Table of Contents

**Student Scope** ................................................................. 4

**Instructional Videos for Grading Module** ......................... 6

**Grading Documentation** .................................................. 7
- Grading-Entry-Edit Grades .............................................. 7
- Grading-Entry-List Entry .................................................. 11
- Grading-Entry-GradeBook Entry ...................................... 13
  - Online GradeBooks ..................................................... 13
- Grading-Reports-Report Cards ........................................ 14
- Grading-Reports-Honor Roll ........................................... 18
- Grading-Reports-Class Rank ........................................... 19
- Grading-Reports-Grade Distribution ............................... 20
- Grading-Reports-Grade Report ....................................... 21
- Grading-Reports-Grade Point Averages .......................... 22
- Grading-Reports-Summary Labels ................................... 23
- Grading-Reports-Midterm Report Cards ........................... 24
- Grading-Reports-Midterm Grade Report ............................ 26
- Grading-Reports-Print Progress Reports ......................... 27
- Grading-Reports-Clear Progress Reports ......................... 28
- Grading-Reports-View Progress Reports ......................... 29
- Grading-Reports-Grade Report – Progress Reports ........... 30
- Grading-Reports-Missing Scores .................................... 31
- Grading-Reports-Print Report Card Forms ....................... 32
- Grading-Reports-Teacher Lesson Plans ............................ 34
- Grading-Utilities-Edit Comments .................................... 35
- Grading-Utilities-Delete Comments .................................. 35
- Grading-Utilities-Delete Midterm Grades and Comments ..... 36
- Grading-Utilities-Edit Grade Values ............................... 36
- Grading-Utilities-Show GPA .......................................... 37
- Grading-Transcripts-Bring Up To Date ............................. 39
- Grading-Transcripts-Transcript Linker ............................ 39
- Grading-Transcripts-Edit Student Transcripts .................. 40
- Grading-Transcripts-Print Transcripts ............................ 42
- Grading-Transcripts-Export ETTranscripts (*Iowa Only*) ...... 44
- Grading-Transcripts-Edit Transcript Courses ..................... 46
- Grading-Transcripts-Print Transcript Courses ................... 47
- Grading-Transcripts-Edit Transcript Grades ..................... 49
- Grading-Transcripts-Import Transcripts from 2nd JMC Building ... 51
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grading-Test Scores-Edit Student Test Scores</td>
<td>52</td>
</tr>
<tr>
<td>Grading-Test Scores-Test Scores Selections</td>
<td>53</td>
</tr>
<tr>
<td>Grading-Test Scores-Import Test Scores</td>
<td>54</td>
</tr>
<tr>
<td>Grading-Test Scores-Export AIMSWeb Roster</td>
<td>57</td>
</tr>
<tr>
<td>Grading-Test Scores-Export FAST Roster</td>
<td>58</td>
</tr>
<tr>
<td>Grading-Test Scores-Export NWEA CRF Data</td>
<td>60</td>
</tr>
<tr>
<td>Grading-Test Scores-Export NWEA SPF Data</td>
<td>62</td>
</tr>
<tr>
<td>Grading-Test Scores-Export STAR Roster</td>
<td>63</td>
</tr>
<tr>
<td>Grading-Credit Checker-Import Graduation Credit Requirements</td>
<td>64</td>
</tr>
<tr>
<td>Grading-Credit Checker-Edit Subject Areas</td>
<td>65</td>
</tr>
<tr>
<td>Grading-Credit Checker-Edit Graduation Credit Requirements</td>
<td>66</td>
</tr>
<tr>
<td>Grading-Credit Checker-Credit Check Detail for a Student</td>
<td>68</td>
</tr>
<tr>
<td>Grading-Credit Checker-Credit Check Overview</td>
<td>69</td>
</tr>
</tbody>
</table>

**Appendices**

<table>
<thead>
<tr>
<th>Appendix</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appendix A: Credit Checker Overview and Examples</td>
<td>71</td>
</tr>
<tr>
<td>Appendix B: Sending and Receiving Data from GradeBooks</td>
<td>75</td>
</tr>
<tr>
<td>Appendix C: Setting up JMC for E Transcripts</td>
<td>77</td>
</tr>
<tr>
<td>and Student Records (Iowa only)</td>
<td></td>
</tr>
<tr>
<td>Appendix D: Email Setup – Admin Options</td>
<td>81</td>
</tr>
</tbody>
</table>
Student Scope

The Student Scope is a link found in the Quick Links on many of the main pages in JMC’s Next Gen Office Application.

The Student Scope allows you to simultaneously view 6 different types of data for a student from the JMC Next Gen database. Each individual user may specify which 6 types of data they wish to view in the Student Scope.

The following is a list of the types of data that may be viewed within the Student Scope, depending upon what access is assigned to your user account in JMC:

- Attendance
- Schedules
- Student Lunch Transactions
- Period Attendance
- Discipline
- Health Immunizations
- Report Cards
- Student Contacts
- Student Progress Report
- Student Transcript

An example of how to get to the Student Scope is shown here is Schedules – Student – Edit Schedules.

Notice the Student Scope link on the right of the page under Quick Links. If you click on the Student Scope link you will get a page that pops up similar to the next figure.

A Quick Link to Student Scope may also be found on Edit – Student Data and Grading – Entry – Edit Grades.
To change the type of data viewed in any of the 6 panels in the Student Scope, simply click on the menu in the upper left corner of that panel and select a different data type.
Instructional Videos for Grading Module

Learn how to track credits for graduation in this instructional video.
http://jmcinc.com/resources/view/credit_checker

Introduction to working with transcripts.
http://jmcinc.com/resources/view/transcripts_intro

Instructions for creating an Iowa E-Transcripts file for upload.
http://jmcinc.com/resources/view/iowa_e-transcripts
Grading—Entry — Edit Grades

This window is used to edit a student’s grades, comments, and previous credits and grade points, and may also be used to edit the courses, periods, and terms in the student’s schedule.

1. Select Grading—Entry—Edit Grades. The page will appear similar to Figure 1.

![Figure 1: Edit Student Grades page](image)

2. Select the student to be edited by typing the name of the student in the Find box at the top of the page and then selecting the student from the drop down list.

Add Courses… To add a course to the currently displayed student's schedule, click Add Courses. The page will appear similar to Figure 2 listing courses to add to the student’s schedule. A checkbox in the lower left corner of this list controls whether the list will contain all courses OR only courses that would fit into the student's current schedule (based on term and period). To select a course section from the list click on the Select link to the left of the course. To leave this dialog without selecting a course section click the Close button.
Note: Courses can be constrained to specific grade levels by selecting Schedules – Course – Courses To Add.

Note: Another way to add a course section to the currently displayed student’s schedule, first locate an available row in the schedule (one that has no course assigned) and then click on the drop down list in the Course column. The drop down list will then populate with available courses to choose from. Once the course has been selected you may also select the course section by clicking on the drop down list in the Sections column. The section may be edited to schedule a student for a particular term and period of a course. To remove a section for a course, click on the section menu and select the blank section at the top of the menu.

![Image of course schedule](image)

**Figure 2**
Add Courses button dialog from Edit Student Schedules page

Print  To print a schedule for the currently displayed student, click **Print**.

Midterms Checkbox  To view/hide midterm grades for the currently displayed student, check/uncHECK the checkbox in the lower right corner of the screen labeled "Midterms".

To edit a grade:
1. Click on the box of the grade to be edited. Refer to the headings to identify the correct term of the grade.
2. Enter or select the new grade. (The shift key may be needed for capital letters)

The appearance of the grade boxes is determined by the grading scheme that has been selected for the course. See the Grading Scheme tab on Schedules - Course - Edit Course Data.

*Note:* Editing any final grade will affect the attempted credits and grade points displayed at the bottom of the window. (Attempted credits are those that count toward the GPA)

*Note:* Editing any final grade in a solid box will affect the credit earned towards graduation displayed at the bottom of the window. (Students in upper grade levels)
To edit a comment:
1. Click on the appropriate line for the course in the comment column (Cm) at the right side of the window.
2. Enter the desired comment. (Refer to Grading—Utilities—Edit Comments for a list)

To edit previous years credit and grade point information:

Note: These fields are not editable if the transcript linker is enabled, which is typical. For more information regarding the transcript linker, please refer to Grading – Transcripts – Transcript Linker.

1. Click on the desired box.
2. Enter the correct information. This previous information is automatically updated for the current year when you use Grades—Utilities—Transfer Cr/GrPts in last year’s software.

Note: This editing only needs to be done for a new student, for a minor change to a student’s data or if this is the first year using JMC software.

Deleting a Course Section  To delete a course section from the currently displayed students’ schedule, click on the “X” to the right of the course name in the list.

Note: If you plan on allowing the computer to schedule your students, you only need to enter the course numbers.

Note: If you are scheduling the student by hand, you need to enter a period and term also.

Note: If the option Schedule - Develop - Schedule Students or Schedule - Develop - Schedule a Student is used, the periods/terms are automatically entered for those students who do not have a conflict.

Note: If the section is blank, the student is unscheduled.

Locking a schedule for students who need special placement:

If you plan on allowing the computer to schedule and balance your students into classes, you may have some students that require special placement. If you have students that must be in a certain class at a certain time you may need to “lock” the students. Only a small percentage of your students should need special placement.

This feature may be used in the following instances:
- A course is a normal full year course.
  (The student needs to take just one semester of the course)
- A course is offered both semesters.
  (The student must take the course a specific semester)
- A course is offered multiple periods.
(The student must take the course a specific period)

To **lock** a student into half of a full year course:

*Examples:*  A student who is graduating early but still wants to take the first semester of a full year course OR a student who is required to repeat one semester of a full year course.

On the student’s schedule window, click on the drop down list in the **Lock** column and select the desired term option (e.g. **Any Sem 1**, **Any Qtr 3**, etc.).

**Note:**  The lock indicates that the course is locked and that the student will be scheduled into the course according to the new locking specification the next time the student is scheduled.

**Note:**  Be sure the course number does not appear anywhere else in the student’s schedule.

To **lock** a student into a specific term of a class offered more than one term:

*Examples:*  A student who has a conflict with a teacher, needs an early release, or attends for a half-day only.

On the student’s schedule window, click on the drop down list in the **Lock** column and select the desired term option (e.g. **Any Sem 1**, **Any Qtr 3**, etc.).

**Note:**  The lock icon indicates that the course is locked and that the student will be scheduled into the course according to the new locking specification the next time the student is scheduled.

To **lock** a period of a course for a student:

On the student’s schedule window, click on the drop down list in the **Lock** column and select the option **Lock Section**.

**Note:**  The lock icon indicates that the course is locked and that the student will be scheduled into the course according to the new locking specification the next time the student is scheduled.

**To unlock** a term or period:

On the student’s schedule window, click on the drop down list in the **Lock** column and select the top option (blank).
Grading—Entry — List Entry

This option may be used to manually enter grades and comments for students.

If you are using the JMC GradeBook to enter grades, this option is not necessary.

To make any manual changes after the grades have been entered through a teacher to office, use Grading—Entry—Edit Grades:

1. Select Grading—Entry—List Entry. The page will appear similar to Figure 3.

2. Select the correct term from the menu in the upper corner of the window.
   - To enter grades for quarter courses, select Quarters, and then the quarter.
   - To enter grades for semester courses, select semesters, and then the semester, etc.

