



Individualized Programs. Systematic Learning

AIM4A CMS Center Management System

- Keep track of students in each class
 - Plan curriculums for each student
 - Select and print worksheets for each class
 - Generate reports
 - Handle exceptions and special requests from parents more easily
 - Reduce repetitive “paper” work and focus more on teaching students
 - Improve quality of our service
-

CMS Capabilities Overview

- For Center Managers
 - Create and manage classes, tutors, and students
 - Generate reports
 - Print worksheet sets
 - Communicate with tutors, and parents/students

 - For Tutors
 - Plan curriculums for students
 - Create worksheet sets for printing
 - Communicate with Center Manager, and students/parents

 - For Parents/Students (Will be available later)
-

- Login
 - Select and view class details
 - Plan curriculums for students in the class
 - Select and print a new set of worksheets for a class
 - View and print “worksheet print logs”
 - Reprint previously printed worksheet sets
 - Select and view details of a student
 - Add “progress” and “plan” for a student
 - View and print student reports
-

Go to: <http://CMS.AIM4A.com/>

AIMforA Tutoring

Center Management System

Canton, MI
Thursday
July 24, 2008

Dashboard Login/Logout Help/FAQ Contact About Us

AIM4A Center Management System

Authorized User Login

Username:

Password:

SUBMIT

Username and Password are case sensitive!

AIM4A Tutor Dashboard

Classes by Tara Hillary

Class	Tutor	Number Of Students	Status
MEL_Mon6	Tara Hillary	11	Active
MEL_Mon7	Tara Hillary	10	Active
MEL_Thu6	Tara Hillary	8	Active
MEL_Thu7	Tara Hillary	14	Active

Select a Class

- Successful login takes you to your Tutor Dashboard similar to the above
- Typical class name abbreviations:
 - MEL: Math & ELA Lower
 - MH: Math High
 - EH: ELA High
 - P: Private

Class Dashboard

- Clicking on a class from Tutor Dashboard takes you to a Class Dashboard
- You can see print history and reprint worksheet sets for the class here
- Print Log is a 1 page summary of worksheets printed on a particular date
- You can also print a new set of worksheets here

Print History

#	Printed Date	Options	Times Printed
1	2008-07-18	Reprint - PrintLog	1
2	2008-07-19	Reprint - PrintLog	1
3	2008-07-26	Reprint - PrintLog	1

[Select and Print New Set of Worksheets](#) for MathH_Thu6 Class

- Shows list of students & curriculums they are doing
- Click on a curriculum to plan worksheets for a student
- If you don't need worksheets for a student, change the status to Inactive
- You can change the status back to Active when you need worksheets for them
- You can increase or decrease the number of worksheets to be printed each time for a student here
- If a student has completed the curriculum or has left the class, you can move him out of the class here

Active Students in This Class

Name	Plan Curriculum	Status	Chapter Rate
Alan Nguyen Move Out	High School Mathematics	Active (Change)	3 <input type="button" value="Change"/>
Ajay Sohmshetty Move Out	High School Mathematics	Active (Change)	3 <input type="button" value="Change"/>
Mithil Suryadvara Move Out	Grade 7 - Mathematics	Active (Change)	5 <input type="button" value="Change"/>
Neil Kochhar Move Out	Grade 7 - Mathematics	Active (Change)	5 <input type="button" value="Change"/>
Pragna Gudladona Move Out	Grade 7 - Mathematics	Active (Change)	3 <input type="button" value="Change"/>
Vikas Boda Move Out	High School Mathematics	Active (Change)	3 <input type="button" value="Change"/>
Archana Sohmshetty Move Out	High School Mathematics	Active (Change)	3 <input type="button" value="Change"/>

Inactive Students in This Class

Name	Plan Curriculum	Status	Chapter Rate
------	-----------------	--------	--------------

Plan Curriculum of A Student

- Clicking on a Curriculum in Class Dashboard takes you here
- Topic level planning is done here
- Making the topic Next Up will force the system to take worksheets from this topic
- If you make more than one topic Next Up, the system will distribute the worksheets equally among all the Next Up topics (useful for example, if you want worksheets from Vocabulary, Grammar, Reading topics simultaneously)

High School Mathematics

Topic 1. Algebra Basics

Default
 Completed
 Skip
 NextUp

Leslie is doing this topic in canton.

Submit when you are done!

