

## Starting the 10-11 School Year Checklist

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.

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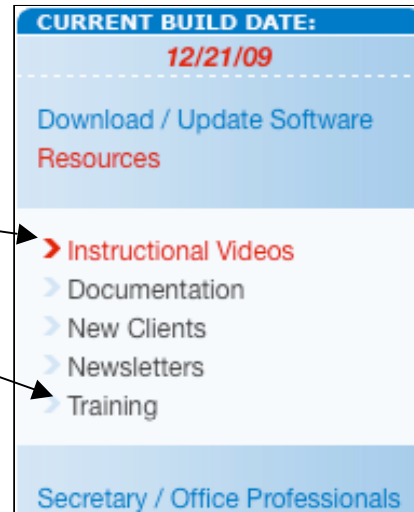
*Note: This document assumes that your 09-10 data has been rolled over to 10-11, all JMC applications have been installed on the appropriate users' computers, and all network connections have been made for those programs. If this has not been done please consult the "Installing Data and Software for 10-11" document on our website.*

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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](mailto:feedback@jmcinc.com).

### General

- Every JMC user should familiarize themselves with the new resources available at our website: [www.JMCINC.com](http://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: 10-11 Office Program Update, 10-11 IP Gradebook Update, and additional instructional videos for new teachers and staff.
- 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 Office program should be updated to a build date of 072310 or newer.



### JMC Modules

#### **Attendance**

- Any students who have enrolled into your school or transferred out since your 09-10 data has been rolled up must have their demographic data entered or adjusted.
- School days in session must be entered in Attendance: Day: Day Names. We recommend that you enter dates 2-4 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 and Rooms. 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 Data: Edit Student Data. Locker numbers can be cleared out for students en masse in 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 "Use for current year" column for those custom fields you wish to use for this year.
- Create Student Information Forms in Attendance: Student: Design Student Information Forms. These forms can be printed so parents can review student demographic information and parent contact information (For more information view the instructional video "Student Information Forms").
- If Lifetouch, Herff Jones, or Jostens are used for school pictures create the information file for those businesses in File (For Macintosh users JMC 10-11): Preferences: Photographs.
- Change the graduation date for an entire graduating grade level in 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 place a checkmark under the "Active" column for those activities in which students will be participating for the current year.

### **Online Modules**

- View the instructional video "Online Parent Access/Intro to Online Modules" to see how all of the Online Modules function and interact with each other.
- Review Online Access settings in File: Online Settings. This screen allows you to determine how different Online Modules are used.

### **Online Parent Access**

- If Online Lesson Plans are utilized by teachers, your technology professional will need to copy all of the 09-10 teacher folders into the 10-11 Data Folder. This allows teachers to import last year's progress reports into the current year.
- 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: Edit Student Data: General (Tab).
- 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 click the Scheduling 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.

## Grades

- 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 appropriate 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.
- Choose Standardized Test Scores to be seen “On Screen” and “On Transcripts” in Grades: Transcripts: Test Score Selections. The “On Screen” settings are saved on each local computer.
- Import Credit Checker data from the previous year in Grades: Transcripts: Edit Graduation Credit Requirements: 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.
- If the networked Classroom Attendance Entry (CAE) is used, point the period attendance module to the drop folder in Period Attendance: Data: Classroom Attendance: Select Drop Folder (Button).

## Standards and Benchmarks

- Import all 10-11 Standard and Benchmark Definitions in Standard and Benchmarks: Definitions: Import Standards and Benchmarks Definitions from Prior Year and make any necessary modifications.

- Review the new Standards and Benchmark resources available for you at our website. Click on the Resources tab on the left side and click on Standards and Benchmarks.
- Download and use the “Standards and Benchmarks Instructional Documentation” at our website on the Teachers Page. 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” 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**

**Important Note:** Adults can be handled differently in the Office program for the 2010-2011 school year. Please watch the *Lunch Module 10-11 Update* instructional video to see how this update can make working with adults easier in JMC.

- If a refresher is needed for using the Lunch Module or you are new to the Lunch Module, please view the “Setting Up Lunch” instructional video.
- Roll all of the account balances over from the previous year in Lunch: Data: Import Account Balances From Previous Year.
- Import students’ lunch status from the previous year in Lunch: Data: Import Free and Reduced Status From Previous 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: 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.
- (Optional) Enter the state and federal reimbursements in Lunch: Data: Edit Meal Prices.
- For all parents/guardians who applied for free or reduced status, determine free and reduced status in Lunch: Data: 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 and making their grade level “A.” This means they are recorded as an adult. The Lunch module needs every adult to be in a price group so 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. Now

that 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. Please watch the *Lunch Module 10-11 Update* video for a complete explanation.

**Please Note:** You can still handle adults in the “old” way if that is preferable for you but you should move adults from the “old” way to the “new” way as in future years the “old” option will not be available.

### **POS**

- Please show the “Point of Sale (POS)” instructional video to all new users of the POS.
- Enter usernames and passwords for all new professionals working with the POS in Attendance: File: User Privileges.
- Review POS preferences in File: Preferences.

### **GradeBook**

- Please show the “10-11 IP GradeBook Update” video to all teachers.
- Please have all new teachers watch the “GradeBook Part 1”, “GradeBook Part 2”, and the “Gradebook Part 3” instructional videos.

### **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.

#### **Iowa/EASIER**

- We encourage all EASIER 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.
- Download and use the “Dropping and Adding Students for IA” document on our website.

#### **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.