Mad Minute Manual

Teaching & Practice Software

Software Titles from Essential Skills

Basic Skills Series

Readiness Skills
Phonemic Awareness
Super Phonics
Super Phonics Level 2
Sight Words
Sight Words Level 2
Reading Comprehension
Reading Comprehension Level 2
Reading Comprehension Level 3
Grammar
Writing Fundamentals
Creative Writing
Mastering Numeration
Mastering Numeration Level 2
Mastering Numeration Level 3
Measurement Grade 1
Measurement Grade 2
Measurement Grade 3
Geometry Grade 1
Geometry Grade 2

Geometry Grade 3
Patterning & Algebra Grade 1
Patterning & Algebra Grade 2
Patterning & Algebra Grade 3
Data Management Grade 1
Data Management Grade 2
Data Management Grade 3
Fun with Spelling Grade 1
Fun with Spelling Grade 2
Fun with Spelling Grade 3
Spell Master Grade 4
Spell Master Grade 5
Spell Master Grade 6
Spelling Stumpers Grades 1 to 5
Spelling Stumpers Grades 5 to 9
Vocabulary Builder Grade 3
Vocabulary Builder Grade 4
Vocabulary Builder Grade 5
Vocabulary Builder Grade 6

Read to Succeed Series

High-Low Readers 3
High-Low Readers 4
Leveled Readers Grade 2
Leveled Readers Grade 3

Reading Adventures:
In the Amazing Forest
Search for Lost Oasis

Assessment Series

Graded Tests:
Word Recognition Test
Reading Comprehension Test
Spelling Test

Diagnostic Assessments:
Phonics Skills
Spelling Skills
Decoding Skills

Automated Library System
Liberty

For more information on any of the products listed above please visit us at our website: http://www.essentialskills.net/

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Overview: Getting the Facts Straight

Welcome to the **Mad Minute: Math Facts** series of programs. This simple, yet results oriented software is designed to help students achieve a mastery of basic arithmetic facts. Addition, subtraction, multiplication and division are the early building blocks of a child's education in mathematics. With Mad Minute: Math Facts in the classroom, you can help to ensure that your students develop a solid foundation in these areas.

The program works by generating a series of customized, one-minute drills that target the weak points in each student's knowledge of arithmetic. Mad Minute: Math Facts remembers which facts a child has mastered and which ones need more work. Drills are updated automatically as a student's fact-base becomes more comprehensive. Because Mad Minute: Math Facts can evolve with students as they learn, each child is free to work at a pace suitable for his or her own level of ability.

The Mad Minute software inspires confidence in young learners by introducing math facts in a fun, encouraging, and visually stimulating environment. Because practice sessions are intensive but brief, students can address trouble areas without getting bogged down. Correct answers are rewarded with the appearance of colorful graphics, and every session ends with a message of positive reinforcement.

This package also includes the **Marks Manager**, an administrative tool for teachers. With the Marks Manager, you can review or print easy-to-read progress reports, change drill settings, and manage students by name and classroom.

With this software, students can:

- *Improve their arithmetic accuracy and speed of recall.*
- *Accelerate the learning process.*
- *Tackle trouble areas with a strategy of focused repetition.*

Teachers can:

- *Automate the drill-administration and marking procedures.*
- *Free up valuable time for classroom management and curriculum planning.*
- *Track students' progress with printable reports.*

Using the Program

The Basics

To begin with, it is a good idea to provide your students with a demonstration of the login process and activities. Exploring Mad Minute together will familiarize new learners with the program, and give them enough confidence to work independently. Note, however, that spoken instructions are provided to guide the student through all parts of the program. Every Mad Minute math drill is unique in content: level of difficulty will vary from student to student and adapt as the student progresses. Nonetheless, the format for each drill remains essentially the same.

The Mad Minute: Math Facts program includes a pretest designed to determine the level of difficulty at which a given student should be working. The pretest also identifies any gaps in that student's knowledge of arithmetic. The results of the pretest are then used to configure a series of one-minute drills that make up the body of the program. A student must complete a pretest for each operation before moving on to the Mad Minute drills.

For Mad Minute: Math Facts to become an integral part of your curriculum, it is advised that students complete a drill session, consisting of ten one-minute drills, at least three times per week.

Note: Teachers are advised to configure names and classes in the Marks Manager before students use the program for the first time. This is a very simple procedure, whereby a class name is created within the Marks Manager, and then the name of each pupil is entered for that particular class. Detailed instructions are provided in the **Marks Manager** section.

