

AIM User Guide: *Mode of Instruction*

THIS AIM USER GUIDE EXPLAINS THE PROCESS FOR ENTERING STUDENT AND SCHOOL MODE S OF INSTRUCTION. THIS DATA SHOULD BE MAINTAINED CONTINUALLY THROUGHOUT THE SCHOOL YEAR TO ENSURE ACCURATE REPORTING DURING THE FOLLOWING COLLECTION TIMES:

COLLECTION:

- FALL MODE OF INSTRUCTION: **11/1/21-12/10/21**
- TEST WINDOW MODE OF INSTRUCTION: **4/7/22-5/27/22**
- END OF YEAR MODE OF INSTRUCTION: **5/9/22-6/30/22**

CITATIONS:

- [MT ARP ESSER STATE PLAN](#)
- [MT HB 632](#)
- [MCA 20-9-311](#)
- [MCA 1-1-215](#)
- [MCA 20-5-321](#)

Mode of Instruction

AIM User Guide

The American Rescue Plan (ARP) and Elementary and Secondary School Emergency Relief (ESSER) programs provide funds to support schools in safely reopening and sustaining safe operations while meeting the academic, social, emotional, and mental health needs of students resulting from the COVID-19 pandemic. To support the goals of access and equity, it is essential to have data on how students are learning, especially for student groups that have been disproportionately impacted by the COVID-19 pandemic. As per the MT State ARP ESSER plan, the OPI will collect data on both school level Modes of Instruction offered and student level Modes of Instruction. This AIM user guide provides guidance for setting students' Mode of Instruction as well as the school level Modes of Instruction in Infinite Campus.

NOTE: The OPI recommends maintaining these records continuously throughout the school year (for example, if a student transfers or withdrawals mid-year, end date their enrollment and enter an end date in their Mode of Instruction record for the same date their enrollment is end dated.) This data will be collected three times during the year: Fall Mode of Instruction Collection, Test Window Mode of Instruction Collection, and End of Year Mode of Instruction Collection. Mode of Instruction records must be up to date as of each of these collection periods.

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FAQ:

Can I change an individual student's Mode of Instruction? Yes, the manual entry method allows users to enter/modify/add Mode of Instruction records. See page 5.

When should this data be entered? The Mode of Instruction should be kept up to date throughout the school year. Whenever a student's Mode of Instruction changes or if the school changes its Mode of Instruction, the student record's should be updated to reflect the change as soon as possible. This data is collected three times during the school year: Fall Mode of Instruction Collection, Test Window Mode of Instruction Collection, and End of Year Mode of Instruction Collection.

We have a student that is transferring out, will the end date on their enrollment automatically populate into the end date on their Mode of Instruction record? No, the Mode of Instruction end date does not auto populate when the enrollment is end dated. It must be entered manually.

Our school only has one Mode of Instruction offered currently. Can I mass set the Mode of Instruction for all students? Yes, the file import method allows districts to mass set Modes of Instruction for students. See page 7.

Our school utilizes various Modes of Instruction. Can I use the import file method to set individual Modes of Instruction per student? Yes, the file import allows for mapping so that the file may contain more than one Mode of Instruction. See page 7.

Can the Start Dates for our student's Modes of Instructions be overwritten using the file import process? No, the file import process allows for End Dates or Modes of Instruction to be entered or overwritten but does not allow for Start Dates to be altered once they have been entered (unless they are changed individually under the student's record). Please contact the [AIM Unit](#) regarding deleting records in mass that have the wrong Start Dates.

We did an initial import at the beginning of the year to mass set our students Mode of Instruction, and now we need to enter End Dates for them and/or enter a new Mode of Instruction record for all the students. How do I do this? The map for the file import process must be altered to allow for an overwrite/edit of records to occur. See page 10.

We have a student whose Mode of Instruction was set to Full-time In-Person at the beginning of the year, but is now going to be learning remotely. How do I make this change? The student's current Mode of Instruction should be end-dated for the last day that student received instruction in that Mode of Instruction. Then, a new Mode of Instruction record should be created with a start date of the first day of instruction in the new Mode of Instruction.

Our students never changed Modes of Instruction throughout the school year. Do I need to do anything with their records? Yes, if by the end of the school year students have not changed Modes of Instruction, simply enter the end date in their Mode of Instruction record which would be the last day of school/instruction.

