



# **JCampus ADMINISTRATOR Guide**

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# LOGGING IN

1. JCampus works best in **Google Chrome or Firefox.**
2. For initial training, browse <https://jgrade.jeffersondavis.org/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 later in the summer, 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 that data.

JCampus Login

User Name : \_\_\_\_\_

Password : \_\_\_\_\_

Database : \_\_\_\_\_

Live

Live

Training

Login

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# BASIC NAVIGATION

**Menu Bar:** The top of JCampus screen 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. **Hamburger:** Click to toggle view of the navigation panel. Makes the viewable area of a screen, in a TILE FORMAT that is completely customizable.



3. **User:** The user's name would be displayed with a date/time showing last login.

4. **Phone:** If using the Call system, click to place an "Emergency" 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.



5. **JDrive:** Click to access the user's storage space associated with the software. User documents and files can be stored here.

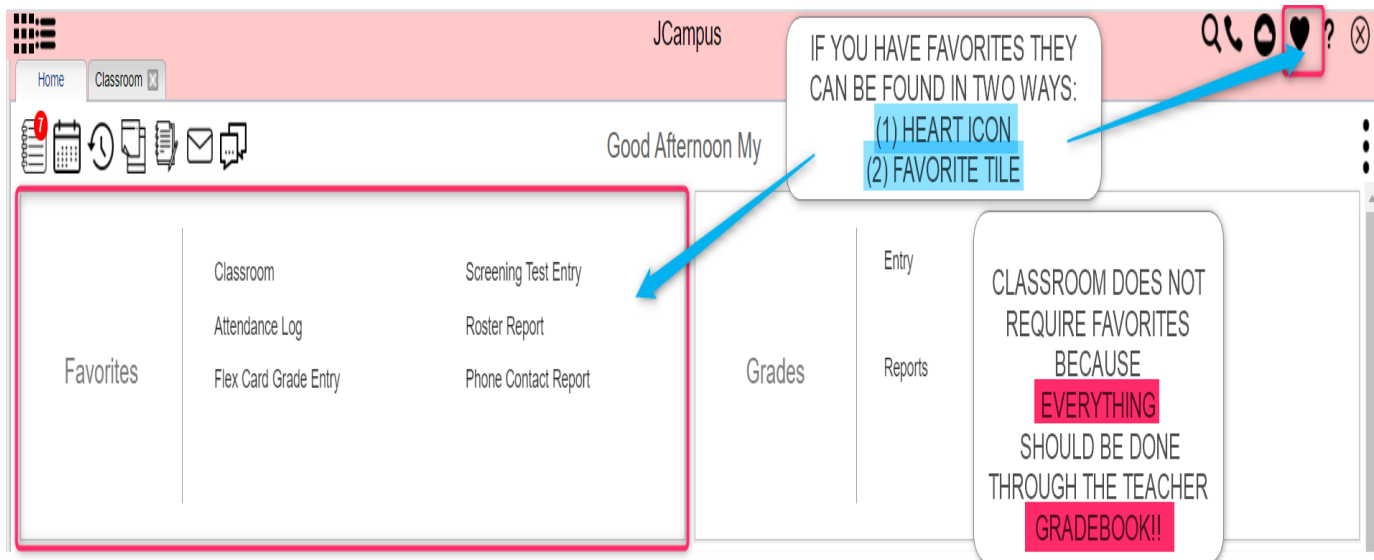
6. **Favorites:** Click to create as many shortcuts as possible to programs. To create a shortcut, do the following:

a. Click the **Favorites Tile**.

b. Select the **Heart next to the Program**.

c. The **Favorite** will be added to the **Favorites Tile**.

d. To remove, select the item from the **Favorites Tile**, then unclick the Heart icon. Click **Save**.



**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.

e. Additionally, look for the "Help" buttons on various screens. Clicking these "Help" buttons will direct the user to the help system for that particular area.



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

## **NAVIGATOR**

1. Each of the **TILES** are part of the program navigator.

a. Click the TILE Entry, Report, Loaders, Count, Click on the Tile Category to expand the Box of Programs that are listed under that Category.

ANYTIME A CATEGORY IN A TILE IS CLICKED ON A LIST OF ITEMS (REPORTS, IMPORTS, LOADERS, INTERFACES) OPENS FOR YOU TO SELECT THE ITEM NEEDED!!

ALL NON TEACHING PERSONNEL WILL HAVE A "HOME" SCREEN THAT CONTAINS "TILES" FOR EACH OF THE PROGRAMS THE DISTRICT UTILIZES AND THE INDIVIDUAL EMPLOYEE HAS PERMISSION TO ACCESS! EVERYONE'S HOME SCREEN IS COMPLETELY CUSTOMIZABLE TO FIT THEIR WANTS AND NEEDS!!

Student

- Entry
- Reports
- Loaders
- Count
- Interfaces
- Letters

- 504 Student List
- 911 Address List
- Alert Code List
- Alpha/Recruit List
- Audit 911 Address List
- Birthday List
- CAP Program Report
- CAP SPED Service Tracking Report
- Census Report
- Classroom Log 1 Week
- Club List
- CN Lunch Letters
- Cohort Enrollment List
- Cohort Trailing Report
- Comments List
- Community Service Hours Report
- Cumulative Card Label
- Custody Request List
- Dav Care List
- Homeroom Log 1 Week
- Homeroom Log 7 Week
- Homeroom Roster List
- Homeroom Teacher Affidavit
- Homeroom Teacher Affidavit w/Signatures
- IBC Document Link Audit
- IBC List
- ISteep Report
- LA Potential Drop Outs
- Leave Report List
- LEP Student List
- Log Report
- Lunch Address Audit List
- Mail/Folder Labels 8160
- Magellan Report
- Mass Print Court Report List
- Mass Print Student IGP
- Military Sibling List
- Minimum Enrollment List
- Records Request Date Au
- Religion Institution List
- Retained/Promoted List
- Roster List
- Scholarship Amounts Earn
- SIS School List
- SPC Permission Audit List
- SPC Student Login Report
- Special Code List
- Special Code Prior Year R
- Special Education List Req
- Sport List
- Student Academic Report
- State Auditor's Report
- Student Advisor Roster
- Student Alternate Locator
- Student Classes by Bell (tr
- Student Custody List
- Student Document Report

AS AN "ELEMENTARY TEACHER" 90% OF YOUR WORK WILL BE DONE IN CLASSROOM

AS A "HIGH SCHOOL TEACHER" 90% OF YOUR WORK WILL BE DONE IN CLASSROOM

AS AN ELEMENTARY TEACHER DEPENDING ON THE GRADE LEVEL YOU TEACH YOU COULD UTILIZE THE "SCREENING TEST ENTRY" AND/OR THE "FLEX CARD GRADE ENTRY"

Classroom

- Attendance Log
- Flex Card Grade Entry
- Screening Test Entry
- Roster Report
- Phone Contact Report

Classroom

- Entry
- Reports

Attendance

- Entry
- Reports

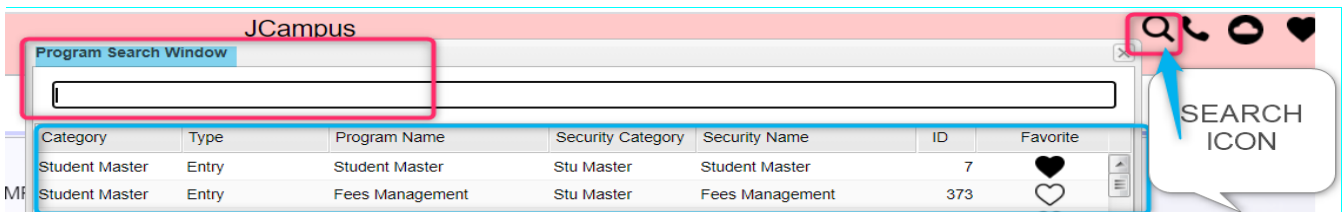
2. Within each Tile area there are several categories that have programs under each. Click on the Program name to expand access to the programs for each category. Programs are listed under each category in alphabetical order.

a. **Entry:** Programs to enter data related to the application area.

b. **Lists:** Reports that create listings related to the application area.

- 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. Above the Program Navigator there is a **Search Programs Icon** where you can enter information to find the program you are looking for. You can search for any word in the Program Name.



## Welcome / Notifications

The "Welcome" tab contains program update notifications from the Shreveport office. Additionally, the district administrator can add notifications.

## Workspace

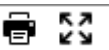
The Workspace is a tab separated work area that allows you to manage multiple open programs without overlapping windows.

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.



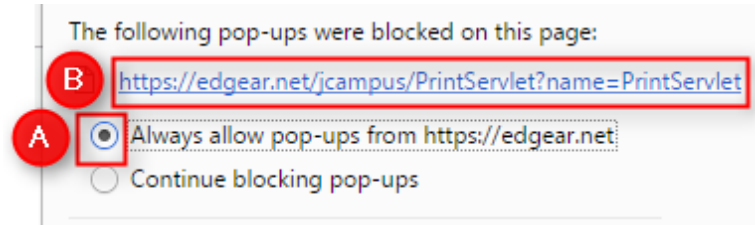
## Unblock Popups

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.



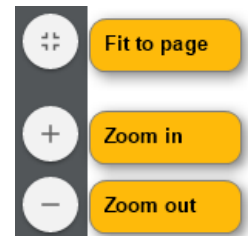
2. Click on the popup blocked icon. A dialog box will appear. Do the following:
  - a. Click "Always allow popups from...."
  - b. Click the hyperlink as shown below.
  - c. The print preview will now be displayed and will continue to open in Google Chrome from JCampus.



## **Print Preview Screen**

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

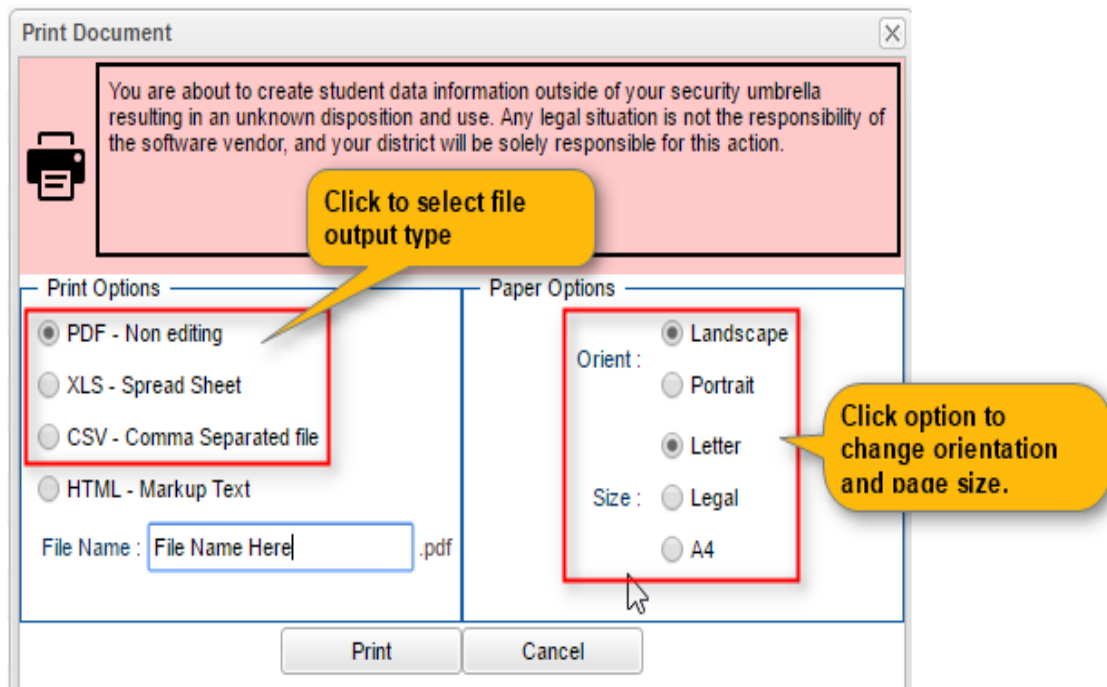
1. **Print:** Hover the mouse in the upper left. A printer icon will appear. Click to bring up a printer dialog.
2. **Download (Save):** Hover the mouse in the upper right. A download icon will appear. Click to save a copy of the print preview as a pdf file in the Download directory of the computer.
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.

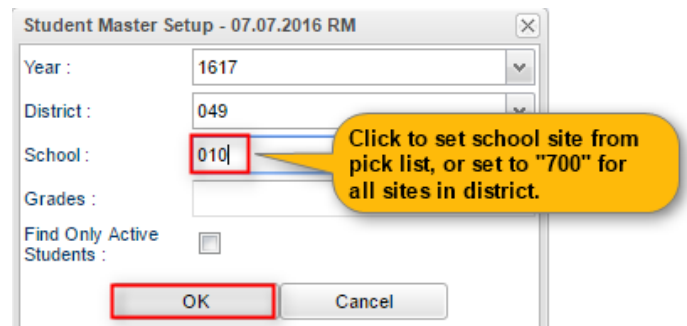


## **Student Master Overview**

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.



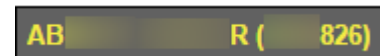
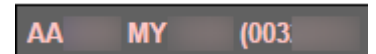
4. Select the desired student. The student information will appear in the *Student Master* screen.
5. **TIP:** In this field, the user can search additional strings such as Father Name, Mother Name, Guardian Name, and any phone number. Simply type in what is being searched for. Any matches will show 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.



JCampus

Home Dashboard Student Master

Guardian :  
 Father :  
 Mother :  
 Emergency :  
 Resides With :  
 Homeroom :  
 Counselor :  
 Advisor :  
 Special Codes : LU1,P09,ECD,K01  
 School Clubs :  
 Alert Codes :  
 Fees :

Last Name : Suffix :  
 First Name :  
 Middle Name :  
 Physical Address  
 House No : 153 Street : SOUTH Street Suffix : ST  
 Apt/Lot/Ste :  
 City : ELIZABETH  
 State : LA Louisiana  
 Zip : 70638 Zip4 : Type :  
 Mailing Address  
 House No : 153 Street : SOUTH Street Suffix : ST  
 Apt/Lot/Ste :  
 City : ELIZABETH  
 State : LA Louisiana  
 Zip : 70638 Zip4 : Type :  
 Copy

Copy Address  
 Copy From  
 Student's Physical Address  
 Student's Mailing Address  
 Guardian's Mailing Address  
 Guardian's Physical Address  
 Father's Address  
 Mother's Address  
 Emergency's Address  
 Copy To  
 Student's Physical Address  
 Student's Mailing Address  
 Guardian's Mailing Address  
 Guardian's Physical Address  
 Father's Address  
 Mother's Address  
 Emergency's Address  
 Copy Cancel

(1) PUT THE PHYSICAL ADDRESS IN THE STUDENT PHYSICAL ADDRESS  
 (2) CLICK ON THE COPY BUTTON  
 (3) IT WILL OPEN THE COPY ADDRESS BOX  
 (4) CLICK ON THE COPY FROM "STUDENT PHYSICAL ADDRESS"  
 (5) CLICK ON COPY TO "STUDENT MAILING ADDRESS, FATHER'S MAILING ADDRESS AND MOTHER'S MAILING ADDRESS,"  
 (6) CLICK ON "COPY" AT THE BOTTOM OF THE "COPY ADDRESS BOX"

**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.**

JCampus

Home Dashboard Student Master

Contact Information

Student Guardian Father Mother Emergency Contacts

Nickname :  
 Guardian :  
 Father :  
 Mother :  
 Emergency :  
 Resides With :  
 Homeroom :  
 Counselor :  
 Advisor :  
 Special Codes : LU1,P09,ECD,K01  
 School Clubs :  
 Alert Codes :  
 Fees :

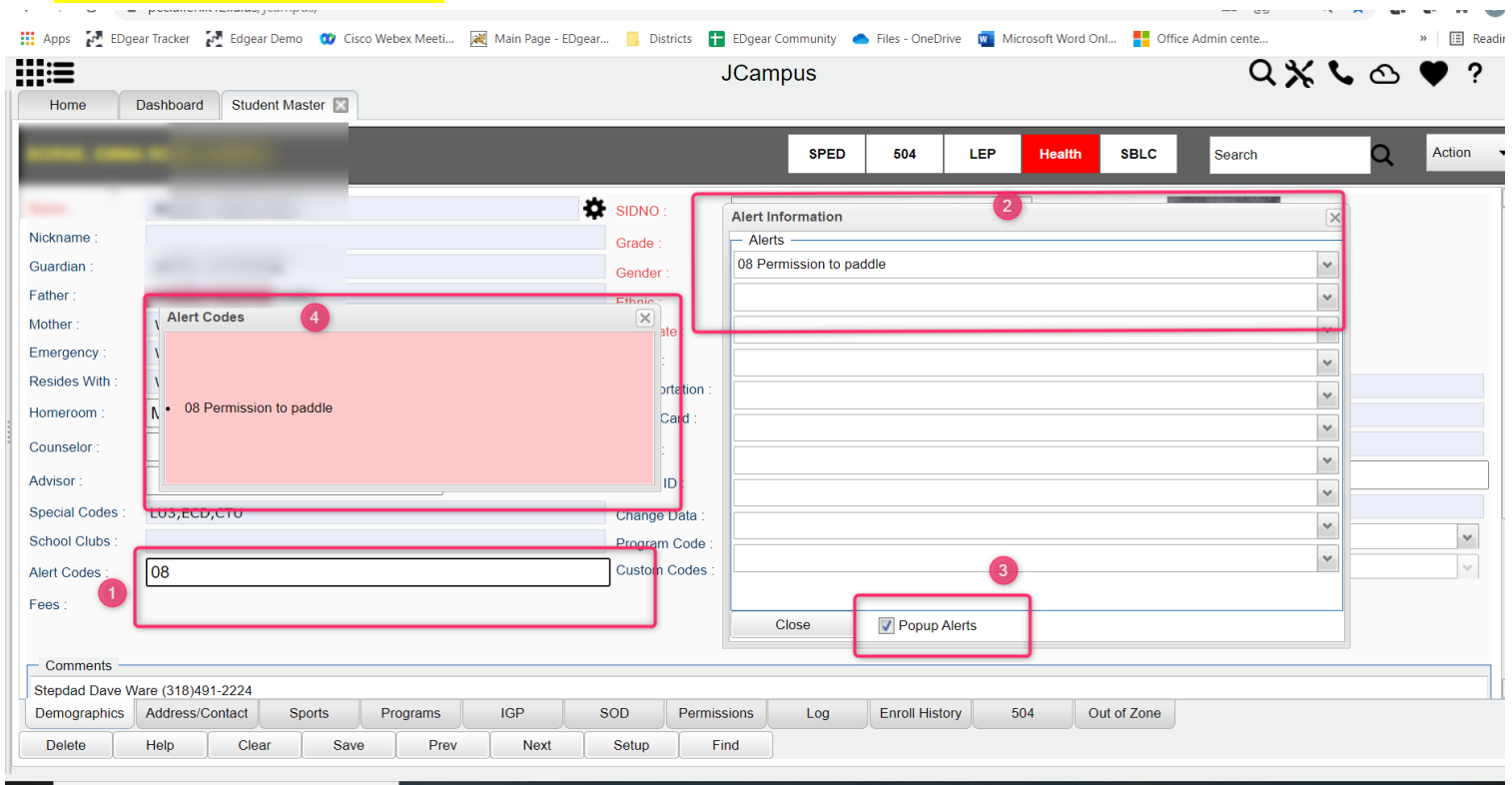
City :  
 State :  
 Zip : Zip4 : Type :  
 Mailing Address  
 House No : 153 Street : SOUTH Street Suffix : ST  
 Apt/Lot/Ste :  
 City : ELIZABETH  
 State : LA Louisiana  
 Zip : 70638 Zip4 : Type :  
 Copy

Branch :  
 Unit :  
 Rank :  
 Federal Property :  
 Lives On : Works On :  
 Education Level :  
 Life Status :  
 Language :  
 Copy from Mother Information  
 Copy from Father Information

Guardian cannot access SPC Data  
 SPC Academic Only  
 Guardian Can Pickup  
 Legal Guardian



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 cell 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 cell 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 cell 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. **Addresses:** 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. **"QUA – QUARANTINE – BE SURE TO PUT A BEGINNING DATE AND AN ENDING DATE- WILL MAKE THE STUDENT'S NAME PINK HIGHLIGHTED IN THE TEACHER'S ATTENDANCE GRADEBOOK AND THE TEACHER SHOULD NOT MARK THE STUDENT ABSENT!!"**

The screenshot shows the JCampus Student Master interface. At the top, there are navigation tabs: Home, Dashboard, and Student Master. Below this is a filter bar with buttons for SPED, 504, LEP, Health (selected), and SBLC. A search bar and an Action button are also present. The main content area is divided into two sections: Programs and Custom Codes. The Programs section contains a table with the following data:

Delete	Program	Program ID	Area/Reason/Score	Begin Date	Begin Type	End Date	End Type	Servic...	Refer Name	Ref ID	Approve Ne
<input type="checkbox"/>								<input type="checkbox"/>			
<input type="checkbox"/>	QUA Quarantine			2021-08-18		2021-08-31		<input type="checkbox"/>			

The Custom Codes section contains a table with the following data:

Delete	Code	Value	Begin Date	End Date	Save
<input type="checkbox"/>					<input type="checkbox"/>
<input type="checkbox"/>	VIRT VIRTUAL LEARNERS		2020-08-20	2021-05-28	<input type="checkbox"/>

At the bottom of the screen, there is a navigation bar with tabs for Demographics, Address/Contact, Sports, Programs (selected), IGP, SOD, Permissions, Log, Enroll History, 504, and Out of Zone. Below this are buttons for Delete, Help, Clear, Save, Prev, Next, Setup, and Find.

5. **Vocational:** This tab will allow you to enter Endorsements, Career Cluster/Concentration data,

Career Option data, and IBC related data for the high school student. This tab will become the Graduation Plan tab in the future.

6. **Permissions:** Student permissions are stored here.
7. **Log:** A file that allows an Administrator or Counselor make journal entries on a student.
8. **Enroll History:** A very important tab. This tab indicates the **enrollment history** of the student in the district.
9. **504:** This tab will display details about the student if the student has been identified as 504.
10. **00Z:** This tab is used to store **Out of Zone** information related to the student.

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.

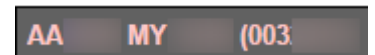
### **Student Master Screen Features**

20. Flags in the top will be shaded a color if a student has been classified as SPED, 504, LEP, or has a Health condition.

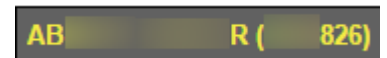


- a. Hover over the button to see additional details.

21. If the student has exited, the name of the student will be shaded in red.



22. If the student is absent on the current day, the name of the student will be shaded in yellow.



23. 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.

24. Tabs across the bottom contain additional details and entry screens for the student.



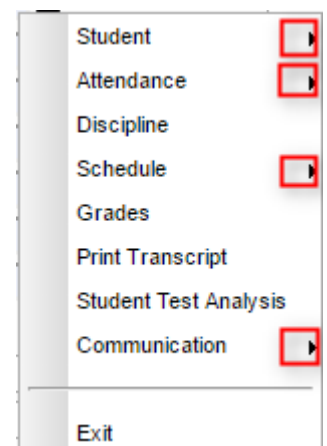
25. **Save: To store any changed data on the student, be sure to click the SAVE button located at the lower center of the Student Master screen!!**

### **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.

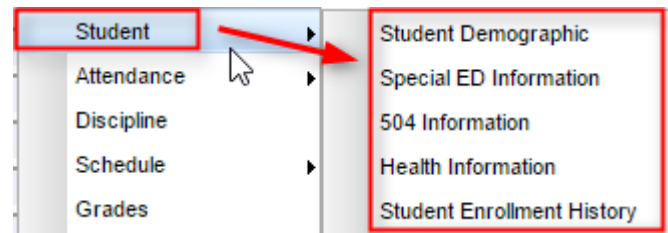
2. After locating a student on the **Student Master** screen, or in any other location where the icon is present, click on the **gear icon**. A submenu of items to pick from will be displayed.



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

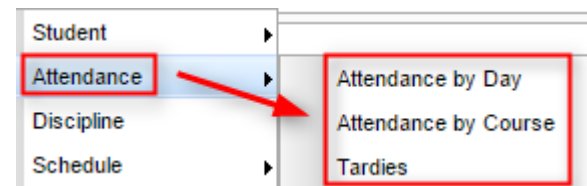
#### 4. Student

- 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.

