Contents

Login to Forefront

A) Login to Forefront

    a. Go to https://forefront.education/ and click on Customer Login

    b. Enter your email address and click Continue

    c. Enter your password and click Continue
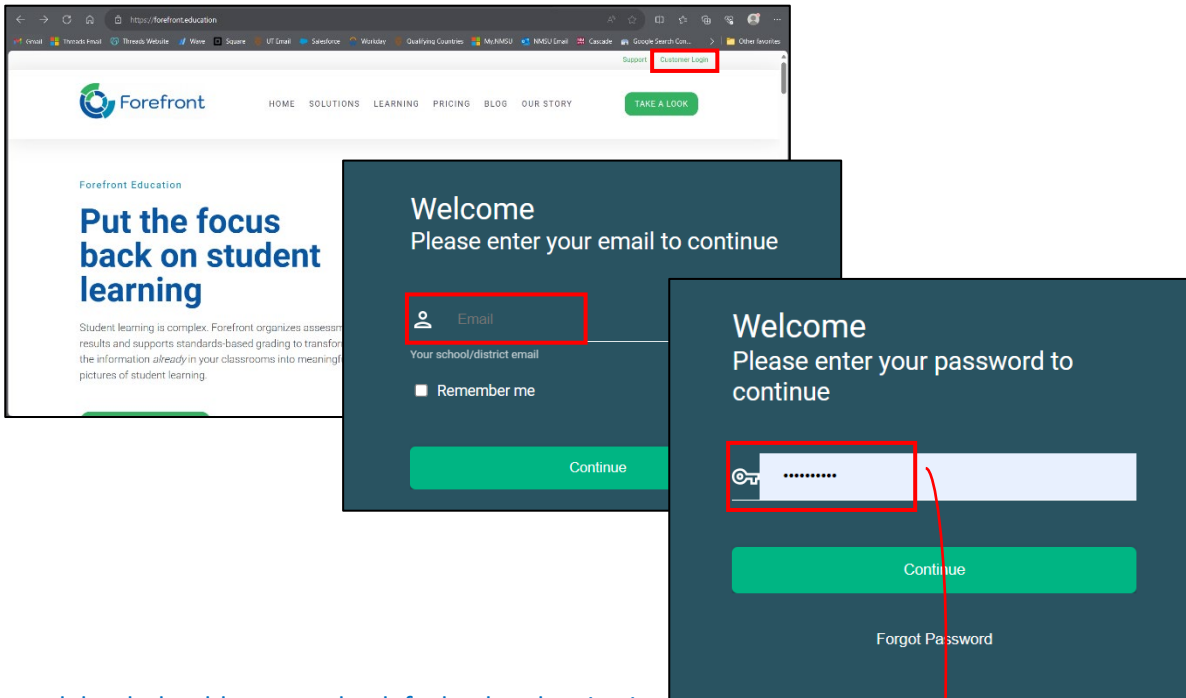
The gradebook should open up by default when logging in. If you have multiple classes, click on the appropriate class to open its gradebook
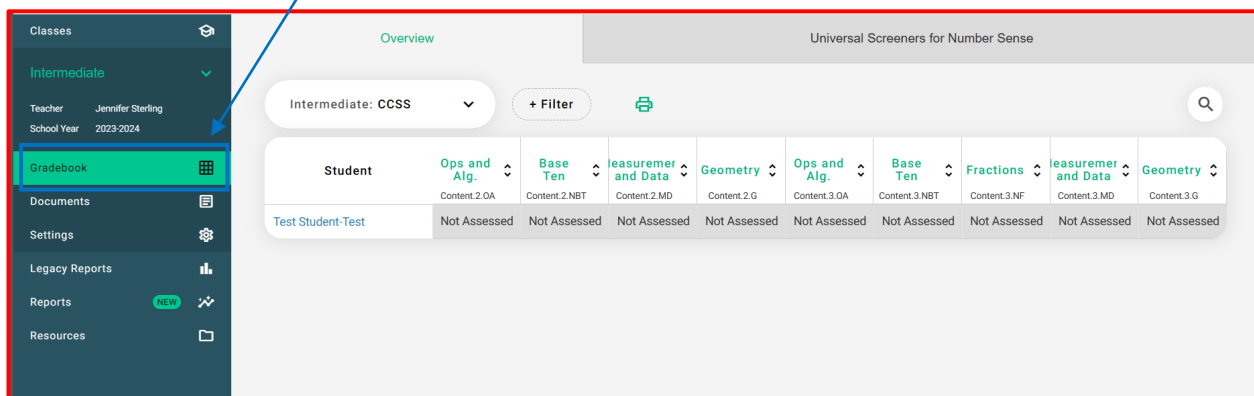
Student-level Data

1. Student Proficiency Wheel

B) Navigate to the appropriate Standards Overview page (also known as "the Donut")
   a. Click on the link for the appropriate student name
   b. Select Number Sense from the dropdown menu


Note that these tabs provide access to other history data related to this student

C) Click on Appropriate Skills and Concepts to View Specific Data

    a. Hovering over the wheel will show you information about that slice

    b. Click on the slice to show related assessments (and the date they were given)

    c. Click on an assessment to show related question titles (and the score given)

    d. Click on a question title to show complete question (and any related notes/documents)
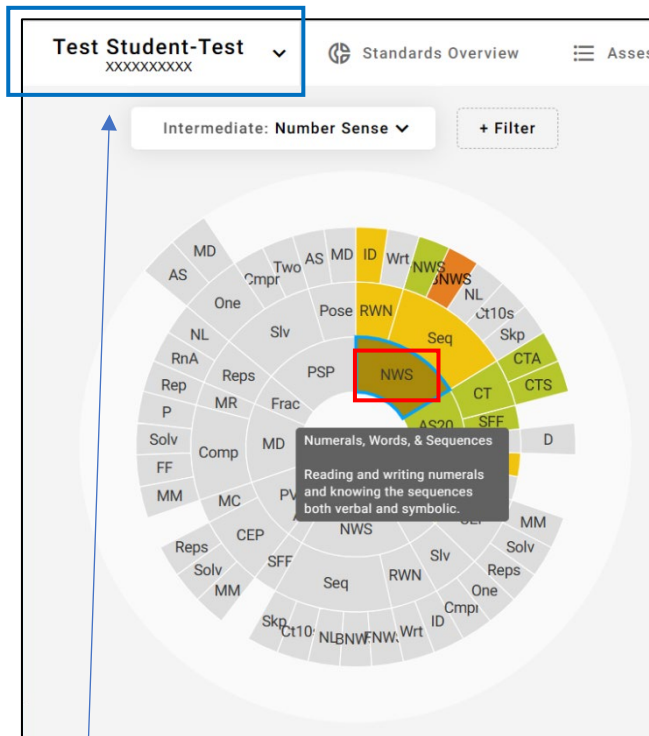
Note that you may switch which student you are looking at with this dropdown menu

Numerals, Words, & Sequences
2.NWS

Basic

Reading and writing numerals and knowing the sequences both verbal and symbolic.

