



Nebraska Miscellaneous

April 2019

Paul Freid & Greg Gilman

Overview



- ▶ JMC is releasing a series of Nebraska ADVISER (Ed-Fi) videos in 2019.
- ▶ These videos will be short and will cover topics such as
 - Start Year
 - Mid Year
 - Year End
 - Near Real Time vs. Batch Processing
 - Near Real Time
 - Nebraska Miscellaneous
 - Error Correction
 - Discipline
 - ADVISER: 2019–2020 and beyond

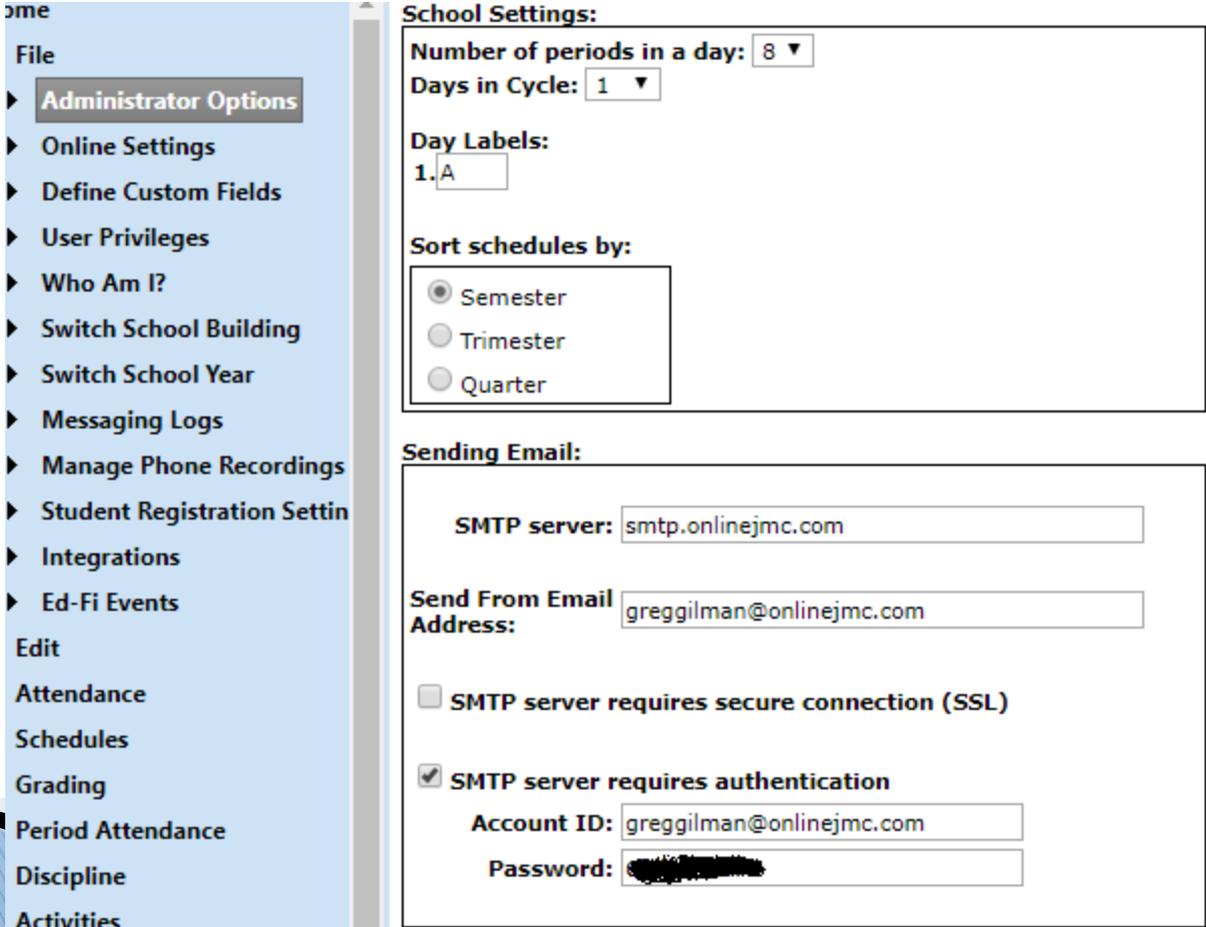
NE Misc

Miscellaneous Items Covered in This Video

- Essentially what is in the Prep tab on the Start Year page
- Some items not expected of the client but of JMC support instead
 - File – Administrator Options
 - SMTP Settings
 - Ed-Fi Settings
 - Utilities/Buildings
 - Edit – Edit School Data
 - Attendance – Day – Day Names
 - Attendance – Calendar – Term Dates

