

# Admin Dashboard

School administrators can now get a high-level look at their building, a sub-section glance, or narrow in on a specific student over several data metrics in the Admin Dashboard!

To explore the dashboard, we will login to the jmc Office Module and proceed to File > Admin Dashboard.

			STUDENT RECORD R	ANALGEMENT SOFTWARE				Phone: 1.800.524.8182 Remote Support Support: support@jmcinc.com	
Previous Page	JMC Demo School		Day: 28 -	09/25/2019 - V	Vednesday		2019-2020	Logout	
🚰 Home								Switch Building:	
View Student Data	Qurrent Term Quarter 1	1						JMC Demo Sct *	
✓ File	Year To Date	4							
Admin Dashboard								Switch Year:	
Administrator Options	Grade: 11							2019-2020 🔹	
Online Settings	Student: All								
Define Custom Fields     Application Security	Advisor: All							Quick Links:	
Application Security	Teacher: All	1						Message Center	
Who Am I'r		<u>-</u>							
<ul> <li>Messaging Logs</li> <li>Messag Phone Recordings</li> </ul>								Online Settings	
Student Registration Settings								Edit Contacts	
<ul> <li>Integrations</li> </ul>	Student Building Student Setting	s Early Warning	g-At Risk   Earl	y Warning-At Ris	k Settings				
SIF Events		Discipline Query							
Start of School Year Checklist		I 🗃							
▶ Edit	Student	ID	Grade	Locker #	Bus #	Birth Date (Age)	Gender i		
Attendance								Grade Report - Progress Reports	
Schedules	> 1 Bernadone, Francis M	45	11		15		1	Teacher Gradebook Login	
▶ Grading	> 🚺 Carlisle, Luke John	38	11				м г		
Period Attendance	> 1 Doyle, Attendance	145	11				м		
Discipline	> 🚺 Doyle, Faith	179	11				F		
Activities	> () Doyle, Handy	183	11				м		
Communication	> 🚺 Doyle, Jim	162	11				м		
Health	> () FeeTest, Jim	172	11				м		
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Lunch	> () Freid, Julie	56	11				F		
Tuition/Fees	> fi Freid, Paul	82	11				м		
Standards and Benchmarks	> f) Freid, Sarah	35	11				F		
Message Center		41							

#### Step 1:

Use these menus to select groups of students.

#### Step 2:

Click the Student tab for results.

**Helpful Tip:** Use the drop-down menus at the top in tandem to narrow your focus to a particular group of students.

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Previous Page	JMC Demo School			Day: 28 - 09/25/2	019 - Wednesday		2019-2020	Logout
View Student Data View Student Data File Admin Dashboard Administrator Options Online Settings Define Custom Fields Application Security With Am 17	Current Term Year To Date Grade: 11 Student: All Advisor: All Teacher: All Activity: All	Quarter 1 •						Switch Building: MC Demo Sct • Switch Year: 2019-2020 • Quick Links: Message Center
Messaging Logs     Manage Phone Recordings     Student Registration Settings     Integrations     SIF Events     Start of School Year Checklist     Edit	Student Building	Student Settings TdyT A	Early Warning-At Click	Risk Early Warning on column names to Communica	-At Risk Settings sort data	Lunch Balance	Fee Balance	Online Settings Edit: Contacts Discipline Query Edit: Period Attendance
Attendance     Schedules     Grading	97 92	0.0 0.	0 0 0 0	0	Scores 0 0	\$163.25 (\$30.15)	\$10.00 \$175.00	Grade Report - Progress Reports
Period Attendance     Discipline     Activities	88 88 88	0.0 0.	0 0 0 0	0 0 0	0 0	\$44.29 \$0.00 (\$11.50)	\$0.00 \$0.00 \$0.00	
Communication     Health     lowa	88 88 59	0.0 0.	0 0 0 0	0 0	0	(\$25.45) \$12,479.10 (\$4.80)	\$0.00 \$0.00 \$0.00	
Lunch     Tuition/Fees     Standards and Benchmarks	54 45 40	0.0 0.	0 0 0 0	0	0	(\$3.70) (\$3.10) \$0.00	\$0.00 \$0.00 \$0.00	
Message Center	35	0.0 0.	0 0	0	0	(\$3.40)	\$0.00	

**Helpful Tip:** Scroll to the right for a lot more information!

#### Step 1:

Every column header is sortable. Just click!

## Step 2:

You can export your information to a csv.



