



# *ATMS + User Manual*

For Teacher Guidance



The City School – Educational Technology Department

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## Introduction

AIMS+ is an advanced version of ideal Aims to manage student data. Academic Information management System (AIMS+) provides capabilities for entering student's exam and other assessment scores, make various schedules, track student attendance and manage many other student-related data required in a school.

## Advantages of AIMS+

- AIMS+ Management System is advanced version of Ideal AIMS.
- 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 view a particular student's result any time during an academic year.
- Rates your school higher than your competitors.
- Reduces the rate of human error. It becomes more helpful when results are evaluated cumulatively at class, campus and region level.
- Parents/Guardians can keep online check on their child's performance.



# The City School

User: 23813 Password: ....  
[SIGN IN](#)

I AM - TO LEARN

1



2

3

4

5

CONTINUOUS HR DEVELOPMENT

ACADEMIC EXCELLENCE

TOTAL SATISFACTION

PROFESSIONALISM

### 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. Performance Evaluation
2. Practical Marks
3. Exam / Coursework

These main menus contain multiple sub menus to facilitate the teacher to enter the students result smoothly.

### 1. Performance Evaluation

There are two different ways to enter student performance grading and evaluation:

- Student Subject wise  
(To enter marks student and subject wise)
- Student Wise  
(To enter marks student wise for all subject)

### 2. Practical Marks

There are three different ways to enter student practical marks

- Class Wise  
(Practical marks entry of whole class for one activity)
- Student Wise  
(Practical marks entry of single student's all activity skills)
- Activity Wise  
(Practical marks entry of all class students for one activity skill)

### 3. Exam / Coursework

There are three different ways to enter student exam/coursework marks

- Subject Wise  
(Exam and coursework marks entry of whole class for one subject)
- Evaluation Type Wise  
(Exam and coursework marks entry of whole class for each Evaluation Type (i.e. Exam or coursework))
- Evaluation Criteria Wise  
(Exam and coursework marks entry of whole class for each Evaluation Criteria of Evaluation Type (i.e. Class work / Schedule Test))

# Performance Evaluation

## Student Subject Wise

(To enter marks student and subject wise)

To enter student's all subject grading from one screen

Marks Entry → Performance evaluation → Student Subject Wise

1. Click on the **Mark Entry** than **Performance Evaluation** and then click **Student Subject Wise**.
2. In this section teacher can enter the student's Marks Subject wise.

Marks Entry ▾

Performance Evaluation ▶	Student Subject Wise
Practical Marks ▶	Student Wise
Exam / Course Work ▶	

3. Select criteria as mentioned in below picture that is highlighted in **Red Colour**.

Student Performance Grading

Class Section\*: Class 4 C ▾

Term\*: First Term ▾

Subject\*: General Performance ▾

Student\*: 166152 - INSHIRAH FATIMA ▾

Assign to All Select ▾

Teacher will select

Class Section→Term→Subject and Student

4. Performance Activity keys will show in grid and the teacher will assign the Achievement Ratings to the students as mentioned in **Green colour** highlighted area. Enter all other relevant information that is shown in given screen shot then press save.

5. If the student is promoted than tick the check box which is highlighted in black and then press the save button .Grades of all subjects will be assigned to a single Student.

Student Performance Grading

Class Section\*: Class 1 T ▾

Term\*: Mid Term ▾

Subject\*: Communication and Language (English) ▾

Student\*: 210620 - MUSSAB MASOOD ▾

Assign to All Select ▾

No.	Performance Activity	Item Heads	Achievement Rating/Comments
1	Attentiveness	Listening	Emerging ▾
2	Comprehension	Listening	Emerging ▾
3	Participation in class discussions	Speaking	Emerging ▾
4	Questioning to clarify understanding	Speaking	Emerging ▾
5	Responses to questions	Speaking	Emerging ▾
6	Use of vocabulary	Speaking	Emerging ▾

**Additional Information**

Class Teacher's Remarks(maximum 500 characters with spaces): Class Teacher Remarks here.

Days Attend: 98

Save Cancel

## Note:

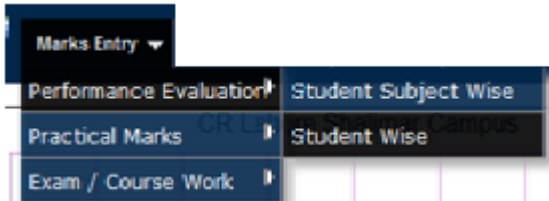
- Assign to all dropdown is helpful to enter criteria directly to all records instead of selecting one by one record

## Student Wise

(To enter marks student wise for all subject)

Marks Entry → Performance evaluation → Student Wise

Click on the **Mark Entry** then **Performance Evaluation** and then click **Student Wise**.



