

Getting Started with Your easyCBM Account



Curriculum Based Measurement Solutions

Over 1150 Benchmark and Progress Monitoring measures across 3 subject areas



Math

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

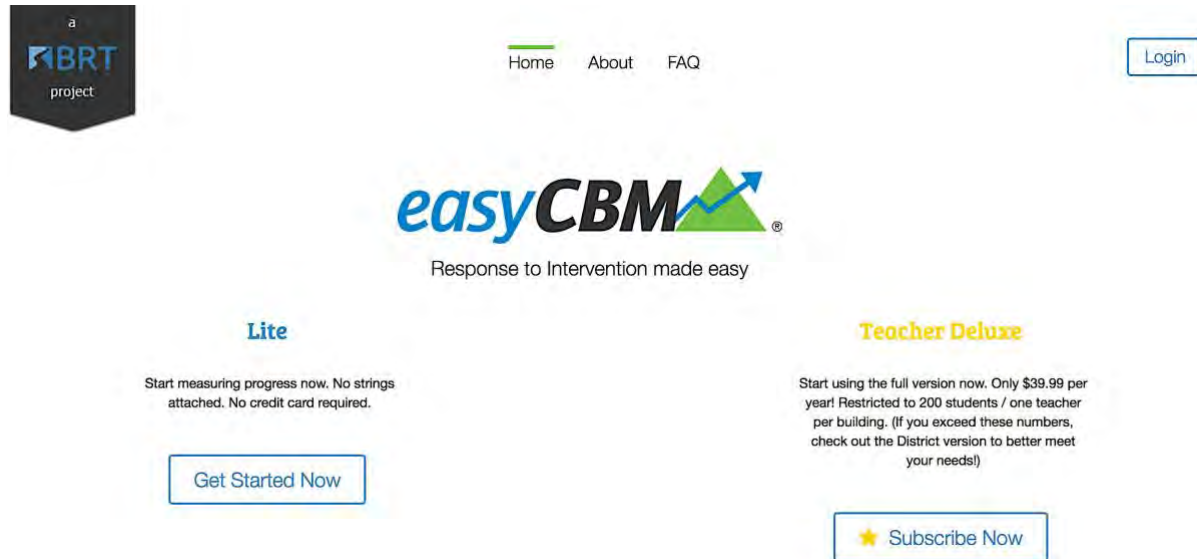
The assessments on the system are what is known as curriculum-based measures (CBMs). CBMs are standardized measures that sample from a year’s worth of curriculum to assess the degree to which students have mastered the skills and knowledge deemed critical at each grade level.

The easyCBM Lite edition is free <https://easycbm.com> 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, mathematics measures written to align to the Common Core State Standards, in addition the NCTM Focal Point-based math measures, and Spanish-language literacy measures 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.

Creating an easyCBM Account

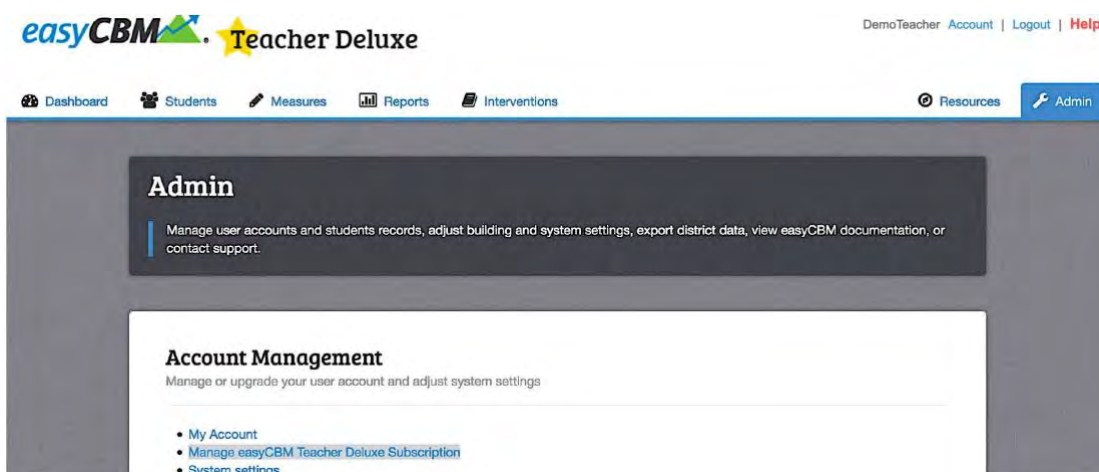


The screenshot shows the easyCBM website homepage. At the top left is the logo for 'a BRT project'. In the center, there are navigation links for 'Home', 'About', and 'FAQ'. On the top right is a 'Login' button. The main heading is 'easyCBM' with a green line graph icon, followed by the tagline 'Response to Intervention made easy'. Below this, there are two subscription options:

- Lite:** Start measuring progress now. No strings attached. No credit card required. A 'Get Started Now' button is located below this section.
- Teacher Deluxe:** Start using the full version now. Only \$39.99 per year! Restricted to 200 students / one teacher per building. (If you exceed these numbers, check out the District version to better meet your needs!). A '★ Subscribe Now' button is located below this section.

