Section 1: AIM Year 7 Report CD-ROM

The AIM Year 7 Data Report CD-ROM contains the program and the results information used to prepare and print AIM 2003 results and Trend Data reports for 2001 to 2003. The CD-ROM must be used to install the files on the hard disk of a personal computer before reports can be viewed or printed.

Prerequisites

You must install the application and data on your hard disk as it will not work directly from the CD-ROM. Once the application is installed you may run the system as many times as you like, and the CD-ROM is no longer required (keep the CD-ROM as a backup should you wish to re-install the system).

In order to install and operate the AIM Data Report CD-ROM, you will require:
- an IBM compatible personal computer, running Windows 95, Windows 98, Windows NT 3.51, Windows 2000 or Windows XP
- Microsoft Access 2000 or 2002
- a CD-ROM drive, or compatible device
- at least 25MB of disk space on your Hard Drive
- minimum 32MB of RAM recommended
- the letter containing your password. This is unique to your school. If this password is lost, call the AIM Information Line on 1800 648 637 for assistance.

It is recommended that before installing the AIM 2003 Year 7 Data Report CD-ROM you close all other applications.
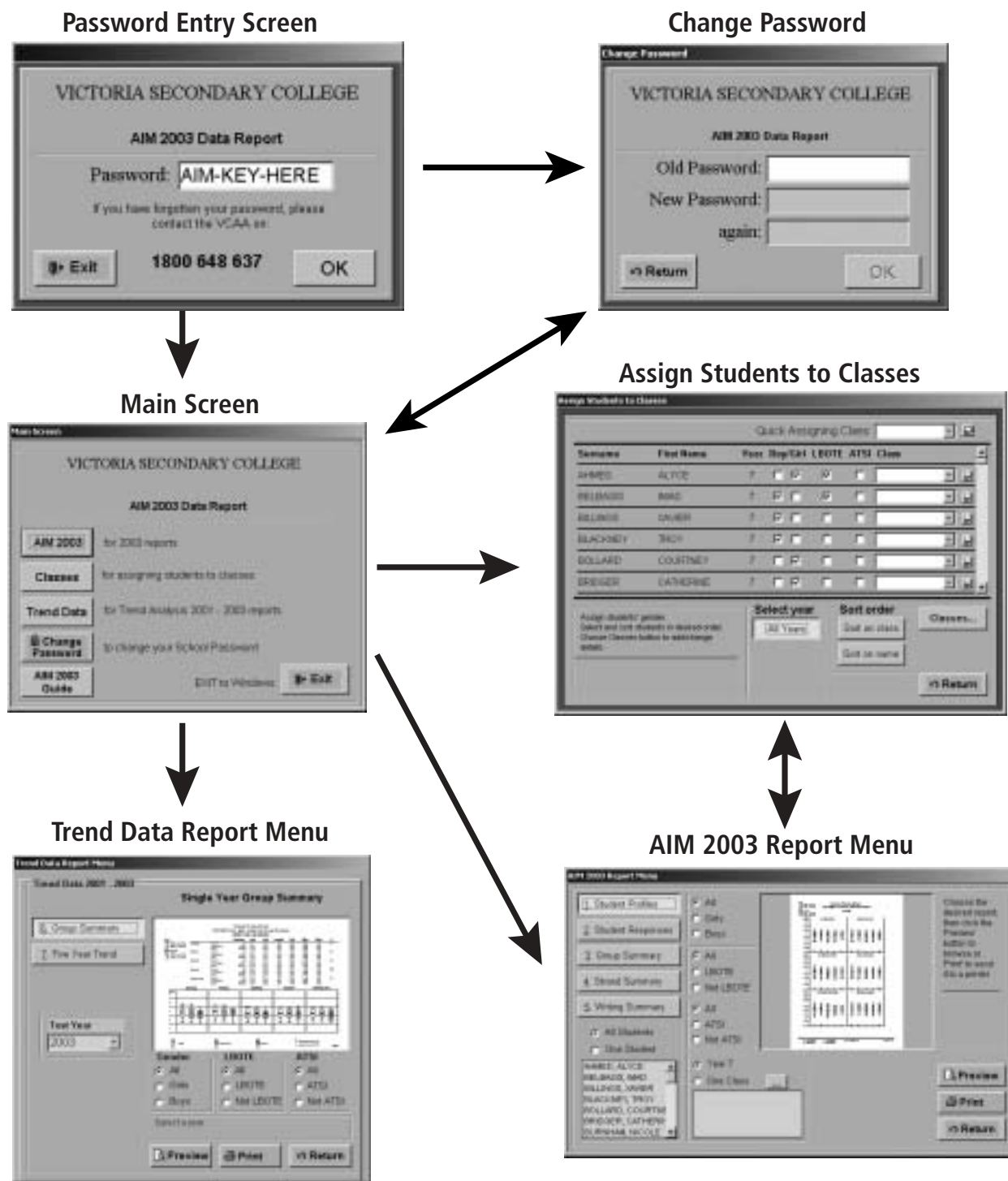
1. Insert the AIM Data Report CD-ROM into the CD-ROM drive of your computer.

