



Smart Software for Even Smarter Schools

DOCUMENTATION ~NEBRASKA STATE REPORTING~

**Includes:
ADVISER**

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Nebraska State Reporting Overview

As of the 2018-2019 school year the State of Nebraska will have switched over to ADVISER Ed-Fi state reporting processes. NSSRS templates are no longer in use for state reporting.

ADVISER has many features that assist with your state reporting, such as a dashboard for viewing statistics and details about the data you have submitted and error messages and warnings to help you revise your data until it is correctly submitted. Also, ADVISER will be including some processes that can occur in near real time or are otherwise scheduled to submit at certain times throughout the school year. The current version at the time of this update will include batch processing for data submissions as well as scheduled updates for daily attendance. Near real time submissions will be reinstated shortly as updates to near real time are being finalized for the 2019-2020 school year.

Nebraska ADVISER resources may be found at

<https://www.education.ne.gov/dataservices/education-data-systems/adviser-dashboard/>

<https://www.education.ne.gov/dataservices/adviser-resources/>

jmc is certified for ADVISER, having completed Vendor Certification in June of 2017 and District Certification in November 2017, Vendor Certification in August of 2018, and Vendor Certification in September of 2019. jmc is licensed for Ed-Fi interoperability technology. For more information about jmc's vendor status please refer to

<https://www.education.ne.gov/dataservices/education-data-systems/adviser-dashboard/sis-vendor-certification/>

Editing Student Data

Inspecting & Editing Student Data

You may inspect & edit student demographic data for individual students by selecting Edit - Student Data (see Figure 1).

The screenshot displays the 'Edit Student Data' page for Newman Grove Public School. At the top, it shows the school name, date (02/14/2020 Day 112), and school year (2019-2020). Below this is a search bar with 'Grade: All' and a 'Find:' field. A 'Save' button is located in the top right corner.

The main form is divided into several sections:

- Personal Information:** Last: Aasimov, First: Aaron, Middle: (empty), Suffix: (empty), Gender: M, Grade: 12.
- Advisor Information:** Advisor: -, Advisor 2: -, Building #: 1, JMC Building: 001 - Newman Grove Public.
- Contact Information:** Primary: Isaac and Minnie Aasimov, 123 4th Street, Sunnyville, NE 68644. Cell 1: 4024445555 (Minnie), Cell 2: 4024446666 (Isaac). Password: (empty), Email: aasimov@isp.net.
- Enrollment Status:** Type: Primary, Desc: (empty), In Mailings: checked, In Reports: checked. Buttons: Copy Contacts, Change Contact, Clear.

Below the main form is a navigation bar with tabs: General, Bus, Comments, Confidential, Custom, EL, Enrollment, Entry, Photo, ProgramHist, Race/Ethnicity, Sensitive, SpecEdComment, SpecEdHist. The 'Enrollment' tab is currently selected.

The 'Enrollment' section contains a list of checkboxes on the left and various data fields on the right:

- Checkboxes:** Active, Attendance, State Reporting, Rank, Honor Roll, Special Considerations, High Ability Learner Participant, High Ability Learner Eligibility, Honors Or Advanced Placement, Is A Single Parent, Nonpublic Targeted Assist, Military Family Code, Directory Information Opt Out.
- Data Fields:** Birth Date: 1/1/2002 (18), Graduation Date: (empty), Grad Year: (empty), District of Residence: 59-0013, School of Residence: (empty), Residency Status: 0 Not applicable, FTE: 0, Username: (empty), Password: (empty), Email: (empty), Email 2: (empty), Student Cell Phone: (empty), License Plate #: (empty).
- Reference and Identification:** Reference #: 699209001, Student ID: 1938, SSN: (empty), ID #: (empty), State ID: 1234567890, Locker: (empty), Combination: (empty), Bus #: (empty), Transported: 0.
- Postgraduate Information:** Expected High School of Graduation: Not Specified, Postgraduate Activity: Unavailable, Postgraduate Activity Determination: Unavailable.

At the bottom of the page, there are buttons for 'Print', 'New Student', 'StuRefNum #', and 'Save'.

Figure 1: Edit Student Data page.

Editing Student General Data

Edit a student's general information, such as their high ability learner designations, by clicking the **General** tab on the Edit- Student Data page. The tab will appear similar to Figure 2.

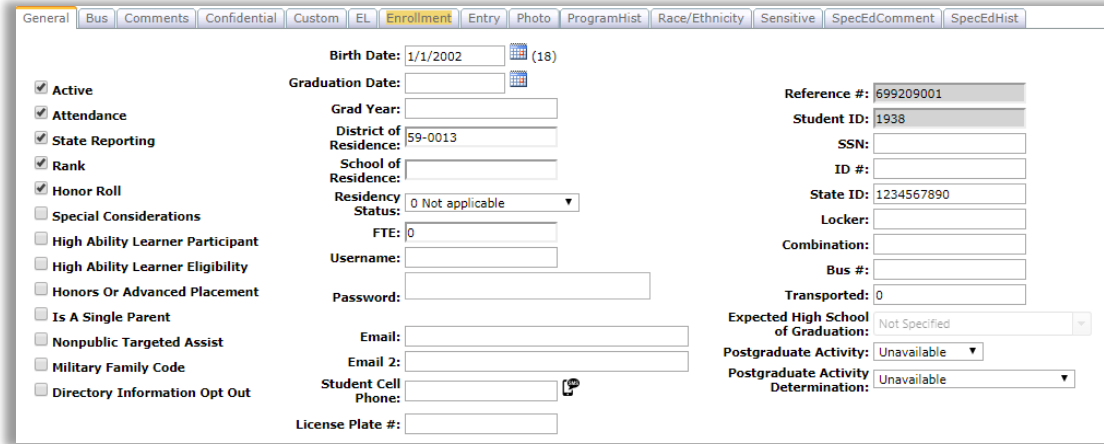


Figure 2: General Tab for Edit- Student Data page.

Editing Student Special Education History

Note: Your school may elect to submit special education data to ADVISER from other software such as SRS. If so, then editing special education history records in jmc will not be necessary.

Edit a student's special education history by clicking the **SpecEdHist** tab on the Edit- Student Data page. The tab will appear similar to Figure 3.



Figure 3

SpecEdHist
Tab for Edit-
Student Data
page.

Note: The **Add Row** button in the Special Education History tab will typically be disabled for jmc Nebraska clients. This is because Nebraska schools typically use NDE-provided software known as SRS for creating and maintaining special education history for their students. Therefore we will not cover editing of jmc Special Education History records at length in this document.

Note: SRS-generated Special Education History records may be imported into jmc by using the option Nebraska – Special Education History – Update Special Education History from Ed-Fi API. These records will be available only for viewing in jmc. The reason for importing these records from SRS is that the school will be able to use jmc reports such as Nebraska – Special Education History – Special Education Status, Attendance – Student – Lists, etc. for reviewing Special Education History data.

Editing Student Entry Data

Edit a student’s entry data by clicking the **Entry** tab on the Edit- Student Data page. The tab will appear similar to Figure 4.

General | Bus | Comments | Confidential | Custom | EL | **Enrollment** | Entry | Photo | ProgramHist | Race/Ethnicity | Sensitive | SpecEdComment | SpecEdHist

Birthplace:
Birth Country: United States of America (the)
Last School Attended:
Entry Date (district):
Entry Date (school):
 Foreign Exchange Student
Migrant: 0 - No
Migrant Date:
Migrant Duration:
Immigrant Indicator: 0 Not an Immigrant
Immigrant Date:
Immigrant From:

Figure 4: Entry Tab for Edit- Student Data page.

Editing Student EL Data

Edit a student’s EL data by clicking the **EL** tab on the Edit- Student Data page. The tab will appear similar to Figure 5.

General | Bus | Comments | Confidential | Custom | EL | **Enrollment** | Entry | Photo | ProgramHist | Race/Ethnicity | Sensitive | SpecEdComment | SpecEdHist

EL Participation
Original Placement Date:
Exit Date:
Home or Native Language: English
English Learner Status: Not an English Learner
Language Instruction Program Service: Not Specified

Figure 5: EL Tab for Edit- Student Data page.

Note: The data elements on this tab are submitted to ADVISER as Student Language Instructional Program Association (SLIPA) records.

Editing Student Race-Ethnicity Data

Edit a student’s Race-Ethnicity data by clicking the **Race-Ethnicity** tab on the Edit- Student Data page. The tab will appear similar to Figure 6.

General | Bus | Comments | Confidential | Custom | EL | Enrollment | Entry | Photo | ProgramHist | **Race/Ethnicity** | Sensitive | SpecEdComment | SpecEdHist

Hispanic-Latino:
 American Indian-Alaskan Native
 Asian
 Black-African American
 Hawaiian/Pacific Islander
 White
Ethnicity: 5

Figure 6: Race-Ethnicity Tab for Edit- Student Data page.

Note: For ADVISER state reporting purposes, the Hispanic-Latino ethnicity question must be answered and also at least one of the five racial categories must be checked for each student as per federal guidelines. The numeric Ethnicity field is no longer used for federal or state reporting but may still be utilized at your discretion.

Editing Student Enrollment, Program, and Special Education History Data

Enrollment history was added for the 2019-2020 school year as a supplement to attendance and demographic data for ADVISER state reporting purposes. Data elements included in these new enrollment history records were done so as they needed to be tracked across time in ADVISER. In other words, these data elements can change throughout the year for individual students, so for state reporting purposes those changes are to be tracked.

To that effect, some data elements that are transitioning to enrollment history are in the process of being retired in their previous locations on the Student Data page.

Every student that is to be reported for ADVISER must have at least one enrollment history record. Every enrollment history record must have appropriate Entry and Exit codes and dates. Additional data may be tracked for each span of enrollment, such as residency status, district of residence, school of residence, FTE, attendance (whether calculated, attendance override values), and expected high school of graduation.

Each enrollment history record documents a span of a student's enrollment within the school district.

For a complete and accurate description of all enrollment history fields and codes, please refer to the [data element definitions for ADVISER](#) or contact DPI Helpdesk by emailing ADVISERHelp@Nebraskacloud.org.

Generating and editing these enrollment history records may be done in a variety of ways, but virtually all necessary enrollment history records will be generated automatically by performing options such as Attendance - Student - Drop Student, Attendance - Student - Add Student, Attendance - Student - Re-enter Student, or Nebraska - ADVISER - Import Enrollment History from Prior Year (*to become available for 20-21 school year*). Enrollment history records for a student may be viewed, edited, and printed by clicking **Enrollment History** in the Enrollment tab of Edit - Student Data or by using Attendance – Student – Lists.

