



JCampus School Administrator Guide

St. Bernard Parish

**714 Ashley Ridge Loop
Shreveport, Louisiana 71106**

(318) 868-8000

(800) 509-7070

support@edgear.com

www.edgear.com

Contents

Logging In	4
Basic Navigation	4
Navigator.....	6
Welcome / Notifications	7
Workspace	7
Student Master Overview.....	9
Getting Started	9
Find a Student using the Find Button.....	9
Find a Student Using the Search Bar	9
Student Master Screen Features.....	10
Using the Gear icon.....	10
Action Button.....	12
Alpha/Recruiter List.....	15
MFP Ethnic-Gender Lunch Report	16
Example “Loader”: Club Code Loader	17
Attendance Overview.....	18
Teacher Start of the Day Posting	18
Teacher During the Day Attendance Posting	18
Office Posting of Attendance.....	18
Roll Call Verification	19
Discipline	19
Major vs Minor Incidents in JCampus	19
Discipline Posting Tries to Follow the Basic Parts of a Paper Referral:	20
Basic Discipline Referral Posting:	21
Posting Bullying Referrals.....	25
Posting Detentions (Regularly Scheduled Detentions)	26
Posting ISS or OSS Suspensions	27
Posting Expulsion Hearing Results	27
Discipline Frequency Report.....	28
Detention List	29
ISS / OSS List	29
List Students with “06 Referred to Office”: Teacher Action Report	29
Grades Overview	30
WebGradebook: Where it Begins.....	30
Assignment Audit: Checking for Count of Assignments	30
Grade Distribution: Monitor Marking Period Grades Before and After Report Cards	30
Post Grades Master: Manage Marking Period Grades for Classes	31
Transcript Overview	31

Master Schedule Overview	32
Student Progress Center Overview.....	34
Mobile Software for Smart Devices Overview.....	35

LOGGING IN

1. JCampus works best in **Google Chrome or Firefox.**
2. For initial training, browse to <https://stbernard.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 later in the summer, on the "Database:" field, click the dropdown arrow and select **Training**. Then click **Login**.
 - a. "Training" refers to a copy of data, usually a day or two old. It is usually overwritten each night, allowing the user to practice or "play" with that data.

BASIC NAVIGATION

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

1. **Color:** The first feature is the color of the menu bar. **If the menu bar is red/pink, you are in "training" mode and the title will say training.** If the background is white/gray you are in "live" mode.

a. **"Live"** mode is the data that actually is used to run the school. **"Training"** mode is used for training and testing purposes and does not reflect true data.



2. **Hamburger:** Click to toggle view of the navigation panel. Makes the viewable area of a screen, in a TILE FORMAT that is completely customizable.



3. **User:** The user's name would be displayed with a date/time showing last login.

4. **Phone:** If using the Call system, click to place an "Emergency" message to students and/or staff.

a. Can be used at any time but is needed when sending a message outside of normal call times.

b. Is not scheduled but goes out immediately to all phone numbers associated with a student/staff.



5. **JDrive:** Click to access the user's storage space associated with the software. User documents and files can be stored here.



6. **Favorites:** Click to create as many shortcuts as possible to programs. To create a shortcut, do the following:

a. Click the **Favorites Tile**.

b. Select the **Heart next to the Program**.

c. The **Favorite** will be added to the **Favorites Tile**.

d. To remove, select the item from the **Favorites Tile**, then unclick the Heart icon. Click **Save**.

JCampus

Home Classroom

Good Afternoon My

IF YOU HAVE FAVORITES THEY CAN BE FOUND IN TWO WAYS:
(1) HEART ICON
(2) FAVORITE TILE

CLASSROOM DOES NOT REQUIRE FAVORITES BECAUSE EVERYTHING SHOULD BE DONE THROUGH THE TEACHER GRADEBOOK!!

Favorites

Classroom	Screening Test Entry
Attendance Log	Roster Report
Flex Card Grade Entry	Phone Contact Report

Grades

Entry

Reports

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.

e. Additionally, look for the "Help" buttons on various screens. Clicking these "Help" buttons will direct the user to the help system for that particular area.



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

NAVIGATOR

1. Each of the **TILES** are part of the program navigator.
 - a. Click the TILE Entry, Report, Loaders, Count, Click on the Tile Category to expand the Box of Programs that are listed under that Category.

ANYTIME A CATEGORY IN A TILE IS CLICKED ON A LIST OF ITEMS (REPORTS, IMPORTS, LOADERS, INTERFACES) OPENS FOR YOU TO SELECT THE ITEM NEEDED!!

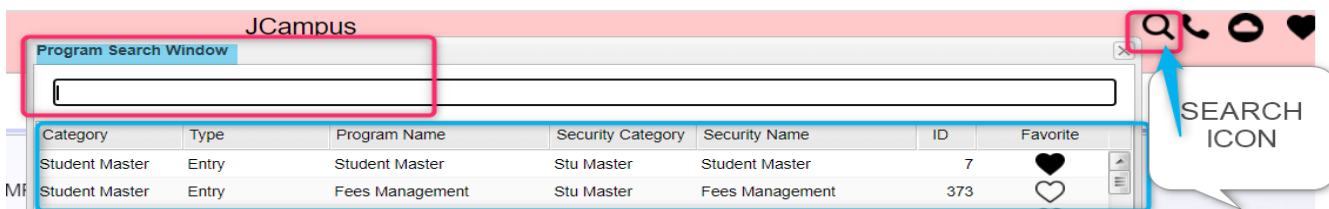
ALL NON TEACHING PERSONNEL WILL HAVE A "HOME" SCREEN THAT CONTAINS "TILES" FOR EACH OF THE PROGRAMS THE DISTRICT UTILIZES AND THE INDIVIDUAL EMPLOYEE HAS PERMISSION TO ACCESS! EVERYONE'S HOME SCREEN IS COMPLETELY CUSTOMIZABLE TO FIT THEIR WANTS AND NEEDS!!

504 Student List	Homeroom Log 1 Week	Records Request Date Au
911 Address List	Homeroom Log 7 Week	Religion Institution List
Alert Code List	Homeroom Roster List	Retained/Promoted List
Alpha/Recruit List	Homeroom Teacher Affidavit	Roster List
Audit 911 Address List	Homeroom Teacher Affidavit w/Signatures	Scholarship Amounts Earn
Birthday List	IBC Document Link Audit	SIS School List
CAP Program Report	IBC List	SPC Permission Audit List
CAP SPED Service Tracking Report	ISTeep Report	SPC Student Login Report
Census Report	LA Potential Drop Outs	Special Code List
Classroom Log 1 Week	Leave Report List	Special Code Prior Year R
Club List	LEP Student List	Special Education List Rep
CN Lunch Letters	Log Report	Sport List
Cohort Enrollment List	Lunch Address Audit List	Student Academic Report
Cohort Trailing Report	Mail/Folder Labels 8160	State Auditor's Report
Comments List	Magellan Report	Student Advisor Roster
Community Service Hours Report	Mass Print Court Report List	Student Alternate Locator
Cumulative Card Label	Mass Print Student IGP	Student Classes by Bell (t
Custody Request List	Military Sibling List	Student Custody List
Day Care List	Minimum Enrollment List	Student Document Report

AS AN "ELEMENTARY TEACHER" 90% OF YOUR WORK WILL BE DONE IN CLASSROOM AS A "HIGH SCHOOL TEACHER" 99% OF YOUR WORK WILL BE DONE IN CLASSROOM

AS AN ELEMENTARY TEACHER DEPENDING ON THE GRADE LEVEL YOU TEACH YOU COULD UTILIZE THE "SCREENING TEST ENTRY" AND/OR THE "FLEX CARD GRADE ENTRY"

2. Within each Tile area there are several categories that have programs under each. **Click on the Program name to expand access to the programs for each category.** Programs are listed under each category in alphabetical order.
 - a. **Entry:** Programs to enter data related to the application area.
 - b. **Lists:** Reports that create listings related to the application area.
 - c. **Loaders:** Utilities that allow for rapid entry of data to groups of students.
 - d. **Count:** Reports showing summary counts in the application area. The counts usually can be clicked to reveal data that makes up the count.
 - e. **Trends:** Present in some applications, reports that present graphical trend data.
 - f. **Interfaces:** Present in Student Master and Human Resources, these are programs that contain ready to go programs to create export files for various systems.
 - g. **Letters:** Present in Student Master, this allows the user to create letters keyed to data elements of the database, print the letters to groups of students, and create log reports of letters created for students.
3. Above the Program Navigator there is a **Search Programs Icon** where you can enter information to find the program you are looking for. You can search for any word in the Program Name.