If there is a change made in the Mode of Instruction that is being offered by the school, does each student's Mode of Instruction need to be changed? The students' Mode of Instruction does not automatically change according to what the school Mode of Instruction is set to. The students' Mode of Instruction can be updated by using the import method to mass set students Mode of Instruction if the change at the school level affects all students. Alternately, if the change in the Mode of Instruction that is offered by the school affects only a portion of students, those individual students Mode of Instruction can be updated manually.

We have a student that was quarantined. This student has a Full-Time In-Person Mode of Instruction record. The student will remain at home to finish out the school year remote learning instead of returning after the quarantine period has ended. Do we need to change the student's Mode of Instruction record? In general, the student Mode of Instruction value should be changed whenever the situation has changed for the students learning mode. In this scenario, enter an end date for the current 'Full-Time In-Person' Mode of Instruction record for that student and then create a new record with the new 'Remote or Online Only' Mode of Instruction with a start date of the first day the student started learning remotely. In some cases the district may decide to identify the student as Hybrid-Both Remote and in-Person, when the change to the mode is frequent.

We have some students who attend under a Student Attendance Agreement who live outside of the district. If we change their Mode of Instruction from Full-Time In-Person to Remote learning, does this impact ANB funding? If you have an out of district student attending your school under a Student Attendance Agreement AND the student's current mode of instruction is either Hybrid or Remote on either the Fall or Spring Count Dates, the student's eligibility for ANB *may* be affected. Contact [Nicole Thuotte](#) in School Finance (444-4424) prior to these Count Dates to see if the district qualifies for an ANB exception. [MCA 20-9-311](#).

We want to change the Mode of Instruction from Full-Time In-Person to Remote learning for an entire grade level, does this have an impact on ANB funding? If the school decides to change the Mode of Instruction at a school level or for a large group of students to Remote learning, please contact [Nicole Thuotte](#) in School Finance (444-4424) *prior* to the Fall and Spring Count Dates to see if the district qualifies for an ANB exception in this situation. [MCA 20-9-311](#).

We have out-of-district students enrolled in our fully remote learning program, can these students be included in ANB funding? A student enrolled in an educational program or course provided at district expense using electronic or offsite delivery methods, including but not limited to tutoring, distance learning programs, online programs, and technology delivered learning programs, while attending a school of the district must meet the residency requirements for that district as provided in [MCA 1-1-215](#) or attend school in the district under a mandatory attendance agreement as provided in [MCA 20-5-321](#); [MCA 20-9-311](#).

Manual Entry Method: Entering Student Mode of Instruction Manually

Path: Index > Student Information > Program Participation > State Programs > MT Instruction Mode

Districts have the ability to enter students' mode of instruction manually or via a mapped file import. The following steps provide guidance for manual entry of the student's mode of instruction. **NOTE:** The OPI recommends maintaining these records continuously throughout the school year. This data will be collected three times during the year: Fall Mode of Instruction Collection, Test Window Mode of Instruction Collection, and End of Year Mode of Instruction Collection. Mode of Instruction records must be up to date as of each of these collection periods.

1. Select the **year** and **school** from the tool bar. A school *must* be selected.
2. Navigate to the **Search** tab. Select *Student* from the menu. To view all students enrolled in your selected school, click **Go**. To view a specific student, enter the student's name in the search box, then click **Go**.
3. Click on the student name from the search results list.
4. Navigate to the **Index** tab.
5. Select **Student Information**.
6. Select **Program Participation**.
7. Select **State Programs**.
8. Click on the **MT Instruction Mode** tab located next to the CTE Participant tab.
9. Click **New** to enter a new mode of instruction record.
10. The **Instruction School** number field will automatically populate with the number of the school that is selected from the tool bar.
11. The **Start Date** will be the first day of instruction for the type of mode of instruction the student is participating in. If a student changes their mode of instruction at any time during the school year, enter an **End Date** for the current mode of instruction record and enter a new mode of instruction record with a **Start Date** of the first day of instruction for the new mode of instruction. If the student never changes their mode of instruction, the **End Date** will be the last day of instruction for that school year. **NOTE:** The OPI recommends maintaining these records continuously throughout the school year. This data will be collected three times during the year: Fall Mode of Instruction Collection, Test Window Mode of Instruction Collection, and End of Year Mode of Instruction Collection. Mode of Instruction records must be up to date as of each of these collection periods.