NE Misc

Here I am using my own SMTP settings for the testing environment. The clients will have their own SMTP settings as provided by Eric



The screenshot shows the software's configuration interface. On the left is a navigation menu with items like 'File', 'Administrator Options', 'Online Settings', 'Define Custom Fields', 'User Privileges', 'Who Am I?', 'Switch School Building', 'Switch School Year', 'Messaging Logs', 'Manage Phone Recordings', 'Student Registration Settings', 'Integrations', 'Ed-Fi Events', 'Edit', 'Attendance', 'Schedules', 'Grading', 'Period Attendance', 'Discipline', and 'Activities'. The 'Administrator Options' menu item is highlighted.

The main content area is divided into two sections:

- School Settings:**
 - Number of periods in a day: 8
 - Days in Cycle: 1
 - Day Labels: 1. A
 - Sort schedules by:
 - Semester
 - Trimester
 - Quarter
- Sending Email:**
 - SMTP server: smtp.onlinejmc.com
 - Send From Email Address: greggilman@onlinejmc.com
 - SMTP server requires secure connection (SSL)
 - SMTP server requires authentication
 - Account ID: greggilman@onlinejmc.com
 - Password: [REDACTED]

NE Misc

Here is the Ed-Fi Settings page, showing how to enable NRT and set the email address for error notification

Enable Ed-Fi Interchanges: <input checked="" type="checkbox"/>
Enable Ed-Fi Interchanges in Near Real Time: <input type="checkbox"/>
Ed-Fi Near Real Time Error Notification Email Address: <input type="text" value="greg@jmcinc.com"/>
Enable Posting of Ed-Fi Special Education (SSEPA) Resources: <input type="checkbox"/>
API URL: <input type="text" value="https://sandbox.nebraskacloud.org/1819/api/api/v2.0/"/>
Authentication URL: <input type="text" value="https://sandbox.nebraskacloud.org/1819/api/"/>
Client Key: <input type="text" value="████████████████████"/>
Client Secret: <input type="text" value="████████████████████████████████████████"/>
Building: <input type="text" value="Newman Grove Public School ▼"/>
Enable Nightly Submission for Student School Attendance (half-day/full-day) Resources: <input checked="" type="checkbox"/>
Enable Nightly Submission for Student Section Attendance (period) Resources: <input checked="" type="checkbox"/>
<input type="button" value="Save"/>





NE Misc

Utilities/Buildings (not in site map)

Example URL:

<https://newmangrove.onlinejmc.com/JMC/utilities/buildings.aspx>

Define any logical buildings within the JMC database buildings

- District
 - LEA ID
- Each Building
 - Make additional rows as needed
 - School ID
- Can find LEA and School IDs you need by using Nebraska – ADVISER – Start Year
 - In the Tables tab
 - Update Schools
 - Update LEAs



NE Misc

Utilities/Buildings – Before Configuration

Add District

		DistrictNumber	LeaId	DistrictName
Delete	<input type="button" value="Edit"/>	0		(District Name Placeholder)

Add Building

		Building#	DbBuilding#	SchoolId	BuildingName
Delete	<input type="button" value="Edit"/>	10			

NE Misc

Finding LEA & School IDs

ADVISER Start Year

Prep **Tables** General Students Parents

The following tables typically require updating from NDE at the start of the school year and can be updated as needed throughout the rest of the school year. These options do not submit data to NDE, they only update data from NDE for your drop down lists.

