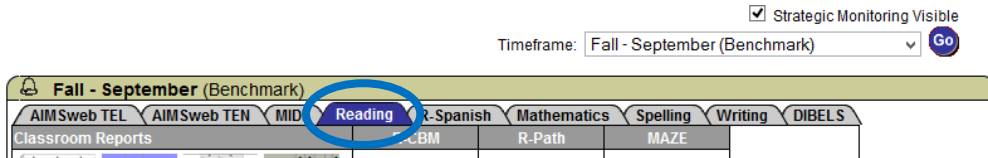


## How-To Print Reports for Parents on AIMSweb

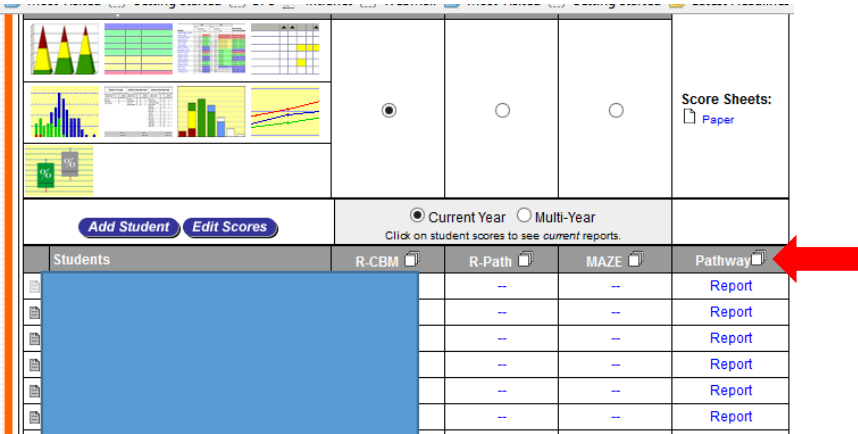
1. Log into AIMSweb
2. Click on "My Classes" Tab



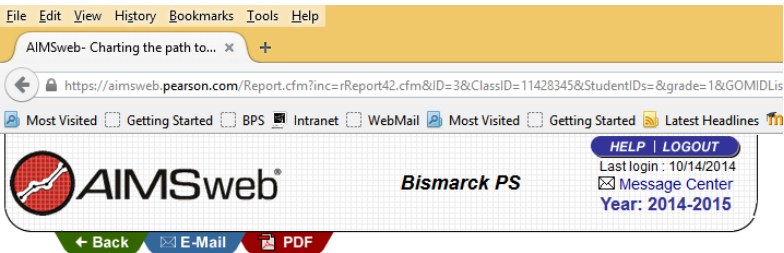
3. Select desired subject area: Reading, Math, TEL



4. Click on paper symbol next to Pathway (This will print the whole class, to print individual students click on "Report").



5. Click "Expand"



**FILTER:**  
**Comparison:** Grimsrud Elementary  
**Reporting Method:** AIMSweb Defaults - Norm Referenced  
 R-CBM - 10,25,75,90 percentile calculated at the school level  
 R-Path - 10,25,75,90 percentile calculated at the school level  
 MAZE - 10,25,75,90 percentile calculated at the school level  
**Target Sets:** AIMSweb Defaults

6. Change these options
  - a. Comparison AIMSweb national norms,
  - b. Include errors and accuracy
  - c. Uncheck “Show Targets” (These DO NOT match the district targets)
  - d. Click “Display”

The screenshot shows the AIMSweb interface for Bismarck PS. At the top, there is a navigation bar with a logo, the school name, and user information (Last login: 10/14/2014, Message Center, Year: 2014-2015). Below the navigation bar are buttons for Back, E-Mail, and PDF. A red arrow points to the PDF button. The main content area is titled "Report Options (Collapse)" and contains several settings:

- Comparison:** A dropdown menu set to "AIMSweb National Norms", circled in red.
- Report Method:** Radio buttons for "Norm" (selected) and "Criterion".
- Criteria:** A dropdown menu set to "AIMSweb Defaults".
- Target Sets:** A dropdown menu set to "AIMSweb Defaults".
- Options:** Radio buttons for "Corrects Only" and "Include Errors & Accuracy Rates" (selected), circled in red.
- Show Target:** A checkbox that is unchecked, with a red arrow pointing to it.
- Show Lexia measure:** A checked checkbox.
- Measures:** Checkboxes for "Reading - Curriculum Based Measurement", "Reading - Pathway Passage\*", and "MAZE - Comprehension", all of which are checked.
- Display:** A button at the bottom right, with a red arrow pointing to it.

\* Stratified norms are not available for grade level/measure.

7. Click on “PDF” and print your reports.