Managing Schedules in the Montana Edition (Value Added)

AIM User Guide

Included in this AIM User Guide are instructions for modifying student schedules, including ending currently enrolled students and entering student's mid-year. This guide should only be used by districts who have completed the initial setup for Montana Edition Value-Added users.

This AIM User Guide is intended for Montana Edition users who wish to use the Value-Added features provided by the state. Included in this guide are instructions for modifying student schedules, including ending currently enrolled students and entering student's mid-year. This guide should only be used by districts who have completed the initial setup for Montana Edition Value-Added users. If you have not completed that setup, contact the OPI AIM Staff for assistance.

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System Administrator/Supervising Teacher: Ending Enrollments

When a student leaves the district, <u>do not</u> end the student's schedule manually. An End Date entered for a student in their enrollment automatically ends the student's schedule on the same date. However, if the End Date in the enrollment is later modified, the End Date on the student's schedule will need to be modified as well (for proper reporting in MAEFAIRS, TEAMS, and for ADA.)
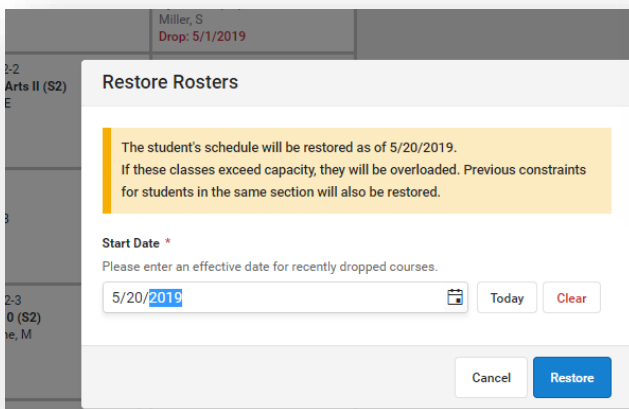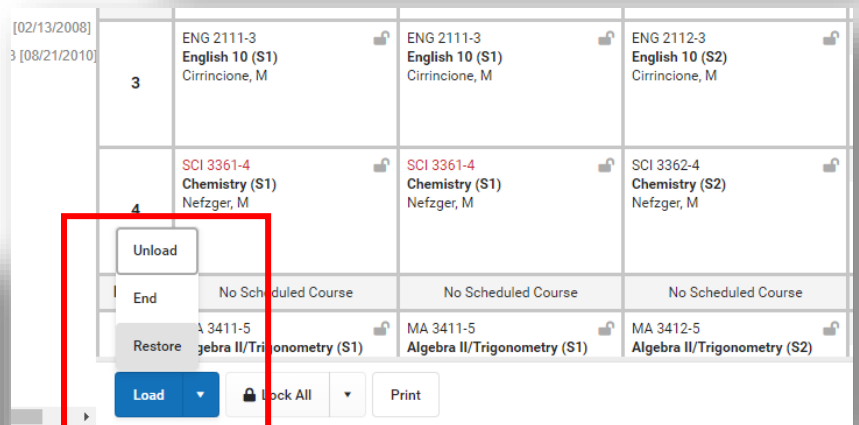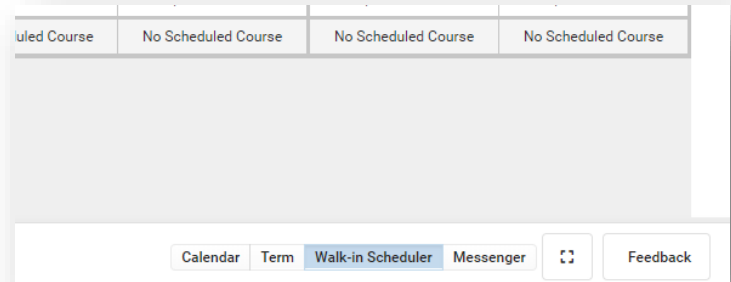
1. From the **Index** tab, select Student Information.
2. Select **General**.
3. Enter the student's name in the search criteria box, last name, then first name.
4. Click **Go.**
5. Click on the **Schedule** tab for the student.
6. Click on **Walk-In Scheduler**.
7. Click on the arrow feature next to the **Load** button. Select **End.**
8. Enter the **Effective Date** (the students last day in classes). Click **End.**
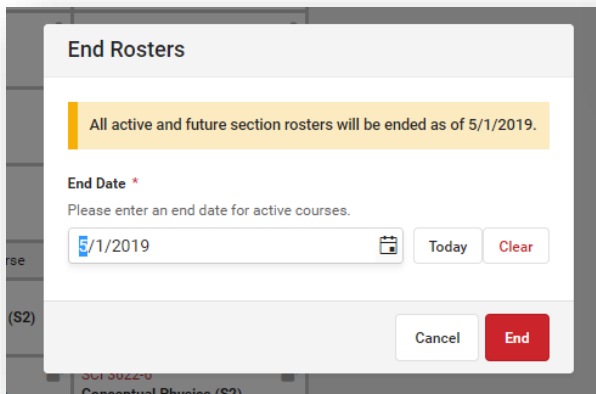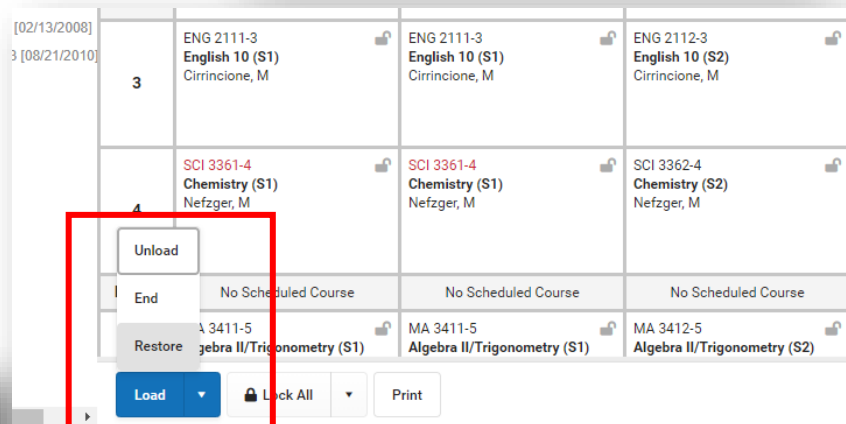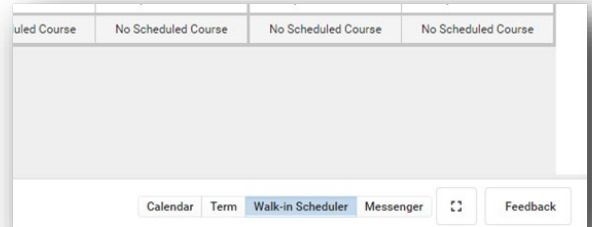
System Administrator/Supervising Teacher: Returning Students

