Classroom Guide

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Contents

Logging In

1. Browse to the JCampus URL for your district.
2. At the login screen, enter your username and password.
3. If you are using the "**Live**" dataset, click *Login.* "**Live**" refers to current, active data.
4. To access the **Training** dataset, on the "**Database**:" field, click the dropdown arrow and select **Training**. Then click Login. "**Training**" refers to a copy of data, usually a day or two old. It is usually overwritten each night, allowing the user to practice or "play" with the data.
5. **Color**: The first feature is the color of the menu bar. If the menu bar is red/pink, you are in "training" mode and the title will say training. If the background is white/gray you are in "live" mode.

Menu Bar

1. **Waffle**: Click to toggle view of the navigation panel. Makes the viewable area of a screen, such as a gradebook with many columns, wider.
2. **User**: The user's name will be displayed with a date/time showing last login.
3. **JDrive**: Click to access the user's storage space associated with the software. User documents and files can be stored here.
4. **Help**: Click to access the help system of JCampus. A separate tab will open to allow the user to jump back and forth between JCampus and the Help system. *Additionally*, look for the "**Help**" buttons in various screens. Clicking these "**Help**" buttons will direct the user to the help system for that area.
5. **Logout**: Click to return to exit the system and return to the login screen.

Navigator

1. The left side of the screen is the program navigator. This is a collapsible panel that is categorized by application area.
2. Click the drop-down arrow to expand the application programs.

Unblock Popups

Print jobs in JCampus open as popups. The first time a print job is attempted, it may appear that the job was not created. To allow popups from the JCampus software, on the first instance of an attempt at a print job, do the following:

1. The user will see a popup blocker icon in the upper right corner.
2. Click on the popup blocked icon. A dialog box will appear. Do the following:
    a. Click **"Always allow popups from... "**
    b. Click the **hyperlink**.

The print preview will now be displayed and will continue to open in Google Chrome from JCampus.

Classroom

To begin, on the left, click the link "Classroom".

At the top of the Gradebook, verify the **Year**, **District**, **School** and **Teacher**. Choose the **Course**, then **Marking Period**.

Upon entry, you will see there are tabs across the bottom.

Grades	Lessons	Pages	Boards

Grades (Current Page) - Teachers can create assignments, post assignment grades, print progress reports and more.

Lessons - Teachers can create their lesson plans, submit them to administrators, share them with other teachers and more.

Pages - Teachers can create a personalized web page where they can post events on a calendar, post updates on a message board and more.

Boards - Teachers can view assignment grades, marking period grades, and Student Progress Center logins displayed graphically.

Classroom Screen Features

Column Headers on Class Roster Screen

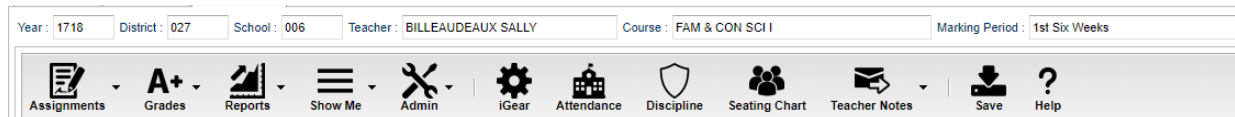**SIDNO** - Local ID number of the student

Student Name - Student`s full name. (Click students to view or enter information from iGear or Discipline buttons.)

Grade - Grade level of the student

Average - Average of all assignment grades in the grade book

Assignments - All assignments will be shown to the right of the Average column for Posting Grades.

Top Menu

Assignments - Select for assignment related functions for creating, editing and viewing assignments.

Grades - Select for assignment grade related functions for dropping, restoring and locking of assignment grades.

Reports - Select for the various gradebook reports for the selected course and marking period.

Show Me - Select for the various gradebook displays such as highlighting missing assignment grades or Limited English Proficient students in a different color.

- A very nice feature here is to pick the Show Me report here. It lists the students with simple to read columns showing which students are special ed, 504, LEP, etc…

iGear - Navigate to other systems for the selected student. Example: Scheduling, Attendance, Discipline, Test Scores, Contact Log, etc.

Attendance - Post attendance for this course and marking period.

Discipline - Post discipline for the selected student.

Seating Chart - Select to design a seating chart for the selected course and marking period.

Teacher Notes - Send notes to the students or parents in your classes. It's also visible in the Student Progress Center.

Save - Click to save any unsaved assignment grades and to update the Average grade column.

Help - Click to view written instructions and/or videos.

Bottom

Class Period - The class period the course is being taught.

Subject - The subject being taught. This information is pulled from Master Schedule Editor.

Grade - The grade level being taught. This information is pulled from Master Schedule Editor.

Section - The section number of the course being taught. This information is pulled from Master Schedule Editor.

Term - The marking period of the course being taught. This information is pulled from Master Schedule Editor.
Days of Week - The days of the week that the course is being taught. This information is pulled from Master Schedule Editor.

Resource Comment - This is the Master Schedule comment field. This information is pulled from Master Schedule Editor.

