

JMC MCCC EE Quick Guide

This document is a quick guide to the new EE requirements. Please use this guide to complete the set up steps and call JMC tech support with any questions @ 1.800.524.8182 x1.

1. Make sure you have the latest build of JMC's Next Gen software installed. The build date should be at least 050216. The build date is located at the bottom of the page when you are logged into your Next Gen application.
2. Make sure all of your early education (EE) students have been entered into your JMC database, including birthdates, contact information, etc.
3. Attend MDE meeting for EE MCCC training on May 4 or May 10 of 2016. Here you will be instructed to fill out an EE Course Worksheet. Please save this worksheet as you will need to use it for step 4 of this MCCC EE Quick Guide.
4. Schedule Your Students in JMC

A. *Enter Staff* - Enter the staff/teacher info in Attendance: Staff: Teachers

B. *Assign Advisors* - Assign the students to their teacher by going to Attendance: Staff: Assign Advisees.

C. *Review previously entered courses* - Find "empty" course numbers by going to Schedules: Course: Course Data List to print the courses you already have entered. Uncheck the box that says "Only Include Courses With Students Enrolled." Click the Preview button and you will see all of the course numbers including courses currently listed in your building. Typically you would be able to scroll to the 300 - 400 #'s and find empty spaces. This is where you could put the new EE Standards courses.

D. *Create your courses* - Go to Schedules: Course: Edit Course Data and create new courses as follows:

- Create one course per pre-school group ie AM, PM, or All Day.
- The Term Type should be set. We recommend Year (Sem) but Year (Tri) will work as well.
- Click the Report Card flag and click the Save button.

E. *Select the grading scheme for your courses* - **Important decision to be made at this time:** You will need to consider how many times students will be assessed and you can then choose the appropriate grading scheme under the Grading Scheme tab. Here are some examples:

- If you anticipate assessing students one time for the year chose the **Year** grading scheme.
- If you anticipate assessing students as many as 6 times throughout the year choose the **Hex Hex Hex Hex Hex Hex** grading scheme. This would most commonly be used for Special Ed settings where assessment is done repeatedly throughout the year.

- Note: For the 15-16 school year it is not required that grades/assessments be submitted.

F. *Create your course sections* - Depending on the grading scheme you are choosing you will need to add sections. Typically you would add two sections, one for each Sem, with the following settings:

- The period chosen should reflect the time the kids meet. Period 1 = AM classes. Period 2 = PM classes. Period 3 = All day classes.
- The days met should be checked as appropriate.
- The Teacher should be chosen.
- Click on the Update link to save these changes.

E. *Schedule your students* - Schedule students into each Sem section by going to Schedules: Develop: Schedule by Section and completing the following steps.

- Choose the course and then the first Sem section.
- Choose Grade 0.
- Click the students names who are taking that class.
- Click the Save button.
- Choose the Sem 2 section and repeat the steps above.
- Repeat these steps for each and every EE course.

F. *Students are now enrolled in the new courses.*

5. Using the EE Course Worksheet you saved from step 2 of this MCCC EE Quick Guide, update your MCCC course data in JMC for your EE courses by selecting Schedules: Course: Edit Course Data and entering this data on the State-Specific Course and State-Specific Section tabs. **Note: the MCCC EE data elements will appear at the bottom of the State Specific Course tab once you select a Course Level of “P - Preschool / Early Education”.**

A. State-Specific Course - Early Education Example

Previous Page Cedar Mountain Elementary Day: 174 - 06/02/2016 - Thursday 2015-2016 Logout

Home

- File
- Edit
- Attendance
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 - Develop
 - Student
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 - Edit Course Data**
 - Course Data List
 - Drop Courses
 - Course Tally
 - Load Print
 - Course Registration
 - Unscheduled Students
 - Courses to Add
 - Class List
 - Civil Rights (CRDC) Data
 - Import Course Data
 - Prerequisites
 - Staff
 - Study
 - Resources
 - Grading
 - Period Attendance
 - Discipline
 - Health
 - Lunch
 - Tuition/Fees
 - Missed

Find: [] [] []

Course #: 11

Course Name: Early Education ECFE

Weight: 0.000

Alternative Course ID: []

Alternative Course Name: []

Grad Credit Starts in Grade: None

Counts in GPA Cumulative Start in Grade: None

Term Type: Yearly (Trimester)

Grade Scale: Regular

Block Length: 1

Report Card

Honor Roll

Save

Sections Constraints State Specific - Section Teachers Grading Schemes **State Specific - Course** Fees Description

State Course Code: 90301 Sequence #: 1 College Code: []

Academic Year: 1 Sequence Limit: 1 College Course Code: []

Calendar: 1 Rubric Levels: 0 College Course Credits: 0.000

Standard Addressed: State

Record Type: 1 ScheduledStudentRecord

Course Level: P - Preschool / Early Education Perkins TSA: Not applicable

EE Curriculum(s): []

EE Curriculum Implementation(s): No Records Found.

