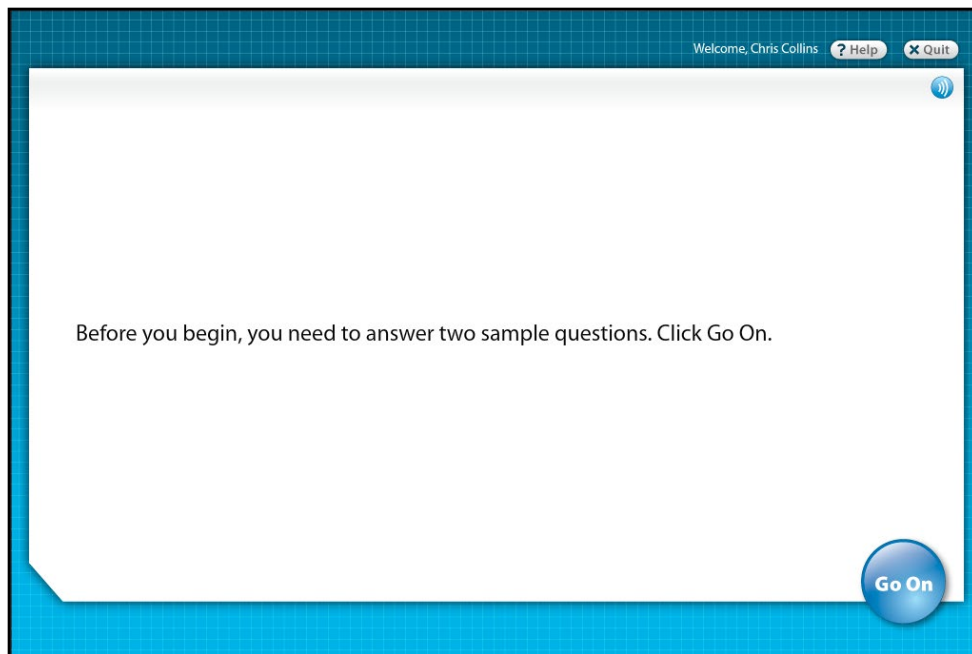
From the ProgressSpace Login Screen, students enter the username and password from their SAM Profiles. After three unsuccessful tries at logging in, students are prompted to ask a teacher for help. When the username and password are correctly entered, click **Go On** to enter the program, or **Quit** to leave the program.




Students who do not have tests assigned to them by their teachers will see a screen indicating that a test has not been assigned. If students see this screen:

1. Have students click **Quit** to exit ProgressSpace.
2. Go to the Program Settings for *Do The Math* in SAM and assign a test to students (see [SAM Settings and Reports for Do The Math ProgressSpace](#) for instructions on setting students' Program Settings).
3. Have students log back in to ProgressSpace. If students have a test assigned, they move to the Sample Questions.

## Answering Sample Questions

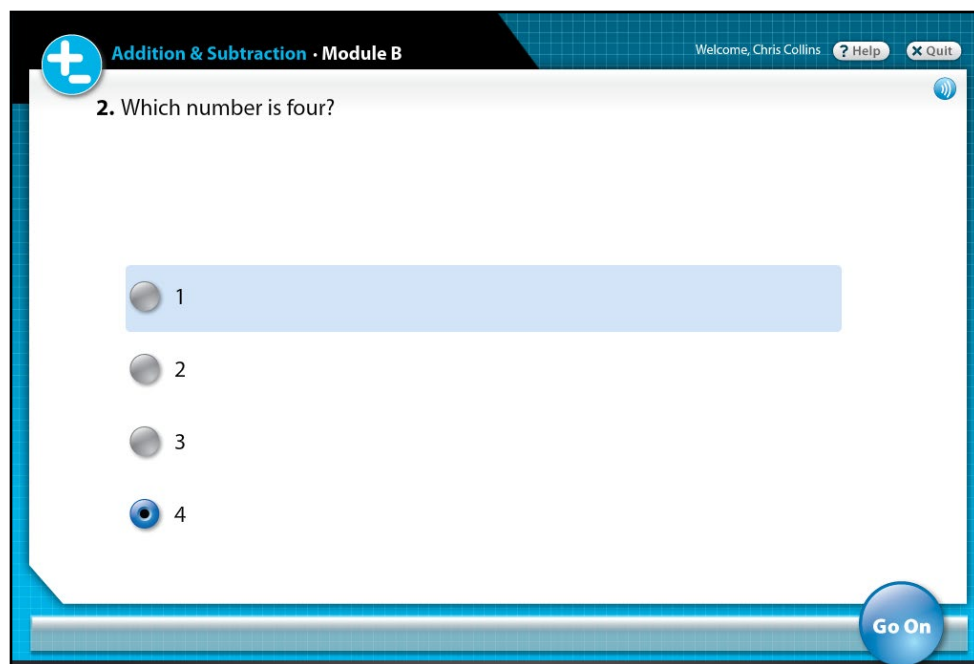


When students log in and are enrolled in a test, they see onscreen instructions. Students may also hear the instructions by clicking the **Replay** icon. 

