Aims+ User Manual

For Campus Guidance

Contents

Introduction

AIMS+ is an advanced version of idealAims to manage student data. Academic Student Information Systems (Aims+) provide capabilities for entering student test and other assessment scores, build student schedules, track student attendance, and manage many other student-related data needs in a school.

Advantages of Aims+

- Aims+ Management System turns your manual means of results into digital form over an online hosting platform.
- Archives your school results from the very date you start using it.
- Automatically computes cumulative scores and grades according to figures being keyed in.
- Helps you to call-up a particular student's result at any point in time.
- Rates your school higher than your competitors.
- Reduces the rate of human errors. E.g. Mis-calculation of cumulative scores.
- Automatically awards remarks to student based on grades.
- Parents and guardians can have access to their ward's results/performance is school. This helps to put such a student in check.

THE CITY SCHOOL MD'S MESSAGE

- Millennia ago, Socrates claimed that, "To say 'I know' is to close one's mind to knowledge". Channelling that spirit at The City School, our motto is 'I Am To Learn', because we too believe that learning is limitless. We aim to develop each one of our students into true learners, individuals who always seek to broaden their perspective and to face life's challenges with courage and conviction. For us, education is a pursuit that goes far beyond a qualification. While we aim to help our students excel in the course they are studying, we also hope to instil in them a thirst for learning throughout their lives. At The City School, our teachers, students, and parents work together to realise this goal.

Overview

1. Setup
2. TCS reports
3. Result
4. Search
5. Attendance
6. Helpdesk
7. Archive
8. Mange Resources

These main menus contain sub menus to facilitate the Campus Officer.

1. Setup

   Setup menu contains three sub menus
   - Assign Teacher
     (Assign teacher to subjects of a class section)
   - Assign Student
     (Assign student of a class to a section)
   - Student Result
     (View student's result)

2. TCS reports

   There are two types of reports
   - Non Academic Report
   - Academic Report
   - Welcome Reports
   - A/O Level Reports

3. Result
   - Result Card
     (View result card of a student)

4. Search

Campus Officer can search records using following search options

   - Search Student
   - Search User
   - Search Class
   - Search Section
   - Search Subject

5. Attendance

Campus Officer can enter the attendance of students according to Class Section Wise and have following options

   - Calendar
   - Student Attendance

6. Helpdesk

    Campus officer can use Helpdesk have following option

    - Complaint Box

7. Archive

Campus officer can see following archive reports

    - Archive Reports

8. Mange Resources
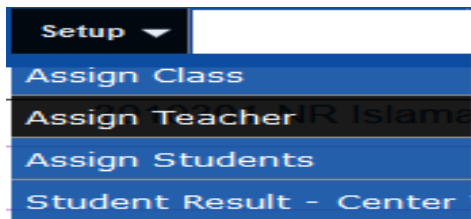
    Campus officer has also rights to manage resources
    - Academic Resource (Download)
    - General Resource (Download)
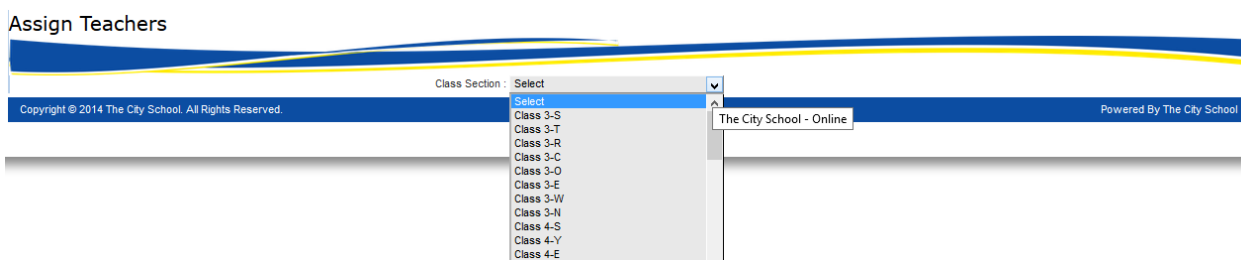   - Drop Box

