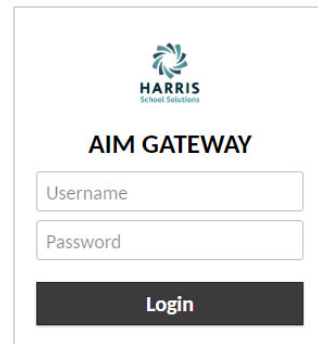


# AIM Instructions

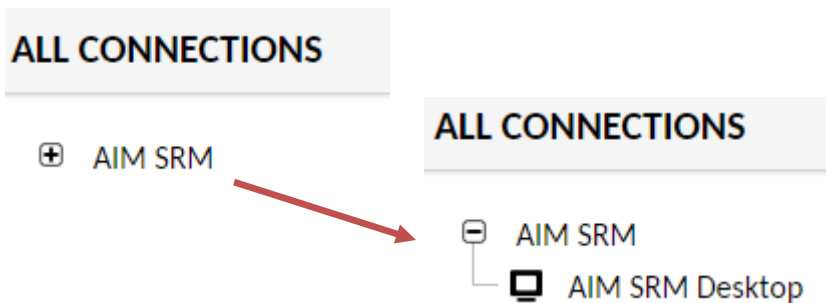
## Log-In

- Use the following link to download AIM: <http://aim.cryop.org> (Chrome or Firefox browsers)
- Login
  - Type your username (FirstName space LastName). Example: john smith
  - Type the following for password: @cryop20
    - You will be prompted to reset it once you have logged in

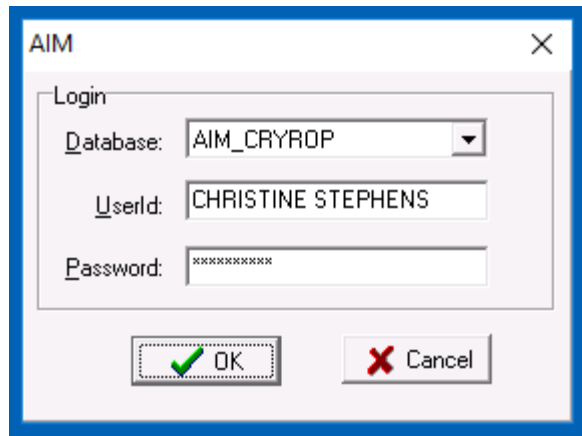


The image shows the AIM Gateway login interface. At the top is the HARRIS School Solutions logo. Below it is the text "AIM GATEWAY". There are two input fields: "Username" and "Password". At the bottom is a black "Login" button.

- Expand "AIM SRM" by clicking the plus sign icon to view "AIM SRM Desktop"
- Click on AIM SRM Desktop to open connection



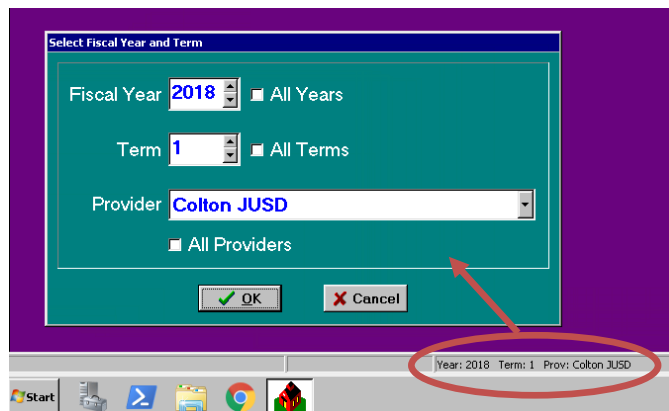
- Click on the AIM SRM icon
- Type your username and password, and click OK
- You will be prompted to change your password. Do not use capital letters.

The image shows a dialog box titled "AIM". It has a "Login" section with three fields: "Database:" with a dropdown menu showing "AIM\_CRYROP", "UserId:" with the text "CHRISTINE STEPHENS", and "Password:" with a masked field "XXXXXXXXXX". At the bottom are "OK" and "Cancel" buttons.

