

Initial Setup MT Edition Value Added Users

[AIM User Guide](#)

This AIM User Guide is intended for Montana Edition users who wish to use the Value-Added features provided by the state for managing student information. Instructions within this guide will help explain how to prepare the MT Edition application of Infinite Campus to use as your primary student information system (SIS). This guide is designed specifically for school that do not have an existing electronic SIS, (such as those who record attendance on paper records). Topics covered in this guide include: Preparing Calendars, Entering Teachers, Entering Courses, and Assigning Students to Courses.

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FAQ:

1. What calendar information is required?

Districts must identify student enrollment dates and enter a daily schedule so TEAMS can accurately calculate student instruction time.

2. What information is required for teachers?

Teachers must have an SEID (previously known as the Folio Number), an employment record, and an assignment into a school to be attached to the TEAMS extract.

3. What do I need to know about the courses students are taking?

Depending on the certification of the educator, students in grades K-6 generally need to be assigned only to a grade level course. Students taking courses from educators with specialized certifications (e.g., Physical Education teachers) and 7-8 and high school students will need to be assigned to a specific subject area course.

4. How are students attached to courses with teachers?

Teachers are assigned to the courses they teach, and students are placed on a roster for that course. The TEAMS extract only records the number of students in a course, but not names of students.

MT Edition Calendars

For general AIM reporting, districts are required to create calendars with basic district information. For the purposes of the TEAMS collection, districts must also enter **Terms, Periods** and **Days**.

Path: Index> System Administration> Calendar> Calendar

Terms

Terms define the periods of time in which students are enrolled in courses. If districts only have full-year courses, only a full-year term is required. If students rotate courses on either a quarter, trimester or semester schedule, click **New Term Schedule/Terms** to define those terms.

1. Enter the **Start Date** and **End Date** for each term as determined by your school/district.
2. Click **Save**.

Year: 17-18 School: Hardin Primary

Calendar: 17-18 Hardin Primary

Save

Calendar Info

Calendar ID: 90

Name: 17-18 Hardin Primary

Start Date: 07/01/2017

End Date: 06/30/2018

Student Day (instructional minutes): 150

Teacher Day (minutes):

Whole Day Absence (minutes):

Half Day Absence (minutes):

Type: Instructional

Require Student Assignment:

External LMS Exclude:

Comments: rolling 06/27/2017 10:57 AM

17-18 Hardin High School

Calendar: Grade Levels: Schedule Structure: Terms: Periods: Days

Save Term Schedule/Terms New Term Schedule/Terms Delete Term Schedule/Terms

Term Schedule/Terms Editor

Name

Full Year

Quarters

Term Schedule Detail

Name: Primary

Quarters: ☒

Term Detail

Name	Sequence	Start Date	End Date
Q1	1	08/23/2017	10/26/2017
Q2	2	10/30/2017	01/12/2018
Q3	3	01/15/2018	03/16/2018
Q4	4	03/19/2018	05/23/2018

Add Term

Periods

Periods define the time that students spend in courses. If the school is only recording time in one course (e.g., 1st grade or 2nd grade, etc.), the district only needs to create one period. (use default for this.) If students transfer from one course to another (e.g., high school or middle school) the periods need to reflect that movement between courses.

NOTE: If MT Edition will be used to record attendance, periods may be set up based on times attendance will be taken (e.g., before and after lunch).

1. Click **New Period Schedule** under the **Periods** tab to add a schedule.
2. Under **Select Number of Period Schedules:** For each schedule, you must enter a list of periods and times in the next step, so use the least number of schedules as possible to reflect the school's activities accurately. Check the box that applies.
3. Under **Select Number of Periods for each Period Schedule.** Enter the number of periods for the schedule being added. You can add more in the next step, if needed.
4. Click **Create Period Schedules/Periods.**
5. To list the period information, click the schedule just added.
6. Enter a schedule **Name** (e.g., *Bell Schedule, Early Out Days, etc.*), if desired.
7. Enter **Start time** and **End Time** for each period.
8. Check **Non-Instructional** for every period that is not pupil instruction time.
9. Click **Save Period Schedules.**

NOTE: After saving, the *Instructional Minutes* and *School Day* minutes are calculated, as shown on the Period Schedule Info. Days

Days

The **Days** tab is used to identify the days on which students receive instruction. Holidays, early release days, and teacher in-service days are included. Excluding or shortening days reduces the total number of instructional minutes for a course.