Posting Attendance

Start of the Day

Notes:

- JCampus works on a positive attendance module. This means, if all students are present, the only action required is to select the red sign off roll button on the top of your screen, enter a lunch count, then click OK.
- Focus on these attendance Codes: _30 Unexcused, 08 Skipped, and 14 Tardy to Class._
- **You will take "start of the day" attendance in first hour or homeroom.**

1. In Gradebook, select the **first period** course from the Course listing.

2. Select the **Grading Period**.

3. A class roster for the selected course will appear on the screen.

4. Click the **Attendance** icon at the top of the screen.

5. The screen will change to the posting attendance screen and the roster of students will be the same class roster from Gradebook.

6. The screen display will be the list of your 1st period students.

7. If an elementary school, depending on procedures for school, you may click the "Homeroom" button at the bottom to post start of the day attendance by homeroom.

8. Locate the blue column labeled **1ST**.

9. To mark a student absent, click in the first blue cell to the right of the student's name in the 1ST column.

   - After clicking the first blue cell by the student's name, the start time of school and the default absence code and reason will appear in the Out column.
   - Continue marking students that are absent in the blue "1st" column.

10. Marked the wrong student and need to delete?

    - NOTE: Teachers can only edit/change a student's current day attendance record that has been created by that same teacher.
    - Find the student whose attendance records needs to be deleted.
    - Click on the checkout time.
    - A list of options will appear.
    - Select Delete Complete Attendance Record and click Ok.
    - A confirmation question will appear.
    - Click Yes to delete the record.

11. **When all students have been marked absent, click the red Sign off Roll Call button at the top of the screen.**

12. Enter the number of students eating in the cafeteria and click **Ok**.

13. Close the posting attendance window to return to Gradebook.

During the Day

1. Open the class in gradebook. Click the attendance icon.

2. Review students marked "out" and "in". Verify it matches students in the room.

3. If a student is tardy to class, click in the "**Out**" column, then select "**014 Tardy**". Pick an Unexcused or Excused tardy type.

4. If the student is skipping class, click in the "**Out**" column, then select "**08 Skipped**" code, or contact the office.

5. If a teacher has a student that was marked **08 Skipped** in a previous class without a return check in, please either click the "In" column and put an "in" code of "08 Skipped", or send the student to the office (depends on school preference).

6. **Marked a student as skipped, but was actually tardy?** Click on the "Out" time, then select "**Change Check Out to a Tardy**".

7. If the student appears to already have an In and Out record, but the teacher needs to post another, then do the following:

   - Click on the Out cell and choose "**Post New/Multiple Checkout**". Select the desired code of either 08
   - Skipped, 014 Tardy, or 30 Unexcused.
   - The screen will update with the latest attendance posting.
   - What happened to the other stuff from earlier in the day? It is still there… just in the background. Click on the Gear icon, Attendance, Attendance by Day and you will see the other records from earlier are there.

Delete an Attendance Posting

1. Teachers can delete an attendance posting on the day it was posted. Previous day's postings will have to be changed by the office.

2. To delete, click on the "**Out**" time, then select "**Delete Entire Attendance Record**".

Post Multiple Attendance Records

1. If a previous attendance record is displayed, and you need to add another, click on the OUT time.

2. Select "Post Multiple" (first selection)

3. Select the attendance code, such as 014 Tardy.

4. The new additional attendance record will be displayed. The original record was not removed, just hidden.

How to Create Categories (Optional)

**Be sure to check with your administrator or district coordinator on whether your district uses weighted categories.

1. At the top of the Gradebook, verify the **Year**, **District**, **School** and **Teacher**. Choose the **Course** then **Marking Period**.

2. In the upper left corner of the Gradebook, click on **Assignments**, **Categories**, then **Category Editor** will appear.

3. Under the header **Category**, type the desired name of a category. Example: Test, Quiz, Homework, etc.
   - If only one category is available, then that category will be defaulted when creating a new assignment.

4. **Default Max Value** will be required if a numerical grading type is selected. Type in the maximum points that will typically be used with the category.

5. **Weight** is not a required field but can allow you to set categories that are based on percentages of the total grade.
   - If using weights be sure that every assignment within a section has a category with a weight value. Example: For 30%, simply type 30.0 in the weight field and click on the green Save box.

6. All categories created in Gradebook show for all sections. A user can have categories that are non-weighted for some sections and also have weighted categories for others. The user needs to remember that if a weighted category is used on an assignment in a section, then all assignments in that section must be of a weighted type. The gradebook will not calculate weighted and non-weighted assignments in the same

section. See 4-Step Process below.

7. The next field is **Color**. This is not a required field, but if it is desired to color code categories, click in the field to get a drop down showing different colors. Select a color to associate with the category.

8. Click in the last field to save.

***4 Step Process for Correcting Category/Weight

1. Click in Assignments, Categories and take out all weights, then Save.
2. Click on Assignments, Syllabus, Edit and re-choose categories for the assignments, then Save.
3. Click on Assignments, Categories and re-enter the weights, then Save.
4. Under Grades, choose Recalc Assignment Grades.