Assessment	Notes	Date Given	Proficiency	
Fall 2nd Grade Universal Screener for Number Sense - Clone		Nov 29, 2023	Basic	>
Fall 2nd Grade Universal Screener for Number Sense	🗎	Nov 21, 2023	Basic	>

Numerals, Words, & Sequences
2.NWS

Basic

Reading and writing numerals and knowing the sequences both verbal and symbolic.

<	Fall 2nd Grade Universal Screener for Number Sense	Nov 21, 2023	Basic

#	Question	Notes	Score	
1	Count 27 - 43	🗎	2/3	∨
2	Count 96 - 120		2/3	∨
3	Count Back 23 - 10		1/3	∨
4	Number ID		3/3	∨

*Only showing questions that contribute to, and have data for:
Numerals, Words, & Sequences

#	Question	Notes	Score	
1	Count 27 - 43	🗎	2/3	∧

"Start counting from 27 and I will tell you when to stop" (Stop at 43) You may ask the student to count again to see if they are correct on a second attempt.

Video of student assessment

IMAGES

JE   jenniferlynncastro@gmail.com
Nov 21, 2023

2. Assessment History

D) Navigate to the appropriate Assessment History page

    a. Click on the link for the appropriate student name

    b. Click on the Assessment History tab

    c. Select Number Sense from the dropdown menu

E) Review history

Hovering over a cell will show additional information

Print this history

Assessment History

2023-2024

Intermediate

Current standing as of 2023-2024

Number Sense ▼

Numerals, Words, & Sequences	Addition and Subtraction within 20	Place Value	Problem Solving and Posing	Numerals, Words, & Sequences	Addition and Subtraction within 20	Place Value	Multiply and Divide	Fractional thinking	Problem Solving and Posing

Assessment	Date Taken	Standards Assessed		
Fall 2nd Grade Universal Screener for Number Sense - Clone	Nov 29, 2023	Numerals, Words, & Sequences	Addition and Subtraction within 20	Place Value
Fall 2nd Grade Universal Screener for Number Sense	Nov 21, 2023	NumberSense.2.NWS Reading and writing numerals and knowing the sequences both verbal and symbolic.	Addition and Subtraction within 20	Place Value

Imported Assessments

Assessment	Date Taken	Standards Assessed																
Fall 1st Grade Universal Screener for Number Sense	Oct 30, 2023	Numeral ID	Forward Number Word Sequences	Count by Tens	Ones, Tens, and Hundreds	One to One Correspondence	Addition	Subtraction	Structures, Flexibility, and Fluency	Represent +/-	+/- within 20	Count to 120	Tens and Ones	Count to 100	Count from any number	Write numbers to 20	Count how many	Word problems	Fluency w/i 5	Ten ones + some more
Fall 1st Grade Universal Screener for Number Sense	Nov 2, 2023	Numeral ID	Forward Number Word Sequences	Count by Tens	Ones, Tens, and Hundreds	One to One Correspondence	Addition	Subtraction	Structures, Flexibility, and Fluency	Represent +/-	+/- within 20	Count to 120	Tens and Ones	Count to 100	Count from any number	Write numbers to 20	Count how many	Word problems	Fluency w/i 5	Ten ones + some more

Load Previous School Year

View previous years (when available)

3. Create a Growth Report for a single student (Compare Pre vs Post Assessment results of a single student against class or state-wide results)

