DOCUMENTATION
~MINNESOTA~

Includes:

> **Minnesota Automated Reporting Student System (MARSS)**
> **Minnesota Common Course Catalog (MCCC)**
> **Perkins Reporting**
> **Staff Automated Reporting (STAR)**
> **Early Education Student**
> **Counting All Students (Ed-Fi)**

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MARSS—Procedures

OVERVIEW

The Minnesota Automated Reporting Student System (MARSS) collects student data required by more than one area of the Minnesota Department of Education (MDE) via one system.

For a complete guide to MARSS reporting you may wish to download the MARSS Manual from MDE's website. MARSS reporting instructions and related documentation may be found at:
http://education.state.mn.us/MDE/dse/datasub/MARSSWES/

The main processes involved in MARSS reporting are:
1. Data Preparation / Entry
2. Capturing / Submitting Fall MARSS Files
3. Capturing / Submitting Spring MARSS Files

Each of these processes is explained in the following sections.

DATA PREPARATION / ENTRY
Starting the School Year...

Use Minnesota – MARSS – Update Status from Last EOY to correctly set many of the fields for this year's MARSS status line data from the student's last record from the prior year.

Use Edit—Student Data, and then select the Race/Ethnicity tab to edit any race-ethnicity data. For the time being, both types of race-ethnicity data will be included in the MARSS B file at capture time.

Download the most current MARSS Reference Guide as found at
http://education.state.mn.us/MDE/dse/schfin/MARSS/inst/.

Entering Data for a Special Education Student...
Use Edit-Student Data in the MARSS tab for the student.
  - Edit the Primary Disability in the MARSS status line.
  - Edit the Special Education Instructional Setting (Sp Ed Instr Setting) in the MARSS status line
  - Edit the Special Education Evaluation Status (Sp Ed Eval Stat)

Entering a Second Line of MARSS Data for a Student who has had a Status Change...
> Use Edit-Student Data in the MARSS tab for the student.
> Change the first line End Date to the last day on which the student was in the first status by clicking on Edit to the left of that line.
> Change the first line Status End Code to the appropriate code.
> Click on the Add Row button.
> Change the second line Last Location to the appropriate code.
> Change the desired status code on the second line.

Add, Drop, or Re-enter Students *Many times it is unnecessary to edit the student's MARSS Status Line directly*. For example, typical student adds, drops, and re-enters will automatically manipulate your MARSS status lines appropriately for you. For more information on Add Student, Drop Student, and Re-enter Student please refer to the documentation for the JMC Attendance module found at this link.

Editing Attendance Data for a Student who has Dropped and then Re-Entered...
> Select Attendance – Student – Drop Student.
> Find the student in the list.
> In the **Day** list select the day the student dropped.
> Select a **Drop Code** of 4 or other appropriate drop code.
> Click on the **Drop** button.

> Select Attendance – Student – Re-enter Student.
> Find the student in the list.
> In the **Day** list select the day the student re-entered your district.
> Click on the **Re-enter** button.

FALL DATA SUBMISSION
Use Minnesota —MARSS—Edit School Data to enter the end-of-year day number and other pertinent data.
> - For fall reporting it may be necessary to estimate the end-of-year day number.
> - Be sure that the day name displays for the day number that is selected.
> - If necessary, use Attendance—Day—Day Names to enter the day name. You must first log into the CSD level to do this.
>> Use Minnesota —MARSS—Calculate Attendance.
>> Use Minnesota —MARSS—Capture Fall Files.

As an option, use Minnesota—Combine Files—Combine Output Files to combine files from several buildings.

SPRING DATA SUBMISSION
> Use Minnesota—MARSS—Edit School Data to edit the end-of-year day and other pertinent data, if necessary.
> Use Minnesota—MARSS—Calculate Attendance.
> Use Minnesota—MARSS—Capture End of Year Files.

MCCC—Procedures

OVERVIEW

The Minnesota Common Course Catalogue (MCCC) is a course classification and data collection system intended to provide uniform information about courses that are taught by Minnesota teachers and completed by Minnesota students.

For a complete guide to MCCC reporting you may wish to refer to the various resources available from MDE's website at
http://education.state.mn.us/MDE/dse/datasub/MCCC/

The main processes involved in MCCC reporting are:
1. Check Software Version
2. Configure you District Calendar on MDE website
3. Import Course Data from Prior Year
4. Capturing / Submitting MCCC Course Index File
5. Prepare staff file data
6. Capturing / Submitting MCCC Staff File
7. Editing State Reporting Grades
8. Capturing / Submitting MCCC Student File

Each of these processes is explained in the following sections.

For a graphical presentation of these procedures, please refer to Appendix D of this document.

CHECK SOFTWARE VERSION

Make sure you are using the most current build of the JMC software. If your JMC web application is hosted by JMC you will automatically have the most recent version; however, if your school hosts your JMC software on their own web server this may not be the case. The build date may be found in your JMC Office Application at the bottom of most pages - see Figure 1A. You can compare this to the build date of the most current version on JMC's website (http://www.jmcinc.com) as shown in Figure 1B.

Figure 1A: Build Date JMC Office Application   Figure 1B: JMC's Current Build Date

CONFIGURE DISTRICT CALENDAR ON MDE WEBSITE

All buildings in your school district must have configured their calendar before you attempt to submit a Staff file. Please be aware that the MDE web site has an option to roll over the calendar from the prior year. If you need guidance with this, please contact MDE via email at mde.mccc@state.mn.us. For your calendar, please make sure that:

   o *Every term that your school uses on a student transcript is defined.* A common calendar configuration would include Semesters 1 & 2 but if you also have quarter or trimester grades you may need to define those terms as well.
   o *Every period in each term is defined*.

Once the calendar has been readied make sure to use the *Calendar Export* option and save this file to your computer. You will need to find 2 numbers in this export before you can proceed: the *Academic Year* and *Calendar* numbers. Also, if you later wish to request assistance from JMC you may need to provide the *Calendar Export* to them at that time.

IMPORT COURSE DATA FROM PRIOR YEAR

Since MCCC reporting has been for past years there is often data that was edited in a past year that needs to be brought forward into the next reporting year. For example, if you recently edited course data while finishing up your MCCC submissions for 2017-2018 then you will most likely want those same edits for your 2018-2019 courses.

To import course data from a prior year, log into JMC Next Gen in the year you are working on and select Schedules – Course – Import Course Data from Prior Year.

UPDATING STATE COURSE CODES

Starting in 2017-18 MCCC is providing classifications for K-8 subject areas for science, social studies, arts, phy-ed/health and world languages. If a school has courses split out in this way MDE is asking that the school start to classify them for K-8.

MDE is not currently asking that they change their creation of courses to have these split out. The school may use the classification for generic K-8 (2350*) and then provide subject areas for the scores for each subject if they provide a score by subject.

Also starting in 2017-2018 some state course codes will be retired and new codes become available. This may cause you to have to recode some courses if they were using a retired state course code.

Reporting Requirements and Dates

Here are the reporting requirements for 2018-2019 as listed on:
https://education.mn.gov/MDE/dse/datasub/MCCC/

- Reporting Years 2010-11, 2011-12, 2012-13, 2013-14, 2014-15, 2015-16, 2016-17 and 2017-18 are closed.
- Reporting Year 2018-19 opens April 1, 2019.
    - **Early Education** includes School Readiness, Early Childhood Special Education (ECSE) and Early Childhood Family Education (ECFE).
    - **K-8** includes English Language Arts, Mathematics, Science, Social Studies, Arts, World Languages, Physical Education and Health.
    - **9-12** includes all courses.
    - Early Education is due Thursday, August 15, 2019.
    - Final Birth-12 MCCC will be closed Friday, March 13, 2020.
- Reporting Year 2019-20 will open April 6, 2020.
- Final Birth-12 MCCC will be closed Friday, March 15, 2019.

CAPTURING/SUBMITTING THE MCCC COURSE INDEX FILE

All buildings in your school district must have a successful Course Index file upload before you attempt to submit an MCCC Staff file. If you are not sure if this step has been completed or need guidance with this, please contact MDE via email at: mde.mccc@state.mn.us.

PREPARING THE MCCC STAFF FILE DATA

Before submitting a Staff file, please make sure that:
- o *every teacher has a file folder number* in Attendance - Staff - Teachers. Because you are reporting this data long after you rolled up your data for that year, you will need to re-enter these file folder numbers into your database for each MCCC reporting year.
- o *every room has a site number* in Attendance - Staff - Rooms. The site number can be found in Minnesota-MARSS-Edit School Data under the school # column. Because you are reporting this data long after you rolled up your data for that year, you will need to re-enter these site numbers into your database for each MCCC reporting year.
- o *every section has a teacher and room assigned* in Schedules - Course - Edit Course Data.

CAPTURING/SUBMITTING THE MCCC STAFF FILE

Every building in your district must have a successful Course Index file upload (no errors) and calendar configuration before you attempt to submit a Staff file. The first time you create a Staff file you will be prompted to enter the *Academic Year* and *Calendar* numbers – these can be found in your *Calendar Export* (see step 2). When you export the Staff file from your JMC software you will see a JMC validation report that may alert you to some issues that you should fix and then create a new Staff file. Continue to fix all validations issues before submitting the Staff file. Once you submit the Staff file, if you have errors you can send a copy of the Staff file, the MDE error report, and the calendar export to one of these email addresses and you will receive help: eric@jmcinc.com.

EDITING STATE REPORTING GRADES

All grades used by a school must be mapped by the user to the appropriate state reporting grade. This must be done on Grading – Utilities – Edit Grades Values in the last column called State Reporting Grade. This must be done for each building and for each grade used by the building. Initial year for this is 2017-2018. Schools that have already rolled up their data for the 2018-2019 school year must edit the state reporting grades for both years.

CAPTURING/SUBMITTING THE MCCC STUDENT FILE

You must have a successful Staff file upload (no errors) before submitting a Student file.

Also, you will most likely want to finish assigning final grades for the year prior to submitting this data; otherwise you will see numerous error messages about invalid (missing) grades.

When you export the Student file from your JMC software you will see a JMC validation report that may alert you to some issues that you should fix and then create a new Student file. Continue to fix all validations issues before submitting the Student file. Once you submit the Student file, if you have errors you can send a copy of the Student file and the MDE error report to one of these email addresses and you will receive help: eric@jmcinc.com .

PERKINS PROCEDURES

OVERVIEW

Authorized district users submit their Carl Perkins (P-file) data annually June to mid-September for the previous school year. District personnel use their JMC Next Gen software to create the file which is then uploaded to MDE's web based application system at http://education.state.mn.us/MDE/dse/datasub/CarlPerkins/.
It is critical to submit an accurate count of students who participate in approved CTE courses only. Once submitted, these data contribute to performance indicators outcomes and have a direct impact on financial allocations.

In order to ensure that a particular program or course is part of an approved program, it is important that Carl Perkins authorized users review the Program Approval Database, which can be found at: https://education.mn.gov/MDE/dse/cte/progApp/. How the Program Approval Database is created: each district operating a Carl Perkins program submits a Program Approval form to the Minnesota Department of Education (MDE) as part of a 5 year review cycle so that MDE staff can then verify teacher licensure and programmatic criteria. Once approved, these programs are then included in the Program Approval Database and are eligible to access federal Carl D. Perkins funds as well as being eligible to levy.

If there is a question about whether data for a CTE course ought to be included in the Perkins data, there are a couple ideas to consider. If you do not see a course listed within the Program Approval Database, it could be that there was a new course offered within an existing approved program. If this is the case, simply update the courses offerings by sending an email to: mde.cte.program.approval@state.mn.us. The email should include the following information: District#, Program Code, Course Code, Teacher Name, Teacher File#, Course name as it appears in the district's catalog, and a copy of the course syllabus. However, if a new program with multiple courses was offered, a Program Approval form, as found at https://education.mn.gov/MDE/dse/cte/progApp/ will need to complete (preferably by CTE program staff), signed by either a Superintendent or a licensed CTE Director, then emailed along with corresponding course syllabi to: mde.cte.program.approval@state.mn.us. The critical component for both cases is that the program and/or course(s) were taught by an appropriately licensed CTE instructor. To verify a teacher's license please see MDE's Educator license look up page, which can be found at: http://w20.education.state.mn.us/LicenseLookup/lookup. To determine whether a teacher's existing license corresponds to an appropriate CTE license, please review the information listed in "Table C" located here: https://education.mn.gov/MDE/dse/cte/progApp/.

For any questions, please contact Kari-Ann Ediger at Kari-Ann.Ediger@state.mn.us or, Debra Blahosky at Debra.Blahosky@state.mn.us.

CARL PERKINS DATA ENTRY

Entering Course Information

Use Schedules—Course— Edit Course Data to edit the Perkins Technical Skills Assessment (TSA) for courses where a TSA will be administered. Use only TSAs that are approved for your school by MDE. For more information please refer to Appendix I of this document.

For more information on TSAs please refer to:

https://education.mn.gov/MDE/dse/cte/prog/tech/

Use Minnesota—Perkins— Carl Perkins Program/Course Codes to edit Program and Course codes as needed. Use only codes that are approved for your school by MDE.

From time to time some programs will have their Course Codes altered significantly. For example Family and Consumer Science (FACS) codes were changed for 2017-18 reporting to the extent that FACS course codes rolled up from prior years could have taken on a totally different meaning. One way to identify these is to use Minnesota— Perkins— Carl Perkins Program/Course Codes and scan the list for your courses that have a Program Code but either no Course Code Description or a Course Code Description that does not match the course. You may need to consult your local course catalog to aid in determining which Perkins Course Codes need to be updated.

For more information about Perkins course codes please refer to the following links:

https://education.mn.gov/MDE/dse/cte/progApp/
http://education.state.mn.us/MDE/SchSup/DataSubLogin/CarlPerkins/index.html

Entering Student Information

Use Grading-Test Scores-Edit Student Test Scores to enter a test score record for any students who took a Perkins TSA.

Use Grading-Test Scores-Mass Create Test Scores to generate test score records for all students in a course section.

    Note: For more information please refer to Appendix I of this document.

Use Grading-Reports-Grade Distribution to verify that all grades have been entered by the teacher(s) for your CTE courses.

Use Grading-Entry-Edit Grades if necessary to manually enter course grades for a student; HOWEVER, these grades have most likely been entered by the teacher of the courses since this is a summer data submission.

CARL PERKINS SUMMER DATA SUBMISSION

Use Minnesota—Perkins—Carl Perkins Report to review the information that would be included in the P file for a building.

Use Minnesota—Perkins—Carl Perkins File to create the P file or files you need.

> Note: As an option, use Minnesota—Combine Files—Combine Output Files to combine similar Perkins files from several buildings.

> Note: Details of the calculations used for the Course Minutes field in the P file are discussed in Appendix J of this document.

STAR—Procedures
OVERVIEW

STAR (Staff Automated Reporting) is the reporting of Licensed and Non-Licensed staff data, using data from school districts' JMC Next Gen database, which can be exported to the Minnesota Department of Education (MDE) specified file formats.

For a complete guide to STAR reporting you may wish to download the STAR Manual from MDE's website, located at:
http://education.state.mn.us/MDE/dse/datasub/STAR/

The main processes involved in STAR reporting are:
1. Data Preparation / Entry
2. Capturing / Submitting October 1 STAR Files
3. Capturing / Submitting March 1 STAR Files

Each of these processes is explained in the following sections.

DATA PREPARATION / ENTRY
Entering Staff General Information...

Use Minnesota—STAR—Licensed Staff.

Enter the staff person's last, first, and middle names, file folder number and social security number.

If the person has teaching assignments, check the box in front of JMC Teacher and select the teacher from the pop-up menu.

If the person's employment data will also be reported using JMC, edit the remaining data in the window.

Compiling Staff Assignment Information...

If scheduling is being done in the JMC Office application, complete steps 1 and 2, Otherwise, skip ahead to step 3.

1. Use <u>Minnesota—STAR—Assignment Codes</u> to identify the assignment course code for each course. Enter the 6-digit assignment code for each JMC course listed. The assignment codes may be found in the STAR manual from MDE's website.
2. Use <u>Minnesota—STAR—Import Course Data</u> to generate the assignment records for each teacher. Select the appropriate time frame as follows:

> *October 1 Snapshot* – this option will generate staff assignment records for the following terms: Quarter 1, Semester 1, Trimester 1, Hex 1.

> *March 1 Snapshot - initial* – this option will generate staff assignment records for the following terms: Quarter 3, Semester 2, Trimester 2, Hex 4. This option will also delete any pre-existing staff assignment records. This step will be the necessary first step for the March 1 snapshot.

> *March 1 Snapshot - subsequent* – this option will generate staff assignment records for the following terms: Quarter 3, Semester 2, Trimester 2, Hex 4. This option will NOT delete any pre-existing staff assignment records. This step may be used to generate additional staff assignment records for the March 1 snapshot.