Setup

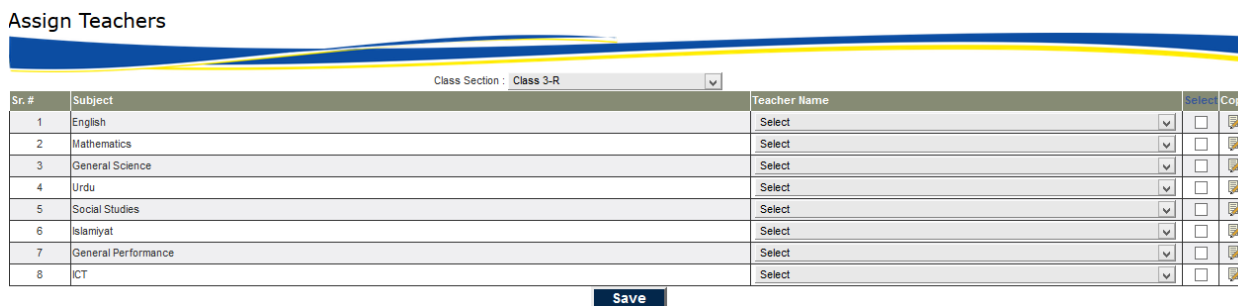## Assign Teacher

Setup → Assign teacher

1. Click on the **Setup** and then click **Assign Teacher**.
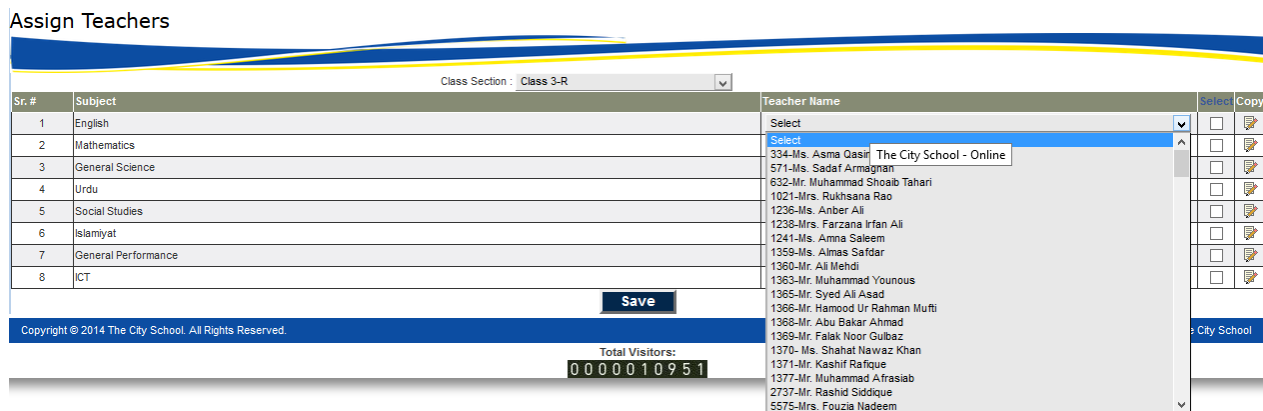2. Here campus officer can assign teachers to subjects of a class section.

Select class- section from drop down list.

All subjects of selected class-section will appear

Select teacher from dropdown menu right in front of subject and press save button to save records.

To facilitate user, copy option is available. If the user wants to assign one teacher to all other subjects then select the desired checkboxes and press copy button of any row that is required to paste on all selected rows.

Teacher Name		Select	Copy
334-Ms. Asma Qasim Khan	⌄	☐	📝
Select	⌄	☑	📝 Copy
Select	⌄	☑	📝
Select	⌄	☐	📝
Select	⌄	☑	📝
Select	⌄	☐	📝
Select	⌄	☐	📝
Select	⌄	☐	📝

Then selected teacher will assign to selected subjects as shown in below screenshot.

Teacher Name		Select	Copy
334-Ms. Asma Qasim Khan	⌄	☐	📝
334-Ms. Asma Qasim Khan	⌄	☐	📝
334-Ms. Asma Qasim Khan	⌄	☐	📝
Select	⌄	☐	📝
334-Ms. Asma Qasim Khan	⌄	☐	📝
Select	⌄	☐	📝
Select	⌄	☐	📝
Select	⌄	☐	📝

Assign Student

Setup → Assign Student

1. Click on the **Setup** and then click **Assign Student**.
2. Here campus officer can assign/un-assign students of a class to section.

Setup ▾

Assign Class
Assign Teacher
Assign Students
Student Result - Center
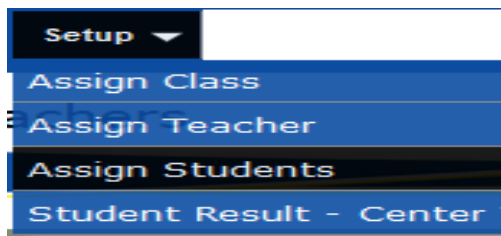
Select Status (Approved/Un assigned and assigned) → Class available→section

