Counselor Guide

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Contents

# Basic Navigation

Menu Bar: The top of JCampus has a menu bar that contains several features.

1. **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.
   a. "**Live**" mode is the data that actually is used to run the school. Training mode is used for training and testing purposes and does not reflect true data.
2. **Waffle:** Click to toggle view of the navigation panel. Makes the viewable area of a screen, such as a gradebook with many columns, wider.
3. **Favorites:** Click to create up to 15 shortcuts to programs. To create a shortcut, do the following:
   a. Click the *Favorites* icon.
   b. Select *Configure*.
   c. The window on the left shows all the different modules that can be added to favorites. Click and drag the desired modules to the column on the right.
   d. Click *Save*.
   e. To remove, select the module from the window on the right, then click once on the trash can icon in the middle of the two windows. Click *Save*.
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.
   a. Additionally, look for the "Help" buttons in various screens. Clicking these "Help" buttons will direct the user to the help system for that particular 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. Click the drop-down arrow to expand the application programs.
2. Within each application area there are several categories that have programs under each. <u>Click on the + icon to expand access to the programs for each category</u>. Programs are listed under each category in alphabetical order.
   a. **Entry:** Programs to enter data related to the application area.
   b. **Lists:** Reports that create listings related to the application area.
   c. **Loaders:** Utilities that allow for rapid entry of data to groups of students.
   d. **Count**: Reports showing summary counts in the application area. The counts usually can be clicked to reveal data that makes up the count.
   e. **Trends:** Present in some applications, reports that present graphical trend data.
   f. **Interfaces:** Present in Student Master and Human Resources, these are programs that contain ready to go programs to create export files for various systems.
   g. **Letters:** Present in Student Master, this allows the user to create letters keyed to data elements of the database, print the letters to groups of students, and create log reports of letters created for students.
3. **Search Box:** Located in the upper left, entering a keyword will search the menu items and provide matching programs. Click to run. Click the "**Favorite**" (heart) icon to save it as a Favorite.
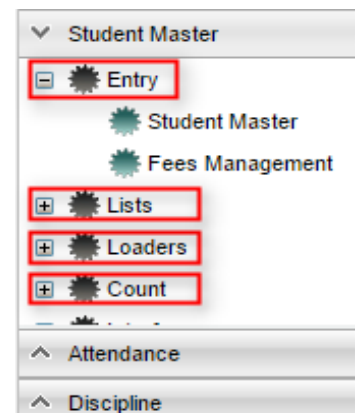
Student Master

The Student Master is the primary program for working with individual student data. It is used to maintain demographic information on students and enroll/drop students.

Getting Started

1. On the navigation panel, go to **Student Master / Entry / Student Master**.
2. At the setup box, verify the current year.
3. Click on the "**School**" field to pick the site to work with or select "700" to work with all students in the district.
4. Click the "**OK**" button to begin.
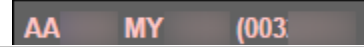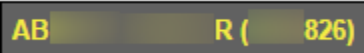
Find a Student using the Find Button

1. Click the *Find* button located at the bottom of the *Student Master* screen. This brings up a list of students in alphabetical order.
2. Use the keyboard or the keypad at the top of the list to type the last name in the search box or scroll down the list and select the appropriate name.
3. Student names in a pink shade are student master records where the student dropped.
4. The student's information will appear on the *Student Master* screen.

Find a Student Using the Search Bar

1. The search bar is the blank field to the left of **Action** at the top of the screen.
2. Search by typing all or part of the student's last name, first name, social security number, student ID number, state ID, or phone number and hit *Enter* on the keyboard.
3. A list of possible matches is displayed and can be sorted using any column heading.
   a. **Need to find a student in a different year?** In the search results, click the option "**Search All Years**".
      i. Selecting a previous year search result allows you to see data from that year.
4. Select the desired student. The student information will appear in the Student Master screen.
5. **TIP**: In this field, the user can search additional strings such as Father Name, Mother Name, Guardian Name, and any phone number. Simply type in what is being searched for. Any matches will show in **bold**.

Student Master Screen Features

1. Flags in the top will be shaded a color if a student has been classified as SPED, 504, LEP, or has a Health condition.
   a. Click the button to see additional details.
   b. On the LEP button details, click the "**Date Registered**" field to see the Placement Level and other details.
2. If the student has exited, the name of the student will be shaded in red.
3. If the student is absent on the current day, the name of the student will be shaded in yellow.
4. To get to the details of a field, click on it.
   a. Example: To see the details of a student, click on the name of the student. The student details screen will be displayed.
5. Tabs across the bottom contain additional details and entry screens for the student.

6. **Current Zone:** This field located in the lower center of the student master screen indicates what zone the student's physical address is associated with.

7. **OOZ tab:** The "Out of Zone" tab contains any approved reasons for the student to be attending an out of zone school site.

8. **Student Physical Address:** Click on the student's name to see the physical address. A green check at the bottom indicates that the physical address is correct with the map system.

   Physical Address Validated ✓

   a. When a student master record is entered, or saved, the physical address will be checked for match to the map system.

9. **Save**: To store any changed data on the student, be sure to click the **SAVE** button located at the lower center of the Student Master screen!!

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. In Gradebook, the Gear icon is accessed by the highlight of a name, then a click of the Gear icon.

1. After locating a student on the Student Master screen, or in any other location where the icon is present, click on the ***gear icon***. A submenu of items to pick from will be displayed.

2. Categories with arrows on the right contain further subgroups of related items .

3. **Student**

   a. **Student Demographic**: Creates a printout of main contact information of the student.

   b. **Special ED Information**: Same as "SPED" button on main Stu Master screen.

   c. **504 Information**: Same as "504" on main Stu Master.

   d. **Health Information**: Same as "Health" on main S

   e. **Student Enrollment History**: Same as "Enrollment History" tab of Stu Master.
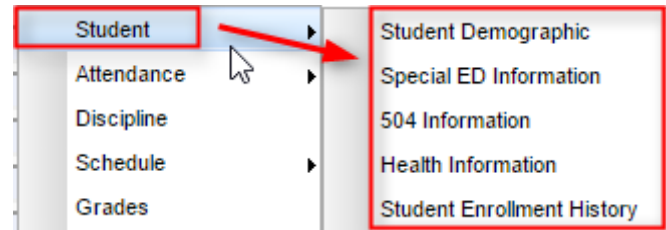
4. **Attendance**

   a. **Attendance by Day:** Report of detail attendance and summary. Click "Setup" to change year.

   b. **Attendance by Course:** If a Bell Schedule is setup, student's attendance by course is displayed with counts per course. Cell click to get detail records for the class.

   c. **Tardies:** Code 14 Tardy means student was present at school, but no in class on time. Typically posted by the teacher.
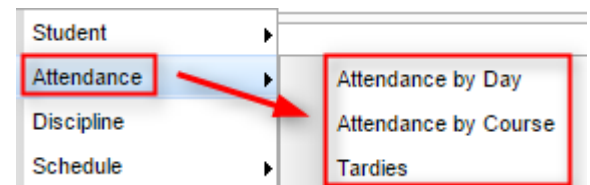
5. **Discipline**: Provides a summary of incidents/actions. Click the "Year" in lower right to see previous years information.

6. **Schedule**: If user permissions allow, these will allow for student schedule changes.

   a. **Schedule Maintenance**: A simple manual student schedule program to quickly add/drop classes on the student's schedule.

   b. **Pattern Board**: Typically for high schools and large middle schools, this is a request-based student scheduler for entering requests, automatic scheduling for the student, or manually add /drop a class.
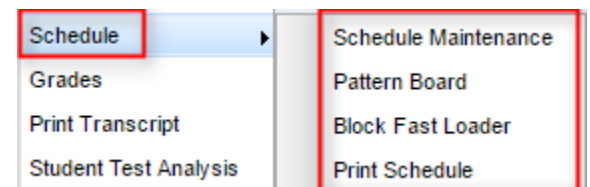
c. **Block Fast Loader**: Typically for elementary schools and smaller middle schools, this assigns a student to a homeroom, which also assigns a schedule associated with the homeroom.

d. **Print Schedule**: Quick preview/print out of student's schedule.

7. **Grades**: Displays the current marking period grades, and any semester / final averages if calculated. Click the "Year" in the lower right to see previous year's grades.

   a. Click on the average to see the assignment grades that make the average.

8. **Print Transcript**: Displays the transcript of the high school student.   Current year semester / final averages are merged and indicated with a "G" for "Grade Record".

9. **Student Test Analysis**: Displays test score information for the student. Easiest way to view is to hit the "Print" button to do a print preview.

10. **Communication**

   a. **Parent Contact Log**: Typically, a note posting entered by the teacher documenting time/date/contents of a communication with a parent/guardian.

   b. Also contains any contact actions from discipline posting.

   c. Click "**Show JCall Messages**" to see any phone call information that has been sent to the student.

   d. Click "**Show All Years**" to see data from previous years. Default is to show only current year contact info.

   e. **SPC Login Information**: Displays the last time a parent/guardian accessed information about the student on the Student Progress Center.

Action Button

The **Action** button appears in the major entry programs in the upper right corner. It has links to related programs for the application module.

1. In Student Master, clicking the **Action** button will bring up a menu that allows the user to perform Re-Enroll, Leave Entry Package, Enrollment Status Form, MFP Audit documentation, Fee Management, Letter System access to print letters related to the student, and other tasks.

2. **Reenroll: Gain a Student**

   a. To Gain a student, click the "**Clear**" button, then enter some or part of the Student's name information, or the SSN.

b. In the upper right, click "**Action**" then "**Reenroll**".

c. Select the items to bring in if a match is found. If coming from a place that uses JCampus, redirect the District field to the district the student is coming from.

    i. Otherwise, always leave for home district.

