

JMC_{INC.}

"Bringing computing ease to your student record needs"

DOCUMENTATION ~ACTIVITIES~

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JMC Activities Overview

The Activities menu of the Attendance module can be used to maintain student activity records. The activities themselves can be defined by the user but could include such activities as sports, theatre, music, and other activities that are not part of the normal coursework and therefore are not maintained in the student's schedule. Special commendations (e.g. letter, team captain, performance award, etc.) may also be defined by the user and assigned to a student's activity records. Activity records may be printed on student transcripts and may be queried for various criteria. Team rosters may also be maintained.

The **basic tasks and reports** for the activities menu options are:

- rosters for current year activities
- queries for compliance or special commendations
- activities and special commendations printing on student transcripts

Note: Menu items pertaining to Activities are found in the Attendance module in the Activities menu **with one exception:** students' parent permission slips and physical exams must be entered in the Health module under the Data menu using the Edit Health History option. For further details regarding Health History, please refer to the documentation on the Health module of the JMC Office Application.

Note: Access to the Activities menus and menu options, including the Edit Health History menu option in the Health module, is governed by the Activities user privilege setting.

Getting Started

Defining the Activities

Defining activities must be the first step. This can be done on the Edit Activity Definitions screen. Activity definitions include fields for activity names, activity IDs, active status, coach, parent permission date, and physical exam date. Some of these activity definition fields may not be required or can be filled in later, such as coach/advisor names (especially for past years' activities).

Some activities may only require a parent permission slip whereas others may also require a physical. Some activities may not require either one. The dates defined for these should reflect the oldest possible date acceptable for physicals and parent permission slips for this activity.

Warning: Compliance (eligibility) queries cannot be accomplished accurately until all physical exam and parent permission dates have been defined (where appropriate).

Initially, you may want to define only activities for the current year or the current fall season. However, some consideration should be given as to the names and IDs for all activities. Once activities have been defined and student records are generated based on these activity definitions, the activity definitions should rarely, if ever, be changed with regard to activity IDs and names.

Warning: If activities are not active for a particular year, they will not be listed on the student activities or activity rosters screens.

Warning: It is not advisable to modify the activity IDs and names once student records have been generated using these activity definitions.

Defining Special Commendations

At least some special commendations should probably be defined at this point. This can be done on the Edit Special Commendations screen. For the current year, commendations such as Team Captain, Editor, President, Vice President, etc. may be needed for activities that begin in the fall. For previous years' activity records, more special commendations will likely be needed, such as All Conference and other awards. These can be added as needed throughout the school year.

Warning: It is not advisable to modify the special commendation IDs and names once student records have been generated using these special commendation definitions.

Tying Special Commendations to Activities

Once the special commendations are defined they must be tied to an activity before they can be assigned to student records. This is done on the Activities and Commendations screen.

Filling In Rosters

Next the current year's rosters should be entered, at least for the fall activities. Rosters may only be edited for the current year. This can be done on the Edit Activity Rosters screen.

Select the activity to be edited by clicking on the Select Activity... button at the top of the screen. Then use the scroll bar or find box to locate the activity you wish to edit. Double-click on the activity or click once to select the activity and then click on the OK button.

If the activity is not listed it may be because of one of the following:

- the activity is not defined
- the activity is not active for the current year

Students can be added or deleted from the roster as signup information becomes available. One very handy feature on this screen is the grade popup menu, located just above the available students list. By default, this menu is set for "All", meaning that all students are currently displayed in this list. By selecting a grade level from this popup menu the list will display only the students from the selected grade.

Some of the students on the roster may need to be designated as Captain, Co-Captain, Editor, President, etc. This can be done by first adding these students to the roster (if they aren't there already), then by clicking on the student record in the roster, then by clicking on the special commendation for that student in the upper-left corner.

If the special commendation is not listed it may be because of one of the following:

- a student record is not selected
- the special commendation is not defined
- the special commendation is not tied to this particular activity

Once the rosters are entered they can be printed and distributed to coaches and advisors as appropriate.

Compliance Queries

Once the rosters have been set up, it is probably important to perform a compliance query to make sure that all students have the appropriate parent permission slips and physical exams in order to participate in these activities.

Before this query will be accurate and complete, all activity definitions must be updated to reflect the requirements for these dates. Some activities may only require a parent permission slip whereas others may also require a physical. Some activities may not require either one. The dates defined for these on the activity definitions screen reflect the oldest possible date acceptable for physicals and parent permission slips for this activity. If a date is left blank in the activity definition it will be assumed by any query that no date is required for that aspect of the activity.

