

**AIM User Guide:**  
***Test Window Data Collection***

THIS GUIDE EXPLAINS THE BASIC PROCESS FOR ENTERING TEST WINDOW AGGREGATE HOURS INFORMATION INTO INFINITE CAMPUS, AS DEFINED IN [ARM 10.15.101](#).

TOPICS COVERED IN THIS QUICK

REFERENCE GUIDE INCLUDE:

- THREE WAYS TO ENTER AGGREGATE HOURS.
- RESYNC STATE DATA
- VALIDATION WITH STATE PUBLISHED AD HOC REPORTS

# Test Window Enrollment Aggregate Hours Collection

2021-2022

## AIM User Guide

The Test Window Collection is used to collect aggregate hours of instruction for all students enrolled on the Test Window Count Date. This count includes students who are expected to be tested for federal reporting purposes.

The Test Window Collection data must be accurate **as of the Test Window Count Date, April 8, 2022**. Begin entering this data no earlier than **April 9, 2022**. If there are no classes held on that date, use the next regularly scheduled school day. The collection is **due by May 27, 2022**.

**PLEASE NOTE:** ABSENCE DATA IS NO LONGER COLLECTED DURING THIS COLLECTION.

AS WITH ALL FILE IMPORTS, IT IS BEST PRACTICES TO RETRIEVE THE TEMPLATE DIRECTLY FROM OUR [AIM UPLOAD TEMPLATES](#) WEBPAGE TO ENSURE YOU HAVE THE MOST CURRENT VERSION.

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## Frequently Asked Questions:

Before beginning the process, there are a few considerations in choosing the most appropriate method for your district. Read the questions below to determine which option is best for you:

- 1. OUR DISTRICT USES INFINITE CAMPUS TO RECORD STUDENT ATTENDANCE INFORMATION – WHICH METHOD SHOULD I USE TO ENTER AGGREGATE HOURS?** Districts who maintain attendance information in Infinite Campus can use the MT Count Date Attendance tool to auto-calculate their Aggregate Hours. [Use Option A.](#)
- 2. ALL ATTENDANCE DATA IS STORED ON A THIRD-PARTY STUDENT INFORMATION SYSTEM – WHICH METHOD SHOULD I USE TO ENTER AGGREGATE HOURS?** Most student information systems have automated extracts to upload Aggregate Hours in a format that will upload to AIM/Infinite Campus. [Use Option B.](#)
- 3. OUR DISTRICT ONLY HAS A FEW STUDENTS – WHICH METHOD SHOULD I USE TO ENTER AGGREGATE HOURS?** Districts with only a handful of students may find the direct entry method of entering student Aggregate Hours most convenient. [Use Option C.](#)
- 4. OUR DISTRICT HAS ABOUT 150 STUDENTS- BUT WE USE PAPER LEDGERS TO RECORD STUDENT ATTENDANCE- WHICH METHOD SHOULD I USE TO ENTER AGGREGATE HOURS?** Districts who maintain paper ledgers or do not have a third-party student information system, may want to default all students to full-time and use the direct entry method to modify select students. [Use Option D.](#) This method may also be used by District Edition users if they are getting errors when calculating Aggregate Hours.

