



Wisconsin Act 20

**aimswEBPlus Benchmark  
Administration Checklists**

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# 4K Screening (Benchmark) Administration Checklist

## Before Administration

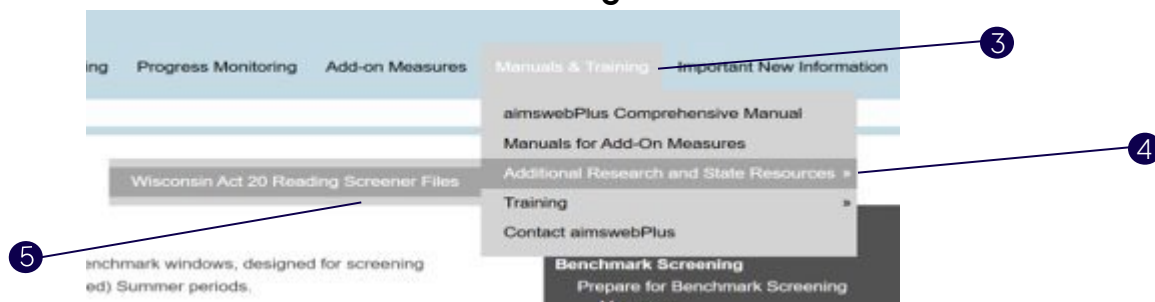
1. Log into your account at: <https://app.aimswebplus.com/>

2. Visit the **Help Library** by clicking on the “**How can we help?**” button at the bottom of your screen.

3. Hover over “**Manuals & Training**” to view the dropdown menus.

4. Hover over “**Additional Research and State Resources**” to view an additional dropdown menu.

5. Click on “**Wisconsin Act 20 Reading Screener Files**”.



6. Download or print the stimulus materials for the following measures: **Initial Sounds (IS)** and spring includes **Letter Word Sounds Fluency (LWSF)**.

\*Please note that you must select the **Prekindergarten** grade level materials.

Resources: [Printed Material Requirments-English](#), [Assessment Matrix-English](#)

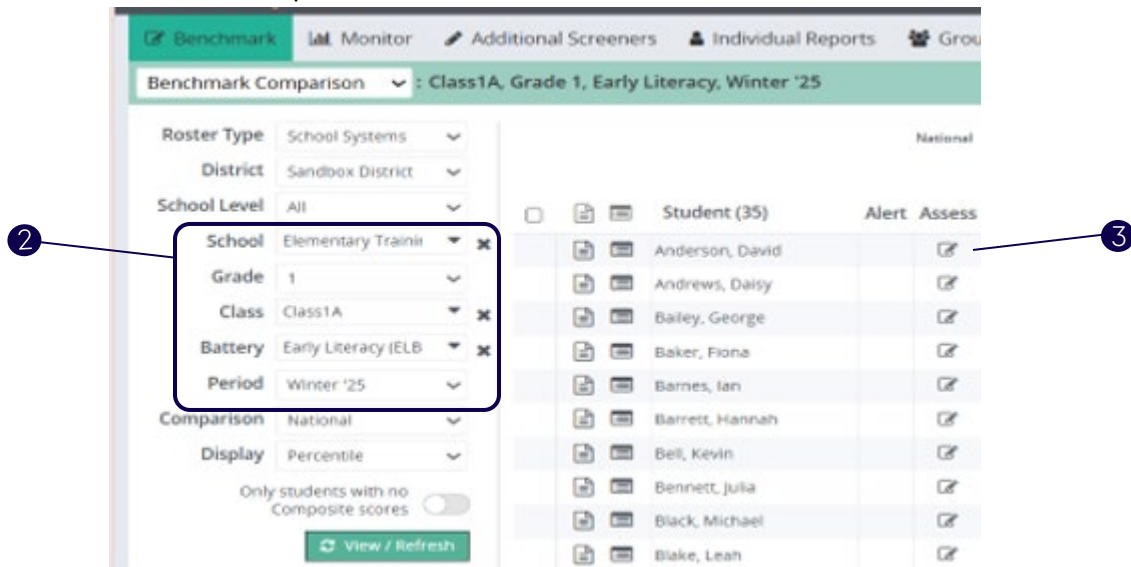
7. Review the **Early Literacy** Administration and Scoring Guide.

8. If screening in Spanish, review the **CELF** Administration and Scoring Guide.

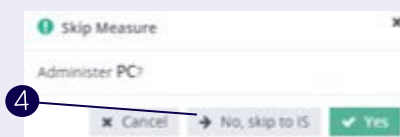
Resources: [Printed Material Requirments-Spanish](#), [Assessment Matrix-Spanish](#)

## During Administration

1. Log into your account at: <https://app.aimswebplus.com/>
2. From the "**Benchmark**" tab, make sure your filters are set for your correct school, grade, class, battery, and period.
3. Click on the pencil icon in the "**Assess**" column next to the student's name.



4. Skip ahead to the measure you need to administer by selecting "**No, skip to ...**"



5. Click "**Yes**" when it reads "**Administer IS**" to administer **Initial Sounds**.



Refer to the administration and scoring guide on how to give this measure.