EE Assessment Tool(s): []

EE Assessment Implementation(s): No Records Found.

EE Instructional Approach(es): []

EE Instructional Approach Implementation(s): No Records Found.

EE Site-Based Initiative(s): []

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Note: you will need to scroll down in the State Specific Course tab to see all of the Early Education data elements. In the next picture you will see the rest of the data elements in the State Specific Course tab (scrolled all the way down).

Sections Constraints State Specific - Section Teachers Grading Schemes State Specific - Course Fees Description

EE Curriculum(s):

EE Curriculum Implementation(s): No Records Found.

EE Assessment Tool(s):

EE Assessment Implementation(s): No Records Found.

EE Instructional Approach(es):

EE Instructional Approach Implementation(s): No Records Found.

EE Site-Based Initiative(s):

EE Site-Based Initiatives Implementation(s): No Records Found.

EE Location Code: EE State Program

EE Program Type: EE Federal Program

EE Standard/Domain Codes: EE ABE Indicator

B. State-Specific Section - Early Education Example

Sections Constraints State Specific - Section Teachers Grading Schemes State Specific - Course Fees Description

	Term	Period	Section	Instruction Method	Mark Ind	Instruct Minutes	Instruct Language
Edit	Tri1	3	1	Early Education	False	120	11
Edit	Tri2	3	2	Early Education	False	120	11
Edit	Tri3	3	3	Early Education	False	120	11

C. State-Specific Course - Preschool Example

Course #: 12

Course Name: Term Type:

 Weight: Grade Scale:

 Alternative Course ID: Block Length:

 Alternative Course Name: Report Card

 Grad Credit Starts in Grade: Honor Roll

 Counts in GPA Cumulative Start in Grade:

Sections | Constraints | State Specific - Section | Teachers | Grading Schemes | **State Specific - Course** | Fees | Description

State Course Code: Sequence #: College Code:

 Academic Year: Sequence Limit: College Course Code:

 Calendar: Rubric Levels: College Course Credits:

 Standard Addressed: Grad Requirement Indicator

 Record Type: End of Course Indicator

 Course Level: Perkins TSA:

 EE Curriculum(s):

EE Curriculum Implementation(s):	Curriculum	Implementation
Edit	Bright Beginnings	Initial Implementation Year 1

EE Assessment Tool(s):

EE Assessment Implementation(s):	Assessment	Implementation
Edit	Assessment,Evaluation,Programming	Initial Implementation Year 1

EE Instructional Approach(es):

EE Instructional Approach Implementation(s):	Instr Approach	Implementation
Edit	Applied Behavior Analysis	Initial Implementation Year 1

EE Site-Based Initiative(s):

Note: you will need to scroll down in the State Specific Course tab to see all of the Early Education data elements. In the next picture you will see the rest of the data elements in the State Specific Course tab (scrolled all the way down).

Sections Constraints State Specific - Section Teachers Grading Schemes State Specific - Course Fees Description

EE Curriculum(s): Bright Beginnings

EE Curriculum Implementation(s):	Curriculum	Implementation
Edit	Bright Beginnings	Initial Implementation Year 1

EE Assessment Tool(s): Assessment,Evaluation,Programming

EE Assessment Implementation(s):	Assessment	Implementation
Edit	Assessment,Evaluation,Programming	Initial Implementation Year 1

EE Instructional Approach(es): Applied Behavior Analysis

EE Instructional Approach Implementation(s):	Instr Approach	Implementation
Edit	Applied Behavior Analysis	Initial Implementation Year 1

EE Site-Based Initiative(s): The Classroom Assessment Scoring System

EE Site-Based Initiatives Implementation(s):	SB Initiative	Implementation
Edit	The Classroom Assessment Scoring System	Initial Implementation Year 1

EE Location Code: School District EE State Program

EE Program Type: School Readiness / Public preschool EE Federal Program

EE Standard/Domain Codes: 3-5 All six domains in ages 3-5 EE ABE Indicator

D. State-Specific Section - Preschool Example

Sections Constraints State Specific - Section Teachers Grading Schemes State Specific - Course Fees Description

	Term	Period	Section	Instruction Method	Mark Ind	Instruct Minutes	Instruct Language
Edit	Tri1	3	1	Classroom Self-Contained	False	120	11
Edit	Tri2	3	2	Classroom Self-Contained	False	120	11
Edit	Tri3	3	3	Classroom Self-Contained	False	120	11

6. At appropriate times throughout the school year have your teachers enter assessment data into the Online Teacher software.

7. At appropriate times throughout the school year submit your MCCC Course Index, Staff, and Student files and review your submissions for accuracy and completeness.