Starting the 18-19 School Year Checklist

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 that particular module or function, nor do they need to be completed sequentially.

Attend a Summer Regional Training!

The best way to start the school year is to attend a Summer Regional Training.
We will go through this checklist at that training and you can make sure your start the school year off with the most up-to-date training. Please consider joining us at one of the trainings below:

Monday July 30th - Ankeny IA

Thursday August 2nd - Twin Cities, MN

Wednesday June 20th - Altoona WI (Wisconsin Schools Only)

Tuesday July 24th - Norfolk NE (Nebraska Schools Only)

JMC Modules

Please note: Items that can only be done at the district level will have the *(district level)* notation.

Attendance

☐ New office personnel should be given JMC usernames and passwords with the appropriate user privileges in File▶ User Privileges. Office personnel who have not returned for the current year should have their usernames and passwords deleted.

☐ New teachers should be entered (and given usernames and passwords for the Gradebook if applicable) in Attendance▶ Staff▶Teachers. Outgoing teachers who have been replaced should have the new teacher's name entered in place of the outgoing teacher's name. This puts the new teacher's name in the Course Data for easier scheduling. Make sure to check the "Building Access" flag for each building in which they will be teaching. When you do this it will ask you if this is the "Same Teacher, New Teacher, or Existing Teacher from last year." Choose "New Teacher," then click "OK" and "Update".

☐ Assign advisors en masse for students in Attendance▶ Staff▶Assign Advisees or assign them individually on the Edit▶ Student Data screen.

☐ Update the "Comments" tab and "Spec Ed" tabs with information teachers will see in their JMC Online Teacher program. You can also update the confidential comments at this time.

☐ Import and review previous year's custom fields and add any new definitions for the current year in File▶ Define Custom Fields. Place a checkmark under the "Current year" column for those custom fields you wish to use for this year. (You will need the JMC Administrator Password to view this screen.)

☐ If you export information for school pictures for a company (ie. Lifetouch), create the information file for those businesses in Attendance▶ Student▶ Lists. A new

report has been created for you called "Student Photo File." Highlight the "Student Photo File," click "OK," click "Preview" near the bottom, and then click "Export Data" to create the file you will email to your photo company.

❑ Update activity rosters in Attendance▶ Activities▶Edit Activity Rosters.

❑ School days in session must be entered in *(district level)* Attendance▶ Day▶ Day Names.

❑ Assign locker numbers and combinations in Edit▶ Student Data. Locker numbers can be cleared out for students en masse in *(district level)* Edit▶ Mass Change Fields.

❑ Change the graduation date for an entire graduating grade level in *(district level)* Edit▶ Mass Change Fields.

❑ Check to make sure all flags (Active, Attend, State Reporting, Rank, Honor Roll) are correctly checked for students by going to Attendance▶Student▶ Exceptions.

Online Modules

❑ Review Online Access settings in File▶ Online Settings. This screen allows you to determine how different Online Modules are used. It is very important that your school understands this screen in order to communicate effectively with parents.

❑ A new feature *(district level)* has been added where a message can be displayed for parents in Parent Access. This can only be edited in the district building Online Access screen.

❑ Online Student Registration – Parents can complete some of the registration process online (at school or at home) to reduce paper use and save the office team time. If you are interested in Online Student Registration, go to the link below. https://www.youtube.com/playlist?list=PL8v9ofhuRRaYePlwTmAe3EccnSp-TcuDW

❑ Parent Alerts: This feature allows parents to receive an email if the student is absent, tardy, missing an assignment, or failing. To turn this feature on you must put a "Reply to Email Address." It is recommended that you delay Attendance Alerts at least 30-90 minutes and check the "Limit Grade/Missing Score Alerts (Once Per Day)" box.

❑ Parent Lunch Alerts: This feature allows parents to receive an email if the lunch account falls below an amount the parent sets for the family lunch account. This is set in the *District Level* File: Online Settings. Fill out the "Parent Alerts" box with the email you want the low balance alert to come from. Set the date to the date you want the first alert to go out which is typically in early August.

❑ Create new Student Portal usernames and password en masse in File: Administrator Options and click on "Set random student and parent passwords." We recommend using the button below:

This option will set a username and a password for all students that currently do not have them.

Initialize Student Usernames and Passwords

This auto-assigns their username (first initial+last name) and a very random password. The password is so random that 4 characters is all that is needed. If you want to assign usernames and passwords individually, see the next item.
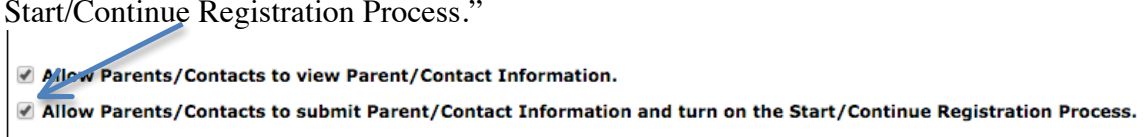
❑ Assign individual usernames and passwords for all new students in Edit▶ Student Data: General (Tab). This tab is on the lower portion of the screen.

