

# How do I enter scores?

There are different directions for different users. Only AIMSweb Managers, District Managers, and School Managers have a Scoring tab.

## To enter scores as a manager:

1. Login to your AIMSweb Manager, District Manager, or School Manager account.
2. Click the Scoring tab.
3. Select an assessment category from the grey sub-tabs.
4. Click the blue **Scores** link, corresponding to the appropriate teacher.
5. Enter scores.
6. Click **Save**.

## To enter scores as a Teacher:

1. Login to your Regular Teacher account.
2. Click the **My Classes** tab.
3. Click **Edit Scores**.
4. Edit as desired.
5. Click **Save**.

**Note:** Clicking the **Quick Save** button will save the scores to the database and keep you on the same page. Clicking the **Save** button returns you to the list of grades and teachers within the school.

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<https://pearsonassessmentssupport.com/support/index.php?View=entry&EntryID=3941>