   a. The CD-ROM may automatically start the installation program. This will take you directly to the prompt 'Do you wish to install AIM Reporting now?'

   b. If the CD-ROM does not automatically start the installation program, you may need to manually start it. From the Start menu, select **Run**, type **D:\version.exe** (or appropriate letter that corresponds to the CD-ROM drive) and run by clicking the **OK** button.

   c. If you are running Access 97 or do not have a version of Access, the setup will attempt to install a runtime version of Access 2000. If the system files associated with the version of Access are out of date, a message will be displayed. Click **OK** to update these files and restart Windows before attempting to install.

2. Follow the instructions to install the program and the data files. In response to the dialogue box regarding closing all applications before installation, ensure all applications are closed, then click the **OK** button. The program will by default create a directory called **C:\Program Files\AIM 2003 Year 7**, but you may specify your own directory.

3. Begin the installation by clicking on the installation button and click **Continue** on the next screen. The installation program will then copy to your hard disk system files and student data for your school. In response to the dialogue box advising you of successful installation, click **OK**.

4. Go to the Start menu and from the Programs menu select the folder **AIM Reporting** and select **AIM 2003 Year 7**. The Password Entry Screen will appear once the application is loaded.

5. Enter your password. Click the **OK** button. You will be prompted to change your password. Once you change your password, click **OK** and the Main Screen will appear.

6. Included on the CD-ROM is a **read-me** file that gives full descriptions of installation procedures for each system together with trouble-shooting tips.

Screen Navigation

The diagram below illustrates the navigation through the system.

The first time you enter the program, the Password Entry Screen will appear. You will then be taken to the Change Password Screen. Enter your new password and click **OK**.

The return button will always return the user to the previous screen.

Password Entry Screen

Change Password

Main Screen

Assign Students to Classes

Trend Data Report Menu

AIM 2003 Report Menu

Password Entry Screen

This screen is required to provide security against unauthorised usage of the system.

Enter your password in the space provided, and then click the **OK** button. This will take you to the Main Screen.

If you do not want to enter the AIM Data Report at this time, click the **Exit** button, and the program will close down securely.


Note: You may change your password to something easier to remember. Passwords do not appear on the screen. Instead, you will see a hash (#) for every letter you type.

Main Screen

From the Main Screen, you may:
- go to the AIM 2003 Report Menu
- go to the Assign Students to Classes Screen
- go to the Trend Data Report Menu
- go to the Change Password Screen
- go to the AIM 2003 Reporting Guide
- Exit the AIM Data Report Program.

