



Introduction

Formative Loop is a unique math program to help students master foundational skills. It's pencil/paper for the students which is ideal for these types of skills. Teachers use our website to track progress and print daily individualized practices for their class. These daily 5-minute exercises are a combination of facts and foundational skills aligned with state standards. We've shown dramatic results in state assessments and overall mathematical capabilities. We are confident you will see progress on your campus!

The program works like this:

- **Start your day with a 5-minute math drill** - Teacher's begin their math instruction with a quick 5 minute drill. Each student has an assigned exercise based on their current level.
- **Assess** - Either the teacher or another grader uses formativeloop.com to grade the exercises from the day. Our simple grading interface makes it quick and easy to track progress.
- **Print** - When grading is complete, Formative Loop creates a PDF to print out with the exercises for the next day based on each student's progress.
- **Homework** - Homework is optionally included in the packet to send with the students as extra practice before they leave for the day.
- **Measure Progress** - Tools help measure progress along the way. When major milestones are completed, certificates of achievement are included to pass out to the students. Points are awarded to the students to provide additional incentives.

Best Practices & Considerations

Teacher grading vs. outside the classroom support

There are two models for running Formative Loop and deciding on the model is the first step to getting started. Typically, teachers simply run the program inside their classroom. If resources are available, anyone on your campus can do the daily grading and management of the program. This can save teacher time and help with consistent daily usage of the

program. Someone on campus (paraprofessionals, administration, etc.) pick up the exercises from the classroom teachers each day, enters the grades using the website, and distributes folders with the next day's work into the teacher's box or classroom. This usually takes about 4-7 minutes a class.

Commitment to practice

Make a school wide commitment to how often you plan to run the program. We recommend 4-5 days a week for success. The best results come from running the program daily. Weekly reporting will help you track progress. It is important that the teachers and administration all support each other in this commitment.

When to start

We recommend grades 2-8 start as close to the first day of school as possible. Grade 1 students typically start once they have two months of school completed (although this can be adjusted as the teacher sees fit based on the student skill level).

No placement assessment

Formative Loop does not include an assessment to place students, instead students should all begin at the first skill in the sequence for their grade-level. Each grade-level includes a little spiral review of the previous level. Students will quickly end up in the correct spot.

Intervention Plan

When students don't pass a skill after 3 attempts, we will highlight that student as being stuck. It is important that your teachers have an intervention plan so that they are working with these students to help them move forward.

Grading for accuracy

Some teachers will spend time checking the accuracy of every single problem. This causes them to spend too much time on what is intended to be a daily practice. We encourage spot-checking vs. checking every single problem. It has almost all the same benefit with way less time.

Incentive program

Formative Loop will automatically print out award certificates for each student when they pass a major unit. It is important that students get recognition for progress. Ideally this recognition is inside the classroom for small progress with school-wide recognition for the major unit certificates.

Scope and Sequence of Exercises

We provide exercises for grades 1-8. They are carefully crafted to match a student's development throughout the year. Each skill set can include an assessment and daily drill exercises as well as homework opportunities. You can browse the sequence and exercises here: <http://math.formativeloop.com/schemesummary/>

Assessments

Our fact units in grades 3-8 begin with an assessment which can help students quickly pass forward if they have already mastered that skill. Assessment grades are handled as follows:

- *If an assessment is scored as Pass*, the individual skills that follow are skipped, and the student automatically moves to the next skill set.
- *If an assessment is scored as Retry*, the student moves through each skill that follows the assessment until all individual skills have been scored as Pass. At the end of the skill set, the student re-takes the assessment until it has been passed.

Individual teachers can skip a student to a different skill level if necessary (see Manually Setting Student Progress in the Grading section). If a teacher determines that a student who has passed an assessment needs extra time on that skill set, the teacher can set student progress back so that the student is assigned specific exercises within that skill set.

Homework

When printing the next day's exercises, the program allows you to optionally include homework. This will be a practice the student can take home to prepare for the next day's assignment. You can choose a practice for each student, or just the students that needed to retry a skill.

Points & Awards

Your school also has the option to help motivate students with awards—a fun way for teachers to celebrate students' achievements and encourage hard work!

Formative Loop will generate an award for each student who passed a unit that day, along with the next day's exercises. Teachers can print these awards and present them to students in their own classroom ceremony.

We also include points for the students as they make progress which you can use for real-world incentives (see more below).