- After selecting the criteria as mentioned in the image above.

Student Performance Grading-Full

Class Section\*: Class 4 C  
Term\*: First Term  
Student\*: 164928 - HARIS NASIR

Assign to All Select

Teacher will select

Class section → Term and Student

- Complete list of all subjects with performance activity for selected student will appear. After selecting the grades according to subjects highlighted in red area. Click the button Save.

Student Performance Grading-Full

Class Section\*: Class 4 C  
Term\*: First Term  
Student\*: 164928 - HARIS NASIR

Assign to All Select

No.	Subject	Item Heads	Performance Activity	Achievement Rating/Comments
1	General Performance		ART	EX
2	General Performance		Attendance	Select
3	General Performance		Classwork	EX
4	General Performance		Conduct	Select
5	General Performance		Homework	Select
6	General Performance		P.E. And Games	Select
7	General Performance		Punctuality	Select
8	General Performance		Work Presentation	Select

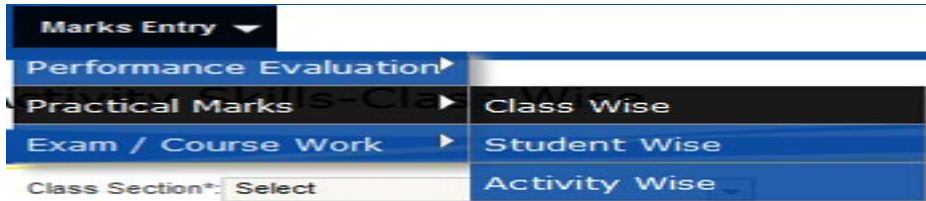
# Practical Marks

## Class Wise

(Practical marks entry of whole class for one activity)

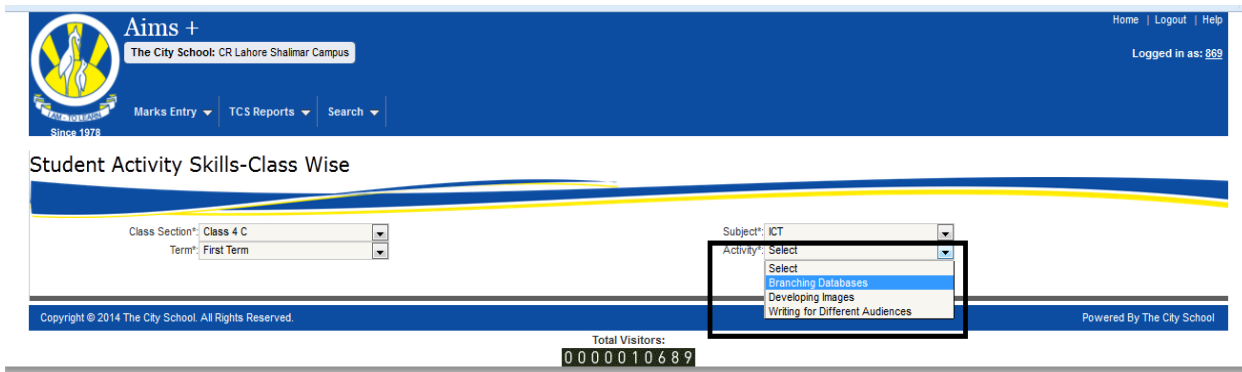
Marks Entry → Practical Marks → Class Wise

To Enter Student Practical Marks Class Wise. Click on the **Mark Entry** then **Practical Marks** and then click **Class Wise**.