3. Use <u>Minnesota—STAR—Staff Assignments</u> to edit and/or add staff assignments.

OCTOBER 1 DATA SUBMISSION

1. Use <u>Minnesota—STAR—Validate Data</u> to check the STAR data that has been entered. Use the appropriate option to edit any data that may have been in error.
2. Use <u>Minnesota—STAR—Capture Files</u> to prepare the file or files you need.

Note: As an option, use <u>Minnesota—Combine Files—Combine Output Files</u> to combine similar files from several buildings.

MARCH 1 DATA SUBMISSION

Please refer to the prior section for DATA PREPARATION / ENTRY for any appropriate steps.

1. Use <u>Minnesota—STAR—Validate Data</u> to check the STAR data that has been entered.
2. Use the appropriate option to edit any data that may have been in error.
3. Use <u>Minnesota—STAR—Capture Files</u> to prepare the file or files you need.

Note: As an option, use <u>Minnesota—Combine Files—Combine Output Files</u> to combine similar files from several buildings.

EARLY EDUCATION STUDENT PROCEDURES

OVERVIEW

The Minnesota Department of Education (MDE) is introducing new student identification process for children registered in Early Childhood Family Education and School Readiness (ECFE/SR). The purpose of the new Early Education Student (EES) system is to better understand children's experiences prior to kindergarten.

More information on Early Education Student is available at:
http://education.state.mn.us/MDE/dse/datasub/EarlyEducStudent/

DATA ENTRY / REPORTS

Entering Student Information
Use Minnesota—Early Education—Edit Student Early Education to enter or edit a preschool registration record for a student.

Reports Related to EES
Use Attendance-Student-Lists to generate lists of preschool students with their corresponding EES records.

DATA SUBMISSION
Use Minnesota—Early Education—Early Education Student File to prepare the file you need to submit to MDE.

GRADUATION ASSESSMENT PROCEDURES

OVERVIEW

The Minnesota Department of Education (MDE) tracks student progress toward graduation with a variety of methods, including state-sponsored assessments and other alternatives. Students must either pass the state sponsored assessments in math, reading, and writing or provide other documentation that they have met their requirements for graduation, such as through a Pass at Individual Rate, an English Language Learner Exemption, a Mathematics Alternate Pathway (through 2014) with a Pass Other State code, or through alternate assessments as designated by MDE.

In JMC's Next Gen software you may wish to maintain the various assessment records along with your other standardized test score records for your students. These records may be downloaded from MDE's website at the following link:

http://education.state.mn.us/MDE/dse/datasub/SecureRep/
(select the option District and School Student Results (DSR and SSR))

These data files (DSR or SSR) may be imported into your database as test score records.

Additionally, alternate assessment records may be generated for individual students that did not pass some or all of their subject areas in the Minnesota Assessments. These alternate assessment (GRR) records may be manually entered as test score records in the JMC Next Gen database and then later exported from Next Gen and uploaded to MDE.

DATA ENTRY / REPORTS

Importing Student Assessment Records

Use Grades—Test Scores— Import Test Scores to import DSR and/or SSR files that you downloaded from MDE's website.

Entering Student Assessment Records

Use Grades-Test Scores-Mass Create Test Scores to create GRR records for all students enrolled in a course section.

Use Grades-Test Scores-Edit Student Test Scores to edit or manually enter alternate assessments information such as GRR records.

Reports Related to Minnesota Assessments

Use Minnesota-Grad Assessments-Not Passed Standards Report to generate lists of students with their corresponding graduation status based on records contained in your JMC database.

Use Grades-Transcripts-Print Transcripts to print student transcripts that contain graduation status based on records contained in your JMC database.

GRADUATION DATA SUBMISSION (GRR)

Use Minnesota-Grad Assessments-Graduation Requirements Record (GRR) File to prepare the file you need to submit to MDE. This option will export a file for upload to MDE. The file will include any GRR records as entered on Grading – Test Scores – Edit Student Test Scores.

Note: Test records must be from the Minnesota Assessment – GRR – Grad Requirement Record category.

Note: **Related test score records, such as ACT scores, will not generate a record in the GRR file.**

Here is a link to MDE's GRR page:

http://education.state.mn.us/MDE/dse/datasub/GRR/

Note: If a student has already passed a subject area based on a Minnesota Assessment, the corresponding GRR records that you may be attempting to submit to MDE via a Graduation Requirements Record (GRR) File will be ignored as the Minnesota Assessment record supersedes any GRR records submitted by a school.

Other Minnesota State Reporting Submissions

Discipline Incident Reporting System (DIRS)

JMC clients would use the resources available at http://education.state.mn.us/MDE/dse/datasub/DiscIncReport/ to report discipline incidents to MDE. Remember that MDE does not need every minor incident reported, only serious incidents that resulted in disciplinary actions such as suspensions and expulsions. DIRS reporting can be done by logging into DIRS and manually entering the handful of suspension & expulsion records required for DIRS reporting.

Instructional Videos

Counting All Students – Ancestry Data Collection
https://www.youtube.com/watch?v=ptm1gyORWeg

Counting All Students – Miscellaneous
https://www.youtube.com/watch?v=MQY5xQgqcm0

Counting All Students – Start Year
https://www.youtube.com/watch?v=aiq-Z1jiLE8&list=PL8v9ofhuRRaYfXiWIPmAFgBIvHixhiOhA&index=2&t=0s

Counting All Students – Near Real Time vs. Batch Processing
https://www.youtube.com/watch?v=k7nVl3Ee5lw

MCCC
https://youtu.be/0uRPafwygxA

MCCC Changes for 2017-18
https://www.youtube.com/watch?v=AXUFefYBgdo

MCCC Changes for 2018-19
https://www.youtube.com/watch?v=XP-D2y9BJEk

How to Use This Document Efficiently

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

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

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

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

Leaving Notes in a PDF File

Using the *Sticky-note* features, add sticky-notes to the document.
1. **Open** your PDF document.

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

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

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

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

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

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

1. **Open** your PDF document.

2. Click the Select Tool icon ⬚Ａ on the toolbar or **right-click** on the document and choose the *Select Tool* from the right-click menu.

3. Select Text by **left-clicking and dragging** cursor over text in the document.

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

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

Student Scope

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

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

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

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

An example of how to get to the Student Scope as shown here is Schedules – Student – Edit Schedules.

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

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

A Quick Link to Student Scope may also be found on <u>Edit – Student Data</u> and <u>Grading – Entry – Edit Grades</u>.

Figure: 2
Example of Student Scope

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

MARSS - Data Elements At A Glance

MARSS A File

Here are the locations of all of the data elements that are to be edited for inclusion in the MARSS A file. The items are located on <u>MNMARSS – Data – Edit School Data</u> (Figure A).

	Grade	PK/KG	Days In Session	Day Length (Minutes)	School Number	Title 1	Kindergarten Indicator	Preschool Groups
Edit	KG		170	300	10			
Edit	KA		170	300	10			
Edit	KB		170	300	10			
Edit	KC		170	0	10			
Edit	KD		170	0	10			
Edit	EC	PK	170	187	10			PA
Edit	HK		170	300	10	A	E	
Edit	1		170	374	10	A		
Edit	2		170	374	10	A		
Edit	3		170	374	10	A		
Edit	4		170	374	10	A		
Edit	5		170	374	10	A		
Edit	6		170	374	10	A		
Edit	7		170	378	10	A		
Edit	8		170	378	10	A		
Edit	9		170	378	10	A		
Edit	10		170	378	10	A		
Edit	11		170	378	10	A		
Edit	12		170	378	10	A		

MN High School — Day: 170 - 05/23/2017 - Tuesday — 2016-2017

School Name: MN High School
District #/Type: 0769/01
School Year: 2016-2017

End of Year Day #: 170 - 05/23/2017 - Tuesday

Adjust Days in Session

Figure A: <u>Minnesota – MARSS - Edit School Data</u>

- School Number
- Title I School Indicator
- Kindergarten Schedule Indicator
- Instructional Days in Session
- Length of School Day in Minutes
- PK/KG (VPK data element)
- Preschool Groups (VPK data element)

MARSS B File

Here are the locations of all of the data elements that are to be edited for inclusion in the MARSS B file. The items are located on <u>Edit – Student Data</u> in the General, MARSS, and other tabs. In this section, the data elements are listed with their MARSS-specific name beneath the screen that shows where these elements may be edited.

Edit - Student Data

Figure B: <u>Edit – Student Data</u> page with MARSS tab

MARSS Status Line Data Elements
The following items are maintained within a MARSS status line for a student. A student may have up to 21 MARSS status lines, which contain data items that may change at various times during the school year.

- Status Start Date
- Status End Date
- Student Grade Level (NOT the same as the Grade on Edit - Edit Student Data)
- Student Resident District Number
- Student Resident District Type
- Percent Enrolled
- State Aid Category

- Homeless
- Special Ed Evaluation Status
- Last Location of Attendance
- Status End Code
- Attendance Days (can be calculated in most cases using <u>Minnesota-MARSS-Calculate Attendance</u>)
- Membership Days (can be calculated in most cases using <u>Minnesota-MARSS-Calculate Attendance</u>)
- Post Secondary Options Indicator
- PSEO High School Participation Hours
- Special Pupil for Care & Treatment (formerly Ward of the State)
- Homebound Service Indicator
- Independent Study
- Special Ed Instructional Settings
- Special Education Service Hours
- Transportation District Number
- Transportation District Type
- Transportation Category
- Primary Disability

Editing a Student's MARSS Status Line Record

Scenario: change in enrollment using status end code 99, changed the status end date and status end code which allows for changes when add a new enrollment record.

Edit – This link allows you to edit a student MARSS status line record. Once the edit link is clicked, the page will appear similar to Figure C. After editing the data you must click the **Update** link in order to save the changes.

Figure C: Editing a record in <u>Edit – Student Data</u> in the MARSS tab

Figure D: Adding a Row in <u>Edit – Student Data</u> in the MARSS tab

Add Row   You may add a row to a student's MARSS status line records by clicking the Add Row link – see Figure D. You will probably need to scroll down to see it – see Figure E. Adding a row may be necessary for a variety of reasons, most notably when the student has a change in their circumstances that affects one of the data elements in their MARSS status line. Another reason may be to add a special span of attendance such as summer school or some other special program information for the student.

Figure E: Scrolling to Newly Added Row in <u>Edit – Student Data</u> in the MARSS tab

Edit - Student Data and Tabs

Figure F: <u>Edit – Student Data</u> page with General Tab

1. Student Last Name
2. Student First Name
3. Student Middle Name
4. Suffix
5. Gender
6. MARSS checkbox (General tab)
7. MCCC checkbox (General tab) (MCCC field)
8. Gifted & Talented Participation (General tab)
9. Teen Parent (General tab) (Carl Perkins field)
10. Displaced Homemaker (General tab) (Carl Perkins field)
11. Birth Date (General tab)
12. Graduation Date (General tab)
13. Student Number (MARSS ID)(General tab)

> *Note:*   Some of the data items available on <u>Edit – Student Data</u> are similar to items available on <u>Minnesota - MARSS– Edit Student Data</u> but are actually different data items. For example, since a student's grade level or resident district number could change over the course of a school year, these data items are tracked within the MARSS status line for the appropriate span of enrollment.

Figure G: ELL/LEP Tab for Edit – Student Data

14. Home Primary Language (Edit –Student Data – ELL/LEP tab)
    For a list of MDE's language codes click [here](#)
15. English Learner (LEP) (Edit –Student Data – ELL/LEP tab)
16. English Begin Date (Edit –Student Data – ELL/LEP tab)

Figure H: MARSS Tab for Edit – Student Data

17. Minnesota Care Opt Out (MARSS tab)
18. PSEO Concurrent Enrollment Flag (MARSS tab)
19. Career and College Readiness (MARSS tab)(printed on transcripts)
20. Economic Indicator (MARSS tab)
21. Title I Student Indicator (MARSS tab) (formerly Title I/III tab)
22. Title III Student Indicator (MARSS tab) (formerly Title I/III tab)

Figure I: Race-Ethnicity Tab for <u>Edit – Edit Student Data</u>

23. Hispanic-Latino (Race-Ethnicity tab)
24. American Indian – Alaskan Native (Race-Ethnicity tab)
25. North American Indian (Race-Ethnicity tab) *(NEW for 2018-19)*
26. Asian (Race-Ethnicity tab)
27. Black – African American (Race-Ethnicity tab)
28. Hawaiian / Pacific Islander (Race-Ethnicity tab)
29. White (Race-Ethnicity tab)
30. Ethnicity Legacy Code (Race-Ethnicity tab)
31. Ancestry/Ethnic Origin (See possible examples in Figure I)
32. Lunch Status (Sensitive tab)

Figure J: Sensitive Tab for <u>Edit – Edit Student Data</u>

Minnesota Module Documentation

Minnesota—Student State IDs—Student State IDs (SSID) File

This option exports an SSID file that may be uploaded to MDE's web application for verification of student state IDs.

Lincoln Jr-Sr High   2015-2016

This option is to be used for validating SSIDs (MARSS IDs) for many students at one time.

The file you generate from this option must be subsequently uploaded to the MDE Student Validation System.

SSID records will be included for all students in the specified grade level that are designated as included in state reporting or have existing Early Education Student records in your JMC Next Gen database for the current year.

If you wish to include all students for any grade that are designated as included in state reporting select All from this menu.

Note: to acquire new SSIDs or to validate an SSID for an individual student, please use the MDE Student ID System.

Select the grade level: 7 ▾ [Check Errors] [Create File]

SSID File - Validation Summary

Early Education Student - file export
Grade Level(s) Specified: 7
Number of Records: 92
Records for School Year 2015-2016
Student Birth Date Errors: 0

Figure 1: Generating an SSID File for Verification of Student State IDs

Minnesota—MARSS—Calculate Attendance

This option automatically enters the attendance, membership, status end date, and status end code for student MARSS data.

- Select Minnesota—MARSS—Edit School Data to ensure that the end-of-year day number has been entered.
- Select Minnesota - MARSS—Calculate Attendance.

When the calculation is complete an "All students were completed successfully" message will appear. If the calculation was not successful, a message explaining the problem will appear.

Percent Enrolled 999 Attendance and Membership calculation will not be completed if the percent enrolled is 999. A percent enrolled of 999 means that the student's attendance and membership will be entered as hours instead of days. Calculation of Attendance Days and Membership Days will then be based on the value for the **Min./Day** in the students' MARSS status lines as follows:

If **Min./Day** is left blank, Attendance and Membership Days will be calculated based on Day Length (from Minnesota-MARSS-Edit School Data).

If "0" is entered for **Min./Day**, Attendance and Membership Days will be left alone when using the option Minnesota-MARSS-Calculate Attendance. Hours must then be manually calculated and entered manually into the **Attendance Days** and **Membership Days** of the MARSS record.

If the actual number of minutes per day is entered for **Min./Day**, Attendance and Membership Days will be calculated using that number.

Status end code Students who are in attendance at the end of the year will receive a status end code of either: 40 (student has completed the year) or 8 (student has graduated).

For students having <u>one</u> line on the MARSS window, the Calculate Attendance option takes care of these items:
- the status end date
- the status end code
- attendance days
- membership days

The remaining items on the line may need to be edited manually, including:
- Grade Level
- Resident District Number
- Resident District Type
- Percent Enrolled
- State Aid Category
- Homeless
- Special Ed Evaluation Status
- Last Location of Attendance
- PSEO Participation
- PSEO High School Participation Hours
- Homebound Status
- Special Ed Instructional Setting
- Special Ed Service Hours
- Transportation District Number
- Transportation District Type
- Transportation Category
- Primary Disability

For students having two or more lines on the MARSS window, the Calculate Attendance option takes care of:
- the status end code and status end date for the last line
- the attendance and membership for each line.

Unsuccessful Calculation   There are two messages that may appear if the calculation was not successful:
>"Student <#> not completed. Is a nonmember for some days"
>"Student <#> was not completed. Lines and attendance don't match"

To correct a Calculate Attendance error:
1.   Select Minnesota - MARSS—Edit Student Data.
2.   View the start and end dates for the student and make sure they are correct.
       Note: These dates must match the dates entered in Attendance—Student—Edit Attendance.
3.   Select Attendance – Student - Edit Attendance to verify matching dates.
       Note: If any of the dates are incorrect, make any necessary corrections.
4.   Return to Minnesota – MARSS - Calculate Attendance and repeat the process.

Minnesota - MARSS — Edit School Data

This option allows the entry of basic information about the school and the grade levels in the school.   Instructional days, minutes in the school day, school number, Title I, as well as the kindergarten indicator may be entered/edited on this window.

Select Minnesota - MARSS—Edit School Data. The screen will appear similar to Figure 2.

