STUDENT RECORD MANAGEMENT SOFTWARE

JMC INC.

Since 1980

NEXT GEN DOCUMENTATION
~ATTENDANCE~
IOWA VERSION

Includes:
Edit Menu Items
Student Contact Menu

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Table of Contents

Attendance-Activities Menu - see Activities documentation available at
http://www.jmcinc.com/resources/documentation

JMC Attendance Module Overview

The Attendance Module of JMC Next Gen Office Application is considered the base module of the JMC Next Gen web application and as such it contains a variety of basic data that is used by all modules of Next Gen. The Attendance Module gives your district the ability to keep track of various types of basic data about your students, teachers, rooms, contacts, activities, and calendar. Also, important aspects such as mailing and custom labels, data mining, and student contact directories.

AM/PM Attendance vs. Period Attendance
The Attendance Module includes features necessary to record AM/PM (full-day/half-day) attendance whereas the JMC Period Attendance Module expands upon that to allow for recording of attendance by period.

Student Demographic Data
Student names and other basic demographic data may be maintained in the Attendance module. This data is available for all modules to access.

Enrollment Data Management (Drops, Adds, Reenters)
Student enrollment may be tracked through drop, add, and reenter processes.

Teacher Demographic Data
Teacher names and other basic demographic data may be maintained in the Attendance module. This data is available for all modules to access.

Advisor/Advisee Lists and Assignments
Students may be assigned to advisors en masse or individually. Also, advisor/advisee lists may be generated. This advisor/advisee information is also available for all modules.

Rooms
Room numbers and related data may be entered and is available for all modules.

Calendar, Day Names, Special Days
The calendar may be edited to include such information as start and end dates for each term. Day names for the school year may be defined by specifying the date for each day number. Special days, such as snow days, class trips, or other atypical school days, may be defined as needed and can be assigned for all grades or for individual grade levels.

Student Contact Data, Directories
Contact data consists of parents, primary contacts, emergency contacts, and other types of contacts. These are set up separately from the student demographic data and then linked to students as needed.

Activities
The Activities menu of the Attendance 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 Attendance module in the Activities menu *with one exception*: students' parent permission slips and physical exams must be entered in the Health module under the Data menu using the Edit Health History option. For further details regarding Health History, please refer to the documentation on the Health module of the JMC Office 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.

Data Mining
JMC's query engine, known as Student Lists, may be used as a data mining tool to print and/or export lists of data. The user may select the items to be printed/exported, how they are to be sorted, the range of items to be selected, and the printed format. Exports are saved in CSV (comma-separated) formatted text file. The list may also be used for creating custom labels. The report settings for a list may be saved and reused at a later time.

The list of items that may be printed/exported includes demographic items available on the Edit- Student Data page as well as activities, attendance, bus, contact, course sections, custom fields , discipline, ELL/LEP, enrollment history, entry, GPA, health history, immunizations, lunch status, period attendance, race-ethnicity, special education, state reporting (MARSS), standardized test scores, Title I/III, and visit log. These data items may also be used in sort and selection criteria.

Mailing and Custom Labels
Mailing and custom label options give you a variety of ways to generate labels for your mailing and other needs.

Custom Forms
Custom forms may be generated in the Attendance module and may be used in conjunction with reports from various Next Gen modules for customized reporting. Custom form options include attendance form letters, student information forms, report cards (including standards-based report cards), and other form letters.

Attendance Module Instructional Videos
The following instructional videos for the Attendance Module and related software are available from JMC. Click on the link and the video will come up in your web browser.

If you have any issue with getting these videos to work for you please contact JMC at 800-524-8182.

http://jmcinc.com/resources/view/form_designer_intro

http://jmcinc.com/resources/view/period_attendance_form_letters

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.

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:	Name:	Grade:	Gender:	StateID:	Stu Email:
569	Adams, Carla	7	F	1234567890123	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 Diptheria, Tetanus, and Pertussis	10/1/2001 (0Y 2M)	- Full	☐
DTaP Diptheria, Tetanus, and Pertussis	12/3/2001 (0Y 4M)	- Full	☐
DTaP Diptheria, Tetanus, and Pertussis	2/4/2002 (0Y 6M)	- Full	☐
DTaP Diptheria, Tetanus, and Pertussis	10/28/2002 (1Y 3M)	- Full	☐
DTaP Diptheria, Tetanus, and Pertussis	9/19/2005 (4Y 1M)	- Full	☐
IPV	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.

Edit — New Student Wizard

This page is used to enter a new student into your JMC Next Gen database. The wizard will walk you through entering demographic data on the Student Data page as well as entering the student's enrollment history and attendance start date.

1. Select Edit-New Student Wizard. The page will appear similar to Figure 1.

Figure 1: Entering demographic data during step 1 of the New Student Wizard

2. Enter demographic data such as Last Name, First Name, Gender, Grade, etc. Make sure to include at least those 4 demographic data items so that your record is somewhat adequate for use. The remainder of the demographic items can be entered now or later as the data becomes available or is needed.

3. Click the **Save** button in the upper or lower right corner. A dialog box will then appear similar to Figure 2:

Figure 2:

Option to Save Student to Next Year as well

4. If you have already moved up your data for the coming school year you will see a message as in Figure 2. You can decide whether you want the student added to the next year as well as the current year. Either click **OK** or **Cancel**, then the page will appear similar to Figure 3:

Figure 3: Entering enrollment history and start date with New Student Wizard

5. Enter any known enrollment history data items and specify the starting date for the student's enrollment.

6. Click the **Add** button to store the enrollment history data.

Edit — Student Data

This page is used to edit general demographic data for a new student, including student IDs, birthdate, contact, bus, special education, entry, Title I/III, LIEP, state reporting (SRI), enrollment, race/ethnicity, and custom data.

1. Select Edit – Student Data. The page will appear similar to Figure 4.

Figure 4: Student Data page

2.   Select the student to be edited by typing the name of the student in the **Find** box at the top of the page and then selecting the student from the drop down list.

Note: The cursor may be moved from field to field using the **Tab** key.

Last - student's last name *(D0080)*
First - student's first name *(D0060)*
Middle - student's middle name or initial *(D0070)*
Suffix- student's suffix, e.g. Jr., Sr., etc. *(D0090)*
Gender - F for female or M for male *(D0050)*
Advisor - student's advisor or homeroom teacher *(D0055)*

> *Note:*   The list of teachers/advisors for the Advisor menu are defined on Attendance – Staff – Teachers.

Grade - student's or adult's grade level (0-12, A for adult) *(D0030)*
Special Grade 0 Items

Kdg group - if the grade level is 0, then the student may be put into a special grade 0 group selected from the menu. See Figure 5.

- The grade 0 groups are KG, KA, KB, KC, KD, EC, and HK.
- **Kdg (Grade Zero) groups** may be defined on <u>Edit – Edit School Data</u> as preschool, kindergarten, or neither. See Figure 6.

Figure 5: Special Grade 0 Items – Kindergarten

Preschool Attendance - *if the grade level is 0 and the Kdg group has been specified as* ***Kindergarten*** *(*<u>Edit-Edit School Data</u>*), then the student may be specified as having attended preschool within 12 months prior to kindergarten entry.* ***(D0780)***

Figure 6:

Designating Grade 0 Groups on <u>Edit – Edit School Data</u> page

Figure 7:
Special
Grade 0
Items -
Preschool

PK Data - *if the grade level is 0*, then the student may be designated for various preschool-specific activities. Click on the **PK Data** button to edit this data – the page will appear similar to Figure 8.

Figure 8:

Edit Student
Preschool
Data

Preschool Program One Type - *(D0834)*
Preschool Program One Hours - *(D0836)*
Preschool Program One Session - *(D0838)*
Preschool Program Two Type - *(D0835)*
Preschool Program Two Hours - *(D0837)*
Preschool Program Two Session - *(D0839)*
PK Funded by Head Start - *(D0821)*
PK Funded by Shared Visions - *(D0822)*
PK Funded by Early Childhood Iowa (ECI) - *(D0823)*
PK Funded by Parent - *(D0824)*
PK Funded by Title I - *(D0825)*
PK Funded by SWVPP - *(D0826)*
PK Funded by Other - *(D0827)*

Building # - building number for the student (for state reporting purposes)
JMC Building - *(District Databases only)*– the JMC build number for the student

Print   To print the data for the student, click **Print**.

Note: If this student is enrolling after the first day of school and was not enrolled for at least the first day of school, use the selection Attendance—Student—Add Student to add the student to the attendance register.

New Student   To enter the data for a new student, click **New Student**.

StuRefNum #   To edit the stu ref num for a student, click **StuRefNum #**. You may then edit the number and save the changes.

> *WARNING: Editing a student's StuRefNum is generally not advised.* The main reason for doing so is when a student was deleted from the database (or not rolled up as with a returning senior) and the student needs to be reconnected with their data that is linked by the StuRefNum.

Save   To save the data for the student, click **Save**.

> *Note:* Upon saving data for a newly entered student, a student number will be automatically assigned to them based on their grade level.

Figure 9: General Tab from Student Data page

GENERAL

Active - student is currently enrolled (a member) and is to be included on lists

Attend – student is to be included in attendance reports

State Report - student is to be included in SRI state reporting

Rank - student is to be included in a class rank with their grade level

Honor Roll – student is to be included in honor roll

Special Considerations – if checked, indicates that additional information exists for this student

Gifted/Talented – student's gifted/talented status *(D0310)*

Birth Date - student's birth date entered in the form MM/DD/YY or MM/DD/YYYY (will be displayed as MM/DD/YY). The student's age will be displayed to the right of the Birth Date field. *(D0020)*

Grad Date - student's graduation date entered in the form MM/DD/YY or MM/DD/YYYY (will be displayed as MM/DD/YY)

Username – student's username for login purposes (up to 16 characters)

Password – student's password for login purposes (up to 8 characters)

> *Note:* Viewing and editing of passwords for students is governed by the

Passwords privilege as established on File-User Privileges….

Email – student's email address (up to 50 characters)
Email 2 – student's second email address (up to 50 characters)
Cell Phone Number – student's cell phone number and messaging settings

Cell Phone Number: [   ] 📱   Figure 7:

Right-clicking on this icon allows you   Student Cell Phone and Message
to set the Message Center settings for   Settings in General Data tab
this phone number

Cell Phone Number: [   ]   Transported: |0   Figure 8:
- ☐ SMS(Text Message)
- ☐ Emergency/Weather Related   Editing Message Center Settings
- ☐ Student/Lunch Related   for student's Cell Phone
- ☐ General School Information

> Message Center: JMC's Message Center allows for efficient communication with a student via their cell phone. The JMC Message Center allows for the following: 1) Emails 2) Short Message Service (text messaging or texting) 3) Voice Calls/Voice Mail.
>
> Here the settings will govern which type(s) of Message Center that the student will receive on their cell phone.
>
> For more information on JMC's Message Center module please refer to the documentation at http://jmcinc.com/uploads/files/NextGen_MessageCenter.pdf.

Coordinated Early Intervening Services – "Did the student receive Coordinated Early Intervening Services (CEIS formerly EIS) funded by IDEA Part B during the current year?" (Iowa Data Dictionary 2009-2010) *(D0760)*
Student ID - JMC student number, which is not editable on this screen *(D0010)*

   Note: To edit the student's **Student #**, select Edit – Renumber Students.

SSN - student's Social Security Number
ID# - student may be assigned an ID# up to 13 letters or digits in length
State ID – (State Student ID) unique ID assigned to a student in the Iowa State Student ID and Locator System *(K0020)*
Locker - locker number with a maximum of 5 letters or digits
Combination - locker combination entered as 6 digits
Resident Status - student may be assigned a resident code from 0-9
Transported - student may be assigned a transportation code from 0-9, as determined by your school

Figure 10: Bus Tab from Student Data page

BUS

Location Type – Location 1 / 2 / Alternate – use up to 3 locations for a student due to split families, baby sitters, day care, bad weather alternate location, etc.

Description – description of student's bus route location

Route Bus # – route bus # for the specified location

Shuttle Bus – if a shuttle bus is used for this bus location, enter that information here

Authorized By – authorization information, parent/guardian who has authorized the bus route info

Date Authorized – includes calendar tool that allows date entry by clicking a graphical calendar

Bus Note – space to enter a free-form note about this bus location

Route Bus – for normal weather conditions

Route Bus Pick Up – Time AM – morning pick-up time

Route Bus Pick Up – Location AM – morning pick-up location

Route Bus Pick Up – Time PM – afternoon pick-up time

Route Bus Pick Up – Location PM – afternoon pick-up location

Hard Surface Route– an alternate route used typically for bad weather circumstance when buses will not be traveling on gravel roads

Hard Surface Pick Up – Time AM – morning pick-up time

Hard Surface Pick Up – Location AM - morning pick-up location

Hard Surface Pick Up – Time PM - afternoon pick-up time

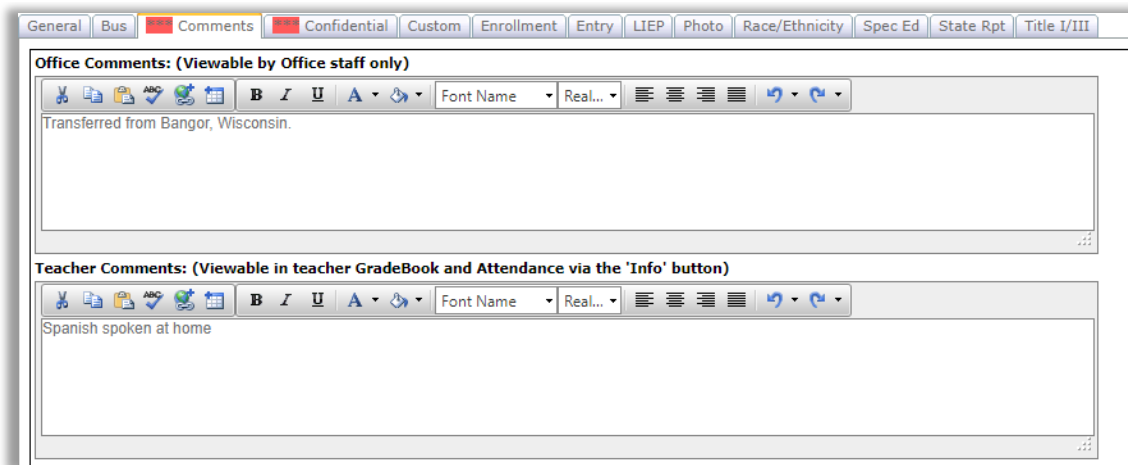**Hard Surface Pick Up – Location PM** - afternoon pick-up location

Figure 11: Comments Tab from Student Data page

COMMENTS

The space in the Comment tab can be used to record general notes that are visible to JMC user with privileges to View and/or Make Changes for Student General data.
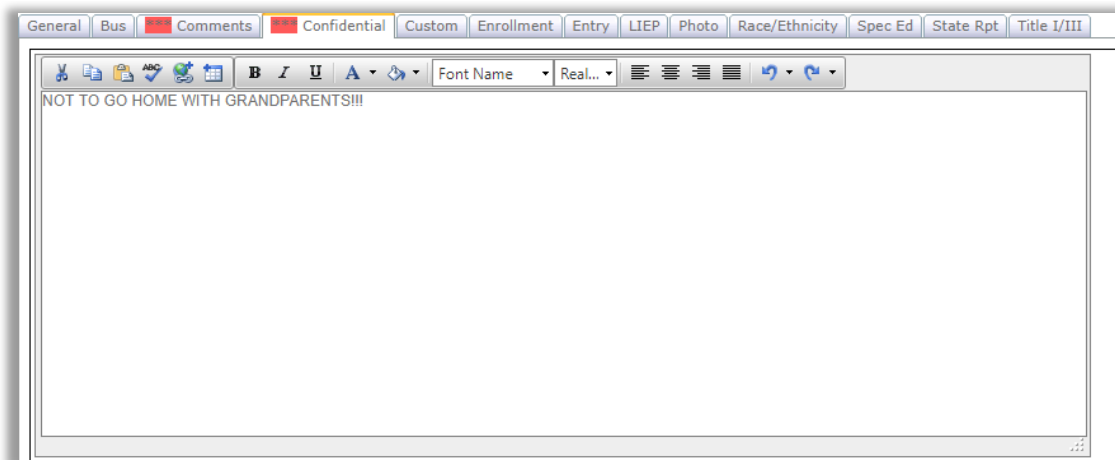

Figure 12: Confidential Tab from Student Data page

CONFIDENTIAL

The space in the Confidential tab can be used to record general notes that are visible to JMC users with privileges to View and/or Make Changes for Student Sensitive data.

Figure 13: Custom Tab from Data page

CUSTOM FIELDS

Edit – This link allows you to edit a student custom field records. Once the edit link is clicked, the page will appear similar to Figure 14. After editing the data you must click the **Update** link in order to save the changes.

Figure 14: Editing Student Custom Data

Note: The Custom tab is only visible when logged in to a specific building.

Note: For more information about custom fields please refer to page 28 of this document.

Figure 15: Enrollment Tab from Student Data page

ENROLLMENT

Enrollment History – click **Edit** to edit the student's enrollment history records. See http://jmcinc.com/uploads/files/NextGen_Iowa.pdf for more details.

Note: To enter an exit code for a student you must use <u>Attendance – Student – Drop Student</u>.

Note: To add another line of enrollment data for a student you must use <u>Attendance – Student – Re-Enter Student</u>.