Welcome / Notifications

The "Welcome" tab contains program update notifications from the Shreveport office. Additionally, the district administrator can add notifications.

Workspace

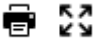
The Workspace is a tab separated work area that allows you to manage multiple open programs without overlapping windows.

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



Enrollment and Ethnic Breakdown Graphs

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



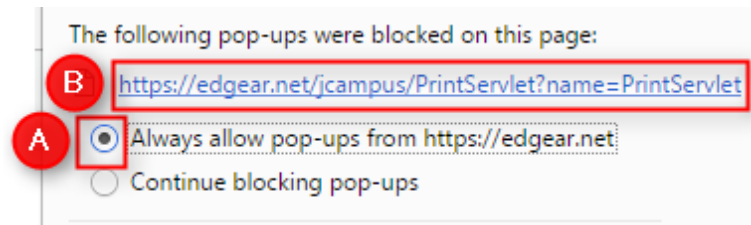
Unblock Popups

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

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



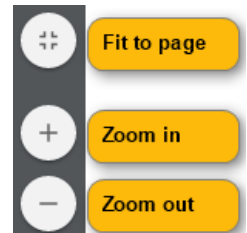
2. Click on the popup blocked icon. A dialog box will appear. Do the following:
 - a. Click "Always allow popups from...."
 - b. Click the hyperlink as shown below.
 - c. The print preview will now be displayed and will continue to open in Google Chrome from JCampus.



Print Preview Screen

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

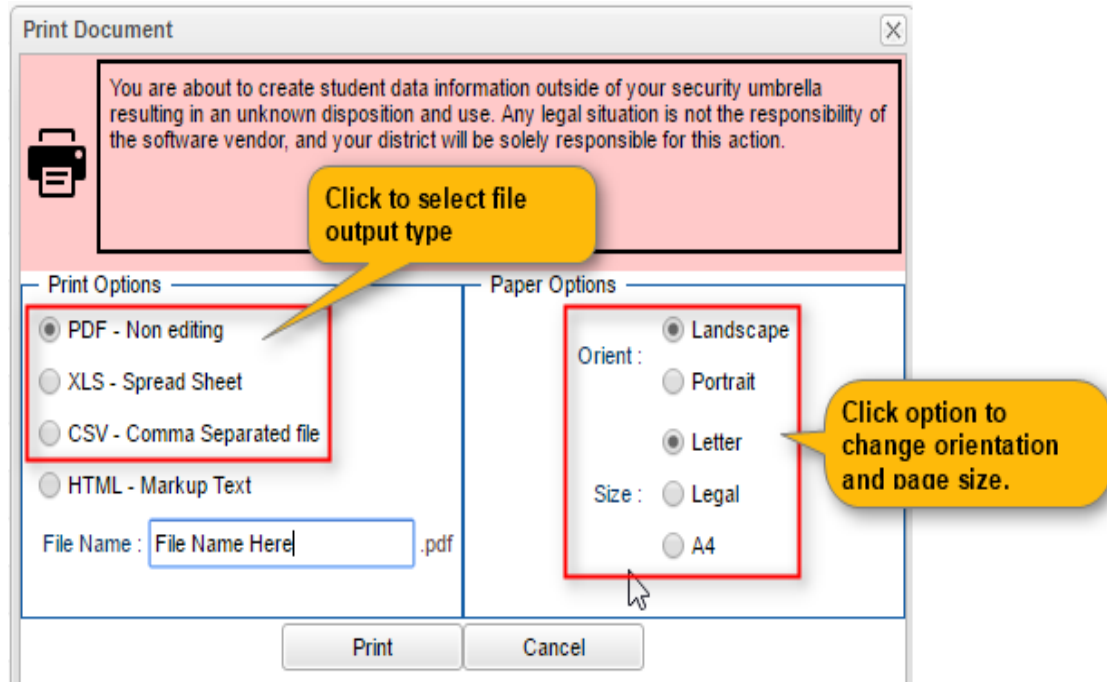


the

Print Output Options

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

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

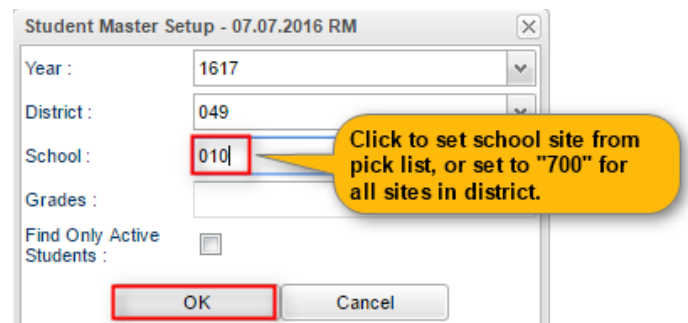


Student Master Overview

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

Getting Started

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



Find a Student using the Find Button

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

Find a Student Using the Search Bar

1. The search bar is the blank field to the right of **Action** at the top of the screen.
2. Search by typing all or part of the student's last name, first name, social security number, student ID number, state ID and hit **Enter** on the keyboard.



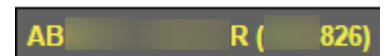
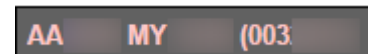
3. A list of possible matches is displayed and can be sorted using any column heading.
4. Select the desired student. The student information will appear in the *Student Master* screen.
5. **TIP:** In this field, the user can search additional strings such as Father Name, Mother Name, Guardian Name, and any phone number. Simply type in what is being searched for. Any matches will show in **bold**.

Student Master Screen Features

1. Flags in the top will be shaded a color if a student has been classified as SPED, 504, LEP, or has a Health condition.



- a. Hover over the button to see additional details.
2. If the student has exited, the name of the student will be shaded in red.
3. If the student is absent on the current day, the name of the student will be shaded in yellow.
4. To get to the details of a field, click on it.



- a. Example: To see the details of a student, click on the name of the student. The student details screen will be displayed.
5. Tabs across the bottom contain additional details and entry screens for the student.



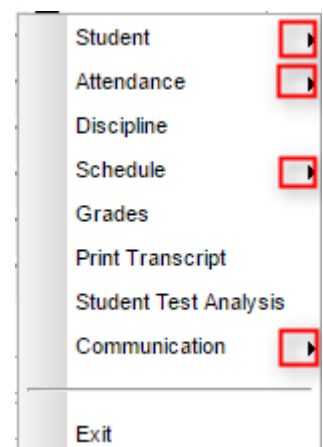
6. **Save:** To store any changed data on the student, be sure to click the SAVE button located at the lower center of the Student Master screen!!

Using the Gear icon



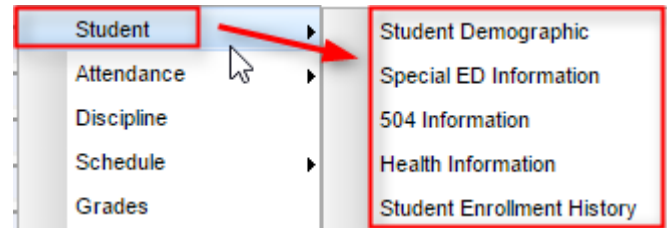
The Gear icon is a menu system that brings out further details about the student in a quick access format. The Gear icon can be found throughout the JCampus system. Typically, the user will see the icon near the student's name on a screen and on some list report screens. In Gradebook, the Gear icon is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

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



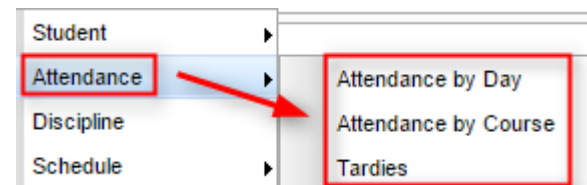
3. Student

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



4. Attendance

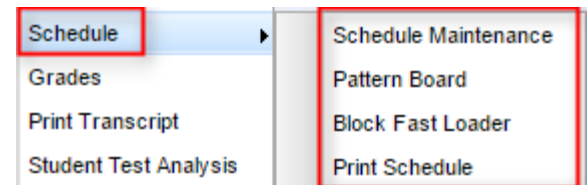
- Attendance by Day:** Report of detail attendance and summary. Click "Setup" to change year.
- Attendance by Course:** If a Bell Schedule is setup, student's attendance by course is displayed with counts per course. Cell click to get detail records for the class.
- Tardies:** Code 14 Tardy means student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



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

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

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



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

10. Communication

- Parent Contact Log:** Typically a note posting entered by the teacher documenting time/date/contents of a communication with a parent/guardian.

