



# JCampus School Administrator Overview

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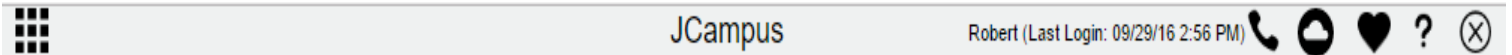
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## Logging In

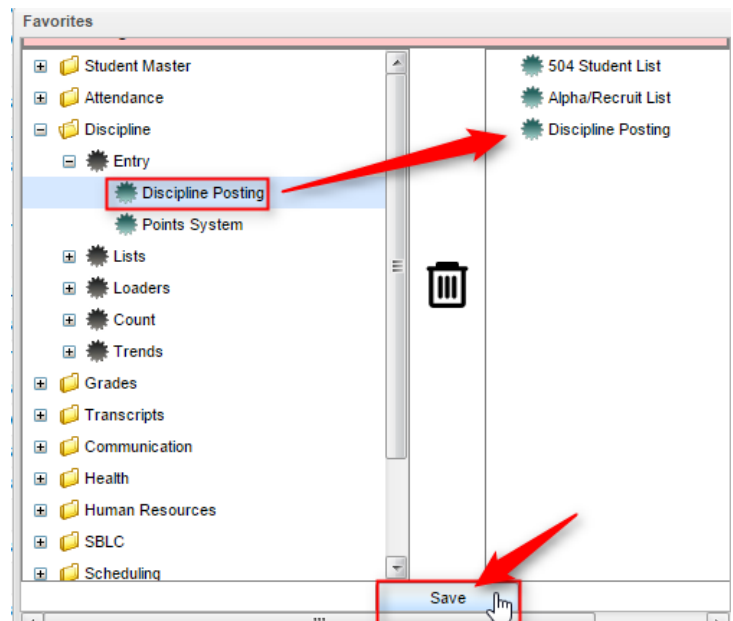
1. JCampus works best in Google Chrome or Firefox.
2. Browse to <https://standry.edgear.net/jcampus>
3. At the login screen, enter your username and password.
4. If you are using the “Live” dataset, click **Login**.
  - a. “Live” refers to current, active data.
5. To access the Training dataset, on the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

## Basic Navigation

**Menu Bar:** The top of JCampus 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. **Waffle:** Click to toggle view of the navigation panel. Makes the viewable area of a screen, such as a gradebook with many columns, wider.
3. **User:** The user’s name will 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 up to 15 shortcuts to programs. To create a shortcut, do the following:
  - a. Click the **Favorites** icon.
  - b. Select **Configure**.
  - c. The window on the left shows all the different modules that can be added to favorites. Click and drag the desired modules to the column on the right.
  - d. Click **Save**.
  - e. To remove, select the module from the window on the right, then click once on the trash can icon in the middle of the two windows. Click **Save**.
7. **Help:** Click to access the help system of JCampus. A separate tab will open to allow the user to jump back and forth between JCampus and the Help system.



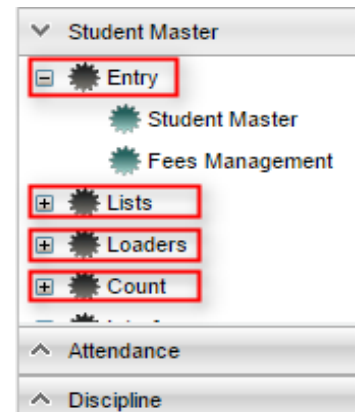
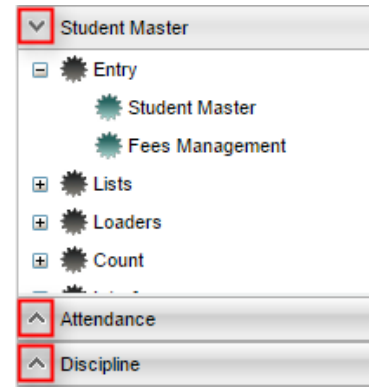
- a. Additionally, look for the “Help” buttons in various screens. Clicking these “Help” buttons will direct the user to the help system for that particular area.



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

## Navigator

1. The left side of the screen is the program navigator. This is a collapsible panel that is categorized by application area.
  - a. Click the drop down arrow to expand the application programs.
2. Within each application area there are several categories that have programs under each. **Click on the + icon 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.



