



Administrator Guide:

BRIGANCE *Online* *Management System* (OMS)



Administrator Guide:

BRIGANCE *Online Management System*

For Administrators

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Section 1: Introduction

Welcome to the BRIGANCE OMS!

The BRIGANCE OMS is a powerful, user-friendly online data management and reporting tool that allows you to:

- Easily track all of your data in one place
- Automatically score screening results and compare them to cutoffs
- Generate easy-to-interpret reports for individual students or groups (e.g., classes, schools, and districts)
- Access helpful resources, including family letters, learning plans, take-home activities, teacher-friendly instructional activities, and additional assessment resources



Roles and Privileges

There are three different user types: Administrator, Teacher, and Data Entry user. The role and privileges of an Administrator differ from those of a Teacher or Data Entry user. This user guide is for Administrators.

OMS Users

Administrators	Teachers	Data Entry
<ul style="list-style-type: none">• Manage an account by adding users and schools/classes• Add students• Edit information for students in their classrooms• Enter assessment data• View individual student and group reports• Access resources, such as Readiness Activities or Family Connections section	<ul style="list-style-type: none">• Add students• Edit information for students in their classrooms• Enter assessment data• View individual student and group reports• Access resources, such as Readiness Activities or Family Connections section	<ul style="list-style-type: none">• Access the Student List to enter screening data• Access the Resources tab

The OMS is regularly updated to support the user experience and our commitment to making all Curriculum Associates products accessible. Occasionally, updates may change the experience you are accustomed to.

If you have questions about these updates, reach out to wsupport@cainc.com.

How do I set up my account?

1. Working with your Curriculum Associates sales representative, an order for the BRIGANCE OMS will be placed. You will receive a confirmation email and will be welcomed as a new BRIGANCE OMS customer by your account manager.
2. If your district or school does not already have an OMS account, you will receive setup forms to fill out. If you renew an existing OMS account, your account expiration date will be extended and you'll be ready to go!
3. The forms will contain information about your schools, your administrators, your teachers, your students, and your classes. The support team at Curriculum Associates will work with you to answer your questions and get your account data successfully uploaded. Any errors will be identified and corrected. The goal of the onboarding process is to acquire as much of your information as possible, with an understanding that some information will probably need to be updated later, which you will be able to do online.
4. When the setup forms are completed, you will email them to your account manager, who will upload the information into the OMS, and resolve any final issues.
5. Curriculum Associates will then email login information to you and your users individually.
6. Whether you are a teacher or an administrator (or a data entry user), all OMS users will go to <http://oms.brigance.com> to log in to the system.

Section 2: Getting Started

All users log in at <http://oms.brigance.com>.

To log in to the OMS:

1. Type the following URL into a web browser: <http://oms.brigance.com>.
2. You will have received your **username** and **password** via email. Type in your username (which is often your email address) and your **password**.
3. Click the **Login** button.

What if I lose or forget my password?

1. Click the **Forgot password?** link on the login page.
2. Enter your **username, email address, and verification code**.
3. Click **Submit**.
4. Check your email inbox for an email with your username and new temporary password.
5. Log in to the OMS with your username and temporary password.
6. Click **Change Password** under the **My Account** tab to set a new password.

What if I lose or forget my username?

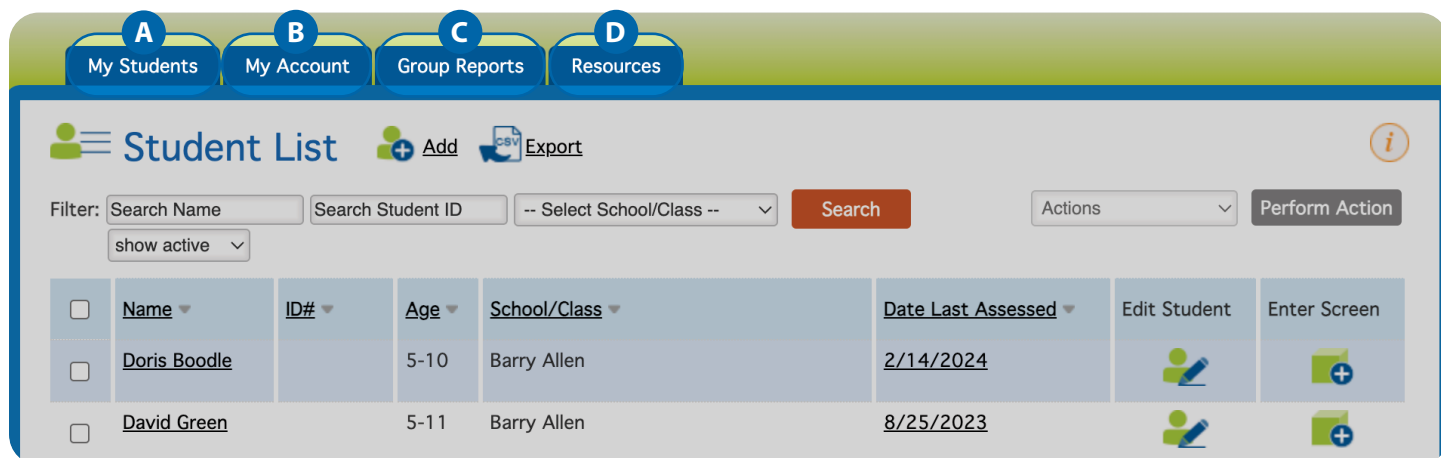
1. Click the **Forgot username?** link on the login page.
2. Enter your **email address** and check the box.
3. Click **Submit**.
4. Check your email inbox for an email with your username.

How do I change my password?

1. Click the **Change Password** link under the **My Account** tab.
2. Enter your **current password**.
3. Enter your new password twice to confirm the spelling is correct.
4. Click **Save** to save the changes.

What can I expect when I log in to the system? How do I navigate around the OMS?

When you log in to the OMS, you will see your Student List. From this page, you can view details on an individual student, edit student information, begin entering screening data for a student, or batch print and save student reports. You can also choose to navigate to another page using the navigation tabs at the top of the page. Below are the main pages of the OMS.



A. My Students

The **Student List** shows your student roster and the date each student was last assessed to give you an at-a-glance view of who has been assessed or not yet assessed. You can filter your student list to show all, active, or inactive students by selecting the drop-down menu. Action icons allow you to easily start entering data for a student. After selecting a student, you can edit student information, view the student's screening history, generate student reports, and access resources to track observations and additional assessment. See *Section 5: Managing Student Information* on [page 12](#) for more information.

B. My Account

This tab includes the User List, School/Class List, and Change Password page.

- The **User List** shows the users in your account and the last login date, so you can monitor teacher usage and ensure accountability. The action icon allows you to easily resend login information if a user forgot their username or password. See *Section 4: Managing Users* on [page 10](#) for more information.
- The **School/Class List** shows the list of schools and classes in your account. The action icons allow you to quickly see the corresponding student or user lists for the selected school/class. See *Section 3: Managing Schools/Classes* on [page 9](#) for more information.
- The **Change Password page** allows you to change your password.

C. Group Reports

The **Screening Reports** page allows you to generate, view, print, and export group reports, allowing you to aggregate information across an entire district, school, or class. See *Section 8: Group Reports* on [page 21](#) for more information.