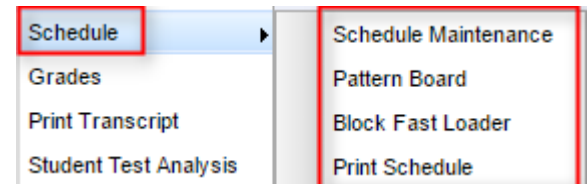


#### 5. Attendance

- 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.
6. **Discipline:** Provides a summary of incidents/actions. Click the "Year" in lower right to see previous years information.
7. **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.

8. **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.

9. **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".

10. **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.

#### 11. 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:** When you select JCALL using the IGEAR on any student in STUDENT MASTER the system allows you to send any of the 6 DIFFERENT KINDS OF MESSAGES to that student's parents from this ICON!!
- c. **Send School Note:** This program will provide a way for a school 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.

**Parent Contact Log:**

The screenshot shows the IGEAR interface for a teacher. At the top, navigation tabs include Home, Classroom, and a dropdown menu. Below this, filters for Year (2021), District, School (029), Teacher, Course (ENGLISH III HONORS), PD (02), and Marking Period (1st 4x4 Term) are visible. A toolbar contains icons for Assignments, Grades, Reports, Show Me, IGear (highlighted with a red box and number 2), Attendance, Discipline, Seating Chart, Doc Archive, Teacher Notes, Save, and Help.

The main area displays a student list with columns for SIDNO, Student Name, Grade, Average, and Student. A pop-up window titled 'Parent Contact Log' is open, showing a table with columns: Contact Type, Relationship, Contact Date, Contact Time, and Log Entry. The 'Communication' menu is open, showing options: Parent Contact Log (highlighted with a red box and number 4), Send JCall, Send School Note, and SPC Login Information. A red arrow points from the 'Parent Contact Log' option to the 'New' button (highlighted with a red box and number 5) in the form below. The form includes fields for Contacted By (HELMKA BEVERLY), Contact Date (Oct 20, 2020), Contact Time (18:21), Contact Type (Phone), and Contact Relation (Mother). A 'Log Recording' section contains a text area with the message: 'I CALLED SALLY'S MOM AND WE DISCUSSED HOW SALLY HAD AN 'A' AVERAGE UNTIL TWO WEEKS AGO WHEN SHE STOPPED COMPLETING HER WORK!! I ENCOURAGED MOM TO MONITOR SALLY'S GRADES THROUGH THE STUDENT PROGRESS CENTER!! I TOLD MOM SALLY IS AN 'A' STUDENT IF SHE COMPLETES HER WORK!!' (highlighted with a red box and number 6). At the bottom of the form, there is a 'Save' button (highlighted with a red box and number 7) and a 'Show JCall Messages' checkbox (highlighted with a red box and number 9). A 'Print' button is also visible.

A text box on the left side of the form reads: 'WHEN THE TEACHER CLICKS THE SAVE BUTTON THE LOG IS SAVED AT THE TOP WITH ALL OF THE OTHER COMMUNICATIONS'.

## Send JCall:

The screenshot shows the JCampus Student Master interface. A red box highlights the 'Student Master' tab in the top navigation bar. A white callout box with yellow and green text reads: "WHEN YOU SELECT JCALL USING THE IGEAR ON ANY STUDENT IN STUDENT MASTER THE SYSTEM ALLOWS YOU TO SEND ANY OF THE 6 DIFFERENT KINDS OF MESSAGES TO THAT STUDENT'S PARENTS FROM THIS ICON!!". A red arrow points from this callout to the 'Communication' menu item in the 'Communication' dropdown. Another red box highlights the 'Send JCall' option in the dropdown. A third red box highlights a 'Select Message Type' dialog box with the following options: Pre-created Message, Record Voice Message, WAV Voice Message, Text-to-Speech Message, SMS Text Message, and Email. The dialog box has a red border and a red title bar that says "Please select the type of message you wish to make." The background interface shows student details for SIDNO: 0414703, including fields for Name, Nickname, Guardian, Father, Mother, Emergency, Resides With, Homeroom, Counselor, Advisor, Special Codes (LU3), School Clubs, Alert Codes, and Fees (\$40.00). The bottom navigation bar includes tabs for Demographics, Address/Contact, Sports, Programs, IGP, SOD, Permissions, Log, and Enrollment History.

## Send School Note:

The screenshot shows the JCampus Student Master interface. A red box highlights the 'Student Master' tab in the top navigation bar. A white callout box with blue and black text reads: "This program will provide a way for a school to create notes to be displayed in the Student Progress Center. It will not generate a phone call, text or email." A red arrow points from this callout to the 'Send School Note' option in the 'Communication' dropdown. Another red box highlights the 'Note Editor 07.08.20' dialog box. The dialog box contains the following information: Year: 2021, District: 026, School: 029, Students: 0361510, Title: OPEN HOUSE, Make Public (unchecked), Student Visible (checked), and PopUp (unchecked). The text area contains: "THIS IS A REMINDER THAT WE WILL HAVE AN OPEN HOUSE, NEXT WEDNESDAY, APRIL 28, 2021 FROM 6:00 TO 8:00 P.M., WHERE REPORT CARDS WILL BE GIVEN OUT AND YOU WILL HAVE AN OPPORTUNITY TO MEET WITH ALL OF YOUR CHILDS TEACHERS TO SEE WHAT IT WILL TAKE FOR THEM TO BE PROMOTRD AT THE END OF THE YEAR!!" and "BRIAN LEJEUNE, PRINCIPAL". The background interface shows student details for SIDNO: 0361510, including fields for Name, Nickname, Guardian, Father, Mother, Emergency, Resides With, Homeroom (105833), Counselor, Advisor, Special Codes (LU3,FAS,P09), School Clubs, Alert Codes, and Fees (\$60.00). The bottom navigation bar includes tabs for Demographics, Address/Contact, Sports, Programs, IGP, SOD, Permissions, Log, and Enrollment History.

## SPC Login Information:

The screenshot shows the JCampus Student Master form. A blue box highlights the 'Student Master' tab. A red box highlights the gear icon in the top right of the form. A blue box highlights the 'Communication' menu item, which is expanded to show 'SPC Login Information'. A red box highlights the 'SPC Login Information' option. A blue box highlights the 'SPC Login Information 04.09.14 BS' pop-up window. A red box highlights the 'Last Login' column in the table, showing '2021-04-13 15:05:55' for the parent and 'Has Not Logged In' for the student. A text box with a red arrow pointing to the table contains the following text:

THE SPC LOGIN INFORMATION WILL SHOW YOU THE LAST DATE AND TIME THE PARENT OR STUDENT LOGGED INTO THE STUDENT PROGRESS CENTER

First Name	Sidno	User Login Name	User Name	Relationship	Last Login	PSN	Access
	0297447	PARENT026		FATHER	2021-04-13 15:05:55	08936	ALLO...
	0297447	student026		STUDENT	Has Not Logged In		ALLO...

## 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.**

## **\*\* 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".

**i. Select "ALL" 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. 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

3. System will search for a match. If found, click "Import" to bring the student in.
4. If no match is found, begin entering student information from scratch.

Demographic Information Page

Current Grades Not Recorded Semester 1

Current Grades 1st Nine Weeks

Current Progress Report

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



5. **Print Leave/Entry Package:** A Leave/Entry Package is often used when a student departs to create a quick packet of information for the next school. It is also 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.

- Locate the student in Student Master.
- Click Action at the top of the screen.
- Choose Leave/Entry Package.
- Check all appropriate boxes to print.
- Click Print.

## Action Button – POWER REPORTS

THE RENROLL PROCESS IS USED WHEN A STUDENT HAS PREVIOUSLY BEEN IN A JCAMPUS SCHOOL/DISTRICT

ALL THREE OF THESE REPORTS ARE FOUND UNDER THE ACTION TAB!

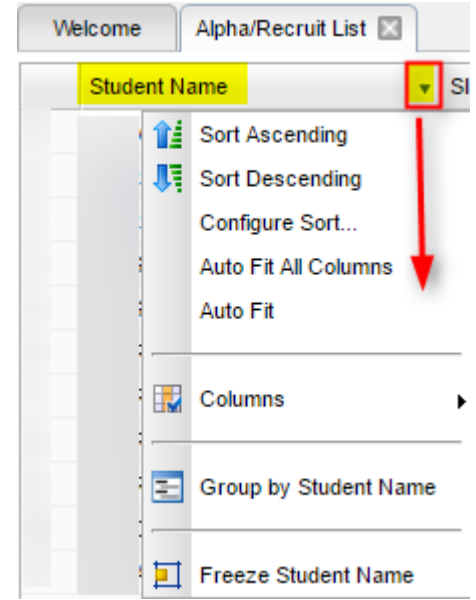
AS AN ADMINISTRATOR IF YOU PRINT THE LEAVE/ENTRY PACKET AND THE COURT REPORT YOU WILL HAVE 90+ PERCENT OF THE INFORMATION ON THAT STUDENT!!

5

## Alpha/Recruiter List

- Go to Student Master / Lists / Alpha Recruiter List.
- In the Setup screen, set the "Year" and "School".
- On the right, locate the "Column" field. Click and select several fields such as student name, grade, DOB, etc...
- Click the OK button.

5. The list of students meeting the settings will be displayed.
6. 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



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.
8. **WE NOW HAVE A "SAVE BUTTON!"**

## **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

District	School	Site	INF	PRES	K	01	02	03	04	05	06	07	08	09	10	11	12	40	35	?	MFP	PREK
049	003	Cankton Elementary S...			110	108	97	115	112												542	49
049	004	Central Middle School								190	165										355	
049	006	Creswell Elementary S...																				
049	007	East Elementary School			48	63	55	56	42												264	26
049	009	Eunice Elementary Sch...			80	48	60	42	44												274	20
049	010	Eunice High School												194	185	128	129				636	
049	011	Eunice Junior High Sch...										211	159								370	

## Example "Loader": Club Code Loader

A loader is a way to associate data to a listing of students. students on the left, and associated items to pick from on the right.

1. Go to Student Master / Loaders / Club Code Loader
2. At the setup, set the **"School"**, then a **"Grade"**.
3. Click **"Ok"**.
4. A listing of students will appear on the left. On the right will be a listing of clubs.
5. In the **"CL1"** column, click in a cell of the student to be a member of a particular club.
6. Repeat for any other students in the club.
7. You will notice that a little asterisk is placed in each cell clicked.
8. On the right, scroll down to a club, such as "CHR Choir".
9. Click on the code. You will notice the students asterisks will change to the code selected.
10. If a code needs to be removed, click on the code to be removed, then select the first blank "Club" row. The club code for the student will be removed.

Normally, the user has a listing of

Welcome		Club Code Loader	
SIDNO	Student Name	Grade	CL1
00	A	03	
00	A	03	*
00	A	03	
00	A	03	*
00	A	03	
00	B	03	
00	B	03	*
00	B	03	
00	C	03	
00	C	03	
00	C	03	*

Welcome		Club Code Loader	
SIDNO	Student Name	Grade	CL1
00	A	03	
00	A	03	CHR
00	A	03	
00	A	03	CHR
00	A	03	
00	B	03	
00	B	03	CHR
00	B	03	
00	C	03	
00	C	03	
00	C	03	CHR

SIDNO	Student Name	Grade	CL1	CL	Code	Description
00-	A	03				
00-	A	03	*		4H	4-H
00-	A	03			ABA	Abalone
00-	A	03	CHR		ACT	Act

11. Need to review the students with the code?
  - a. Click on the "Setup" button.
  - b. In the "Clubs" field, set to the club to be reviewed.
  - c. Click "Ok". The listing will show all of the students associated with the club code.

Setup-10.23.2015

Year: 1617

District: 049

School: 011

Grade:

Clubs: CHR

Program:

As Of Date: Oct 10 2016

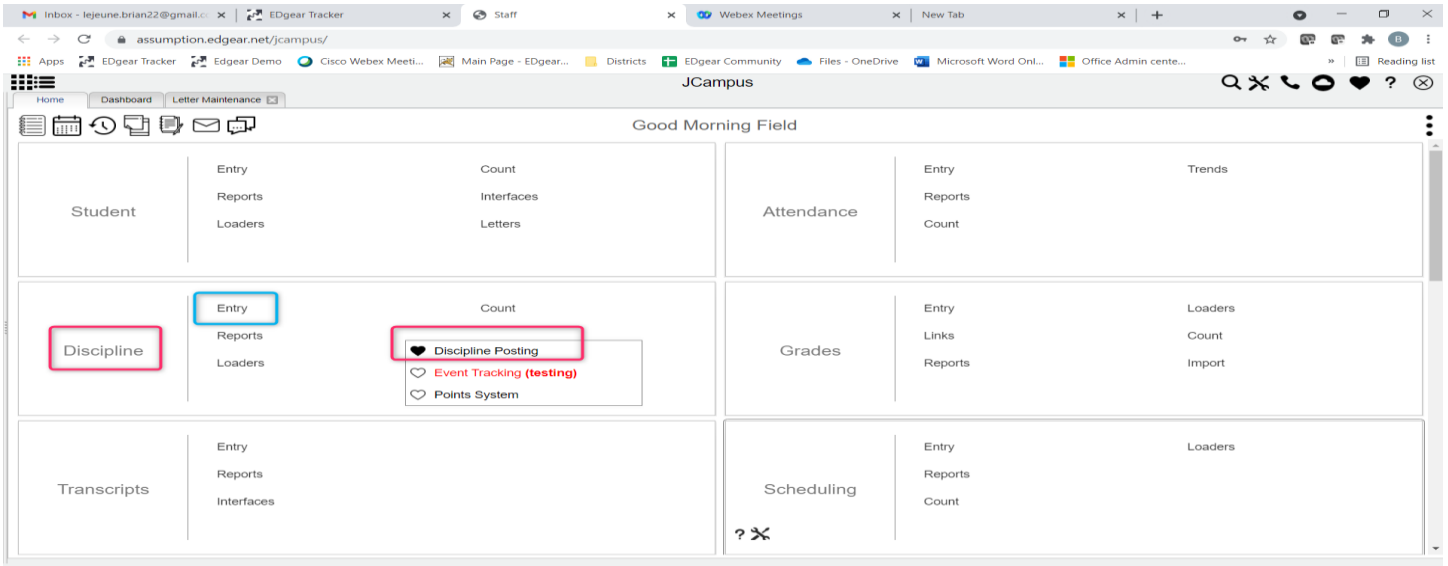
OK

## \*\*Discipline

### Major vs Minor Incidents in JCampus

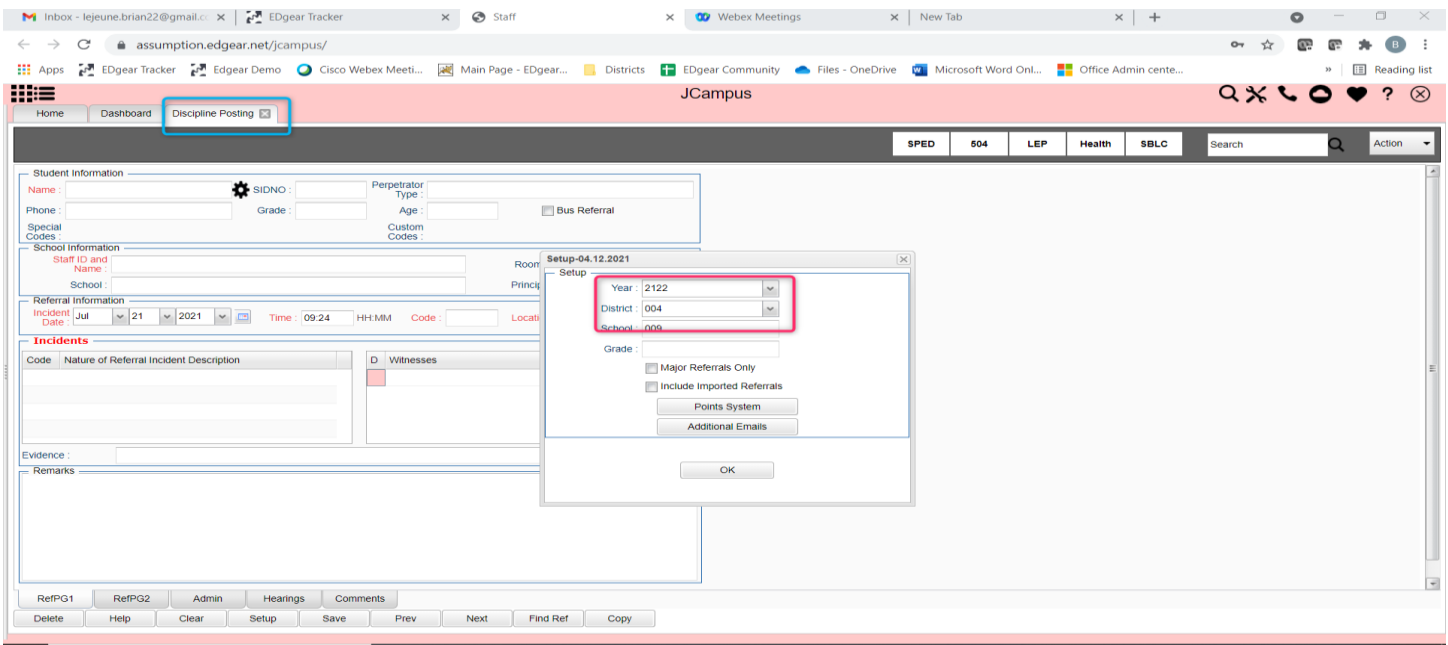
All referrals are broken down into two categories, **Major** and **Minor**.

1. **Minor** referrals are those referrals that are predominately done by teachers but not **referred to the office**.
2. **Major** referrals are those that have been **referred to the office** (code 06) using "Action Taken By Teacher" on referral page 2 or on which administrators have taken action by adding information on the Admin page of the referral using "Action Taken by Administrator".



## Discipline Posting Tries to Follow the Basic Parts of a Paper Referral:

1. **Refpg1** tab is the top of a referral form describing what happened.
- The image shows four tabs: 'RefPG1', 'RefPG2', 'Admin', and 'Hearings'. The 'RefPG1' tab is highlighted, indicating it is the active view.
2. **Refpg2** tab is the middle of a referral form describing what action the employee has taken.
    - a. Teachers can only fill out the first two parts of a referral. Teachers cannot fill out any **Admin** information.
  3. **Admin** tab is the bottom of the referral describing what actions were taken in by the school administration.
    - a. Teachers cannot post to this part of the referral.
  4. **Hearing** tab is where if the referral resulted in an expulsion recommendation, the result of the hearing is entered in this tab.



## Basic Discipline Referral Posting:

1. On the left navigation menu, go to **Discipline / Entry / Discipline Posting**.
2. Verify the year and site. Click **OK**.

## Enter Refpg 1 Information

1. On **RefPG1**, click in the **Name** field and select the student from the alpha list that appears.
  - a. **TIP:** Check the SPED 504 LEP Health buttons after selecting the student.
  - b. **TIP 2:** To see history of student, including days of OSS/ISS, go to **Action /Stats** to see summary of discipline activity of the student.
2. If this is a bus referral, select the **Bus Referral** check box on the right side of the screen under the student information.
3. Click in the **Staff ID** field and select the staff that reported the discipline incident. Use the tabs at the bottom of the staff list to change from TEA to ADM, BUS, SCH, DST.
4. Select the **Date** and **Time** of the incident.
5. Select the **Code** and the **Location** that best describes the state time and location of the incident.
6. For **Incidents**, click in the cell under **Code**. A listing of Incidents will appear. Click to select needed code.
  - a. Select as many as 4 incidents that best describes the behavior of the student
7. If a very serious incident needs a witness to be identified, click the top line of the **Witness** section to select each witness.
8. In the **Remarks** cell, type information describing the incident.
  - a. The user has a character count remaining for what will print on the referral form.

assumption.edgear.net/jcampus/

Apps EDgear Tracker Edgear Demo Cisco Webex Meeti... Main Page - EDgear... Districts EDgear Communi

JCampus

Home Dashboard Discipline Posting

**ADAMS, COREY MATTHEW Ref# 4**

**Student Information**

Name: [Redacted] SIDNO: 0009903 Perpetrator Type: 01 Student Enrolled at this Site  
Phone: (985) 498-7281 Grade: 07 Age: 13  Bus Referral  
Special Codes: ECD,IAI,IAH,IAS Custom Codes:

**School Information**

Staff ID and Name: 894382 AC IS Room #: [Redacted]  
School: 009 Pierre Part Elementary School Principal: NA AU

**Referral Information**

Incident Date: Apr 05 2021 Time: 08:10 HH:MM Code: 02 Location: 13 01 Classroom

**Incidents**

Code	Nature of Referral Incident Description
45	Bullying*
27	Threatening Students/Faculty

**Evidence**: 001

**Remarks**  
COREY CONTINUES TO HARASS ANNE MARIE. THIS IS DOCUMENTED IN MY INVESTIGATION OF THE BULLYING CONCERN REPORTED BY MS. AC... A...

RefPG1 RefPG2 Admin Hearings Comments  
Delete Help Clear Setup Save Prev Next Find Ref Copy

Type here to search

ALBARADO, BRETT MICHAEL Ref# 1

SPED 604 LEP Health SBLC

Student Information  
Name: [Redacted] SIDNO: 7109999  
Phone: (985) 513-0667 Grade: 03

School Information  
Staff ID and Name: 080941 [Redacted]  
School: 009 Pierre Part Elementary School

Referral Information  
Incident Date: Jul 21, 2021 Time: 09:27 HH

Incidents  
Code: 45 Nature of Referral Incident Description: Bullying

Witnesses  
D SIDNO

Evidence:  
Remarks:

Nature of Incident  
Value Description  
33 Failure to serve Assigned Consequence  
34 Use of Inappropriate Objects  
35 Refusing to sit in assigned seat  
36 Treats Student with Disrespect  
37 Public display of affection  
38 Sexual Harassment  
39 Not having proper materials, supplies, and/or equipment fo...  
40 Not participating in class  
41 Dishonesty - forging signature, grades or cheating  
42 Horse playing  
43 Violates Off Limits Area  
44 Cellphone Violation  
45 Bullying  
46 Inappropriate Bodily Contact  
47 Not Dressing Out for PE

MAKE SURE TIME REFLECTS WHEN REFERAL INCIDENT OCCURED NOT WHEN YU ENTERED IT!!

INCLUDE WITNESSES IF THEY EXIST

MAKE SURE THE REMARKS ARE WORD FOR WORD EXACTLY AS IT OCCURED

## Enter Refpg2 Information

1. Click on the **RefPG2** tab at the bottom of the screen
2. If there is an Action taken by Teacher, Bus Driver... to enter, click in the cell under the word **Code**, then select a **Teacher Action**.
  - a. **NOTE:** if action "06 Referred to Office" is selected, an email will be sent to the school administrators.
3. **Parent Contact:** If needed, the user can select a **Parent Contact** method and **Contact Date**.
  - a. For the teacher, this automatically gets posted to the **Parent Contact Log**.
4. **Teacher Employee Recommendations:** Type teacher remarks and recommendations if needed.
5. **Date School Employee Signed Form:** Enter date employee reported issue.
6. **Victims:** Select only if a bullying referral. Bullying referrals explained later in this guide.
7. **Perpetrators:** Select only if a bullying referral. Bullying referrals explained later in this guide.



**JCampus**

Home Dashboard Discipline Posting

Ref# 4 **SPED 504 LEP**

Code Action Taken By Teacher, Bus Driver or Other Employee

06	Referred to office (Major)
02	Referred to Counselor
01	Conference with Pupil

Page 2 Data

Parent Contact: C Conference with the parent Date: Apr 05 2021

Teacher/Employee Recommendations: CALLED PARENTS OF BOTH STUDENT AND INFORMED THEM OF SITUATION OF CONCERN

Date School Employee Signed Form: Apr 05 2021

Motivations:

Others Involved

D	Victims	SIDNO		D	Perpetrators	SIDNO	R...
	AC	JL	2109977		AL	:W	0009903 4
	AL	:RIE	3109923				

RefPG1 RefPG2 Admin Hearings Comments

Delete Help Clear Setup Save Prev Next Find Ref Copy

2. If there is an Action taken by Teacher, Bus Driver... to enter, click in the cell under the word Code, then select a Teacher Action.

a. NOTE: if action "06 Referred to Office" is selected, an email will be sent to the school administrators.

3. Parent Contact: If needed, the user can select a Parent Contact method and Contact Date.

## Enter Admin Information

1. Click on the **Admin** tab at the bottom of the screen.
2. Click on the first cell/column for **Action Taken by School Administration**.
  - a. Select up to 4 actions taken by administrator.
3. Enter **Administrative Comments**.
4. Enter the **Date Disciplinarian Signed The Discipline Form**.
5. For **Disciplinarian Signed Form**, select administrator administering the action.
6. (Optional) Click on the **Comments** tab at the bottom of the referral page.
  - a. Enter comments made by the student and/or the parent.
  - b. Enter the date the comments were made.
  - c. Enter the student or parent's name that made the comment.
7. \***Save** the referral using the **Save** button at the bottom of the screen.



