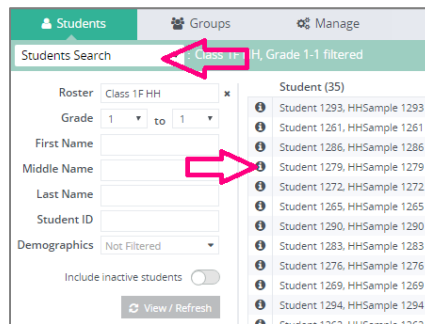
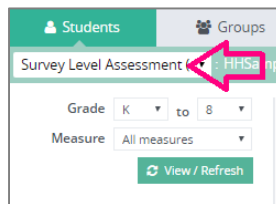


## Quick Steps for Progress Monitoring (via Survey Level Assessment screen)

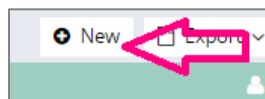
1. Log into your account, go to Students, and select Students Search. Complete a Student Search using the filter. Select the student by clicking the icon to the left of their name.



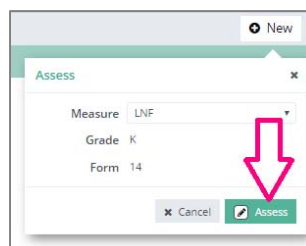
2. Use the drop-down menu to select Survey Level Assessment.



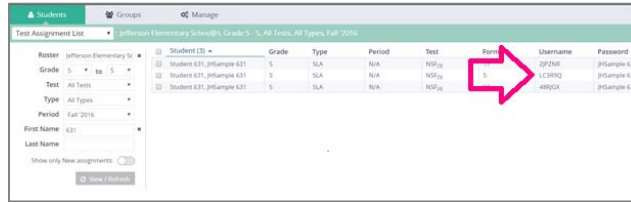
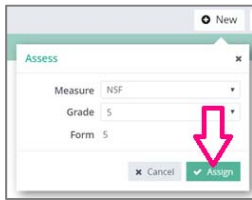
3. To create an assessment select New. Select the measure and grade. Keep in mind that only monitoring measures will show up here and that they are only available here for the grade levels that they were designed. The measure you select determines what popup will show below.



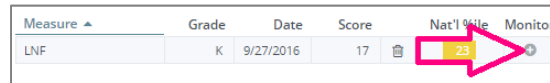
*For DRF measures:* The Form field displays a form number that the system selected randomly based on the measure and grade. To switch to a different form, click Cancel or click the "x" button in the top right, and when the form closes click New again. A different Form is generated. Complete the SLA by selecting the Assess button.



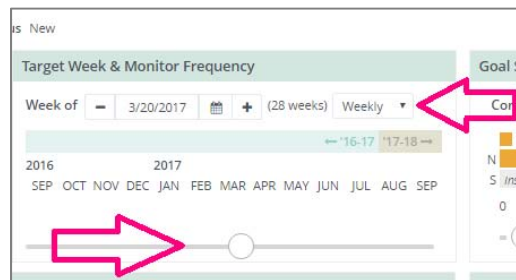
**Online Assessments:** If you are using an online assessment via TestNav, you will Assign your test here (left visual) and retrieve the credentials at the Test Assignment option under the Students menu (right visual).



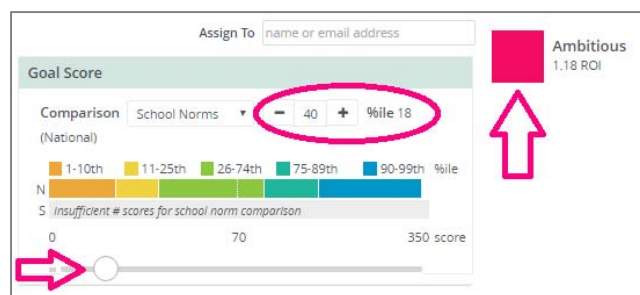
- At the Survey Level Assessment screen, determine the measure/score that you would like to use as a baseline score for progress monitoring. Click onto the “+” plus icon. Then, the Goals details window will be displayed.



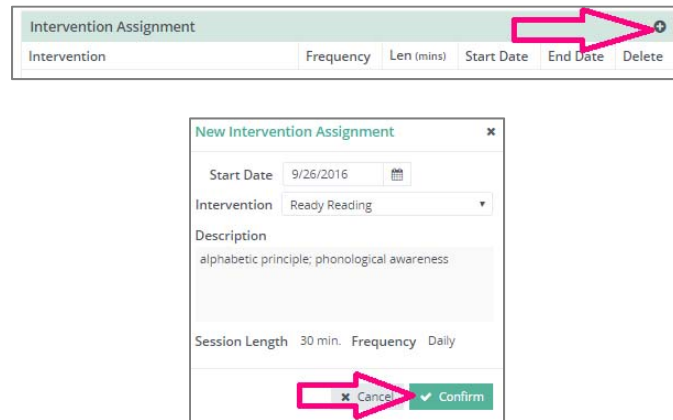
- In the Goals details window, select the duration of the schedule and the frequency of data collection. Use the calendar icon, the +/- to advance or decrease by week, or the slider bar. Also, select your data collection frequency of monthly or weekly.



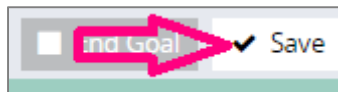
- Select the end goal score and percentile by using the +/-, data entry box, or slider bar. Pay attention to the ending percentile rank and the extent of the goal. We suggest that you set the goal to be in the “closes the gap” to “ambitious” range. Make sure that the goal ends at a reasonable level as to not leave a student on a schedule for too long of a period of time. The duration of time can be readjusted as needed prior to saving.



7. Select your intervention by clicking the “+” plus icon in the upper right of the Intervention Assignment area. \*Keep in mind that your intervention must have been entered prior to selecting it here.



8. Click onto “Save” in the upper right-hand corner of the screen. You will be able to see the schedule and data by going to various screens such as Students > Monitor, Student Profile, or Benchmark Comparison.



For all questions, please feel free to call or email the aimswebPlus team!

General Technical Support

1-866-313-6194, option 1

Email [aimswsupport@pearson.com](mailto:aimswsupport@pearson.com)

(8am-5pm Central Time)

Data, Imports, Exports

866-313-6194, option 1, and then option 3

Email [aimswdata@pearson.com](mailto:aimswdata@pearson.com)

(8am-5pm Central Time)