> **Student Master Re-Enroll**
>
> Warning: You are about to access sensitive Personally Identifiable Information (PII). It is to be controlled, handled, distributed, and disposed of in accordance with all local, state, and federal privacy laws. This information shall not be used without prior authorization of the student's parent/guardian.
>
> This Option will check the Statewide or District database for similar student names. A list will be provided for selection.
>
> 1. Must have name or partial name entered on the Student Master main screen.
> 2. Must check application data to load to your system below.
>
> ☑ Demographics
> ☑ Discipline
> ☑ Transcript
> ☑ Attendance
> ☑ Grades
> ☑ Test Scores
>
> Choose a district to search for students below. If the district selected is the same as your district on the student master setup window then the selected district data warehouse is engaged. If the district selected is different than the district on your student master setup window then the state wide data warehouse is engaged for the district selected below. If "ALL" is selected then the complete state wide data warehouse is searched for similar names set forth in the student master as referenced in item one above
>
> 3A1 Jefferson Chamber Foundation Academy - charter
>
> OK   Cancel

d. System will search for a match. If found, click "**Import**" to bring the student in.

e. If no match is found, begin entering student information from scratch.

Print Leave/Entry Package:

A Leave/Entry Package is handy when an administrator or counselor has a meeting on the student and needs a packet of information to summarize how the student is doing.

a. Locate the student in Student Master.

b. Click **Action** at the top right of the screen.

c. Choose **Leave/Entry Package**.

d. Check all appropriate boxes to print.

e. Click **Print**.

Leave/Entry Package-02.02.2018

☐ Add Personalized Text to the Cover Sheet

Personalized Text :

☐ Print SSN

☐ Lunch Room Notification

☐ Nurse Notification

☐ Bus Notification

☑ Demographic Information Page

☐ Current Grades Not Recorded   Semester 1

☑ Current Grades

☑ Current Progress Report   1st Nine Weeks

☑ Historical Grades Detail   ☐ Include Current Year Grades

☑ Attendance Current Year History

Skip Codes :

☑ Discipline Current Year History

☑ Discipline Referral Detail   ☐ Major Referrals Only

☑ Test Score Card

☐ Out of State/Country

☑ Print IGP Form

Print

Access the Document Archive on the student

a. Click **Action**, **Doc Archive**, **Student**

b. If a student has something in the document archive, a paper clip icon will appear next to the student's name. Click to view contents.

Print LEP Form:

To print the LEP accomodation plan on the student, go to **Action**, then **Print LEP Form**.

Adding Non IBC Information to the Document Archive

1. Scan the documentation as a pdf file.
2. Locate the student in Student Master.
3. Click the **ACTION** button on top right, then choose "Doc Archive" then "Student".
4. Double click on the folder to upload the document.
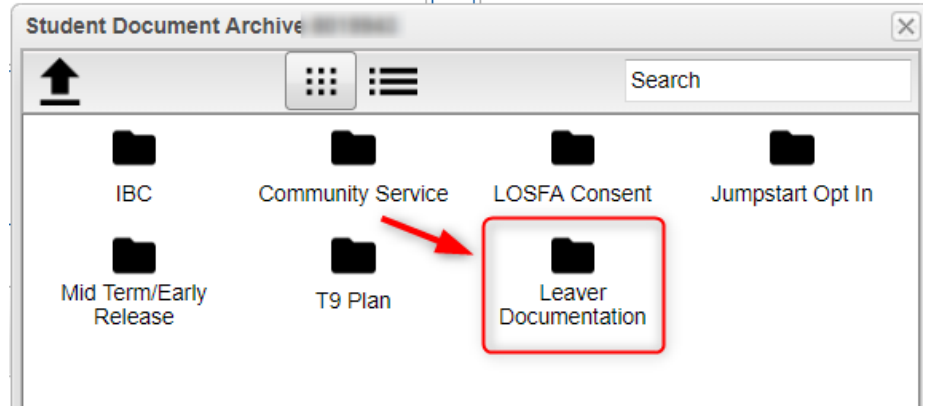
5. Click the "**Choose Files**" button. Browse to the file and select.
6. Click "**Start**" to complete the upload of the file to the folder.
7. To view, double click on the file.

Adding IBC's to the Document Archive (High School)

1. Find the student in Student Master or Transcript Workstation.
   a. In Student Master, go to the IGP tab.
2. Click on the blue IBC label and a window will pop up to add IBC's.
3. On the insert row, fill in the IBC details from left to right.
4. At the end, click the "Upload" arrow. Click "Choose files".
5. Browse to the scanned IBC file, then select.
6. Verify the details, checking the year earned and IBC code. Click Start.
7. When green, file is loaded to match the IBC and you are done.

Log

The log can be used by the school administration and counselors as a place to record notes on a student for tracking or for documentation. Teaching and clerical staff do not have access to this component.
Note: Avoid placing highly confidential items here.

Adding a Log Note:

1. From either **Student Master / Log** tab, or **Discipline Posting / Action / Log**, or **SBLC / Action / Log**, click "Log".
2. A prompt for password will appear. Enter the password "_____"
3. Previous notes will appear. Click the **New** button. A section at the bottom will light up.
4. Enter notes in the bottom section, then click **Save**.
5. The new note will appear at the top along with any previous notes.
6. Need to edit the contents? Click on the row to edit. (Can only edit your notes).
7. Need to make it go away? Click the red delete cell to make the row go away.
8. Click "**Print**" to print the information.
9. The "**Log**" information can also be printed as part of the **Court Report** in the **Discipline Posting** / **Action** option.

Coding of Students (High School)

ACT 833 students to compute EOC calculation as 5%.

1. Go to Student Master. Find student. Click in Special Codes.
2. On insert row, select **ACS ACT 833 EOC Alternate 5% Scale**.
3. These codes usually have a start date and no end date.
4. Click green save button.
5. To find students who may qualify, run the Potential Act 833 report.

Transition 9th Grade Students

1. Find the incoming 9th grader in student master.
2. Go to the "**Special Codes**" field and click.
3. On the insert row, click to find and select the "TRA" special code.
4. These usually have a start date for first day of school and an end date for last day of school.
5. Click the **SAVE** button at the end of the row.

State Reporting Codes

1. Use the "**Carnegie Units Earned Report**" to check for student's current or missing codes for state reporting.
2. Go to Transcripts > Lists > Carnegie Units Earned.
3. Set for Grade 12 first, then other grades afterwards.
4. For "Column" select Student Name, Pii, Act 833, Path, Career Option, Code Description, Fafsa.
   a. Note: You can set other columns that help you if needed.
5. You don't need other options, just go to the bottom and click Ok. Give the report a moment to produce.
6. Review the report columns for either missing or inaccurate information.
   a. **Pii**: A "Y" means the student has a special code for consent to share "CON". This will allow for sharing data to Board of Regents (colleges). A "N" means the student has either no "CON" consent code or a DNC (Do not share).
      i.   These codes usually have a start date with no end date.
   b. **Act 833**: See previous section above. To count for 5%, needs to be code "ACS".

c. **Path**: Shows the diploma path of the student. Set in special codes for with start date and no end date. If student changes, end date the previous and then start a new one to match the end date of previous.
   i. **CTU =** Tops University
   ii. **CCA =** Tops Tech Jump Start
   iii. **CJA =** Tops Tech Jump Start Alternate Pathway
   iv. **CNG =** Non-Graduate / Non-Diploma (Cert of Achievement or Adult Ed)
d. **Career Option / Code Description**: All CCA Tops Tech Jump start students need to have this. If missing, or in need of updating, go to the IGP tab of student master and browse to the Career Option field. Select the appropriate Career Option code.
   i. **Note**: CJA Tops Tech Jump Start students do not get one of these. I agree with you, it is confusing.
e. **FAFSA:** To graduate, a Senior must have a FASFA code. If missing, go to special codes and add in appropriate FAFSA code. These usually have a start date and no end date.

Managing Cohort Year Information

1. Go to Cohort Year Fast Loader
2. Set for Year = "2122", Grade = "12" or other grade level, check for "Active Ony".
3. Click Ok.
4. After reviewing the report, sort the report on the Cohort Year column, or come back to setup and check "Only Show Blank Cohort Year Students".
5. Research student with a blank cohort by going to the iGear by the name.
   a. Check the Student / Enrollment History to see if this gives a clue to cohort year.
   b. Check the Transcript to see if this gives a clue to the cohort year.
6. Click in the empty cohort cell. This will place an asterisk in the cell.
7. On the right, click the cohort year to assign to the student. The cohort year will update.
8. The cohort year will show in Transcript Workstation, Carnegie Units Earned, and other reports showing cohort.

Reports

Alpha Recruiter List

1. Go to **Student Master / Lists / Alpha Recruiter List** or do a keyword search for the item.
2. In the Setup screen, set the "**Year**" and "**School**".
3. On the right, locate the "**Column**" field. Click and select several fields such as student name, grade, DOB, etc…
4. Use the "Filters" button to limit the report to smaller groups of students.
5. Click the **OK** button.
6. The list of students meeting the settings will be displayed.

7. Clicking on the down arrow on the right side of any column header will display additional options.
   - **Sort Ascending**-alphabetical order
   - **Sort Descending**- reverse alphabetical order
   - **Configure Sort**- custom sort using multiple columns
   - **Clear sort**- clears the Configure sort option
   - **Auto Fit All Columns**- adjust all columns' width to fit the text in each field automatically
   - **Auto Fit**- does the same but only in the column you are working in
   - **Column**- uncheck columns to hide
   - **Group by**-when grouping, all items are sorted and then collapsed into drop down items to make the information easier to access in an organized fashion. It is an expanded level of sorting.
     - **Ungroup**- clears Group By
   - **Freeze**- keeps the chosen column stationary while scrolling from left to right

8. **Save the report**: If you would like to save the settings and configuration of this report for the future to save time, click the SAVE button. In the future, this configuration will be available in the "Reports" field of setup as well as the bottom of the alpha recruit report.

