Online Management System

Teacher Guide

Supports assessment with:

- Inventory of Early Development II (IED II)
- IED II Standardized
- Comprehensive Inventory of Basic Skills II (CIBS II)
- CIBS II Standardized
- Transition Skills Inventory (TSI)
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Introduction
This guide explains how to manage student data with the BRIGANCE® Online Management System and how to ensure successful implementation of this system in your classroom.

This guide is written for teachers. An Account Administrator Guide is also available, and is written for account users designated as administrators. (An ‘administrator’ in the BRIGANCE® Online Management System is responsible for managing teacher and staff usage of the system.)

About the Management System
The BRIGANCE® Online Management System is a Web-based program designed for recording and managing assessment data from the BRIGANCE Inventories. Included in the system are online Record Books, reports, IEP resources, and instructional recommendations for the Inventory of Early Development II (IED II), the IED II Standardized, the Comprehensive Inventory of Basic Skills II (CIBS II), the CIBS II Standardized, and the Transition Skills Inventory (TSI). The system can be used to:

- enter and track assessment data from the BRIGANCE® Inventories.
  Once you transfer results from a student's Record Book to the online system, reports are generated automatically.

- generate individual student reports to inform present level of performance and track progress.

- generate group reports (for a class, school, or program).

- track and download instructional goals and objectives.

- record observations about a student in an Observation Log.

- download and print instructional recommendations, including teaching activities (teaching activities are currently available for the IED II and the CIBS II Readiness section).

- communicate assessment results to families.

The BRIGANCE® Online Management System and all related data are maintained and stored on Curriculum Associates’ secure web servers.

Getting Assistance
We are happy to assist you with the administration or use of the Management System. You can contact us for assistance as follows:

- **Phone:** 800-225-0248 x392 8:30 am–5 pm Eastern Time.
- **E-Mail:** wsupport@cainc.com
- **FAX:** 800-366-1158
Getting Started

When your program or center purchases a subscription to the BRIGANCE® Online Management System, your Account Administrator issues you a User Name and Password. These are required in order to login. You will receive this information by a “Welcome” e-mail.

Logging in to the Management System

- Start your Web browser and go to: http://www.BRIGANCE.com/SpecialEducation/login.aspx
- Enter your User Name and Password.
- Click Login.

**Hint:** To make sure you are entering the correct User Name and/or Password, you may copy and paste text from your “Welcome” e-mail. If you still cannot log in, contact your center’s Management System Account Administrator.

- You will be brought to the Student List page, where you can add students, edit student information, and manage your student list.
My Students

The My Students section allows you to manage all of your students. From this page, you can:

Add Students, View Student List, and Manage (Student) List.

Adding Students

To add a student to an account, do the following:

- In the My Students section, click the link labeled Add Students.
- Enter the student’s information. First Name, Last Name, Birth Date, and Class are required. For standardized scoring with IED II, enter, if appropriate, Weeks Premature if child is currently under 24 months old.
- Enter Date Entered Program. This can be the date an IEP was started, the date the student entered your school, or the date you added the student to the Management System (the goal is for your records to represent the most useful information for your purposes; try to be consistent in the use of this field across students).
- Enter Gender, Ethnicity/Race, Language, and whether the student qualifies for Free or Reduced Lunch, in order to disaggregate data by student characteristics when generating group reports.
- Enter Parent/Caregiver information.

![Add Student: Enter student information below](image)
Viewing your Student List

The Student List page shows all the students in your class. From this page, you can:

- Add students to your class (see above).
- View all students in your class. If you have access to another class, you may select that class with the Show Class drop-down list. You may also search for a student name.
- Go to the Manage List page to move or deactivate students.
- Access a student’s record. To do so, click a Student Name on the Student List. You will then be directed to the student’s Record Book page (or if you have not yet selected an Inventory, you will be asked to do so).
- Enter any Additional Notes about the student.

Managing your Student List

You may search for students, make a student inactive, or move a student to another class.

