

New Mexico K-3 Plus

mCLASS®:DIBELS® Guide to Managing Data

This guide was created in collaboration between the New Mexico Public Education Department and Wireless Generation® for the 2009-2010 school year.

Revised July 1, 2009

New Mexico K-3 Plus

mCLASS®:DIBELS® Guide to Managing Data

Important notes regarding changes to mCLASS:DIBELS administration:

Effective immediately, the **Beginning of Year benchmark** will be administered at the **start** of the Extended School Year for K-3 Plus. **Progress monitoring** will be administered at the **end** of the summer program.

Rationale: This change will allow for two improvements in the data. First, it will establish aim lines earlier for students, allowing teachers to begin plotting student improvement from the beginning of the program. Additionally, this change will facilitate more accurate data analysis for the K-3 Plus program (ensuring that the extra days are factored into the benchmark progress).

Important note regarding timing: No assessment is to be conducted prior to July 1st, 2009. The WG system will not be set to the 09-10 school year until this time. If you assess prior to July 1, that assessment data will be included in the 08-09 school year; thus, fragmenting your data (and possibly overwriting the Beginning of Year data from the 08-09 school year – rendering your assessment results invalid and unusable for both your teachers and the research associated with the program).

If your Extended Year begins prior to July 1st, please wait until that time to administer mCLASS:DIBELS (even if it is more than 5 days into your program).

mCLASS:DIBELS Administration

Guidelines for NM K-3 Plus

When to administer the different components of the assessment:

1. Beginning of the Extended School Year (Summer, 2009)
 - a. Use Beginning of Year (BOY) **Benchmark** (probes charted below)
 - b. Window: First 5 days of summer program (*not to occur before July 1, 2009*).
2. Beginning of Official School Year (when ALL students start)
 - a. Use **Progress Monitoring** probes outlined in the chart below.
 - b. Window: First 10 days of school year (no later than Sept. 18, 2009)
3. Middle of Year Window
 - a. Use Middle of Year (MOY) **Benchmark** (probes charted below)
 - b. Window: January 11-22, 2010
4. End of Year Window
 - a. Use End of Year (EOY) **Benchmark** (probes charted below)
 - b. Window: May 3-14, 2010

Schedule of Assessments:

	Time of Year	Initial Sound	Letter Naming	Phoneme Segmentation	Nonsense Word	Oral Reading
Kinder	Start of Extended Year (BOY BM)					
	Beginning of School Year (PM)					
	Middle of Year					
	End of Year					
1 st Grade	Start of Extended Year (BOY BM)					
	Beginning of School Year (PM)					
	Middle of Year					
	End of Year					
2 nd Grade	Start of Extended Year (BOY BM)					
	Beginning of School Year (PM)					
	Middle of Year					
	End of Year					
3 rd Grade	Start of Extended Year (BOY BM)					
	Beginning of School Year (PM)					
	Middle of Year					
	End of Year					

Retell Fluency and Word Use Fluency are optional, but recommended.

Progress Monitoring of Students Using mCLASS:DIBELS should be administered as follows:

1. Used at the **end** of the extended year (as discussed above)
2. Throughout the extended school year
 - a. Intensive students: at least once per week
 - b. Strategic students: at least once per 2 weeks
 - c. Benchmark students: at least once per 2 weeks
 - d. **One of these progress monitoring assessments should fall on the last week of the program to serve as the Post-Test to the summer program.*
3. Throughout the official school year
 - a. Intensive students: at least once every 2 weeks
 - b. Strategic students: at least once every 4 weeks

Identifying which probes to administer for Progress Monitoring:

1. For **end** of extended year, please see chart above.
2. For the rest of the year, administer the critical skill at a minimum. The critical skill is denoted with a target icon within the Progress Monitoring section of the handheld.
3. For students not progressing on the critical skill, it is recommended that you administer prerequisite skills to identify skill gaps. For example, if a student is performing poorly on Oral Reading Fluency, it is recommended that you progress monitor that student on Phoneme Segmentation Fluency or Nonsense Word Fluency to determine where the skill gaps may be occurring.

Note: Ensure that you are entering the correct area of the software when assessing.

Use 'Benchmark' for BOY, MOY, and EOY benchmark periods.

Use 'Progress Mon.' for the **end** of the Extended Year (Summer) and throughout the year between BOY, MOY and EOY.

4

Enrollment Data in the mCLASS® System

Important: The ability for the NMPED to compile accurate assessment data for your district and school is directly impacted by the accuracy of your data. Not keeping accurate data in the Wireless Generation mCLASS System may result in your school or district appearing to be in non-compliance of the K-3 Plus grant.

If you have any questions regarding the following procedures, please contact the Wireless Generation Customer Care Center (800.823.1969 extension 3; help@WG.net). Additionally, by accessing the Support and Resource center at www.mclasshome.com, you can view video tutorials by clicking 'Find Answers Now' under the Customer Care Knowledge Base.

Student Identification Numbers to be used in the WG System:

1. The primary student ID in the WG mCLASS System should be the 9 digit New Mexico State ID.
2. Additionally, every student must have a K-3 Plus grant ID.
 - a. This ID is to be entered by the district or school (instructions provided below)
 - b. The ID is to be entered in the ID field named K_3_Plus_Grant_ID.
 - c. The ID consists of the 9 digit state ID preceded by **K3**.

