

# JMC Computer Service, Inc.

*Since 1980*

PROJECT EASIER TRAINING - AMES, IOWA

August 25th, 2008

Thank you all for the opportunity to meet with you regarding JMC and Project EASIER! I sincerely apologize for the two week delay in posting these notes. I have been wiped out with the flu for much of the last two weeks. I have included detailed directions with pictures regarding the current procedures for utilizing JMC for Project EASIER reporting.

If you wish for greater detail or to have other material covered please contact me via any of the avenues listed below:

Sean McElmury  
800/524-8182 work  
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I have decided to post a separate pdf regarding setting up Audit reports using the List function inside of JMC. This pdf will be posted on Monday, September 15th.

Located at [www.jmcinc.com](http://www.jmcinc.com) is a link named Project EASIER codes. This pdf contains the different codes and numbers as provided by the State Department that I reference inside of this pdf.

Thank you once again for your time,  
Sean

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## AUDIT OF STUDENTS BEING REPORTED FOR PROJECT EASIER --

1) Please select Attendance--Student--Exceptions. Click on the item labeled Not included in State reporting. Any students who appear on the print-out are NOT being claimed for Project EASIER reporting. You WILL NOT be getting any funding for these students.

2) If students appearing on the print-out ARE suppose to be included in Project EASIER funding then you need to select Edit--Edit Student Data. Click on the Flags tab.

3) Click on the EASIER/STATE REPORT Check box.

List Exceptions

Print students who are:

Inactive

Not to be ranked with their grade

Not included in State reporting

Flags

EASIER  State Report

## IMPORT ENROLLMENT HISTORY FROM PRIOR YEAR --

This feature will bring forward certain codes from the end of the previous school year. It will not undo any work that has been done this school year.

Examples:

A student ended last year as being Open Enrolled In. This function will bring forward the Entry Code of 2.

A student last year ended as being Tuitioned-Out District Paid. This function will bring forward the Code of 3.

A student was Exited last year with a Code that means they will not be returning this school year. This function will remove the ACTIVE, ATTEND, AND STATE REPORTING check-boxes in this year so you do not accidentally report this student to the State.

1) Select EASIER--EASIER--Import Enrollment History from Prior Year.

EASIER

Edit Student Data

Import Enrollment History from Prior Year

2) Click on the Proceed button.

This process updates/overwrites the 08-09 enrollment history for each student with the most recent information from the end of the 07-08 school year. This is typically used before making edits in 08-09. Proceed?

Cancel

Proceed

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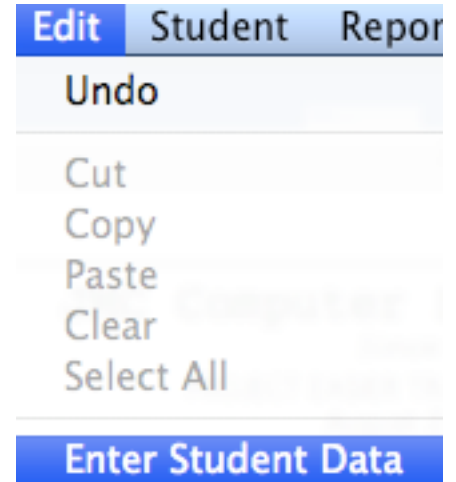
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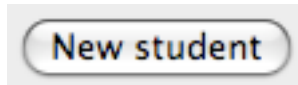
NEW STUDENTS - These directions cover the steps for entering and reporting new students to your School.

## CREATING NEW STUDENTS:

1) On the main screen of the JMC 08-09 program please select EDIT--ENTER STUDENT DATA.



2) Click on the New Student button at the bottom of the screen.

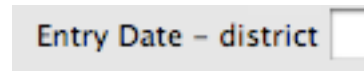
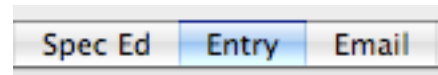


3) At a minimum, enter the following fields:

- Last Name
- First Name
- Middle Name
- State ID# - if the student already has one
- Grade Level
- Building Number - if you use district software
- Sex
- Ethnicity
- Birthdate
- Entry Data into District - \* please see note below
- Migrant
- Immigrant

\* - If you enter the new kindergarten and/or PreSchool Students you may skip this field and use Edit--Mass Change Fields.

The Fields below are found under the Entry Tab.



