



## **NEXT GEN DOCUMENTATION ~ACTIVITIES~**

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## Student Scope

The Student Scope is a link found in the Quick Links on many of the main pages in JMC's Next Gen Office Application.

The Student Scope allows you to simultaneously view 6 different types of data for a student from the JMC Next Gen database. Each individual user may specify which 6 types of data they wish to view in the Student Scope.

The following is a list of the types of data that may be viewed within the Student Scope, depending upon what access is assigned to your user account in JMC:

- Attendance
- Schedules
- Student Lunch Transactions
- Period Attendance
- Discipline
- Health Immunizations
- Report Cards
- Student Contacts
- Student Progress Report
- Student Transcript

An example of how to get to the Student Scope is shown here is [Schedules – Student – Edit Schedules](#).

Sunnyville High School Day: 177 - 05/21/2015 - Thursday 2014-2015

Grade: All Find: <- ->

Student ID: 569 Student Name: Adams, Carla Grade: 7

Buttons: Add Courses... Print Save Midterms

Lock	Section	Course	Q1	Q2	H1	H2	T1	H3	S1	H4	T2	Q3	Q4	H5	H6	T3	S2	Ex	Yr	Cont
-	S1.1 En...	567 BAND JH	X																	
-	S1.2 En...	573 MATH 7	X																	
-	S1.255 ...	560 GUIDED STUDY 7	X																	
-	S1.3 En...	570 SOCIAL 7	X																	
-	S1.4 En...	571 SCIENCE 7	X																	
-	S1.5 En...	575 PE/HEALTH 7	X																	
-	S1.7 En...	569 ENGLISH 7	X																	
-	S2.1 En...	567 BAND JH	X																	
-	S2.2 En...	573 MATH 7	X																	
-	S2.255 ...	560 GUIDED STUDY 7	X																	
-	S2.3 En...	570 SOCIAL 7	X																	
-	S2.4 En...	571 SCIENCE 7	X																	
-	S2.5 En...	575 PE/HEALTH 7	X																	
-	S2.7 En...	569 ENGLISH 7	X																	

Quick Links: Student Data, Student Scope, Print Schedule, Print Transcript, Delete All Courses, Copy Schedule From Another Student

Notice the Student Scope link on the right of the page under Quick Links. If you click on the Student Scope link you will get a page that pops up similar to the next figure.

A Quick Link to Student Scope may also be found on [Edit – Student Data](#) and [Grading – Entry – Edit Grades](#).

Mozilla Firefox  
http://localhost:53212/StudentScope.aspx

**Student ID:** 569    **Name:** Adams, Carla    **Grade:** 7    **Gender:** F    **StateID:** 1234567890123    **Stu Email:** cadams@someisp.net

**Contact:**    **Phone:**    **Email:**

---

**Student Progress Report** [Print](#)

Term	Period	Course	Progress Term	Teacher
Sem1	1	BAND JH	Qtr1 Qtr2	D Schultz
Sem1	2	MATH 7	Qtr1 Qtr2	J Ashford
Sem1	3	SOCIAL 7	Qtr1 Qtr2	P Hughes
Sem1	4	SCIENCE 7	Qtr1 Qtr2	Q Neidermeier
Sem1	5	PE/HEALTH 7	Qtr1 Qtr2	M Kelsey
Sem1	7	ENGLISH 7	Qtr1 Qtr2	G Peterson
Sem2	1	BAND JH	Qtr3 Qtr4	D Schultz
Sem2	2	MATH 7	Qtr3 Qtr4	J Ashford
Sem2	3	SOCIAL 7	Qtr3 Qtr4	P Hughes
Sem2	4	SCIENCE 7	Qtr3 Qtr4	Q Neidermeier
Sem2	5	PE/HEALTH 7	Qtr3 Qtr4	M Kelsey
Sem2	7	ENGLISH 7	Qtr3 Qtr4	G Peterson

**Schedules** [Print](#)

Period	Course	Course#	Term	Days Met	Teacher	Room
1	BAND JH	567	Sem1 12---		D Schultz	BAND
2	MATH 7	573	Sem1 12---		J Ashford	ROOM 132
3	SOCIAL 7	570	Sem1 12---		P Hughes	ROOM 133
4	SCIENCE 7	571	Sem1 12---		Q Neidermeier	ROOM 125
5	PE/HEALTH 7	575	Sem1 12---		M Kelsey	ROOM 131
7	ENGLISH 7	569	Sem1 12---		G Peterson	ROOM 134
1	BAND JH	567	Sem2 12---		D Schultz	BAND
2	MATH 7	573	Sem2 12---		J Ashford	ROOM 132
3	SOCIAL 7	570	Sem2 12---		P Hughes	ROOM 133
4	SCIENCE 7	571	Sem2 12---		Q Neidermeier	ROOM 125
5	PE/HEALTH 7	575	Sem2 12---		M Kelsey	ROOM 131
7	ENGLISH 7	569	Sem2 12---		G Peterson	ROOM 134

---

**Student Lunch Transactions** [Print](#)

Family Lunch Balance = \$ -2.20

Deleted	Date	User	Transaction	Purchase	Status	Amount	Balance
False	02/03/2015	JMCADMIN	Transfer:			\$ 2.20	\$ 0.00
False	02/03/2015	JMCADMIN	Student Lunch		P	\$ -2.20	\$ -2.20
False	07/10/2014	JMCAD	Deposit			\$ 0.00	\$ 0.00

**Period Attendance** [Print](#)

Periods for Day	0	1	2	3	4	5	6	7
No absences or tardies for this student.								
	0	0	0	0	0	0	0	0

**Reason Code Reason**

0	No Note or Call
1	Sent to Office
2	Sick
3	Appt-Other
4	Doctor
5	Dental-Ortho
6	Overslept

---

**Health Immunizations** [Print](#)

Immunization	Date (Age)	Exemption Dosage	Administered at School
DTaP	10/1/2001 - (0Y 2M)	Full	<input type="checkbox"/>
Diphtheria, Tetanus, and Pertussis	12/3/2001 - (0Y 4M)	Full	<input type="checkbox"/>
DTaP	2/4/2002 - (0Y 6M)	Full	<input type="checkbox"/>
Diphtheria, Tetanus, and Pertussis	10/28/2002 - (1Y 3M)	Full	<input type="checkbox"/>
DTaP	9/19/2005 - (4Y 1M)	Full	<input type="checkbox"/>
Diphtheria, Tetanus, and Pertussis	10/1/2001 -		

**Discipline** [Print](#)

To change the type of data viewed in any of the 6 panels in the Student Scope, simply click on the menu in the upper left corner of that panel and select a different data type.

# JMC Activities Overview

The Activities module can be used to maintain student activity records. The activities themselves can be defined by the user but could include such activities as sports, theatre, music, and other activities that are not part of the normal coursework and therefore are not maintained in the student's schedule. Special commendations (e.g. letter, team captain, performance award, etc.) may also be defined by the user and assigned to a student's activity records. Activity records may be printed on student transcripts and may be queried for various criteria. Team rosters may also be maintained.

The **basic tasks and reports** for the activities menu options are:

- rosters for current year activities
- queries for compliance or special commendations
- activities and special commendations printing on student transcripts

*Note:* Menu items pertaining to Activities are found in the Activities module **with one exception:** students' parent permission slips and physical exams must be entered on [Health – Health History - Edit Health History](#). For further details regarding Health History, please refer to the documentation on the Health module of the JMC Next Gen application.

Note: Access to the Activities menus and menu options, including the Edit Health History menu option in the Health module, is governed by the Activities user privilege setting.

## Getting Started

### Defining the Coaches and Advisors

Defining the coaches and advisors can be done on the Edit Activity Coaches/Advisors page. These definitions include fields for first and last name, username and password (for mobile application), email address and phone number, and a link to existing person in the JMC database. Some of these fields may not be required or can be filled in later.

### Defining the Activities

Defining activities can be done on the Edit Activity Defs page. Activity definitions include fields for activity names, activity IDs, active status, coach, parent permission date, and physical exam date. Some of these activity definition fields may not be required or can be filled in later, such as coach/advisor names (especially for past years' activities).

Some activities may only require a parent permission slip whereas others may also require a physical. Some activities may not require either one. The dates defined for these should reflect the oldest possible date acceptable for physicals and parent permission slips for this activity.

*Warning:* Compliance (eligibility) queries cannot be accomplished accurately until all physical exam and parent permission dates have been defined (where appropriate).

Initially, you may want to define only activities for the current year or the current fall season. However, some consideration should be given as to the names and IDs for all activities. Once activities have been defined and student records are generated based on these activity definitions, the activity definitions should rarely, if ever, be changed with regard to activity IDs and names.

*Warning:* If activities are not active for a particular year, they will not be listed on the student activities or activity rosters pages.

*Warning:* It is not advisable to modify the activity IDs and names once student records have been generated using these activity definitions.

## Defining Special Commendations

At least some special commendations should probably be defined at this point. This can be done on the Edit Special Commendations page. For the current year, commendations such as Team Captain, Editor, President, Vice President, etc. may be needed for activities that begin in the fall. For previous years' activity records, more special commendations will likely be needed, such as All Conference and other awards. These can be added as needed throughout the school year.

*Warning:* It is not advisable to modify the special commendation IDs and names once student records have been generated using these special commendation definitions.

## Tying Special Commendations to Activities

Once the special commendations are defined they must be tied to an activity before they can be assigned to student records. This is done on the Activities / Commendations page.

## Filling In Rosters

Next the current year's rosters should be entered, at least for the fall activities. Rosters may only be edited for the current year. This can be done on the Edit Activity Rosters page.

Select the activity from the Available Activities list at the top of the page. Then select click on the Student in the list in the upper right corner of the page, then click the **Add Student** button.

If the activity is not listed it may be because of one of the following:

- the activity is not defined
- the activity is not active for the current year

Students can be added or deleted from the roster as signup information becomes available. One very handy feature on this page is the grade menu, located just above the

available students list. By default, this menu is set for "All", meaning that all students are currently displayed in this list. By selecting a grade level from this menu the list will display only the students from the selected grade.

