# Cameron Counselor Update

# Student Master:

1. New Address Layout: Separate fields for Number, Street, Street Suffix.

Contact Informat	tion										>
Student	Guardian	Father	Mother	En	nergency	Cor	ntacts				
- Student Name	e				Nickna	me —					
Title/Prefix :				~	Title/Prefi	X:					~
Last Name :			Suffix :	~	Last Nam	ie :				Suffix :	
First Name :					First Nam	ne :					
Middle Name :					Middle Na	ame :					
- Physical Addr	ess				Mailing	g Addre	ss —				
House No :	Street :		Street Suff	ix :	House N	0:	Street :			Stree	t Suffix :
118	WILLIAMS		RD.		118		WILLIA	MS		RD.	
Apt/Lot/Ste :					Apt/Lot/S	ste :					
City :					City :						
CROWLEY					CROWL	EY					
State :					State :						
LA Louisiana				~	LA Louis	siana					~
Zip :	Zip4 :	Type :			Zip :		Zip4 :		Type :		
70526			✓ Copy	/	70526					*	Сору

## 2. New "Contacts" tab

- a. Place to put additional contacts instead of using "Comments" field.
- b. Tap "Add" to put new ones in.

c. Tip: Only need to put in name, relationship, phone numbers. Don't have to fill in all of the stuff.

ntact Informa	tion					$\times$
Student	Guardian	Father	Mother	Emergency	Contacts	
				u		
Other Conta	acts (Not Used	in JCampus C	Communication	ns and Reports	)	
						7
						-
				Add		

#### 3. **Iota High: Home Language** now means auto translate for SMS event messages from school admin.

				SPED	504	LEP	Health	Search
Country Entry Infor	rmation				×			
- Entry Information								Color State State State
US Entry Date :			Country Of Origin :	MX Mexico	~			
US School Entry Date :			Entry Level Grade :		~			
- Languages								
Language Code :	113 Spanish	~	Other Languages 1 :		~			
Home Language :	113 Spanish	~	Other Languages 2 :		~			
Native Language :		~	Other Languages 3 :		~	Entry Date :		38, 18, 211
Correspondence Language :		~	Other Languages 4 :		~	Leave Date	:	
- Accommodations						Country Ent	ry: 02	

4. Leave Entry Package: Added forms to document exits for Out of Country, Home school, Private Parochial.

Leave/Entry Package-07.18.19		$\times$
Add Personalized Text to the Cover Sheet		
Personalized Text :		
Print SSN		
Lunch Room Notification		
Nurse Notification		
Bus Notification		
Demographic Information Page		
Current Grades Not Recorded	Semester 1	
Current Grades		-
Current Progress Report		
Historical Grades Detail	Include Current Year Grades	
Attendance Current Year History		
Skip Codes :		
Discipline Current Year History		
Discipline Referral Detail	Major Referrals Only	
Test Score Card		-
Out of State/Country		
Print IGP Form		
Private or Parochial School		
Home Study Program		
Student Enrollment History		
Parent Contact Log		

#### 5. Special Codes (Single Student)

a. May want to consider placing a check for "Active Only" to show only active special codes.

Í	Speci	al Codes Inf	formation				3	K
1		Delete	Code	Begin Date	End Date	Save		1
1	1							
1								
1								
1								
-				Active Only Special	Codes			-
1				province only opposition				

- b. Should I use start / end dates on special codes?
  - i. Codes that apply for a single year: Good to do a start / end date.
    - 1. Example: PreK Funding code, Historically Truant
  - ii. Codes that apply from a start date but no known stop : put a start date with no end date.
    - 1. Example: Consent, Diploma Path, Honors Student, FASFA
- 6. **Search Box Update**: You can now enter a student name as first name last name, in addition to other items such as phone number, state ID, etc...
  - a. Don't forget about "Multi-Year" feature to do searches across multiple years.

7. Addresses tab: Now shows all contacts. You can add / edit contacts from here.

96)	
Primary Contacts (Used in JCampus Communications and Reports)	
Emergency Home Phone Email Address	Cell Phone :
	Cell Phone :
Guardian: Home Phone : Email Address	Cell Phone :
Father: Home Phone Email Address	Cell Phone :
Demographics Addresses Sports Programs IGP	III SOD Permissions Log Enroll I
Demographics Addresses Sports Programs IGP	SOD Permissions Log Enroll

#### 8. Manage IBC's from IGP tab:

- a. Click on IGP tab, wait about 7 seconds. Tap the blue IBC link.
- b. Add IBC's on insert (top) row, then save.
- c. Note: Works faster in Transcript Workstation.

