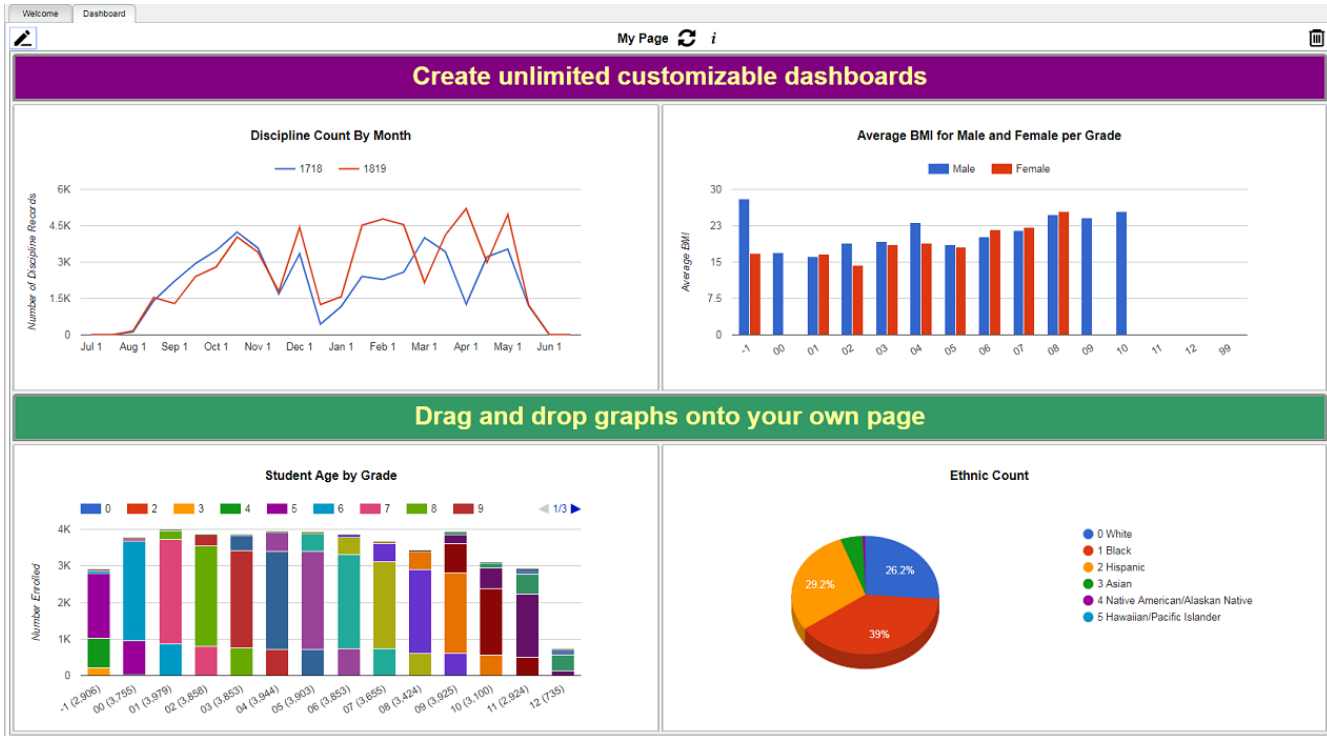


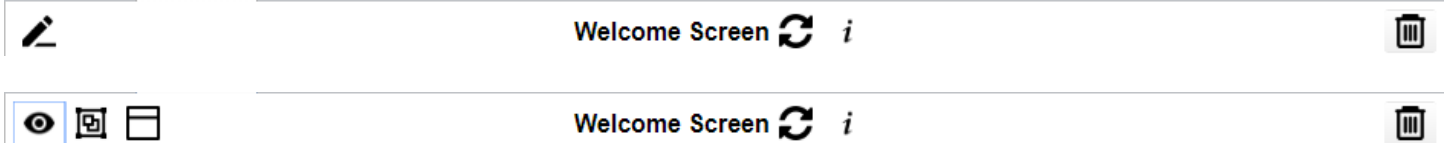
Vernon Parish Principal Update for JCampus

Dashboard





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.

