

# JMC<sub>INC.</sub>

*"Bringing computing ease to your student record needs"*

## DOCUMENTATION ~DISCIPLINE~

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# Common Tasks

## Finding a student:

Find a student to be edited in one of these ways:

Enter the student's number in the **Find** box (usually located in the lower right corner of the screen).

- The student's data will display for editing.

Start entering the student's last name in the **Find** box.

- Student data will display as letters are entered.
- As soon as the student's data is displayed, you may stop entering letters.
- If the student displayed is close to the desired student, the scroll bar may be used to move to the desired student.

Use the scroll bar to display the student's data.

- Data will scroll in alphabetical order by student last name.

## Using the scroll bar:

- Click on the **up** arrow to move one student backward in the alphabet.
- Click on the **down** arrow to move one student forward in the alphabet.
- Click in the **grey area** above the box to move 10 students backward.
- Click **below** the box to move 10 students forward in the alphabet.
- Drag the box in the scroll bar to move to another position in the alphabet.

## Selecting a group of students:

Select a group of students using one of the following methods:

### Sequential

1. Click the **Sequential** button.
2. Enter the desired range of student numbers in the **From** and **To** fields.

The report will print in alphabetical order for the requested range of student numbers.

### Random

1. Click the **Random** button.
2. Select a student.
3. Click **Add** when the correct student is highlighted.

Selected students will appear in **Students to Print** field.

By Grade

1. Click the **By Grade** button.
2. Enter the range of grades to be printed in the **From** and **To** fields.

By Advisor

1. Click the **By Advisor** button.
2. Enter the range of advisor numbers to be printed in the **From** and **To** fields.

A list of advisors with their numbers can be found under Attendance-Staff-Teachers/Rooms.

By Course

1. Select the course.
2. Select the term.

### **Resuming printing that had been interrupted.**

Do not make an entry in the **Pick up #** field unless printing was interrupted. If interrupted, printing may be resumed from where the interruption took place.

1. To resume printing, select the same printing options as before the interruption.
2. Enter the number of the student for whom the report was being printed when the interruption took place.

\*\*Printing will resume starting with that student.

## Discipline - Data - Edit Student Records

This selection is used to enter and edit discipline records for students.

