

The Office of Public Instruction is pleased to announce the arrival of the Montana Edition of AIM (ME). This edition of the Infinite Campus product is a local version of the state software and will be used by school districts to control access to student information within the school district.

Mandatory training sessions will be conducted at regional sites across Montana between November 2008 and February 2009. The trainings are designed to familiarize schools with changes required for the implementation of the ME in their district, specifically user security and establishing roles and responsibilities for district users.

Each district must designate a System Administrator and a District Support Contact. The System Administrator will be responsible for the security of the ME data and for maintaining user access for their district staff. The District Support Contact will be the liaison with Infinite Campus for reporting system functionality issues. These two positions may be held by the same person, and the person(s) designated for these positions must attend the ME training. The OPI further recommends that the individuals selected to attend these trainings are already familiar with AIM and are able to train other district staff. The trainings will be conducted by Infinite Campus. An OPI representative will be on hand at each training to answer state policy questions.

In order to ensure that the trainings are as thorough as possible and to provide districts with enough time to ask questions and address individual concerns, training sessions have been limited to a set number of participants. The allotted number of participants was determined based on the enrollment counts from the school system. Some smaller districts will be represented by their County Superintendent. If you feel that additional district staff need to attend the training, please contact the OPI AIM staff to ensure that accommodations can be made for additional participants. Additional training slots may be granted if the number of registered participants and the capacity of the training site allow.

Training locations and groups have been selected based upon a combination of factors: size of district, location of district, expertise of users in the region and/or number of schools in the region. Requests to change sessions will be considered, but may be granted in very few cases as our training sessions are limited.

Districts will receive, via email, specific details regarding the dates, time, and locations of their trainings, as well as directions to register their participant(s). These notifications will be sent to the school's AIM contacts well in advance of the training. A website has been created at <http://www.opi.mt.gov/AIM/MEtraining.html>. This site contains information districts will need during the ME rollout, including dates, times and locations of trainings, as well as requirements for the System Administrator and the District Support Contact.

A webinar will be conducted with each district prior to their training session. These webinars will provide additional information regarding the content of the training, what's expected from each training participant and how the conversion of data will affect each district. The webinar will be conducted by Infinite Campus, with an OPI representative on hand to answer state policy questions.

Districts should begin working on a plan to establish roles and responsibilities for individual users in their district. The System Administrator will need to bring a list of their district users to the training session. The training sessions are designed so that the districts will begin their data entry process at the training, and return to their district prepared to use the ME product.

Please check the website often as it is updated frequently. If you need to contact OPI AIM staff, please email your questions to [opiainhelp@mt.gov](mailto:opiainhelp@mt.gov). We are committed to making the transition to the ME as smooth as possible and will continue to work with you on the data entry process.