



NEXT GEN DOCUMENTATION ~GRADING~

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Student Scope

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

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

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

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

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

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

Grade: All Find: <- ->

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

Add Courses... Print Save Midterms

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

Quick Links:

- Student Data
- Student Scope
- Print Schedule
- Print Transcript
- Delete All Courses
- Copy Schedule From Another Student

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

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

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

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

Student Progress Report [Print](#)

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

Schedules [Print](#)

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

Student Lunch Transactions [Print](#)

Family Lunch Balance = \$ -2.20

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

Period Attendance [Print](#)

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

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

Health Immunizations [Print](#)

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

Discipline [Print](#)

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

JMC Schedules/Grading Modules Overview

General

The Schedules & Grade modules of JMC Next Gen Office Application are purchased together. They are used to schedule students, maintain and report grades and generate scheduling and grading lists and reports for K-12 students. The scheduling functions incorporate all of the best tools to help you through the various stages of scheduling your students. The **6 Stages of Scheduling** are described in detail in the section following this overview.

Other important features included in The Schedules & Grade modules:

- Transcripts** maintenance and reporting, including options for including a wide variety of data on a student's printed transcript, such as activities & commendations, immunizations, health note, test scores, & class ranking. Transfer credits and grades may be added to your students' transcripts as well.

- Class Ranks and GPAs** are determined using students' current and transcript grades as well as course data regarding course weights, courses that do/don't count in GPA, etc.

- Standardized Test and Assessment** maintenance and reporting, including options for importing test scores from many assessment vendors. Test scores may be included on transcripts and may also be viewed in Online Teacher. Various options govern which test score records are to be viewed in these settings.

- Prerequisite Checker** to aide administrators when scheduling students. Students' current and historical courses are checked against their course registration to ensure that they are only placed in courses appropriate to their progress and ability.

- Credit Checker** to aide administrators when scheduling students. Graduation requirements may be defined for each graduation year, including requirements for specific subject areas as well as overall credit totals. At key times during the school year administrators can run reports to highlight students who may not be on track for graduation for the target date.

- Online Course Registration** to allow the students to register for course on-line. Later an administrator or appropriate staff review these requests prior to the formal scheduling process.

- Online Teacher Software** includes numerous tools for teachers to monitor their students and their academic performance in their coursework. Online Teacher offers the ability to set up course assignments, projects, tests, quizzes, etc. and weight them appropriately for a course grade calculation. Course grades, progress reports, midterm reports can all be used to communicate student progress to the student and their parents. Parents may receive communications by traditional printed reports as well as via emails and via JMC's Online Parent module. Lesson plans, seating charts, daily attendance,

lunch counts, discipline referrals, and other communications may also be viewed and/or generated as appropriate. Other data that can be viewed in Online Teacher include: contact data, medical emergency plans, health history records, and standardized test scores and assessments.

•**Online Parent and Online Student Software** allows parents and students to view student coursework online as soon as teachers record and publish them, as well as many other types of data such as lunch balances & purchases, contact information, etc.

Custom Report Card Forms

JMC's stock report cards are rich with options to accommodate most clients' needs. However, in some cases clients want to design their own custom report card forms. One common setting for this is for lower elementary schools that wish to have more of a skills-based report card rather than a course-centric report card, or perhaps a combination of the two. JMC incorporates the use of our Standards and Benchmarks module for designing the skills lists and the custom forms for recording and reporting the assessments results for these skills.

Instructional Videos for Grading Module

All JMC videos are now published in Youtube at the following link:

<https://www.youtube.com/channel/UCJ7d5l2KMnLcVGy4GR1V3hQ/playlists>

Grading—Entry — Edit Grades

This window is used to edit a student's grades, comments, and previous credits and grade points, and may also be used to edit the courses, periods, and terms in the student's schedule.

1. Select Grading—Entry—Edit Grades. The page will appear similar to Figure 1.

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

Grade: All Find: <- ->

Student ID: 20 Student Name: Adams, Olive Grade: 10

Add Courses... Print Save Midterms

Lock	Section	Course	Q1	Q2	H1	H2	T1	H3	S1	H4	T2	Q3	Q4	H5	H6	T3	S2	Ex	Yr	Com
-	S1 2 En...	202 ENGLISH 10	X	A-	A				A									A		GO
-	S1 3 En...	402 WORLD HIST	X	B+	B-				B									B+		
-	S1 4 En...	101 AUDIO VIS DESIG	X	A	A				A									A		
-	S1 5 En...	240 SPANISH 1	X	B	C+				B-									B		
-	S1 6 En...	258 ADV ALGEBRA I	X	B+	A-				B+									B		
-	S1 7 En...	352 BIOLOGY	X	C+	B-				B-									B-		
-	S2 1 En...	1 STUDY HALL	X																	
-	S2 2 En...	202 ENGLISH 10	X																	
-	S2 3 En...	402 WORLD HIST	X																	
-	S2 4 En...	166 WORLD FOODS	X																	
-	S2 5 En...	240 SPANISH 1	X																	
-	S2 6 En...	259 ADV ALGEBRA II	X																	
-	S2 7 En...	352 BIOLOGY	X																	
-																				
-																				
-																				
-																				
-																				
-																				

Earned Attempted Grade Pts Cum GPA

Previous: 6.000 6.000 21.650 3.608

This Year: 3.000 3.000 9.850 3.283

Total: 9.000 9.000 31.500 3.500

Save

Figure 1: Edit Student Grades 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.

Add Courses... To add a course to the currently displayed student's schedule, click **Add Courses**. The page will appear similar to Figure 2 listing courses to add to the student's schedule. A checkbox in the lower left corner of this list controls whether the list will contain all courses OR only courses that would fit into the student's current schedule (based on term and period). To select a course section from the list click on the **Select** link to the left of the course. To leave this dialog without selecting a course section click the **Close** button.

Note: Courses can be constrained to specific grade levels by selecting Schedules – Course – Courses To Add.

Note: Another way to add a course section to the currently displayed student's schedule, first locate an available row in the schedule (one that has no course assigned) and then click on the drop down list in the Course column. The drop down list will then populate with available courses to choose from. Once the course has been selected you may also select the course section by clicking on the drop down list in the Sections column. The section may be edited to schedule a student for a particular term and period of a course. To remove a section for a course, click on the section menu and select the blank section at the top of the menu.

Course#	Course	Term	Period	Load	Days	Teacher	Room
				Met			
Select 60	BAND HS	Sem1	1	15	2	B Schmidt	BAND
Select 62	CHOIR	Sem1	1	35	1	J Gilmore	ROOM 120
Select 250	INT. ALGEBRA 8	Sem1	1	9	12	B Schmidt	ROOM 132
Select 557	RES RM MATH	Sem1	1	0	12	O Olson	ROOM 123
Select 556	RES RM STUDY	Sem1	1	11	12	P Mason	ROOM 122
Select 556	RES RM STUDY	Sem1	1	9	12	O Olson	ROOM 123
Select 556	RES RM STUDY	Sem1	1	0	12	M Hope	ELEM
Select 504	RES WRK EXP	Sem1	1	0	12	P Mason	ROOM 122
Select 502	RS LIFE SKILL	Sem1	1	0	12	P Mason	ROOM 122
Select 1	STUDY HALL	Sem1	1	18	12	M Pollard	ROOM 127
Select 1	STUDY HALL	Sem1	1	17	12	K Miller	ROOM 115
Select 1	STUDY HALL	Sem1	1	0	12	M Shoemaker	ROOM 114
Select 1	STUDY HALL	Sem1	1	22	12	B Schmidt	ROOM 126
Select 1	STUDY HALL	Sem1	1	24	12	Q Neidermeier	ROOM 125
Select 1	STUDY HALL	Sem1	1	20	12	M Irving	ROOM 135

☐ Show All Available Courses

Close

Figure 2

Add Courses
button dialog from
Edit Student
Schedules page

Print To print a schedule for the currently displayed student, click **Print**.

Midterms Checkbox To view/hide midterm grades for the currently displayed student, check/uncheck the checkbox in the lower right corner of the screen labeled "Midterms".

To edit a grade:

1. Click on the box of the grade to be edited. Refer to the headings to identify the correct term of the grade.
2. Enter or select the new grade. (The shift key may be needed for capital letters)

The appearance of the grade boxes is determined by the grading scheme that has been selected for the course. See the Grading Scheme tab on Schedules - Course - Edit Course Data.

Note: Editing any final grade will affect the attempted credits and grade points displayed at the bottom of the window. (Attempted credits are those that count toward the GPA)

Note: Editing any final grade in a solid box will affect the credit earned towards graduation displayed at the bottom of the window. (Students in upper grade levels)

To edit a comment:

1. Click on the appropriate line for the course in the comment column (Cm) at the right side of the window.
2. Enter the desired comment. (Refer to [Grading—Utilities—Edit Comments](#) for a list)

To edit previous years credit and grade point information:

Note: These fields are not editable if the transcript linker is enabled, which is typical. For more information regarding the transcript linker, [please refer to Grading – Transcripts – Transcript Linker](#).

1. Click on the desired box.
2. Enter the correct information. This previous information is automatically updated for the current year when you use [Grades—Utilities— Transfer Cr/GrPts](#) in last year's software.

Note: This editing only needs to be done for a new student, for a minor change to a student's data or if this is the first year using JMC software.

Deleting a Course Section To delete a course section from the currently displayed students' schedule, click on the "X" to the right of the course name in the list.

Note: If you plan on **allowing the computer to schedule** your students, you only need to enter the course numbers.

Note: If you are **scheduling the student by hand**, you need to enter a period and term also.

Note: If the option [Schedule - Develop - Schedule Students](#) or [Schedule - Develop - Schedule a Student](#) is used, the periods/terms are automatically entered for those students who do not have a conflict.

Note: If the section is blank, the student is unscheduled.

Locking a schedule for students who need special placement:

If you plan on allowing the computer to schedule and balance your students into classes, you may have some students that require special placement. If you have students that must be in a certain class at a certain time you may need to "lock" the students. Only a small percentage of your students should need special placement.

This feature may be used in the following instances:

- A course is a normal full year course.
(The student needs to take just one semester of the course)
- A course is offered both semesters.
(The student must take the course a specific semester)
- A course is offered multiple periods.

(The student must take the course a specific period)

To **lock** a student into half of a full year course:

Examples: A student who is graduating early but still wants to take the first semester of a full year course OR a student who is required to repeat one semester of a full year course.

On the student's schedule window, click on the drop down list in the **Lock** column and select the desired term option (e.g. **Any Sem 1**, **Any Qtr 3**, etc.).

Note: The lock indicates that the course is locked and that the student will be scheduled into the course according to the new locking specification the next time the student is scheduled.

Note: Be sure the course number does not appear anywhere else in the student's schedule.

To **lock** a student into a specific term of a class offered more than one term:

Examples: A student who has a conflict with a teacher, needs an early release, or attends for a half-day only.

On the student's schedule window, click on the drop down list in the **Lock** column and select the desired term option (e.g. **Any Sem 1**, **Any Qtr 3**, etc.).

Note: The lock icon indicates that the course is locked and that the student will be scheduled into the course according to the new locking specification the next time the student is scheduled.

To **lock** a period of a course for a student:

On the student's schedule window, click on the drop down list in the **Lock** column and select the option **Lock Section**.

Note: The lock icon indicates that the course is locked and that the student will be scheduled into the course according to the new locking specification the next time the student is scheduled.

To **unlock** a term or period:

On the student's schedule window, click on the drop down list in the **Lock** column and select the top option (blank).

Grading—Entry — List Entry

This option may be used to manually enter grades and comments for students.

If you are using the Online Teacher to enter grades, this option is not necessary.

To make any manual changes, use Grading—Entry—Edit Grades:

1. Select Grading—Entry—List Entry. The page will appear similar to Figure 3.

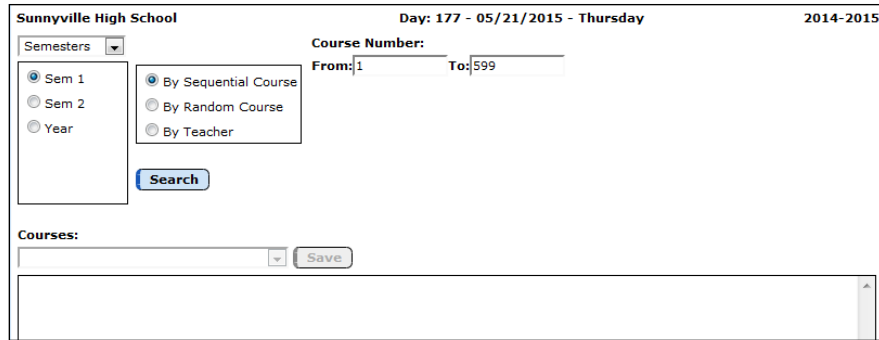


Figure 3

List Entry
setup
screen

2. Select the correct term from the menu in the upper corner of the window.
 - To enter grades for quarter courses, select Quarters, and then the quarter.
 - To enter grades for semester courses, select semesters, and then the semester, etc.

3. Select the manner in which you would like to enter grades:

Sequential Course Entry.

- All courses will appear on the next window for grade entry unless the **From** and **To** boxes are edited. For example, if you have entered grades for course numbers 1-55 and need to start from that point, enter 56 in the **From** box and the final course number in the **To** box.

Random Course Entry.

- Add course sections to the list by selecting from the list of course sections on the page. See Figure 4 for an example. This course section will then appear in the list in the upper right corner of the page. Enter as many course sections as desired.
- To remove a course sections from the list, click on that course section in the list in the upper right corner of the page.

Teacher Course Entry.

- Choose the correct teacher from the menu.

4. Click **Search**. This will move you to the next window where grades may be entered. See Figure 4.

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

Semesters ▼

☒ Sem 1
 ☐ Sem 2
 ☐ Year

Course#-Term-Period-Teacher-Course

By Sequential Course ☐

By Random Course ☒

By Teacher ☐

250-S1-6-J Ashford-INT. ALGEBRA 8

250-S1-1-B Schmidt-INT. ALGEBRA 8

254-S1-4-K Miller-INT. ALGEBRA I

256-S1-4-L Jensen-GEOMETRY I

256-S1-2-L Jensen-GEOMETRY I

258-S1-7-K Miller-ADV ALGEBRA I

258-S1-7-K Miller-ADV ALGEBRA I

Search

Courses:

ADV ALGEBRA I - Per 7 - Sem1 ▼ Save

Student	Ex	Q1	Q2	S1	Comment
Baker, Daniel	▼	▼	▼	▼	▼
Benson, Allisa	▼	▼	▼	▼	▼
Blakely, Lonnie	▼	▼	▼	▼	▼
Bollinger, Brooks	▼	▼	▼	▼	▼
Boxleitner, Bruce	▼	▼	▼	▼	▼
Frazier, Joe	▼	▼	▼	▼	▼
Grande, Arianna	▼	▼	▼	▼	▼
Hanks, Tom	▼	▼	▼	▼	▼
Harvey, Paul	▼	▼	▼	▼	▼
John, Elton	▼	▼	▼	▼	▼
King, Martin	▼	▼	▼	▼	▼
Labradoodle, Rex	▼	▼	▼	▼	▼
Larson, Jim	▼	▼	▼	▼	▼

Figure 4: List Entry screen

5. Select the desired course/period/term from the **Courses** menu in the middle of the page.
6. Enter grades/comments by clicking the correct grade and/or comment from the respective lists.
7. To enter grades and/or comments for another course, select a new course from the **Courses** menu. Make sure to save changes before switching to another course.
8. Click **Save** when finished entering all grades/comments for a particular course section.

Grading—Entry — GradeBook Entry

This option is used to interface with Online Teacher. Options on this screen may be used to pull information into the office data that originated with the teacher's Online Teacher data.

The types of information that may be pulled from teacher submissions include: term grades with comments, and standards and benchmarks assessments.

1. To receive grades in the office that were sent from teacher grade books, select Grading—Entry—GradeBook Entry. The page will appear similar to Figure 5.

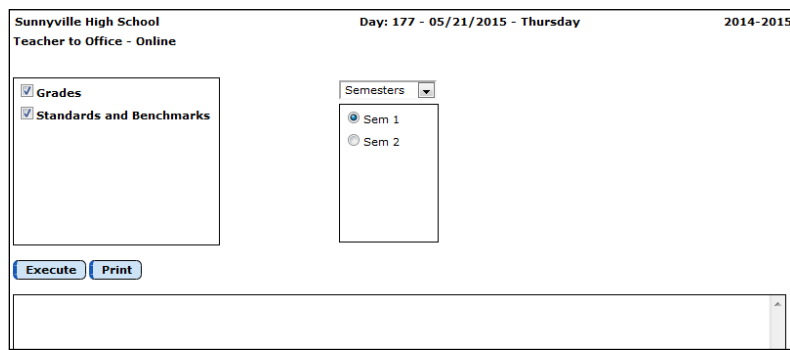


Figure 5

GradeBook
Entry
options

2. Specify the type(s) of data to be updated by checking or un-checking from the options available in the upper left corner of the page (see Figure 5).

Note: The list of options will vary depending upon which modules you are using and whether they have been enabled. For example, the Standards and Benchmarks option will only be listed if the database has the Standards and Benchmarks module enabled.

3. Select the term for which grades are to be updated.
4. Click **Execute** to continue. Data will be moved from teacher grade files to the office database
5. Click **Print** to print a list of course sections that have been processed.

Note: If there are any unprocessed grade submissions from the teachers, there will be a link on the upper right corner homepage of the Next Gen Office Application. See Figure 6. Clicking on this link will bring you to Grading—Entry—GradeBook Entry.

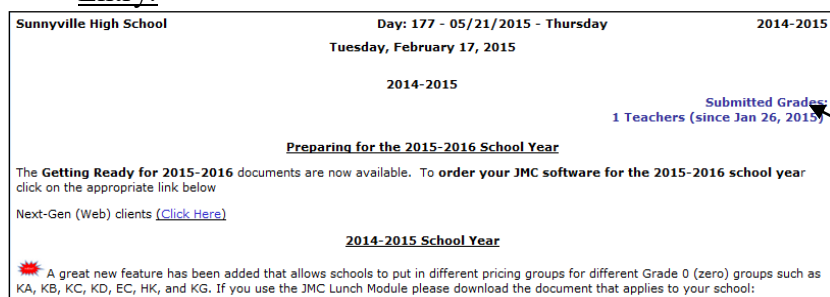


Figure 6

Link to
submitted grades
on Next Gen
Homepage

Grading—Reports — Report Cards

This option is used to print student report cards. The report cards will include course grades and attendance from the specified marking period.

The following information may be optionally included: GPAs (cumulative, year, term), class rank, honor roll result, and a message.

1. Select Grading—Reports—Report Cards. The page will appear similar to Figure 7.

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

Term Type:
Semesters End Day
☒ Sem 1 0
☐ Sem 2 0

Grade:
☐ By Sequential
☐ By Random
☒ By Grade
☐ By Advisor
From: 0 To: 12

GPAs:
☒ Cum
☒ Term
☒ Year
☒ Include Class Rank
☒ Split excused/unexcused attendance
☐ Email If Possible
☒ Include Honor Roll Result
☒ Include excused tardies
☒ Include Grad Credit

Reply To Email:

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

Report Cards [Formatting](#) [Messages](#)

Figure 7: Print Report Cards

2. Select the correct grading term. Use the menu in the upper-left corner to select the term for which report cards are to be printed.
 - If report cards are printed at the end of each quarter, select quarters and then either quarter 1, quarter 2, quarter 3, or quarter 4.
 - If report cards are printed at the end of each trimester, select trimesters and then either trimester 1, trimester 2, or trimester 3.
 - If report cards are printed only at the end of each semester, select semesters and then either semester 1 or semester 2.
 - If report cards are printed at the end of every six weeks, select six weeks and then the appropriate six-week term.

Note: The GPAs that are printed on the report card correspond to the selected grading term.

