

Tools in the Tile Menu System of JCampus



Announcements: Create announcements to staff in the JCampus system.

1. A red badge count means there is an announcement to read. It will go away when the announcement is viewed, then closed.
2. To create an announcement, Click the icon, then click the “+” button.
3. Enter a “Sample Title”, then place a check for “Popup” and “Sticky”
 - a. Popup = on login, popup in center of screen.
 - b. Sticky = Stay on top of other older announcements when closed from popup.
4. Enter a Start Date and End Date.
5. Profile: Optional. Use if you want the announcement to go to specific staff based on security profile, such as “TE” for teacher.

The screenshot shows the 'Announcement Editor' window with the 'Notification Info' section. The form includes dropdown menus for Country (US), State (LA), District (023), and School (001). The Title field contains 'Sample Title'. The 'Popup' and 'Sticky' checkboxes are checked. The 'Profile' field contains 'LI,P2,TE'. The 'Start Date' is set to Nov 14, 2022, and the 'End Date' is set to Nov 18, 2022. The 'Start Date' and 'End Date' fields are highlighted in yellow.

6. Enter the message contents. Use formatting tools if needed. Click “Save” to store the announcement.

The screenshot shows the 'Announcement Editor' window with the message content area. The 'Notification Info' section is the same as in the previous screenshot. The Title field now contains 'Sample Message'. The 'Profile' field contains 'AP,LI,PR,TE'. The message content area contains the text: 'This is a **test message** for Announcements.' and 'Comple the form at the mobile site: <https://pcc.iberia.k12.la.us/mobile>'. The 'Save' button is highlighted in yellow.

7. Need to edit or delete? Click the little “notepad” icon to edit. Click the trash can icon to delete.





Calendar: Create calendar items

1. A red badge count means that there is a calendar event to review.
2. To create a calendar item, click on the icon to open the calendar window.
3. Click the “+” icon on top left.
4. Enter the “Start Time” and “End Time”.
5. Enter the “Type” as either Event, Sport, Birthday, or Meeting.

Sample Meeting Notification

Start Time : 11/14/2022 14:00 End Time : 11/14/2022 15:00

Type : Event

Select Staff :

Set Font... Event Sport Birthday Meeting

B / U T


6. For “Select Staff”, click to open. Select from the staff group buttons: TCH (Teacher), ADM (Administrators), BUS (Bus Drivers), Sch (School Staff). Click boxes near the staff name to select the folks to receive the calendar notification.

Staff Chooser

Search : ABC

TCH ADM BUS Sch DIST SUB GRP

<input type="checkbox"/>	Name	Suffix	Number	District	Sch	Object	Function
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

7. Enter the content, then click the “Save” icon in the upper left. 
8. The calendar window will appear with the calendar event.
 - a. Red is “Today”.
 - b. A “dot” on a day means there is a calendary entry for this day.
 - c. Arrows on left and right allow to move from one week to the next.



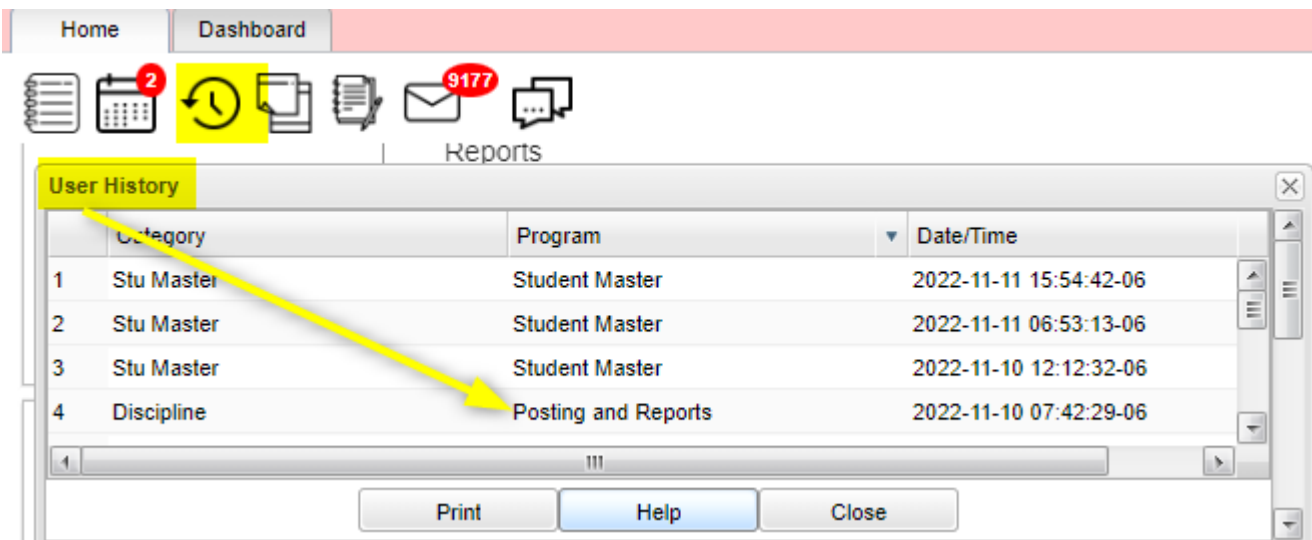
9. Need to edit or delete? Click on the item to edit. To delete, tap the little trash can icon in the lower right.



User History: Gives a listing of programs started recently by the user.

Very handy to use to cut down on searching for programs used in the past.

