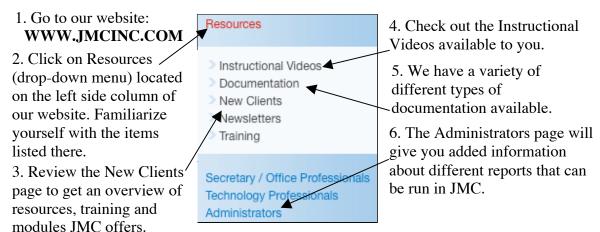JMC Inc
800.524.8182

New Client Checklist – Administrators

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.

1. Go to our website: **WWW.JMCINC.COM**

2. Click on Resources (drop-down menu) located on the left side column of our website. Familiarize yourself with the items listed there.

3. Review the New Clients page to get an overview of resources, training and modules JMC offers.

Resources

> Instructional Videos
> Documentation
> New Clients
> Newsletters
> Training

Secretary / Office Professionals
Technology Professionals
Administrators

4. Check out the Instructional Videos available to you.

5. We have a variety of different types of documentation available.

6. The Administrators page will give you added information about different reports that can be run in JMC.

This is a general outline we like to see our new Administrators follow.

Spring: January - June
❏ Have your Technology Professional install the JMC Office Application on your computer.
❏ Go to http://www.jmcinc.com/resources/instructional-videos and view the *JMC Office Part 1*, *JMC Office Part 2* and *JMC Office Part 3* instructional videos. This will give you a general overview of student demographic information in JMC.
❏ Attend the Spring Q&A Web Session.

Summer: June - July
❏ Download the "Starting the 10-11 School Year Checklist for New Schools" from the New Clients page on our website. Call JMC with questions. Review/complete the steps and watch the following instructional videos in preparation for the upcoming school year.
- Student Info Forms
- Scheduling Video (pertinent to your school's grade levels)

August
❏ Before the On-Site training watch the following instructional videos and compile questions.
- Recording Discipline • Online Parent Access/Online Modules
- Student Lists (This function allows you to create customizable reports.)
❏ Attend the On-Site Training. The on-site training will not introduce much new information. It will be primarily Q&A. Topics covered at the on-site training will be:
- ✓ Questions compiled by the Administration
- ✓ Daily Attendance   ✓ State Reporting
- ✓ Dropping and Adding Students   ✓ Online Modules
- ✓ Activities   ✓ Student Lists
- ✓ Edit Student Data Screen

End of the First Grading Term
❏ Contact JMC to get the Transcript conversion underway. After receiving your converted Transcripts watch the "Transcripts" instructional video.