Note: For information about adding, re-entering, or activating students please refer to the following link:

http://resources.jmcinc.com/uploads/files/Enrollment_AddVsReenterVsActivate_NE.pdf

Note: For information about dropping, inactivating, or deleting students please refer to the following link:

http://resources.jmcinc.com/uploads/files/Enrollment_DropvsInactivateVsDelete_NE.pdf

Updating Enrollment History when Dropping a Student

Enrollment history records are automatically updated when a student is dropped using Attendance – Student – Drop Student.

Note: When a student is dropped for a specific day, they are considered to have attended on that day and to have dropped at the end of that day.

1. Select Attendance – Student – Drop Student. The page will appear similar to Figure 7.

Figure 7. Dropping a student while updating enrollment history.

2. Specify the student, day number, exit code, and other enrollment history data as appropriate, then click **Drop** to drop the student. The appropriate enrollment history record will be automatically updated. In Figure 7, an example of dropping on Day 10 is displayed, where the student is transferring to another school district.

Updating Enrollment History when Adding a Student

Enrollment history records are automatically updated when a student is added using Attendance – Student – Add Student.

1. Select Attendance – Student – Add Student. The page will appear similar to Figure 8.

Figure 8. Adding a student while updating enrollment history

2. Specify the student, day number, add code, residency status, district of residence, school of residence, expected high school of graduation, and FTE,

then click the **Add** button to add the student. The appropriate enrollment history record will automatically be updated.

Note: When a student is added for a specific day, they are considered to have attended on that day and to have enrolled at the start of that day. Therefore, for some entry codes it is appropriate to add them as of Day 1, or at the start of the first day.

Updating Enrollment History when Re-entering a Student

This option is used when a student has prior attendance in a building for the year. Enrollment history records are automatically updated when a student is added using Attendance – Student – Re-enter Student.

1. Select Attendance – Student – Re-enter Student. The page will appear similar to Figure 9.

Newman Grove Public School 02/17/2020 Day 113 2019-2020

Find: Day:

Aasimov, Aaron *

1 - 08/13/2019 - Tuesday
2 - 08/14/2019 - Wednesday
3 - 08/15/2019 - Thursday
4 - 08/16/2019 - Friday
5 - 08/19/2019 - Monday
6 - 08/20/2019 - Tuesday
7 - 08/21/2019 - Wednesday
8 - 08/22/2019 - Thursday
9 - 08/23/2019 - Friday
10 - 08/26/2019 - Monday
11 - 08/27/2019 - Tuesday
12 - 08/28/2019 - Wednesday
13 - 08/29/2019 - Thursday
14 - 08/30/2019 - Friday

Add Code: 102 Transfer In

Residency Status: 0 Not applicable

District of Residence: NEWMAN GROVE PUBLIC SCHOOLS

School of Residence: Not Specified

Expected High School of Graduation: Not Specified

FTE: 100

Re-enter

Figure 9: Re-entering a student while updating enrollment history

2. Specify the student, day number, add code, residency status, district of residence, school of residence, expected high school of graduation, and FTE, then click the **Re-enter** button to reenter the student. The appropriate enrollment history record will automatically be updated.

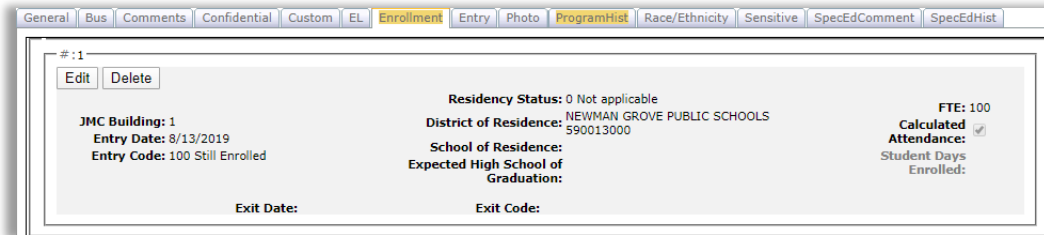
Note: When a student is re-entered for a specific day, they are considered to have attended on that day and to have enrolled at the start of that day. Reentering on Day 1 would not be appropriate.

Editing Student Enrollment History

Warning: Enrollment history records are automatically generated and/or updated when using Attendance – Student – Drop Student, Attendance – Student – Add Student, Attendance – Student – Re-enter Student, or Nebraska - ADVISER - Import Enrollment History from Prior Year (to become available for 2020-2021 school year). For virtually any situation where you would need to create or edit an enrollment history record, the record should be created or updated automatically by using the appropriate Add, Drop, or Reenter page.

Note: Initial enrollment history records for each year may be imported from the prior year's jmc database by selecting Nebraska - ADVISER – Import Enrollment History from Prior Year, beginning in 2020-2021, otherwise a default record is created for each student as needed. This process is enabled for each school year once Nebraska Department of Education certifies jmc's software for ADVISER. The certified build typically becomes available in July or August of each year. Once you have this certified build available to you then you should import your enrollment history from the prior year right away.

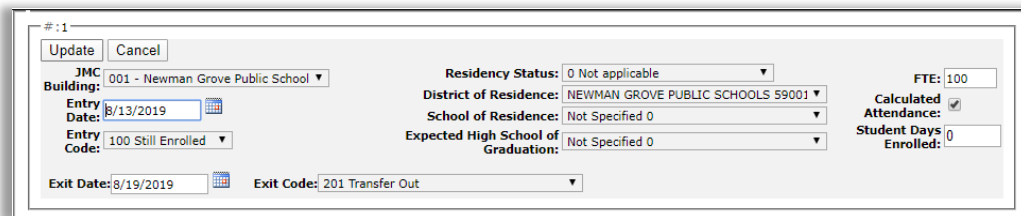
1. Edit a student's enrollment history by selecting the **Enrollment** tab panel on Edit - Student Data. A page similar to Figure 10 will appear.



The screenshot shows a web application interface with a tabbed menu at the top. The 'Enrollment' tab is selected. Below the menu, there are 'Edit' and 'Delete' buttons. The main content area displays enrollment details for a student. Fields include: JMC Building: 1, Entry Date: 8/13/2019, Entry Code: 100 Still Enrolled, Residency Status: 0 Not applicable, District of Residence: NEWMAN GROVE PUBLIC SCHOOLS 590013000, School of Residence: (blank), Expected High School of Graduation: (blank), Exit Date: (blank), Exit Code: (blank), FTE: 100, Calculated Attendance: , and Student Days Enrolled: (blank).

Figure 10: Enrollment Panel for the Edit - Student Data page.

2. To edit an existing enrollment history record, click **Edit** in the upper left corner of the record. The page will then appear similar to Figure 11. Make the appropriate edits and then click **Update**.



The screenshot shows the 'Edit' form for an enrollment record. It features 'Update' and 'Cancel' buttons. The fields are: JMC Building: 001 - Newman Grove Public School, Entry Date: 8/13/2019, Entry Code: 100 Still Enrolled, Residency Status: 0 Not applicable, District of Residence: NEWMAN GROVE PUBLIC SCHOOLS 59001, School of Residence: Not Specified 0, Expected High School of Graduation: Not Specified 0, Exit Date: 8/19/2019, Exit Code: 201 Transfer Out, FTE: 100, Calculated Attendance: , and Student Days Enrolled: 0.

Figure 11: Enrollment history record for normally enrolled student.

3. To delete a record from the student's enrollment history, click **Delete** in the upper left corner of the record. See Figure 10.

For more information about enrollment history in jmc please refer to the following link:

http://resources.jmcinc.com/uploads/files/NE_ADVISER_EnrollmentHistory.pdf

Editing Student Program History Data

Edit a student's Program History data by clicking the **ProgramHist** tab on the Edit-Student Data page. The tab will appear similar to Figure 12.



Figure 12

Program Tab on the Student Data page

Click the **Add Row** link in the upper right corner of the **ProgramHist** tab to create a record. The tab will appear similar to Figure 13.

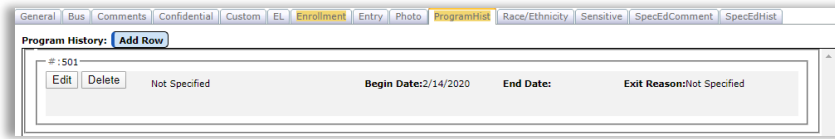


Figure 13

Program History tab with Row Added

Edit a specific student program history record by clicking on the **Edit** link to the left of the appropriate record in the **ProgramHist** tab. The page will appear similar to Figure 14.

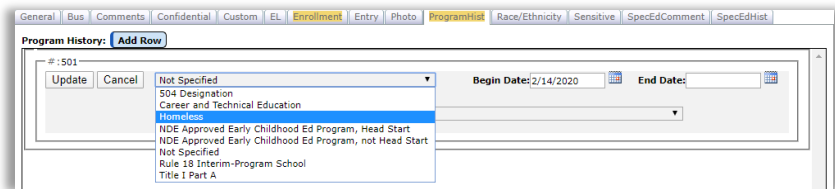


Figure 14

Editing a Program History Record.

For some types of Program History records there may be additional fields that appear in the record. An example is shown in Figure 15.

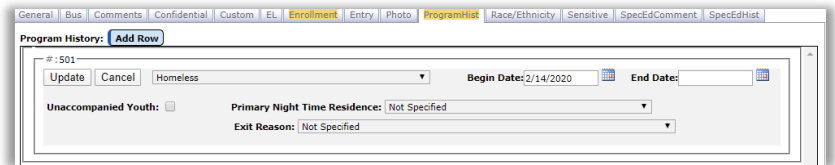


Figure 15

Additional Fields in a Program History Record.

When finished with editing the record you should click the **Update** link at the far left side of the record. The tab will then appear similar to Figure 16.

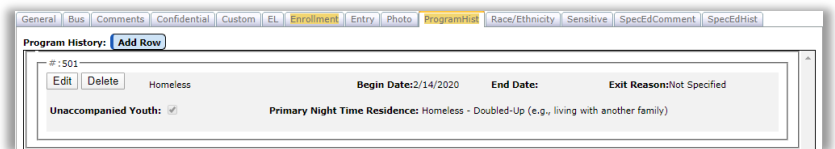


Figure 16

New Program History Record has been Updated

For more information about programs & program history in jmc, please refer to the following links:

http://resources.jmcinc.com/uploads/files/NE_ADVISER_ProgramsAndCharacteristics.pdf

<https://youtu.be/ehrAvSXuIPw>

Inspecting Many Students at Once using Attendance – Student - Lists

You may inspect many students at once (e.g. all students or one grade level) by selecting Attendance-Student-Lists and generating a list of the desired fields (see Figure 17).

