



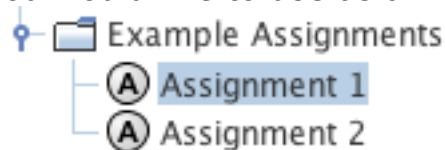
Worksheets

There are two methods for creating worksheets in GMM. Below you will find instructions for both methods.

Assignments and Tests as Worksheets

The first method is to use existing assignments and tests to create worksheets. This allows you to provide a physical version of the assignment or test your students would otherwise interact with on the computer screen.

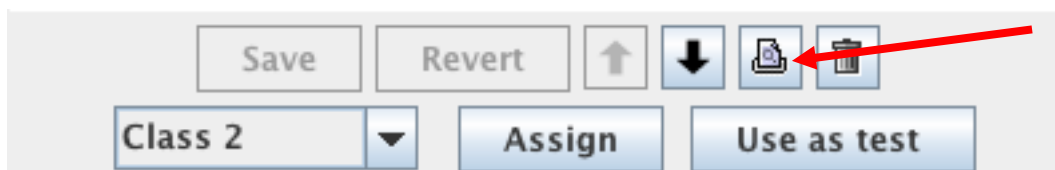
1. Select the assignment you would like to use as a worksheet.



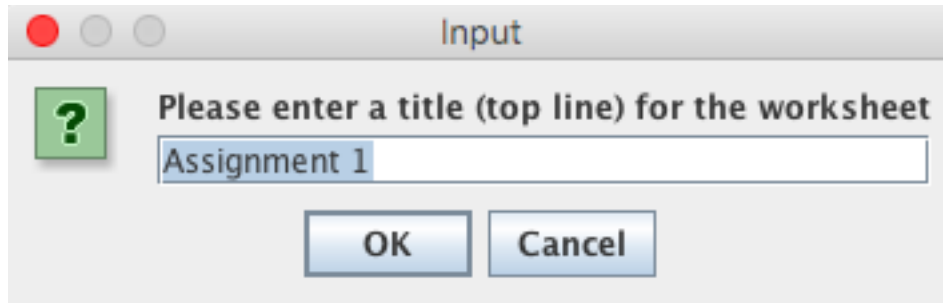
2. Edit the assignment as necessary.

A screenshot of the assignment editing interface. At the top, the title 'Assignment 1' is enclosed in a black box. Below it are three input fields: '3' for 'Points to finish', '10' for 'Points to earn game', and an unchecked checkbox for 'One at a time'. A list of four math problems is shown below, with the first one highlighted in blue: '1. pos + pos 1-12', '2. pos + pos 1-12', '3. pos + pos adds to 12 to 18', and '4. pos + pos adds to 12 to 18'.

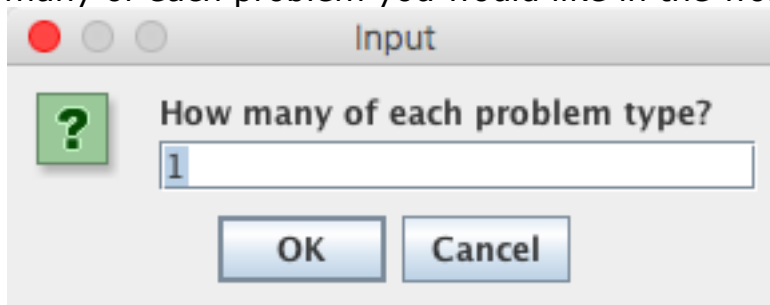
3. When you are satisfied with the problems in your assignment select the worksheet button.



