<u>AIM User Guide:</u> Initial Setup MT Edition Value Added Users

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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Table of Contents

MT Edition Calendars	3
Terms	3
Periods	4
Days	
Teachers	
Add Staff	6
Indicate District Assignments	
COURSES	
General Elementary Courses	9
Middle/High School Courses	
Courses by Specialists	
Creating Sections	
CREATING ROSTERS	
Course Changes	

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*

<u>Terms</u>

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.

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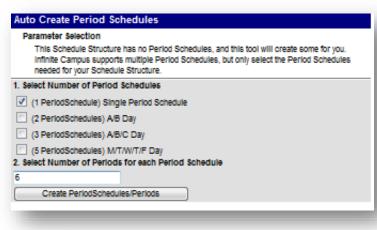
Periods

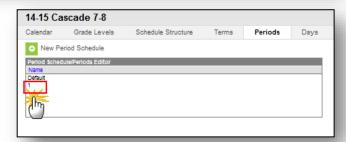
Periods define the time that students spend in courses. If the school is only recording time in one course (e.g., 1st grade or 2nd grade, etc.), the district only needs to create one period. (use default for this.) If students transfer from one course to another (e.g., high school or middle school) the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





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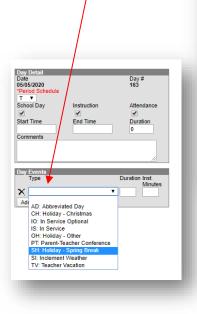
<u>Days</u>

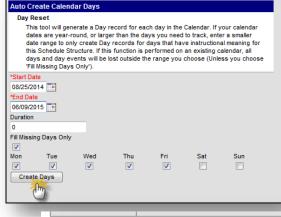
The **Days** tab is used to identify the days on which students receive instruction. Holidays, early release days, and teacher in-service days are included. Excluding or shortening days reduces the total number of instructional minutes for a course.

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

- 1. On the Days tab, click Day Reset.
- 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.
- 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.

Calendar	Grade Levels Sc	hedule Structure T	erms Periods	Days		
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03	04 M	05 T	06 W	07 TR	08 F	09
10	11 M	12 T	13 W	14 TR	15 F	16
17	18 M	19 T	20 W	21 TR	22	23
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31						
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Event on this Day

Period Schedule		163
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Teachers

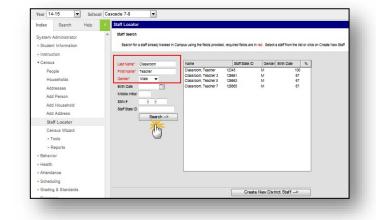
To include a teacher and/or para- professional responsible for student instruction in TEAMS, add them to the MT Edition application using the following steps.

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.
- The search results display any teachers entered into another District or MT Edition. Verify the teacher's demographic information and select the corresponding match.

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

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



t Name*	Classroom		Name		Staff State ID	Gender	Birth Date	%			
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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. 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 <u>Montana State</u> <u>Educator Information System (MSEIS)</u> <u>Educator Search</u>.

Last Name	*First Name	Middle Name	Suffix
Professori	Edwin		- Unite
Gender	Birth Date	Soc Sec Number	
Male -			
indic .			
Race/Ethnicity			
Is the individual Hispan	nic/Latino?		
-			
Is the individual from o	one or more of the these races	?	
(check all that apply)			
American Indian o	r Alaska Native		
Asian			
Black or African A	American		
_	r Other Pacific Islander		
	o other Pacific Islander		
White			
Race/Ethnicity Determ	ination		
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Person Identifiers Student State ID	e • 126994	1	
Person Identifiers Student State ID Local Staff Number Staff State ID	•]	
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Indicate District Assignments

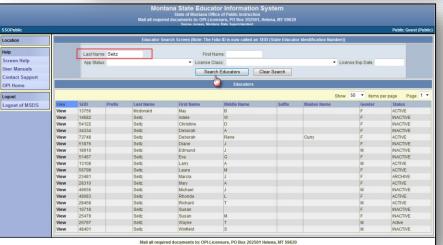
- 1. Select the District Assignments tab and click *New*.
- Select the School, enter a Start Date and check the box for Teacher (if the teacher will be a Team Member for Special Education students, also check Special Ed and/or Advisor). Click Save.
- **3.** If a teacher is assigned to multiple schools,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

