

JCampus

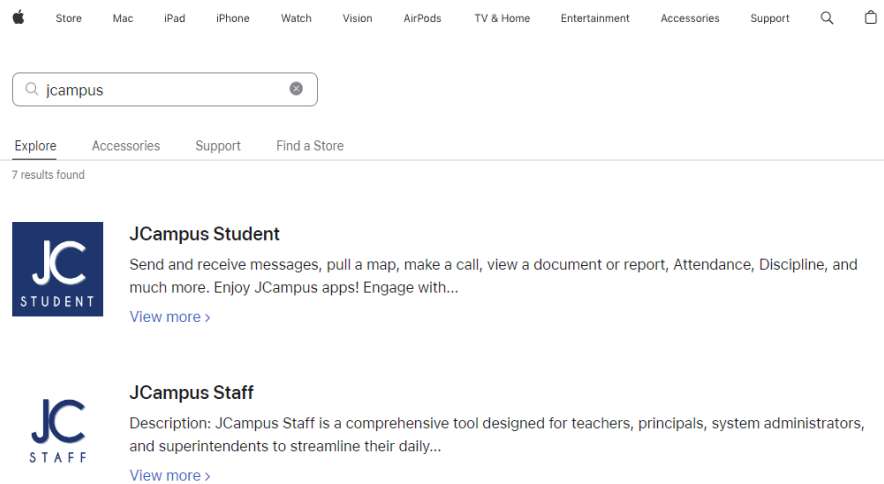
Student Information System

Staff App Guide

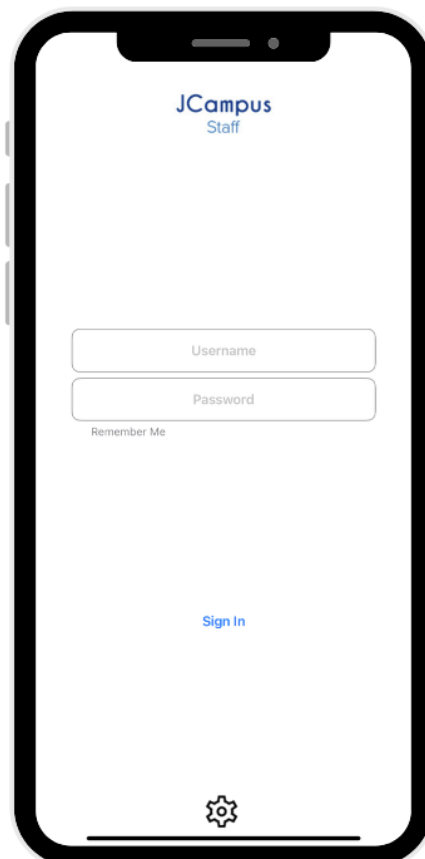
714 Ashley Ridge Loop
Shreveport, Louisiana 71106
(318) 868-8000
(800) 509-7070
support@edgear.com
www.edgear.com

1. Finding the JCampus Staff App

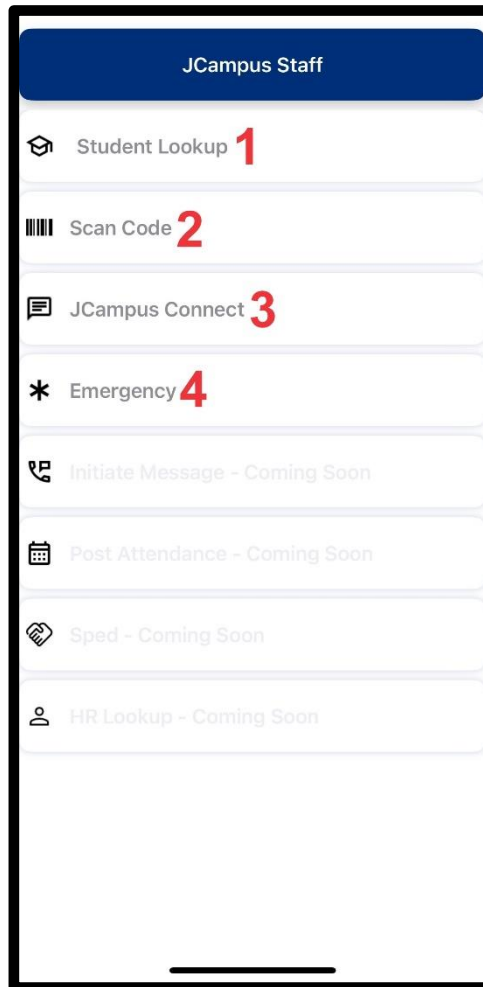
- a. The JCampus Staff App can be found by searching, “JCampus” in the iOS store.