F) Create a New Report

   a. Click on the Reports tab then on the button to Create New Report
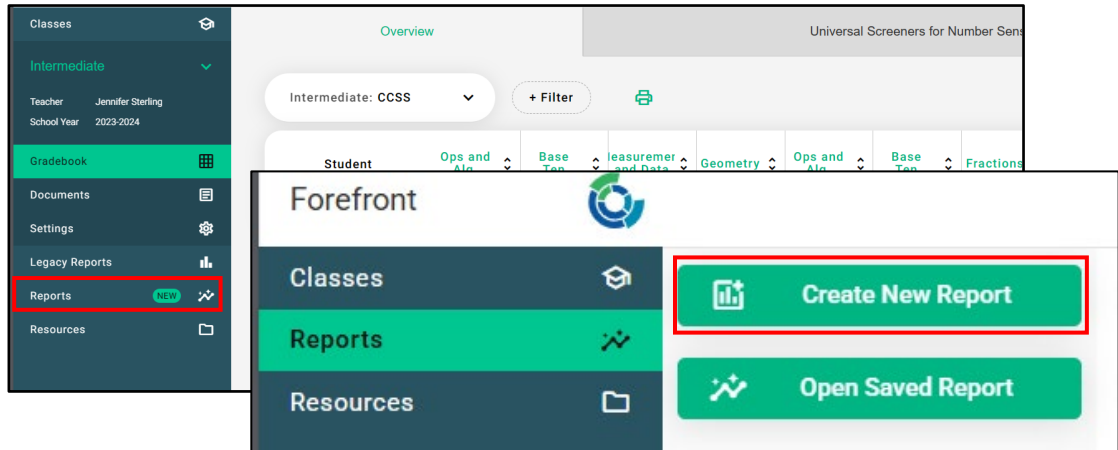
   b. Select the best option for the report you want to create
      i. For this example, we will be comparing USNS assessments for Grade 2 Fall (Pre and Post)
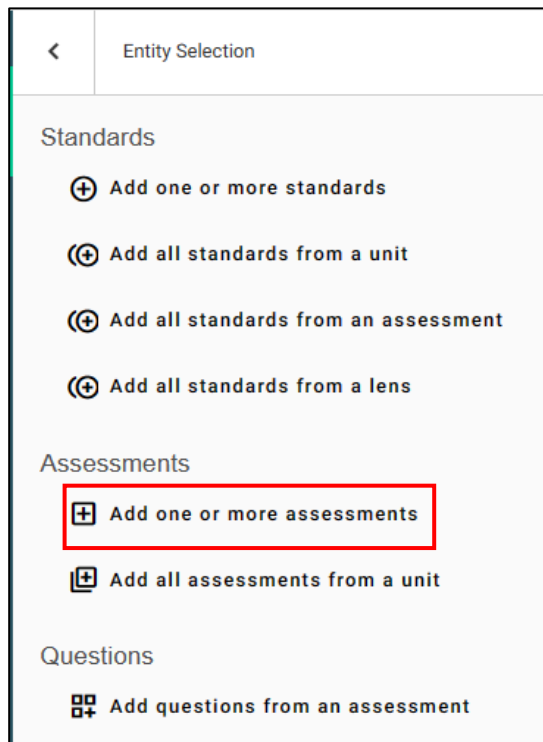
c. Click on folders to open them until you find the assessment you want to add (All USNS Assessment will be in the USNS folder)
d. Mark the checkbox to select it
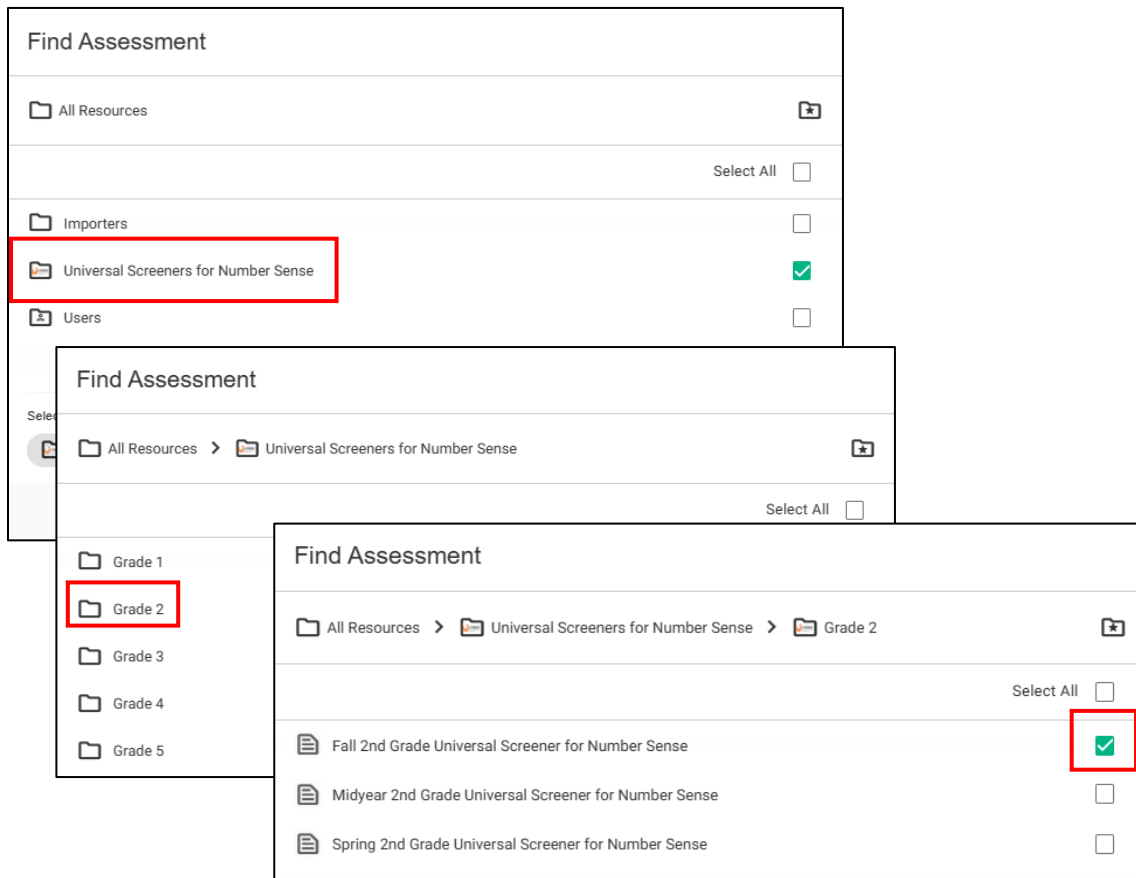
e. Check that the are named Selected resources shows what you want
f. Click Select to confirm
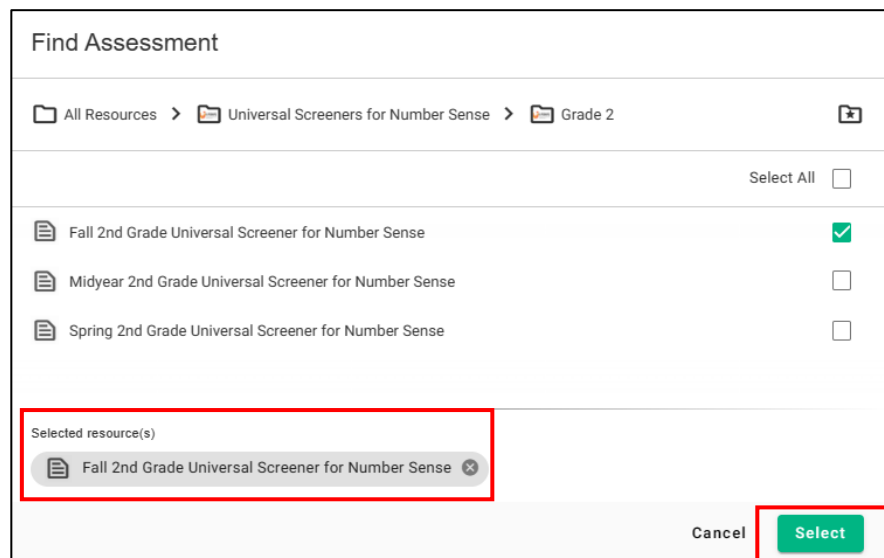
g. Check once more that the right resources have been added
h. Click Next to proceed

i. In the Entities section of the right-hand menu, click 3 dot menu for the assessment you've already added and click on Clone

j. Again, in the Entities section click 3 dot menu for the assessment that appears on TOP and click on Edit Entity

k. In the Extremum section, select Earliest from the dropdown menu

l. Click Confirm to Save

Edit Entity

~~Relative~~

Term
Change which year's data is used for this entity relative to the cohort's year.

Cohort Term ▼

Include Partial Data
Consider data for students where only part of the assessment was answered.

⬤○

Merge Assignments
Consider data across multiple assignments, based on the selected extremum.

⬤○

Extremum
Selects the property of the assignment data will cause it to display..

Earliest ▼

Cancel   **Confirm**

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m. In the Cohorts section of the right-hand menu, click the Plus Icon to Add a Cohort

n. Select Student from the popup menu

Stacked Bar
Stacked bars for each entity ▼

Entities ＋ ⋮

Fall 2nd Grade Universal Screener for Number Sense
Universal Screeners for Number Sense
Grade 2

Cohorts ＋ ⋮

Primary
Jennifer Sterling
2025-2026

Enabled Proficiencies
☐ Not Assessed ⬤○
🟧 Below Basic ✅

Visualization Vertical ▼

Cohort Size Display
Count ✅
Percentage ⬤○

New Cohort

Course/School

Grade

Class

Global

Student

Saved Cohort

Cancel   Confirm

o. Search for and select the appropriate student
p. Click Confirm to update the report

