

Starting the 14-15 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 13-14 data has been rolled over to the 14-15 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 building (i.e elementary, middle school, high school) should have at least one computer with the 14-15 Next-Gen Form Designer installed on it to create or make edits to Standards and Benchmarks forms, Custom Report Card forms, Student Information forms, or the new Period Attendance Form Letters. 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*) denotation.

Attendance

- 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 entered in place of the outgoing teacher's name. 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.
- 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. (You will need the JMC Administrator Password to view this screen.)
- 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.
- 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 Defs and mark the current activities as "Active" in the Yearly Activity Definitions box.

- 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.
- 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.
- Change the graduation date for an entire graduating grade level in (*district level*) Edit► Mass Change Fields.

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. (You will need the JMC Administrator Password to view this screen.)*
- A new feature has been added (*district level*) where a message can be displayed for parents in Parent Access but this can only be edited in the your district building Online Access screen.
- Review your Parent Alerts setting under the Parent Access tab. It is recommended that you delay Attendance Alerts at least 30 minutes and check the “Limit Grade/Missing Score Alerts (Once Per Day)” box.

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.
- Update all student information changes submitted over the summer in Edit► Merge Student Submissions. This features is meant for parents to register their students online but parents may have used it over the summer to submit information about their students. You can manage what parents can submit on File► Student Submission Settings.

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.

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/nextgen_transition to the “Admin” 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

- Decide how you will send out report cards. JMC now offers emailed report cards for report cards, custom report cards, mid-term report cards, and standards and benchmarks (elem) report cards. This can be a time and money saver for your district.
- 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. (You will need the JMC Administrator Password to view this screen.)
- Choose Standardized Test Scores to be seen “On Screen” and “On Transcripts” in [Grading](#)► [Transcripts](#)► [Test Score Selections](#). The “On Screen” settings are saved for each user. 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, go to [Grading](#)► [Transcripts](#)► [Edit Graduation Credit Requirements](#) and choose the year you want to work with. Click the “Import” button.

Period Attendance

- Anyone who is new to recording daily attendance in the office should view the “Intro to Period Attendance – Next-Gen” 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 13-14 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 the Health Module” instructional video.
- Review and add/remove Health History Categories in Health► Data► Health History Categories. The Health History Categories settings are saved for each user.

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.
- 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.

Tuition/Fees

- Import account balances from the previous year by going to Tuition/Fees► Data► Import Fee Account Balances from Prior Year.

POS

- Check with your technology professional to make sure the POS program is loaded onto all of your “lunchroom” computers.
- Please show the “Next-Gen Lunch Part Three - 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.

Message Center

- JMC has the ability to send out voice/text messages. One way to set up groups to have voice/text message sent to is to group them together in Activities. Review the Activities you have set up in Attendance► Activities► Edit Activity Defs.

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.