STUDENT RECORD MANAGEMENT SOFTWARE

JMC INC.

Since 1980

NEXT GEN
~USER'S GUIDE~

JMC Software and Services Overview

Your Online JMC software is composed of several applications and modules for sharing student information between teachers, students, parents, administrators, counselors, health staff, lunch staff, and various other school office staff.

Office Application   Administrators, counselors, and various office staff may use the *JMC Office Application* to edit data about students, staff, and school and use this data to generate various reports such report cards, schedules, transcripts, honor rolls, activity rosters, lunch balances, health & discipline records, etc. for school and state reporting purposes. Many of the reports in the Office Application have special options, such as emailing, texting, telephone calling, voice mail, or data exporting. Much of the data is automatically available to the various JMC Online Software modules.

Online Teacher   Teachers may use *JMC Online Teacher* to assess student progress on tests, quizzes, homework, projects, behaviors, and skills using traditional course grades and/or standards and benchmarks. Teachers may also create and share lesson plans, generate seating charts, and view students' standardized test scores, contact, and selected health information. Teachers may generate discipline referrals and initiate many forms of communications to parents, students, administrators and office staff.

Online Parent Access   Parents may use *JMC Online Parent Access* to view information about their children, such as period attendance, progress reports, lesson plans, assignment scores, term grades, lunch balances and transactions, contact information and demographic data.

Online Student   Students may use *JMC Online Student* to view information about themselves, such as period attendance, progress reports, lesson plans, assignment scores, term grades, lunch balances and transactions, contact information and demographic data.

Online Lunch Point Of Sale   Food service personnel may use the *JMC Point of Sale* software to check out students in the lunch line.

Message Center   This Message Center module of the Office Application is integrated with all JMC software and allows you to easily connect with parents via email, text, and voice message. The Message Center is the only program integrated with JMC applications that allows you to connect with specific groups such as parents of groups on a specific bus or in a specific after-school activity. Message Center is a great way to communicate everything from school closings to coming events to simple parent and student communications.

Mobile Applications   Administrator Connect application works on your smart phone or other mobile device. This application allows administrators to easily find student, parent, and contact information. Additionally, it allows you to record communications with parents and students.   Coming soon: Parent Connect and Coaches Connect mobile applications.

Software Integrations   JMC application allow you to integrate easily with third party programs, such as Schoology, PaySchools, RevTrack, rSchoolToday, Canvas, Clever,

cmERDC, and many more. We do this with a variety of tools, including APIs and SIF agents.

Data Sharing (Exporting and Importing)   JMC applications have a variety of data exporting and importing options that allow you to provide data for or acquire data from a variety of other sources, such as state departments, testing and assessment companies, photo companies, health data repositories, and data warehousing applications.

Support   JMC offers a variety of options for supporting your use of our software. Our website is updated regularly and offers training videos and printed documentation as well as news about software updates and other tips. You may submit helpdesk tickets from JMC's website. JMC also has options for remote technical support where you can share your screen with a JMC representative – this is a powerful tool that can be used for technical support as well as training. And of course you may speak with a technical support representative during our regular business hours of 8 a.m. to 4:30 p.m. Monday through Friday throughout the year.

Training   JMC offers a variety of training options, such as instructional videos, web-based training sessions, and training sessions offered at JMC's home site and at regional training sessions.

Web Hosting   JMC offers the option of hosting your web applications for you. If JMC hosts your web applications then we take care of all updates, backups, and security issues for you.

For more information about any JMC software or service, feel free to contact us at **sales@jmcinc.com** or **support@jmcinc.com** or by calling (800-524-8182) or faxing (651-345-2215) or by visiting our website (http://www.jmcinc.com).

JMC Office Application Modules

The following pages describe the various JMC Office Application modules and other JMC applications in greater detail.

These include:

Attendance Module

The Attendance Module is considered the base module of the JMC Next Gen web application and as such it contains a variety of basic data that is used by all modules of Next Gen. The Attendance Module gives your district the ability to keep track of various types of basic data about your students, teachers, rooms, contacts, activities, and calendar. Also, important aspects such as mailing and custom labels, data mining, and student contact directories.

AM/PM Attendance vs. Period Attendance
The Attendance Module includes features necessary to record AM/PM (full-day/half-day) attendance whereas the JMC Period Attendance Module expands upon that to allow for recording of attendance by period.

Student Demographic Data
Student names and other basic demographic data may be maintained in the Attendance module. This data is available for all modules to access.

Enrollment Data Management (Drops, Adds, Reenters)
Student enrollment may be tracked through drop, add, and reenter processes.

Teacher Demographic Data
Teacher names and other basic demographic data may be maintained in the Attendance module. This data is available for all modules to access.

Advisor/Advisee Lists and Assignments
Students may be assigned to advisors en masse or individually. Also, advisor/advisee lists may be generated. This advisor/advisee information is also available for all modules.

Rooms
Room numbers and related data may be entered and is available for all modules.

