

This guide describes the steps to enable the easyCBM assessments in your DIBELS Data System account. Group administered measures are completed by students online.

The New School Year and Initial Account Set-up Quick Start Guides have more details on adding users, classes and students and may need to be used prior to turning on the easyCBM assessments.

- 1) A district level user turns on the easyCBM assessment using **Manage Products** on the Administration page. The district-level user must view billing, set the assessment schedule and configure assessments to complete set-up. If students are already rostered in a class proceed to Step 5.
- 2) Add New Classes if needed (manually or with Import Classes):
 - Re-use class names from previous school years when possible.
 - Class and student codes generate automatically for benchmark assessment. Codes can be viewed by clicking “View easyCBM Class Codes” on the **Administration** page.
 - a) From the Administration Page click **Manage Classes**.
 - c) Click **Add New Classes**.
 - d) Primary classes are homeroom classes in grades K-8. Secondary classes are used for alternate groupings once students are in primary classes (e.g., small group instruction is different than homeroom class).
 - e) Complete required class information and click **Save**.
- 3) Assign Users to Classes: After creating classes, assign class-level users to them, if needed. Click **Manage Classes** on the **Administration** page.
 - a) Select the class on the **Manage Classes** page.
 - b) Click **Edit** in the Class Details section. Then select the user in the **Class User** menu.For bulk updates use Assign Users to Classes (bulk) on the Administration Page.
- 4) Roster Students: Add students to primary classes (e.g., homeroom in grades K-8). Group students in secondary classes as needed.

Details on rostering are covered in the New School Year and Manage Classes Quick Start Guides. For bulk rostering use the Student Import feature on the Administration Page.

- 5) Benchmark assessment:
 - a) *Students are automatically enabled for benchmark assessment when rostered in their primary class.*
 - b) *See Steps 7 and 8 test administration.*
- 6) Progress monitoring for easyCBM Reading and easyCBM CCSS Math: *Students must be enabled for easyCBM progress monitoring. This can be done from a primary or secondary class.*
 - a) Go to **Manage Classes** on the Administration Page.
 - b) Select the desired class.
 - c) Check the box next to all student names you wish to enable.

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- d) Use the Select Action menu to Enable the desired easyCBM assessment.
- e) Click **Save**.

7) View easyCBM Class Codes: *A class code and student code are created once a student is enabled for easyCBM assessment.* There are two ways to view codes:

- a) Click **View easyCBM Class Codes** in the **Class Administration** section of the **Administration** page,
- c) Select the school, class and year. Click **Continue**.
- d) Click **Print this page** and distribute codes to students.

8) Administering easyCBM assessments (group administered, online).

- a) Go to the secure testing site: <https://assessment.ctl.uoregon.edu/>
- b) Enter class code and student code. **Click Continue**.
- c) Select the student name. Click **Start Test**.
- d) Select the desired assessment. Click **Continue**.
- d) Review first item, select an answer and click **Continue**.
- e) Proceed to end of test. Click **All Done**.

9) Individually administered fluency measures:

Assessment and training materials for administration of easyCBM Reading fluency measures can be printed from the [Testing Materials download page](#).

- At no time will the student see scores on the website.
- The group administered easyCBM assessments are not timed.
- A student can finish an incomplete test at a later time.

For assistance, contact us at support@dibels.uoregon.edu or toll-free 888-497-4290.