6. Repeat for each required measure per student.

## During Administration Continued (Spanish CELF Measure)

- Administer the **CELF** to each student.  
\* Refer to the administration and scoring guide on how to give this measure.
- Log into your account at :<https://app.aimswebplus.com/>
- From the “**Additional Screeners**” tab, click on the down arrow and select the Additional Measure “**CELF**”.
- Make sure your filters are set for your correct school, grade, class, battery, and period.
- Find the student you want to assess and click on the pencil icon in the “**Assess**” column.

Click to view assessment results

3

4

5

Click to enter assessment results

Indicates that the student cannot be assessed because their age is out of the scorable range

Student (51)	Assess	Grade	Score	Date Given	Classification
Jack 23, FN, Jack 23		Pre-K	7	3/25/2025	Meets Criterion
Jack 19, FN, Jack 19		Pre-K	19	3/4/2025	Meets Criterion
Jack 12, FN, Jack 12		Pre-K	19	3/11/2025	Meets Criterion
Jack 11, FN, Jack 11		Pre-K	7	3/11/2025	Meets Criterion
Jack 10, FN, Jack 10		Pre-K	8	3/11/2025	Meets Criterion
Jack 1, FN, Jack 1		Pre-K	13	3/11/2025	Meets Criterion
Jack 17, FN, Jack 17		Pre-K	18	3/4/2025	Meets Criterion
Jack 16, FN, Jack 16		Pre-K	17	3/4/2025	Meets Criterion
Jack 9, FN, Jack 9		Pre-K	8	3/2/2025	Meets Criterion
Jack 21, FN, Jack 21		Pre-K	17	3/4/2025	Meets Criterion
Jack 15, FN, Jack 15		Pre-K	16	3/4/2025	Meets Criterion
Jack 47, FN, Jack 47		Pre-K			
Jack 46, FN, Jack 46		Pre-K			
Jack 45, FN, Jack 45		Pre-K			
Jack 8, FN, Jack 8		Pre-K			
Jack 7, FN, Jack 7		Pre-K			
Jack 6, FN, Jack 6		Pre-K			
Jack 51, FN, Jack 51		Pre-K			

- Enter in the **date** and select any questions the student answered **incorrectly**.
- Click “**Next**” to go to the next student or “**Save**” to go back to the previous screen.

Jack 8, FN, Jack 8  
Conocimiento Fonológico, Grade Pre-K

Please select the test date and the item number(s) that the student answered **incorrectly**.  
If student met the discontinue rule, mark items not attempted as incorrect.

Test Date  
04/02/2025

Item Set A	1	2	3	4
Item Set B	5	6	7	8
Item Set C	9	10	11	12
Item Set D	13	14	15	16
Item Set E	17	18	19	20

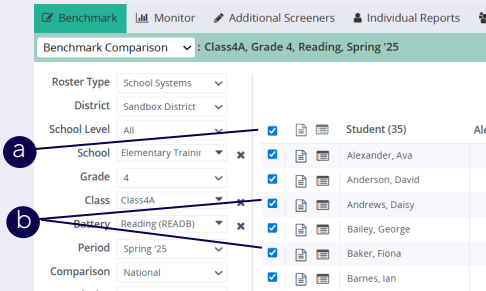
Cancel Skip Previous Next Save

7

## After Administration

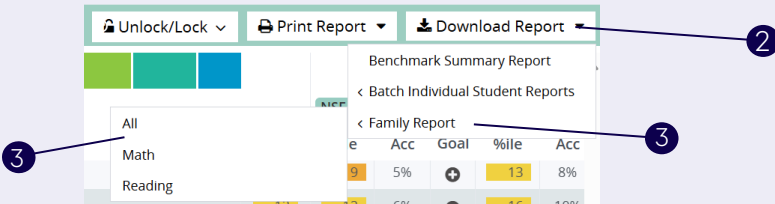
Download the **Family Report** to share in your communication with families within **15 days** of the screening.

1. Choose the student(s) from the **Benchmark Comparison** screen.
  - a. Select the box at the **top of the column** to select **all** students.
  - b. Click **each box** to the far left of the student's name to select each student **separately**.

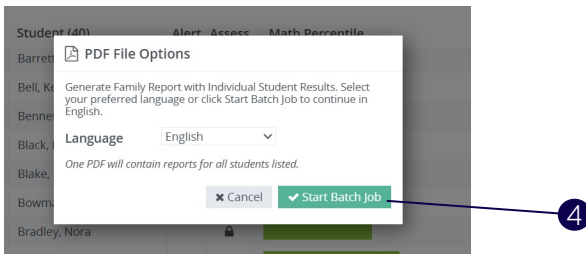


2. Click **“Print”** or **“Download Report”** (located in the top right corner).

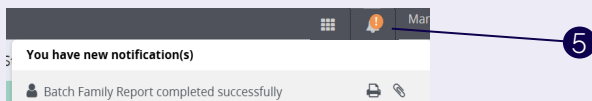
3. Hover over **“Family Report”** in the dropdown, then choose **“All,” “Math,”** or **“Reading”**.



4. Select your **preferred language** and then click **“Start Batch job”**.



5. Click the **notification bell** to view your report when it has finished processing.



## After Administration Continued (Spanish CELF Measure)

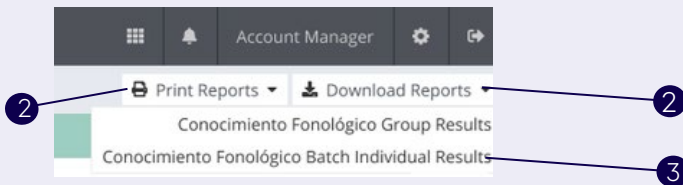
Download the **CELF Individual Report** to share in your communication with families within **15 days** of the screening.