Calendar, Day Names, Special Days
The calendar may be edited to include such information as start and end dates for each term. Day names for the school year may be defined by specifying the date for each day number. Special days, such as snow days, class trips, or other atypical school days, may be defined as needed and can be assigned for all grades or for individual grade levels.

Student Contact Data, Directories
Contact data consists of parents, primary contacts, emergency contacts, and other types of contacts. These are set up separately from the student demographic data and then linked to students as needed.

Activities
The Activities menu of the Attendance module can be used to maintain student activity records. The activities themselves can be defined by the user but could include such activities as sports, theatre, music, and other activities that are not part of the normal coursework and therefore are not maintained in the student's schedule. Special

commendations (e.g. letter, team captain, performance award, etc.) may also be defined by the user and assigned to a student's activity records. Activity records may be printed on student transcripts and may be queried for various criteria. Team rosters may also be maintained.

The **basic tasks and reports** for the activities menu options are:
  -rosters for current year activities
  -queries for compliance or special commendations
  -activities and special commendations printing on student transcripts

Note: Menu items pertaining to Activities are found in the Attendance module in the Activities menu **with one exception**: students' parent permission slips and physical exams must be entered in the Health module under the Data menu using the Edit Health History option. For further details regarding Health History, please refer to the documentation on the Health module of the JMC Office Application.

Note: Access to the Activities menus and menu options, including the Edit Health History menu option in the Health module, is governed by the Activities user privilege setting.

Data Mining
JMC's query engine, known as Student Lists, may be used as a data mining tool to print and/or export lists of data. The user may select the items to be printed/exported, how they are to be sorted, the range of items to be selected, and the printed format. Exports are saved in CSV (comma-separated) formatted text file. The list may also be used for creating custom labels. The report settings for a list may be saved and reused at a later time.

The list of items that may be printed/exported includes demographic items available on the Edit- Student Data page as well as activities, attendance, bus, contact, course sections, custom fields , discipline, ELL/LEP, enrollment history, entry, GPA, health history, immunizations, lunch status, period attendance, race-ethnicity, special education, state reporting (MARSS), standardized test scores, Title I/III, and visit log. These data items may also be used in sort and selection criteria.

Mailing and Custom Labels
Mailing and custom label options give you a variety of ways to generate labels for your mailing and other needs.

Custom Forms
Custom forms may be generated in the Attendance module and may be used in conjunction with reports from various Next Gen modules for customized reporting. Custom form options include attendance form letters, student information forms, report cards (including standards-based report cards), and other form letters.

Attendance Module Instructional Videos
The following instructional videos for the Attendance Module and related software are available from JMC. Click on the link and the video will come up in your web browser.

If you have any issue with getting these videos to work for you please contact JMC at 800-524-8182.

http://jmcinc.com/resources/view/form_designer_intro

http://jmcinc.com/resources/view/period_attendance_form_letters

Activities Overview

The Activities menu of the Attendance module can be used to maintain student activity records. The activities themselves can be defined by the user but could include such activities as sports, theatre, music, and other activities that are not part of the normal coursework and therefore are not maintained in the student's schedule. Special commendations (e.g. letter, team captain, performance award, etc.) may also be defined by the user and assigned to a student's activity records. Activity records may be printed on student transcripts and may be queried for various criteria. Team rosters may also be maintained.

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Note: Menu items pertaining to Activities are found in the Attendance module in the Activities menu **with one exception**: students' parent permission slips and physical exams must be entered in the Health module under the Data menu using the Edit Health History option. For further details regarding Health History, please refer to the documentation on the Health module of the JMC Office Application.

Note: Access to the Activities menus and menu options, including the Edit Health History menu option in the Health module, is governed by the Activities user privilege setting.

Getting Started

Defining the Activities
Defining activities must be the first step. This can be done on the Edit Activity Definitions screen. Activity definitions include fields for activity names, activity IDs, active status, coach, parent permission date, and physical exam date. Some of these activity definition fields may not be required or can be filled in later, such as coach/advisor names (especially for past years' activities).

Some activities may only require a parent permission slip whereas others may also require a physical. Some activities may not require either one. The dates defined for these should reflect the oldest possible date acceptable for physicals and parent permission slips for this activity.

> *Warning*: Compliance (eligibility) queries cannot be accomplished accurately until all physical exam and parent permission dates have been defined (where appropriate).

Initially, you may want to define only activities for the current year or the current fall season. However, some consideration should be given as to the names and IDs for all activities. Once activities have been defined and student records are generated based on these activity definitions, the activity definitions should rarely, if ever, be changed with regard to activity IDs and names.

> *Warning*: If activities are not active for a particular year, they will not be listed on the student activities or activity rosters screens.

> *Warning*: It is not advisable to modify the activity IDs and names once student records have been generated using these activity definitions.

