



Response to Intervention made easy

Welcome back!

As you begin the new school year, we want to make sure your easyCBM account is ready to go.

There are three easy steps you need to take to ensure your account is ready for the new year:

1. Update Student Roster
2. Update Student Groups
3. Update Benchmark Windows

Below, we have included step-by-step instructions and instructional video links to help guide you through each task.

### **1. Upload Student Roster / Advance Student Grade Levels**

To ensure students have access to their appropriate tests, you will need to advance students to their new grade. Deluxe users will also need to advance students to see historical data and allow students to access their appropriate Benchmark Assessments.

Lite Users can add new students and update existing students by going to the **Students** tab. To update a student's grade, click on the blue pencil icon to the right to the student's name and the **Edit Student** window will pop up. Select the new grade from the dropdown menu to manually advance the student grade. Select **Update** to save any changes entered.

[YouTube Instructional Video: How To Advance Student Grade Levels for Lite Users](#)

In addition, Deluxe Users have the option to upload a student roster to update information and add students. Download your current student roster by going to the **Students** tab, clicking on **Upload Student Roster**, then on **My Students Template**. Update this file by adding your new students, changing the grades for your returning students, and removing students who are no longer in your class.

Once you have completed your updates, go to the **Students** tab and click on **Upload Student Roster** to upload the file.

We recommend returning to the **Students** tab to ensure your data was correctly entered. You're now ready to assign or re-assign your student groups.

[YouTube Instructional Video: How To Update Roster / Advance Student Grade Levels for Deluxe Users](#)

## **2. Update Student Groups**

If your student groups have changed from last year, you will need to reassign students accordingly.

To view or edit existing groups, go to the **Students** tab. Click on the **Group** name in the left-hand column. All students assigned to that in that group will be highlighted in the list on the right and will have a checkmark next to their name.

To ensure groups are set up properly at the beginning of the school year, deselect all students in your groups. This will allow you to more easily assign students to their new groups. To deselect students, click on each group name, then uncheck each box next to the students' names. Now, you are ready to assign students to this year's groups.

To assign students to groups, select the group name in the **Groups** column. Then, in the **Students** column, click on the box to the left of the student's name to select it. A checkmark will appear, indicating that the student is assigned to that group.

[YouTube Instructional Video: How To Update Student Groups](#)

### 3. Update Benchmark Windows (Deluxe Users Only)

Benchmark testing and data entry are only available while the benchmark windows are open.

You'll need to update your benchmark windows by going to the **Account** tab and clicking on the **Manage Settings** button. The Benchmark Window Settings will be at the top of the page.

An example of benchmark windows for the 2025-2026 academic year is:

Fall	September 10 – September 30, 2025
Winter	January 13 - January 31, 2026
Spring	May 1 – May 20, 2026

[YouTube Instructional Video: How To Update Benchmark Windows for Deluxe Users](#)

### Congratulations You Are Ready to Go!

Once these steps are complete, you'll be ready to assess your students and use reports on their progress to help guide instructional decisions throughout the new school year.

Now that your account is set up, we recommend reading our updated [easyCBM User's Manual](#). The manual has been streamlined, is much easier to read, and holds some important information regarding the program. Thank you for using easyCBM and have a great school year!

#### Contact Us

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