9. Click **Print**. In the **Print Document** window, select the appropriate format to save or print.
   a. Highlighting rows in the list and selecting **Print** will only print those selected rows.
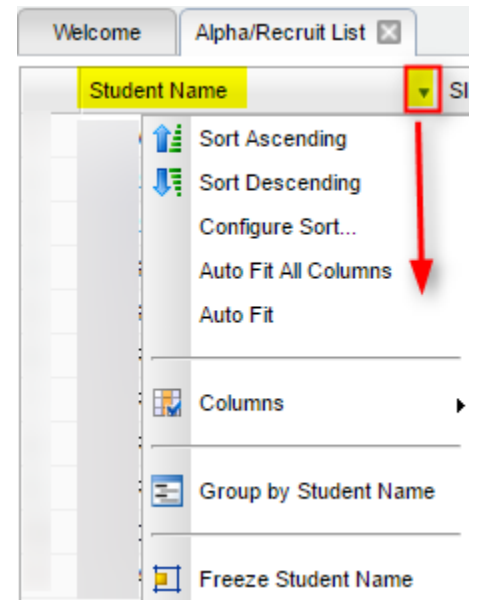
LEP Students – English Proficiency List

1. Go to **Student Master / Lists / English Proficiency Report** or do a keyword search.
2. At the setup box, set for current year and any grade levels needed.
3. Set the "**As of Date**" to either the first day of school or the current date.
4. Set the Date From and Date to for Entering US as blank.
5. Place a check for "**English Code is Limited**".
6. Click Ok to obtain the report.

Special Ed Students – Complete Caseload

1. Go to **Special Education / Lists / Complete Caseload**
2. Set for current year, grade.
3. Set the "**As of Date**" to first day of school or current date.
4. Place a check for "**Print Exceptionality Details**".
5. Click **OK** to obtain the report. Click the "**Legends**" button to help with code interpretation.
6. Column "**IS**" contains the placement information:
   a. **1** = Regular Class 80% or more of the day
   b. **2** = Regular Class 40 – 79% of the day
   c. **3** = Regular Class less than 40% of the day

Student Counts - MFP Ethnic-Gender Lunch Report

1. Go to Student Master / Count / MFP Ethnic-Gender Lunch.
2. At the setup box, click in the "**School**" field and select the schools sites to obtain a count for.

3. Set the "**As of Date**" to date of enrollment to check. Click "OK".
4. A count by grade level for the school(s) will appear. Click on the count to see the students that comprise the count.
   a. **Tip**: The resulting list can be sorted, manipulated as explained in the previous list section.
5. Column Definitions for commonly referred to areas are below:
   a. **MFP** – number of students counted towards State Funding purposes. (State Membership)
   b. **Enroll** – number of students enrolled in the school. (State Enrollment)
   c. **?** – number of prek special ed students in a grade that have a coding conflict between student master and SER data.
   d. **22+** - number of students at age 22 or older
   e. **NR** – number of student identified as not reported in SIS to state. Usually these are private school special education students.
6. The tabs at the bottom will break down the totals by Regular Ed, Special Ed, gender and race, Special Codes, and Lunch Codes
7. Click "**Print**" to print or save the report

Managing Schedules Using Pattern Board (Request Based)

This program allows for the quick scheduling of one student, graphically. Students can either be scheduled manually, or automatically. Using this program, it is quite easy to determine a workable schedule for a student.
1. Two ways to get started:
   - "**Find**" the student in Student Master. Click the i**Gear** icon > **Schedule > Pattern Board**.
   - In the left navigation, go to **Scheduling** > **Entry** > **Pattern Board Student Scheduler.**
2. Across the top are icons in the toolbar.

   a. **Find:** Search for a student
   b. **Prev & Next**: Move from one student to another
   c. **Gear**: Click to navigate to other system areas for the student such as attendance, discipline, grades, transcript
   d. **NSR**: If in bold black, means that there are requests from a previous school's site that the user can view to help in scheduling the student at the ne school site. Click on the icon to view the requests from the previous site in the district.
   e. **Print**: Print the student's schedule
   f. **Setup:** Return to setup screen to change criteria
   g. **Auto Schedule**: After courses are added to a student this program will auto schedule single student selected with options to "Preserve Manually Scheduled" or "Reschedule All".
   h. **Set Man**: Set All scheduled requests to MANUALLY scheduled status.
   i. **Set Auto**: Set All scheduled requests to AUTO scheduled status.
   j. **Undo**: Undo all changes done on the selected student
   k. **Unschedule**: Used to revert all scheduled items to request status
   l. **Delete All**: Used to delete all requests AND scheduled items for student
   m. **Reports:** Indicate Diploma Path, Career Option, Cluster, and/or Area of Concentration

ADAMS ROBERT (7089918) GD: 09 Yr: 1617 Dist: 027 Sch: 006 Team: SPED

Course	Credit	Alt	Del	SEM1								SEM2							
				1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
AGRISCIENCE I	1.0				F		A	A		A			A		A	A		A	
BASIC SKILLS I	1.0			A	A	A	A	A				A	A	A	A	A			
BIOLOGY	1.0				A	A	A	A	A	A			A	A	A	A	A	A	
BUSINESS MATH	1.0				A		A		A	A			A		A			A	A
CIVICS-FR ENT	1.0			A	A	A	A	F				A	F	A	A	F			
ENGLISH I	1.0			A	A	A	A	A	A	A		A	A	A	A	A	A	A	
PHYSICAL ED I AB	1.0									A								A	

3. **Add a course request** by clicking on the course in the bottom section.
4. **Delete a course** by clicking the line under the "Del" column (pink).
5. Screen contains A's, S's, and possible F's. **A = Available class**; **S = class scheduled**; and **F = Class full** where Max seat count has been reached.
6. **To schedule a class,** click the "A" (Available) which will change to an "S" to indicate "scheduled". To unschedule a class, click the S and it becomes an A to indicate it is back to "available" status.
   - A class with an "F" means it is full (at or above max). If you click on a class labeled "F", a notification will display indicating that the class if full, but also asks if you want to place the student in this class anyway with a "Yes" or "No" button.
7. You can allow the computer to try to schedule the student by using the **Auto Schedule** button. Choose to "**Preserve Manually Scheduled Sections**" or "**Reschedule**". You probably want to use the first option to save manually scheduled subject(s).
8. If you need to set a class as manually scheduled so that the automatic scheduler does not overwrite it:
   - *To set all scheduled classes (ones with "S") as manually scheduled,* in the top menu bar, click on the "Set Man" icon. This will take all "S" scheduled courses and make them "M" as manually scheduled.
   - *To set just one class as manually scheduled*, right click on a "S" cell. A listing of all times the course is offered is displayed. The one in pink is the class the student is currently scheduled to. Click on the pink row. You will be returned to the Pattern Board screen. You will see that the "S" has been changed to "M" for manually scheduled.
9. If the period contains two or more sections of the same subject, the section with the smallest class count will be chosen.

ADAMS ROBERT (7089918) GD: 09 Yr: 1617 Dist: 027 Sch: 006 Team: SPED

Course	Credit	Alt	Del	SEM1								SEM2							
				1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
AGRISCIENCE I	1.0				F		S	A		A			A		S	A		A	
BASIC SKILLS I	1.0			A	S	A	A	A				A	S	A	A	A			
BIOLOGY	1.0				A	A	A	S	A	A			A	A	A	S	A	A	
BUSINESS MATH	1.0				A		A		S	A			A		A		S	A	
CIVICS-FR ENT	1.0			S	A	A	A	F				S	F	A	A	F			
ENGLISH I	1.0			A	A	S	A	A	A	A		A	A	S	A	A	A	A	
PHYSICAL ED I AB	1.0									S								S	

The above student is scheduled as follows:

1st – CIVICS-FR ENT

2nd – BASIC SKILLS I

3rd – ENGLISH I

4th – AGRISCIENCE I

5th – BIOLOGY

6ᵗʰ – BUSINESS MATH

7ᵗʰ – PHYSICAL ED I AB

10. Make sure that each period in each semester contains an "S". This will make sure a student has a scheduled class for each period.
11. Over to the far right at the top of the screen is a count of Credits unscheduled versus scheduled.
    - First number: Credit count of unscheduled requests.
    - Second number: Credit count of scheduled requests.
    - Most of the time you want a first number of "0" indicating that there are no unscheduled requests.
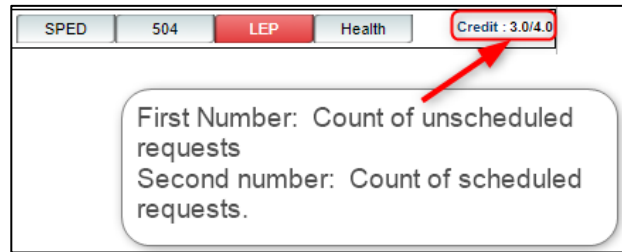
Student Schedule Maintenance

1.   In Student Master, click the **Find** button to locate the student who needs a schedule change.
2. Click the **Gear** icon, then **Schedule**, then **Schedule Maintenance**, or you can go to **Scheduling> Entry> Student Schedule Maintenance** in the left navigation panel.
3. If using Scheduling> Entry> Student Schedule Maintenance, you will see the setup box. Some to look at closely are:
    - **Show Offered Courses Only**: Normally this is checked. Only courses offered on master schedule can be selected.
    - **Active Only**: Normally this is checked. Students to find / select will be determined by when they are enrolled with the "As of Date".
    - **As of Date:** During new year scheduling, this is usually the first day of school.
    - **Sched Start Date:** During new year scheduling, this is usually the first day of school.
    - **Advanced Button:**
        o **Copy GP1 Changes to GP2 on Full Credit Courses:** Usually this is set to "Yes".
        o **Show Only Grades in Master Schedule Equal to Student's Grade:** Really handy for elementary and middle schools. Classes to select from match the grade of the student.
            ▪ *Usually set to "Yes"*, but if working with an elementary special ed student, you may want to set to "No" to allow for class selection that does not match grade level of student.
        o **Show Only Semesters in Master Schedule equal to Semester Clicked**: Usually set to "Yes".

- **Printing Options Button:** Select the options to show when the schedule is printed. Of interest are the following:
  - o **Print Comments on Single Student Printed Schedules:** Some schools like to use this because is shows the "Comment" information from the Master Schedule.
  - o **Print StateID on Single Student Printed Schedules:** A growing number of sites are using the state ID on the schedule rather than the local ID (sidno).

