



Setting up AIMSweb® Progress Monitoring Schedules: Quick Guide

Compiled by Doris Scoggin, AIMSweb CAT

Get Ready, Get Set, Go

1. Determine which students will receive intensive intervention and frequent progress monitoring
2. Determine which basic skills will be addressed.

Selecting a Student, Adding PM, Choosing a Measure, Creating a Schedule

1. Select the blue Progress Monitoring tab.
2. Click on "Manage Students" to select a student(s).
 - Search for a student or choose to show 200 and scroll through the list clicking on the arrows if needed (e.g., on the left side of the screen, type in the first letter of the student's last name and click Search).
 - Check the box to the left of the student's name then click "Add PM" at the bottom.
3. You will be asked if you want to use the Wizard; it's preferred, but not required.
4. Select the measure(s) you wish to monitor and click "Next" (selecting "Save" stops the Wizard).
5. Enter the progress monitor schedule (dates, frequency, etc.)
 - Click on the calendar to select a beginning date and an end date.
 - Many people choose the end of the year for an end date. For some K and 1st grade skills it may be as little as 2-4 months
 - Select how often you will assess (weekly, monthly, etc.)
 - Select the day(s) of the week you will monitor (de-select Monday if needed).
6. Click Save at the bottom of the page.

Determining the Student's Performance and Setting a Goal

Survey Level Assessment (SLA)

1. Use PM probes to conduct the Survey Level Assessment.
 - Administer one probe for the selected subject.
 - Administer consecutively lower grade level probes until the student's score falls between the 10th and 25th percentiles.
2. Click on "Enter SLA, Baseline, and Goal Scores" in the far right column of the PM homepage.
3. Enter the student's scores for each grade level at left.
4. Click to toggle between "Save and Graph" and "Display Scores" buttons as often as you'd like.
 - Review this data to determine the assessment grade level on which you will progress monitor.
 - You want to consider monitoring at the level where the student's score is between the 10th and 25th percentiles of national norms.

Initial Performance Scores, Intervention Description, Goal Scores

5. Now select the "Assessment Grade Level" on which you will progress monitor.
6. Enter the student's (baseline) Initial Corrects and Errors (at the selected grade level).

7. Enter a label for your intervention (this is the headline).
8. Enter a description of the intervention (this is the news story), including:
 - WHO will deliver the instruction.
 - WHAT program or strategies will be used.
 - WHERE intervention will occur.
 - WHEN during the day will intervention occur.
 - WHY was the intervention selected (e.g., to teach _____ skills).
 - HOW often will the intervention occur and HOW long will the instructional period be.
 - GROUPING will be (e.g., 1 teacher: 4 students, 1: 1, etc.).
 - OTHER factors that may impact the effectiveness of intervention.
9. Enter the Goal Criterion for Success.
 - Set an ambitious goal that will challenge the student (25th percentile score of the Spring Norms).
 - Remember that we want to see learning at a faster rate than other students.
10. Click Save.

Entering Progress Data

1. To use web based scoring: Click “Assess Today” on the PM homepage.
 - Place the appropriate probe in front of the student, read instructions, and start timer.
2. To enter data manually: Click the pencil in the Next Score column on the PM homepage.
 - Enter data manually (corrects, errors, probe number, etc.).
 - Don’t forget to save.

Changing the Goal

Sometimes you will decide that the goal you set is too low or too high and should be adjusted. This should not happen very often and you never want to change it simply because the student isn’t going to reach it.

1. Click the pencil in the Next Score column.
2. Use the drop down menu to select Show: All Weeks and click Go.
3. The “G” icon appears if data is entered. Click on the “G” to change the goal.
 - A pop-up window will appear.
 - Enter the new goal score
 - Enter a label such as “Goal Raised”
 - Enter a description of why the goal was changed and how the new goal was selected.
4. Click on Save
5. You will see a goal change line on your graph and a new ROI will be calculated going forward.

Changing the Intervention

When progress monitoring (formative assessment), we always respond to the data. After sufficient data has been collected, it may be necessary to enhance or change the intervention. Before making any changes to the program, consider the following questions:

- Has the instructional program been provided with fidelity?
 - Has the student’s attendance been acceptable?
 - Is core instruction being delivered in addition to the intervention?
 - Does the intervention instruction address the student’s skill deficits?
 - Are there other factors that may be affecting the student’s performance?
1. Click the pencil in the Next Score column to begin to change the intervention
 2. Use the drop down menu to select Show: All Weeks and click Go.
 3. You will see the “I” icon in each box.
 4. Decide the date when you will begin the intervention/program change and click on the “I” icon for that date.
 - A pop-up window will appear.
 - Enter a label for the intervention (this is the headline)
 - Enter a description of the revised intervention (this is the news story). Describe the changes and explain why they are being made. It’s possible that this description may include many of the same criteria entered in your original description with the new revisions of course.
 5. Click Save
 6. You will see an intervention line on your graph and a new ROI will be calculated going forward.