3. Verify the end of term day number.
 - Check that the term ending day number has been entered. The ending day numbers are used to determine the attendance that is printed on report cards, summary labels, and standards and benchmarks transcripts and report cards.
 - To edit the ending day number for any other term, click in the **End Day** box to the right of the term to be edited and enter the correct ending day number.
4. Select the students for whom schedules 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
5. Verify the **GPA** options.
 - If **Cum** is checked, the student's career cumulative GPA to date will be printed.
 - If **Term** is checked, the GPA for the selected term will be printed.
 - If **Year** is checked, the GPA for the current year will be printed.

Include Class Rank Set this checkbox as needed for printing class ranks on the report cards.

Include Honor Roll Result(s) Set this checkbox as needed for printing honor roll result(s) on the report cards.

Note: Individual students be added to or removed from the honor roll by checking or unchecking **Honor Roll** on the Edit-Student Data screen.

Include Grad Credit Set this checkbox as needed for printing graduation credit accumulations on the report cards.

Split excused/unexcused attendance Set this checkbox as desired.

Include excused tardies Set this checkbox as desired.

Email If Possible This option may be used to email report cards (where possible) instead of printing them.

Note: In order for report cards 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 report card would be received at each email address.

Note: In order to report cards to be successfully emailed, the SMTP server settings must be configured. For more information about configuring your SMTP server. Please refer to Appendix B.

Enter a **Reply To Email** address as needed.

Verify the **Messages** options. Click on the **Messages** tab to view/edit messages that will appear on the report card for everyone and/or for specific grades. The tab will appear similar to Figure 8.

Figure 8

Messages
setup screen
for Printing
Report Cards.

Edit, if necessary, the message for All Grades and/or for each grade level. Place a check in the left column next to those messages that are to be printed.

Verify the formatting options in the **Formatting** tab. Click on the **Formatting** tab to view/edit the formatting that will be used for the report card for everyone. The tab will appear similar to Figure 9.

Figure 9

Report Card
Formatting
options.

Select a **Form Height** option.

- 1 up will print one report card per page with a 2.5 inch margin at top.
- 2 up will print two report cards per page when using JMC laser/inkjet sheets #5500.

- 1 up w/ Address will print one report card per page. The mailing address of the student's Primary Contact(s) will also appear at the bottom of the printed report card.

Select a Font Size option from the **Font Size** menu. Choose either 8, 9, or 10 point.

Select a Line Spacing option from the **Line Spacing** menu. Choose either Normal, 1.5, 2, or Compressed.

Customize the **Report Card Headings**.

- The default settings for report card headings are listed in the header for each custom heading row.
- Modify or delete any display values within the header for each custom heading row.

Note: It is possible that some of the 3 of the custom header rows may not be in use, depending upon the grading schemes set up for the courses. The appropriate header row is automatically selected for the report card, depending on the grading schemes in use.

Click **Preview** to preview the report cards. The report cards will appear similar to Figure 10.

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

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

Chosen Valley High School		2004-2005	December 17, 2004				S1	Tot					
Benson, Laura		176	S1 GPA				Absent	0.0	0.0				
Report Card		Grade 1	3.438				Tardy	0	0				
			Q1	Q2	Ex	S1	Q3	Q4	Ex	S2	Ex	Yr	Adv - Mr. Anderson
Language Arts 9	Mr. Anderson		A	A-	A	A							
Phys Science	Mr. Jones		A-	B+		A-							
Civics	Mr. Morton		B	C+		B-							
Algebra I	Ms. Ptolemy		B	B	A-	B+							

Figure 10: Sample report card

Grading—Reports — Honor Roll

This option is used to print honor roll(s) for a specified term.

Note: Individual students be added to or removed from the honor roll by checking or unchecking Honor Roll on the [Edit- Student Data](#) screen.

1. Select [Grading—Reports—Honor Roll](#). The page will appear similar to Figure 11.

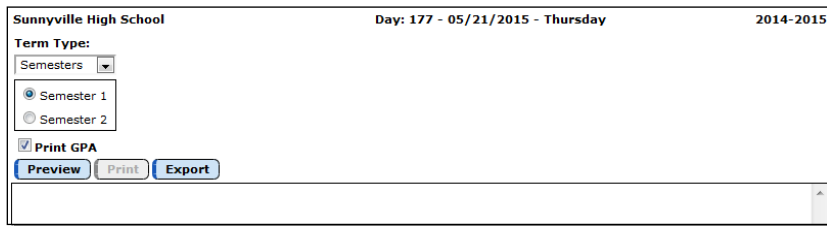
The screenshot shows a web interface for Sunnyville High School. At the top, it displays 'Day: 177 - 05/21/2015 - Thursday' and the school year '2014-2015'. Below this is a 'Term Type:' section with a dropdown menu set to 'Semesters'. Underneath, there are two radio buttons: 'Semester 1' (which is selected) and 'Semester 2'. Below the radio buttons is a checked checkbox labeled 'Print GPA'. At the bottom of this section are three buttons: 'Preview', 'Print', and 'Export'.

Figure 11

Honor Roll
report
options

2. Select the correct grading term.

Click the **Print GPA** check box if student honor roll GPAs are to be printed on the report.

Click **Preview** to preview the honor roll report.

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

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

Note: For changes to or questions about your honor roll criteria, please contact JMC.

- An incomplete or missing grade for the term will exclude a student from the honor roll. For a report of incomplete and/or missing grades, use [Grading—Reports—Grade Report](#).
- For a report showing the calculation of a student's GPA, use [Grading—Utilities—Show GPA](#).
- The GPA calculation, as shown in the Show GPA report, might not be the same as the honor roll GPA calculation, since it is possible to have the grade for a course count in the GPA, but not in the honor roll GPA.
- The Show GPA report will also reveal a possible missing grade for a student.
- An honor roll includes grades for the selected term along with any grades received since the previous term of the same type. This situation occurs when mixed grading schemes are in use. For example, a quarter 2 honor roll will include quarter 2 grades along with any grades received during quarter 2.

To edit GPA and honor roll data for a course, see [Schedules—Course—Edit Data](#).

Grading—Reports — Class Rank

This option is used to print a class rank in GPA order and in alphabetical order.

1. Select Grading—Reports—Class Rank. The page will appear similar to Figure 12.

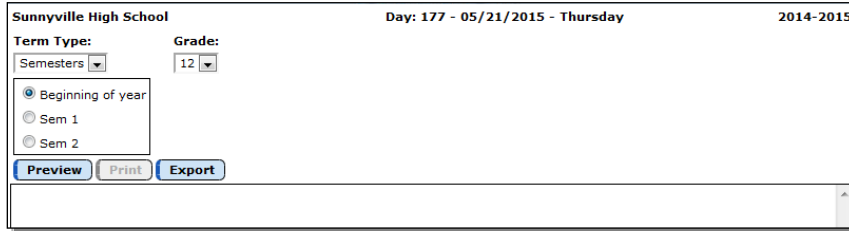
The screenshot shows a web interface for Sunnyville High School. At the top, it says "Sunnyville High School" on the left, "Day: 177 - 05/21/2015 - Thursday" in the center, and "2014-2015" on the right. Below this is a form with two main sections: "Term Type:" and "Grade:". The "Term Type:" section has a dropdown menu currently showing "Semesters" and three radio button options: "Beginning of year" (which is selected), "Sem 1", and "Sem 2". The "Grade:" section has a dropdown menu currently showing "12". At the bottom of the form are three buttons: "Preview" (highlighted in blue), "Print", and "Export".

Figure 12

Class Rank
report
options

2. Select the correct grading term.
3. Use the menu in the upper-left corner to select the term for which the class rank is to be printed. The most common selection is either Q1, Q2, Q3, or Q4.
 - Quarter 2 and Semester 1 would be identical.
 - Quarter 4 and Semester 2 and Trimester 3 would also be identical.
 - Selecting “Beginning of the Year” will use only the students’ previous credits and grade points from the previous year(s).
4. Select the grade that is to be ranked from the menu.

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.

“UNABLE TO RANK”:

- If a student has an incomplete or missing grade, they will show on the report as “Unable to Rank.”
 - Use Grades—Utilities—Show GPA—Cum for a report identifying missing grades for a student, **OR**
 - Use Grades—Utilities—Grade Report for a report on **multiple** students.
- If a student is not to be included in their class rank, they will show on the report as “Unable to Rank.”
 - Use Attendance—Student—Exceptions to identify these students.
 - Use Edit—Student Data to edit the rank inclusion. On that page the **Rank** checkbox is located in the **General** tab

Grading—Reports — Grade Distribution

This report show the number of each letter grade earned by course, grade, and teacher.

1. Select Grading—Reports—Grade Distribution. The page will appear similar to Figure 13.

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

Grades For:

Qtr 1
Qtr 2
Sem 1
Qtr 3
Qtr 4
Sem 2
Hex 1
Hex 2
Tri 1
Hex 3
Hex 4
Tri 2
Hex 5
Hex 6
Tri 3
Exam

From Grade: 0 To Grade: 12

Preview Print Export

Grade Distribution: Grade level 0 to 12

	S	U	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	I	None
STUDY HALL	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	267
GRADEPOINT 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10

Figure 13

Grades
Distribution
options

2. Select the desired grading term or terms. If several terms are selected, the report will show the totals for the terms.
3. Select the range of grade levels that is to be included in the report. Enter the range of student grade levels in the **From** and **To** boxes.

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.

- The report will first list the courses in numerical order showing the number of each type of grade received by students for the selected terms.
- The next section of the report shows the number of grades received by grade level.
- The last section of the report shows the number of grades given by teacher.

Grading—Reports — Grade Report

This report identifies students who have received a particular grade or grades and is a good report to use to identify students who are missing grades.

Prior to running this report it is important that the teachers have their term grades as current as possible in Online Teacher.

Note: It is important to distinguish between term grades sent to the office for report cards and transcripts and grades on teachers' progress reports. The grades on progress reports are only published by teachers in the progress reports themselves and may be viewed as such in Online Parent, Online Teacher, and in the Next Gen Office Application using Grading – Reports – View Progress Reports or Grading – Reports – Print Progress Reports but are NOT viewed on report cards or transcripts.

1. Select Grading—Reports—Grade Report. The page will appear similar to Figure 14.

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

Grades For:

From Grade: 0 To Grade: 12

Order:

☒ By Student
☐ By Teacher
☐ By Both

Grade Values:

7 - C
8 - C+
9 - B-
10 - B
11 - B+
12 - A-
13 - A
14 - A+
15 - U
16 - S
17 - NC
18 - P
19 -

Grade Report

Student	StudentID	Grade	Course Name	Course #	Period	Teacher	Type	Grade
Adams, Olive	20	10	AUDIO VIS DESIG	101	4	C. Carlson	Qtr 1	A

Figure 14

Grade Report options

2. Select the desired grading term or terms.
3. Select the range of grade levels that is to be included in the report. Enter the range of student grade levels in the **From** and **To** menus.
4. Select the term grades that are to be included in the report. Click on the grade name to be reported, or shift-click to select several grade names.

Note: When looking for incomplete or missing grades, select the 0 (blank) and the 1 (incomplete).

5. Select the order in which the report is to be printed.

By Student - The report will show the students in alphabetical order along with their student ID, grade level, grade received, course name, course number, period number, and teacher name.

By Teacher - The report will show the students in alphabetical order along with their student ID, grade level, grade received, course name, course number, period number, and teacher name with the information for each teacher on separate pages.

By Both - The report includes both the By Student format and the By Teacher format.

Click **Preview** to preview the report.

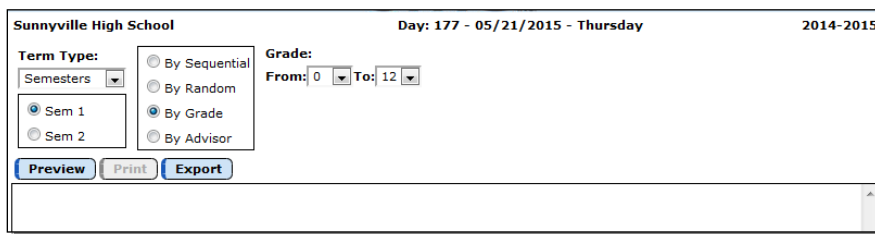
Click **Print** to print the previewed report.

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

Grading—Reports — Grade Point Averages

This report shows the grade point average for selected student for a selected term.

1. Select Grading—Reports—Grade Point Averages. The page will appear similar to Figure 15.



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

Term Type: Semesters
Sem 1
Sem 2

By Sequential
By Random
By Grade
By Advisor

Grade: From: 0 To: 12

Preview Print Export

Figure 15

Grade Point
Averages
report
options

2. Select the correct grading term.
3. Select the students for whom grade point averages 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

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.

The report shows:

- The student's name, grade, ID, and advisor
 - The student's GPA at the end of the selected term
 - The GPA for the year up until the end of the selected term
 - The cumulative GPA as of the beginning of the year
 - The cumulative GPA as of the end of the selected term
 - The earned credits at the start of the year, and
 - The earned credits as of the end of the selected term.
-

Grading—Reports — Summary Labels

This option is used to print labels to be placed in the student's permanent record file.

1. Select Grading—Reports—Summary Labels. The page will appear similar to Figure 16.

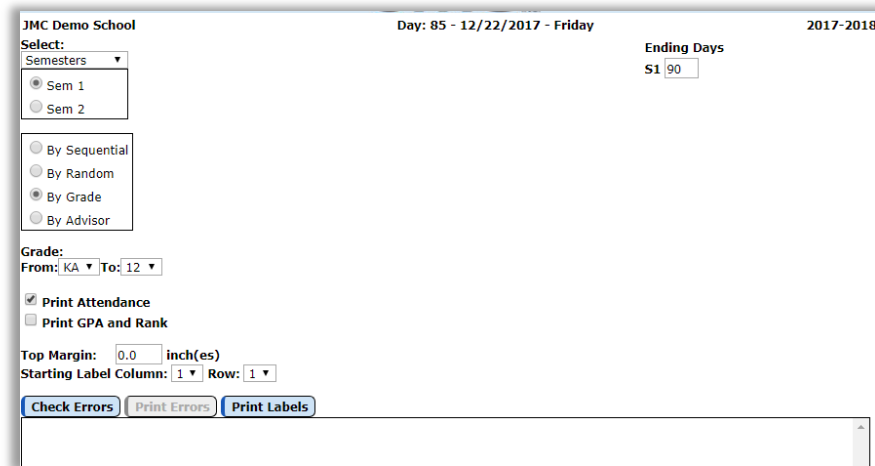
The screenshot shows a web-based form titled "JMC Demo School". At the top, it displays "Day: 85 - 12/22/2017 - Friday" and "2017-2018". The form is divided into several sections. The "Select:" section has a "Semesters" dropdown menu with "Sem 1" and "Sem 2" options, and a "By" section with radio buttons for "By Sequential", "By Random", "By Grade" (selected), and "By Advisor". Below this is a "Grade:" section with "From: KA" and "To: 12" dropdowns. There are two checkboxes: "Print Attendance" (checked) and "Print GPA and Rank" (unchecked). The "Top Margin:" is set to "0.0 inch(es)". The "Starting Label Column:" is "1" and "Row:" is "1". At the bottom, there are three buttons: "Check Errors", "Print Errors", and "Print Labels".

Figure 16

Summary
Labels
options

2. Select the correct grading term.
 - Use the menu in the upper-left corner to select the term for which summary labels are to be printed.
 - The most common selection is either quarter 2 or quarter 4.
 - Labels printed at the end of the year include information for the entire year.
3. Specify the **Ending Day** (upper right corner) for the specified term. If a value was entered on Schedules-Reports-Report Cards for the term then that value will be displayed and used. You may change the value as desired.
4. Select the students for whom summary 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

Check the **Print Attendance** box if attendance is to be printed on the summary label.

Check the **Print GPA and Rank** box if GPA and class rank are to be printed on the summary label.

Check the **Include MN Grad Status Information** box (*Minnesota only*) if information about the students' graduation status for various subject areas is to be printed on the summary label.

Edit the **Top Margin** as needed. Depending upon the type of labels being used, this setting may need to be edited in order to get the labels to print correctly.

Edit the **Starting Label Row and/or Column** as needed. This option allows for partially used label sheets to be used completely.

Check Errors This option will check for incomplete or missing data that would be important for summary labels. Data checked by this option includes:

Ending Day for terms (only if **Period Attendance** is checked) (editable in upper right corner or on [Schedules-Reports-Report Cards](#))

Graduation Date (for students in Grade 12 only)

Print Errors This option will print the displayed error report.

Print Labels To print the report for the specified student(s) to a CSV (comma-separated) text file, click **Print Labels**.

Depending upon the student's grade level, the label includes:

student's name,	number,	grade level,
courses,	grades,	course credit,
graduate credit,	attempted credits,	total grade points,
days in attendance,	days absent,	number of tardies,
class rank,	percentile rank,	cumulative GPA
graduation date	graduation status information (MN only)	

Grading—Reports — Midterm Report Cards

This option is used to print student report cards at midterm.

1. Select [Grading—Reports—Midterm Report Cards](#). The page will appear similar to Figure 17.

The screenshot shows a web-based interface for printing midterm report cards. At the top, it says 'Sunnyville High School' on the left, 'Day: 177 - 05/21/2015 - Thursday' in the center, and '2014-2015' on the right. Below this, there are two main sections. The left section is titled 'Term Type:' and contains a 'Semesters' dropdown menu with 'Sem 1' selected. Below this is a checkbox for 'Email If Possible' and a 'Reply To Email:' text field. The right section is titled 'Grade:' and contains a 'By Sequential' radio button, a 'By Random' radio button, a 'By Grade' radio button (which is selected), and a 'By Advisor' radio button. Below these is a 'Grade' dropdown menu with 'From: 0' and 'To: 12'. At the bottom of the form are 'Preview' and 'Print' buttons. Below the form is a tabbed interface with 'Report Cards' selected, and 'Formatting' and 'Messages' tabs are also visible.

Figure 17

Printing
Midterm
Report Cards

2. Use the **Term Type** menu in the upper-left corner to select the term for which midterm report cards are to be printed.

3. Select the students for whom midterm report cards 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
4. Verify the formatting options in the **Formatting** tab. Click on the **Formatting** tab to view/edit the formatting that will be used for the report card for everyone. The tab will appear similar to Figure 18.



Figure 18

Midterm Report
Card formatting
options

5. Select the form size of the report card.
 - 3.5 inches is used for printing to JMC continuous forms #4357 and #4246.
 - 5.5 inches is used for printing to JMC continuous forms #5530 and #5520.
 - 11 inches - 1 up will print one report card per sheet with a 2.5 inch margin at top.
 - 11 inches - 2 up will print two report cards per page when using JMC laser/inkjet sheets #5500.
6. Verify the messages option in the **Messages** tab. This option is used to print messages on the report card for everyone and/or for specific grades. To view/edit the messages, click **Messages**. A screen will appear similar to Figure 19. Edit, if necessary, the message for everyone or a grade level. Place a check in the left column next to those messages that are to be printed.

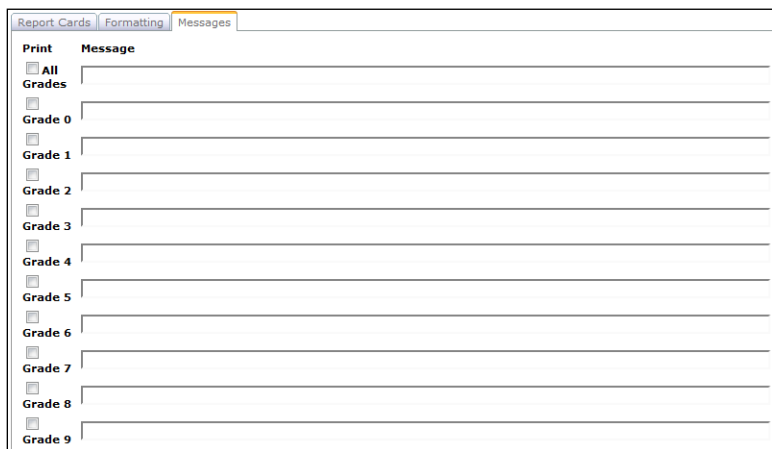


Figure 19

Messages
setup screen
for Midterm
Reports

Click **Preview** to preview the report.