Assign / Un-Assign Students

Status* :	Assigned
Classes available* :	Class 3
Sections* :	Select

Student's information will appear in below form

Assign / Un-Assign Students

Status* :	Assigned
Classes available* :	Class 3
Sections* :	E

Assign Selected Students

#	Student No	Name	Country	Region	Center	Status	Toggle Check
1	186557	NOOR-UL-AIN KHAN NOOR-UL-AIN KHAN	Pakistan	Northern Region	NR Islamabad Capital Campus	Assigned	☐
2	186992	ABEEL FATIMAH ABEEL FATIMAH	Pakistan	Northern Region	NR Islamabad Capital Campus	Assigned	☐
3	187938	AMMAR AHMAD AMMAR AHMAD	Pakistan	Northern Region	NR Islamabad Capital Campus	Assigned	☐
4	193512	EMAAN NAYYAR EMAAN NAYYAR	Pakistan	Northern Region	NR Islamabad Capital Campus	Assigned	☐
5	196136	Nabia Saqib Nabia Saqib	Pakistan	Northern Region	NR Islamabad Capital Campus	Assigned	☐
6	215126	DANYAL SALEH DANYAL SALEH	Pakistan	Northern Region	NR Islamabad Capital Campus	Assigned	☐
7	220638	AMAN FARHAN AMAN FARHAN	Pakistan	Northern Region	NR Islamabad Capital Campus	Assigned	☐
8	223699	MUHAMMAD ZAID AFRIDI MUHAMMAD ZAID AFRIDI	Pakistan	Northern Region	NR Islamabad Capital Campus	Assigned	☐
9	224247	Muhammad Rayyan Shaikh Muhammad Rayyan Shaikh	Pakistan	Northern Region	NR Islamabad Capital Campus	Assigned	☐
10	227622	ANAS AHMAD ANAS AHMAD	Pakistan	Northern Region	NR Islamabad Capital Campus	Assigned	☐
11	228514	MOHAMMAD MOIZ RIAZ MOHAMMAD MOIZ RIAZ	Pakistan	Northern Region	NR Islamabad Capital Campus	Assigned	☐
12	229179	HAMZA SOMAAN HAMZA SOMAAN	Pakistan	Northern Region	NR Islamabad Capital Campus	Assigned	☐
13	229316	ABDUL MOEEZ ALI BILAL ABDUL MOEEZ ALI BILAL	Pakistan	Northern Region	NR Islamabad Capital Campus	Assigned	☐
14	229805	Ayesh Jameel Ayesh Jameel	Pakistan	Northern Region	NR Islamabad Capital Campus	Assigned	☐
15	233317	ALISHBA KAMRAN ALISHBA KAMRAN	Pakistan	Northern Region	NR Islamabad Capital Campus	Assigned	☐

Select checkboxes of desired students and click on **Assign Selected Students** button, a small screen will appear below.

Available Subjects

Classes available* :	Class 3
Sections available* :	E

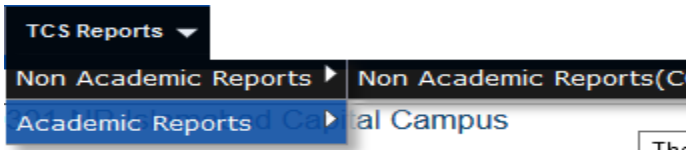Retrieve subjects   Assign subjects

Subject

TCS Reports

Non Academic Report → Non Academic Reports (CO)

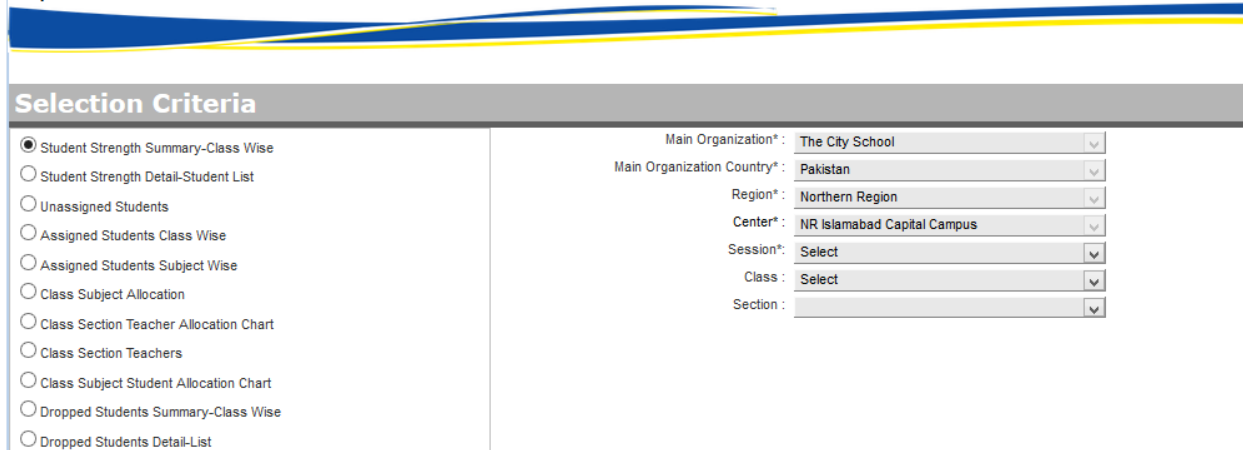TCS Reports → Non Academic Reports →Non Academic Reports (CO)

1. Click on the **TCS Reports** → **Non Academic Reports** and then click **Non Academic Reports (CO)**.
2. In this section campus officer can view all non-academic reports.

