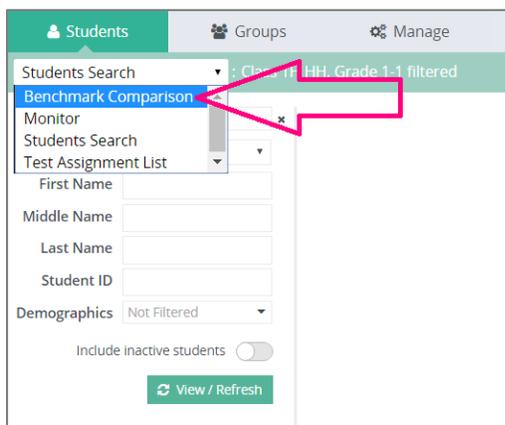


Quick Steps for Benchmark Screening with DRF's

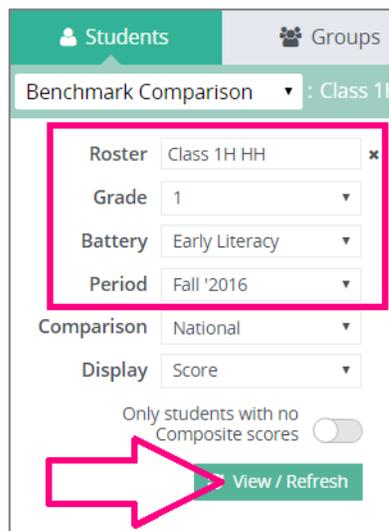
Digital Record Forms (DRFs) are used for measures that are not completed by the student online. These include all measures for Kindergarten and Grade 1 as well as the ORF measure also given in Grades 2-8. The student is shown probe or given an oral prompt and the examiner records responses in the DRF electronically.

1. Log into your account and go to Students. Use the dropdown menu to select Benchmark Comparison.



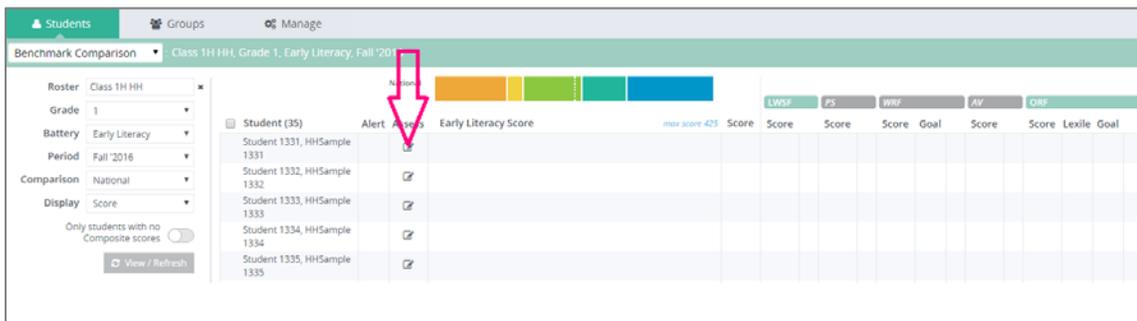
The screenshot shows the 'Students' page with a dropdown menu open. The 'Benchmark Comparison' option is highlighted in blue. A pink arrow points to this option. Below the menu are input fields for 'First Name', 'Middle Name', 'Last Name', and 'Student ID', along with a 'Demographics' dropdown set to 'Not Filtered' and an 'Include inactive students' toggle switch. A 'View / Refresh' button is at the bottom.

2. You will then see these filter options. You must find the correct roster (class or group), grade level (if the roster contains more than one grade), battery, and time period. Then click onto View/Refresh.

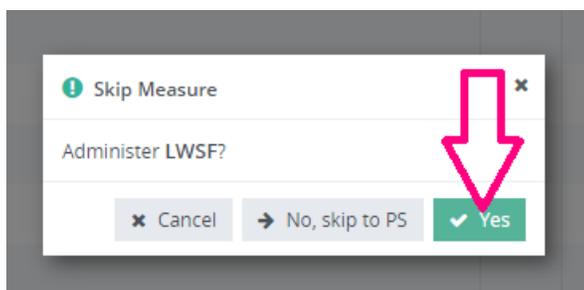


The screenshot shows the filter options for 'Benchmark Comparison'. A pink box highlights the 'Roster', 'Grade', 'Battery', and 'Period' dropdowns. A pink arrow points to the 'View / Refresh' button. The filters are: Roster: Class 1H HH, Grade: 1, Battery: Early Literacy, Period: Fall '2016. Other filters include 'Comparison: National' and 'Display: Score'. There is also an 'Only students with no Composite scores' toggle switch.