All data fields for ADVISER reporting are available in the Choices of a Lists query.

There are many categories of data that may be included in a List. Many of the categories correspond directly to a location on the Edit Student Data screen. For example, the field called High Ability Learner is located on the Edit Student Data screen in the General tab and in Lists it can be found in the General Category.

The current categories of data that may be included in a List will vary somewhat based on the jmc modules in use by your school, but the current categories include:

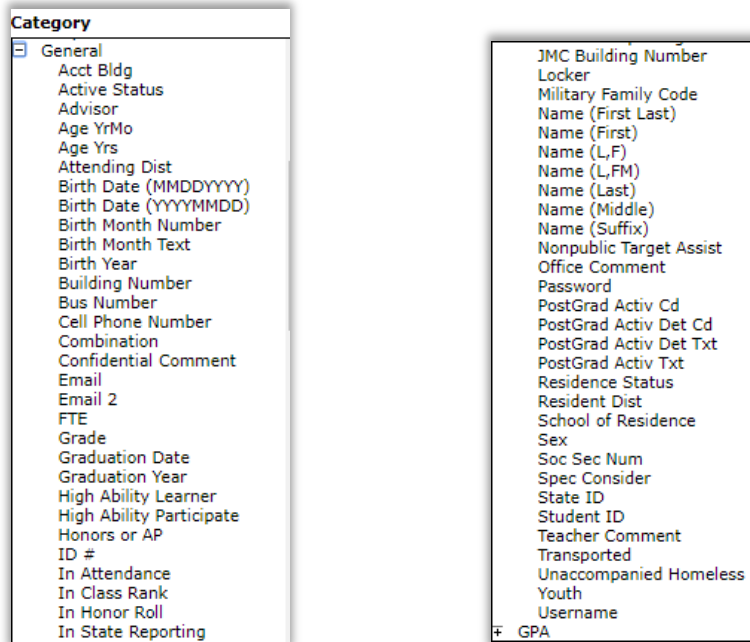
Common	Contact Other	Entry	Program History
Activities	Contact Primary	General	Race-Ethnicity
Attendance	Contact Secondary	GPA	Sensitive
Bus	Contact Storm	Health History	Spec Ed
Contact Doctor	Course Sections	Immunizations	Spec Ed History
Contact Emergency	Custom Fields	Internal Data	Test Scores
Contact Fee	Discipline	Medical Emergency Plan	Visit Log
Contact Fee Organization	EL (Engl Lang Learner)	Nebraska	
Contact Lunch	Enrollment History	Period Attendance	

The screenshot shows the Newman Grove Public School reporting interface. At the top, it displays the school name, date (02/14/2020 Day 112), and school year (2019-2020). Below this is a 'Reports:' dropdown menu set to '<New Report>' and a 'Save Report As:' text box. There are 'Save Report' and 'Delete Report' buttons. The main area is divided into four steps:

- Step 1: What do you want in the report?** A list of categories on the left, including Common, Activities, Attendance, Bus, Contact Doctor, Contact Emergency, Contact Fee, Contact Fee Organization, Contact Lunch, Contact Other, Contact Primary, Contact Secondary, Contact Storm, Course Sections, Custom Fields, Discipline, EL, Enrollment History, Entry, General, GPA, Health History, Immunizations, Internal Data, Medical Emergency Plan, Nebraska, Period Attendance, Program History, Race-Ethnicity, Sensitive, and Spec Ed. A 'Selected' column is empty.
- Step 2: Who do you want in the report?** A 'Type:' dropdown set to 'Ranges'. Below it is a list of 'Active Status' options, currently showing 'Include Active Students Only'. There are 'Add', 'Edit', and 'Remove' buttons for each item.
- Step 3: How do you want the report sorted?** A dropdown menu set to 'Name (L,F)'. There are 'Add', 'Edit', and 'Remove' buttons.
- Step 4: Choose your format.** A row of buttons: 'Preview', 'Print', 'Export Data', 'Create Labels', 'Clear Selected', and a checkbox for 'Number Items'.

Figure 17: Example of the Data Field Categories Available in Lists

Categories may be opened and closed by clicking on the disclosure triangle to the left of the category name. In the example in Figures 18 & 19, the General category was opened to reveal the data fields for that category. Data fields in a Student Lists category typically correspond to the tab they appear in on the Edit – Student Data page.



Figures 18 & 19: General Category in Lists

To include an item in a List, double-click on the item in the left-most list and it will appear in the Selected Items list in the middle of the screen. For more information on using Lists you may call jmc technical support, view training videos about Lists on jmc’s website, or refer to the extensive documentation on Lists in the Attendance documentation for your jmc Office Application.

In the example displayed in Figure 20, a simple Lists query is specified for generating a list of all students with their grade level and their current active status, sorted in Name order.

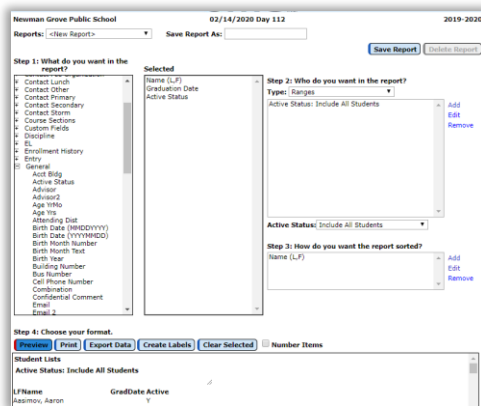


Figure 20
Example of a Simple List

Assigning Values to Many Students Simultaneously

You may assign values for some fields (such as resident district number) to many students simultaneously (e.g. all students or one grade level, or all students) by selecting Edit-Mass Change Fields.

Some items are best updated by grade level while others may be updated for all grades at once. One example of where updating by grade is important is when changing Graduation Date. Not only would the graduation date be different for each grade level, but also the act of assigning the graduation date is also significant. Graduation Date is typically assigned only to seniors who are far enough along with their coursework that it is almost certain that they will graduate. This particular field is important in that setting a graduation date also affects how Nebraska – Year End – Mass Exit Students works. Please refer to the Mass Exit Students section later in this document for more details.

1. Select Edit-Mass Change Fields. The screen will appear similar to Figure 21.

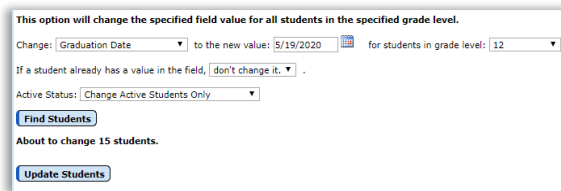


Figure 21

Mass Assigning Graduation Date for all grade 12 students

2. Select the Graduation Date option from the **Change** menu.
3. Specify the graduation date in the edit field beneath the **Change** menu.
4. The grade level should be **All** by default. In this example you will want to change that to grade 12.
5. Set the menu in the bottom right corner of the screen to either “don’t change it” or “overwrite it”.
6. Click **Find Students**. The number of students that would be affected by this process will be displayed in a message under the **Find Students** button.
7. If any students are found that would receive the updated graduation date, an **Update Students** button will appear below the message. To affect the change click on the **Update Students** button.
8. If you click the **Updates Students** button, a dialog will appear on your page asking you to verify this action. Click **OK** to continue or **Cancel** to exit this process.
9. If you click **OK**, upon completion of the process you will see a dialog with a note confirming the process was done.
10. The specified students will now have this common graduation date assigned to them, depending upon the options selected. If some of these students will need to have a different graduation date assigned to them, you may edit the numbers for those individuals by selecting Edit - Student Data and selecting the General tab.

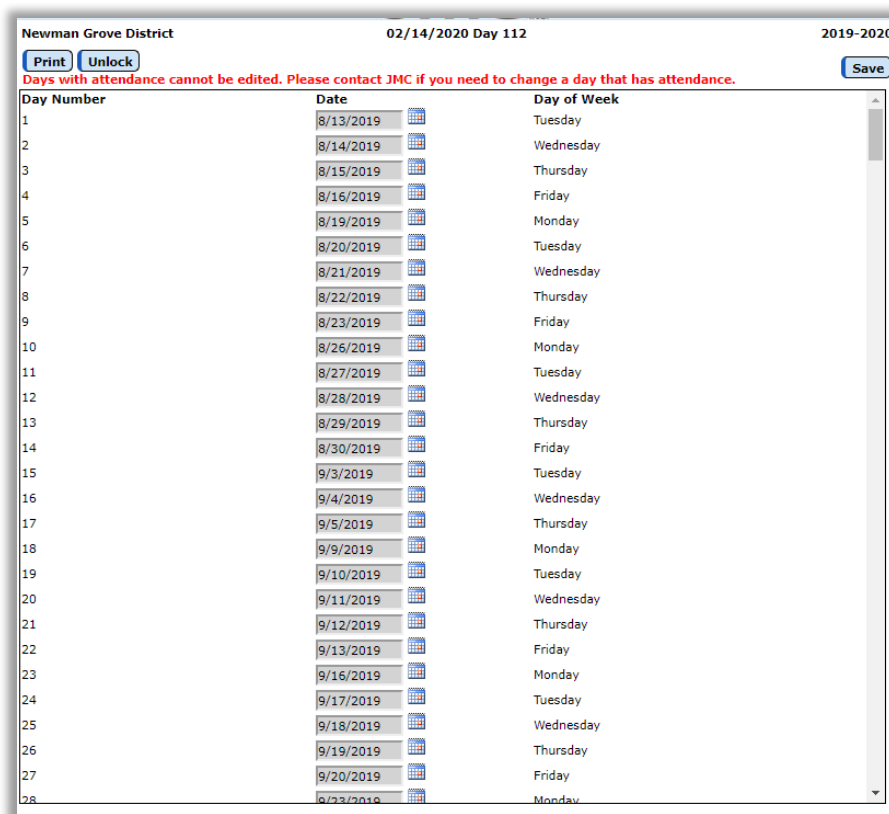
Editing Calendar Data

Your school calendar is edited in 3 places:

1. Attendance – Day – Day Names (district level)
2. Attendance – Day – Special Days (building level)
3. Attendance – Calendar – Term Dates (building level)

Day Names

Attendance – Day – Day Names, available only when logged in at the district level, is used to edit the dates that are used in attendance. Days on which school is in session for instructional purposes are consecutively numbered and then referred to by that number. The first day of school is day #1, the second day of school is day # 2, and so on.



