



## JCampus Student Master Guide

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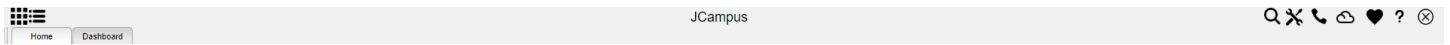
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## Logging In

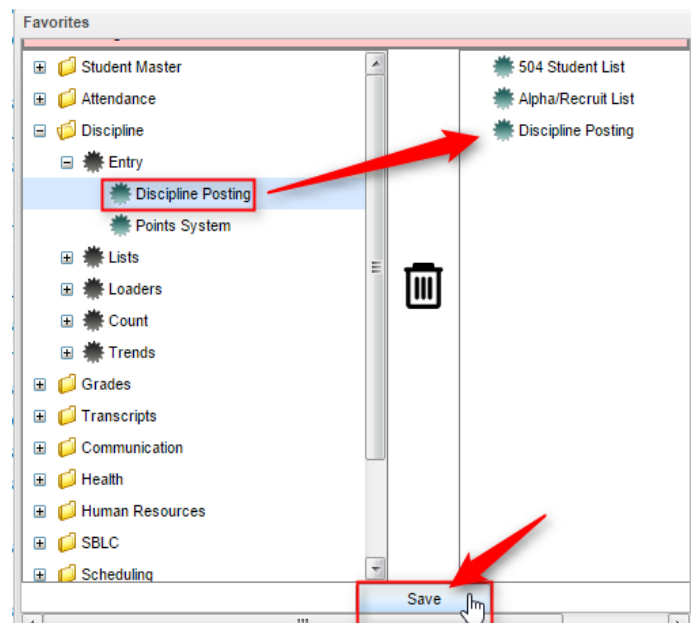
1. JCampus works best in Google Chrome , Microsoft Edge, Firefox, or Safari.
2. Browse to <https://your district URL for Jcampus>
3. At the login screen, enter your username and password.
4. If you are using the “Live” dataset, click **Login**.
  - a. “Live” refers to current, active data.
5. To access the **Training** dataset, on the “Database:” field, click the dropdown arrow and select **Training**. Then click **Login**.
  - a. “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.

## 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. **Hamburger:** Click to “Menu View”. It’s the most up-to-date version of JCampus!
4. **User:** The user’s name will be displayed with a date/time showing last login.
5. **Search Programs:** Click on this “Magnifying Glass” to search for any program in JCampus
6. **Phone:** If using the Call system, click to place JCall message to students and/or staff.
  - a. Can be used at any time, but is needed when sending a message outside of normal call times.
  - b. Is not scheduled, but goes out immediately to all phone numbers associated with a student/staff.
7. **JDrive:** Click to access the user’s storage space associated with the software. User documents and files can be stored here.
8. **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**.





9. **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.

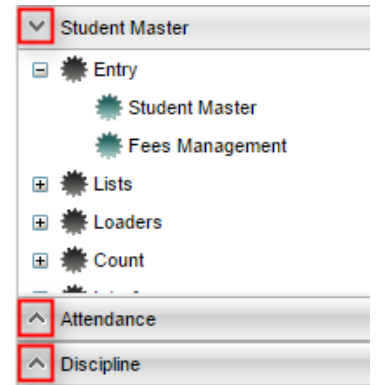


10. **Logout:** Click to return to exit the system and return to the login screen.

## Navigator

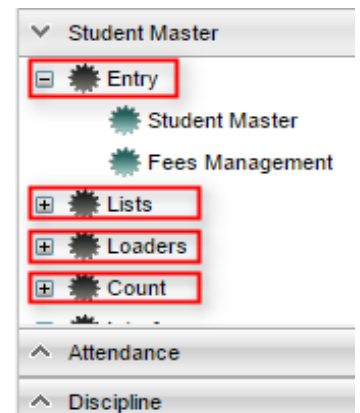
1. **Search Box:** Located in the upper left, entering a keyword will search the menu items and provide matching programs. Click to run. Click the “**Favorite**” (heart) icon to save it as a Favorite.

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



3. Within each application area there are several categories that have programs under each. **Click on the + icon to expand access to the programs for each category.** 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. [http://wiki.edgear.net/wiki/w/index.php?title=List\\_Program](http://wiki.edgear.net/wiki/w/index.php?title=List_Program)
- 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.



## Welcome / Notifications

The “**Welcome**” tab contains program update notifications from the Shreveport office. Additionally, the district administrator may add notifications for the users to view.

## Workspace

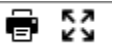
The **Workspace** is a tab separated work area that allows you to manage multiple open programs without overlapping windows.

1. You can have several different programs open at any given time. Depending on computer memory and hardware, usually up to 5 simultaneous open tabs is fine. If a computer with lots of memory is being used, more tabs can be managed.
2. Click a tab to jump between active programs.
3. When finished with a program, click on the red "X" at the top of the tab to close the individual program.



## Enrollment and Ethnic Breakdown Graphs

These graphs will be visible once you login to JCampus. To print, click the **Print** icon. You can enlarge the graph by clicking the **Show in Larger Window** icon.



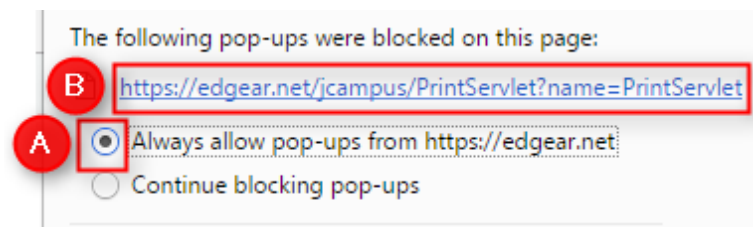
## Unblock Popups

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 as shown below.