Some of the students on the roster may need to be designated as Captain, Co-Captain, Editor, President, etc. This can be done by first adding these students to the roster (if they aren't there already), then by clicking on the student record in the roster, then by clicking on the special commendation for that student in the upper-left corner.

If the special commendation is not listed it may be because of one of the following:

- a student record is not selected
- the special commendation is not defined
- the special commendation is not tied to this particular activity

Once the rosters are entered they can be printed and distributed to coaches and advisors as appropriate.

## **Coaches/Advisors Mobile Application**

New for fall 2018 is JMC's Coaches/Advisors Mobile Application. This application allows coaches and advisors to update their rosters, view attendance, class schedules, and demographic data for their members, and generate communications such as calls, texts, or emails to members of their roster and/or parents. The messaging option can be used for event-related messages such as postponements, schedule changes, departure and arrival times, etc.

Appendix B of this document shows page by page what this mobile application can do.

To get you copy of the JMC Coaches/Advisors Mobile Application, just search any App Store on your smart phone or other mobile device. Available mid-August 2018.

## **Compliance Queries**

Once the rosters have been set up, it is probably important to perform a compliance query to make sure that all students have the appropriate parent permission slips and physical exams in order to participate in these activities.

Before this query will be accurate and complete, all activity definitions must be updated to reflect the requirements for these dates. Some activities may only require a parent permission slip whereas others may also require a physical. Some activities may not require either one. The dates defined for these on the activity definitions page reflect the oldest possible date acceptable for physicals and parent permission slips for this activity. If a date is left blank in the activity definition it will be assumed by any query that no date is required for that aspect of the activity.

Also, the students' physical exams and parent permission slips must be entered into the Health History module of the JMC software. These can be entered by selecting Health – Health History - Edit Health History. For more details on the Health module, please refer to the Health documentation which is available at:  
[http://jmcinc.com/uploads/files/NextGen\\_Health.pdf](http://jmcinc.com/uploads/files/NextGen_Health.pdf)

Once all activity definitions have been updated and physical exams and parent permission slips have been entered, the compliance query can be run. This can be done from the Activity Query page. By default all non-compliant students for all activities will be listed in one report. For separate reports for each activity, select the By Activity option on the Activity Query page (Activity Compliance and Special Commendations queries only).

## After the Fall Activities are Set Up

In addition to getting the fall activities up and running, other phases of working with student activity records will need to be addressed as time permits.

### **More Activities for the Current Year**

You will most likely need to continue to add activities for the current year as more activities start up. For example, rosters will need to be set up as the cast is set for a play or as the next season of sports activities approaches.

### **Special Commendations Awarded as Activities Conclude**

Special commendations are frequently awarded to students. These are often awarded as an activity comes to a close for a school year and may also be awarded at other times. Examples of special commendations that may be awarded might be All-Conference and All-State honors, awards for placing or winning competitions, scholarships, etc.

### **Past Years' Activity Records**

Some schools may wish to display a student's activities on their transcript. In this case, activity records for previous years may need to be entered. This can be done right away if time permits, but in many cases this will be done after the fall activities are up and running.

*Note:* Entering activity records for prior years can only be entered on the Edit Student Activity page. The Edit Activity Rosters page can only be used for current-year activity records.

During the first year this may involve entering records for previous years for students in several grades. In this case the Senior class members' activity records may need the earliest attention because they will most likely be requesting transcripts printed for colleges and employers by mid-year.

During subsequent years, transfer students may have transcripts with activity records on them. Your school may wish to enter these activities from previous schools onto the students' activity pages so that they will appear on your school's JMC transcripts.

### **Subsequent Years' Setup**

In subsequent years the setup for student activities will be minimal. Activities will need to be made active for the new year and any year-specific data (coach/advisor name, physical exam and parent permission cutoff dates) will need to be entered. Any new activities or special commendations will need to be defined. Otherwise, data can be entered as needed for the new school year. Seldom should there be a need to modify or delete previous years' student activity records or activity and commendation definitions at this point.

## Activities —Edit Activity Coaches / Advisors

Define your coaches and advisors for your activities on this page. These definitions include fields for first and last name, username and password (for mobile application), email address and phone number, and a link to existing person in the JMC database. Some of these fields may not be required or can be filled in later.

JMC Demo School		Day: 139 - 06/01/2018 - Friday				2017-2018	
Add Coach/Advisor							
	First Name	Last Name	Username	Password	Email	Phone	
Edit	Delete	Bill	McElmury	billmcelmury	TestTest1	bill.mcelmury@gmail.com	6515551212
Edit	Delete	Fred	Doyle	fdoye	fdoye!Y9	fdoye@gmail.com	555-555-5555

Figure 1: Activities – Edit Coach / Advisor Page

**Add Coach/Advisor** Thick this button at add a coach or advisor. The page will appear similar to Figure 2.

Add Coach/Advisor						
First Name	Last Name	Username	Password	Email	Phone	
Bill	McElmury	billmcelmury	TestTest1	bill.mcelmury@gmail.com	6515551212	
Fred	Doyle	fdoye	fdoye!Y9	fdoye@gmail.com	555-555-5555	

JMC Teacher: -

First Name:

Last Name:

Username:

Password:

Email:

Phone Number:

Update Cancel

Figure 2: Adding a Coach / Advisor

If possible, select the appropriate staff from the JMC Teacher drop down list (as defined on Attendance – Staff – Teachers) – see Figure 3. Since not all Coaches/Advisors will be defined in Attendance – Staff – Teachers you may not be able to do this step for all coaches/advisors.

Add Coach/Advisor						
First Name	Last Name	Username	Password	Email	Phone	
Bill	McElmury	billmcelmury	TestTest1	bill.mcelmury@gmail.com	6515551212	
Fred	Doyle	fdoye	fdoye!Y9	fdoye@gmail.com	555-555-5555	

JMC Teacher: -

First Name:

Last Name:

Username:

Password:

Email:

Phone Number:

Update Cancel

- Mrs. Carrs
- Test
- Mrs. Thomas
- Mr. Doyle
- Mr. Fred**
- Mr. Irlbeck
- Mrs. Jones
- JONI
- West Liberty
- MFL
- Miley
- Mr. Borgman
- Mr. Duncany
- Mr. Freed
- Mr. Hawley
- Mr. Kerr
- Mr. King
- Mr. Knight
- Mr. Sinatra

Figure 3

Selecting the teacher (if appropriate) for the Coach/Advisor

Also, fill in the rest of the coach/advisor information that is available – see Figure 4.

JMC Demo School Day: 139 - 06/01/2018 - Friday 2017-2018

**Add Coach/Advisor**

First Name	Last Name	Username	Password	Email	Phone
Bill	McElmury	billmcelmury	TestTest1	bill.mcelmury@gmail.com	6515551212
Fred	Doyle	fdoye	fdoye!Y9	fdoye@gmail.com	555-555-5555

JMC Teacher: Mr. Freid

First Name: PaulF

Last Name: Freid

Username: PaulF

Password: paulF Weak

Email: eric@jmcinc.com

Phone Number: \_\_\_\_\_

Figure 4

Filling out the data for the Coach/Advisor

Click the **Update** button to save the changes. The page will then appear similar to Figure 5.

**Add Coach/Advisor**

	First Name	Last Name	Username	Password	Email	Phone
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Bill	McElmury	billmcelmury	TestTest1	bill.mcelmury@gmail.com	6515551212
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Fred	Doyle	fdoye	fdoye!Y9	fdoye@gmail.com	555-555-5555
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	PaulF	Freid	PaulF	paulF	eric@jmcinc.com	

Figure 5

Updated Coach/Advisor

**To edit an existing Coach/Advisor record:**

- click on the **Edit** button at the left side of the record
- make the desired edit(s)
- click on the **Update** button at the left side of the record

**To delete an existing Coach/Advisor record:**

- click on the **Delete** button at the left side of the record

## Activities —Edit Activity Defs

**Main Activity Definitions** are maintained at the top of this page. Main activity definitions are used to maintain the master list of all activities for all years. Fields for defining an activity include: activity code, activity name.

*Note:* Once defined, Main Activity Definitions should seldom, if ever, be deleted or modified with respect to the activity name and code. If an activity is no longer available it should simply be left inactive for future years because some students may already have student activity records that rely on those activity definitions.

MN High School Day: 170 - 05/23/2017 - Tuesday 2016-2017

**Main Activity Definitions**

[Print](#) [Add Activity](#)

	Code	Name
<a href="#">Edit Delete</a>	001	Volleyball Grade 7
<a href="#">Edit Delete</a>	002	Volleyball Grade 8
<a href="#">Edit Delete</a>	003	Volleyball JV
<a href="#">Edit Delete</a>	004	Volleyball Varsity
<a href="#">Edit Delete</a>	011	Football Grade 7
<a href="#">Edit Delete</a>	012	Football Grade 8
<a href="#">Edit Delete</a>	013	Football JV
<a href="#">Edit Delete</a>	014	Football Varsity
<a href="#">Edit Delete</a>	015	Basketball - Girls - Varsity
<a href="#">Edit Delete</a>	016	Basketball - Boys - Varsity
<a href="#">Edit Delete</a>	101	Student Council

**Yearly Activity Definitions**

School Year: 2016-2017 [Print](#) [Export](#)