The screenshot shows a web-based interface for editing the school calendar. At the top, it displays 'Newman Grove District', '02/14/2020 Day 112', and '2019-2020'. There are 'Print', 'Unlock', and 'Save' buttons. A red warning message states: 'Days with attendance cannot be edited. Please contact JMC if you need to change a day that has attendance.' Below this is a table with three columns: 'Day Number', 'Date', and 'Day of Week'. The table lists days from 1 to 28, with dates ranging from 8/13/2019 to 8/23/2019, and days of the week alternating between Tuesday, Wednesday, Thursday, and Friday.

Day Number	Date	Day of Week
1	8/13/2019	Tuesday
2	8/14/2019	Wednesday
3	8/15/2019	Thursday
4	8/16/2019	Friday
5	8/19/2019	Monday
6	8/20/2019	Tuesday
7	8/21/2019	Wednesday
8	8/22/2019	Thursday
9	8/23/2019	Friday
10	8/26/2019	Monday
11	8/27/2019	Tuesday
12	8/28/2019	Wednesday
13	8/29/2019	Thursday
14	8/30/2019	Friday
15	9/3/2019	Tuesday
16	9/4/2019	Wednesday
17	9/5/2019	Thursday
18	9/9/2019	Monday
19	9/10/2019	Tuesday
20	9/11/2019	Wednesday
21	9/12/2019	Thursday
22	9/13/2019	Friday
23	9/16/2019	Monday
24	9/17/2019	Tuesday
25	9/18/2019	Wednesday
26	9/19/2019	Thursday
27	9/20/2019	Friday
28	9/23/2019	Monday

Figure 22

Editing
Day
Names

If the days have already been entered but there is a school cancellation for some reason, the option Attendance - Day - Special Days may be used to indicate there was no school on that day for the appropriate grades/groups.

Enter all weekdays from the first day of school to the last day of school. Then go to Attendance - Day - Special Days and mark all non-school days as “No School”.

Special Days

Attendance – Day – Special Days, available only when logged in at the building level, is used to indicate any days or half days on which a particular grade group does not meet during the normal school year.

Note: In many cases you will be editing the special day for all grades at once. Examples include weather-related late starts (“No School AM”), early releases (“No School PM”), or cancelations (“No School”).

To edit the special days for one or all grade level(s), specify the desired option in the **Grade** drop down list for which attendance days are to be edited and then click the **Edit** link to the left of the day you wish to edit. The page will appear similar to Figure 23.

As an example of editing special days for one grade level, if the senior class gets out five days earlier than the other grades you should edit each of the last five days in your calendar individually and designate them as “No School” for grade 12.

	Day#	Date	Day Status
Edit	1	8/13/2019	Varies By Grade*
Edit	2	8/14/2019	Varies By Grade*
Edit	3	8/15/2019	Varies By Grade*
Edit	4	8/16/2019	Varies By Grade*
Edit	5	8/19/2019	School All Day
Edit	6	8/20/2019	School All Day
Edit	7	8/21/2019	School All Day
Edit	8	8/22/2019	School All Day
Edit	9	8/23/2019	Varies By Grade*
Edit	10	8/26/2019	School All Day
Edit	11	8/27/2019	School All Day
Edit	12	8/28/2019	School All Day
Edit	13	8/29/2019	School All Day
Edit	14	8/30/2019	Varies By Grade*
Edit	15	9/3/2019	School All Day
Edit	16	9/4/2019	School All Day
Edit	17	9/5/2019	School All Day
Edit	18	9/9/2019	School All Day
Edit	19	9/10/2019	School All Day
Edit	20	9/11/2019	School All Day
Edit	21	9/12/2019	School All Day
Edit	22	9/13/2019	Varies By Grade*
Edit	23	9/16/2019	School All Day
Edit	24	9/17/2019	School All Day
Edit	25	9/18/2019	School All Day
Edit	26	9/19/2019	School All Day

Figure 23

Special Days

Note: If the special days value varies by grade level the Day Status column will contain the comment “Varies by Grade*”.

Term Dates

Attendance – Calendar – Term Dates is used to enter and edit term dates for your school calendar. You do not need to define the term dates for terms that you do not use in your scheduling.

Note: Make sure to enter dates that are defined in your Day Numbers. When you save changes on this page it will display the Day Number next to the term date if the date assigned is associated with a defined Day Number.

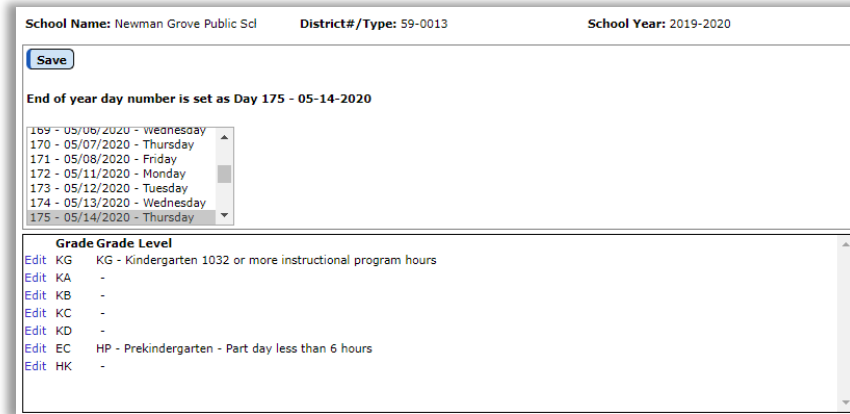
Term	Start Date / Day#	End Date / Day#
Year	8/13/2019 1	5/14/2020 175
Semester 1	8/13/2019 1	12/19/2019 86
Semester 2	1/6/2020 87	5/14/2020 175
Quarter 1	8/13/2019 1	10/11/2019 41
Quarter 2	10/14/2019 42	12/19/2019 86
Quarter 3	1/6/2020 87	3/6/2020 129
Quarter 4	3/9/2020 130	5/14/2020 175
Trimester 1	<input type="text"/>	<input type="text"/>
Trimester 2	<input type="text"/>	<input type="text"/>
Trimester 3	<input type="text"/>	<input type="text"/>
Hex 1	<input type="text"/>	<input type="text"/>
Hex 2	<input type="text"/>	<input type="text"/>
Hex 3	<input type="text"/>	<input type="text"/>
Hex 4	<input type="text"/>	<input type="text"/>
Hex 5	<input type="text"/>	<input type="text"/>
Hex 6	<input type="text"/>	<input type="text"/>
<input type="button" value="Save"/>		

Figure 24

Term
Dates

Editing School Data

Settings that affect the school may be edited on [Edit – Edit School Data](#). There are 3 items of interest on the screen that affect ADVISER reporting: the End of Year Day Number and the Grade Zero Grade Levels.



School Name: Newman Grove Public Sch District#/Type: 59-0013 School Year: 2019-2020

Save

End of year day number is set as Day 175 - 05-14-2020

169 - 05/06/2020 - Wednesday
170 - 05/07/2020 - Thursday
171 - 05/08/2020 - Friday
172 - 05/11/2020 - Monday
173 - 05/12/2020 - Tuesday
174 - 05/13/2020 - Wednesday
175 - 05/14/2020 - Thursday

Grade Grade Level

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

Figure 25

Edit School Data page.

Grade Zero Grade Levels are the grade levels for a student. Most of these are common and therefore there is no need to edit them (i.e. grades 1-12); however, grade 0 may require special mapping of **Kdg group** values (i.e. KA, KB, KC, KD, EC, HK, KG) to Nebraska-specific **grade level** values (i.e. PK, HK, KG). To edit the grade level placement for a grade 0 **Kdg group**, select [Edit – Edit School Data](#). The screen will appear similar to Figure 25. **To change the Grade Zero Grade Levels**, select the desired grade level cell in the list, then select the appropriate option from the **Grade Level** menu. The value in the cell will be updated when the **Save** button is pressed or a different cell is selected.

Editing Course Data

Course data fields may be utilized in some templates for data collection purposes. For example, the Student Grades template includes course records for each student. An important field in these records is the Course Code, as shown in the upper right corner on Schedules – Course – Edit Course Data. See Figure 26.

Course #: 7
Course Name: Accounting
Weight: 2.000
Alternative Course ID:
Alternative Course Name:
Grad Credit Starts in Grade: 9
 Counts in GPA Cumulative Start in Grade: 9
Term Type: Yearly (Semester)
Grade Scale: Regular
Block Length: 1
 Report Card
 Honor Roll
Save
Sections Constraints State Specific - Section Teachers Grading Schemes State Specific - Course Fees Description
State Course Code: 030301
State Course Description: ACCOUNTING, ADVANCED
Academic Subject: Busn Mktg Mgmt

Figure 26:

Edit Course Data page

To edit the state course code erase the value in the State Course Code drop down list and enter all or part of the course name/description or enter the desired state course code. The drop down list will then include state course codes & descriptions that match what was entered. See Figure 27. Then either select one of the codes in the list or delete the text and try again. All state course codes for ADVISER reporting will be available in the drop down list. Once you select an item from the list the page will display the selected state course code as well as the description and academic subject.

Course #: 7
Course Name: Accounting
Weight: 2.000
Alternative Course ID:
Alternative Course Name:
Grad Credit Starts in Grade: 9
 Counts in GPA Cumulative Start in Grade: 9
Term Type: Yearly (Semester)
Grade Scale: Regular
Block Length: 1
 Report Card
 Honor Roll
Save
Sections Constraints State Specific - Section Teachers Grading Schemes State Specific - Course Fees Description
State Course Code: Accounting
State Course Description: Code Description Subject
Academic Subject:
030300 ACCOUNTING Busn Mktg Mgmt
030301 ACCOUNTING, ADVANCED Busn Mktg Mgmt
030302 COLLEGE PRINCIPLES OF ACCOUNTING Busn Mktg Mgmt
030303 COLLEGE PRINCIPLES OF ACCOUNTING II Busn Mktg Mgmt

Figure 27:

Edit Course Data page

The state course code must be entered for all courses that are to be included in the ADVISER Grades resource.

Editing Staff Data

Staff data fields may be utilized in assigning staff access to the ADVISER dashboard. To set the credentials for a staff member, select Attendance - Staff - Teachers. The page will appear similar to Figure 28.

Figure 28
Staff Data

To edit a teacher, enter all or part of the teacher’s name in the Find drop down list at the top of the page, then select the appropriate teacher from the list. The page will appear similar to Figure 28. When finished editing a teacher’s record, click the **Update** button to save the changes.

