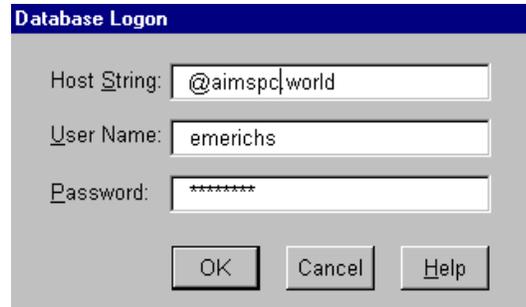


Appendix A

PREPARE A CLASS ROSTER

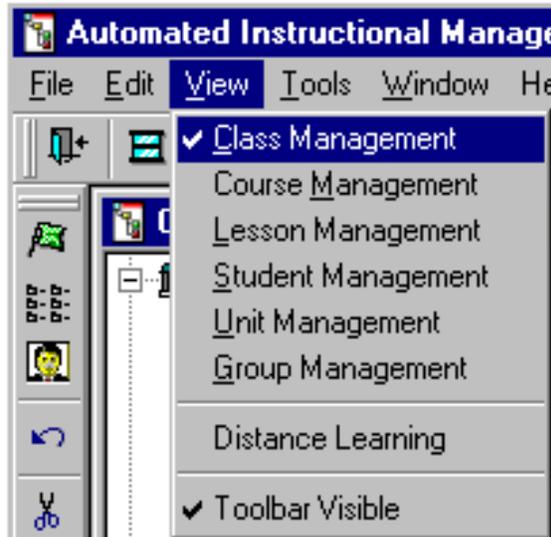
1. Log on to AIMS-PC: See Mr. Hewitt in Room 202, Aabel Hall, for the AIMS-PC application.



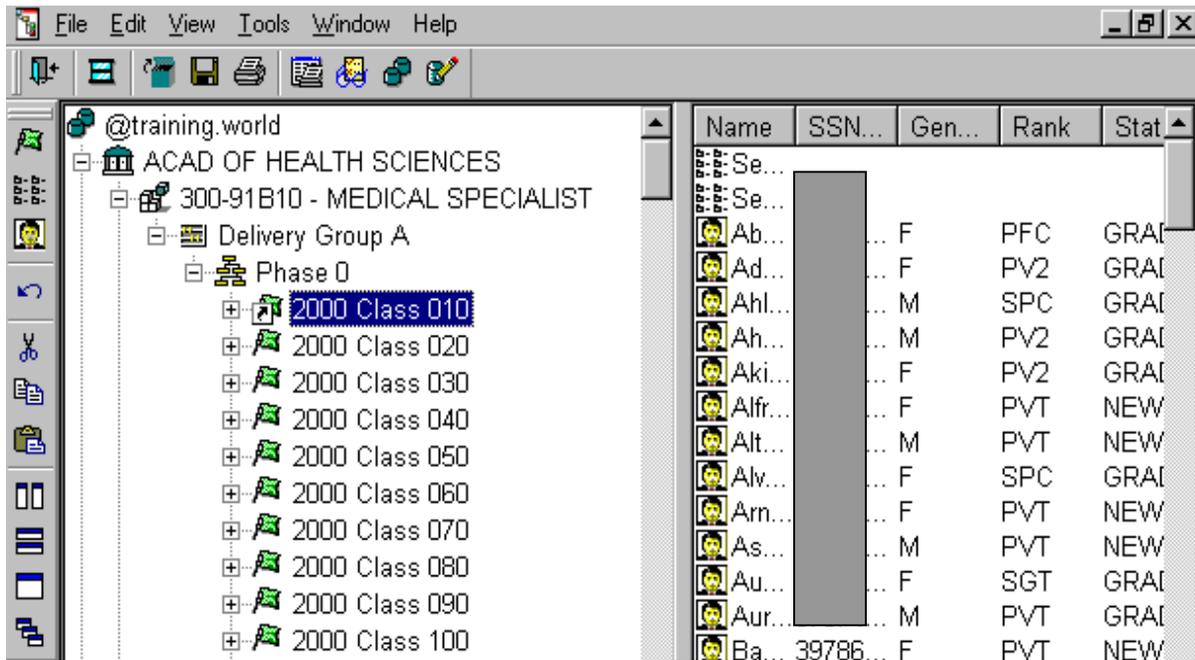
2. Click on **View** at the top menu bar.