Defining Special Commendations

At least some special commendations should probably be defined at this point.   This can be done on the Edit Special Commendations screen. For the current year, commendations such as Team Captain, Editor, President, Vice President, etc. may be needed for activities that begin in the fall. For previous years' activity records,, more special commendations will likely be needed, such as All Conference and other awards. These can be added as needed throughout the school year.

> *Warning*: It is not advisable to modify the special commendation IDs and names once student records have been generated using these special commendation definitions.

Tying Special Commendations to Activities

Once the special commendations are defined they must be tied to an activity before they can be assigned to student records. This is done on the Activities and Commendations screen.

Filling In Rosters

Next the current year's rosters should be entered, at least for the fall activities. Rosters may only be edited for the current year. This can be done on the Edit Activity Rosters screen.

Select the activity to be edited by clicking on the Select Activity… button at the top of the screen. Then use the scroll bar or find box to locate the activity you wish to edit. Double-click on the activity or click once to select the activity and then click on the OK button.

If the activity is not listed it may be because of one of the following:

    - the activity is not defined
    - the activity is not active for the current year

Students can be added or deleted from the roster as signup information becomes available.   One very handy feature on this screen is the grade popup menu, located just above the available students list. By default, this menu is set for "All", meaning that all students are currently displayed in this list. By selecting a grade level from this popup menu the list will display only the students from the selected grade.

Some of the students on the roster may need to be designated as Captain, Co-Captain, Editor, President, etc. This can be done by first adding these students to the roster (if they aren't there already), then by clicking on the student record in the roster, then by clicking on the special commendation for that student in the upper-left corner.

If the special commendation is not listed it may be because of one of the following:

- a student record is not selected
- the special commendation is not defined
- the special commendation is not tied to this particular activity

Once the rosters are entered they can be printed and distributed to coaches and advisors as appropriate.

Compliance Queries

Once the rosters have been set up, it is probably important to perform a compliance query to make sure that all students have the appropriate parent permission slips and physical exams in order to participate in these activities.

Before this query will be accurate and complete, all activity definitions must be updated to reflect the requirements for these dates. Some activities may only require a parent permission slip whereas others may also require a physical. Some activities may not require either one. The dates defined for these on the activity definitions screen reflect the oldest possible date acceptable for physicals and parent permission slips for this activity. If a date is left blank in the activity definition it will be assumed by any query that no date is required for that aspect of the activity.

Also, the students' physical exams and parent permission slips must be entered into the Health History module of the JMC software. These can be entered by selecting the Health module on the main screen of the JMC program, then selecting Edit Health History from the Data menu. For more details on the Health module, please refer to the Health documentation which is available on the JMC web site: www.jmcinc.com

Once all activity definitions have been updated and physical exams and parent permission slips have been entered, the compliance query can be run. This can be done from the Activities Query screen. By default all non-compliant students for all activities will be listed in one report. For separate reports for each activity, select the By Activity option on the Activities Query screen (Activity Compliance and Special Commendations queries only).

After the Fall Activities are Set Up

In addition to getting the fall activities up and running, other phases of working with student activity records will need to be addressed as time permits.

More Activities for the Current Year
You will most likely need to continue to add activities for the current year as more activities start up. For example, rosters will need to be set up as the cast is set for a play or as the next season of sports activities approaches.

Special Commendations Awarded as Activities Conclude
Special commendations are frequently awarded to students. These are often awarded as an activity comes to a close for a school year and may also be awarded at other times. Examples of special commendations that may be awarded might be All-Conference and All-State honors, awards for placing or winning competitions, scholarships, etc.

Past Years' Activity Records
Some schools may wish to display a student's activities on their transcript. In this case, activity records for previous years may need to be entered. This can be done right away if time permits, but in many cases this will be done after the fall activities are up and running.

Note: Entering activity records for prior years can only be entered on the Edit Student Activity screen. The Edit Activity Rosters screen can only be used for current-year activity records.

During the first year this may involve entering records for previous years for students in several grades. In this case the Senior class members' activity records may need the earliest attention because they will most likely be requesting transcripts printed for colleges and employers by mid-year.

During subsequent years, transfer students may have transcripts with activity records on them. Your school may wish to enter these activities from previous schools onto the students' activity screens so that they will appear on your school's JMC transcripts.

Subsequent Years' Setup
In subsequent years the setup for student activities will be minimal. Activities will need to be made active for the new year and any year-specific data (coach/advisor name, physical exam and parent permission cutoff dates) will need to be entered. Any new activities or special commendations will need to be defined. Otherwise, data can be entered as needed for the new school year. Seldom should there be a need to modify or delete previous years' student activity records or activity and commendation definitions at this point.

Schedules / Grading Modules

General
The Schedules & Grade modules of JMC Next Gen Office Application are purchased together. They are used to schedule students, maintain and report grades and generate scheduling and grading lists and reports for K-12 students. The scheduling functions incorporate all of the best tools to help you through the various stages of scheduling your students. The directions for master schedule building can be found in the Schedules module documentation, which is available at
http://jmcinc.com/uploads/files/NextGen_Schedule.pdf

Other important features included in The Schedules & Grade modules:

•**Transcripts** maintenance and reporting, including options for including a wide variety of data on a student's printed transcript, such as activities & commendations, immunizations, health note, test scores, & class ranking. Transfer credits and grades may be added to your students' transcripts as well.

