

JMC_{INC.}

NEXT-GEN Quickstart Guide

Parent Portal

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Overview of the Parent Portal

The Parent Portal is a feature that helps schools communicate effectively with Parents/Guardians. The parent Portal allows parents to access student information 24 hours a day with out any extra work from the Office/Administrator Professionals.

Features of the Parent Portal

- ✓ 24/7 Access to student information.
- ✓ Ability to see student progress reports, attendance, lesson plans and other grading information.
- ✓ Ability to see what students are eating for breakfast and lunch and what their balance is. (We also integrate with thrid party companies for onlne payments)
- ✓ Access to Tuition and Fees information
- ✓ Access to see student Health information
- ✓ Parents have the ability to sign up for instant alerts for the following items where your school does no work but parents receive:
 - Low Balance Notices
 - Absent and Tardy Notices
 - Missing Score Notices
 - Low Grade Notices
- ✓ Ability to update contact information (phone numbers, email, etc...) and submit it to the JMC Office for approval.
- ✓ The Office had the ability to create questions/information for parents to submit to make registering of their students for school at the start of the school year easier.
- ✓ The Office/Administration controls what parents can see and what information is accepted in the Office Program.



Wow!



Wow!

Instructional Videos about the Parent Portal

Office Videos

Introduction to Parent Alerts

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

Parent-Student Online Registration

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

Teacher Videos

Introduction to teachers show them how Parent Alerts can be used

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

Responsibilities of the Office Professional/Secretary

1. Parent Log-in Information - Only parents who are set up as contacts in the JMC database, are designated as "Primary" contacts, and have "In Mailings" privileges are eligible to access data about their children via the Internet.

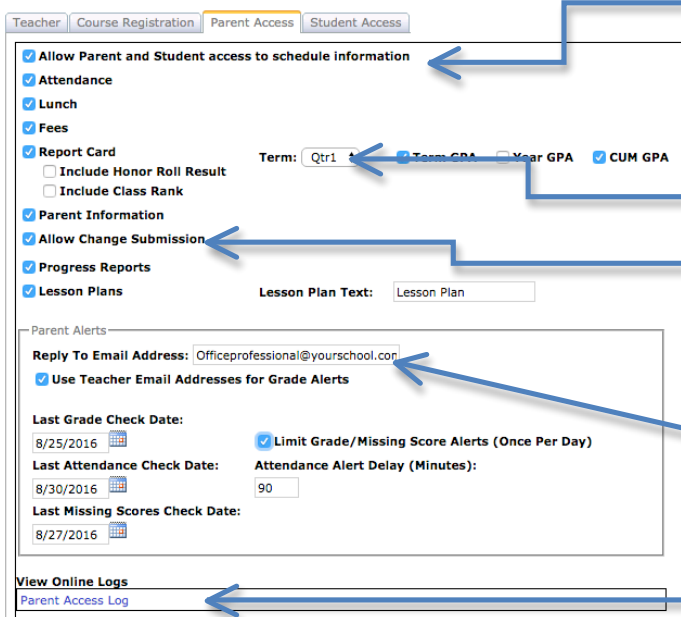
- The "Username" for a parent is their last name as listed in the "Last Name" field.
- The "Password" for a parent is the password listed in the "Password" field.
- If two parents have the same last name they need different passwords or neither of them will be able to log into the Parent Portal.

- Passwords can be assigned individually on Attendance: Contacts: Edit Contacts or they can be assigned en masse by logging in as the JMCADMIN and going to File:

Administrator Options and clicking on Set Usernames and Passwords:
[Set random student and parent passwords](#)

- The easiest way to notify parents of their passwords is to print a label for each parent in Attendance: Student: Lists and giving it to them at registration.

2. Managing the Parent Portal – Parent Portal settings are managed in File: Online Settings. Familiarize yourself with the screen below. Most of the items are self-explanatory in that if they are checked parents will be able to see them. Items that need explanation are listed below.



This item is a "master switch" that allows/does not allow parents, or students, to see any schedule information. Many schools uncheck this over the Summer until schedules are set.

This item determines which report card grades parents will be able to see.

If this item is checked parents will be able to submit contact changes to the Office but the office still needs to approve them.

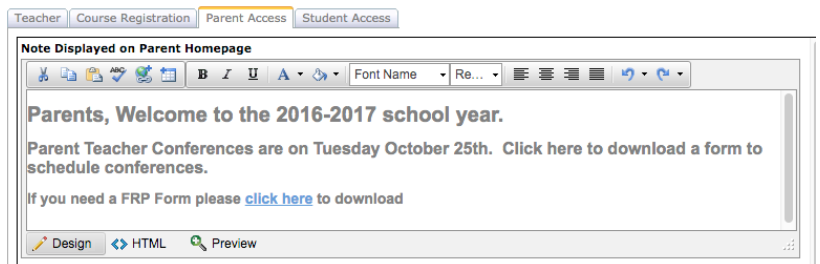
Parent alerts are a great feature that every school should use. Just enter an email address that parents can respond to and it is turned on. View this video for a brief intro:

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

Click here to see who has logged into the Parent Portal

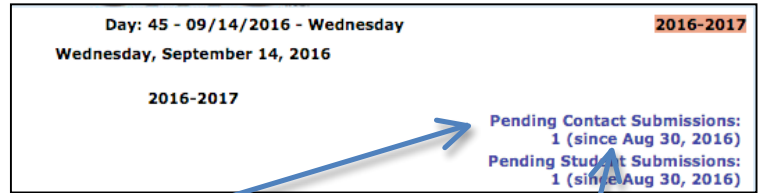
3. Parent Portal Main Screen Message

A message can be displayed on the Home screen of the Parent Portal after they log in. To put this message in you must switch to the *District Building* and go to File: Online Settings.



