



JCampus Special Education Staff Overview

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Contents

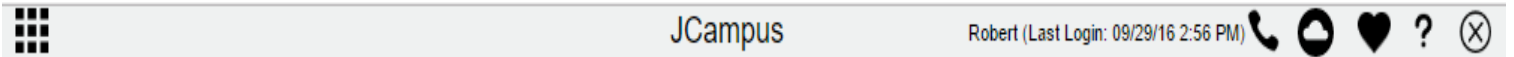
Logging In.....	3
Basic Navigation	3
Navigator	4
Welcome / Notifications	4
Workspace.....	5
Enrollment and Ethnic Breakdown Graphs	5
Unblock Popups.....	5
Print Preview Screen	5
Print Output Options	6
Student Master Overview	6
Getting Started	6
Find a Student using the Find Button	6
Find a Student Using the Search Bar	7
Student Master Screen Features.....	7
Using the Gear icon	7
Action Button.....	9
Alpha/Recruiter List	9
504 Student List.....	10
MFP Ethnic Gender Lunch	10
Discipline	11
Major vs Minor Incidents in JCampus.....	11
Discipline Posting Tries to Follow the Basic Parts of a Paper Referral:	11
Basic Discipline Referral Posting:	11
Discipline Frequency Report.....	12
Special Ed Suspensions Report.....	13
Master Schedule Overview.....	13

Logging In

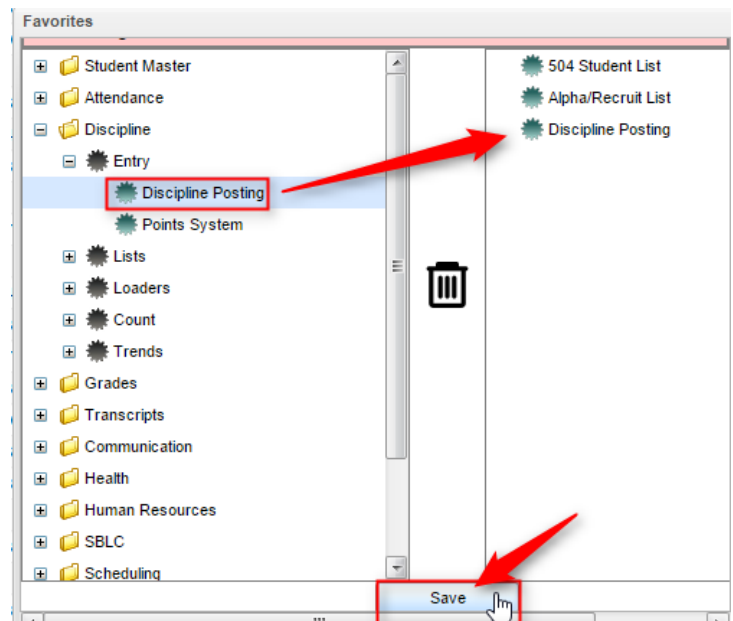
1. JCampus works best in Google Chrome or Firefox.
2. Browse to <https://standry.edgear.net/jcampus>
3. At the login screen, enter your username and password.
4. If you are using the “Live” dataset, click **Login**.
 - a. “Live” refers to current, active data.
5. To access the Training dataset, on the “Database:” field, click the dropdown arrow and select **Training**. Then click **Login**.
 - a. “Training” refers to a copy of data, usually a day or two old. It is usually overwritten each night, allowing the user to practice or “play” with the data.

Basic Navigation

Menu Bar: The top of JCampus has a menu bar that contains several features.



1. **Color:** The first feature is the color of the menu bar. If the menu bar is **red/pink**, you are in “**training**” mode and the title will say training. If the background is white/gray you are in “**live**” mode.
 - a. “**Live**” mode is the data that actually is used to run the school. Training mode is used for training and testing purposes and does not reflect true data.
2. **Waffle:** Click to toggle view of the navigation panel. Makes the viewable area of a screen, such as a gradebook with many columns, wider.
3. **User:** The user’s name will be displayed with a date/time showing last login.
4. **Phone:** If using the Call system, click to place an “Emergency” message to students and/or staff.
 - a. Can be used at any time, but is needed when sending a message outside of normal call times.
 - b. Is not scheduled, but goes out immediately to all phone numbers associated with a student/staff.
5. **JDrive:** Click to access the user’s storage space associated with the software. User documents and files can be stored here.
6. **Favorites:** Click to create up to 15 shortcuts to programs. To create a shortcut, do the following:
 - a. Click the **Favorites** icon.
 - b. Select **Configure**.
 - c. The window on the left shows all the different modules that can be added to favorites. Click and drag the desired modules to the column on the right.
 - d. Click **Save**.
 - e. To remove, select the module from the window on the right, then click once on the trash can icon in the middle of the two windows. Click **Save**.
7. **Help:** Click to access the help system of JCampus. A separate tab will open to allow the user to jump back and forth between JCampus and the Help system.