- b. **Send JCall:** When you select JCALL using the IGEAR on any student in STUDENT MASTER the system allows you to send any of the 6 DIFFERENT KINDS OF MESSAGES to that student's parents from this ICON!!
- c. **Send School Note:** This program will provide a way for a school to create notes to be displayed in the **Student Progress Center**. It will not generate a phone call, text or email.
- d. **SPC Login Information:** Displays the last time a parent/guardian accessed information about the student on the Student Progress Center.

Parent Contact Log:

The screenshot shows the Parent Contact Log interface. A table lists student records with columns for SIDNO, Student Name, Grade, Average, and various test scores. A pop-up window titled 'Parent Contact Log' is open, showing a list of communication types: Communication, Send JCall, Send School Note, and SPC Login Information. A text box on the left explains: 'WHEN THE TEACHER CLICKS THE SAVE BUTTON THE LOG IS SAVED AT THE TOP WITH ALL OF THE OTHER COMMUNICATIONS'. A 'Save' button is highlighted with a red circle (7). A 'New' button is highlighted with a red circle (5). A 'Show JCall Messages' checkbox is highlighted with a red circle (9). A 'Print' button is highlighted with a red circle (8). A 'Log Entry' field is highlighted with a red circle (6). A 'Contacted By' field is highlighted with a red circle (3). A 'Contact Type' dropdown is highlighted with a red circle (4). A 'Contact Date' field is highlighted with a red circle (2). A 'Contact Time' field is highlighted with a red circle (1). A 'Contact Relation' dropdown is highlighted with a red circle (9).

Send JCall:

The screenshot shows the Send JCall interface. A 'Student Master' tab is selected. A 'Communication' dropdown menu is open, showing options: Parent Contact Log, Send JCall, Send School Note, and SPC Login Information. A 'Select Message Type' dialog box is open, asking 'Please select the type of message you wish to make.' with options: Pre-created Message, Record Voice Message, WAV Voice Message, TCR16-Speech Message, SMS Text Message, and Email. A text box on the left explains: 'WHEN YOU SELECT JCALL USING THE IGEAR ON ANY STUDENT IN STUDENT MASTER THE SYSTEM ALLOWS YOU TO SEND ANY OF THE 6 DIFFERENT KINDS OF MESSAGES TO THAT STUDENT'S PARENTS FROM THIS ICON!!'. A 'Save' button is highlighted with a red circle (1). A 'Send JCall' button is highlighted with a red circle (2). A 'Select Message Type' dialog box is highlighted with a red circle (3). A 'Next' button is highlighted with a red circle (4). A 'Student' dropdown menu is highlighted with a red circle (5). A 'Parent Contact Log' dropdown menu is highlighted with a red circle (6). A 'Send JCall' dropdown menu is highlighted with a red circle (7). A 'Send School Note' dropdown menu is highlighted with a red circle (8). A 'SPC Login Information' dropdown menu is highlighted with a red circle (9).

Send School Note:

Send School Note:

This program will provide a way for a school to create notes to be displayed in the Student Progress Center. It will not generate a phone call, text or email.

Note Editor 07.08.20

Year: 2021 District: 026
 School: 029 Students: 0361510
 Title: OPEN HOUSE
 Make Public Student Visible PopUp

Set Font... Set Font Size... [Rich Text Editor Icons]

THIS IS A REMINDER THAT WE WILL HAVE AN OPEN HOUSE, NEXT WEDNESDAY, APRIL 28, 2021 FROM 6:00 TO 6:00 PM., WHERE REPORT CARDS WILL BE GIVEN OUT AND YOU WILL HAVE AN OPPORTUNITY TO MEET WITH ALL OF YOUR CHILDS TEACHERS TO SEE WHAT IT WILL TAKE FOR THEM TO BE PROMOTRD AT THE END OF THE YEAR!!

BRIAN LEJEUNE, PRINCIPAL

Buttons: Add, Close

SPC Login Information:

SPC Login Information:

THE SPC LOGIN INFORMATION WILL SHOW YOU THE LAST DATE AND TIME THE PARENT OR STUDENT LOGGED INTO THE STUDENT PROGRESS CENTER

SPC Login Information 04.09.14 BS

Parent's Name	Sidno	User Login Name	User Name	Relationship	Last Login	PSN	Access
	0297447	PARENT026		FATHER	2021-04-13 15:05:55	08936	ALLO...
	0297447	student026		STUDENT	Has Not Logged In		ALLO...

Buttons: Print

Action Button

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

1. In Student Master, clicking the **Action** button will bring up a menu that allows the user to perform Re-Enroll, Leave Entry Package, Enrollment Status Form, MFP Audit documentation, Fee Management, Letter System access to print letters related to the student, and other tasks.

2. Reenroll: Gain a Student

- a. To Gain a student, click the "Clear" button, then enter some or part of the Student's name information, or the SSN.
- b. In the upper right, click "Action" then "Reenroll".
- c. Select the items to bring in if a match is found. If coming from a place that uses JCampus, redirect the District field to the district the student is coming from.
 - i. Otherwise, always leave for home district.

3. System will search for a match. If found, click "Import" to bring the student in.
4. If no match is found, begin entering student information from scratch.
5. **Print Leave/Entry Package:** A Leave/Entry Package is often used when a student departs to create a quick packet of information for the next school. It is also handy when an administrator or counselor has a meeting on the student and needs a packet of information to summarize how the student is doing.

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

Action Button – POWER REPORTS

THE RENROLL PROCESS IS USED WHEN A STUDENT HAS PREVIOUSLY BEEN IN A JCAMPUS SCHOOL/DISTRICT

ALL THREE OF THESE REPORTS ARE FOUND UNDER THE ACTION TAB!!

AS AN ADMINISTRATOR IF YOU PRINT THE LEAVE/ENTRY PACKET AND THE COURT REPORT YOU WILL HAVE 90 + PERCENT OF THE INFORMATION ON THAT STUDENT!!

Alpha/Recruiter List

- Go to Student Master / Lists / Alpha Recruiter List.
- In the Setup screen, set the "Year" and "School".
- On the right, locate the "Column" field. Click and select several fields such as student name, grade, DOB, etc...
- Click the **OK** button.
- The list of students meeting the settings will be displayed.
- Clicking on the down arrow on the right side of any column header will display additional options.
 - Sort Ascending**-alphabetical order
 - Sort Descending**- reverse alphabetical order
 - Configure Sort**- custom sort using multiple columns
 - Clear sort**- clears the Configure sort option
 - Auto Fit All Columns**- adjust all columns' width to fit the text in each field automatically

Example "Loader": Club Code Loader

A loader is a way to associate data to a listing of students. students on the left, and associated items to pick from on the right.

1. Go to Student Master / Loaders / Club Code Loader
2. At the setup, set the "School", then a "Grade".
3. Click "OK".
4. A listing of students will appear on the left. On the right will be a listing of clubs.
5. In the "CL1" column, click in a cell of the student to be a member of a particular club.
6. Repeat for any other students in the club.
7. You will notice that a little asterisk is placed in each cell clicked.
8. On the right, scroll down to a club, such as "CHR Choir".
9. Click on the code. You will notice the students asterisks will change to the code selected.

10. If a code needs to be removed, click on the code to be removed, then select the first blank "Club" row. The club code for the student will be removed.

SIDNO	Student Name	Grade	CL1	CL	Code	Description
00:	A	03	*			
00:	A	03	*		4H	4-H
00:	A	03			ABA	Abalone
00:	A	03	CHR		ACT	Act...

11. Need to review the students with the code?
 - a. Click on the "Setup" button.
 - b. In the "Clubs" field, set to the club to be reviewed.
 - c. Click "Ok". The listing will show all of the students associated with the club code.