MN High School   Day: 170 - 05/23/2017 - Tuesday   2016-2017

School Name: MN High School
District #/Type: 0769/01
School Year: 2016-2017

End of Year Day #: 170 - 05/23/2017 - Tuesday ▼

[Adjust Days in Session]

	Grade	PK/KG	Days In Session	Day Length (Minutes)	School Number	Title 1	Kindergarten Indicator	Preschool Groups
Edit	KG		170	300	10			
Edit	KA		170	300	10			
Edit	KB		170	300	10			
Edit	KC		170	0	10			
Edit	KD		170	0	10			
Edit	EC	PK	170	187	10			PA
Edit	HK		170	300	10	A	E	
Edit	1		170	374	10	A		
Edit	2		170	374	10	A		
Edit	3		170	374	10	A		
Edit	4		170	374	10	A		
Edit	5		170	374	10	A		
Edit	6		170	374	10	A		
Edit	7		170	378	10	A		
Edit	8		170	378	10	A		
Edit	9		170	378	10	A		
Edit	10		170	378	10	A		
Edit	11		170	378	10	A		
Edit	12		170	378	10	A		

Figure 2: Minnesota - MARSS—Edit School Data screen.

For each grade level in your building, enter the number of instructional days in session, non-instructional days, minutes in the school day, and building number. To do this, click on Edit to the left of the line you want to edit, then highlight the number by clicking on it and type the correct number, and then click Update.

The End-of-Year Day # also needs to be entered on this window. Select the End-of-Year Day # from the pop-up menu. This day number is the same day number that is used in the attendance section for the last day of school.

If your building has a Kindergarten or Preschool, enter the kindergarten schedule indicator for each grade zero group on this window. To edit the Kindergarten Indicator column, click on the **Edit** link on the left side of the appropriate grade zero group (KG, KA…), then enter the correct symbol (A-H) to indicate the type of schedule the grade zero class uses and then click the **Update** link at the left side of the record. The kindergarten indicator is a code to indicate the type of schedule that the kindergarten uses:

    A - Half-day, daily
    B - Full day, alternate days
    C - Full day, three days per week
    E - Full day, daily or four days per week, available to all
    F - Full day, daily using Title I funds available to all
    G - Full day, daily, with parent fees
    H - Full day, daily, limited availability

If your building has Voluntary Preschool (VPK) you should specify which grade zero groups are used for VPK by:
Editing the row for the grade zero group (KA, KB, KC, KD, KG, EC, or HK)
Selecting "Preschool" from the PK/KG column
Selecting an available code from the Preschool Groups column (PA, PB, PC…)
Click **Update** to save the changes for that row

This table, and many other MARSS reporting related tables, may be found in the MARSS Reference Guide. This document may be found at:
http://education.state.mn.us/MDE/dse/schfin/MARSS/inst/

Also, enter the following for each grade level:

- School Number
- Title I School Indicator
- Instructional Days in Session
- Length of School Day in Minutes

Edit - Student Data

This option is used to edit a student's MARSS data and/or make changes in the student's status. This option was formerly available at <u>Minnesota – MARSS – Edit Student Data</u>.

Figure 3: Student Data page with MARSS tab shown.

Edit the following items as appropriate.
- Minnesota Health Care Opt Out
- PSEO Concurrent Enrollment Flag
- Career and College Readiness
- Economic Indicator
- Title I
- Title III

Note: College and Career Readiness is a local decision. Whatever is entered on this page for the student will appear on the student's printed transcript *if specified for inclusion on the transcript* – see Figures 4 & 5.

Figure 4 (left): Print Transcript Options

Figure 5 (below): Sample Printed Transcript with Career and College Readiness Section Included

Add, Drop, or Re-enter Students. *Many times it is unnecessary to edit the student's MARSS Status Line directly*. For example, typical student adds, drops, and re-enters will automatically manipulate your MARSS status lines appropriately for you. For more information on Add Student, Drop Student, and Re-enter Student please refer to the documentation for the JMC Attendance module found at this link.

Editing a MARSS Status Line To edit data on a student's status line, click on Edit to the left of the correct row and then edit the value in the correct column. Then click Update to save.

Adding a MARSS Status Line To add a new MARSS status line for the student, click the status end date on the current line. Enter the new value for the status end date, then click on Update. The value will be entered. Then click on the Add Row button to add a new line.

Removing a MARSS Status Line To remove the last MARSS status line, click on Delete to the left of that line.

Status Changes If a student has a status change or re-enters during the year, then it is necessary to close out the current status line and create a new status line for the student.

    Examples of a status change could be a change in:
- Grade Level
- Resident District Number
- Resident District Type
- Percent Enrolled
- State Aid Category
- Homeless
- Special Ed Evaluation Status
- Last Location of Attendance
- PSEO Participation
- PSEO High School Participation Hours

- Homebound Status
- Special Ed Instructional Setting
- Special Ed Service Hours
- Transportation District Number
- Transportation District Type
- Transportation Category
- Primary Disability

Note: If there is a need for more than one status line, it is the responsibility of the user to close out one status line with the appropriate status end code and status end date, and add the new status line with the appropriate last location code and status start date.

Note: Codes for these data elements are found in the MARSS Reference Guide as found at http://education.state.mn.us/MDE/dse/schfin/MARSS/inst/.

Sample Situations For Changes In Student Data

A student moves out of your district, but stays enrolled through an open enrollment option. The last day in your district was day 56.

Select <u>Attendance – Student – Drop Student</u>.
Find the student in the list.
In the Day list select day 56.
Select a Drop Code of 4.
Click on the **Drop** button.

Drop is chosen and the following pop-ups will appear as a reminder of other affected areas in JMC. Figures: 5 and 6
Note: It is recommended to do a <u>Minnesota-Marss-Calculate Attendance</u> to keep MARSS data current.

mndemo.onlinejmc.com says

Student has been dropped. The Status End Code in the corresponding MARSS record was also updated. You may verify the MARSS data on the Edit Student Data screen by clicking the MARSS Tab. Please do a Minnesota-MARSS-Calculate Attendance to update the Status End Date in the MARSS record.

OK
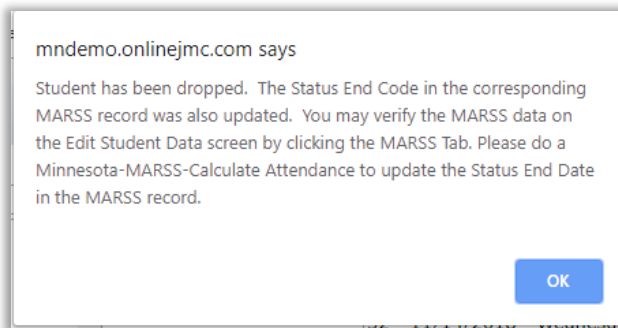
Figure: 5
1st Pop Confirming Dropping a Student from School and MARSS record is updated. Reminding to Calculate Attendance.

mndemo.onlinejmc.com says

Student has been inactivated for next year as well.
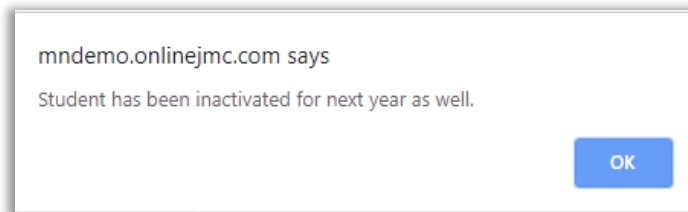
OK

Figure: 6
2nd Pop Confirming Dropping a Student from School for the next school year, as well.

Select <u>Attendance – Student – Re-enter Student</u>.

    Find the student in the list.

    In the Day list select day 57.

    As needed, enter the new **State Aid Category** code.

    Enter the new **Resident District**.

    Click on the **Re-enter** button.

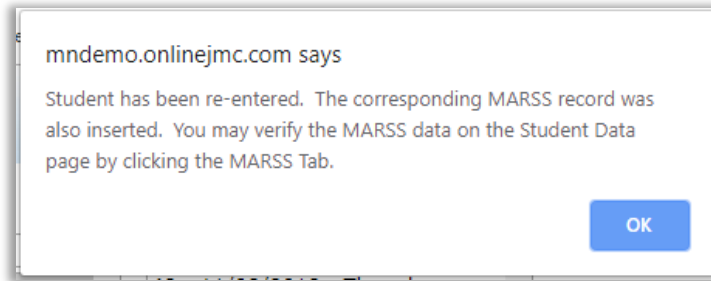   A Pop Up will appear confirming re-entry to MARRS. See Figure: 7

Figure: 7
Pop up after Re-Entrance of a Student to School. Indicating MARRS record was also inserted.

A student leaves, goes somewhere else in the state, and then later in the year returns to your school. Suppose the student was last in your school on day 56 and then returned on day 76.

    Select <u>Attendance – Student – Drop Student</u>.

    Find the student in the list.

    In the Day list select day 56.

    Select a Drop Code of 4.

    Click on the **Drop** button.

    Select <u>Attendance – Student – Re-enter Student</u>.

    Find the student in the list.

    In the Day list select day 76.

    Click on the **Re-enter** button.

A student is in Early Childhood (or in some cases a charter school) and needs to be reported in hours.

    Find the student in <u>Edit – Student Data</u> and select the MARSS tab.

    Click on the **Edit** button for the MARSS record you want to edit.

    Click on the space to the right of **% Enroll** and enter 999.

    Enter the appropriate value for the **Min./Day** as follows:

- If left blank, Attendance and Membership Days will be calculated based on Day Length (from <u>Minnesota-MARSS-Edit School Data</u>) when using the option <u>Minnesota-MARSS-Calculate Attendance</u>.
-
- If "0" is entered, Attendance and Membership Days will be left alone when using the option <u>Minnesota-MARSS-Calculate Attendance</u>. Hours must then be manually calculated and entered manually into the **Attendance Days** and **Membership Days** of the MARSS record.

If the actual number of minutes per day is entered, Attendance and Membership Days will be calculated using that number when using the option Minnesota-MARSS-Calculate Attendance.

If needed, enter the special ed evaluation status code in the **Sp Ed Eval Status** field.

If needed, select the appropriate **Primary Disability** from the drop down list.

Click the **Update** button for the MARSS record you are editing.

A student is in Early Childhood and is changing grade levels to Preschool as of Day 90.

Find the student in Edit – Student Data and select the MARSS tab.
Click on the **Edit** button for the MARSS record you want to edit.
Select the **Status End Date** of 89.
Click the **Update** button for the MARSS record you are editing.

Click on the **Add Row** button. It should automatically come up with a **Status Start Date** for Day 90.
Edit the **Grade Level** to PS.
Click the **Update** button for the MARSS record you are editing.

Note: ***For Voluntary Preschool grade levels such as PA-PJ***, please refer to Appendix H of this document.

Minnesota – MARSS — Print MARSS Data

This selection is used to print predefined reference lists of MARSS data. Select either GENERAL data or STATUS data.
- General data is the data shown on the upper half of the edit window.
- Status data is the data contained in the student's status line in the middle of the edit window.

Select the type of list to be printed:
- Everyone
- Nonresidents (different resident district)
- Special Education (special ed evaluation status of 3 or 4)
- Post Secondary (post-secondary box X'd)
- State Aid Category other than zero
- Percent Enrolled other than 100

Sort by Grade   The default printing order is alphabetical by student name. If ***Sort By Grade is checked*** the order will be by grade and then student name.

Preview   To preview the data click **Preview**.

Print   To print the data as currently viewed click **Print**.

Export   To export the data as currently viewed click **Export**.

Minnesota – MARSS — Print Notification of change in enrollment…

This feature saves time and frustration by producing a one-page form that includes most of the pertinent MARSS information for students leaving or joining your school. The form will include the student's name, birth date, grade level, state aid code, status start date, status end date, State Reporting Number (MARSS ID), and any Graduation Basic Standards data.

If the student is leaving your district:

1. Start by selecting the name of the student who is leaving your school district by entering a last name, student number, or scrolling through the list.

2. In the **Prior District** box enter your district number. Your MARSS contact and local contact numbers will automatically appear for you.

3. In the **Transfer District** box, enter the district number to which the student is transferring.

If the student is joining your district:

1. Start by selecting the name of the student who is joining your school district by entering a last name, student number, or scrolling through the list.

2. In the **Prior District** box, enter the district number from which the student is transferring.

3. In the **Transfer District** box enter your district number. Your MARSS contact and local contact numbers will automatically appear for you.

   Note: If no contact numbers automatically appear, contact JMC (800-524-8182) for help.

Minnesota - MARSS— Update Status from Last EOY

This process updates (overwrites) data in the initial MARSS status line with the most recent information from the end of the previous school year. This option would typically be used prior to editing the MARSS status line data for the current school year.

1. Select Minnesota - MARSS- Update Status from Last EOY.

2. Click on the **Proceed to Update Students** button.

Minnesota - MARSS—Capture Fall Files

This option will create the school (A) and student (B) Fall files for MARSS submission. This selection must be used each time you wish to submit Fall files.

Before using this option, be sure you have:

Used Attendance—Student—Edit Attendance to enter the last location code for:
- Students who came from somewhere else during the summer.
- New kindergarten students.

Used Edit - Student Data to edit any special data for students.

Used Minnesota - MARSS—Edit School Data to enter the end-of-year day number and other pertinent data.
- For Fall reporting it may be necessary to estimate the end-of-year day number.
- Be sure that the day name displays for the day number that is selected.
- If necessary, use Attendance—Day—Day Names to enter the day name. You must first log into the CSD level to do this.

Used Minnesota - MARSS—Calculate Attendance.

To prepare Fall files:

Use Minnesota - MARSS—Capture Fall Files. Choose which MARSS file you want. Then click on the Check MARSS Errors button.

If there are errors that need to be corrected:
- Click on the **Print** button to print them out.
- Go to the appropriate section to correct any errors.
- Once errors have been corrected, use Minnesota - MARSS—Capture Fall Files again.
- Again, click on the **Check MARSS Errors** button and fix, if needed.
- If there are no errors for the MARSS file you chose, click **Create File** to save the file. This will download the file to wherever your web browser is set to download files.

Minnesota - MARSS—Capture End of Year Files

This option will create the school and student End of Year files for MARSS submission.

This selection is used each time you wish to submit End of Year files.

Before using this option, be sure you have:

Used Edit-Student Data to edit any special data for students.

Used Minnesota - MARSS—Edit School Data to enter the correct end-of-year day number and other pertinent data, if necessary.

Used Minnesota - MARSS—Calculate Attendance.

To prepare End of Year files:

Use <u>Minnesota—MARSS - Capture End of Year Files</u> Choose which MARSS file you want. Then click on the Check MARSS Errors button.

If there are errors that need to be corrected:
- Click on the **Print** button to print them out.
- Go to the appropriate section to correct any errors.
- Once errors have been corrected, use <u>Minnesota—MARSS—Capture End of Year Files</u> again.
- Again, click on the **Check MARSS Errors** button and fix, if needed.
- If there are no errors for the MARSS file you chose, click **Create File** to save the file. This will download the file to wherever your web browser is set to download files.

Minnesota — MCCC – Calendar Info

This option displays the terms that will need to be defined in your calendar on the MDE MCCC web application.

Figure 6: MCCC Calendar Info

Minnesota — MCCC – Mass Assign Course Data

This selection may be used to change various data fields for all courses and/or course sections within a building. The data fields that may be changed using this option include; Academic Tear, Calendar, Instructional Language, Instructional Method, Instructional Minutes Per Term, Marking Indicator, Sequence Number, Sequence Limit, Teacher of Record.

Figure 7: MCCC Mass Assign Course Data

1. Select <u>Minnesota-MCCC-Mass Assign Course Data</u>. The page will appear similar to Figure 7.

2. In the **Change** menu specify the field for which you wish to make mass changes. See Figure 8 for list of fields that may be mass changed.

Figure 8: Fields that may be altered using MCCC Mass Assign Course Data

3. Specify the new value to be entered into the selected field.

4. Click **Assign Value to Course Data Element** to begin this process. The page will appear similar to Figure 9 and will include a summary of the changes that were made.

Figure 9: Summary after using MCCC Mass Assign Course Data

Minnesota — MCCC - Course Index File

This option captures the Minnesota Common Course Catalog (MCCC) Course Index file necessary for state reporting.

You may verify the course data by selecting Schedules – Course – Edit Course Data. The screen will appear similar to Figures 10, 11, and 12.

Figure 10: MCCC course

Figure 11: MCCC course data elements on Schedules – Course – Edit Course Data – State-Specific Course tab

Figure 12: MCCC course data elements on <u>Schedules – Course – Edit Course Data</u> – State-Specific Section tab

Editing A State Course Code

State course codes are revised from time to time, therefore resulting in some new codes being added and some old codes being removed. For 2017-2018 school year there were numerous course code changes that may result in you needing to specify a different state course code than the one you had previously selected.

