

Progress Monitoring by teacher other than Classroom Teacher

Adding Students to AIMSweb for Progress Monitoring only

As a Progress Monitoring Only teacher (such as Title I or Special Education), you do not have a class of students regularly assigned to you. Instead, you will be progress monitoring students who are in a different general education teacher's classroom, but you may be doing the intervention and/or progress monitoring.

NOTE: Only 'Add Students' to the AIMSweb database when the entire student body data has not been uploaded, and when classes have not been set up for general education teachers. If student data is already entered, and/or if general education classes have been set up, then use Manage Students and Search to add students to your PM caseload.

Log into your AIMSweb account and click on the blue 'Progress Monitor' tab.

If you have not yet created a caseload for progress monitoring, your screen should look like the one below (with your school and your name at the top, of course).

The screenshot shows the AIMSweb interface for a Progress Monitoring Only teacher. At the top, there is a logo for AIMSweb with the tagline "CHARTING THE PATH TO LITERACY". To the right, it says "school 1 sped 1 (test)" and "HELP | LOGOUT". Below this is a navigation bar with tabs: "Progress Monitor" (selected), "Reports", "Downloads", "AIMSonline", "My Account", and "Welcome".

The main content area is titled "Progress Monitoring Caseload". It features a "File" button and a "Manage Students" button. Below these is a "Showing" dropdown menu set to "ALL" and a "Measures Showing" dropdown menu set to "Active". There is also a "Schedules" label.

<input type="checkbox"/>	Student	Measure	Schedule	Last Score	Next Score	Goal	Progress Report ?	<input type="checkbox"/>
<p>Note: You currently do not have any Active assessment schedules.</p> <p>Please use Manage Students to add new students and create assessment schedules.</p>								
<input type="checkbox"/>	Student	Measure	Schedule	Last Score	Next Score	Goal	Progress Report ?	<input type="checkbox"/>

At the bottom of the table area, there are buttons for "File", "Delete", and "Transfer Schedule", and a "View Selected" button. The date "Today is: 01/20/2007 Sat" is displayed at the bottom right. The footer contains the copyright information: "Copyright © 1999-2006 Edformation, Inc. All Rights Reserved. Patent Pending."

If you already have students added to your PM caseload, they would be listed here.

First we must add the student to the AIMSweb database. As the student is not yet in the database, when we add the student to AIMSweb, the student will appear as already having an associated PM schedule.

Click on the blue 'Manage Students' button. You will go to a screen that looks something like the one below. Notice that there are students listed in the 'Student List.' If your school has uploaded the entire student database, all students registered at the time of upload would be listed in grade order. To see all of the students from your school who are entered in the database on one screen, select the dropdown box after 'Students' and change it from 10 to 'All'.



Manage Students

Please click [Home](#) when you are finished with this page.

- Add a Student

Enter student information below and select 'Add' to add the student, or select 'Search' to search for students matching the specified criteria.

First Name:

Middle Name:

Last Name:

Current Grade:

Service Code:

ELL/ESL:

Gender: Unknown

Ethnicity: Unknown

Show advanced fields

[Add](#)

[Clear](#)

[Search](#)

NOTE: Fields that are **RED** are required.

- Student List

3 Students found of 3 total

Page 1 of 1

<input type="checkbox"/>	Students <input type="text" value="10"/>	Details
<input type="checkbox"/>	L, Carly (3)	
<input type="checkbox"/>	Smith, Charles (4)	
<input type="checkbox"/>	Skoglund, Patti (5)	

Page 1 of 1

[Add PM](#)

[Delete](#)

[Transfer](#)

First, to be certain that the student is not in the database, we would enter some student data in the 'Add a Student' box to the left and select 'Search'. As students may be entered with nicknames or misspellings, you might want to search with just the first few letters of the students last and first names.

So, you have both scrolled down the Student List and searched and did not find the student already in the database. Let's add your new student.

Returning to the 'Add a Student' box, choose a student you know you will want to progress monitor and type in the information in red for that student. This example will show screenshots for a sample student, Brenda Student.



Manage Students

Please click [Home](#) when you are finished with this page.

- Add a Student

Enter student information below and select 'Add' to add the student, or select 'Search' to search for students matching the specified criteria.

First Name:

Middle Name:

Last Name:

Current Grade:

Service Code:

ELL/ESL:

Gender:

Ethnicity:

Show advanced fields

[Add](#) [Clear](#) [Search](#)

NOTE: Fields that are **RED** are required.

- Student List

3 Students found of 3 total

Page 1 of 1

<input type="checkbox"/>	Students <input type="text" value="10"/>	Details
<input type="checkbox"/>	L, Carly (3)	
<input type="checkbox"/>	Smith, Charles (4)	
<input type="checkbox"/>	Skoglund, Patti (5)	

Page 1 of 1

[Add PM](#) [Delete](#) [Transfer](#)

Now click on the 'Add' button at the bottom of the Add a Student box to add this student to the AIMSweb database.

NOTE: It is a common mistake to think that when you 'Add a Student,' you are simply adding that student to your PM caseload, when in fact you are adding that student to the AIMSweb database. If you use 'Add a Student' to create PM schedules, you will be making duplicate entries for a single student with different data attached to each. This creates a problem with double (or triple) billing as well as difficulty locating important information for the student later in the process.

