



# Getting Started with Imagine Math Checklist



**Welcome, Educators! This checklist will help prepare you for program launch and beyond.**

- ☐ First, [log into Imagine Math](#) using your educator credentials to make sure your login credentials work and you can access the Imagine Math platform. (Contact your administrator if you need assistance.)

## GOALS AND USES

- ☐ Identify district, school, and/or classroom goals:

- ☐ Determine the ways you plan to use Imagine Math:

- |  |   |                                  |
|--|---|----------------------------------|
| <input type="checkbox"/> Workstation rotations / centers | <input type="checkbox"/> Individual practice time | <input type="checkbox"/> At home |
| <input type="checkbox"/> Computer lab rotation           | <input type="checkbox"/> Intervention block       | <input type="checkbox"/> Other:  |

*TIP: Share Imagine Math goals with stakeholders (students, families, paraprofessionals, etc.).*


## ASSESSMENT

- ☐ Identify the assessment method and prepare students to take the assessment (Imagine Math embedded assessment or NWEA MAP)
- ☐ If students are taking the embedded assessment, communicate the following before they log in:
  - ☐ Share basic overview information such as estimated assessment time (1-2 sessions)
  - ☐ Establish a conducive assessment environment (use of headphones encouraged)
  - ☐ Set expectations with students to do their best

*TIP: For more information, visit the [Imagine Math Help Center](#).*

## SET-UP TASKS

### Student Management

- ☐ Ensure students have Imagine Math accounts:
  - If your district/school is responsible for adding students, check that accounts have been created.
  - If you are responsible for adding students, use the **Students** tab under the **Management** section in your teacher dashboard menu. The **Add Students** button will walk you through adding students, step-by-step.
- ☐ Click the pencil icon  beside a student to manage language support settings, if needed.

### Class Management

- ☐ Ensure classes have been created:
  - If your district/school automatically pulls classes from your Student Information System (SIS), check that your classes are correct.
  - If you are responsible for creating classes, use the **Classrooms** tab under the **Management** section in your teacher dashboard menu. From there, select the **Create a Class** button.
- ☐ For Imagine Math 3+, click **Edit Classroom** to manage settings like access to the calculator and the time students are able to spend customizing their avatars.

*TIP: For more information on student accounts and classes, visit the [Imagine Math Help Center](#).*



## MONITORING PROGRESS

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Establish a basic beginning reporting routine and determine how often you will monitor reports.

### Usage Report

- ☐ View the Usage report weekly to monitor fidelity of usage and take needed action.
  - *Engagement – Usage time, last login, lessons attempted, live help requests (3+), math help views (3+), points/tokens earned*
  - *Progress – Lessons passed, lesson pass rate*
  - *Achievement – Lessons passed, lesson pass rate, average pre- and post-test scores (3+)*
  - *Growth – Benchmark 1 performance level, most recent performance level*

### Benchmark Report

- ☐ View the Benchmark report after each assessment to monitor growth and inform instruction.
  - *Engagement – Average weekly usage, benchmark time*
  - *Progress – Remaining to proficient*
  - *Achievement – Instructional grade level, performance level, percentile rank, Quantile® measure*
  - *Growth – Quantile® growth, compare benchmarks using drop-down*

*TIP: For more information on other Imagine Math reports, visit the [Imagine Math Help Center](#).*

## BEST PRACTICES

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- ☐ Determine Imagine Math implementation model and usage goals.
- ☐ Set and communicate weekly expectations.
- ☐ Consider implementing student goal-setting and self-monitoring protocols. If desired, use Imagine Math's [student progress and lesson trackers](#) to help students take ownership of learning.
- ☐ Develop an action plan for assisting struggling students:
  - Will you work with struggling students one-on-one?
  - Will you utilize small groups for students struggling with common skills (check Mastery report)?
  - Will you manually assign additional pathways to support concept mastery (3+ only)?
- ☐ Celebrate student success! Consider using Imagine Math's [student achievement certificates](#) to recognize students.

## GETTING STARTED WITH IMAGINE MATH FACTS

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- ☐ Determine Imagine Math Facts implementation model and usage goals.
- ☐ Ensure student accounts are created (see Imagine Math section above).
- ☐ Set and communicate weekly expectations.
- ☐ Determine how often you will monitor reports.
- ☐ Develop an action plan for assisting students who need more support.
- ☐ Celebrate student success! Consider using Imagine Math's [student achievement certificates](#) to recognize students.