Also, the students' physical exams and parent permission slips must be entered into the Health History module of the JMC software. These can be entered by selecting the Health module on the main screen of the JMC program, then selecting Edit Health History from the Data menu. For more details on the Health module, please refer to the Health documentation which is available on the JMC web site: www.jmcinc.com

Once all activity definitions have been updated and physical exams and parent permission slips have been entered, the compliance query can be run. This can be done from the Activities Query screen. By default all non-compliant students for all activities will be listed in one report. For separate reports for each activity, select the By Activity option on the Activities Query screen (Activity Compliance and Special Commendations queries only).

After the Fall Activities are Set Up

In addition to getting the fall activities up and running, other phases of working with student activity records will need to be addressed as time permits.

More Activities for the Current Year

You will most likely need to continue to add activities for the current year as more activities start up. For example, rosters will need to be set up as the cast is set for a play or as the next season of sports activities approaches.

Special Commendations Awarded as Activities Conclude

Special commendations are frequently awarded to students. These are often awarded as an activity comes to a close for a school year and may also be awarded at other times. Examples of special commendations that may be awarded might be All-Conference and All-State honors, awards for placing or winning competitions, scholarships, etc.

Past Years' Activity Records

Some schools may wish to display a student's activities on their transcript. In this case, activity records for previous years may need to be entered. This can be done right away if time permits, but in many cases this will be done after the fall activities are up and running.

Note: Entering activity records for prior years can only be entered on the Edit Student Activity screen. The Edit Activity Rosters screen can only be used for current-year activity records.

During the first year this may involve entering records for previous years for students in several grades. In this case the Senior class members' activity records may need the earliest attention because they will most likely be requesting transcripts printed for colleges and employers by mid-year.

During subsequent years, transfer students may have transcripts with activity records on them. Your school may wish to enter these activities from previous schools onto the students' activity screens so that they will appear on your school's JMC transcripts.

Subsequent Years' Setup

In subsequent years the setup for student activities will be minimal. Activities will need to be made active for the new year and any year-specific data (coach/advisor name, physical exam and parent permission cutoff dates) will need to be entered. Any new activities or special commendations will need to be defined. Otherwise, data can be entered as needed for the new school year. Seldom should there be a need to modify or delete previous years' student activity records or activity and commendation definitions at this point.

Documentation

Note: Menu items pertaining to Activities are found in the Attendance module in the Activities menu **with one exception:** students' parent permission slips and physical exams must be entered in the Health module under the Data menu using the Edit Health History option. For further details regarding Health History, please refer to the documentation on the Health module of the JMC Office Application.

Activities — Edit Activity Definitions

Activities can be defined on this screen. Fields for defining an activity include: activity ID, activity name, active status, coach/advisor, parent permission cutoff date, and physical exam cutoff date.

The screenshot shows a window titled "Edit Activity Definitions" with a dropdown menu set to "2001-2002". The table below lists various activities with their respective details.

ID	Name	Active	Advisor/Coach	Physical Exam Date	Parent Permission Date
AAA	AAA Award	✓	Dean of Students		
ACT	Association of Christian Teens	✓	Christian Lovejoy		
BEs	Band - Ensemble Member	✓	Tito Fuentes		
BSol	Band - Soloist	✓	Miles Davis		
Bs7	Baseball - 7th Grade	✓	Jim Anderson	03/03/99	08/08/01
Bs8	Baseball - 8th Grade	✓	Glen Albers	03/03/99	08/08/01
BsJV	Baseball - Junior Varsity	✓	Ron Gardenhire	03/03/99	08/08/01
BsV	Baseball - Varsity	✓	Tom Kelly	03/03/99	08/08/01
BBk7	Boys Basketball - 7th Grade	✓	Phil Jackson	11/01/98	08/08/01
BBk8	Boys Basketball - 8th Grade	✓	Flip Saunders	11/01/98	08/08/01
BBkJ	Boys Basketball - Junior High	✓	Clem Haskins	11/01/98	08/08/01
BBkY	Boys Basketball - Varsity	✓	Duke Snyder	11/01/98	08/08/01
BTn7	Boys Tennis - 7th Grade	✓	Pete Sampras		
BTn8	Boys Tennis - 8th Grade	✓	Andre Agassi		
BTnJ	Boys Tennis - Junior Varsity	✓	Bjorn Borg		
BTnV	Boys Tennis - Varsity	✓	Arthur Ashe		
BPA	Business Professionals of America	✓	Bill Gates		08/08/01
ChrJ	Cheerleader - Junior High	✓	Lotta Zest	08/01/97	08/08/01
ChrY	Cheerleader - Varsity	✓	Ima Sportsfan	08/01/97	08/08/01

Buttons at the bottom: Add, Edit, Delete, Print, Save, Done.

