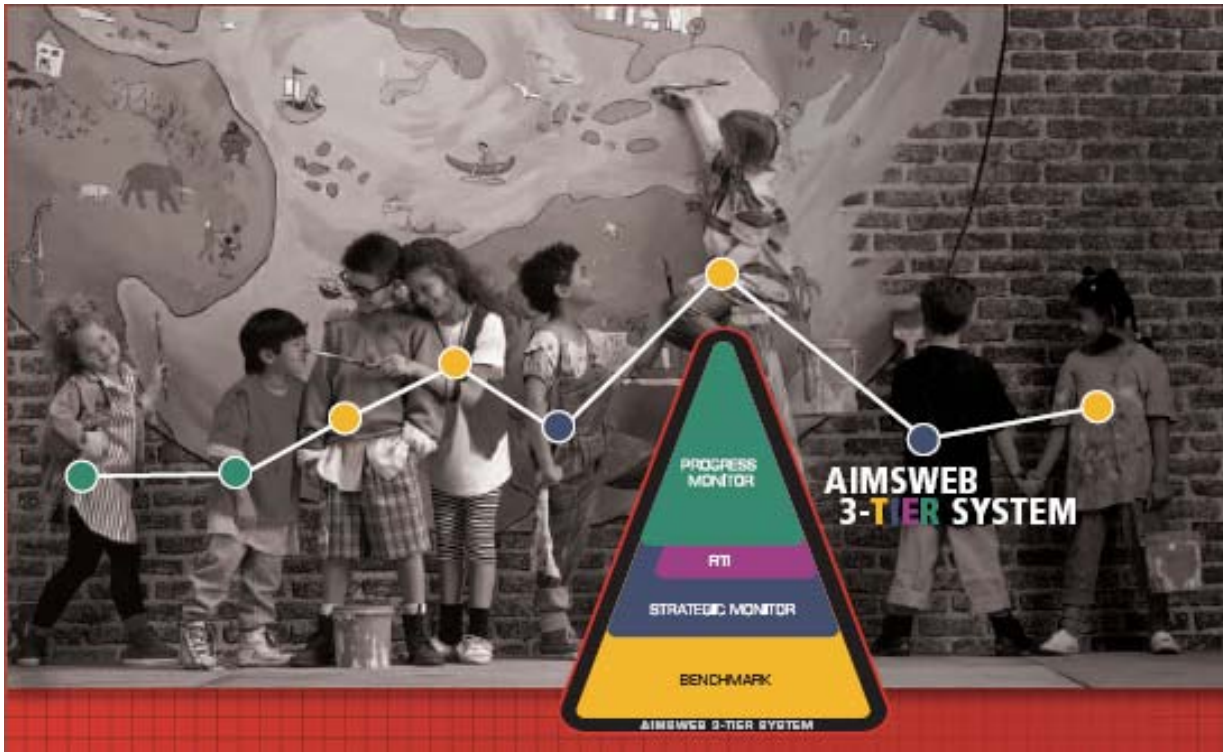




AIMSWEB[®]
CHARTING THE PATH TO LITERACY

AIMSweb PDA Software Guide



Provides a step-by-step guide for installation and use of the
AIMSweb PDA software

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Preface

As an AIMSweb user you may be asked to assess students, enter scores, monitor group performance from Benchmark period to Benchmark period using the AIMSweb PDA software.

This software guide is designed to provide you with all the tools you need to successfully and skillfully install the AIMSweb PDA conduit to your workstation and the AIMSweb PDA Software to your PDA. The AIMSweb PDA Software Guide assumes you are familiar with your computer and know how to:

- Access the Internet
- Launch and use an Internet browser
- Use the mouse and keyboard
- HotSync your PDA

For information on administering and scoring AIMSweb assessments, please reference the Administration and Scoring Guides and accompanying PowerPoint Presentations at www.aimsweb.com/aimswebdownload.htm.

The Palm OS software must be installed on your workstation before proceeding.

Finally, it is recommended you print this manual for easy reference.