Before students begin the scored part of the test, the program requires them to answer two sample questions. This familiarizes students with the test format and makes sure they understand the test-taking directions and ensures that there are no technical issues.

Students must answer at least one of the two sample questions correctly in order to begin the actual test. The program instructs students who answer both questions incorrectly to ask a teacher for help.



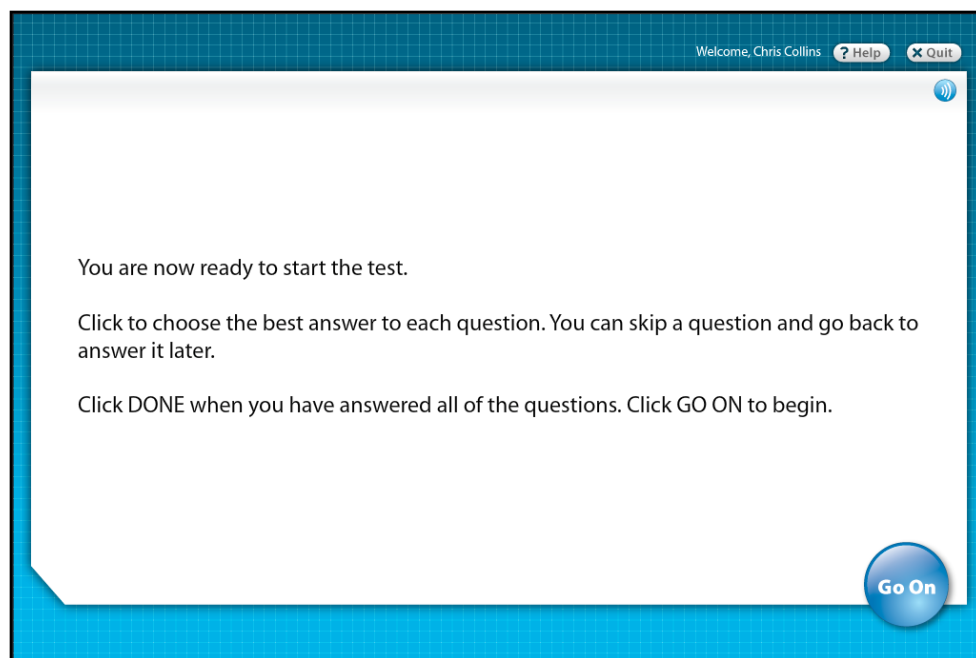


Sample questions are not scored. To answer sample questions, students click one of the multiple-choice options.

Once students select their answer, they click **Go On** to proceed to the next question.

Students may click the **Replay** icon to play the audio directions again.

After correctly answering at least one of the two sample questions, students read or listen to the directions for the scored part of the test.