- b. Download the JCampus Staff App and login using your district JCampus login information.



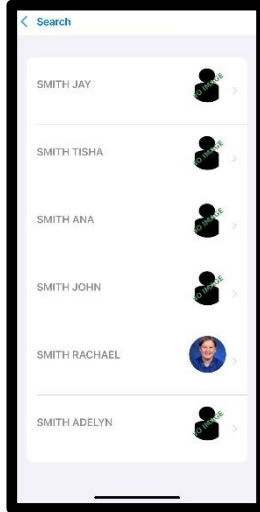
2.) JCampus Staff App Programs



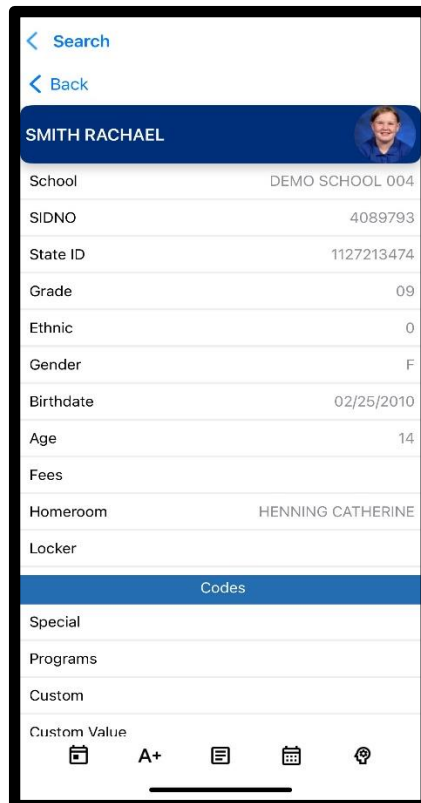
- 1. Student Lookup** - Easily search for students at a particular site or within the district using real-time JCampus data.
- 2. Scan Code** - Simplify staff attendance tracking with an auto-generated QR code for clocking in and out.
- 3. JCampus Connect** - Two-way messaging built into JCampus with automatic rostering and group management.
- 4. Emergency** - Simplify district emergency communications across Connect and JCall to rapidly send messages with custom grouping and targeting.

3.) Student Lookup - Easily search for students at a particular site or within the district using real-time JCampus data.

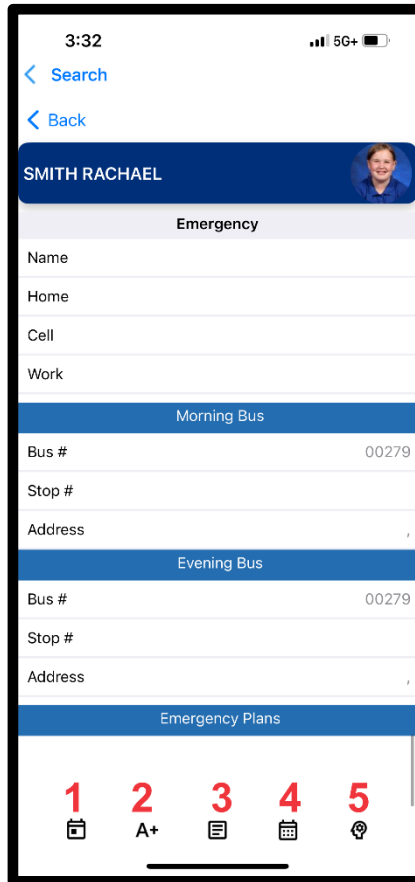
Simply type in the first or last name of a student to begin searching JCampus.