1. Choose the student(s) from the **Additional Screeners** tab.
  - a. Select the box at the **top of the column** to select **all** students.
  - b. Click **each box** to the far left of the student's name to select each student **separately**.

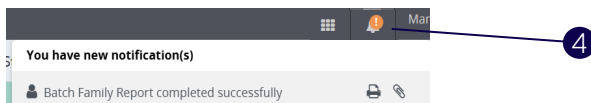
Period	Roster Type	District	School Level	School	Grade	Class	Classification	Student (22)	Assess	Grade	Score	Date Given	Time Given	Time Zone	Classification
Fall24	School Systems	District	All	Red Risk	Pre-K		All	Smith, John	Pre-k	-	-	-	-	-	-
								Anderson, Elizabeth	Pre-k	2	02/19/2025	10:00 AM	(GMT -3:00) Brazil, Buenos Aires, Georgetown	Does Not Meet Criterion	
								Johnson, William	Pre-k	2	02/19/2025	10:15 AM	(GMT -3:00) Brazil, Buenos Aires, Georgetown	Does Not Meet Criterion	
								Williams, Emily	Pre-k	2	02/19/2025	10:30 AM	(GMT -3:00) Brazil, Buenos Aires, Georgetown	Does Not Meet Criterion	
								Jones, Robert	Pre-k	3	02/19/2025	10:45 AM	(GMT -3:00) Brazil, Buenos Aires, Georgetown	Does Not Meet Criterion	
								Brown, Sarah	Pre-k	5	02/19/2025	11:00 AM	(GMT -3:00) Brazil, Buenos Aires, Georgetown	Meets Criterion	
								Davis, James	Pre-k	5	02/19/2025	11:15 AM	(GMT -3:00) Brazil, Buenos Aires, Georgetown	Meets Criterion	
								Miller, Patricia	Pre-k	6	02/19/2025	11:30 AM	(GMT -3:00) Brazil, Buenos Aires, Georgetown	Meets Criterion	
								Wilson, Charles	Pre-k	6	02/19/2025	11:45 AM	(GMT -3:00) Brazil, Buenos Aires, Georgetown	Meets Criterion	
								Moore, Linda	Pre-k	8	02/19/2025	12:00 PM	(GMT -3:00) Brazil, Buenos Aires, Georgetown	Meets Criterion	

2. Click **“Print”** or **“Download Report”** (located in the top right corner).

3. Click on **“Conocimiento Fonológico Batch Individual Results”**.



4. Click the **notification bell** to view your report when it has finished processing.

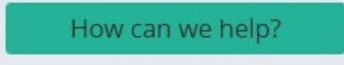


# 5K Screening (Benchmark) Administration Checklist

## Before Administration

1. Log into your account at : <https://app.aimswebplus.com/>

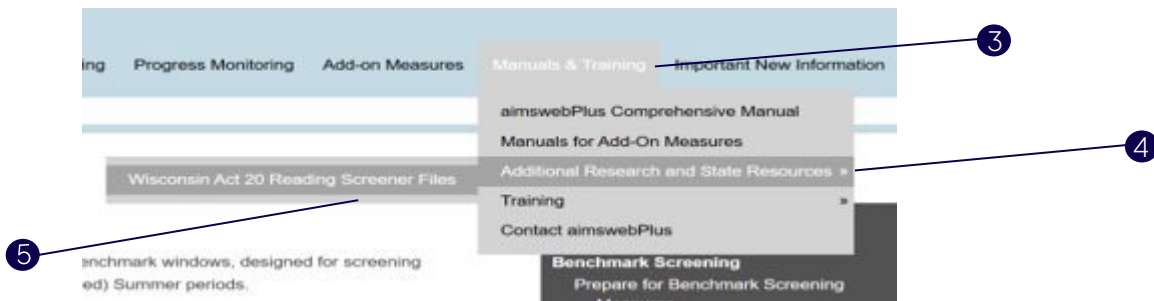
2. Visit the **Help Library** by clicking on the “**How can we help**” button at the bottom of your screen.



3. Hover over “**Manuals & Training**” to view the dropdown menus.

4. Hover over “**Additional Research and State Resources**” to view an additional dropdown menu.

5. Click on “**Wisconsin Act 20 Reading Screener Files**”.



6. Download and print the stimulus materials for the following measures: **Initial Sounds (IS)** (F only), **Letter Word Sounds Fluency (LWSF)**, **Letter Naming Fluency (LNF)**, **Auditory Vocabulary (AV)**, **Phoneme Segmentation (PS)** (M/S only) and **Nonsense Word Fluency(NWF)** (M/S only).

**Phoneme Segmentation (PS)** does not have stimulus materials.

Please note that you must select the **Kindergarten** grade level materials.