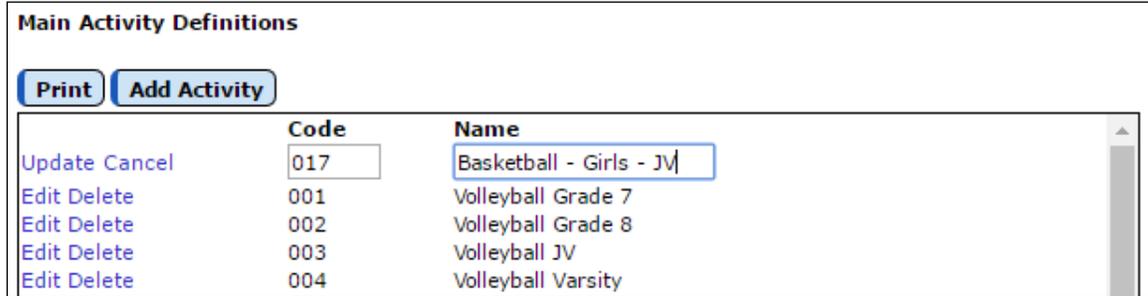
Code	Name	Advisor	Physical Exam Date	Parent Permission Date	Active
<a href="#">Edit</a> 011	Football Grade 7	Mr. Hernandez	08/01/2015	08/01/2016	<input checked="" type="checkbox"/>
<a href="#">Edit</a> 012	Football Grade 8	Mrs. Johnson	08/01/2015	08/01/2016	<input checked="" type="checkbox"/>
<a href="#">Edit</a> 013	Football JV	Mr. Smith	08/01/2015	08/01/2016	<input checked="" type="checkbox"/>
<a href="#">Edit</a> 014	Football Varsity	Mr. Lightfeather	08/01/2015	08/01/2016	<input checked="" type="checkbox"/>
<a href="#">Edit</a> 101	Student Council	Mrs. Okabena	08/01/2015	08/01/2016	<input checked="" type="checkbox"/>
<a href="#">Edit</a> 001	Volleyball Grade 7	Mrs. Waters	08/01/2015	08/01/2016	<input checked="" type="checkbox"/>
<a href="#">Edit</a> 002	Volleyball Grade 8	Mr. Waters	08/01/2015	08/01/2016	<input checked="" type="checkbox"/>
<a href="#">Edit</a> 003	Volleyball JV	Mrs. Lanes	08/01/2015	08/01/2016	<input checked="" type="checkbox"/>
<a href="#">Edit</a> 004	Volleyball Varsity	Mrs. Spelling	08/01/2015	08/01/2016	<input checked="" type="checkbox"/>
<a href="#">Edit</a> 016	Basketball - Boys - Varsity				<input type="checkbox"/>
<a href="#">Edit</a> 015	Basketball - Girls - Varsity				<input type="checkbox"/>

Figure 6: Edit Activity Definitions page.

**Print** To Print the Main Activity Definitions, click the **Print** button above the Main Activity Definition list.

## Editing Main Activity Definitions

**Add Activity** To add a Main Activity Definition record click on the **Add Activity** button in the upper left corner of the Main Activity Definitions list. The page will appear similar to Figure 7.

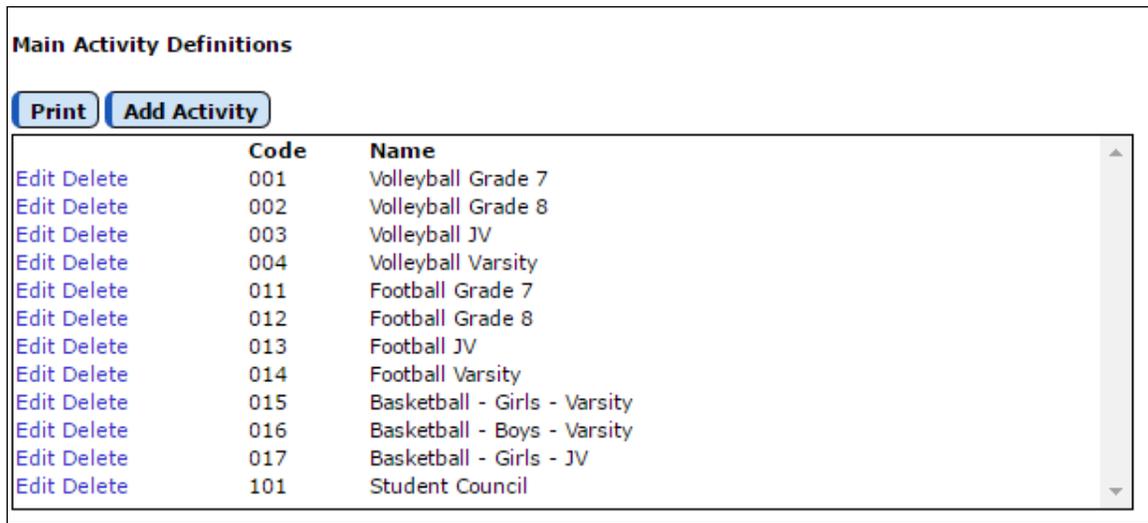


The screenshot shows the 'Main Activity Definitions' page. At the top left, there are two buttons: 'Print' and 'Add Activity'. Below these is a table with three columns: 'Code', 'Name', and an action column. The table contains five rows. The first row is highlighted with a blue border, and its 'Code' field (017) and 'Name' field (Basketball - Girls - JV) are also highlighted with a blue border. The other rows have 'Edit Delete' links in the action column.

	Code	Name	
Update Cancel	017	Basketball - Girls - JV	
Edit Delete	001	Volleyball Grade 7	
Edit Delete	002	Volleyball Grade 8	
Edit Delete	003	Volleyball JV	
Edit Delete	004	Volleyball Varsity	

Figure 7: Adding a Main Activity Definition Record

**Update** When finished editing the Main Activity Definition record, click the **Update** link at the left side of the record. The page will appear similar to Figure 8.



The screenshot shows the 'Main Activity Definitions' page after adding a new record. The 'Print' and 'Add Activity' buttons are still present. The table now contains 11 rows. Each row has an 'Edit Delete' link in the action column, followed by the 'Code' and 'Name' columns. The records are: Volleyball Grade 7 (001), Volleyball Grade 8 (002), Volleyball JV (003), Volleyball Varsity (004), Football Grade 7 (011), Football Grade 8 (012), Football JV (013), Football Varsity (014), Basketball - Girls - Varsity (015), Basketball - Boys - Varsity (016), and Basketball - Girls - JV (017). A new record, Student Council (101), is at the bottom.

	Code	Name	
Edit Delete	001	Volleyball Grade 7	
Edit Delete	002	Volleyball Grade 8	
Edit Delete	003	Volleyball JV	
Edit Delete	004	Volleyball Varsity	
Edit Delete	011	Football Grade 7	
Edit Delete	012	Football Grade 8	
Edit Delete	013	Football JV	
Edit Delete	014	Football Varsity	
Edit Delete	015	Basketball - Girls - Varsity	
Edit Delete	016	Basketball - Boys - Varsity	
Edit Delete	017	Basketball - Girls - JV	
Edit Delete	101	Student Council	

Figure 8: Main Activity Definition has been Added

**Yearly Activity Definitions** are maintained at the bottom of this page. Yearly activity definitions are used to define specifics about an activity for that school year. Fields for the yearly definitions include: coach/advisor, physical exam cutoff date, parent permission cutoff date, and active status.

**Print** To Print the Yearly Activity Definitions, click the **Print** button above the Yearly Activity Definition list.

**Export** To export the Yearly Activity Definitions, click the **Export** button. A file named Activity\_Defs.csv will automatically be saved to your Downloads folder.

## Editing Yearly Activity Definitions

**Edit** To edit a Yearly Activity Definition record click on the **Edit** link on the left side of the record in the Yearly Activity Definitions list. The page will appear similar to Figure 9.

School Year:		2016-2017	Print	Export			
	Code Name	Advisor	Physical Exam Date	Parent Permission Date	Active		
Edit	011 Football Grade 7	Mr. Hernandez	08/01/2015	08/01/2016	<input checked="" type="checkbox"/>		
Edit	012 Football Grade 8	Mrs. Johnson	08/01/2015	08/01/2016	<input checked="" type="checkbox"/>		
Edit	013 Football JV	Mr. Smith	08/01/2015	08/01/2016	<input checked="" type="checkbox"/>		
Edit	014 Football Varsity	Mr. Lightfeather	08/01/2015	08/01/2016	<input checked="" type="checkbox"/>		
Edit	101 Student Council	Mrs. Okabena	08/01/2015	08/01/2016	<input checked="" type="checkbox"/>		
Edit	001 Volleyball Grade 7	Mrs. Waters	08/01/2015	08/01/2016	<input checked="" type="checkbox"/>		
Edit	002 Volleyball Grade 8	Mr. Waters	08/01/2015	08/01/2016	<input checked="" type="checkbox"/>		
Edit	003 Volleyball JV	Mrs. Lanes	08/01/2015	08/01/2016	<input checked="" type="checkbox"/>		
Edit	004 Volleyball Varsity	Mrs. Spelling	08/01/2015	08/01/2016	<input checked="" type="checkbox"/>		
Edit	016 Basketball - Boys - Varsity				<input type="checkbox"/>		
Update Cancel	017 Basketball - Girls - JV	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
Edit	015 Basketball - Girls - Varsity				<input type="checkbox"/>		

Figure 9: Editing a Yearly Activity Definition Record

**Update** When finished editing the Yearly Activity Definition record, click the **Update** link at the left side of the record. The page will appear similar to Figure 10.

School Year:		2016-2017	Print	Export			
	Code Name	Advisor	Physical Exam Date	Parent Permission Date	Active		
Edit	017 Basketball - Girls - JV	Mrs. Pins	11/01/2015	11/01/2016	<input checked="" type="checkbox"/>		
Edit	011 Football Grade 7	Mr. Hernandez	08/01/2015	08/01/2016	<input checked="" type="checkbox"/>		
Edit	012 Football Grade 8	Mrs. Johnson	08/01/2015	08/01/2016	<input checked="" type="checkbox"/>		

Figure 10: Yearly Activity Definition has been Edited

### Editable within the Yearly Activity Definition list:

**Advisor (Coach)** To enter the name(s) of the advisor(s) or coach(es) for an activity, click in the Advisor column to the right of the activity name and enter a new value for this field. The value can be up to 40 characters long.