Figure 16: Entry Tab from Student Data page

ENTRY

   Birthplace - student's birthplace (up to 25 characters)
   Birth Country - student's country of birth
   Home Language Survey Date – date that the home language survey was completed entered in the form MM/DD/YY or MM/DD/YYYY (will be displayed as MM/DD/YY) *(D0405)*

Home Language Identifier – was a language other than English identified on the Home Language Survey? *(D0406)*

Entry Date District - student's entry date into the school district entered in the form MM/DD/YY or MM/DD/YYYY (will be displayed as MM/DD/YY) *(D0210)*

Entry Date School - student's entry date into the school building entered in the form MM/DD/YY or MM/DD/YYYY (will be displayed as MM/DD/YY)

First Enrollment Date in US School – date student began enrollment in a U.S. school *(D0490)*

Migrant - student's migrant status and date entered in the form MM/DD/YY or MM/DD/YYYY (will be displayed as MM/DD/YY), and duration (calculated)

Immigrant – student's immigrant status *(D0330)*, date entered in the form MM/DD/YY or MM/DD/YYYY (will be displayed as MM/DD/YY), and former country (up to 20 characters)

> *Note:* The dates for the Migrant and Immigrant fields are not included in the SRI extract and can be used at the discretion of the district.

Immigrant From – student's prior country of residence

Initial Homeless Type – if student was homeless at some time during the year, what was the type of primary nighttime residence when the student became homeless? *(D0340)*

Unaccompanied Homeless Youth – "Is the homeless student considered to be an unaccompanied youth?" (Iowa Data Dictionary 20115-2016) *(D0341)*

Homeless Student Served through McKinney-Vento – as is *(D0800)*

Figure 17: LIEP Tab from Student Data page

LIEP

Native Language – language normally used by the student or the parents of the child (Iowa Data Dictionary 2015-2016) *(D0410)*

ELL Status – current ELL status of a K-12 student *(D0420)*

Date Parent Waived LIEP Services - date entered in the form MM/DD/YY or MM/DD/YYYY *(D0425)*

Original Placement Date - date entered in the form MM/DD/YY or MM/DD/YYYY *(D0460)*

Exit Date - date student was classified as ELL status 4, entered in the form MM/DD/YY or MM/DD/YYYY *(D0465)*

Instructional Program – "instructional program of a current ELL student" (Iowa Data Dictionary 2015-2016) *(D0470)*

Monitor Year 1 End Date – the date that Year 1 monitoring will end for the student *(D0483)*

Monitor Year 1 Teacher – teacher file folder number of Year 1 monitor teacher of the ELL student *(D0482)*

Monitor Year 1 Decision – the decision for the ELL student after Year 1 monitoring *(D0484)*

Monitor Year 2 End Date – the date that Year 2 monitoring will end for the student *(D0487)*

Monitor Year 2 Teacher – teacher file folder number of Year 2 monitor teacher of the ELL student *(D0486)*

Monitor Year 2 Decision – the decision for the ELL student after Year 2 monitoring *(D0488)*

Returned to LEIP Program – the date the ELL student re-entered the LIEP program *(D0489)*
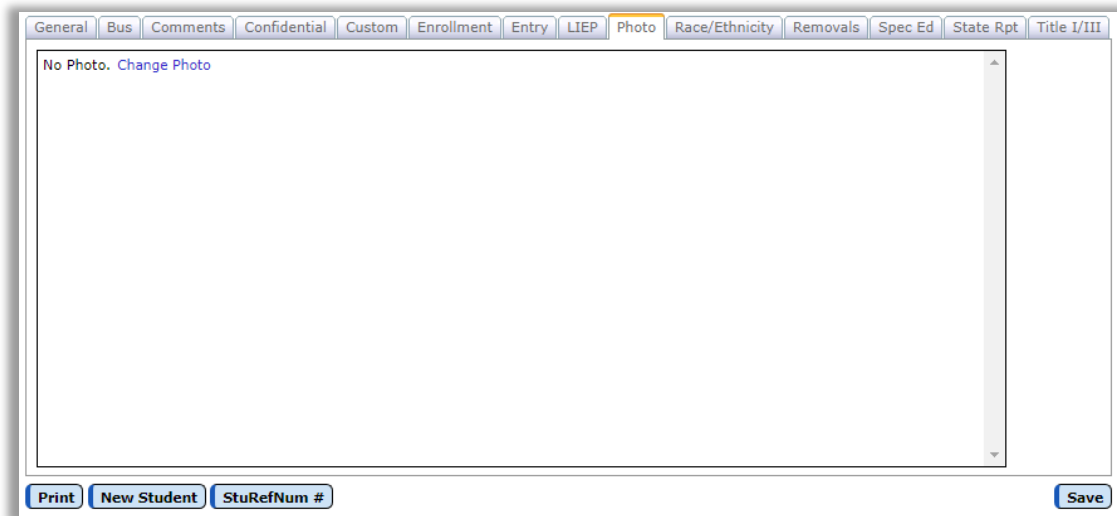
Figure 18: Photo Tab from Student Data page

PHOTO

If the student has a photo imported it will be displayed on this tab.

For more information about importing photos into your JMC Next Gen database please refer to Appendix D of this document.

Figure 19: Race-Ethnicity Tab from Student Data page

RACE_ETHNICTY
 Hispanic-Latino – Is student Hispanic / Latino? *(D0042)*
 American Indian - Alaskan Native – Is student of the American Indian or Alaskan Native race? *(D0043)*
 Asian – Is student of the Asian race? *(D0044)*
 Black-African American– Is student of Black or African American race? *(D0045)*
 Hawaiian – Pacific Islander – Is student of the Native Hawaiian or Other Pacific Islander race? *(D0046)*
 White – Is student of the White race? *(D0047)*
 Ethnicity *(legacy code)* - student's ethnicity entered as a digit 1-5 where 1=American Indian, 2=Asian, 3=Hispanic, 4=Black, 5=White

 Note: **Ethnicity** *(legacy code)* is no longer collected for SRI state reporting purposes but is occasionally collected by other entities.

Figure 20: Sensitive Tab from Student Data page

Note: This tab is governed by the user privilege for Sensitive Data.

SENSITIVE
Legal Last Name   Legal last name of the student. *(D0085)*
Legal First Name   Legal first name of the student. *(D0065)*
Legal Middle Name   Legal middle name of the student. *(D0075)*
Legal Suffix   Legal suffix of the student name. *(D0092)*

Legal Name vs. Preferred Name

If the Legal Name fields on the Sensitive tab are left blank it will be assumed that the student's legal and preferred names are identical.

If the Legal Name fields on the Sensitive tab are filled in it will be assumed that the name fields in the top left corner of the Student Data page is the student's preferred name.

Lunch Status menu Indicates how a student is to be charged for meals in this school. To modify the student's lunch status select <u>Lunch – Data – Edit Student Lunch Data</u>. *(D0270) (D0280)*

Editing the student's lunch status if your school does not use JMC's Lunch module

Note: lunch status is only editable in the Sensitive tab if the school does not use JMC's Lunch module.

To edit the student's lunch status, click on the Lunch Status drop down list (Figure 21) and select the correct option from the drop down list (Figure 22).
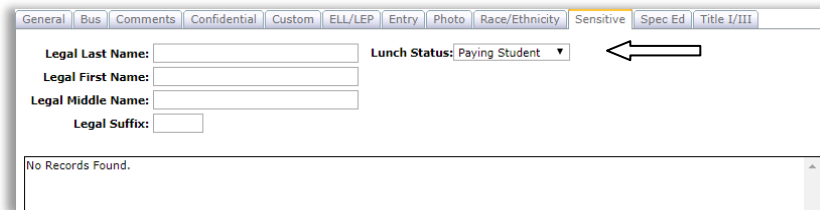
Figure 21: Editing the Student's Lunch Status   Figure 22: Status Options
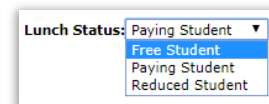
Next, the Effective Date field will appear. Specify the effective date for the lunch status change by typing it in to the Effective Date text box (Figure 23) OR selecting the data from the calendar tool (Figure 24). To make the calendar tool appear, click on the calendar icon to the right of the Effective Date text box.
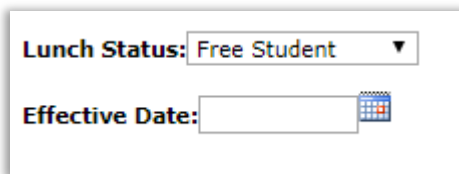
Figure 23: Editing the Effective Date   Figure 24: Calendar Tool
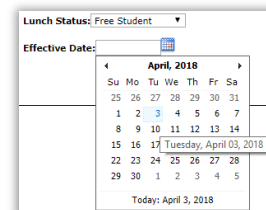
Once you have specified the effective date for the change you can save the lunch status change by clicking the **Save** button in the lower right corner of the page (Figure 25). Once the data is saved a lunch status change record will appear in the window at the bottom of the tab (Figure 26).

Figure 25

Click on the Save button to save Lunch Status Changes

Figure 26

Lunch Status Change is Saved

Figure 27: Spec Ed Tab from Student Data page

SPEC ED

Current IEP Level – formerly Special Education Level that was editable on this tab, this data element is now contained within enrollment history records, therefore allowing the IEP level to be tracked across various enrollment spans

IEP Placement Date – most recent IEP placement date *(D0292)*

IEP Staffed Out Date– most recent IEP staffed out date *(D0294)*

IEP Renewal Date– most recent IEP renewal date

Special Ed – student's special education status and date entered in the form MM/DD/YY or MM/DD/YYYY (will be displayed as MM/DD/YY)

504 Plan – student's 504 Plan status *(D0300)* and date entered in the form MM/DD/YY or MM/DD/YYYY (will be displayed as MM/DD/YY)

Comment – a free-form comment about the student's special education program. This data element includes simple word processing functionality that allows for some formatting of the text. Also, you may cut formatted text from a Word document and paste it into this comment and most of not all of the formatting will be retained.

Share with Teachers – when this is checked the **Comment** field will be shared with teachers in the Online Teacher application.

> *Note:* The Special Ed and 504 Plan date fields on the Special Ed tab are not included in the SRI extract and can be used at the discretion of the district.

Figure 28: State Reporting Tab from Student Data page

STATE_REPORTING

Graduates

Diploma – did the student receive a district signed diploma? *(D0550)*

Post-graduation Location – graduate's intended post-graduation location *(D0560)*

Post-graduation Plan – graduate's intended post-graduation plan, e.g. four-year private or public college, community college, military, etc. *(D0570)*

Extracurricular Activities – indication of whether the student had participated in extracurricular activities at any time while in grades 9-12 *(D0555)*

Paying Job – indication of whether the student had a paying job at any time while in grades 9-12 *(D0557)*

Reason No State Assessment Reading – reason the student did not take the state reading assessment *(D0752)*

Reason No State Assessment Math – reason the student did not take the state math assessment *(D0754)*

Reason No State Assessment Science – reason the student did not take the state science assessment *(D0756)*

At-Risk – student considered at risk at any time during the year *(D0345)*

CPR Course Completion – student has completed CPR training needed for graduation

Military Connected Status – are any of the student's parents or guardians on active military duty at the time of submission? *(D0095)*

Programs – Programs 1 – 3 are program codes specifically determined by the Iowa Department of Education or locally *(D0352) (D0354) (D0356)*

Figure 29: Title I / III Tab from Student Data page

TITLE I / III

Title I Reading – Title I reading status *(D0250)*

Title I Math – Title I math status *(D0252)*

Student Contact Information

In the upper right corner of the screen is the student's contact information. A student may have up to 10 contacts associated with them, as shown in Figure 31. Contact types may be designated for each of the 10 associated contacts, as shown in Figure 32. The contact records themselves are created on Attendance – Contacts – Edit Contacts and may be accessed via the **Edit Contact** Quick Link at the right side of the Student Data page – see Figure 30.
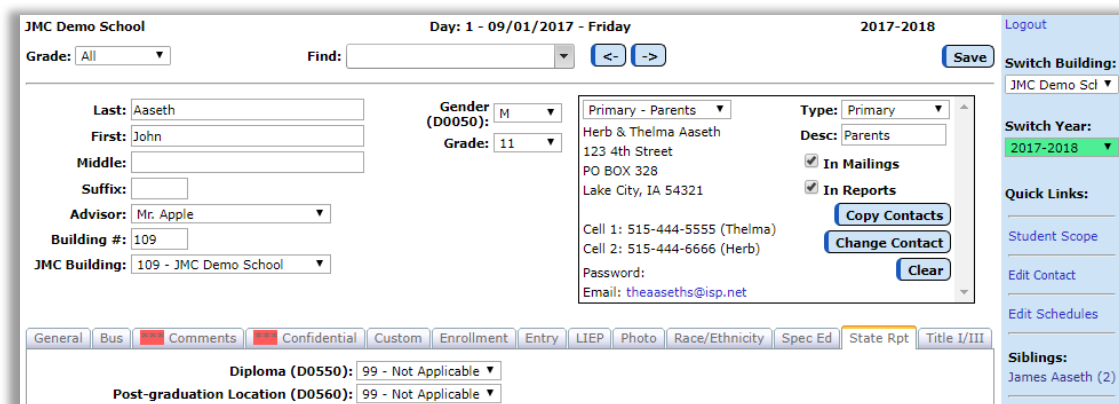

Figure 30: Contacts section (upper right corner) of Edit Student Data screen
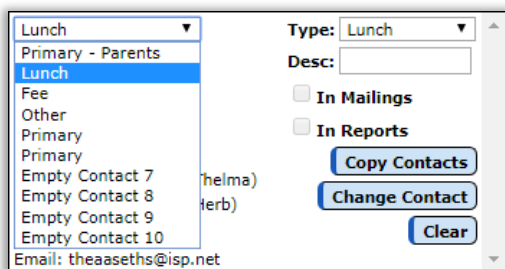
Figure 21: Contact Menu expanded
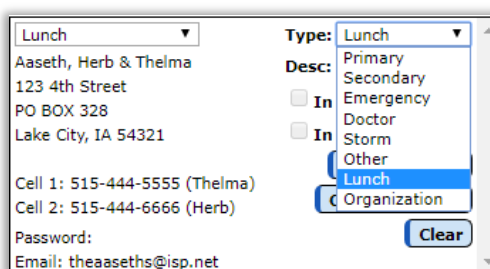
Figure 22: Contact Type Menu expanded

> *Note:* Viewing of passwords for contacts is governed by the Passwords privilege as established on File-User Privileges….

Contact menu is used to select from among the10 contacts possible for this student. If the student has no contacts attached, all 10 contacts in the Contact menu will be denoted as Empty Contact. See Figure 31.

Contact Type menu is used to designate the contact type for the currently displayed contact. Available types (relationships) for contacts are: Primary, Secondary, Emergency, Doctor, Storm, Lunch, Organization, and Other. A contact may have a different contact type for different students. See Figure 32.

> *Note:* Only one Lunch contact may be designated per student.

Clear   To clear a contact from this student's screen, first select the contact to be cleared from the **Contact** menu. Then, click **Clear**. This contact will now be designated as an Empty Contact for this student.

Copy Contacts   To copy the contact information from another student (as in the case of siblings), click **Copy Contacts**. Then select the student whose contact information you wish to copy. The contact information for the selected student will now be duplicated for the current student.

Change Contact   By clicking on this button, a list of contacts will be displayed. Selecting a contact from this list will associate the contact with the current student and cause the contact to be displayed on the Student Data page in the currently selected contact number.

In Mailings check box   Check or uncheck this box if the contact is to receive mailings such as report cards, mailing labels, and schedules. Only a Primary contact can have this box checked.

In Reports check box   Check or uncheck this box if the contact is to be included in internal reports such as an advisor list, student discipline report, or period attendance reports. Only a Primary contact can have this box checked.

Figure 33

Edit Contacts page

For more information about editing contacts please refer to <u>Attendance – Contacts – Edit Contacts</u> on page 69 of this document

Figure 34

Messaging Service options for a Contact Phone

QUICK LINKS

Student Scope   To view/edit the Student Scope page for the currently selected student, click the **Student Scope** link in the upper right corner of the page. For more details about **Student Scope** please refer to page 8 of this document.

Edit Contact   Te edit/view the student's currently displayed contact, click the **Edit Contact** link in the upper right corner of the page. The page will appear similar to Figure 33. For more details about editing contacts please refer to <u>Attendance – Contacts – Edit Contacts</u> later in this document.

Edit Schedules   To view/edit the schedule for the currently selected student, click the **Edit Schedules** link in the upper right corner of the page. For more details about student schedules please refer to <u>http:// http//jmcinc.com/uploads/files/NextGen_Schedule.pdf</u>

Edit — Edit Student Custom Data

This selection is used to edit custom data for a student.

1. Select Edit – Edit Student Custom Data. The page will appear similar to Figure 35.

Figure 35: Edit Student Custom Data page

2. Select the student to be edited by typing the name of the student in the **Find** box at the top of the page and then selecting the student from the drop down list.

3. A list of the selected student's custom fields records will be displayed. To edit the value for one of the custom fields for this student, click on the **Edit** link to the left of that record. The page will appear similar to Figure 36.

Figure 36: Editing a Student's Custom Data

4. After entering the new value you must click the **Update** link on the left to save changes.

> *Note:* Editing of student custom data is governed by the Student General Data privilege as established on File-User Privileges….

Print   To print the custom fields data for the student, click **Print**.

> *Note:*   Custom fields may be defined and put into use for the school year by selecting File-Define Custom Fields. See Figure 37.

Figure 37: Define Custom Fields page

Edit — Edit Student Sensitive Data

This selection is used to edit sensitive data for a student.

1. Select Edit – Edit Student Sensitive Data. The page will appear similar to Figure 38.

Figure 38: Student Sensitive Data page

2. Select the student to be edited by typing the name of the student in the **Find** box at the top of the page and then selecting the student from the drop down list.

> *Note:* Viewing of student sensitive data is governed by the Sensitive privilege as established on <u>File-User Privileges</u>….

3. A list of the student's status change records will be displayed. Edit the student's lunch status as appropriate.

Legal Last Name   Legal last name of the student. *(D0085)*
Legal First Name   Legal first name of the student. *(D0065)*
Legal Middle Name   Legal middle name of the student. *(D0075)*
Legal Suffix   Legal suffix of the student name. *(D0092)*

Legal Name vs. Preferred Name

If the Legal Name fields on the Sensitive tab are left blank it will be assumed that the student's legal and preferred names are identical.

If the Legal Name fields on the Sensitive tab are filled in it will be assumed that the name fields in the top left corner of the Student Data page is the student's preferred name.