•**Class Ranks and GPAs** are determined using students' current and transcript grades as well as course data regarding course weights, courses that do/don't count in GPA, etc.

•**Standardized Test and Assessment** maintenance and reporting, including options for importing test scores from many assessment vendors. Test scores may be included on transcripts and may also be viewed in Online Teacher. Various options govern which test score records are to be viewed in these settings.

•**Prerequisite Checker** to aide administrators when scheduling students. Students' current and historical courses are checked against their course registration to ensure that they are only placed in courses appropriate to their progress and ability.

•**Credit Checker** to aide administrators when scheduling students. Graduation requirements may be defined for each graduation year, including requirements for specific subject areas as well as overall credit totals. At key times during the school year administrators can run reports to highlight students who may not be on track for graduation for the target date.

•**Online Course Registration** to allow the students to register for course on-line. Later an administrator or appropriate staff review these requests prior to the formal scheduling process.

•**Online Teacher Software** includes numerous tools for teachers to monitor their students and their academic performance in their coursework. Online Teacher offers the ability to set up course assignments, projects, tests, quizzes, etc. and weight them appropriately for a course grade calculation. Course grades, progress reports, midterm reports can all be used to communicate student progress to the student and their parents.

Parents may receive communications by traditional printed reports as well as via emails and via JMC's Online Parent module. Lesson plans, seating charts, daily attendance, lunch counts, discipline referrals, and other communications may also be viewed and/or generated as appropriate. Other data that can be viewed in Online Teacher include: contact data, medical emergency plans, and standardized test scores and assessments.

•**Online Parent and Online Student Software** allows parents and students to view student coursework online as soon as teachers record and publish them, as well as many other types of data such as lunch balances & purchases, contact information, etc.

Custom Report Card Forms

JMC's stock report cards are rich with options to accommodate most clients' needs. However, in some cases clients want to design their own custom report card forms. One common setting for this is for lower elementary schools that wish to have more of a skills-based report card rather than a course-centric report card, or perhaps a combination of the two. JMC incorporates the use of our Standards and Benchmarks module for designing the skills lists and the custom forms for recording and reporting the assessments results for these skills.

Period Attendance Module

The Period Attendance Module of JMC Next Gen Office Application is gives your district the ability to keep track of attendance by period for your students. Typically this is used when students are scheduled into courses. Absences and tardies can be reported from Online Teacher, but these records are updated in the office to indicate whether the absence or tardy is excused or unexcused.   Reasons for absence may be defined by the user.

AM/PM Attendance vs. Period Attendance
The Attendance Module includes features necessary to record AM/PM (full-day/half-day) attendance whereas the JMC Period Attendance Module expands upon that to allow for recording of attendance by period. In the Period Attendance module a conversion from Period Attendance to Attendance can be generated which allows for full day / half-day attendance to be updated in the Attendance module based on number of periods absent and the reasons for their absence.

Custom Forms
Custom forms may be generated in the Period Attendance module and may be used in conjunction with reports from various Next Gen modules for customized reporting. Custom form options include period attendance form letters, student information forms, report cards (including standards-based report cards), and other form letters.

Discipline Module

The Discipline Module of JMC Next Gen Office Application gives your district the ability to keep track of student discipline records and also works in conjunction with Online Teacher and Online Parent in acquiring discipline information from teachers.

Discipline referrals may be submitted from Online Teacher and later processed by office staff, who may either accept the record and edit it further (adding actions and other details) or reject the referral record outright.

Office staff may also edit or enter records directly onto the students' discipline records page.

The Discipline module will include a list of predefined problem behaviors and actions, but the office staff may also define their own if they wish and may use any combination of predefined and/or user-defined problem behaviors and actions in their records.

The Discipline module includes reports such as:
Student – selected student(s) and a list of their discipline records
Discipline Query – selection criteria include number of occurrences, which problem behaviors/actions, which reporting person(s), and other sorting and detail options
Discipline Summary – summary of all or records or for specified date range; summary includes breakdowns by problem behavior, action, and reporting person.

State Reporting of discipline records varies by state. For Iowa, records will be included in a school's SRI data submission only if predefined Problem Behaviors and specific Actions are used in the records. For SRI submissions the only types of records included are those that result in suspension or expulsion. Also for Iowa, all discipline records are submitted for Iowa TIER. Other states may be accepting discipline data from other sources, such and Wisconsin Incidents/Removals and Minnesota DIRS.

For more information on the use of discipline records for Student Reporting in Iowa (SRI), please refer to Appendix D of this document.