Figure 1: Edit Activity Definitions screen.

Activities are displayed in alphabetical order by activity name. The default school year is the current school year.

The activity names and IDs are not specific to any school year; however, the active status, coach/advisor, physical exam and parent permission cutoff dates are year-specific, i.e. they are tied to a specific year for that activity.

Note: Once defined, activity definitions should seldom, if ever, be deleted or modified with respect to the activity name and ID. If an activity is no longer available it should simply be left inactive for future years because some students may already have student activity records that rely on those activity definitions.

The following are options available on the Edit Activity Definitions screen.

Add Button Click on the Add Button to add a new Activities Definition to the screen. A new screen will appear on top of the Edit Activities Definitions screen where an ID and name can be entered for an activity. Activity IDs can be up to 4 characters long and may contain numbers or letters. Activity names may be up to 35 characters long. Upon completion of this screen, the program will make sure that the ID entered is unique. The newly defined activity will then show up in the list of activities. By default, new activities are displayed as being inactive with no coach/advisor or dates.

Edit Button To edit an activity's name or ID, first click on an activity record to select it and then click on the Edit Button.

Warning: It is not advisable to modify the activity IDs and names for an Activity Definition record once student records have been generated using these Activity Definitions.

Delete Button To delete an Activity Definition, first click on the activity record to select it and then click on the Delete Button.

Warning: It is not advisable to delete an Activity Definition record once student records have been generated using these Activity Definitions.

Print Button To print a list of all Activity Definitions for the school year specified in the School Year popup menu, click on the Print Button.

Save Button To save the changes made to the Activity Definitions screen, click on the Save Button.

Done Button To exit the Edit Activity Definitions screen and return to the main screen of the JMC Office Application, click on the Done Button. If changes have been made to the Activity Definitions that have not been saved, a dialog box will appear asking whether the changes should be saved.

Year Popup Menu To change the currently listed school year for which Activity Definitions are being edited, click and drag on the Year Popup Menu to select a school year.

Editable within the list:

Active Status To make an activity active or inactive for the currently listed school year, click in the Active column to the right of the activity name. A check mark will appear or disappear as appropriate.

Advisor / Coach To enter the name(s) of the advisor(s) or coach(es) for an activity, click in the Advisor/Coach column to the right of the activity name and enter a new value for this field. The value can be up to 40 characters long.

Physical Exam Date To enter the cutoff date for requiring a physical exam for an activity, click in the Physical Exam Date column to the right of the activity name and enter a new date.

Parent Permission Date To enter the cutoff date for requiring a parent permission slip for an activity, click in the Parent Permission Date column to the right of the activity name and enter a new date.

Activities — Edit Special Commendations

Special Commendations can be defined on this screen. Fields for defining a Special Commendation include: commendation ID and commendation name.

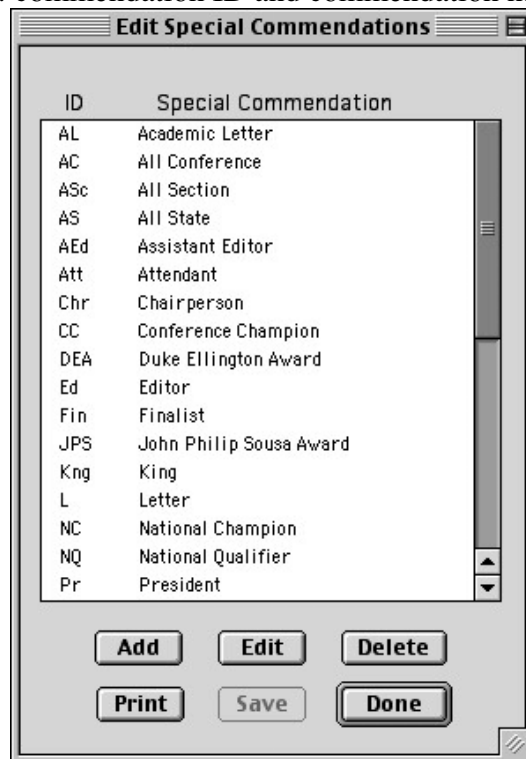


Figure 2: Edit Special Commendations screen.