Lunch Status menu Indicates how a student is to be charged for meals in this school. To modify the student's lunch status select <u>Lunch – Data – Edit Student Lunch Data</u>. *(D0270) (D0280)*

Print   To print the sensitive data for the student, click **Print**.

Editing the student's lunch status for schools that do not use JMC Lunch module

> Note: lunch status is only editable on in the Sensitive tab if the school does not use JMC's Lunch module.

To edit the student's lunch status, click on the Lunch Status drop down list (Figure 39) and select the correct option from the drop down list (Figure 40).

Figure 39: Editing the Student's Lunch Status   Figure 40: Status Options

Next, the Effective Date field will appear. Specify the effective date for the lunch status change by typing it in to the Effective Date text box (Figure 41) OR selecting the data from the calendar tool (Figure 42). To make the calendar tool appear, click on the calendar icon to the right of the Effective Date text box.

Figure 41: Editing the Effective Date

Figure 42: Calendar Tool

Once you have specified the effective date for the change you can save the lunch status change by clicking the **Save Lunch Status** button (Figure 39). Once the data is saved a lunch status change record will appear in the window at the bottom of the page (Figure 43).

Figure 43

Lunch Status Change is Saved

Edit — Delete a Student

This selection is used to delete all data for a student.

> *Note:* Do NOT use this selection if the student is withdrawing from school after being in attendance -- use Attendance—Student—Drop Student instead.

> *Important Note:* Once a student's data is deleted, it cannot be recovered.

> *Note:* This selection would be appropriate for:
> A student who is registered in the spring and then does not come to school the following year,
> OR a new student who registered in the spring and then does not come to school the following year,
> OR a student who has been inadvertently entered in error.

1. Select Edit – Delete A Student. The page will appear similar to Figure 44.

Figure 44:

Delete A Student page

2. Select the student to be edited by typing the name of the student in the **Find** box at the top of the page and then selecting the student from the drop down list.

3. Click the **Delete** button.

Drop vs. Inactivate vs. Delete Student

Drop - student attended for at least one day of the current school year but has since left the school. To drop a student, use Attendance - Student - Drop Student.

Inactivate - student attended the previous year but has not attended at all during the current school year. To inactivate, use Edit - Student Data and uncheck the student's Active, Attendance, and State Reporting flags.

Delete - this is the most severe and is not generally advised unless the student will never attend the school again and there has been no data submitted to the state department for this student for the current year. Deleting the student gives you no further opportunities to view or otherwise work with the student's data. An example of where this is an issue is in state reporting if the student was inadvertently submitted as attending for the current school year - if the student was deleted from the current year then there is no way to correct the student's records at the state level for some states (Ed-Fi, SIF). To delete a student, use Edit - Delete A Student (only available at the district level).

Edit — Renumber Students

This selection may be used to assign a student or students a number other than the one originally assigned.

1. Select Edit – Renumber Students. The page will appear similar to Figure 45.

Figure 45:

Renumber Students page

To change a student's number:
- Click on the **Student ID** button.
- Enter the current student number.
- Enter the new number you wish to assign to the student.
- Click OK

To renumber all students in a particular grade level:
- Click on the **Grade** button and select the desired grade level from the menu.
- Enter the number at which you would like to start renumbering the students in this grade level.
- Click OK

Edit — Mass Change Fields

This selection may be used to change various data fields for all students within a grade level. The data fields that may be changed using this option include; building number, resident district number, attending district number, graduation date, entry date into district, entry date into school, resident, county, locker number, locker combination, advisor, and FTE.

Figure 46: Mass Change Fields page

1. Select Edit-Mass Change Fields. The page will appear similar to Figure 46.

   Note: This option is available only when logged in to the District.

2. In the **Change** menu specify the field for which you wish to make mass changes. See Figure 47 for list of fields that may be mass changed.

Figure 47: Mass Change Fields page – field list

3. Specify the new value to be entered into the selected field.

4. Specify the grade level to receive this change.

5. Specify whether you want existing values to be replaced or left alone.

6. Click **Find Students** to begin this process. The page will appear similar to Figure 48 and will include a summary of the changes that are about to happen.

Figure 48: Mass Change Fields page – final step

7. To complete the Mass Change operation click **Update Students**.

Edit — Edit School Data

This selection may be used to change school wide information, such as the End of Year Day Number, and grade zero group information (e.g. grade level).

1. Select Edit-Edit School Data. The page will appear similar to Figure 49.

   Note: This option is available only when logged in to a building since each building will have its own specific version of this data.

Figure 49:

Edit School
Data page

To change the End of the Year Day Number, select the desired value from the appropriate menu and click the **Save** button at the top of the page.

To specify a grade zero grade level, click the **Edit** link on the left side for that group, edit its value in the **Grade Level** menu, then click the **Update** link at the left of the record. See Figure 50.

Figure 50:

Specifying Grade Level for a grade zero group on Edit School Data page

Edit— Merge Student Submissions

This selection is used to merge student contact data updates from submission generated by parents using the Online Parent application.

The example in Figure 51 shows someone logged into the Online Parent software who is making a change and is saving the change with the intent of updating the contact information for their dependent child (a child for whom they are a primary contact).

Figure 51: Sending updated contact information from the Online Parent application

When they parent clicks the Save button at the bottom they will receive a message similar to Figure 52.
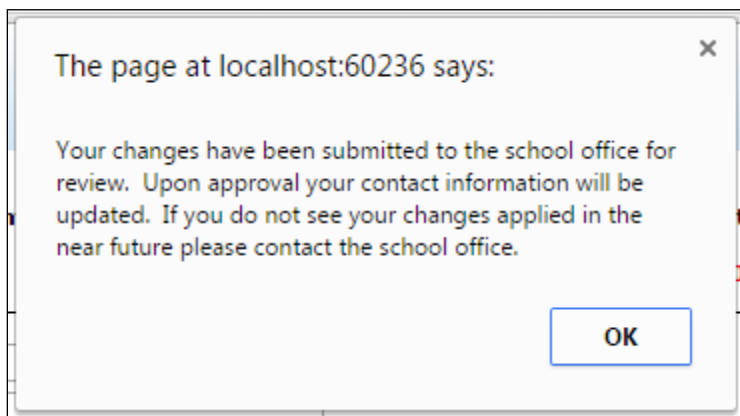
Figure 52

Message while saving changes from Online Parent

Changes submitted by parents in this manner will sit in a holding place until processed by someone in the Online Office application using Edit – Merge Student Submissions as follows.

1. Select Edit – Merge Student Submissions. The page will appear similar to Figure 53.

Figure 53: Using Merge Contact Submissions to update student contact information.

2. For each submission to be processed you may click **Accept** or **Reject** as you see fit. Click **Print** if you wish to keep a hard copy of a parent's submission.

Attendance—Student — Enter Attendance

This selection is used to enter absence and tardiness for students. Absences and tardies may be entered for the morning, afternoon, or all-day and designated as excused or unexcused.

> *Note:* Absences and tardies for individual periods of the day are entered using Period Attendance

1. Select Attendance – Student – Enter Attendance. The page will appear similar to Figure 54.

Figure 54: Enter Attendance page

2. Select the day number from the list of Days in the upper left corner for which data is to be entered.

3. At the top of the screen are the day number, the date, and an alphabetical list of any students currently absent or tardy on this day.

4. Select the student to be edited by typing the name of the student in the **Find** box in the middle of the page and then selecting the student from the drop down list.

5. Once the desired student is selected, select the absence or tardy for the student from the menus on the bottom right.

    Example 1: If the student was absent excused all day, select **Abs E** in the **All Day** drop down list.

    Example 2: If the student was tardy unexcused in the afternoon, select **Tdy U** in the **PM** drop down list.

6. As soon as you click **Save** the student's name will be added to the bottom of the list.

7. If an entry was made in error, enter the correct data. The most recent entry will be kept.

Attendance—Student — Edit Attendance

This selection may be used to edit attendance, tardies, drop codes, and add codes for a student.

1. Select <u>Attendance – Student – EditAttendance</u>. The page will appear similar to Figure 55.

Figure 55: Attendance—Student — Edit Attendance page

Select the student to be edited by typing the name of the student in the **Find** box at the top of the page and then selecting the student from the drop down list.

Once the correct student is selected, use the scroll bar in the middle of the window to locate the day to be edited.

Click the **Edit** link to the left of the day to be edited. The page will appear similar to Figure 56.

Figure 56: Editing a student's Attendance for Day 1 on <u>Attendance – Student – Edit Attendance</u>

To edit the attendance, select the correct attendance from the **All Day**, **AM,** or **PM** drop down lists.

To edit the add or drop code, select the desired add or drop code from the appropriate drop down list.

When finished editing the attendance for the selected day, click on the **Update** link to the left of that record to save the changes.

Note: The drop codes are listed under <u>Attendance—Student—Drop Student</u>.

Note: The add codes are listed under <u>Attendance—Student—Add Student</u>.

Note: The **Clear button** will clear all attendance and codes for the student for the year.

Attendance—Student — Lists

This selection is used to print and/or export lists of data. The user may select the items to be printed/exported, how they are to be sorted, the range of items to be selected, and the printed format. Exports are saved in CSV (comma-separated) formatted text file. The list may also be used for creating custom labels. The report settings for a list may be saved and reused at a later time.

The list of items that may be printed/exported includes demographic items available on the <u>Edit- Student Data</u> page as well as activities, attendance, bus, contact, course sections, custom fields , discipline, ELL/LEP, enrollment history, entry, GPA, health history, immunizations, lunch status, period attendance, race-ethnicity, special education, state reporting (SRI), standardized test scores, Title I/III, and visit log. These data items may also be used in sort and selection criteria. The ability to include these various types of data in a report or data export is sometimes referred to as **data mining**. Please refer to pages 49-51 for some examples of data mining queries.

All items are grouped into categories. Each category may be opened or closed by clicking on the plus symbol on the left side of the category.

The availability of some of these items may be limited, depending upon the user's circumstances, such as

- user privileges for a specific user (must have at least read only access to the various items)
- if using a district level JMC Office Application and logged in at the district level, some items are not available
- it is possible that a custom field specified in a saved report settings file may no longer exist

1. Select <u>Attendance-Student-Lists</u>. If any report settings files exist for this Lists screen, they will be displayed in the list on a screen similar to Figure 57.
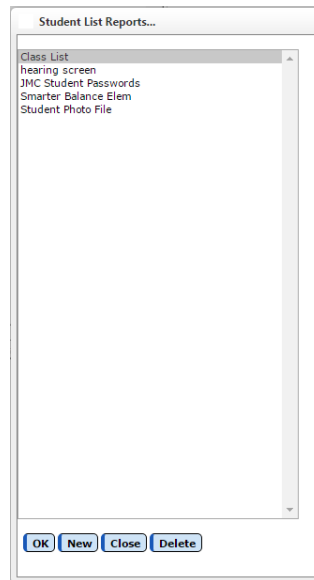
Figure 57

Report Settings screen for Lists

OK To select an existing report settings file, click on the filename in the list and then click **OK**. The same result may be achieved by double-clicking the filename.

New To create a new report settings file click **New**. The Lists screen will then appear with only the default settings similar to Figure 58.

Close To close this window and go to the main page for Lists, click **Close**.

Delete To delete a report settings file from the JMC data folder, click on the filename in the list and then click **Delete**.

The Lists screen will appear similar to Figure 58. The particular settings for this screen will depend upon the action taken at step 2.

Figure 58: Lists page.

SELECTING ITEMS TO BE PRINTED

Items to be printed/exported may be selected as follows:

Select a Category from the **Category list** on the left by opening the desired category. Categories may be opened or closed by clicking on the plus sign to the left of the category name.

Add an Item from a Category by clicking on the item in the **Category** (left-most) list.

Note: The order in which the items are selected will determine the order in which they are printed/exported.

Note: By default, **inactive students** are not included in a list printout or export. For inactive students to be included, select the appropriate option from the **Active Status** drop down list.

Note: Wherever possible, items may be used independently as print, sort, or selection items. However, when adding some non-demographic items to the **Selected Items** you may be prompted for additional information. For example, if you add the **Days Absent** item from the **Attendance** category you will be prompted to specify some selection criteria as well, such as the day number range, excused/unexcused, and number range of absences.

Clear an Item from the Selected Items list by clicking on the item in the **Selected Items** list.

Clear ALL Items from the Selected Items list by clicking on the **Clear Selected** button.

SPECIFYING THE SORT ORDER

Up to 4 items may be specified for the sort criteria. The first sort criterion listed in the **Sort Columns** list is considered to be the primary sort key (first level of sorting). If a second sort key is specified, it will affect the sort order only when the items that are being compared have the same primary key value. Additional sort keys affect the sort order in the same way, affecting the outcome only when the sort key values above them are the same. The default primary sort key is Name (L, F).

For example, a list of students could be sorted first by grade level, then by sex, and then by name by specifying the sort keys in that order. In this case, the grade level is the primary sort key, the sex is the secondary sort key, etc.

Add an Item to the Sort Columns list by clicking the **Add** link to the right of the **Sort Columns** list. A screen will appear similar to Figure 59. Then, either double-click an item to select it or select the item and then click the **OK button**. You may need to open or close categories to locate the desired item.
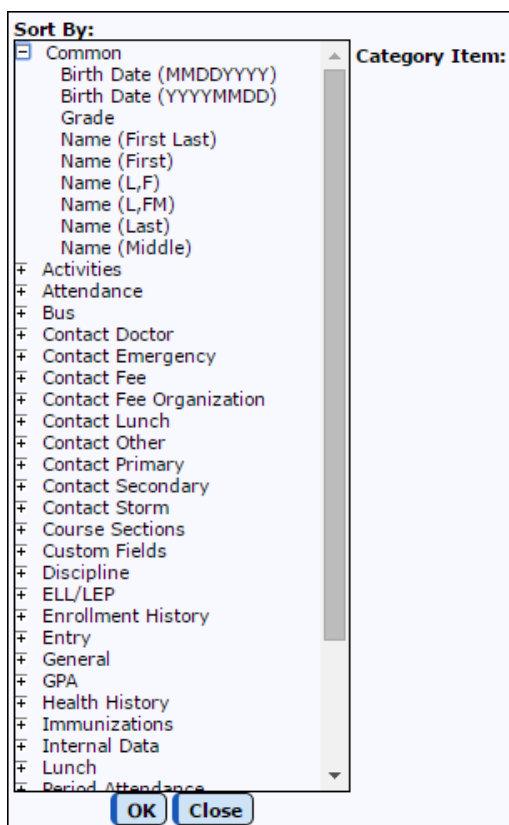
Figure 59

Sort Choice for Lists

Note: If the item selected is **Birth Date**, you may specify the sort to be either mm/dd/yy or yy/mm/dd. The mm/dd/yy option is useful when printing a list of students whose birthdays are in a specific month. In other cases, where the age of the student is important, the yy/mm/dd option will yield the desired result.

Note: Some non-demographic items may not be specified as sort keys unless they are first added to the list of items to be printed.

Edit an Item in the Sort Columns List by clicking the item in the **Sort Columns** list and then clicking the Edit link to the right of the Sort Columns list. The page will appear similar to Figure 59. Then, click an item to select it or select it and then click the **OK** button. You may need to open or close categories to locate the desired item.

Remove an Item from the Sort Columns List by clicking on the item in the **Sort Keys list** and then clicking the **Remove** link to the right of the **Sort Columns** list. The item will be immediately removed from the list.

SPECIFYING THE SELECTION CRITERIA

If only certain students are to be included, use the selection criteria to select those students. For example, you may wish to include only females in grades 9-12 who are participating in a spring sport. Up to 16 selection criteria may be specified at a time. Only students who fit ALL of the specified criteria will be included in the list printout or export. An option is also available to select random students.

Add an Item to the Selection Criteria List by clicking the **Add** link to the right of the **Selection Criteria list**. The page will appear similar to Figure 60. Then click an item to select it. You may need to open or close categories to locate the desired item. Once the item is selected, enter the range for the criteria in the boxes provided at the right side of the screen

Figure 60

Selection Criteria for Lists

Note: Some non-demographic items may not be specified as selection criteria unless they are first added to the list of items to be printed.

Note: If certain specific items are selected, such as activities, the screen will display a different selection criteria method. When selecting activities, a list of all activities that are active for the current school year will be displayed in a list. You may select one or more activities from this list.

Edit an Item in the Selection Criteria List by clicking the item in the **Selection Criteria list** and then clicking the **Edit** link to the right of the **Selection Criteria list**. The page will appear similar to Figure 60. Next, select the item and enter the range for

the selection criteria and then click the **OK button**. You may need to open or close categories to locate the desired item.

**Remove an Item from the Selection Criteria List** by clicking on the item in the **Selection Criteria list** and then clicking the **Remove** link to the right of the **Selection Criteria list**. The item will be immediately removed from the list.

Specify Random Students for the List by selecting **Random** from the **Selection Criteria menu** just above the **Selection Criteria list**. The page will appear similar to Figure 61. Select students from the list by using the **scroll bar** or **Student Box** on the right side of the screen, then click on the student names one-by-one to include them in the **Students to search on list**.

Figure 61: Selecting random students for a List.

Click **Clear Selected** to clear all settings currently specified on the page.

Click **Preview** to preview the report.

Click **Print** to print the previewed report.

Click **Save Report** to save the settings for the previewed report. The page will appear similar to Figure 62. Then enter the name and click **OK**.
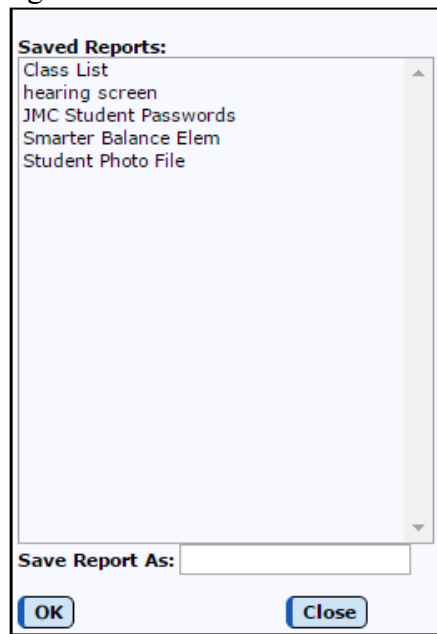
Figure 62:

Saving Report Settings
for a Student List

Click **Export Data** to export the report for the specified contact(s) to a CSV (comma-separated) text file.

