



*"Bringing computing ease to your student record
needs"*

DOCUMENTATION

~Nebraska NSSRS~

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Common Tasks

Finding a student:

Find a student to be edited in one of these ways:

1. Enter the student's number in the **Find** box. The student's data will display for editing.
1. Start entering the student's last name in the **Find** box.
 - Student data will display as letters are entered.
 - As soon as the student's data is displayed, you may stop entering letters.
 - If the student displayed is close to the desired student, the scroll bar may be used to move to the desired student.
1. Use the scroll bar to display the student's data. Data will scroll in alphabetical order by student last name.

Using the scroll bar:

- Click on the **up** arrow to move one student backward in the alphabet.
- Click on the **down** arrow to move one student forward in the alphabet.
- Click in the **grey area** above the box to move 10 students backward.
- Click **below** the box to move 10 students forward in the alphabet.
- Drag the box in the scroll bar to move to another position in the alphabet.

Selecting a group of students:

Select a group of students using one of the following methods:

1. Sequential
 - Click the Sequential button.
 - Enter the desired range of student numbers in the From and To fields.

The report will print in alphabetical order for the requested range of student numbers.

1. Random
 - Click the Random button.
 - Select a student.
 - Click Add when the correct student is highlighted.

Selected students will appear in Students to Print field.

1. By Grade
 - Click the By Grade button.
 - Enter the range of grades to be printed in the From and To fields.

1. By Advisor
 - Click the By Advisor button.
 - Enter the range of advisor numbers to be printed in the From and To fields.

A list of advisors with their numbers can be found under Attendance-Staff-Teachers/Rooms.

1. By Teacher
 - Click the By Teacher button.
 - Specify the teacher in the popup menu.
1. By Course
 - Select the course.
 - Select the term.

Resuming printing that had been interrupted:

Do not make an entry in the **Pick up #** field unless printing was interrupted. If interrupted, printing may be resumed from where the interruption took place.

To resume printing, select the same printing options as before the interruption. Enter the number of the student for whom the report was being printed when the interruption took place. Printing will resume starting with that student.

Editing Student Data for NSSRS

Inspecting & Editing Student Data

1. You may inspect & edit student demographic data for individual students by selecting Edit-Edit Student Data (see Figure 1).

Abernathy, Aaron A III Student#220 Grade:12

Last: Abernathy First: Aaron Middle: A Suffix: III Sex: M Advisor: LAUGHLIN Grade: 12 Bldg #: 20 JMC Bldg: Sunnyville High School - 020

Contact: Primary - Parents Type: Primary Descr: Parents In Mailings In Reports Copy from another Student Change an Existing Contact Clear this Contact Edit this Contact

Comments

General Spec Ed Entry Title I/III ELL/LEP State Reporting Removals Race-Ethnicity Custom Fields

☒ Active Birth Date: 01/01/92 Student #: 220
☒ Attend Grad Date: 05/25/10 Soc Sec #:
☒ NE NSSRS Grad Year: 2010 ID #:
☒ Rank Resident District: 446000 State ID: 1234567890 Ref #:
☒ Honor Roll Attend District: 446000 Locker: 123
☐ High Ability Partic Acc/Bldg: Combination: 11223
☐ High Ability Learner Username: a_bernathy Bus #: 0
☐ Honors or Advanced Placement Password: password Res Status: 0
☐ Special Considerations Email: aaron1234567890@gmail.com Trans: 0
☐ Nonpublic Targeted Assist FTE %: 0
☐ Is a Single Parent

Print Save Done Find:

Figure 1: Edit Student Data screen.

1. Use the **Find** box in the lower right corner to select the appropriate student. See page 3 for more information about finding students.
1. Edit the demographic data as needed, such as **First Name**, **Last Name**, **Grade**, **Sex**, etc.

Editing Student General Data

Edit a student's general information, such as their high ability learner designations, by clicking the **General** tab on the Edit-Edit Student Data screen. The tab will appear similar to Figure 2.