Special Commendations are displayed in alphabetical order by commendation name.

The following are options available on the Edit Special Commendations screen.

Add Button Click on the Add Button to add a new Special Commendations Definition to the screen. A new screen will appear on top of the Edit Special Commendations screen where an ID and name can be entered for a commendation. Commendation IDs can be up to 3 characters long and may contain numbers or letters. Commendation names may be up to 35 characters long. Upon completion of this screen, the program will make sure that the ID entered is unique. The newly defined commendation will then show up in the list of commendations.

Edit Button To edit a commendation's name or ID, first click on a commendation record to select it and then click on the Edit Button.

Warning: It is not advisable to modify the special commendation IDs and names for a Special Commendation Definition record once student records have been generated using these Special Commendation Definitions.

Delete Button To delete a Special Commendation Definition, first click on the commendation record to select it and then click on the Delete Button.

Warning: It is not advisable to delete a Special Commendation Definition record once student records have been generated using these Special Commendation Definitions.

Print Button To print a list of all Special Commendation Definitions, click on the Print Button.

Save Button To save the changes made to the Special Commendation Definitions screen, click on the Save Button.

Done Button To exit the Edit Special Commendation screen and return to the main screen of the JMC Office Application, click on the Done Button. If changes have been made to the Special Commendation Definitions that have not been saved, a dialog box will appear asking whether the changes should be saved.

Activities — Activities and Commendations

Special Commendations can be tied or linked to an Activity on this screen.

