

Attached you will find two Benchmark District Manager Training Scripts, one for you and another for the User/Trainees. The purpose of these training scripts is to provide AIMSweb Benchmark District Manager **Trainers** an on-site tool to train Benchmark District Manager Users. The training scripts are used with AIMSweb Benchmark District Manager training accounts. The training accounts are assigned by Edformation and are unique for each on-site training session. The AIMSweb Benchmark District Manager training takes approximately 2.5 hours.

The Trainer's script has four parts. Part I allows you to introduce AIMSweb Benchmark District Manager using a PowerPoint presentation. Part II is used to create school districts, schools, teachers, student, classes, and users while trainees observe. Part III is used to create school districts, schools, teachers, students, classes, users, assessment sheets, and scores with the users. Part IV is a self-paced training script for users/trainees.

There are a limited number of AIMSweb Benchmark District Manager training accounts. You will need to reserve your training accounts at least two weeks prior to your scheduled training. Reserve training accounts by e-mailing [support@edformation.com](mailto:support@edformation.com) with the date and the number of training accounts needed (include an account for yourself in your number of accounts needed). Reservations are necessary to avoid scheduling conflicts with the training accounts.

As a trainer, you can use this training script to lead a group of people through the AIMSweb Benchmark Manager software. You will need the following:

- A LCD projector connected to a PC or Mac with Internet access.
  - Computers with Internet access for each trainee
  - The AIMSweb Benchmark District Manager Training Script for AIMSweb Trainers
  - The AIMSweb Benchmark District Manager Training Script for Users (pages 20-35 of this document, one script per person)
  - AIMSweb Benchmark District Manager Software Guide (one guide per person)
- AIMSweb Benchmark District Manager training account for each person

An AIMSweb Benchmark District Manager PowerPoint Presentation is available for Part I of the training. The PowerPoint Presentation may be downloaded from <http://www.aimsweb.com/training/downloads.php>.

The AIMSweb Benchmark District Manager training accounts for this training are available for use until \_\_\_\_\_. After that point, users must use their personal AIMSweb Benchmark District Manager account to create their own AIMSweb Benchmark accounts

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## **AIMSweb® Benchmark District Managers Onsite Training Script for Trainers**

### **Part I Introduction to AIMSweb Benchmark – PowerPoint Presentation**

### **Part II Demonstrate How to Manage for the Users/Trainees**

Used to create school districts, schools, teachers, students, classes, and users while trainees observe

#### Trainer Login to AIMSweb Benchmark District Manager Training Accounts

Use the following information to login to the trainer's AIMSweb Benchmark District Manager training account:

Customer ID:  
Username: dmanager  
Password: train

#### Explain the Different Tools and Options on the First Screen After Login

SAY: The first time you login you will see the Manage tab.

[Click on the Manage tab](#)

The Manage tab allows the setup and maintenance of all your accounts. Here you set up schools, classrooms, teachers, students, and corresponding users.

[Click on the Scoring tab](#)

The Scoring tab allows access to assessment sheets and records of benchmark assessment and standard test scores.

[Click on the Reports tab](#)

The Reports tab shows you AIMSweb Benchmark reports. Reports of comparison by school and grade are available. You can view reports by score distribution, norms, and correlation on your state standard scores if available.

[Click on the Progress Monitor tab](#)

The Progress Monitor tab allows you to view reports for students being assessed with AIMSweb Progress Monitor.

[Click on the Downloads tab](#)

From the Downloads tab you can access all the information available for using the Benchmark Manager System. On the left side of the screen there are four gray sub-tabs. From the first tab, Training, you can access training workbooks and software guides.

[Click on the Benchmark sub-tab](#)

At the Benchmark tab you will download and print all benchmark assessment materials. The assessments are split up by General Outcome Measure (GOM). Click on the gray sub-tab at the top of the page to view a GOM. Click on the 'Download All' link at the top of the page to download all passages for the GOM. Click the Download Passage link to download a specific passage. Probes and passages are designed for assessment only and should not be use for practice in the classroom.

#### **[Click on the Progress Monitor sub-tab](#)**

Click on the Progress Monitor tab to access Progress Monitor probes and passages. The assessment materials are separated by GOMs and grade. At the top of the Progress Monitor tab is a tab for each GOM and a bar with numbers, representing grade levels. Click on the tab of the appropriate GOM and select the grade level you wish to view. Download and print the probes and passages for that GOM and grade level by clicking the Download all Grade (#) Progress Monitor Probes or Passages link located at the top of the GOM page.

#### **[Click on the AIMSONline tab](#)**

On the AIMSONline tab you can access AIMSweb online support forum where you can browse the forum categories for answers to questions you may have regarding AIMSweb.

#### **[Click on the My Account tab and the Info sub-tab](#)**

At the My Account tab you can change your personal information, your password, and view or renew your subscription. Change personal information such as your name, e-mail address, or mailing address on the sub-tab Info. Please note required fields are red.

#### **[Click on the Password sub-tab](#)**

The Password sub-tab allows you to change your account password.

