

Quick Steps for Benchmark Screening with TestNav Online Assessments

The online assessments are used for students in Grades 2-12. These are delivered through TestNav, an installable application used by students to take the assessments. The use of online assessments takes technology preparation well in advance to students actually taking the assessments. The basic steps will be to 1) install the TestNav application onto the student computers, 2) Unlock desired tests through aimswebPlus, 3) Obtain test credentials through aimswebPlus, and 4) have the student log in and take the tests. This document covers each of these steps.

1. **Install TestNav:** Navigate to this website: download.testnav.com. Select the appropriate desktop version. It is recommended not to use TestNav on electronic tablets due to the measures not being normed with these devices. Also, while browser-based TestNav (as seen on the bottom of this screen) is used for other Pearson assessments, it is not intended to be used for aimswebPlus.

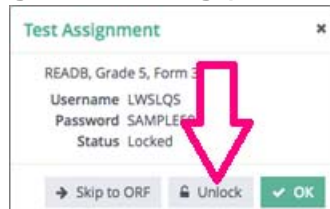


2. **Unlock the online assessments:** Before you can administer the online assessment you must select and unlock tests for desired student(s). This can be done via the Benchmark Comparison screen by checking the box next to the student(s) or by the “Select All” box at the top, and then clicking on the Unlock/Lock button (see Unlock/Lock image below). You can also Unlock/Lock individual tests from the Test Assignment Dialog screen by clicking on a specific “ticket” icon (see Test Assignment Dialog below).

Unlock/Lock Tests via Benchmark Comparison screen



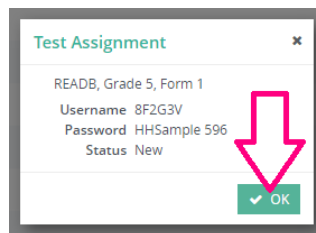
Test Assignment Dialog (click onto ticket)



3. **Obtain the student TestNav login credentials:** This can be done in two ways. For individual students, you might prefer to retrieve the credentials on the Benchmark Comparison screen (see below 3a). For groups, it is more practical to retrieve the credentials via the Test Assignment List (see below 3b). **Note:** Each student will use his/her same Username and Password for all Online Assessments for the entire school year. They must select the correct unlocked test after logging in.

a. Retrieve credentials via the Benchmark Comparison screen:

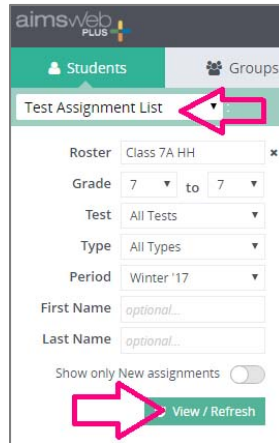
- i. If not there already, select Students and then Benchmark Comparison from the dropdown menu. Filter to the correct roster and click on View/Refresh. Click on the “ticket” icon.
- ii. A popup box will appear. Copy down the credentials and click onto OK to close the box.



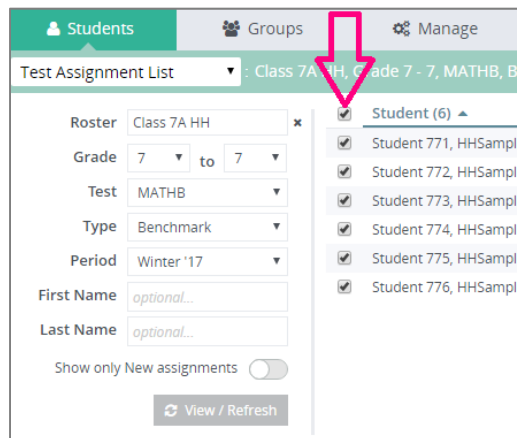
b. Retrieve credentials via the Test Assignment List:

- i. Select Students and then Test Assignment List from the dropdown menu. Use the filter options to find the student or group of students. You can

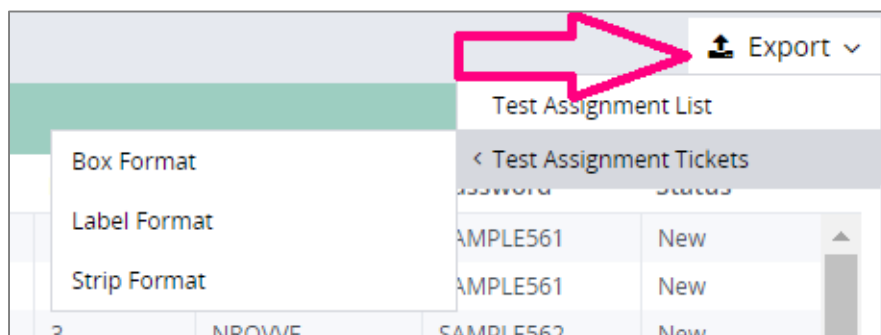
refine your list by selecting to see Test Assignments only for Benchmarking periods, Monitoring, or SLA. Click onto View/Refresh.