q. Click on name of the report currently showing(in this case Stacked Bar) and select Line Chart (using the line chart is helpful to show growth between assessments)
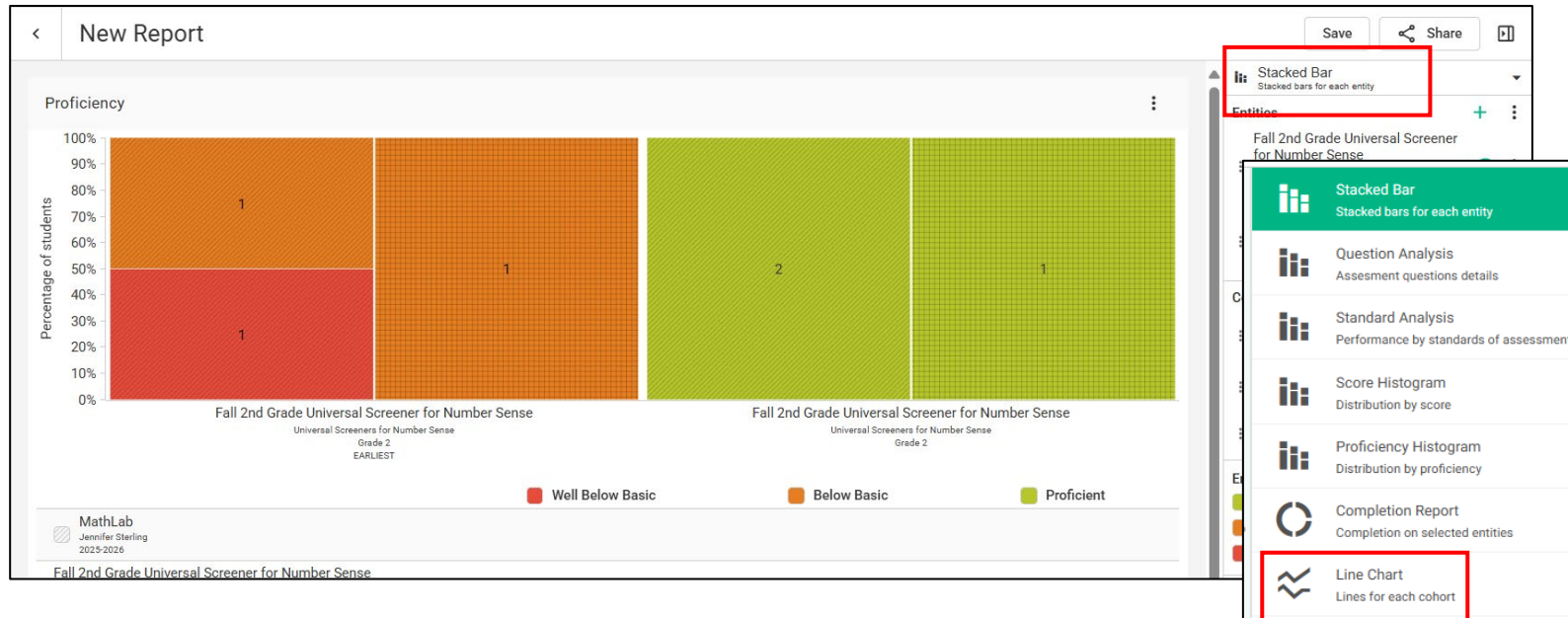
r. To save this report click Save and follow process to select where you'd like it to be saved (it's helpful to use the Student's Name when naming your report)

Changes to saved reports are NOT automatically saved. You MUST click save again preserve any changes you made, such as adding cohorts or changing the report type.

Pre-test results
(given at START of Fall)

Post-test results
(given at END of Fall)

New Report

Save   Share

Line Chart

Line Chart
Lines for each cohort

Entities   +

Fall 2nd Grade Universal Screener for Number Sense
Universal Screeners for Number Sense
Grade 2
EARLIEST

Fall 2nd Grade Universal Screener for Number Sense
Universal Screeners for Number Sense
Grade 2

Average Proficiency: Advanced, Proficient, Basic, Below Basic

Fall 2nd Grade Universal Screener for Number Sense
Universal Screeners for Number Sense
Grade 2
EARLIEST

Fall 2nd Grade Universal Screener for Number Sense
Universal Screeners for Number Sense
Grade 2

Cohorts   +

High Dosage Tutoring
Jennifer Sterling
2025-2026

MathLab
Jennifer Sterling
2025-2026

Test Student 3
2025-2026

Score Mode   Proficiency

MathLab
Jennifer Sterling
2025-2026

Test Student 3
2025-2026

Entities

Fall 2nd Grade Universal Screener for Number Sense		
Universal Screeners for Number Sense Grade 2 EARLIEST	0.5	1
Fall 2nd Grade Universal Screener for Number Sense		
Universal Screeners for Number Sense Grade 2	3	3

s. In this report:

- ■ = all students in Ms. Sterling's MathLab class
- ▼ = only Test Student 3
- ● = all students in Ms. Sterling's High Dosage Tutoring class that is currently not showing in graph because this Cohort is toggled off

Toggle Cohorts on and off as needed. If you have more than one class, the default shows them as separate cohorts by default (in this case High Dosage Tutoring is a different class than MathLab).

If you want to create custom cohorts (such as ALL of your classes together) there is a section within this tutorial that shows you how to do this.

t. To compare one student's data to Course-wide or School-wide data, follow the same process to add a cohort, but this time add a "Course/School" cohort
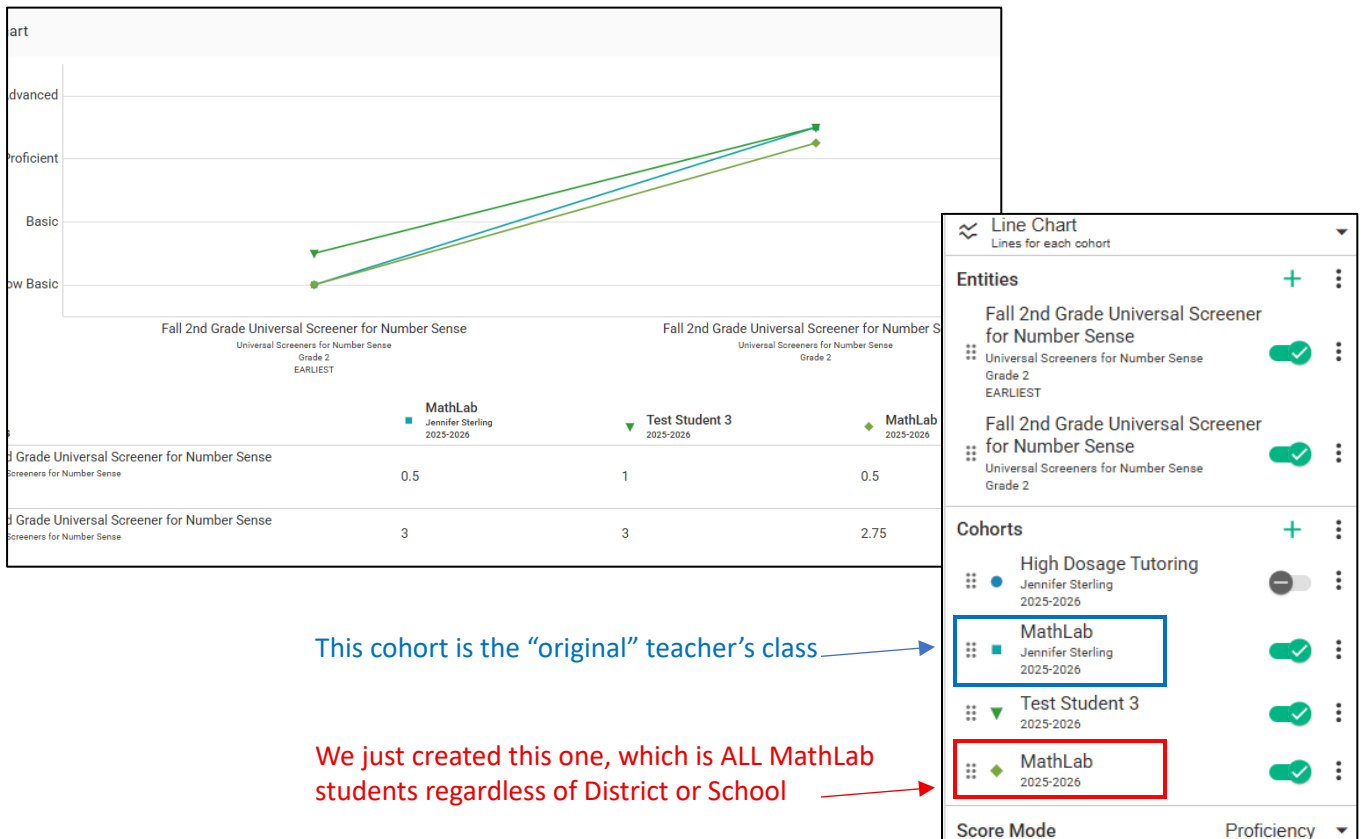