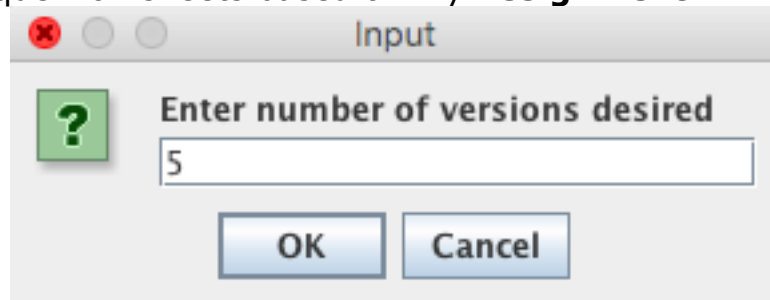
4. Name the worksheet



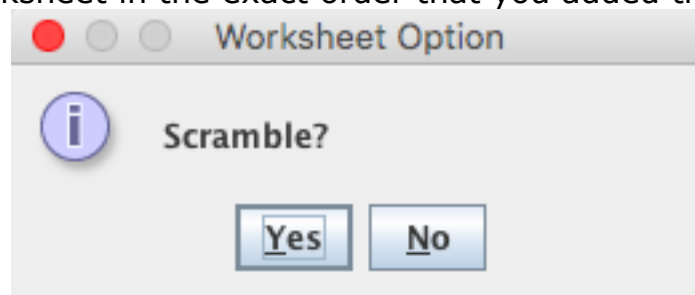
5. Determine how many of each problem you would like in the worksheet.



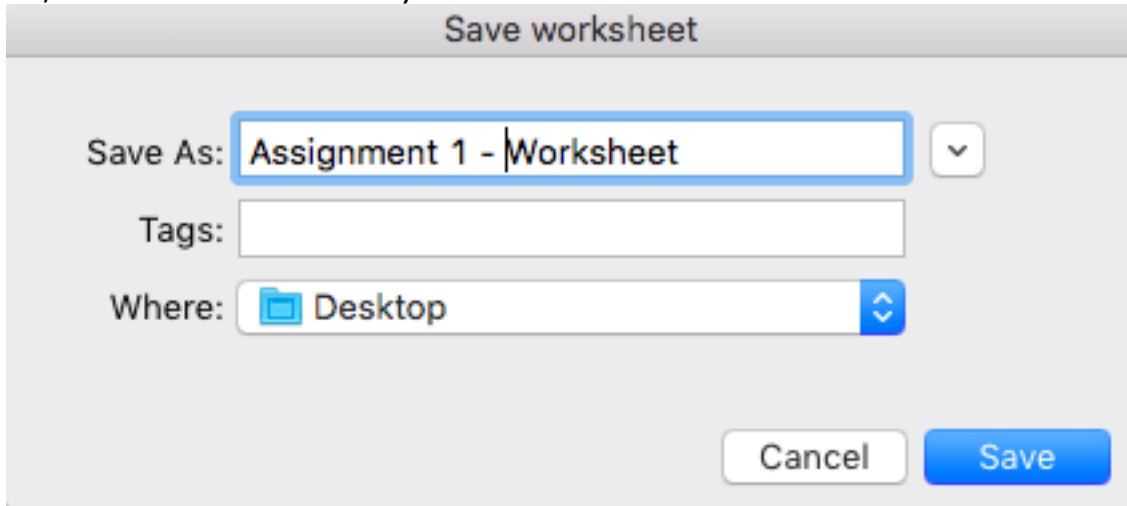
6. Select the number of versions desired. In this example I have chosen five because I would like five unique worksheets based on my **Assignment 1**.



7. Decide if you would like the worksheet scrambled. If you select **No**, the problems will appear on the worksheet in the exact order that you added them to the assignment.



8. Name, then save the file to your desired location.



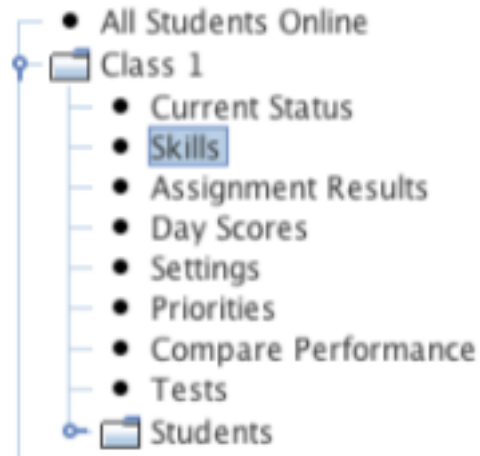
9. The saved file contains each of the five (the amount you chose) worksheets as well as an answer key for each version.