Note: Viewing, editing, and printing of teacher passwords is governed by the Passwords privilege as established on File-User Privileges....

Note: CRDC Contact Type should be set only for staff involved in CRDC reporting.

Access to the ADVISER Dashboard is controlled by the Staff Classifications as shown in the lower left corner of Figure 28. Each staff member may have up to 5 Staff Classifications. Edit the Staff Classifications as desired and then click the **Update** button in the lower left corner to save the changes.

Staff Classification options are as follows:

Assistant Principal	Other
Assistant Superintendent	Principal
Counselor	School Administrator
Instructional Aide	School Leader
Instructional Coordinator	School Specialist
LEA Administrator	State Administrator
LEA Specialist	Substitute Teacher
LEA System Administrator	Superintendent
Librarians/Media Specialists	Support Services Staff
Operational Support	Teacher

Submitting Data for ADVISER Reporting

Your data should be submitted to the Nebraska Department of Education (NDE) on a regular basis.

All options for submitting/updating data via the ADVISER API are located in the Nebraska module in the ADVISER submenu.

Any of the ADVISER resources may need to be updated throughout the school year; however, there is a specific order for submitting data for the first time at the start of a new school year.

Attendance Submission via ADVISER Attendance is submitted automatically each night based on the settings you have specified. See Appendix A for details on Ed-Fi (ADVISER) settings.

Near Real Time vs. Batch Mode Data may be sent via the ADVISER API using both Near Real Time and Batch Mode processes. You may use either or both methods when submitting data to NDE.

Near Real Time means that when you update data on a jmc page the data will be sent almost immediately to NDE. If there are any errors related to the data you just saved then the errors will be sent via email to the designated recipient (see Appendix A).

Batch Mode means you control when the data gets sent to NDE. The data is not automatically sent. You must start a process (select an option, click a button...) in order to submit your data to NDE. If errors occur during the batch process they will show up as soon as the process finishes in a summary report.

Normally you will submit your initial start-of-year data via a batch mode process as described next using Nebraska – ADVISER – Start Year.

Once you have the Start Year processes run for the start of the school year you may choose to continue to work in batch mode or switch to near real time processing. If you continue to work in batch mode you will need to periodically (probably weekly, perhaps more frequently) need to refresh your data at NDE using Nebraska – ADVISER – Batch Processes. A few of the processes may be reserved for the end of the term or end of the school year, such as those that submit grades and transcript related data.

Submitting data via either method may result in error messages about the data quality that need to be fixed at your earliest convenience. If you are facing a deadline such as a snapshot date then you would most likely fix the errors immediately and then resubmit your data to see if the errors have been fixed. You would continue this cycle until your data is error-free.

Start Year

Use Nebraska – ADVISER – Start Year as shown in Figure 29.

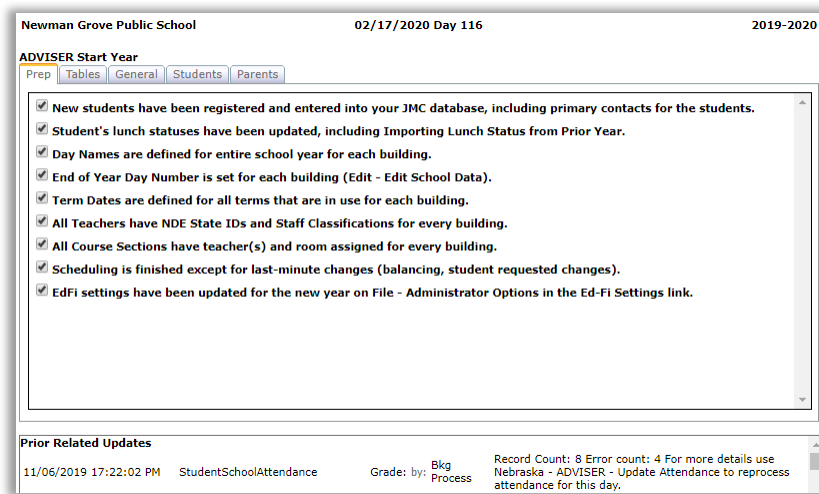


Figure 29

Start Year Page
with Prep tab

The page includes a checklist of necessary preliminary tasks as well. The page is organized into tabs that include the checklist and several buttons for submitting batch data for ADVISER reporting.

It is recommended that you read over each item in the Prep tab carefully before checking it off, taking care to make sure the work has been completed for that item. If the work has not been completed then you will need to pause from ADVISER reporting and take the time to do the preliminary work for the resources on this page. If you do not do the work associated with each check box then you will most likely have errors when submitting the resources on this page.

Note: In the initial version of this page, checking a box in the Prep tab is at the user's discretion. It is assumed that the task was completed by someone at the school. However, in the future each checkbox will likely be tied to some sort of validation process whereby if the step was not actually completed and can be detected as such then the checkbox will not be checked and information will be displayed instructing the user how to finish that step.

Once you have completed the tasks associated with all check boxes in the Prep tab you may begin submitting ADVISER resources for this group. Generally you would start with the top button on each tab and work your way down the list.

A summary will appear upon completion of resource submission and will include any errors related to that resource's data. If you have errors and wish to get technical support from jmc, it is a very good idea to make a PDF file for this summary report so that you can email the report to the tech support person you will work with. For information about creating PDF files from your jmc reports please refer to Appendix B at the end of this document.

As each ADVISER resource type is submitted you will see an entry in the Prior General Updates list at the bottom of the page. These entries will include the date and time the submission completed, the jmc user who completed the task, the ADVISER resource type submitted, and some details about the submission such as the number records successfully submitted, the number of error messages for the resource group, and sometimes additional comments about that resource submission.

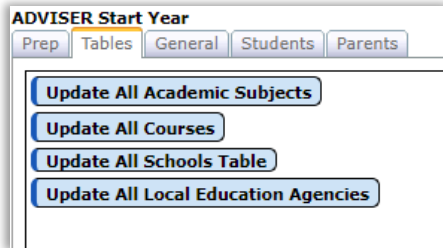


Figure 30

Start Year - Tables tab

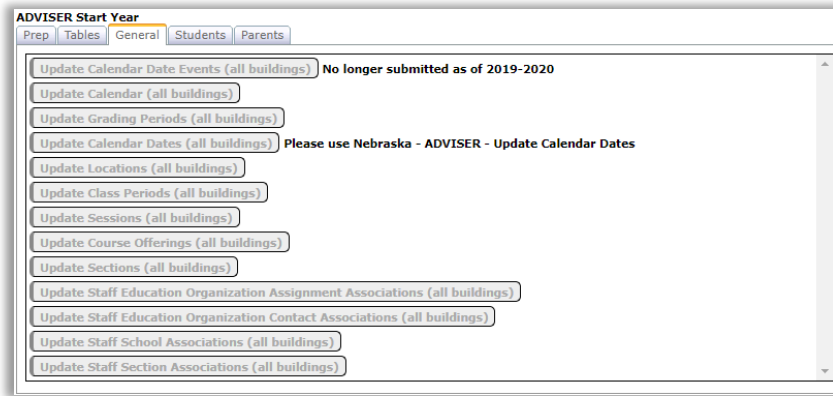


Figure 31

Start Year General tab

Options Disabled

Must check off all items on Prep tab to enable buttons in subsequent tabs

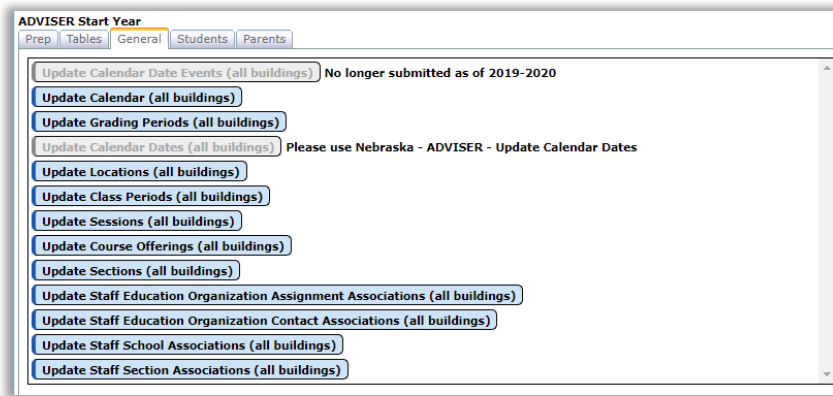


Figure 32

Start Year General tab

Options Enabled

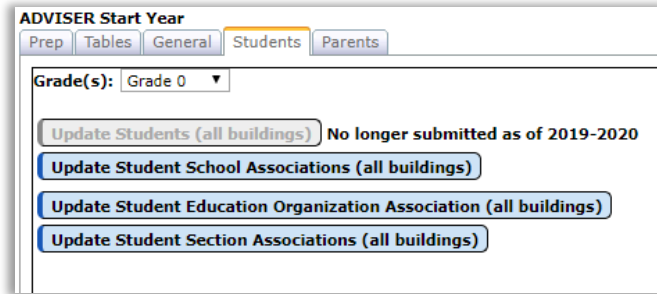


Figure 33

Start Year Students
tab
Options Enabled

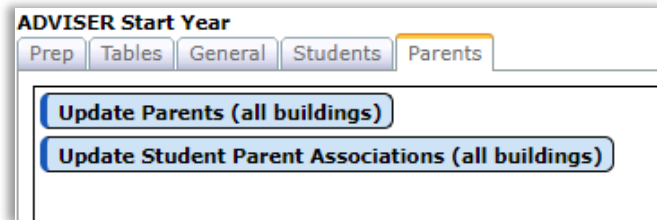


Figure 34

Start Year Parents tab
Options Enabled

Any of the resources listed above could need to be updated throughout the year based on changes made to your jmc database. For example, if a new student transfers to your school you would need to submit that information to NDE via ADVISER; however, in this case we can use another option called Nebraska – ADVISER – Update Student, which will submit all necessary resources for that individual student. Another example would be when a new course or course section is added; then you would need to update all the appropriate course and/or course section related resources from the Nebraska – ADVISER – Update A Course page.

You may use the following options in your jmc web application for submitting data via the ADVISER Ed-Fi API:

Batch Processes

Nebraska - ADVISER - Batch Processes is similar to the Start Year page except that the Prep tab is gone and more tabs have been added. This page is oriented for use later in the school year (after the start of the school year). Items in the General, Students, and Parents tabs will be identical to what they were in the Nebraska - ADVISER – Start Year page.

