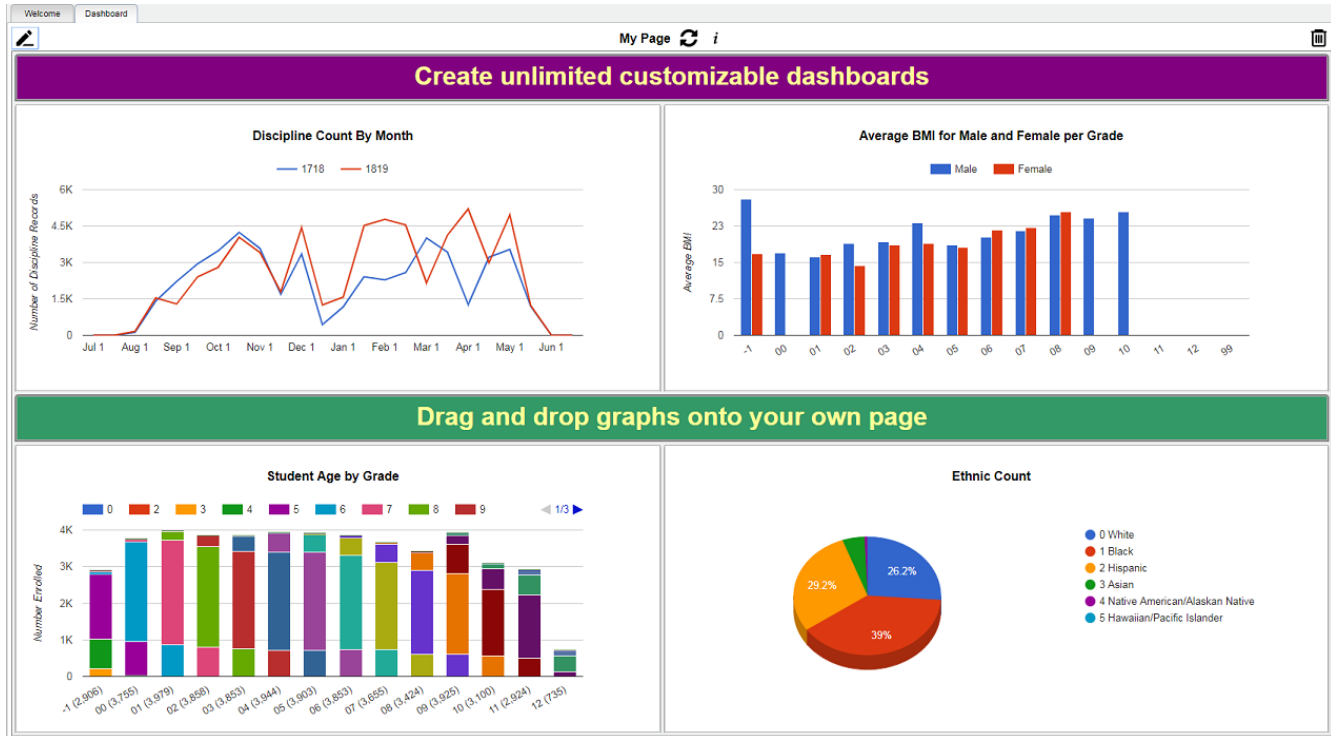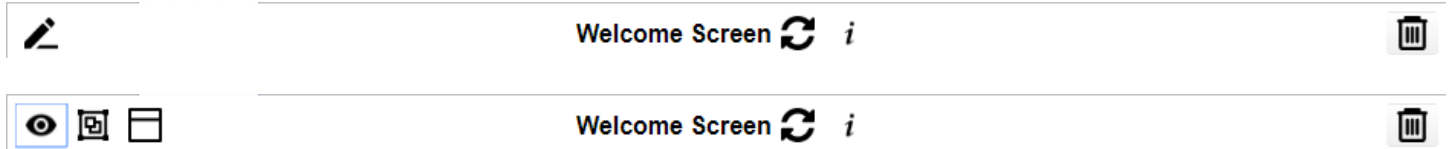# Iberia Counselors Update for JCampus

Dashboard tab

This program will allow the user to create dashboards and add graphs related to students, demographics, attendance, discipline, health, communication and test scores.

Top

From left to right, these are the icons used to setup dashboard page(s).

- - Select to either enter view mode or enter edit mode.
- - By clicking on the toggle menu dock, the user can select what area of graphs they would like to view.
- - A user can click this button to add headers to each section or graphs to help organize the graphs on the Dashboard.