## Welcome / Notifications

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

Announcement Editor

Notification Info

Country: US State: LA District: 027 School: 700

Title: Roll Call at Start of the Day End Date: Oct 28, 2016

Message:

Teachers: Be sure to click the "Sign Off Roll Call" button in Post Attendance at the start of each day! This is the main way the office can verify that all teachers have taken start of the day attendance. This needs to be done by 8:15am. Thank you!

Save

1. Click the “New Message” icon (red square item shown in screenshot).

2. Fill in the District, School(s), Title, End Date, and Message contents.
3. Click Save.
4. To edit the message, click the edit icon.
5. To delete the message, click the trash can icon.



### Workspace

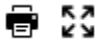
The Workspace is a tab separated work area that allows you to manage multiple open programs without overlapping windows.

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



### Enrollment and Ethnic Breakdown Graphs

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



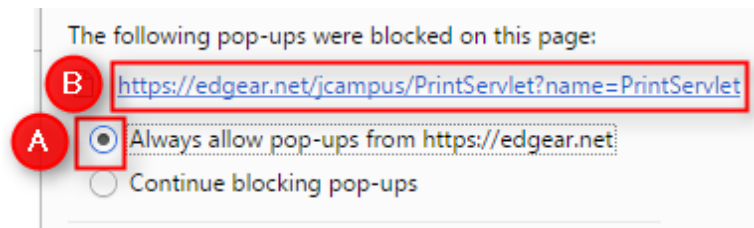
### Unblock Popups

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

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



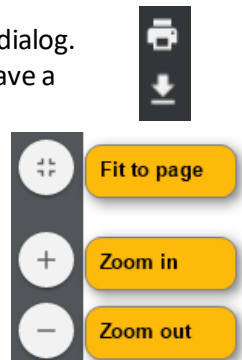
2. Click on the popup blocked icon. A dialog box will appear. Do the following:
  - a. Click "Always allow popups from...."
  - b. Click the hyperlink as shown below.
  - c. The print preview will now be displayed and will continue to open in Google Chrome from JCampus.



### Print Preview Screen

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

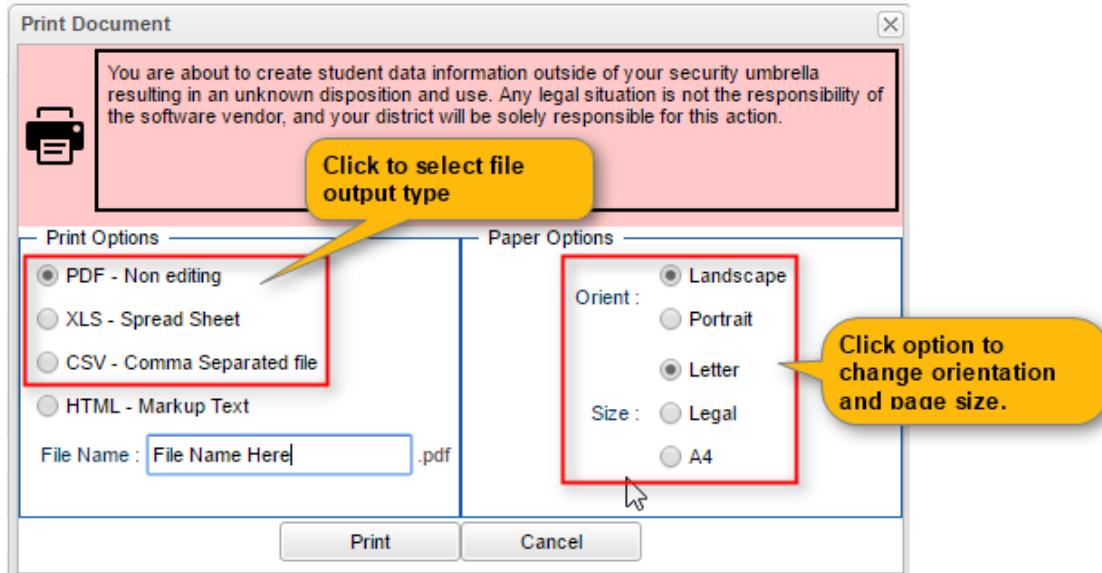
1. **Print:** Hover the mouse in the upper left. A printer icon will appear. Click to bring up a printer dialog.
2. **Download (Save):** Hover the mouse in the upper right. A download icon will appear. Click to save a copy of the print preview as a pdf file in the Download directory of the computer.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



## Print Output Options

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

1. **Print Options:** Select the desired file output type. Enter a file name.
  - 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.