However, there are several additional tabs for submitting data that is not required to be submitted to ADVISER at the start of the year, such as Grades, Discipline, Programs, Transcripts, and Post Graduate. This data may be reported at any point during the school year when there is data to submit. For example, Grades and Transcripts may be updated at the end of each semester once grades have been submitted and both may need updating if grade changes were submitted. Discipline records may be submitted when the staff member in charge of discipline has decided that there are state-reportable discipline records that are prepped and ready to submit.

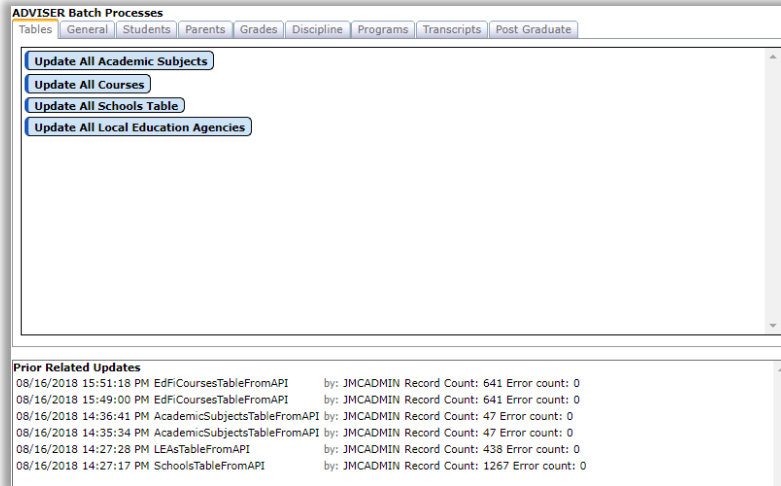


Figure 35

Batch Processes
Tables tab

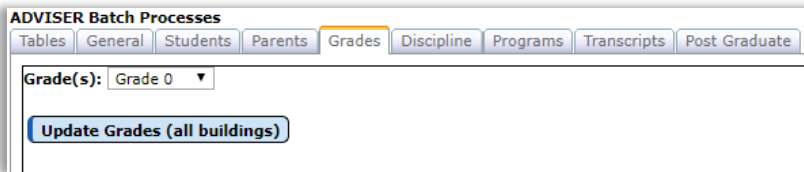


Figure 36

Batch Processes
Grades tab

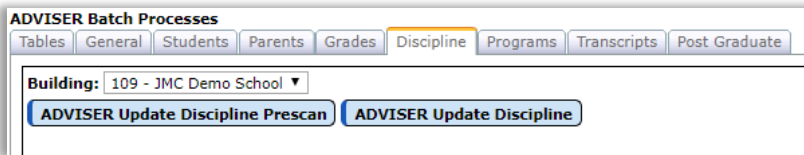


Figure 37

Batch Processes
Discipline tab

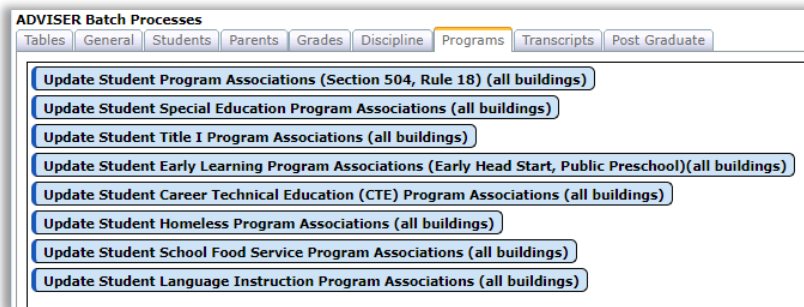


Figure 38

Batch Processes
Programs tab

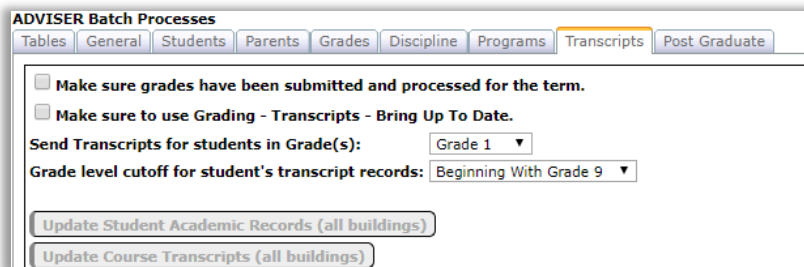


Figure 39

Batch Processes
Transcripts tab

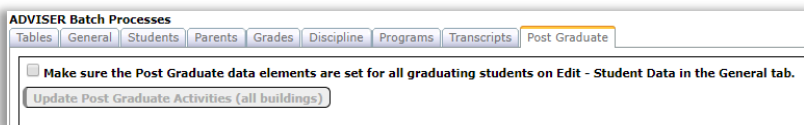


Figure 40

Batch Processes
Post Graduate tab

Update A Student

Nebraska - ADVISER - Update A Student may be used to update several resources for one student. This option is handy when data has changed for only one or just a few students.

This process is actually a series of processes for updating one student's complete set of resources, including Student, Student School Association, Student Program Associations, Student Special Education Program Associations, Student Section Associations, Student Academic Records, and others.

To use this option you must first select the student to update from the drop down list by typing all or part of the student's name and then selecting the appropriate student from the list. See Figure 41. Then click on the ADVISER Update Student button to submit the resources for that student. A summary will appear upon completion of the series of data submissions and will include any errors related to that student's data. If you have errors and wish to get technical support from jmc, it is a very good idea to make a PDF file for this summary report so that you can email the report to the tech support person you will work with. For information about creating PDF files from your jmc reports please refer to Appendix B at the end of this document.

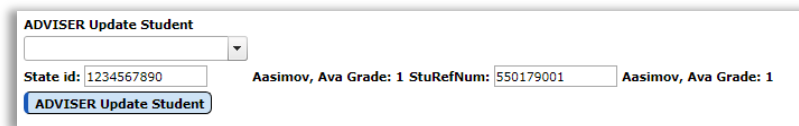


Figure 41

Update Student
page

Delete A Student

Nebraska - ADVISER - Delete A Student can be used to delete several resources for one student. This option is most commonly used when you have inadvertently submitted data via ADVISER for a student who never actually attended your school during the pertinent school year. Using this option will remove all data submitted from your jmc database and will help to clear errors regarding overlapping enrollment records between schools.

This process is actually a series of processes for deleting one student's complete set of resources, including Student, Student School Association, Student Program Associations, Student Special Education Program Associations, Student Section Associations, Student Academic Records, and others.

To use this option you must first select the student to update from the drop down list by typing all or part of the student's name and then selecting the appropriate student from the list. See Figure 42. Then click on the **ADVISER Delete Student** button to delete the resources for that student. A summary will appear upon completion of the series of data deletions and will include any errors related to that student's data. If you have errors and wish to get technical support from jmc, it is a very good idea to make a PDF file for this summary report so that you can email the report to the tech support person you will work with. For information about creating PDF files from your jmc reports please refer to Appendix B at the end of this document.

Figure 42

Delete Student
page

Update A Course

Nebraska - ADVISER - Update A Course can be used to submit course data to NDE via ADVISER. This option is particularly useful when edits have been made to a particular course and you wish to submit those changes immediately to NDE. Ed-Fi resources updated during this process includes:

- Course Offerings
- Sections
- Student Section Associations
- Staff Section Associations
- Grades

1. Select Nebraska - ADVISER - Update A Course. The page will appear similar to Figure 43.

Figure 43

Update A
Course

2. Select the building from the **Building** drop down list for which you wish to update the course and dependent resources.
3. Specify the course you wish to submit by entering the course name or number in the **Find** box, then click the **ADVISER Update Course** button.
4. Upon completion of this process you will see a summary of the data submitted. **Save this report as a PDF file for later referral, especially if you have errors that require attention.** Most browsers/operating systems have an option to save the file as PDF or to Print the file to a PDF file. An example is shown in Appendix B.

Note: If the button does not appear or is not enabled on the page it is most likely because your database is not yet configured for Ed-Fi exchanges. Please refer to Appendix A for more information about configuring your Ed-Fi settings.

Update Grade

Nebraska - ADVISER - Update Grade is used to submit data for a grade level to the NDE for state reporting purposes. This option is particularly useful for submitting large amounts of student-related data for an entire grade level immediately to NDE, especially during the weeks prior to a state reporting deadline or snapshot date. A natural result of this submission is that you will likely have errors on some students that will require attention prior to the state reporting deadline or snapshot date. Ed-Fi resources updated for this student during this process includes:

- Student
- Student School Association
- Student Education Organization Association
- Student Section Association
- Grades
- Student Program Association (all types)
- Student Academic Record
- Discipline Incident
- Student Discipline Incident Association
- Discipline Action

1. Select Nebraska - ADVISER - Update Grade. The page will appear similar to Figure 44.

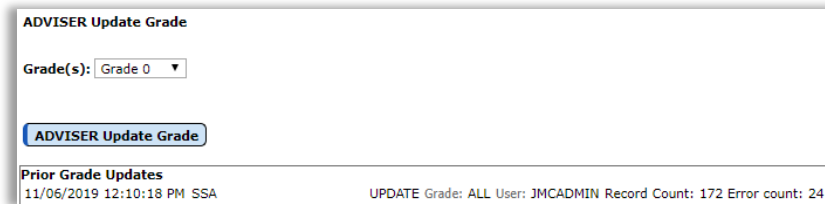


Figure 44:

Update
Grade

2. Select the grade level you wish to submit. You may use the “All Grades” option if your school’s enrollment is small (around 100 students or less).
3. Select a grade level to submit.
4. Click on the **ADVISER Update Grade** button to begin the process.
5. Upon completion of this process you will see a summary of the data submitted. **Save this report as a PDF file for later referral, especially if you have errors that require attention.** Most browsers/operating systems have an option to save the file as PDF or to Print the file to a PDF file. An example is shown in Appendix F.

Note: If the button does not appear on the page it is most likely because your database is not yet configured for Ed-Fi exchanges. Please refer to Appendix A for more information about configuring your Ed-Fi settings.

6. Repeat steps 2 & 3 for each grade level as needed.

Update Calendar Dates

This option is used to submit data for calendar-related resources after you have manually edited special days during the school year. This is most likely to occur due to a weather-related event such as a snow day.

You must first edit the special days on Attendance - Day - Special Days, then you may use this option to submit the changes for ADVISER.