How to Create New Assignments

1. For the Course and **Marking Period** previously chosen, click on the button **Assignments**.
2. In the menu that appears click on **New**.
3. The **Assignment Editor** will appear.
4. Type in a unique **Assignment Title** for the assignment/lesson.
5. If using **Categories**, select the appropriate category.
   - If the user only has one category, then the assignment editor will default to that category.
   - If your district requires categories to be used in this subject, there is an indicator in the Master Schedule Editor reflecting this requirement. The presence of this indicator will give a popup warning that the user will not be able to save the new assignment without selecting a category.

6. *Grade Post Type* will be defaulted on based on district settings. If the grading scale changes after grades have been entered, the user will need to adjust the grading scale.
7. If the course selected uses **Standards**: (Optional)
   - Click in the Standards field and a list of Content Areas that have standards will appear on the left of the screen for the subject areas that standards are available. As other standards become they will be added as they become available.
   - At the bottom left of the screen will be a grade level. The default value will be the grade level of the course. The set of standards to be displayed will be based on this value. The grade level can be changed by clicking on the drop-down arrow.
   - Each Content Area is further divided, and the standards will be listed on the right side of the screen with a light brown background color.
   - To select a standard, click the green plus sign at the top left corner of the standard. The background color will change to a blue background and the green plus sign will change to a red X.
   - The selected standard(s) will appear at the bottom of the screen.
   - To unselect a standard, click the red X. The background color will return to the original light brown and the red X will be replaced with the original green plus sign.
   - To save the selected standards, click the **Submit** button at the bottom right of the window to assign the selected standard(s) to the assignment or **Append to the Objectives** to assign the selected standard(s) and appends the standard(s) description in the assignment's Objectives field.
   - The standards selection window goes away. The Assignment window will be on the screen with the selected standards listed in the Standards field. The standard(s) can be edited using the rich-text editor.
8. If using Numerical Grades, enter the **Maximum Point** value for the assignment. The default is 100 but can be changed to any value. If this assignment offers bonus points, enter the maximum bonus points the student can earn.
9. If using Letter Grades, a maximum point value cannot be entered. If the assignment has **Bonus** points, then enter the points possible for **Bonus** points. If using Letter Grade, bonus points cannot be entered.
10. For the **Date Taught From**, select the date the assignment was first taught.
11. For the **Date Taught To**, select the last date the assignment was taught.
12. For the **Due Date,** select the date the assignment is due to be turned into the teacher.
13. **PreRequisite(s):** Optional. Enter previously needed information here if desired.
14. **"Objective(s)"**: Optional. If Standards were selected and appended to objectives, the Standard(s) will be seen in this area. To add to this area, click in the textbox or click the "Objective(s)" button.
    - To enter modifications for a special education student, select the "Modification(s)" tab.
    - Click the "Return" button when finished entering information.
15. Click **Save** to complete creating the assignment/lesson to the selected section/class.
16. Click **Copy** to copy this assignment/lesson plan to other sections.
    - After clicking **Copy** select the sections that the assignment needs to be copied to.
17. (Optional) After creating an assignment, click on **Attach** (paper clip symbol) to attach a file. Then choose "Add", click on the file to include, and then click on "Choose". The file is now attached.

Posting Grades

1. After the student list has populated, **student names** may be highlighted. Hover over the student name to see the tool tip. For example, blue will be students who have recently enrolled in the class and will remain blue for two (2) weeks after their enrollment date in the class.

2. The user can create a <u>New</u> assignment, or add grades to an existing assignment.

3. To begin **entering grades** for an assignment, click in the cell to the right of the student`s name in the appropriate assignment column. Type in the valid grade and press the "Enter" key to move to the next student. The user can also use the mouse or arrow keys to move to other students.

   - If the Grade Post Type is Numerical Grade, the valid grades to be posted are all numerical values (1, 2, 3, 4…) not exceeding the maximum value of the assignment plus the value of the bonus points.
   - If the Grade Post Type is Letter Grade, the valid grades to be posted are A, B, C, D, and F.
   - If the Grade Post Type is SNU Letter Grade, the valid grades to be posted are S, N, or U.
   - If the Grade Post Type is SNU Numeric Grade, the valid grades to be posted are all numerical values (1, 2, 3, 4…) not exceeding the maximum value of the assignment plus the value of the bonus points.

4. Additional valid **grades** that can be posted are:

   - A blank assignment grade is not counted as a zero (0) in the final average calculation.
   - E is used to mark an assignment grade as an exempt grade for a student and it is not counted as a zero (0) in the final average calculation.
   - I is used to mark an assignment as incomplete. The Average marking period grade will remain as an "I" grade as long as any assignment has an "I" grade posted. "I" grades do generate phone calls when marked in the gradebook. See more information below.
   - P is used in any assignment to signal the final marking period average as a passing grade. Note: Per the state definition, if a student receives a letter grade of "P", it is excluded from the GPA calculation. Zero quality points are awarded, however, the Carnegie credit earned for the course is counted toward the credit required for meeting a core category. This differs from an "F" because an "F" will also receive zero quality points and zero credit will be earned, however, the course will be counted in the number of courses taken.
   - R is used in any assignment to signal the final marking period average as a readiness grade and it is not counted as a zero (0) in the final average calculation.
   - W is used in any assignment to signal the final marking period average as a withdrawal grade and it is not counted as a zero (0) in the final average calculation.
   - X is used to mark an assignment grade where the student failed to make up an assignment. It is treated as a zero (0) in the final calculation but can also be used in conjunction with a numerical grade such as "98X". NOTE: It is used often in the place of the "I" to put the burden of getting the grade in on the student and not the teacher. At some point, the "I" must be cleared but not the "X". Also "X" grades do not generate phone calls when marked in the gradebook.