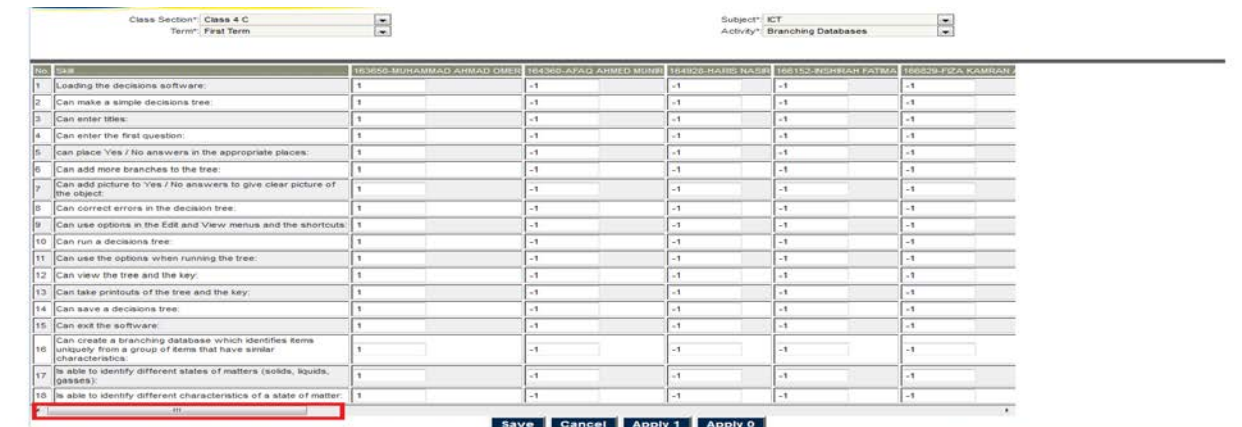


Now Teacher can select desired activity using highlighted dropdown.

Class Section → Subject → Term and Activity



2. All the students of that class will appear in columns and activity skills as rows .Use vertical or horizontal scroll to enter marks of all students. Enter all the marks and then press save button.



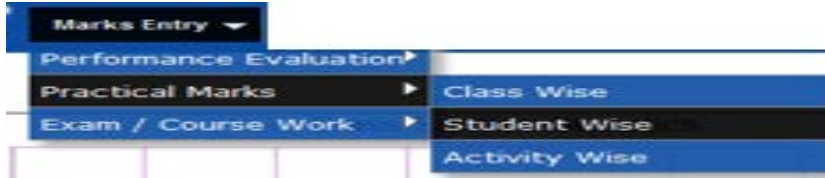
Click on Apply 1 or Apply 0 to enter all students' marks at once.

## Student Wise

(Practical marks entry of single student's all activity skills)

Marks Entry → Practical Marks → Student Wise

Now using this screen can enter the record student wise. Click on the **Mark Entry** then **Practical Marks** and then click **Student Wise**.



Teacher can select

Class Section → Subject → Student and Term

1. After selecting the criteria shown in given image. All the category of practical will be shown .Enter the marks and click the save. As well as teacher can apply 1 or 0 to all students by clicking apply 1 or apply 0 buttons

Class Section*: Class 4 C	Subject*: ICT
Student*: 166829 - FIZA KAMRAN ALI	Term*: First Term

Branching Databases		
Can add more branches to the tree:	-1	
Can add picture to Yes / No answers to give clear picture of the object:	-1	
Can correct errors in the decision tree:	-1	
Can create a branching database which identifies items uniquely from a group of items that have similar characteristics:	-1	
Developing Images		
Can load the graphics software:	-1	
Can make a selection to cut, copy and paste a patterns:	-1	
Can make appropriate selection of the colour from the colour palette:	-1	
Can make use of the different brushes available in the brush tool box appropriately:	-1	
Can make use of the different erasers available in the eraser tool box appropriately:	-1	
Can make use of the different fill tools available in the fill tool box appropriately:	-1	
Writing for Different Audiences		
Can add letters to smaller words to form bigger words:	-1	
Can apply appropriate punctuation to the sentences:	-1	
Can arrange the list in alphabetical order:	-1	
Can bold and underline the selected text:	-1	
Can change sentences into interrogative speech:	-1	
Can change the colour of the text:	-1	