Please do not use the 'Add a Student' button to create PM schedules for students who are already entered in the system. If a student is already in the Student List, to create a PM schedule, simply check the box to the left of the student's name in the Student List and click the box 'Add PM' for Add Progress Monitoring Schedule at the bottom of the Student List. This will create a PM schedule for that student on your caseload and take you to the Scheduling Wizard which will walk you through the following steps.

So, back to adding a new student both to the database as well as to your PM caseload. After you click the 'Add' button, you will go to a screen that will now look somewhat like this:



Manage Students

Please click [Home](#) when you are finished with this page.

- Add a Student

Enter student information below and select 'Add' to add the student, or select 'Search' to search for students matching the specified criteria.

First Name:

Middle Name:

Last Name:

Current Grade: 5

Service Code:

ELL/ESL:

Gender: Unknown

Ethnicity: Unknown

Show advanced fields

[Add](#)

[Clear](#)

[Search](#)

NOTE: Fields that are RED are required.

- Student List

The student has been added to your case load.
Click [here](#) to view your Progress Monitor case load.

2 Students found of 4 total

Page 1 of 1

<input type="checkbox"/>	Students 10 <input type="button" value="v"/>	Details
<input type="checkbox"/>	Skoglund, Patti (5)	
<input type="checkbox"/>	Student, Brenda (5)	

Page 1 of 1

[Add PM](#)

[Delete](#)

[Transfer](#)

Note that since you entered a 5th grade student, only the 5th graders in the system show up in the Student List. The new student you entered (Brenda in this example) is highlighted in yellow, and has a PM in the details, indicating that this student has a PM schedule created.

Click the 'Home' button to return to your caseload. If you check that student's name and click 'Add PM', you will create a second PM schedule for that student. They are easy to delete, so don't worry if you do that.

After you click 'Home', you will return to your caseload, which in this example now has just the one student assigned (Brenda).



Progress Monitoring Caseload

[File](#)

[Manage Students](#)

Showing ALL

Measures Showing Active

Schedules

<input type="checkbox"/>	Student	Measure	Schedule	Last Score	Next Score	Goal	Progress Report ?	<input type="checkbox"/>
<input type="checkbox"/>	Student, Brenda (5)	Select					Select Measure	<input type="checkbox"/>
<input type="checkbox"/>	Student	Measure	Schedule	Last Score	Next Score	Goal	Progress Report ?	<input type="checkbox"/>

[File](#)

[Delete](#)

[Transfer Schedule](#)

[View Selected](#)

Today is: 01/20/2007 Sat

Next we will select the measure we want to use to monitor Brenda’s progress. Click on the blue word ‘Select’ under Measure. You will be taken to a list of all of the available measures.

Select the Measure You Will Use to Monitor Progress

To create assessment schedules you must first choose the measure to be assessed. Select one of the measures to be assessed by selecting the corresponding box.

Measures

- Early Lit. - Initial Sounds Fluency (ISF)
- Early Lit. - Letter Naming Fluency (LNF)
- Early Lit. - Letter Sound Fluency (LSF)
- Early Lit. - Phoneme Segmentation Fluency (PSF)
- Early Lit. - Nonsense Word Fluency (NWF)
- GGG - Alliteration (ALLIT)
- GGG - Rhyming (RHYM)
- GGG - Picture Naming Fluency (PNF)
- Early Num. - Oral Counting (OCM)
- Early Num. - Number Identification (NIM)
- Early Num. - Quantity Discrimination (QDM)
- Early Num. - Missing Number (MNM)
- MIDE - MIDE Letter Naming Fluency (M-LNF)
- MIDE - MIDE Letter Sound Fluency (M-LSF)
- MIDE - MIDE Syllable Reading Fluency (M-SRF)
- MIDE - MIDE Syllable Segmentation Fluency (M-SSF)
- MIDE - MIDE Spelling (M-Spell)
- Reading - Reading - Curriculum Based Measurement (R-CBM)
- Reading - MAZE - Comprehension (MAZE)

Click on the radio button to the left of Reading- Reading – Curriculum Based Measurement. Scroll to the bottom of the page and click on ‘Save.’ You will be returned to your caseload, which should look like this:

Progress Monitoring Caseload

File Manage Students Showing ALL Measures Showing Active Schedules

<input type="checkbox"/>	Student	Measure	Schedule	Last Score	Next Score	Goal	Progress Report ?	<input type="checkbox"/>
<input type="checkbox"/>	Student, Brenda (5)	R-CBM	Enter Schedule				Enter Schedule	<input type="checkbox"/>
<input type="checkbox"/>	Student	Measure	Schedule	Last Score	Next Score	Goal	Progress Report ?	<input type="checkbox"/>

File Delete Transfer Schedule View Selected

Today is: 01/20/2007 Sat

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The Measure is now filled in – R-CBM. Next we will enter the PM Schedule by clicking on the blue text ‘Enter Schedule’ under Schedule or Progress Report.

AIMSweb CHARTING THE PATH TO LITERACY
Jefferson Elementary School
Ms. Lincoln (pmteacher) [HELP](#) | [LOGOUT](#)

[Progress Monitor](#) [Reports](#) [Downloads](#) [AIMSonline](#) [My Account](#) [Welcome](#)

Determine Goal Duration and Assessment Frequency

Brenda Student (Grade 5)
Reading - Curriculum Based Measurement

Select a beginning date, an ending date and one of the four frequency options.

Goal Start Date: mm/dd/yyyy **Goal Ending Date:** mm/dd/yyyy

Skip Summer Months:
Summer dates are 06/01-08/31.