Getting Started

Get started by going to <http://formativeloop.com> in a browser (we recommend Google Chrome) and click "Login" in the top right corner. You should use your school's email address to login the first time. If you don't remember your password, just click "I forgot" to have a new one sent to you.

Once you have logged in, you will see a **Sample Classroom**. This is an example class which is in the middle of a school year. We provide these classes so that you can click around, train others, and get a feel for how things work. This is your playground to learn how Formative Loop works!

Printer Setup

We recommend you add the school's copy machine as an available printer on the computers which will be used for grading. Reach out to your schools IT administrator for help setting this up the first time.

Google Chrome

We also recommend that you access Formative Loop using the Google Chrome browser. Mention that to your IT person while they are setting up your printer!

Tutorials & Documentation

The Formative Loop program is pretty simple to use. We provide a set of short videos which will give you most of the information you need to be successful. Go to <http://formativeloop.com/tutorials/> to watch the videos.

Getting Help

If you need any assistance along the way, send a note to support@formativeloop.com and we'll be there to help!

Configure your school

To get going, follow the simple steps you see when you first login.

Follow these steps to get started with Formative Loop!

- [Set your password](#) ✓ Done!
- [Verify your school information](#) ✓ Done!
- [Add your classroom\(s\)](#) ✓ Done!
- [Add any other teachers/graders](#) ✓ Done!
- [Watch our getting started videos](#)

Grading

Grading using Formative Loop is a simple but flexible process. Quickly enter completion grades, or use answer sheets to check each student's accuracy. Graders can even manually change the student's progress level as needed.

This section explains the following:

- Interpreting the grading screen
- Manually setting student progress
- Entering grades

Interpreting the Class Overview Screen

[illegible]

Flatland / Euclid / Perez / Cynthia Abelar-Gutierrez

✗ ✗ ✓ Addition Assessment

- ✓ - Addition +1
- ✓ - Addition +2
- ✓ - Addition +3
- ✗ ✓ - Addition +4
- ✓ - Addition +5
- ✓ - Addition +6
- ✗ ✓ - Addition +7
- ✓ - Addition +8
- ✗ ✗ ✗ ✓ - Addition +9

Subtraction Assessment

- Subtraction -1
- Subtraction -2
- Subtraction -3
- Subtraction -4
- Subtraction -5
- Subtraction -6
- Subtraction -7
- Subtraction -8
- Subtraction -9

Manually Setting Student Progress

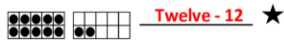
After students pass a skill, they will automatically progress to the next one. To manually set a student's progress, simply click on the box that represents the skill that the student should be moved to.

Entering Grades

Start Grading

To begin grading click "Start Grading". Entering grades via the grading screen couldn't be easier! Just select **Absent**, **Pass**, or **Retry** or **Skip** for each student.

- **Skip** – Skip should be used when a student has had to retry a skill multiple times and the teacher has decided to just move them forward and spiral back to this skill at a later date. It will be marked in light blue in the future so the teacher know which skills a student skipped.
- **Grading for accuracy** – We recommend spot-checking vs. checking every single problem. Since this is a daily practice, it isn't important to give an exact grade. If a student didn't finish an exercise, quickly mark them as Retry. If they did finish, spot-checking has almost all the same benefit with much less time as checking every single problem.
- **The mastery star** - This star indicates the recommended number of correct answers necessary to demonstrate mastery for a student. If they didn't complete to this star, have them retry a skill.



Tip: Want to move even faster? Simply type A, P, or R for each student, and move automatically down the list.

The daily Exercise Packet

Formative Loop's exercise packet, which is uniquely generated for your classroom each day, is available as an easily accessible PDF that you can print on your network printer. The packet contains the following:

- Exercises
- Homework
- Awards
- Intervention notes

Excercises

When you have finished entering the grades for a class, generate the next day's exercises by simply clicking **Get Next Set of Exercises** at the bottom of the page. This will create a PDF of the next set of exercises that you can quickly print and sort.

For your convenience, the student's name, teacher's name, date, and lesson title are automatically added to each exercise. Each exercise is also numbered by student, so you can save time on simple tasks like alphabetizing and sorting.

