

AIM User Setup for Dropout, Graduate and Cohort Data Validation and Certification

**AIM User Guide:
AIM User Setup for
Dropout, Graduate,
and Cohort Data
Validation &
Certification**

DATA COLLECTED IN THE OPI AIM INFINITE CAMPUS STUDENT SYSTEM IS USED IN FEDERAL OR STATE FORMULAS TO PROVIDE FUNDING FOR MONTANA SCHOOLS. THE SUCCESSFUL COMPLETION OF STUDENT DATA BY THE DEADLINE DIRECTLY IMPACT FUNDING FOR ALL MONTANA SCHOOLS.

CITATIONS:

STATE REPORTING:

» [MCA20-7-104](#) TRANSPARENCY AND PUBLIC AVAILABILITY OF PUBLIC SCHOOL PERFORMANCE DATA

US DEPT. OF ED REPORTING:

» [EDFacts: FS032](#) — Dropouts v14.4

» [EDFacts: FS150](#) — Adjusted-Cohort Graduation Rate v14.0

» [EDFacts: FS151](#) — Cohorts for Adjusted-Cohort Graduation Rate v14.0

» [EDFacts: FS040](#) — GRADUATES/COMPLETERS v15.1

AIM User Guide

In Infinite Campus there are data validation reports (created by the OPI staff) for each dropout, graduate and cohort data groups for either the secondary or primary user to check the data and fix errors before certifying the data. There are also data certification events (setup by the OPI staff) for each dropout, graduate and cohort data groups for the primary user to submit the finalized data to the OPI by certifying it.

This guide provides instructions which are organized into two steps:

Step 1 explains how to identify which staff should be setup as either a secondary or primary user.

Step 2 explains how to setup the secondary and primary user so they have access to the correct area in Infinite Campus.

NOTE: AFTER COMPLETING VALIDATION AND CERTIFICATION USER SETUP, VALIDATION CAN BEGIN AT ANY TIME. THE CERTIFICATION PROCESS, HOWEVER, IS NOT AVAILABLE UNTIL THE 1ST OF OCTOBER OF EVERY YEAR.

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Data Checklist:

- ___ Enter End Date and End Status for withdrawn students. (Exit Scenarios Guide and/or Enrollment End Status Codes.)

- ___ Verify status of MT Youth Challenge, Job Corps and Montana Digital Academy students and End Date enrollment as necessary.
(MT Programs: Job Corps & MTDA and/or MT Programs: Youth Challenge)

- ___ Identify which district staff will be responsible for validating and/or certifying the Dropout, Graduate and Cohort data.

- ___ Setup and/or confirm secondary and primary user accounts for staff who will be validating and certifying dropout, graduate and cohort data.

Step 1: Identifying Primary and Secondary Users

Each District is responsible for setting up a ‘Secondary’ and ‘Primary’ user for validating and certifying the previous school years’ dropout, graduate and cohort data.

Primary membership for each certification type is to be given the user that will be *certifying the final data for all schools at the district*. This user can also view the validation ‘data check’ reports and final student lists before certifying the data to the OPI.

- **Note:** Only one primary should be assigned per school or district for certification.

Secondary membership should be applied to the district or school staff (this person could be the same as the primary if needed or this could be assigned to multiple staff).

- The secondary member(s) will **NOT** have ability to certify. They will be reviewing the data by running validation reports and ensuring possible data corrections are made *before* the data is certified.
- They will also be responsible for communicating to the Primary user that the data from their school is accurate and ready to be certified.

Not sure who should be setup as a ‘Primary’ and/or ‘Secondary’ user?

The list below demonstrates the setup that should be done at each middle and high school for each of the two user type roles of validation and certifications for the dropout, graduate and cohort data:

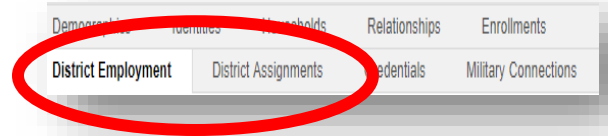
Certification Type/Name	Type of Membership	
7-8 DROPOUT List and Count – to Certify	Primary	District AIM Contact person, District Superintendent, principal, etc. (just one person per district)
7-8 DROPOUT Data Checks	Secondary	School staff who are familiar with data to verify before it is certified
9-12 DROPOUT List and Count – to Certify	Primary	District AIM Contact person, District Superintendent, principal, etc. (just one person per district)
9-12 DROPOUT Data Checks	Secondary	School staff who are familiar with data to verify before it is certified
GRADUATE List and Count – to Certify	Primary	District AIM Contact person, District Superintendent, principal, etc. (just one person per district)
GRADUATE Data Checks	Secondary	School staff who are familiar with data to verify before it is certified
COHORT Lists and Counts – to Certify	Primary	District AIM Contact person, District Superintendent, principal, etc. (just one person per district)
COHORT Data Checks	Secondary	School staff who are familiar with data to verify before it is certified

STEP 2: Setting Up User Accounts

A. Setting up User District Employment and District Assignment tabs:

Primary and Secondary user accounts require 'District Employment' and 'District Assignments' completed on the user profile.