Welcome Screen

A user can have more than one dashboard page. Therefore, the user can click on the name of the page to view a list of pages they have created.
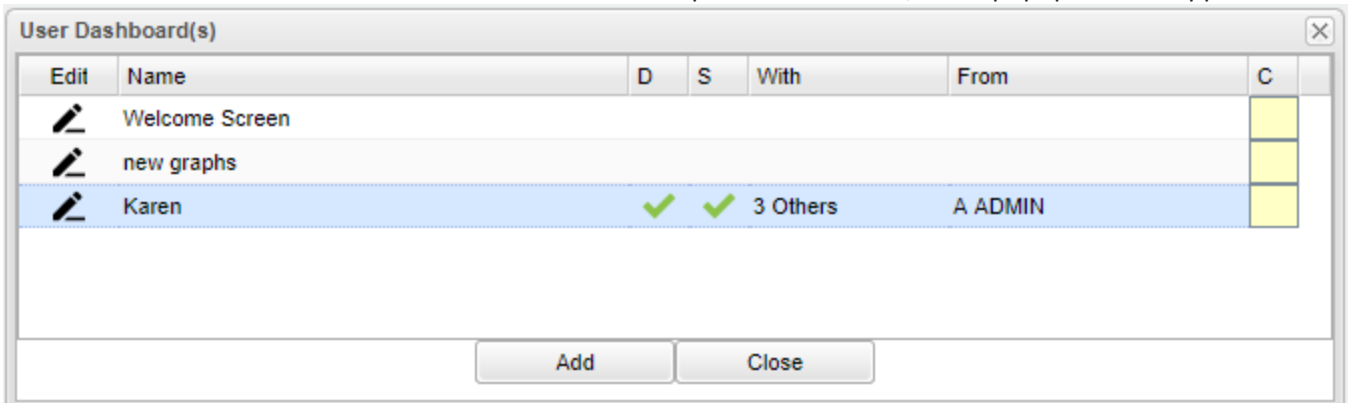
- - If multiple graphs are on a page, a user can click on a segment of one graph to filter all other graphs. Clear Filters will reset all graphs back to normal.

- $\boxed{i}$ - The user can set parameters for the graphs on the page. Once the user clicks ok on the setup box, all the graphs will update based on the selected settings.

- 🗑 - Click on the trash can to delete the dashboard page.

Creating Dashboards

To get started, the user will first need to create their dashboard page by giving it a name.

1. Click on the **Welcome Screen** located on the top of the menu bar, and a popup box will appear.

Edit	Name	D	S	With	From	C
✎	Welcome Screen					
✎	new graphs					
✎	Karen	✔	✔	3 Others	A ADMIN	

User Dashboard(s) ✕

Add   Close

- Click on the **Add** button and then type in the name of the Dashboard in the **Name** field (i.e. At A Glance, Attendance, the user's name).
- Once the name has been added, the user can click on the newly added name to navigate to the Dashboard.
- Check the **D** field to **default** the Dashboard. Note that if a shared Dashboard exists and is set by the sharer as default, no changes will show.
- Check the **S** field to **share** the Dashboard with others. Choose the staff to share with in the **Staff Find One Box** that appears.
- The **With** column will show a count of with whom the Dashboard was shared.
- The **From** column will show the name of the user who is sharing the Dashboard.
- The **C** column will allow the user to copy the Dashboard.
- To add an additional dashboard pages, the user will simply repeat the process.

2. Click on the pencil ✎ located on the top left corner of the menu bar, and an icon will appear next to it. This is called the Toggle Menu Dock 🔲.

- Click on the Toggle Menu Dock 🔲 and a popup box will appear at the bottom center of the page.
- Click on the drop down to select the area to view available graphs. The user can select which graph they would like to view.
- Click on the graph, then drag and drop the graph to the area close to the purple line on the page to view. Each row will accommodate up to three graphs. The number of graphs per dashboard page is unlimited.
- To remove the Toggle Menu Dock 🔲, click on the icon again.

3. Click on the *i* at the top of the page to get a setup box to be able to adjust the settings for all graphs on the dashboard page.

Removing Dashboards

1. To remove a graph, click in the top right corner of the graph.
2. The user will the see a popup box that will ask the user if they want to delete the graph, Ok or cancel.
3. To remove the dashboard, click on the trash can in the top right corner of the page. The user will then see a popup box that will ask the user if they are sure they want to delete the dashboard, yes or no.

