AIM User Guide

This AIM User Guide is intended for Infinite Campus users who wish to use the Value Added features provided by the state for entering final grades. This guide should only be used by districts who have completed the initial setup for Montana Edition Value Added users. If you have not completed that setup, contact the OPI AIM staff for assistance.

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Before entering grades for a defined period, the grading window must be ‘opened’. It is recommended that the grading window be opened only for a short period of time to prevent either purposeful or accidental changes after grades are finalized.

1. Select the **Index** tab.
2. Select **Grading & Standards**.
3. Select **Grading Window**.
4. Select the current School Year.
5. Select the Calendar(s) to open for grading.
6. Click **Next**.
7. Click on the **Grading Tasks** and the **Standards** to open.
8. Click **Next**.
9. Select the **Term(s)** to open. It is only recommended to open one term at a time.
10. Click **Update Active Masks**.
Teacher: Entering Grades
1. Select the Index tab in Campus Instruction.
2. Select Post Grades.
3. Choose the Term, Section (course), and Task (quarter, semester, or standard).
4. Enter the Percent, Grade, an/or Comments.
5. Click Save.
6. Repeat for each Section or Task.

System Administrator/Supervising Teacher: Closing the Grading Window
Once all grades have been entered for a defined period, the grading window must be ‘closed’.
1. Select the Index tab.
2. Select Grading and Standards.
3. Select Grading Window.
4. Select the current School Year.
5. Select the Calendar(s) to open for grading.
6. Click Next.
7. Select the **Grading Task(s)** and the **Standards** to open.
8. Click **Next**.
9. Un-Check the **Term(s)** to close.
10. Click **Update Active Masks**.

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

[Submit an AIM Help Desk Ticket](#)