
AIM Reference Guide:

AIM Assessment Registration Collection

*This guide explains the process for:
1) generating barcode labels for students taking the Science CRT and ACT tests; 2) preparing enrollment data for the OPI to export for registering students to take the Montana Smarter Balanced Tests online; and 3) participation policies and registration processes for the Montana Comprehensive Assessment System (MontCAS).*

Topics covered in this AIM Reference Guide include:

- *Updating Enrollments*
 - *Mid-Year Grade Level Changes*
 - *Part-time Students (including Job Corps, Digital Academy and Home school students)*
 - *Sort-by Field*
 - *Data Verification*
 - *Participation Policies*
 - *Registration Processes*
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The OPI uses data from AIM/Infinite Campus to identify and register students for statewide assessments. The AIM Assessment Registration Collection identifies students **enrolled on 1/19/18** who are required to take the CRT (Criteria-Referenced Test), the ACT and Smarter Balanced testing. This data collection must be **completed by January 25, 2018**.



Before beginning this process, there are a few considerations:

1. Which students must be enrolled?

- Districts should ensure that **all enrollments for all students** are properly updated (new students entered and students who have left the district properly exited) through **January 19, 2018**. *page 2*

2. What are the requirements for testing?

- The requirements for participation are outlined in pages ___ through ___.

3. Should I update grade levels at semester?

- Districts that award credit at semester and make grade level changes in their own Student Information System should update those grade level changes in AIM to ensure that the correct number of students are identified for 10th and 11th grade. *page 3*

4. What is the Sort-By field and how is it used?

- CRT Science test barcode labels come from the testing company sorted by District, School and Grade Level. Those districts wishing to have their labels sorted further (e.g., by student's classroom teacher, classroom number, homeroom, etc.) must enter that data in the Sort-by field in AIM no later than **January 25, 2018**. *page 4*

5. How do I verify the data I have entered in AIM is accurate?

- The Enrollment Status Report and custom Ad Hoc reports can be used to verify AIM data for testing purposes. *page 5*

STUDENT ENROLLMENTS

Districts should update their enrollments to reflect the movement of students in or out of the district through **January 19, 2018**.

Students who left the district must have an End Date and appropriate End Status entered.

Students who entered the district must have a Start Date and an appropriate Start Status entered.

Lynn, Loretta						
Grade: 08 #929 DOB: 09/04/2016 Gender: F						
Credit Summary	Assessment	Behavior	Transportation	Fees	Lockers	
Graduation	Athletics	AdHoc Letters	Waiver	Records Transfer	Report Card	
Summary	Enrollments	Schedule	Attendance	Flags	Grades	Transcript
Print Enrollment History New New Enrollment History						
Enrollment Editor						
Edit	Grade	Type	Calendar (Schedule Name)	Start Date	End Date	
<input checked="" type="checkbox"/>	08	P	Adams Middle School 2018 A (AMS)	08/30/2017		
Start Status: 02 Continued enrollment same school, no interruption						
End Status:						
<input checked="" type="checkbox"/>	07	P	Adams Middle School 2017 A	08/26/2016	06/02/2017	
Start Status: 06 Transfer from an out of state school						
End Status: 100 End of year, returning to same school next year						

NOTES ABOUT START STATUS CODES AND ENROLLMENT SERVICE TYPES

Enrollment **Start Status** codes should accurately reflect the last active enrollment of a student. If a student was previously enrolled in a home school, use **Start Status 09: Transfer from a home school in state**. If the student was previously enrolled in a private school in another state, use **Start Status 06: Transfer from an out of state school**. Only use **Start Status 01: First time receiving educational services** if the student was never enrolled in any type of school. Kindergarten students are always **01: First time receiving educational services**, unless they were enrolled in a public school's PK program for Special Education services or they are repeating Kindergarten.

Service Types should accurately reflect the type of service the student is receiving from the district. Students who are regularly enrolled in the district should have a **Service Type of P: Primary**, regardless of the programs they are enrolled in at the district. For students who only receive Special Education Services (such as PK students or students concurrently enrolled at a private or home school), use **Service Type N: Special Ed Only**. For students who are primary enrolled outside of the district, but participate in an accredited educational program at the district, use **Service Type S: Partial**.

MID-YEAR GRADE LEVEL CHANGES

If the school district's policy is to change student Grade Levels at semester (based on the number of credits earned), make those changes in AIM to ensure the students are properly coded for CRT testing.

End the student's current enrollment as of the last day of the first semester, using **End Status 105: Change in grade level during regular school year.**

Create a new enrollment with the new Grade Level as of the first day of the second semester using **Start Status 02: Continued enrollment same school, no interruption.**

Districts may use the File Upload method for Grade Level changes.