3. Select the manner in which you would like to enter grades:

   Sequential Course Entry.
   - All courses will appear on the next window for grade entry unless the From and To boxes are edited. For example, if you have entered grades for course numbers 1-55 and need to start from that point, enter 56 in the From box and the final course number in the To box.

   Random Course Entry.
   - Add course sections to the list by selecting from the list of course sections on the page. See Figure 4 for an example. This course section will then appear in the list in the upper right corner of the page. Enter as many course sections as desired.
   - To remove a course sections from the list, click on that course section in the list in the upper right corner of the page.

   Teacher Course Entry.
   - Choose the correct teacher from the menu.

4. Click Search. This will move you to the next window where grades may be entered. See Figure 4.
5. Select the desired course/period/term from the Courses menu in the middle of the page.

6. Enter grades/comments by clicking the correct grade and/or comment from the respective lists.

7. To enter grades and/or comments for another course, select a new course from the Courses menu. Make sure to save changes before switching to another course.

8. Click Save when finished entering all grades/comments for a particular course section.
Grading—Entry — GradeBook Entry

This option is used to interface with JMC Online GradeBooks. Options on this screen may be used to pull information into the office data that originated with the teachers’ JMC Online GradeBooks.

The types of information that may be pulled from teacher submissions include: term grades with comments, standards and benchmarks assessments, and MN high standards results.

1. To receive grades in the office that were sent from teacher grade books, select Grading—Entry—GradeBook Entry. The page will appear similar to Figure 5.

2. Specify the type(s) of data to be updated by checking or un-checking from the options available in the upper left corner of the page (see Figure 5).

   Note: The list of options will vary depending upon which modules you are using and whether they have been enabled. For example, the Standards and Benchmarks option will only be listed if the database has the Standards and Benchmarks module enabled.

3. Select the term for which grades are to be updated.

4. Click Execute to continue. Data will be moved from teacher grade files to the office database.

5. Click Print to print a list of course sections that have been processed.

   Note: For more information on sending data between the JMC Office Application and the JMC Online GradeBook, please refer to Appendix B at the end of this document.

   Note: If there are any unprocessed grade submissions from the teachers, there will be a link on the upper right corner homepage of the Next Gen Office Application. See Figure 6. Clicking on this link will bring you to Grading—Entry—GradeBook Entry.
Grading — Reports — Report Cards

This option is used to print student report cards. The report cards will include course grades and attendance from the specified marking period.

The following information may be optionally included: GPAs (cumulative, year, term), class rank, honor roll result, and a message.

1. Select Grading — Reports — Report Cards. The page will appear similar to Figure 7.

2. Select the correct grading term. Use the menu in the upper-left corner to select the term for which report cards are to be printed.
   - If report cards are printed at the end of each quarter, select quarters and then either quarter 1, quarter 2, quarter 3, or quarter 4.
   - If report cards are printed at the end of each trimester, select trimesters and then either trimester 1, trimester 2, or trimester 3.
- If report cards are printed only at the end of each semester, select semesters and then either semester 1 or semester 2.

- If report cards are printed at the end of every six weeks, select six weeks and then the appropriate six-week term.

*Note:* The GPAs that are printed on the report card correspond to the selected grading term.

3. Verify the end of term day number.
   - Check that the term ending day number has been entered. The ending day numbers are used to determine the attendance that is printed on report cards, summary labels, and standards and benchmarks transcripts and report cards.

   - To edit the ending day number for any other term, click in the **End Day** box to the right of the term to be edited and enter the correct ending day number.

4. Select the students for whom schedules are to be printed. Options will vary depending upon which **Select** option you choose.
   - Sequential: specify the range of student IDs
   - Random: select one or more students from the list by clicking
   - Grade: specify the grade range
   - Advisor: specify the range of advisor numbers

5. Verify the **GPA** options.
   - If **Cum** is checked, the student’s career cumulative GPA to date will be printed.
   - If **Term** is checked, the GPA for the selected term will be printed.
   - If **Year** is checked, the GPA for the current year will be printed.

6. **Include Class Rank** Set this checkbox as needed for printing class ranks on the report cards.

7. **Include Honor Roll Result(s)** Set this checkbox as needed for printing honor roll result(s) on the report cards.

   *Note:* Individual students be added to or removed from the honor roll by checking or unchecking **Honor Roll** on the **Edit-Student Data** screen.

8. **Include Grad Credit** Set this checkbox as needed for printing graduation credit accumulations on the report cards.

9. **Split excused/unexcused attendance** Set this checkbox as desired.

10. **Include excused tardies** Set this checkbox as desired.

11. **Email If Possible** This option may be used to email report cards (where possible) instead of printing them.
**Note:** In order for report cards to be emailed the students’ primary contacts must have at least one email address entered if the primary contact is checked for In Mailings and In Reports on Edit – Student Data. If the primary contact has multiple email addresses then the report card would be received at each email address.

**Note:** In order to report cards to be successfully emailed, the SMTP server settings must be configured. For more information about configuring your SMTP server. Please refer to Appendix D.

12. Enter a **Reply To Email** address as needed.

13. Verify the **Messages** options. Click on the **Messages** tab to view/edit messages that will appear on the report card for everyone and/or for specific grades. The tab will appear similar to Figure 8.

```
<table>
<thead>
<tr>
<th>Grade</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

Figure 8
Messages setup screen for Printing Report Cards.

Edit, if necessary, the message for All Grades and/or for each grade level. Place a check in the left column next to those messages that are to be printed.

14. Verify the formatting options in the **Formatting** tab. Click on the **Formatting** tab to view/edit the formatting that will be used for the report card for everyone. The tab will appear similar to Figure 9.

```
<table>
<thead>
<tr>
<th>Form Height</th>
<th>Font Size</th>
<th>Line Spacing</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 inches - 1 up</td>
<td>8</td>
<td>Single</td>
</tr>
<tr>
<td>11 inches - 2 up</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 inches - 1 up with Address</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

Figure 9
Report Card Formatting options.
Select a **Form Height** option.

- 1 up will print one report card per page with a 2.5 inch margin at top.
- 2 up will print two report cards per page when using JMC laser/inkjet sheets #5500.
- 1 up w/ Address will print one report card per page. The mailing address of the student's Primary Contact(s) will also appear at the bottom of the printed report card.

Select a Font Size option from the **Font Size** menu. Choose either 8, 9, or 10 point.

Select a Line Spacing option from the **Line Spacing** menu. Choose either Normal, 1.5, 2, or Compressed.

Customize the **Report Card Headings**.

- The default settings for report card headings are listed in the header for each custom heading row.
- Modify or delete any display values within the header for each custom heading row.

*Note:* It is possible that some of the 3 of the custom header rows may not be in use, depending upon the grading schemes set up for the courses. The appropriate header row is automatically selected for the report card, depending on the grading schemes in use.

Click **Preview** to preview the report cards. The report cards will appear similar to Figure 10.

Click **Print** to print the previewed report cards.

Click **Export** to export report cards for the specified student(s) to a CSV (comma-separated) text file.

![Sample report card](image)

**Figure 10:** Sample report card
**Grading—Reports — Honor Roll**

This option is used to print honor roll(s) for a specified term.

*Note:* Individual students be added to or removed from the honor roll by checking or un-checking Honor Roll on the Edit- Student Data screen.

1. Select Grading—Reports—Honor Roll. The page will appear similar to Figure 11.

2. Select the correct grading term.

3. Click the **Print GPA** check box if student honor roll GPAs are to be printed on the report.

Click **Preview** to preview the honor roll report.

Click **Print** to print the previewed honor roll report.

Click **Export** to export the honor roll report for the specified student(s) to a CSV (comma-separated) text file.

*Note:* For changes to or questions about your honor roll criteria, please contact JMC.

- An incomplete or missing grade for the term will exclude a student from the honor roll. For a report of incomplete and/or missing grades, use Grading—Reports—Grade Report.

- For a report showing the calculation of a student’s GPA, use Grading—Utilities—Show GPA.
  - The GPA calculation, as shown in the Show GPA report, might not be the same as the honor roll GPA calculation, since it is possible to have the grade for a course count in the GPA, but not in the honor roll GPA.
  - The Show GPA report will also reveal a possible missing grade for a student.

- An honor roll includes grades for the selected term along with any grades received since the previous term of the same type. This situation occurs when mixed grading schemes are in use. For example, a quarter 2 honor roll will include quarter 2 grades along with any grades received during quarter 2.

- To edit GPA and honor roll data for a course, see Schedules—Course—Edit Data.
Grading—Reports — Class Rank

This option is used to print a class rank in GPA order and in alphabetical order.

1. Select Grading—Reports—Class Rank. The page will appear similar to Figure 12.

![Figure 12](image)

2. Select the correct grading term.

3. Use the menu in the upper-left corner to select the term for which the class rank is to be printed. The most common selection is either Q1, Q2, Q3, or Q4.
   - Quarter 2 and Semester 1 would be identical.
   - Quarter 4 and Semester 2 and Trimester 3 would also be identical.
   - Selecting “Beginning of the Year” will use only the students’ previous credits and grade points from the previous year(s).

4. Select the grade that is to be ranked from the menu.

Click Preview to preview the report.

Click Print to print the previewed report.

Click Export to export the report for the specified student(s) to a CSV (comma-separated) text file.

“UNABLE TO RANK”:
- If a student has an incomplete or missing grade, they will show on the report as “Unable to Rank.”
  - Use Grades—Utilities—Show GPA—Cum for a report identifying missing grades for a student, OR
  - Use Grades—Utilities—Grade Report for a report on multiple students.
- If a student is not to be included in their class rank, they will show on the report as “Unable to Rank.”
  - Use Attendance—Student—Exceptions to identify these students.
  - Use Edit—Student Data to edit the rank inclusion. On that page the Rank checkbox is located in the General tab.
Grading—Reports — Grade Distribution

This report show the number of each letter grade earned by course, grade, and teacher.

1. Select Grading—Reports—Grade Distribution. The page will appear similar to Figure 13.

2. Select the desired grading term or terms. If several terms are selected, the report will show the totals for the terms.

3. Select the range of grade levels that is to be included in the report. Enter the range of student grade levels in the From and To boxes.

Click Preview to preview the report.

Click Print to print the previewed report.

Click Export to export the report for the specified student(s) to a CSV (comma-separated) text file.

- The report will first list the courses in numerical order showing the number of each type of grade received by students for the selected terms.

- The next section of the report shows the number of grades received by grade level.

- The last section of the report shows the number of grades given by teacher.
Grading—Reports — Grade Report

This report identifies students who have received a particular grade or grades and is a good report to use to identify students who are missing grades.

Prior to running this report it is important that the teachers submit their grades for the term by using the Teacher to Office feature of their Next Gen GradeBook. Also, the teachers’ grade submissions must be processed in the office by selecting Grading – Entry – GradeBook Entry.

Note: It is important to distinguish between term grades sent to the office for report cards and transcripts and grades on teachers’ progress reports. The grades on progress reports are only published by teachers in the progress reports themselves and may be viewed as such in Online Parent, Online Teacher, and in the Next Gen Office Application using Grading – Reports – View Progress Reports or Grading – Reports – Print Progress Reports but are NOT viewed on report cards or transcripts.

