



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/>

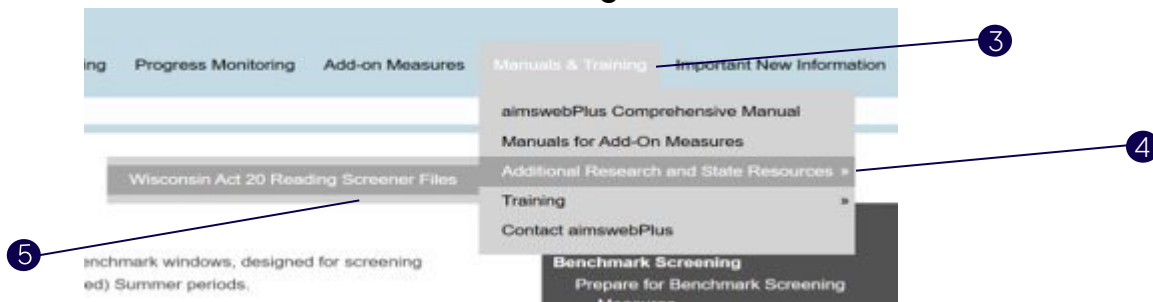
2. Visit the **Help Library** by clicking on the “How can we help” button at the bottom of your screen.

How can we help?

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](#)

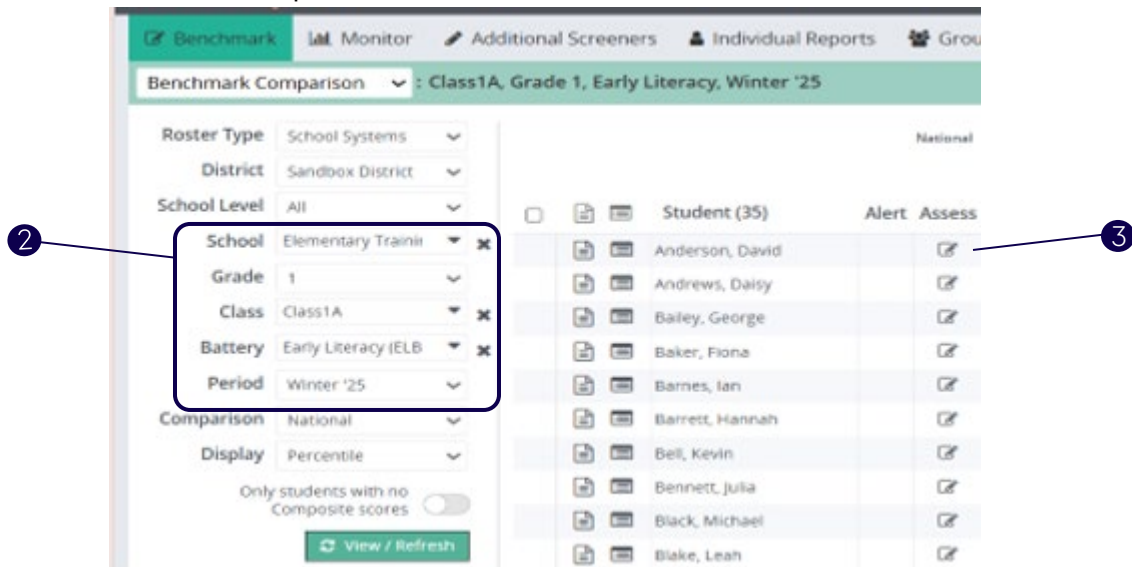
7. Review the **Early Literacy** Administration and Scoring Guide.

