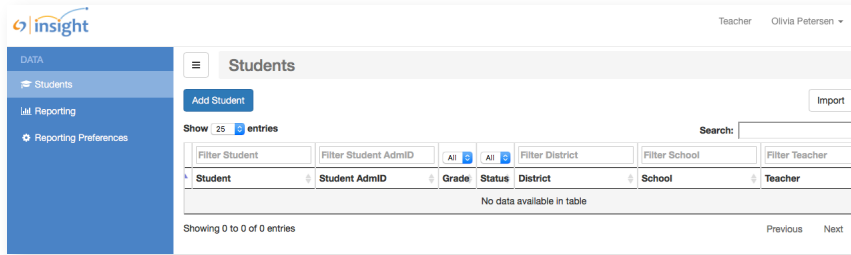
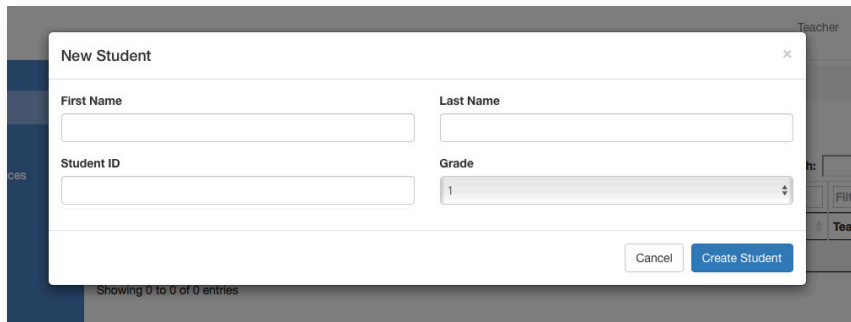


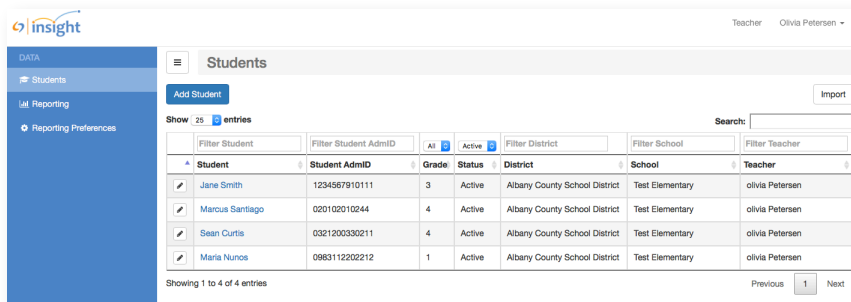
## Adding Students Manually



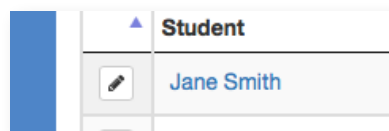
**STEP 1:** If you would like to enter students into the system manually, click on the blue button in the upper left corner that says “Add Student.”



**STEP 2:** Complete the information necessary to add a student and click on the blue Create Student button. Repeat this process for each student you need to add.

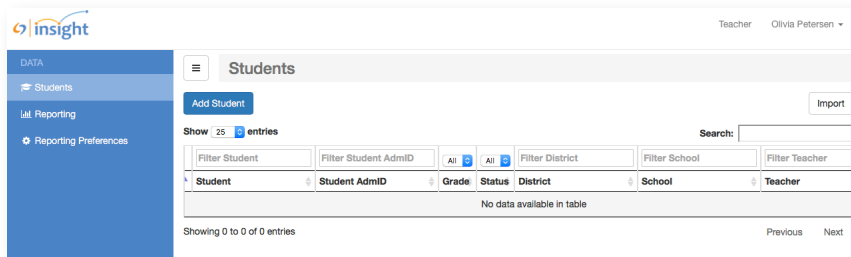


You will see your main screen will populate with the students you have added.