Logging In

To begin, open Mad Minute from the Start Menu if you are using a PC, or from the Applications folder in the Finder if you are using a Mac. This will bring up the **Login** screen. Then:

- Choose a class, and click **OK**
- Choose a name, and click **OK**. If a student name does not appear in the list, it can be added by clicking **New**.
- Choose **Mad Minute: Math Facts**, and click **OK**.
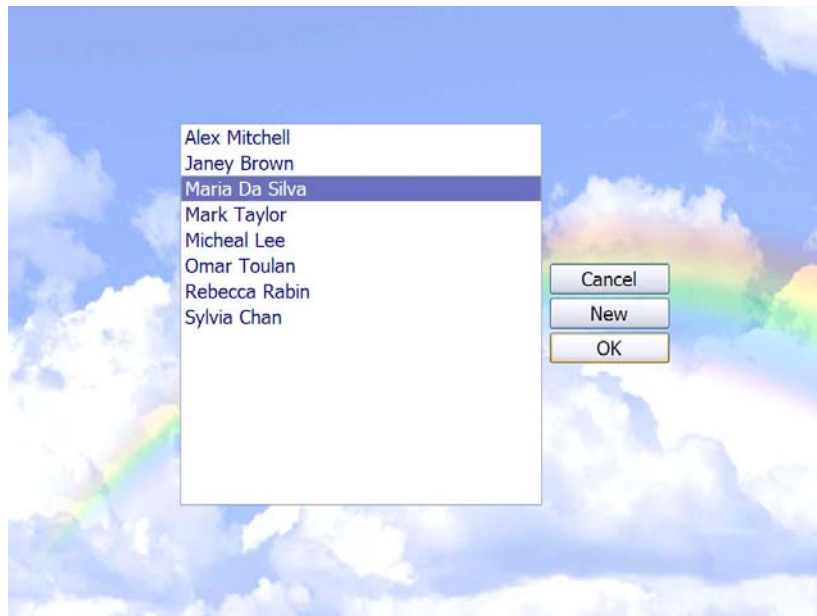
Main Menu

Once a student logs on, he or she will be presented with the **Main Menu** screen. His or her first name and last initial will appear in the upper left-hand corner. The operation (**+ - ÷ ×**) buttons appear to the right of the screen.

Upon selection of an operation, the student will be prompted to complete a pretest. Clicking on **Do Test** will trigger audio and text instructions, after which the student may click **Continue** to move on to the pretest.

Note: The addition and subtraction operations are bundled and sold together, as are the multiplication and division operations. Only the operations that have been purchased and installed will appear.
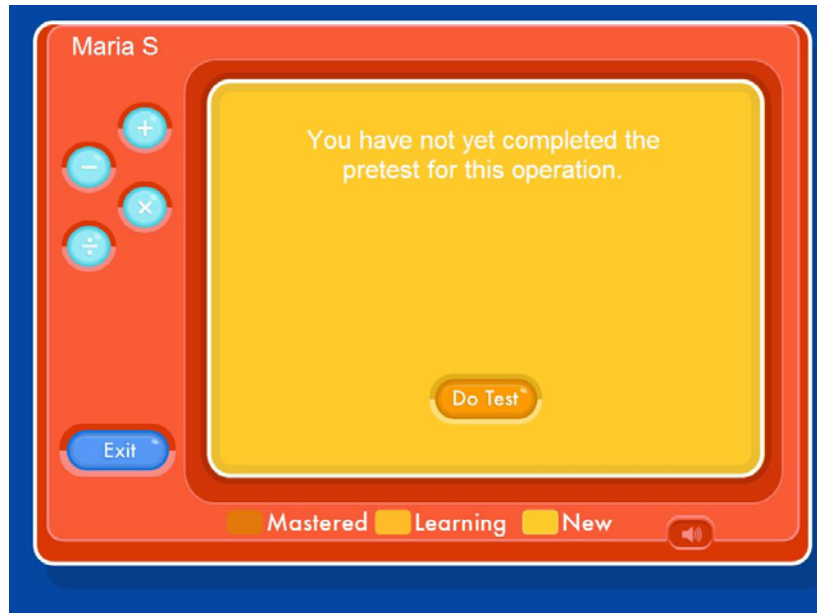
The **Pretest** is a series of questions in the chosen operation that appear in order of progressive difficulty. When a new fact appears, the student must type an answer into the blank space beneath. Pressing **Enter** on the keyboard will bring up the next question, even when the answer space remains blank. If the student answers too many questions incorrectly, the pretest will end. Clicking **Cancel** will end the test prematurely, and the student will be required to redo the pretest later.
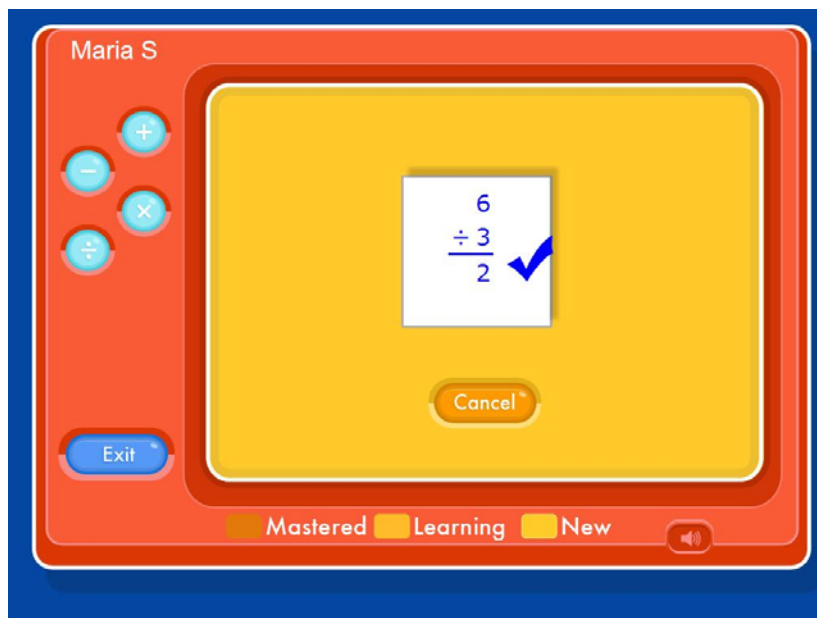
Upon completion of the pretest, the Main Menu screen appears once again. The main menu now displays a color-chart, indicating which math facts have been deemed by the pretest to be:

- *Mastered* - the student has committed the math fact to memory and can recall it quickly
- *Learning* - the math fact has been presented to the student but they have not yet commit it to memory
- *New* - the student has not yet been presented the math fact.

Note: A fact is considered mastered if it is consistently answered correctly in a specific time frame, called the *mastery threshold*. For more information and detailed instructions on how to change the mastery threshold, see the **Settings** heading in the **Marks Manager** section.

The purple lights at the top of the screen indicate how many drills have been completed in the current session. Sound effects can be turned on and off by clicking on the speaker icon at bottom right. The icon second from the right at bottom indicates the current 'reward theme' in the drill. Students can select their favorite theme by clicking this button.

Clicking the **GO!** button will launch a drill. The **Exit** button will close the program.
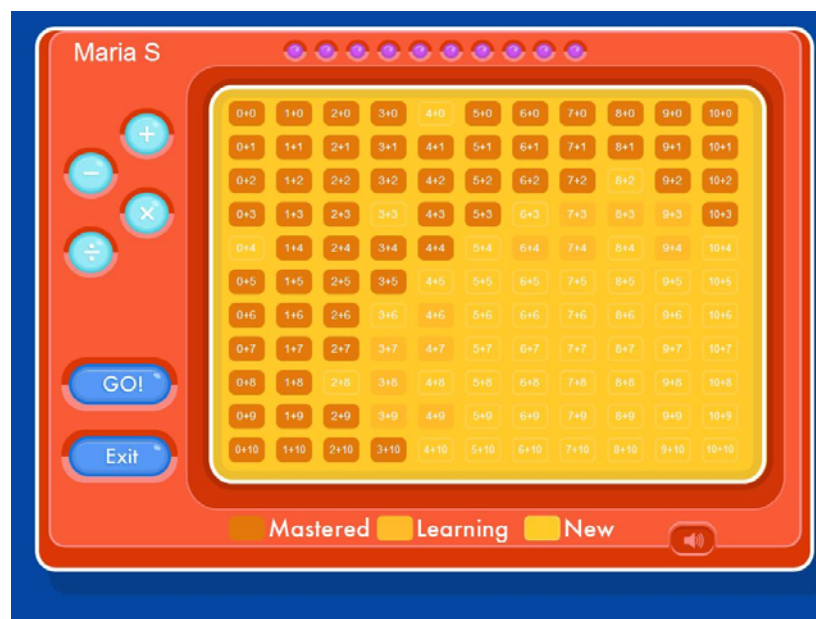
Drills

Mad Minute: Math Facts will often begin a drill by introducing several new math facts, or reviewing math facts answered incorrectly in the previous drill. The student must type the retype the numbers for each fact in order to continue the drill. Once all the newly introduced or reviewed math facts are entered correctly, the **GO!** button will light up and the student may begin the drill.