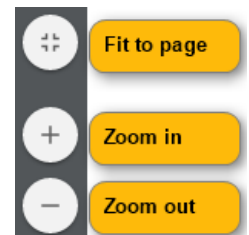
2. Click on the popup blocked icon. A dialog box will appear. Do the following:
  - a. Click "Always allow popups from...."
  - b. Click the hyperlink as shown below.
  - c. The print preview will now be displayed and will continue to open in Google Chrome from JCampus.



## Print Preview Screen

When a print job is presented in a popup, the user can take several path's to work with the data.

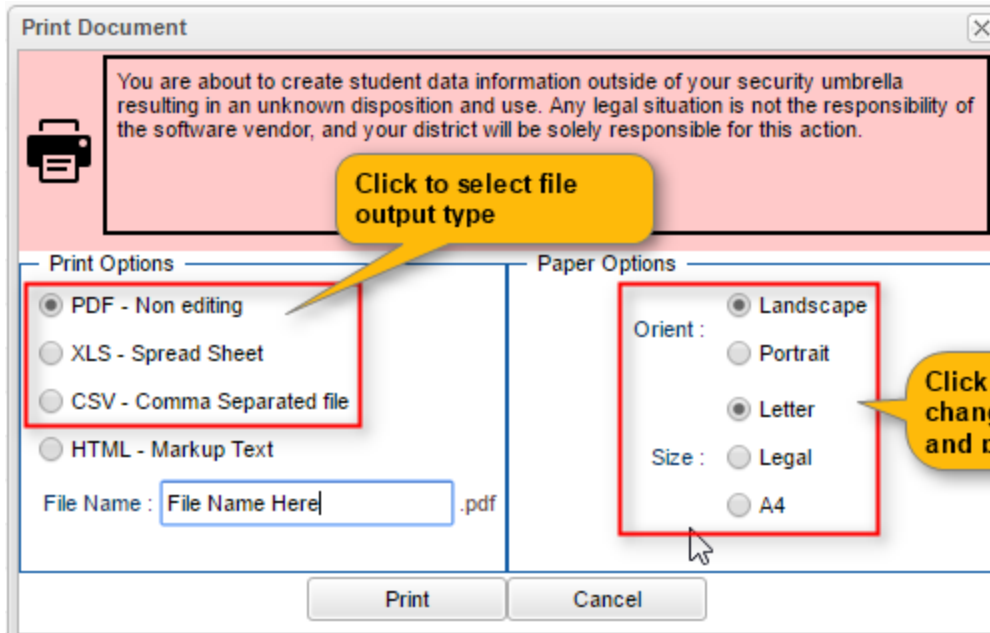
1. **Print:** Hover the mouse in the upper left. A printer icon will appear. Click to bring up a printer dialog.
2. **Download (Save):** Hover the mouse in the upper right. A download icon will appear. Click to save a copy of the print preview as a pdf file in the Download directory of the computer.
3. **Resize + / - :** Hover the mouse in the lower right. A set of icons to "fit to page", "zoom in", "zoom out" will appear. Click the appropriate icon to perform the needed resizing.



## Print Output Options

When the “Print” button is clicked on a report, the user has options to change the print output.

1. **Print Options:** Select the desired file output type. Enter a file name.
  - a. If pdf is selected, a popup preview window will appear showing data.
  - b. If xls or csv is selected, a popup will appear and the Excel file will be located in the bottom left.
  - c. Sometimes the popup window needs to be “maximized” to see the Excel file in the lower left.
2. **Paper Options:** Select the desired page orientation and page size options.

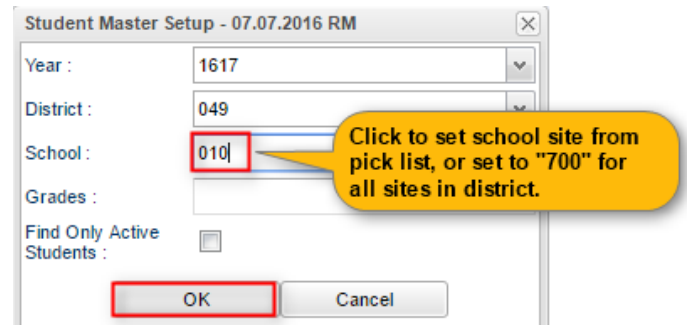


## Student Master Overview

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. The student's information will appear on the *Student Master* screen.

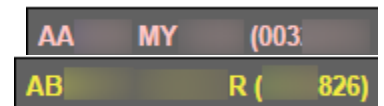
### Find a Student Using the Search Bar

1. The search bar is the blank field to the right 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 and hit **Enter** on the keyboard.
3. A list of possible matches is displayed and can be sorted using any column heading.
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

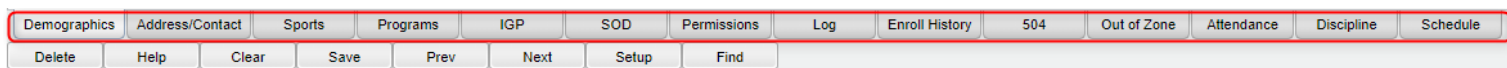
1. Flags in the top will be shaded a color if a student has been classified as SPED, 504, LEP, or has a Health condition.
  - a. Hover over the button to see additional details.
2. If the student has exited, the name of the student will be shaded in red.
3. If the student is absent on the current day, 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. **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!!
7. **Name:** Located in the upper left, click the field box next to **Name** to access, edit, or enter the student's name, addresses, phone numbers, and ssn of the student. Address and phone information can be copied from the student's information to the Guardian, Father, and Mother by clicking the **Copy Address** button.
  - a. **SSN:** If the student needs a temporary SSN, double click the SSN field.





