



AIM QUICK FIXES



Managing Schedules 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. Included in this guide are instructions for modifying student schedules, including ending currently enrolled students and entering students 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.

SYSTEM ADMINISTRATOR/ SUPERVISING TEACHER: Ending Enrollments

When a student leaves the district, DO NOT end the student's schedule. An *End Date* entered for a student automatically ends the student's schedule on the same date.

If the *End Date* is later modified, modify the *End Date* on the student's schedule (for proper reporting in MAEFAIRS, TEAMS, and for ADA).

Affleck, Seraphina
Grade: 01 DOB: 01/06/2009 Gender: F

Credit Summary Assessment Behavior Graduation AdHoc Letters Records Transfer

Summary **Enrollments** Schedule Attendance Flags Grades Transcript

Save Delete Print Enrollment History New New Enrollment History

Edit	Grade	Type	Calendar	Start Date	End Date
	01	P	15-16 Eastgate School	07/01/2015	07/15/2015

General Enrollment Information

Calendar: 15-16 Eastgate School
Schedule (read only): Main
*Grade: D1
Class Rank Exclude:
*Start Date: 07/01/2015
No Show:
End Date: 07/15/2015
End Action:
*Service Type: P. Primary
*Start Status:
End Status:
Dropout Reason: 140. Transfer to public schi in another district in MT

Start Comments:

Credit Summary Assessment Behavior Graduation

Summary Enrollments **Schedule** Attendance

Table - Group by Course (All Terms) Display Active Courses

	Term Q1 (07/01/15-09/30/15)	Term Q2 (10/01/15-12/31/15)	Ter (01/01/16)
Attendance	0301-1 Lower Elementary Ingalls-Wilder, Laura Drop: 07/15/2015	EMPTY	EMPTY
	0302-1 Language Arts Ingalls-Wilder, Laura Drop: 07/15/2015	EMPTY	EMPTY
	0303-1 Reading Ingalls-Wilder, Laura Drop: 07/15/2015		
	0304-1 Math Ingalls-Wilder, Laura Drop: 07/15/2015		
	0305-1 Social Studies Ingalls-Wilder, Laura		

**SYSTEM ADMINISTRATOR/
SUPERVISING TEACHER: Returning
Students**

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

From the **Index**, expand **Student Information** and select **General**. Click the **Schedule** tab.

Click **Walk-in Scheduler**.

Enter the *Effective Date* (the student’s first date of re-attendance). Click **Restore**.

Year: 15-16 School: Eastgate School

Index Search Help < **Affleck, Seraphina** Grade: 01 DOB: 01/06/2009 Gender: F

Credit Summary Assessment Behavior Graduation AdHoc Letters Records Transfer

Summary Enrollments **Schedule** Attendance Flags Grades Trans

Table - Group by Course (All Terms) Display Active and Dropped Courses Print OR

Load Unload End Restore Search

Effective Date: [] Terms: 1 2 3 4

	Q1 07/01/2015 - 09/30/2015	Q2 10/01/2015 - 12/31/2015	Q3 01/01/2016 - 03/31/2016	Q4 04/01/2016 - 06/30/2016
Attendance	0301-1 Lower Elementary Drop:07/15/2015	0301-1 Lower Elementary Start:08/14/2015	0301-1 Lower Elementary Start:08/14/2015	0301-1 Lower Elementary Start:08/14/2015
	0301-1 Start:08/14/2015	0302-1 Drop:07/15/2015	0301-1 Drop:07/15/2015	0301-1 Drop:07/15/2015
	0302-1 Language Arts Drop:07/15/2015	0302-1 Language Arts Start:08/14/2015	0302-1 Language Arts Start:08/14/2015	0302-1 Language Arts Start:08/14/2015
	0302-1 Start:08/14/2015	0302-1 Drop:07/15/2015	0302-1 Drop:07/15/2015	0302-1 Drop:07/15/2015
	0303-1 Reading Drop:07/15/2015	0303-1 Reading Start:08/14/2015	0303-1 Reading Start:08/14/2015	0303-1 Reading Start:08/14/2015
	0303-1 Start:08/14/2015	0303-1 Drop:07/15/2015	0303-1 Drop:07/15/2015	0303-1 Drop:07/15/2015

**SYSTEM ADMINISTRATOR/
SUPERVISING TEACHER: New
Students**

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

From the **Index**, expand **Student Information** and select **General**. Click the **Schedule** tab.

