Early Childhood Online Management System

Teacher Guide

Supports assessment with:

- Early Childhood Screens
- Early Childhood Development Inventory
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Introduction

This guide explains how to set up your BRIGANCE® Early Childhood Online Management System account and how to ensure successful implementation of the Management System in your school.

This guide is written for teachers. An Administrator Guide — designed for account users designated as administrators — is also available.

About the Management System

The BRIGANCE® Early Childhood Online Management System is a Web-based program designed for recording and managing screening and assessment data from the BRIGANCE® Early Childhood Screens and the Early Childhood Developmental Inventory. The system can be used to:

- view screening results, including scores compared to cutoffs and standardised scores
- obtain recommendations for further ongoing assessment in the Developmental Inventory
- download and print Teaching Activities
- generate reports, including present level of performance, instructional objectives and student progress reports
- communicate screening and assessment results with parents and families
- record observations on child performance in an Observation Log

Getting Assistance

We are happy to assist you with the administration or use of the BRIGANCE® Early Childhood Online Management System. You can contact us for assistance as follows:

- **Phone:** 1800 334 603
- **Email:** hbe@brigance.com.au
- **FAX:** 1800 150 445
**Getting Started**

When your program or centre purchases a subscription to the Management System, your Account Administrator issues you a **User Name** and **Password**. These are required in order to log in. You will receive this information by a “Welcome” Email.

**Log in to the BRIGANCE® Early Childhood Online Management System**

- Start your Web browser and go to:  
  http://www.BRIGANCE.com.au
- 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” Email. 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: View Your Student List, Add Students, Import Students and Manage List.

View Your Student List

The Student List page shows all the students in your account. From this page, you can:
- View all students and search for a specific student’s name.
- Add students.
- Go to the Manage List page to move or deactivate students.
- Clicking on a Student Name on the Student List will take you to the child’s Student Status page, where you can enter and view screening and assessment data.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID</th>
<th>Current Age</th>
<th>Enter Program Date</th>
<th>Exit Program Date</th>
<th>Class/Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bennett, Demo</td>
<td>154</td>
<td>5-2</td>
<td>01/09/2010</td>
<td></td>
<td>Class A</td>
</tr>
<tr>
<td>Brown, Rachelle</td>
<td>128</td>
<td>5-8</td>
<td>01/09/2010</td>
<td></td>
<td>Class A</td>
</tr>
<tr>
<td>Emerson, Ruben</td>
<td>112</td>
<td>5-4</td>
<td>01/09/2010</td>
<td></td>
<td>Class A</td>
</tr>
<tr>
<td>Jones, Crystal</td>
<td>110</td>
<td>5-4</td>
<td>01/09/2010</td>
<td></td>
<td>Class A</td>
</tr>
</tbody>
</table>
Add Students

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

- In the My Students section, click the link labelled Add Students.
- Enter the student’s information. First Name, Last Name, Birth Date and Class are required.
- Enter Weeks Premature if the child is currently under two years of age. This is used in adjusting the child’s Chronological Age.
- Enter Gender, Ethnicity/Race and Language in order to disaggregate data.
- Enter Parent/Guardian information, including Email if you plan to Email letters and Take-Home Activities to families.
- Tick off all Psychosocial Risk Factors of which you are aware. The Management System uses these factors to calculate whether to suggest referral for further evaluation following screening. In order for the system to make recommendations after screenings, it is extremely important that you tick off these factors.
- Tick off Factors Associated with Developmental Disabilities for your reference.
- Enter any Additional Notes and click Add this student.

![Add Student: Enter student information and risk factors below](image-url)
Import Students

To import a student list to an account, do the following:

- Click **Import Students** under the My Students tab.
- Click the green **Download Template** button to generate your customised import template.

**Note:** Verify file name with current date and time stamp.

- Click on the new template link to open the file.
- Review the **Instructions** and **Valid Input Values** from Column A.
- Start inputting data in cell B4.
- Fill in the required and optional fields as instructed.
  - Enter required student information: **First Name, Last Name, Birth Date, Enter Program Date** and **Class**. Enter **Weeks Premature** if applicable and if child is currently under 24 months old.
  - Enter optional information for **Gender**.
  - Enter **Parent/Guardian** information.