8. **Guardian:** Click in this field to enter/edit a guardian's name, address, email, and phone information. Usually, this is someone other than the Father or Mother, such as Grandmother, or other type of legal guardian.
  - a. Information can be copied from the **Mother** or **Father** by clicking the **Copy From ...** buttons at the bottom of the Guardian window.
  - b. If a school uses the Parent Command Center, and wishes to deny a guardian access, a user can select to deny access by clicking the box next to **Guardian cannot access Internet data**.
9. **Father** and **Mother:** Click in these fields to enter/edit names, addresses, email, and phone numbers of the student's father and mother. There is a check box to indicate if the mother or father is a stepparent.
  - a. Address information can be copied from Guardian, Student, Mother, or Father by clicking the **Copy From** button.
  - b. If a school uses the Parent Command Center, and wishes to deny a parent access, a user can select to deny access by clicking the box next to **Mother/Father cannot access Internet data**.
10. **Emergency:** Click to enter or edit a person to contact in case of an emergency for the student.
11. **Homeroom:** Usually not selected here, but populated as a result of scheduling. If needed to be done manually, click to enter a homeroom for the student.
12. **Special Codes:** This field allows you to bring up a box that will list any special information for that student. By clicking on the drop-down arrow, you will get a list of Special Codes that you can use if you need to enter such information. It also allows you to enter other information such as **Lunch Type** and **Lunch ID**. You may enter up to 10 different codes. After you are done, close the screen and the codes will appear in the Special Codes field on the main Student Master screen.
13. **School Clubs:** This field will allow you to list any school clubs that the student is a member. When you click on the blank field next to the **School Clubs** name, a box will appear. Click on the arrow and a drop-down list of clubs will appear. You may select up to 10 clubs for this field.
14. **Alarm Codes:** This field will allow you to assign codes that indicate a student needs special or immediate attention. This code will display when a student with an alarm code is checked out of school.
15. **Entry Date:** Contains the date the student entered the school. A user can click to enter/edit the entry code, entry date, and school transferring from.
16. **Leave Date:** Contains the date the student left the school. A user can click to enter/edit the leave code, leave date, and school transferring to. Note: Proper use of the leave code is crucial. Using a leave code that contains a "D" will result in a dropout assigned to the school.
17. **Country:** If a student was born in another country, a user would click here to enter the country of birth, date of entry to US, a language code, and a language proficiency code. This is an important field as it identifies whether a student is **Limited English Proficient**.
18. **SBLC Code:** A field to identify a student as retained. When a student is considered for retention, an SBLC is held. The results of the SBLC meeting (promoted or retained) are posted here.
19. **Old SSN / Old SSN Date:** If a student's SSN was changed, the old one appears here, along with the date of the change.

### Tabs at the Bottom of the Student Master Screen



1. **Demographic:** First screen displayed when entering **Student Master**. Basic information on a student is displayed here.
2. **Address/Contact:** This tab will display all name/address/phone information contained in the **Student, Guardian, Father, Mother, and Emergency** fields.
3. **Sports:** This tab will display information such as **Sports, Cohort, Next School, and Graduation** (if early graduate)

data.

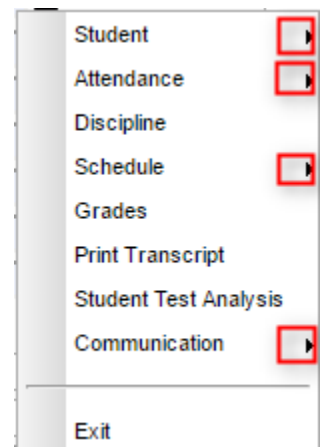
4. **Programs:** This tab will display program information such as Homeless, Migrant, Homebound, etc... Program start and end dates can be associated with each program.
5. **IGP:** Individual Graduation Plan (used by High School Counselors) allows you to enter Endorsements, Career Cluster/Concentration data, Career Option data, and IBC related data for the high school student.
6. **SOD:** Extra Enrollment information for the School of the Deaf
7. **Permissions:** Student permissions are stored here.
8. **Log:** A file that allows an Administrator or Counselor make journal entries on a student.
9. **Enroll History:** A very important tab. This tab indicates the **enrollment history** of the student in the district.
10. **504:** This tab will display details about the student if the student has been identified as 504.
11. **Out Of Zone:** This tab is used to store **Out of Zone** information related to the student.
12. **Attendance:** Will populate the students attendance record.
13. **Discipline:** Provides a summary of incidents/actions. Click the "Year" in lower right to see previous years information.
14. **Schedule:** Will populate the student's schedule. You will have additional options to view.

### Using the Gear icon



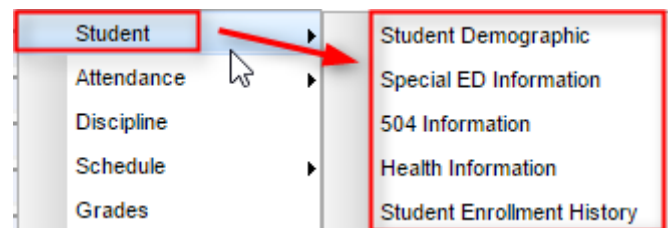
The Gear icon is a menu system that brings out further details about the student in a quick access format. The Gear icon can be found throughout the JCampus system. Typically, the user will see the icon near the student's name on a screen and on some list report screens. In Gradebook, the Gear icon is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



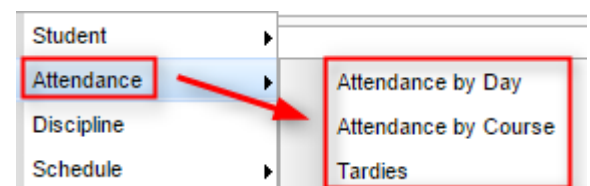
### 3. Student

- a. **Student Demographic:** Creates a print out 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

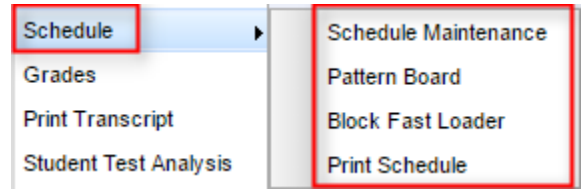
- a. **Attendance by Day:** Report of detail attendance and summary. Click "Setup" to change year.
- b. **Attendance by Course:** If a Bell Schedule is setup, student's attendance by course is displayed with counts per course. Cell click to get detail records for the class.
- c. **Tardies:** Code 14 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.

