

Getting Ready for the 2017-2018 School Year

You do not need to send data to JMC to move up to the 2017-2018 school year.

JMC will now move up your data to the 2017-2018 school year directly on your JMC Next Gen website application.

Below is the move up process.

District Hosted JMC Clients

1) If your district hosts their own JMC server, you must update your JMC server to the build date of **12/14/16 or later** of JMC Next Gen. Instructions to do that are below.

You will want to run this installer at a time when most people are out of JMC.

http://jmcinc.com/downloads/view/category/web_installer

A) On the Next Gen server, download the newest update from the above link.

B) On the Next Gen server, stop IIS so no one can get in. This is done by going to Start:Administrative Tools:Internet Information Services Manager. Then click on your server name in the upper left corner, and click on Stop in the upper right corner. Then minimize IIS.

C) Go to Start:Control Panel:Programs and Features, and right-click on JMC Web Suite, and choose Uninstall. Then follow the directions to uninstall.

D) Install the new JMC Web Suite.

E) When the new JMC Web Suite is installed, go back to IIS, and click on Start in the upper right corner.

F) Login once to the Office module, so all the database updates happen. Sometimes after updates this can take a while, so be patient.

2) Fill out and send **page 2** of this document to JMC to start the process.

JMC Hosted Clients

1) You only need to fill out and send **page 2** of this document to JMC to start the process.



Join us this summer for another incredible JMC Regional Training. We encourage all primary JMC office users (Office Professionals, Secretaries, Counselors, Administrative Assistants, and Administrators who use JMC on a daily basis) to bring their team to this conference to work together to:

- **Learn** about JMC's powerful features and develop new skills
- **Implement** those features and skills
- Bring those features and skills back to your school to **Optimize** JMC

Click below to register for the **Des Moines Iowa Regional Training on Monday July 31st.**

<https://www.eventbrite.com/e/jmc-des-moines-regional-conference-2017-registration-31064047402>

Click below to register for the **Minneapolis/St. Paul Regional Training on Tuesday August 8th.**

<https://www.eventbrite.com/e/jmc-minneapolis-st-paul-regional-conference-2017-registration-31063741487>

Explanation of Modules

Message Center

The Message Center allows you to quickly and efficiently communicate with Parents and Students. The Message Center is completely integrated with the Next-Gen software meaning no headaches from connecting to a third party product.

The JMC Message Center allows for the following:

1) Emails 2) Short Message Service (text messaging/texting) 3) Voice Calls/Voice Mail

Tuition and Fees

The Tuition and Fees module allows you to easily track Tuition and Fees for your students and/or families. The tuition and fees can also be viewed in Parent Access.

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/WLS/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.

JMC SMTP Email Service – JMC will create an email account on our SMTP email server to send all JMC emails through. The cost of \$125 per district per year is for maintenance and logging.