Note: Questions can be displayed either vertically horizontally. For detailed instructions on how to change the orientation of the math facts, see the **Settings** heading in the **Marks Manager** section of this manual.
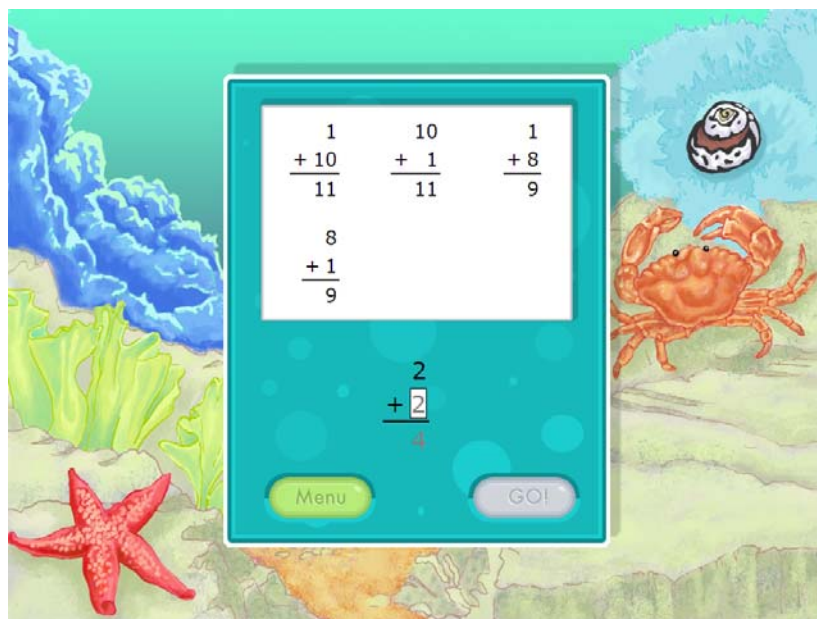
Once the drill begins, the timer in the bottom left hand corner begins counting down. Questions appear one after another at the top of the screen - the student must type in each correct answer and press **Enter**. If the student answers the question correctly, a small animation appears.

Note: By default, the length of each drill is set to one minute, however this may be made as short as 30 seconds or as long as 2 minutes. For detailed instructions on how to change the drill length, see the **Settings** heading in the **Marks Manager** section.
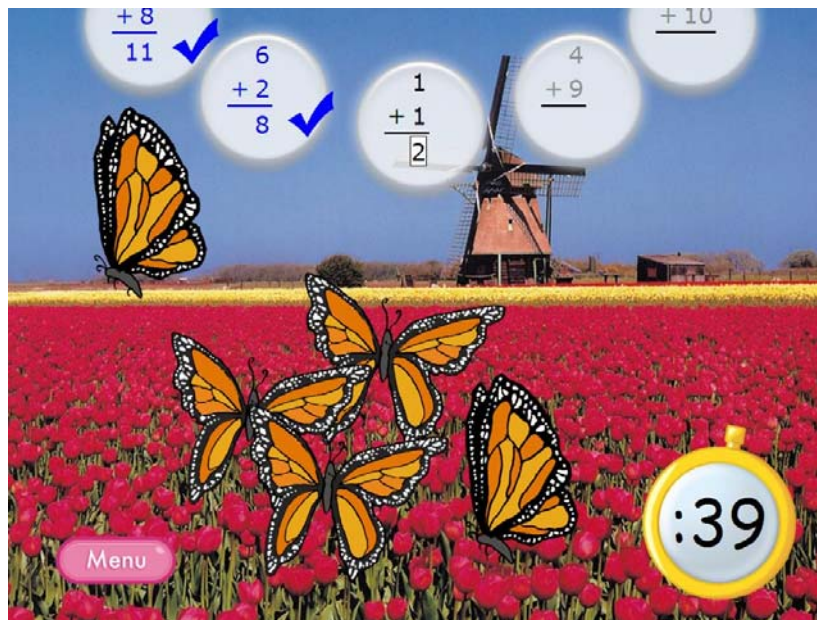
When the given time has elapsed, a message of positive reinforcement is displayed as well as the student's accuracy level (expressed as a percentage). If the student mastered any math facts over the course of the drill, that is displayed as well.

The purple lights at the bottom of this screen are the same as those on the Main Menu. They indicate the number of drills that remain to be completed this session. The student may now click **Menu** to return to the Main Menu, or **GO!** to move on to the next drill.

Once the student has completed the required number of drills for the session, the student will be awarded a small medal. The student may then continue to complete drills or may return to the main menu to work on a different operation or exit the program.