D. Resources

This tab includes three sections: Family Connections, Readiness Activities, and the Screens III Technical Manual.

- The **Family Connections** section includes PDF resources, such as family letters and take-home activities that strengthen home-school connections.
- The **Readiness Activities** page lists PDFs of instructional activities by domain from the BRIGANCE Readiness Activities.
- The **Screens III Technical Manual** page provides a PDF of the Screens III Technical Manual, which includes research and scoring information for the BRIGANCE Screens III. See *Section 9: Resources* on [page 24](#) for more information.

What if I have a question?

How do I contact Technical Support?

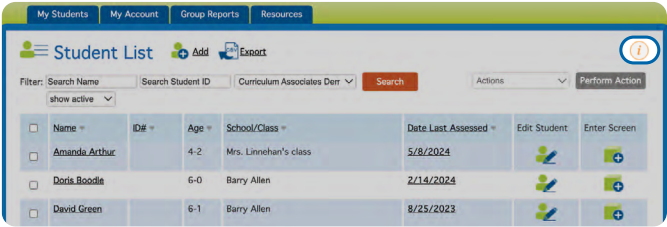
Each page has a Support icon with step-by-step directions to guide you through the OMS. 

If the support provided within a specific section of the OMS does not provide sufficient guidance, you can also click the Support link at the top of the page for quick access to contact information for Technical Support and a PDF of the User Guide.

If questions arise and are not easily answered through information provided within the OMS, the Curriculum Associates Technical Support team can be reached by phone or email.

Technical Support Contact Information:

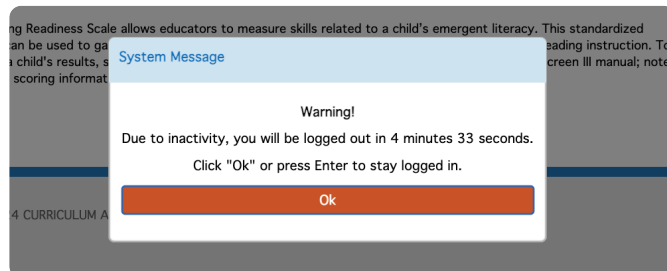
- Phone: (800) 225-0248 (8:30 a.m.–5 p.m. ET)
- Email: wsupport@cainc.com



Name	ID#	Age	School/Class	Date Last Assessed	Edit Student	Enter Screen
Amanda Arthur		4-2	Mrs. Linnehan's class	5/8/2024		
Doris Boodie		6-0	Barry Allen	2/14/2024		
David Green		6-1	Barry Allen	8/25/2023		

Inactivity Warning

If you remain logged in and leave your computer, or are otherwise inactive for an extended time, you will receive a system message. The pop-up window will notify users of being logged out in a certain time frame and supports users staying logged in upon clicking Ok.



Section 3: Managing Schools/Classes

Viewing the School/Class List and Adding New Schools/Classes

Schools and classes are created during the account onboarding process using the OMS setup forms (see Section 1). Note: Only Administrators will see the School/Class List. Teachers and Data Entry Users cannot view, add, or edit schools/classes.

To add a new school/class:

1. Open the **School/Class List** under the *My Account* tab.
2. Click the **Add** icon at the top of the page.
3. Enter the name of the **new school/class**.
4. Select the **Parent District/School**, or the district/school that the new school/class should be placed under. The “parent” for a class should be a school, and the “parent” for a school should be the district/program.
5. Click the **Submit** button.

The first screenshot shows the 'BRIGANCE Online Management System' interface with the 'My Account' tab selected. A blue circle with the number '1' highlights the 'School/Class List' link in the left sidebar. The second screenshot shows the 'School/Class List' page with a blue circle with the number '2' highlighting the 'Add' icon at the top right. The third screenshot shows the 'School/Class Details' form with blue circles and numbers highlighting the input fields: '3' for the 'Name' field, '4' for the 'Parent District/ School' dropdown, and '5' for the 'Submit' button.

Editing Information for a School/Class

1. Open the **School/Class List**.
2. Click the **name of the school/class** you would like to edit.
3. Edit the school/class in up to two ways:
 - a. Change the **name** of the school/class.
 - b. Change the **Parent District/School** that the selected school/class should be placed under. As mentioned above, the “parent” for a class should be a school, and the “parent” for a school should be the district/program.
4. Click the **Submit** button to save your changes.

The first screenshot shows the 'School/Class List' page with a table of existing schools/classes. A blue circle with the number '2' highlights the 'Community School' entry in the table. The second screenshot shows the 'School/Class Details' form for 'Community School'. Blue circles and letters highlight the edit fields: '3a' for the 'Name' field, '3b' for the 'Parent District/ School' dropdown, and '4' for the 'Submit' button.

Exporting School/Class Information

The School/Class List can also be **exported as a CSV file** by clicking the **Export** icon at the top of the page so you can easily view or save information on each school/class in your account. The CSV file also provides the corresponding “parent” district/school for each school/class.

The screenshot shows the 'School/Class List' page with a table of schools/classes. A blue circle highlights the 'Export' icon at the top right of the page.

Section 4: Managing Users

Viewing the User List and Adding New Users

Users are created during the account onboarding process using the OMS setup forms (see Section 1).

Note: Only Administrators will see the User List. Teachers and Data Entry users cannot view, add, or edit users.

To add a new user:

1. Open the **User List** under the **My Account** tab.
2. Click the **Add** icon at the top of the page.
3. Enter **First Name, Last Name, Email, School/Class, Role, Username, and Password** (see Section 1 for more information on the three roles/user types: Administrator, Teacher, and Data Entry).
4. Click **Save** to save your changes without notifying the new user of their login information via email, or click **Save and Email Login** to email the new user their login information.

The screenshot shows the 'Add New User' form. Callout 1 points to the 'User List' link in the top navigation bar. Callout 2 points to the 'Add' icon in the top right of the page. Callout 3 points to the 'User Information' section, which includes fields for First Name, Middle Initial, Last Name, Email, School/Class (a dropdown menu), Role (a dropdown menu), Inactive (checkbox), User Name, Password, and Confirm Password. Callout 4 points to the 'Save' and 'Save and Email Login' buttons at the bottom right of the form.

Editing Information for a User

1. Open the **User List** under the **My Account** tab.
2. Click the **name of the user** you would like to edit.
3. Make desired changes. If you edited the user's username or password, click **Email Login** to notify the user of their new login information via email. Otherwise, click **Save** to save your changes.

The screenshot shows the 'User List' table. Callout 2 points to the 'Name' column header. Callout 3 points to the 'Save' and 'Save and Email Login' buttons at the bottom right of the page. The table has columns: Name, User Name, Active, School/Class, Role, Last Login, and Reset Password. A row is visible for 'Teacher1' with details: Annecarthy, Active, 1Bryson HS, Teacher, 4/2/2024.

