DOCUMENTATION
~COMMUNICATIONS~

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JMC Communication Module Overview

The Communication Module of JMC Next Gen Office Application gives your district the ability to keep track of student communication records. The Module works in conjunction with Online Teacher in acquiring information from teachers and saves a record of information, if needed, for reference at a later date. This may include both positive and negative observations/interactions about a student or their caregiver during school, as well as communication or interaction with a student or caregiver outside of a school setting.

Communication referrals may be submitted from Online Teacher and later processed by JMC Office, which may accept the record, edit information or reject the communication record outright.

At the discretion of the office staff, parents may be allowed to view communication records through email, or printed copy.

The Communication module does not include any predefined actions, and it is up to the user to decide what actions are documented.

The Communication module includes reports such as:
- **Data** – select student(s) and a list of their communication records.
- **Reports-Student** – summary of all records or for specified date range; summary includes breakdowns by reporter, student information, date, and detail of communication.

How to Use This Document Efficiently

This document is designed to help JMC users understand how to manipulate the module efficiently and effectively. While this document contains important information, tips, and instructions on each function of the module, it may not be necessary to read the entire document to get information necessary for efficient use.

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Scan the table of contents to find the section which relates to your specific needs.

Search Using Find Feature

If you are looking for something specific you can do a search on one or more key words. In Windows do a Ctrl-F, or with a Macintosh use Command-F, then enter the key word(s) and click on the **Find Next** button to navigate the document.

Document is a "Living" Document

Since this document is likely to be updated with some regularity, it is recommended that you not print the document – at least not every time it gets updated. If you wish to print the document from time to time you may want to refer to the Change Log at the end of the document to see what is new in the recent updates.

Making Notes in This Document

As you read through this document online, you may wish to leave notes or comments to come back to at a later time. This can be accomplished using a PDF document. If you need assistant converting this document to a PDF, see directions in Appendix B, at the end of this document.

Leaving Personal Notes in a PDF File

You can leave personal notes in a PDF easily using Sticky notes or Mark Up editing features.

Sticky Notes

Using the *Sticky-note* features, add sticky-notes to the document.

1. **Open** your PDF document.

2. **Right-click** on the PDF document where you want to add the sticky-note.
3. **Select** *Add Sticky-note* from the *right-click menu*.

    Note: This option is **not available in *edit mode*. Click** the ✋ or 𝕴𝕬 *icon* in the toolbar to switch to a compatible mode.

4. Within the *Annotations Editor dialogue box*, you can give the note a subject and select the background color. **Enter your comments** in the available field.

Note: Adding a Sticky-note is a **permanent** action upon saving the document. If you change your mind after making the changes, close the document without saving the changes, re-open it, and start over. We recommend that you save an original unmarked PDF file for future reference.

5. **Click** *OK* to add the note to the PDF document.

Mark Up

Using the *Mark-up* features, highlight, underline, or strike out text, without changing the original content.

1. **Open** your PDF document.
2. Click the Select Tool icon on the toolbar or **right-click** on the document and choose the *Select Tool* from the right-click menu.
3. Select Text by **left-clicking and dragging** cursor over text in the document.

Note: Marking-up text is a **permanent** action upon saving the document. If you change your mind after making the changes, close the document without saving the changes, re-open it, and start over. If you wish to start over with a fresh copy just go to the JMC website and download a new one.

4. **Right-click** on the selected text, and choose *Highlight*, *Strikeout*, or *Underline* from the right-click menu.

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 as shown here is <u>Schedules – Student – Edit Schedules</u>.

Figure: 1 Student Scope link location on Edit Student Schedules Page.

*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.

Figure: 2
Example of Student Scope

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.

Communication Submission by Teacher from JMC Gradebook

Communication-Communication Submissions

Gradebook

This selection is used to enter and edit communication records for students in Gradebook.