Normally, the user has a listing of

SIDNO	Student Name	Grade	CL1
00	A	03	
00	A	03	*
00	A	03	
00	A	03	*
00	A	03	
00	B	03	
00	B	03	*
00	B	03	
00	C	03	
00	C	03	
00	C	03	*

SIDNO	Student Name	Grade	CL1
00	A	03	
00	A	03	CHR
00	A	03	
00	A	03	CHR
00	A	03	
00	B	03	
00	B	03	CHR
00	B	03	
00	C	03	
00	C	03	

Setup-10.23.2015

Year: 1617

District: 049

School: 011

Grade:

Clubs: CHR

Program:

As Of Date: Oct 10 2016

OK

Attendance Overview

Attendance posting is largely a function of three parts: Start of the day posting, check ins, check outs.

Teacher Start of the Day Posting

1. Open first period in his/her gradebook.
2. Click **Attendance** icon.
3. For any student absent at the start of the day, click in the blue "1st" cell.
4. Click red "**Sign Off Roll Call**" button at top. Fill in any needed information. Click **Ok**.
5. "**Sign Off Roll Call**" button will no longer be red, signifying that the teacher is done with start of the day posting.

Date: Oct 10 2016

Place cursor on blue items in title for instructions.

Search:

	Student	1st	Out	Code	Ex	Out Reason	In	Code	Ex
1	AND D'								
2	ARC S		08:00	05	U	Dr./Parent Note Needed			
3	BER N								
4	BO K								
5	BOL D.		08:00	05	U	Dr./Parent Note Needed			
6	BRI A								

Teacher During the Day Attendance Posting

1. Open the class in gradebook. Click the attendance icon.
2. Review students marked "out" and "in".
3. Post to the "In" 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, and is now in your room, check them back "In" with "Skipped" code, then send to the office to resolve skipping post.

Office Posting of Attendance

1. Go to Attendance / Entry / Post Attendance. Set for a "School", then click "Ok".
2. Click the "Student" button at bottom to bring up entire student listing.
3. If a student is checking in, click the "In" cell of the student, select an attendance code.
4. If a student is checking out, click the "Out" cell of the student, select an attendance code.
5. If an excuse is brought in for a previous attendance, click the "Dr" column to post the date excuse is brought in and attendance code for the excuse.

Welcome Post Attendance X

Staff : _____ Course : _____

Date : Oct 10 2016 _____ Semester : _____

Place cursor on blue items in title for instructions.

Search : _____ X

Student	1st	Out	Code	Ex	Out Reason	In	Code	Ex	In Reason
1 , A									
2 , L		08:00	05	U	Dr./Parent Note Needed	08:30	19	U	Late to school/Early Dep..
3 , O									
4 , B		11:28	02	D	Dr Note Verified*				
5									
6									

Absent at start of school posted by Teacher

Check out to Dr appt. by Office.

Check in "Late to school" by Office.

Roll Call Verification

This is a very important report to run every day in the early morning. It performs two primary functions:

- Checks that all first hour teachers have confirmed start of the day attendance posting and lunch count entry.
 - Allows the school Secretary to email the report showing lunch count summary to the cafeteria manager.
1. On the left navigation panel, select **Attendance / Lists / RollCall Verification**.
 2. On the Setup, verify the **Year**, then set the **From** and **To Date**.
 - a. Normally, the **From** and **To Date** are the current date.
 3. Place a check for "**Roll Call Not Taken**".
 4. Set Class Period to "**01**".
 5. Click **Ok**.
 6. Work with these teachers to get them to post attendance for first period, and click "Sign off roll call", then post a lunch count.
 7. **To send this report to the cafeteria manager:**
 - a. Change the setting to "**Roll Call Taken**".
 - b. Either click "**Print**" to print out, or click "**Email Count**" to email roll call verify to the cafeteria manager.

Discipline

Major vs Minor Incidents in JCampus

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

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

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

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



The screenshot displays the JCampus Discipline Posting interface. The main window shows a referral form with a 'Referral Find One Box' and a list of incidents. A 'Letters - 10.02.2020' dialog box is open, showing a list of actions with 'Suspension Form' selected. A 'PrintServlet' window is also open, displaying a 'SUSPENSION FORM' for a student at Demo School 700. The form includes fields for student information, discipline procedures, and suspension details.

Estimated number of characters remaining for printing School Behavior Form: 122

RefPG1 RefPG2 Admin Hearings Comments

Delete Help Clear Setup Save Prev Next Find Ref Copy

PrintServlet - Google Chrome
demo.edgear.net/jcampus/PrintServlet?name=PrintServlet

PrintServlet 1 / 1 80%

SUSPENSION FORM

Part I

PARISH Demo School 700 To the Parents/Guardians of

SCHOOL Demo School 029 Grades 6-12

REF BY DATE 2020-12-02 GRADE 12

TO TELEPHONE (318) 868-8000

BIRTHDATE 10/29/2001

RACE White GENDER Male

REFERRED TO PUPIL APPRAISAL YES NO

The student is subject to the following discipline procedures:

REGULAR EDUCATION SECTION 804 SPECIAL EDUCATION

If Section 804 - Send a copy to the Section 804 Coordinator

If Special Education - Send a copy to the Special Education Supervisor

Part II

Your child has been suspended from Demo School 029 Grades 6-12 for a period of 1 days.

TYPE OF SUSPENSION

In School Suspension From 2020-12-02 and can return on 2020-12-03

This is the First In School Suspension, and it is for the following reasons:

04 Uses profane and/or obscene language

Basic Discipline Referral Posting:

1. On the left navigation menu, go to **Discipline / Entry / Discipline Posting**.
2. Verify the year and site. Click **OK**.

JCampus

Home Classroom

Year: 2021 District: 044 School: Teacher: Course: MATH 5TH PD: 02 Marking Period: 2nd Nine Weeks

Assignments A+ Reports Show Me iGear Attendance Discipline Seating Chart Doc Archive Save Help

	SIDNO	Student Name	Grade	Average	Arabi	HOMEWORK CHAPTER 1	MATH WORD PROBLEM	CHAPTER 1 TEST	EXIT TICKET CHAPTER	EXIT TICKET CHAPTER
1	1010890	ALF	05	4 A	A	B	B	A	A	A
2	1010822	BA	05	4 A	A	A	A	A	B	A
3	1010823	BE	05	2 C	A	B	C	C	C	B
4	1010373	CA	05	2 C	F	B	D	A	D	A
5	1010624	CA	H 05	4 A	A	A	B	A	A	A
6	1010393	CE	05	2 C	B	B	B	D	B	B
7	1010365	CH	05	4 A	A	B	A	A	C	A
8	1010837	DE	NO 05	4 A	A	A	A	A	D	A
9	1010765	ELI	05	2 C	A	B	C	D	A	B
10	1010382	MA	05	3 B	A	A	B	B	B	A
11	1010886	ME	IEL 05	4 A	A	A	A	B	C	A
12	1010384	MIL	05	3 B	A	B	B	C	B	B
13	1010694	MC	05	3 B	A	B	A	C	B	A
14	1010386	ON	05	4 A	A	A	B	A	B	A
15	1010572	PH	05	2 C	A	B	C	D	B	B
16	1010391	SU	05	4 A	A	B	A	B	B	A

Class Period:02 Subject:MATH 5TH Grade:05 Section:008026 Term::S1:S2 Days Of Week:MTWRF Resource Comment:MATH 5TH

Grades Lessons Pages Boards

BOTH MAJOR AND MINOR REFERRALS PAGE 1 AND PAGE 2 ARE COMPLETED BY THE TEACHER!!

THE TEACHER CLICKS ON THE STUDENT NAME IN THE GRADEBOOK WHICH HIGHLIGHTS THE STUDENT NAME!! THE

TEACHER THEN SELECTS THE "DISCIPLINE ICON" WHICH OPENS THE DISCIPLINE POSTING WINDOW!!