Campus officer will select

Main Organization→Main Organization Country→Region→Center→Session→Class and Section


This Screen have following reports

- Student Strength Summary – Class Wise
- Student Strength detail – Student List
- Unassigned Students
- Assigned Students Class Wise
- Assigned Students Subject Wise
- Class Subject Allocation
- Class section Teacher Allocation Chart
- Class Section Teacher
- Class Subject Students Allocation Chart
- Dropped Student Summary – Class Wise
- Dropped Student Detail—list

Academic Report → Academic Reports (CO)

(View Academic Reports Center Wise)

TCS Reports → Academic Reports → Academic Reports (CO)

1. Click on the **TCS Reports → Academic Reports** and then click **Academic Reports (CO)**.
2. In this section campus officer can view all academic reports.
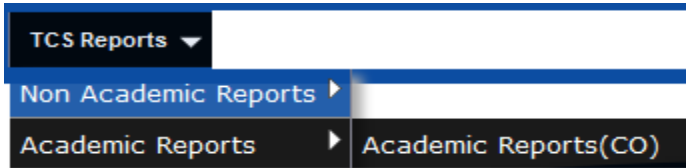
Campus officer will select

Main Organization→Main Organization Country→Region→Center→Session→Class → Section and Subject
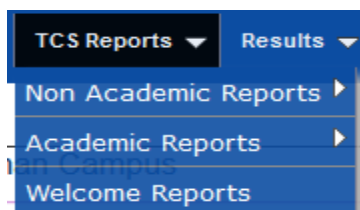

This Screen have following reports

- Class Average Score
- Class section Average Score
- Subject Average Score
- Class Summary

TCS Reports → Welcome Reports

TCS Reports → Welcome Reports

1. Click on the **TCS Reports → Welcome Reports**
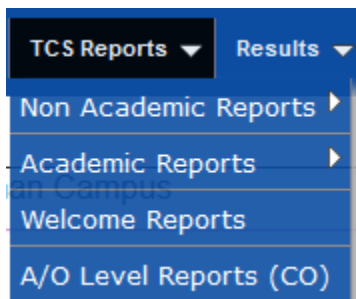2. In this section campus officer can view all academic reports.

(image not available)

TCS Reports → A/O Level Reports

TCS Reports → A/O Level Reports

1. Click on the **TCS Reports** → **A/O Level Reports**
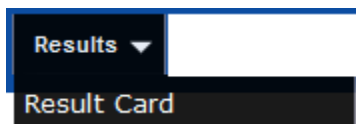2. In this section campus officer can view all academic reports.

(image not available)

Results

Result Card

Results → Result Card

1. Click on the **Results** → **Result Card**
2. In this section campus officer can Results.

Select Main Organization→Main Organization Country→Region→Center→Session→Class → Section → Subject and Term

Reports

Selection Criteria

Main Organization* :	The City School
Main Organization Country* :	Pakistan
Region* :	Northern Region
Center* :	NR Islamabad Capital Campus
Session* :	Select
Class :	Select
Section :	
Student :	
Term* :	Select

Search

This system provide facility to search criteria for users and have following categories

Search → Search Student

Search ▼
Search Student
Search User
Search Class
Search Section
Search Subject

- Search Student
- Search User
- Search Class
- Search Section
- Search Subjects

Campus officer can search his desired information by given screen. These screens contains some filters like

Search Students

Search Criteria

First Name :		Middle Name :	
Last Name :		Date of Birth :	
Gender :	Select	Student No :	
Region : Northern Region		Student Status :	Select
Center : NR Islamabad F11 Junior Branch		Class :	Select
Teacher :	Select	Section :	Select

Search Result

And desired result shown in grid form

Search Export

Search Criteria

First Name :		Middle Name :	
Last Name :		Date of Birth :	
Gender :	Select	Student No :	
Region :	Northern Region	Student Status :	Select
Center :	NR Islamabad Capital Campus	Class :	Select
Teacher :	Select	Section :	Select

