

JCampus Updates and Reminders for St. Mary School Administrators

Best way to check if students have a schedule:

- *Student Locator*: Run for a grade at a time. Set for “Course” rather than “Teacher”.

Best way to check if Teachers are recording assignments in gradebook:

- *Assignment Audit*: Run for first grading period with count greater than or equal to 0.

Best way to check if Teacher averages have a high percentage of D’s or F’s:

- *Grade Distribution* is the report to verify this. Run for first grading period and check % per grade.
 - **Tip:** While here, at very bottom, click on Grand Totals for D’s and F’s to get a list of which students are doing poorly.

Best way to monitor a teacher gradebook in a walkthrough or observation:

- In *Classroom*, go to section, then click “*Graphs*” at bottom. Click “*Assignments*” at top.
 - Graphs show distribution, class average on each assignment, ect...

Communication:

- *Group Message creation* begins with a click of the phone icon in the upper right.
- *Single Student Message creation* can begin from *iGear / Communicate / Send JCall*.
- **How to see a student’s log of call messages:**
 - *Gear / Communication / Parent Contact Log / Show JCall* check box.
 - *Court Report*: Check off “Call Center” attempts and summary.
 - **Status Definitions:**
 - *Read*: Provider indicates read receipt.
 - *Delivered*: Provider indicates delivered message.
 - *Not Delivered*: Usually indicates wrong phone number.
 - *Optout*: In student master, phone number has been set to not deliver messages.
 - *Unsubscribed*: Parent typed “STOP” to quit getting messages.
Parent can type “START” to (985) 509-9424 to resume.
- *Communicate* buttons at the bottom of reports allow for messaging from a report listing of students.
 - Alpha Recruiter, Honor Roll, Perfect Attendance, Absence Analysis, Detention List, Student with no Referrals, etc...
- **How to see a report of messages going out on a given date range:**
 - Go to *JCall Overview* or *JCall Report*.
 - Set for given date range. Cell click on counts.

New in JCampus:

- *Student Master Insight tab, or iGear / Insight.*
 - Click to see graphical data on the student.

SBLC / RTI System Overview:

- Go to *SBLC / SBLC-RTI Editor.*
 - Find a Student.
 - Click the *Referral* tab to create a new referral.
 - Click the *Meeting* tab to create a meeting.
 - Click the *Intervention* tab to enter an Intervention.
 - When an Intervention is concluded, enter results.
 - May result in a jump to next Tier, different intervention, etc...
- Teachers see a report of their students on Intervention in the gradebook.
- *Student Intervention List* shows the students assigned to interventions.

Discipline Updates:

- State reporting errors usually revolve around dates:
 - ISS / OSS dates can't overlap.
 - ISS / OSS dates can't be same start date as end date.
 - Initial action dates have to be within enrollment time.
- **Refpg 1:** Details to indicate what happened.
 - *Most serious incident code first.*
 - Only first code goes to state reporting.
 - Use Action / Discipline Statistics to review student if needed before giving action.
- **Refpg 2:** Details from the employee who reported the incident.
- **Admin:** Enter details on the action taken.
 - *Most serious action code first.*
 - All actions go to state reporting.
 - Go to *Action / Letters* to print resulting forms.
- **Action / Court Report:** a good report to bring for a meeting or hearing.
- **Hearing:** Hearing office or administrator enters results of a hearing.
 - If school administrator is completing, if possible, consider entering before going back to school.
 - On start date entry, system will offer to "Adjust" the OSS to match the start date of the alternate placement.
 - Don't forget to indicate the Alternate Placement site (Required for state reporting)
- Good basic report: *Referral List*
 - Can edit from here too!
- *Detention List* is a good report for students assigned to detention.
- *ISS / OSS List* is a good report for students assigned to ISS for a given date.
- *Discipline Frequency Report* is a good report for summary data / PBIS teams.
 - Be sure to uncheck "Primary Inc/Action Only".