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

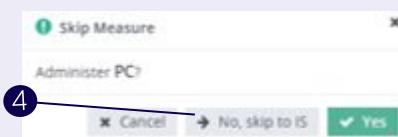
Resources: [Printed Material Requirments-Spanish](#), [Assessment Matrix-Spanish](#)

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

- 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

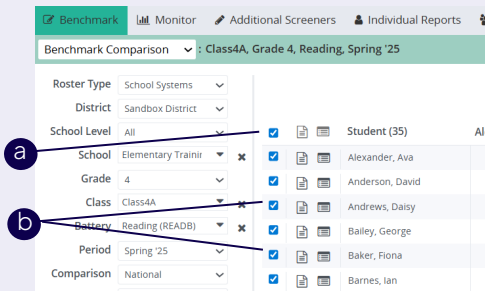
Cancel Skip Previous Next Save

7

After Administration

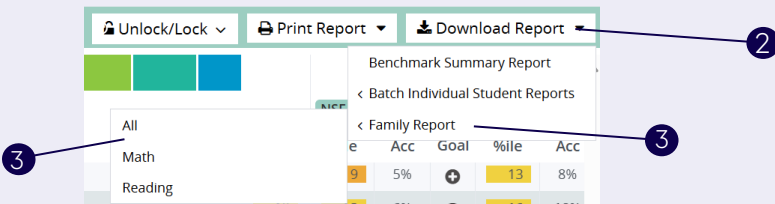
Download the **Family Report** to share in your communication with families within **15 days** of the screening.

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**.

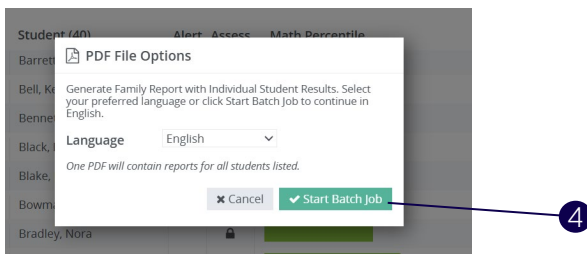


2. Click **“Print”** or **“Download Report”** (located in the top right corner).

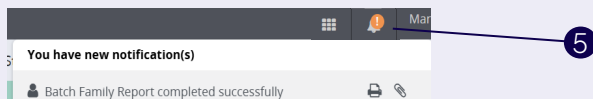
3. Hover over **“Family Report”** in the dropdown, then choose **“All,” “Math,”** or **“Reading”**.



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.
 - c. Select the box at the **top of the column** to select **all** students.
 - d. Click **each box** to the far left of the student's name to select each student **separately**.

The screenshot shows the 'Additional Screeners' tab in the aimsweb PLUS interface. On the left, there are filters for Period (Fall 24), Roster Type (School Systems), District, School Level (All), School (Red Rock), Grade (Pre-K), Class, and Classification (All). A 'View / Refresh' button is at the bottom of the filters. The main table lists 22 students with columns for Student, Assess, Grade, Score, Date Given, Time Given, Time Zone, and Classification. The 'Classification' column shows 'Does Not Meet Criterion' for Smith, Johnson, Williams, and Jones, and 'Meets Criterion' for Brown, Davis, Miller, Wilson, and Moore. A red box labeled '1' points to the 'Additional Screeners' tab. A red box labeled 'a' points to the 'View / Refresh' button. A red box labeled 'b' points to the checkboxes in the 'Student' column.

Student (22)	Assess	Grade	Score	Date Given	Time Given	Time Zone	Classification
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”**.

The screenshot shows the 'Print Reports' and 'Download Reports' dropdown menus. The 'Print Reports' dropdown has two options: 'Conocimiento Fonológico Group Results' and 'Conocimiento Fonológico Batch Individual Results'. The 'Download Reports' dropdown has one option: 'Conocimiento Fonológico Batch Individual Results'. A red box labeled '2' points to the 'Print Reports' dropdown. A red box labeled '3' points to the 'Conocimiento Fonológico Batch Individual Results' option in the 'Download Reports' dropdown.

