![easyCBM logo]
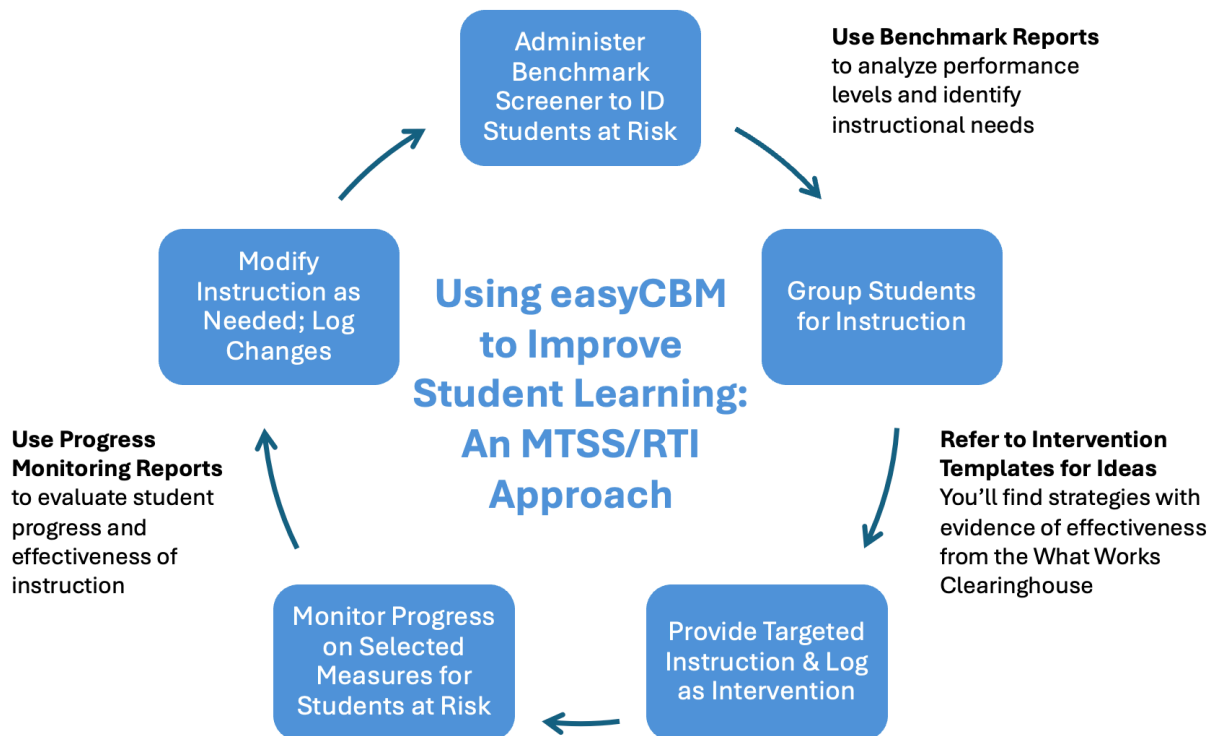
Getting Started with easyCBM Teacher Edition

Follow the steps below to quickly get started using easyCBM Teacher Edition. If you've just signed up for a new account, you have a one-month free trial of easyCBM Teacher Deluxe, which offers extra features—indicated below as **(Deluxe only)**. When your Deluxe trial or subscription ends, your account will revert to easyCBM Lite. You'll retain access to your students and data with a reduced feature set, and you can resubscribe to Deluxe at any time.

For more in-depth information on conducting easyCBM testing, using the easyCBM system, and using data to make decisions, see the **User's Manual** and free online training courses available on the **Resources** tab.

Using easyCBM to Improve Student Learning

Basic Steps in Using the easyCBM System
1. Set your benchmark testing windows.
2. Add your students.
3. Group your students.
4. Test your students.
5. Assign students to interventions.
6. View reports and use data to make decisions.

Set Your Benchmark Testing Windows (Deluxe only)

The benchmark testing windows identify the dates when benchmark tests can be administered. To adjust these dates, click on the **Account** tab on the right side of your screen. Under **Settings**, click on the **Manage Settings** button.

Select the opening and closing dates for each testing window, setting them to cover the dates within which you'll be conducting benchmark testing for the current school year. When done, click **Save Changes.** Be sure to update these dates at the beginning of each school year.

This step is optional if you only intend to conduct progress monitoring and not benchmark testing.

Add Your Students

You can add students to your easyCBM account either manually or by importing a student roster.

Add Students Manually

1. Click on the **Students** tab on the upper left side of the screen. You will see a column on the left called "Groups" and a column on the right called "Students".