FAFSA :	CTU TOPS University ed Credentials (IBC) Editor IBC Code IBC Description		rt Plan Attac		nly) : 🔲	05,184,257	Care	er Options	5:
Industry-Base		r	/			1			
			Semester				I		
D Year I	IBC Code IBC Description	ı 🧳	Semester						
			ocmeater	Vendor	Pass/Fail	Earn District	Earn School	ls 833	Docume
		<b>*</b>							<u>+</u>
Course S 2018 1	100 ACT National C	Career Readiness - Sil	Spring		Passed	001	007		<u>±</u>
	105 Adobe Certified	d Associate Photoshop	Spring		Passed	001	007		<u>1</u>
Passed 2016	184 Microsoft Powe	erPoint Specialist	Spring		Passed	001	007		<b>±</b>
Gradua 2017 2	257 S/P2 Safety and	d Pollution Prevention	Spring		Passed	001	007		<b>1</b>

# 9. For the New Folks: Post to the "Log".

- a. Password " \_\_\_\_\_
- b. Enter anecdotal information about things you have done to help the students.
- c. Need to enter a large number of Logs? Use the "Student Log Loader".
  - i. Allows the Counselor to post log information to groups of students, such as a class or group setting to document sessions or lessons.

## Special Code Fast Loader

- 1. At the setup, set for "code" option. "Column" is harder to work with.
  - a. Use the **Filters** button to help get students on left.
  - b. If find that I usually use a "Include" first to see who has a certain code.
  - c. Then use "Exclude" that code to get a list of everybody who doesn't.
- 2. Pay careful attention to the dates at bottom right. Sometimes, you may want a blank "end date".

- 3. If adding codes, use the "Add" column to mark students.
- 4. If removing or changing codes, click on the code itself, then click on either blank at top right, or code on the right.
- 5. Overwrite Date options on bottom right: These cause the date to change if one is present.
  - a. Sometimes you may want to just overwrite an existing end date on selected records. If so, place a check just for the "Overwrite" check box.
- 6. What special codes are commonly used?
  - a. Elementary:
    - i. PreK students often have a single year funding code starting with "P".
    - ii. Kindergarten students often have a single year experience code starting with "K".
  - b. High School: Most of these typically have a start date with no end date unless something changes
    - i. Diploma Pathway (required): ex. CTU Tops University or CCA Tops Tech Jump Start
      - 1. Remember that CCA's also have a Career Option on the IGP tab.
      - 2. ....which means that they have a related IBC or two for graduation.
    - ii. Consent to Share: CON Consent to Share, DNC Do non consent to share
      - 1. Consent needed for Transcript information to go to Colleges and Post Secondary Sites.
    - iii. Act 833: ACS Act 833 5% For special ed student with 833 IEP to count EOC as 5%.
    - iv. FASFA: Codes starting with "F" that indicate some required action in regards to FASFA form.1. Required for graduating student.
    - v. *Transition Student*: TRA Exception here on the date. Since this is supposed to be a condition for only one year, this would have a start and end date.

#### Test Scores By Roster

- 1. Go to Search in the upper left, then enter "Test Scores By Roster". Click on the row to start the program.
- 2. As of Date: Set to current date.
- 3. **Section**: If desired, click to pick a roster of students in a class.
- Test Name: Any test type can be selected, but the most common are either "LEAP 2025 3-8" for elementary grades or "LEAP 2025" for high school.
- 5. Achievement Level Zones:
  - a. **Below (red**): Set the number of points to next achievement level that is a high amount, and therefore, shaded red.
  - Above (green): Set the number of points to the next achievement level that is a low amount, and therefore, shaded green.
- 6. **Legend**: Click to see the scaled score levels for the test.
- 7. **Filters**: Click to set options to limit which students are to be reported on.
- 8. Advanced:
  - a. Test Date From To: If needed, set to get test results for only a specific date range.

