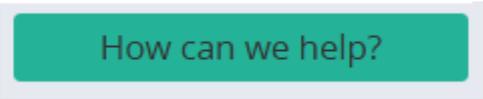
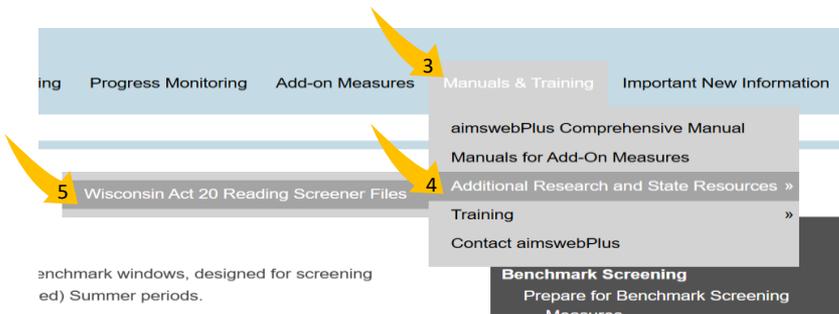


Before Administration

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".
4. Go down and hover over "Additional Research and State Resources".
5. Go over and click on "Wisconsin Act 20 Reading Screener Files".

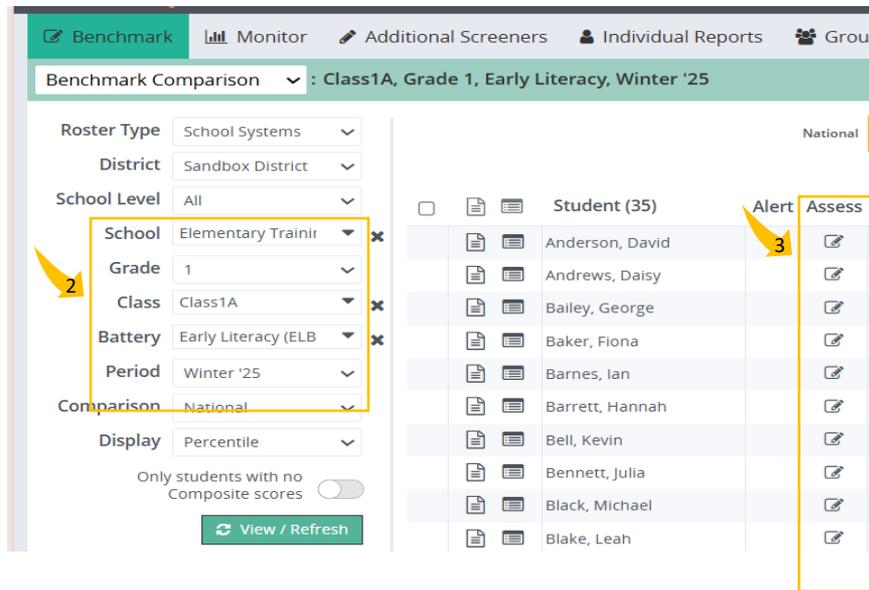


6. Download and print the printed stimulus materials for the following measures: **Initial Sounds (IS)** and **Letter Word Sounds Fluency (LWSF)**.
7. Review the **Early Literacy** Administration and Scoring Guide.
8. If screening in Spanish, Review the **CELF** Administration and Scoring Guide.

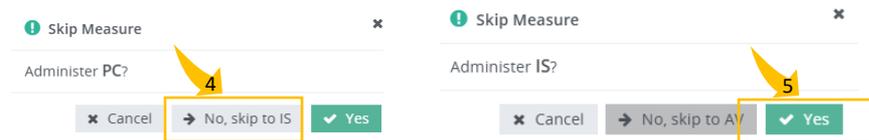
*Please note that you must select the **Prekindergarten** grade level materials.

aimswebPLUS Measures 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. Click the pencil icon next to the student's name and click **"No, skip to..."** until you get to **"LWSF"** to administer **Letter Word Sounds Fluency**, and click **"Yes"**.

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

Spanish CELF Measure Administration

1. Administer the **CELF** to each student
* Refer to the administration and scoring guide on how to give this measure
1. Log into your account at :<https://app.aimswebplus.com/>
2. From the **"Additional Screeners"** tab, click on the down arrow and select the Additional Measure **"CELF"**
3. Make sure your filters are set for your correct school, grade, class, battery, and period.
4. Find the student you want to assess and click on the pencil icon in the **"Assess"** column
5. Enter in the **date** and select any questions the student answered **incorrectly**.
6. Click **"Next"** to go to the next student or **"Save"** to go back to the previous screen.

After Administration

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

Individual Benchmark Report

1. Click on the **student's name** from the Benchmark Comparison screen.
2. Click on the **down arrow** by the report name (currently set at "Student Profile").
3. Select **"Individual Benchmark Report"**.
4. Change **"Test"** to **"Initial Sounds"**.
5. Click **View/Refresh**.
6. Click **"Print"** or **"Download Report"** (located in the top right corner).
7. Repeat the process to download the report for **"Letter Word Sounds Fluency"**.

