



BRIGANCE[®]

Head Start Online Management System

Administrator Guide

Supports assessment with:

- Head Start Screens

- Head Start Developmental Inventory

Table of Contents

INTRODUCTION	3
About the Management System	3
Getting Assistance	3
OVERVIEW	4
Administrator Usage	4
Teacher and Staff Usage	4
GETTING STARTED	5
Logging in to the BRIGANCE® Head Start Online Management System	5
MY ACCOUNT	6
Evaluation Periods	6
Adding a Center or Class	7
User Permissions	7
Adding a User	8
Reassigning a User to Another Center or Class	9
Deactivating a Center or Class	9
Deactivating a User	10
Reactivating a User	10
Custom Cutoffs	10
Changing Your Password	11
Issuing a New Password to a User	11
Exporting Data	12
MY STUDENTS	13
Adding Students	13
Importing Students	14
Viewing Your Student List	15
Managing Lists	16
GROUP REPORTS	17
Screens Group Reports	17
Inventory Group Reports	18
APPENDIX A: SYSTEM REQUIREMENTS	20
APPENDIX B: TECHNICAL DESCRIPTION AND NETWORK CONNECTIVITY REQUIREMENTS	21
Technical Description of the Management System	21
Network Connectivity Requirements	21
Firewall Requirements	21
Proxy Servers/Content Filtering Requirements	21
APPENDIX C: ACCOUNT ADMINISTRATOR'S CHECKLIST	23
APPENDIX D: USER SUPPORT – GETTING ASSISTANCE	24
APPENDIX E: TERMS AND CONDITIONS OF USE	25

Introduction

This guide explains how to set up your BRIGANCE® Head Start Online Management System account and how to ensure successful implementation of the Management System in your program or center.

This guide is for account administrators and other users of the Management System who have been designated as administrators. (An 'administrator' in the Management System is responsible for managing access to the account and otherwise facilitating teacher and staff usage.)

About the Management System

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

- view screening results, including scores compared to cutoffs and standardized 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

The BRIGANCE® Head Start Online Management System and all related data are maintained and stored on Curriculum Associates' secure web servers.

Getting Assistance

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

- **Phone:** 800-225-0248 x1392 8:30 am – 5 pm Eastern Time.
- **E-Mail:** wsupport@cainc.com
- **FAX:** 800-366-1158

Overview

When your program or center purchases a subscription to the Management System, your account is created for you by a Web Services Coordinator at Curriculum Associates. Your account structure is based on the organization of your program or center.

Administrator Usage

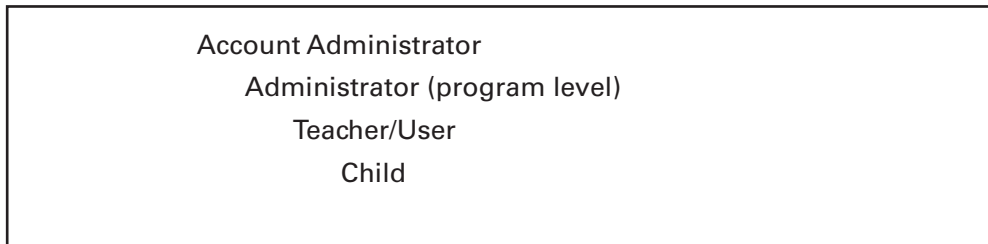
Administrators have the ability to add new users or departments (center, programs, or classrooms) to their account, assign permissions to users, and edit user records. Administrators can move users who relocate, and archive or deactivate the users who are no longer active.

While your account may have multiple administrators, there can be only one Account Administrator with overall responsibility for the account. The Account Administrator is the person primarily responsible for:

- Adding other users (teachers, staff members, and other administrators).
- Assigning users to a specific department or classroom.
- Notifying users of their assigned login name and password.
- Setting up Account Preferences such as **Screens Custom Cutoffs**, if desired, and **Evaluation Periods** for the Developmental Inventory.
- Encouraging users to familiarize themselves with the program through the Teacher Guide and online video tutorials (www.CA101.com).