Select <u>Communication – Communication Submissions</u>. The page will appear similar to Figure 3.
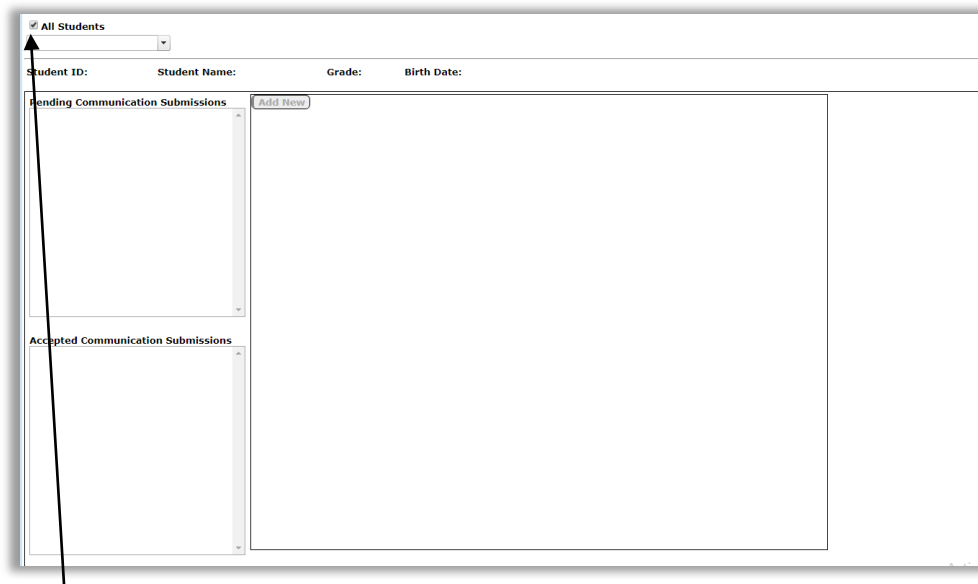

Figure 3:

Edit Student Discipline Records

All Students Checkbox: By default, this is unchecked and means Teacher list of students will include only students assigned to them. If checked, the list will include all students in the district.
Note: This setting will not appear unless it is selected in JMC Office in <u>File-Online Settings</u> Teacher Tab. See Figure 4.
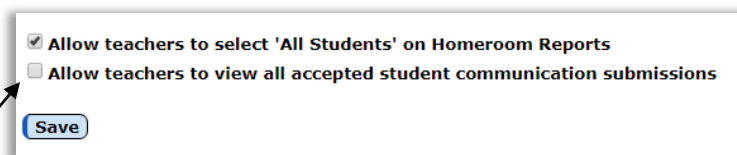

Figure 4:
This selections allows teachers to choose from all students in district when submitting communication reports

Allow Viewing of All Student Communication Reports (JMC Gradebook)

To allow teachers to view communication submissions from ALL STUDENTS, both boxes in JMC OFFICE at <u>File-Online Settings</u> teacher tab must be checked. If left unchecked, teachers will only see students assigned to them.

Student Drop Down List: To select a student, enter all or part of the student's name. While you type the name the list of students will be updated to match your entry. Once you see the student you wish to select in the list, click on the student's name.

To start a new record after choosing a student, select <u>Add New</u> icon and click on it. Page will now appear similar to figure 5.

Figure: 5 Communications page ready for data editing

Adding Data to Communications Page: Student name, ID, grade and birth date will be displayed at the top of the page. Current time and date will be displayed. These can both be edited, if desired.

Reported By: Cannot be changed, it will display the person who is logged into the JMC account and is submitting the Communications Data.

Reason: The reason for this communication can be placed in this area. Some examples could be observed behavior, communication, concerns, positive activity, and negative activity which doesn't require an immediate action or anything you want to put in here, and keep a record.

Action: If an action has been performed, you may place it here.

Detail: This is where the description of the communication is placed. Use this box to put as many details as desired to properly describe what the communication is about and why it is being submitted. *NOTE: Do not include names other than the one for the student whose communication record is being recorded.*

Send to Office When sufficient data has been noted, communication is then sent to JMC Office for acceptance, editing, or dismissing by clicking on the "Send To Office" tab at the top of the document as shown in Figure: 6.

Figure: 6

Completed Communications Form Prior to Submission
(Teacher's Gradebook View)

Pending Communication Submissions A dated note will be shown in the upper left corner of submitted Communication, until the office accepts the communication submission. Figure: 7

NOTE: Current communication can be Edited or Deleted by the teacher until the office accepts it.

Figure: 7

Communication waiting for Office to accept
(Teacher's Gradebook View)

Pending Communications in JMC Office

There are two ways office professionals can choose to read pending communication submissions.