Click **Create Labels** to generate custom labels using the settings for the previewed report. The page will appear similar to Figure 63. Then specify the labels size, font size, top margin, and starting label position and click **OK** to begin printing labels.
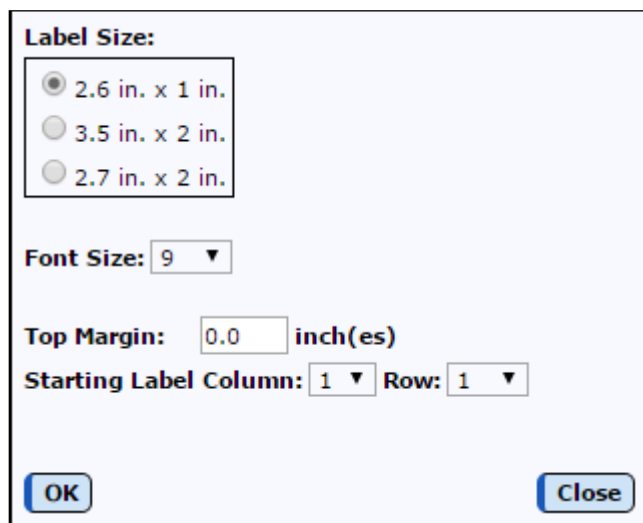
Figure 63:

Custom Label Settings
for a Student List

Click the check box named **Number items** if the items printed are to be numbered.

DATA MINING EXAMPLES

Print a list of students in alphabetical order including their student ID number, grade, and name.
- In the **Category** list, click on Student ID, then grade, and then name.
- Click **Preview**.

Print a list of students in 8th grade in alphabetical order with their name, locker, and combination.
- In the **Category** list, click on name, then locker, then combination.
- Click the **Add** button to the right of the **Selection Criteria** list, then
    - o select Grade from the list
        - ▪ enter 8 in the **From** drop down list
        - ▪ enter 8 in the **To** drop down list
        - ▪ click **OK**
- Click **Preview**

Print a list of 10th grade students in birth date order, listing their name and birth date.
- In the **Category** list, click on name, and then birth-date.
- Click **Name** in the **Sort Columns** list, then click the **Edit** link on the right
    - o select Birth Date from the list
    - o select yy/mm/dd from the date format menu
- Click the **Add** link to the right of the **Selection Criteria** list, then
    - o select Grade from the list
        - ▪ enter 10 in the **From** drop down list
        - ▪ enter 10 in the **To** drop down list
        - ▪ click **OK**
- Click **Preview**

Print a list of girls in grades 9 through 12 that are participating in spring activities, sorting by activity, then grade, then name.
- In the **Category list**,
    - o scroll until the Activities category is visible
    - o click on the plus sign to open the Activities category
    - o click on activity
    - o scroll back to the top of the **Category** list to the Common category
    - o click grade, then name
- Click the **Add** link to the right of the **Selection Criteria list**, then
    - o select Grade from the list
        - ▪ enter 9 in the **From** drop down list
        - ▪ enter 12 in the **To** drop down list
        - ▪ click **OK**
- Click the **Add** link to the right of the **Selection Criteria list**, then
    - o select Activities from the list
        - ▪ select all spring activities from the list of activities
        - ▪ click **OK**
- Click the **Add button** to the right of the **Selection Criteria list**, then
    - o select Sex from the list

- enter F in the **From** box
- enter F in the **To** box
- click **OK**
  - Double-click the **Name item** in the **Sort Columns list**, then
    o click Activity in the list
  - Click the **Add button** to the right of the **Sort Columns list**, then
    o click Grade from the list
  - Click the **Add button** to the right of the **Sort Columns list**, then
    o click Name (L,FM) from the list
  - Click **Preview**

Attendance—Student — Mailing Labels

This selection is used to print mailing labels.

Select <u>Attendance-Student-Mailing Labels</u>. The page will appear similar to Figure 64.

Sunnyville Elementary	Day: 1 - 08/24/2015 - Monday	2015-2016

Select:
- By Sequential
- By Random
- ⦿ By Grade
- By Advisor
- By Course

Grade:
From: KA ▾ **To:** 6 ▾

Print
- ⦿ Family name
- Student name
- Both Family name and Student name

☐ Sort by ZIP Code ☐ Eliminate duplicates

Font Size: 8 ▾

Top Margin: 0.0 inch(es)
Starting Label Column: 1 ▾ **Row:** 1 ▾

Reminder: Before printing the label PDF, make sure you use actual size (e.g., Page Scaling: None, Size: Actual) so the labels format correctly.

[Print] [Export]

Figure 64:

<u>Attendance – Student – Mailing Labels</u>

2. Select the students for whom mailing labels are to be printed. Options will vary depending upon which **Select** option you choose.
- Sequential: specify the range of student Ids
- Random: select one or more students from the list by clicking
- Grade: specify the grade range
- Advisor: specify the range of advisor numbers

3. Specify the name(s) you want on the labels: Family, Student, or Both

4. Specify the font size, top margin, and starting label position as needed.

Click **Print** to print the mailing labels.

Click **Export** to export mailing labels for the specified student(s) to a CSV (comma-separated) text file.

Attendance – Student – Print Student Information Forms

This selection is used to print multiple student information forms and provide(s) special printing options. The forms may be printed with a form designed using JMC's Forms Editor software. See Appendix A of this document for more details.

1. Select Attendance-Student-Print Student Information Forms. The page will appear similar to Figure 65.

Figure 65: Print Student Information Forms page.

2. Select the students for whom forms are to be printed. Options will vary depending upon which **Select** option you choose.
    - Sequential: specify the range of student Ids
    - Random: select one or more students from the list by clicking
    - Grade: specify the grade range
    - Advisor: specify the range of advisor numbers

Sort by Primary Contact   If this checkbox is selected, the forms will be printed in sorted order according the primary contact. This option may be useful when mailing labels and/or contact groups containing primary contacts are included in the form.

Print at most one form per Primary Contact   If this checkbox is selected, at most only one form will be printed per primary contact. This option may be useful in limiting the number of reports generated for a contact when the contact is a primary contact for more than one student.

Primary Contact – Print only intended recipient's contact data   If this checkbox is selected, primary contact information will be suppressed on the report if the primary contact information is for a different primary contact. This option may be useful for

suppressing information when students have more than one primary contact and it is desirable to keep that data private between the students' primary contacts. For example, in a split family there may be data such as addresses, phone numbers, email addresses, etc. that are not meant to be shared between the parents of a child.

Email if Possible   This option may be used to email student information forms (where possible) instead of printing them.

> *Note:*   In order for forms to be emailed the students' primary contacts must have at least one email address entered if the primary contact is checked for In Mailings and In Reports on Edit – Student Data. If the primary contact has multiple email addresses then the form would be received at each email address.

> *Note:*   In order for forms to be successfully emailed, the SMTP server settings must be configured. For more information about configuring your SMTP server. Please refer to Appendix C.

Print Blank Form   This option will print the currently selected form but with no student or contact data included.

> *Note:*   If **Print Blank Form** is disabled, then no form has been selected yet.

Select Form   If a student information form has been created, it may be selected from the Select Form drop down list.

> *Note:*   Forms may be created using JMC's Forms Editor software. See Appendix A of this document for more details.

> *Note:*   There is no default form for this option. If you do not select a form, no data can be printed.

> *Note:*   Information Forms are specific to a building. If you are logged in at the district level you would see all Student Information Forms designed for any building in the Select Forms drop down list.

> *Note:*   When using a form from a different building, all custom fields referenced in the form will be suppressed. Custom fields are specific to a building and will not transfer.

> *Note:*   When using a form created by another user (same or different building) and data items exist in that form for which you do not have user privileges (e.g., health or sensitive data), these items will be suppressed when you use the form. You will be notified on your screen when this occurs.

Attendance—Student — Send Email Messages

This selection is used to email messages to the selected students' primary contacts and / or the students themselves.

1. Select <u>Attendance-Students-Send Email Messages</u>. The page will appear similar to Figure 66.

Figure 66: Send Messages selection criteria page.

2. Select the students for whom forms are to be printed.   Options will vary depending upon which **Select** option you choose.
    - Sequential: specify the range of student Ids
    - Random: select one or more students from the list by clicking
    - Grade: specify the grade range
    - Advisor: specify the advisor
    - Course: specify the course
    - Activity: specify the activity

If the option for **Email Primary Contact** is checked, the message will be emailed to all Primary Contacts for the selected students.

> *Note:* Email addresses for contacts may be edited by selecting <u>Attendance-Contacts-Edit Contacts</u>.

If the option for **Email Student** is checked, the message will be emailed to the selected students.

> *Note:* Email addresses for students may be edited by selecting Edit-Edit Student Data.

Click the **OK** button to continue. The page will appear similar to Figure 67.

Figure 67: Send Email Messages after filling in top half and clicking OK

Enter a **Reply To Address**.

Enter **CC:** and/or **BCC: Address(es)** as desired.

Select either **Text** or **HTML** for the format of the message file.

To add attachments, such as a PDF file or other document, click the **Choose File** button and navigate to the file you wish to attach. You may attach up to 4 files per email. See Figure 68.
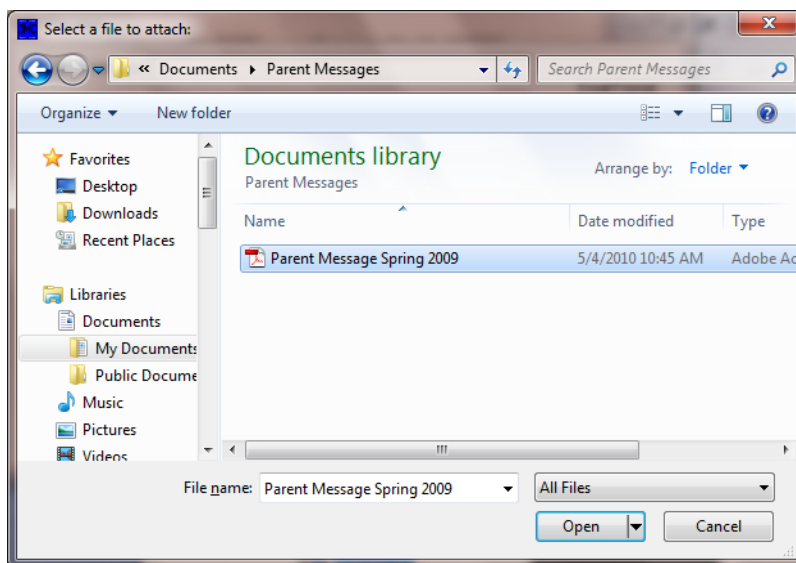
Figure 68:

Attaching a
document to
an email

Enter a **Subject** and **Message**.

Click **OK** to send the message to the designated recipients. A report may be generated outlining immediate issues that may occur with sending the email messages. Delayed issues may be monitored by checking the sender's email with your email application.

Attendance—Student — Exceptions

This selection is used to generate lists of students that are not included in a particular category. Exceptions reports may be generated for students that are not active, not included in the class rank, not included in the attendance reports, not included in state reporting, not included in the honor roll, or all of the above. The report will display a line for each exception for each student.

1. Select Attendance-Students-Exceptions. The page will appear similar to Figure 69.

Figure 69:

Exceptions
Report page

2. Select the type of list to be generated:
    - inactive
    - not to be ranked with their grade
    - not to be included for state reporting.
    - not to be included in attendance reports

- not to be included in honor roll
- any of the above

3. Click **OK** to begin printing.

Attendance—Student — Status Report

This selection is used to generate a report for the lunch status of all students in the database.

The report will consist of up to four parts, one for each lunch status. The four lunch status types are Student Paying, Student Reduced, Student Free, and Adult Paying. Each of the four parts will print only if there are students with that status. For example, the Adult Paying section of the report will not print unless there are students/adults in the JMC data with that status.

Each of the reports will list all students with that particular status in alphabetical order and will list their JMC student number and grade, as well.

1. Select <u>Attendance—Students—Status Report</u>. The page will appear similar to Figure 70.

Figure 70:

Status Report selection criteria screen.

2. Specify the building number in the **Switch Buildings** menu in the upper right corner of the page.

3. Specify the range of dates for the report.

4. Click **OK** to generate the report or click Cancel to return to the main screen of the JMC Office Application.

Attendance—Student — Drop Student

This option is used when students leave your enrollment.

Figure 71:

Drop
Student
page

To drop a student:
- Select the student.
- Enter the day number the student was last enrolled.
- Select the code from the **Exit Code menu**.
- Edit the **Destination Code** and other enrollment history fields as needed.
- Click **Drop** to drop the student. The remaining days in the school year are automatically coded as nonmember for the student. The "Active" classification in the general student data will be automatically unchecked.

Note: If the student returns in the current school year, reenter the student using Attendance—Student—Re-enter Student.

Drop vs. Inactivate vs. Delete Student

Drop - student attended for at least one day of the current school year but has since left the school. To drop a student, use Attendance - Student - Drop Student.

Inactivate - student attended the previous year but has not attended at all during the current school year. To inactivate, use Edit - Student Data and uncheck the student's Active, Attendance, and State Reporting flags.

Delete - this is the most severe and is not generally advised unless the student will never attend the school again and there has been no data submitted to the state department for this student for the current year. Deleting the student gives you no further opportunities to view or otherwise work with the student's data. An example of where this is an issue is in state reporting if the student was inadvertently submitted as attending for the current school year - if the student was deleted from the current year then there is no way to correct the student's records at the state level for some states (Ed-Fi, SIF). To delete a student, use Edit - Delete A Student (only available at the district level).

Attendance—Student — Add Student

This selection is used to add a student to membership after the first day of school.

Figure 72:

Add Student
page

To add a student:
- Select the student.
- Enter the day number the student will first be in attendance.
- Select the code from the **Entry Code menu**
- Edit the **Resident District**, **Resident County**, and other enrollment history
  fields as needed
- Click **Add** to add the student. The appropriate enrollment history record will be
  created automatically.

Note: The student general data must have been previously entered using Edit—
Enter Student Data.

Note: Adding a student makes the student a nonmember from day 1 to the day
before the add date.

Note: This selection is used only for those students enrolling after the first day of
school. Students who begin enrollment normally on the first day of school **DO
NOT** need to be added.

When do I Add or Re-enter Students?

Add a student if:
- Student was not enrolled on Day 1
- Student is attending your school district for the first time for the current
  school year

Re-enter a student if:
- Student already attended your school district during the current school year,
  and was dropped during the current school year, and is returning for an
  additional span of enrollment

Attendance—Student — Reenter Student

This selection is used to reenter into the attendance register a student who had previously been in attendance this same school year and is now coming back after having dropped.

Figure 73:

Re-enter Student page

To reenter a student:
- Select the student.
- Enter the day number the student will first be in attendance.
- Select the code from the **Entry Code menu**
- Edit the **Resident District**, **Resident County**, and other enrollment history fields as needed
- Click **Re-enter** to reenter the student. The appropriate enrollment history record will be created automatically.

Note: Reentering makes the student a member for each day from the date of reentry to the end of the year.

When do I Add or Re-enter Students?

Add a student if:
- Student was not enrolled on Day 1
- Student is attending your school district for the first time for the current school year

Re-enter a student if:
- Student already attended your school district during the current school year, and was dropped during the current school year, and is returning for an additional span of enrollment

Attendance—Reports — For a Day

This is a report of student absence and tardiness for a selected day. For each student absent or tardy, the report shows the student's name, ID number, grade level, and type of absence or tardiness. At the end of the report is a summary that includes the total number of days absent (also split out by excused and unexcused), days present, days enrolled, tardies (also split out by excused and unexcused) and the appropriate start and end dates. If the student has been in attendance for more than one span during the school year, the summary will be split out into one line for each span of attendance.

1. Select Attendance-Reports-For A Day. The page will appear similar to Figure 74.

Figure 74:

Attendance Report For A Day

2. Enter the day number for which the report is to be printed.

Click **Print** to print the previewed report. The report will be sorted in alphabetical order. To print the report sorted by grade, click the box **Sort by Grade**.

Click **Export** to export the report for the specified student(s) to a CSV (comma-separated) text file.

Attendance—Reports — Attendance Totals

This is a report of average daily attendance, percentage attendance, and average daily membership. The report is broken down by grade and shows male, female, and totals for each grade level.