The role of the Account Administrator is very important to a successful implementation of the Online Management System. See the Account Administrator’s Checklist in Appendix C.

For program-level accounts, an Account Administrator may create administrators for each center in the account. Each center-level administrator, in turn, has the ability to manage all the users at their center.



Teacher and Staff Usage

Users of teacher accounts are not allowed access to all the account management functions. They may add students, enter screening and assessment results, view individual and group reports, enter observations in the Observation Log, and use the Family Connections section. Teachers typically maintain only the student records for students in their classrooms. They can also change their individual passwords.

Getting Started

Logging in to the BRIGANCE® Online Management System

- Start your Web browser and go to:
<http://www.BRIGANCE.com/HeadStart/login.aspx>
- 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” e-mail. If you still cannot login, contact your center’s BRIGANCE® Online Management System Account Administrator to have your password reset. If you are the Account Administrator, email wsupport@cainc.com or call 800-225-0248 x1392.

- You will be brought to the **My Account** page, where you can add and edit schools, classes, and users.

My Account

The **My Account** section provides options to manage classes and users in your account, as follows:

- **Evaluation Periods**—Set up timeframes for entering and reporting on assessments with the Developmental Inventory. **Do this first.**
- **User List**—View users in your account. Sort by Center/Class.
- **Adding Classes**—Add Centers or Classes to your account.
- **Adding Users**—Add users to your department(s), and assign them to a Center or Class.
- **Custom Cutoff** — Adjust default cutoffs.
- **Changing Passwords** — Change any user’s password.
- **Exporting Data** — Export student information and assessment data.

An *account* consists of a program, centers and classes, teachers, and students. Teachers and administrators have access only to information in their center or class. Only the top-level administrator(s) has access to the entire account hierarchy.

Evaluation Periods

As an administrator, you set Evaluation Periods for ongoing assessment. **You should do this before your users begin entering assessment data. NOTE: You cannot change this account-wide setting once it has been set and student assessment data has been entered for a period.**

To set Evaluation Periods:

- Click the **Evaluation Periods** link in My Account.
- Enter the date ranges for which you want evaluations performed during an academic year.
- To add a new period, click on the plus sign and enter the Start Date and End Date for your evaluation period; to delete a period, click on the minus sign.
- Click **Update** to save your changes.
- You may include up to 6 evaluation periods within a single academic year.

Evaluation Periods: Choose a year and enter evaluation dates

Academic Year

2010-2011

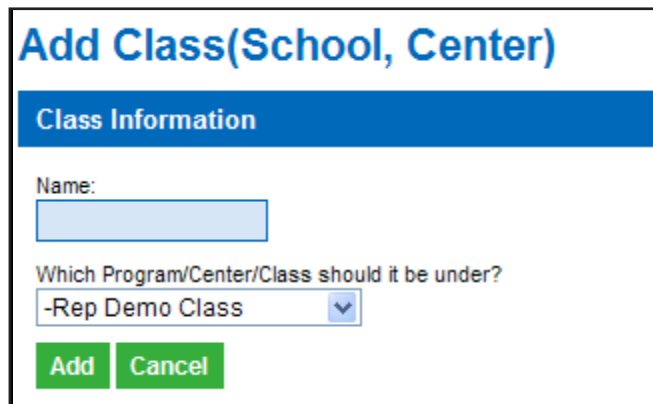
Start Date	End Date
<input type="text" value="8/15/2010"/>	<input type="text" value="1/30/2011"/>
Start Date	End Date
<input type="text" value="2/1/2011"/>	<input type="text" value="6/30/2011"/>
Start Date	End Date
<input type="text"/>	<input type="text"/>

Adding a Center or Class

All accounts are initially created with one program unless it was specified otherwise before setup. If you are in a program using the Management System for multiple centers, you might create a department to represent each center. If you are a single center, it is not necessary to create additional departments, though you may create a department to represent each classroom.

To add a center or class, do the following:

1. In **My Account**, click **Add Classes**.
2. Enter the **Center or Class Name**.
3. In the drop-down list, select the Program/Center/Class under which the new department will reside.
4. Click the **Add** button.