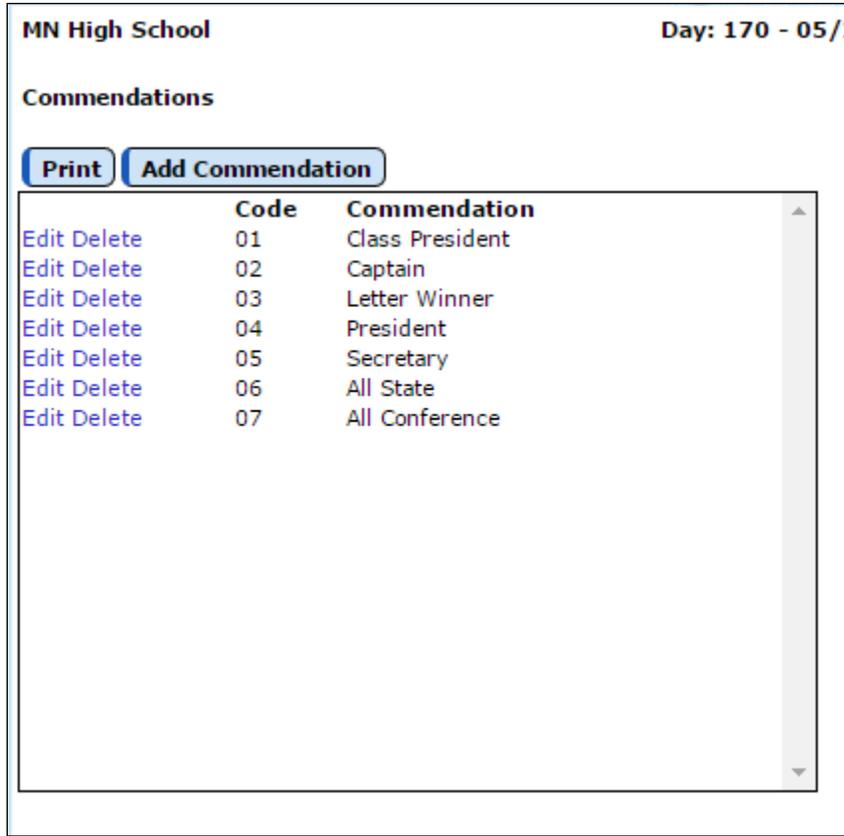
**Physical Exam Date** To enter the cutoff date for requiring a physical exam for an activity, click in the Physical Exam Date column to the right of the activity name and enter a new date.

**Parent Permission Date** To enter the cutoff date for requiring a parent permission slip for an activity, click in the Parent Permission Date column to the right of the activity name and enter a new date.

**Active** To make an activity active or inactive for the currently listed school year, click in the Active column to the right of the activity name. A check mark will appear or disappear as appropriate.

## Activities —Edit Special Commendations

Special Commendations can be defined on this page. Fields for defining a Special Commendation include: commendation ID and commendation name.



MN High School Day: 170 - 05/2

Commendations

Print Add Commendation

	Code	Commendation
Edit Delete	01	Class President
Edit Delete	02	Captain
Edit Delete	03	Letter Winner
Edit Delete	04	President
Edit Delete	05	Secretary
Edit Delete	06	All State
Edit Delete	07	All Conference

Figure 11:

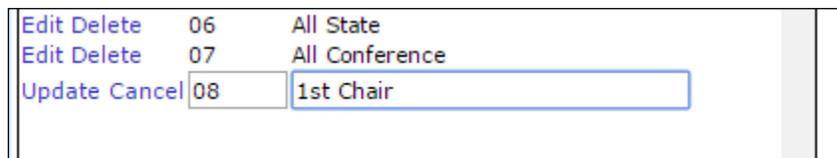
Edit Special Commendations page.

**Print** To Print the Special Commendations list, click the **Print** button above the Special Commendations list.

---

## Editing Special Commendations

**Add Commendation** To add a Special Commendation record click on the **Add Commendation** button in the upper left corner of the Special Commendation list. The page will appear similar to Figure 12.



Edit Delete	06	All State
Edit Delete	07	All Conference
Update Cancel	08	1st Chair

Figure 12: Adding a Special Commendation Record

**Update** When finished editing the Special Commendation record, click the **Update** link at the left side of the record. The page will appear similar to Figure 13.

Main Activity Definitions		
<a href="#">Print</a>	<a href="#">Add Activity</a>	
	Code	Name
<a href="#">Edit Delete</a>	001	Volleyball Grade 7
<a href="#">Edit Delete</a>	002	Volleyball Grade 8
<a href="#">Edit Delete</a>	003	Volleyball JV
<a href="#">Edit Delete</a>	004	Volleyball Varsity
<a href="#">Edit Delete</a>	011	Football Grade 7
<a href="#">Edit Delete</a>	012	Football Grade 8
<a href="#">Edit Delete</a>	013	Football JV
<a href="#">Edit Delete</a>	014	Football Varsity
<a href="#">Edit Delete</a>	015	Basketball - Girls - Varsity
<a href="#">Edit Delete</a>	016	Basketball - Boys - Varsity
<a href="#">Edit Delete</a>	017	Basketball - Girls - JV
<a href="#">Edit Delete</a>	101	Student Council

Figure 13: Special Commendation has been Added

## Activities —Activities / Commendations

Special Commendations can be tied or linked to an Activity on this page.

MN High School Day: 170 - 05/23/2017 - Tuesday 2016-2017

<p><b>Activities:</b></p> <ul style="list-style-type: none"> <li>Basketball - Boys - Varsity</li> <li>Basketball - Girls - JV</li> <li style="background-color: #e0e0e0;">Basketball - Girls - Varsity</li> <li>Football Grade 7</li> <li>Football Grade 8</li> <li>Football JV</li> <li>Football Varsity</li> <li>Student Council</li> <li>Volleyball Grade 7</li> <li>Volleyball Grade 8</li> <li>Volleyball JV</li> <li>Volleyball Varsity</li> </ul>	<p><b>Commendations for this Activity:</b></p> <ul style="list-style-type: none"> <li>All Conference</li> <li>All State</li> <li>Captain</li> </ul>	<p><b>Available Commendations:</b></p> <ul style="list-style-type: none"> <li>1st Chair</li> <li>Class President</li> <li>Letter Winner</li> <li>President</li> <li>Secretary</li> </ul>
--	---	--

[Print](#)

Figure 14: Activities and Commendations page

**Print Button** To print a list of all Activities and their tied (linked) Special Commendations, click on the **Print** button.

**To add commendations** to the selected Activity, click on the commendation to be added in the **Available Commendations** list on the right side of the page.

**To remove commendations** from the selected Activity, click on the commendation to be removed in the **Commendations for This Activity** list.

## Activities —Edit Student Activities

Student activity records can be edited for the current student on this page.

1. To edit a student's activities and commendations, select Activities – Edit Student Activities. The screen will appear similar to Figure 15.

MN High School Day: 170 - 05/23/2017 - Tuesday 2016-2017

Grade: All

Find: Last Name or Student ID

Aasimov, Aabbee  
Aasimov, Ardis  
Aasimov, Isaac  
Bernadone, Francis  
Brady, Greg  
Brady, Jan  
Doyle, America  
Doyle, Girl  
Doyle, Girl2

Available Activities:  
Basketball - Girls - JV  
Football Grade 7  
Football Grade 8  
Football JV  
Football Varsity  
Student Council  
Volleyball Grade 7  
Volleyball Grade 8  
Volleyball JV  
Volleyball Varsity

Print Add Activity

Student Name: Bernadone, Francis Grade: 9 Student ID: 216 Birth Date (Age):

No Records Found.

Figure 15: Edit Student Activities page.

2. Select the student to be edited in the **Find** box at the top of the page or scroll through the list of students and then select the appropriate student.

*Note:* To view records for just one specific grade level, select the grade level in the **Grade** menu in the upper left corner of the page.

**Print Button** To print a list of all student activities for the current student, click on the Print Button.

**To add a student activity record** to the current student's list, click on the activity to be added in the Available Activities list on the upper left corner of the page and then click the **Add Activity** button. The page will appear similar to Figure 16.

MN High School Day: 170 - 05/23/2017 - Tuesday 2016-2017

Grade: All ▼

Find:

**Available Students:**

- Aasimov, Aabbee
- Aasimov, Ardis
- Aasimov, Isaac
- Bernadone, Francis
- Brady, Greg
- Brady, Jan
- Doyle, America
- Doyle, Girl
- Doyle, Girl2

**Available Activities:**

- Basketball - Girls - JV
- Football Grade 7
- Football Grade 8
- Football JV
- Football Varsity
- Student Council
- Volleyball Grade 7
- Volleyball Grade 8
- Volleyball JV
- Volleyball Varsity

[Print](#) [Add Activity](#)

<b>Student Name:</b> Aasimov, Aabbee		<b>Grade:</b> 0	<b>Student ID:</b> 215	<b>Birth Date (Age):</b>	
<b>Activity Name</b>	<b>Commendation Name</b>	<b>Grade</b>	<b>Year</b>	<b>Comment</b>	
<a href="#">Edit</a> <a href="#">Delete</a> Volleyball Varsity		0	2016		

Figure 16: Activity was Added for the Student.

**To remove a student activity record** from the current student's list, click on the **Delete** link on the left of the record.

**To add/remove a special commendation to/from a student activity record**, the record must first be in the student's list. Once there, click on the **Edit** link on the left side of that record. The page will appear similar to Figure 17. Then select a commendation from the drop down list. You may select more than one commendation for the student using the control key on your keyboard. Then click the **Update** link on the left of the record to save the change.

<b>Student Name:</b> Aasimov, Aabbee		<b>Grade:</b> 0	<b>Student ID:</b> 215	<b>Birth Date (Age):</b>	
<b>Activity Name</b>	<b>Commendation Name</b>	<b>Grade</b>	<b>Year</b>	<b>Comment</b>	
<a href="#">Update</a> <a href="#">Cancel</a> Volleyball Varsity	<ul style="list-style-type: none"> <li>All Conference</li> <li>All State</li> <li>Captain</li> <li>Letter Winner</li> </ul>	0	2016-2017		

Figure 17: Editing an Activity Record for the Student.

*Note:* If a commendation is not displayed in the Available Commendations list it may be because of one of the following:

- no activity record is selected from the student activity list
- the special commendation is not tied (linked) to the activity

**Also Editable within the record:** Grade, Year, and Comment

## Activities —Edit Activity Rosters

Activity rosters can be edited for the current school year on this **page**.

