AIM Student Photo Repository Department of Justice Training Guide

AIM User Guide

The 2019 Montana Legislature passed Senate Bill [MTSB40](#) requiring the OPI to create and maintain an electronic directory photograph repository of all Montana public school students. The purpose of this photo repository is solely for assisting law enforcement officials in locating a student that has been identified as a missing child. In order to aid law enforcement officials in their search for missing children, the Montana Department of Justice will be able to view student photos in the OPI AIM State Level system. This guide in intended to assist authorized DOJ staff in accessing the student photo repository in Infinite Campus.

==Parents/guardians must 'Opt-In' to have their child's photo included in the state repository.== Initially, photos and 'Opt-In' statuses are stored at the district level in Infinite Campus. The photo will only exist at the state level based on the 'Opt-In' value that is elected for the student photo. Parents/guardians who do not 'Opt-In' will not have their students' photo accessible at the state level.

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Frequently Asked Questions:

THE FOLLOWING QUESTIONS MAY ARISE REGARDING THE STUDENT PHOTO REPOSITORY WHEN WORKING WITH PARENTS/GUARDIANS/SCHOOLS/ AND OTHER DOJ STAFF.

1. **What is the electronic photo repository?** The electronic photo repository stores Montana students' photos at the state level. The purpose is exclusively for assisting law enforcement in locating missing school-age children. The photos will be stored in Infinite Campus, the state student information system. The photos will typically be the 'school picture' that most schools take annually.

2. **Who should be contacted if DOJ staff have questions regarding a specific student?** DOJ staff should contact the school or district where the student is currently enrolled or previously enrolled to find out information about the student. The OPI cannot assist with providing additional student information. The OPI has a [school directory](#) available on their [website](#).

3. **Who should be contacted if DOJ staff have questions or issues with navigating or logging into the Infinite Campus system?** DOJ staff should contact the OPI AIM unit help desk with questions or issues relating to the functionality of Infinite Campus. Call 1-877-424-6681 (toll free) or 406-444-3800. Email: opiaimhelp@mt.gov

4. **How does a child's photograph get included in the photo repository?** Most schools will obtain consent to 'Opt-In' during the enrollment/beginning of school process, however photos can be added at any time upon request by a parent or guardian. Only photos of students whose parent/guardians have opted-in to the repository will be available in the state repository.

5. **How does a child's photograph get removed from the photo repository?** A parent can 'Opt-Out' at any time <u>by contacting the school</u> of enrollment to find out the procedure. Photos are automatically removed if the original photo date is over two years old. To ensure the student photo remains in the repository, it is important to update it *at least* every two years.

6. **What happens if a student relocates to a different district?** Each district should record the value of the 'Opt-In' value provided by the parent/guardian. If a student moves to a new district within Montana, the parents/guardians may be asked to provide the 'Opt-In' choice upon registering the student in the new district.

Infinite Campus Navigation Basics

Infinite Campus is a web-based Student Information System (SIS). District users of Infinite Campus store important student data such as student demographics, enrollments, program participation, assessment data, as well as special education and IEP data, which is synced to the State Edition of Infinite Campus. A secure **username** and **password** are required to log-in and use the system. The username and password are supplied and maintained by the OPI AIM staff and should be assigned to you only; *do not share sign-in information between users.*

To access Infinite Campus:

1. Open a web browser (Internet Explorer has some compatibility issues. Chrome, Edge, and Firefox are friendly browsers.)
2. Enter the Infinite Campus State Edition URL. (If this is bookmarked it will need to be updated periodically.)
3. Enter your **username** and **password.**