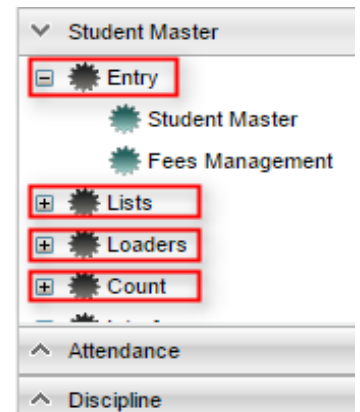
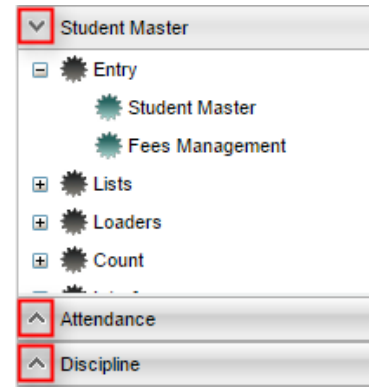
- a. Additionally, look for the “Help” buttons in various screens. Clicking these “Help” buttons will direct the user to the help system for that particular area.



8. **Logout:** Click to return to exit the system and return to the login screen.

Navigator

1. The left side of the screen is the program navigator. This is a collapsible panel that is categorized by application area.
 - a. Click the drop down arrow to expand the application programs.
2. Within each application area there are several categories that have programs under each. **Click on the + icon to expand access to the programs for each category.** Programs are listed under each category in alphabetical order.
 - a. **Entry:** Programs to enter data related to the application area.
 - b. **Lists:** Reports that create listings related to the application area.
 - c. **Loaders:** Utilities that allow for rapid entry of data to groups of students.
 - d. **Count:** Reports showing summary counts in the application area. The counts usually can be clicked to reveal data that makes up the count.
 - e. **Trends:** Present in some applications, reports that present graphical trend data.
 - f. **Interfaces:** Present in Student Master and Human Resources, these are programs that contain ready to go programs to create export files for various systems.
 - g. **Letters:** Present in Student Master, this allows the user to create letters keyed to data elements of the database, print the letters to groups of students, and create log reports of letters created for students.



Welcome / Notifications

The “Welcome” tab contains program update notifications from the Shreveport office. Additionally, the district administrator can add notifications by doing the following steps:

1. Click the “New Message” icon (red square item shown in screenshot).

2. Fill in the District, School(s), Title, End Date, and Message contents.
3. Click Save.
4. To edit the message, click the edit icon.
5. To delete the message, click the trash can icon.



Workspace

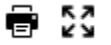
The Workspace is a tab separated work area that allows you to manage multiple open programs without overlapping windows.

1. You can have several different programs open at any given time. Depending on computer memory and hardware, usually up to 5 simultaneous open tabs is fine. If a computer with lots of memory is being used, more tabs can be managed.
2. Click a tab to jump between active programs.
3. When finished with a program, click on the red "X" at the top of the tab to close the individual program.



Enrollment and Ethnic Breakdown Graphs

These graphs will be visible once you login to JCampus. To print, click the **Print** icon. You can enlarge the graph by clicking the **Show in Larger Window** icon.