Using Graphs

A user can select the settings they want for their graphs by clicking the [i] in the upper right. The graphs on the page will change based on these settings.

Each graph will have an option to print [printer], expand the view [expand], and a legend [legend]. These are located in the top left corner of the graph when it is in Edit View Mode.

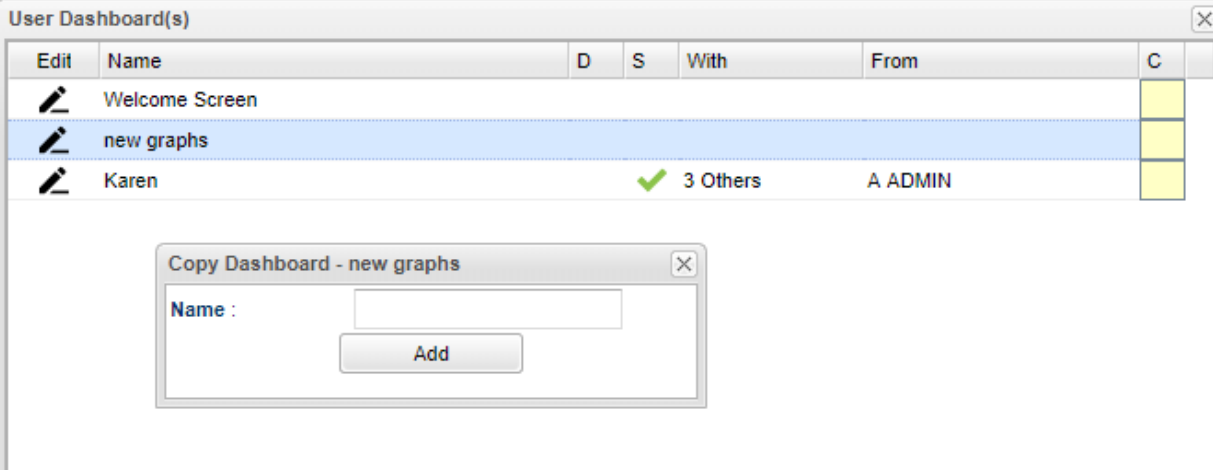- **Print** - Click the [printer] icon to view a print preview of the graph.
1. **View Larger Size** - Click the [expand] icon to expand the size of the graph for easier viewing.
- **Legend** - Click the [legend] icon to view a more detailed view of the data from the graph.

By hovering over each section of the graph, it will provide data of how many and the percentage.

To delete Graph, click on the X in the top right corner of the graph while in the edit mode. [pencil icon]

Copy Graphs

The C column will allow the user to copy the Dashboard.

Edit	Name	D	S	With	From	C
[pencil]	Welcome Screen					
[pencil]	new graphs					
[pencil]	Karen		✔	3 Others	A ADMIN	

User Dashboard(s) [X]

Copy Dashboard - new graphs [X]

Name : _____

Add

1. Click in the **C** column and a window will appear.
2. In the **Copy Dashboard** window, click in the **Name** field and type a name for the new Dashboard.
3. Click on **Add**.
4. There will be a new row with the copied Dashboard.

Carnegie Units Earned

The Carnegie Units Earned Report will show credits earned by transcript group, which are then categorized by previous credits earned and current year grades credit earned. Additionally, the report will show if the student has passed tests for Louisiana graduation requirements as well as more student information. This is a one stop shop for accountability work.

Menu Location
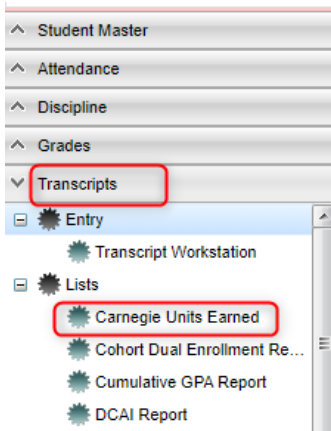
Transcripts > Lists > Carnegie Units Earned Report.

Setup Options

Year - Defaults to the current year. A prior year may be accessed by clicking in the field and making the appropriate selection from the drop down list.

District - Default value is based on the user's security settings. It will be limited to their district only.

School - Default value is based on the user's security settings. If the user is assigned to a school, the school default value will be their school site code.

Grade - Leave blank or select all to include all grade levels. Otherwise, choose the desired grade.

Column - List columns that are to be viewed on the report.

