2020
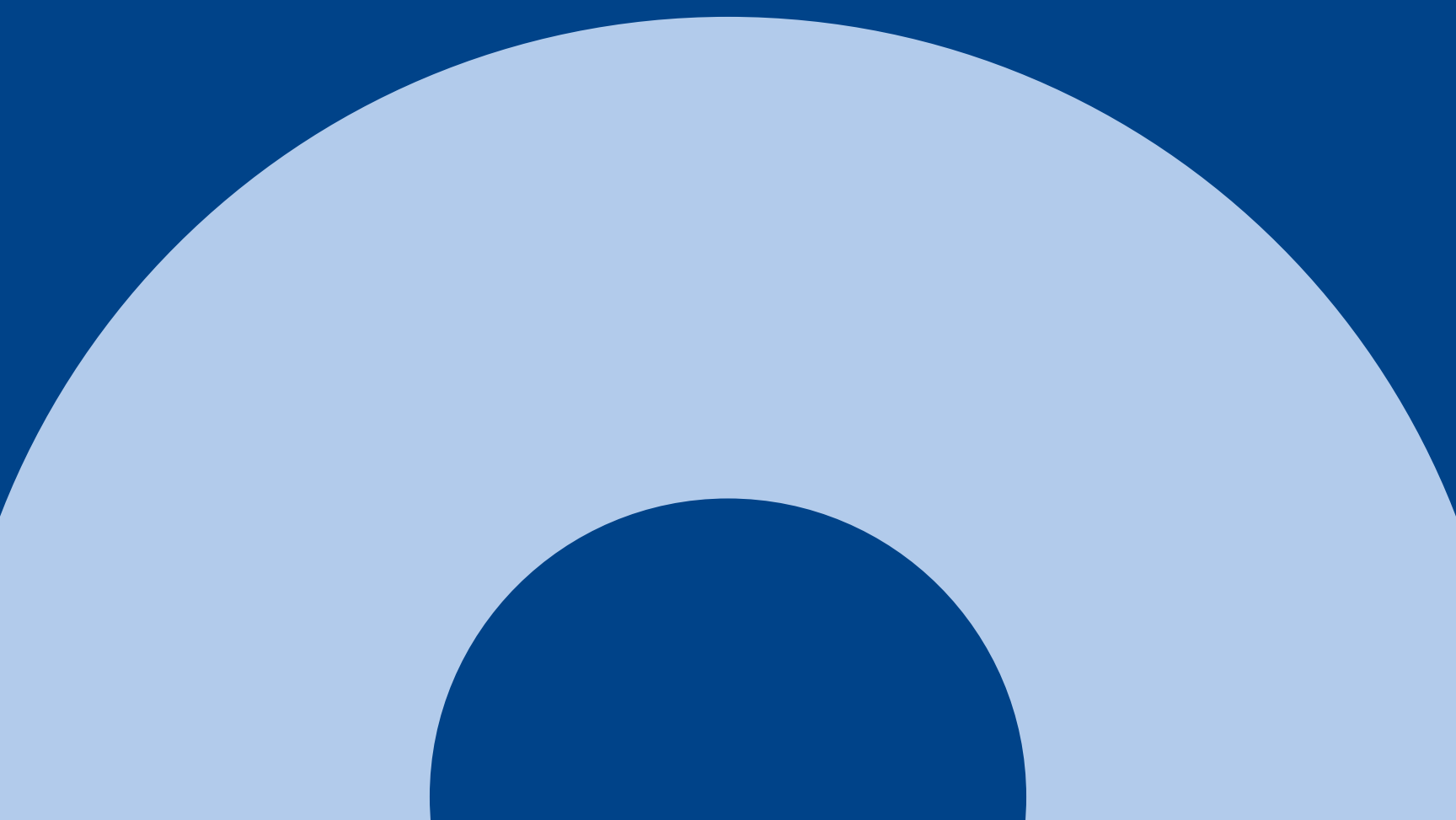# Move-up Packet

Move-up instructions

1- If your district hosts its own server, go to step 2. If jmc hosts your district's server, skip to step 9.

2- Visit the following installer URL to update your edition of jmc to the 12/17/19 or later build date: http://resources.jmcinc.com/downloads/view/category/web_installer

Helpful Tip: Run the installer when most users are logged out of the jmc system.

3- On the jmc server, stop IIS so no one can get in:
- Navigate to Start > Administrative Tools > Internet Information Services Manager.
- Click on your server name in the upper left corner.
- Click on "Stop" in the upper right corner.
- Minimize IIS.