First, set the range for school days. This should include your PIR days.

1. On the **Days** tab, click **Day Reset**.
2. Enter the *Start Date* and the *End Date* (these dates are the dates of instruction beginning and ending for the school year and are not the fiscal school year dates.)
3. If school is not held on Friday, un-check Friday.
4. Click **Create Days**.
5. Next, adjust for days school is not held.
Select a date by clicking the blue number from the large calendar. For PIR days, uncheck *Instruction* and *Attendance*. For holidays or other non- school days, uncheck *School Day*, *Instruction* and *Attendance*. For shortened days, enter the *Start Time* and *End Time*.
6. To enter *Day Events*, click **Add Day Event**. Select the *Type* from the drop-down menu.
7. Click **Save Day/Day Events**. Repeat for all altered instruction days.

Teachers

To include a teacher and/or para- professional responsible for student instruction in TEAMS, add them to the MT Edition application using the following steps.

Add Staff

1. From the **Index** tab, select **Census**.
2. Select **Staff Locator**.
3. Enter the teacher's *Last Name*, *First Name* and *Gender*.
4. Click **Search**.
5. The search results display any teachers entered into another District or MT Edition. Verify the teacher's demographic information and select the corresponding match.

Name	Staff State ID	Gender	Birth Date	%
Classroom, Teacher	12345	M	100	
Classroom, Teacher 3	126661	M	67	
Classroom, Teacher 5	126663	M	67	
Classroom, Teacher 7	126665	M	67	

NOTE: Hovering over the name of the teacher will show the last district of employment – the same as the student locator does for student.

6. If there is no match for the teacher being entered, click **Create New District Staff**.

Name	Staff State ID	Gender	Birth Date	%
Classroom, Teacher	12345	M	100	
Classroom, Teacher 3	126661	M	67	
Classroom, Teacher 5	126663	M	67	
Classroom, Teacher 7	126665	M	67	

7. Required fields are: *Last Name*, *First Name*, *Gender* and *Employment Start Date*. However, for the TEAMS extract, the teacher's SEID (Folio Number) must be entered in the *Staff State ID* field.

Name	Staff State ID	Gender	Birth Date	%
No matches found				

8. Enter the required data and click **Save**.

NOTE: The *Staff State ID* number was previously an auto-generated number. The district may need to replace the auto-generated number with the correct SEID number.

The teacher's SEID (Folio Number) may be found on the teaching certificate or located using the [Montana State Educator Information System \(MSEIS\) Educator Search](#).

The screenshot shows a web form with the following sections and fields:

- Person Information**
 - *Last Name: Professori
 - *First Name: Edwin
 - Middle Name: (empty)
 - Suffix: (dropdown menu)
 - *Gender: Male
 - Birth Date: (calendar icon)
 - Soc Sec Number: (empty)
- Race/Ethnicity**
 - Is the individual Hispanic/Latino? (dropdown menu)
 - Is the individual from one or more of the these races? (check all that apply)
 - ☐ American Indian or Alaska Native
 - ☐ Asian
 - ☐ Black or African American
 - ☐ Native Hawaiian or Other Pacific Islander
 - ☐ White
 - Race/Ethnicity Determination: (dropdown menu)
 - Home Primary Language: (dropdown menu)
- Person Identifiers**
 - Student State ID: (empty)
 - Local Staff Number: (empty)
 - Staff State ID: 126994
 - Person GUID: (empty)
- Employment Information**
 - Start Date: 08/25/2014
 - End Date: (calendar icon)
 - Teaching Start Year: (calendar icon)
 - Teaching Years Modifier: (empty)
 - License Number: (empty)
 - FTE Percent: (empty)
 - Seniority: (dropdown menu)
 - Education: (dropdown menu)

At the bottom right, there is a "Save" button with a hand cursor icon pointing to it.

