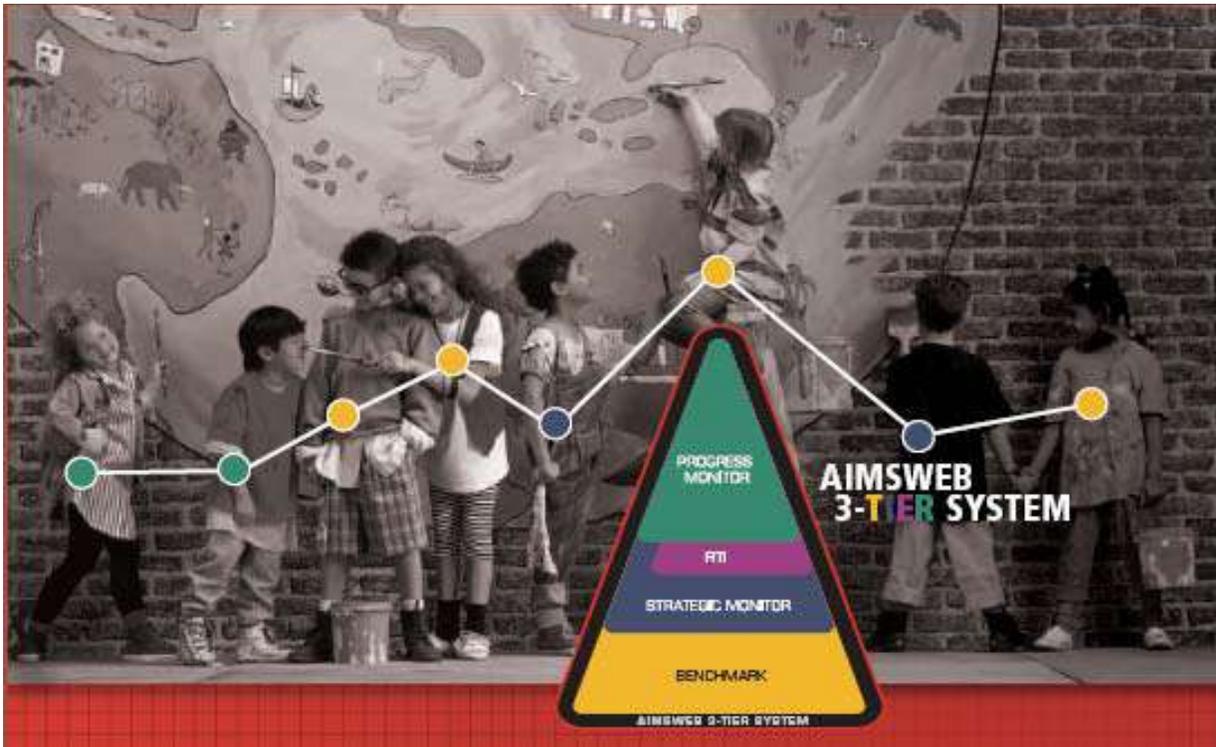




AIMSWEB[®]
CHARTING THE PATH TO LITERACY

Training Script: *PROGRESS MONITOR*



Provides

- **Introductory Tour of AIMSweb Progress Monitor Software**
- **Step-by-step guide for setting up and managing a Progress Monitor system.**
- **Additional practice scripts for review and skill refinement.**

Lisa A. Langell, M.A., S.Psy.S
Natalie Romsdahl.
Edformation, Inc.



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Part I: Overview of the AIMSweb Progress Monitor Account Features.



Welcome Tab:

1. Colored "File Tab" system organizes all AIMSweb software functions within your account.
2. **Welcome Tab** is first site you see upon initial login to your new account. AIMSweb "remembers" the last tab you visited prior to logout, saving you time by allowing you to pick up where you last left off.
3. **Welcome tab** contains:
 - Software support links "AIMSweb Progress Monitor for Users Software Guide"
 - Help Button—key to quick software solutions
 - Overview of software features via brief, self-guided tour

OPTIONAL:

Trainers may choose to have staff login in advance and follow along with the brief website overview. To do so, enter:

CUSTOMER ID: _____
(e.g., "9246")

USERNAME: *pmteacher*

PASSWORD: *train*
(See section 2.0, p. 7 for details..)

My Account Tab:

INFO Tab provides access to:

1. Change auto-assigned login information as needed.
2. Change/update your email address.

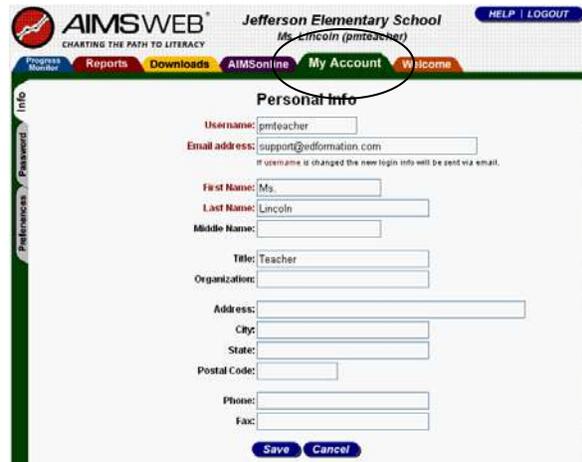
PASSWORD tab:

1. Change password to one of your preference. Change password to maintain account access security.
2. Forget password? Contact AIMSweb manager to have one re-issued.

PREFERENCES:

"Skip summer months" option found here. By selecting "yes," your assessment schedules will not include dates between June 1 and August 31.

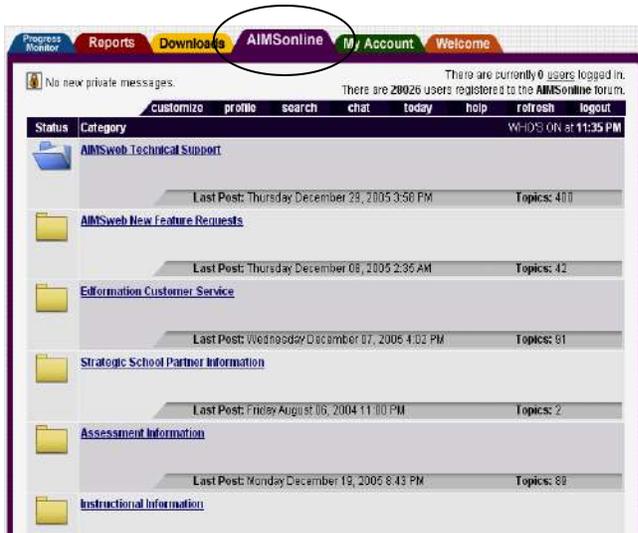
I.1



Notes: _____



I.2

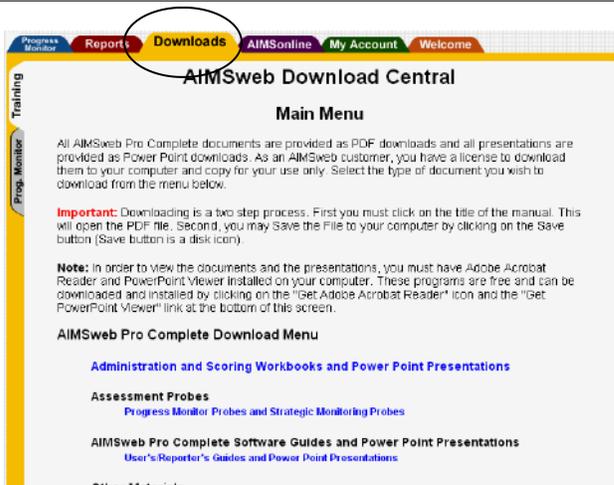


AIMSonline Tab:

1. Online user forums for AIMSweb Community.
2. View/post & search for topics of interest.
3. Read answers to user's questions.
4. Communicate with other members via multiple methods.
5. Forums may be used as a resource tool when troubleshooting or seeking further information.

Notes: _____

I.3



Downloads Tab:

Training Sub-tab is central source for guides and training materials.

- Workbooks
- Administration & Scoring guides
- PowerPoint slides
- Software information

Prog. Monitor Sub-tab:

Progress Monitor passages may be found under this sub-tab for all academic domains offered by the AIMSweb system.

Notes: _____



I.4

Notes: _____

Reports Tab:

1. Central locale for Edformation Averages (national data.)
2. View data by measure and preferred reporting style.
3. Sub-tabs contain data for each assessment area which is supported by AIMSweb.

I.5

Notes: _____

Progress Monitor Tab:

1. This is the user "Homepage." It is where your Progress Monitoring Caseload page exists.
2. All students you choose to monitor within the Progress Monitor (PM) software will appear here.

**Part 2: CREATING ASSESSMENT SCHEDULES**

Use the following information to log into the AIMSweb Progress Monitor training account:

CUSTOMER ID: _____ (e.g., "9246")

USERNAME: *pmteacher*

PASSWORD: *train*

Expiration Date: _____ (Date training account is no longer active.)

Note: As a security feature, your account will automatically logout after **40 minutes** of inactivity. You will need to re-enter your login information in order to continue using your account at that time.

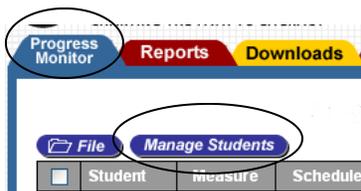
An important note about adding students to the Progress Monitor Caseload:

Schools/districts often choose to pre-load their AIMSweb account database with the names and demographic information for all of the students enrolled for the year. This saves staff time from having to hand-enter each student into the database.

When this occurs, you will seldom need to hand-enter a student's name into the database before adding them to your Progress Monitor Caseload. Most often, you will visit the Manage Students screen, search through this list of students, and select the ones which you want to place into your Progress Monitor Caseload. In this case, you follow with the instructions in section 2.2 of this script.