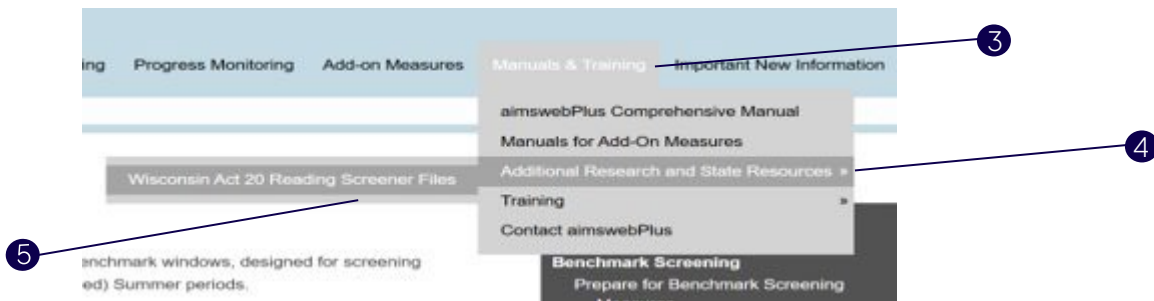
4. Click the **notification bell** to view your report when it has finished processing.

The screenshot shows a notification message in the top right corner. It says 'You have new notification(s)' and 'Batch Family Report completed successfully'. A red box labeled '4' points to the notification bell icon.

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.

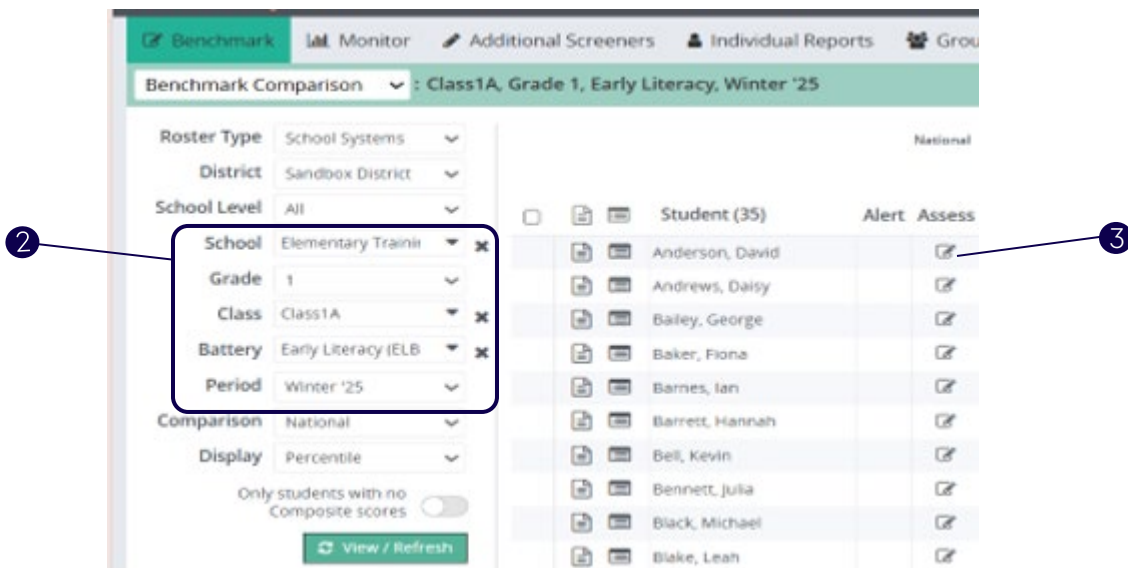
Resources: [Printed Material Requirments-English](#), [Assessment Matrix-English](#)

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)**.

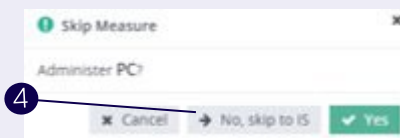
Resources: [Printed Material Requirments-Spanish](#), [Assessment Matrix-Spanish](#)

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.

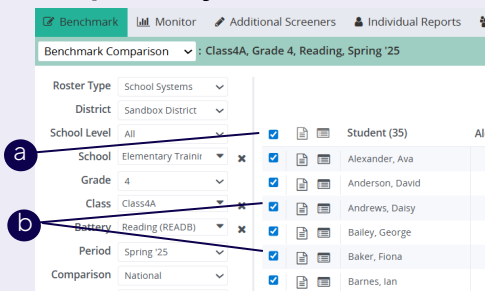
6. Repeat for each required measure per student.