MN High School Day: 170 - 05/23/2017 - Tuesday 2016-2017

**Available Activities:**  
 Basketball - Girls - JV  
 Football Grade 7  
 Football Grade 8  
 Football JV  
 Football Varsity  
 Student Council  
 Volleyball Grade 7  
 Volleyball Grade 8  
 Volleyball JV  
 Volleyball Varsity

**Available Commendations:**  
 All Conference  
 All State  
 Captain  
 Letter Winner

**Grade:** All

**Find:** Last Name or Student ID

Aasimov, Aabbee  
 Aasimov, Ardis  
 Aasimov, Isaac  
 Bernadone, Francis  
 Brady, Greg  
 Brady, Jan  
 Doyle, America  
 Doyle, Girl  
 Doyle, Girl2  
 Doyle, HS  
 Doyle, HS2  
 Doyle, Indiana Jones  
 Doyle, James

[Print](#) [Add Student](#)

**Activity Name:** Volleyball Varsity **Coach/Advisor:** Mrs. Spelling **Physical Date:** 08/01/2015 **Permission Date:** 08/01/2016

	Student Name	Grade	Commendation Name	Comment
<a href="#">Edit</a> <a href="#">Delete</a>	Aasimov, Aabbee	0	All Conference, Captain, Letter Winner	

Figure 18: Edit Activity Rosters page

To add a student activity record to the current activity roster list, click on the student to be added in the student list on the right side of the page. The page will appear similar to Figure 19.

MN High School Day: 170 - 05/23/2017 - Tuesday 2016-2017

**Available Activities:**  
 Basketball - Girls - JV  
 Football Grade 7  
 Football Grade 8  
 Football JV  
 Football Varsity  
 Student Council  
 Volleyball Grade 7  
 Volleyball Grade 8  
 Volleyball JV  
 Volleyball Varsity

**Available Commendations:**  
 All Conference  
 All State  
 Captain  
 Letter Winner

**Grade:** All

**Find:** Last Name or Student ID

Aasimov, Aabbee  
 Aasimov, Ardis  
 Aasimov, Isaac  
 Bernadone, Francis  
 Brady, Greg  
 Brady, Jan  
 Doyle, America  
 Doyle, Girl  
 Doyle, Girl2  
 Doyle, HS  
 Doyle, HS2  
 Doyle, Indiana Jones  
 Doyle, James

[Print](#) [Add Student](#)

**Activity Name:** Volleyball Varsity **Coach/Advisor:** Mrs. Spelling **Physical Date:** 08/01/2015 **Permission Date:** 08/01/2016

	Student Name	Grade	Commendation Name	Comment
<a href="#">Edit</a> <a href="#">Delete</a>	Aasimov, Aabbee	0	All Conference, Captain, Letter Winner	
<a href="#">Edit</a> <a href="#">Delete</a>	Aasimov, Ardis	0		

Figure 19: Adding a Student to an Activity Roster

To remove a student activity record from the current activity roster list, click on the **Delete** link to the left of the activity record.

To add/remove a special commendation to/from a student activity record, the record must first be in the student's list. Once there, click on the **Edit** link on the left side of that

record. The page will appear similar to Figure 20. Then select a commendation from the drop down list. You may select more than one commendation for the student using the control key on your keyboard. Then click the **Update** link on the left of the record to save the change. The page will then appear similar to Figure 21.

Activity Name: Volleyball Varsity		Coach/Advisor: Mrs. Spelling		Physical Date: 08/01/2015		Permission Date: 08/01/2016	
	Student Name	Grade	Commendation Name	Comment			
Edit Delete	Aasimov, Aabbee	0	All Conference, Captain, Letter Winner				
Update Cancel	Aasimov, Ardis	0	All Conference All State Captain Letter Winner				

Figure 20: Editing a Student Record in an Activity Roster

Activity Name: Volleyball Varsity		Coach/Advisor: Mrs. Spelling		Physical Date: 08/01/2015		Permission Date: 08/01/2016	
	Student Name	Grade	Commendation Name	Comment			
Edit Delete	Aasimov, Aabbee	0	All Conference, Captain, Letter Winner				
Edit Delete	Aasimov, Ardis	0	Letter Winner				

Figure 21: Student Record was Edited in an Activity Roster

*Note:* If a commendation is not displayed in the Available Commendations list it may be because of one of the following:

- no activity record is selected from the student activity list
- the special commendation is not tied (linked) to the activity

**Also Editable within the record:** Comment

## Activities —Activities Query

Queries for student compliance (physical exams and/or parent permissions slips) or special commendations (e.g. list of all letter winners) can be performed on this page.

MN High School Day: 170 - 05/23/2017 - Tuesday 2016-2017

**Query Type:**

- Activity Compliance
- Compliance - Physical
- Compliance - Parent Permission
- Compliance - Physical and Parent Permission
- Special Commendations

**Sort By:**

- Student
- Activity

[Preview](#) [Print](#)

Activity Compliance				
Sort by Student Name				
Student Name	Grade	Activity	Has Physical	Has Permission
Bernadone, Francis	9	Football JV	N	N
Bernadone, Francis	9	Student Council	N	N

Figure 22: Activities Query page.

The Activity Compliance and Special Commendations queries will generate a report that will be sorted **By Student** (all on one report) or **By Activity** (one report for each activity), depending upon the option selected. All other queries will be sorted alphabetically by student.

*Note:* If the sort option **By Activity** is selected from the Activities Query page, a report will be generated for each activity for which there are query results. If an activity does not have a result from the query, no page will be printed for that activity.

The **Activity Compliance** query will look at all activity rosters for the current year and will check each participant's physical exam and parent permission records, as entered on Health-Health History-Edit Student Health History, against the activity's cutoff dates, as specified on Activities - Edit Activity Defs, and will generate a list or lists of non-compliant students. For further details regarding Health History, please refer to the documentation on the Health module of the JMC Next Gen application.

*Note:* All queries will use the most recent date available if a student has more than one physical exam or parent permission date listed on their Health History page.

The **Compliance-Physical** query will check all students' physical examination dates, as entered on Health-Health History-Edit Student Health History, against the **Physical cutoff date** specified on the Activities Query page and will generate a list of non-compliant students.

The **Compliance-Parent Permission** query will check all students' parent permission dates, as entered on Health-Health History-Edit Student Health History, against the **Permissions cutoff date** specified on the Activities Query page and will generate a list of non-compliant students.

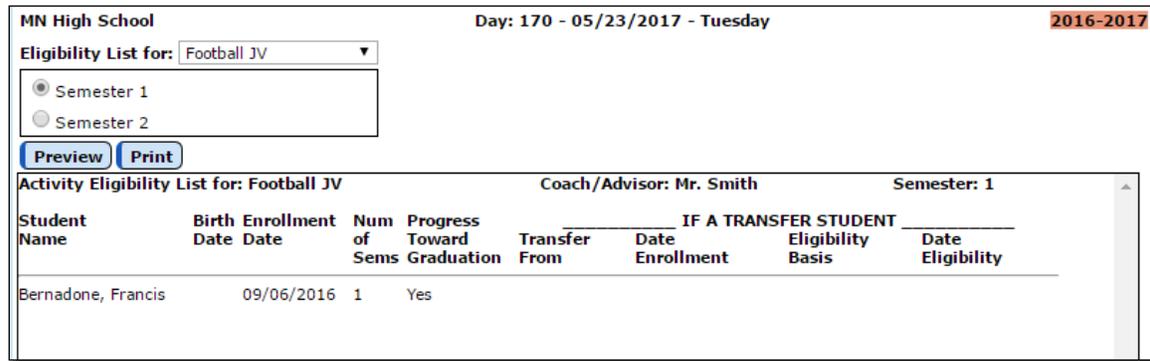
The **Compliance-Physical and Parent Permission** query will check all students' physical examination and parent permission dates, as entered on Health-Health History-Edit Student Health History, against the **Physical cutoff date** and **Permissions cutoff date** specified on the Activities Query page and will generate a list of non-compliant students.

The **Special Commendations** query will check all student activity records for the current school year for the specified commendation and will generate a list or lists of all student activity records that contain that special commendation.

---

## Activities —Eligibility Lists (Minnesota Only)

This option will generate an eligibility list based on the roster for the specified activity. The report includes the student names, birth dates, enrollment dates (first day enrolled for current school year), number of semesters, progress toward graduation, and various transfer information.



MN High School Day: 170 - 05/23/2017 - Tuesday 2016-2017

Eligibility List for: Football JV

Semester 1  
 Semester 2

Activity Eligibility List for: Football JV Coach/Advisor: Mr. Smith Semester: 1

Student Name	Birth Date	Enrollment Date	Num of Sems	Progress Toward Graduation	Transfer From	Date Enrollment	IF A TRANSFER STUDENT Eligibility Basis	Date Eligibility
Bernadone, Francis		09/06/2016	1	Yes				

Figure 23: Eligibility Lists criteria page.

**Eligibility List for Menu** To specify an individual activity, select the activity from the **Eligibility List For** menu.

*Note:* Activities must be defined and active for the current year, as established on Edit Activity Definitions.

**Semester** To specify the appropriate semester for the list, click on the Semester 1 or Semester 2 radio button.

**Preview** To preview the currently specified Eligibility List, click **Preview** and the appropriate report will be displayed.

**Print** To print the currently specified Eligibility List, click **Print** and the currently previewed report will be printed.

---

## Other Reports Available for Student Activities

Student activity records may also be displayed on a student's printed transcript. This can be accomplished in the Grades module of the JMC Next Gen application by selecting the Print Transcripts option from the Transcripts menu. A dialog box will appear which contains a check box for Include Activities as well as a subsequent check box for Include Special Commendations.

For further details regarding transcripts, please refer to the documentation on the Grades module of the JMC Next Gen application.

Student activity records may also be included in [Attendance – Student – Lists](#). For further details regarding student lists, please refer to the documentation on the Attendance module for your state.

## Appendix A: Saving a Report as a PDF File

The following is an example of saving a report as a PDF file when using Google Chrome as the browser in Windows 10. In this example, the Print option was selected while viewing a JMC-generated report. After clicking the Print button a dialog will appear similar to Figure A1.