The screenshot shows the JCampus web application interface for a discipline posting. The top navigation bar includes 'Home', 'Dashboard', and 'Discipline Posting'. Below this is a header with 'Ref# 1' and tabs for 'SPED', '504', 'LEP', 'Health', and 'SBLC'. The main form area contains several sections:

- Student Information:** Fields for CO (YES), Det, ISS (E56da), OSS, and Bus.
- Action Taken By School Administration:** A table with columns for Code, Action Taken, and Date.
 

Code	Action Taken By School Administration	Date
11	006 Discipline Center/Alternative Site	2021-03-03
29	001 Expulsion Recommendation	2021-03-01
06	173 Held Conference w/Parent/Guardian	2021-03-01
- Administrative Comments:** A text area containing the text: "SPENT MARCH 1 AND 2 INVESTIGATING AND VERIFYING THAT BULLYING IS OCCURRING. CALLED AND MET WITH BRETT AND HIS MOM AND GAVE MOM PAPERWORK ABOUT THE EXPULSION HEARING!!"
- Disciplinary Signed Form:** A dropdown menu with 'Alt Site/Program : 007' selected.
- Event Related To:** A dropdown menu with 'Hate/Bias : 05 Race or Ethnicity' selected, and checkboxes for 'Drugs', 'Alcohol Use', and 'Gangs'.

At the bottom of the form, there is a navigation bar with tabs for 'RefPG1', 'RefPG2', 'Admin', 'Hearings', and 'Comments'. The 'Admin' tab is currently selected. Below the tabs are buttons for 'Delete', 'Help', 'Clear', 'Setup', 'Save', 'Prev', 'Next', 'Find Ref', and 'Copy'.

### Time Saver: Copy button

1. After saving a referral, if a user wishes to copy the referral to other students, click the "Copy" button.
2. Select the other student(s) to copy the referral to.
3. Note: If actions for the students were different, look up the copied referrals and adjust the actions, then save.

## Posting Bullying Referrals

1. Bullying incidents are entered the same as other incidents, but has the following exceptions explained below.
2. On **RefPG1**, click the Incident code of either **045 Bullying** or **077 Cyberbullying**.
3. A new window will appear, and you will need to select a type code (aggression code) along with a motivation code. Click OK to close the bullying details entry screen.
  - a. If done correctly, the bullying code will have an asterisk (\*) showing details have been entered.
4. If applicable, enter any witnesses to the event using the top line of the **Witness** section to select each witness.
5. Click on the **RefPG2** tab at the bottom of the screen.
6. In the **Victims** section, click on the first row to select a victim.
  - a. Select the name of the student victim.
  - b. Enter any victim **Comments** to help document any special conditions related to the Victim.

- c. Enter date the victim parent/guardian was contacted.
- d. Place a check mark by the **Counseling, Medical Treatment, or Other Support** indicators.
7. Using the top line of the **Perpetrators** section enter additional perpetrators if applicable (after saving the record the name of the student on Pg 1 will also be displayed in the perpetrators list on Pg 2).
  - a. **NOTE:** By entering additional perpetrators, Pg1 and Pg2 info will be created for all perpetrators when the first student record is saved. Enter an **Admin** information for each after Save is created.
8. Click on the **Admin** tab at the bottom of the screen and enter any disciplinary actions taken for the bullying incident.
9. Save the referral using the **Save** button at the bottom of the screen.

(A)

(B)

(C)

(D)

(E)

assumption.edgear.net/jcampus/

JCampus

Ref# 1

Code	Action Taken By School Administration	Date
11	006 Discipline Center/Alternative Site	2021-03-03
29	001 Expulsion Recommendation	2021-03-01

Comments: I SPENT MARCH 1 AND 2 INVESTIGATING AND VERIFYING THAT BULLYING IS OCCURRING. I CALLED AND MET WITH BRETT AND HIS MOM AND GAVE MOM PAPERWORK ABOUT THE EXPULSION HEARING!!

Letter Options

Letter: BULLYING CONFIRMED LETTER

Print in Home Language (if available)

OK Cancel

Admin

(F)

PrintServlet - Google Chrome

assumption.edgear.net/jcampus/PrintServlet?name=PrintServlet

Assumption Parish School District  
4901 HWY 308  
NAPOLEONVILLE, LA LA  
(985) 369-7251  
Louisiana Department of Education Office of Student Programs July 2012

**Letter to Parent/Guardian of Victim Bullying Confirmed**

**Pierre Part Elementary School**  
Date: 07/21/2021  
RE: Student Name [REDACTED]

Dear Mr./Mrs. [REDACTED]

This letter is to officially notify you that a thorough investigation was conducted and acts of bullying against your son/daughter [REDACTED] have been verified. Appropriate disciplinary actions have been taken.

In accordance with state law, it is the policy of the Assumption Parish School Board that any form of bullying behavior, whether in the classroom, on school property, or at school sponsored events, is expressly forbidden.

Sincerely,  
Mr./Ms. [REDACTED], PRINCIPAL

Letter Options

Letter: BULLYING CONFIRMED LETTER

Print in Home Language (if available)

OK Cancel

Select a Letter

Value	Description
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	BULLYING CONFIRMED LETT... BULLYING CONFIRMED LETT...
<input type="checkbox"/>	BULLYING WITNESS STATEM... BULLYING WITNESS STATEM...
<input type="checkbox"/>	PARENT NOTIFICATION OF P... PARENT NOTIFICATION OF P...
<input type="checkbox"/>	STAY AWAY AGREEMENT STAY AWAY AGREEMENT
<input type="checkbox"/>	UNCONFIRMED BULLYING IN... UNCONFIRMED BULLYING IN...

## Posting Detentions (Regularly Scheduled Detentions)

1. Fill in the Refpg 1 and Refpg2 as explained earlier in this guide.
2. On the **Admin** tab, click in the first cell of **Action Taken By School Administration**. Select either:
  - a. 03 999 Assigned to Detention
  - b. 046 043 After-School Detention
  - c. 047 047 Weekend Detention
3. A new window will appear for information related to the **detention** dates.
  - a. **\*If this is the first detention assignment for the year**, select **Set Times** and enter the clock time and select the days on which detention will be held during the current year. Click **OK**.
4. Click to check the **day** on which the student must attend detention.
5. At the bottom, enter the number of **Days** the student will have Detention.
6. Enter the **Start Date** of the detention.
7. Click the **Calc** button and the system will determine the **Return Date**. This is the date the student is done with the detention action.
8. Select the **Location of Detention**. Click **OK**.
9. You should now see the number of days displayed under "**Det**" on the upper left side of the screen.
10. The **Detention Notification** letter, under **Action→Letters**, will now be available for choosing.
11. **NOTE:** Since the program allows multiple check boxes for different days of the week (Monday-Saturday), then you need to enter the first day of the week to allow the program to review the check box days and calculate the correct number of days. It says on the box to, "Please check off weekdays first to calculate date span below correctly". Three boxes have been placed above the dates for the assigned Saturday detention. These boxes are for dates to be skipped that would be classified as a holiday or a day that the administration does not want the student to attend detention. There are three date boxes that the administrator can use for one or more days.

## Posting ISS or OSS Suspensions

1. Fill in the **Refpg1** and **Refpg2** as explained earlier in this guide.
2. Click on the "**Admin**" tab at the bottom of the screen
3. On the **Admin** tab, click in the first cell of **Action Taken by School Administration**. Select either:
  - a. 09 002 Out of School Suspension
  - b. 10 004 ISS on Site
4. A new window will appear for information related to the suspension days/dates.
5. Indicate whether or not the incident resulted in a recommended expulsion according to district discipline policy.
6. Enter the number of **Days** and the **Start Date**. Click the **Calc** button and the system will determine the **Return Date**.
7. If blank, enter the **SIS Incident** code.
  - a. If this is a weapon incident, you will be prompted to select the weapon type.
8. Click **Ok**. The OSS/ISS detail box will close, and the user is back to the referral screen.
9. You should now see the number of days displayed under **ISS** or **OSS** on the upper left side of the screen.
  - a. If the count of days or dates is needed, click on the count of **ISS** or **OSS**. Make the change, then click **OK** button.
  - b. If the ISS or OSS has a "Recommend Expulsion" check off, the count of days will have an "**E**" in front. (Ex: "E5" for 5 days OSS with an expulsion recommendation")

10. Save the referral using the **Save** button at the bottom of the screen.
11. **Tip:** If the ISS / OSS is resulting in an expulsion hearing, the user may want to print a **"Court Report"** to have a summary of student information ready for the hearing.
  - a. Click **Action / Court Report**. Select all the boxes, then **Print**.

## Posting Expulsion Hearing Results

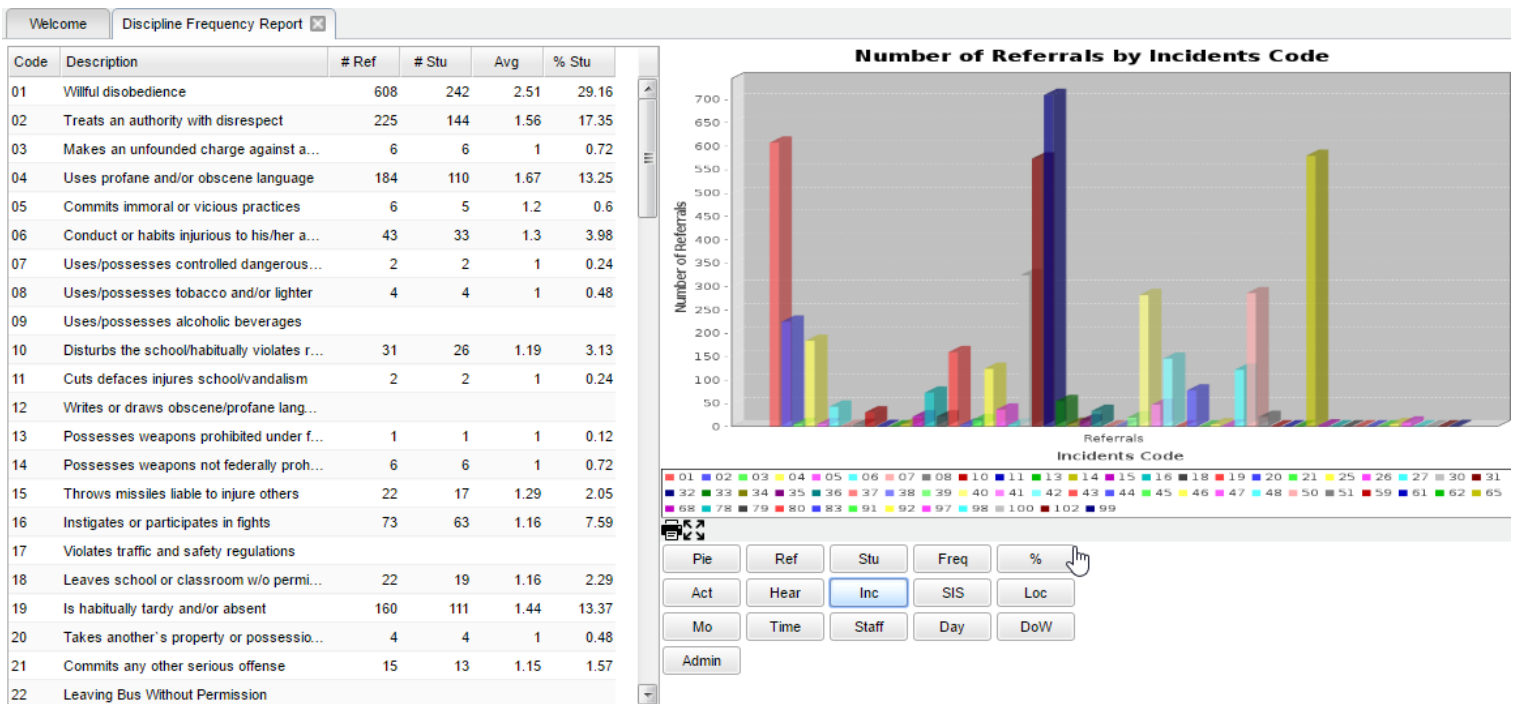
1. Click the **Find Ref** button at the bottom of the discipline window to locate the referral to post the hearing result.
2. Click on the referral to post the hearing result. the **Admin** tab of the referral. There will be an **"E"** in the cell that shows the number of days suspended either under the ISS or under the OSS column.
3. Select the **Hearings** tab at the bottom of the screen.
4. Click the **Post Hearings** button in the Hearing Results section.
  - a. For the "Return to Class" option you only enter a start date.
  - b. For all other results you will enter a **Start Date** and a **Return Date** and click the **Days** button to determine the number of days; if you know the number of days, enter the **Start Date** and click **Calc** to determine the return date.
  - c. If offered to adjust the OSS dates to fit the expulsion start date, click the **Adjust** button.
  - d. For the **"Alternate Site Expulsion"** option you will need to enter the **Alternate Site/Program Code** to identify the school/program.
  - e. **Code 3 Expulsion** will produce a warning, upon selection, informing the user that "Selecting code 3 Expulsion will update the student's leave code and leave date."
5. Be sure to **Save** the referral.



## **\*\* Discipline Frequency Report**

This report will give the user counts, lists, and graphs of discipline data for the school or district.

1. Go to Discipline / Trends / Discipline Frequency Report.
2. Set the “**School**”, then verify the “**Date From**” and “**Date To**”.
3. At the bottom, uncheck “**Primary Inc/Action Only**”. Click “**Ok**”.
4. On the left will be counts by **Actions**. On the right will be a graph of Actions.
  - a. Counts are clickable to see students that comprise the count.
5. On the right bottom, click “**Inc**” button to change data to “**Incidents**”. Data will now show Incident counts on the left, and graph of incidents on the right.
6. On the right bottom, click “**Loc**” to change data to “**Locations**”. Data will now show Location counts on the left, and graph of locations on the right.
7. Repeat for other buttons on the lower right such as “**Time**”, “**Staff**”, “**Mo**”-Month.



### **Detention List**

1. In the left navigation panel, go to Discipline / Lists / Detention List.
2. Set for the current **Year** and verify the **School**.
3. Set the “**From Date**” and “**To Date**” to the dates for which students are to report to Detention.
4. Click **Ok**.
5. A listing of students who are assigned to Detention for the given date range will be displayed.

### **ISS / OSS List**

This is a handy list to check which students are to report to ISS behavior room.

1. On the left navigation panel, go to **Discipline / Lists / ISS-OSS List**.

2. Set the normal Year and School setting.
3. Set the **From Date** and **To Date** to the date range of the ISS session that students are to report to.
4. For **Discipline Type**, set to "4 ISS on Site".
5. Set **List Type** to "Detail".
6. Click **OK** button to obtain list.
7. Listing will show students who are to be in ISS for the date range.

## List Students with "06 Referred to Office": Teacher Action Report

If Teachers are allowed to post discipline, one of the actions on Refpg2 is "06 Referred to Office". Normally an email is sent to the administrator when this occurs. Sometimes an administrator may want to check with a listing to make sure all of these were handled.

If the administrator needs a printed list of students who have the RefPg2 action of "06 Referred to Office" follow the steps below:

1. Go to Discipline / Lists / Teacher Action Report
2. At the setup, set for the following:
  - a. From Date / To Date: Date Range to check for referrals with "06 Referred to Office".
  - b. Teacher Actions: Set to "06 Referred to Office".
3. Resulting report will list students with referrals for the date range with action of "06 Referred to Office".

## CLASSROOM

Classroom was created to combine a teacher's Gradebook, Lesson Book, and their Web Pages all into one convenient program. Informational graphs are also provided on the Boards tab.

### MENU LOCATION - Teacher: Grades > Entry > Classroom



SIDNO	Student Name	Grade	Average	Assignment Name	
1	6009969	ACHANE ROBERT ISAIAH	10	0 E	E
2	8009936	ACHANE TISHA	11	80 C	80 C
3	8009926	ADAMS DAVID	09	90 B	90 B
4	9009968	ADAMS REBECCA CHADOL	07	80 C	80 C
5	3130013	ADAMS TISHA ELIZABETH	09	70 D	70 D
6	5088110	AGUILLARD DARRYL PAUL	09	80 C	80 C
7	7009049	ALEXANDER CHRIS ISAAC	09	90 B	90 B
8	9009916	ALEXANDER MARK LATRELLE	06	80 C	80 C
9	8009955	ALEXANDER REBECCA BREION	06	70 D	70 D
10	7009977	ALLEN ANGELA DUONAY	09	80 C	80 C
11	4080106	ALLEN RACHAEL	11	90 B	90 B
12	9009948	CORMIER SHERRI LAUREN	07	80 C	80 C
13	6009944	CRADER JASON PAUL	07	70 D	70 D
14	7009935	CROCHET DAVID THOMAS	07	80 C	80 C
15	0009874	DANIEL MARK DEMONT	07	90 B	90 B
16	8009960	DARTEZ SALLY LEVAY	07	80 C	80 C
17	5139874	DRUILHET CATHERINE EVELYN	11	70 D	70 D
18	0009943	GOBERT BEVERLY ANAVAS	07	80 C	80 C
19	5009963	PRECHT MIKE CONNER	11	90 B	90 B
20	7009908	SALASIL SALLY	10	80 C	80 C
21	7009966	WILLRIDGE III DARRYL RAY	09	0 E	E
22	5000152	WILSON DAVID TERRELL	11	80 C	80 C
23	4000100	WILSON RACHAEL FAITH	12	90 B	90 B
24	5139896	WIRTZ CATHERINE MARIE	11	80 C	80 C
25	6000021	WITHERS SALLY SAMOHE	10	90 B	90 B
26	4080016	WOODS CHRIS DEMONE LEE	12	80 C	80 C
27	2130232	WOODS CHRIS NORRIS	12	90 B	90 B
28	8090005	WOODS SHAUNA LAINE	09	80 C	80 C
29	6009936	YOUNG JAY TODD	09	90 B	90 B
30	6009913	YOUNG ROBERT	10	0 E	E

Class Period:04 Subject:FAM & CON SCI I Grade:09 Section:006339 Term:151:52 Days Of Week:THRF Resource Comment:



# GRADEBOOK

## Column Headers:

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

### **Student Name**

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

**Grade** - Grade level of the student

**Average** - Average of all assignment grades in the grade book

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

## **Tabs at the bottom of the screen:**

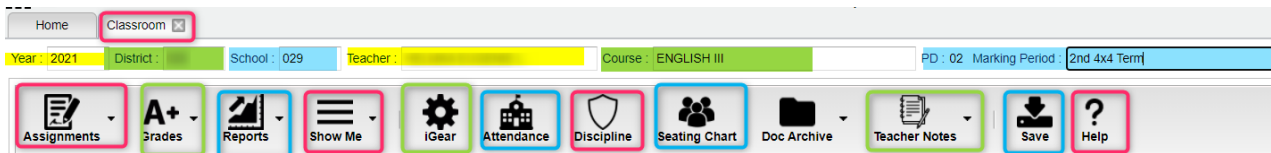
**Grades** (Current Page) - Teachers can create assignments, post assignment grades, print progress reports and more.

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

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

## Top

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



# ICONS

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

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

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

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

**Admin** - Select for administrative related functions and must have security in User Management.

**iGear** - Navigate to other systems for the selected student. Example: Scheduling, Attendance, Discipline, etc.

**Attendance** - Post attendance for this course and marking period.

**Discipline** - Post discipline for the selected student.

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

**Teacher Notes** - Send notes to the students or parents in your classes. Notes are also visible in the Student Progress Center.

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

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

## Bottom

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

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

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

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

**Term** - The marking period of the course being taught. This information is pulled from Master Schedule Editor.

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

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

# HOW TO CREATE CATEGORIES

**IF YOU ARE A TEACHER IN GRADES 9 -12 YOU CAN SET UP YOUR OWN CATEGORIES!!**

**THINGS TO REMEMBER:**

- 1-SELECT- ASSIGNMENTS>CATEGORIES
- 2-CATEGORY EDITOR BOX OPENS
- 3-CREATE CATEGORIES ON FIRST LINE OF EDITOR
- 4-YOU CAN SET DEFAULT MAX POINTS FOR EACH CATEGORY
- 5-IF YOU USE WEIGHTS THEY MUST TOTAL 100 %
- 6-COLOR CODE EACH CATEGORY
- 7-YOU MUST CLICK IN THE GREEN - SAVE BOX FOR A CATEGORY TO SAVE
- 8-CLICK THE PINK DELETE BOX TO DELETE UNWANTED CATEGORIES

**IF YOU ARE A TEACHER IN GRADES PR K - 8 THE DISTRICT WILL PUSH CATEGORIES FOR YOU TO UTILIZE!!**

Category	Default Max...	W...	Color	S
CLASS PARTICIPATION	25	10	11	...
HOMEWORK	25	10	09	...
MAJOR EXAM	100	40	02	...
MINOR EXAM	100	40	06	...

Class Period:02 Subject:MATH 5TH Grade:05 Section:008026 Term::S1:S2 Days Of Week:MTWRF Resource Comment:MATH 5TH

Grades Lessons Pages Boards

1. At the top of the Gradebook, verify the **Year, District, School** and **Teacher**. Choose the **Course** then **Marking Period**.
2. In the upper left corner of the Gradebook, click on **Assignments, Categories**, then **Category Editor** will appear.
3. Under the header **Category**, type the desired name of a category. Example: Test, Quiz, Homework, etc.
  - If only one category is available, then that category will be defaulted when creating a new assignment.
4. **Default Max Value** will be required if a numerical grading type is selected. Type in the maximum points that will typically be used with the category.
5. **Weight** is not a required field but can allow you to set categories that are based on percentages of the total grade.
  - If using weights be sure that every assignment within a section has a category with a weight value. Example: For 30%, simply type 30.0 in the weight field and click on the green Save box.
6. All categories created in Gradebook show for all sections. A user can have categories that are non-weighted for some sections and also have weighted categories for others. The user needs to remember that if a weighted category is used on an assignment in a particular section, then all assignments in that section must be of a weighted type. The gradebook will not calculate weighted and non-weighted assignments in the same section. See 4-Step Process below.
7. The next field is **Color**. This is not a required field, but if it is desired to color code categories, click in the field to get a drop down showing different colors. Select a color to associate with the category.
8. Click in the last field to save.

#### \*\*\*4 Step Process for Correcting Category/Weight

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

#### \*\*New Enhancement – Grades

- **Category Editor** - An option is now available to show assignment headers as colored for categories instead of the whole column. Color options for the headers are setup in the **Category Editor**.
- **Show Me Menu** - Assignment grades can now be displayed in a selected color when a teacher goes to the **Show Me** menu and selects a **Valid Grade** to view. Colors are set in the **Grading Scale Manager** in the **Sponsor Site Editor** which is completed by your District Coordinator.

## **HOW TO CREATE NEW ASSIGNMENTS**

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

IF YOU TEACH THE SAME COURSE MORE THAN ONCE YOU CAN COPY THE ASSIGNMENT TO THE OTHER SECTION!

THE CATEGORY DETERMINES THE MAX POINTS

WHEN YOU SELECT AND APPEND THE STANDARDS THEY APPEAR HERE!!