- ii. Check the boxes to the left of the student names that you want to generate a Test Assignment List report for. If you want to select all students on the list you can check the box at the top.



- iii. Select Export (at the top-right) and choose between Test Assignment List or Test Assignment Tickets. If Test Assignment Tickets is selected you can choose between three formats (box, label or strip).



These are examples of each ticket format.

Name	Username	Password
Name: Student 561, Sample 561	Username: LKJGJ2	Password: SAMPLE561
Name: Student 562, Sample 562	Username: N8QZVY	Password: SAMPLE562
Name: Student 563, Sample 563	Username: XN8DF3	Password: SAMPLE563
Name: Student 564, Sample 564	Username: G2W355	Password: SAMPLE564
Name: Student 565, Sample 565	Username: J8B0Z2	Password: SAMPLE565
Name: Student 566, Sample 566	Username: NG8M56	Password: SAMPLE566
Name: Student 567, Sample 567	Username: R2G8V5	Password: SAMPLE567
Name: Student 568, Sample 568	Username: WQJL55	Password: SAMPLE568
Name: Student 569, Sample 569	Username: CKGR89	Password: SAMPLE569
Name: Student 570, Sample 570	Username: WJL555	Password: SAMPLE570
Name: Student 571, Sample 571	Username: CKGR89	Password: SAMPLE571
Name: Student 572, Sample 572	Username: WJL555	Password: SAMPLE572
Name: Student 573, Sample 573	Username: CKGR89	Password: SAMPLE573
Name: Student 574, Sample 574	Username: WJL555	Password: SAMPLE574
Name: Student 575, Sample 575	Username: CKGR89	Password: SAMPLE575
Name: Student 576, Sample 576	Username: WJL555	Password: SAMPLE576
Name: Student 577, Sample 577	Username: CKGR89	Password: SAMPLE577
Name: Student 578, Sample 578	Username: WJL555	Password: SAMPLE578
Name: Student 579, Sample 579	Username: CKGR89	Password: SAMPLE579
Name: Student 580, Sample 580	Username: WJL555	Password: SAMPLE580
Name: Student 581, Sample 581	Username: CKGR89	Password: SAMPLE581
Name: Student 582, Sample 582	Username: WJL555	Password: SAMPLE582
Name: Student 583, Sample 583	Username: CKGR89	Password: SAMPLE583
Name: Student 584, Sample 584	Username: WJL555	Password: SAMPLE584
Name: Student 585, Sample 585	Username: CKGR89	Password: SAMPLE585
Name: Student 586, Sample 586	Username: WJL555	Password: SAMPLE586

Strip (6 per page)

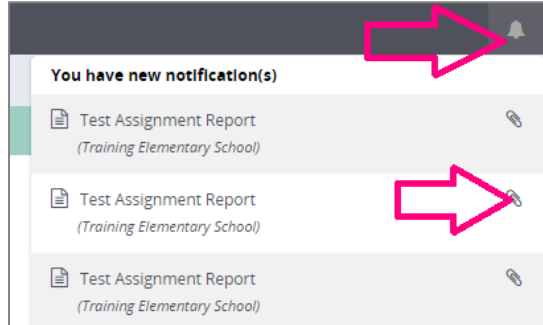
Name	Username	Password
Name: Student 561, Sample 561	Username: LKJGJ2	Password: SAMPLE561
Name: Student 562, Sample 562	Username: N8QZVY	Password: SAMPLE562
Name: Student 563, Sample 563	Username: XN8DF3	Password: SAMPLE563
Name: Student 564, Sample 564	Username: G2W355	Password: SAMPLE564
Name: Student 565, Sample 565	Username: J8B0Z2	Password: SAMPLE565
Name: Student 566, Sample 566	Username: NG8M56	Password: SAMPLE566
Name: Student 567, Sample 567	Username: R2G8V5	Password: SAMPLE567
Name: Student 568, Sample 568	Username: WQJL55	Password: SAMPLE568
Name: Student 569, Sample 569	Username: CKGR89	Password: SAMPLE569
Name: Student 570, Sample 570	Username: WJL555	Password: SAMPLE570
Name: Student 571, Sample 571	Username: CKGR89	Password: SAMPLE571
Name: Student 572, Sample 572	Username: WJL555	Password: SAMPLE572
Name: Student 573, Sample 573	Username: CKGR89	Password: SAMPLE573
Name: Student 574, Sample 574	Username: WJL555	Password: SAMPLE574
Name: Student 575, Sample 575	Username: CKGR89	Password: SAMPLE575
Name: Student 576, Sample 576	Username: WJL555	Password: SAMPLE576
Name: Student 577, Sample 577	Username: CKGR89	Password: SAMPLE577
Name: Student 578, Sample 578	Username: WJL555	Password: SAMPLE578
Name: Student 579, Sample 579	Username: CKGR89	Password: SAMPLE579
Name: Student 580, Sample 580	Username: WJL555	Password: SAMPLE580
Name: Student 581, Sample 581	Username: CKGR89	Password: SAMPLE581
Name: Student 582, Sample 582	Username: WJL555	Password: SAMPLE582
Name: Student 583, Sample 583	Username: CKGR89	Password: SAMPLE583
Name: Student 584, Sample 584	Username: WJL555	Password: SAMPLE584
Name: Student 585, Sample 585	Username: CKGR89	Password: SAMPLE585
Name: Student 586, Sample 586	Username: WJL555	Password: SAMPLE586

