JCampus Teacher Gradebook Overview

St. Landry Parish

714 Ashley Ridge Loop

Shreveport, Louisiana 71106

(318) 868-8000

(800) 509-7070

support@edgear.com

www.edgear.com

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Logging In

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

Basic Navigation

Menu Bar

1. Color: The first feature is the color of the menu bar. If the menu bar is red/pink, you are in "training" mode and the title will say training. If the background is white/gray you are in "live" mode.
2. "Live" mode is the data that actually is used to run the school. Training mode is used for training and testing purposes and does not reflect true data.
3. Waffle: Click to toggle view of the navigation panel. Makes the viewable area of a screen, such as a gradebook with many columns, wider.
4. User: The user's name will be displayed with a date/time showing last login.
5. 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.
6. JDrive: Click to access the user's storage space associated with the software. User documents and files can be stored here.
7. 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*.
8. Help: Click to access the help system of JCampus. A separate tab will open to allow the user to jump back and forth between JCampus and the Help system.
   a. Additionally, look for the "Help" buttons in various screens. Clicking these "Help" buttons will direct the user to the help system for that particular area.
9. Logout: Click to return to exit the system and return to the login screen.

Navigator

1. The left side of the screen is the program navigator. This is a collapsible panel that is categorized by application area.
2. Click the drop down arrow to expand the application programs.

Welcome / Notifications

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

1. Click the "New Message" icon (red square item shown in screenshot).
2. Fill in the District, School(s), Title, End Date, and Message contents.
3. Click Save.
4. To edit the message, click the edit icon.
5. To delete the message, click the trash can icon.

Workspace

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

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

Enrollment and Ethnic Breakdown Graphs

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

Unblock Popups

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

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

   OR

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.
   c. The print preview will now be displayed and will continue to open in Google Chrome from JCampus.

Print Preview Screen

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

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

Print Output Options

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

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

Using Gradebook

Creating Categories

**Note :If you plan to create graded categories (i.e. homework, tests, projects, etc),then it is best to create the categories prior to creating an assignment.

1. On the left, click on Grades. Under the heading Entry, click on WebGradebook.
2. At the bottom of the WebGradebook, verify the school Year and Teacher. Choose the Course then Marking Period.
3. In the upper left corner of the WebGradebook, click on Assignments, Categories, then Category Editor.
4. Under the header Category, type the desired name of a category. Example: Test, Quiz, Homework, etc.
5.

> **Important Note about Categories and Weights:** All categories created in WebGradebook show for all classes. A user can have categories that are non-weighted for some classes and also have weighted categories for others.
>
> The user needs to remember that if a weighted category is used on an assignment in a particular class, then all assignments in that class must be of a weighted category type. The gradebook will not calculate weighted and non-weighted assignments in the same class.

6. The next field is **Color**. This is not a requireThe next header is **Grade Type**. Click in the field to get a drop down list of the grading types. Select the desired grade type to use.
7. D**efault Max Value** will be required if a numerical grading type is selected. Type in the maximum points that will typically be used with the category.
8. **Weight** is not a required field, but can allow you to set categories that are based on percentages of the total grade. If using weights be sure that every assignment within a section has a category with a weight value. Enter the value desired. Example: For 30%, simply type 30.0 in the weight field and click on the green Save box. d field, but if it is desired to color code categories, click in the field to get a drop down showing different colors. Select a color to associate with the category.
9. Click in the last field to save.

Creating Assignments

**NOTE: If the district requires categories for any of the subjects that you teach, it will be marked in a column in the Master Schedule Editor. The presence of this indicator will give a popup warning if you try to create an assignment without selecting a category.