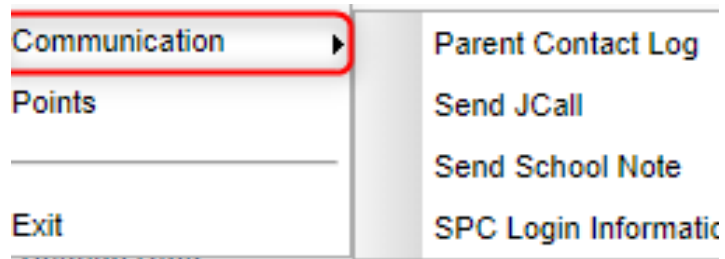
- a. **Schedule Maintenance:** A simple manual student schedule program to quickly add/drop classes on the student’s schedule.
- b. **Pattern Board:** Typically for high schools and large middle schools, this is a request-based student scheduler for entering requests, automatic scheduling for the student, 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.
- 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. **Send JCall:** Can initiate a JCall from here
- c. **Send School Note:** provides a way for a user to create notes to be displayed in the [Student Progress Center](#). It will not generate a phone call, text or email.
- d. **SPC Login Information:** Displays the last time a parent/guardian accessed information about the student on the Student Progress Center.



## Address Standards and Abbreviations

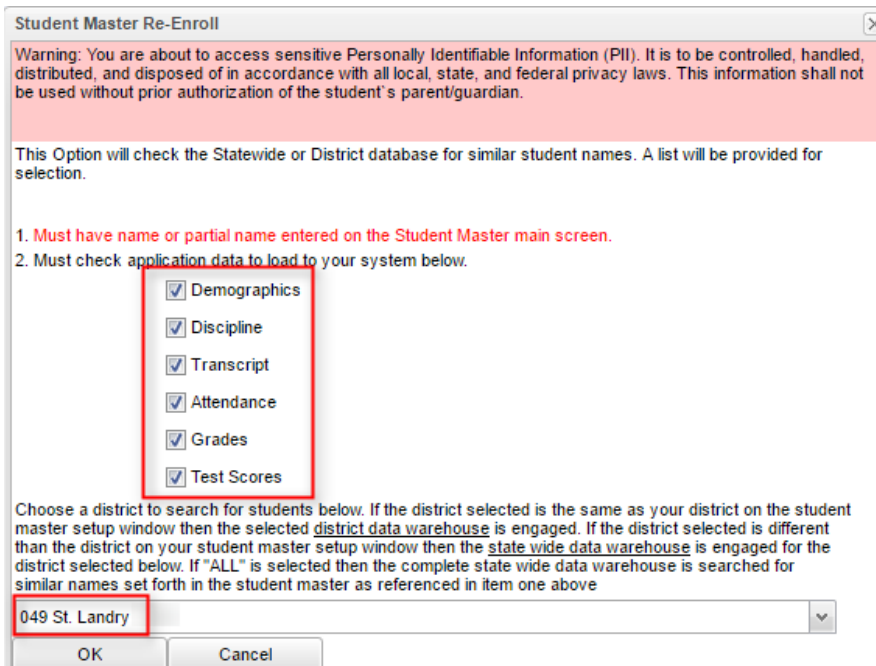
In the next section, we will be going over how to enter students. When entering addresses, it is important to be consistent. Below are suggested address standards for abbreviations and formats when entering any address for students, parents, or emergency contacts. Your district will have the final say on the proper way to use address standards and abbreviations.

- 1. No commas or periods in address text.
- 2. Common abbreviations:
  - a. **AVE** Avenue
  - b. **BLVD** Boulevard
  - c. **CIR** Circle
  - d. **CT** Court
  - e. **DR** Drive
  - f. **HWY** Highway
  - g. **LN** Lane
  - h. **PKWY** Parkway
  - i. **RD** Road
  - j. **RT** Route

- k. **ST** Street
  - l. **THRWY** Thruway
  - m. **TR** Trail
3. Generally, numbered streets in most towns are spelled out when doing First through Tenth streets. Above Tenth, use the figures. Examples: **123 THIRD ST, 382 14TH ST**
  4. Abbreviate all directions without the period. Examples: **320 W JEFFERSON ST, 938 E JEFFERSON ST**
    - a. Exception: If the street’s name is a direction, do not abbreviate it. Example: **103 NORTH ST**
  5. A post office box should be **PO**. No space and no periods. Example: **PO BOX 125**
  6. **LOT, APT, and UNIT** are entered on the second address line. Don’t use “#”. Example: **LOT 16, APT 32.**

## Enter a New Student Using Reenroll

1. If currently working on a student, click the **Save** button to store any work that was done on the current student.
2. Click the **Clear** button on the lower center portion of the student master screen. Click in the **Name** field and the Student Information window will open.
3. Enter all or part of the **first and last name** of the student, OR enter all or part of the student’s ssn in the **ssn** field.
  - a. If any part of the name contains an apostrophe, use the key left of #1 and above the Tab key on the keyboard (“backquote” key). Remember to spell as is on the birth certificate if available.
  - b. If the student’s name is an uncommon name, try using the first two or three letters of the first and last name instead of the whole name.
  - c. **TIP:** If the name matching is too difficult, and no results are returned, clear the names and search by putting the ssn in the ssn field.
4. Click **Action** in the upper right of the screen. Choose **Re-Enroll**.
5. Check the appropriate items to import. Usually, all items are selected.
6. Always choose 049 St. Landry unless the student is coming from a JCampus district, then select the JCampus district.
  - a. JCampus districts have the name of the district twice. Ex. 001 Acadia Acadia
  - b. The only neighboring districts not a JCampus district is Rapides.