Resources: [Printed Material Requirments-English](#), [Assessment Matrix-English](#)

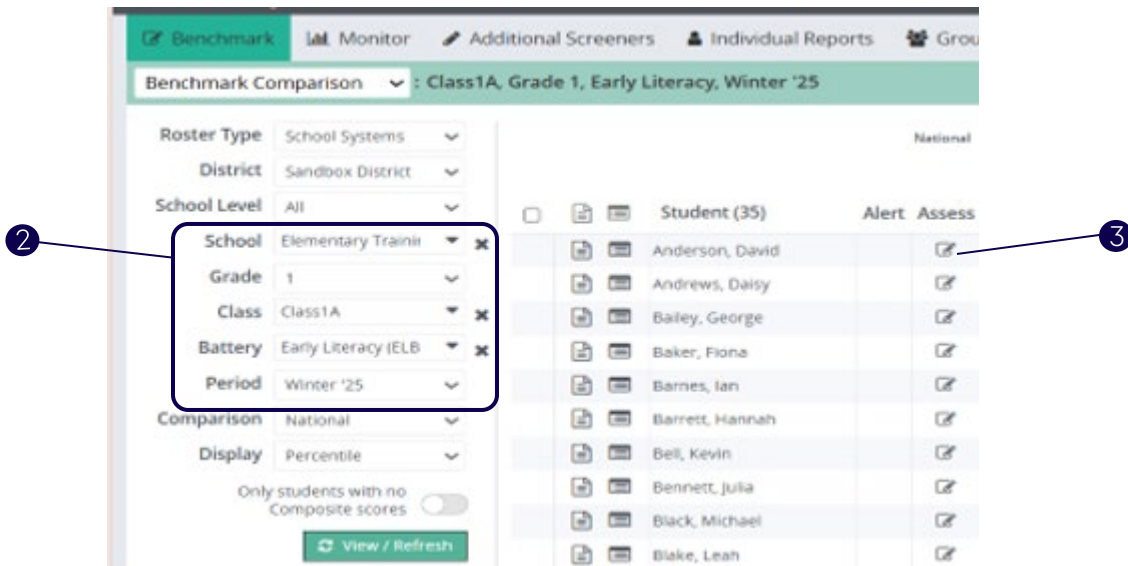
7. Review the **Early Literacy** Administration and Scoring Guide.

8. If screening in Spanish, download and print the stimulus materials for the following measures: **Spanish Letter Sound Fluency (SLSF)**, **Spanish Letter Naming Fluency (SLNF)**, **Spanish Listening Comprehension (SLC)**, and mid/spring include **Spanish Syllable Reading Fluency (SSRF)**.

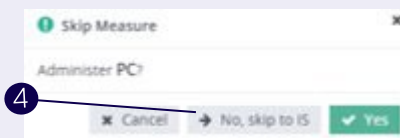
Resources: [Printed Material Requirments-Spanish](#), [Assessment Matrix-Spanish](#)

## During Administration

1. Log into your account at : <https://app.aimswebplus.com/>
2. From the "**Benchmark**" tab, make sure your filters are set for your correct school, grade, class, battery, and period.
3. Click on the pencil icon in the "**Assess**" column next to the student's name.



4. Skip ahead to the measure you need to administer by selecting "**No, skip to ...**"



5. Click "**Yes**" when it reads "**Administer IS**" to administer **Initial Sounds**.



Refer to the administration and scoring guide on how to give this measure.

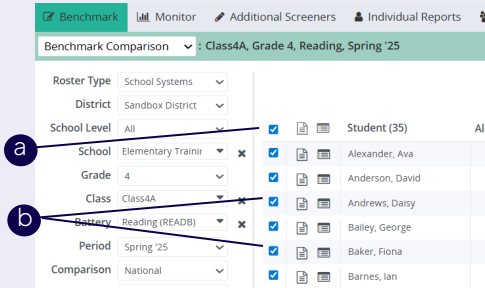
6. Repeat for each required measure per student.

Refer to the administration and scoring guide on how to administer each measure.

## After Administration

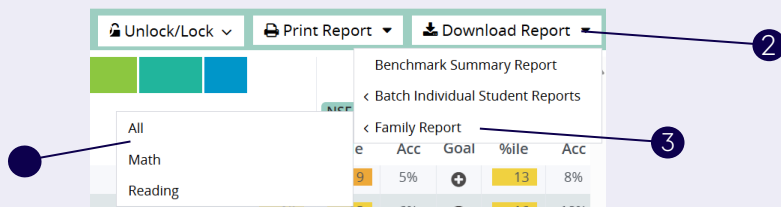
Download the **Family Report** to share in your communication with families within **15 days** of the screening.

1. Choose the student(s) from the **Benchmark Comparison** screen.
  - a. Select the box at the **top of the column** to select **all** students.
  - b. Click **each box** to the far left of the student's name to select each student **separately**.