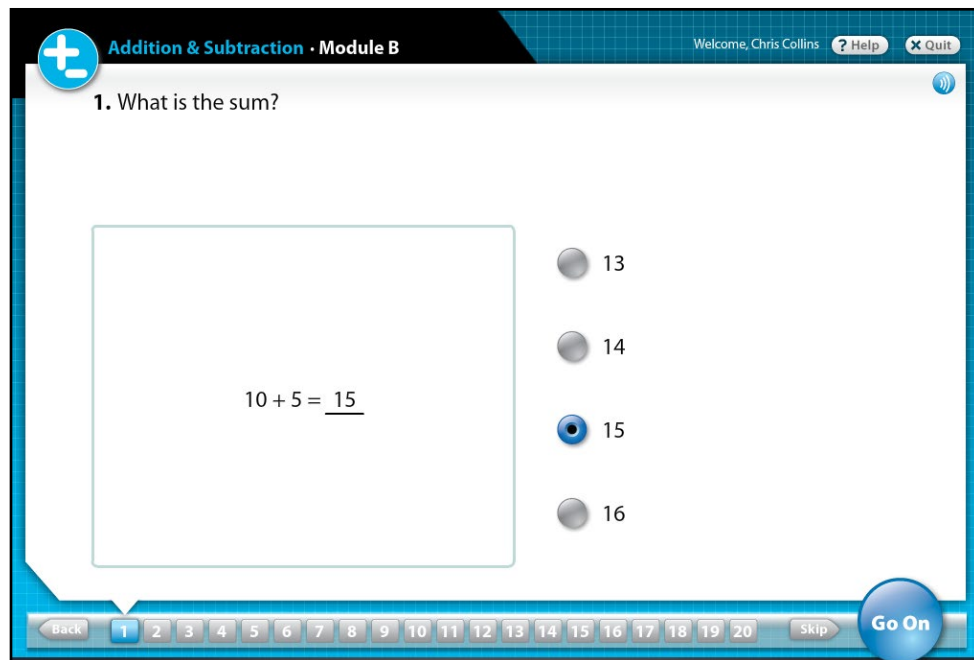


Once students read or listen to the directions, they click **Go On** to begin the test.

## Taking an Assessment

Students may take the scored part of the test assigned to them once they have finished the sample test.

### Using the Assessment Screen



The Assessment Screen is organized into three main sections. The top shows the *Do The Math* concept and module for the test. The middle shows the question and the answer choices. The bottom of the screen shows the Progress Bar, which allows students to move through the questions on the test.

Students select their answers to the question by clicking the button next to the answer. Click **Go On** to go on to the next question.

Questions in the Progress Bar are grayed-out until the student reaches them. Grayed-out questions cannot be accessed from the Progress Bar. Students may move back and forth between questions they have already read. Click the **Skip** arrow to advance to the next question or skip questions, or click the **Back** arrow to return to previously viewed questions.

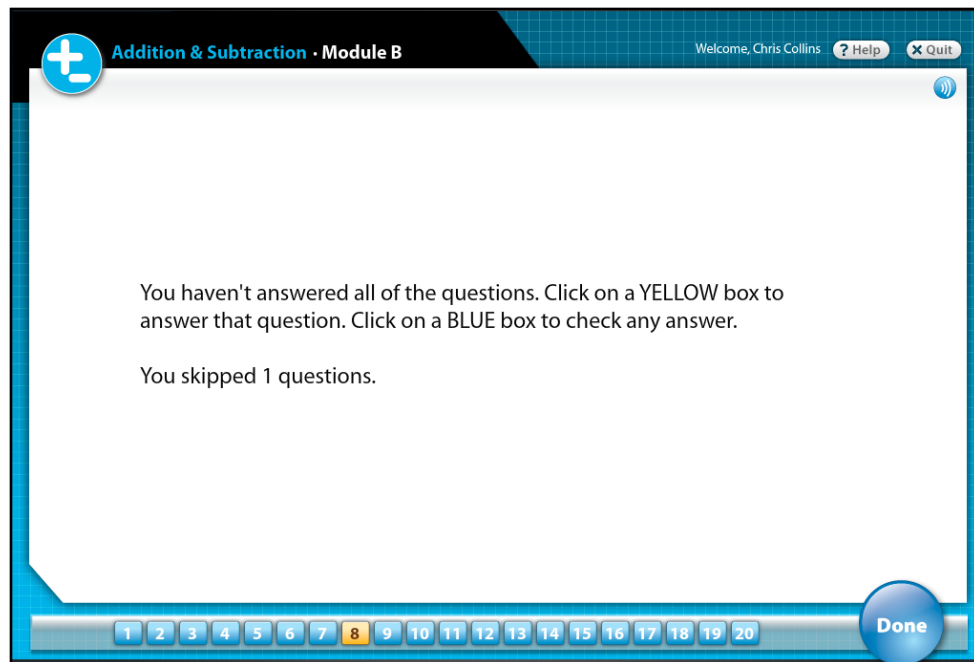
Students may click **Help** to receive audio assistance, click **Done** when they have answered all the test questions, or click **Quit** to exit ProgressSpace.



### Teacher Tip

The answer order for each question is randomized for each student. Students taking the same test see their answer choices in a different order.

