How do I create a progress monitor 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 and Progress Monitor** teacher.
- 7. Click **Save**.

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