

## JMC/MCCC Quick Guide

- 1. Configure Calendar on MCCC Web Application:** *All buildings in your school district must have configured their calendar before you attempt to submit a Staff file. Please be aware that the MDE's MCCC web application has an option to roll over the calendar from the prior year.* If you need guidance with this, please contact [mde.mccc@state.mn.us](mailto:mde.mccc@state.mn.us). For your calendar, please make sure that:
  - *every term that your school uses on a student transcript is defined.* A common calendar configuration would include Semesters 1 & 2 but if you also have quarter, trimester, or year grades you may need to define those terms as well.
  - *every period in each term is defined*, including period 0 if you have courses scheduled for period 0.
  - *Note: all periods and terms that would be needed for your calendar* will be identified in the Export Summary when selecting Minnesota – MCCC – MCCC Staff File.
- 2. Export Calendar:** Once the calendar has been readied for MCCC reporting make sure to use the *Calendar Export* option in the MCCC web application to save this file to your computer. You will need to find 2 numbers in this export before you can proceed: the *Academic Year* and *Calendar* numbers. Also, if you later wish to request assistance from JMC you may need to provide the *Calendar Export* to them at that time.
- 3. Mass Assign Course Data:** Use Minnesota – MCCC – Mass Assign Course Data as needed to assign values to course/section data elements Academic Year, Calendar, Instructional Language, Instructional Method, Instructional Minutes Per term, Marking Indicator, Sequence Number, Sequence Limit, Teacher of Record for each building. Make sure to select the correct values for these data elements from the Calendar Export generated in step 2.
- 4. Import Course Data from Prior Year:** Please refer to MCCC training videos on the State Reporting page of the JMC website for details. This option is found at Schedules – Course – Import Course Data.
- 5. Editing Course Data as Necessary:** This option is found at Schedules – Course – Edit Course Data. This may be needed for new courses or courses that did not import.
- 6. Course Index File:** Use Minnesota – MCCC – MCCC Course Index File to create a course index file for upload. *Your building must have a successful Course Index file upload WITH NO ERRORS before you attempt to submit an MCCC Staff file.* If you are not sure if this step has been completed or need guidance with this, please contact [mde.mccc@state.mn.us](mailto:mde.mccc@state.mn.us). *Note: for K-8 reporting, you need only courses for language arts and math at this time.*
- 7. Staff File Prep: Before submitting a Staff file**, please make sure that:
  - *every teacher has a file folder number* in Attendance - Staff - Teachers. Because you are reporting this data long after you rolled up your data for that year you will need to re-enter these file folder numbers into your database for each MCCC reporting year.
  - *every room has a site number* in Attendance - Staff - Rooms. The site number can be found in Minnesota - Data - Edit School Data under the school # column. Because you are reporting this data long after you rolled up your data for that year you will need to re-enter these site numbers into your database for each MCCC reporting year.
  - *every section has a teacher and room assigned* in Schedules - Course - Edit Course Data. You may wish to view all of your course sections at once by selecting Schedules – Course – Course Data List and specifying the Course Schedule Info option where you can see whether or not the teacher and/or room have been assigned to each course section. Keep in mind that you only need to assign teachers and rooms to course sections with students enrolled.
- 8. Staff file:** Use Minnesota – MCCC – MCCC Staff File to create a course index file for upload. *Your building must have a successful Course Index file upload (no errors) and calendar configuration before you attempt to submit a Staff file.* When you export the Staff file from your JMC software you will see a JMC validation report that may alert you to some issues which you should fix and then create a new Staff file. Continue to fix all validations issues before submitting the Staff file. *Once you submit the Staff file, if you have errors* you can send a copy of the Staff file, the MDE error report, and the calendar export to one of these email addresses and you will receive help: [eric@jmcinc.com](mailto:eric@jmcinc.com) or [greg@jmcinc.com](mailto:greg@jmcinc.com)
- 9. Student File:** Use Minnesota – MCCC – MCCC Student File to create a course index file for upload. *You must have a successful Staff file upload (no errors) before submitting a Student file.* When you export the Student file from your JMC software you will see a JMC validation report that may alert you to some issues which you should fix and then create a new Student file. Continue to fix all validations issues before submitting the Student file. *Once you submit the Student file, if you have errors* you can send a copy of the Student file and the MDE error report to one of these email addresses and you will receive help: [eric@jmcinc.com](mailto:eric@jmcinc.com) or [greg@jmcinc.com](mailto:greg@jmcinc.com)