Getting Started with Your easyCBM Account



Curriculum Based Measurement Solutions

Over 1150 Benchmark and Progress Monitoring measures across 3 subject areas



Numbers and Operations Numbers, Operations, and Algebra Geometry Measurement Geometry, Measurement, and Algebra Common Core Math



Reading

Letter Names Letter Sounds Phoneme Segmenting Word Reading Fluency Passage Reading Fluency Vocabulary Multiple Choice Reading Comprehension Common Core Reading Comprehension



Spanish

Syllable Sounds Syllable Segmenting Word Reading Fluency Sentence Reading Fluency

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Getting Started with your easyCBM Account

About easyCBM

The assessments on the system are what is known as curriculum-based measures (CBMs). CBMs are standardized measures that sample from a year's worth of curriculum to assess the degree to which students have mastered the skills and knowledge deemed critical at each grade level.

The easyCBM Lite edition, is free and limited to progress monitoring measures, under the assumption that teachers will have access to some other form of screening information that will enable them to identify students most in need of progress monitoring. It is designed for small-scale use (200 students total) where teachers are working in schools or districts that are not interested in more system-wide approaches to screening and progress monitoring.

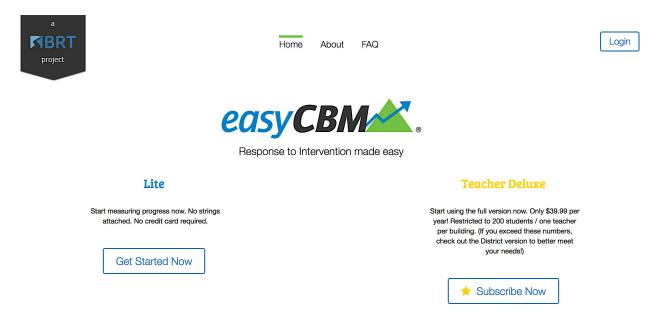
The easyCBM Deluxe edition is not a separate program but an upgraded version of the Lite account. It includes additional test forms of the measures current Lite Edition users are used to plus it gives users access to ALL measures which were previously only available to District users (including Benchmark, Common Core aligned measures, and more forms for Progress Monitoring).

It adds measures of vocabulary, shorter comprehension measures that include informational text and "read to perform a task" prompts, in addition to short literary text, all-new mathematics measures written to align to the Common Core State Standards, in addition the NCTM Focal Point-based math measures, and Spanish language support for all math items (in both written and read-aloud formats) and literacy for grades K-8. Teacher Deluxe includes our template-based interventions log, additional reports, and student retention feature. It also has a 200 student limit. There is a \$49.99 annual cost to upgrade to this version.

To access this account, you will first have to create an easyCBM Lite account and then upgrade (purchase) from within the Lite account to the Deluxe account. This system has a benchmark feature and includes additional test forms of the measures current Lite Edition users are used to,

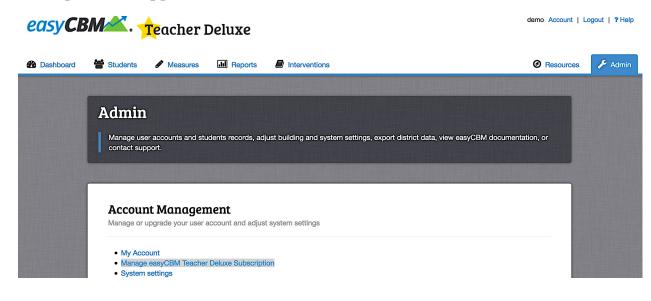
while also adding measures of vocabulary, shorter comprehension measures that include informational text and "read to perform a task" prompts, in addition to short literary text, mathematics measures written to align to the Common Core State Standards, in addition, the NCTM Focal Point-based math measures, and Spanish language support for all math items (in both written and read-aloud formats). The Deluxe edition also has Spanish language literary measures, grades K-8.

Creating an easyCBM Account



If you are curious about the easyCBM system, why not take it for a drive and see how you like it? It's free to use, and it all starts with creating an easyCBM Lite account. To create an account, go to https://easycbm.com/

Purchasing a Deluxe Upgrade



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If you are new to the easyCBM system and want to purchase a Teacher Deluxe account, you will first need to create a free easyCBM Lite account. If you are a Lite user and already have an easyCBM account, purchase the Teacher Deluxe version through your existing account. The cost is \$49.99 annually and each account has a limit of 200 students total.