Search Result

#	Student No	Name	Country	Region	Center	Class	Section	Status
1	105322	SHAHERYAR RAZA HASSAN	Pakistan	Northern Region	NR Islamabad Capital Campus	A-1 (A Level)		Approved/Unassigned
2	105451	GHANIYA KHAN	Pakistan	Northern Region	NR Islamabad Capital Campus	A-1 (A Level)		Approved/Unassigned
3	105998	ALI HAIDER NASIM	Pakistan	Northern Region	NR Islamabad Capital Campus	A-2 (A Level)		Approved/Unassigned
4	106539	MAAROOSHAA ASIM MALIK	Pakistan	Northern Region	NR Islamabad Capital Campus	A-1 (A Level)		Approved/Unassigned
5	107773	ROHAN DEV	Pakistan	Northern Region	NR Islamabad Capital Campus	A-1 (A Level)		Approved/Unassigned
6	107930	RABIA HAIDER	Pakistan	Northern Region	NR Islamabad Capital Campus	Class 11 (O Level)		Approved/Unassigned
7	108537	MOHAMMAD AHZAM KHAN	Pakistan	Northern Region	NR Islamabad Capital Campus	Class 11 (O Level)		Approved/Unassigned
8	108985	RAAFIAH ADIL	Pakistan	Northern Region	NR Islamabad Capital Campus	A-2 (A Level)		Approved/Unassigned
9	109086	MUHAMMAD UMAR ABDULLAH MALIK	Pakistan	Northern Region	NR Islamabad Capital Campus	Class 11 (O Level)		Approved/Unassigned
10	109602	BILAL AHMED KHAN	Pakistan	Northern Region	NR Islamabad Capital Campus	Class 10 (O Level)		Approved/Unassigned

Attendance

This system provide facility to input student Attendance on class section wise and have following option

Attendance → Calendar

Attendance → Calendar

1. Click on the **Attendance → calendar**
2. In this section campus officer can all kind of holidays

Campus Calendar Management

Add
New

Campus Holidays

Year : 2015

No.	Date	Remarks	Day Type	Edit	Delete
1	24/09/2015	Eid holidays	Eid Holidays	📝	✗
2	25/09/2015	Eid holidays	Eid Holidays	📝	✗
3	26/09/2015	Eid holidays	Eid Holidays	📝	✗

Add Holidays to Campus Calender

○ Single Day ● Multiple Days

From Date:* 9/24/2015 12:00:00 AM

Holiday Type:* Eid Holidays

Remarks* :
```
Eid holidays
```

The City School - Online

Update Year Calender   Cancel

Attendance → Student Attendance

Attendance → Student Attendance

1. Click on the **Attendance → Student Attendance**

2. In this section campus officer can submit student attendance on class section wise

Student Attendance

Month : September
Date* : 9/30/2015
Class Section* : Select
Student* : Select / Class 3 A / Class 3 C / Class 3 E / Class 3 K / Class 3 N / Class 3 O / Class 3 R / Class 3 S / Class 3 T / Class 3 W / Class 4 C / Class 4 E / Class 4 K / Class 4 N / Class 4 O
Leave Type* :

Negative Attendance

Submit

Attendance Report

Campus officer can submit absent and other kind of leaves of relevant student

Student Attendance

Month : September
Date* : 9/30/2015
Class Section* : Class 3 E
Student* : Select
Leave Type* : Select
Mark -ve Attendance

Negative Attendance

No.	Name	Date	Leave Type	Edit	Delete
1	183912 - DUA BINTE NAVEED	09/30/2015	Absent	📝	✕

Submit

Attendance Report

Then after submit system automatically generate the whole attendance of all students.

Student Attendance

Month : September
Date* : 9/30/2015
Class Section* : Class 3 E
Student* : Select
Leave Type* : Select
Mark -ve Attendance

Negative Attendance

No.	Name	Date	Leave Type	Edit	Delete
1	183912 - DUA BINTE NAVEED	09/30/2015	Absent	📝	✕

Submit

Attendance Report

Roll#	Name	01 Sep 2015	02 Sep 2015	03 Sep 2015	04 Sep 2015	05 Sep 2015	06 Sep 2015	07 Sep 2015	08 Sep 2015	09 Sep 2015	10 Sep 2015	11 Sep 2015	12 Sep 2015	13 Sep 2015	14 Sep 2015	15 Sep 2015	16 Sep 2015	17 Sep 2015	18 Sep 2015	19 Sep 2015	20 Sep 2015	21 Sep 2015	22 Sep 2015	23 Sep 2015	24 Sep 2015	25 Sep 2015	26 Sep 2015	27 Sep 2015	28 Sep 2015	29 Sep 2015	30 Sep 2015
183912	DUA BINTE NAVEED																														A
184267	AZAAN LUND BALOUCH																														P
185672	ANSHIRA UJJAN																														P
191744	ZARYAB HUSSAIN																														P
200201	YUSRAH JAWAID																														P