When a student leaves the district and returns later, the previous schedule should be restored (if they are returning to the same classes – if not, follow the instruction below for a new student).

9. From the **Index** tab, select Student Information.
10. Select **General**.
11. Enter the student's name in the search criteria box, last name, then first name.
12. Click **Go.**
13. Click on the **Schedule** tab for the student.
14. Click on **Walk-In Scheduler**.
15. Click on the arrow feature next to the **Load** button. Select **Restore.**
16. Enter the **Effective Date** (the students date of re-admittance into classes). Click **Restore**.

System Administrator/Supervising Teacher: New Students

When a student enters the district mid-year, a schedule must be created.

1. From the **Index** tab, select **Student Information**.
2. Select **General.**
3. Enter the student's last name, first name into the search criteria box (after the student has been properly enrolled). Click **Go**.
4. Click the **Schedule** tab.
5. Click **Walk-In Scheduler**.

6. Click on the **Search** feature to the right of the schedule screen. This will open a search window that will allow you to search all available courses. You can also add search criteria such as course name or course codes to narrow your search. Click *Add Option* to add more search options. Enter the Effective Date and click **Search**.
7. A list of available courses will show in the **Section Search.**
8. Click the + sign by a course to view available sections. Click on the section that drops down to add it to the schedule. Verify the **Effective Date**. Click Save. The course will be added to the schedule. Continue this process until the schedule is complete.
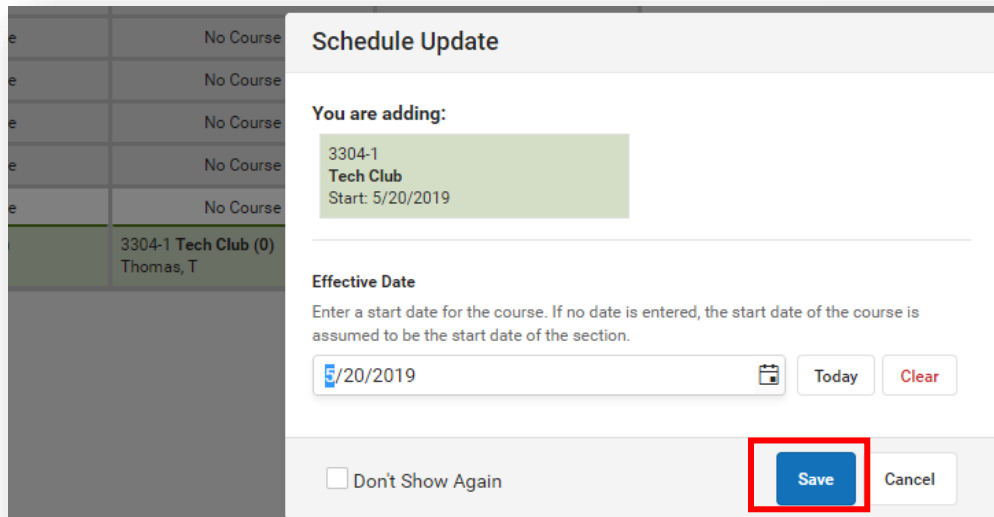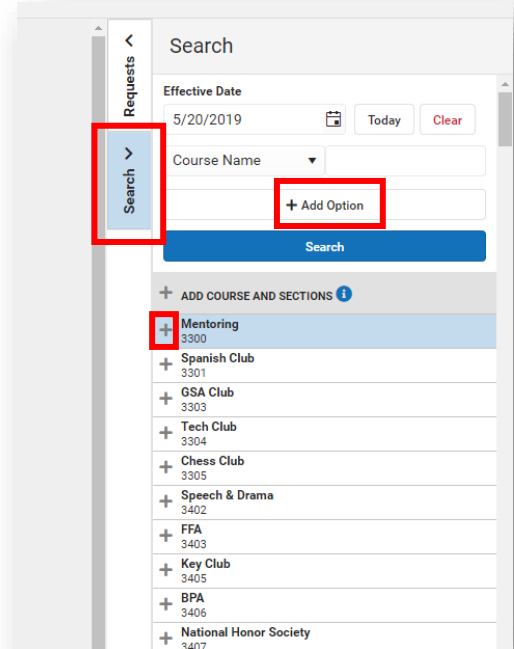
For more information, contact the AIM Help Desk at 1- 877-464-6681 or

Submit an AIM Help Desk Ticket

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