Topic Level Notes

Chapter level planning here (takes precedence over topic level plan)

P	Chapter	Status	Plan	Notes
<input type="checkbox"/>	01. Converting Sentences into Mathematical Form	2008-07-24	<input checked="" type="radio"/> Default <input type="radio"/> Completed <input type="radio"/> Skip <input type="radio"/> NextUp	Gave as homework.
<input type="checkbox"/>	02. Algebraic Expressions		<input checked="" type="radio"/> Default <input type="radio"/> Completed <input type="radio"/> Skip <input type="radio"/> NextUp	Chapter Level Notes
<input type="checkbox"/>	03. Mathematical Statement		<input checked="" type="radio"/> Default <input type="radio"/> Completed <input type="radio"/> Skip <input type="radio"/> NextUp	
<input type="checkbox"/>	04. Algebraic Equations		<input checked="" type="radio"/> Default <input type="radio"/> Completed <input type="radio"/> Skip <input type="radio"/> NextUp	

Selecting Worksheets

- After planning curriculums for all the students, click "Select and Print New Set of Worksheets" in the Class Dashboard
- CMS will then select the worksheets for each student based on the plan
- Review the selected worksheet numbers to see if they are what you planned for.
- If you see any errors, go back to Class Dashboard and make any changes to Curriculum plans.
- If the selected worksheets are ok, click "SUBMIT" to create the worksheet set.
- CMS will then open a new window and show all the worksheets. This worksheet set will also be available in the print log for printing later.

Selecting Worksheets for an AIM4A Class MEL_Mon7 (10 Students)

1. Grace Singh (Grade 1 - English Language)

Step 1: Found 0 NextUp chapters.
Step 2: Found 0 uncompleted chapters from NextUp Topics.
Step 3: Merging Found a total of 0 uncompleted NextUp chapters!
Step 4: Found 83 uncompleted chapters in this curriculum.
Final Step: Selecting Chapters: 2.16 2.17 2.18

2. Nayana Nagaraj (Grade 3 - Mathematics)

Step 1: Found 0 NextUp chapters.
Step 2: Found 0 uncompleted chapters from NextUp Topics.
Step 3: Merging Found a total of 0 uncompleted NextUp chapters!
Step 4: Found 121 uncompleted chapters in this curriculum.
Final Step: Selecting Chapters: 3.11 3.17 3.18

4. Sharon Singh (Grade 5 - Mathematics)

Step 1: Found 0 NextUp chapters.
Step 2: Found 20 uncompleted chapters from NextUp Topics.
Step 3: Merging Found a total of 20 uncompleted NextUp chapters!
Final Step: Selecting Chapters: 2.1 2.2 2.3 2.4 2.5 2.6 2.7 2.8 2.9 2.10

5. Sumiran Mehta (Grade 6 - Mathematics)

Step 1: Found 10 NextUp chapters.
Final Step: Selecting Chapters: 9.24 9.25 9.26

6. Suneeth Torke (Grade 2 - Mathematics)

Step 1: Found 0 NextUp chapters.
Step 2: Found 0 uncompleted chapters from NextUp Topics.
Step 3: Merging Found a total of 0 uncompleted NextUp chapters!
Step 4: Found 30 uncompleted chapters in this curriculum.
Final Step: Selecting Chapters: 5.1 5.2 5.3

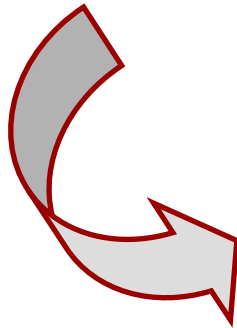
Answers: No Yes Only

Regular Questions = Review Questions = WIZMATH Questions =

Regular Q/Row = Review Q/Row = WIZMATH Q/Row =

Print Log and Print Sets

- Class Dashboard shows the previously printed worksheet sets. They can be printed again. While reprinting, number of questions and questions per row can be changed! (Useful for creating more questions for WIZ Math or Review Chapters).
- Class Dashboard also lets you print "Print Logs" for the printed sets. Print Logs are useful for making notes during the class.