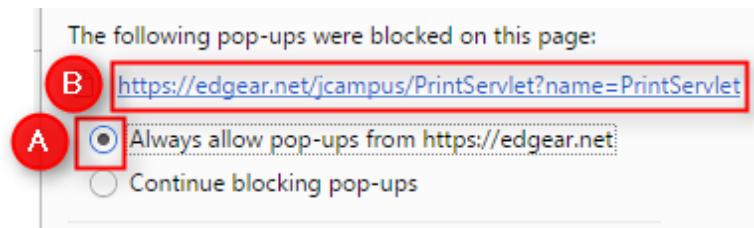
Unblock Popups

Print jobs in JCampus open as popups. The first time a print job is attempted, it may appear that the job was not created. To allow popups from the JCampus software, on the first instance of an attempt at a print job, do the following:

1. The user will see a popup blocker icon in the upper right corner as shown below.



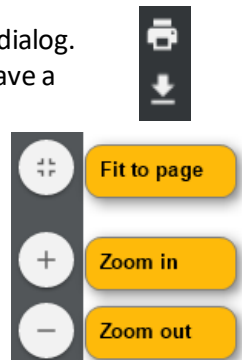
2. Click on the popup blocked icon. A dialog box will appear. Do the following:
 - a. Click "Always allow popups from...."
 - b. Click the hyperlink as shown below.
 - c. The print preview will now be displayed and will continue to open in Google Chrome from JCampus.



Print Preview Screen

When a print job is presented in a popup, the user can take several path's to work with the data.

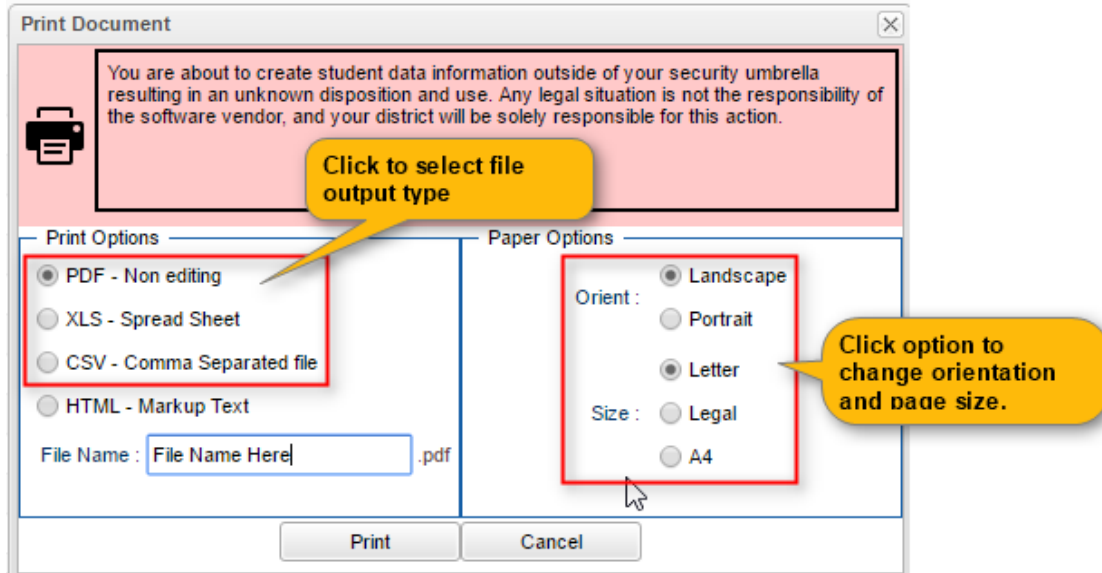
1. **Print:** Hover the mouse in the upper left. A printer icon will appear. Click to bring up a printer dialog.
2. **Download (Save):** Hover the mouse in the upper right. A download icon will appear. Click to save a copy of the print preview as a pdf file in the Download directory of the computer.
3. **Resize + / - :** Hover the mouse in the lower right. A set of icons to "fit to page", "zoom in", "zoom out" will appear. Click the appropriate icon to perform the needed resizing.



Print Output Options

When the “Print” button is clicked on a report, the user has options to change the print output.

1. **Print Options:** Select the desired file output type. Enter a file name.
 - a. If pdf is selected, a popup preview window will appear showing data.
 - b. If xls or csv is selected, a popup will appear and the Excel file will be located in the bottom left.
 - c. Sometimes the popup window needs to be “maximized” to see the Excel file in the lower left.
2. **Paper Options:** Select the desired page orientation and page size options.

