



JCampus Counselor Update

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Logging In

1. JCampus works best in Google Chrome or Firefox.
2. For initial training, browse to **https://jgrade.wbrschools.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 later on in the summer, 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. **Waffle:** Click to toggle view of the navigation panel. Makes the viewable area of a screen, such as a gradebook with many columns, wider.
2. **N/A 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.
3. **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**.
4. **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.

Navigator

1. **Search Box:** Located in the upper left, entering a keyword will search the menu items and provide matching programs. Click to run. Click the “Favorite” (heart) icon to save it as a Favorite.

Student Master

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.


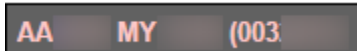
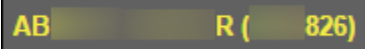
Find a Student using the Find Button

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. Student names in a pink shade are student master records where the student dropped.
4. 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 left 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, or phone number and hit **Enter** on the keyboard.
3. A list of possible matches is displayed and can be sorted using any column heading.
 - a. **Need to find a student in a different year?** In the search results, click the option "Search All Years".
 - i. Selecting a previous year search result allows you to see data from that year.
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. Click the button to see additional details.
2. If the student has exited, 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.
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!!

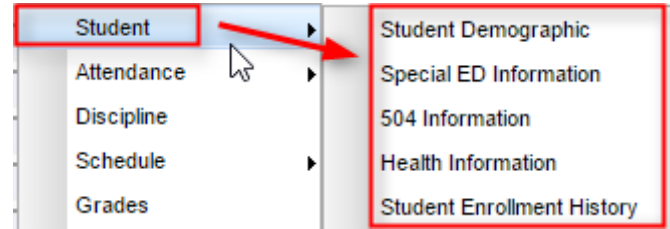
Using the Gear icon



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.

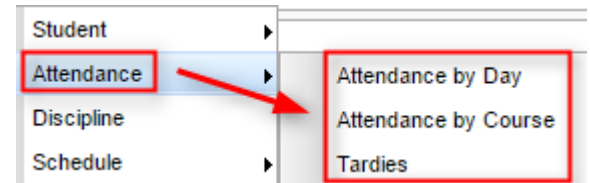
1. After locating a student on the Student Master screen, or in any other location where the icon is present, click on the **gear icon**. A submenu of items to pick from will be displayed.
2. Categories with arrows on the right contain further subgroups of related items .
3. **Student**

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



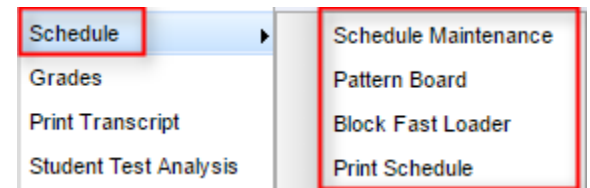
4. Attendance

- a. **Attendance by Day:** Report of detail attendance and summary. Click “Setup” to change year.
- b. **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.
- c. **Tardies:** Code 14 Tardy means student was present at school, but no in class on time. Typically posted by the teacher.



5. **Discipline:** Provides a summary of incidents/actions. Click the “Year” in lower right to see previous years information.
6. **Schedule:** If user permissions allow, these will allow for student schedule changes.

- a. **Schedule Maintenance:** A simple manual student schedule program to quickly add/drop classes on the student’s schedule.
- b. **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.
- c. **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.
- d. **Print Schedule:** Quick preview/print out of student’s schedule.



7. **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.
 - a. Click on the average to see the assignment grades that make the average.
8. **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”.
9. **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

- a. **Parent Contact Log:** Typically, a note posting entered by the teacher documenting time/date/contents of a communication with a parent/guardian.
- b. Also contains any contact actions from discipline posting.
- c. **N/A** Click “Show JCall Messages” to see any phone call information that has been sent to the student.
- d. **N/A** Click “Show All Years” to see data from previous years. Default is to show only current year contact info.
- e. **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. **Reenroll: Gain a Student**
 - a. To Gain a student, click the “**Clear**” button, then enter some or part of the Student’s name information, or the SSN.
 - b. In the upper right, click “**Action**” then “**Reenroll**”.
 - c. Select the items to bring in if a match is found. If coming from a place that uses JCampus, redirect the District field to the district the student is coming from.
 - i. Otherwise, always leave for home district.

- d. System will search for a match. If found, click “**Import**” to bring the student in.
- e. If no match is found, begin entering student information from scratch.

3. Forgot to reenroll from another district?

- a. Perform a reenroll as usual, but do not check the “Demographics”.
- b. Data from other district will be pulled in without creating a new student.

4. **Print Leave/Entry Package::** A Leave/Entry Package is 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.
- Locate the student in Student Master.
 - Click **Action** at the top right of the screen.
 - Choose **Leave/Entry Package**.
 - Check all appropriate boxes to print.
 - Click **Print**.

Leave/Entry Package-02.02.2018

Add Personalized Text to the Cover Sheet

Personalized Text :

Print SSN

Lunch Room Notification

Nurse Notification

Bus Notification

Demographic Information Page

Current Grades Not Recorded

Semester 1

Current Grades

Current Progress Report

1st Nine Weeks

Historical Grades Detail

Include Current Year Grades

Attendance Current Year History

Skip Codes :

Discipline Current Year History

Discipline Referral Detail

Test Score Card

Out of State/Country

Major Referrals Only

Print IGP Form

Print

Log

The log can be used by the school administration and counselors as a place to record notes on a student for tracking or for documentation. Teaching and clerical staff do not have access to this component.

Note: Avoid placing highly confidential items here.

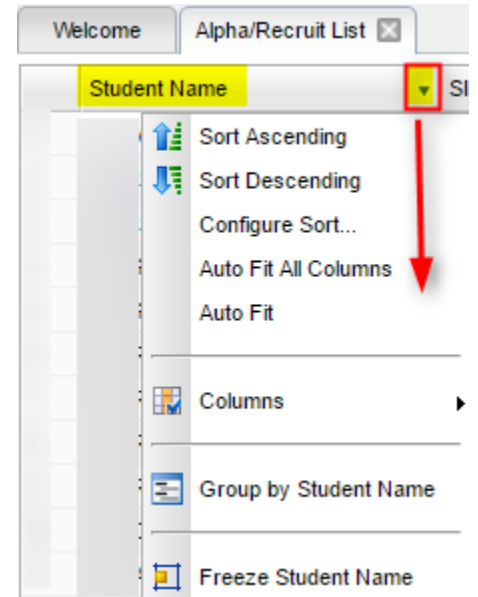
Adding a Log Note:

- From either **Student Master / Log** tab, or **Discipline Posting / Action / Log**, or **SBLC / Action / Log**, click "Log".
- A prompt for password will appear. Enter the JCampus password provided at training.
- Previous notes will appear. Click the **New** button. A section at the bottom will light up.
- Enter notes in the bottom section, then click **Save**.
- The new note will appear at the top along with any previous notes.
- Need to edit the contents? Click on the row to edit. (Can only edit your notes).
- Need to make it go away? Click the red delete cell to make the row go away.
- Click "**Print**" to print the information.
- The "**Log**" information can also be printed as part of the **Court Report** in the **Discipline Posting / Action** option.

Reports

Alpha Recruiter List

1. Go to **Student Master / Lists / Alpha Recruiter List**, or do a keyword search for the item.
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. Click the **OK** button.
5. The list of students meeting the settings will be displayed.
6. 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
7. 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.



LEP Students – English Proficiency List

1. Go to **Student Master / Lists / English Proficiency Report** or do a keyword search.
2. At the setup box, set for current year and any grade levels needed.
3. Set the “**As of Date**” to either the first day of school or the current date.
4. Place a check for “**English Code is Limited**”.
5. Click Ok to obtain the report.

Setup-05.08.2018

Year : 1819

District : 026

School : 003

Grade : 06


Special Codes :

Program :

Clubs :

Sports :

Team :

As Of Date : Aug 9 2018 

Show Detailed Accommodations

Note

Select either List If: 'There is an Entry Date' or Do Not List If: 'There is no Entry Date' for records that have an Entry Date.

List If	Do Not List If
<input type="checkbox"/> There is an Entry Date	<input type="checkbox"/> Country of Birth is US or Blank
<input type="checkbox"/> There is a Funding Code	<input type="checkbox"/> Country of Origin is US or Blank
<input type="checkbox"/> There is an English Proficient Code	<input type="checkbox"/> Language Code is English or Blank
<input checked="" type="checkbox"/> English Proficient Code is LIMITED	<input type="checkbox"/> Fully English Proficient
<input type="checkbox"/> Include Inactive Students	<input type="checkbox"/> There is no Entry Date
<input type="checkbox"/> Students Coded LEP in Last 2 Years	
<input type="checkbox"/> First Language Is Not English	

Special Ed Students – Complete Caseload

1. Go to **Special Education / Lists / Complete Caseload**
2. Set for current year, grade.
3. Set the “**As of Date**” to first day of school or current date.
4. Place a check for “**Print Exceptionality Details**”.
5. Click **OK** to obtain the report. Click the “**Legends**” button to help with code interpretation.
6. Column “**IS**” contains the placement information:
 - a. **1** = Regular Class 80% or more of the day
 - b. **2** = Regular Class 40 – 79% of the day
 - c. **3** = Regular Class less than 40% of the day

Student Counts - MFP Ethnic-Gender Lunch Report

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

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 bottom, uncheck **“Primary Inc/Action Only”**. Click **“Ok”**.
4. 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.
5. 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.
6. 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.
7. Repeat for other buttons on the lower right such as **“Time”**, **“Staff”**, **“Mo”**-Month.

Setup - 10.26.2015

Setup

Year: 1516

District: 049

School: 056

Grades:

Select Teams:

Date From: Jul 01 2016

Date To: Oct 10 2016

Show: Actions

Special Ed: All Sped Only Non Sped

PBIS: All Major Minor

Referral Type: Regular Bus

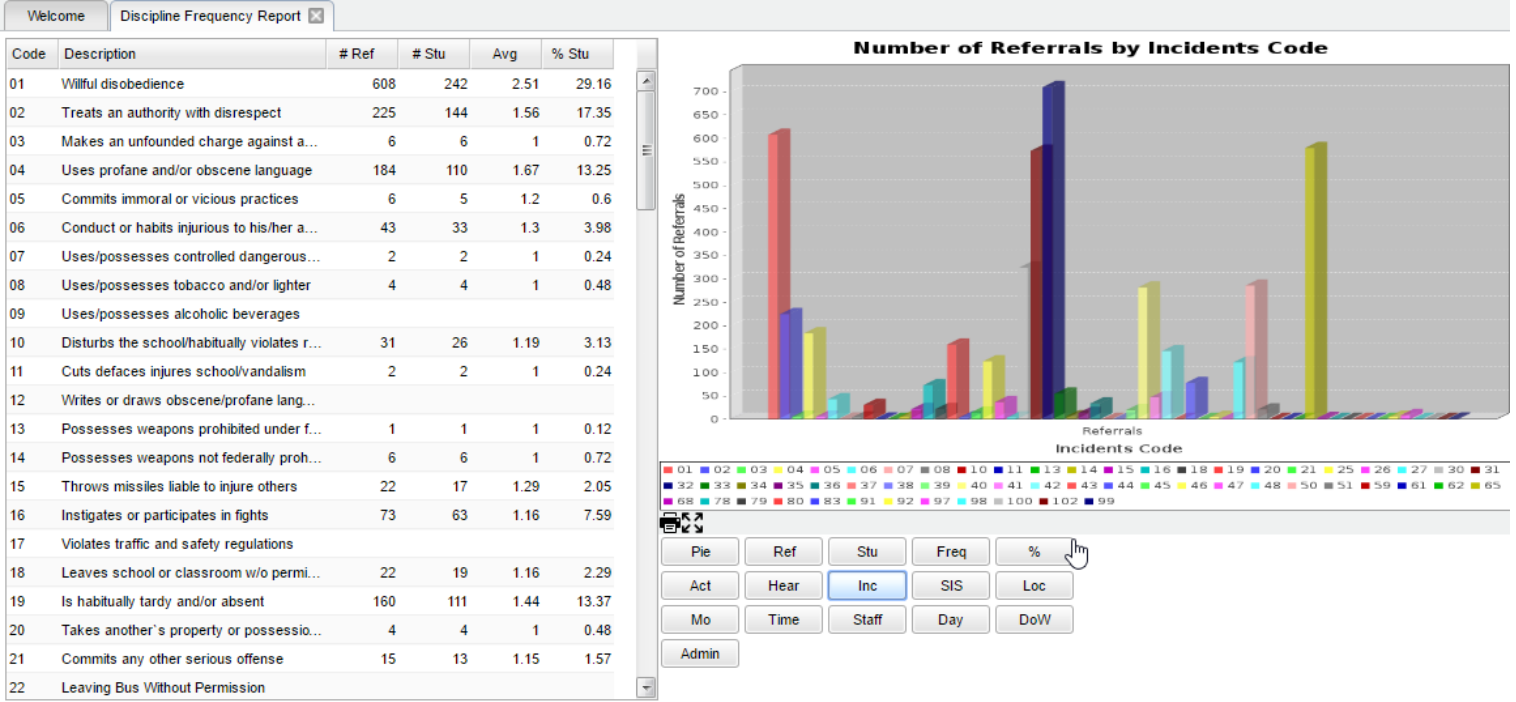
Primary Inc/Act Only

Run for: All

Include Remote Scheduled

Only referrals from selected schools

OK



ISS / OSS List

This is a handy list to check which students are to report to ISS behavior room.

1. On the left navigation panel, go to **Discipline / Lists / ISS-OSS List**.
2. Set the normal Year and School setting.
3. Set the **From Date** and **To Date** to the date range of the ISS session that students are to report to.
4. For **Discipline Type**, set to **"4 ISS on Site"**.
5. Set **List Type** to **"Detail"**.
6. Click **OK** button to obtain list.
7. Listing will show students who are to be in ISS for the date range.

Grades Overview

Assignment Audit: Checking for Count of Assignments

1. Go to **Grades / Count / Assignment Audit** or perform a keyword search.
2. Set the **Year, School, and Marking Period**.
3. Set **"Report"** to **"Greater than or Equal to"** as **"0"**.
4. Go get a cup of coffee or catch up on what's happening on Facebook.
5. A listing of teachers with a count of assignments per class will be presented.
6. The various counts can be clicked to see details of the counts.
7. Best practice: Run every 2 weeks or so.

Assignment Audit Setup - 01.08.18

Year : 1819

District : 026

School : 001

Course Grades :

Marking Period : P1

Report : Greater Than Or Equal To Per ... 0 Assignments

Report Type : Detailed Summary

Exclude Non-Displayed Assignments

OK

Grade Distribution: Monitor Marking

Period Grades Before and After Report Cards

1. Go to **Grades / Count / Grade Distribution** or do a keyword search.
2. Set for current year and select School.
3. Set **Marking Period** to a grading period, then click **OK**.
4. Classes by Teacher will be displayed with counts and percentages of A, B, C's.
5. Cell click to see list of students who makes up the count.
6. Each teacher has a summary count.
7. At the bottom, a **Grand Total** shows the summary for entire school.
8. Best Practice: Run every 2 weeks to see how things are going in various classes.

Post Grades Master: Manage Marking Period Grades for Classes

Sometimes there is a need to manage marking period grades for courses that do not use Gradebook, such as a DE course taught off campus. The Post Grades Master would be used for such a situation.

It is also the place where semester and final averages are calculated for either single courses or all courses.

1. Go to **Grades / Entry / Post Grades Master**.
2. At the setup, verify the year and set the school.
3. Initially, check **"progress report mode"**, then click **OK**.
4. At the bottom, select a **Teacher**, then select a **Course**.
5. A listing of students and respective marking period grades will appear.
6. Users can let the system calculate the semester / final averages or click **"Admin"** to have the entire school calculated.
7. Users can also hand enter grades, as in the DE class, or perform an override of a calculation, such as in a Virtual class final average.

Possible Failures Report

1. On the menu choose **Grades-> Lists->Possible Failures**
2. On the set-up box verify the **Year, District and School**
3. Grade should be left blank if all grade levels are to be included or click in the box to select the desired grade level
4. **Letter Factor:** Set to **"F"**.
5. **Number Per Course** is a place to enter the greater than number of F grades in one course
 - Note: The student's name will be listed for every course they made an F in.
6. **Total of Total Factors** is a place to enter the greater than number of courses with an F
 - Note: The student's name will be listed only once no matter how many courses they made an F in.

1. Ex. To search for a student with an F any number of times in a course, for any number of courses:

- Letter Factor: F
- Number Per Course > 0
- Total of Total Factors > 0

2. Ex. To search for a student with an F in two or more courses:

- Letter Factor: F
- Number Per Course > 0
- Total of Total Factors > 1

3. Ex. To search for a student with two F's in two or more courses:

- Letter Factor: F
- Number Per Course > 1
- Total of Total Factors > 1

4. Ex. To search for a student with an F any number of times in a course and not have any names listed on the bottom report:

- Letter Factor: F
- Number Per Course > 0
- Total of Total Factors > 99

7. **Active Only** and **As of Date** limits the list to only those students who are active on the date selected

8. Select to either **Show All, Sped Only** or **Non Sped**

9. **Use Projected Final:** If wishing to see what the student's would have if classes were completed today, check this option and use "Marking Period" of "F1" or "F2".

10. Check to Include a **Marking Period** and then choose a Marking Period

- Select P1 for the first grading period, S1 for the first semester, E1 for the first semester exam, or F1 for first semester final

11. Check to Include **Transcript Groups**

Setup-02.08.17

Year : 1617

District : 027

School : 006,700

Grade : 09,10,11,12

Program Code :

Club :

Sport :

Letter Factor : F

Number Per Course > : 0

Total of Total Factors > : 99

Active Only : Active Courses Only :

As of Date : Feb 20 2017

Show Remote Scheduled

Show : All Sped Only Non Sped

504 : All 504 Only Non 504

ESL Students Only Has F/R Lunch Code

Use Projected Sem/Finals Show Non Academic Failures

- If you do not check and leave blank, all Transcript Groups will be included or check and then click in the box to select the desired Transcripts Groups

12. Choose the **Order By**: Alpha, Homeroom, Counselor, Advisor, or Club/Sport
13. Select **Teacher/Counselor** to find the pick box for Homeroom/Counselor/Advisor
14. Print Options - Check to either Break on Homeroom or Break on Class Teacher
15. Click **OK** to run the report.
16. Results on screen will have a top half and a bottom half. Focus on the top half. Students will be listed with courses that have failing grades.
 - Each student will have an iGear icon which can be used to check student grades.

The screenshot shows a web-based form for generating a report. At the top, there is a section for 'Include Marking Period' with a checked checkbox and a text input field containing 'F1'. Below this is an 'Include Transcript Group' section with an unchecked checkbox and an empty text input field. The 'Order By' section has a dropdown menu set to 'Alpha' and a 'Select Teacher/Counselor' dropdown menu. The 'Print Options' section contains three checkboxes: 'Break On Homeroom', 'Break On Class Teacher', and 'One Line Per Course'. At the bottom right, there are two buttons labeled 'OK' and 'Letters'.

Test Scores by Roster

1. Enter a keyword in the search box at the top left or go to **Grades > Lists > Test Scores by Roster**
2. Configure for next year, with an as of date for first day of school. Select the desired test type.
 - a. If you select **"Show Only Most Recent"**, the test results will be the most recent result on file.
 - b. Use the **"Filters"** button to limit to desired grade level or other grouping of students.

Test Scores by Roster Setup - 04.17.18

Year: 1819
 District: 026
 School: 070
 As Of Date: Aug 9, 2018
 Section:
 Test Name: F&P TEST
 Test Month: ALL
 Test Year: ALL
 Show Remote Scheduled
 Show Only Most Recent
 Show Detailed Benchmark Scores
 Show Attendance
 Show Discipline
 Load Potential Point Count Coloring
 Set green if points < 20
 Set red if points > 99

Select Test

Test	Version	Description
<input type="checkbox"/> Accelerated Reader	2016.12.16	Standardized Test
<input type="checkbox"/> ACT	2015.09.01	Standardized Test
<input type="checkbox"/> ACT ASPIRE	2016.07.05	Summative Student Perfo...
<input type="checkbox"/> ACT WORKKEYS	2017.02.08	Student Skill Report
<input type="checkbox"/> AP TEST	2016.11.21	College Board Advanced ...
<input type="checkbox"/> CLEP	2017.11.01	College Board
<input type="checkbox"/> DIBELS (archive)	2016.11.21	District Standardized Test
<input type="checkbox"/> ELDA	2013.03.19	Standardized Test
<input type="checkbox"/> EOC	2014.04.17	Standardized Test
<input type="checkbox"/> EXPLORE	2013.09.01	Standardized Test
<input checked="" type="checkbox"/> F&P TEST	2016.11.21	District Standardized Test
<input type="checkbox"/> GEE 21	2014.05.30	Standardized Test
<input type="checkbox"/> Growth to Mastery	2017.09.22	Growth to Mastery report ...
<input type="checkbox"/> ILEAP	2012.05.30	Standardized Test
<input type="checkbox"/> ILEAP Rev 2013	2013.05.30	Standardized Test

Click here to set grade level or other filters

Transcript Overview

Transcripts can have a view of historical grades plus current year semester/final grade averages. Current year semester/final grade averages are noted with a "G". At the end of the year, "grades" are copied to the transcript file.

1. Go to **Transcripts / Entry / Transcript Workstation**.
2. Set for the current year, then pick a school.
3. Set "**Transcript Type**" to "**Official**" or "**College**".
4. Place a check mark for "**Find Only Active Students**", then click **Ok**.
5. Click the "**Find**" button to select a student.
6. Courses are entered on the top row from left to right with a "**Save**" on the green cell at the far right.
7. Edits are performed on the cells directly in the table.
8. The **Action** button allows the user to update the Student's individual GPA, check all various types of Gpa's, and if needed, update the rank/calculation for entire school or selected grade level(s).
9. Click either **Print Single** or **Print Multiple**.

Transcript Workstation interface showing student information and a table of courses. The table includes columns for D, GRP, Course, S, S1a, S1yr, R1, S, S2a, S2yr, R2, F, F1a, F1yr, R3, CP, CE, H, G, S-Code, Grade-Source, PE, and S. A red arrow points from the 'Save' cell in the top row to the 'Action' button. Two yellow callout boxes provide instructions: one says 'New records are added on the top row, from left to right.' and the other says 'The Save cell will store the new record, as well as allow for entry of the final details.'

D	GRP	Course	S	S1a	S1yr	R1	S	S2a	S2yr	R2	F	F1a	F1yr	R3	CP	CE	H	G	S-Code	Grade-Source	PE	S
	1	ENGLISH I (H)										3 B	15		1.0	1.0						
	1	ENGLISH II (H)										4 A	16		1.0	1.0						
	3	ALGEBRA										2 C	15		1.0	1.0						
	3	ALGEBRA										4 A	16		1.0	1.0						
	4	CIVICS (H)										3 B	15		1.0	1.0						
	4	WORLD GEO (H)										3 B	16		1.0	1.0			220300	049032OPE...		
	5	BIOLOGY I										3 B	15		1.0	1.0			150301	049032OPE...		
	5	CHEMISTRY										3 B	16		1.0	1.0			150401	049032OPE...		
	6	HEALTH (COED)		4 A	15										0.5	0.5			190500	049032OPE...		
	6	PE I (G.5)						4 A	15						0.5	0.5			9015H	049032OPE...		
	6	PE II (G)										4 A	16		1.0	1.0			190106	049032OPE...		
	7	SPANISH I										4 A	16		1.0	1.0			122501	049032OPE...		
	8	PRINC OF BIO ...										3 B	15		1.0	1.0			090001	049032OPE...		
	9	HUMAN BODY ...										3 B	16		1.0	1.0			090611	049032OPE...		
	9	IN BU COM APP										3 B	15		1.0	1.0			040401	049032OPE...		

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. Click the **“Filters”** button to limit the view of the master schedule.
 - a. Use **Teacher, Transcript Group, Period, Grade** to make the view of classes smaller.
 - b. Use **Column** to make the master schedule view show fields that are desired.
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.

Updating Coding and Checking for STS Transmissions in January / Feb

1. **Make sure Transition Students are marked with Special Code of "TRA" with a start date of first day of school year and end date for end of year.**
 - a. Go to Student Master. Find student. Click in Special Codes.
 - b. On insert row, select TRA, then enter start date of beginning of school and end date for end of year.
 - c. Click green save button.

2. **Make sure ACT 833 students are tagged to compute EOC calculation as 5%.**
 - a. Go to Student Master. Find student. Click in Special Codes.
 - b. On insert row, select ACS ACT 833 EOC Alternate 5% Scale.
 - c. Set start date for beginning of the year, and do not put any end date.
 - d. Click green save button.

3. **Run Carnegie Units Earned Report to check other coding for students.**
 - a. Go to Carnegie Units Earned Report.
 - b. Set for current year, one grade level at a time.
 - c. Other settings: Year = "1819", Grade = "12" or other grade level, check box for Show Highest ACT Scores, Run Absences, and "Both" for LEAP / EOC.
 - d. TIP: After running the first time, come back to the "Columns" field and select only the columns you wish to review.
 - e. Click Ok to obtain the report.
 - f. Use the report to check for diploma pathways, career options, IBC's, passage of Grad Tests, Consent (Pii), Fasfa, and other areas.

Setup-10.29.18 ✕

Year : ▼

District : ▼

School :

Grade :

Column :

Report Title :

Show SSN on report

Show Highest ACT Scores

Run Absences

Run Transcript

LEAP/EOC : LEAP 2025 EOC Both

Student Progress Center Overview

Student Progress Center is the portal where students, parents, and school administration can view student information related to grades, attendance, discipline, calendar, transcripts, and notes communications. Administrators can login to see what parents and students see.

1. To get there, go <https://jgrade.wbrschools.net/progress>
2. In the search at the top, begin entering some of the student's name, then select the student.
3. If a parent, student shows on the right. Click on the picture to see the details.

Message From School

1 of 1

Click picture icon to see details on the student.

No Messages To Display

LOGAN SMITH EDGEAR
DEMO School 006

0.0 This Term Click for Details	0 Next 7 Days Click for Details	0 Unread Notes Click for Details
--	--	---

Click to select

CATHERINE MORGAN BOURQUE
DEMO School 001

0.0 This Term Click for Details	0 Next 7 Days Click for Details	0 Unread Notes Click for Details
--	--	---

Click to select

4. Click the menu items to see details on the student.

Grade Calendar Attendance Discipline Transcript Test Communication

LOGAN SMITH EDGEAR

School Name : DEMO School 006 (006)
Sidno : 7089921
Homerroom : BLANCHARD HORSEY
Birthdate : 09/11/2001 (15)

Grade : 10
Year : 1617

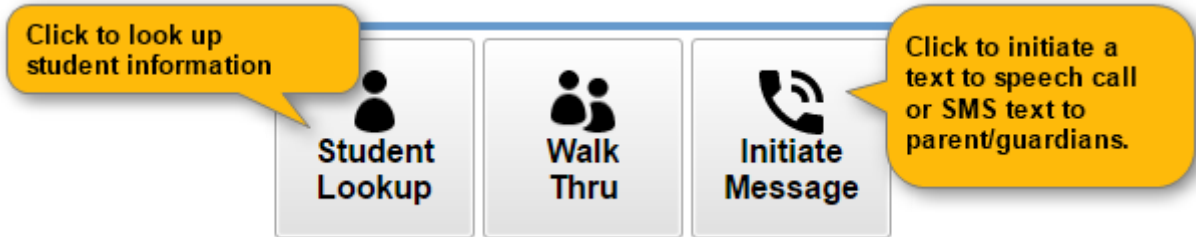
AM Bus		PM Bus	
Number :	00288	Number :	00288
Stop :		Stop :	
Time :		Time :	
Address :	No Address Available	Address :	No Address Available
Club		Sport	

0 Today New Work	0 Next 7 Days Work Due	\$30.00 Total Fees Fees Due	0 Unread Notes Notes
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Mobile Software for Smart Devices Overview

The Mobile version of the software is designed for smaller displays associated with a smart device. From here, users can lookup student information, initiate messages to students, and a teacher can post attendance.

1. On the smart device, go to <https://jgrade.wbrschools.net/mobile>
2. Enter the JCampus login/password.
3. For School Administrative Staff, click “**Student Lookup**” to search for information about a student. Click “**Initiate Message**” to send a text to speech or SMS text to parent/guardians.



4. For Teachers, click “**Post Attendance**” to post attendance for students via the smart device.

