easyCBM Update – Password Security and Student Confidentiality
October 21, 2011

This fall, SAM schools implemented *easyCBM* math for the first time. Several districts have posed questions about the sharing of usernames and passwords. In response, I'd like to address two issues:

1. password security
2. student confidentiality

Password Security
Initially, we recommended that schools select a username and password that would be easy to remember. Unfortunately, this means that the username and password may also be easy to hack. We recommend the following:

1. Keep a username that is easy to remember. This is how students log in to take the test, so it should be easy for students to type.
2. Change your password to something that is more secure. Usually, this includes both lowercase and uppercase letters, with at least one number or special character.

Student Confidentiality
Product developers recommend that schools using *easyCBM Lite* for benchmark screening have one school account. However, this raises issues of access and confidentiality. Should schools share the password with all their teachers? Without the password, it is more difficult for teachers to see their student data, and teachers who wish to progress monitor their students may be hampered. But with the password, teachers have access to information about students other than their own.

The Family Educational Rights and Privacy Act (FERPA) says that only school officials who have "legitimate educational interest" should have access to student data. What this means varies from school to school, depending on how students are shared among teachers. When a school has only one account, schools have two choices: either keep the password private—and designate someone to print reports for teachers—or share the password.

However, there is a third choice. I recommend that schools consider separating their account by grade level—create separate accounts for Grade 1, Grade 2, Grade 3, etc. Schools will still be able to examine building-wide data by grade level, and it will be easier to provide limited access to teachers based on grade level.

Schools that plan to separate their account this year should do so soon, especially if they plan to progress monitor. Whichever option schools choose, it is important to remind all staff of their legal obligations regarding confidentiality when viewing data or discussing students.

The next page provides directions on how to transfer the fall assessment data into new accounts. If you have questions, I can be reached at jtrusock@hisd.k12.mi.us or (989) 269-3476.

Thank you.

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How to Export *easyCBM* Data from a
School-wide Account into a Grade-level Account
Adapted from an e-mail from Denise Swanson, easyCBM Support, October 10, 2011

If you have a school-wide *easyCBM Lite* account and you wish to create separate accounts for each grade, you may want to transfer the fall screening data that already exists in the school account to the new grade-level accounts. Follow these steps to export student scores from an existing account into a new account.

1. Set up individual accounts for each grade. Remember that accounts are linked to an e-mail address, and each address can only have one account. You may wish to create a separate e-mail account for each grade, and use that account to set up the *easyCBM* account. Create a school e-mail account, or use a third-party service such as Gmail or Yahoo. That way, the *easyCBM* account is not linked to anyone's individual e-mail.

2. Once grades have their accounts, go to the school account and start exporting files. When you login to the school file, go to the Account tab. When you click on that tab you will notice an Import/Export Student Data tab. When you click on this tab you have the option to either import or export data. When you click on the Export tab you will see a list of all of the students in the account. Each name has a box located to the left of it. Click on the boxes/names of the students whose data you want to export. So, for instance, say you are setting up an account for SchoolNameGrade1, click only the names of the students in Grade 1, then click on the Export Student Data button located to the bottom right of your computer screen. An easyCBM_export.xml file will be saved to your desktop. I would rename this file "Grade1_export.xml"

3. Now you can import this file into the Grade 1 account. Copy the attachment to the desktop, login to the Grade 1 account, click on the Account tab, click on the Import/Export Student Data tab and click on the "browse" button to locate the file on her desktop. Locate the file and click on the "Open" tab located on the bottom right of the computer screen to preview the students that will be uploaded to the Grade 1 account. Click "check all" to select all students. Then press the Import Student Data button; students will automatically be uploaded into the Grade 1 account.

4. Repeat the process for each grade. If you wish to set up individual teacher accounts, follow the same process. Once files have been exported from the school account, they can be e-mailed to the individual in charge of each account for import.