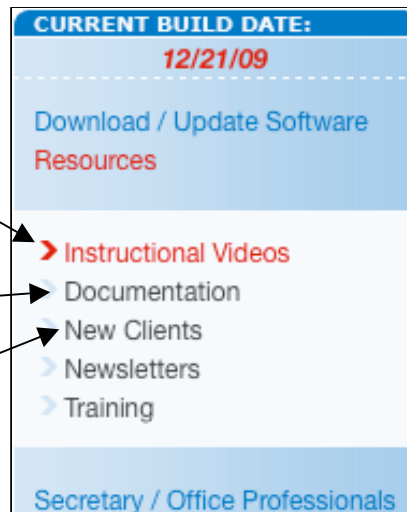


## Starting the 11-12 School Year Checklist – New Client

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.

### General

- Every JMC user should familiarize themselves with the resources available at our website: [www.JMCINC.com](http://www.JMCINC.com).
- View JMC instructional videos, under the Resources tab, at the JMC website and present them to the appropriate staff.
- Review the documentation available and download the necessary forms. Please note: these forms do not need to be printed; they can be viewed as PDFs on your desktop.
- All users (except teachers) should visit the “New Clients” section of the JMC website. This gives new users a general overview of the program and explains the different resources that are available to them.



### JMC Modules

#### Attendance

- Any students who have enrolled into your school or transferred out since your 10-11 data has been transferred to JMC must have their demographic data entered or adjusted. Please go to the Secretary/Office Professionals page on our website and click the Student Enrollment tab to view the instructions. This will show you how to complete these important steps.
- School days in session must be entered in Attendance: Day: Day Names. We recommend that you enter dates up to December 1<sup>st</sup> and then enter day names 3-4 weeks in advance, instead of for the entire school year, because you cannot insert (make-up) days into the calendar.
- Office personnel should be given JMC usernames and passwords with the appropriate user privileges in File: User Privileges.
- New teachers should be entered (and given usernames and passwords for the Gradebook if applicable) in Attendance: Staff: Teachers and Rooms.
- Assign advisors en masse for students in Attendance: Staff: Assign Advisees or assign them individually on the Edit Student Data screen. Advisors are typically a student's main teacher in the elementary school and their homeroom teacher in the middle school and high school.
- Print student information for advisors in Attendance: Staff: Advisor Lists.
- (Optional) Assign locker numbers and combinations in Data: Edit Student Data.

- Create new Custom Field 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.
- 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. (For more information, view 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 (JMC 11-12 for Macintosh users): Preferences: Photographs. This is typically done after school starts.
- Change the graduation date for an entire graduating grade level in Edit: Mass Change Fields. Review all of the fields that can be changed en masse.
- If you are looking for instructions on how to enter student activities, please watch the “Activities” instructional video. Student rosters are typically maintained in JMC so student activities will print on student transcripts.
- The system administrator should go to File: Administrator Options. (You may need the JMC Administrator Password to view this screen.) This screen allows you to:
  - a. Turn on password security. This should be done before school starts.
  - b. Set the number of periods in a day and days in a cycle.
  - c. Set up emailing through JMC.
- Think about how you would like students numbered (Student ID) in the JMC program. Many schools use the JMC student number as their lunch identification. Students are assigned student numbers when they are put into JMC after we import your data by looking at the lowest student number in a grade level in the district and then giving the new student the next student number. For example, if a 9th grader has student number 1427, and a new 9th grader comes in he will be given number 1428 if that is open, or it will go down the list to the next open number. If you would like to change student #'s go to Edit: Renumber Students. The most common practice is to put a student's graduation year followed by 2-3 numbers (ie. 1201, 1202, etc..). It is important to figure out your numbering system early as once the school year starts it can create a lot more work for the office to tell every student their new student number.
- Many states have an Edit: Edit School Data menu item. If your state does, review the information needed there.
- Check to make sure all flags (Active, Attend, State Reporting, Rank, Honor Roll) are correctly checked for students by going to Student: Exceptions.