The screenshot shows the 'General' tab selected in a multi-tabbed interface. The tabs are: General, Spec Ed, Entry, Title I/III, ELL/LEP, State Reporting, Removals, Race-Ethnicity, and Custom Fields. The 'General' tab contains the following fields and checkboxes:

- ☒ Active
- ☒ Attend
- ☒ NE NSSRS
- ☒ Rank
- ☒ Honor Roll
- ☐ High Ability Partic
- ☐ High Ability Learner
- ☐ Honors or Advanced Placement
- ☐ Special Considerations
- ☐ Nonpublic Targeted Assist
- ☐ Is a Single Parent
- Birth Date: 01/01/92
- Grad Date: 05/25/10
- Grad Year: 2010
- Resident District: 446000
- Attend District: 446000
- Acct Bldg:
- Username: a_abernathy
- Password: password
- Email: aaron1234567890@gmail.com
- Student #: 220
- Soc Sec #:
- ID #:
- State ID: 1234567890
- Locker: 123
- Combination: 11223
- Bus #: 0
- Res Status: 0
- Trans: 0
- FTE %: 0

Figure 2: General Tab Panel for Edit-Edit Student Data screen.

Editing Student Special Education Data

Edit a student's special education information by clicking the **Spec Ed** tab on the Edit-Edit Student Data screen. The tab will appear similar to Figure 3.

The screenshot shows the 'Spec Ed' tab selected in a multi-tabbed interface. The tabs are: General, Spec Ed, Entry, Title I/III, ELL/LEP, State Reporting, Removals, Race-Ethnicity, and Custom Fields. The 'Spec Ed' tab contains the following fields and checkboxes:

- ☐ Special Ed
- ☐ IEP
- ☐ 504 Plan
- Sp Ed Exit Date:
- Sp Ed Percentage: 0
- ☐ School Aged Indicator
- ☐ Surrogate Appointed
- ☒ Alternative Assessment
- Primary Disability: 01 Behavioral Disorder
- Related Services: 1 Occupational Therapy
- Placement Type: 1 Nonpublic Placement
- Setting: Ages six to twenty-one - 14 - Private School
- Placement Reason: 1 Parent Placement
- Exit Reason:

Figure 3: Special Ed Tab Panel for Edit-Edit Student Data screen.

Editing Student Entry Data

Edit a student's entry data by clicking the **Entry** tab on the Edit-Edit Student Data screen. The tab will appear similar to Figure 4.

The screenshot shows the 'Entry' tab selected in a series of tabs: General, Spec Ed, Entry, Title I/III, ELL/LEP, State Reporting, Removals, Race-Ethnicity, and Custom Fields. The form contains the following fields:

- Birthplace: Text box with 'Sunnyville, NE'.
- Birth Country: Dropdown menu with 'United States Of America'.
- Entry Date (district): Text box.
- Entry Date (school): Text box.
- Last School Attended: Text box.
- Migrant: Dropdown menu with '0 No'.
- Migr Date: Text box.
- Duration: Text box.
- Homeless: Dropdown menu with '0 - Not Applicable'.
- Foreign Exchange Student: Checkbox (unchecked).
- Immigrant: Checkbox (unchecked).
- Immigr Date: Text box.
- Immigr From: Text box.

Figure 4: Entry Tab Panel for Edit-Edit Student Data screen.

Editing Student Title I/III Data

Edit a student's Title I/III data by clicking the **Title I/III** tab on the Edit-Edit Student Data screen. The tab will appear similar to Figure 5.

The screenshot shows the 'Title I/III' tab selected in the same series of tabs as Figure 4. The form contains a list of checkboxes for selecting Title I/III services:

- ☐ Title III
- ☐ Title I Reading
- ☐ Title I Math
- ☐ Title I Science
- ☐ Title I Soc Studies
- ☐ Title I Couns/Soc Work
- ☐ Title I Health Dental
- ☐ Title I Early Child Educ
- ☐ Title I Voc/Career
- ☐ Title I Support Other

Figure 5: Title I/III Tab Panel for Edit-Edit Student Data screen.