## Data Checklist:

- \_\_\_\_\_ Verify that all students have an enrollment and no overlaps:  
INDEX>STUDENT INFORMATION>REPORTS:>DUPLICATE ID SAND >ENROLLMENT STATUS AND > ENROLLMENT OVERLAP AND >ENROLLMENT SUMMARY AND >STATE ENROLLMENT VERIFICATION AND STATE ENROLLMENT OVERLAP
- \_\_\_\_\_ Enter End Date and End Status for withdrawn students. ([Enrollment End Status Codes.](#))
- \_\_\_\_\_ Enter Special Education Exit Date and Exit Reason for exited Special Ed students.  
(Located in Special Ed Module.)
- \_\_\_\_\_ Verify that all completed Special Education ERs and IEPs are locked.
  - Run the state published ad hoc, TWPR SPEC ED STATUS UNLOCKED IEP.
- \_\_\_\_\_ Verify status of MT Youth ChalleNGe, Job Corps and Montana Digital Academy students and End Date enrollment as necessary. ([MT Programs: Job Corps & MDTA](#) and/or [MT Programs: Youth Challenge](#))
- \_\_\_\_\_ Follow this Guide:
  - \_\_\_\_\_ Check Service Type for all students and assure Aggregate Hours match accordingly.
  - \_\_\_\_\_ Enter Aggregate Hours for all students.
  - \_\_\_\_\_ For early graduates, enter Diploma Date, Diploma Type, Diploma Period and Verify that Aggregate Hours are equal to the hours for the February count date.
- \_\_\_\_\_ Verify Data using State Published Ad Hoc Reports:  
INDEX>AD HOC REPORTING>FILTER DESIGNER>>+STATE PUBLISHED
  - The state published ad hoc reports needed for this collection will begin with TW.
- \_\_\_\_\_ Resync enrollment data to the state when data has been completely entered.

## Helpful Tip (not required): Creating Identifiers for Students Under Their Enrollment Tab

### The 'Sort by' Field:

The **Sort By** field appears near the bottom of the **Enrollment** tab screen for a student's enrollment record. Entering data into the **Sort By** field is optional.

The **Sort By** field is an additional identifier used for sorting test booklet labels (either ELP or CRT). Districts may enter any label in the **Sort By** field, such as teacher name, team name, room number, or any other sort option desired. Test labels for CRT or ELP will be sorted first by District, then School, then Grade, then Sort By field (if entered).

The screenshot shows the 'Enrollment' tab screen for a student. At the bottom of the page, there is a section labeled 'Optional' containing a 'Sort By' field. This field is highlighted with a red box. Below the 'Sort By' field, the text 'CTE Concentrator' is visible. The rest of the screen shows various other student information fields, such as 'Homeless', 'Section 504', and 'Special Ed Fields'.

## Test Window Aggregate Hours Collection

### Step 1 – Determine which edition of Infinite Campus is used by your district.

**District Edition-** Districts who use Infinite Campus as their primary Student Information System.

**MT Edition-** Used by districts who have a third-party Student Information System.

### Step 2 – Select one of the following processes for your district.

- A. **Option A:** District Edition users: Automatic Calculation for Districts Who Record Attendance in Infinite Campus.
- B. **Option B:** MT Edition Export Aggregate Hours Data from Your Student Information System (SIS). MT AND DISTRICT EDITION option of Aggregate Hours entry.
- C. **Option C:** District Edition or MT Value Added Manual Entry of Aggregate Hours into Infinite Campus **(For Small Districts).**
- D. **Option D:** Troubleshooting District Edition Option OR MT Value Added users who do not have a third-party student information system: Use this option if you are a District Edition user and your Aggregate Hours didn't calculate the first time and you are getting errors for students without schedules. OR, use this option if you are a MT Value Added user who does not have a third-party student information system and you wish to set all students' Aggregate Hours to full time (F: 720+) hours, and then manually adjust any students who are *not* (F: 720+).

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## A. (District Edition) Automatic Calculation of Aggregate Hours for Districts Who Record Attendance in Infinite Campus

PATH: INDEX > MT STATE REPORTING > MT COUNT DATE ATTENDANCE

Districts who maintain attendance information in Infinite Campus can use the MT Count Date Attendance tool to auto-calculate their Aggregate Hours data. *The Aggregate Hours of Instruction field is editable for Campus District Edition users. If a student was not properly scheduled, it may cause the aggregate hours to calculate incorrectly. Correct this by changing the value manually on the Enrollment tab.*

1. Choose a **School** and **Calendar** (you will only need to select a calendar if you have more than one calendar in a school).
2. From the **Index**, expand **MT State Reporting**. Select **MT Count Date Attendance**.
3. From **Count Period** drop down, choose **Test Window**.
4. In the **MT OPI Designated Count Date** enter **04/8/2022**. \*If 4/8/22 is not an instructional day, then enter the date for the first instructional date which follows.
5. Under **Calculation Type**, make sure **Aggregate Hours of Instruction** box is checked. (should automatically check)
6. Select **Run Test**. (This does not change or update any student data, it is only a test).
7. A window with the test results will pop up.
8. Make the necessary enrollment and/or schedule corrections and return to the **MT Count Date Attendance** tool.
9. Repeat **steps 3 through 7** above until the data is without errors.