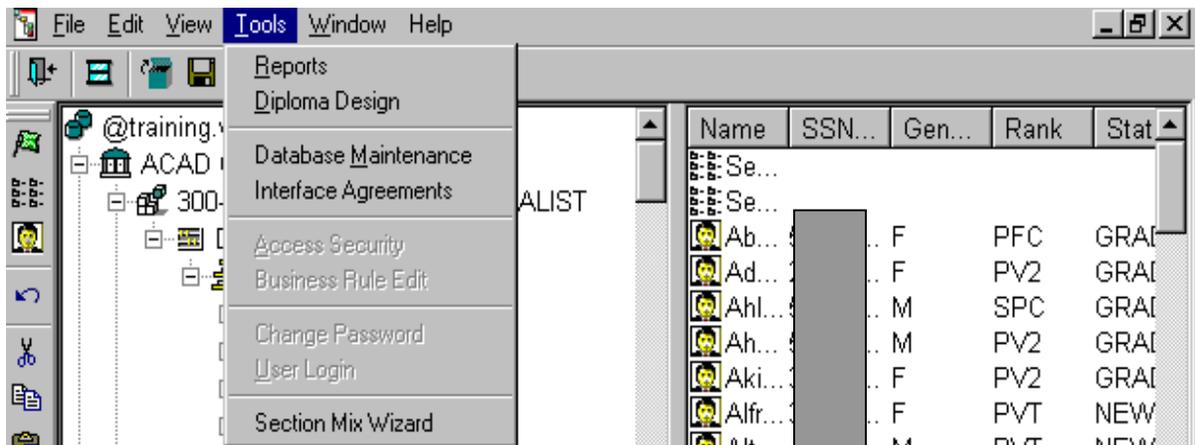
3. Click on **Class Management**.



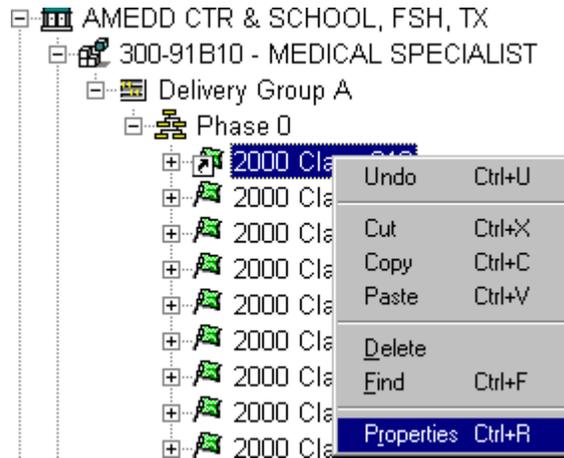
4. Click on the course and continue to click "+" until you highlight the desired class number.



NOTE: Names should appear on the right half of the screen. If desired, use the **Section Mix Wizard** to make separate sections for a class. Click on **Tools**, then **Section Mix Wizard** and follow the directions.

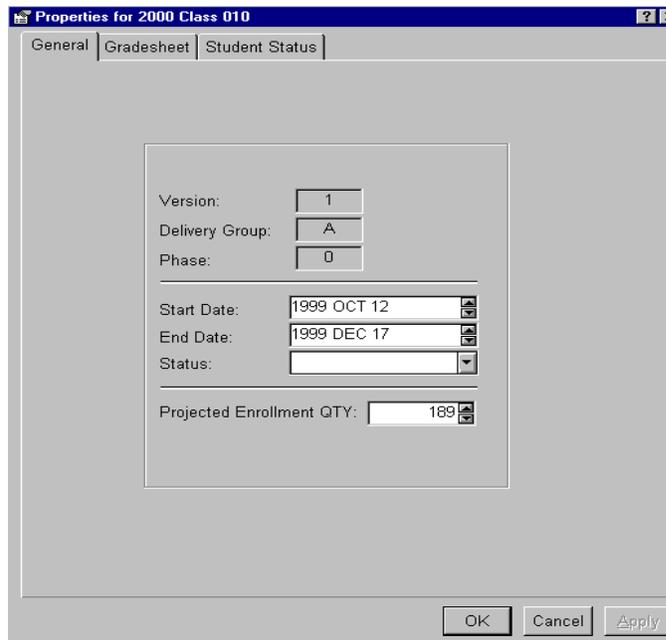


- Right click on the selected class number and click on **Properties**.