PD	Subject	G.	Section	Term	School
02	MATH.5TH	05	008026	.S1.S2	008
03	SCIENCE.5TH	05	008168	.S1.S2	008
04	MATH.5TH	05	008024	.S1.S2	008
05	SCIENCE.5TH	05	008081	.S1.S2	008

Assignment Editor - CHAPTER 1 TEST

Assignment Title: CHAPTER 1 TEST

Category: MAJOR EXAM

Grade Post Type: STANDARD LETTER

Standards: LASS.Math.5.NBT.A.1,LASS.Math.5.NBT.A.2,LASS.Math.5.NBT.A.3

Do Not Show In Gradebook

Maximum Points: 4 Bonus Points: 0 Weight: 40

Date Taught From: Mar 24 2021 Date Taught To: Mar 24 2021

Date Due: Mar 24 2021

Prerequisite(s):

Set Font: Set Font Size: B / U T

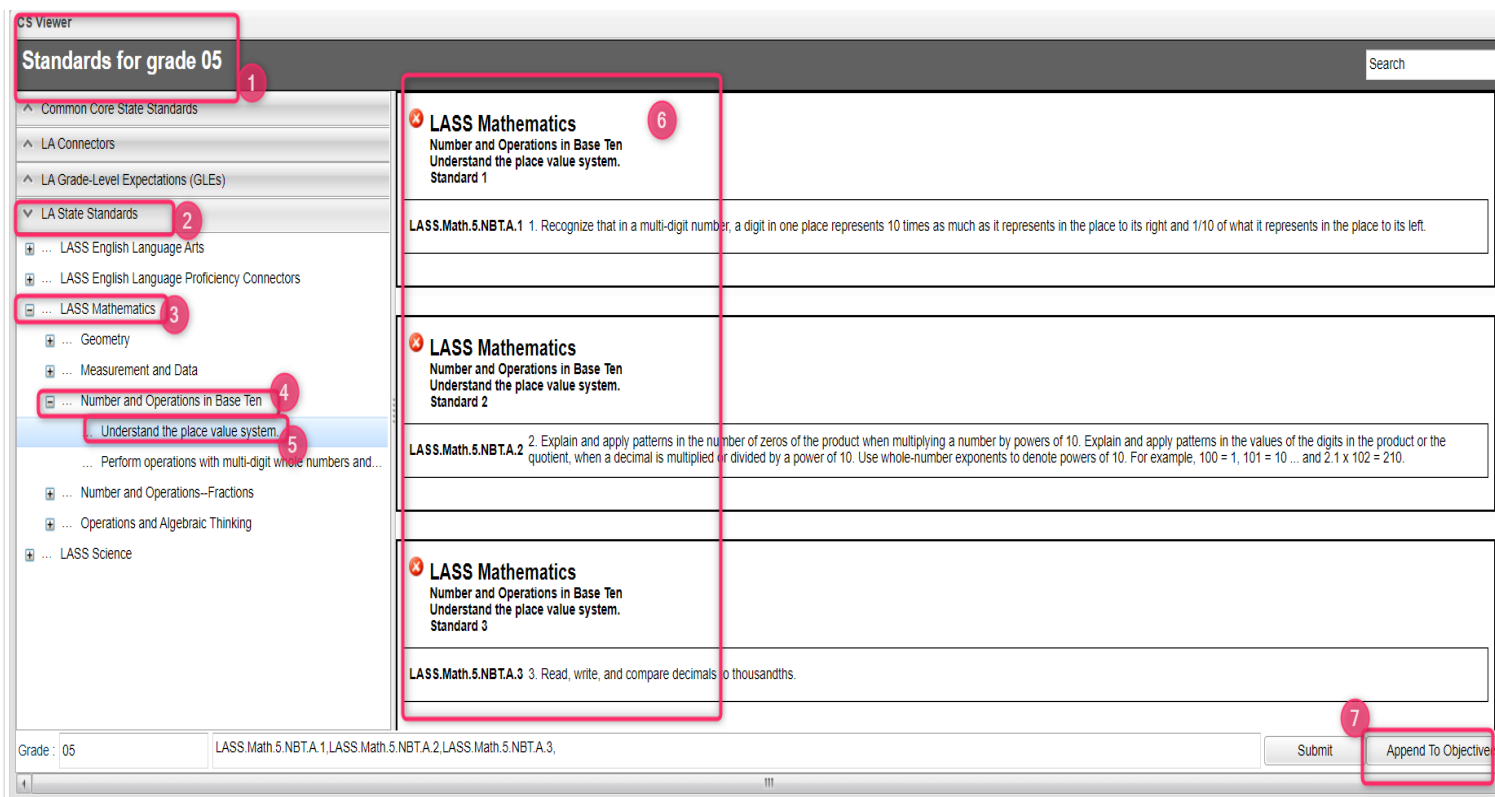
LASS.Math.5.NBT.A.1  
1. Recognize that in a multi-digit number, a digit in one place represents 10 times as much as it represents in the place to its right and 1/10 of what it represents in the place to its left.

LASS.Math.5.NBT.A.2  
2. Explain and apply patterns in the number of zeros of the product when multiplying a number by powers of 10. Explain and apply patterns in the values of the digits in the product or the quotient, when a decimal is multiplied or divided by a power of 10. Use whole-number exponents to denote powers of 10. For example,  $100 = 10^2$ ,  $101 = 10^1$ , and  $2.1 \times 10^2 = 210$ .

LASS.Math.5.NBT.A.3  
3. Read, write, and compare decimals to thousandths.

Objective(s) Lesson Plan Homework Modification(s) Instructional Eval/Assess

8. **Grade Post Type** will be defaulted based on district settings. If the grading scale changes after grades have been entered, the user will need to adjust the grading scale. *Click to go to Adjust Grading Scales.*
9. If the course selected uses **Standards:**
  - Click in the **Standards field and a list of Content Areas that have standards will appear** on the left of the screen for the subject areas that standards are available. As other standards become they will be added as they become available.
  - At the bottom left of the screen will be a grade level. The default value will be the grade level of the course. The set of standards to be displayed will be based on this value. The grade level can be changed by clicking on the drop-down arrow.
  - Each Content Area is further divided and the standards will be listed on the right side of the screen with a light brown background color.
  - To select a standard, click the green plus sign at the top left corner of the standard. The background color will change to a blue background and the green plus sign will change to a red X.
  - The selected standard(s) will appear at the bottom of the screen.
  - To unselect a standard, click the red X. The background color will return to the original light brown and the red X will be replaced with the original green plus sign.
  - To save the selected standards, click the **Submit** button at the bottom right of the window to assign the selected standard(s) to the assignment or **Append to the Objectives** to assign the selected standard(s) and appends the standard(s) description in the assignment's Objectives field.
  - The standards selection window goes away. The Assignment window will be on the screen with the selected standards listed in the Standards field. The standard(s) can be edited using the rich-text editor.



## 10. Do No Show in Gradebook

11. If using Numerical Grades, enter the **Maximum Point** value for the assignment. The default of 100 but can be changed. If this is a **Bonus** point assignment, enter 0 for the point value.
12. If using Letter Grades, a maximum point value cannot be entered. If the assignment has **Bonus** points then enter the points possible for **Bonus** points. If using Letter Grade, bonus points cannot be entered.
13. For the **Date Taught From**, select the date the assignment was first taught.
14. For the **Date Taught To**, select the last date the assignment was taught.
15. For the **Due Date**, select the date the assignment is due to be turned into the teacher.
16. If entering a lesson plan, enter the prior required knowledge for the assignment in the **Prerequisite(s)** field.
17. The box below the "Prerequisite(s)" field is the "Objective(s)" field. If Standards were selected and appended to objectives, the Standard(s) will be seen in this area. To add to this area, click in the text box or click the "Objective(s)" button.
  - To enter modifications for a special education student, select the "Modification(s)" tab.
  - Click the "Return" button when finished entering information.
18. Click **Save** to complete creating the assignment/lesson to the selected section/class.
19. Click **Copy** to copy this assignment/lesson plan to other sections.
  - After clicking **Copy** select the sections that the assignment needs to be copied to.
20. After creating an assignment, click on **Attach** (paper clip symbol) to attach a file. Then choose "Add", click on the file to include and then click on "Choose". The file is now attached.

## \*POSTING GRADES

1. After the student list has populated, **student names** may be highlighted. Hover over the student name to see the tool tip. For example, blue will be students who have recently enrolled in the class and will remain blue for two (2) weeks after their enrollment date in the class.
2. **The user can create a New assignment, or add grades to an existing assignment.**

3. To begin **entering grades** for an assignment, click in the cell to the right of the student's name in the appropriate assignment column. Type in the valid grade and press the "Enter" key to move to the next student. The user can also use the mouse or arrow keys to move to other students.
  - If the Grade Post Type is Numerical Grade, the valid grades to be posted are all numerical values (1, 2, 3, 4...) not exceeding the maximum value of the assignment plus the value of the bonus points.
  - If the **Grade Post Type is Letter Grade, the valid grades to be posted are A, B, C, D, and F.**
  - If the Grade Post Type is SNU Letter Grade, the valid grades to be posted are S, N, or U.
  - If the Grade Post Type is SNU Numeric Grade, the valid grades to be posted are all numerical values (1, 2, 3, 4...) not exceeding the maximum value of the assignment plus the value of the bonus points.
4. **Additional valid grades that can be posted are:**
  - **A blank assignment grade is not counted as a zero (0) in the final average calculation.**
  - **E is used to mark an assignment grade as an exempt grade for a student and it is not counted as a zero (0) in the final average calculation.**
  - **I is used to mark an assignment as incomplete. The Average marking period grade will remain as an "I" grade as long as any assignment has an "I" grade posted. "I" grades do generate phone calls when marked in the gradebook. See more information below.**
  - P is used in any assignment to signal the final marking period average as a passing grade. Note: Per the state definition, if a student receives a letter grade of "P", it is excluded from the GPA calculation. Zero quality points are awarded, however, the Carnegie credit earned for the course is counted toward the credit required for meeting a core category. This differs from an "F" because an "F" will also receive zero quality points and zero credit will be earned, however, the course will be counted in the number of courses taken.
  - R is used in any assignment to signal the final marking period average as a readiness grade and it is not counted as a zero (0) in the final average calculation.
  - W is used in any assignment to signal the final marking period average as a withdrawal grade and it is not counted as a zero (0) in the final average calculation.
  - **X is used to mark an assignment grade where the student failed to make up an assignment. It is treated as a zero (0) in the final calculation but can also be used in conjunction with a numerical grade such as "98X". NOTE: It is used often in the place of the "I" to put the burden of getting the grade in on the student and not the teacher.** At some point, the "I" must be cleared but not the "X". Also "X" grades do not generate phone calls when marked in the gradebook.
5. If you are needing to post **symbols**, click here: [Using Symbols](#)
6. To **Delete** a grade, click in the cell of the grade that you want to change.
  - The cell will highlight, tap the backspace or delete key, then tap the enter key.
  - Remember to click the save button at the top of your screen.
7. Posting Assignment Grades of **F** or **I**  
 If a grade of "F" or "I" is posted for an assignment grade, a grade message may be sent home and displayed in the Student Progress Center. To prevent the grade message to be sent due to an accidental posting, when a grade of "F" or "I" is posted, the teacher will receive a warning message. The teacher can then go back and correct the grades prior to the grade message being sent. The district determines the frequency and times that these messages are sent.

## **EDITING ASSIGNMENTS**

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

## ARRANGING ASSIGNMENTS

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

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

## \*GRADE ICON

### DUPLICATE A GRADE

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

1. Create an assignment as described in the previous section.
2. Click **Grades**, then **Duplicate Grade**.
3. Click to select the assignment to duplicate grades to. In the **Enter Grade Value** field, enter the grade to be duplicated. Click **Apply Duplicate**.

The grade will now display in each student's cell. If a single student did not make the duplicated grade, simply click in the cell, backspace the entry out, then enter the correct value, then tap **the ENTER key** or move down to the next student.

The screenshot shows the JCampus Web Gradebook interface. The top navigation bar includes 'Home', 'Classroom', and 'JCampus'. Below this, there are fields for 'Year: 2021', 'District: 044', 'School: 008', 'Teacher:', 'Course: MATH 5TH', 'PD: 02', and 'Marking Period: 2nd Nine Weeks'. The main interface features a toolbar with icons for 'Assignments', 'Grades', 'Reports', 'Show Me', 'iGear', 'Attendance', 'Discipline', 'Seating Chart', 'Doc Archive', 'Save', and 'Help'. The 'Grades' menu is open, showing options like 'Drop/Restore Grade', 'Restore All Dropped Grades', 'Duplicate Grade', 'Drop Lowest/Highest', 'Lock/Unlock', 'Post Comments', 'Recalc Assignment Grades', and 'Show Grade Calculation'. The 'Duplicate Grade' option is highlighted. A dialog box titled 'Duplicate Assignment Grade' is open, showing a list of assignments with checkboxes. The 'EXIT TICKET CHAPTER 2' assignment is selected. The 'Enter Grade Value' field contains the letter 'A'. The 'Apply Duplicate' button is highlighted. The background shows a grid of student grades for various assignments, with the 'EXIT TICKET CHAPTER 2' column highlighted in pink.

SIDNO	Stu	Average	EXIT TICKET CHAPTER	CHAPTER 1 TEST	MATH WORD PROBLEM	HOMEWORK CHAPTER 1	EXIT TICKET CHAPTER
1	1010890	4 A	A	A	B	B	A
2	1010822	4 A	A	A	A	A	A
3	1010825	2 C	A	C	C	B	B
4	1010373	4 A	A	A	B	B	A
5	1010624	4 A	A	A	B	A	A
6	1010393	2 C	A	D	B	B	B
7	1010365	4 A	A	A	A	A	A
8	1010837	4 A	A	A	A	A	A
9	1010765	2 C	A	D	C	B	B
10	1010382	3 B	A	B	B	A	A
11	1010886	4 A	A	B	A	A	A
12	1010384	3 B	A	C	B	B	B
13	1010694	3 B	A	C	A	B	A
14	1010386	4 A	A	A	B	A	A
15	1010572	2 C	A	D	C	B	B
16	1010391	4 A	A	B	A	B	A



# **\*POSTING COMMENTS**

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

1. Browse to the class and grading period that is to be worked with.
2. Click on **Grades**, then **Post Comments**.
3. **On the left are students. On the right are comment codes.**
4. Click to place a marker in the cell or cells to be populated with a comment code. You will notice that there is an asterisk showing for each cell clicked.
5. On the right, select the desired comment code. You will see each asterisk is replaced with a comment code.
6. These will print on the progress reports, report cards, and show on the student progress center.
7. Made a mistake? Click on the cell of the mistake and this will place an asterisk. On the right, select the blank row. The code will then be removed.

The screenshot displays the JCampus interface for posting comments. The left sidebar shows the 'Grades' menu with 'Post Comments' selected. The main area shows a table of students with columns for SIDNO, Student Name, Grade, Average, and comment codes (C1, C2, C3, C4). The right sidebar shows a list of comment codes with descriptions, including 'N1' (Works Below Ability) and 'P3' (Excellent Student). A central text box provides instructions: 'WHEN COMMENTS ARE POSTED THEY ARE SPECIFIC TO GRADING PERIOD!', 'COMMENTS ARE SPECIFIC TO COURSE!!', 'MULTIPLE COMMENTS CAN BE POSTED PER COURSE!!', 'A COMMENT THAT BEGINS WITH AN "N" IS A NEGATIVE COMMENT!!', and 'A COMMENT THAT BEGINS WITH AN "P" IS A POSITIVE COMMENT!!'. The bottom of the screen shows class information: 'Class Period:01 Subject:KINDERGARTEN Grade:00 Section:008004 Term::S1:52 Days Of Week:MTWRF'.

## \*SHOW GRADE CALCULATION

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

The screenshot shows the JCampus interface for a teacher. The 'Grades' icon is highlighted with a red circle '2'. The 'Calculation' window is open, showing the following details:

- Calculating 2 assignments in category 'CLASS PARTICIPATION' weighted at 1.00**
  - 1. EXIT TICKET CHAPTER 2: 4.0/1
  - 2. EXIT TICKET CHAPTER 1: 3.0/1
  - CLASS PARTICIPATION Total Earn/Poss: 7.0/2
  - CLASS PARTICIPATION Percentage 350.0
  - CLASS PARTICIPATION Category SubTotal 350.0 \* 0.1 = 35.00
- Calculating 1 assignments in category 'MINOR EXAM' weighted at 40.0**
  - 1. MATH WORD PROBLEM WORKSHEET: 2.0/1
  - MINOR EXAM Total Earn/Poss: 2.0/1
  - MINOR EXAM Percentage 200.0
  - MINOR EXAM Category SubTotal 200.0 \* 0.4 = 80.00
- Calculating 1 assignments in category 'HOMEWORK' weighted at 10.0**
  - 1. HOMEWORK CHAPTER 1: 3.0/1
  - HOMEWORK Total Earn/Poss: 3.0/1
  - HOMEWORK Percentage 300.0
  - HOMEWORK Category SubTotal 300.0 \* 0.1 = 30.00

Summary of calculations:

- Sum of category subtotals: 185.00
- Sum of category weights: 100.0
- Average = 185.00 / 100.0 = 1.85
- Final Grade: 2 C

Instructions for the user:

WHEN YOU CLICK ON THE STUDENT IT HIGHLIGHTS THE STUDENT, THEN YOU SELECT THE GRADES ICON THEN SELECT SHOW GRADE CALCULATION

## TRANSFER OF GRADE ASSIGNMENTS

The Transfer Grade of Student instructions are for the entering an assignment for students transferring into a new class at an existing school or a new school.

## ADJUST GRADING SCALES

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

Assignment Syllabus																		
	Assignment	Category	Grade Post Type	Maxi... Points	Bonus Points	Weight	Date Taught From	Date Taught To	Date Due	Prerequisite(s)	L...	Hi...	Ob	Lp	Hw	Mo	Im	Ev
1	Assignment 1		STATE 7 POINT S...	0	0		2018-08-20	2018-08-20	2018-08-20		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Assignment 2		STATE 7 POINT S...	100	0		2018-08-24	2018-08-24	2018-08-24		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Assignment 3		STATE 7 POINT S...	100	0		2018-08-17	2018-08-17	2018-08-17		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Assignment 4		STATE 7 POINT S...	100	0		2018-08-31	2018-08-31	2018-08-31		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Buttons: Copy, New, Edit, Delete, Print, Adjust Scale

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

**Adjust Scale**

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

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

Grade Post Type: STATE 7 POINT SCALE

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

## **\*POSTING ATTENDANCE AT THE START OF THE DAY**

### Notes:

- JCampus works on a positive attendance module. This means, if all students are present, the only action required is to select the red sign off roll button on the top of your screen, enter a lunch count, then click OK.
- Focus on these attendance Codes: *30 Unexcused, 08 Skipped, and 14 Tardy to Class.*
- **You will take “start of the day” attendance in first hour.**

### How-to

1. ***In Gradebook, select the first period course from the Course listing.***
2. Select the **Grading Period.**
3. ***A class roster for the selected course will appear on the screen.***
4. Click the **Attendance icon** at the top of the screen.
5. ***The screen will change to the posting attendance screen and the roster of students will be the same class roster from Gradebook.***
6. The screen display will be the list of your 1st period students.
7. Locate the **blue column labeled 1ST.**
8. To mark a student absent, click in the first blue cell to the right of the student's name in the 1ST column.
  - a. After clicking the first blue cell by the student's name, the start time of school and the default absence code and reason will appear in the **Out column.**
9. Continue marking students that are absent in the blue “1st” column.
10. Marked the wrong student and need to delete?
  - a. **NOTE:** Teachers can only edit/change a student's current day attendance record that has been created by that same teacher. Also, the teacher must use the same computer on which the attendance record was created.
  - b. Find the student whose attendance records needs to be deleted.
  - c. Click on **the checkout time.**
  - d. ***A list of options will appear.***
  - e. Select **Delete Complete Attendance Record** and click **Ok.**
  - f. ***A confirmation question will appear.***
  - g. Click **Yes** to delete the record.
11. **When all students have been marked absent, click the red Sign off Roll Call button at the top of the screen.**
12. Enter the number of students eating in the cafeteria and **click Ok.**
13. Close the posting attendance window to return to Gradebook.

**THE TEACHER WILL TAKE ATTENDANCE 1ST HOUR EVERYDAY!! THEY WILL THEN "CHECK" ATTENDANCE EVERY PERIOD AFTER 1ST PERIOD TO VERIFY ALL STUDENTS ARE PRESENT WHO SHOULD BE IN CLASS!!**

**ONCE THE TEACHER HAS COMPLETED TAKING ATTENDANCE SHE/HE WILL CLICK ON THE SIGN OFF ROLL CALL BOX WHICH WILL MAKE THE BOX CHANGE FROM RED TO GREY**

**THE SECRETARY WILL THEN RUN THE ROLL CALL VERIFICATION REPORT TO VERIFY ALL TEACHERS HAVE TAKEN ATTENDANCE**

## **DURING THE DAY ATTENDANCE POSTING**

1. Open the class in gradebook. Click the attendance icon.
2. Review students marked "out" and "in". Verify it matches students in the room.
3. If a student is tardy to class, click in the "Out" column, then select "014 Tardy". Pick an Unexcused or Excused tardy type.
4. If the student is skipping class, click in the "Out" column, then select "08 Skipped" code, or contact the office.
5. If a teacher has a student that was marked 08 Skipped in a previous class without a return check in, please either click the "In" column and put an "in" code of "08 Skipped", or send the student to the office (depends on school preference).
6. Marked a student as skipped, but was actually tardy? Click on the "Out" time, then select "Change Check Out to a Tardy".
7. If the student appears to already have an In and Out record, but the teacher needs to post another, then do the following:
  - a. Click on the Out cell and choose "Post New/Multiple Checkout". Select the desired code of either 08 Skipped, 014 Tardy, or 30 Unexcused.
  - b. The screen will update with the latest attendance posting.
  - c. What happened to the other stuff from earlier in the day? It is still there... just in the background. Click on the Gear icon, Attendance, Attendance by Day and you will see the other records from earlier are there.

## **DELETE AN ATTENDANCE POSTING**

1. Teachers can delete an attendance posting on the day it was posted. Previous day's postings will have to be changed by the office.
2. To delete, click on the "Out" time, then select "Delete Entire Attendance Record".

## **\*PARENT CONTACT LOG**

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

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

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

1. **Highlight a student on the roster.**

2. Click the "Gear" icon in the menu bar across the top.

3. On the popup gray menu, choose **Communication**, then **Parent Contact Log**.

4. **Click the New button on the Parent Contact Log screen.**

5. Select the **Contact Type**.

6. Select the **Contact Date**.

7. Select the **Contact Relation**.

8. Enter any details in the **Log Recording Section**.

9. **Show all Years check box--if checked then all log entries from current and previous years will be included. Leave it unchecked to limit log entries to the current year only.**

10. Click the **Save** button.

11. **If the user wishes to edit a record created by his/herself, click on the row, change the information, then click**

**Save.**

- a. **Note:** Can only be edited by the user who created the record.

12. If the user wishes to delete a record, there is a red **Delete** cell on the far right.

- a. **Note:** Can only be deleted by the user who created the record.

13. **Print** allows the user to print the contact records for the student.

Home Classroom

Year: 2021 District: School: 029 Teacher: Course: ENGLISH III HONORS PD: 02 Marking Period: 1st 4x4 Term

Assignments Grades Reports Show Me iGear Attendance Discipline Seating Chart Doc Archive Teacher Notes Save Help

SIDNO	Student Name	Grade	Average	Student Attendance	Fitzgerald Biography Questions	Roaring 20s Handout	Great Gatsby Ch. 1-4	Great Gatsby Figurative	Test 1 Great Gatsby	Ch. 5 Great Gatsby	Ch. 6 Great Gatsby	Ch. 7 Great Gatsby	Allusion wksh	Ch. 8 Great Gatsby	Ch. 9 Great Gatsy	Mood Tone handouts	Alliteration/ Wkshs.	Vocabulary ch. 5-9 Great	Bellwork 1	Test Gre: Gatsb
1	0398222	C/	10	95 A	100 A	100 A	100 A	100 A	85 B	100 A	100 A	100 A	100 A	100 A	100 A	100 A	100 A	100 A	100 A	100 A
2	0359330	Ch	10	83 A	100 A	100 A	100 A	100 A	73 D	100 A	100 A	100 A	100 A	100 A	100 A	100 A	100 A	100 A	100 A	100 A
3	0381137	CL	11	79 C	100 A	100 A	100 A	50 F	100 A	95 A	100 A	50 F	85 B	50 F	100 A	100 A	50 F	50 F	100 A	50 F
4	0382657	CC	10																	
5	0337109	HA	11																	
6	0382720	JA	10																	
7	9299900	KE	10																	
8	0382494	LE	11																	
9	0359426	LC	10																	
10	0341014	MA	11																	
11	0337124	MA	11																	

Communication Parent Contact Log Send JCall Send School Note SPC Login Information

Contact Type Relationship Contact Date Contact Time Log Entry

1 026 Mother 2020-10-20 18:21 I CALLED SALLY'S MOM AND WE DISCUSSED HOW SALLY HAD AN 'A' AVERAGE UNTIL TWO WEEKS AGO WHEN SHE STOPPED COMPLETING HER WORK!! I ENCOURAGED MOM TO MONITOR SALLY'S GRADES THROUGH THE STUDENT PROGRESS CENTER!! I TOLD MOM SALLY IS AN 'A' STUDENT IF SHE COMPLETES HER WORK!!

Resources for Virtual students (workbooks, art supplies, novels, etc.) are ready for pickup. Pickup will be Sunday, August 29, 2020 from 9:30 AM until 12:00 noon in the old gym. Please remember to wear your mask.