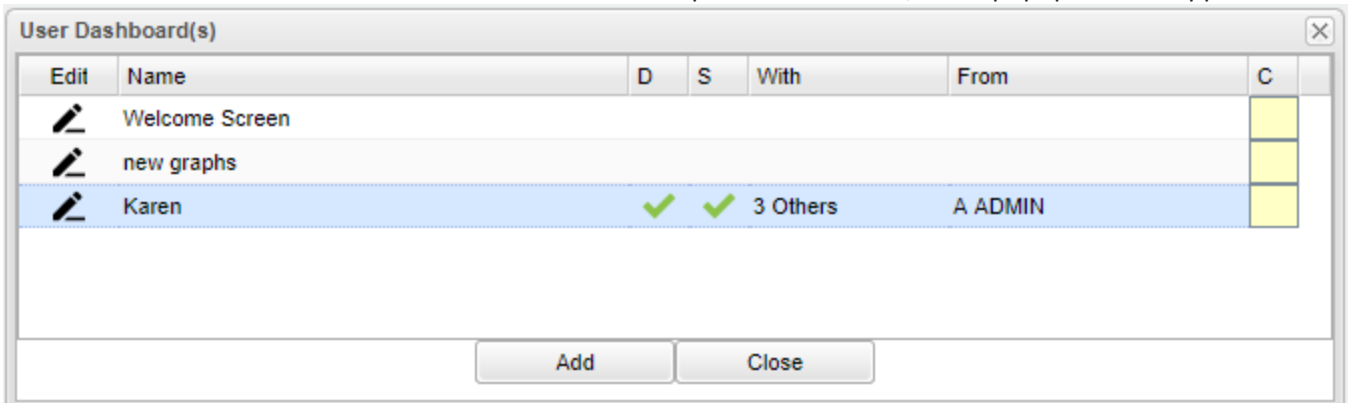
-  - If multiple graphs are on a page, a user can click on a segment of one graph to filter all other graphs. Clear Filters will reset all graphs back to normal.





-  - 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.





- 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 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.

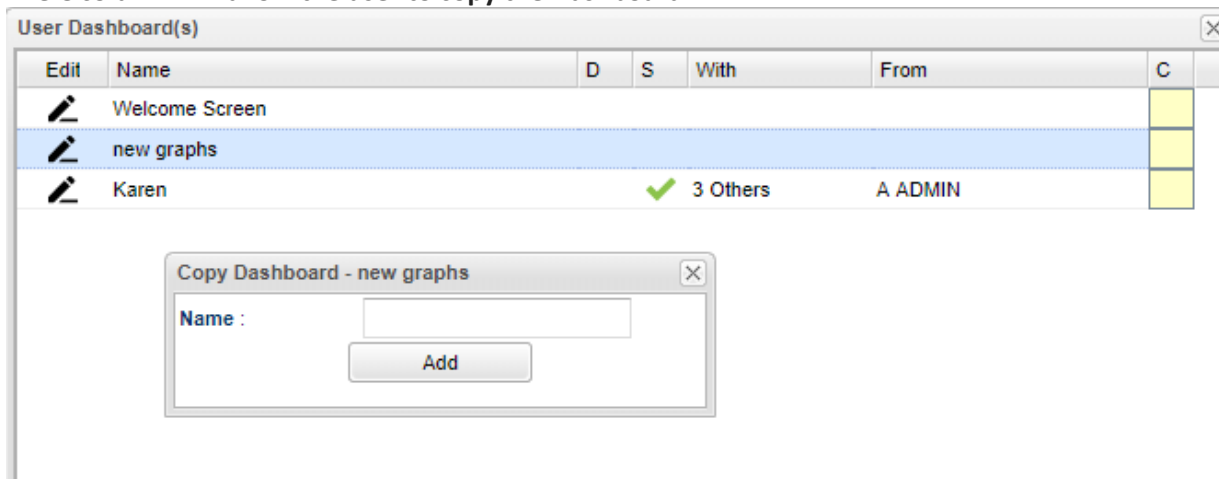
- **Print** - Click the  icon to view a print preview of the graph.
- 1. **View Larger Size** - Click the  icon to expand the size of the graph for easier viewing.
- **Legend** - Click the  icon to view a more detailed view of the data from the graph.








