

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

The Trainer's script has four parts. Part I allows you to introduce AIMSweb 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 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 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 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 Manager Training Script for AIMSweb Trainers
 - The AIMSweb Manager Training Script for Users (pages 20-35 of this document) (one script per person).
 - AIMSweb Manager Software Guide (one guide per person).
- AIMSweb training account for each person.

An AIMSweb 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 training accounts for this training are available for use until _____. After that point, users must use their personal AIMSweb Manager account to create their own AIMSweb accounts.

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AIMSweb® Manger On-site Training Script for Trainers

Part I Introduction to AIMSweb – 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 Training Accounts

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

Customer ID:
Username: aimsweb
Password: train

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

SAY: The first time you login you will see the Welcome tab. The Welcome tab is a quick-start reference guide and will always be available for your review.

[Click on the Manage tab](#)

The Manage tab allows the setup and maintenance of all your accounts. Here you set up school districts, schools, classrooms, teachers, and students as well as 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 displays AIMSweb Benchmark reports. Reports of comparison by school and by grade are available. You can view reports by score distribution, norms, and correlation on your state standard scores.

[Click on the RTI tab](#)

The RTI tab allows AIMSweb Managers to customize RTI task lists for both Initial Planning and Intervention portions of the RTI software. Any changes made will affect all RTI users and any RTI cases created after the changes are saved. AIMSweb Managers cannot create or maintain RTI cases.

[Click on the Progress Monitor tab](#)

The Progress Monitor tab allows you to view reports for students assessed with AIMSweb Progress Monitor, generating both Progress Reports and Status Reports.

[Click on the Downloads tab](#)

From the Downloads tab you can download all the information available for using the AIMSweb 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) type. Use the GOM-type dropdown menu at the top left corner of the window, click "Go" and then select a GOM tab to the right of the page. 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

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 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 the AIMSweb online support forum to browse the forum categories, ask questions of the AIMSweb support team, or read previously asked questions from other AIMSweb users.

Click on the My Account 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 the Account sub-tab (AIMSweb customer contact only)

To view or renew your subscription status, go to the Account sub-tab. When your subscription is near expiration a reminder message appears at login. At any time click the renew link to renew your subscription.

The Help and Logout buttons are located in the upper right corner of the screen. Page-specific help is available for every Benchmark screen. Click the Help button on each page to find quick answers to your questions. The logout 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 program.

Create a School District

[Return to the Manage tab](#)

SAY: 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 districts, schools, teachers, students, classrooms, and user information. At the top of the menu is the AIMSweb manager account name. Below you will see districts, Benchmark Target Templates, General Outcome Measures, and Customer Users. More options become available as you add more information to the Manage menu.

[Click Districts](#)

Click on Districts in the menu to enter a school district. Next enter the Name, Name Abbreviation, Teachers Can Edit Benchmark Data (Yes/No), and Teachers Can Use Strategic Monitoring (Yes/No). The Teachers Can Edit Benchmark Data option is used to allow the teachers to enter or edit assessment data for the students in their classrooms. Selecting yes or no sets the default option for schools added under the district. You will have the opportunity to finalize an answer for each school.

[Type the name Franklin School District](#)

[Type FSD for Abbreviation](#)

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

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

[Click the Add button](#)

Once a district is added it appears at the bottom of the page. This table shows all districts added to the account. The Actions column will show you the options you will have available with this District. 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 a district to add a school. To select a district, click the Select link located in the Actions column next to the district name.

[Select Franklin School District](#)

Create Schools

SAY: Once a district is selected the Manage Schools screen appears. To create a school, 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.

[Type Adams Elementary School for Name](#)

[Type AES 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 the School Type Regular, Title 1 and Special Ed](#)

[Click Add](#)

The menu displays the school at the bottom of the screen. Each school has action options: Edit, Delete, Select, and Graduate. These actions work just like the actions for the district. 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 Adams Elementary School

Create Students

Select Students in the Manage Menu

SAY: You are brought to the Manage Adams Elementary School --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 Advanced Fields checkbox to display other criteria that can be designated to the student. Clicking the Strategic Monitor field allows scores to be entered for the student's monthly Strategic Monitor assessments.