- Click the link labeled Manage List.

- To view all students, leave all fields blank and click Search for Students.
- To search for a particular student, enter a First Name or Last Name and click Search for Students.
• To search by **Birth Date, Gender, Ethnicity/Race, Language**, or **Free or Reduced Lunch**, enter a criterion and click **Search for Students**.

• To make a student inactive, select a name by clicking the checkbox next to the student name. Then click **Make Inactive**.

• To move a student to another class, select a name by clicking the checkbox next to the student name. Select a new class in the **drop-down list**. Then click **Move to**.

**NOTE:** Flagging a student as *inactive* removes the student from the Active Student List and from any reporting results. Deactivating a student may be necessary when a student has moved or has graduated from your class/school/program and you wish to archive the student data. This action does not delete the student data from the Management System.
Choosing an Inventory and Record Book

The Management System may be used with any of the BRIGANCE® inventories. Your first step after selecting a student in the system is to choose the inventory for which you wish to enter data and/or view reports. You may enter assessment data and generate reports for a student in more than one inventory (but you will view only one inventory at a time). Once you choose an inventory, all student-related sections, including the Record Book pages, reports, and other features such as the Observation Log and Family Connections, are specific to that inventory.

- To Choose an Inventory for a student, click a student name on the Student List.
- Click the inventory image at the left of the screen.
- If you select the Remember my selection for this student box, the system will bypass this page the next time you select this student. You may wish to do this if there is a single inventory you plan to use the majority of the time for this student. Even if you ask the system to remember your selection, you may return to the page at any time by clicking the Change Inventory tab.

- Click Continue to go to the Student Status page.
**Student Status**

The Student Status page tells you what data has been entered for an individual student, and guides you to next steps. It lists the most recent date on which you entered assessment data, as well as listing entries in the Observation Log.

From this page, you will see tabs to enter and view assessment data for the student: *Record Book, Observations, Reports, Family Connections*, or *Change Inventory*. These pages and sections are described later in this guide.

To get to the Student Status page, click a **Student Name** on the Student List page. To go to another student’s Student Status page, click **My Students** and choose another Student Name from your Student List.

Here is a sample Student Status page listing:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CIBS II</strong></td>
<td>10/05/2009</td>
</tr>
<tr>
<td>Assessment data entered. [Enter Record Book Data]</td>
<td></td>
</tr>
<tr>
<td><strong>Observation</strong></td>
<td>09/26/2009</td>
</tr>
<tr>
<td>Good performance in reading circle today!</td>
<td></td>
</tr>
</tbody>
</table>

**Editing and Viewing Student Info**

To view or update enrollment data on the student, click **edit/view student info**. This link is located directly under the student’s name.
Record Book

Use the Record Book section of the Management System to record results from a student’s paper Record Book.

Entering Record Book Data

To start entering assessment data, make sure you have a copy of the student’s Record Book. From the Student List page, click a Student Name.

Enter assessment dates and examiner’s name

- Select the Evaluation Period.
- Enter Date Tested, which is the date the assessment(s) were administered (this must be within the time span of the Evaluation Period you have selected).
- Enter the Examiner’s Name.
- Click Continue to choose assessments.

Choosing assessments to record

All Inventory assessments are listed in the order they appear in the paper Record Book. If you have previously entered data for an assessment, the date will be listed in the right-hand column labeled ‘Last Date Entered.’

- Click a checkbox for each assessment you want to record.
- Go to the bottom of the page and click the green button labeled Continue and Enter Results.

NOTES for Standardized Assessments: If you are entering data for Standardized Assessments in the CIBS II Standardized, the program will calculate the students Chronological Age, and present the appropriate assessments.

You will only be able to enter one Date Tested per Evaluation period.
Entering data in the online Record Books

Each online Record Book page displays the Skill Area, assessment number and name, and the page number where the assessment is found in the paper Record Book. The Evaluation Period and most recent Date Tested, as well as Examiner’s Name, are listed at the top of the page.

