

Starting a New School Year with *easyCBM Lite*

Question:

We use *easyCBM Lite*, and it's time to start a new school year. Should we add new students to our existing account (creating a multi-year account), or should we start fresh with the new school year?

Answer:

Advantages of a new account for each year:

1. student list will not get longer each year
2. grade levels will always be correct
3. multi-year data can be stored in a data warehouse such as DataDirector or Skyward

Advantages of continuing current account:

1. may be able to save time creating student groups
2. it is not necessary to update student grade information

Recommendation:

So here's the skinny and from a personal perspective I would opt to start fresh each year and archive the current year's data that way you have a clean clear record of each student as it pertains to their academic year in school and there is no hassle in editing each student from each grade and re-assign them to new ones. Besides, if you archive each year you still have the advantage of keeping the data in order specific to each academic year AND you can always export the information in the Reports section to an Excel file so you can always add yearly data into a workable file.

~ Denise Swanson at *easyCBM Lite* support (6/1/2012)

The following pages contain directions for archiving your old account and creating a new account, as well as tips for continuing your current account, if you choose. If you have questions, contact Jenni Trusock (jtrusock@hisd.k12.mi.us), or contact *easyCBM Lite* directly (support@easycbm.com).

Directions for archiving your old account and creating a new account

(Edited from Denise Swanson, 6/1/2012)

The only way to currently archive your student information with the teacher version of *easyCBM* involves transferring the data to a new account via a new email address.

Since each account and username must be unique, creating a new account means using a new email address. It may be best to first create a yahoo or gmail account and incorporate the name of the account into the yahoo/gmail address, i.e.: chesterelem1011@yahoo.com (for Chester Elementary for the 2010-2011 academic year).

Once you've created a new email account, here's how you go about archiving the old data so you can keep your data from last year but keep all your same login info for this coming school year.

The trick is to log in to your existing *easyCBM* account with your regular username and password. Once you are logged into the system go to "Account" to access your account information:

1. Change your username, for example, from Chester Elementary to Chester Elementary 1011 and then update your account. Your old student information from 2010-2011 is now saved into the account named Chester Elementary 1011.

2. Change your email address to the new gmail or yahoo account you just created and save the changes. You can retain your same password on both your old and new accounts.

Next create a new account in *easyCBM*, using the email address associated with your original *easyCBM* account and give it your old username (example: Chester Elementary.) Now you have a new account for this year that keeps your same username but currently has no data. You also have an old account (Chester Elementary 1011) that you can access for your student's 2010-2011 data. You just have to remember your username in order to access your 1011 data (you may have kept the password the same).

After you recreate your *easyCBM* account and are assigned a password, you can go into your account tab and change your password to what you were using before.

Import student lists and set up groups as you have in the past. For a quick guide, download "Using *easyCBM* for Math Screening Grades 1-6" from <http://www.hisd.k12.mi.us/Admin1/Default.asp?L=2&PN=MainPage&DivisionID='7949'&DepartmentID='7861'&SubDepartmentID=>

If you prefer to maintain a multi-year account, see the tips below.

Tips for updating the current account (keep multiple years of data in the same account)

Instead of moving students from one grade-level group to another, simply rename each group, starting with the oldest grade (i.e., change "Grade 6" to "Cls 2018, then change "Grade 5" to "Grade 6.") Add or remove individual students as needed.

- Teacher groups will need to be corrected by hand (i.e., Mrs. Jones).
- If you click on a student's name, you'll see basic information: first name, last name, student id, and grade. If you continue to use the current account, the "grade" field will be outdated. Don't worry about updating it. What's most important is that students be assigned to the proper grade-level group.

Considerations for keeping a single account with multiple years of data:

1. Renaming existing grade-level groups will save time; if you start fresh, you'll need to create grade-level groups from scratch.
2. Teacher groups still need to be done by hand.
3. You'll have multiple years of data in the same file. However, since the Grade 2 tests are different from the Grade 1 tests, you will only see one year's worth of data on each graph.
4. As mentioned above, each student's grade level will become outdated. This should not matter if you import the data into a data warehouse that contains current student demographics. However, if you rely on the file export without importing into some other database, you'll want the data to be accurate.
5. As you add students each year, the list of student names will get longer, including more and more students who are no longer being tested.