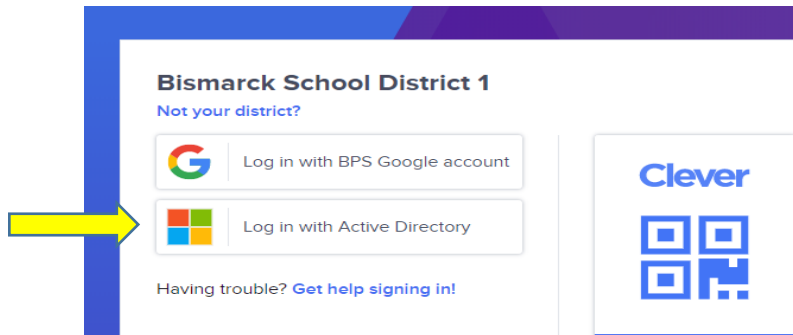


Quick Guide for aimswebPlus Assessment Digital Record Forms (Grades 1-2, and ORF)

1. Have necessary student materials printed and ready. Sit across from student.
2. Log Into aimswebPlus through BPS apps



3. Click on Students tab
4. Select Benchmark Comparison, Grade, Battery, and Period as necessary.
5. Click "Refresh"



6. Click on "Pencil" icon under the Assess column
7. A new DRF window will open. This window will contain the directions and scoring forms. When benchmark screening, the system has a specific order that the assessments are administered and examiners should be ready with all of the materials that they need to complete a battery.
8. Directions must be read every time.
9. The system indicates which measures need to be administered prior to a composite score being derived. If a battery has been completed a "lock icon" will be displayed.
10. Proctors may "skip" some benchmark assessments that we as a district are not utilizing.

For ORF:

1. Click on Blue or Green ticket
 2. Select "Skip to ORF"
- Or
3. Click on "Pencil" (see above) if available

