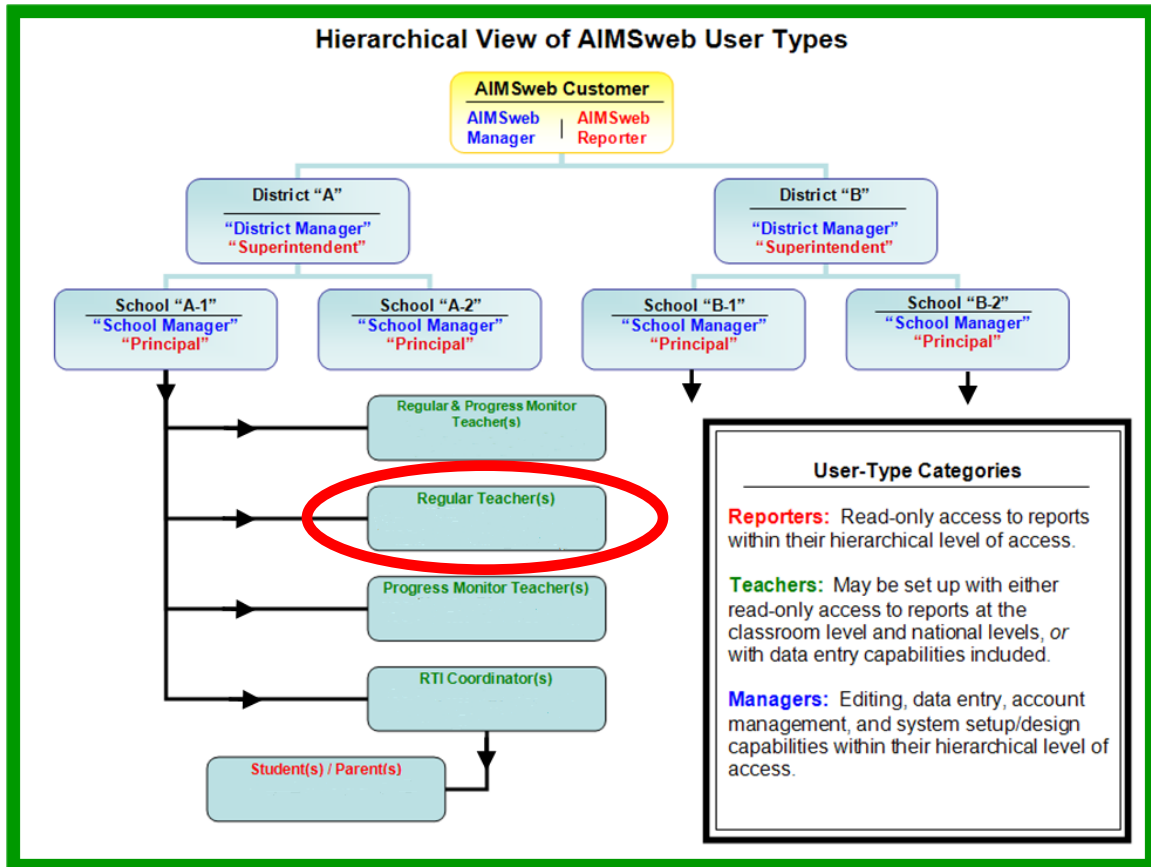


# AIMSweb® Regular Teacher Software Training Guide

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## AIMSweb® Training Account Login Information:

**Customer ID:** \_\_\_\_\_ (Your assigned AIMSweb® Training Account number.)

**Username:** **regteacher**

**Password:** **train**

**Expires:** \_\_\_\_\_ (Your trainer will provide you with this information.)

The AIMSweb® Benchmark Teachers Software Training Guide is designed to accompany the AIMSweb® Benchmark Teachers Software Guide, a printable electronic document available within your AIMSweb® account. As enhancements are made to the AIMSweb® software, the AIMSweb® Software Guides are periodically updated to reflect those changes. Ensure you have the latest version of the AIMSweb® Benchmark Teachers Software Guide by downloading it via the "Downloads" tab or "Welcome" tab of your AIMSweb® account.

## Chapter 1: Logging In, Personal Preferences, & Logging Out

### 1.1 Logging Into AIMSweb

- US Customers:
  - <http://www.aimsweb.com>
  - (or) direct link to secure login page: <https://aimsweb.edformation.com>
- Canadian Customers: <https://app.aimsweb.ca>

### 1.2 Accessing Lost or Forgotten Passwords

- “Forgot Password” Link or contact your Local AIMSweb® Manager.

### 1.3 My Account Tab

#### 1.3.1. Editing Personal Information

- Change personal information at any time (Info & Password Tabs).
- FERPA standards apply regarding confidentiality.
- Choose secure credentials. The sharing of accounts, usernames, or passwords is not recommended.

#### 1.3.2. Editing Your Password

- “Password tab.”

### 1.4 Logging Out of the AIMSweb Account

- “Logout” Button.
- Logout after each session / Time out after 40 minutes of inactivity.

## Chapter 2: The Benchmark Classroom Home Page

### 2.1 (OPTIONAL) Managing the Benchmark Class Roster\*



**\* IMPORTANT NOTICE:** Your organization may be opting to use the AIMSweb® Data Import service to electronically populate your account or rosters with students, demographic information, classroom/teacher assignment, transfer students/data, and to update this information regularly.

Overriding this process by manually entering, editing, adding, or deleting this information may result in inaccurate information, duplicate student listings, additional charges, incomplete data, or other errors. Please check with your organization's AIMSweb Manager(s) before attempting to add, edit, transfer, or delete students and/or demographic information.