User Permissions

Each user is assigned *permissions* based on the following permission levels:

- **Administrator** – A user defined as an Administrator can add or update schools, classes, and users, add students and update student information, view and manage all reports, and enter student assessment data.
- **Teacher** – Users defined as a Teacher can add students and update student information, enter student assessment data, and view and manage all reports.
- **Data Entry** – Users defined as Data Entry can enter assessment data.

While the Account Administrator has overall responsibility for your account, the Account Administrator may define other users as Administrators. For example, individuals managing a center/school may be assigned Administrator permissions so that they have the ability to manage users within their center/school.

Adding a User

A *user* is anyone you add to your account and is issued a Login Name and Password. A user can be another Administrator or a Teacher.

To add a user, do the following:

1. In **My Account**, click **Add Users**.
2. Enter the user's **First Name** and **Last Name**.
3. Choose a **Center** or **Class** from the drop-down list. This user will have access to all student data within that department, including its sub-departments. If you leave the selection at the top level of your account, the user will have access to all centers and classrooms.
4. Enter the user's **Email** address.
5. Select the **Permission**. Your choices are Data Entry (limited access to reports), Teacher, or Administrator.
6. Enter **Login Information**.
7. Select **Send E-Mail Notification** if desired.
8. Click the **Add this user** button.

Add User

User Information

First Name	Middle Initial	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Program/Center/Class	E-mail	Permission
-Rep Demo Class <input type="button" value="v"/>	<input type="text"/>	Teacher <input type="button" value="v"/>

Login Information

Login Name	Generate Random Password	
<input type="text"/>	<input type="checkbox"/>	
Password	Confirm Password	Password Hint
<input type="text"/>	<input type="text"/>	<input type="text"/>

Send E-Mail Notification

E-Mail Notification Message

Reassigning a User to Another Center or Class

To reassign a user to another center or class, do the following:

1. In **My Account**, click **Users**.
2. Click a **User Name**.
3. Choose a **Center** or **Class** from the drop-down list. If you leave the selection at the top level of your account, the user will have access to all centers and classroom.

Update User

User Information

First Name Helen	Middle Initial 	Last Name Chen
Program/Center/Class -Rep Demo Class	E-mail 123@.com	Permission Teacher

Login Information

Login Name hchen	Generate Random Password <input type="checkbox"/>	
Password 	Confirm Password 	Password Hint

Send E-Mail Notification

E-Mail Notification Message

Deactivating a Center or Class

Deactivating a center or class will deactivate all student records, users, and classes under that center or class.

Deactivate a department as follows:

1. In **My Account**, click **User List**.
2. Click a **Center/Class name**.
3. Click **Make Inactive**.
4. A message box will appear that says, "Deactivating this department will deactivate all student records, users, and departments under this department. Are you sure you want to continue?" Click **OK**.

To reactivate a department, please provide all necessary information to customer support (email wsupport@cainc.com or call 800-225-0248 x1392), including department name, account name and whether the users and students under the department should be reactivated, if applicable.

Deactivating a User

Deactivating a user moves the user to an Inactive Users list. You can reactivate a user at any time.

Deactivate a user as follows:

1. In **My Account**, click **Users**.
2. Click a **User Name**.
3. Click the **Make Inactive** button.

Reactivating a User

To reactivate a user, do the following:

1. In **My Account**, click **Inactive Users**.
2. Click a **User Name**.
3. Click the **Reactivate** button.

Custom Cutoffs

Use this page to adjust the default BRIGANCE Screens Cutoffs (cutoffs for predicting potential delays). Before changing these cutoffs, which have been established and validated in a 2005 national standardization study, consider that the Management System already takes into account Psychosocial Risk factors, and considers an additional At-Risk Cutoff before presenting a “consider for referral” message. This feature helps to limit the children who fall below the Delays Cutoff to those who are truly at risk for developmental delay.