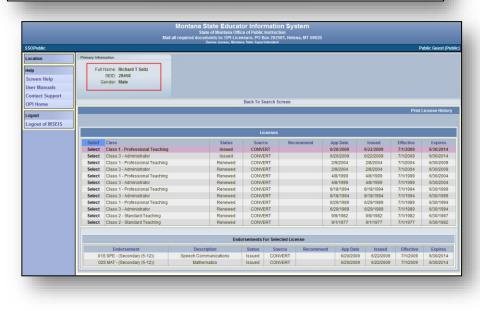
NOTE: Information shown here was obtained from the public site. Districts have access to the secure MSEIS/TEAMS site.

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.

Demographics	Identities	Households	Relationships	Enrollments	District Employme	ent District Assignment
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	1	(III)				
		<u> </u>				
Employment Assid	nment information					_
Employment Assig		Department				_
*School Cascade 7-8	-	Department •	_	_		
*School Cascade 7-8 *Start Date	✓ End Date	Department Title		_		
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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.
- 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).

Add Course 🖻 Save 🛛 😢 Delete Student Information ► Instruct ► Census ► Behavior - Health ► Attendance Scheduling Courses Add Course Request Wizar Roster Copy Lunches Scheduling Group Trials ► Reports ► Grading & Star NCES Data NCES Code 73034 SCED Subject Area SCED Course Identifier 73: Nonsubject Specific (prior-to-secondary) 034: Grade 4 SCED Highest Grade SCED Lowest Grade 04: Grade 4 • 04: Grade 4 SCED Course Level SCED Sequence: (part n of m parts)

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1 🔻 of 1 🔻

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

GE: General Education

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.

Year 14-15

- 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).

NCES Data	
NCES Code	
55165	
SCED Subject Area	SCED Course Identifier
55: Fine and Performing Arts (prior-to-secondary)	 ▼ 165: Crafts
SCED Lowest Grade	SCED Highest Grade
07: Grade 7 🔹	08: Grade 8 🔻
SCED Course Level	SCED Sequence: (part n of m parts)
GE: General Education	▼ 1 ▼ of 1 ▼

Custom Data El

Alternative Ed Progra

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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).

NCES Code 05165 SCED Subject Area	SCED Course Identifier
05: Fine and Performing Arts	✓ 165: Crafts
SCED Lowest Grade	SCED Highest Grade
09: Grade 9 🔹	12: Grade 12 -
SCED Available Credit (Carnegie Units)	
SCED Course Level	SCED Sequence: (part n of m parts)
GE: General Education	▼ 1 ▼ of 1 ▼

10. Click Save.

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

Index Search Help	<				
System Administrator	Add Course				
Student Information	😑 Save (😵 Delete	2			
► Instruction	🛱 🗖 Course Information			1000	100
► Census	Number	Name		Star	indards-l
▶ Behavior	GR7Engl	Grade 7 English Sublect Type	Core Academic Class		1
		Core Academic Subject Area (CORE)) T English (ENG)	-	
► Health	State Code	Deparament			
► Attendance	Schedule Load Priority	Max Student	Terms Schedules Pe	eriods Sections to E	Profiled.
▼ Scheduling	our require code Priority	25	1 1 1	eriods Sections to b	Bullo
Courses	GPA Weight	Bonus Points	Transcript	Required	
Add Course	0	Bonus Points			
Request Wizard	Type				
Roster Copy		*			
Lunches	Activity	-		Vocational Code	
Scheduling Group	Homeroom Allow studen	t requests Allow teacher requests/recomme	enristions Renestable Attend	dance Unit Attendanc	
Trials					~
	Distance Class		Dual Enrollment Credit		
▶ Reports	= Comments				
► Grading & Standards	E Comments				1
► Programs					

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.).