5. To **Delete** a grade, click in the cell of the grade that you want to change.

   - The cell will highlight, tap the backspace, or delete key, then tap the enter key.
   - Remember to click the save button at the top of your screen.

6. Posting Assignment Grades of **F** of **I**

   If a grade of "F" of "I" is posted for an assignment grade, a grade message may be sent home and displayed in the Student Progress Center. To prevent the grade message to be sent due to an accidental posting, when a grade of "F" or "I" is posted, the teacher will receive a warning message. The teacher can then go back and correct the grades prior to the grade message being sent. The district determines the frequency and times that these messages are sent.

Editing Assignments

1. To edit an assignment, click on a cell in the desired assignment to edit.
2. In the upper left corner of the Gradebook, click on the button "**Assignments**"
3. In the menu that appears after clicking on "**Assignments**", click on "**Edit**"
4. The **Assignment Editor** will appear. Make the desired adjustments the assignment
5. Click "**Save**" when done.

Arranging Assignments

Note: You can also arrange the columns by selecting the column and dragging it to whichever order you prefer.

1. In the upper left corner of the Web Gradebook, click on **Assignments**.
2. In the menu that appears, place your mouse pointer over **Arrange**.
3. Options for arranging your assignments will appear:
   a. For the option **User Selection**, PRIOR to accessing the arrange options, put the assignments into the desired order, then select the **User Selection** option.
   b. Select **Alphabetical** to have the assignments arranged alphabetically by assignment title.
   c. Select **Date Due** to have the assignments arranged by the date the assignments were due.
   d. Select **Date Assigned** to have the assignments arranged by the date the assignments were assigned to the class.
   e. Select **Category** to have the assignments arranged by the category assigned to the assignments.

Grade Icon

Duplicate a Grade

Sometimes it is handy to be able to duplicate a grade to all students on an assignment. The steps below describe how this can be done.

1. Create an assignment as described in the previous section.
2. Click **Grades**, then **Duplicate Grade**.
3. Click to select the assignment to duplicate grades to. In the **Enter Grade Value** field, enter the grade to be duplicated. Click **Apply Duplicate**.
4. The grade will now display in each student's cell. If a single student did not make the duplicated grade, simply click in the cell, backspace the entry out, then enter the correct value, then tap the **ENTER** key or move down to the next student.

Posting Comments

Using the Posting Comments function, the user can assign comment descriptors that help explain to the parent conditions, positive or negative, associated with the student(s). A Teacher can assign up to 12 comments per student, per grading period.

1. Browse to the class and grading period that is to be worked with.
2. Click on **Grades**, then **Post Comments**.
3. On the left are students. On the right are comment codes.
4. Click to place a marker in the cell or cells to be populated with a comment code. You will notice that there is an asterisk showing for each cell clicked.

5. On the right, select the desired comment code. You will see each asterisk is replaced with a comment code.
6. These will print on the progress reports, report cards, and show on the student progress center.
7. Made a mistake? Click on the cell of the mistake and this will place an asterisk. On the right, select the blank row. The code will then be removed.

Show Grade Calculation

This will display a calculation report of how assignment grades were calculated for the selected students.

1. First, click on the cell containing the student's marking period average.
2. Click the Grades icon, then select "Show Grade Calculation".
3. A print out will show how the average of the student was calculated using all of the assignment scores. If weights are involved, the method to explain how
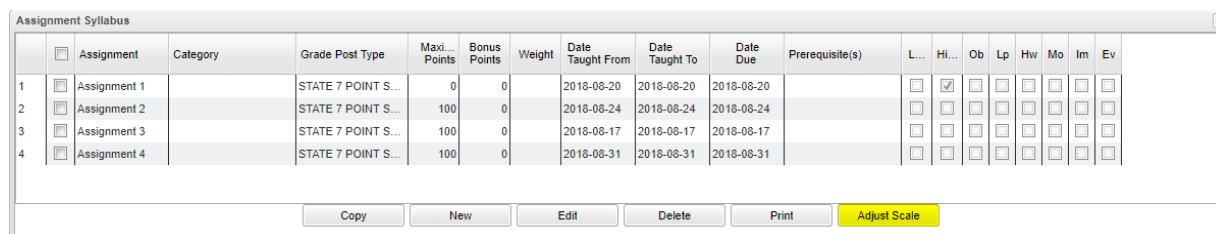
Transfer Students

When a new student comes into class, the student will appear shaded with a light blue background color. This will show for 10 days to identify the new student in the class.