Type Austin Boland for name
He is in the 2nd grade
Select General Education as Service Code
Male for Gender
None for Meal Status
White for Ethnicity
Select the Strategic Monitor checkbox
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 1st 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 3rd grade
Select Title I as Service Code
Female for Gender
Reduced for Meal Status
African American for Ethnicity
Click Add

Click the clear button to clear all the search boxes; 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 on Teachers in the menu. Enter the teacher's name. Assign teachers homeroom classrooms using the grade checkboxes.

[Click on Teachers in the menu](#)

[Type Ms. Adams for name](#)
[Click the grade 3 checkbox](#)
[Click Add](#)

[Type Ms. Coolidge for name](#)
[Click the grade K checkbox](#)
[Click Add](#)

[Type Mrs. Harding for name](#)
[Click the grade 1](#)
[Click Add](#)

[Type Mr. Harrison for name](#)
[Click the 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 the AIMSweb account (as long as 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: Students are added to class rosters either through the Manage Teachers or Manage Classes interface by clicking the Edit Roster link next to the teacher's grade or grades listed.

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 the selected 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
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. Benchmark assessment scores cannot be entered until a student is part of 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's grade K class
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 Benchmark managers you will be able to create Benchmark Target Templates to be used in all your schools. The templates will be created by clicking Benchmark Target Templates in the menu. It is very important to set targets for each school as they are required to generate several reports.

[Click Benchmark Target Templates](#)

You will need to select the GOM, enter a name for the template, and then select either the current targets or sample targets from the drop down box, or opt to type in your own targets.

[Select Reading – Curriculum Based Measurement from the drop down box](#)
[Type 2006-2007 R-CBM Targets for Name](#)
[Select AIMSweb Aggregate Norm Targets from the drop down box](#)
[Click the Load button](#)
[Click the Save button](#)

You will now see your new template in the table at the top of the screen. The Actions that will be available to you are Edit, Delete, and School Load. The Edit link will allow you to go back and edit any of the targets in the template. The Delete link will delete the template, and the School Load link will bring you to another page for you to select which schools and years you would like the targets to be set for.

[Click the School Load link](#)
[Check the 2006-2007 checkbox under Years](#)
[Check the Adams Elementary School checkbox in the Franklin School District](#)
[Click the Load button](#)
[Click OK to the message that comes up](#)

You will then be brought back to the Manage Target Template screen. To verify that the new targets were loaded, view the Benchmark targets at the school level. To do this, click Benchmark Targets in the menu.

[Click on Benchmark Targets in the menu](#)
[Select Reading-Curriculum Based Measurement from the GOM dropdown box](#)

You will see the current targets in the boxes for each grade and Benchmark period. If you look in the drop down box next to the load button you will see the options for current targets (the numbers showing now), sample targets (numbers that Edformation supplies from their Norms), and the template we created earlier. Since the numbers are there, you will not need to change anything.

Editing General Outcome Measures Descriptions

SAY: An AIMSweb Manager will also be able to change the descriptions and instructional recommendations shown on the charts for each measure. This will be done by selecting the General Outcome Measures in the menu.

[Click on General Outcome Measures in the menu](#)
[Click the Details link next to Reading – Curriculum Based Measurement](#)

The first option you will be able to select is whether this measure is Norm Referenced or Criterion Referenced. You can specify what you would like each level to be labeled, the color you want each level to show on the charts, and which order you want the levels to show. After making your changes you will need to click the Save button to keep the changes or the Cancel button to leave without saving changes.

Click the Cancel button

Add User Accounts

Add Teacher User Accounts

SAY: Next you must add users to your account. To add a teacher user click 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 email password to user checkbox. The e-mail password to user checkbox e-mails the teacher's username 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

Click the Add button

You can create Regular Benchmark accounts for all teachers at once. From the Manage Teachers page, click on the Add Users for All Teachers link. The new user names appear next to each teacher's name. Next, click 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 add or view all school users, select School Users from the menu

Click on School Users in the menu

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. Click Save at the bottom of the page.