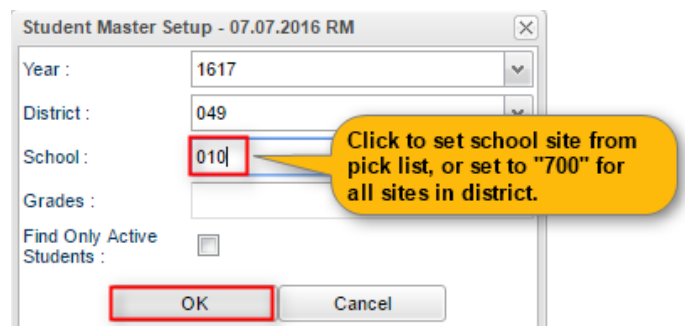


Student Master Overview

The Student Master is the primary program for working with individual student data. It is used to maintain demographic information on students and enroll/drop students.

Getting Started

1. On the navigation panel, go to **Student Master / Entry / Student Master**.
2. At the setup box, verify the current year.
3. Click on the “School” field to pick the site to work with, or select “700” to work with all students in the district.
4. Click the “OK” button to begin.



Find a Student using the Find Button

1. Click the **Find** button located at the bottom of the *Student Master* screen. This brings up a list of students in alphabetical order.
2. Use the keyboard or the keypad at the top of the list to type the last name in the search box or scroll down the list and select the appropriate name.
3. The student’s information will appear on the *Student Master* screen.

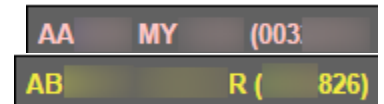
Find a Student Using the Search Bar

1. The search bar is the blank field to the right of **Action** at the top of the screen.
2. Search by typing all or part of the student's last name, first name, social security number, student ID number, state ID and hit **Enter** on the keyboard.
3. A list of possible matches is displayed and can be sorted using any column heading.
4. Select the desired student. The student information will appear in the *Student Master* screen.
5. **TIP:** In this field, the user can search additional strings such as Father Name, Mother Name, Guardian Name, and any phone number. Simply type in what is being searched for. Any matches will show in **bold**.



Student Master Screen Features

1. Flags in the top will be shaded a color if a student has been classified as SPED, 504, LEP, or has a Health condition.
 - a. For Sped, data comes from SER each night.
 - b. Student needs to have a current IEP, current Services for color of SPED button to be correct. If color is not correct, these are checked in SER.
 - c. Accommodations are not part of nightly SER download, but these can be imported from the SER accommodations file created in SER.
 - d. Hover over the button to see additional details.
2. If the student has exited from school, the name of the student will be shaded in red.
3. If the student is absent on the current day, the name of the student will be shaded in yellow.
4. To get to the details of a field, click on it.
 - a. Example: To see the details of a student, click on the name of the student. The student details screen will be displayed.
5. Tabs across the bottom contain additional details and entry screens for the student.



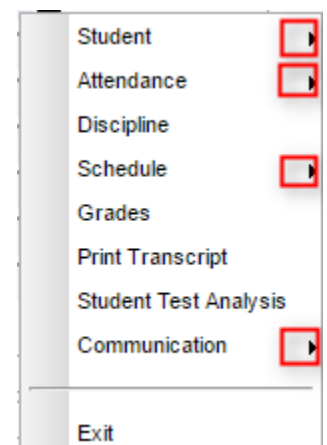
6. **Save:** To store any changed data on the student, be sure to click the SAVE button located at the lower center of the Student Master screen!!

Using the Gear icon



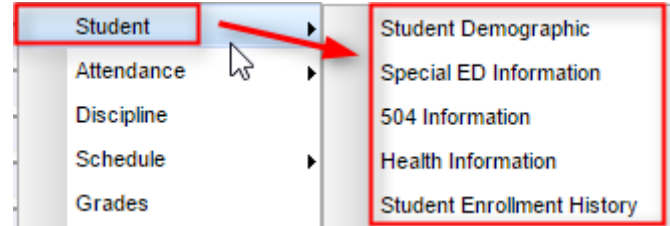
The Gear icon is a menu system that brings out further details about the student in a quick access format. The Gear icon can be found throughout the JCampus system. Typically, the user will see the icon near the student's name on a screen and on some list report screens. In Gradebook, the Gear icon is accessed by the highlight of a name, then a click of the Gear icon.

1. After locating a student on the Student Master screen, or in any other location where the icon is present, click on the **gear icon**. A submenu of items to pick from will be displayed.
2. Categories with arrows on the right contain further subgroups of related items.



