



# AIM QUICK FIXES



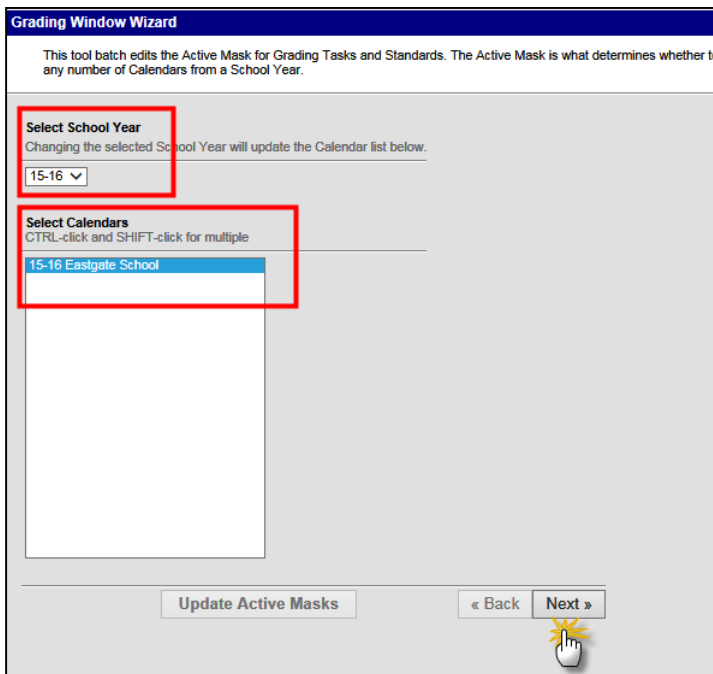
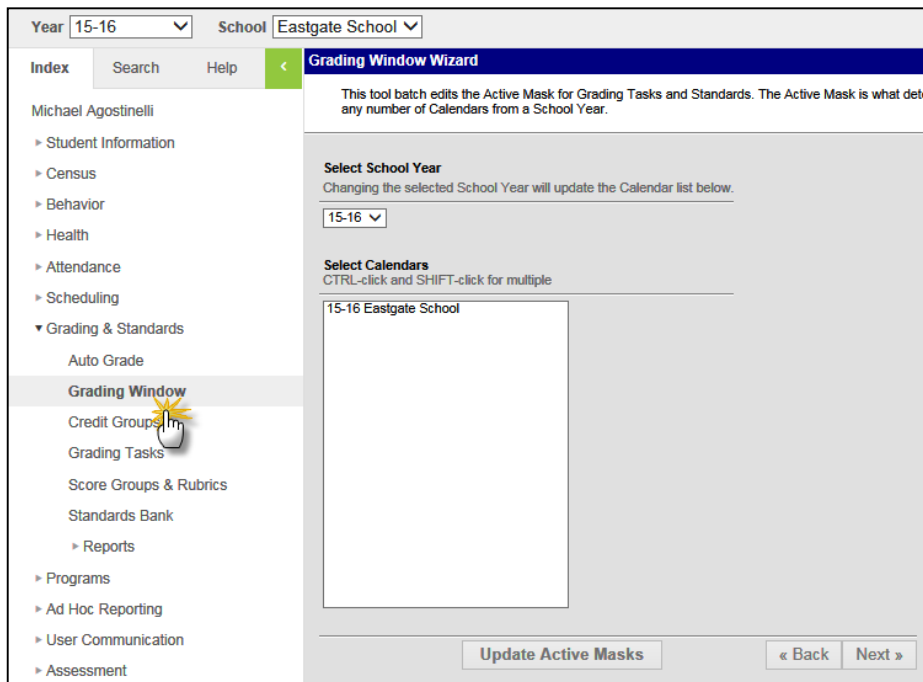
## Entering Grades in the Montana Edition (Value Added)

This guide is intended for Montana Edition users who wish to use the Value-Added features provided by the state for entering final grades. 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.

### SYSTEM ADMINISTRATOR/ SUPERVISING TEACHER: Opening the Grading Window

Before entering grades for a defined period, the grading window must be “opened”. It is recommended that the grading window be opened only for a short period of time – to prevent either purposeful or accidental changes after grades are finalized.

From the Index, expand **Grading & Standards**. Click **Grading Window**.



Select the current *School Year*. Select the *Calendar(s)* to open for grading.

Click **Next**.



Select the *Grading Task(s)* and *Standards* to open.

Click **Next**.

This tool batch edits the Active Mask for Grading Tasks and Standards. The Active Mask is what determines whether teachers can edit students scores for any number of Calendars from a School Year.