1. To the right of the year and teacher name field, select the course to create an assignment.
2. To the right of the section, select the marking period to create an assignment for the course.
3. In the upper left corner of the WebGradebook, click on the button "Assignments".
4. In the menu that appears after clicking on "Assignments", click on "New".
5. After clicking on "New", the "Assignment Editor" will appear. NOTE: Items in **bold** are the minimum requirement to create an assignment.
6. **Type in a unique title for the assignment/lesson.**
7. If using Categories, select the appropriate category.
    a. **NOTE**--If your district requires categories to be used in this subject, there is a indicator in the Master Schedule Editor reflecting this requirement. You will not be able to save the new assignment without selecting a category.
8. **For "Grade Post Type", select what type of grading method to use.**
    a. "Letter Grade" will only have valid alpha grades posted, no point values
    b. "Numerical Grade" will have a maximum point value assigned and the points earned will be posted. The appropriate alpha grade will be posted beside the points earned
    c. "SNU Letter Grade" will only have the valid alpha grades of S, N, or U posted
    d. "SNU Numeric Grade" will have a maximum point value assigned and the points earned will be posted. The appropriate S, N, or U will be posted beside the points earned.
    e. "OSN Letter Grade" will only have the valid alpha grades of O, S, or N posted
    f. "OSN Numeric Grade" will have a maximum point value assigned and the points earned will be posted. The appropriate O, S, or N will be posted beside the points earned.
    g. "OSNU Letter Grade" will only have the valid alpha grades of O, S, N, or U posted
    h. "OSNU Numeric Grade" will have a maximum point value assigned and the points earned will be posted. The appropriate O, S, N, or U will be posted beside the points earned.
9. (Optional) If the course selected uses the Comprehensive Curriculum:
    a. Select the Curriculum Unit that the assignment is associated with then click **ok**
    b. Select the Curriculum Topic then click ok
    c. Select the Curriculum GLE's then click ok or click "Append to Objectives" if creating a lesson plan
10. (Optional) If the assignment being created is a test on the unit selected from the Comprehensive Curriculum, check the box labeled "Designated Unit Test"
11. (Optional) If the course selected uses Common Core:
    a. Click in the Core Standards field and a list of Content Areas (English Language Arts, Mathematics, Science, Social Studies) will appear on the left of the screen. At this time there are standards only for English Language Arts and Mathematics. Science and Social Studies will be added as they become available.
    b. At the bottom left of the screen will be a grade level. The default value will be the grade level of the course. The set of standards to be displayed will be based on this value. The grade level can be changed by clicking on the drop down arrow.
    c. Each Content Area is further divided into one or more Domains.
    d. Each Domain has one or more Clusters. After selecting a Cluster, the standards will be listed on the right side of the screen with a light brown background color.

e. To select a standard, click the green plus sign at the top left corner of the standard. The background color will change to a blue background and the green plus sign will change to a red X.

f. The selected standard(s) will appear at the bottom of the screen.

g. To unselect a standard, click the red X. The background color will return to the original light brown and the red X will be replaced with the original green plus sign.

h. To save the selected standards, click the Submit button at the bottom right of the window.

i. The standards selection window goes away. The Assignment window will be on the screen with the selected standards listed in the Core Standards field.

12. **If using a type of Numerical grade, enter the maximum point value for the assignment.** If this is a bonus point assignment, enter 0 for the point value. If using a type of Letter grade, a maximum point value cannot be entered.

13. (Optional) If using a type of Numerical grade, enter the points possible for **bonus** points desired. If using a type of Letter grade, bonus points cannot be entered.

14. **For the "Date Taught From", select the date the assignment was first taught.**

15. **For the "Date Taught To", select the last date the assignment was taught.**

16. **For the "Due Date", select the date the assignment is due to be turned into the teacher.**

17. If this is the only section this lesson plan/assignment is for, click "**Save**".

Editing Assignments

1. On the left, click on "Grades"
2. Under the heading "Entry", click on "WebGradebook"
3. At the bottom of the WebGradebook, verify the school year and teacher. Choose the course then marking period
4. To edit an assignment, click on the desired assignment to edit
5. In the upper left corner of the WebGradebook, click on the button "Assignments"
6. In the menu that appears after clicking on "Assignments", click on "Edit"
7. The Assignment Editor will appear. Make the desired adjustments the assignment
8. Click "Save" when done

Arranging Assignments

Note: You can also arrange the columns by selecting the column and dragging it to whichever order you prefer.

