




School Administrator Update for JCampus



Dashboard


Click the “**Dashboard**” tab to access.


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


Enter View Mode/Enter Edit Mode - Select to either enter view mode or enter edit mode.  


Toggle Menu Dock - By clicking on the toggle menu dock, the user can select what area of graphs they would like to view. 


Dashboard Page View - A user can have more than one dashboard page. Therefore, the user can use previous and next to see additional pages.  

Clear Filters - 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. 

Filter All Graphs On Dashboard Page - 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. 






Dashboard Page Settings - The users dashboard page name will appear in the box. If user checks the **Favorite** box and clicks save, the dashboard page will appear by default when the user clicks on the Dashboard tab. 

Add Dashboard Page - To add a dashboard page, name the page in the text box and select add. 

Remove Dashboard Page - 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 plus sign , located on the top right side of the menu bar, and a popup box will appear. Type in the name in the text box (i.e. At A Glance, Attendance, the user's name.) 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 .
3. Click on the Toggle Menu Dock  and a popup box will appear at the bottom center of the page. This is where the user can select which graph they would like to view. To remove the Toggle Menu Dock , click it again.
4. Click on the drop down to select the area to view available graphs.
5. 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.
6. Click on the *i* 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 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  in the upper right. The graphs on the page will change based on these settings.

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

- **Print** - Click the  icon to view a print preview of the graph.
- **View Larger Size** - Click the  icon to expand the size of the graph for easier viewing.
- **Legend** - Click the  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.

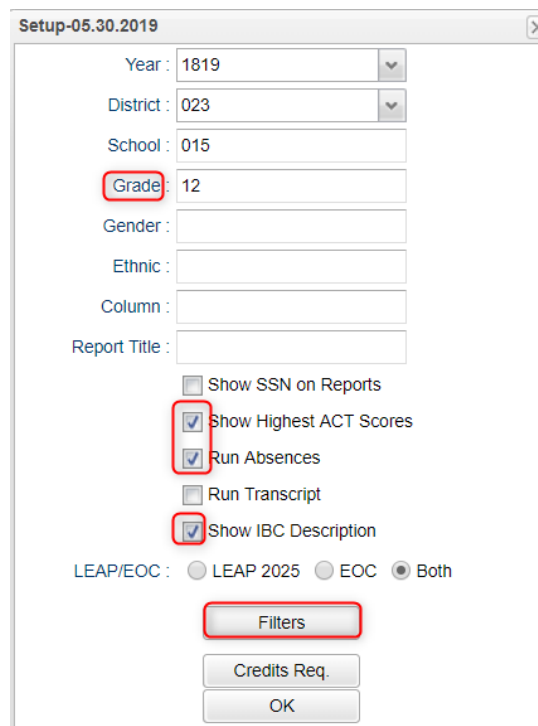
SPS Related Reports

Test Scores By Roster – Growth to Mastery

1. Go to Search, enter “Test Scores By Roster”.
2. Set “Test Name” to “Growth to Mastery”.
3. If desired, use the “Filters” button to target specific student groups such as grade, special code, etc...
4. Run report and review columns related to test analysis, targets to get to next level, etc...
5. To hide columns, click the arrow on any column header, choose “Columns” and deselect columns to take out of view.
6. To export to Excel, click the “Export” button at the bottom, then select either “xls” or “csv”. A pop up window will appear with the Excel file to be opened in the lower left.
7. Other useful test types:
 - High School: LEAP 2025
 - Grade 3 to 8: LEAP 2025 3-8

High Schools: Carnegie Unit Earned Report

1. Go to Search, enter “Carnegie”
2. At setup, set for grade level, and place check boxes as shown on right.
3. For “Filters”, set to “Active Only” and any other settings to apply.
4. Click on “Ok” and give the report a minute to cook up.
5. Floating “gear” icon can give access to student details.



Setup-05.30.2019

Year : 1819

District : 023

School : 015

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.

OK

High Schools: Accountability Tracker

1. Go to Search, enter "Accountability".
2. At setup, set "Grade". Place a check for "Both" test types and check off "Use Highest Test Score".
3. Click Ok.
4. Make the screen wider by clicking the "waffle" icon in the upper left to hide the navigation pane.
5. Highlight a student name, then click the "gear" icon to get to details about the student.

