THIS AIM USER GUIDE EXPLAINS THE PROCESS FOR SETTING UP TOOL RIGHTS FOR STAFF WHO ENTER BEHAVIOR INCIDENTS INSIDE INFINITE CAMPUS.

*NOTE: IT IS PREFERRED THAT ALL BEHAVIOR INCIDENTS BE ENTERED INTO INFINITE CAMPUS AS THEY OCCUR RATHER THAN WAITING UNTIL THE END OF THE YEAR. *DISTRICTS SHOULD NOT CERTIFY THEIR BEHAVIOR DATA UNTIL THE LAST DAY OF THEIR SCHOOL YEAR HAS BEEN COMPLETED. DISTRICTS STILL NEED TO CERTIFY THEIR DATA TO THE OPI EVEN IF NO EVENTS WERE ENTERED.*

BEHAVIOR DATA COLLECTED IN THE OPI AIM/INFINITE CAMPUS STUDENT INFORMATION SYSTEM IS USED TO MEET REPORTING REQUIREMENTS FOR THE U.S. DEPT. OF EDUCATION.

Behavior- Setting Up Tool Rights For District Staff Entering Referrals & Incidents

AIM User Guide

Tool Rights determine the level of access users have for tools throughout AIM/Infinite Campus. This AIM user guide provides instruction on how to setup and assign Behavior tool rights and roles. This is done by creating User Groups which are assigned specific tool rights, and then assigning User Groups to individual users, instead of assigning individual tool rights to individual users. This allows for easier and consistent maintenance of user access. Districts should create a User Group specifically for Behavior roles.

NOTE: *Incidents which take place during the reporting period that meet the following criteria must be reported:*

- An incident that results in an out-of-school suspension or expulsion, regardless of the length of time, for any enrolled student; or
- An incident that results in an in-school suspension, regardless of the length of time, for an enrolled student with a disability or a 21st Century student. In-school suspensions may also be entered for general ed students, however, only the incidents involving special ed or 21st Century students are required for federal reporting; or
- An incident involving weapons, drugs, or violence in which the perpetrator is any enrolled student required for federal reporting.
- For questions pertaining to 21st Century students, please contact Amanda Domino 431-0466.

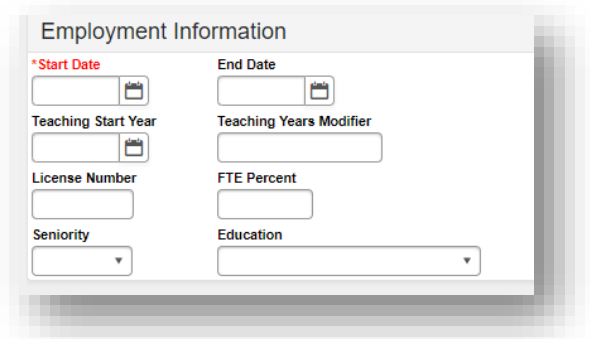## Contents

Setting up Access for Entering Behavior Incidents:

Please be sure to review our AIM Creating and Modifying Users Guide to make sure new staff are properly entered into AIM. Always use the Staff Locator tool first when creating new users.

NOTE: Before proceeding, if access is being established for any new staff member, be sure to access their **District Employment** tab and enter a **Start Date**. No other information is required other than the start date which is their first day of employment.

Add a District Employment Record

1. Click the **District Employment** tab for new staff.
2. Click **New**.
3. Enter *Start Date*. (Other data is optional)
4. Click *Save*.

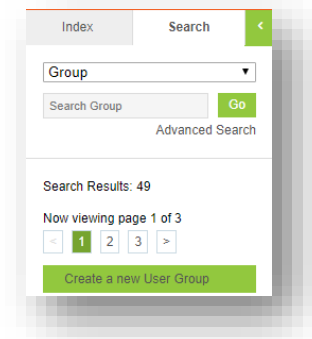*The *Start Date* on the **District Employment** tab is the users effective date.

Adding Users to Groups

Group memberships should be created to assure the right people have the right roles for what they need to do in the AIM system. To do this:
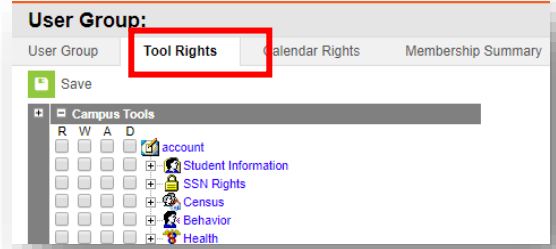
1. On the **Index** tab, select **System Administration**.
2. Select **User Security**.
3. Select **User Groups**.
4. Select the Green **Create a new User Group** box which will appear under the Search tab.
5. Enter a name for the User Group, and then select *Create Group*.
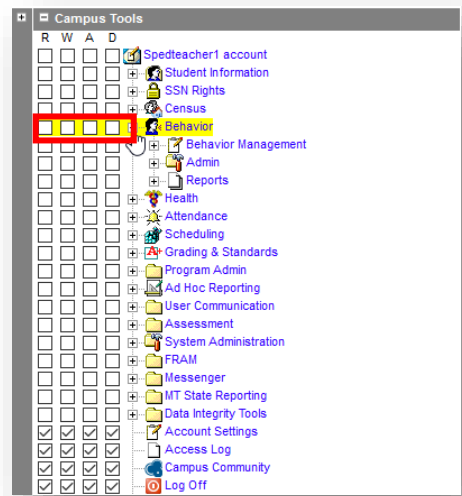
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6. Select the **Tool Rights** tab.
7. Expand the Behavior field by clicking on the + sign.
8. Mark the appropriate behavior rights boxes: **(R)** for read, **(W)** for write, **(A)** for add, and **(D)** for delete, following the Tool Rights chart below, for Behavior Management, Admin, and Reports. (Definitions for what these Behavior tools do are located on the next page.)
9. Select the **Save** button when done.