In the case where a student does not show up on this list, you will have to enter his/her name by hand. This situation often occurs when a student has transferred into your school mid-year, long after the bulk of student names were pre-loaded into the AIMSweb system for your organization. In this case, you will follow the instructions in section 2.7 of this script.

2.1



From the manage students window you can add, delete, or transfer students. You can also create Progress Monitor Assessment schedules. Before a Progress Monitor Schedule can be created, we need to add students into your caseload that need to be assessed. Note: required fields are in red.

Click the Progress Monitor tab.



Part 2.2: Adding Existing Students to the Progress Monitor Caseload

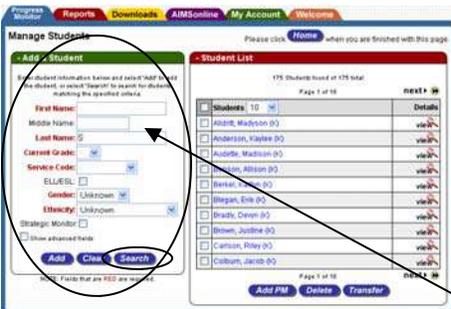
What you see now is your Progress Monitor Caseload page, or "Homepage." This page will ultimately contain the names and schedules of all students you are monitoring. To add students to this page, you need to pull them from the database ("pool") of students which were pre-loaded into your organization's AIMSweb software system. In cases where a student's name is not included in this pre-loaded pool, you may add them manually. First, we will show you how to search the pool of students and add existing students into your caseload.



Click on the Manage Students button on your home page (the Progress Monitor Caseload page).

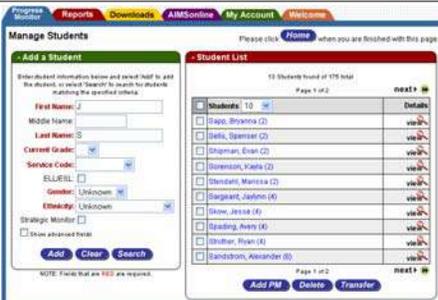
To view all students, click the clear button under the Add Student frame. Click on the student's name in the Student List to edit student information. Students can only be deleted when all Progress Monitor data has been deleted. To delete a student, click the checkbox next to the student's name and select the delete button.

For students who already exist within the AIMSweb database (pool), you may search to verify their presence. To do so:



The Add A Student column serves both as a means to add new students to the database ("pool"), or search for ones currently in existence. You may add any student to your Progress Monitor Caseload by scrolling through the Student List OR by using the Add Students feature as a Search Tool. You may search by first or last name (or initial), grade level, Service Code, gender, or ethnicity—OR—you may mix-and-match fields to narrow your search results as needed.

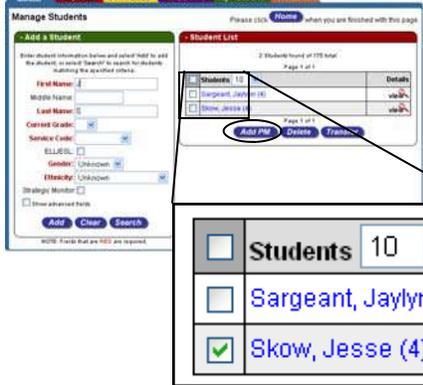
Type the initial "S" in the Last Name field. Click Search.



The search results will bring up many students. To further narrow your search:

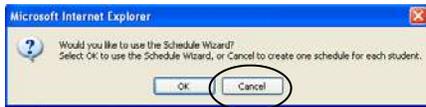
Type J in the First Name field. (Leaving "S" in the Last Name field).

Click Search.



2.5

Check the box next to Jesse Skow.
Click "Add PM."

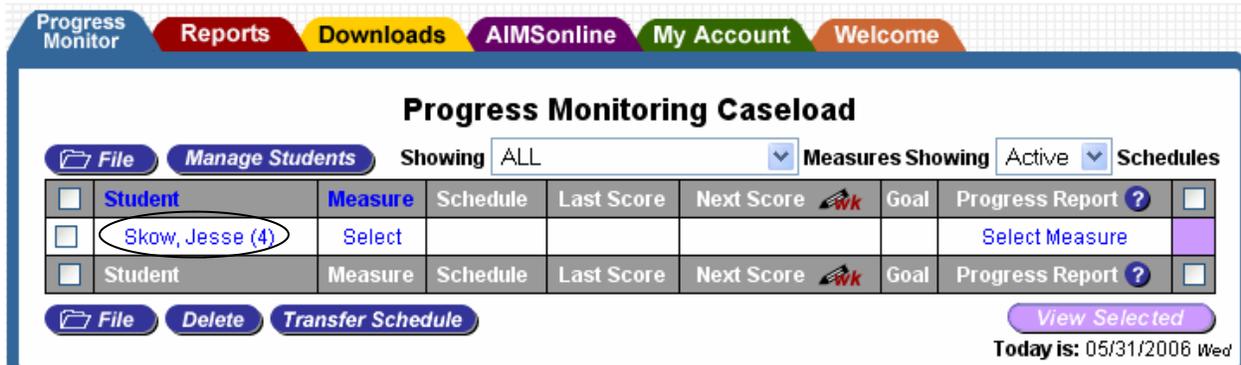


2.6

Later in this session, we will use the schedule wizard. For now, click cancel on the pop-up window that appears.

Click Cancel.

Jesse Skow now appears in your Progress Monitor Caseload homepage.



NOTE: As students are added they appear in the student list to the right of the "Add a Student" box. By adding new students from the Progress Monitor Manage Students window, students are automatically added to our Progress Monitor Caseload. A 'PM' icon next to the student's name indicates the student has been added to our Progress Monitor class list. Click the home button to view the Progress Monitor class list. Once students are added to our student list we can create a Progress Monitor Assessment Schedule. 2.7

To view all students, click the clear button under the Add Student frame. Click on the student's name in the Student List to edit student information. Students can only be deleted when all Progress Monitor data has been deleted. To delete a student, click the checkbox next to the student's name and select the delete button.



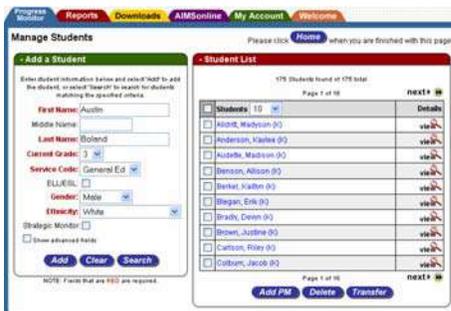
Part 2.7: Adding New Students to the Progress Monitor Caseload

When you have searched through the student list on the Manage Students page, but have not found the student you wish to monitor, you may add his/her name to the database*. The directions for doing so are below.

*Some organizations prefer for various reason that any student additions are done at the district-level, by an AIMSweb manager. You may wish to check with your organization to determine the proper procedures and preferences, for who the responsible parties are for adding new students to the database.

For students who have not yet been added to the AIMSweb database (Student list), follow these steps.

If you are not already on the "Manage Students" page, go there now.



Click the Manage Students button
On the Manage Students page: Type Austin Boland for name.
He is in grade 3.
Select General Ed as Service Code.
Male for Gender.
White for Ethnicity.
Click Add .

2.8



You will now notice that Austin's name appears in the student list to the right. His name is temporarily highlighted in yellow to assist you in quickly confirming that he has been added to the system. When you perform another task, his name will no longer appear highlighted in yellow.

Notes:

Blank lines for notes.



Type Brittney Brady for name.
 She is in the Kindergarten.
 Select General Ed as Service Code.
 Female for Gender.
 Asian for Ethnicity.
 Click Add.

2.9

Type Michael Johnson for name.
 He is in grade 1.
 Select Title I as Service Code.
 Male for Gender.
 Multiple/No Response for Ethnicity.
 Click Add.

2.10

Type Jenika Johnson for name.
 She is in grade 3.
 Select Title I as Service Code.
 Female for Gender.
 African American for Ethnicity.
 Click Add.
 Click the Home button.

2.11

Part 3: TRANSFERRING STUDENTS TO ANOTHER SCHOOL

Students (1)	Details
<input type="checkbox"/> Adams, Madison (K)	Details
<input type="checkbox"/> Anderson, Kaitlyn (K)	Details
<input type="checkbox"/> Aquino, Madison (K)	Details
<input type="checkbox"/> Bennett, Ashlyn (K)	Details
<input type="checkbox"/> Bernal, Kaitlyn (K)	Details
<input type="checkbox"/> Bishop, Erin (K)	Details
<input type="checkbox"/> Booth, Owen (K)	Details
<input type="checkbox"/> Brady, Brittney (K)	Details
<input type="checkbox"/> Brown, Justine (K)	Details
<input type="checkbox"/> Calkins, Brittney (K)	Details

Students can be transferred to **another school** from within the **Manage Students** screen.

Transfer a student by checking the box next to his or her name and clicking the Transfer button.

(Click Manage Students button on your PM homepage).

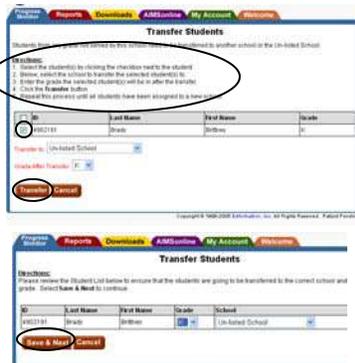
**Click the checkbox next to Brittney Brady's name.
 Click the Transfer button.**



You may transfer students to **another school** in the district or to an Unlisted School. (To transfer students to **another teacher** within the same school, skip to section 9.0, page 30.) 3.1

The “Unlisted School” option is used in instances when the student is moving outside the district or to a school that is not currently using AIMSweb. If you do not see the school the student is moving into listed within the drop-down bar options, choose “Unlisted School.”

Click Cancel for the purposes of training only.