- Select the current Year, School and/or Calendar.
- 2. From the Index, select Scheduling and select Add Course.

Index Search Help	
System Administrator	Add Course
► Student Information	Save 🔇 Delete
► Instruction	Course information
- Census	Number 'Name Standards-based Ac K108 PE
	KTOS PE Subject Type
▶ Behavior	Basic Elementary Curriculum (ELEM)
► Health	State Code Department
► Attendance	
* Scheduling	Schedule Load Priority Max Students Terms Schedules Periods Sections to Build
Courses	1 1 1 0
	GPA Weight Bonus Points Transcript Required
Add Course	
Request Wizard	Type
Roster Copy	RG: Regular 💌
Lunches	Activity Vocational Code
Scheduling Group	Homeroom Allow student requests Allow teacher requests irecommendations Repeatable Attendance Unit Attendance High School C
Trials	Utstance class Dusitentionment Creat
► Reports	
- Grading & Standards	Comments
Follauling & Standards	

- 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

NCES Code 08001 SCED Subject Area	SCED Course Identifier	
08: Physical, Health and Safety Education	 001: Physical Education 	-
SCED Lowest Grade	SCED Highest Grade	
KF: Kindergarten Full Time 🗢	06: Grade 6 🛛 🗸	
SCED Available Credit (Carnegie Units) 1		
SCED Course Level	SCED Sequence: (part n of m parts)	
GE: General Education	▼ 1 ▼ of 2 ▼	

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.

- 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*.

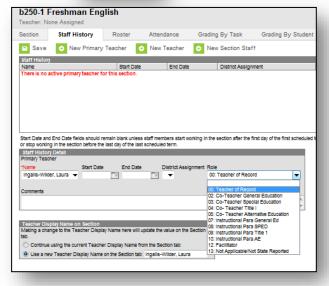
- 9. Check the boxes that correspond to the time the course is offered. If a course is offered more than once per day, create a separate section for each time the course is offered.
- 10. Click Create Section.
- 11. Click the Staff History tab.
- 12. Select New Primary Teacher.
- 13. Select a name from 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*.

 If another teacher will be sharing the teaching responsibilities with the *Primary Teacher*, select New Teacher.

ndex Search Help <	b250 F	b250 Freshman English											
	Course	Sections	Grading Tasks	Standards	Composite Grading	Assessments							
Course/Section		Im											
Go	Section	Teach Room	n Term Schedule	Period Seats 1	aken Scheduling Group								
	Add a Sectio	n											
Advanced Search													
Autonoed dealon													
earch Results: 3 Courses													
200 Underwater basketweaving													
250 Freshman English													
500 Arts in Culture													

Section	ne Assigned Staff Histor	v Roster	Attendance
		y Roster	Attendance
Save	Ø Delete		
Section Edito	Dr		
SectionID 1			
*Section Numb	er Teac	her Display Name	
1 Max Students	Lunc	h Count Milk C	ount Adult Count
(25)		_	
Room	Skin	iy Seq	Homeroom
Distance Class	s (Override)		v
- 0	· ·		
Primary Teac	her		
		her for this sectio	n.
Session Type	Sess of Year 🔻 01: 0	lon Number	
	idule Placement Il Year		
	2 Qu 3 Qu 4		
1 🗸 🗸			
2			
4			
5 Session T	ype		
6 -			
7 IS: Inter S			
LS: Long MT: Mini			
	mester		
QN: Quin			
9 QN: Quin QT: Quar SM: Sem			



- **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 paraeducator) 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.