Resetting a User's Password

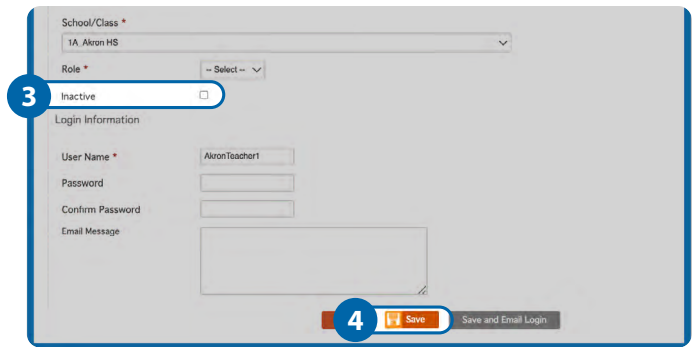
1. Open the **User List** under the **My Account** tab.
2. Click the **Reset Password** icon in the last column of the row corresponding to the user whose login information you would like to reset.
3. A **system message** will appear to confirm that a temporary password has been sent to the user's email.

The screenshot shows the 'User List' table. Callout 2 points to the 'Reset Password' icon in the last column of the row for 'Head Start Teacher1'. The table has columns: Name, User Name, Active, School/Class, Role, Last Login, and Reset Password. A row is visible for 'Head Start Teacher1' with details: AkronTeacher1, Active, 1A_Akron HS, Teacher, 4/2/2024.

Deactivating a User

1. Open the **User List** under the **My Account** tab.
2. Click the **name of the user** you would like to deactivate.
3. Click the **Inactive** checkbox under **User Information**.
4. Click **Save** to save your changes.

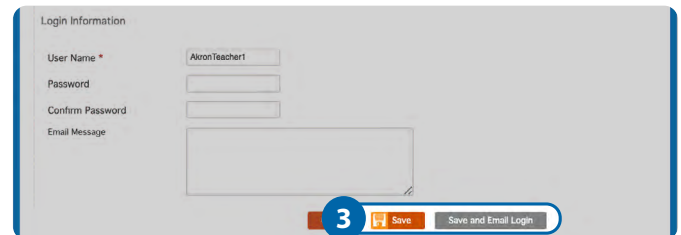
Note: Deactivating a user does not delete the user from the OMS. Instead, deactivating a user hides the user from the default active User List. You can view inactive users by selecting "show inactive" or "show all" from the dropdown menu in the lower right corner of the User List page.



This screenshot shows the 'User Information' form. At the top, there is a 'School/Class' dropdown menu set to '1A Akron HS' and a 'Role' dropdown menu set to 'Inactive'. A blue circle with the number '3' highlights the 'Inactive' checkbox. Below this, there are fields for 'User Name' (containing 'AkronTeacher1'), 'Password', 'Confirm Password', and 'Email Message'. At the bottom right, there are two buttons: 'Save' and 'Save and Email Login'. A blue circle with the number '4' highlights the 'Save' button.

Reactivating a User

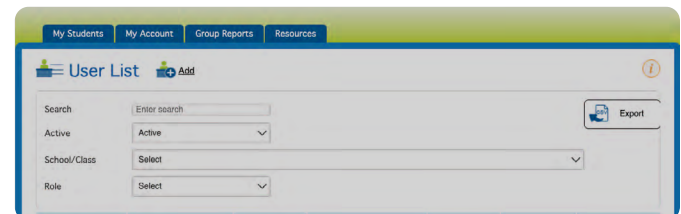
1. Open the **User List** under the **My Account** tab.
2. Click the **name of the user** you would like to edit.
3. Make desired changes. If you edited the user's username or password, click **Email Login** to notify the user of their new login information via email. Otherwise, click **Save** to save your changes.



This screenshot shows the 'User Information' form. It includes fields for 'User Name', 'Password', 'Confirm Password', and 'Email Message'. At the bottom right, there are two buttons: 'Save' and 'Save and Email Login'. A blue circle with the number '3' highlights the 'Save' button.

Exporting User Information

The **User List** can also be exported as a CSV file by clicking the **Export** icon at the top of the page so you can easily view or save information on each user in your account. The CSV file also provides each user's email address.



This screenshot shows the 'User List' page. At the top, there are tabs for 'My Students', 'My Account', 'Group Reports', and 'Resources'. Below the tabs, there is a search bar and a dropdown menu for 'Active'. On the right side, there is an 'Export' icon. The page also displays a table with columns for 'School/Class', 'Role', and 'User Name'.

Section 5: Managing Student Information

Viewing the Student List and Adding New Students

Students can be added to the OMS by Administrators or Teachers. Data Entry users are able to view the Student List in order to select students and enter screening data, but they cannot add students or edit student information.

To add a new student:

1. Open the **Student List** under the *My Students* tab.
2. Click the **Add** icon at the top of the page.
3. Enter **First Name, Last Name, Date of Birth, and Class**. It is recommended that you also complete **optional demographic indicators** such as gender and ethnicity to allow you to filter certain group reports by these characteristics.
4. Click the **Save** button to successfully add the new student.

The screenshot shows the 'My Students' tab with the 'Student List' sub-tab selected. A table lists students: Doris Boode, David Green, Grace Walker, Betty Lou, and Brad Johnson. The 'Add' icon is highlighted with a blue circle and the number 2. Below the table, the 'Student Information' form is shown with fields for First Name, Middle Initial, Last Name, Student ID, Date of Birth, and Weeks Premature. The 'Add' icon is also highlighted with a blue circle and the number 2.

Editing Information for a Student or Changing a Student's Class Assignment

To edit information for a student or change a student's class assignment:

1. Open the **Student List** under the *My Students* tab.
2. In the **Edit Student** column, click the icon for the student whose information you would like to edit.
3. Make desired changes.
4. Click the **Save** button to save your changes.

The screenshot shows the 'My Students' tab with the 'Student List' sub-tab selected. A table lists students: Doris Boode, David Green, Grace Walker, Betty Lou, and Brad Johnson. The 'Edit Student' icon is highlighted with a blue circle and the number 2.

Entering Psychosocial Risk Factors

Psychosocial risk factors are optional indicators recorded within a student's records. These risk factors should be recorded if your program is using at-risk cutoffs. At-risk cutoffs are particularly useful for programs with a large number of at-risk children, as they distinguish which children may be adequately served by prevention programs and which children may have true developmental delays.

Children with four or more psychosocial risk factors will have their screening scores compared to an at-risk cutoff in the Screening Summary Report if they score below the cutoff for potential developmental delays.

To enter a student's Psychosocial Risk Factors:

1. Open the **Student List** under the **My Students** tab.
2. Click the **name of the student** for whom you would like to enter risk factors.
3. Click the **Risk Factors** link in the left *navigation menu*.
4. Check off the **relevant psychosocial risk factors**.
5. Click the **Save** button.

The first screenshot shows the 'Student List' interface under the 'My Students' tab. A blue circle with the number '1' highlights the 'My Students' tab. Another blue circle with the number '2' highlights the 'Doris Boodle' student name in the list. The second screenshot shows the 'Gracie Walker — Risk Factors' form. A blue circle with the number '3' highlights the 'Risk Factors' link in the left navigation menu. A blue circle with the number '4' highlights the 'Child lives in a home where English is not the primary language' checkbox, which is checked.

Deactivating a Student

If you wish to remove a student's information from group reports (e.g., a student has moved or left the school), you can deactivate the student's record.

To deactivate a student:

1. Open the **Student List** under the **My Students** tab.
2. Click the icon in the **Edit Students** column for the student you would like to deactivate.
3. Click the **Inactive** checkbox under **Student Information**.
4. Click **Save** to save your changes.