Assessment Schedule and Frequency

Daily: every day(s)

Weekly: every week(s) on
 Mon Tue Wed Thu Fri

Monthly by Day: The day of every month(s)

Monthly by Week: The of every month(s)

Period and End of Schedule Reviews

Periodic Reviews:

[Save](#) [Cancel](#)

NOTE: all fields in Red are required.

In the box after ‘Goal Ending Date’, enter 05/12/2008 (or click on the calendar button to the right of the ‘goal Ending Date’ box and move forward to May 12, 2008. Click that date and it will automatically fill in the date.

Under Assessment Schedule and Frequency, click the radio button after ‘Weekly.’ Leave the default of ‘every 1 week,’ as we want to monitor Brenda’s reading fluency weekly on Wednesdays. Monday is already checked as a default. Remove the check in front of Monday, and check the Wednesday box.

Do nothing with the box labeled ‘Periodic Reviews’.

Click ‘Save’.

Your screen will return to your Progress Monitoring Caseload.



Progress Monitor

Reports

Downloads

AIMSONline

My Account

Welcome

Progress Monitoring Caseload

File

Manage Students

Showing ALL

Measures Showing Active

Schedules

<input type="checkbox"/>	Student	Measure	Schedule	Last Score	Next Score	Goal	Progress Report ?	<input type="checkbox"/>
<input type="checkbox"/>	Student, Brenda (5)	R-CBM	09/10/2007 thru 05/12/2008 every week on Wed			Enter	Enter SLA, BaseLine and Goal Scores	
<input type="checkbox"/>	Student	Measure	Schedule	Last Score	Next Score	Goal	Progress Report ?	<input type="checkbox"/>

File

Delete

Transfer Schedule

View Selected

Today is: 10/10/2007 Wed

Click the blue 'Enter SLA, Baseline and Goal Scores' under Progress Report. You will be taken to a screen that looks like this:



Progress Monitor

Reports

Downloads

AIMSONline

My Account

Welcome

Enter SLA , Initial Performance, and Goal Scores

Brenda Student (Grade 5)

Reading - Curriculum Based Measurement

Directions: Assess the student using randomly selected passages from each grade level. Enter the score for each grade level assessed.

Survey Level Assessment Scores

Grade	Corrects	Errors
Grade 8	<input type="text"/>	<input type="text"/>
Grade 7	<input type="text"/>	<input type="text"/>
Grade 6	<input type="text"/>	<input type="text"/>
Grade 5	<input type="text"/>	<input type="text"/>
Grade 4	<input type="text"/>	<input type="text"/>
Grade 3	<input type="text"/>	<input type="text"/>
Grade 2	<input type="text"/>	<input type="text"/>
Grade 1	<input type="text"/>	<input type="text"/>
Grade K	<input type="text"/>	<input type="text"/>

Save & Graph

Initial Performance Scores

Assessment Grade Level: 5

Initial Corrects:

Initial Errors:

Initial Probe: None

Initial Program Label:

Initial Program Description:

Goal Criterion for Success Scores

Goal Corrects:

Goal Errors:

Save

Cancel

Enter the following ‘Corrects’ data in the Survey Level Assessment score section on the left side of the screen:

For this grade	Corrects
5	30
4	47
3	58

We will ignore errors for now, so leave the errors boxes blank.

After you have entered the data for 5th, 4th and 3rd grade, select ‘Save and Graph.’ You will now see the same screen, but it will show you a SLA graph.

You will use 4th grade probes to progress monitor Brenda’s reading. Under the Initial Performance Score heading, use the drop-down box after ‘Assessment Grade Level’ to select 4. A popup box will ask “Would you like to use the SLA scores for Grade 4?” Select ‘OK. The system will automatically enter ‘47’ as ‘Initial Corrects.’ Leave Initial Errors and Initial Probe as they are (blank).

After ‘Initial Program Label’, enter “extra tutoring”.

In the Initial Program Description, enter “30 minutes of reading tutoring in Core material 4 days each week; group of 7 students.”

Under Goal Criterion for Success Scores, for Goal Corrects, enter 129. Leave Goal Errors blank. Click ‘Save.’

Why 129? We want Brenda to begin to catch up with her peers, and so we want an ambitious goal. We also have a strong intervention to implement that has shown good results with similar students, with ROI of 2.5 to 3.0 WRC improvement per week. First let’s look at the normative ROI for a typical (50%ile) 4th grader. The goal we set is 35 weeks away. Norms show that a typical 4th grader gains 0.8 words read correctly per week, so 0.8×35 is 28 WPM gain expected of typical 4th graders. While Brenda doesn’t read like a typical 4th grader, we will be doing an intervention. Also, the AIMSweb progress monitoring manual suggest that 1.1 WRC improvement is ambitious for 4th graders, but asks us not to use these statistics to set an artificially low goal for students. And 1.1×35 weeks is about 39 WRC growth. Her SLA 4th grade score of 47 plus 39 is 86 WRC. This would still not place Brenda at a typical 4th grade level by spring. Since we have such a strong intervention, we decide to go for the 50th %ile at 4th grade by the end of the year, or 129 WRC. To achieve that goal, Brenda would have to gain 2.34 WRC per week on average, consistent with results we have seen with our intervention.