This button will take you to the AIM 2003 Data Report Menu

This button allows you to create classes

This button will take you to the 2001–2003 trend data Report Menu

This will take you to the Change Password Screen

This will take you to the AIM 2003 Reporting Guide
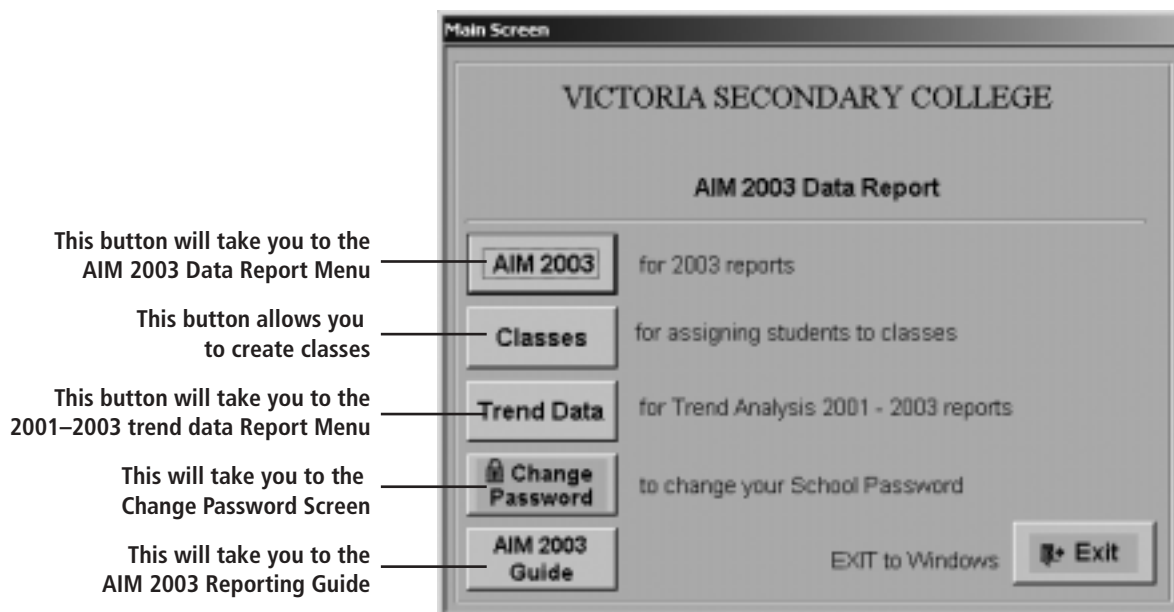
Change Password Screen

In order to change your password, you must first enter the old password in the space provided.

After entering the old password, type in a suitable new password. You will then be required to re-enter your new password as verification. Click the **OK** button to accept your new password.

Note: The new password has to be six characteers or more.

Assign Students to Classes Screen

The Assign Students to Classes Screen allows you to create classes or groups and assign students to them. The classes or groups first need to be created using the **Classes** button on this screen.

Select **Classes** at the Main Menu Screen. The Assign Students to Classes Screen is displayed as shown below.

Displays all students within a school, regardless of year level

Displays the Classes Screen

Returns to the AIM 2003 Data Report Main Screen

Sort the student list in class order

Sort the student list alphabetically

Creating a list of classes

Allocating students to classes allows students in a year level to be further broken down into smaller groupings. If students are not assigned to a named class, the reports will include results for all students in the selected year. However, if the AIM Data CD-ROM has been installed on more than one computer, any classes created and students assigned to those classes will be available only on the computer where they were created.

1. Click on **Classes** to display the Classes Screen as shown.

Moves cursor to a new class name and saves the entry

Deletes a selected class

Returns to the Assign Students to Classes Screen
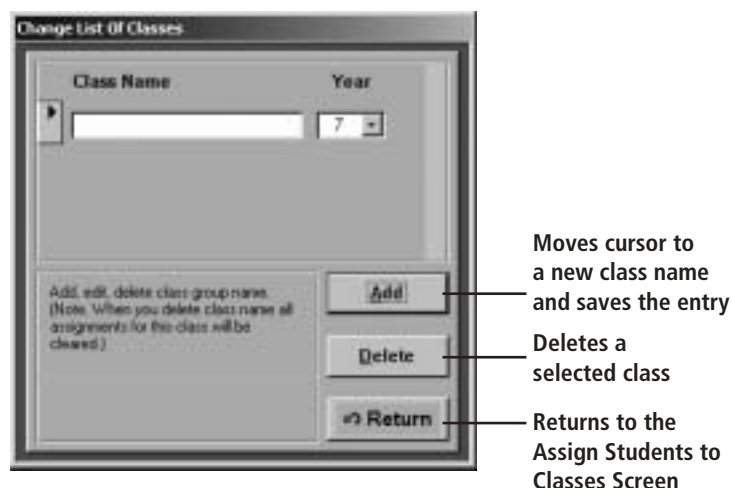
2. Click on a line under **Class Name** or **Year** and enter the new details. A class can be named after its teacher or you can name a sub group (for example, LBOTE first phase learners).
3. Select **Add** or use the mouse to move the cursor to a new Class Name field. Enter the new class name and year. Use the **Tab** key or mouse to move from one entry to another. These will be saved automatically.
4. To delete class details, click the appropriate class name and then click the **Delete** button. A confirmation message is displayed.
5. Select **Return** to return to the Assign Students to Classes Screen.