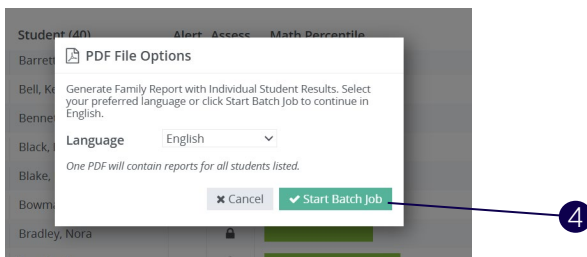


2. Click **“Print”** or **“Download Report”** (located in the top right corner).

3. Hover over **“Family Report”** in the dropdown, then choose **“All,” “Math,”** or **“Reading”**.



4. Select your **preferred language** and then click **“Start Batch Job”**.



5. Click the **notification bell** to view your report when it has finished processing.

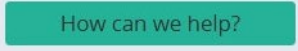


# Grade 1 Screening (Benchmark) Administration Checklist

## Before Administration

1. Log into your account at : <https://app.aimswebplus.com/>

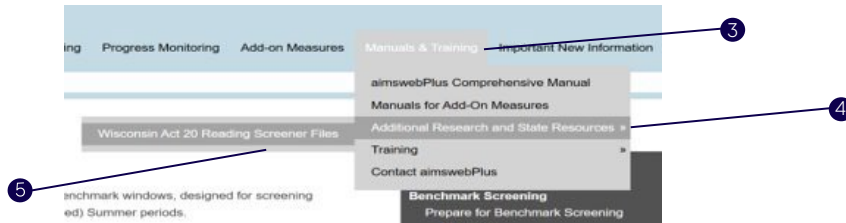
2. Visit the **Help Library** by clicking on the “**How can we help**” button at the bottom of your screen.



3. Hover over “**Manuals & Training**” to view the dropdown menus.

4. Hover over “**Additional Research and State Resources**” to view an additional dropdown menu.

5. Click on “**Wisconsin Act 20 Reading Screener Files**”.



6. Download and print the stimulus materials for the following measures: **Phoneme Segmentation (PS)** (F only), **Letter Word Sounds Fluency (LWSF)** (F only), **Letter Naming Fluency (LNF)** (F only), **Auditory Vocabulary (AV)**, **Nonsense Word Fluency (NWF)**, **Word Reading Fluency (WRF)** and **Oral Reading Fluency (ORF)**.

**Phoneme Segmentation (PS)** does not have materials to download, students are assessed verbally.

Resources: [Printed Material Requirments-English](#), [Assessment Matrix-English](#)

7. Review the **Early Literacy** Administration and Scoring Guide.

8. If screening in Spanish, download and print the stimulus materials for the following measures: **Spanish Letter Sound Fluency (SLSF)** (F only), **Spanish Letter Naming Fluency (SLNF)** (F only), **Spanish Listening Comprehension (SLC)**, and **Spanish Oral Reading Fluency (SORF)**.

**Spanish Syllable Segmentation (SSS)** does not have materials to download, students are assessed verbally.

Resources: [Printed Material Requirments-Spanish](#), [Assessment Matrix-Spanish](#)

## During Administration

1. Log into your account at : <https://app.aimswebplus.com/>
2. From the "**Benchmark**" tab, make sure your filters are set for your correct school, grade, class, battery, and period.
3. Click on the pencil icon in the "**Assess**" column next to the student's name.

The screenshot shows the AIMSweb Plus interface. On the left, the 'Benchmark Comparison' filter is expanded, showing the following settings: Roster Type: School Systems; District: Sandbox District; School Level: All; School: Elementary Trainin; Grade: 1; Class: Class1A; Battery: Early Literacy (ELB); Period: Winter '25; Comparison: National; Display: Percentile. A blue box highlights these filter settings, with a circled '2' pointing to it. On the right, a table lists 35 students. The 'Assess' column contains pencil icons for each student. A circled '3' points to one of these pencil icons.

4. Select the measure you need to administer.  
*For example, if administering **Phoneme Segmentation**:*
  - a. Skip ahead by selecting "**No, skip to ...**"
  - b. Click "**Yes**" when it reads "**Administer PS**" to administer.

The first screenshot shows the 'Skip Measure' dialog box with the question 'Administer NWF?'. It has three buttons: 'Cancel', 'No, skip to WRF', and 'Yes'. A circled 'a' points to the 'No, skip to WRF' button. The second screenshot shows the 'Skip Measure' dialog box with the question 'Administer PS?'. It has three buttons: 'Cancel', 'No, skip to AV', and 'Yes'. A circled 'b' points to the 'Yes' button.

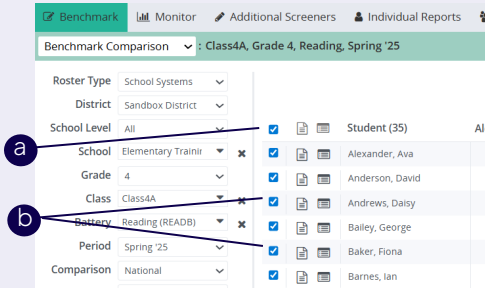
Refer to the administration and scoring guide on how to give this measure.

5. Repeat for each required measure per student.  
Refer to the administration and scoring guide on how to administer each measure.

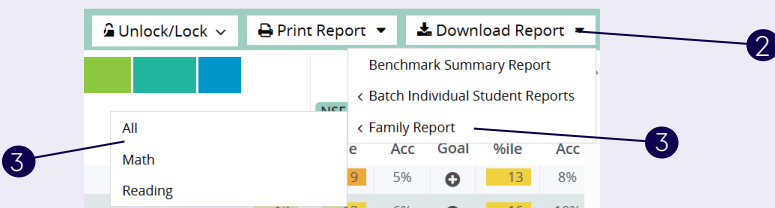
## After Administration

Download the **Family Report** to share in your communication with families within **15 days** of the screening.