#### **[Click on the Welcome tab](#)**

The Welcome page provides a step-by-step quick-start guide for the AIMSweb system. This tab will always be available for your reference.

The Help and Logout buttons are located in the upper right corner of the screen. Page-specific help is available for every Benchmark Manager screen.

Click the Help button on each page to find quick answers to your questions. The log-out button is used to logout of the AIMSweb Benchmark program. For security purposes, it is important to close your internet browser when you have successfully logged out of the AIMSweb program.

## Create a School

### [Return to the Manage tab](#)

**SAY:** As a District Manager you are automatically directed to the manage tab when you login to AIMSweb. AIMSweb retains your page location when you logout. This means if you are on the Downloads tab when you logout you will be on the Downloads tab when you next login. Please note the manage tab menu. This is how you add, edit, and delete schools, teachers, students, classrooms, and user information. At the top of the menu is the AIMSweb manager account name. Below you will see Schools, District Users, Teachers, Students, Classes, Benchmark Targets, and School Users.

To create a school, click school from the manage menu and enter the Name, Name Abbreviation, Grades served, Teacher Can Edit Benchmark Data (yes/no), and Teachers Can Use Strategic Monitoring (yes/no) for each school. Use the Category menu to select a school type.

### [Select Schools in the Manage Menu](#)

[Type Bryant Elementary School for Name](#)

[Type BES for Abbreviation](#)

[Check boxes K-3 for Grades Served](#)

[Select Yes for Teachers Can Edit Benchmark Data](#)

[Select Yes for Teachers Can Use Strategic Monitoring](#)

[Select Reading First from the Category menu](#)

[Click Add](#)

Once a school is added it appears at the bottom of the page. This table shows all schools added to the district. The Actions column displays options you will have available with each school: Edit, Delete, Select, and Graduate. The Edit link will allow you to change any of the information just entered. The Delete link will delete the district, but only if the district does not contain any schools. Select allows you to select the school to edit within the school, such as adding teachers or editing students. Unique to school actions is the Graduate function which is used to graduate (raise the grade) of every student in a school. All data must be removed from a school before it can be deleted from a district.

### [Select Bryant Elementary School](#)

[Select Students in the Manage Menu](#)

## Create Students

**SAY:** You are brought to the Manage --Students screen. On this screen, you can enter student data. Note: required fields are in red. The other fields are available as additional information. Reports and searches can only be generated after information is entered. Click the 'Show Advanced Fields' checkbox to designate students with additional, non searchable criteria. The Advanced fields also allow you to designate students for Strategic Monitoring by clicking the checkbox next to the Strategic Monitoring listing.

[Type Austin Boland for name](#)

[He is in the 2<sup>nd</sup> grade](#)

[Select General Education as Service Code](#)

[Male for Gender](#)

[None for Meal Status](#)

[White for Ethnicity](#)

[Click Add](#)

You will see the new student added to the list along the right side of the screen. The new student you add or edit will appear highlighted in yellow.

**Type Brittney Brady for name**  
**She is in the Kindergarten**  
**Select General Education as Service Code**  
**Female for Gender**  
**Free for Meal Status**  
**Asian for Ethnicity**  
**Click Add**

**Type Michael Johnson for name**  
**He is in the 1<sup>st</sup> grade**  
**Select Title I as Service Code**  
**Male for Gender**  
**None for Meal Status**  
**Multiple/No Response for Ethnicity**  
**Select the 'Strategic Monitor' checkbox**  
**Click Add**

**Type Tori Enis for name**  
**She is in the 3<sup>rd</sup> grade**  
**Select Title I as Service Code**  
**Female for Gender**  
**Reduced for Meal Status**  
**African American for Ethnicity**  
**Select the 'Strategic Monitor' checkbox**  
**Click Add**

When adding students only the students in the last grade entered or edited will appear. This means that a search based on the grade level will have been conducted. To view all the students in your school, click the clear button to clear all the search boxes and click search. This will return a search for all the students in the school.

**Click the Clear button**

## Create Teachers

**SAY:** To add teachers to your school click Teachers in the menu.

**Click on Teachers in the menu**

**Type Ms. Adams for name**  
**Select grade 3**  
**Click Add**

**Type Ms. Coolidge for name**  
**Select grade K**  
**Click Add**

**Type Mrs. Harding for name**  
**Select grade 1**  
**Click Add**

[Type Mr. Harrison for name](#)  
[Select grade 2](#)  
[Click Add](#)

All teachers are listed at the bottom of the screen. In each line are action items: Edit, Delete, and Deactivate. The edit link allows the change of teacher's information. The delete link permanently deletes the teacher from AIMSweb (if the teacher does not have a classroom or students). By selecting Deactivate, a teacher user is then unable to login to the AIMSweb program.

#### Create Additional Classrooms

**SAY:** After homeroom classes are created, teachers can be assigned additional classrooms. These classrooms can be titled to help identify each roster. To create additional classrooms, click Classes in the menu. Use the Grade and Teacher dropdown menu to select the teacher and grade. Enter a class or group name. Use the 'Teacher has read/write access to class' checkbox to permit or deny the teacher ability to edit scores and rosters. This option is class-specific.