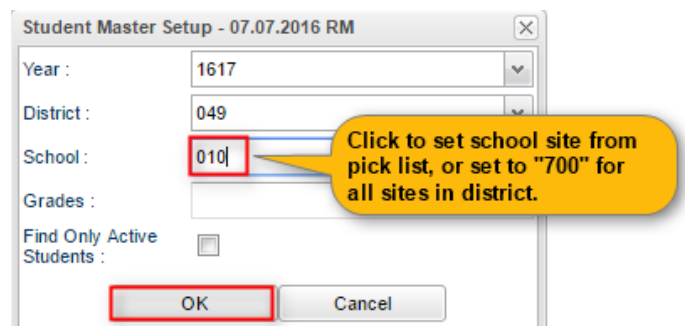


## Student Master Overview

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.

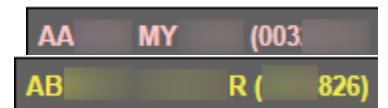
## Find a Student Using the Search Bar

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.



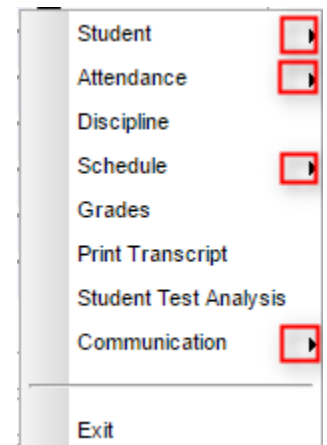
6. **Save:** To store any changed data on the student, be sure to click the SAVE button located at the lower center of the Student Master screen!!

## Using the Gear icon



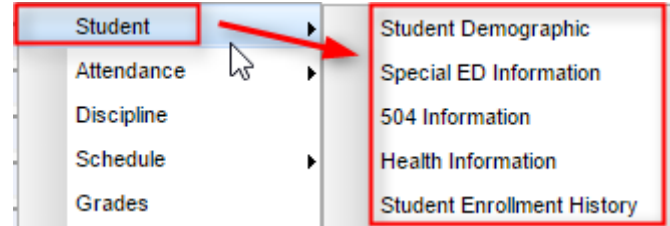
The Gear icon is a menu system that brings out further details about the student in a quick access format. The Gear icon can be found throughout the JCampus system. Typically, the user will see the icon near the student's name on a screen and on some list report screens. In Gradebook, the Gear icon is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



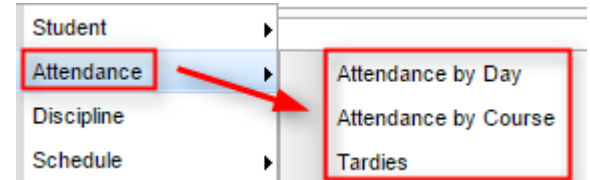
### 3. Student

- 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

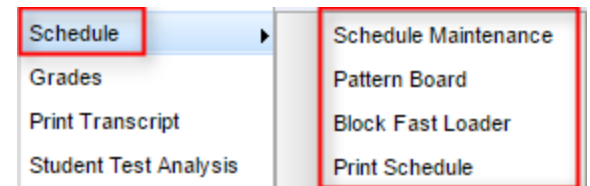
- Attendance by Day:** Report of detail attendance and summary. Click “Setup” to change year.
- Attendance by Course:** If a Bell Schedule is setup, student’s attendance by course is displayed with counts per course. Cell click to get detail records for the class.
- Tardies:** Code 14 Tardy means student 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.
- SPC Login Information:** Displays the last time a parent/guardian accessed information about the student on the Student Progress Center.





## 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.

- 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.
- Example Action item: 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.

## Letters Overview

The Letters System allows the user to create simple letters that incorporate data elements from JCampus. The system also provides a quick print function as well as a letter log feature.