Clicking on a student name listed above provides their demographic and contact information.



The buttons located at the bottom of the student lookup demographic page provides the following information:



- 1. Schedule** - Current year schedule of the student
- 2. Grades** - Current year grades of students for each respective section and course
- 3. Transcript** - Transcript of student
- 4. Attendance** - Attendance records
- 5. Discipline** - Discipline records

4.) Scan Code - The randomly generated QR code below is unique to the user logged into JCampus staff and can provide data to JCampus HR Staff Attendance Scanning to simplify staff check in/out of their assigned site or sites each day.

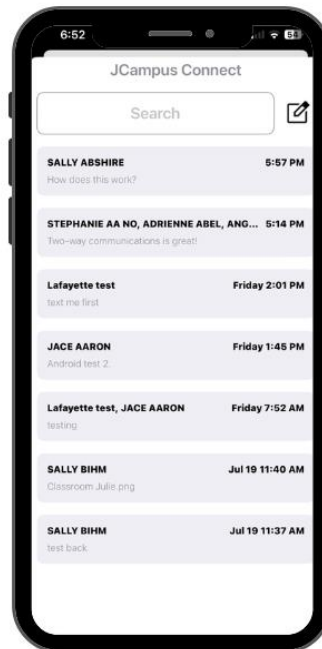


[Back](#)

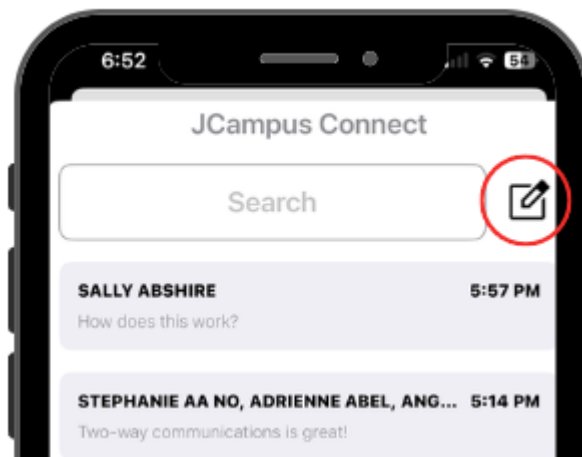
5.) JCampus Connect

Connect Two-Way Messaging

- a. Connect can be accessed within JCampus Staff *and* JCampus Main.
- b. Clicking the JCampus Connect button shows historical Connect conversations with the latest conversation thread at the top (chronological order.)



- c. To create messages using Connect, click the top right icon to generate a “create new message”



- d. After clicking the “create new message” button, you will be able to select pre-filtered groups of students, lists of staff members at their site, or list of individual students that exist in their current roster or club/team/sport that they are associated with.



1. **Groups:** ability to select a premade group or custom group.
2. **Staff:** ability to select individual staff members
3. **Students:** ability to select individual students
4. **Manage Groups:** Shows list of premade and custom groups that can be viewed and potentially modified.



Automatic Groups - JCampus Connect auto rosters sections of students as the available list of groups to be messaged immediately by a teacher. These are locked groups based on rosters inside JCampus.