The screenshot displays the 'MT Instruction Mode' interface. At the top, there are tabs for 'CTE Participant' and 'MT Instruction Mode'. Below the tabs is a toolbar with 'New', 'Save', 'Delete', and 'Print' buttons. The main area is divided into two sections: 'Instruction Mode Summary' and 'MT Instruction Mode Detail'. The 'Instruction Mode Summary' section contains a table with columns for 'Start Date', 'End Date', 'Instruction Mode', and 'Instruction School'. The 'MT Instruction Mode Detail' section contains fields for '*Start Date', 'End Date', and '*Instruction School' (with the value '0413'). There is also a dropdown menu for '*Instruction Mode' and a section for 'District Defined Elements' at the bottom.

12. Enter the **Instruction Mode** by selecting the mode of instruction option from the drop-down list that is applicable to the student. Options are:

Code	Label	Definition	Example
01 =	Full-Time In-Person	(in-person only, no times of remote instruction)	Learning within the school property/building.
02 =	Hybrid - Both Remote and In-Person	(some remote and some in-person instruction)	Learning through a combination of modalities such as learning within school property/building on some days and learning remotely or at home on other days.
03 =	Remote or Online Only	(remote learning only, no times of in-person instruction)	Learning remotely at home through instructional packets and/or online learning supports.

13. Click **Save**. Repeat for additional students.

File Import Method: (Initial/First Import in Mass)

Path: Index > Program Admin > Federal/State Program Updater

Districts have the ability to enter students' mode of instruction manually or via a mapped file import. The following steps provide guidance for importing and mapping a student mode of instruction import file. **NOTE:** The OPI recommends maintaining these records continuously throughout the school year. This data will be collected three times during the year: Fall Mode of Instruction Collection, Test Window Mode of Instruction Collection, and End of Year Mode of Instruction Collection. Mode of Instruction records must be up to date as of each of these collection periods.

1. Open the [Student Mode of Instruction Import Template](#), pictured below.

Field 1	Field 2	Field 3	Field 4	Field 5
Student State ID	Start Date	End Date	Instruction Mode	School Number

2. Each line represents one record. Populate Field 1 with your **Students' State ID's**.
3. Populate Field 2 with a **Start Date**. The **Start Date** will be the first day of instruction for the type of mode of instruction the student is participating in. So, your first import will likely have a start date of the first day of school. **Start Date** must fall within the student's current enrollment date.
4. Populate Field 3 with an **End Date**(**optional: this can be left blank if the End Date is not known**). The **End Date** will represent the last day of instruction the student receives under that particular mode of instruction. **NOTE:** If a student has a change to their mode of instruction at any time during the school year, enter an **End Date** for the current mode of instruction record and enter a new mode of instruction record with a **Start Date** of the first day of instruction for the new mode of instruction. If the student never changes their mode of instruction, the **End Date** will be the last day of instruction for that school year. **End Date** must fall within the student's current enrollment date.
5. Populate Field 4 with the **Instruction Mode** for the student. Enter the numerical value only into this field. Must be zero padded, for example 1 must be entered as 01. Options are:

Code	Label	Definition	Example
01 =	Full-Time In-Person	(in-person only, no times of remote instruction)	Learning within the school property/building.
02 =	Hybrid - Both Remote and In-Person	(some remote and some in-person instruction)	Learning through a combination of modalities such as learning within school property/building on some days and learning remotely or at home on other days.
03 =	Remote or Online Only	(remote learning only, no times of in-person instruction)	Learning remotely at home through instructional packets and/or online learning supports.

6. Populate the **School Number**. This is the designated school number for which the student is enrolled. It is an OPI code assigned to the school. To find this number in Campus go to: system administration > Resources > School - choose school and look for 'state school number' at top.
7. Once you have completed filling the template with your student data, delete the first three rows inside of the template. **NOTE: A Header Row is not required for this import.**
8. Save the template as a **txt. tab delimited file**.
9. Navigate to the **Index** tab in Infinite Campus.
10. Select **Program Admin**.
11. Select **Federal/State Program Updater**.
12. Select **MT Instruction Mode** from the **Select Federal Program** dropdown.
13. Select **Add/Edit Participation** under **Import File**.
14. Click **Next**.
15. Click **New** under the **Saved Import Mappings** box.
16. Enter a **Mapping Name**: for example, MOI1 for Mode of Instruction 1. Mappings can be added later, or edited and deleted at any time.
17. Select **Tab Delimited** from the **What is the file type?** field.
18. Select **State ID** from the **What identifier(s) in the import file will be used to match to students?** field.
19. Click **Save**. You now have a saved import map in the **Saved Import Mappings** box.
20. Click **Choose File**. Select the tab delimited file you created with the student data.
21. Click **Next**.
22. At the top of the next screen, you will see a red ***State ID** field and a dropdown menu next to it. Since your student state id's are in column 1 of your file, select **Column 1** from the dropdown menu.
23. Below that, you will see a red ***Start Date** field with a dropdown menu next to it. Select **Column 2** from that