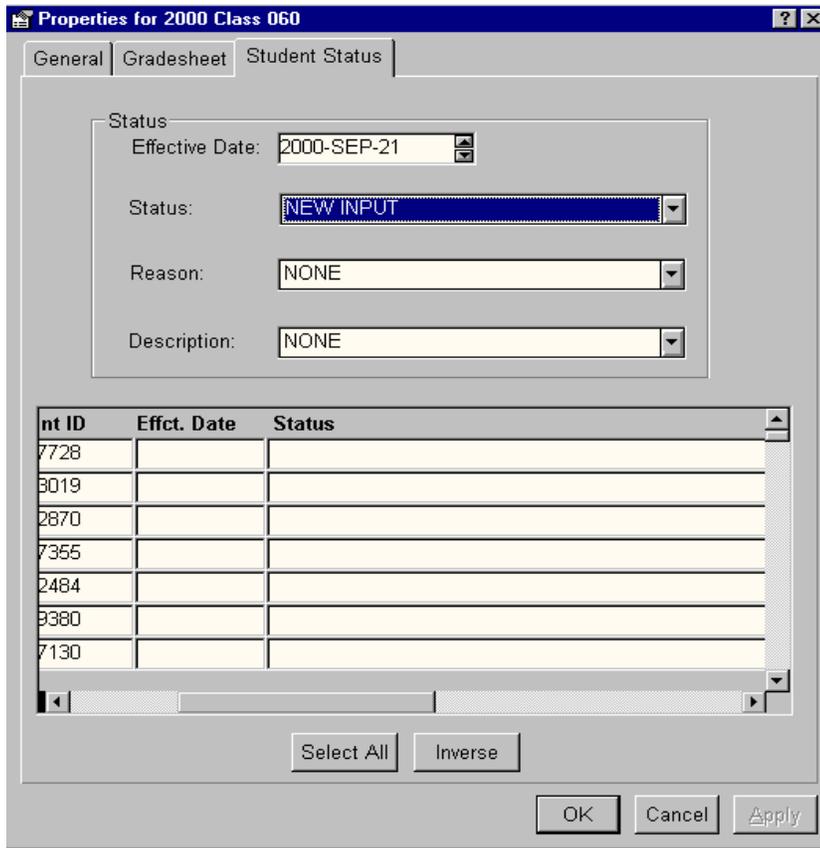
- Three tabs will appear (**General**, **Gradesheet**, **Student Status**).

General is course statistical information.
Gradesheet cannot be produced until the roster is prepared.
Student Status tab will be used to make the roster.

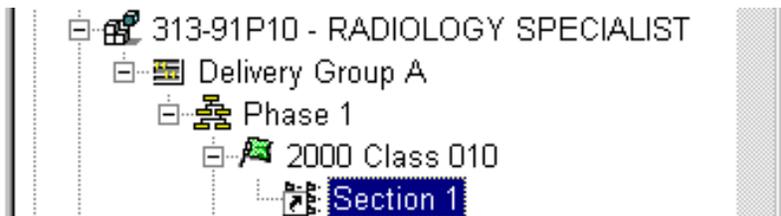


NOTE: If at any time you are unable to see the entire tab on your monitor, you may need to adjust your screen display. See page A-12 for assistance.

- Select **Student Status** (Name and ID fields have been hidden in the picture below due to the privacy act).