Walk in Averages:

1. Sometimes the school will manually enter the walk in average. Sometimes within the district, the walk in average will appear if coming from a class with the same name.
2. When a teacher sees a new student with a walk in average, the teacher should take an action to mathematically count the walk in average.
3. Check with your district on the best way to do this. Usually the process is one of the following:
    a. Create an assignment called "Transfer Student" worth 100 pts. Enter the walk in average for the new student(s), then duplicate an E (Exempt) for others. It is the easiest, and least accurate way to do this.
    b. Create an assignment worth the walk in points earned for the new student. Example: student is coming in with 400/500. Assignment worth 500 is created, 400 is given, and all the other students are exempted. This is more trouble, but more accurate.
    c. Enter the % walk in for each assignment missed as a decimal. Example: Student has a walk in average of 86, therefore on an assignment missed worth 50 points, a score of 43.0 is entered.
        i. The decimal is a way to communicate this was a walk in average posting. This is also pretty accurate method, but the teacher has to figure a percent of each possible to match the walk in average.
4. When you see just a walk in average, be sure to account for it first before putting in other assignments. The average will go away when you start entering assignments. Account for the walk in average first before putting in other assignments.
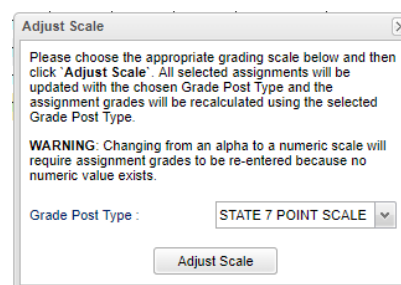
Adjusting Grading Scales: Use only if needed

A Teacher may find that they are using an incorrect grading scale when creating assignments in their Gradebook. Rather than have the teachers delete the assignments, and then re-enter them using the correct grading scale, the **Adjust Scale** utility was created to help correct these situations. The utility will work to change Numeric to Numeric and Numeric to Alpha only. It CANNOT change Alpha to Numeric.

		Assignment	Category	Grade Post Type	Maxi... Points	Bonus Points	Weight	Date Taught From	Date Taught To	Date Due	Prerequisite(s)	L...	Hi...	Ob	Lp	Hw	Mo	Im	Ev
1	☐	Assignment 1		STATE 7 POINT S...	0	0		2018-08-20	2018-08-20	2018-08-20		☐	☑	☐	☐	☐	☐	☐	☐
2	☐	Assignment 2		STATE 7 POINT S...	100	0		2018-08-24	2018-08-24	2018-08-24		☐	☐	☐	☐	☐	☐	☐	☐
3	☐	Assignment 3		STATE 7 POINT S...	100	0		2018-08-17	2018-08-17	2018-08-17		☐	☐	☐	☐	☐	☐	☐	
4	☐	Assignment 4		STATE 7 POINT S...	100	0		2018-08-31	2018-08-31	2018-08-31		☐	☐	☐	☐	☐	☐	☐	

Assignment Syllabus

Copy — New — Edit — Delete — Print — **Adjust Scale**

In the **Assignment Syllabus**, check the assignments that need to be adjusted then choose **Adjust Scale**. In the pop-up box, choose the correct **Grade Post Type** (grading scale) and click on **Adjust Scale**. All selected assignments will be updated with the chosen **Grade Post Type** and the assignments will be recalculated. If the user cannot select

the correct Grade Post Type, consult the Master Schedule Editor first, the Course Catalog second and/or the Sponsor Site Grading Scales Manager last. These are where the Grade Post Type is assigned depending on section, course and district.

Adjust Scale

Please choose the appropriate grading scale below and then click `Adjust Scale`. All selected assignments will be updated with the chosen Grade Post Type and the assignment grades will be recalculated using the selected Grade Post Type.

WARNING: Changing from an alpha to a numeric scale will require assignment grades to be re-entered because no numeric value exists.

Grade Post Type :   STATE 7 POINT SCALE ⌄

Adjust Scale

Discipline Posting

1. On any class roster, select the student's name.
2. Click the **Discipline** button at the top of the window. The **RefPG1** will be displayed with some information about the student and the incident already filled in.
3. Verify **Code** (time code) and **Location**. Make a new selection from the list if a change is needed from the default code of 02 (during class) and 13 (classroom).
4. Click in the top **Incident Code** cell and select an appropriate code, then click Okay. You may select up to 3 additional incidents by clicking on the next field(s). Select the most important incident code first.
   - o   Note: Selecting a weapon incident and a bullying incident will result in additional pop-up windows requesting additional required information about the incident.
5. In the remarks area type in a description of the incident.
6. Click on the **RefPG2** tab at the bottom left of the screen to change to page 2 of the referral.
7. Enter the actions that you took as the teacher.
   - o   If Code **06 Referred to Office** is selected the principal and disciplinarians will receive an email notifying them of the new referral.
8. Select the type of parent contact; enter the date of the contact.
9. The **Admin** and **Comments** pages will not have any info on them at this time. You do not have permission to enter any data on these pages, but you may view the disciplinarian administrative decision later via the gear box for the student.
10. Click the **Save** button at the bottom of the screen. Then click the red X at the top right to return to the GradeBook.

Parent Contact Log

The Parent Contact Log is a place to record parent/guardian contacts.