3.2

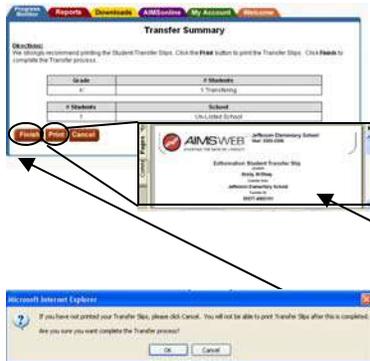
Notice the directions posted on the site. Follow those directions.

Next, type K for Grade after transfer.

Click the Transfer button

When asked to confirm the transfer, click to confirm.

Click Save & Next.



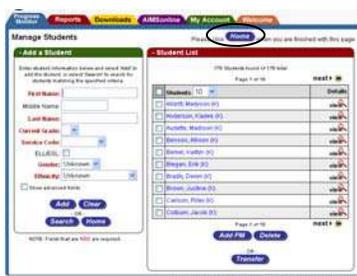
3.3

(Click OK on the confirmation pop-up window that may appear after clicking “Save & Next.”)

Click “Print” to view a PDF screen containing the transfer slip.

*For the purposes of this training, do NOT print the PDF copy of this sheet.

(For directions on how to print transfer sheets, see Appendix C.)



Click the Finish button.

Click OK.

Click “home.”

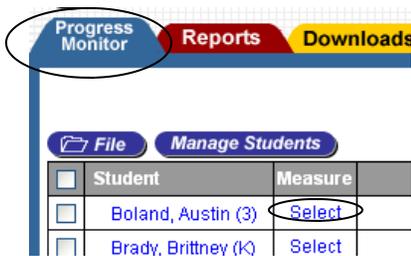


Part 4: CREATING SCHEDULES WITHOUT THE SCHEDULE WIZARD

Now that you have learned how to add new students to the database and simultaneously add them to as to your Progress Monitor Caseload, student schedules may now be created.

This section provides data on how to create student schedules without using the Schedule Wizard.. Schedule Wizard is only available when adding students to your Progress Monitor Caseload who previously existed in the AIMSweb database for your school. See Part 4 for details on using the Schedule Wizard.

4.1



If you are not already on the “Home” page, go now.

First we need to assign details to the assessment schedule. The Progress Monitoring Caseload window is a table displaying assessment schedules. Note the table columns from left to right: Student, Measure, Schedule, Last Score, Next Score, Goal, and Progress Report.

Click ‘select’ next to Austin Boland in the measure column of the assessment table to designate a measure to be assessed.

4.2



Click Reading—Reading Curriculum Based Measurement (R-CBM) from the list.

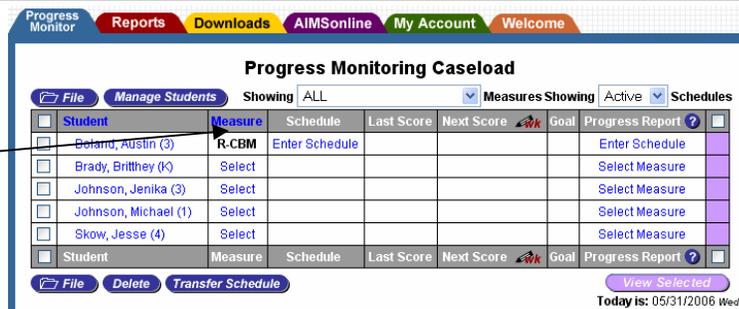
Scroll down and Click Save.

If you need to add more than one assessment area for the same child, you need to create a separate schedule for each academic area. Repeat steps 2.7 through 2.11, adding various assessment areas as needed.

4.3

Once you indicate the measure for the student, the **Enter Schedule** link appears.

Click the **Enter Schedule** link



Notes:

Three horizontal lines for taking notes.



4.4

Set the goal start date for 09/15/2006.

Set the goal end date for 02/20/2007.

Set the frequency to every 2 weeks on Tuesdays.

Click “none” for Periodic Review.

Click Save.



4.5

The last step of creating an assessment schedule is to enter the SLA scores, initial performance scores, and goal scores. For instruction and information on administering the SLA and setting goals, please reference ‘Progress Monitoring Strategies for Writing Individualized Goals in General Curriculum and More Frequent Formative Evaluation’ available under the Downloads Tab—Training Subtab—of your AIMSweb account.

Notes:

Lined area for taking notes.



The remainder of this section focuses on the present level of performance for this student 4.6 (e.g., “How many words correct per minute can Austin read at the grade level he is currently enrolled, as well as how many words correct per minute can he read at lower grade levels?”)

To obtain these scores, simply administer passages or probes at each grade level, administering lower and lower levels of those passages, until the student has relatively little difficulty with them or you have administered the lowest grade-level passage available, whichever comes first. Report those scores here. (Please consult the Administration and Scoring manuals for details.) The AIMSweb software will assist you in determining the grade-level of Progress Monitor probes which are most appropriate for ongoing monitoring with the student at this time.

4.7



Click : “Enter SLA, Baseline, and Goal Scores”.

(Located under the Progress Report column.)

This will display a new window.

Notes:

Survey Level Assessment

Grade	Corrects	Errors
Grade 4	17	4
Grade 3	23	6
Grade 2	32	4
Grade 1		
Grade K		

Save & Graph

Enter the following Survey Level Assessment (SLA) scores for Austin Boland. 4.8

Grade 4: 17/4
Grade 3: 23/6
Grade 2: 32/4

Click “Save and Graph.”

Compared to the Edformation Educational Averages (shown in the graph), Austin’s performance on grade two R-CBM passages indicates he is functioning in the average range compared to other 2nd grade-level students reading those passages. This is based on performance in the fall of grade two. This information suggests Austin’s optimal R-CBM assessment level is currently matched with grade two R-CBM passages. 4.9



Change Austin’s Assessment Grade Level to 2.

If a confirmation window appears, click “OK.”

If a confirmation window does not appear enter the initial score of 32 correct and 4 errors.

Enter Austin’s Goal Corrects score: 60
Errors: 3.



You have now set up your first complete schedule! Take a look at what you have created.

Progress Monitor | Reports | Downloads | AIMSonline | My Account | Welcome | 4.12

Progress Monitoring Caseload

File | Manage Students | Showing ALL | Measures Showing Active | Schedules

Student	Measure	Schedule	Last Score	Next Score	Goal	Progress Report
<input type="checkbox"/> Boland, Austin (3)	R-CBM	09/15/2005 thru 01/06/2006 every 2 weeks on Tue	32/4 (09/15/2005)	09/27/2005 Tue	Grade 2 80 WRC	Insufficient Scores
<input type="checkbox"/> Brady, Brittney (K)	Select					Select Measure
<input type="checkbox"/> Johnson, Michael (1)	Select					Select Measure
<input type="checkbox"/> Skow, Jesse (4)	Select					Select Measure
Student	Measure	Schedule	Last Score	Next Score	Goal	Progress Report

File | Delete | Transfer Schedule | View Selected | Today is: 05/31/2006 Wed

WHO: "Student" Column: You have told the AIMSweb system WHO you are measuring.

WHEN: "Schedule" Column: You have told the AIMSweb system WHEN you will be testing this student on an ongoing basis.

WHAT: "Measure" Column: You have told the AIMSweb system WHAT measure(s) you are using with this student.

"Last Score" Column: The AIMSweb system tells you WHAT his last score was and on what date it was obtained.

WHERE: "Goal" Column: You have told the AIMSweb system WHERE this student needs to be functioning by the end of his testing schedule.

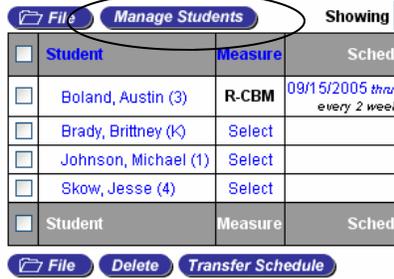
HOW & WHY: "Progress Monitor" Column: This column shows you HOW the student is doing, given the programming he has received.. Click on the link to view each student's graphed results. The graphs will give you information as to WHY you should continue or discontinue the current academic program the student is receiving. Graphs become more useful as more data are entered into the system for your student.



Click on the "Insufficient Scores" link.
View the graph that is created..
Click on the GREEN back-button when finished. (Located to the upper left of your graph).



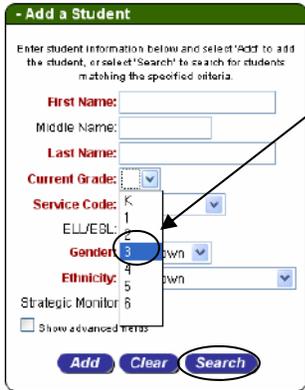
Part 5: CREATING SCHEDULES USING THE SCHEDULE WIZARD



(If you are not already on your Progress Monitor Caseload page, Click on the blue Progress Monitor Tab.)

Click the Manage Students Button.

Add students who currently exist in the AIMSweb database by performing a search using any criteria in the Add a Student field and clicking the Search button.



5.1

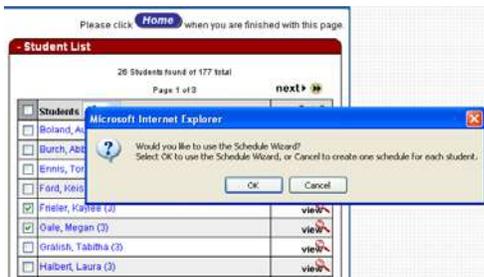
Select 3 from the Current Grade dropdown menu. Click "Search."

Students enrolled in the 3rd grade now appear in the Student List.



5.2

Click the checkbox next to Kaylee Frieler. Click the checkbox next to Megan Gale. Click the Add PM button.



5.3

After electing to add an existing student to the Progress Monitor Caseload a pop up window appears asking if you'd like to use the Schedule Wizard to create student assessment schedules.

Schedule Wizard allows you to simultaneously create the same schedule for multiple students.

Click OK to use the Schedule Wizard.