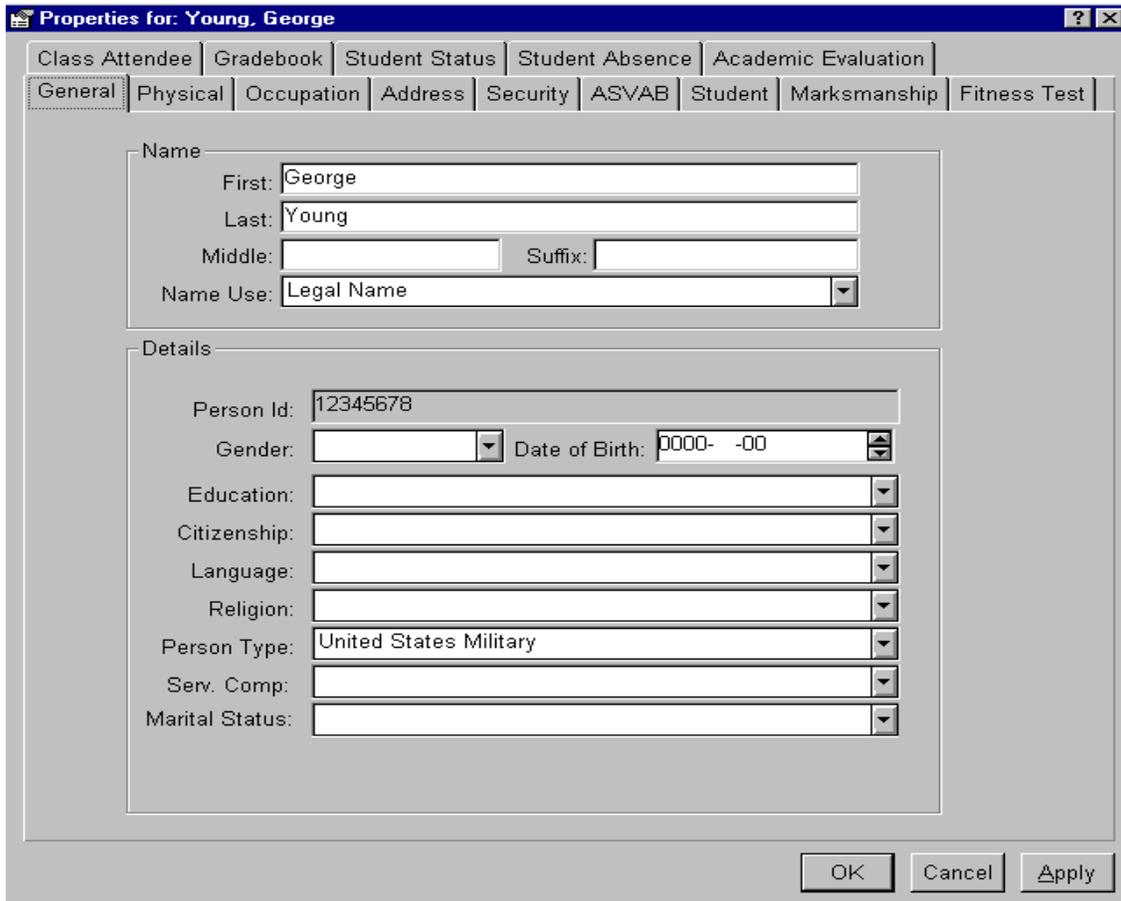


8. Set the **Effective Date** by using arrows.
9. Select **Status** from drop down arrow.
10. To process entire roster at once select **New Input** from the **Status** drop down menu.
11. Click on **Select All** at the bottom of the names.
12. Click on **Apply** at the bottom of the box.
13. To change status for one individual, select the student and apply the status change.
14. To change the status for multiple individuals, hold down the ctrl key while selecting the students for a status change.
15. To **add new students**, highlight the section number under the class name to which the new student will be added.



16. Click on the **New Student** icon .

17. Enter and apply all student information available. The student's **First** and **Last** name, **Person Id**, and **Status** fields must be completed at the minimum. These fields are found in the **General Tab**.



Properties for: Young, George

Class Attendee | Gradebook | Student Status | Student Absence | Academic Evaluation

General | Physical | Occupation | Address | Security | ASVAB | Student | Marksmanship | Fitness Test

Name

First: George

Last: Young

Middle: Suffix:

Name Use: Legal Name

Details

Person Id: 12345678

Gender: Date of Birth: 0000- -00

Education:

Citizenship:

Language:

Religion:

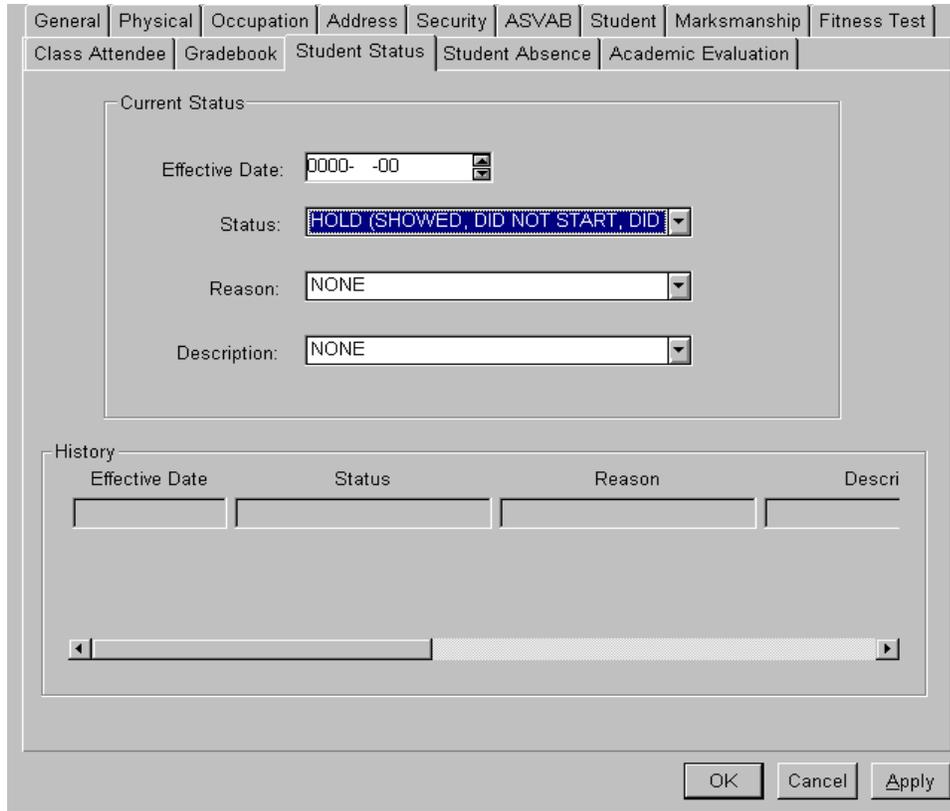
Person Type: United States Military

Serv. Comp:

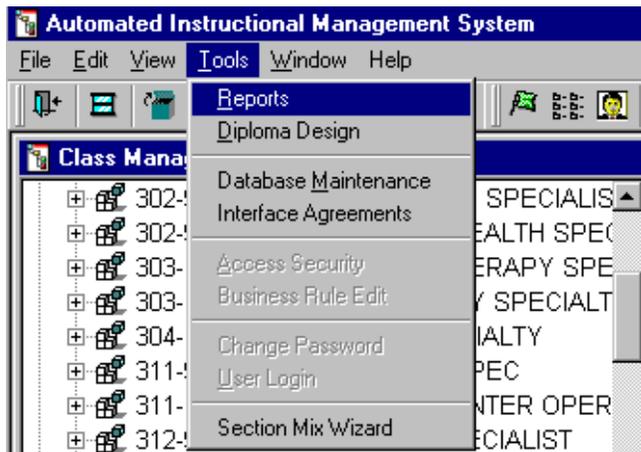
Marital Status:

OK Cancel Apply

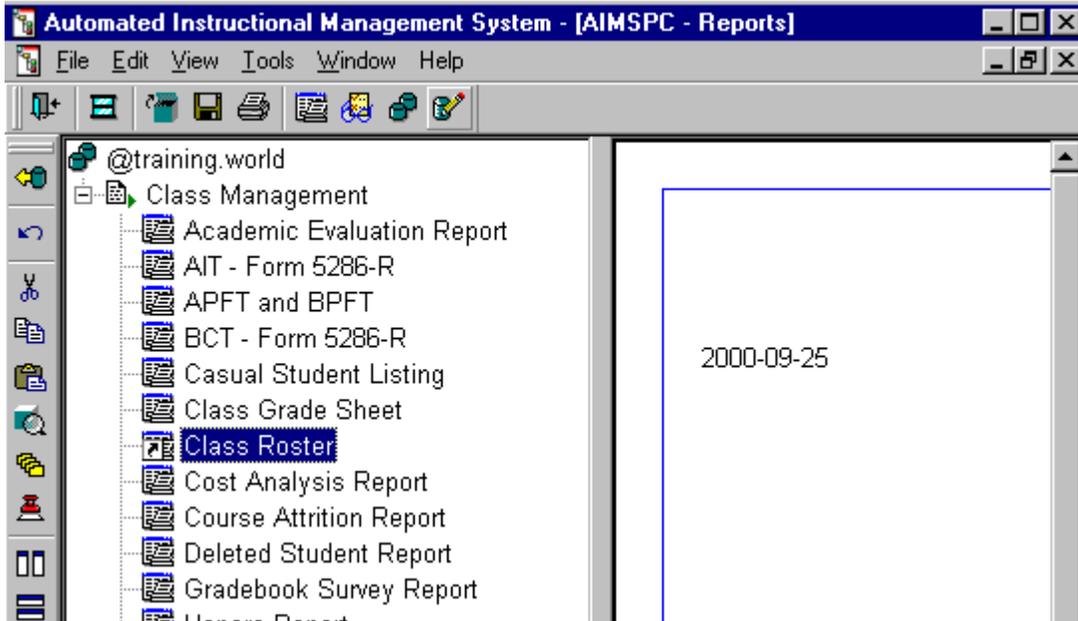
The status is found in the **Student Status** tab. When entering data for a new student **without** a valid reservation, the student's status has to be entered as a **HOLD** status. For any change, you must again click on **Apply**.