Label (26 per page)

Name	Username	Password
Name: Student 561, Sample 561	Username: LKJGJ2	Password: SAMPLE561
Name: Student 562, Sample 562	Username: N8QZVY	Password: SAMPLE562
Name: Student 563, Sample 563	Username: XN8DF3	Password: SAMPLE563
Name: Student 564, Sample 564	Username: G2W355	Password: SAMPLE564
Name: Student 565, Sample 565	Username: J8B0Z2	Password: SAMPLE565
Name: Student 566, Sample 566	Username: NG8M56	Password: SAMPLE566
Name: Student 567, Sample 567	Username: R2G8V5	Password: SAMPLE567
Name: Student 568, Sample 568	Username: WQJL55	Password: SAMPLE568
Name: Student 569, Sample 569	Username: CKGR89	Password: SAMPLE569
Name: Student 570, Sample 570	Username: WJL555	Password: SAMPLE570
Name: Student 571, Sample 571	Username: CKGR89	Password: SAMPLE571
Name: Student 572, Sample 572	Username: WJL555	Password: SAMPLE572
Name: Student 573, Sample 573	Username: CKGR89	Password: SAMPLE573
Name: Student 574, Sample 574	Username: WJL555	Password: SAMPLE574
Name: Student 575, Sample 575	Username: CKGR89	Password: SAMPLE575
Name: Student 576, Sample 576	Username: WJL555	Password: SAMPLE576
Name: Student 577, Sample 577	Username: CKGR89	Password: SAMPLE577
Name: Student 578, Sample 578	Username: WJL555	Password: SAMPLE578
Name: Student 579, Sample 579	Username: CKGR89	Password: SAMPLE579
Name: Student 580, Sample 580	Username: WJL555	Password: SAMPLE580
Name: Student 581, Sample 581	Username: CKGR89	Password: SAMPLE581
Name: Student 582, Sample 582	Username: WJL555	Password: SAMPLE582
Name: Student 583, Sample 583	Username: CKGR89	Password: SAMPLE583
Name: Student 584, Sample 584	Username: WJL555	Password: SAMPLE584
Name: Student 585, Sample 585	Username: CKGR89	Password: SAMPLE585
Name: Student 586, Sample 586	Username: WJL555	Password: SAMPLE586

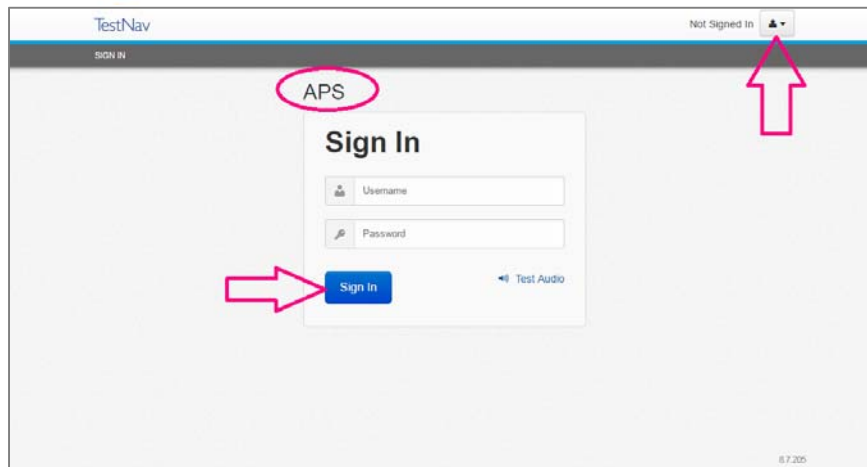
Box (6 per page)

- iv. Retrieve the report/tickets within the Notifications area by clicking onto the notification icon at the top of the screen. Then click onto the paper clip icon to download the report.