Table 14: Realistic and Ambitious Reading Goals Based on a Normative Sample of Students Receiving Standard Instruction

Grade Level Passages	Realistic Goals	Ambitious Goals
6-8	.3 WRC per week	.65 WRC per week
5	.5 WRC per week	.8 WRC per week
4	.85 WRC per week	1.1 WRC per week
3	1.0 WRC per week	1.5 WRC per week
2	1.5 WRC per week	2.0 WRC per week
1	2.0 WRC per week	3.0 WRC per week

For a broader discussion on setting appropriate goals for progress monitoring, see the AIMSweb manual titled “[Progress Monitoring Strategies for Writing Individualized Goals in General](#)

Curriculum and More Frequent Formative Evaluation” which you can download from your Downloads tab. It is listed under the ‘Other materials’ section on the Downloads page.

You will return to your Progress Monitoring Caseload page. It should look like this:

The screenshot shows the 'Progress Monitoring Caseload' interface. At the top, there are navigation tabs: Progress Monitor, Reports, Downloads, AIMSONline, My Account, and Welcome. Below the tabs, the title 'Progress Monitoring Caseload' is centered. There are buttons for 'File' and 'Manage Students'. A dropdown menu shows 'Showing ALL' and 'Measures Showing Active'. Below this is a table with the following data:

Student	Measure	Schedule	Last Score	Next Score	Goal	Progress Report
Student, Brenda (5)	R-CBM	09/10/2007 thru 05/12/2008 every week on Wed	47 (09/10/2007)	09/12/2007 Wed	Grade 4 129 WRC	Insufficient Scores
Student	Measure	Schedule	Last Score	Next Score	Goal	Progress Report

At the bottom of the table, there are buttons for 'File', 'Delete', and 'Transfer Schedule', and a 'View Selected' button. The footer indicates 'Today is: 10/10/2007 Wed' and 'Copyright © 1999-2007 Edformation, Inc. All Rights Reserved. Patent Pending.'

You are now ready to begin entering weekly R-CBM scores for Brenda. You can see that the next progress monitoring assessment of her reading is scheduled for 09/12/2007.

In order to see the graphing capabilities of AIMSweb, we are going to enter scores into the future for Brenda. Click on the date under Next Score. Your screen should look like this (the 3rd box which reads 4P23 will likely be different, as this is a randomly generated suggestion for which probe to use):

AIMSWEB
CHARTING THE PATH TO LITERACY

Jefferson Elementary School
Ms. Lincoln (pmteacher)

HELP | LOGOUT

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

Enter Progress Monitor Scores

Show ALL sessions for this schedule

Tab Order: Across | 09/12/2007 | Go

Sun	Mon	Tue	Wed	Thu	Fri	Sat
R-CBM - Student, Brenda						
09/10/2007 thru 05/12/2008						
Sep 9	Sep 10	Sep 11	Sep 12	Sep 13	Sep 14	Sep 15
	Corrects: 47 Errors: None	Corrects: Errors: None	Corrects: Errors: 4P23	Corrects: Errors: None	Corrects: Errors: None	Corrects: Errors: None

File this Assessment Schedule

Grey sessions are baseline/goal sessions. Yellow sessions have corresponding interventions. Green sessions are the scheduled sessions.

Save | Cancel

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Click on 'Show ALL sessions for this schedule.' You will now see a calendar that includes all weeks until the goal end date you specified (05/12/2008).

Let's make up some scores for Brenda. Enter the following scores in the 'Corrects' boxes in the green row for the following dates (we won't worry about the errors right now):

Sept 12	51
Sept 19	49
Sept 26	54
Oct 3	53
Oct 10	52
Oct 17	52

Scroll to the bottom of the page and click 'Save'.
Your screen should refresh to look like this:



Progress Monitoring Caseload

File

Manage Students

Showing ALL

Measures Showing Active

Schedules

<input type="checkbox"/>	Student	Measure	Schedule	Last Score	Next Score	Goal	Progress Report	<input type="checkbox"/>
<input type="checkbox"/>	Student, Brenda (5)	R-CBM	09/10/2007 thru 05/12/2008 every week on Wed	52 (10/17/2007)	10/24/2007 Wed	Grade 4 129 WRC	Below Target	<input type="checkbox"/>
<input type="checkbox"/>	Student	Measure	Schedule	Last Score	Next Score	Goal	Progress Report	<input type="checkbox"/>