For example:

State ID for student = 123456789

K-3 Plus ID would be = K3123456789

Note: Without this ID, your K-3 Plus reporting will be inaccurate.

Directions for Adding IDs and Student Records:

1. Log into the Administration screens in www.mclasshome.com, and select 'Students'.

Administration Home Current School Year: 2008-2009

2008-2009 Enrollment

Staff
View, Edit and Add Staff, and Manage mCLASS Logins **Enter**

Students
View, Edit and Add Students **Enter**

Classes
View, Edit and Add Classes, & Manage Official Classes **Enter**

District & School Settings
To change these settings, contact Customer Care at (800) 823-1969 Option 3, or contact your Account Manager

Enrollment Guide
Step enrollment
Download Quick Start Guide

Downloads & Submissions
Get or send school, student & staff spreadsheets as an alternate enrollment option **Enter**

2. For existing students, click the 'edit' link at the end of the student record.

View/Edit Students Current School Year: 2008

Return to Administration Home

2008-2009 Students, Broken Spur Elementary

Add Students Search By Last Name | Search

26 Total Students 0 Critical Errors 1 Partial 25 Complete 26 not marked as Verified for use in 2008-2009

Enrolled Students All of these records can be used now in the mCLASS system, but yellow records must be completed for reporting.

Sort By Last Name Edit Students View Demographics

Showing records 1-25 of 26. < Previous 1 2 Next >

Last	First	MI	Suffix	DOB	Grade	Homeroom	State ID	K-3 Plus ID	Status	* Verified for 08-09	Edit
Allen	Lucinda			02/14/00	3		12345678		Complete	NO	Edit
Begay	Chad			10/11/02	1		110022		Complete	NO	Edit
Coburn	Rooster			10/10/02	1		100020		Complete	NO	Edit
Cruzan	Penelope			12/05/02	1		100050		Complete	NO	Edit
DeLane	Victoria			09/17/02	1		100014		Complete	NO	Edit
Dennison	Kayla			01/10/02	1		100005		Complete	NO	Edit
Duper	super	I		03/04/01	1		008765		Complete	NO	Edit
Earnhart	Emily			08/12/02	1		100045		Complete	NO	Edit
Flowers	Cole			10/27/02	1		123456		Complete	NO	Edit
Hamilton	Joyce			08/12/02	1		100021		Complete	NO	Edit
Hatch	Orion			09/12/02	1		100002		Complete	NO	Edit
Johnson	Christie			07/09/02	1		100052		Complete	NO	Edit
Johnson	Cody			09/08/02	2		100004		Complete	NO	Edit
Jones	Chance			04/12/02	1		100006		Complete	NO	Edit

- You may now edit existing IDs or add any IDs still needed for the record.

CLASS Eric Howey, Broken Spur Elementary Home

Edit Student Information

Current School Year: 2008-2009

Administration Home > View Students > Edit Students

Lucinda Allen, Broken Spur Elementary

Save Your edits will NOT be saved until you click SAVE Cancel

* indicates required information.

Last *	First *	MI	Suffix	DOB	Gr. *	Homeroom	State ID *	K-3 Plus ID	Status	Verified for 08-09	Delete	Demogr.
				MM DD YY								
Allen	Lucinda			2 14 00	3		12345678		Complete	<input type="checkbox"/>	<input type="checkbox"/>	Add

Save Your edits will NOT be saved until you click SAVE

Back to View Back to Admin Home

- Make sure to click 'Save' before exiting the web page.
- To add a new student record, follow step 1 above and click 'Add Students' towards the top of the page.

CLASS Eric Howey, Broken Spur Elementary

View/Edit Students

Current School Year: 2008-2009

Return to Administration Home

2008-2009 Students, Broken Spur Elementary

Select School Broken Spur Elementary Add Students Name Search

26 Total Students 0 Critical Errors 1 Partial 25 Complete 26 not marked as Verified for use in 2008-2009

Enrolled Students All of these records can be used now in the mCLASS system, but yellow records must be completed for reporting.

Sort By Last Name Edit Students View Demographics

Showing records 1-25 of 26. < Previous 1 2 Next >

Last	First	MISuffix	DOB	Grade	Homeroom	State ID	K-3 Plus ID	Status	* Verified for 08-09	Edit
Allen	Lucinda		02/14/00	3		12345678		Complete	NO	Edit
Begay	Chad		10/11/02	1		110022		Complete	NO	Edit
Cogburn	Rooster		10/10/02	1		100020		Complete	NO	Edit
Cruzan	Penelope		12/05/02	1		100050		Complete	NO	Edit
De'Lane	Victoria		09/17/02	1		100014		Complete	NO	Edit
Dennison	Kayla		01/10/02	1		100005		Complete	NO	Edit

- When adding the new record, make sure to add all appropriate ID numbers and to save your additions.

Wireless Generation to edit a demographic field for K-3 Plus Students:

WG will be editing the demographic field 'Approved Accommodation' for each student in the K-3 Plus program. All Students with a K-3 Plus grant ID will be set to 'Yes'. This is to allow mCLASS:Direct to filter for students included in the K-3 Plus effort (as the system does not filter based on IDs alone).