Indicate District Assignments

1. Select the **District Assignments** tab and click **New**.
2. Select the *School*, enter a *Start Date* and check the box for *Teacher* (if the teacher will be a **Team Member** for Special Education students, also check *Special Ed* and/or *Advisor*). Click **Save**.
3. If a teacher is assigned to multiple schools, create an assignment for each school.
4. The teacher's SEID (Folio Number) may be found on the teaching certificate or located using the [Montana State Educator Information System \(MSEIS\) Educator Search](#).
5. Enter any of the known elements of the teacher's demographics and/or license information and click **Search Educators**.
6. Click **View** to see the specific license history and information for the selected teacher.
7. The SEID is located at the top of the page, under the teacher's name.

NOTE: Information shown here was obtained from the public site. Districts have access to the secure MSEIS/TEAMS site.

COURSES

Courses are entered into MT Edition Value Added depending on the certification of the teacher and the grade level of the student. For elementary students taught by K-8 certified elementary teachers, only a "grade level" course (e.g., 1st grade, 2nd grade, 3rd grade) is required.

Professori, Edwin
Gender: M

Demographics | Identities | Households | Relationships | Enrollments | District Employment | **District Assignments**

Save Delete **New**

Assignments

Employment Assignment Information

School: Cascade 7-8
Start Date: 08/25/2014
End Date:
Title:
Type:
FTE of Assignment:
Assignment Code:
Teacher: ☒
Special Ed: ☐
Advisor: ☐
Program: ☐ Behavior Admin: ☐ Health: ☐ Behavior Response Approver: ☐
Counselor: ☐ Foodservice: ☐ Exclude Behavior Referral: ☐ Self Service Approver: ☐ FRAM Processor: ☐

Montana State Educator Information System
State of Montana Office of Public Instruction
Mail all required documents to: OPI/Licensure, PO Box 202501, Helena, MT 59620
Denise Jones, Montana State Superintendent

SSOPublic Public Guest (Public)

Location:
Help:
Screen Help
User Manuals
Contact Support
OPI Home
Logout
Logout of MSEIS

Educator Search Screen (Note: The Folio ID is now called an SEID (State Educator Identification Number))

Last Name: Seltz First Name:
App Status:
License Class:
Search Educators Clear Search License Exp Date:
Search

Educators Show 50 Items per page Page 1

View	SEID	Prefix	Last Name	First Name	Middle Name	Suffix	Maiden Name	Gender	Status
View	13756		McDonald	May	B			F	ACTIVE
View	14682		Seltz	Adele	W			F	INACTIVE
View	54122		Seltz	Christine	D			F	INACTIVE
View	34334		Seltz	Deborah	A			F	INACTIVE
View	73748		Seltz	Deborah	Rene		Curry	F	ACTIVE
View	51876		Seltz	Diane	J			F	INACTIVE
View	18910		Seltz	Edmund	J			M	INACTIVE
View	51487		Seltz	Eva	G			F	INACTIVE
View	13103		Seltz	Larry	A			M	ACTIVE
View	56798		Seltz	Laura	M			F	ACTIVE
View	23481		Seltz	Marcia	J			F	ARCHIVE
View	28310		Seltz	Mary	A			F	ACTIVE
View	49656		Seltz	Michael	J			M	INACTIVE
View	49083		Seltz	Rhonda	L			F	ACTIVE
View	28459		Seltz	Richard	T			M	ACTIVE
View	10718		Seltz	Susan	T			F	INACTIVE
View	25479		Seltz	Susan	M			F	INACTIVE
View	25797		Seltz	Wayne	T			M	ACTIVE
View	48401		Seltz	Winfield	S			M	INACTIVE

Mail all required documents to: OPI/Licensure, PO Box 202501 Helena, MT 59620

Montana State Educator Information System
State of Montana Office of Public Instruction
Mail all required documents to: OPI/Licensure, PO Box 202501, Helena, MT 59620
Denise Jones, Montana State Superintendent

SSOPublic Public Guest (Public)

Location:
Help:
Screen Help
User Manuals
Contact Support
OPI Home
Logout
Logout of MSEIS

