How do I generate score sheets within my account?

To generate a score sheet as an AIMSweb Manager, District Manager or School Manager:

- 1. Login to your AIMSweb Manager account.
- 2. Click the **Scoring** tab.
- 3. Choose the desired measure from the gray tabs across the middle of the screen.
- 4. Click the **paper** icon next to the Scores link for a given teacher to generate a score sheet for that teacher only.

To generate a score sheet as a Regular Teacher:

- 1. Login to your Regular Teacher account.
- 2. Click the **My Classes** tab.
- 3. Choose the desired area from the gray tabs across the middle of the screen.
- 4. Check the **measure** from the radio buttons.
- 5. Immediately to the right of the radio buttons, click the **paper score** sheets icon.

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