1. At the bottom of the **WebGradebook**, verify the **School Year** and **Teacher**. Choose the **Course** then **Marking Period**.
2. In the upper left corner of the Web Gradebook, click on **Assignments**.
3. In the menu that appears, place your mouse pointer over **Arrange**.
4. Options for arranging your assignments will appear:
   a. For the option **User Selection**, PRIOR to accessing the arrange options, put the assignments into the desired order, then select the **User Selection** option.
   b. Select **Alphabetical** to have the assignments arranged alphabetically by assignment title.
   c. Select **Date Due** to have the assignments arranged by the date the assignments were due.
   d. Select **Date Assigned** to have the assignments arranged by the date the assignments were assigned to the class.
   e. Select **Category** to have the assignments arranged by the category assigned to the assignments.

Duplicate a Grade

Sometimes it is handy to be able to duplicate a grade to all students on an assignment. The steps below describe how this can be done.

1. Create an assignment as described in the previous section.
2. Click Grades, then Duplicate Grade.
3. Click to select the assignment to duplicate grades to. In then Enter Grade Value field, enter the grade to be duplicated. Click Apply Duplicate.
4. The grade will now display in each student's cell. If a single student did not make the duplicated grade, simply click in the cell, backspace the entry out, then enter the correct value, then tap the ENTER key or move down to the next student.

Post Attendance at the Start of the Day

Notes:
- JCampus works on a positive attendance module. This means, if all students are present, the only action required is to select the red sign off roll button on the top of your screen, enter a lunch count, then click OK.
- For St. Landry, it is required to enter the daily lunch code (this will appear on a click of the Sign Off Roll Call button)
- Focus on these Three attendance Codes: _30 (unexcused Absence), 14 (Tardy to Class), and) 08 (skipped)_
- You will take "start of the day" attendance in first hour.

How-to

1. In WebGradebook, select the first period course from the Course listing.
2. Select the Grading Period.
3. A class roster for the selected course will appear on the screen.
4. Click the Attendance icon at the top of the screen.
5. The screen will change to the posting attendance screen and the roster of students will be the same class roster from WebGradebook.
6. The screen display will be the list of your 1st period students.
7. Locate the blue column labeled **1ST**.
8. To mark a student absent, click in the first blue cell to the right of the student's name in the **1ST** column.
   a. After clicking the first blue cell by the student's name, the start time of school and the default absence code and reason will appear in the **Out** column.
9. Continue marking students that are absent in the blue "**1st**" column.
10. Marked the wrong student and need to delete?
    a. **NOTE:** Teachers can only edit/change a student's <u>current day</u> attendance record that has been created by that same teacher. Also, the teacher must use the same computer on which the attendance record was created.
    b. Find the student whose attendance records needs to be deleted.
    c. Click on the checkout time.
    d. A list of options will appear.
    e. Select **Delete Complete Attendance Record** and click **Ok**.
    f. A confirmation question will appear.
    g. Click **Yes** to delete the record.
11. **When all students have been marked absent, click the red Sign off Roll Call button at the top of the screen.**

12. Enter the number of students eating in the cafeteria and <u>click **Ok**</u>.
13. Close the posting attendance window to return to WebGradebook.

During the Day Attendance Posting

1. Open the class in gradebook. Click the attendance icon.
2. Review students marked "out" and "in". Verify it matches students in the room.
3. Post to the "Out" column any student that came in "014 Tardy".
4. Post a "08 Skip" to the "Out" column for any student not absent, but not in the classroom.
5. If a student was "08 Skipped" earlier in the day, and is now in your room, send the student to the office to resolve skipping incident.
6. Marked a student Skipped, then the student came in shortly afterward? Change the Skipped to a Tardy by doing the following:
   a. Click on the "Out" time of the Skipped posting.
   b. A menu will appear. Select "Change Skipped to Tardy".