Lynn, Loretta
 Grade: 08 #929 DOB: 09/04/2016 Gender: F

Credit Summary Assessment Behavior Transportation Fees Lockers
 Graduation Athletics AdHoc Letters Waiver Records Transfer Report Comm
 Summary **Enrollments** Schedule Attendance Flags Grades Transcr

Print Enrollment History New New Enrollment History

Edit	Grade	Type	Calendar (Schedule Name)	Start Date	End Date
	09	P	Washington High School 2018 A	01/22/2018	
Start Status: 02 Continued enrollment same school, no interruption Grade Level Change at Semester End Status:					
	08	P	Adams Middle School 2018 A (AMS)	08/30/2017	01/19/2018
Start Status: 02 Continued enrollment same school, no interruption End Status: 105 Change in grade level during regular school year					
	07	P	Adams Middle School 2017 A	08/26/2016	06/02/2017
Start Status: 06 Transfer from an out of state school End Status: 100 End of year, returning to same school next year					

Summary Enrollments **Flags** Assessment Behavior Graduation Records

Save Delete New

Student Flag Editor

Flag	Start Date	End Date	Eligibility Start Date	Eligibility End Date
Student Flag Detail				
*Flags			Eligibility Start Date	Eligibility End Date
<ul style="list-style-type: none"> HISET Option MT Digital Academy Migrant EIS:Early Intervening Services ILIP:Indian Language Immersion Program JOBCORPS:Job Corps PKR:PKR Preschool Grant SPED:Special Education T1SW:Title 1 School Wide YthChling:MT Youth Challenge 				

JOB CORPS, MT YOUTH CHALLENGE AND MT DIGITAL ACADEMY

Identify all students who are in **Job Corps, MT Youth Challenge or MT Digital Academy** using the **Flags** tab.

The **Start Date** is the first date of enrollment in the program.

NOTE: Students who take a Hi-Set test must be exited prior to the student's Hi-Set test date.

SORT BY FIELD (OPTIONAL)

The **Sort By** field is a part of the student's enrollment record (either direct entry or file upload). The **Sort By** field is an additional identifier used for sorting test booklet labels (CRT). The **Sort By** field can contain teacher name, team name, room number, or any other sort option desired. Labels will be sorted first by *District*, then *School*, then *Grade*, then **Sort By** field (if entered). Entering data into the **Sort By** field is optional.

Data may be entered into the **Sort By** field manually (enter the information directly into the student's enrollment record) or through the file upload process (using the Student Enrollment upload file).

The screenshot shows a web interface for a student's enrollment record. At the top, the student's name is "Lynn, Loretta". Below the name, there are fields for "Grade: 08", "#929", "DOB: 09/04/2016", and "Gender: F". A navigation bar includes tabs for "Credit Summary", "Assessment", "Behavior", "Transportation", "Fees", and "Lockers". Below this is another set of tabs: "Graduation", "Athletics", "AdHoc Letters", "Waiver", "Records Transfer", and "Report Comments". A third set of tabs includes "Summary", "Enrollments", "Schedule", "Attendance", "Flags", "Grades", and "Transcript". The "Enrollments" tab is active. Below the tabs are several action buttons: "Save", "Delete", "Print Enrollment History", "New", and "New Enrollment History". A dropdown menu is visible below the buttons. The main content area is titled "Other Program Participation" and includes a section for "Receives Supplemental Educ. Svcs (SES)". There are several checkboxes and dropdown menus for various categories: "Migrant", "Immigrant", "Date Immigrant Entered US Sc", "21st Century Participant", "Foreign Exchange", "Gifted/Talented", "Homeless", "Homeless Night Time Residence", "Unaccompanied Youth", and "Section 504", "Income Eligible MT PreK Dev Grant". At the bottom, there is a section labeled "Optional" with a "Sort By" field containing the text "Mr. Holland". This field is highlighted with a red rectangle. Below the "Optional" section is a "CTE Concentrator" field.

DATA VERIFICATION

The first step in the data verification process is to make sure the data is correct at the district level! This may involve a dialogue with specific staff.

Once the data is entered into AIM/Infinite Campus (either by direct entry or file upload), there are numerous tools in Infinite Campus to verify data, including the **Student Information Reports** (see instructions on following pages) and the **Ad Hoc Reporting** tool.