	Staff Hi	story	Roster	Attendance	Grading	By Task	Grading By Stu	ient	Roster Setup
/e	😌 Nev	Primary	Teacher 🤇	New Teacher	New	Section Staff			
tory			Start Date	End Date	_			Bole	
feach			Start Date	End Date		District Assignm	ent	Role	
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story I	in the sectio Dotail		last day of the las End Date		gnment	Role		uled term,	
Steph:	inle 🔻		0		•	02: Co-Teache	r General Education	•	
chang		cher Display		update the value on the om the Section tab: Ing					

Section	Staff History	Roster	Attendance	Grading By Task	Grading By Student	Roster Setup
 Save 	😌 New Prima	y Teacher	New Teacher	O New Section Stat	ff	
Staff Histon		Start Date	e End Date	District Assign		Role
Name Primary Teac	bar	Start Date	e End Date	District Assign	There	Noie
ngalis-VVIId						Teacher of Record
Teacher						
Briggs, Step	ihanle					Co-Teacher General Edi
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	1 End Date fields should	i remain blank unlea			first day of the first scheduled I	term.
Start Date and			ss staff members start wo		first day of the first scheduled t	term,
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Start Date and or stop workin	g in the section before		ss staff members start wo		first day of the first scheduled 1	term,
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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.

	Arts in Culture galls-Wilder, Laura	•					
Section	Staff History	Roster	Attendance	Grading By Task	Grading By Student	Roster Setup	Roster Batch Edit
🖻 Save	Student List and/or C	opy Section					
Copy stude	nt from this section:				▼		
Current Ro	oster(0/25)			Show St	udents in this grade only:	•	
				Huxtable Huxtable Huxtable McDona	ack (10) 4, MICHAEL P(11) 11279 Denise (12) Theodore (10) Theodore (11) 6, Ronald (12) 10745 shel R(11) 111612		

- Show Students in this grade only: – Select one grade level to display a list of students in the specified grade level

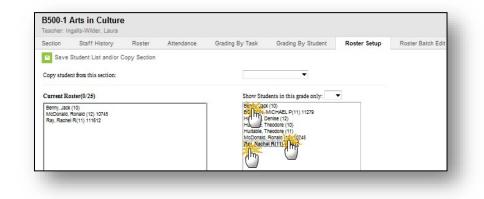
 useful for enrolling students into a course that only applies to one grade level. Click student names to add to the *Current Roster*. Click *Save Student List and/or Copy Section* when all students have been added.
- All Students: Select students from the list of all enrolled students. Click student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

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).

Section	ngalls-Wilder, Laura Staff History	Roster	Attendance	Grading By Task	Grading By Student	Roster Setup	Roster Batch Edit
	Student List and/or (Attendance	orading by rask	Grading by Student	Koster Jetup	Ruster Daton Cult
Save	Student List and/or t	sopy section					
Copy stude	ent from this section:				•		
Current R	oster(0/25)			Show Stu	dents in this grade only:	-	
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				Huxtable, E			
				Huxtable, T	Theodore (11) 11 Ronald (12) 10745	1	
					el R(11) 111612		
1							



	s in Cultu							
ourse	Sections	Grading Tasks	Standards	Composite	Grading	Assessr	nents	
Save	Ø Delete							
	e information							
CourseID	4							
"Number		*Name				st	andards-based	
B500		Arts In Culture						4
		Subject Type		Core Academ	IC CI366			
		Core Academic Subje	ct Area (CORE) 🔻	Arts (ART)		•		
State Code	5	Department						
Colored de l	Load Priority	Max Students						
Schedule I	Load Priority	25		Terms Sch	edules Periods	Sections to	Bulld	
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туре					-			
HR: Ho	1075	-						
ActMty						ational Code		
Activity					VOC	ational Code		
		equests Allow teacher re-	quests/recommendation	ns Repeatab		Unit Attendar	ice High Sch	ool Cre
✓	V				✓			
Distance (Dual Enrolime	nt Credit			
	•							
Comments	5							
							*	
							-	

- 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.