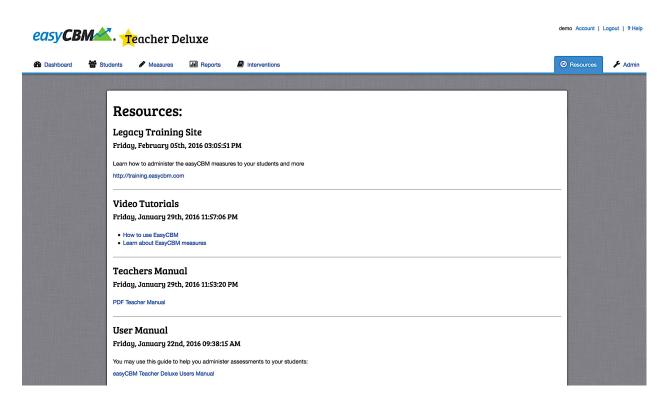
To purchase a Deluxe Teacher account, log in to your easyCBM Lite account. If you don't have one yet, create one by going to https://www.easycbm.com/

Next, click on the Admin tab at the top right of the Dashboard page. Go to the Account Management section and click on "Manage easyCBM Teacher Deluxe Subscription."

Click on the "Upgrade" button in the middle of the page and you will be directed to the QuickPAY form in a new tab where you can enter your payment information (which is outlined in the payment guide). Once you click on the QuickPay option, you'll be given the option to pay by either eCheck or credit card. Since we do not accept Purchase Orders, or checks in the mail, this provides you the opportunity to send your check electronically. When you select the e Check option, all you do is enter your check information online. You do not need to sign-up for a special service or program. Paying by credit card is even simpler, just follow the instructions online.

Resources Tab

Once you create an easyCBM account, the first place to start is the Resources tab in your account. Once you login, you will notice a tab on the upper right-hand side of your dashboard that says Resources.



If you click on this tab, you will see a drop-down menu with options to learn how to administer easyCBM measures to your students, how to use the easyCBM system, and access downloadable user manuals. There are also tutorials and videos to assist you with using the system.

Help Desk (? Help) Tab easyCBM **Getting Started** Frequently Asked Questions Q **Help Center : Teacher Edition Categories**: Getting Acquainted with the Lite and Teacher Deluxe Versions of easyCBM About Getting acquainted with easyCBM Lite and Teacher Deluxe EasyCBM® was designed by researchers at the University of Oregon as an integral part of an RTI (Response to Accommodations Intervention) model. From the start, developers have emphasized the goal of the system: to help facilitate good instructional decision-making. This project began with a grant from the federal Office of Special Education Programs in Account Information 2006, but it has continued to expand with the help of our school district partners across the state of Oregon and - more recently - across the United States. In the fall of 2009, there were over 20,000 registered users on the site, spread out Alignment across the 50 states.By September of 2010, this number had grown to over 68,000, representing over half a million students. Announcements The assessments on the system are what is known as curriculum-based measures (CBMs). CBMs are standardized Answer Keys measures that sample from a year's worth of curriculum to assess the degree to which students have mastered the skills and knowledge deemed critical at each grade level. The CBMs on the easyCBM® system are often referred to as 'next-Behavior generation CBMs' because we used an advanced form of statistics, Item Response Theory (IRT) during measurement development to increase the consistency of the alternate forms of each measure type and increase the sensitivity of the Benchmarks measures to monitor growth. At each grade level, alternate forms of each measure type are designed to be of equivalent difficulty, so as teachers monitor student progress over time, changes in score reflect changes in student skill rather than Cite changes in the test for Citing Last Updated: October 30th, 2015 Common Core Copyright

Another item to utilize is the ? Help link located in the upper right-hand corner of your dashboard (above the Resources and Admin link).

This link is a searchable help desk that can provide you with information and answers to questions you may have regarding the program, its management, features, and everything you need to get you started from operating the system and administering assessments to research and curriculum details. Most everything you need concerning how to operate and use the system can be found in this feature.

Setting Up Your New easyCBM Account

Once you've become familiar with the easyCBM program, it's time to add your students.

Adding and Updating Students for Deluxe Members

In the Deluxe version, there is a feature that assists you in uploading a student roster rather than entering each student individually into the system. At the beginning of the school year, you can also use this feature to advance your students' grade in school.