1. Select Grading—Reports—Grade Report. The page will appear similar to Figure 14.

![Grade Report options](image)

2. Select the desired grading term or terms.

3. Select the range of grade levels that is to be included in the report. Enter the range of student grade levels in the From and To menus.

4. Select the term grades that are to be included in the report. Click on the grade name to be reported, or shift-click to select several grade names.

   Note: When looking for incomplete or missing grades, select the 0 (blank) and the 1 (incomplete).

5. Select the order in which the report is to be printed.

   By Student - The report will show the students in alphabetical order along with their student ID, grade level, grade received, course name, course number, period number, and teacher name.

   By Teacher - The report will show the students in alphabetical order along with their student ID, grade level, grade received, course name, course number, period number, and teacher name with the information for each teacher on separate pages.
By Both - The report includes both the By Student format and the By Teacher format.

Click Preview to preview the report.

Click Print to print the previewed report.

Click Export to export the report for the specified student(s) to a CSV (comma-separated) text file.

---

**Grading—Reports — Grade Point Averages**

This report shows the grade point average for selected student for a selected term.

1. Select Grading—Reports—Grade Point Averages. The page will appear similar to Figure 15.

![Figure 15](image)

2. Select the correct grading term.

3. Select the students for whom grade point averages are to be printed. Options will vary depending upon which Select option you choose.
   - Sequential: specify the range of student IDs
   - Random: select one or more students from the list by clicking
   - Grade: specify the grade range
   - Advisor: specify the range of advisor numbers

Click Preview to preview the report.

Click Print to print the previewed report.

Click Export to export the report for the specified student(s) to a CSV (comma-separated) text file.

The report shows:
- The student’s name, grade, ID, and advisor
- The student’s GPA at the end of the selected term
- The GPA for the year up until the end of the selected term
- The cumulative GPA as of the beginning of the year
- The cumulative GPA as of the end of the selected term
- The earned credits at the start of the year, and
- The earned credits as of the end of the selected term.
**Grading—Reports — Summary Labels**

This option is used to print labels to be placed in the student’s permanent record file.

1. Select **Grading—Reports—Summary Labels**. The page will appear similar to Figure 16.

![Figure 16: Summary Labels options](image)

2. Select the correct grading term.
   - Use the menu in the upper-left corner to select the term for which summary labels are to be printed.
   - The most common selection is either quarter 2 or quarter 4.
   - Labels printed at the end of the year include information for the entire year.

3. Specify the **Ending Day** (upper right corner) for the specified term. If a value was entered on Schedules-Reports-Report Cards for the term then that value will be displayed and used. You may change the value as desired.

4. Select the students for whom summary labels are to be printed. Options will vary depending upon which **Select** option you choose.
   - Sequential: specify the range of student Ids
   - Random: select one or more students from the list by clicking
   - Grade: specify the grade range
   - Advisor: specify the range of advisor numbers

5. Check the **Print Attendance** box if attendance is to be printed on the summary label.

6. Check the **Print GPA and Rank** box if GPA and class rank are to be printed on the summary label.

7. Check the **Include MN Grad Status Information** box *(Minnesota only)* if information about the students’ graduation status for various subject areas is to be printed on the summary label.
8. Edit the **Top Margin** as needed. Depending upon the type of labels being used, this setting may need to be edited in order to get the labels to print correctly.

9. Edit the **Starting Label Row and/or Column** as needed. This option allows for partially used label sheets to be used completely.

**Check Errors**  This option will check for incomplete or missing data that would be important for summary labels. Data checked by this option includes:

- **Ending Day** for terms (only if **Period Attendance** is checked) (editable in upper right corner or on Schedules-Reports-Report Cards)

- **Graduation Date** (for students in Grade 12 only)

**Print Errors**  This option will print the displayed error report.

**Print Labels**  To print the report for the specified student(s) to a CSV (comma-separated) text file, click **Print Labels**.

Depending upon the student’s grade level, the label includes:

- student’s name
- number
- grade level
- courses
- grades
- course credit
- graduate credit
- attempted credits
- total grade points
- days in attendance
- days absent
- number of tardies
- class rank
- percentile rank
- cumulative GPA
- graduation date
- graduation status information (MN only)

---

**Grading—Reports — Midterm Report Cards**

This option is used to print student report cards at midterm.

1. Select **Grading—Reports—Midterm Report Cards**. The page will appear similar to Figure 17.

2. Use the **Term Type** menu in the upper-left corner to select the term for which midterm report cards are to be printed.

3. Select the students for whom midterm report cards are to be printed.  Options will vary depending upon which **Select** option you choose.
- Sequential: specify the range of student Ids
- Random: select one or more students from the list by clicking
- Grade: specify the grade range
- Advisor: specify the range of advisor numbers

4. Verify the formatting options in the **Formatting** tab. Click on the **Formatting** tab to view/edit the formatting that will be used for the report card for everyone. The tab will appear similar to Figure 18.

```
Figure 18
Midterm Report
Card formatting
options
```

Select the form size of the report card.
- 3.5 inches is used for printing to JMC continuous forms #4357 and #4246.
- 5.5 inches is used for printing to JMC continuous forms #5530 and #5520.
- 11 inches - 1 up will print one report card per sheet with a 2.5 inch margin at top.
- 11 inches - 2 up will print two report cards per page when using JMC laser/inkjet sheets #5500.

5. Verify the messages option in the **Messages** tab. This option is used to print messages on the report card for everyone and/or for specific grades. To view/edit the messages, click **Messages**. A screen will appear similar to Figure 19. Edit, if necessary, the message for everyone or a grade level. Place a check in the left column next to those messages that are to be printed.

```
Figure 19
Messages
setup screen
for Midterm Reports
```

Click **Preview** to preview the report.

Click **Print** to print the previewed report.
Grading—Reports — Midterm Grade Report

This report identifies students who have received a particular grade or grades and is a good report to use to identify students who are missing grades.

1. Select Grading—Reports—Grade Report. The page will appear similar to Figure 20.

![Figure 20: Midterm Grades Report screen](image)

2. Select the desired grading term or terms from the Grades For list.

3. Select the range of grade levels that is to be included in the report. Enter the range of student grade levels in the From and To boxes.

4. Select the grades that are to be included in the report by clicking on the grade name in the Grade Values list. You may shift-click to select several grade names. When looking for incomplete or missing grades, select the 0 (blank) and the 1 (incomplete).

5. Select the order in which the report is to be printed.

   **By Student** - The report will show the students in alphabetical order along with their student ID, grade level, grade received, course name, course number, period number, and teacher name.

   **By Teacher** - The report will show the students in alphabetical order along with their student ID, grade level, grade received, course name, course number, period number, and teacher name with the information for each teacher on separate pages.

   **By Both** - The report includes both the By Student format and the By Teacher format.

Click **Preview** to preview the report.

Click **Print** to print the previewed report.

Click **Export** to export the report for the specified student(s) to a CSV (comma-separated) text file.
Grading—Reports — Print Progress Reports

This option is used to print progress reports as submitted by the teachers. Progress reports may be selected in one of the following manners: sequentially, randomly, by grade, by advisor, or by teacher. This option allows for centralized printing of progress reports in the office and will collate and condense the selected progress reports. Students with more than one primary contact designated to receive mailings will have one batch of progress reports printed out for each of their primary contacts.

**JMC Instructional Video:** Teacher directions for sending progress reports to the office are available on the Teachers page of the JMC website under the Midterm tab. [http://jmcinc.com/teachers](http://jmcinc.com/teachers)

1. Select Grading—Reports—Print Progress Reports. The page will appear similar to Figure 21.

![Figure 21](https://mymedia/image.png)

2. Specify the date range for which progress reports are to be printed.
   
   **Note:** Dates are recorded in the progress report files when teachers create them. Teachers could specify a past or future date for their progress reports. It is the teacher-entered dates, not the files' creation dates, that are used when determining the progress report files from which to print.

3. Select the students for whom progress reports are to be printed. Options will vary depending upon which **Select** option you choose.
   - Sequential: specify the range of student Ids
   - Random: select one or more students from the list by clicking
   - Grade: specify the grade range
   - Advisor: specify the range of advisor numbers
4. Use the **Include Mailing Address** checkbox if you wish to have a mailing label for the student's primary contact printed at the bottom left corner of the first page of each student's batch of progress reports.

5. Use the **Start Each Student on Odd Page (for 2-sided Printing)** checkbox if you intend to print double-sided progress reports and wish to make sure that each report begins on the front side of a new sheet.

6. **Email If Possible** This option may be used to email schedules (where possible) instead of printing them.

   *Note:* In order for schedules to be emailed the students’ primary contacts must have at least one email address entered if the primary contact is checked for In Mailings and In Reports on Edit – Student Data. If the primary contact has multiple email addresses then the report card would be received at each email address.

   *Note:* In order to report cards to be successfully emailed, the SMTP server settings must be configured. For more information about configuring your SMTP server. Please refer to Appendix D.

7. Enter a **Reply To Email** address as needed.

Click **Preview** to preview the report.

Click **Print** to print the previewed report.

A report will be displayed listing all of the available progress report files, the teacher, date, and number of progress reports contained in each file, and an indication of which files will be utilized in the printing process. Click **Print** to print this report or **Cancel** to continue without printing this report.

---

**Grading—Reports — Clear Progress Reports**

This option is used to clear progress report files from the server. Since progress report files may contain reports for more than one class, these files are not automatically deleted after processing. A date range will be specified by the user for designating which reports are to be deleted.

1. Select **Grading—Reports—Clear Progress Reports**. The page will appear similar to Figure 22.

2. Specify the date range for which progress reports are to be deleted.
Note: Dates are recorded in the progress report files when teachers create them. Teachers could specify a past or future date for their progress reports. It is the teacher-entered dates, not the files' creation dates, that are used when determining the progress report files to delete.

3. Click OK to clear the progress reports.

Note: This process is irreversible. However, once a progress report file is deleted from the server it is possible for the teacher to send a new copy of this file from their gradebook.

**Grading—Reports — View Progress Reports**

This option is used to view progress reports submitted by teachers.

1. Select Grading—Reports—View Progress Reports. The page will appear similar to Figure 23.

2. Select the students for whom progress reports are to be viewed by entering all or part of the student’s name in the Find box at the top of the page and then selecting the desired student from the drop down list.

3. Select the progress report you wish to view from the student’s list presented to you. If the student has a progress report for a course then there will be a brief description in the row for that course near the term link. Click on the term link for the course to view the progress report.

Click Print to print the currently viewed report.
Grading—Reports — Grade Report - Progress Reports

This report identifies students who have received a particular grade or grades in their progress reports and is a good report to use to identify students who are missing grades.

Prior to running this report it is important that the teachers publish their progress reports.

1. Select Grading—Reports—Grade Report - Progress Reports. The page will appear similar to Figure 24.

2. Select the desired grading term or terms from the Grades For list.

3. Select the range of grade levels that is to be included in the report. Enter the range of student grade levels in the From and To boxes.

4. Select the grades that are to be included in the report by clicking on the grade name in the Grade Values list. You may shift-click to select several grade names. When looking for incomplete or missing grades, select the 0 (blank) and the 1 (incomplete).