Having mastered all facts in a given operation, the student will be notified at the end of the drill by words of congratulations and a small trophy. Upon returning to the main menu, a large trophy overlay will appear over the color chart indicating his or her achievement. The student may still complete drills in the given operation, but should ideally move onto a new operation.
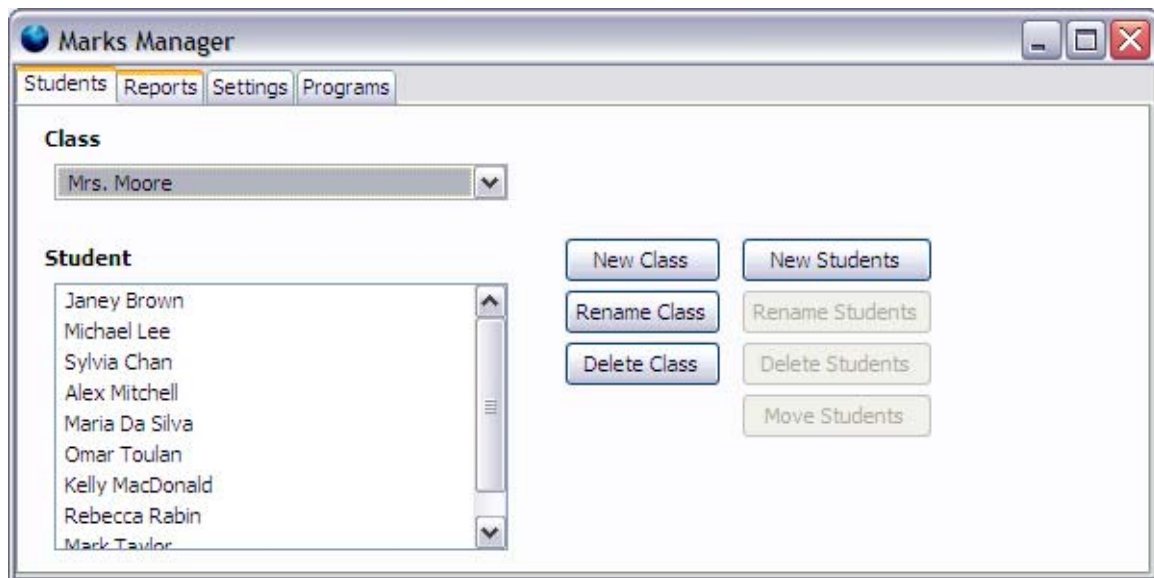
Marks Manager

The Marks Manager is an administrative tool that allows teachers to manage students and classes, view and print progress reports and change drill settings.

Managing Students

The **Students** tab contains a list of classes, and lists of names within each class. You may wish to enter students' names in the Marks Manager before bringing Mad Minute into the classroom. (Note that students can also register their own names the first time they run the program.) To register students' names yourself, first create a new class, or choose an existing one from the **Class** list.

Adding a New Class

- In the Marks Manager, make sure that you have selected the **Students** tab at the top of the screen.
- Click the **New Class** button.
- Enter your class name in the popup window and select **OK**.

Adding Students to a Class

- First make a selection from the **Class** drop down menu.
- Click the **New Students** button.
- Type each name on a separate line in the **New Students** popup window, then click **OK**. These names should now appear in the **Student** list on the main screen.

Editing Student Names

- Select one or more names from the **Student** box. (To select more than one student at a time, hold down the **Control** or **Apple** key as you click on the name of each student.)
- Click **Rename Students** to bring up the **Renaming Students** window.
- Make changes and click **OK**. The edited names should now appear in the **Student** list on the main screen.

Editing Class Names

- Make a selection from the **Class** list.
- Click on the **Rename Class** button to bring up the **Rename Class** window.
- Make changes and select **OK**. The edited name should now appear in the **Class** list on the main screen.

Moving Students Between Classes

- Select one or more students from the **Student** list on the main screen. (To select more than one student at a time, hold down the **Control** or **Apple** key as you click on the name of each student.)
- Click **Move Students** to bring up the **Move Students** window.
- Choose a destination class from the list, and select **OK**. The students should now appear in that class.

Deleting Students

- To delete students from a class, select one or more names from the **Student** list. (To select more than one student at a time, hold down the **Control** or **Apple** key as you click on the name of each student.)
- Click **Delete Students** to bring up the **Delete Students** window.
- Click the **Delete** button to erase student records permanently, or the **Cancel** button to the leave the records alone.

Note: Once a student has been deleted, his or her record cannot be recovered.