If you want to edit the worksheet you will have to edit the original assignment and repeat the above steps.

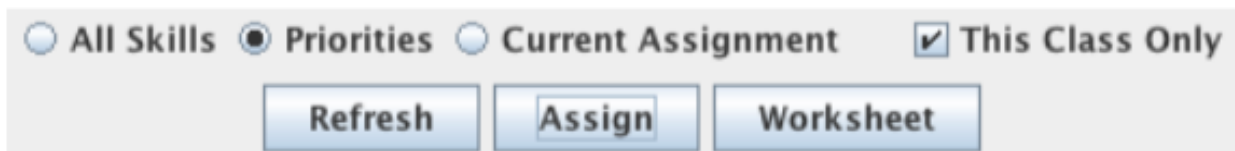
Worksheets from the Skills Menu

The second method for creating worksheets is to select the individual problem types from the **Skills** menu.

1. Select the Skills menu from the desired class.



2. Choose what list of skills you would like to draw from to create your assignment. **All Skills** will list every skill that has been assigned, **Priorities** will list all current priorities, and **Current Assignment** will list the skills currently assigned. After making your selection, be sure to click refresh to generate the proper list.



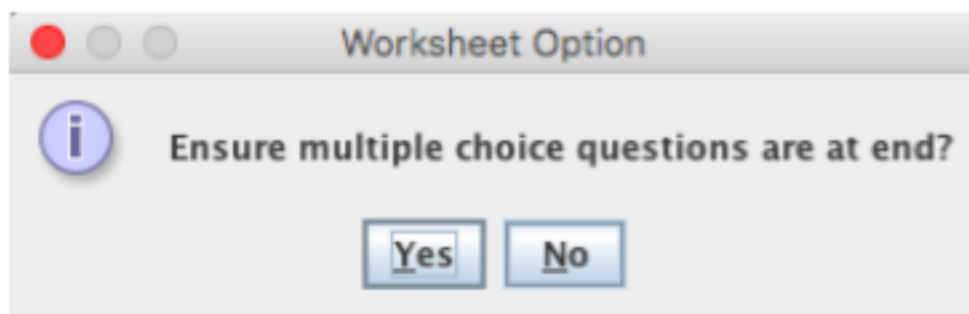
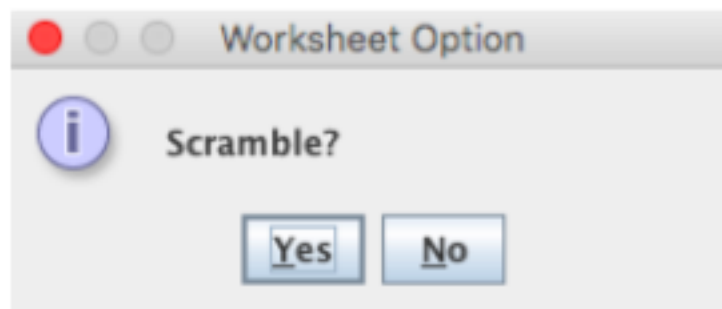
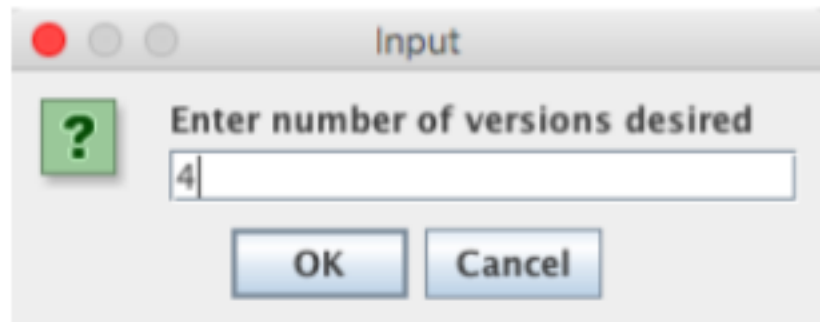
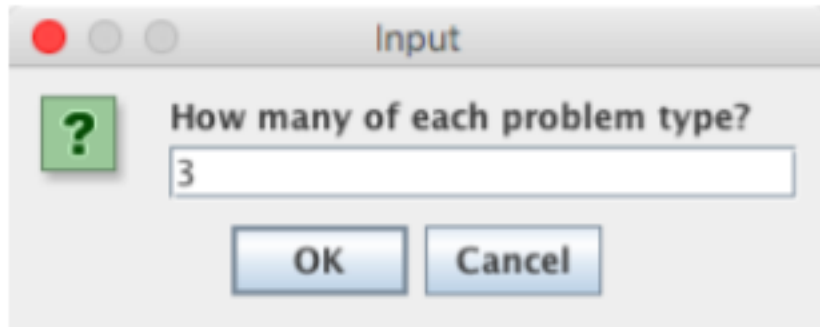
3. In the Select column, click the box for each skill you would like to include in the worksheet.

