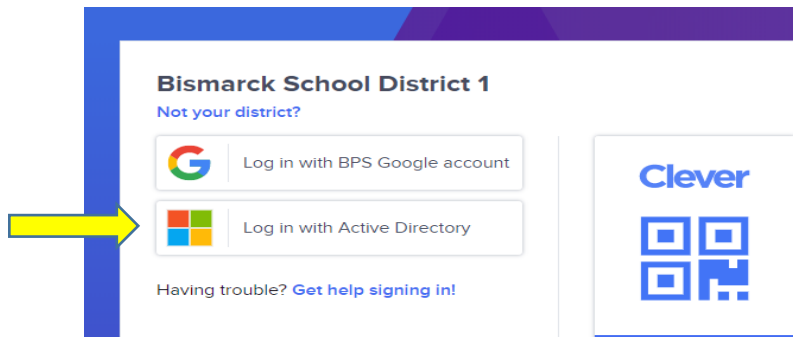
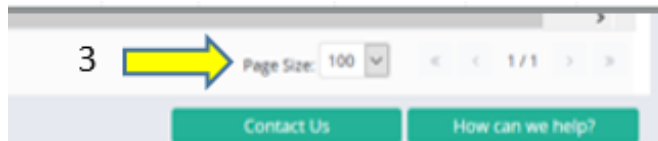
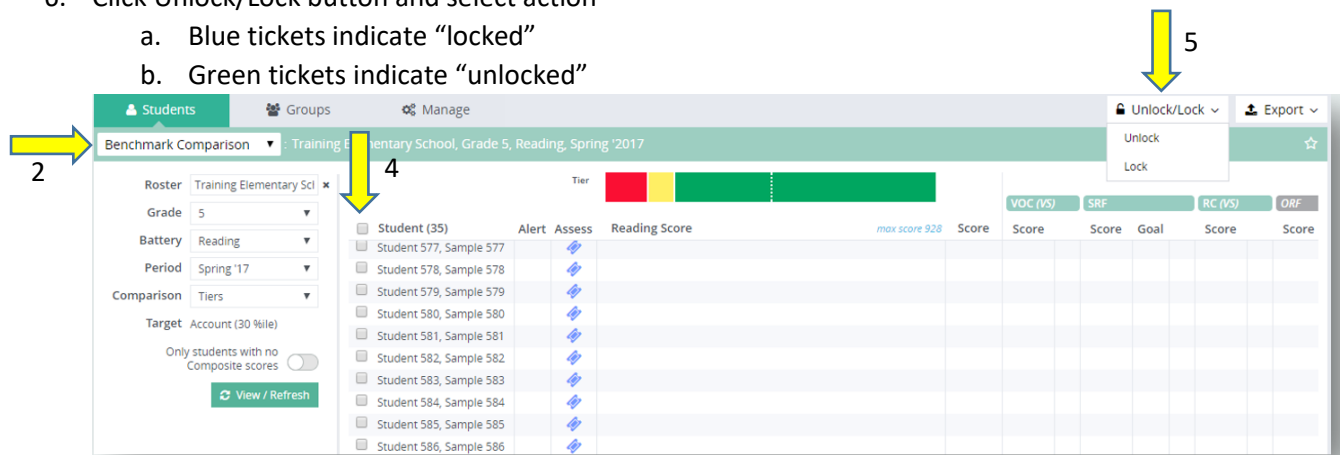


Quick Guide for Online Assessments Through Test Nav

1. Log Into aimswebPlus through BPS apps



2. Unlock desired assessment(s)
3. Select "Benchmark Comparison"
4. Make sure your page size includes all students
5. Check all applicable student names
6. Click Unlock/Lock button and select action
 - a. Blue tickets indicate "locked"
 - b. Green tickets indicate "unlocked"



****Consider unlocking one subject, having students assess, and then unlocking next subject to help prevent testing fatigue.**

7. Have Script and students' usernames and passwords ready.
8. Read appropriate script to students.
9. Have students login to aimswebPlus through Test Nav and select desired test.
 - a. Students should have headphones
 - b. Students may use scratch paper for Concepts and Applications