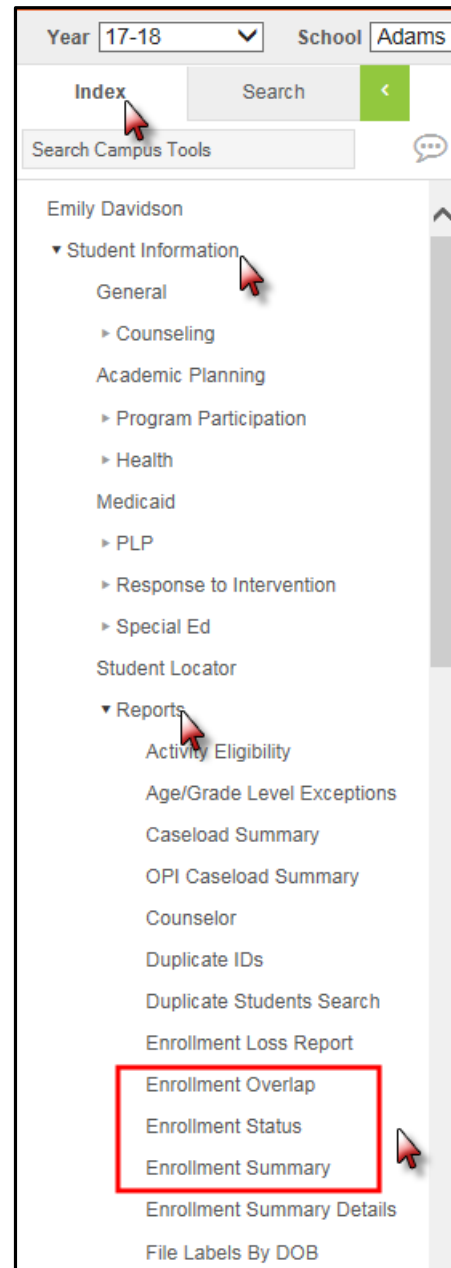
STUDENT INFORMATION REPORTS

From the **Index**, expand **Student Information/Reports**.

The **Enrollment Status** report lists students by name, according to the enrollment status criteria selected.

The **Enrollment Summary** report gives a count of students by *School, Grade, Race/Ethnicity* and *Gender* as of a specific date.

The **Enrollment Summary Details** report lists student details according to set criteria as of a certain date.



AD HOC REPORTING

Another method for data verification is the use of the **Ad Hoc Reporting** tool.

Districts can create their own ad hoc reports using the [Ad Hoc Reporting](#) user guide.

Districts can also use the [State Published Ad Hoc Reports](#) user guide to access the many ad hoc reports already created by the OPI to assist with data verification. The list of these reports changes periodically, so check back to see what might be new and available for data verification.

The state published ad hoc report called **student AS Spec Ed. Students Taking Alternate State Test** lists special education students in grades 3-8, 10 and 11 who are marked inside their IEP as taking the “Alternate” version of a state assessment.

The screenshot shows the 'Data Export Wizard' interface. On the left is a navigation menu with 'Ad Hoc Reporting' expanded to show 'Data Export'. The main area is titled 'Data Export Wizard' and contains a 'Saved Filter' list. The filter 'student AS Spec Ed. Students Taking Alternate' is selected. To the right, there are options to 'Pick an Export Format' (HTML list report, XML, Delimited values (CSV), Fixed width, PDF report) and a 'Delimited values (CSV)' section with options for 'Delimiter' (Comma), 'Include column display header' (checked), 'Double quote data' (Only when it occurs), and 'Include subtotals' (unchecked). An 'Export' button is at the bottom right.

Index Search Batch Resync Selective Sync

Search Campus Tools

System Administrator

- Student Information
- Census
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 - Data Warehouse Settings
 - Combine Person
 - Data Extract Utility
 - Resync State Data
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 - National Records Exchange
 - Deactivated Elements Imp
 - Ad Hoc Runtime Security F
 - Element Replacement
 - Synchronization Field Sett
 - Languages/Translations
 - Data Health Check
 - Digital Repository
 - Finance
 - Grading & Standards
 - Health
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 - Reports
 - Response to Intervention
 - Roster
 - School Choice
 - Special Ed
 - Student
 - Student Portfolio

State Data Resynchronization

This tool will selectively resynchronize data from the district edition to the state edition. The resynchronization will happen asynchronously and you will need to complete. The primary uses for this tool include: forcing an initial sync of data to the state after a district goes live, forcing a sync of information reporting application (i.e., through a SQL query) to the state, and forcing a sync of information at reporting time to ensure that the state has the most accurate and up-to-date.