Help Desk

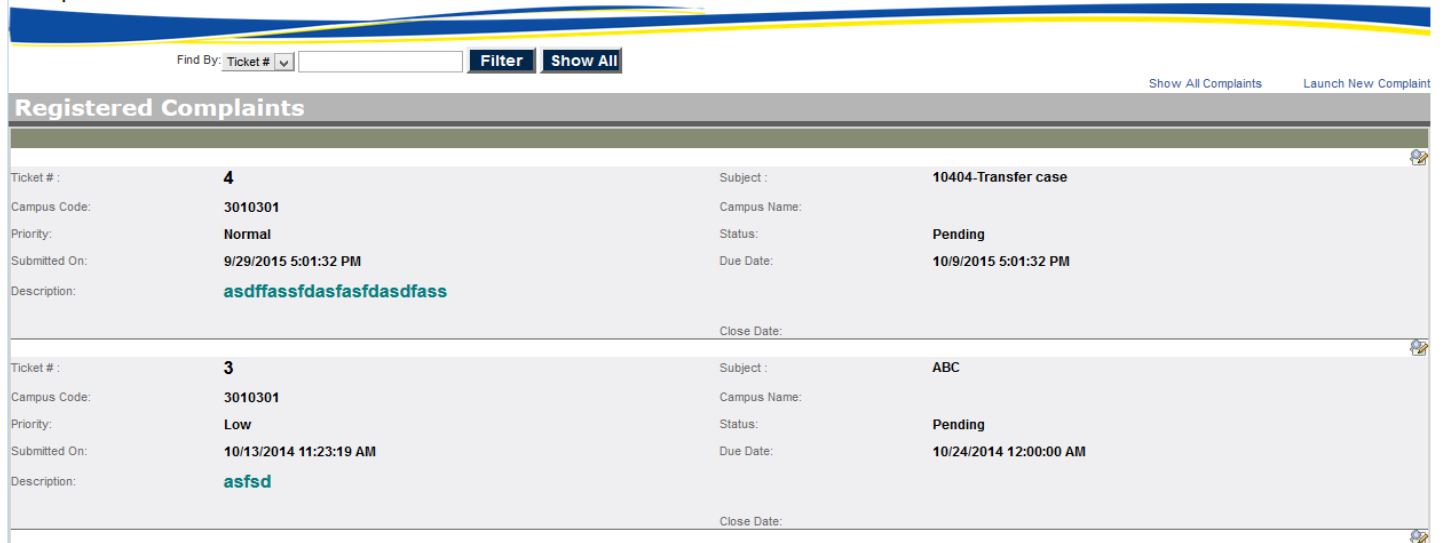## Help Desk → Complaint Box

Help Desk → Complaint Box

1. Click on the **Help Desk → Complaint Box**
2. In this section campus officer can use complaint box
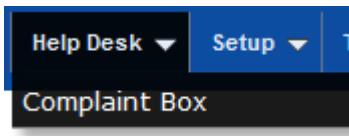
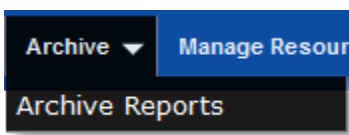Campus officer can check the status of requests of relevant center only.

Archive Reports

Archive → Archive Reports

Archive→ Archive Reports

1. Click on the **Archive → Archive Reports**

Campus officer will select

Main Organization→Main Organization Country→Region→Center→Session→Term

And have following reports

Reports

Manage Resource

This system provide facility to manage electronic material and resources and have following option

Mange Resources → Academic Resources (Down)

Manage Resources → Academic Resources (Down)

1. Click on the **Manage Resources → Academic Resources (Down)**
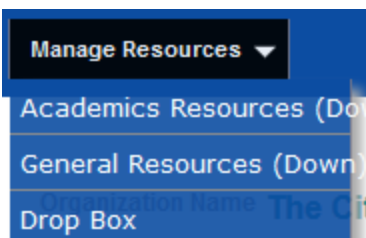
In this section campus officer can download class section wise material

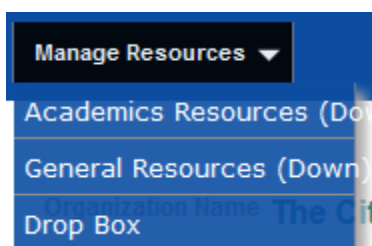Then after click on desired resource category system will show the share folder where the relevant material has been uploaded

Then campus officer can download the relevant material

Mange Resources → General Resources (Down)

Manage Resources → General Resources (Down)