Post Discipline

1. In WebGradebook, select the **Course** and the **Grading Period**.
2. Select the **Student** by clicking on the student's name.
3. Click the **Discipline** button at the top of the window.
4. The **RefPG1** will be displayed with some information about the student and the incident already filled in.
5. Verify **Code** (time code) and **Location**. These values default to *02 (during class) and 13 01 Classroom*.
   a. To change either the Code or Location, click the field and make your selection from the list and click **Ok**.
6. Click in the top **Incident Code** cell and select an appropriate code, then click Okay. You may select up to 3 additional incidents by clicking on the next field(s). Select the most important incident code first.
   a. Note: Selecting a weapon incident and a bullying incident will result in additional pop-up windows requesting additional required information about the incident.
7. In the **Remarks** area, type in a description of the incident.
8. Click on the **RefPG2** tab at the bottom left of the screen to change to page 2 of the referral.
9. Enter the actions that you took as the teacher.
   a. If Code **06 Referred to Office** is selected the principal and disciplinarians will receive an email notifying them of the new referral.
10. Select the type of parent contact; enter the date of the contact.
11. If there are any Recommendations to enter, type them in the **Recommendations** field, then select the date.
12. The **Admin** tab will not have any info on them at this time. You do not have permission to enter any data on these pages but you may view the disciplinarian administrative decision later via the gear box / discipline for the student.
13. Click the **Save** button at the bottom of the screen. Then click the red X at the top right to return to the WebGradeBook.

Parent Contact Log

The Parent Contact Log is a place to record parent/guardian contacts.

The Parent Contact Log shows parent/guardian contact information from several locations:

- Discipline referral contact actions from the *Refpg2* and *Admin* screens are automatically displayed in the Parent Contact Log.
- Additionally, Teachers, Counselors, and Administrators can enter contact information in the Parent Contact Log.
- Caution: Since professional school staff (administrative personnel, counselors, and teachers)can see this information, please remember to be careful in the nature of information entered here. ***Extremely confidential, sensitive information should not be entered in the Parent Contact Log.***

1. Highlight a student on the roster.
2. Click the "Gear" icon in the menu bar across the top..
3. On the popup gray menu, choose Communication, then Parent Contact Log.
4. Click the **New** button on the Parent Contact Log screen.
5. Select the Contact Type.
6. Select the Contact Date.
7. Select the Contact Relation.
8. Enter any details in the Log Recording Section.
9. **Show all Years check box**--if checked then all log entries from current and previous years will be included. Leave it unchecked to limit log entries to the current year only.
10. Click the **Save** button.
11. If the user wishes to edit a record created by his/her self, click on the row, change the information, then click **Save**.
    a. Note: Can only be edited by the user who created the record.
12. If the user wishes to delete a record, there is a red Delete cell on the far right.
    a. Note: Can only be deleted by the user who created the record.
13. **Print** allows the user to print the contact records for the student.

Teacher Notes

A teacher note is a communication to a student /parent via the Student Progress Center.

1. From WebGradebook, open a class / grading period.
2. Click the **Notes** icon in the menu bar.
3. Click the **Add** button at the bottom of the screen to bring up the Note Editor Window.
4. If the message is only for a few students, you can click in the field labeled "Students" and select from a list of options to restrict the number of students to send the Note to. Then select the students from the last field in the window. Leave blank to send the Note to all students.
5. Click in the "Title" field to create a title for the Note.
6. Below "Title", there is an option to Make Public or to make the message Student Visible.
    a. If "Make Public" is selected and your district displays the "Browse" button on the Student Progress Center, the Note will be visible to everyone who visits the Student Progress Center without requiring a username and password.
    b. If "Student Visible" is selected, the Note will only be visible to parent-guardians or students who have a username and password.

7. In the white text area, begin typing the Note.
8. Click "Add" to send the message to the Student Progress Center.
9. After creating a school Note, click on it to attach a file (*A Note has to first be saved before a file can be attached to it*).
   a. Then click on "Attach" to attach a file (1 meg only) to the school note. Then choose "Add", click on the file to include and it shows in the `Selected File` box, then click on "Choose". The file is now attached. If you want to delete the attached file, click on the rex box.
10. The Note will appear in the table with number of students that the Note is sent to.
    a. Click on the count to see a listing of students, as well as the date the Note was opened by a parent-guardian or student.
11. Click on the message title to review/edit the message.
12. Click the red cell to delete the message.