Perez - Tue Jul 22					1. Cynthia Abelar-Gutierrez				
SUBTRACTION: Assessment (A)									
$\begin{array}{r} 18 \\ - 9 \\ \hline \end{array}$	$\begin{array}{r} 3 \\ - 2 \\ \hline \end{array}$	$\begin{array}{r} 11 \\ - 5 \\ \hline \end{array}$	$\begin{array}{r} 8 \\ - 4 \\ \hline \end{array}$	$\begin{array}{r} 8 \\ - 5 \\ \hline \end{array}$	$\begin{array}{r} 13 \\ - 6 \\ \hline \end{array}$	$\begin{array}{r} 3 \\ - 1 \\ \hline \end{array}$	$\begin{array}{r} 9 \\ - 4 \\ \hline \end{array}$	$\begin{array}{r} 7 \\ - 6 \\ \hline \end{array}$	$\begin{array}{r} 6 \\ - 0 \\ \hline \end{array}$
$\begin{array}{r} 2 \\ - 1 \\ \hline \end{array}$	$\begin{array}{r} 5 \\ - 4 \\ \hline \end{array}$	$\begin{array}{r} 13 \\ - 7 \\ \hline \end{array}$	$\begin{array}{r} 17 \\ - 8 \\ \hline \end{array}$	$\begin{array}{r} 12 \\ - 6 \\ \hline \end{array}$	$\begin{array}{r} 15 \\ - 7 \\ \hline \end{array}$	$\begin{array}{r} 10 \\ - 6 \\ \hline \end{array}$	$\begin{array}{r} 13 \\ - 8 \\ \hline \end{array}$	$\begin{array}{r} 13 \\ - 4 \\ \hline \end{array}$	$\begin{array}{r} 9 \\ - 7 \\ \hline \end{array}$
$\begin{array}{r} 7 \\ - 7 \\ \hline \end{array}$	$\begin{array}{r} 4 \\ - 3 \\ \hline \end{array}$	$\begin{array}{r} 0 \\ - 0 \\ \hline \end{array}$	$\begin{array}{r} 3 \\ - 0 \\ \hline \end{array}$	$\begin{array}{r} 6 \\ - 6 \\ \hline \end{array}$	$\begin{array}{r} 8 \\ - 2 \\ \hline \end{array}$	$\begin{array}{r} 6 \\ - 2 \\ \hline \end{array}$	$\begin{array}{r} 16 \\ - 7 \\ \hline \end{array}$	$\begin{array}{r} 7 \\ - 1 \\ \hline \end{array}$	$\begin{array}{r} 4 \\ - 4 \\ \hline \end{array}$
$\begin{array}{r} 13 \\ - 5 \\ \hline \end{array}$	$\begin{array}{r} 14 \\ - 9 \\ \hline \end{array}$	$\begin{array}{r} 12 \\ - 8 \\ \hline \end{array}$	$\begin{array}{r} 5 \\ - 1 \\ \hline \end{array}$	$\begin{array}{r} 7 \\ - 5 \\ \hline \end{array}$	$\begin{array}{r} 7 \\ - 2 \\ \hline \end{array}$	$\begin{array}{r} 6 \\ - 4 \\ \hline \end{array}$	$\begin{array}{r} 8 \\ - 6 \\ \hline \end{array}$	$\begin{array}{r} 5 \\ - 0 \\ \hline \end{array}$	$\begin{array}{r} 14 \\ - 6 \\ \hline \end{array}$
$\begin{array}{r} 13 \\ - 9 \\ \hline \end{array}$	$\begin{array}{r} 16 \\ - 9 \\ \hline \end{array}$	$\begin{array}{r} 10 \\ - 9 \\ \hline \end{array}$	$\begin{array}{r} 7 \\ - 4 \\ \hline \end{array}$	$\begin{array}{r} 11 \\ - 6 \\ \hline \end{array}$	$\begin{array}{r} 11 \\ - 9 \\ \hline \end{array}$	$\begin{array}{r} 9 \\ - 3 \\ \hline \end{array}$	$\begin{array}{r} 12 \\ - 5 \\ \hline \end{array}$	$\begin{array}{r} 11 \\ - 2 \\ \hline \end{array}$	$\begin{array}{r} 15 \\ - 6 \\ \hline \end{array}$