Resync Data For The Current School Year (2017-2018)

Check dependencies

<input type="checkbox"/>	District Behavior	Last Resync	Results	Status
<input type="checkbox"/>	[-] District	11/22/2017 08:21:52	Processed: 1 Errors: 0	<input type="radio"/>
<input checked="" type="checkbox"/>	[-] School	11/22/2017 08:21:52	Processed: 3 Errors: 0	<input type="radio"/>
<input checked="" type="checkbox"/>	[-] Calendar	11/22/2017 08:21:52	Processed: 3 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	CourseSection	10/03/2017 22:41:17	Processed: 161 Errors: 0	<input type="radio"/>
<input checked="" type="checkbox"/>	[-] ScheduleStructure	11/22/2017 08:21:52	Processed: 3 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	TermSchedule	08/08/2017 09:37:10	Processed: 4 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	[-] PeriodSchedule	08/08/2017 09:37:10	Processed: 20 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	Day	08/08/2017 09:37:10	Processed: 1096 Errors: 0	<input type="radio"/>
<input checked="" type="checkbox"/>	[-] StructureGradeLevel	11/22/2017 08:21:52	Processed: 3 Errors: 0	<input type="radio"/>
<input checked="" type="checkbox"/>	[-] PersonIdentity	11/22/2017 08:21:52	Processed: 368 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	Behavior	11/20/2017 08:46:55	Processed: 0 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	Behavior/ResolutionType	11/20/2017 08:46:55	Processed: 0 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	Behavior/ResponseType	11/20/2017 08:46:55	Processed: 0 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	Behavior/Type	11/20/2017 08:46:55	Processed: 0 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	CensusContactSummary	08/08/2017 09:37:10	Processed: 542 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	ContactLog	10/03/2017 22:40:17	Processed: 49 Errors: 12	<input type="radio"/>
<input type="checkbox"/>	EarlyLearning			<input type="radio"/>
<input type="checkbox"/>	Employment	08/08/2017 09:37:10	Processed: 66 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	EmploymentAssignment	08/08/2017 09:37:10	Processed: 103 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	EmploymentBackground	08/08/2017 09:37:11	Processed: 0 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	EmploymentCredential	08/08/2017 09:37:11	Processed: 0 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	English Learners (EL)	11/22/2017 04:00:28	Processed: 3 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	ELAccommodation	08/08/2017 11:44:39	Processed: 0 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	ELService	08/08/2017 11:44:39	Processed: 0 Errors: 0	<input type="radio"/>
<input checked="" type="checkbox"/>	[-] Enrollment	11/22/2017 08:21:52	Processed: 254 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	Evaluation	10/04/2017 12:16:32	Processed: 21 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	Graduation	11/21/2017 21:30:17	Processed: 66 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	[-] Roster	10/03/2017 22:41:17	Processed: 237 Errors: 1063	<input type="radio"/>
<input type="checkbox"/>	Roster/VerificationRequest	08/08/2017 09:37:42	Processed: 0 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	Roster/VerificationSection	08/08/2017 09:37:42	Processed: 0 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	Roster/VerificationSection/Staff	08/08/2017 09:37:42	Processed: 0 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	Roster/VerificationSection/Student	08/08/2017 09:37:42	Processed: 0 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	[-] TeamMember	11/22/2017 04:00:29	Processed: 516 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	[-] Plan	11/22/2017 04:00:29	Processed: 149 Errors: 2	<input type="radio"/>
<input type="checkbox"/>	Plan/ProgressReport	08/08/2017 09:37:42	Processed: 143 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	Form	10/04/2017 12:16:32	Processed: 22 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	FosterCare	10/04/2017 12:16:32	Processed: 0 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	HealthScreening	10/04/2017 12:16:32	Processed: 2 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	ImmCertificate	10/04/2017 12:16:32	Processed: 0 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	MedicalInsurance	10/04/2017 12:16:32	Processed: 0 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	POB/Igibility	11/22/2017 04:00:29	Processed: 60 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	ProgramParticipation	10/04/2017 12:16:32	Processed: 342 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	PublishedTabCustomStudent	10/04/2017 12:16:32	Processed: 0 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	[-] Test	10/04/2017 12:16:32	Processed: 6 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	TestScore	08/08/2017 09:37:42	Processed: 0 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	TranscriptCourseSE	10/04/2017 12:16:32	Processed: 0 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	VaccineShot	10/04/2017 12:16:32	Processed: 1724 Errors: 3426	<input type="radio"/>
<input type="checkbox"/>	PersonIdentity/NoStateIDOnly	10/04/2017 12:16:32	Processed: 0 Errors: 0	<input type="radio"/>

Send Resync

RESYNC STATE DATA

A data sync is required for all file uploads and processes. It is recommended to sync data before collection due dates.

This process syncs the data from Montana Edition and District Edition schools to the State for use in state reporting.

Set the *Year* to 2017-18. From the **Index**, expand **System Administration/Data Utilities/Resync State Data**.

To sync **Enrollments** check the box for *Enrollment*. All connected data elements will automatically populate.

At the bottom,

click **Send Resync**.

The green radio buttons indicate a successful resync of data, and a message will appear in the **Process Inbox**.

For further assistance, contact the AIM Help Desk at opiainhelp@mt.gov or 1-888-424-6681.