Summar	ry Profile	Enrollments	Schedule	Attendance	Flags	Grades	Trans	script Credit Summar	/ As	isessment	Behavior	Transportation	1
Filter	 ✓ Setting 	IS											
	Q1 (8/21/2019 -		Q2 (10/28/201		Q3 (1/21/2	020 - 3/19/202	0)	Q4 (3/23/2020 - 5/6/202	20)				
0	SH 1011-0 Drivers Education Rosenbach, M	(\$1)	SH 1011-0 Drivers Education Rosenbach, M	n (S1)	No Sche	eduled Course		No Scheduled Course					
1	HE 2511-1 Weight/Health 10- Birdwell, G	-12 F (\$1)	HE 2511-1 Weight/Health 10 Birdwell, G	9-12 F (S1)	HE 2512-1 Weight/Health Birdwell, G	h 10-12 F (S2)	e F V B	IE 2512-1 /eight/Health 10-12 F (S2) Irdwell, G	-				
2	FCS 2411-2 Culinary Arts I (S1 Vaughn, A)	FCS 2411-2 Culinary Arts I (S Vaughn, A	1)	FCS 2412-2 Culinary Arts Vaughn, A	12-2 y Arts II (S2) , A		CS 2412-2 2ulinary Arts II (S2) 3ughn, A	-				
Ad/CF	5000-21 Advisory Welsh, K	a	5000-21 Advisory Welsh, K	۵	5000-21 Advisory Welsh, K		A	000-21 dvisory Velsh, K	≙				
3	MA 2311-3 Geometry (S1) Blazer, P	=	MA 2311-3 Geometry (S1) Blazer, P	£	MA 2312-3 Geometry (S2 Blazer, P	0		IA 2312-3 leometry (S2) lazer, P	-				
4	ENG 2111-4 English 10 (S1) Dubbs, S	=	ENG 2111-4 English 10 (S1) Dubbs, S	£	ENG 2112-4 English 10 (S2 Dubbs, S	2)		NG 2112-4 nglish 10 (S2) lubbs, S	-				
Lunch	No Schedule	d Course	No Schedul	ed Course	No Sche	eduled Course		No Scheduled Course					
5	SS 2111-5 World History (S1) Stewart, A	=	SS 2111-5 World History (S1 Stewart, A)	SS 2112-5 World History Stewart, A	(\$2)	S S	S 2112-5 forld History (S2) tewart, A	-				
6	SCI 2211-6 Biology (S1) Sauby, M	-	SCI 2211-6 Biology (S1) Sauby, M	_	SCI 2212-6 Biology (S2) Sauby, M		S S	CI 2212-6 iiology (S2) auby, M	-				
	SH 0111-7 Study Hall (S1) Blazer, P Start: 8/21/2019	-	SH 0111-7 Study Hall (S1) Blazer, P	e	SH 0112-7 Study Hall (S2 Blazer, P	2)	S S B	H 0112-7 tudy Hall (S2) lazer, P	-				
7	SH 0111-70									_			_
_	Study Hall (S1)				1					_			٦
Load	- 🔒 Lock	All 🔻 I	Print	_						Calendar	erm Walk-in :	Scheduler Mess	enge
					Search 🗸 Requests	5/4/: Cour		Name 🔻	Today Clear				
						Search							I
						+ ADD	cou	JRSE AND SECTIO	INS 🕕)			I
						+ Men 3300		ng					I
						T 3301		Club					
						+ GSA 3303	8						
						+ Tecl 3304	1						
						T 3305	5	& Drama					
						3402	2						
						- 3403	3					_	
Data script	FHS Activities Credit Summary	Report Co Assess		erson Documen vior Tran	ts Form: sportation	s Fees							
	ourmany	10000	Dena					Roster	Unda	ite			
		_						RUSIE	opda	ne	-		
Q4 (3/2	3/2020 - 5/6/202	0)						Advisory	- 5000 -	21			
No S	cheduled Course							Start Date			Ħ	Teday	

Course Changes

When a student moves from one course to another, <u>do not</u> 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.

nscript	Credit Summary		Assessment	Behavior	Transporta	ation	Fees					
										Roster Update		
	23/2020 - 5/6/202 Scheduled Course	!0)						Â	Requests 🔨	Advisory - 5000 - 21 Start Date		
HE 2512-1 Weight/He Birdwell, G	alth 10-12 F (S2)	e e							>	End Date	†	Today
FCS 2412 Culinary A Vaughn, A	arts II (S2)	-							Search	lask Z		
5000-21 Advisory Welsh, K		a								No Credit		
MA 2312- Geometry Blazer, P		-								Repeated Modified By		
ENG 2112 English 10 Dubbs, S		-								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