

## Getting Ready for the 2010-2011 School Year

### What will be new in 10-11?

Please pass this information on to your administration and office professionals:

- The JMC website has been totally revamped. By August 2010 every JMC user will have resources available for them on their user pages such as the Office Professionals page, the Technology Professionals page, Teachers page, etc...
  - The JMC newsletter is being retooled. The previous method of sending out the newsletter was not working well for many of our clients. A quarterly newsletter will resume for the 2010-2011 school year. We will be taking the email addresses from page 2 of this form and adding them to the email list.
  - New and experienced users of JMC will now be able to learn about the vast majority of the program through instructional videos. Please make sure all JMC users are aware of the instructional videos.
- 
- If you are an elementary school who does not currently use the elementary Standards and Benchmarks-based report cards, we can help you with the process of creating report cards for the 2010-2011 school year. The ideal time to start the process would be before June 15<sup>th</sup>, 2010. To complete report cards for the first term we need the process started by August 27<sup>th</sup>, 2010. Please email [Sara@jmcinc.com](mailto:Sara@jmcinc.com) with any questions or to get started.

### Sending your data to JMC

Your schools 2009-2010 data must be sent to JMC to be “moved up.” Once we receive this data we advance all of your students a grade level, among other things. Please note that once you receive your data back and start working with your 2010-2011 data you must do dual entry in both years’ data for any new students who enroll in your school after you have been moved up. More information on the move up process can be found at <http://jmcinc.com/office> under the “End of the Year” tab.

### Steps to send files to JMC

**Important notes:** After sending your files to JMC you must **send in page 2** of this document or your data will not be moved up. Also, if you have used the File: Send Files to JMC option successfully in the past you can continue to use this process this year and choose the “Move up my building” option. If not, please use the directions below.

Copy your JMC Data and JMC Transcript folders to your desktop. Compress your JMC Data 09-10 Folder. Compress your JMC Transcripts Folder.

- A. Go to [www.jmcinc.com](http://www.jmcinc.com). In the upper right corner click on “Client FTP Login”.



- B. Enter your username and password. Please note: the username will always be a #. If you do not know your username and password, call JMC at 1.800.524.8182 to receive your account information. Please be ready with your JMC #, found in the middle of the bottom part of the Office Application.
- C. Click the “Upload Files” button on the upper left side of the window. Choose “Upload 2 Files “ from the menu.
- D. Click the “Browse” button(s) on the right side of the window and locate your compressed JMC Transcript Folder and JMC Data 09-10 Folder. Click the “Begin Upload” button.
- E. Sign out of your account.
- F. Send in Page 2 of this document.



## 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.

**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 via a web browser in order 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