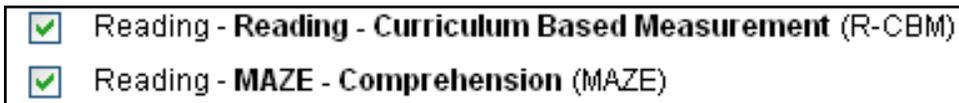


You have now chosen to use the Schedule Wizard.

The Schedule Wizard allows you to do the following types of tasks:

- Simultaneously add multiple students to your Progress Monitor Caseload.
- Simultaneously add one or more academic assessment areas for each student.
- Simultaneously create identical schedules for each student selected.

After clicking “OK,” which enables the Schedule Wizard, the Measures window appears. Here you can select multiple measures which the students will be assessed. 5.5



**Check: Reading (R-CBM).
Reading Comprehension—(MAZE).**

(If you click “Save” to save your selections, you will be returned to the Progress Monitor Caseload page where you may create schedules individually. Clicking “Next” allows you to set up the same assessment schedule for multiple students simultaneously).

Click Next.



You will now proceed to setting up the same assessment schedule for both students in both academic areas. Continue to the next step below.



Next you will be asked to enter the Goal Start and End Date. 5.7

Enter the goal start date into the text field or by clicking the calendar icon to the right of the text field and selecting the date.

You must always use the mm/dd/yyyy format.

**Enter a Goal Start Date of 09/01/2006.
Enter a Goal End Date of 05/31/2007.**



5.8

Assessment Schedule and Frequency

Help: every week(s) on

Weekly: every 2

Monthly by Day: The day of every

Monthly by Week: The of every

Period and End of Schedule Reviews

Periodic Review:

NOTE: all fields in Red are required.

Next we will select the frequency which these two students will be assessed.

Select a frequency of every 2 weeks on Wednesday.

And last, designate a periodic review.

Select a Periodic Review of every 10 weeks.
Click Save.

File Manage Students Showing ALL

Student	Measure	Schedule
<input type="checkbox"/> Boland, Austin (3)	R-CBM	09/15/2005 thru 01/08/2006 every 2 weeks on Tue
<input type="checkbox"/> Brady, Brittney (0)	Select	
<input type="checkbox"/> Frierer, Kaylee (3)	R-CBM	09/01/2005 thru 05/31/2006 every 2 weeks on Tue
<input type="checkbox"/> Frierer, Kaylee (3)	MAZE	09/01/2005 thru 05/31/2006 every 2 weeks on Wed
<input type="checkbox"/> Gale, Megan (3)	R-CBM	09/01/2005 thru 05/31/2006 every 2 weeks on Wed
<input type="checkbox"/> Gale, Megan (3)	MAZE	09/01/2005 thru 05/31/2006 every 2 weeks on Wed
<input type="checkbox"/> Johnson, Michael (1)	Select	
<input type="checkbox"/> Skow, Jesse (4)	Select	
Student	Measure	Schedule

File Delete Transfer Schedule

Notice that students for whom you have scheduled Periodic Reviews will now have colored icons next to each name.

- Green: No periodic review due in the near future.
- Orange: Periodic review upcoming.
- Red: Overdue periodic review.

5.9

Survey Level Assessment

5.10

Grade	Corrects	Errors
Grade 4	<input type="text"/>	<input type="text"/>
Grade 3	28	8
Grade 2	34	6
Grade 1	38	6
Grade K	<input type="text"/>	<input type="text"/>

SLA, Initial Score, and Goal Score data must be entered on a per student basis.

Click the Enter link next to Kaylee's R-CBM schedule under the Goal column of the caseload window.

Enter Kaylee's SLA data:
Grade 3: 28/8, Grade 2: 34/6, Grade 1: 38/6.
Click the Save & Graph button.

Initial Performance and Goal Scores

5.11

Assessment Grade Level:

Initial Corrects:

Initial Errors:

Initial Probe:

Initial Performance Label:

Initial Performance Description:

Goal Criterion for Success

Goal Corrects:

Goal Errors:

Change Kaylee's Assessment Grade Level to 2.
Click OK to the confirmation window or enter the scores 34/6 as the initial corrects and errors.
Enter Initial Performance Label (create your own).
Enter Initial Performance Description (create your own).
Enter a Goal Correct score of 92, Errors: 3.
Click Save.



Part 5.12: Updating Student Information

You may need to change a student's information. For example, a student's first or last name may change because of a misspelling. To change a student's information you will need to click on the student's name, make your changes, and click the Save button.

File Manage Students Showing ALL

Student	Measure	Schedule
Boland, Austin (3)	R-CBM	09/15/2005 thru 01/06/2006 every 2 weeks on Tue
Brady, Brittney (K)	Select	
Frieler, Kaylee (3)	R-CBM	09/01/2005 thru 05/31/2006 every 2 weeks on Wed
Frieler, Kaylee (3)	MAZE	09/01/2005 thru 05/31/2006 every 2 weeks on Wed
Gale, Megan (3)	R-CBM	09/01/2005 thru 05/31/2006 every 2 weeks on Wed
Gale, Megan (3)	MAZE	09/01/2005 thru 05/31/2006 every 2 weeks on Wed
Johnson, Michael (1)	Select	
Skow, Jesse (4)	Select	

File Delete Transfer Schedule

Edit: Kaylee Frieler (4754567)

Update student information below and select 'Save' when finished.

First Name:

Middle Name:

Last Name:

Current Grade: 3

Service Code: Regular Ed

ELL/ESL:

Gender: Female

Ethnicity: African American

Show advanced fields

Save Cancel

5.13

Click on Kaylee Freiler's name
Change the first name to Kayley.
Click the Save button.
Click the Home button.



Part 6.0: ENTERING STUDENT ASSESSMENT SCORES

After an assessment is given to a student, you will enter the assessment scores into Progress Monitor. Scores for individual students are entered by clicking the date across from the student's name in the Next Score column.

When multiple schedules are present, scores can be entered for all students with the same measure to be assessed. To do this, view student caseloads by GOM by using the dropdown menu labeled Showing Measures. Select the GOM from the menu. The Next Score column label then turns into a link that will take you to the Enter Progress Monitor Scores screen.

File Manage Students Showing ALL Measures Showing Active Schedules

Student	Measure	Schedule	Last Score	Next Score	Goal	Progress Report
Boland, Austin (3)	R-CBM	09/15/2005 thru 01/06/2006 every 2 weeks on Tue	324 (09/15/2005)	09/27/2005 Tue	Grade 2 60 WRC	Insufficient Scores
Brady, Brittney (K)	Select					Select Measure
Frieler, Kaylee (3)	R-CBM	09/01/2005 thru 05/31/2006 every 2 weeks on Wed	346 (09/01/2005)	09/14/2005 Wed	Grade 2 92 WRC	Insufficient Scores
Frieler, Kaylee (3)	MAZE	09/01/2005 thru 05/31/2006 every 2 weeks on Wed			Enter	Enter SLA, BaseLine and Goal Scores
Gale, Megan (3)	R-CBM	09/01/2005 thru 05/31/2006 every 2 weeks on Wed			Enter	Enter SLA, BaseLine and Goal Scores

6.1

Click on the Next Score date for Austin Boland.

This loads the Enter Progress Monitor Scores screen.



6.2

Click the 'Show ALL sessions for this schedule' link.

6.3

Enter Progress Monitor Scores

Show Next Score for this schedule

Mon	Tue	Wed	Thu	Fri
Sep 12	Sep 13	Sep 14	Sep 15	Sep 16
Sep 19	Sep 20	Sep 21	Sep 22	Sep 23
Sep 26	Sep 27	Sep 28	Sep 29	Sep 30
Oct 3	Oct 4	Oct 5	Oct 6	Oct 7
Oct 10	Oct 11	Oct 12	Oct 13	Oct 14
Oct 17	Oct 18	Oct 19	Oct 20	Oct 21
Oct 24	Oct 25	Oct 26	Oct 27	Oct 28
Oct 31	Nov 1	Nov 2	Nov 3	Nov 4
Nov 7	Nov 8	Nov 9	Nov 10	Nov 11

On this screen you will see a calendar with each scheduled date displayed in green.

ENTER SCORES: To enter the student's score, go to the date the assessment was given. Enter the score as Corrects and Errors into the appropriate text fields.

PROBE COLUMN: The passage column is where you will select the passage number used to assess the student. You will then enter the number of corrects and errors as necessary.

6.4

Mon	Tue	Wed	Thu	Fri
Sep 12	Sep 13	Sep 14	Sep 15	Sep 16
Sep 19	Sep 20	Sep 21	Sep 22	Sep 23
Sep 26	Sep 27	Sep 28	Sep 29	Sep 30
Oct 3	Oct 4	Oct 5	Oct 6	Oct 7
Oct 10	Oct 11	Oct 12	Oct 13	Oct 14
Oct 17	Oct 18	Oct 19	Oct 20	Oct 21
Oct 24	Oct 25	Oct 26	Oct 27	Oct 28
Oct 31	Nov 1	Nov 2	Nov 3	Nov 4
Nov 7	Nov 8	Nov 9	Nov 10	Nov 11
Nov 14	Nov 15	Nov 16	Nov 17	Nov 18
Nov 21	Nov 22	Nov 23	Nov 24	Nov 25

Enter the following scores into the Corrects and Errors Fields:
32/6, 22/4, 28/5

The next scheduled date was missed.

Then add 26/4, 29/3 for the following rows.

Clicking the Add Intervention link will bring up the Add Intervention window. By adding an intervention the student's tracked progress reverts to zero, to produce an accurate trend line of the new intervention.



6.5

Click the Interventions icon for the **LAST** date for which you have entered scores.