Enter Ref pg 1 Information

1. On **RefPG1**, click in the **Name** field and select the student from the alpha list that appears.
 - a. **TIP**: Check the SPED 504 LEP Health buttons after selecting the student.
 - b. **TIP 2**: To see history of student, including days of OSS/ISS, go to **Action /Stats** to see summary of discipline activity of the student.
2. If this is a bus referral, select the **Bus Referral** check box on the right side of the screen under the student information.
3. Click in the **Staff ID** field and select the staff that reported the discipline incident. Use the tabs at the bottom of the staff list to change from TEA to ADM, BUS, SCH, DST.
4. Select the **Date** and **Time** of the incident.
5. Select the **Code** and the **Location** that best describes the state time and location of the incident.

6. For **Incidents**, click in the cell under **Code**. A listing of Incidents will appear. Click to select needed code.
 - a. Select as many as 4 incidents that best describes the behavior of the student
7. If a very serious incident needs a witness to be identified, click the top line of the **Witness** section to select each witness.
8. In the **Remarks** cell, type information describing the incident.
 - a. The user has a character count remaining for what will print on the referral form.

The screenshot shows the JCampus software interface for entering incident information. The interface includes fields for Student Information, School Information, Referral Information, Incidents, Evidence, and Remarks. Red boxes highlight the Name, Staff ID, Incident Date, and Code fields. A yellow callout box points to the Incidents table with the text "TEACHERS WILL COMPLETE PAGES 1 AND 2 ALL ITEMS IN 'RED' MUST BE COMPLETED TO SAVE REFERRAL!!". Another yellow callout box points to the Remarks field with the text "REMARKS SHOULD BE EXACTLY WHAT HAPPENED 'WORD FOR WORD'". The bottom navigation bar shows tabs for RefPG1, RefPG2, Admin, and Hearings, with RefPG2 selected. The Windows taskbar at the bottom shows the date 4/25/2021 and time 5:32 PM.

Enter Ref pg 2 Information

1. Click on the **RefPG2** tab at the bottom of the screen
2. If there is an Action taken by Teacher, Bus Driver... to enter, click in the cell under the word **Code**, then select a **Teacher Action**.
 - a. **NOTE:** if action "06 Referred to Office" is selected, an email will be sent to the school administrators.
3. **Parent Contact:** If needed, the user can select a **Parent Contact** method and **Contact Date**.
 - a. For the teacher, this automatically gets posted to the **Parent Contact Log**.

4. **Teacher Employee Recommendations:** Type teacher remarks and recommendations if needed.
5. **Date School Employee Signed Form:** Enter date employee reported issue.
6. **Victims:** Select only if a bullying referral. Bullying referrals explained later in this guide.
7. **Perpetrators:** Select only if a bullying referral. Bullying referrals explained later in this guide.

JCampus

Home Classroom

Year : 2021 District : 044 School : Teacher : Course : MATH 5TH

Discipline

Code	Action Taken By Teacher, Bus Driver or Other Employee
06	Referred to office (Major)
01	Conference with Pupil
14	Reteach Expectations

**WHAT DID THE TEACHER DO?
CODE 06 REFERS STUDENT TO OFFICE
TEACHER CAN DO/DOCUMENT
SEVERAL THINGS!!
MOST AGREGOUS ACTION SHOULD BE
RECORDED FIRST!!**

Page 2 Data

Parent Contact : P Phoned the parent (fill in the date of contact) Date : Apr 22 2021

Teacher/Employee Recommendations :
I CALLED MOM AND LET HER KNOW PAYTON WOULD BE SENT TO THE OFFICE AND HE REALLY NEEDED TO DECIDE TO DO WHAT HE IS SOPPOSED TOO!!

Date School Employee Signed Form : Apr 22 2021

Motivations :

Others Involved

D	Victims	SIDNO	D	Perpetrators	SIDNO	R...
<input type="checkbox"/>			<input type="checkbox"/>			

Staff Teacher Substitute Bus Driver Other

RefPG1 RefPG2 Admin Hearings

Delete Help Clear Save Prev Next Copy

Grades Lessons Pages Boards

Enter Admin Information

1. Click on the **Admin** tab at the bottom of the screen.
2. Click on the first cell/column for **Action Taken by School Administration.**
 - a. Select up to 4 actions taken by administrator.
3. Enter **Administrative Comments.**
4. Enter the **Date Disciplinarian Signed The Discipline Form.**
5. For **Disciplinarian Signed Form**, select administrator administering the action.

6. (Optional) Click on the **Comments** tab at the bottom of the referral page.
 - a. Enter comments made by the student and/or the parent.
 - b. Enter the date the comments were made.
 - c. Enter the student or parent's name that made the comment.
7. ***Save** the referral using the **Save** button at the bottom of the screen.

The screenshot shows the JCampus Discipline Posting interface. A table lists disciplinary actions with columns for Code, Action Taken, and Date. A callout box (1) highlights the table. A callout box (2) highlights the 'Suspension Date Range' section, which includes 'Days: 2', 'Start' (Apr 26, 2021), and 'Return' (Apr 28, 2021). A callout box (3) highlights the 'Start' date selection. A callout box (4) highlights the 'Return' date selection. A callout box (5) highlights the 'Calc' button. A callout box (6) highlights the 'NO' and '2da' fields. A callout box (7) highlights the 'Save' button at the bottom. A callout box (8) highlights the 'Attendance Conflict Check' dialog box, which shows a table of items to be resolved.

AS AN ADMINISTRATOR COMPLETES EACH ITEM A "NEW ITEM" IS OPENED AND SHOULD BE COMPLETED AS "NUMBERED!!" WHEN YOU FOLLOW THE NUMBERS THE SYSTEM WILL CALCULATE DATES FOR YOU!!

Time Saver: Copy Button

1. After saving a referral, if a user wishes to copy the referral to other students, click the "Copy" button.
2. Select the other student(s) to copy the referral to.

3. Note: If actions for the students were different, lookup the copied referrals and adjust the actions, then save.

The screenshot displays the JCampus software interface for discipline posting. The main window shows a form with various fields and buttons. A table at the top lists actions, with the first row highlighted: 09 1ST SUSPENSION OUT OF SCHOOL 2020-12-08. A 'Letter Options' dialog box is open, showing a 'Letter' dropdown and a checkbox for 'Print in Home Language (if available)'. A 'Select a Letter' dialog box is also open, showing a list of letter options with checkboxes. A callout box on the right contains the text: 'TO PRINT A ST. BERNARD SPECIFIC LETTER FOLLOW THE NUMBER ORDER!!'. The interface includes a top navigation bar with 'Home', 'Dashboard', and 'Discipline Posting' tabs. A search bar and an 'Action' dropdown are also visible. The bottom of the screen shows a toolbar with buttons for 'RefPG1', 'RefPG2', 'Admin', 'Hearings', 'Comments', 'Delete', 'Help', 'Clear', 'Setup', 'Save', 'Prev', 'Next', 'Find Ref', and 'Copy'.

Posting Bullying Referrals

1. Bullying incidents are entered the same as other incidents, but has the following exceptions explained below. **“RECOMMENDATION – HAVE THE TEACHER DOCUMENT THE INCIDENT, SEND TO ADMINISTRATION WHO INVESTIGATES THE INCIDENT TO DETERMINE WHETHER “BULLYING” ACTUALLY OCCURRED BEFORE IT IS ENTERED AS BULLYING!!”**
2. On **RefPG1**, click the Incident code of either **045 Bullying** or **077 Cyberbullying**.
3. A new window will appear and you will need to select a type code (aggression code) along with a motivation code. Click OK to close the bullying details entry screen.
 - a. If done correctly, the bullying code will have an asterisk (*) showing details have been entered.
4. If applicable, enter any witnesses to the event using the top line of the **Witness** section to select each witness.
5. Click on the **RefPG2** tab at the bottom of the screen.
6. In the **Victims** section, click on the first row to select a victim.

- a. Select the name of the student victim.
 - b. Enter any victim **Comments** to help document any special conditions related to the Victim.
 - c. Enter date the victim parent/guardian was contacted.
 - d. Place a check mark by the **Counseling, Medical Treatment, or Other Support** indicators.
7. Using the top line of the **Perpetrators** section enter additional perpetrators if applicable (after saving the record the name of the student on Pg 1 will also be displayed in the perpetrators list on Pg 2).
 - a. **NOTE:** By entering additional perpetrators, Pg1 and Pg2 info will be created for all perpetrators when the first student record is saved. Enter an **Admin** information for each after Save is created.
 8. Click on the **Admin** tab at the bottom of the screen and enter any disciplinary actions taken for the bullying incident.
 9. Save the referral using the **Save** button at the bottom of the screen.