- After completing the template, save it as a CSV file.
- Close the file and import it from the browser.
- Click the green **Import** button.
- Check the **Import Results** column to confirm that your students have been imported. If an error is registered, click the error log link to download further details. The error log identifies each cell with an invalid entry. Revise all cells with an error and import the new file.
Manage List

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

- Click the link labelled 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 or Language, enter a criterion and click Search for Students.
- To make a student or students inactive, select a name or names by clicking the box next to the student name. Then click Make Inactive.
- To move a student to another class, select a name or names by clicking the box 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 completed a program and you wish to archive the student data. This action does not delete the student data from the Management System.
Student Status

The Student Status page tells you what data has been entered for an individual child, and guides you to next steps. It lists all screenings entered for the child, the most recent assessment in the Developmental Inventory, as well as entries in the Observation Log. From this page, you will see links to enter and view screening and assessment data for the child: Screens, Inventory, Observations, Reports and Family Connections. These pages and sections are described later in this guide.

To go to a child’s Student Status page:

- On the Student List page, click a **Student Name**.
- To go to another child’s Student Status page, click **My Students** and choose another Student Name from your Student List.

![Student Status](image)
Edit/View Student Info

To view or update enrollment data on the child, click edit/view student info. The link is located directly under the student’s name, once you are in an individual student’s record.
Screens

Use the Screens section of the Management System to record results from a child’s Screen Data Sheet, and to view screening results and recommendations. The Screens has links to Start Data Sheet and to View Data Sheet List.

Start Data Sheet

To start entering screening data, make sure you have a copy of the child’s completed Data Sheet. Other forms that you may need are the child’s Teacher Rating Form for the Self-help and Social-Emotional Scales (and/or the Parent’s Report for Self-help and Social-Emotional Scales) and the Screening Observations Form.

• From the Student List page, click a Student Name.
• Click the Screens link.
• Enter the Date of Screening and the Examiner’s Name.
• Click Continue.
• Transfer data from your paper Data Sheet onto the online Data Sheet, clicking a button for each skill that has been circled on the paper Data Sheet.

NOTE: If your centre’s Management System account has been set up to use the Quick-Entry Screens Data Sheet, you only need to enter the number of Correct Responses for each assessment.

<table>
<thead>
<tr>
<th>Assessment Number</th>
<th>Domain</th>
<th>Skill</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Language Development</td>
<td>Personal Data Responses: 1. first name, 2. last name, 3. age, 4. address (street or mailing), 5. birth date (month and day), 6. telephone number</td>
</tr>
<tr>
<td>2</td>
<td>Science</td>
<td>Identify Body Parts: 1. head, 2. arms, 3. jaw, 4. shoulders, 5. elbows, 6. hips, 7. wrists, 8. waist</td>
</tr>
<tr>
<td>3</td>
<td>Physical Health &amp; Development</td>
<td>Gross Motor Skills: 1. Stands on one foot for ten seconds, 2. Stands on the other foot for ten seconds, 3. Stands on one foot momentarily (one second) with eyes closed, 4. Stands on the other foot momentarily (one second) with eyes closed, 5. Walks backwards toe to heel four steps</td>
</tr>
<tr>
<td>4</td>
<td>Language Development</td>
<td>Color Recognition: 1. red, 2. blue, 3. green, 4. yellow, 5. orange, 6. purple, 7. brown, 8. black, 9. pink, 10. gray</td>
</tr>
<tr>
<td>5</td>
<td>Literacy</td>
<td>Visual Motor Skills: 1. , 2. , 3. , 4. , 5. , 6. ,</td>
</tr>
<tr>
<td>6</td>
<td>Science</td>
<td>Draws a Person (Body Image): 1. head, 2. legs, 3. ears, 4. arms, 5. trunk, 6. eyes, 7. nose, 8. neck, 9. hands, 10. mouth</td>
</tr>
<tr>
<td>7</td>
<td>Literacy</td>
<td>Prints Personal Data (Note reversals in Comments): 1. first name, 2. last name</td>
</tr>
</tbody>
</table>
• Enter other Observations and Comments.

![Observations Table]

• Click Save and Score. If you cannot complete the online Data Sheet, you may click Save Partial. To return to the online Data Sheet later, go to the Student Status page and click the link that says Finish entering Data Sheet.

• When you have clicked Save, a pop-up window will prompt you to enter the Self-help and Social-Emotional Form and/or the Screening Observations Form. These forms are optional. If you do not wish to enter these forms, click No Thanks. NOTE: If your browser has a pop-up blocker, you must disable it to view this screen.

The Screening Summary report gives you detailed information on the child’s performance, recommendations and next steps. To view this report, and other Screening Reports, click the Reports link.

Data Sheet List
The Data Sheet List shows all screenings entered, and whether or not they are complete.

