

How to View / Print an AIP Step-By-Step Guide

The steps below describe how to view an AIP for a student.

Overall Tips:

- An AIP is a document listing a student's history.
- Make sure **pearsoninform.com** is an exception for your pop-up blocker and try Adobe Reader on your computer to make sure it works.
- We are also available for questions via e-mail at inform@mansfieldct.org

Step-by-Step Directions:

- 1) Go to <http://mansfieldct.org/inform> and login.



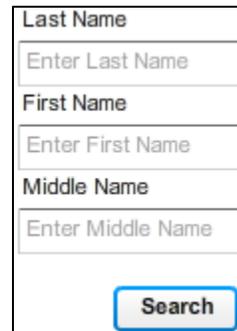
(It is the same as your school computer username & password.)

- 2) Click on the magnify glass to search for the student you are working with.



- 3) Type in the student's first or last name (or even just part of the name). You don't need to type both first and last name.

In the list of names that comes up, click on the name of the student that you want.



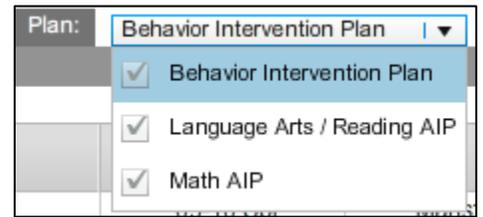
- 4) In the screen that appears, click on the "AIP" icon.

5) Click the “Check all AIP’s assigned to student” button.

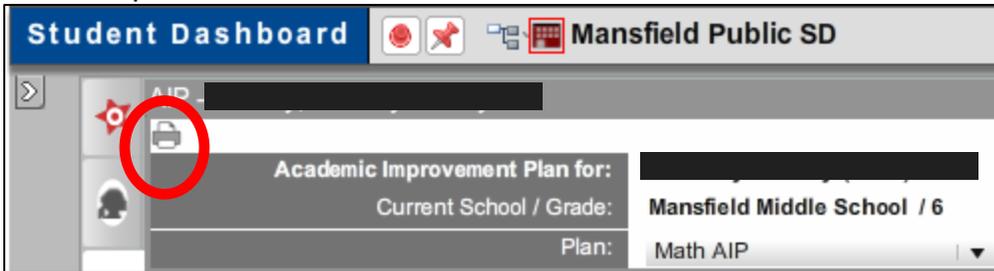
Check all AIP's assigned to student

6) On the pull down menu for “Plan”, choose which AIP you want to view. There are 3 choices:

- LA/Reading Scores Only
- Math Scores Only
- Behavior (includes both LA/Reading & Math scores)

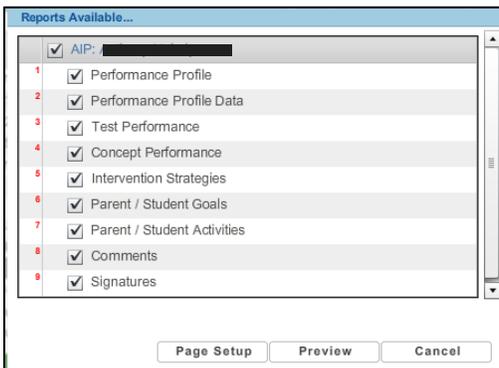


7) Click the printer icon circled below.



8) In the window that appears, you can double click the first box to check every option or just manually check the ones you want. To see what each one includes, try including them all on your first student and then view the different sections to see how they look.

You can click the “Page Setup” button to pick landscape or portrait orientation. Click “Preview” when ready to view it.



9) The AIP now appears in Adobe Acrobat Reader. You can just view it on screen and/or print it.

- If it does not appear, make sure:
 - Pearsoninform.com is an exception in your pop-up blocker
 - Adobe Reader works on your computer (go to Start / Programs to find Adobe Reader and run it)

10) As always, remember that this is student data so don't leave print outs in unsecure locations and protect your username and password.

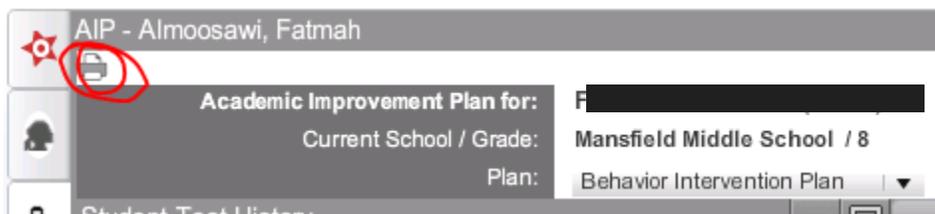
Alternate Options...

Batch Print a particular teacher's students

- 1) Log into Inform and use the context navigator to pick a particular teacher (you can also pick a particular class section for a particular teacher).
- 2) Click on "strategy tab" and then "AIP". In the lower left corner, click on "Mansfield Public SD".
- 3) Click on the name of the AIP that you want to print on the left side (for example, "Math AIP").
- 4) The names of all the students assigned to that teacher will appear. You can click on the "Student name" column so it sorts the students in alpha order.
- 5) You can click on the icon in the upper right that looks like a printer with a piece of paper on it to bulk print the AIPs for all the students assigned to that teacher. OR, you can only print certain students (you can uncheck the students you don't want to print, or you can click the top check box to uncheck all students and then check only the students you want to print). Notice by default it displays 25 student names per page; you can change that so it displays more (you can also scroll through the pages of records).
 - o Warning, to print 82 students took 10 minutes to generate (it generates them as a pdf file that you can then save or print). So, unless you really want to print that many students, probably better to check the box for fewer students.

Printing the AIPs for either a particular Student Group or students in a particular Intervention

- 1) Log into Inform. Make sure you are at the school-wide context (or district-wide context) in the context navigator.
- 2) Click on the "Students" tab. Click on the icon that looks like a > (bracket pointing right) in the upper left side. This will open an empty roster of students.
- 3) In the pull down menu above that, click on "Choose Roster Source" and pick either "Student Group" or "Intervention". Then pick which Student Group or Intervention you want.
- 4) It now displays the students who are a member of that group (or assigned to that intervention). Click on the "AIP" icon.
- 5) Click on the name of the first student. Click on the small printer icon that appears under the title "AIP – (student's name)" along the top row that is about 1/3 of the way over (screenshot below). This is important, you must use this particular printer icon.



- 6) It will now let you print a pdf of that student's AIP.
- 7) Click the "Clear" button so the screen clears of that student's information.
- 8) Repeat steps # 5 – 7 for the next student. Note that you are technically only printing 1 student at a time, but at least since it is directly from the list of the students you want, it goes quicker than manually having to find each student separately.