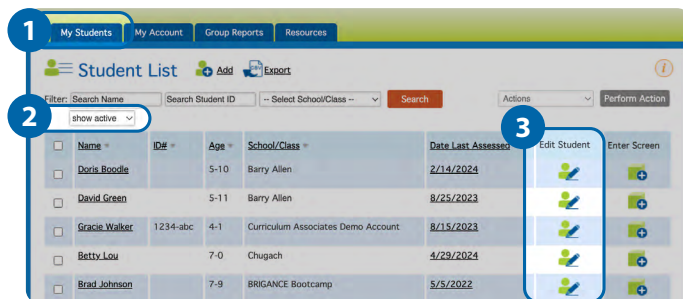
Note: Deactivating a student does not delete the student from the OMS. Instead, deactivating a student hides the student from the default active Student List and removes that student's data from group reports. You can view inactive students by selecting "show inactive" or "show all" from the dropdown menu in the upper-left corner of the Student List page.

The first screenshot shows the 'Student List' interface. A blue circle with the number '1' highlights the 'My Students' tab. A blue circle with the number '2' highlights the 'Edit Student' icon in the 'Edit Students' column for 'Gracie Walker'. The second screenshot shows the 'Inactive' form. A blue circle with the number '3' highlights the 'Inactive' checkbox, which is checked. A blue circle with the number '4' highlights the 'Save' button at the bottom right.

Reactivating a Student

To reactivate a student:

1. Open the **Student List** under the **My Students** tab.
2. Select **Show Inactive** from the dropdown menu in the upper-left corner.
3. Click the icon in the **Edit Students** column for the student you would like to reactivate.
4. Uncheck the **Inactive checkbox** under **Student Information**.
5. Click **Save** to save your changes.

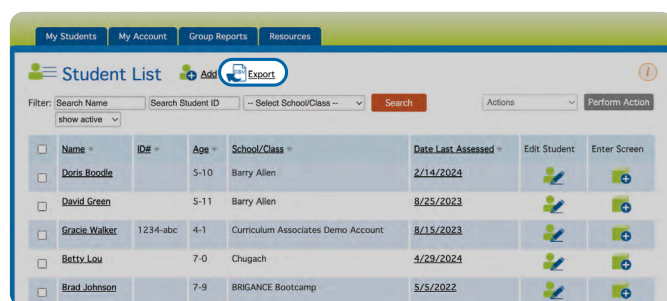


Exporting Student Information

The **Student List** can also be **exported as a CSV file** by clicking the **Export** icon at the top of the page so you can easily view or save information on each student in your account. The CSV file also provides demographic information and parent information for each student.



To export student information:

1. Open the **Student List** under the **My Students** tab.
2. Click the **Export** icon at the top of the page.
3. Open the downloaded file from your file finder.



Section 6: Managing Screening Data

[My Students](#) [My Account](#) [Group Reports](#) [Resources](#)

 **Enter Screening Data** 

David Green

[Data Sheet](#) [Self-help & Social-Emotional Scales](#)

Five-Year-Old Child/Kindergarten Data Sheet Screened on May 01, 2024 by Brooke Tidwell

Domain	Select All	Assessments	Score
Academic/Cognitive	<input type="checkbox"/>	1 Knows Personal Information: <input type="checkbox"/> 1. First name <input type="checkbox"/> 2. Last name <input type="checkbox"/> 3. Age <input type="checkbox"/> 4. Birthday (month and day) <input type="checkbox"/> 5. Telephone number <input type="checkbox"/> 6. Street address	/9
Language Development	<input type="checkbox"/>	2 Names Parts of the Body: <input type="checkbox"/> 1. thumbs <input type="checkbox"/> 2. fingernails <input type="checkbox"/> 3. chin <input type="checkbox"/> 4. chest <input type="checkbox"/> 5. elbows <input type="checkbox"/> 6. shoulders	/6

Viewing a Student's Screening Status on the Student Profile Page

If you click a student's name on the **Student List**, this will direct you to the student's **Student Profile** page. The Student Profile page provides a quick summary of all assessment activity for the selected student. From this page, you can easily:

- **See previously entered data** for the Core Assessments and the Self-help & Social-Emotional Scales. The status of each is indicated as "saved" or "submitted" and direct links provide easy access to the data
- **Enter new screening data** for the Core Assessments and the Self-help & Social Emotional Scales
- **View student reports** after submitting and scoring Core Assessment data by clicking the Summary link in the Summary Report column or by clicking one of the report links at the bottom of the page

All users (i.e., Administrators, Teachers, and Data Entry) have the ability to enter screening data for a student.

Only Administrators and Teachers have access to additional student information available in the pages listed on the left side of the screen. Using this left-hand navigation, you can:

1. **View or edit student information** (see [page 12](#))
2. **Enter the student's psychosocial risk factors** (see [page 13](#))
3. **Manage observations** (see [page 18](#))
4. **Access additional assessment resources** (see [page 18](#))
5. **View student reports** (see [page 19](#))

Entering Data from the Data Sheet (Core Assessments)

1. Open the **Student List** under the **My Students** tab and click the icon in the **Enter Screen** column for the desired student.

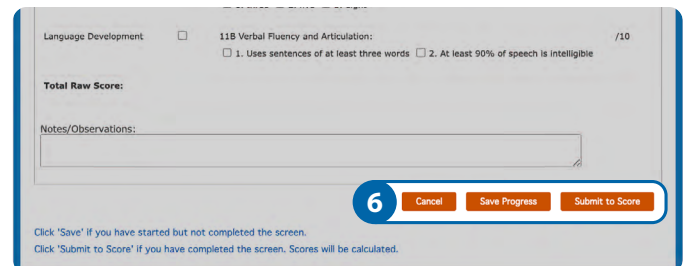
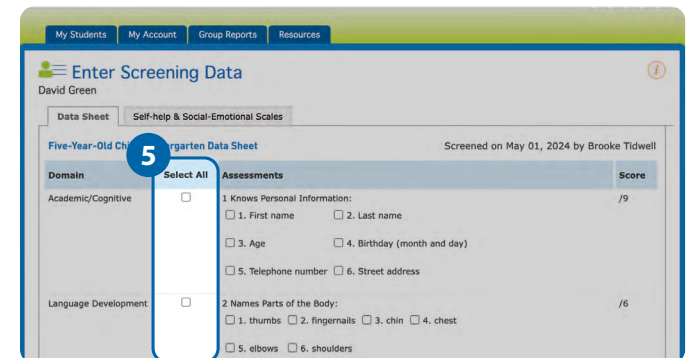
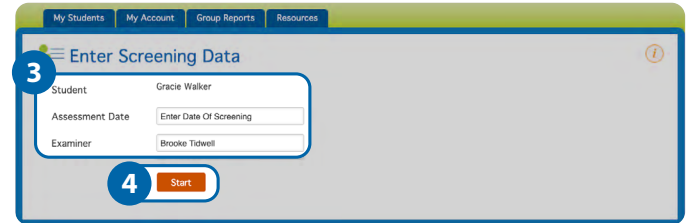
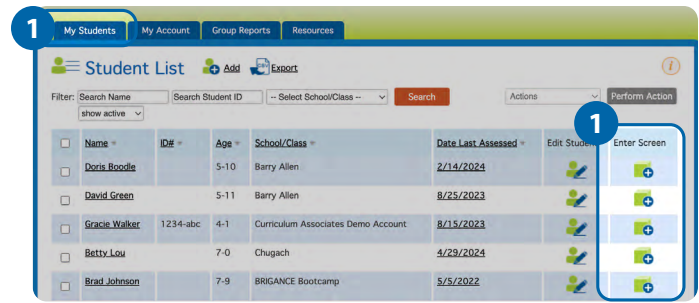
OR

Click the **Enter New Screening Data** icon on the **Student Profile** page.

