

Getting Ready to Print Standards and Benchmarks Report Cards in the Next-Gen

Please follow these directions to print Standards and Benchmarks report cards for your first term.

- ❑ Install the “Form Designer” on one office computer in your building to edit forms.

In the JMC Next-Gen Office Program:

- ❑ Go to Standards and Benchmarks: Definitions: Import Standard and Benchmark Definitions from Prior Year. If you still need to import definitions the “Import Definitions” button will be available. If you have already done this step it will not allow you to click it and you can move to the next step.
- ❑ If your forms are created as landscape you will need to go to the “Form Designer” and choose each form (under Design Forms: Standard and Benchmarks Forms.) With the form on your screen, click the “Page Setup” button and set the form to landscape. Click OK. and on the screen with your form click save, then click save again to overwrite the form with the same name.
- ❑ Print and review your report card forms so you know how to print and have verified that the forms print as expected. Follow the instructions below:
 - Go to Standard and Benchmarks: Reports: Print Standard and Benchmark Transcripts.
 - Choose a (Random) student to print and make sure their name is in the “To Print” box.
 - Choose a form to print by clicking the “Select Form” button.
 - Click the Print button. After clicking the “Print” button one of the following will happen: (Call JMC if you need guidance the 1st time.)
 - A print preview of the form will appear at which point you will be able to print that form.
 - A screen will come up asking you what you want to name the form and where you want to save it. Change the name of the form so you know which one you want to print such as “Grade 1 Qtr 1.” Decide where you want to save it, such as your “Downloads” folder or a folder you create on your desktop.
 - A “Pop-up” may appear at the bottom of your screen. You will want to click on the item and “Open” the document. Then you will be able to print it.



Instructions for Teachers

Instructions for teachers can be found at www.jmcinc.com/NextGen under the “Teachers” tab. These resources include:

1. *Standards and Benchmarks Instructional Documentation*. This document **should be used by every teacher** to guide them through the end of term process.
2. *Next-Gen Transition – Teacher – Standards and Benchmarks* instructional video. This video is for teachers who have previously used the Standards and Benchmarks before as it will introduce the new screens to them and provide a short refresher.
3. *Standards and Benchmarks GradeBook Next-Gen*. This instructional video will show new users how to edit their Standards and Benchmarks.