The Parent Contact Log shows parent/guardian contact information from several locations:

- Discipline referral contact actions from the *Refpg2* and *Admin* screens are automatically displayed in the Parent Contact Log.
- Additionally, Teachers, Counselors, and Administrators can enter contact information in the Parent Contact Log.
- Caution: Since professional school staff (administrative personnel, counselors, and teachers) can see this information, please remember to be careful with information entered here. ***Extremely confidential, sensitive information should not be entered in the Parent Contact Log.***

1. Highlight a student on the roster.
2. Click the "**Gear**" icon in the menu bar across the top.
3. On the popup gray menu, choose **Communication**, then **Parent Contact Log**.
4. Click the **New** button on the Parent Contact Log screen.
5. Select the **Contact Type**.
6. Select the **Contact Date**.
7. Select the **Contact Relation**.
8. Enter any details in the **Log Recording** Section.
9. **Show all Years check box**--if checked then all log entries from current and previous years will be included. Leave it unchecked to limit log entries to the current year only.
10. Click the **Save** button.
11. If the user wishes to edit a record created by his/herself, click on the row, change the information, then click **Save**.
    a. **Note**: Can only be edited by the user who created the record.
12. If the user wishes to delete a record, there is a red **Delete** cell on the far right.
    a. **Note**: Can only be deleted by the user who created the record.
13. **Print** allows the user to print the contact records for the student.

Teacher Notes

A teacher note is a communication to a student /parent via the Student Progress Center.

1. From Gradebook, open a class / grading period.
2. Click the **Notes** icon in the menu bar.
3. Click the **Add** button at the bottom of the screen to bring up the Note Editor Window.
4. If the message is only for a few students, you can click in the field labeled "**Students**" and select from a list of options to restrict the number of students to send the Note to. Then select the students from the last field in the window. Leave blank to send the Note to all students.
5. Click in the "**Title**" field to create a title for the Note.
6. Below "**Title**", there is an option to make the message **Student Visible**.
    a. If "Student Visible" is selected, the Note will be visible to parent-guardians or students who have a username and password.
7. In the white text area, begin typing the Note.
8. Click "**Add**" to send the message to the Student Progress Center.
9. After creating a school Note, click on it to attach a file (*A Note has to first be saved before a file can*

be attached to it).

      a. Then click on "**Attach**" to attach a file (1 meg only) to the school note. Then choose "**Add**", click on the file to include and it shows in the `Selected File` box, then click on "**Choose**". The file is now attached. If you want to delete the attached file, click on the rex box.

10. The Note will appear in the table with number of students that the Note is sent to.

      a. Click on the count to see a listing of students, as well as the date the Note was opened by a parent-guardian or student.

11. Click on the message title to review/edit the message.

12. Click the red cell to delete the message.

Using the Gear Icon

The Gear icon is a menu system that brings out further details about the student in a quick access format. The Gear icon can be found throughout the JCampus system. Typically, the user will see the icon near the student's name on a screen and on some list report screens.

1. In Gradebook, the Gear icon is accessed by the **highlight of a name**, then a click of the Gear icon.
2. A submenu of items to pick from will be displayed.
3. Categories with arrows on the right contain further subgroups of related items.
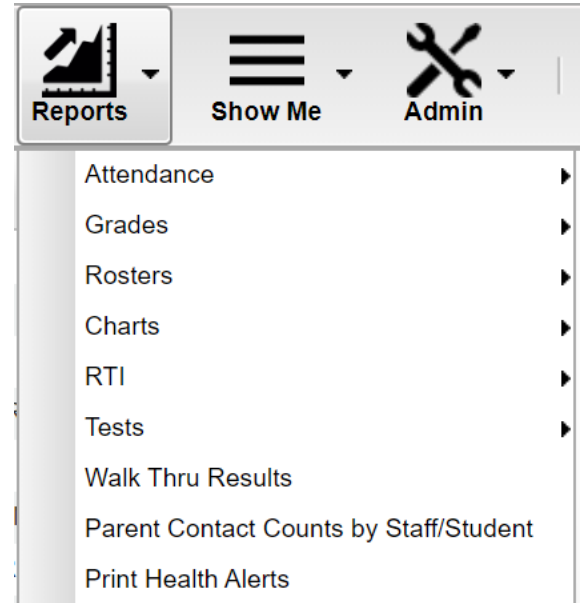
Show Me

The "**Show Me**" menu icon is a way to highlight students on the roster with selected conditions. The "**Show Me**" button is commonly used to identify students who are Special Ed, 504, LEP, or have Health Conditions.

1. Click on the **Show Me** icon, then select a condition such as 504 or Special Ed.
2. The students with this condition will highlight in a pink shade.
3. To get details, tap the student's name, then go to the **iGear** icon, then go to Student menu to see details on the student's condition.
4. To toggle off the shading, click **Show Me**, then click on the condition to remove the check mark, and thus, take off the shading of the students.

Reports Icon

Click on the Report icon to access various reports in the Classroom product.

Attendance ▶
Grades ▶
Rosters ▶
Charts ▶
RTI ▶
Tests ▶
Walk Thru Results
Parent Contact Counts by Staff/Student
Print Health Alerts

Attendance Related Reports:

Print Attendance Log
Attendance Roll Book
Activity Attendance
Attendance By Course And History

Grades Related Reports:

Grade Book Report

Print Grade Book Table

Mass Print Grade Book Table

Curriculum GLEs Monitor

Curriculum Checklist

Assignment Report

Assignment Statistics

Category Statistics

Term Grades Report ▶

Detailed Progress Report ▶

Student Missing Assignment Report ▶

Assignment Audit

Grade Distribution Report

Assignment/Lesson Complete Report

Student Standards List

Term Grades Report

Sometimes a teacher needs to see all of the marking period grades for the year for his/her students in a convenient page display. The steps below describe how to do this task by running the Term Grades Report.