Update All Academic Subjects

Update All Courses

Update All Schools Table

Update All Local Education Agencies

Summary report will have all NE schools in alpha order

<input type="button" value="Print Summary"/> <input type="button" value="Cancel Summary"/>	
School: NEWELL ELEMENTARY SCHOOL	School ID: 40-0002-003 LEA ID: 400002000 BldgNum:40-0002-003
School: NEWMAN GROVE ELEMENTARY SCHOOL	School ID:59-0013-002 LEA ID:590013000 BldgNum:59-0013-002
School: NEWMAN GROVE HIGH SCHOOL	School ID:59-0013-001 LEA ID:590013000 BldgNum:59-0013-001
School: NIOBRARA ELEMENTARY SCHOOL	School ID:54-0501-002 LEA ID:540501000 BldgNum:54-0501-002
School: NIOBRARA SECONDARY SCHOOL	School ID:54-0501-001 LEA ID:540501000 BldgNum:54-0501-001
School: Non NPS	School ID:59-0002-101 LEA ID:590002000 BldgNum:59-0002-101
School: Nonpublic Madison	School ID:59-0001-006 LEA ID:590001000 BldgNum:59-0001-006
School: NORFOLK CATHOLIC HIGH SCHOOL	School ID:59-0704-001 LEA ID:590704000 BldgNum:59-0704-001
School: NORFOLK JR HIGH SCHOOL	School ID:59-0002-002 LEA ID:590002000 BldgNum:59-0002-002

NE Misc

Utilities/Buildings – After Configuration

District Number – doesn't seem to matter for Ed-Fi.

In some Ed-Fi states the District Number shows up in the summary as shown in previous slide.

Add District

		DistrictNumber	LeaId	DistrictName
Delete	Edit	0	590013000	Newman Grove Public Schools

Add Building

		Building#	DbBuilding#	SchoolId	BuildingName
Delete	Edit	1		590013001	Newman Grove High School
Delete	Edit	2	1	590013002	Newman Grove Elementary School

May need to add rows if there are more state reporting buildings than JMC database buildings

If DbBuilding# is blank then it is assumed same as Building#

NE Misc

Defining Day Names

- Best practices is to define day names for entire school year at the beginning of the school year
 - We used to advise schools that the preferred method is to do a month or a few weeks at a time, but that can cause problems for some states.
 - New preference for all states is to define them all up front and then use special days as needed.

NE Miscellaneous

Defining Day Names

- Watch for typos, especially in the year of the date
- Watch for unintended gaps in sequence, such as skipping a month

Day Number	Date	Day of Week
1	8/15/2018	Wednesday
2	8/16/2018	Thursday
3	8/17/2018	Friday
4	8/20/2019	Monday
5	8/21/2018	Tuesday
6	8/22/2018	Wednesday



An easy to miss typo, causes problems.

NE Miscellaneous

Special Days

In the event of a snow day or other school cancellation event, make sure to designate the days as such in Attendance – Day – Special Days.

Must be logged into a building.

Must edit the special day for each and every grade level affected.

NE Miscellaneous

Defining Day Names

- In some years there are excessive snow days, so tweaking the calendar in late winter may be necessary
 - Day Names
 - May need to insert days
 - Staff Development days that get recategorized as Student Contact Days
 - Spring Break, Easter Break, or holidays that get taken away and recategorized as Student Contact Days
 - MUST BE DONE SO AS NOT TO AFFECT ATTENDANCE FOR DATES THAT WILL “SLIDE”
 - May need to add days to the end of the day names

NE Miscellaneous



Defining Day Names

- If inserted or added new dates into Day Names, you should also review and possibly edit data on these pages as well
 - End of Year Day Number (Edit – Edit School data)
 - May now be pointing a day that is no longer the last school day
 - Special Days
 - Special days you may have entered may now be associated with the wrong day, if some dates “slide” to new day number
 - If so, may need to remove special days info from one day and put it to the date that “slid” down the page
 - Term Dates
 - Example: school may slide end of Q3 and start/end dates for Q4.
 - Other term dates could be affected in similar way:
 - Year End Date
 - Sem 2 End Date
 - Trimester 2 End Date, Trimester 3 Start/End Dates

Hex...

NE Misc

Edit – Edit School Data

- Make sure to define end of year day number
 - should be defined in day names
- Don't just pick day 173 if it is not defined as that will error out during some Ed-Fi submissions.

School Name: Newman Grove Public Sch District#/Type: 59-0013 School Year: 2018-2019

Save

End of year day number is not specified.