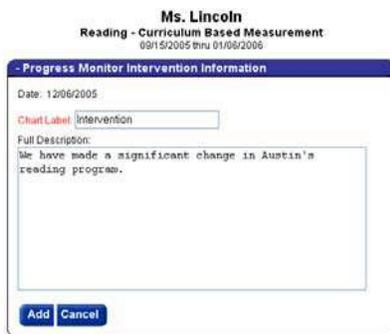
You will first want to enter a one to two word description in the Chart Label field. The full description will be entered in the Full Description box. If you enter a chart label that is too long, it may not show correctly on the Progress Monitoring Improvement Report.

6.6

Type “Intervention” in the Chart Label.

Type “We have made a significant change in Austin’s Reading Program” in the Full Description box.

Click the Add button.



After clicking the Add button you will be returned to the Enter Progress Monitor Scores screen. You will see the row where the note was added is highlighted in yellow. The actions column for that row will also read Edit Intervention.

Click Save.

6.7



You will now be back on the first screen. Notice the Progress Report column next to Austin’s name says Insufficient Scores. This is due to the new intervention being added. The student’s trend has been reverted to zero progress until additional data are entered. Let’s add another score to view the current progress.

Click the Next Score link for Austin.

Click the ‘Show ALL sessions for this schedule’ link

Enter the following scores in the next available assessment dates: 37/4, 42/3, 51/2, 61/4, 65/3

Click Save.

6.8

Next Score	Goal	Progress Report
Completed	Grade 2 60 WRC	Goal Achieved

Now you will see Austin’s assessment schedule has been completed. He achieved his goal.



Part 6.9: Viewing the Progress Monitor Improvement Report

You will want to view the Progress Monitor Improvement Reports once there are scores entered for the student. To view the report for a specific student, click the student's status in the Progress Report column. The Progress Monitor Improvement Report for Austin will then appear. The page will show the Chart, Data, Goal Statement, & Intervention Descriptions for Austin. You will have the ability to select items shown on the page by using the dropdown box located in the upper right corner of the screen.

6.10

Click Goal Achieved next to Austin's name.

Next Score	Goal	Progress Report
Completed	Grade 2 60 WRC	Goal Achieved

The Progress Monitor Improvement Report for Austin will then appear. The page will show the Chart, Data, Goal Statement, & Intervention Descriptions for Austin. You will have the ability to select items shown on the page by using the dropdown box located in the upper right corner of the screen.

6.11



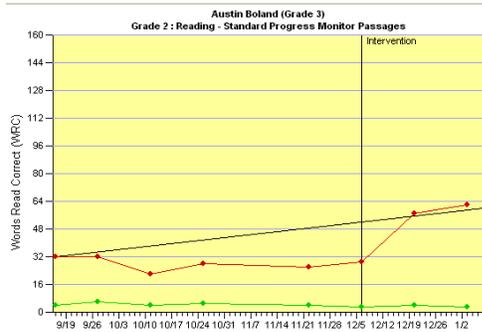
Fully scroll up and down the page to view the graph and all documented data below.

Select Chart & Data from the dropdown box.

6.12



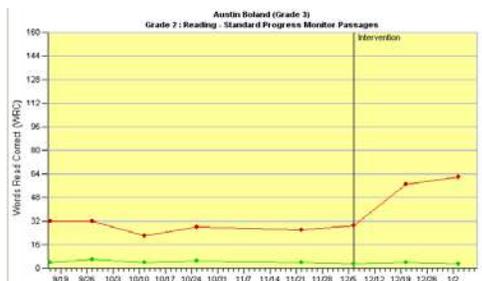
You may modify the chart to show the information you are interested in seeing. To modify views, use the option buttons and checkboxes located below the chart. The option buttons you will see are **No Trends** which is used to remove the Correct Trends, **Goal Trends** which will be for displaying the Corrects Goal and Corrects Trend lines according to goals that you will have entered or added, and **Intervention Trends** which will show the Corrects Trends line according to the notes you have added.



6.13

Select No Trends.

You will notice that the Corrects trends will disappear. The checkboxes of Goal, Program Notes, and Errors will add or remove the plotting for the option with which you will be working.



6.14

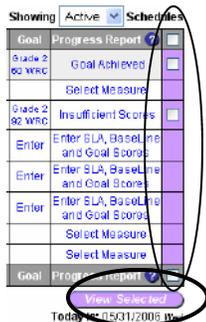
Uncheck the Aimsline checkbox.

You will now see a chart that shows the current corrects and errors only. Further down on the page you will see the data section of the report. This section shows you the assessment scores for each week. You will have the ability to e-mail this report by clicking the blue e-mail button.



To return to the Progress Monitor Home Page you will have to click the green Back button.

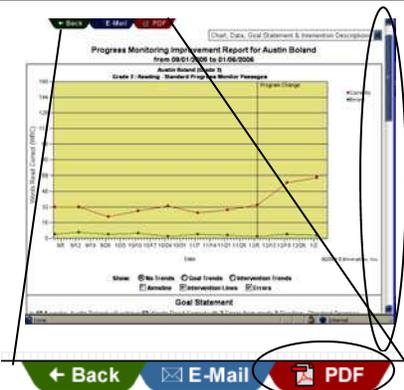
Part 6.15: Viewing Multiple Progress Monitor Reports Simultaneously



You may also generate and view multiple students' Progress Reports simultaneously by clicking the report checkboxes and then clicking the paper icon next to the column title Progress Report.

On the right side of the PM Caseload page check:
Austin Boland
Kayley Freiler

Click the View Selected button



6.16

A series of graphs will appear on your screen.

Scroll through them all by dragging your scrollbar up and down the screen.

Click the PDF button to generate print-friendly copies of your graphs.





You may email any graph to another individual (please respect confidentiality when doing so). 6.17

Click on the Email tab.

An email window will appear.

Type your email address in the Recipient field.

Enter a brief message & click Send.

A message and an attachment containing this graph as a PDF will appear in your email inbox.

Click the Built-in Green Back Button.

Part 7: MODIFYING ASSESSMENT SCHEDULES

You may find that you need to adjust an assessment schedule. You have the ability to change the goal start and ending date. To make any of these changes you will have to click on the schedule located under the Schedule column for the student you will want to modify.



Click on Austin's Schedule.

You will be brought to the Assessment Schedule and Frequency window. To make any changes you wish (and click Save).

Goal start dates can be changed anytime until you enter the first Progress Monitor score for that student. Click the save button to save changes or click cancel to remove any changes to the assessment schedule.

Click Cancel for the purposes of this training.

Part 7.2: Modifying SLA, Initial Performance, and Goal Scores

You may modify the Probe Grade Level for Assessment by clicking the link next to the student's name under the Goal column. You will have the option of simply selecting a new grade level from the drop down box, or entering SLA data to help you decide what the best grade level for the student should be. Entering Survey Level Assessment will be done exactly the same way.



Click the link under the Goal column for Austin Boland.

7.3

Here you may also modify the initial performance corrects and errors. You will only have to enter the number correct, but you will be able to also enter the number of errors, the probe used and any baseline notes that are necessary.



You may change the Initial Goal Scores. You will have the ability to change initial goal scores here, but if you do, the chart on the Progress Monitor Improvement Report will not make note of when the change took place.

The chart will act as if the new goal was the goal from the beginning. If you will want the chart to reflect the old and new goals, you will want to leave the goal scores the same at this point and you will then change it at the scores page.

For the purposes of this script, we will not complete this process by clicking "Save."

When you have finished click the Cancel button for the purposes of this training.

Part 7.4: Editing an Initial Goal



If you are changing the Probe Grade Level, you will also most likely want to change the Initial Goal Scores. You will also be able to change the goal without having to change the Probe Grade Level. To change the goal scores, you will need to enter the new goal corrects and errors at the Next Score screen.

Click the Date in the Next Score column next to Austin's name. (In Austin's case, the date says, "Completed.")



You will see any row with a score entered has two action items. The first item is New Goal. Only click this link to set a new goal, not to edit an error on an initial goal that you set for Austin.

Click the 'Show ALL sessions for this schedule' link. Click on the New Goal link next to the last score entered.



Part 8: FILING & UNFILING, HIDING & UNHIDING SCHEDULES

Filing an assessment schedule allows you to deactivate completed assessment schedules but still view the student's Progress Monitoring Improvement Report. Filing an assessment schedule is typically done at the beginning of the school year before you set up new assessment schedules, or after a student leaves the school.

There are two ways to file an assessment. One way is to check the box next to the student's name and then click the File button located at the top and bottom of the Assessment Schedule table.

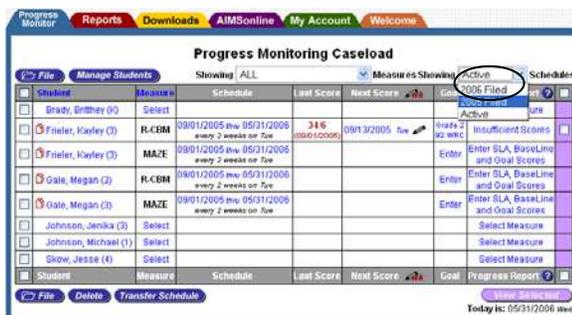
8.1



Check the box next to Austin's name. Click the File button.

You will now see that Austin's name has disappeared from the list.

8.2



To find his assessment schedule, you will want to select 2006 Filed from the Showing Schedules dropdown box.

Select 2006 Filed from the Show Schedules dropdown box.

8.3



To un-file Austin schedule, all you will need to do is check the box next to his name and click the Un-file Checked button and then go back to the Active Schedules.

Check the box next to Austin's name. Click the Unfile Checked button.

His name and schedule reappear on your Active Progress Monitor Caseload list.



8.4



The second option for file schedules may be done at the Scores screen. You may choose whichever filing method you prefer to use.

Click the date (or “completed”) under Next Scores next to Austin’s name.

8.5



At the bottom of the page there will be a check box that says File this Assessment Schedule.

Check the File this Assessment Schedule check box.

Click the Save button.

8.6



You will see that Austin’s name is no longer in the active schedules. To un-file his schedule you will have to do as before.

Select 2006 Filed from the Show Schedules dropdown box.

