



Preparing for Progress Monitoring for Current Students

At the beginning of each school year, it's best to archive your students who have been progress monitored the previous year.

AIMSweb allows you to do this quickly, even if you've already added students to the Progress Monitor Caseload for this year. Below are two examples of how to do this.

Example 1:

In this example, you have a mixed caseload of students, some from last year and some from this year.

Select the students from last year that you want to archive by clicking the checkbox to the left of their name.

Student	Measure	Schedule	Last Score	Next Score	Goal	Progress Report
<input checked="" type="checkbox"/> Archer, Ben (4)	PSF	08/23/2007 thru 10/12/2007 every 2 weeks on Thu	58 (10/11/2007)	Completed	Grade 1 50 PC	Goal Achieved
<input type="checkbox"/> Baker, Brianna (2)	PSF	08/22/2007 thru 10/12/2007 every 2 weeks on Wed	34 (09/19/2007)	10/03/2007 Wed	Grade K 45 PC	Insufficient Scores
<input checked="" type="checkbox"/> Berg, Chloe (2)	PSF	08/22/2007 thru 10/12/2007 every 2 weeks on Wed	10 (08/22/2007)	09/05/2007 Wed	Grade K 45 PC	Insufficient Scores
<input type="checkbox"/> Berg, Hannah (5)	PSF	08/23/2007 thru 10/12/2007 every 2 weeks on Wed	56 (10/10/2007)	Completed	Grade 1 50 PC	Goal Achieved
<input checked="" type="checkbox"/> Bertram, Adam (2)	PSF	08/22/2007 thru 10/12/2007 every 2 weeks on Wed	13 (08/22/2007)	09/05/2007 Wed	Grade K 45 PC	Insufficient Scores

Next, click the File button.

The selected students will now be filed under last year, but are still accessible using the "Show Schedules" drop-down menu.

Example 2:

In this example, you have not added any current students to your Progress Monitor Caseload and need to select the entire group from last year to be archived.

Select the entire group from last year that you want to archive by clicking the checkbox at the top of the checkbox column. This selects all of the students in the Progress Monitor Caseload.

The screenshot displays the AIMSweb interface for Jefferson Elementary School, Ms. Lincoln (pmteacher). The main section is titled "Progress Monitoring Caseload". It features a table with the following data:

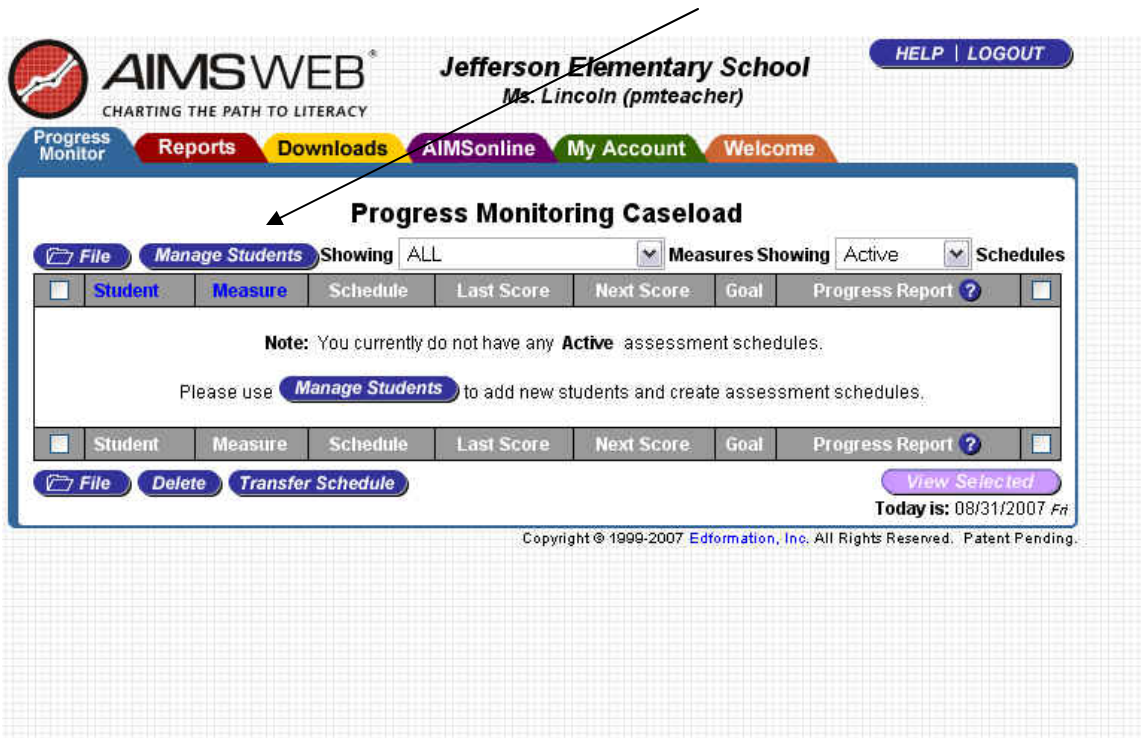
<input checked="" type="checkbox"/>	Student	Measure	Schedule	Last Score	Next Score	Goal	Progress Report
<input checked="" type="checkbox"/>	Archer, Ben (4)	PSF	08/23/2007 thru 10/12/2007 every 2 weeks on Thu	58 (10/11/2007)	Completed	Grade 1 50 PC	Goal Achieved
<input checked="" type="checkbox"/>	Baker, Brianna (2)	PSF	08/22/2007 thru 10/12/2007 every 2 weeks on Wed	34 (09/19/2007)	10/03/2007 Wed	Grade K 45 PC	Insufficient Scores
<input checked="" type="checkbox"/>	Berg, Chloe (2)	PSF	08/22/2007 thru 10/12/2007 every 2 weeks on Wed	10 (08/22/2007)	09/05/2007 Wed	Grade K 45 PC	Insufficient Scores
<input checked="" type="checkbox"/>	Berg, Hannah (5)	PSF	08/23/2007 thru 10/12/2007 every 2 weeks on Wed	56 (10/10/2007)	Completed	Grade 1 50 PC	Goal Achieved
<input checked="" type="checkbox"/>	Bertram, Adam (2)	PSF	08/22/2007 thru 10/12/2007 every 2 weeks on Wed	13 (08/22/2007)	09/05/2007 Wed	Grade K 45 PC	Insufficient Scores
<input checked="" type="checkbox"/>	Student	Measure	Schedule	Last Score	Next Score	Goal	Progress Report

Below the table are buttons for "File", "Delete", and "Transfer Schedule". A "View Selected" button is also present. The date "Today is: 08/31/2007 Fri" is displayed at the bottom right. Copyright information for Edformation, Inc. is at the very bottom.