If you are curious about the easyCBM system, why not try it 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/>. You'll need a viable email address so you can get updates, messages, and have the ability to make password requests. The username can only use letters, numbers, hyphens, underscores, and no spaces (they cannot be an email address and must be unique and not used with another account).

Purchasing a Deluxe Upgrade



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, you 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.

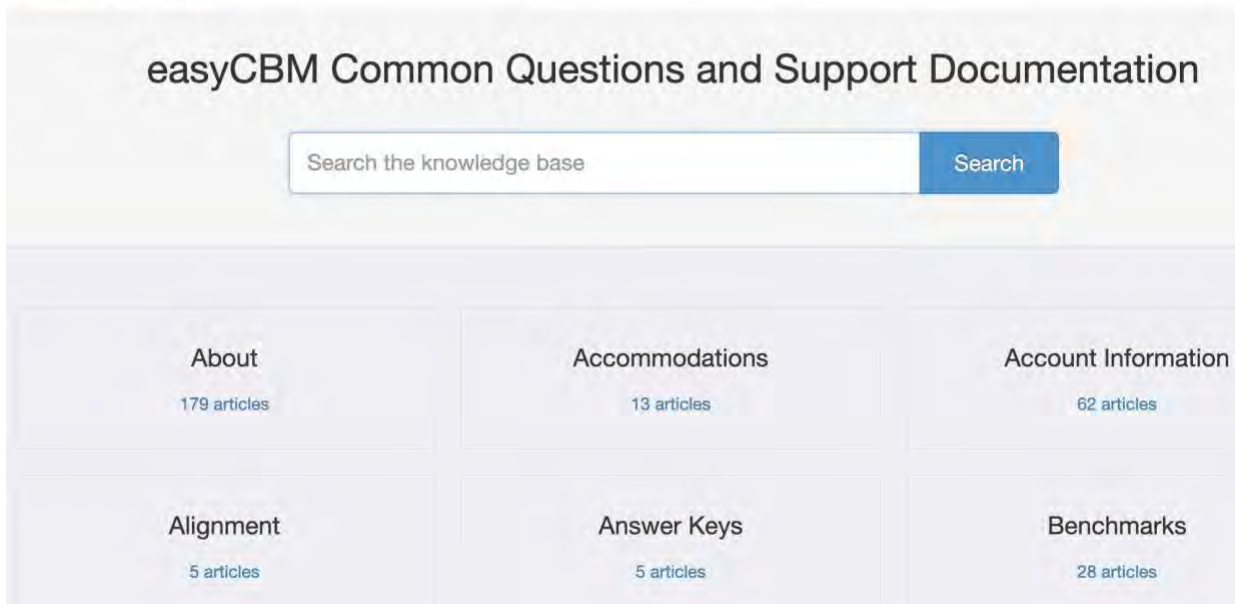
Help Desk Link

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.



When you click on the red **HELP** icon, a pop-up window will appear where there is the option to use a search feature or select a category topic to reference your inquiries.



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.



Step 1: Download current class list or template

Download Link: [My Students Template](#)

Step 2: Make changes (add, delete, and modify students)

Open the downloaded file using your favorite spreadsheet or text editor (Calc, Excel, Numbers, etc) and make any required changes.

Our upload system matches students by their student ID: You may add new students, advance existing students to the next grade, change student information, or remove students from the template.

Note: Students who are not in the new template will remain in the system (along with their test data) but will be deactivated and hidden from your account (e.g., group lists, reports, and data exports).

Officially recognized demographic values:

Gender	SPED (Special Education)	Ethnicity	Race	ELL (English Language Learner)
<ul style="list-style-type: none"> • M • F • O • Unknown 	<ul style="list-style-type: none"> • Y • N • Unknown 	<ul style="list-style-type: none"> • Hispanic/Latino • Not Hispanic/Latino • Unknown 	<ul style="list-style-type: none"> • American Indian or Alaskan Native • Asian • Black or African American • Native Hawaiian or Other Pacific Islander • White • Two or more races • Unknown 	<ul style="list-style-type: none"> • Y • N • Unknown

Save the modified file as a CSV (Comma-Separated-Values) file.

See our help guide: [Uploading a Student Roster](#) for additional help.

Step 3: Upload the new CSV file

Browse... No file selected.