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

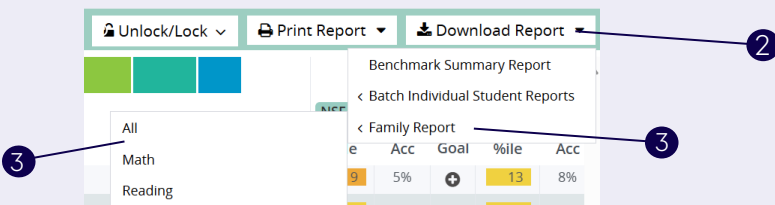
After Administration

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

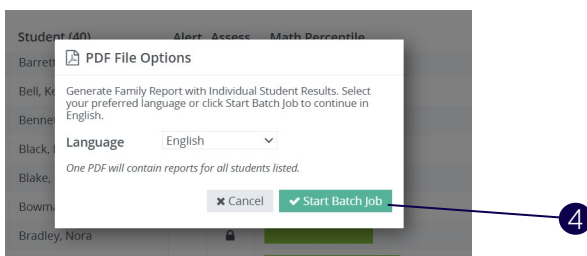
1. Choose the student(s) from the **Benchmark Comparison** screen.
 - a. Select the box at the **top of the column** to select **all** students.
 - b. Click **each box** to the far left of the student's name to select each student **separately**.



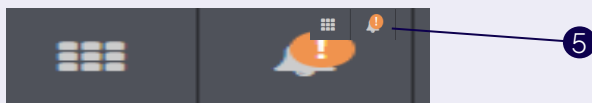
2. Click **“Print”** or **“Download Report”** (located in the top right corner).
3. Hover over **“Family Report”** in the dropdown, then choose **“All,” “Math,”** or **“Reading”**.



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/>

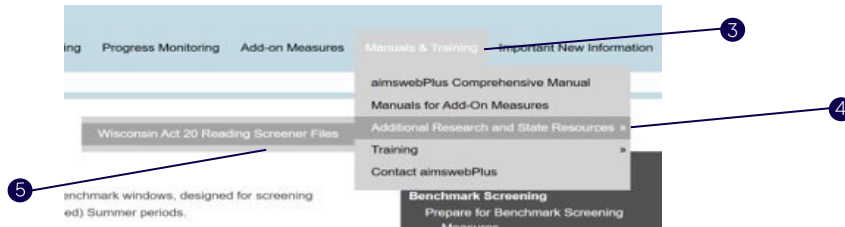
2. Visit the **Help Library** by clicking on the “How can we help” button at the bottom of your screen.

How can we help?

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.

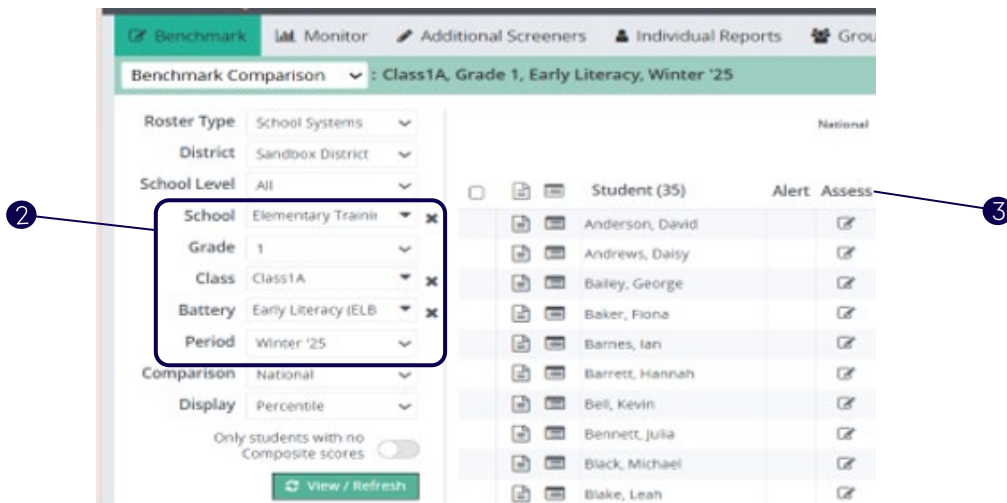
8. If screening in Spanish, download and print the stimulus materials for the following measures: **Spanish Letter Sound Fluency (SLSF)** (F only), **Spanish Letter Naming Fluency (SLNF)** (F only), **Spanish Listening Comprehension (SLC)**, and **Spanish Oral Reading Fluency (SORF)**.