File

Delete

Transfer Schedule

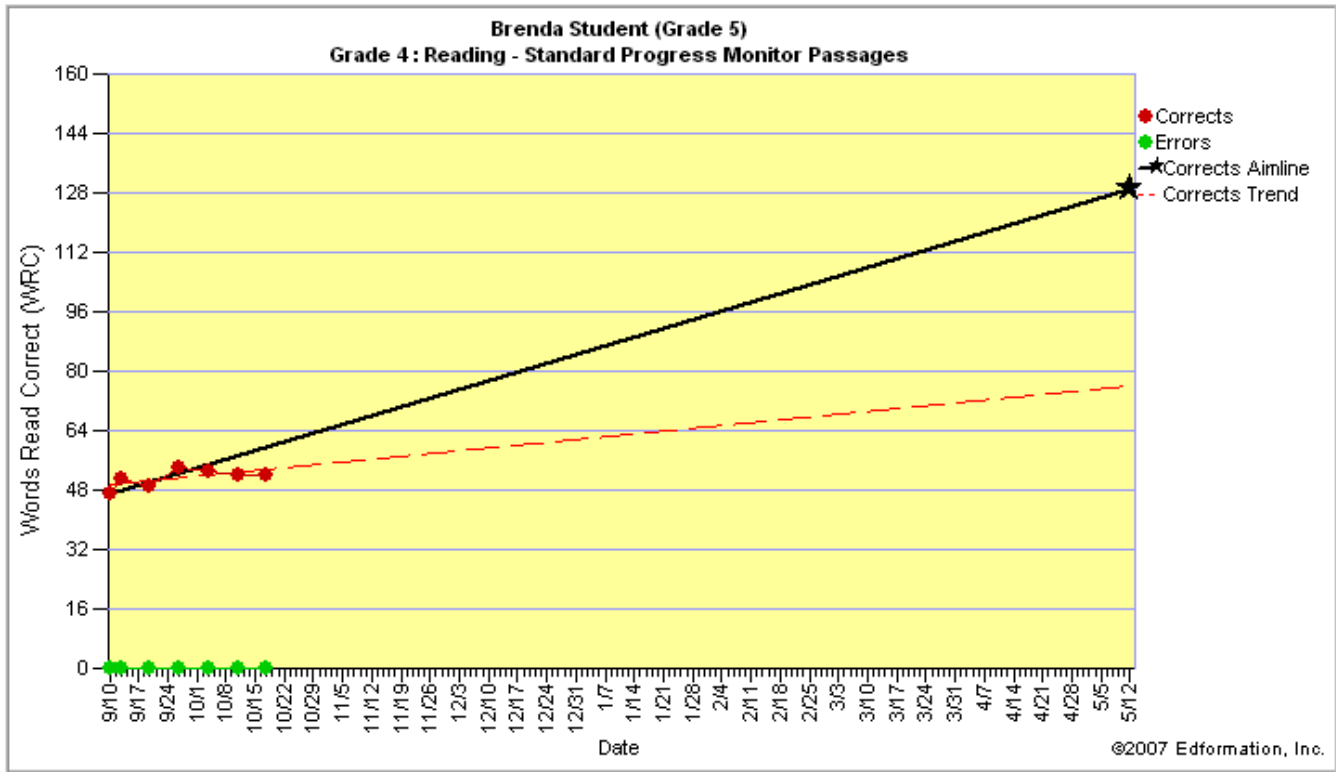
View Selected

Today is: 10/10/2007 Wed

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Click on 'Below Target' under the Progress Report column to see the PM graph and data. The graph showing Brenda's progress should look like the graph on the next page.

Progress Monitoring Improvement Report for Brenda Student from 09/10/2007 to 05/12/2008



In addition, there will be a goal statement summary below the graph:

Goal Statement

In 35.0 weeks, Brenda Student will achieve **129** Words Read Correct with **0** Errors from grade 4 Reading - Standard Progress Monitor Passages. The rate of improvement should be **2.34** Words Read Correct per week. The current average rate of improvement is **0.75** Words Read Correct per week.

Date	09/10	09/12	09/19	09/26	10/03	10/10	10/17						
Corrects	47	51	49	54	53	52	52						
Errors													
Goal/Trend ROI	2.34/ 0.75												

Grey data points are baseline/goals sessions.
Yellow data points have corresponding program interventions.

Goal Changes & Intervention Descriptions:

9/10/2007 - extra tutoring (Baseline Corrects = 47 : Goal Corrects = 129)

30 minutes of reading tutoring in Core material 4 days each week; group of 7 students.

Grey entries are baseline sessions or goal changes.
Yellow entries have corresponding program interventions.

Now we will add a change in intervention, as Brenda is not making adequate progress.

Click the green 'Back' button under the AIMSweb logo (not your browser's back button). You will return to your Progress Monitoring Caseload screen. Click the date under the Next Score column (it should read 10/24/2007). Then click the 'Show all sessions for this schedule' line, and you will again go to the full calendar.

Scroll down to show the October 24 date. Click on the small page icon with an I (for intervention) after October 24. Your screen should now look like this:

The screenshot shows the AIMSweb interface for Ms. Lincoln at Jefferson Elementary School. The main heading is "Ms. Lincoln Reading - Curriculum Based Measurement" with the date range "09/10/2007 thru 05/12/2008". A modal window titled "- Progress Monitor Intervention Information" is open, containing the following fields:

- Date: 10/24/2007
- Chart Label:
- Full Description:

At the bottom of the modal window are "Add" and "Cancel" buttons. The footer of the page reads "Copyright © 1999-2007 Edformation, Inc. All Rights Reserved. Patent Pending."

Type the following into the text boxes to describe the intervention that will be in place starting today.

Chart Label: Language!

Full Description: “in addition to core reading, Brenda will receive 45 minutes of Language! instruction 5 days per week in a small group of 5 students.”

Click ‘Add.’

You will return to the large calendar page. October 24 should now be yellow instead of green, indicating a change or addition to the intervention.

Add the following Corrects scores for these dates:

Oct 24	57
Oct 31	60
Nov 7	68
Nov 14	66
Nov 21	blank
Nov 28	72
Dec 5	78

Scroll down and select ‘Save’. You will again be returned to your Progress Monitoring Caseload.