$\begin{array}{r} 4 \\ - 2 \\ \hline \end{array}$	$\begin{array}{r} 9 \\ - 8 \\ \hline \end{array}$	$\begin{array}{r} 6 \\ - 5 \\ \hline \end{array}$	$\begin{array}{r} 4 \\ - 1 \\ \hline \end{array}$	$\begin{array}{r} 6 \\ - 3 \\ \hline \end{array}$	$\begin{array}{r} 8 \\ - 7 \\ \hline \end{array}$	$\begin{array}{r} 4 \\ - 0 \\ \hline \end{array}$	$\begin{array}{r} 10 \\ - 3 \\ \hline \end{array}$	$\begin{array}{r} 7 \\ - 0 \\ \hline \end{array}$	$\begin{array}{r} 10 \\ - 5 \\ \hline \end{array}$
$\begin{array}{r} 3 \\ - 3 \\ \hline \end{array}$	$\begin{array}{r} 9 \\ - 1 \\ \hline \end{array}$	$\begin{array}{r} 12 \\ - 7 \\ \hline \end{array}$	$\begin{array}{r} 14 \\ - 7 \\ \hline \end{array}$	$\begin{array}{r} 2 \\ - 0 \\ \hline \end{array}$	$\begin{array}{r} 11 \\ - 7 \\ \hline \end{array}$	$\begin{array}{r} 11 \\ - 8 \\ \hline \end{array}$	$\begin{array}{r} 14 \\ - 5 \\ \hline \end{array}$	$\begin{array}{r} 10 \\ - 7 \\ \hline \end{array}$	$\begin{array}{r} 12 \\ - 4 \\ \hline \end{array}$
$\begin{array}{r} 9 \\ - 2 \\ \hline \end{array}$	$\begin{array}{r} 10 \\ - 4 \\ \hline \end{array}$	$\begin{array}{r} 8 \\ - 8 \\ \hline \end{array}$	$\begin{array}{r} 9 \\ - 5 \\ \hline \end{array}$	$\begin{array}{r} 7 \\ - 3 \\ \hline \end{array}$	$\begin{array}{r} 12 \\ - 9 \\ \hline \end{array}$	$\begin{array}{r} 15 \\ - 9 \\ \hline \end{array}$	$\begin{array}{r} 12 \\ - 3 \\ \hline \end{array}$	$\begin{array}{r} 10 \\ - 8 \\ \hline \end{array}$	$\begin{array}{r} 5 \\ - 3 \\ \hline \end{array}$
$\begin{array}{r} 8 \\ - 3 \\ \hline \end{array}$	$\begin{array}{r} 9 \\ - 6 \\ \hline \end{array}$	$\begin{array}{r} 5 \\ - 2 \\ \hline \end{array}$	$\begin{array}{r} 9 \\ - 9 \\ \hline \end{array}$	$\begin{array}{r} 5 \\ - 5 \\ \hline \end{array}$	$\begin{array}{r} 10 \\ - 2 \\ \hline \end{array}$	$\begin{array}{r} 17 \\ - 9 \\ \hline \end{array}$	$\begin{array}{r} 2 \\ - 2 \\ \hline \end{array}$	$\begin{array}{r} 10 \\ - 1 \\ \hline \end{array}$	$\begin{array}{r} 9 \\ - 0 \\ \hline \end{array}$
$\begin{array}{r} 6 \\ - 1 \\ \hline \end{array}$	$\begin{array}{r} 1 \\ - 1 \\ \hline \end{array}$	$\begin{array}{r} 16 \\ - 8 \\ \hline \end{array}$	$\begin{array}{r} 14 \\ - 8 \\ \hline \end{array}$	$\begin{array}{r} 8 \\ - 1 \\ \hline \end{array}$	$\begin{array}{r} 8 \\ - 0 \\ \hline \end{array}$	$\begin{array}{r} 15 \\ - 8 \\ \hline \end{array}$	$\begin{array}{r} 11 \\ - 3 \\ \hline \end{array}$	$\begin{array}{r} 11 \\ - 4 \\ \hline \end{array}$	$\begin{array}{r} 1 \\ - 0 \\ \hline \end{array}$