2. Prior to entering data, make sure you have the **child's completed Data Sheet**.
3. Enter the **assessment date** and **examiner name** written on the Data Sheet (examiner will already be prepopulated based on your name; if you were not the examiner, you can change this field to reflect the actual examiner's name).

Helpful tip: Enter a new assessment date for each screening. The OMS will not allow you to enter the same screening date for multiple assessments.

4. Click the **Start** button.
5. Check each **skill** that was circled (i.e., marked as mastered) on the child's Data Sheet. You can check the **Select All** checkbox in the second column to quickly check all skills for a given assessment. If the Select All checkbox was checked in error, it can be deselected.
6. Click the **Save Progress** button to save data while you are working or if you would like to return at a later time to finish entering data. You can return by clicking the link to the **Data Sheet** on the **Student Profile** page. Click the **Submit to Score** button when you are ready to submit and score the Data Sheet.



Entering Data from the Self-Help and Social-Emotional Scales

For children 2+ years of age, if domain-level scores are desired for self-help and social-emotional skills, then administer the Self-help and Social-Emotional Scales and enter data in the OMS using the steps below.

To enter data from the Self-help and Social-Emotional Scales:

1. Prior to entering data, make sure you have the **completed Parent or Teacher Report** for the Self-help and Social- Emotional Scales.
2. Data for the Self-help and Social-Emotional Scales can be entered at the same time as data is entered for the Core Assessments by clicking the **Self-help & Social-Emotional Scales** tab on the online *Data Sheet* page. Alternatively, this data can also be entered after the Core Assessments have been saved by navigating to the child's *Profile* page and clicking **Continue** in the *Self-help & Social-Emotional Scales* column.
3. For each question, click the **radio button** for the appropriate response. All questions must be answered in order to submit and score the Self-help and Social-Emotional Scales.
4. Click the **Save** button if you would like to save data while you are working or return at a later time to finish entering data. You can return by clicking the **Self-help & Social- Emotional Scales** link on the *Student Profile* page. Click the **Submit to Score** button when you are ready to submit and score the Self-help & Social-Emotional Scales.

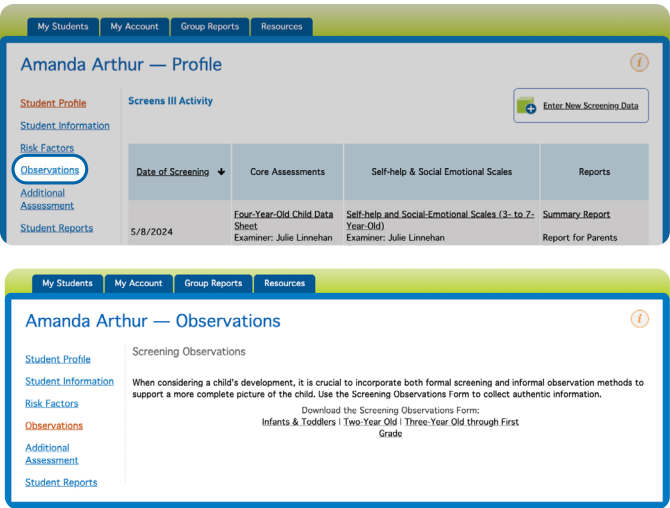
Helpful tip: If you enter data for the Data Sheet (Core Assessments) and the Self-help and Social-Emotional Scales at the same time, clicking the Submit to Score button will submit and score both forms.

The screenshot displays the 'Enter Screening Data' interface for a 'Five-Year-Old Child/Kindergarten Data Sheet'. The interface is divided into several sections. At the top, there are tabs for 'My Students', 'My Account', 'Group Reports', and 'Resources'. Below these, the 'Enter Screening Data' section is active, showing a table with columns for 'Domain', 'Select All', 'Assessments', and 'Score'. The 'Self-help & Social-Emotional Scales' tab is selected. The table lists two domains: 'Academic/Cognitive' and 'Language Development'. Each domain has a 'Select All' checkbox and a list of assessment questions. The 'Academic/Cognitive' domain has a score of /9, and the 'Language Development' domain has a score of /6. Below the table, there are two questions (27 and 28) with radio button options: 'Rarely/No', 'Sometimes', and 'Most of the time'. At the bottom, there are buttons for 'Cancel', 'Save Progress', and 'Submit to Score'. A 'Total Raw Score' field and a 'Notes/Observations' text area are also visible.

Managing Observations

When considering a child’s development, it is crucial to incorporate both formal screening and informal observation methods to support a more complete picture of the child.

You can access the **Observations** section by navigating to the **Student Profile** page and then clicking the **Observations** link in the left-hand navigation menu. The Observations section includes links to the Screening Observations Forms, which can be used to collect authentic information during or immediately after a screening to inform the need for further screening or treatment.

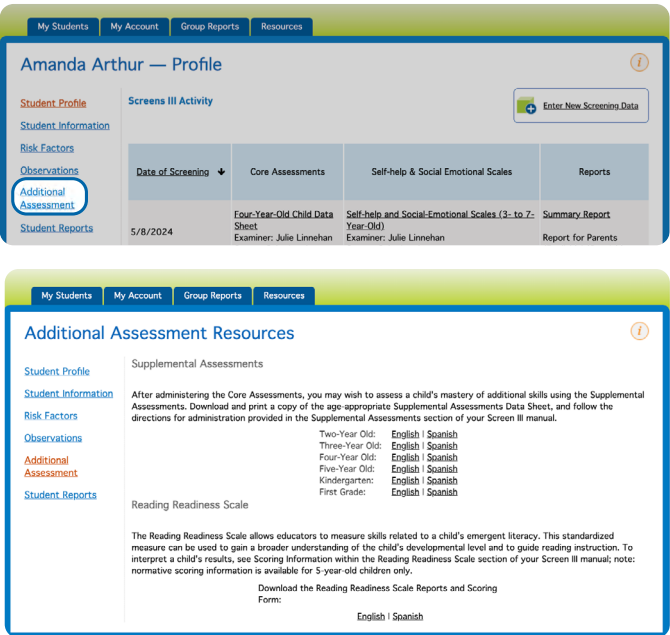


Accessing Additional Assessment Resources

You can access this section by navigating to the **Student Profile** page and then clicking the **Additional Assessment** link in the left-hand navigation menu. The Additional Assessment link provides PDFs for recording data on the Supplemental Assessments and the Reading Readiness Scale.

The **Supplemental Assessments** immediately follow the Core Assessments in your Screens III manual. The Supplemental Assessments allow you to assess a child’s mastery of more advanced skills than those presented in the Core Assessments. Supplemental Assessments are available for two-year-old children through first grade.

The **Reading Readiness Scale** immediately follows the Self-help & Social-Emotional Scales in your Screens III manual. The Reading Readiness Scale is a standardized measure of skills and behaviors related to emergent literacy. Normative scores are available for five-year-old children.