The screenshot shows the AIMSweb interface for Jefferson Elementary School, Ms. Lincoln (pmteacher). The main heading is "Progress Monitoring Caseload". Below the heading, there are navigation buttons: File, Manage Students, Showing ALL, Measures Showing Active, and Schedules. The main table has the following structure:

Student	Measure	Schedule	Last Score	Next Score	Goal	Progress Report
Student, Brenda (5)	R-CBM	09/10/2007 thru 05/12/2008 every week on Wed	78 (12/05/2007)	12/12/2007 Wed	Grade 4 129 WRC	Above Target
Student	Measure	Schedule	Last Score	Next Score	Goal	Progress Report

At the bottom of the interface, there are buttons for File, Delete, Transfer Schedule, and View Selected. The date "Today is: 10/10/2007 Wed" is displayed at the bottom right.

Click ‘Above Target’ under the Progress Report column to see the new graph of Brenda’s progress, which should look like the one on the next page.

You will see the intervention line on the graph, with the label Language! There will also be a text record of scores and interventions in the Goal Statement section below the graph.

The ROI (rate of improvement) needed for the goal you set is listed both in the goal statement (e.g., The rate of improvement should be 2.34 words read correct per week.) and in the gray box below the statement in the section that lists actual scores – the Goal/Trend ROI statement. The first number in the gray box is the Goal ROI of 2.34. The second is the trend ROI of 0.75, which is the ROI Brenda was showing up to the next intervention line. The current ROI for Brenda is shown both in the goal statement

(e.g., The current average rate of improvement is 3.20 Words Read Correct per week.) and in the yellow box (indicating an intervention change/intervention line).

The actual ROI related to each documented intervention or goal change is shown in the gray or yellow box at the beginning of the intervention or at the time of the goal change. It will calculate the ROI from the intervention or goal change to the next intervention or goal change, giving you detailed information on the student’s response to each intervention. The goal statement is updated to reflect the most recent goal or intervention.

You can change the information you want to display on your Report by clicking the blue (Expand) text that is after the Report Options headline. This will give you the following options for display. The Display Options dropdown box also adds additional options.

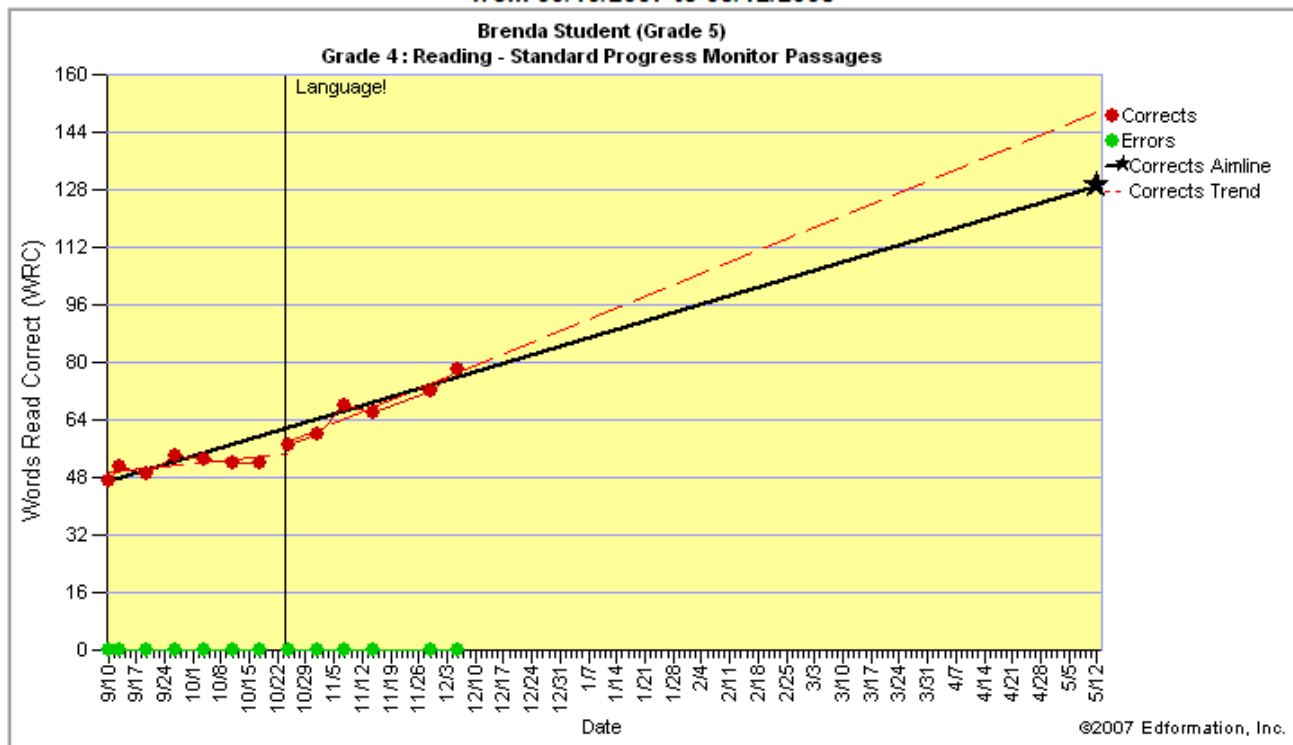
Report Options [Collapse](#)

Display Options:

No Trends
 Goal Trends
 Intervention Trends

Aimline
 Intervention Lines
 Show Missed Dates
 Errors

Progress Monitoring Improvement Report for Brenda Student
 from 09/10/2007 to 05/12/2008



And the new Goal Statement section:

Goal Statement

In 35.0 weeks, Brenda Student will achieve 129 Words Read Correct with 0 Errors from grade 4 Reading - Standard Progress Monitor Passages. The rate of improvement should be 2.34 Words Read Correct per week. The current average rate of improvement is 3.20 Words Read Correct per week.

