

Getting Ready for the 2009-2010 School Year

Building Name _____ JMC # _____ (found on JMC Main Screen)

Building Principal _____
Name Email Address

Building Tech Professional _____
Name Email Address

Step 1. Check the modules you want for the 2009-2010 School Year.

Place an X in this box if you want the same options as 2008-2009.

OR

Place an X in front of the modules you want for the above building.

Attendance Module (required) – The maintenance fee for the Attendance Module is \$200. There is no fee per student.

<u>Modules</u>	<u>Fee per Student</u>	<u>Modules</u>	<u>Fee per Student</u>
<input type="checkbox"/> Period Attendance	\$0.47	<input type="checkbox"/> State Reporting	\$0.78
<input type="checkbox"/> Health	\$0.21	<input type="checkbox"/> Online Parent Access	\$0.57
<input type="checkbox"/> Discipline	\$0.11	<input type="checkbox"/> Standards & Benchmarks	\$0.33

Schedules/Grades \$1.61 ⇨ See Page 2 for an explanation of Modules

Lunch – The maintenance fee for the Lunch Module is \$130 plus \$0.66 per student. The lunch software will be invoiced separately.

Step 2. Tell us who the contact person is for this move up.

Name Email Address Phone #

Step 3. Send your JMC Data 08-09 folder and your JMC Transcripts folder to JMC using the FTP file server. To do this complete the following steps:

- A. Copy your JMC Data and JMC Transcript folders to your desktop. Compress your JMC Data 08-09 Folder. Compress your JMC Transcripts Folder.
- B. Go to www.jmcinc.com - Under the Clients' Corner click on "FTP File Server."
- C. Enter your user name and password. If you do not know your username and password call JMC at 1.800.524.8182 to receive your account information.
- D. Click the "Upload Files" button on the upper left side of the window. Choose "Upload 2 Files" from the menu
- E. Click the "Browse" button(s) on the right side of the window and locate your compressed JMC Transcript Folder and JMC Data 08-09 Folder. Click the "Begin Upload" button.
 What is your FTP User Name? _____ Uploaded on what date? _____
- F. Sign out of your account.

Step 4. When the data is returned to you what type of computer will that data be opened on?

Macintosh (.sit) Windows Machine (.zip)

Step 5. Fax, or mail, your form to us..

Fax number: 651.345.2215

Mailing Address: JMC Computer Services PO Box 328, Lake City MN 55041

Explanation of Modules

Attendance Module (required) - The Attendance Module is used to maintain general student data, attendance, parent and contact information, and student activities. Data mining and attendance reports are also available in this Module.

Period Attendance - The Period Attendance Module allows teachers to report absences, tardies, and reasons on a by-period basis from any computer with internet access. This also includes:

- Online Classroom Period Attendance Entry software
- Network Classroom Period Attendance (CAE) Entry software
- Online Server Software (CGI or DLL)

Health - The Health Module allows you to maintain immunization records, track student health data in a variety of areas, and log office visits. *The Health Module was completely overhauled in 2007-2008!* If you are not currently using the Health Module but would like to learn more please call Sales at JMC.

Discipline - The Discipline Module allows you to maintain and report discipline violations and consequences.

Schedules/Grades - The Schedules & Grade Modules are purchased together. They are used to schedule students, maintain and report grades and transcripts, and generate scheduling and grading lists and reports for K-12 students. This also includes:

- Online Course Registration
- Teacher Gradebook Software
- Online Teacher Gradebook Software
- Online Server Software (CGI or DLL)

State Reporting - **MARSS** for Minnesota, **EASIER** for Iowa, **NSSRS** for Nebraska, or **ISES** for Wisconsin will be activated.

Online Parent Access - (Teachers must be using the IP Teacher Gradebook software for parents to be able to view any grading information or report cards.) This module is used by parents using a web-browser to access their student's:

- Parent contact information and be able to submit data updates to the office
- Teacher's progress reports and lesson plans
- Report cards
- Period Attendance reports
- Lunch account

Standards & Benchmarks - This Module maintains Standards & Benchmarks, interacts with the JMC Teacher Gradebook, and is required for Custom Elementary Report Cards.

Lunch - This Module is used to maintain student and family lunch accounts, prepare monthly reports, and handle free and reduced accounting in the office. If your school is not currently using the Lunch Module, please call Sales to see if this program is a good fit for your food service needs. This also includes:

- Point-of-Sale software for use in the cafeteria