

**AIM User Guide:**  
**AIM State Level Student**  
**Photo Repository**  
**Department of Justice**  
**Training Guide**

STIPULATED IN [MTSB40](#) and [MCA 20-7-1317](#) THE OFFICE OF PUBLIC INSTRUCTION IS REQUIRED TO CREATE AND MAINTAIN A STUDENT PHOTO REPOSITORY. THIS GUIDE IS DESIGNED TO ASSIST THE DEPARTMENT OF JUSTICE IN TRAINING DESIGNATED STAFF WHO WILL NEED ACCESS TO THE AIM/INFINITE CAMPUS STUDENT INFORMATION SYSTEM FOR THE SOLE PURPOSES OF ACCESSING THE STUDENT PHOTO REPOSITORY SYSTEM.

## AIM CONTACT INFORMATION

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# 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 is 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: [opaimhelp@mt.gov](mailto:opaimhelp@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 [by contacting the school](#) 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.

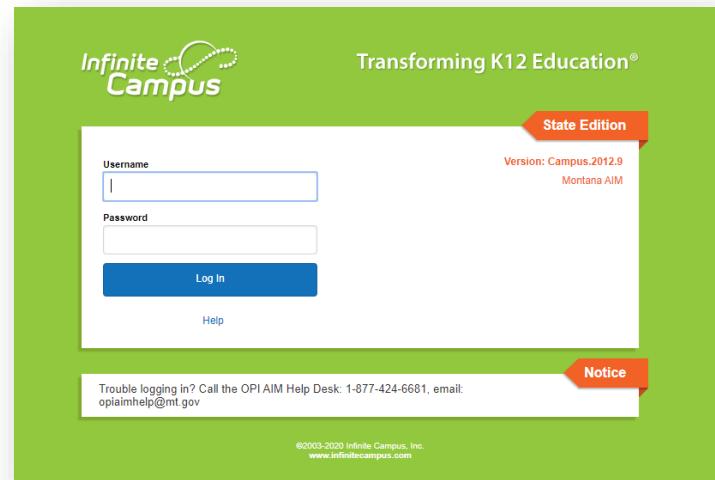
# Infinite Campus Navigation Basics

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**.

A screenshot of the Infinite Campus Main Workspace. The interface is divided into several sections:

- Campus Action Toolbar:** Located at the top, showing "State Edition" and dropdown menus for "Year" (18-19), "District" (All Districts), "School" (All Schools).
- Index/Search Outline:** Located on the left side, with a red box around it. It includes tabs for "Index" and "Search". Below these are links: "Search Campus Tools", "Index/Search" (which is highlighted in blue), "Student Information", "Census", "Behavior", and "Attendance".
- Main Workspace:** The central area containing "Statewide Announcements" (with a link to "LINK TO AIM HELP AT OPI.MT.GOV"), "Process Alerts" (with a "Delete Selected Messages" button), and a toolbar with icons for "Process" and "Name".

## 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.

The screenshot shows the Infinite Campus main screen with several key elements highlighted:

- Toolbar Fields:** The "Year 19-20", "District All Districts", and "School All Schools" dropdown menus are circled in red. A red arrow points from the top-left circled area down to the middle section of the screenshot.
- Toolbar Icons:** The top right of the toolbar features icons for user profile, notifications (with a red '8' badge), and log off. A red circle highlights the user profile icon, and another red arrow points from the top-right circled area down to the same icon in the middle section.
- Search Bar:** Below the toolbar, there is a search bar with fields for "Index" and "Search". A red arrow points from the search bar area down to the middle section of the screenshot.
- Announcements:** A "Statewide Announcements" section displays a message about the Spring CTE Concentrators collection process. A red arrow points from this section down to the middle section of the screenshot.
- Drop-down Menu:** In the middle section, a dropdown menu is open under the "District" field. It shows "All Districts" at the top, followed by a list of districts. A red arrow points from the open dropdown menu down to the bottom section of the screenshot.
- Bottom Section:** The bottom section contains a list of districts with their names and codes. The first item in the list is "All Districts".

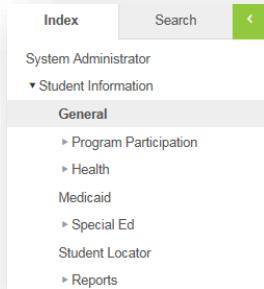
District	Name	Code
All Districts	All Districts	
Absarokee Public Schools	(0919)	
ADLC Head Start	(6269)	
Alberton K-12 Schools	(0687)	
Alder-Upper Ruby Elem	(0653)	
Alzada Elementary	(0277)	
Amsterdam Elementary	(0522)	
Anaconda Public Schools	(0401)	
Anderson Elementary	(0514)	
Arlee Public Schools	(0601)	
Arrowhead Elementary	(1047)	
Ashland Elementary	(0872)	
Auchard Creek Elementary	(0621)	
Augusta Public Schools	(0625)	
Avon Elementary	(0813)	
Ayers Elementary	(1050)	
Bainville K-12 Schools	(0862)	
Baker K-12 Schools	(0407)	
Basin Elementary	(0586)	
Bear Paw Elementary	(0237)	

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).