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

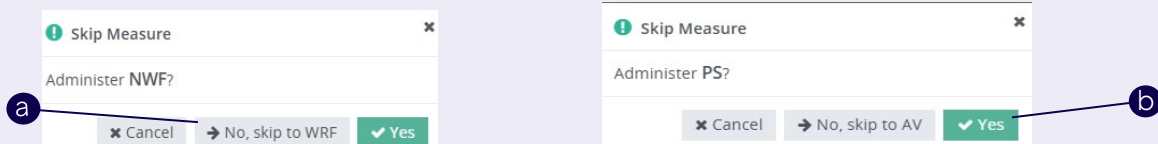
Resources: [Printed Material Requirments-Spanish](#), [Assessment Matrix-Spanish](#)

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.



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.



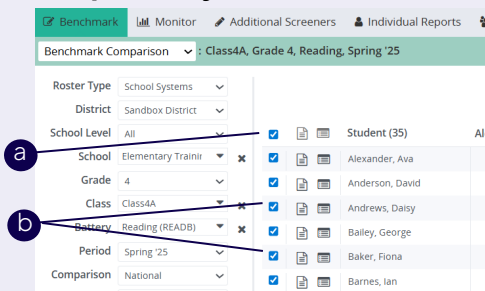
Refer to the administration and scoring guide on how to give this measure.

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

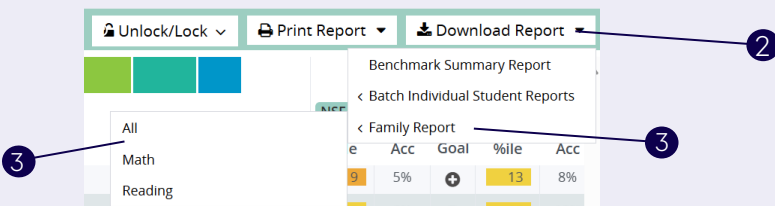
After Administration

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

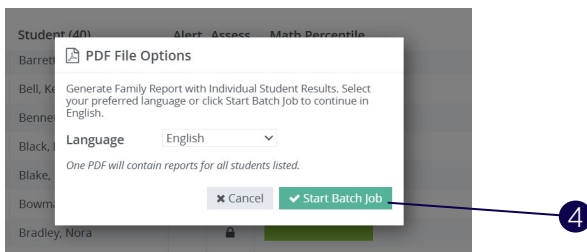
1. Choose the student(s) from the **Benchmark Comparison** screen.
 - a. Select the box at the **top of the column** to select **all** students.
 - b. Click **each box** to the far left of the student's name to select each student **separately**.



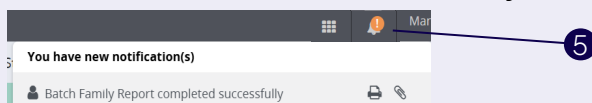
2. Click **“Print”** or **“Download Report”** (located in the top right corner).
3. Hover over **“Family Report”** in the dropdown, then choose **“All,” “Math,”** or **“Reading”**.