5. Select the order in which the report is to be printed.

   By Student - The report will show the students in alphabetical order along with their student ID, grade level, grade received, course name, course number, period number, and teacher name.

   By Teacher - The report will show the students in alphabetical order along with their student ID, grade level, grade received, course name, course number, period number, and teacher name with the information for each teacher on separate pages.

   By Both - The report includes both the By Student format and the By Teacher format.

Click Preview to preview the report.

Click Print to print the previewed report.
Grading—Reports — Missing Scores

This option is used to list missing grades as indicated in the teachers’ grade books.

1. Select Grading—Reports—Missing Scores. The page will appear similar to Figure 25.

![Figure 25](missing_grades.png)

2. Use the Grades menu in the upper-left corner to select the student grade level(s) for this report.

3. Use the Term Type menu in the upper-left corner and the radio buttons beneath it to select the term for this report.

4. Specify the Report Type.
   - **Full** the report will include a detailed row for each missing assignment for each course and student.
   - **Condensed** the report will include one row for each course with a tally of the number of missing assignments for that course for the student.

5. Specify the type of missing scores you want included.
   - **All Missing Scores** the report will include all missing scores.
   - **Only ‘M’ and ‘MI’ scores** the report will include only scores designated by the teacher as ‘M’ or ‘MI’.

Click Preview to preview the report.

Click Print to print the previewed report.

Click Export to export the report for the specified student(s) to a CSV (comma-separated) text file.
Grading—Reports — Print Report Card Forms

This option is used to print a custom report card form. These forms must first be designed or edited using the Forms Designer application.

The report cards may include course grades and attendance from the specified marking period as well as a large variety of other data elements, such as attendance, GPA, honor roll, standards and benchmarks, demographic, contact, and sibling data. For a complete listing of available data elements and for assistance with creating a report card form, please contact JMC technical support.

1. Select Grading—Reports—Print Report Card Forms. The page will appear similar to Figure 26.

2. Select the correct grading term for which the report cards are to be printed by using the menu in the upper-left corner.

   - If report cards are printed at the end of each quarter, select quarters and then either quarter 1, quarter 2, quarter 3, or quarter 4.
   
   - If report cards are printed at the end of each trimester, select trimesters and then either trimester 1, trimester 2, or trimester 3.
   
   - If report cards are printed only at the end of each semester, select semesters and then either semester 1 or semester 2.
   
   - If report cards are printed at the end of every six weeks, select six weeks and then the appropriate six-week term.

   Note: The GPAs that are printed on the report card correspond to the selected grading term.

3. Verify the end of term day number.
- Check that the term ending day number has been entered. The ending day numbers are used to determine the attendance that is printed on report cards, summary labels, and standards and benchmarks transcripts and report cards.

- To edit the ending day number for any other term, click in the **End Day** box to the right of the term to be edited and enter the correct ending day number.

4. Select the school in the **School** menu.

5. Select the previously designed form from the **Select Form** menu.

6. Verify the **Messages** options at the bottom of the page – see Figure 26. This option is used to print messages on the report card for everyone and/or for specific grades. Edit, if necessary, the message for everyone or a grade level. Place a check in the left column next to those messages that are to be printed.

7. **Email If Possible** This option may be used to email schedules (where possible) instead of printing them.

   **Note:** In order for schedules to be emailed the students’ primary contacts must have at least one email address entered if the primary contact is checked for In Mailings and In Reports on Edit – Student Data. If the primary contact has multiple email addresses then the report card would be received at each email address.

   **Note:** In order to report cards to be successfully emailed, the SMTP server settings must be configured. For more information about configuring your SMTP server. Please refer to Appendix D.

8. Enter a **Reply To Email** address as needed.

Click **Print** to print the report card forms.
Grading—Reports — Teacher Lesson Plans

This report allows you to review lesson plans submitted by teachers.

1. Select Grading—Reports—Grade Report – Teacher Lesson Plans. The page will appear similar to Figure 27.

![Figure 27: Lesson plans](image)

2. Select the teacher whose lesson plans you wish to view.

3. Specify the course(s) for the teacher.

4. At the top of the calendar there are months listed. In Figure 27 you will notice that August is in the upper left corner, September 2014 is listed in the top center, and October is listed in the upper right corner. To move forward one month, click on the month listed in the upper right corner. To move backward one month, click on the month in the upper left corner.
Grading—Utilities — Edit Comments

This option is used to edit the optional comments that may be printed on report card. Up to 99 unique comments may be maintained on this screen for inclusion in a report card.

1. Select Grading—Utilities—Edit Comments. The page will appear similar to Figure 28.

2. Click on Edit link to the left of the comment to be edited.

3. Enter or edit the comment.

   Note: A comment may contain up to 32 characters.

4. Click the Update link on the left side of the comment to save changes.

5. Click the Print button to print a reference list of the comments.

Grading—Utilities — Delete Comments

This option is a utility to delete all comments from the previous grading period. This option is used prior to grade entry for the term to delete all student comments from the previous term.

1. Select Grading—Utilities—Delete Comments. The page will appear similar to Figure 29.

2. Click Execute if all student comments should be deleted.

   Note: This action is irreversible.
Grading—Utilities — Delete Midterm Grades and Comments

This option is a utility to delete all midterm grades and comments from all grading periods.

1. Select Grading—Utilities—Delete Midterm Grades and Comments. The page will appear similar to Figure 30.

2. Click Delete if all midterm grades and comments should be deleted.

   Note: This action is irreversible.

Grading—Utilities — Edit Grade Values

This option is used to edit grades, grade values, if the grade will earn credit toward graduation, and if the grade is to count in the students’ grade point average.

1. Select Grading—Utilities—Edit Grade Values. The page will appear similar to Figure 31.

2. Select the grade to be edited by clicking on the Edit link on the left side of the row containing it or on a blank line to enter a new grade.

3. Edit the name of the grade if necessary. The grade may contain 1 or 2 characters.

4. Edit the value of the grade if necessary. This value is used when calculating grade point averages.
5. Click the **Update** link on the left side of the row to save changes.

   *Note: If the grade is to be included when calculating a grade point average, check the **Cumulative GPA** box.*

   *Note: If the grade would count toward graduation credit if received by a student in the upper grades, check the **Grad Credit** box.*

---

**Grading—Utilities — Show GPA**

This option is used to show the calculation of a student’s GPA or cumulative GPA for any grading period.

1. Select Grading—Utilities—Show GPA. The page will appear similar to Figure 32.

   ![Figure 32: Show GPA options](image)

   **Figure 32: Show GPA options**

2. Enter the student by entering all or part of their name in the **Find** box at the top of the page and then selecting the student from the list.

3. Select the term.

4. Select the type of GPA desired.
   - Click **Term** to show the GPA for the selected term.
   - Click **Year** to show the cumulative GPA for the year, up to and including the selected term.
5. Click **Preview** to display the desired calculation.

<table>
<thead>
<tr>
<th>Term</th>
<th>Identifies the term of the grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course #</td>
<td>The course number</td>
</tr>
<tr>
<td>Course</td>
<td>The name of the course</td>
</tr>
<tr>
<td>Weight</td>
<td>Weight of the course as defined in Schedules—Course—Edit Data.</td>
</tr>
<tr>
<td>Grade</td>
<td>Grade received</td>
</tr>
<tr>
<td>Value</td>
<td>Value of the grade as defined in Grades—Utilities—Edit Grade Values</td>
</tr>
<tr>
<td>Eff Wgt</td>
<td>Effective weight as used in this calculation. Ex.: A course defined as being a year course with a weight of 1 would have an effective weight of .25 for any of the quarters.</td>
</tr>
<tr>
<td>Grade Pts</td>
<td>The product of the grade value and the effective weight.</td>
</tr>
</tbody>
</table>

Dividing the total grade points by the total effective weight yields the desired GPA. If a career cumulative GPA is being calculated, credits attempted and grade points from any previous year(s) will be included in the totals.

Click **Print** to print the previewed report.
**Grading—Transcripts — Bring Up To Date**

This option is used to transfer course, grade, and student data to the transcript data tables from the current school year.

Use this option during the year when course, grade, or student information needs to be updated for transcript use and especially at the end of the year after all final grades have been entered.

1. **Select Grading—Transcripts—Bring Up To Date.** The page will appear similar to Figure 33.

2. **Click Bring Up To Date.**

**Grading—Transcripts — Transcript Linker**

This option is used to enable/disable the direct link between student transcript data and the schedules and grades data. For example, credits and grade points on the Schedules-Student-Edit Student Schedules screen can be made to reflect the previous year's credits and grade points from the transcript data if the Transcript Linker is enabled.

Once the Transcript Linker is enabled, any changes to the transcript data credits and grade points will automatically be reflected on the Schedules-Student-Edit Student Schedules screen and in any newly calculated or printed GPAs.

If the Transcript Linker is disabled, previous year's credits and grade points must be entered and updated manually on the Grading-Student-Edit Student Schedules and Grades if credit totals, grade points, and GPAs are to include totals from previous years.

1. **Select Grading—Transcripts—Transcript Linker.** The page will appear similar to Figure 34.

2. **Click Update to enable the Transcript Linker.**

---

**Figure 33**

![Bring Up To Date](image)

**Figure 34**

![Transcript Linker](image)
Grading—Transcripts — Edit Student Transcripts

This option is used to enter and/or edit student transcript information.

Although student transcript records may be manually edited on this page, typically those records would originate from the student’s schedules and grades and can be found at Schedules-Student-Edit Student Schedules or Grading-Entry-Edit Grades. If the student is missing records in their transcripts it is generally because their transcript records need to be brought up-to-date using Grading-Transcripts-Bring Up To Date.

The most common reason a student would require manual editing of their transcript records is when a student transfers coursework from another school. Since these records are from another school it is entirely possible that you would need to define courses and grades before these records could be added to the student’s transcript.

A transfer course may be defined using Grading-Transcripts-Edit Transcript Courses.

To define a grade used in a transfer record (for grades that are not used in your school), you may use Grading-Transcripts-Edit Transcript Grades.

A student’s grade point average (GPA) is typically calculated using their transcript records. For GPAs to be calculated correctly in this manner, the student’s transcript records must be accurate and also the Transcript Linker must be enabled at Grading-Transcripts-Transcript Linker.

1. Select Grading—Transcripts—Edit Transcripts. The page will appear similar to Figure 35.

![Edit Student Transcripts page](image)
2. Select the student for whom you wish to view or edit transcript records by entering all or part of the student’s name in the **Find** box at the top of the page and then selecting the student from the drop down list.

3. **To edit a student’s transcript record**, click on the **Edit** link to the left of the row and then click on an existing value to change it, then type the new value.

   - Terms  Select a term from the **Term** menu.

   - Course  Enter the course number or start typing the course name, then select the appropriate course from the drop down list.

   - Grade  Select the grade from the **Grade** menu.

   - Transfer Credit  A check mark means the student earned this credit at another school.

   - In Student GPA  A check mark means the student’s Cum GPA is potentially affected by this course.

   - In Student GCR  A check mark means the student potentially receives Graduate Credit for this course.

   - Institution Providing *(Iowa only)*  A 8-digit district number may be entered.

   - Comment  An optional comment of up to 300 characters may be entered in this column

**Update**  To save changes made to a student’s transcript record, click on the **Update** link to the left of that record.