1. Select Attendance-Reports-Attendance Totals. The page will appear similar to Figure 75.

Sunnyville High School   Day: 1 - 08/24/2015 - Monday   2015-2016

Day From:	Day To:	☑ All Codes
1 - 08/24/2015 - Monday	1 - 08/24/2015 - Monday	
2 - 08/25/2015 - Tuesday	2 - 08/25/2015 - Tuesday	
3 - 08/26/2015 - Wednesday	3 - 08/26/2015 - Wednesday	Ethnicity All ▼
4 - 08/27/2015 - Thursday	4 - 08/27/2015 - Thursday	
5 - 08/28/2015 - Friday	5 - 08/28/2015 - Friday	
6 - 08/31/2015 - Monday	6 - 08/31/2015 - Monday	
7 - 09/01/2015 - Tuesday	7 - 09/01/2015 - Tuesday	

[Preview] [Print]

Attendance Totals Report
From: 1 - 08/24/2015 - Monday to: 1 - 08/24/2015 - Monday
Ethnicity: All

Grade		# Days	Pupil Count	Member	Attend	Abs Exc	Abs Unex	Abs Total	ADA	% Att	ADM
7	F	1.0	17	17.0	17.0	0.0	0.0	0.0	17.00	100.00	17.00
7	M	1.0	30	30.0	30.0	0.0	0.0	0.0	30.00	100.00	30.00
7	Total	1.0	47	47.0	47.0	0.0	0.0	0.0	47.00	100.00	47.00
8	F	1.0	31	31.0	31.0	0.0	0.0	0.0	31.00	100.00	31.00
8	M	1.0	23	23.0	23.0	0.0	0.0	0.0	23.00	100.00	23.00
8	Total	1.0	54	54.0	54.0	0.0	0.0	0.0	54.00	100.00	54.00
9	F	1.0	28	28.0	28.0	0.0	0.0	0.0	28.00	100.00	28.00
9	M	1.0	31	31.0	31.0	0.0	0.0	0.0	31.00	100.00	31.00
9	Total	1.0	59	59.0	59.0	0.0	0.0	0.0	59.00	100.00	59.00
10	F	1.0	20	20.0	20.0	0.0	0.0	0.0	20.00	100.00	20.00
10	M	1.0	21	21.0	21.0	0.0	0.0	0.0	21.00	100.00	21.00
10	Total	1.0	41	41.0	41.0	0.0	0.0	0.0	41.00	100.00	41.00
11	F	1.0	26	26.0	26.0	0.0	0.0	0.0	26.00	100.00	26.00
11	M	1.0	22	22.0	22.0	0.0	0.0	0.0	22.00	100.00	22.00
11	Total	1.0	48	48.0	48.0	0.0	0.0	0.0	48.00	100.00	48.00
12	F	1.0	26	26.0	26.0	0.0	0.0	0.0	26.00	100.00	26.00
12	M	1.0	22	22.0	21.5	0.5	0.0	0.5	21.50	97.73	22.00
12	Total	1.0	48	48.0	47.5	0.5	0.0	0.5	47.50	98.96	48.00
Totals	M		149	149.0	148.5	0.5	0.0	0.5	148.50	99.66	149.00
Totals	F		148	148.0	148.0	0.0	0.0	0.0	148.00	100.00	148.00
	Total		297	297.0	296.5	0.5	0.0	0.5	296.50	99.83	297.00

Figure 75:

Attendance
Totals
Report

2. Enter the range of days for which attendance totals are to be reported. The report will include all ethnic groups and all county, resident and transported codes unless otherwise specified:

3. To print the report for a specific Ethnicity, select the group from the menu.

4. To print the report for a specific range of county, resident, or transported codes, uncheck the box **All Codes** and then enter the desired range of each set of codes.

A description of the column abbreviation titles:

Grade — the grade level
 # Days — the range of days requested for the report
Member — number of days of membership
Attend — number of days in attendance
Abs (Exc/Unx/Total) — number of absences
ADA — Average Daily Attendance -- # of students on average attending per day
%Att — percentage of students in attendance
ADM — Average Daily Membership -- # of students on average in membership per day

Click **Print** to print the previewed report.

Click **Export** to export the report for the specified student(s) to a CSV (comma-separated) text file.

Attendance—Reports — By Student

A report of absences and tardies for each student in a range of grades for a range of days.

1. Select <u>Attendance-Reports-By Student</u>. The page will appear similar to Figure 76.

Figure 76:

Attendance
Reports By
Student

2. To print the report for a specific range of county, resident, or transported codes, uncheck the box **All Codes**, and then enter the range of codes to be included.

3. Click the appropriate button to sort by name, grade, or advisor.

   Note: If sorting by advisor, advisor reports will print on separate pages.

Click **Preview** to preview the report.

Click **Print** to print the previewed report.

Click **Export** to export the report for the specified student(s) to a CSV (comma-separated) text file.

Attendance—Reports — For a Student

A report of students' absences and tardiness for a range of days.

1. Select <u>Attendance-Reports-For Student</u>. The page will appear similar to Figure 77.

Figure 77:

Attendance Report For A Student

2. Select the date range for the report.

3. Specify the grade range for the report.

Click **Preview** to preview the report.

Click **Print** to print the previewed report.

Click **Export** to export the report for the specified student(s) to a CSV (comma-separated) text file.

Attendance—Reports — Membership Count

This selection prints a report of the number of students enrolled each day for a specified range of days -- broken down by male, female, and grade -- with totals.

1. Select Attendance-Reports-Membership Count. The page will appear similar to Figure 78.

Figure 78:

Membership Count Report

2. Select the date range for the report.

3. To print the report for a specific range of county, resident, or transported codes, uncheck the box **All Codes**, then enter the range of codes to be included.

Click **Preview** to preview the report.

Click **Print** to print the previewed report.

Attendance—Reports — Drop / Add
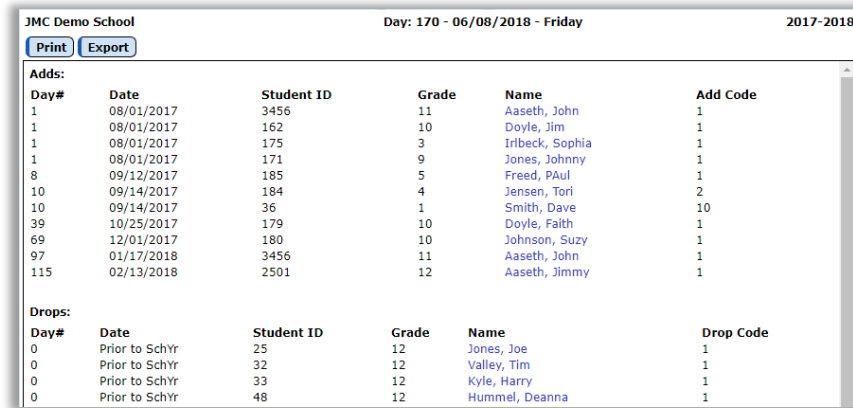
This selection prints a report of students who have added or dropped during the school year.

The report shows the day number, the day name, the student's number, the student's name, and the drop or add code.

The **add day** is the day on which the student was first enrolled.

The **drop day** is the day on which the student was last enrolled.

1. Select <u>Attendance-Reports-Drop / Add</u>. The page will appear similar to Figure 79.

Figure 79:

Drop / Add Report

Click **Print** to print the previewed report.

Click **Export** to export the report for the specified student(s) to a CSV (comma-separated) text file.

Note: The student names are links to their data on <u>Attendance – Student – Edit Attendance</u>.

Attendance—Reports — Absent / Tardy Check

This selection prints a report of students with a certain number of absences or tardies for a specified time period.

1. Select <u>Attendance-Reports-Absent/Tardy Check</u>. The page will appear similar to Figure 80.

Figure 80:

Absent / Tardy Check criteria

2. Enter the beginning day number and the ending day number.

3. Enter the beginning grade level and the ending grade level.

4. Select either absences or tardies by clicking the appropriate button.

5. Select excused, unexcused or both by clicking the appropriate button.

To change the <= or >= selection, click on the drop down list displaying the symbol.
> The <= selection will report less than or equal to the specified number.
> The >= selection will report greater than or equal to the specified number.

6. Enter the number of absences or tardies.

Click **Preview** to preview the report.

Click **Print** to print the previewed report.

Click **Export** to export the report for the specified student(s) to a CSV (comma-separated) text file.

> *Note:* To print in alphabetical order by grade, click the box **Sort by Grade**.

Attendance—Reports — Form Letter

This option is used to print a custom attendance form letter. These forms must first be designed or edited using the JMC Form Designer application. Please refer to Appendix A of this document for an overview of how to set up attendance form letters and Appendix B of this document for details of how to create and edit a custom form using the JMC Form Editor software. Contact JMC if you need the Form Designer software installed.

The attendance form letter may include attendance from a specified date range for combinations of absences and tardies that are excused, unexcused, or both. The attendance form letter is a custom form that can also include as a large variety of other data elements, such as demographic, contact, and sibling data. For assistance with creating a custom attendance form, please contact JMC technical support.

1. Select <u>Attendance—Reports—Form Letter</u>. The page will appear similar to Figure 81.

Figure 81:

Print Form Letters options

2. Select the form to be printed by using the menu in the upper-left corner.

3. Select the student pool for whom attendance notification letters are to be printed. Options will vary depending upon which **Select** option you choose.
    -   Random: select one or more students from the list by clicking
    -   Grade: specify the grade range
    -   Advisor: specify the range of advisor numbers

Sort By Primary Contact   This option allows the printed reports to be sorted by primary contact as opposed to student name.

Primary Contact – Print only intended recipient's contact data   This option will keep potentially sensitive data (addresses and phone numbers for example) from being displayed for a primary contact if the form being printed is for a different primary contact for that student.

4. Click **Print** to print the attendance form letters.

5. Once the form letters can be previewed (this may take a while), you may chose to print or save the PDF file containing these forms.

6. As a final step you will likely want the corresponding discipline records to be created for the appropriate students. To do so, click on the **Create Corresponding Discipline Records** button at the bottom of the page.

Attendance—Day — Day Names

This selection, available only when logged in at the district level, is used to edit the dates that are used in attendance. Days on which school is in session for instructional purposes are consecutively numbered and then referred to by that number. The first day of school is day #1, the second day of school is day # 2, and so on.

1. Select <u>Attendance-Day-Day Names</u>. The page will appear similar to Figure 82.

Figure 82:

Day Names page

2. Click on the day to be edited and then enter the date manually or use the calendar tool on the right side to select the date. Once the date is entered, the day of the week will display.

3. Click the **Save** button in the upper right corner to save changes.

If the days have already been entered but there is a school cancellation for some reason, the option <u>Attendance—Days – Special Days</u> may be used to indicate there was no school on that day for the appropriate grades/groups.

There are **two philosophies regarding entering days** for your school calendar:

> **Enter all of the intended school days for the year.** If the days have already been numbered when school is cancelled for some reason, the option <u>Attendance—Days — Special Days</u> may be used to indicate there was no school on that day for each grade or group.
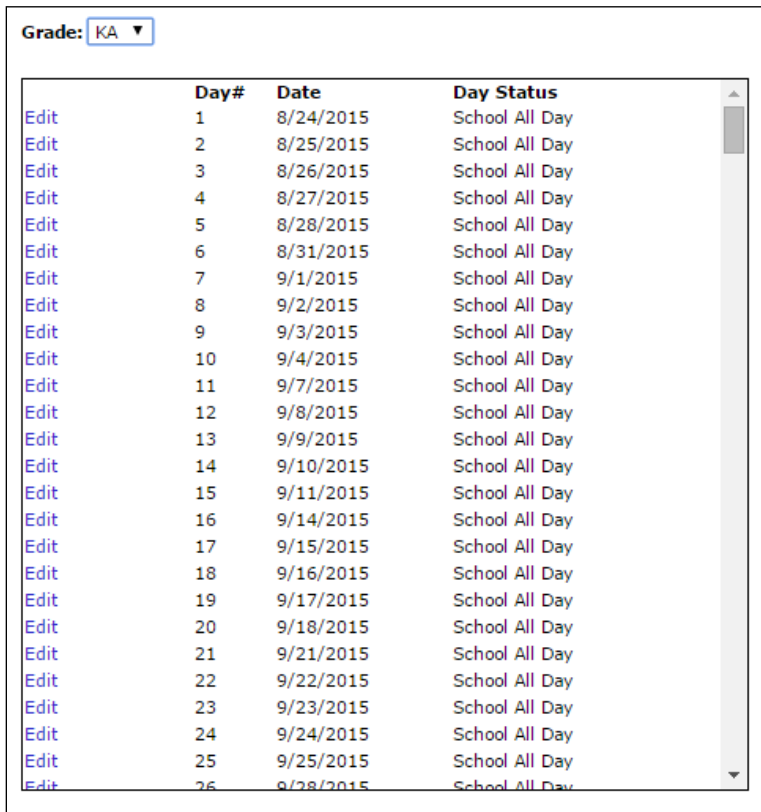
Enter the dates you are planning on having school in session a week at a time. If school is cancelled, simply re-enter the following days before entering any attendance for the following days.

Attendance—Day — Special Days

This selection, available only when logged in at the building level, is used to indicate any days or half days on which a particular grade group does not meet during the normal school year.

> *Note:* Kindergarten students may be assigned to individual groups using Edit—Edit Student Data.

1. Select Attendance-Day-Special Days. The page will appear similar to Figure 83.

Figure 83:

Special
Days page

	Day#	Date	Day Status
Edit	1	8/24/2015	School All Day
Edit	2	8/25/2015	School All Day
Edit	3	8/26/2015	School All Day
Edit	4	8/27/2015	School All Day
Edit	5	8/28/2015	School All Day
Edit	6	8/31/2015	School All Day
Edit	7	9/1/2015	School All Day
Edit	8	9/2/2015	School All Day
Edit	9	9/3/2015	School All Day
Edit	10	9/4/2015	School All Day
Edit	11	9/7/2015	School All Day
Edit	12	9/8/2015	School All Day
Edit	13	9/9/2015	School All Day
Edit	14	9/10/2015	School All Day
Edit	15	9/11/2015	School All Day
Edit	16	9/14/2015	School All Day
Edit	17	9/15/2015	School All Day
Edit	18	9/16/2015	School All Day
Edit	19	9/17/2015	School All Day
Edit	20	9/18/2015	School All Day
Edit	21	9/21/2015	School All Day
Edit	22	9/22/2015	School All Day
Edit	23	9/23/2015	School All Day
Edit	24	9/24/2015	School All Day
Edit	25	9/25/2015	School All Day
Edit	26	9/28/2015	School All Day

Grade: KA ▼

2. Select the group for which attendance days are to be edited.

3. Click the **Edit** link to the left of the day you wish to edit. The page will appear similar to Figure 84.

Figure 84:

Editing a
Special
Day

4. Select the desired **Day Status** from the drop down list.

5. Click the **Update** link to save the changes for that date.

To make all day codes the same as the code for day 1, click **Fill**. This may be useful if a grade or group, such as kindergarten or preschool, will always meet for just a half day.

Attendance—Calendar — Term Dates

This selection is used to enter and edit term dates for your school calendar. Term dates are used for various reasons such as state reporting using SIF.

1. Select <u>Attendance-Calendar-Term Dates</u>. The page will appear similar to Figure 85.

Figure 85:

Term Dates

2. Click on the term date to be edited and then enter the date manually or use the calendar tool on the right side to select the date.

3. When finished editing term dates, click on the **Save** button. After saving, if the date specified matches up with a Day Name then the Day Number will display at the right of the term date.

Attendance—Staff — Rooms

This selection is used to enter room names. The room names may be entered in any order.
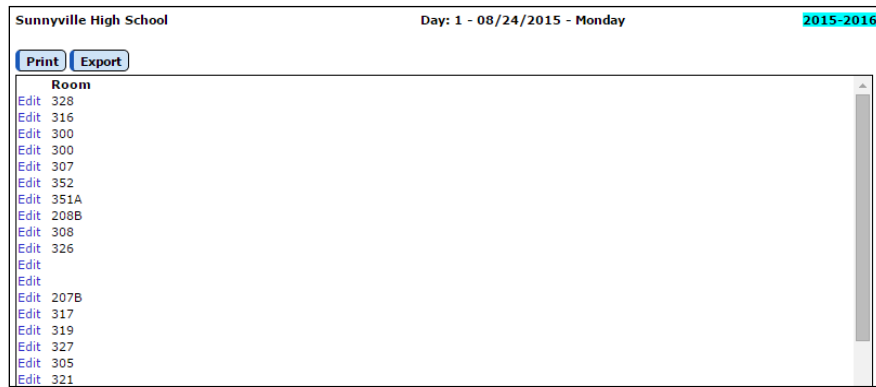
Figure 86:

Rooms page

To edit a room, click on Edit link to the left the room in the list, then enter the room name as desired and click the **Update** link to save the changes for that room.

Click **Print** to print a list of rooms.

Click **Export** to export the room data to a CSV (comma-separated) text file.

Attendance—Staff — Teachers

This selection is used to edit a teacher's display name, first name, last name, former last name, username, password, email address, file folder number, File Folder Number, teacher ID, and Staff Types (up to 5).
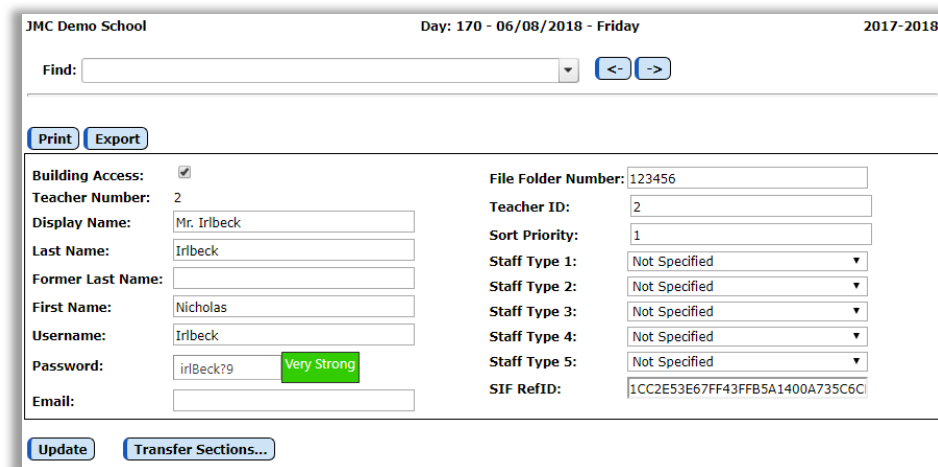
Figure 87:

Teachers page

To find a teacher, click in the **Find** drop down list and enter all or part of the teacher's name. The drop down list will include all teachers who match what you have typed into the **Find** drop down list. The select the desired teacher.

> *Note:* Viewing, editing, and printing of passwords for teachers is governed by the Passwords privilege as established on <u>File-User Privileges</u>….

When finished editing a teacher's record, click the **Update** button to save the changes.

Click **Print** to print a list of teachers and their demographic data.

Click **Export** to export the teacher data to a CSV (comma-separated) text file.