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/>

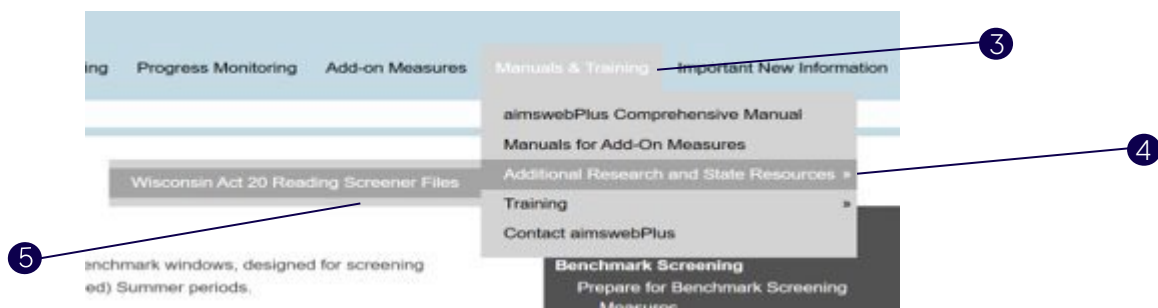
2. Visit the **Help Library** by clicking on the “How can we help” button at the bottom of your screen.

How can we help?

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](#)

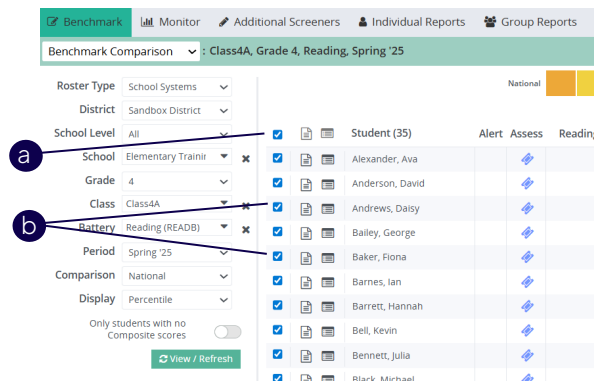
7. Review the **Reading Administration and Scoring Guide** for **Vocabulary (VO)** and **Oral Reading Fluency (ORF)**.

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)**.

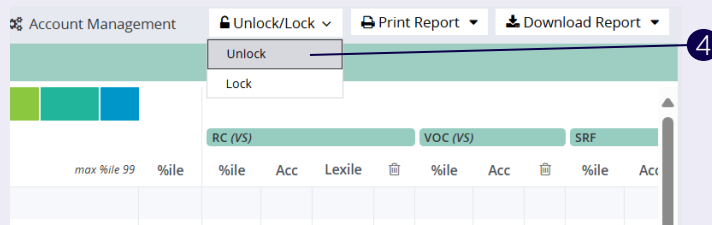
Resources: [Printed Material Requiriments-Spanish](#), [Assessment Matrix-Spanish](#)

During Administration (TestNav)

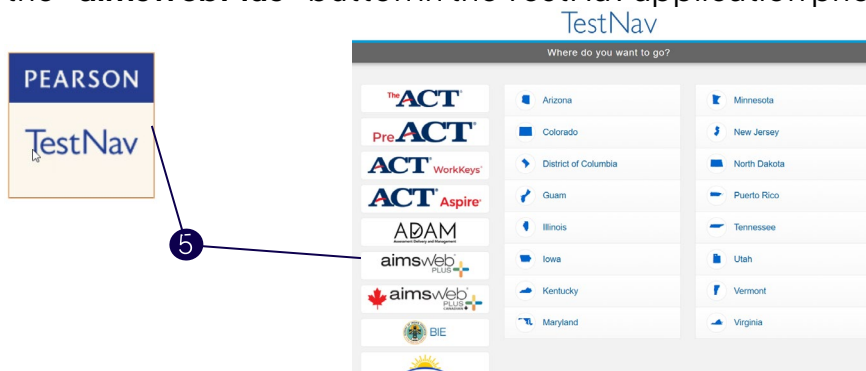
1. Log into your account at : <https://app.aimswebplus.com/>
2. From the "**Benchmark**" tab, make sure your filters are set for your correct school, grade, class, battery, and period.
3.
 - a. Select the box at the **top of the column** to select **all** students.
 - b. Click **each box** to the far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