Posting Detentions (Regularly Scheduled Detentions)

1. Fill in the Refpg 1 and Refpg2 as explained earlier in this guide.
2. On the **Admin** tab, click in the first cell of **Action Taken By School Administration**. Select either:
 - a. 03 999 Assigned to Detention
 - b. 046 043 After-School Detention
 - c. 047 047 Weekend Detention
3. A new window will appear for information related to the **detention** dates.
 - a. ***If this is the first detention assignment for the year**, select **Set Times** and enter the clock time and select the days on which detention will be held during the current year. Click **OK**.
4. Click to check the **day** on which the student must attend detention.
5. At the bottom, enter the number of **Days** the student will have Detention.
6. Enter the **Start Date** of the detention.
7. Click the **Calc** button and the system will determine the **Return Date**. This is the date the student is done with the detention action.
8. Select the **Location of Detention**. Click **OK**.
9. You should now see the number of days displayed under "**Det**" on the upper left side of the screen.
10. The **Detention Notification** letter, under **Action**→**Letters**, will now be available for choosing.
11. **NOTE:** Since the program allows multiple check boxes for different days of the week (Monday-Saturday), then you need to enter the first day of the week to allow the program to review the check box days and calculate the correct number of days. It says on the box to, "Please check off weekdays first to calculate date span below correctly". Three boxes have been placed above the dates for the assigned Saturday detention. These boxes are for dates

to be skipped that would be classified as a holiday or a day that the administration does not want the student to attend detention. There are three date boxes that the administrator can use for one or more days.

Posting ISS or OSS Suspensions

1. Fill in the **Refpg1** and **Refpg2** as explained earlier in this guide.
2. Click on the "**Admin**" tab at the bottom of the screen
3. On the **Admin** tab, click in the first cell of **Action Taken by School Administration**. Select either :
 - a. 09 002 Out of School Suspension
 - b. 10 004 ISS on Site
4. A new window will appear for information related to the suspension days/dates.
5. Indicate whether or not the incident resulted in a recommended expulsion according to district discipline policy.
6. Enter the number of **Days** and the **Start Date**. Click the **Calc** button and the system will determine the **Return Date**.
7. If blank, enter the **SIS Incident** code.
 - a. If this is a weapon incident, you will be prompted to select the weapon type.
8. Click **Ok**. The OSS/ISS detail box will close and the user is back to the referral screen.
9. You should now see the number of days displayed under **ISS** or **OSS** on the upper left side of the screen.
 - a. If the count of days or dates is needed, click on the count of **ISS** or **OSS**. Make the change, then click **OK** button.
 - b. If the ISS or OSS has a "Recommend Expulsion" check off, the count of days will have an "**E**" in front. (Ex: "E5" for 5 days OSS with an expulsion recommendation")
10. Save the referral using the **Save** button at the bottom of the screen.
11. **Tip**: If the ISS / OSS is resulting in an expulsion hearing, the user may want to print a "**Court Report**" to have a summary of student information ready for the hearing.
 - a. Click **Action / Court Report**. Select all the boxes, then **Print**.

Posting Expulsion Hearing Results

1. Click the **Find Ref** button at the bottom of the discipline window to locate the referral to post the hearing result.
2. Click on the referral to post the hearing result.
3. Tap the **Admin** tab of the referral. There will be an "**E**" in the cell that shows the number of days suspended either under the ISS or under the OSS column.
4. Select the **Hearings** tab at the bottom of the screen.
5. Click the **Post Hearings** button in the Hearing Results section.

Setup - 10.26.2015

Setup

Year: 1516

District: 049

School: 056

Grades:

Select Teams:

Date From: Jul 01 2016

Date To: Oct 10 2016

Show: Actions

Special Ed: All Sped Only Non Sped

PBIS: All Major Minor

Referral Type: Regular Bus

Primary Inc/Act Only

Run for: All

Include Remote Scheduled

Only referrals from selected schools

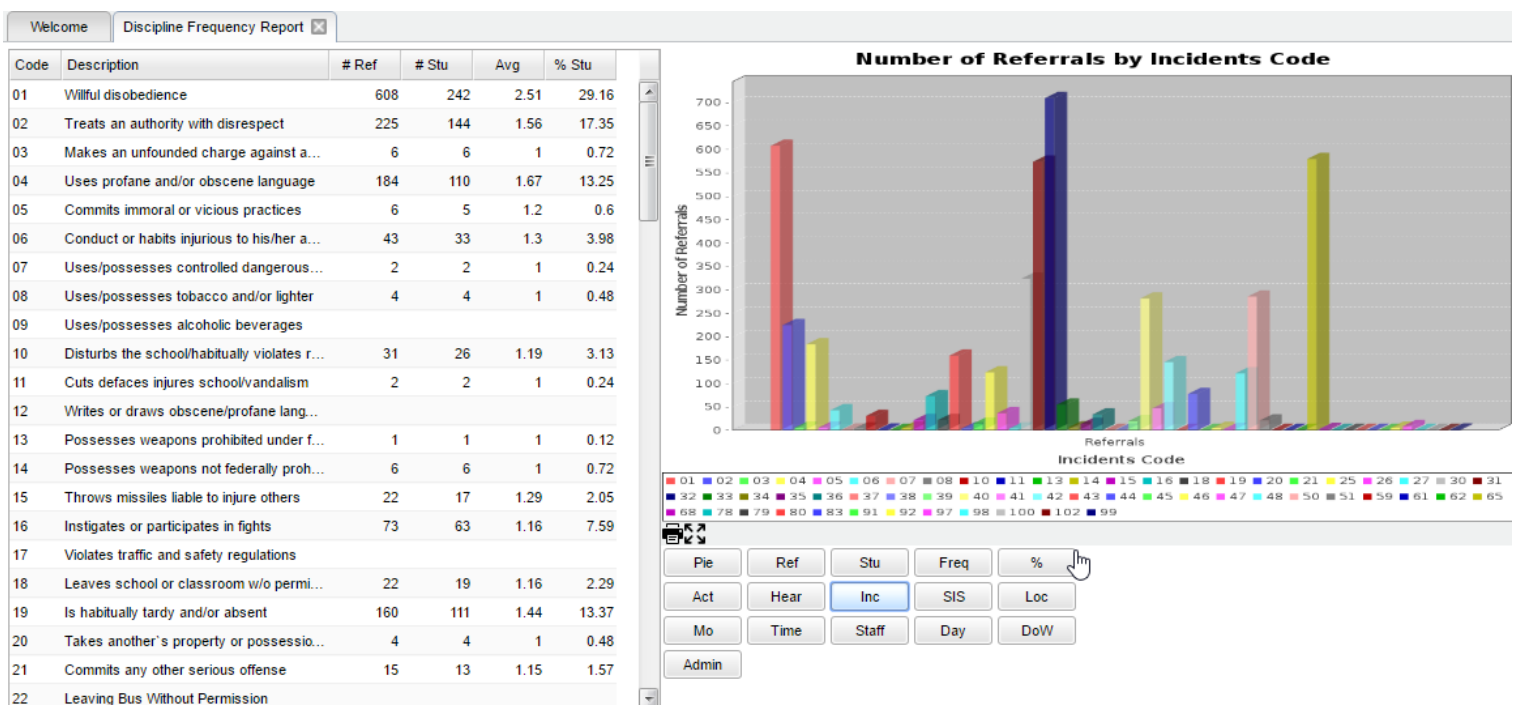
OK

- For the "Return to Class" option you only enter a start date.
 - For all other results you will enter a **Start Date** and a **Return Date** and click the **Days** button to determine the number of days; if you know the number of days, enter the **Start Date** and click **Calc** to determine the return date.
 - If offered to adjust the OSS dates to fit the expulsion start date, click the **Adjust** button.
 - For the "**Alternate Site Expulsion**" option you will need to enter the **Alternate Site/Program Code** to identify the school/program.
 - Code 3 Expulsion** will produce a warning, upon selection, informing the user that "Selecting code 3 Expulsion will update the student`s leave code and leave date."
6. Be sure to **Save** the referral.