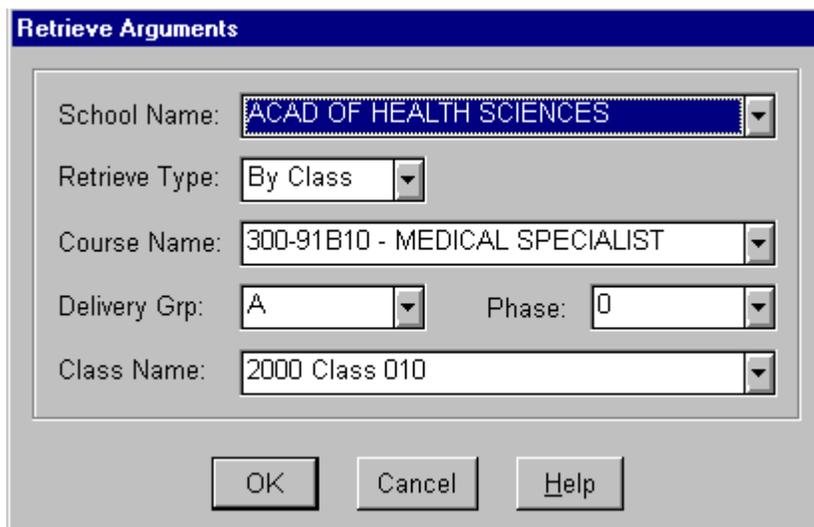
18. Once the students have been given a status, such as **New Input**, a report or roster may be created. Go to the top tool bar, select **Tools** and then click on **Reports**. A new window box will open.



19. Under **Reports** select **Class Management**, then double click on **Class Roster**.



20. A screen similar to the figure below will appear. Fill in the correct "arguments". Verify class name, class number, etc.

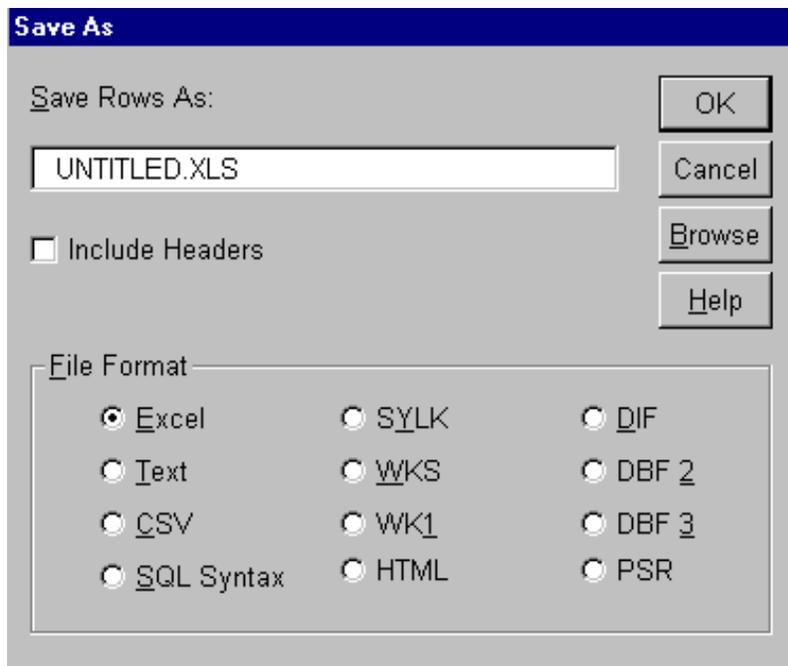


Click on the **OK** button.

21. Return to the top menu bar, select **File** and then **Print**. A roster with the following fields will print out on your printer. (Data left off because of the privacy act.) This roster will be used in the classroom by the instructor to verify student information and status. Student information cannot be edited in the **Reports** window.

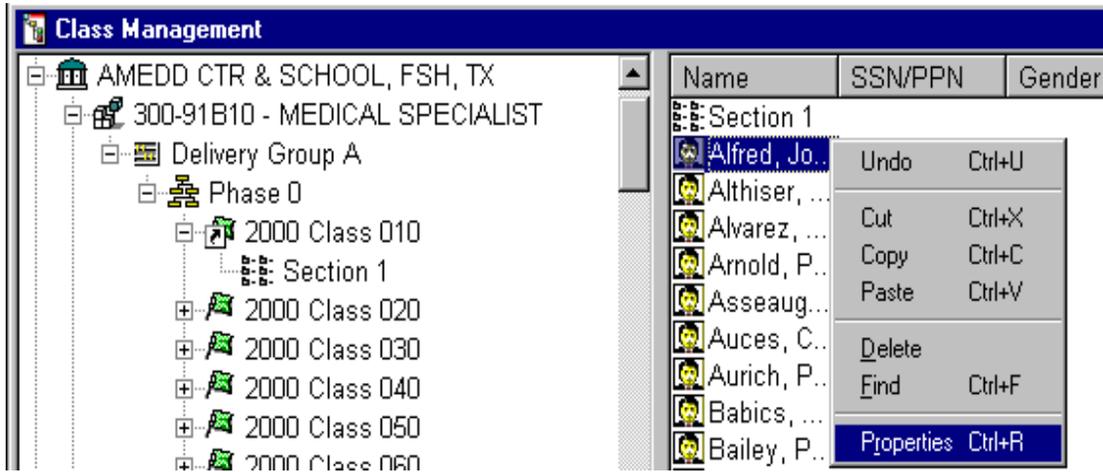


NOTE: Reports can also be saved in Text or Excel format. Save as you would any Microsoft Office document by selecting **File**, then **Save As**. Then select a title for your report and the format in which you wish to save it.