Click **Transfer Sections** to transfer the course sections from one teacher to another, including related records such as lesson plans, seating charts, etc. After clicking the **Transfer Sections** button a dialog will appear similar to Figure 88. Then select the desired teacher from the Teacher drop down list and click the **Transfer** button.
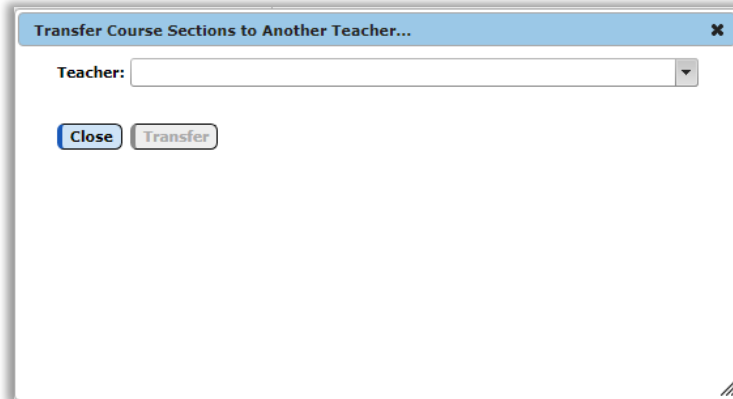
Figure 88:

Transferring Sections from One Teacher to Another

Attendance—Staff — Advisor List

This selection is used to print lists of advisors and their advisees.

Each advisor list is on a separate page.

1. Select Attendance – Staff – Advisor Lists. The page will appear similar to Figure 89.
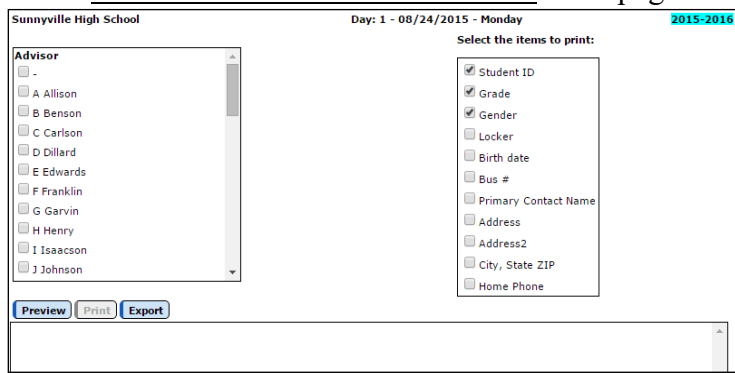
Figure 89:

Advisor List page

2. Select the advisors whose lists are to be printed.

3. Click the check boxes of the student personal information that is to be printed on the list.

Click **Preview** to preview the report.
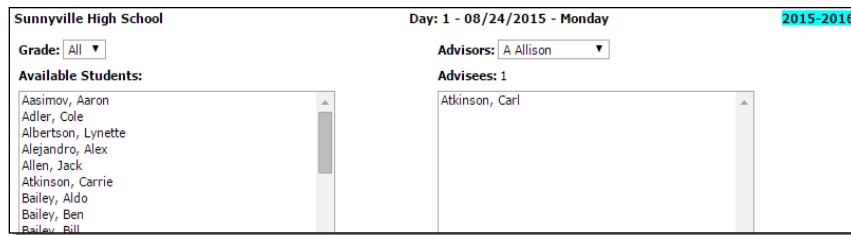
Click **Print** to print the previewed report.

Click **Export** to export the report for the specified advisor(s) to a CSV (comma-separated) text file.

Attendance—Staff — Assign Advisees

This selection is used to assign advisees (students) to an advisor.

1. Select Attendance – Staff – Assign Advisees. The page will appear similar to Figure 90.

Figure 90:

Assign Advisees page

2. Select the advisor whose list of advisees is to be edited from the **Advisor** drop down list in the upper right corner of the page.

3. If this advisor only advises students from a particular grade level, you may want to specify the grade in the **Grade** drop down list in the upper left corner of the page. Once this is done, only students from that particular grade level will be displayed in the **Available Students** list.

4. To add a student to the list of advisees, click on the student's name in the **Available Students** list and the student's name will then appear in the **Advisees** list.

5. To remove a student from the list of advisees, click on the student's name in the **Advisees** list.

Attendance—Contacts—Edit Contacts

This selection is used to edit the demographic information for a student contact.

Figure 91: Edit Contacts screen.

1. Select the contact whose demographic data is to be edited by using the **Find** box at the top of the page.

2. Make the required edits for this contact. Fields that are editable on this screen include:
   - **Title** (Mr., Mrs., Dr., etc.)
   - **First Name**
   - **Last Name**
   - **Address**
   - **City**
   - **State**
   - **Zip Code**

- **Email address** (up to 8 per contact)
- **Password**
    Note: Viewing and editing of passwords for contacts is governed by the Passwords privilege as established on <u>File-User Privileges</u>….
- **Phone** numbers (up to 8 per contact)
- **Phone Type** for each phone number (e.g. Home, Cell, Work…)
- **Description** for each phone number (e.g. Dad's office…)
- **Messaging Service Options** for each phone
    - SMS (text message)
    - Emergency / Weather Related
    - Student Related
    - General School Information

Note: For more information about JMC's Message Center please refer to the JMC http://jmcinc.com/uploads/files/NextGen_MessageCenter.pdf.

3. To delete a contact, select the contact to be deleted and then click on the **Delete** button.

4. To add a new contact, click on the **Add** button and fill in the demographic data for that contact.

5. To save changes made to the contacts, click **Save**.

6. To print the page for this contact, click **Print**.

Attendance—Contacts—Merge Contact Submissions

This selection is used to process any pending parent submissions to contact data (demographic data for a student contact). Parents can only submit changes in this manner by using the JMC Online Parent Access module with their web browser from their home or office.

Figure 92 contains an example of such a submission by a parent.

Figure 92: Submitting Demographic Data Changes using Online Parent

1. Select <u>Attendance-Contacts-Merge Contact Submissions</u>. If there are any pending submissions from the parents to process, the first such submission will be displayed. The screen will appear similar to Figure 93.

Figure 93:

Processing a parent's submission on the Merge Contact Submissions screen

2. Changes submitted by the parent may be accepted entirely or partially.

a. To accept the entire submission, click **Accept**.

b. To accept specific parts of the submission, click on the checkmark to left of any unwanted submissions to remove the checkmark, then click **Accept**.

c. After **Accept** has been clicked, any further parent submissions may be similarly processed.

3. To reject a submission from a parent, click **Reject**.

4. To print a submission from a parent, click **Print**.

Attendance—Contacts—Contact Modification Report

This selection is used to print a report for all contacts whose demographic data have not been modified prior to a specified date. This report may be used to indicate contact data that is potentially out-of-date.

1. To print a contact modification report, select **Contact Modification Report** from the **Contact** menu of the **Attendance** module. The screen will appear similar to Figure 94.

Figure 94:

Contact Modification Report

2. Specify the cutoff date for the report.

3. Click on the **Preview** button to preview the report for the specified cutoff date.

4. Click on the **Print** button to Print the currently previewed report.

The report will contain the name, address, city, state, zip code, and date of the last contact modification submission for every contact whose last contact modification submission date is before the specified cutoff date.

Attendance—Contacts—Print Contact Directory

This selection is used to print a directory of student contacts.

1. To print a contact directory, select Attendance – Contact - Print Directory. The page will appear similar to Figure 95.

Figure 95:

Print Contact Directory

2. Select the contact type from the **Print Directory for Contact Type** drop down list.

Click **Preview** to preview the report.

Click **Print** to print the previewed report.

Click **Export** to export the report for the specified contact(s) to a CSV (comma-separated) text file.

The directory will be printed for the specified contact and phone number types and will include the address, city, state, and zip. Also, a list of students and their grade levels will be included for all students who are attached to that contact for that contact type. For example, if the directory is to be printed for primary contacts, only contacts that are designated as primary contacts will appear in the directory and all students will be listed for which this contact has been specified as the primary contact.

Note: The directory will be printed for only one Contact Type at a time.

Attendance—Contacts—Merge Contacts

This selection is used to merge contact records when more than one record exists for a contact.

1. Select Attendance – Contact – Merge Contacts. The page will appear similar to Figure 96.

Figure 96: Merging Contacts

2. Use the **Find Main Contact** drop down list in the upper left corner to select the "main" contact record. The main contact record would be the record with the most and/or best data.

3. Use the **Find Possible Duplicate** drop down list in the upper right corner to find the record that is to be merged into the main record.

4. Click the **Merge** button at the bottom of the page to merge date from the duplicate record with the data from the main record. If both the main and duplicate records have a value for the same field, the value for the main record will be preserved and the value for the duplicate record will be discarded.

5. Upon completion of the merge the duplicate record will be discarded.

Attendance - Contacts - Contact Forms

This selection is used to upload contact forms to be assigned to students. These forms will later be made available in JMC's Online Parent application, allowing parents to sign the forms with an electronic signature.

1. Select <u>Attendance - Contact - Contact Forms</u>. The page will appear similar to Figure 97.
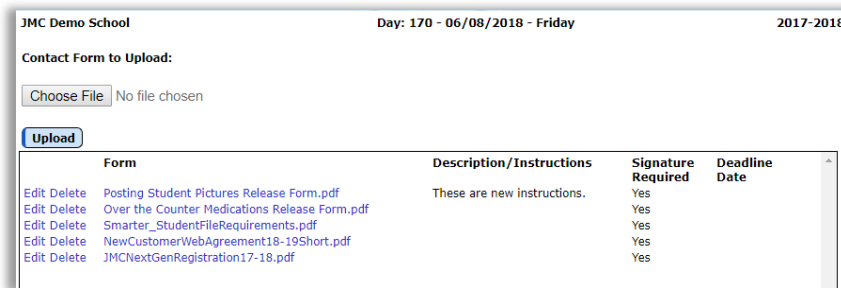
Figure 97:

Contact
Forms Page

2. Click the **Choose File** button to select the form you have already made. A dialog similar to Figure 98 will appear on the page.
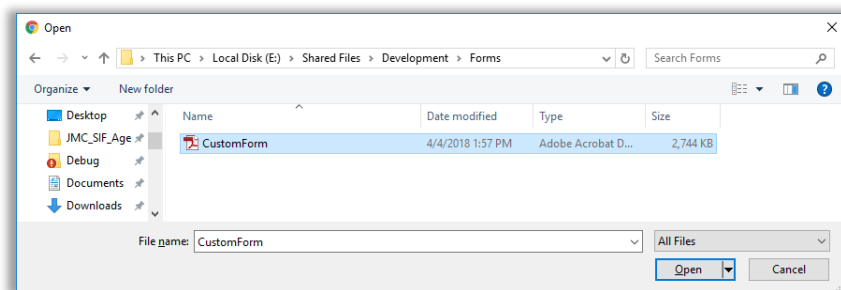
Figure 98:

Contact
Forms Page

3. Use the **Open** dialog to locate the desired form. Click on the form name to highlight it and then click on the **Open** button to select the form. The page will then appear similar to Figure 99.
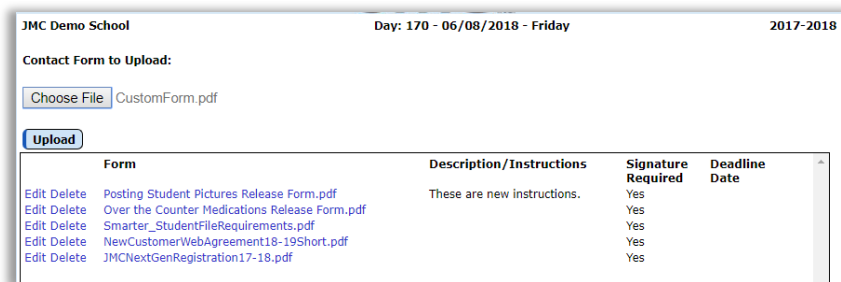
Figure 99:

Contact
Forms Page

4. Click on the **Upload** button to upload the form. The form will now display in the list of uploaded forms as shown in Figure 100.

Figure 100:

Contact Forms Page

5. To edit the information for the form you just uploaded, click on the **Edit** link to the left of the form name in the list. The page will then appear similar to Figure 101.

Figure 101:

Contact Forms Page

6. Edit the **Description/Instructions**, **Signature Required**, and **Deadline Date** items, then click **Update** on the left side of the record to save the changes. The page will then appear similar to Figure 102.

Figure 102:

Contact Forms Page

Attendance-Contacts-Bulk Load Contact Forms

This selection is used assign students en masse to contact forms. These forms will later be made available in JMC's Online Parent application, allowing parents to sign the forms with an electronic signature.

The user can assign the uploaded forms to students by Random, Grade, Advisor, or Activity and/or Grade/Gender

1. Select <u>Attendance - Contact - Bulk Load Contact Forms</u>. The page will appear similar to Figure 103.
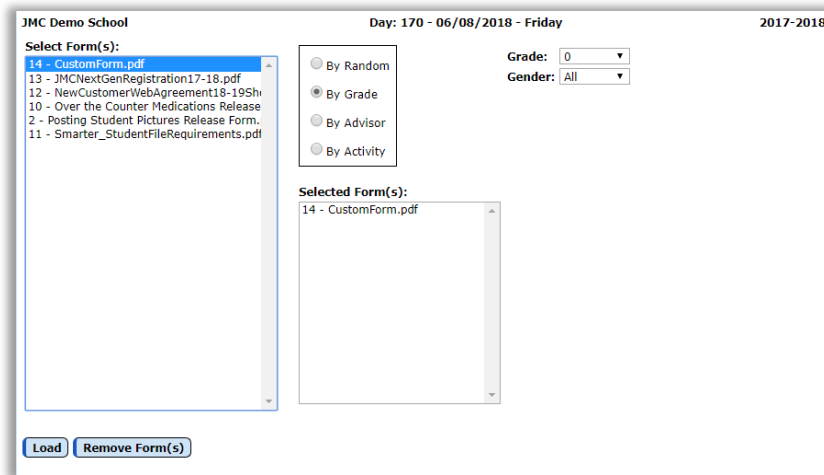
Figure 103:

Bulk Load Contact Forms Page

2. Specify the students whose primary contacts you wish to access the form in Online Parent, then click the **Load** button in the lower left corner of the page.

Attendance-Contacts-Contact Form Signatures

This selection is used to view parents' electronic signatures to contact forms. The report will show which parents have signed and which parents have not yet signed.

1. Select <u>Attendance - Contact - Contact Form Signatures</u>. The page will appear similar to Figure 104.
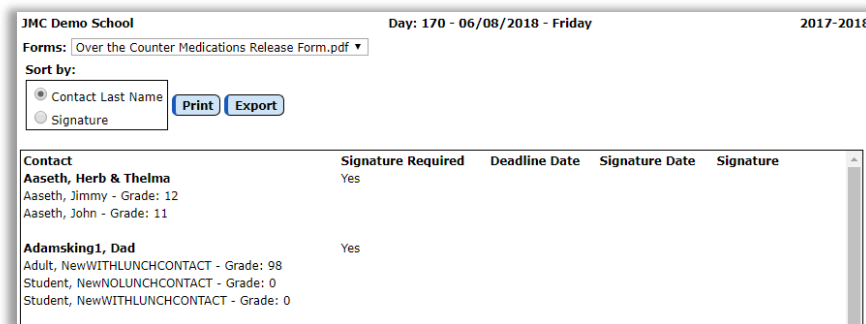
Figure 104:

Contact Form Signatures Page

2. Select the desired form from the **Forms** drop down list. The page will then display the signature information for the selected form, including a list of contacts who have signed the form and the date they signed the form.

3. Specify the desired sort option from the **Sort By** radio buttons. The report shown in Figure 104 is sorted by Contact Last Name. The report shown in Figure 105 is sorted by Signature. Sorting by Signature would commonly be used to determine who has and who has not yet signed the form.

Figure 105:

Contact Form Signatures Page, sorted by Signature

Note: Signatures can be made on a computer using a mouse or on smart phones, tablets, and touch screen computers using your finger or a stylus.

Click **Print** to print the previewed report.

Click **Export** to export the report for the specified contact(s) to a CSV (comma-separated) text file.

Appendix A

Custom Attendance Form Letters Overview

A custom attendance form letter may be created in the JMC Forms Generator application. This form will be used in conjunction with student attendance, discipline, and demographic data to send notices for students who have attendance issues that are to be communicated with their parents.

It is common for a school to request help from JMC in designing and configuring attendance form letters. To do so, please contact JMC technical support at 800-524-8182 or support@jmcinc.com and a representative will be assigned to help you. The best time to work on projects like this are prior to August 1 or after October 1. However, you can be assured that JMC is willing to help you with your custom attendance form letters whenever you contact us..

JMC Instructional Videos for working with custom forms may be found at the following links:

http://jmcinc.com/resources/view/form_designer_intro

http://jmcinc.com/resources/view/period_attendance_form_letters

The relationship between a custom form and student discipline records is configured when printing the custom form using Attendance – Reports – Form Letter. Typically, the form configuration will be used to govern the conditions for a form to be generated and whether the student has already received the notification of the attendance violation, such as exceeding 10 absences for the semester.

In the JMC Discipline module, one violation and one consequence per threshold (e.g. 5, 8, or 10 absences) must be defined and these will be associated with the attendance form letter. Also, discipline records can be automatically created for students who receive a attendance form letter as a result of an attendance violation. The existence of such a record will keep the student from receiving more than one letter for the same violation; however, different thresholds of attendance violation may be defined, (5 days/instances, 8 days/instances, etc.). Once each new threshold is encountered an additional form letter and discipline record will be generated. When defining multiple thresholds per term it will be necessary to create multiple forms, one for each term and threshold combination. For this example, a total of 6 custom forms would be needed, 3 for each semester.

Additional consequences may be assigned to the student by the school official in the Discipline module as well, such as detentions or suspensions if needed.

Once a custom attendance form letter has been created in the Forms Editor application, these forms may be utilized with Attendance – Reports – Form Letters. It is on Attendance – Reports – Form Letters where the form is linked to specific discipline violations and consequences and also where attendance violations may be ascertained and documented.

Sample Custom Form Letter

An attendance form letter will typically consist of some header information (school name, date, attendance administrator name), a greeting (student and/or parent name), a message describing the attendance violation and policies, details about the student's attendance, and other messages as deemed appropriate by the school district. Figure A1 shows an example of one such letter that has many of the simpler items already included in the design.