**Chapter I: Installing the AIMSweb Conduit onto Your Computer**

Begin by logging into your AIMSweb account by going to www.aimsweb.com. Next, type your customer ID, username and password into the fields provided. Click the words Login to the right of the text fields.

AIMSweb CHARTING THE PATH TO LITERACY

Customer ID

Username

Password

Login

AIMSweb, District, and School Managers will find their PDA Download Settings options by clicking the Manage tab and selecting PDA Download Settings in the menu.

My Classes Reports Downloads AIMSonline My Account Welcome

Palm Settings

Important Update (07/27/2006): Please HotSync your palm and then update BOTH the PDA Software and the Conduit Software. Please see the installation instructions for help with the installation.

Download Installation Instructions for Windows

Download Conduit Software for Windows (Updated on 07/27/2006)

Download PDA Software for Windows (Updated on 08/15/2006)

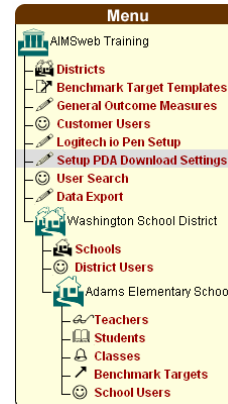
Download Software Guide

PDA Download Settings

ID	Description	District	School	Grade	Period	Year	Status	Action
		WSD	Jefferson Elementary School	5	September	2006-2007		

Save Cancel

Regular Teachers will select the My Account tab and the PDA Settings sub-tab to the left of the page.



You will see four links:

Installation instructions (Mac and Windows specific) - This is a downloadable PDF.

Conduit Software (Mac and Windows specific) - This software is to be installed on your workstation

PDA Software (Mac and Windows specific) - This software is to be installed on your PDA

Software Guide—A downloadable PDF version of this document

The AIMSweb conduit instructions are different for PCs and Macs. First, determine whether your workstation is a PC or Mac. Next, use whichever set of direction is appropriate:

Installing AIMSweb for PDA, Windows

WinZip is required to complete this operation.

Installing the AIMSweb Conduit – The AIMSweb Conduit is the tool used to communicate between the AIMSweb application on your PDA and your AIMSweb database. This conduit must be installed on every PDA sync-station for data to be uploaded to your AIMSweb account.

1. Click the Download Conduit Software for Windows link.
2. Opt to open the file.
3. WinZip will automatically open*. Extract and save the files.
4. Locate the saved files on your computer.
5. Open the folder titled **AIMSweb Conduit Installer**.
6. Double-click on the file titled **InstallAIMSConduit**.



Installing AIMSweb for PDA, Mac

Stuff-It Expander is required to complete this operation.

Installing the AIMSweb Conduit – The AIMSweb Conduit is the tool used to communicate between the AIMSweb application on your PDA and your AIMSweb database. This conduit must be installed on every PDA sync-station for data to be uploaded to your AIMSweb account.

1. Click the Download [Conduit Software for Mac](#) link.
2. Open the file 'AIMSwebConduit.sit' using Stuff-It Expander.
3. A new file with the name 'AIMSwebConduit' will appear. Save the new file to the following directory: Library/Application Support/Palm HotSync/Conduits.

Chapter 2: Installing the AIMSweb PDA Software onto Your PDA

The AIMSweb PDA Software installation is PC and Mac specific.

Windows:

Installing the AIMSweb Application to the Palm – The AIMSweb Application must be installed on all PDAs used for AIMSweb assessments.

1. Click the [Download PDA Software for Windows](#) link.
2. Open the file.
3. WinZip will automatically open*. Extract and save the file.
4. Locate the saved file on your computer.
5. Double-click the file titled **AIMSweb**.
6. Your PDA installation program will open*. Confirm the PDA username and add the file to your Install program.
7. HotSync your PDA.
8. Once the HotSync is complete an AIMSweb icon will appear on your PDA. Click this icon to open the AIMSweb application.
9. Enter the AIMSweb Customer ID, Username, Password and Description for the PDA user. For more information on creating a description, please see the *PDA Software Guide* available from your **Setup PDA Download Settings** window.
10. Click the Save button.
11. HotSync your PDA.



