

## Starting the 09-10 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.

---

*Note: This document assumes that your 08-09 data has been rolled over to 09-10, 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 09-10" document on our web site.*

---

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**

- View all applicable JMC instructional videos at [www.jmcinc.com/videos/videos.html](http://www.jmcinc.com/videos/videos.html), and present to the appropriate staff. These should include: 09-10 Office Program Update, 09-10 IP Gradebook Update, and additional instructional videos for new teachers and staff.
- If your school has hired new office professionals or administrators please download and review the JMC Training Information Form at [www.jmcinc.com/Training.html](http://www.jmcinc.com/Training.html). This form explains all the different types of training we offer our clients.

### **JMC Modules**

#### **Attendance**

- Watch the "09-10 Office Program Update" video from the JMC web site at [www.jmcinc.com/videos/videos.html](http://www.jmcinc.com/videos/videos.html).
- Any students who have enrolled into your school or transferred out since your 08-09 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 put dates in 1-2 weeks in advance, not the entire school year's worth.
- New office personnel should be given JMC user names and passwords with the appropriate user privileges in File: User Privileges. Office personnel who have not returned for the current year should have their user names and passwords deleted.
- New teachers should be entered (and given user names 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 they can be assigned 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.

- 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 (Admin Handbook Doc. Pg 9).
- 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 (Attendance Doc. Pg 29 and 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 09-10): Preferences: Photographs (Admin Handbook Doc. Pg 11).
- Change the graduation date for an entire graduating grade level in Edit: Mass Change Fields (Attendance Doc. Pg 16).
- 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 (Activities Doc. Pg 3).

#### **Online Parent Access**

- Download the "Online Parent Access" video at [www.jmcinc.com/videos/videos.html](http://www.jmcinc.com/videos/videos.html). Make this video available to parents or show it at a parent info meeting.
- If Online Lesson Plans are utilized by teachers, your technology professional will need to copy all of the 08-09 teacher folders into the 09-10 Data Folder. This allows teachers to import last year's progress reports to the current year.
- Update all contacts submitted over the summer in Attendance: Contacts: Merge Contact Submissions (Attendance Doc. Pg 58). This also must be done periodically throughout the school year.
- Review Parent Access settings in File: Online Settings: Parent Access (Tab). Adjust the Current Term to the first term if you want parents to see those grades on the report card when they are completed. This will also display the current term GPA. If you do not want to adjust the term again for the rest of the year and/or you do not allow parents to see the student's term GPA, you can set the current term to the last term of your school year (Admin Handbook Doc. Pg 8).

#### **Online Student Access**

- Assign user names and passwords for all new students in Edit: Edit Student Data: Email (Tab) Attendance Doc. Pg 9).
- Review Student Access settings in File: Online Settings: Student Access (Tab) (Admin Handbook Doc. Pg 8).

#### **Schedules**

- If your schedule for the current year is not complete, or you need more instruction on the Scheduling process please go to [www.jmcinc.com/videos/videos.html](http://www.jmcinc.com/videos/videos.html) and view “Elementary School Scheduling,” “HS Scheduling,” and “Editing Individual Student Schedules”, which will be available in August.
- 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 (Schedules Doc. Pg 21).
- Import prerequisites from the previous year in Schedules: Prerequisites: Edit Prerequisites: Import (button) (Schedules Doc. Pg 41).

### **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 Instructional Videos at [www.jmcinc.com/videos/videos.html](http://www.jmcinc.com/videos/videos.html).
- 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 (Admin Handbook Doc. Pg 4).
- 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 (Grades Doc. Pg 39).
- Import Credit Checker data from the previous year in Grades: Transcripts: Edit Graduation Credit Requirements: Import (button) (Grades Doc. Pg 48).

### **Period Attendance**

- If a refresher is needed for using Period Attendance or you are new to Period Attendance please view the “Period Attendance” instructional videos, available in August, at [www.jmcinc.com/videos/videos.html](http://www.jmcinc.com/videos/videos.html).
- 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 (Period Attendance Doc. Pg 46).
- If Online Classroom Attendance Entry (CAE) is used, check the CAE settings in File: Online Settings: CAE (Tab) (Online Settings Doc. Pg 6).
- 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) (Period Attendance Doc. Pg 7).

### **Standards and Benchmarks**

- Import all 09-10 Standard and Benchmark Definitions in Standard and Benchmarks: Definitions: Import Standards and Benchmarks Definitions from Prior Year and make any necessary modifications.

