

## Getting Ready for the 2018-2019 School Year

You do not need to send data to JMC to move up to the 2018-2019 school year.

JMC will now move up your data to the 2018-2019 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 **11/29/17 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](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. **This step must be done or when you go to the next step of uninstalling the current build, it will not fully uninstall all files because some of them will be in use. If you don't do this step, you will have issues after you are done because some pages will error out.**

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 **page 2** of this document and Fax, Email ([eric@jmcinc.com](mailto:eric@jmcinc.com)) or Mail to JMC to start the process.

### **JMC Hosted Clients**

1) You only need to fill out **page 2** of this document and Fax, Email ([eric@jmcinc.com](mailto:eric@jmcinc.com)) or Mail to JMC to start the process.

To: JMC Computer Services - Fax number: 651.345.2215



**Step 1.** Tell us who you are and let us know what trainings you have/will attend.

Building Name \_\_\_\_\_ JMC # \_\_\_\_\_ (found on JMC Main Screen)

Building Principal \_\_\_\_\_

Name

Email Address

Lead Office Professional \_\_\_\_\_

Name

Email Address

Did your school send an administrator to a JMC Admin Session in the last year?

Yes  No -Please give a brief explanation of why \_\_\_\_\_

Are your administrators using the JMC Admin Connect App on their mobile device?

Yes  No – Please explain \_\_\_\_\_

How many administrative assistants does your building plan to send to one of the Summer regional trainings in the Summer of 2018? (Dates below) \_\_\_\_\_

Ankeny Iowa – July 30th  Chaska Minnesota – August 2nd

Norfolk Nebraska (NE Schools only) – July 24th  Altoona Wisconsin (WI Schools only) – June 20th

**Step 2.** Tell us which Modules you would like to purchase for the 2018 – 2019 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 2017-2018.

**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 \$380. 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	\$0.75	<input type="checkbox"/> State Reporting	\$1.32
<input type="checkbox"/> Health	\$0.41	<input type="checkbox"/> Online Parent Access (App Coming)	\$0.92
<input type="checkbox"/> Discipline	\$0.21	<input type="checkbox"/> Standards & Benchmarks	\$0.72
<input type="checkbox"/> Schedules/Grades	\$2.55	<input type="checkbox"/> Tuition/Fees	\$0.37
<input checked="" type="checkbox"/> Communication	Free	<input checked="" type="checkbox"/> Activities (App coming 2018)	Free

Lunch – The maintenance fee for the Lunch Module is \$250 plus \$1.08 per student. The lunch software will be invoiced separately.

SMTP Email Service – The maintenance fee for the SMTP Service is \$125. JMC creates an email account on our SMTP email server for your school to send all JMC emails.

Message Center – The maintenance fee for the Message Center is \$1.55 per student. The Message Center will be invoiced separately. The message center contract runs from July 1st, 2018 until June 30th, 2019.

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

Name

Email Address

Phone #

**Step 3.** Who will host your data?  Your District  JMC – Cost \$2/student (\$600 minimum)

**Step 4.** Fax,email (eric@jmcinc.com) 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

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.