We will have one final time for families to come and pickup Chromebooks before

WHEN THE TEACHER CLICKS THE SAVE BUTTON THE LOG IS SAVED AT THE TOP WITH ALL OF THE OTHER COMMUNICATIONS

Class Period: 02 VORS Grade

Save Show JCall Messages Show All Years

## TEACHER NOTES

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

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



8. Click "Add" to send the message to the Student Progress Center.
9. After creating a school Note, click on it to attach a file (A Note has to first be saved before a file can be attached to it).
  - a. Then click on "Attach" to attach a file (1 meg only) to the school note. Then choose "Add", click on the file to include and it shows in the `Selected File` box, then click on "Choose". The file is now attached. If you want to delete the attached file, click on the red box.
10. The Note will appear in the table with number of students that the Note is sent to.
  - a. Click on the count to see a listing of students, as well as the date the Note was opened by a parent-guardian or student.
11. **Click on the message title to review/edit the message.**
12. Click the red cell to delete the message.

## **\*USING THE GEAR ICON**

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

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

The screenshot shows the JCampus interface with a gradebook table. The 'iGear' icon is highlighted, and its menu is open, showing various options for student information. A callout box points to the menu with the text: "TEACHERS CAN GET EVERY PIECE OF INFORMATION NEEDED ON EVERY STUDENT THEY TEACH THROUGH THE IGEAR".

SIDNO	Student Name	Grade	Average	HOMEWORK	CHAPTER	EXIT	TICKET
1	1010890	AL	05	4 A	B	1	A
2	1010822	BA	05	4 A	B	B	A
3	1010825	BE	05	2 C	C	B	B
4	1010373	CA	05	4 A	B	B	A
5	1010624	CA	05	4 A	B	A	A
6	1010393	CE	05	2 C	B	B	B
7	1010365	CH	05	4 A	A	B	A
8	1010837	DE	05	4 A	A	A	A
9	1010765	EL	05	2 C	C	B	B
10	1010382	MA	05	3 B	A	B	A
11	1010886	ME	05	4 A	A	A	A
12	1010384	MII	05	3 B	A	B	B
13	1010694	MC	05	3 B	A	C	A
14	1010386	O'I	05	4 A	A	A	A
15	1010572	PH	05	2 C	A	D	C
16	1010391	SU	05	4 A	A	B	A

Class Period:02 Subject:MATH 5TH Grade:05 Section:008026 Term:S1:S2 Days Of Week:MTWRF Resource Comment:MATH 5TH





# \*\* REPORTS AVAILABLE IN GRADEBOOK

## STUDENT

The screenshot shows the JCampus interface with the 'Reports' menu open. The menu items are: Student, Attendance, Discipline, Seating Chart, Doc Archive, Teacher Notes, Save, and Help. The 'Student' menu is expanded, showing sub-items: Student Demographic, Special ED Information, 504 Information, LEP Information, Health Information, Student Enrollment History, and Print IGP Form. The background shows a table of student data for the course 'TECHNICAL WRITING'.

SIDNO	Student Name	Grade	Average	Student	Attendance	Discipline	Seating Chart	Doc Archive	Teacher Notes	Save	Help
1 0343296	BU...	11	91 B	100 A	100 A	100 A	100 A	100 A	100 A	100 A	100 A
2 0312788	CI...	12	88 B	50 F	50 F	85 B	100 A	100 A	100 A	100 A	100 A
3 0267643	CI... ELIZAB...	12	89 B	100 A	50 F	85 B	100 A	100 A	100 A	100 A	100 A
4 0229902	CI... NE	12	95 A	100 A	100 A	93 A	100 A	100 A	100 A	100 A	100 A
5 0341967	CI... NY	12	93 A	100 A	100 A	89 B	100 A	50 F	100 A	100 A	100 A
6 0313786	FC...	12	96 A	100 A	100 A	100 A	100 A	100 A	100 A	100 A	100 A
7 0341371	FF... S	12	77 C	50 F	50 F	50 F	50 F	50 F	50 F	100 A	100 A
8 0315028	GF... S	12	85 B	50 F	85 B	85 B	50 F	50 F	77 C	100 A	100 A
9 0322220	GI... M	12	81 C	50 F	50 F	50 F	50 F	50 F	77 C	100 A	100 A
10 0341868	HA... ZO	12	88 B	100 A	100 A	100 A	85 B	100 A	100 A	100 A	100 A
11 0343021	LA... E VICTO...	12	100 A	100 A	100 A	100 A	100 A	100 A	100 A	100 A	100 A
12 0268526	LA... HONY	12	98 A	100 A	100 A	100 A	100 A	100 A	100 A	100 A	100 A

## STUDENT DEMOGRAPHIC INFO

The screenshot shows the 'Student Demographic Information' report for a student. The report includes the following information:

**Student Information:**  
 Name: [Redacted] Sidno: [Redacted]  
 Gender: M SSAN: XXX-XX-XXX  
 Ethnic: 0 State ID: [Redacted]  
 Birth Date: 08/28/2003 (17) Birth State: [Redacted]

**Student Contact:**  
 Home Phone: (318) 868-8000 Student Cell Phone: [Redacted]  
 Email: support@edgear.com

**Mailing Address:**  
 714 N ASHLEY RIDGE LP SHREVEPORT, LA 71106

**Physical Address:**  
 714 N ASHLEY RIDGE LP SHREVEPORT, LA 71106

**Family Information:**  
 Father: HAAS Mother: SHERRI HAAS

**Employment:**  
 Home Ph: (318) 868-8000  
 Work Ph: (318) 868-8000  
 Cell Ph: support@edgear.com  
 Guardian: [Redacted]

**Enrollment:**  
 Year: 2021  
 Entry Code-Date: E1 - 08/31/2020  
 Homeroom: [Redacted]  
 Team: [Redacted]  
 Morning Bus: [Redacted]  
 Leave Campus Permission: N  
 District of Res: [Redacted]

# STUDENT SPECIAL ED INFORMATION

demo.edgear.net/jcampus/

JCampus

Year: 2021 District: School: 029 Teacher: Course: MATH ESSENTIALS PD: 01 Marking Period: 1st 4x4 Term

Assignments Grades Reports Show Me iGear Attendance Discipline Seating Chart Doc Archive

SIDNO	Student Name	Grade	Average
1 0506412	ALE	09	89 B
2 0506393	ALE	09	86 B
3 0399216	BAL	09	77 C
4 0379058	CL	09	95 A
5 0379009	CO	09	85 B
6 0440268	EAC	09	85 B
7 0510376	GU	09	92 B
8 0398127	JAC	09	91 B
9 0379088	LAC	09	86 B
10 0379063	LIG	09	95 A
11 0403543	MA	09	88 B
12 0378283	MC	09	60 F
13 0358813	MO	09	71 D
14 0397113	PEI	09	82 C
15 0425382	RAI	09	94 A
16 0379066	REI	09	91 B
17 0379036	RO	09	77 C
18 0399644	SC	09	95 A
19 0382266	SM	09	91 B
20 8859979	STZ	09	80 A

Class Period:01 Subject:MATH ESSENTIALS Grade:09 Section:029233 Term::S1:52 Days Of Week:MTWTF Resource Comment:

**Special ED Information**

Jurisdiction End Date: Exit Reason: Exit Date: Special Trans Code: 03 LEAP/LEAP/GEE

**Accommodation and Modification Information**

Testing Accommodations: 0708, 0903, 1001, 1003, 1006, 1102, 1109

Descriptions: Word Processors, Other Response Accommodations Slant Board, Timing & Scheduling Extended Time/increase the amount of time allowed to complete assignments and tests, Timing & Scheduling Extra time-written work, Timing & Scheduling Allow breaks during work periods, between tasks, during testing, Setting Considerations Small group testing, Setting Considerations Specified Area or Seating

**Classroom Accommodations** - 0708, 0903, 0908, 1001, 1002, 1003, 1006, 1109

Descriptions: Word Processors, Other Response Accommodations Slant Board, Other Response Accommodations Copy of notes (teacher notes, class notes), Timing & Scheduling Extended Time/increase the amount of time allowed to complete assignments and tests, Timing & Scheduling Pace long term projects, Timing & Scheduling Extra time-written work, Timing & Scheduling Allow breaks during work periods, between tasks, during testing, Setting Considerations Specified Area or Seating

**Services**

Code: INST Start: 2020-08-31 End:

# STUDENT 504 INFORMATION

demo.edgear.net/jcampus/

JCampus

Year: 2021 District: School: 029 Teacher: Course: ENGLISH III PD: 02 Marking Period: 2nd 4x4 Term

Assignments Grades Reports Show Me iGear Attendance Discipline Seating Chart Doc Archive Teacher Notes Save Help

SIDNO	Student Name	Grade	Average
1 0356702	BE	11	96 A
2 0314692	BC	11	61 F
3 0359355	BC	11	100 A
4 0337467	CC	11	69 D
5 0359349	CE	11	56 F
6 0359752	HE	11	70 D
7 0317998	HE	11	73 D
8 0360779	HE	11	71 D
9 0337129	PL	11	77 C
10 0504371	PL	11	77 C
11 0414082	ROI	11	66 F
12 0236306	SAE	11	73 D
13 0403696	SAN	11	80 C
14 0341844	WIL	11	97 A

**504 Information**

Student: SIDNO: Grade: 11

504 Information Initial Eval Date: 01/15/2013 IAP Review Date: 04/15/2020 Last Eval Date: 04/15/2020 Exit Date: Chairperson:

**Disabilities:**

10 Diabetes/Hypoglycemia/Other Related Disease  
99 Specify all supporting data considered including doctor's name, diagnosis and date of diagnosis as well as any other information used in the eligibility determination process. Attach any additional information. \*Medical Diagnosis(s)

**Accommodations:**

B01 Math  
B04 English  
B07 Science  
B08 Social Studies  
B09 Computer Lab  
B10 Physical Education  
B13 Vocational Electives  
B17 Specify the rationale for accommodations for the indicated setting(s), including the data used to make the determination. Attach any additional information. \*Student needs to be allowed to go to office for checking sugar level and/or to get snack to help sugar level!

Key : Red: Active 504 Student. Blue: Previous 504 Student. White: Student without 504.

Print Form

# \*STUDENT LEP INFORMATION

JCampus

Home Classroom

Year: 2021 District: School: 029 Teacher: Course: MATH ESSENTIALS PD: 02 Marking Period: 1st 4x4 Term

Assignments Grades Reports Show Me **iGear** Attendance Discipline Seating Chart Doc Archive Teacher Notes Save Help

SIDNO	Student Name	Grade	Average	Student	Student Demographic	3rd	4th	5th	6th	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
1	0379074	AL	09	73 D	Attendance	50 I	88 B	50 I	50 F	100 A	100 A	100 A	100 A	100 A	65 F	85 B	76 C
2	0371520	BI	09	62 F	Discipline	50 F	50 I	50 I	52 F	100 A	100 A	100 A	100 A	100 A	100 A	100 A	96 A
3	0441710	BC	09	81 C	Schedule												
4	0397851	CD	09	75 C	Grades												
5	0379034	CE	09	67 D	Print Transcript												
6	0504271	CF	09	72 D	Student Test Analysis												
7	0379068	CG	09	84 C	Communication	85 B	76 C	88 B									
8	0399361	CH	09	83 C	Points	80 C	100 A	76 C									
9	0400480	CI	09	80 C	Exit	90 B	60 F	80 C									
10	0379021	CJ	09	87 B		78 C	80 C	88 B									
11	0379049	CK	09	89 B		96 A	85 B	73 D	92 B	96 A							
12	0398125	CL	09	96 A		64 F	88 B	98 A	92 B	92 B							
13	0452247	CM	09	81 C		100 A	100 A	88 B	88 B	88 B							
14	0504809	CN	09	81 C		75 C	68 D	83 C	76 C	50 F							
15	0397076	CO	09	89 B		68 D	70 D	95 A	50 F	100 A							
16	0397106	CP	09	83 C		86 B	90 B	90 B	68 D	80 C							
17	0485159	CQ	09	85 B		86 B	63 F	78 C	84 C	92 B							
18	0379081	CR	09	82 C		75 C	83 C	85 B	80 C	80 C							
19	0299980	CS	09	67 D		50 F	72 D	87 B	50 F	60 F							
20	1296973	CT	09	73 D		75 C	53 F	78 C	75 C	72 D							

Class Period:02 Subject:MATH ESSENTIALS Grade:09 Section:029167 Term::51:52 Days Of Week:MTWRF Resource Comment:

# STUDENT HEALTH INFORMATION

demo.edgear.net/jcampus/

JCampus

Home Classroom

Year: 2021 District: School: 029 Teacher: Course: ENGLISH III PD: 02 Marking Period: 2nd 4x4 Term

Assignments Grades Reports Show Me **iGear** Attendance Discipline Seating Chart Doc Health Alerts

SIDNO	Student Name	Grade	Average	Student	Student Demographic	3rd	4th	5th	6th
1	0356702	BE	11	96 A	Attendance				
2	0314692	BC	11	61 F	Discipline				
3	0359355	BD	10	100 A	Schedule				
4	0337467	BE	11	69 D	Grades				
5	0359349	BF	10	66 F	Print Transcript				
6	0359752	BG	10	70 D	Student Test Analysis				
7	0317998	BH	11	73 D	Communication	100 A	50 F	75 C	
8	0360779	BI	10	71 D	Points	75 C	50 F	75 C	
9	0337129	BJ	11	77 C	Exit	80 C	50 F	75 C	
10	0504371	BK	11	77 C		50 F	50 F	100 A	100 A
11	0414082	BL	11	66 F		50 F	50 F	86 B	50 F
12	0236306	BM	11	73 D		100 A	75 C	50 F	75 C
13	0403696	BN	10	80 C		100 A	50 F	88 B	50 F
14	0341844	BO	11	97 A		90 B	100 A	100 A	100 A

Class Period:02 Subject:ENGLISH III Grade:09 Section:029630 Term::51:52 Days Of Week:MTWRF Resource Comment:

Report For: SIDNO: Grade: 11

HEALTH INFO ASTHMA INFO **IHP** **EMERGENCY PLAN** HEARING HISTORY VISION HISTORY

Parent/Guardian: Alternate Contact:  
 Address: 714 NORTH ASHLEY RIDGE LOOP Home Phone:  
 Apt/Lot/Ste: Cell Phone:  
 City, State Zip: SHREVEPORT, LA 71106 Work Phone:  
 Home Phone: 318-868-8000 Physician:  
 Work Phone: 318-868-8000 Physician Phone:  
 Physician Fax:

Current Plans: Diabetes: 09/01/2020 - 09/01/2021 | 120803 Nurse: KELLER, TERI

Current Health Plans Only

Plan Type: DIABETES

SEQUENCE 1  
 IF YOU SEE THIS:  
 -Low blood sugar < 70\_\_\_\_  
 -Symptoms of low blood sugar may include headache, stomach ache, hunger, shakiness, paleness, flushed cheeks, irritability, personality changes, lack of coordination, faintness, confusion, slurred speech, fast heartbeat, sweating, nausea, vomiting, restlessness.  
 DO THIS:  
 -Assess blood sugar if glucometer available.  
 -If glucose < 70\_\_\_\_ or if unable to obtain a blood sugar reading and symptoms are severe, immediately treat student with 4 oz Juice, 3-4 hard candy, 3-4 glucose tabs OR 6 oz. regular soft drink NOT SUGAR FREE (\_\_\_\_15\_\_\_\_ grams of carbohydrates).  
 Stay with student.

Key: Red: Student has a Medical Condition or an Emergency Plan. Yellow/Green: Student has no current IHP Cover Form or Care Plan.



# STUDENT ENROLLMENT HISTORY

JCampus

Year: 2021 District: School: 029 Teacher: Course: ENGLISH III PD: 02 Marking Period: 2nd 4x4 Term

Assignments Grades Reports Show Me iGear Attendance Discipline

Student Enrollment History 0359752

Year	Dis	GD	Sch	SIDNO	SASID	School Name	Entry Code	EDate	Entry Comments		
10	029	0359752	1333069179	Demo School 029 Grades 6-12	E1 E1	Original enrollment within sam...	08/31/2020				
10	029	0359752	1333069179	Demo School 029 Grades 6-12	E1 E1	Original enrollment within sam...	08/31/2020				
09	029	0359752	1333069179	Demo School 029	E1 E1	Original enrollment within sam...	08/08/2019				
09	023	0359752	1333069179	Demo School 023	E1 E1	Original enrollment within sam...	08/08/2019	L2 04			
08	099	0359752	1333069179	Demo School 099	E1 E1	Original enrollment within sam...	08/09/2018				
07	099	0359752	1333069179	Demo School 099	E1 E1	Original enrollment within sam...	08/10/2017				
06	099	0359752	1333069179	Demo School 099	E1 E1	Original enrollment within sam...	08/11/2016				
05	078	0359752	1333069179	Demo School 078	E1 E1	Original enrollment within sam...	08/10/2015				
05	126	0359752	1333069179	Demo School 126	E1 E1	Original enrollment within sam...	08/10/2015	L0 11			
10	1415	026	04	126	0359752	1333069179	Demo School 126	E1 E1	Original enrollment within sam...	08/08/2014	
11	1314	026	03	078	0359752	1333069179	Demo School 078	E1 E1	Original enrollment within sam...	08/09/2013	
12	1213	026	02	078	0359752	1333069179	Demo School 078	E1 E1	Original enrollment within sam...	08/07/2012	
13	1112	026	01	078	0359752	1333069179	Demo School 078	E6 C4	Re-entry into school. Stu has n...	08/17/2011	
01	078	0359752	1333069179	Demo School 078	E1 E1	Original enrollment within sam...	08/15/2011		L0 11		
00	082	0359752	1333069179	Demo School 082	E1 E1	Original enrollment within sam...	09/13/2010				
-1	078	0359752	1333069179	Demo School 078	E1 E1	Original enrollment within sam...	08/17/2009		L2 04		

Class Period:02 Subject:ENGLISH III Grade:09 Section:029630 Term:51:52 Days Of Week:MTWRF Resource Comment:

Grades Lessons Pages Boards

# STUDENT PRINT IGP FORM

demo.edgear.net/jcampus/

Year: 2021 District: School: 029 Teacher: Course: ENGLISH III

Assignments Grades Reports Show Me iGear Attendance Discipline Seating Chart

Student Enrollment History Print IGP Form

SIDNO	Student Name	Grade	Average	
1	0356702	BET	CHAE... 11	96 A
2	0314692	BOU	SEPH... 11	61 F
3	0359355	BOU	10	100 A
4	0337467	COF	11	69 D
5	0359349	FEIF	10	66 F
6	0359752	HEL	T JOS... 10	70 D
7	0317998	HER	NA... 11	73 D
8	0360779	MAL	10	71 D
9	0337129	PLA	11	77 C
10	0504371	PUG	11	77 C
11	0414082	RON	AS... 11	66 F
12	0236306	SAB	11	73 D
13	0403696	SAN	10	80 C
14	0341844	WILL	NY 11	97 A

Class Period:02 Subject:ENGLISH III Grade:09 Section:029630 Term:51:52 Days Of Week:MTWRF Resource Comment:

Grades Lessons Pages Boards

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Louisiana

INDIVIDUAL GRA

**BASIC INFORMATION**

Name: Demo School 029 Grades 6-12  
 9th Grade Entry Date: 08/09/2018  
 Originating Middle School: Demo School 029  
 Grade: 11 Sidno: 0337467  
 FAFSA:  
 Academic Support Plan Attached (T9 Only)

**EDUCATION GOALS**

Diploma Type: TOPS University Diploma  
 Diploma Curriculum  
 Diploma Endorsements  
 Post Secondary Plans  
 Potential Tops Eligibility

**CAREER GOALS**

Career Specialty/Occupation (Option 1):  
 Career Cluster (Option 1):  
 Jump Start Grad. Pathway/Area Of Concentration:  
 Career Specialty/Occupation (Option 3):  
 Career Cluster (Option 3):  
 Jump Start Grad. Pathway/Area Of Concentration:  
 Post High School Work Force Plans:

Career Specialty/Occupation (Option 2):  
 Career Cluster (Option 2):  
 Jump Start Grad. Pathway/Area Of Concentration:  
 Career Specialty/Occupation (Option 4):  
 Career Cluster (Option 4):  
 Jump Start Grad. Pathway/Area Of Concentration:

**COURSE SELECTIONS FOR YOUR CHOSEN PATHWAY**

Subjects	6th-8th/9	9th	10th	11th	12th	Req'd	Emul
English		ENGLISH I ( C 1.0 ) TECH WRITING I ( B 1.0 ) ALGEBRA I ( C 1.0 )	ENGLISH II ( C 1.0 ) BUS MATH ( D 1.0 ) GEOMETRY ( C 1.0 )	AP ENGLISH III ENGLISH III ( B 0.0 )	ENGLISH IV	0.0	3
Math		MATH ESSENT ( C 1.0 )	GEOMETRY ( C 1.0 )	ALGEBRA II ( 1.0 )	ADV MATH PCALC	0.0	5
Science		ENVIRON SCI 1C ( C 1.0 )	BIOLOGY ( C 1.0 )	CHEMISTRY		0.0	2
SS		CIVICS 1C ( C 1.0 )	WORLD HIST ( D 1.0 )	AMER HIST ( 1.0 )		0.0	3
Health			HEALTH EDU ( B 0.5 )			0.5	0
PE		PE I ( C 1.0 )	PHY ED I 1/2 .5C ( C 0.5 )			1.5	1
FL				SPANISH I ( E 0 ) SPANISH II		0.0	1
Arts		ART I ( B 1.0 )				0.0	1
Elective/CTE			ENTRP-MKT ( C 1.0 )	FIRST RESPONDER		1.0	1
Electives				ACTING I		0.0	1
Total Electives						0.0	1
Total Credits		8.0	7.0	3.0		2.0	17

**EXTRACURRICULAR & EMPLOYMENT ACTIVITIES**

Activities	Extracurricular	Employment	Community Service

# ATTENDANCE

Home Classroom

Year: 2021 District: 044 School: 008 Teacher: Course: MATH 5TH

Assignments Grades **Reports** Show Me iGear Attendance Discipline Seating Chart Doc A

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

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

SIDNO	Student Name	Grade	Score	Grade	Score	Grade	Score	Grade	Score
1	1010890	ALF							
2	1010822	BAI							
3	1010825	BEA							
4	1010373	CAN							
5	1010624	CAN							
6	1010393	CEL							
7	1010365	CHA							
8	1010837	DEL							
9	1010765	ELL		05		2 C		A	
10	1010382	MA		E 05		3 B		A	
11	1010886	MEI		ABRIEL 05		4 A		A	
12	1010384	MIL		A 05		3 B		A	
13	1010694	MO		05		3 B		A	
14	1010386	O'M		05		4 A		A	
15	1010572	PHE		H 05		2 C		A	
16	1010391	SUI		E 05		4 A		A	

## \*PRINTING ATTENDANCE LOG

Home Classroom

Year: 2021 District: 026 School: 029 Teacher: HELMKA EUGENIE L Course: ENGLISH III PD: 02 Marking Period

Assignments Grades **Reports** Show Me iGear Attendance Discipline Seating Chart Doc Archive Teacher Notes Save

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

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

Select Starting Date For Attendance Log Sheet

Week of Date: Mar 26 2021

Print Option: Standard Rows  Tall Rows

Print: Current Section Only  All Sections in Period

Print: Show Dates  Do not show dates

Section: Custom Codes: Special Codes: Programs: Shade Non-Instructional Days: Add Blank Rows: OK

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School Year: 2021 Attendance Log Sheet

School: 026029 Demo School 029 Grades 6-12

Class Period: 02 Term: 2nd 4x4 Term ENGLISH III [029630]

Student Name	03/22/2021	03/29/2021	04/05/2021	04/12/2021	04/19/2021	04/26/2021
1 BE						
2 BO						
3 BO						
4 CC						
5 FE						
6 HE						
7 HE						
8 MA						
9 PL						
10 PU						
11 RO						
12 SA						
13 SA						
14 WI						





# GRADES

JCampus

Home Classroom

Year: 2021 District: School: 029 Teacher: Course: ENGLISH III PD: 02 Marking Period: 2nd 4x4 Term

Assignments A+ Reports Show Me iGear Attendance Discipline Seating Chart Doc Archive Teacher Notes Save Help

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

Prep. Phrases Quiz A Rose Irony Bellwork Week The Crucible Act 1

Grade Book Report Print Grade Book Table Mass Print Grade Book Table Curriculum GLEs Monitor Curriculum Checklist Assignment Report Assignment Statistics Category Statistics Term Grades Report Detailed Progress Report Student Missing Assignment Report Grade Distribution Report Assignment/Lesson Complete Report

SIDNO	Student Name	Attendance	Prep. Phrases	Quiz A Rose	Irony	Bellwork Week	The Crucible Act 1
1 0356702	BE						A 100 A
2 0314692	BO						C 50 F
3 0359355	BO						A 100 A
4 0337467	CO						C 50 F
5 0359349	FEI						C 50 F
6 0359752	HE						C 50 F
7 0317998	HE						C 50 F
8 0360779	MA						C 100 A
9 0337129	PL	11	77 C	80 C			C 80 C
10 0504371	PU	11	77 C	50 F			C 100 A
11 0414082	RO	11	66 F	50 F			C 50 F
12 0236306	SA	11	83 C	100 A			C 75 C
13 0403696	SA	10	80 C	100 A	50 F	88 B	50 F
14 0341844	WIL	11	97 A	90 B	100 A	100 A	100 A

## GRADE BOOK REPORT

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Page 1 of 5

026029 Demo School 029 Grades 6-12 ENGLISH III [029630] 03/27/2021 11:18 Year: 2021 Term P222

Name	FINAL AVG	1	2	3	4	5	6
TOTMAX AVG	40	10	40	10	40	10	10
Category Weight	100	100	100	100	100	100	100
Date Due Possible	Total 600.0	2020-11-06	2020-11-09	2020-11-09	2020-11-10	2020-11-13	2020-11-13
01 BE1	100.000.0	99 A	90 B	100 A	100 A	99 A	100 A
02 BCL	343.000.0	61 F	50 F	50 F	68 D	50 F	75 C
03 BCL	300.000.0	100 A	100 A	100 A	100 A	100 A	100 A
04 COV	370.000.0	69 D	80 C	50 F	66 F	50 F	75 C
05 FEI	361.000.0	61 F	50 F	50 F	66 F	50 F	75 C
06 HEL	375.000.0	70 D	50 F	50 F	100 A	50 F	75 C
07 HEF	385.000.0	73 D	88 B	80 F	75 C	50 F	75 C
08 MMV	352.000.0	71 D	50 F	100 A	77 C	50 F	75 C
09 PJA	348.000.0	77 C	80 C	80 C	80 C	50 F	75 C
10 PJC	375.000.0	77 C	50 F	50 F	100 A	100 A	75 C
11 RCP	360.000.0	66 F	50 F	50 F	85 B	50 F	75 C
12 SAN	382.000.0	83 C	100 A	75 C	87 B	50 F	75 C
13 SAE	313.000.0	80 C	100 A	50 F	88 B	50 F	75 C
14 WIL	360.000.0	97 A	90 B	100 A	100 A	100 A	100 A

1 = Bellwork week 1  
2 = Prep. Phrases practice  
3 = Quiz A-Rose for Emly  
4 = Irony practice  
5 = Bellwork Week 2  
6 = The Crucible Act 1 questions

Page 2 of 5

Class Period: 02 Subject: ENGLISH III

Grades Lessons Pages Boards

# PRINT GRADE BOOK TABLE

The screenshot shows the Edgear interface for a classroom. The 'Reports' menu is open, and 'Print Grade Book Table' is highlighted. A secondary window displays the 'Grade Book' table for the year 2021, District 029, School 029, and Teacher [redacted]. The table lists student names, SIDNO, and various assessment scores (Grade Average, Bellwork, Prep, Quiz A, Irony, Bellwork, The Crucible Act 1) with corresponding letter grades (A, B, C, D, F).

