Welcome to CCCstudent.org. This companion site to CCCframework.org was developed to support educators in collecting and analyzing data on students’ social-emotional skills and needs. The assessments in this suite promote students’ reflection on their strengths and areas for improvement related to intrapersonal and interpersonal competencies, as well as provide educators with data to inform instruction and monitor students’ development. This guide provides information on the following:

- **Logging In**
- **Launching an Assessment**
- **Administering an Assessment**
- **Viewing Results**
- **Performance-Based Observations**

The homepage lists the types of assessments provided, along with a link to a video describing the assessments in greater detail...

...as well as links to the technical guides for our main assessment suites: Assertiveness, Conflict Management, Self-Efficacy, and Self-Regulation. Within each of these documents, you can view the assessments items, the research behind the assessments, and instructions on how to administer the assessments and use the results.
Logging In: If this is your first time using the CCC Framework assessments, you will need to create a login. Click on the “New User” button on the left-hand side of the page. On the next page, click the appropriate link depending on whether you are or are not in the United States (U.S.). From there, select state (inside the U.S.) or country (outside the U.S.), affiliation, and district (inside the U.S. only) from succeeding dropdown menus.

On the next page, fill in each field, then click “SUBMIT.”

If you are a returning user, click on the “Log in” button on the left-hand side of the page. On the next page, enter your username (school/work email) and password. Then click “SUBMIT.” If you have forgotten your password, enter your email address in the “Forget Password?” field on the left-hand side of the page and then click “submit.” You will be sent instructions on how to reset your password. (If the password reset email doesn’t show up within a few minutes, be sure to check your Junk/Spam folder.)
Launching an Assessment:

Once you’ve logged in, you’ll automatically be taken to the My Portal page. Here you can see your user info (and edit it if you move or change schools) and your assessments. To create an assessment, click the “Create Assessment” button on the left-hand side of the page.

On the webpage, you will be able to name the assessment and choose the assessment type from a dropdown menu. It is important to give each assessment a unique name (assessment type, and semester + year is best) especially if you give the assessments to different groups within your school or if you wish to compare results from beginning to end of year administrations. Once you’ve made your selections, click “SUBMIT.”

If you need to change the title of your assessment, click on the edit link in the “Edit Title” column on the My Portal page, enter the new title, and click “SUBMIT.” While you cannot delete assessments, you can choose to hide them using this same page by selecting “Hide” from a dropdown menu and clicking “SUBMIT.”
Administering an Assessment to Students: To take the assessment, students will go to CCCstudent.org, click the “Quiz Yourself” button on the left-hand side of the page, and enter the appropriate assessment code.

On the assessment page, students will select their grade and gender from dropdown menus and enter their Student ID/Number. It is important that they use a number rather than their real name (for privacy reasons) and that they use the same number if they take the test more than once (as a pre-/post-test) so you can directly compare their results. School-issued student IDs are perfect for these purposes, but you can also assign them numbers on your own. Once the student clicks “SUBMIT,” they will immediately be able to see their results.

Viewing Results: To view group results, click on that assessment link in the “Results” column on the My Portal page. From here, you can print the results and view a graph with composite results from the reflection portion of the assessment.
Scroll down a bit to view the reflection results item by item, including whether the item was reverse scored, the average score, and how many students answered Not Like Me all the way up to Very Like Me. These results can be used to help you identify specific items or components that you might want to focus on during instruction.

Scroll down a bit more to view the knowledge results item by item, including the percentage of students who answered each item correctly. Again, you can use these results to guide your instruction and see where your students need the most support.

To view individual student results, click on the assessment name on the My Portal page. From here, you can export to Excel and view the full results for each student by clicking on the “View” button associated with their student ID/number.

You can see the exact summary report that is provided to the student upon completion of the assessment, and you can print each student’s results. Scroll down to view their reflection results...
...and scroll even further to view their knowledge results, including their overall percentage correct at the very bottom of the page.

**Performance-Based Observations:** You can also create Performance-Based Observations (see the relevant Technical Guide for more information) from the My Portal page by clicking the “Create Observation” button on the left-hand side of the page or by clicking the link under the “My Observations” heading. The Performance-Based Observations are designed for any grade level, and you, as the educator, will complete the observation for every student.

Select the competency you wish to observe and give your observation an appropriate title. Once you click the “SUBMIT” button, the assessment will be added to the “My Observations” section.
From here, you can see how many observations you have completed for students, view the results, and edit the title. To complete an observation, click the “Add/View” link in the second column to the right of your observation.

First, enter your student’s ID number, gender, and grade. This will add your student to the table. The Performance-Based Observation is designed to be administered thrice a year, typically in the fall, winter, and spring.

To complete the observation, create opportunities to observe the student demonstrating the given items. Then rate them on each item on a scale from *Beginning* to *Advanced*, or Not Observed if you were unable to find an opportunity to observe that particular behavior. Finally, click the “SUBMIT” button when you are finished. If you need to make changes after the fact, click on the “Edit” link for the observation in question.
Click on a student’s ID number to view their individual results. Each item has its own graph comparing the first, second, and third observations of the item against each other. You can print this page and use it in conversations with the students’ parents or the students themselves.

To view group results, click on that observation link in the “Results” column on the My Portal page.

This is a companion website to [CCCframework.org](http://CCCframework.org), which has numerous resources for educators, including videos, guidance for families, posters, and a link to purchase competency lessons for the four foundational competencies (Assertiveness, Conflict Management, Self-Efficacy, and Self-Regulation). These lessons are $16 for schools, and the other resources are free for educators and parents/guardians alike. We also provide ongoing professional development, so please reach out to us if you would like professional development on any of the foundational competencies.