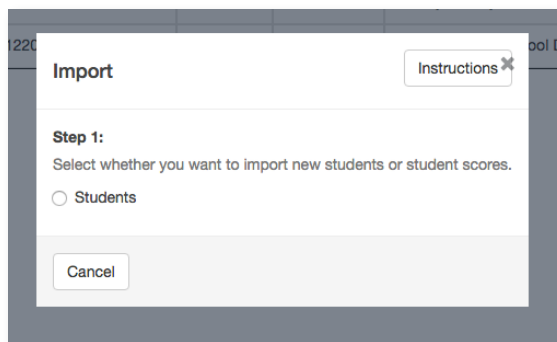


If you need to make revisions to a student, click on the edit icon to the left of the student’s name and proceed to edit the student’s information and click Save Changes.

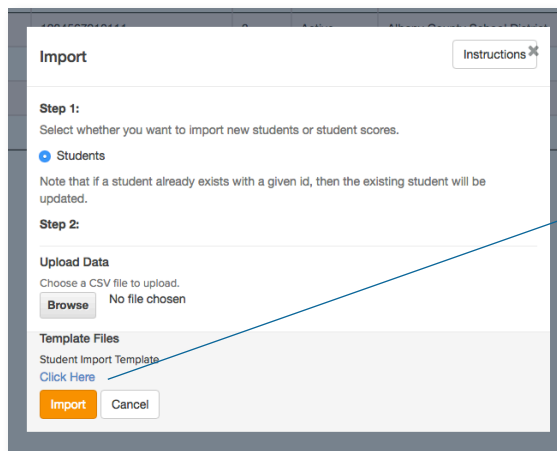
## Adding Students by Import



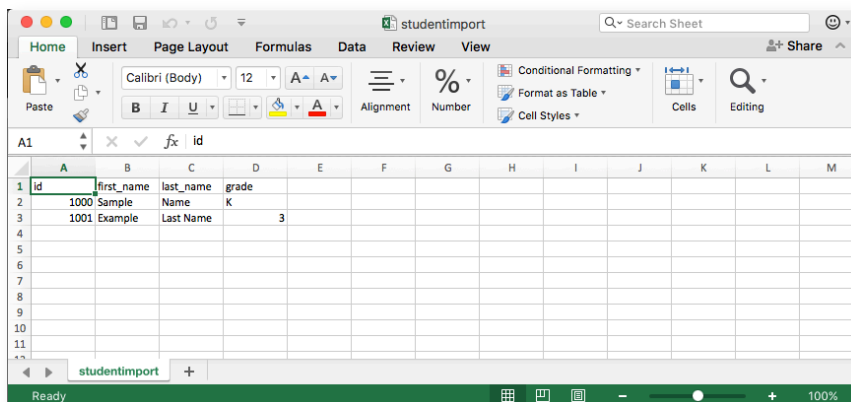
**STEP 1:** If you would like to enter students into the system manually, click on the white button in the upper right corner that says "import."



**STEP 2:** In the "Import" pop up section, select the "Students" option. The import box will expand.



**STEP 3:** Download the Student Import Template (.csv) file. The template can be found at the bottom of the pop up, under the "Template Files" section. Click on the blue "Click here" words, and the download will begin. You will then be asked to either view the download or open the download.



id	first_name	last_name	grade
1000	Sample	Name	K
1001	Example	Last Name	3

**STEP 4:** Open the downloaded .csv file template. The file will look similar to this one:

*\*Note: it is important, for our records, to download the .csv template file every time new data is to be imported.*

