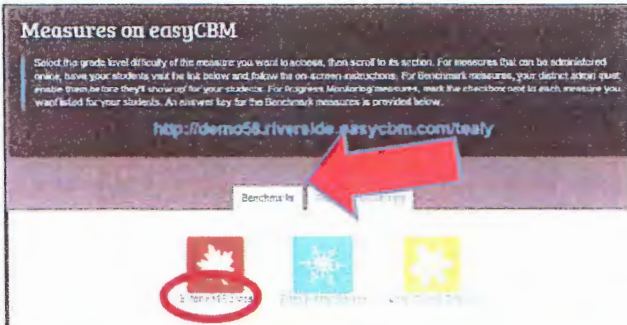


**GROUP ONLINE ADMINISTRATION:
(Vocabulary, Comprehension)**

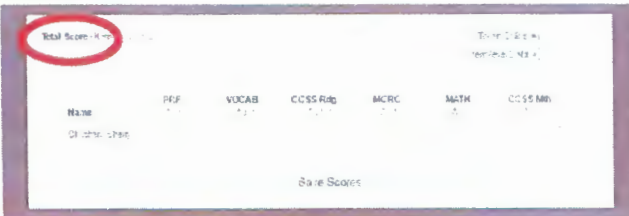
Student Log In:

1. Open *easyCBM* by navigating the unique URL provided by the district.

<http://marion.wv.easycbm.com/>



4. Locate the student for whom you will enter scores. Click on **Total Score** and enter the student's scores. Save.

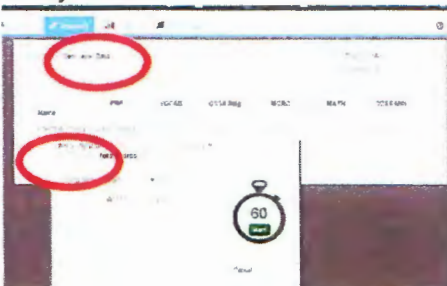


To score item level data online:

1. Download and print student copies only.
2. Scroll back up to the Benchmark window. Click on **"Enter Test Scores"** below the appropriate icon (Fall, Winter, Spring).
3. Click on **"Item Level Data"**

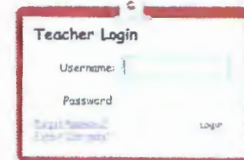


4. Click on **"Enter Answers"** under the appropriate subtest. You will find an option (such as "Passage Text") to see the student copy. If you are administering a fluency item, you may use the stopwatch as you enter fluency data online.

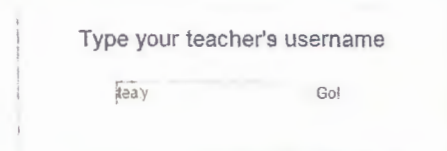


Students

Click Here



2. Tell students to click **Students Click Here**. Students are prompted to type their teacher's username and click Go!



Teachers ensure that students select their own **name** and the correct **test**. **Have students linger on this page in order to allow the teacher to verify that the correct test is selected.**

3. Tell students to click **Take Test**.

Teachers can log in as a student and preview the assessment. Click on "Students Click Here". Type your user name, then select a group, then select "Demo Student" from the list. The password for this account is "demo". If you are previewing for students, they will see actual test items, so do not linger.

For More Information: Go to "Resources" and click on "View Training Website"

Additional Quick Guides can be found on Marion County Schools website: <http://www.marionboe.com/page/departments/currictchinstruct/ela> (Click on the blue "easyCBM Quick Guides" button.)

Contact: Sherry Copley 304.367.2100 x155 srcopley@k12.wv.us

easyCBM is a **Universal Screener** and **Progress Monitoring Tool**.

Universal Screener Directions: A **Universal Screener/Baseline READING** test is administered in the fall for all ELA students (grades K-8) to assist teachers in making initial small groups for intervention. This screener is the **“Fall Benchmark”** and consists of 3 subtests for each grade level (**white boxes**):

Fall Benchmark			K	1	2	3	4	5	6	7	8
Letter Names	LN	60 seconds									
Letter Sounds	LS	60 seconds									
Phoneme Segmenting	PS	60 seconds									
Word Reading Fluency	WRF	60 seconds									
Passage Reading Fluency	PRF	60 seconds									
Vocabulary	Vocab	15-20 min*									
Reading Comprehension	MCRC	30-45 min*									

Logging on:

1. Locate our county's easyCBM website: <http://marion.wv.easycbm.com/>
 - a. Bookmark this site
 - b. **DO NOT** try to log on to the free easyCBM site. Your credentials **will not work** there.
2. Log on using these credentials:
 - a. Username: **your entire K12 email**
 - b. Contact Sherry Copley or your building contact for your password). Once you begin adding data for your students, **CHANGE YOUR PASSWORD.**

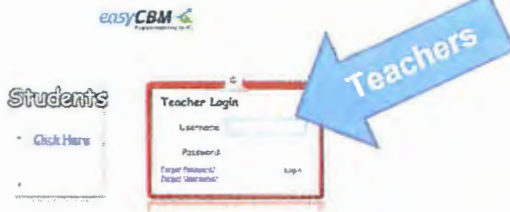
3. Once you are logged in: Click on the **“Teacher/Student Setup”** tab and click your students’ names to move them into your **“All Students”** Group.
4. If there are errors, contact Sherry Copley: srcopley@k12.wv.us or 304-367-2100 x155

INDIVIDUAL ADMINISTRATION: (For fluency measures - All measures except Vocabulary and Comprehension)

1. Click on the **MEASURES** tab
2. Click the **Benchmark** tab.
3. Scroll down to click on your grade level
4. Scroll down to Fall, Winter or Spring Tests

To score on paper and enter scores online:

1. Download and print student copies and an assessor copy. Administer the evaluation.
2. Scroll back up to the Benchmark window.
3. Click on **“Enter Test Scores”** below the appropriate icon (Fall, Winter, Spring).



**Please don't change your username.