Once you are logged in, the screen area in the Infinite Campus application is divided into three parts: the **Campus Action Toolbar**, **Index/Search Outline**, and **Main Workspace**.
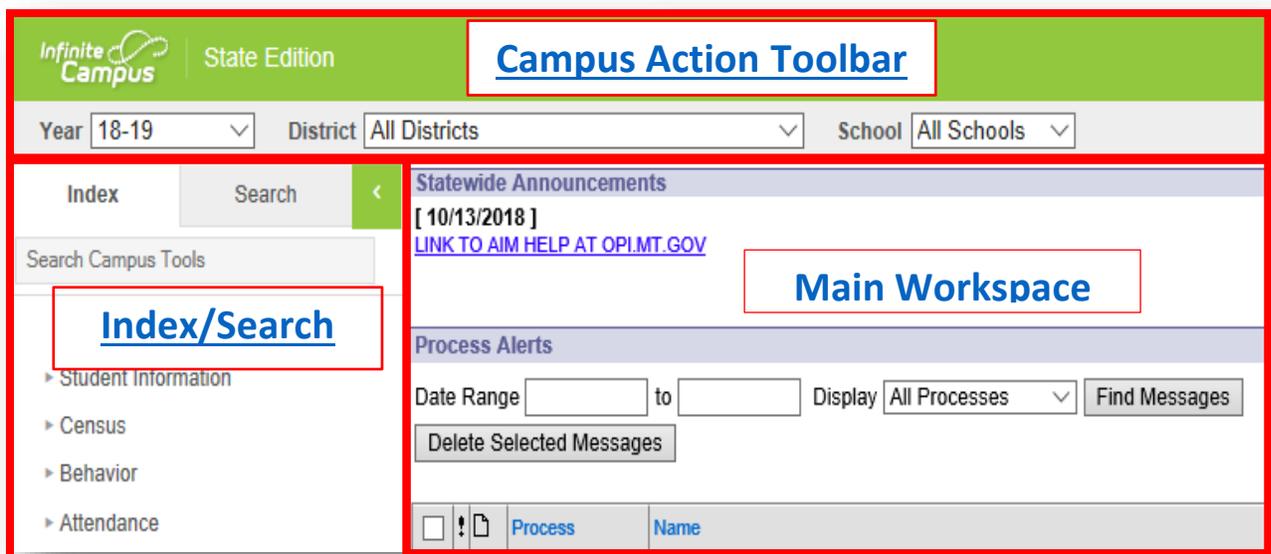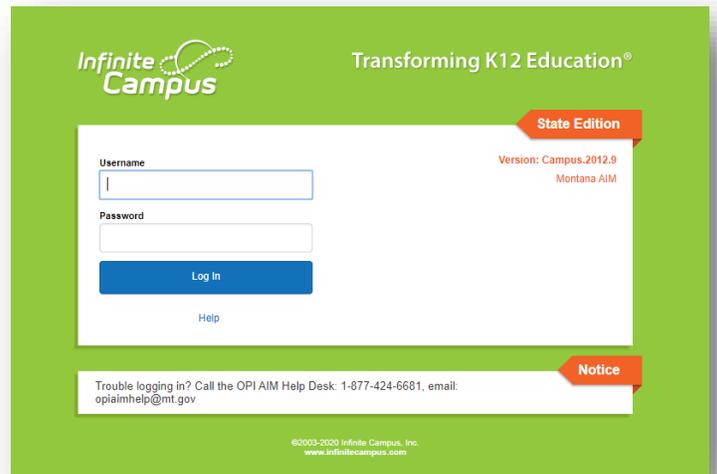
Campus Action Toolbar:

The Campus Action Toolbar is located at the top of the Infinite Campus screen, and it is where you will find the fields for the **Year, District,** and **School**. The tools on the far-right end of the toolbar provide quick access to hide or see the fields for Year, District, and School. If these three fields are not visible when you sign in, click on the small gray box on the far right with the ^ symbol to drop open those fields.
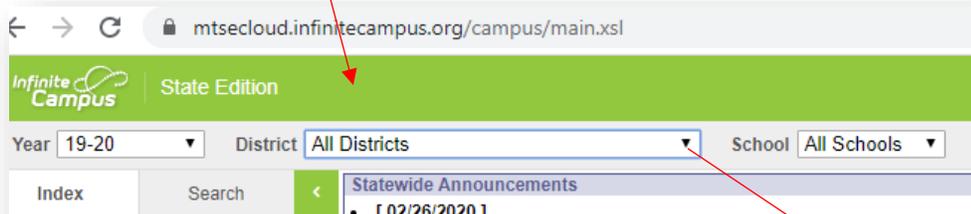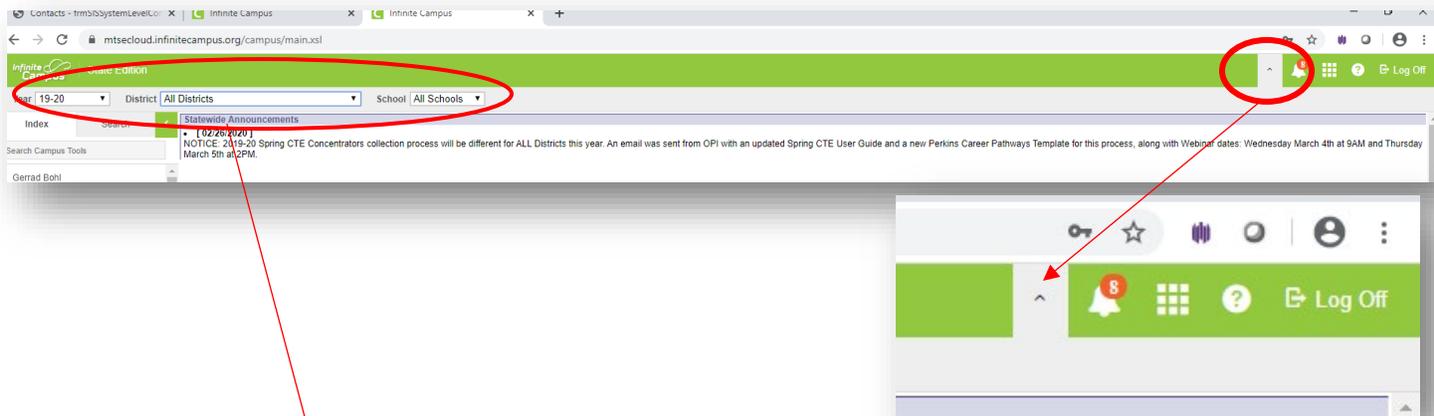

By selecting the drop-down menu for the **District** field, you can choose to either search within **All Districts** or a specific district. Choosing a specific district will shorten the time it takes for a search to be performed. It will also yield fewer results for those with commonly used names. (i.e. Smith).
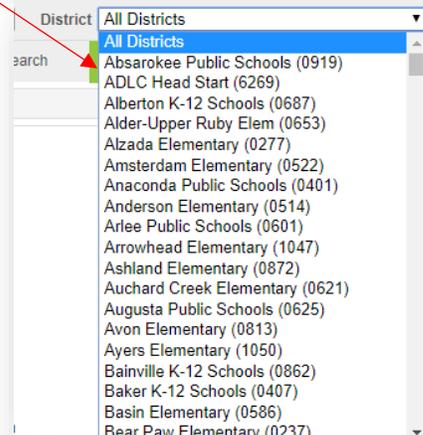
Index/Search Outline:

The Outline on the left side of the screen is composed of two tabs: **Index** and **Search**.

The **Index** tab is divided into modules. Modules are groups of similar tools. The **Student Information** module, pictured right, contains tools that help find information about students. To select a tool, click on the tool name. Also, by selecting **Student Information** and then **General**, you are able to view the **Summary tab** for a student which will contain **Name, Gender, Race/Ethnicity, Birthdate, Student Number (local ID number), State ID, and a photo if the photo has been uploaded and made accessible at the state level.**
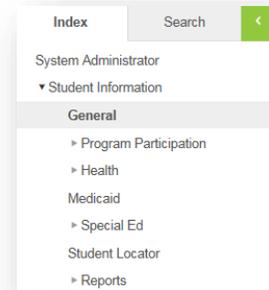
The **Search** tab, which is next to the **Index** tab, allows the user to search for different types of information in Campus. The types of searches available to a user depend on the rights given by the System Administrator. To search, select a search type from the drop-down list and enter search criteria in the box. The following steps provide instruction for different types of searches.
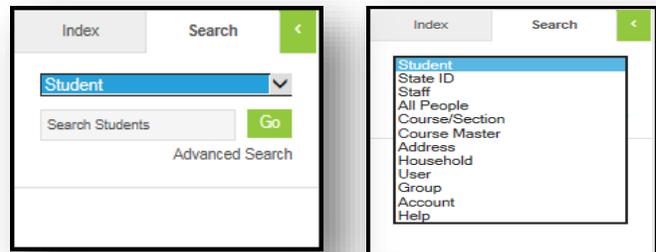
Searching in Infinite Campus

There are two options for searching for students within Infinite Campus: the **basic** and **advanced search**.