Click **Walk-in Scheduler**.

Click **EMPTY**. A list of available courses will show in the **Section Search**.

Verify the *Start Date*. Click the section(s) to add to the student’s schedule. The sections appear in light gray below the course names that appear in bold.

Multiple courses may be added to one period (in the case of elementary “courses”).

Cruise, Suri Grade: 04 DOB: 04/18/2006 Gender: F

Credit Summary Assessment Behavior Graduation AdHoc Letters Records Transfer

Summary Enrollments **Schedule** Attendance Flags Grades Transcript

Table - Group by Course (All Terms) Display Active and Dropped Courses Print OR Choose a report option View Schedule

Load Unload End Restore Student Requests

Effective Date: [] Terms: 1 2 3 4

	Q1 07/01/2015 - 09/30/2015	Q2 10/01/2015 - 12/31/2015	Q3 01/01/2016 - 03/31/2016	Q4 04/01/2016 - 06/30/2016
Attendance	0301-1 Lower Elementary Start:08/14/2015	0301-1 Lower Elementary Start:08/14/2015	0301-1 Lower Elementary Start:08/14/2015	0301-1 Lower Elementary Start:08/14/2015
Courses	EMPTY	EMPTY	EMPTY	EMPTY

Section Search

Start Date: 08/14/2015

Course Number: []
Course Name: []
Department: []
Teacher: []
Term: Q1
Period: Courses: []
Schedule: []

Search

0302 Language Arts
0302-1 (630) Ingalls-Wilder, Laura T:Q1-Q4 P:Courses IE
0303 Reading
0303-1 (177) Ingalls-Wilder, Laura T:Q1-Q4 P:Courses IE
0304 Math
0304-1 (630) Ingalls-Wilder, Laura T:Q1-Q4 P:Courses IE
0305 Social Studies
0305-1 (630) Ingalls-Wilder, Laura T:Q1-Q4 P:Courses IE

Credit Summary Assessment Behavior Graduation AdHoc Letters Re

Summary Enrollments **Schedule** Attendance Flags Grades Tr

Table - Group by Course (All Terms) Display Active and Dropped Courses Print OR

Load Unload End Restore Student Requests

Effective Date: [] Terms: 1 2 3 4

	Q1 07/01/2015 - 09/30/2015	Q2 10/01/2015 - 12/31/2015	Q3 01/01/2016 - 03/31/2016	Q4 04/01/2016 - 06/30/2016
Attendance	0301-1 Lower Elementary Start:08/14/2015	0301-1 Lower Elementary Start:08/14/2015	0301-1 Lower Elementary Start:08/14/2015	0301-1 Lower Elementary Start:08/14/2015
Courses	0302-1 Language Arts Start:08/14/2015	0302-1 Language Arts Start:08/14/2015	0302-1 Language Arts Start:08/14/2015	0302-1 Language Arts Start:08/14/2015
	0303-1 Reading Start:08/14/2015	0303-1 Reading Start:08/14/2015	0303-1 Reading Start:08/14/2015	0303-1 Reading Start:08/14/2015
	0304-1 Math Start:08/14/2015	0304-1 Math Start:08/14/2015	0304-1 Math Start:08/14/2015	0304-1 Math Start:08/14/2015
	0305-1 Social Studies Start:08/14/2015	0305-1 Social Studies Start:08/14/2015	0305-1 Social Studies Start:08/14/2015	0305-1 Social Studies Start:08/14/2015