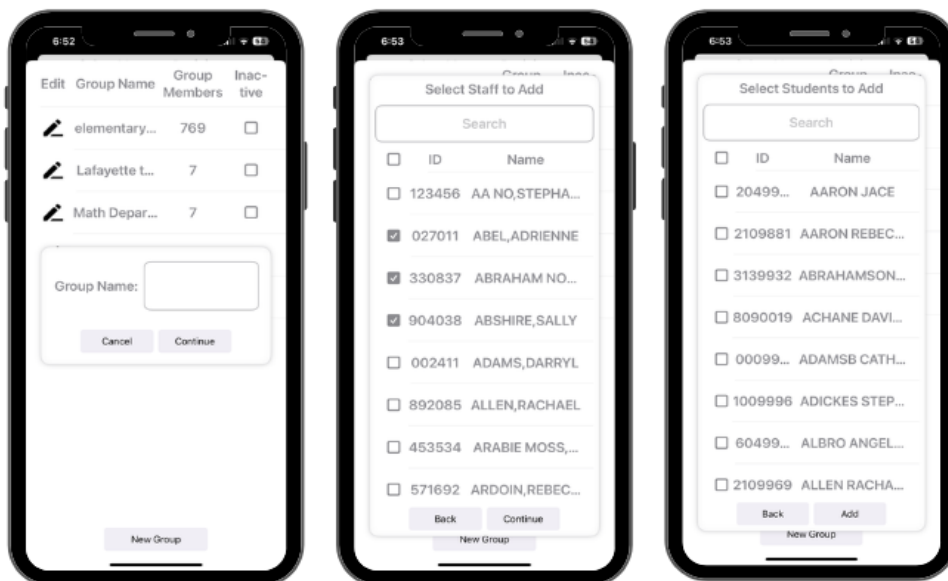
For Sponsors/Coaches - Automatic group building and rostering is through sponsorship designation for clubs, teams, sports. These are locked groups based on the relationship of the staff member as a sponsor and the designation of students belonging to a specific club, sport or team.

THIS MUST BE DONE INSIDE JCAMPUS, NOT THE JCAMPUS STAFF APP

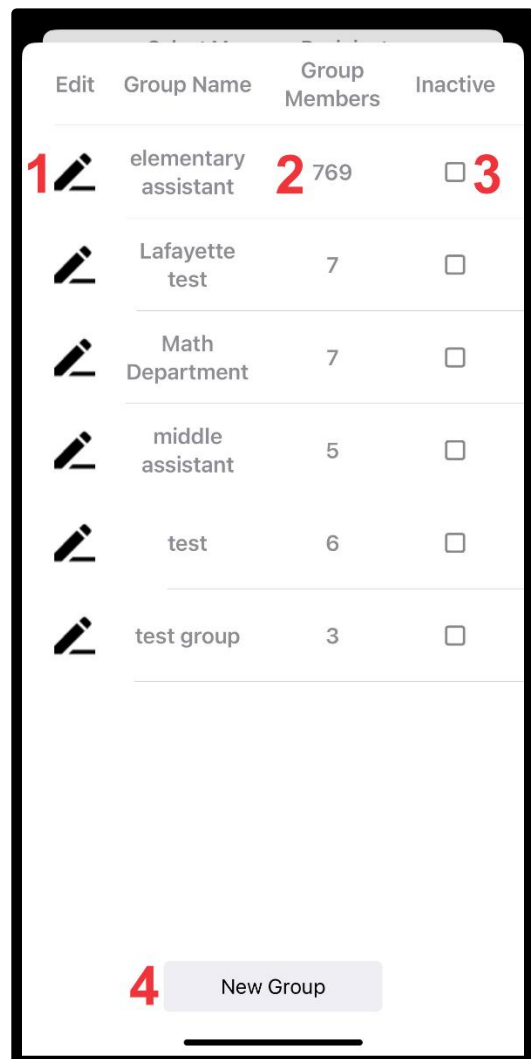
Check out our guides in the JCampus Wiki help pages:

- i. [Sport Code Fastloader](#)
- ii. [Clubs & Sports Manager](#)
- iii. [Club Code Fast Loader](#)

Custom Groups - Groups can be custom created, named and rostered based on the allowed lists of Staff and Students for a particular user, such as a teacher.