Basic Search:

The **basic search** is used to find a specific data type with limited or open criteria. To find a student using the basic search method:

1. Select the the **Search** tab.
2. Select **Student** from the drop-down menu.
   NOTE: The correct year must be selected at the top in the *Action Toolbar*.
3. Enter the name of the student in the criteria search box in this format: ***last name, first name***
4. Click **Go**. A list of name matches will be generated under Search Results.
5. Click on the name from the search results you wish to view. Names appearing in Red represent students whose last enrollment has been ended.

   NOTE: **Wildcard searches** can also be attempted with a basic search by entering part of the last name, and part of the first name if the correct spelling is not known.

- The underscore (_) can be used to replace one character in the name. For example, when searching for Anderson/Andersen, use the _ to replace the o/e: Anders_n. The search will return matches for both Anderson and Andersen.
- The percentage symbol (%) replaces multiple characters. It can be used for all - % alone, or for after: b% returns all names whose last name begins with b, or for between b%n returns all names that begin with b and end with n. Searching with just a % symbol (or no entry) will return all results.

Advanced Search:

The **advanced search** combines a variety of data pieces to yield a more specific search result. To use the advanced search, click on the **Search** tab, then click **Advanced Search**.

The **advanced search** allows the user to combine a variety of data elements into one search. For example, to search for all ninth-grade students who are male, select 09 from Grade and M from Gender. Click **Search**.
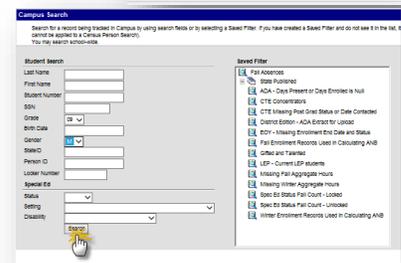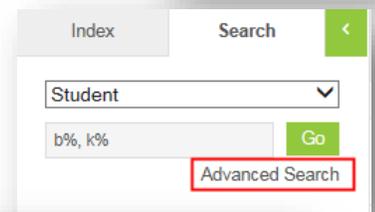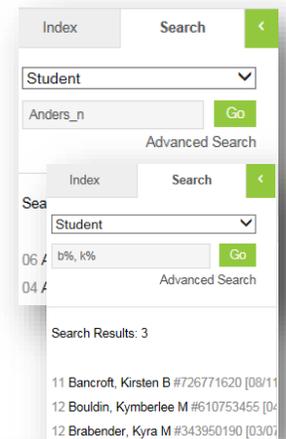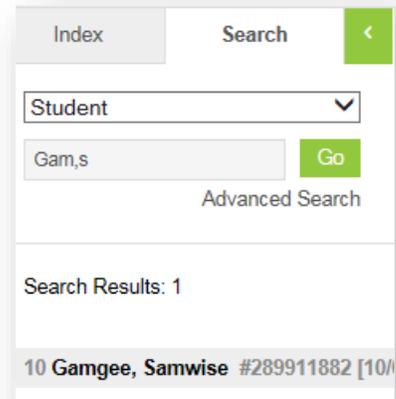
Student Information

Sensitive student data is contained within the **Summary** tab and the **Enrollment** tab. Your user rights will allow you to view these tabs. <u>**The student photo can be found under the Summary Tab.**</u>

Summary Tab:

Path: Index/Student Information/General/Summary

The **Summary** tab contains <u>read-only</u> data about a student and is available in two formats. The 'Classic Summary Tab' is pictured right and contains information such as the **Name, Gender, Race/Ethnicity, Birthdate, Student Number (local ID number), State ID, Household Information, and a visible photo** *if the photo has been uploaded and made accessible at the state level*. **There is also a button at the top that will allow you to print the Summary Tab with the Photo.**