1. This requires no action on the part of the district (as long as the K-3 Plus ID has been entered).
2. Please do not edit this field, as it would render the mCLASS:Direct reports for your district and school inaccurate.

Adding Students throughout the Year:

Student records may be added to the system throughout the school year. Please note that this applies to the general student population only; students may not be added to the K-3 Plus effort during the year if they did not attend the summer session before school started. Please see steps 5 and 6 on the last page for directions on adding students.

Transferring Students within the mCLASS System:

When a student is moving from one school to another within the district (assuming both schools use WG), the transfer protocol outlined below should be utilized. Failure to follow this procedure could produce duplicate student records or incomplete assessment records. Please note that this function is only available to staff entered at the district level within the Wireless Generation System.

If you are transferring a student from a K-3 Plus funded school to a school that is not participating in the program, please edit the student record to delete the K-3 Plus ID prior to transferring the record.

Directions for Transferring Students:

1. Log into the Administration screens in www.mclasshome.com, and select 'Students'.

The screenshot shows the 'Administration Home' page for Eric Howey, Broken Spur Elementary, for the current school year 2008-2009. The page is divided into several sections: '2008-2009 Enrollment', 'District & School Settings', 'Enrollment Guide', and 'Downloads & Submissions'. Under '2008-2009 Enrollment', there are three main categories: 'Staff', 'Students', and 'Classes'. Each category has a 'View, Edit and Add' link and an 'Enter' button. A black arrow points to the 'Students' link. The 'Enrollment Guide' section includes a 'Download Quick Start Guide' link. The 'Downloads & Submissions' section has an 'Enter' button and a note about getting or sending spreadsheets as an alternate enrollment option.

2. Click the name of the student transferring to another school. On the student record, a drop-down menu will display allowing you to choose the new school for the student.

The screenshot shows the 'Edit Student Information' page for Chad Begay, Broken Spur Elementary, for the current school year 2008-2009. The page has a header with 'Oklahoma Training, Training District' and navigation links for 'Home', 'Administration', 'Support', and 'Log Out'. Below the header, there are 'Save' and 'Cancel' buttons. A warning message states: 'Your edits will NOT be saved until you click SAVE'. Below this is a table with the following columns: Last *, First *, MI, Suffix, DOB (MM DD YY), Gr. *, Homeroom, State ID *, K-3 Plus ID, Status, Verified for 08-09, Delete, Transfer from Broken Spur Elementary to:, and Demogr. The table contains one row for Chad Begay, with a dropdown menu open for the 'Transfer from Broken Spur Elementary to:' column, showing 'Choose School'. Below the table are another 'Save' button and the same warning message. At the bottom, there are links for 'Back to View' and 'Back to Admin Home'. A large black arrow points to the dropdown menu.

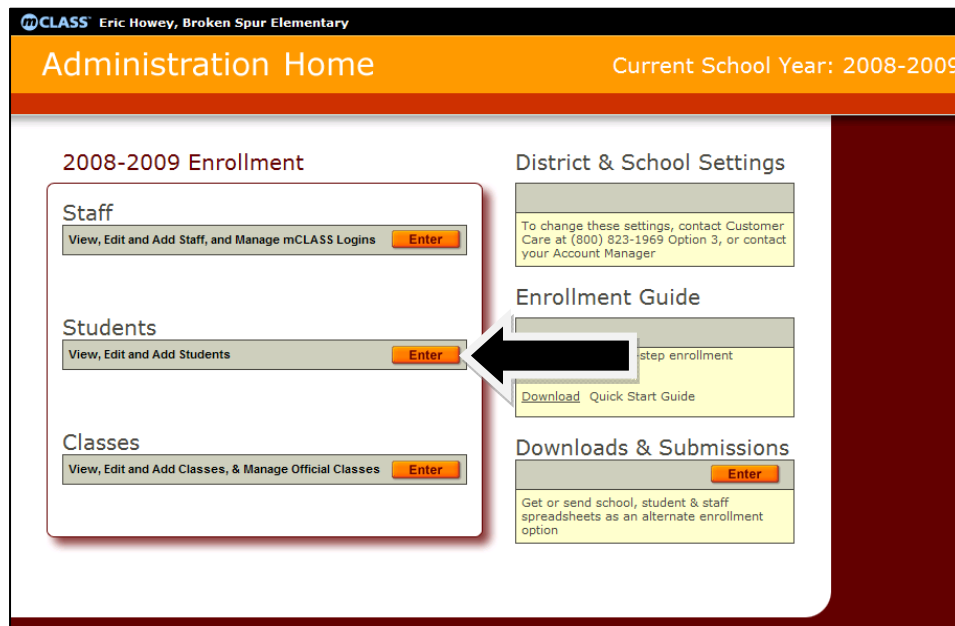
Last *	First *	MI	Suffix	DOB	Gr. *	Homeroom	State ID *	K-3 Plus ID	Status	Verified for 08-09	Delete	Transfer from Broken Spur Elementary to:	Demogr.
Begay	Chad			10 11 02	1		110022		Complete	<input type="checkbox"/>	<input type="checkbox"/>	Choose School	Add