				TUDENT RECORD MA	NAGEMENT SOFTWARE				Phone: 1.800.524.8182 Remote Support	
				UN					Support: support@jmcinc.co	am
Previous Page	JMC Demo	School		Day: 28 - 0	09/25/2019 - \	Vednesday		2019-202	Logout	
🚰 Home										
View Student Data		Question 4							Switch Building:	
▼ File	<ul> <li>Currer</li> </ul>	t Term							JMC Demo Scr	
Admin Dashboard	O Year T	o Date							Switch Year:	
Administrator Options	Grade:	11 -	ĺ						2019-2020 •	
<ul> <li>Online Settings</li> </ul>	Student:	All 💌	ĺ							
Define Custom Fields	Advisor: All								Quick Links:	
Application Security	Teacher:	All	ĺ							_
Who Am I?	Activity:	All	1						Message Center	
Messaging Logs									Online Settings	
Manage Phone Recordings										_
Student Registration Settings	Student	Building Student Settings	Early Warning-A	t Risk Early	Warning-At Ris	k Settings			Edit Contacts	
Integrations			Cli	ck on column	names to sort da	ta			Discipline Query	
SIF Events								1 🕷		_
Start of School Year Checklist		Edit Period Attendance								
▶ Edit		Student	10	Grade	LUCKEI	503 #	birtir bute (Age)	Gender	Grade Report - Progress Repo	orts
Attendance	~ <b>0</b>	Bernadone, Francis M	45	11		15				_
Schedules	Email	All Teachers Of This Student							Teacher Gradebook Login	
Grading	Prim	ary Contact:	Activities.							
Period Attendance	Dad I	Demo	Gr Name							
Discipline	Apt 5		11 Baseball							
<ul> <li>Activities</li> </ul>	Lake	City, MN 55041	11 Cross Country							
<ul> <li>Communication</li> </ul>	Phon	e: 123-456-7894	10 Baseball							
▶ Health	Prim	ary Contact:	10 BASEBALL- HIG	H SCHOOL						
▶ Iowa	STEV	EZ MCELMURY	10 Eargo BB							
Lunch	Phon	e:	10 Student Leader	ship Club						
Iuition/rees	> 0	Carlisle, Luke John	38	11				м		
<ul> <li>Standards and Benchmarks</li> </ul>		Dovie Attendance	145	11				м		
Message Center		soyie, need to be	110	**						

#### Step 1:

Click the ">" beside the student name for a more in-depth look.

## Step 2:

You can also email every teacher of that student!



### Step 1:

Click the "Building" tab to get an overview status.

# Step 2:

Again, narrow this info using the drop-down menu items.

				Phone: 1.800.524.8182					
		Remote Support							
				Support: support@jmcinc.com					
Previous Page	JMC Demo School	Day: 28 - 09/25/2019 - Wednes	iday 2019-2020	Logout					
🚮 Home									
View Student Data				Switch Building:					
▼ File	<ul> <li>Current Term</li> <li>Quarter 1</li> </ul>			JMC Demo Sct •					
Admin Dathboard	O Year To Date								
Admin Dashboard		Switch Year:							
<ul> <li>Administrator Options</li> </ul>	Grade: 11	2019-2020 💌							
Online Settings	Student: All								
Define Custom Fields	Advisor: All	Quick Links:							
Application Security	Teacher: All	Teacher: All							
Who Am I?	Activity: All	Message Center							
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Student Registration Settings		Y		Edit Contacts					
Integrations	Student Building Student Settings Early w	varning-At Risk   Early warning-At Risk Settin	igs	n					
SIF Events	Student Name	Discipline Query							
Start of School Year Checklist	☑ Locker #	🗹 Bus #	🗹 Birth Date	Edit Period Attendance					
▶ Edit	🗹 Gender	🗹 Advisor	🗹 Cum GPA						
Attendance	🗹 Class Rank	Percentile	🗹 Total Tardies	Grade Report - Progress Reports					
Schedules	Total Absences	🗹 Referrals	Communication	Teacher Gradebook Login					
Grading	Missing Scores	🗹 Lunch Balance	Fee Balance						
Period Attendance									
Discipline									
Activities									
Communication									
▶ Health									
▶ Iowa	Update								
▶ Lunch									
Tuition/Fees									
Standards and Benchmarks									
Message Center									

## Step 1:

Choose what info is displayed by clicking the "Student Settings" tab.

## Step 2:

Click "Update" for your changes to take effect.