Primary Information

Full Name: Richard T Seltz
SEID: 28458
Gender: Male

Back to Search Screen

Print License History

Select	Class	Status	Source	Recommend	App Date	Issued	Effective	Expires
Select	Class 1 - Professional Teaching	Issued	CONVERT		6/20/2009	6/22/2009	7/1/2009	6/30/2014
Select	Class 3 - Administrator	Renewed	CONVERT		6/20/2009	6/22/2009	7/1/2009	6/30/2014
Select	Class 1 - Professional Teaching	Renewed	CONVERT		2/9/2004	2/9/2004	7/1/2004	6/30/2009
Select	Class 3 - Administrator	Renewed	CONVERT		2/9/2004	2/9/2004	7/1/2004	6/30/2009
Select	Class 1 - Professional Teaching	Renewed	CONVERT		4/9/1999	4/9/1999	7/1/1999	6/30/2004
Select	Class 3 - Administrator	Renewed	CONVERT		4/9/1999	4/9/1999	7/1/1999	6/30/2004
Select	Class 1 - Professional Teaching	Renewed	CONVERT		8/18/1994	8/18/1994	7/1/1994	6/30/1999
Select	Class 3 - Administrator	Renewed	CONVERT		8/18/1994	8/18/1994	7/1/1994	6/30/1999
Select	Class 1 - Professional Teaching	Renewed	CONVERT		6/29/1989	6/29/1989	7/1/1989	6/30/1994
Select	Class 3 - Administrator	Renewed	CONVERT		6/29/1989	6/29/1989	7/1/1989	6/30/1994
Select	Class 2 - Standard Teaching	Renewed	CONVERT		9/9/1982	9/9/1982	7/1/1982	6/30/1987
Select	Class 2 - Standard Teaching	Renewed	CONVERT		9/1/1977	9/1/1977	7/1/1977	6/30/1982

Endorsements for Selected License

Endorsement	Description	Status	Source	Recommend	App Date	Issued	Effective	Expires
015 SPE - (Secondary (5-12))	Speech Communications	Issued	CONVERT		6/20/2009	6/22/2009	7/1/2009	6/30/2014
025 MAT - (Secondary (5-12))	Mathematics	Issued	CONVERT		6/20/2009	6/22/2009	7/1/2009	6/30/2014

Students taught by a specialist need to be enrolled into their specified courses (typically middle and/or high school students). Districts will also need to account for specialists who supplement a student’s education (e.g., K-6 physical education teachers).

General Elementary Courses

1. Select the current **Year**, **School** and/or **Calendar**.
2. From the **Index**, select **Scheduling** and select **Add Course**.
3. Enter *Number* and *Name* (district specified), *Max Students* (set at a higher number than would ever be enrolled in the course), *Terms* (same as number of terms entered on calendar), *Schedules* (typically 1), *Periods* (number of periods for course), and check *Allow Student Requests*.
4. **OPTIONAL:** Check *Homeroom* and *Attendance* as appropriate – if using the MT Edition Value Added application to take attendance.
5. Under **NCES Data**, choose *SCED Subject Area*, *SCED Course Identifier*, *SCED Lowest Grade*, *SCED Highest Grade*, *SCED Course Level* and *SCED Sequence* (1 of 1, unless splitting a full year course into semesters – 1 of 2 – or trimesters – 1 of 3). The NCES code auto-fills after this identifying data is entered.
6. Click **Save** (top of screen).

NOTE: Elementary courses are numbered 51 to 73 and contain the notation (prior-to- secondary).

For specific information on K-12 Course Codes and course mapping, see the [OPI TEAMS help webpage](#).

Middle/High School Courses

1. Select the current **Year**, **School** and/or **Calendar**.
 2. From the **Index**, select **Scheduling** and select **Add Course**.
 3. Enter **Number** and **Name** (district specified), **Max Students** (set at a higher number than would ever be enrolled in the course), **Terms** (same as number of terms entered on calendar), **Schedules** (typically 1), **Periods** (number of periods for course), and check **Allow Student Requests**.
 4. If the course is *Distance Learning* or *Dual Enrollment*, check the appropriate box.
 5. If the course is part of an Alternative Education Program for At Risk Youth, check the **Alternative Ed Program** box under **Custom Data Elements** at the bottom of the **Course** tab.
 6. **OPTIONAL:** If using the MT Edition application to keep attendance, check **Homeroom** and **Attendance** as appropriate.
 7. **Elementary (Grades 5-8):** Under **NCES Data**, choose **SCED Subject Area**, **SCED Course Identifier**, **SCED Lowest Grade**, **SCED Highest Grade**, **SCED Course Level** and **SCED Sequence** (1 of 1, unless splitting a full year course into semesters – 1 of 2 – or trimesters – 1 of 3).
 8. Click **Save**.
- NOTE:** Elementary courses are numbered 51 to 73 and contain the notation (prior- to-secondary). For specific information on K-12 Course Codes and course mapping, see the [OPI TEAMS help webpage](#).
9. **High School (Grades 9-12):** Under **NCES Data**, choose **SCED Subject Area**, **SCED Course Identifier**, **SCED Lowest Grade**, **SCED Highest Grade**, **SCED Available Credit**, **SCED Course Level** and **SCED Sequence** (1 of 1, unless splitting a full year course into semesters – 1 of 2 – or trimesters – 1 of 3).
 10. Click **Save**.

