

# JMC<sub>INC.</sub>

*"Bringing computing ease to your student record needs"*

## **DOCUMENTATION** **~ONLINE PARENT ACCESS~** **Parent Version**

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# Accessing from Home or Office via the Internet

By using a web browser, parents can log into the JMC Parent Access module to view data for their children for attendance, report cards, parent information (addresses/contact data), lunch accounts, and (MN only) high standards. Parents will also be able to submit changes to their parent information over the Internet.

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.

Once the parent has been set up in the JMC Office Application for parent access, the parents can then log into the JMC Parent Access module using a web link provided by the school. Please contact your school for details regarding this web link.

*Note:* Either Netscape or Internet Explorer can be used for parent access. Version 3.0 of either of these common web browsers should be acceptable; however, version 4.0 or higher is recommended. Other browsers such as AOL or CompuServe may work, as well, depending on the version being used.

1. Connect to the Parent Access screen using the web link provided by your school. The screen should appear similar to Figure 1 below; however, the web address will be the web link as provided by your school.



Figure 1: Parent Access login screen.

*Note:* For security purposes, the characters you type as you enter your

password will not be displayed on the screen. Instead, a - character will be displayed for each password character typed.

2. Enter your last name for the Parent Username.
3. Enter the password that was assigned to you by the school office. Contact your school office to acquire or change your password.
4. Click on the **Sign In** button. The screen should appear similar to Figure 2 below.

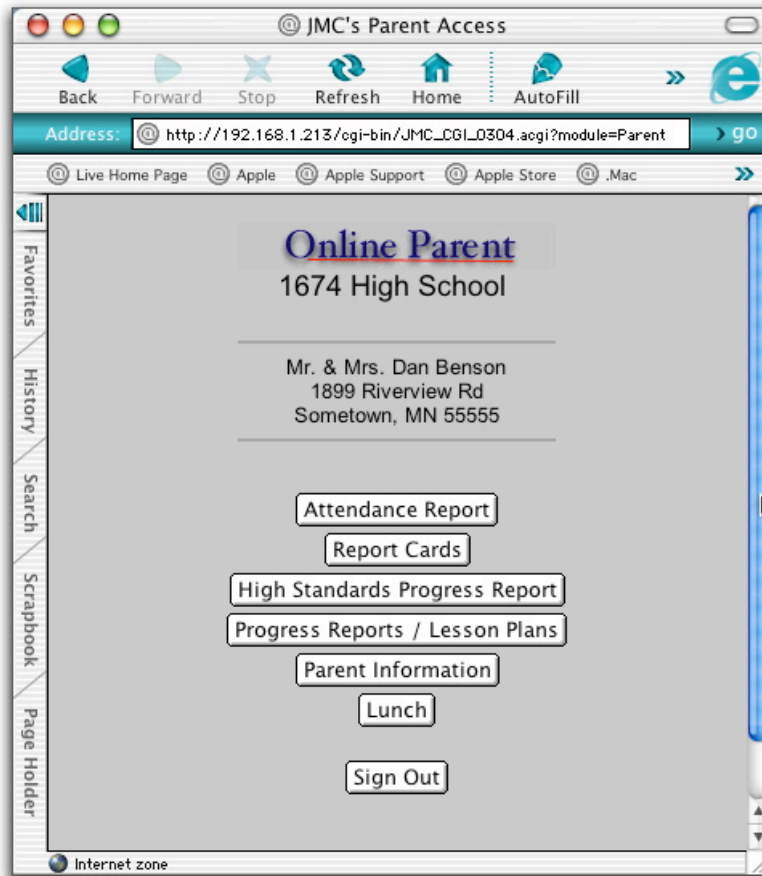


Figure 2: Parent Access main screen after successful login.

*Note:* The High Standards Progress Report is for Minnesota schools only.

**Attendance Report** (*Only for schools using JMC's Period Attendance*), To view an attendance report for your children, click **Attendance Report**.