Deleting Classes

- To delete a class, first make a selection from the **Class** list.
- Click **Delete Class** to bring up the **Delete Class** window.
- Click the **Delete** button to erase a class record permanently, or the **Cancel** button to leave the class alone.

Note: Once a class has been deleted, records for that class and for all of its students cannot be recovered.

Reports

Using the **Reports** tab in the Marks Manager, you can generate, view, and print documents to track students' test and drill results.

Types of Reports

The Marks Manager can generate six different types of printable progress reports for Mad Minute: Math Facts:

- **Mastered Facts** displays all facts that have been *mastered* and those that have been *learned* for each operation in a chart similar to that which appears in the Main Menu.
- **Pretest Results** displays the initial mastered and learned facts as determined by the pretest.
- **Report by Day** displays a summary of facts mastered in each operation, broken down by month.
- **Report by Month** displays a summary of facts mastered in each operation, broken down by month.
- **Status Report – Cumulative** summarizes the operation that a student is currently working on and the cumulative number of facts mastered for each operation.
- **Status Report – Last 30 Days** summarizes the operation that a student is currently working on and their recent performance.

The Mastered Facts and Pretest Results reports show a student's status in detail. The Report by Day and Report by Month show their development over time. The Status Reports can be used to quickly see the progress of an entire class.

Creating Reports

- To create a report, first select a class from the **Class** list.
- Select a student or group of students from the **Students** list. (To select more than one student at a time, hold down the **Control** or **Apple** key as you click the name of each student.)
- Make a selection from the **Program** list.
- Choose the type of report you would like to create from the **Reports** list. (See **Types of Reports** above.)
- Click the **Create Report** button. Your report will appear in a new window.

Printing Reports

To print a report, simply create a report and click on the **Print** button at the top of the report window.
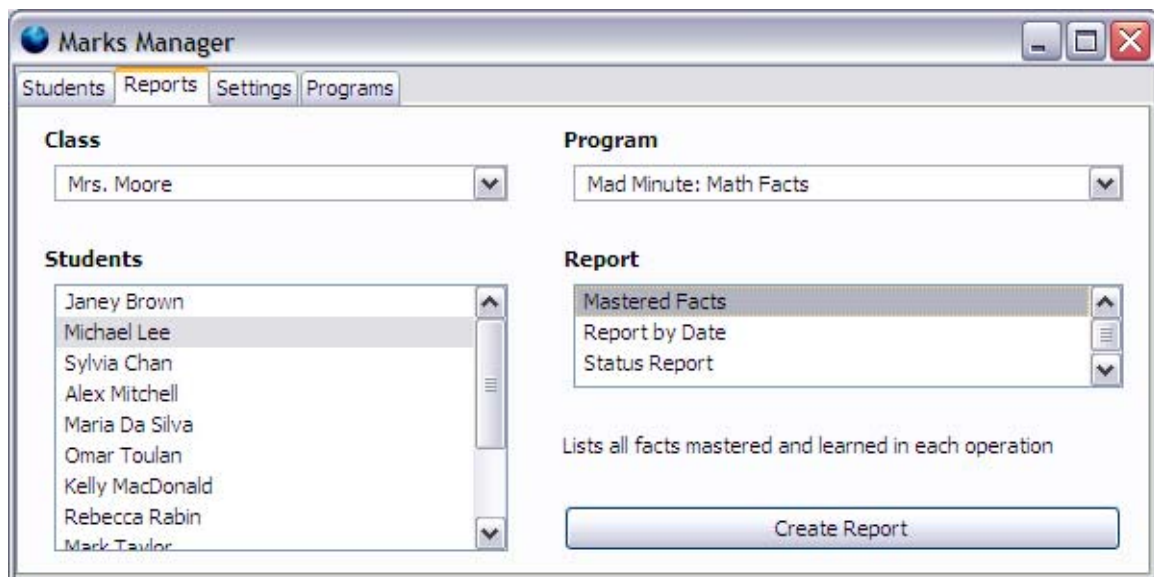

Settings

Using the **Settings** tab in the Marks Manager, you can tailor Mad Minute: Math Facts to the needs of each individual student as well as your own teaching requirements. The default settings should be appropriate in most situations, however, it may be necessary to make small adjustments to maximize the benefits of Mad Minute: Math Facts for certain students.