[Click on Classes in the menu](#)

[Select Grade 1 from the grade menu](#)  
[Select Ms. Coolidge from the Teacher menu](#)  
[Enter the class name 'Coolidge Grade 1 Reading'](#)  
[Click Add](#)

The class will appear at the bottom of the screen. In each line are the links: Name, Edit Roster, and Delete. Clicking the class name allows you to change the name of the class. The edit roster link allows you to add students to the class. The delete link will permanently delete the class from the list (as long as the teacher does not have students enrolled in the class).

#### Edit Class Rosters

**SAY:** Classes can be created from the Manage Teachers menu. Simply click the Edit Roster link next to the teacher's name. Select from a list of students which belong in the selected roster.

[Click Teachers in the menu](#)  
[Click Edit Roster next to Mr. Harrison](#)

From the Manage Roster screen you can access a list of students in second grade. Students are displayed by the first letter of the last name, or by clicking the All button. Once the student is displayed, check the box next to the name and click the Add button to add the student to a class.

[Click All in the alpha-bar at the bottom of the page](#)  
[Check the box next to Austin Boland's name](#)  
[Click Add](#)

Once a student is added to class he or she appears at the top of the page. Assessment scores cannot be entered until a student is part of a class. Next, assign all students to a class. To return to the Manage Classes page, you will need to click on the Return to Manage Classes link at the bottom of the page.

[Click the Return to Manage Classes link](#)  
[Click on Edit Roster next to Ms. Coolidge](#)  
[Check the box next to Brittney Brady's name](#)  
[Click the Add button](#)

[Click the Return to Manage Classes link](#)  
[Click on Edit Roster next to Mrs. Harding](#)  
[Check the box next to Michael Johnson's name](#)  
[Click the Add button](#)

[Click the Return to Manage Classes link](#)  
[Click on Edit Roster next to Ms. Adams](#)  
[Check the box next to Tori Enis' name](#)  
[Click the Add button](#)

**Students can also exist in multiple classrooms at the same time.**

[Click the Return to Manage Classes link](#)  
[Click on Edit Roster next to Ms. Coolidge's grade 1 class](#)  
[Click the box next to Michael Johnson's name](#)  
[Click the Add button](#)  
[Click the Return to Manage Classes link](#)

**Michael Johnson will now appear in the roster for both Mrs. Harding's homeroom class and Ms. Coolidge's Grade 1 Reading class.**

#### Set Benchmark Targets

**SAY:** As a Benchmark District Manager you will be able to create Benchmark Targets for a school. It is very important to set targets for each school, as several reports are target-dependent.

[Click Benchmark Targets](#)

Targets are set per measure. Select a measure and then select either the current targets or sample targets from the dropdown box and click the load button or type in your own targets. Click the save button to save the changes.

[Select Reading – Curriculum Based Measurement from the drop down box](#)  
[Select AIMSweb Aggregate Norms from the drop down box](#)  
[Click the Load button](#)  
[Click the Save button](#)

Below the target table is a link 'Generate Targets from Previous Years' Standard Test Data'. This option is only available to accounts which have Benchmark data from at least one previous year. To use this data click the link and then the 'save' button.

#### Add User Accounts

##### Add Teacher User Accounts

**SAY:** Next you must add users to your account. First, add your teachers as users. To add a teacher user click on teachers in the menu.

[Click on Teachers in the menu](#)

To add a single teacher user click on the Add link next to his or her name to view the Add Teacher User screen.

**Click the Add link next to Ms. Adam's name**

Complete the fields to create a login account for the selected teacher. The red fields are required. Note the password fields and email password to user checkbox. Enter a password in the first password field and confirm the password in the second password field. The e-mail password to user checkbox e-mails the teacher's user-name and password to the e-mail address entered above. Click the add button to send the login information to the teacher.

**Select Regular & Progress Monitor Teacher for User Type**

**Leave the default username**

**Type the your own email address**

**Check the email password to user box**

**Make sure that Ms. Adams is entered for name**

**Click the Add button**

You can create accounts for all teachers at once. From the Manage Bryant Elementary School Teachers page, click on the Add Users for All Teachers link. The new user names appear next to each teacher's name. Next, click on the Create Account Information Slips for Teachers link. This link creates a printable PDF file that contains the user name and password for each teacher. This link will not e-mail the user name and passwords to the teachers.

**Click the Add Users for All Teachers link**

**Click OK at confirmation message**

**Click the Create Account Information Slips for Teachers link**

**Look at PDF file and then close**

To see all school users, select School Users from the menu

**Click on School Users in the menu**

Click on School Users to view the Manage Bryant Elementary School Users screen by account type. To see all teachers with Regular Teacher accounts, select Regular Teacher from the dropdown menu at the top of the page, click Go.

**Select Regular Teacher**

**Click Go**

To add another teacher account or e-mail a forgotten password to a teacher, click on the Manage Teachers link located above the letter box. Here you can add a teacher and e-mail an existing teacher his/her password. To e-mail a password, select the account and check the box for Email Password to User. Save the new setting.