To access this feature, login to your account and click on the Admin tab, and scroll down the page to the Student Records section. If you click on the upload student roster link, you will be directed to a page with instructions for preparing and uploading a student roster into your account.

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This featur	C. POLC IN PROCEEDING IN 100		•			es) format, v wing order:	/ith a .csv	extension,
Student ID	Last Name	First Name	Grade	Gender	SPED (Special Education)	Ethnicity	Race	ELL (English Language Learner)
Gend	er	Offic SPED (Spec Education	ial	nized demo	graphic val	ues: Race		lish Language earner)
• M • F • Unknown		• Y • N • Unknown	•	Hispanic/Latino Not Hispanic/La Unknown	tino Alas • Asia • Blac Am	ck or African erican ive Hawaiian or	• Y • N • Unkno	
					Isla • Whi • Two	er Pacific nder ite o or more races known		

Adding and Updating Students for Lite Members

For those with the Lite version, students are entered manually. Starting from the Dashboard tab, click on the "Students" tab. Add new Groups or Students by clicking the green "+" button. You will be directed to a screen with two columns. One on the left marked Groups and one on the right marked Students.

easy CL	BM🛣. 🥇	<mark>Te</mark> acher I	Deluxe					demo	Account	Logout ? Help
🕐 Dashboard	皆 Students	Measures	III Reports		Interventions			Ø	Resources	🖋 Admin
	Managing your Students by clicking the + button. Students in the currently selected group will have a dark background a checkbox will be checked. Note that students cannot be removed from the default 'All Students' group. Clicking the • loor v student's assessment history in a new tab. The ? button will allow you to edit a student's profile information, while the • button will allow you to remove a student.						p. Clicking the 🔍 icon will	l open a		
	Groups		+		Students :	3 / 200 max			•	
	💿 Main Reading	g Group		â	🗆 Demo, Demo		٥		Ê	
	O Main Math G	roup		Û	🗹 student, new		٥		Ê	
	O All Students				student, demo		٥			
					Delete all selected	students \rightarrow				

Starting with the Student column, click on the + button. A pop-up "Create Student" window will appear. Fill in student information, then click the Create button in the lower right-hand side corner of the box. Repeat to add each student.

Grouping Students (Lite and Deluxe Members)

In the "Groups" column, click on the green "+" button. A blank box will appear at the bottom. Give the group a name, then click on the green checkmark box to the right. All your students are automatically listed in the "All Students" group. To activate and assign a student to an additional group, first click on a Group name, then go to the Student column and check the corresponding box to the left of their name.

If you do not assign a student to a group, the student's name will not display when measures are assigned to that group, and the student will not be able to login and take an assessment. To assign students to groups, select the group you would like in the "Groups" box. Then in the "Students" box click on the small box to the left of the student's name to add a $\sqrt{}$ check mark and assign students to that group. Once students are assigned to groups, you will see when you click on the group only the students in that group will be highlighted.

Returning Lite Members

At the beginning of each school year, please remember to advance your students to the next grade. You may also need to adjust students within their existing groups. This is not something the program will do automatically.

To edit student information, login to your account and click on the "Student" tab. In the Students column, to the right of the student's name, is a blue edit button. Click on this button and a pop-up window will display the student's information. Here you can edit the student grade and advance it to the next grade. After you make changes, be sure to click on the "Update" button in order for the changes to take effect.

You may also need to re-assign students to groups if they have changed from last year. Groups can also be edited under the Students tab. To determine which students are assigned in a group, click on the group name.

Edit Student	×
Student ID	4943903
First Name *	demo
Last Name *	student
Grade *	7 •
Gender	•
Race	_
Ethnicity	
Special Education	Yes No
E) 1	Vac No
	Close

The students who are active in that group will appear in the right-hand column under students. Students who belong to a group will be highlighted and have a check in the box next to their name.

