

**AIMSWeb**  
**How to Progress Monitor**  
1/7/13

**Please note: It's a good idea to have an idea of the student(s) you wish to progress monitor and which interventions you're going to use before logging into and beginning to set up the progress monitoring schedule.**

1. <http://aimsweb.com/customer-login>
2. Customer Login (box on left side of page)  
Customer ID: 22517  
Username:  
Password:
3. Click "Progress Monitor" tab at the top.
4. Click "Manage Students".
5. In Add/Search a student section, select your grade level (or you can type in a single student's name).
6. Click "Search".
7. Check box before names of students you want to progress monitor.
8. At bottom of list, click "Add PM".
9. A message asking if you want to use schedule wizard will appear.  
Click "OK" if you know which intervention and which progress monitoring assessment you're going to use. (If you don't know yet, you can complete the rest of the schedule later.)
10. Select measures you will use to progress monitor.
11. Click "Next" at the bottom.
12. Fill in appropriate info in "Determine Goal Duration and Assessment Frequency" section.
13. Click "Save". This will bring you to Progress Monitor caseload page.
14. In the row containing the student's name, under the "Goal" column, click "Enter".

15. Option A: (For Grade 1 and above) If a student is being progress monitored outside of his/her grade level (typically, this is for students who scored at or below the 10<sup>th</sup> percentile on grade-level probes), enter the student's initial score(s) from the various grade-level probes on left hand side under Survey Leveled Assessment Scores.

Option B: If a student is being progress monitored at grade level, enter the student's Initial Corrects and Errors from the most current grade level probe completed.

16. Under "Initial Program Label", type an acronym or key word for the intervention you will be using with the student (i.e. LLI for "Leveled Literacy Intervention", RR for "Reading Recovery", RN for "Read Naturally", GR for "Great Leaps", etc.)
17. In the "Initial Program Description" box, briefly describe the intervention the student will be receiving (i.e. "3 days a week for 20 minutes a day; the student will work with Mrs. \_\_ to use the flashcard procedure to practice letter sounds", etc.)
18. Under "Goal Criterion for Success", type in a goal for the number of corrects and errors (optional) you feel is appropriate for the student. (For information on setting goals, please refer to the document entitled, "AIMSweb Progress Monitoring – Selecting the Grade Level of the Material for the Goal and Progress Monitoring".) Click "Save", which will return you to the progress monitoring caseload page.

After completing these steps, your system should be set up and ready to record progress monitoring scores for your students.

19. **To enter new scores for previously set-up students**, log in to AIMSweb, and click on the "Progress Monitor" tab. Then click on "Schedules" on the left side of the screen (if your caseload doesn't automatically appear).

In the row containing the student's name, under the heading "Next Score", click on the date that appears. A calendar with score boxes for each day should appear. Enter the student's probe score in the box under the appropriate date. If you know the number of the probe you used, select that from the pull-down menu. Click "Save."

20. **To view the Progress Monitoring Improvement Report (graph),** log in to AIMSweb, and click on the “Progress Monitor” tab. Then click on “Schedules” on the left side of the screen (if your caseload doesn’t automatically appear). Click on the blue words under the “Progress Report” heading in the row with the student’s name. (The words will probably say, “On Target”, “Below Target”, or “Above Target”.) A graph should pop up on the screen.
21. **To change the intervention you are doing with the student,** log in to AIMSweb, and click on the “Progress Monitor” tab. Then click on “Schedules” on the left side of the screen (if your caseload doesn’t automatically appear).

In the row containing the student’s name, under the heading “Next Score”, click on the date that appears. A calendar with score boxes for each day should appear. On the date when the intervention is going to be or was changed, click on the icon that looks like a piece of paper with a paper clip. A new screen will appear. In the “Chart Label” box, type an acronym or key word for the new intervention you will be using with the student (i.e. LLI for “Leveled Literacy Intervention”, RR for “Reading Recovery”, RN for “Read Naturally”, GR for “Great Leaps”, etc.)

In the “Full Description” box, briefly describe the intervention the student will be receiving (i.e. “3 days a week for 20 minutes a day; the student will work with Mrs. \_\_ to use the flashcard procedure to practice letter sounds”, etc.). Click “Add”. On the student’s progress report chart, the new intervention will be indicated by a vertical line on the chart at the date in which the intervention was begun.

## To Delete a Student From Progress Monitoring

1. Go to the Progress Monitoring Caseload page.
2. Click the box to the left of the student’s name.
3. Click “Delete” at the bottom left of the page.