Figure A1

Partially designed custom Attendance Form Letter

Some of the items included thus far are simple data lookup items such as a name or date field. In the Form Designer software these items will be displayed like **<<Current Date>>** or **<<Name (F L)>>**; however, when these forms are later used in the JMC Next Gen Office Application by selecting Attendance – Reports – Form Letters these lookup items will be replaced by the actual current date and student' first and last name.

Next the item **<<AM/PM Attend – Absences>>** is dragged to the form, at which time a dialog similar to Figure A2 will appear on your screen.

Figure A2

Period Attendance – Absences item configuration screen

This screen should look familiar to those who have used JMC Attendance reports in the past as this is essentially the same criteria as used by <u>Attendance – Reports – Absent / Tardy Check</u>.

Beginning / Ending Day   These would likely be set to the start and end days for a term, such as the first and last day of semester 1. In this case the days should be set to start on day 1 and end on day 90 (approximately – varies by district). You may find that you will "clone" this form and in copies for semester 2 you would specify days 91 and 180 as the beginning and ending days.

Excused / Unexcused / Both   This refers to how the attendance data was designated in the office as excused or unexcused and which of these designations are to be included when determining if the student has encountered an attendance threshold.

Greater Than or Equals / Less Than or Equals / Equals   For this example this option would likely be set to **Equals**; however you may select the option that best fits your needs.

Threshold (number)   In Figure A2 there is a number "5" displayed to the right of the menu that is currently set to the "equals" option. This number is the threshold. For this example the number would be set to 5. You may find that you will "clone" this form and in the other copies you would set this value to 8 or 10 or whatever number is appropriate for the form you are generating.

Only Count Full Days   This option will only use full days of absence when checking for thresholds of attendance.

Include Student Detail   If this item is checked then a detailed list of the student's attendance will be included on the form letter when printed. This will include a row for every day where at least one absence or tardy was recorded.

Include Summary If this item is checked then a summary of the student's attendance will be included in the form letter when it is printed.

Once you have specified the settings for this attendance item, click OK and the screen will appear similar to Figure A3.

Figure A3: Custom Form with Attendance Data Item Included

Once you have added the Attendance Data Item to the form it essentially becomes a 2-page form. For this reason the attendance item should be added at the bottom of the form with the understanding that some attendance information will spill over to the second page. For a sample of how this form actually appears when printed please refer to Figures A7 & A8.

Combining the Custom Form with Discipline Violations/Consequences

The custom form is just one link in the chain for the attendance notification letters. Keep in mind that there may be several forms designed that will look very similar but will have different ranges of days (terms) and thresholds (number of absences).

When printing the attendance form letters you will have the option of selecting a form and combining it with the appropriate discipline violation and consequence. Each custom form that you plan to use (semester 1/2, thresholds 5/8/10 for example) must be configured in combination with the appropriate discipline violation and consequence. See Figure A4 for examples of these combinations.

Figure A4

Sample Period Attendance Custom Form Configurations

Only one violation would need to be defined at Discipline – Data – Edit Violations. See Figure A5.

Figure A5

Defining the Attendance Violation

One consequence per threshold would need to be defined at Discipline – Data – Edit Consequences. See Figure A6.

Figure A6

Defining the Attendance Violation Consequences

See Figures A7 and A8 for sample printouts of how the custom attendance form letter would appear when printed.

Figure A7 – Page 1   Figure A8 – Page 2

Once the attendance form letters are generated as a PDF file you can review and print them as you see fit. If you attempted to email where possible then those letters that were successfully emailed will not show up in the PDF file.

Create Corresponding Discipline Records   Most likely you will want to perform this action right away so that the appropriate discipline records are created at this time. Once you lick this button at the bottom of the page <u>Attendance – Reports – Form Letters</u> you will see a summary of the discipline records that were created. You may choose to print this summary if desired.

Appendix B

Creating the Custom Form

1. To create a custom attendance form letter, select <u>Design Student Information Form</u> from the <u>Design Forms</u> menu of the JMC Form Editor application. The screen will appear similar to Figure B1.
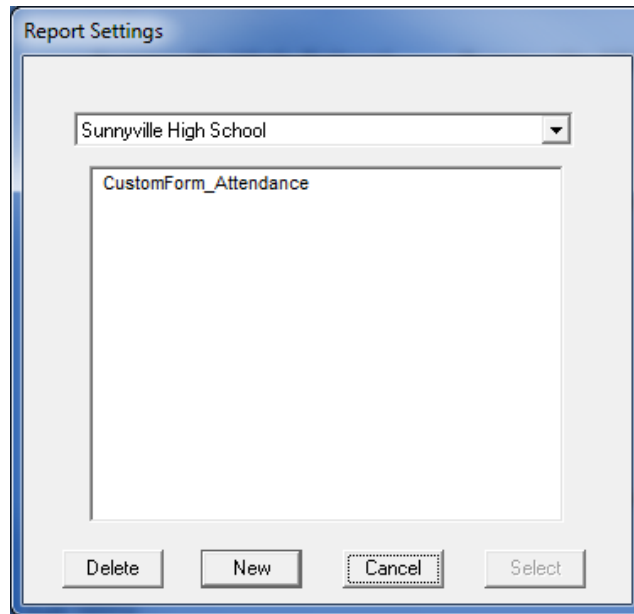
Figure B1

Design Student
Information
Form – List of
Available Forms

Delete   To delete a custom form file from the list, click on the form name in the list and then click **Delete**.

New   To create a new custom form, click **New**. The Design Student Information Form screen will then appear with only the default settings.

Cancel   To cancel this operation and return to the main screen of the JMC Form Designer application, click **Cancel**.

Select   To select an existing custom form, click on the form name in the list and then click **Select**. The same result may be achieved by double-clicking the filename.

2. The Design Student Information Form screen will appear similar to Figure B2. The particular settings for this screen will depend upon the action taken at step 1.
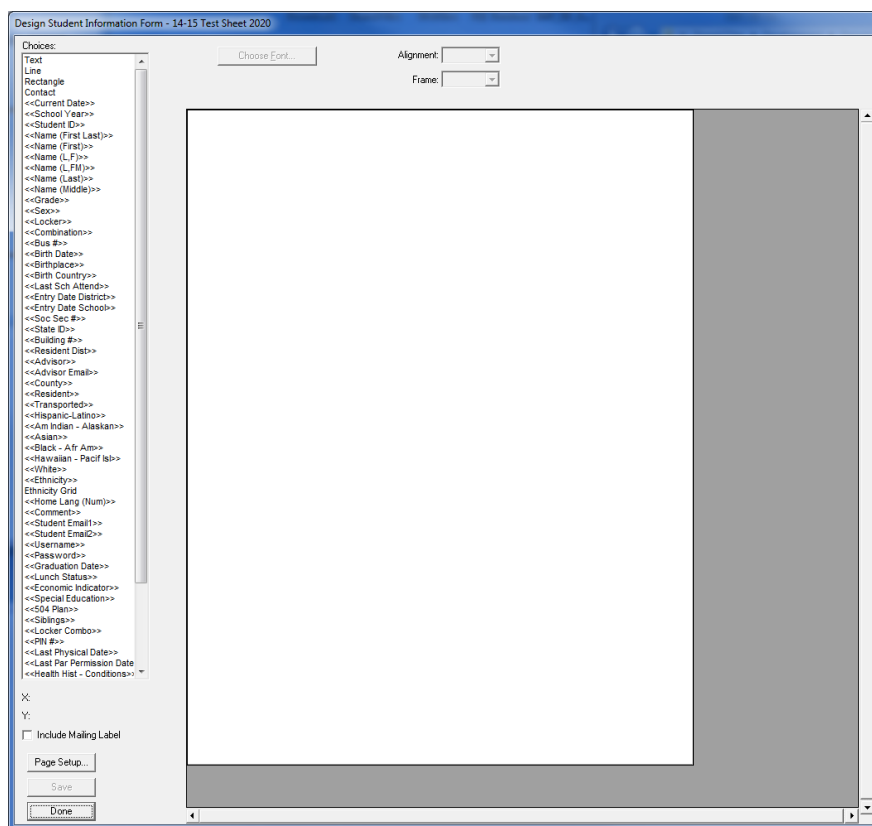
Figure B2

Designing a Custom Period Attendance Form Letter

Note: The Design Student Information Form screen may be resized (made larger) by grabbing the handle in the lower right corner of the window and dragging until the screen is the desired size.

Editing the Custom Form

Adding Items from Choices List Items in the list of **Choices** may be dragged onto the report card. Once on the report card, these items may be resized, relocated, and edited.

Selecting an Item An item on a report card may be selected by clicking on it.

Selecting Multiple Items Multiple items may be selected in the report card window by either clicking and dragging over the items or by holding down the shift key while clicking on items. If multiple items are selected and you wish to *deselect* one or more of those items, hold down the shift key and click on the items you wish to deselect.

Selecting All Items All items in a report card may be selected simultaneously by pressing Ctrl-A on the keyboard.

Relocating an Item Any item on the screen may be *relocated* by simply dragging it to a new location. Additionally, the currently selected item(s) in the report card may be *relocated* by using the arrow keys on the keyboard (see Figure B3). Each time an arrow key is pressed the selected item(s) will move one pixel in the appropriate direction. Items

may be *aligned* with other items by noting the horizontal and/or vertical position of the selected item in the lower left corner of the design screen and shifting/relocating the item to match coordinates with the other items.

Figure B3

Arrow keys on keyboard

Aligning Multiple Items   The currently selected item(s) in the report card may be *aligned* by pressing Ctrl-arrow on the keyboard, where the arrow pressed would be one of the four directional arrows on the keyboard (see Figure B3). The alignment achieved will vary depending on the direction of the arrow and the items selected.

Resizing an Item   The currently selected item(s) in the report card may be *resized* by dragging on the lower right corner of the item until it is the desired size.

Making an Item Fit the Text   The currently selected item(s) in the report card may be resized to fit the text within them by pressing Ctrl-F on the keyboard.

Deleting an Item   The currently selected item(s) in the report card may be *deleted* by pressing the **Backspace** key on the keyboard.

Editing an Item – Text Formatting   The currently selected item(s) in the report card may be edited with regard to **Font**, **Size**, **Alignment**, **Style**, and **Frame**. To edit the **Font**, **Style**, or **Size** you must click on **Choose Font…** and then a screen similar to Figure B4 will appear.

Note: **Available fonts will vary from computer to computer**. If a report card settings file is to be shared by more than one user, then care should be taken to ensure that all users have the necessary fonts installed on their computers.

Note: **Default Fonts.** For Windows computers the default font is Arial.
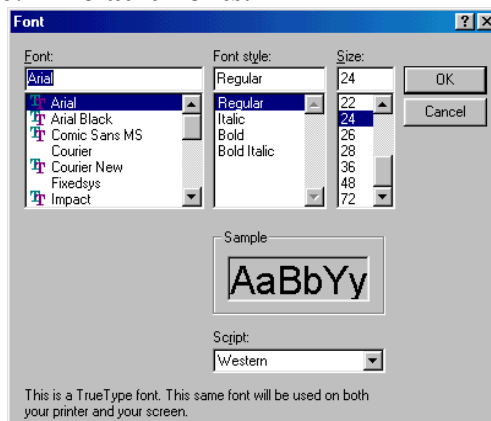
Figure B4

Choose Font screen

Keyboard Shortcuts and Mouse Options for Editing Report Card Designs

Double-click to edit text in a text box
Drag-select for selecting multiple items
Shift-click select for selecting and deselecting multiple items
Drag-resize by grabbing lower-right corner handle and dragging
Drag item to relocate
Ctrl-F to make the rectangle of an item fit the text it contains
Alt-click to force one item behind another (if overlap)
Ctrl-D to duplicate selected item(s) below the originals items (increment curricular or attendance items)
Shift-Ctrl-D to duplicate selected item(s) to the right (increment curricular or attendance items)
Ctrl-A to select all items in the report card
Ctrl-arrow to align the selected items (Ctrl-right arrow is align right, Ctrl-up arrow is align top, etc.)
Backspace key to delete selected item(s)

Items from the Choices List

Free-form Drawing Items

Text   The **Text** item is a text box that allows the user to enter any text they choose. Examples of text boxes in Figure A2 include the school name (Sunnyville High School), the report card title (Student Attendance Notification), and the greeting (Dear Parent/Guardian of). Once a **Text** item is placed on the form, the user may double click on the text in the box to edit it. Text in a **Text** item will appear the same on all report cards when printed.

Line   The **Line** item used to create lines on the form, such as a border between the header and the body of the form.

Rectangle   The **Rectangle** item is used to create rectangles on the form.

School Demographic Data Items

School demographic data items are specific to the date and time for which the form(s) will be printed. The following school demographic data items may be included on a custom form:

<<Current Date>>	The current date
<<School Year>>	The current school year, formatted YYYY-YYYY

Student Demographic Data Items

Student demographic data items are specific to the students for whom the custom form(s) will be printed. For example, if custom forms are to be printed for all

students in the 1ˢᵗ Grade and the **<<Name (L,F)>>** item is contained in the custom form design, then the names of the appropriate 1ˢᵗ Grade students will be listed on each custom form that is printed. On the Design Student Information Form screen, however, the item will appear generically as **<<Name (L,F)>>**. The following student demographic items may be included on a custom form:

<<Student ID>>	Student ID
<<Name (First Last)>>	First and Last Name
<<Name (First)>>	First Name
<<Name (L,F)>>	Last Name, First Name
<<Name (L,FM)>>	Last Name, First Name and Middle Name
<<Name (Last)>>	Last Name
<<Name (Middle)>>	Middle Name
<<Grade>>	Grade Level
<<Sex>>	Sex (gender)
<<Locker>>	Locker Number
<<Combination>>	Locker Combination
<<Bus #>>	Bus Number
<<Birth Date>>	Birth Date
<<Birthplace>>	Birthplace
<<Birth Country>>	Birth Country
<<Last Sch Attend>>	Last School Attended
<<Entry Date District>>	Entry Date into the District
<<Entry Date School>>	Entry Date into the School
<<Soc Sec #>>	Social Security Number
<<ID #>>	ID Number
<<State ID>>	State ID
<<Building #>>	Building Number
<<Resident Dist>>	Resident District Number
<<Advisor>>	Advisor (teacher)
<<Advisor Email>>	Advisor (teacher) Email Address
<<County>>	County (Student Data General Tab)
<<Resident>>	Resident (Student Data General Tab)
<<Transported>>	Transported (Student Data General Tab)
<<Hispanic-Latino>>	Hispanic-Latino (Student Data Race-Ethnicity Tab)
<<Am Indian-Alaskan>>	Am Indian-Alaskan (Student Data Race-Ethnicity Tab)
<<Asian>>	Asian (Student Data Race-Ethnicity Tab)
<<Black – Afr Am>>	Black–African Am (Student Data Race-Ethnicity Tab)
<<Hawaiian-Pacif Isl>>	Hawaiian-Pacific Isl (Student Data Race-Ethnicity Tab)
<<White>>	White (Student Data Race-Ethnicity Tab)
<<Ethnicity>>	Legacy Race Code (Student Data Race-Ethnicity Tab)
Ethnicity Grid	Grid showing what the legacy race-ethnicity codes mean
<<Home Lang (Num)>>	Home Language Code (Student Data Entry Tab)
<<Student Email 1>>	Student Email 1(Student Data General Tab)
<<Student Email 2>>	Student Email 2(Student Data General Tab)
<<Username>>	Username (Student Data General Tab)
<<Password>>	Password (Student Data General Tab)

      <<Graduation Date>>   Graduation Date (Student Data General Tab)
      <<Lunch Status>>   Lunch Status (Student Sensitive Data)
      <<Economic Indicator>> Economic Indicator (Student Data MARSS Tab)
      <<Special Education>>   Special Education (Student Data Spec Ed Tab)
      <<504 Plan>>   504 Plan (Student Data Spec Ed Tab)
      <<Siblings>>   Siblings – other students with same primary contact

More Complex Custom Form Items

Many items that may be included on a custom form are more complicated and may involve some calculations or configurations of data from within your JMC database or may contain a list of data items from the student's JMC data. Therefore when some of these items are dragged onto the form there may be extra things to consider in addition to their location on the form.

Some of these items will simply need to be resized so that enough space is provided for a list of multiple rows of data to be displayed. One example of such an item is Health History Conditions since the student may have more than one such record,

Other more complicated items may require you to provide some configuration information. One such example is AM/PM Attend-Absences as there are several settings that need to be specified for this data item.

Here is a list of some of the more complex data items that can be included on a JMC custom form:

      Student Health Data Items
        <<Last Physical Date>>   Physical Exam Date – Health History
        <<Last Par Permission Date>> Parent Permission Date – Health History
        <<Health Hist-Conditions>>   Conditions – Health History
        <<Health Hist-Insurance>>   Insurance – Health History
        <<Health Hist-Med Em Plan>> Medical Emergency Plan – Health History
        <<Health Hist-Medicines>>   Medicines– Health History

      Period Attendance Data Items
        <<Per Attend-Absences>>   Absences – Period Attendance
        <<Per Attend-Tardies>>   Tardies – Period Attendance
        <<Per Attend-Abs/Tdy>>   Absences/Tardies – Period Attendance
        <<Per Attend-Reasons>>   Reasons Grid – Period Attendance

      Attendance Data Items
        <<AM/PM Attend-Absences>> Absences – Attendance
        << AM/PM Attend-Tardies>>   Tardies – Attendance

Appendix C

Email Setup – Admin Options

In order for reports to be successfully emailed, the SMTP server settings must be configured by selecting <u>File – Administrator Options</u> and entering the SMTP server address and other appropriate settings. If you have any questions about how to configure JMC Next Gen for sending email please contact JMC technical support at 800-524-8182.

> *Note:*   Once you have configured the email settings correctly you would not have to change them again unless something changes with your email server, internet service provider…

> *Note:*   The configuration for sending email from JMC Next Gen must be done for each building.