1. Office will have a notice on JMC homepage indicating a communication submission is pending receipt. Figure: 8 clicking on the submission will open the communication module for editing, rejection, or acceptance by JMC Office user.
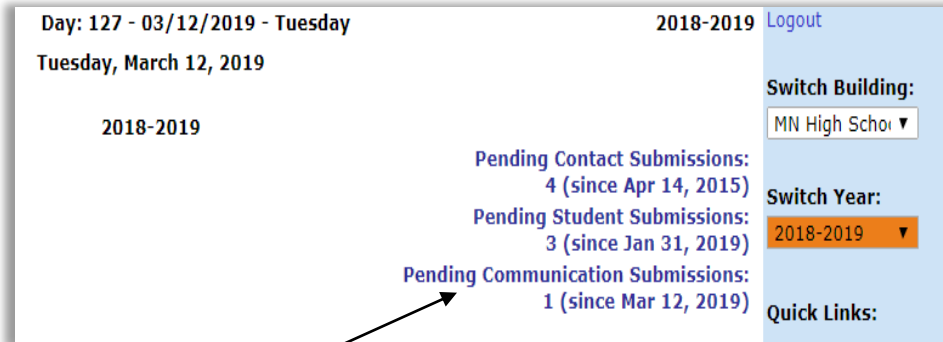

Figure: 8
Pending submissions available for Office to view

2. The office can also see pending communications by choosing Communication-Data-Merge Communication Submissions. Similar to Figure: 9
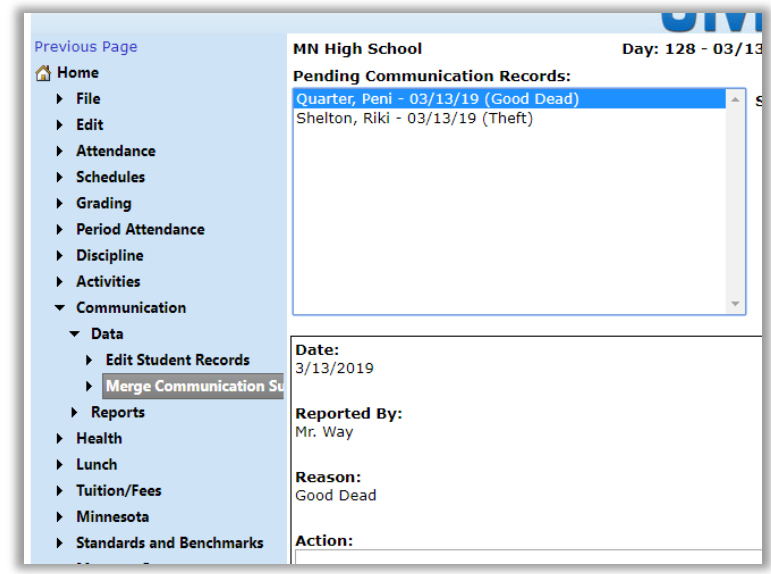
Figure: 9
Pending Communication Records ready for Office Review

Communication Submission Options in JMC Office

To open a communication submission and view the details, hover over the submission with computer mouse and click on submission. You will open a window similar to Figure: 10. Click on the record to view and the information will appear.

Figure: 10 Example of Accepted, Pending Communication Record by Office.

Reject Communication Report

Reject is clicked, communication record is deleted and is No Longer available, and cannot be retrieved.

Accept Communication Report

Accept is clicked, communication record is saved, becomes linked to student's data, and can be viewed at any time.

Viewing Student Communication Reports in JMC Office

To view a report on a student using JMC Office, click on: Communication-Data-Edit Student Records or Reports- Student.

Note: Communication may be edited by Office before accepting.

Communication Report Data

The student(s) Communication Report Data is saved and may be used to record and track non-discipline related information. This information may be viewed by teachers who have access permissions from the JMC Administrator, in JMC Gradebook and Personnel with permission in JMC Office.

Selecting Communication Report Data

Communication report data can be selected and sorted several ways.
- Sequence   Figure: A1   Appendix A
- Random   Figure: A2   Appendix A
- Grade level/Range   Figure: A3   Appendix A
- Advisor ID Number   Figure: A4   Appendix A

Previewing Communication Report Data

After selecting an option(s) for sorting student communication data, <u>Preview</u> is chosen, and a report similar to the example in Figure 11 will be provided.

Figure: 11

Preview example of communication Report Grades KA-12,
 Date range: 1/1/2019-3/29/2019

Printing and Exporting Student Communication Reports in JMC Office

JMC Office allows student communication reports to be printed or exported to a CSV file for viewing in Excel or other spreadsheet software.

Printing Communication Report

After selecting Preview, select Print to print report.

Emailing Communication Report

When Email If Possible is checked, any Primary Contacts connected with a student's information will be emailed, when Print is chosen.