167 - 05/09/2019 - Thursday
 168 - 05/10/2019 - Friday
 169 - 05/13/2019 - Monday
 170 - 05/14/2019 - Tuesday
 171 - 05/15/2019 - Wednesday
 172 - 05/16/2019 - Thursday
 173

← Day 173 Selected but Day Name Not Defined

NSSRS Capture Date: 10/2/2017

Grade Grade Level	
Edit	KG KG - Kindergarten 1032 or more instructional program hours
Edit	KA -
Edit	KB -
Edit	KC -
Edit	KD -
Edit	EC HP - Prekindergarten - Part day less than 6 hours
Edit	HK -

NE Misc

Attendance – Calendar – Term Dates

School Name: Newman Grove Public School

Term	Start Date / Day#	End Date / Day#
Year	<input type="text" value="8/15/2018"/> 1	<input type="text" value="5/16/2019"/> 172
Semester 1	<input type="text" value="8/15/2018"/> 1	<input type="text" value="12/20/2018"/> 86
Semester 2	<input type="text" value="1/7/2019"/> 87	<input type="text" value="5/16/2019"/> 172
Quarter 1	<input type="text" value="8/15/2018"/> 1	<input type="text" value="10/18/2018"/> 45
Quarter 2	<input type="text" value="10/22/2018"/> 46	<input type="text" value="12/20/2018"/> 86
Quarter 3	<input type="text" value="1/7/2019"/> 87	<input type="text" value="3/7/2019"/> 127
Quarter 4	<input type="text" value="3/11/2019"/> 128	<input type="text" value="5/16/2019"/> 172
Trimester 1	<input type="text"/>	<input type="text"/>
Trimester 2	<input type="text"/>	<input type="text"/>
Trimester 3	<input type="text"/>	<input type="text"/>
Hex 1	<input type="text"/>	<input type="text"/>
Hex 2	<input type="text"/>	<input type="text"/>
Hex 3	<input type="text"/>	<input type="text"/>
Hex 4	<input type="text"/>	<input type="text"/>
Hex 5	<input type="text"/>	<input type="text"/>
Hex 6	<input type="text"/>	<input type="text"/>

Define for terms in use in schedules.

Make sure dates are for current year (typos).

Some schools will not be using some terms, like trimesters, so don't need to define term dates for these.

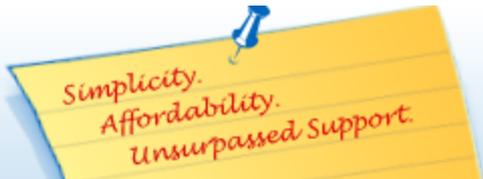
Nebraska ADVISER Resources

- ▶ <https://www.education.ne.gov/dataservices/adviser-resources/#1533221816265-b51e789f-abfc>

JMC Resources



- ▶ http://jmcinc.com/state_reporting
- ▶ Documentation Updates
 - ▶ Nebraska State Reporting (PDF)
 - ▶ Instructional Videos Series
 - ▶ Sign up for free web-based training
 - ▶ All will be updated on ongoing basis



CURRENT BUILD DATE:

NextGen: 1/11/19

- Download / Update Software Resources
- Secretary / Office Professionals
- Technology Professionals
- Administrators
- Teachers
- State Reporting**
- Food Service Professionals
- Health Professionals
- Prospective Clients
- Contact Us
- Office Supplies
- Upcoming Events**

STATE REPORTING

All State Reporting resources are available for you on this page. Please click on the tab that contains the state reporting information you need.

- Minnesota
- Wisconsin
- Nebraska**
- Iowa
- Other States

JMC prides itself on keeping up-to-date on all Nebraska state reporting requirements. JMC ties all of the necessary data together in the JMC database so you can more easily fulfill your state reporting requirements.

ADVISER Video Series

ADVISER Start Year	PDF 2/19/2019	Video 2/19/2019
ADVISER Near Real Time vs. Batch	PDF 2/19/2019	Video 2/19/2019
ADVISER Near Real Time	PDF 2/19/2019	Video 2/19/2019

DOCUMENTATION

Nebraska State Reporting	Updated 1/4/2019
Discipline NE	12/13/2017
Attendance NE	Updated 4/24/2018

RECENT PRESENTATIONS

ADVISER Updates for 18-19 from Regional Summer Conference 7.24.18	PowerPoint
-------------------------------------------------------------------	----------------------------

News

There are a lot of changes happening with state reporting. Please refer to the appropriate tab at right for your state for information about documentation updates, deadlines, and related news.

Questions?

- ▶ Feel free to contact us:
- ▶ JMC Technical Support
 - ▶ Talk with Us: 800-524-8182
 - ▶ Website: <http://www.jmcinc.com>
 - ▶ Support Tickets:
<http://tickets.jmcinc.com/>
 - ▶ Email: Support@jmcinc.com