**Click Manage Teachers link**

**Click Ms. Coolidge's user name**

**Enter your email address**

**Check the box for Email Password to User**

**Click Save**

## Create AIMSweb School Manager or Principal User Accounts

**SAY:** Select School Users from the menu to create a Principal user account. Click the Add School User link in the upper right corner of the screen to view the Add Franklin Elementary School User screen.

[Click on School Users in the menu](#)  
[Click the Add School User link](#)

There are two types of school users, AIMSweb School Manager and Principal. The School Manager views reports for his or her school and manages student data. The second type of user is Principal. The Principal can view reports for his or her school but cannot manage student data. Select Principal in User Type dropdown box.

[Select Principal in User Type dropdown box](#)  
[Type mdott for user name](#)  
[Type your address for e-mail address](#)  
[Type Mr. Dott for name](#)  
[Click the Add button](#)

Enter all the user information and click the add button to send an e-mail with his or her username and password.

## Create AIMSweb District Manager or Superintendent User Accounts

**SAY:** The Superintendent account is added at the District Users level. To view the Manage Franklin School District Users, Select District Users from the menu.

[Click on District Users in the Menu](#)

District user accounts are listed on this page, displayed as AIMSweb District Manager or Superintendent. Select the first letter of a user's last name from the Select Alpha: box to view individually, or select List All to view all users. To add a user, click on the Add District User link located in the top right corner.

[Click the Add District User link](#)

At the Add District User screen you can create AIMSweb District Manager or a Superintendent users. The AIMSweb District Manager views reports for every school in the school district and manages student data. The Superintendent views reports for every school in the district, but cannot manage student data. Select Superintendent from the dropdown box.

[Select Superintendent from the User Type dropdown box](#)  
[Type measton for user name](#)  
[Type your e-mail address for e-mail address](#)  
[Type Mrs. Easton for name](#)  
[Click the Add button](#)

Once the information is entered click the add button. A user name and password is automatically sent to the listed Email address.

## Create Student User Accounts for Parent's Use

**SAY:** The Student User allows a student's parent to login to AIMSweb and view the student's Benchmark Improvement reports. To add these accounts, click on Student in the menu.

**Click on Student in the menu**

To add user accounts for all students in the 2<sup>nd</sup> grade, select 2 from the Current Grade dropdown box and click the Search button. All 2<sup>nd</sup> grade students are then displayed.

**Click the Clear button**

**Click checkbox next to Austin Boland name**

**Click the Add User button**

To add an account for an individual student, click the checkbox next to the student's name and select Add User. A green smiley face then appears next to the student's name. To view or edit the student user information, click on the new icon.

**Click the green smiley face icon next to Austin's name**

You will now see the user information for the student. You will be able to set his username and password. You can also deactivate the student account at the bottom of the screen by checking the box that says "Deactivate"

**Click the Save button**

You can also see and edit Student users at the School Users screen.

**Click School Users**

**Select Student from the dropdown menu**

**Click the Go button**

A student users list is now displayed. From here you can edit or delete a user by selecting the appropriate link in the Action column. To create student users for all users, select Students from the main menu. Click the Search button to display the entire student list. Next, select all the students by clicking the top checkbox (next to the title Students) and select Add User. Icons will appear for all students, indicating a new student user has been created.

**Click Students in the menu**

**Check the top check box next**

**Click Add Users button**

## Transferring Students

**SAY:** Students can be transferred or graduated to another school. Transfer a student by checking the box next to his or her name and clicking the Transfer button.

**Click the checkbox next to Brittney Brady's name**

**Click the Transfer button**

You may transfer students to another school in the district or to an Un-Listed School. The Un-Listed School is a school either outside the district or a school that is not using AIMSweb. Once the school and grade after transfer are assigned, check the box next to the student(s) name and click the Transfer button.

**Check the box next to Brittney's name**  
**Select Un-listed School in the Transfer to dropdown box**  
**Type K for Grade after transfer**  
**Click the Transfer button**

The information is once again displayed for your review. If no changes need to be made, click the Save & Next button.

**Click the Save & Next button**

Before the transfer is complete, print a transfer slip with the student Transfer ID by clicking the Print button below the transfer table. Click the Finish button to complete the transfer process.

**Click the Finish button**  
**Click OK**

#### Graduating Students

**SAY:** Students are graduated to the next grade level at the beginning of a school year. This is a mass-graduation process. Any students who will be retained a year will need to be searched for and have their current grade edited after the graduation process is complete. Graduate a school by selecting schools from the main menu and clicking graduate from the actions column of the school table.

**Select schools from the menu**  
**Click the Graduate link next to Bryant Elementary**  
**Click the OK button for the confirmation message**

A list of students from the school's highest grade served is now ready for transfer. Transfer students to existing or unlisted schools with a new enrollment grade.