Figure 13: Editing the State Course Code on <u>Schedules – Course – Edit Course Data</u> – State-Specific Course tab

Figure 14: State Course Code that is Defined for the Current Year Will Have MCCC State Course Title to the Right of the Drop Down List

Figure 15:

State Course Description (in Description tab) that Corresponds to the Selected State Course Code

MCCC Course Field	JMC Course Data Field
LocalCourseCode	Course Number
LocalTitle	Course Name
StateCourseCode	State Course Code
CourseLevel	Course Level
Academic Year Number	Academic Year (override)
Calendar Number	Calendar (override)
SequenceNumber	Sequence #
SequenceLimit	Sequence Limit
StandardAddressed	Standard Addressed
GradRequirementIndicator	Grad Requirement Indicator
EndOfCourseIndicator	End of Course Indicator
CollegeCode	College Code
CollegeCourseCode	College Course Code
CollegeCourseCredits	College Course Credits

Note: Many of these course data elements, such as **Academic Year** and **Calendar Number**, may be edited en masse using <u>Minnesota – MCCC – Mass Assign Course Data</u>. The numbers you will want to assign to these data elements can be found in the Calendar Export of the MDE MCCC web application.

To capture the MCCC Course Index file:

1. Select <u>Minnesota — MCCC—Course Index File</u>. The page will appear similar to Figure 16.

Figure 16: MCCC Course Index File page

2. If you have errors you should address these before exporting the file. Typically this is accomplished by editing the course data – you may use the Quick Link at the right side of the page to edit course data.

   Note: Course codes were significantly modified for 2017-18. For more information on this you may use the Quick Link at the right side of the page. The information will appear as shown in Figure 17.

Figure 17:

Quick Link for MCCC Course Code Updates for 2017-2018

3. Click **Create File** and you will be prompted to save the file for later upload.

Minnesota— MCCC - Staff File

This option captures the Minnesota Common Course Catalog (MCCC) Staff file necessary for state reporting.

Before capturing this file you may wish to verify that all course sections have a teacher and room assigned to them, that all teachers have a **File Folder Number** assigned to them, and that all rooms have a **Site Number** assigned to them.

> **Note:** All buildings in your school district must have a successful MCCC Course Index File upload and MCCC Calendar entered on the MDE website before attempting to upload an MCCC Staff File.

To verify that all courses have a teacher and room assigned to them, select Schedules – Course – Course Data List and specify the Schedule Info. Scan the list for course sections that have no teacher and/or room assigned to them.

If you need to edit your course data, for example to select a teacher and/or room for a course section, select Schedules – Course – Edit Course Data. The page will appear similar to Figures 10-14.

> **Note:** Every teacher must have a **File Folder Number** entered on Attendance – Staff – Teachers (see Figures 18 & 19). Similarly, every room must have a **Site Number** entered on Attendance – Staff – Rooms (see Figure 20).

Figure 18: Attendance – Staff – Teachers page when editing data for a teacher

Figure 19: Teacher Data Exported and Opened in Excel, allows you to view all teachers at once

Figure 20: Attendance – Staff – Rooms page when editing data for a room

To capture the MCCC Staff file:

1. Select <u>Minnesota — MCCC—Staff File</u>. A screen will appear similar to Figure 21.

Figure 21: Exporting an MCCC Staff file

2. If you have errors you should fix them before you proceed with exporting the MCCC Staff file.

3. As you fix errors and return to the MCCC Staff File page, make sure to refresh the information on the page by clicking on the Check Errors button before continuing.

4. When you have fixed the errors, click **Create File** when errors are fixed. Save the file.

Minnesota — MCCC - Student File

This option automatically captures the Minnesota Common Course Catalog (MCCC) Student file necessary for state reporting.

Note: You must have a successful MCCC Staff File upload before attempting to upload an MCCC Student File

To capture the MCCC Student file:
1. Select <u>Minnesota — MCCC—Student File</u>. A screen will appear similar to Figure 22.

Figure 22: Exporting an MCCC Student file

2. If you have errors you should fix them before you proceed with exporting the MCCC Student file.

Note: You will be required to enter the "state reporting grade" for all of your JMC grades. You may edit these by using the Quick Link at the right side of the page. The page will appear similar to Figure 23. Upon completion of this task you may use the Quick Link at the right side of the page (see Figure 23) to return to working on your MCCC Student file.

Figure 23: Editing Grade Values

Figure 24: Editing Grade Values – with Quick Link

3. As you fix errors and return to the MCCC Student File page, make sure to refresh the information on the page by clicking on the **Check Errors** button before continuing.

4. When you have fixed the errors, click **Create File** when errors are fixed. Save the file.

Student File timing: It is recommended you do not try to upload the Student File until summer. If you try to submit it before then, you will get grading errors because grades for all terms (especially end-of-year grades) will not be in your JMC data until the school year is finished.
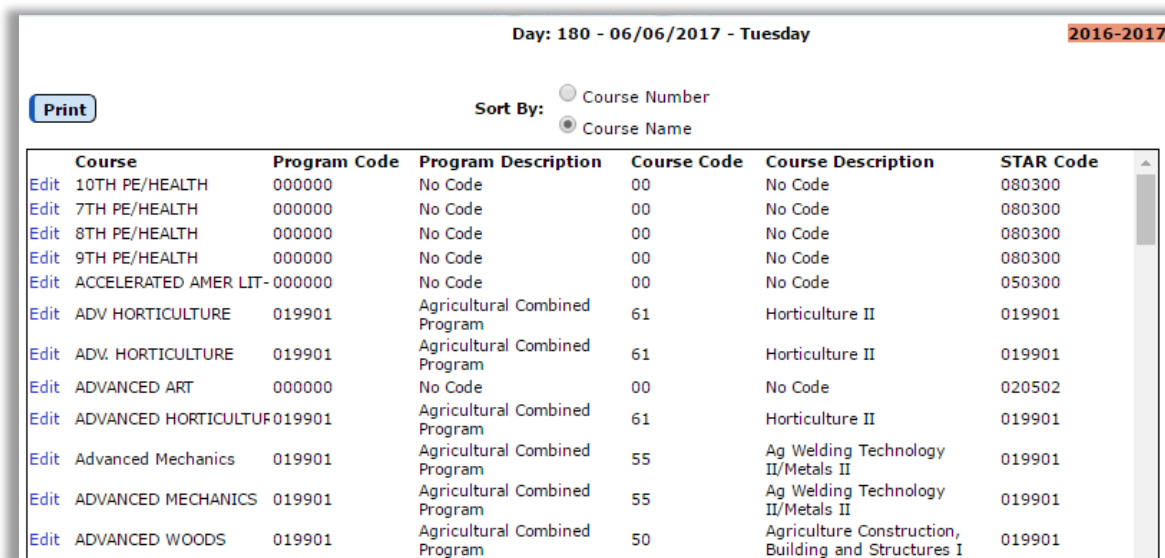
Standards Based Grades are *Not Collected*: MCCC will only collect non-standards based scores for the student file. If your building is currently only collecting standards based grades then you will also need to collect course grades as well (K-12). Consult with JMC if you need help with this step.

Minnesota— Perkins — Carl Perkins Program/Course Codes

This option allows the user to enter information about each course to be used for Carl Perkins Reporting.

For more information on Carl Perkins Codes and related documents, please review the Perkins Procedures Overview section at the start of this document. You may also wish to refer to the Minnesota Department of Education website or use the following link:

http://education.state.mn.us/MDE/dse/datasub/CarlPerkins/
https://education.mn.gov/MDE/dse/cte/index.htm

Figure 25: Carl Perkins Program/Course Codes screen.

To edit Program and/or Course Codes, scroll until you find the desired course, then click the **Edit** link to the left of that line. Then click in the **Program Code** column and enter the Program Code for the course. If the program code is recognized you will then see the name of the program in the Program Description column. Next, click in the **Course Code** column and enter the Course Code for the course. The course code is recognized you will see a name appear in the Course Description column. See Figure 25 for examples of a valid Program and Course Code entry. When finished editing click the **Update** link to save the changes, or click the **Cancel** link to void the changes.

Note: You may only enter program and course codes if they have been approved for your district. To see which programs have been approved for your district please refer to the corresponding link on this MDE web page: https://education.mn.gov/MDE/dse/cte/index.htm

Note: If there is a new course being taught by an appropriately licensed CTE instructor, you may need to submit a course update to MDE by sending an email to mde.cte.program.approval@state.mn.us and include the following:
- District Number
- District Name
- Program Number
- Course Number
- Teacher Name and File Folder Number
- Course Name as it appears in your district's course catalog
- Copy of the course syllabus
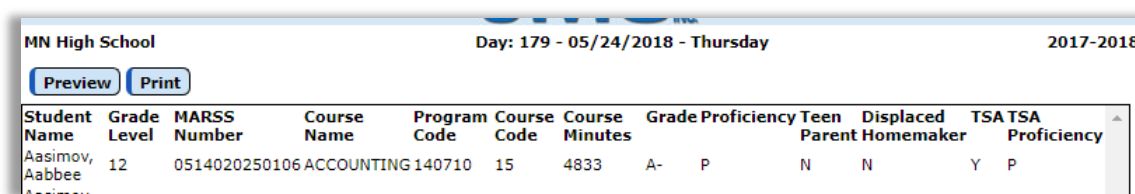
To print a list of the Carl Perkins Program/Course Codes for all of your courses, click **Print**.

Minnesota— Perkins — Carl Perkins Report

This option will generate a report similar to the file created using Minnesota-Perkins-Carl Perkins File. The report will contain the same records as would be included in the Carl Perkins file, but some additional fields such as the student name, grade level, course name, and course grade are added for better readability. Figure 26 shows a sample report and the columns of data included.

The report summary will display the number of student records generated.

Student Name	Grade Level	MARSS Number	Course Name	Program Code	Course Code	Course Minutes	Grade	Proficiency	Teen Parent	Displaced Homemaker	TSA	TSA Proficiency
Aasimov, Aabbee	12	0514020250106	ACCOUNTING	140710	15	4833	A-	P	N	N	Y	P

Figure 26: Carl Perkins Report

In order for a student to show up in the Perkins Report, the following must be done:
1. Course is assigned Program and Course codes
2. Student enrolled in course
3. Student must be included in Attendance and State Reporting (Edit - Student Data in General tab)
4. Student must be in grade 8 or higher
5. All course grades must be submitted for this course/student

Note: For information about Perkins Technical Skills Assessment (TSA), please refer to Appendix I of this document.

Minnesota— Perkins — Carl Perkins File

This option will create a file to fulfill the Carl Perkins Grant Requirements. The file can then be uploaded to the web site for the MN Department of Children, Families & Learning (CFL).

Before using this option, be sure you have:

Entered any Perkins TSA information for your courses and students. Please see Appendix I of this document for details.

Used <u>Minnesota-STAR-Assignment Codes</u> to verify the completeness and accuracy of the assignment codes for all courses.

Used <u>Grading-Entry-Edit Grades</u> to enter any grade changes or corrections to student course records.

> *Note:* Only student course records that have a grade assigned to them will be submitted within the Carl Perkins file. Therefore, if students have not completed a course at the time the Carl Perkins file is to be created, they should be assigned a grade of I (incomplete) or W (withdraw) or some other appropriate grade.

> *Note:* Both active and inactive students will have their records exported to the Carl Perkins file, assuming they have been assigned valid grades for their coursework.

To prepare the Carl Perkins file use <u>Minnesota—Perkins—Carl Perkins File</u> and click on the **Create Perkins File** button.

Uploading to the MDE web site:
For information regarding uploading the Carl Perkins file, contact MDE at mde.cte@state.mn.us

In order for a student to show up in the Perkins File, the following must be done:
1. Course is assigned Program and Course codes
2. Student enrolled in course
3. Student must be included in Attendance and State Reporting (Edit - Student Data in General tab)
4. Student must be in grade 8 or higher
5. All course grades must be submitted for this course/student

> **Note:** For information about Perkins Technical Skills Assessment (TSA), please refer to Appendix I of this document.

Minnesota—STAR — Licensed Staff

This option allows the user to enter information about each licensed staff member to be used for Staff Automated Reporting (STAR).

For more information on STAR, please refer to the Minnesota Department of Education website or use the following link:

http://education.state.mn.us/MDE/SchSup/DataSubLogin/STAR/index.html

To enter licensed staff data:

1. Select Minnesota —STAR—Licensed Staff. The page will appear similar to Figure 27.

Figure 27: Minnesota – STAR – Licensed Staff screen

Note: Refer to your STAR manual for permissible values, definitions, and restrictions for STAR data. Here are the links:

https://mn.gov/pelsb/assets/STARManualA17.18PELSB_tcm1113-327144.pdf

https://mn.gov/pelsb/assets/STAR%20Manual%20Section%20B17.18PELSBpost_tcm1113-330389.pdf

2. Click on the **Add New Staff** button. If the licensed staff employment data is being reported using some other software than JMC, such as your payroll software, then only the following items need to be entered:
- First name
- Middle name
- Last name
- File folder number
- Social security number

Note: If JMC is being used to report your licensed staff employment data, then all pertinent items on this window need to be entered.

After entering information for a licensed staff who has teaching assignments:

1. Click on the checkbox in front of JMC Teacher located at to the right.

2. Select the correct teacher name from the pop-up list at the right. This ties the teacher file folder and social security numbers to the same teacher in the JMC data.

3. Click the **Update** button to update this teacher.

4. To enter data for other teachers repeat the steps above.

To edit licensed staff information:

1. Select Minnesota —STAR—Licensed Staff. The page will appear similar to Figure 27.

2. To select a staff member to be edited, enter the first few letters of the teacher's last name in the **Find** box. If necessary, use the scroll bar on the right side of the **Find** box, moving up or down until the correct teacher information is visible on the screen.

3. Edit the necessary information.

4. Click **Update** to update this licensed staff person.

Note: Refer to your STAR manual for permissible values, definitions and restrictions for STAR data.

Minnesota—STAR — Staff Assignments

This option allows the user to edit individual staff assignments.

Before using this option:
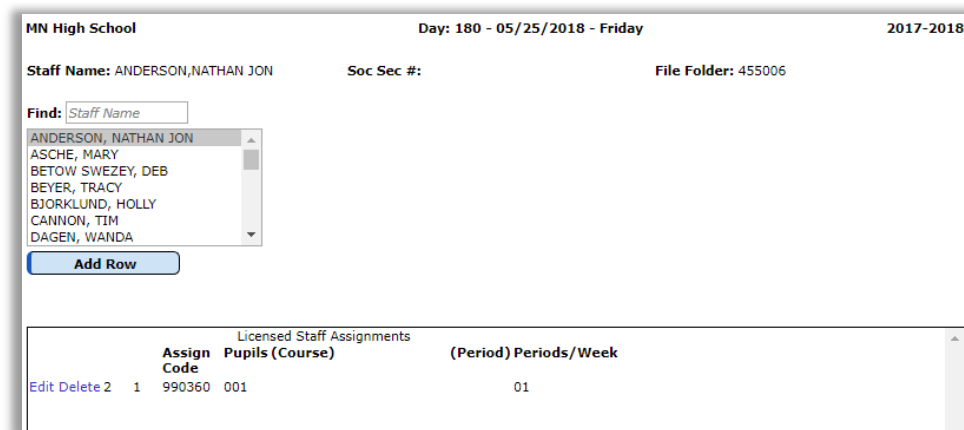
If using JMC Office application for scheduling, please complete steps 1 and 2 of this section; otherwise, skip ahead to the next section.

1. Select Minnesota—STAR—Assignment Codes.   Be sure that the correct assignment code has been entered for each of your courses.

2. Select Minnesota—STAR—Import Course Data. This is an automatic feature that collects assignment data for each course section for each teacher.

After selecting the Import Course Data option, assignment codes and course information will appear on Minnesota-STAR-Staff Assignments.

To use staff assignments:

1. Select Minnesota —STAR—Staff Assignments. The page will appear similar to Figure 28.

Figure 28: Staff Assignments (STAR) page

Note: Refer to your STAR manual for permissible values, definitions, and restrictions for STAR data. Here are the links:

https://mn.gov/pelsb/assets/STARManualA17.18PELSB_tcm1113-327144.pdf

https://mn.gov/pelsb/assets/STAR%20Manual%20Section%20B17.18PELSBpost_tcm1113-330389.pdf

2. To select a Teacher, enter the first letters of the teacher's last name in the **Find** box or use the scroll bar to move through the list of teachers. Assignments for this teacher will be listed on this screen.

3. Change any necessary information by clicking on **Edit** next to the assignment you want to change, and edit the information. Click **Update** to save.

4. Click **Update** to save.

Note: The course names and periods in the list may not be edited. They appear for clarification only.

