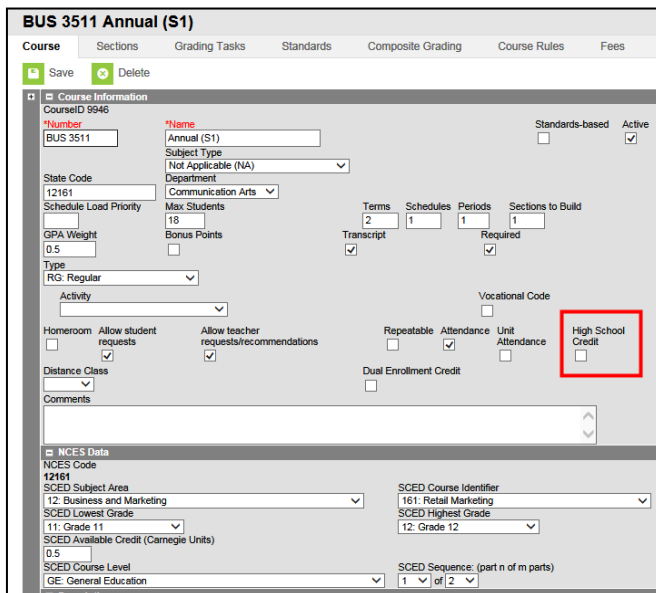# AIM User Guide
Course Set-up For Montana Electronic Transcript Initiative

The statewide rollout of the Montana Electronic Transcript Initiative was the Fall of 2015. Through this project, students will be able to send free certified transcripts to any institution in the country or other locations that require transcripts. Infinite Campus District Edition schools have been provided a transcript extract utility to submit the student data required to produce a Montana standard transcript. In preparation for this project, **Infinite Campus District Edition** schools must mark the high school courses in their system that students take for high school credit.

District courses must be flagged as **"High School Credit"** prior to posting to a student transcript for the course to transfer to the Montana Electronic Transcript system.

To designate a course as *High School Credit,* select the current year and a high school calendar. On the **Search** tab select *Course/Section*, leave the search box blank, and click *Go*.
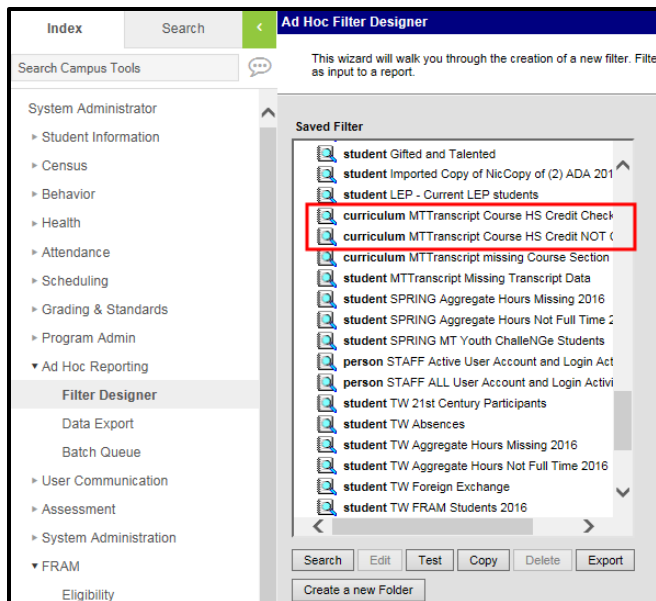
Select a course to designate as receiving high school credit. On the **Course** tab, click *High School Credit*. Click ***Save.*** *(This designation will now carry forward to subsequent years.)*
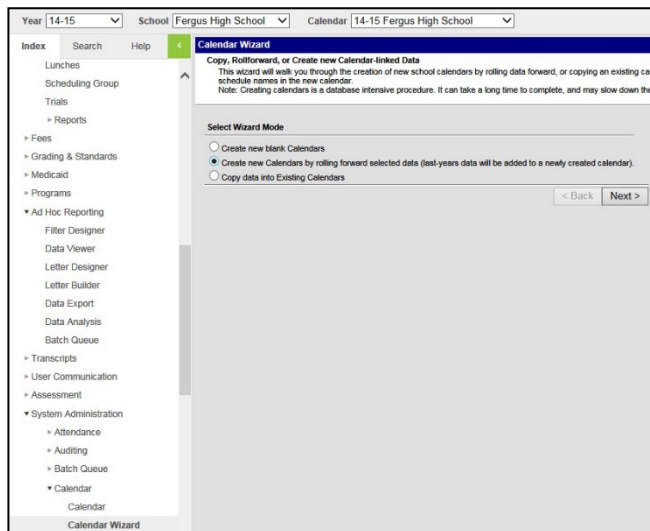

There are two State Published Ad Hoc Reports designed to help **Infinite Campus District Edition** schools in this effort:

➢ *Curriculum MTTranscript Course HS Credit Check Marked*

➢ *Curriculum MTTranscript Course HS Credit NOT Checked*

ROLLING COURSES FORWARD

If the district has not yet rolled calendars forward to the next year, the *High School Credit* designation will automatically roll forward from the previous, ***if the proper calendar roll forward options are selected***.

Note: Only **Courses** must be selected for *High School Credit* to roll forward. The district does not have to select all options under **Courses**.

Districts who have already rolled their high school calendars forward for the next year without marking the *High School Credit* box will have to mark *High School Credit* on the course tab *in both the current year and the next*.

For more information on the Montana electronic transcript initiative, please refer to the MT eTranscript Project website at: http://opi.mt.gov/Leadership/Data-Reporting/E-Transcripts.

For more information, contact the AIM Help Desk at 1- 877-464-6681 or opiaimhelp@mt.gov.