**Click on the checkbox in the top left corner of the Transfer Students List**  
**Select the Un-listed School**  
**Change the grade 4**  
**Click the Transfer button**

The transfer list is available for your review. Make any changes at this time and click the save & next button to continue.

**Click Save & Next**

We strongly recommend printing and keeping transfer slips on file. To do this, click the Print button. To complete the transfer process, click the finish button and click OK to the confirmation message that appears.

**Click the Finish button**  
**Click OK to the confirmation window**

You will also be able to graduate students on an individual basis by going to Students in the menu, editing the student's information and using the current grade dropdown menu.

**Click on Students in the menu**  
**Click on Michael Johnson's name**  
**Change Michael's current grade to grade 3**  
**Click the Save button**

You will now notice that Michael is in the 3rd Grade

#### Lowering School Grade Level

**SAY:** You will lower a student's grade level by going to Students in the menu, editing the student's information by using the current grade dropdown menu and clicking save.

**Click the Clear button**  
**Select 3 from the Grade Level box**  
**Click the Search button**  
**Click Michael Johnson's name**  
**Change the current grade to grade 2**  
**Click the Save button---**

You will now see that Michael is back in 2nd Grade.

This concludes Part I and Part II, the trainer only portion of this training script. Part III requires that you distribute the AIMSweb Benchmark District Manager Training Script for Users to the trainees. They will need to login to the training accounts with the login information specified in Step A of their training scripts. As a trainer you will use the same script as the trainees for Part III and IV

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## AIMSweb® Benchmark District Manager On-site Training Script for Users

### Part III Create District and Components with the Users/Trainees

Used to create school districts, schools, teachers, students, classes, users, assessment sheets, and scores with the users

#### Trainees Login to Benchmark District Manager Training Accounts

Let's login to our AIMSweb Benchmark District Manager accounts. Use the login account information on your training script.

Use the following information to login to your AIMSweb Benchmark District Manager training account:

Customer ID:  
Username: dmanager  
Password: train

We are now at the Benchmark District Manager Home Page. **It is very important that we all stay together through this training. Do not click on any link until we all do so.**

#### Create Schools

**Select the Manage tab**

**Select Schools in the Manage menu**

**Type Coolidge Elementary School for Name**

**Type CES for Abbreviation**

**Check boxes 1 – 4 for Grades Served**

**Select Yes for Teachers Can Edit Benchmark Data** – The default for this option is the answer we selected at the district level. Select yes or no to allow or restrict teacher users to edit benchmark data.

**Select Yes for Teachers Can Use Strategic Monitoring**

**Click Add**

**Select Coolidge Elementary**

#### Create Students

The school is added to the list at the bottom of the screen and the menu along the left. The actions edit, delete, select, and graduate are now available. Click Select to view the Manage Coolidge Elementary School Students screen.

**Select Students in the Manage Menu**

**Show the Advanced Fields options**

**Type Neil Ambercrombie for Name**

**Select 1 for Grade**

**Select General Education for Service Code**

**Select Male for Gender**

**Select None for Meal Status**

**Select White as Ethnicity**

**Check the 'Strategic Monitoring' checkbox**

**Click Add**

After being added, students appear to the right in the 'Student List'. Next we will enter a student for each grade level.

**Type Cass Ballenger for Name**  
**Select 2 for Grade**  
**Select Special Ed for Service Code**  
**Select Female for Gender**  
**Select Reduced for Meal Status**  
**Select African American for Ethnicity**  
**Check the 'Strategic Monitoring' checkbox**  
**Click Add**

**Type Don Young for Name**  
**Select 3 for Grade**  
**Select Title 1 for Service Code**  
**Select Male for Gender**  
**Select Free for Meal Status**  
**Select Asian for Ethnicity**  
**Check the 'Strategic Monitoring' checkbox**  
**Click Add**

**Type Mike Ross for Name**  
**Select 4 for Grade**  
**Select Special Ed for Service Code**  
**Select Male for Gender**  
**Select Reduced for Meal Status**  
**Select Multiple/No Response for Ethnicity**  
**Check the 'Strategic Monitoring' checkbox**  
**Click Add**

#### Create Teachers

Let's add some teachers. Click Teachers in the menu to view the Manage Coolidge Elementary School Teachers screen.

**Select Teachers in the Manage Menu**

**Type Mrs. Agnew for Name**  
**Select grade 1**  
**Click Add**

Note that the new teacher is added to the list at the bottom of the page.

**Type Mr. Wilson for Name**  
**Select grade 2**  
**Click Add**

**Type Ms. King for Name**  
**Select grade 3**  
**Click Add**

**Type Mr. Breckinridge for Name**  
**Select grade 4**  
**Click Add**

## Create Additional Classrooms

### Create Additional Classrooms

Now we'll create additional classrooms for the teachers.

[Click Classes in the Manage menu](#)  
[Select grade 3 from the Grade menu](#)  
[Select Mr. Wilson from the Teacher menu](#)  
[Type the name 'Grade 3 Mathematics'](#)  
[Click the Save button](#)

## Edit Rosters

Create class rosters by clicking the Edit Roster link next to the teacher's assigned grade or grades.