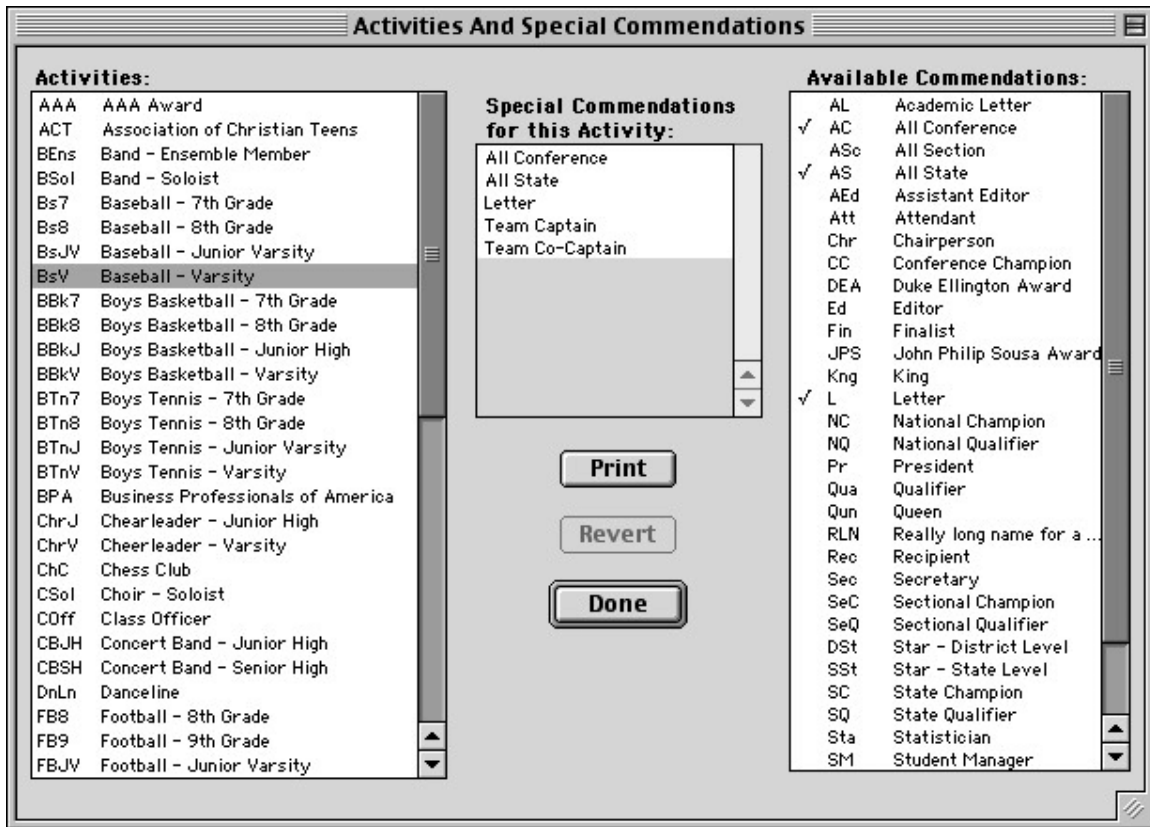


Figure 3: Activities and Special Commendations screen.

Activities and Special Commendations are displayed in alphabetical order by name.

The following are options available on the Activities and Special Commendations screen.

Print Button To print a list of all Activities and their tied (linked) Special Commendations, click on the Print Button.

Revert Button To void all pending changes to this screen and to revert the screen back to its previous saved state, click on the Revert Button.

Done Button To exit the Activities and Special Commendation screen and return to the main screen of the JMC Office Application, click on the Done Button. The current status of this screen will be saved when the Done Button is clicked.

How to edit on this screen:

First, click on an activity from the Activities list to select it. At this point the list in the middle of the screen, called Special Commendations for This Activity, will display a list of all commendations that are currently tied (linked) to this activity.

To add commendations to the selected Activity, click on the commendation to be added in the Available Commendations list on the right side of the screen.

To remove commendations from the selected Activity, click on the commendation to be removed in the Available Commendations List on the right side of the screen OR click on the commendation to be removed in the Special Commendations for This Activity list.

Activities — Edit Student Activities

Student activity records can be edited for the current student on this screen.

Activity	Grade	Year	Comment
Band - Soloist	11	01-02	
Concert Band - Senior High	11	01-02	
Football - Varsity	11	01-02	
Chess Club	10	00-01	
Football - Varsity	10	00-01	
Class Officer	9	99-00	

Figure 4: Edit Student Activities screen.

Student Activities are displayed in numerical order by school year and then alphabetical order by activity name.

The following are options available on the Edit Student Activities screen.

Delete Button To delete a student activity record, first click on the student activity record to select it and then click on the Delete Button.

Print Button To print a list of all student activities for the current student, click on the Print Button.

Save Button To save the changes made to the Edit Student Activities screen, click on the Save Button.

Done Button To exit the Edit Student Activities screen and return to the main screen of the JMC Office Application, click on the Done Button. If changes have been made to the Edit Student Activities screen that have not been saved, a dialog box will appear asking whether the changes should be saved.

Find Box To locate a particular student on this screen, click in the Find Box in the lower right corner of the screen and enter all or part of that student's last name or the student number in the box. In some cases, if many students have the same or similar last names, the scroll bar may need to be used to get the exact student desired for editing of student activity records.

Scroll Bar To scroll through the students' activity records screens, use the scroll bar on the right side of the screen. Clicking on the up or down arrows for the scroll bar will move forward or backward one student at a time. Clicking within the scroll bar or dragging the scroll bar's position indicator will move forward or backward several students at a time.

Grade Popup Menu To view only students from a particular grade level, click on the grade scroll popup menu in the upper right corner of the screen (by default, all students from all grade levels are available for viewing, so the grade scroll popup probably displays the word "All" at this time) and drag to the desired grade level.

How to edit on this screen:

To add a student activity record to the current student's list, click on the activity to be added in the Available Activities list on the lower left corner of the screen.

To remove a student activity record from the current student's list, click on the activity record to select it and then click on the Delete Button.

To add/remove a special commendation to/from a student activity record, first click on the student activity record to select it. At this point the list of available special

commendations for this activity should appear in the Available Commendations list in the upper left corner. Click in the upper left corner on the commendation to be added or removed. A checkmark will appear or disappear to the left of the commendation signifying that it has been added or removed.

If a commendation is not displayed in the Available Commendations list it may be because of one of the following:

- no activity record is selected from the student activity list
- the special commendation is not tied (linked) to the activity

To edit an existing student activity record, click on an activity from the Student Activities list to select it. Then make changes to any of the editable fields.

Editable within the list:

Grade To edit the grade level for the activity record, click in the Grade column to the right of the activity name and enter a new value. The default value for new activity records is the current student's current grade level. The value inputted will be checked to make certain it is a number between 0 and 12, inclusive.