2. To add a student, click on the green "**+**" icon at the top of the "Students" column.

3. A "Create Student" box will appear. Fill in the student's information.

4. When done, click the green **Create** button to save the record.

Import Student Roster (Deluxe only)

1. Click on the **Students** tab on the upper left side of the screen.

2. Click on the blue **Upload student roster** button in the **Managing Your Students** box.

3. You will be directed to a page with instructions for preparing and uploading a student roster file.

4. Click on "My Students Template" to download a template file in CSV (comma-separated values) format.

5. If you already have students in the file, check to see if their information needs to be updated. If the students are from a previous year, be sure to update their grade level and remove any students who are no longer in your class.

6. Follow the directions on the page to add new students and save the template file.

7. Click on **Choose File** to select your updated copy of the template file, then click on the **Import/Sync Student Roster** button to upload it.

Group Your Students

Students will automatically be placed in your "All Students" group. If you wish to create additional groups to assign test forms to specific subsets of students, you can do so by clicking on the **Students** tab and adding groups using the "Groups" column and clicking on the green "**+**" button. Students can see the group names, so choose appropriate labels.

Select a group by clicking on it, and add students to that group by clicking on the box to the left of their name.

Groups can serve different purposes. Before testing, you might group students by grade to organize them. After benchmark testing, you might create and assign additional groups based on student performance, the intervention programs you intend to use, or to cluster students to have their results displayed together in a Groups report. Students can be assigned to multiple groups.

Test Your Students

The easyCBM system supports both benchmark testing **(Deluxe only)** and progress monitoring. Measures can be administered in different ways, depending on the type of testing required. Benchmark testing is conducted on grade-level materials three times per year (Fall, Winter, and Spring), while progress monitoring can be administered more frequently to students receiving additional supports to evaluate whether they are making sufficient progress. Progress monitoring can also be administered out-of-grade for students who require monitoring on lower-level material.

Student online testing. Students can take these measures online through the easyCBM website.	*Basic Reading Proficient Reading Vocabulary	Basic Math *Proficient Math *Spanish Vocabulary
Live scoring. Enter student responses into easyCBM as you administer the assessment to the student. This option is available for individually administered measures.	Letter Names Letter Sounds Phoneme Segmenting Word Reading Fluency Passage Reading Fluency	*Spanish Syllable Sounds *Spanish Syllable *Segmenting *Spanish Word Reading Fluency *Spanish Sentence Reading Fluency
Paper-and-pencil with item-level data. Test students on paper-and-pencil, then enter student responses into easyCBM.	All measures	
Paper-and-pencil with total scores only. Test students on paper-and-pencil, then enter total scores into easyCBM.	All measures, but for benchmark testing only	

*Deluxe only

Student Online Testing

Online testing refers to students taking the tests through the easyCBM website. Student online testing is available for the following measures: Basic Reading, Proficient Reading, Vocabulary, Basic Math, Proficient Math, and Spanish Vocabulary.

Benchmark Testing

For online benchmark testing, the current date must fall within one of the benchmark windows. During the benchmark windows, the grade-level Benchmark measures will automatically appear as options for your students to select.

Progress Monitoring

For online testing for progress monitoring, you'll first have to assign the appropriate test forms to your students. You can do so by going to the **Measures** tab and clicking on **Progress Monitoring**. Find the test form you wish to assign and click on **Take Online**. From there, identify which group or groups should have that test form assigned.

Direct students to log in using your account URL. You can find this URL on the **Measures** tab under "Measures on easyCBM". The blue URL is at the bottom of the dark gray box and begins with https://app.easycbm.com/ followed by your classroom name.

Once the students are logged in to that page, they will be asked to select their group, their name, and the test form they're taking. To complete the form, they should follow the directions on the screen.

Live Scoring

Live scoring refers to entering item-level data (student responses) into easyCBM at the same time as you are administering the form to the student. Live scoring is available for the individually administered measures (one-on-one testing): Letter Names, Letter Sounds, Phoneme Segmenting, Word Reading Fluency, Passage Reading Fluency as well as the Spanish-language measures: Syllable Sounds, Syllable Segmenting, Word Reading Fluency and Sentence Reading Fluency.

Benchmark Testing

For live scoring while administering a benchmark form to a student, the current date must fall within one of the benchmark windows. Click on the **Measures** tab, then on **Benchmarks**, then on the appropriate season. There should be a black arrow pointing to the current testing window. Click on that season.