dropdown menu. Next to that dropdown menu you will see a **Map Field** button. Click the **Map Field** button. A box will pop-up and a Date Format field with a dropdown menu will appear. Select the **MM/DD/YY** or **MM/DD/YYYY** option from the list. Click **Save**.

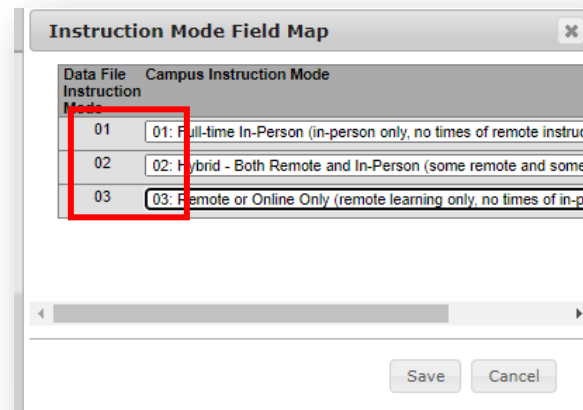
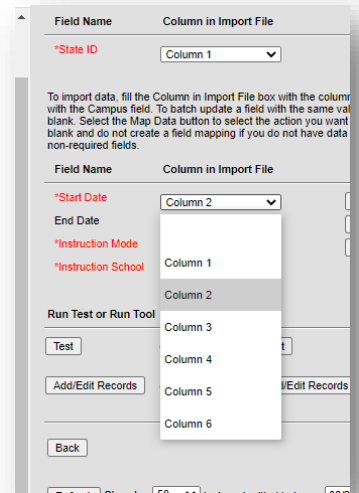
24. Below that, you will see a black **End Date** field with a dropdown menu next to it. Select **Column 3** from that dropdown menu. Next to that dropdown menu you will see a **Map Field** button. Click the **Map Field** button. A box will pop-up and a Date Format field with a dropdown menu will appear. Select the **MM/DD/YY** or **MM/DD/YYYY** option from the list. Click **Save**.

25. Below that, you will see a red ***Instruction Mode** field with a dropdown menu next to it. Select **Column 4** from that dropdown menu. Next to that dropdown menu you will see a **Map Field** button. Click the **Map Field** button. An Instruction Mode Field Map box will appear. This field map will only map according to the modes of instruction listed in your file. For example, if all your students are 01 mode of instruction, then you will only see the 01 option inside the Instruction Mode Field Map box. If you have all three modes of instruction, 01, 02, and 03, listed in your file, then you will see 01, 02, and 03 listed as options inside the Instruction Mode Field Map box. Map the codes accordingly so that 01 matches 01: Full-time In-Person mode of instruction, 02 matches 02: Hybrid – Both Remote and In-Person more of instruction, and 03 matches 03: Remote or Online Only mode of instruction. Click **Save**.

26. Below that, you will see a red ***Instruction School** field with a dropdown menu next to it. Select **Column 5** from the dropdown menu. Since your file should only have 5 columns, there is nothing more to map after this field. Proceed to Test the file.

27. Next, click **Test** to test the file and check for any errors or warnings. If the file contains any errors, fix the errors and re-import and test again. Once it is error free, proceed to Add/Edit Records.

28. Click the **Add/Edit Records** button directly under the **Test** button to import the file. You will receive a pop-up excel sheet with the import results listed within.