Report Title - You can type in a title for your report that can be seen upon printing.

**Show SSN on report** - Show the social security number on the report

*Show Highest ACT Scores - By default the scores associated with the highest composite are displayed

Run Absences - Allows user to run/not run the absence portion of this report.

*Run Transcript - The user must have this checked in order to view the **Earned Carnegie** credit/**Current Year** credit columns and to be able to click on the count to view the student's transcript.

*Show IBC Description - Select this option to show description of the code.

Current Year - Projected will display current year credits based on student schedules. Earned will determine current year credits on available passing grades.

Use final grades only - By selecting this option the report will only pull students with final grades that have been entered.

LEAP/EOC - Limits information on the report to LEAP 2025, EOC or both.

Special Codes - Leave blank if all special codes are to be included into the report. Otherwise, choose the desired special code.

Program - Leave blank if all program codes are to be included into the report. Otherwise, choose the desired program code.

Clubs - Leave blank if all clubs are to be included into the report. Otherwise, choose the desired club code.

Sports - Leave blank if all sports are to be included into the report. Otherwise, choose the desired sport code.

Counselor - Responsible for scheduling, testing, student grades and transcripts. Leave blank if all counselors are to be included into the report. Otherwise click in the field to the right of Counselor to select the desired counselor(s) to view.

Team - Leave blank if all teams are to be included into the report. Otherwise, choose the desired team.

Active Only - Select the active students only.

Credits Requirements - This is "optional" as it only affects the shading of "red" in cells.
- Click to enter default credits that a student should have at a certain grade level.
- Example: For English group, set grade 9 to 1.0, set grade 10 to 2.0, grade 11 to 3.0, and grade 12 to 4.0. Repeat for relevant transcript groups such as Math, Social Studies, and Science.:For **TotErn** (Total Earned) - Set to values reflective of what a student should have at the start of the current year.
- Example: For grade 9, set to 0.0, grade 10 set to 5.0, grade 11 set to 11.0, grade 12 set to 17.0.
- For **TotProj** (Total Projected) - Set to values reflective of what a student should have at the end of the current year.
- An example of how the **Credits Req** could be configured is shown below:

- If a count of the **ERN** plus the **CYR** is less than the amount indicated in the setup option's **Credits Req** button, the cell will be shaded in red to show the shortage. Also, click on a count in the **ERN** cell and the **Transcript Workstation** will appear.

OK - Click this button to close the **Credits Req** screen and return to the setup box.

OK - Click to continue

Main

	School	GD	SASID	SIDNO	Student Name	Age	Special Codes	Leave Date	Leave Code	Leave Description	Grad Date
1	004	12		9049947	ESCUDE,ANDREW	18	HS,AD6,EX,PNP,...	2018-01-08	80	05 E GED Earne...	2019-05-12
2	004	12	8923866...	9109949	FAUL,CATHERINE MARIE	21	HS,CNG,AD6,EX...				2019-05-12
3	004	12	6582825...	5040061	HEBERT,RACHAEL DREW	19	HS,AD6,PNP,SE,...				2019-05-12
4	004	12		7109859	JONES,ALFRED	19	HS,AD6,EX,PNP,...				2019-05-12
5	004	12	4356392...	6090026	KERSHAW,DAVID HUNTER	19	COA,HS,AD6,PN...	2019-05-24	62	06 E Certificate o...	2019-05-12
6	004	12		8049930	LAFITTE,BRIANA	18	HS,AD6,PNP,EX,...				2019-05-12
7	004	12		8049929	LAFITTE,CODY	21	AD6,HS,PNP,SE,...				2019-05-12
8	004	12	3973233...	6049991	LEBLANC,SHERRI MACAE	18	AD6,HS,PNP,SE,...				2019-05-12
9	004	12	6136941...	6049979	LEJEUNE,DARRYL AMAY	19	AD6,HS,GT,PNP,...				2019-05-12
10	006	09	5575963...	6089969	ACHANE,ROBERT ISAIAH	19	YCP,ALT,ECD,S...	2019-02-12	68	16 E Transfer to ...	
11	006	10	7171787...	3130013	ADAMS,TISHA ELIZABETH	19	AD6,HB,FAS,GT	2018-11-12	L0	18 E No show st...	
12	006	10	90102	5088110	AGUILLARD,DARRYL PAUL	20	AD6,EX,HR,GT	2018-11-12	L0	18 E No show st...	
13	006	10	7155129...	7089849	ALEXANDER,CHRIS ISAAC	18	AD6,AD3,HR,GT,...				