Settings Options

- **Drills Length** adjusts the time allotted for each drill. We recommend the default setting of one minute. However, this may be set as high as 2 minutes or as low as 30 seconds.
- **Drills per Session** sets the number of drills a student is asked to complete per operation in one sitting (there is no penalty for not completing the set number of drills). Once the student has completed this number of drills, he or she will be rewarded, but may continue to complete drills. The default setting is 10 drills per session per operation, but this may be adjusted as high as 15 drills per session, or as low as 4 drills per session.
- **Mastery Threshold** adjusts the number of seconds the student has to answer the question in order to attain mastery. If the student *consistently* answers this fact correctly in less then the set number of seconds, he or she will be considered as having mastered the fact. A setting of 2 to 3 seconds is considered as fast, perhaps for advanced students who are also quick typists. The default setting is 4 seconds, and a setting of 5 to 7 seconds is slow, perhaps for remedial students.
- **Question Orientation** sets the presentation format of the math facts. If set to 'Vertical' or 'Horizontal', all questions have the given orientation. If set to 'Both', a different presentation will be chosen for each drill.
- **Reward Animations** turns on or off the animations that accompany correct answers in the drill.
- **Reward Sounds** turns on or off the sounds and music that occur throughout the program.

Changing the Settings

- To change the settings, first select a class from the **Class** list.
- Select a student or group of students from the **Student** box. (To select more than one student at a time, hold down the **Control** or **Apple** key as you click the name of each student.)
- Choose a program from the **Program** list.
- In the **Settings** list, choose the setting you wish to change. An editor will appear at the bottom of the screen. Click on the arrows to increase or decrease quantitative settings or make a selection from a list of options.
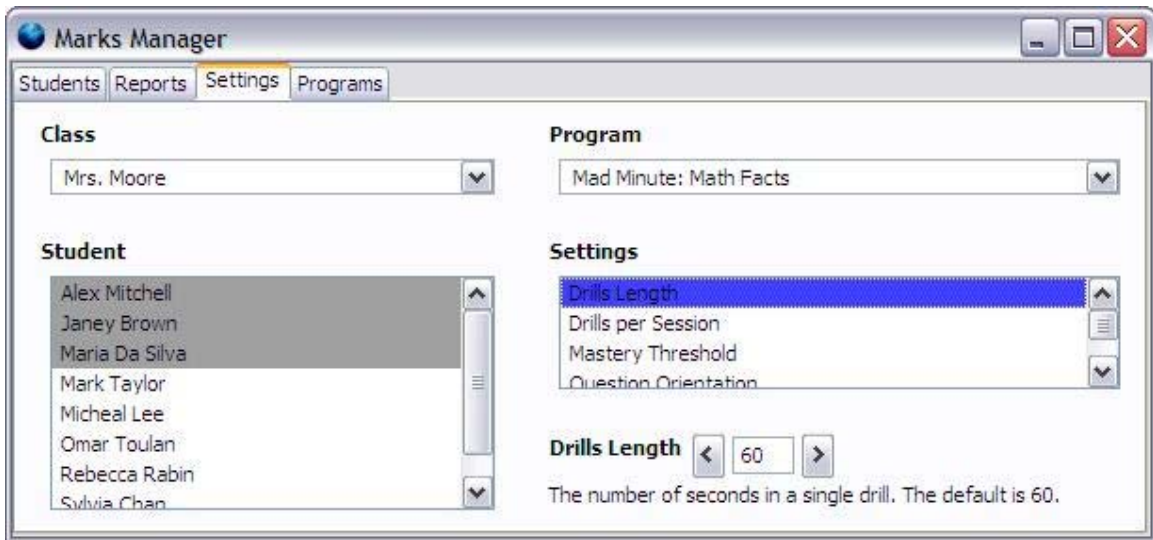
Programs

The Programs tab lists the Mad Minute programs you have installed. Click on each program to see a short description.
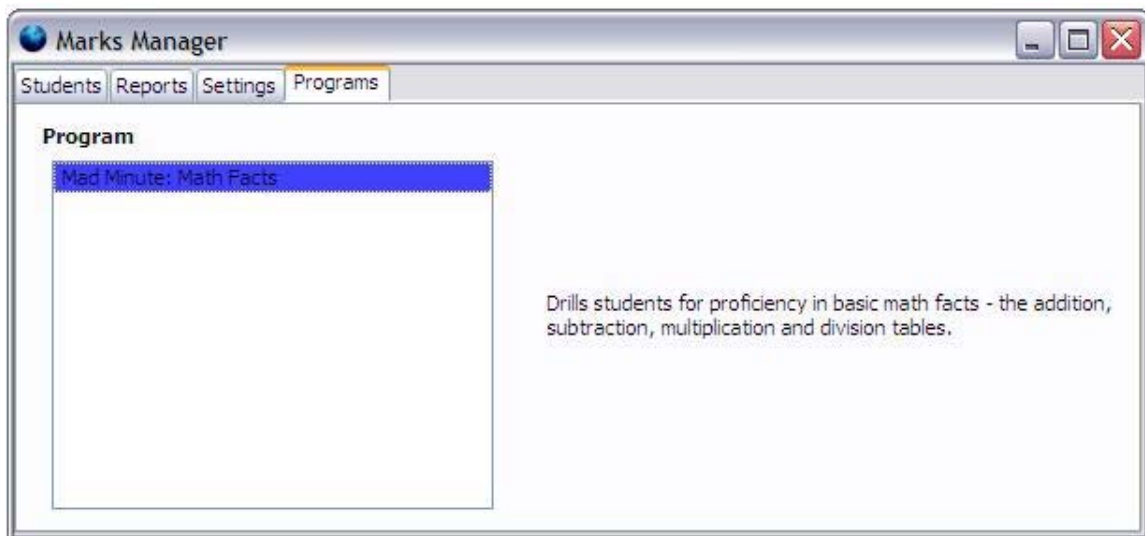
System Requirements