3. Once you select the new school, click 'Save'.

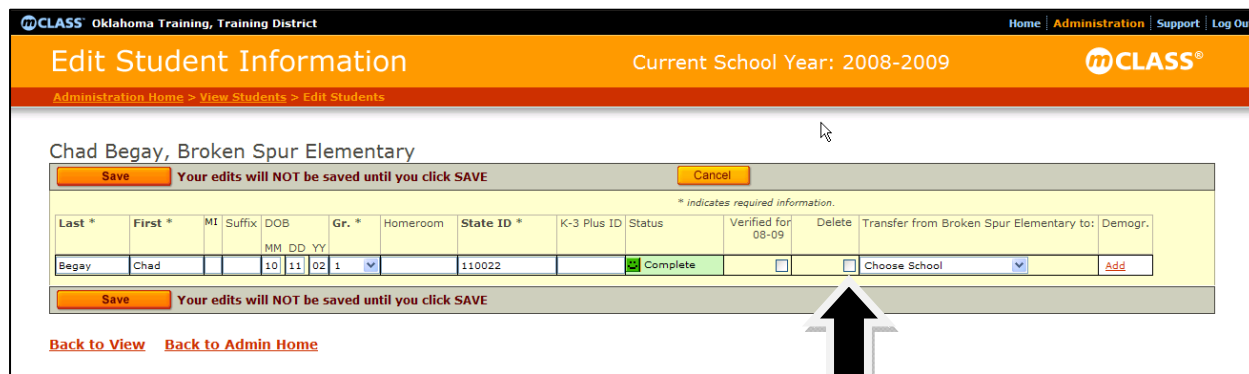
Deleting Students from the mCLASS System:

When a student moves from the district, or moves to a school that does not use WG, the student's record should be deleted from the system. If the student returns, contact the WG Customer Care Center, and the record can be reinstated (including all historic assessment data).

1. Log into the Administration screens in www.mclasshome.com, and select 'Students'.



2. Click the name of the student that you would like to delete. On the student record, you will be able to check a box under 'Delete'.



3. After clicking the box, click 'Save'.

Accessing mCLASS:DIBELS Assessment Data

Utilizing mCLASS:Home Reporting:

<https://www.mclasshome.com>

This reporting system includes data for students organized at the class and student level. The reports are available to staff with System, Full, or Standard access. A sampling of the reports appears below. WG Customer Care is able to provide assistance with these reports as necessary.

1. Class Summary of Benchmark Data

Class Summary Report Features

The screenshot shows a 'Class Summary' report for 'Kindergarten: Middle Benchmark'. The interface includes a header with 'DIBELS' branding, a 'Printer Friendly' button, and a 'How What? Tools' dropdown. Below the header, there are filters for 'School: Data Analysis School' and 'Class: 554 Demo'. The report is organized into columns for different benchmark goals: ISF, LNF, PSF, NWF, and WUF. Each column has a 'Goal' and 'Score' indicator. The data is presented in a table with columns for 'NAME', 'SCORE', 'STATUS', and 'PETILE'. Callouts point to various features: 'Support Category' points to the 'INTENSIVE' and 'STRATEGIC' groupings; 'Click a student to open the Student Summary.' points to a student name; 'Status/Risk Level' points to the 'STATUS' column; 'Target Goals' points to the 'NWF' column header; 'Local Percentile' points to the 'PETILE' column; and 'Click a Score to open its Probe Details.' points to a score in the 'SCORE' column.

NAME	ISF Goal: 25			LNF Goal: 27			PSF Goal: 28			NWF Goal: 27			WUF		
	SCORE	STATUS	PETILE	SCORE	STATUS	PETILE	SCORE	STATUS	PETILE	SCORE	STATUS	PETILE	SCORE	STATUS	PETILE
INTENSIVE															
Bryars, Keith	8	REDUCE	33	26	EMER RISK	51	4	HIGH RISK	15	1	HIGH RISK	10			
Buckman, Fred	13	EMERGENCY	35	12	NEAR RISK	14	6	HIGH RISK	32	3	NEAR RISK	23			
Heddis, Chad	0	REDUCE	5	5	NEAR RISK	5	0	HIGH RISK	5	0	NEAR RISK	14			
Lum, William	7	REDUCE	14	23	EMER RISK	32	3	HIGH RISK	14	5	EMER RISK	27			
Pillow, Carolyn	5	REDUCE	5												
STRATEGIC															
Conitt, Cassandra	8	REDUCE	23	37	LOW RISK	72	5	HIGH RISK	23	7	EMER RISK	32			
Cohan, Craig	21	EMERGENCY	63	15	EMER RISK	18	11	SEVERE RISK	59	11	EMER RISK	50			
Goddard, Lorette	23	EMERGENCY	72	27	LOW RISK	58	0	HIGH RISK	5	13	EMER RISK	55			
Hamlin, Heather	28	EMERGENCY	81	30	EMER RISK	27	11	EMER RISK	24	14	EMER RISK	55			
BENCHMARK															
Feldman, Louis	1	EMERGENCY	5	44	LOW RISK	81	36	LOW RISK	25	14	LOW RISK	72			
Loggins, Marcel	87	EMERGENCY	99	105	LOW RISK	99	55	LOW RISK	99	129	LOW RISK	99			

2. Student Summary of Benchmark and Progress Monitoring Data

Student Summary Report Features

Student Summary Aaron Boyd

Class Summary > Student Summary

Student: Boyd, Aaron

Progress Toward Goal [View All Student Monitoring >](#)

PSF Phoneme Segmentation Fluency

Benchmark History

ISF Initial Sound Fluency	STATUS	SCORE	PERCENTILE
Kindergarten Beginning	Met	2	-
Kindergarten Middle	Met	3	-
LNF Letter Naming Fluency	STATUS	SCORE	PERCENTILE
Kindergarten Beginning	Met	0	-
Kindergarten Middle	Met	10	-

Guide to Student Summary

Additional Support Needed

Last 3 results fell below the aim line. Additional support is recommended.