Schedule Maintenance Printing Options

Print Comments On Single Student Printed Schedules :
( ) Yes (•) No

Print Master Comments Instead Of DOW On Printed Schedules :
( ) Yes (•) No

Print Course Long Names Instead Of Short Names :
( ) Yes (•) No

Print StateID On Single Student Printed Schedules :
(•) Yes ( ) No

Print State Code On Single Student Printed Schedules :
( ) Yes (•) No

[OK]   [Cancel]

Tabs at the Bottom of the Schedule Maintenance Screen
1. **Current Schedule**: Shows the current schedule.
2. **Original Schedule**: Shows the original schedule for the duration of your schedule changing.
3. **Schedule History**: Shows the schedule history of the student.
4. **Alternate Schedule** – alternate schedule used when teachers are absent.
5. **Unscheduled Requests**: Shows course requests that did not schedule to the student.

Buttons at the Bottom of the Schedule Maintenance Screen
1. **Help**: Navigates to the Help System
2. **Prev**: Navigates to the previous student
3. **Next**: Navigates to the next student
4. **MSched**: Displays the master schedule selection screen
5. **Print Current Schedule**: Prints the student's current schedule
6. **Setup**: Displays the setup box
7. **Find**: Displays a list of students for selection

NSR (Non-Site Requests) Icon

This button will show in black when a student has requests from another site in the district.

This is helpful when gaining a student from another school and there is a need to see what requests are from the former school site.

Click on the icon to see the requests from the other site in the district.

Course Request Viewer

Course Requests For A_____

Year	School	School Name		Course Name
1920	001		Middle School	LANG ARTS 8 2P
1920	001		Middle School	MATH 8 2P
1920	001		Middle School	PHYSICAL EDU 8
1920	001		Middle School	SCI 8
1920	001		Middle School	SOC STUD 8

[Help]   [Close]   [Print]

To Add a Course to a Student's Schedule
1. To add a course, click on a row in a desired semester (Usually Fall S1, or Spring S3 if 4x4). The Master Schedule listing of courses will appear at the bottom of the screen.
2. To search for a desired class, click on the column header for either Teacher, Course, or Period (PD). Next, type the matching criteria in the Search box.
   - Example: If Teacher column is highlighted, enter teacher name in Search box. If the course name column is highlighted, type name of the course in search box. If the period (PD) column is highlighted, type the period number in the search box
3. Click on the new course and the information will be inserted into the semesters that the course is offered.
4. Continue adding new courses to the student's schedule as needed.

To Add or Replace a Course at an Existing Period
1. Click in cell under Semester to add a new item or change the current scheduled item. This opens a screen with the Master Schedule.
2. Choose the course from the master schedule sections by clicking on the line. This will bring the subject into the student's schedule.
3. If a section is already scheduled for semester, and class period, you will see a screen requesting if you want to (1) add it as a same class period course (allows for multiple courses to be scheduled during the same class period), OR (2) replace existing course which would remove this existing section from the schedule, and replace it with the one you just selected.

To Delete a Student's Course
1. Click the section number in the appropriate semester.
2. A delete confirmation will appear on the screen.
3. Respond **Yes** to delete or **No** to cancel the delete request.

To View the Original Schedule
1. The original schedule can be recalled only if you have not 'left' this particular student's schedule screen.
2. Click the **Original Schedule** tab at the bottom of the window to recall the schedule.
3. The student's original schedule will appear on the screen.
4. Print the original schedule for the student to use when correcting the **current schedule**.
5. After deleting all schedule records either one at a time or the whole schedule, enter the new schedule on the **current schedule** screen.
6. You will need to re-enter each course from the original schedule screen on the current schedule screen. Use the steps described earlier to add the course to the schedule.

Move Scheduled Students

This program will allow you to move or copy scheduled students from one section to another. Use the following steps to move or copy scheduled students.

Getting Started
1. Select **Scheduling** from the list of program areas on the left of the screen.
2. Select **Loaders**.
3. Select **Move Scheduled Students**.
4. Click **Ok** to move to the next screen.

Setup Box Options
1. Verify *Year*, *District*, and *School*. These default values are based on your security settings.
2. **Master Schedule Grade**: Leave the field blank if all grade levels are to be included. Otherwise click in the box to the right of **Master Schedule Grade** to select the desired grade level(s) to be included.
3. **As of Date**: This date is the enrolled **as of** date for students. It usually defaults to the current date.
4. **Sched Start Date**: Select the date the schedule change is to start.

Process for Moving Scheduled Students
1. You need to know the section number from which students are being moved or copied *FROM* and the section number *TO* which they are being moved or copied.
2. You may sort each side of the screen based on Teacher name and/or on Section number.
3. Check the box by the original section on the left side of the screen (the course *FROM* which students are being moved or copied).
4. Check the box by the new section on the right side of the screen (the course *TO* which students are being moved or copied).

5. Click **Move Students** button at the bottom left of the screen.
6. A popup will appear on the screen. The top of the popup will show the information related to the two sections. Review for accuracy.
    a. **If this is incorrect** click the **Cancel** button and start process over by unchecking the incorrect section(s) and click the **Move Students** button.
    b. **If this is correct** continue with the steps below.
7. There are four remaining sections of the popup that needs to be reviewed and changed as needed.
    a. Select **Copy** or **Move** schedules from old section:
        i. The **Copy** choice will leave students in the original section and create schedule records for the new section.
        ii. The **Move** choice will remove the original section from the students' schedules and create schedule records for the new section.
    b. Select **Merge** in 'TO' section:
        i. The Merge choice (usually the default) will create the schedule records using the newly created section in the Master Schedule. If there are any students in the to section, the from students will be added to the roster.
    c. **Semester(s) From**: Select the semester(s) from which students are being moved or copied. You do not have to move them one semester at a time.
    d. **Semester(s) To**: Select the semester(s) to which students are being moved or copied. The **Semester To** selection should match the **Semester From** selection above.
8. Click **Ok** and a list of students in the FROM Section will appear on the screen.
9. **To Move selected** students, click the check box to the left of the student's name.
10. **To Move all** students, click the "select all" check box at the top left of the window.
11. Click **Ok**.

Print Class Rosters

The Print Class Rosters program will allow a user to print the class roster(s) for one teacher, a small group of teachers, or all teachers. There is a select teacher function or an all teachers function.

1. Select **Scheduling** on the left side of the screen. Select **Lists**, then **Print Class Rosters**.
2. **Setup Options:** Set the usual options such as Year, School, Grade, As of Date.
    a. **Print by Homeroom (Form Type Only)** - Checking this box will give a class roster for each homeroom teacher for each teacher selected using the **Print Form** button only.
    b. **Print only selected semesters and periods** - Checking this affects the PRINTING of rosters. For example, if you want to print all 1st semester rosters even if they have a 2nd semester class, only the semester chosen at the bottom of the page will print. If you don't check, classes that have students in the 1st semester will print and the 2nd semester will print also.
    c. **Print Student Address (Form Type Only)** - Checking this box will show the student's address when using the **Print Form** button only. Note: You can only use this when **Print by Homeroom** is not checked.
    d. **Print LEP** - Checking this box will print the student's LEP status.
    e. **Print by Advisor (Form Type Only)** - Checking this box will give a separate class roster for each advisor when using the **Print Form** button only.
    f. **Print Telephone** - Checking this box will print each student's home phone number on the roster and CSV export.
    g. **Print 504 Status** - Checking this box will print each student's 504 status on the roster.
    h. **Print Co Teachers** - Checking this box will show one or more co teachers on the roster.
    i. **Print Sped Status** - Checking this box will print each student's special education status.
3. **Filters button:** Allows the user to limit the results as follows:
    a. **Teacher selection--**select a teacher's name(s)
    b. **Set transcript groups--**select a transcript group(s)

  c. **Select course--**select a course(s)

  d. **Show either All, Remote Only or Non Remote** to include/exclude students from your school who that travel to off campus remote schools.

  e. **Show either All, Sped Only, or Non-Sped.** This option will print rosters with All students, Special Ed students only, or Non-Sped (Regular ed) students only.

  f. **Show either All, 504 Only, or Non 504.** This option will print rosters with All students, 504 students only, or Non 504 students only.

  g. **Show either All, LEP only, or non LEP.** This option will print rosters with All students, LEP students only, or Non LEP students only.

4. Click **OK** to move to the next screen.
5. Boxes appear across the bottom to filter the results.
   a. **Reset** --removes all check boxes
   b. **All**--select all check boxes
   c. **Semester**-- click in box to choose semester(s) for which you need to print rosters
   d. **Class Period**--class period(s) for which you need to print rosters
6. **Setup** button--returns to the setup box to change selected classes
7. **Print Form** button--prints the rosters for the selected classes
8. **Export Roster**--export using a list format to a 'csv' file

Printing Rosters for a Teacher or Group of Teachers for a Single Period or Multiple Periods

1. To select the teacher, click the check box to the left of the teacher's name for each period for which rosters are needed or use the filter tab and choose the teacher.
2. Select the semester at the bottom of the screen. If you select more than one semester, you will get a roster for each semester selected.
3. Select period(s) at the bottom of the screen. If you leave the class period blank, all class periods will print.

Printing Rosters for One or More Periods for ALL Teachers

1. Click the **ALL** button at the bottom of the screen to choose all teachers.
2. Select the semester(s) and class period(s) or leave blank for all semesters and class periods.

Print Student Schedules

1. On the left navigation panel, click the **Schedule** button, then **Lists**, then **Print Student Schedules**
2. At the setup box, set for the desired **year**, **grade level(s)**.
3. Narrow the criteria using the items: **Gender, Ethnicity**, **Special Codes**, **Team**, **Homeroom**, **Counselor**, **Advisor**, **Clubs**, and **Sports**
4. Select **All** Students or **Sped Only** or **Non-Sped**
5. Set the "**as of date**".
6. Select the **Order to List**: Alpha Order, Grade Order, Homeroom Order, Team Order, Advisor Order, or Counselor Order
7. Select the **number** of student schedules **per page**: 1, 2, 3, 4, 5, 6, 7, or 8.
8. Additional Printing Options include: **Print locker information**, **Include blank student schedules**, **Print unscheduled requests**, **Print Comments**, **Print AB DOW Titles**.

