JMC INC.

NEXT-GEN
INSTRUCTIONAL DOCUMENTATION

STANDARDS AND BENCHMARKS
(ELEMENTARY REPORT CARDS)

Table of Contents

Elementary Report Card Guide for Teachers

This is a brief introduction to JMC elementary report cards. For complete instructions please visit http://www.jmcinc.com/videos/videos.html and watch the instructional video "Standards and Benchmarks GradeBook Next-Gen."

1. Go to **File▶ Office to Teacher**. This updates your GradeBook with any information that has been updated in the office. There is no need to do this daily.

2. Go to **Edit▶ Edit Assessments for a Student** if you are a:

- Grade level teacher, i.e. Kindergarten Teacher or 2ⁿᵈ Grade Teacher.
- Specialist teacher, i.e. Art, Music, PE, Computer, etc. who assesses students in more than one Standard or Benchmark. For example, if you are an Art teacher who gives an overall course grade and also assesses benchmarks called "effort" and "works well with other students."

Go to **Edit▶ Edit Assessments for a Course or Grade** if you are a:

- Specialist, Special Ed, or non-grade level teacher who assesses each student in only one area, i.e. you are the Phy Ed teacher who gives an "effort" grade to each student.

3. On the top of the screen click on the "Courses/Grade" pop-up menu. Choose the course or grade you want to work with
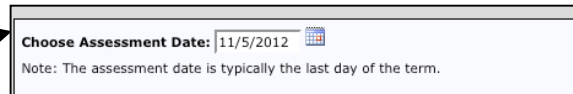

4. Choose your **Grade Level** if:

- You are a grade level teacher who has all of the Standards and Benchmarks instanced to your grade level.

Choose the **Course(s)** you teach if:

- You are a specialist, special ed, or other teacher who does not teach all of the classes a student takes.
- You are a grade level teacher whose Standards and Benchmarks are instanced to the courses you teach.

5. (This step is not necessary for most teachers) If necessary, choose your subject area from the **Subject Area** pop-up menu.

6. Click on the "**Add Assessment Set**" button on the top of the screen**.**
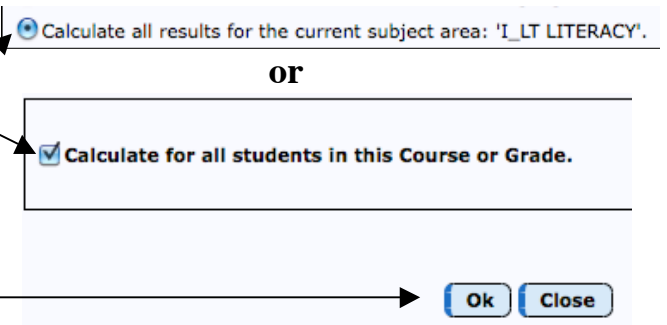
7. Choose the **Assessment Date** per the instructions on the screen.

8. If necessary, choose the **Assessment Term** per the instructions on the screen.

9. (Optional) If you enter in daily assignmnets and tie those assignments to benchmarks to calculate results, click one of the two checkboxes that would appear on your screen. If you do this you should refer to pages 5-8 of this document.

10. Click **Ok**.

11. Start entering assessments and comments (if applicable). Please refer to the screen guides below to guide you through this process.

Edit Assessments for a Student Screen

12A. Choose the student you want to assess.

13A. Click on the result that the student has earned for the Standard or Benchmark where the cursor is displayed.