7. Click **Ok**. If any matches appear on the screen in the home district, check to make sure that for the current year, the student has a leave code from the previous school. If no drop information is shown, contact the previous school in the district to post a leave code, then repeat the search.
  - a. It is school courtesy to help the other school calling for a drop. Try to post the drop right away so that the other school may gain the new student as fast as possible.
  - b. For in district searches, be sure to choose the **most recent entry** (top entry) for the current year.
8. If choosing from a district other than Jefferson, set the **District** to the other JCampus district, and if a match is found, be sure to choose the most recent entry, which is usually the topmost entry.
9. When a row is selected, an initial view of the student's data will be presented to make sure the correct student is being selected.
10. After verifying the information, if it is the correct student, click the **Import** button on the lower left.
11. Select the appropriate entry school, entry code, entry grade (-1 is PreK, 00 is Kindergarten), and enrollment date grade for the incoming student. Click **Ok**.
12. After the import of the student is complete, the user will be directed to being updating the address and contact information of the student. Don't assume information from the other school site is correct. Verify all information; including ssn, date of birth, etc.. Update address and contact information. Click **Save** at the bottom of the page.

## Entering a New Student When No Reenroll Match is Found

1. If no match was found in the Reenroll process, the user enters the student's information from scratch, starting with the student information box, then work down the student screen.
2. Any field that is red must be completed to enroll the student. Any field with a blue/gray background indicates additional information is available when the field is selected.
3. Click in the **Name** field and the Student Information window will open.
  - a. Enter the student's Last, First, and Middle Name, including any suffix information.
  - b. If any part of the name contains an apostrophe, use the key left of #1 and above the Tab key (backquote key) on the keyboard.
  - c. Complete the mailing address. If same as the physical, use the "**Copy Address**" button to speed up the process.
  - d. Enter a student home phone number, or primary contact number for the student. A Phone Options window will appear. Checking the Tardy, Attendance, Discipline, Grade and Event options will **opt out** of receiving phone calls for those items.
    - "Cell Phone" can receive SMS text messages from the JCall system.
  - e. Enter the Social Security number in the **SS Number** field. If a parent does not supply a SSN, double click in the SSN box and the system will generate a temporary SSN.
4. When finished with the student, click the **Guardian** button to enter Guardian information (if applicable) for the student.
5. When finished with the **Guardian** information, click the **Father** button to enter Father information for the student.
6. Repeat for Mother, Emergency, and Resides With.
7. For **Grade**, select the drop-down menu to select student's grade.
  - a. Kindergarten grade = 00          Pre-K grade = -1
8. For Ethnic field, select the Primary first, then additional under Secondary.
9. Ethnicity and click Close.
10. Click in the Birth Date field. Select the month, date, and year from the drop-down menu. Click Close when

finished.

11. In the Transportation Information window, click the drop-down menu next to Transportation and make the appropriate selection.
  - a. If the child rides a bus, select **01 Transported at Public Expense**.
  - b. You can add a bus number by typing in the cell for **AM** or **PM** bus.
  - c. If the child is a walker or car rider, select **05 Private Car or Walker**.
  - d. You can add CAR label in the AM or PM bus field.
12. Click in the **Entry Date** field. The Entry Information window will appear.
  - a. Select an entry code and entry date from the drop-down menu.
  - b. If the student is transferring from within the state of Louisiana, click in the **Transferred From** field to generate a Louisiana State School list. Use the Search field to locate the school site. Select the school.
  - c. If the student is transferring from a school not listed with the state, close the site listing by clicking the "x" in the upper right. You will see the cursor is blinking in the Transferred From field. Just start typing the name of the site the student is coming from. Click **Close**.

### Enter the Homeroom

1. For Elementary Schools: Normally this is automatically populated when a student is assigned to a Block (homeroom) schedule. This only is needed for exceptions in the elementary setting.
2. For High Schools and Middle Schools: Normally this is assigned either by first period or by last name range. Pick the homeroom teacher based on which criteria is used by the school.
3. Click in the **Homeroom** field. A list of staff members will appear. Click on the staff member's name to be the homeroom teacher for this new student.

### Enter Special Codes

1. Click in the Special Codes field to get the Special Codes box.
2. Click on the drop-down arrow to choose the appropriate state reported special code.
3. Click Close when finished.
4. Click Save to store the code selection.

### Special Codes for PreK Students (-1)

- P01 Title 1
- P02 INVALID
- P03 Starting Points
- P04 Even Start
- P05 8(g) Block Grant
- P06 Locally Funded
- P07 Head Start (4 yr olds)
- P08 Head Start (3 yr olds)
- P09 LA 4(formerly Early Childhood Dvlpmnt)
- P10 Rural Education Achievement Prgm. (REAP)
- P11 Education Excellency Fund (EEF)
- TAN TANF
- SE1 Preschool Special Ed (Use for Special Ed PreK who needs to be in Grade 20 for state)
- SE 2 Infant Toddler Special Ed (Use for Special Ed PreK who needs to be in Grade 15 for state)

### Special Codes for Kindergarten Students (00)

- K01 PUBLIC School Prekindergarten
- K02 NONPUBLIC Prekindergarten
- K03 LICENSED Childcare
- K04 Family Day Care Home Program
- K05 Head Start Programs
- K06 Tribal Schools
- K07 Home (No Pre-K)

### Enter Alert Codes

1. After finding the student in Student Master, click in the **Alert Codes** field to get the Alert Information box.
2. Click on the drop-down arrow to choose one (or more) alarms.
3. Click Close when finished. Click **Save**.
4. Once an alarm code has been entered, the field will be red. You will also receive notification that a student has an alarm code when checking the student out, or when posting a discipline referral.

### Enter Country Information (Limited English Proficiency)

1. Needs to be completed if:
  - a. The student is not proficient in English
  - b. If the student was born in another country.
2. Click the **Country Entry** field on the right of student master under the photo area.
3. Enter the following:
  - a. **Entry Date**: Enter the date the student entered, or was born in the United States
  - b. **Country of Citizenship**: If born in another country, indicate that country in this field.
  - c. **Language Code**: Indicate language spoken by student.
  - d. **Home Language**: What language is spoken at home? JCampus will translate English into their home language for any JCall communication.
  - e. **English Proficiency**: Enter whether the student is Fully English Proficient, or Limited English Proficient.
    - i. If student is **02 Limited English Proficient**, then a **Funding Source** has to be identified. In some districts, it is code **11 Local Funding**. Check with your district coordinator for correct funding source for LEP services.