Groups	+	Students : 3 / 200 max	+
Main Reading Group		🗆 Demo, Demo	Q 🔽 💼
O Main Math Group		✓ student, new	۵ 🔽 ۵
 All Students 		student, demo	Q 🔽 💼
		Delete <u>all selected</u> students \rightarrow	

Assigning and Taking Student Assessments

easy CE	BM🚄. 🤟	Teacher I	Deluxe		demo Account L	ogout ? Help
🙆 Dashboard	Students	Neasures	Reports	Interventions	Resources	🖋 Admin
	Select the g have your s Deluxe. For	tudents visit the lin	r of the measure yo k below and follow ng measures, mark ovided below.	w want to access, then scroll to its section. For measures that can be adminis the on-screen instructions. For Benchmark measures, you will need to upgra the checkbox next to each measure you want listed for your students. An ans ://app.easycbm.com/demo	de to Teacher	
				Benchmarks Progress Monitoring		
	Sh	ow: All	K 1	2 3 4 5 6 7 8		

Progress Monitoring Measures

Taking an Online Progress Monitoring Measures (both Lite and Deluxe Versions)

To assign an online progress monitoring measure, go to the "Measures" tab, click on the Progress Monitoring Tab then click on the grade of the test you want to administer.

Back

		Paper/Pencil		Online
MCRC 3_1 : The Gre	at Bake Off	Student Copy Enter Scores	Hide options 🥑	Take Online (Preview)
	all uncheck all Iain Math Group	✓ Main Reading Group	Student Feedback:	 Simple thank-you Overall score Detailed scoring
easy C	BM 🗡	0		
	Teacher	demo		

new student

MCRC 3_1 : The Great Bake Off

Now scroll down the page until you locate the name of the assessment you wish to administer. On the right-hand side you will see a "Take Online" checkbox (for those assessments that can be administered online). Click the box, and a list of student groups will appear. Select the box for all the groups you want to take this measure.

\$

After you've selected the groups you want tested, have students login to:

Select your Name

https://app.easycbm.com/+ your username, and then take the assigned test (students will have to login using the teacher's username). Once the students are logged in, their group and individual names should appear for selection along with their test options.

easy C E	B M . <mark>1</mark>	<mark>e</mark> acher I	Deluxe			demo Account I	Logout ? Help
Dashboard	Students	🖋 Measures	III Reports			Resources	🖋 Admin
	Select each r	r Data E nultiple choice an: c the Save button.	swer just as the stu	udent answered each question. When you students took measure: 9/25/18	- Ander	RC_Grade_9_Form_1.pdf	
	Studen student, new		1. A B C 2. A B C		MCRC 3_1	Save	

Entering Scores for Progress Monitoring Measures (both Lite & Deluxe Versions)

If you are entering student scores instead of having them take an online test, click on the "Enter Scores" column, and a pop-up window will appear. Select the group name, then fill in the student responses or scores. Make sure to select the Save button when you are finished entering the scores.

One thing to note is the tan box in the middle. This indicates the date the student took a test and always defaults to the current date. If your students took their test on a different date, you must first change the date, then enter the scores for the entry to be reflective of the adjusted date. If multiple students took their tests on multiple dates, make sure to adjust each date first, then enter the scores, and save before proceeding to the next test entry.

Benchmark Measures (Deluxe Version Only)

Teacher Deluxe users also have Benchmark measures. Benchmark measures are not assigned like progress monitoring measures. Since they are only taken by students on-grade, and only for grades K-8, the system already knows what tests to assign students. When the testing date is open, on-grade tests automatically become available for students to take.

Adjusting the Benchmark Date Range Setting

Admin > Sı	Admin > System Settings							
Benchmarking Window Settings								
		ason that your students will be able to access the suggested benchmark periods for this sch						
	First Day	Last Day	Duration					
Fall	Sep ᅌ 1 ᅌ 2018 ᅌ	Sep 🗘 15 🗘 2018 🗘	14 days					
Winter	Jan ᅌ 3 ᅌ 2019 ᅌ	Jan 🗘 18 🗘 2019 🗘	15 days					
Spring	Apr ᅌ 1 ᅌ 2019 ᅌ	Apr ᅌ 15 ᅌ 2019 ᅌ	14 days					
Save Changes								

The Benchmark Window date setting establishes when benchmark tests can be administered. Setting and opening a benchmark window is always at the discretion of the user, and the window can be changed at any time. To access this feature, first login to your account and go to the "Admin" tab. Next, locate the "Account Management" section and click on System settings.