**Add Record**  To add a new transcript record, click on the **Add Record** link at the top of the student’s transcript, then specify the transcript year, term, course, grade, and other details and then click on the **Update** link at the left of the record.

**Delete**  To delete a record from the student’s transcript, click on the **Delete** link to the left of that record.

**Edit Base Values**  Clicking on this link allows for values to be entered for credit earned, credit attempted, and grade points without tying these values to a specific course in the transcripts. There is also space for a comment that could be used to describe the reason for the base values. One example of how this might be used is if a student transfers to your school with credits and grade points from the previous school that would apply toward graduation, GPA, etc. In some circumstances, your school may choose to simply list these credits and grade points as base values rather than generate transcript records for all of that students transcript courses from the previous school.
Note: Using base values on a student's transcript may result in inaccuracies when using the Credit Checker portion of the JMC Office Application.

**Print**  Prints a student’s transcript essentially as it appears on this screen.

Note: To print student transcripts that include additional data, such as test scores, activities, select the menu option **Grading-Transcripts-Print Transcripts** and check the appropriate options in the dialog box.

**Export**  Exports the student’s transcript records to a CSV text file.

---

**Grading—Transcripts — Print Transcripts**

This selection is used to print multiple transcripts and provide special printing options for transcripts.

1. Select **Grading—Transcripts—Print Transcripts**. The page will appear similar to Figure 36.

   ![Figure 36](Image)

   **Figure 36**

   **Print Transcripts options**

2. Select the students for whom transcripts are to be printed. Options will vary depending upon which **Select** option you choose.
   - Sequential: specify the range of student Ids
   - Random: select one or more students from the list by clicking
   - Grade: specify the grade range
   - Advisor: specify the range of advisor numbers
3. Specify which transcript, activities, health, test score, and other records are to be included.

**Include Transcript Records**  This menu allows you to specify information about the course records that will be included for the printed transcripts. See Figure 37.

<table>
<thead>
<tr>
<th>Include Transcript Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning with Grade 9 AND earlier records that count in GCR or GPA</td>
</tr>
<tr>
<td>All Records</td>
</tr>
</tbody>
</table>

To specify the cutoff grade level for the course records in a printed transcript, select **Change Grade Level Cutoff** from the **Include Transcript Records** menu and enter the appropriate grade level.

**Include Activities**  By checking this item on the Print Transcripts screen, the student activities, as entered on the **Attendance—Activities—Edit Student Activities**, will be included on the printed transcripts for the selected student(s).

**Include Commendations**  By checking this item on the Print Transcripts screen, the special commendations attached to all activity records, as entered on the **Attendance—Activities—Edit Student Activities**, will be included on the printed transcripts for the selected student(s).

**Include Immunizations**  By checking this item on the Print Transcripts screen, the immunization records, as entered on the **Health—Data—Edit Student Immunizations**, will be included as a separate printout. The health records will be collated with the students’ printed transcripts.

**Include Health Note**  By checking this item on the Print Transcripts screen, the health note, as entered on the **Health—Data—Edit Student Health Note**, will be included as a separate printout. The health records will be collated with the students’ printed transcripts.

**Include Social Security Number**  By checking this item, the student’s social security number will be included on the printed transcripts for the selected student(s).

**Include Test Scores**  By checking this item on the Print Transcripts screen, the standardized test results, as entered on the **Grades—Transcripts—Edit Test Scores**, will be included on the printed transcripts for the selected student(s).

**Include Test Score Records**  This menu allows you to specify information about the test score records that will be included for the printed transcripts. See Figure 38.
To specify the cut-off grade level for the test score records in a printed transcript, select **Change Grade Level Cutoff** from the **Include Test Score Records** menu and enter the appropriate grade level.

**Print**  Click **Print** to begin printing transcripts.

*Note:* Graduation dates, as entered on **Edit-Student Data**, will automatically appear at the bottom of the printed transcript.

**Export**  Exports the transcript records for the selected students to a CSV text file.

**If transcripts are not printed as intended** it may be because of one of the following:

- the minimum grade level was not set correctly
- the option for the **Include Transcript Records** menu was not set correctly
- no students were selected
- the intended check boxes were not checked
- the transcript data (or test scores, activities, etc.) is not up-to-date

---

**Grading—Transcripts — Export ETranscript (Iowa Only)**

This selection is used to export an ETranscripts to an XML file.

1. Select **Grading—Transcripts—Export ETranscripts**. The page will appear similar to Figure 39.
2. Select the students for whom transcripts are to be exported. Options will vary depending upon which Select option you choose.
   - Sequential: specify the range of student IDs
   - Random: select one or more students from the list by clicking
   - Grade: specify the grade range
   - Advisor: specify the range of advisor numbers

3. Specify which transcript records are to be included.

   **Include Transcript Records** This menu allows you to specify information about the course records that will be included for the printed transcripts. See Figure 40.

   To specify the cutoff grade level for the course records in a printed transcript, select **Change Grade Level Cutoff** from the **Include Transcript Records** menu and enter the appropriate grade level.
4. Specify the term information for the GPA and class rank calculations.

**Show/Hide Settings**  This button is used to toggle the display state of various ETranscript data elements that rarely change. These include setting a maximum & minimum GPA, whether GPAs can be “excessive”, a transcript sending building contact person, and control over various optional fields.

**Export ETranscripts**  Exports the transcript records for the selected students to an XML file for upload to ITC.

---

**Grading—Transcripts — Edit Transcript Courses**

This selection is used to edit course information pertaining to transcripts.

1. Select **Grading—Transcripts—Edit Transcript Courses** for a particular school year. The page will appear similar to Figure 41a-b, depending upon which state reporting module you use.

![Figure 41a](image_url)

*Edit Transcript Courses*

- all states except Iowa

![Figure 41b](image_url)

*Edit Transcript Courses*  

- Iowa version

2. Select a course to be edited.

   **Enter the Course Number.**

   Using the find box on the left side of the page, type in the desired course number. The information for this course will appear in the window.

   **Enter the Course Name.**
Using the find box on the left side of the page, begin typing the course name. Course names will display as letters are entered. Once the name is in view, stop entering.

Note: New courses for transcripts should be entered using course numbers between 601 and 999. Course numbers 1 to 599 are reserved for existing JMC courses.

3. Edit information as necessary. The following data elements may be edited for courses 601-999 only, which are generally used for Transfer Courses.

   - **Course Name**  Click in the course name field. Type the correct course name.
   - **Credit**  Enter the amount of credit given for the course.
   - **Grad Credit**  Check the box if this course counts for graduate credit.
   - **Cum GPA**  Check the box if this course counts in the cumulative GPA.

   - **# of Credit Grades**  Select the number of grades receiving credit for the course. (Typically the number is just one.) If a semester course which received just two quarter grades (no semester grade) is offered, select ‘2’ from the menu. This means that each quarter grade received half of the total course credit.

   - **Grading Scale:** Use this menu to indicate which Grade Point scale applies to this course. (Typically the scale is Regular.) To view or the available grading scales, see Grading—Transcripts—Edit Transcript Grades.

   - **Course Origination**  **Iowa Only**  Enter the appropriate Course Origination code for this course according to your state reporting guidelines.

   - **Accreditation Program Area**  **Iowa Only**  Enter the appropriate Accreditation Program Area code for this course according to your state reporting guidelines.

   - **SCED Course Code**  **Iowa Only**  Enter the appropriate SCED code for this course according to your state reporting guidelines.

---

**Grading—Transcripts — Print Transcript Courses**

This selection is used to print a name and number reference list of the transcript courses.

1. Select Grading—Transcripts—Print Transcript Courses for a particular school year. The page will appear similar to Figure 42.
2. Specify the transcript year for the report.

3. Specify the sort options for the report. The report may be sorted alphabetically or by course number. Also the report may be sorted ascending or descending.

   Note: To change the sort preference for course data, use Grades—File—Preferences.

   Click Preview to preview the report.

   Click Print to print the previewed report.

   Click Export to export the report for the specified student(s) to a CSV (comma-separated) text file.
Grading—Transcripts — Edit Transcript Grades

This selection is used to edit basic grade value information. The transcript grade data came originates in the grades that were defined for a particular school year, and should require little editing, if any. Typically the only editing needed here may be for transfer students who received grades in their transcripts that were not defined for your school.

Transcript Grades are editable only for prior years on this page. To edit grade definitions for the current year use Grading-Utilities-Edit Grade Values. The grade values defined on Grading-Utilities-Edit Grade Values will get “pushed” out to Grading-Transcripts-Edit Transcript Grades when Grading-Transcripts-Bring Up To Date is used.

1. Select Grading—Transcripts—Edit Transcript Grades. The page will appear similar to Figure 43.

2. Specify the transcript year in the Year menu. If you specify a transcript year prior to the current year the page will appear similar to Figure 44.
3. To edit a row, click on the **Edit** link at the left side of that row, edit information as necessary, then click the **Update** link at the left to save the changes or click the **Cancel** link at the left to revert the changes.

**Grade Name column**
Click to enter or change a grade name. Type the new value.

**Regular, Raised, Lowered columns**
Enter a numeric value for any of 3 possible grade scales that could be used for a course. One of these 3 grade scales is assigned to a course by using Schedules-Course-Edit Course Data for current year or Grading-Transcripts-Edit Transcript Courses for transfer courses.

**Weighted Courses**
Use the Raised and Lowered Scales only if you have used weighted courses in the past.

**Raised Scale**
The Raised scale may be used for honors classes or classes receiving a higher grade value than Regular classes.

**Lowered Scale**
The Lowered scale may be used for courses receiving a lower grade value than Regular classes.

**Cumulative GPA column**
A check mark means the selected grade counts in a cumulative GPA.

**Grad Credit column**
A check mark means the selected grade counts toward receiving Graduate Credit.

**Incomplete Grade.**
- The Incomplete grade is at the top of the grades list.
- Only the name of the incomplete grade may be edited.
- There is no value for the grade.
- The incomplete grade cannot count in the GPA or for graduate credit.
**Grading—Transcripts — Import Transcripts from 2nd JMC Building**

This selection is used to import transcript records from another JMC database.

One typical use for this option would be used to move transcript records up from a lower building. For example, if a high school would like to have their student transcripts include records from the district’s middle school, these records would need to be imported from the middle school’s JMC database into the high school’s JMC database.

Another typical use for this option would be for importing from another school district because of whole grade sharing. This option is typically done for you by JMC technical staff.

1. Select Grading—Transcripts—Import Transcripts from a 2nd JMC Building. The page will appear similar to Figure 45.

2. Specify the reason for the import. If you select *Import from a 2nd building* you will be presented with further options.

3. Specify the **Grade Level**, **Building** and **Year** for the data to be imported and click **Import** to continue.
Grading—Test Scores — Edit Student Test Scores

This selection is used to edit test score results.

1. Select Grading—Test Scores—Edit Student Test Scores. The page will appear similar to Figure 46.

   ![Figure 46: Edit Student Test Scores page](image)

2. Select the student to be edited by entering all or part of the student’s name in the Find box at the top of the page and then selecting the appropriate student from the drop down list.

   Note: To view records for just one specific grade level, select the grade level in the Grade menu in the upper left corner of the page.

Print To print the list of test score records for the currently displayed student, click Print.