| Read (R)	Write (W)	Add (A)	Delete (D)
The 'R' right indicates the information on the corresponding tool may be viewed by the user. This does not grant access to Save, Add, or Delete data.	The 'W' right allows the user to view and modify existing data. This includes the ability to change, save, or remove data.	The 'A' right allows the user to view, modify, and add information. The 'New' and 'Add' icons will be active, allowing users to add new data records.	The 'D' right allows users to delete and complete remove existing data. The 'delete' icon will be active. Extreme caution should be used when assigning this right.

Continue to next page.

Behavior Tool Rights:

- **Behavior Management:** Allows users who have been given the appropriate tool rights to enter *new incidents* as well as *enter resolutions and complete the event.*

- **Behavior Referral:** Allows District Edition users who have been given the appropriate tool rights to enter new incidents, but *does not* allow them to create resolutions.

- **Modify Attendance**: Allows users to select and modify attendance codes for behavior resolutions.
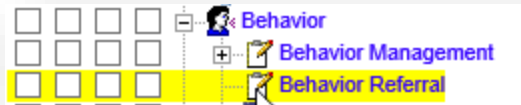
NOTE: Along with creating a User Group for the Behavior Referral, assignment roles for staff who will be adding the resolution will need to be added. When referral staff are creating an incident, they must select a person in the **Notify** area. That drop-down list is generated by assigning individuals (usually superintendents and principals) the **Behavior Admin box** in their **Employment Assignment Information** area. This is located under their District Assignment tab, or under the Index tab, under Census, under My Data, under My Assignments. You will need to repeat this step for each school for these particular users.

Admin Tool Rights:

- **Admin:** Allows users to create local Event & Resolution types for Event, Resolutions, and Responses (if applicable) if they do not qualify as a MT Event or MT Resolution type. These rights should <u>only</u> be given to a limited number of users. Users should note that they should not tie any of the local types to the State Event Code (Mapping) area.

- **Event Types:** Can be created for an entire district or individual schools within the district. When the toolbar does not have a school or calendar selected, the event type will be available to all schools within the district. When a school is selected, codes are applied to that school only. Montana has all the federally specific event codes in the system. Most of these event codes start with a four-digit number and then the name of the event. The exception is the six weapon categories that are only a two-digit number with MT before the Name field. District and school(s) can create their own localized codes as well.
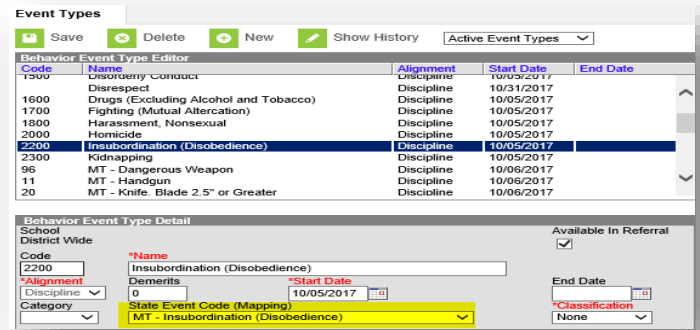
- **Resolution Types:** Are used to describe the action taken as a result of an event. Montana has all the federally specific resolution codes in the system. These resolution codes start with a resolution number, followed by MT and then the name of the resolution, example: **500 MT Suspension, in-school**. Districts and schools can create their own localized codes as well.
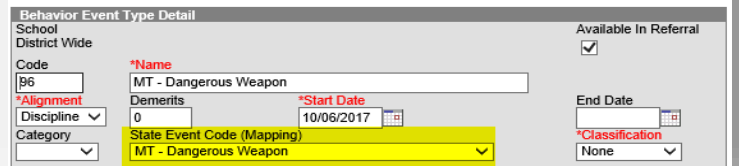
  NOTE: **If creating an event using MT Event Type, you must use one of the MT Resolution Types, and vice versa.** All other types of events and resolutions need to be created at the local level.

- **Response Types:** Response type can be created if your district is using any type of restraint on a student. This area would be setup locally.

- **Preferences:** Allows users to setup specific information for the **Reports** that can be created in the Behavior module.

For more information, contact Kristie Sears at 1-406-444-0685 or

[Submit an AIM Help Desk Ticket](#)