Installing the AIMSweb Application to the Palm – The AIMSweb Application must be installed on all PDAs used for AIMSweb assessments.

1. Click the [Download PDA Software for Mac](#) link.
2. Open the file 'AIMSweb.sti' using Stuff-It Expander.
3. A new file with the name 'AIMSweb.prc' will appear. Double-click the file to open your PDA installation program*. Confirm the PDA username and add the file to your Install program.
4. HotSync your PDA.
5. Once the HotSync is complete an AIMSweb icon will appear on your PDA. Click this icon to open the AIMSweb application.
6. Enter the AIMSweb Customer ID, Username, Password and Description for the PDA user. For more information on creating a description, please see the *PDA Software Guide* available from your **Setup PDA Download Settings** window.
7. Click the Save button.
8. HotSync your PDA.

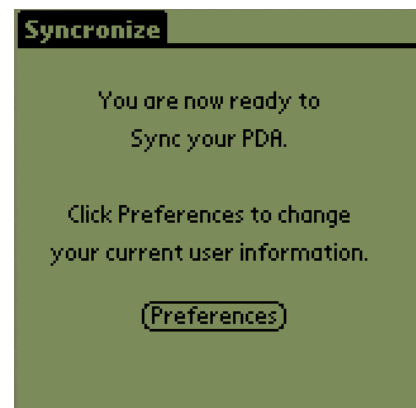
Chapter 3: HotSync #1—Entering Your Login Information



The image shows a screenshot of the 'AIMSweb Settings' dialog box. It has a dark title bar with the text 'AIMSweb Settings'. Below the title bar, there are three text input fields: 'Customer ID:', 'Username:', and 'Password:'. At the bottom of the dialog, there are two buttons: 'Save' and 'Cancel'.

After the AIMSweb conduit and PDA application are installed, open the AIMSweb application on your PDA. You will be prompted to enter your customer ID, username, password. Click the Save button to save the information or the Cancel button to remove the information you have entered.

Once this information is saved you will see the following message: You are now ready to Sync your PDA. Click Preferences to change your current user information. Click the Preferences button if you wish to change your AIMSweb settings. HotSync your PDA to upload the grade or classroom data for the entered description.

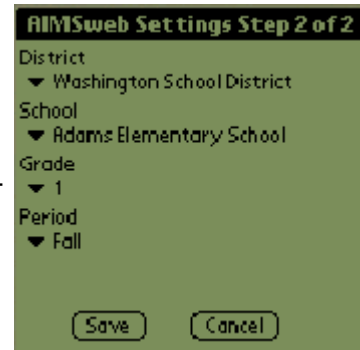


The image shows a screenshot of the 'Synchronize' dialog box. It has a dark title bar with the text 'Synchronize'. Below the title bar, there is a message: 'You are now ready to Sync your PDA.' followed by 'Click Preferences to change your current user information.' At the bottom of the dialog, there is a button labeled 'Preferences'.



Chapter 4: HotSync #2—Selecting a Roster

After the login hotsync is complete open the AIMSweb application on your PDA. You will be prompted to select a school district, school, grade, and Benchmark period. The selections available are dependent on your user type. This means if you are a Regular Teacher User assigned a classroom for grade 5 within Adams Elementary School of the Washington School District, you will only be able to select which Benchmark period you would like to view for your classroom. If you are a School Manager for Adams Elementary School of the Washington School District, you will be able to select which grade or grades of the Adams Elementary School you would like to download.

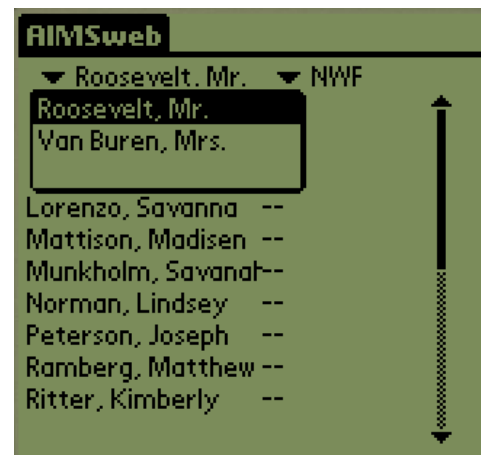


Use the dropdown menus available to make your selections. Click the Save button to save your selection or click the Cancel button to cancel your selection. Once your selection is saved, hotsync your PDA.