Note: A Reply To Email address must be entered

Exporting Communication Report

After selecting Preview, select Export to create a CSV file to your download folder.

Editing Student Communication Reports in JMC Office

Student reports may be edited in JMC Office at any time.

Editing Student Communication Report

To edit an existing Student Communication Report in JMC Office, choose: Communication – Data – Edit Student Records. Search the student you want to see by using the FIND dropdown or by typing part of the student's name. You can sort your search by using the dropdown menu labeled GRADE. Your view will be similar to Figure: 13

Figure: 13
Example of Search options for Existing Student Communication Records

Editing Student Communication Report

To edit an existing Student Communication Report in JMC Office, choose: <u>Communication – Data – Edit Student Records</u>. After choosing the student by name, a screen similar to Figure 14 will appear. After choosing the date of the Record to edit, Choose EDIT and the following data may be changed: ***Date, Time, Reported by, Reason, Action and Detail.*** After editing desired data, choosing UPDATE will save the new report. Figure: 15

NOTE: once edited and saved, previous data is NO LONGER available, and the new data will remain in the report.

Figure: 14
Example of Student Communications Report Prior to Editing

Saving Edited Student Communication Report

After editing desired data, choosing UPDATE will save the new report. If you do not wish to save edited information, choose CANCEL, and the report with revert to original format and information. Figure: 15
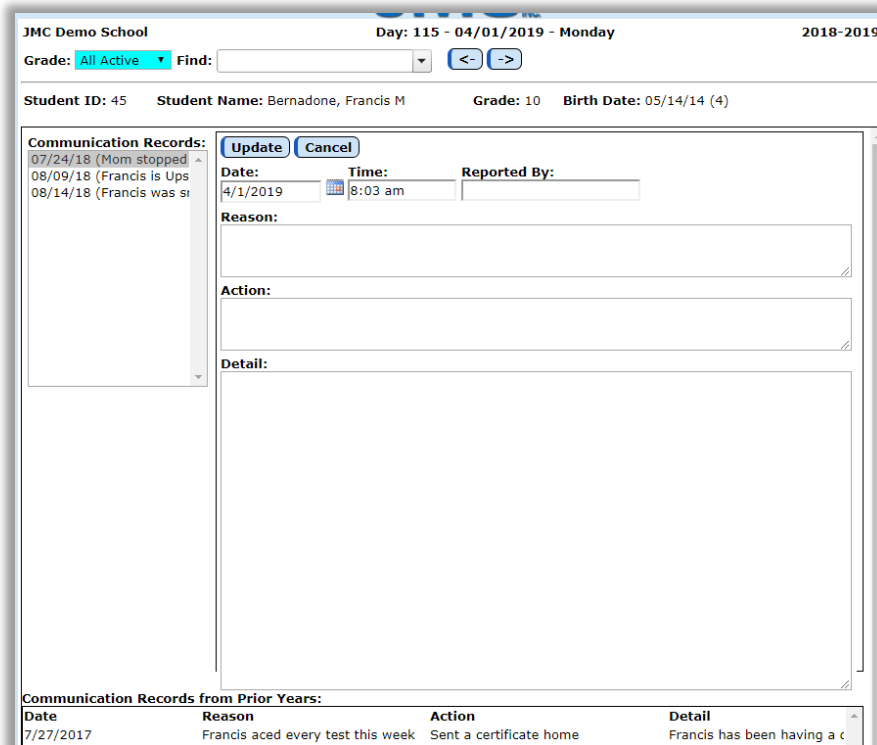

Figure: 15
Example of UPDATE screen shot which will be chosen to save edited Communication Report.

Starting a New Communication Report

If a new report with a current date stamp is desired, ADD NEW may be chosen and a new, blank report will be generated, and available for data entry. Current Date and Time are automatically entered, but can be altered. All other fields are editable as desired as well. Once UPDATE is chosen, a new Communication Report will be generated.

Appendix A

Viewing Student Communication Reports in JMC Gradebook

The teacher can find the report in JMC Gradebook by choosing Communication – Communication Submissions and choosing the students' communication which they want to view. Figure: A1

These are previously submitted communication submissions connected to this student which have been viewed and accepted by the Office.