Your Mad Minute program is a dual-platform CD-ROM which runs on a Windows PC or Macintosh computer. Once installed, the CD is not required to run the program for Lab Pack or Site License versions. The Lab Pack and Site License versions can also be installed on multiple workstations. In order for all Mad Minute programs to share a common Marks Manager, they must be installed in the same folder on a network server.

System Requirements

PC

- Pentium 233 MHz or faster processor
- Windows 98, Windows ME, Windows NT, Windows 2000, Windows XP, or Windows Vista
- 64 MB RAM
- Sound card

Macintosh OS X

- Intel x86 or PowerPC G3, G4 or G5 processor
- Mac OS X 10.2 greater
- 128 MB RAM (256 MB recommended)
- Sound Card

PC Installation Guide

Installation

1. Insert the **Mad Minute: Math Facts** CD into the CD-ROM drive.

2. Click on the **Start** button and choose **Run**.

3. Type "**D:\setup**" without quotes and click **OK. Note**: Your CD-ROM drive may have a different letter than D (for example E or F). In this case, you would type **E:\setup** or **F:\setup**

4. Follow the on-screen instructions carefully to complete your installation.

By default, Mad Minute programs will install into the "C:\Program Files\Essential Skills\Mad Minute" directory. To install the software into a different directory or

onto a network server click on the **Browse** button while in the **Choose Destination Location** window, then select the desired directory.

All of the Mad Minute programs require read/write/create rights to the **Essential Skills** folder and all of its subfolders.

For network installations, the server drive must be mapped and shortcut created to the **Mad Minute.exe** file located in the **Essential Skills/Mad Minute** folder, from the desktop of each workstation.

Note: It is recommended that the video display be set to High Color (16 bit) or True Color (32 bit).

Running the Program

1. Click on the **Start** button, choose **Programs**, and then select **Essential Skills**, then **Mad Minute.**

2. You should see icons for Mad Minute and the Marks Manager.

3. Click on the:
- **Mad Minute** icon to run the program for student activities.
- **Marks Manager** icon to setup classes and students, and view marks.

Mac Installation Guide

Installation

1. Insert the **Mad Minute: Math Facts** CD into your CD-ROM drive.

2. If the contents of the CD do not appear automatically, double click on your CD icon on the Desktop.

3. Double click on the **Install** icon (if prompted to authenticate, enter an account with sufficient rights to install programs, e.g. the system administrator account).

4. A splash screen will appear to confirm the program title being installed; click **Continue** and proceed to the End User License Agreement page.

5. Read through the End User License Agreement and click **Agree** to accept the agreement. The Install screen will appear allowing you to choose the destination location for this installation. The default location is Macintosh HD/Applications/Essential Skills/Mad Minute.

6. After choosing the destination folder, click **Continue** to start the installation process.

7. After installation, ensure the student accounts have permissions to run the **Mad Minute** application. Run the **System Preferences** utility for OS X, and click Accounts. Select the student account, and click the **Limitations** tab. If the student account is a "Some Limits" user, you will need to either add the Application using "Locate", or uncheck the box titled "This user can only use these applications". "Simple Finder" users will not be able to run the program. If permissions problems are encountered, it may help to set the student account as "No Limits."

Running the Program
1. Use the finder to open the folder in **Mad Minute: Math Facts** has been installed. e.g. Macintosh HD/Applications/Essential Skills/Mad Minute
2. Double click on the **Mad Minute** icon to run the program for student activities.

*If you have difficulties installing or running this program, please refer to our "Technical Information" page at www.essentialskills.net/technicalsupport. If the problem persists, call our Technical Support department at 1-800-753-3727.