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

Security:

☐ Allow users to save passwords at login time

School Settings:

Number of periods in a day: 7 ▾
Days in Cycle: 2 ▾

Day Labels:
1. 1
2. 2

Sort schedules by:

◉ Semester
○ Trimester
○ Quarter

Sending Email:

SMTP server: smtp.onlinejmc.com:25

Send From
Email
Address:

☐ SMTP server requires secure connection (SSL)

☑ SMTP server requires authentication

Account ID: sunnyville@onlinejmc.com

Password: password

Figure C1:

Configuring
JMC Next Gen
for
emailing reports
on
Administrator
Options page

Student Photos:

Import Student Photo Linking File

Set Usernames and Passwords:

Set random student and parent passwords

Phone Settings:

Phone Dialer Settings
Initialize Contact Phone Numbers

[Update]

Appendix D

JMC Photo Instructions

Each school should have a List in **Attendance:Student:Lists** named **Student Photo File**. You should open this list in each individual building except the District, ISD or CSD building, depending on which state you are in.

Open this list in all other buildings that are going to have pictures taken by highlighting it and clicking on OK. Then click on **Preview** and then **Export Data**.

That will create and download a file named **StudentListExport.csv** into whatever folder you have set to download to from the web browser you are using. That is usually the Downloads folder. Make sure to do this at each building, and then once the files are downloaded, name each one appropriately for each building.

This file has all the student info your photo company will need to match up photos to students and their student id. It should be given to the photo company in the fall when photos are taken for the purpose of them creating a text file that matches the student id of each student to the correct photo.

If you don't have a **Student Photo File** in Lists, you can create one by going to Lists and click on **New**. Then find the following items in the General category and add them in this order and **Save Report**.

Student ID
Name (L, F)
Grade
Advisor
Birth Date (MMDDYYY)
Name (Last)
Name (First)
Name (MIddle)

Again, this file needs to go to your photo company when they take your photos in the fall.

LifeTouch Instructions - Using CD – Page 2

LifeTouch Instructions - Using Web Portal – Page 3

Other Photo Vendor Instructions – Page 4

LifeTouch Instructions – Using CD

LifeTouch provides a CD with all the pictures and the Image Stream software on it.

First, create a folder on your desktop named StudentPhotos. Open the StudentPhotos folder, and create folders for each of your buildings. They don't have to have the JMC building number for the folder name. Just name them however you want, so you know what building it is.

Put in the LifeTouch CD and run the Image Stream software and proceed forward until you see the pictures of the kids on the left. I am assuming LifeTouch is creating one CD for the HS and one for the Elem., etc., so it doesn't matter which you are using.

1) Just highlight the pictures on the left and click on the Add arrow in the middle to add them to the right.

2) Then click on the Export Wizard button in the upper right corner. Select Administrative Software at the next screen, and click on the right arrow to move on.

3) At this screen, choose 24 Bit JPG in the pull-down menu.

4) In the middle section where it wants to save them, click on the Browse button, and navigate to the appropriate building folder you created in the StudentPhotos folder above and choose it.

5) Click the Finish button at the bottom, and it will convert the pictures and create the text file, and put them in the building folder you chose. The text file should be named **IDLINK.TXT**.

If you have the CD for the other building(s), do the process above again, but save in the corresponding folder for that building(s).

Importing Instructions

You can use any web browser except Internet Explorer to import photos. Internet Explorer will only allow you to select one photo at a time to import.

1) Log into JMC Office, as jmcadmin, in the building you want to import photos into.

2) Go to File:Administrator Options, and click on the Import Student Photo Linking File selection in the Student Photos section.

3) Follow the instructions on the screen starting with Step 1 at the top to import the photos. Make sure to only highlight the photos in the folder, and nothing else, or you will get an error. Be patient while the photos import, and don't click on anything until it says the photos have been imported.

4) Now go to Step 2 to import the text file. Be patient to allow the file to be imported, and it will show you as the photos are matched to students in the bottom section of the screen. Don't click on anything else until the matching is done.

5) Switch to any other building(s) that you need to import photos by using the Switch Building menu on the far right, and go back to Step 1 and Step 2 above. Keep doing that for all buildings.

The teachers will see student photos in their Gradebook by going to File:Preferences, and checking the box in front of Show Student Photos. The photos will now appear in their Seating Charts and Attendance.

Adding or Deleting 1 Photo At a Time

If you would like to add or delete a photo, one at a time, follow the instructions below.

1) Switch the correct school building that the student is in by using the Switch Buildings selection on the right.

1) Go to **Edit:Student Data** and find the student you want.

2) Click on the **Photo** tab in the bottom right.

3) Click on the **Change Photo** selection.

4) If you want to remove the photo that is there, click on the **No Photo** selection, and then click on the **Save** button.

5) If you want to add a photo for that student, click on the **Select** button and navigate to the photo for that student and click on it and click on **Open.**

6) Then click on **Save** to save the photo for that student.

LifeTouch Instructions – Using Web Portal

If you are going to use the LifeTouch Web Portal, make sure to follow instructions below to get **24 bit JPG** photos because the formats LifeTouch has setup for JMC will not work for Next Gen.

It appears it takes a while to create the zipped data, so if you have issues with that, you will need to contact LifeTouch.

1) On the **Image & Data Management** tab, make sure to choose one building at a time at the top, and uncheck **Staff** if you aren't going to import staff photos.

2) Then next to **Select**, use the arrow to choose **Select All**, and click on the **Download** button.

3) The first time, click on the **Create a New Format** button at the bottom. There are only a couple of things to change on this screen..

Go to the **Customize Data Download** section and and sure you put both **Student ID** and **Image Name** into **Fields to Include**, and change the **File Type** to **Comma-Delimited File (*.csv).** Make sure **Student ID** is first and **Image Name** is second.

Then change the **Data File Name** to whatever you want, like **photos.csv** or **IDLINK.csv.**

Then go to the very bottom and in the **Format Name** field, type in something like **JMC - JPG** and click on the **Save Format** button.

4) That will now be the format selected, so you can proceed on to create the photos and text file.

Also, the next set of photos you create will have this customized format in the list at the top with the name you saved it as, so you can choose it instead of creating a new format.

5) At this point, it is supposed to create a zipped folder with photos and text file in it to import into JMC.

Once the first set is zipped and downloaded, do the next building, etc. until all your photos and text files are downloaded.

6) Once you get that, the instructions in the import instructions will work. The only difference is the name of the text file you chose, so just import the photos and text file into the correct building.

Importing Instructions

You can use any web browser except Internet Explorer to import photos. Internet Explorer will only allow you to select one photo at a time to import.

1) Log into JMC Office, as jmcadmin, in the building you want to import photos into.

2) Go to File:Administrator Options, and click on the Import Student Photo Linking File selection in the Student Photos section.

3) Follow the instructions on the screen starting with Step 1 at the top to import the photos. Make sure to only highlight the photos in the folder, and nothing else, or you will get an error. Be patient while the photos import, and don't click on anything until it says the photos have been imported.

4) Now go to Step 2 to import the text file. Be patient to allow the file to be imported, and it will show you as the photos are matched to students in the bottom section of the screen. Don't click on anything else until the matching is done.

5) Switch to any other building(s) that you need to import photos by using the Switch Building menu on the far right, and go back to Step 1 and Step 2 above. Keep doing that for all buildings.

The teachers will see student photos in their Gradebook by going to File:Preferences, and checking the box in front of Show Student Photos. The photos will now appear in their Seating Charts and Attendance.

Adding or Deleting 1 Photo At a Time

If you would like to add or delete a photo, one at a time, follow the instructions below.

1) Switch the correct school building that the student is in by using the Switch Buildings selection on the right.

1) Go to **Edit:Student Data** and find the student you want.

2) Click on the **Photo** tab in the bottom right.

3) Click on the **Change Photo** selection.

4) If you want to remove the photo that is there, click on the **No Photo** selection, and then click on the **Save** button.

5) If you want to add a photo for that student, click on the **Select** button and navigate to the photo for that student and click on it and click on **Open.**

6) Then click on **Save** to save the photo for that student.

Other Vendor Instructions

If you are having a vendor create the photos and text file for you, please make sure the pictures are in a JPG format, and the text file that goes with them is set for the pictures to be JPG also. The pictures and text file must be divided up by building.

The text file needs to be either a regular text file or csv file that has the **Student ID,Photo Name.jpg** with one student on each line. The text file can be named anything you want, but we suggest **IDLINK.TXT** or **IDLINK.csv.**

There is an example below of what the text file should look like showing the **Student ID** first, and then a comma, and the the **Photo Name.jpg** that goes with that student id. It is best if the photo name exactly matches the student id, but it doesn't have to.

12345,12345.jpg
23456,23456.jpg
56789,56789.jpg

First, create a folder on your desktop named StudentPhotos. Open the StudentPhotos folder, and create folders for each of your buildings. They don't have to have the JMC building number for the folder name. Just name them however you want, so you know what building it is.

If the pictures are already in JPG, and the text file is set correctly, just copy the pictures and text file into the appropriate building folder in the StudentPhotos folder on your desktop. Do this for all of your buildings.

For raw photos, they must be the size of 172 x 228.

Importing Instructions

You can use any web browser except Internet Explorer to import photos. Internet Explorer will only allow you to select one photo at a time to import.

1) Log into JMC Office, as jmcadmin, in the building you want to import photos into.

2) Go to File:Administrator Options, and click on the Import Student Photo Linking File selection in the Student Photos section.

3) Follow the instructions on the screen starting with Step 1 at the top to import the photos. Make sure to only highlight the photos in the folder, and nothing else, or you will get an error. Be patient while the photos import, and don't click on anything until it says the photos have been imported.

4) Now go to Step 2 to import the text file. Be patient to allow the file to be imported, and it will show you as the photos are matched to students in the bottom section of the screen. Don't click on anything else until the matching is done.

5) Switch to any other building(s) that you need to import photos by using the Switch Building menu on the far right, and go back to Step 1 and Step 2 above. Keep doing that for all buildings.

The teachers will see student photos in their Gradebook by going to File:Preferences, and checking the box in front of Show Student Photos. The photos will now appear in their Seating Charts and Attendance.

Adding or Deleting 1 Photo At a Time

If you would like to add or delete a photo, one at a time, follow the instructions below.

1) Switch the correct school building that the student is in by using the Switch Buildings selection on the right.

1) Go to **Edit:Student Data** and find the student you want.

2) Click on the **Photo** tab in the bottom right.

3) Click on the **Change Photo** selection.

4) If you want to remove the photo that is there, click on the **No Photo** selection, and then click on the **Save** button.

5) If you want to add a photo for that student, click on the **Select** button and navigate to the photo for that student and click on it and click on **Open.**

6) Then click on **Save** to save the photo for that student.

Appendix E: 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 F1.
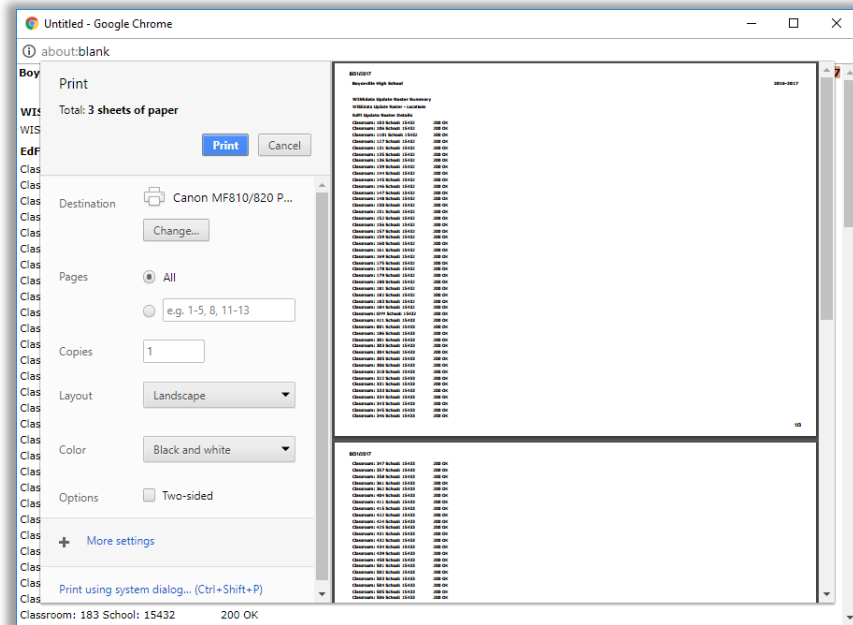

Figure F1:

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 F1. 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 F2.
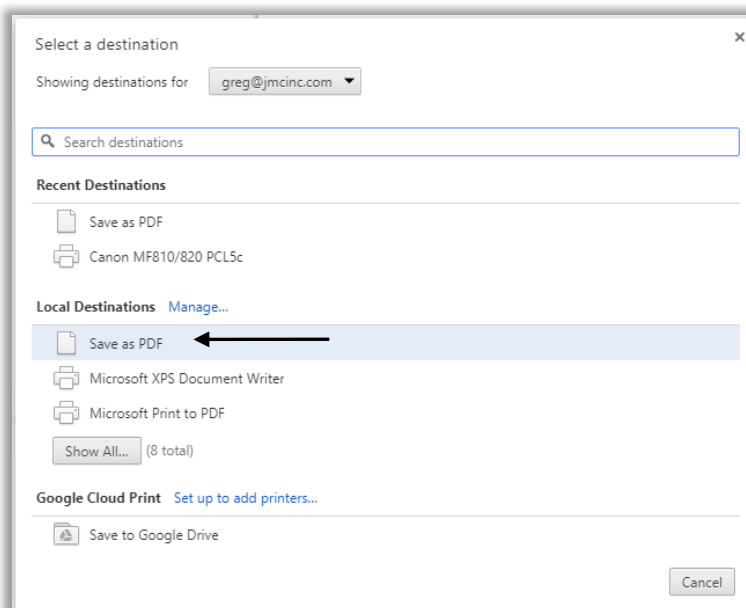

Figure F2:

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 F3.
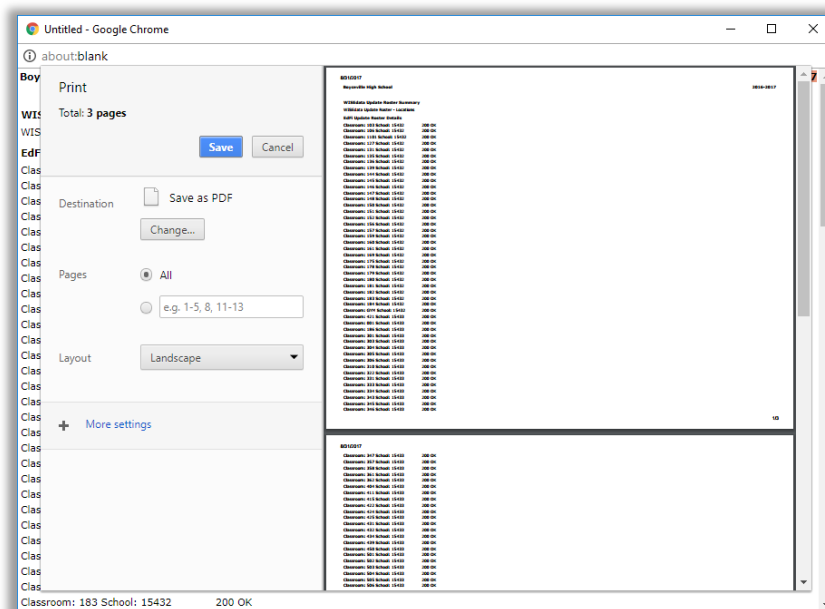
Figure F3:

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 F4.
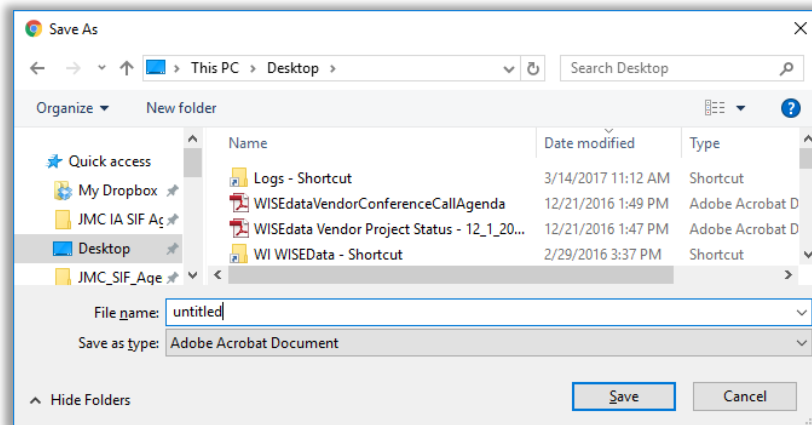

Figure F4:

Step 4 – Specifying the Loacation 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

Change Log

Changes for 4/26/18 version
- Added Appendix E – Saving a Report as a PDF FILE
- Drop vs. Inactivate inset was added to <u>Edit-Delete a Student</u> and <u>Attendance – Student - Drop Student </u>documentation
- Add vs. Re-enter inset was added to the Add and Re-enter Student documentation
- <u>Edit - Student Data</u> now has a Sensitive tab which mirrors the same data as found on <u>Edit – Edit Student Sensitive Data</u>.
- <u>Edit – Edit Student Sensitive Data</u> now has a description for how a school that does not use the JMC Lunch module can edit the lunch status on this page
- <u>Attendance-Student-Send Email Messages</u> has been updated to include more selection options as well as CC: and BCC: email addresses
- <u>Attendance-Staff-Teacher</u> has been reorganized to display one teacher at a time and includes a searchable drop down list for finding a particular teacher. This page also includes a Transfer Sections button to transfer all section-related data, including lesson plans and seating charts, from one teacher to another.
- <u>Attendance-Contacts-Contact Forms</u> (new page)
- <u>Attendance-Contacts-Bulk Load Contact Forms</u> (new page)
- <u>Attendance-Contacts-Contact Form Signatures</u> (new page)