Custom Cutoff Scores			
Age	Delays Cutoff	Gifted Cutoff	BRIGANCE Screens
birth	< <input type="text" value="6"/>	>= <input type="text" value="13"/>	Infant
1 month	< <input type="text" value="10"/>	>= <input type="text" value="22"/>	Infant
2 months	< <input type="text" value="17"/>	>= <input type="text" value="15"/>	Infant
3 months	< <input type="text" value="19"/>	>= <input type="text" value="31"/>	Infant
4 months	< <input type="text" value="23"/>	>= <input type="text" value="32"/>	Infant

Changing Your Password

To change your password, do the following:

1. Click **My Account**.
2. Click **Change Password**.
3. Enter your **Old (current) Password**.
4. Enter your **New Password**.
5. Enter your new password again in the **Confirm New Password** field.
6. Click the **Submit** button.

Issuing a New Password to a User:

You may need to do this if a user misplaces their password.

To update a password and a user, do the following:

1. In **My Account**, click **User List**.
2. Click a **User Name**.
3. Be sure the user's **Email** address is entered. You may use your own e-mail if the user does not have access to one.
4. Enter a new Password or click **Generate Random Password**.
5. Notify the user of the new password, or select **Send E-Mail Notification**.
6. Click **Update this user**.

Exporting Data

The Export Data tab allows you to export student information and assessment data for a selected class/program and date range. There are three options to choose from to Export Data:

1. Exporting **Student Data** will generate a list of students for the selected class/school/district. The list will include student information from each student's record, such as Full Name, Student ID, Date of Birth, etc. Student Data does not include assessment results or observation.
2. Exporting **Screens Data** will generate a list of screening results for each student selected, such as Screen, Items Mastered, Assessment Score, Date Tested, etc. Data is shown for students screened within the selected class/school/district and selected date range. Screens Data does not include student demographic information or observations.

Note: Screens Data is not available for accounts with the Quick-Entry option selected. The Quick-Entry option is selected at the time of account setup and cannot be changed. If your account has the Quick-Entry option selected and you would like to view a student's Screens data, please see the student's individual Screening Summary Report.

3. Exporting **Inventory Data** will generate a list of assessment results for each student selected, such as Inventory, Assessment Name, Skill Name, Date Tested, etc. (data is exported only for administered assessments). Data is shown for students assessed within the selected class/school/district and selected date range. Inventory Data does not include student demographic information or observations.

To export data, do the following:

1. Click **My Account**.
2. Click **Export Data**.
3. Select **Class**, **Start Date**, and **End Date** (if relevant).
4. Click **Go**.

Note: do not close the browser window or log out of the OMS while your export is downloading.

5. After the export has completed downloading, click the **File Name** under Completed Downloads to download the export. You can then view and save the exported data file.

Export Data: Choose the data to export

Data Type	Parameters
Student Data	Show Class: <input type="text" value="All Classes"/> <input type="button" value="Go"/>
Screens Data	Show Class: <input type="text" value="All Classes"/> Start Date: <input type="text"/> End Date: <input type="text"/> <input type="button" value="Go"/>
Inventory Data	Show Class: <input type="text" value="All Classes"/> Start Date: <input type="text"/> End Date: <input type="text"/> <input type="button" value="Go"/>

Completed Downloads

Date	File Name	File Size
5/25/2011 3:10:01 PM	Melissa Books_StudentData_All Classes_5_25_2011_15_10_1.csv	755 Bytes

My Students

The **My Students** section allows you to manage all of your students. From this page, you can: Add Students, Import Students, View Your Student List, and Manage Lists.