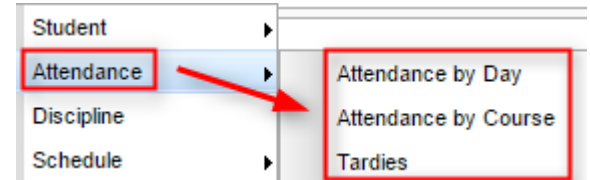
3. Student

- Student Demographic:** Creates a print out of main contact information of the student.
- Special ED Information:** Same as “SPED” button on main Stu Master screen.
- 504 Information:** Same as “504” on main Stu Master.
- Health Information:** Same as “Health” on main S
- Student Enrollment History:** Same as “Enrollment History” tab of Stu Master.



4. Attendance

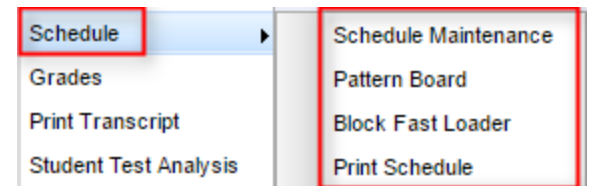
- Attendance by Day:** Report of detail attendance and summary. Click “Setup” to change year.
- Attendance by Course:** If a Bell Schedule is setup, student’s attendance by course is displayed with counts per course. Cell click to get detail records for the class.
- Tardies:** Code 14 Tardy means student was present at school, but no in class on time. Typically posted by the teacher.



- Discipline:** Provides a summary of incidents/actions. Click the “Year” in lower right to see previous years information.

- Schedule:** If user permissions allow, these will allow for student schedule changes.

- Schedule Maintenance:** A simple manual student schedule program to quickly add/drop classes on the student’s schedule.
- Pattern Board:** Typically for high schools and large middle schools, this is a request based student scheduler for entering requests, automatic scheduling for the student, or manually add /drop a class.
- Block Fast Loader:** Typically for elementary schools and smaller middle schools, this assigns a student to a homeroom, which also assigns a schedule associated with the homeroom.
- Print Schedule:** Quick preview/print out of student’s schedule.



- Grades:** Displays the current marking period grades, and any semester / final averages if calculated. Click the “Year” in the lower right to see previous year’s grades.
- Print Transcript:** Displays the transcript of the high school student. Current year semester / final averages are merged and indicated with a “G” for “Grade Record”.
- Student Test Analysis:** Displays test score information for the student. Easiest way to view is to hit the “Print” button to do a print preview.

10. Communication

- Parent Contact Log:** Typically a note posting entered by the teacher documenting time/date/contents of a communication with a parent/guardian.
- SPC Login Information:** Displays the last time a parent/guardian accessed information about the student on the Student Progress Center.



Action Button

The Action button appears in the major entry programs in the upper right corner. It has links to related programs for the application module.

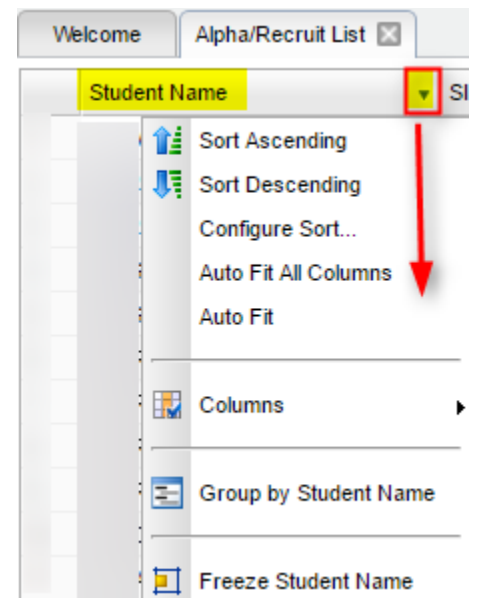
1. In Student Master, clicking the **Action** button will bring up a menu that allows the user to perform Re-Enroll, Leave Entry Package, Enrollment Status Form, MFP Audit documentation, Fee Management, Letter System access to print letters related to the student, and other tasks.
2. **Example Action item: Print Leave/Entry Package::** A Leave/Entry Package is often used when a student departs to create a quick packet of information for the next school. It is also handy when an administrator or counselor has a meeting on the student and needs a packet of information to summarize how the student is doing.
 - a. Locate the student in Student Master.
 - b. Click Action at the top of the screen.
 - c. Choose Leave/Entry Package.
 - d. Check all appropriate boxes to print.
 - e. Click Print.