Proceed with the following steps:

Count Date Attendance

Count Date Attendance will be calculated based on the Count Period selected on the editor and the calendar/schedule structure selected in the Campus tool bar. A calendar must be selected in order to complete calculations.

The MT OPI Designated Count Date field will default to the following dates:

- Fall: First Monday in October. If not instructional, the first instructional day after the first Monday in October will be used.
- Test Window: No default value will be provided. Users must enter the MT OPI Designated Testing Count Date as provided by the State for the school year.
- Spring: First Monday in February. If not instructional, the first instructional day after the first Monday in February will be used.

Users may not run count Date Attendance calculations prior to or on the MT OPI Designated Count Date of the Count Period selected on the editor. Users must wait until the MT OPI Designated Count Date for the Count Period has passed in order to collect the day's attendance detail on the specified MT OPI Designated Count Date.

It is recommended that a test be run prior to running the calculation(s). The Run Test option will provide a results report that includes the date as entered in the MT OPI Designated Count Date field, number of enrollments updated, and errors or warnings. The Generate option will also provide these results.

If Submit to Batch is selected, use the Batch Queue List located on the editor or navigate to System Administration > Batch Queue > Batch Queue Admin to receive the results reports.

This tool can be run for previous or current calendars.

Count Date Attendance

\*Count Period **Test Window**

\*MT OPI Designated Count Date

\*Calculation Type (checking all boxes allows the tool to calculate the necessary attendance numbers)

Aggregate Hours of Instruction

Ad Hoc

Run Test | Generate | Submit to Batch

Refresh Show top 50 tasks submitted between 11/06/2020 and 11/13/2020

Batch Queue List

Queued Time	Report Title	Status	Download

**When the data is free of errors, proceed with generating the data within Infinite Campus.**

10. From **Count Period** drop down, choose **Test Window**.
11. Enter the **MT OPI Designated Count Date**: **04/8/2022**. \*If 4/8/22 is not an instructional day, then enter the date for the first instructional date that follows.
12. Under **Calculation Type**, make sure **Aggregate Hours of Instruction** box is checked. (should automatically check)
13. Select **Generate**. (This will update student records.)
14. A warning will pop up, select **OK**.
15. Repeat for each **School/Calendar**.
16. Go to [Step 3](#) below to verify data before resyncing to the state level.

mtstaging.infinitecampus.org says

You are about to trigger a calculation of the count date fields selected in the extract editor. Any values currently present in these fields will be OVERWRITTEN, for enrollments tied to the selected calendar/schedule structure(s). Are you sure you would like to continue?

OK

Cancel

## B. (MT EDITION) Importing Aggregate Hours Information into AIM/Infinite Campus

**PATH:** Index > MT State Reporting > MT Data Upload

MT Edition Only Export Test Window Aggregate Hours from your Student Information System (SIS). Then upload the data into AIM/Infinite Campus system using the Test Window Attendance Template. (The [Test Window Attendance Template](#) has detailed comments/instructions for each data element to be uploaded.)

A	B	C	D	E	F	G	H	I	J	K
<b>1</b> <b>DELETE rows 1, 2, and 3 prior to saving as a text(tab delimited) file - Example header row to be entered as the first</b>										
2	Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8	Field 9	Field 10
3	Record Type (AT)	District Number	School Number	Calendar Number	Student's State ID	Student's Local ID	Last Name	First Name	Aggregate Hours of Instruction	Year
4										
5										

1. Create an export file from your Student Information System (SIS). Populate this data into the AIM [Test Window Attendance Template](#). (Follow the directions in the blue heading in the template before proceeding.)