## Adding Students: Import (continued)

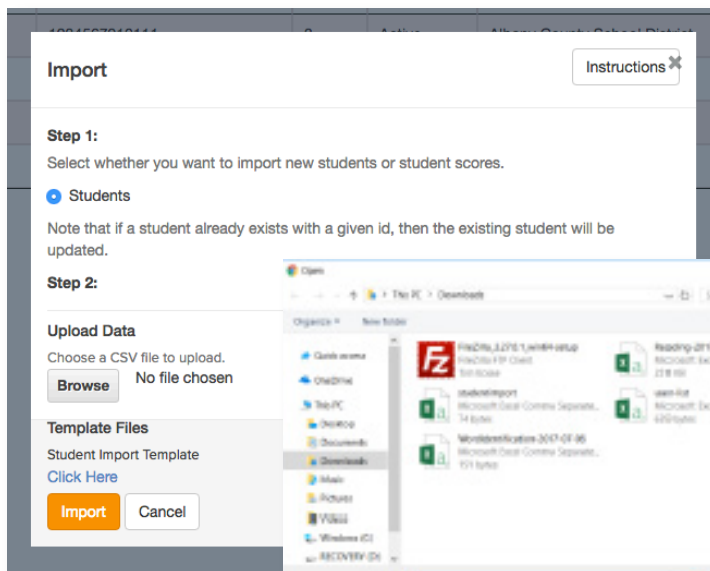
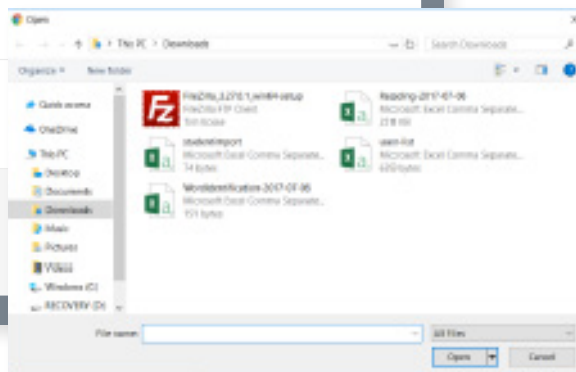
	A	B	C	D	E
1	id	first_name	last_name	grade	
2	1000	Sample	Name	K	
3	1001	Example	Last Name		3
4					

**STEP 5:** Edit the .csv file to add your names following the examples in the template. The first line of the CSV file shows the order in which the students need to be recorded. Lines two and three are examples of what the recorded data needs to look like.

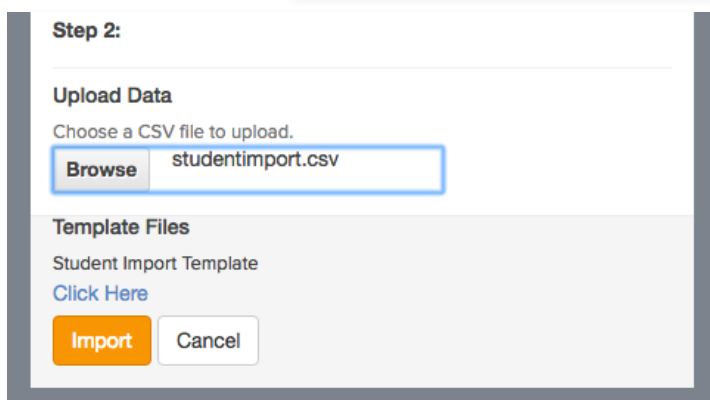
**STEP 6:** Save the .csv file to your computer in a location that you will be able to find easily for upload. (You may change the name of the file to what ever you feel is most appropriate).

*Note: Make sure the file is saved as a .csv file. (if you cannot find a .csv option under file type, add .csv to the end of the name of the file. This should insure that the file is saved in the appropriate format.)*

**STEP 7:** Upload your .csv file. To do this, return to your web browser and the import pop up section. You are now ready to upload the saved file. Click on the Browse button **Browse** in the upload data section.

Your computer's file explorer will now open. Locate the CSV file that was just saved. Click on the file and press the "Open" button.



The file location will now appear in the "Upload Data" field. Next, click on the orange Import button **Import** at the bottom of the screen to complete the importing of the scores.

## Administering the CUBED Assessments

The CUBED is a family of screening and progress monitoring tools that accurately, reliably, and efficiently measure decoding, language comprehension, and their product, reading. Please note that the CUBED manual, student stimulus materials, as well as PDF versions of the CUBED assessment are available for free to download off of our website at [LanguageDynamicsGroup.com](http://LanguageDynamicsGroup.com).