Homeroom Maintenance:

Sometimes it is necessary to do some changes to homerooms for various reasons such as a teacher change and special student situations.

Change a Homeroom on a Single Student

In **Student Master**, **Find** the desired student. Click in the **Homeroom** field. A list of teachers will appear. Select the desired homeroom teacher, then click **Save**.

Mass Load Homerooms, Counselor, Advisors

1. In **Student Master**, click **Loaders**, then **Homeroom/Advisor/Counselor Auto Loader**
2. To Load Students to Homerooms, Counselor, or Advisor by First Hour:
    - Set the current year and date. For **Load**, select "**Homeroom**". For "**Load By**", set to "**Class/Grading Period**". Click **Next**.
    - Set the **Grade**, then click to enter "01" in the **Class Period** field. Set the Semester to 1 if doing this at the start of the year. Repeat with Semester 2 at the start of the spring.
        - o If a 4x4 school, set to Semester 1 for fall. In Spring, set to Semester 3.
    - Click **OK**. Click **OK** again at the warning.
    - The system will go through and assign homeroom to students by first period on the schedule.

Manually Set a Homeroom Teacher for a Group of Students

1. In the Student Master module, click **Loaders**, then **Homeroom Loader**. At the setup box, set for the desired year and grades. Set the teacher pick list to come from "Human Resources".
2. On the left, a listing of students will appear. On the right will be a listing of teachers.
3. Click to place an askterisk (*) in the homeroom field of the students to change. Next, click on the teacher on the right.
4. The homerooms of the students will be updated to match the new teacher.
5. **TIP**: Sort on the homeroom field to be able to make sure all students have a homeroom. Blank homerooms will appear first.

Homeroom Listing

1. In Student Master, click **Lists**, then **Homeroom Teacher Affidavit w/Signatures**.
2. At the setup box, set to the current year, desired grades, and as of date.
3. Click **OK**.
4. A listing of homeroom teachers will be presented. Click selected teachers to print homeroom lists for. Click the **Print** button.

Homeroom Counts

- In **Student Master**, under **Counts**, run either the **Homeroom Count by Grade**, or the **Homeroom Gender/Ethnic List**.

Student Locator List

The student locator report will present a listing of students and the teacher they are scheduled to. It is handy to have a quick print out of where a student is in the course of a day. It is also a handy tool for making sure each student has a full schedule.

1. Go to **Student Master > Lists > Student Locator**.
2. At the setup box, set the desired **Year**.
3. District and School should be defaulted based on security.
4. Leave Grade, Gender, and Ethnic blank to include all criteria; otherwise, click in the box to make selections.
5. Set **Periods** to Show and Semester,
6. Set the print order in Order to List.
7. Adjust the **As of Date** if needed.
8. Leave **Special Codes** and **Team Codes** blank to include all criteria; otherwise, click in the box to make selections.
9. For **Show**, select All, Sped Only, or Non-Sped.
10. For **Location Type**, select **Teacher**, **Room**, or **Course**.
11. Set the **Report Type** as either **Single Line Report** or **Multi Line Report**
    - **Multi Line Report** Option
        - The **Multi Line Report** option will print each cell with Subject name, Teacher, and class count.

        - When printing the **Multi Line Report**, the output will also show demographic information on the student, as well as Course, Teacher, and Class Count.

    - **Single Line Report** option
        - By choosing either **Single Line Report** options of **Teacher, Room,** or **Course,** the student's information will be shown on a single line.

        - When printing the **Single Line Report,** the results will also display in a single line.

Transcript Workstation (High School)
To access student transcripts, go to menu item **Transcripts** and then click **Transcript Workstation**.

1. At the setup box, set the usual Year, School, Grade.
2. **Transcript Type**: See pages at end of this guide for examples of **College** and **Official** type transcripts.
3. **Show Current Year Grades**: Select this option after mid-term to show grades for current year classes in addition to transcript records from previous years. These grades will be marked with a "G".
4. Click the **OK** button to begin.

Find a Student
Locate the **Find** button in the lower center portion of the screen. Using the mouse, click on the desired student's name. The student's transcript will appear on the screen.

Find a Student Using the Search Field
In the upper right, a user can use the Search field to locate a student by name, State ID, SSN, or local ID, date of birth, phone number, etc….

Columns on the Transcript Workstation Screen
a. **D** = Delete
b. **GRP** = Course Transcript Group (Ex 1 = English, 3=Math, etc…)
c. **Course** = Course Name
d. **S1n** = First semester numeric grade.
e. **S1a** = First semester alpha grade.
f. **S1yr** = Year first semester grade earned. **Note**: "**Year" is the ending part of the school year**. Example: "2021" would be indicated as "21".
g. **R1** = Not normally used in most districts: "Replace semester 1 grade"
h. **S2n** = Second semester numeric grade.
i. **S2a** = Second semester alpha grade.
j. **S2yr** = Year second semester grade earned. **Note**: "**Year" is the ending part of the school year**. Example: "2021" would be indicated as "21".
k. **R2** = Not normally used in most districts: "Replace semester 2 grade"
l. **F1n** = Final numeric grade.
m. **F1a** = Final alpha grade.
n. **F1yr** = Year final grade earned. **Note**: "**Year" is the ending part of the school year**. Example: "2021" would be indicated as "21".
o. **R3** = Not normally used in most districts: "Replace final grade"
p. **Cp** = Carnegie Units Pursued.
q. **Ce** = Carnegie Units Earned.
r. **H** = Letter code to denote specific traits of a course. A course can have none, one, or a combination of these. Commonly used codes are:
    i. **A = Alternate Grade Scale Course** (usually 10-point scale)
    ii. **D = Dual Enrollment**
    iii. **H = Honors**
    iv. **1 = Special Ed Course**
    v. **3= Gifted Course**
    vi. **4 = Advanced Placement**
s. **G** = the letter G denotes a current year grade record (this cannot be edited from here).
t. **C =** Log of where grade came from, as well as edits. If changed, there would be a "Y" here.

u. **S-code** = State Code.
v. **Grade-Source** = School site where grade was pursued /earned.
w. **PE** = Possible errors with the transcript record.
x. **S** = Save cell. Clicking this cell will bring up a details screen of additional information that can be entered about the course, and then perform a final save of the record.

Buttons at Bottom of Transcript Workstation

1. **Refresh** – if needed, the student's transcript can be refreshed with this button
2. **Previous, Next** – Browse through the group of students selected on the setup screen
3. **Setup** – Return to the setup screen and change the options
4. **Find** – Locate a student and view the transcript
5. **Print Multiple** – Print more than one student, such as by Grade, by Special Code, by Sport, etc…
6. **Print Single** – Print the current student's transcript

Adding Transcript Records

1. Insert a course that is present in the course catalog: Example: English I
    a. Double click in the **Course** blank to bring up the Course Catalog. You can then choose the desired course. This brings in the GRP – Transcript Group, the COURSE – course name, H – Honors Field (if any), S-code – State course number.

2. Insert a course is not present in the course catalog: Example: BassMaster Lure Design I
    b. Single click in the **Course** blank to type the name of a course not available in the Course Catalog. You will then need to select a **GRP** for the **Transcript Group** and click in **S-code** column to bring up the State Course Catalog to select the appropriate state course number.

3. Enter the grade earned and year earned.
    a. A numeric grade will be entered in one of the Semester 1 columns (S1n), and / or Semester 2 columns (S2n), and / or Final columns (F1n).   This is done by clicking in the appropriate cell, then entering the number. (cells ending with "n" as S1n, S2n, F1n).
    b. To enter the year the grade was earned (either S1yr, S2yr, or F1yr), click the drop down and choose a desired year.   The **Year** (S1**yr**, S2**yr**, or F1**yr**) is the ending part of the school year. Example: "2021" would be indicated as "21".

4. **S-Code**: (State Course Code): Only needs to be entered if the user is entering a course that is not in the district course catalog. If posting a course not in the course catalog, to enter the state course code, click in the S-code cell. A listing of state courses / codes appears. Search the listing, then click to select the desired state course code.

5. **Save the course** – Click the bluegreen box at the far right of the row. A detail screen will appear as shown below.

D	GRP	Course	S1n	S1a	S1yr	R1	S2n	S2a	S2yr	R2	F1n	F1a	F1yr	R3	Cp	Ce	H	G	S-code	Grade-Source	PE	S
						☐				☐				☐								
	1	ENGLISH I				☐				☐	C	07	☐	1.0	1.0			12			
	1	ENGLISH II				☐				☐	C	08	☐	1.0	1.0			1		2	
	1	ENGLISH III				☐				☐	C	09	☐	1.0	1.0			1			
	3	ALGEBRA I				☐				☐	B	07	☐	1.0	1.0			160			
	3	GEOMETRY				☐				☐	D	08	☐	1.0	1.0			160323			

Click green "Save" cell here.

6. The user will notice that there are three rows of cells: S1 row, S2 row, and F row. The user would enter details on the matching row of the grade posted previously. For example:
   - If the user had posted a grade in the **F** cell, then the details would be added on the **F** row.
   - If the user had posted grades in the **S1** and **F** cells, then the details would be added in both rows.
7. Enter **CP** (Credit Pursued) and **CE** (Credit Earned) information on the rows that match grade entry.
8. If the course was taken as **CR** (Credit Recovery) click the radio button to indicate **CR**.
9. If the Course was taken as **SS** (Summer School, not Credit Recovery) click the radio button to indicate **SS**.

10. If an indicator for Dual Enrollment, Honors, AP, or Gifted is needed, click in the **Honors** field to choose the appropriate code, or combination of codes.
11. If the course was a distance learning course, click in the **DS** (Distance/Satellite) column to indicate it as one of the distance learning choices.