Formative Loop will automatically assign students stuck on the same skill a different version of the exercises, so you can be sure that students are really practicing the skill and not just learning the answers.

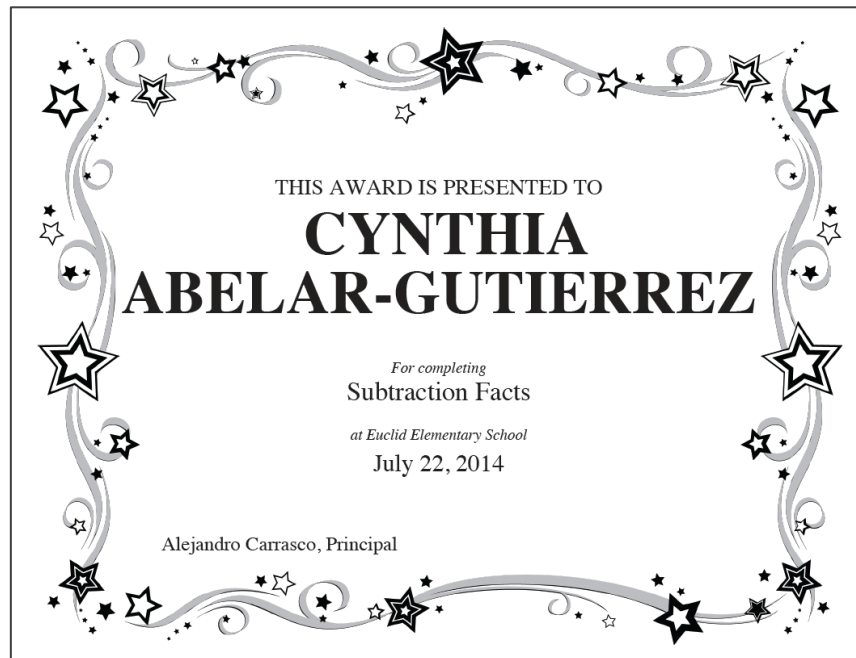
Homework

Homework is generated alongside the next day's set of exercises. In the PDF, you will find a different set of exercises labeled "Homework" that you can use to give students additional

practice for the next day's skill. How you use the homework sheets is up to you—use them every day, only some days of the week, or only for students who need extra help!


Awards



































































































Along with the next day's exercises and homework, Formative Loop creates an award for each student who passes a unit. These fun, kid-friendly awards are a great way to celebrate students' successes and motivate them to keep working hard!



To print individual awards, click on the **Manage Class** drop-down menu and select **View Achievements**. This presents a list of students, with certificates earned highlighted in green. Click **Print** for the award you want to print and a PDF of it will be created.

Achievement Certificates

Green with a check (✓  print) means the student has earned the certificate.

Student	Addition	Subtraction	Multiplication	Place Value	Fractions And Decimals	Division	Multidigit Operations
Cynthia Abelar-Gutierrez	✓  print	✓  print	 print	 print	 print	 print	 print
Melissa Axinecuiltco	✓  print	✓  print	✓  print	 print	 print	 print	 print
Miguel Balderas-Bautista	✓  print	✓  print	 print	 print	 print	 print	 print
Jose Barajas-Tapia	✓  print	✓  print	 print	 print	 print	 print	 print
Mariana Cruz-Bautista	✓  print	 print	 print	 print	 print	 print	 print
Emmanuel Gallegos-Garcia	✓  print	✓  print	 print	 print	 print	 print	 print
Dulce Gallegos-Torres	 print	 print	 print	 print	 print	 print	 print
Aldair Gonzalez-Castillo	✓  print	 print	 print	 print	 print	 print	 print
Letzary Hernandez-Ramirez	 print	 print	 print	 print	 print	 print	 print
Blanca Jacinto-Rebollar	✓  print	✓  print	 print	 print	 print	 print	 print
Rosindo Long	✓  print	✓  print	 print	 print	 print	 print	 print
Eduardo Morales-Leyva	✓  print	 print	 print	 print	 print	 print	 print
Crystal Morales-Genis	✓  print	 print	 print	 print	 print	 print	 print
Pedro Robles-Torres	✓  print	 print	 print	 print	 print	 print	 print

Intervention Notes

Also included in the PDF of the next day's exercises is a summary page that includes lists of students who passed and retried that day's exercises, along with intervention notes. These notes highlight students who have retried a particular skill at least three times. Intervention notes can save you time by helping you quickly identify students in need of additional help.

Intervention Notes:

- 10. Jose Leyva has failed SUBTRACTION: Assessment (C) 3 times
- 11. Jaime Lozano-Salmeron has failed "SUBTRACTION: -7 (A)" 5 times
- 13. Santiago Miranda-Flores has failed "SUBTRACTION: -6 (A)" 5 times
- 18. Armando Rodríguez-Matilde has failed "MULTIPLICATION: X7 (D)" 4 times

Formative Loop Points

Points are designed to help you motivate your students and reward progress through a fun gamification strategy. Students are awarded points for practicing their math skills and even more for making progress. Each day, students will see their total points earned on the top of their practice paper.

Mrs. Jameson - Mon Jul 17

Addition Facts: Adding 4's (A)

2. Alejandro Carrasca

385 points earned

Points are awarded even when students don't master a skill.

