

Managing District-Wide Settings

This guide provides information on how to manage district-wide settings. In addition to setting Benchmark window dates, administrators can color code percentile rank data lines, enable measures and features, enable student passwords for online testing, and set the availability hours for online tests.

Benchmark Window Settings

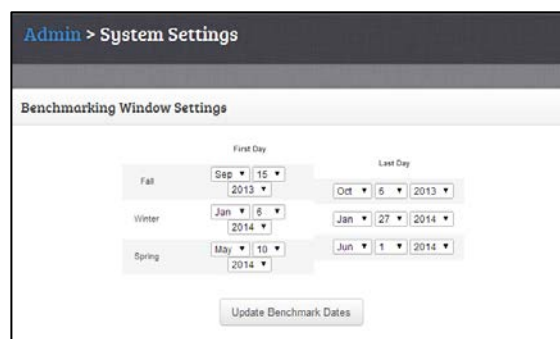
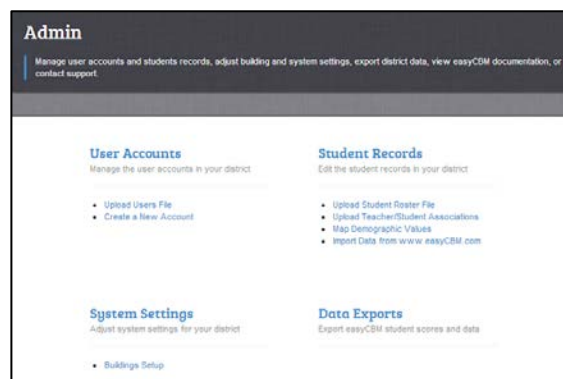
Set the dates for the Fall, Winter, and Spring Benchmarks at the beginning of the school year, prior to any testing. The Benchmark assessments are time stamped with the first date recorded in the Benchmark window.

Example: The Fall Benchmark setting window is September 15–October 15. Testing occurs October 1. easyCBM time stamps the assessment September 15, as this is the first date recorded in the Benchmark window.

It is important that the dates set in the system are an accurate representation of when the Benchmarks will be administered. Benchmark Window dates can be modified in the future, if needed.

To update Benchmark Window Settings:

1. Click the **Admin** tab. The **Admin** page appears.
2. Click **System Settings**. The **System Settings** page appears.
3. In the **Benchmarking Window Settings** section, complete the following information:
 - For each Benchmark window (Fall, Winter, Spring), indicate the **first day** of the window by selecting the month, day, and year from the drop-down boxes.
 - For each Benchmark window (Fall, Winter, Spring), indicate the **last day** of the window by selecting the month, day, and year from the drop-down boxes.



Important Percentile Lines are based on the dates designated as the beginning and end of the Fall, Winter, and Spring Benchmarks. Be sure to select the correct year when setting Benchmark window dates. Selecting an incorrect year causes Percentile Lines on the Individual Graphs to be repeated in oddly shaped patterns.

4. Click **Update Benchmark Dates**. A confirmation message appears and informs you the Benchmarking dates have been successfully updated.

The Benchmarking Dates of Assessment have been updated.

Percentile Lines and Color-codings

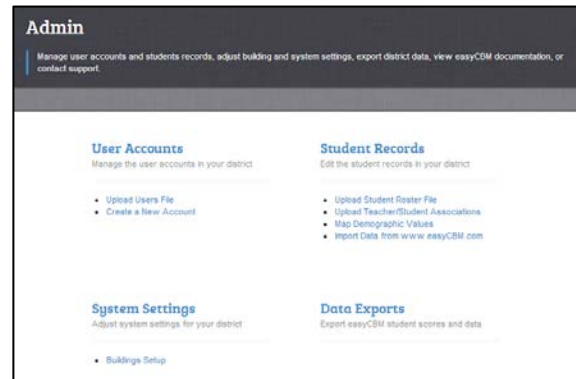
Administrators should review the Percentile Line settings at the beginning of the school year to ensure they are set according to district specifications.

To update percentile lines and color-codings:

1. Click the **Admin** tab. The **Admin** page appears.
2. Click **System Settings**. The **System Settings** page appears.
3. Scroll to the **Percentile Lines and Color-codings** section.

By default, the system pre-loads the 10th, 25th, 50th, and 90th percentile settings. These settings were selected to reflect current practice in many districts.

4. Click **Update Percentile Lines and Color-codings**. A confirmation message appears and informs you the Percentile Lines and color-codes have been successfully updated.



Percentile Lines and Color-codings

Put the green line at the percentile.

Put the grey line at the percentile.

Put the yellow line at the percentile.

Put the red line at the percentile.

Enable Measures and Features

Administrators can enable or disable certain measures and features in the system, for example, Spanish Math or Spanish Reading. This area controls users access to new measures and other system features. Make sure you are getting the most out of your easyCBM experience; consider enabling these for your users.

To update enable or disable measure and features:

1. Click the **Admin** tab. The **Admin** page appears.
2. Click **System Settings**. The **System Settings** page appears.
3. Scroll to the **Enable Measures and Features** section.