- Enter the Assessment Method(s) used to assess the student (e.g., Observation or Student Performance).
- Then transfer results from the student’s paper Record Book. Select a button for each item: Items mastered in this Evaluation should be marked as ‘M’. Items not mastered, or set as an objective for future evaluation, should be marked ‘S’. Items not assessed should be left as ‘N’.
- Click the checkbox next to ‘M’ if you wish to set all skills as mastered.

Once you have entered data for a particular assessment and evaluation period, you can edit that data until new data for that assessment is entered under a later evaluation period.

**NOTES for Standardized Assessments:** The online Record Book pages for standardized assessments in the IED II Standardized and CIBS II Standardized automatically compute and give credit for skills below the basal; these skills are marked with an asterisk and are included in the student’s Raw Score. Skills mastered above the ceiling are not credited toward the Raw Score, but are also marked with an asterisk and are included in the Number of Skills Mastered.

If you wish to derive Information Processing Scores in Reading, Math, and Writing assessments of the CIBS II Standardized, you will need to enter additional information on the online Record Book pages, such as Grade Level and Seconds Taken or Problems Completed. See the directions at the top of each online Record Book page.
You may enter Observations at the bottom of each page. These notes will also appear in the student’s Observation Log.

When you are ready to go to the next Record Book page, click the button labeled Save & Continue.
Entering Record Book Data – Quick-Entry Option

If your Online Management System account has been set up by your Account Administrator to use the Quick Entry option for standardized assessments (only relevant if you are using the *IED II Standardized* and/or *CIBS II Standardized* manuals), you only need to enter the Raw Score for each assessment administered.

**Enter assessment dates and examiner’s name**

- Enter Date Tested, which is the date the assessment(s) were administered.
- Enter the Examiner’s Name.
- For *CIBS II Standardized*, select assessments from the drop-down list (Readiness Assessments, Readiness Supplemental, or Grade 1 through 6 Assessments). Standardized scoring with the *IED II Standardized* does not require that you select assessments.
- Click **Continue**. The system will calculate the child’s Chronological Age.

For each assessment tested, enter the Raw Score from the student’s Scoring Sheet, which is available within the Standardized Record Book.

- Click **Save** when you are done.

<table>
<thead>
<tr>
<th>Assessments and Composites</th>
<th>Raw Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-1: Personal Data Response</td>
<td></td>
</tr>
<tr>
<td>A-2: Identifies Body Parts</td>
<td></td>
</tr>
<tr>
<td>A-3: Understands Directional and Positional Concepts</td>
<td></td>
</tr>
<tr>
<td>A-6: Standing Gross-Motor Skills</td>
<td></td>
</tr>
<tr>
<td>A-7: Walking Gross-Motor Skills</td>
<td></td>
</tr>
</tbody>
</table>
Reports

Individual Student Reports

There are several individual student reports to choose from for each inventory. Each of these reports is listed below, with a detailed description of how to generate the report.

1. Goals and Objectives Report (for all inventories) – This report is organized by skill area with a measurable goal for each skill area followed by skills that are currently set as instructional objectives (skills marked as ‘S’) for this student. These skills should be assessed in a future evaluation.

   To view the Report,
   • In the My Students section, click Student List.
   • Click a Student Name on the list.
   • Click the Reports link.
   • Choose Skill Area.
   • Choose Academic Year.
   • Click Get Report.

   Once the report is generated, each goal may be edited to customize the statements for your student. To edit these statements, click the pencil icon found next to the goal, and update the language as appropriate. Then save the revised goal statement. The objective statements may be edited using the same process.

   You may download the goals and objectives in this report as a spreadsheet file, for use with IEP-writing programs.

2. Summary Progress Report (for all inventories) – This report shows a cumulative record of the student’s skill mastery for each assessment in a skill area. Assessments only display if items in that assessment were actually administered.