Setup   Prin

Column Headers-Definitions

School - Student's school of enrollment
Grd - Grade level of students whose records need to be edited or whose names are to be included on a report. Leave the field blank if all grade levels are to be included. Otherwise, click in the field to the right of Grade(s) to select the desired grade level(s) to be included.

Sasid - Student's state assigned identification number.

Sidno - Student's identification number

Student Name - Student's full name

Age - Age of student

*Leave Date - Student's leave date

*Leave Code - Student's leave code

*Leave Description - Description of the reason the student left school
*Grad Date - Graduation Date--Only the 12th graders will show graduation dates and the underclassmen will be blank. The 12th grade student's graduation date will be pulled from the **Leave Date** field in the Student Master. If there is not a date there, then it will pull from the Calendar Editor.

Counselor - Student's assigned counselor

Transcript Information:

English through **Reg Elect**: These are transcript (course) groups. Each transcript group has two sub

categories:

ERN (Earned) - A count of credits earned for each course for previous years. Ex: 9th graders should
have 0 until Grades Closeout EOY is processed at the end of the year.

▪ If the user clicks on a count in the **ERN** cell, a transcript workstation screen will appear.

CYR (Current Year): A count of credits being <u>pursued</u> during the current year.

▪ To see a student's grades for the current year, click the iGear icon by the student's name, then select **Grades**.

Tot Earn (Total Earned) - Total of all counts in each course of **ERN** columns (English, Computer,
Math, etc.)

Tot Prj (Total Projected) - Total of all counts in each course of **ERN** columns AND the **CYR** columns
(previous years credits plus credits <u>pursued</u> from current year)

GPA - Cumulative transcript GPA

Pii (Personal Identifiable Information) - Consent to share Pii.

Sped - If the student is a special ed student, **SPED** will show here, otherwise special codes will show
here.

504 - Is student 504.

Act 833 - Act 833 Codes and description

*Path - Career path codes

Tests - This column identifies if the student has test results necessary for graduation requirements in
Louisiana. "Yes" is displayed if the student has the test results to graduate. "No" is displayed
if the student does not have the test results to graduate. *Need to manage test scores for
students as a result of reviewing this report? Go to *Grades > Entry > Test Score Editor to
enter/edit student test scores.*

*Diploma Index - Strength of Diploma Index for SPS score. This program requires that the "Run
Transcript" option must be selected.

*IBC: Displays the IBC certifications as shown from the Student Master IGP tab which syncs with the
LA STS 050 records table.

Career Options: Displays the Career Option code as entered from the Student Master Vocational tab.

*Code Description - Career option code description.

*Cohort: Value will be the student's cohort year.

*9Grd Yr - 9th grade year entry

FASFA

- **FASFA Completed**
- **FASFA Hardship Waiver**
- **FASFA Parent/Guardian Waived**
- **FASFA Submitted with Errors** (Not submitted to state)
- **FASFA Tops Form Completion**

*ACT: Displays either **Yes** or **No** value indicating whether or not the student has taken the ACT test
before Oct 1 of the senior year.

*ACT Index - (Jan 2020) The ACT composite score used in the calculation of the ACT assessment
index for SPS scores. To the extent practicable a student's highest earned score for an
ACT administration shall be used in the calculation.

Highest EOC Scores - Highest EOC scores in all testing areas.

Highest LEAP 2025 scores - Highest LEAP 2025 scores in all testing areas.

Assessment Index - 9-12 EOC/LEAP 2025 Assessment Index for SPS score.

*Workkeys - Workkeys score

*WK (Workkeys) Index - (Jan 2020) Workkeys index for SPS.

*Clep Score - Highest Clep Score.

*AP - Advanced Placement Score

*IB - International Baccalaureate courses taken - These courses are identified in the Course
Catalog with a 6 in the Honors column.

*DE Courses - Dual Enrollment courses taken These courses are identified in the Course Catalog with
a D in the Honors column.

*Columns and setup options important to SPS projections.

Calculation determined by Bulletin 111: https://bese.louisiana.gov/policy

The **Columns** to be displayed on this report can be toggled on and off by clicking on the arrow to the right of the column headings, choosing Columns and adding or removing the check beside each column name.

Bottom

Setup	Print	Help

Setup - Click to go back to the Setup box.

Print - This will allow the user to print the report.

HELP - Click the button on the bottom of the page to view written instructions and/or videos.