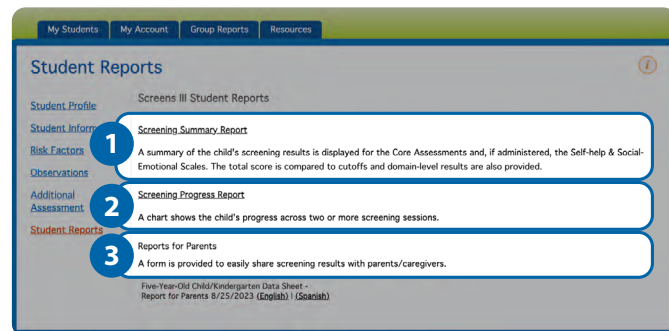


Section 7: Student Reports

Viewing Student Reports

Individual student reports are easily accessible from the **Student Profile** page or the **Student Reports** page. There are three reports that show screening results for individual children:

1. Screening Summary Report
2. Screening Progress Report
3. Reports for Parents



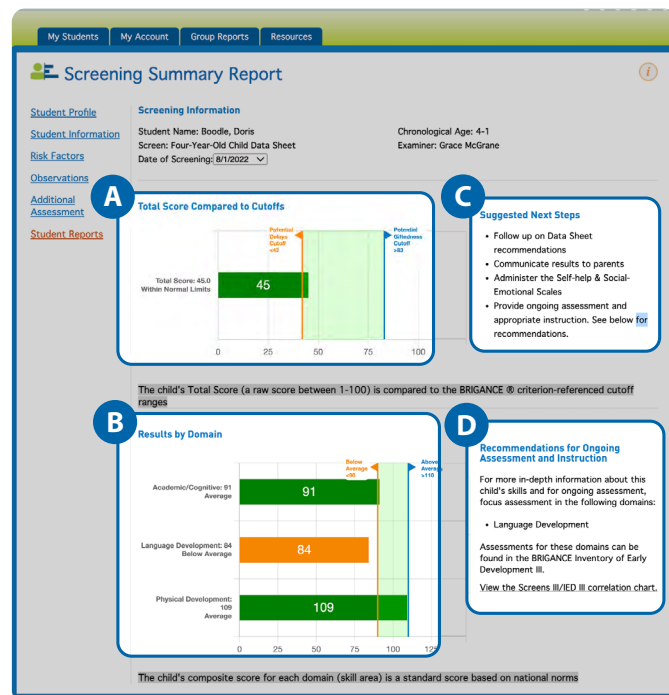
Screening Summary Report

This report displays a summary of a child's total score compared to cutoffs, as well as results by domain. After data has been submitted and scored for the Core Assessments, the option to view the Screening Summary Report is available on the **Student Profile** page.

You can view the following information in the Screening Summary Report:

- Total Score Compared to Cutoffs** shows how the child's raw score compares to cutoffs for potential developmental delays and potential giftedness.
- Results by Domain** show how the child's domain composite scores compare to the average range of 90–110 (see page 32 of the Screens III Technical Manual for more information on how "average" is defined by the normative sample). Self-help and social-emotional results are displayed here if data for the Self-help and Social-Emotional Scales has been submitted and scored.
- Suggested Next Steps** provide recommended next steps for the teacher to complete after screening the child (e.g., for a child whose performance is below cutoff, referral recommendations are included).
- Recommendations for Ongoing Assessment and Instruction** are based on screening results by domain. The Screens III/IED III correlation chart can be used to identify which assessments in the BRIGANCE Inventory of Early Development III (IED III) should be administered for an in-depth look at the child's strengths and needs. The Readiness Activities section under the Resources tab includes targeted instructional activities by domain.

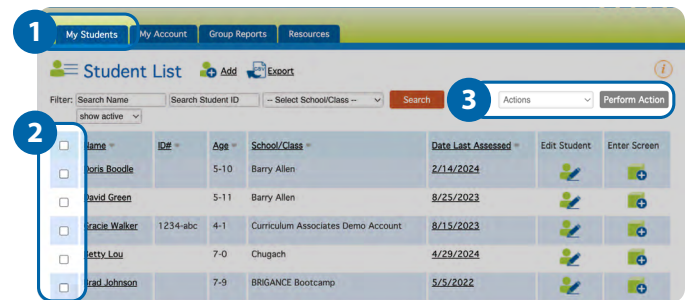
Consult Chapter 6 of the Screens III Technical Manual for more information on monitoring progress with the Screens III.



Batch Printing and Saving Screening Summary Reports

You can batch print or save multiple student Screening Summary Reports directly from the Student List.

1. Open the **Student List** under the **My Students** tab.
2. Select all students or select individuals by clicking the **checkboxes** in the left column.
3. Click the **dropdown arrow** in the **Actions** box. Choose **print summary report**.
4. Select **Perform Action**.
5. Use the dropdown menu to select **Save as PDF** or print.



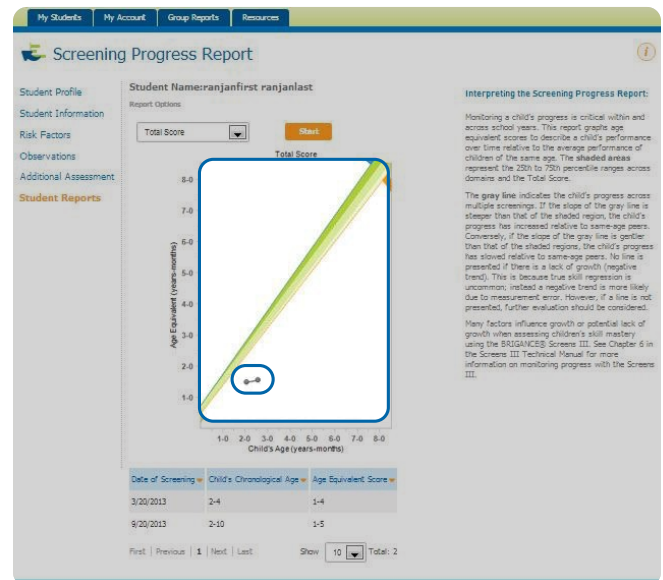
Directions for batch printing and saving can also be found on the Support page.

Screening Progress Report

If the Screens III has been administered at two or more points in time, a child's progress can be reported over that period. This report uses the child's age equivalent scores to plot progress across multiple screening administrations. Age equivalent scores can be used to describe a child's performance relative to the average performance of that child's age group.

The **shaded areas** of the progress graph indicate the 75th and 25th percentile ranges across domains and the total score. If the child's progress slows or increases relative to same-age peers, the slope of the child's **progress** line would be more gradual or steeper, respectively, than the 50th percentile line.

Consult Chapter 6 of the Screens III Technical Manual for more information on monitoring progress with the Screens III.



Reports for Parents

This report provides an easy way for teachers to share a child's screening results with parents/caregivers. The Report for Parents quickly shows a child's performance compared to cutoffs for the Core Assessments as well as performance in individual domains. English and Spanish versions of the report are accessible under Student Profile and Student Reports.

It is best to talk with parents face-to-face when discussing screening results. Consult the Communicate Screening Results section in the Step-by-Step Screening Procedures of your Screens III manual for tips on sharing screening results with families.