   To view the Report,
   • In the My Students section, click Student List.
   • Click a Student Name on the list.
   • Click the Reports link.
   • Choose Skill Area.
   • Choose Academic Year.
   • Click Get Report.
Once the report has been generated, click a link displaying the number of skills mastered, if you wish to view the Detailed Student Progress Report. To view a student’s rate of progress over time in the selected skill area, click on the chart view.

The chart view shows the cumulative number of skills that were mastered in the skill area selected, in each evaluation period. The rate of progress is noted at the right and shows the percent growth in skills mastered from the first evaluation to the most recent evaluation period.

3. Detailed Progress Report (for all inventories) – This report shows skills mastered and skills that are set as instructional objectives for this student within specific assessments. This report indicates progress in specific skill items, and also informs you of the present level of performance on specific skills that have been assessed at different points of time during the academic year.

To view the Report,
- In the My Students section, click Student List.
- Click a Student Name on the list.
- Click the Reports link.
- Choose Skill Area.
- Choose Academic Year.
- Click Get Report.

4. Grade-Placement Report (for all inventories except the IED II Standardized) – This report displays the results for completed grade-placement tests.

To view the Report,
- In the My Students section, click Student List.
- Click a Student Name on the list.
- Click the Reports link.
- Choose Skill Area and then the Assessment within that Skill Area.
- Choose Academic Year and Evaluation Period.
- Click Get Report.
Once the report has been generated, the grade-placement results will appear at the top of the report. The student’s detailed performance will appear below the student’s grade placement.

5. **Student Interests and Attitudes (for the TSI)** – This report shows completed rating scales and questionnaires. These completed forms provide insight into the student’s traits, behaviors, attitudes, and skills in order to support comprehensive and personalized transition goals and objectives.

To view the Report,

- In the My Students section, click **Student List**.
- Click a **Student Name** on the list.
- Click the **Reports** link.
- Choose **Skill Area**.
- If desired, use the **Filter** to focus on a particular section of interest, such as Post-Secondary Interests & Choices, Community Resources or Self-Assessments & Rating Scales.

- Click **Get Report**.

Given the nature of the assessments included in this report (e.g., interest checklists) these are not available in any other reports for the TSI. This includes assessments in sections E and R, as well as O-2 and O-4.
6. **Standardized Scoring Report (for the IED II Standardized and CIBS II Standardized)** – For the *IED II Standardized*, this report displays Raw Scores, Quotients, Percentiles, Grade Equivalents, and Instructional Ranges. See the *IED II Standardization and Validation Manual* (available as a download from the Reports menu) for detailed explanations of scores and their applications.

To view the *IED II Standardized* Scoring Report,
- In the My Students section, click **Student List**.
- Click a **Student Name** on the list.
- Click the **Reports** link.
- If the student has been assessed on more than one **Age Level**, select the age level for which you wish to view scores.
- Click **Get Report**.

Once the Standardized Scoring Report is generated, a Chart View is available, displaying the student’s Quotient scores in relation to the “Average” range (90 – 110).

For the *CIBS II Standardized Readiness and First-Grade Through Sixth-Grade Assessments*, this report displays Raw Scores and Scaled Scores, and Quotients, Percentiles, and Age Equivalents, with Confidence Intervals. See the *CIBS II Standardization and Validation Manual* (available as a download from the Reports menu) for detailed explanations of scores and their applications.

To view the *CIBS II Standardized* Scoring Report,
- In the My Students section, click **Student List**.
- Click a **Student Name** on the list.
- Click the **Reports** link.
- Choose an **Assessment** (Readiness, Readiness Supplemental, or Grade 1-6).
- If the student has been assessed on more than one **Age Level**, select the age level for which you wish to view scores.
- Click **Get Report**.

Once the Standardized Scoring Report is generated, a **Chart View** is available, displaying the student’s Quotient scores in relation to the “Average” range (90 – 110).
7. **Self-help and Social-Emotional Scales (for the IED II Standardized)** – This report provides a child’s standardized scores for the Self-help and Social-Emotional Scales, including percentiles, quotients, and age equivalents. This report is available only if the form for the Self-help and Social-Emotional Scales has been completed. See the *IED II Standardized* for a detailed explanation of scores and their applications.