Editing Student ELL/LEP Data

Edit a student's ELL/LEP data by clicking the **ELL/LEP** tab on the Edit-Edit Student Data screen. The tab will appear similar to Figure 6.

The screenshot shows the 'ELL/LEP' tab selected in a navigation bar. The main content area contains the following fields:

- ☒ LEP Participation
- ☒ LEP Eligibility
- Placement Date:
- Exit Date:
- LEP Duration:
- Redesignated as English Fluent:
- Home Language:

Figure 6: ELL/LEP Tab Panel for Edit-Edit Student Data screen.

Editing Student Race-Ethnicity Data

Edit a student's Race-Ethnicity data by clicking the **Race-Ethnicity** tab on the Edit-Edit Student Data screen. The tab will appear similar to Figure 7.

The screenshot shows the 'Race-Ethnicity' tab selected in a navigation bar. The main content area contains the following fields:

- Hispanic-Latino:
- ☐ American Indian-Alaskan Native
- ☐ Asian
- ☐ Black-African American
- ☐ Hawaiian/Pacific Islander
- ☒ White
- Ethnicity:

Figure 7: Race-Ethnicity Tab Panel for Edit-Edit Student Data screen.

Editing Student Programs Fact Data

Edit a student's Programs Fact data by clicking the **State Reporting** tab on the Edit-Edit Student Data screen. The tab will appear similar to Figure 8.

The image shows a software interface with a tabbed menu at the top. The tabs are: General, Spec Ed, Entry, Title I/III, ELL/LEP, State Reporting (which is selected), Removals, Race-Ethnicity, and Custom Fields. Below the tabs is a large rectangular area with a header row containing the following labels: Programs Fact Record Type, Date, Date, Participation, and Miscellaneous. The main area below the header is empty. At the bottom center of the panel is a button labeled "Edit Programs Fact..."

Figure 8: State Reporting Tab Panel for Edit-Edit Student Data screen.

Click **Edit** or anywhere on the Programs Fact list in the State Reporting tab panel. A screen will appear similar to Figure 9.

The image shows a window titled "Edit Programs Fact" with a standard Windows-style title bar (minimize, maximize, close buttons). Inside the window is a table with the following columns: Type, Date, Date, Participation, and Miscellaneous. The first row of data contains the text "NDE Approved Early Childhood Education Pro...", "12/02/09", and "Qual Grant". Below the table is a row of five buttons: "New", "Edit", "Delete", "Print", and "Done". The "New" button is highlighted with a dotted border.

Figure 9: Edit Programs Fact screen.

Edit a specific student programs fact record by double-clicking on the appropriate record on the Edit Programs Fact screen. The screen will appear similar to Figure 10.

Edit A Programs Fact Record

Record Type: NDE Approved Early Childhood Education Program

Beginning Date: 12/02/09 Ending Date:

Program District School Code:

Participation Info: Qualified NDE Grant Funded Early Childhood Program

Technical Skills: None selected

Cancel OK

Figure 10: Editing a Programs Fact Record.

Create a new programs fact record by clicking **New** on the Edit Programs Fact screen. The screen will appear similar to Figure 11. Then select the Type and edit the other appropriate fields and click **OK** to keep the new record.

Edit A Programs Fact Record

Record Type: None selected

Beginning Date: 12/02/09 Ending Date:

Program District School Code:

Participation Info: None selected

Technical Skills: None selected

Cancel OK

Figure 11: Creating a new Programs Fact Record.

Inspecting Many Students at Once using Lists

You may inspect many students at once (e.g. all students or one grade level) by selecting Attendance-Student-Lists and generating a list of the desired fields (see Figure 12).