# CUBED

DDM

Dynamic Decoding Measures

PHONEMIC AWARENESS

WORD ID

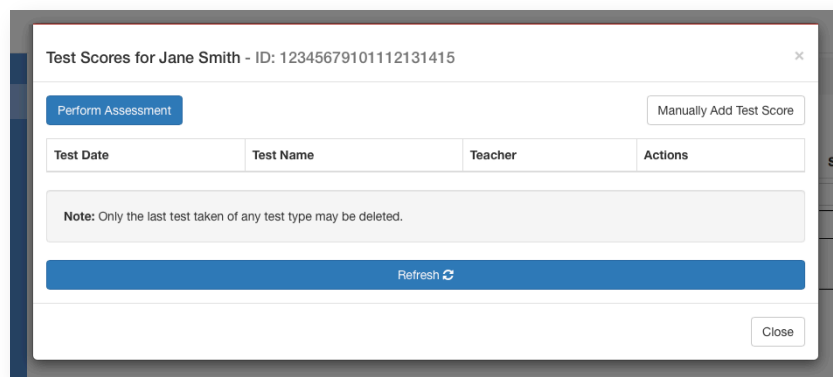
DECODING

NLM

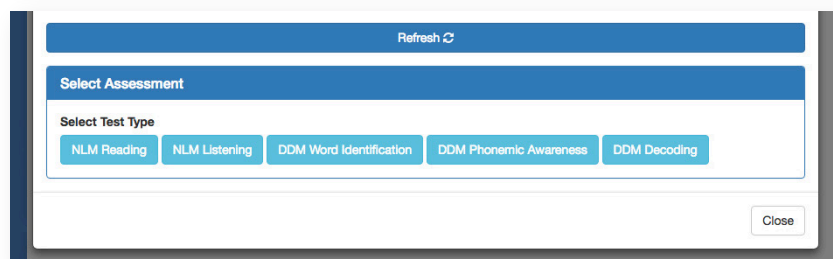
Narrative Language Measures

NLM: LISTENING

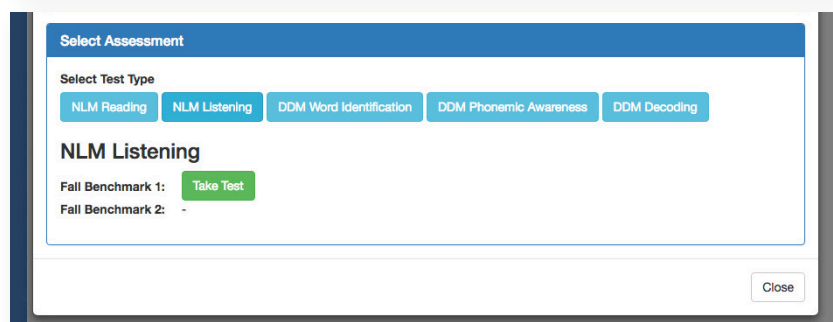
NLM: READING



**STEP 1:** To administer a test to a student, click on a student's name. A pop-up window will appear. Click on the blue Perform Assessment button in the upper left corner of the pop-up window.



**STEP 2:** Click on the test that you would like to administer to your student by selecting from the options that appear at the bottom of the pop-up window.



**STEP 3:** Select the parallel form of the test that you would like to administer (e.g., Fall Benchmark 1). Click on the green Take Test button to launch the assessment. The assessment will appear in another tab in your browser.

Language Dynamics x Benchmark 1 x Oliv

Secure | [https://insight.languagedynamicsgroup.com/dashboard/assessment\\_tool/niml/1/fall/1/4924/26](https://insight.languagedynamicsgroup.com/dashboard/assessment_tool/niml/1/fall/1/4924/26)

NLM LISTENING

Grade 1 / Fall Benchmark 1 / Student Name: Maria Nunos / Student Id: 0983112202212

Download PDF

Story Listening Retell Comprehension Questions Personal Story Generation Scores

Story

Examiner says, "I'm going to tell you a story. Please listen carefully. When I'm done, you are going to tell me the same story. Are you ready?" Examiner reads the story word for word in a moderate pace with normal inflection.

Yesterday, Greg was in class. He was quietly sitting at his desk that was next to his friend. His friend was a loud, hilarious boy. When Greg laughed at a silly joke, his teacher told him he couldn't go to recess. He had to stay in because he wasn't listening. Greg was angry. He got punished. But it was his friend who was talking. Then Greg decided to move away from his friend. He wanted to move so that he wouldn't get in trouble. He politely talked to the teacher. He said, "Can I move my desk?" Greg's teacher said, "Great idea! It will be less distracting." After he moved, Greg was happy because he could pay attention. He listened to his teacher the rest of the day and learned a lot.