To add a new assignment:

1. Click the **Add Row** button. The page will appear similar to Figure 29.

Figure 29:

Adding a Staff Assignment (STAR)

2. Enter the assignment data.

3. Click the **Update** button.

To delete an assignment:

1. Click on the **Delete** link to the left of the assignment you want to delete.

Minnesota—STAR — Non-licensed Staff

This option allows you to enter, edit and report employment data for non-licensed staff for STaff Automated Reporting (STAR). This only needs to be used if this JMC software is used to report non-licensed staff data. For more information on STAR, please refer to the Minnesota Department of Education website or use the following link:

http://education.state.mn.us/MDE/SchSup/DataSubLogin/STAR/index.html

To enter non-licensed staff:

1. Select <u>Minnesota —STAR—Nonlicensed Staff</u>. A screen will appear similar to Figure 30.

Figure 30: Minnesota – STAR – Non-licensed Staff screen

2. Click the **Add New Staff** button.

3. Enter the information for this non-licensed staff person on this window.

4. Click **Update** to update this information.

To edit non-licensed staff:

1. Select Minnesota —STAR—Non-licensed Staff.

2. Use the scroll bar on the right side of the **Find** box until the correct staff information is visible on the screen, or enter the first letters of the staff member's last name in the **Find** box.

3. Edit the necessary information.

4. Click **Update** to update this information.

Minnesota—STAR — Assignment Codes

This option is used to edit the course assignment code for offered courses.

This option only pertains to schools that are using the JMC Office application for scheduling.

To enter assignment codes:

1. Select Minnesota—STAR—Assignment Codes. The page will appear similar to Figure 31.

	Course #	Course Name	Assignment Code	Description
Edit	126	10 BIOLOGY	000000	Code not defined
Edit	52	10 ENGLISH	160250	CAREER AND COLLEGE READINESS
Edit	102	10 HEALTH	000000	Code not defined
Edit	151	10 HIST & GEOG	000000	Code not defined

Figure 31: Assignment Codes (STAR) page

2. Click on the **Edit** link to the left of the course you want to change.

3. Enter the 6-digit assignment code for each JMC course listed. These codes are found in your STAR manual. A description will appear once the code is entered if the code is a defined STAR assignment code.

4. Click **Update** to save changes when finished.

5. To cancel any changes made, click **Cancel**.

Minnesota—STAR — Import Course Data

This option is used to generate course assignment data for reporting MARSS STAR data for licensed staff. The import process will create a record for every course section for each teacher designated as a licensed staff member.

This data may be imported for multiple time frames. As of this version of the documentation, the time frames are October 1 and March 1.

> *Note:* This option only pertains to schools that are using the JMC Office application for scheduling.

Prior to importing course data:

Select <u>Minnesota—STAR— Licensed Staff</u> to create or edit records for licensed staff.

Select <u>Minnesota—STAR— Assignment Codes</u> to edit STAR course assignment codes.

To import course data:

1. Select <u>Minnesota—STAR—Import Course Data</u>. The page will appear similar to Figure 32.

Figure 32:

STAR Import Course Data page

2. Specify the timeframe for the process and click OK to continue.

Time frame choices include:

October 1 Snapshot – this option will generate staff assignment records for the following terms: Quarter 1, Semester 1, Trimester 1, Hex 1.

March 1 Snapshot - initial – this option will generate staff assignment records for the following terms: Quarter 3, Semester 2, Trimester 2, Hex 4. This option will also delete any pre-existing staff assignment records. This step will be the necessary first step for the March 1 snapshot.

March 1 Snapshot - subsequent – this option will generate staff assignment records for the following terms: Quarter 3, Semester 2, Trimester 2, Hex 4. This option will NOT delete any pre-existing staff assignment records. This step may be used to generate additional staff assignment records for the March 1 snapshot.

3. Click the **OK** button to import the data.

To confirm data collection:

1. Select <u>Minnesota—STAR—Staff Assignment</u>. This window will allow you to view and/or edit the data collected.

If correct assignments are not being collected for a teacher, go to the Licensed Staff screen for the teacher, and make sure that the JMC teacher box at the top of the screen is checked, and that the correct teacher name is selected in the pop-up list next to the box.

Minnesota—STAR — Validate Data

The Validate Data option checks the STAR data for possible errors, such as missing or incomplete data.

To validate files:
1. Select <u>Minnesota—STAR—Validate Data</u>.

2. Click on the **Validate Data** button. As errors are found, they will appear.

3. When validation is complete, press **Print**, if you want to print.

4. Make any necessary corrections to data on the Staff Assignments window or on the Licensed Staff window.

    Note: Birth date is not necessary for assignment reporting.

    Note: An error message may come up regarding missing teacher information – this can be ignored if all you are doing is reporting assignment data.

Minnesota—STAR — Capture Files

This option automatically captures staff files necessary for state reporting.

To capture the STAR files:
1. Select <u>Minnesota—STAR—Capture Files</u>.

2. Click on the checkboxes for the files to be created.   The capture options are:

    - Licensed Staff Employment– reports who the school's licensed staff are Lic. Staff
       Assignment – reports what those licensed staff are doing

    - Non-licensed Staff Employment– reports on who the non-licensed staff are

    Note: Many schools will only select the 2nd option – Licensed Staff Assignment
    'LB', because in many schools, the payroll department is responsible for reporting the
    employment data.   If it is necessary for your school to capture other data, check
    appropriate boxes.

3. Click on **Create File**.

4. In the dialog box, select **Save File** and click **OK**. It will be downloaded wherever the
    browser is set to download.

5. If necessary, give the file(s) to the appropriate person for inclusion with the payroll
    files.

Minnesota—STAR — Print Data

This option prints reports of maintained and collected STAR data.

To print STAR data:
1. Select <u>Minnesota—STAR—Print Data</u>.

2. Select the category or categories of data to be printed.

3. Click **Preview** and then **Print**.

Minnesota—Early Education — Edit Student Early Education

This option will allow you to add and edit Early Education Student records.

To add or edit Early Education Student records:

1. Select <u>Minnesota – Early Education – Edit Student Early Education</u>. The page will appear similar to Figure 33.

Figure 33:

Edit Student Early Education page

2. To add a new record for the student, click the **Add Row** button. The page will appear similar to Figure 34.

Figure 34:

Adding a new Student Early Education record

3. Edit the record as appropriate and click **Update** to save the changes.

Minnesota—Early Education — Early Education Student File

This option exports the Early Education Student records for upload to the Minnesota Dept of Education's Early Education web application.

Figure 35:

Exporting an Early Education Student file

Minnesota-Grad Assessments-Graduation Requirement Record (GRR) File

This option will export a file for upload to MDE. The file will include any GRR records as entered on Grading – Test Scores – Edit Student Test Scores.

Note: Test records must be from the Minnesota Assessment – GRR – Grad Requirement Record category.

Note: **Related test score records, such as ACT scores, will not generate a record in the GRR file.**

Figure 36

GRR Record as found on Grading – Test Scores – Edit Student Test Scores

Note: Test records may be created for entire course sections at once by using the option Grading – Test Scores – Mass Create Test Scores. To use this option the test (such as Minnesota Assessment GRR – ACT Math from test category Minnesota Assessment – GRR) must first be enabled for **On Screen** on Grading – Test Scores – Test Score Selections.

Figure 37:

Enabling GRR for use with Grading – Test Scores – Mass Create Test Scores

To export a GRR file:

Select Minnesota—Grad Assessments—Graduation Requirement Record (GRR) File.

Click the **Create File** button. The file will most likely end up in your computer's download folder (depending on your browser settings).

Minnesota—Grad Assessments — Not-Passed Standards Report

This report lists students in selected grade levels who have not passed a particular Graduation Basic Standard (BST or GRAD tests).

To Print the Not-Passed Standards report:

1. Select Minnesota—Grad Assessments—Not-Passed Standards Report. The screen will appear similar to Figure 38.

Figure 38:

Not Passed Standards Report - Reading

Figure 39: Not Passed Standards Report - Math

Figure 40: Not Passed Standards Report - Writing

2. Select the range of student grade levels to include in the report.

3. Select which Basic Standard to report, i.e. Reading, Math, or Writing.

4. Click **Preview**.

5, Click **Print** to print, or **Export** to export the data.

Minnesota—Grad Assessments — Basic Standards Summary Report

This report summarizes BST and/or GRAD results by Graduation Standard Year.

To print the Basic Standards Summary Report:

1. Select Minnesota—Grad Assessments—Basic Standards Summary Report

2. Select the range of student grade levels to include in the report.

3. Click **Preview**.

4. Click **Print** to print.

Items on the Basic Standards Summary Report:
- number of students PASSING the standard (PS/PT/PI)
- percent of students PASSING the standard
- number of students FAILING the standard (XS/XT/XI)
- number of students EXEMPT from the standard (EX)

- number of students NOT OFFERED the standard test (NO)
- number of students who have NOT TAKEN the standard (NT)
- total number of students in each Graduation Standard Year

Calculation of % Pass   The Percent Pass number is arrived at by dividing the total of PS, PT, and PI by the total of PS, PT, PI, XS, XT, and XI.

Minnesota—Combine Files—Combine Output Files

This option may be used to combine similar MARSS. Perkins, or STAR files from several buildings.

Note: Only files that are similar may be combined. See Table 1 below for a brief description of various MARSS and STAR files.

AF (fall school file)	C (Minnesota Basic Grad Standards)
BF (fall student file)	LA (Licensed staff employment file)
AE (spring school file)	LB (Licensed staff assignment file)
BE (spring student file)	NA (Nonlicensed staff employment file)
P (Carl Perkins file)	

Table 1: MARSS, Perkins, and STAR files eligible for combining

To select files to be combined:

1. Select <u>Minnesota— Combine Files—Combine Output Files</u>. The page will appear similar to Figure 41.
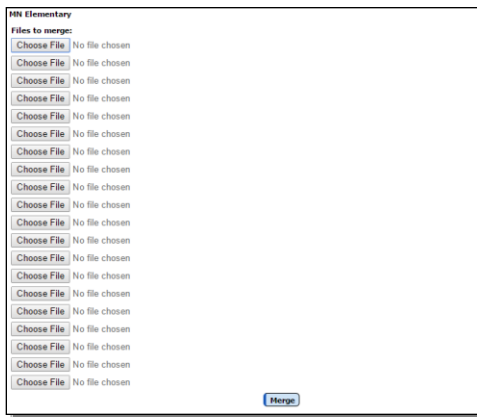
Figure 41:

Combine Output Files page

2. Click on Choose File and choose a MARSS, Perkins, or STAR file you want to merge, and click the Open button.
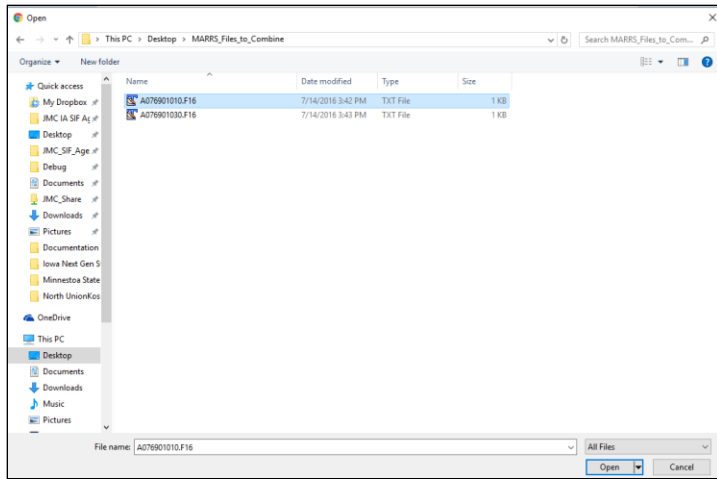
Figure 42:

Selecting a file to
be merged

3. Repeat this process as needed, with the other Choose File buttons, until the similar files from each building are selected.
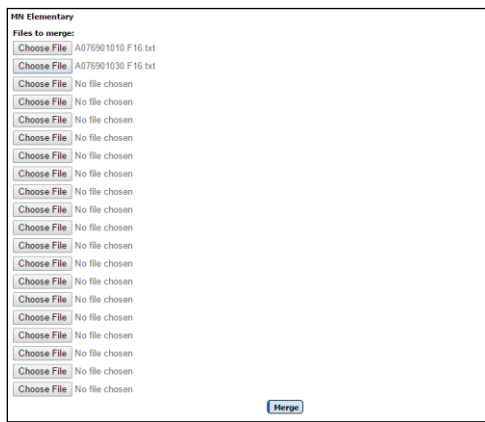
Figure 43:

Two Files have been
Specified to be Merged

4. Once the correct files have been selected, click on Merge to merge the files. The file is merged and downloaded to wherever your web browser is set to download (generally in the Downloads folder).
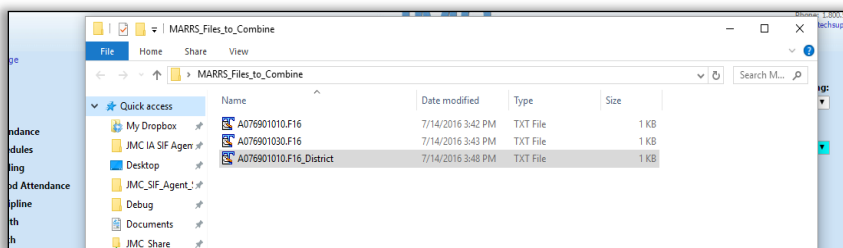
Figure 44:

Merged File is
Saved

Note: If a file is accidentally added that you didn't want:
- Click on **Choose File** next to that selection.
- Click on **Cancel**.

APPENDIX A
New for 2018-19

The following data elements are new to JMC for your 2018-2019 Minnesota State Reporting.

Edit - Student Data – Race/Ethnicity tab – new data element North American Indian
Edit – Student Data – Race/Ethnicity tab –New Ancestry List (multi-select)
    See https://education.mn.gov/MDE/dse/count/

APPENDIX B: IMPORTING COURSE DATA FOR MCCC REPORTING

This appendix will describe how to import course data from the prior year's MCCC course data elements. This option is only appropriate if your course data from the prior year contains data that you wish to import. If you did not do MCCC reporting with your JMC software for the prior year, then this step would not be appropriate for you. If you have questions about whether this option is appropriate for you, please contact JMC technical support.

To import course data into your JMC Next Gen database from your prior year's JMC Next Gen database:

1. Select Schedules – Course – Import Course Data.
2. Choose Import From Last Year's Next Gen Course Data in upper left.
3. Click on Start Import.

This process will import the following course data elements IF the course names and numbers are identical:

State Course Code
Alternate Course Name
College Code
College Course Code
College Credits Earned
Course Level
Standard Addressed
Calendar
Academic Year
Record Type
Sequence Number
Sequence Limit
Graduation Requirement Indicator
End of Course Indicator

Upon completion of the process you will be presented with an import summary that will list the details of what did and did not get imported by this process.

For details about the above-mentioned MCCC course data elements please refer to:
http://education.state.mn.us/MDE/dse/datasub/MCCC/

APPENDIX C: MARSS PERCENT ENROLLED 999 STUDENTS

Option 1 - JMC Autocalculated Version

For students that need to have a **Percent Enrolled** of 999 in the MARSS tab on <u>Edit - Student Data</u>, JMC's Calculate Attendance process will automatically calculate the **Attendance Days** and **Membership Days** in MARSS records for you; however, the numbers in **Attendance/Membership Days** will actually be understood by MDE as **Attendance/Membership Hours** (because of the Percent Enrolled 999 code).

Here is the process.

a. Go to <u>Edit-Student Data</u>, select the student and then select the **MARSS** tab.
b. In the MARSS record for the student that needs this set, click on the **Edit** button.
c. For **% Enroll** enter 999, then delete the entry for **Min./Day** (leaving it blank).

d. Click the **Update** button to save changes.
e. Go to <u>Minnesota-MARSS-Edit School Data</u>.
f. To edit the **Minutes Per Day** for a grade level, click on the **Edit** link at the left side of the row for that grade, then enter the correct **Minutes Per Day** and click the **Update** link to save the changes.

g. Repeat step f. for additional grades as needed.
h. Go to <u>Minnesota-MARSS-Calculate Attendance</u>, then click on the **Calculate Attendance** button.
i. You may review the data that was just created by going to <u>Edit-Student Data</u> and viewing the affected record(s) in the **MARSS** tab.

Option 2 - Manual Version

For students that need to have a **Percent Enrolled** of 999 in the MARSS tab on Edit - Student Data, you also have the option to manually enter the **Attendance Days** and **Membership Days**. Here is the process:

a. Go to Edit-Student Data, select the student and then select the **MARSS** tab.
b. In the MARSS record for the student that needs this set, click on the **Edit** button.
c. For **% Enroll** enter 999, for **Min./Day** enter 0.
d. Enter the exact **Attendance Days** and **Membership Days**.
e. Click the **Update** button to save changes.