Select the Grading Tasks and Standards for which you'd like the Active Mask changed.

Select **Grading Tasks** CTRL-click and SHIFT-click for multiple

Select **Standards** CTRL-click and SHIFT-click for multiple

Quarter

Elementary

- Respects others/peers
- Organizes self and materials
- Participates in and contributes to group work
- Completes classwork on time
- Follows rules, procedures and directions

Update Active Masks << Back Next >>

This tool batch edits the Active Mask for Grading Tasks and Standards. The Active Mask is what determines whether teachers can edit students scores from a School Year.

Select Terms

Choose the Terms that you want to make active for grading.

NOTE: To turn off grading, leave all checkboxes unchecked.

NOTE: This overwrites ALL current Active Masks for the calendars and tasks you've selected.

Term 1

Term 2

Term 3

Term 4

Term 5

Term 6

Term 7

Term 8

Term 9

Term 10

Term 11

Term 12

Term 13

Term 14

Term 15

Term 16

Term 17

Term 18

Term 19

Term 20

Term 21

Term 22

Term 23

Term 24

Term 25

Term 26

Term 27

Term 28

Term 29

Term 30

Term 31

Update Active Masks << Back Next >>

Select the *Term(s)* to open.

It is only recommended to open one term at a time.

Click **Update Active Masks**.

## TEACHER: Entering Grades

From the **Index**, select **Post Grades**.

Choose the *Term*, *Section* (course) and *Task* (quarter, semester, or standard).

Enter the *Percent*, *Grade* and/or *Comments*.

Click **Save**.

Repeat for each *Section* or *Task*.

Student	Percent	Grade	Report Card Comments
04 Affleck, Violet	95.00	A	Excellent student, a joy to have in class
05 Beckham, Cruz	85.00	B	
06 Duggar, Jackson	75.00	C	
04 Duggar, Johannah	65.00	D	
06 Jolie-Pitt, Pax	90.00	A	
04 Jolie-Pitt, Shiloh	52.00	F	Has potential, needs to focus
05 Jolie-Pitt, Zahara	79.00	C	

Year: 15-16 School: Eastgate School

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This tool batch edits the Active Mask for Grading Tasks and Standards. The Active Mask is what determines any number of Calendars from a School Year.

Select School Year  
Changing the selected School Year will update the Calendar list below.  
15-16

Select Calendars  
CTRL-click and SHIFT-click for multiple  
15-16 Eastgate School

Update Active Masks << Back Next >>

## SYSTEM ADMINISTRATOR/ SUPERVISING TEACHER: Closing the Grading Window

Once all grades have been entered for a defined period, the grading window must be “closed”.

From the Index, expand **Grading & Standards**. Click **Grading Window**.

Select the current *School Year*. Select the *Calendar(s)* to open for grading.

Click **Next**.

The screenshot shows the 'Grading Window Wizard' interface. At the top, it explains that the tool batch edits the Active Mask for Grading Tasks and Standards. The first step is 'Select School Year', with a dropdown menu showing '15-16'. The second step is 'Select Calendars', with a list box containing '15-16 Eastgate School'. At the bottom, there are buttons for 'Update Active Masks', '« Back', and 'Next »'. A mouse cursor is clicking the 'Next »' button.

The screenshot shows the 'Grading Window Wizard' interface. The first step is 'Select Grading Tasks', with a list box containing 'Quarter'. The second step is 'Select Standards', with a list box containing 'Elementary' and its sub-points: 'Respects others/peers', 'Organizes self and materials', 'Participates in and contributes to group work', 'Completes classwork on time', and 'Follows rules, procedures and directions'. At the bottom, there are buttons for 'Update Active Masks', '« Back', and 'Next »'. A mouse cursor is clicking the 'Next »' button.

Select the *Grading Task(s)* and *Standards* to open.

Click **Next**.

Un-check the *Term(s)* to close.

Click **Update Active Masks**.

The screenshot shows the 'Grading Window Wizard' interface. The 'Select Terms' step is active, with a list of checkboxes for 'Term 1' through 'Term 9'. A note states: 'NOTE: To turn off grading, leave all checkboxes unchecked. NOTE: This overwrites ALL current Active Masks for the calendars and tasks you've selected. NOTE: All of these flags default to being unchecked. The display does not represent the current active mask flags for the calendar(s) and task(s) you've selected.' At the bottom, there is a button for 'Update Active Masks'. A mouse cursor is clicking the 'Update Active Masks' button.