Import/Sync Student Roster

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.

The screenshot shows the 'Managing your Students' interface. At the top, there is a navigation bar with 'Dashboard', 'Students', 'Measures', 'Reports', and 'Interventions'. On the right, there are links for 'demo Account | Logout | ? Help' and 'Resources | Admin'. The main content area has a dark grey header with the title 'Managing your Students' and a text box explaining the interface: 'Add new Groups or Students by clicking the + button. Students in the currently selected group will have a dark background and their checkbox will be checked. Note that students cannot be removed from the default "All Students" group. Clicking the magnifying glass icon will open a student's assessment history in a new tab. The edit icon will allow you to edit a student's profile information, while the trash icon will allow you to remove a student.' Below this are two columns. The 'Groups' column has a green '+' button and a list of groups: 'Main Reading Group' (selected with a blue dot), 'Main Math Group', and 'All Students'. The 'Students' column has a green '+' button and a list of students: 'Demo, Demo', 'student, new' (checked with a blue checkmark), and 'student, demo'. At the bottom of the 'Students' column is a red 'Delete all selected students' button with a right-pointing arrow.

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 \checkmark 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

First Name *

Last Name *

Grade *

Gender

Race

Ethnicity

Special Education Yes No

ELL Yes No

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.

The screenshot displays two panels. The left panel, titled 'Groups', has a green '+' icon and lists three groups: 'Main Reading Group' (selected with a blue dot), 'Main Math Group', and 'All Students'. Each group has a blue edit icon and a red trash icon. The right panel, titled 'Students: 3 / 200 max', also has a green '+' icon and shows a list of three students: 'Demo, Demo', 'student, new' (checked with a blue checkmark), and 'student, demo'. Each student entry has a search icon, a blue edit icon, and a red trash icon. At the bottom of the student list is a red trash icon and the text 'Delete all selected students →'.

Assigning and Taking Student Assessments




The screenshot shows the 'Measures' tab in the easyCBM Teacher Deluxe interface. The top navigation bar includes 'Dashboard', 'Students', 'Measures', 'Reports', and 'Interventions'. The 'Measures' tab is active. Below the navigation bar, there is a section titled 'Measures on easyCBM' with instructions: 'Select the grade level difficulty of the measure you want to access, then scroll to its section. For measures that can be administered online, have your students visit the link below and follow the on-screen instructions. For Benchmark measures, you will need to upgrade to Teacher Deluxe. For Progress Monitoring measures, mark the checkbox next to each measure you want listed for your students. An answer key for the Benchmark measures is provided below.' Below this text is a link: <https://app.easycbm.com/demo>. Below the link, there are two tabs: 'Benchmarks' and 'Progress Monitoring'. Below the tabs, there is a grade level selector with buttons for 'K', '1', '2', '3' (selected), '4', '5', '6', '7', and '8'. At the bottom, there is a 'Show: All' dropdown menu.

Progress Monitoring Measures






Taking 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.

Reading: Proficient Reading

	Paper/Pencil	Online
Proficient Reading 5_1 : Buzkashi!	 Student Copy Enter Scores	Hide options: <input checked="" type="checkbox"/> Take Online (Preview)
Which Groups? check all uncheck all		Student Feedback: <input type="radio"/> Simple thank-you <input type="radio"/> Overall score <input checked="" type="radio"/> Detailed scoring
<input type="checkbox"/> All Students <input checked="" type="checkbox"/> Reading Group		
Proficient Reading 5_2 : The Champion	 Student Copy Enter Scores	<input type="checkbox"/> Take Online (Preview)
Proficient Reading 5_3 : The Disappearing Licorice	 Student Copy Enter Scores	<input type="checkbox"/> Take Online (Preview)



Teacher	DemoTeacher
Select your Group	Reading Group  
Select your Name	Demo Student  
Select the Test	<div style="border: 1px solid gray; padding: 2px;"> <input checked="" type="checkbox"/> Click to Select Proficient Reading 5_1 : Buzkashi! </div> 