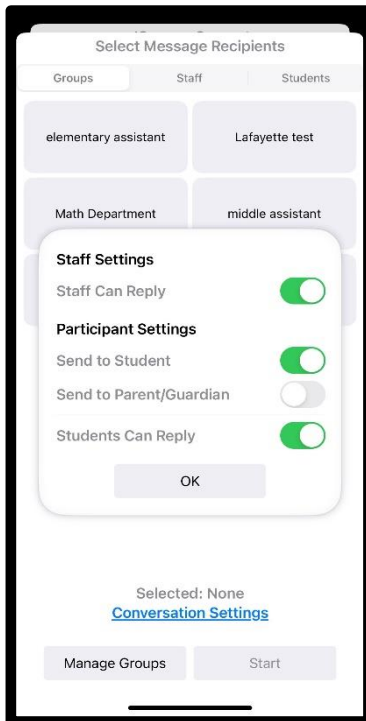
Manage Groups:



- 1. Edit Group Name** - The name of the group can be changed by clicking on the icon resembling a pen on the right side of the screen.
- 2. Edit Group Membership** - Group membership can be edited by clicking on the number that represents the size of the group on the center left of the screen.
- 3. Inactive** - Inactivates the group.
- 4. New Group** - Allows an individual to create a new group based on the roster of students and staff in JCampus

Selecting Message Types / Conversation Settings

- e. After selecting a group or individual to send a Connect message, users will need to select the response type at the bottom of the Connect selection box.



Staff Can Reply: Toggles if the message will allow two-way correspondence with staff members

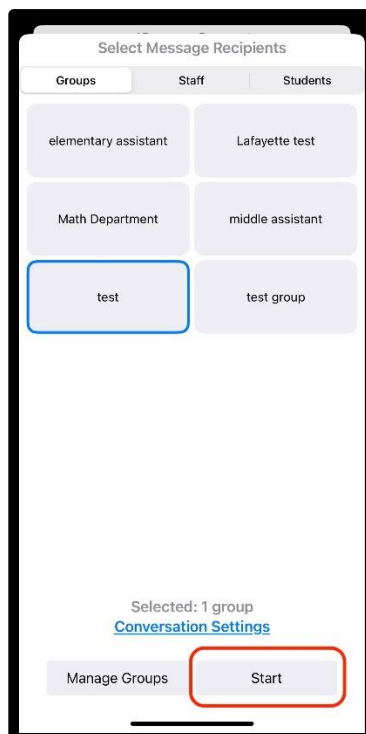
Send to Student: Toggles if the message is sent directly to the student.

Send to Parent/Guardian: **Coming Soon**

Toggles to send a message to the parent/guardian and exclude the student from seeing the selected message.

Either Student OR Parent/Guardian can be selected.
The `Can Reply` option will change based on who will be receiving the message.

Students or Parent/Guardian Can Reply: Toggles if students or parents/guardians can reply to a message or simply allow them to receive a one-way push notification.



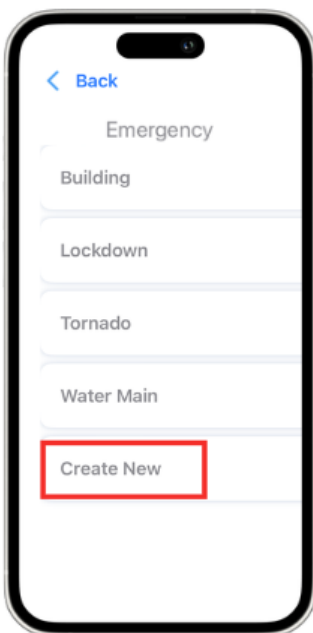
Start: Click Start to type and send your message

**Attachments can only be added from JCampus Main.*

6.) Emergency - This program will provide a way for the user to create an emergency message through JCampus Staff. If the user is 700, then they can see all schools. If the user is from a specific school, they will only see their school. Note that to generate a Voice Recording message you **MUST** already have at least one recording already created. Messages will send Connect push notifications as well as JCall notifications.