### **Online Modules**

- View the instructional video “Online Parent Access/Online Modules” to see how all of the Online Modules function and interact with each other.

- Review Online Access settings in File: Online Settings. This screen allows you to determine how different Online Modules are used.
- Post the website address for Online Parent Access, Online Student Access, and Online Classroom Attendance on your school's website.

### **Online Student Access**

- Assign usernames and passwords for all new students in Edit: Edit Student Data: General (Tab).

### **Schedules**

- If your schedule for the current year is not complete or you need more instruction on the Scheduling process, please go to <http://jmcinc.com/office> and choose the Scheduling tab. There you will find videos and instructions.
- All student schedules should be completed before the on-site training in August/September.
- 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.

### **Grades**

- Review/Edit the course grades and weights in Grades: Utilities: Edit Grade Values. Make sure the regular grading scale is correct and add in any course grades that may not be on the list.
- Review/Edit the list of comments available from which teachers choose to be printed on report cards in Grades: Utilities: Edit Comments. You have 99 comment spaces to use. Each teacher can choose one comment per course per grading term.
- 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.

### **Period Attendance**

- Anyone who will be recording daily attendance in the office should view the "Period Attendance" instructional video.
- 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.

### **Standards and Benchmarks**

- The Standards and Benchmarks module is typically used for elementary (K-5) report cards. Please contact Sara Freid (email: sara@jmcinc.com) at JMC to get the process started if you are interested in utilizing elementary report cards through JMC.

### **Health**

- We recommend that all Health Professionals view the “Introduction to Health” instructional video.
- Review and add/remove Health History Categories in Health: Data: Health History Categories. The Health History Categories settings are saved on each local computer.

### **Lunch Module**

- Please view the “Setting Up Lunch” instructional video. Follow the instructions given in the video.
- 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.
- Adjust lunch contacts for any students who have lunch contacts that are different than their primary contact.
- (Optional) Enter the state and federal reimbursements in Lunch: Data: Edit Meal Prices.
- For all parents/guardians who applied for free or reduced status, determine free and reduced status in Lunch: Data: Determine Free or Reduced Status.
- New Teachers/Office/Administrator/Staff should have a lunch account created for them. This is done by creating each of them as a new student and making their grade level “A.” This means they are recorded as an adult. You will need to choose a price group from the pop-up menu. (It usually doesn’t matter which price group you choose because adults typically pay the same price no matter what price group they are in). Uncheck their Attend, State Reporting, Rank, and Honor Roll flags/boxes in the General tab. You can leave the Active flag/box checked or uncheck it. Since adults are in their own grade level many schools will leave it checked so they can print labels, send emails, run reports etc. for the adults entered in JMC. Also, you can only see/edit adults by choosing the “Adult” grade level in the pop-up menu on the top right corner of the screen.

### **POS**

- Please show the “Point of Sale (POS)” instructional video to all new users of the POS.
- Enter usernames and passwords for all new professionals working with the POS in Attendance: File: User Privileges.

- Review POS preferences in File: Preferences.

### **GradeBook**

- Teachers do not need to do anything with the GradeBook before training in August/September.

### **State Reporting**

#### **Minnesota/MARSS**

- We encourage all MARSS reporters to check out the State Reporting page on our website at <http://www.jmcinc.com/state-reporting>. Click on the Minnesota tab to see the resources available to you.

#### **Iowa/EASIER**

- We encourage all EASIER reporters to check out the State Reporting page on our website at <http://www.jmcinc.com/state-reporting>. Click on the Iowa tab to see the resources available to you.

#### **Wisconsin WSL/ISES**

- We encourage all WSL/ISES reporters to check out the State Reporting page on our website at <http://www.jmcinc.com/state-reporting>. Click on the Wisconsin tab to see the resources available to you.

#### **Nebraska NSSRS**

- We encourage all NSSRS reporters to check out the State Reporting page on our website at <http://www.jmcinc.com/state-reporting>. Click on the Nebraska tab to see the resources available to you.