# \*CURRICULUM CHECKLIST

The screenshot shows the 'Curriculum Checklist' report in the Edgear interface. The report lists standards (e.g., L.A.S. English Language Arts Language Standards Conventions of Standard English Standard 1) and provides an 'Average' grade (e.g., D) and 'Date(s) Taught' (e.g., 11/09/2020). A text box explains that having teachers include standards in the assignment editor will list the standards assessed, date assessed, and the class average of mastery of that standard.

BY HAVING TEACHERS INCLUDE STANDARDS IN THE ASSIGNMENT EDITOR, THE CURRICULUM CHECKLIST WILL LIST THE STANDARDS ASSESSED, DATE ASSESSED AND THE CLASS AVERAGE OF MASTERY OF THAT STANDARD

# ASSIGNMENT REPORT

JCampus

Home Classroom

Year: 2021 District: School: 029 Teacher: Course: ENGLISH III PD: 02 Marking Period: 2nd 4x4 Term

Assignments Grades Reports Show Me iGear Attendance Discipline Seating Chart Doc Archive

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

Prep Phrases Quiz A Rose Irony Bellwork Week The Crucible Act 1

Grade Book Report Print Grade Book Table Mass Print Grade Book Table Curriculum GLEs Monitor Curriculum Checklist Assignment Report Assignment Statistics Category Statistics Term Grades Report Detailed Progress Report Student Missing Assignment Report Grade Distribution Report Assignment/Lesson Complete Report

Assignment Report: The Crucible Act 1 questions

SIDNO	Student Name	Grade
1 0356702	BE...	100 A
2 0314692	BO...	50 F
3 0359355	BO...	100 A
4 0337467	CO...	50 F
5 0359349	FEI...	50 F
6 0359752	HEI...	50 F
7 0317998	HEI...	50 F
8 0360779	MA...	100 A
9 0337129	PLA...	80 C
10 0504371	PUK...	100 A
11 0414082	RO...	50 F
12 0236306	SAI...	75 C
13 0403696	SAI...	50 F
14 0341844	WIL...	100 A

Class Period:02 Subject:ENGLISH III Grade:09 Section:029630 Term::S1:S2 Days Of Week:MTWTF Resource Comment:

Print

# ASSIGNMENT STATISTICS

JCampus

Home Classroom

Year: 2021 District: School: 029 Teacher: Course: ENGLISH III PD: 02 Marking Period: 2nd 4x4 Term

Assignments Grades Reports Show Me iGear Attendance Discipline Seating Chart Doc Archive

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

Prep Phrases Quiz A Rose Irony Bellwork Week The Crucible Act 1

Grade Book Report Print Grade Book Table Mass Print Grade Book Table Curriculum GLEs Monitor Curriculum Checklist Assignment Report Assignment Statistics Category Statistics Term Grades Report Detailed Progress Report Student Missing Assignment Report Grade Distribution Report Assignment/Lesson Complete Report

Assignment Statistics

Assignment	Points	Bonus	High	Low	Range	Median	Mean	Mean Indicator
1 Bellwork week 1	100	0	100	50	50	80	73	73%
2 Prep. Phrases practice	100	0	100	50	50	50	68	68%
3 Quiz A Rose for Emily	100	0	100	65	35	86	85	85%
4 Irony practice	100	0	100	50	50	50	64	64%
5 Bellwork Week 2	100	0	100	75	25	75	80	80%
6 The Crucible Act 1 questions	100	0	100	50	50	63	72	72%

Print

# ASSIGNMENT CATEGORIES

The screenshot shows the Edgear Reports menu with 'Category Statistics' highlighted. A pop-up window displays the following data:

Category	Points	Bonus	Weight	Earned	Possible	Median	Mean	Mean Indicator
1 Major Assessments	0	0	50	0	0	0	0	0%
2 Minor Assessments	300	0	40	3336	4200	76	79	79%
3 Participation	300	0	10	2855	4200	50	68	66%

# TERM GRADE REPORT

The screenshot shows the Edgear Term Grades Report. The 'All Students Projected' option is selected. The report displays the following data:

STUDENT	SIDNO	GD	PHONE	P1	E1	S1	P2	E2	S2	F1	P3	E3
BE [REDACTED] KE M.	0356702	11		72 D		96 A				3 b		
BC [REDACTED] AY J.	0314692	11		72 D		61 F				0 f		
BC [REDACTED] RRI	0359355	10		97 A		100 A				4 a		
CC [REDACTED]	0337467	11		63 F		69 D				0 f		
FE [REDACTED]	0359349	10		64 F		61 F				0 f		
HE [REDACTED] BERT J.	0359752	10		62 F		70 D				0 f		
HE [REDACTED] ASON J.	0317998	11		75 C		73 D				2 c		
M [REDACTED] S.	0360779	10		88 B		71 D				2 c		
PL [REDACTED]	0337129	11		88 B		77 C				3 b		
PL [REDACTED] S J.	0504371	11		74 D		77 C				2 c		
RC [REDACTED] N.	0414082	11		68 D		66 F				0 f		
SA [REDACTED]	0236306	11		92 B		83 C				3 b		
SA [REDACTED]	0403696	10		75 C		80 C				2 c		
WI [REDACTED] T A.	0341844	11		81 C		97 A				3 b		

# TERM GRADE REPORT

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

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

## \*DETAILED PROGRESS REPORT

The screenshot shows the Gradebook interface on the left and a print preview of a 'Detailed Progress Report' on the right.

**Gradebook Interface:**

- Year: 2021, District: [blank], School: 029, Teacher: [blank], Course: ENGLISH III
- Navigation: Home, Classroom, Assignments, Grades, Reports (highlighted), Show Me, iGear, Attendance, Discipline, Seating Chart, Doc Archive, Teach
- Reports Menu: Grades, Resters, Charts, RTI, Tests, Walk Thru Results, Parent Contact Counts by Staff/Student, Print Health Alerts, Document View Log
- Table Columns: SIDNO, Student Name, Attendance, Prep. Phrases, Quiz A Rose, Irony, Bellwork Week, The Crucible Act 1
- Table Row 9: SIDNO 0337129, Student Name PL, Attendance 11, Prep. Phrases 77 C, Quiz A Rose 80 C, Irony 50 F, Bellwork Week 80 C, The Crucible Act 1 100 A. The 'Detailed Progress Report' link is highlighted in red.

**Detailed Progress Report Print Preview:**

PrintServlet 1 / 1 - 92% +

**02 ENGLISH III**      **HELMKA E.**      **Overall: F**  
**MP Assigned Due Assignment Category Earn Poss Grade**

2nd	11/04/2020	11/06/2020	Bellwork week 1	Minor Assessments	50	100	50 F
2nd	11/04/2020	11/09/2020	Prep. Phrases practice	Participation	50	100	50 F
2nd	11/04/2020	11/09/2020	Quiz A Rose for Emily	Minor Assessments	66	100	66 D
2nd	11/09/2020	11/10/2020	Irony practice	Participation	50	100	50 F
2nd	11/09/2020	11/13/2020	Bellwork Week 2	Minor Assessments	75	100	75 C
2nd	11/09/2020	11/13/2020	The Crucible Act 1 questions	Participation	50	100	50 F

Comments:

PARENT OR GUARDIAN SIGNATURE



# STUDENT MISSING ASSIGNMENT REPORT

Home Classroom

Year: 2021 District: School: 029 Teacher: Course: ENGLISH III

Assignments Grades Reports Show Me iGear Attendance Discipline Seating Chart Doc Archive

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

Prep Phrases Quiz A Rose Irony Bellwork Week The Crucible Act 1

Grade Book Report Print Grade Book Table Mass Print Grade Book Table Curriculum GLEs Monitor Curriculum Checklist Assignment Report Assignment Statistics Category Statistics Term Grades Report Detailed Progress Report Student Missing Assignment Report Grade Distribution Report Assignment/Lesson Complete Report

SIDNO	Student Name	Attendance	Prep Phrases	Quiz A Rose	Irony	Bellwork Week	The Crucible Act 1
1 0356702	BE T M	11	77 C	80 C			
2 0359355	BC I E	11	77 C	50 F			
3 0314692	BC R J	11	66 F	50 F			
4 0337467	CC Z YL	11	73 D	100 A			
5 0359349	FE L	11	80 C	100 A	50 F	88 B	50 F
6 0359752	HE R R	11	80 C	100 A	50 F	75 C	50 F
7 0317998	HE R J	11	80 C	100 A	100 A	100 A	100 A
8 0360779	MA ER	11	97 A	90 B	100 A	100 A	100 A
9 0337129	PL	11	77 C	80 C			
10 0504371	PU H	11	77 C	50 F			
11 0414082	RC AS	11	66 F	50 F			
12 0236306	SA	11	73 D	100 A			
13 0403696	SA	10	80 C	100 A	50 F	88 B	50 F
14 0341844	WI Y	11	97 A	90 B	100 A	100 A	100 A

Selected Student All Students

PrintServlet 1 / 1 92%

Demographic: Demo School 029 Grades 6-12 2829 JEAN LAFITTE BOULEVARD LAFITTE, LA 70087 (504) 889-3885

STUDENT MISSING ASSIGNMENT REPORT 2nd 4th Term

STUDENT: PRINCIPAL SIDNO: 0359349 DATE: 03/27/2021 GRADE: 10 YEAR: 2021

02 ENGLISH III HELMKA E. Overall: F

MP	Assigned	Due	Assignment	Category	Earn	Poss	Grade
11/09/2020	11/13/2020	Bellwork Week 2		Minor Assessments	100		

Comments:

PARENT OR GUARDIAN SIGNATURE

# \* GRADE DISTRIBUTION REPORT

Home Classroom

Year: 2021 District: School: 029 Teacher: Course: ENGLISH III

Assignments Grades Reports Show Me iGear Attendance Discipline Seating Chart Doc Archive

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

Prep Phrases Quiz A Rose Irony Bellwork Week The Crucible Act 1

Grade Book Report Print Grade Book Table Mass Print Grade Book Table Curriculum GLEs Monitor Curriculum Checklist Assignment Report Assignment Statistics Category Statistics Term Grades Report Detailed Progress Report Student Missing Assignment Report Grade Distribution Report Assignment/Lesson Complete Report

SIDNO	Student Name	Attendance	Prep Phrases	Quiz A Rose	Irony	Bellwork Week	The Crucible Act 1
1 0356702	BE T M	11	77 C	80 C			
2 0359355	BC I E	11	77 C	50 F			
3 0314692	BC R J	11	66 F	50 F			
4 0337467	CC Z YL	11	73 D	100 A			
5 0359349	FE L	11	80 C	100 A	50 F	88 B	50 F
6 0359752	HE R R	11	80 C	100 A	50 F	75 C	50 F
7 0317998	HE R J	11	80 C	100 A	100 A	100 A	100 A
8 0360779	MA ER	11	97 A	90 B	100 A	100 A	100 A
9 0337129	PL	11	77 C	80 C			
10 0504371	PU H	11	77 C	50 F			
11 0414082	RC AS	11	66 F	50 F			
12 0236306	SA	11	73 D	100 A			
13 0403696	SA	10	80 C	100 A	50 F	88 B	50 F
14 0341844	WI Y	11	97 A	90 B	100 A	100 A	100 A

Selected Student All Students

Class Period:02 Subject:ENGLISH III Grade:09 Section:029630 Term::S1:52 Days Of Week:MTWRF Resource Comment:

PrintServlet 1 / 1 110%

District: School: 029 Grade: 09 School Session 2021

Grade Distribution Report

Sch Teacher	Period	Course	TGR	A	A%	B	B%	C	C%	D	D%	F
029	02	ENGLISH III H	14	11	78.57	02	14.29					01
029	03	ENGLISH III H	15	08	53.33	01	6.67	01	6.67	01	6.67	04
029	02	ENGLISH III	14	03	21.43	03	21.43	05	35.71	03		03
029	03	ENGLISH III	10	03	30	02	20	01	10	01	10	03
029	01	TECH WRITING	14	09	64.29	02	14.29					03
		Total	67	34	50.75	03	4.48	09	13.43	07	10.45	14

PrintServlet - Google Chrome

demo.edgear.net/jcampus/PrintServlet?name=PrintServlet

PrintServlet 1 / 1 100%

Site Name	SIDNO	Grad Teacher	Course	PointMark
029 C	0315028	12	TECH WRITING	50.0 F
029 H	0341868	12	TECH WRITING	50.0 F
029 C	0341967	12	TECH WRITING	50.0 F
029 B	0314692	11	ENGLISH III	61.0 F
029 F	0359349	10	ENGLISH III	56.0 F
029 R	0414082	11	ENGLISH III	66.0 F
029 C	0368127	11	ENGLISH III H	64.0 F
029 B	0357161	11	ENGLISH III	65.0 F
029 L	0367181	11	ENGLISH III	57.0 F
029 E	8299984	11	ENGLISH III	52.0 F
029 F	0236308	11	ENGLISH III H	60.0 F
029 T	0375607	11	ENGLISH III H	50.0 F
029 B	0514675	11	ENGLISH III H	58.0 F
029 B	0514681	11	ENGLISH III H	50.0 F

# ROSTERS

Home Classroom

Year: 2021 District: School: 008 Teacher: Course: MATH 5TH PD: 02 Marking Period: 2nd Nine Weeks

Assignments Grades **Reports** Show Me iGear Attendance Discipline Seating Chart Doc Archive Save Help

SIDNO	Student Name	Attendance	Grades	CHAPTER 1 TEST	MATH WORD PROBLEM	HOMEWORK CHAPTER 1	EXIT TICKET CHAPTER	
1	1010890 AL	E					A	
2	1010822 BA	AN					A	
3	1010825 BE	CH					B	
4	1010373 CA	HO					A	
5	1010624 CA	MR					A	
6	1010393 CE	MI					B	
7	1010365 CH	AI					A	
8	1010837 DE	EE					A	
9	1010765 EL	H	05	2 C	A		B	
10	1010382 MA	EE	05	3 B	A		A	
11	1010886 ME	GABRIEL	05	4 A	A	A	A	
12	1010384 MI	JA	05	3 B	A	C	B	
13	1010694 MC		05	3 B	A	C	A	
14	1010386 OY		05	4 A	A	A	A	
15	1010572 PH	PH	05	2 C	A	D	C	B
16	1010391 SU	IE	05	4 A	A	B	A	B

Reports menu items: Rosters, Attendance, Grades, Charts, RTI, Tests, Walk Thru Results, Parent Contact Counts by Staff/Student, Print Health Alerts, Document View Log. Sub-menu items: Roster Report, Homeroom Report, Grade Log, Student Permissions, Email Report, Phone Contact Report, Emergency Contact Roster, Screening Test Entry, IHP Report, IBC List.

# ROSTER REVIEW REPORT

Home Classroom

Year: 2021 District: School: 008 Teacher: Course: MATH 5TH PD: 02 Marking Period: 2nd Nine Weeks

Assignments Grades **Reports** Show Me iGear Attendance Discipline Seating Chart Doc Archive Save Help

Roster Report

SIDNO	Last Name	First Name	Middle Name	Suffix	Sch	SIS	Grade	Gender	Ethnic	DOB	StateID	SSN	MAddress 1	M Apt/Lot	MCity	MState	MZip	User Name
1	1010890	AL		E	008	05	F	0	02/01/2010	9269672573	XXXX-XX-7943	2205 GUILLOT DR		ST BERNARD	LA	70085		
2	1010822	BA		JR	008	05	M	0	09/30/2010	1123822549	XXXX-XX-1701	1813 ROBERT DR		ST BERNARD	LA	70085		
3	1010825	BE		TI	008	05	F	0	02/24/2010	9651683611	XXXX-XX-6971	1904 REDBIRD DR		ST BERNARD	LA	70085		
4	1010373	CA		JR	008	05	M	2	04/28/2009	1277195439	XXXX-XX-9505	1924 ROBERT DR		ST BERNARD	LA	70085		
5	1010624	CA		AH	008	05	F	1	11/30/2009	8134543227	XXXX-XX-9970	2921 REUNION DR		VIOLET	LA	70092		
6	1010393	CE		D	008	05	M	1	09/24/2010	1744983836	XXXX-XX-8612	2121 RIVERBEND DR		VIOLET	LA	70092		
7	1010365	CH		X	008	05	M	0	08/15/2010	6853878998	XXXX-XX-8218	2784 RIVERBEND DR		VIOLET	LA	70092		
8	1010837	DE		TINO	008	05	M	0	03/24/2010	394524752	XXXX-XX-4102	2445 SOUTH LAKE BLVD		VIOLET	LA	70092		
9	1010765	EL		H	008	05	F	0	06/19/2010	2324255359	XXXX-XX-4111	1604 ROBERT DR		ST BERNARD	LA	70085		
10	1010382	MA			008	05	F	0	10/09/2009	6577158789	XXXX-XX-5930	2220 TIFFANY CT		ST BERNARD	LA	70085		
11	1010886	MI		EL	008	05	M	2	03/12/2010	9593135391	XXXX-XX-6796	2001 FLAMINGO DR		ST BERNARD	LA	70085		
12	1010384	MI		A	008	05	M	1	10/07/2009	8828468963	XXXX-XX-7319	2000 GOODWILL ST		VIOLET	LA	70085		
13	1010694	MC			008	05	M	2	12/11/2009	4437921984	XXXX-XX-7001	39 RANDAZZO DR		ST BERNARD	LA	70085		
14	1010386	OY		E	008	05	F	0	04/09/2010	3359588711	XXXX-XX-5827	1929 KELLY RD		ST BERNARD	LA	70085		
15	1010572	PH		H	008	05	M	0	03/30/2009	4993185499	XXXX-XX-8131	1941 JOSEPH DR		ST BERNARD	LA	70085		
16	1010391	SU			008	05	F	0	03/29/2010	224436929	XXXX-XX-8878	2812 KENLWORTH DR		KENLWORTH	LA	70085		

Print



# HOMEROOM REPORT

JCampus

Home Classroom

Year: 2021 District: School: 008 Teacher: Course: MATH 5TH PD: 02 Marking Period: 2nd Nine Weeks

Assignments Grades Reports Show Me iGear Attendance Discipline Seating Chart Doc Archive Save Help

Rosters

Homeroom Report

Sidno	Last Name	First Name	Middle Name	Suffix	Grade	Gen...	Ethnic	DOB
1	1010890	ALI			05	F	0	02/01/2010
2	1010822	BA		JR	05	M	0	05/30/2010
3	1010825	BE			05	F	0	02/24/2010
4	1010373	CA		JR	05	M	2	04/28/2009
5	1010624	CA			05	F	1	11/30/2009
6	1010393	CE			05	M	1	09/24/2010
7	1010365	CH			05	M	0	08/15/2010
8	1010837	DE			05	M	0	03/24/2010
9	1010765	ELI			05	F	0	06/16/2010
10	1010382	MA			05	F	0	10/06/2009
11	1010886	ME			05	M	2	03/12/2010
12	1010384	MIL			05	M	1	10/07/2009
13	1010694	MC			05	M	2	12/11/2009
14	1010386	O'Y			05	F	0	04/09/2010
15	1010572	PH			05	M	0	03/30/2009
16	1010391	SU			05	F	0	03/26/2010

# GRADE LOG

Home Classroom

Year: 2021 District: School: 029 Teacher: Course: ENGLISH III

Assignments Grades Reports Show Me iGear Attendance Discipline Seating Chart Doc Arc

Rosters

Grade Log

demo.edgear.net/jcampus/PrintServlet?name=PrintServlet

PrintServlet 1 / 1 100%

Grade Log Sheet

School Year: 2021  
 School: 026029 Demo School 029 Grades 6-12  
 Class Period: 02 Term: 2nd 4x4 Term  
 ENGLISH III [029630]

Student Name	03/29/2021	04/05/2021	04/12/2021	04/19/2021	04/26/2021	05/03/2021
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

Class Period:02 Subject:ENGLISH III Grade:09 Section:029630 Term::51:52 Days of Week:MTWRF Resource Comment:

Grades Lessons Pages Boards



# EMERGENCY CONTACT REPORT

JCampus

Home Classroom

Year: 2021 District: School: 008 Teacher: Course: MATH 5TH PD: 02 Marking Period: 2nd Nine Weeks

Assignments Grades Reports Show Me iGear Attendance Discipline Seating Chart Doc Archive Save Help

Emergency Contact Roster

SIDNO	Student Name	Emergency Address	Emergency Name	Emr Home Phone	Emr Cell Phone
1	1010890 ALF	220	ER... ALFONSO CHRISTINE	(50)	4
2	1010822 BAI	181	R... MA	(50)	7
3	1010825 BE	190	ER... MA	(50)	3
4	1010373 CA	192	R...		
5	1010624 CA	292	ET CA	(50)	2
6	1010393 CE	212	OLET JAK	(50)	4
7	1010365 CH	270	OLET MU	(50)	2
8	1010837 DE	244	VI... DE	(50)	3
9	1010765 EL	160	R... KIE	(50)	9
10	1010382 MA	222	RN... FR	(50)	3
11	1010886 ME	200	BE... ALI	(50)	0
12	1010384 MI	200	LET JO	(50)	5
13	1010694 MC	39 F	ER...		
14	1010386 OI	192	VA... MA	(50)	2
15	1010572 PH	194	RN... MA	(50)	3
16	1010391 SU	281	CE... MC	(50)	9