APPENDIX D
JMC MCCC Submission Flow Chart

Start	Roll MDE Calendar forward on MDE web application and have each building edit as needed, then do Calendar Export from MDE web application and note Academic Year and Calendar

Elementary	Middle School	High School
Import course data from prior year	Import course data from prior year	Import course data from prior year
Create/submit course index file	Create/submit course index file	Create/submit course index file

Stop	The Elem must have a successful course index file upload before moving to the next step	The MS must have a successful course index file upload before moving to the next step	The HS must have a successful course index file upload before moving to the next step
	Mass Assign Course Data (Academic Year, Calendar…)	Mass Assign Course Data (Academic Year, Calendar…)	Mass Assign Course Data (Academic Year, Calendar…)
	Create/submit staff file	Create/submit staff file	Create/submit staff file

Stop	The Elem must have a successful staff upload before moving to the next step	The MS must have a successful staff upload before moving to the next step	The HS must have a successful staff upload before moving to the next step
	Create/submit student file	Create/submit student file	Create/submit student file
	This building is done	This building is done	This building is done

APPENDIX E
JMC/MCCC Quick Guide

For more details please refer to MCCC training videos as follows:
MCCC Overview Video:
https://www.youtube.com/watch?v=0uRPafwygxA&feature=youtu.be
MCCC Updates for 2017-18:
https://www.youtube.com/watch?v=AXUFefYBgdo
MCCC Updates for 2018-19:
https://www.youtube.com/watch?v=XP-D2y9BJEk

1. Configure Calendar on MCCC Web Application: *All buildings in your school district must have configured their calendar before you attempt to submit a Staff file. Please be aware that the MDE's MCCC web application has an option to roll over the calendar from the prior year.* If you need guidance with this, please contact mde.mccc@state.mn.us. For your calendar, please make sure that:
   o *every term that your school uses on a student transcript is defined*. A common calendar configuration would include Semesters 1 & 2 but if you also have quarter, trimester, or year grades you may need to define those terms as well.
   o *every period in each term is defined*, including period 0 if you have courses scheduled for period 0.
   o **Note: all periods and terms that would be needed for your calendar** will be identified in the Export Summary when selecting Minnesota – MCCC – MCCC Staff File.

2. Export Calendar: Once the calendar has been readied for MCCC reporting make sure to use the *Calendar Export* option in the MCCC web application to save this file to your computer. You will need to find 2 numbers in this export before you can proceed: the *Academic Year* and *Calendar* numbers. Also, if you later wish to request assistance from JMC you may need to provide the *Calendar Export* to them at that time.

3. Mass Assign Course Data: Use Minnesota – MCCC – Mass Assign Course Data as needed to assign values to course/section data elements Academic Year, Calendar, Instructional Language, Instructional Method, Instructional Minutes Per term, Marking Indicator, Sequence Number, Sequence Limit, Teacher of Record for each building. Make sure to select the correct values for these data elements from the Calendar Export generated in step 2.

4. Import Course Data from Prior Year: This option is found at Schedules – Course – Import Course Data.

5. Editing Course Data as Necessary: This option is found at Schedules – Course – Edit Course Data. This may be needed for new courses, courses that did not import, or courses with obsolete or missing state course codes.

Starting in 2017-2018 some state course codes will be retired and new codes become available. This may cause you to have to recode some courses if they were using a retired state course code.

6. Course Index File: Use Minnesota – MCCC – MCCC Course Index File to create a course index file for upload. *Your building must have a successful Course Index file upload WITH NO ERRORS before you attempt to submit an MCCC Staff file.* If you are not sure if this step has been completed or need guidance with this, please contact mde.mccc@state.mn.us.

Additional courses are expected to be reported for grades K-8 starting in 2017-18. The courses expected for MCCC reporting are specified by MDE on: https://education.mn.gov/MDE/dse/datasub/MCCC/

7. Staff File Prep: *Before submitting a Staff file*, please make sure that:
   o *every teacher has a file folder number* in <u>Attendance - Staff - Teachers</u>. Because you are reporting this data long after you rolled up your data for that year you will need to re-enter these file folder numbers into your database for each MCCC reporting year.
   o *every room has a site number* in <u>Attendance - Staff - Rooms</u>. The site number can be found in <u>Minnesota - MARSS - Edit School Data</u> under the school # column. Because you are reporting this data long after you rolled up your data for that year you will need to re-enter these site numbers into your database for each MCCC reporting year.
   o *every section has a teacher and room assigned* in <u>Schedules - Course - Edit Course Data</u>. You may wish to view all of your course sections at once by selecting <u>Schedules – Course – Course Data List</u> and specifying the Course Schedule Info option where you can see whether or not the teacher and/or room have been assigned to each course section. Keep in mind that you only need to assign teachers and rooms to course sections with students enrolled.

8. Staff file: Use <u>Minnesota – MCCC – MCCC Staff File</u> to create a course index file for upload. *Your building must have a successful Course Index file upload (no errors) and calendar configuration before you attempt to submit a Staff file*. When you export the Staff file from your JMC software you will see a JMC validation report that may alert you to some issues which you should fix and then create a new Staff file. Continue to fix all validations issues before submitting the Staff file. *Once you submit the Staff file, if you have errors* you can send a copy of the Staff file, the MDE error report, and the calendar export to one of these email addresses and you will receive help: eric@jmcinc.com or greg@jmcinc.com

9. Specifying State Reporting Grades: Use <u>Grading – Utilities – Edit Grade Values</u> to define the corresponding state reporting grade for each JMC grade you use. You must specify a **State Reporting Grade** (far right column) for every JMC grade and for all years beginning with 2017-18.

10. Student File: Use <u>Minnesota – MCCC – MCCC Student File</u> to create a student file for upload. *You must have a successful Staff file upload (no errors) before submitting a Student file*. When you export the Student file from your JMC software you will see a JMC validation report that may alert you to some issues which you should fix and then create a new Student file. Continue to fix all validations issues before submitting the Student file. *Once you submit the Student file, if you have errors* you can send a copy of the Student file and the MDE error report to one of these email addresses and you will receive help: eric@jmcinc.com or greg@jmcinc.com

Student File timing: It is recommended you do not try to upload the Student File until summer. If you try to submit it before then, you will get grading errors because grades for all terms (especially end-of-year grades) will not be in your JMC data until the school year is finished.

Standards Based Grades are *Not Collected*: MCCC will only collect non-standards based scores for the student file. If your building is currently only collecting standards based grades then you will also need to collect course grades as well (K-12). Consult with JMC if you need help with this step**.**

Appendix F
MCCC EE Quick Guide

This document is a quick guide to the new EE requirements. Please use this guide to complete the set up steps and call JMC tech support with any questions at 800-524-8182.

1. Make sure you have the latest build of JMC's Next Gen software installed. The build date is located at the bottom of the page when you are logged into your Next Gen application as shown below.

Build Date: 02/21/17 © 2017 JMC Inc., Student Record Management Software | 800.524.8182 | PO Box 328, Lake City MN 55041-0328

Compare that date to the one found at http://www.jmcinc.com as shown below.

2. Make sure all of your early education (EE) students have been entered into your JMC database, including birthdates, contact information, etc.

3. Attend MDE training session for MCCC EE. Here you will be instructed to fill out an EE Course Worksheet. Please save this worksheet as you will need to use it for step 4 of this MCCC EE Quick Guide. To inquire about MDE MCCC EE training please contact Karen Millette at Karen.millette@state.mn.us

4. Schedule Your Students in JMC

    A. *Enter Staff* - Enter the staff/teacher info in Attendance: Staff: Teachers

    B. *Assign Advisors* - Assign the students to their teacher by going to Attendance: Staff: Assign Advisees.

    C. *Review previously entered courses* - Find "empty" course numbers by going to Schedules: Course: Course Data List to print the courses you already have entered.

Uncheck the box that says "Only Include Courses With Students Enrolled." Click the **Preview** button and you will see all of the course numbers including courses currently listed in your building. Typically you would be able to scroll to the 300 - 400 #'s and find empty spaces. This is where you could put the new EE Standards courses.

D. *Create your courses* - Go to <u>Schedules: Course: Edit Course Data</u> and create new courses as follows:
   - Create one course per pre-school group ie AM, PM, or All Day.
   - The Term Type should be set. We recommend Year (Sem) but Year (Tri) will work as well.
   - Click the **Report Card** flag and click the **Save** button.

E. *Select the grading scheme for your courses* - **Important decision to be made at this time**: You will need to consider how many times students will be assessed and you can then choose the appropriate grading scheme under the Grading Scheme tab. Even if assessing early education students is not something you are concerned with tracking, you must select a grading scheme for scheduling purposes.

   Here are some examples:
   - If you anticipate assessing students one time for the year chose the **Year** grading scheme.
   - If you anticipate assessing students as many as 6 times throughout the year choose the **Hex Hex Hex Hex Hex Hex** grading scheme. This would most commonly be used for Special Ed settings where assessment is done repeatedly throughout the year.

   Note: For early education students, grades/assessments will not be submitted via MCCC.

F. *Create your course sections* - Depending on the grading scheme you are choosing you will need to add sections. Typically you would add two sections, one for each Sem, by clicking "Add Section" twice.
   - The period chosen should reflect the time the kids meet. Period 1 = AM classes. Period 2 = PM classes. Period 3 = All day classes.
   - The days met should checked as appropriate.
   - The Teacher should be chosen.
   - The Room should be chosen so the site number is set.
   - The Marking Indicator on the State Specific Section tab should be set to "false".
   - Click on the Update link to save the changes.

   Note: For early education course sections, the Marking Indicator should always be set to "False".

   Note: *To set the site number for a room* go to Attendance: Staff: Rooms per the Figure below and create a room, if necessary, and set the site number.

G. Schedule Your Students – Schedule students into each Sem section by going to <u>Schedules: Develop: Schedule by Section</u> and completing the following steps.
   - Choose the course and then the first Sem section.

- Choose Grade 0.
- Click the students' names who are taking that class.
- Click the **Save** button.
- Choose the Sem 2 section and repeat the steps above.
- Repeat these steps for each and every EE course.

H. Students are now enrolled in the new courses.

5. Using the EE Course Worksheet you saved from step 3 of the MCCC EE Quick Guide, update your MCCC Course Data in JMC for your EE courses by selecting Schedules: Course: Edit Course Data and entering the data on the State-Specific Course and State-Specific Section tabs.

Note: the MCCC EE-specific data elements will appear at the bottom of the State Specific Course tab once you select a Course Level of "P – Preschool / Early Education".

A. State Specific Course – Early Education Example

Note: You will need to scroll down in the State Specific Course tab to see all of the Early Education data elements. In the next picture you will see the rest of the data elements in the State Specific Course tab (scrolled all the way down).

- You will need to enter the "State Course Code that is provided by the MDE.
- Enter the Standard Addressed
- Choose the Course Level of "P – Preschool / Early Education" from the drop down menu.
- Choose the EE Curriculum(s) from the drop down. You can choose more than one of the options.

- After choosing the EE Curriculum option(s), and clicking **Save**

- Click **Edit** next to one of the EE Curriculum Implementation item(s).

- Select an Implementation and click the **Update** link on the left.

- Edit additional EE Curriculum Implementation items as needed.
- Repeat the above steps as needed for:
     A. Assessment Tools
     B. Instructional Approaches
     C. Site-based Initiatives

- Edit additional EE course elements as needed:
     A. Location Code
     B. Program Type
     C. Standard/Domain Codes
     D. State Program (checkbox)
     E. Federal Program (checkbox)
     F. ABE Indicator (checkbox)

B. State Specific Section – Early Education Example   After you have completed the State
Specific Course Items you can move to the State Specific - Section items and edit them
appropriately. Listed below is an Early Education example.

	Term	Period	Section	Instruction Method	Mark Ind	Instruct Minutes	Instruct Language	
Sections		**Constraints**		**State Specific - Section**	**Teachers**	**Grading Schemes**	**State Specific - Course**	**Fees**	**Description**

	Term	Period	Section	Instruction Method	Mark Ind	Instruct Minutes	Instruct Language
Edit	Tri1	3	1	Early Education	False	120	11
Edit	Tri2	3	2	Early Education	False	120	11
Edit	Tri3	3	3	Early Education	False	120	11

- Click **Edit** next to one of the sections.
- Edit Instruction Method, Marking Indicator, Instructional Minutes Per Term, and
  Instructional Language.
- Click **Update** to save changes for that section.
- Repeat as necessary for additional sections.

*Note: For early education course sections, the Marking Indicator should always be set
to "False".*

C. State Specific Course – Preschool Example

Note: you will need to scroll down in the State Specific Course tab to see all of the Pre-school data elements. In the next picture you will see the rest of the data elements in the State Specific Course tab (scrolled all the way down).

- You will need to enter the "State Course Code that is provided by the MDE.
- Enter the Standard Addressed
- Choose the Course Level of "P – Preschool / Early Education" from the drop down menu.
- Choose the EE Curriculum(s) from the drop down. You can choose more than one of the options.
- After choosing the EE Curriculum option(s), and clicking "Save," then click **Edit** next to one of the EE Curriculum Implementation item(s) and edit the Implementation. Then repeat for any other EE Curriculum Implementation items.

D. State-Specific Section - Preschool Example   After you have completed the State Specific Course Items you can move to the State Specific - Section items and edit them appropriately. Listed below is a Preschool example.

6. At appropriate times throughout the school year have your teachers enter assessment data into the Online Teacher software.

7. At appropriate times throughout the school year submit your MCCC Course Index, Staff, and Student files and review your submissions for accuracy and completeness.

Appendix G
Early Education Student Primer

There are two places of interest when working with Early Education Student in your JMC Next Gen software:

1. Select <u>Minnesota – Early Education – Edit Student Early Education</u>.

2. Select the student you wish to work with by entering all or part of their name in the Find box at the top of the page then clicking and selecting the desired student.

3. Select the record you wish to edit by doing one of the following:
   - To create a new early education record, click **Add Row** to generate a starter record, then click **Edit** in the upper left corner.
   - To import an early education record for this student from a prior year, click **Import from Prior Year,** then click Edit in the upper left corner.
   - To edit an existing record you may need to scroll down to see if there is more than one record for the student, then click the **Edit** button in the upper left corner of the record.

4. Make the changes you need and then save the record by clicking the **Update** button.

5. To delete a record, click the **Delete** button in the upper left corner of that record.

The second page involved in the process is used for submitting your records to MDE once they have all been successfully created.

1. Select <u>Minnesota – Early Education –Early Education Student File</u>. The page will appear similar to the figure below.

2. Specify the record type you wish to submit from the **Record Type** drop down list. You may either submit EE or EES (EE Scholarship) records. If you are submitting both record types you must do these in separate file exports/uploads.

3. Check the error report carefully and address any errors listed before creating the file to export/upload. To fix the errors you will need to edit the data on either one of these pages:
   - <u>Edit – Student Data</u>
   - <u>Minnesota – Early Education – Edit Student Early Education</u>

4. To see if your errors have been fixed click on the **Check Errors** button.

5. Once you have a "clean" report, click the **Create File** button. The file will most likely save to your computer's Downloads folder, depending upon your browser's settings.

   Note: Records will be included in the Early Education Student file based simply on the existence of records for that year in your Next Gen database. In other words, flags on <u>Edit – Student Data</u> such as Active, Attendance, or State Reporting do not matter for inclusion in this data collection. If the student has a record of the correct type for this year it will be included. Also, the records included in the file will be for the entire district, not just one building as with some other collections like MARSS.

Appendix H
Voluntary Preschool

Here is MDE's documentation on Procedure 6 Voluntary Prekindergarten:
https://education.mn.gov/mdeprod/idcplg?IdcService=GET_FILE&dDocName=MDE07
2200&RevisionSelectionMethod=latestReleased&Rendition=primary

If your school has been selected for the Minnesota Voluntary Preschool program, and you now have the ability to keep track of that in JMC.

You first need to decide which Grade 0 subgroup you are going to use for these students. The possible subgroups are KA, KB, KC, KD, KG, EC, or HK, so choose one or more just for these students.

Then go into Minnesota-MARSS-Edit School Data, and click on **Edit** to the left of that Grade 0 subgroup (KA, KB, KC, KD, KG, EC, or HK), and in the PK/KG column, choose Preschool, and in the new Preschool Groups, choose the one that you want in that list (PA, PB, PC…). Our understanding is that each preschool you have will use a different code (PA, PB, PC…).

Once you have done the above, click on the **Update** link on the left side of this record to save your changes.

If you will use multiple Grade 0 subgroups, just do the same with the next one, but you would choose a different item from the Preschool Groups for the other Grade 0 subgroup.

That is it. Just add those students to the Grade 0 subgroup(s) you created above by editing their grade level on Edit – Student Data. The rest is handled by the software automatically when you generate your MARSS A & B files.