Last	<input type="text"/>	Ethnicity	<input type="text" value="5"/>
First	<input type="text"/>	Birth Date	<input type="text"/>
Middle	<input type="text"/>		
State ID	<input type="text"/>		
Grade	<input type="text" value="K"/>		
Bldg #	<input type="text" value="409"/>	Sex	<input type="text"/>

Migrant	<input type="text" value="0 No"/>	<input type="checkbox"/>	
Migr Date	<input type="text"/>	Immigr Date	<input type="text"/>
Duration	<input type="text"/>	Immigr From	<input type="text"/>
First Enrollment Date in US School			

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STUDENTS BEGINNING THE FIRST DAY OF SCHOOL ---

- 1) Create the new student by following the directions found on page 3 entitled CREATING NEW STUDENTS.
- 2) On the Main Screen of JMC select Attendance--Student--Add Student.

a) Enter the student name or number of the student beginning on the 1st day of school. The student will be highlighted.

b) Enter Day #1 and the first day of the school year will appear.

c) IGNORE the pop-up labeled Code:.

d) Select the appropriate code from the pop-up labeled Entry Code:.

e) Enter the Resident District Number of the new student.  
\*PLEASE SEE NOTE BELOW

f) Enter the Resident County of the new student.  
\*PLEASE SEE NOTE BELOW

g) Enter the FTE of the new student.

h) Click on the ADD button in the lower right hand corner.

Add a Student

Student : mcelmury

McBride, Jacob  
McElmury, Chloe Bianca  
McFarland, Bryce  
McFarland, Elyssa  
McFarland, Emma

Day #: 1 Tue 08/19/08

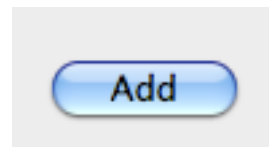
Code: 14

Entry Code: 1 Enrolled

Resident District: 6246

Resident County: 74

FTE: 1.00



\* Located at [www.jmcinc.com](http://www.jmcinc.com) is a link named Project EASIER Codes. This pdf contains all of the relevant codes.

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STUDENTS BEGINNING AFTER THE FIRST DAY OF SCHOOL ---

1) Create the new student by following the directions found on page 3 entitled CREATING NEW STUDENTS.

2) On the Main Screen of JMC select Attendance--Student--Add Student.

a) Enter the student name or number of the student beginning AFTER the 1st day of school. The student will be highlighted.

b) Enter the Day Number of the first day of the school for this new student. The Day Number is found on the main screen of the JMC program.

c) IGNORE the pop-up labeled Code:.

d) Select the appropriate code from the pop-up labeled Entry Code:.

e) Enter the Resident District Number of the new student.  
\*PLEASE SEE NOTE BELOW

f) Enter the Resident County of the new student.  
\*PLEASE SEE NOTE BELOW

g) Enter the FTE of the new student.

h) Click on the ADD button in the lower right hand corner.

Student : mcelmruy

McBride, Jacob  
McElmury, Chloe Bianca  
McFarland, Bryce  
McFarland, Elyssa  
McFarland, Emma

Day #: 9 Fri 08/29/08

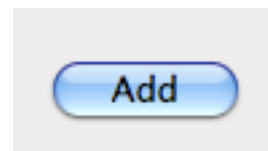
Code: 14

Entry Code: 1 Enrolled

Resident District: 441

Resident County: 78

FTE: 1.00



\* Located at [www.jmcinc.com](http://www.jmcinc.com) is a link named Project EASIER Codes. This pdf contains all of the relevant codes.

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## STUDENTS LEAVING BEFORE THE 1ST DAY OF SCHOOL -

1) On the main screen of JMC please select Attendance--Student--Drop Student.

a) Enter the student name or number of the student who left before the 1st day of school. The student will be highlighted.

b) Enter Day # 0 and Prior to School Year will appear.

c) Select the appropriate code from the pop-up labeled Code:.

d) Select the appropriate Destination Code from the pop-up labeled Destination Code:.  
\*PLEASE SEE NOTE BELOW

e) A Destination Location is required for Destination Codes 1,2,3,5,6, and 8.  
\*PLEASE SEE NOTE BELOW

f) You may need to check the Received Educational Services box if Illness or Expulsion was involved.

g) Click on the Drop button.

You may wish to uncheck the Attend box under Edit--Edit Student Data.