Click Edit next to Ms. Coolidge
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 School User screen.

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 from the User Type dropdown box.

Select Principal in User Type dropdown box
Type mpolk for user name
Type your address for e-mail address
Type Mr. Polk 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: District Managers and Superintendent accounts are added at the District Users level. Select District Users in the Manage Menu.

Click on District Users in the Menu

District user accounts are listed on this page, displayed as AIMSweb District Manager or Superintendent. To add a user, click on the Add District User link located in the top right corner of the page

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 User Type dropdown box
Type mclinton for user name
Type your e-mail address for e-mail address

Type Mrs. Clinton 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 AIMSweb Manager or AIMSweb Reporter User Accounts

SAY: Customer users are AIMSweb Managers and AIMSweb Reporters. You are currently logged into an AIMSweb Manager account. The AIMSweb Manager views reports for every school and district in the account, and can manage student data. An AIMSweb Reporter views reports for every school and district in the account but cannot manage student data. Click on Customer User in the Menu, to view the Customer Users Screen.

Click on Customer Users in the menu

From the Manage Customer Users page click on Add Customer User. Add an AIMSweb Reporter by selecting AIMSweb Reporter from the User Type dropdown box.

Click the Add Customer User link
Select AIMSweb Reporter from the User Type dropdown box
Type mvanburen for user name
Type your e-mail address for e-mail address
Type Mrs. Van Buren for name
Click the Add button

Click the Add button after all the user information is entered. An e-mail containing the new user name and password is automatically generated and 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 a unique AIMSweb account and view the student's Benchmark Improvement reports. To add these accounts, click on Student in the menu. To add an account for an individual student, click the checkbox next to the student's name and select Add User.*

Click on Student in the menu

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

Select 2nd for the Current Grade
Click the Search button to return all the students in the 2nd grade
Click checkbox next to Austin Boland name
Click the Add User button

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 can 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 Clear 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

Click the Clear button

Check the top check box in the student list

Click Add User 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 outside of your AIMSweb account. 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 to the confirmation window

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 Adams Elementary
Click the OK button for the confirmation message

A list of students from the school's highest grade served is now ready to be transferred to their new school. Transfer students to existing or un-listed 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
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
Click Michael Johnson's name
Change the current grade to grade 2
Click the Save button---
Click the Clear 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 Manager Training Script for Users to the trainees.

They will need to login to the training accounts with the login information specified in 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® 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 AIMSweb Training Accounts

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

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

Customer ID:	
Username:	aimsweb
Password:	train

It is very important that we all stay together through this training. Do not click on any link until we all do so.

Create a School District

Anytime we login to our accounts after this, AIMSweb will retain the last-viewed screen. The first thing we need in our account is a school district. Remember we must have a district to add any other information.

Click on the Manage tab

Note that Districts is automatically selected in the Manage Menu. Here we will enter our district.

Type Northeast School District for Name

Type NSD for Name Abbreviation

Select Yes for Teachers Can Edit Benchmark Data – This option allows teachers to edit assessment data. This sets the default option for schools added under the district however the option does not allow or prevent editing at this point. We will have the opportunity to change it at the school level.

Select Yes for Teachers Can Use Strategic Monitoring – This options allows teacher to enter Strategic Monitoring monthly assessment scores. Just as with the above option this sets the default for schools added under the district. We will have the opportunity to change this option at the school level.

Click Add

The district appears at the bottom of the screen and in the menu on the left. Take notice of the action options: edit, delete and select. Click Select to view the Manage Schools screen.

Select Northeast School District

Create Schools

After selecting a school district, schools in the Manage Menu is automatically selected.

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 Monitor – The default for this option is the answer we selected at the district level. Select yes or no to allow teachers to use Strategic Monitoring

Click Add

Create Students

The school is added to the list at the bottom of the screen. The actions edit, delete, select, and graduate are now available.

Select Coolidge Elementary School

Select Students in the Manage Menu

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

Select the 'Strategic Monitor' 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

Select the 'Strategic Monitor' 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

Select the 'Strategic Monitor' 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

Click Add

Create Teachers

Next we'll add teachers. Click Teachers in the menu to view the Manage Coolidge Elementary School Teachers screen.