Teacher: Joe JMC (Term: Quarter 1)   JMC Demo School   2011-2012   7/5/2012 9:16:31 AM

Courses/Grade: 1st Math - Per 5 - Qtr 1

Subject Area: 01 First Grade

Standard: Math   Assessment Set: Q1 07/05/2012

Student: Barns, Kyler   Add Assessment Set   Delete Assessment Set

Print   Calculate   Save

Standard	Benchmark	Result ID	🔒	Result %	Term	Comment
Math	Uses ordinal numbers (1t, 2nd, 3rd) appropriately	4	✓		Q1	
Math	Can count to:		✓		Q1	37
Math	Knows basic addition facts to 10		✓		Q1	
Math	Reads and writes time to the hour		✓		Q1	
Math	Extends simple repeating paterns		✓		Q1	
Math	Comment Line 1		✓		Q1	All hand typed comments should
Math	Comment Line 2		✓		Q1	be typed in this area. There is a
Math	Comment Line 3		✓		Q1	50 character limit per line. Tab
Math	Comment Line 4		✓		Q1	twice to move to the next line.

14A. Enter in hand-typed results in the comment area to the right of the result box. For example, this teacher hand enters the result for "Can count to__."

15A. If you have a spot on your report card for "hand-typed" comments they will be entered <u>only</u> in the comment area for benchmarks named "Comment Line" or something similar.

Please Note: Hand-typed comments can only be placed in areas that have been designed to display on your report card form. If you put hand-typed comments into areas that have not been set up to display those comments, those comments will not display on the report card forms.

Edit Assessments for a Course or Grade Screen

12B. Choose the Standard.   **13B.** Choose the Assessment you want to assess.

14B. The students you are assessing are listed on the left - hand side.

Teacher: Joe JMC (Term: Quarter 1)   JMC Demo School   2011-2012   7

Courses/Grade: 1st Language Arts - Per 4 - Qtr 1

Subject Area: 01 First Grade   Assessment Set: Q1 07

Standard: 02 Language Arts

Assessment: 01 Dictates or writes a logical sequence of events   Add Assessment Set   Delete Assessment Set

Print   Calculate   Save

Student	Result ID	🔒	Result %	Term	Comment
Hundley, Grant	4	✓		Q1	
Law, Erin	4 3 2 1	☐		Q1	
Lewis, Riley		☐		Q1	
Norris, Jean		☐		Q1	
Plants, Craig		☐		Q1	
Puls, Jonathan		☐		Q1	
Reever, Bobby		☐		Q1	

15B. Click on the result that the student has earned for the Standard or Benchmark where the cursor is displayed. For "hand-typed" comments refer to **14A** and **15A.**

Preparing Course Grades to Send to the Office

If you enter daily assignment, test, and project scores into the JMC GradeBook in the **Score: Assignment Scores** you can have these Course Grades displayed on the report card if the report card is set up to receive and display the course grades. Please note that this is an abbreviated version of using Course Grades. Please refer to the GradeBook documentation with questions.

16. Go to **Edit▶ Course Grades**.   **17.** Choose a **Course.**

18. Go to the **Quick Links** menu and click on "Calculate (The term you are working on) Grades from Scores…" A pop-up menu will appear. Click **OK**. This will import your Course Grade from the Assignment Scores screen.

Please Note: If you need to hand enter any course grades for students you can do so by simply clicking on the drop down menu where the course grade needs to appear and choosing the course grade.

Sending Grades to the Office

19. Go to **File▶ Teacher to Office.** Make sure "Standards and Benchmarks" is checked. If you entered "Course Grades" (Steps **16-18**), then "Grades" should also be checked.

20. Click **Execute.**

Tying Assignments to Benchmarks to Calculate Results

There are four steps to attach assignments to benchmarks to calculate benchmark results. The following is a list of those steps followed by a detailed explanation.

Step 1: Go to **Scores▶ Categories and Assignments** to attach Assignments to Benchmarks.

Step 2: Go to **Scores▶ Standards and Benchmarks** to verify Assignment weighting within a Benchmark.

Step 3: Go to **Edit▶ Edit Assessments for a Course or Grade** or **Edit▶ Edit Assessments for a Student** to calculate Benchmark results.

Step 4: Go to **File▶ Teacher to Office** to send your Standards and Benchmarks to the office.

Step 1: Go to **Scores▶ Categories and Assignments** to attach Assignments to Benchmarks.