22. To **update or edit the verified roster information**, follow **steps 1-4** above and then –

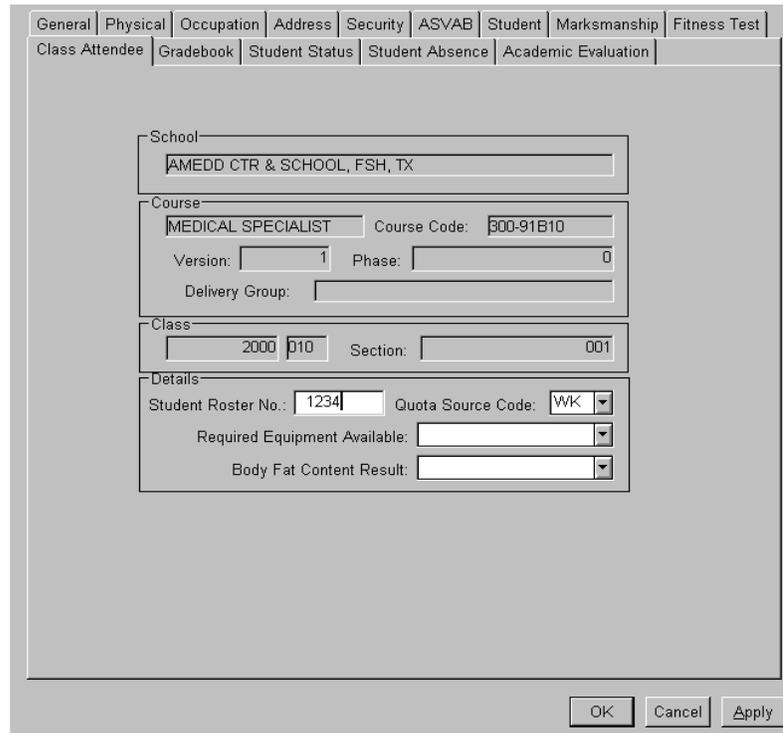
- a. Move to the right half of the screen that lists student names.
- b. Right click on each student whose information or status requires a change and select **Properties**.



c. A series of tab folders for that student will appear. Use:

General to correct names, gender, etc. ;
Occupation to correct, rank, MOS, etc. ; or
 Use other tabs as appropriate.

d. Each time information is changed in a tab, you must click on **Apply** at the bottom right of the box.



e. Select **Student Status** tab and edit student status data as needed.

f. Select **Status** from the drop down arrow. Enter the appropriate status (i.e., NEW INPUT, HOLD, etc.).

The screenshot shows a software window with several tabs: General, Physical, Occupation, Address, Security, ASVAB, Student, Marksmanship, Fitness Test, Class Attendee, Gradebook, Student Status, Student Absence, and Academic Evaluation. The 'Student Status' tab is active.

Current Status

Effective Date: 2000-SEP-11

Status: NEW INPUT

Reason: RETRAINEE IN, FROM ANOTHER COURSE; RETRAINEE OUT, TO ANOTHER COURSE; RECYCLE OUT TO ANOTHER CLASS, S...; NO SHOW

Description:

History

Effective Date	Status	Reason	Description
2000-Sep-11	NEW INPUT	NONE	NONE
2000-Sep-11	GRADUATE,SUCCESSFULL	NONE	NONE
2000-Sep-06	GRADUATE,SUCCESSFULL	NONE	NONE

Buttons: OK, Cancel, Apply

g. Select **Reason** as "None" or "Other", or as appropriate.

h. Select **Description**.

NOTE: If a **Reason** or **Description** is not required, the fields will default to **NONE**. Selecting a **Reason** other than **NONE** will make **Description** choices available.

General | Physical | Occupation | Address | Security | ASVAB | Student | Marksmanship | Fitness Test |
 Class Attendee | Gradebook | **Student Status** | Student Absence | Academic Evaluation

Current Status

Effective Date: 2000-NOV-22

Status: NEW INPUT

Reason: NONE

Description: NONE

History

Effective Date	Status	Reason	Description
2001-Feb-13	NEW INPUT	NONE	NONE
2001-Feb-13	NEW INPUT	NONE	NONE
2001-Feb-13	NEW INPUT	NONE	NONE

OK Cancel Apply

- i. Click on **Apply** to make the change.
- j. Click **OK** to return to the student list.
- k. Repeat for each individual student record that you edit or update.
- l. To **print a corrected roster**, repeat steps 18-21 of this document (**Prepare a Class Roster**).

