

AIM Newsletter ~ June, 2017

Welcome to the OPI Achievement in Montana (AIM) Newsletter. The AIM Newsletter is published several times during the year to announce important student data collection news and events. It provides up-to-date information necessary for the administration of statewide student information and the accompanying data collections.

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Work In Progress

AIM User Groups

The **AIM District Edition User Group** will meet on Thursday, June 22nd, 2017, both online through a Go To Meeting and at the Training Room at OPI at 1227 11th Avenue. We should have an agenda out for that meeting soon.

This user group is open for all district edition AIM specialists to attend.

If you are interested in participating please email Candi Standall at cstandall@mt.gov so she can make the arrangements and get you hooked up!



Fall Regional AIM New User Sessions

The 2017 Fall AIM Montana Edition New User Technical Assistance Sessions dates and locations have been set:

- » **August 9th – Hardin**
- » **Sept. 18th – East Helena**
- » **Sept. 19th – Glendive**
- » **Sept. 20th – Billings**
- » **Sept. 25th – Missoula**

These sessions are intended for new users of the Montana Edition of Infinite Campus. They will run from 9:00 to 3:00

We will cover things such as:

- Basic Navigation
- Creating & Maintaining Student Demographic Information
- Creating & Maintaining Enrollments
- Records Transfers
- Creating & Maintaining Staff and User Accounts
- Creating & Maintaining Households

Exact locations and details will be out next month!

Current & Upcoming Collection Checklists

We have taken the AIM Data Collection Checklist and broken it up into smaller and easier to digest individual Checklists for each AIM Data Collection. Listed below are links to the current or upcoming AIM Data Collection Checklists. These checklists are available on the [AIM Website](#) under AIM Data Collection Guides.

- ✓ [End of Year Collection Checklist](#) (May 8th – June 16th)
- ✓ [Program Participation Checklist](#) (May 8th – June 16th)
- ✓ [Average Daily Attendance \(ADA\) Checklist](#) (June 1st – June 30th)

Infinite Campus Version Update Schedule

2016-17 School Year:	
Scheduled Update (weekend of)	Versions
July 7, 2017	1717
2017-2018 School Year	
August 4, 2017	1721, 1725

Springtime in AIM Means it is Time To...

- ✓ Verify that all 12th graders have a Cohort Date by running the new state published ad hoc: *"Index>Ad Hoc Reporting>>+State Published>Student Information>student ALL Cohort Missing Date First Entered 9th Grade*
- ✓ Follow the [Average Daily Attendance Collection Guide](#) to
- ✓ Enter data for ADA-# Days Present and ADA-#Days Enrolled.
- ✓ Verify Data using State Published Ad Hoc Reports:
 - *"Index>Ad Hoc Reporting>Filter Designer>>+State Published>student ADA Days Present (is greater than)Days Enrolled (or greater than 180); and >student ADA Missing Days Present or Days Enrolled*
- ✓ ReSync enrollment data after uploading files (MT Edition users only) and/or running a process such as MT End of Year ADA (District Edition or MT Edition Value Added users only).
- ✓ Notify the OPI of any changes to grade levels, ranges of grades, school names, new schools or school closings. This requires a letter, on District letterhead, detailing the change(s) to: Nica Merala, School Finance – OPI, PO Box 202501, Helena MT 59620-2501



Did You Know?

- Any time is a good time to review who has access to your student information in AIM/Infinite Campus. We do it monthly! There is a state published ad hoc report entitled 'person STAFF Active User Account and Login Activity.' Highlight this filter and click the "Test" button located under the list of filters. This will generate a list of active users and their login activity. For further instructions, refer to the user guide [Data Security: Staff User Accounts](#).
- The OPI AIM staff runs a daily report that verifies all districts' enrollment records have successfully synchronized to the state each night. The district staff can also look to see that all their student enrollment records have successfully synchronized with the state edition of Infinite Campus. Be sure you have the right year and all schools selected in the calendar bar:
 - ✓ Index Tab
 - ✓ System Administration
 - ✓ Data Interchange
 - ✓ Verification
 - ✓ Click on the School Name to see the Verification Results box
 - ✓ If the Enrollment is not at 100%, click on the print icon next to Verification Summary Report (or on the date and time link) to view the Verification Summary Report and see details as to what might be missing at either the state or the district levels.

2016-2017 DIS Verification Results		
District	Name	Overall Accuracy
0221	Chinook Public Schools	92.88%

Object	Accuracy Legend	Timestamp	Total Records			Total Errors	Missing		Differences
			Distinct	At District	At State		At State	At District	
Enrollment	86.40%	01/30/2017 13:31:30	404	371	379	59	25	33	1
Personidentity	86.23%	08/03/2017 02:17:54	565	565	565	10	0	0	10

Questions or Suggestions?

Please feel free to contact the OPI AIM Help Desk at 877-424-6681 or opiaimhelp@mt.gov with any questions or suggestions you might have!

Thank you!!

Meet the OPI AIM Support Team



Gail Harms

AIM Data Resource Administrator

406-444-3494

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Gail has been at the OPI as the Achievement in Montana (AIM) System Manager since 2014. As the AIM system manager she manages the AIM unit staff and the statewide student information system. She manages new projects for AIM and maintains timelines for the annual AIM data collections. She also coordinates Infinite Campus software version updates and system testing.



Candi Standall

AIM Data Control Specialist

406-444-3495

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Candi has been with the AIM Unit at the OPI since September, 2014. As the lead Data Control Specialist, she provides technical assistance to school districts with respect to using Infinite Campus to submit student data for state reporting. Candi works to keep the AIM user guides up to date and is usually the first person to answer the AIM help desk phone calls and emails:

opiaimhelp@mt.gov .



Jennifer Straw

AIM Data Control Specialist

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Jennifer has been with OPI since August 2016. She provides assistance to make sure the AIM data is accurate by reviewing daily verification reports for syncing issues, combining duplicate students and analyzing the data and calling districts to resolve data discrepancies such as overlapping enrollments, Kindergarten under 5, inappropriate age for grade level, and resolving discrepancies between MAEFAIRS and AIM.



Andy Boehm

Research Specialist

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Andy has been with OPI since June 2002. As a Research Specialist for OPI he is a “de facto” member of the AIM team answering AIM Help Desk phone calls and making phone calls to make sure that the AIM data is the best that it can be. His emphasis is in dropout and graduation quality control, collection and reporting. He also is involved in the collection of enrollment data and puts out the yearly Facts About Montana Education pamphlets.