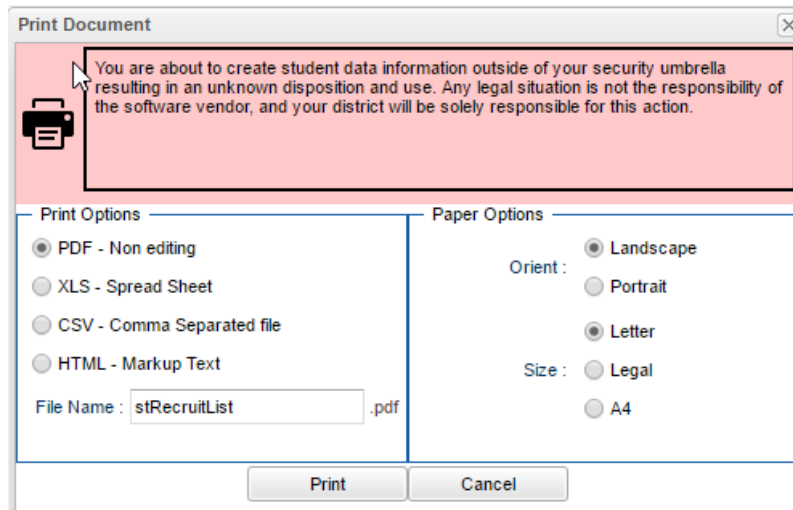
Alpha/Recruiter List

1. Go to Student Master / Lists / Alpha Recruiter List.
2. In the Setup screen, set the "Year" and "School".
3. On the right, locate the "Column" field. Click and select several fields such as student name, grade, DOB, etc...
4. At the "Special Ed" option, set for **Sped Only**.
5. Click the **OK** button.
6. The list of students meeting the settings will be displayed.
7. Clicking on the down arrow on the right side of any column header will display additional options.

- **Sort Ascending**-alphabetical order
- **Sort Descending**- reverse alphabetical order
- **Configure Sort**- custom sort using multiple columns
- **Clear sort**- clears the Configure sort option
- **Auto Fit All Columns**- adjust all columns' width to fit the text in each field automatically
- **Auto Fit**- does the same but only in the column you are working in
- **Column**- uncheck columns to hide
- **Group by**-when grouping, all items are sorted and then collapsed into drop down items to make the information easier to access in an organized fashion. It is an expanded level of sorting.
 - **Ungroup**- clears Group By
- **Freeze**- keeps the chosen column stationary while scrolling from left to right

8. Click **Print**. In the **Print Document** window, select the appropriate format to save or print.
 - a. Highlighting rows in the list and selecting **Print** will only print those selected rows.





504 Student List

1. Go to Student Master, Lists, then 504 Student List.
2. Set for the school site or sites.
3. Leave other fields unchanged except the "Show Detail". Place a check mark here.
4. Click OK to begin the report.
5. Students who have 504 information will be displayed.
6. The "Next Eval" date will be 3 years greater than the **Init Eval** date.
7. The "Next IAP" date will be 1 year greater than the **IAP Review** date. MFP Ethnic-Gender Lunch Report

MFP Ethnic Gender Lunch

This is a good report to obtain counts of Special Ed students for a given date.

1. Go to **Student Master / Count / MFP Ethnic-Gender Lunch**.
2. At the setup box, click in the "**School**" field and select the schools sites to obtain a count for.
3. Set the "**As of Date**" to date of enrollment to check. Click "OK".
4. A count by grade level for the school(s) will appear. Click on the count to see the students that comprise the count.
 - a. **Tip:** The resulting list can be sorted, manipulated as explained in the previous list section.
5. Column Definitions for commonly referred to areas are below:
 - a. **MFP** – number of students counted towards State Funding purposes. (State Membership)
 - b. **Enroll** – number of students enrolled in the school. (State Enrollment)
 - c. **?** – number of prek special ed students in a grade that have a coding conflict between student master and SER data.
 - d. **22+** - number of students at age 22 or older
 - e. **NR** – number of student identified as not reported in SIS to state. Usually these are private school special education students.
6. The tabs at the bottom will break down the totals by Regular Ed, **Special Ed**, gender and race, Special Codes, and Lunch Codes