'Assign Individual Students' Option

Once you have created classes, the **Assign Individual Students** option is used to assign individual students to a specified class name. Use this option for all but the last class name in a particular year level. For the last class name you may use the **Quick Assign Class** option (see below).

Note: You must create the class before assigning a student or students to that class.
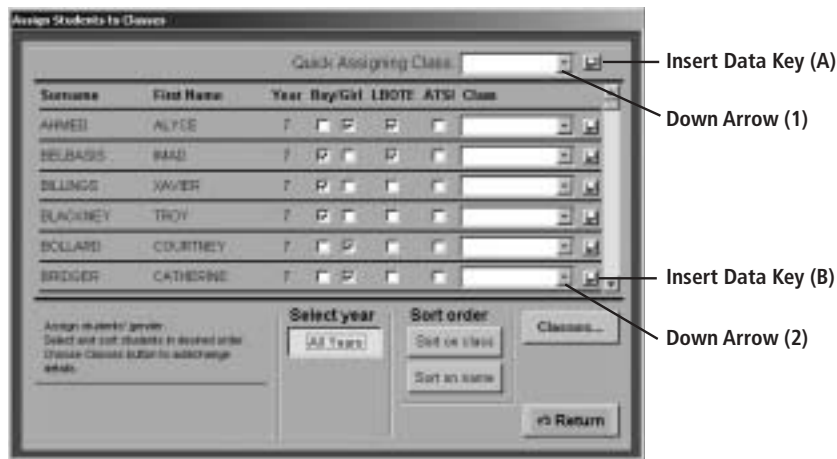
Method 1

1. Click the **Down Arrow** (1) to display a drop-down list of class names for year level/s selected.
2. Highlight a class name in order to assign students to that class.
3. Click the **Insert Data Key** (B) for each student to be assigned to that class. The class name highlighted in the drop-down box will be displayed alongside the student's name.

Method 2

1. Click the **Down Arrow** (2) alongside a student to display the drop-down list of class names.
2. Select a class name from the list by moving the cursor to the name of your choice, then click. The name of the class you have chosen is displayed alongside the chosen student.

Note: The student year and class year must be the same or the message **The student and the year mismatch** is displayed. If this occurs click **OK** and try again.

If an error is made in assigning a student to a class, repeat the process selecting the correct class name from the drop down list.

'Quick Assign Class' option

The **Quick Assign Class** option is used for the bulk assignment of multiple students. It selects a class name for a specified year and then assigns all currently unassigned students from the same year, to this class.

1. Click the **Down Arrow** (1) to display a drop-down list of class names for year level/s selected.
2. Highlight a class name in order to assign students to that class.
3. Click **Insert Data Key** (A). The following message is displayed: 'Do you really want to assign all unassigned students of the year "n" to the class of "x"?'
   Click
   - **Yes** if you wish to assign all unassigned year 'n' students to the class/teacher you have chosen.
   - **No** if you do not wish to make the assignment.

Selection Criteria

To produce a report from either Report Menu, use the selection criteria.

1. To select a report move the cursor to the relevant report button, then click.
2. Various selection criteria are available to further refine each report. To select information, move the cursor to the round button to the left of the option name, then click to make your selection (the centre of the button becomes filled with a black dot when selected).

- **Group selection**

   This section allows you to report on specific students by gender, LBOTE and ATSI. To choose, simply select one or more of the option buttons.

