Starting the 16-17 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 one of the modules or functions, nor do they need to be completed sequentially.

We welcome feedback on this document. If you feel that an item should be added or edited for this or next year's document please contact us at **feedback@jmcinc.com**.

General

❑ Every building (i.e elementary, middle school, high school) should have at least one computer with the 16-17 Next-Gen Form Designer installed on it to create or make edits to Standards and Benchmarks forms, Custom Report Card forms, Student Information forms, or the new Period Attendance Form Letters. Directions for the installation of this program will be emailed to your technology professional and posted to the Next-Gen page on our website.

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 in each building they will be teaching in.

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

❑ 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 Lifetouch, Herff Jones, or Jostens are used for school pictures, 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.

❑ If student activities and student rosters are used in JMC, activities must be made active for the new school year. Go to Attendance▶ Activities▶Edit Activity Defs and mark the current activities as "Active" in the Yearly Activity Definitions box.

- ❑ School days in session must be entered in *(district level)* <u>Attendance▶ Day▶ Day Names</u>. We recommend that you enter dates up to December 1st and then enter day names 3-4 weeks in advance instead of for the entire school year because you cannot insert (make-up) days into the calendar.

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

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

Online Modules

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

- ❑ A new feature has been added *(district level)* where a message can be displayed for parents in Parent Access but 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. http://jmcinc.com/resources/view/parent_student_online_registration

- ❑ 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 minutes and check the "Limit Grade/Missing Score Alerts (Once Per Day)" box.

Online Parent Access

- ❑ Update all contacts submitted over the summer in <u>Attendance▶ Contacts▶ Merge Contact Submissions</u>. 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, 2016)"** Click on that message to go to the Merge Contact Submissions screen.

- ❑ Update all student information changes submitted over the summer in <u>Edit▶ Merge Student Submissions</u>. 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. You can manage what parents can submit on <u>File▶ Student Submission Settings</u>.

- ❑ Review your Parent Alerts setting under the Parent Access tab. Here are the important items to note:
  - o 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 minutes and check the "Limit Grade/Missing Score Alerts (Once Per Day)" box.
- o Make a note to update the term to allow parents to see report cards throughout the year.

Online Student Access

❑ Assign usernames and passwords for all new students in Edit▶ Student Data: General (Tab). This tab is on the lower portion of the screen.

Message Center (Voice and Text Messaging Option)

❑ 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.
http://jmcinc.com/resources/view/message_center

❑ Go to File: Administrator Options in the "Phone Settings" box at the bottom of that page. This is the spot where you can:
- o Set up "Phone Dialer Settings" – These are settings for the basic functionality of the Message Center.
- o "Initialize Contact Phone Numbers" – This is a way to choose cell phones to receive text messages and slot 1 phones to receive voice messages.

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 15-16 Data you can import those changes in Schedules▶ Course▶ Import Course Data. This could be for MCC (MN), SCED (IA), 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). Next, 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 student's 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 15-16 Standard and Benchmark Definitions in Standard and Benchmarks▶ Definitions▶ Import Standards and Benchmarks Definitions from Prior Year.

❑ 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.

❑ Download and use the "Standards and Benchmarks Instructional Documentation" at our website on the Secretary/Office Professionals page on the S&B tab. This is a great resource for teachers, as well as office professionals, when it comes time to print elementary report cards.

Health

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

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

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

Lunch Module

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

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

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

❑ 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 also 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 the POS program is loaded onto all of your "lunchroom" computers.

❑ 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 EASIER 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.