Helpful Tip: This step must be completed before moving to step 4. If you don't, the installer won't fully uninstall all files and will cause pages to error out.

4- Navigate to Start > Control Panel > Programs and Features.

5- Right-click on the jmc Web Suite and choose Uninstall.

6- Follow the directions to uninstall.

7- Install the new jmc Web Suite. Once installation is complete, go back to IIS and click on Start in the upper right corner.

8- Log in to the Office module.

Helpful Tip: This step must be done to ensure all updates occur. This step can sometimes take a while, so please be patient.

9- Review the attached list of module descriptions and check off any that interest you.

10- Click the following URL to fill out the Move-Up Form and complete the process: https://forms.gle/aSWbDuLFo9fty6Vb9

Helpful Tip: You can also find the Move-up packet here: http://resources.jmcinc.com

jmc

Get more from your system with 25+ jmc modules and apps

As you update your software, it's the perfect time to add more functionality to your jmc toolkit. Below are our available modules, organized by function. Check off the modules that interest you to make filling out the online Move-Up Form easier.

Attendance, Registration, and Scheduling

☐ **Attendance[1]:** The Attendance module is the heart of jmc's software system. It maintains general student data, attendance records, contact info, and details on student activities.

☐ **Period Attendance:** The Period Attendance module allows teachers to report absences, tardies, and reasons on a by-period basis from any computer with internet access.

☐ **Schedules[2]:** The Schedules module is used to schedule students and generate scheduling lists and reports.

☐ **Tuition and Fees:** The Tuition and Fees module allows you to easily track tuition and fees for your students and/or families.

Communication and family engagement

☐ **Activities:** Activities module users can set team rosters, message families, and look up student contact details. jmc's new mobile Coach Advisor app also makes it easy to manage extracurricular activities on the go.

☐ **Message Center:** With our fully integrated voice, email, and text messaging module, you can not only communicate with parents and students effortlessly, but also contact specific groups by grade level, activity, course, and even bus number.

☐ **Online Payments:** Use our online payment processing module to allow families to pay a range of school fees via credit card or ACH payment, including tuition, lunch fees, and library fines.

☐ **Online Family Access:** Families can access this module 24/7 via a web browser or a dedicated Family Portal app to
- Maintain lunch accounts
- View report cards, progress reports, and lesson plans
- Sign up to receive email alerts if a student is absent or tardy
- Submit contact information updates

[1] Required to run jmc software.
[2] Purchased with the Grades module.

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Discipline, health, and lunch

☐ **Discipline:** jmc's Discipline module allows teachers to quickly record disciplinary infractions and consequences and relay them to the front office, where administrators can share them with families, the homeroom teacher, the referring teacher, and anyone else who needs up-to-date information on a student's behavior.

☐ **Health:** When students have special education accommodations or medical emergency plans, it's important that everyone on their school team—from teachers to support staff to the front office—is on the same page. With jmc's Health module, you can share student health accommodations and medical emergency plans log health office visits track medication dosages

☐ **Lunch:** Food services professionals can use our Lunch module to maintain meal accounts, prepare monthly reports, and handle FRP accounting. We also offer point-of-sale software for cafeteria sales and detailed reporting of both meals and à la carte purchases.

Grading and assessment

☐ **Competency-Based Grading:** Teachers can use any goal, target, standard, power standard, or "I Can" statement with our Competency-Based Grading module, which also allows for assessment with colors or symbols.

☐ **Grades[3]:** The Grades module maintains and report grades and transcripts for K-12 students. It includes

> •**Teacher Gradebook:** Teachers can use our digital gradebook to avoid the hassle of calculating grades by hand. Track student grades on assignments and tests, generate lesson plans, and more.

> •**Reports and Report Cards:** jmc grading software can generate a variety of reports, including progress reports, lists of missing assignments, grade summaries, and blank score sheets.

☐ **State Reporting:** We pride ourselves on staying up to date with state reporting requirements. jmc's State Reporting module is currently certified in

> •Iowa: SRI, TIER
> •Minnesota: MARSS, MCCC, STAR, Perkins, EarlyEd, CountingAllStudents
> •Nebraska: ADVISER
> •Wisconsin: WISEdata, WISEed

☐ **Standards and Benchmarks[4]:** Standards and benchmarks are at the heart of educational goals. Our Standards and Benchmarks module allows teachers to assess student progress and generate reports based on locally defined standards and benchmarks.

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[3] Purchased with the Schedule module.
[4] Interacts with the Gradebook module and required for custom elementary report cards.