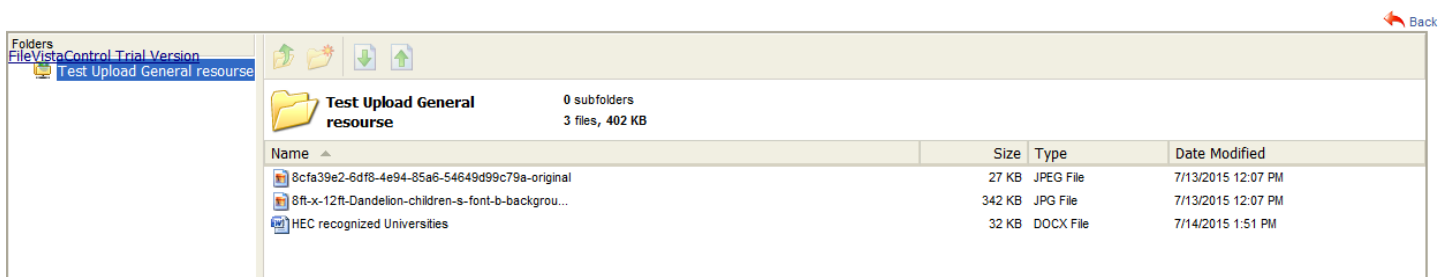1. Click on the **Manage Resources → General Resources (Down)**

In this section campus officer can download general resources material

Common Resource

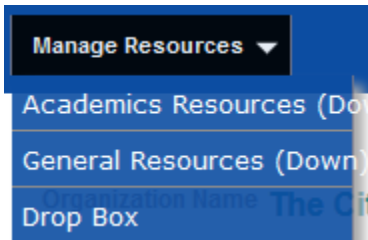| No.	Common Resource
1	Test Upload General resourse

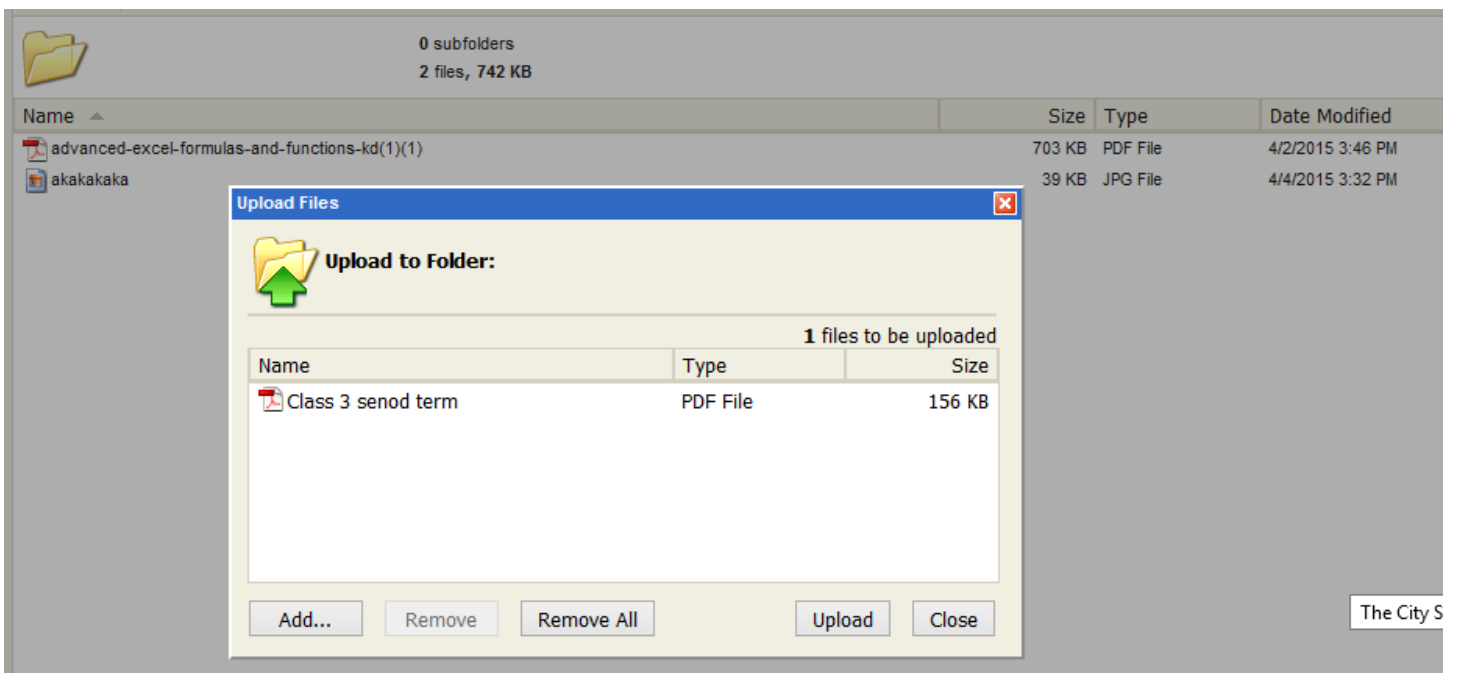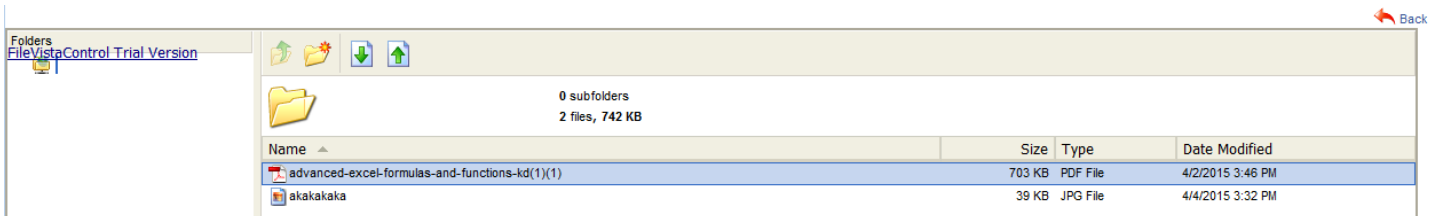Then after click on common resource campus officer can download relevant material like this