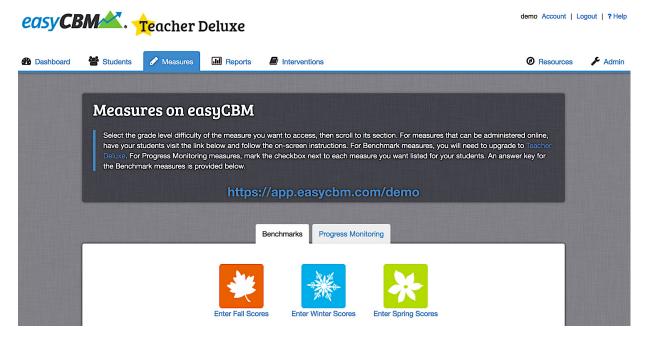
Now, scroll down to the Benchmark Window Settings. To adjust this setting, select the opening and closing dates for the testing window. The benchmark window needs to be current for testing, and the remaining benchmark dates need to be staggered with only one testing window open at a time. Please pay special attention to the year, as it needs to be the current one for the fall benchmark but must advance forward by one year after January. The dates also need to be progressing forward in time. After selecting the dates, please make sure to click on the "Update Benchmark Dates" button in order for the changes to take effect. An example of correct benchmark window for the 2018-2019 academic year is:

Fall Sept. 1 – Sept. 30, 2018 Winter Jan. 1- Jan. 31, 2019 Spring April 1 – April 30, 2019

To the right of the First Day and Last Day of the benchmark window, is a column that shows the Duration for how long a benchmark window is open for each assessment period. Each testing window should open for the same period of time.

*Note: there are other benchmark settings located under this tab. If you need to make adjustments to benchmark items, such as "Percentile Lines and Color-coding", "Enable Measures and Features", and "Availability Hours for Online Tests", this is where the settings are located. To find these settings, keep scrolling beyond the Benchmark Window Settings.

When the benchmark window is open, you have a choice to either download and administer a copy of the test to students (keys are provided for scoring student responses which are entered manually) or have students take the tests online (which is scored and entered automatically).



Taking an Online Benchmark Test (Deluxe Accounts Only)

For online tests, students go to the website address highlighted in blue in the "Measures" section. This address will be: https://app.easycbm.com/+ your username. They will then be able to choose their tests from a drop-down menu (like assessments in the Progress Monitoring section).

*Note: for Benchmark Assessments, students can only take on-grade measures. These are the only assessments available to them for selection for grades K-8, and no benchmark tests are available for grades higher than 8th grade. If you have an older, then you can start them on the progress monitoring measures.

If you administer benchmark assessments in hard copy/paper and pencil format, then you can download the student copies of the tests to administer to students and score them with the answer keys, which can be downloaded from the Measures tab of your account, under the Benchmark tab. Student scores are then entered under the same Benchmark tab by clicking on the Enter Scores tab.

		×u¥	
	Enter Fall Scores En	ter Winter Scores Enter Sp	oring Scores
Combined Booklets	Reading	CCSS Math	NCTM Math
<mark>ب F</mark> all, K - 8th Grade	Assessor Copies	🔉 Student Copies	🝌 Student Copies
🔆 Winter, K - 8th Grade	Student Copies	Student Copies	Student Copies
🔆 Spring, K - 8th Grade	Student Copies	Student Copies	Student Copies
Answer Keys:			

Entering Scores for Benchmark Tests (Deluxe Accounts Only)

Just like the online Benchmark tests, to enter benchmark data, the testing window must be open. To enter student data manually, go to the Measures tab and click on the Benchmarks tab. Next, click on the Enter Scores icon (in this example, Fall). This will take you to a window with a list of your students' names where you can enter benchmark scores.

*Note: You have options to choose the Season, the Grade, and whether you want to enter a Total Score or Item-level Data. If you want to have a record of the items your students got correct/incorrect, you must enter item-level data. Make sure to click on the Save Scores button at the bottom of the page for your scores to be recorded.

Measures on easyCBM > Benchmark Data Entry								
Select the grade and season of the Benchmark scores you would like to enter, then fill in the scores for your students in that grade. When you are finished, click the Save Scores button. You may enter the Total Scores, or for richer reports, use the Item-level Data link to enter more detailed information. If you've already entered a total score but want to enter item-level data, just remove the score first, and then the link will change.								
Season: Fal	Winter Spring							
Grade: Gra	ide Grade 4 Grad	de 7						
Total Score Item-	level Data					en Online =		
Name	PRF 7_Fall	VOCAB 7_Fall	CCSS Rdg 7_Fall	MCRC 7_Fall	MATH 7_Fall	CCSS Mth 7_Fall		
student, demo								
Save Scores								