

Thank you for participating in the pilot study for the new first grade CIRCLE Progress Monitoring tool - CPM 1st ! Below are step by step instructions to participate in the study. Please contact us if you have any questions or issues with any part of the process or the assessment.

We appreciate your participation as we complete the important steps of pilot testing items developed by the research team at the Children’s Learning Institute at The University of Texas Health Science Center at Houston (UTHealth). Your participation in this pilot study is helping create a new progress monitoring and instructional planning tool that will be freely available to all Texas public school districts in the near future.

Bookmark this webpage, where all information for the pilot will be housed: <https://cliengage.org/public/cpm-one-pilot/> . The password to access the webpage is “2019”.

REGISTERING ON CLI ENGAGE

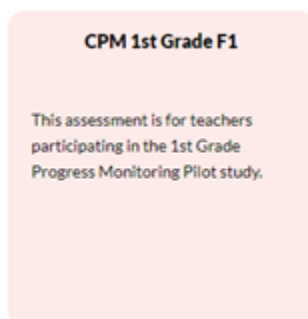
Your first step is to register your account on CLI Engage, our website that houses the assessment. Please check your inbox for an email titled “**You’re invited to Register for CLI Engage.**” Please click the link in the email to login to your account for the first time. You will need to enter a Google ID and password (this serves as your login information.) **If you have already registered for CLI Engage you DO NOT need to register again. Use the same username and password previously selected.*

If you did not receive an email from CLI Engage, please [submit a help ticket](#) so our support team can assist. Be sure to select “Pilot: CPM 1st Grade”, under the type of issue in your help ticket, so we can respond as quickly as possible.

Your class roster should already be available on CLI Engage. View your roster by clicking on the “CPM 1st Grade” button on the dashboard (the first screen after you login). If any of your students are missing, please contact your district administrator.

ACCESSING THE CPM 1ST GRADE ASSESSMENT

1. To access the CPM 1st Grade measures, click on the “**CPM 1st Grade**” button in the red *Screening, Progress Monitoring, and Observation* section of the CLI Engage dashboard (the first page you see after logging in.) You may notice your cohort ID on the button (“F1” in the screenshot below); remember this ID when downloading your measure instructions and scoring guidelines.



2. Next, you should see a class with your name assigned, and your roster of students.
3. When you are ready to administer a measure with a student, scroll to that student’s name on your roster and click the black “Launch” button under the specific measure name. *Note: once you have started a*

measure, you must complete it, or click the button to “Quit and Discard” and begin again.



4. Instructions for the administration of the individual measures will appear after you launch the measure. You can also view the instructions on the pilot webpage: <https://cliengage.org/public/cpm-one-pilot/>. Follow the scoring instructions to indicate students' correct and incorrect responses to the items.
5. After completing the measure, you will see a summary of the responses. Click “Done” to return to your class roster and assess another measure.

ADMINISTRATION INSTRUCTIONS & SCORING GUIDELINES

As you administer the individual domain-focused measures with your students, please adhere to the following assessment administration guidelines:

- Administer all four measures to each Spanish-speaking student in Spanish only.
- You do not need to administer all the measures in one day or one week.
- Instructions for the administration of the individual measures are linked on the pilot webpage: <https://cliengage.org/public/cpm-one-pilot/>. We strongly recommend reviewing the instructions before starting administration. Be sure to download the

Visit the CPM 1st Grade Pilot webpage for additional information and to download the scoring guidelines for the measures: <https://cliengage.org/public/cpm-one-pilot/>

- 1. Vocabulary (individual administration)**
 - Download PDF and review acceptable responses
 - 35 images shown to the student
- 2. Decoding (individual administration)**
 - 30 words for the student to read
- 3. Rapid Word Reading Fluency (individual administration, timed)**
 - Maximum of 66 words
- 4. Spelling (small or large group administration)**
 - Print the PDF file with the 13 spelling words.
 - No computer needed during administration.
- 5. Literacy Rating Scale (teacher questionnaires for each student)**
 - The student does not need to be present to administer this section.

TROUBLESHOOTING

If you need assistance on CLI Engage with logging in, accessing the assessment, or locating your class roster, please [submit a help ticket](#) so our support team can assist you. Be sure to select “**Pilot: CPM 1st Grade,**” under the type of issue in your help ticket, so we can respond as quickly as possible.

INCENTIVES, TIMELINES, & NEXT STEPS

Thank you again for your participation in the CPM 1st Grade Pilot. Look for additional information via email from the research team at the Children’s Learning Institute, including teacher feedback surveys. We appreciate your time and commitment in assisting with the development of this new progress monitoring tool for Texas 1st grade classrooms.

Classroom participation incentives will be delivered after all the teachers at your school complete assessments with all their students.

The assessment is open through December 6th.