### Report of Limited English Proficient Students

1. On the navigation panel, go to **Student Master**, then **Lists**, then **English Proficiency Report**.
2. At the setup, set the **Year**, **District**, **Grade**, and **As of Date**.
3. In the List If options, choose English Proficient Code = LIMITED
4. Click **OK** to run the report.

### Enter 504 Information

1. In Student Master, **Find** the student, then navigate to the **504 tab** of the student.
2. If a new 504 student, click the **New** button. Answer "No" when asked to copy previous 504 data.

- a. The bottom part of the screen will become active. Enter **ALL** of the information except the Exit Code / Exit Date.
  - b. Click the **SAVE** button. You will see the student now has a 504 row of information.
3. If an existing 504 student that needs an edit of an existing 504 plan, click on the 504 row to edit. The fields will appear across the bottom. Change any applicable data, then click the **Save** button.
  4. To exit a student from 504, click the row to edit, then enter the **Exit Code** and **Exit Date**. Click the **SAVE** button.

### Printing a List of 504 Students

1. Go to Student Master / Lists / 504 Student List.
2. At the setup box, the only thing to consider is if the user wishes to show text detail of accommodations and disabilities, check the box labeled "**Show Detail**".
3. Click the **OK** button to obtain the listing.
4. **TIP:** To check for which 504 students are due for a given time frame, browse to the far right of the report. Sort the listing by either the "**Next Eval**" or "**Next IAP**" columns.

### Posting Homeless Information

The directions below show how to assign a student as homeless.

1. In Student Master, click **Find** to locate the homeless student. On the lower tabs row, select the **Programs** tab.
2. In the upper left, select the drop-down in the **Program** field. Scroll up or down to the codes numbered **48 – 52**. Select the appropriate homeless code.
3. Click in the **Begin Date** field to bring up a calendar. Select the date of homeless services to start for the current year.
4. Click in the **End Date** field and post the end date for the homeless services. Usually this is the last day of the current year.
5. To show the reason for Homeless services, click in the **End Type** field and select the desired homeless reason code.
6. Click in the check box under **Services**. If the student has qualified for homeless, but has refused services, leave this box unchecked.

### Homeless Student Report

This listing will provide students identified as homeless in the school or district.

1. In Student Master, click Lists, then select Homeless Students List.
2. At the setup box, the School Year, District and School should be defaulted based on security.
3. **Grade** should be left blank if all grades are to be included on the list; otherwise click in the box to select the required grade level(s).
4. Select the **Entry Date From**.
5. To pull a report of only currently enrolled students, place a check next to **Active Only**. To view a report of all enrolled students who were coded as homeless, uncheck **Active Only**.
6. Click **OK** to view the report.
7. Focus on students who are Homeless, but do not have LU1 lunch codes. Usually, a homeless student is automatically free lunch. Work with the FNS department to alert them if a homeless student is not free lunch.

### Posting Homebound Information

When students are marked with a Homebound Program code, attendance posting will provide reminders that the student is receiving Homebound services. Homebound information can be assigned in the in the **Programs** tab of student master.

1. In Student Master, click **Find** to locate the desired student.



2. Across the bottom of the student master, click on the tab labeled **Programs**.
3. On screen are rows of fields to enter multiple program information items. On the first available row, click the drop-down arrow under **Program**. Scroll to **17 Hosp./Homebound**. In the Area/Reason/Score field, enter the reason for the homebound condition.
4. In the **Begin Date** field, enter the start date of homebound services. In the **End Date** field, enter the anticipated end date of the homebound condition.
5. Click **Save** at the bottom of the Student Master screen.
6. When a Homebound student is marked absent, the attendance posting system will warn the user that the student is homebound.

## Enter Log Information

On the “Log” tab, the School Administrator or Counselor can add comments/notes to the Student's Log tab in Student Master. Typically, you enter your JCampus login password.

1. Once entered, click on **New** to create a new log entry. This will un-gray the area at the bottom of this screen.
2. Type in the information and then click on **Save**.
3. The information will be added to the top of the screen and the user who created the entry will be recorded.
4. To edit an existing entry, click on the row, then edit the text at the bottom, then click **Save**.
5. On the row of a log entry, use the red column to **delete** the log entry.
6. **Show Current Year** – Select to show current year entries only.
7. **Print**: Click the Print button to print the contents of the Log.

## Exit a Student

1. After finding the student in Student Master, click on the **Leave Date** field to begin the process of exiting a student.
2. Select the appropriate **Exit Code** from the drop-down menu for Leave Code.
3. In the **Leave Date** field, select the first nonattendance date as the leave date.
4. Enter the **Transferred To** information
5. Click **Close**. You will notice the **Leave Date** field is now red, indicating the student is dropped.
6. If all information is correct, click **Save**.

## Print Entry/Leave Packet

1. After finding the exited student in Student Master, click **Action** at the top right of the screen, then choose **Leave/Entry Package**.
2. Check all appropriate boxes to print.
  - a. Check **Demographic Information Page** to print student demographic information.
  - b. Check **Current Grades** to print a report card for the student.
  - c. Check **Current Progress Report** and select the current grading period from the drop-down menu to print out a detailed progress report for the student that lists all assignments and grades for each class.
  - d. Check **Historical Grades Detail** to print a transcript for the high school student.
  - e. Check **Attendance Current Year History** to get a detailed history of the student's attendance.
  - f. Check **Discipline Current Year History** to get a summary of the student's discipline.
  - g. Check **Discipline Referral Detail** to get a detail listing of the student's discipline records.
  - h. Check **Test Score Card** to get a print out of the student's test scores.