# SCREENING TEST ENTRY

JCampus

Home Dashboard Classroom

Year: 2021 District: 044 School: 001 Teacher: ALKURD ALAA R Course: READING/ELA 1ST PD: 02 Marking Period: 1st Nine Weeks

Assignments Grades Reports Show Me Admin iGear Attendance Discipline Seating Chart Doc Archive Save Help

Screening Test Entry

School: 044 Last Name: First Name: SIDNO: Exceptionality: DOB: Entry Code: Entry Date: Leave Code: Leave Date: Test: Test D... Type: Score: Exception: Alt Assess Reason: Virtual

Year: 2021

Setup-10.01.2020

Year: 2021

Other Health Impairment

06/09/2014 E1 08/11/2020 LA Literacy Scre... 08/01/2020 1 ACADIENCE... 36

08/26/2013 E5 09/22/2020 LA Literacy Scre... 08/01/2020 1 ACADIENCE... 6

08/19/2013 E1 08/11/2020 LA Literacy Scre... 08/01/2020 1 ACADIENCE... 23

10/25/2013 E1 08/11/2020 LA Literacy Scre... 08/01/2020 1 ACADIENCE... 43

11/07/2013 E1 08/11/2020 LA Literacy Scre... 08/01/2020 1 ACADIENCE... 34

01/12/2014 E1 08/11/2020 LA Literacy Scre... 08/01/2020 1 ACADIENCE... 28

08/16/2013 E1 08/11/2020 LA Literacy Scre... 08/01/2020 1 ACADIENCE... 51

11/20/2013 E1 08/11/2020 LA Literacy Scre... 08/01/2020 1 ACADIENCE... 37

11/10/2013 E1 08/11/2020 LA Literacy Scre... 08/01/2020 1 ACADIENCE... 143

07/14/2014 E1 08/11/2020 LA Literacy Scre... 08/01/2020 1 ACADIENCE... 42

12/30/2013 E1 08/11/2020 LA Literacy Scre... 08/01/2020 1 ACADIENCE... 50

03/03/2014 E1 08/11/2020 LA Literacy Scre... 08/01/2020 1 ACADIENCE... 17

02/13/2014 E5 08/11/2020 LA Literacy Scre... 08/01/2020 1 ACADIENCE... 32

03/10/2014 E1 08/11/2020 LA Literacy Scre... 08/01/2020 1 ACADIENCE... 68

02/25/2013 E1 08/11/2020 LA Literacy Scre... 08/01/2020 1 ACADIENCE... 17

08/01/2020 LA Literacy Scre... 08/01/2020 1 ACADIENCE... 34

08/01/2020 LA Literacy Scre... 08/01/2020 1 ACADIENCE... 6

Select Sections

Sect... Name Subject

001035 02 READING/ELA 1ST

001087 03 MATH 1ST

001061 06 SOC LIVING 1ST

Class Period: 02 Subject: READING/ELA 1ST Grade: 01 Section: 001035 Term: S1: S2 Days Of We

# IHP REPORT

JCampus

Home Dashboard Classroom Master Schedule Editor

Year: 2021 District: 026 School: 027 Teacher: COOK JOY Course: LANGUAGE ARTS 2 PD: 02 Marking Period: 1st Nine Weeks

Assignments Grades Reports Show Me Admin iGear Attendance Discipline Seating Chart Doc Archive Teacher Notes Save Help

SIDNO Student Name Attendance Grades Comprehension 2 Plot Test Brahman and the Jackel Spelling 1 Average Skills Unit Plot Comprehension Character and Setting Test 1 Plans Grow Reading Quiz 1

1 8789949 ALL EL 88 B 70 D 97 A 10 8829957 GA 80 C 11 0522569 GO 70 D 12 8389944 GR 50 F 13 8279982 KE 80 C 14 0545712 LE 72 D 15 0546086 MC 75 C 16 8389939 PA 96 A 17 8279949 PE 75 C 18 9279996 PE 75 C 19 8789945 PE 75 C 20 0546015 SA 80 C 21 0535519 VE 75 C 22 8279866 WI 80 C

Rosters Roster Report  
Charts Homeroom Report  
RTI Grade Log  
Tests Student Permissions  
Walk Thru Results Email Report  
Parent Contact Counts by Staff/Student Phone Contact Report  
Print Health Alerts Student Search Window  
Document View Log Emergency Contact Roster  
Transportation Roster  
Screening Test Entry  
IHP Report  
IBC List

IHP Report

SIDNO Student Name IHP Emergency

17 8279949 PA Y Y

IHP INDIVIDUAL HEALTH PLAN

Print IHP Print Emergency

Class Period:02 Subject:LANGUAGE ARTS 2 Grade:02 Section:027057 Term::S1:S2 Days Of Week:MTWTF Resource Comment:

# IBC LIST

JCampus

Home Dashboard Classroom Master Schedule Editor IBC List

Year: 2021 District: School: 010 Teacher: Course: AUTOMOTIVE TECHNICIAN III (1 CREDIT) PD: 01 Marking Period: 1st 4x4 Term

Assignments Grades Reports Show Me Admin iGear Attendance Discipline

SIDNO Student Name Attendance Grades IBC Code Semester Year Vendor Pass/Fail Earn Site Is 833 Diploma Path Vol: Year Career Option

1 0313142 CA 62 F 92 B 260 Louisiana Micro-Enterprise Credential - REGIONAL COMPLEMENTARY Fall 2019 011 Passed 026010 (F) TOPS Tech Jumpstart Career Diploma 2021 T06 MAN CONST CRFTS LOG

2 0471456 CC 73 D 50 F 106 Adobe Certified Associate Illustrator Spring 2018 Passed 026010 (F) TOPS Tech Jumpstart Career Diploma 2021 T06 MAN CONST CRFTS LOG

3 0318221 CC 81 C 74 D 257 SIP2 Safety and Pollution Prevention Spring 2018 Passed 026010 (F) TOPS Tech Jumpstart Career Diploma 2021 T06 MAN CONST CRFTS LOG

4 0484970 HE 89 F 56 F 257 SIP2 Safety and Pollution Prevention Fall 2019 036 Passed 026010 (F) TOPS Tech Jumpstart Career Diploma 2021 T06 MAN CONST CRFTS LOG

5 0294590 INT 83 F 50 F 260 Louisiana Micro-Enterprise Credential - REGIONAL COMPLEMENTARY Fall 2019 011 Passed 026010 (F) TOPS Tech Jumpstart Career Diploma 2021 T06 MAN CONST CRFTS LOG

6 0281341 JA 89 F 56 F 260 Louisiana Micro-Enterprise Credential - REGIONAL COMPLEMENTARY Fall 2019 011 Passed 026010 (F) TOPS Tech Jumpstart Career Diploma 2021 T06 MAN CONST CRFTS LOG

7 0295190 LE 83 F 50 F 140 Certified Guest Service Professional Fall 2018 003 Passed 026010 (F) TOPS Tech Jumpstart Career Diploma 2021 T06 MAN CONST CRFTS LOG

8 0332215 ME 81 C 74 D 141 Certified Hospitality and Tourism Management(CHTMP) Fall 2018 Passed 026010 (F) TOPS Tech Jumpstart Career Diploma 2021 T06 MAN CONST CRFTS LOG

9 0489589 MU 89 F 56 F 257 SIP2 Safety and Pollution Prevention Fall 2019 036 Passed 026010 (F) TOPS Tech Jumpstart Career Diploma 2021 T06 MAN CONST CRFTS LOG

10 0538459 PA 83 F 50 F 260 Louisiana Micro-Enterprise Credential - REGIONAL COMPLEMENTARY Fall 2019 011 Passed 026010 (F) TOPS Tech Jumpstart Career Diploma 2021 T06 MAN CONST CRFTS LOG

11 0485429 PE 89 F 56 F 260 Louisiana Micro-Enterprise Credential - REGIONAL COMPLEMENTARY Fall 2019 011 Passed 026010 (F) TOPS Tech Jumpstart Career Diploma 2021 T06 MAN CONST CRFTS LOG

12 0318342 PE 83 F 50 F 455 Certified

13 0313442 RC 89 F 56 F 57 F 50 F 65 I

14 0463650 SA 83 F 50 F 59 F 63 F 72 I

15 0290263 VIC 82 F 50 F

16 0369141 WH 76 C 69 D 81 C 66 F 84 C

Document View Log

IBC Code Semester Year Vendor Pass/Fail Earn Site Is 833 Diploma Path Vol: Year Career Option

260 Louisiana Micro-Enterprise Credential - REGIONAL COMPLEMENTARY Fall 2019 011 Passed 026010 (F) TOPS Tech Jumpstart Career Diploma 2021 T06 MAN CONST CRFTS LOG

106 Adobe Certified Associate Illustrator Spring 2018 Passed 026010 (F) TOPS Tech Jumpstart Career Diploma 2021 T06 MAN CONST CRFTS LOG

257 SIP2 Safety and Pollution Prevention Spring 2018 Passed 026010 (F) TOPS Tech Jumpstart Career Diploma 2021 T06 MAN CONST CRFTS LOG

257 SIP2 Safety and Pollution Prevention Fall 2019 036 Passed 026010 (F) TOPS Tech Jumpstart Career Diploma 2021 T06 MAN CONST CRFTS LOG

260 Louisiana Micro-Enterprise Credential - REGIONAL COMPLEMENTARY Fall 2019 011 Passed 026010 (F) TOPS Tech Jumpstart Career Diploma 2021 T06 MAN CONST CRFTS LOG

260 Louisiana Micro-Enterprise Credential - REGIONAL COMPLEMENTARY Fall 2019 011 Passed 026010 (F) TOPS Tech Jumpstart Career Diploma 2021 T06 MAN CONST CRFTS LOG

140 Certified Guest Service Professional Fall 2018 003 Passed 026010 (F) TOPS Tech Jumpstart Career Diploma 2021 T06 MAN CONST CRFTS LOG

141 Certified Hospitality and Tourism Management(CHTMP) Fall 2018 Passed 026010 (F) TOPS Tech Jumpstart Career Diploma 2021 T06 MAN CONST CRFTS LOG

257 SIP2 Safety and Pollution Prevention Fall 2019 036 Passed 026010 (F) TOPS Tech Jumpstart Career Diploma 2021 T06 MAN CONST CRFTS LOG

260 Louisiana Micro-Enterprise Credential - REGIONAL COMPLEMENTARY Fall 2019 011 Passed 026010 (F) TOPS Tech Jumpstart Career Diploma 2021 T06 MAN CONST CRFTS LOG

455 Certified

# CHARTS

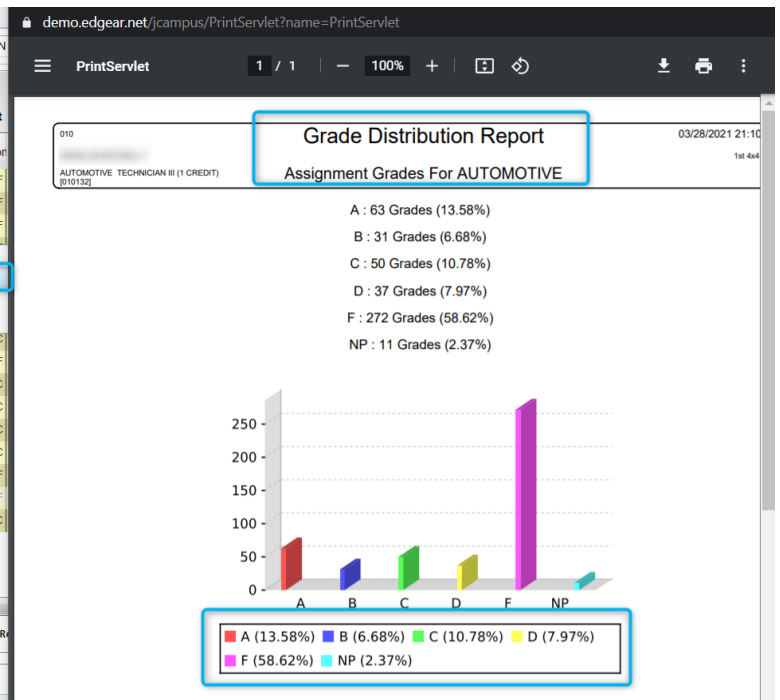
The screenshot shows the Edgears Classroom interface. The 'Reports' menu is highlighted, and a dropdown menu is open showing options: 'Charts', 'Selected Student', 'Selected Assignment', 'All Assignments', 'Categories', and 'Final Grade'. The 'All Assignments' and 'Categories' options are also highlighted. Below the menu is a table of student grades for 'MATH 5TH'.

SIDNO	Student Name	Attendance	Grades	Rosters	RTI	Tests	Walk Thru Results	Parent Contact Counts by Staff/Student	Print Health Alerts	Document View Log	CHAPTER 1 TEST	MATH WORD PROBLEM	HOMEWORK CHAPTER 1	EXIT TICKET CHAPTER
1	1010890	AL									A	B	B	A
2	1010822	BA									A	B	B	A
3	1010825	BE									A	B	B	A
4	1010373	CA									A	B	B	A
5	1010624	CA									A	B	B	A
6	1010393	CE									A	B	B	A
7	1010365	CH									A	B	B	A
8	1010837	DE									A	B	B	A
9	1010765	EL	NEVAEH	05	2	C	A	A	A	A	D	C	B	B
10	1010382	MA	E	05	3	B	A	A	A	A	B	B	A	A
11	1010886	Mt	ABRIEL	05	4	A	A	A	A	A	B	B	A	A
12	1010384	MI	A	05	3	B	A	A	A	A	C	B	B	B
13	1010694	MC		05	3	B	A	A	A	A	C	A	B	A
14	1010386	OD		05	4	A	A	A	A	A	A	B	A	A
15	1010572	PH		05	2	C	A	A	A	A	D	C	B	B
16	1010391	SU		05	4	A	A	A	A	A	B	A	B	A

# CHARTS ALL ASSIGNMENTS

The screenshot shows the Edgears Classroom interface for 'AUTOMOTIVE TECHNICIAN'. The 'Reports' menu is highlighted, and a dropdown menu is open showing options: 'Charts', 'Selected Student', 'Selected Assignment', 'All Assignments', 'Categories', and 'Final Grade'. The 'All Assignments' and 'Categories' options are also highlighted. Below the menu is a table of student grades for 'AUTOMOTIVE TECHNICIAN III (1 CREDIT)'.

SIDNO	Student Name	Attendance	Grades	Rosters	RTI	Tests	Walk Thru Results	Parent Contact Counts by Staff/Student	Print Health Alerts	Document View Log	Quiz 1-4 Evaluation	Quiz 5-8 Evaluation	Quiz 9-12 Evaluation	Electude Enrollment	Wheel Suspension Intro
1	0313142	CA									50 F	50 F	51 F	80 C	50 F
2	0471456	CC									73 D	100 A	60 F	100 A	60 F
3	0318221	CC									78 C	100 A	50 F	100 A	50 F
4	0484970	HE									50 F	52 F	50 F	63 F	100 A
5	0294590	IN									58 F	50 F	63 F	100 A	80 C
6	0281341	JA									62 F	92 B	54 F	50 F	62 F
7	0295190	LE									73 D	50 F	62 F	100 A	60 F
8	0332215	ME									64 F	69 D	62 F	80 C	80 C
9	0489589	ML									58 F	50 F	63 F	100 A	80 C
10	0538459	PA									54 F	50 F	62 F	100 A	60 F
11	0485429	PE									73 D	74 D	81 C	86 B	78 C
12	0318342	PE									64 F	50 F	64 F	69 D	62 F
13	0313442	RC									59 F	56 F	57 F	50 F	65 F
14	0463650	SA									63 F	50 F	59 F	63 F	72 D
15	0290263	VA									52 F	50 F	50 F	100 A	50 F
16	0369141	WI									76 C	69 D	81 C	66 F	84 C

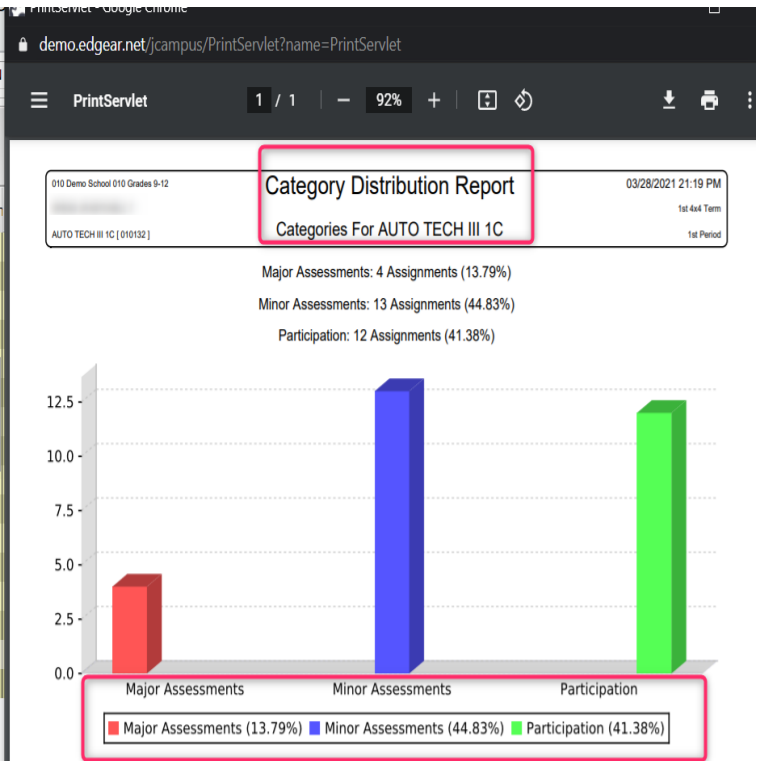




# CHARTS CATEGORIES

The screenshot shows the Edgear Classroom interface. The 'Reports' menu is open, highlighting 'Charts' and 'Categories (3D Bar)'. Below the menu is a table of student data with columns for SIDNO, Student Name, Attendance, and various assessment scores.

SIDNO	Student Name	Attendance	Quiz 1-4 Evaluation	Quiz 5-8 Evaluation	Quiz 9-12 Evaluation	Electude Enrollment	Wheel Suspension Intro
1	0313142	CA...	50 F	50 F	51 F	80 C	50 F
2	0471456	CC...				73 D	100 A
3	0318221	CC...				78 C	100 A
4	0484970	HE...				74 D	100 A
5	0294590	IN...					
6	0281341	JA...					
7	0295190	LE...					
8	0332215	ME...					
9	0489589	MU...	62 F	92 B	54 F	50 F	62 F
10	0538459	PA...	73 D	50 F	69 D	76 C	84 C
11	0485429	PE...	81 C	74 D	81 C	86 B	78 C
12	0318342	PE...	63 F	50 F	64 F	69 D	62 F
13	0313442	RC...	59 F	56 F	57 F	50 F	65 F
14	0463650	SA...	63 F	50 F	59 F	63 F	72 D
15	0290263	VI...	52 F	50 F	50 F	100 A	50 F
16	0369141	WI...	76 C	69 D	81 C	66 F	84 C



# TESTING

The screenshot shows the Edgear Classroom interface for 'MATH 5TH'. The 'Reports' menu is open, highlighting 'Tests'. Below the menu is a table of student data with columns for SIDNO, Student Name, Attendance, and various test scores.

SIDNO	Student Name	Attendance	CHAPTER 1 TEST	MATH WORD PROBLEM	HOMEWORK CHAPTER 1	EXIT TICKET CHAPTER
1	1010890	AI	A	B	B	A
2	1010822	B/	A	A	A	A
3	1010825	Bf	C	C	B	B
4	1010373	C/				A
5	1010624	C/				A
6	1010393	CI				B
7	1010365	CI	A	A	B	A
8	1010837	DI	A	A	A	A
9	1010765	EL	D	C	B	B
10	1010382	M.	B	B	A	A
11	1010886	M	B	A	A	A
12	1010384	M	C	B	B	B
13	1010694	M	C	A	B	A
14	1010386	O'	A	B	A	A
15	1010572	PI	D	C	B	B
16	1010391	SU	B	A	B	A

# \*\*TEST SCORES BY LEVEL

**STUDENT SCORED ADVANCED BUT BY ONLY 1 POINT SO THIS IS A STUDENT WE PROVIDE REINFORCEMENT TO SO HE DOES NOT REGRESS!!**

**THIS IS A STUDENT THAT SCORED MASTERY BUT IS ONLY 4 POINTS FROM ADVANCED SO WE GIVE ADDITIONAL SUPPORT IN WEAK AREAS TO BOOST TO ADVANCED**

SIDNO	Student Name	Attendance	Prep Phrases practice	Quiz A Rose for	Irony practice	Bellwork Week 2	The Crucible Act 1
1	0356702	BE	100 A	100 A	95 A	95 A	100 A
2	0314692	BO	50 F	68 D	50 F	75 C	
3	0359355	BO	100 A	100 A	100 A	100 A	
4	0337467	CO					
5	0359349	FE					
6	0359752	HE					
7	0317998	HE	50 F	75 C	50 F	75 C	
8	0360779	MA	100 A	77 C	50 F	75 C	
9	0337129	PL	77 C	80 C	80 C	50 F	75 C
10	0504371	PU	77 C	50 F	50 F	100 A	100 A
11	0414082	RO	66 F	50 F	50 F	85 B	50 F
12	0236306	SA	73 D	100 A	75 C	50 F	50 F
13	0403696	SA	80 C	100 A	50 F	88 B	50 F
14	0341844	W	97 A	90 B	100 A	100 A	100 A

# \*\*TEST SCORE BY ROSTER

**SCORES HIGHLIGHTED IN PINK SHOW THE NUMBER OF POINTS NEEDED TO GET TO THE NEXT LEVEL**

**SCORES HIGHLIGHTED IN GREEN SHOW THE NUMBER OF POINTS NEEDED TO DROP TO THE LEVEL BELOW**

SIDNO	Student Name	Attendance	Prep Phrases practice	Quiz A Rose for	Irony practice	Bellwork Week 2	The Crucible Act 1
1	0356702	BE	100 A	100 A	95 A	95 A	100 A
2	0314692	BO	50 F	68 D	50 F	75 C	
3	0359355	BO	100 A	100 A	100 A	100 A	
4	0337467	CO					
5	0359349	FE					
6	0359752	HE					
7	0317998	HE	50 F	75 C	50 F	75 C	
8	0360779	MA	100 A	77 C	50 F	75 C	
9	0337129	PL	77 C	80 C	80 C	50 F	75 C
10	0504371	PU	77 C	50 F	50 F	100 A	100 A
11	0414082	RO	66 F	50 F	50 F	85 B	50 F
12	0236306	SA	73 D	100 A	75 C	50 F	50 F
13	0403696	SA	80 C	100 A	50 F	88 B	50 F
14	0341844	W	97 A	90 B	100 A	100 A	100 A



# \*\* LA ACHEIVEMENT LEVEL DIFFERENTIAL

Home Classroom

Year: 2021 District: School: 029 Teacher: Course: ENGLISH III PD: 02 Marking Period: 2nd 4x4 Term

Assignments A+ Reports Show Me iGear Attendance Discipline Seating Chart Doc Archive Teacher Notes Save Help

Attendance: 100 A, Quiz A Rose for: 100 A, Irony practice: 95 A, Bellwork Week 2: 95 A, The Crucible Act 1: 100 A

Prep Phrases practice: 100 A, Quiz A Rose for: 68 D, Irony practice: 50 F, Bellwork Week 2: 75 C, The Crucible Act 1: 50 F

100 A, 100 A, 100 A, 100 A, 100 A

75 C, 50 F

75 C, 50 F

100 A

LA Achievement Level Differential

LA Achievement Level Differential

Dis Sch SIDNO Grd Gen Eth Grade 7 Level Grade 8 Level English I Level English II Level

Dis	Sch	SIDNO	Grd	Gen	Eth	Grade 7 Level	Grade 8 Level	English I Level	English II Level
1	026	029	0356702	11	M	0	Mastery	Mastery	Mastery
2	026	029	0314692	11	M	0	Basic	Mastery	Mastery
3	026	029	0359355	10	F	0	Mastery	Mastery	Mastery
4	026	029	0337467	11	M	2	Approaching Basic	Approaching Basic	Mastery
5	026	029	0359349	10	M	0	Mastery	Mastery	Mastery
6	026	029	0359752	10	M	0	Mastery	Mastery	Mastery
7	026	029	0317998	11	M	2	Approaching Basic	Basic	Mastery
8	026	029	0360779	10	M	0	Mastery	Mastery	Mastery
9	026	029	0337129	11	M	0	Mastery	Mastery	Mastery
10	026	029	0504371	11	M	0	Basic	Basic	Mastery
11	026	029	0414082	11	M	0	Approaching Basic	Approaching Basic	Mastery
12	026	029	0236306	11	F	0	Mastery	Mastery	Mastery
13	026	029	0403696	10	M	2	Mastery	Basic	Mastery
14	026	029	0341844	11	M	1	Approaching Basic	Basic	Mastery

Class Period:02 Subject:ENGLISH III Grade:09 Section:029630 Term::S1:S2 Days Of Week:MTWRF Resource Comment:

Grades Lessons Pages Boards

THIS IS A COMPARISON OF THE SCORE MADE BY THE STUDENT EACH GRADE LEVEL ALLOWING THE SCHOOL TO VERIFY IMPROVEMENT OR REGRESSION!!