We want the students to feel encouragement even for trying as the practice is just as important as making progress. The more engaged in practice our students are, the better the overall outcome will be.

The points are awarded like this:

- Daily attempt (Retry) – 5 points
- Passing a skill – 10 points
- Passing a mixed assessment – 20 points

Students are already motivated by just gaining points and seeing their progress. We also recommend that you build real-world reward programs off of these points. Having a large array of options is beneficial to the students

Here is a typical reward leveling:

- 100 points – large reward (trip to the treasure box, lunch with the teacher, Hershey kiss from the principal)
- 50 points – medium reward (line leader, shoes off day, bring a toy from home)
- 25 points – small reward (get a sticker, choose the story to be read, choose your seat)

The average points-per-student is at the bottom of your class overview page. This lets classes compete on the progress they are making in math across the school.

You can print out copies of our currency template if you want the students to practice with printed money they earn from their points. At the end of the week, hand out the printed currency based on the points they earned by showing you each graded exercise.

[Download Formative Loopers Currency Template](#)

Editing Student Information

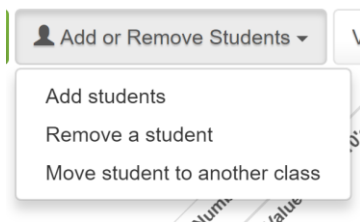
Formative Loop makes it easy to edit student information and restructure classrooms as needed. In a few simple steps, you can add or remove students from classrooms, move students to new classrooms, and rename students.

Adding Students and Classes

Students can either be added by typing them in directly or by **uploading an excel spreadsheet**. To add your students find the “Add Classroom” button when you first login and follow the directions for either uploading your students or typing them in.

 Add Classroom(s)

Adding & Removing Students Individually



When you are viewing a class, use this menu to manage your students.

Note. Removal of a student is permanent, and all student information will be lost if this action is taken.

Moving Students

If you need to move a student to a different classroom, select **Move Student**. Select the student's name and the new classroom from the drop-down menus. All student data will be transferred to the new classroom.

Renaming Students

To rename a student, go to the grading screen and click on the student's name. This takes you to the student's individual page. From here, click **Rename Student** on the top right. Edit the name and click **Save**. The student will be re-alphabetized within the class list.

Managing your school

Once you have completed the initial setup, you are ready to add your graders and begin tracking progress with Formative Loop. This section explains how to

- Add graders
- Track school progress

Adding Graders

To add a grader for your school, find the “Add Teacher/Grader” button when you first login. Enter the grader’s name and email address. The grader will receive an email inviting them to join and be prompted via email to create a Formative Loop password.

 Add Teachers/Graders

You can view the list of graders and their permission levels by clicking on **View School Graders** under the **Manage Schools** menu.

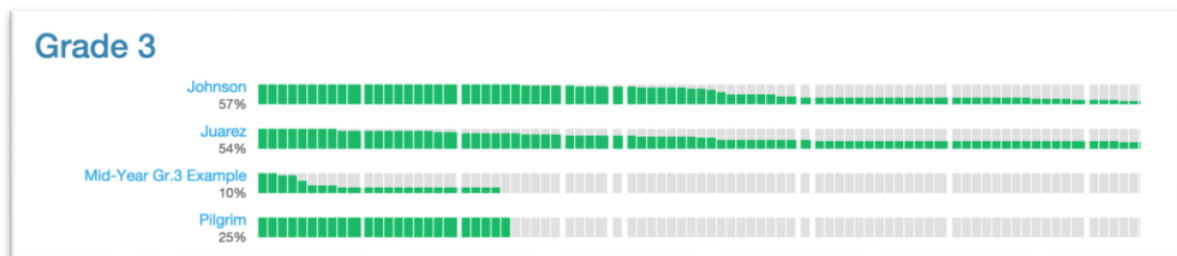
Note. Only users with administrative access can add graders.

Tracking School Progress

Formative Loop gives school administrators the ability to quickly track a school’s development by viewing each classroom’s progression on one screen. This view allows administrators to determine which classrooms are struggling and quickly identify particular areas of concern.

 Show School Progress

Teacher names are presented alphabetically by grade, starting with the lowest grade. Each block of boxes represents a specific skill set, with the box being filled based on how much of a skill is completed.



Tip: Place your cursor over a box to reveal the name of the skill and the exact number and percentage of students who have passed it.