



AIMSweb® Technology Checklist

PREPARATION GUIDELINES FOR AIMSweb® IMPLEMENTATION and TRAINING

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AIMSweb Setup & Implementation:

AIMSweb is web-based and requires no network or computer-based installation to run. There are, however, several prerequisite items that should be addressed within networks and/or on individual computers that will optimize and ensure proper AIMSweb functionality:

MINIMUM SYSTEM REQUIREMENTS FOR RUNNING AIMSweb®:

PC: Windows 98, 2000, XP: Supported browsers: Internet Explorer, FireFox, Netscape

MAC: OS 9: Supported browsers: Internet Explorer, Netscape
OSX Supported browsers: Firefox, Safari 1.1, Netscape

ADDITIONAL SYSTEM REQUIREMENTS FOR OUR AIMSweb® PALM SUBSCRIBERS:

If your organization is also using AIMSweb® for Palm, our Palm software is compatible with:

IBM® PC Compatible:

- Windows 98SE, Windows® 2000/XP
- Pentium® III - 500 MHz (700 MHz or greater recommended)
- 64 MB of RAM (128 MB or greater recommended)
- Free USB port
- 100 MB Free Hard Disk Space
- 56 Kbps or greater Internet access
- Palm™ Desktop 4.0.1 software
- Palm™ Hotsync® Manager 4.0 or greater

Apple

- MacOS® 9.2.x, MacOS® 10.x
- Power Macintosh® 7300/180 or greater
- 256 MB of RAM or greater
- Free USB Port
- 56 Kbps or greater Internet access
- Palm™ Desktop 4.x software for Macintosh®
- Mac® Hotsync® Manager 3.x

Supported Handheld Devices

- Palm™ OS4: m500, m130, m505, m515, Tungsten™ W
- Palm™ OS5: Zire™ 21, 31,71,72, Tungsten™ E, E2, T2, T3, T5, C, Life Drive™, Z22, T|X

PREREQUISITE ITEMS FOR AIMSweb® SUBSCRIPTION AND GENERAL USE:

- ❑ **Caching/Proxy Servers:** If your internet network is running on a caching server, it must be set to permanently bypass the following site: <https://aimsweb.edformation.com> (only). You may use caching/proxy serving for all other purposes, but it **MUST** be disabled for the aforementioned site.

Caching/proxy serving for the AIMSweb Secure Site (only) **must remain disabled** at all times for as long as you are **subscribers** to the AIMSweb system. Because AIMSweb data requires serving data directly from our servers and viewing in **real-time**, bypassing the AIMSweb servers via a caching/proxy server in your network will cause significant errors in reporting and functionality for all users.

- ❑ **Portable Document Files (PDFs):** Ensure all computers upon which AIMSweb is to run during training or general use have a relatively recent/updated copy of Adobe Reader installed for viewing Portable Document Files (PDFs).
- ❑ **Secure Socket Layer (SSL):** AIMSweb requires SSL encryption. Ensure that Secure Socket Layer (SSL) is not blocked on the computers which trainees and/or staff will use for AIMSweb.
- ❑ **Active X:** Ensure that ActiveX is not blocked. ActiveX often prevents PDF files from opening. (This is typically only a problem when using Internet Explorer.)
- ❑ **Pop-up Blockers:** Ensure that pop-up blockers do not interfere with AIMSweb pop-up windows. Check the browser's toolbar, and any additional pop-up software installed on the machine, to ensure pop-up blockers do not interfere with the use of AIMSweb. (This is testable once you have subscribed to AIMSweb. Not all pop-up blockers interfere with AIMSweb.)
- ❑ **Email:** Ensure that school or district email accounts can receive external emails from Edformation.com and Harcourt.com, with or without attachments.
- ❑ **Cookies:** Please permit cookies for the use of AIMSweb.

ADDITIONAL PREREQUISITE ITEMS FOR AIMSweb® PDA/PALM SUBSCRIBERS:

- ❑ **IMPORTANT: Palm OS Software:** In addition to AIMSweb's setup requirements for General Use, subscribers to AIMSweb Palm must also address the following recommendations.
- ❑ **AIMSweb Palm Software** (Conduit and software), and Palm drivers specific to your PDA models used **must** also be installed in advance onto all computers and PDA's that will be used during any AIMSweb training (such as in a computer lab setting where training will occur.) This is integral to a successful and timely training.
- ❑ You must ensure that the Operating System software/drivers for the Palms purchased for your staff has been installed on **each** of the computers that will be used to hot-sync PDA's by staff in your organization. This includes any computers used for AIMSweb® Palm Training Purposes.

