



San Bernardino County Superintendent of Schools
Regional Occupational Program
 Fiscal Year 2019-20

Instructor/AIM Check List

Distribute

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

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 **2019**
- 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)

Comments: All instructions and handouts are available on the ROP web site at:

 www.sbcrop.org under the Departments/ ROP Data Systems/ Tab