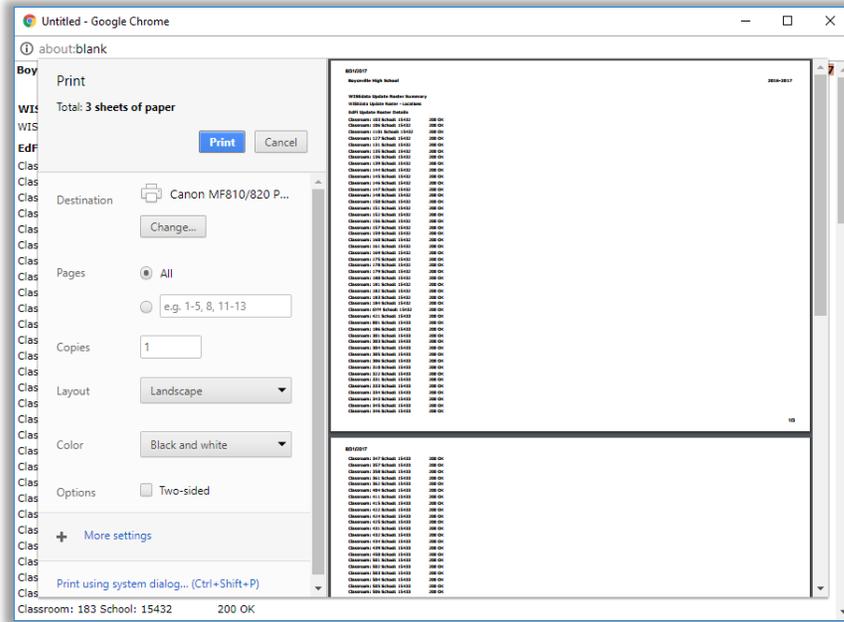


Figure A1:

Step 1 – Click Print button to get to Print Dialog

Typically you would have a printer selected here, such as the Canon printer selected in Figure A1. But rather than print to the printer, we want to save the report as a PDF file. To do so, click on the **Change** button in the **Destination** section of the print dialog. A new dialog will pop up on your screen prompting you to select a different destination, as in Figure A2.

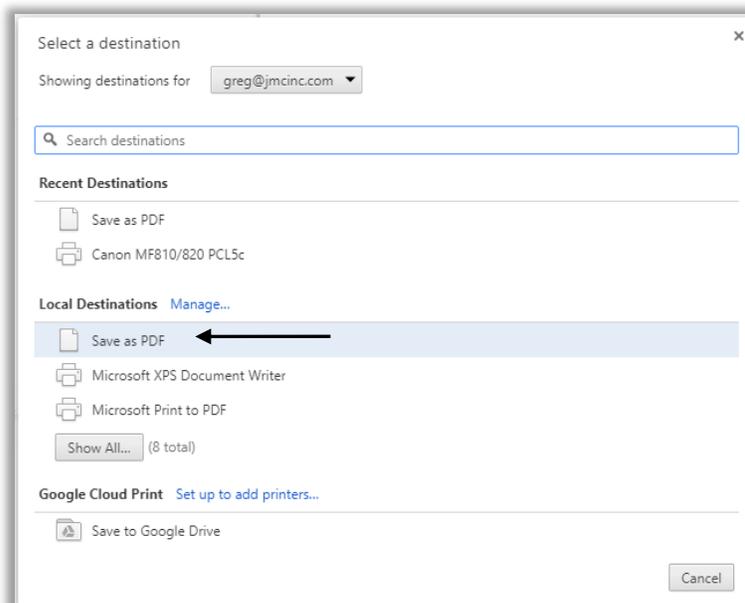


Figure A2:

Step 2 – Selecting Save as PDF as the Destination

From the **Local Destinations** select **Save as PDF**. The dialog will then appear similar to Figure A3.

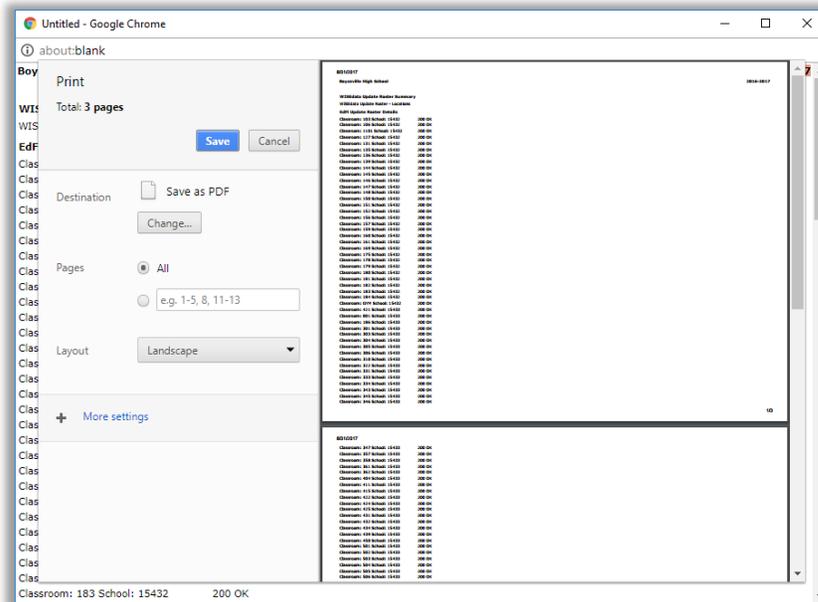


Figure A3:

Step 3 – Save as PDF is now the Destination

Click the **Save** button to save your file. A **Save As** dialog box will appear prompting you to select the location and specify the name of the file, as in Figure A4.

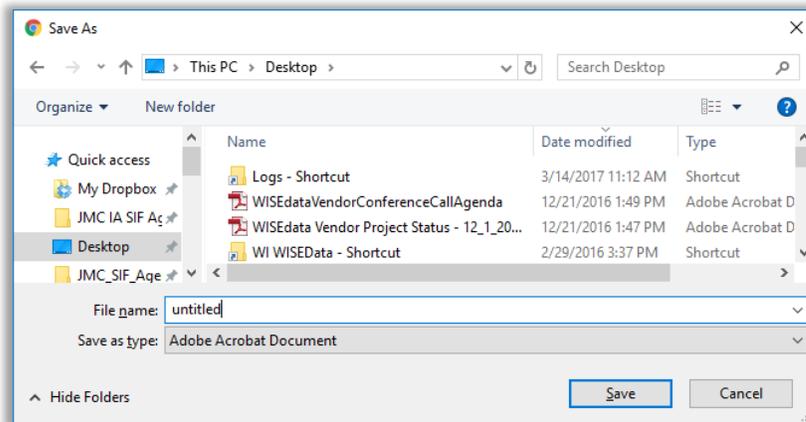


Figure A4:

Step 4 – Specifying the Location and File Name for your PDF file

Once you have the location and name specified you may click the **Save** button.

## Why save as a PDF file?

You have some options as to what to do with a JMC report. You can print it to your printer, you can save it as a PD file, or you can simply preview the report and not print it or save it as a PDF file. Some reports may also include an option to Export to a Test File and perhaps other options as well.

Saving as a PDF file can make sense for several reasons:

1. Maintain a record of some process that you completed
2. Saving as a file instead of printing saves paper
3. A PDF file can be easily emailed as an attachment

## Appendix B: Coaches/Advisors Mobile Application

New for fall 2018 is JMC's Coaches/Advisors Mobile Application. This application allows coaches and advisors to update their rosters, view attendance, class schedules, and demographic data for their members, and generate communications such as calls, texts, or emails to members of their roster and/or parents. The messaging option can be used for event-related messages such as postponements, schedule changes, departure and arrival times, etc.

It should be noted that rosters can be created for adult activities (school board, committees, etc.) as well as student activities (sports, clubs, plays, speech teams, etc.)

This appendix will provide you with a quick tour of the new mobile application.

First you will need to install the application. To get your copy of the JMC Coaches/Advisors Mobile Application, just search any App Store on your smart phone or other mobile device (available mid-August 2018).

Once installed and running, the first page you will see is Figure B1.



Figure B1 – Initial Page for Starting up the JMC Coaches/Advisors Mobile Application

Next, tap the **Reset Settings** button and the page will appear similar to Figure B2. Here you will enter the web address (URL) for your JMC web application. For example, in Figure B2 you will notice that the web address is listed as [eric.onlinejmc.com](http://eric.onlinejmc.com).

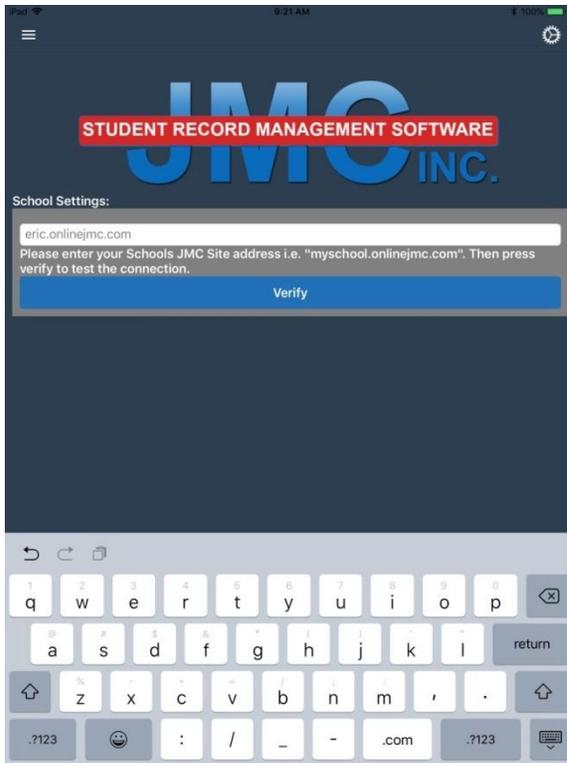


Figure B2 –  
Entering Settings

Once you have entered the web address you may tap on the **Verify** button to verify the web address. Then you will be prompted to log into the JMC mobile application by using the same username and password you would use to log into the JMC Next Gen Office Application. The page will then appear similar to Figure B3.