[Click Edit Roster link next to Mr. Breckinridge's name](#)  
[Click the All button to list all 4<sup>th</sup> grade students](#)  
[Click the box next to Mike Ross' name](#)  
[Click the Add button](#)

We now see Mike Ross in the class roster for Mr. Breckinridge.

[Click the Return to Manage Classes link](#)  
[Click the Edit Roster link next to Mrs. Agnew](#)  
[Click on the box next to Neil Ambercrombie's name](#)  
[Click the Add button](#)  
[Click the Return to Manage Classes link](#)

[Click the Edit Roster link next to Mr. Wilson](#)  
[Click on the box next to Cass Ballenger's name](#)  
[Click the Add button](#)  
[Click the Return to Manage Classes link](#)

[Click on the Edit Roster link next to Ms. King](#)  
[Click on the box next to Don Young's name](#)  
[Click the Add button](#)  
[Click the Return to Manage Classes link](#)

[Click the Edit Roster link next to Mr. Wilson's 3rd Grade class](#)  
[Click the box next to Don Young's name](#)  
[Click the Add button](#)  
[Click the Return to Manage Classes link](#)

## Set Benchmark Targets

Now we have teachers and our teachers have a class. Next we want to set Benchmark Targets for all the grades. Benchmark Targets are set by Clicking on Benchmark Targets in the menu. Since this is a new account we do not have any information from last year entered into AIMSweb and cannot Generate Targets from Previous Years' Standard Test Data. Instead we'll use the sample targets AIMSweb provides.

[Select Benchmark Targets in the Manage Menu](#)

**Select Reading-Curriculum Based Measurement from the GOM dropdown box**  
**Select Sample Targets**  
**Click the Load button**  
**Click the Save button**

#### Add User Accounts

##### Add Teacher User Accounts

Next, to make it possible for other people to enter and/or view data we need to add users. The first users are teachers. To add teachers, Click on Teachers in the menu. All teachers are listed.

**Select Teachers in the Manage Menu**  
**Click on the Add link next to Mr. Breckinridge's name**  
**Select Regular & Progress Monitor Teacher for User Type**  
**You can leave the user name that it shows**  
**Type email address as your own e-mail address**  
**Check the email password to user box**  
**Make sure that Mr. Breckinridge is entered for name**  
**Click the Add button**

We must add accounts for the remaining teachers.

**Click on the Add Users for All Teachers link**  
**Click OK to the confirmation message that come up**

A PDF file with each teacher's login information is now available to print.

**Click the Create Account Information Slips for Users link.**  
**Close the PDF**

Click on School Users in the menu to view school users, displayed by user-type. To see regular teachers, select regular teacher from the dropdown menu and click Go.

##### **Select School Users in the Manage Menu**

**Select Regular & Progress Monitor Teacher from the dropdown box**  
**Click Go**

All Regular & Progress Monitor Teacher users are displayed.

#### Create AIMSweb School Manager or Principal User Accounts

From the School Users screen we can add AIMSweb accounts for School Manager and Principal. Let's create a Principal account.

**Click the Add School User link**

**Select Principal in User Type dropdown box**  
**Type mdalton for user name**  
**Type your email address for e-mail address**  
**Type Ms. Dalton for name**  
**Click the Add button**

This automatically generates and sends an e-mail containing Ms. Fairbanks' username and password to the e-mail listed above.

#### Create AIMSweb District Manager or Superintendent Accounts

Next we'll create a District User by Clicking on District Users in the Menu. The District Users screen is used to create new and view existing AIMSweb District Manager and Superintendent user accounts. Create a superintendent account.

**Select District Users in the Manage Menu**  
**Click the Add District User link**  
**Select Superintendent from the User Type dropdown box**  
**Type mgeiger for user name**  
**Type your e-mail address for e-mail address**  
**Type Mr. Geiger for name**  
**Click the Add button**

When the add button is clicked, an e-mail is sent to Mr. Gerry with his username and password.

#### Create Student User Accounts for Parent's Use

Parents can login and review their child's Benchmark Improvement Reports, but first we need to create Student User accounts. Let's create an account for a single student.

**Select Students in the Manage Menu**  
**Hide the Advanced Fields options**

**Click on Student in the Menu**  
**Click the Clear button**  
**Type C for First name**  
**Type B for Last name**  
**Click Search**  
**Click the checkbox next to Cass Ballenger's name**  
**Click the Add User button**  
**Click the green smiley face icon**  
**Check all required information for accuracy**  
**Click the Save button**

Next create a Student User account for all students.

**Click the Clear button**  
**Check the check box in the upper left corner of the table**  
**Click the Add User button**

We now have a user account for each student.

#### Transferring Students

From the Students screen we can transfer a student to another school. This can be done individually or as a group.

