

Installing Data and Software for 2012-2013

The following is a list of items that should be completed after you have received your JMC Data 12-13 folder from JMC. The items below are not numbered but should be completed in the order listed if possible.

Note: This document assumes you have completed the following items as covered in the “Getting Ready for 2012-2013” document including sending your 11-12 data to JMC.

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.

- Put the JMC Data 12-13 folder onto the file server. Typically this folder is placed next to the previous year’s data folder.
- Download (from our website <http://jmcinc.com/index.php/downloads>) and install the 12-13 JMC office application. Make sure to install the correct office application, i.e. district or non-district.
- Start up the office application for the first time pointing the office application to the JMC Data 12-13 folder and Transcript folder when prompted. The Transcript folder is the same transcript folder you used last year. Do not create a new Transcript folder.
- If you are using the Online Course Registration module for course registration for the 2012-2013 school year, download and install the Online Software 12-13. Please consult the documentation which includes complete directions at <http://www.jmcinc.com/uploads/files/OnlineSoftware-doc.pdf>. Also, use the instructional videos that can be viewed at <http://jmcinc.com/resources/instructional-videos>.
- Download the “Starting the School Year Checklist 2012-2013” document (available in the Spring of 2013) at www.jmcinc.com. Please use this as a guide to make sure you have completed all of the necessary steps to start the school year correctly in the Office Modules. Please note that most of the steps included in this form will not be completed until July and August.

Important Note

- Talk with your Technology Professional about making backups of your schools JMC Data. It is very important that your technology professional creates a backup process to copy and save your schools JMC 12-13 Data folder and JMC Transcript folder on a daily basis. We do not have a saved copy of your data at JMC so you must create and save your own backups. It is also a good idea to test a backup you have made to make sure the backup is being saved correctly.