Attendance information will be displayed for all children for whom you are a primary contact and will include attendance information spanning from the first day of school to the current date (current date is set on the parent access server). The attendance information will be broken down by period and type (absent/tardy, excused/unexcused) and will include any reasons entered by the school office staff.

**Report Cards** (*Only for schools using JMC's Schedules & Grades*) To view a basic report card for your children, click **Report Cards**. Report card information will be displayed for all children for whom you are a primary contact. The report card will include the total graduation credits earned, the course names for which the student is registered, the names of the teachers for the courses, the current year's grades for each term (quarter, semester, trimester, etc.) as well any reported semester exam grades. The report card will NOT include comments, attendance, or GPA information.

**High Standards Progress Report** (*Minnesota only*) To view a high standards progress report for your children, click **High Standards Progress Report**. A progress report will be displayed for all children for whom you are a primary contact. The progress report will include the best result for all attempted standards, the standard status, whether the technology requirement for the standard was met, the date the standard was completed, the course and teacher for that standard result, and an optional comment provided by the teacher. Standards that have not been completed by the child will be displayed at the end of their report along with a list of courses which will provide opportunities to meet the standard.

**Progress Reports / Lesson Plans** (*Only for schools using JMC's Schedules & Grades*) To view progress reports and lesson plans for your children, click **Progress Reports / Lesson Plans**. A list of available progress reports and lesson plans will be displayed for all children for whom you are a primary contact. The progress report will have the same information as those that have typically been printed and mailed to parents in the past, such as the student's current grade and percentage, a scores summary, or comments. Teachers may post **Progress Reports** and **Lesson Plans** from their **Web** or **IP GradeBooks**.

**Parent Information** To view the parents' contact information and/or to submit changes to this contact information, click **Parent Information**. Parents can view and submit changes for the following information:

- first name(s)
- last name
- title
- email address
- phone numbers, descriptions, and types (home, work, cell, fax, other)
- an optional comment for the office staff
- address
- city
- state
- zip code

Parents may make changes to any of the information on this screen and then click the **Submit** button at the bottom of the screen to send the changes to the school. Later, the school office will process parent information update requests. An example of submitting an update request for parent contact information is shown in Figure 3.

*Note:* Including a comment with your submission may be very helpful to the

office staff as they process update requests.

**Lunch (Only for schools using JMC's Lunch)** To view lunch account balances and transactions for your children's accounts and your family account, click **Lunch**. The first screen will display the account balances for your family account and for student accounts for all students who have this parent designated as either a primary or a lunch contact. Click on the button to the right of any of the account balances and a list of all transactions for that account will be displayed.

The screenshot shows a web browser window titled "JMC's Parent Access". The address bar contains "http://192.168.1.30/cgi-bin/GradeBook/JMC\_CGI\_L0203.cgi". The page content includes a header "Online Parent High School" and a message: "Please make changes to your contact information if needed. If your information is correct please submit so the office knows you have verified the information." The form fields are as follows:

Title:	<input type="text"/>	First:	<input type="text" value="Gene &amp; Kathy"/>	Last:	<input type="text" value="Anderson"/>
Address:	<input type="text" value="123 4th Ave"/>				
City:	<input type="text" value="Middleground"/>	State:	<input type="text" value="MN"/>	Zip:	<input type="text" value="55555"/>
E-Mail:	<input type="text" value="gkanderson@some.isp.net"/>				
Phone 1:	<input type="text" value="555/555-1234"/>	Type:	<input type="text" value="Home"/>	Description:	<input type="text"/>
Phone 2:	<input type="text" value="555/555-4321"/>	Type:	<input type="text" value="Work 1"/>	Description:	<input type="text"/>
Phone 3:	<input type="text"/>	Type:	<input type="text" value="Unknown"/>	Description:	<input type="text"/>
Phone 4:	<input type="text"/>	Type:	<input type="text" value="Unknown"/>	Description:	<input type="text"/>

Optional comment for office staff:

Figure 3: Submitting an update request for parent contact information.