- **Strand/KLA selection**

   This area allows you to choose all or one specific strand or key learning area for some report types. For the Student Responses Report this area allows you to choose a specific learning area and how it is to be sorted (by item order or difficulty order).

- **Student selection**

   Some reports allow you to report on all students or one specific student by selecting the appropriate option button in this area. The student list box contains the selection you have made.

- **Year selection**

   The Group Summary (Report 6) on the Trend Data Reports Menu provides a drop-down menu that allows you to report on 2001, 2002 or 2003. Click on the **down arrow** and select the required year.

3. To close a preview report and return to the Reports Menu, click the **Close** button or press escape on the keyboard.

> The student achievement levels and distributions for the State and 'like' schools shown on the sample reports in this publication are for illustrative purposes only and do not necessarily reflect actual performance in the AIM 2003 tests.

Previewing and Printing Reports

Previewing a report allows you to see how the final printed report will appear by displaying it on the screen. Click the **Preview** button on the Report Screen and the selected report will appear on the Print Preview Screen. Note that you can always print from the Print Preview Screen by clicking the Printer icon.

1. Select **Preview** on the Reports Menu.

   This will take a few minutes depending on the number of students selected and level of complexity of the report.

2. Click the magnifying glass to display a whole page of the screen (Print Preview) or click the arrows on the right and bottom of screen to scroll through the report.

3. To close the report and return to Reports Menu, click on **Close** on the top left of the screen.

4. To print the report click on the **Printer** icon on the top left of the screen.

5. If you click **Print** on the Report Screen, your report will go straight to the printer, and not appear on the screen.
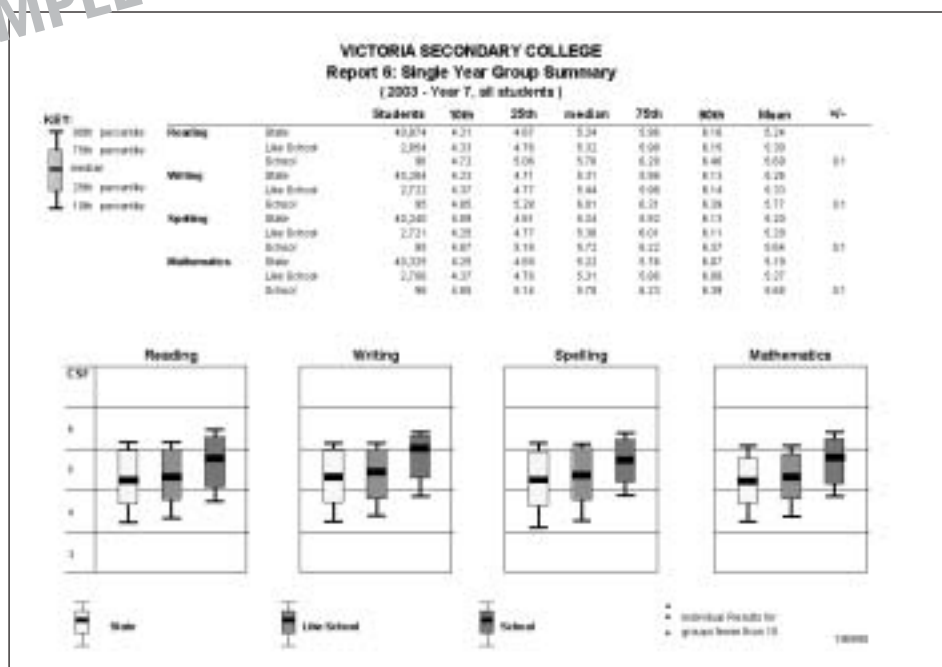
Example of a Print Preview Screen

Note: If a report does not print completely, there may be a memory problem with your computer. Exit from Windows and restart the program.

The report can only preview if a printer is installed on the PC, otherwise an error will be generated.

Exiting the AIM Data Reporting Program

To exit the program, return to the Main Screen, and click the **Exit** button. All screens, all reports, and then the Access program will be closed.

Note: If you are still printing reports, wait until printing has finished before exiting the AIM Data Report.