2. Save the file in either text format \*.txt or \*.tsv format in an easy to locate place such as your desktop.
3. From the **Index**, select **MT State Reporting**, then select **MT Data Upload**.
4. Choose the **Import Type**, **Test Window Enrollment Count**, and choose the **Work to Perform**, **Validate and Test File**. (This will only test the file- no student data will be updated. Do not upload or test more than one file at a time.)

5. Click **Choose File** and locate the file you created and saved for importing. Select the file, click **Open**, and then click **Submit To Batch**.
6. **Batch Queue Reporting Options** box will appear. Check **High Priority** box if not selected. Click **Okay**, then click **Okay** again.

7. In the box below labeled **Batch Queue List** you will see the file status. Status will change to 'Completed' when it is finished and next to it a 'Get Report' link will appear. If this has not happened after a few minutes, click **Refresh** above the Batch Queue List box.

8. Click 'Get Report' link once it appears in the Batch Queue List box. Click **Results Report** after it appears at the bottom right of your browser. Review the report for *Errors* or *Warnings*. (Errors signify that unique student data will not be updated. Warnings will allow you to upload, but they should be checked.) Correct errors in your SIS, recreate and save the file from your SIS, close the report to get back to the upload screen.

9. Rename and upload the corrected file again to test and re-check for errors. Do this by repeating steps 4-8 above. Correct errors, if any. **No data has been changed at this point- this has only tested the file for errors.**

10. Once the file is error free, return to **MT State Reporting/MT Data Upload**.
11. Change **Work to Perform** section to **Upload File**. (This option will now upload the data into the student records.)
12. Click **Submit To Batch**.
13. Go to [Step 3](#) below to verify data before resyncing to the state level.

Import Data

\*Import Type: Test Window Enrollment Count  
 \*Work to Perform: Validate and Test File  
 \*File: Choose File (No file chosen)  
 Submit to Batch

Review the Validate and Test results file located in the Batch Queue List located at the bottom of the page to identify and correct import errors and/or warnings. Select Refresh on the Batch Queue to retrieve the latest status of the Batch. When the Batch has completed processing, select 'Get the report' to retrieve the Import Results Summary file.

For Student Demographic Uploads ONLY: Review New Student State ID File to ensure Student State IDs have been provided for students who previously did not have one. After the Import Results have been reviewed, please click the Refresh State ID File button and select the New Student State ID file that corresponds to the date/time the Import completed processing. Click Generate to retrieve the new Student State ID file.

Refresh	Show top 50	tasks submitted between 06/19/2020 and 06/26/2020	
Queued Time	Report Title	Status	Download

## C. (MT VALUE ADDED OR DISTRICT EDITION) Manual Entry of Aggregate Hours into Infinite Campus (for small districts)

PATH: SEARCH TAB > STUDENT > Go

This process is the manual entry of aggregate hours located in each student's enrollment record.

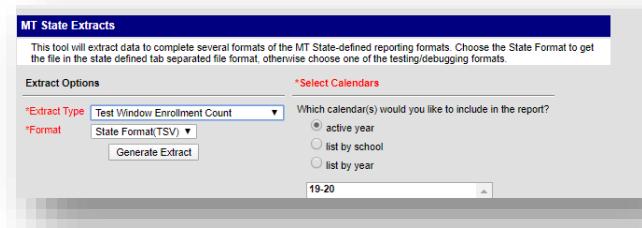
1. From the top banner, select the **Year** and **School**.
2. Select **Search**, then **Student** from the drop-down menu.
3. Select **Go** to load all students at once in the search results.
4. Select a student and go to the **Enrollments** tab.
5. Click on the current **21-22** school year enrollment to open it and scroll to the **Enrollment Details** section under **State Reporting Fields**.
6. Locate the **Testing Aggregate Hours of Inst.** field, select the appropriate Test Window Aggregate Hours of Instruction value as of the Test Window Count Date.
7. Click **Save**. Continue these steps for each student currently enrolled as of the count date.
8. Go to [Step 3](#) below to verify data before resyncing to the state level.