Goal Key

- Benchmark result
- Progress Monitoring result
- Off-the-chart result
- Closure when three or more consecutive results are below the Aim

Is Aim increasing enough?

The line on the graph that leads to the goal is called the aim line. The aim line represents the progress aim needed to reach the current DIBELS goal. Look for improvement that is consistently near or above this line.

How often should I monitor Aim?

Middle Benchmark: **Intensive Support**

Monitoring is recommended two to four times a month for students receiving Intensive Support.

How do Aim and this flag relate?

Watch performance on the DIBELS goals to better understand your student's journey through the Big Ideas in Early Reading.

Phonemic Awareness

20 on TWP by End Kindergarten
35 on PSF by End Kindergarten

Alphabetic Principle

50 on TWP by End 1st Grade
70 on CRF by End of 1st Grade

Fluency with Connected Text

70 on CRF by End of 1st Grade

3. Probe Detail Report

Probe Detail Features

Probe Detail Lee Aaron

Class Summary > Student Summary > Probe Detail

Measure: PSF Date: 08/22/2006

1st Grade Beginning Benchmark: 08/22/2006

PSF Phoneme Segmentation Fluency

Word	Phonemes	Score
rich	/r/ /i/ /ch/	2/3
hawk	/h/ /a/ /w/	2/3
passed	/p/ /a/ /s/ /t/	2/4
roof	/r/ /oo/ /f/	2/3
see	/s/ /ee/	2/2
shout	/sh/ /ow/ /t/	2/3
arra	/a/ /r/ /a/ /r/	2/3
smile	/s/ /m/ /l/ /e/	2/4
fish	/f/ /i/ /sh/	2/4
woof	/w/ /f/	1/2
his	/h/ /i/ /s/	2/3
ling	/l/ /i/ /ng/	2/3
life	/l/ /f/ /e/	2/3
patch	/p/ /a/ /ch/	2/3