1. Select Discipline – Data – Edit Student Records. The screen will appear similar to Figure 1.

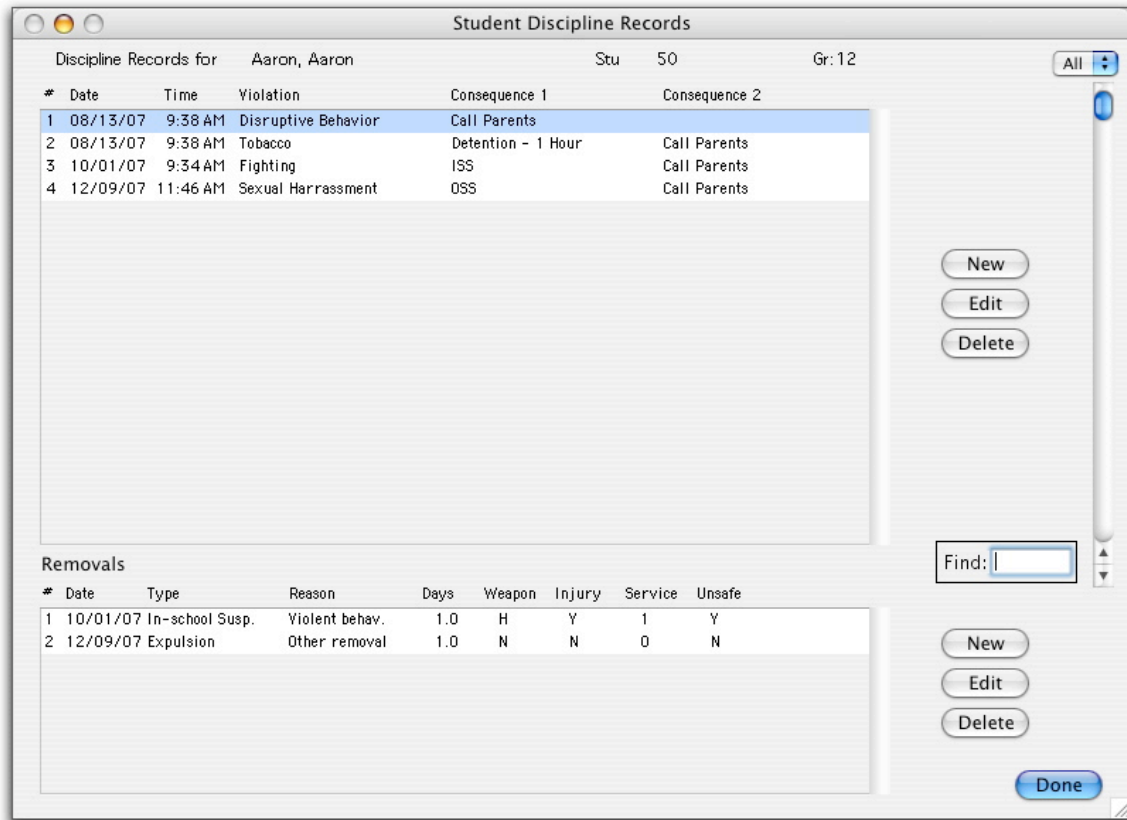


Figure 1: Editing a Student Discipline Records

2. Select the student to be edited. For more information on selecting students, see Common Tasks on page 3.

*Note:* Removals (non-Wisconsin) or Incidents (Wisconsin) may also be edited on the Discipline – Data – Edit Student Records screen. For more information on editing removals and/or incidents, please refer to the JMC documentation for Project EASIER (Iowa) or WSLs/ISES (Wisconsin).

3. Edit, delete, or create new discipline records as needed.

**To edit an existing record**, either double-click the record or select the record and click **Edit**.

**To delete the currently selected record**, click **Delete**.

**To add a new record** for this student, click **New**. The screen will appear similar to Figure 2.

Figure 2: Creating a new Discipline Record for a Student

- Edit the date as necessary. The date and time will default to the current date and time.
- Select the violation from the **Violations** menu.
  - Note:* If the Violations menu does not seem to work correctly, it may be that no violations have been entered.
  - Note:* To edit violation names use Discipline-Data-Edit Violations.
- Enter a location and/or referring person. (Optional)
- Select the first consequence from the **Consequence 1** menu.
  - Note:* If the Consequences menu does not seem to work correctly, it may be that no consequences have been entered.
  - Note:* To edit consequence names use Discipline-Data-Edit Consequences.
- If a second consequence is to be specified, select the consequence from the **Consequence 2** menu.
- Enter comments in the **Comment 1** and/or **Comment 2** fields. (Optional)
- To save any changes, click **Done** or push the 'enter' ('return') key.
- To ignore any changes, click **Cancel**.

## Discipline - Data - Edit Violations

Use this selection to edit the master set of discipline violations used in student discipline records.

1. Select Discipline – Data – Edit Violations. The screen will appear similar to Figure 3.

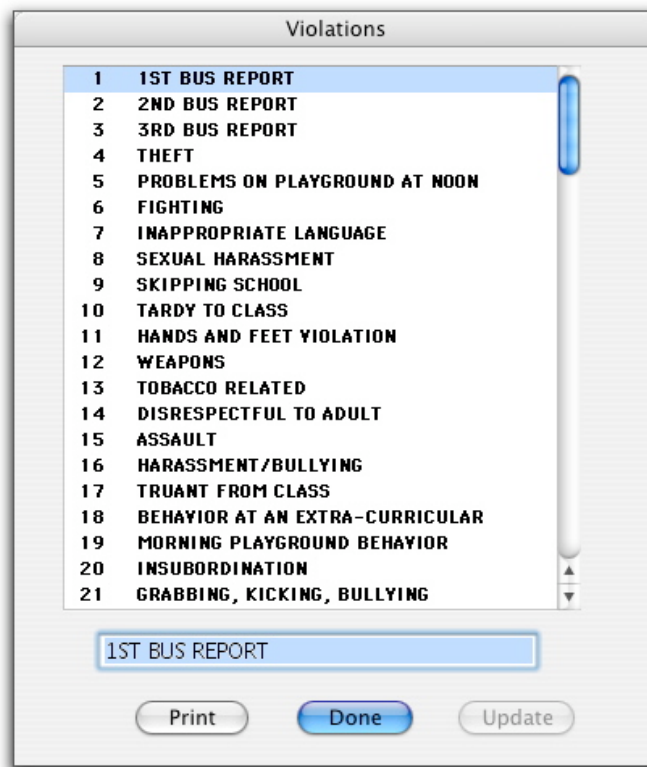


Figure 3: Editing the List of Violations

2. Edit, delete, or create new records as needed.

**To edit a violation name**, click on the violation or use the ‘arrow’ keys to move to the violation. If this is to be a **new violation**, then arrow to a row that does not currently contain a violation. Type the new violation name in the edit box at the bottom of the screen.