1. In Gradebook, click Reports / Grades / Term Grades Report.
2. A sub menu will appear. Select either **All Students,** or **All Students Projected.**
   a. **"Projected"** will show the projected semester/final grade if the class were completed as of now.
3. A print preview of the Term Grades Report will appear.

Rosters

Roster Report

Homeroom Report

Grade Log

Student Permissions

Email Report

Phone Contact Report

Student Search Window

Emergency Contact Roster

Screening Test Entry

IHP Report

IBC List

Testing List

Tests

Test Scores By Level

Test Scores By Roster

LA Achievement Level Differential

Goals Manager

Test Scores By Level

This program will provide for the user student test scores grouped around the test achievement levels.

Year - Defaults to the current year. A prior year may be accessed by clicking in the field and making the appropriate selection from the drop-down list.

District - Default value is based on the user's security settings. The user will be limited to their district only.

School - Default value is based on the user's security settings. If the user is assigned to a school, the school default value will be their school site code. The user will not be able to change this value. If the user is a supervisor or other district office employee with access to the Student Information System, they

will be able to run programs for one school, a small group of schools, or all schools in your district.

As of Date - This choice will list only those students who are actively enrolled as of the date selected in the date field.

Section – Section number from the master schedule.

Test Name - Select test name to view.

Achievement Level Zones:

Below (Red) - Enter a point differential below the next achievement level. This will shade the value red on all achievement level differrentials having a value within the zone. A value of zero

will disable this color.

Above (Green) - Enter a point differential above the previous achievement level. This will shade the value green on all achievement level differentials having a value within the zone. A value of zero will disable this color.

Show Zone Students Only - Select to view only students included in the above set zones for the selected test.

Additional Filters:

Student - Select the student(s) for filtering.

Grade - Select the student(s) grade(s) for filtering.

Course Grade - This option limits the courses to a specific set of course grade levels to process.

Gender - Select the student's gender for filtering.

Ethnic - Select the student's ethnicity for filtering.

Special Codes - Select the student's special code(s) for filtering.

Programs - Select the student's program(s) for filtering.
Homeroom - Select the student's homeroom teacher for filtering. **Counselor** - Select the student's counselor(s) for filtering.

Advisor - Student's assigned advisor name.
Team - Select the student's team(s) for filtering. **Clubs** - Select the student's club(s) for filtering. **Sports** - Select the student's sport(s) for filtering.

Lunch Code - Select lunch status (Free, Reduced, or not Eligible)

Sped:

All - Select this to show all students.

Sped Only - Select this to show Sped only students. **Non-Sped** - Select this to show Non Sped students **504:**

All - Select this to show all students.

504 Only - Select this to show 504 only students. **Non 504** - Select this to show Non 504 students. **LEP:**

All - Select this to show all students.

LEP Only - Select this to show LEP only students. **Non LEP** - Select this to show Non LEP students. **OK** - Click to continue.

Advanced:

Test Date From - Limits view of test by administration test date.

Test Date To - Limits view of test by administration test date.

Show Remote Scheduled - Display remotely scheduled and non-remotely scheduled students. Show Only Most Recent - Reports only the students most recent test score for the selected test.

OK - Click to continue.

Report

	Sch	SIS	Last Name	First Name	SIDNO	SASID	DOB	Gen	Eth	Test Date	Grd	Score	PTL	Achievement Level
1			ENGLISH II	Advanced 794 - 850										
2	004		SMITH	JACAYLA	0009941	6819381921	04/27/2002	F	1	2018-05-01	10	811		18 Advanced
3			US HISTORY	Mastery 750 - 773										
4	004		SMITH	JACAYLA	0009941	6819381921	04/27/2002	F	1	2019-05-01	11	757		8 Mastery
5				Advanced UNKNOWN										
6	004		JONES	ARTISEANNE	7999998		01/26/2000	M	1			745		0 Advanced

Setup   Print   Help

	ENGLISH II	Mastery 750 - 793										
001	BELL	KEVIN						2018-05-01	10	793	-1 Mastery
001	BRADFORD	LATINA						2017-12-01	10	793	-1 Mastery
001	LAMBERT	LEXIE						2017-12-01	10	790	-4 Mastery
001	ANDERSON	JAYDEN						2018-05-01	10	751	2 Mastery

Column Headers

Sch - School site of enrollment

SIS - Student's SIS school identification number

Last Name - Student's last name

First Name - Student's first name

SIDNO - Student's school identification number

SASID - Student's state assigned identification number

DOB - Student's date of birth

Gen - Student's gender.

Ethnic - Student's ethnicity.

