

## **DRAFT AGENDA**

### **2016 Fall OPI Regional AIM Montana Edition New User Training**

**September 26-29, 2016**

#### **9:00 – Noon – New MT Edition Users**

Basic system functionality, including:

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

**Noon – 1:00 p.m. – Lunch** (on your own)

#### **1:00 – 2:00 – All MT Edition Users**

OPI Collections and AIM website highlights

#### **2:00 – 3:00 – Advanced MT Edition Users**

Uploading data files to AIM for OPI Collections  
Using Ad Hoc Reports to Verify Data