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.

1. In Gradebook, the Gear icon is accessed by the highlight of a name, then a click of the Gear icon.
2. A submenu of items to pick from will be displayed.
3. Categories with arrows on the right contain further subgroups of related items .

Reports

Email Report

The Email Report allows the teacher to view and print the email address for the student's in the class. Also, the teacher can send email to the entries with email address.
1. In WebGradebook, go to Reports > Rosters > Email Report
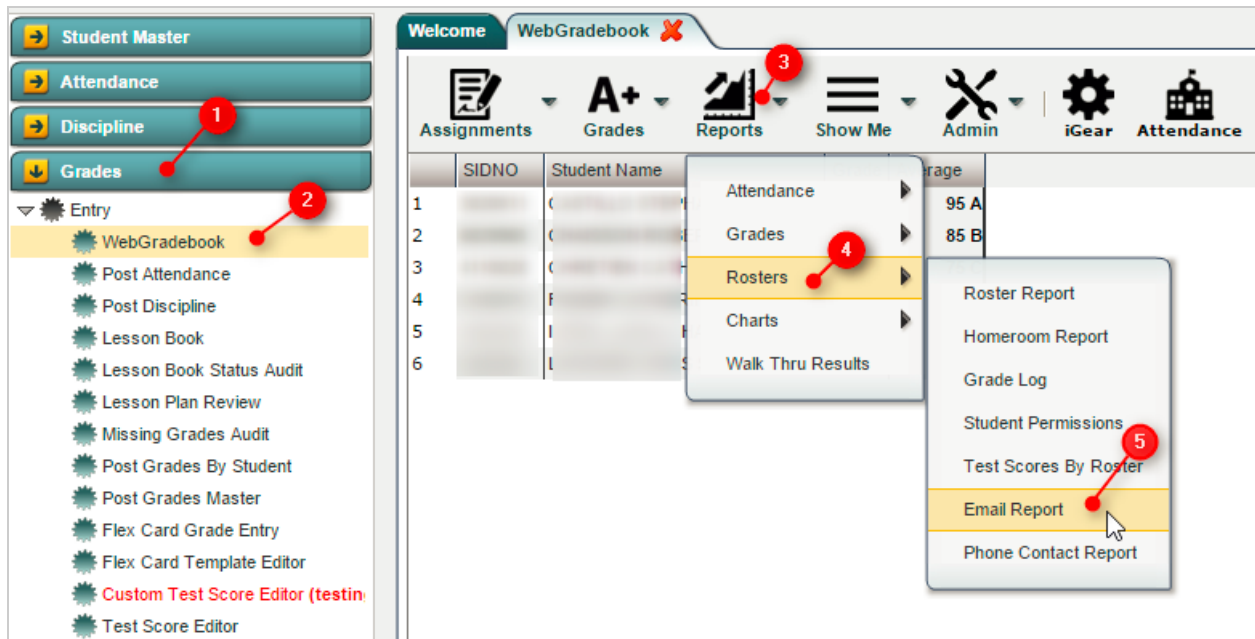
2. Select the students to have email sent.
   a. Click the check box to the left of the student's name to select individual students.
   b. Select the check box a the top of the "Check box" column to either select or unselect all of the students.
3. As students are either selected or unselected, the email addresses associated with the students will be added or removed from the text box at the bottom of the window
4. Click the **Email** button to place the email addresses in your email client. Any revisions can usually be make in the client.
5. Click the **Clear** button to clear all email addresses from the text box and unselect all of the students.

Term Grades Report

Sometimes a teacher needs to see all of the marking period grades for the year for his/her students in a convenient page display. The steps below describe how to do this task by running the Term Grades Report.

1. In WebGradebook, click Reports / Grades / Term Grades Report.
2. A sub menu will appear. Select either **All Students,** or **All Students Projected.**
   a. **"Projected"** will show the projected semester/final grade if the class were completed as of now.
3. A print preview of the Term Grades Report will appear.