Chapter 5: Using AIMSweb on Your PDA

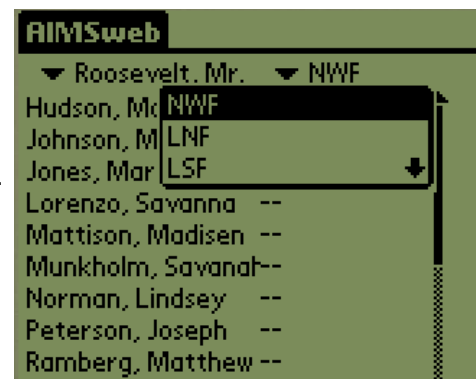
AIMSweb Managers

After hotsync #2, open the AIMSweb application. A class roster will be displayed. At the top left of the page you will see a teacher's name. Click on the teacher's name to view a list of teachers for the uploaded grade. Click on a teacher's name from the list to view the selected teacher's roster.



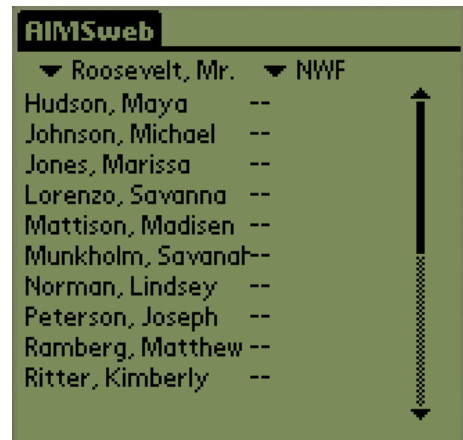
AIMSweb Managers and Regular Teachers

At the top right of the page you will see a measure listed. These measures are grade-specific. Click on the measure to view a list of available measures available for the grade. Click on a measure from the list to change the assessment measure.





Once your roster and measure are selected you can begin assessing your students. Click directly on a student's name to begin the assessment.



Chapter 6: Assessing Students

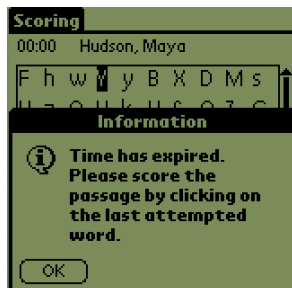
Assessing using your PDA

For complete instructions on administering and scoring the following AIMSweb measures, please read the documents Administration and Scoring of Reading Curriculum-Based Measurement (R-CBM) for Use in General Outcome Measurement and Administration and Scoring of Early Literacy Measures for use with AIMSweb.

Early Literacy and MIDE

After clicking directly on a student's name, the assessment probe will appear. At the bottom of the page are three buttons: Instructions, Start, and Back. Click the Instructions button to view the assessment instructions to be read to the student prior to the assessment. Click the Start button to begin the one-minute assessment timer. Click the Back button to return to the class roster.

During the assessment, click directly on a letter to select or de-select a letter, indicating it was named incorrectly. Highlighted letters will be counted as incorrect. Use the slider bar to the right of the page to advance the probe as the student names letters.

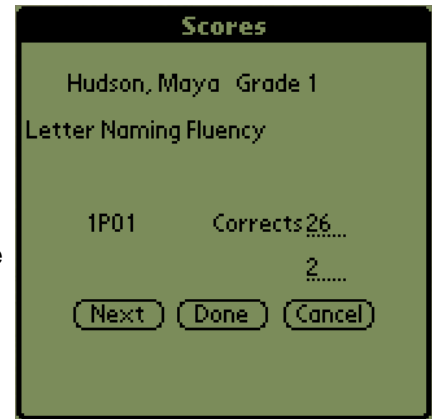


When one minute is up, you will be prompted to select the last letter named by the student. This letter will appear highlighted but will not be counted as an incorrect letter.