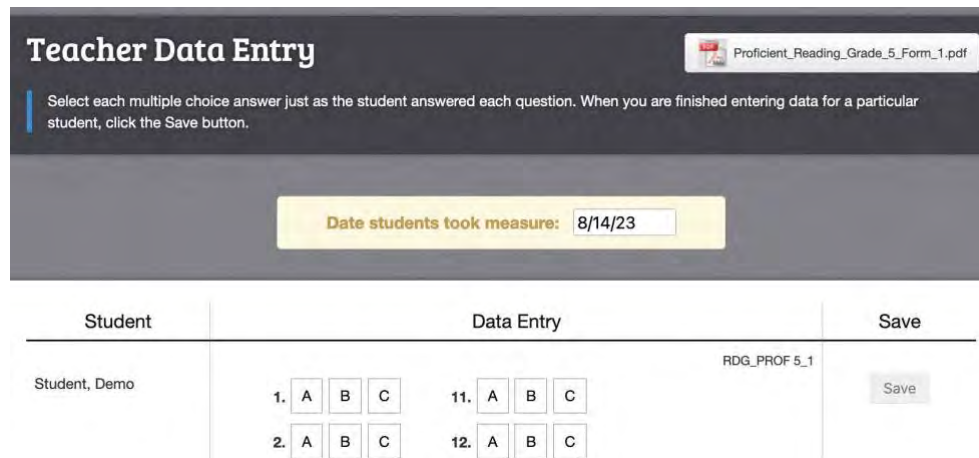
Now scroll down the page until you locate the name of the assessment you wish to administer. On the right-hand side you will see a “Take Online” checkbox (for those assessments that can be administered online). Click the box, and a list of student groups will appear. Select the box for all the groups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

After you’ve selected the groups you want tested, have students login using the URL you provide them. This will be the easyCBM website with the addition of your username at the end of it.

Once the students are logged in, their group and individual names should appear for selection along with their test options.

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 of the dark gray shading. This box 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 benchmark testing window is open, on-grade tests automatically become available for students to take.

Adjusting the Benchmark Date Range Setting

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” window in order for the changes to take effect. An example of correct benchmark window for the 2023-2024 academic year is:

Benchmarking Window Settings

This is the period of time for each benchmark season that your students will be able to access benchmark assessments. [Click Here](#) to set the dates to the suggested benchmark periods for this school year.

	First Day	Last Day	Duration
Fall	Sep ▾ 15 ▾ 2023 ▾	Oct ▾ 5 ▾ 2023 ▾	20 days
Winter	Jan ▾ 1 ▾ 2024 ▾	Jan ▾ 21 ▾ 2024 ▾	20 days
Spring	Apr ▾ 5 ▾ 2024 ▾	Apr ▾ 25 ▾ 2024 ▾	20 days

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)

The screenshot shows the easyCBM Teacher Deluxe interface. At the top left is the logo "easyCBM" with a green arrow and a yellow star, followed by "Teacher Deluxe". On the top right, there are links for "demo Account", "Logout", and "Help". Below the logo is a navigation bar with icons and labels for "Dashboard", "Students", "Measures" (highlighted in blue), "Reports", "Interventions", "Resources", and "Admin".

The main content area is titled "Measures on easyCBM". Below the title is a text box with instructions: "Select the grade level difficulty of the measure you want to access, then scroll to its section. For measures that can be administered online, have your students visit the link below and follow the on-screen instructions. For Benchmark measures, you will need to upgrade to [Teacher Deluxe](#). For Progress Monitoring measures, mark the checkbox next to each measure you want listed for your students. An answer key for the Benchmark measures is provided below." Below this text is a blue hyperlink: <https://app.easycbm.com/demo>.


Below the instructions are two tabs: "Benchmarks" and "Progress Monitoring". Under the "Benchmarks" tab, there are three colored squares with icons: an orange square with a white maple leaf, a blue square with a white snowflake, and a green square with a white flower. Below each square is a label: "Enter Fall Scores", "Enter Winter Scores", and "Enter Spring Scores" respectively.

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 your students are in high school, then you can start them on the progress monitoring measures.

To administer benchmark assessments in hard copy/paper and pencil format, 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 entered under the same Benchmark tab by clicking on the Enter Scores tab.


Benchmarks
Progress Monitoring






Enter Fall Scores



Enter Winter Scores



Enter Spring Scores

Combined Booklets	Reading	Proficient Math	Basic Math
 Fall, K - 8th Grade	Student Copies Assessor Copies	Student Copies	Student Copies
 Winter, K - 8th Grade	Student Copies Assessor Copies	Student Copies	Student Copies
 Spring, K - 8th Grade	Student Copies Assessor Copies	Student Copies	Student Copies

Answer Keys:

- [Fall Answer Keys](#)
- [Winter Answer Keys](#)
- [Spring Answer Keys](#)
- [Answer Bubble Sheets](#)

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: [Fall](#) | [Winter](#) | [Spring](#)

Grade: [Grade K](#) | [Grade 2](#) | [Grade 3](#) | **[Grade 6](#)** | [Grade 7](#)

Total Score | [Item-level Data](#)

Taken Online =

English | [Spanish](#)

Item-level Data =

Name	PRF 6_Fall	VOCAB 6_Fall	Basic Rdg 6_Fall	Prof Rdg 6_Fall	Basic Mth 6_Fall	Prof Mth 6_Fall
_Student, Demo	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Scores