

AIMSweb® Helpful Hints

Password

If you need your password reset, please contact your Local Area Manager (LAM). The "generate new password" and "email password to user" options DO NOT work.

The LAM must manually set passwords or use the “generate accounts slip” option on the manage teachers page. If you do not have the correct email address entered for teachers, the generate account slip option will not work.

Transfer of Students

Transferring within the same school: LAMs will need to edit the roster and remove the student from the previous teacher’s roster once the student has uploaded to the new teacher’s roster.

Transferring students out of the school: Upon a student moving out of CCSD, the LAM must manually transfer the student out of the school. Students moving within CCSD will automatically transfer via Infinite Campus upload. Once completed, the LAM cannot remove the student from the roster if there are scores from the current school year. The student’s name will turn red, but will not show up on subsequent benchmarking reports.

New Students

Students will be added to schools via the weekly upload from Infinite Campus. Uploads begin every Thursday morning and are completed by Friday morning. If a student enrolls on a Wednesday afternoon, you will need to wait until the following week for the student to appear. If the student does not upload, please make sure their information is accurate in Infinite Campus (e.g. start and drop dates must not overlap). Please do not manually add students as this creates duplicate accounts and uses an extra license. Call the SEMS help desk for further assistance

New Teachers

All teachers with a schedule in Infinite Campus will automatically upload on a weekly basis. Teachers without a homeroom schedule may be added by the LAM (e.g. resource teachers). You can also find teachers in the inactive teacher tab.

Probes not downloading

If your probes will not download and your account is being directed back to the log in screen, you must clear the browsing history. Then you will need to close the browser and log in again.

Duplicate Students

If there are duplicate students on rosters, please call the SEMS help desk for assistance in merging the two accounts.

SEMS Help Desk: 702-799-0295 or dial 00990295 from a CCSD phone