Proceed to LISTENING RETELL

Notes

Enter notes here (optional)

Once the assessment loads in another tab within your browser, you will be able to administer the assessment. Follow the on-screen instructions and refer to the CUBED Examiner's Manual for administration details (available for free at [LanguageDynamicsGroup.com](https://www.languagedynamicsgroup.com)).

**\*Please note that some of the CUBED assessments require student stimulus materials to be printed for your students to reference. You can access these materials by downloading the CUBED assessment on our website.**

Language Dynamics x Benchmark 1 x Oliv

Secure | [https://insight.languagedynamicsgroup.com/dashboard/assessment\\_tool/niml/1/fall/1/4924/26](https://insight.languagedynamicsgroup.com/dashboard/assessment_tool/niml/1/fall/1/4924/26)

Story Grammar (SG)	2 Points	1 Point	0 Points
Character	Greg / any name	a boy / the boy	
Setting	sitting in classroom / sitting at desk	sitting / in classroom / at his desk	
Problem [P]	couldn't go to recess / had to stay inside / was punished	laughed / wasn't paying attention	
Feeling	sad / mad / angry	didn't like it / cried	
Plan [PL]		planned / decided	
Attempt [A]	asked to move his desk	talked to teacher	
Consequence [C]	said "that's a good idea" / moved his desk	she let him / did it	
Ending [E]	paid attention to teacher	listened	
End Feeling	happy / excited	felt better / liked it	

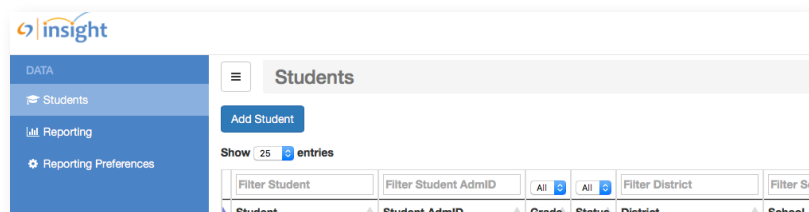
Story Grammar (SG) Subtotal 8/17

Language Complexity (LC)		Episode One (E1)		Targets	
Word	Times Used	P + A -or- P + C -or- A + C		Modifier	Times Used
because	0 1 2 3+	P + C + E -or- P + A + E		before	0 1 2 3+
so that	0 1 2 3+	P + A + C		+ Add Other Target	
when	0 1 2 3+	P + A + C + E			
after	0 1 2 3+	Episode One Subtotal =	2/5		
LC Subtotal =					
4/12					

Listening Retell Total (SG + LC + E) = 14 / 34 MODERATE RISK

Proceed to COMPREHENSION QUESTIONS

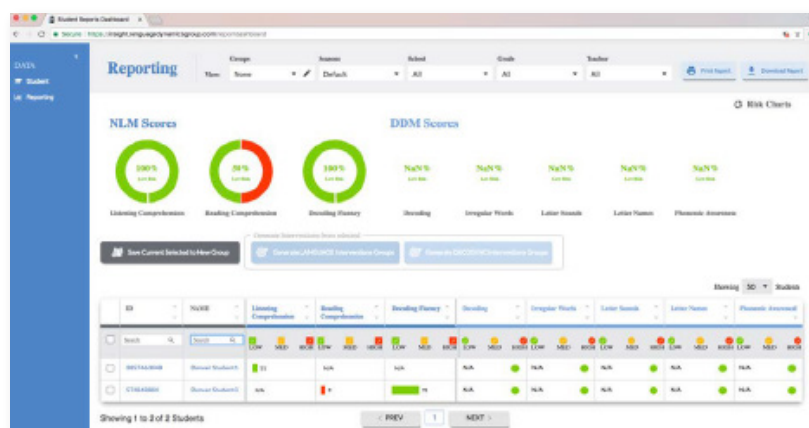
## Viewing Performance and Progress Data



To view your students' data, click on the link on the left side of the screen that says "Reporting" [Link Reporting](#)



In the Reporting screen, you can filter what data you would like to view by changing the parameters in the top row of the screen. You can view the overall performance of your group that you have filtered by examining the ring charts.



You can also view individual student performance in the lower section of the Reporting screen.

To view current status and progress data for a student, click on a student's name in the reporting screen.