Click 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

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 Class Rosters

Add students to the teacher's rosters by clicking the Edit Roster link next to the teacher's grade or grades served.

Click Teachers in the Manage menu
Click Edit Roster link next to Mr. Breckinridge's name
Click the All button to list all 4th grade students
Click the box next to Mike Ross' name
Click the Add button

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

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's 2nd Grade Class
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.

Click Benchmark Target in the Manage 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. Notice that Reading Curriculum-Based Measurement is already selected in the GOM dropdown menu at the top of the page.

Select Reading Curriculum-Based Measurement
Select AIMSweb Aggregate Norms from the next dropdown menu
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 teacher users, Click on Teachers in the menu. All teachers are listed.

Click 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

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 School Users in the Manage Menu
Click the Add School User link
Select Principal in User Type dropdown box
Type mfairbanks for user name
Type your email address for e-mail address
Type Ms. Fairbanks 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 will 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.

Click District Users in the Manage Menu
Click the Add District User link
Select Superintendent from the User Type dropdown box
Type mgerry for user name
Type your e-mail address for e-mail address
Type Mr. Gerry 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 AIMSweb Manager or AIMSweb Reporter User Accounts

The AIMSweb Manager and AIMSweb Reporter have access to data for all districts and schools. A manager can enter data while a reporter can only view it; both can review reports. These accounts are created as Customer Users. Let's create an AIMSweb Reporter user.

Click on Customer Users in the menu
Click the Add Customer User Link
Select AIMSweb Reporter from the User Type dropdown box
Type msherman for user name
Type your e-mail address for e-mail address
Type Mrs. Sherman for name
Click the Add button

The new username and password is e-mailed to Mrs. Sherman.

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.

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 Student List
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.

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 the Un-listed School from the dropdown box
Click the Transfer button
Click the Save & Next button
Click the Finish button
Click OK to the confirmation window

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 checkbox next to the student's name
Leave the Un-Listed School as the Transfer To school
Click the Transfer button
Click the Save & Next button
Click the Finish button
Click OK to the confirmation window

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

Neil is now in the 3rd 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
Click the Lower Grade button
Click OK in the confirmation window
Click Finish
Click OK to the confirmation window

Neil is now in 2nd 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
Select the Washington School District
Select Jefferson Elementary School
Click the Go button next to the school

Click on the Scoring tab to view the current Benchmark period, displayed by default. Use the 'timeframe' drop down menu and click the 'Go' button to select a Benchmark Period. Since this training script is used year round and the current Benchmark period is date-dependent, you will need to manually select your Benchmark period.

Select the Fall Benchmark Period
Click the Go button

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.

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.

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. The Reading sub-tab is already selected, so let's start there.

Click on the Fall Scores link for the R-CBM column for Mrs. Kennedy's class

We now see the screen where student scores are recorded. When the school is using Strategic Monitoring you will see three title bars below each Benchmark Scores window, one for each month between Benchmark periods. Click the title bars to expand them. Follow the same directions as entering Benchmark Scores to enter Strategic Monitor Scores.

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)

Enter the following Maze scores for the students in the list:

18, 22, 0, 5, 19

Click the Quick-Save button

From this window we can also add students to the Strategic Monitor caseload.

Click directly on Abby Burch's name

Click the Strategic Monitor checkbox

Click the Save button

Select the next Strategic Monitor month

Enter a Strategic Monitor R-CBM Score of 70/5 for the next month

Click Save

View AIMSweb Benchmark Reports

To view available reports, Click on the Reports tab.

Click the Reports tab

On the reports tab, there are 6 sub-tabs. The customer level report has reports that include data for every student in every class, grade, school, and school district that has been added to the account. 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. Select a school district with scores to view reports.

Click the Compare this School report

We now see a School-to-School Performance report. Notice the three tabs above labeled Back, Email, and PDF. The Back tab brings us back to the Reports tab. The Email tab allows you to email the report in PDF format. The PDF tab shows us the report in PDF format to archive or print.