Assessor: Wetson, Latreana

Assessor Notes: didn't have breakfast

Student Response Patterns

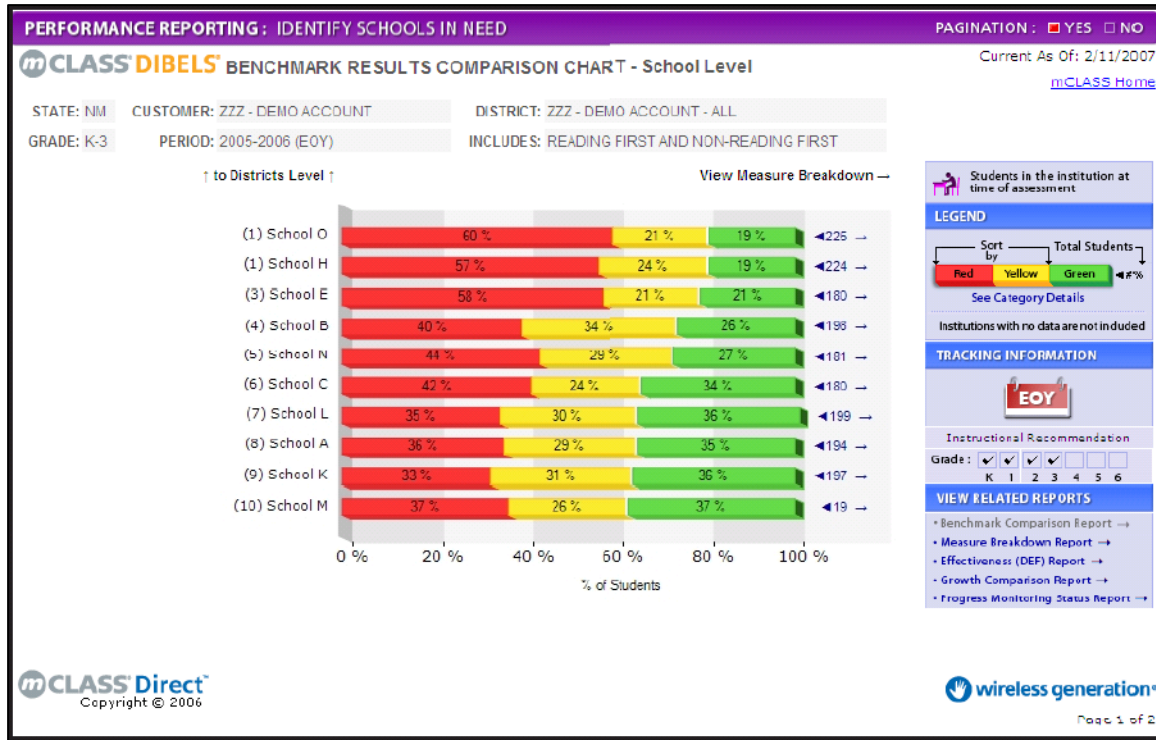
Student Motivation

Utilizing mCLASS:Direct Reporting

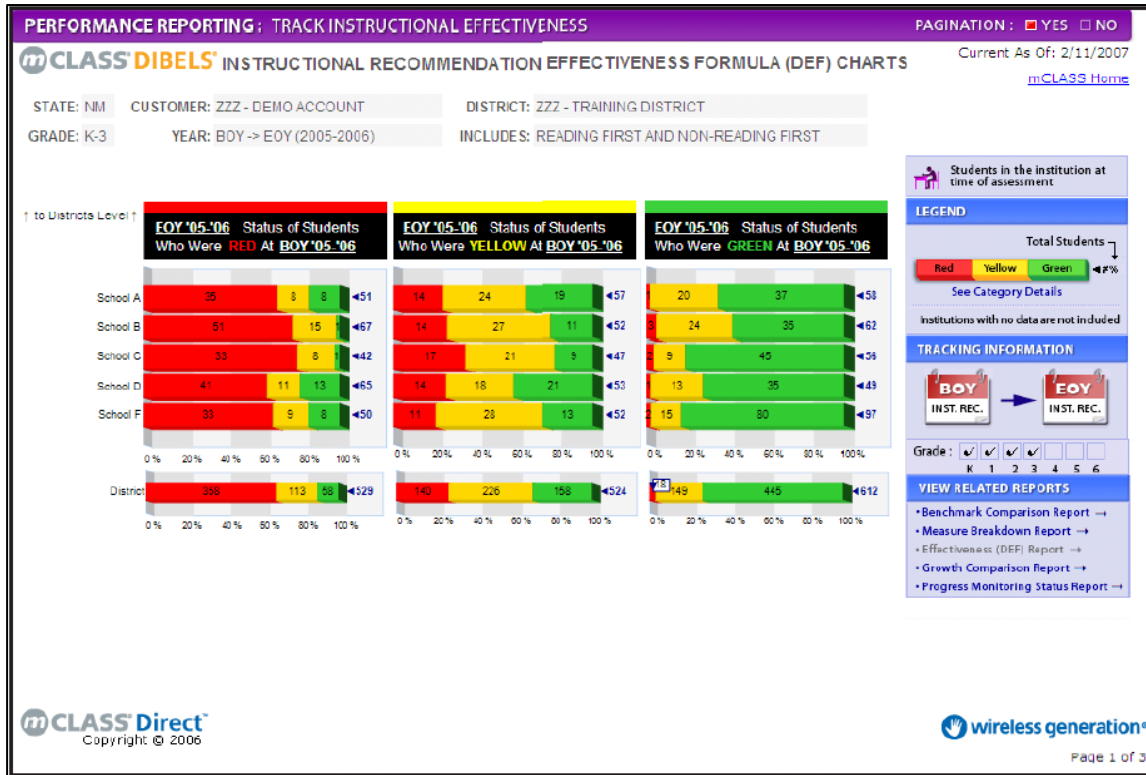
<https://www.mclassdirect.com>

The mCLASS:Direct reporting system provides aggregate reporting at the district, school, grade, and class level. These reports are available for users with System or Full access. A sample of reports is shown below. For more information, please download the Direct Essentials Guide from the log in page, or call customer care.