Check the box next to Austin’s name.

Click the Unfile Checked button.

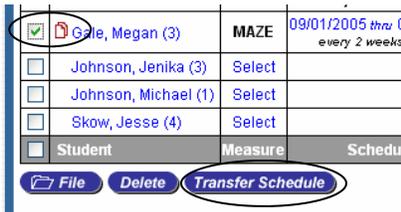
On the Progress Monitor Home Page you will see that Austin’s Next Score date has a pencil icon next to it indicating that this assessment schedule can be modified.

Part 9: TRANSFERRING AN ASSESSMENT SCHEDULE TO NEW TEACHER

You may find you have a need to transfer an assessment schedule from **one AIMSweb Progress Monitor teacher to another**. This is possible as long as both teachers are in the same account with the same AIMSweb Customer ID. To do this check the box next to the student’s name and click the transfer button at the bottom of the Progress Monitor Caseload window.



9.1

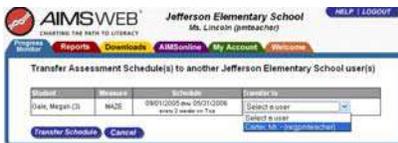


Click the checkbox next to Megan Gale's name.

Click the Transfer Schedule button.

The Transfer Assessment Schedule window will open which allows you to choose one Progress Monitor teacher to whom you would like to transfer the student.

9.2



Once you have selected the teacher, you will need to click the Save button.

Select Mr. Carter from the Select dropdown box.

Click Transfer Schedule.

You are brought back to the Progress Monitor Home Page and you will see that Megan's name is no longer in the list. The next time Mr. Carter logs into his/her AIMSweb account, Megan will appear.

Part 10: DELETING AN ASSESSMENT SCHEDULE

A NOTE OF CAUTION ABOUT DELETING AN ASSESSMENT SCHEDULE:

If a student has permanently left your school and you no longer wish to see the student's assessment schedule, you may wish to delete the schedule. Deleting an assessment schedule does not delete the student, but it will permanently delete any assessment scores that have been entered for that schedule. Consider carefully whether you wish to delete a student, versus file the assessment schedule away. Once deleted, this valuable student data can never be recovered. Check with your Local AIMSweb Manager or your school policies before deleting a schedule.

10.1



Click the checkbox next to Kayley Freiler's Maze schedule.

Click the Delete button.

After clicking the Delete button, you will get a confirmation message that you will need to click OK to the confirmation window to complete the process.

Click OK to the confirmation message.

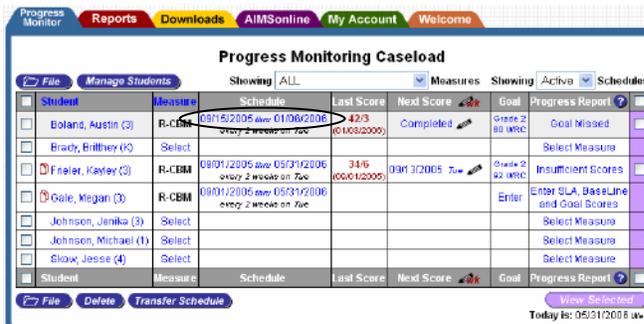


Appendix A: PERIODIC AND ANNUAL REVIEWS

Periodic and Annual Reviews offer an opportunity for teachers to create review schedules and document related information. Though an optional component, it may be an invaluable tool for maintaining current and efficient records of review meetings and progress student has made while being progress monitored.

The following steps take you through these processes:

1. Setting (turning on) the Periodic Review feature for a student.
2. Scheduling the Periodic Review date (this may be akin to date when you need to submit periodic reports for students to your district.—such as “Quarterly Reports.”)
3. Conducting the review, documenting the attendees and results of the review, and reporting.



A1

Click the “Schedule” link next to any student.



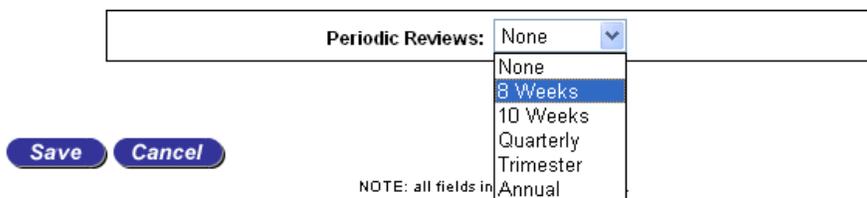
A2

Select the periodic review drop-down bar.

A3

Designate the Periodic Review to every 8 weeks. Click Save.

Period and End of Schedule Reviews





Annual Review

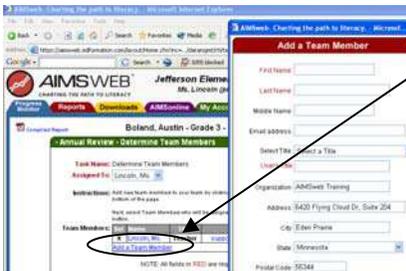
Task #	Task Name	Assigned To	Due Date	Status
1	Determine Team Members	Lincoln, Ms. Teacher		Incomplete
2	Determine Educational Needs History	Lincoln, Ms. Teacher		Incomplete
3	Annual Review Results Meeting	Lincoln, Ms. Teacher	01/06/2006	Incomplete

Team Members: Ms. Lincoln
Results: No Results Specified

A8

On the Annual Review task section, click: "Determine Team Members."

In this task you will add review team members by clicking the Add a Team Member link at the bottom of the page and clicking the checkbox next to team members to designate them as participants in the review.



A9

Click the Add a Team Member link.
 Enter the first name Mrs.
 Enter the last name Johnson.
 Select School Psychologist from the "Select a Title" dropdown menu.
 Click the Add button.

Annual Review - Determine Team Members

Task Name: Determine Team Members
Assigned To: Lincoln, Ms.

Instructions: Add new team members to your team by clicking the "Add a Team Member" link at the bottom of the page.
Next, select Team Members who will be assigned tasks for this case and click the Save button.

Team Member	Select	First Name	Last Name	Title	Email	Actions
Johnson, Mrs.	<input checked="" type="checkbox"/>			School Psychologist	yourname@gmail.com	Delete

NOTE: All fields in RED are required.

Status: Incomplete

Save Cancel

Mrs. Johnson now appears in the Team Member list with a checkbox next to her name. A10

Note that the Progress Monitor teacher is selected with a black "x" next to her name. This means that the teacher is always a member of the team. Also note the Delete button next to Mrs. Johnson's name.

Click the Delete button to delete team members from the team member list. Existing team members with tasks assigned to them can not be deleted.

NOTE: All fields in RED are required.

Status: Save Cancel

A11

The Status dropdown menu allows us to change the status to complete before saving if we are finished adding team members for this review.

Task List

Task #	Task Name	Assigned To	Due Date	Status
1	Determine Team Members	Lincoln, Ms. Teacher	02/10/2006	Complete
2	Determine Educational Needs History	Lincoln, Ms. Teacher		Incomplete
3	Annual Review Results Meeting	Lincoln, Ms. Teacher	01/06/2006	Incomplete

Save

Select Complete from the Status dropdown menu.
 Click the Save button.

Items in red as used to indicate the task is not yet completed. Items in green are complete.



Progress Monitor - Reports - Downloads - AIMSonline - My Account

Compiled Report - Grade K -

Annual Review

Task #	Task Name	Assigned To	Due Date	Status
1	Determine Team Members	Lincoln, Ms. Teacher	01/08/2006	Complete
2	Determine Educational Need/History	Lincoln, Ms. Teacher		Incomplete
3	Annual Review Results Meeting	Lincoln, Ms. Teacher	01/06/2006	Incomplete

Save

Team Members: Ms. Lincoln
Results: No Results Specified

A12

The next task, Determine Educational Need/History, allows us to edit or add data which will display to the right of the page under the same heading name.

Click the Determine Educational Need/History link.

Annual Review - Determine Educational Need/History

Task Name: Determine Educational Need/History
Assigned To: Lincoln, Ms.

History

Benchmark scores not available

R-CBM

Survey Level Assessment

Notes

Status: Incomplete

Save Cancel

Again, you will see all relevant Benchmark reports with the student's scores. If the student does not have Benchmark data you will see the message "Benchmark scores not available."

To the right of the page you will see Progress Monitor charts for each of the student's monitored measures.

In the center, you will see Survey Level Assessment data.

Below the graphs is a text box which allows you to keep notes regarding the Periodic Reviews. Opt to save your notes as complete or incomplete using the Status dropdown menu and click the Save button.

Enter the expected date and time.

Enter the notes: Austin is currently being Progress Monitored for R-CBM.

Select Complete from the Status drop down menu. Click the Save button.

Click OK to the confirmation window.

Periodic Reviews

Task List

Task #	Task Name	Assigned To	Due Date	Status
1	Periodic Reviews 8 week Review	Lincoln, Ms. Teacher	10/27/2005	Incomplete
2	Periodic Reviews 8 week Review	Lincoln, Ms. Teacher	12/22/2005	Incomplete

Save

Team Members:
Results: No Results Specified

A13

Periodic Reviews may be done at other times of the year, in addition to an Annual Review. In this student example, you will need to click the 1st Periodic Review link to proceed.

Click the Periodic Review Link which is due first in the series:

Periodic Reviews 8 week review (Task 1).



A14

You can select an expected date, time, and list of attendees for each scheduled periodic review.

Enter an expected date of 11/08/2006. Change the expected time to 2:30pm. Select all expected attendees.

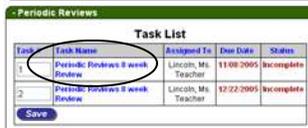
This is analogous to documenting that you scheduled the meeting and invited the attendees which were “checked” on this screen. After entering the expected review information, you will want to save the information as incomplete. We will return to the review once the meeting has taken place. **Click the Save button.**



A15

For the purposes of this training, pretend that the meeting you scheduled above has now occurred. You are now summarizing the results.

