

## **New Client Checklist – Technology Professionals**

Thank you for choosing JMC. This form will be a guide for you as you learn how to use JMC. If you have any questions at any time please call tech support at 800.524.8182.

Documentation and Instructional Videos are located on our website. Please go to our website, **WWW.JMCINC.COM**, to familiarize yourself with the content. Click the “Technology Professionals” link to see an overview of JMC software.

**Spring: January – June** (This information is also given in the “Installing Data for 10-11” document which is available at our website.)

- 1. JMC will be in contact with you to convert your data from your previous system and install your JMC Data folder and JMC Transcript folder.
- 2. Install the JMC Office application on all Office Professionals’ computers who will be using JMC for the Spring or Summer. To do this complete the following steps:
  - A. Download (website <http://jmcinc.com/index.php/downloads>) and install the 10-11 JMC Office application. Make sure to install the correct Office application, i.e. district or non-district.
  - B. Start up the office application for the first time pointing the Office application to the JMC Data 10-11 folder and Transcript folder when prompted.
- \* If your school plans on using Online Course Registration, #3 (below) must be completed before the commencement of the Online Course Registration.

**Summer: June – July**

- 3. If you are using the IP Gradebook, Online Attendance, or Online Parent Access, download and install the Online Software 10-11. Please consult the documentation which includes complete directions at <http://jmcinc.com/resources/documentation> under the “Instructional” tab. Also use the instructional videos that can be clicked and viewed on the bottom of the Technology Professionals page on our website.
- 4. After the Online Software is installed you will need to make the IP Address for Online Classroom Attendance available to teachers by email or on your school’s website.
- 5. Download the “Starting the 10-11 School Year Checklist” from our website. Review the steps necessary to start the school year. Call JMC with questions.

**August**

- 6. Watch the following instructional video and compile questions for the on-site training.
  - ✓ Intro to Online Modules
- 7. Attend On-Site Training if needed. Typically the Technology Professional makes themselves available for questions during the on-site training, but won’t attend sessions that do not apply to them. We want all technology questions to be answered before the on-site training as the trainer visiting your site may not be able to answer technology questions.
- 8. Install the IP Gradebook onto each teacher’s computer. If any of your elementary teachers will be using the Standards and Benchmarks based report cards, they will need the IP GradeBook with Standards and Benchmarks.