Setup-05.08.19

Year: 1819

District: 023

School: 022

Grade: 12

Gender:

Ethnic:

Cohort Year:

Pathway:

As Of Date: May 21, 2019

Career Options:

Programs:

Special Codes:

Custom Codes:

LEAP/EOC: LEAP 2025 EOC Both

Use Highest Test Score

Use Most Recent Test Score

OK

Assessment Index: How to Calculate for a group of students.

1. How is this figured?
2. What would be needed on the report?

Updates to JClassroom

Test Scores by Roster – Growth to Mastery, LEAP 2025, LEAP 2025 Grade 3-8

1. As in previous section, teachers can run the Test Score By Roster for their roster of students in a class.
2. In Gradebook, pull up a class.
3. Click on Reports, then Rosters, then "Test Scores by Roster".
4. Teacher would select test type to obtain results for either "Growth to Mastery", or "LEAP 2025", or "LEAP 2025 3-8".

Reports / Charts / Student / Student vs Class

This report will compare the selected student to the rest of the class for assignments

1. Highlight a student in gradebook.
2. Go to Reports / Charts / Student / Student vs Class.
3. Report will show how to student fared against class.

Gradebook Changing to "Classroom"

1. Starting with new year, the navigation pane will show "Classroom" instead of "Gradebook".
2. Function for gradebook will be much the same with exception for the following:
 - Sections and Marking Periods will be on top.
 - Area known as "Boards" will be available that shows stats on class performance. (Good for Admin to check).

JCall Updates

Home Language

1. When creating a message for SMS or Text to Speech, check off setting to use Home Language. The message will be automatically translated to Home Language of the student (Student Master / Country / Home Language).

Message Manager – Create and Store Multiple Formats of Communication

1. Go to Communication / Entry / Message Manager.
2. Click “Add” button at bottom. Create Message name and description.
3. A row will be added. Click in the various columns to add a type of message to go out. Multiple types can be used.
4. “On the Fly” tab: Contains previous messages used.
5. To send out the Campaign, go to Student Event Messages as normal, but select “PreCreated Message”. Select the Campaign created earlier and sent out. Message will go out in formats constructed.

Automated Grade Calls

1. There is a setting to send Hooray communication for A's in the Student Progress Center. Ms. Migues has turned this on.
 - Does district want a phone call for A's? If yes, what would constitute an A worth calling for?
2. Failing grade calls: What would constitute a failing grade call?
 - Assignment worth over “x” points?

Communicate Button

1. Use in reports to send messages from report listings.
2. Available in Alpha Recruiter, Honor Roll, Perfect Attendance, Students with No Referrals

Mobile

1. The Mobile feature is a smart device configured web site that helps busy administrators do simple tasks such as look up students, communicate with parents/students, and post discipline on the go.
2. Recommendation: Connect to your school's wifi when able to conserve on data usage and help with speed.
3. Go to <https://pcc.iberia.k12.la.us/mobile/> on your phone or smart device.
 - Android: Navigate in Chrome
 - iPhone: Navigate in Safari
4. At the login, first set it as a home screen icon to make future access easier.

Android Devices:

- Open Chrome, then browse to <https://pcc.iberia.k12.la.us/mobile/>.
- In the upper right of the screen, tap the menu icon (three dots arranged vertically).
- Select "Add to Home Screen".
- An icon will display on your home screen. Move it to the desired screen, or as one of the primary shortcuts at the bottom of the device.

iOS Devices (iPhone, iPad):

- Open Safari, then browse to <https://pcc.iberia.k12.la.us/mobile/>.
- Tap the "Share" icon (rectangle with up arrow).
 - i. iPad - located in top bar of screen.

- ii. iPhone - located across bottom bar of screen.
- Tap the "Add to Home Screen" icon.
- An icon will display on your home screen. Move it to the desired screen, or as one of the primary shortcuts at the bottom of the device.

5. Student Lookup: Click to do a search of students to look up address info, grades, schedule, discipline.

- From Discipline area, you can add an incident.

6. Initiate Message: Click to send out SMS or Text to Speech Messages to parents.

7. Emergency: Click to send out SMS or Text to Speech Messages for after hours emergency situations.

8. Post Attendance: Click to post attendance on student.

- Search for Student and focus on row of desired student.

- Select "Absence" to post a start of day absence.

- Select "Tardy" to post a Tardy

- Select "Other" to post a different attendance code type

- Click in the column on the far right to post the record.