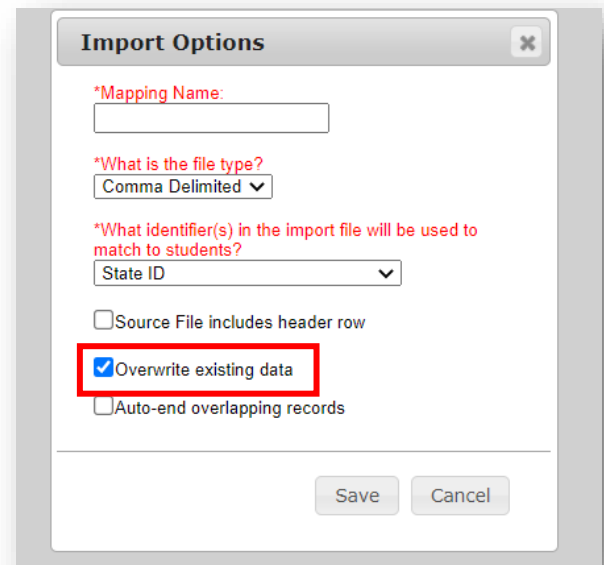


File Import Method: (End Dating Current Records/Adding Additional Records in Mass)

After the initial import has been done and all students have a mode of instruction record entered, you will eventually need to add an End Date to those records if they do not already have one, and you may also want to add additional records if the mode of instruction changes for a group of students. This process is similar to the above process, *except the map you created will need to be modified to allow you to overwrite/add more records*. Follow steps above by creating your template, then proceed below:

NOTE: Student Mode of Instruction State Date *cannot* be modified by this upload process. The Student Mode of Instruction Start Date can be manually updated inside the individual student mode of instruction record.

1. Once you have created your file to import End Dates or add additional records, navigate to the Index> Program Admin> Federal/State Program Updater.
2. Select **MT Instruction Mode** from Select Federal Program.
3. Select **Add/Edit Participation** from Import File.
4. Click **Next**.
5. Click on the Map you previously created listed under the Saved Import Mappings.
6. Click **Edit**.
7. The Mapping Name, file type, and identifier will already be filled in. Check the **Overwrite Existing Data** box then click **Save**. Your Map is now ready to add End Dates and/or enter additional records to preexisting records.
8. Click **Choose File**. Select the file you wish to import.
9. Click **Next**.
10. The mapping of the file should already be set, however, depending on the Modes of Instruction in the file, adjustments may need to be made. Change any mappings settings then proceed to test the file before changing any records.
11. Click **Test** to test the file and check for any errors or warnings. If the file contains any errors, fix the errors and re-import and test again. Once it is error free, proceed to Add/Edit Records.
12. Click the **Add/Edit Records** button directly under the **Test** button to import the file. You will receive a pop-up excel sheet with the import results listed within.



The screenshot shows a dialog box titled "Import Options" with a close button (X) in the top right corner. The dialog contains the following fields and options:

- *Mapping Name: [Empty text box]
- *What is the file type?: [Comma Delimited dropdown menu]
- *What identifier(s) in the import file will be used to match to students?: [State ID dropdown menu]
- Source File includes header row
- Overwrite existing data (This checkbox is highlighted with a red box in the original image)
- Auto-end overlapping records

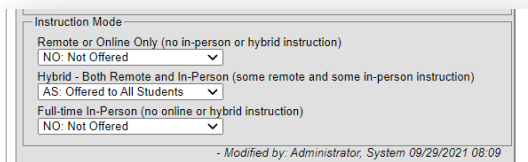
At the bottom right of the dialog are two buttons: "Save" and "Cancel".