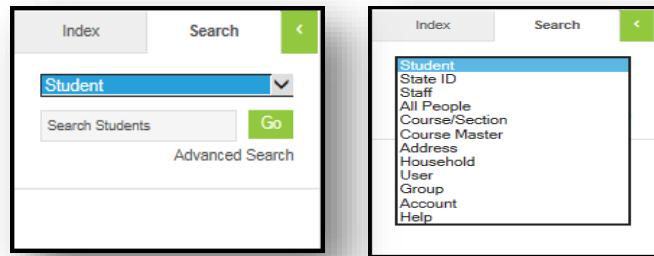
## **Index/Search Outline:**

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.



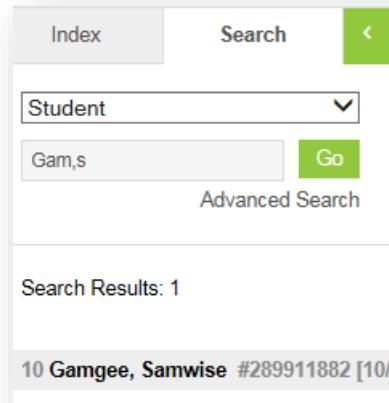
# Searching in Infinite Campus

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:

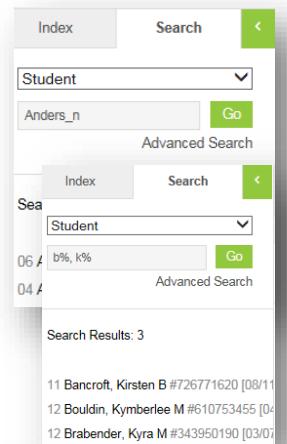
1. Select the the **Search** tab.
2. Select **Student** from the drop-down menu.  
**NOTE:** The correct year must be selected at the top in the *Action Toolbar*.
3. Enter the name of the student in the criteria search box in this format: ***last name, first name***
4. Click **Go**. A list of name matches 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.



The screenshot shows the 'Search' tab selected. In the search bar, 'Student' is chosen from the dropdown, and 'Gam,s' is typed into the search field. A green 'Go' button is to the right. Below the search bar, there's a link 'Advanced Search'. The results section shows 'Search Results: 1' and a single result: '10 Gamgee, Samwise #289911882 [10/1]'. The name 'Samwise' is highlighted in red, indicating it's a student whose last enrollment has 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.



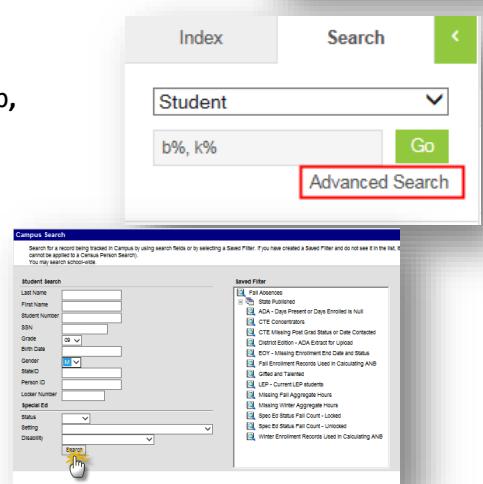
The screenshot shows the 'Search' tab selected. In the search bar, 'Student' is chosen from the dropdown, and 'Anders\_n' is typed into the search field. A green 'Go' button is to the right. Below the search bar, there's a link 'Advanced Search'. The results section shows 'Search Results: 3' and three results: '11 Bancroft, Kirsten B #726771620 [08/11]', '12 Bouldin, Kymberlee M #610753455 [04/12]', and '12 Brabender, Kyra M #343950190 [03/12]'. All names are in black text.

## 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**.



The screenshot shows the 'Search' tab selected. In the search bar, 'Student' is chosen from the dropdown, and 'b%, k%' is typed into the search field. A green 'Go' button is to the right. Below the search bar, there's a link 'Advanced Search'. The results section shows 'Search Results: 3' and three results: '11 Bancroft, Kirsten B #726771620 [08/11]', '12 Bouldin, Kymberlee M #610753455 [04/12]', and '12 Brabender, Kyra M #343950190 [03/12]'. All names are in black text. The 'Advanced Search' dialog box is open, showing various search filters like 'Last Name', 'First Name', 'SSN', 'Grade', 'Gender', etc., and a large list of 'Search Filter' checkboxes on the right side.

# 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. The student photo can be found under the Summary Tab.

## **Summary Tab:**

*Path: Index/Student Information/General/Summary*

The **Summary** tab contains read-only 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.