3. Click the **Print** button to print out the document.
  - a. **Note:** Can be used as a handy document when meeting with parents or others regarding the student's progress.

## Alpha/Recruiter List

The Alpha Recruiter List is a great report to get lists of students for various reports.

1. In the left navigation panel, go to Student Master / Lists / Alpha-Recruiter List.
2. In the Setup window, ensure the correct year, district, and school are selected.
3. Commonly Used Settings:
  - a. **Grade** can be left blank if all options are to be included; otherwise, click in the box to select the specific choices.
  - b. Other fields such as Special Codes, Homeroom, Clubs, Programs, and Sports can be used to filter the listing of students.
  - c. The **Column** field can be used to select which fields will be displayed in the report.
  - d. **Active Only** date will list students enrolled on this date.
  - e. **Special Ed** and **504** can be checked off to limit the report to Special Education or 504 students.
4. **Order to List** gives sorting options.
5. Click **Ok** to get a student listing.
6. Clicking on the down arrow on the right side of any column header will display additional sorting options.
  - a. **Sort Ascending**-alphabetical order
  - b. **Sort Descending**- reverse alphabetical order
  - c. **Configure Sort**- custom sort using multiple columns
  - d. **Clear sort**- clears the Configure sort option
  - e. **Auto Fit All Columns**- adjust all columns' width to fit the text in each field automatically
  - f. **Auto Fit**- does the same but only in the column you are working in
  - g. **Column**- uncheck columns to hide
  - h. **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.
  - i. **Ungroup**- clears Group By
  - j. **Freeze**- keeps the chosen column stationary while scrolling from left to right
7. 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

## Birthday List

1. In Student Master section, click Lists, then Birthday List.
2. At the setup box, set the Year, School, Grade(s), Order By, and As of Date.
3. For **Sort By**, click Month.
4. For Choose, pick Option 2.
5. In the Option 2 section, set the desired month to search birthdays for, then click **OK**.

## Gain Loss Report

1. Select Student Master, then click on **Lists**. Select **Gain Loss Report** and the setup box will appear.
2. Set the usual Site, Grade information at the top of the setup box.
3. **Print First Day Students**: By default, the program does not display students who are enrolled on the first day of school. Selecting the Print First Day Students option will show all students, including those who were enrolled on the first day of school.
4. **Show Gains Only**: Show only students you have gained.
5. **Show Losses Only**: Show only students who have left.
6. **Select Show Transfers From**: This field is the district(s) from which a student has transferred and it will only have information if it was entered upon enrolling. Leave the field blank if you want transfers from all districts. Click in the field to restrict the report to one or more districts.
7. **Select Entry Codes**: Leave the Entry Code field blank if all Entry Codes are to be included. Otherwise, click in the box to select the desired code(s) to be included.
8. **Select Leave Codes**: Leave the Leave Code field blank if all Leave Codes are to be included. Otherwise, click in the box to select the desired code(s) to be included.
9. Click **OK** to move to the student listing.
10. Columns of interest are:
  - a. GLFD--Students gained or lost on the first day of school
  - b. FD--Students gained on the first day of school
  - c. GOST--Students gained out of state
  - d. GIST--Students gained in state
  - e. GID--Students gained in district
  - f. GOTH--Students gained other than out of state, in state or in district
  - g. GTOT--Total students gained
  - h. LOST--Students lost out of state
  - i. LIST--Students lost in state
  - j. LID--Students lost in district
  - k. LOTH--Students lost other than out of state, in state or in district
  - l. LTOT--Total students gained
  - m. TOTAL--Net gain (positive value) or net loss (negative value)
  - n. TRANSFRM--6 digit site code if site is located in Louisiana
  - o. TRANSTO--6 digit site code if site is located in Louisiana

## Classroom Log 1 Week

The Classroom Log is used to quickly print class roster logs for substitute teachers or for other needs.

1. On the left navigation area, choose Student Master, Lists, then Classroom Log 1 Week.
2. At the Setup Box, configure for the usual Year, Site, Grade, As of Date options.
3. Click in the box to the right of **Teacher** to select the teacher(s) for whom you need to print the Classroom Log.
4. Click in the box to the right of **Periods** to select the desired class periods to print for the teachers.
5. Click in the box to the right of **Semesters** to select the desired semesters to print for the teachers.
6. Click **OK** after all fields of the setup box have been set as desired. A list of teachers with their classes will appear based on the settings of the setup box.
7. Select the teachers to print the Classroom Log for and click **Print**.

## Student Locator

This program will allow the user to locate students by course and period. There several different selections in the setup box for the user to choose.

1. Select Student Master on the panel on the left side of the screen. Under **Lists**, select **Student Locator**.
2. Set the normal setup options such as Year, School, and Grade.
3. **Periods To Show** --class periods to show on report
4. **Location Type**--Select Teacher to show only the teacher, Room to show only the room number, or Course to show only the course on the single line report.
5. **Report Type**--Select **Single Line** Report to show the teacher only or **Multi Line** Report to show course, teacher, and room number.
  - a. (NOTE: If a student is taking a multi-period course (2+ periods), then the information will show up in all of the periods the student is scheduled into the class. As an example, if a student is taking Welding for three consecutive periods beginning at 1st period, the Welding information will be on the report at 1st period, 2nd period, and 3rd period.)
6. Homeroom, Advisor, Club and Sport --You can sort you schedules by those students assigned only to homerooms, advisors, Clubs and sports.
7. Click **OK** to move to the next screen.
8. **Print:** Click Print to create a print job.
  - a. If set to "Multi Line" report, the student's information (address, phone number, etc.) will also be printed on the schedule.