select	description
<input type="checkbox"/>	pos + pos ad...
<input checked="" type="checkbox"/>	Given word p...
<input type="checkbox"/>	All integral, m...
<input type="checkbox"/>	pos + neg or ...
<input checked="" type="checkbox"/>	pos + pos 1-...
<input type="checkbox"/>	pos + neg or ...
<input checked="" type="checkbox"/>	given one equ...
<input type="checkbox"/>	C Condensed

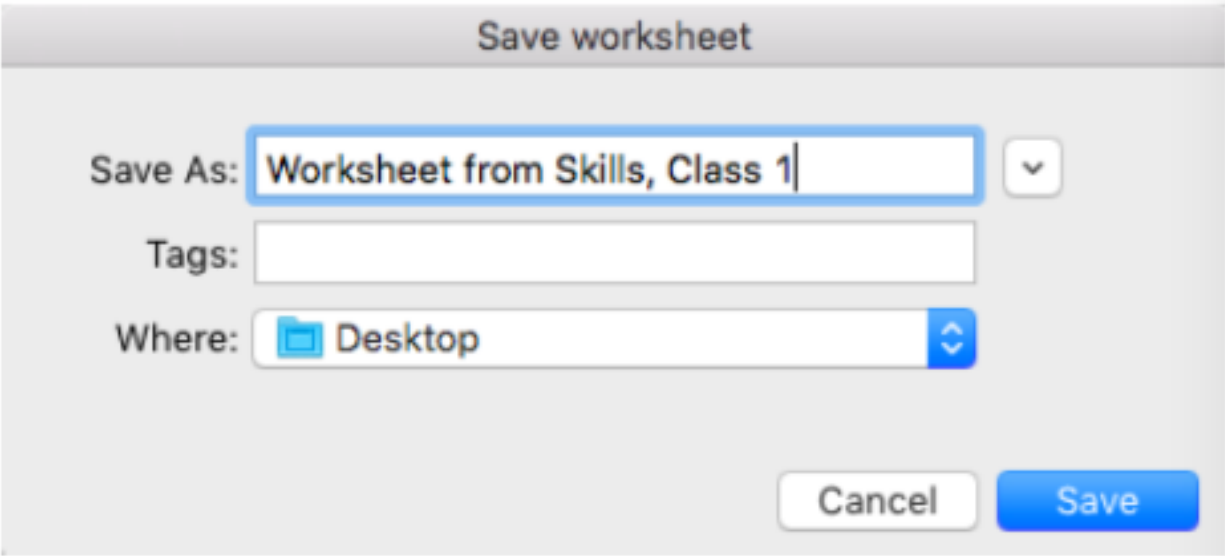
4. When you've made your selection, click on the **Worksheet** button at the top of the screen.



5. Complete the prompts to set how many of each problem will appear on the worksheet, how many versions of the worksheet to generate, whether or not you would like it to be scrambled, and if you want multiple choice questions at the end.



6. Finally, name your worksheet and click save. Saving file will generate a PDF and automatically open it so it can be printed.



****END****