

How do I create a regular benchmark teacher?

1. Log into an AIMSweb Manager account
2. Click the **Manage** tab.
3. Select the appropriate District and School, if applicable.
4. Click the **Teachers** link.
5. Click the teacher's user name or Add under the user ID column.
6. Change the drop down to **Regular** teacher.
7. Click **Save**.

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<https://pearsonassessmentsupport.com/support/index.php?View=entry&EntryID=3891>