AIMSweb Palm Installation: To install the AIMSweb's Palm Software, follow the instructions below:

- ❑ AIMSweb® Conduit and Palm Software may be obtained from within the Customer Manager Login of your AIMSweb Subscription. (If you do not have access to this subscription, contact the AIMSweb subscriber in your organization, or contact our Support Department at 888-944-1882 or support@edformation.com for assistance.)
- ❑ Once you are logged into your AIMSweb Customer Manager Account:
 - Click on the brown Manage Tab, located on the far left side of your screen.
 - Find the MENU, located on the left side of your screen.
 - Click on the "Setup PDA Download Settings" link under the menu.
 - The new screen will have download instructions. Your conduit and AIMSweb Palm software download links will also be on this page. Please follow the instructions as listed.
 - Ensure Palms can HotSync properly to any equipment designated for the purposes of training or general staff use. You will notice an AIMSweb icon on the list of your PDA's available applications when HotSync has occurred properly.
- ❑ For a **Palm Software Guide** and instructions, visit: <http://www.aimsweb.com/uploaded/files/palm.pdf>
- ❑ For a **Palm Software Installation Guide Video for Managers (Windows):**
http://www.aimsweb.com/uploaded/files/installing_pda_software_managers.swf
- ❑ For a **Palm Software Installation Guide Video for Teachers (Windows):**
http://www.aimsweb.com/uploaded/files/installing_pda_software_regpm.swf

The aforementioned sites may also be found on our Downloads webpage, under the Palm section:
<http://www.aimsweb.com/training/downloads.php>

AIMSweb® ONLINE TRAINING and WEB CONFERENCING PARTICIPANTS:

If you will be participating in an AIMSweb Online Training and/or Web Conference, please address the following guidelines.

System Requirements for Web Conferencing/Webinars:

AIMSweb® proudly utilizes the ReadyTalk® web conferencing/webinar and online training system. (www.readytalk.com).

With ReadyTalk, participants may join a web conference regardless of their operating system or web browser. The superior cross platform service of ReadyTalk will empower you to join in any of our public web conferences. ReadyTalk offers unparalleled support for Mac, Linux, Solaris, and Windows operating systems.

ReadyTalk has also built service to support all browser types including Mozilla, Firefox, Safari, Internet Explorer, and Netscape. Their commitment to supporting all technology platforms means you will never have to worry about people joining an AIMSweb conference.

Web Conferencing System Requirements for Participants:

To participate in a ReadyTalk Video Conference, please run the conference test scan: <http://test.readytalk.com>
This will run a scan to determine if your browser and computer support ReadyTalk.

MINIMUM SYSTEM REQUIREMENTS FOR READYTALK:

Platform	Supported Browsers	Supported Java Versions
Microsoft Windows: 98, 2000, XP	Internet Explorer: 5.5, 6.0, 7.0 Firefox: 1.0+ Netscape: 7.0+, 8.0+ Mozilla: 1.4+	1.1.4 (IE) 1.3.1 - 1.3.1_19 1.4.1 - 1.4.1_07 1.4.2 - 1.4.2_11 1.5.0 - 1.5.0_09 Install 1.3.1_13 Win2000(SP0-SP2) Install 1.4.2_09 98, 98SE, Me, Win2000(SP3+), XP(SP1+)
Apple Macintosh: OS X 10.2+OS 9 - Not Supported	Safari: 1.0+ Mozilla: 1.4+ Firefox: 1.0+ Camino: 0.7+	1.3.1 1.4.2 1.5.0 - 1.5.0_06
Linux - 2.4+ Kernel	Mozilla: 1.4+ Galeon: 1.27 Firefox: 1.0+	1.3.1_03 - 1.3.1_19 1.4.1 - 1.4.1_07 1.4.2 - 1.4.2_11 1.5.0 - 1.5.0_09
Solaris 2.9 (5.9)	Mozilla: 1.2.1 (Solaris version)	1.4.2

Watching a Pre-Recorded Conference Video:

If you are viewing a pre-recorded AIMSweb Video of a conference session and are having difficulty: Please use our test video to run a final check of your system: [Play Video](#)

Video Playback Tips: [Video playback](#) and [Video Download Information](#)



What is unique about AIMSweb Training—and why do Certified AIMSweb Trainers (CATs) have advanced technology needs?

AIMSweb training has very different technological demands from most other training services typically provided to your staff/colleagues via invited presenters. AIMSweb training requires the CAT to present a variety of information in DVD format (10% of training time), as well as use of the internet and computer lab (or laptops) during approximately 50% of your training. Lastly, CATs use PowerPoint presentations for the remainder of each day (40% of time). AIMSweb training also requires the use of various types of web-based and installed software (see list below).