12. **Credit Site, State, Enrolled Site, and College Hours**
    - **Credit Site** refers to the site where the credit was earned / pursued. Click in the **Credit Site** field to get a listing of sites in Louisiana.
      - **For Dual Enrollment courses, credit site is the post secondary site where the dual enrolled credit is earned**. For most other courses, credit site is the high school where the credit is earned.
        i. **Tip**: Universities and Communitiy colleges start with site codes of "4". Technical colleges start with site codes of "2". You may find it easier to find the post secondary site by first highlighting the column header of **Site ID**, then place a "4" or "2" in the text box.
      - The easiest way to searc h the listing is to type some of the school's name in the **Search** box. A matching list will come up. Verify if the school is in the correct district, then select.
      - If the school is not in the pick list, such as a school from Texas, click the yellow "x" in the upper right, to close the school listing. You will find that the cursor is located in the **Course** field waiting for you to type in the name of the site.
        i. Select the **State** when working with a school that is not on the school selection listing.

- **Enrolled Site**: **For Dual Enrollment courses only**: Enter the **high school** that the student was enrolled in while taking the DE course.   This is required if the course is **Dual Enrollment (Honors code of "D")**.

13. When all information is entered , click the **SAVE** button. The course will move from the insert row at the top to the matching group listing of courses.

- Example: If the new course is a math class (GRP = "3"), then after clicking **Save**, the new math class will move from the insert row at top to the math grouping of classes further down.

Editing Transcript Records

1. To change the **GRP** (Group), **Course**, **S1a**, **S1yr**, **S2a**, **S2yr**, **F1a**, **F1yr**, and **S-code** (State Course Code): Click in the desired cell, change the value, hit the ENTER key, and it is saved automatically.

2. To change the **Cp** (Credit Pursued), **Ce** (Credit Earned), or **H** (Honors), or **Grade Source**: Click the blue-green "**save**" cell on the far right of the row. A details screen as discussed earlier will appear (shown below). Make the needed changes and click on the **Save** button to complete the update.
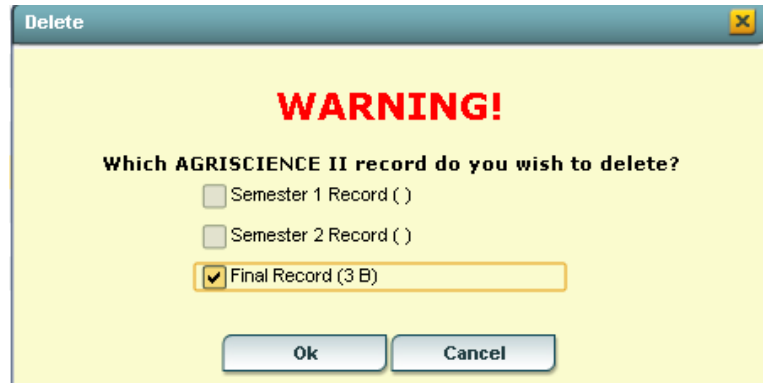
Delete Transcript Records

1. To delete a grade record from the transcript, click on the red cell in the "**D**" column (Delete) on the far left of the course.

2. A selection box of semester or final records will be displayed. Select the item(s) to delete, and then click **OK**.

Action Button Programs

Located in the upper right of the transcript workstation, the Action button gives the user access to other functions such as the iGear, Calc GPA (for current student), Set 9th Grade Entry Year, and run a Rank Report (from here, a user can update gpa for all students). Below is a description or directions for each.

Gear Box

Offers access to information about the student as shown below. Users that have rights to change a student's schedule can make schedule changes from here.

Calc GPA (Current Student)

In order to calculate the Cumulative GPA for the current student, click the **Calc GPA** selection in the **Action** button listing. The GPA will be calculated and a course-by-course report of all calculations used in determining the GPA will be provided as shown below.

Calculation report - INCLUDE

Course	H	Grade	CP	Product	Earned	Attempted
ACCOUNTING I		3.0	* 0.5	= 1.5000	1.5000	
ACCOUNTING I		3.0	* 0.5	= 1.5000	3.0000	
ACCOUNTING II		3.0	* 1.0	= 3.0000	6.0000	
ACCOUNTING II		4.0	* 0.5	= 2.0000	8.0000	
ACTING II		3.0	* 0.5	= 1.5000	9.5000	
ACTING III		4.0	* 0.5	= 2.0000	11.5000	
AGRISCIENCE I		3.0	* 1.0	= 3.0000	14.5000	
AGRISCIENCE II		3.0	* 1.0	= 3.0000	17.5000	
ALGEBRA I		1.0	* 1.0	= 1.0000	18.5000	
WORLD GEOGRAPH		0.0	* 0.5	= 0.0000	56.5000	
WORLD GEOGRAPH		4.0	* 0.5	= 2.0000	58.5000	

| Earned Points: | 58.5 | / Total Units Pursued 21.0 | = 2.7857 |
| Attempted Points: | 84.0 | / Total Units Pursued 21.0 | = 4.0000 |

Print

9th Grade Entry

Displays 9th grade entry year. Most students will have the correct year. It may be necessary to manually correct the year in some cases. If necessary, choose the correct 9th grade entry year from the drop down, and click **OK**.

Update GPA

*Accessed via the **Rank Report**.

*It is always a good idea to run this update prior to running the Rank report.

1. From the **Action** button, click the **Rank Report** selection.
   - Can also be run from **Transcripts** > **Lists** > **Rank Report**
2. At the **Rank Report** setup box, click the **Update GPA** button at the bottom of the setup box.
3. The **Update GPA** setup box will appear. Options are described below.
   a. Set the **Year**, **School**, and **Grade**(s), and **As of Date** (usually current date).
   b. **Use Current Grades**: Select to use final grades from the current year are to be included in the cumulative gpa calculation. **NOTE**: Normally selected after the midterm of a year.
   c. **0.5 credit to 1 credit course**….: Don't select this option.
   d. **Use Semester grades only**: Do not select.
   e. **Use Final grades only**: Normally not selected.
   f. **Include P grade as failures**: *Do not select this option*.
4. Click the **OK** button to begin the calculation.
   - A message will be displayed indicating the processing is taking place.
   - The processing will take several minutes. When done, close the **Update GPA** setup box. This will return the user to the **Rank Report** setup box.

Rank Report

*It is always a good idea to run the **Update GPA** utility prior to printing reports with a rank on them. The directions in the **Update GPA** section (previous) cover how to do this.

1. At the setup screen, select from the options shown:
   a. Set the desired **Year, School, Grade**, and **As of Date**.
   b. **Minimum Units:** If desired, the user can set to limit the ranking to students with a set number of Carnegie Units.
   c. **GPA Display Type:** Set to **Alpha Basic**.
   d. **Special Ed Exclusion:** Click to limit ranking according to special code diploma path. Example: Select COA to filter out Certificate of Achievement students out of the ranking.
   e. **Include Early Graduates:** Do not select.
   f. **Exclude NR Students:** Select this option**.**
   g. **Include Replaced Grades:** Select this option.
   h. **View Previous Ranks**: Do not select.
   i. **Update GPA**: It is a good idea to update the cumulative GPA before printing any ranks. The directions on the previous pages discuss how this is done. It does not take a long time. After performing the **Update GPA**, the user is returned to this Rank setup screen.

2. The Ranking report will provide you with a rank of students in the class requested. Additional students will be added at the bottom of the list:
    a. **1111** – Students with Special Codes such as COA. From "Special Ed Exclusion".
    b. **2222** – Too few credits
    c. **3333** – Student with leave code
    d. **4444** – SBLC codes (indicates failures)
    e.
3. Example **Rank Report** shown below. The report can be sorted in various ways to get details other than ranks.

GPA Ranking Report

	Student ID	Student Name	Age	Eth	Gen	Units PU	Units EA	GPA	GPA ATT	Total Points	Rank
1	9040018	LANDRY, SHERRI ELIZABETH	19	0	F	15	15	3.9286	4.0000	55.00	1 of 30
2	9040019	LANTHIER, TISHA PAIGE	18	0	F	15	15	3.8571	4.0000	54.00	2 of 30
3	9040009	DEMARY, SALLY GAIL	18	0	F	15	15	3.8571	4.0000	54.00	2 of 30
4	9040006	COMPTON, STEPHANIE CHRISTINE	18	0	F	15	15	3.7857	4.0000	53.00	4 of 30
5	9040007	CRADER, CATHERINE MARIE	18	0	F	15	15	3.7857	4.0000	53.00	4 of 30
6	9040025	SHAW, BEVERLY ALAINA	18	0	F	15.5	15.5	3.6552	4.0000	53.00	6 of 30

Example College Transcript Report

JasperViewer

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Grading Scale			Permanent Record				
A = 93.500 100.000			Demo 004 K-12			A = 3.500 4.000	
B = 86.500 93.499			**BABINEAUX, JASON LAYNE**			B = 2.500 3.499	
C = 76.500 86.499			6007 FINANCIAL PLAZA			C = 1.500 2.499	
D = 69.500 76.499			SHREVEPORT, LA 71129			D = 0.800 1.499	
SIDNO: 5040313						Sex: M Ethnic: White	
			Birthdate: 1992-11-05			SSN:901010099 GRD 12	