    A. To attach assignments to benchmarks, follow the necessary steps to create a category and then assignments underneath that category. Categories can still be named Tests, Assignments, Participation, etc. but many teachers find it helpful to create categories using the names of the benchmarks. That is how it is organized in this document. Create categories in a way that makes sense to you.


B. Click the "Benchmarks" button when you have the correct assignment chosen. This will bring up a screen (seen on the next page) allowing you to attach that assignment to a specific benchmark.

Notes
• If you click the "Benchmarks" button and it tells you "no benchmark instances have been created for this course in the office," you should do an "Office to Teacher." If that does not work, the office will have to instance benchmarks to this course for you.
• Assignments may only be attached to one benchmark.
• You can attach as many assignments to a benchmark as you would like.
• If you have an assignment/test that applies to more than one benchmark, you will need to put the parts of the test in as separate assignments.

C. Highlight/Choose the benchmark to which you want to attach the assignment and click "OK."
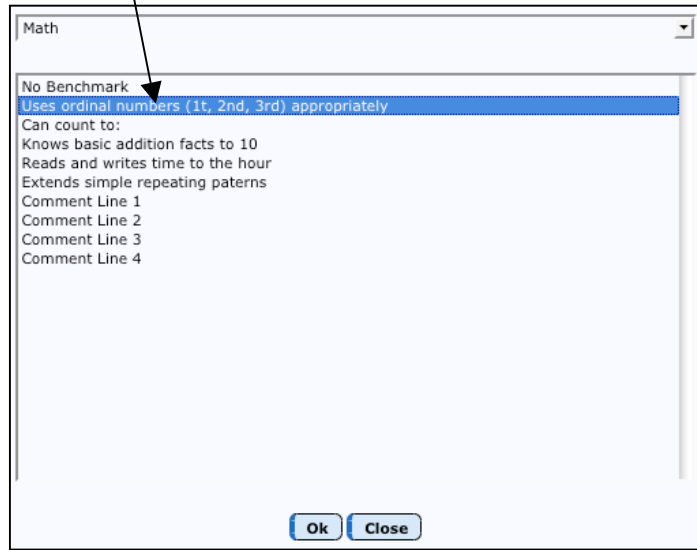
D. Now when you highlight/choose an assignment you will see what benchmark is attached to it.
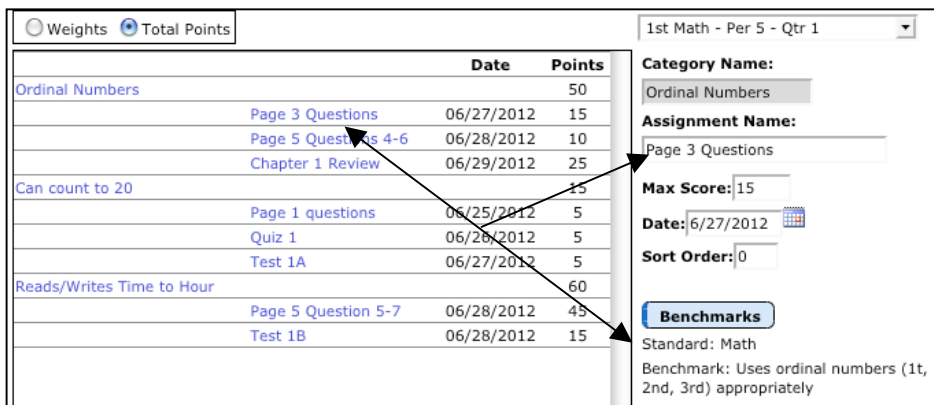
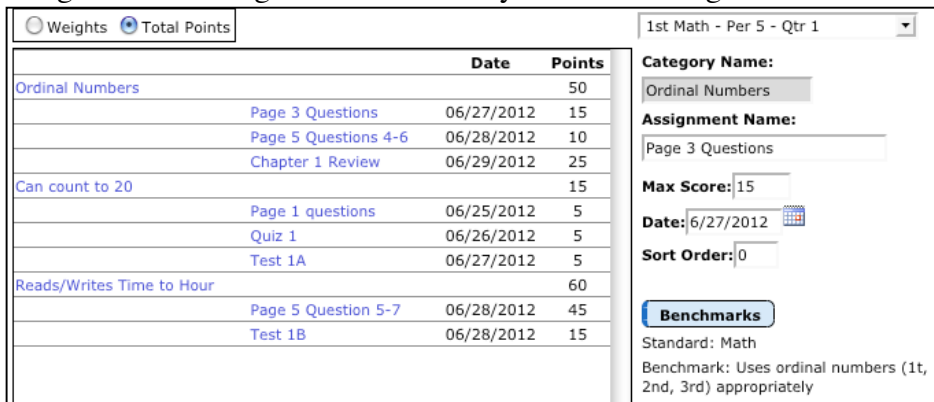E. Continue to add assignments and attach them to benchmarks making sure to hit the "Select a Benchmark" button after you have created an assignment. Your Categories and Assignments screen may look something like this:

<u>Step 2</u>: Go to **Scores▶ Standards and Benchmarks** to verify assignment weighting within a Benchmark. This screen will show, in list order, which assignments are attached to which benchmarks. This screen will also show how the benchmarks are weighted for calculating a standard.

       A. Choose the Course and Standard with which you want to work.

Teacher: Joe JMC (Term: Quarter 1)	JMC Demo School	2011-2012	7/5/2012 12:

Course: 1st Math - Per 5 - Qtr 1

Standard: Math

Benchmark	Assignment	Weight	Points
Uses ordinal numbers (1t, 2nd, 3rd) appropriately		1.0	50
	Page 5 Questions 4-6	33.3%	10
	Page 3 Questions	33.3%	15
	Chapter 1 Review	33.3%	25
Can count to:		1.0	15
	Page 1 questions	33.3%	5
	Quiz 1	33.3%	5
	Test 1A	33.3%	5
Knows basic addition facts to 10		1.0	0
Reads and writes time to the hour		1.0	60
	Page 5 Question 5-7	50.0%	45
	Test 1B	50.0%	15

Benchmark Name:
Uses ordinal numbers (1t

Benchmark Weight:
1.0

Assignment Weights:
Equal
Equal
By Points
User Defined

       B. If calculating only benchmarks, this screen is used to:

       • Review which benchmarks are attached to which assignments.

       • Review/change how the assignments are weighted when attached to a benchmark. Within each benchmark you can set the "Assignment Weights." By default the Assignment Weights will be "Equal," which means each assignment attached to that benchmark will have equal weight when the benchmark result is calculated. This can be changed to "By Points," which means the more points an assignment is worth the more influence it has when the benchmark is calculated, or to "User Defined." You can edit the assignment weighting by clicking here.

       C. If you are using this screen to calculate standards, please note the following items. (Continue on to <u>Step 3</u> if you are not calculating a standard.)

       • Many elementary report cards created in JMC do not print calculated standard results. They instead print Course Grades (Under **Edit▶ Course Grades).** If there is a question about whether you should calculate Standard results or use a course grade, you can either go to **Edit▶ Edit Assessments for a Student** and see if there is a box in the results column for the standard in question or you can contact your school's office professional.

       • Each benchmark must have "Weight" designated. By default each weight will be 1 (one) which will make each benchmark equal to the other benchmarks. You can weight the benchmarks in any way you would like.

       • A standard will not calculate unless each benchmark has at least one assignment attached to it.

<u>Step 3</u>: Go to **Edit▶ Edit Assessments for a Course or Grade** or **Edit: Edit Assessments for a Student** to calculate Benchmark results.

      A. Choose the course you are working with in the "Course or Grade" pop-up menu and then click the "Add" or "Add Initial Assessment Set" button in the top right corner.

Please note: This screen will look slightly different on the Edit Assessments for a Course or Grade screen.