This cohort is the "original" teacher's class

We just created this one, which is ALL MathLab students regardless of District or School

Class-level Data

Forefront® has created a helpful document outlining how to view class-level data which is available here:
How to Look at Class-Level Data - Forefront Education

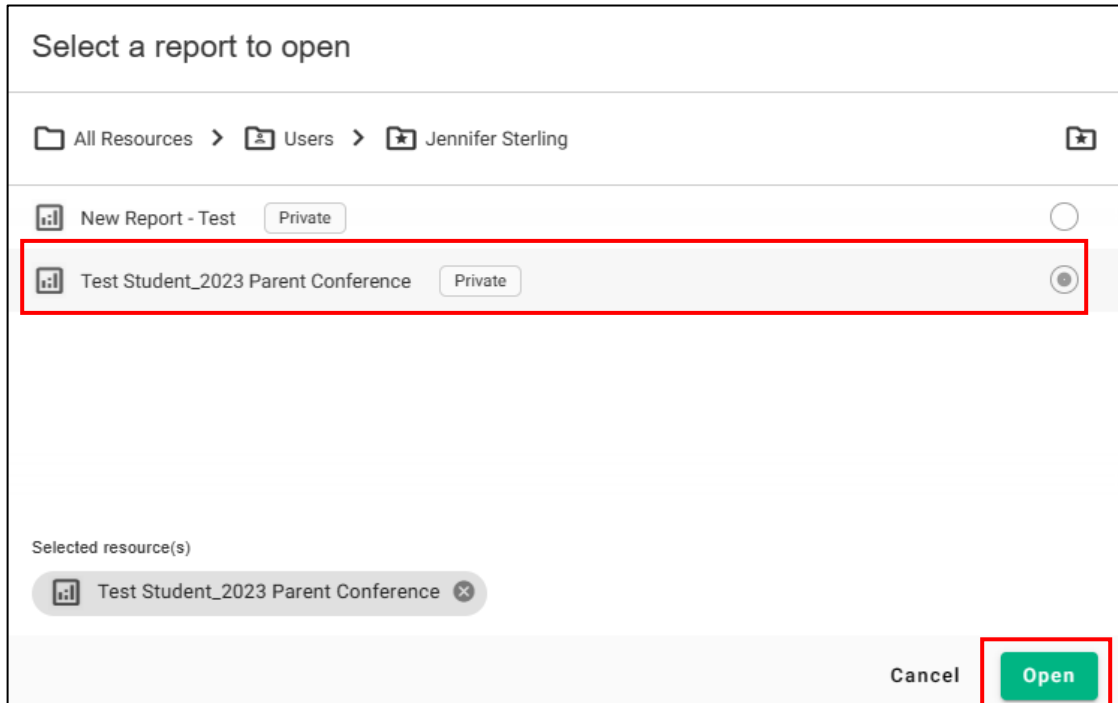Other helpful documents produced by Forefront® are always available at their online support center here: Knowledge Base Archive - Forefront Education

Open a Saved Report

G) Open a Saved Report
   a. Click on the Reports tab
   b. Click on the button to Open Saved Report
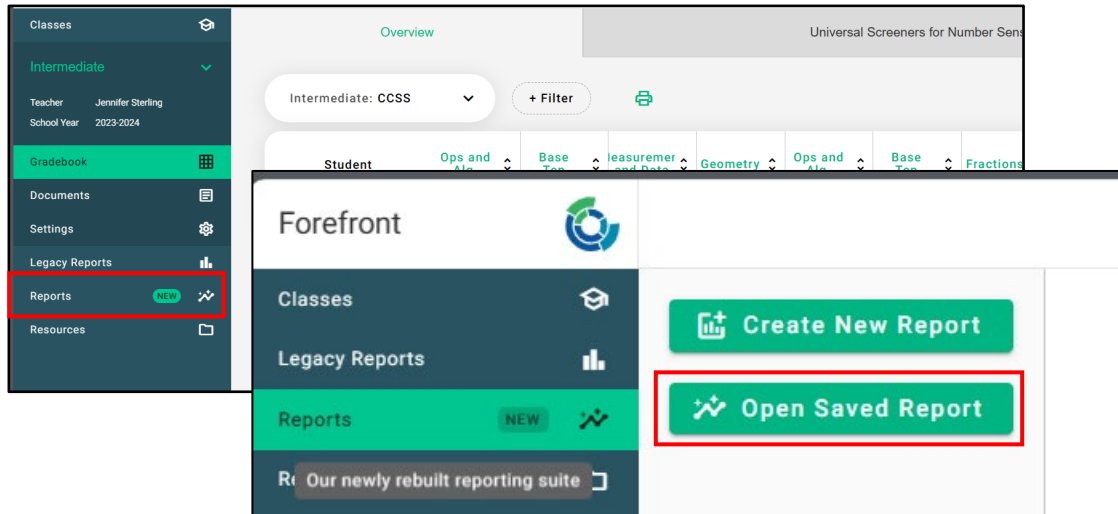

   c. Select appropriate report and click Open
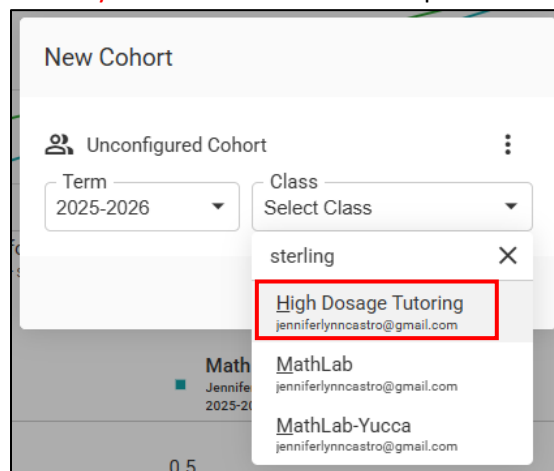
Cohorts