Setting School Mode of Instruction

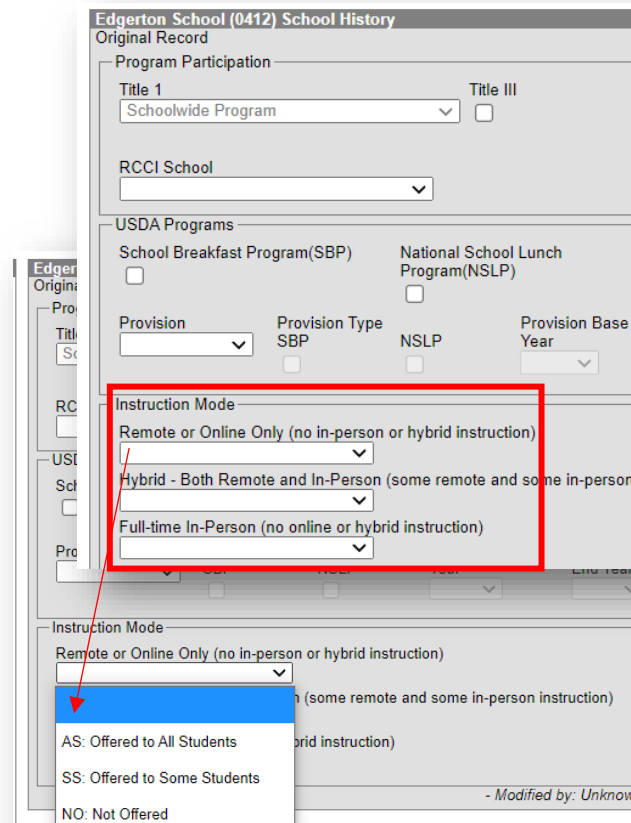
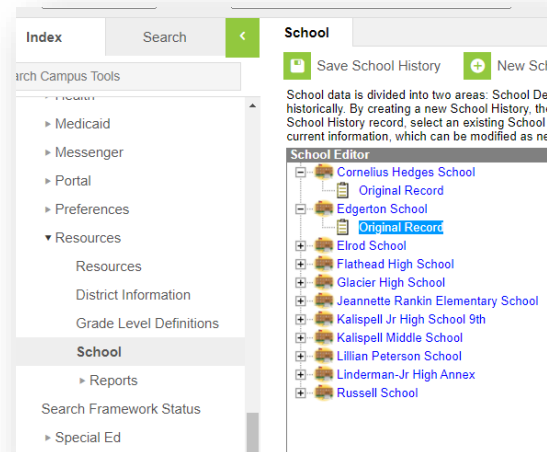
Path: Index > System Administration > Resources > School

Setting a school's Mode of Instruction is done by accessing the school's history record. Within the School Editor screen, all schools within the district will be listed. Districts determine what Modes of Instruction are offered to students. All districts can manually set the school Mode of Instruction. There is no file import for this process.

1. Navigate to the **Index**.
2. Select **System Administration**.
3. Select **Resources**.
4. Select **School**.
5. Select the plus sign next to the school from your list of schools.
6. The school history records will drop below the school's name: select the *Original Record*, but do not enter any info into this record, instead select **New School History** at the top to create a new history record for your school.
7. Enter an **Effective Date** for the new school history record.
8. Inside the new school history record, under the field labeled **Instruction Mode**, there are three drop-downs:
 - a. Remote or Online Only (no in-person or hybrid instruction)
 - b. Hybrid – Both remote and In-Person (some remote and some in-person instruction)
 - c. Full-Time In-Person (no online or hybrid instruction)
9. Select each of the Instruction Modes listed and choose the options below that correspond to the particular form of Instruction Mode. For example:
 - a. AS: Offered to All Students
 - b. SS: Offered to Some Students
 - c. NO: Not Offered
10. Each Mode of Instruction should be set to one of the three options, either **AS**, **SS**, or **NO**. One example may look like this:



11. Click **Save School History** (top of screen) when finished.



Resync to State

After importing or entering student mode of instruction records, it is best practices to perform a data resync to the state level.

Path: Index > System Administration > Data Utilities > Resync State Data

1. Navigate to the **Index** tab.
2. Select **System Administration**.
3. Select **Data Utilities**.
4. Select **Resync State Data**.
5. Check the box corresponding to **InstructionMode**.
6. Click **Send Resync**.

Student and School Mode of Instruction Report/Ad Hocs

A report is available to view student's and school's Modes of Instruction which can be viewed by collection count dates. There are also some ad hocs available in the State Published Ad Hoc Folder to help with viewing this data.

Path: Index > MT State Reporting > Mode of Instruction Collections

1. Navigate to the **Index**.
2. Select **MT State Reporting**.
3. Select **Mode of Instruction Collections**.
4. Select the year from the **Select School Year** drop-down menu.
5. The **Collection Dates** fields will automatically fill depending on the year selected from the **Select School Year** field, however, *they may not always reflect the correct count dates, so double check those for accuracy.*
6. Select the school(s) from the **Select School(s)** field to include in the report.
7. Select the grade(s) to include in the report.
8. Select the **Format**.
9. Click **Generate Report**.

Note: Deleting Student Mode of Instruction Records in Mass

There is a process available for deleting student level modes of instruction records in mass. This may be desired if all your students had a mode of instruction record entered with the wrong Start Date. Start Dates cannot be overwritten by using the steps outlined in this user guide. To delete a group of students records at the same time, contact the [AIM Unit](#) for guidance.

**AIM HELP DESK AT
877-424-6681 OR 406-444-3800 OR
[Submit an AIM Help Desk Ticket](#)**