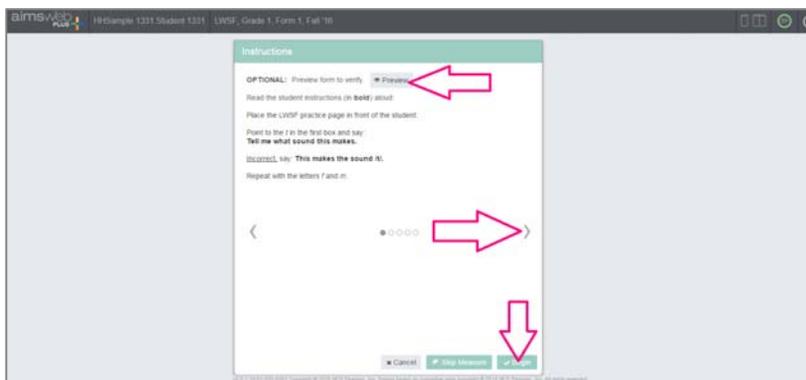
- The list of students will appear in the center pane. Click onto the icon under the Assess column next to the student you wish to assess.



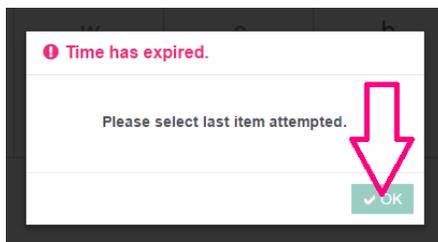
- A popup box will appear. If you wish to assess with the measure identified, click onto Yes. You also have the option of skipping to the next measure.



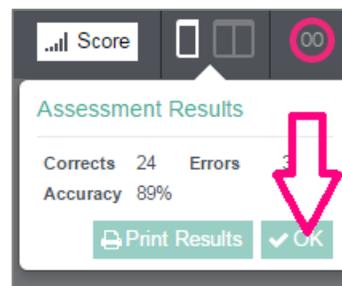
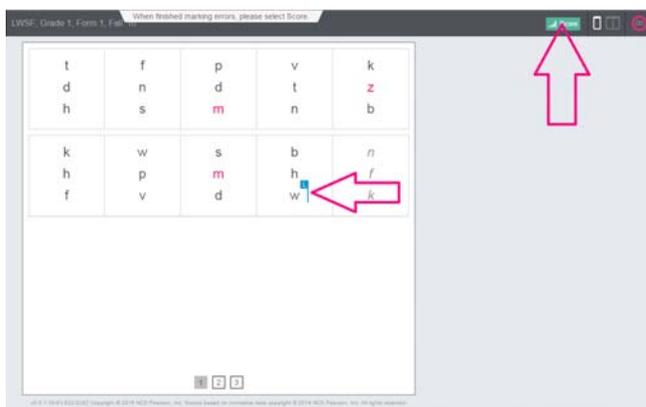
- A new DRF window will open. Verify that you have the correct probe, proceed through the directions, and then select Begin. Note that there may be more than one screen of directions. You may move through the directions by using the arrows. For standardization, directions and item samples should be used every time that benchmark data is collected.



- For timed measures, the time will start counting down at the top right corner. Mark errors that the student makes. Once the time has elapsed a popup will appear. Click onto OK. Note that for untimed measures you must complete all items and then you will be prompted through the remaining steps. *Note the special directions for the PSF measure at the end of this document.



- Mark the last item that the student completed. You may then make changes to any errors. When ready, click onto Score at the top right of the screen.



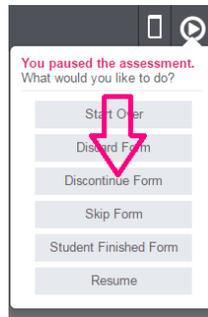
- The student's score will populate into the Benchmark Comparison screen. If this does not occur automatically, refresh the browser screen and click View/Refresh. Proceed to the next measure by again clicking onto the icon under the Assess column.

National		LWSF PS WRF AV ORF										
Student (35)	Alert	Assess	Early Literacy Score	max score 425	Score	Score	Score	Goal	Score	Score	Lexile	Goal
Student 1331, HHSample 1331		✓	ORF is needed for composite		24							
Student 1332, HHSample 1332		✓										
Student 1333, HHSample 1333		✓										
Student 1334, HHSample 1334		✓										

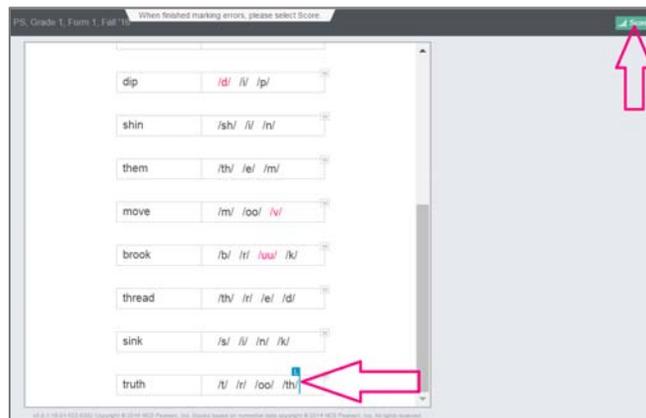
Phoneme Segmentation (PS) measure:

Because the Phoneme Segmentation measure is untimed and the system cannot recognize when the assessment is complete, you must follow these steps once you and the student have finished the last item.

1. Click onto the stop button at the top right corner of the screen. Then click onto Discontinue Form.



2. Click onto the last segment completed. You can make any adjustments to the scoring of errors at this time. Then, click onto Score at the upper right corner. The student's score will populate to the Benchmark Comparison screen.



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)