NOTE: Secondary courses are numbered 01 to 22. For specific information on K-12 Course Codes and

course mapping, see the [OPI TEAMS help webpage](#).

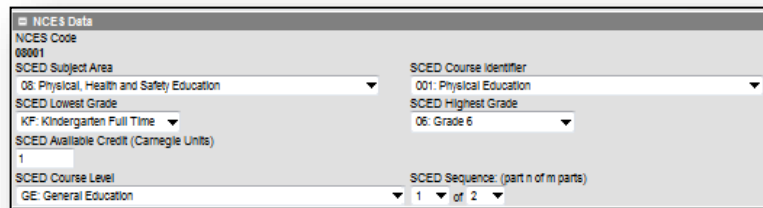
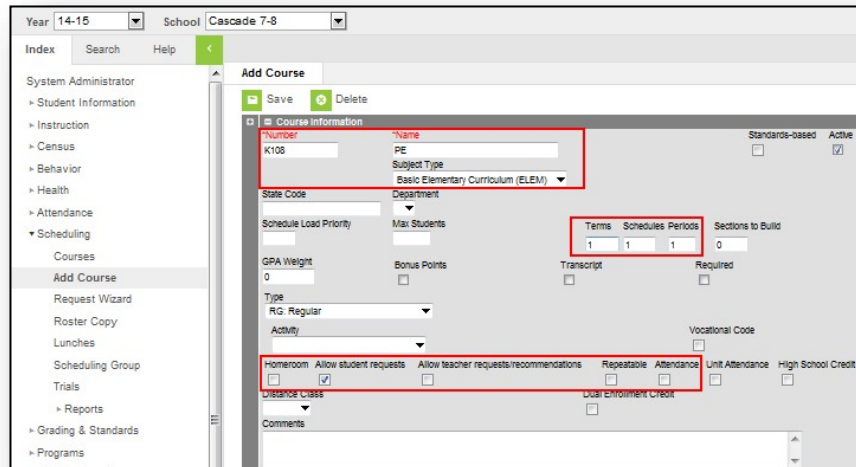
Courses by Specialists

If the K-6 (or K-8) curriculum uses specialists in courses such as Music, Art, etc., enter those courses separately from the grade/classroom courses (e.g., 1st grade, 4th grade, etc.).

1. Select the current **Year**, **School** and/or **Calendar**.
2. From the **Index**, select **Scheduling** and select **Add Course**.
3. Enter *Number* and *Name* (district specified), *Subject Type*, *Terms* (same as number of terms entered on calendar), *Schedules* (typically 1), and *Periods* (number of periods for course).
4. **OPTIONAL:** Check *Homeroom*, *Allow Requests* and *Attendance* as appropriate.
5. **Elementary (Grades K-6 or K-8):** Under **NCES Data**, choose *SCED Subject Area*, *SCED Course Identifier*, *SCED Lowest Grade*, *SCED Highest Grade*, *SCED Course Level* and *SCED Sequence* (1 of 1, unless splitting a full year course into semesters – 1 of 2 – or trimesters – 1 of 3).

6. Click **Save**.

NOTE: Elementary courses are numbered 51 to 73 and contain the notation (prior to secondary). For specific information on K-12 Course Codes and course mapping, see the [OPI TEAMS help webpage](#).



Creating Sections

Sections define the time period that courses occur and link teachers and students to courses.