Test Scores By Roster	Setup - 08.27.19						
Year :	1920 👻						
District :	005 🗸						
School :	004						
As Of Date :	Sep 🔻 6 💌 2019 💌 📰						
Section :							
Test Name :	LEAP 2025 Gr. 3-8						
- Achievement Level Zo	ones						
Below	Above						
50	20						
(red)	(green)						
	Show Zone Students Only						
	Legend						
	Filters Advanced						
	ОК						

- b. **Final Grade Order:** Final Grades from either the Current Year or Prior Year will show in a column. This setting will order the final grades in either "Section" or "Transcript Group" order.
- c. Order by: Set to show student order
- d. **Use Final Grade:** The report will show final grades from Prior Year or Current Year.
  - When running for Prior Year, the final grade will show the matching final grade for last year in the same transcript group (ie... Math roster this year will show math class final last year)
- e. **Column**: Click to select specific data columns to show on the report. Saves from having to hide columns repeatedly.
- f. **Show Remote Scheduled**: Use only if students from other locations come to the school site.
- g. Show Only Most Recent: Check to limit test results to the most recent instance of the test.
- h. Show Detailed Benchmark Scores: Click to show sub scores of the test.

Advanced		$\times$					
Test Date From :	* *	×					
Test Date To :	*	×					
Final Grade Order :	Section	*					
Order By :	Name	*					
Use Final Grade :	Prior Year	*					
Column :	l						
	Show Remote Schedul	led					
	Show Only Most Recent						
	Show Detailed Benchmark Scores						
	Show Attendance						
	Show Discipline						
	ОК						

- i. Show Attendance: Click to show a count of previous year days absent.
- j. Show Discipline: Click to show a count of previous year referrals.
- 9. Click the **OK** button to start the report. Give it a minute or two to obtain the information.
- 10. On the left side of the screen will be student demographic information.
- 11. On the right pane of the screen will be matching test results.
- 12. What do the red and green cells mean?
  - a. Green are student results from setup where a small number of points are needed to get to next achievement level.
  - b. Red are student results from setup where a large number of points are needed to get to next achievement level.

## 13. Need to check out details of a student?

- a. Tap the student's row to highlight, then...
- b. Tap the "iGear" button at bottom to get to Student, Schedule, Attendance, Grades, ect...

## 14. Need to Export to Excel?

a. Tap the Export button at the bottom, then select either "xls" or "csv" report type.

# 15. Can Teachers run this report?

a. In Classroom, go to Reports, then Tests, then Test Scores By Roster.

Attendance	•	
Grades	•	
Rosters	•	
Charts	•	
RTI	•	
Tests		Test Scores By Rost

# Test Score Editor

Test Score Editor is used when there is a need to enter or edit test results.

- In upper left, do a keyword search for "Test Score". If you use this often, make the row a "favorite" by clicking on the little heart icon. Tap the row "Test Score Editor" to begin.
- 2. Setup options:
  - a. Working with a single student? In "**Student**" field, pick student or two to work with.
  - b. Working with a large group? Leave "**Student**" field blank.
  - c. Active Only: Usually checked off.
  - d. Test Name: Select type of test working with.
  - e. **Date From / To**: Use if needed when working with results for tests that need to be limited to a time frame.
  - f. **Column**: The best feature on here. Use to limit the report columns to just what you need.
    - Tip: You may want to first run with no settings here to see what comes out, then come back and filter the columns to just what you want.
  - g. Filters: Click to limit the students on the report.
  - h. Click "Ok" to get the report going.
- 3. To add a test result:
  - a. If student row is blank: just enter in cell and will auto store as you move off the cell.
  - b. If student has previous test result: go to insert row at top, select the student, enter the results on top row, then click "Save New" button at bottom.
- 4. To edit a test result: Click on cell, change information, then move off the cell.

# GPA's

Two types:

- Current Year: Used for report card, honor roll. Average of current marking period or final grades only.
- Cumulative: Used for high school students.
- Reminder: Grades and Transcripts are a moving target. They change. GPA's are not automatically calculated, so anytime you are doing something official, like report cards, Honor rolls, or major transcript printing, UPDATE THE GPA!
  - 1. **Updating Current Year GPA's**: Can be done from two main locations Honor Roll or Current GPA report.
    - a. **Honor Roll**: After starting up, click "Update GPA" button at bottom.
    - b. **Current GPA** report: Click the "Update GPA" button at bottom.
    - c. Grade: Leave off the PreK grade level.
    - d. **Marking Period**: Leave blank and it will calculate for everything that is in the system. Some schools only check marking periods that are complete to prevent gpa's on marking period that is in progress.

