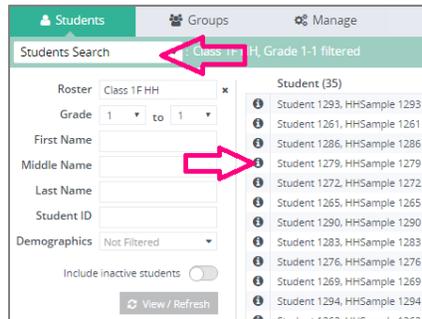


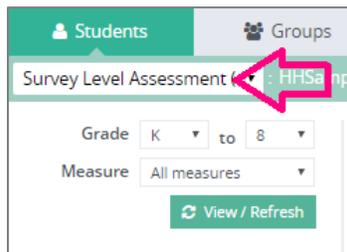
Quick Steps for Survey Level Assessment (drop-back method)

If you have benchmark assessed a student in grades 2-8 and his/her score is at or below the 20th percentile, you might consider progress monitoring at a lower grade level. You will want to find the optimal level to monitor the student. To do this follow the steps of the drop-back method.

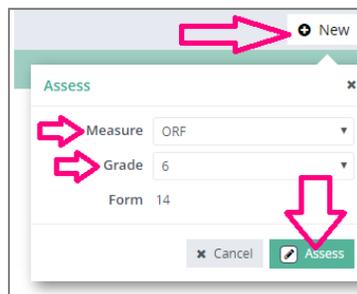
1. Log into your account, go to Students, and select Students Search. Complete a Student Search using the filter. Select the student by selecting the information “i” icon to the left of the student’s name.



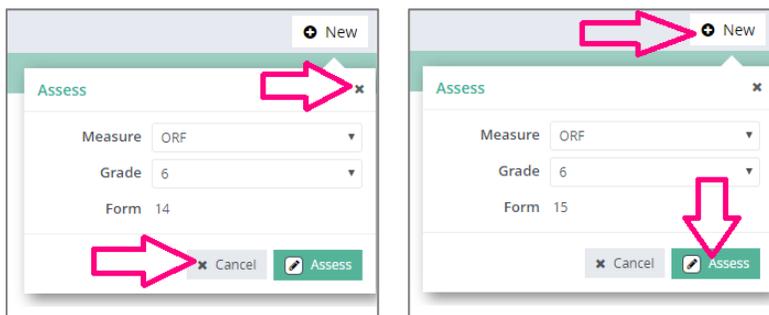
2. Use the drop-down menu to select Survey Level Assessment under the Students menu.



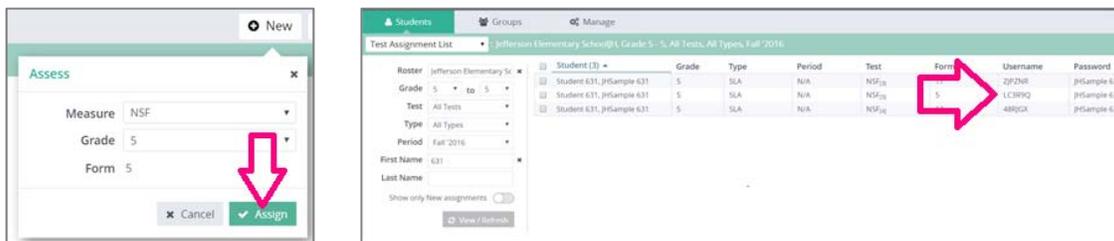
3. To create an assessment select New on the upper-right side of the screen. Select the measure type and the next lower grade level. If you are working with an older student you might skip back more than one grade level. Select the Assess button.



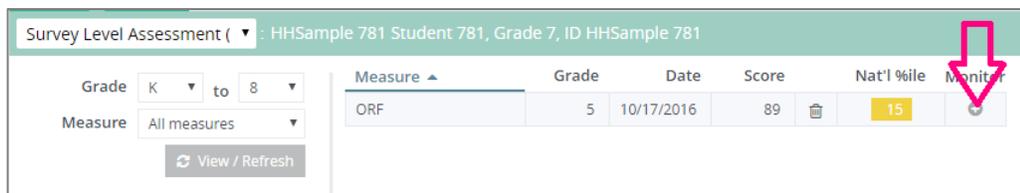
For DRF measures: The Form field displays a form number that the system selected randomly based on the measure and grade. *Optional:* To switch to a different form, select Cancel or the "x" button in the top right. Then, when the form closes, select New (right visual) and again select the measure type and level. A different form is generated. Complete the SLA by selecting the Assess button.



Online Assessments: If you are using an online assessment via TestNav, you will assign the test here (left visual) and retrieve the credentials at the Test Assignment option under the Students menu (right visual). Have the student proceed to TestNav and enter the credentials. Complete the assessment and wait for the results to populate in the SLA screen.



4. Once you have completed the assessment(s) view the results on the SLA screen. Here are four scenarios to consider when determining what grade level to monitor at.
 - a. If the score you just collected falls into the below average range (between the 11-25th percentiles) you will likely want to use that grade level for monitoring.



- b. If the score continues to be in the well below average range you will want to back up another grade level until the score falls in the below average range.

Survey Level Assessment () : HHSample 781 Student 781, Grade 7, ID HHSample 781

Grade K to 8
Measure All measures
View / Refresh

Measure	Grade	Date	Score	Nat'l %ile	Monitor
ORF	6	10/17/2016	87	6	+

- c. Once you have found the level you would like to monitor with select the “+” plus icon to proceed to setting a goal. This will be the baseline score for monitoring.

Students Groups Manage

Survey Level Assessment () : HHSample 781 Student 781, Grade 7, ID HHSample 781

Grade K to 8
Measure All measures
View / Refresh

Measure	Grade	Date	Score	Nat'l %ile	Monitor
ORF	6	10/17/2016	87	6	+
ORF	5	10/17/2016	89	15	+

- d. Sometimes a student's SLA score may be average in the next lower level to a well below average score. If this happens, monitor at the higher level.

Survey Level Assessment () : HHSample 782 Student 782, Grade 7, ID HHSample 782

Grade K to 8
Measure All measures
View / Refresh

Measure	Grade	Date	Score	Nat'l %ile	Monitor
ORF	7	10/17/2016	48	1	+
ORF	6	10/17/2016	134	34	+

For all questions, please feel free to call or email the aimswebPlus team!

General Technical Support
1-866-313-6194, option 1
Email aimswsupport@pearson.com
(8am-5pm Central Time)

Data, Imports, Exports
866-313-6194, option 1, and then option 3
Email aimswdata@pearson.com
(8am-5pm Central Time)