AIM User Guide: Change Students List From Red to Black Font

This AIM User Guide provides instruction for the calendar terms, periods, and days tabs in each school’s calendar in your district to allow the system to display the correct font colors. Active enrollments will show student’s names in black font, and inactive students will appear in red font. *If the calendars are not set up with these minimal steps, all student will appear listed in red font.*
Changing the Student List Font from Red to Black

These steps will help to minimally complete the calendar tabs in each school’s calendar in your district.

A. Select the current year, a school and a calendar in the top green bar at the top of the screen.
   1. Select the Index tab.
   2. Select the System Administration module.
   3. Select the Calendar module.
   4. Select the Calendar item.

B. Terms tab.
   1. Select the Terms Tab. If there is a Term named in the box (i.e., Full Year, Quarters) click on it and fill in the dates for the term with the start and end dates for when school starts and ends. If the dates are already entered and correct, move on to Step C.
   2. Click Save Term Schedule/Terms.
   3. If there is not a Term named in the box, click on + New Term Schedule/Terms.
   4. Select the Full Year option and click the Create Terms box.
   5. Select the Full Year name in the box and enter the dates for the term with the start and end dates for when school starts and ends.
   6. Click Save Term Schedule/Terms.
C. Periods tab
1. Select the Periods tab. If there is a Period named in the box (i.e., Full day or Default) click on it and fill in the start time and end time of your school day and enter the minutes for Lunch, including non-structured recesses. If the times are already entered and correct, move on to Step D.
2. If there is no Period named in the box, click +New Period Schedule and enter “1” in each box and then click on Create PeriodSchedule/Periods.
3. Click on the Period name in the box and fill in the start time and end time of your school day and enter the minutes for Lunch, including non-structured recesses.
4. Click Save Period Schedule.

D. Days tab
1. Select the Days tab. Click on the Day Reset item.
2. Enter the Start Date and End Date for the school calendar. These are the days that students start and end their attendance at school.
3. The Fill Missing Days Only box should be checked.
4. The days of the week that school is in session throughout the year should be checked. For instance, if your school is not in session on Fridays, uncheck the Fri box.
5. Click Create Days.

E. Refresh and View the Student list.
1. Refresh by either using the F5 button on your keyboard, clicking on the refresh symbol in your browser, or logging out and logging back in.
2. Select a calendar in the calendar bar.
3. Select the Search tab.
4. Select the Student search category.
5. Leave the criteria box empty.
6. Click Go to view your list of students in the selected calendar.
7. After completing these steps, if the student list is still not in black font, please call the OPI/AIM Help Desk: 1-877-424-6681.

F. Copy to Other Calendars
Once the above steps have been completed for one calendar, follow these steps to copy them into other calendars:

1. Select Index> then System Administration> then Calendar> then Calendar Wizard.
2. Select Copy data into Existing Calendars.
3. Click Next.
4. Select Copy/Append other data elements.
5. Click Next.
6. Select the Source Calendar (this is the calendar for which you have completed all the above steps).
7. Select the Destination Calendars – all but the Source Calendar (You can click and drag to select several).
8. Click Next.
9. Check the following boxes:
   - Term Schedules
   - Period Schedules
   - Days
   - Day Events (Only if you created day events on your calendar)
10. Click Run Wizard.
11. Upon completion, change the calendar selection in the calendar bar, select the Search tab, leave the criteria box empty and click Go to see if the students are back in black font.

If you receive errors, try the copy steps again, making sure you are selecting the right Source and Destination Calendars. If needed, start over at Step A to verify accuracy.

For more information, contact the AIM Help Desk at 1-877-464-6681 or Submit an AIM Help Desk Ticket