All data fields for NSSRS reporting are available in the Choices of a Lists query.

There are many categories of data that may be included in a List. Many of the categories correspond directly to a location on the Edit Student Data screen. For example, the field called High Ability Learner is located on the Edit Student Data screen in the General tab and in Lists it can be found in the General Category, as shown in Figure 14.

The current categories of data that may be included in a List will vary somewhat based on the JMC Office Application modules in use by your school, but the categories should be similar to what is shown in Figure 12.

Note: If the categories on your Lists screen differ substantially from those shown in the following figures, you may need to update your JMC Office Application to a newer build. Contact your local technician or a JMC technical support staff member if you require assistance with updating your software.

The screenshot shows the 'Lists' application window. On the left, under the 'Category' tab, there is a list of categories with expandable arrows: General, Activities, Attendance, Course Sections, Custom Fields, ELL/LEP, Entry, GPA, Health History, Lunch, NSSRS, Period Attendance, Race-Ethnicity, Removals, Spec Ed, Test Scores, Title VIII, Contact Primary, Contact Secondary, Contact Emergency, Contact Doctor, Contact Storm, Contact Lunch, Contact Other, and Internal Data. To the right of this list are 'Add', 'Clear', and 'Clear All' buttons. In the center is a 'Selected Items' list, which is currently empty. To the right of the 'Selected Items' list are 'Add', 'Edit', and 'Remove' buttons. On the far right, there is a 'Sort Keys' section with a text box containing 'Name (L,F)' and 'Add', 'Edit', and 'Remove' buttons. Below this is a 'Selection Criteria' section with a dropdown menu set to 'Ranges'. Below that is a text box containing 'Active Status: Include Active Students Only' with 'Add', 'Edit', and 'Remove' buttons. At the bottom right, there is another 'Active Status' dropdown menu set to 'Include Active Students Only'. At the bottom left, there is a 'Columns' field set to '9' and a checkbox for 'Number Items'. At the bottom right, there are 'Save', 'Cancel', and 'Print' buttons.

Figure 12: Example of the Data Field Categories Available in Lists

Categories may be opened and closed by clicking on the disclosure triangle to the left of the category name. In the example in Figure 13, the NSSRS category was opened to reveal the data fields for that category.

The screenshot shows the 'Lists' application window. On the left, a tree view under 'Category' has 'NSSRS' expanded, showing sub-items like 'Graduation Year', 'High Ability Participate', 'High Ability Learner', 'Honors or AP', 'Nonpublic Target Assist', 'Resident Status Code', 'Period Attendance', 'Race-Ethnicity', 'Removals', 'Spec Ed', 'Test Scores', 'Title VIII', 'Contact Primary', and 'Contact Secondary'. To the right of this list are 'Add', 'Clear', and 'Clear All' buttons. In the center is a large 'Selected Items' list. To the right of the 'Selected Items' list are 'Sort Keys:' (with a text input containing 'Name (L,F)' and 'Add', 'Edit', 'Remove' buttons), 'Selection Criteria:' (a dropdown menu set to 'Ranges'), and 'Active Status:' (a text input containing 'Include Active Students Only' and 'Add', 'Edit', 'Remove' buttons). At the bottom left, there is a 'Columns:' input set to '9' and a 'Number Items' checkbox. At the bottom right are 'Save', 'Cancel', and 'Print' buttons.

Figure 13: NSSRS Category in Lists

To include an item in a List, double-click on the item in the left-most list and it will appear in the Selected Items list in the middle of the screen. For more information on using Lists you may call JMC technical support, view training videos about Lists on JMC's website, or refer to the extensive documentation on Lists in the Attendance documentation for your JMC Office Application.

In the example displayed in Figure 14, a simple Lists query is specified for generating a list of all students with their grade level and their current active status, sorted in Name order.

