

West Baton Rouge Assistant Principal Session: June 3, 2019

Student Data

- How to enter/drop students?
 - Student Master / Renroll
 - Student Master / Leave / Entry Package

Student Fees

- How to assign fees to a student?
 - Student Master / Action / Fee Management or Student Master / Fee Management
- How to assign fees to a group of students?
 - Student Master / Loader / Fee Loader
- How to assign fees to a class of students?
 - Menu / Schedule / Master Schedule Editor / Fee column
 - Next, Student Master / Loader / Fee Loader / Option to load from Master Schedule

Student Grades

- How to manage entering/changing/deleting grades?
 - Middle of a grading period? Then either enter transfer student assignment or enter assignment percentage with decimal in each missing assignment cell.
 - Previous grading periods? Then enter previous averages in Post Grades By Student (progress report mode).
- How can I monitor the grades of a group of students?
 - Assign sport or club codes to students. Print Progress Reports or Report Cards or Transcripts by Sport or Club Code.

Scheduling

- How do build a master schedule?
 - Scheduling / Master Schedule Editor. Set year, filter by teacher or grade. Click to edit. Use top insert row to add.
 - Pull down a copy of the Scheduling Guide: Help / Scheduling / Resources section at bottom of page.
- How to create a student's fall and spring schedule?
 - Jr High or High School: On Student Master, click Gear, then Scheduling. Use either Student Schedule Maintenance or Pattern Board.
 - Elementary: On Student Master, click Gear, then Scheduling, then Block Fast Loader.

Special Ed Information in JCampus

- How can I tell who is special ed at my school?
 - Use SPED button for details at top right.
 - How can I get a good list of Special Ed students?
 - Special Ed / Lists / Complete Caseloa

Transcripts

- How do I build a transcript?
 - Transcripts / Transcript Workstation.
 - Enter on top row from left to right the course and grades.
 - Click the green save cell on far right to enter additional details such as Credit Earned, Site Earned. SAVE.
 - On Save, cumulative gpa is updated automatically.