## Set Year & Provider

- Click once where it says "Year: Term: Prov:" at the bottom of your screen
  - Select the Current Year **2019**
  - Select the Provider (school district you work in)



**To Access Your Classes:** From the Attendance drop-down menu, click on Class Management.

Section 120365 Course 0120 Fiscal Year 2012 Location F... Term 1 Room S12 Enrolled 8

Course Title VETERINARY ASSISTANT Section Start 1/7/2013 Section End 6/6/2013

Teacher TEACHER, TEST

Section Details Enrollment Walk-Ins Roster Signature Sheets

Section	Course	Course Title	Teacher	Fiscal Year	Term	Start Date	End Date
120362	0120	VETERINARY ASSISTANT	TEACHER, TEST	2012	1	1/7/2013	6/6/2013

**Mark Transfer Students BEFORE you do anything else!**

Make sure that the "All Enrollees" box is checked (where the blue arrow below is pointing).

- Only applicable to students that change to a new class period but remain in the same subject (i.e. 1st period Welding to 3rd period Welding.)
- Use the Enroll Code drop-down box to select T (Transfer) or type T on your keyboard. T should be marked only in the section the student STARTED in.
- Grade should be assigned in the section the student ended in. Otherwise, leave the Final Grade blank.
- Please note: If a student changes from one subject to another, this rule does not apply to them (i.e. Child Care Occupations to Careers In Education.)

Section 120365 Course 0120 Fiscal Year 2012 Location REDLANDS EAST VALLEY H Capacity 10

Term 1 Room S12 Enrolled 8

Course Title VETERINARY ASSISTANT Section Start 01/07/2013 Seats Available 2

Teacher TEACHER, TEST Section End 06/06/2013

Section Details Enrollment Walk-Ins Roster Signature Sheets

Student ID 10203549 Student MCGILL, AMY Week 07/01/2002

Course 0120  All Enrollees  Currently Enrolled  Enrolled on Week Sign-In...

Class List Attendance Hours Grades Competency Assignment Test Scores Surveys

Student Name	Student ID	Student Phone	Status	Final Grade	Cre	Enroll Date	Enroll Code	Contir	Exit Date	Comp%	Award Date
			C			01/10/2013	T	<input type="checkbox"/>			
			C	A-		01/07/2013	C	<input type="checkbox"/>	05/01/2013	100	06/06/13
			C	B+		01/10/2013	D	<input type="checkbox"/>		100	06/06/13
			C	A-		02/20/2013	E	<input type="checkbox"/>		100	06/06/13
			C	B+		01/07/2013	L	<input type="checkbox"/>		100	06/06/13
			C	A		01/08/2013	TR	<input type="checkbox"/>		100	06/06/13
			2 C	C+		01/07/2013	E	<input type="checkbox"/>		100	06/06/13

## Drop Students

- Drops are any students with less than 20 hours of attendance.
- These will either be already marked for you or will be marked automatically after the semesters end. **You do not need to mark drops.** If you have to manually drop a student, confirm their letter grade is a “W”.

## Enroll Code L = Leavers

- Use the **Final Grade** drop-down box to select a failing grade.
- Students with 20 or more hours of attendance, and earned a failing grade.

## Grades (Assigning grades to each student is required)

- Use the **Final Grade** drop-down box to select a Passing Grade **or** type the grade on your keyboard.
- Even if a student did not finish the class but they have 20 or more hours of attendance, they **MUST** have a grade for the time they were in class.

Student Name	Student ID	Student Phone	Status	Final Grade	Credits	Enroll Date	Enroll Code
	(909)		C	A		01/10/2013	E
	(909)		C	A-		01/07/2013	E
	(909)		C	A		01/10/2013	E
	(909)		C	A+		02/20/2013	E
	(909)		C	B		01/07/2013	E
	(909)		C	B-		01/08/2013	E
	(909)333-2222		C	B+		01/07/2013	E
	(909)		C	C		02/05/2013	E