Click the 1st Periodic Reviews 8 week review link again.



In situations where the actual meeting date, time and/or invited attendees changed from what was initially anticipated, you may note it here. Once the meeting has taken place, enter the **actual** date, time of the meeting, as well as the attendees who participated in the review.



A16

Change the actual date to: 11/09/2006.

Select the actual time as: 3:30pm.

Next you will need to summarize the result of the meeting. Click the radio button next to the most appropriate option.

Click the result: Goal Maintained and Intervention Changed.

You may also type any notes you wish to keep regarding the meeting before you complete the task and click save.

Enter the notes: We opted to change the student’s reading program and maintain the current goal.



Change the Status to complete.

Click the Save button.

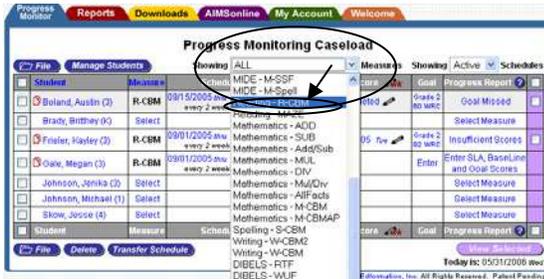
Click the Home button.



Appendix B: ENTERING SCORES FOR MULTIPLE STUDENTS SIMULTANEOUSLY

B1

Now that you are more familiar with AIMSweb Progress Monitor Software, you may find the following short-cut helpful. At times, it may be more convenient and efficient to sort students by measure being assessed and/or enter multiple scores for a group of students, rather than entering assessment data, one student at a time. Follow these steps to do so:



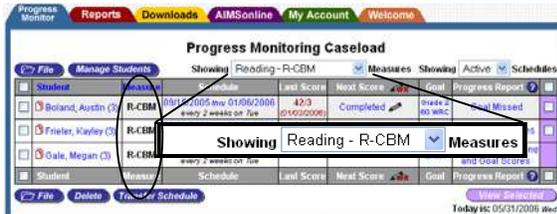
Go to your Progress Monitoring Caseload page.

B2

Click the “Showing ALL Measures” drop-down bar.

Click “R-CBM” (Reading-CBM).

The screen will refresh and you will see all students on your caseload who are being Progress Monitored in the area of R-CBM.



You will also see “R-CBM” show up under the “Measure” column.

B3

Notice that in the “Next Score” column header, there is now a pencil icon with a red “wk” symbol:



Click on “Next Score” with the symbol:

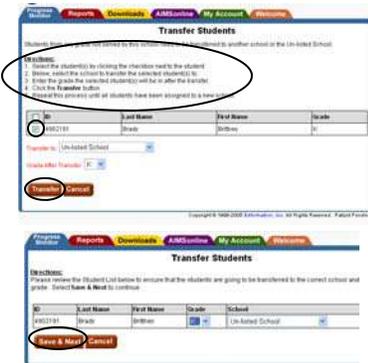




Appendix C: PRINTING TRANSFER SLIPS FOR STUDENTS

When transferring students to an “Unknown School,” you will need to keep record of that transfer. You may do so by following these directions:

C.1



Notice the directions posted on the site. Follow those directions.

Next, type K for Grade after transfer.

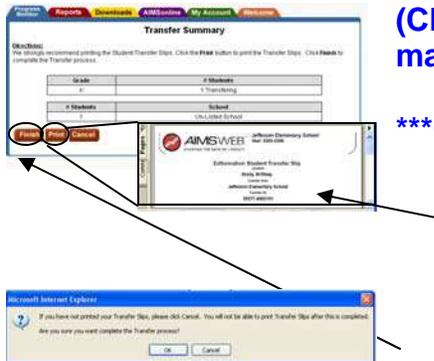
When asked to confirm the transfer, click to confirm.

Click Save & Next.

C.2

IMPORTANT INFORMATION:

(Click OK on the confirmation pop-up window that may appear after clicking “Save & Next”)



Click “Print” to print a copy of the transfer slip

1. Place a copy of this slip in the student’s cumulative file, which will then be passed on to the new school. The new school, if it is also an AIMSweb user, will be able to use the transfer ID number code to pull the student’s full AIMSweb record and continue progress monitoring.
2. A copy of this slip should also be retained by the current school in the case that the student returns. His full AIMSweb record will then be retrievable by using his transfer ID number.

School policy regarding the processing of student transfers may vary. Consult your School or District AIMSweb manager regarding transfers so they may address any related details.



Click the Finish button. (You will receive a reminder window. Follow the instructions and then click “ok.”)

**Appendix D: SELF-PACED TRAINING SCRIPT I**

Use the following information to login to your AIMSweb Progress Monitor training account:

Customer ID: _____
Username: *pmteacher*
Password: *train*

Create an Assessment Schedule:

To begin the process of creating assessment schedules, you must click the Manage Students button located on the Progress Monitor tab.

Create an assessment schedule for two students for Oral Reading Fluency .

Click on the Progress Monitor tab.

Click the Manage Students button.

Step 1: Add or select students to be assessed.

This is where you set up the students who are being assessed.

You may either type in the names of the students, or search for any students who have been entered into the account.

Type the name Mike Smith.

He is in grade 5.

Select his Service Code as Special Education.

Select his Gender as Male.

Select his Ethnicity as White.

Click Add.

You are now going to enter yourself as a student.

Type your name

You are in grade 2.

Your Service Code is Special Education.

Select your Gender as Male or Female.

Select your Ethnicity and Click Add



Both students list at the right of the page under the Student List heading.

Click the Home button.

Step 2: General Outcome Measure

On this step we are choosing which General Outcome Measure we want to use to assess our students. Click the [Select](#) link next to Mike Smith under the Measure column. We are setting up an assessment schedule for Reading – Curriculum Based Measurement.

Click 'select' next to Mike Smith's name.

Click R-CBM.

Click Save.

Step 3: Assessment Schedule and Frequency.

You are now setting up the schedule for our assessments. Click the [Enter Schedule](#) link to view the Assessment Schedule and Frequency window. On this page you need a goal start date, goal ending date, and assessment frequency.

Click the Enter Schedule link.

Set the assessment beginning date to 09/15/2006.

Set the assessment ending date to 01/13/2007.

Set the assessment frequency to every 1 week on Mondays.

Select a Periodic Review for every Quarter.

Click the Save button.

Step 4: Survey Level Assessment, Initial Performance and Goal Scores

The last step is to enter SLA, Initial Performance, and Goal Scores. This step is where you set probe grade levels for assessment. You determine this by entering the students' Survey Level Assessment scores and determining which grade level materials to use for frequent progress monitoring.



Click the Enter link.

Enter Mike's SLA scores:

Grade 5 - 21/4

Grade 4 – 36/5

Grade 3 – 51/2

Grade 2 – 76/1

Click the Save and Graph button.

Next you'll want to use the SLA graph to determine which grade level the student will be assessed.

Select Grade 3 for Mike's Assessment Grade level.

Click OK to the confirmation window; if the confirmation window does not appear, manually enter the initial correct and error scores: 51/2

The initial score is where you will place the student's first assessment score (usually the SLA score). When selecting a grade level to be assessed, SLA scores will automatically be entered into the initial scores fields by clicking OK to the confirmation window. You can also enter an initial performance label (e.g., Title the conditions under which the initial performance was generated). Add a program description for your records.

Enter the assessment goal at the bottom of the page and click the Save button to return to the home page.

Enter Mike's Goal Correct score: 85.

Enter Mike's Goal Error score: 2.

Click the Save button.

Upon completion, we are taken to the Progress Monitor tab where the newly created assessment schedule is displayed.

Updating Student Information

You realize that you have entered Mike's name incorrectly. You need to make sure it is corrected. To change a student's information you click on the student's name, enter the correct information, and click the Save button.

Click on Mike Smith's name.

Change the last name to Smyth.



Entering Student Assessment Scores

Now you need to enter assessment scores. Entering scores is done by clicking the date in the Next Score column.

Click the date under the Next Score column of Mike's assessment schedule.

The Enter Progress Monitor Scores screen then appears. This is where you enter Mike's scores and any additional notes that may be necessary. You are first going to enter an intervention for Mike.

Click the 'Show ALL sessions' link.

Click the 'Add Intervention' link in the Action column in the first empty row.

You now see the Add Intervention window

Type Intervention I in the Chart Label field.

Type: Mike will now be in a different reading program.

Click the Add button.

You are now returned to the Scores screen. The row where you entered the note will be in yellow and the Add Note link has changed to 'Edit Intervention.' You now want to enter the scores for Mike.

Type the following scores in the first corrects and errors column:

54/3, 55/2, 58/4

Click the Save button.

You are now at the Progress Monitor Home Page. By looking at the Progress Report column, you see that Mike is Near Target Process.

Viewing the Progress Monitoring Improvement Report

Now that our student has assessment scores lets view the Progress Monitoring Improvement Report. To view the report for a specific student, we need to click on the student's status



in the Progress Report column.

Click “Near Target” link on the right side row for Mike Smyth.

Mike’s Progress Monitor Improvement Report is now showing. As you scroll down the page you will see the chart, the goal we set up through the schedule wizard, the data telling us the scores you entered, and any notes that you added. You can adjust the view by the dropdown box in the upper right corner.

Select Chart & Data from the dropdown box.

Modifications to the chart can be made by the option buttons and checkboxes located below the chart.

Select No Trends.

You can now see that the Corrects trend line has disappeared. The checkboxes of Aimeline, Intervention Lines, and Errors add or remove the plotting for the option with which you are working.

Uncheck the Errors checkbox.

You can now see that the line plotting the errors score is gone. We also now have the ability to e-mail this report by clicking the blue e-mail button. The PDF button creates a PDF file that we can print or save an electronic copy of the report. Clicking the Green Back button will return us to the Progress Monitor Home Page.

