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J M C N E W S L E T T E R

February 2007

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Please refer others in your school or district who you think might also enjoy receiving the JMC Newsletter to <http://www.jmcinc.com> for subscription instructions.

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PARENT ACCESS  
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[1] Viewing Current Term Report Cards

If parents cannot see report card grades for a certain term, that term has not been chosen in the online settings screen. The Online Settings screen is in Attendance: File: Online Settings. The tabs at the top of this screen allow you to control access to CAE, Parent Access, Course Registration, and Student Access.

Click on the Parent Access tab and choose the current grading term. After adjusting the term displayed, it may take up to 15 minutes for those grades to be displayed in parent access.

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ONLINE SOFTWARE INSTALLATION  
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## [2] Updated IIS 4, IIS 5, and IIS 6 Documentation

The documentation for installation of the IIS 4, IIS 5, and IIS 6 online software has been updated and can be downloaded at <http://www.jmcinc.com/software/jmcdl.html#online>. The updated "Install Online Software" documentation will take you step by step through the installation process.

Instructional videos on these topics are also available. Please see [3] in this issue.

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## INSTRUCIONAL VIDEOS

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### [3] Installing Online Software

The new IIS 6 for Windows 2003 servers video is now available at <http://www.jmcinc.com/videos/videos.html>. Download this video to your web server and use it to guide you through the installation process. We welcome feedback on this video.

The IIS 4 and 5 for Windows 2000 servers video is also available at <http://www.jmcinc.com/videos/videos.html>. Download this video to your web server and use it to guide you through the installation process. We welcome feedback on this video.

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## IP GRADEBOOK

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### [4] Seating Charts

The IP Gradebook seating charts were updated this year. Seating charts can be accessed in the IP Gradebook by going to Edit: Seating Charts. All the students in a class are listed on the left and need to be clicked on and dragged to the desired spot.

Two new features were added. First, in the top right corner of the seating charts screen there is now a pop up menu. This pop up menu allows the teacher to choose a seating chart with either seven rows and seven columns, or twelve rows and twelve columns.

The second feature which has been added is a randomize button on the bottom left side of the screen. When this button is pushed the current class seating chart will be randomly moved around.

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## GETTING READY FOR THE 07-08 SCHOOL YEAR

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[5] Downloading and Completing the "Getting Ready for 07-08" form

The form to fill out to prepare for the 07-08 school year is now available on the JMC home page, or directly at:

[http://www.jmcinc.com/Getting\\_Ready\\_07-08.pdf](http://www.jmcinc.com/Getting_Ready_07-08.pdf)

This document must be filled out before we can prepare your 07-08 database. If you send your files to JMC for the move up but do not send in this document your data will not be moved up.

You can fax or mail this sheet as in the past. Optionally, you can type into the pdf document and send it as an email attachment. If you are not able to type into the document we recommend that you print it, fill it out, and fax it to us.

The JMC fax number is: 651-345-2215

-Thank you for choosing JMC