

San Bernardino County Superintendent of Schools
Regional Occupational Program
Fiscal Year 2017-18

Instructor / AIM Check List

Distribute

- *Completer Definition poster
- *Certificate Criteria poster
- *AIM handouts
- *AIM Helpdesk Information
(business card handout)

<input type="checkbox"/>
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Reminders to Instructors

- 1) Is AIM loaded on instructor's computer?
(contact your ROP administrator for assistance)
- 2) Verify logon and password *(contact the AIM helpdesk for assistance)*
- 3) *Change Fiscal Year to **2017**
- 4) Verify accuracy of section schedule
(contact your ROP administrator for assistance)
- 5) Do Not log onto AIM until the 2nd week of school
(Import mapping and testing in process)

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Comments: All instructions and handouts are available on the ROP web site at:
www.sbcrop.org under the **Departments/** ROP Data Systems/ Tab
