

Starting the 13-14 School Year Checklist (Next-Gen)

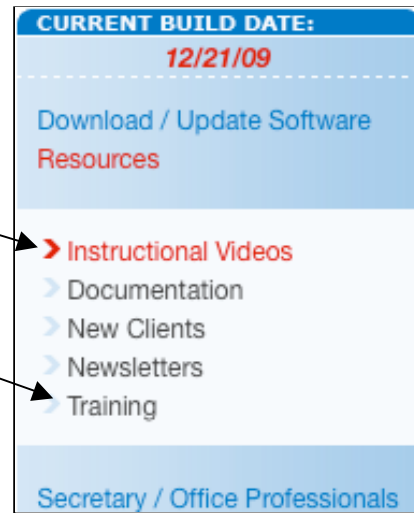
The following is a list of items to be completed before school starts or shortly thereafter. The items listed do not need to be completed if your school does not use one of the modules or functions, nor do they need to be completed sequentially.

Note: This document assumes that your 12-13 data has been rolled over to the 13-14 next Gen products.

We welcome feedback on this document. If you feel that an item should be added or edited for this or next year's document please contact us at feedback@jmcinc.com.

General

- Every JMC user should familiarize themselves with the new resources available at our website: www.JMCINC.com.
- View JMC instructional videos, under the Resources tab, at the JMC website and present them to the appropriate staff. These should include the Next-Gen transitional videos for administrators, office staff, teachers, food service professionals, etc...
- If your school has hired new staff it is strongly recommended they visit the Training section on our website to view the training options. The user group tabs on that screen will give users an idea of what they need to do to learn how to use JMC.
 - Every building (i.e elementary, middle school, high school) should have at least one computer with the Next-Gen Form Designer installed on it to create or make edits to Standards and Benchmarks forms, Custom Report Card forms, or Student Information forms. Directions for the installation of this program will be emailed to your technology professional and posted to the Next-Gen page on our website.



JMC Modules

Please note: Items that can only be done at the district level will have the (*district level*) connotation.

Attendance

- Any students who have enrolled into your school or transferred out since your 12-13 data has been rolled up must have their demographic data entered or adjusted.
- School days in session must be entered in (*district level*) Attendance ► Day ► Day Names. We recommend that you enter dates up to December 1st and then enter day names 3-4 weeks in advance instead of for the entire school year because you cannot insert (make-up) days into the calendar.
- New office personnel should be given JMC usernames and passwords with the appropriate user privileges in File ► User Privileges. Office personnel who have

not returned for the current year should have their usernames and passwords deleted.

- New teachers should be entered (and given usernames and passwords for the Gradebook if applicable) in [Attendance► Staff► Teachers](#). Outgoing teachers who have been replaced should have the new teacher's name filled in where the outgoing teacher's name was. This puts the new teacher's name in the Course Data for easier scheduling.
- Assign advisors en masse for students in [Attendance► Staff► Assign Advisees](#) or assign them individually on the [Edit► Student Data](#) screen.
- Assign locker numbers and combinations in [Edit► Student Data](#). Locker numbers can be cleared out for students en masse in *(district level)* [Edit► Mass Change Fields](#).
- Import and review previous year's custom fields and add any new definitions for the current year in [File► Define Custom Fields](#). Place a checkmark under the "Current year" column for those custom fields you wish to use for this year.
- If Lifetouch, Herff Jones, or Jostens are used for school pictures create the information file for those businesses in [Attendance► Student► Lists](#). A new report has been created for you called "Student Photo File." Highlight the "Student Photo File," click "OK," click "Preview" near the bottom, and then click "Export Data" to create the file you will email to your photo company.
- Change the graduation date for an entire graduating grade level in *(district level)* [Edit► Mass Change Fields](#).
- If student activities and student rosters are used in JMC, activities must be made active for the new school year. Go to [Attendance: Activities► Edit Activity Definitions](#) and mark the current activities as "Active" in the Yearly Activity Definitions box.

Online Modules

- Review Online Access settings in [File► Online Settings](#). This screen allows you to determine how different Online Modules are used. *Important Note: The pre-web screen [Period Attendance: Data: Classroom Attendance](#) has been removed. [Lunch Counts](#) definitions and other [Classroom Attendance](#) settings are now under the CAE tab of [File► Online Settings](#).*

Online Parent Access

- Update all contacts submitted over the summer in [Attendance► Contacts► Merge Contact Submissions](#). This also must be done periodically throughout the school year.

Online Student Access

- Assign usernames and passwords for all new students in [Edit► Student Data: General \(Tab\)](#). This tab is on the lower portion of the screen.
- Review Student Access settings in [File► Online Settings► Student Access \(Tab\)](#).

Schedules

- If your schedule for the current year is not complete, or you need more instruction on the Scheduling process, please go to <http://jmcinc.com/office> and choose the Schedules tab. There you will find instructional videos and written instructions.
- If all mass scheduling is completed for the school year, schedules should be “locked” in Schedules► Develop► Locking Options. The access code is the school’s postal area code. Students can then have schedules altered individually but the “Schedule Students” function is disabled.
- Import prerequisites from the previous year in Schedules► Prerequisites► Edit Prerequisites► Import (button) if prerequisites are used.