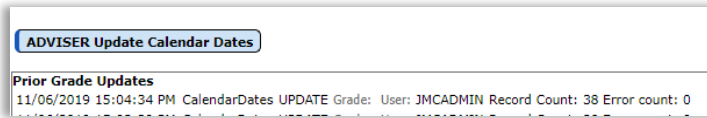


Figure 45

Update
Calendar Dates

Synchronize Courses and Dependent Resources

This option is used to submit data for the resynchronization of courses, course sections and dependent resources. This page is set up such that you would start with the topmost button, submit that data, correct any errors and resubmit if necessary, and then go on to the next button and repeat the process. ***This Synchronize option is not needed by most clients, rather it is used for more extreme support cases where data was not configured correctly before you submitted these resources for the first time in the school year.***

Therefore, only use this page if directed to do so by jmc technical support.

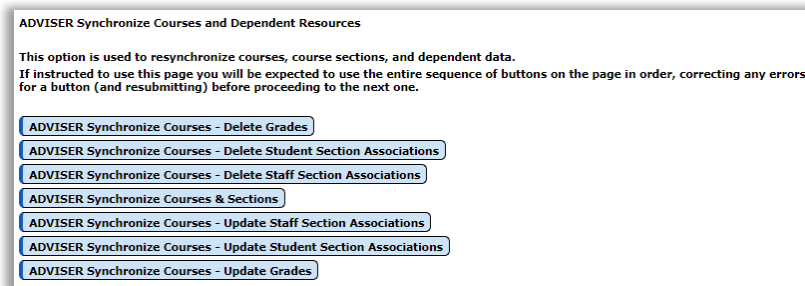


Figure 46

Synchronize
Courses and
Dependent
Resources

Update Attendance

This option is used to resubmit attendance data when the nightly automatic attendance data did not get submitted correctly due to errors.

Occasionally errors pop up during the automatic nightly submission of attendance data, in which case there should be a designated person on your staff who receives and email with details about the error(s). The email is intended to prompt the staff to fix the errors (contacting jmc as needed) and then resubmit attendance for that day using Nebraska - ADVISER - Update Attendance.

1. Select Nebraska - ADVISER - Update Attendance. The page will appear similar to Figure 47.

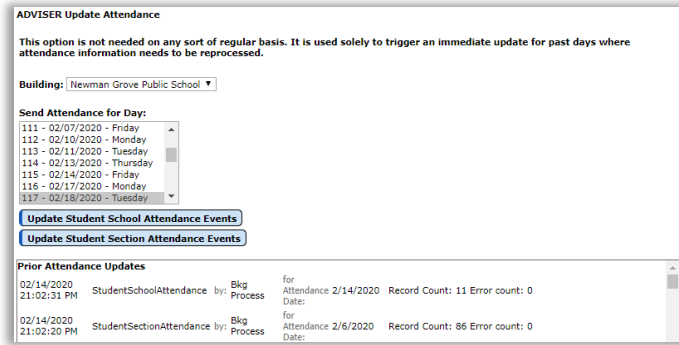


Figure 47

Update Attendance

2. Select the day/date to resubmit attendance data.
3. Select the building to submit attendance data.

Update Student School Attendance Events This button, if enabled, will resubmit attendance data from the jmc Attendance module for the building and date specified.

Update Student Section Attendance Events This button, if enabled, will resubmit attendance data from the jmc Period Attendance module for the building and date specified.

Note: To enable attendance reporting via Ed-Fi for either the Attendance (full/half day) or Period Attendance modules, use [File - Administrator Options](#) and select the Ed-Fi Settings link, then check one or both of the options for submitting nightly automatic attendance.

Import Enrollment History from Prior Year

To be added for 2020-2021 school year.

Special Education Status

This option will generate a report listing all students who were receiving special education services on the specified date based on enrollment history records present in jmc.

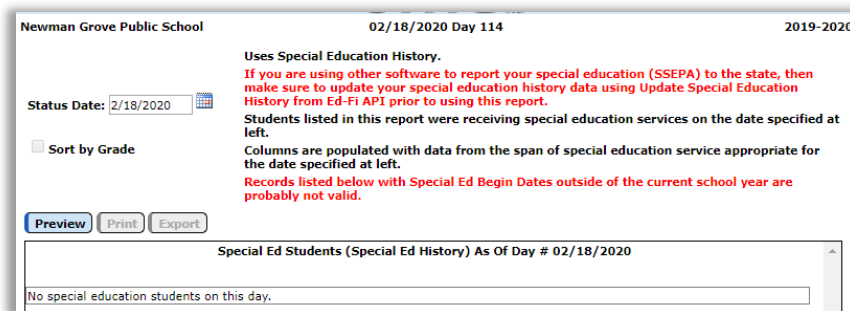


Figure 48

Special Education Status

Import Special Education History from Prior Year

This option will import special education history records from the prior year.

Import pre-existing data elements into Special Education History by selecting Nebraska – Special Education History – Import Special Education History from Prior Year. The page will appear similar to Figure 49.

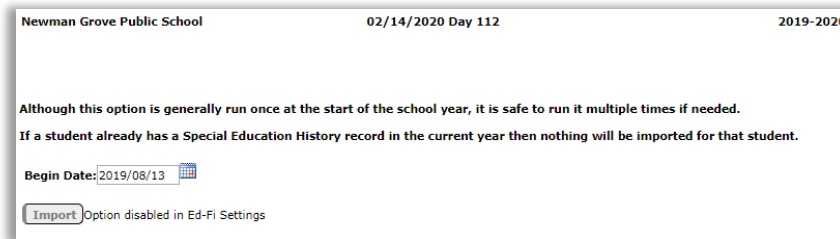


Figure 49

Importing Special Education History from Existing Data

Note: *This option will most likely be disabled for Nebraska clients because Special Education History data is created and maintained in SRS.*

Note: Although this option is generally run once at the start of the school year, it is safe to run multiple times if needed. If the student already has a special education history record in the current year then nothing will be imported for that student during this process.

Note: This process is only enabled if you have SSEPA enabled in your Ed-Fi Settings under File – Administrator Options. Since jmc’s Nebraska clients tend to use SRS for maintaining and reporting their special education data to NDE, the SSEPA option in jmc will generally be disabled.

Update Special Education History from ADVISER API

This option can be used to update special education history data via the ADVISER API. This option is only used when your jmc software’s Ed-Fi Settings have SSEPA disabled for jmc. In other words, if your district is using other software for maintaining and reporting special education history, then the special education history in jmc does not originate from jmc but can be imported from the other software (such as SRS) via the ADVISER API.

Importing special education history records into jmc allows you to use reports such as Nebraska – Special Education History - Special Education Status.

Another reason for importing special education history into jmc is that staff who do not have access to SRS may still view special education data within jmc.

Note: This process will delete all pre-existing special education history records for the current year and replace them with the most current records available from SRS.

1. Select Nebraska – Special Education History – Update Special Education History from ADVISER API.
2. Click on the **Update** button to import.

3. Review the summary report for a list of Special Education History records that got created from this process.
4. If you have any questions or concerns about the records created by this process you should make a PDF file of the summary report and send it along with your questions to the appropriate party, such as SRS, jmc, your Special Education Coordinator... For more information about making a PDF file of a report please refer to Appendix B of this document.

Import Program History from Prior Year

This option will import program history records from the prior year.

Note: Importing program history from the prior year is typically done after the prior school year has been completed and all program data for the prior year has been updated.

Note: Although this option is generally run once at the start of the school year, it is safe to run multiple times if needed. If the student already has a program history record in the current year for a specific program history record type then nothing will be imported for that student for that program history record type during this process.

Figure 50 shows the options available for importing program history.

Importing Program History from the prior year is typically done after the prior school year has been completed and all program data for the prior year has been updated.

Although this option is generally run once at the start of the school year, it is safe to run it multiple times if needed.

If a student already has a Program History record for the same program in the current year then the record will not be imported for that student.

Begin Date: 8/13/2019

End Date:

Check the type(s) of records you wish to import:

- Career Education
- Early Childhood
- Homeless
- Rule 18
- Section 504
- Title I Part A

Import

Figure 50

Import
Program
History
Options

Mass Exit Students

Nebraska - Year End - Mass Exit Students will establish the exit date and code for all students in a grade level that have not already been exited. The end of year day number as specified on Edit - Edit School Data will be used as the exit date.

The exit code will be set appropriately as follows: most students will receive a code of 299 End of School Year, students with a graduation date set will get a code of 210 Completer with Regular Diploma.

Newman Grove Public School 02/18/2020 Day 114 2019-2020

This option will establish the exit date and code for all students in a grade level that have not already been exited (dropped). The end-of-year day number as specified on Edit - Edit School Data will be used as the exit date. The exit code will be set appropriately as follows: most students will get a code of 299 End of school year, students with a graduation date set will get a code of 210 Completer with Regular Diploma.

Date: 05/14/2020
Grade: 0 ▼

Drop

Figure 51

Mass Exit Students

1. Select Nebraska - Year End - Mass Exit Students. The page will appear similar to Figure 51.
2. Click on the **Drop** button to perform the mass exit.
3. Repeat step 2 for each grade level.
4. Review the summary report for a list of attendance and enrollment history records that got updated from this process.
5. If you have any questions or concerns about the records created by this process you should make a PDF file of the summary report and send it along with your questions to jmc. For more information about making a PDF file of a report please refer to Appendix B of this document.

Appendix A:

Configuring your Ed-Fi Settings for ADVISER Submissions

First, you should acquire your Ed-Fi credentials (key and secret) from NDE by contacting adviserhelp@nebraskacloud.org

1. Select File – Administrator Options.
2. At the bottom of the page click on the **Ed-Fi Settings** link. The page will appear similar to Figure B1.

Enable Ed-Fi Interchanges:

Enable Ed-Fi Interchanges in Near Real Time:

Ed-Fi Near Real Time Error Notification Email Address:

Enable Posting of Ed-Fi Special Education (SSEPA) Resources:

API URL:

Authentication URL:

Client Key:

Client Secret:

Building:

Enable Nightly Submission for Student School Attendance (half-day/full-day) Resources:

Enable Nightly Submission for Student Section Attendance (period) Resources:

Figure B1: Ed-Fi Settings

3. To enable Ed-Fi Interchanges check the corresponding check box.
4. To enable Special Education (SSEPA) submissions via Ed-Fi check the corresponding check box.
5. The APUI and Authentication URLs for the production environment are as follows:
 - a. API URL: <https://adviserods.nebraskacloud.org/v3/api/data/v3/2020/>
 - b. Authentication URL: <https://adviserods.nebraskacloud.org/v3/api/>
6. The key and secret shown in Figure B1 are examples and will not work for your Ed-Fi settings. To acquire your Client Key and Client Secret please email adviserhelp@nebraskacloud.org.
7. If you made any changes on this page you must click the **Save** button to save the changes.