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

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

Copy Graphs

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



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

Copy Dashboard - new graphs

Name :

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.

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.

4. **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.
- b. **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.

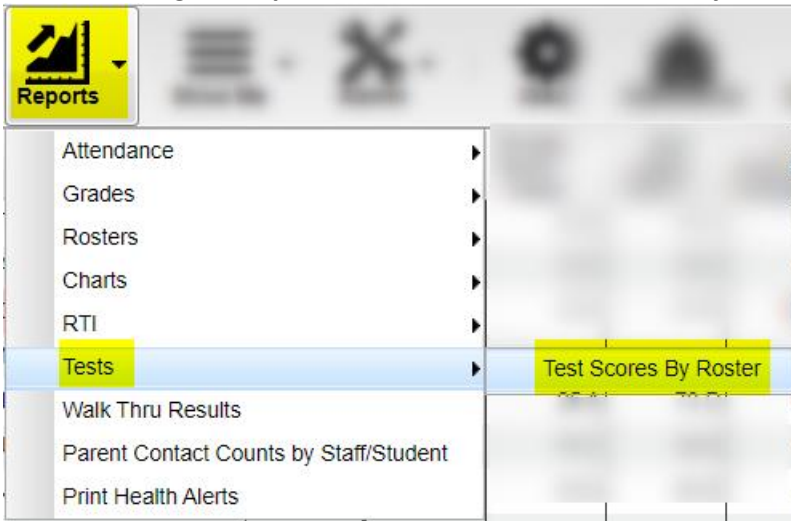
7. **Filters:** Click to set options to limit which students are to be reported on.

8. **Advanced:**

- a. **Test Date From – To:** If needed, set to get test results for only a specific date range.
- 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.
- 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**.



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

Updates to JClassroom

Test Scores by Roster – 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 **Classroom**, pull up a class.
3. Click on **“Reports”**, then **“Tests”**, 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.

Boards

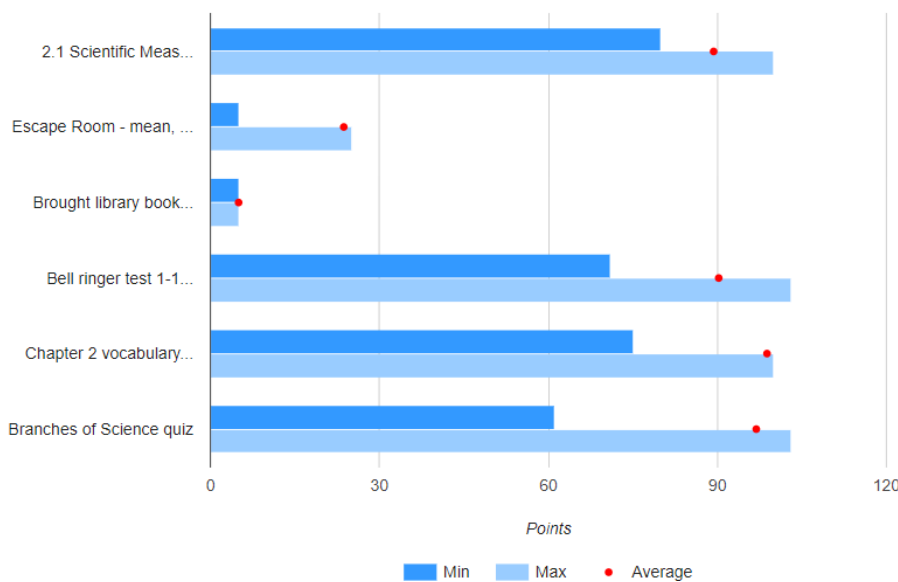
The Boards tab was designed to give a user the ability to view data for the selected course in a graphical format.

1. Go to **Classroom**. Select a **Teacher**, **Course**, and **Marking Period**.
2. Tap the **“Boards”** tab at the bottom to see grade distribution, assignment charts, and category charts.
3. Hover your mouse on parts of the chart to get specific numeric information on the chart.

Grading Period Distribution



Assignment Breakdown



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).

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://vernon.edgear.net/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://vernon.edgear.net/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://vernon.edgear.net/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.
9. **Sped:** Click to look up special ed information about a student or view **Complete Caseload** of a special ed provider.