## Finishing a Test



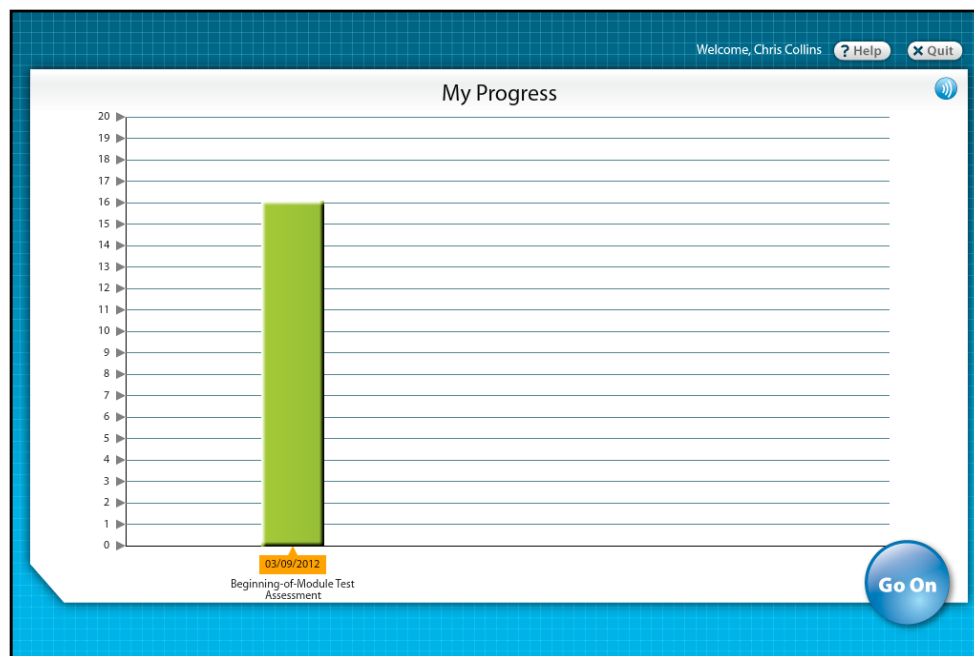
When students click **Done** to finish the test, ProgressSpace checks to make sure they have answered all of the questions. Students are prompted to answer questions they skipped and to review their work.

Students may take a few moments to carefully review their answers and may use the Progress Bar to move to any question that they want to check or change. The Progress Bar indicates unanswered questions in yellow and answered questions in blue.

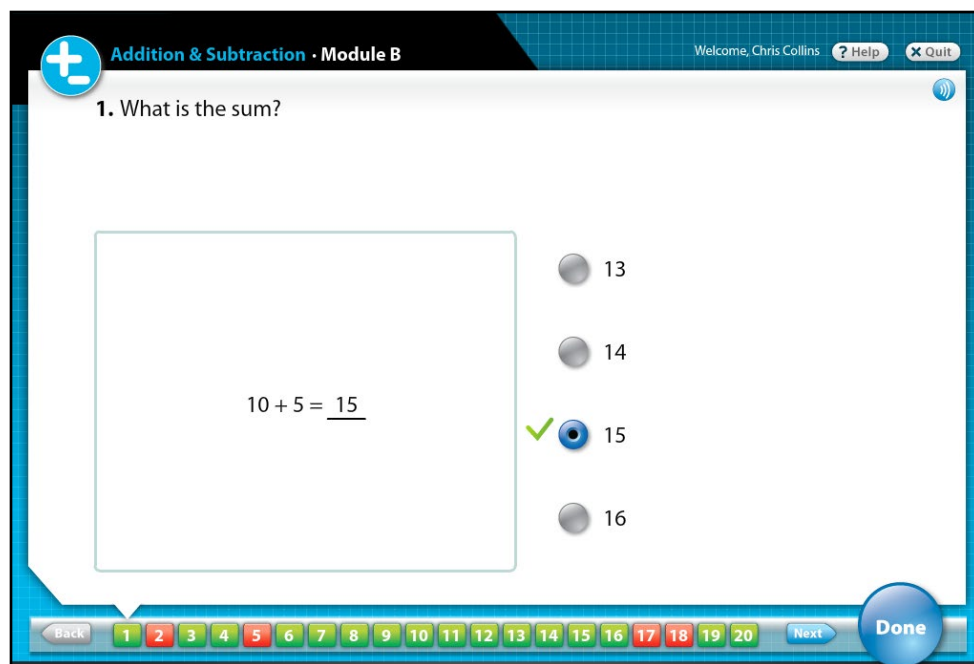
Students may choose to leave questions unanswered. Once students have reviewed their answers, they may click **Done** again to submit their tests for grading.