Date	09/10	09/12	09/19	09/26	10/03	10/10	10/17	10/24	10/31	11/07	11/14	11/28	12/05
Corrects	47	51	49	54	53	52	52	57	60	68	66	72	78
Errors													
Goal/Trend ROI	2.34/ 0.75							3.20					

Grey data points are baseline/goals sessions.
Yellow data points have corresponding program interventions.

Goal Changes & Intervention Descriptions:

9/10/2007 - extra tutoring (Baseline Corrects = 47 : Goal Corrects = 129)

30 minutes of reading tutoring in Core material 4 days each week; group of 7 students.

10/24/2007 - Language!

in addition to core reading, Brenda will receive 45 minutes of Language! instruction 5 days per week in a small group of 5 students

Grey entries are baseline sessions or goal changes.
Yellow entries have corresponding program interventions.

Transferring a student’s progress monitoring schedule to a new teacher.

Sometimes a student moves to a new teacher for progress monitoring, such as a student in the RtI process who becomes eligible for special education services, or moves between Title I and general education staff. When a new teacher takes over progress monitoring for a student, it is best to transfer any active progress monitoring schedules to the receiving teacher so that the ongoing record of student progress and response to the interventions is kept on the same schedule.

To transfer a progress monitoring schedule, simply login to your progress monitoring account and go to your caseload. Click the box to the left of the student’s name for the progress monitoring schedule(s) you want to transfer to an individual teacher. Click the blue Transfer Schedule icon below your caseload. You should be taken to a screen that looks like the following:

Jefferson Elementary School
Ms. Lincoln (pmteacher)

[HELP](#) | [LOGOUT](#)

Progress Monitor
Reports
Downloads
AIMSonline
My Account
Welcome

Transfer Assessment Schedule(s) to another Jefferson Elementary School user(s)

Student	Measure	Schedule	Transfer to
Smithwick, Kristie (4)	R-CBM	08/30/2007 thru 02/05/2008 every week on Wed	<div style="border: 1px solid gray; padding: 2px;"> Select a user <ul style="list-style-type: none"> Select a user Buchan, Abbi - (ABuchan) Carter, Mr. - (regpmteacher) Devereux, Lorna - (LDevereux) Haakenson, Marta - (MHaakenson) ItAll, Mrs. Know - (MItAll) LaQua, Debra - (DLaQua) LaQua, Deb - (DLaQuapm) </div>

Transfer Schedule
Cancel

The dropdown list under ‘Transfer to’ that says ‘select a user’ should include all teachers in your customer number. That would include teachers in your district or in your BOCES, if you are subscribed as a BOCES or cooperative.

Select the teacher to whom you want to transfer the PM Schedule using the dropdown box. That teacher’s name should appear in the ‘Transfer to’ box. Then click the blue ‘Transfer Schedule’ icon. The transferred Progress Monitoring schedule(s) will disappear from your caseload and appear on the caseload of the selected teacher.

Transferring a PM Schedule does not transfer the actual student to a new teacher’s classroom or to a new school; it just transfers the PM Schedules. Students must be transferred to new schools from within the Manage Students section, and each district has procedures about how students are transferred from one school to another and who can do this. Please do not transfer actual students without checking with your School or District Manager to determine procedures for your district.

Filing a Progress Monitoring Schedule when it is Complete or No Longer Being Used

When you are done with a PM schedule for a student because you have moved to a new grade level probe for progress monitoring, or because the schedule is completed or the student has moved out of district (or for whatever reason), you don’t want to maintain that PM schedule on your active caseload list. Your list will get too big, and it is confusing to have schedules on your caseload that you are not using.

However, you don’t want to delete these schedules, as then the data will be gone and unavailable should you want to see the schedule again later. Instead, simply File the schedule, and it will disappear from your active caseload but still be available.

To File a schedule, simply click the box to the left of the student’s name for the schedule you want to file. Then click the blue ‘File’ icon above or below your caseload. The schedule will vanish from your active caseload.

To access Filed progress monitoring schedules, simply use the dropdown box ‘Showing XXX schedules’ on the upper right corner of your caseload.

AIMSWEB CHARTING THE PATH TO LITERACY
 Jefferson Elementary School
 Ms. Lincoln (pmteacher) HELP | LOGOUT

Progress Monitor Reports Downloads AIMSonline My Account Welcome

Progress Monitoring Caseload

File Manage Students Showing ALL Measures Showing Active Schedules

Student	Measure	Schedule	Last Score	Next Score	Goal	Progress Report
<input checked="" type="checkbox"/> Smithwick, Kristie (4)	R-CBM	08/30/2007 thru 02/05/2008 every week on Wed	36 (11/21/2007)	11/28/2007 Wed	Grade 4 78	Target
<input type="checkbox"/> Student, Brenda (5)	R-CBM	09/10/2007 thru 05/12/2008 every week on Wed	95 (01/30/2008)	02/06/2008 Wed	Grade 4 129 WRC	Above Target
<input type="checkbox"/> Student	Measure	Schedule	Last Score	Next Score	Goal	Progress Report

File Delete Transfer Schedule View Selected
 Today is: 10/14/2007 Sun
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Select the year the schedule ended, and you will be taken to the filed PM schedules for that year.