Online Parent Access

❑ Update all contacts submitted over the summer in Attendance▶ Contacts▶ Merge Contact Submissions. This also must be done periodically throughout the school year. *New Feature:* When a parent submits a change, a message will show up in blue on the top right corner of the screen saying "**Pending Contact Submissions: 1 (since Jun XX, 2018)"** Click on that message to go to the Merge Contact Submissions screen.

❑ Update all student information changes submitted over the summer in Edit▶ Merge Student Submissions. This feature is meant for parents to register their students online but parents may have used it over the summer to submit information about their students

❑ Turn schedules on/off for the Parent Portal so parents can/cannot see student schedules in File: Online Settings per the box below.

Online Parent Registration

❑ Turn the Online Parent Registraion on/off by going to *District Level* File: Online Settings and check (turn on) or un-check (turn off) the box next to "Allow Parents/Contacts to submit Parent Contact Information and turn on the Start/Continue Registration Process."

❑ Visit and manage what parents can submit on File▶ Student Submission Settings.

Message Center (Voice and Text Messaging Option)
Important Note: You will only be able to send voice and text messages to contacts of the students in the building you are logged into, ie. if you are logged into the elem building, only the parents of elem students will get the messsage. If you want to send a message to all parents in the district, make sure you are logged into your District Building.

❑ If you are new to the message center, please copy the link below into a web browser to get an overview of the message center.
https://www.youtube.com/watch?v=eTN56q-RhDk&t=1s

❑ Test the message center by sending a voice and text message to a few parents in your school that you know. This ensures that you have set up the message center correctly.

Integrations – If your school has an integration set up where JMC is "integrated" with a 3rd part program the following steps must be done:
In your **2017-2018** JMC go to File: Integrations and uncheck the boxes under the "Enabled" column and "FTP Enabled" column.

Enabled Integrations will automatically export in the background to the App_Data/Exports folder.

	Enabled	Product	Write Time	FTP Enabled	FTP Protocol	FTP Host	FTP Username	FTP Password	FTP Port	
Edit	☐	MN cmERDC	11:00 PM	☐	None					Export Now
Edit	☐	OneRoster	11:00 PM	☐	None					Export Now
Edit	☐	Schoology Import	11:00 PM	☐	None					Import Now
Edit	☐	Tableau	11:00 PM	☐	None					Export Now

In your **2018-2019** JMC go to File: Integrations and check the boxes under the "Enabled" column and "FTP Enabled" column

Enabled Integrations will automatically export in the background to the App_Data/Exports folder.

	Enabled	Product	Write Time	FTP Enabled	FTP Protocol	FTP Host	FTP Username	FTP Password	FTP Port	
Edit	☑	MN cmERDC	11:00 PM	☑	None					Export Now
Edit	☑	OneRoster	11:00 PM	☑	None					Export Now
Edit	☑	Schoology Import	11:00 PM	☑	None					Import Now
Edit	☑	Tableau	11:00 PM	☑	None					Export Now

Schedules

❑ If your schedule for the current year is not complete or you need more instruction on the Scheduling process, go to the link below to download the appropriate instructions.
High School Scheduling
http://jmcinc.com/uploads/files/Six_Stages_JMC_Scheduling.pdf

Elementary Scheduling
http://jmcinc.com/uploads/files/Elem_MS%20Schedule.pdf

❑ 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.

❑ Import prerequisites from the previous year in Schedules▶ Prerequisites▶ Edit Prerequisites▶ Import (button) if prerequisites are used.

❑ If you have made changes to your course data for State Reporting requirements after you rolled up your 17-18 data, you can import those changes in Schedules▶ Course▶ Import Course Data. This could be for MCCC (MN), SCED (IA – PLEASE NOTE – If you have made a lot of changes in your 18-19 SCED Codes you should not import because you may overwrite the changes you have made), CWCS (WI), and Student Grades File (NE) among others.

Grading

❑ Decide how you will send out report cards. JMC now offers emailed report cards for report cards, custom report cards, mid-term report cards, and standards and benchmarks (elem) report cards. This can be a time and money saver for your district.

❑ If Transcripts are used and all previous year's transcript information is up-to-date, turn on the transcript linker in Grading▶ Transcripts ▶Transcript Linker (Check the box) Use transcript results for cumulative data and click Update. After the Transcript Linker has "linked" the years together, it will give you a summary of the number of students it will update. Click the "Use Transcript" button.

❑ Choose Standardized Test Scores to be seen "On Screen" and "On Transcripts" in Grading▶ Transcripts▶ Test Score Selections. The "On Screen" settings are saved for each user. On the Grading▶ Transcripts▶ Edit Student Test Scores screen, choose "selected categories" in the Display drop-down menu (upper right corner of the screen) if you only want to choose from the test scores you've selected.