• From the Student List page, click a Student Name.
• Click the Screens link.
• Click the Data Sheet List link.
• You may click the View link to complete an incomplete Data Sheet, or to update a Data Sheet. Only the most recently completed Data Sheet may be updated or deleted.
Developmental Inventory

Use the Inventory section of the Management System to record results from a child’s Early Childhood Developmental Inventory Record Book.

Start Entering Record Book Data

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

- Click the Inventory link.
- Select the Academic Year.
- Select the Evaluation Period.
- Enter Date Tested (this must be within the time span of the Evaluation Period you have selected).
- Enter the Examiner’s name.
- Click Continue.

Choose 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 labelled ‘Last Date Entered.’

- Click a box for each assessment you want to record.
- Go to the bottom of the page and click the green button labelled Continue and enter results.
Enter Data in the Online Record Book

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

- Enter an **Assessment Method(s)**.
- Transfer results from the child’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 next evaluation should be marked ‘S’. Items not assessed should be left as ‘N’. Tick the box next to ‘M’ if all items were mastered to more quickly enter assessment data.
- You may enter **Observations** at the bottom of each page. These notes will also appear in the child’s Observation Log.
- When you are ready to go to the next Record Book page, click the button labelled **Save & Continue**.

![Inventory Record Book](image)
Reports

Screens Reports

To view an individual child’s screening reports:

- In the My Students section, click Student List.
- Click a Student Name on the list.
- Click the Reports link.
- For some reports, you will need to select an Academic Year, Date of Evaluation, Domain or Age Level.
- Click Get Report.

Screening Summary – This report provides a summary of a child’s scores compared to cutoffs, as well as recommended next steps.

Screening History and Growth – This report displays all screenings entered for the child, with performance and growth ratings. “Average”, “Above Average” and “Below Average” performances are determined by a child’s quotient score in a domain. See the child’s Screening Summary Report for more detail. A Growth Indicator score appears if a child has taken the next-higher Screen. If the Growth Indicator is 26 or fewer points, the child may be learning more slowly than most. A Growth Indicator of 74 or greater suggests more rapid learning.

Screens Psychometric Reports

Detailed Screening Results – This report displays detailed standardised scores. You are cautioned to only use percentile ranks, quotients and age-equivalents after cutoffs have been applied. Unnecessary use of percentile ranks, quotients and age-equivalents to make referral decisions on individual children is not advised. See the Technical Report for the BRIGANCE Screens for more information.

Self-help and Social-Emotional Scores – These standardised scores are derived from subtest scores in the Self-help and Social-Emotional Scales. See the Technical Report for the BRIGANCE Screens for more information.

Developmental Inventory Reports

To view an individual child’s inventory reports:

- In the My Students section, click Student List.
- Click a Student Name on the list.
- Click the Reports link.
- For some reports, you will need to select a Domain or Age Level.
- Click Get Report.
**Milestone Skills by Developmental Age Level** – This report shows a cumulative record of the child’s skill mastery for each assessment in this domain. Assessments only display if items in that assessment were actually assessed.

**Instructional Objectives** – This report shows skills that are currently set as instructional objectives (skills marked as ‘S’) for this child. These skills should be assessed in the next Evaluation Period.

**Skills Mastery Summary** – This report shows a cumulative record of the child’s skill mastery for each assessment in a domain. Assessments only display if items in that assessment were actually assessed. Click a link to view the Record Book page for an assessment or Skill Mastery Detail Report. This report also has a Chart view which displays the child’s progress.

**Skills Mastery Detail** – This report shows skills mastered and skills that are set as instructional objectives for this child.

**Links to BRIGANCE Readiness Teaching activities**: When inventory assessments have a direct correlation to the BRIGANCE Activities, Developmental Inventory reports have links to printable Teaching Activities and other helpful information. In cases where there is a related Teaching Activity available, the link will direct you to the system’s Activities Library, where all Teaching Activities are listed by Domain.

- To view the Teaching Activities, click the **Readiness Activities** button, located next to the assessment.

![Example Table](image-url)
Group Reports

Screens Group Reports

To view a Screens Group Report:

- Click the **Group Reports** link from any page in the Management System.
- Click a report name in the **Screens Group Reports** menu.
- Choose a **Department** (Program/centre/class) in the drop-down list.
- Choose a **Timeframe**, if necessary.
- As relevant, select **Student Filters** such as Gender.
- Click **Submit**.

Screening History and Growth – This report provides an overview of screening performance, recommendations and growth for a group of children.

Children Screened/Not Screened – This report displays those children who have/have not been screened within 45 days of entering the program.

Children Below Cutoff – This report lists children who have scored below the Potential Delays Cutoff and have fewer than 4 Psychosocial Risk Factors.