**Drop a Student**

Student :

**McBride, Jacob**  
**McElmury, Chloe Bianca**  
**McFarland, Bryce**  
**McFarland, Elyssa**  
**McFarland, Emma**

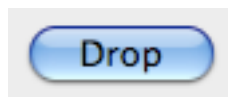
Day #:  Prior to School Year

Code:

Destination Code:

Destination Location:

Received Educational Services



Attend

\* Located at [www.jmcinc.com](http://www.jmcinc.com) is a link named Project EASIER Codes. This pdf contains all of the relevant codes.

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## STUDENTS LEAVING AFTER THE 1ST DAY OF SCHOOL -

1) On the main screen of JMC please select Attendance--Student--Drop Student.

a) Enter the student name or number of the student who left after the 1st day of school. The student will be highlighted.

b) Enter the Day Number of the last day the student attended your school.

c) Select the appropriate code from the pop-up labeled Code:.

d) Select the appropriate Destination Code from the pop-up labeled Destination Code:.  
\*PLEASE SEE NOTE BELOW

e) A Destination Location is required for Destination Codes 1,2,3,5,6, and 8.  
\*PLEASE SEE NOTE BELOW

f) You may need to check the Received Educational Services box if Illness or Expulsion was involved.

g) Click on the Drop button.

The screenshot shows the 'Drop a Student' form with the following fields and values:

- Student :** mcelmury
- Day #:** 12 Thu 09/04/08
- Code:** 1 Transferred
- Destination Code:** 1 Iowa public district
- Destination Location:** 00180000
- Received Educational Services

A dropdown menu is open below the Student field, showing a list of names: McBride, Jacob; McElmury, Chloe Bianca (highlighted); McFarland, Bryce; McFarland, Elyssa; and McFarland, Emma.

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## EARLY GRADUATES -

1) On the main screen of JMC please select Attendance--Student--Drop Student.

a) Enter the student name or number of the student who graduated early. The student will be highlighted.

b) Enter the Day Number of the day the student graduated.

c) Select Code number 8 from the pop-up labeled Code.

d) Leave the Destination Code as 0.

e) Leave the Destination Location blank.

f) Click on the Drop button.

The screenshot shows the 'Drop a Student' form. At the top right, the title 'Drop a Student' is displayed. Below it, the 'Student' field contains 'MCELMURY'. A dropdown menu is open, listing several names: 'McBride, Jacob', 'McElmury, Chloe Bianca' (highlighted in blue), 'McFarland, Bryce', 'McFarland, Elyssa', and 'McFarland, Emma'. Below the student field, the 'Day #' field contains '90' and the date 'Fri 12/19/08'. The 'Code' field contains '8 Graduated from High School'. The 'Destination Code' field contains '0 Not applicable'. The 'Destination Location' field is empty. At the bottom, there is a checkbox labeled 'Received Educational Services' which is unchecked.

2) You will need to enter the Graduation Date under Edit--Edit Student Data.

Grad Date

3) You will need to enter the Diploma Type and Graduate Intentions under EASIER--EASIER--Edit Student Data.

## STUDENTS WHO GRADUATE AT THE END OF THE YEAR --

You do not need to drop Seniors who graduate at the end of the year. You may assign the Graduation Date by using Edit--Mass Change Fields.

The screenshot shows the 'Status' and 'Graduate Intentions' sections. The 'Status' section has three radio buttons: 'Enrolled', 'Dropout', and 'High School Completer:' (which is selected). Below the 'High School Completer:' radio button is a dropdown menu with 'Regular Diploma' selected. The 'Graduate Intentions' section has two radio buttons: 'In State' (which is selected) and 'Out of S'.

The screenshot shows the 'Graduate Intentions' section with two radio buttons: 'In State' (selected) and 'Out of S'.

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STUDENT WHO LEAVES DURING THE YEAR AND THEN COMES BACK---

1) On the main screen of JMC please select Attendance--Student--Re-enter Student.

a) Enter the student name or number of the student who is returning to your school. The student will be highlighted.

b) Enter the Day Number of the day the student returned to your school.

c) Select the appropriate code from the pop-up labeled Entry Code:.

e) Enter the Resident District Number of the returning student.

\*PLEASE SEE NOTE BELOW

f) Enter the Resident County of the returning student.

\*PLEASE SEE NOTE BELOW

g) Enter the FTE of the new student.

h) Click on the Re-enter button.