7. Click **Print** to print or save the report

Welcome		MFP/Ethnic-Gender/Lunch																					
District	School	Site	INF	PRES	K	01	02	03	04	05	06	07	08	09	10	11	12	40	35	?	MFP	PREK	
049	003	Cankton Elementary S...			110	108	97	115	112													542	49
049	004	Central Middle School								190	165											355	
049	006	Creswell Elementary S...																					
049	007	East Elementary School			48	63	55	56	42													264	26
049	009	Eunice Elementary Sch...			80	48	60	42	44													274	20
049	010	Eunice High School												194	185	128	129					636	
049	011	Eunice Junior High Sch...										211	159									370	

Discipline

Major vs Minor Incidents in JCampus

All referrals are broken down into two categories, **Major** and **Minor**.

1. **Minor** referrals are those referrals that are predominately done by teachers but not **referred to the office**.
2. **Major** referrals are those that have been **referred to the office** (code 06) using "Action Taken By Teacher" on referral page 2 or on which administrators have taken action by adding information on the Admin page of the referral using "Action Taken by Administrator".

Discipline Posting Tries to Follow the Basic Parts of a Paper Referral:

1. **Refpg1** tab is the top of a referral form describing what happened.
2. **Refpg2** tab is the middle of a referral form describing what action the employee has taken.
 - a. Teachers can only fill out the first two parts of a referral. Teachers cannot fill out any **Admin** information.
3. **Admin** tab is the bottom of the referral describing what actions were taken in by the school administration.
 - a. Teachers cannot post to this part of the referral.
4. **Hearing** tab is where if the referral resulted in an expulsion recommendation, the result of the hearing is entered in this tab.



Basic Discipline Referral Posting:

1. On the left navigation menu, go to **Discipline / Entry / Discipline Posting**.
2. Verify the year and site. Click **OK**.
3. Click the **Find Ref** button to see details of a discipline referral.
4. Click the **Action** button on the top right, then **Stats** to see the count of days out for OSS or ISS.
5. Click the **Action** button on the top right, then **Letters**, then **Louisiana Behavior Report** to get a detailed print out of this referral.
6. Click the **Action** button on the top right, then **Letters**, then **Court Report** to get a detailed summary report of attendance, grades, enrollment, discipline, transcript, communications to the parent.

Discipline Frequency Report

This report will give the user counts, lists, and graphs of discipline data for the school or district.

1. Go to Discipline / Trends / Discipline Frequency Report.
2. Set the "School", then verify the "Date From" and "Date To".
3. At the Special Ed setting, set for "Sped Only".
4. At the bottom, uncheck "Primary Inc/Action Only". Click "Ok".
5. On the left will be counts by **Actions**. On the right will be a graph of Actions.
 - a. Counts are clickable to see students that comprise the count.
6. On the right bottom, click "Inc" button to change data to "Incidents". Data will now show Incident counts on the left, and graph of incidents on the right.
7. On the right bottom, click "Loc" to change data to "Locations". Data will now show Location counts on the left, and graph of locations on the right.
8. Repeat for other buttons on the lower right such as "Time", "Staff", "Mo"-Month.

Welcome
Discipline Frequency Report x

Code	Description	# Ref	# Stu	Avg	% Stu
01	Willful disobedience	608	242	2.51	29.16
02	Treats an authority with disrespect	225	144	1.56	17.35
03	Makes an unfounded charge against a...	6	6	1	0.72
04	Uses profane and/or obscene language	184	110	1.67	13.25
05	Commits immoral or vicious practices	6	5	1.2	0.6
06	Conduct or habits injurious to his/her a...	43	33	1.3	3.98
07	Uses/possesses controlled dangerous...	2	2	1	0.24
08	Uses/possesses tobacco and/or lighter	4	4	1	0.48
09	Uses/possesses alcoholic beverages				
10	Disturbs the school/habitually violates r...	31	26	1.19	3.13
11	Cuts defaces injures school/vandalism	2	2	1	0.24
12	Writes or draws obscene/profane lang...				
13	Possesses weapons prohibited under f...	1	1	1	0.12
14	Possesses weapons not federally proh...	6	6	1	0.72
15	Throws missiles liable to injure others	22	17	1.29	2.05
16	Instigates or participates in fights	73	63	1.16	7.59
17	Violates traffic and safety regulations				
18	Leaves school or classroom w/o permi...	22	19	1.16	2.29
19	Is habitually tardy and/or absent	160	111	1.44	13.37
20	Takes another's property or possessio...	4	4	1	0.48
21	Commits any other serious offense	15	13	1.15	1.57
22	Leaving Bus Without Permission				

Number of Referrals by Incidents Code

Referrals

Incidents Code

01
 02
 03
 04
 05
 06
 07
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 09
 10
 11
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 13
 14
 15
 16
 17
 18
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Pie Ref Stu Freq %

Act Hear Inc SIS Loc

Mo Time Staff Day DoW

Admin

Special Ed Suspensions Report

This report will list students with Suspension data for Special Ed Students.

1. Go to **Special Education**, then **Lists**, then **Suspensions**.
2. At the setup, set the school site or sites to run the report.
3. Check off items such as **“Out of School”** Suspensions.
4. Counts in columns will be displayed for each student. Hover over the column name to get a tooltip on what the column means.
5. Columns starting with **“D”** are counts of days.
6. Tabs across the bottom cross tab the data by categories.

Master Schedule Overview

In JCampus, the Master Schedule Editor is where teachers/courses/periods are set and managed.

1. Go to Scheduling / Entry / Master Schedule Editor.
2. Tap the **“Waffle”** icon in the upper left to make your viewing screen wide.
3. Select a **School**, then click **“OK”**.
4. A vertical table of classes at the school will be displayed. Classes are sorted by Teacher, then period, then alpha course name.
5. Columns of Interest
 - a. Columns **“C1, C2”** contain student counts for semester 1 and semester 2. Click to get a quick roster.
 - b. State course code associations are in the **“St Code”** column.
 - c. The **“NP”** column represents the number of periods long the class is.
 - d. The **“DS”** column represents the Distance Learning code to report to the state.
 - e. **“RSCH/RDIS”** are the remote sites to report to state if the course is offered off campus.
 - f. **“MREM”** and **“REM”** is used if the host school wants to offer this course to other schools in the district.
 - g. **“SE PSC”** is the special ed placement to report to the state if a special ed course.
 - h. **“C HRS”** and **“PSEC SITE”** are used if a Dual Enrollment course is to report credit hours and post-secondary site.
 - i. **“Fees”** is used if the course has a fee that is to be assessed to any student in the course.
6. Searching can be done initially by Teacher. Type some of the last name of the teacher in the search bar and the list will move to that staff member.
7. Searching can also be done by click on a column header, such as **“Course”**, then typing part of the item being searched for in the column.
 - a. Ex... Tap **“Course”**, then enter **“Wor”** to go to the courses starting with **“World”**.
8. If more advanced filtering is needed, on the *Setup* box, tap the **“Filters”** button.
9. Changes are easy: Click n’ pick to make a change.
10. Additions are done in the top row, working from left to right. Click the **“Save New”** button to add the contents into the master schedule.
11. Deletions are done by clicking on the **“ID/DEL”** number of the row to be taken out. **Note:** Only courses with no scheduled students can be removed.

Master Schedule For YR:: 1617 Dist: 049 Sch: 053 08.26.16.1 MLM

Search : 

<input type="checkbox"/>	STAFF	ID/DEL	PD	COURSE NAME	GRP	COMMENTS	SECT	C1	C2	C3	C4	ST CODE
<input type="checkbox"/>	FOUQUIER HOLLY L.	611879	01	HOMEROOM 12	9		053174	16	16	0	0	999999
<input type="checkbox"/>	FOUQUIER HOLLY L.	611879	02	ENGLISH III	1		053180	21	21	0	0	120333
<input type="checkbox"/>	FOUQUIER HOLLY L.	611879	03	ENGLISH III	1		053175	26	26	0	0	120333
<input type="checkbox"/>	FOUQUIER HOLLY L.	611879	04	ENGLISH III	1		053177	16	16	0	0	120333
<input type="checkbox"/>	FOUQUIER HOLLY L.	611879	06	ENGLISH III (AP)	1		053178	17	17	0	0	120325
<input type="checkbox"/>	FOUQUIER HOLLY L.	611879	07	ENGLISH III	1		053176	22	22	0	0	120333