Lists

Category	Selected Items	Sort Keys:
<div>▼ General</div> <div> Acct Bldg Active Status Advisor Attending Dist Birth Date Building # Bus # Combination Comment County Email Foreign Exchange FTE Grade Graduation Date Graduation Year High Ability Participate High Ability Learner Honors or AP ID # In Attendance In Class Rank In Honor Roll In State Reporting JMC Building # Locker Name (L,F) Name (L,FM) Nonpublic Target Assist Password Resident Resident Dist Sex Single Parent </div>	<div>Add</div> <div>Clear</div> <div>Clear All</div> <div> Name (L,FM) Grade Active Status </div>	<div>Add</div> <div>Edit</div> <div>Remove</div> <div> Selection Criteria: Ranges ▼ Active Status: Include Active Students Only <div>Add</div> <div>Edit</div> <div>Remove</div> </div> <div> Active Status: Include Active Students Only ▼ </div>

Columns: i ☐ Number Items

Save Cancel Print

Figure 14: Example of a Simple List

Assigning Values to Many Students Simultaneously

You may assign values for some fields (such as resident district number) to many students simultaneously (e.g. all students or one grade level, or all students) by selecting Edit-Mass Change Fields.

1. Select Edit-Mass Change Fields. The screen will appear similar to Figure 15.

Figure 15: Mass Assigning Resident District Number for all students

1. Select the Resident District Number option from the **Change** menu.
1. Specify the resident district number in the edit field beneath the **Change** menu.
4. The grade level should be All by default, so there is typically no need to change this value.
4. Set the menu in the bottom right corner of the screen to either “don’t change it” or “overwrite it”.
4. Click **OK**.
4. The specified students will now have this common resident district number assigned to them, depending upon the options selected. If some of these students will need to have a different resident district number assigned to them, you may edit the numbers for those individuals by selecting Edit-Edit Student Data and selecting the General tab.

Editing School Data for NSSRS Reporting

Settings that affect the school may be edited on Edit – Edit School Data. There are 2 items of interest on the screen that affect NSSRS reporting: the End of Year Day Number and the Grade Zero Grade Levels.

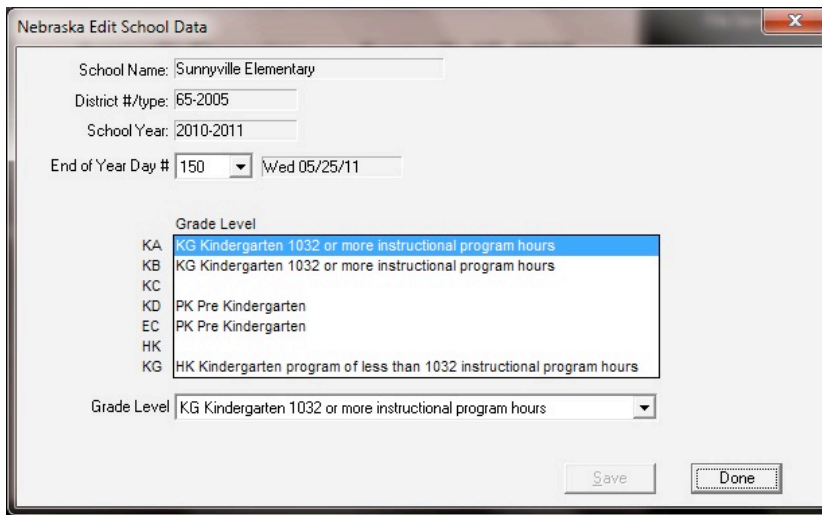


Figure 16

Edit School
Data screen.

Grade Zero Grade Levels are the grade levels for a student. Most of these are common and therefore there is no need to edit them (i.e. grades 1-12); however, grade 0 may require special mapping of **Kdg group** values (i.e. KA, KB, KC, KD, EC, HK, KG) to Nebraska-specific **grade level** values (i.e. PK, HK, KG). To edit the grade level placement for a grade 0 **Kdg group**, select Edit – Edit School Data. The screen will appear similar to Figure 16. **To change the Grade Zero Grade Levels**, select the desired grade level cell in the list, then select the appropriate option from the **Grade Level** menu. The value in the cell will be updated when the **Save** button is pressed or a different cell is selected.