Click the green Back button
Select Washington School District
Click the Go button

The sub-tab labeled District has reports that show data on every student in every class, grade, and school in the current district.

Click on the Compare this School 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 the Adams Elementary School
Click on the Compare this School report

The School Comparative Performance report is showing.

Click the green back cotton
Click the grade Go button to select Kindergarten

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

Click the Early Literacy sub-tab
Select the PSF option dot
Click on the Improvement report

The Average Score by Service Code report is now showing.

Click on the green Back button
Click the Teacher Go button to select Ms. Taylor

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.

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 PSF score for Kaylee Anderson](#)

We now see a chart showing benchmark scores for Alexandria Blegan.

[Click the Green back button](#)
[Click on the Report link across from Kaylee Anderson's 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 Maze option dot](#)
[Click the Aggregate Norm Table](#)

We now see the AIMSweb Growth Table

[Click the Green Back button](#)

View AIMSweb Progress Monitor Reports

1. Viewing the AIMSweb Status Report

An AIMSweb Manager can view the schedules, progress, periodic reviews, and status reports for each Progress Monitor schedule created by Progress Monitor Teacher users within the account. To begin, select the blue Progress Monitor tab.

[Click the Progress Monitor tab](#)

On the Progress Monitor tab there are two sub-tabs: Reports and Schedules. The Reports tab allows you to view the status of Progress Monitor schedules at the customer, district, and school levels. To view an account level Status Report, select the Reports sub tab. Use the dropdown menus at the top of the page to select the district, school, or teacher who's Status Report you would like to view. Remember to select the Go button after each selection. To view the customer-level Status Report, click the Reports sub-tab. You will notice the report-level listed under the words Progress Monitor Reports.

[Select Washington School District](#)
[Click the Go button](#)
[Select Jefferson Elementary School](#)
[Click the Go button](#)

After you have selected your report view, select the report measure by selecting a GOM tab, such as Reading or Writing. Next, select the GOM you wish to view. Finally, to view the report, click the Status Report icon. The Status Report data can be displayed by teacher, gender, ethnicity, service code, and meal status. Select a display option using the Display by dropdown menu at the left of the page. Click the Go button to view the display change.

As with all AIMSweb reports, the Status Report can be emailed, printed, or saved electronically as a PDF file. Click the blue Email button at the top of the page to email the report. Click the red PDF button to save the report as a PDF or print the report. When you are finished viewing the report, click the green Back button.

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 a School District

Enter the following School District:

**District Name: United States School District
Name Abbreviation: USSD**

Select the school District

Create Schools

Enter the following schools:

**1 – 3: Delaware Elementary School, Name Abbreviation DES
4 – 6: Virginia Elementary School, Name Abbreviation VES
7 – 8: Maryland Middle School, Name Abbreviation MMS**

Select Delaware Elementary School

Create Students

Enter the following students:

**Grade 1: Stephanie Williams, Reg Ed, None, African American
Amanda Peterson, Title 1, Reduced, White
Grade 2: Steve Frost, Special Ed, None, Multiple/No Response
Jaylynn Berg, Reg Ed, Free, White
Grade 3: Chris Johnson, Reg. Ed, None, Asian
Brittney Thompson, Reg. Ed, None, White**

Create Teachers

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 Sample 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, User Name: mharrison

Regular & Progress Monitor: Ms. Adams

Progress Monitor: Mrs. Van Buren

Create AIMSweb School Manager or Principal User Accounts

Create the following account:

Principal: Mr. McKinley, User Name: mmckinley

Create AIMSweb District Manager or Superintendent User Accounts

Create the following account:

Superintendent: Mrs. Roosevelt, User Name: mroosevelt

Create AIMSweb Manager or AIMSweb Reporter User Accounts

Create the following account:

Reporter: Ms. Lincoln, User Name: mlincoln

Create Student User Accounts for Parent's Use

Create the following account:

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

Transferring Students

Transfer the following student

Steve Frost to Un-Listed School

Graduating Students

Graduate all students in the school

Changing a 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 in Mrs. Van Buren's Class

Amanda Peterson: 3/5

Stephanie Williams: 20/3

Log Out

Log out of AIMSweb

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

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