Group Course	Sem 1		Yr	Sem 2		Yr	Final		Yr	CP	CE	H	G	State Code	Grade Source
English															
ENGLISH III	4	A	10	4	D	10	4	A	10	1.0	1.0			120333	
Computer Education															
ENGLISH I	3	B	08	4	D	08	3	B	08	0.5	0.5			120331	
ENGLISH II	3	B	09	3	A	09	3	B	09	1.0	1.0			120332	LUTHERAN HIGH
Math															
ALGEBRA I	2	C	08	2	C	08	2	C	08	1.0	1.0			160321	
ALGEBRA II	4	A	10	4	A	10	4	A	10	1.0	1.0			160322	
GEOMETRY	3	B	09	3	B	09	3	B	09	1.0	1.0			160323	
Social Studies															
AMERICAN HISTORY	4	A	10	4	A	10	4	A	10	1.0	1.0			220403	
CIVICS	4	A	09				4	A	09	0.5	0.5			220501	
FREE ENTERPRISE				4	A	09	4	A	09	0.5	0.5			220200	
WORLD GEOGRAPHY	3	B	08	4	A	08	3	B	08	1.0	1.0			220300	
Science															
BIOLOGY	3	B	09	3	B	09	3	B	09	1.0	1.0			150301	
CHEMISTRY	4	A	10	4	A	10	4	A	10	1.0	1.0			150401	
PHYSICAL SCIENCE	4	A	08	3	B	08	3	B	08	1.0	1.0			150802	
Health & PE															
HEALTH EDUC	3	B	08				3	B	08	0.5	0.5			190500	
PHYSICAL ED I*				4	A	08	4	A	08	0.5	0.5			190105	
PHYSICAL ED II	4	A	09	4	A	09	4	A	09	1.0	1.0			190106	
Foreign Languages															
FRENCH I								P	07	1.0	1.0			121099	
FRENCH II	4	A	10	4	A	10	4	A	10	1.0	1.0			121002	
Voc Electives															
ACCOUNTING I							4	A	09	1.0	1.0			040101	
AGRISCIENCE I	4	A	08	4	A	08	4	A	08	1.0	1.0			010301	
AGRISCIENCE II	4	A	09	4	A	09	4	A	09	1.0	1.0			010302	
AGRISCIENCE III	4	A	10	4	A	10	4	A	10	1.0	1.0			010303	
BUS COMP APP	4	A	10	4	A	10	4	A	10	1.0	1.0			040400	
INTRO TO BCA	4	A	09	3	B	09	4	A	09	1.0	1.0			040401	
Gen Ed Electives															
FINE ARTS SURVEY	4	A	08	4	A	08	4	A	08	1.0	1.0			030332	
PSYCHOLOGY								A	10	1.0	1.0		D	222001	401003McNeese State
Total:										23.5	23.5				

Year Entered Grade 9: 2007   Cumulative/Attempted GPA: 3.6136 / 0.0000   Rank: 2 / 2   Total Units: 23.5
ACT English: 22   Math: 16   Reading: 17   Science/Reasoning: 14   Composite: 17
The above named student has passed all required components of the Graduation Test: YES

I hereby certify that the above named student has successfully completed the requirements prescribed by the State Board of Elementary and Secondary Education for receipt of the above specified diploma from a State-Approved High School. On file in the school office is this student`s cumulative record and/or GED test results.

SUBSCRIBED TO   AT Jennings, LA

Page 1 of 1

Example Official Transcript Report

JasperViewer

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CERTIFICATE OF HIGH SCHOOL CREDIT FOR STATE-APPROVED HIGH SCHOOLS

Grading Scale	STATE OF LOUISIANA DEPARTMENT OF EDUCATION	G.P.A. Scale
A = 93.500 100.000 B = 86.500 93.499 C = 76.500 86.499 D = 69.500 76.499	**BATON ROUGE, LOUISIANA**	A = 3.500 4.000 B = 2.500 3.499 C = 1.500 2.499 D = 0.800 1.499

NAME OF STUDENT	SOCIAL SECURITY #	DATE OF BIRTH	DATE OF GRADUATION
BABINEAUX, JASON LAYNE	901010099	11/05/1992	MAY 20, 2011

NAME OF SCHOOL	PARISH OR SCHOOL SYSTEM	ADDRESS	TELEPHONE
Demo 004 K-12	Jefferson Davis	4040 Pine Island Highway Jennings, LA 70546	3378244452

	Course Code	Subject Title	Year	S1	S2	F	Unit	Grade Source/Remark
English	120333	ENGLISH III	10			A	1.0	
Computer	120331	ENGLISH I	08			B	0.5	
	120332	ENGLISH II	09			B	1.0	LUTHERAN HIGH SCHOOL (L)
Math	160321	ALGEBRA I	08			C	1.0	
	160322	ALGEBRA II	10			A	1.0	
	160323	GEOMETRY	09			B	1.0	
Social Studies	220403	AMERICAN HISTORY	10			A	1.0	
	220501	CIVICS	09			A	0.5	
	220200	FREE ENTERPRISE	09			A	0.5	
	220300	WORLD GEOGRAPHY	08			B	1.0	
Science	150301	BIOLOGY	09			B	1.0	
	150401	CHEMISTRY	10			A	1.0	
	150802	PHYSICAL SCIENCE	08			B	1.0	
Health & PE	190500	HEALTH EDUC	08			B	0.5	
	190105	PHYSICAL ED I*	08			A	0.5	
	190106	PHYSICAL ED II	09			A	1.0	
Foreign	121099	FRENCH I	07			P	1.0	
	121002	FRENCH II	10			A	1.0	
Voc Electives	040101	ACCOUNTING I	09			A	1.0	
	010301	AGRISCIENCE I	08			A	1.0	
	010302	AGRISCIENCE II	09			A	1.0	
	010303	AGRISCIENCE III	10			A	1.0	
	040400	BUS COMP APP	10			A	1.0	
	040401	INTRO TO BCA	09			A	1.0	
Gen Ed Electives	030332	FINE ARTS SURVEY	08			A	1.0	
	222001	PSYCHOLOGY	10			A	1.0	401003McNeese State Unive

Year Entered Grade 9	Cumulative/Attempted GPA	Class Rank	Total Units	The above named student has passed all required components of the Graduation Test:
2007	3.6136 / 0.0000	Rank: 2 / 2	23.5	YES

I hereby certify that the above student has successfully completed the requirements prescribed by the State Board of Elementary and Secondary Education for receipt of the above specified transcript from a State-Approved High School. On file in the school office is this student's cumulative record and/or GED test results.

SUBSCRIBED TO THIS   MAY 20, 2011   AT Jennings, LA

SIGNATURE OF DISTRICT SUPERINTENDENT | SIGNATURE OF SCHOOL PRINCIPAL

Carnegie Units Earned Report

The Carnegie Units Earned Report will show credits earned by transcript group, which are then categorized by previous credits earned and current year grades credit earned. Additionally, the report will show if the student has passed tests for Louisiana graduation requirements.

Getting Started

1. In the left navigation panel, click **Transcripts**, then **Lists**, then **Carnegie Units Earned Report**.
2. Aside from the **Standard Setup Options**, unique setup options are described next.
3. **Active Only**: Select to limit to currently enrolled students.
4. Click the **OK** button on the setup box to start the report. It will take a little while to obtain results.

Unique Column Descriptions

1. **English** through **Reg Elect**: These are transcript groups. Each transcript group has two sub categories:
   a. **ERN**: A count of credits earned in previous years. If he user clicks on a count in the **ERN** cell, a transcript workstation screen will appear.
   b. **CYR**: A count of credits being pursued during the current year. To see a student's grades for he current year, click the iGear icon by the student's name, then select **Grades**.
2. **Tot Earn** (Total Earned): Sum of the credits earned in the previous years.
3. **Tot Proj** (Total Projected): Sum of the credits from previous years, plus credits pursued from current year.
4. **Sped**: If the student is a special ed student, **SPED** will show here, otherwise special codes will show here.
5. **Path:** Shows diploma path code.
6. **Tests**: This column identifies if the student has test results necessary for graduation requirements in Louisiana. "Yes" is displayed if the student has the test results to graduate. "No" is displayed if the student does not have the test results to graduate.
   a. Need to manage test scores for students as a result of reviewing this report? Go to *Grades > Entry > **Test Score Editor*** to enter/edit student test scores.
7. **Endorsement**: Displays the Academic Endorsement code associated with the student. These are entered on the *Vocational* tab of Student Master.
8. **Concentration**: Lists the Cluster / Concentration code. Needed if the student is a Basic Core (COB) student.
9. **IBC**: Lists the IBC/Credential code from the Vocational screen of Student Master.
10. **Career Options**: Lists the Career Option code. Needed if the student is a JumpStart student.
11. **DE**: Will identify if the student has taken 1 or more Dual Enrollment Course.
12. **ACT**: Displays either Yes or No value indicating whether or not the student has taken the ACT test before Oct 1 of the senior year.

Test Score Editor

Setup Box

Test Score Editor will allow you to allow you to view/edit a variety of existing test scores such as EOC, GEE, LEAP, ACT, etc. You may also enter scores manually instead of importing them.

1. On the left navigation panel, select Grades, Entry, and Test Score Editor .
2. At the setup box, configure for the normal Year, School, Grades.
3. **Show SSN on Report**- Usually not selected, but use if needed to show the student SSN on the report.
4. **Show SASID on Report**- shows the student's Student Assigned SID number
5. **Show Exceptionalities on Report**- shows the student's Exceptionalities from the IEPs
6. **Order To List**:- This will allow you to choose different options by clicking on the drop down arrow. See the options below:
7. **Print Break On Order**- Check the square to the left of "Print Break On Order" to select the print break.
8. **As of Date**- Defaults to the current date-The date may be changed by clicking on the calendar to the right of the cells and choose the desired date.
9. **Students**- Click in the cell to work with one or two students. Example: Counselor wants to update EOC scores for a single student.
10. **Test Name**- Click on the drop down arrow to select the scores on a certain test or leave it with All Test Types selected for all test that the student have taken.
11. **Test Month**- Click on the drop down arrow to select the month that a certain test was taken or leave it with All months will be selected for all test that the student have taken.
12. **Test Year**- Click on the drop down arrow to select the year that a certain test was taken or leave it with All years will be selected for all years that the student has tested.
13. **Column** - This will allow you to show only the columns that you want to see in the display.
14. Click on **Filters** to show additional filters.
15. Click **OK** to see a listing of students and test scores.

How to Edit an Existing Score/Level

After completing the setup box and clicking OK, students that meet the setup box criteria will be displayed on the screen. Follow the next set of steps to edit the score/level of a student.

1. **To edit an existing score,** scroll through the list of students to find the student that needs to be edited.
2. Click in the appropriate score field to the right of the student's name. The existing score will be highlighted.
3. Replace the existing score with the correct score.
4. **To edit an existing level,** scroll through the list of students to find the student that needs to be edited.
5. **Click in the appropriate level field** to the right of the student's name. This will give access to a drop down list.
6. Click on the down arrow to see the list.
7. Use a single left mouse click to select the level.

How to Enter a New Score/Level

*If this is a situation where entry is being done for a single student, select the Student on the setup box under "Student".