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

Grading—Reports — Midterm Grade Report

This report identifies students who have received a particular grade or grades and is a good report to use to identify students who are missing grades.

1. Select Grading—Reports—Grade Report. The page will appear similar to Figure 20.

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

Grades For:

From Grade: 0 To Grade: 12

Order:

☒ By Student
☐ By Teacher
☐ By Both

Grade Values:

0 - None
1 - I
2 - F
3 - D-
4 - D
5 - D+
6 - C-
7 - C
8 - C+
9 - B-
10 - B
11 - B+
12 - A

Preview Print Export

Figure 20

Midterm
Grades
Report
screen

2. Select the desired grading term or terms from the **Grades For** list.
3. Select the range of grade levels that is to be included in the report. Enter the range of student grade levels in the **From** and **To** boxes.
4. Select the grades that are to be included in the report by clicking on the grade name in the **Grade Values** list. You may shift-click to select several grade names. When looking for incomplete or missing grades, select the 0 (blank) and the 1 (incomplete).
5. Select the order in which the report is to be printed.

By Student - The report will show the students in alphabetical order along with their student ID, grade level, grade received, course name, course number, period number, and teacher name.

By Teacher - The report will show the students in alphabetical order along with their student ID, grade level, grade received, course name, course number, period number, and teacher name with the information for each teacher on separate pages.

By Both - The report includes both the By Student format and the By Teacher format.

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.

Grading—Reports — Print Progress Reports

This option is used to print progress reports as submitted by the teachers. Progress reports may be selected in one of the following manners: sequentially, randomly, by grade, by advisor, or by teacher. This option allows for centralized printing of progress reports in the office and will collate and condense the selected progress reports. Students with more than one primary contact designated to receive mailings will have one batch of progress reports printed out for each of their primary contacts.

JMC Instructional Video: Teacher directions for sending progress reports to the office are available on the Teachers page of the JMC website under the Midterm tab.
<http://jmcinc.com/teachers>

1. Select Grading—Reports—Print Progress Reports. The page will appear similar to Figure 21.

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

Specify a date range to print submitted Progress Reports.

From Date: 10/31/2014 To Date: 10/31/2014

☐ By Sequential
☒ By Random
☐ By Grade
☐ By Advisor

Find: boll

Students to Print: Bollinger, Brooks

☐ Include Mailing Address
☐ Start Each Student on Odd Page (for 2-Sided Printing)
☐ Email If Possible

Reply To Email:

Preview Print

Progress Reports to be Processed
Date Range: 10/31/2014 to 10/31/2014
Selection is: Random Students

	Print	Teacher	Report Date	Report Name	Progress Reports
Delete	Y	K Miller	10/31/2014	KMiller_Q1_AdvAlg	2

This process will draw from 1 of the 1 available progress report files.

Figure 21

Printing
Progress
Reports

2. Specify the date range for which progress reports are to be printed.
Note: Dates are recorded in the progress report files when teachers create them. Teachers could specify a past or future date for their progress reports. It is the teacher-entered dates, not the files' creation dates, that are used when determining the progress report files from which to print.
3. Select the students for whom progress reports 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

Use the **Include Mailing Address** checkbox if you wish to have a mailing label for the student's primary contact printed at the bottom left corner of the first page of each student's batch of progress reports.

Use the **Start Each Student on Odd Page (for 2-sided Printing)** checkbox if you intend to print double-sided progress reports and wish to make sure that each report begins on the front side of a new sheet.

Email If Possible This option may be used to email schedules (where possible) instead of printing them.

Note: In order for schedules 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 report card would be received at each email address.

Note: In order to report cards to be successfully emailed, the SMTP server settings must be configured. For more information about configuring your SMTP server. Please refer to Appendix B.

Enter a **Reply To Email** address as needed.

Click **Preview** to preview the report.

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

A report will be displayed listing all of the available progress report files, the teacher, date, and number of progress reports contained in each file, and an indication of which files will be utilized in the printing process. Click **Print** to print this report or **Cancel** to continue without printing this report.

Grading—Reports — Clear Progress Reports

This option is used to clear progress report files from the server. Since progress report files may contain reports for more than one class, these files are not automatically deleted after processing. A date range will be specified by the user for designating which reports are to be deleted.

1. Select Grading—Reports—Clear Progress Reports. The page will appear similar to Figure 22.

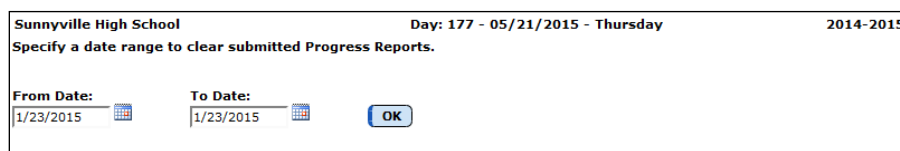


Figure 22

Clear Progress
Reports

2. Specify the date range for which progress reports are to be deleted.

Note: Dates are recorded in the progress report files when teachers create them. Teachers could specify a past or future date for their progress reports. It is the teacher-entered dates, not the files' creation dates, that are used when determining the progress report files to delete.

3. Click **OK** to clear the progress reports.

Note: This process is irreversible. However, once a progress report file is deleted from the server it is possible for the teacher to send a new copy of this file from Online Teacher.

Grading—Reports — View Progress Reports

This option is used to view progress reports submitted by teachers.

1. Select Grading—Reports—View Progress Reports. The page will appear similar to Figure 23.

Sunnyville High School		Day: 177 - 05/21/2015 - Thursday		2014-2015	
<div> <div>Bollinger, Brooks</div> <div>Print</div> </div>					
Term	Period	Course	Progress Term		Teacher
Sem1	1	Study Hall	Qtr1	Qtr2	L Jensen
Sem1	2	Journalism	Qtr1	Qtr2	P Milton
Sem1	3	World Geography	Qtr1	Qtr2	W Bond
Sem1	4	American Lit	Qtr1	Qtr2	P Milton
Sem1	5	Spanish I	Qtr1	Qtr2	M Irving
Sem1	6	Web Design	Qtr1	Qtr2	L Jensen
Sem1	7	Adv Algebra I	Qtr1 F	Qtr2	K Miller
32.5/56 pts = 58.04% * Missing some scores					
<div> <div>Sunnyville High School</div> <div>Progress Report</div> </div>					
Student: Bollinger, Brooks Grade: 12 Advisor: L Jensen			Date: 1/23/2015 Subject: Adv Algebra I Teacher: K Miller		
Present Grade: 32.5/56 pts = 58.04% F * Missing some scores					
		Pts Poss	Date	Score	Rounded Average
Homework		40			54.167%
Pg.9 #1-15 all		4	08/20/2014	2.0 = 50%	
Pg.15 #2-26 even not 22c		4	08/21/2014	2.0 = 50%	
Pg.22 #2-20 even		4	08/22/2014	2.0 = 50%	

Figure 23

View
Progress
Reports

2. Select the student for whom progress reports are to be viewed by entering all or part of the student's name in the Find box at the top of the page and then selecting the desired student from the drop down list.

Select the progress report you wish to view from the student's list presented to you. If the student has a progress report for a course then there will be a brief description in the row for that course near the term link. Click on the term link for the course to view the progress report.

Click **Print** to print the currently viewed report.

Grading—Reports —Progress Report Publishing

This report will aid an administrator in determining the most recent progress report submissions for a teacher or all teachers.

1. Select Grading—Reports—Progress Report Publishing. The page will appear similar to Figure 24.

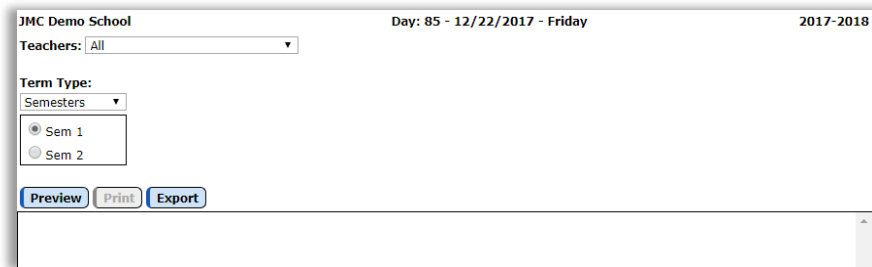
The screenshot shows a web application interface for 'JMC Demo School'. At the top, it displays 'Day: 85 - 12/22/2017 - Friday' and the school year '2017-2018'. Below this, there is a 'Teachers:' dropdown menu currently set to 'All'. Underneath, the 'Term Type:' is set to 'Semesters'. There are two radio button options: 'Sem 1' (which is selected) and 'Sem 2'. At the bottom of the form, there are three buttons: 'Preview' (highlighted in blue), 'Print', and 'Export'. The main content area below the buttons is currently empty.

Figure 24

Progress
Report
Publishing
Page

2. Select the teacher option desired from the Teacher drop down list.
3. Select the desired term information.

Click **Preview** to preview the report.

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

Click **Export** to export the previewed report to a CSV file.

Grading—Reports — Grade Report - Progress Reports

This report identifies students who have received a particular grade or grades in their progress reports and is a good report to use to identify students who are missing grades.

Prior to running this report it is important that the teachers publish their progress reports.

1. Select Grading—Reports—Grade Report - Progress Reports. The page will appear similar to Figure 25.

Student	Gr Term Per Course	Teacher	Present Grade	Phone	Email
Bollinger, Brooks	12 Qtr 1 7	Adv Algebra I K Miller	58.04 % F	651-555-4444	bollinger@sunnyville.k12.mn.us

Figure 25

Grade
Report for
Progress
Reports

2. Select the desired grading term or terms from the **Grades For** list.
3. Select the range of grade levels that is to be included in the report. Enter the range of student grade levels in the **From** and **To** boxes.
4. Select the grades that are to be included in the report by clicking on the grade name in the **Grade Values** list. You may shift-click to select several grade names. When looking for incomplete or missing grades, select the 0 (blank) and the 1 (incomplete).
5. Select the order in which the report is to be printed.

By Student - The report will show the students in alphabetical order along with their student ID, grade level, grade received, course name, course number, period number, and teacher name.

By Teacher - The report will show the students in alphabetical order along with their student ID, grade level, grade received, course name, course number, period number, and teacher name with the information for each teacher on separate pages.

By Both - The report includes both the By Student format and the By Teacher format.

Click **Preview** to preview the report.

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

Grading—Reports — Missing Scores

This option is used to list missing grades as indicated in the teachers' grade books.

1. Select Grading—Reports—Missing Scores. The page will appear similar to Figure 26.

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

Grade: All

Term Type: Semesters

Report Type: Full, Condensed, All Missing Scores, Only 'M' and 'MI' Scores

Preview Print Export

Student: Adams, Katherine

Term	Subject	Grade	Teacher	Assignment	Weight	Pts Poss.	Score	Date Due
Qtr 1	Adv Algebra I	12	K Miller	Pg.38 #1-16 not 13	10	4	.	09/03/2014
Qtr 1	Adv Algebra I	12	K Miller	Review Packet 1.4 to 1.6	10	4	.	09/08/2014
Qtr 1	Adv Algebra I	12	K Miller	Quiz 1.4 to 1.6	0	0	.	09/09/2014
Qtr 1	Adv Algebra I	12	K Miller	Pg.45 #1-22 not 4 and 16	10	4	.	09/11/2014

Figure 26

Missing
Grades
with Full
option
specified

2. Use the **Grades** menu in the upper-left corner to select the student grade level(s) for this report.
3. Use the **Term Type** menu in the upper-left corner and the radio buttons beneath it to select the term for this report.
4. Specify the **Report Type**.

Full the report will include a detailed row for each missing assignment for each course and student.

Condensed the report will include one row for each course with a tally of the number of missing assignments for that course for the student.

5. Specify the type of missing scores you want included.

All Missing Scores the report will include all missing scores.

Only 'M' and 'MI' scores the report will include only scores designated by the teacher as 'M' or 'MI'.

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.

Grading—Reports — Print Report Card Forms

This option is used to print a custom report card form. These forms must first be designed or edited using the Forms Designer application.

The report cards may include course grades and attendance from the specified marking period as well as a large variety of other data elements, such as attendance, GPA, honor roll, standards and benchmarks, demographic, contact, and sibling data. For a complete listing of available data elements and for assistance with creating a report card form, please contact JMC technical support.

1. Select Grading—Reports—Print Report Card Forms. The page will appear similar to Figure 27.

The screenshot shows a web application interface for 'Sunnyville High School'. At the top, it displays 'Day: 177 - 05/21/2015 - Thursday' and the school year '2014-2015'. The interface is divided into several sections: 'Term Type' with a dropdown for 'Semesters' and an 'End Day' field set to '45'; 'By Sequential', 'By Random', 'By Grade' (selected), and 'By Advisor' radio buttons; 'Grade' with 'From: 0' and 'To: 12' dropdowns; 'School' with a dropdown set to 'Sunnyville High School'; 'Select Form' with a list of report card ranges (11-12, 12-13, 13-14, 14-15) and up/down arrows; an 'Email If Possible' checkbox; a 'Reply To Email:' field; a 'Print' button; and a 'Print Message' section with checkboxes for 'All Grades', 'Grade 0', 'Grade 1', and 'Grade 2'.

Figure 27

Print
Report
Card
Forms
options

2. Select the correct grading term for which the report cards are to be printed by using the menu in the upper-left corner.
 - If report cards are printed at the end of each quarter, select quarters and then either quarter 1, quarter 2, quarter 3, or quarter 4.
 - If report cards are printed at the end of each trimester, select trimesters and then either trimester 1, trimester 2, or trimester 3.
 - If report cards are printed only at the end of each semester, select semesters and then either semester 1 or semester 2.
 - If report cards are printed at the end of every six weeks, select six weeks and then the appropriate six-week term.

Note: The GPAs that are printed on the report card correspond to the selected grading term.

3. Verify the end of term day number.
 - Check that the term ending day number has been entered. The ending day numbers are used to determine the attendance that is printed on report cards, summary labels, and standards and benchmarks transcripts and report cards.
 - To edit the ending day number for any other term, click in the **End Day** box to the right of the term to be edited and enter the correct ending day number.
4. Select the school in the **School** menu.
5. Select the previously designed form from the **Select Form** menu.
6. Verify the **Messages** options at the bottom of the page – see Figure 26. This option is used to print messages on the report card for everyone and/or for specific grades. Edit, if necessary, the message for everyone or a grade level. Place a check in the left column next to those messages that are to be printed.

Email If Possible This option may be used to email schedules (where possible) instead of printing them.

Note: In order for schedules 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 report card would be received at each email address.

Note: In order to report cards to be successfully emailed, the SMTP server settings must be configured. For more information about configuring your SMTP server. Please refer to Appendix B.

Enter a **Reply To Email** address as needed.

Click **Print** to print the report card forms.

Grading—Reports — Teacher Lesson Plans

This report allows you to review lesson plans submitted by teachers.

1. Select Grading—Reports—Grade Report – Teacher Lesson Plans. The page will appear similar to Figure 28.

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

Select Teacher to view: K Miller

Term	Course	Period	Color
<input type="checkbox"/>	Sem1 Study Hall	1	Blue
<input checked="" type="checkbox"/>	Sem1 Adv Algebra I	2	Green
<input checked="" type="checkbox"/>	Sem1 INT. ALGEBRA I	4	Yellow
<input checked="" type="checkbox"/>	Sem1 PRE CALC I	5	Orange
<input checked="" type="checkbox"/>	Sem1 Adv Algebra I	6	Red

Calendar view for September 2014:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
		Adv Algebra I Per 7 Syllabus; Section 1.1	Adv Algebra I Per 7 answer questions on 1.1, c	Adv Algebra I Per 7 answer question 1.2; discu	Adv Algebra I Per 7 answer question 1.3; quiz	
		Adv Algebra I Per 2 Syllabus; Section 1.1	Adv Algebra I Per 2 answer questions on 1.1, c	Adv Algebra I Per 2 answer question 1.2; discu	Adv Algebra I Per 2 answer question 1.3; quiz	
		Adv Algebra I Per 6 Syllabus; Section 1.1	Adv Algebra I Per 6 answer questions on 1.1, c	Adv Algebra I Per 6 answer question 1.2; discu	Adv Algebra I Per 6 answer question 1.3; quiz	
		PRE CALC I Per 5 Syllabus; Section 1.1	PRE CALC I Per 5 answer questions on 1.1, c	PRE CALC I Per 5 answer question 1.2; discu	PRE CALC I Per 5 answer question 1.3; quiz	
		INT. ALGEBRA I Per 4 Syllabus; Section 1.1	INT. ALGEBRA I Per 4 answer questions on 1.1, c	INT. ALGEBRA I Per 4 answer question 1.2; discu	INT. ALGEBRA I Per 4 answer question 1.3; quiz	
7	8	9	10	11	12	13
	Adv Algebra I Per 7 discuss 1.4; assign 1-15 or	Adv Algebra I Per 7 answer question 1.4; discu	Adv Algebra I Per 7 answer questions 1.5; disc	Adv Algebra I Per 7 answer questions 1.6; revi	Adv Algebra I Per 7 Ch 1 Test	
	Adv Algebra I Per 2 discuss 1.4; assign 1-15 or	Adv Algebra I Per 2 answer question 1.4; discu	Adv Algebra I Per 2 answer questions 1.5; disc	Adv Algebra I Per 2 answer questions 1.6; revi	Adv Algebra I Per 2 Ch 1 Test	
	Adv Algebra I Per 6 discuss 1.4; assign 1-15 or	Adv Algebra I Per 6 answer question 1.4; discu	Adv Algebra I Per 6 answer questions 1.5; disc	Adv Algebra I Per 6 answer questions 1.6; revi	Adv Algebra I Per 6 Ch 1 Test	
	PRE CALC I Per 5 discuss 1.4; assign 1-15 or	PRE CALC I Per 5 answer question 1.4; discu	PRE CALC I Per 5 answer questions 1.5; disc	PRE CALC I Per 5 answer questions 1.6; revi	PRE CALC I Per 5 Ch 1 Test	
	INT. ALGEBRA I Per 4 discuss 1.4; assign 1-15 or	INT. ALGEBRA I Per 4 answer question 1.4; discu	INT. ALGEBRA I Per 4 answer questions 1.5; disc	INT. ALGEBRA I Per 4 answer questions 1.6; revi	INT. ALGEBRA I Per 4 Ch 1 Test	
14	15	16	17	18	19	20

Figure 28: Lesson plans

2. Select the teacher whose lesson plans you wish to view.
3. Specify the course(s) for the teacher.
4. At the top of the calendar there are months listed. In Figure 28 you will notice that August is in the upper left corner, September 2014 is listed in the top center, and October is listed in the upper right corner. To move forward one month, click on the month listed in the upper right corner. To move backward one month, click on the month in the upper left corner.

Grading—Utilities — Edit Comments

This option is used to edit the optional comments that may be printed on report card. Up to 99 unique comments may be entered on this screen for use in report cards.

1. Select Grading—Utilities—Edit Comments. The page will appear similar to Figure 29.

	Number	Comment
Edit	0	
Edit	1	ABSENCES/TARDIES ARE A CONCERN
Edit	2	NOT USING TIME TO WORK
Edit	3	POOR TEST RESULTS
Edit	4	DISRUPTIVE BEHAVIOR
Edit	5	INCOMPLETE ASSIGNMENTS
Edit	6	MORE EFFORT NEEDED
Edit	7	BEHAVIOR CONCERNS
Edit	8	SHOWING IMPROVEMENT
Edit	9	KEEP UP THE GOOD WORK
Edit	10	DOES EXCELLENT WORK
Edit	11	POSITIVE ATTITUDE
Edit	12	GOOD CLASS PARTICIPATION
Edit	13	GOOD EFFORT

Figure 29

Edit
Comments
page

2. Click on **Edit** link to the left of the comment to be edited.
3. Enter or edit the comment.

Note: A comment may contain up to 32 characters.