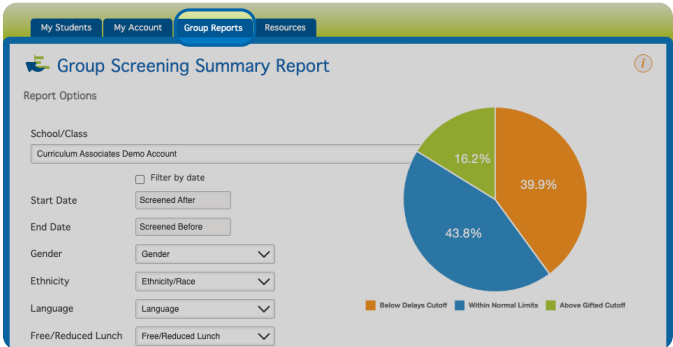
The screenshot shows a 'BRIGANCE' report form titled 'Resultados de la clasificación BRIGANCE Clasificación III'. It includes fields for 'Nombre del niño/a:' (Dallas Dennis), 'Nombre(s) de los padres:', 'Fecha de la clasificación:' (8/1/2021), and 'Fecha de la conferencia:'. Below these is a section for 'Resultados de la clasificación BRIGANCE:' with checkboxes for 'Resultados comparados:' (Debajo del límite, Por encima del límite, Muy por encima del límite). A table titled 'Aspectos clasificados:' shows performance levels for various domains: Desarrollo físico, Desarrollo lingüístico, Destrezas académicas/Desarrollo cognitivo, Destrezas de autoayuda, and Desarrollo socio-emocional. The table has columns for 'Debajo del promedio', 'Promedio', and 'Por encima del promedio'.

Section 8: Group Reports

Viewing Group Reports

Group reports are easily accessible in the **Group Reports** tab. There are two group screening reports that show screening results by district/school/class:

- 1. Group Screening Summary Report
- 2. Children Screened/Not Screened Report
- 3. At-Risk Report



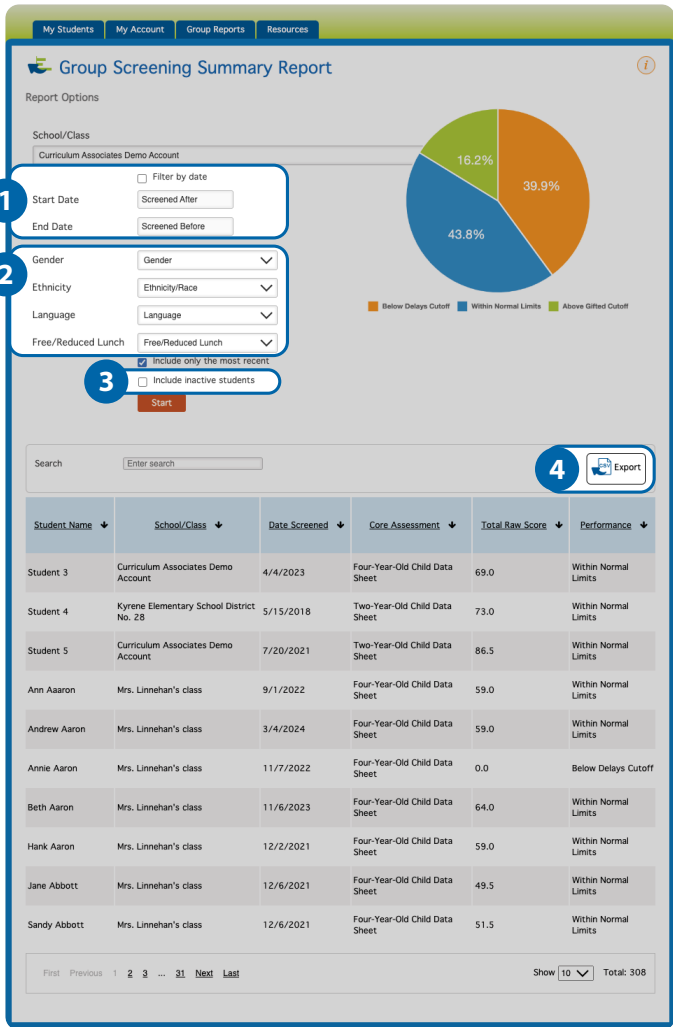
Group Screening Summary Report

This report provides an overview of screening performance and cutoff implications for a group of children.

- 1. Check the **Filter by date** box to limit screening results to a specific date range.
- 2. Filter by **demographics** such as Gender, Ethnicity, Language, or Free/Reduced Lunch to view targeted results.
- 3. Check the **Include inactive students** box to include students marked as inactive in the group report.
- 4. Click the **Export** button to generate a CSV file with the screening results displayed in the report as well as results by domain for the Core Assessments and Self-help and Social-Emotional Scales, if administered.

Use this report to quickly see how an entire district, program, school, or class performed during a specific time period. Only the most recent screening for each child during the specified date range will appear in the report. If the report is not filtered by date, then there are no timing restrictions on the reported screening data, and all Core Assessment data that has been scored will be considered in generating the report.

The export file includes all information displayed in the report as well as additional information on each child, such as date of birth, demographic information, and performance by domain. Data in the export file can be easily filtered/analyzed to aggregate results by demographic indicators or performance compared to cutoffs.



Children Screened/Not Screened Report

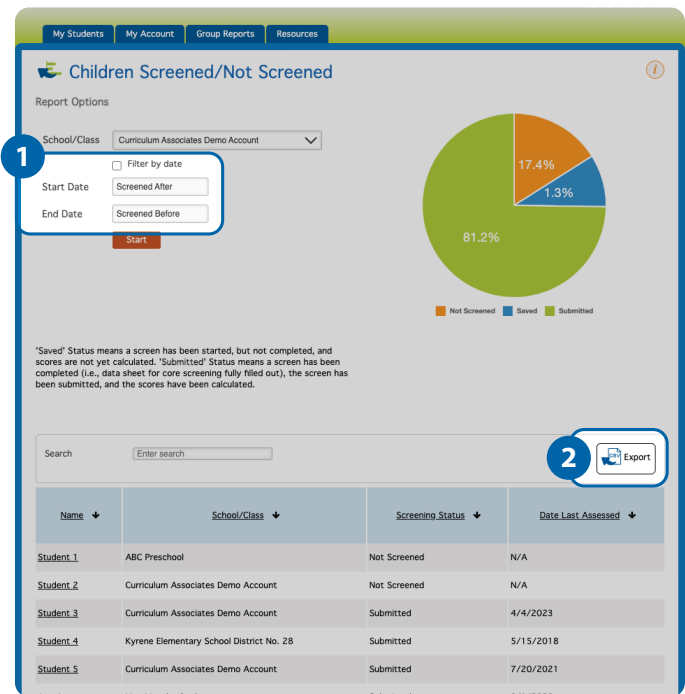
This report displays those children who have and have not been screened within a selected time period. The report also displays the screening status as **Saved** (a screen has been started but not completed) or **Submitted** (a screen has been completed and scored).

- 1. Check the **Filter by date** box to limit screening results to a specific date range.
- 2. Click the **Export** button to generate a CSV file of the report results, including demographic information.

Use this report to quickly determine which children within a specific school or class still need to be screened. If the report is not filtered by date, then there are no timing restrictions on the reported screening data, and all Core Assessment data that has been scored will be considered in generating the report.