After completing the setup box and clicking **OK**, the student(s) that meet(s) the setup box criteria will be displayed on the screen.

1. If the students for which new scores/levels are to be entered **has never taken the test before,** use the following steps to enter the data:
   a. The students will be listed with blank cells for the test data.
   b. Fill in the data for each row working from left to right.
   c. Click the ENTER key to store the information, then move to the next cell, then the next student.
2. If the student for which new scores/levels are to be entered **has already taken the test at least once,** use the following steps to enter this new data.
   a. Be sure to enter the student's name on the setup box in the **Student** field.
      i. If necessary you can click the setup button at the bottom of the screen if the student's name is not on the screen.
   b. The screen should display any test scores of the student based on whether or not the student has previously taken any tests and whether or not those tests meet the setup criteria.
   c. The top line will be blank. If it is not blank return to the setup box and verify settings.
   d. To find a student that needs new scores entered, **click on the Student ID field** on the top blank line.
   e. Scroll through the list and click the check box to the left of the student's name.
   f. This will populate the **District, School, Student Name, D.O.B.** and **Test** fields on the top line.
   g. Click the **MO** (month) field and select the appropriate month from the list.
   h. Click the **Year** field and select the appropriate year from the list.
   i. Click the **GD** (grade) field.
   j. Scroll to the right and enter the score/level for each of the new scores. **Note:** You MUST enter a level and a score.
   k. You MUST click the **Save New** button or the information will be 'lost'.

How To Print/Export the Report

1. Click the **Print** button to to print the report
2. To export the report to Excel:
   a. Click the **Export** button at the bottom of the report display.
   b. A popup will appear with several options: PDF, XLS, CSV, and HTML. For exporting to MSExcel, the recommended option is **csv.**
   c. Click the **Print** button.
   d. **Chrome**: After clicking **Print**, another largely blank window will appear. In the lower left will be an icon representing the MSExcel file. If not visible, maximize the screen to see the file in the lower left. Click on the file and MSExcel will open the contents.
   e. **Firefox**: After clicking **Print**, a dialog will ask the user to either **Save** or **Run** the file. Click **Run**. MSExcel will then open the contents.

How to Use Test Scores by Roster to Find App Basic / Unsat

1. In the **Search** box in the upper left, click and type "Test Score". Select **Test Scores by Roster.**
2. At the initial setup box, click on the field "**Test Name**". Browse to find "**LEAP 2025 Gr 3-8**" for elementary or "**LEAP 2025**" for high school.
3. Tap the "**Filters**" button. In the "**Grade**" field, set to grade level desired.

4. Tap the "**Advanced**" button.
5. Click in the "**Column**" field.
   a. Select the following: Last Name, First Name, Test, Grade, ELA Level, Math Level, or if working LEAP 2025, select desired test result columns.
6. Place a check for "**Show Only Most Recent**".
7. Click the various "**OK**" buttons to get back to the setup and run the report.

8. Give the report a minute or so to present data on the screen.

9. Look for students with Approaching Basic or Unsatisfactory for either ELA or Math, or both.

Last Name ▲ ¹	First Name ▲ ²	Test	Grade	Ela Level	Math Level
		LEAP 2025 Gr. 3-8	07	Mastery	Basic
		LEAP 2025 Gr. 3-8	07	Mastery	Basic
		LEAP 2025 Gr. 3-8	07	Mastery	Mastery
		LEAP 2025 Gr. 3-8	07	Approaching Basic	Approaching Basic
		LEAP 2025 Gr. 3-8			
		LEAP 2025 Gr. 3-8	07	Unsatisfactory	Approaching Basic
		LEAP 2025 Gr. 3-8	07	Basic	Basic
		LEAP 2025 Gr. 3-8	07	Approaching Basic	Approaching Basic
		LEAP 2025 Gr. 3-8	07	Basic	Basic
		LEAP 2025 Gr. 3-8	07	Basic	Approaching Basic
		LEAP 2025 Gr. 3-8	07	Basic	Basic

10. This report can also be handy for identifying students with high levels for ELA and Math.
11. **Time Saver Tip**: Click the **SAVE** button to store the arrangement of the report.

    a. In the future, click in the **REPORT** field to pull it back up without any configuration.

New Report

Title : 8th Grade ELA Math Levels

Description :

Latest test levels for 8 graders in ELA and Math

Save   Cancel

Save   Reports :

Monitoring Teacher Assignments in Gradebooks

1. In the left navigation panel, go to *Grades> Count> Assignment Audit*. Select the following in the setup box:
   - Marking Period = "P2."
   - Report = "Greater Than or Equal to Per Category."
   - Assignments = "0."
   - Report Type = "Detailed."
   - From Date = First Day of School.
   - To Date = Today's Date

.

2. Click OK to get the report. <u>Please be patient</u> as it will take a few minutes to produce the report.
3. Each class will be listed on several rows to show a count of assignments per class, per category.

4. Click on the count of **Assignments** to see the assignments in the gradebook.
5. Click on the count of **Posted** to see the grades given to students.
6. Click on the count of **Missing** to see empty grade cells.
7. Check out the **Total Points** to see the total number of points possible for that class/category.
8. **Tip 1**: Run this weekly to verify that staff members are entering assignments.

9. **Tip 2**: If you need to look at something specific in a Gradebook - Click *Grades>Entry>Gradebook* to view the actual gradebook of the teacher in question.
10. **Tip 3**: If you need to check the % of A, B, C, D, F for classes right now - Click *Grades>Count>Grade Distribution*. Set to the first Marking Period, then click "OK" to get results. Grade counts are clickable to see students.

Master Schedule Overview

In JCampus, the Master Schedule Editor is where teachers/courses/periods are set and managed.

1. Go to **Scheduling / Entry / Master Schedule Editor**.
2. Tap the "**Waffle**" icon in the upper left to make your viewing screen wide.
3. Click the "**Filters**" button to limit the view of the master schedule.
   a. Use Teacher, Transcript Group, Period, Grade to make the view of classes smaller.
   b. Use Column to make the master schedule view show fields that are desired.
4. A vertical table of classes at the school will be displayed. Classes are sorted by Teacher, then period, then alpha course name.
5. Columns of Interest
   a. Columns "**C1, C2**" contain student counts for semester 1 and semester 2. Click to get a quick roster.
   b. State course code associations are in the "**St Code**" column.
   c. The "**NP**" column represents the number of periods long the class is.
   d. The "**DS**" column represents the Distance Learning code to report to the state.
   e. "**RSCH/RDIS**" are the remote sites to report to state if the course is offered off campus.
   f. "**MREM**" and "**REM**" is used if the host school wants to offer this course to other schools in the district.
   g. "**SE PSC**" is the special ed placement to report to the state if a special ed course.
   h. "**C HRS**" and "**PSEC SITE**" are used if a Dual Enrollment course is to report credit hours and post-secondary site.
   i. "**Fees**" is used if the course has a fee that is to be assessed to any student in the course.
6. Searching can be done initially by Teacher. Type some of the last name of the teacher in the search bar and the list will move to that staff member.
7. Searching can also be done by click on a column header, such as "**Course**", then typing part of the item being searched for in the column.
   a. Ex… Tap "**Course**", then enter "Wor" to go to the courses starting with "World".
8. If more advanced filtering is needed, on the *Setup* box, tap the "**Filters**" button.
9. Changes are easy: Click n' pick to make a change.
10. Additions are done in the top row, working from left to right. Click the "**Save New**" button to add the contents into the master schedule.

Student Statistic Review:

This report is very good at searching for students who may have a certain number of absences, discipline referrals, or gpa.

1. Go to Discipline / Lists / Student Statistic Review
2. At the setup, configure for the current year. Other options:
   - Only Records at this school: Check if the search is for only attendance or discipline at the current site.
   - From / To Date: Set to the date range of attendance / discipline records desired.
   - Active Only: Check to run for students currently enrolled.
   - Order to List: Select desired order.
   - Include bus referrals: Check to include bus discipline referrals.
   - Discipline Referrals: If desired, enter a count of discipline referrals
   - Absentee Totals: If desired, enter a count of absences
   - Unexcused Absence Totals: If desired, enter a count of unexcused absences.
   - Cumulative GPA <=: Enter a gpa number less than
   - Incident Code: If desired, enter incidents being searched for.
   - Action Taken: If desired, enter actions being searched for.
   - Type: All = All discipline referrals. Minor= Referrals handled by teacher only. Major = Referrals handled by office.
   - Calc GPA: Click "Active Courses Only" then click "OK" to update GPA's.
   - Filters: Optional:: Set to limit groups of students.
3. Click Ok to run the report and obtain a list of students.

Student Progress Center Overview

Student Progress Center is the portal where students, parents, and school administration can view student information related to grades, attendance, discipline, calendar, transcripts, and notes communications.

Administrators and Counselors can login to see what parents and students see.

1. To get there, go to https://jpsis.jpschools.org/progress
2. In the search at the top, begin entering some of the student's name, then select the student.
3. If a parent, student shows on the right. Click on the picture to see the details.

Message From School

<< || >> 1 of 1

Click picture icon to see details on the student.

No Messages To Display

LOGAN SMITH EDGEAR
DEMO School 006

0.0	0	0
This Term	Next 7 Days	Unread Notes
Click for Details	Click for Details	Click for Details

Click to select

CATHERINE MORGAN BOURQUE
DEMO School 001

0.0	0	0
This Term	Next 7 Days	Unread Notes
Click for Details	Click for Details	Click for Details

Click to select

4. Click the menu items to see details on the student.

Grade   Calendar   Attendance   Discipline   Transcript   Test   Communication

LOGAN SMITH EDGEAR

School Name :	DEMO School 006 (006)		
Sidno :	7089921	Grade :	10
Homeroom :	BLANCHARD HORSEY	Year :	1617
Birthdate :	09/11/2001 (15)		

AM Bus		PM Bus	
Number :	00288	Number :	00288
Stop :		Stop :	
Time :		Time :	
Address :	No Address Available	Address :	No Address Available

Club	Sport

0	0	$30.00	0
Today	Next 7 Days	Total Fees	Unread Notes
New Work	Work Due	Fees Due	Notes