Discipline Frequency Report

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

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



Detention List

1. In the left navigation panel, go to Discipline / Lists / Detention List.
2. Set for the current **Year**, and verify the **School**.
3. Set the "**From Date**" and "**To Date**" to the dates for which students are to report to Detention.
4. Click **Ok**.
5. A listing of students who are assigned to Detention for the given date range will be displayed.

ISS / OSS List

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

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

List Students with "06 Referred to Office": Teacher Action Report

If Teachers are allowed to post discipline, one of the actions on Refpg2 is "**06 Referred to Office**". Normally an email is sent to the administrator when this occurs. Sometimes an administrator may want to check with a listing to make sure all of these were handled.

If the administrator needs a printed list of students who have the RefPg2 action of "**06 Referred to Office**" follow the steps below:

1. Go to Discipline / Lists / Teacher Action Report
2. At the setup, set for the following:
 - a. From Date / To Date: Date Range to check for referrals with "06 Referred to Office".
 - b. Teacher Actions: Set to "06 Referred to Office".
3. Resulting report will list students with referrals for the date range with action of "06 Referred to Office".

Setup-08.23.2016

Year : 1617

District : 027

School : 006

Grade :

Gender :

Ethnic :

From Date : Feb 03 2017

To Date : Feb 03 2017

As Of Date : Feb 03 2017

Teacher Actions : 06

OK

Set the date range to check for referrals.

Set to action of "06 Referred to Office".

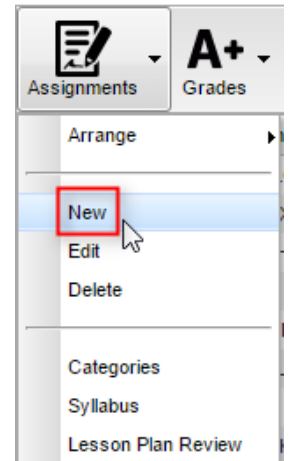
Grades Overview

WebGradebook: Where it Begins.....

1. Teachers enter assignment grades for a marking period by going to Grades / Entry / WebGradebook.

Year : 1617 Teacher : J M Course : SOC STUDY 04 Marking Period : 1st Nine Weeks

2. Teacher selects "**Course**" and "**Marking Period**".
3. Students and assignments are displayed in traditional columns.
4. To create a new assignment, teacher clicks "**Assignments**", then "**New**". He/she fills out the details on the assignment screen.
5. A column is created. The teacher enters the grades for the assignment for each student.
6. To update the class averages, the teacher clicks the "**SAVE**" button.
7. **NOTE:** There is no uploading or posting of marking period averages. Marking period averages are "live". The marking period average in the gradebook is the same as on the marking period tables.



Welcome Discipline Posting WebGradebook

Assignments Grades Reports Show Me Admin iGear Attendance

	SIDNO	Student Name	Grade	Aver...	Sam...
1	00	Al	04	92 B	100
2	00	Bl	04	91 B	85
3	00	C	04	91 B	98
4	00	C	04	97 A	

Assignment Audit: Checking for Count of Assignments

1. Go to Grades / Count / Assignment Audit.
2. Set the **Year**, **School**, and **Marking Period**.
3. Set "**Report**" to "**Equal or Greater Than 0**".
4. A listing of teachers with a count of assignments per class will be presented.
5. The various counts can be clicked to see details of the counts.
6. Best practice: Run every 2 weeks or so.

Grade Distribution: Monitor Marking Period Grades Before and After Report Cards

Note: This is a good example of how the JCampus "Count" type reports work.

1. Go to Grades / Count / Grade Distribution.
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 couple weeks to see how things are going in various classes.

Post Grades Master: Manage Marking Period Grades for Classes

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

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

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

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

Transcript Workstation

Annotations in the screenshot:

- 1. New Records are added on the Top Row, from Left to Right!!
- 2. The Save Cell will store the new record as well as open a New Window that allows for entry of the Final Details!!
- 3. WHEN A CHANGE IS MADE TO ANY RECORD, WHO AND WHEN IT WAS MADE IS DOCUMENTED
- 4. Possible Error: Code 1
- 5. Course not found in course master list

Master Schedule Overview

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

1. Go to Scheduling / Entry / Master Schedule Editor.
2. Tap the **"Waffle"** icon in the upper left to make your viewing screen wide.
3. Select a **School**, then click **"Ok"**.
4. A vertical table of classes at the school will be displayed. Classes are sorted by Teacher, then period, then alpha course name.
5. Columns of Interest
 - a. Columns **"C1, C2"** contain student counts for semester 1 and semester 2. Click to get a quick roster.
 - b. State course code associations are in the **"St Code"** column.
 - c. The **"NP"** column represents the number of periods long the class is.
 - d. The **"DS"** column represents the Distance Learning code to report to the state.
 - e. **"RSCH/RDIS"** are the remote sites to report to state if the course is offered off campus.
 - f. **"MREM"** and **"REM"** is used if the host school wants to offer this course to other schools in the district.

- g. **"SE PSC"** is the special ed placement to report to the state if a special ed course.
 - h. **"C HRS"** and **"PSEC SITE"** are used if a Dual Enrollment course is to report credit hours and post-secondary site.
 - i. **"Fees"** is used if the course has a fee that is to be assessed to any student in the course.
6. Searching can be done initially by Teacher. Type some of the last name of the teacher in the search bar and the list will move to that staff member.
 7. Searching can also be done by click on a column header, such as **"Course"**, then typing part of the item being searched for in the column.
 - a. Ex... Tap **"Course"**, then enter "Wor" to go to the courses starting with "World".
 8. If more advanced filtering is needed, on the *Setup* box, tap the **"Filters"** button.
 9. Changes are easy: Click n' pick to make a change.
 10. Additions are done in the top row, working from left to right. Click the **"Save New"** button to add the contents into the master schedule.
 11. Deletions are done by clicking on the **"ID/DEL"** number of the row to be taken out. **Note:** Only courses with no scheduled students can be removed.

demo.edgear.net/jcampus/

EDgear Tracker EDgear Demo Cisco Webex Meeti... Main Page - EDgear... Districts EDgear Community Files - OneDrive Microsoft Word On... Office Admin cente... Waitr Food Delivery... New folder

JCampus

Home Dashboard Transcript Workstation Master Schedule Editor

Master Schedule For YR:: 2021 Dist: Sch: 03.19.21 MLM

Search

STAFF	ID/DEL	PD	NP	COURSE NAME	COMMENTS	MAX	GRP	SECT	C1	C2	C3	C4	ST CODE	HONR	CRE	S1	S2	S3	S4	RM	GD	DS	LKS	DoW
						33																		MTWRF
BLA	AHR	711321	0	1 ALGEBRA I 8TH	Adv 8th	33	3	029576	8	8	0	0	160321	HFV	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	509	08			MTWRF
BLA	AHR	711321	0	1 INTENSIVE ALGEB		33	3	029233	24	24	0	0	160351		1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	509	09			MTWRF
BLA	AHR	711321	0	1 INTENSIVE ALGEB		35	3	029167	34	34	0	0	160351		1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	509	09			MTWRF
BLA	AHR	711321	03	1 INTENSIVE ALGEB		33	3	029272	33	33	0	0	160351		1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	509	09			MTWRF
BLA	AHR	711321	01	1 ALGEBRA I		35	3	029084	0	0	27	27	160321		1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	509	09			MTWRF
BLA	AHR	711321	02	1 ALGEBRA I		33	3	029165	0	0	32	32	160321		1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	509	09			MTWRF
BLA	AHR	711321	03	1 ALGEBRA I		33	3	029231	0	0	31	31	160321		1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	509	09			MTWRF
BRI		007333	01	1 SCI 7	7.1	33	5	029506	38	38	0	0	150878		1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	402	07			MTWRF
BRI		007333	02	1 SCI 7	7.2	33	5	029505	38	38	0	0	150878		1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	401	07			MTWRF
BRI		007333	03	1 SCI 8	8.2	33	5	029504	41	41	0	0	150878		1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	404	08			MTWRF
BRI		007333	05	1 SCI 8	8.1	33	5	029503	33	33	0	0	150878		1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	403	08			MTWRF
CAI		106795	01	1 APPL MATH III SE	Cole	33	3	029486	1	1	0	0	500060	1	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	506	09			MTWRF
CAI		106795	01	1 APPL MATH III SE	Dusti	33	3	029484	1	1	0	0	500060	1	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	506	09			MTWRF
CAI		106795	01	1 APPL MATH I SE	Kirkland	33	3	029485	1	1	0	0	500052	1	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	506	09			MTWRF
CAI		106795	02	1 APPL SOCST II SE	Dusti and Cole	33	4	029487	2	2	0	0	500065	1	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	506	09			MTWRF
CAI		106795	01	1 APPL SCI II SE	Dusti	33	5	029491	0	0	1	1	500062	1	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	506	09			MTWRF
CAI		106795	01	1 APPL SCI II SE	Cole	33	5	029490	0	0	1	1	500062	1	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	506	09			MTWRF
CAI		106795	01	1 APPL SCI I SE	Kirkland	33	5	029492	0	0	1	1	500053	1	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	506	09			MTWRF
CAI		106795	03	1 TR EPLMT SAM SE	Kirkland	33	9	029494	0	0	1	1	500200	1	1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	506	09			MTWRF