#### 2.1.1 (OPTIONAL) Add New Students to the Class Roster\*

- Add your name (as a student) and fabricate any demographic information you wish.
- Add one more name (e.g., any fictitious name) and fabricate all demographic information. Remember this name. We will revisit it later in this module.
- Note that students' grade levels are pre-assigned to Grade(s) \_\_\_\_ due to teacher's permissions set by manager.
- Your name, once added, will appear in "yellow" on the Student List.
  - Click "clear" to view the entire list.
  - Click the "All" dropdown window on student list to change quantity of students displayed per screen.

#### 2.1.2 (OPTIONAL) Add Existing Students to the Class Roster\*

- "Add a Student" section (green) may be used as a search engine (demonstrate).
- Search for your name or initials.

### **2.1.3 (OPTIONAL) Edit Student Information\***

- Edit your name and/or demographic information previously entered and “Save.”*

### **2.1.4 (OPTIONAL) Delete a Student\***

- A student cannot be deleted until all of the student’s Benchmark scores have been removed.*
- Recommendation: Transfer, rather than delete, students out of the school database—especially when any scores are attached to that student’s listing. This will maintain the integrity of any Benchmark scores that have been entered, as well as all normative data within the organization’s account.*

### **2.1.5 (OPTIONAL) Transfer a Student\***

- Search for the fictitious name you recently entered into the database.*
- Follow the transfer process.*
- Print and retain transfer slips: Determine a system within your organization for how to communicate, record, and store the transfer ID number within and between schools. Transfer ID numbers cannot be re-generated in AIMSweb®. The Transfer Slip is your only record of this transaction.*
- A copy of each transferred student’s Benchmark and Strategic Monitor data, if available, are transferred to new school within account.*
- Previously entered scores and historical data are retained for all transferred students in order to preserve your school’s academic history, AIMSweb® reports, etc.*

## 2.2 Printing Score Sheets

- Consider if/how using Score Sheets may enhance your workflow.
- Consolidate test scores for easy data entry by teacher or data entry designee.
- Print score sheets by Benchmark period to ensure details on each sheet are accurate.

## 2.3 Entering and Editing Benchmark Scores

- Benchmark & Strategic Monitor Periods Dropdown tool.
- GOM Tabs.
- “Arrow” icon / toggle.
- Edit scores.
- “Save” and “Quick Save” buttons.
- \*(Local policy permitting):
  - Clicking student’s name allow for editing student name and demographic details.
  - “Add Student” button.

## 2.4 Generating Benchmark Classroom Level Reports

- Individual Report (“box and whiskers”): —click on student’s individual score.
- Report details:
  - Rate of Improvement (ROI).
  - Performance description.
  - Locate the comparison group on report.

- Changing comparison groups.
- View Multi-Year report (May not fully display in Training Account unless student has multi-year data.)
- Adding Comments via “notepad” icon on My Classes screen.
  - Comments will only display on most recent Benchmark or Strategic Monitor period.
  - Comments remain on school record. Use professional language.
- Generating all Individual Reports at once using the “paper” icon on column headers.
- Pathways Report: View across measures.
- Scores and Percentiles (a.k.a. “Rainbow”) Report:
  - Norm referenced view (default in training accounts):
    - Normative placement of student(s) is in relation to how the listed students performed in comparison to other students in the same school, within the same grade level (not classroom, but grade level.)
    - Expand link: “Table” and “Chart” forms.
    - “Show” target (Note Target is set to zero until targets are entered via Manager-level access.)
  - Criterion-referenced view (custom setting by Manager)
    - Option to color-code reports in 3+ colors by customer-specified cut score.

## 2.5 Sharing Reports

- PDF Tab (Preferred for printing or saving file to disk.)
- Email tab:
  - Send test email to self.
  - Users should check with district IT/communication policies about use of Email tab to send reports.

- “Back Tab” and recommended use of AIMSweb® navigation tools vs. Browser-based navigation tools.

### **Chapter 3: Generating AIMSweb Level Reports**

- AIMSweb® Aggregate Norm Table.
  - Aggregate across all years for all AIMSweb® customers.
  - Updated every year on approximately August 1.
  - Percentile levels.
  - Sample Size (Num column).
  - Rate of Improvement (ROI).
  - GOM Tabs and Radio Buttons.
- AIMSweb® Norm Table
  - Current Year data only, from August 1 to date.
  - Updated weekly.

### **Chapter 4: Gathering AIMSweb Materials**

- Downloads Tab.
  - Software Guides, Administration & Scoring manuals.
  - Benchmark measures/probes: Must be obtained from a Manager.

### **Chapter 5: AIMSweb Technical Support**

- Software Guides (Downloads tab).
  - FAQ's in appendix of Software Guides.

- Email: [aimswsupport@pearson.com](mailto:aimswsupport@pearson.com).

### **5.1 Using Help Files (“Help button”)**

- “Help” button.

### **5.2 Using AIMSONline**

- AIMSONline Tab
- Discussion forum

### **5.3 Using AIMSweb Software Guides**

- Specific Software Guides are designed to accompany the matching Training Guide.

### **5.4 Contacting AIMSweb Technical Support, Sales, and Training**

- Phone: 866-313-6194 and Select “Sales,” “Technical Support,” or “Training” options.
- Support Email: [aimswsupport@pearson.com](mailto:aimswsupport@pearson.com)
- Training Email: [aimswtraining@pearson.com](mailto:aimswtraining@pearson.com) (Select the “Training” option.)

### **Appendix A – Returning Users’ Fall Quick-Start Guide**

### **Appendix B – Frequently Asked Questions (FAQs)**

### **Glossary**

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