Year To edit the school year for the activity record, click in the Year column to the right of the activity name and enter a new value. The default value for new activity records is the current school year. The value inputted will be checked to make sure that the activity was active for the school year specified.

Comment To enter a comment for the activity record, click in the comment column to the right of the activity name and enter a new comment. The comment can be up to 50 characters long.

Activities — Edit Activity Rosters

Activity rosters can be edited for the current school year on this screen.

Available Commendations	Student	Grade	Comment
<input checked="" type="checkbox"/> All Conference	Aahgdahl, Bubba	11	
<input checked="" type="checkbox"/> All State	Aahgdahl, Goober	11	
<input checked="" type="checkbox"/> Letter	Aahgdahl, Harley	11	
<input type="checkbox"/> Statistician	Aahgdahl, Ringo	11	
<input type="checkbox"/> Student Manager	Aahgdahl, Snoot	11	
<input checked="" type="checkbox"/> Team Co-Captain	Aahgdahl, Wally	11	
	Andersen, Tyler	9	

Figure 5: Edit Activity Rosters screen

Student activity records within the activity roster are displayed in alphabetical order by student name.

The following are options available on the Edit Activity Roster screen.

Select Activity... Button To select an activity, click on the Select Activity... Button at the top center of the screen and a list of activities will appear on top of the Edit Activity Rosters screen. Use the scroll bar or the Find Box to locate the desired activity, then double-click on the activity or click on the activity to select it and then click on the Done Button.

Print Button To print a roster for the current activity, click on the Print Button.

Delete Button To delete an activity record from a roster, first click on the student activity record to select it and then click on the Delete Button.

Save Button To save the changes made to the Edit Activity Rosters screen, click on the Save Button.

Done Button To exit the Edit Activity Rosters screen and return to the main screen of the JMC Office Application, click on the Done Button. If changes have been made to the Edit Activity Rosters screen that have not been saved, a dialog box will appear asking whether the changes should be saved.

How to edit on this screen:

To add a student activity record to the to the current activity roster list, click on the student to be added in the Available Students list on the lower left corner of the screen.

To remove a student activity record from the current activity roster list, click on the activity record to select it and then click on the Delete Button.

To add/remove a special commendation to/from a student activity record, first click on the student activity record in the roster to select it. At this point the list of available special commendations for this activity should appear in the Available Commendations list in the upper left corner. Click in the upper left corner on the commendation to be added or removed. A checkmark will appear or disappear to the left of the commendation signifying that it has been added or removed.

If a commendation is not displayed in the Available Commendations list it may be because of one of the following:

- no activity record is selected from the activity roster list
- the special commendation is not tied (linked) to the activity

To edit an existing student activity record, click on an activity from the Activity Roster list to select it. Then make changes to any of the editable fields.

Editable within the list:

Comment To enter a comment for the activity record, click in the comment column to the right of the activity name and enter a new comment. The comment can be up to 50 characters long.

Activities — Activities Query

Queries for student compliance (physical exams and/or parent permissions slips) or special commendations (e.g. list of all letter winners) can be performed on this screen.

The screenshot shows a window titled "Activities Query". Inside the window, there are five radio button options for query types: "Activity Compliance" (which is selected), "Compliance-Physical", "Compliance-Parent Permission", "Compliance-Physical and Parent Permission", and "Special Commendations". To the right of the "Special Commendations" option is a text input field and a button labeled "Select Special Commendation...". Below these options, there is a "Sort by:" section with two radio button options: "Student" (selected) and "Activity". At the bottom right of the window are two buttons: "Cancel" and "OK".

Figure 6: Activities Query screen.

The Activity Compliance and Special Commendations queries will generate a report that will be sorted **By Student** (all on one report) or **By Activity** (one report for each activity), depending upon the option selected. All other queries will be sorted alphabetically by student.

Note: If the sort option **By Activity** is selected from the Activities Query screen, a report will be generated for each activity for which there are query results. If an activity does not have a result from the query, no page will be printed for that activity.

The **Activity Compliance** query will look at all activity rosters for the current year and will check each participant's physical exam and parent permission records, as entered on [Health-Data-Edit Student Health History](#), against the activity's cutoff dates, as specified on [Attendance-Activities-Edit Activity Definitions](#), and will generate a list or lists of non-compliant students. For further details regarding Health History, please refer to the documentation on the Health module of the JMC Office Application.