When students finish their final reviews, they click **Done** one more time to make the test final and view test results. Students may review their tests after they are scored, but cannot change any answers. All responses are recorded as final and the test is evaluated.

## Viewing Test Results



The Results Screen allows students to see how well they performed on their current test and compares the result to their last tests. Results appear as a raw score (e.g., 16 out of 20 correct) on a bar graph.

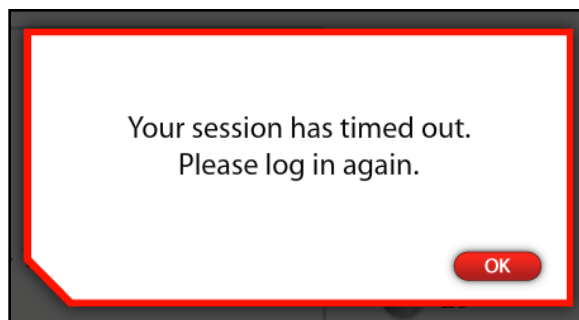


Teachers may adjust the Program Settings for *Do The Math* in SAM to allow students to view corrected tests. If this setting is enabled, students may use the Progress Bar on the Results Screen to return to any question.

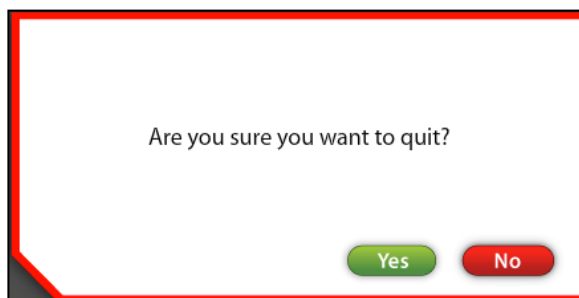
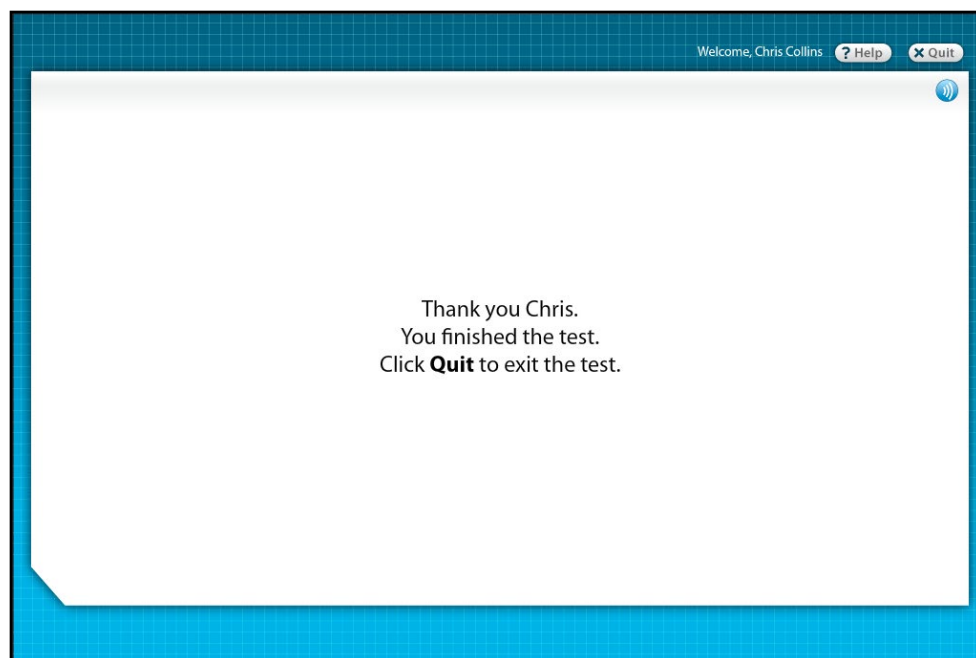
On the Review Screen, a green check appears next to the correct answer. A red "X" appears next to an incorrect answer. After reviewing their test results, students click **Done** to return to the Results Screen or **Quit** to exit ProgressSpace.