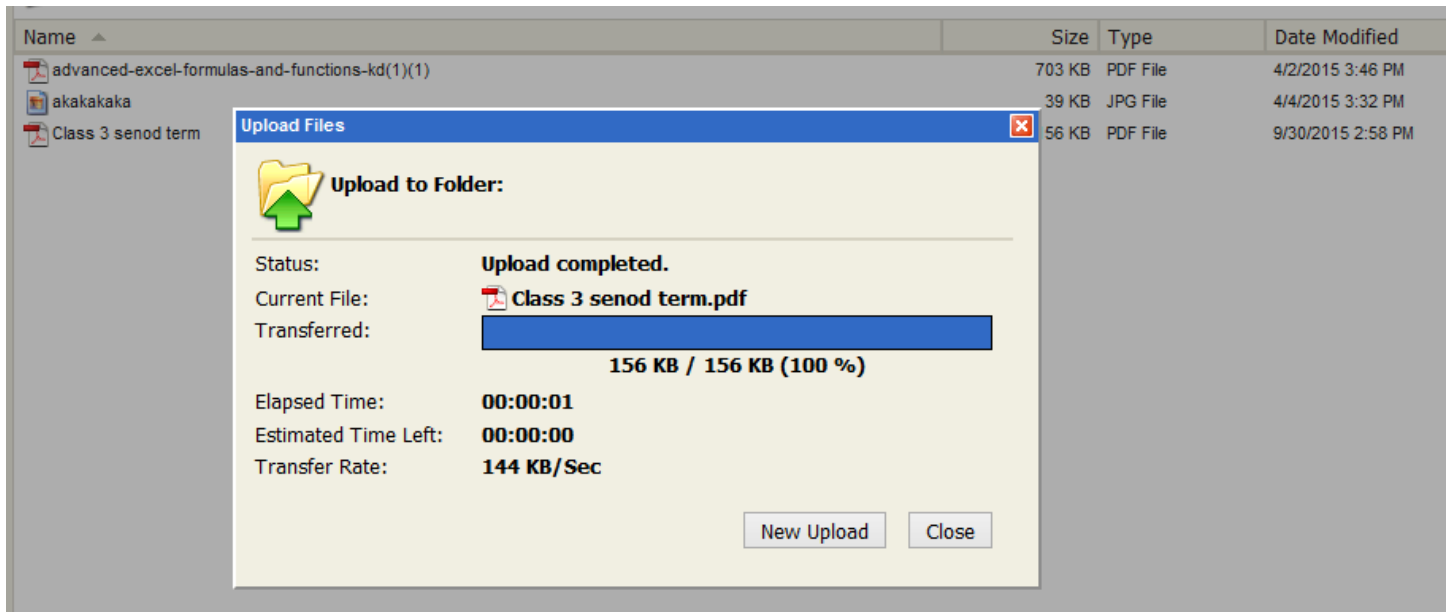## Mange Resources → Drop Box

Manage Resources → Drop Box

1. Click on the **Manage Resources → Drop Box**

In this section campus officer has facility to download and upload material

Then after uploading

Campus officer have multiple choices option to upload and download files.