Adding Students

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

- In the **My Students** section, click the link labeled **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.
- It is also important to enter **Date Entered Program** in order to track whether screening has been done within 45 days of entering the program.
- Enter **Gender, Ethnicity/Race** and **Language** in order to disaggregate data.
- Enter **Parent/Guardian** information, including Email if you plan to e-mail letters and Take-Home Activities to families.
- Check 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 check off these factors, if applicable.**
- Check 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

Student Information (* Required)				
First Name *	Middle Initial	Last Name *	Enter Program Date *	Exit Program Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Student ID	Birth Date *	Weeks Premature (up to 2 years old)		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Gender	Ethnicity/Race	Language	Free or Reduced Lunch	Class *
<input type="text" value="Not Provided"/>	<input type="text" value="Not Provided"/>	<input type="text" value="Not Provided"/>	<input type="text" value="Not Provided"/>	<input type="text" value="-Rep Demo Class"/>

Parent / Guardian			
Name	Home Phone	E-mail	ZIP
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address		City	State
<input type="text"/>		<input type="text"/>	<input type="text"/>

Psychosocial Risk Factors
<input type="checkbox"/> Parent(s) have less than a high-school education.
<input type="checkbox"/> Parent(s) have limited literacy (e.g., They had difficulty completing questionnaire, poor spelling, unpracticed handwriting, etc.)
<input type="checkbox"/> There is less than twenty years' age difference between parent and oldest child.
<input type="checkbox"/> Child is member of a racial/ethnic minority. (See Appendix C for a discussion of issues in bilingualism.)
<input type="checkbox"/> Family does not speak English at home.

Importing 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 customized 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, Date of Birth, Enter Program Date, and Class**. Enter **Weeks Premature** if applicable and if child is currently under 24 months old.
 - Enter optional information for **Gender, Ethnicity/Race, Language** and whether the student qualifies for **Free or Reduced Lunch**.
 - 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.

Import Students

Step 1: Download Template

[Download Template](#) [Isabel Rodriguez_StudentsList_9_16_2011_14_52_21.csv last downloaded:9/16/2011 2:52:21 PM](#)

Step 2: Import Completed Template

Step 3: View Results

Students data imported successfully.

Date	File Name	Import Results
9/16/2011 2:52:51 PM	Isabel Rodriguez_StudentsList_9_16_2011_14_52_21 (1).csv	Success 1 Students Imported.

Viewing 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.

Student List					
Show Class <input type="text" value="-Rep Demo Class"/> Search by Last Name <input type="text" value=""/> <input type="button" value="Go"/>					
Student Name	Student ID	Current Age	Enter Program Date	Exit Program Date	Center/Class
Anderson, Deb		4-7	6/1/2010		Ms Jessica's Class
Aynes, Amanda	1-A	4-11	8/11/2009		Ms Jessica's Class
Banja, Raymond	467	5-4	9/18/2009		Rep Demo Class
Blezdek, James	876	5-10	9/18/2009		Rep Demo Class
Brown, Michael	724	5-2	9/18/2009		Rep Demo Class

Managing Lists

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

- Click the link labeled **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 checkbox next to the student name. Then click **Make Inactive**.
- To move a student to another class, select a name or names by clicking the checkbox next to the student name. Select a new class in the **drop-down list**. Then click **Move to**.

Manage Student List: Enter information and search

Student Information		
Program/Center/Class -Rep Demo Class	First Name	Last Name
Birth date on or before	Gender All	Ethnicity/Race All
<input type="button" value="Search for Students"/>		

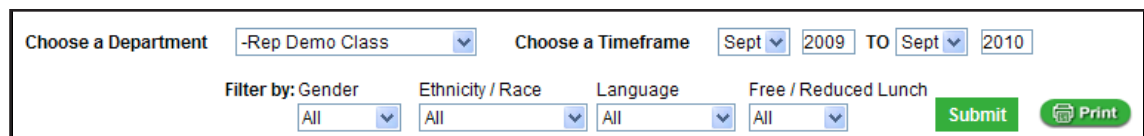
NOTE: Flagging a student as *inactive* removes the student from the Active Student list and from any reporting results. Inactivating a student may be necessary when a student has moved or has completed a program and you wish to archive the student data. **This action does not delete the student data from the Management System.**

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/Center/Class) in the drop-down list.
- Choose a **Timeframe**, if necessary.
- As relevant, select **Student Filters** such as Gender, Ethnicity/Race, Language, or Free/Reduced Lunch.
- Click **Submit**.