4. Click the **Update** link on the left side of the comment to save changes.

Click the **Print** button to print a reference list of the comments.

Grading—Utilities — Delete Comments

This option is a utility to delete all comments from the previous grading period. This option is used prior to grade entry for the term to delete all student comments from the previous term.

1. Select Grading—Utilities—Delete Comments. The page will appear similar to Figure 30.

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

This will delete student grading comments in preparation for the next grading term.

Execute

Figure 30

Delete Comments
page

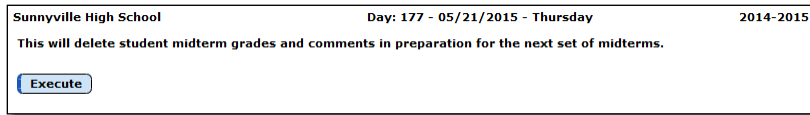
2. Click **Execute** if all student comments should be deleted.

Note: This action is irreversible.

Grading—Utilities — Delete Midterm Grades and Comments

This option is a utility to delete all midterm grades and comments from all grading periods.

1. Select Grading—Utilities—Delete Midterm Grades and Comments. The page will appear similar to Figure 31.



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

This will delete student midterm grades and comments in preparation for the next set of midterms.

Execute

Figure 31

Delete Midterm
Grades and
Comments page

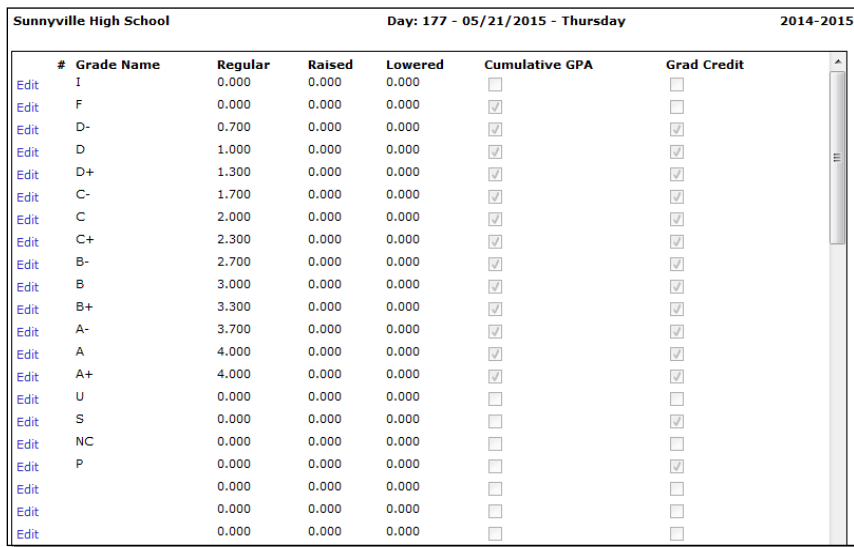
2. Click **Delete** if all midterm grades and comments should be deleted.

Note: This action is irreversible.

Grading—Utilities — Edit Grade Values

This option is used to edit grades, grade values, if the grade will earn credit toward graduation, and if the grade is to count in the students' grade point average.

1. Select Grading—Utilities—Edit Grade Values. The page will appear similar to Figure 32.



#	Grade Name	Regular	Raised	Lowered	Cumulative GPA	Grad Credit
Edit	I	0.000	0.000	0.000	<input type="checkbox"/>	<input type="checkbox"/>
Edit	F	0.000	0.000	0.000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit	D-	0.700	0.000	0.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit	D	1.000	0.000	0.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit	D+	1.300	0.000	0.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit	C-	1.700	0.000	0.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit	C	2.000	0.000	0.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit	C+	2.300	0.000	0.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit	B-	2.700	0.000	0.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit	B	3.000	0.000	0.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit	B+	3.300	0.000	0.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit	A-	3.700	0.000	0.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit	A	4.000	0.000	0.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit	A+	4.000	0.000	0.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit	U	0.000	0.000	0.000	<input type="checkbox"/>	<input type="checkbox"/>
Edit	S	0.000	0.000	0.000	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Edit	NC	0.000	0.000	0.000	<input type="checkbox"/>	<input type="checkbox"/>
Edit	P	0.000	0.000	0.000	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Edit		0.000	0.000	0.000	<input type="checkbox"/>	<input type="checkbox"/>
Edit		0.000	0.000	0.000	<input type="checkbox"/>	<input type="checkbox"/>
Edit		0.000	0.000	0.000	<input type="checkbox"/>	<input type="checkbox"/>

Figure 32

Edit
Grade
Values
page

2. Select the grade to be edited by clicking on the **Edit** link on the left side of the row containing it or on a blank line to enter a new grade.
3. Edit the name of the grade if necessary. The grade may contain 1 or 2 characters.
4. Edit the value of the grade if necessary. This value is used when calculating grade point averages.

- Click the **Update** link on the left side of the row to save changes.

Note: If the grade is to be included when calculating a grade point average, check the **Cumulative GPA** box.

Note: If the grade would count toward graduation credit if received by a student in the upper grades, check the **Grad Credit** box.

Grading—Utilities — Show GPA

This option is used to show the calculation of a student's GPA or cumulative GPA for any grading period.

- Select Grading—Utilities—Show GPA. The page will appear similar to Figure 33.

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

Find:

Adams, Carla
Adams, Katherine
Adams, Luke
Adams, Olive
Adamson, Ashley
Adamson, Brady
Adamson, Brenda
Adamson, Jared
Adamson, Josh
Aguilera, Alejandro
Alderson, Hellen
Alderson, Mason
Ambrose, Elizabeth
Ambrose, Jenny

Term Type:
Quarters
☒ Qtr 1
☐ Qtr 2
☐ Qtr 3
☐ Qtr 4

GPAs:
☒ Term
☐ Year
☐ Cum

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

Adams, Olive 20

Term	Course #	Course	Weight	Grade	Value	Eff Wgt	Grade Pts
Qtr1	202	English 10	0.500	A-	3.700	*	0.925
Qtr1	402	World Hist	0.500	B+	3.300	*	0.825
Qtr1	101	Audio Visual Design	0.500	A	4.000	*	1.000
Qtr1	240	Spanish I	0.500	B	3.000	*	0.750
Qtr1	352	Biology	0.500	C+	2.300	*	0.575
Qtr1	258	Adv Algebra I	0.500	B+	3.300	*	0.825
Totals:						1.500	4.900
Qtr 1 GPA =						4.900	
						1.500	= 3.267

Figure 33: Show GPA options

- Enter the student by entering all or part of their name in the **Find** box at the top of the page and then selecting the student from the list.
- Select the term.
- Select the type of GPA desired.
 - Click **Term** to show the GPA for the selected term.
 - Click **Year** to show the cumulative GPA for the year, up to and including the selected term.

- Click **Cum** to show the career cumulative GPA up to and including the selected term.

5. Click **Preview** to display the desired calculation.

Term	---	Identifies the term of the grade
Course #	---	The course number
Course	---	The name of the course
Weight	---	Weight of the course as defined in <u>Schedules—Course—Edit Data</u> .
Grade	---	Grade received
Value	---	Value of the grade as defined in <u>Grades—Utilities—Edit Grade Values</u>
Eff Wgt	---	Effective weight as used in this calculation. Ex.: A course defined as being a year course with a weight of 1 would have an effective weight of .25 for any of the quarters.
Grade Pts	---	The product of the grade value and the effective weight.

Dividing the total grade points by the total effective weight yields the desired GPA.

If a career cumulative GPA is being calculated, credits attempted and grade points from any previous year(s) will be included in the totals.

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

Grading—Transcripts — Bring Up To Date

This option is used to transfer course, grade, and student data to the transcript data tables from the current school year.

Use this option during the year when course, grade, or student information needs to be updated for transcript use and especially at the end of the year after all final grades have been entered.

1. Select Grading—Transcripts—Bring Up To Date. The page will appear similar to Figure 34.

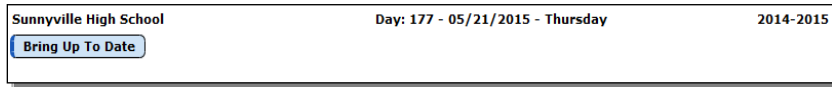


Figure 34

Bring Up To
Date

2. Click **Bring Up To Date**.
-

Grading—Transcripts — Transcript Linker

This option is used to enable/disable the direct link between student transcript data and the schedules and grades data. For example, credits and grade points on the Schedules-Student-Edit Student Schedules screen can be made to reflect the previous years' credits and grade points from the transcript data if the **Transcript Linker** is enabled.

Once the **Transcript Linker** is enabled, any changes to the transcript data credits and grade points will automatically be reflected on the Schedules-Student-Edit Student Schedules screen and in any newly calculated or printed GPAs.

If the **Transcript Linker** is disabled, previous year's credits and grade points must be entered and updated manually on the Grading-Student-Edit Student Schedules and Grades if credit totals, grade points, and GPAs are to include totals from previous years.

1. Select Grading—Transcripts—Transcript Linker. The page will appear similar to Figure 35.

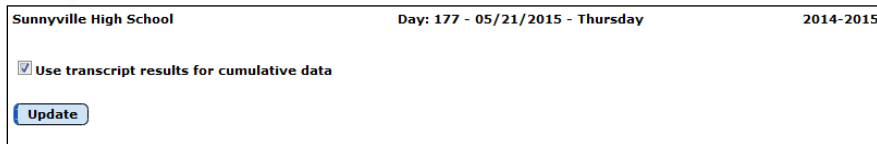


Figure 35

Enabling the
Transcript
Linker

2. Click **Update** to enable the Transcript Linker.
-

Grading—Transcripts — Edit Student Transcripts

This option is used to enter and/or edit student transcript information.

Although student transcript records may be manually edited on this page, typically those records would originate from the student's schedules and grades and can be found at [Schedules-Student-Edit Student Schedules](#) or [Grading-Entry-Edit Grades](#). If the student is missing records in their transcripts it is generally because their transcript records need to be brought up-to-date using [Grading-Transcripts-Bring Up To Date](#).

The most common reason a student would require manual editing of their transcript records is because a student transfers coursework from another school. Since these records are from another school it is entirely possible that you would need to define courses and grades before these records could be added to the student's transcript.

A transfer course may be defined using [Grading-Transcripts-Edit Transcript Courses](#).

To define a grade used in a transfer record (for grades that are not used in your school), you may use [Grading-Transcripts-Edit Transcript Grades](#).

A student's grade point average (GPA) is typically calculated using their transcript records. For GPAs to be calculated correctly in this manner, the student's transcript records must be accurate and also the Transcript Linker must be enabled at [Grading-Transcripts-Transcript Linker](#).

1. Select [Grading—Transcripts—Edit Transcripts](#). The page will appear similar to Figure 36.

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

Grade: All Find: < >

Base Values [Edit Base Values](#)

Cred Earned	Cred Att	Grade Pts	GPA	Comment
0.000	0.000	0.000	0.000	

Student Name: Olive Adams Student ID: 20 Grade: 10 Class Rank: [Set Term](#)

[Export](#) [Print](#)

[Add Record](#)

	Credits Earned	Credits Attempted	Grade Points	GPA
Year	6.000	6.000	21.650	3.608
Cum	6.000	6.000	21.650	3.608

2014-2015

	Term	Course	Grade	Credits	Transfer Cred	In Student GPA	In Student Cred	Comment
Edit Delete	S1	101 Audio Visual Design	A	0.500	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Edit Delete	S1	202 English 10	A	0.500	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Edit Delete	S1	240 Spanish I	B-	0.500	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Edit Delete	S1	258 Adv Algebra I	B+	0.500	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Edit Delete	S1	352 Biology	B-	0.500	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Edit Delete	S1	402 World Hist	B	0.500	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Edit Delete	S2	1 Study Hall			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Edit Delete	S2	166 World Foods			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Edit Delete	S2	202 English 10			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Edit Delete	S2	240 Spanish I			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Edit Delete	S2	259 Adv Algebra II			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Edit Delete	S2	352 Biology			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Edit Delete	S2	402 World Hist			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

	Credits Earned	Credits Attempted	Grade Points	GPA
Year	3.000	3.000	9.850	3.283
Cum	9.000	9.000	31.500	3.500

Figure 36

Edit Student
Transcripts page

2. Select the student for whom you wish to view or edit transcript records by entering all or part of the student's name in the **Find** box at the top of the page and then selecting the student from the drop down list.

To edit a student's transcript record, click on the **Edit** link to the left of the row and then click on an existing value to change it, then type the new value.

Terms Select a term from the **Term** menu.

Course Enter the course number or start typing the course name, then select the appropriate course from the drop down list.

Grade Select the grade from the **Grade** menu.

Transfer Credit A check mark means the student earned this credit at another school.

In Student GPA A check mark means the student's Cum GPA is potentially affected by this course.

In Student GCR A check mark means the student potentially receives Graduate Credit for this course.

Institution Providing (*Iowa only*) A 8-digit district number may be entered,

Comment An optional comment of up to 300 characters may be entered in this column

Update To save changes made to a student's transcript record, click on the **Update** link to the left of that record.

Add Record To add a new transcript record, click on the **Add Record** link at the top of the student's transcript, then specify the transcript year, term, course, grade, and other details and then click on the **Update** link at the left of the record.

Delete To delete a record from the student's transcript, click on the **Delete** link to the left of that record.

Edit Base Values Clicking on this link allows for values to be entered for credit earned, credit attempted, and grade points without tying these values to a specific course in the transcripts. There is also space for a comment that could be used to describe the reason for the base values. One example of how this might be used is if a student transfers to your school with credits and grade points from the previous school that would apply toward graduation, GPA, etc. In some circumstances, your school may choose to simply list these credits and grade points as base values rather than generate transcript records for all of that student's transcript courses from the previous school.

Note: Using base values on a student's transcript may result in inaccuracies when using the Credit Checker portion of the JMC Office Application.

Print Prints a student's transcript essentially as it appears on this screen.

Note: To print student transcripts that include additional data, such as test scores, activities, select the menu option Grading-Transcripts-Print Transcripts and check the appropriate options in the dialog box.

Export Exports the student's transcript records to a CSV text file.

Grading—Transcripts — Print Transcripts

This selection is used to print multiple transcripts and provide special printing options for transcripts.

1. Select Grading—Transcripts—Print Transcripts. The page will appear similar to Figure 37.

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

Select:

- ☐ By Sequential
- ☒ By Random
- ☐ By Grade
- ☐ By Advisor

Print

Export

Find:

Adams, Carla
Adams, Katherine
Adams, Luke
Adams, Olive
Adamson, Ashley
Adamson, Brady
Adamson, Brenda

Include Transcript Records

Beginning with Grade 9 AND earlier records that count in GCR or GPA

Include Activities

Include Commendations

Include Immunizations

Include Health Note

Include Social Security Number

Include Test Scores

Include Test Score Records

Beginning With Grade 9

Form Size:

Letter

Legal

Term Type:

Quarters

Beginning of year

Qtr 1

Qtr 2

Qtr 3

Qtr 4

Figure 37

Print
Transcripts
Options

2. Select the students for whom transcripts 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 which transcript, activities, health, test score, and other records are to be included.

Include Transcript Records This menu allows you to specify information about the course records that will be included for the printed transcripts. See Figure 38.

Include Transcript Records

Beginning with Grade 9 AND earlier records that count in GCR or GPA ▼

All Records

Beginning With Grade 9

Beginning with Grade 9 AND earlier records that count in GCR or GPA

Change Grade Level Cutoff

Figure 38

Inclusion menu for course records in a printed transcript

To specify the cutoff grade level for the course records in a printed transcript, select **Change Grade Level Cutoff** from the **Include Transcript Records** menu and enter the appropriate grade level.

Include Activities By checking this item on the Print Transcripts screen, the student activities, as entered on the Attendance—Activities—Edit Student Activities, will be included on the printed transcripts for the selected student(s).

Include Commendations By checking this item on the Print Transcripts screen, the special commendations attached to all activity records, as entered on the Attendance—Activities—Edit Student Activities, will be included on the printed transcripts for the selected student(s).

Include Immunizations By checking this item on the Print Transcripts screen, the immunization records, as entered on the Health—Data—Edit Student Immunizations, will be included as a separate printout. The health records will be collated with the students' printed transcripts.

Include Health Note By checking this item on the Print Transcripts screen, the health note, as entered on the Health—Data—Edit Student Health Note, will be included as a separate printout. The health records will be collated with the students' printed transcripts.

Include Social Security Number By checking this item, the student's social security number will be included on the printed transcripts for the selected student(s).

Include Test Scores By checking this item on the Print Transcripts screen, the standardized test results, as entered on the Grades—Transcripts—Edit Test Scores, will be included on the printed transcripts for the selected student(s).

Note: Minnesota Civics and Wisconsin Citizenship test scores may be entered under test category "US Citizenship (Naturalization)". Make sure this test category is checked for **Include in Transcripts** on Grading – Test Scores – Test Score Selections.

Include Test Score Records This menu allows you to specify information about the test score records that will be included for the printed transcripts. See Figure 39.

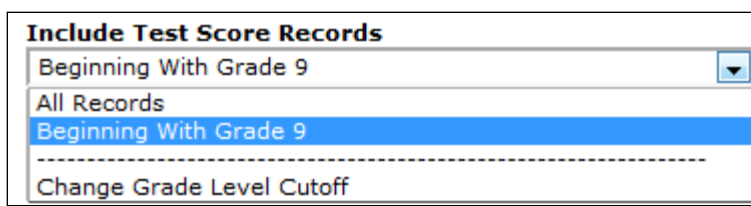


Figure 39

Inclusion menu for test score records in a printed transcript

To specify the cutoff grade level for the test score records in a printed transcript, select **Change Grade Level Cutoff** from the **Include Test Score Records** menu and enter the appropriate grade level.

Career and College Readiness (Minnesota only) This option allows you to include information about the students career and college readiness, as recorded on Edit – Student Data in the MARSS tab.

Print Click **Print** to begin printing transcripts.

Note: Graduation dates, as entered on Edit-Student Data, will automatically appear at the bottom of the printed transcript.

Export Exports the transcript records for the selected students to a CSV text file.

If transcripts are not printed as intended it may be because of one of the following:

- the minimum grade level was not set correctly
- the option for the **Include Transcript Records** menu was not set correctly
- no students were selected
- the intended check boxes were not checked
- the transcript data (or test scores, activities, etc.) is not up-to-date

Grading—Transcripts — Edit Transcript Courses

This selection is used to edit course information pertaining to transcripts.

1. Select Grading—Transcripts—Edit Transcript Courses for a particular school year.
The page will appear similar to Figure 40 & 41, depending upon which state reporting module you use.

Figure 40

Edit Transcript Courses

all states except Iowa

Figure 41

Edit Transcript
Courses

Iowa version

2. Select a course to be edited.

Enter the Course Number.

Using the find box on the left side of the page, type in the desired course number. The information for this course will appear in the window.

Enter the Course Name.

Using the find box on the left side of the page, begin typing the course name. Course names will display as letters are entered. Once the name is in view, stop entering.

Note: New courses for transcripts should be entered using course numbers between 601 and 999. Course numbers 1 to 599 are reserved for existing JMC courses.

3. Edit information as necessary. The following data elements may be edited for courses **601-999** only, which are generally used for **Transfer Courses**.

Course Name Click in the course name field. Type the correct course name.

Credit Enter the amount of credit given for the course.

Grad Credit Check the box if this course counts for graduate credit.

Cum GPA Check the box if this course counts in the cumulative GPA.

of Credit Grades Select the number of grades receiving credit for the course. (Typically the number is just one.) If a semester course which received just two quarter grades (no semester grade) is offered, select '2' from the menu. This means that each quarter grade received half of the total course credit.

Grading Scale: Use this menu to indicate which Grade Point scale applies to this course. (Typically the scale is Regular.) To view or the available grading scales, see Grading—Transcripts—Edit Transcript Grades.

Course Origination *Iowa Only* Enter the appropriate Course Origination code for this course according to your state reporting guidelines.