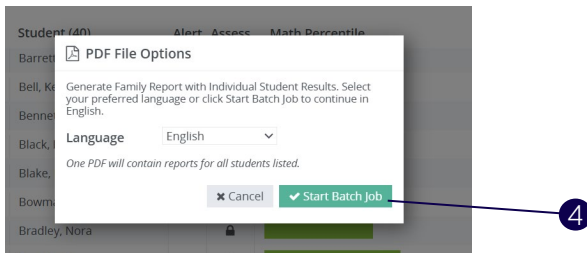
1. Choose the student(s) from the **Benchmark Comparison** screen.
  - a. Select the box at the **top of the column** to select **all** students.
  - b. Click **each box** to the far left of the student's name to select each student **separately**.



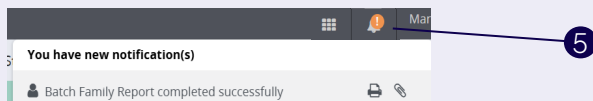
2. Click **“Print”** or **“Download Report”** (located in the top right corner).
3. Hover over **“Family Report”** in the dropdown, then choose **“All,” “Math,”** or **“Reading”**.



4. Select your **preferred language** and then click **“Start Batch job”**.



5. Click the **notification bell** to view your report when it has finished processing.

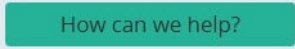


# Grade 2 – 3 Screening (Benchmark) Administration Checklist

## Before Administration

1. Log into your account at : <https://app.aimswebplus.com/>

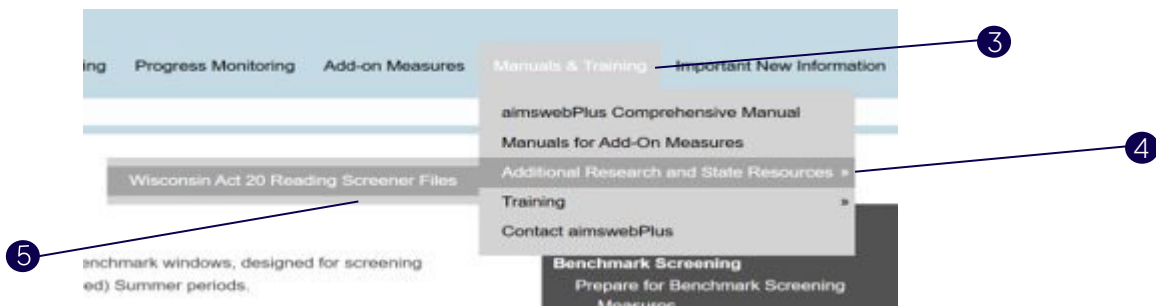
2. Visit the **Help Library** by clicking on the “How can we help” button at the bottom of your screen.



3. Hover over “**Manuals & Training**” to view the dropdown menus.

4. Hover over “**Additional Research and State Resources**” to view an additional dropdown menu.

5. Click on “**Wisconsin Act 20 Reading Screener Files**”.



6. Download and print the stimulus materials for the following measure: **Oral Reading Fluency(ORF)**.

Resources: [Printed Material Requiriments-English](#), [Assessment Matrix-English](#)

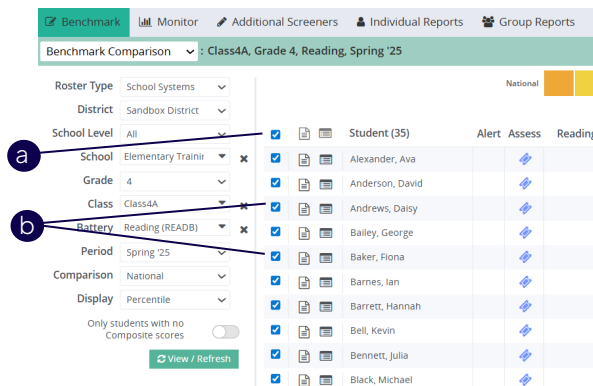
7. Review the **Reading Administration and Scoring Guide** for **Vocabulary (VO)** and **Oral Reading Fluency (ORF)**.

8. If screening in Spanish, download and print the stimulus materials for the following measures: **Spanish Listening Comprehension (SLC)**, and **Spanish Oral Reading Fluency (SORF)**.

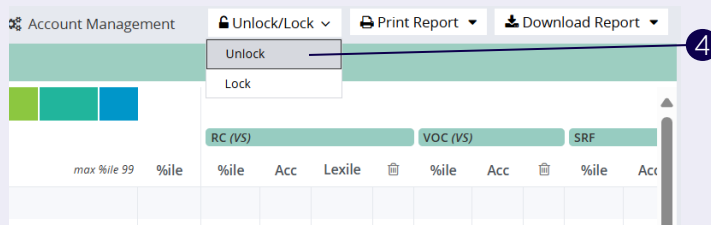
Resources: [Printed Material Requiriments-Spanish](#), [Assessment Matrix-Spanish](#)