Children Below At-Risk Cutoff – This report lists children who have scored below the Potential Delays Cutoff and the At-Risk Cutoff, and have 4 or more Psychosocial Risk Factors.

Children Above Gifted Cutoff – This report lists children who have scored above the Potential Giftedness Cutoff.

Inventory Group Reports

To view an Inventory Group Report:

- Click the **Group Reports** link from any page in the Management System.
- Click a report name in the **Inventory Group Reports** menu.
- Choose a **Department** (Program/centre/class) in the drop-down list.
- Select a **Domain/Skill Area, Academic Year** and **Evaluation Period** in the drop-down list, if necessary.
- As relevant, select **Student Filters** such as Gender.
- Click **Get Report**.
Readiness Activities Recommendations – This report groups children with instructional objectives in a select developmental domain and provides recommended Readiness Activities related to this domain.

Group Progress Report – This report shows the percentage of skill objectives set that were mastered in your program across all children in the group selected. This report can help you see the overall impact of your instructional efforts across domains. You may also factor in which assessments are tied to key standards when considering instructional planning.

It is important to remember that not every child will have objectives set in each assessment area during each evaluation period. Also, the individual skill objectives set in each evaluation period differ from one period to the next, thus, a decrease in the percentage does not mean that children have declined in their mastery of certain skills. (Note: Each evaluation period’s data represents only those children who were assessed in that given period.)

This report’s chart view shows the number of skills that were mastered by the group of students in the domain selected. 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 Mastery Group Summary – This report shows a record of each child’s skill mastery within each domain. Assessments only display if items in that assessment were actually assessed. Click a link in the domain row (e.g. ‘A’ for Language Development) to view the Skills Mastery Group Detail report. Click a link next to a child’s name to view the child’s Skills Mastery Summary report.

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

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

The Observations section is where you record and view notes in the Observation Log. You may also view completed Screening Observation Forms.

Observation Log

Use the Observation Log to record observations on a child at any time. You can also view any observational notes entered during assessment with the Developmental Inventory. Observations are listed by Domain.

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 Domain.
- Enter your notes in the blue box.
- Click Save Observation.

Previously entered observations are listed in the Current Observations section of the page.

The Observation Log is also where you can record observations made in the Approaches to Learning Tracking Chart. Select Approaches to Learning from the list of domains and then enter your notes.
Screening Observation Forms

To view Screening Observation Forms and Self-help and Social-Emotional Forms that you completed as part of screening:

• From the My Students Section, click a **Student Name** on the Student List.
• Click the **Observations** link.
• Click **Screening Observation Forms**. Forms are listed by the Screen for which they were completed.

**NOTE:** Only the forms associated with the most recent screening can be updated or deleted.
Family Connections

Use the Family Connections section to keep parents and guardians informed of their child’s assessment progress. Print out and send home Learning Plans, forms and letters.

To download a letter, form or Take-Home Activity:

- From the My Students Section, click a Student Name on the Student List.
- Click the Family Connections link.
- To download and print out a document, click the download & print link.

### Learning Plans, Letters and Forms To Send Home

<table>
<thead>
<tr>
<th>General Letters and Forms</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductory Letter to Families</td>
<td>download &amp; print this letter</td>
</tr>
<tr>
<td>Parent’s Report for Self-help and Social-Emotional Scales</td>
<td>download &amp; print this letter</td>
</tr>
<tr>
<td>Parent-Child Interactions Rating Form - Infant and Toddler</td>
<td>download &amp; print this form</td>
</tr>
<tr>
<td>Parent-Child Interactions Rating Form - Two-Year-Old Child</td>
<td>download &amp; print this form</td>
</tr>
<tr>
<td>Parent-Child Interactions Rating Form - Two-and-a-Half-Year-Old Child</td>
<td>download &amp; print this form</td>
</tr>
</tbody>
</table>

See the BRIGANCE Screens for suggestions for reporting assessment data and recommendations to parents.
The Activities Library includes Teaching Activities and Learning Plans, from the BRIGANCE Readiness Activities. They are correlated to many of the Early Childhood Developmental Inventory assessments. Activities are listed by Domain. Use Teaching Activities for the whole class or a group of children. Learning Plans are designed for the individual child.

To download a Teaching Activity or a Learning Plan:

- Click the **Activities Library** link from any page in the Management System.
- Click the **download** link next to the document.
Appendix: System Requirements

The BRIGANCE® Early Childhood 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.au

**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.
- To view reports in a spreadsheet, you must have *Microsoft® Excel* or a similar spreadsheet utility installed on your computer.