

Getting Ready for the 2016-2017 School Year

JMC Next Generation Software

Please note that your school will need to switch to the JMC Next-Gen Software for the 2016-2017 school year. This program is an upgrade that doesn't cost your school any extra money unless you choose to have JMC host your data. If you have any questions about the transition process please do not hesitate to contact us.

You will still need to move up to 2016-2017 in your current file-based JMC before converting to Next-Gen this summer, so move up as soon as you are ready.

A web-based Classroom and Office program

GradeBook may be used on iPads, iPhones, Androids, etc.

Voice and Text Messaging

Tuition and Fees tracking

Greatly expanded field lengths

8 Phone Numbers, 8 Email Addresses per Contact

No more file locking issues

No more waiting for "Necessary Data"

One login for Parents using Parent Access for the entire district

May be accessed from anywhere in the world with Internet Access

Back Buttons, Multiple Open Windows

Hosting available

AND SO MUCH MORE!!!!!!!

COST??? Your Maintenance for the 2016-2017 School Year purchases the JMC Next Generation Software!!!!!!

Sending your data to JMC

Your schools 2015-2016 data must be sent to JMC to be "moved up." Once we receive this data we advance all of your students a grade level, among other things. Please note that once you receive your data back and start working with your 2016-2017 data you must do dual entry in both years' data for any new students who enroll in your school after you have been moved up. More information on the move up process can be found at <http://jmcinc.com/office> under the "End of the Year" tab.

Steps to send files to JMC

Important notes: After sending your files to JMC you must **send in page 2** of this document or your data will not be moved up.

Copy your JMC Data and JMC Transcript folders to your desktop. Compress your JMC Data 15-16 Folder. Compress your JMC Transcripts Folder.

- A. Go to www.jmcinc.com. In the upper right corner click on "Client FTP Login".



- B. Enter your username and password. Please note: the username will always be a #. If you do not know your username and password, call JMC at 1.800.524.8182 to receive your account information. Please be ready with your JMC #, found in the middle of the bottom part of the Office Application.
- C. Click the "**Upload File(s)**" button on the upper left side of the window. Choose "**Upload 2 Files**" from the menu.
- D. Click the "**Browse**" button(s) on the right side of the window, or the "**Choose Files By Selecting**" button at the top, and locate your compressed JMC Transcript Folder and JMC Data 15-16 Folder. Click the "**Begin Upload**" button.
- E. Sign out of your account.
- F. Send in **Page 2** of this document.

To: JMC Computer Services
Fax number: 651.345.2215

Step 1. Send your files to JMC. This is explained on the previous page of this document.

Your FTP username: _____ The date your files were uploaded: _____

Step 2. Tell us who you are: **File-Based**

Building Name _____ JMC # _____ (found on JMC Main Screen)

Building Principal _____
Name Email Address

Building Tech Professional _____
Name Email Address

Lead Office Professional _____
Name Email Address

Step 3. Tell us which Modules you would like to purchase for the 2016–2017 school year. All modules are explained on page 3 of this document. You can also call us at JMC and go to the “Sales” option for more information.

Place an X in this box if you want the same options as 2015-2016.

OR

Place an X in front of the modules you want for the above building.

Attendance Module (required) – The maintenance fee for the Attendance Module is \$350. There is no fee per student.

<u>Modules</u>	<u>Fee per Student</u>	<u>Modules</u>	<u>Fee per Student</u>
<input type="checkbox"/> Period Attendance	\$0.71	<input type="checkbox"/> State Reporting	\$1.23
<input type="checkbox"/> Health	\$0.32	<input type="checkbox"/> Online Parent Access	\$0.86
<input type="checkbox"/> Discipline	\$0.17	<input type="checkbox"/> Standards & Benchmarks	\$0.66
<input type="checkbox"/> Schedules/Grades	\$2.40	⇒ See Page 3 for an explanation of Modules	

Lunch – The maintenance fee for the Lunch Module is \$230 plus \$1.02 per student. The lunch software will be invoiced separately.

Tell us who the contact person is for this move up.

Name Email Address Phone #

Step 4. Fax or mail your form to us.

Fax number: 651.345.2215

Mailing Address: JMC Computer Services PO Box 328, Lake City MN 55041

Explanation of Modules

Attendance Module (required) - The Attendance Module is used to maintain general student data, attendance, parent and contact information, and student activities. Data mining and attendance reports are also available in this Module.

Period Attendance - The Period Attendance Module allows teachers to report absences, tardies, and reasons on a by-period basis from any computer with internet access.

Health - The Health Module allows you to maintain immunization records, track student health data in a variety of areas, and log office visits.

- Medication Log
- Medical Emergency Plan
- Health Data In Teacher Gradebook

Discipline - The Discipline Module allows you to maintain and report discipline violations and consequences.

- Attendance Form Letters

Schedules/Grades - The Schedules & Grade Modules are purchased together. They are used to schedule students, maintain and report grades and transcripts, and generate scheduling and grading lists and reports for K-12 students. This also includes:

- Online Course Registration
- Teacher Gradebook Software

State Reporting - MARSS/MCCC/STAR/Perkins/EarlyEd for Minnesota, SRI/TIER for Iowa, ADVISER/NSSRS for Nebraska, or WISEdata/WISEid/ISES/WLSL/CWCS for Wisconsin will be activated.

Online Parent Access - (Teachers must be using the IP Teacher Gradebook software for parents to be able to view any grading information or report cards.) This module is used by parents via a web browser in order to access their student's:

- Parent contact information and be able to submit data updates to the office
- Teacher's progress reports and lesson plans
- Report cards
- Period Attendance reports
- Lunch account

Standards & Benchmarks - This Module maintains Standards & Benchmarks, interacts with the JMC Teacher Gradebook, and is required for Custom Elementary Report Cards.

Lunch - This Module is used to maintain student and family lunch accounts, prepare monthly reports, and handle free and reduced accounting in the office.

JMC Hosting – JMC hosting is available for \$2 per student per year, or \$600, whichever is higher.