1. Create a Custom Cohort

** This Example shows how to combine all of your own class rosters into one cohort. This is useful for those teaching at more than one school, or for those tutoring in more than one program (such as MathLab and High Dosage Tutoring)

E. Open a Saved Report

   a. In the Cohorts section of the right-hand menu, click the Plus Icon to Add a Cohort
   b. Select Class from the popup menu
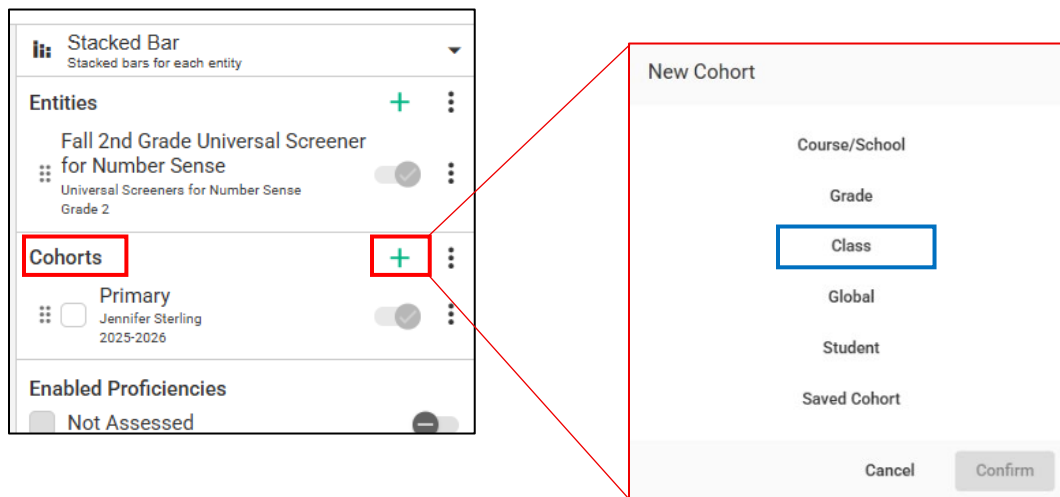
   c. Enter your search criteria (in this case I'm looking for the last name of the teacher to pull up all of their classes for the 2025-2026 Term)

   d. Select your first class from the dropdown menu

e. To add another class, click on the 3-dot menu and select Add Students

f. In the Union With section, search for/select your 2nd class

g. To add additional schools, repeat the process above using the FIRST 3-dot menu at the very top
h. Click Confirm to Add Cohort

New Cohort

👥 4   ⋮   ← Use this 3-dot menu to add additional classes

👥 2   ⋮

Term   Class
2025-2026 ▼   High Dosage Tutoring ▼

Union With

👥 2   ⋮   Don't use these ones

Term   Class
2025-2026 ▼   MathLab

                                   Cancel   C

New Cohort

👥 6   ⋮

👥 2   ⋮

1st class selection ➡️   Term   Class
                           2025-2026 ▼   High Dosage Tutoring ▼

                                   Union With

👥 2   ⋮

2nd class selection ➡️   Term   Class
                           2025-2026 ▼   MathLab ▼

                                   Union With

👥 2   ⋮

3rd class selection ➡️   Term   Class
                           2025-2026 ▼   MathLab-Yucca ▼

                                   Cancel   **Confirm**
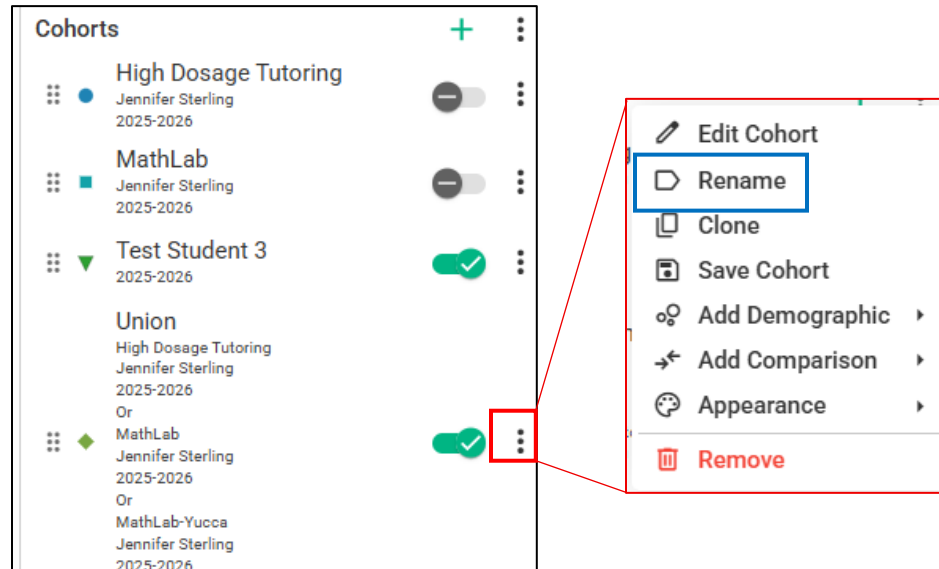
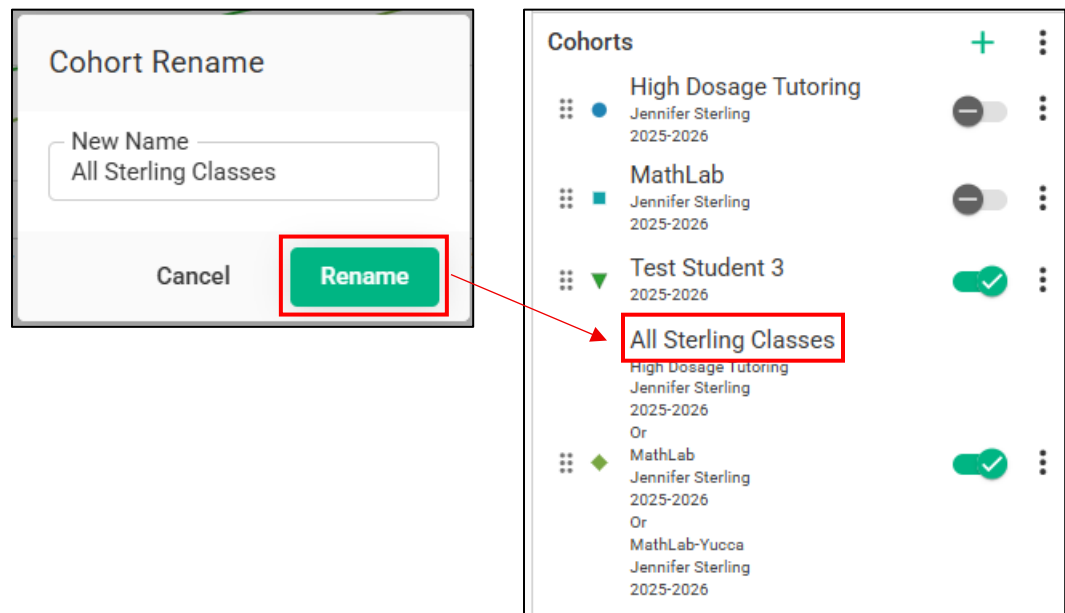**Cohorts**   +   ⋮