Enable Measures and Features

Here you can enable or disable certain measures and features in the system

Spanish Math	Spanish Reading	CCSS Reading Measures	CCSS Math Measures	Journeys Interventions
<input type="radio"/> Disabled	<input type="radio"/> Disabled	<input type="radio"/> Disabled	<input type="radio"/> Disabled	<input type="radio"/> Disabled
<input checked="" type="radio"/> Enabled	<input checked="" type="radio"/> Enabled	<input checked="" type="radio"/> Enabled	<input checked="" type="radio"/> Enabled	<input checked="" type="radio"/> Enabled
<input type="button" value="Update Spanish Math"/>	<input type="button" value="Update Spanish Rdg"/>	<input type="button" value="Update CCSS Reading"/>	<input type="button" value="Update CCSS Math"/>	<input type="button" value="Update Journeys"/>

4. Refer to the table below to continue.

If you want to...	Then do this...
Enable a measure	<p>a. Click the Enabled radio button to enable testing for that measure.</p> <p>b. Click the update button for that measure. (For example, Update Spanish Math.) A confirmation message appears and informs you the measure has been successfully updated.</p> <p>The Spanish Math setting has been updated.</p>
Disable a measure	<p>a. Click the Disabled radio button to disable testing for that measure.</p> <p>b. Click the update button for that measure. (For example, Update Spanish Math.) A confirmation message appears and informs you that the measure has been successfully updated.</p> <p>The Spanish Math setting has been updated.</p>

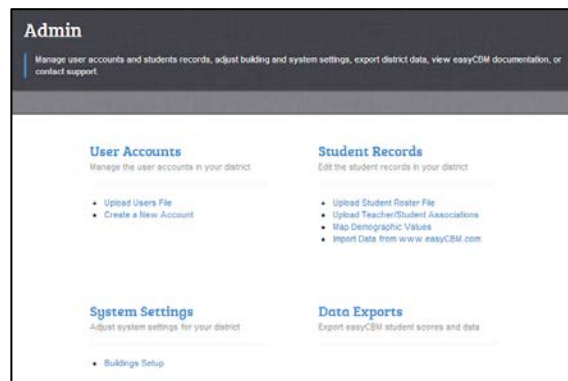
Update Student Passwords for Online Tests

Administrators can enable student passwords for online testing in **System Settings**. Note that enabling student passwords adds significant overhead and time for administering online tests.

Important You will need to upload the student roster and ensure it contains students' passwords in the last column. For information about uploading student data, see "Creating Student Rosters via File Upload" in the *easyCBM Administrator's Guide*.

To enable or disable student passwords for online testing:

1. Click the **Admin** tab. The **Admin** page appears.
2. Click **System Settings**. The **System Settings** page appears.



3. Scroll to the **Student Passwords for Online Tests** section.

Student Passwords for Online Tests

If you enable student passwords, you'll need to re-upload your student roster and make sure that it contains the student passwords in the last column

☒ Disabled
☐ Enabled

Update Student Passwords Setting

4. Refer to the table below to continue.

If you want to...	Then do this...
Enable student passwords	<p>a. Click the Enabled radio button.</p> <p>b. Click Update Student Passwords Setting. A confirmation message appears and informs you that the student password setting has been successfully updated.</p> <p>The Student Passwords setting has been updated.</p>
Disable student passwords	<p>a. Click the Disabled radio button.</p> <p>b. Click the update button. A confirmation message appears and informs you that the password setting has been successfully updated.</p> <p>The Student Passwords setting has been updated.</p>

Update Student Passwords for Online Tests

Administrators can limit the hours during the day that students may access the online tests.

To update availability hours for online tests:

1. Click the **Admin** tab. The **Admin** page appears.
2. Click **System Settings**. The **System Settings** page appears.
3. Scroll to the **Availability Hours for Online Tests** section.
4. Refer to the table below to continue.

Availability Hours for Online Tests

This feature limits the hours during the day that students may access the online tests.

Online student tests are available Monday - Friday.

☒ Disabled
 ☐ Enabled

From 7:45 am To 3:30 pm

*Note: All times are in Pacific (PDT).

Update Setting Update Hours

If you want to...	Then do this...
Enable availability hours for online tests	<p>a. Click the Enabled radio button.</p> <p>b. Click Update Setting. A confirmation message appears and informs you that the availability hours for online tests setting has been successfully updated.</p> <p>The Availability Hours setting has been updated.</p> <p>c. Select the hour, minute, and am or pm from the From drop-down boxes. Note: All times are in Pacific (PDT).</p> <p>d. Select the hour, minute, and am or pm from the To drop-down boxes. Note: All times are in Pacific (PDT).</p> <p>e. Click Update Hours. A confirmation message appears and informs you that the availability hours for online tests setting has been successfully updated.</p> <p>The Availability Hours setting has been updated.</p>
Disable availability hours for online tests	<p>a. Click the Disabled radio button.</p> <p>b. Click Update Setting. A confirmation message appears and informs you that the availability hours for online tests setting has been successfully updated.</p> <p>The Availability Hours setting has been updated.</p>