The **End of Year Day Number** is used in calculating the required attendance information. To edit the end of year day number, select Edit – Edit School Data. The screen will appear similar to Figure 16. **To change the End of the Year Day Number**, select the desired value from the appropriate menu.

Note: If you wish to edit the day numbers (e.g. edit day 150), select Attendance – Day – Edit Day Names (see Figure 17). This option associates a date with the appropriate day number in your school's calendar.

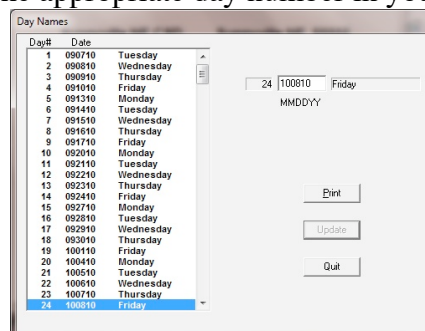


Figure 17

Edit Day
Names screen.

Editing Course Data for NSSRS Reporting

Course data fields may be utilized in some templates for data collection purposes. For example, the Student Grades template (new for the 2010-2011 school year) includes course records for each student. An important field in these records is the Course Code, as shown in the upper right corner on Schedules – Course – Edit Course Data. See Figure 18.

Course Number: 87
Course Name: READING 6
Weight: 10.000
Alternate Course ID:
Alternate Course Name:
Course Code: 050800
Course Code for Student Grades template
Edit Grading Scheme: qr qr SM qr qr SM
Term Type: Year - Sem
Block Length: 1
Grade Scale: Regular
Honor Roll: ☒
Report Card: ☒
Grad Credit starts in grade: None
Counts in GPA: ☒
Cumulative start in grade: None
Sections Constraints
Table:
Term: Sem1, Period: 6, 1: ☒, 2: ☒, 3: ☒, 4: ☒, 5: ☒, Teacher: J Anderson, Room: 6 Red, Enroll: 0/0
Term: Sem2, Period: 6, 1: ☒, 2: ☒, 3: ☒, 4: ☒, 5: ☒, Teacher: J Anderson, Room: 6 Red, Enroll: 0/0
Add New Delete... Save Done Find 87

Figure 18: Edit Course Data screen

These course codes may be found in various NSSRS publications, such as Appendix D found at:

http://www.education.ne.gov/nce/documents/AppendixD_2010.pdf

The course code must be entered for all courses that are to be included in the Student Grades template.

Creating Files for NSSRS Reporting

Once all the students' records have been populated, they should be written to an ASCII plain text file and sent to the Nebraska Department of Education. Follow these steps to create the text file:

1. Select Nebraska-NSSRS-Export Files. A screen will appear similar to Figure 19.

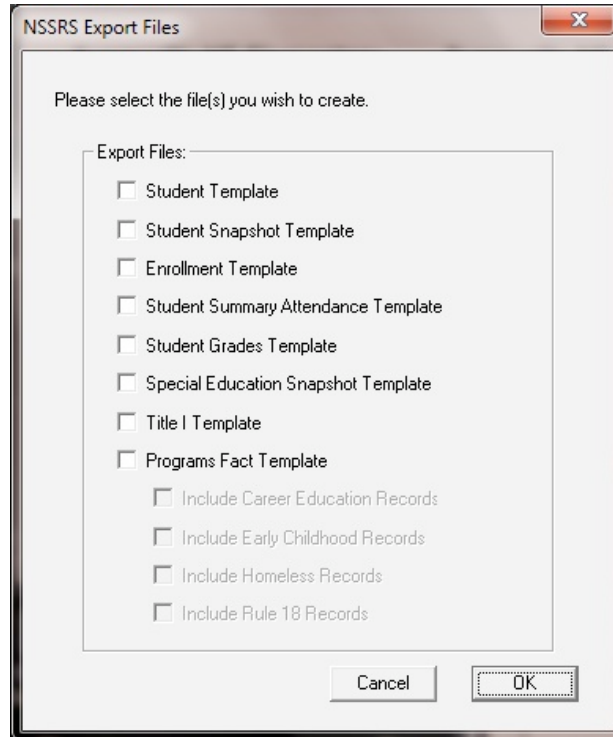


Figure 19

Exporting
NSSRS Files

2. Select the templates you wish to create at this time, then click **OK** to continue. Depending upon which template you are attempting to create, you may then see a screen similar to Figure 20.

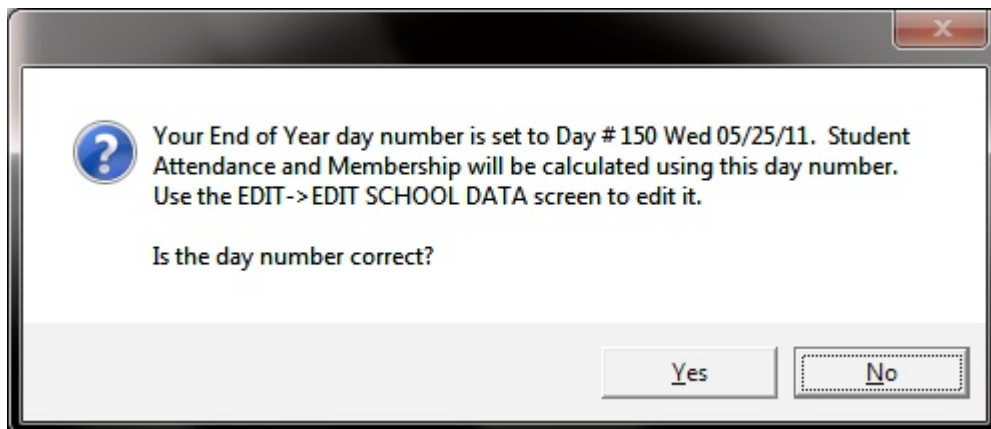


Figure 20: Enter the day number for the end of the school year.

3. Verify the End of Year day number for your school and click **OK** to continue. A screen will appear similar to Figure 21.

Note: To edit the End of Year day number, you must discontinue the file export process to return to the main screen of the JMC Office Application, then select Edit School Data from the Edit menu. The screen will appear similar to Figure 16.

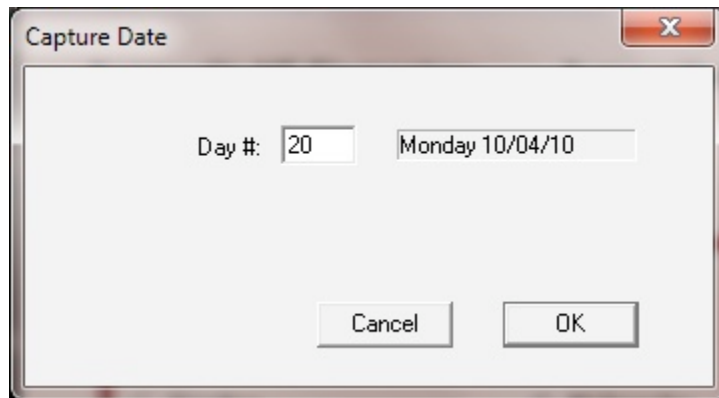


Figure 21

Enter the day number for the file capture.

4. Enter the day number for the capture date for the NSSRS files, then click **OK**. A screen will appear similar to Figure 22.

