

Important Implementation Considerations

Issue	Considerations
easyCBM URL setup	<p>easyCBM is a web application hosted for specific districts on remote (Internet-connected) servers. Each easyCBM system stores data in its own database. Each district must select a unique district-specific URL that is enacted upon registration (such as http://mysd.somestate.easycbm.com).</p> <p>Note: District data such as ID numbers and logins only need to be unique district wide.</p>
Administration features for Head Admin users	<p>Administrative features are designed for the user assigned as the Head Admin (or the easyCBM Administrator role). These features may involve defining system-wide settings such as Benchmark periods or enabling teachers in the district to add temporary students. Administrative features can also be performed at the individual level, such as changing user passwords or deleting students (which cannot be undone). More than one user can be granted Administrative permissions as back-up for your district's designated Head Admin.</p>
District responsibility for initial user support	<p>Initial user support is the responsibility of the school district; more difficult support requests can be forwarded to HMM easyCBM Support. easyCBM provides support for district users in the <i>Overview Manual</i>, the online help, and the quick guides.</p> <p>HMM easyCBM Support Email: www.rpcsupport@hmmhpub.com Phone: (866) 433-8763</p>
System functions stand-alone or with SIS/data warehouse integration	<p>By developing automated processes to create and upload the input data files (such as the Student Roster [students.csv] file), easyCBM can be frequently synchronized with other district data repositories such as student information systems or data warehouses. To provide additional flexibility, easyCBM also contains web pages (through the Admin tab) that allow nearly instant changes to these files as well.</p> <p>To prevent additional overhead work, districts can choose to either update their easyCBM system instance with frequent data file uploads (that is, maintaining synchronization with district data stores) or by performing updates via the administrative tools contained within the easyCBM system.</p>
Initial setup	<p>Although the easyCBM system provides many options to allow customization for individual district environments, the initial sequence of steps for setup is similar for all users. After completing the sign-up paperwork (including designating the district professional development and technology specialist contacts, selecting the preferred district identifier, and signing the user agreement), HMM provides login information to the designated technology specialist. For security, the initial password should be changed after logging on.</p> <p>Under the Resources and Admin tabs, you can link to two resources related to initial set-up: online help for Administrators and the <i>easyCBM Administrator Quick Reference Guide</i>. Refer to these as needed to set up the system files.</p>
Student assessment	<p>In order to accommodate different district environments, easyCBM accepts test data entered by two methods:</p> <ul style="list-style-type: none"> • Direct student entry from a computer-based test. For supported tests (all math, vocabulary, reading comprehension, and CCSS Reading measures), easyCBM tests individual students through a web interface. This method requires a suitable environment (such as a computer lab) for testing students on individual computers. Test results from direct student entry cannot be modified, but the method is robust enough to recover from connection errors or to provide additional testing time, if needed. Testing can be paused and students can return to the last problem completed prior to the interruption. When possible, test students using this method, as tests are instantly scored and available in reports. <p>Note: In the event that a student accidentally accesses another student's online test, the Head Admin can delete the responses in easyCBM so that both students can complete testing correctly.</p> <ul style="list-style-type: none"> • Indirect entry (or, user/assessor entry of student scores). This method is available for all tests. Users enter student responses into the web interface after students complete testing on paper. Because this method can result in manual errors, easyCBM permits modifications to scores after they are saved in the system. When correcting user input error, the same method that was used to enter the score originally (for example, item-level or total score) must be used to update the score. This ensures that the problem is corrected at the source. <p>Note: This method is less efficient than direct student entry but may be required for portability or when electronic resources are not available.</p>