Appendix I
Perkins Technical Skills Assessments (TSA)

To report TSAs, use the following steps:

1. **Edit Course Data** Specify the TSA in use for the course in the State Specific Course tab

2. Create Student Test Score Records Options
   a. Manually enter test score records
      i. <u>Grading – Test Scores – Edit Student Test Scores</u>
         1. For each student
            a. Click **Add** link and select the TSA
            b. Click the **Edit** link at the left of the record
            c. fill out the record and click the **Update** link
               i. make sure to include a score of "P" or "N"
               ii. you may record the actual score the student received in the Comment field

Note: use of "P" and "N" is necessary as JMC does not have access to which actual test scores for a TSA represent proficiency.

b. Mass Create Test Score Records
   i. <u>Grading – Test Scores – Mass Create Test Scores</u>
      1. For a course section – see figure on below
         a. Make sure to include a score at some point
            i. If no score entered during Mass Create then will be left blank, would need to edit later using <u>Grading – Test Scores – Edit Student Test Scores</u>.

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]

3. To verify that the TSAs have been entered correctly, use <u>Minnesota – Perkins – Carl Perkins Report</u> and verify that the last column contains a value of "P" for students who were proficient. Also, the second to last column should contain a value of "Y" to indicate that the course had a TSA associated with it.

MN High School   2016-2017

[Preview] [Print]

Student Name	Grade Level	MARSS Number	Course Name	Program Code	Course Code	Course Minutes	Grade	Proficiency	Teen Parent	Displaced Homemaker	TSA	TSA Proficiency
Brady, Greg	11	1111111111111	ACCOUNTING	140710	15	4590	A	P	N	N	Y	P
Brady, Zach	12	2222222222222	AGRICULTURE III	10200	31	4590	A	P	N	N	Y	P

The data you see in this report will accurately reflect the data that is to be included in the Perkins P File if generated at this moment.

4. Generate the Perkins "P" file – Use <u>Minnesota – Perkins – Carl Perkins File</u>. TSA's will automatically be included for courses that would normally be included in the Perkins file anyway. See Perkins documentation from this document for more details. Course must also have a TSA selected (step 1 of this appendix) and students enrolled in that course must have a corresponding test score record (step 2 of this appendix).

5. Once your Perkins P file has been submitted to MDE and accepted, please visit the P-File Submission Report Status within the Secure Reports page to verify whether the data are accurate. This can be found at: http://w20.education.state.mn.us/MDEAnalytics/DataSecure.jsp. Once an authorized user logs into Secure Reports, they will be able to view the TSA data by Program and by Course and will be able to compare the current year's data with the prior year's submission for further verification.

For more information on Minnesota Carl Perkins Technical Skills Assessments / Attainment please refer to:

https://education.mn.gov/MDE/dse/cte/prog/tech/

Appendix J
Perkins Course Minutes Calculation

Course Minutes is calculated from the following:

I. Edit School Data (Days in Session, Day Length)

II. Administrator Options (Periods per Day, Days in Cycle)

III. Edit Course Data (Days in Section, Block Length)

CourseMinutes = termDays * minutesPerDay

Where **termDays** = (daysInSession / numTerms) * (numberOfDays / daysInCycle)

    daysInSession   *Edit School Data*
    numTerms   *Edit Course Data term type*
    numberOfDays   *Edit Course Data days met*
    daysInCycle   *Administrator Options*

And **minutesPerDay** = (numOfPeriods ∕ minutesPerDay) * blockLength

    numOfPeriods   *Administrator Options*
    minutesPerDay   *Edit School Data Day Length*
    blockLength   *Edit Course Data block length*

Appendix K: 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.
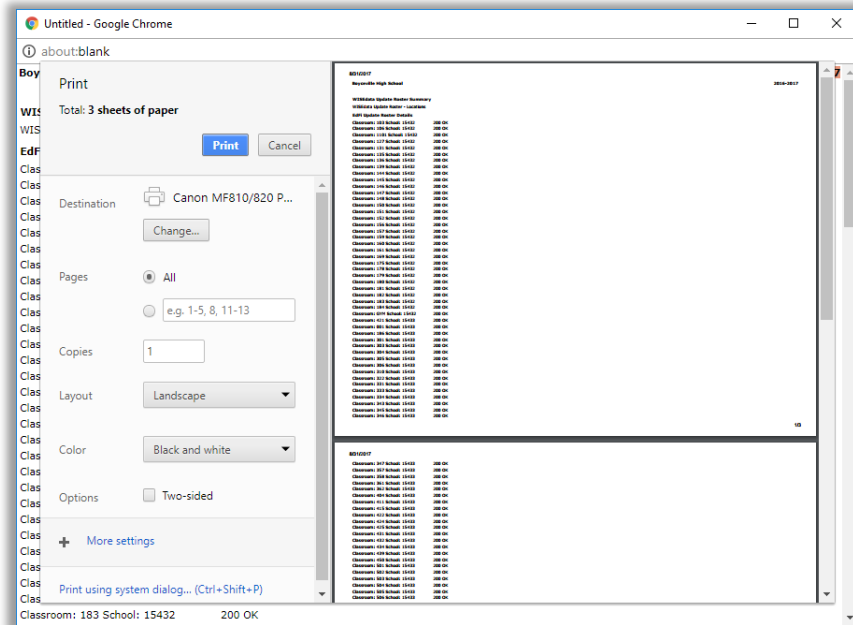
Figure F1:

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.
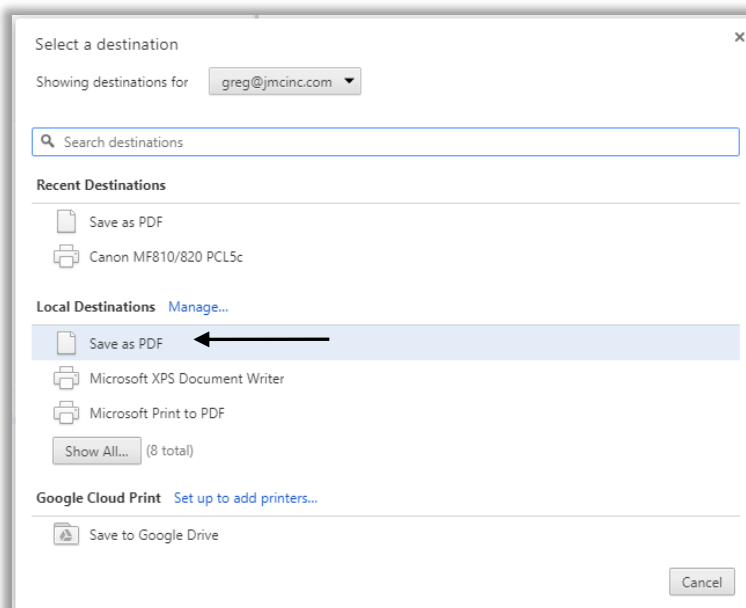
Figure F2:

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.
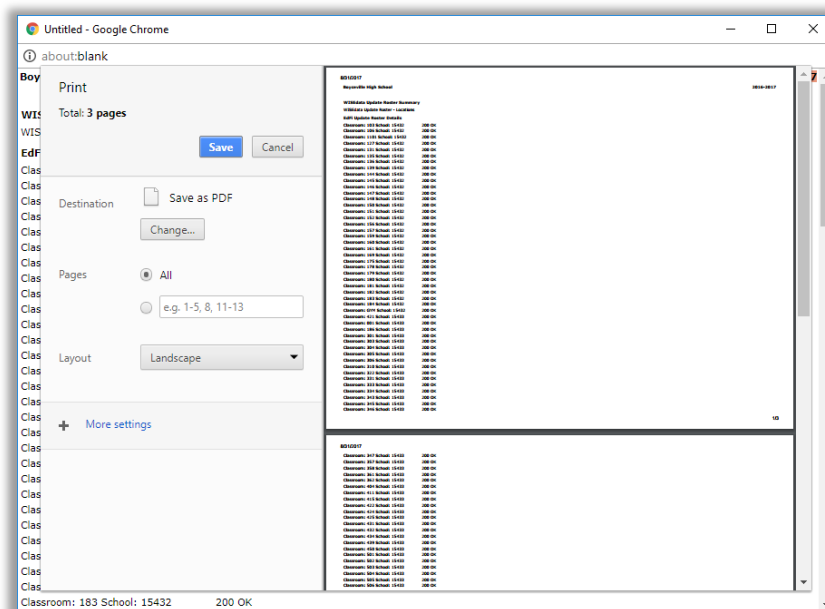
Figure F3:

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.
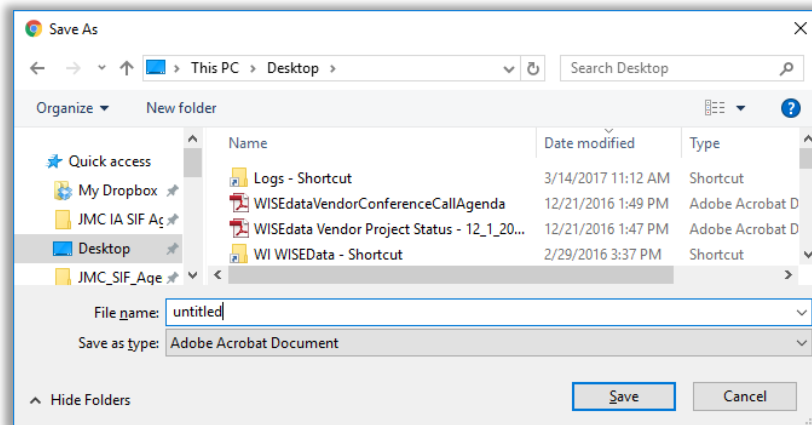
Figure F4:

Step 4 – Specifying the Loacation 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

Appendix L:

Minnesota Civics Test Requirement

The 89th Minnesota Legislature's H.F. No. 2749, Conference Committee Report, Article 5, Section 3, includes subdivision 3 titled: "Required knowledge and understanding of civics." This subdivision states, "Students enrolled in a public school must correctly answer at least 30 of the 50 civics test questions. (quoted from MDE's website at link: http://education.state.mn.us/MDE/dse/stds/soc/)

The following test in JMC will allow you to track student progress in this regard.

You can enter scores for multiple students at once using Grading – Test Scores – Mass Create Test Scores as shown below:

You can enter a score for an individual student on Grading - Test Scores - Edit Student Test Scores as shown below:

Once the student has a record for this test it can be included in the student's printed transcript as follows:

Montezuma Community School
504 North 4th
Montezuma, IA 50171

Address -

Name -
Birth -

─────── **Transcript** ───────

Year   Term Course   Grade   Credit Cm   Tr
No Transcript Records exist for this student.

─────── **Test Scores** ───────
Citizenship (Naturalization) Test
    08/10/16   Score: P   Grade: 5

Appendix M

How Data Flows from One Year to the Next

The key to all of this is WHEN certain events occur.

****
MARSS status lines –

Please note that at the start of each new school year your MARSS coordinator/reporter will want to use an import option to roll that information forward. This option should be used at some point during the summer at a time of their choosing (but prior to the start of the school year).

****
The following data is ALWAYS SHARED ACROSS YEARS (automatically) (if you change it for one year you change it for all years):

Contact Info
- contact information

General tab
- email
- username
- password
- license plate number
- cell phone number
- student message center info
- MARSS ID (state id)

Bus tab
- nothing

Comments tab
- Office Comments
- Teacher Comments

Confidential tab
- Confidential Comments

Custom tab
- all fields defined as year-independent

ELL-LEP
- nothing

Entry tab
- most fields here are shared across years

MARSS tab
- nothing (except for the MARSS status lines that are imported as discussed above)

Photo tab
- nothing

Program Hist
- nothing (eventually may have an "import from prior year" option)

Race tab
- all race-ethnicity data

Sensitive tab
- nothing

Spec Ed
- nothing

****

All other data from fields on the student data page will get copied from the current year to the next year at roll-up time. Recently JMC added the info from the Bus tab to the roll-up process (was not rolled up until roll-up for 18-19).

The roll-up is a one-time event (requested by the client) and it only happens *at the moment your data gets rolled up* from one year to the next.

After that, changes made to those fields are exclusive to the year the client was logged into when the edits were made - there is no re-roll of that data.

After the roll-up, if you want that data entered in both years you must manually enter it into both.

****

Appendix N

MCCC Updates for 18-19

From link: https://education.mn.gov/MDE/dse/datasub/MCCC/

Calendar info in middle of page – verify in doc and app

- Reporting Years 2010-11, 2011-12, 2012-13, 2013-14, 2014-15, 2015-16, 2016-17 and 2017-18 are closed.
- Reporting Year 2018-19 opens April 1, 2019.
- o **Early Education** includes School Readiness, Early Childhood Special Education (ECSE) and Early Childhood Family Education (ECFE).
- o **K-8** includes English Language Arts, Mathematics, Science, Social Studies, Arts, World Languages, Physical Education and Health.
- o **9-12** includes all courses.
- o Early Education is due Thursday, August 15, 2019.
- o Final Birth-12 MCCC will be closed Friday, March 13, 2020.
- Reporting Year 2019-20 will open April 6, 2020.

Videos at bottom for calendar editing & rollover

Video Tutorials

Calendar Edit 1 - Explains the calendar menu and creates an Academic Year
Calendar Edit 2 - Explains the create, edit and delete of a Calendar. Term and Period
Calendar Rollover - Walks through the complete calendar rollover process

From Karen Millette's Word docs

K-12 Course Classification Changes 2018-19
K-12 Course Catalogue Updates
New course classifications
03070 PLTW Biomedical Innovation
05013 Dance for Musical Theater
05014 Ballet
05015 Jazz Dance
05016 Modern Dance
05017 Hip Hop
05018 Tap Dance
05195 Fundamentals of Design
05201 Interdisciplinary Arts
05203 Film Appreciation and Analysis
05250 Media Arts—Comprehensive
05251 Digital Imaging
05252 Interactive Design
05253 Interactive Game Design
05254 Web Design
05255 Moving Image
05256 Moving Image – Animation
05257 Digital Sound Design
05258 Virtual Design
05259 Media for Performance

05260 Multimedia Design
05261 Intermedia Design
05262 Media Arts Theory
05263 Media Literacy
05297 Media Arts—Independent Study
05298 Media Arts—Workplace Experience
05299 Media Arts—Other
21025 PLTW Engineering Design and Development
24041 Braille
24042 IB Language B—English
24043 IB Language Ab Initio—English

Remove course classifications
02061 Integrated Math – Multi-year Equivalent
03155 AP Physics B
04066 IB Islamic History
04067 IB Twentieth Century World History
10017 PLTW Simulation and Modeling
10018 PLTW Artificial Intelligence
21014 PLTW Biological Engineering

Rename
05106 Instrumental Ensemble **TO** Small Ensemble
05107 Piano/Keyboard **TO** Piano
05155 Drawing/Painting **TO** Visual Arts – Drawing/Painting
05156 Drawing **TO** Visual Arts – Drawing
05157 Painting **TO** Visual Arts – Painting
05158 Sculpture **TO** Visual Arts – Sculpture
05161 Printmaking **TO** Printmaking/Graphics
05164 Textiles and Fibers **TO** Fibers and Textile Design
05165 Folk Art **TO** Crafts
05168 Media Art – Film/Video **TO** Media Art – Cinematography/Video Production
05169 Computer – Assisted Art **TO** Multimedia Art
05173 IB Art/Design **TO** IB Visual Arts
10014 PLTW Introduction to Computer Science **TO** PLTW Computer Science Essentials
10015 PLTW Computer Science Applications **TO** PLTW Computer Science A
10016 PLTW Computer Science and Software Engineering **TO** PLTW Computer Science Principles

EE Table Changes 2018-19
Curriculum Codes changes 2018-19
Remove

HRC	High Reach Curriculum Package
PEK	Project Early Kindergarten (PEK)
PEKCC	Project Early Kindergarten curriculum for Family Child Care

SCH	Scholastic Early Childhood Program
TOTES	Totes of Fun

Organized Domain Specific Curriculums separately

Assessment Tool Type changes 2018-19

Remove

FAST	Formative Assessment System for Teachers

EE Domain Standard 2018-19

Remove all of the previous codes

Subject Area	Age Levels	Strand/Domain	Indicator Code (Subject Area. Age, Domain)
99	0-3	All four domains in ages birth-3	99.EB.All
99	0-3	1. Social and Emotional Development	99.EB.1
99	0-3	2. Language Development and Communication	99.EB.2
99	0-3	3. Cognitive Development	99.EB.3
99	0-3	4. Physical and Motor Development	99.EB.4
99	3-5	All six domains in ages 3-5	99.E3.All
99	3-5	1. Social and Emotional Development	99.E3.1
99	3-5	2. Approaches to Learning	99.E3.2
99	3-5	3. Language and Literacy Development	99.E3.3
99	3-5	4. Creativity and the Arts	99.E3.4
99	3-5	5. Cognitive Development	99.E3.5
99	3-5	6. Physical and Motor Development	99.E3.6
End of Worksheet			

Add all new standards codes. The Stands/Domains are completely changed and with that change the Age Levels and Indicator Codes are all different.