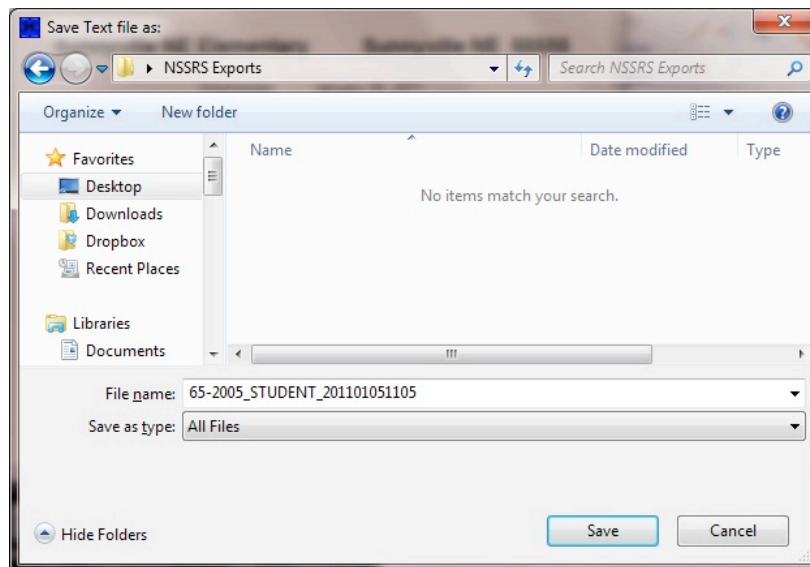


Figure 22

Saving the NSSRS Export File

5. The file name is created automatically by JMC so you would not need to change it. Specify the desired location for saving the file and then click **Save**. You would do this process once for each template that you wish to export.
6. The newly created file(s) may now be uploaded as needed to the state's website for processing, as communicated to you by the State of Nebraska.

Appendix A:

Student Grades Template Checklist

You may use the following checklist to prepare your JMC database and other applications for exporting the Student Grades template. For technical assistance with any of the steps listed below, please contact JMC at 800-524-8182. You may also wish to view JMC's training videos or request a training session with one of JMC's excellent trainers.

1. Course Grades must be defined on Grades – Utilities – Edit Grade Values. Please refer to the NSSRS documents for the Student Template Instructions for 2010-2011, available at <http://www.education.ne.gov/nssrs/Documents.htm> and refer to the Course Grades field description in the Student Grades template documentation. Please consult with JMC before editing grades on Grades – Utilities – Edit Grade Values.
2. Student course schedules must be established for each building. There are some excellent training videos available for this on the JMC website: <http://jmcinc.com/resources/instructional-videos>. The videos of interest would be Elem/MS Scheduling Parts 1 & 2. Contact JMC for additional training and support.
3. Course Codes must be assigned for each course for each building that is to be submitted in the Student Grades templates. These codes are maintained on Schedules – Course – Edit Course Data.

Note: Not all term grades submitted from a JMC Gradebook are included in the Student Grades template. Depending upon the grading scheme for a course, only the grades that bear the credit (or would be included on a transcript) will be included in the Student Grades template. For example, for a semester course the grading scheme may be set such that the only grade that bears credit (or is included on the transcript) is the semester grade itself. The semester course may also include quarter grades that will show up on a report card but do not bear credit. *In this case, only the semester grade is included in the Student Grades template.*

4. JMC grade books must be installed for all teachers that will be submitting student grades and/or completion status codes. This may also require some server setup to support the grade books.
5. JMC grade book training may be needed for all teachers training for submitting grades and completion status codes. Those that are already familiar with JMC grade books may need only a short training session or handout. Those teachers that have not used a JMC grade book before may need a little more training.

Note: For teachers with students in grades K-8 only, a grade of “0 – Not Applicable” is reported for these students automatically in the Student Grades template, therefore use of the JMC grade book for these teachers would be optional. The affected students would still need schedules established in the JMC Office Application, but only incompletes or withdrawals would need to be entered for course grades.