The screenshot shows a web-based form titled "Re-enter" with the following fields and options:

- Student :** A text input field containing "mcelmu". Below it is a dropdown menu with a list of names: "McElmury, Chloe", "McElmury, Michael", "McElmury, Natasha Rose", "McElmury, Sean", and "McElmury, Sean Michael".
- Day #:** A text input field containing "12" followed by the text "Wednesday 09/10/08".
- Entry Code:** A dropdown menu with "1 Enrolled" selected.
- Resident District:** A text input field containing "18".
- Resident County:** A text input field containing "39".
- FTE:** A text input field containing "1.00".

At the bottom of the form is a blue button labeled "Re-enter".

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CHANGE TO A STUDENT'S ENTRY CODE, RESIDENT DISTRICT, RESIDENT COUNTY, OR FTE.

1) On the main screen of JMC please select Attendance--Student--Drop Student.

a) Enter the student name or number of the student who had a change to Entry Code, Resident District, Resident County, or FTE.

b) Enter the Day Number of the last day the student had the old value.

d) Select Code 14, End or Change Enrollment.

e) The Destination Code is left as 0 Not applicable.

f) Do not enter a Destination Location.

h) Click on the Drop button.

Drop a Student

Student : mcelmury

McElmury, Chloe  
McElmury, Michael  
McElmury, Natasha Rose  
McElmury, Sean  
McElmury, Sean Michael

Day #: 9 Fri 09/05/08

Code: 14 End or Change Enrollment

Destination Code: 0 Not applicable

Destination Location:

2) Select Attendance--Student--Re-enter Student. Enter the name of the student who had a change to Entry Code, Resident District, Resident County, or FTE.

2a) Enter the day number of the next day after the day you dropped the student on.

2b) Select the correct Entry Code.

2c) Enter the correct Resident District.  
\*PLEASE SEE NOTE BELOW

2d) Enter the correct Resident County.  
\*PLEASE SEE NOTE BELOW

2e) Enter the correct FTE.

3) Click on the Re-enter button.

Day #: 10 Mon 0

Code: 14

Entry Code: 1 Enrolled

Resident District: 441

Resident County: 78

FTE: 1.00

\* Located at [www.jmcinc.com](http://www.jmcinc.com) is a link named Project EASIER Codes. This pdf contains all of the relevant codes.

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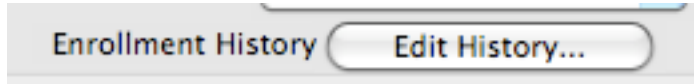
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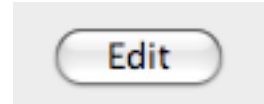
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A MISTAKE WAS MADE ON THE ENTRY CODE, RESIDENT DISTRICT, RESIDENT COUNTY, OR FTE.

- 1) Please select Edit--Edit Student Data.
- 2) Click on the Edit History button next to Enrollment History under the Flags tab.



- 3) Click on the line you wish to correct and then click on Edit.



Edit Enrollment History										
#	Entry Date	Entry Code	Exit Date	Exit Code	Dest Code	Dest Loc	Res Dist	Res County	FTE	Rec Ed Services
1	09/01/08	1 Enrolled			0 Not applicable		1234	5	1.00	N

- 4) Change the data element that was incorrect and then click on the OK button.

### Edit Enrollment History Record

Entry Code:

Entry Date:

Exit Code:

Exit Date:

Destination Code:

Destination Location:

Resident District:

Resident County:

FTE:

Receiving Educational Services

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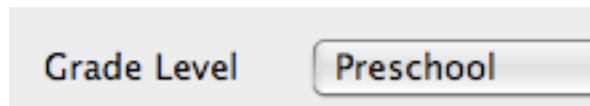
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## PRESCHOOL AND KINDERGARTEN GROUPS--

1) Please select Edit--Edit School Data.

You now have the ability to define any of the Kindergarten Groups as being Preschool. Simply click next to the Kindergarten Group and select Preschool from the pop-up menu.