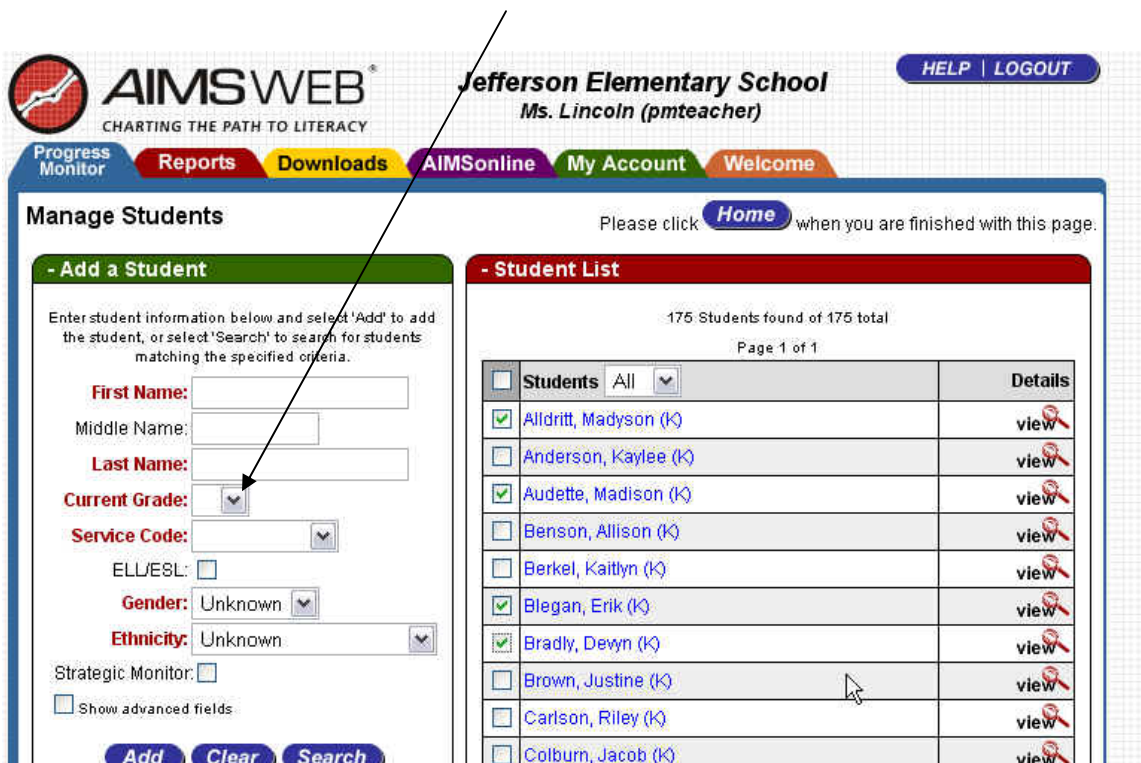
Next, click the File button.

The selected group of students will now be filed under last year, but are still accessible using the "Show Schedules" drop-down menu.

Once you've archived your Progress Monitor Caseload students from the previous year, you can now add student from your current roster to your Progress Monitor Caseload by clicking the Manage Students button.



This will take you to your Manage Students area. You can use the Current Grade and Search button to narrow it down to your grade level, then select the student from your list that you need to Progress Monitor.



Once you've selected the students to Progress Monitor, click the Add PM button at the bottom of the page.

Manage Students

Please click [Home](#) when you are finished with this page.

- Add a Student

Enter student information below and select 'Add' to add the student, or select 'Search' to search for students matching the specified criteria.

First Name:

Middle Name:

Last Name:

Current Grade:

Service Code:

ELL/ESL:

Gender: Unknown

Ethnicity: Unknown

Strategic Monitor:

Show advanced fields

[Add](#) [Clear](#) [Search](#)

NOTE: Fields that are **RED** are required.

- Student List

175 Students found of 175 total

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<input type="checkbox"/>	Students 10	Details
<input type="checkbox"/>	Alldritt, Madyson (K)	view
<input type="checkbox"/>	Anderson, Kaylee (K)	view
<input type="checkbox"/>	Audette, Madison (K)	view
<input type="checkbox"/>	Benson, Allison (K)	view
<input type="checkbox"/>	Berkel, Kaitlyn (K)	view
<input type="checkbox"/>	Blegan, Erik (K)	view
<input type="checkbox"/>	Bradly, Deyn (K)	view
<input type="checkbox"/>	Brown, Justine (K)	view
<input type="checkbox"/>	Carlson, Riley (K)	view
<input type="checkbox"/>	Colburn, Jacob (K)	view

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[Add PM](#) [Delete](#) [Transfer](#)

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Now you can work through the scheduling of students, selecting the assessment tool(s) you want to test with, input their initial progress monitor score and set a goal, enter the initial intervention(s), and view their initial target graphs.