**D. (TROUBLESHOOTING OPTION FOR DISTRICT EDITION OR OPTION FOR MT VALUE ADDED USERS WITHOUT A THIRD-PARTY STUDENT INFORMATION SYSTEM) Mass Setting All Students Aggregate Hours To Full Time (F) and Manually Adjusting Specific Students' Aggregate Hours**

PATH: INDEX > MT STATE REPORTING > MT EXTRACTS

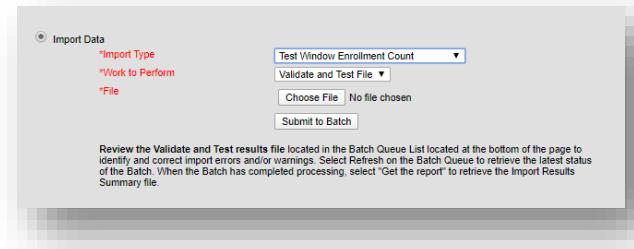
**Use this option if you are a District Edition user and your Aggregate Hours didn't calculate correctly the first time and you are getting errors for students without schedules OR if you are a MT Edition user without a third-party student information system and you wish to set all students aggregate hours to full time and then manually adjust specific students who are not full time.** This process is the manual adjustment of Aggregate Hours by accessing a student's enrollment record after all students' Aggregate Hours have been automatically set to full time.

1. From the **Index** tab, select **MT State Reporting**, then **MT Extracts**.
2. Select **Extract Type: Test Window Enrollment Count** and **Format: State Format (TSV)**.
3. Select 'Active Year' under **Calendar(s)** to include in your report.
4. Click **Generate Extract**. (Note: The report generated will automatically populate the Aggregate Hours of Instruction for each student with an 'F' value which equals = 720 + hours.)
5. Save the file where it can be easily located. Open the file and highlight the entire text in the file *including the top header*. Right click and copy the highlighted section and paste into the **Test Window Enrollment Count Template** pictured below, available on the AIM website under [AIM Upload Templates](#). Make sure to follow the instructions in **Blue** in the heading of the template. Delete the first three rows as per the instructions on the template. Save the file as a .txt or .tsv format in an easy to find location.



A	B	C	D	E	F	G	H	I	J	K
<b>1</b> <b>DELETE rows 1, 2, and 3 prior to saving as a text(tab delimited) file - Example header row to be entered as the first</b>										
2	Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8	Field 9	Field 10
3	Record Type (AT)	District Number	School Number	Calendar Number	Student's State ID	Student's Local ID	Last Name	First Name	Aggregate Hours of Instruction	Year
4										
5										

6. Return to the **Index** tab, select **MT State Reporting**, then **MT Data Upload**.
7. From **Import Type**: select **Test Window Enrollment Count** and from **Work to Perform**: select **Upload File**.
8. Click **Submit to Batch**.
9. Click **Upload**. All Students in the file will now be marked as F: 720+ Adjust the individual students who require a different aggregate hours value other than F: 720+ by proceeding with the following instructions:



## To adjust the individual student's Aggregate Hours value other than F: 720+ :

1. Click the **Search** tab. Enter the student's *name*: last name, then first name.
2. Click **Go**.
3. Click the student's name and select the **Enrollments** tab.
4. Open the current school year enrollment. Scroll down under the State Reporting Fields section to the **Enrollment Details** section.
5. If the *Aggregate Hours* are different, select the appropriate number of hours.
6. Click **Save**. Repeat for any student who aggregate hours need adjusting.
7. Proceed to [Step 3](#) to verify data before performing a resync.