Grades GPA C	alc	ulation Setup - 01.10	0.19		×
Yea	ar :	1920		v	
Distrie	ct :	001		v	
Schoo	ol :	014			
Grad	le :	00,01,02,03,04,05			
Marking Perio	d :				
		Calculate markin	g peri	od	gpa by course credit
		Include incomple	te gra	des	s in gpa calculation
		Do not create gp	a on ii	nco	mplete grades
		Use active course	es onl	ly	
		ОК			

Setup-01.17.19		×				
Year :	r: 1920 🗸					
	Show SSN on Report					
	Show SASID on Report					
	Show Exceptionalities					
District :	001 🗸					
School :	002					
Order To List :	Last Name 👻					
	Print Break On Order					
As Of Date :	Sep 🗸 12 🗸 2019 🖌 📰					
	Active Only					
	Military Students Only					
	Show Students with Results Only					
Students :						
Test Name :	LA Literacy Screener					
Test Date From :	· · · ·					
Test Date To :	· · · ·					
Column :						
	Filters					
	ОК					

- e. **Do not create gpa on incomplete grades**: Junior and High School thing: If an "I" grade, the grade is left out of the calculation. Some check this and some don't.
- f. Active courses: Somewhat new. GPA will calculate for grades that are for courses on the student's current schedule. Grades from courses not on the current schedule will be left out.
  - i. **Example**: Student was in Regular Ed Math, then moves to Spec ed Math. Grades from Reg Math class not moved in Post Grades by Student. With this setting, grades from Reg Ed Math will not be counted in GPA.
- g. Click "Ok" to have the system update GPA's. Go get some coffee.
- h. **Current GPA Report**: Use this report, after calculating, to get a listing of students and the respective gpa's for each grading period.

#### 2. Updating Cumulative GPA's for High School

a. Go to Transcript Workstation. Click Action, then Rank Report

OR

Go do a search for **GPA Ranking Report**.

- b. Click the "Update GPA" button at bottom.
- c. Grade: Set for desired grade(s) to update.
- d. Put a check for the first two check boxes.
- e. Click Ok.
- f. Go get a cup of coffee. If a single class, actually won't take long, but if doing multiple grades, give it a minute.

Transcript GPA Cal	culation Setup - 11.01.18	×
Year :	1920 🗸	
District :	001 🗸	
School :	007	
Grade :	10,11,12	
As of Date :	Sep 🛛 12 👻 2019	~
	Vise current grades	
	0.5 credit to 1 credit cours if only one semester post even if final posted	
	Use semester grades only	
	Use final grades only	
	Include P grade as failures	3

g.	Use the Rank options to get a listing of cumulative
	gpa's.

- i. **Min Units**: Set to minimum to be in that grade level.
- ii. **Special Code Exclusion**: Select special codes to filter out students.
- iii. **Exclude Summer Graduates**: Leave out the first day graduates from summer.

Setup - 07.30.19							×
	1920			~			
	District :	001			~		
	School :	017					
	Grade :	12					
	As Of :	Sep	v 12	~	2019	~	
A	Age From :	0		To :	100		
Minim	um Units :	17					
GPA Disp	Alpha B	lasic		~			
Special Code E	CJA,CC	A,SUR					
Include SIS School	Students :						
Include Early G							
Exclude Summer G	V						
Exclude NR							
Include Replace							
View Previou							

-----

- 3. Quality Point Average Report: Elementary and junior highs may like this. Shows gpa based on final grades over multiple years.
  - a. Do a search for this report in upper left search bar.
  - b. Setup:
    - i. **Grade**: Set to a grade level
    - ii. **Report Years**: Set to years in past that you would like calculation to be based on.
    - iii. Grade Type: Set to Finals.
    - iv. Click Ok. Go get some coffee.
  - c. Report will show students with a calculated gpa based on final grades from years selected.

Setup-05.24.18				×
Year :	1920	~		
District :	001	~		
School :	008			
Grade :	06			
As Of Date :	Sep 🛛 🖌 12	v 2019	*	
Report Years :	1819,1718,1617			
Course Type :				
Grade Type :	Semesters	Finals		
	Filters			
	ОК			

#### Monitoring Attendance

- It's all about knowing what skip codes to use for the situation.
  - 1. Daily Absentee List: Run in "Summary" mode to get a list of students who have missed more than "x".
    - a. Click "Summary Report" radio button.
    - b. Skip Reason: Pick one code with "D", one with a "P", one with a "N".
    - c. **Day Range**: Set for number of days you are looking for.