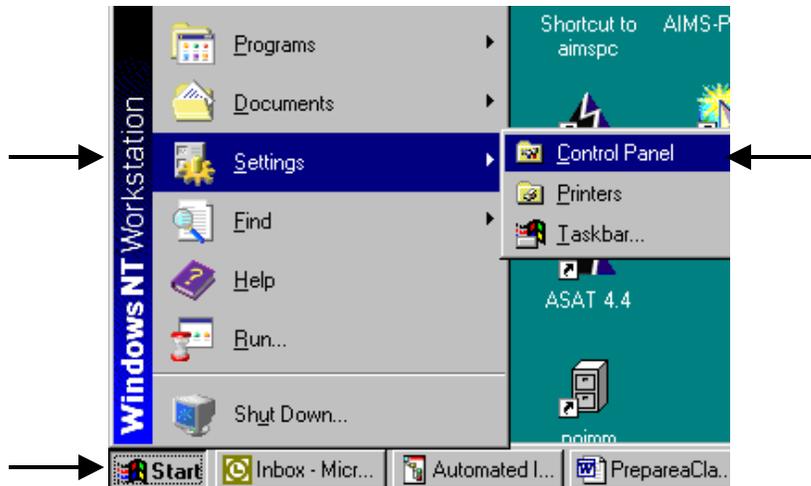
NOTE: Initial input rosters must be completed within 5 days after the class start date. Once your roster corrections have been made, it is not necessary to print a hard copy roster. The TMB and/or Student Personnel Branch will pull your roster information directly from AIMS-PC.

- m. Your updated information will be used to prepare the **Gradesheet**.
- n. **Student Status** must be kept current in AIMS-PC. The AMEDDC&S Form Letter 29-R is still required for student status actions during a course.

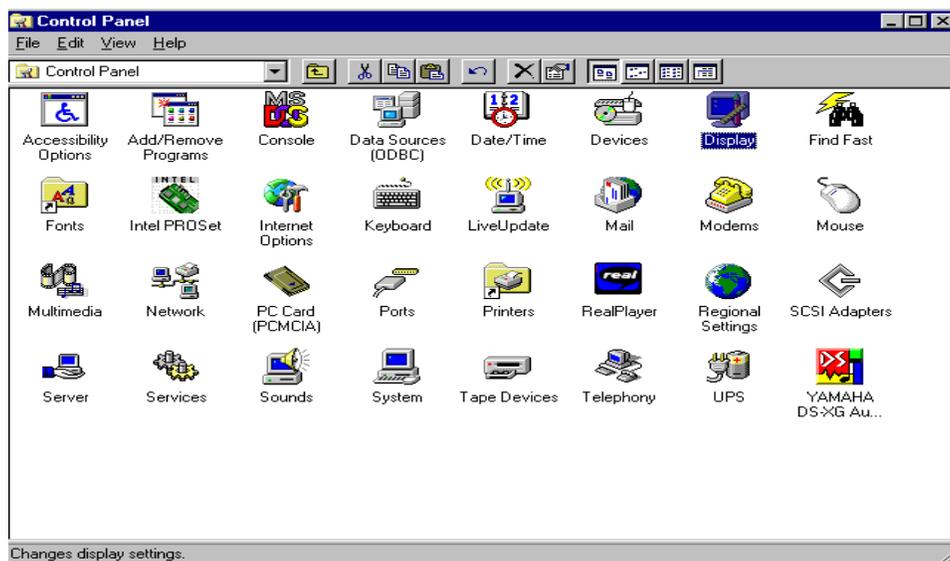
Important: At **Course Completion**, the **Student Status** must be finalized in AIMS-PC by changing the **NEW INPUT** to **GRADUATE, SUCCESSFULLY COMPLETED**, or other appropriate status from the drop down menu. **This must be accomplished within 5 days after the class end date.** Currently, TMB and/or Student Personnel Branch will require a hard copy of the final roster, signed by the department chief.

23. NOTE: If at anytime, you are unable to see the entire tab on your monitor, you may need to increase the resolution on your monitor display.

a. Do this by going to the **Start** menu on the lower left hand portion of your screen and select **Settings**, then **Control Panel**.



b. Select the **Display** icon from the screen below.



c. Once **Display** is selected, the **Display Properties** will appear. Select the **Settings** tab. Change the **Desktop Area** to a higher number of pixels. A setting of 1024 X 768 is usually sufficient. A higher number of pixels make

the characters smaller on your screen, allowing you to see more. Once you have tested it (note the **Test** button key), press the **Apply** button.