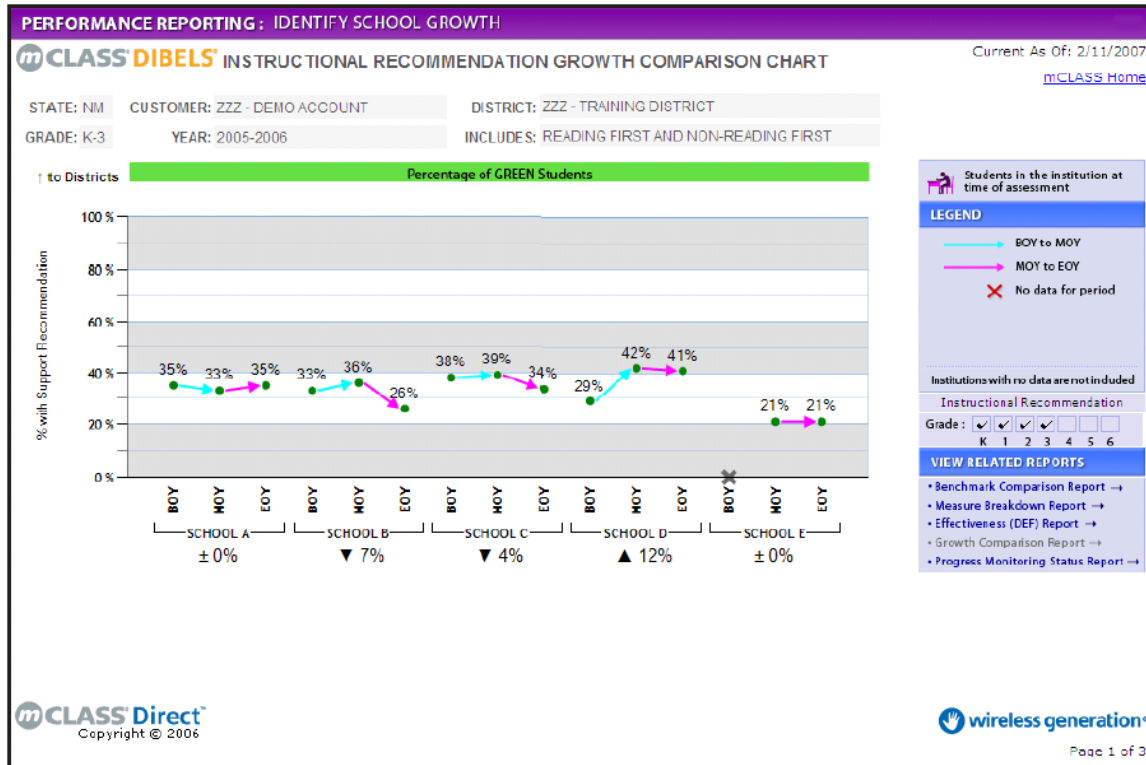
1. Benchmark Results Comparison Chart



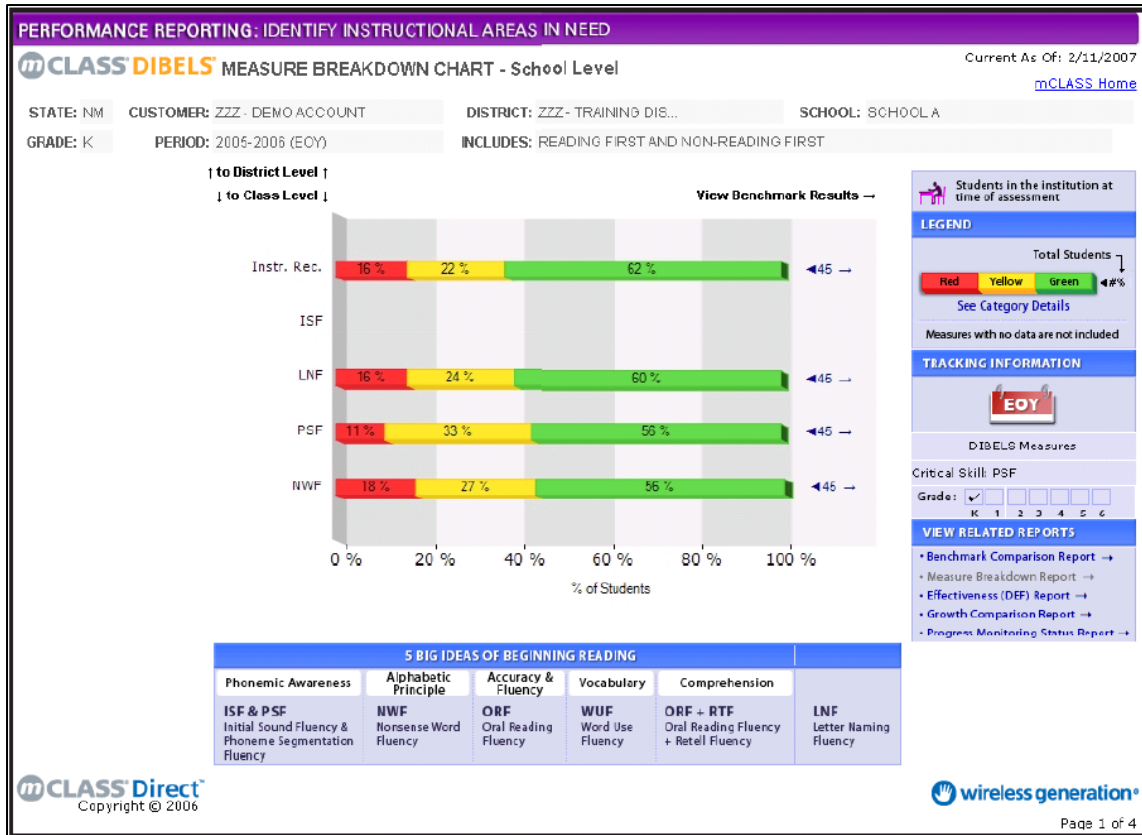
2. DIBELS Effectiveness Formula Chart



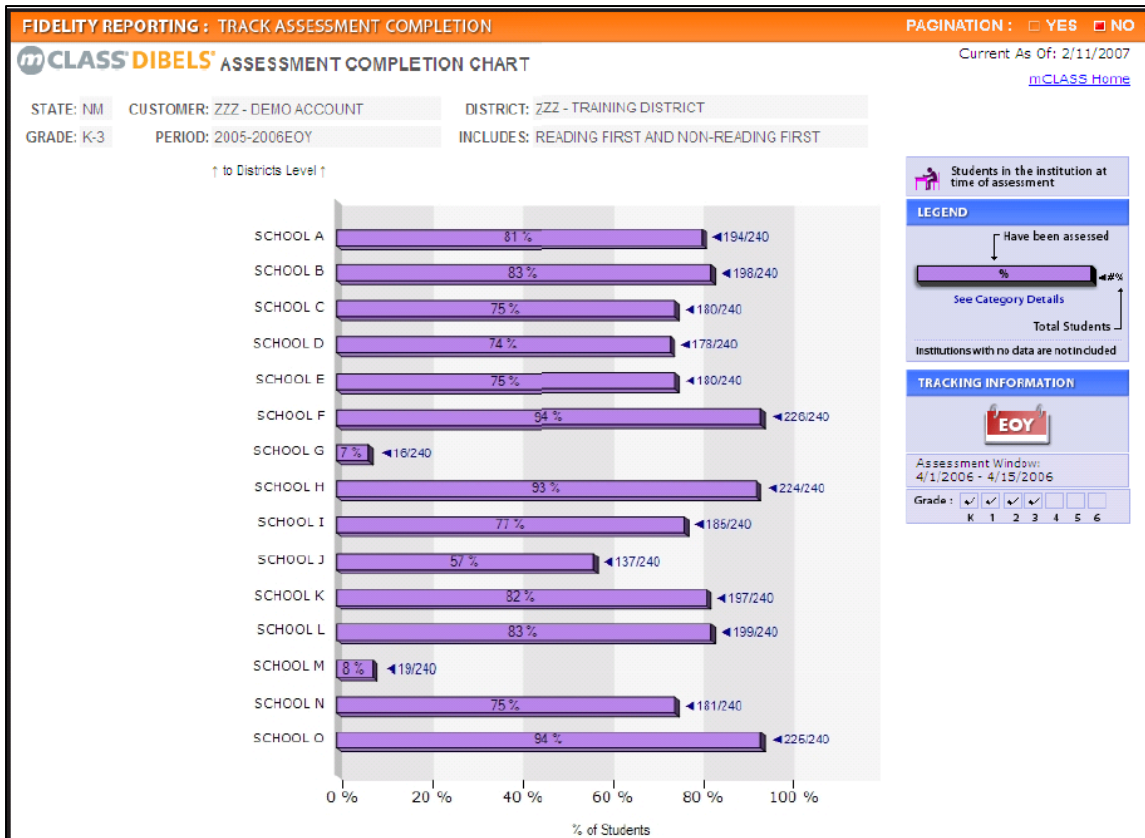
3. Growth Comparison Chart



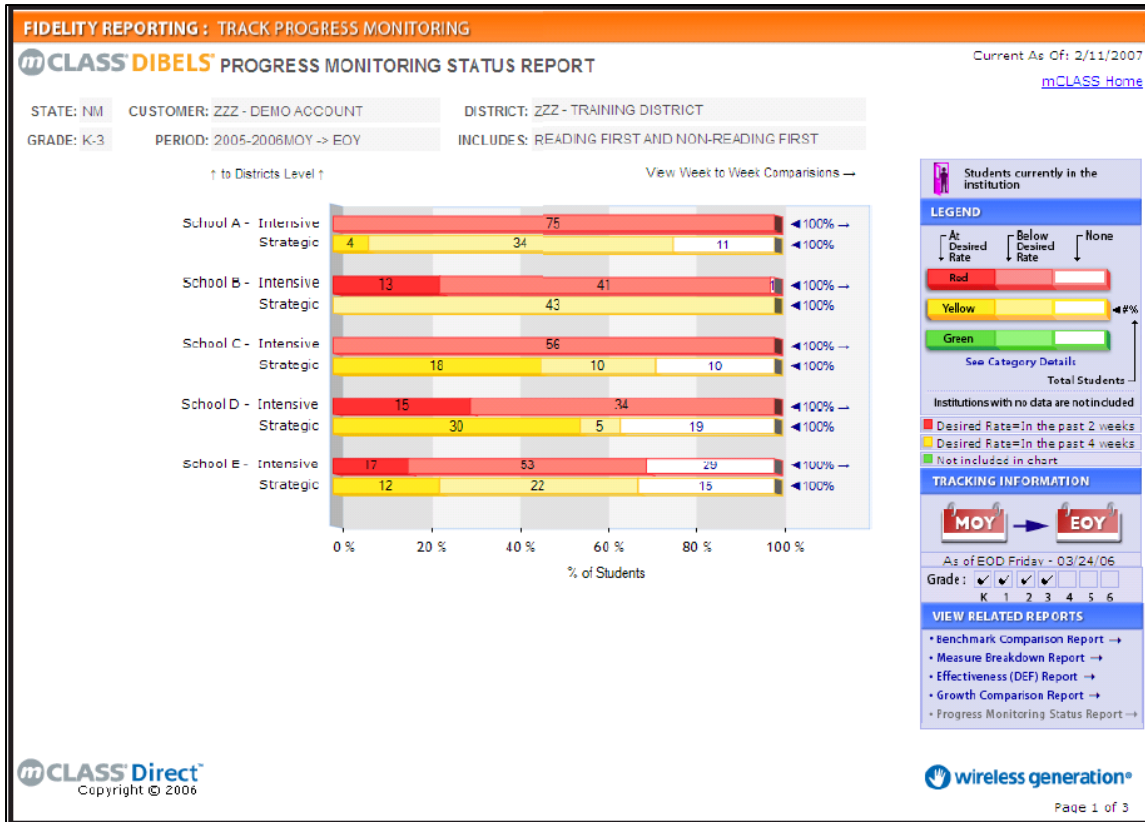
4. Measure Breakdown Chart



5. Assessment Completion Chart



6. Progress Monitoring Status Chart



Reminder: Wireless Generation is committed to assisting schools and districts in their K-3 Plus effort. You can reach our Customer Care Center at help@wgen.net or 800.823.1969 option 3.