**To print the entire list of violations**, click **Print**.

**To save any changes**, click **Update**.

3. When done, click **Quit**.

## Discipline - Data - Edit Consequences

Use this selection to edit the master set of discipline consequences used in student discipline records.

1. Select Discipline – Data – Edit Consequences. The screen will appear similar to Figure 4.

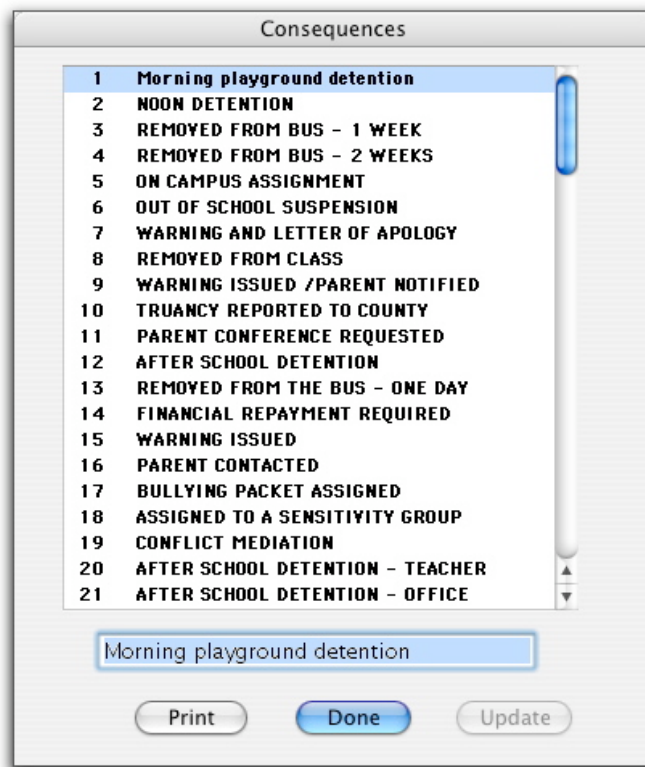


Figure 4: Editing the List of Consequences

2. Edit or create new records as needed.

**To edit a consequence name**, click on the consequence or use the 'arrow' keys to move to the consequence. If this is to be a **new** consequence, then arrow to a row that does not currently contain a consequence. Type the new consequence name in the edit box at the bottom of the screen.

**To print the entire list of consequences**, click **Print**.

**To save any changes**, click **Update**.

3. When done, click **Quit**.



## Discipline - Reports - Student

This report prints the discipline records for selected students.

1. Select Discipline – Reports – Student. The screen will appear similar to Figure 5.

Report for a Student

Select

Sequential

Random

By Grade

By Advisor

Dates:

All

From:

To:

Print Comments

Student:

Add

Remove

Aaronov, Aaron Alexander

Anderson, Abby

Anderson, Andy

Anderson, Betty

Anderson, Bob

Anderson, Jacob

Anderson, Jimmy

Andrews, Alex

Andrews, Andy

Andrews, Kayla

Andrews, Phil

Attlebish, Amy

Attlebish, Hannah

Students to print:

Cancel OK

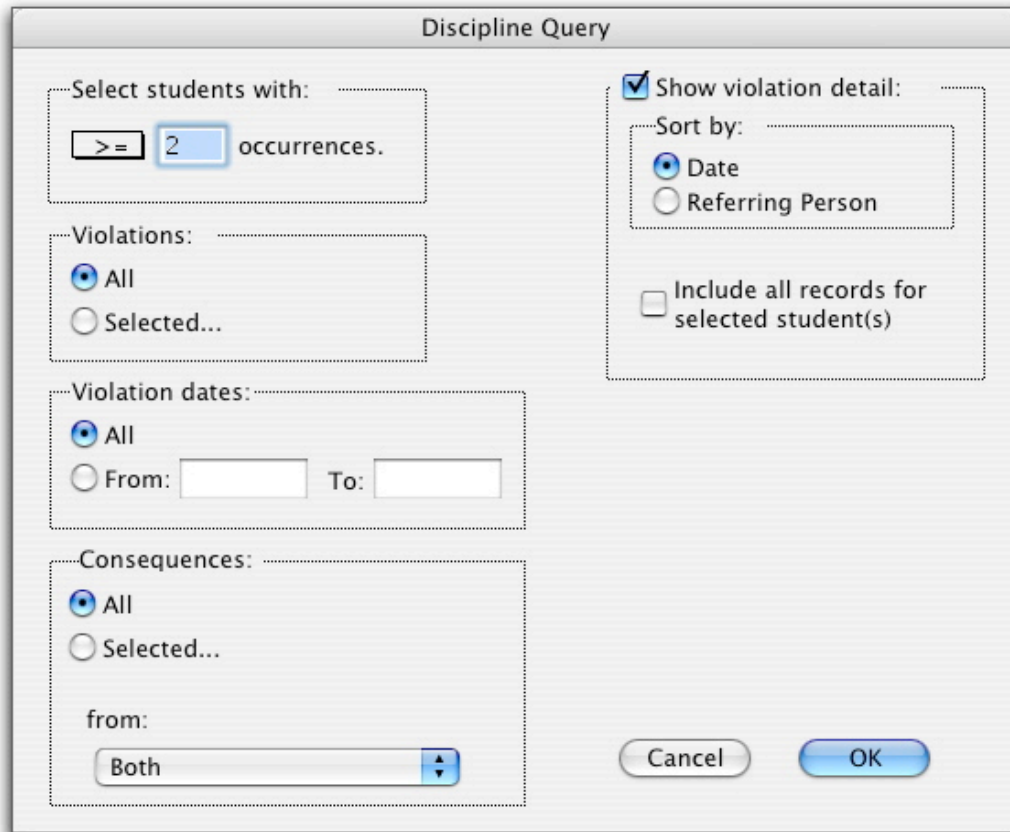
Figure 5: Specifying Criteria for a Student Discipline Report

2. Select the students for whom labels are to be printed. See Common Tasks- Selecting a group of students on page 3 of this document for details.
  3. To enter a specific date range for occurrences to be printed on the report, enter a beginning and end date in the **From** field and **To** field in the **Date** section of the screen.
  4. To print the comments with the students' discipline records check **Print Comments**.
  5. The report prints one student per page.
-

## Discipline - Reports - Discipline Query

This selection prints students with a specified number of discipline record occurrences for various selection criteria.

1. Select Discipline – Reports – Discipline Query. The screen will appear similar to Figure 6.



The screenshot shows a dialog box titled "Discipline Query" with several sections for configuring search criteria:

- Select students with:** A dropdown menu showing ">=" and a text input field containing "2", followed by the text "occurrences."
- Violations:** Two radio buttons: "All" (selected) and "Selected..."
- Violation dates:** Two radio buttons: "All" (selected) and "From: [ ] To: [ ]".
- Consequences:** Two radio buttons: "All" (selected) and "Selected...". Below this is a "from:" label and a dropdown menu showing "Both".
- Show violation detail:** A checked checkbox. Below it is a "Sort by:" section with two radio buttons: "Date" (selected) and "Referring Person".
- Include all records for selected student(s):** An unchecked checkbox.
- At the bottom right are "Cancel" and "OK" buttons.

Figure 6: Specifying Criteria for a Discipline Query

2. Select whether low numbers or high numbers of occurrences are to be identified.
  - If greater than or equal to some number, select **>=** in the pop-up menu.
  - If less than or equal to some number, select **<=** in the pop-up menu.
3. Enter the cut-off number of occurrences.
4. Select which violations are to count for the report.
  - If **All** is selected, the report will include all violations.
  - To include only certain violations, click **Selected...** then use shift-click to select random violations and/or use click and drag to select a range of violations.
5. Select which consequences are to count for the report.
  - If **All** is selected, the report will include all consequences.

- To include only certain consequences, click **Selected...** Then use shift-click to select random consequences and/or use click and drag to select a range of consequences.
6. Select which violation dates are to count for the report.
    - If **All** is selected, the report will include all dates.
    - To include only certain dates, click **Selected...** Then enter the start and end values for the date range.
  7. To make the details of the discipline records appear in the report, check **Show Violation Detail**.
    - Select the appropriate sort option. Records may be sorted by date or by referring person.
    - To make the report display all records for the selected students, check **Include All Records...**
      - If this option is deselected, only the discipline records that fit the selection criteria will be displayed on the report.
      - If this option is selected, all records will be displayed in the report for students who are selected in the query.
  8. The report prints students in alphabetical order.