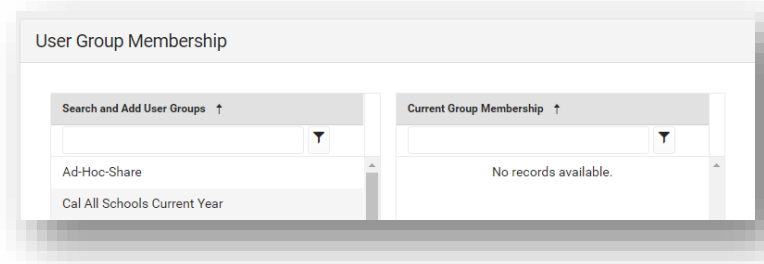
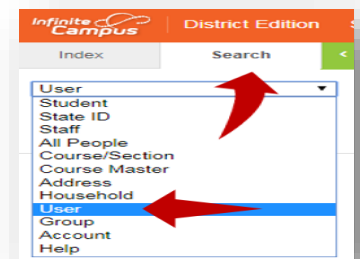
1. Navigate to the **Search** tab and search with '*All People*' for the user that needs access to the validation and/or certification area.
2. Enter their last name, then first name. Click **Go**.
3. Select the person from the search results.
4. Click on the '**District Employment**' tab.
5. If the district information is not present, then select 'New'.
6. Enter the 'Start Date' for the user. (The 'Start Date' can be the employee's start date or the current date.)
7. Click on **Save**.
8. Click on the '**District Assignments**' tab.
9. If the school information is not present, then select 'New'.
10. Select the 'School' from the dropdown menu
11. Enter a 'Start Date' for the user. (The 'Start Date' can be the employee's start date or the current date.)
12. Click on **Save**.
13. Repeat steps 8 to 12 to add additional schools to the 'district assignment' tab for the user.
14. Repeat steps 4 to 12 to complete the district employment and district assignment tabs setup for each user involved in data validation or certification.



B. Granting access for the Primary or Secondary User to the Validation or Certification Area:

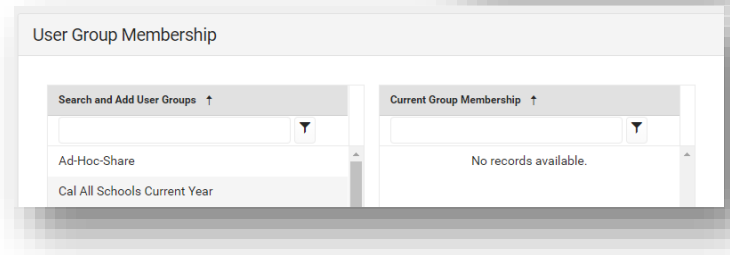
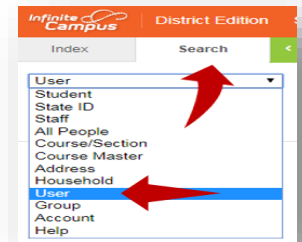
Assigning 'Data Certification' User Groups to Primary Users

1. Navigate to the **Search** tab and search for a 'User' that needs access to the **certification** area.
2. Enter their last name, then first name. Click **Go**.
3. Click on the '**User Groups**' tab.
4. From the left-side list, click once on '**Data Certification**'. This will move it to the right-side list of groups which grants access for this user.
5. Click on **Save**.



Assigning 'Data Validation' User Group to Secondary and/or Primary Users

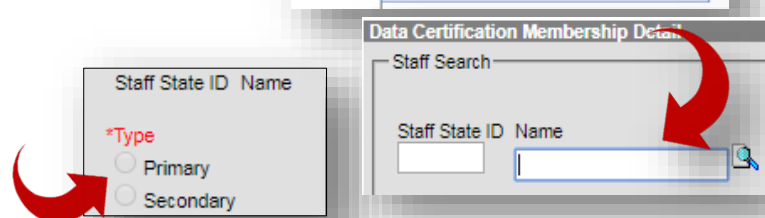
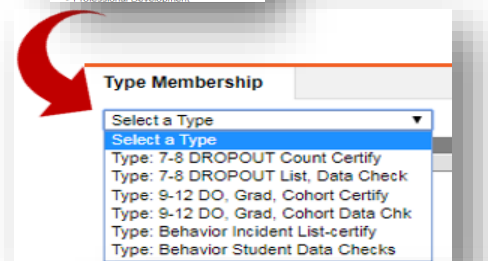
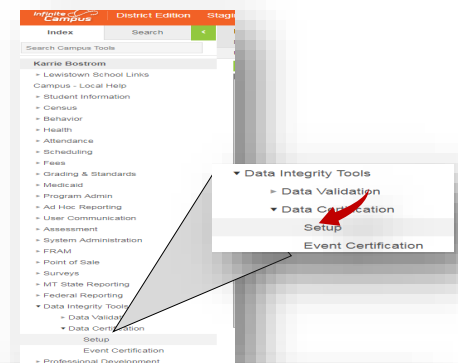
1. Navigate to the **Search** tab and search for a 'User' that needs access to the **validation** area.
2. Enter their last name, then first name. Click **Go**.
3. Click on the 'User Groups' tab.
4. From the left-side list, click once on '**Data Validation**'. This will move it to the right-side list of groups which grants access for this user.
5. Click on **Save**.



C. Setting up Primary membership types within the Certification Module

Inside the certification module, those primary users that have been granted access to the certification user group can be assigned to the certification event(s) they will be responsible for certifying.

1. Navigate to the **Index** tab and select **Data Integrity Tools**.
2. Select **Data Certification**.
3. Select **Setup**.
4. Select the '**Type Membership**' tab, click on the '**Select a Type**' from the dropdown and choose one of the certification types with 'certify' in the name.
5. Click on '**New Member**'.
6. In the 'Name' field type the Primary AIM Contacts last name, first name and select the small magnifying glass.
7. Click on the blue link showing the correct person
8. Choose the '**Type**': Primary.
9. Click on **Save**.
10. Repeat steps 1 to 9 for each Membership type for Primary users who will be certifying the data.



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