Health Module

The Health Module of JMC Next Gen Office Application gives your district the ability to keep track of various types of health data such as immunizations, health history, and visit log and also works in conjunction with Online Teacher and Online Parent in making appropriate health information available to teachers and parents.

Immunizations
Student immunization records may be maintained, reported, and analyzed in a variety of ways. Immunization records may be imported from the following state repositories (also known as Immunization Information Systems): MIIC (Minnesota), IRIS (Iowa). Similar options will be added for other states in the future. Reports for immunization data include compliance, query, blank health records, labels, and other printed lists. Immunizations may also be accessed via JMC's most powerful query engine: Student Lists.

Health History
Student health history records may be recorded for an ever increasing number of categories, such as height/weight, BMI, vision, hearing, condition (allergies…), medicine, medical emergency plan, physical exams, insurance, and many more. Health history records may also be viewed by teachers in Online Teacher. Also, parents may view their dependents' health records in the Online Parent with access to the various health history categories governed by the health professionals or other empowered office staff. Various reports are available for reviewing health history records. Health history records may also be accessed via JMC's most powerful query engine: Student Lists.

Medical Emergency Plan
Student medical emergency plan records special care and treatment that may be required for a student. This information is entered by the health professional staff and may be shared with teachers in Online Teacher.

Medication Log
Student medication log allows for the recording of student medications, inventory, appointments, and dispersals. Medication inventory may be tracked as well, and a report can be generated to list any student medications when a student's medication inventory drops below a specified threshold.

A list of FDA-approved medications is included in the med log. If you want to track usage of non-FDA approved (user –defined) medications, such as throat lozenges, lotions, or homeopathic remedies, you may add your own user-defined medications to the list as well.

Visit Log
Student visit log records may be maintained, reported, and analyzed in a variety of ways. A visit log query may be used to generate lists and summaries of student visit log records. Visit log records may also be accessed via JMC's most powerful query engine: Student Lists.

Health Notes
Student health note is a freeform text box that is shared across school years for the student.

Health Accessibility
Student health records of various types are accessible in Online Teacher, but only if enabled by the health professionals using the Health Accessibility option.

Health Instructional Videos
The following instructional videos for the Health Module and related software are available from JMC. Click on the link and the video will come up in your web browser. If you have any issue with getting these videos to work for you please contact JMC at 800-524-8182.

[Health Accessibility Setup](#)

[Health Access – Parents](#)

[Health Access – Teachers](#)

[Health Module – Transition to Next Gen](#)

Lunch Overview

The Lunch module of JMC Next Gen Office Application gives your district the ability to keep track of lunch and breakfast purchases and accounts and also works in conjunction with the JMC Point Of Sale (POS) Application to allow real-time transactions to be posted to accounts.

The **basic tasks and reports** for the lunch software options are:
    -setting up accounts, prices, and a la carte items in the office
    -performing Point Of Sale (POS) transactions
    -printing reports and maintaining accounts in the office

Getting Started

Installing the Software
Make sure that all persons who will be handling lunch account transactions and reports have been assigned the appropriate access privileges to the Lunch module in Next Gen. To establish or modify access for a user, select File-User Privilege. If the lunch module is not available in your JMC Next Office Application, please contact JMC.

Defining the Pricing Groups
The pricing groups need to be established for the various grade ranges. This is especially important if the meal or a la carte item prices are to be different for some buildings or grade levels.

Defining the Items and Prices
Defining the prices and a la carte items must be done before any transactions can be processed. Costs for meals must be entered, including any contributions from the state or federal governments for each meal or meal item sold. Also, a la carte items must be named and priced. If more than one pricing group has been established, then these prices must be entered for each pricing group.

Defining the Low Balance Indicator
The low balance indicator is set in the office and will affect the transactions at the Point of Sale. During POS transactions, if a student's account balance falls below the Low Balance Indicator amount a warning will appear on the POS computer screen.

Setting Up Student and Staff Lunch Accounts

The accounts for students and staff will need to be established. Most students will already be in the JMC data for the current year; however, new students will need to be added to the database before they can use their lunch accounts. Also, students' lunch status (free, reduced, or regular) must be set on the Lunch-Data-Edit Student Lunch Data screen.

Teachers and other school staff members that choose to purchase lunches using an account will need to be assigned a student number in the JMC Office Application. Select Edit-Student Data or Edit-New Student Wizard to add new accounts.

Setting Up Family Accounts

The accounts for families will need to be established if lunch transactions for a family are to be drawn from one central account. To set up family lunch accounts, the lunch contacts may be set individually on the Edit-Student Data screen or en masse using the Lunch-Data-Initialize Family Lunch Contacts option. The Lunch-Data-Initialize Family Lunch Contacts option will create a lunch contact, based upon primary contacts, for all students who do not yet have a lunch contact.

Deposits can then be made into the lunch contacts' lunch accounts on the Lunch-Data-Edit Student Lunch or Lunch-Data-Edit Family Lunch screens.