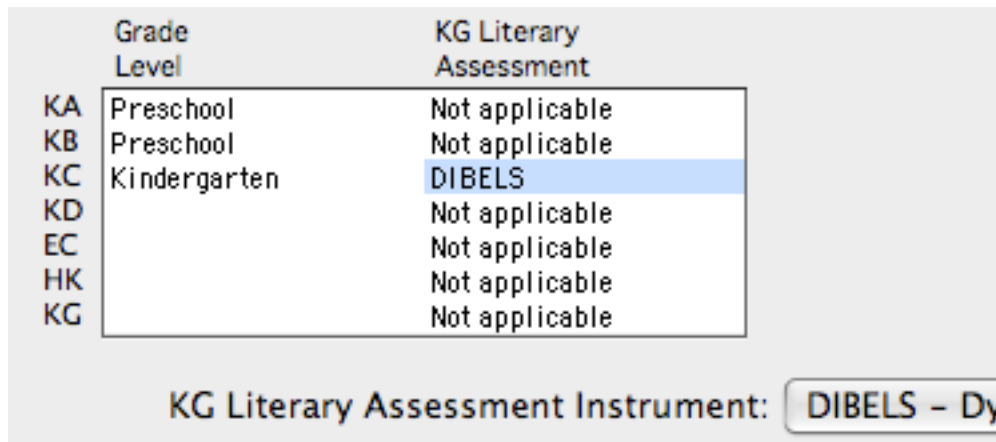


Grade Level

	Grade Level	KG Literary Assessment
KA	Preschool	Not applicable
KB	Preschool	Not applicable
KC	Kindergarten	Not applicable
KD		Not applicable
EC		Not applicable
HK		Not applicable
KG		Not applicable

## KG LITERARY ASSESSMENT--

You now have the ability to set the KG Literary Assessment for each of your Kindergarten Groups. Simply click in the column labeled KG Literary Assessment in the column to the right of the Kindergarten Group. Then click on the pop-up labeled KG Literary Assessment Instrument.



	Grade Level	KG Literary Assessment
KA	Preschool	Not applicable
KB	Preschool	Not applicable
KC	Kindergarten	DIBELS
KD		Not applicable
EC		Not applicable
HK		Not applicable
KG		Not applicable

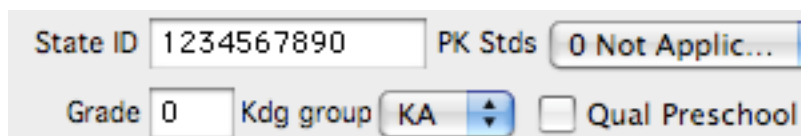
KG Literary Assessment Instrument:

## CALENDARS FOR KINDERGARTEN AND PRESCHOOL--

1) Select Attendance--Day--Special Days. Click on the appropriate button for the Kindergarten Group you wish to edit.

## PRESCHOOL ONLY INFORMATION --

1) You now can enter Quality Preschool and PK Standards under Edit--Edit Student Data.



State ID  PK Stds

Grade  Kdg group   Qual Preschool

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## ENTERING KINDERGARTEN LITERARY SCORES (KLA)--

- 1) Please select Grades--Transcripts--Test Score Selections.
- 2) Click on the KLA test name that you use in the listing of tests.

Test Category
ACT
ACT Scaled
ACT Normed
AP
ASYAB
BRI
DAT
<b>DIBELS</b>

- 3) You need to have a check mark next to the test areas you use in the column labeled On Screen.  
YOU CAN USE THE ALL BUTTON AT THE BOTTOM OF THE SCREEN.

## Edit Test Scores

### Test Scores Selections

Import Test Scores

Test Scores Query

Export NWEA CRF Data

	On Screen	On Transcript	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DIE
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DIE
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DIE
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DIE
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DIE
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DIE

- 4) Select Grades--Transcripts--Edit Test Scores.  
Click on the Add button at the bottom of the screen.

- 5) Select the appropriate test area and enter the information.

**Add a Test Score Record f**

Test Category	<input type="text" value="DIBELS"/>
Test	<input type="text" value="DIBELS - ISF - Initial Sounds Flue"/>
Date	<input type="text" value="09/10/08"/>
Grade Level	<input type="text" value="0"/>
Score	<input type="text"/>
Comment	<input type="text"/>

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ENTERING SUSPENSIONS AND EXPULSIONS. (REMOVALS)--

1) If your school uses the JMC Discipline Module please select Discipline--Data--Edit Student Records.

#	Date	Type	Reason	Days	Weapon	Injury	Unsafe
1	08/25/08	Expulsion	Other	1.0	N	N	N

2) Click on the New button located in the lower right hand corner of the screen. Enter the information on the window that appears. When finished click on the OK button.