4. Accepting Parent Submissions

When parents submit information via the parent portal it will alert you in the top right corner of the Home Page of the Office Program.



Click on the light blue message to go to the page to merge the submissions into your data.

Clicking that message takes you to this page

Modified Contacts:
Demo, Dad

Demo, Dad
Apt 5
Lake City, MN 55555
Submitted: 9/14/2016 04:26 PM

Note From Parent:

Proposed Modifications:

<input checked="" type="checkbox"/>	Email 3:	Change:	to: parent@yourschool.com
<input checked="" type="checkbox"/>	Phone #1:	Change: 123-456-7894	to: 123-456-5544
<input checked="" type="checkbox"/>	SMS(Text Messages) 1:	Change: False	to: True
<input checked="" type="checkbox"/>	Emergency/Weather Related 1:	Change: False	to: True
<input checked="" type="checkbox"/>	Phone #4:	Change: 555-1234	to: 555-5555

Reject **Accept** **Print**

You can uncheck these boxes if you only want to accept certain pieces of information

You can "Reject" these submissions by clicking this button

You can accept the changes with a checkmark next to them by clicking "Accept."

If you want to verify information before accepting you can click "Print" to print the information and click on the next parent in the list of "Modified Contact" to skip over the current parent.

5. What Does a Parent See?

If you want to see what the parent portal looks like use a parent's username and password to log into your site.

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By using a web browser, parents can log into the JMC Parent Access module to view data for their children. Please note that your school may not use all of the features below. The link to the Parent Portal will be provided by your school. When you click on the link it will bring you to a screen like the one below.

Enter your username in this field. Your Username is your last name as the school has it listed.

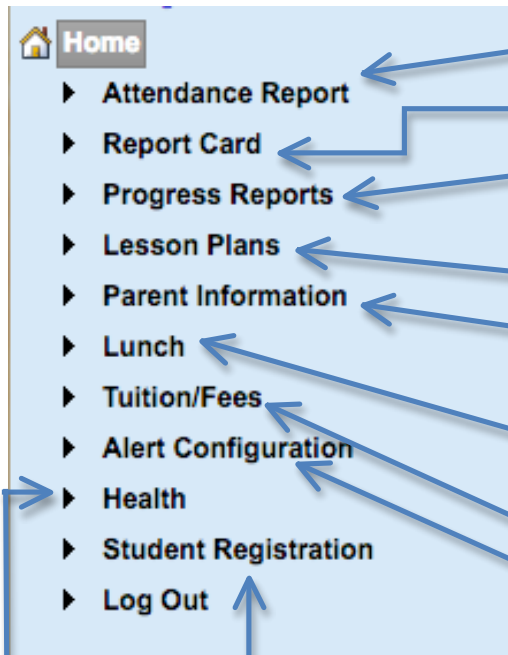
Enter your password in this field. Your Password is assigned by the school. Contact your school if you do not know your password.

Click the "Login" button.

After the Login you will see the menu items below on the left side of the screen.



Brief Description of Each Screen



- Displays a students daily attendance

- Displays a current Report Card

- This screen allows you to see student assignment scores in a progress report format.

- Displays Lesson Plans posted by teachers

- Allows you to see your contact information and submit updates to that information.

- Displays meals/a la carte items purchased by your student and the balance of money in the account or money owed.

- Displays tuition or fee items charged to your student and the balance of money in the account or money owed.

This option is used to collect contact information and information about your student for registration purposes at the beginning of the year.

See the "Alert Configuration" guide on the following page.

Displays Health information about your child.

Alert Configuration

When you click on the “Alert Configuration” link you will see a screen like the one below. This screen allows you to enter settings that allow you to receive automatic alerts if your family has a low lunch balance, if your student is absent or tardy, if your student is missing an assignment, or if your student’s overall percentage for a course drops below a percentage you set. This is a brief description of the settings.

Set a **Low Balance Limit** in this field and you will receive a daily email if your lunch account falls below this limit.

Check these boxes to receive an email when your student is marked absent or tardy

Check this box if you want to receive an email when your student is missing an assignment.

Fill in a percentage in this box for each course. If your student falls below the percentage in that course an email will be sent to you.

Family Lunch Balance Alert

Low Balance Limit:

Period Attendance Alert

Send an Email Alert when marked Absent

Send an Email Alert when marked Tardy

Missing Scores Alert

Send an Email Alert when Missing Scores

Grade Alert

If your child's grade percentage is below the percentage you enter for a class, an Email Alert will be sent.

Fill Percentage Column

Percentage	Term	Period	Course
<input type="text" value="65.00"/>	Sem1	1	Language Arts - PF
<input type="text" value="70.00"/>	Sem1	2	Math

On the top left corner of each screen click on a student's name and it will show you all of your students so you can choose the one you want to view information for.

✓ Bernadone, Francis M

Bernadone, Jim

Bernadone, Judy

Term	Period	Course
Sem1	1	Language Arts - PF

To log out of the Parent Portal click the “Log Out” link on the lower left corner

- ▶ Tuition/Fees
 - ▶ Alert Configuration
 - ▶ Health
 - ▶ Student Registration
 - ▶ **Log Out**