



Tennessee Universal Reading Screener Onboarding Checklist

	Task
<input type="checkbox"/>	<p>1. Retrieve Credentials and Log in</p> <p>Go to: aimswebPlus</p> <p>To log in for the first time, review the email sent from aimswebPlus Support, entitled: <i>Welcome to aimswebPlus</i> or click “Forgot Password/Username?” on the Login screen and submit your email address to receive another email. The email provides your customer id (CID), username, and a link to set your password.</p> <p>To enable <i>Single Sign-on</i> with Clever, Google, or Microsoft email: aimswebsupport@pearson.com</p>
<input type="checkbox"/>	<p>2. Review Resources</p> <p>After logging in, click How can we help? on the bottom right corner of the platform to access the Help library with documentation, training videos, and testing materials. Clicking this from a specific screen in the platform will bring you directly to the Help library for that topic.</p> <p>Tips: The Help library opens in a new window, so you may need to allow “pop-ups”. If you do not see links to the Help topics at the top of the page, try maximizing your browser window.</p> <p>Recommended Topics (follow these click paths):</p> <p>Account set up and management: Getting Started><i>aimswebPlus Getting Started Guide</i> and <i>Quick Steps for using aimswebPlus (video)</i> Getting Started> Manage Your Account> Set Up Your Account</p> <p>Guides and Manuals, Quick Step Guides, and Testing Materials: Other Resources > Downloads</p> <p>Training Tutorials and Recorded Webinars for Training Users: Other Resources>Video Library</p> <p>These are our top viewed “Getting Started” videos for teachers beginning to use aimswebPlus*: Getting Started with Benchmark Screening for Teachers Benchmark Screening Reports in aimswebPlus Progress Monitoring in aimswebPlus</p>

Task

Recommended Videos for Anyone Who Administers and Scores Measures:
[Early Literacy \(PreK-1\)](#), [Early Numeracy \(PreK-1\)](#), and [Grade 2 and Up Measures](#)

*To encourage a strong implementation of aimswebPlus this year and for years to come, the Certified aimswebPlus Trainers (CATs) training team will be providing many TURS specific trainings. To view and register for upcoming trainings, visit pearsonassessments.com/TURS

3. Add Additional Manager Users

Before you begin your account setup, you may wish to add several account manager users (e.g. technology staff) to help set up your aimswebPlus account. We recommend that all other users and students be added using one of our three import options.

4. Choose Import Option

Importing will efficiently add your school(s), class(es), teachers, and students from the same roster import file. Additional users can be added through a user import.

Import Options:

Rostering as a Service (RaaS) - Import student information by integrating with your student information system (SIS). The aimswebPlus technical support team will provide a current list of compatible systems and help you to determine if this is right for you.

Automated Import using Automate Batch Import (ABI) - Import student information by setting up scheduled imports of data from a technical import file or spreadsheet. This is an import process that is set up by you.

Manual Import – Import student information manually from a spreadsheet.

Contact aimswebPlus technical support to get started with the **ABI** or **RaaS** import options, or for any other importing support.

5. Install TestNav

TestNav is an online Pearson application that is used for test delivery with students in grades 2-3 for many measures. It is important to understand the technology and system requirements that are needed.

Task

[Review TestNav System Requirements](#)

[Download TestNav](#)

For remote testing, TestNav can be used from a browser. This enables teachers to view a student taking their test. Contact aimswsupport@pearson.com for more information. We encourage the installed version of TestNav for onsite test administration.

6. Download Test Stimulus Materials

Download the necessary student stimulus materials from the Help library for testing students on a variety of measures.

Follow the click path: Other Resources>Downloads>Test Materials (select Benchmarking or Progress Monitoring Stimulus Books)

Printed copies of the student stimulus materials are required for the following measures:

All Early Literacy and Early Numeracy (Gr K - 1) measures

Listening Comprehension (Gr K - 2)

Spelling (Gr K - 2)

Oral Reading Fluency (Gr 1 - 2)

Classic AIMSweb measures (Gr 2 - 3)

Product information:

pearsonassessments.com/TURS

Contact us:

aimswwebPlus Customer Support

Sales (quotes, new orders, renewals, and training) and Billing

+1 (866) 313-6194; option 1

CAPRenewals@pearson.com

Technical Support

Data imports/exports, ABI, Single Sign-on, etc.

+1 (866) 313-6194; option 2

aimswsupport@pearson.com

Onboarding

General setup questions, login credentials, account information

aimswwebplusonboarding@pearson.com