**Edit A Removal**

Date: 09/5/08      Length: 1.0 days

Type: Expulsion

Reason: Other

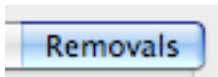
Weapon Type: Not applicable

Serious Bodily Injury Indicator

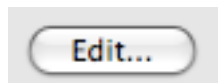
Unsafe School Choice Offense

IF YOUR SCHOOL DOES NOT USE THE JMC DISCIPLINE module please select Edit--Edit Student Data.

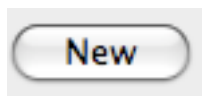
1) Click on the Removals tab.



2) Click on the Edit button.



3) Click on the New button and enter the information.



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## ENTERING SCED CODES--

You now are required to enter a SCED code for classes in addition to the NCES code we used in the past.

You may have a spreadsheet from the State Department that looks like the following:

systemkey	bldg	course name	course number	NCES Code			SCED Code					origin	accred
				Subject	Level	Unit	Subject	Level	Unit	Seq	Code		
17910000	0172	Career English	110	1071	3	100	12009	B	100	00	12009B10000	1	1
17910000	0172	Indiv Reading	114	1032	4	050	01066	G	050	00	01066G05000	1	1
17910000	0172	Journalism	120	1902	4	100	11101	G	100	00	11101G10000	1	1

## IMPORTING INTO JMC--

- 1) Save the spreadsheet as a tab-delimited text file on your desktop.
- 2) In JMC please select EASIER--EASIER--Import SCED Codes.
- 3) Navigate to your desktop and select and open the file you saved in step #1.

## MANUALLY ENTERING A SCED CODE--

If you have already imported the SCED codes and need to change or add a course please select Schedules--Course--Edit Data.

- 1) In the upper right hand corner you will see a field labeled SCED Code:. This is where you enter the SCED Code.

Course Name:	<input type="text" value="ADVANCED BIOLOG"/>	SCED Code:	<input type="text"/>
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PROJECT EASIER TRAINING - AMES, IOWA

August 25th, 2008

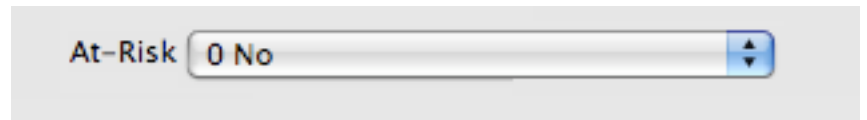
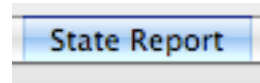
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## NEW/CHANGED DATA ELEMENTS--

The following are fields which are new or changed for the 2008-2009 school year.

**AT-RISK** -- An at-risk student means any identified student who needs additional support and who is not meeting or not expected to meet established goals of the educational program (academic, personal/social, career/vocational).

1) To mark a student as At-Risk please select Edit--Edit Student Data. At the bottom of the screen click on the State Report tab.

A dropdown menu with the label "At-Risk" and a selected value of "0 No". The dropdown arrow is on the right side.

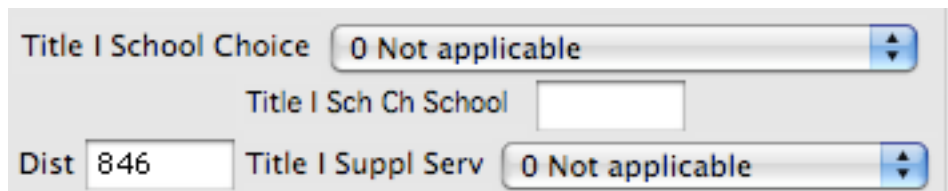
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**TITLE I SCHOOL CHOICE** -- Students who are attending Title I schools that are in their first or more years of school improvement (i.e. have not made adequate yearly progress (AYP) for two or more years), in corrective action, or in restructuring status are eligible to receive these services.

**TITLE I SUPPLEMENTAL SERVICES** -- Students from low-income families who are attending Title I schools that are in their second year of school improvement (i.e., have not made adequate yearly progress (AYP) for three or more years), in corrective action, or in restructuring status are eligible to receive these services.

**SCHOOL OFFERING TITLE I SCHOOL CHOICE** -- The school number of the school required to offer Title I School Choice.

The three fields above are all found under Edit--Edit Student Data. Click on the Flags tab.

A screenshot of a form with four fields: "Title I School Choice" with a dropdown menu showing "0 Not applicable"; "Title I Sch Ch School" with an empty text box; "Dist" with a text box containing "846"; and "Title I Suppl Serv" with a dropdown menu showing "0 Not applicable".