Click the green Back button.

Working with Annual and Periodic Reviews:

Determining Team Members

When an Annual or Periodic Review has been designated for a student, a multi-page icon appears to the left of the student. The icon will appear in three different colors: when all periodic reviews are up to date the paper icon is green; when periodic reviews dates are near, the paper icon is orange; when periodic reviews are past due, the paper icon is red.

Click the Page icon next to Mike’s name.



At the left of the page you will see Annual and Periodic Review tasks. To the right of the page you will see the student's Educational Needs/History review. All of the student's relevant assessment data appears here.

Click the Determine Team Members task link.

You may wish to set up an Annual and Periodic Review team for the student. From this interface, you will add new team members and select pre-existing team members.

Click the Add a Team Member link.

To add a new team member enter all the required information in red, including the team member's title.

Enter the team member name Mr. Carlson.

Select any title from the dropdown menu.

Click the Add button.

You will see the new team member is added to the team member list with a checkmark next to his name. Use the checkboxes to select and deselect existing team members. Use the delete button to delete existing team members, but only if they do not have tasks as signed to them. When you have finished designating team members, change the task status to complete and save your changes.

Select Complete from the status menu.

Click the Save button.

Determining Educational Needs/History

The Determine Educational Need/History task allows us to review all relevant Benchmark and Progress Monitoring data

Click the Determine Educational Need/History link.

When a student's Benchmark scores have been entered for the Progress Monitored skills,



an improvement chart appears at the top of the page. All of the student's Progress Monitored measures appear in this window as well. Enter any notes you would like to keep regarding the student's educational needs or history. When you are finished with the task set the status to complete and click the Save button.

Enter an expected date and time.

Enter the notes: Mike is a new student and has not been Benchmarked.

Change the task status to Complete.

Click the Save button.

Click the OK Button.

Periodic Reviews

When Periodic Reviews are scheduled, they appear at the bottom of the page. One Periodic Review task appears for each scheduled review. Next to each listed review is a scheduled date and status. For each scheduled Periodic Review you can assign an expected date, time, and list of attendees.

Click the Periodic Review Quarterly Review task link.

Set the expected time to 12:00pm.

Select all expected attendees.

After entering the expected information you will want to save the task as incomplete, since the meeting has not taken place yet. Click the Save button save the changes.

Click the Save button.

After the meeting has taken place you will want to re-enter the review task, document the actual date, time, attendees, a result, and enter any notes you wish to keep regarding the review.

Click the Periodic Review task link.

Set the actual date to the next day.

Change the actual time to 4:30pm.

Select all actual attendees.



We can choose from the results: *No changes, Goal raised and intervention maintained, Goal raised and intervention changed, and Goal maintained and intervention changed.* Enter any notes you wish to keep regarding the review at this time. When you have finished, change the status to complete and click the Save button to save the changes.

Select the result: Goal Maintained and Intervention Changed.

Enter the notes: "Mike was moved to a new reading program. His goal has not changed."

Select a status of Complete.

Click the Save button.

You will continue this process for each scheduled review. As the time for a scheduled review nears, the page icon next to the student's name will be orange.

Annual Reviews

An annual review is maintained just as periodic reviews, except there is only one annual review per Progress Monitor schedule.

Click the Annual Review Results Meeting task link.

Just as you did before, you will need to select an expected date, time, and attendee list for the review.

Change the expected time to 3:00pm.

Select all expected attendees.

Click the Save button.

Once the review has taken place return to the task, entering the actual date, time and attendees for the meeting. Select a meeting result and enter any notes you wish to keep regarding the review.

Click the Annual Review Results Meeting task link.

Change the actual date to 01/16/2007

Change the actual time to 3:30pm.

Select all actual attendees.



Select the result: no changes.

Enter the notes: “We will not make any changes to Mike’s schedule at this time.”

**Change the status to Complete.
Click the Save button.**

When you have finished viewing the Annual and Periodic Reviews window, click the home button to return to the Progress Monitor Caseload home page.

Click the Home button.

Modifying Assessment Schedules

You have a student that is doing very well and above the progress target. Adjust the original goal. To make adjustments to assessment schedules, click on the appropriate link next to the student’s name.

Schedule for Assessments

Click on the assessment schedule link under the schedule column of the table to edit the assessment schedule or frequency. You don’t want to adjust the schedule period.

Click Mike’s schedule link.

Click the Cancel Button.

Survey Level Assessment, Initial Performance, and Goal Scores

Click the link under the goal column of the table to modify the Initial Performance Scores.

Click Mike’s goal link.

If we want, we can enter a new initial score. We are not doing that though. Below the Initial Performance Scores are the Initial Goal Scores. We do have the ability to change initial goal scores here, but if we do, the chart on the Progress Monitor Improvement Report will act as if the new goal was the goal from the beginning.

Click the Cancel button.



Editing a Goal

You now want to set a new goal. To change the goal scores, we need to enter the new goal corrects and errors at the Progress Monitor Scores screen.

Click the Date in the Next Score column next to Mike's name.

We can see that any row that has a score entered will have two actions. The first action is New Goal.

Click on the New Goal link next to the last score entered.

Entering a new goal is very similar to entering a note.

Type 67 Correct.

Type 2 Errors.

Type New Goal for Chart Label.

Type 'In light of student performance a new goal has been set.'

Click the Save button.

Click the Save button.

Click the Progress Report link next to Mike's name ("Insufficient Scores").

We now can see the Progress Monitor Improvement Report. On the report we notice that there is a line called New Goal now plotted on the chart and the goal trend is adjusted for the new goal.

Click the green Back button.

Filing, Un-filing, Hiding, and Un-hiding Assessment Schedules

Filing an assessment schedule allows us to deactivate the assessment schedule but still view the student's Progress Monitoring Improvement Report. One way to file an assessment is done at the Scores screen.



Click the date under Next Scores next to Mike's name.

Scroll to the bottom of the page.

At the bottom of the page there is a check box that says File this Assessment Schedule.

Check the File this Assessment Schedule check box.

Click the Save button.

You now see that next Mike is no longer in the Progress Monitor Caseload. Let's reactivate Mike's assessment:

Select 2006 Filed from the Showing _ Schedules dropdown box.

Check the box next to Mike's name.

Click the Unfile button.

On the Progress Monitor Home Page you see that Mike's Next Score date has a pencil icon next to it indicating that this assessment schedule can be modified. Another way of filing an assessment schedule is from the Progress Monitor home page.

Check the box next to Mike's name.

Click the File button.

You notice that Mike is no longer in the Progress Monitoring Caseload list. Now unfile your assessments.

Select 2006 filed from the Show Schedule dropdown box.

Check the box next to Mike's name.

Click the Unfile button.

We are now in the active Progress Monitoring Caseload list.

Transferring an Assessment Schedule



We now need to transfer an assessment schedule from one AIMSweb Progress Monitor teacher to another. To do this, check the box next to the student's name and click the transfer button.

Click the checkbox next to your name.

Click the Transfer button.

The Transfer Assessment Schedule window opens allowing us to choose which Progress Monitor teacher we would like to transfer the student. Once we have selected the teacher, we need to click the Save button.

Select Mr. Carter from the Select dropdown box.

Click the Transfer Schedule button.

Deleting an Assessment Schedule

Now let's say a student has completely left our school and we no longer wish to see the student's assessment schedule. This means we want to delete the assessment schedule.

(Caution: In most cases, you will want to transfer this student to another school, or to "unknown school" rather than delete his assessment schedule. Once the data are deleted, they are permanently gone.)

Click the checkbox next to Mike's name.

Click the Delete button.

Click OK to the confirmation window.

**Appendix E: SELF-PACED TRAINING SCRIPT II**

This self-paced section of the training is to be done on your own. It is slightly less specific than that last self-paced script, which further taps your knowledge and familiarity with AIMSweb Progress Monitor software.

Any information that is required but not already provided in this script should be created by you. Logout when you are finished with the script..

Create an Assessment ScheduleStep 1: Students to be assessed

Search for the following grade:

Grade: 2

Use the dropdown menu above the Student List to display 25 students at a time.

Add the following students:

Spenser Sells

Marissa Stendahl

Step 2: Measures to be assessed

R-CBM – Reading – Curriculum Based Measurement

Step 3: Schedule for Assessments

Set up the following schedule:

Beginning Date: September 1, 2006.

Ending Date: May 31, 2007.

Every two weeks on Wednesday.

Set the Periodic Review to Annual.

Step 4: Survey Level Assessment, Initial Performance, and Goal Scores

Enter and graph the following SLA scores for Marissa Stendahl:

Grade 3: 25/2

Grade 2: 38/2

Grade 1: 41/3

Enter the following assessment grade level:

2

Enter the following Goal Correct and Goal Error scores:

104/2

Create your own Initial Performance Label and Description as needed.

Step 5: Updating Student Information

Correct the following name:

Spenser Sells = Spencer Sells

Entering Student Assessment Scores

Enter the following scores for Marissa Stendahl:

First test date: 42/5

Second test date: 36/3

Third test date: 44/4

Viewing the Progress Monitoring Improvement Report

View the Progress Monitoring Improvement Report Marissa Stendahl:

Select different views of the chart.

Working with Annual and Periodic Reviews



Complete the Add a team member task:

Ms. Washington.

Select all as team members.

Complete the task.

Complete the Determine Educational Needs/History.

Enter any notes you wish.

Complete the Annual Review:

Select the result: Goal Raised and Intervention Changed.

Enter the notes: The student will have a new goal and intervention for the next year.

Modifying Assessment Schedules

Add an Intervention for Marissa 10/12/2006:

We have made significant changes to Marissa's reading program.

Enter the following score in the next assessment date:

48/6, 52/3

Filing and Un-filing Assessment Schedules

File and Un-file Marissa's assessment schedule:

File the schedule from the Progress Monitor Caseload window.

Transferring an Assessment Schedule

Transfer the following student to Mr. Carter:

