



JCampus Counselor Update

St. Mary Parish

714 Ashley Ridge Loop
Shreveport, Louisiana 71106

(800) 509-7070

support@edgear.com

www.edgear.com

Contents

| | |
|--|----|
| Getting Started..... | 4 |
| Navigator..... | 4 |
| Unblock Popups | 4 |
| Student Master Overview | 5 |
| Getting Started..... | 5 |
| Find a Student using the Find Button | 5 |
| Find a Student Using the Search Bar..... | 5 |
| Student Master Screen Features | 5 |
| Tabs at the Bottom of the Student Master Screen..... | 6 |
| Log..... | 7 |
| Using the Gear icon..... | 7 |
| Addresses..... | 8 |
| Student Address Edit and Entry | 9 |
| Checking Physical Addresses – Audit 911 Address List..... | 9 |
| Enter a New Student Using Reenroll..... | 10 |
| Entering a New Student When No Reenroll Match is Found..... | 10 |
| Enter the Homeroom | 11 |
| Enter Special Codes..... | 11 |
| Review and Update Codes related to Diploma Pathways and Career Options | 12 |
| Enter Alert Codes | 12 |
| Enter Country Information (Limited English Proficiency) | 12 |
| Report of Limited English Proficient Students | 13 |
| Posting Homeless Information..... | 13 |
| Homeless Student Report | 13 |
| Posting Homebound Information | 13 |
| Exit a Student | 14 |
| Print Entry/Leave Packet..... | 14 |
| Alpha/Recruiter List | 15 |
| Birthday List | 16 |
| Gain Loss Report | 16 |
| Special Ed Students – Complete Caseload | 17 |
| Where Did My Students Come From? – Student Feeder Trends..... | 17 |
| Student Locator..... | 18 |
| Student Demographic Fast Loader..... | 18 |

Directions for Updating Student Demographics When the Form Is Returned 19

Homeroom Teacher Affidavit w/Signatures 19

Grades 20

 Grade Distribution: Monitor Marking Period Grades 20

 Possible Failures Report 20

 Post Grades Master: Manage Marking Period Grades for Classes 21

Transcript Overview 22

Master Schedule Overview 23

Student Progress Center Overview 24

Mobile Software for Smart Devices Overview 25

Getting Started

1. JCampus works best in Google Chrome or Firefox.
2. At the login screen, enter your username and password.
3. If you are using the “Live” dataset, click **Login**.
 - a. “Live” refers to current, active data.
4. **Waffle**: Click to toggle view of the navigation panel. Makes the viewable area of a screen, such as a gradebook with many columns, wider.
5. **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**.
6. **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.

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.



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.
 - a. Student records in which the student has dropped will be highlighted in pink.
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. **Need to find a student in a different year?** In the search results, click the option "Search All Years".
 - a. Selecting a previous year search result allows you to see data from that year.
2. Select the desired student. The student information will appear in the *Student Master* screen.
3. **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. If the student has exited, the name of the student will be shaded in red.
2. If the student is absent on the current day, the name of the student will be shaded in yellow.
3. **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!!
4. **Name:** Located in the upper left, click the field box next to **Name** to access, edit, or enter the student's name, addresses, phone numbers, and ssn of the student. Address and phone information can be copied from the student's information to the Guardian, Father, and Mother by clicking the **Copy Address** button.
 - a. **SSN:** If the student needs a temporary SSN, double click the SSN field.
5. **Guardian:** Click in this field to enter/edit a guardian's name, address, email, and phone information. Usually, this is someone other than the Father or Mother, such as Grandmother, or other type of legal guardian.
 - a. Information can be copied from the **Mother** or **Father** by clicking the **Copy From ...** buttons at the bottom of the Guardian window.
 - b. If a school uses the Parent Command Center, and wishes to deny a guardian access, a user can select to deny access by clicking the box next to **Guardian cannot access Internet data**.
6. **Father** and **Mother:** Click in these fields to enter/edit names, addresses, email, and phone numbers of the student's father and mother. There is a check box to indicate if the mother or father is a stepparent.
 - a. Address information can be copied from Guardian, Student, Mother, or Father by clicking the **Copy From** button.
 - b. If a school uses the Parent Command Center, and wishes to deny a parent access, a user can select to deny access by clicking the box next to **Mother/Father cannot access Internet data**.

7. **Emergency:** Click to enter or edit a person to contact in case of an emergency for the student.
8. **Resides With:** Use this field to identify the person the student lives with physically.
9. **Homeroom:** Usually not selected here but populated because of scheduling. If needed to be done manually, click to enter a homeroom for the student.
10. **Special Codes:** This field allows you to bring up a box that will list any special information for that student. By clicking on the drop-down arrow, you will get a list of Special Codes that you can use if you need to enter such information. It also allows you to enter other information such as **Lunch Type** and **Lunch ID**. You may enter up to 10 different codes. After you are done, close the screen and the codes will appear in the Special Codes field on the main Student Master screen.
11. **School Clubs:** This field will allow you to list any school clubs that the student is a member. When you click on the blank field next to the **School Clubs** name, a box will appear. Click on the arrow and a drop down list of clubs will appear. You may select up to 10 clubs for this field.
12. **Alarm Codes:** This field will allow you to assign codes that indicate a student needs special or immediate attention. This code will display when a student with an alarm code is checked out of school.
13. **Grade:** The grade level of the student is contained here.
 - a. -1 = PreK, 00 = Kindergarten, 1 through 12
 - b. *If at the start of school time a grade level needs to be changed, click and change to correct grade level. In the **Comments** field, make a short note on why the grade was changed with date and initials.*
 - c. *If during the school year, a grade level needs to be changed, the student is dropped with a leave code of "20 Exit Grade for Reassignment to another grade". On the same date, the student is reenrolled with an entry code of "E6 Reentry into school..."*
14. **Entry Date:** Contains the date the student entered the school. A user can click to enter/edit the entry code, entry date, and school transferring from.
15. **Leave Date:** Contains the date the student left the school. A user can click to enter/edit the leave code, leave date, and school transferring to. Note: Proper use of the leave code is crucial. Using a leave code that contains a "D" will result in a dropout assigned to the school.
16. **Country:** If a student was born in another country, a user would click here to enter the country of birth, date of entry to US, a language code, and a language proficiency code. This is an important field as it identifies whether a student is **Limited English Proficient**.
17. **SBLC Code:** A field to identify a student as retained. When a student is considered for retention, an SBLC is held. The results of the SBLC meeting (promoted or retained) are posted here.
18. **Old SSN / Old SSN Date:** If a student's SSN was changed, the old one appears here, along with the date of the change.
19. **Current Zone:** This field located in the lower center of the student master screen indicates what zone the student's physical address is associated with.
20. **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!!

Tabs at the Bottom of the Student Master Screen

1. **Demographic:** First screen displayed when entering **Student Master**. Basic information on a student is displayed here.
2. **Addresses:** This tab will display all name/address/phone information contained in the **Student, Guardian, Father, Mother, and Emergency** fields.
3. **Sports:** This tab will display information such as **Sports, Cohort, Next School, and Graduation** (if early graduate) data.
4. **Programs:** This tab will display program information such as Homeless, Migrant, Homebound, etc... Program start and end dates can be associated with each program.

5. **IGP:** Graduation Plan.
6. **Permissions:** Student permissions are stored here.
7. **Enroll History:** A very important tab. This tab indicates the **enrollment history** of the student in the district.
8. **504:** This tab will display details about the student if the student has been identified as 504.
9. **OOZ:** This tab is used to store **Out of Zone** information related to the student.

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:

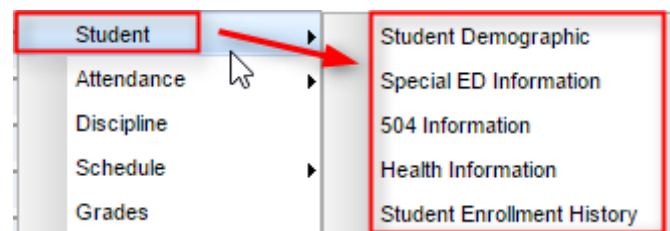
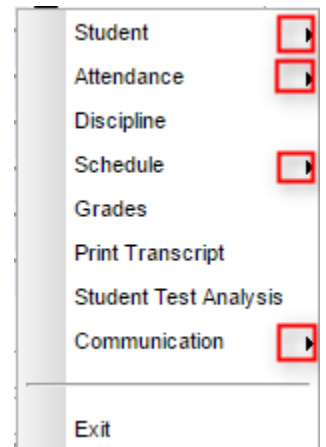
1. From either **Student Master / Log** tab, or **Discipline Posting / Action / Log**, or **SBLC / Action / Log**, click “Log”.
2. A prompt for password will appear. Enter the JCampus password provided at training.
3. Previous notes will appear. Click the **New** button. A section at the bottom will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

Using the Gear icon



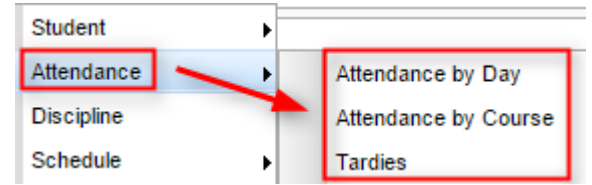
The Gear icon is a menu system that brings out further details about the student in a quick access format. The Gear icon can be found throughout the JCampus system. Typically, the user will see the icon near the student’s name on a screen and on some list report screens. In Gradebook, the Gear icon is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

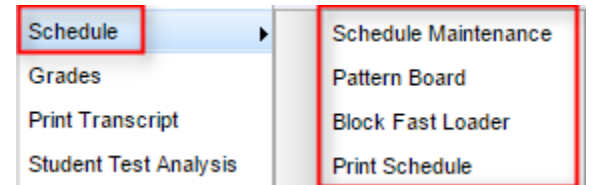
- a. **Attendance by Day:** Report of detail attendance and summary. Click "Setup" to change year.
- b. **Attendance by Course:** If a Bell Schedule is setup, student's attendance by course is displayed with counts per course. Cell click to get detail records for the class.
- c. **Tardies:** Code 14 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.

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.

- i. Click "Show JCall Messages" to see automated phone calls made to the student.

- b. **SPC Login Information:** Displays the last time a parent/guardian accessed information about the student on the Student Progress Center.



Addresses

Student Addresses will now be matched to a map system. As the address is entered, a suggested address will be displayed.

When entering addresses, it is important to be consistent. Below are suggested address standards for abbreviations and formats when entering any address for students,

1. No commas or periods in address text.
2. Common abbreviations:
 - a. **AVE** Avenue
 - b. **BLVD** Boulevard
 - c. **CIR** Circle
 - d. **CT** Court


- e. **DR** Drive
- f. **HWY** Highway
- g. **LN** Lane
- h. **PKWY** Parkway
- i. **RD** Road
- j. **RT** Route
- k. **ST** Street
- l. **THRWAY** Thruway
- m. **TR** Trail

- 3. Abbreviate directions without the period. Examples: **320 W JEFFERSON ST, 938 E JEFFERSON ST**
 - a. Exception: If the street's name is a direction, do not abbreviate it. Example: **103 NORTH ST**

4. A post office box should be **PO**. No space and no periods. Example: **PO BOX 125**

5. **LOT, APT, and UNIT** are entered on the second address line. Don't use "#". Example: **LOT 16, APT 32.**

Student Address Edit and Entry

1. Click on the student name to edit or enter an address.
2. Click on the physical address field.
3. If an existing street address is modified, the entire address will be removed from display to start a new search for a valid address.
4. Begin typing the street address in the mailing or physical address field. Click the **TAB** key to move to the next line and make the AVS window appear.
5. Upon moving to the next address field, the AVS will try to find an address match:
6. If the student physical address contains an apartment or lot number (ex. APT 101), enter it on line 2.
7. If at least one is found, a list of possible matches will be displayed on the right in the **AVS** window. Select the correct address and click OK.
8. If no match is found, continue entering the city, state, and zip code, and then check for an address match after each is entered.
 - a. If no address match is found after entering the city, state, and zip code, check the accuracy of the address.
 - b. If address is accurate and there is no match, make sure all of the address fields are entered, then click the close box.
9. Once an address has been matched, a green check will appear at the bottom of the screen stating either the mailing or physical address has been validated. Physical Address Validated 
10. PO Boxes are not allowed in the physical address field.
11. Blank or incomplete physical addresses are not allowed. A student cannot be saved without a complete physical address.
12. **TIP:** Once an address is validated, you may want to use the **Copy Address** button to save time by copying the valid address to other address locations.

Checking Physical Addresses – Audit 911 Address List

This report will list the physical addresses that have problems, including map mismatches.

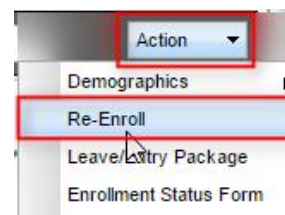
Focus on fixing the easy problems. In some cases, map mismatches may happen because the map has inaccuracies.

1. Go to Student Master > Lists > Audit 911 Address List

2. Set for current year, then click Ok.
3. The listing will show students with missing physical addresses or addresses that may not match the map system.
4. Fix any problems in student master.

Enter a New Student Using Reenroll

1. If currently working on a student, click the **Save** button to store any work that was done on the current student.
2. Click the **Clear** button on the lower center portion of the student master screen. Click in the **Name** field and the Student Information window will open.
3. Enter all or part of the **first and last name** of the student OR enter all or part of the student's ssn in the **ssn** field.
 - a. If any part of the name contains an apostrophe, use the key left of #1 and above the Tab key on the keyboard ("backquote" key). Remember to spell as is on the birth certificate if available.
 - b. If the student's name is an uncommon name, try using the first two or three letters of the first and last name instead of the whole name.
 - c. **TIP:** If the name matching is too difficult, and no results are returned, clear the names and search by putting the ssn in the ssn field.



4. Click **Action** in the upper right of the screen. Choose **Re-Enroll**.
5. Check the appropriate items to import. Usually, all items are selected.
6. Always choose 026 Jefferson unless the student is coming from a JCampus district, then select the JCampus district.
 - a. JCampus districts have the name of the district twice. Ex. 001 Acadia Acadia
7. Click **Ok**. If any matches appear on the screen in the home district, check to make sure that for the current year, the student has a leave code from the previous school. If no drop information is shown, contact the previous school in the district to post a leave code, then repeat the search.
 - a. It is school courtesy to help the other school calling for a drop. Try to post the drop right away so that the other school may gain the new student as fast as possible.
 - b. For in district searches, be sure to choose the **most recent entry** (top entry) for the current year.
8. If choosing from a district other than St. Landry, set the **District** to the other JCampus district, and if a match is found, be sure to choose the most recent entry, which is usually the topmost entry.
9. When a row is selected, an initial view of the student's data will be presented to make sure the correct student is being selected.
10. After verifying the information, if it is the correct student, click the **Import** button on the lower left.
11. Select the appropriate entry school, entry code, entry grade (-1 is PreK, 00 is Kindergarten), and enrollment date grade for the incoming student. Click **Ok**.
12. After the import of the student is complete, the user will be directed to being updating the address and contact information of the student. Don't assume information from the other school site is correct. Verify all information; including ssn, date of birth, etc... Update address and contact information. Click **Save** at the bottom of the page.

Entering a New Student When No Reenroll Match is Found

1. If no match was found in the Reenroll process, the user enters the student's information from scratch, starting with the student information box, then work down the student screen.
2. Any field that is red must be completed to enroll the student. Any field with a blue/gray background indicates additional information is available when the field is selected.
3. Click in the **Name** field and the Student Information window will open.
 - a. Enter the student's Last, First, and Middle Name, including any suffix information.
 - b. If any part of the name contains an apostrophe, use the key left of #1 and above the Tab key (backquote

key) on the keyboard.

- c. Complete the physical address. If same as the mailing, use the “**Copy Address**” button to speed up the process.
 - d. Enter a student home phone number, or primary contact number for the student. A Phone Options window will appear. Checking the Tardy, Attendance, Discipline, Grade and Event options will **opt out** of receiving phone calls for those items.
 - “Cell Phone” can receive SMS text messages from the JCall system.
 - e. Enter the Social Security number in the **SS Number** field. If a parent does not supply a SSN, double click in the SSN box and the system will generate a temporary SSN.
4. When finished with the student, click the **Guardian** button to enter Guardian information (if applicable) for the student.
 5. When finished with the **Guardian** information, click the **Father** button to enter Father information for the student.
 6. Repeat for **Mother, Emergency, and Resides With**.
 7. For **Grade**, select the drop-down menu to select student’s grade.
 - a. Kindergarten grade = 00 Pre-K grade = -1
 8. For Ethnic field, select the **Primary** first, then any additional under **Secondary Ethnicity**.
 9. Click in the **Birth Date** field. Select the month, date, and year from the drop-down menu. Click Close when finished.
 10. In the **Transportation** Information window data from the transportation system will display.
 11. Click in the **Entry Date** field. The Entry Information window will appear.
 - a. Select an entry code and entry date from the drop-down menu.
 - b. If the student is transferring from within the state of Louisiana, click in the **Transferred From** field to generate a Louisiana State School list. Use the Search field to locate the school site. Select the school.
 - c. If the student is transferring from a school not listed with the state, close the site listing by clicking the “x” in the upper right. You will see the cursor is blinking in the Transferred From field. Just start typing the name of the site the student is coming from. Click **Close**.

Enter the Homeroom

1. For Elementary Schools: Normally this is automatically populated when a student is assigned to a Block (homeroom) schedule. This only is needed for exceptions in the elementary setting.
2. For High Schools and Middle Schools: Normally this is assigned either by first period or by last name range. Pick the homeroom teacher based on which criteria is used by the school.
3. If manually entering the **Homeroom** field. A list of staff members will appear. Click on the staff member’s name to be the homeroom teacher for this new student.

Enter Special Codes

1. Click in the **Special Codes** field to get the Special Codes box.
2. On the insert row, click on the drop-down arrow to choose the appropriate state reported special code, then click “Save” at the end of the row.
3. Click Close when finished.

Review and Update Codes related to Diploma Pathways and Career Options

For the State Transcript System (STS), update Student Master Special Codes related to diploma pathways. Then update the Career Options codes on the IGP Screen of Student Master.

| Student Master Special Code for Diploma Path | IGP Related Information |
|--|---|
| CTU: TU TOPS University Diploma (Begin use for graduates of 2017-18) | No Career Option required |
| CCA: CA TOPS Tech Jumpstart Career Diploma (Begin use for graduates of 2017-18) | Career Option required. (Select from R, S, or T codes) |
| CJA: L1 TOPS Tech Jumpstart Career Diploma alternate pathway for students assessed on | No Career Option required. |
| CND: ND Not Declared. (Optional use only for grade 09) | No Career Option required. |
| COA: Certificate of Achievement (Local code used to identify student earning Cert of Achievement and keep out of ranking) | Not Applicable. Local code only. Not reported to state. |
| CO4: C4 Core 4 (Discontinue use after graduates of 2016-17) | No Career Option required |
| COB: C5 Basic Core (Discontinue use after graduates of 2016-17) | Cluster/Concentration required |
| CT4: C6 Core 4 with CTE (Discontinue use after graduates of 2016-17) | Career Option required. (Select from A codes - P codes) |
| COJ: Jumpstart (Discontinue use after graduates of 2016-17) | Career Option required. (Select from R-Regional, S codes, or T codes) |
| COD: CD Career Diploma (Historical career diploma/older graduates) | Career option code is CDV. |

Fastest Way to Update Special Codes for a Large Group of Students

- Go to *Student Master > Loaders > Special Code Loader*. Set for one grade level at a time.
 - Use for Diploma Path, Consent, FASFA, TRA, ACS Act 833 5%, etc...
 - **NEW! Remember 1718 graduates need a FASFA code.**

Fastest Way to Check Diploma Paths, Career Paths, IBC's and other areas:

- Go to *Transcripts > Lists > Carnegie Units Earned*. Set for Grade Level and columns to check such as Tests, Sped, Pii, Path, Career, and other areas desired to be checked.

Enter Alert Codes

1. After finding the student in Student Master, click in the **Alert Codes** field to get the Alert Information box.
2. Click on the drop-down arrow to choose one (or more) alarms.
3. Click Close when finished. Click **Save**.
4. Once an alarm code has been entered, the field will be red. You will also receive notification that a student has an alarm code when checking the student out, or when posting a discipline referral.

Enter Country Information (Limited English Proficiency)

1. Needs to be completed if:
 - a. The student is not proficient in English
 - b. If the student was born in another country.
2. Click the **Country Entry** field on the right of student master under the photo area.

3. Enter the following:
 - a. **Entry Date:** Enter the date the student entered, or was born in the United States
 - b. **Country of Citizenship:** If born in another country, indicate that country in this field.
 - c. **Language Code:** Indicate language spoken by student.
 - d. **English Proficiency:** Enter whether the student is Fully English Proficient, or Limited English Proficient.
 - i. If student is **02 Limited English Proficient**, then a **Funding Source** has to be identified. In some districts, it is code **11 Local Funding**. Check with your district coordinator for correct funding source for LEP services.

Report of Limited English Proficient Students

1. On the navigation panel, go to **Student Master**, then **Lists**, then **English Proficiency Report**.
2. At the setup, set the **Year**, **District**, **Grade**, and **As of Date**.
3. In the List If options, choose English Proficient Code = **LIMITED**
4. Click **OK** to run the report.

Posting Homeless Information

The directions below show how to assign a student as homeless.

1. In Student Master, click **Find** to locate the homeless student. On the lower tabs row, select the **Programs** tab.
2. In the upper left, select the drop down in the **Program** field. Scroll up or down to the codes numbered **48 – 52**. Select the appropriate homeless code.
3. Click in the **Begin Date** field to bring up a calendar. Select the date of homeless services to start for the current year.
4. Click in the **End Date** field and post the end date for the homeless services. Usually this is the last day of the current year.
5. To show the reason for Homeless services, click in the **End Type** field and select the desired homeless reason code.
6. Click in the check box under **Services**. If the student has qualified for homeless, but has refused services, leave this box unchecked.

Homeless Student Report

This listing will provide students identified as homeless in the school or district.

1. In Student Master, click Lists, then select Homeless Students List.
2. At the setup box, the School Year, District and School should be defaulted based on security.
3. **Grade** should be left blank if all grades are to be included on the list; otherwise click in the box to select the required grade level(s).
4. Select the **Entry Date From**.
5. To pull a report of only currently enrolled students, place a check next to **Active Only**. To view a report of all enrolled students who were coded as homeless, uncheck **Active Only**.
6. Click **OK** to view the report.

Posting Homebound Information

When students are marked with a Homebound Program code, attendance posting will provide reminders that the student is receiving Homebound services. Homebound information can be assigned in the in the **Programs** tab of student master.

1. In Student Master, click **Find** to locate the desired student.
2. Across the bottom of the student master, click on the tab labeled **Programs**.
3. On screen are rows of fields to enter multiple program information items. On the first available row, click the

drop-down arrow under **Program**. Scroll to **17 Hosp./Homebound**. In the Area/Reason/Score field, enter the reason for the homebound condition.

4. In the **Begin Date** field, enter the start date of homebound services. In the **End Date** field, enter the anticipated end date of the homebound condition.
5. Click **Save** at the bottom of the Student Master screen.
6. When a Homebound student is marked absent, the attendance posting system will warn the user that the student is homebound.

Exit a Student

1. After finding the student in Student Master, click on the **Leave Date** field to begin the process of exiting a student.
2. Select the appropriate **Leave Code** from the drop-down menu for Leave Code.
 - a. If a Leave code contains "D", the student will be reported to the state as a dropout. Use carefully.
3. In the **Leave Date** field, select the first nonattendance date as the leave date.
4. Enter the **Transferred To** information
5. Click **Close**. You will notice the **Leave Date** field is now red, indicating the student is dropped.
6. If all information is correct, click **Save**.

Print Entry/Leave Packet

1. After finding the exited student in Student Master, click **Action** at the top right of the screen, then choose **Leave/Entry Package**.

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

Current Grades

Current Progress Report

Historical Grades Detail

Attendance Current Year History

Semester 1

1st Nine Weeks

Include Current Year Grades

Skip Codes :

Discipline Current Year History

Discipline Referral Detail

Test Score Card

Out of State/Country

Print IGP Form

7th Grade on Up

High School Grades

Print

Alpha/Recruiter List

The **Alpha Recruiter** List is a great report to get lists of students for various reports.

1. In the left navigation panel, go to Student Master / Lists / Alpha-Recruiter List.
2. In the Setup window, ensure the correct year, district, and school are selected.
3. Commonly Used Settings:
 - a. **Grade** can be left blank if all options are to be included; otherwise, click in the box to select the specific choices.
 - b. Other fields such as Special Codes, Homeroom, Clubs, Programs, and Sports can be used to filter the listing of students.
 - c. The **Column** field can be used to select which fields will be displayed in the report.
 - d. **Active Only** date will list students enrolled on this date.
 - e. **Special Ed** and **504** can be checked off to limit the report to Special Education or 504 students.
4. **Order to List** gives sorting options.
5. Click **Ok** to get a student listing.
6. Clicking on the down arrow on the right side of any column header will display additional sorting options.
 - a. **Sort Ascending**-alphabetical order

- b. **Sort Descending**- reverse alphabetical order
 - c. **Configure Sort**- custom sort using multiple columns
 - d. **Clear sort**- clears the Configure sort option
 - e. **Auto Fit All Columns**- adjust all columns' width to fit the text in each field automatically
 - f. **Auto Fit**- does the same but only in the column you are working in
 - g. **Column**- uncheck columns to hide
 - h. **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.
 - i. **Ungroup**- clears Group By
 - j. **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

Birthday List

1. In Student Master section, click **Lists**, then **Birthday List**.
2. At the setup box, set the Year, School, Grade(s), Order By, and As of Date.
3. For **Sort By**, click **Month**.
4. For **Choose**, pick **Option 2**.
5. In the **Option 2** section, set the desired month to search birthdays for, then click **OK**.

Gain Loss Report

1. Select Student Master, then click on **Lists**. Select **Gain Loss Report** and the setup box will appear.
2. Set the usual Site, Grade information at the top of the setup box.
3. **Print First Day Students**: By default, the program does not display students who are enrolled on the first day of school. Selecting the Print First Day Students option will show all students, including those who were enrolled on the first day of school.
4. **Show Gains Only**: Show only students you have gained.
5. **Show Losses Only**: Show only students who have left.
6. **Select Show Transfers From**: This field is the district(s) from which a student has transferred and it will only have information if it was entered upon enrolling. Leave the field blank if you want transfers from all districts. Click in the field to restrict the report to one or more districts.
7. **Select Entry Codes**: Leave the Entry Code field blank if all Entry Codes are to be included. Otherwise, click in the box to select the desired code(s) to be included.
8. **Select Leave Codes**: Leave the Leave Code field blank if all Leave Codes are to be included. Otherwise, click in the box to select the desired code(s) to be included.
9. Click **OK** to move to the student listing.
10. Columns of interest are:
 - a. GLFD--Students gained or lost on the first day of school
 - b. FD--Students gained on the first day of school
 - c. GOST--Students gained out of state
 - d. GIST--Students gained in state
 - e. GID--Students gained in district
 - f. GOTH--Students gained other than out of state, in state or in district
 - g. GTOT--Total students gained
 - h. LOST--Students lost out of state

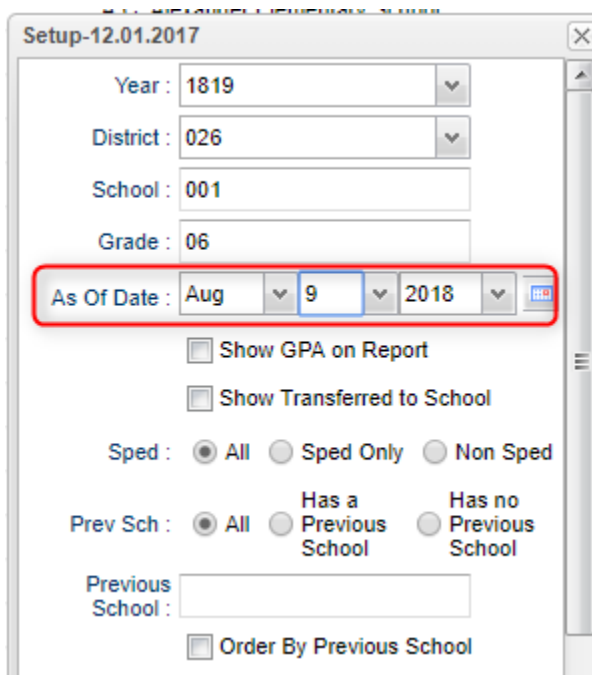
- i. LIST--Students lost in state
- j. LID--Students lost in district
- k. LOTH--Students lost other than out of state, in state or in district
- l. LTOT--Total students gained
- m. TOTAL--Net gain (positive value) or net loss (negative value)
- n. TRANSFRM--6-digit site code if site is located in Louisiana
- o. TRANSTO--6-digit site code if site is located in Louisiana

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

Where Did My Students Come From? – Student Feeder Trends

1. Go to **Student Master / Lists / Student Feeder Trends**.
2. Set for desired grade level and the “**As of Date**” for start of school or current date.
3. Click Ok to obtain the results. A report of students showing school from last year is displayed.



Setup-12.01.2017

Year : 1819

District : 026

School : 001

Grade : 06

As Of Date : Aug 9 2018

Show GPA on Report

Show Transferred to School

Sped : All Sped Only Non Sped

Prev Sch : All Has a Previous School Has no Previous School

Previous School :

Order By Previous School

Student Locator

This program will allow the user to locate students by course and period. There several different selections in the setup box for the user to choose.

1. Select Student Master on the panel on the left side of the screen. Under **Lists**, select **Student Locator**.
2. Set the normal setup options such as Year, School, and Grade.
3. **Periods To Show** --class periods to show on report
4. **Location Type**--Select Teacher to show only the teacher, Room to show only the room number, or Course to show only the course on the single line report.
5. **Report Type**--Select **Single Line** Report to show the teacher only or **Multi Line** Report to show course, teacher, and room number.
 - a. (NOTE: If a student is taking a multi-period course (2+ periods), then the information will show up in all of the periods the student is scheduled into the class. As an example, if a student is taking Welding for three consecutive periods beginning at 1st period, the Welding information will be on the report at 1st period, 2nd period, and 3rd period.)
6. Homeroom, Advisor, Club and Sport --You can sort you schedules by those students assigned only to homerooms, advisors, Clubs and sports.
7. Click **OK** to move to the next screen.
8. **Print:** Click Print to create a print job.
 - a. If set to "Multi Line" report, the student's information (address, phone number, etc.) will also be printed on the schedule.

Student Demographic Fast Loader

This program will do the following:

- Create a form for parents to review demographic information about a student, then return with any corrections.
 - Allow a user to update the demographic information of the student, then print an updated copy of the form if needed.
1. In the upper left, locate the Student Master category. Underneath, click on "Loaders", then "Student Demographic Fast Loader".
 2. Set the normal setup of School, Grade, As of Date.
 3. **Show Parent's Security Code:** Select to show the 5 digit code (PSN) needed for the Parent / Guardian to create a Student Progress Center Account.
 4. **Show JCOMM Permissions:** Use only if the district uses the Edgear Call System. Select to show a place for the parent / guardian to indicate that a call is not to be placed to a given phone number.
 5. **Show General Permissions:** Deselect (no check) to show the Comments from Student Master at the bottom of the form. Select to show Permissions check boxes at the bottom of the form.
 6. **Show Alert Codes:** Shows a student's alert code. To print Alert Codes on Demographic Form, you must check "Show Alert Codes" and "Show Comments".
 7. **Show Comments:** This will show the student's master record comments on the Student Short Form. You may choose to "Show General Permission" or Show Comments" but not both.
 8. **Show Blank JCOMM Permissions.** By selecting this option, the printout will show the blank check boxes on the short for each selected student. This will give the parents/guardian the mechanism to update these permissions.
 9. Click **OK**.
 10. A listing of students with a select box will be displayed. Click in the select box of the desired students to create a form, or to select all students displayed, click the square in the upper left. You will then notice that a check mark is placed to the left of the name of the student(s).
 11. To print the forms, click the **Print Short Form or Demographic Page** button on the lower right of the screen. A

print preview will be displayed to review the report before printing.

- a. Note: If a large school, it may take a minute or two to get the report.

Directions for Updating Student Demographics When the Form Is Returned

Note: This is not the only way to update demographics. If the user is more comfortable updating demographics in the Student Master module, that is certainly a good option. The advantage here is that all of the demographic information is on one screen that roughly fits the form that was printed out.

1. When the forms are returned, go to the **Student Demographics Fast Loader** as detailed earlier in steps 1 and 2 on the previous page.
2. At the student listing, click on a student's name or ID number. Give it two or three seconds, then you will see a demographic screen that will appear as shown below. Generally, you will find that the fields match the layout of the printed demographic page.
3. Update the information on the screen to match the form returned by the parent/guardian.
4. To update the call system "opt out" for the types of messages, click any of the phone number(s) fields for the Father, Mother, and/or Guardian. NOTE: No work numbers will be called; therefore, you will not get a popup for updating the opt out for any work number.
5. To update the permissions found on the bottom of the sample below, click the permissions tab at the bottom of the student master.
6. Important! Click the "**Save**" button located on the lower left to store the changes.
7. **Tip:** If the user wishes to print an updated form of demographic information on the student, click the "Print Short Form" button located in the lower left.
8. To work on the next student, browse the listing to the desired student, click on the student name or ID, and repeat the steps above.

Homeroom Teacher Affidavit w/Signatures

This set of instructions is for printing Homeroom Affidavits w/signatures. The document will list students in a homeroom, a count breakdown at the bottom, a place for students to sign as verification, and a place for the teacher to sign/date as verification also.

This is an excellent tool for student checks at the start of the year and on funding dates such as October 1.

1. Select **Student Master** from the program list on the left. Click on **Lists**, then select **Homeroom Teacher Affidavit with/Signatures**.
2. Enter the usual setup options such as School, Grade, As of Date.
3. If you want to double space the list of names on the rosters, click the check box beside **Double Space**; otherwise, leave it unchecked.
4. Click **OK** to move to the next screen.
5. A list of homeroom teachers with a check box to the left of their names will appear on the screen. Leave all teachers unchecked to print the complete list of rosters or you can check the box to the left of value at the top of the list to print all rosters. If you want a select few of the rosters to print, click the check box to the left of the teachers' names for which you want rosters to print.
6. Click the **Print** button to print homeroom listings for the selected teachers.

Grades

Grade Distribution: Monitor Marking Period Grades

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.

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
6. Note: The student's name will be listed for every course they made an F in.
7. **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

Setup-02.24.17

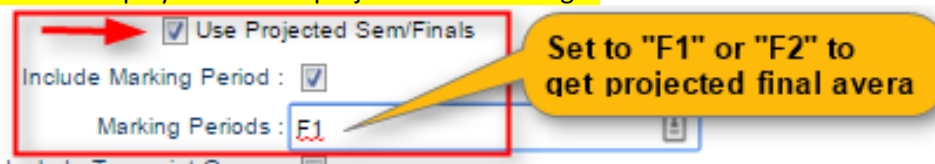
Year: 1617
 District: 049
 School: 058
 Grade: 09,10,11,12
 Program Code:
 Club:
 Sport:

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

Active Only: Active Courses Only:
 As of Date: Mar 06 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

Include Marking Period:
 Marking Periods: P3
 Include Transcript Group:
 Transcript Groups:
 Order By: Alpha
 Select Teacher/Counselor:
 Print Options
 Break On Homeroom Break On Class Teacher
 One Line Per Course

- 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
8. **Active Only** and **As of Date** limits the list to only those students who are active on the date selected
 9. Select to either **Show All, Sped Only** or **Non Sped**
 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**
 - 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.
 17. **"Projected Final" Option**: Check to have the system compute what the final average would be as of right now.
 - Set the "Marking Period" to either "F1" or "F2".
 - Grades displayed will be a projected final averages



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.

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**.

Welcome Student Master Transcript Workstation
 A K (79) SPED 504 LEP Health Search Action
 Credits Pursued : 14.0 Credits Earned : 14.0 Year : 1617 9th Grade Entry : 2014 Grades : 11 Path : Cohort Year :
 Diploma Endorsements : IBC : Career Options : Concentration :

| 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... | | |

Refresh Prev Next Setup Find Help Print Multiple Print Single

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.

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 to <https://jpams.stmary.k12.la.us/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.

The screenshot shows a 'Message From School' section on the left with a 'No Messages To Display' message. On the right, there are two student profiles. The first profile is for Logan Smith Edgear, DEMO School 006, with a '0.0' grade for 'This Term', '0' for 'Next 7 Days', and '0' for 'Unread Notes'. The second profile is for Catherine Morgan Bourque, DEMO School 001, with a '0.0' grade for 'This Term', '0' for 'Next 7 Days', and '0' for 'Unread Notes'. A yellow callout box with a red arrow points to the student picture icon for Logan Smith Edgear, with the text 'Click picture icon to see details on the student.'

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

The screenshot shows the detailed view for Logan Smith Edgear. At the top, a navigation menu is highlighted with a red box, containing 'Grade', 'Calendar', 'Attendance', 'Discipline', 'Transcript', 'Test', and 'Communication'. Below the menu is a student profile for Logan Smith Edgear, DEMO School 006 (006). The profile includes the following information:

- School Name : DEMO School 006 (006)
- Sidno : 7089921
- Grade : 10
- Homerroom : BLANCHARD HORSEY
- Year : 1617
- Birthdate : 09/11/2001 (15)

Below this information are two columns for bus details:

- AM Bus**: Number : 00288, Stop : , Time : , Address : No Address Available
- PM Bus**: Number : 00288, Stop : , Time : , Address : No Address Available

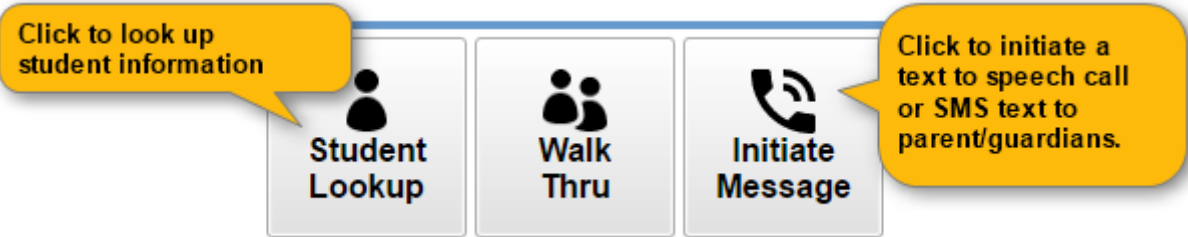
At the bottom, there are two rows of summary boxes:

- Row 1: '0 Today New Work', '0 Next 7 Days Work Due', '\$30.00 Total Fees Fees Due', '0 Unread Notes Notes'
- Row 2: (Empty)

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://jpams.stmary.k12.la.us/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.