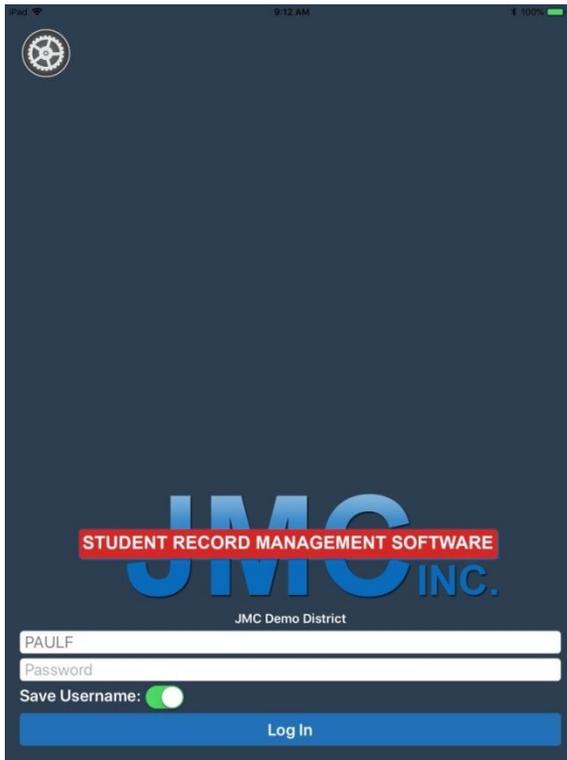


Figure B3  
Logging into the Mobile  
Application

Once you have entered your username and password you may save the username if you wish and then tap the **Log In** button to continue.

Next you will see the default page, which will appear similar to Figure B4.

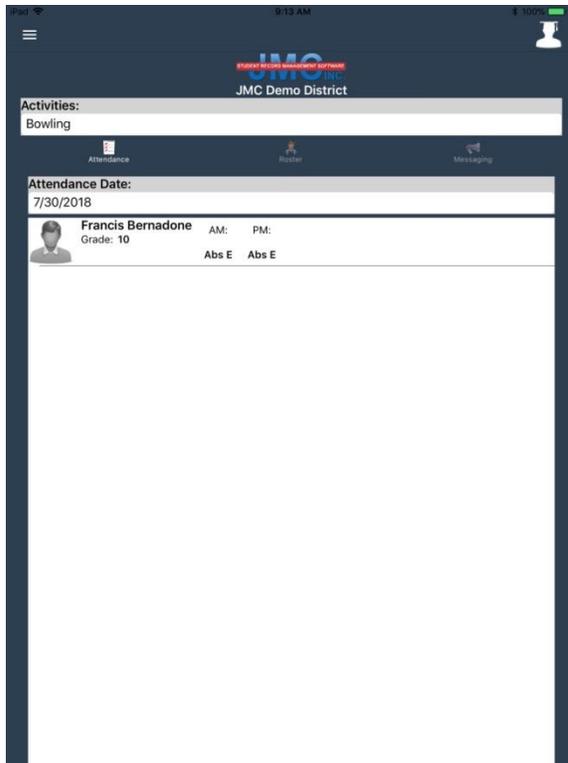


Figure B4  
Initial Page of the Mobile  
Application

The initial page will default to displaying attendance information for students in an activity for which you are assigned as the advisor.

If you tap on the **Activities** bar at the top of the page then you will be able to scroll through the activities for which you are assigned as advisor (if you are assigned to more than one). The page will then appear similar to Figure B5.

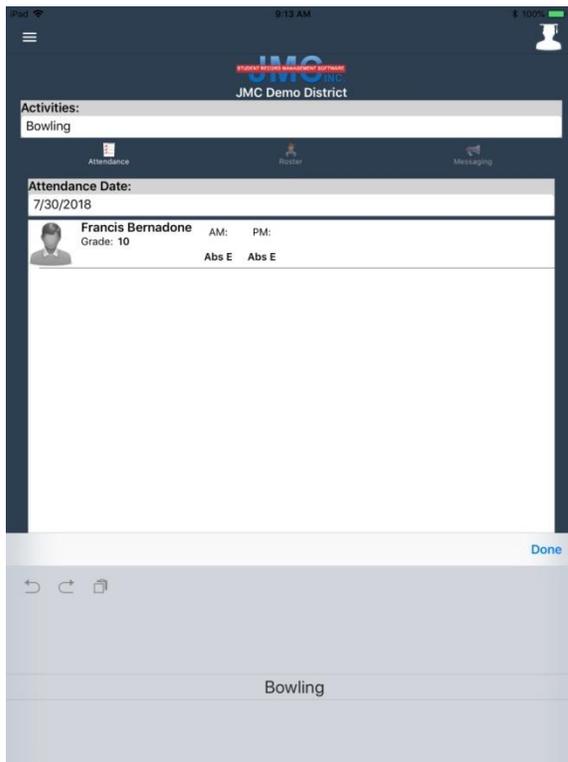


Figure B5  
Scrolling Through Your Rosters  
for Attendance Information

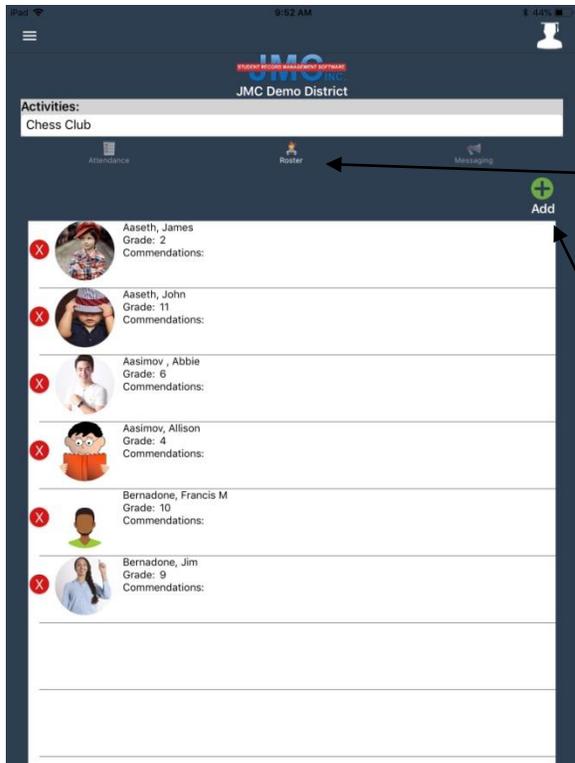


Figure B6  
Viewing a Roster

To view rosters, tap the **Roster** icon at the top middle of the page. The page will appear similar to Figure B6.

To add someone to your roster, tap the green **Add** button in the top right corner of the page. The page will then appear similar to Figure B7.

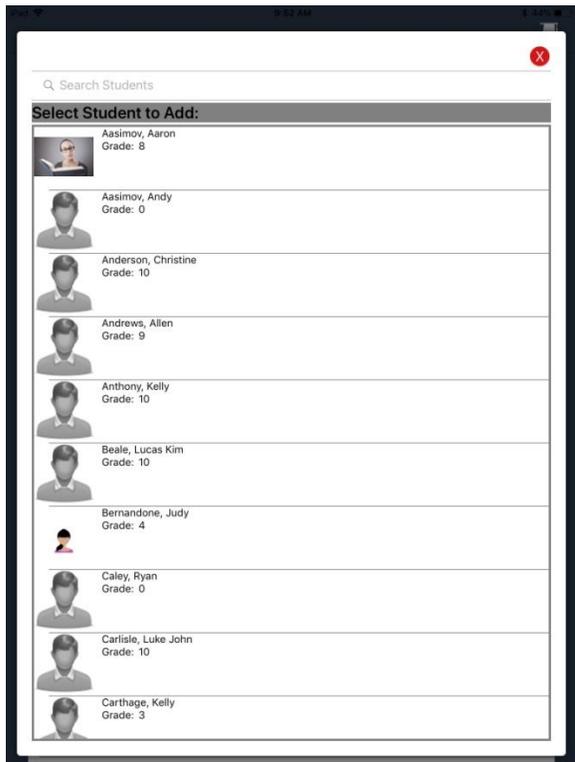


Figure B7  
Adding a member to a Roster

On this page you simply find the person you wish to add as a member of the roster, either by scrolling through the list or by using the **Search Students** box at the top of the page. Once you can see the person you wish to add then tap on them. You will then be brought back to the previous page, similar to Figure B8.

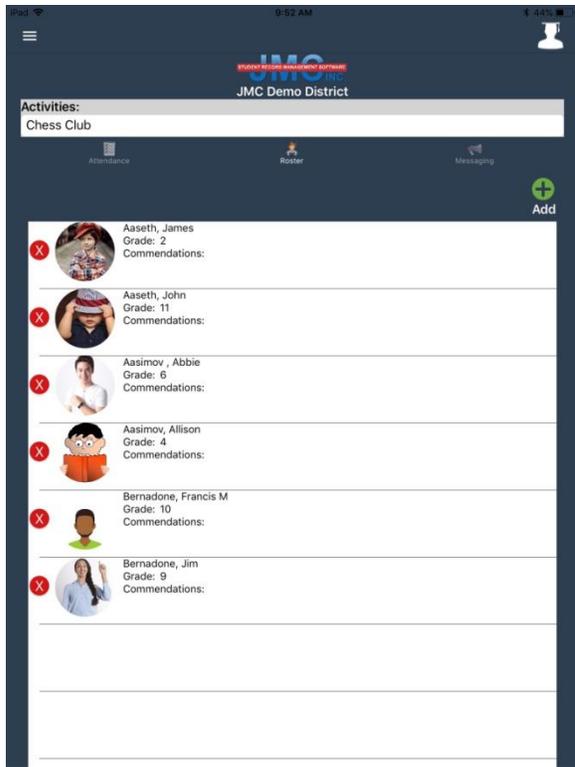


Figure B8  
Roster Page

If you tap on a person in your roster you will then see a page similar to Figure B9, which contains demographic and contact information about that person.