Print Log for the AIM4A Class MEL_Mon6 (10 Students)

Printed on 2008-07-30 for Class On _____

#	Student	Curriculum	Chapters Printed	Notes
1	Grace Singh	Grade 1 - Mathematics	3.17 3.18 3.19	
2	Naomi Yamashita	Grade 6 - Mathematics	5.1 5.2 5.3	
3	Nikhil Yadati	Grade 3 - English Language	2.27 2.28 2.29	
4	Prutha Raghava	Grade 1 - English Language	2.11 2.12 2.13	
5	Raghav Jain	Grade 3 - English Language	1.19 1.20 1.21	
6	Sanidhi(Ria) Mehta	Grade 2 - Mathematics	7.1	
7	Sai Prashant	Grade 1 - English	2.11 2.12 2.13	

Adding Plan & Progress for A Student

- Clicking on a student's name in Class Dashboard takes you to Student Dashboard

Student Report Provides Overview

AIM4A Student Dashboard for Jasveen Singh ([Report](#))

Name: Jasveen Singh	Grade: 8	School: Abbott	Joined: 0000-00-00	Update
----------------------------	-----------------	-----------------------	---------------------------	------------------------

Classes Enrolled (Assign to a [New Class](#))

#	Class Name	Tutor Name	Curriculum	Actions
1	SciH_Mon7	Dr. Sam	Middle & High School Science	Plan - Report
2	MathH_Mon6	Rupa Sohmshtetty	Grade 8 - Mathematics	Plan - Report
3	MathH_Thu7	Rupa Sohmshtetty	Grade 8 - Mathematics	Plan - Report
4	EngH_Thu6	Judy Batchelor	Vocabulary - SAT, TOEFL, GRE Test Preparation	Plan - Report
5	EngH_Thu6	Judy Batchelor	Grammar, Punctuation, and Style	Plan - Report
6	EngH_Thu6	Judy Batchelor	Middle & High School - Reading Comprehension	Plan - Report
7	EngH_Thu6	Judy Batchelor	Writing, Speech, Debate, & General Knowledge	Plan - Report
8	MathH_Mon6	Rupa Sohmshtetty	Grade 7 - Mathematics	Plan - Report
9	MathH_Thu7	Rupa Sohmshtetty	Grade 7 - Mathematics	Plan - Report

- Here you can add "Progress" (such as Test scores) and "Plan" (such as curriculum & topic plans)



Progress (Add New)	Plan (Add New)
<p>Placement Test Scores</p> <p>Curriculum Tested: M6</p> <p>Test 1: 5/10</p> <p>Test 2: 3/10</p> <p>Test 3: 4/10</p> <p>Test 4: 1/10</p> <p>Curriculum Tested: M8</p>	<p>Based on placement test we will start with grade 7 Math and brush up on grade 7 concepts and then move to grade 8 Math.</p> <p>By farmington on 2008-07-24</p>

- You can also add general messages



Messages ([Add New](#))

Welcome to AIM4A Tutoring/Test Prep!

Here are some useful links:

- Center Website: <http://farmington.AIM4A.com/>
- Center Calendar: Welcome to AIM4A Tutoring/Test Prep!

- Student Dashboard shows all the classes and curriculums being done by the student.
- Clicking on "Report" for a curriculum brings up the latest Curriculum Summary.

AIM4A Curriculum Summary

For Student: Mithil Suryadevera

Grade 7 - Mathematics

#	Topic Name	Status	Chapter Details	Notes
1	Real Numbers	Skip	Printed 0 Completed 18 Skipped 0 NextUp 0 Total 28	Based on the completed chapters, decided to skip this topic.
2	Algebraic Expressions	Skip	Printed 0 Completed 9 Skipped 0 NextUp 0 Total 18	
3	Exponents and Powers	Default	Printed 5 Completed 7 Skipped 3 NextUp 0 Total 24	
4	Special Products and Expansions	Skip	Printed 3 Completed 0 Skipped 0	

Topic Level Notes

Chapter Level Statistics

New Student Process

1. Tutor grades the placement test(s) and emails the results and the curriculum recommendation to the Center Manager.
 2. Center Manager adds the new student to CMS and assigns him/her to the selected class and the tutor recommended curriculum.
 3. Tutor then sees the new student in the assigned class in the CMS.
 4. Tutor plans the curriculum for the new student and creates the worksheet sets for printing.
-

- Help and Frequently Asked Questions will be continually updated and made available at:

<http://cms.aim4a.com/help.php>

- For additional help, contact your Center Manager or AIM4A administrator at info@AIM4A.com
-