The screenshot shows a web interface for filtering reports. It includes a dropdown menu for 'Choose a Department' with '-Rep Demo Class' selected. A 'Choose a Timeframe' section has 'Sept' selected for the start month and '2009' for the start year, with 'TO' and 'Sept' selected for the end month and '2010' for the end year. Below this, there are four filter categories: 'Gender' (All), 'Ethnicity / Race' (All), 'Language' (All), and 'Free / Reduced Lunch' (All). Each filter has a dropdown menu. At the bottom right, there are two buttons: a green 'Submit' button and a green 'Print' button with a printer icon.

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.

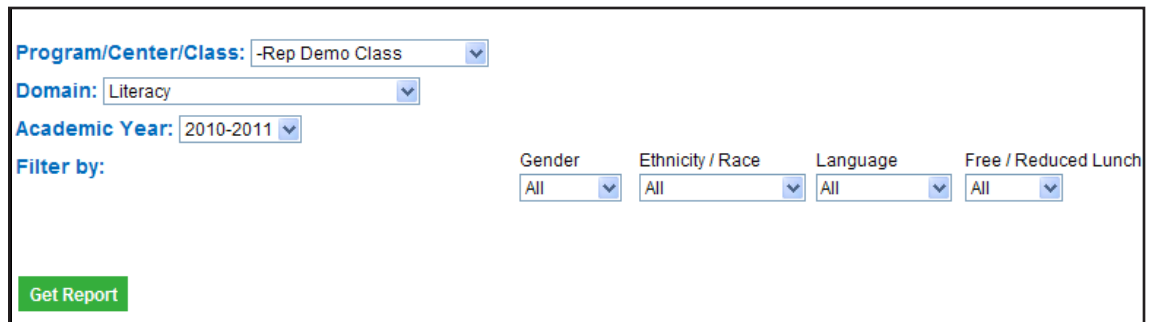
Children Below At-Risk Cutoff – This report lists children who have scored below the Potential Delays Cutoff and the At-Risk Cutoff, and have 4 or more Psychosocial Risk Factors.

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/Center/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, Ethnicity/Race, Language, or Free/Reduced Lunch.
- Click **Submit**.



Program/Center/Class: -Rep Demo Class

Domain: Literacy

Academic Year: 2010-2011

Filter by:

Gender	Ethnicity / Race	Language	Free / Reduced Lunch
All	All	All	All

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/center/class. Click links in the report table to see the names of children within each category.

NOTE: For individual student reports, see the *BRIGANCE® Head Start Online Management System Teacher Guide*.

Appendix A: System Requirements

The BRIGANCE® Head Start 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

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.

Appendix B: Technical Description and Network Connectivity Requirements

Technical Description of the BRIGANCE® Online Management System

The BRIGANCE® Online Management System is an Internet application hosted by Curriculum Associates, LLC.

Network Connectivity Requirements

All student session data in the BRIGANCE® Online Management System is transmitted via TCP/IP. All computers using the BRIGANCE® Online Management System must have TCP/IP installed, and your network must be capable of routing traffic through port 80 and 443 to the Internet.

The protocol/port combinations used by the BRIGANCE® Online Management System are:

Protocol/Port	Function
http/80	BRIGANCE® Online Management System and
https/443	Administrative computers

The remainder of this section presents guidelines for centers using firewalls and proxy servers.

Firewall Requirements

If there is a firewall between the computers being used for the BRIGANCE® Online Management System and the Internet, the following destination/protocol/port combinations must be allowed through the firewall:

Domain Name	Protocol/Port
http://brigance.com	TCP/http port: 80
https://brigance.com	TCP/https port: 443

Proxy Servers/Content Filtering Requirements

The following URLs must not be blocked on any proxy servers or by any software that is used for Internet content filtering:

http://brigance.com
https://brigance.com
http://curriculumassociates.com

Many programs use proxy servers in their networks. Proxy servers are placed between client devices (i.e., users' computers) and the Internet and are used to forward requests from client devices to the Internet. Proxy servers may perform some or all of the following functions:

- **Protocol Filtering** — to control which protocols are forwarded to the Internet
- **User Authentication** — to control who can access the Internet
- **Machine Authentication** — to control which devices can access the Internet
- **Content Filtering** — to control Internet content accessible to devices

For client applications to access the Internet in a proxy server environment, the client computer must have the hostname and port number of the proxy server. The client sends all Internet requests to the proxy server. The proxy server receives requests and performs various checks, including the following:

1. Verify that the protocol is supported; some protocols may be blocked by your proxy server. The BRIGANCE® Online Management System uses the same protocols used by Web browsers: TCP, http and https.
2. Verify that the user has been authenticated.
3. Verify that the source address of the request is on the list of allowed devices (machine authentication). If machine authentication is enabled, all computers running the BRIGANCE® Online Management System must be recognized by the proxy server as valid clients.
4. Verify that the requested network object is not blocked by an Internet content filter. (Most Internet content filter vendors provide lists of sites organized by category that administrators can decide to filter.) The URL brigance.cainc.com must be allowed by any content filter on your network.

Appendix C: Account Administrator's Checklist

Follow these steps to ensure a successful implementation of the BRIGANCE® Head Start Online Management System.

- Decide** (with guidance from Curriculum Associates) if you would like to set up your account to use the Quick-Entry method for entering Screens Data Sheet results. See your account setup documents for more information.
- Set up** account preferences such as Custom Cutoffs for Screens, if desired, and Evaluation Periods for the Developmental Inventory.
- Print out, read and distribute** the Teacher and Administrator Guides.
- Print out Appendix A – System Requirements and Appendix B – Technical Description and Network Connectivity Requirements** for review by your technical staff. Ensure that all technical and network requirements are in place, and that student and teacher computers meet system requirements.
- Train an Administrator** to be a facilitator at each center in your program.
- Set up user accounts for program Administrators.
- Conduct teacher-training sessions** for all those who will be using the program.

Appendix D: User Support – Getting Assistance

We are happy to assist you with the administration and ongoing use of the BRIGANCE® Head Start Online Management System. You can contact us for assistance as follows:

- **Phone:** 800-225-0248 x1392 8:30 am–5 pm Eastern Time.
- **E-Mail:** wsupport@cainc.com
- **FAX:** 800-366-1158
- **Training:** Available 24/7 at www.CA101.com.

Appendix E: Terms and Conditions of Use

Please carefully read these terms and conditions of use (the ‘TOU’) of Curriculum Associates LLC’s (“CA”) proprietary BRIGANCE® Online Management System (the “OMS”). By using your login to access the system, you agree, on behalf of your organization, to abide by these TOU. All references to “You” or “you” in these TOU refer to your organization, which has licensed access to the OMS from CA. All authorized users within your organization are expected to comply with these TOU.

Copyright and Proprietary Rights

The OMS and the content contained therein are the sole property of CA and its licensors and are protected by United States and International Copyright laws. All copyright, trademark, and other proprietary rights in the OMS and in the software, text, graphics, design elements, audio, music and all other materials contained in the OMS are reserved by CA and its licensors. You may not use the OMS in any manner that infringes the proprietary rights of any person or entity.

Data Collection, Ownership and Security

In connection with your use of the OMS, you will be asked to provide CA with data about your students. You represent and warrant that you have the right to provide CA with all of the data you input into the OMS. As you use the OMS, data will be generated about your students’ performance and progress. Both the information you input and the data generated by your usage will be referred to in these TOU as “Customer Data.” You shall own all right, title and interest in and to the Customer Data. However, you hereby grant CA a perpetual, worldwide, royalty-free license to use the Customer Data: (a) to host and make access to the OMS available to you; and (b) for internal research and analytic purposes, provided, however that CA will only use Customer Data for the purpose outlined in (b) above in aggregated, non-personally identifiable form.

CA takes the protection of Customer Data, particularly personally-identifiable data, very seriously. CA will not reveal the names, identifiers, or individual assessment results to any third parties.