**Save** **Cancel** **Apply 1** **Apply 0**

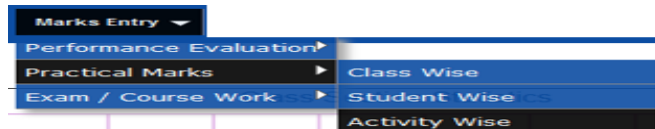


## Activity Wise

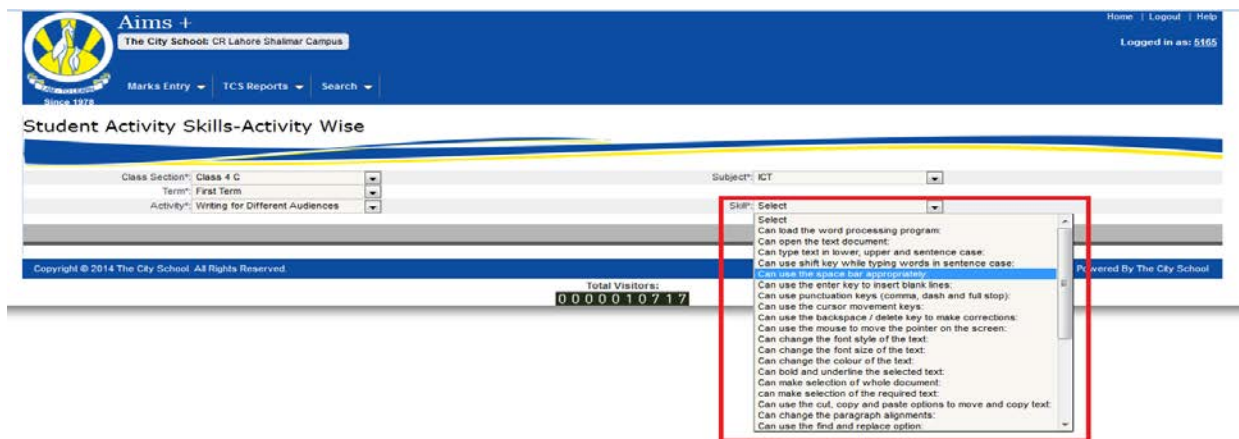
(Practical marks entry of whole class for one activity skill)

Marks Entry → Practical Marks → Activity Wise

Using this screen teacher can enter result of all students by selecting the desired activity. Click on the **Mark Entry** then **Practical Marks** and then click **Activity Wise**.



1. In the given picture you can see a new drop down list named Skill. With the help of it teacher can enter the marks skill wise



Teacher can select

Class Section → Subject → Term → Activity and Skill

2. After selecting the skill you can see all the students of the relevant class. Now you are able to see all the students and can enter Students marks. After entering the marks click save button.



3. You can select Activity and then skill. After that repeat the step mentioned in above Image.

Click on apply 1 or apply 0 to enter of all student's marks at once and teacher can enter data of multiple activities and skills according to the requirements.

## Exam / Coursework

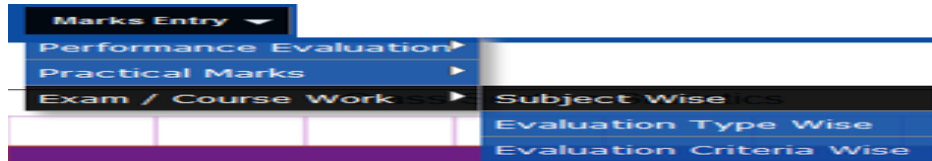
Our next Step is to enter the Exam/Coursework. There are three different ways to enter student exam/coursework marks

### Subject Wise

(Exam and coursework marks entry of whole class for one subject)

Marks Entry → Exam/Coursework → Subject Wise

Using this screen teacher can enter the student's Exam / Coursework marks subject wise. Click on the **Mark Entry** than **Exams / Coursework** and then click **Subject Wise**.



If a particular student is not selected then all students of that section will appear at once.

In this screen teacher can select

Class Section → Subject → Student and Term

Exam/ Course Work and Theory Marks

Class Section: Class 4-C  
Subject: ICT  
Student: Select  
Term: First Term

After selecting all values data will show in grid for like picture below

Exam/ Course Work and Theory Marks

Class Section: Class 3-T  
Subject: English  
Student: Select  
Term: Final Term

No	Name	Home Work -Total Marks 5	Project/Oral Work -Total Marks 10	Class Work -Total Marks 25	Scheduled Test -Total Marks 60	Final-Term Exam -Total Marks 50
1	180083-MOHAMMAD ZAYED SOHAIL	0	0	0	0	0
2	185142-SYED MEHDI ABBASS RIZVI	0	0	0	0	0
3	199102-JAVERIAH JAWAD	0	0	0	0	0
4	199900-AAMINA AMJAD	0	0	0	0	0
5	200321-ACHMA ALPHONCE	0	0	0	0	0
6	200322-SYED MUHAMMAD QASIM	0	0	0	0	0
7	200388-ABOUL MOEEZ GILANI	0	0	0	0	0
8	200507-MOHIB ALI	0	0	0	0	0
9	211009-MOHAMMAD ALI AHMED	0	0	0	0	0
10	213485-HADIA SHAFIQUE	0	0	0	0	0
11	219902-HUSNAIN BIN QASIM	0	0	0	0	0

3. To enter the Exam/Coursework and Theory Marks for a single student you just need to select the student shown below in the image.

