

Entering Certification Information

A Test type must be set up in the AIM system. Once that process is complete, the instructor is able to enter the certification testing information

Section Details **Enrollment** Walk-Ins Roster Signature Sheets

Student ID 517575 Student BAGDON, EDWARD Week 07/15/2013

Course CUS All Enrollees Currently Enrolled Enrolled on Week

Class List Attendance Hours Grades Competency Assignment Test Scores Surveys

Student Name	Student ID	Student Phone	Statu	Final Grade	Credits	Enroll Date	Enroll Code
BAGDON, EDWARD						07/01/2013	E
BECKWITH, DAVID						07/22/2013	E
BERRYMAN, MISTER						07/01/2013	C

Select Student

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Class List Attendance Hours Grades Competency Assignment **Test Scores** Surveys

Test List CUSTODIAL

Select Test	Date Taken	Subject	Type	Level	Form	Score	Pass	For Articulation?	Section
							<input type="checkbox"/>	<input type="checkbox"/>	

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Test List CUSTODIAL

Select Test	Date Taken	Subject	Type	Level	Form	Score	Pass	For Articulation?	Section
							<input type="checkbox"/>	<input type="checkbox"/>	
CUSTODIAL/POST/EXAM/							<input type="checkbox"/>	<input type="checkbox"/>	

The teacher must select the test from the drop-down list. Only those tests that relate to the current section are shown in the drop-down. (Usually, there would be just one in the drop-down.) If there is just one possible test, then it will auto-fill for you. As stated above, we recommend that you setup as few number of tests as possible, in order to simplify data entry on this screen.

After selecting the test, the teacher then enters the test score, date and whether or not the students passed the test. The Pass/Fail flag is actually optional as it relates to articulation, because we only use the test score to determine whether or not the student met articulation requirements.