⠿ ● **High Dosage Tutoring**
          Jennifer Sterling   ⊖
          2025-2026   ⋮

⠿ ■ **MathLab**
          Jennifer Sterling   ⊖
          2025-2026   ⋮

⠿ ▼ **Test Student 3**   ✅
          2025-2026   ⋮

This is what is looks like once it's confirmed ➡️

          Union
          High Dosage Tutoring
          Jennifer Sterling
          2025-2026
          Or
⠿ ◆ MathLab   ✅
          Jennifer Sterling   ⋮
          2025-2026
          Or
          MathLab-Yucca
          Jennifer Sterling
          2025-2026

2. Rename a Custom Cohort (within a report)

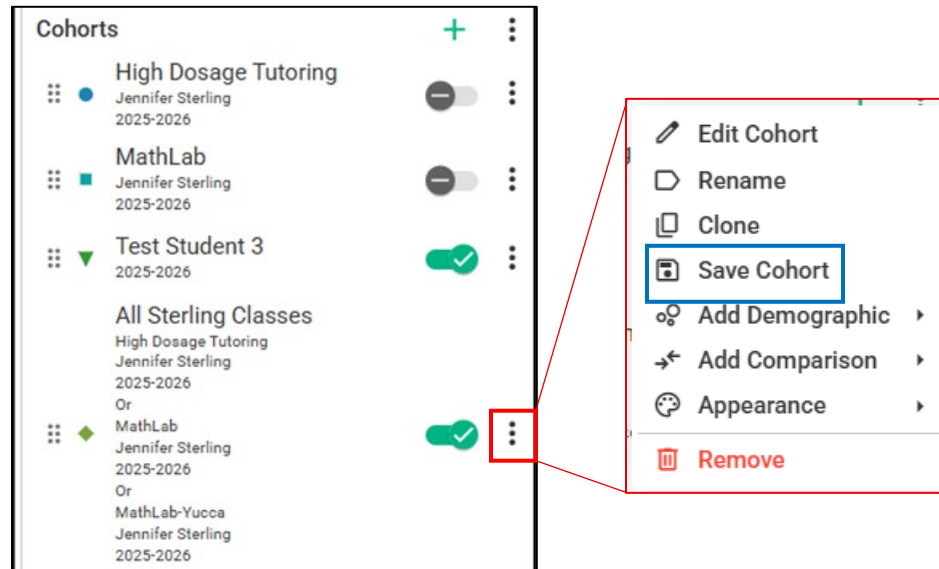   a. Click on the 3-dot menu for the appropriate cohort and select Rename from the dropdown menu

    b. Type in the new name and click Rename to save

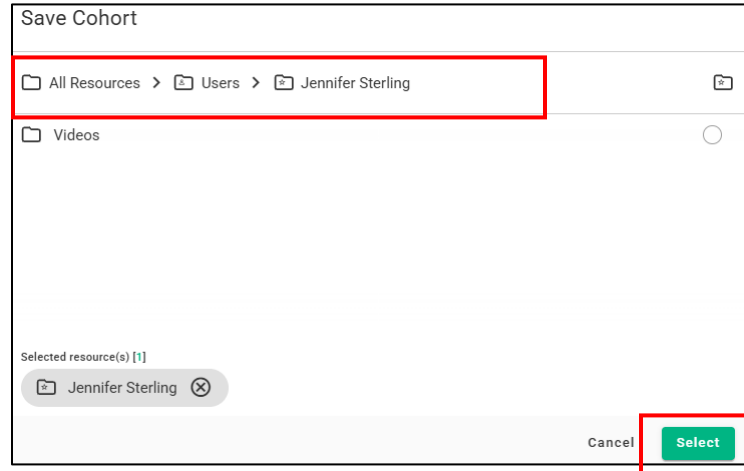## 3. Save a Custom Cohort
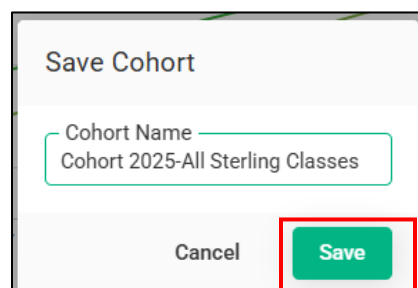
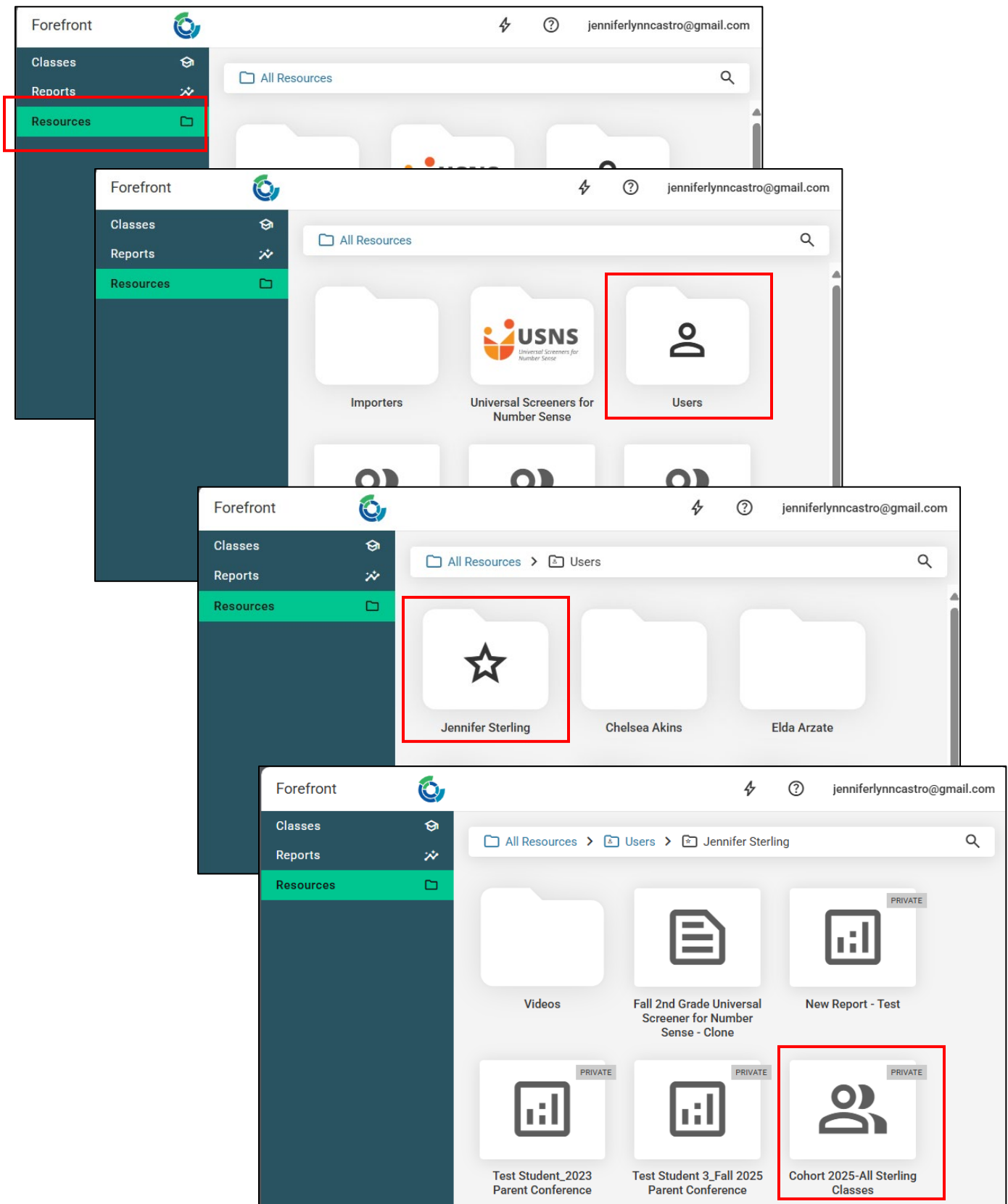a. Click on the 3-dot menu for the appropriate cohort and select Save Cohort from the dropdown menu