**Click the Clear button**  
**Type Don Young for Name**

**Click Search**  
**Check the box next to his name**  
**Click the Transfer button**  
**Check the box next to Don Young's name**  
**Select Un-Listed School from the dropdown box**  
**Type 3 in for Grade After Transfer**  
**Click the Transfer button**

**Click Save & Next**

**Click Finish**  
**Click OK**

## Graduating Students

Students are graduated at the beginning of the school year. Graduation advances a student's grade level by one year. This is a mass-graduation process. Students who will be retained a year will need to be searched for and have their current grades edited. As a school is graduated, the highest grade served will be transferred to a new or existing school, also with a new grade level. Graduating students takes place from the Schools screen

**Click Schools in the menu**  
**Click Graduate next to Coolidge Elementary School**  
**Click the OK button of the confirmation message**  
**Click the upper most left checkbox to select all students**  
**Select the Un-Listed School from the dropdown box**  
**Type in 5 for the grade after transfer**  
**Click the Transfer button**

**Click Save & Next**

**Click Finish**  
**Click OK**

To graduate an individual student you need to go to students in the menu, edit the student's information and click the graduate button.

**Click Students in the menu**  
**Click the Clear button**  
**Click Neil's name**  
**Select grade 3 from the Current Grade dropdown menu**  
**Click the Save button**

Neil is now in the 3<sup>rd</sup> grade.

## Lowering Student's Grade Level

Lowering a grade level will decrease the grade by one year. Students in the lowest grade level who need to be in a lower grade must be transferred by clicking the transfer button.

**Click Neil's name**  
**Select 2 from the current grade dropdown menu**  
**Click Save**

Neil is now back in 2<sup>nd</sup> grade.

## Printing Score Sheets

Score sheets are available for printing prior to assessments to aid in collecting scores before entering them into AIMSweb. These sheets are located in the Scoring tab at the top of the screen. Click on the Scoring tab to view the current benchmark period, displayed by default. Click the Fall, Winter, and Spring bars to view and hide the information in each one. Fall, Winter, and Spring sections each have gray sub-tabs below the title bar. These tabs are for the available GOMs. Click the paper icon in the GOM column and teacher row to print a score sheet for a specific GOM and class.

**[Click on the Scoring tab](#)**  
**[Click on the Reading sub-tab](#)**  
**[Click on the paper icon for the R-CBM assessment sheet for Mr. Wilson's class](#)**

Printing the score sheets for all classes in a grade level requires us to click on the paper icon for the GOM in the row labeled All Grade (#) Classes. Printing a GOM score sheet for every class in the school is done by clicking the multi-pages icon in the gray column located next to the GOM.

**[Close the Score Sheet window](#)**

## Entering Scores for All Students

Once assessments are completed, the scores for each student are entered into AIMSweb. This is done via the Scoring tab. To enter a score for a specific GOM and class, click the Scores link next to the name of the teacher in the column of the corresponding GOM.

**[Click on the Reading sub-tab](#)**  
**[Select the R-CBM option dot](#)**  
**[Click on the Scores link for the R-CBM column for Mrs. Agnew's class](#)**

We now see the screen where student scores are recorded. Before we enter scores look at the buttons located on the screen. The first button in the top left corner is the Add Student button. Clicking this button, we can enter or edit student information. The student is then added to the class. The chart icon next to the add student button is used to distinguish how we enter scores. To enter scores a single GOM at a time, use the arrow pointing down allows us to tab student to student within the GOM. To add scores for all GOMs the arrow must point horizontally. The Save buttons saves the scores and returns us to the original Scoring page. The Cancel button returns us to the original scoring page without saving any new data entered. The Quick-Save button saves the scores and retains the current screen. The Quick-Save button is recommended if the score-entering process is longer than 15 minutes. The Long Form/Short Form Link will display or hide the students' additional information.

**[Select to have scores entered for a single GOM; the arrow must be vertical](#)**  
**[Select Long Form](#)**  
**[Type 67 for correct for Neil Ambercrombie](#)**  
**[Type 4 for Errors](#)**  
**[Click Save](#)**

## View AIMSweb Benchmark Reports

To view available reports click on the Reports tab. On the reports tab, there are 5 sub-tabs. On all the tabs are GOM sub-tabs that allow us to view reports for each GOM. The specific GOM is selected by clicking the tab and selecting the option dot for the GOM. The sub-tab labeled

District has reports that show data on every student in every class, grade, and school in the district.

[Click the Reports tab](#)  
[Click the Reading sub-tab](#)  
[Select the R-CBM option dot](#)  
[Click on the Compare Schools report](#)

We now see a report based on all schools in the district.

[Click the Green Back button](#)

The school sub-tab has reports showing data about every student in every class and grade in the selected school.

[Select Adams Elementary School from the School dropdown box along the top](#)  
[Click Go](#)  
[Click on the Reading sub-tab](#)  
[Select the R-CBM option dot](#)  
[Click on the Compare this School report](#)

The School Comparative Performance report is showing.

[Click the Green back button](#)

The Grade sub-tab shows reports about every student in the selected grade.

[Select the R-CBM option dot](#)  
[Select Grade 3 in the Grade dropdown box along the top](#)  
[Click Go](#)  
[Click on the Improvement report](#)

The Average Score by Service Code report is now showing.