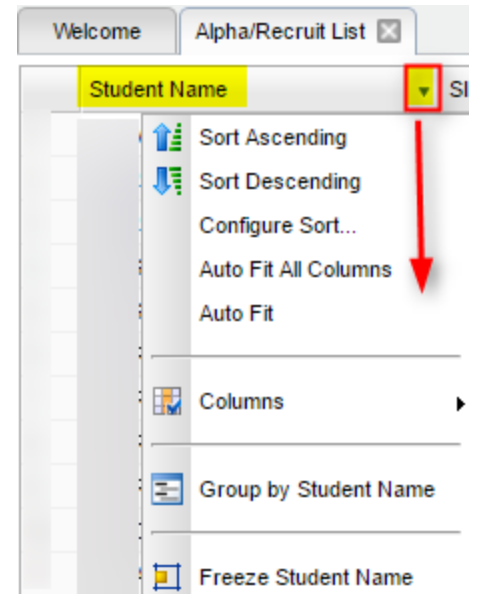
- Go to Student Master / Letters / Letter Maintenance.
- At the setup, set for a single school, or 700 for the entire district. Click OK.
- Click "New" button at the bottom. A letter creation screen will appear.
- Set the desired format, elements, text, then save. Html tags are recognized.
- A Print Preview button will give appearance views as constructed.

- Letter Printing System** gives the user an easy way to print letters against a listing of students.
- Letter Log** allows the user to see time/stamp dates of letters created on students, and the ability to remove the log if in error.

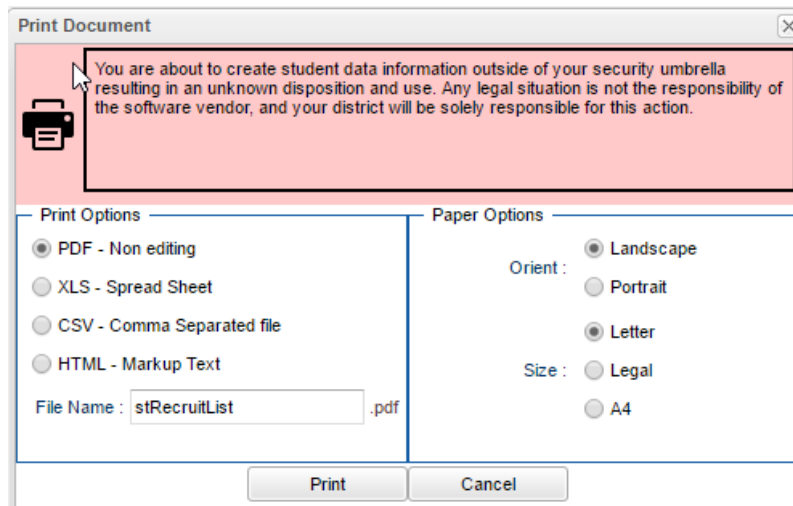
## Alpha/Recruiter List

1. Go to Student Master / Lists / Alpha Recruiter List.
2. In the Setup screen, set the “Year” and “School”.
3. On the right, locate the “Column” field. Click and select several fields such as student name, grade, DOB, etc...
4. Click the OK button.
5. The list of students meeting the settings will be displayed.
6. 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
- **Auto Fit**- does the same but only in the column you are working in
- **Column**- uncheck columns to hide
- **Group by**-when grouping, all items are sorted and then collapsed into drop down items to make the information easier to access in an organized fashion. It is an expanded level of sorting.
  - **Ungroup**- clears Group By
- **Freeze**- keeps the chosen column stationary while scrolling from left to right



7. Click **Print**. In the **Print Document** window, select the appropriate format to save or print.
  - a. Highlighting rows in the list and selecting **Print** will only print those selected rows.





### Example "Loader": Club Code Loader

A loader is a way to associate data to a listing of students. Normally, the user has a listing of 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".

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	*

9. Click on the code. You will notice the students asterisks will change to the code selected.

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	
00	C	03	CHR

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.

Setup-10.23.2015

Year: 1617

District: 049

School: 011

Grade:

Clubs: CHR

Program:

As Of Date: Oct 10 2016

OK



## 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.



### Basic Discipline Referral Posting:

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

### Enter Refpg1 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.

### Enter Refpg2 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.

### 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.

### Time Saver: Copy Refpg1 and Refpg2 Referral Contents to Another Student

This feature copies contents of Refpg1 and Refpg2 to another student. \*It will not copy the contents of the Admin tab.