b. Navigate to your own Users folder and click Select to Save
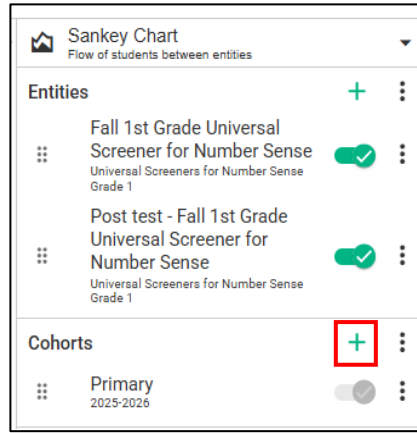

c. Type in the name and click Save

d. Find the Cohort in your Users folder by clicking on the Resources Tab

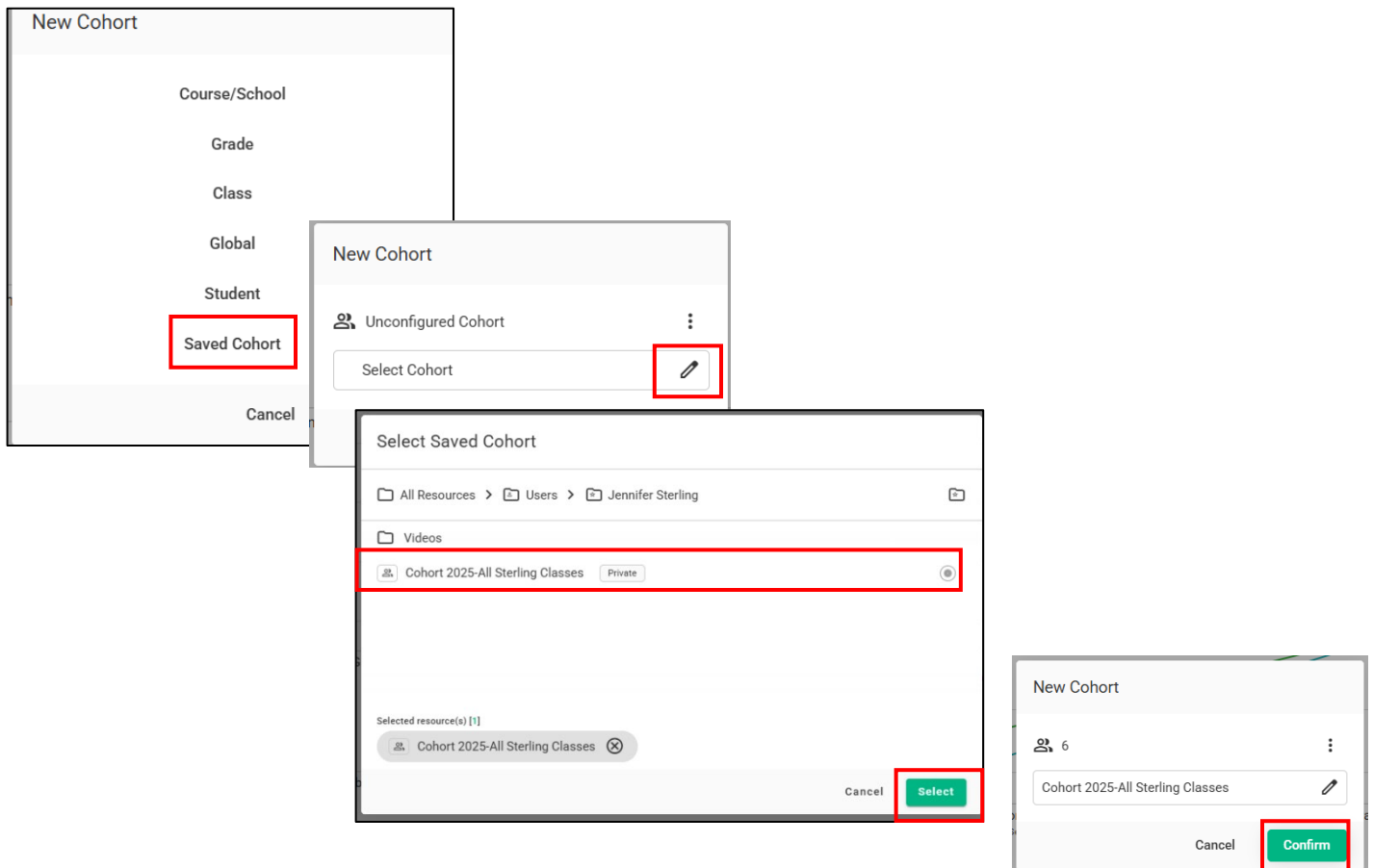## 4. Use a Saved Cohort in a Report

a. Create or open a saved report
b. In the Sidebar Menu click the Plus Sign in the Cohorts Section

c. Select Saved Cohort
d. Click on the pencil to browse resources
e. Mark the appropriate radio button and click Select
f. Click Confirm

g. The Cohort can now be manipulated in the same way as any other within the report