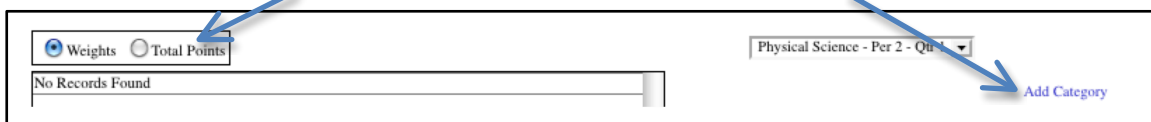


## JMC Next-Gen GradeBook Transition

Please use this to guide you through the transition to the Next-Gen Gradebook.

1. Go to the URL provided by your school. It may be email to you a link on your school's home page or it may be provided here: \_\_\_\_\_
2. Click File►Office to Teacher and click **Execute**.
3. Click File►Preferences to set preferences.
4. Go to Scores►Grade cutoffs and click the "Add Grade Cutoff" button. Choose the first "Grade" you want to enter and then type in the corresponding % cutoff.
5. Go to Scores►Categories and Assignments. Choose the course you want to work with and choose "Weights" or "Total Points." Next Click "Add Category."



6. After adding a new Category, click on the category name, and then click "Add Assignment" on the right side to enter the assignment name. *Important Note:* You will not be able to enter a new assignment unless you click on the Category name first.
7. Go to Scores►Assignment Scores and enter scores for assignments. Please note:
  - Dots are no longer used. Non-grade assignments will remain blank.
  - A new **Publish Assignments** button has been added. By clicking this button you will publish just that classes assignments to the Online Parent Access. You can publish all classes by date in File►Publish Assignments.
  - Items previously under the Options menu are on the right under "Quick Links."
8. Go to Reports►Progress Reports. Select the students for whom you want to create a progress report by clicking the "Select All/Above/Below%" button or choosing individual students. Add comments (optional) and click **Preview** to see the report preview. Then you can choose to Print, Email, or send the report To (the) Office.
9. Go to Edit►Course Grades to enter end-of-term grades. (Directions- [www.http://jmcinc.com/teachers](http://jmcinc.com/teachers))
10. Go to Classroom Attendance►Enter Attendance to enter daily attendance.
11. Go to Classroom Attendance►Edit Lunch Count to submit the lunch count.

### New Features

- ✓ Send Email w/multiple attachments
- ✓ Online Homeroom access
- ✓ Back and forward buttons
- ✓ Preview reports before you print
- ✓ Pictures in attendance and seating charts (after a tech pro uploads them)
- ✓ Publish assignments for all courses, and by course
- ✓ Multiple screens open
- ✓ Updated lesson plan display in Parent Access
- ✓ Health info

11. "How To" Videos on pages.
12. Screen Resolution – 1280X800 at a minimum.

**How do you sign out?** Close all browser windows and log out of the last window you have open.