TestNav

Not Signed In

SIGN IN

aimsweb PLUS

TestNav

Welcome!
Sign In to aimswebPlus using TestNav or select from the options below.

username

password

SIGN IN

or

Sign in with Google

Sign in with Clever

Sign in with ClassLink

District Sign In

Select your District

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

TestNav

Ava Alexander

AVAILABLE TESTS

G4 Spring Reading Comprehension Adaptive	Start >>
G4 Spring Vocabulary	Start >>
G4 Winter Concepts & Applications Adaptive	Start >>
G4 Winter Mental Computation Fluency	Start >>
G4 Winter Number Comparison Fluency-Triads	Start >>

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.

Benchmark Comparison : Class4A, Grade 4, Reading, Spring '25

Roster Type: School Systems
District: Sandbox District
School Level: All

School: Elementary Trainir
Grade: 4
Class: Class4A
Battery: Reading (READB)
Period: Spring '25

Comparison: National
Display: Percentile
Only students with no Composite scores: ☐

View / Refresh

Student (35)	Alert	Assess	R
Alexander, Ava			
Anderson, David			
Andrews, Daisy			
Bailey, George			
Baker, Fiona			
Barnes, Ian			
Barrett, Hannah			
Bell, Kevin			
Bennett, Julia			
Black, Michael			

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

Test Assignment

READB, Grade 4, Form 3

Username 2TZ8NC15709012

Password AVAALEXANDER4A

Status Ready

Skip to ORF Lock OK

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

Skip Measure

Adminster ORF?

Cancel Back to ReadB Yes

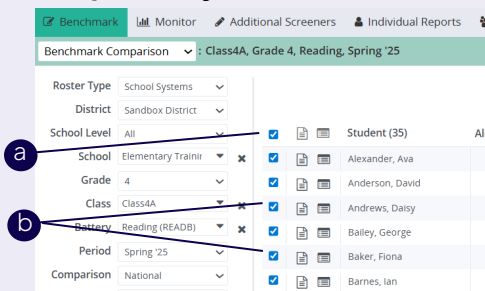
Refer to the administration and scoring guide on how to give this measure.

6. Repeat for each student.

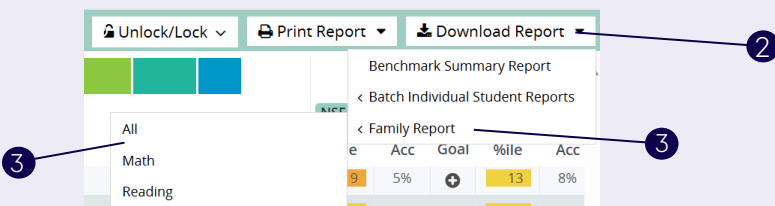
After Administration

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

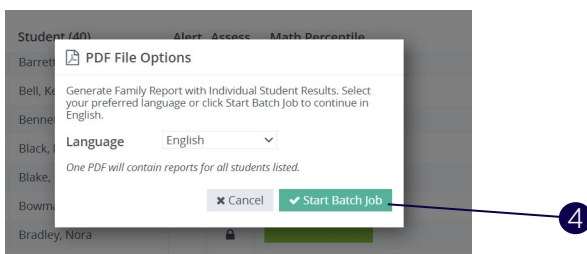
1. Choose the student(s) from the **Benchmark Comparison** screen.
 - a. Select the box at the **top of the column** to select **all** students.
 - b. Click **each box** to the far left of the student's name to select each student **separately**.



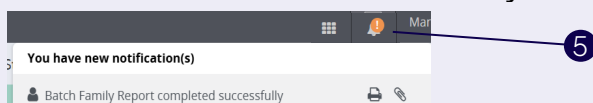
2. Click **“Print”** or **“Download Report”** (located in the top right corner).
3. Hover over **“Family Report”** in the dropdown, then choose **“All,” “Math,”** or **“Reading”**.



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: aimswebssupport@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

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