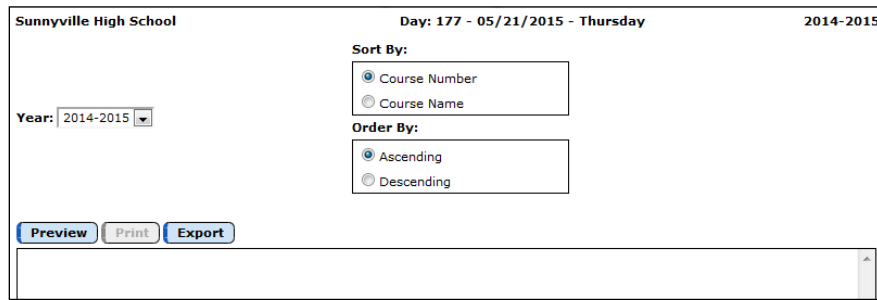
Accreditation Program Area *Iowa Only* Enter the appropriate Accreditation Program Area code for this course according to your state reporting guidelines.

SCED Course Code *Iowa Only* Enter the appropriate SCED code for this course according to your state reporting guidelines.

Grading—Transcripts — Print Transcript Courses

This selection is used to print a name and number reference list of the transcript courses.

1. Select Grading—Transcripts—Print Transcript Courses for a particular school year. The page will appear similar to Figure 42.



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

Year: 2014-2015

Sort By:

- ☒ Course Number
- ☐ Course Name

Order By:

- ☒ Ascending
- ☐ Descending

Preview Print Export

Figure 42

Print
Transcript
Courses
options

2. Specify the transcript year for the report.
3. Specify the sort options for the report. The report may be sorted alphabetically or by course number. Also the report may be sorted ascending or descending.

Note: To change the sort preference for course data, use Grades—File—Preferences.

Click **Preview** to preview the report.

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

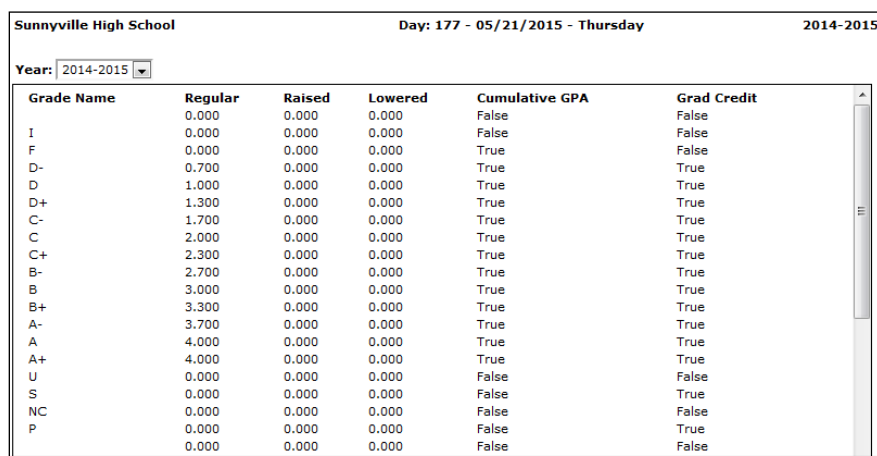
Click **Export** to export the report for the specified student(s) to a CSV (comma-separated) text file.

Grading—Transcripts — Edit Transcript Grades

This selection is used to edit basic grade value information. The transcript grade data came originates in the grades that were defined for a particular school year, and should require little editing, if any. Typically the only editing needed here may be for transfer students who received grades in their transcripts that were not defined for your school.

Transcript Grades are editable only for prior years on this page. To edit grade definitions for the current year use Grading-Utilities-Edit Grade Values. The grade values defined on Grading-Utilities-Edit Grade Values will get “pushed” out to Grading-Transcripts-Edit Transcript Grades when Grading-Transcripts-Bring Up To Date is used.

1. Select Grading—Transcripts—Edit Transcript Grades. The page will appear similar to Figure 43.

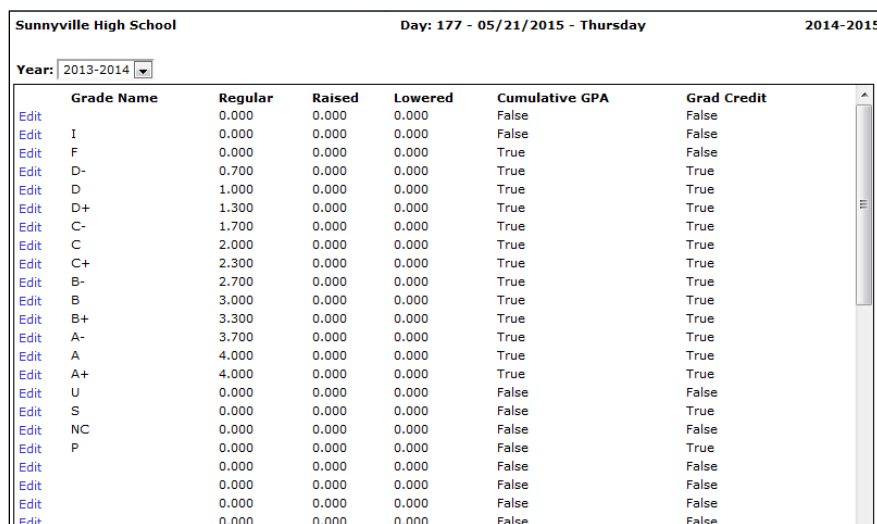


Grade Name	Regular	Raised	Lowered	Cumulative GPA	Grad Credit
I	0.000	0.000	0.000	False	False
F	0.000	0.000	0.000	False	False
D-	0.700	0.000	0.000	True	True
D	1.000	0.000	0.000	True	True
D+	1.300	0.000	0.000	True	True
C-	1.700	0.000	0.000	True	True
C	2.000	0.000	0.000	True	True
C+	2.300	0.000	0.000	True	True
B-	2.700	0.000	0.000	True	True
B	3.000	0.000	0.000	True	True
B+	3.300	0.000	0.000	True	True
A-	3.700	0.000	0.000	True	True
A	4.000	0.000	0.000	True	True
A+	4.000	0.000	0.000	True	True
U	0.000	0.000	0.000	False	False
S	0.000	0.000	0.000	False	True
NC	0.000	0.000	0.000	False	False
P	0.000	0.000	0.000	False	True
	0.000	0.000	0.000	False	False

Figure 43

Edit
Transcript
Grades
page for
the current
school year

2. Specify the transcript year in the **Year** menu. If you specify a transcript year prior to the current year the page will appear similar to Figure 44.



Grade Name	Regular	Raised	Lowered	Cumulative GPA	Grad Credit
Edit I	0.000	0.000	0.000	False	False
Edit F	0.000	0.000	0.000	False	False
Edit D-	0.700	0.000	0.000	True	True
Edit D	1.000	0.000	0.000	True	True
Edit D+	1.300	0.000	0.000	True	True
Edit C-	1.700	0.000	0.000	True	True
Edit C	2.000	0.000	0.000	True	True
Edit C+	2.300	0.000	0.000	True	True
Edit B-	2.700	0.000	0.000	True	True
Edit B	3.000	0.000	0.000	True	True
Edit B+	3.300	0.000	0.000	True	True
Edit A-	3.700	0.000	0.000	True	True
Edit A	4.000	0.000	0.000	True	True
Edit A+	4.000	0.000	0.000	True	True
Edit U	0.000	0.000	0.000	False	False
Edit S	0.000	0.000	0.000	False	True
Edit NC	0.000	0.000	0.000	False	False
Edit P	0.000	0.000	0.000	False	True
Edit	0.000	0.000	0.000	False	False
Edit	0.000	0.000	0.000	False	False
Edit	0.000	0.000	0.000	False	False
Edit	0.000	0.000	0.000	False	False
Edit	0.000	0.000	0.000	False	False

Figure 44

Edit
Transcript
Grades
page for
prior years

3. To edit a row, click on the **Edit** link at the left side of that row, edit information as necessary, then click the **Update** link at the left to save the changes or click the **Cancel** link at the left to revert the changes.

Grade Name column

Click to enter or change a grade name. Type the new value.

Regular, Raised, Lowered columns

Enter a numeric value for any of 3 possible grade scales that could be used for a course. One of these 3 grade scales is assigned to a course by using Schedules-Course-Edit Course Data for current year or Grading-Transcripts-Edit Transcript Courses for transfer courses.

Weighted Courses

Use the Raised and Lowered Scales only if you have used weighted courses in the past.

Raised Scale

The Raised scale may be used for honors classes or classes receiving a higher grade value than Regular classes.

Lowered Scale

The Lowered scale may be used for courses receiving a lower grade value than Regular classes.

Cumulative GPA column

A check mark means the selected grade counts in a cumulative GPA.

Grad Credit column

A check mark means the selected grade counts toward receiving Graduate Credit.

Incomplete Grade.

- The Incomplete grade is at the top of the grades list.
 - Only the name of the incomplete grade may be edited.
 - There is no value for the grade.
 - The incomplete grade cannot count in the GPA or for graduate credit.
-

Grading—Transcripts — Import Transcripts from 2nd JMC Building

This selection is used to import transcript records from another JMC database.

One typical use for this option would be used to move transcript records up from a lower building. For example, if a high school would like to have their student transcripts include records from the district's middle school, these records would need to be imported from the middle school's JMC database into the high school's JMC database.

Another typical use for this option would be for importing from another school district because of whole grade sharing. This option is typically done for you by JMC technical staff.

1. Select Grading—Transcripts—Import Transcripts from a 2nd JMC Building. The page will appear similar to Figure 45.

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

Notes

Prior to importing, please make sure these steps have been completed

1. Course data is accurate for lower building(s) with regard to graduation credit and cumulative GPA.
2. Do a Bring Up To Date as needed for the lower building's transcript data for the appropriate year(s).

☒ Import from 2nd building (within School District)
☐ Import from other School District (Whole Grade Share)

Settings

Select the prior year, school, and grade level from which you wish to import transcript records.

Source	Destination
Year: 2013-2014	Year: 2013-2014
Building: Sunnyville Elementary (30)	Building: Sunnyville High School (040)
Grade: 6	Grade: 6

Import

Figure 45

Import
Transcripts
from a 2nd
JMC
Building
screen

2. Specify the reason for the import. If you select *Import from a 2nd building* you will be presented with further options.
3. Specify the **Grade Level**, **Building** and **Year** for the data to be imported and click **Import** to continue.

Grading—Test Scores — Edit Student Test Scores

This selection is used to edit test score results.

1. Select Grading—Test Scores—Edit Student Test Scores. The page will appear similar to Figure 46.

JMC Demo School Day: 85 - 12/22/2017 - Friday 2017

Display: All Categories

Grade: All Find: < >

Student ID: 3456 Student Name: John Aaseth Grade: 11 Birth Date (Age): 4/10/1996 (21)

Sort By: Test Name

Print

Add Row

	Test Name	Date	Grade	Score	Ach	Result	%ile	Comment
Edit Delete	ACT - Combined English/Writing Scaled - EW	11/27/2017	11	27				
Edit Delete	ACT - Composite Scaled - C	11/27/2017	11	29				
Edit Delete	ACT - English Scaled - E	11/27/2017	11	28				
Edit Delete	ACT - Reading Scaled - R	11/27/2017	11	30				
Edit Delete	ACT - Science Scaled - S	11/27/2017	11	31				
Edit Delete	ACT - STEM Scaled	11/27/2017	11	31				
Edit Delete	ACT - Writing Subscore Scaled - WR	11/27/2017	11	27				
Edit Delete	DIBELS Next - FSE - First Sounds Fluency	9/30/2013	K/G	20				

Figure 46

Edit Student
Test Scores
page

2. Select the student to be edited by entering all or part of the student's name in the **Find** box at the top of the page and then selecting the appropriate student from the drop down list.

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

Display To change the display option for which test score records are displayed (All Categories, Selected Categories, Test Scores Selection Page) on this page, select the desired option from the **Display** drop down list. If you choose the option "Test Scores Selections Page" you will be brought to that page for editing.

Print To print the list of test score records for the currently displayed student, click **Print**.

Add Row To add a new test score record for the currently displayed student, click the **Add Row** link at the top of the list of test score records. The page will appear similar to Figure 47. Then specify the test score type, date, grade level, score, and any other pertinent information about the test score record. A partial list of test score record types is displayed in Figure 48. When finished entering the test score record, click the **Update** link to save the record.

Grade: All Find: < >

Student ID: 3456 Student Name: John Aaseth Grade: 11 Birth Date (Age): 4/10/1996 (21)

Sort By: Test Name

Print

Save Cancel

Test Category	Test Name	Date	Grade	Score	Comment
ACT	ACT - Composite US Rank (cumu)	11/27/2017	11	95	

Figure 47

Adding or
Editing a
Test Score
Record

Edit To edit a test score record, click on the **Edit** link to the left of the record. The page will appear similar to Figure 47. Then edit the test score record type, date, grade level, score, and any other pertinent information about the test score record. When finished editing, click the **Update** link to the left of the record to save the changes.

Delete To delete an existing test score record for the currently displayed student, click on the **Delete** link to the left of that record.

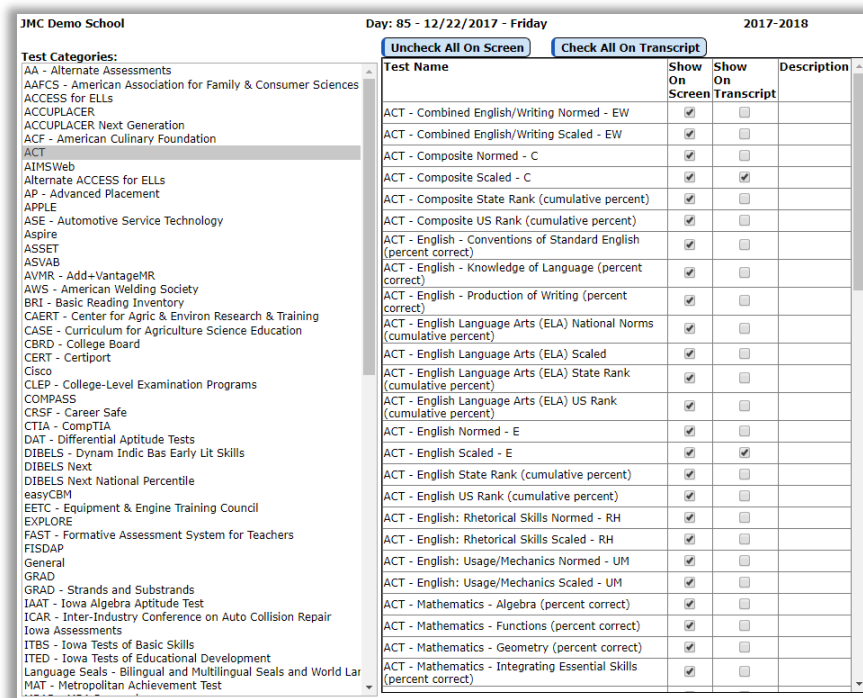
Sort By To change the sort order of the test score records, select the desired option from the **Sort By** drop down list.

Grading—Test Scores —Test Scores Selections

This selection is used to control which test score categories are available for display on screen and/or on the student's printed transcript.

Note: Test score names/categories cannot be added or modified by the user. Contact JMC if you wish to record standardized test scores that are not currently listed. This list is frequently updated based on client requests.

1. Select Grades—Test Scores—Test Scores Selections. The page will appear similar to Figure 48.



JMC Demo School Day: 85 - 12/22/2017 - Friday 2017-2018

Uncheck All On Screen Check All On Transcript

Test Name	Show On Screen	Show On Transcript	Description
ACT - Combined English/Writing Normed - EW	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
ACT - Combined English/Writing Scaled - EW	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
ACT - Composite Normed - C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
ACT - Composite Scaled - C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
ACT - Composite State Rank (cumulative percent)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
ACT - Composite US Rank (cumulative percent)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
ACT - English - Conventions of Standard English (percent correct)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
ACT - English - Knowledge of Language (percent correct)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
ACT - English - Production of Writing (percent correct)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
ACT - English Language Arts (ELA) National Norms (cumulative percent)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
ACT - English Language Arts (ELA) Scaled	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
ACT - English Language Arts (ELA) State Rank (cumulative percent)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
ACT - English Language Arts (ELA) US Rank (cumulative percent)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
ACT - English Normed - E	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
ACT - English Scaled - E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
ACT - English State Rank (cumulative percent)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
ACT - English US Rank (cumulative percent)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
ACT - English: Rhetorical Skills Normed - RH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
ACT - English: Rhetorical Skills Scaled - RH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
ACT - English: Usage/Mechanics Normed - UM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
ACT - English: Usage/Mechanics Scaled - UM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
ACT - Mathematics - Algebra (percent correct)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
ACT - Mathematics - Functions (percent correct)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
ACT - Mathematics - Geometry (percent correct)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
ACT - Mathematics - Integrating Essential Skills (percent correct)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Test Categories:

- AA - Alternate Assessments
- AAFCS - American Association for Family & Consumer Sciences
- ACCESS for ELLs
- ACCUPLACER
- ACCUPLACER Next Generation
- ACF - American Culinary Foundation
- ACT
- AIMSweb
- Alternate ACCESS for ELLs
- AP - Advanced Placement
- APPLE
- ASE - Automotive Service Technology
- Aspire
- ASSET
- ASVAB
- AVMR - Add+VantageMR
- AWS - American Welding Society
- BRI - Basic Reading Inventory
- CAERT - Center for Agric & Environ Research & Training
- CASE - Curriculum for Agriculture Science Education
- CBRD - College Board
- CERT - Certipoint
- Cisco
- CLEP - College-Level Examination Programs
- COMPASS
- CRSF - Career Safe
- CTIA - CompTIA
- DAT - Differential Aptitude Tests
- DIBELS - Dynam Indic Bas Early Lit Skills
- DIBELS Next
- DIBELS Next National Percentile
- easyCBM
- EETC - Equipment & Engine Training Council
- EXPLORE
- FAST - Formative Assessment System for Teachers
- FISDAP
- General
- GRAD
- GRAD - Strands and Substrands
- IAAT - Iowa Algebra Aptitude Test
- ICAR - Inter-Industry Conference on Auto Collision Repair
- Iowa Assessments
- ITBS - Iowa Tests of Basic Skills
- ITED - Iowa Tests of Educational Development
- Language Seals - Bilingual and Multilingual Seals and World Language
- MAT - Metropolitan Achievement Test

Figure 48

Test Scores Selection Screen

Note: Test Categories may vary by state

2. Select the Test Category to be edited from the list on the left side of the screen.

3. To edit the settings for one test at a time, select the test to be edited from the list on the right side of the screen. If needed, use the scroll bar located on the far right side of the window to move through the list of tests until the correct one is in view.
4. To control which test scores are displayed on the Grading—Test Scores—Edit Student Test Scores screen, click the On Screen check box to place or remove a check mark from the column.
5. To control which test scores are displayed on the students' printed transcript(s), click the On Transcript check box to place or remove a check mark from the column.

Note: Test scores can only be printed on student transcripts if they are printed from Grading—Transcripts—Print Transcripts. Also, the check box **Include Test Scores** must be checked on the Print Transcripts screen in order for the test scores to be displayed on the printed transcript(s).

Check All On Screen To include the entire test category that is currently displayed for editing on Grading-Test Scores-Edit Student Test Scores, click **Check All On Screen**.

Check All On Transcripts To include the entire test category that is currently displayed on printed transcripts, click **Check All On Transcripts**.

Grading—Test Scores —Import Test Scores

This selection is used to import standardized test scores from a file supplied by the testing company. Presently the test scores that may imported are ACT, AIMSWeb, ASVAB, DIBELS Next, easyCBM, EXPLORE, FAST, Iowa Assessments, Minnesota Test Results, NWEA, PLAN, PreACT, SAT and SAT Subject Tests (formerly SAT II), and STAR.