 NOTE: Household information will <u>only</u> be visible if the district has provided it, or if the student is enrolled in Special Ed. services. *If it is not visible in Infinite Campus, please call the district or school for this information. The OPI does not house this information unless the district has provided it at the state level of Infinite Campus.*

There is also a *New Summary* format which is available by clicking the **New Summary Tab** in the top right corner. This summary format is will include the same summary details as above. To print this version of the summary tab, click the **Reports** button in the bottom left corner.

To save a student photo to your system:

1. Right click on the image and select **Save as Image**.
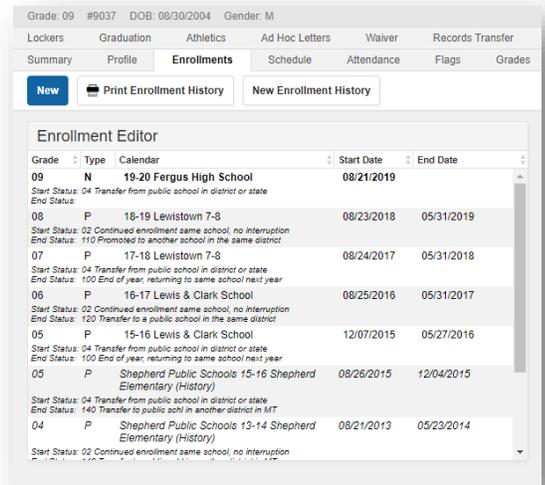2. Name the photo as desired and save it to your computer system.

NOTE: **Gender** refers to the **legal sex** of the student as it appears on their birth certificate or other legal documentation, which may not be the same as how they personally identify. For reporting purposes, only the legal gender of the student will appear in Infinite Campus.
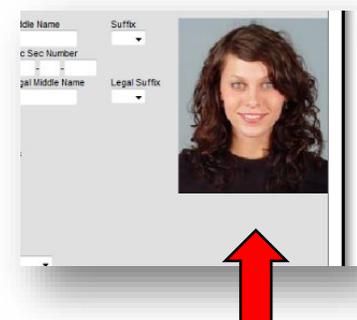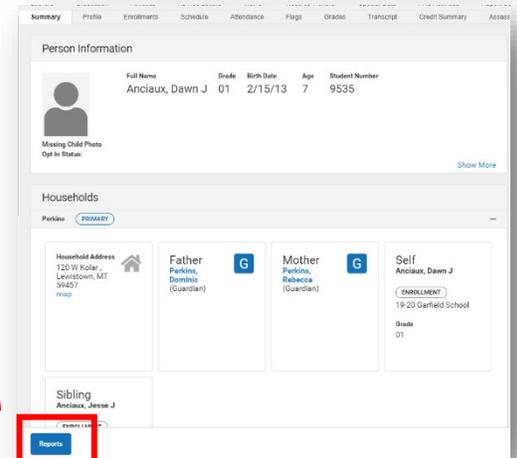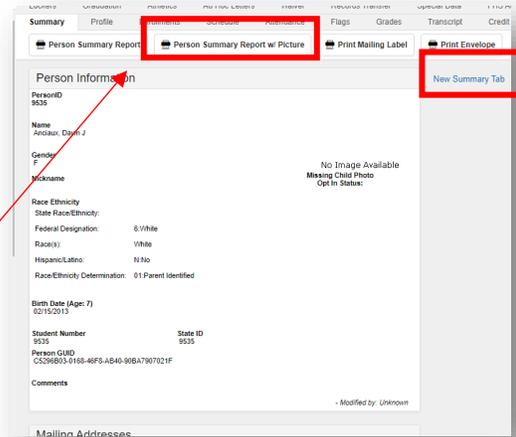
Enrollment Tab:

Path: Index/Census/People/Enrollments

The **Enrollment** tab contains information about a student's current and historical enrollment into a school and/or district. The basic elements of an enrollment record are the student's Start/End Dates, Start/End Status, Grade Level, and Service Type.


Demographics Tab:

Path: Index/Census/People/Demographics

The **Demographics** tab also allows a user to view the **Name, DOB, Race/Ethnicity code, or Student Number (local ID) and a student photo** *if a photo has been uploaded and made accessible at the state level.*

To save a student photo to your system:

1. Right click on the image and select **Save as Image**.
2. Name the photo as desired and save it to your computer system.
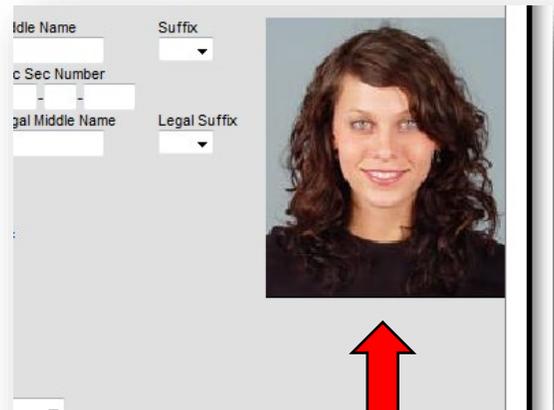
Ad Hoc Report

Path: Index/Ad Hoc Reporting/Filter Designer/Ad Hoc Reporting DOJ

All DOJ staff should have access to an Ad Hoc filter report which will allow them to search Infinite Campus student database for a list of students who have a photo shared to the state level. This Ad Hoc report will allow users to search within specific schools and districts as well.

1. Go to the **Index** tab.
2. Select **Ad Hoc Reporting**.
3. Select **Filter Designer**.
4. Click on **Ad Hoc Reporting DOJ**.
5. Click on **student ALL Student Photos in AIM State Level.**
6. Click **Test** to produce a report of students in a separate broswer window. Or click **Search** to generate a list of students under the **Search** tab.
   Note: You can also choose to generate a report for specific schools or distrcits by first selecting a school from the tool bar at the top, or from the list of schools in the field below the ad hoc.
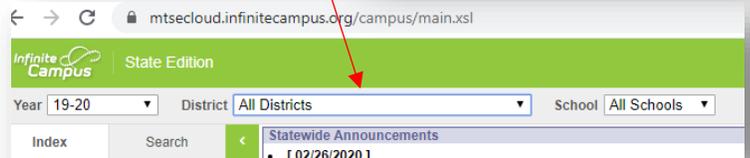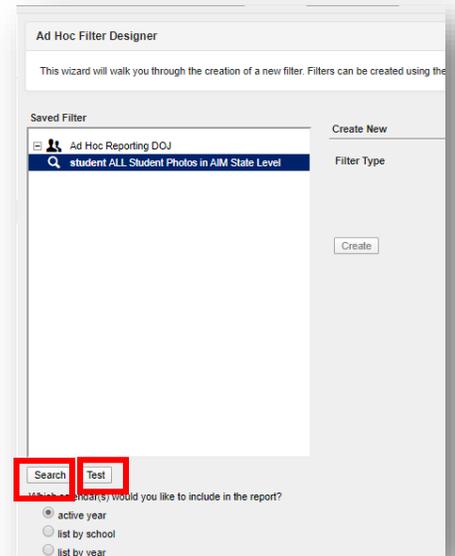
Logging Off

When a user is through accessing Infinite Campus, it is important that the user manually Log Off of the system before closing the browser. If a user closes the internet browser without manually logging off, applications can still be running in the background. Due to the sensitive nature of student information within Infinite Campus, it is ***best practice to manually log off before closing the browser***. The Log Off feature is located at the top right-hand corner of the screen.
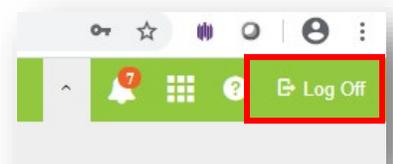
CONTACT THE OPI AIM HELPDESK AT
1-877-424-6681 OR Submit an AIM Help Desk Ticket **FOR ASSISTANCE.**