Appendix B: 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 B1.

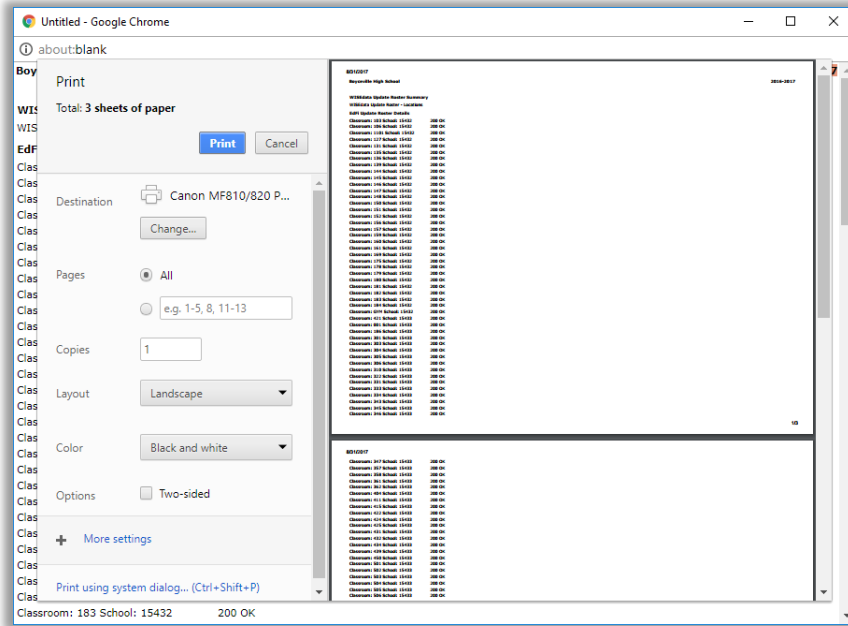


Figure B1:

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 B2.

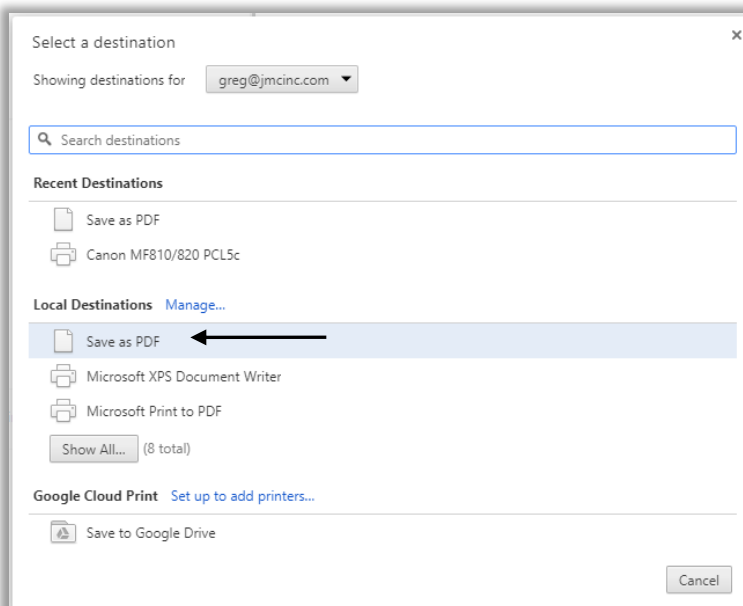


Figure B2:

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 B3.

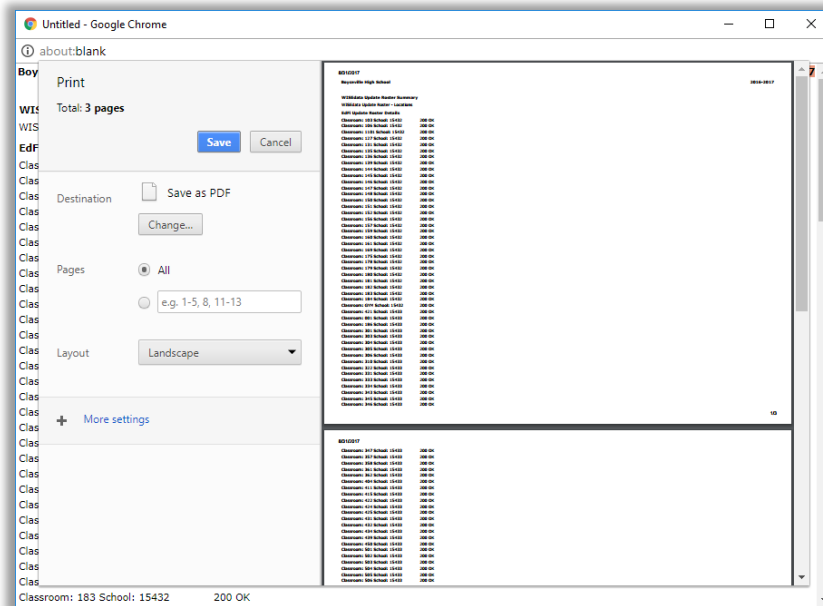


Figure B3:

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 B4.

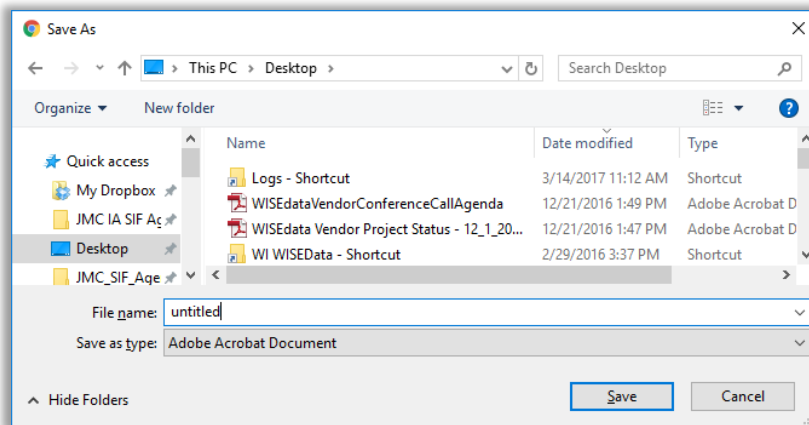


Figure B4:

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

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

Why save as a PDF file?

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

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

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

Appendix C: ADVISER Year End Checklist

I. Edit - Mass Change Fields (This must be done in the District jmc Building)

- a. Graduating Seniors: Use this method to give all seniors/12th grade students a graduation date.

This option will change the specified field value for all students in the specified grade level.

Change: to the new value: for students in grade level: .

If a student already has a value in the field, .

Active Status:

II. Manually edit the students that should be different from the Mass Change Fields.

- a. Edit - Student Data - General tab - remove Graduation Date for seniors who will not graduate

III. Nebraska - Year End - Mass Exit Students

NOTE: This must be done in each building

- a. One Grade Level at a Time
 1. Seniors with Graduation Date will receive Exit Code of 210 Completer with Regular Diploma
 2. All other students should end up with an Exit Code of 299 End of School Year

IV. Nebraska - ADVISER – Update Grade

- a. One Grade Level at a Time

V. Nebraska – ADVISER – Batch Processing

- a. Send whenever data is ready for these tabs
 1. Discipline tab
 2. Programs tab
 3. Transcripts tab
 4. Post Graduate tab

Change Log

Changes for 2/20/20 version

- NSSRS – removed remaining references, including NSSRS Capture Date from the Edit School Data page.
- Editing Student Data – various updates including:
 - o New data elements
 - o New and revised language data elements in the EL tab on Student Data page
 - o Obsolete references removed
 - Retired data elements
 - Transitioned data elements
 - Transitioned to Enrollment History
 - Transitioned out of Program History
 - o Links to recent documents/videos added
 - Adding, Re-entering, or Inactivating Students
 - Dropping, Inactivating, or Deleting Students
 - Note – this information is unique to the videos and slide decks. It is not otherwise included in this document.
- Editing Enrollment History – new section added to describe the maintaining and editing enrollment history data in jmc. Enrollment history was added for the 2019-2020 school year as a supplement to attendance and demographic data for ADVISER state reporting purposes. Data elements included in the new enrollment history records were done so as they need to be tracked across time in ADVISER. In other words, these data elements can change throughout the year for individual students, so for state reporting purposes those changes are to be tracked.
- Editing Program History Data
 - o Obsolete programs and year-specific references were removed
 - o New programs listed
 - o Links added for Programs / Program History updates
 - Note – this information is unique to the videos and slide decks. It is not otherwise included in this document.
- Updating Special Education History from ADVISER API
 - o New entry for recently added process description
- Update A Course
 - o New entry for recently added page
- Update A Grade
 - o New entry for recently added page
- Update Calendar Dates
 - o New entry for recently added page
- Update Synchronize Courses and Dependent Resources
 - o New entry for recently added page
- Update Attendance
 - o New entry for recently added page
- Import Enrollment History from Prior Year

- New entry – placeholder for necessary future page
- Special Education Status
 - New entry for recently added page
- Update Special Education History from ADVISER API
 - New entry for recently added page
- Mass Exit Students
 - New entry for recently added page
- Appendix C: ADVISER Year End Checklist
 - New appendix

Changes for 1/4/19 version

- NSSRS – most references have been removed for NSSRS reporting as Nebraska state reporting is now accomplished via ADVISER (Ed-Fi) process rather than NSSRS templates. The NSSRS references that remain are transitional in nature as relates to ADVISER processes.
- ADVISER MENU OPTIONS HAVE CHANGED – batch processes for ADVISER have been reorganized under the following pages:
 - Start Year
 - Includes options from former ADVISER – Update General, Update Students, and Update Parents pages
 - Batch Processes (Mid-Year, End-Year)
 - Includes options from former ADVISER – Update General, Update Students, Update Parents, Update Grades, Update Discipline, Update Programs, and Update Transcripts and Post Graduate Activities pages
 - Update a Student (same option as before)
 - Delete a Student (same option as before)
 - Import Special Education
 - Import Programs
- Appendix A – new appendix to discuss Ed-Fi settings for ADVISER reporting.
- Appendix B – new appendix to show how to create PDF files from various jmc process summaries.