Deposits would normally be put into the family lunch account rather than the student's lunch account. However, if a student has an account balance in their student lunch account and their lunch contact also has a balance in the family lunch account, funds will be taken from the student account first to cover transactions. Once the student account is reduced to a zero balance, the student's POS meal transactions will cause a transfer of funds from the family account to cover the cost of their purchases. Therefore, there is no need to refund an existing balance from a student lunch account when establishing a family lunch account for that student's family.

Setting Up Users and Passwords for POS

The user accounts for POS personnel must be set up in advance. To establish or modify access for a user, select File-User Privileges from the JMC Office Application. Each time the POS Application is started up the user will be asked to log in with their user name and password. All transactions from the POS computer will be denoted as having been performed by the user who was logged in at the time of the transaction.

Office staff may need to be granted specific user privileges in order to view or edit lunch data, such as record deposits, change student lunch status, or generate lunch reports. The two user privileges that govern the ability to view and edit lunch data are Lunch and Sensitive.

Train the POS Staff on the Use of the POS Application

Although the JMC POS Application is designed to be quick and simple to use, some familiarity with the computer keyboards and/or keypads and required keystrokes would be very helpful before attempting to process transactions during a busy school meal session. POS staff will need to know the procedures for working with students (getting their JMC student number, dealing with low balances and charges, etc.).

Parent Access to Lunch Account Transactions and Balances

Schools that have purchased the Online Parent feature of the JMC Office software will have the ability to post lunch transactions and account balances online for parents to access. Parents will need to be designated as the Lunch contact for all pertinent students and will need to have a login password assigned in the JMC Office Application. The parents' passwords may be assigned under Attendance-Contacts-Edit Contacts.

Ongoing Maintenance

In addition to getting the accounts, prices, computers, and procedures established for the new school year, other phases of working with lunch transactions will need to be addressed as the school year progresses.

Account Maintenance for Staff, Teachers, and Students

Adding and modifying accounts, passwords, student lunch status (free and reduced lunches), and entering deposits will be necessary at various times throughout the year. Mailings may be periodically generated to inform parents of low balances in student and family accounts.

Modifications During the Current Year

A la carte items should not be moved within the A La Carte Prices table once purchases have been made using this table. New a la carte items should be added to the end of the list. Price changes may be made at any time during the year; however, price changes do not affect past transactions. Student lunch statuses may also change during the year.

Tuition/Fees Module

The Tuition/Fees module of JMC Next Gen Office Application gives your district the ability to keep track of tuition and fees, such as tuition, book fees, activity fees, shop fees, etc.

The **basic tasks and reports** for the fees software options are:
-setting up fees in the office
-charging fees throughout the school year
-printing reports and maintaining accounts in the office

Defining the Fees
Defining the fees must be done before any transactions can be processed. These can be set at various levels for free and reduced students as desired.

Setting Up Student Fee Accounts
The accounts for students will need to be established. Most students will already be in the JMC data for the current year; however, new students will need to be added to the database before they can use their fee accounts. Select Edit-Student Data or Edit-New Student Wizard to add new accounts.

Setting Up Family Accounts
The accounts for families will need to be established if fee transactions for a family are to be drawn from one central account. To set up family fee accounts, the fee contacts may be set individually on the Edit-Student Data screen or en masse using the Tuition/Fees-Data-Initialize Family Fee Contacts option. The Tuition/Fees-Data-Initialize Family Fee Contacts option will create a fee contact, based upon primary contacts, for all students who do not yet have a fee contact.

Deposits can then be made into the fee contacts' accounts on the Tuition/Fees-Data-Edit Student Fee Data or Tuition/Fees-Data-Edit Family/ORG Fee Data screens.

When using family fee accounts, deposits would be put into the family fee account rather than the student's fee account.

Parent Access to Fee Account Transactions and Balances
Schools that have purchased the Online Parent feature of the JMC Office software will have the ability to post fee transactions and account balances online for parents to access. Parents will need to be designated as the Fee contact for all pertinent students and will need to have a login password assigned in the JMC Office Application. The parents' passwords may be assigned under Attendance-Contacts-Edit Contacts.

Instructional Videos for Tuition/Fees Module

This is a short introduction to the Tuition/Fees module for users new to the program.
http://jmcinc.com/resources/view/tuition_fees_introduction

Standards and Benchmarks Overview

JMC's Standards and Benchmarks module allows schools to assess student progress and generate reports on locally defined standards and benchmarks.

Defining Standards and Benchmarks

The standards and benchmarks definitions are defined in a hierarchical manner. First, the subject areas and benchmark groups (grade level groupings) must be defined, followed by standards and then benchmarks. Instances will later be defined for attaching benchmarks and/or standards to specific courses and/or grade levels. Examples for defining standards and benchmarks are included in Appendix A of the Standards and Benchmarks documentation.

