

Allen Parish Administrator JCampus Update – Aug 1, 2022

1. Email Teachers if x number of grades are not posted by certain date(s) for progress reports and report cards.
 - a. **Assignment Audit:** Will deliver report to teachers and administrators for any class where x number of assignments are not present for a given date(s)
 - b. **High Schools:** Points lower than 360 (progress report or report card, or both?)

Assignment Audit Setup - 06.15.2022

Year: 2223

District: 002

School: 004

Course Grades:

Marking Period: P1

Teacher:

Section:

Exclude Section:

Exclude Course(s):

Show: Less Than Or Equal To

Report Type: Detailed Summary

Exclude Non-Displayed Assignments

Assignment From: Aug 11 2022

Assignment To: May 26 2023

Transcript Group: 1,2,3,4,5,7,8

Reports:

OK

5 Assignments 360 Points

- c. Number of assignments, dates for this to run and other settings need to be configured.
2. If teachers do not have the required number of minimum grades in JCampus at progress report / report card time:
 - a. Using Assignment audit report, the school would go into Post Grades Master or Post Grades by Student and mark grade(s) as an “I” for incomplete for the grading period.
 3. When over 50% of the class fails an assignment:
 - a. Add ANS #94, 50% fail on assignment to administrators and teacher
 4. TIP: When doing walk thru’s and observations, visit the “Graphs” tab to get good data on how things are going in the class.
 5. Communication: Click the “Phone” icon to start messages to students.
 - a. Bus: Use “all” when sending to a particular bus. Will cover whether they ride in morning or afternoon.

