AimsWeb Training Fall 2012

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***Benchmark* Testing for AimsWeb (Fall, Winter, Spring)**

\*\*\*Before you begin testing, you need:

* 3 reading passages
* Class list of students to be assessed
* Clipboard (optional)
* Teacher Username and Password

1. Login to Aimsweb.
   1. Open your browser to get onto the internet
   2. Go to: aimsweb.pearson.com
   3. Customer ID is: 8432.
   4. Enter the classroom teacher’s username and password.
2. Click on “**My Classes**”.
3. Check that the dropdown menu shows the correct month (September – Benchmarking).
4. Click on “**Reading**” on the tabs above the students’ names.
5. Click on “**Edit Scores**”.
6. Find the child whom you are assessing and select “**Assess Now**” *under the heading R-CBM*
7. A pop-up will say: Please prepare to begin probe 1. Select “**OK**”
8. Hand the child the clipboard with the first probe on top (check to see that the probe on the screen and the probe in front of the child match).
9. Click “**Instructions**” and carefully read the directions to the child. When the child *says the first word*, click “**Start Timer**”. If the child doesn’t know the first word, tell it to them, mark as incorrect, and then click “Start Timer”.
10. As the child reads, click on any word that is incorrect. When 1 minute is up, a pop-up will appear: “Probe complete, please select the last word attempted” Click “**OK**” then click on the last word attempted. Another pop-up will appear telling you the score. Click “**OK**”.
11. Another pop-up will appear saying “Please prepare probe 2”. Have the child get probe 2 on their clipboard. Click “**OK**”. When you are both ready, click “**Start Timer**” and proceed as above. Repeat for probe 3.
12. When you are done with all three probes, a class list will be presented. Select the next child and repeat.

\*\*\*Considerations to remember:

* It’s about testing, not teaching – always use the standardized directions. Don’t allow the child to practice reading the passage and don’t correct errors during or after the testing
* Sit across from, not beside – Be sure to turn the monitor or iPad away from the child.
* 3 second rule – If a student stops or struggles with a word for **3 seconds**, tell the student “the word” and click on the word to mark as incorrect.
* No other corrections – Don’t correct errors.
* Interruptions – If something disrupts testing (bells, fire drill, etc.) discard the passage and administer another.

***Progress Monitoring* for AimsWeb (Weekly)**

1. Login to ***Aimsweb Progress Monitor***.
   1. Customer ID is: 8432.
   2. Each building has a different Progress Monitor Username and Password. Check with your building.
2. Click on “**Progress Monitor**” – a list of all children at your school being progress monitored will appear. In the box labeled School or Student name, type in the last name of the child whom you are assessing. Hit “**Go**” (not “Enter” on your keyboard).
3. Find the child and be sure that you find RCBM and select “**assess now**”.
4. You will need to **change the probe #** to match the one given to you by the classroom teacher.
5. Click “**Instructions**” and carefully read the directions to the child. When the child is ready, click “**Start Timer**”.
6. Same as above, but you are only giving one probe.