Designing Standards and Benchmarks Report Cards

A customizable report card may be generated that works with the Print Standards and Benchmarks Transcripts report. Items that may be dragged and dropped onto the report card include demographic, standards and benchmarks, course names and grades, attendance, free-hand text boxes, rectangles, and lines. Items on the report card may be dragged, sized, and edited for font, style, size, alignment, and frame. A page setup option allows for portrait and landscape printing options. These report card settings may be saved to a report settings file and reused at a later time and may also be shared among multiple users.

Online Teacher Setup

Once the standards and benchmark definitions are established in the office and instances for these definitions are created, the teacher may use JMC's Online Teacher application to assess student progress with regard to the standards and benchmarks. The first step in Online Teacher is to do an Office To Teacher to get a local copy of the standards and benchmarks definitions. Then any assignments set up by the teacher may be attached to a benchmark on the Categories and Assignments screen. Weighting for standards and benchmark results may be set on the new Standards and Benchmarks screen. Finally, when the teacher is ready to assess student progress, one of three different options may be used to calculate or hand-enter student standards and benchmarks results. When the teacher is ready to submit these results to the office for processing they can perform a Teacher To Office process.

Submitting, Processing, & Editing Student Assessment Results

Student results for Standards and Benchmarks are typically generated by teachers using the Online Teacher. Teacher-generated results get pulled into the JMC Next Gen Office database by using the TGE/GradeBook Entry option in the Entry Menu of the Grades

Module. Student result records may also be created and/or edited in the office by using the Edit Student Standard and Benchmark Results option.

Queries

Flexible queries are available in the Standards and Benchmarks module of the JMC Next Gen Office Application. Those currently available are the Benchmarks Query and Standards Query.

Reports

Several reports are available in the Standards and Benchmarks module of the JMC Next Gen Office Application. Those currently available are Print Standards and Benchmarks Transcripts and Standards and Benchmarks Catalog.

State Reporting Modules

JMC prides itself on keeping up-to-date on state reporting requirements.

The **Iowa** Module is re-certified each summer. The Iowa module works with the Attendance module to limit dual entry. Most importantly, before you upload your files to the Iowa Department of Education the Iowa module runs an error report for you. This means you can correct nearly all issues with your data before uploading your files to IDOE. JMC also offers SIF connectivity for automatic sharing of data with IDOE.

All **Minnesota** state reporting options are contained in the JMC Minnesota module and include options for MARSS, MCCC, Early Education Student, Perkins, STAR, and Graduation Standards reporting. The Minnesota module works with our other modules to limit dual entry. Before you upload your files to the Minnesota Department of Education (MDE), most file generation options in the JMC Minnesota module will generate an error report for you. This means you can correct nearly all issues with your data before uploading your files to MDE.

JMC is currently working with the **Nebraska** Department of Education (NDE) as they transition from NSSRS reporting, using Excel templates, to ADVISER, which utilizes Ed-Fi API technology for automatic data exchanges. JMC will certify for ADVISER and beta test with their client schools during the 2017 calendar year.

JMC is certified for WISEdata and WISEid submission with the **Wisconsin** Department of Public Instruction (DPI). JMC has also been certified in the past for ISES/WSLS and is working with DPI during the transition to WISEdata & WISEid.

Message Center

JMC's Message Center allows you to quickly and efficiently communicate with parents and students. The JMC Message Center allows for the following: 1) Emails 2) Short Message Service (text messaging or texting) 3) Voice Calls/Voice Mail.

PHONE CALL - You may record a phone message that will be sent to the parents and students.

EMAIL - An email will be sent to all email addresses maintained for the contact and/or the student. Up to 8 email addresses per contact are allowed. Up to 4 attachments per email are allowed.

TEXT MESSAGE - You may type in a text message to be sent to the parents and students.

PHONE CALL (Text to Voice) - You may type the message that will be read by your choice of a male or female voice when the call is placed.

RECORDED PHONE CALL - You may record a voice message that will be sent and saved for future use.

> *Note:* A phone number may be specified by you in the Phone Settings that will appear on the parent's caller ID as your school's number. This way parents are sure to know it is not a solicitation call.

Common reasons for using the message center are:
- Emergency/Weather Related
- Student Related
- General School Information

Parents are able to decide which phone numbers will be called for a specific call group. You may decide to send the phone call to any combination of groups including all at once. As an example, a parent might choose the following options for each phone number listed in their contact information:
- Call my Work, Home, and Cell number if it is Emergency/Weather Related
- Call only my Home number if it is School Related or General School Information

Parents may sign up for texts and voice calls by logging into JMC's Online Parent. The parent is allowed to decide for each of their 8 Phone Numbers:
- if this number is allowed to receive Text Messages.
- if this number is to be called for a specific area such as Emergency/Weather Related or they may check any combination or all at once.

For Parents who do not have internet access your office staff could enable the text message and/or phone numbers to be called for that particular event.

Currently, parents have the ability through Online Parent to request an email be sent for period attendance, missing scores, and grade percentage reasons. Using the Message Center a text may also be requested for missing scores.