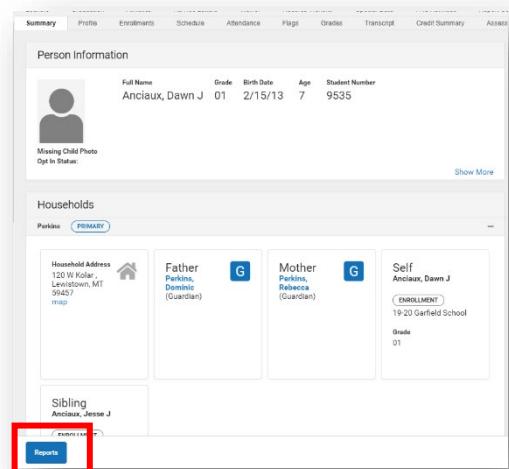
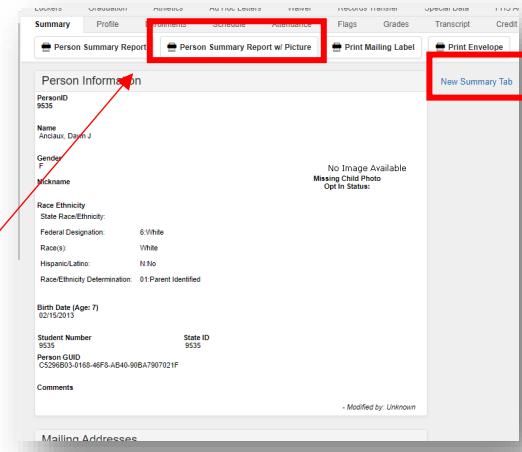
**NOTE:** Household information will only be visible if the district has provided it, or if the student is enrolled in Special Ed. services. *If it is not visible in Infinite Campus, please call the district or school for this information. The OPI does not house this information unless the district has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

Enrollment Editor						
Grade	Type	Calendar	Start Date	End Date		
09	N	10-20 Fergus High School	08/21/2019			
		Start Status: 04 Transfer from public school in district or state				
		End Status: 110 Promoted to another school in the same district				
08	P	18-19 Lewistown 7-8	08/23/2018	05/31/2019		
		Start Status: 02 Continued enrollment same school, no interruption				
		End Status: 110 Promoted to another school in the same district				
07	P	17-18 Lewistown 7-8	08/24/2017	05/31/2018		
		Start Status: 04 Transfer from public school in district or state				
		End Status: 100 End of year, returning to same school next year				
06	P	16-17 Lewis & Clark School	08/25/2016	05/31/2017		
		Start Status: 02 Continued enrollment same school, no interruption				
		End Status: 120 Transfer to a public school in the same district				
05	P	15-16 Lewis & Clark School	12/07/2015	05/27/2016		
		Start Status: 04 Transfer from public school in district or state				
		End Status: 100 End of year, returning to same school next year				
05	P	Shepherd Public Schools 15-16 Shepherd Elementary (History)	08/26/2015	12/04/2015		
		Start Status: 04 Transfer from public school in district or state				
		End Status: 140 Transfer to a public sch in another district in MT				
04	P	Shepherd Public Schools 13-14 Shepherd Elementary (History)	08/21/2013	05/23/2014		
		Start Status: 02 Continued enrollment same school, no interruption				

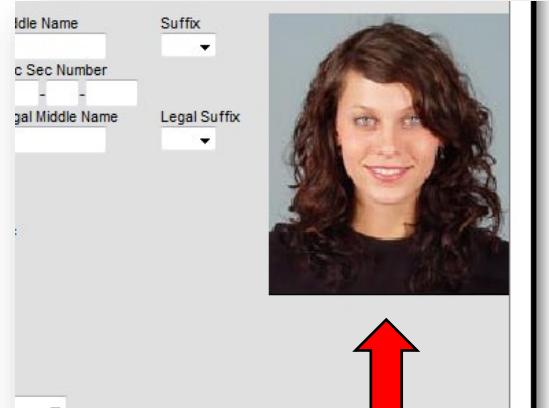
## Demographics Tab:

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 browser 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 districts 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.

The screenshot shows the 'Ad Hoc Filter Designer' window. At the top, it says 'This wizard will walk you through the creation of a new filter. Filters can be created using the following criteria:'. Below that is a 'Saved Filter' section with a list item 'Ad Hoc Reporting DOJ' and a search bar containing 'student ALL Student Photos in AIM State Level'. To the right are buttons for 'Create New' and 'Filter Type'. At the bottom, there are two red boxes around the 'Search' and 'Test' buttons. Below these buttons is a dropdown menu with three options: 'active year' (selected), 'list by school', and 'list by year'. A red arrow points from the 'Search' button in the filter designer to the 'Search' tab in the main Infinite Campus interface.

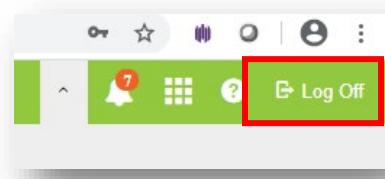
Infinite Campus | State Edition

Year 19-20 District All Districts School All Schools

Index Search < Statewide Announcements 02/26/2020

## 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.**