      B. Enter the Assessment date for the current term.

      C. If you want all assignments (typically not done) to calculate a Standard, check this box.

      D. To calculate the Benchmarks for all the students in that course, check this box.

      E. Click the "Calculate Results" button.

      F. The calculated result will appear like the following screen.

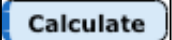| Calculated Benchmark Result	Calculated Benchmark Percentage	Calculated Standard Result
This is calculated from the percentage the student has earned. The appropriate result symbol appears here based on the result cut-offs listed in the Office program. To change a result click on it and choose the new result.	This is the percentage taken from the assignment scores the student received for assignments tied to this benchmark. Remember, the assignments can be weighted for a benchmark in <u>Step 2</u>.	If any of the benchmarks have a calculated result and you have the option to enter a standard result, a standard result will be calculated from the benchmark percentages.

      G. To recalculate a benchmark and/or standard, click **[Calculate]**.

<u>Step 4</u>: Go to **File▶ Teacher to Office** to send your Standards and Benchmarks to the office.

Printing Elementary Report Card Forms

1. Have teachers go to **File: Teacher to Office** in their GradeBook. Make sure that "Grades" and "Standards and Benchmarks" are checked.

2. Bring the Grades into the Office. Go to **Grades▶ Entry▶ GradeBook Entry** choosing the way in which grades are sent to the Office and the term for which you want to collect grades. Typically schools will bring in both Grades and Standards and Benchmarks. Then click **Execute**.

Please note: A great feature is now available where the message below will appear on the Home Page of the JMC Office program when teachers send grades to the Office. Click on the message and you will automatically be taken to the GradeBook Entry Screen.

**Submitted Grades:
1 Teachers (since Jan 20, 2015)**

3. *Optional Step:* Check to see if teacher(s) successfully sent grades to the office. Go to **Standards and Benchmarks▶ Student▶ Edit Standard and Benchmark Results**. Go to a student for whom that teacher sent grades. If that screen is blank, grades were not correctly sent in. If there are benchmarks listed with assessments given, the teacher successfully sent grades to the office.

4. Print report card forms by going to **Standards and Benchmarks▶ Reports▶ Print Standard and Benchmark Transcript**.
   - *One time per gradining term:* Choose the term for which you are currently printing report cards. In the box labeled Q1/Tri1/Sem End, enter the last day # for the term.
   - Choose who you want to Print. Please note that if you choose to print by "Advisor" the teacher's # needs to be put in the "From" and "To" boxes. The teacher numbers can be found by going to Attendance▶ Staff▶ Teachers. The # in front of the teacher name is their number.
   - Click the **Select Form** button and choose the form that corresponds with the chosen students .
   - *Optional*: Click the "Email if Possible" box. This will email all the Primary Contact who have an email adress and print a paper copy of the report card for those who do not when you click the Print button.
   - Click the **Print** button.
   - If nothing shows up on the screen it means that either a student or form was not chosen correctly.

Standards and Benchmarks Troubleshooting Guide

The following is a list of common problems clients may have with Standards and Benchmarks followed by possible solutions.

Problem 1: A teacher cannot see one, or many, benchmarks on the Edit▶ Edit Assessment for a Course or Grade or Edit▶ Edit Assessments for a Student screen.

- o *Cause:* The teacher has not performed an "Office to Teacher."
  Notes: Teachers must do an "Office to Teacher" to update their GradeBook with the Standards and Benchmarks.
  Solution: The teacher needs to do an "Office to Teacher."
- o *Cause:* The teacher was assigned to new courses (i.e. course #'s) this year.
  Notes: To check to see if this is the problem write down the course #'s that pertain to that teacher. Next, in the Office Program go to Standards and Benchmarks▶ Definitions▶ Edit Benchmark Instances. Choose the Hierarchy that will show the benchmarks the teacher is expecting and see if the appropriate course # is listed.
  Solution: In the Office Program go to Standards and Benchmarks▶ Definitions▶ Edit Benchmark Instances and instance the benchmarks to the new courses.
- o *Cause:* The teacher is not the Advisor for any students.
  Notes: All grade level instanced benchmarks are assessed by the Advisor of those students.
  Solution: In the Office Program go to Attendance▶ Staff▶ Assign Advisees, choose the teacher, choose the grade level of students they teach and assign them to that teacher.

