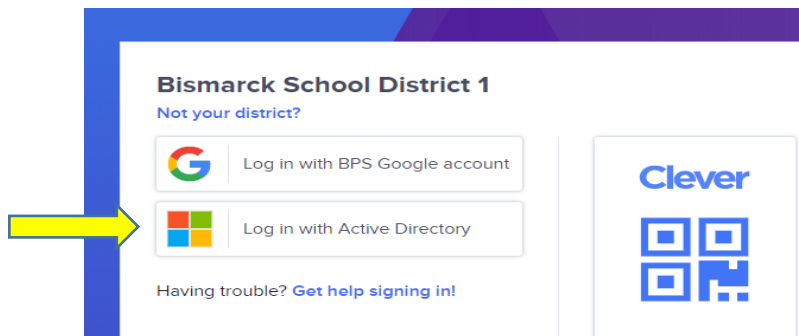
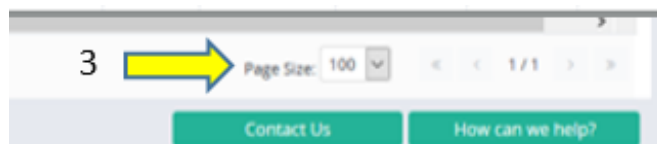
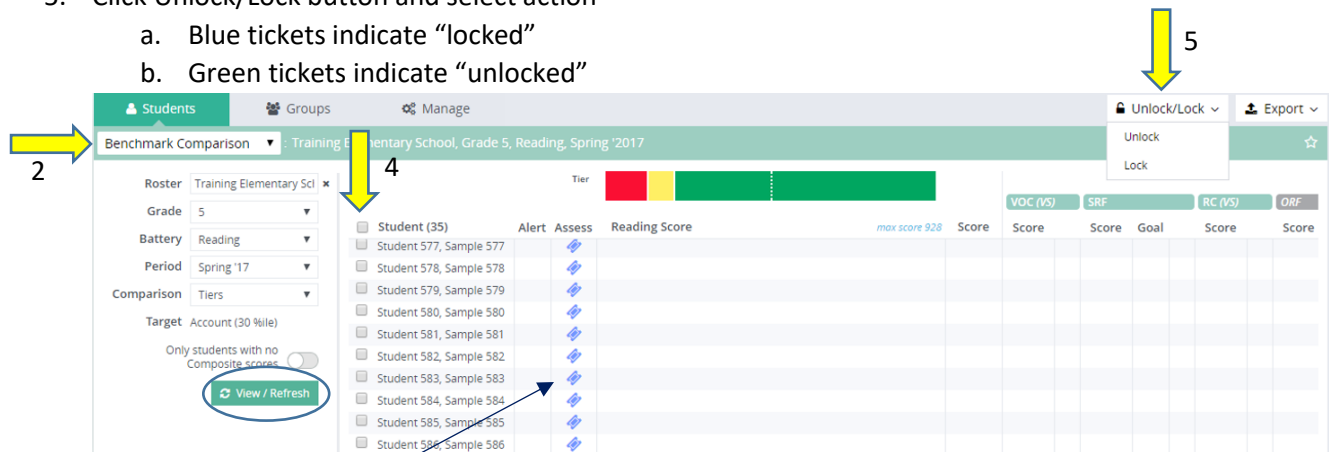


Quick Guide for Locking/Unlocking Assessments in aimswebPlus

1. Log Into aimswebPlus through BPS apps



2. Select "Benchmark Comparison", (**If you have multiple classes see below)
-Select Grade, Battery, Period, click "Refresh"
3. Make sure your page size includes all students
4. Check all applicable student names
5. Click Unlock/Lock button and select action
 - a. Blue tickets indicate "locked"
 - b. Green tickets indicate "unlocked"



You can click on the individual ticket and select "lock" or "unlock".

- **
- Click on "x" next to Roster
 - Type the partial or entire last name of teacher.
 - Select Class from selection
 - Choose Grade, Battery, and Period
 - Click "Refresh"