Access to the OMS

Your authorized users will need valid usernames and passwords to access the OMS. You are responsible for the integrity and security of your usernames and passwords. Please advise CA immediately if any of your usernames and/or passwords have been compromised.

CA will use commercially reasonable efforts to make the OMS available to you 24 hours a day, except for: (a) planned downtime, of which CA will give you reasonable notice where possible, and which CA shall use reasonable efforts to schedule during the hours from 5:00 p.m. Eastern time to 7:00 a.m. Eastern time; or (b) any unavailability caused by circumstances beyond CA’s reasonable control, including without limitation, acts of God, acts of government, flood, fire, earthquakes, civil unrest, acts of terror, strikes or other labor problems, or Internet service provider failures or delays.

Limitations on Use

You shall not, nor permit any of your authorized users to: (a) reverse engineer, decompile, disassemble or otherwise attempt to discover the source code or algorithms underlying the OMS; (b) modify, copy, translate, or create derivative works based on the OMS or any of the content contained therein; (c) rent, lease, distribute, sell, resell, assign, or otherwise transfer rights to the OMS; (d) use the OMS for timesharing or services bureau purposes or otherwise for the benefit of a third party other than students or staff within your organization; or (e) remove any proprietary notices from the OMS.

You may not reproduce, upload, post, transmit, download or distribute any part of the OMS content or information, or information accessed at other sites through links made from the OMS, other than printing out or downloading portions of the text and images for use in connection with the work of your organization. If you leave the OMS via a link to a third party site, CA is in no way responsible for that third party site, and your use of that third party site will be governed by that site's terms of use, not these TOU.

You must use the OMS in compliance with all applicable laws, rules and regulations, including, without limitation, laws and regulations that govern the export of technical data outside of the United States.

Limitation of Warranties and Liability; Indemnity

EXCEPT AS SET FORTH IN THESE TOU, CA MAKES NO WARRANTIES WITH RESPECT TO THE OMS. CA DOES NOT WARRANT THAT THE OMS WILL MEET ALL YOUR REQUIREMENTS, WILL BE ACCURATE, OR WILL BE ENTIRELY UNINTERRUPTED OR ERROR FREE. CA EXPRESSLY EXCLUDES AND DISCLAIMS ALL EXPRESS AND IMPLIED WARRANTIES, INCLUDING THE IMPLIED WARRANTIES OF NON-INFRINGEMENT, MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. CA SHALL NOT BE RESPONSIBLE FOR ANY DAMAGE OR LOSS OF ANY KIND ARISING OUT OF OR RELATED TO YOUR USE OF THE OMS, INCLUDING WITHOUT LIMITATION, DATA LOSS OR CORRUPTION, REGARDLESS OF WHETHER SUCH LIABILITY IS BASED IN TORT, CONTRACT OR OTHERWISE.

IN NO EVENT SHALL CA OR ITS LICENSORS, EMPLOYEES, AGENTS, AFFILIATED AUTHORS OR CONTRACTORS BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL, PUNITIVE OR MULTIPLE DAMAGES OF ANY KIND, WHETHER SUCH LIABILITY IS BASED IN TORT, CONTRACT OR OTHERWISE. IN NO EVENT SHALL THE LIABILITY OF CA TO YOU EXCEED THE TOTAL AMOUNT OF LICENSE FEES PAID BY YOU TO CA FOR ACCESS THE OMS.

You shall indemnify, defend and hold harmless CA and its licensors against any claim brought against CA and/or its licensors by a third party that arises from your use of the OMS, provided, that CA: (a) promptly gives you written notice of the claim; (b) gives you sole control of the defense and settlement of the claim; and (c) provides you with reasonable assistance, at your expense, with respect to the defense of such Claim.

Choice of Law and Jurisdiction:

These TOU shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts, without reference to any conflict of law principles. You hereby submit to the exclusive jurisdiction of the federal and state courts located in the Commonwealth of Massachusetts for any disputes or claims arising out of your use of the OMS or these TOU.

Curriculum Associates, LLC

Email: wsupport@cainc.com / Phone: 800-225-0248/ Fax: 800-366-1158

December 2011