Problem 2: A teacher has sent standard and benchmark assessments to the office but they are not showing up on the report card.

Please note: The causes of this problem can be broken into two separate issues. To check which issue is causing the problem go to Standards and Benchmarks▶ Student▶ Edit Standard and Benchmark Results and choose a student who is in the teacher's class. Consult the following to determine which problem you are having.

Problem 3A. The benchmark results have not yet been received in the Office. If this is the problem, the student's screen will look like the picture below. If this is the situation please refer to the Problem 3A section.

Problem 3B. The benchmark results are in the office but they do not appear on the report card. If this is the problem, the student's screen will look something like picture below. If this is the situation please refer to the Problem 3B section.

	Instance	Year	Gr	Term	Date	Result ID	%	Comment	Teacher
	First Grade								
	Math								
	All Grades								
	Uses ordinal numbers (1t, 2nd, 3rd) appropriately								
Edit Del	1st Math	11-12	11	Yr	07/05/2012	4			
	Can count to 20								
Edit Del	1st Math	11-12	11	Yr	07/05/2012	2			
	Knows basic addition facts to 10								
Edit Del	1st Math	11-12	11	Yr	07/05/2012	2			
	Reads and writes time to the hour								
Edit Del	1st Math	11-12	11	Yr	07/05/2012	3			
	Extends simple repeating paterns								
Edit Del	1st Math	11-12	11	Yr	07/05/2012	4			

Problem 3A Section – No results in the office.
- *Cause:* The teacher did not enter the benchmark results onto the Edit▶ Edit Assessment for a Course or Grade or Edit▶ Edit Assessments for a Student screens.
  Notes: This is more common with teachers who are tying assignments to benchmarks and do not calculate the benchmark results as is necessary on the Edit▶ Edit Assessment for a Course or Grade or Edit▶ Edit Assessments for a Student screens.
- *Solution:* Have the teacher enter the benchmark results onto the Edit▶ Edit Assessment for a Course or Grade or Edit▶ Edit Assessments for a Student screens. Teachers must then do a "Teacher to Office" and the Standards and Benchmarks box must be checked. Then the Office must go to Grading▶ Entry▶ GradeBook Entry and make sure the Standards and Benchmarks box is checked.
- *Cause:* The teacher did not correctly send their grades to the Office.
  Notes: Sometimes teachers do not check "Standards and Benchmarks" or they do an "Office to Teacher" instead of a "Teacher to Office."
  Solution: Teachers must do a "Teacher to Office" and the Standards and Benchmarks box must be checked. Then the Office must go to Grading▶ Entry▶ GradeBook Entry.
- *Cause:* The office did not correctly bring the grades into the Office.
  Notes: Sometimes when a teacher sends grades to the office for troubleshooting the office can forget to bring the grades into the office.

Solution: (If not already done: Teachers must do a "Teacher to Office" and the Standards and Benchmarks box must be checked.) The Office must go to Grading▶ Entry▶ GradeBook Entry and make sure the Standards and Benchmarks box is checked.

Problem 3B Section – Results are in the office but not on the report card.
- *Cause:* The incorrect Benchmark result box is on the report card.
  Notes: To check a benchmark result box on your report card you must have the JMC Form Designer installed on your computer. (*Please Note: If you do not have the form designer installed on your computer you must have your technology professional install it before you can find a solution to this problem.*) In the form designer go to Design Forms: Standard and Benchmark Forms. Choose the form you want to work with. Find the box that is not appearing correctly and double click on it to see what benchmark is supposed to appear there.
  Solution: If you are comfortable editing you Standard and Benchmark forms you can do so. If you need assistance from a JMC support representative make sure you have the form designer installed before you call JMC.