Student records from the testing company's file will be matched up with students in the JMC database according to the matching criteria specified by the user at the time the scores are imported. Matching criteria will vary depending upon the testing company but may include the following: Last Name, First Name, Birth Date, and Student ID (select from Student Number, ID Number, or Social Security Number). If you wish to match according to Student ID you will need to make sure the students' IDs are correctly recorded at the time the tests are administered.

Note: Testing companies may vary their file formats from year to year. Check with JMC for further information about importing test files from past years.

1. Select Grades—Transcripts—Import Test Scores. The page will appear similar to Figure 49.

JMC Demo School Day: 85 - 12/22/2017 - Friday 2017-2018

Test Category: ACT

Score Types:

- ☒ Scaled Score
- ☒ State Rank
- ☒ US Rank
- ☒ Subtest Scores

Criteria for Matching:

- ☒ First Name
- ☒ Last Name
- ☒ Birth Date
- ☐ Student ID
 - ☐ Student ID
 - ☐ ID Number
 - ☐ Social Security Number
 - ☒ State ID Number

Notes:

File must be a fixed-length ACT Electronic Student Record file (not Excel or tab-delimited file).

Test results files that have been opened in Excel will not be importable. Test results downloaded from MDE will not be importable.

Updated to handle ACT Electronic Student Record (High School) format for 2015-2016 & 2016-2017, including new ACT Writing, ELA, STEM, etc.

Student test file to import:

No file chosen

Make sure to use the original file(s) sent to you by the testing company and that no changes have been made to the file's formatting.

Note: This process may take several minutes to complete.

Figure 49

Import Test Scores page

- Specify the test category (ACT, AIMSWeb, ASVAB, DIBELS Next, easyCBM, EXPLORE, FAST, Iowa Assessments, Minnesota Assessments from DSR/SSR/GradDataList, NWEA, PLAN, PreACT, SAT, SAT Subject Tests, or STAR) in the **Test Category** menu.
- For some test types there may be additional criteria to specify. If so, some checkboxes will appear below the **Test Category** menu. Check the appropriate boxes to specify the criteria for the importation. In Figure 50, the screen has been set to import NWEA test scores. On the left side of the screen, 1 of the 4 available Score Types have been selected (RIT Score). On the right side of the screen the Criteria for Matching have been specified as first and last names.

Note: When matching by name, student names must match exactly. If either the first or last names are spelled differently between the JMC database and the testing company's data file, then a match will not occur. It is possible to change the spelling of student names in the JMC database and then import the file from the testing company again (duplicate records will not be created). Otherwise the test score records that do not match up with students in the JMC database will need to be entered by hand on the [Grades-Transcripts-Edit Test Scores](#) screen.

Note: If you wish to match by Student ID, make sure the IDs are the same as those used when the tests were administered.

JMC Demo School
Day: 85 - 12/22/2017 - Friday
2017-2018

Test Category: NWEA Comprehensive Data Files

Score Types:
☒ RIT Score
☐ Include RIT Group subscores
☐ Percentile score
☐ RIT to Reading Score

Criteria for Matching:
☒ First Name
☒ Last Name
☐ Birth Date
☒ Student ID

☐ Student ID
☐ ID Number
☐ Social Security Number
☒ State ID Number

Notes:

Use this option if you are importing a pair of Comprehensive Data Files which are comma-delimited[CSV].

If you have a Combined Data File then you must choose the corresponding option.

This option was updated in October 2017 to do student matching across the entire district.

It is strongly encouraged that you include a student ID as matching criteria, otherwise students with the same name may get the wrong test scores imported.

Make sure to use the same type of student ID as was used in the CRF file.

Student File to import
Choose File No file chosen

Assessment Results File to import
Choose File No file chosen

Make sure to use the original file(s) sent to you by the testing company and that no changes have been made to the file's formatting.

Start Import

Note: This process may take several minutes to complete.

Figure 50: Sample settings for the Import Test Scores screen for NWEA Test Results from Comprehensive Data Files.

Note: If you received 2 files from NWEA use the NWEA Comprehensive Data Files option. If you only received one data file from NWEA you probably have a Comprehensive Data File and need to use the NWEA Combined Data File option.

Test Category: Minnesota Assessments From DSR or SSR File ▼

Score Types:

- ☒ Raw Score
- ☒ Scaled Score - where available
- ☐ MN Percentile Rank - where available
- ☐ Vertical Scale Score - where available
- ☐ Include Strands, Substrands, and Subtests

Criteria for Matching:

- ☐ First Name
- ☐ Last Name
- ☐ Birth Date
- ☒ Student ID

☐ Student ID
☐ ID Number
☐ Social Security Number
☒ State ID Number

MN DSR Test Type(s):

- ☒ ACCESS for ELLs
- ☒ Alternate ACCESS for ELLs
- ☐ Alternative Assessments
- ☒ GRAD
- ☐ GRR
- ☒ MCA-II/III
- ☒ MOD (MCA Modified)
- ☒ MTAS
- ☐ MTELL
- ☐ SOLOM
- ☐ TEAE

Notes:

Must be a DSR or SSR text file in tab-delimited format downloaded from MDE's Data Center.

This option will NOT work with Excel files, or tab-delimited files that were opened in Excel as Excel tends to reformat some data fields in the file, thereby making the file unimportable.

Figure 51: Sample settings for the Import Test Scores screen for GRAD Test Results.

4. Click the **Browse** button to locate the file that contains the test scores for importing. Navigate to the file and select it to continue.
5. Click the **Start Import** button to begin importing test score records.
6. Upon completion of the import, a summary of the import will display that includes a list of students whose test scores did not import is displayed on the screen (if any). Click **Print** on this screen to print this list.

Note: If a student's test scores did not import, it may be for one of the following reasons:

- The student's name in the test score file was different from their name in the JMC database, as specified on the Edit-Student Data screen. If so, it may be possible to rectify the data used for matching, e.g. change the spelling of the student's name on the Edit-Student Data screen, and then reimport the data.
 - The student may not be present in the JMC database, e.g. the student recently moved into or out of the school district.
7. Steps 1 – 6 may be repeated as many times as needed in order to import additional test scores from various test score files.

Note: This import option will not create duplicate records for a student, as defined by records having the same test name and type, date, and score. If a set of test score records are imported more than once, no duplicate records will be created.

Note: If you have imported more test scores records than desired you may contact JMC for help in deleting the extra test score records.

Grading—Test Scores — Mass Create Test Scores

This selection is used to create test score records for all students for one course section.

1. Select Grading—Test Scores—Mass Create Test Scores. The page will appear similar to Figure 52.

JMC Demo School Day: 130 - 03/17/2017 - Friday 2016-2017

Create Test Score Records for Students in Course Section.

Only active students who are scheduled into the course section will get a test score record from this process.

Course: 236 - AGRICULTURE III

Section: YrS1 Per 2 Enr MTWRF Mr. Sinatra

For Test Score / Assessment:

Test Category: PREX - Precision Exams

Test Name: PREX - Agriculture Science III -

Test Date: 3/17/2017

Test Score: P

If no date is specified then today's date will be used for the newly created records.

If no score is specified then no score will be included in the test score records generated from this process. You may edit the scores for these records at a later time using Grading - Test Scores - Edit Student Test Scores.

If a test you wish to mass create is not in the drop down list you will need to enable it using Grading - Test Scores - Test Score Selections.

Prepare to Mass Create

Figure 52: Mass Create Test Scores page

2. Select the Course and then Course Section at the top of the page.
3. Select the Test Category and then Test Name.
4. Enter a test date. If you do not enter a test date then today's date will be used automatically.
5. Enter a score. If you leave the score blank on this page you may later edit the score individually for each student on Grading – Test Scores – Edit Student Test Scores.
6. Click the **Prepare to Mass Create** button. The page will then appear similar to Figure 53.

JMC Demo School Day: 130 - 03/17/2017 - Friday 2016-2017

Create Test Score Records for Students in Course Section.

Only active students who are scheduled into the course section will get a test score record from this process.


Course: 236 - AGRICULTURE III ▼

Section: YrS1 Per 2 Enr MTWRF Mr. Sinatra ▼

For Test Score / Assessment:

Test Category: PREX - Precision Exams ▼

Test Name: PREX - Agriculture Science III - ▼

Test Date: 3/17/2017 

Test Score: P

If no date is specified then today's date will be used for the newly created records.

If no score is specified then no score will be included in the test score records generated from this process. You may edit the scores for these records at a later time using Grading - Test Scores - Edit Student Test Scores.

If a test you wish to mass create is not in the drop down list you will need to enable it using Grading - Test Scores - Test Score Selections.

[Prepare to Mass Create](#)

You have selected to create test scores for 5 students

for test/assessment PREX - Agriculture Science III -

for students in Course 236 - AGRICULTURE III, YrS1 Per 2 Enr MTWRF Mr. Sinatra

[Proceed](#) [Cancel](#)

Figure 53: Preparing to Mass Create Test Score Records

7. Click the **Proceed** button to create the test score records for the students for the selected course section. If you click **Proceed** the test score records will be created as indicated and you will be notified upon completion.
8. You may verify that the test score records were created by selecting Grading – Test Scores – Edit Student Test Scores and selecting the students from the appropriate course section.

Grading—Test Scores — Export AIMSWeb Roster

This selection is used to create a roster file export for AIMSWeb testing purposes.

1. Select Grading—Test Scores—Export AIMSWeb Roster. The page will appear similar to Figure 54.

Grade Zero Translation	
KA	Kindergarten
KB	
KC	
KD	
EC	Preschool Age 4
HK	
KG	Kindergarten

Available Course Sections:	Selected Course Sections:
405 1D ART S1 P1 405 1D ART S2 P1 399 1D HEALTH S1 P1 399 1D HEALTH S2 P1 397 1D MATH S1 P1 397 1D MATH S2 P1 409 1D MUSIC S1 P1 409 1D MUSIC S2 P1 395 1D ORAL LANG S1 P1 395 1D ORAL LANG S2 P1 402 1D Physical Education S1 P1 402 1D Physical Education S2 P1 394 1D READING S1 P1 394 1D READING S2 P1 398 1D SCIENCE S1 P1 398 1D SCIENCE S2 P1 393 1D SOCIAL DEV S1 P1 393 1D SOCIAL DEV S2 P1	

Figure 54

Export
AIMSWeb
Roster options

2. Enter the District Name to be included in the roster file.
3. Enter the School Name to be included in the roster file.
4. Enter the choice of Student ID to be included in the roster file.
5. Specify the grade range of students to be included in the roster file. If grade 0 is included in the grade range you will be asked to enter a Grade Zero Translation that allows you to specify which grade zero groups you are using and how they should be labeled in the roster file.
6. Select a course or courses from whose class lists you would like to have included in the roster file.
7. Click the **Create Export File** button to generate the roster file for upload to your testing company.

Grading—Test Scores — Export FAST Roster

This selection is used to create a roster file export for FAST testing purposes.

1. Select Grading—Test Scores—Export FAST Roster. The page will appear similar to Figure 55.

The screenshot shows a web interface for 'JMC Demo School' with the date 'Day: 85 - 12/22/2017 - Friday' and the school year '2017-2018'. The form includes fields for 'District Name' (JMC Demo District), 'School Name' (JMC Demo School), 'Teacher ID' (Teacher File Folder Number), and 'Grade Range' (From: 0, To: 0). Under 'Race-Ethnicity', there are two radio buttons: 'Use newer race-ethnicity codes' (selected) and 'Use legacy (numeric) race-ethnicity codes'. A 'Grade Zero Translation' section contains dropdown menus for KA (Kindergarten), KB, KC, KD, EC (Preschool), HK, and KG (Kindergarten). Below this is the 'Course Sections' section with 'Term' set to 'All' and 'Teacher' set to 'All'. It features a list of 'Available Course Sections' (e.g., 405 1D ART S1 P1, 405 1D ART S2 P1, etc.) and a 'Selected Course Sections' list. There are 'Add All' and 'Remove All' buttons between the lists. At the bottom, there are 'Create CSV File' and 'Create Text File' buttons.

Figure 55

Export FAST
Roster options

2. Enter the District Name to be included in the roster file.
3. Enter the School Name to be included in the roster file.
4. Enter the choice of Teacher ID to be included in the roster file.
5. Specify the grade range of students to be included in the roster file. If grade 0 is included in the grade range you will be asked to enter a Grade Zero Translation that allows you to specify which grade zero groups you are using and how they should be labeled in the roster file.
6. Specify which race-ethnicity data elements are to be included in the roster file. If the option **Use newer race-ethnicity codes** is selected will use the newer race-ethnicity data elements that allow for more than one category to be specified. If the option **Use legacy race-ethnicity codes is selected** the students' legacy (numeric) codes will be included in the roster file. If this option is selected you will need to set the Race-ethnicity Translation, similar to Figure 56.

Race-ethnicity Translation

Ethnicity #1	American Indian or Alaskan Native	▼
Ethnicity #2	Asian or Pacific Islander	▼
Ethnicity #3	Black	▼
Ethnicity #4	Hispanic	▼
Ethnicity #5	Caucasian	▼

Figure 56

Race-ethnicity
translation for
legacy codes

7. Select a course or courses from whose class lists you would like to have included in the roster file.
 8. Click the **Create Export File** button to generate the roster file for upload to your testing company.
-

Grading—Test Scores — Export NWEA Roster (CRF) File

This selection is used to create a CRF file export for NWEA testing purposes. In the past a variety of exports were needed to obtain the information. Now all information is exported from this one menu item.

1. Select Grading—Test Scores—Export NWEA Roster (CRF) File. The page will appear similar to Figure 57.

JMC Demo School Day: 85 - 12/22/2017 - Friday 2017-2018

Testing Method:

- ☒ Web Based
- ☐ Nebraska State Testing
- ☐ Client Server Based

Student ID: State ID

Teacher ID: Teacher ID

Teacher Username: Teacher Username

Grade Range: From: 0 To: 5

Race-Ethnicity:

- ☒ Use legacy (numeric) race-ethnicity codes
- ☐ Use newer race-ethnicity codes
- ☐ Use original 12-13 version of race-ethnicity codes

Course Sections:

Term: All

Teacher: All

Available Course Sections:

- 405 ID ART S1 P1
- 405 ID ART S2 P1
- 399 ID HEALTH S1 P1
- 399 ID HEALTH S2 P1
- 397 ID MATH S1 P1
- 397 ID MATH S2 P1
- 409 ID MUSIC S1 P1
- 409 ID MUSIC S2 P1
- 395 ID ORAL LANG S1 P1
- 395 ID ORAL LANG S2 P1
- 402 ID Physical Education S1 P1
- 402 ID Physical Education S2 P1
- 394 ID READING S1 P1
- 394 ID READING S2 P1
- 398 ID SCIENCE S1 P1
- 398 ID SCIENCE S2 P1
- 393 ID SOCIAL DEV S1 P1
- 393 ID SOCIAL DEV S2 P1

Selected Course Sections:

Add All

Remove All

Create Export File

Figure 57

Export
NWEA
Roster
(CRF) File
options

2. Specify the **Testing Method** as **Web Based**, **Nebraska State Testing**, or **Client Server Based**, depending upon how the NWEA test will be administered. NWEA CRF roster files will be formatted differently for each testing method and the options for each method will vary somewhat.
3. If you specify **Web Based** as your **Testing Method**, you will need to specify the teacher ID, student ID, and teacher username to be included in the roster file.

If you choose **Client Server Based** as your **Testing Method**, you will need to specify the testing term, student ID, beginning instructional date (defaults to Day 1 as defined on Attendance – Day – Day Names), total number of instructional days (defaults to End of Year day as specified on Edit – Edit School Data), testing window start and end date, and grade range of students to be included. See Figure 58.

JMC Demo School Day: 85 - 12/22/2017 - Friday 2017-2018

Testing Method: ☐ Web Based ☐ Nebraska State Testing ☒ Client Server Based

Term: Fall 8/15 through 11/30

Beginning Instructional Date: 8/1/2017

Total Number of Instructional Days: 180

Testing Window Start Date:

Testing Window End Date:

Student ID: State ID

Teacher ID: Teacher ID

Grade Range: From: 0 To: 5

Race-Ethnicity: ☒ Use legacy (numeric) race-ethnicity codes ☐ Use newer race-ethnicity codes ☐ Use original 12-13 version of race-ethnicity codes

Course Sections: Term: All Teacher: All

Available Course Sections:

- 405 1D ART S1 P1
- 405 1D ART S2 P1
- 399 1D HEALTH S1 P1
- 399 1D HEALTH S2 P1
- 397 1D MATH S1 P1
- 397 1D MATH S2 P1
- 409 1D MUSIC S1 P1
- 409 1D MUSIC S2 P1
- 395 1D ORAL LANG S1 P1
- 395 1D ORAL LANG S2 P1
- 402 1D Physical Education S1 P1
- 402 1D Physical Education S2 P1
- 394 1D READING S1 P1
- 394 1D READING S2 P1
- 398 1D SCIENCE S1 P1
- 398 1D SCIENCE S2 P1
- 393 1D SOCIAL DEV S1 P1
- 393 1D SOCIAL DEV S2 P1

Add All Remove All

Selected Course Sections:

Create Export File

Figure 58

Specifying criteria for Client Server Based version of NWEA CRF Roster File

JMC Demo School Day: 85 - 12/22/2017 - Friday 2017-2018

Testing Method: ☐ Web Based ☒ Nebraska State Testing ☐ Client Server Based

Race-Ethnicity: ☒ Use legacy (numeric) race-ethnicity codes ☐ Use newer race-ethnicity codes ☐ Use original 12-13 version of race-ethnicity codes

Course Sections: Term: All Teacher: All

Available Course Sections:

- 405 1D ART S1 P1
- 405 1D ART S2 P1
- 399 1D HEALTH S1 P1
- 399 1D HEALTH S2 P1
- 397 1D MATH S1 P1
- 397 1D MATH S2 P1
- 409 1D MUSIC S1 P1
- 409 1D MUSIC S2 P1
- 395 1D ORAL LANG S1 P1
- 395 1D ORAL LANG S2 P1
- 402 1D Physical Education S1 P1
- 402 1D Physical Education S2 P1
- 394 1D READING S1 P1
- 394 1D READING S2 P1
- 398 1D SCIENCE S1 P1
- 398 1D SCIENCE S2 P1
- 393 1D SOCIAL DEV S1 P1
- 393 1D SOCIAL DEV S2 P1

Add All Remove All

Selected Course Sections:

Create Export File

Figure 59

Specifying criteria for Nebraska State Testing version of NWEA CRF Roster File

- Specify the grade range of students to be included in the roster file. If grade 0 is included in the grade range you will be asked to enter a Grade Zero Translation that allows you to specify which grade zero groups you are using and how they should be labeled in the roster file.
- Specify which race-ethnicity data elements are to be included in the roster file. If the option **Use newer race-ethnicity codes** is selected will use the newer race-ethnicity data elements that allow for more than one category to be specified. If the option **Use**

legacy race-ethnicity codes is selected the students' legacy (numeric) codes will be included in the roster file. If this option is selected you will need to set the Race-ethnicity Translation, similar to Figure 60.

Race-ethnicity Translation

Ethnicity #1	American Indian or Alaskan Native	▼
Ethnicity #2	Asian or Pacific Islander	▼
Ethnicity #3	Black	▼
Ethnicity #4	Hispanic	▼
Ethnicity #5	Caucasian	▼

Figure 60

Race-ethnicity
translation for
legacy codes

6. Select a course or courses from whose class lists you would like to have included in the roster file.
 7. Click the **Create Export File** button to generate the roster file for upload to your testing company.
-

Grading—Test Scores — Export NWEA Program (SPF) File

This selection is used to create an SPF file export for NWEA testing purposes.