Note: All queries will use the most recent date available if a student has more than one physical exam or parent permission date listed on their Health History screen.

The screenshot shows a window titled "Activities Query". It contains a list of radio buttons for selecting a query type. The "Compliance-Physical and Parent Permission" option is selected. To the right of the "Compliance-Physical" option is a text box labeled "Physical cutoff date:". To the right of the "Compliance-Parent Permission" option is a text box labeled "Permissions cutoff date:". Below the "Special Commendations" option is a text box and a button labeled "Select Special Commendation...". At the bottom right of the window are "Cancel" and "OK" buttons.

Figure 7: Activities Query screen - alternate view.

The **Compliance-Physical** query will check all students' physical examination dates, as entered on Health-Data-Edit Student Health History, against the **Physical cutoff date** specified on the Activities Query screen and will generate a list of non-compliant students.

The **Compliance-Parent Permission** query will check all students' parent permission dates, as entered on Health-Data-Edit Student Health History, against the **Permissions cutoff date** specified on the Activities Query screen and will generate a list of non-compliant students.

The **Compliance-Physical and Parent Permission** query will check all students' physical examination and parent permission dates, as entered on Health-Data-Edit Student Health History, against the **Physical cutoff date** and **Permissions cutoff date** specified on the Activities Query screen and will generate a list of non-compliant students.

The **Special Commendations** query will check all student activity records for the current school year for the specified commendation and will generate a list or lists of all student activity records that contain that special commendation.

The following are options available on the Activities Query screen.

Select Special Commendation... Button To select a special commendation for the current query, click on **Select Special Commendation...** and a list of commendations will appear on top of the Activities Query screen. Use the scroll bar or the **Find** box to locate the desired commendation, then double-click on the commendation or click on the commendation to select it and then click **Done**.

Done Button To execute the currently specified Activities Query, click **Done** and the appropriate report will be generated.

Cancel Button To leave the Activities Query screen without executing an Activities Query, click **Cancel**.

If a commendation is not displayed in the Special Commendations list it may be because of one of the following:

- the special commendation is not defined
- the special commendation may be farther down the screen - use the scroll bar to scan the entire list

Activities — Eligibility Lists (Minnesota Only)

This option will generate an eligibility list based on the roster for the specified activity. The report includes the student names, birth dates, enrollment dates (first day enrolled for current school year), number of semesters, progress toward graduation, and various transfer information.

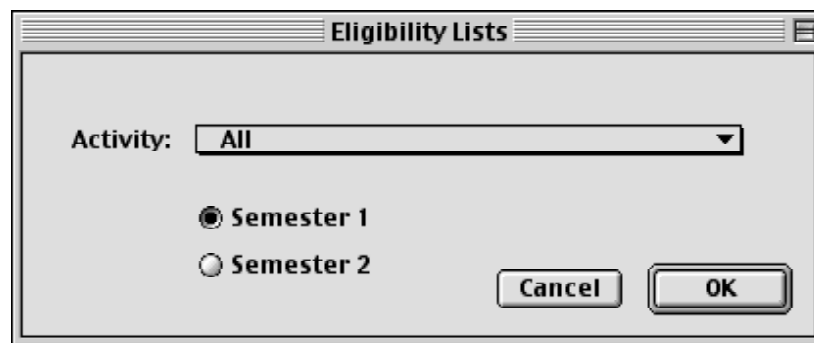


Figure 8: Eligibility Lists criteria screen.

Activity Menu To specify an individual activity, select the activity from the Activity menu. To generate Eligibility Lists for activities, select **All** from the Activity menu.

Note: Activities must be defined and active for the current year, as established on Edit Activity Definitions.

Semester Buttons To specify the appropriate semester for the list, click on the Semester 1 or Semester 2 radio button.

OK Button To generate the currently specified Eligibility List, click **Done** and the appropriate report will be generated.

Cancel Button To leave the Eligibility List and return to the main menu of the JMC Office Application, click **Cancel**.

Other Reports Available for Student Activities

Student activity records may also be displayed on a student's printed transcript. This can be accomplished in the Grades module of the JMC Office Application by selecting the Print Transcripts option from the Transcripts menu. A dialog box will appear which contains a check box for Include Activities as well as a subsequent check box for Include Special Commendations.

For further details regarding transcripts, please refer to the documentation on the Grades module of the JMC Office Application.