The screenshot shows a software interface for managing student enrollment details. At the top, there are tabs for Summary, Profile, Enrollments (which is selected), Schedule, Attendance, Flags, Grades, and Test. Below the tabs are buttons for Save, Delete, New, Print Enrollment History, and New Enrollment History. A dropdown menu shows 'Student is a dependent of a member of:'. The main area is titled 'ENROLLMENT DETAILS' and contains sections for Fall Enrollment Count, Spring Enrollment Count, and Test Window Enrollment Count. Under Fall Enrollment Count, there are fields for Fall Aggregate Hours of Inst. (0.000), Fall Absent (0.000), and checkboxes for Job Corps, Indian Lang. Immersion Prg., and MT Youth ChalleNGe. There is also an 'Exclude Fall ANB' checkbox. Under Spring Enrollment Count, there are similar fields for Spring Aggregate Hours of Inst. (0.000), Spring Absent (0.000), and checkboxes for Job Corps, Indian Lang. Immersion Prg., and MT Youth ChalleNGe. There is also an 'Exclude Spring ANB' checkbox. The 'Test Window Enrollment Count' section is highlighted with a red box. It contains a field for 'Testing Aggregate Hours of Inst.' which is currently empty. There are also checkboxes for Job Corps, Indian Lang. Immersion Prg., and MT Youth ChalleNGe, and an 'Exclude Test ANB' checkbox.

## Step 3 – (All Districts) Verify Enrollments & Aggregate Hours

PATH: Index > Ad Hoc Reporting > Filter Designer

Use state published ad hoc filter reports to help verify aggregate hours for Test Window attendance data.

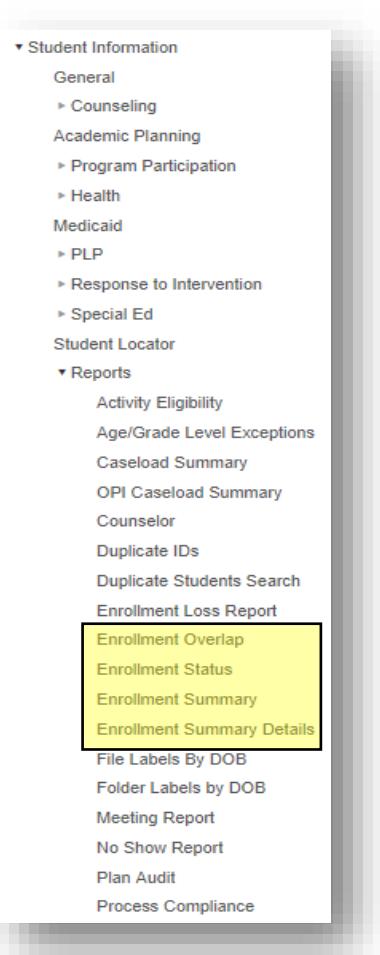
1. Select the current school/calendar year from the tool bar.
2. Select the **Search** tab.
3. Select **Ad Hoc Reporting**.
4. Select **Filter Designer**.
5. From the **Saved Filters**, select the folder named **+State Published** list.
6. Select an Ad Hoc that begins with any **TW** prefix designed for the program you are seeking to verify. **TW Job Corps** or **TW MT Youth ChalleNGe Students**, can also be used relating to attendance to verify your data is correct.
7. Click the **Test** button and a report will be generated with a title. This will allow you to select the student and adjust aggregate hours if necessary.

Use Student Information Reports to help verify accurate enrollments.

PATH: INDEX> STUDENT INFORMATION > REPORTS

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

- The **Enrollment Overlap Report** will list students who are simultaneously enrolled in two or more different schools on the same date. Enter the school year and/or any enrollment dates you wish to evaluate. You can select specific grade levels, as well as certain service types to add to the filter. **Also, please look at the state enrollment overlap report.**
- The **Enrollment Status Report** displays all enrollment information for a certain student within a certain calendar. If a student is enrolled, and then leaves the district but moves back, both enrollments will be listed on this report.
- The **Enrollment Summary Report** will list a district-wide breakdown of enrollments grouped by school, grade, gender and race. This report will print for one school, multiple schools or All Schools.
- The **Enrollment Summary Details Report** lists student enrollment data using the start and end date of enrollment, enrollment start and end status, and race/ethnicity information, and provides a list of names.



**Note:** The Aggregate Hours of Instruction field is editable for District Edition users. If a student was not properly scheduled, it may cause the aggregate hours to calculate incorrectly. If the student's schedule cannot be modified to reflect the correct hours, then correct this by changing the value directly in the field. Individual corrections will be overwritten if any subsequent recalculation of Aggregate Hours for that count date is done using the MT Count Date Attendance tool.