Student ID: 251   **Student Name:** Morton, Corton

Pending Communication Submissions   (Add New)

No pending c

Accepted Communication Submissions
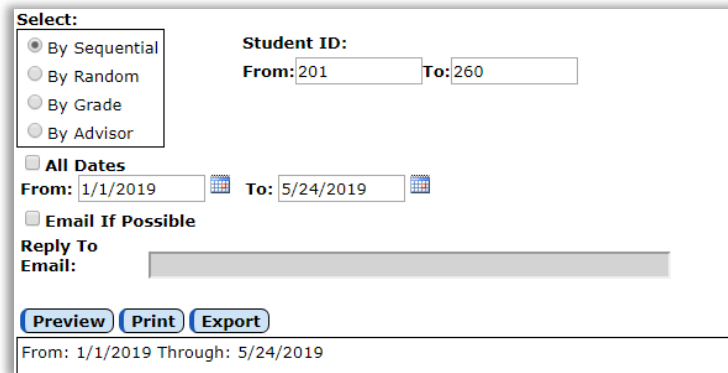03/12/19 (Parent communication)
03/13/19 (Parent Contact)

Figure: A1 Example of Office accepted communication record in Gradebook View.

Selecting Communication Report Data

Communication report data can be selected and sorted several ways.

Sequence

Sequential sorting will allow the user to search by using Student ID's and a Date Range. When using this method to find communication, *All Dates*, or a *From* and *To* date must be chosen, as well as a range of Student ID numbers. Figure: A2
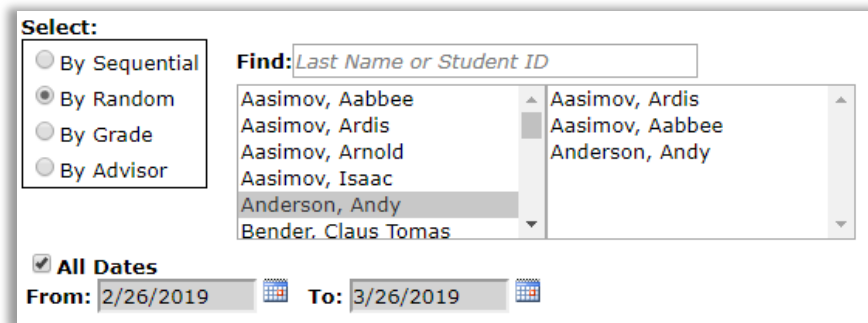
Figure: A2
Example of Sequential sorting being used to find communication data

Random

Random sorting will allow the user to search by using students' name. Multiple students can be searched at one time by clicking on more than one name. *NOTE:* ALL DATES is chosen, so the search will look for ALL communication involving these students, regardless of the calendar dates shown. Figure: A3

Figure: A3
Example of Random sorting being used to find communication data

Grade

Sorting communication reports using Grade. This example will search for communication for ALL students in grades 9 through 12 which occurred between the dates 1/1/2019 and 3/26/2019. Figure: A4

Figure: A4
Example of By Grade sorting being used to find communication data.

Advisor

Sorting communication reports by Advisor number, all dates. Figure A5

Figure: A5
Example of Sorting by Advisor for All Dates available

Appendix B: 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 B1.
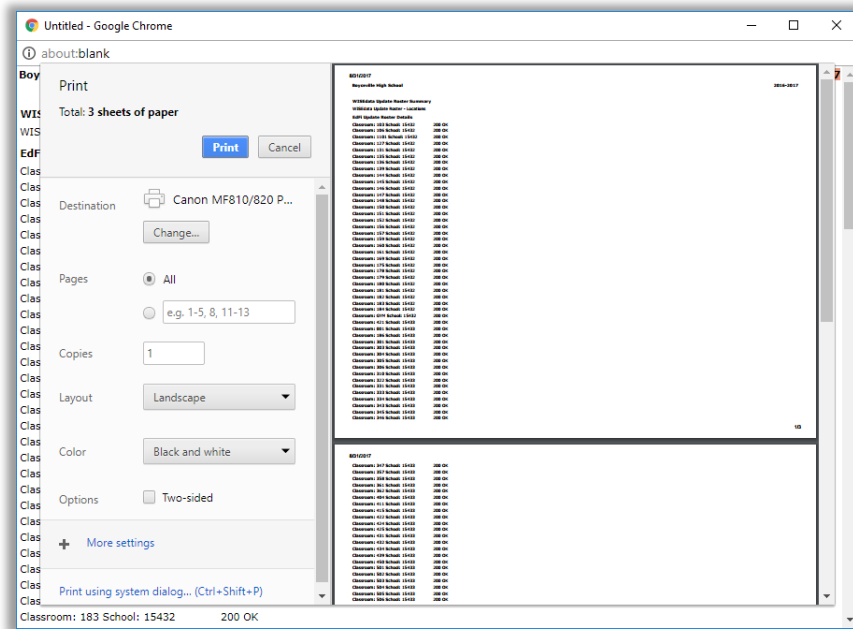