You will see a list of students by grade. If you have students in multiple grades, first select the grade level for which you wish to enter data. The data entry page defaults to **Total Score**, but you can change it to **Item-level Data**. When you do that, the data entry boxes will be replaced by a link to **Enter Answers**. Click on that link to view a test administration form with a stopwatch. Follow the standardized testing directions

to administer the form, then save the results when you're done. Note that for Passage Reading Fluency (PRF), there is an additional option to enter just the **Total Words** and the number of errors, but if you click on **Passage Text**, you can see the full test administration form.

Progress Monitoring
For live scoring while administering a progress monitoring form to a student, click on the **Measures** tab, then on **Progress Monitoring**. Select the grade level of the test form you wish to administer, then scroll down to that form and click on **Enter Scores**. If you have multiple groups set up, it will ask you to select a group; otherwise, it will select all your students by default.

The next page will show a copy of the test form and a stopwatch for each student in the group you selected. Follow the standardized testing directions to administer the form, then save the results when you're done. You can test other students on the same page, or you can return to that page any time you wish.

Paper-and-Pencil With Item-Level Data
You can also test students on paper-and-pencil, then enter their responses into easyCBM. This feature is available for all measures.

You can download PDF files of student materials and assessor materials by clicking on the **Measures** tab and then selecting either **Benchmarks** or **Progress Monitoring**. Scroll down to find the test forms you wish to download. Follow the standardized testing directions to administer and score the forms.

To enter item-level data (student responses) from paper-and-pencil administration, follow the same steps under **Live Scoring** above, but ignore the timer. This option is also available for measures without a timer.

Note: Unless you're entering the data on the same day you conducted the testing, you'll need to change the date at the top of the page before saving the test form. If different students were tested on different days, you'll need to change the date each time you save a student's responses. Always check the date before saving the form.

Paper-and-Pencil With Total Scores Only (Benchmark Results Only)
This option allows you to test students on paper-and-pencil and enter only total scores into easyCBM. You can use this option for all easyCBM measures, but only for benchmark testing, not for progress monitoring.

You can download PDF files of student materials and assessor materials by clicking on the **Measures** tab, then selecting **Benchmarks**. Scroll down to find the test forms you wish to download. Follow the standardized testing directions to administer and score the forms.

To enter total scores from benchmark testing, the current date must fall within one of the benchmark windows. After testing, return to the **Measures** tab, click on **Benchmarks**, then on the appropriate season. There should be a black arrow pointing to the current testing window. Click on that season.

You will see a list of students by grade. If you have students in multiple grades, first select the grade level for which you wish to enter data. Enter the total score for each test form, then click on **Save Scores**.

Assign Students to Interventions

Use the Interventions tab to log which specific instructional interventions you are providing to students.

Template Interventions View (Deluxe only)

Track student instructional interventions with reusable templates that can be applied to individual students or groups. Create a new intervention by clicking on the **Create Template** button, then follow the directions on the screen. When selecting instructional strategies, the default list comes from the *What Works Clearinghouse* analysis of strategies with some scientific evidence of effectiveness. Hover over the icon after each strategy to display a brief description as well as information about the strategy's effectiveness.

Simple Interventions View

If you don't need reusable templates, you can use the *Simple Interventions View* to enter basic intervention information for specific students.

View Reports and Use Data to Make Decisions

The primary purpose of easyCBM is to help facilitate data-driven instructional decision making through enhanced reporting options. easyCBM offers a variety of reports that examine data in different ways to help you make those decisions.

To access benchmark reports (Deluxe only), go to the **Reports** tab. From there, click on **Benchmarks** to view reports that include all your students, or click on **Groups** to see group summaries and item analyses, or on **Individuals** to see reports that examine data at an individual-student level.

To access progress monitoring reports, go to the **Reports** tab and click on **Groups** to see group summaries and item analyses, or click on **Individuals** to see reports that examine data at an individual-student level.

Benchmark Reports can be used to:

- Identify students' overall reading and math proficiency risk levels at their respective grades, ranging from low risk to high risk.

- Monitor the progress of students during the academic year through interim benchmark testing (Fall, Winter, Spring).
- Identify specific students or groups of students who may benefit from intervention or enrichment support.

Progress Monitoring Reports can be used to:

- Monitor a student's progress more frequently and determine their response to intervention in reading or mathematics.
- Evaluate the effectiveness of interventions so support can be modified if needed.
- Establish reasonable and attainable intervention goals.
- Document intervention support for specific students or groups of students.

For more information on using easyCBM reports to make instructional decisions, see the **User's Manual** and free online training courses available on the **Resources** tab.