Currently: (Dusti) Comments - recomments

GD	Course	CRE	HONR	STD	Sem	NP	ST CODE	ST COURSE	LNUM	PT	SEQ	VOED	GRP	SCH	WEIGHT	LONG NAME
09	APPL MATH III SE	0	1		2	1	500060	APPLIED MATHEMATICS III (NO CR...	87203				3	700		APPLIED MATHEMATICS III

Setup Help Courses Refresh Save New Print Init Remote Delete

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.

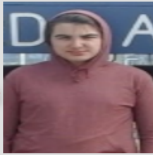
1. To get there, go to <https://stbernard.edgear.net/progress>.
2. If a new parent or student, click "Create Register New User".
3. If a district administrator or counselor, enter the JCampus login/password.
 - a. Search at the top for desired student.
4. If a parent, student shows on the right. Click on the picture to see the details.

Message From School

<< || >> 1 of 1

Click picture icon to see details on the student.

No Messages To Display




Click to select

LOGAN SMITH EDGEAR

DEMO School 006

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



Click to select


CATHERINE MORGAN BOURQUE

DEMO School 001

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

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

Grade Calendar Attendance Discipline Transcript Test Communication



LOGAN SMITH EDGEAR

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

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

0
Today
New Work

0
Next 7 Days
Work Due

\$30.00
Total Fees
Fees Due

0
Unread Notes
Notes

MOBILE SOFTWARE FOR SMART DEVICES OVERVIEW

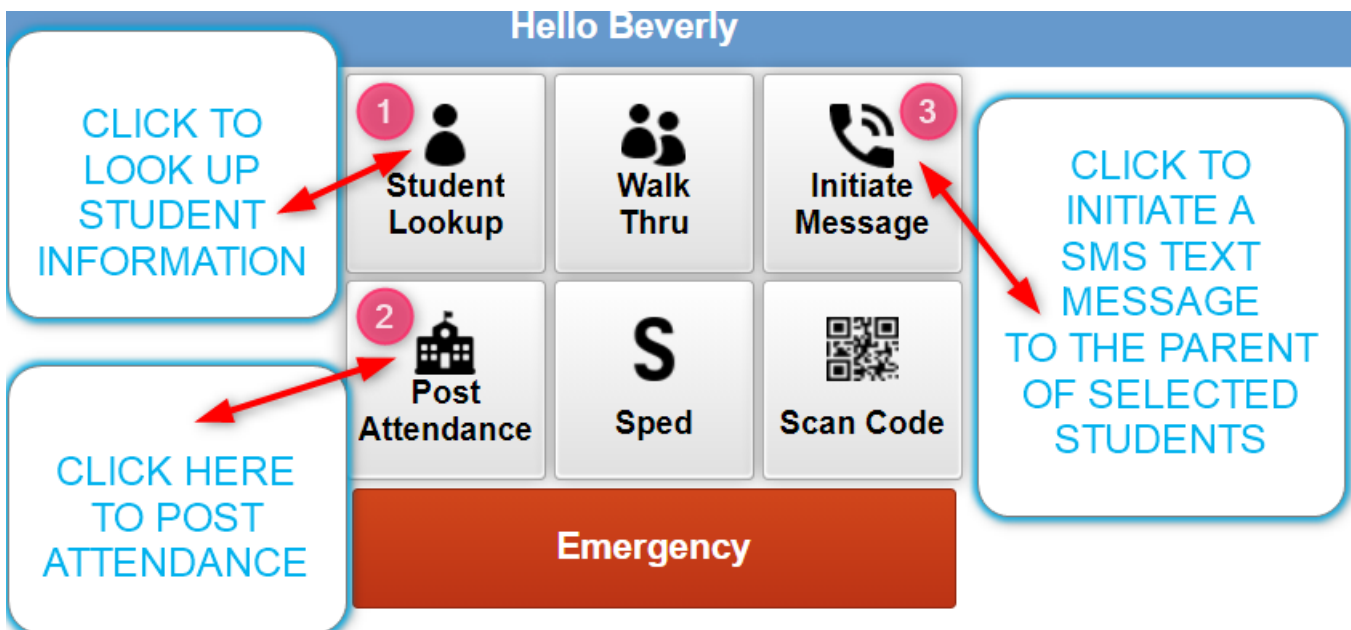
The Mobile version of the software is designed for smaller displays associated with a smart device.

From here, users can lookup student information, a teacher can post attendance and initiate messages to students.

Go to [https:// stbernard.edgear.net/mobile](https://stbernard.edgear.net/mobile).

Enter **YOUR** JCampus [login/password](#).

1. For School Administrative Staff and/or Teachers, click **“Student Lookup”** to search for information about a student.
2. For Teachers, click **“Post Attendance”** to post attendance for students via the smart device.
3. Click **“Initiate Message”** to send a text to speech or SMS text to parent/guardians.





<< Menu 3

< Back

<input type="checkbox"/>	SIDNO	Name
<input type="checkbox"/>	0297447	BABIN, DARRYL
<input checked="" type="checkbox"/>	0381944	BAILEY, CATHERINE
<input type="checkbox"/>	0345204	BOUDOIN, TISHA
<input checked="" type="checkbox"/>	0312795	BOURGEOIS, CATHERINE
<input type="checkbox"/>	0317948	BRAUD, SHAUNA
<input checked="" type="checkbox"/>	8299895	CELESTIN, MIKE
<input type="checkbox"/>	0311758	CHERAMIE, CATHERINE
<input checked="" type="checkbox"/>	0368127	CLEMENT, SALLY
<input type="checkbox"/>	0312838	ENCALADE, RACHAEL
<input checked="" type="checkbox"/>	0400176	ESCHETTE, RACHAEL
<input type="checkbox"/>	0312823	FABRE, JEFF
<input checked="" type="checkbox"/>	0341494	FLEMING, REBECCA
<input type="checkbox"/>	0318075	HARVEY, JASON
<input type="checkbox"/>	0314547	HUGHES, RACHAEL
<input checked="" type="checkbox"/>	0312845	LEBLANC, DARRYL
<input type="checkbox"/>	0353590	MARTINEZ, JAY
<input type="checkbox"/>	0312786	PASTRANA, TISHA

4 Next

Hello Beverly

2 Select Group

Demo School 029 Grades 6-12

ENGLISH IV | Pd: 01
029383

TECH WRITING | Pd: 01
029224 12

ENGLISH III | Pd: 02
029630

ENGLISH III H | Pd: 02
029147

ENGLISH IV | Pd: 02
029153

ENGLISH III | Pd: 03
029631

ENGLISH III H | Pd: 03
029367

SPEECH I | Pd: 04
029463

National Honor Society

Baseball

Select Individual Students

Send to Multiple Groups

5

Hello Beverly

Enter SMS Message

800 Char Limit :

Good Afternoon this is Ms. EUGENIE HELMKA, your child's English III Teacher. I am sending you this message to inform you that your child did not complete his or her Assignment and this is affecting his or her grade.

Please help me and remind your child that we both want him or her to be successful but that cannot happen if he or she does not complete what is required to be successful!

If you have any specific questions about your child or about a specific assignment please go to the Student Progress Center and once you have logged in, select the Communication Tab and you will find a list of your child's teachers. Click on the "Show Email Tab", select my email and send me an email with your question(s). I will respond with a text message answering your question.

Thank you Ms Helmka

Preview

Send