etup-08.27.2019								
Year :	1920		~	Program	s :			
District :	001		~	Tean	n :			
School :	015			Club	s:			
Grades :				Sport	s :			
Homeroom :				Special Code	s:			
Order To List :	Alpha Order		~	Show Remote	e: 💿 Non	e 🔘 O	niy 🔵 Ali	
From Date :	Aug 🗸 08 🗸	2019 🗸 📼		To Date	e : Sep	v 12	v 2019	¥ 🔳
Skip Reason :	Detail Report Include Summary D,P,N		Skip	Summa Print Bre O Code :	ary Report eak on Hom	eroom		
Check In After : - Show Only	08:15	HH:MM (	Check O	ut After : 📃	00:00		HH:MM	
Active	Full Day	Tardie	S	🔲 Skip	)S			
Printing Options -								
🔽 Day Range 🏻 🍯		to : 999						
Equal Days 3	6	9		13		999		

d. Click **Ok** button to get report of students who missed equal to or more than days set.

## Carnegie Units Earned Report

#### A very good report for monitoring key parts of high school students for state reporting.

- 1. Do a search for "Carnegie" in search bar.
- 2. At setup:
  - a. Grade: Set to grade level being checked.
  - b. **Show Highest ACT**: Will show highest in each subject area, regardless of test session composite.
  - c. Show IBC Description: Put a check here.
  - d. **LEAP/EOC**: Check off for both types.
  - e. **Column**: You will want to come back to this one. Will allow you to set the specific fields you are checking over.
- 3. Go get some coffee.
- 4. When report comes up, focus on key fields for state reporting:
  - a. **Pii**: Column indicates if Consent is present.
  - b. Sped, 504, Act 833: Indicators for student type.
  - c. Path: Diploma path
  - d. Tests: Yes or No for passage of tests to graduate.
  - e. **IBC**: Lists IBC's associated with student. Needed for Jumpstart graduation.
  - f. **Career Options / Description**: If on JumpStart, student has to have this.
  - g. **FASFA**: Coded needed for graduation.
  - h. Other columns are important too for gathering and checking information.

#### Transcript Workstation Settings for Checking Students

- 1. Setup Stuff:
  - a. Type to "College" so that ACT scores show. Check boxes for Current Year and Active Students.
  - b. Basic Button:
    - i. Check off Show Current Year Schedule
    - ii. Use Highest ACT Scores
    - iii. Order to List: Pick second option to make courses line

	up in group
Basic	by year.
Senior Graduation v v r	
Disable error checking(faster)	
Show Current Year Schedule (w/o grades) Course Name Order	
Show Current Year Schedule (w/o grades) Period Order	
Show Rank	
Show Attempted GPA	
V.5 credit to 1 credit course if only one sem posted, even if final is posted	
Select Course Master records by school	
Show source for all grades	
Omit Obsolete Courses	
Vise Highest ACT Scores	
Order To Lis <mark>t : Group, Year, Course 🗸 🗸 🗸 🗸 🗸</mark>	
Course Long Name Options	
Display Long Course Names en English	
ОК	

Setup-08.01.2019		$\times$
Year :	1920 🗸	
District :	001 🗸	
School :	021	
Grade :	12	
Gender :		
Ethnic :		
Column :		
Report Title :		
	Show SSN on Reports	
	Show Highest ACT Scores	
	Run Absences	
	Run Transcript	
	Show IBC Description	
LEAP/EOC :	🔵 LEAP 2025 🔵 EOC 💿 Both	
	Filters	
	Credits Req.	
	ОК	

Setup - 09	9.06.19				×		
	Year :	1920		~			
	District :	001		~			
	School :	005					
	Grades :	12					
Transci	ript Type :	College		~			
		Show	Current Year Gi	rades			
		🔽 Find C	only Active Stud	ents			
Mars Options							
Basic Grades							
	Prir	nting	Official				

- c. **Printing** button:
  - i. Set for Letter Size Paper

1.	Set for Letter Size raper	- This comment	
ii.	Check off Print	V Letter Size Paper	
	EOC/LEAP 2025 Scores	Egal Size Paper	
iii.	Check off Print	Print EOC/LEAP 2025 Scores (College)	Only Passing EOC/LEAP 2025 Scores
	Vocational Block	Print Vocational Block	
	Vocational Block	Print Color Columns (College)	
		Test Score Card	
		Do Not Print Replaced Grades	
		ОК	

2. By doing these settings, you will get a transcript print that shows previous grades, current year schedule, diploma path info, and test score information. Can make checking transcripts for upper classmen go a little better.