1. Choose the current **Year**, **School** and/or **Calendar**.
2. From the **Search** tab, *Search for Course/Section*. Click **Go**.
3. Click on a course.
4. Click the **Sections** tab.
5. Click **Add a Section**.
6. Enter *Section Number*.
7. Select *Session Type*.
8. The *Session Number* corresponds to the *Session Type*. For example, if *Session Type* is Quarter, the *Session Number* for this course will be 1, 2, 3, or 4 for 1st quarter, 2nd quarter, etc. For a full year course there is only one *Session Number*.
9. Check the boxes that correspond to the time the course is offered. If a course is offered more than once per day, create a separate section for each time the course is offered.
10. Click **Create Section**.
11. Click the **Staff History** tab.
12. Select **New Primary Teacher**.
13. Select a name from the **Name** dropdown list.
14. Choose a **Role**. The teacher selected as *Primary Teacher* should have a *Role* of *00: Teacher of Record* and hold an appropriate MT certification to teach the selected course. Only one *Primary Teacher* may be identified for each course.
15. Click **Save**.

NOTE: For distance learning courses, the district must have a *Facilitator* assigned to the course under *Primary Teacher*. The teacher holding the proper endorsement for the course should be identified as the *Primary Teacher*.
16. If another teacher will be sharing the teaching responsibilities with the *Primary Teacher*, select **New Teacher**.

17. Choose the name of the second teacher from the dropdown list and choose a **Role**.

18. Click **Save**.

NOTE: The teacher holding the proper endorsement for the course should be identified as the *Primary Teacher*. If another staff member will be sharing the teaching responsibilities (e.g., a para-educator) with the *Primary Teacher*, select **New Section Staff**.

19. Choose the name of the staff member from the dropdown list and choose a **Role**.

20. Click **Save**.

CREATING ROSTERS

TEAMS will derive an enrollment count from student rosters entered in MT Edition and uploaded into the TEAMS Teacher-Class data collection.

After searching for the Course/Section (see page 12), select the **Roster Setup** tab.

Students may be selected in multiple ways:

- **Copy student from this section:** – Select a section for which students are already enrolled, and the screen will copy that list of students to this section – helpful if there are AM and PM sections of a course or all students in a grade are taking the same courses. **NOTE:** When using this option, students don't appear under *Current Roster* until **Save Student List and/or Copy Section** is selected.

- **Show Students in this grade only:** – Select one grade level to display a list of students in the specified grade level
– useful for enrolling students into a course that only applies to one grade level. Click student names to add to the *Current Roster*. Click **Save Student List and/or Copy Section** when all students have been added.

B500-1 Arts in Culture
Teacher: Ingalls-Wilder, Laura

Section Staff History Roster Attendance Grading By Task Grading By Student **Roster Setup** Roster Batch Edit

Save Student List and/or Copy Section

Copy student from this section:

Current Roster(0/25)

Show Students in this grade only:

- Benny, Jack (10)
- BOLTON, MICHAEL P(11) 11279
- Huttable, Denise (12)
- Huttable, Theodore (10)
- Huttable, Theodore (11)
- McDonald, Ronald (12) 10745
- Ray, Rachel R(11) 111612

- **All Students:** Select students from the list of all enrolled students. Click student names to add to the *Current Roster*. Click **Save Student List and/or Copy Section** when all students have been added.

B500-1 Arts in Culture
Teacher: Ingalls-Wilder, Laura

Section Staff History Roster Attendance Grading By Task Grading By Student **Roster Setup** Roster Batch Edit

Save Student List and/or Copy Section

Copy student from this section:

Current Roster(0/25)

Benny, Jack (10)
McDonald, Ronald (12) 10745
Ray, Rachel R(11) 111612

Show Students in this grade only:

- Benny, Jack (10)
- BOLTON, MICHAEL P(11) 11279
- Huttable, Denise (12)
- Huttable, Theodore (10)
- Huttable, Theodore (11)
- McDonald, Ronald (12) 10745
- Ray, Rachel R(11) 111612

Students may also be added to classes individually.

This method is recommended for enrolling students after the first of the year and for recording course changes.

- To enable this functionality for a course, check *Allow student requests* on the **Course** tab.
- Navigate to the student's **Schedule** tab: (Path: **Index/Student Information/General**).