Grading

- If a refresher is needed for running Transcripts, Midterm Grades, Progress Reports, or the Credit Checker, or you are new to these areas, please view the corresponding documentation and instructional videos at <http://jmcinc.com/office> and click on the Transcript tab.
- If Transcripts are used and all previous year’s transcript information is up-to-date, turn on the transcript linker in File► Administrator Options► (Check the box) Use transcript results for cumulative data. After the Transcript Linker has “linked” the years together it will give you a Summary of the number of students it will update. Click the “Use Transcript” button.
- Choose Standardized Test Scores to be seen “On Screen” and “On Transcripts” in Grading► Transcripts► Test Score Selections. The “On Screen” settings are saved on each local computer. On the Grading► Transcripts► Edit Student Test Scores choose “selected categories” in the Display drop down menu (upper right corner of the screen) if you only want to choose from the test scores you’ve selected.
- Import Credit Checker data from the previous year in Grading► Transcripts► Edit Requirement Subject Areas: Choose the graduation year you want to import for and click “Import” (button in top right corner). Next, fo to Grading► Transcripts► Edit Graduation Credit Requirements and choose the year you want to work with. Click the “Import” button.

Period Attendance

- If a refresher is needed for using Period Attendance or you are new to Period Attendance, please view the “Period Attendance” instructional video.
- Review the reasons for student’s absences and cutoffs for full/half day attendance in Period Attendance► Data► Edit Reasons and Cutoffs. Add or delete any reasons as is necessary and review all checkmarks in the “Include in conversion” column.

Standards and Benchmarks

- Import all 12-13 Standard and Benchmark Definitions in [Standard and Benchmarks► Definitions► Import Standards and Benchmarks Definitions from Prior Year](#).
- Download and use the “Standards and Benchmarks Instructional Documentation” at our website on the Secretary/Office Professionals page on the SB tab. This is a great resource for teachers, as well as office professionals, when it comes time to print elementary report cards.

Health

- We recommend that all Health Professionals view the “Introduction to Health Module” instructional video.
- Review and add/remove Health History Categories in [Health► Data► Health History Categories](#). The Health History Categories settings are saved on each local computer.

Lunch Module

- Roll all of the account balances over from the previous year in (*district level*) [Lunch► Data Setup► Import Account Balances From Prior Year](#).
- Import students’ lunch status from the previous year in (*district level*) [Lunch► Data Setup► Import Free and Reduced Status From Prior Year](#).
- Delete any Lunch accounts that will not be used for the current year.
- If you use Family Lunch Accounts, create lunch contacts for all new students using [Lunch► Data Setup► Initialize Family Lunch Contacts](#). This should not be done until all primary contacts have been entered in the Attendance module and attached to each student.
- Adjust lunch contacts for any students who have lunch contacts that are different than their primary contact in [Edit► Student Data](#).
- (Optional) Enter the state and federal reimbursements in [Lunch► Data Setup► Edit Meal Prices](#).
- For all parents/guardians who applied for free or reduced status, determine free and reduced status in [Lunch► Free/Reduced► Determine Free or Reduced Status](#).
- New Teachers/Office/Administrator/Staff should have a lunch account created for them. This is done by creating each of them as a new student ([Edit► New Student Wizard](#)) and making their grade level “Adult.” This means they are recorded as an adult. You will need to choose a price group from the pop-up menu. (It usually doesn’t matter which price group you choose because adults typically pay the same price no matter what price group they are in). Uncheck their Attend, State Reporting, Rank, and Honor Roll flags/boxes in the General tab. You can leave the Active flag/box checked or uncheck it. Since adults are in their own grade level many schools will leave it checked so they can print labels, send emails, run reports etc. for the adults entered in JMC. Also, you can only see/edit adults by

choosing the “Adult” grade level in the pop-up menu on the top right corner of the screen.

POS

- Check with your technology professional to make sure the POS program is loaded onto all of your “lunchroom” computers.
- Please show the “POS - Point of Sale” instructional video to all new users of the POS.
- Enter usernames and passwords for all new professionals working with the POS in File► User Privileges.
- In the POS application review POS preferences in File► Preferences.

State Reporting

Minnesota/MARSS

- We encourage all MARSS reporters to check out the State Reporting page on our website at <http://www.jmcinc.com/state-reporting>. Click on the Minnesota tab to see the resources available to you. We have great information available on the MCCC requirements. These resources will help you with this new reporting system.

Iowa/SRI

- We encourage all SRI reporters to check out the State Reporting page on our website at <http://www.jmcinc.com/state-reporting>. Click on the Iowa tab to see the resources available to you.
- Very Important:* All Iowa schools who use the EASIER module for state reporting must go to SRI► Data► Import Enrollment History from Prior Year to import their enrollment history from the prior year. This is required and should be done before the school year starts. But, this cannot be done until the Dept. of Ed certifies our program which is typically done in early August. Please put a note on your calendar to do this step in early August.

Wisconsin WSL/ISES

- We encourage all WSL/ISES reporters to check out the State Reporting page on our website at <http://www.jmcinc.com/state-reporting>. Click on the Wisconsin tab to see the resources available to you.

Nebraska NSSRS

- We encourage all NSSRS reporters to check out the State Reporting page on our website at <http://www.jmcinc.com/state-reporting>. Click on the Nebraska tab to see the resources available to you.