Aims +  
The City School: CR Lahore Shalimar Campus  
Home | Logout | Help  
Logged in as: 5155

Marks Entry | TCS Reports | Search

Exam/ Course Work and Theory Marks

Class Section: Class 4-C  
Subject: ICT  
Student: 164360-AFAG AHMED MUNIR  
Term: First Term

No	Name	Mid-Term Exam -Total Marks 50
1	164360-AFAG AHMED MUNIR	0

Save

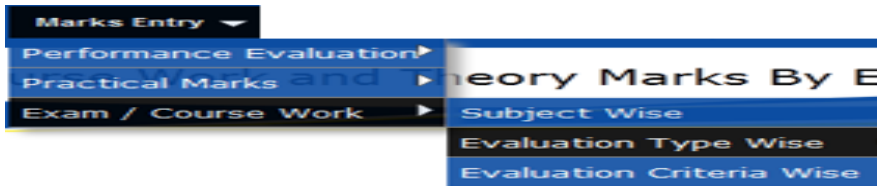
Copyright © 2014 The City School. All Rights Reserved. Total Visitors: 000010722 Powered By The City School

Using this screen teacher can enter data of individual student or selecting one by one.

## Evaluation Type Wise

Exam and coursework marks entry of all class students for each Evaluation Type (i.e. Exam or coursework). Next Step to enter the Exam/Coursework and Theory Marks Evaluation Type Wise. Click on the **Mark Entry** than **Exams / Coursework** and then click **Evaluation Type Wise**.

Marks Entry → Exam/Coursework → Evaluation Type Wise



1. In this section teacher can enter data on the basis of Evaluation Type. After selection the all criteria same as above you have to select Evaluation type. We got two types of evaluation's Type (Coursework / Exam Theory)

Teacher can select

Class Section → Subject → Student → Term and Evaluation Type

A screenshot of a web application form titled 'Exam/ Course Work and Theory Marks By Evaluation Type'. The form has several dropdown menus: 'Class Section' (Class 4-C), 'Subject' (ICT), 'Student' (164360-AFAQ AHMED MUNIR), 'Term' (First Term), and 'Evaluation Type' (Select). The 'Evaluation Type' dropdown is highlighted with a red box. Below the dropdowns is a 'Save' button. At the bottom of the page, there is a 'Total Visitors' counter showing '0000010724' and a copyright notice 'Copyright © 2014 The City School. All Rights Reserved.'.

Evaluation Type based on Coursework and exams theory marks.

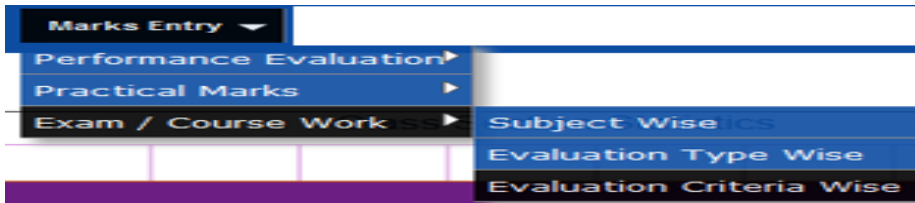
2. Marks can be entered for individual student and for a whole section.

A screenshot of the same web application form as above, but with the 'Student' dropdown menu selected, showing a list of students. The student '163650-MUHAMMAD AHMAD OMER' is highlighted with a red box. Below the dropdowns, there is a table with columns 'No', 'Name', and 'Mid-Term Exam - Total Marks 50'. The table contains one row with the student's name and a mark of '36'. Below the table is a 'Save' button. At the bottom of the page, there is a 'Total Visitors' counter showing '0000010724' and a copyright notice 'Copyright © 2014 The City School. All Rights Reserved.'.

## Evaluation Criteria Wise

(Exam and coursework marks entry of all class students for each Evaluation Criteria of Evaluation Type (i.e. Class work / Schedule Test))In this step teacher can enter the Marks Evaluation Criteria Wise. Click on the **Mark Entry** than **Exams / Coursework** and then click **Evaluation Criteria Wise**.