With network and system configurations, computer platforms, and operating systems varying widely from organization to organization, our trainers are at a disadvantage in intuitively knowing how to operate equipment smoothly with each new location at which they arrive. Your support is most sincerely appreciated in order to provide an effective training.

As most internet systems in organizations are setup to block non-permitted use, our trainers are rarely able to use their own laptops when training at your site without altering network and internet configurations on both ends—a timely process. Therefore, we ask to borrow your master workstation and lab. That said, it is sometimes challenging for trainers to quickly familiarize themselves with borrowed equipment at your location and adapt to your system's unique setup as configurations, login processes, software access, etc. vary widely among organizations. Your support is appreciated in advance, and at the onset of training to facilitate this process.

Please assist your trainer prior to, and on the morning of training day(s) to ensure our trainers are able to temporarily transfer (or download/save) PowerPoint slides to the host's computer, use the internet without unanticipated blocks, play DVD's with audio for the group, etc., all while familiarizing themselves with borrowed equipment from your site.

If these things are not setup properly, in advance of your trainer's arrival (and on training day), it may significantly delay the start of your training. Each organization's network systems are unique and we sincerely appreciate your ability to support our trainers in the "startup" of their training each morning so that they know how to work all of your equipment properly. Thank you so much for assisting us in ensuring a high-quality training and implementation experience!

Kindest regards,

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Lead Certified AIMSweb Trainer
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Technology Checklist for AIMSweb® Training & Implementation

- ❑ **GENERAL REQUIREMENTS:** Please ensure requirements on pages 1-3 of this document have been addressed, in addition to those below.
- ❑ **FIRST DAY OF TRAINING:** On the first day of training, please have a technology support person available for 1 hour. He/she should arrive to meet with the trainer approximately 30-40 minutes before start-time. Start time is typically 8:00am, though may vary depending on the schedule set by your organization.
- ❑ **MASTER WORKSTATION & LAB:** On the master workstation and lab, **your trainer will need:**
 - **Logins for Master Workstation:** Please provide proper logins, if any are required, to access the desktop and internet so that the trainer may download and save PowerPoint and Word files to the desktop for use during training. (Download is typically done via a website where our files are stored or from the trainer's flash-drive and/or /portable hard-drive).
 - Ensure that all participants can login and/or access the desktop and internet of the machine they will be using during the training.
 - If your computer lab is set up so that logins are needed to access the desktop or web, and those logins are unknown to the participants, please provide a list of those logins to the host or your trainer so that they may be announced to the group at the onset of training.
 - **Presentation Tools:** Your trainer will likely be using a handheld presentation pointer to click through PowerPoint slides. Though brands may vary, most connect via USB antenna. Most software systems recognize the hardware upon plug-in of the USB antenna; however, if your trainer has difficulty with recognition on training day, please provide a contact for support or an alternate presentation unit that is configured for the computer in use. Thank you.
 - **Website Blocks:** Your internet setup should **NOT** block the following domains prior to training and throughout your AIMSweb subscription:
 - www.aimsweb.com
 - www.regonline.com
 - www.freeonlinesurveys.com
 - www.langell.org
 - <https://aimsweb.edformation.com>. (Please permanently disable caching for this site.)
 - **Master Workstation and Computer Lab machines:** Ability to download, save, and open PowerPoint and Word files for editing and viewing from various websites (above) we provide to our trainers for business use.
 - **Adobe Reader:** Adobe Reader (Min. requirement) or Acrobat installed on all machines for viewing of .PDF files.
 - **Audio/Visual Equipment:** Advanced setup of audio/visual equipment with ability to play (with audio) a training video in DVD format. Please provide the following:
 - TV that plays DVD; or,
 - Master workstation that plays DVD (with proper volume for group and/or auxiliary speakers)

NOTE: DVD playback software typically varies from organization to organization. Our trainers sometimes find it difficult to locate and use these tools on unfamiliar computer systems. When offering DVD playback software on the master workstation, your guidance and support in its initial use is deeply appreciated by your trainer.

If you provide these features, please leave documentation or provide live support to facilitate the best method for playing the DVD on the equipment provided.
 - **Digital Video Projector:** The master workstation/computer must be hooked to projector monitor or SmartBoard. Your trainer may sometimes have the need to connect his/her own laptop to this projection system. Please advise your trainer as to the location of the connection cables so that a switchover may be made when needed. If a switchover is not possible, please advise.