## During Administration (TestNav)

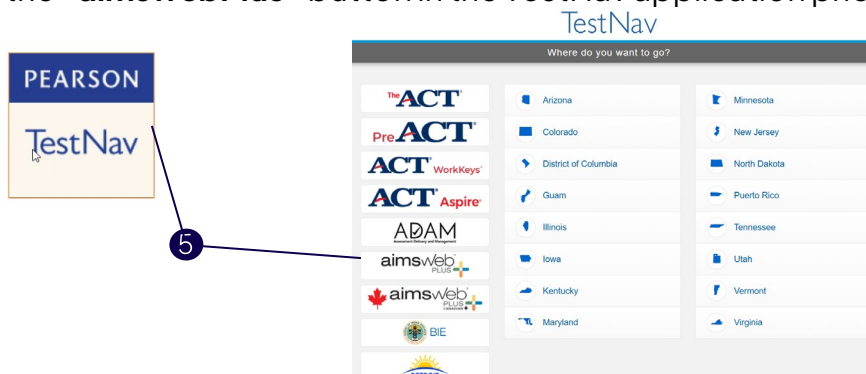
1. Log into your account at : <https://app.aimswebplus.com/>
2. From the "**Benchmark**" tab, make sure your filters are set for your correct school, grade, class, battery, and period.
3.
  - a. Select the box at the **top of the column** to select **all** students.
  - b. Click **each box** to the far left of the student's name to select each student **separately**.



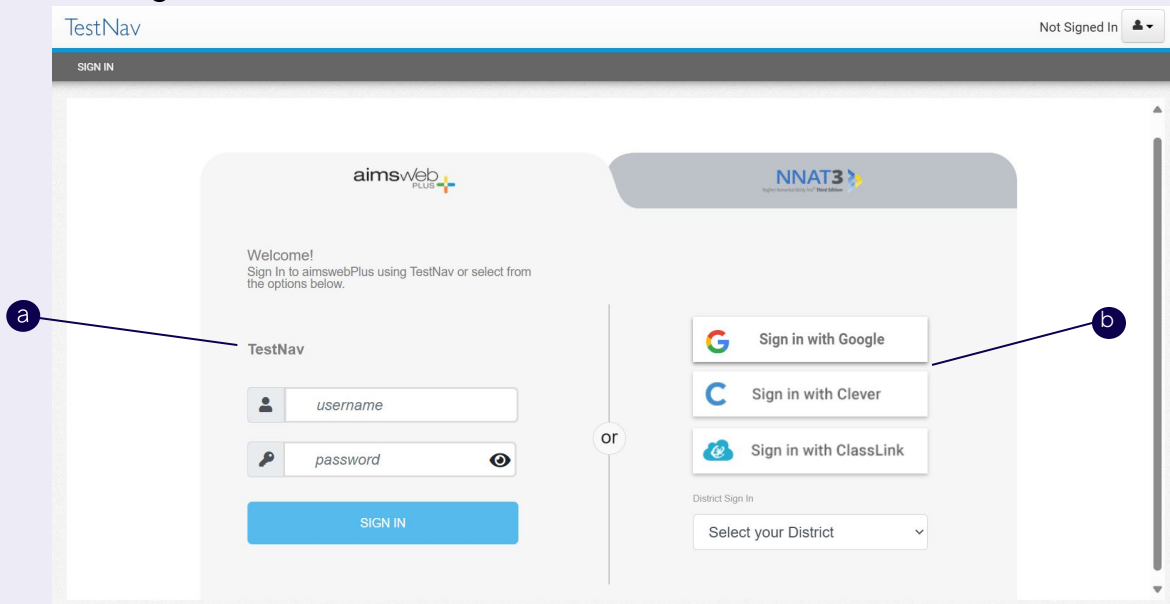
4. Click "**Unlock/Lock**" in the upper right corner. Select "**Unlock**". Click "**OK**" in the unlock assignments pop-up.



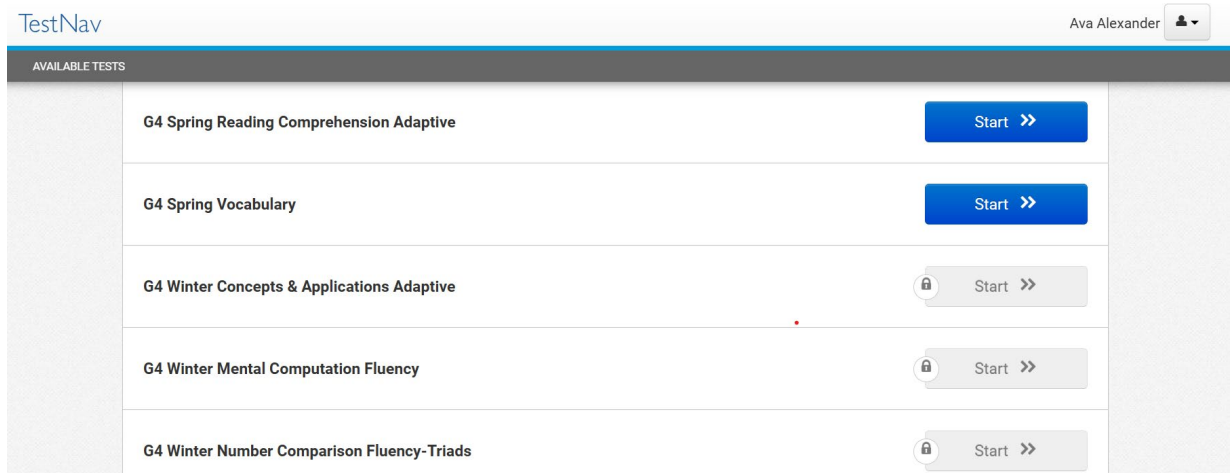
5. Open the **TestNav application** on the student device or the browser-based version of the TestNav application at <https://aps.testnav.com>. If necessary, click the "**aimswebPlus**" button in the TestNav application prior to student testing.