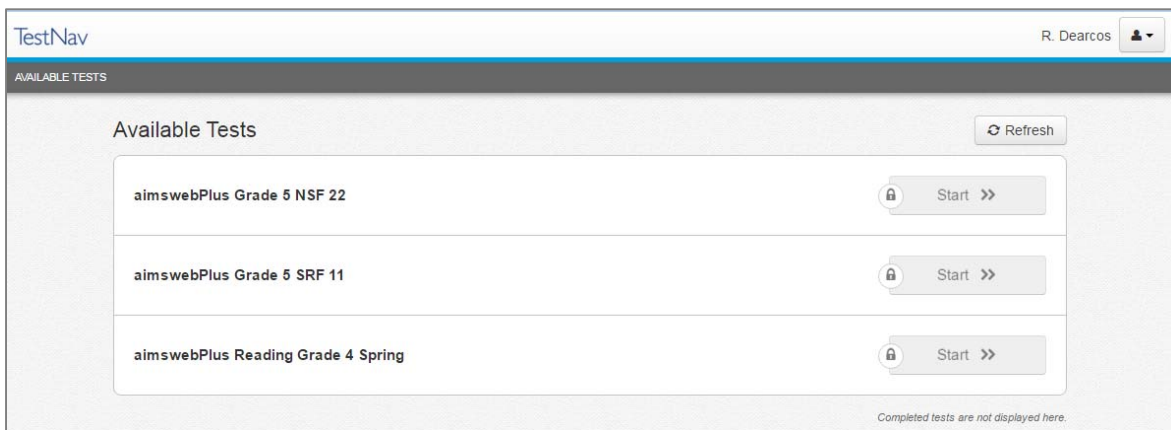
4. Take the online assessments:

- a. Open the TestNav application on the computers where each student will take their online assessments. Make sure that the term APS is displayed on the screen. If it is not, you will need to go to the top-left and select "Choose a different customer", then select aimswebPlus from the menu. Direct students to enter their test credentials and select Sign In.

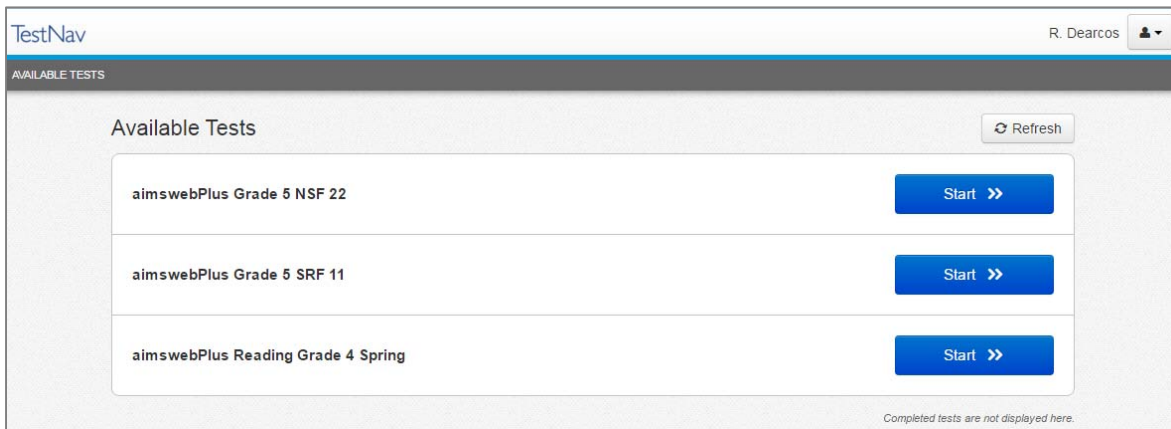


- b. Have students select the desired assessment that was previously unlocked and complete the test.

New TestNav View – Locked



New TestNav View – Unlocked





For all questions, please feel free to call or email the aimswebPlus team!

General Technical Support
1-866-313-6194, option 1
Email aimswebsupport@pearson.com
(8am-5pm Central Time)

Data, Imports, Exports
866-313-6194, option 1, and then option 3
Email aimswebdata@pearson.com
(8am-5pm Central Time)