1. After creating the initial referral on the original student, be sure to hit the **SAVE** button.
2. Click on the **RefPG1** tab on the referral that will be copied to another student.
3. Click on the original student name, then select a different student name.
4. A dialog box will appear with two choices:
  - a. Select "**Create a new referral for the new student selected?**"
    1. This option will copy this referral to the newly selected student.
  - b. **Don't select** "Change the existing referral to the new student?"
5. After making the selection, click **OK**.
6. Edit the new student's referral, remembering to add in the "**Admin**" tab information.
7. After editing the new referral, be sure to **Save** the changes.
8. If there is another student to copy the referral to, click on the student name and repeat.



## Posting Bullying Referrals

1. Bullying incidents are entered the same as other incidents, but has the following exceptions explained below.
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 Refpg1 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.
  - a. For the "Return to Class" option you only enter a start date.
  - b. 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.
  - c. If offered to adjust the OSS dates to fit the expulsion start date, click the **Adjust** button.
  - d. For the "**Alternate Site Expulsion**" option you will need to enter the **Alternate Site/Program Code** to identify the school/program.
  - e. **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.

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

## Discipline Frequency Report

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

1. Go to Discipline / Trends / Discipline Frequency Report.
2. Set the “School”, then verify the “Date From” and “Date To”.
3. At the bottom, uncheck “Primary Inc/Action Only”. Click “Ok”.
4. On the left will be counts by **Actions**. On the right will be a graph of Actions.
  - a. Counts are clickable to see students that comprise the count.
5. 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.
6. 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.
7. Repeat for other buttons on the lower right such as “Time”, “Staff”, “Mo”-Month.

Welcome
Discipline Frequency Report

Code	Description	# Ref	# Stu	Avg	% Stu
01	Willful disobedience	608	242	2.51	29.16
02	Treats an authority with disrespect	225	144	1.56	17.35
03	Makes an unfounded charge against a...	6	6	1	0.72
04	Uses profane and/or obscene language	184	110	1.67	13.25
05	Commits immoral or vicious practices	6	5	1.2	0.6
06	Conduct or habits injurious to his/her a...	43	33	1.3	3.98
07	Uses/possesses controlled dangerous...	2	2	1	0.24
08	Uses/possesses tobacco and/or lighter	4	4	1	0.48
09	Uses/possesses alcoholic beverages				
10	Disturbs the school/habitually violates r...	31	26	1.19	3.13
11	Cuts defaces injures school/vandalism	2	2	1	0.24
12	Writes or draws obscene/profane lang...				
13	Possesses weapons prohibited under f...	1	1	1	0.12
14	Possesses weapons not federally proh...	6	6	1	0.72
15	Throws missiles liable to injure others	22	17	1.29	2.05
16	Instigates or participates in fights	73	63	1.16	7.59
17	Violates traffic and safety regulations				
18	Leaves school or classroom w/o permi...	22	19	1.16	2.29
19	Is habitually tardy and/or absent	160	111	1.44	13.37
20	Takes another's property or possessio...	4	4	1	0.48
21	Commits any other serious offense	15	13	1.15	1.57
22	Leaving Bus Without Permission				

**Number of Referrals by Incidents Code**

Referrals

Incidents Code

01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000

## 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

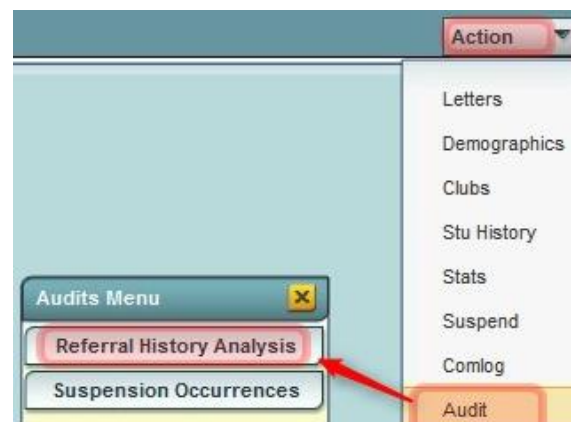
This is a handy list to check which students are to report to ISS behavior room.