Test Scores By Roster

The Test Scores By Roster report gives the teacher the ability to get reports of tests scores of students who are enrolled in a class. The teacher has options for the type of test, time settings of the test results, and whether to include test sub scores in the report.

Getting Started

1. In **WebGradebook**, open a section of students. Click the **Reports** icon.
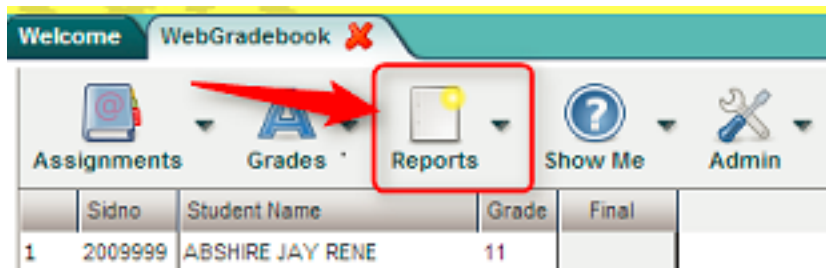
a.

2. Select **Rosters**. A new menu list will appear on the right.
3. Select **Test Scores by Roster** from the drop down list.
4. A setup box will appear. Details are explained below.

Basic Setup Options

To Run the Report in its Simplest Form:

1. **Test Type to List**: Teacher clicks to select the desired test type to view, then clicks the **OK** button to obtain results.

Advanced Setup Options

1. **Section**: The default will be the current section of students, but the user can click to add students from other sections to the report.
   a. **Example**: Teacher has three sections of Algebra I. To add the other two, click Section and add the other two sections to see a report of test scores for all Algebra classes.
2. **Test Month**: Click to limit the test results to those from a desired month.
   a. **Example**: Click to select "3" to limit test results to those from the month of March.
3. **Test Year**: Click to limit the test results to those from a desired year.
   a. Example: Teacher wishes to see only LEAP21 results from a specific year, so he/she sets this to "2010".
4. **Show Only Most Recent**: Click to limit the test results to only the most recent instance of the test taken.
   a. **Example**: Teacher wishes to see only the most recent instance of iLEAP. If the student took the test in March of a given year, then again in the July, the July results, being the most recent, will be the ones displayed.
5. **Show Detailed Benchmark Scores**: Click to include the sub scores of each major content area.
   a. If not selected, only the test score levels and scores for each content area will be displayed. Sub scores are left out of the report.
6. Click the **OK** button to begin the report. It takes a little while to make the report appear on screen. This is normal as it is fetching a lot of data.
7. TIP: Once results are on screen, hide the navigation panel of WebPams to give more horizontal screen space to view results.

Advanced Results with Detailed Benchmark Scores:

1. When this option is selected, the results will show the sub scores for each content area. Scroll to the right to see the sub scores. To see what the abbreviation in the column header stands for, hover the cursor over the column label.

Buttons Across the Bottom of Report

1. **Setup:** Click to change the options of the report.
   a. Example: Click **Setup** to change the results from GEE, to another, such as PLAN.
2. **Print PDF**: Click to make a pdf version of the report that can be printed or saved to a location of the user's choice.

3. **Export**: This will take the results and create a file in the Downloads folder of the user. This is handy for exporting results to Microsoft Excel.
    a. Click the **Export** button.
    b. Select either "**XLS**" or "**CSV**" for creating an Excel version of the data.
    c. Verify the **File Name**, or edit if needed.
    d. Click the **Print** button. The file will be created in the Downloads folder.
    e. **Chome** users: A window will open with the Excel file at the lower left. Click to open in Excel.
    f. **Firefox** users: A dialog box will open asking if the user wishes to open in Excel. Click "OK" or "Yes".
4. **Show iGear**: Click to show the iGear icon by a student's name (Hover on student's name to see iGear icon). This will allow for access to individual information about the student such as Schedule, Attendance, Grades, Discipline, and individual student test scores.