Useful New Features in JCampus 01/22/2016

- 1. Security: Adjusting Security to allow a school level user to update HR contact information, but not view confidential information:
 - a. Go to System / User Management and configure for desired school or site.
 - b. Locate the desired staff member.
 - c. Click on Category Permissions and locate the "Staff" row. Set this to RO, then SAVE.
 - d. On the "Staff" row, click on "Programs", then select "Human Resource Master". Set to RW, then Save.
 - e. On the Staff / Human Resource Master row, click the "Action" cell, then set to the following (suggestion only): SAVE when done.

Human Resource Master Permissions	×
SSN : No Access	
Edit Confidential No Access	
Update Contact Update	
PayrollID : No Access	
Delete : No Access	

- 2. ANS / On Demand / Add/Drop Class Report: This new ANS report will send a list of students who been added, or dropped from the teacher's classes. (Note: Need accurate teacher work email addresses in HRMaster for this to work).
 - a. Go to System / Communication Configuration. Click on the ANS tab. Click the On Demand tab.
 - b. At the bottom, click the Add button. A red insert box will appear at the top of the screen.
 - c. In the Program Name field, click the drop down and browse to the very bottom. Select "Add/Drop Class Report". Automated Notification System On Demand Configuration

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ſ	Program Name :		Enable :	Pr	rogi
I	Time (00-23) :	Value	Description		
I	Day of Week :	Missing Parent Information Report Multiple SSNs Report	This report lists students that are missing parent contact information. This report lists the students that have multiple SSNs for the current year.	^	1
	— Specific Date	Name Format Report	This report list the students that have invalid first middle last names and invalid suffixes.		
	Date	Student Master Entry List Report	This report lists students that entered your district today in school order.		
	— Empil Output	Student Master Leave List Report	This report lists the students with records changed on the date of this report and that have an exit of	d	E
	Email Output	Student SSN Compare SPED SSN Report	This report list the students that have the same student ID but differing SSNs between the Student		
	Job Code :	Grading Period Date Check Report	This report lists the overlaps found in your Sponsor Site's Grading Period setup.		
	Include :	Daily Tardy Report	This report lists the students that have a tardy code reported on the current day.		
I		Homebound Return Report	This report list the students coded as Homebound in Program Codes whose return date is today.		
I	Exclude :	MFP Report	This report lists the MFP Report results ran as of today's date.		
I		Bus Suspension Report	This report lists the students that are suspended from the bus on today's date.		
I		Daily Attendance Count Report	This report is the count of students in attendance today at the time the report is run.		1
		Attendance Five Day Grading Period Check	This report lists the students that have been marked absent for five or more days in the current gra	a	
I	Program Name ·	Students with No SASID Report	This report lists all students that do not have a State Assigned Student Identification Number.		lhr:
I	r rogram Name .	Add/Drop Class Report	This report lists all the students that have had classes added or dropped today and will send an en	U	1
I	Time (00-23) :	Daily Absence Companison Report	This report compares the daily attendance of all schools for today and the previous instructional da	a 🗸	'
I	Day of Week	<	>		
1	Day of Week .	Day of World	wonth's to run .		_

- d. You will notice that the only red field is the desired time of day for the report to run. Recipients are already defined in the background as teachers.
- e. Click the "Enable" check box, then check "Instructional Day Only".
- f. Save.

- 3. ANS / As it Happens / Discipline: ANS reply back to Teacher on Discipline Referral: This setting will auto create a reply back to the referring teacher on a discipline referral when action is saved on the referral by the administrator.
 - a. Go to System / Communication Configuration / ANS / As it Happens / Discipline Discipline Posting / Modification Notification.
 - b. Place a check for "Send to Referring Teacher".
 - c. NOTE: Based on teacher work email address located in Human Resources.

Program I	Name : Discipline Posting/Modification Notification	Enable :	✓	
Email Output				
Job Code :	111-2110,111-2111,111-2123,111-2212,111-2410,111-2420,114-2123,114-	Call Groups :		
Include :		Manual Email Entry :		
Exclude :		Send to Referring Teacher :		

4. Transcripts: "Set Defaults" button now on Transcript Workstation, Rank, and Update GPA.

- a. This was done to help manage the many check boxes associated with each program.
- b. Only can be set by AD profile, 700 level user.
- c. AD sets the various check boxes for each, then clicks "Set Defaults".
- d. From here on out, when a user opens TW, Rank, or Update GPA, the initial setting of check boxes will follow the district default setting.
- e. User can change the settings, but on the next opening of the program, it will revert back to district default setting.

Setup - 12.30.15	<u> </u>
Year :	1516 💌
District :	001
School :	007
Grades :	12
Transcript Type :	College
	Show Current Year Grades
	Find Only Active Students
Ba	asic Grades
Pri	nting Official
	STS
	ок
	Set Defaults

5. JPams / Maintenance / Import Test Scores: Setting for match on DOB / Name::

- a. Because of state laws on privacy, the ACT files were coming in with no SSN or SASID.
- b. James created an option to match on DOB and name to help with import process.
- c. In Jpams, go to Maintenance, then #31, Import test scores.
- d. Set for Test type of "ACT", then look for DOB check box option under the file field.