A new screen will appear displaying the student's score in corrects and errors. If you need to make an adjustment to the score, click directly on the score numbers and type in the new number.

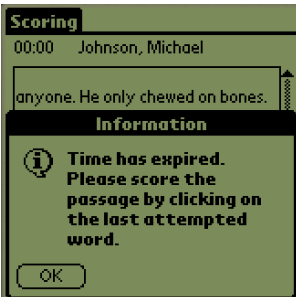
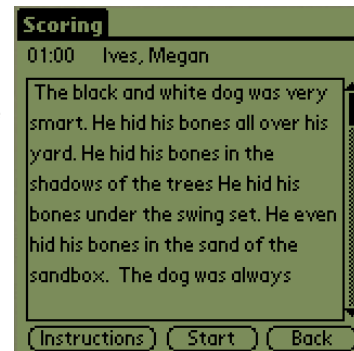
At the bottom of the page are three buttons: Next, Done and Cancel. The Next and Done buttons will save the score and return you to the class roster. Clicking the Cancel button will remove the score and return to the class roster.



R-CBM

After clicking directly on a student's name, the first of three R-CBM assessment probes will appear. At the bottom of the page are three buttons: Instructions, Start, and Back. Click the Instructions button to view the R-CBM assessment instructions to be read to the student prior to the assessment. Click the Start button to begin the one-minute assessment timer. Click the Back button to return to the class roster.

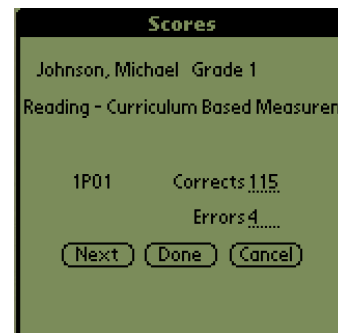
During the assessment, click directly on a word to select or de-select a word, which will indicate it was read incorrectly. Highlighted words will be counted as incorrect. Highlight an entire line by using a left-to-right 'dash' motion. The software will highlight an entire line as it appears on the paper copy of the assessment. Use the slider bar to the right of the page or the down button on your PDA to advance the passage as the student reads.



When one minute is up, you will be prompted to select the last word read by the student. This word will appear highlighted but will not be counted as an incorrect word.

A new screen will appear displaying the student's score in corrects and errors. If you need to make an adjustment to the score, click directly on the score numbers and type in the new number.

At the bottom of the page are three buttons: Next, Done and Cancel. The Next button will bring you to the second passage to be assessed. Continue assessing the student's next two measures for the student using the instructions above. Use the Done button to save the score and return to the class roster. Clicking the Cancel button will remove the score and return you to the class roster.





Chapter 7: Uploading Scores

Once the assessments are complete you will need to upload your scores to your AIMSweb database. Simply HotSync your PDA and the scores will appear in the Benchmark classroom the next time you login to your AIMSweb account.

Fall - September (Benchmark)

Reading R-Spanish Mathematics Spelling Writing DIBELS

Classroom Reports R-CBM R-Path MAZE

Score Sheets:
 Paper
 Logitech Pen

Add Student Edit Scores

Current Year Multi-Year
 Click on student scores to see current reports.

Get reports as:
 HTML
 PDF

Students	R-CBM	R-Path	MAZE	Pathway
Berg, Hannah	--	--	--	Report
Cloud, Maya	98	--	--	Report
Duncan, Michael	182	--	--	Report
Ewaldt, Marissa	137	--	--	Report
Frost, Savanna	178	--	--	Report
Gordon, Emma	--	--	--	Report
Hadd, Madisen	122	--	--	Report
Hartinger, Savanah	123	--	--	Report
Hunter, Lindsey	45	--	--	Report
Johnson, Joseph	89	--	--	Report
Johnson, Lexie	--	--	--	Report
Kent, Matthew	98	--	--	Report
Mahmood, Kimberly	140	--	--	Report
Martin, Michael	--	--	--	Report
Reeds, Jared	--	--	--	Report
Students	R-CBM	R-Path	MAZE	Pathway