[Click on the Green Back button](#)  
[Click the Class sub-tab](#)

The Class sub-tab has reports about every student within a class. Notice the Classes sub-tab looks much different from the other report tabs. We can select Fall, Winter, or Spring by clicking its title bar. We then have our GOM sub-tabs. There are four different classroom reports with GOM option dots. Below this is the Students' Score sheet. Next to each student's name is a paper icon. The icon is for adding qualitative features and adding notes. The student's scores are also listed next to each student. The final column in the table is labeled Pathway. The Pathway report shows student assessment scores for every benchmark period and GOM to date. Click any of the column headings or footers to view a Benchmark Scores report by GOM for every student in the class.

[Select Ms. Adams from the Teacher dropdown box along the top](#)  
[Click Go](#)  
[Click on the first report in the Classroom Reports section](#)

The Class Distribution by Class and Percentile is displayed.

[Click the Green Back button](#)  
[Click on the R-CBM score for Tori Enis](#)

We now see a chart showing benchmark scores for Tori Enis.

[Click the Green back button](#)  
[Click on the Report link by Tori Enis' name](#)

The Reading Improvement Report is now showing.

[Click the Green back button](#)  
[Click the AIMSweb sub-tab](#)

The AIMSweb sub-tab has three Edformation Education Averages reports. These reports are based on assessments scores that have been entered for every student in every school using AIMSweb.

[Click the Reading sub-tab](#)  
[Select the R-CBM option dot](#)  
[Click the Aggregate Norm Table](#)

We now see the Normative Performance Chart

[Click the Green Back button](#)

View AIMSweb Progress Monitor Reports

**SAY:** The Progress Monitor tab allows us to view Progress Monitor assessment schedules, generate Progress Reports, or Status Reports

[Select the Progress Monitor tab](#)

The first time you view your Progress Monitor tab you are presented with a message explaining that as a District Manager, you do not have access to create or edit Progress Monitor assessment schedules.

To generate a report regarding the status of all Progress Monitor assessment schedules within your district, click the Reports sub-tab. This automatically sets the view at the district level; this means the report will contain data from all the schools and Progress Monitor Teachers within the district. Use the dropdown menus and Go buttons to select a school or teacher level view.

To view reports for students being assessed with Progress Monitor, click on the Schedules sub-tab. Again, use the dropdown menus and Go buttons to select a school or teacher level view. The Progress Report column lets us quickly view the status of a student. It tells us if a student is above, near, or below target progress. It also informs us if the goal is hit or missed. To view the Progress Report for a specific student, click the link in the Progress Report Column in the same row as the student's name. To generate Progress Reports for all students, select the paper icon next to the column heading "Progress Report".

This concludes Part III of the training script. Please continue to Part IV for a self-paced activity.

## **Part IV Self Paced Training Script**

The self-paced section of the training is to be done on your own. If you have any questions or need any help please ask me. Any information that is required that is not given should be made up. Logout of AIMSweb when you have finished.

### Create Schools

Enter the following schools:

**1 – 3: Delaware Elementary School**

**4 – 6: Virginia Elementary School**

**7 – 8: Maryland Middle School**

Select Delaware Elementary School

### Create Students

Enter the following students:

**Grade 1: Stephanie Williams, Amanda Peterson**

**Grade 2: Steve Frost, Jaylynn Berg**

**Grade 3: Chris Johnson, Brittney Thompson**

### Create Teachers and Classes

Enter the following teachers;

**Grade 1: Mrs. Van Buren**

**Grade 2: Mr. Harrison**

**Grade 3: Ms. Adams**

**Place all students in the correct class**

### Create Additional Classes

Create the following class:

**Grade 2: Mrs. Van Buren, Reading**

**Add student to the class**

### Set Benchmark Targets

**Set Benchmark Target values for Reading – Curriculum Based Measurement**

### Add User Accounts

Add Teacher User Accounts

Create the following teacher user accounts:

**Regular Teacher: Mr. Harrison**

**Regular & Progress Monitor: Ms. Adams**

**Progress Monitor: Mrs. Van Buren**

Create AIMSweb School Manager or Principal User Accounts

Create the following account:

**Principal: Mr. Kinney, User Name: mkinney**

Create AIMSweb District Manager or Superintendent User Accounts

Create the following account:

**Superintendent: Mrs. Rosenthal, User Name: mrosenthal**

Create Student User Accounts for Parent's Use

Create the following account:

**Create an account for a student with initials CJ, User Name: cjohnson, Password: train**

Transferring Students

Transfer the following student

**Steve Frost to Un-Listed School**

Graduating Students

Graduate all students

Lowering Student's Grade Level

Lower the following Student's Grade Level

**Stephanie Williams**

Entering Scores for All Students

Enter an R-CBM score for all students

Log Out

Log out of AIMSweb

The End. Please notify your trainer that you have completed the training session.

This AIMSweb Benchmark District Manager training account will be available for you to use until \_\_\_\_\_. After that point, you must use your personal AIMSweb Benchmark District Manager account to fully utilize the program.