To view the Self-help and Social-Emotional Scales Report,
- In the My Students section, click **Student List**.
- Click a **Student Name** on the list.
- Click the **Reports** link.
- If there are multiple evaluations, select the **Date of Evaluation**.
- The report will automatically appear.

**Group Reports**

To view a Group Report,
- Click the **Group Reports** link from any page in the Management System.
- Scroll to the inventory for which you wish to view a Group Report.
- Click the desired report (e.g., **Group Progress**).
- Choose **District/School/Class** in the drop-down list.
- Choose **Skill Area**.
- Choose **Academic Year** and/or **Evaluation Period**.
- As relevant, select **Student Filters** such as Gender, Ethnicity/Race, Language, or Free/Reduced Lunch.
- Click **Get Report**.

**Group Reports include:**

**Group Progress Reports** – This report shows the percentage of skill objectives set that were mastered for the entire group across evaluation periods. The table includes the total number of skill objectives that were set and the total number of those objectives that were mastered across all students in the group selected. This report can help you see the overall impact of your instructional efforts across skill areas. You may also factor in which assessments are tied to key standards when considering instructional planning.

It is important to remember that not every student will have objectives set in each assessment area during each evaluation period. Also, the individual skill objectives set in each assessment period differ from one period to the next, thus, a decrease in the percentage does not mean that students have declined in their mastery of certain skills. (Note: Each evaluation period’s data represents only those students who were assessed in that given period.)
This report’s **chart view** shows the cumulative number of skills that were mastered by the group of students in the skill area selected, in each evaluation period. The rate of progress is noted at the right and shows the percent growth in skills mastered by the group from the first evaluation to the most recent evaluation period (within the selected academic year).

**Skills Mastered Group Summary Report** – This report shows a record of each student’s skill mastery within each skill area. This report is a good starting point to look across a group of students prior to looking at individual student records. Select a link next to a student’s name (e.g., 4/11) to view the Summary Progress Report for that student.

You can also select a link in the skill area row (e.g., ‘A’ for Readiness) to view the Skills Mastered Group Detail Report.

![Jane Smith 4/11](image)

**NOTE:** Assessments only display in this report if items in that assessment were actually assessed.

**Skills Mastered Group Detail Report** – This report shows each student’s skill mastery for each assessment within a selected skill area during the selected evaluation period. Click on a student’s name to view the Detailed Progress Report for that student. For the majority of skill areas and assessments, this report provides a detailed understanding of skill mastery within the selected skill area for an entire group of students. If all students have mastered a certain skill, this may help focus your teaching on areas where mastery is not as apparent.

For **Grade-Placement Tests**, this report demonstrates which students have been administered a grade-placement test. For details on an individual student’s performance on a grade-placement test, view that student’s Grade-Placement Report (in the student **Reports** section).

**Students Assessed/Not Assessed** – This report displays the total number of students within a class or school, and then shows how many of these students have or have not been assessed during the selected evaluation period. A bar chart at the top of the report displays the percent of students assessed in each class/school. Click links in the report table to see the names of students within each category.
Observations

The Observations section is where you record and view notes in the Observation Log. Also, any comments that you entered in the Observations section of the online Record Book will be displayed in the Log. For the CIBS II, you may also view completed Listening Observation and Speech Observation Checklists in this section.

Observations Log

Use the Observation Log to record observations about a student at any time. You can also view any observational notes entered within an assessment page in the Record Book. Observations are listed by Skill Area.

To enter notes in the Observation Log:

- From the My Students Section, click a Student Name on the Student List.
- Click the Observations link.
- Enter an Observation Date.
- Select a Skill Area, or choose General Observations (if your observation is general across areas).
- Enter your notes in the blue box.
- Click Save Observation.