Marks Entry → Exam/Coursework →Evaluation Criteria Wise



In this step you can see Evaluation criteria.

A screenshot of a web application interface for entering marks. The page title is 'Exam/ Course Work and Theory Marks By Evaluation Criteria'. It features several dropdown menus for selection: 'Class Section' (Class 4-C), 'Subject' (ICT), 'Student' (164928-HARIS NASIR), 'Term' (First Term), 'Evaluation Type' (Exam/Theory), and 'Evaluation Criteria' (Mid-Term Exam). The 'Evaluation Criteria' dropdown is highlighted with a red rectangle. At the bottom, there is a 'Total Visitors' counter showing '0000010729' and a copyright notice for 2014.

Teacher can select

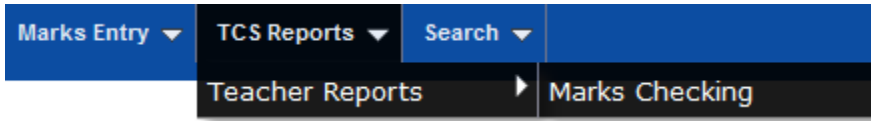
Class Section→Subject→Student→Term→Evaluation Type and Evaluation Criteria

1. After Selecting the Evaluation Criteria you can see only one student. But if you want to enter the marks of all students at once you don't need to select a student.

A screenshot of the same web application interface, but now showing a table of marks. The dropdown menus are the same as in the previous screenshot. Below them is a table with two columns: 'No.' and 'Name'. The table contains one row with the number '1' and the name '164928-HARIS NASIR'. To the right of the table is a label 'Mid-Term Exam :Total Marks So' followed by a text input field containing the number '0'. Below the table is a 'Save' button. The footer includes the same copyright notice and visitor counter.

# TCS Reports

## Teacher reports



TCS Reports→ Teacher Reports→Marks Checking

Contains these reports

- Student performance Entry Sheet
- Coursework Entry sheet
- Practical Marks Entry sheet

## Reports

A screenshot of a web application interface. At the top, there's a blue header with a yellow wavy line. Below it, a grey bar contains the text 'Selection Criteria'. To the right of this bar is a 'View Report' button. On the left, there's a list of three radio buttons: 'Student Performance Entry Sheet' (selected), 'Course Work / Exam Entry Sheet', and 'Practical Marks Entry Sheet'. To the right of this list is a series of dropdown menus for selection criteria: 'Main Organization\*' (The City School), 'Main Organization Country\*' (Pakistan), 'Region\*' (Central Region), 'Center\*' (CR Lahore Shalimar Campus), 'Session\*' (Select), 'Class' (Select), 'Section' (empty), 'Subject' (empty), 'Student' (empty), and 'Term\*' (Select).

And teacher can select report by following criteria filters

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

## Search

This system provides facility to search 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

Teacher can search desired information by given screen. These screens contains some filters like

Search

Search Criteria

First Name :

Middle Name :

Last Name :

Date of Birth :

Gender :

Student No :

Region : Northern Region

Student Status :

Center : NR Islamabad F11 Junior Branch

Class :

Teacher :

Section :

Search Result

And desired result shown in grid form

Search

Export

Search Criteria

First Name :

Middle Name :

Last Name :

Date of Birth :

Gender :

Student No :

Region : Northern Region

Student Status :

Center : NR Islamabad Capital Campus

Class :

Teacher :

Section :

Search Result

#	Student No	Name	Country	Region	Center	Class	Section	Status
1	105322	SHAHRIYAR RAZA HAFSAH	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	105990	ALI HAULR NASIM	Pakistan	Northern Region	NR Islamabad Capital Campus	A-2 (A Level)		Approved/Unassigned
4	106539	IMRANODOSHAA ASMI 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	100905	KAAJIAH ADE	Pakistan	Northern Region	NR Islamabad Capital Campus	A-2 (A Level)		Approved/Unassigned
9	109080	MUHAMMAD UMAR ABDOULLAH MALIK	Pakistan	Northern Region	NR Islamabad Capital Campus	Class 11 (O Level)		Approved/Unassigned
10	109802	BILAL AHMED KHAN	Pakistan	Northern Region	NR Islamabad Capital Campus	Class 10 (O Level)		Approved/Unassigned