Figure B1:

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 B1. 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 B2.
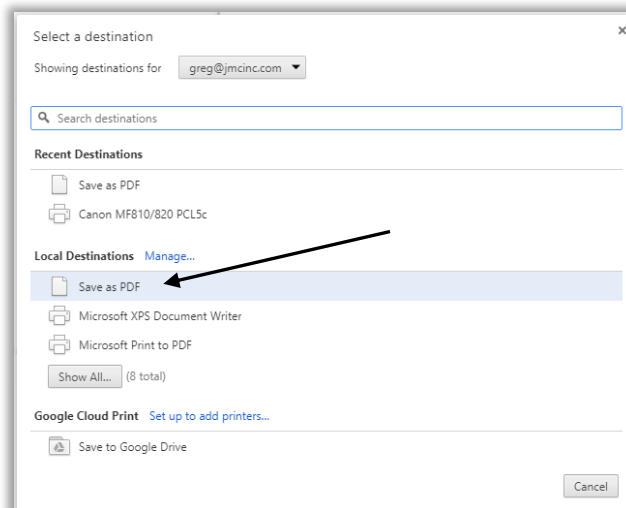

Figure B2:

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 B3.
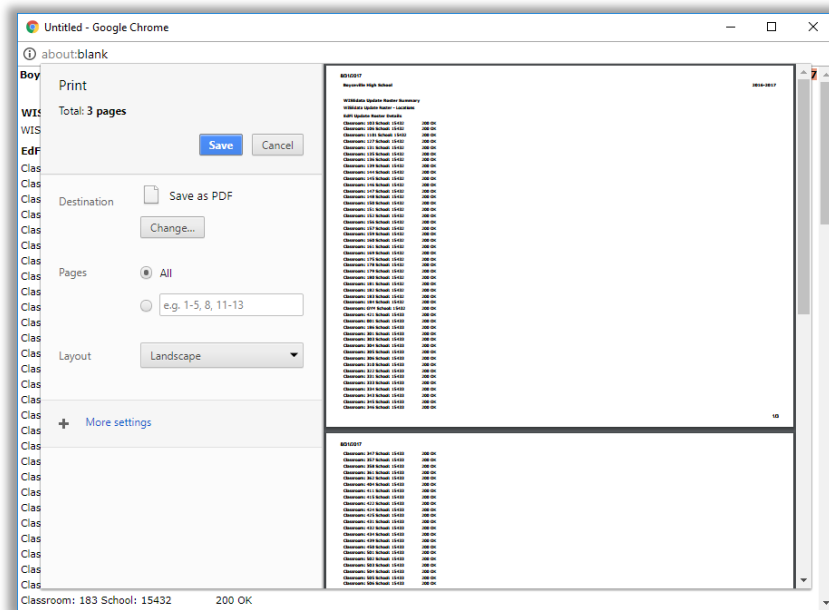

Figure B3:

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 B4.
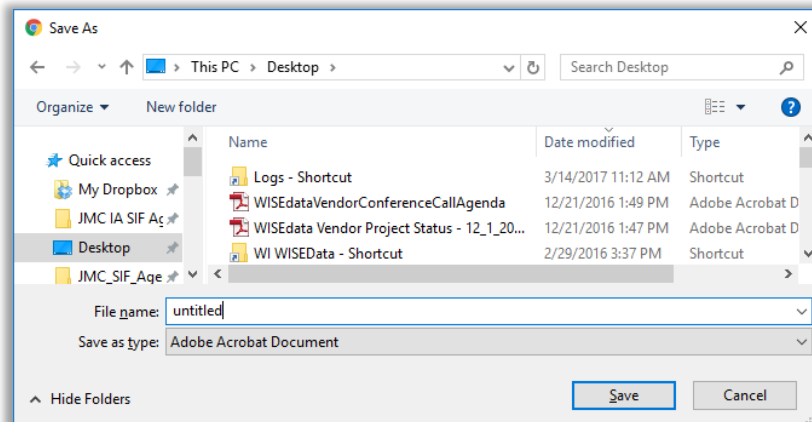

Figure B4:

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

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

Why save as a PDF file?

You have some options as to what to do with a JMC report. You can print it to your printer, you can save it as a PDF 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