Message Center Instructional Videos

The following instructional videos for the Message Center are available from JMC. Click on the link and the video will come up in your web browser. If you have any issue with getting these videos to work for you please contact JMC at 800-524-8182.

      http://jmcinc.com/resources/view/message_center

Online Teacher Overview

JMC Online Teacher software allow teachers to access their student grading data from a web browser and may be accessed from anywhere you may have internet access such as a home computer or mobile devices such as an iPad, as well, thereby accessing the same data that they use while working at school (provided that the school district allows such access from outside the school building).

JMC Online Teacher software also allows teachers to:
- ✓ keep track of student grades on assignments, tests, quizzes, projects, etc.
- ✓ calculate and submit term (semester, quarter, trimester, hex) grades
- ✓ calculate and submit midterm grades
- ✓ create seating charts
- ✓ generate progress reports
- ✓ generate lesson plans
- ✓ submit and view student daily attendance
- ✓ submit and view lunch counts
- ✓ view student health information
- ✓ view student standardized test scores
- ✓ view student contact information
- ✓ view student demographic data
- ✓ send email to students and/or parents

If the school is using JMC's Online Parent Access module, parents will be able to access via the Internet various information entered via Online Teacher, such as progress reports, lesson plans, daily attendance, and term and midterm grades.

Recording Assignment Scores and Calculating Term Grades

The major steps for working with assignment scores and calculating term grades using the grade book portion of Online Teacher are as follows:

Assignments, Scores, and Term Grades

1. **Grade Cutoffs**   The teacher's grade cutoffs must be established before any scores may be entered for assignments.

2. **Categories and Assignments**   These can be defined throughout the term.

3. **Assignment Scores**   These can be entered for defined assignments throughout the term.

4. **Course Grades**   Term grades for a course may be calculated at the end of a term as appropriate. Also, comments may be included with the term grades.

5. **Teacher to Office**   Course Grades may be submitted for reporting purposes to the office using this option.

Progress Reports

1. **Editing Comments**   The teacher may establish their own personalized list of comments that may be included in progress reports.

2. **New Progress Reports**   The teacher may create a progress report job, which designates the courses and/or students and the sections and columns to be included.

3. **Editing Progress Reports**   The teacher may edit a previously created progress report job.

4. **Printing/Emailing Progress Reports**   The teacher may print or email a previously defined batch of progress reports.

5. **Submitting Progress Reports to the Office**   Rather than have the teacher print or email a batch of progress reports, it may be desirable to have the teacher submit them to the office where they may be printed along with progress reports from all other teachers. The office will have a variety of sorting, collating, and other organizing options that are not available in Online Teacher.

Midterm Reports

1. **Generating Midterm Grades**   The teacher may generate midterm grades and comments for their courses.

2. **Submitting Midterm Grades**   The midterm grades must be submitted to the office for printing in a report similar to a report card.

Standards and Benchmarks Assessment

1. **Instances**   Courses and/or Grades must be instanced (enabled) in the office before a teacher may assess student progress on those standards and/or benchmarks.

2. **Update Teacher's Data**   Office to Teacher (for class list and standards and benchmarks updates)

3. **Calculated Results**   For calculated standards and benchmarks results:
   a. establish grade cutoffs
   b. establish categories and assignments – including benchmark/assignment links
   c. enter assignment scores

4. **Weighting of benchmarks** within a standard AND/OR assignments within a benchmark on the Standards and Benchmarks screen.

5. **Generate assessments** (result sets) using Edit Assessments for a Course or Grade... or Edit Assessments for a Student…

6. **Teacher to Office** to submit assessment sets.

7. **Generate Custom Report Cards**   The office staff pulls in assessment sets from all teachers and generates report cards.

Lesson Plans

1. **Creating and Editing**   Lesson plans may be created and/or edited by the teacher by typing, cutting/pasting, or importing from those they created during a prior school year

2. **Printing and Submitting**   Lesson plans may me printed or submitted as required.

Other Information

1. **Seating Charts**   Teachers may generate seating charts for their courses by dragging and dropping students onto the classroom grid.

2. **Student Demographic Data**   Teachers may view some demographic data about students in their class lists, such as addresses, phone numbers, and email addresses. Student demographic data is maintained using the JMC Office Application.

3. **Standardized Test Scores**   Teachers may view standardized test score data on the students in their class lists. Student standardized test score data is maintained using the JMC Office Application.

Online Parent/Student Overview

By using a web browser, parents and students can log into the JMC's Online Parent or Student web application to view their data for attendance, report cards, progress reports, lesson plans, lunch purchases, and course registration.

Only students who have been assigned a username and password in the JMC Office Application are eligible to access their data via Online Student.

Only parents who have been set up with a password in the JMC Office Application are eligible to access their children's data via Online Parent.

Once they have been set up in the JMC Office Application with a username and password, parents and students can log into the Online Student using a web link provided by the school. Please contact your school for details regarding this web link. These are commonly listed right on the school's web page.