## Student Demographic Fast Loader

This program will do the following:

- Create a form for parents to review demographic information about a student, then return with any corrections.
  - Allow a user to update the demographic information of the student, then print an updated copy of the form if needed.
1. In the upper left, locate the Student Master category. Underneath, click on "Loaders", then "Student Demographic Fast Loader".
  2. Set the normal setup of School, Grade, As of Date.
  3. **Show Parent's Security Code:** Select to show the 5-digit code (PSN) needed for the Parent / Guardian to create a Student Progress Center Account.
  4. **Show JCOMM Permissions:** Use only if the district uses the JCampus Call System. Select to show a place for the parent / guardian to indicate that a call is not to be placed to a given phone number.
  5. **Show General Permissions:** Deselect (no check) to show the Comments from Student Master at the bottom of the form. Select to show Permissions check boxes at the bottom of the form.
  6. **Show Alert Codes:** Shows a student's alert code. To print Alert Codes on Demographic Form, you must check "Show Alert Codes" and "Show Comments".
  7. **Show Comments:** This will show the student's master record comments on the Student Short Form. You may choose to "Show General Permission" or Show Comments" but not both.
  8. **Show Blank JCOMM Permissions.** By selecting this option the printout will show the blank check boxes on the short for each selected student. This will give the parents/guardian the mechanism to update these permissions.
  9. Click **OK**.
  10. A listing of students with a select box will be displayed. Click in the select box of the desired students to create a form, or to select all students displayed, click the square in the upper left. You will then notice that a check mark is placed to the left of the name of the student(s).

11. To print the forms, click the **Print Short Form** button on the lower right of the screen. A print preview will be displayed to review the report before printing.
  - a. Note: If a large school, it may take a minute or two to get the report.

### Directions for Updating Student Demographics When the Form Is Returned

Note: This is not the only way to update demographics. If the user is more comfortable updating demographics in the Student Master module, that is certainly a good option. The advantage here is that all of the demographic information is on one screen that roughly fits the form that was printed out.

1. When the forms are returned, go to the **Student Demographics Fast Loader** as detailed earlier in steps 1 and 2 on the previous page.
2. At the student listing, click on a student's name or ID number. Give it two or three seconds, then you will see a demographic screen that will appear as shown below. Generally, you will find that the fields match the layout of the printed demographic page.
3. Update the information on the screen to match the form returned by the parent/guardian.
4. To update the call system "opt out" for the types of messages, click any of the phone number(s) fields for the Father, Mother, and/or Guardian. NOTE: No work numbers will be called; therefore, you will not get a popup for updating the opt out for any work number.
5. To update the permissions found on the bottom of the sample below, click the permissions tab at the bottom of the student master.
6. Important! Click the "**Save**" button located on the lower left to store the changes.
7. **Tip:** If the user wishes to print an updated form of demographic information on the student, click the "Print Short Form" button located in the lower left.
8. To work on the next student, browse the listing to the desired student, click on the student name or ID, and repeat the steps above.

### Homeroom Maintenance

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

### Homeroom/Advisor/Counselor Auto Loader

This program is an automatic loader for Homeroom/Advisor/Counselor. The loader information is set in the main setup box. A secondary selection box, Load by Class/Grading Period, will populate and the user can make selections to set up the load process for the Grade, Class Period, Semester, Day of Week.

1. Select Student Master on the panel on the left side of the screen. Under Loaders, select Homeroom/Advisor/Counselor Auto Loader.
2. At the Setup Box, set the usual items such as School, Grade, As of Date.
3. **Load**-- User may choose Homeroom, Counselor or Advisor.
4. **Load By** -- User may choose Class/Grading Period or Teacher.
5. Click **Next**. Make the appropriate selections.
  - a. **Grade**--The cell defaults to blank- This will select all grades- If the user needs to make a grade selection, click in the cell and a Grade Selection box will populate. Make the grade selection by click in the box to the left of the grade.
  - b. **Distribution**--Defaults to Sequential. The user may change the loading process to Alternating by clicking in the radio button to the left of Alternating.
  - c. **Staff From**--Defaults to Master Schedule. The user may change the loading process to Human Resources by clicking in the radio button to the left of Human Resources.

6. Click the **OK** button-- This will bring up an Updating Student Mast Records dialog box. This action will **IRREVERSIBLY OVERWRITE** the Counselor values in ALL qualifying STUDENT MASTER RECORDS. A question is asked, Do you wish to continue? The answer yes will start the program. The answer no will return to the Loader setup box.

### Change Homeroom Teachers

This program is used to change the homeroom teacher names. This is helpful when you need to update/edit homeroom rosters. This will only fix homeroom teacher names on the demographic page of Student Master and rosters. Blocks Fast Loader homeroom teachers will not be changed.

1. On the left, click on Scheduling. Under Loaders, select **Change Homeroom Teachers**.
2. Configure the usual Setup Box Options such as School, Grade, As of Date.
3. Click the **OK** button to advance to the next page.
4. Find the old teacher's name on the left and click in the **New Teacher Name** column. You will see asterisks in the **New Teacher Name** and ID columns.
5. Choose the new teacher's name on the right, then click on **Update Teacher** at the bottom of the screen.
6. Answer **Yes** to the question and then **OK** to the next statement indicating the homeroom teacher has been updated.

### Homeroom Teacher Affidavit w/Signatures

This set of instructions is for printing Homeroom Affidavits w/signatures. The document will list students in a homeroom, a count breakdown at the bottom, a place for students to sign as verification, and a place for the teacher to sign/date as verification also.

This is an excellent tool for student checks at the start of the year and on funding dates such as October 1.

1. Select **Student Master** from the program list on the left. Click on **Lists**, then select **Homeroom Teacher Affidavit with/Signatures**.
2. Enter the usual setup options such as School, Grade, As of Date.
3. If you want to double space the list of names on the rosters, click the check box beside **Double Space**; otherwise, leave it unchecked.
4. Click **OK** to move to the next screen.
5. A list of homeroom teachers with a check box to the left of their names will appear on the screen. Leave all teachers unchecked to print the complete list of rosters or you can check the box to the left of value at the top of the list to print all rosters. If you want a select few of the rosters to print, click the check box to the left of the teachers' names for which you want rosters to print.
6. Click the **Print** button to print homeroom listings for the selected teachers.