- Download and use the “Standards and Benchmarks Instructional Documentation” at our web site. This is a great resource for teachers and when it comes time to print elementary report cards, a great resource for office professionals also.

### **Health**

- We recommend that all Health Professionals view the “Introduction to Health” instructional video. This can be viewed at [www.jmcinc.com/videos/videos.html](http://www.jmcinc.com/videos/videos.html).
- Review and add/remove Health History Categories in Health: Data: Health History Categories. The Health History Categories settings are saved on each local computer (Health Doc. Pg 8).

### **Lunch Module**

- If a refresher is needed for using the Lunch Module or you are new to the Lunch Module please view the “Lunch Setup” instructional video at [www.jmcinc.com/videos/videos.html](http://www.jmcinc.com/videos/videos.html).
- Roll all of the account balances over from the previous year in Lunch: Data: Import Account Balances From Previous Year (Lunch Doc. Pg 25).
- Import students’ lunch status from the previous year in Lunch: Data: Import Free and Reduced Status From Previous Year (Lunch Doc. Pg 25).
- 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 (Lunch Doc. Pg 26).
- Adjust lunch contacts for any students who have lunch contacts that are different than their primary contact.
- Enter the state and federal reimbursements in Lunch: Data: Edit Meal Prices (Lunch Doc. Pg 21).
- For all parents/guardians who applied for free or reduced status, determine free and reduced status in Lunch: Data: Determine Free or Reduced Status (Lunch Doc. pg 16).
- New Teacher/Office/Administrator/Staff should have a lunch account created for them. This is done by creating each of them as a new student. Typically all teachers are either put in Grade 0 or in the grade level in which they primarily teach. Uncheck their Active, Attend, State Reporting, Rank, and Honor Roll boxes. In Lunch: Data: Edit Student Lunch Data change the lunch status from “Paying Student” to “Paying Adult” (Lunch Doc. Pg 5).

### **POS**

- View the “Point of Sale (POS)” video at [www.jmcinc.com/videos/videos.html](http://www.jmcinc.com/videos/videos.html). Please show this video to all new users of the POS.

- Enter user names and passwords for all new professionals working with the POS in Attendance: File: User Privileges (Admin Handbook Doc. Pg 13).
- Review POS preferences in File: Preferences.

### **GradeBook**

- Download “09-10 IP GradeBook Update” video at [www.jmcinc.com/videos/videos.html](http://www.jmcinc.com/videos/videos.html). Please show this video to all teachers.
- Download the “GradeBook Part 1”, “GradeBook Part 2”, and the “IP GradeBook” (if necessary) videos for all new teachers to watch.

### **State Reporting**

#### **Minnesota/MARSS (Videos available in August)**

- We encourage all MARSS reporters to watch the instructional video “09-10 MARSS Update” at [www.jmcinc.com/videos/videos.html](http://www.jmcinc.com/videos/videos.html).
- We encourage all new MARSS reporters to watch the instructional video “Introduction to MARSS” at [www.jmcinc.com/videos/videos.html](http://www.jmcinc.com/videos/videos.html).

#### **Iowa/EASIER (Videos available in August)**

- We encourage all EASIER reporters to watch the instructional video “09-10 EASIER Update” at [www.jmcinc.com/videos/videos.html](http://www.jmcinc.com/videos/videos.html).
- We encourage all new EASIER reporters to watch the instructional video “Introduction to EASIER” at [www.jmcinc.com/videos/videos.html](http://www.jmcinc.com/videos/videos.html).
- Download and use the “Dropping and Adding Students for IA” document on our website.

#### **Wisconsin WSL/ISES (Videos available in August)**

- We encourage all WSL/ISES reporters to watch the instructional video “09-10 WSL/ISES Update” at [www.jmcinc.com/videos/videos.html](http://www.jmcinc.com/videos/videos.html).
- We encourage all new WSL/ISES reporters to watch the instructional video “Introduction to WSL/ISES” at [www.jmcinc.com/videos/videos.html](http://www.jmcinc.com/videos/videos.html).

#### **Nebraska (Videos available in August)**

- We encourage all NSSRS reporters to watch the instructional video “09-10 NSSRS Update” at [www.jmcinc.com/videos/videos.html](http://www.jmcinc.com/videos/videos.html).
- We encourage all new NSSRS reporters to watch the instructional video “Introduction to NSSRS” at [www.jmcinc.com/videos/videos.html](http://www.jmcinc.com/videos/videos.html).