1. Select Grading—Test Scores—Export NWEA Program (SPF) File. The page will appear similar to Figure 61.

JMC Demo School Day: 85 - 12/22/2017 - Friday 2017-2018

Testing Method: ☒ Web Based ☐ Client Server Based Student ID: State ID ☐ Students in Any Grade for this building ☐ Students in Grades:

Include these special programs:

Special Program	Description	Special Program Description
<input type="checkbox"/> ELL / LEP		<input type="checkbox"/> Grade 0 - KA
<input type="checkbox"/> Free / Reduced Lunch		<input type="checkbox"/> Grade 0 - KB
<input checked="" type="checkbox"/> Gifted and Talented	GT	<input type="checkbox"/> Grade 0 - KC
<input type="checkbox"/> Title I Math		<input type="checkbox"/> Grade 0 - KD
<input type="checkbox"/> Title I Reading		<input type="checkbox"/> Grade 0 - EC
<input checked="" type="checkbox"/> Special Education	SPED	<input type="checkbox"/> Grade 0 - HK
<input checked="" type="checkbox"/> 504	504	<input type="checkbox"/> Grade 0 - KG
<input checked="" type="checkbox"/> IEP	IEP	<input type="checkbox"/> Grade 1
<input checked="" type="checkbox"/> IEP Support Services Only	IEPSSO	<input type="checkbox"/> Grade 2
		<input type="checkbox"/> Grade 3
		<input type="checkbox"/> Grade 4
		<input type="checkbox"/> Grade 5
		<input type="checkbox"/> Grade 6
		<input type="checkbox"/> Grade 7
		<input type="checkbox"/> Grade 8
		<input type="checkbox"/> Grade 9
		<input type="checkbox"/> Grade 10
		<input type="checkbox"/> Grade 11
		<input type="checkbox"/> Grade 12

Create Export File

Figure 61

Export
NEA
Program
(SPF) File
screen

Note:
special
program
options
will vary
by state

2. Specify the **Testing Method** as either **Web Based** or **Client Server Based**, depending upon how you plan to install and/or administer your NWEA testing. NWEA CRF roster files will be formatted differently for each testing method and the options for each method will vary somewhat.
3. If you specify **Web Based** as your **Testing Method**, you will need to specify the student ID to be included in the roster file.

If you choose **Client Server Based** as your **Testing Method**, you will need to specify the testing term and student ID to be included in the roster file.

4. Specify the grade level(s) of students to be included in the roster file. If you select the **Students in Grades** option you will need to specify the grade range of students to be included in the roster file. If grade 0 is included in the grade range you will be asked to enter a Grade Zero Translation that allows you to specify which grade zero groups you are using and how they should be labeled in the roster file.
5. Specify information about the special programs to be included. Make sure to check the check box in front of the special programs you wish to track students by for this test. Also, make sure to include a label or text description to use for each special program.
6. Click the **Create Export File** button to generate the roster file for upload to your testing company.

Grading—Test Scores — Export STAR Roster

This selection is used to create a roster file export for STAR testing purposes.

1. Select Grading—Test Scores—Export STAR Roster. The page will appear similar to Figure 62.

The screenshot shows a web interface for 'JMC Demo School' with the date 'Day: 85 - 12/22/2017 - Friday' and the school year '2017-2018'. At the top, there is a 'Grade Range: From: 0 To: 12' dropdown. Below this is a 'Grade Zero Translation' section with dropdowns for KA (Kindergarten), KB, KC, KD, EC (Pre-Kindergarten), HK, and KG. The 'Course Sections' section includes a 'Term: All' dropdown and a 'Teacher: All' dropdown. Below these are two lists: 'Available Course Sections' and 'Selected Course Sections'. The 'Available Course Sections' list contains various course codes and names, such as '405 1D ART S1 P1', '399 1D HEALTH S1 P1', '397 1D MATH S1 P1', '409 1D MUSIC S1 P1', '395 1D ORAL LANG S1 P1', '402 1D Physical Education S1 P1', '394 1D READING S1 P1', '398 1D SCIENCE S1 P1', and '393 1D SOCIAL DEV S1 P1'. There are 'Add All' and 'Remove All' buttons between the two lists. At the bottom, there is a 'Create Export File' button.

Figure 62

Export STAR
Roster options

2. Specify the grade range of students to be included in the roster file. If grade 0 is included in the grade range you will be asked to enter a Grade Zero Translation that allows you to specify which grade zero groups you are using and how they should be labeled in the roster file.
3. Select a course or courses from whose class lists you would like to have included in the roster file.
4. Click the **Create Export File** button to generate the roster file for upload to your testing company.

Grading—Test Scores — Export WIDA Multiple Student Pre-ID File

This selection is used to export a file of student records for a WIDA exam such as ACCESS for ELLs or the WIDA Screener.

1. Select Grading—Test Scores—Export WIDA Multiple Student Pre-ID File. The page will appear similar to Figure 63.

JMC Demo School Day: 85 - 12/22/2017 - Friday 2017-2018

This option may be used to export a file of students for a WIDA exam, such as ACCESS for ELLs or the WIDA Screener.

You may select All for all students in the current building, otherwise you may use Ctrl-click to select multiple advisors (file will include students assigned to selected advisors).

Advisors:

- All
- Test
- Mrs. Thomas
- Mr. Freid
- Mr. Irlbeck
- Mrs. Jones
- JONI
- West Liberty
- MFL
- Miley
- Mr. Borgman
- Mr. Duncany
- Mr. Freed
- Mr. Hawley
- Mr. Kerr
- Mr. King
- Mr. Knight
- Mr. Sinatra
- Mr. Smith
- Mr. Smith
- Mr. Taylor
- Mr. Wolf
- Mr. Wright
- Mrs. Ackerman
- Mrs. Anderson
- Mrs. Carrs
- Mrs. Grunholtz
- Mrs. Hemsworth
- Mrs. Keys
- Mrs. Moore
- Mrs. Morley
- Mrs. Oz
- Mrs. Rhu, Ed

Selected Advisor(s):

Create Export File

Figure 63

Export WIDA
Multiple Student
Pre-ID File

2. Specify the advisor or advisors for the students you wish to include in the file.
 3. Click the **Create Export File** button to generate the roster file for upload to your testing company.
-

Grading—Credit Checker—Import Graduation Credit Requirements

This selection is used import the graduation credit requirements from the previous year's definitions.

Since graduation credit requirements are based on transcript courses, not current year course data, it is recommended that the transcript courses be brought up to date before an import is attempted. To bring transcript courses up to date, select Grades – Transcripts – Bring Up To Date.

The premise for this import is that most or all courses will be consistent from year to year, so that when a graduation credit requirement record is imported from the source (prior) year to the destination year the records will look essentially the same except that the transcript year for the destination records will be promoted by one year. For example, if the source graduation year 2017 has English 9 courses specified for years 13-14, 14-15, 15-16, and 16-17, then the destination year 2018 should end up with English 9 courses for years 14-15, 15-16, 16-17, and 17-18. However, each record can only be imported successfully if those courses actually exist in the corresponding transcript year. If, for example, a course name was altered or a course was renumbered from one year to the next, then the record would not get imported into the destination graduation year.

1. Select Grading—Credit Checker—Import Graduation Credit Requirements. The page will appear similar to Figure 64.

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

Update credit requirements for Graduation Year 2015

from Graduation Year 2014

Import **Print Import Summary**

NOTE: This process may be done on more than one occasion as needed. No records will be duplicated in the process.

Figure 64

Import
Graduation
Credit
Requirements
from a Prior
Year

2. Select the Graduation Year for which you wish to update from the uppermost menu on the page. This is considered the **destination** year for the import process.
3. Select the source Graduation Year from which you wish to import the graduation credit requirements from the second menu at the top of the page. This is considered the **source** year for the import process.

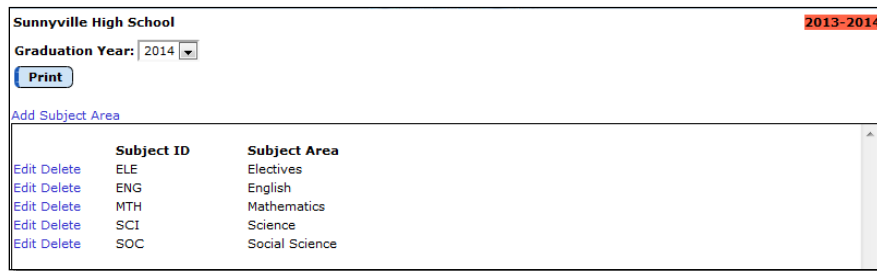
Import To proceed with importing graduation credit requirements from the source year to the destination year, click the **Import** button.

Print Import Summary After the import process has concluded you will notice an import summary displayed in the middle of the page. Click the **Print Import Summary** button to print this summary.

Grading—Credit Checker—Edit Subject Areas

This selection is used to define the names of the subject areas to be used with the graduation requirements and credit check report. Subject areas are defined and stored separately for each graduation year. Please refer to **Appendix A** for a **Credit Checker** overview and examples.

1. Select Grading—Credit Checker—Edit Subject Areas. The page will appear similar to Figure 65.



Sunnyville High School 2013-2014

Graduation Year: 2014

Print

Add Subject Area

	Subject ID	Subject Area
Edit Delete	ELE	Electives
Edit Delete	ENG	English
Edit Delete	MTH	Mathematics
Edit Delete	SCI	Science
Edit Delete	SOC	Social Science

Figure 65

Edit
Subject
Areas for
Credit
Checker

Note: The list of subject area names will be sorted alphabetically by subject area ID.

Graduation Year To change between graduation years, click on the **Graduation Year** menu and drag to the desired year.

Add Subject Area To add a new subject area record, click the **Add Subject Area** link.

Edit To edit a subject area name, click on the Edit Link to the left of the subject area and then make the desired edits to the name and/or ID for the subject area. If the subject area ID is edited the new value will be validated to make sure the new ID is not already in use. To save the changes click the **Update** link to the left of the record you are editing. To dismiss any edits you made to the record you may click the **Cancel** link to the left of the record.

Delete To delete a subject area name, click on the **Delete** link to the left of the subject area name.

Print To print a list of subject area names and IDs, click **Print**.

Grading—Credit Checker—Edit Graduation Credit Requirements

This selection is used to define the graduation credit requirements for each graduation year. These definitions will be used as the basis for all information generated by the Credit Check Detail for a Student and Credit Check Overview reports. Please refer to **Appendix A** for a **Credit Checker** overview and examples.

1. Select Grades—Credit Checker—Edit Graduation Credit Requirements. The page will appear similar to Figure 66. Initially, the transcript course list on the left side of the screen will contain courses defined for the current year and the requirements list in the middle of the screen will contain the current state of the graduation year requirements for the current year's seniors. This list will be nearly blank if no credit definitions have been set for the current graduation year.

Transcript Year To view the list of courses available for a specific transcript year, click on the Transcript Year menu and drag to the desired year.

Graduation Year To change between graduation years, click on the Graduation Year menu and drag to the desired year.

Subject Area To change between subject areas for a specific graduation year, click on the Graduation Year menu and drag to the desired year.

Note: The list of subject area names are specific to a particular graduation year and can be edited on the Grading—Credit Checker—Edit Subject Areas screen.

Sunnyville High School 2013-2014

Transcript Year: 13-14 Graduation Year: 2014 Subject Area: English

566 COMPUTER SKLS 7
212 CR. WR. FICTION
222 CR. WRITING P/D
408 CURRENT ISSUES
054 DESIGN/PRINT
227 DRAMA/FILM
050 DRAW/PAINT I
056 DRAW/PAINT II
407 ECONOMICS
610 EM LANG
653 EM LANG.
651 EM MATH
652 EM RDGN.
624 EM READING
203 ENGLISH 10
202 ENGLISH 10
205 English 10
569 ENGLISH 7
585 ENGLISH 8
200 ENGLISH 9
201 ENGLISH 9
204 English 9
110 ENTR/MRKTG.
156 EXPL CHILDHOOD
454 FABRICATION I
455 FABRICATION II
565 FACS 7
223 FANTASY/SCI-FIC
256 GEOMETRY I
257 GEOMETRY II
560 GUIDED STUDY 7
576 GUIDED STUDY 8
302 HEALTH 9
219 HUMANITIES
306 I.S. Accounting
463 I.S. ADV COMP
051 I.S. ART
461 I.S. CADD
550 I.S. COMM SERVI
270 I.S. COMPUTER
215 I.S. ENGLISH

Add To >>
New Group
Group 1
Group 2

<< Remove

^^
^
v
vv

204 English 9..... 11-12 1.000
204 English 9..... 12-13 1.000
204 English 9..... 13-14 1.000
===== End of Group 1 =====

205 English 10..... 12-13 1.000
===== End of Group 2 =====

Group	Credits	Number Required
1	1.000	
2	1.000	
Total Credits Required for this Subject Area		
		4.000
Total Credits Required for Graduation		
		24.000

Save All

Instructions
Use Ctrl-Click to select (and move) more than 1 entry at a time. The "Add to..." button in the center builds the list of prerequisites for the selected requirement group. The "Remove" button removes selected courses from the Assigned Prerequisites lists. The 4 "arrow" buttons move selections to Top, Up one group, Down one group, and Bottom, respectively.

Figure 66: Edit Graduation Credit Requirements while adding Courses

Transcript Courses List This list, on the left hand side of the screen, displays the list of courses available for the transcript year specified in the **Transcript Year** menu. Courses may be added from this list to the **Requirements List** in the middle of the page by clicking on the course in the left list and then clicking on the **Add To >>** button in the middle of the page. The course will be added to the group selected under the **Add To >>** button. To make a new group select the **New Group** option below the **Add To >>** button before clicking that button.

Note: The **Transcript Courses List** may not be edited on this screen. It can be modified by using the option Grading—Transcripts—Edit Transcript Courses for past year courses or Schedules - Courses - Edit Courses followed by Grading-Transcripts-Bring Up To Date for current year courses.

Requirements List This is the large list in the middle of the screen. Once there are courses in the **Requirements List** they may be nudged to a new location within the list by using the up/down arrow buttons available beneath the **Remove** button. See Figure 67 for more details.



^^	Move to top
^	Move up one group
v	Move down one group
vv	Move to bottom

Figure 67

Up/down buttons for editing graduation credit requirements

To add a course to the Requirements List, drag the course from the Transcript Courses List on the left side of the screen.

To create a new group within the Requirements List, make sure to select the **New Group** option below the **Add To >>** button before adding the course to the **Requirements List**. The section in the upper right corner will automatically display an additional box for editing the credits required for that group.

Note: For further details on setting up groups within a subject area, please refer to **Appendix A** of this document. **Appendix A** contains a detailed example of how to set up complex credit requirements for a subject area.

To remove a course from the Requirements List, select the course in the Requirements List and then click on the **<<Remove** button.

To edit the number of credits required for a group or subject area, click on the number at the end of the appropriate Group Credits Number Required line to highlight the number, then enter a new number.

Total Credits Required for this Subject Area This box, on the right side of the screen, is editable if there is more than one group defined for a particular subject area. Otherwise, it is not editable and simply reflects the number as entered in the Credits required for this group line in the requirements list in the middle of the screen.

Total Credits Required for Graduation The value displayed in this box, found on the right side of the screen, is editable and pertains only to the graduation year specified in the **Graduation Year** menu. The value entered in this box can exceed the sum of the credits required for the subject areas.

Save All To save changes to the graduation credit requirements, click **Save All**.

Grading—Credit Checker—Print Graduation Credit Requirements

This selection is used to print the graduation credit requirements as defined on [Grading – Credit Checker – Edit Graduation Credit Requirements](#).

1. Select [Grades—Credit Checker—Print Graduation Credit Requirements](#). The page will appear similar to Figure 68.



Figure 68

Print Graduation
Credit Requirements
options

Use the **Graduation Year** menu to select the desired graduation year for this report.

Click **Preview** to preview the report.

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

Grading—Credit Checker—Credit Check Detail for a Student

This selection is used to generate a report that analyzes the graduation credit requirement fulfillments and deficiencies for selected students. Please refer to **Appendix A** for a **Credit Checker** overview and examples.

The report(s) will contain a detailed analysis of each selected student's progress toward graduation based on the definitions for the student's graduation year as defined on [Grades-Credit Checker-Edit Graduation Credit Requirements](#). The analysis will be broken down by subject areas, true electives, non-credit (failed courses), and overall credits and will include information regarding pending and completed courses.

The accuracy of this report is based on the following criteria:

- the accuracy of the course definitions
(see [Grading-Transcripts-Edit Transcript Courses](#))
(see also [Schedules-Course-Edit Course Data](#))
- the accuracy of the grades definitions
(see [Grading-Transcripts-Edit Transcript Grades](#))
(see also [Grading-Utilities-Edit Grade Values](#))
- the accuracy of the graduation requirements for each graduation year utilized
(see [Grading-Credit Checker-Edit Graduation Credit Requirements](#))
- the accuracy and completeness of the transcript records for the student
(see [Grading-Transcripts-Edit Student Transcripts](#))

Note: Student Transcripts can be brought up to date using [Grades-Transcripts-Bring Up To Date](#). This will bring the most current data from the current school year into the transcript records of the students (grade changes, latest quarter/trimester/semester grades, etc.).

Note: The use of **base values** on a student's transcript may inadvertently cause the student to appear deficient in some subject areas. Base values are often used for credits transferred from another school; however, there is no way for the Credit Check Detail report generator to know the details of the base values. Therefore, if base values are used in a student's transcript, the process of checking for graduation requirement fulfillment for that student will most certainly need to be done by visual inspection of the student's transcripts (current school and past schools) and not by the results of this report.

1. Select Grading—Credit Checker—Credit Check Detail for a Student. The page will appear similar to Figure 69.

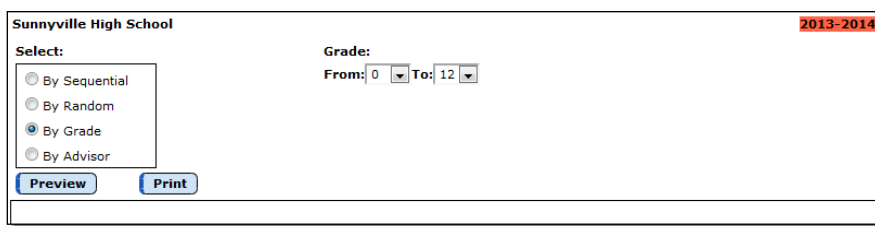


Figure 69

Credit Check
Detail for a
Student options

2. Select the students for whom schedules 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

Click **Preview** to preview the report.

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

Grading—Credit Checker—Credit Check Overview

This selection is used to generate a report that analyzes the graduation credit requirement deficiencies for all students for a particular graduation year. Please refer to **Appendix A** for a **Credit Checker** overview and examples.

The report will contain a general analysis of all students within the specified graduation year and any credit deficiencies they may have based on the definitions for the graduation year as defined on [Grading-Credit Checker-Edit Graduation Credit Requirements](#). The analysis will be broken down by subject areas and overall credits. The user may specify whether the results of the report are based on the assumption that students will pass the courses for which they are currently registered.

The category "Potentially Deficient" refers to the students who may not be able to fulfill a graduation requirement if they fail one or more of the courses for which they are currently registered.


The accuracy of this report is based on the following criteria:

- the accuracy of the course definitions
(see [Grading-Transcripts-Edit Transcript Courses](#))
(see also [Schedules-Course-Edit Course Data](#))
- the accuracy of the grades definitions
(see [Grading-Transcripts-Edit Transcript Grades](#))
(see also [Grades-Utilities-Edit Grade Values](#))
- the accuracy of the graduation requirements for each graduation year utilized
(see [Grading-Credit Checker-Edit Graduation Credit Requirements](#))
- the accuracy and completeness of the transcript records for the student
(see [Grading-Transcripts-Edit Student Transcripts](#))

Note: Student Transcripts can be brought up to date using [Grading-Transcripts-Bring Up To Date](#). This will bring the most current data from the current school year into the transcript records of the students (grade changes, latest quarter/trimester/semester grades, etc.).

Note: The use of **base values** on a student's transcript may inadvertently cause the student to appear deficient in some subject areas. Base values are often used for credits transferred from another school; however, there is no way for the Credit Check Detail report generator to know the details of the base values. Therefore, if base values are used in a student's transcript, the process of checking for graduation requirement fulfillment for that student will most certainly need to be done by visual inspection of the student's transcripts (current school and past schools) and not by the results of this report.