Add Row To add a new test score record for the currently displayed student, click the Add Row link at the top of the list of test score records. Then specify the test score type, date, grade level, score, and any other pertinent information about the test score record. A partial list of test score record types is displayed in Figure 48. When finished entering the test score record, click the Update link to save the record.

![Figure 47: Adding or Editing a Test Score Record](image)

Edit To edit a test score record, click on the Edit link to the left of the record. The page will appear similar to Figure 47. Then edit the test score record type, date, grade level,
score, and any other pertinent information about the test score record. When finished editing, click the **Update** link to the left of the record to save the changes.

**Delete** To delete an existing test score record for the currently displayed student, click on the **Delete** link to the left of that record.

---

**Grading—Test Scores —Test Scores Selections**

This selection is used to control which test score categories are available for display on screen and/or on the student's printed transcript.

*Note:* Test score names/categories cannot be added or modified by the user. Contact JMC if you wish to record standardized test scores that are not currently listed.

1. Select **Grades—Test Scores—Test Scores Selections.** The page will appear similar to Figure 48.

2. Select the Test Category to be edited from the list on the left side of the screen.

3. To edit the settings for one test at a time, select the test to be edited from the list on the right side of the screen. If needed, use the scroll bar located on the far right side of the window to move through the list of tests until the correct one is in view.

4. To control which test scores are displayed on the **Grading—Test Scores—Edit Student Test Scores** screen, click the On Screen check box to place or remove a check mark from the column.

---

**Figure 48**

Test Scores Selection Screen

*Note: Test Categories may vary by state*
5. To control which test scores are displayed on the students' printed transcript(s), click the On Transcript check box to place or remove a check mark from the column.

*Note:* Test scores can only be printed on student transcripts if they are printed from Grading—Transcripts—Print Transcripts. Also, the check box **Include Test Scores** must be checked on the Print Transcripts screen in order for the test scores to be displayed on the printed transcript(s).

**Check All On Screen** To include the entire test category that is currently displayed for editing on Grading—Test Scores—Edit Student Test Scores, click **Check All On Screen**.

**Check All On Transcripts** To include the entire test category that is currently displayed on printed transcripts, click **Check All On Transcripts**.

---

**Grading—Test Scores —Import Test Scores**

This selection is used to import standardized test scores from a file supplied by the testing company. Presently the test scores that may imported are ACT, EXPLORE, ITBS, ITED, Minnesota Test Results, NWEA, PLAN, SAT, and SAT Subject Tests (formerly SAT II).

Student records from the testing company’s file will be matched up with students in the JMC database according to the matching criteria specified by the user at the time the scores are imported. Matching criteria will vary depending upon the testing company but may include the following: Last Name, First Name, Birth Date, and Student ID (select from Student Number, ID Number, or Social Security Number). If you wish to match according to Student ID you will need to make sure the students’ IDs are correctly recorded at the time the tests are administered.

*Note:* Testing companies may vary their file formats from year to year. Check with JMC for further information about importing test files from past years.

1. Select Grades—Transcripts—Import Test Scores. The page will appear similar to Figure 49.
2. Specify the test category (ACT, AIMSWeb, ASVAB, DIBELS Next, easyCBM, EXPLORE, Iowa Assessments, Minnesota Assessments from DSR/SSR/GradDataList, NWEA, PLAN, SAT, SAT Subject Tests, or STAR) in the Test Category menu.

3. For some test types there may be additional criteria to specify. If so, some checkboxes will appear below the Test Category menu. Check the appropriate boxes to specify the criteria for the importation. In Figure 50a, the screen has been set to import NWEA test scores. On the left side of the screen, 1 of the 4 available Score Types have been selected (RIT Score). On the right side of the screen the Criteria for Matching have been specified as first and last names.

   Note: When matching by name, student names must match exactly. If either the first or last names are spelled differently between the JMC database and the testing company’s data file, then a match will not occur. It is possible to change the spelling of student names in the JMC database and then import the file from the testing company again (duplicate records will not be created). Otherwise the test score records that do not match up with students in the JMC database will need to be entered by hand on the Grades-Transcripts-Edit Test Scores screen.

   Note: If you wish to match by Student ID, make sure the IDs are the same as those used when the tests were administered.
4. Click the Browse button to locate the file that contains the test scores for importing. Navigate to the file and select it to continue.

5. Click the Start Import button to begin importing test score records.

6. Upon completion of the import, a summary of the import will display that includes a list of students whose test scores did not import is displayed on the screen (if any). Click Print on this screen to print this list.

Note: If a student's test scores did not import, it may be for one of the following
reasons:

- The student’s name in the test score file was different from their name in the JMC database, as specified on the Edit-Student Data screen. If so, it may be possible to rectify the data used for matching, e.g. change the spelling of the student’s name on the Edit-Student Data screen, and then reimport the data.

- The student may not be present in the JMC database, e.g. the student recently moved into or out of the school district.

7. Steps 1 – 6 may be repeated as many times as needed in order to import additional test scores from various test score files.

Note: This import option will not create duplicate records for a student, as defined by records having the same test name and type, date, and score. If a set of test score records are imported more than once, no duplicate records will be created.

---

**Grading—Test Scores — Export AIMSWeb Roster**

This selection is used to create a roster file export for AIMSWeb testing purposes.

1. Select Grading—Test Scores—Export AIMSWeb Roster. The page will appear similar to Figure 51.

![Figure 51: Export AIMSWeb Roster options](image)

2. Enter the District Name to be included in the roster file.
3. Enter the school name to be included in the roster file.

4. Enter the choice of Student ID to be included in the roster file.

5. Specify the grade range of students to be included in the roster file. If grade 0 is included in the grade range you will be asked to enter a Grade Zero Translation that allows you to specify which grade zero groups you are using and how they should be labeled in the roster file.

6. Select a course or courses from whose class lists you would like to have included in the roster file.

7. Click the **Create Export File** button to generate the roster file for upload to your testing company.

---

### Grading—Test Scores — Export FAST Roster

This selection is used to create a roster file export for FAST testing purposes.

1. Select Grading—Test Scores—Export FAST Roster. The page will appear similar to Figure 52.

![Figure 52](image)

**Figure 52**

Export FAST Roster options
8. Enter the District Name to be included in the roster file.

9. Enter the school name to be included in the roster file.

10. Enter the choice of Teacher ID to be included in the roster file.

11. Specify the grade range of students to be included in the roster file. If grade 0 is included in the grade range you will be asked to enter a Grade Zero Translation that allows you to specify which grade zero groups you are using and how they should be labeled in the roster file.

12. Specify which race-ethnicity data elements are to be included in the roster file. If the option Use newer race-ethnicity codes is selected will use the newer race-ethnicity data elements that allow for more than one category to be specified. If the option Use legacy race-ethnicity codes is selected the students' legacy (numeric) codes will be included in the roster file. If this option is selected you will need to set the Race-ethnicity Translation, similar to Figure 53.

13. Select a course or courses from whose class lists you would like to have included in the roster file.

14. Click the Create Export File button to generate the roster file for upload to your testing company.

Figure 53
Race-ethnicity translation for legacy codes
Grading—Test Scores — Export NWEA Roster (CRF) File

This selection is used to create a CRF file export for NWEA testing purposes. In the past a variety of exports were needed to obtain the information. Now all information is exported from this one menu item.

1. Select Grading—Test Scores—Export NWEA Roster (CRF) File. The page will appear similar to Figure 54.

2. Specify the Testing Method as either Web Based or Client Server Based, depending upon how you plan to install and/or administer your NWEA testing. NWEA CRF roster files will be formatted differently for each testing method and the options for each method will vary somewhat.

3. If you specify Web Based as your Testing Method, you will need to specify the teacher ID, student ID, and teacher username to be included in the roster file.

   If you choose Client Server Based as your Testing Method, you will need to specify the testing term, student ID, beginning instructional date (defaults to Day 1 as defined on Attendance – Day – Day Names), total number of instructional days (defaults to End of Year day as specified on Edit – Edit School Data), testing window start and end date, and grade range of students to be included. See Figure 55.
4. Specify the grade range of students to be included in the roster file. If grade 0 is included in the grade range you will be asked to enter a Grade Zero Translation that allows you to specify which grade zero groups you are using and how they should be labeled in the roster file.

5. Specify which race-ethnicity data elements are to be included in the roster file. If the option Use newer race-ethnicity codes is selected will use the newer race-ethnicity data elements that allow for more than one category to be specified. If the option Use legacy race-ethnicity codes is selected the students’ legacy (numeric) codes will be included in the roster file. If this option is selected you will need to set the Race-ethnicity Translation, similar to Figure 56.

6. Select a course or courses from whose class lists you would like to have included in the roster file.

7. Click the Create Export File button to generate the roster file for upload to your testing company.
Grading—Test Scores — Export NWEA Program (SPF) File

This selection is used to create an SPF file export for NWEA testing purposes.

1. Select Grading—Test Scores—Export NWEA Program (SPF) File. The page will appear similar to Figure 57.

   ![Figure 57 Export NWEA Program (SPF) File screen](image)

   Note: special program options will vary by state

2. Specify the Testing Method as either Web Based or Client Server Based, depending upon how you plan to install and/or administer your NWEA testing. NWEA CRF roster files will be formatted differently for each testing method and the options for each method will vary somewhat.

3. If you specify Web Based as your Testing Method, you will need to specify the student ID to be included in the roster file.

   If you choose Client Server Based as your Testing Method, you will need to specify the testing term and student ID to be included in the roster file.

4. Specify the grade level(s) of students to be included in the roster file. If you select the Students in Grades option you will need to specify the grade range of students to be included in the roster file. If grade 0 is included in the grade range you will be asked to enter a Grade Zero Translation that allows you to specify which grade zero groups you are using and how they should be labeled in the roster file.

5. Specify information about the special programs to be included. Make sure to check the check box in front of the special programs you wish to track students by for this test. Also, make sure to include a label or text description to use for each special program.
6. Click the **Create Export File** button to generate the roster file for upload to your testing company.

---

**Grading—Test Scores — Export STAR Roster**

This selection is used to create a roster file export for STAR testing purposes.

1. Select Grading—Test Scores—Export STAR Roster. The page will appear similar to Figure 58.

![Figure 58 Export STAR Roster options](image)

2. Specify the grade range of students to be included in the roster file. If grade 0 is included in the grade range you will be asked to enter a Grade Zero Translation that allows you to specify which grade zero groups you are using and how they should be labeled in the roster file.

3. Select a course or courses from whose class lists you would like to have included in the roster file.

4. Click the **Create Export File** button to generate the roster file for upload to your testing company.
Grading—Credit Checker—Import Graduation Credit Requirements

This selection is used import the graduation credit requirements from the previous year’s definitions.

Since graduation credit requirements are based on transcript courses, not current year course data, it is recommended that the transcript courses be brought up to date before an import is attempted. To bring transcript courses up to date, select Grades – Transcripts – Bring Up To Date.

The premise for this import is that most or all courses will be consistent from year to year, so that when a graduation credit requirement record is imported from the source (prior) year to the destination year the records will look essentially the same except that the transcript year for the destination records will be promoted by one year. For example, if the source graduation year 2014 has English 9 courses specified for years 10-11, 11-12, 12-13, and 13-14, then the destination year 2015 should end up with English 9 courses for years 11-12, 12-13, 13-14, and 14-15. However, each record can only be imported successfully if those courses actually exist in the corresponding transcript year. If, for example, a course name was altered or a course was renumbered from one year to the next, then the record would not get imported into the destination graduation year.

1. Select Grading—Credit Checker—Import Graduation Credit Requirements. The page will appear similar to Figure 59.

2. Select the Graduation Year for which you wish to update from the uppermost menu on the page. This is considered the destination year for the import process.

3. Select the source Graduation Year from which you wish to import the graduation credit requirements from the second menu at the top of the page. This is considered the source year for the import process.

**Import** To proceed with importing graduation credit requirements from the source year to the destination year, click the Import button.

**Print Import Summary** After the import process has concluded you will notice an import summary displayed in the middle of the page. Click the Print Import Summary button to print this summary.
Grading—Credit Checker—Edit Subject Areas

This selection is used to define the names of the subject areas to be used with the graduation requirements and credit check report. Subject areas are defined and stored separately for each graduation year. Please refer to Appendix A for a Credit Checker overview and examples.

1. Select Grading—Credit Checker—Edit Subject Areas. The page will appear similar to Figure 60.

![Figure 60](image)

*Note:* The list of subject area names will be sorted alphabetically by subject area ID.

**Graduation Year** To change between graduation years, click on the Graduation Year menu and drag to the desired year.

**Add Subject Area** To add a new subject area record, click the Add Subject Area link.

**Edit** To edit a subject area name, click on the Edit Link to the left of the subject area and then make the desired edits to the name and/or ID for the subject area. If the subject area ID is edited the new value will be validated to make sure the new ID is not already in use. To save the changes click the Update link to the left of the record you are editing. To dismiss any edits you made to the record you may click the Cancel link to the left of the record.

**Delete** To delete a subject area name, click on the Delete link to the left of the subject area name.

**Print** To print a list of subject area names and IDs, click Print.

---

Grading—Credit Checker—Edit Graduation Credit Requirements

This selection is used to define the graduation credit requirements for each graduation year. These definitions will be used as the basis for all information generated by the Credit Check Detail for a Student and Credit Check Overview reports. Please refer to Appendix A for a Credit Checker overview and examples.

1. Select Grades—Credit Checker—Edit Graduation Credit Requirements. The page will appear similar to Figure 61. Initially, the transcript course list on the left side of the screen will contain courses defined for the current year and the requirements list in the middle of the screen will contain the current state of the graduation year.
requirements for the current year's seniors. This list will be nearly blank if no credit definitions have been set for the current graduation year.

**Transcript Year** To view the list of courses available for a specific transcript year, click on the Transcript Year menu and drag to the desired year.

**Graduation Year** To change between graduation years, click on the Graduation Year menu and drag to the desired year.

**Subject Area** To change between subject areas for a specific graduation year, click on the Graduation Year menu and drag to the desired year.

*Note:* The list of subject area names are specific to a particular graduation year and can be edited on the Grading—Credit Checker—Edit Subject Areas screen.

![Figure 61: Edit Graduation Credit Requirements while adding Courses](image)

**Transcript Courses List** This list, on the left hand side of the screen, displays the list of courses available for the transcript year specified in the Transcript Year menu. Courses may be added from this list to the **Requirements List** in the middle of the page by clicking on the course in the left list and then clicking on the Add To... button.
> button in the middle of the page. The course will be added to the group selected under the Add To >> button. To make a new group select the New Group option below the Add To >> button before clicking that button.

*Note:* The Transcript Courses List may not be edited on this screen. It can be modified by using the option Grading—Transcripts—Edit Transcript Courses for past year courses or Schedules - Courses - Edit Courses followed by Grading-Transcripts-Bring Up To Date for current year courses.

Requirements List This is the large list in the middle of the screen. Once there are courses in the Requirements List they may be nudged to a new location within the list by using the up/down arrow buttons available beneath the Remove button. See Figure 62 for more details.

![Figure 62](image)

To add a course to the Requirements List, drag the course from the Transcript Courses List on the left side of the screen.

To create a new group within the Requirements List, make sure to select the New Group option below the Add To >> button before adding the course to the Requirements List. The section in the upper right corner will automatically display an additional box for editing the credits required for that group.

*Note:* For further details on setting up groups within a subject area, please refer to Appendix A of this document. Appendix A contains a detailed example of how to set up complex credit requirements for a subject area.

To remove a course from the Requirements List, select the course in the Requirements List and then click on the <<Remove button.

To edit the number of credits required for a group or subject area, click on the number at the end of the appropriate Group Credits Number Required line to highlight the number, then enter a new number.

Total Credits Required for this Subject Area This box, on the right side of the screen, is editable if there is more than one group defined for a particular subject area. Otherwise, it is not editable and simply reflects the number as entered in the Credits required for this group line in the requirements list in the middle of the screen.

Total Credits Required for Graduation The value displayed in this box, found on the right side of the screen, is editable and pertains only to the graduation year specified in the Graduation Year menu. The value entered in this box can exceed the sum of the credits required for the subject areas.
Save All  To save changes to the graduation credit requirements, click Save All.

Grading—Credit Checker—Print Graduation Credit Requirements

This selection is used to print the graduation credit requirements as defined on Grading—Credit Checker—Edit Graduation Credit Requirements.

1. Select Grades—Credit Checker—Print Graduation Credit Requirements. The page will appear similar to Figure 63.

![Figure 63](image)

Use the Graduation Year menu to select the desired graduation year for this report.

Click Preview to preview the report.

Click Print to print the previewed report.

Grading—Credit Checker—Credit Check Detail for a Student

This selection is used to generate a report that analyzes the graduation credit requirement fulfillments and deficiencies for selected students. Please refer to Appendix A for a Credit Checker overview and examples.

The report(s) will contain a detailed analysis of each selected student's progress toward graduation based on the definitions for the student's graduation year as defined on Grades-Credit Checker-Edit Graduation Credit Requirements. The analysis will be broken down by subject areas, true electives, non-credit (failed courses), and overall credits and will include information regarding pending and completed courses.

The accuracy of this report is based on the following criteria:

- the accuracy of the course definitions
  (see Grading-Transcripts-Edit Transcript Courses)
  (see also Schedules-Course-Edit Course Data)
- the accuracy of the grades definitions
  (see Grading-Transcripts-Edit Transcript Grades)
  (see also Grading-Utilities-Edit Grade Values)
- the accuracy of the graduation requirements for each graduation year utilized
  (see Grading-Credit Checker-Edit Graduation Credit Requirements)
- the accuracy and completeness of the transcript records for the student
  (see Grading-Transcripts-Edit Student Transcripts)

Note: Student Transcripts can be brought up to date using Grades-Transcripts-Bring Up To Date. This will bring the most current data from the current school
year into the transcript records of the students (grade changes, latest quarter/trimester/semester grades, etc.).

Note: The use of base values on a student's transcript may inadvertently cause the student to appear deficient in some subject areas. Base values are often used for credits transferred from another school; however, there is no way for the Credit Check Detail report generator to know the details of the base values. Therefore, if base values are used in a student's transcript, the process of checking for graduation requirement fulfillment for that student will most certainly need to be done by visual inspection of the student's transcripts (current school and past schools) and not by the results of this report.

1. Select Grading—Credit Checker—Credit Check Detail for a Student. The page will appear similar to Figure 64.

![Credit Check Detail for a Student options](image)

2. Select the students for whom schedules are to be printed. Options will vary depending upon which Select option you choose.
   - Sequential: specify the range of student IDs
   - Random: select one or more students from the list by clicking
   - Grade: specify the grade range
   - Advisor: specify the range of advisor numbers

Click Preview to preview the report.

Click Print to print the previewed report.

Grading—Credit Checker—Credit Check Overview

This selection is used to generate a report that analyzes the graduation credit requirement deficiencies for all students for a particular graduation year. Please refer to Appendix B for a Credit Checker overview and examples.

The report will contain a general analysis of all students within the specified graduation year and any credit deficiencies they may have based on the definitions for the graduation year as defined on Grading-Credit Checker-Edit Graduation Credit Requirements. The analysis will be broken down by subject areas and overall credits. The user may specify whether the results of the report are based on the assumption that students will pass the courses for which they are currently registered.

The category "Potentially Deficient" refers to the students who may not be able to fulfill a graduation requirement if they fail one or more of the courses for which they are currently registered.
The accuracy of this report is based on the following criteria:
- the accuracy of the course definitions
  (see Grading-Transcripts-Edit Transcript Courses)
  (see also Schedules-Course-Edit Course Data)
- the accuracy of the grades definitions
  (see Grading-Transcripts-Edit Transcript Grades)
  (see also Grades-Utilities-Edit Grade Values)
- the accuracy of the graduation requirements for each graduation year utilized
  (see Grading-Credit Checker-Edit Graduation Credit Requirements)
- the accuracy and completeness of the transcript records for the student
  (see Grading-Transcripts-Edit Student Transcripts)

Note: Student Transcripts can be brought up to date using Grading-Transcripts-
Bring Up To Date. This will bring the most current data from the current school
year into the transcript records of the students (grade changes, latest
quarter/trimester/semester grades, etc.).

Note: The use of base values on a student's transcript may inadvertently cause
the student to appear deficient in some subject areas. Base values are often used for
credits transferred from another school; however, there is no way for the Credit
Check Detail report generator to know the details of the base values. Therefore, if
base values are used in a student's transcript, the process of checking for
graduation requirement fulfillment for that student will most certainly need to be
done by visual inspection of the student's transcripts (current school and past
schools) and not by the results of this report.

1. Select Grading—Credit Checker—Credit Check Overview. The page will appear
similar to Figure 65.

2. Select the graduation year for which the Credit Check Overview report is to be
generated from the Graduation Year menu.

3. If desired, change the state of the checkbox labeled Assume students pass registered
courses.
   - If this item is checked, the report will contain only the students who will be
deficient even if they pass all of the courses for which they are currently registered.
   - If this item is not checked, the report will include the students who might be
deficient if they fail some of the courses for which they are currently registered.

Click Preview to preview the report.

Click Print to print the previewed report.
Appendix A

Credit Checker Overview

The Credit Checker is intended to assist guidance counselors in student course registration and monitoring student progress as they work toward graduation.

The Credit Checker uses the screens Edit Subject Areas, Edit Graduation Credit Requirements, Credit Check for a Student, and Credit Check Overview from the Grades-Transcripts menu.

The Credit Check for a Student and Credit Check Overview reports generated by the Credit Checker can save a tremendous amount of time for guidance counselors by listing transcript records in an easy-to-analyze format, but it cannot do the analyses for them.