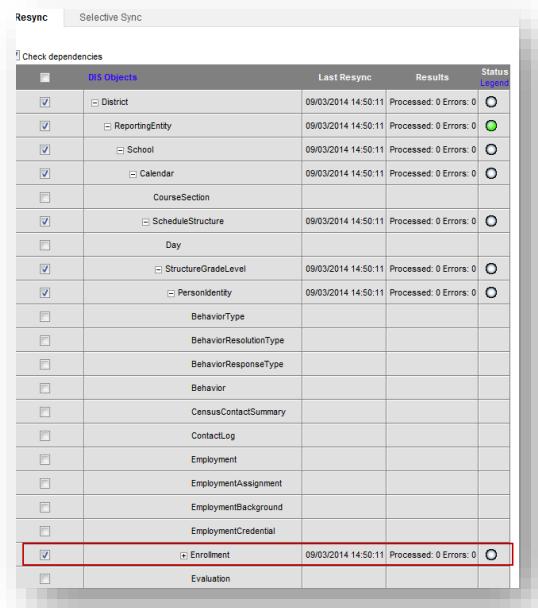
## Step 4 – (ALL DISTRICTS) Resync Data to the State Level

**PATH:** Index > System Administration > Data Utilities > Resync State Data

Resyncing your data to the state ensures that the most recent records are on file with the state.

1. From the banner at the top, select the current **Year**.
2. Select the **Index** tab.
3. Then select **System Administration**.
4. Followed by **Data Utilities**.
5. Then select **Resync State Data**.
  - Check the box for **Enrollment**. All associated boxes will automatically populate.
  - At the bottom of the window, click **Send Resync**.

A data resync is required after changes are completed and before data collection due dates. It is also required for all file uploads and is recommended before data collection due dates.



BIS Objects		Last Resync	Results	Status
<input checked="" type="checkbox"/>	District	09/03/2014 14:50:11	Processed: 0 Errors: 0	<span style="color: black;">○</span>
<input checked="" type="checkbox"/>	ReportingEntity	09/03/2014 14:50:11	Processed: 0 Errors: 0	<span style="color: green;">●</span>
<input checked="" type="checkbox"/>	School	09/03/2014 14:50:11	Processed: 0 Errors: 0	<span style="color: black;">○</span>
<input checked="" type="checkbox"/>	Calendar	09/03/2014 14:50:11	Processed: 0 Errors: 0	<span style="color: black;">○</span>
<input type="checkbox"/>	CourseSection			
<input checked="" type="checkbox"/>	ScheduleStructure	09/03/2014 14:50:11	Processed: 0 Errors: 0	<span style="color: black;">○</span>
<input type="checkbox"/>	Day			
<input checked="" type="checkbox"/>	StructureGradeLevel	09/03/2014 14:50:11	Processed: 0 Errors: 0	<span style="color: black;">○</span>
<input checked="" type="checkbox"/>	PersonIdentity	09/03/2014 14:50:11	Processed: 0 Errors: 0	<span style="color: black;">○</span>
<input type="checkbox"/>	BehaviorType			
<input type="checkbox"/>	BehaviorResolutionType			
<input type="checkbox"/>	Behavior			
<input type="checkbox"/>	CensusContactSummary			
<input type="checkbox"/>	ContactLog			
<input type="checkbox"/>	Employment			
<input type="checkbox"/>	EmploymentAssignment			
<input type="checkbox"/>	EmploymentBackground			
<input type="checkbox"/>	EmploymentCredential			
<input checked="" type="checkbox"/>	Enrollment	09/03/2014 14:50:11	Processed: 0 Errors: 0	<span style="color: black;">○</span>
<input type="checkbox"/>	Evaluation			

**CONTACT THE OPI AIM HELPDESK AT**

**1-877-424-6681 OR [Submit an AIM Help Desk Ticket](#) FOR ASSISTANCE.**