Subject Area	Age Levels	Strand/Domain	Indicator Code (Subject Area. Age, Domain)
99	**0-5**	**All eight domains in ages birth through five**	**99.B5.All**
99	0-5	1. Social and Emotional Domain	99.B5.1

99	0-5	2. Approaches to Learning Domain	99.B5.2
99	0-5	3. Language, Literacy and Communication Domain	99.B5.3
99	0-5	4. The Arts Domain	99.B5.4
99	0-5	5. Social Systems-Cognitive Domain	99.B5.5
99	0-5	6. Physical and Movement Development Domain	99.B5.6
99	0-5	7. Mathematics Domain	99.B5.7
99	0-5	8. Scientific Thinking Domain	99.B5.8
End of Worksheet			

Appendix O
Voluntary Prekindergarten Reporting Examples from MDE

The following examples are taken from and MDE document which can be found at: https://education.mn.gov/mdeprod/idcplg?IdcService=GET_FILE&dDocName=MDE072200&RevisionSelectionMethod=latestReleased&Rendition=primary

Eligible voluntary pre-K*:* Students without an IEP who are eligible to generate general education funding and who do not receive a special education evaluation while enrolled in pre-K are reported with a grade level of PA through PJ on MARSS. Use SAC 00, 01, 08 or 11. The student must be Percent Enrolled 100 and will have only one record unless residency changes.

- Grade = PA-PJ
- SAC = 00, 01, 08 or 11
- SEES = 1
- LLA = 05
- SE = 40 or normal withdrawal coding

Ineligible voluntary pre-K*:* Students age 5 or older as of September 1 or age 3 as of September 1 are eligible to participate in the voluntary pre-K program but are ineligible to generate funding. This category also includes students age 4 as of September 1 who are not eligible for funding, e.g., more students are being served than were approved. These students are reported on MARSS with SAC 20, 21 or 29. Report with a grade level of PA through PJ. The student will have one enrollment record. If an eligible pre-K student withdraws, an ineligible student can be withdrawn and re-enrolled on the next school day as an eligible student so that the program does not lose funding.

- Grade = PA-PJ
- SAC = 20, 21 or 29
- SEES = 1
- LLA = 05
- SE = 40 or normal withdrawal coding

Eligible or ineligible voluntary pre-K that receives Health and Developmental Screening*:* All voluntary pre-K students need to receive Health and Developmental Screening within 90 days of starting pre-K. Participants who were screened as a 3-year-old do not need to receive another screening. The student will have two, overlapping enrollment records if the screening is conducted after the student enrolls in pre-K. If the screening is conducted prior to enrollment in pre-K, the dates of the screening will precede the pre-K enrollment date.

Voluntary Prekindergarten Record

- Grade = PA-PJ
- SAC = 00, 01, 08, 11, 20, 21 or 29

- SEES = 1
- LLA = 05
- SE = 40 or normal withdrawal coding

Health and Developmental Screen Record

- Grade = PS
- SEES = 1
- SAC = 41-45
- SE = 60-65

Eligible voluntary pre-K student who receives an evaluation and does not qualify for special education services*:* An eligible voluntary pre-K student who receives a special education evaluation either during or outside the voluntary pre-K program classroom time will have two separate, overlapping records.

Note: A voluntary pre-K student who is eligible for funding and who receives an evaluation for special education completely during the voluntary pre-K class time, i.e., no evaluation hours are generated outside the pre-K class time, does not have a second enrollment record generated. This will be rare since part of the evaluation time for students who qualify includes the writing of the IEP which would be done outside regularly scheduled class time.

1. The first record will be reported with a grade level of PA through PJ. Use SAC 00, 01, 08 or 11. Report SEES 02. The charter school is responsible for the evaluation of students enrolled in charter schools.
2. Report the special education evaluation time under grade level Early Childhood (EC). Use SAC 00, 01, 08 or 11 and SEES 02. The EC evaluation record can exist in the voluntary pre-K school or at another school in the district; it should not be reported in both schools. Membership hours would include only evaluation hours provided outside the voluntary pre-K class time. The district or charter school in which the student is enrolled is responsible for the evaluation. The Status End code will be 25 if the student does not qualify for special education.

Voluntary Prekindergarten Record

- Grade = PA-PJ
- SAC = 00, 01, 08 or 11
- SEES = 2 to end-of-year or withdrawal date
- LLA = 05
- SE = 40 or normal withdrawal coding

Special Education Evaluation Status Record

- Grade = EC
- SAC = 00, 01, 08 or 11
- SEES = 2
- LLA = 22
- SE = 25

Eligible voluntary pre-K student who receives an evaluation and qualifies for special education: An
eligible voluntary pre-K student who receives a special education evaluation either during or outside the voluntary pre-K program classroom time will have three enrollment records. Two records will be overlapping; one record will be a single record.

- Report the voluntary pre-K classroom time with a grade level of PA through PJ. Use SAC 00, 01, 08 or 11. Use SEES 2 during the evaluation period.
- Report the special education evaluation time under grade level Early Childhood (EC). Use SAC 00, 01, 08 or 11 and SEES 02. The charter school is responsible for evaluating a pre-K student enrolled in a charter school's voluntary pre-K program. The EC evaluation record can exist in the voluntary pre-K school or at another school in the district. Membership hours would only include evaluation hours provided outside the voluntary pre-K class time. The district or charter school in which the student is enrolled is responsible for the evaluation. The Status End code will be 25 if the student does not qualify for special education.
- Once the student has a signed IEP and services have started, withdraw the student from grade PK and

enroll the student in grade EC with SEES 4 or 6. A voluntary pre-K student who has an IEP is

reported in grade EC with SEES 4 or 6 and Percent Enrolled 999. The IEP determines the student's required educational services; those services are reported as membership hours. Membership hours include voluntary pre-K membership if required by the IEP. Student membership is computed no differently than it would have been in the absence of voluntary pre-K participation.

Voluntary Prekindergarten Record

- Grade = PA-PJ
- SAC = 00, 01, 08 or 11
- SEES = 2 until IEP signed and Sped services started
- LLA = 05
- SE = 50

Special Education Evaluation Record

- Grade = EC
- SAC = 00, 01, 08 or 11
- SEES = 2
- LLA = 22
- SE = 50

EC Special Education Services Record

- Grade = EC
- SAC = 00, 01, 08 or 11
- SEES = 4 or 6
- Setting = 30

- LLA = 24
- SE = 40 or normal withdrawal coding

Ineligible voluntary pre-K student who receives an evaluation and does not qualify for special education services*:* A student who participates in a voluntary pre-K program but who is ineligible to generate
funding and receives a special education evaluation but does not qualify for special education services will have two separate, overlapping enrollment records.

- Report the voluntary pre-K classroom time with a grade level of PA through PJ and SAC 20, 21 or 29. Report SEES 02. The charter school is responsible for the evaluation of students enrolled in charter schools.
- Create a second, overlapping enrollment record to report the evaluation time only. These evaluation/membership hours may occur during or outside the voluntary pre-K classroom time. Report the student in Grade EC with SEES 02. The EC evaluation record can exist in the voluntary pre-K school or at another school in the district. Membership hours would include all evaluation hours provided whether during or outside the voluntary pre-K class time. The district or charter school in which the student is enrolled is responsible for the evaluation. The Status End code will be 25 if the student does not qualify for special education.

Voluntary Prekindergarten Record

- Grade = PA-PJ
- SAC = 20, 21 or 29
- SEES = 2 to end-of-year or withdrawal date
- LLA = 05
- SE = 40 or normal withdrawal coding

Special Education Evaluation Status

- Grade = EC
- SAC = 00, 01, 08 or 11
- SEES = 2
- LLA = 22
- SE = 25

Ineligible voluntary pre-K student who receives an evaluation and qualifies for special education: A
student who participates in a voluntary pre-K program but is ineligible to generate funding and who receives a special education evaluation and qualifies for special education services will have three enrollment records. Two records will be overlapping; one record will be a single record.

- Report the voluntary pre-K classroom time with grade level of PA through PJ. Use SAC 20, 21 or 29 and SEES 02. The charter school is responsible for the evaluation of students enrolled in charter schools.
- Create a second, overlapping enrollment record to report the evaluation time only. These evaluation/membership hours may occur during or outside the voluntary pre-K classroom time. Report the student in Grade EC with SEES 02. The EC evaluation record can exist in the voluntary pre-K school or at another

school in the district, however it cannot be reported in both schools. Membership hours would include all evaluation hours provided whether during or outside the voluntary pre-K class time. The district or charter school in which the student is enrolled is responsible for the evaluation. The Status End code will be 50 if the student qualifies.

- Once the student's IEP is signed and services started, withdraw the student from grade PK and enroll the

student in grade EC with SEES 4 or 6. A voluntary pre-K student who has an IEP is reported in grade EC with SEES 4 or 6 and Percent Enrolled 999. The IEP determines the student's required educational services. Those services are reported as membership hours. Membership hours include voluntary pre-K membership if required by the IEP. Student membership is computed no differently than it would have been in the absence of voluntary pre-K participation.

Voluntary Prekindergarten Record

- Grade = PA-PJ
- SAC = 20, 21 or 29
- SEES = 2 until IEP signed and Sped services started
- LLA = 05
- SE = 50

Special Education Evaluation Record

- Grade = EC
- SAC = 00, 01, 08 or 11
- SEES = 2
- LLA = 22
- SE = 50

EC Special Education Services Record

- Grade = EC
- SAC = 00, 01, 08 or 11
- SEES = 4 or 6
- Setting = 30
- LLA = 24
- SE = 40 or normal withdrawal coding

Student with an IEP Starts as EC then Becomes Voluntary Pre-K*:* An EC student enrolled in a voluntary pre-K program who starts the year with an IEP is reported in grade EC, SEES Change 4 or 6 and Percent Enrolled 999.

Student membership is computed no differently than it would have been in the absence of voluntary pre-K participation. If the IEP is terminated and the student remains enrolled in the pre-K classroom, the student is reported in grade PK with the appropriate SAC with SEES 7.

A voluntary pre-K student with an IEP is reported in grade EC until the IEP is terminated. On the last day of special education services close the record with Status End code 21. If the student continues in

the voluntary pre-K program, create a new enrollment record on the following school day in one of grades PA through PJ, SEES 7, and the disability and setting that was on the final IEP. Attendance and Membership are reported in terms of days for the voluntary pre-K enrollment record. The SAC code is used to indicate whether or not the child will generate general education revenue.

EC Special Education Services Record
• Grade = EC • SAC = 00, 01, 08 or 11 • SEES = 4 or 6 • Setting = 30 • SE = 21

Voluntary Prekindergarten Record
• Grade = PA-PJ SAC = 00, 01, 08, 11, 20, 21 or 29 SEES = 7 Disability = the disability from the final IEP Setting = 30 LLA = 22 • SE = 40 or normal withdrawal coding

An eligible student who leaves voluntary pre-K and an ineligible student is identified as eligible voluntary pre-K*:* An eligible voluntary pre-K student who leaves the program would leave space for another student to participate as an eligible student. This allows the program to generate maximum revenue.

Student A

- Grade = PA-PJ
- SAC = 00, 01, 08 or 11
- LLA = 05
- SEES = 1
- SE = appropriate withdrawal coding

Ineligible
• Grade = PA-PJ

- SAC = 20, 21 or 29
- LLA = 05
- SEES = 1
- SE = 99

**Eligibl
e**

- Grade = PA-PJ

- SAC = 00, 01, 08, 11

- LLA = 24

- SEES = 1

- SE = 40 or normal withdrawal coding

An EC student who leaves voluntary pre-K and without completing IEP: An EC student enrolled in a voluntary pre-K program who starts the year with an IEP is reported in grade EC and Percent Enrolled 999. Student membership is computed no differently than it would have been in the absence of voluntary pre-K participation. If the student withdrawals without completing the IEP, use SEES 4. Close the record with Status End code 26.

- Grade = EC
- SEES = 4
- SE = 26
- Setting = 30

A student who leaves voluntary pre-K: An eligible or ineligible student enrolled in a voluntary pre-K program is reported in grade PK. If the parent(s) withdraw the student, for example, the parent(s) decided that the student wasn't mature enough to attend, close the record with Status End code 26.

- Grade = PA-PJ
- SAC = 00, 01, 08, 11, 20, 21 or 29
- SEES = 1
- SE = 26

Change Log

Changes for 4/26/2019 version
- MCCC Procedures
  - o Updating State Course Codes – new section
  - o Reporting Requirements and Dates – new section
- Instructional Videos – updated to include new MCCC and Counting All Students videos
- Student Scope – added (has been in other JMC documentation for a while)
- How To Use This Document Efficiently – initial version
- Student Data – screen shots updated throughout this document to reflect current version
- Minnesota-Counting All Students-Start Year - new
- Minnesota-Counting All Students-Update Grade - new
- Minnesota-Counting All Students-Update Student - new
- Minnesota-Counting All Students-Delete Student – new
- Appendix M: How data Flows from One Year to the Next
  - o New
- Appendix N: MCCC Updates for 18-19
  - o New
- Appendix O: Voluntary Prekindergarten Reporting Examples from MDE
  - o New

Changes for 9/19/2018 version
- Perkins Overview
  - o description of periodic course code changes and how to work through them
  - o MDE Perkins links updated for Program Approval page
  - o MDE Perkins link added in Perkins Overview for Technical Skills Assessment/Attainment
- Edit - Student Data page screen shots
  - o Race/Ethnicity tab
    - ▪ New North American Indian check box (new for 2018-19)
- New For 2018-19
  - o Added note about new Race / Ethnicity data element for North American Indian, found on Edit - Student Data in the Race / Ethnicity tab.
- Appendix I – Perkins TSA
  - o added screen shot for manual entry of test score records
  - o added a note to more thoroughly describe how test score record needs to be entered to work properly with the Perkins P file TSA proficiency
  - o added screen shot and note to show example of using Perkins Report to verify the TSA data prior to submission
  - o MDE Perkins link added in Perkins Overview for Technical Skills Assessment/Attainment

Changes for 5/22/2018 version
- Perkins Report – details of student inclusion, reference to TSA setup in Appendix I
- Perkins File – details of student inclusion, reference to TSA setup in Appendix I

Changes for 5/3/2018 version
- Appendix C – List of Home Primary Languages – REMOVED
- Added Appendix C – MARSS Percent Enrolled 999 Students
- Appendix E – Updated MCCC Quick Guide for 17-18 reporting
- MCCC Procedures – updated for 17-18 updates
  o State grade values
  o Updating State Course Codes – updated from MDE website
- Instructional Videos
  o Link directly to MCCC Overview video
  o Link to new MCCC 17-18 Updates video
- Student Data page screen shots
  o New tab order
  o General Tab
    ▪ New MCCC checkbox
      • Separate from existing MARSS checkbox
  o Title I/III Tab removed
    ▪ Title I/III now in MARSS tab
- Student Sensitive Data migrated to Student Data page in new Sensitive tab
- MCCC Course Index File
  o Information about editing course grades
    ▪ New State Course Code drop down list in Edit Course Data – State Specific Course tab
    ▪ State Course Code Title and Description for the specified State Course Code are also displayed in the tabs of the Edit Course Data page
- MCCC Staff File
  o General Updates
- MCCC Student File
  o State reporting grades
  o General Updates
- STAR Staff Assignments
  o More detail about adding staff assignments
    ▪ Assignment Code drop down list
- STAR Nonlicensed Staff
  o Displays code description if valid code

Changes for 2/9/2018 version
- Appendix F – MCCC EE Quick Guide
  o Updated notes about collecting of grades for early education students

- o Karen Millette from MDE communicated to JMC that grades will never be collected for early education students

Changes for 2/8/2018 version
- - Instructional Video Links on page 17
  - o New YouTube video link for JMC MCCC Reporting. This video will be updated once again in the coming weeks to incorporate changes for the 2017-18 reporting cycle.
- - Appendix E – MCCC Quick Guide
  - o Step 6 has updated year-specific notes about K-8 course code requirements
  - o Step 6 has a note added about retired and added course codes beginning with 2017-18.
  - o minor cosmetic revisions (underlining, reference to State Reporting page on JMC's website)
- - Overview
  - o Added section – Updating State Course Codes
    - ▪ Comments specific to K-8 state course codes for 2016-17
    - ▪ Comments specific to K-8 state course codes for 2017-18
    - ▪ Comments specific to retired and added course codes for 2017-18

Changes for 1/30/2018 version
- - Appendix K – NEW – Saving a Report as a PDF FILE
- - Appendix L – NEW – Minnesota Civics Test Requirement
- - Overview – minor cosmetic revisions