6. a. Students enter their username and password.  
b. If single sign-on is enabled, students may use the SSO access. Students click “Sign In”.



7. Students click the blue “Start” button for the **Vocabulary** measure and proceed through the test.



Refer to the administration and scoring guide on how to give this measure.

## During Administration (Digital Record Form)

1. Log into your account at : <https://app.aimswebplus.com/>
2. From the "**Benchmark**" tab, make sure your filters are set for your correct school, grade, class, battery, and period.
3. Click on the ticket icon in the "**Assess**" column next to the student's name.

The screenshot shows the AIMSwebplus interface. At the top, there are tabs for Benchmark, Monitor, Additional Screeners, Individual Reports, and Group Reports. Below the tabs, the current view is "Benchmark Comparison" for "Class4A, Grade 4, Reading, Spring '25". The filter settings are as follows:

- Roster Type: School Systems
- District: Sandbox District
- School Level: All
- School: Elementary Trainir (highlighted with a red box and a red circle '2')
- Grade: 4
- Class: Class4A (highlighted with a red box and a red circle '2')
- Battery: Reading (READB) (highlighted with a red box and a red circle '2')
- Period: Spring '25 (highlighted with a red box and a red circle '2')
- Comparison: National
- Display: Percentile
- Only students with no Composite scores:

Below the filters is a "View / Refresh" button. To the right is a table of students with columns for Student (35), Alert, Assess, and R. The "Assess" column contains blue ticket icons. One of these icons is highlighted with a red circle '3'.

4. Click "**skip to ORF**".

The screenshot shows a "Test Assignment" dialog box. The title is "Test Assignment". The content includes:

- READB, Grade 4, Form 3
- Username 2TZ8NC15709012
- Password AVAALEXANDER4A
- Status Ready

At the bottom of the dialog box, there are three buttons: "Skip to ORF" (highlighted with a red circle '4'), "Lock", and "OK".

5. Click "**Yes**" when it reads "**Adminster ORF**" to administer **Oral Reading Fluency**.

The screenshot shows a "Skip Measure" dialog box. The title is "Skip Measure". The content includes:

- Adminster ORF?

At the bottom of the dialog box, there are three buttons: "Cancel", "Back to ReadB", and "Yes" (highlighted with a red circle '5').

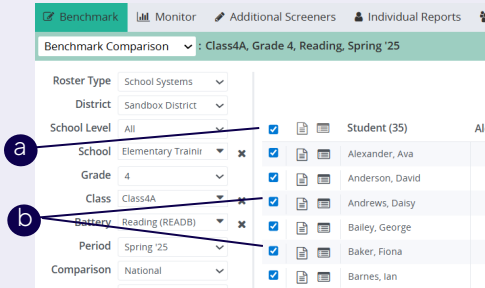
Refer to the administration and scoring guide on how to give this measure.

6. Repeat for each student.

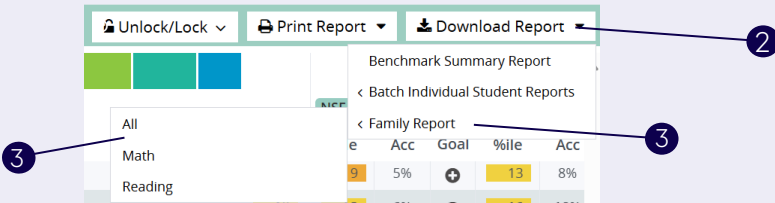
## After Administration

Download the **Family Report** to share in your communication with families within **15 days** of the screening.

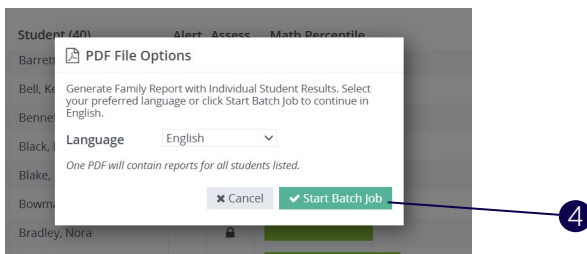
1. Choose the student(s) from the **Benchmark Comparison** screen.
  - a. Select the box at the **top of the column** to select **all** students.
  - b. Click **each box** to the far left of the student's name to select each student **separately**.



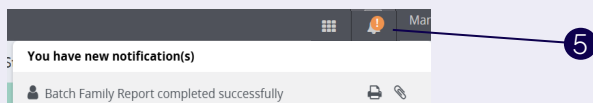
2. Click **“Print”** or **“Download Report”** (located in the top right corner).
3. Hover over **“Family Report”** in the dropdown, then choose **“All,” “Math,”** or **“Reading”**.



4. Select your **preferred language** and then click **“Start Batch job”**.



5. Click the **notification bell** to view your report when it has finished processing.





### Customer Support

Email: [aimswsupport@Pearson.com](mailto:aimswsupport@Pearson.com)

Phone: +1 (866) 313-6194 - Select option 1 for non-technical support and option 2 for technical support

Act 20 Inquiries: [early.reading@dpi.wi.gov](mailto:early.reading@dpi.wi.gov)

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