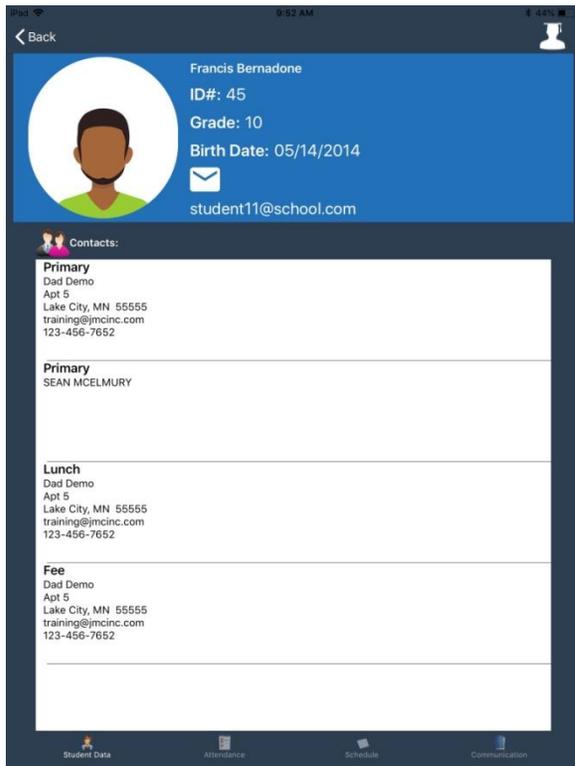


Figure B9  
Demographic and Contact Info Page

Tap on a contact on this page and you will see a new page with the complete contact information for that contact. On the contact details page you will be able to click on a phone number to place a call or click on an email address to send an email.

The icons at the bottom of this page will allow you to view various types of data about the roster member.

The icons include Student Data (Figure B9), Attendance (Figure B10), Schedule (Figure B11), and Communications (Figure B12).

To return to the roster you may tap the Back button in the upper left corner of the page.

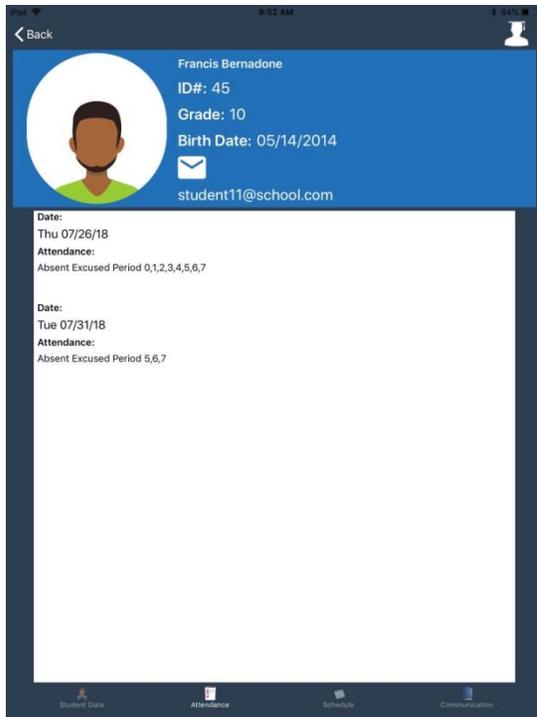


Figure B10  
 Roster Member's  
 Attendance Info

Tap the **Back** button in the upper left corner to return to the previous page, similar to Figure B8.

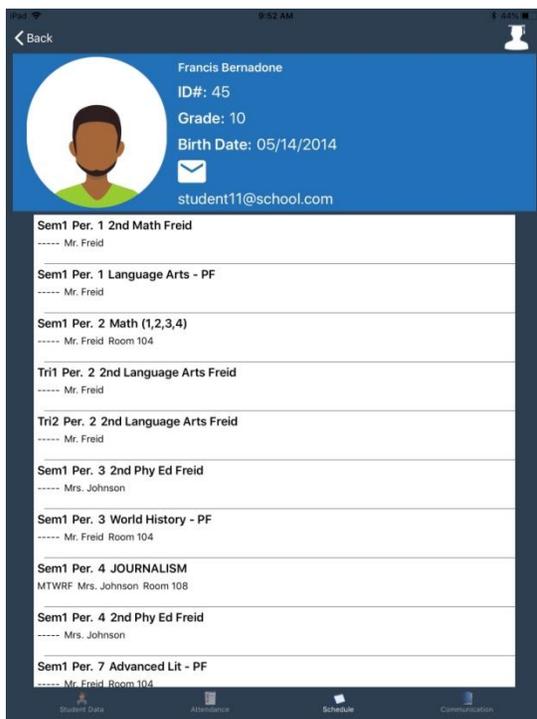


Figure B11  
 Roster Member's  
 Course Schedule

Tap the **Back** button in the upper left corner to return to the previous page, similar to Figure B8.

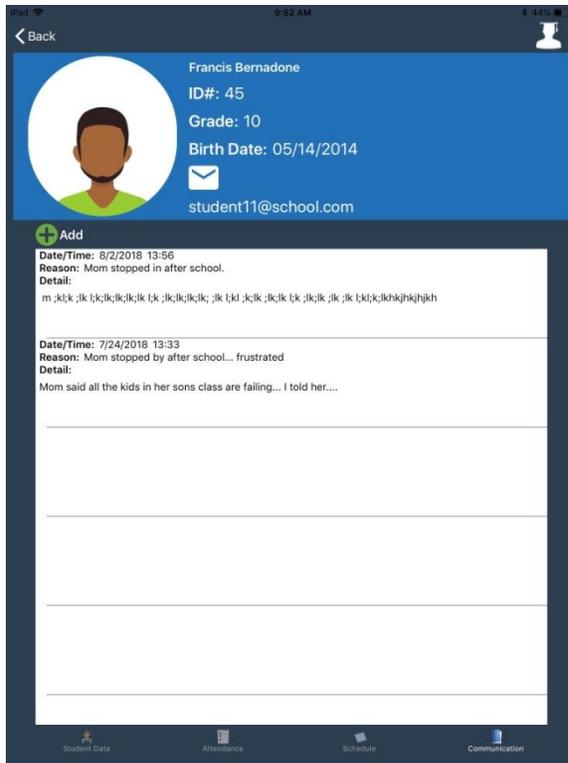


Figure B12  
Roster Member's  
Communications

To send a communication to the office for this member/student, tap on the green **Add** button in the upper left corner. A page will appear that will allow you to type in whatever you wish to communicate to the office for this student.

Tap the **Back** button in the upper left corner to return to the previous page, similar to Figure B13.

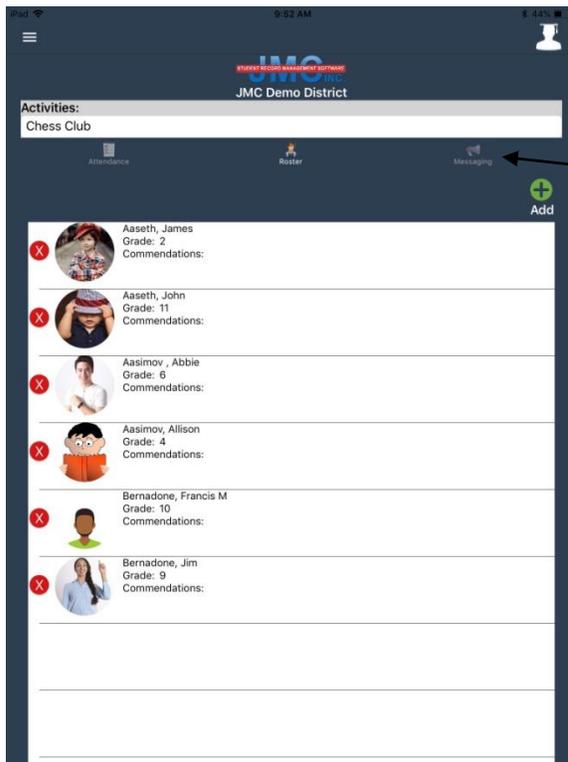


Figure B13  
Roster Page

If you tap on the **Messaging** icon in the top right corner of the page, then the page will appear similar to Figure B14.

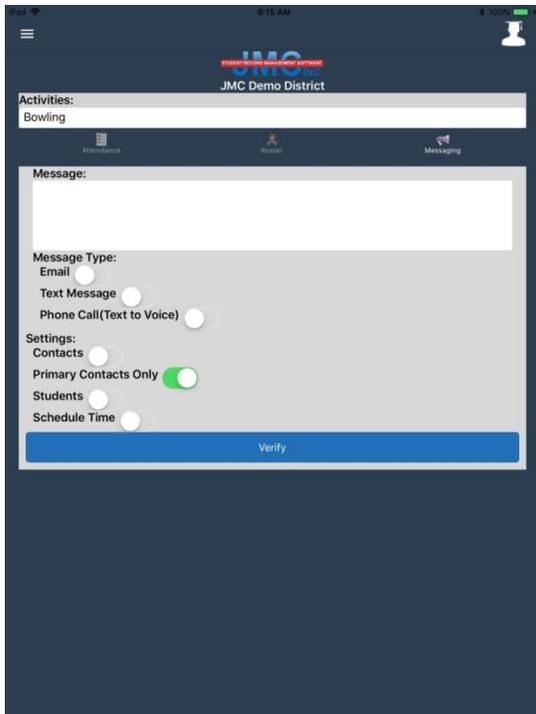


Figure B14  
Communications Page

From this page you may send communications to members (students) and or contacts for an activity roster.

Options include sending email, text message, and/or phone call (text to voice) to members (students) and/or contacts. You may also schedule a time for the message to be sent or you may send it immediately.

Note: To use the messaging options on this page your school district must be licensed to use the Message Center module of the JMC Next Gen Office Application.

## **Change Log**

Changes for 8/20/2018 version

- Edit Coaches/Advisors – new page for editing coaches and advisors
  - o Required for use of new Coaches/Advisors mobile application
- Appendix A – NEW – Saving a Report as a PDF FILE
- Appendix B – NEW – Coaches/Advisors Mobile Application