Progress Monitoring Caseload

Unfile

Manage Students

Showing

Reading - R-CBM



Measures Showing

2007 Filed



Schedules

<input type="checkbox"/>	Student	Measure	Schedule	Last Score	Next Score	Goal	Progress Report	<input type="checkbox"/>
<input type="checkbox"/>	Grandview, Brenda (4)	R-CBM	09/19/2006 thru 02/16/2007 every week on Wed	85 (12/27/2006)	01/03/2007 Wed	Grade 4 130 WRC	Near Target	<input type="checkbox"/>
<input type="checkbox"/>	Gray, Kammie (1)	R-CBM	09/13/2006 thru 05/15/2007 every week on Wed	55/1 (09/27/2006)	10/04/2006 Wed	Grade 3 100 WRC	Above Target	<input type="checkbox"/>
<input type="checkbox"/>	Greene, Todd (3)	R-CBM	09/24/2007 thru 05/21/2008 every week on Wed			Enter	No Scores Entered	<input type="checkbox"/>
<input type="checkbox"/>	Jones, Gary F (4)	R-CBM	11/15/2006 thru 05/18/2007 every week on Wed	105/4 (04/04/2007)	04/11/2007 Wed	Grade 4 127 WRC	Near Target	<input type="checkbox"/>
<input type="checkbox"/>	Jones, Gary F (4)	R-CBM	09/19/2006 thru 02/15/2007 every week on Wed	46/1 (01/24/2007)	01/31/2007 Wed	Grade 2 100 WRC	Below Target	<input type="checkbox"/>
<input type="checkbox"/>	Robins, Susie (3)	R-CBM	09/24/2007 thru 02/14/2008 every week on Mon and Tue			Enter	No Scores Entered	<input type="checkbox"/>
<input type="checkbox"/>	White, Janice (5)	R-CBM	09/15/2006 thru 05/15/2007 every week on Wed	134/2 (05/15/2007)	Completed	Grade 3 130 WRC	Goal Achieved	<input type="checkbox"/>
<input type="checkbox"/>	Student	Measure	Schedule	Last Score	Next Score	Goal	Progress Report	<input type="checkbox"/>

Unfile

Delete

Transfer Schedule

View Selected

Today is: 10/14/2007 Sun

To move a schedule back to your active caseload from the 'XX year filed' section, click the box to the left of the student's name for the schedule you want to move and select the blue 'Unfile' icon. The schedule will now appear in your active caseload.

To return to your active caseload from filed schedules, use the dropdown box and go to 'Showing Active Schedules' or click on your blue Progress Monitor tab.

Showing PM Schedules for Selected Measures

The screenshot above shows how to select only one measure to view on your caseload (or filed schedules). Use the dropdown box at the top of your caseload that says 'Showing XX Measures.' Select the measure you want to view and your caseload will show only the schedules for the selected measure. This can be helpful for group-administered assessments, allowing you to quickly scan those for those students you are progress monitoring in reading comprehension (MAZE), math, etc.

After you sort your schedule by a measure, remember to move back to 'showing all measures' so that you can see your entire caseload again.

Printing Progress Reports for all students at one time

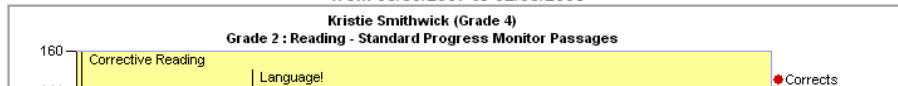
Sometimes you will want to print the progress reports (graphs) for all of your PM schedules and students, such as for parent-teacher conferences or to put a hard copy of the student graph in your files at the end of the year. You could click on the Progress Report for each student one at a time, but you can save time by clicking in the box in the top row above the purple column at the very right of your caseload. This will select all of your PM schedules that have data (you will see all of the boxes checked). Then select the purple 'View Selected' icon, and a long webpage will be generated with graphs and data for each schedule.

You will want to create a pdf file of this before you print it, so that it breaks nicely for each student. Do that by clicking on the red 'pdf' tab in the very upper left of the webpage.

Chart, Data, Goal Statement & Intervention Descriptions ▾
 Show: No Trends Goal Trends Intervention Trends
 Aimsline Intervention Lines Errors

Display

Progress Monitoring Improvement Report for Kristie Smithwick
 from 08/30/2007 to 02/05/2008




You can then print the entire pdf file at one time.

Selecting what to display on a Progress Report

You may not always want to display all information; there are times when you may only want to see the student progress graph and not the data section, etc.

You can select the way your Progress Monitoring Improvement Report looks and what data it displays by using the dropdown box at the top of the webpage when you click on the progress report for a student. Do this before creating a pdf file.

The options you have for your Progress Monitoring Improvement Reports (Progress Report) are shown below. Select your choice and click 'Display' to see the Progress Report with that information only.


AIMSWEB
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Jefferson Elementary School

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 Year: 2007-2008

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Chart, Data, Goal Statement & Intervention Descriptions ▾
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 Chart, Goal Statement & Intervention Descriptions
 Chart & Goal Statement
 Chart & Data
 Chart & Intervention Descriptions
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 Chart

Dis

Progress Monitoring Improvement Report for Kristie Smithwick
 from 08/30/2007 to 02/05/2008

For More Detailed Information on using the Progress Monitoring software

For additional details about using the Progress Monitoring software, download the detailed 53 page AIMSwebProgressMonitorGuide.pdf from Downloads/Training/Software Guides.