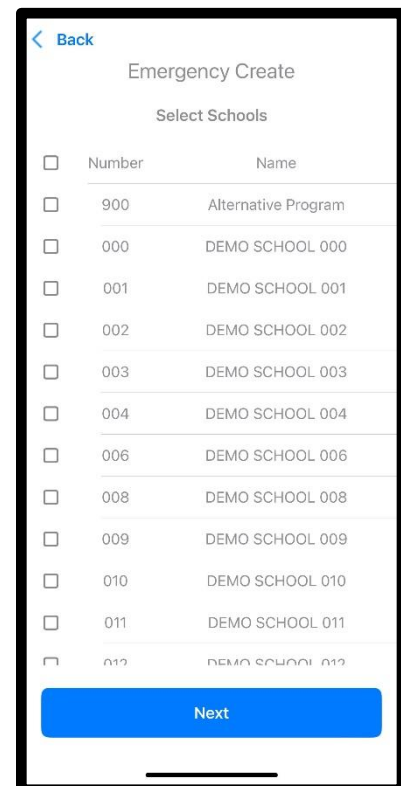
Created messages will appear at the top of the Emergency button options.

(The user can go to the Message Manager under Communication to add a new button with a message.)

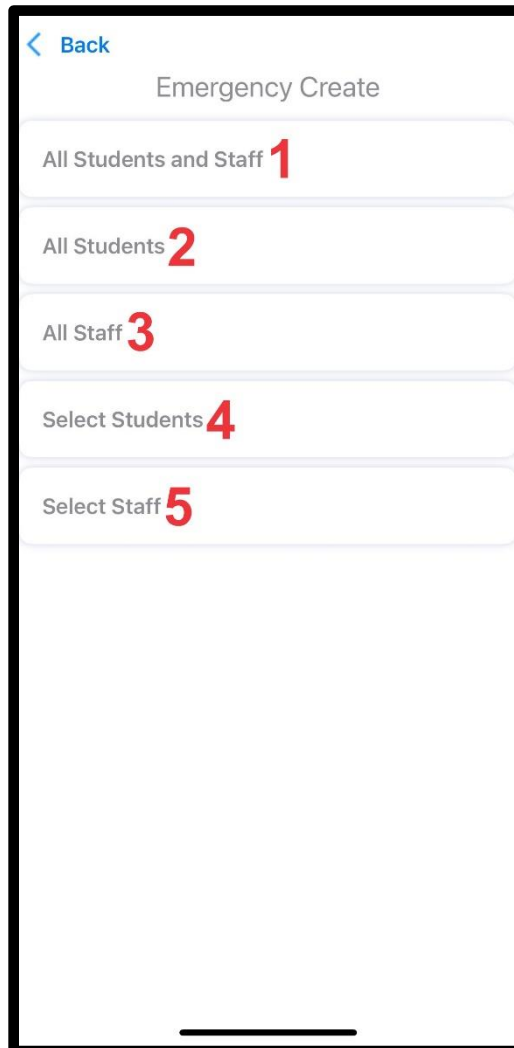


To create a new message, click on **Create New**.

If you have 700 permission, choose the schools needed, then Next.



The next screen will show the **Select Call Emergency Destination** options:



- 1. All Students and Staff** - All students and staff including parents/guardians
- 2. All Students** - All students including parents/guardians
- 3. All Staff** - All staff members
- 4. Select Students** - Filters include: Bus Numbers, AM Bus, PM Bus, Homeroom, Clubs, Sports, Grades, Custom Codes, Individual Students
- 5. Select Staff** - Filters include: Call Group, Object Function Code, Individual Staff