*Helpful tip: If your program requires children to be screened by a certain date, use the **filter by date** field to focus on those children not screened within the critical time frame.*

The export file includes all data within the report plus additional information, such as date of birth and gender. The exported data can be easily filtered/analyzed to aggregate results by school/class or demographic indicators.



At-Risk Report

In making referral decisions, it is helpful to consider psychosocial risk factors. The presence of four or more risk factors is strongly associated with school difficulties. This report lists children who have scored below the potential delays cutoff and their performance compared to the at-risk cutoffs, if applicable (the scores of children with four or more risk factors are compared to at-risk cutoffs). It is recommended that children who score below the at-risk cutoffs be referred for further evaluation, while children who score above the at-risk cutoffs be rescreened in six to nine months.

Note: Results are limited to children between the ages of 12 months and 5 years 11 months because this age range represents when risk factors would most likely affect children's development. See Chapter 5 of the Screens III Technical Manual for more information on using the Screens III with children at risk.

This report lists children who have scored below the potential developmental delays cutoff, their risk status based on the number of psychosocial risk factors captured in the student information section, and, if applicable (4+ risk factors), their performance compared to the at-risk cutoffs.

1. **Filter by demographic information** to limit screening results to specific groups of children.
2. Click the **column headers to sort** by name, date, assessment, total score, number of risk factors, domain, at-risk score, or performance compared to at-risk cutoff.
3. Click the **Export** button to generate a CSV file of the report results, including demographic information.

The export file includes all data within the report plus additional information, such as date of birth and gender. The exported data can be easily filtered/analyzed to aggregate results by school/class or demographic indicators.

The screenshot shows the 'At-Risk Report' interface. At the top are navigation tabs: 'My Students', 'My Account', 'Group Reports', and 'Resources'. The main heading is 'At-Risk Report' with a small icon. Below it is 'Report Options'. A blue circle with the number '1' highlights the 'School/Class' dropdown menu, which is currently set to 'Curriculum Associates Demo Account'. To the right of this dropdown is a checkbox labeled 'Filter by date'. Below the dropdown are several filter options: 'Start Date' with a 'Screened After' button, 'End Date' with a 'Screened Before' button, 'Gender' with a dropdown menu, 'Ethnicity' with a dropdown menu, 'Language' with a dropdown menu, and 'Free/Reduced Lunch' with a dropdown menu. At the bottom right of the filter section is a checkbox labeled 'Include only the most recent'. A red 'Start' button is at the bottom center.

The screenshot shows the results table of the At-Risk Report. A blue circle with the number '2' highlights the column headers. A blue circle with the number '3' highlights the 'Export' button in the top right corner. The table has the following columns: Student Name, Date Screened, Core Assessment, Total Score, Number of Risk Factors, At-Risk Domain, At-Risk Score, Performance Compared to At-Risk Cutoff, and Rec. The table contains three rows of data.

Student Name	Date Screened	Core Assessment	Total Score	Number of Risk Factors	At-Risk Domain	At-Risk Score	Performance Compared to At-Risk Cutoff	Rec
Andrew Aaron	5/15/2023	Three-Year-Old Child Data Sheet	31	0	N/A	N/A	N/A	Refer eval.
Annie Aaron	11/7/2022	Four-Year-Old Child Data Sheet	0	0	N/A	N/A	N/A	Refer eval.
Annie Aaron	3/1/2022	Four-Year-Old Child Data Sheet	0	0	N/A	N/A	N/A	Refer eval.

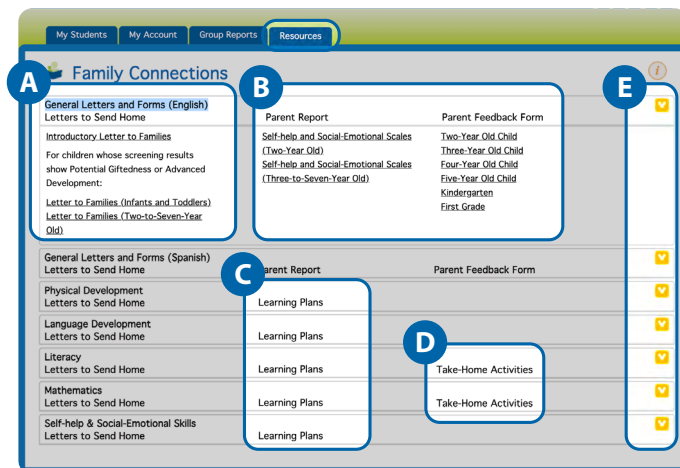
Section 9: Resources

The **Resources** section of the OMS provides information useful for implementing the BRIGANCE assessments, including resources for connecting with families, instructional activities from the BRIGANCE Readiness Activities, and the Screens III Technical Manual.

Family Connections

It's critical to keep families informed and involved in their child's development. The resources in this section help strengthen home-school connections. Use the **arrows on the right** to expand and collapse the menus, enabling you to fully view each section and click the PDF links.

- A. **Letters to Send Home:** These family-friendly letters are available in English and Spanish for you to engage parents/caregivers by informing them of what their children are learning in the classroom and recommending activities to support the development of those skills at home.
- B. **Parent Reports and Feedback Forms:** These forms allow parents to communicate information about their child that can help guide program decisions. These forms are provided in your Screen III manual following the Supplemental Assessments section.
- C. **Learning Plans:** These one-page learning plans can be sent home to parents/caregivers to inform them of what their child is learning in the classroom.
- D. **Take-Home Activities:** These literacy and mathematics activity booklets provide fun activities for parents/caregivers to complete with their child using materials found in the home.



Readiness Activities

The BRIGANCE Readiness Activities are engaging, easy-to-plan developmental activities targeting key readiness skills. The PDFs provided in this section offer quick and easy access to a wealth of instructional activities in the key domains of physical development, language development, literacy, mathematics, and social-emotional development.

- E. Use the **arrows on the right** to expand and collapse the menus, enabling you to fully view each section and click the PDF links.
- **Correlation to the BRIGANCE IED III:** The Readiness Activities are correlated to the BRIGANCE Inventory of Early Development III (IED III), making it easy to provide targeted instruction based on a student's areas of need that were identified with the comprehensive criterion-referenced assessments in the IED III.
- **Activities by domain:** The PDFs of the Readiness Activities are listed by domain, making it easy to locate appropriately targeted instructional activities after identifying areas of need with the Screens III or IED III.

Screens III Technical Manual

The Screens III Technical Manual includes in-depth information on the standardization, reliability, and validity of the BRIGANCE Screens III. The Screens III Technical Manual also includes detailed scoring information and in-depth information about administration procedures.

Appendix: System Requirements

Supported Operating Systems and Web Browsers (Minimum Requirements)

BRIGANCE OMS can work with any modern operating system that can run one of the listed browsers and receives current security updates:

- Microsoft Edge®
- Safari®
- Firefox®
- Chrome®

Other Required Software:

(Windows® only) Adobe® Acrobat Reader®. The latest version can be downloaded here: <http://get2.adobe.com/reader/>.

Web Browser Settings:

- JavaScript must be enabled.
- Cookies must be enabled.
- Pop-ups must be allowed for oms.brigance.com.

Firewall Settings:

The following URL must be added to the safe list (often called the white list) on all firewalls, web proxy servers, and/or content filters: <http://oms.brigance.com>.

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