The Credit Check reports can only be accurate if two things are accomplished first:

1. The student transcript records are accurate and up to date
2. The Graduation Credit Requirements are accurate and up to date

Here is a sequence of events that makes sense when working with the Credit Checker:

1. Request the JMC data to be moved up for the coming school year
2. Set up the data for the new school year one the server
3. Run the JMC Office Application for the new year and select Grading – Transcripts – Bring Up To Date
4. Run the JMC Office Application for the current year and select Grading – Transcripts – Bring Up To Date
5. Import the graduation credit requirements from a prior year by select Grading-Credit Checker-Import Graduation credit Requirements
6. Edit the newly imported graduation credit requirements as needed in the JMC Office Application for the new year (new courses, course number changes, additional subject areas, credits requirements for subject areas, overall credits required, etc.)
7. Run Credit Checker reports (Grading- Credit Checker – Credit Check Overview and Grading - Credit Checker – Credit Check Detail for a Student) to help check students’ progress toward graduation and alert students with credit deficiencies prior to registration
8. Have students register for courses
9. Run the Credit Checker reports again to see if any credit deficiencies remain
10. Fine tune the course registration for students
11. Run credit Checker reports at various times throughout the coming year, perhaps at the end of each term, to continue to help track student progress toward graduation

**Initial Setup for the Credit Checker**

In any given year, before the Credit Checker can be useful, the transcript records must be accurate and up to date. Whenever a Credit Checker report is generated, it is based off of the current state of the student transcript records, i.e. courses completed, grades assigned, courses registered for, etc.

The next step in establishing the graduation requirements is to define the names of the subject areas on the Grading-Credit Checker-Edit Subject Areas screen.

The next step is to define the graduation requirements on the Grading-Credit Checker-Edit Graduation Credit Requirements screen. See the examples later in this appendix as well as the documentation for this process beginning on page 48 of this document.

Once these steps have been taken, a few test reports should be generated by the Grading-Credit Checker - Credit Check for a Student option. These test reports should be scrutinized to see that the courses and credits are tallied as you want them to be. Special attention should be given to the section called Elective Credit to see if any courses "slipped through the cracks", i.e. did not get assigned to the subject areas as intended. You may need to modify the graduation requirements as such omissions and other changes come to light.

**Editing the Credit Checker in Subsequent Years**

Once again, first make sure the transcripts are accurate and up to date.

As students progress through the grade levels, the courses they will be taking during each new year will need to be added to their Graduation Credit Requirements data. Although some courses may be the same from year to year, it is always possible each year that some new courses will be added and some existing courses will be renamed or made obsolete.

Also, a new Graduation Credit Requirement definition will need to be created for the new freshman or sophomore class, depending upon when your school begins to award graduation credit. Options for importing subject areas and graduation credit requirements are available to assist with this process.

In general, though, editing an existing definition for a particular graduation year may require only adding a few courses to the existing framework. You will need to pull up the Graduation Credit Requirements for each graduation year that requires editing and add courses to the subject areas from the list of Transcript Courses defined for the current school year.
Graduation Credits Requirements definition examples.

The first example shows a pool of courses for the subject area Mathematics. Students may fulfill the requirement by earning a total of 4.000 credits from any of the courses listed in this subject area.

Notice how courses are listed repeatedly for the various transcript years in which the students may have taken a specific course. For example, ADV. ALGEBRA I is listed for the 11-12, 12-13, and 13-14 school years because the student may take this particular Algebra course during their sophomore, junior, or senior year in order to fulfill their requirement in Mathematics.

Note that in some cases you may need to include a course for several transcript years even though the typical student may always take it during a specific year. For example, perhaps most students who graduate in 2014 will take course 250 INT. ALGEBRA I during their junior year (12-13) but in some cases some accelerated students may take it in an earlier year and some students may also be allowed to take it in a later year. In order for the Credit Checker to be able to honor the students’ credits for course 250 in various years the course must be included for every possible year that the student might have taken that course.

Example 1: Mathematics requirements
The second example shows a more complex set of English credit requirements. In this example, students are required to pass one full credit of English 9 (Group 1), one full credit of English 10 (Group 2), .5 credit of literature (Group 3), .and 5 credit of writing (Group 4).

Notice how the Total Credits Required for this Subject Area is set to 4.000 whereas the credits for each group varies, e.g. 1.000 for the first group, 1.000 for the second, etc.

Notice also how the total credits required for all 5 of the groups is less than the total required for the subject area. In the example below, the total credits required from each group is 3.000 whereas the total required for this subject area is 4.000. This allows the student to take the final 1.000 credit from any of the courses from any group within this subject area.

Example 2: English requirements
Appendix B

Sending & Receiving Data from GradeBooks

Overview

JMC’s GradeBooks are web-based applications that are included with the Schedules and Grades modules of JMC’s Next Gen Office Application software.

The GradeBook setup is done by the user the first time they login from the computer. The user then enters the web address of the JMC web server, their username, and their password in order to login to the server. Next, an **Office To Teacher** operation is performed in order to pull in the teacher’s class lists.

When the teacher wants to submit term grades or standards results, they perform a **Teacher To Office** from their GradeBook and this information is stored in the appropriate folder for later retrieval by the office staff. Office staff will perform a **Teacher To Office – Online** from the Grades — Entry — TGE/GradeBook Entry screen when they wish to process the files submitted by teachers.

**Office To Teacher (updating teacher class and advisees lists)**

The teachers may perform an “Office to Teacher” from their software as necessary to update their GradeBook data, such as class lists, advisee lists, or standards and benchmarks definitions.

**Teacher To Office (Receiving teacher submittals in the Office)**

*In the GradeBook:* The teachers use their GradeBooks as necessary to generate and send grades and comments, progress reports, standards and benchmarks assessments, and MN High Standards results to the appropriate folder.

*In the Office:*

2. Specify the type(s) of data to be updated by checking or un-checking from the options available in the **Update** section of the screen (see Figure 9).
   
   *Note:* The list of options will vary depending upon which modules you are using and whether they have been enabled. For example, the Standards and Benchmarks option will only be listed if the database has the Standards and Benchmarks module enabled.
3. Select the term for which grades are to be updated.
4. Click the **Execute** button to continue.

   *Note:* If the teacher has entered a grade in their GradeBooks for a student, this grade will override any grade the office may have had for that student.

   *Note:* If the teacher has not entered a grade in their GradeBooks for the student, no change will be made on any grade which the student may have
on the office data.

*Note:* The comment the teacher has entered in their GradeBooks for a student will transfer exactly “as is” to the office.

*Note:* If the teacher does not enter a comment, “no comment” will be transferred, overriding any previous comment that may have been entered.

**Print** Once the process has executed a summary of teacher submissions processed will appear on the page. Click the **Print** button to print that summary.
Appendix C

Setting up JMC for ETranscripts and Student Records (Iowa Only)

This appendix is intended to help you with the initial setup and process for extracting an Iowa E Transcript and Student Record from your JMC Database.

Step 1: Setting up the Contact
One person must be set up as the contact in JMC for ETranscripts and Student Records. This person’s name and phone number will be listed under District/Building Information on the ETranscript and Student Record.

If the person is already listed in JMC as a contact:
- Go to Attendance-Contacts-Edit Contacts.
- ‘Type’ field next to ‘Phone 1’ must be set to ‘Work 1’
- ‘Description’ field for ‘Phone 1’ should include the contact person’s title

If the person is not currently listed in JMC as a contact:
- Go to Attendance-Contacts-Edit Contacts
- Click the Add button at the bottom of the page
- Enter the contact’s first and last name
- Enter the contact’s phone number in the field for ‘Phone 1’
- Set ‘Type’ field next to ‘Phone 1’ to ‘Work 1’
- Enter the contact’s title in the ‘Description’ field for ‘Phone1’

Figure D1
Edit Contacts page
Step 2: Bring Transcript Information up to Date.
This process is used to transfer course, grade, and student data to the transcript tables from the current school year. The Bring Transcripts Up To Date process is most appropriately done shortly after the end of each term and would not likely be needed every time an ETranscript and Student Record is about to be generated. However, if this process has not been performed, go to Grades-Transcripts-Bring Up To Date.

Step 3: Setting up School Data
Some general information about the grade scale, the contact, and which fields to include on the extract must be set. These settings will remain for future ETranscript and Student Record extracts.

Go to Grades-Transcripts-Export ETranscripts and set the following six areas:

1. **Maximum GPA** - maximum GPA for the school
2. **Minimum GPA** - minimum GPA for the school
3. **Excessive GPA** - select only if a student can obtain a GPA in excess of the Maximum GPA
4. **Select Contact** - click Select Contact, highlight the contact’s name and click OK. This person’s name and phone number will appear in the District/Building Information section of the E Transcript and Student Record.

Note: If these items are not visible at the bottom of the page, click on the Show Settings button.

![Export ETranscripts settings](image)

Figure D2
Export ETranscripts settings
5. **Optional Fields** – To select **Optional Fields** shift-click items in the list that you wish to be included. One export will produce both an E Transcript (intended for postsecondary) and a Student Record (intended for K-12 district exchange). Some data elements are intended for a specific view (ETranscript or Student Record). The chart below specifies on which views the selected fields will appear.

![Figure D3](image)

<table>
<thead>
<tr>
<th>JMC Optional Field</th>
<th>Transcript</th>
<th>Student Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Suffix</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Foster Care Indicator</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Local Student ID</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resident District Code</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Resident District Name</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Entry Date into Sending District</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Most Recent Exit Date from</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sending District</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Days Enrolled</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Days Present</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Gifted/Talented Indicator</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Immigrant Indicator</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Migrant Indictor</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Homeless Indicator</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Early Intervening Services</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Assessments</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Reason For No Assessment</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Excessive GPA</td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

6. **Save Settings**  
Click **Save Settings** to save the ETranscript setup information.

**Step 4: Exporting an ETranscript and Student Record**

You will export an ETranscript and Student Record in much the same manner in which you have printed transcripts.

- Go to Grades-Transcripts-Export ETranscripts
- Select the students for whom you wish to extract an E Transcript and Student Record
- Select the records to include using the pull down menu under ‘Include transcript records:’

*Note 1:* If you are intending to send an E Transcript to a postsecondary, the selection of ‘Beginning with grade 9 AND earlier records that count in GCR or GPA’ is recommended. If you are intending to do a Student Record exchange with another K-12 district, the selection of ‘All Records’ is recommended.

*Note 2:* For E Transcripts and Student Records the selections of Include Activities, Include Immunizations, Include Social Security Number, and Include Test Scores are all ignored. For E Transcripts and Student Records these options are on the Edit School Data screen under the **Optional Field** button.
Step 4: Exporting an ETranscript and Student Record cont.

- Select the students for whom schedules are to be printed. Options will vary depending upon which Select option you choose.
  - Sequential: specify the range of student IDs
  - Random: select one or more students from the list by clicking
  - Grade: specify the grade range
  - Advisor: specify the range of advisor numbers
- Select the appropriate Term Type choice for calculating class rank
- Click the Export ETranscript button
- Verify the End of Year Day number is set correctly
- Save the file to your computer. It will be saved in XML format.

  Note: A file name that includes the district and building number and current date will automatically be generated. However, you may save it under any file name.

Congratulations, you are now ready to upload the extract to the Iowa Transcript Center.
### Appendix D

#### Email Setup – Admin Options

In order to report cards to be successfully emailed, the SMTP server settings must be configured by selecting File – Administrator Options and entering the SMTP server address and other appropriate settings. If you have any questions about how to configure JMC Next Gen for sending email please contact JMC technical support at 800-524-8182.

*Note:* Once you have configured the email settings correctly you would not have to change them again unless something changes with your email server, internet service provider…

*Note:* The configuration for sending email from JMC Next Gen must be done for each building.

![Figure B1: Configuring JMC Next Gen for emailing reports on Administrator Options page](image_url)