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" Action on RefPg 2

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**" that has not been handled yet, follow the steps below:

1. Enter the discipline posting module as normal.
2. Click the **Action** button on the upper right, and then choose **Audit**.
3. In the Audits Menu, choose **Referral History Analysis**.



4. Set the **From** and **To** date range.
5. Uncheck "**Complete History**", and then click "**ADMIN ACTIONS**" as shown below.
6. Click **OK**.
7. A listing of students who have referrals with a RefPg 2 action of "**06 Referred to Office**" will be displayed.



8. Print the listing. In Discipline Posting, use the **Find Ref** button to browse to the listed referral.
9. Review the referral, then post any needed administrative action, then save.

# Grades Overview

## WebGradebook: Where it Begins.....

1. Teachers enter assignment grades for a marking period by going to Grades / Entry / WebGradebook.
2. Teacher selects "Course" and "Marking Period".

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

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.

Assignments A+ Grades

- Arrange
- New**
- Edit
- Delete

---

- Categories
- Syllabus
- Lesson Plan Review



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**.

The screenshot shows the Transcript Workstation interface. At the top, there are tabs for 'Welcome', 'Student Master', and 'Transcript Workstation'. Below the tabs, there are filters for 'SPED', '504', 'LEP', and 'Health', along with a search bar and an 'Action' dropdown menu. The main area displays a table with columns for 'D', 'GRP', 'Course', 'S', 'S1a', 'S1yr', 'R1', 'S', 'S2a', 'S2yr', 'R2', 'F', 'F1a', 'F1yr', 'R3', 'CP', 'CE', 'H', 'G', 'S-Code', 'Grade-Source', 'PE', and 'S'. The table contains several rows of course data. A red arrow points from the 'S' column of the first row to the 'S' column of the last row. Two yellow callout boxes provide instructions: one says 'New records are added on the top row, from left to right.' and the other says 'The Save cell will store the new record, as well as allow for entry of the final details.' At the bottom, there are buttons for 'Refresh', 'Prev', 'Next', 'Setup', 'Find', 'Help', 'Print Multiple', and 'Print Single'.

D	GRP	Course	S	S1a	S1yr	R1	S	S2a	S2yr	R2	F	F1a	F1yr	R3	CP	CE	H	G	S-Code	Grade-Source	PE	S
	1	ENGLISH I (H)										3 B	15		1.0	1.0						
	1	ENGLISH II (H)										4 A	16		1.0	1.0						
	3	ALGEBRA										2 C	15		1.0	1.0						
	3	ALGEBRA										4 A	16		1.0	1.0						
	4	CIVICS (H)										3 B	15		1.0	1.0						
	4	WORLD GEO (H)										3 B	16		1.0	1.0			220300	049032OPE...		
	5	BIOLOGY I										3 B	15		1.0	1.0			150301	049032OPE...		
	5	CHEMISTRY										3 B	16		1.0	1.0			150401	049032OPE...		
	6	HEALTH (COED)	4 A		15										0.5	0.5			190500	049032OPE...		
	6	PE I (G.5)						4 A	15						0.5	0.5			9015H	049032OPE...		
	6	PE II (G)										4 A	16		1.0	1.0			190106	049032OPE...		
	7	SPANISH I										4 A	16		1.0	1.0			122501	049032OPE...		
	8	PRINC OF BIO ...										3 B	15		1.0	1.0			090001	049032OPE...		
	9	HUMAN BODY ...										3 B	16		1.0	1.0			090611	049032OPE...		
	9	IN BU COM APP										3 B	15		1.0	1.0			040401	049032OPE...		

## 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.

STAFF	ID/DEL	PD	COURSE NAME	GRP	COMMENTS	SECT	C1	C2	C3	C4	ST CODE
FOUQUIER HOLLY L.	611879	01	HOMEROOM 12	9		053174	16	16	0	0	999999
FOUQUIER HOLLY L.	611879	02	ENGLISH III	1		053180	21	21	0	0	120333
FOUQUIER HOLLY L.	611879	03	ENGLISH III	1		053175	26	26	0	0	120333
FOUQUIER HOLLY L.	611879	04	ENGLISH III	1		053177	16	16	0	0	120333
FOUQUIER HOLLY L.	611879	06	ENGLISH III (AP)	1		053178	17	17	0	0	120325
FOUQUIER HOLLY L.	611879	07	ENGLISH III	1		053176	22	22	0	0	120333