1. Select [Grading—Credit Checker—Credit Check Overview](#). The page will appear similar to Figure 70.



Sunnyville High School 2013-2014

Graduation Year: 2014 ☒ Assume Students Passed Registered Courses

Preview Print

Figure 70

Credit Check
Overview options

2. Select the graduation year for which the Credit Check Overview report is to be generated from the **Graduation Year** menu.
3. If desired, change the state of the checkbox labeled **Assume students pass registered courses**.
 - If this item is **checked**, the report will contain only the students who will be deficient even if they pass all of the courses for which they are currently registered.
 - If this item is **not checked**, the report will include the students who might be deficient if they fail some of the courses for which they are currently registered.

Click **Preview** to preview the report.

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

Appendix A

Credit Checker Overview

The Credit Checker is intended to assist guidance counselors in registering students for courses and monitoring students' progress toward graduation.

The Credit Checker uses the screens Edit Subject Areas, Edit Graduation Credit Requirements, Credit Check for a Student, and Credit Check Overview from the Grades-Transcripts menu.

The Credit Check for a Student and Credit Check Overview reports generated by the Credit Checker can save a tremendous amount of time for guidance counselors by listing transcript records in an easy-to-analyze format, but it cannot do the analyses for them.

The Credit Check reports can only be accurate if two things are accomplished first:

1. The student transcript records are accurate and up to date
2. The Graduation Credit Requirements are accurate and up to date

Here is a sequence of events that makes sense when working with the Credit Checker:

1. Request the JMC data to be moved up for the coming school year
2. Set up the data for the new school year on the server
3. Run the JMC Office Application for the new year and select Grading – Transcripts – Bring Up To Date
4. Run the JMC Office Application for the current year and select Grading – Transcripts – Bring Up To Date
5. Import the graduation credit requirements from a prior year by select Grading-Credit Checker-Import Graduation credit Requirements
6. Edit the newly imported graduation credit requirements as needed in the JMC Office Application for the new year (new courses, course number changes, additional subject areas, credits requirements for subject areas, overall credits required, etc.)
7. Run Credit Checker reports (Grading- Credit Checker – Credit Check Overview and Grading- Credit Checker – Credit Check Detail for a Student) to help check students' progress toward graduation and alert students with credit deficiencies prior to registration
8. Have students register for courses
9. Run the Credit Checker reports again to see if any credit deficiencies remain
10. Fine tune the course registration for students
11. Run credit Checker reports at various times throughout the coming year, perhaps at the end of each term, to continue to help track student progress toward graduation

Initial Setup for the Credit Checker

In any given year, before the Credit Checker can be useful, the transcript records must be accurate and up to date. Whenever a Credit Checker report is generated, it is based off of the current state of the student transcript records, i.e. courses completed, grades assigned, courses registered for, etc.

The next step in establishing the graduation requirements is to define the names of the subject areas on the Grading-Credit Checker-Edit Subject Areas screen.

The next step is to define the graduation requirements on the Grading-Credit Checker-Edit Graduation Credit Requirements screen. See the examples later in this appendix as well as the documentation for this process earlier in this document.

Once these steps have been taken, a few test reports should be generated by the Grading-Credit Checker - Credit Check for a Student option. These test reports should be scrutinized to see that the courses and credits are tallied as you want them to be. Special attention should be given to the section called Elective Credit to see if any courses "slipped through the cracks", i.e. did not get assigned to the subject areas as intended. You may need to modify the graduation requirements as such omissions and other changes come to light.

Editing the Credit Checker in Subsequent Years

Once again, first make sure the transcripts are accurate and up to date.

As students progress through the grade levels, the courses they will be taking during each new year will need to be added to their Graduation Credit Requirements data. Although some courses may be the same from year to year, it is always possible each year that some new courses will be added and some existing courses will be renamed or made obsolete.

Also, a new Graduation Credit Requirement definition will need to be created for the new freshman or sophomore class, depending upon when your school begins to award graduation credit. Options for importing subject areas and graduation credit requirements are available to assist with this process.

In general, though, editing an existing definition for a particular graduation year may require only adding a few courses to the existing framework. You will need to pull up the Graduation Credit Requirements for each graduation year that requires editing and add courses to the subject areas from the list of Transcript Courses defined for the current school year.

Graduation Credits Requirements definition examples.

The first example shows a pool of courses for the subject area Mathematics. Students may fulfill the requirement by earning a total of 4.000 credits from any of the courses listed in this subject area.

Notice how courses are listed repeatedly for the various transcript years in which the students may have taken a specific course. For example, ADV. ALGEBRA I is listed for the 11-12, 12-13, and 13-14 school years because the student may take this particular Algebra course during their sophomore, junior, or senior year in order to fulfill their requirement in Mathematics.

Note that in some cases you may need to include a course for several transcript years even though the typical student may always take it during a specific year. For example, perhaps most students who graduate in 2014 will take course 250 INT. ALGEBRA I during their junior year (12-13) but in some cases some accelerated students may take it in an earlier year and some students may also be allowed to take it in a later year. In order for the Credit Checker to be able to honor the students' credits for course 250 in various years the course must be included for every possible year that the student might have taken that course.

Sunnyville High School 2013-2014

Transcript Year: 09-10 Graduation Year: 2014 Subject Area: Mathematics

Course	Transcript Year	Credits
202 ENGLISH 10 A	09-10	0.500
203 ENGLISH 10 B	09-10	0.500
204 ENGLISH 11	09-10	0.500
210 ENGLISH 12	09-10	0.500
569 ENGLISH 7	09-10	0.500
585 ENGLISH 8	09-10	0.500
200 ENGLISH 9 A	09-10	0.500
201 ENGLISH 9 B	09-10	0.500
110 ENTR/MRKTG.	09-10	0.500
156 EXPL CHILDHOOD	09-10	0.500
454 FABRICATION I	09-10	0.500
455 FABRICATION II	09-10	0.500
565 FACS 7	09-10	0.500
256 GEOMETRY I	09-10	0.500
257 GEOMETRY II	09-10	0.500
560 GUIDED STUDY 7	09-10	0.500
576 GUIDED STUDY 8	09-10	0.500
302 HEALTH 9	09-10	0.500
051 I.S. ART	09-10	0.500
120 I.S. BUSINESS	09-10	0.500
461 I.S. CADD	09-10	0.500
155 I.S. CHILD DEV	09-10	0.500
270 I.S. CONS MATH	09-10	0.500
214 I.S. CRVT WRTG	09-10	0.500
215 I.S. ENGLISH	09-10	0.500
213 I.S. ENGLISH 12	09-10	0.500
462 I.S. FAB	09-10	0.500
163 I.S. FOOD PREP	09-10	0.500
102 I.S. INFO PROC	09-10	0.500
268 I.S. MATH	09-10	0.500
105 I.S. MEDIA ARTS	09-10	0.500
216 I.S. MODERN LIT	09-10	0.500
249 I.S. SPANISH	09-10	0.500
271 I.S. STATS/TRIG	09-10	0.500
451 I.S. WELDING	09-10	0.500
458 I.S. WOODWORK	09-10	0.500
167 I.S. WORLD FOOD	09-10	0.500
582 INDUST ARTS 8	09-10	0.500
101 INFO PROC II	09-10	0.500
100 INFO PROCESS I	09-10	0.500
250 INT. ALGEBRA 8	09-10	0.500
258 ADV ALGEBRA I....	11-12	0.500
258 ADV ALGEBRA I....	12-13	0.500
258 ADV ALGEBRA I....	13-14	0.500
259 ADV ALGEBRA II....	11-12	0.500
259 ADV ALGEBRA II....	12-13	0.500
259 ADV ALGEBRA II....	13-14	0.500
590 ALGEBRA 8.....	08-09	1.000
590 ALGEBRA 8.....	09-10	1.000
590 ALGEBRA 8.....	10-11	1.000
590 ALGEBRA 8.....	11-12	1.000
590 ALGEBRA 8.....	12-13	1.000
590 ALGEBRA 8.....	13-14	1.000
252 BEG. ALGEBRA I....	11-12	0.500
252 BEG. ALGEBRA I....	12-13	0.500
252 BEG. ALGEBRA I....	13-14	0.500
253 BEG. ALGEBRA II...	11-12	0.500
253 BEG. ALGEBRA II...	12-13	0.500
253 BEG. ALGEBRA II...	13-14	0.500
256 GEOMETRY I.....	11-12	0.500
256 GEOMETRY I.....	12-13	0.500
256 GEOMETRY I.....	13-14	0.500
257 GEOMETRY II.....	11-12	0.500
257 GEOMETRY II.....	12-13	0.500
257 GEOMETRY II.....	13-14	0.500
250 INT. ALGEBRA 8....	09-10	0.500
250 INT. ALGEBRA 8....	10-11	0.500
250 INT. ALGEBRA 8....	11-12	0.500
250 INT. ALGEBRA 8....	12-13	0.500
250 INT. ALGEBRA 8....	13-14	0.500
254 INT. ALGEBRA I....	11-12	0.500
254 INT. ALGEBRA I....	12-13	0.500
254 INT. ALGEBRA I....	13-14	0.500
255 INT. ALGEBRA II...	11-12	0.500
255 INT. ALGEBRA II...	12-13	0.500

Instructions
Use Ctrl-Click to select (and move) more than 1 entry at a time. The "Add to..." button in the center builds the list of prerequisites for the selected requirement group. The "Remove" button removes selected courses from the Assigned Prerequisites lists. The 4 "arrow" buttons move selections to Top, Up one group, Down one group, and Bottom, respectively.

Group Credits
Number Required
1 4.000
Total Credits Required for this Subject Area
4.000
Total Credits Required for Graduation
24.000
Save All

Example 1: Mathematics requirements

The second example shows a more complex set of English credit requirements. In this example, students are required to pass one full credit of English 9 (Group 1), one full credit of English 10 (Group 2), .5 credit of literature (Group 3), and 5 credit of writing (Group 4).

Notice how the Total Credits Required for this Subject Area is set to 4.000 whereas the credits for each group varies, e.g. 1.000 for the first group, 1.000 for the second, etc.

Notice also how the total credits required for all 5 of the groups is less than the total required for the subject area. In the example below, the total credits required from each group is 3.000 whereas the total required for this subject area is 4.000. This allows the student to take the final 1.000 credit from any of the courses from any group within this subject area.

Sunnyville High School
2013-2014

Transcript Year: 13-14 ▼

Graduation Year: 2014 ▼

Subject Area: English ▼

026 PSEO- Bus .75
 116 ACCOUNTING
 258 ADV ALGEBRA I
 259 ADV ALGEBRA II
 364 ADV BIO I
 365 ADV BIO II
 466 ADV WLD FOODS
 210 ADV. COMP
 590 ALGEBRA 8
 400 AM HISTORY 9 A
 401 AM HISTORY 9 B
 211 American Lit
 228 AP English I
 229 AP English II
 416 AP PSYCH I
 417 AP PSYCH II
 414 AP US HIST I
 415 AP US HIST II
 654 AP/Honors Human Geog
 639 ART 6 CJ
 649 ART 6 RP
 581 ART 8
 638 BAND 6
 567 BAND 7
 583 BAND 8
 060 BAND A
 061 BAND B
 450 BASIC AUTO MAIN
 164 BASIC FOODS
 503 BASIC READING
 251 BEG. ALGEBRA 8
 252 BEG. ALGEBRA I
 253 BEG. ALGEBRA II
 352 BIOLOGY A
 353 BIOLOGY B
 472 BLDG TRADES I
 473 BLDG TRADES II
 244 BLEND SPAN. 3A
 245 BLEND SPAN. 3B
 459 CADD I
 460 CADD II

Add To >>

New Group
 Group 1
 Group 2
 Group 3
 Group 4
 Group 5

<< Remove

^^

^

v

vv

204 English 9..... 11-12 1.000
 204 English 9..... 12-13 1.000
 204 English 9..... 13-14 1.000
 ===== End of Group 1 =====

 205 English 10..... 12-13 1.000
 205 English 10..... 13-14 1.000
 ===== End of Group 2 =====

 211 American Lit..... 13-14 0.500
 208 Modern Lit..... 13-14 0.500
 ===== End of Group 3 =====

 214 Composition..... 13-14 0.500
 021 Journalism..... 13-14 0.500
 ===== End of Group 4 =====

 228 AP English I..... 13-14 0.500
 229 AP English II..... 13-14 0.500
 474 PSEO- Eng .50..... 13-14 0.500
 048 PSEO- English 1... 13-14 1.000
 047 PSEO-Int Lit 75... 13-14 0.750
 043 PSEO-Pub Spk.75... 13-14 0.750
 ===== End of Group 5 =====

Group Number	Credits Required
1	1.000
2	1.000
3	0.500
4	0.500
5	0.000

Total Credits Required for this Subject Area

4.000

Total Credits Required for Graduation

24.000

Save All

Instructions
 Use Ctrl-Click to select (and move) more than 1 entry at a time. The "Add to..." button in the center builds the list of prerequisites for the selected requirement group. The "Remove" button removes selected courses from the Assigned Prerequisites lists. The 4 "arrow" buttons move selections to Top, Up one group, Down one group, and Bottom, respectively.

Example 2: English requirements

Appendix B

Email Setup – Admin Options

In order to report cards to be successfully emailed, the SMTP server settings must be configured by selecting [File – Administrator Options](#) 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

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](#)

Figure B1:

Configuring
JMC Next Gen
for
emailing reports
on
Administrator
Options page

Appendix C: 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.

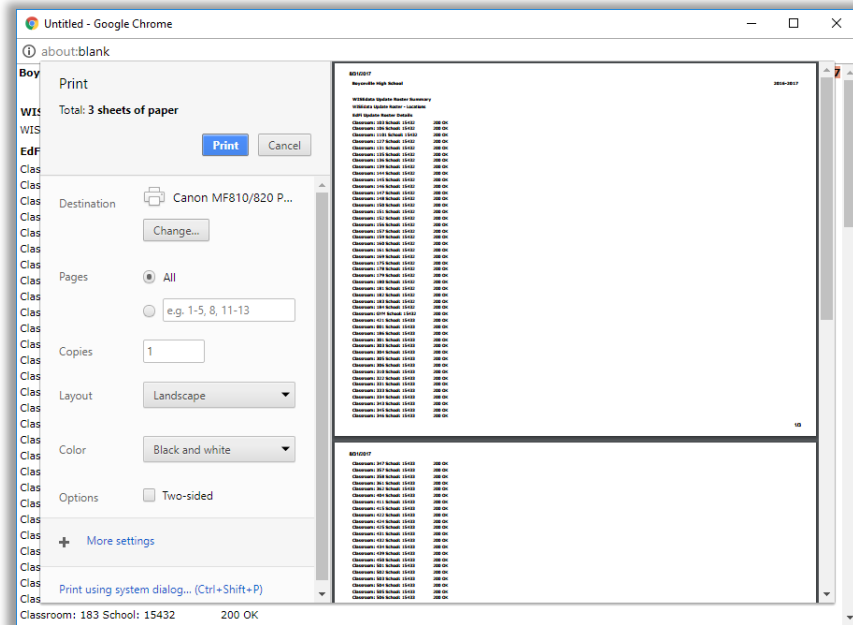


Figure F1:

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.

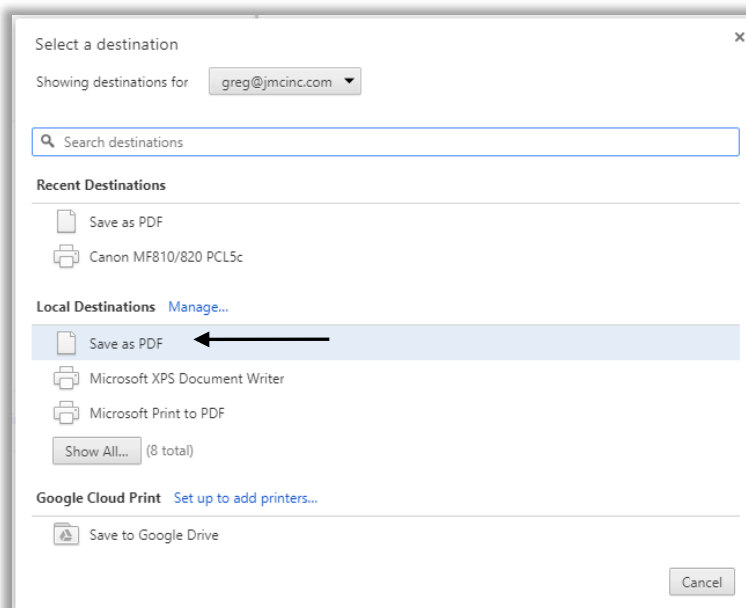


Figure F2:

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.

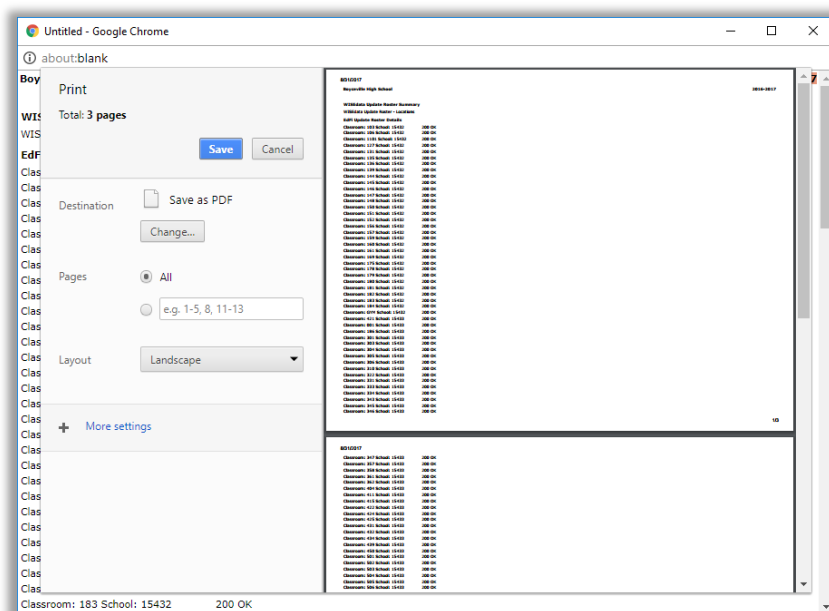


Figure F3:

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.

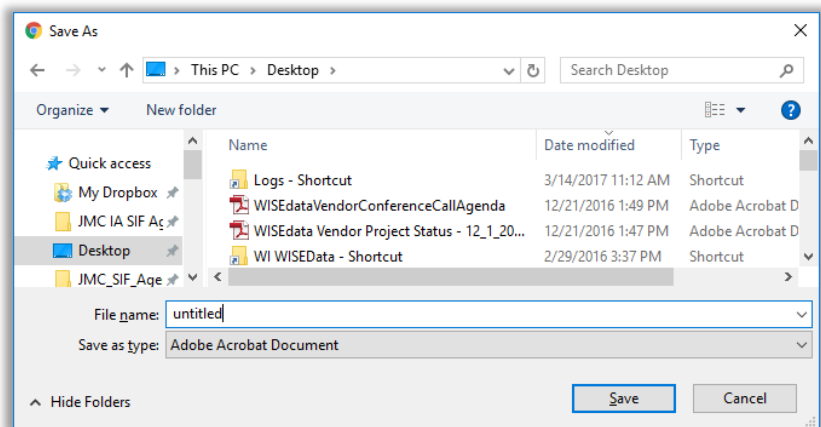


Figure F4:

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

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

Why save as a PDF file?

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

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

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

Change Log

Changes for 12/21/17 version

- Added Appendix C – Saving a Report as a PDF FILE
- Test Scores-Export WIDA Multiple Student Pre-ID File – new option in Test Scores submodule as of JMC Office Application – build 10/30/17
- Test Scores-Export NWEA CRF Data – updated to reflect Nebraska-specific option – build 10/30/17
- Test Scores-Import Test Scores – updated to reflect changes for ACT, FAST, MN DSR/SSR, and NWEA MAP test score import options.
- Test Scores-Edit Student Test Scores – updated to document the Sort By and Display drop down lists
- Reports-Progress Report Publishing – new report introduced in build 11/21/17