❑ Import Credit Checker data from the previous year in Grading▶ Credit Checker▶ Import Graduation Credit Requirements from Previous Year. Choose the graduation year that you want to import and click "Import" (button in top right corner). Then go to Grading▶ Transcripts▶ Edit Graduation Credit Requirements and choose the year with which you want to work. Click the "Import" button.

Period Attendance

❑ Anyone who is new to recording daily attendance in the office should view the "Intro to Period Attendance – Next-Gen" instructional video.

❑ Review the reasons for students' absences and cutoffs for full/half day attendance in Period Attendance▶ Data▶ Edit Reasons and Cutoffs. Add or delete reasons as is necessary and review all checkmarks in the "Include in conversion" column.

Standards and Benchmarks

❑ Import all 17-18 Standard and Benchmark Definitions in <u>Standard and Benchmarks</u>▶ <u>Definitions</u>▶ <u>Import Standards and Benchmarks Definitions from Prior Year</u>.

❑ A new feature has been released allowing teachers to see S&B forms in their gradebook. All teachers should view the "Standards and Benchmarks Report Card Update" instructional video on the home page of their Gradebook. Report cards can also now be viewed in the online Parent Portal.

❑ Download and use the "Standards and Benchmarks Instructional Documentation" at the link below.
http://jmcinc.com/uploads/files/SB_Instruct_Doc%28RprtCrd%29.pdf

Health

❑ We recommend that all new Health Professionals view the "Introduction to the Health Module" instructional video.

❑ Review and add/remove Health History Categories in <u>Health</u>▶ <u>Data</u>▶ <u>Health History Categories</u>. The Health History Categories settings are saved for each user.

❑ Review Health History items you allow parents and/or teachers to see in <u>Health</u>▶ <u>Health History</u>▶ <u>Health Accessibility</u>. If you have never used this screen, refer to the Quick Link video on the right side of this screen.

❑ Import all Medical Emergency Plans by going to each student in <u>Health</u>▶ <u>Medical Emergency Plan</u>▶ <u>Edit Student Medical Emergency Plan</u> and click the "Import from Prior Year" button. You will need to do this for each student for which you want to import the information. This is the best time to edit that information and click the "Share with Teachers" button for any new records entered.

❑ Enter all student medications in <u>Health</u>▶ <u>Medication Log</u>▶ <u>Edit Student Medication Log</u>.

Lunch Module

❑ Roll all of the account balances over from the previous year in *(district level)* <u>Lunch</u>▶ <u>Data Setup</u>▶ <u>Import Account Balances From Prior Year</u>.

❑ If you use Family Lunch Accounts, create lunch contacts for all new students using <u>Lunch</u>▶ <u>Data Setup</u>▶ <u>Initialize Family Lunch Contacts</u>. 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 in <u>Edit</u>▶ <u>Student Data</u>.

❑ (Optional) Enter the state and federal reimbursements in <u>Lunch</u>▶ <u>Data Setup</u>▶ <u>Edit Meal Prices</u>.

❑ 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 (Edit▶ New Student Wizard) and making their grade level "Adult," which 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. 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.

Free and Reduced

❑ Import students' lunch status from the previous year in *(district level)* Lunch▶ Data Setup▶ Import Free and Reduced Status From Prior Year.

❑ For all parents/guardians who applied for free or reduced status, determine free and reduced status in Lunch▶ Free/Reduced▶ Determine Free or Reduced Status.

❑ Import "Direct Certification Files" from the state department of education to import into JMC in Lunch▶ Free/Reduced▶ Direct Certification Import.

❑ Print Direct Certification response letter (required) in Lunch▶ Free/Reduced▶ Direct Certification Notification Letter.

Tuiton/Fees

❑ Import account balances from the previous year by going to Tuition/Fees▶ Data▶ Import Fee Account Balances from Prior Year.

POS

❑ Check with your technology professional to make sure each lunchroom computer will use the web-based Point of Sale (no installation necessary) or has the POS program installed.

❑ Please show the "Next-Gen Lunch Part Three - Point of Sale" instructional video to all new users of the POS.

❑ Enter usernames and passwords for all new professionals working with the POS in File▶ User Privileges.

❑ In the POS application, review POS preferences in File▶ Preferences.

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.

❑ *Very Important:* All MN schools who use the MARSS module for state reporting must go to Minnesota▶ MARSS▶ Data▶ Update Status from Last EOY to import their enrollment history from the prior year. This is required and should be done before the school year starts.

Iowa/SRI

❑ We encourage all SRI 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.

❑ *Very Important:* All Iowa schools who use the Iowa module for state reporting must go to Iowa▶ SRI▶ Data▶ Import Enrollment History from Prior Year to import their enrollment history from the prior year. This is required and should be done before the school year starts. This cannot be done however until the Dept. of Ed certifies our program which is typically done in early August. Please put a note on your calendar to do this step in early August.

❑ Each building must enter the ending dates of the terms for state reporting requirements in Attendance▶ Calendar▶ Term Dates for only the terms you use.

Wisconsin WSLS/ISES

❑ We encourage all WSLS/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.