

JMC_{INC.}

"Bringing computing ease to your student record needs"

DOCUMENTATION ~ONLINE STUDENT ACCESS~

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Accessing Student Data via the Internet

By using a web browser, students can log into the JMC Student Access module to view their data for attendance, report cards, lunch accounts, and (MN only) high standards.

Only students who have been assigned a username and password in the JMC database are eligible to access their data via the Internet.

Once the student has been set up in the JMC Office Application for student access, they can then log into the JMC Student Access module using a web link provided by the school. Please contact your school for details regarding this web link.

Note: Any browser such as Internet Explorer, Firefox, Safari, or Netscape can be used for parent access. Version 3.0 of Internet Explorer or Netscape should be acceptable; however, version 4.0 or higher is recommended. Other browsers such as AOL or CompuServe may work, as well, depending on the version being used.

1. Connect to the Student Access screen using the web link provided by your school. The screen should appear similar to Figure 1 below; however, the web address will be the web link as provided by your school.

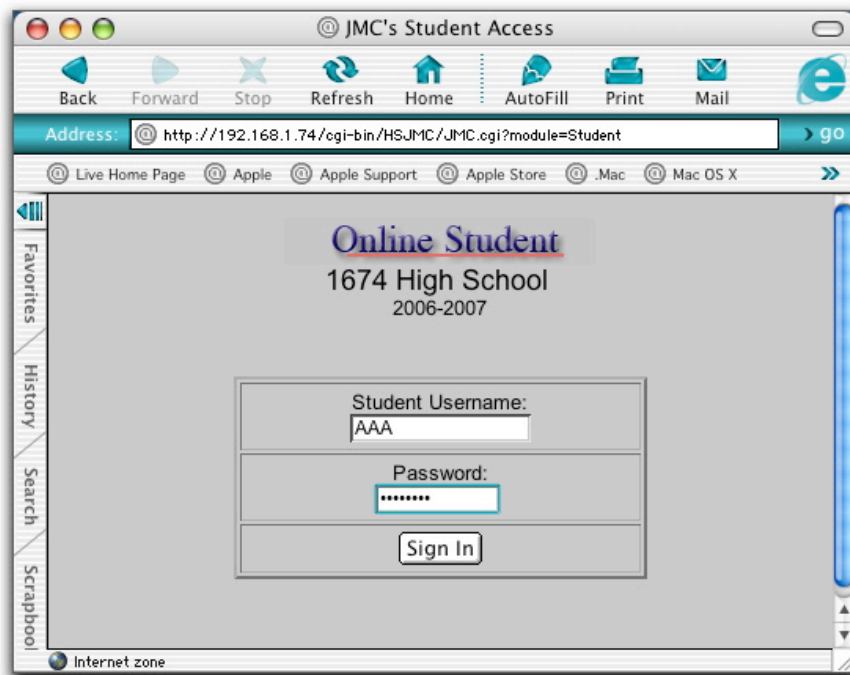


Figure 1: Student Access login screen.

2. Enter the username and password that was assigned to you by the school office. Contact your school office to acquire or change your password..
3. Click on the **Sign In** button. The screen should appear similar to Figure 2 below.

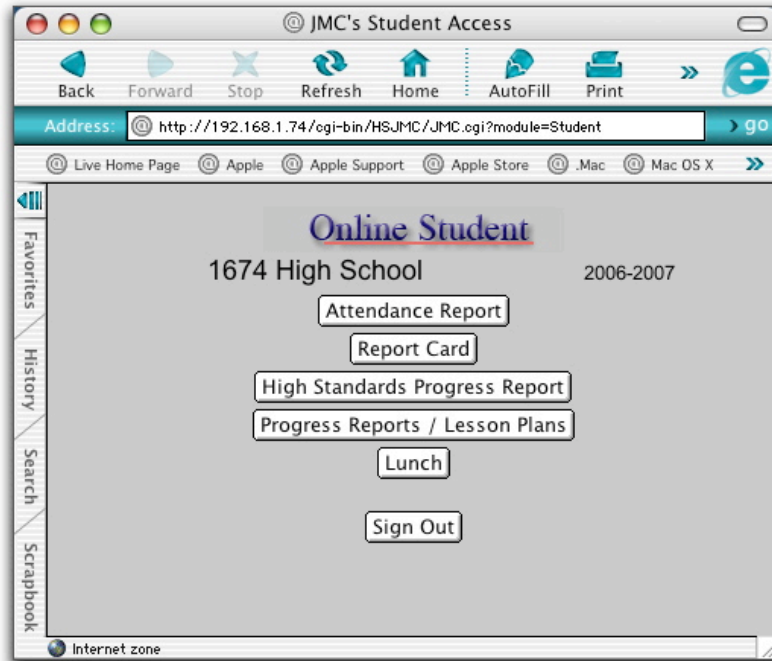


Figure 2: Student Access main screen after successful login.

Note: The High Standards Progress Report is for Minnesota schools only.

Attendance Report *(Only for schools using JMC's Period Attendance)*, To view an attendance report, click **Attendance Report**. Attendance information will be displayed that will include attendance information spanning from the first day of school to the current date (current date is set on the parent access server). The attendance information will be broken down by period and type (absent/tardy, excused/unexcused) and will include any reasons entered by the school office staff.

Report Cards *(Only for schools using JMC's Schedules & Grades)* To view a basic report card, click **Report Cards**. The report card will include the total graduation credits earned, the course names for which the student is registered, the names of the teachers for the courses, the current year's grades for each term (quarter, semester, trimester, etc.) as well any reported semester exam grades.

High Standards Progress Report *(Minnesota only)* To view a high standards progress report, click **High Standards Progress Report**. The progress report will include the best result for all attempted standards, the standard status, whether the technology requirement for the standard was met, the date the standard was completed, the course and teacher for that standard result, and an optional comment provided by the teacher. Standards that have not been completed will be displayed at the end of their report along with a list of courses which will provide opportunities to meet the standard.

Progress Reports / Lesson Plans *(Only for schools using JMC's Schedules*

& Grades) To view progress reports and lesson plans, click **Progress Reports / Lesson Plans**. The progress report will have the same information as those that have typically been printed and mailed to parents in the past, such as the current grade and percentage, a scores summary, or comments. Teachers may post **Progress Reports** and **Lesson Plans** from their **Web** or **IP GradeBooks**.

Lunch (*Only for schools using JMC's Lunch*) To view lunch account balances and transactions for your student and family accounts, click **Lunch**. The first screen will display the student and family account balances. Click on the button to the right of any of the account balances and a list of all transactions for that account will be displayed.