Previously entered observations are listed in the Current Observations section of the page. The most recent observations are listed; to view the full set of observations (if more than four exist in the student’s records), click View All.
Family Connections

Use the Family Connections section to keep parents and caregivers informed of their child’s assessment progress. Edit, print, and send home letters to family members, and view reports that are suggested for sharing with parents/caregivers.

To download a letter:

- From the My Students Section, click a Student Name on the Student List.
- Click the Family Connections link.
- Click the download & print link to view a sample letter in an editable format. Edit the letter, as appropriate for the specific student. Save and print this letter.

To share a report with parents/caregivers, click a link labeled reports for sharing with family members. As relevant, print a report and/or related chart, and share this in person with the student’s family or mail this report along with a letter to the family.

NOTE: In most cases it will be preferable to present information in person to parents or caregivers.
IEP Resources

Use this page to download lists of all instructional goals and objectives from the BRIGANCE® Inventories. These goals and objectives support the process of writing IEPs for each of your students.

<table>
<thead>
<tr>
<th>Download Instructional Goals and Objectives</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>IED II Goals and Objectives</td>
<td>Excel®  Word®</td>
</tr>
<tr>
<td>CIBS II Goals and Objectives</td>
<td>Excel®  Word®</td>
</tr>
<tr>
<td>TSI Goals and Objectives</td>
<td>Excel™  Word™</td>
</tr>
</tbody>
</table>
Instructional Recommendations

This section includes Teaching Activities from BRIGANCE® Readiness. These activities are correlated to many of the IED II assessments and the CIBS II assessments within section A: Readiness.

To download a Teaching Activity:

- Click the **Instructional Recommendations** link from any page in the Management System.
- Select the **Readiness Teaching Activities** section.
- Click the **download** link next an activity you wish to download. A PDF will then be available to print.
- To help you select the appropriate teaching activities, correlation tables are available for the IED II assessments and the CIBS II Readiness assessments.

### Readiness Teaching Activities

<table>
<thead>
<tr>
<th>Correlations to the IED II and CIBS II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Readiness Activities that Correlate to Assessments in the IED II</td>
</tr>
<tr>
<td>Readiness Activities that Correlate to Assessments in the CIBS II</td>
</tr>
</tbody>
</table>

### Language Development

<table>
<thead>
<tr>
<th>Readiness Activities and helpful information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Body Parts</td>
</tr>
<tr>
<td>Colors</td>
</tr>
</tbody>
</table>

### Literacy

<table>
<thead>
<tr>
<th>Readiness Activities and helpful information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Response To and Experience With Books</td>
</tr>
</tbody>
</table>
My Account

As a teacher, you do not need to access the Account Management section of the Management System. If you need additional information on account management, or if you have been assigned Administrator privileges, see the Management System Account Administrator Guide.

Change Password

To change your password, do the following:

- Click My Account.
- Click Change Password.
- Enter your Old (current) Password.
- Enter your New Password.
- Enter your new password again in the Confirm New Password field.
- Click the Submit button.

If you have lost or forgotten your password, contact your center’s Management System account administrator. Curriculum Associates cannot provide you with password information.
Appendix: System Requirements

The BRIGANCE® Online Management System is Web-based, and requires use of either a Windows® PC or Apple Macintosh® computer. PC users must have Windows® XP or Vista. Apple users must have OSX.

The following Web browsers are supported:

- Internet Explorer 6.0 or higher
- Firefox 3.0 or higher
- Safari 3.0 or higher for Macintosh OSX

Web browsers must have **JavaScript enabled** and must be configured to accept **Session Cookies**. Session Cookies are temporary files that are not saved after you log out of your Web browser session.

Pop-up blockers must **allow pop-ups** from www.BRIGANCE.com

**Other software requirements:**

- To print and download documentation, you must have **Adobe Acrobat Reader®**. If you do not have Adobe Acrobat Reader®, you can download it for free at [http://www.adobe.com](http://www.adobe.com).