B500 Arts in Culture

Course Sections Grading Tasks Standards Composite Grading Assessments

Save Delete

Course Information

CourseID 4

Course Number B500

Name Arts in Culture

Subject Type Core Academic Subject Area (CORE)

Department Arts (ART)

State Code

Schedule Load Priority 25

GPA Weight 0

Type H/R: Honors

Activity

Homeroom

Distance Class

Comments

Standards-based

Active

Core Academic Class

Arts (ART)

Terms

Schedules

Periods

Sections to Build

Transcript

Required

Vocational Code

Repeatable

Attendance

Unit Attendance

High School Credit

Dual Enrollment Credit

Allow student requests

Allow teacher requests/recommendations

- Click the **Schedule** tab.
- Click **Walk-in Scheduler**.
- Click the **EMPTY** link on the student's schedule for the period you want to schedule. A list of courses meeting at that time will appear in a **Section Search** to the right of the schedule.
- Click the section below the course to add it to the student's schedule.

	Q1 (8/21/2019 - 10/25/2019)	Q2 (10/28/2019 - 1/17/2020)	Q3 (1/21/2020 - 3/19/2020)	Q4 (3/23/2020 - 5/6/2020)
0	SH 1011-0 Drivers Education (S1) Rosenbach, M	SH 1011-0 Drivers Education (S1) Rosenbach, M	No Scheduled Course	No Scheduled Course
1	HE 2512-1 Weight/Health 10-12 F (S1) Birdwell, G	HE 2512-1 Weight/Health 10-12 F (S1) Birdwell, G	HE 2512-1 Weight/Health 10-12 F (S2) Birdwell, G	HE 2512-1 Weight/Health 10-12 F (S2) Birdwell, G
2	FCS 2412-2 Culinary Arts I (S1) Vaughn, A	FCS 2412-2 Culinary Arts I (S1) Vaughn, A	FCS 2412-2 Culinary Arts II (S2) Vaughn, A	FCS 2412-2 Culinary Arts II (S2) Vaughn, A
Adi/CF	5000-21 Advisory Welsh, K	5000-21 Advisory Welsh, K	5000-21 Advisory Welsh, K	5000-21 Advisory Welsh, K
3	MA 2312-3 Geometry (S1) Blazer, P	MA 2312-3 Geometry (S1) Blazer, P	MA 2312-3 Geometry (S2) Blazer, P	MA 2312-3 Geometry (S2) Blazer, P
4	ENG 2112-4 English 10 (S1) Dublin, S	ENG 2112-4 English 10 (S1) Dublin, S	ENG 2112-4 English 10 (S2) Dublin, S	ENG 2112-4 English 10 (S2) Dublin, S
Lunch	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
5	SS 2112-5 World History (S1) Stewart, A	SS 2112-5 World History (S1) Stewart, A	SS 2112-5 World History (S2) Stewart, A	SS 2112-5 World History (S2) Stewart, A
6	SCI 2212-6 Biology (S1) Sauby, M	SCI 2212-6 Biology (S1) Sauby, M	SCI 2212-6 Biology (S2) Sauby, M	SCI 2212-6 Biology (S2) Sauby, M
7	SH 0112-7 Study Hall (S1) Blazer, P Start: 8/21/2019	SH 0112-7 Study Hall (S1) Blazer, P	SH 0112-7 Study Hall (S2) Blazer, P	SH 0112-7 Study Hall (S2) Blazer, P

Search

Effective Date: 5/4/2020 [Today] [Clear]

Course Name: [Search]

+ Add Option

ADD COURSE AND SECTIONS

- + Mentoring 3300
- + Spanish Club 3301
- + GSA Club 3303
- + Tech Club 3304
- + Chess Club 3305
- + Speech & Drama 3402
- + FFA 3403

Course Changes

When a student moves from one course to another, do not deleted the course from the student's schedule. As with an enrollment, end date the first course using the Roster Update tool by clicking on the course, then add the new course.

Roster Update

Advisory - 5000-21

Start Date: [Today]

End Date: [Today]

☒ No Credit

☐ Repeated

Modified By: Welsh, Kate on 6/4/2019 9:40 AM

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

[Submit an AIM Help Desk Ticket](#)