## Timeout

ProgressSpace has a Timeout feature. If the student is idle for 25 minutes after beginning the scored portion of the test, ProgressSpace logs them out and they receive the following error message:



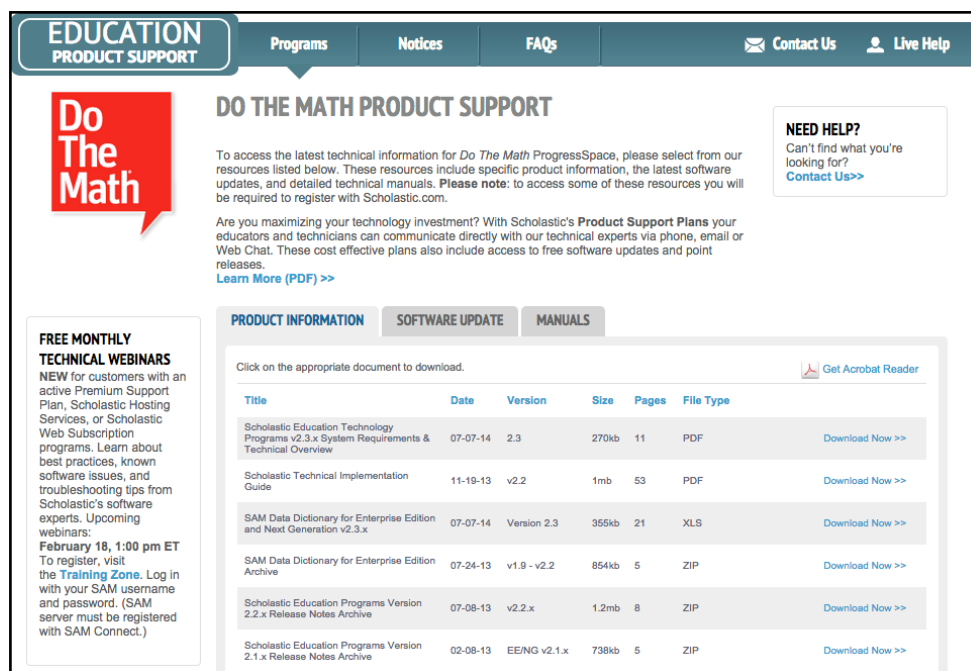
Students click **OK** to return to the login screen and restart the test.



Clicking **Done** opens a message screen. Click **Quit** to exit ProgressSpace, then click **Yes** on the confirmation screen.

## Technical Support

For questions or other support needs, visit the [Do The Math Product Support](http://www.hmhco.com/dtm/productsupport) website at [www.hmhco.com/dtm/productsupport](http://www.hmhco.com/dtm/productsupport).



The screenshot shows the 'Do The Math Product Support' website. The header includes 'EDUCATION PRODUCT SUPPORT' and navigation links for 'Programs', 'Notices', 'FAQs', 'Contact Us', and 'Live Help'. A sidebar on the left features the 'Do The Math' logo and a section for 'FREE MONTHLY TECHNICAL WEBINARS'. The main content area is titled 'DO THE MATH PRODUCT SUPPORT' and contains a 'NEED HELP?' box with a 'Contact Us' link. Below this is a 'PRODUCT INFORMATION' section with a table of downloadable documents.

Title	Date	Version	Size	Pages	File Type	
Scholastic Education Technology Programs v2.3.x System Requirements & Technical Overview	07-07-14	2.3	270kb	11	PDF	<a href="#">Download Now &gt;&gt;</a>
Scholastic Technical Implementation Guide	11-19-13	v2.2	1mb	53	PDF	<a href="#">Download Now &gt;&gt;</a>
SAM Data Dictionary for Enterprise Edition and Next Generation v2.3.x	07-07-14	Version 2.3	355kb	21	XLS	<a href="#">Download Now &gt;&gt;</a>
SAM Data Dictionary for Enterprise Edition Archive	07-24-13	v1.9 - v2.2	854kb	5	ZIP	<a href="#">Download Now &gt;&gt;</a>
Scholastic Education Programs Version 2.2.x Release Notes Archive	07-08-13	v2.2.x	1.2mb	8	ZIP	<a href="#">Download Now &gt;&gt;</a>
Scholastic Education Programs Version 2.1.x Release Notes Archive	02-08-13	EE/NG v2.1.x	738kb	5	ZIP	<a href="#">Download Now &gt;&gt;</a>

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 Do The Math, contact customer service to speak to a Houghton Mifflin Harcourt technical support representative at:

- 1-800-283-5974 (current version of Do The Math)
- 1-800-927-0189 (other versions)

For specific questions about using SAM with Do The Math programs, click **Help** in the Quick Links along the top of any screen in SAM.