Test Date - Test administration date.
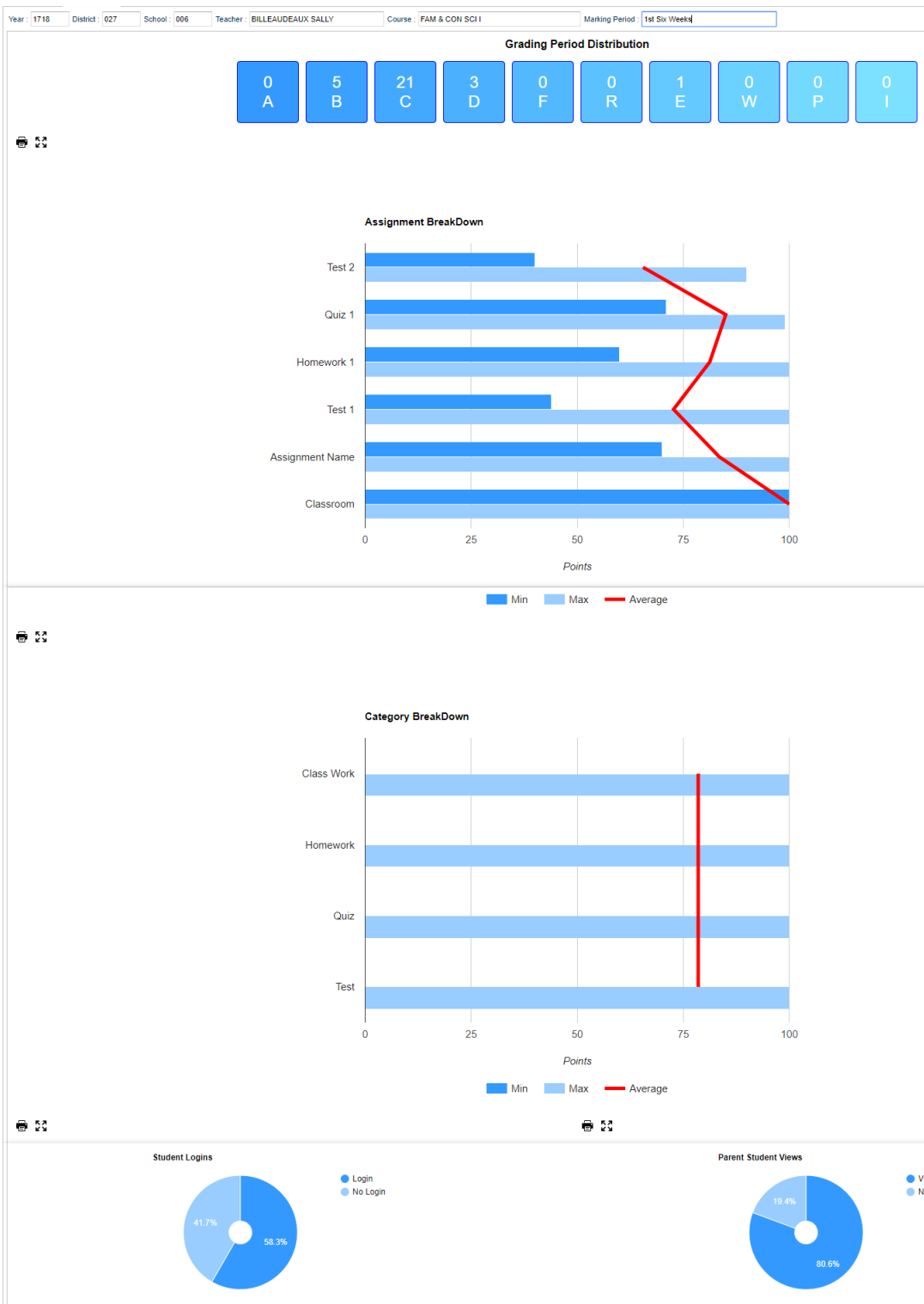
Grd - Test grade.

Score - Scale score.

PTL - Potential points to reach next closest achievement level.

Achievement Level - Assessment achievement level.

Graphs

The **Graphs** tab was designed to give a user the ability to view data for the selected course in a graphical format.

Top

Year : 1718   District : 027   School : 006   Teacher : BILLEAUDEAUX SALLY   Course : FAM & CON SCI I   Marking Period : 1st Six Weeks

Year - The year the subject is being taught.

District - Default value is based on your security settings. You will be limited to your district only.

School - Default value is based on your security settings. If you are assigned to a school, the school default value will be your school site code. You will not be able to change this value. If you are a supervisor or other district office employee with access to the Student Information System, you will be able to run programs for one school, a small group of schools, or all schools in your district.

Teacher - The teacher teaching the course.

Course - The course being taught. Select from the drop down.

Marking Period - The marking period of the course being taught. Select from the drop down.

Mouse Hover – Hover the mouse over a portion of the graph to reveal numeric details.

Bottom

Grades   Lessons   Pages   Boards

Grades - Teachers can create assignments, post assignment grades, print progress reports, and more.

Lessons - Teachers can create their lesson plans, submit them to administrators, share them with other teachers, and more.

Pages - Teachers can create a personalized web page where they can post events on a calendar, post updates on a message board, and more.

Graphs (Current Page) - Teachers can view assignment grades, marking period grades, and Student Progress Center logins displayed graphically.