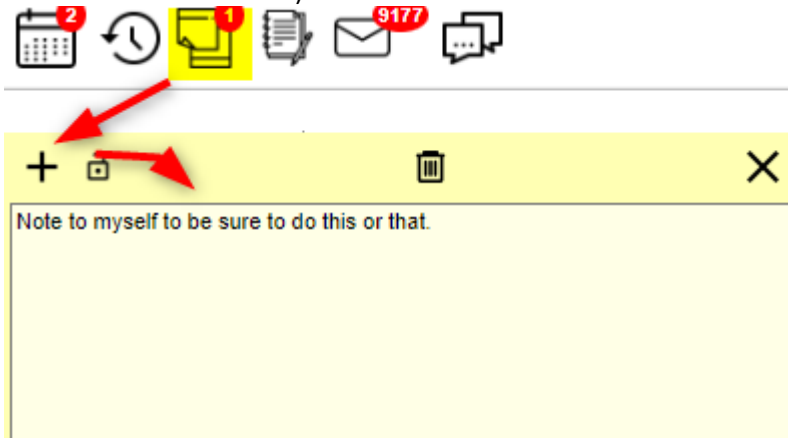
Click to obtain listing. Then click on the row to start the program.





Reminder Note: Create a little reminder for yourself in JCampus.

1. A red badge count means that there is a reminder note to view.
2. To create a reminder note, click on the icon, then tap the the “+” icon in the upper left.
3. Enter contents, then move off the window (no need to “save”, the act of moving off the window saves the reminder note).



4. Click the “x” in the upper right to close. Click the reminder note icon to view it again.
5. Need to edit or delete? To edit, click on the reminder note, edit the contents, then move off. To delete, click the little trash can icon on the top.



Notes: Create a Note to share in the Student Progress Center

1. To create a note to be displayed on the Student Progress Center, click the Notes icon.
2. Click the “Add” button in the lower right.
3. Select the Student recipients, then check off “Student Visible” and “Popup”.
4. Enter contents, then click “Add”. Click “Yes” to confirm pushing to the Student Progress Center.

5. When the student or parent / guardian goes to the Student Progress Center, the note will appear as a popup as shown.



Student Email
Password :
Student SPC

11/14/22 - Sample Note Only



Sample Note Created for testing only.

6. Need to edit or delete? Click on the Notes icon. A window of existing notes will appear in rows.
 - a. Click on the row to edit contents. Click "Save" to update.
 - b. To delete, click the red delete cell on the far right side of the row.



Automated Notification System: Click to view ANS reports that are normally delivered to your email.

1. Don't be alarmed by the high badge count.
2. Click the to view ANS email reports from this location.
3. Click the row to view the report.

Home | Dashboard

Good Morning [Redacted]

ANS X

X

Subject	Date
Enrollment Late Arrivals Report	2022-11-13 19:15:06-06
Discipline ISS/OSS Notification For [Redacted] Grade 07 at [Redacted]	2022-11-13 08:50:01-06
Discipline Posting/Modification Notification For [Redacted] Grade 07 at [Redacted]	2022-11-13 08:49:59-06
Missing Emergency Information Report	2022-11-12 18:16:00-06
Incomplete Grades Report	2022-11-12 18:15:03-06
Cumulative Absence Report	2022-11-11 18:15:30-06
Absence Analysis Letters Report	2022-11-11 17:15:32-06
Multiple Referrals Without Action Notification For [Redacted] Grade 07 at [Redacted]	2022-11-11 14:20:28-06
Office Referral Notification For [Redacted] Grade 07 at [Redacted]	2022-11-11 13:52:05-06

Discipline Notification for [Redacted]

This message is to inform you that a discipline record was posted or modified for [Redacted], Grade 07 at [Redacted]. A ISS action has been taken for the dates 2022-11-11 to 2022-11-16. Please send in all assignments for this student during this time frame. This record was created on [Redacted]. This record was modified on 11/13/2022 by [Redacted]. You may desire to forward this email to your staff on a 'Need To Know' basis. The details of this record is listed below.

Incidents

Code	Incident Description
108	08 Possession and/or use of any electronic smoking device

Actions Taken


Code	Action Description	Start Date	Return Date
11	006 Discipline Center/Alternative Site	11/11/2022	11/16/2022



Staff Post Note: Create messages to staff that can be replied to in a thread format.

1. A red badge will show on the icon if there is a staff note to view.
2. To create a Staff Post Note, click the icon, then click the “+” icon in the upper left.
3. Enter the note title, Select the staff recipients. Enter content.

The screenshot shows a form for creating a Staff Post Note. At the top, there is a title field containing 'Example Note' and a close button. Below that is a 'Select Staff:' field with a dropdown menu showing '110248,234230,237809,2...'. The text area contains 'Reminder to do this or that.' The bottom of the form shows '0 links' and '0 attachments'.

4. Click the “Save” icon in the upper left  , then click “Yes” to publish.

The screenshot shows a confirmation dialog box titled 'Question'. It contains a question mark icon and the text: 'This post is about to be published and viewable. Are you sure you want to publish this post?'. There are two buttons: 'Yes' and 'No'.

5. The intended recipients will have a notification badge that will appear on the staff post note icon.
 - i. Click to view. Click “Reply” to respond.
 - ii. The author and the recipient(s) will see the note and replies as a thread.

The screenshot shows the view of a Staff Post Note. It has a search bar at the top. The title is 'Staff Post Note' and it was posted on 'Nov 14, 2022 at'. The content is 'Sample Staff Post Note here.' Below the content, it says '2 linked staff' and there are '0 Replies'.