# PARENT CONTACT COUNTS BY STAFF/STUDENTS

Home Classroom

Year: 2021 District: School: 008 Teacher: Course: MATH 5TH

Assignments A+ Reports Show Me iGear Attendance Discipline Seating Chart Doc Archive

Attendance: 05, Grades: 05, Rosters: 2 C, Charts: 3 B, RTI: 4 A, Tests: 4 A, Walk Thru Results: 3 B, Parent Contact Counts by Staff/Student: 3 B, Print Health Alerts: 3 B, Document View Log: 4 A

SIDNO	Student Name	Attendance	Grades	Rosters	Charts	RTI	Tests	Walk Thru Results	Parent Contact Counts by Staff/Student	Print Health Alerts	Document View Log
1	1010890	AL	05	2 C	3 B	4 A	4 A	3 B	3 B	4 A	4 A
2	1010822	BA	05	3 B	4 A	4 A	4 A	3 B	3 B	4 A	4 A
3	1010825	BE	05	4 A	4 A	4 A	4 A	3 B	3 B	4 A	4 A
4	1010373	CA	05	3 B	4 A	4 A	4 A	3 B	3 B	4 A	4 A
5	1010624	CA	05	4 A	4 A	4 A	4 A	3 B	3 B	4 A	4 A
6	1010393	CE	05	4 A	4 A	4 A	4 A	3 B	3 B	4 A	4 A
7	1010365	CF	05	2 C	3 B	4 A	4 A	3 B	3 B	4 A	4 A
8	1010837	DE	05	4 A	4 A	4 A	4 A	3 B	3 B	4 A	4 A
9	1010765	EL	05	3 B	4 A	4 A	4 A	3 B	3 B	4 A	4 A
10	1010382	MA	05	4 A	4 A	4 A	4 A	3 B	3 B	4 A	4 A
11	1010886	MI	05	4 A	4 A	4 A	4 A	3 B	3 B	4 A	4 A
12	1010384	MI	05	4 A	4 A	4 A	4 A	3 B	3 B	4 A	4 A
13	1010694	MI	05	4 A	4 A	4 A	4 A	3 B	3 B	4 A	4 A
14	1010386	OT	05	4 A	4 A	4 A	4 A	3 B	3 B	4 A	4 A
15	1010572	PH	05	2 C	3 B	4 A	4 A	3 B	3 B	4 A	4 A
16	1010391	SL	05	4 A	4 A	4 A	4 A	3 B	3 B	4 A	4 A

# **\*\* PARENT CONTACT COUNTS BY STAFF/STUDENTS**

Home Classroom

Year: 2021 District: School: 008 Teacher: Course: MATH 5TH

Assignments A+ Reports Show Me iGear Attendance Discipline Seating Chart Doc Archive

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

SIDNO	Student Name	Attendance	Grades	Rosters	Charts	RTI	Tests	Walk Thru Results	Parent Contact Counts by Staff/Student
1	1010890	AL							
2	1010822	BA							
3	1010825	BE							
4	1010373	CA							
5	1010624	CA							
6	1010393	CE							
7	1010365	CH							
8	1010837	DE							
9	1010765	EL							
10	1010382	MA							
11	1010886	ME							
12	1010384	MI							
13	1010694	MC							
14	1010386	OD							
15	1010572	PH							
16	1010391	SL							

Parent Contact Counts by Staff/Student

District	School	Staff Name	Staff Id	Email	Phone	Phone Text	Letter	Conference	Home Visit	Note	Other	No Contact	Total
010	010		842049		2	118			3		11	1	150
Totals													

Student Information

Sch	SIDNO	Contact Type	Relationship	Contact Date	Disc Referral	Log Entry	
12	U10	3109984	Phone	Mother	2020-10-21	N	
13	010	3109984	Phone	Father	2020-11-11	N	Mother returned call from Tuesday, she had just noticed the voice mail. We discussed his being silly, she called Dad to discuss Lex's attitude, silliness, and grades. Good conversation. Told him I would keep in contact and left voice message to return my call. Message was about his work.
14	010	3109984	Phone	Mother	2020-11-11	N	Called Dad to let him know that he has not done much work on chapter 8 test. Only one sentence of first paragraph. Called him to let him know that I tapped Lex on the shoulder at 5th hour exchange because he was talking. Called Dad but got his voice mail. Left message to return my call. Message said we needed to discuss so talked to Mom, all is OK.
15	010	3109984	Phone	Father	2021-02-23	N	Called Mom to let her know about the talking and moving her today.
16	010	3109984	Phone	Father	2021-03-15	N	Mom contacted me thru text message about a retest. Sent her a text with the information.
17	010	3109999	Phone	Father	2020-11-12	N	Received note from Mom concerning his grades. Told her he has a test that he missed. I gave him that test. Called mom to let her know that he is visiting a little too much and that I did not want to give him a minor retest. Talked to Mom about her behavior and her lack of focus. Informed her about her silliness and wanted to go to school. Talked to Mom about her behavior and her lack of focus. Informed her about her silliness and wanted to go to school.
18	010	4109917	Phone	Mother	2020-04-29	N	
19	010	0109781	Phone	Mother	2020-10-06	N	
20	010	0109781	Phone	Mother	2020-10-18	N	
21	010	3109969	Phone	Mother	2020-04-29	N	
22	010	3109969	Phone	Mother	2021-02-25	N	
23	010	3109969	Phone	Mother	2021-03-17	N	
24	010	1109896	Phone	Mother	2019-09-25	N	
25	010	7109885	Phone	Mother	2021-03-05	N	
26	010	1109994	Phone	Mother	2019-10-15	N	
27	010	1109994	Phone	Mother	2020-02-08	N	

# **PRINT HEALTH ALERTS**

Home Classroom

Year: 2021 District: School: 008 Teacher: Course: MATH 5TH PD: 02 Marking F

Assignments A+ Reports Show Me iGear Attendance Discipline Seating Chart Doc Archive Save Help

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

SIDNO	Student Name	Attendance	Grades	Rosters	Charts	RTI	Tests	Walk Thru Results	Parent Contact Counts by Staff/Student	Print Health Alerts
1	1010890	AL								
2	1010822	BA								
3	1010825	BE								
4	1010373	CA								
5	1010624	CA								
6	1010393	CE								
7	1010365	CH								
8	1010837	DE								
9	1010765	EL	05	2 C	A	D	C	B	B	
10	1010382	MA	05	3 B	A	B	B	A	A	
11	1010886	ME	05	4 A	A	B	A	A	A	
12	1010384	MI	05	3 B	A	C	B	B	B	
13	1010694	MC	05	3 B	A	C	A	B	A	
14	1010386	OD	05	4 A	A	A	B	A	A	
15	1010572	PH	05	2 C	A	D	C	B	B	
16	1010391	SL	05	4 A	A	B	A	B	A	

# **\*\*PRINT HEALTH ALERTS**

The screenshot shows a software interface with a top navigation bar containing icons for Assignments, Grades, Reports, Show Me, iGear, Attendance, Discipline, Seating Chart, Doc Archive, Teacher Notes, Save, Help, and Sign Off. The 'Reports' menu is open, and 'Print Health Alerts' is highlighted. A pop-up window titled 'Print Health Alerts' displays the following table:

SIDNO	Grade	School	Alert	Health Conditions	Condition Details	Year
1	1109990	08	010	CANCER Diagnosed summer 2...	CANCER	2021
2	2109991	08	010	Frequent nose bleeds when too ...		2021
3	8109842	08	010	ADD/ADHD	ADD/ADHD 2020 Ritalin	2021
4	2109985	08	010	ALLERGIES: CRAWFISH, PENI...		2021
5	1109979	08	010	ADD/ADHD, ASTHMA	ADD/ADHD, ASTHMA 2020 Adderall XR 10mg 2019 Adderall XR 1...	2021
6	2109971	08	010	Hands break out in cold weather.		2021

# **DOCUMENT VIEW LOG**

The screenshot shows the same software interface as above. The 'Reports' menu is open, and 'Document View Log' is highlighted. The table below shows document view logs for students:

SIDNO	Student Name	Attendance	Grades	Rosters	Charts	RTI	Tests	Walk Thru Results	Parent Contact Counts by Staff/Student	Print Health Alerts	Document View Log
1	2109999	1F	0F	17D	0F	0F	10A	7F	0F	0X	0X
2	2109997	17D	6F	20B	22B	8C	10A	18C	10A	10A	26B
3	6109870	21B	6F	20B	20C	10A	10A	21B	10A	10A	29A
4	1109990	7F	4F	17D	18D	10A	10A	6F	10A	10A	24C
5	5109893	17D	6F	17D	20C	10A	10A	20B	10A	10A	24C
6	2109991	17D	9B	20B	17D	7D	10A	17D	10A	10A	27B
7	6109845	12F	6F	22A	21C	10A	10A	16D	10A	10A	25C
8	8109842	6F	4F	20B	13F	10A	10A	19C	10A	10A	22D

# DOCUMENT VIEW LOG

SIDNO	Grade	School	Alert	Health Conditions	Condition Details
1	1109990	08	010	CANCER Diagnosed summer 2...	CANCER
2	2109991	08	010	Frequent nose bleeds when too ...	
3	8109842	08	010	ADD/ADHD	ADD/ADHD 2020 Ritalin
4	2109985	08	010	ALLERGIES: CRAWFISH, PENI...	
5	1109979	08	010	ADD/ADHD, ASTHMA	ADD/ADHD, ASTHMA 2020 Adderall XR 10mg 2019 Adderall XR 1...
6	2109971	08	010	Hands break out in cold weather.	

## PAGES

This Page tab was designed to give a user the ability to create web pages for courses, sports, clubs, etc.

The webpage can be viewed from the Student Progress Center if the Hide Pages Tab option is checked in [Communication Configuration](#) using the SPC tab.

The public can also view the teacher's webpage if using the "Browse" button on the Student Progress Center. The "Browse" button can be turned on in [Communication Configuration](#) using the SPC tab.

## Main

### Top - Preview Mode

At the top of the Gradebook, verify the **Year**, **District**, **School** and **Teacher**. Select the course, activity, or group for which to design a [Page](#).

**Preview** - Click to enter **Preview** mode to view any changes made to the page.

**Page Settings** - Click to edit background color, portlet border, board color, etc.

**Show Portlets** - Click to display the available portlets to add to the page.

**Copy** - Click to copy the current page to another course, club, sport or group.

**Save** - Click to save changes to the current page.

**Help** - Click to view help documentation.

## Top - Designer Mode







Year: 1718 District: 027 School: 006 Teacher: BILLEAUDEAUX SALLY Page: FAM & CON SCI I

 Designer  Save  Help

At the top of the Gradebook, verify the **Year**, **District**, **School** and **Teacher**. Select the course, activity or group for which to design a [Page](#).

**Designer** - Click to enter **Designer** mode to make changes to the page such as add portlets, change background colors, add borders, etc. **Save** - Click to save changes to the current page. **Help** - Click to view help documentation.

Year: 1718 District: 027 School: 006 Teacher: BILLEAUDEAUX SALLY Page: FAM & CON SCI I

 Preview  Page Settings  Show Portlets  Copy  Save  Help

Label Name

# Welcome to Ms. Billeaudeaux

## Family & Consumer Science I

Curriculum Standards  
Search for standards by state, standard, subject, and year. Include Common Core Standards.

National Standards for Family and Consumer Sciences Education  
The National Standards for Family and Consumer Sciences Education present a vision for the future and provide FACS educators with a structure for identifying what learners should know and be able to do.

Department of Public Education - Family and Consumer Sciences Education Page  
This website includes curriculum, licensing, assessment, and certification information for Family and Consumer Sciences Education Teachers.

Model Academic Standards for Family and Consumer Education  
Academic standards specify what students should know and be able to do, what they might be asked to do to give evidence of standards, and how well they must perform. They include content, performance, and proficiency standards.

Model Academic Standards for Personal Financial Literacy  
From the State Department of Public Education (DPI).

Post

Search

- SB Friday Night Football**  
SALLY BILLEAUDEAUX Aug 08, 2018 at 10:54am  
Friday night football starts Friday, August 17, 2018 at 7pm. Tickets are \$10, concessions on site.  
[GO! GO! GO! GO!](#)
- SB Test on Friday, August 10, 2018**  
SALLY BILLEAUDEAUX Aug 08, 2018 at 10:52am  
Be prepared for the first test of the school year. Look over all of your notes and study guide.
- SB Welcome Back!**  
SALLY BILLEAUDEAUX Aug 07, 2018 at 11:26pm  
Welcome Back To School!

Calendar

## August 2018

SUN	MON	TUE	WED	THU	FRI	SAT
05	06	07	08	09	10	11

9:47 AM - 9:47 AM  
**Test 1**  
Due: 08/07/2018

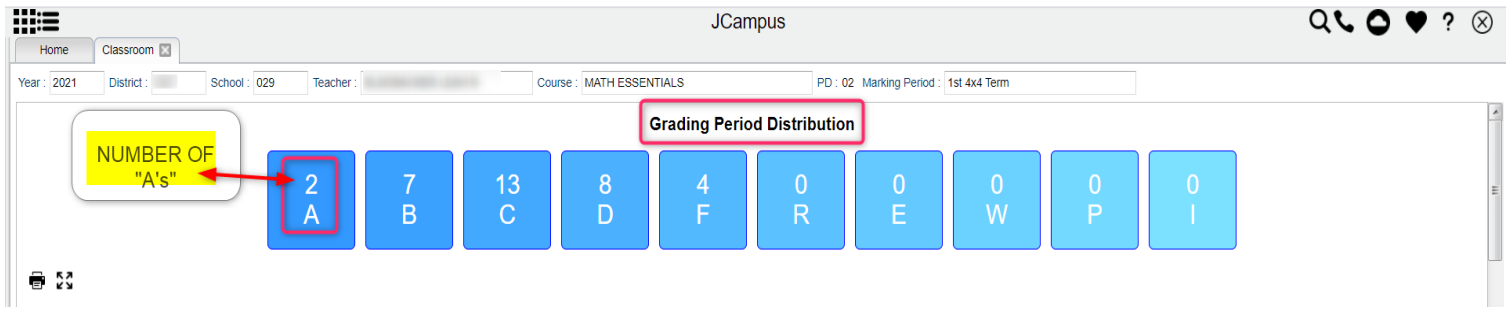
9:47 AM - 9:47 AM  
**Quiz 1**

Grades Lessons Pages Boards

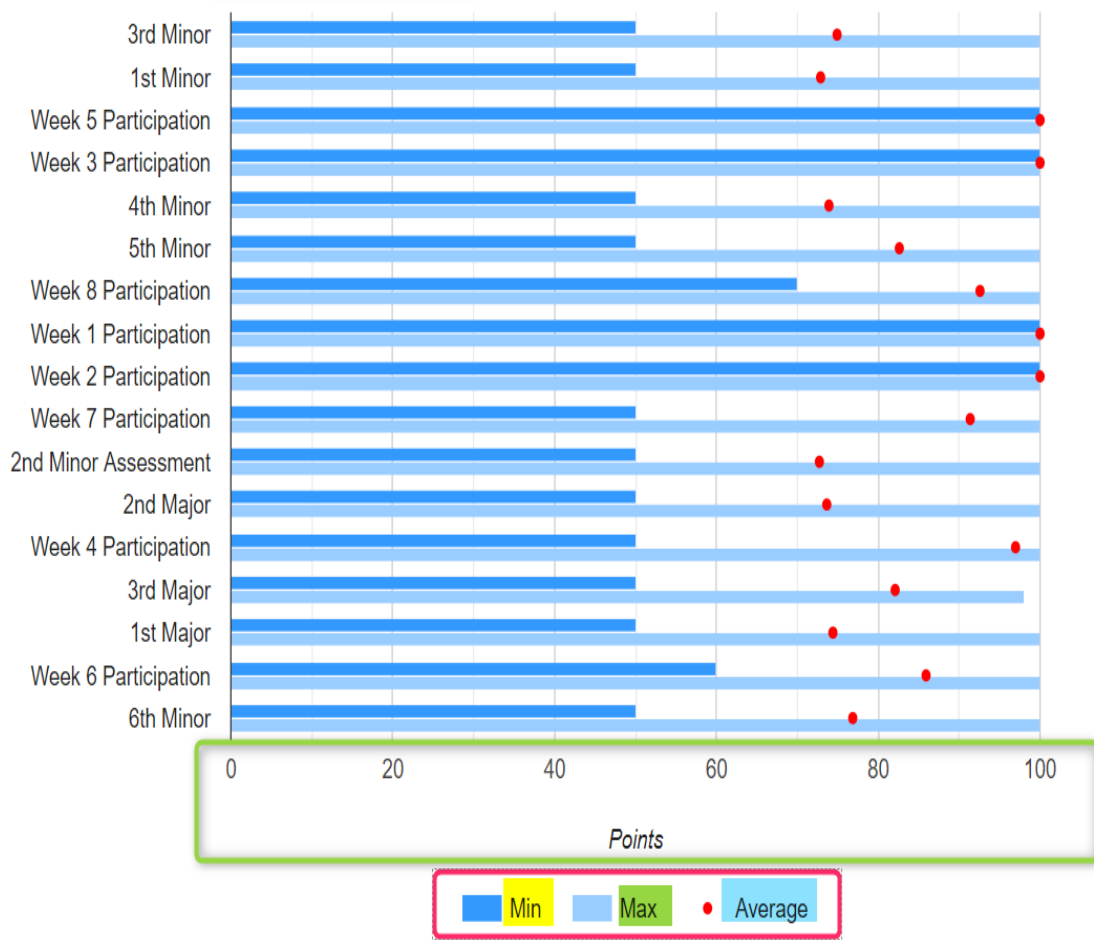
# BOARDS

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

## Main

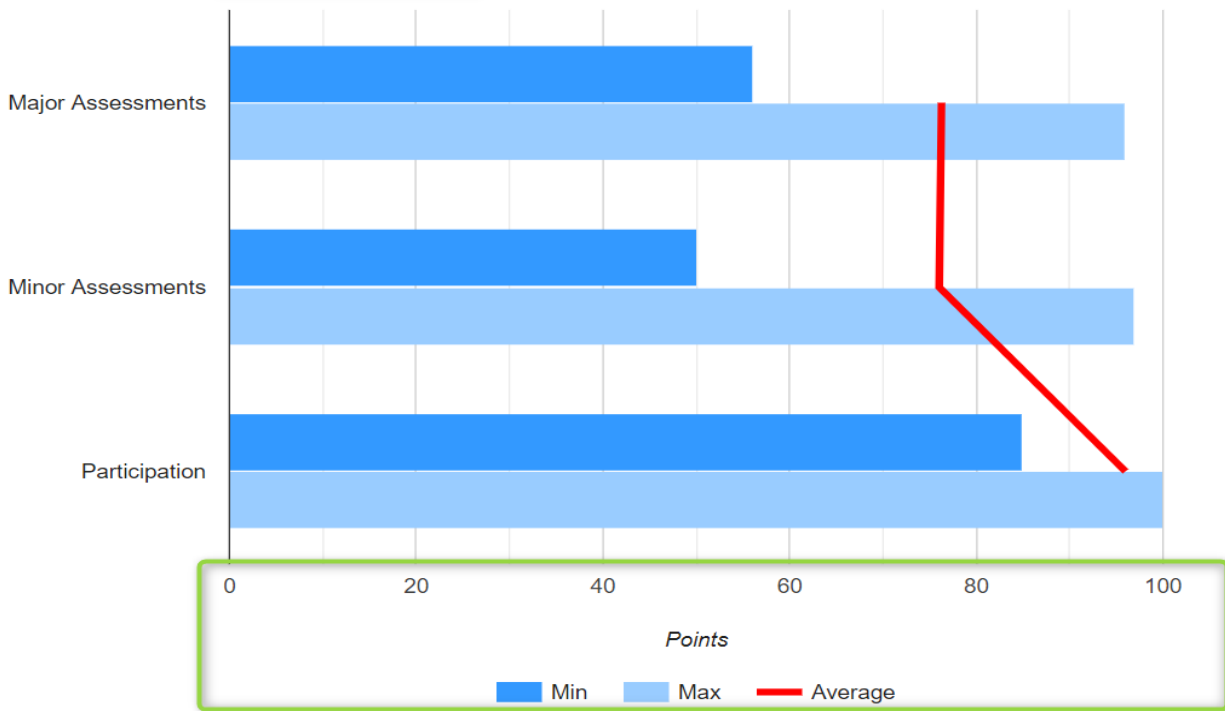


### Assignment Breakdown

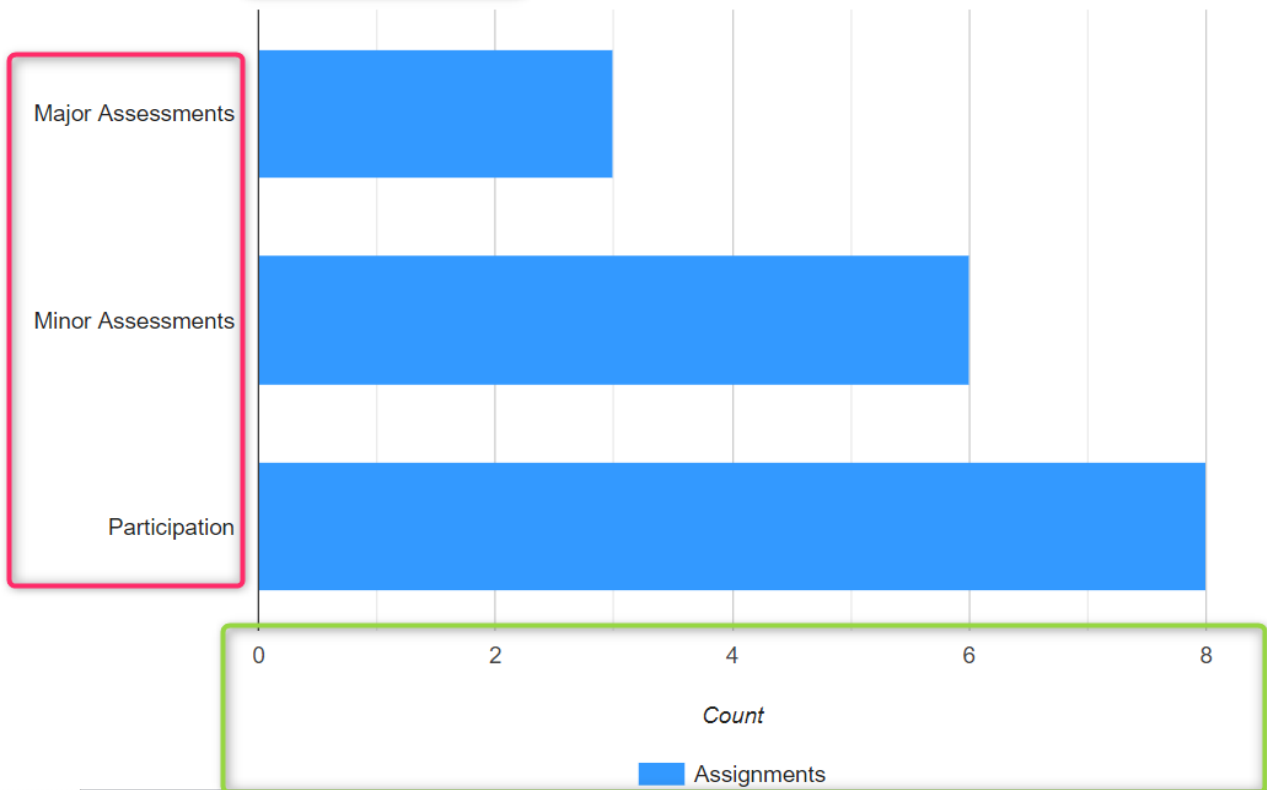




Category Breakdown



Category Distribution





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

## Top

**Year** - The year the subject is being taught.

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

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

**Teacher** - The teacher teaching the course.

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

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

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

## Bottom



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

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

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

**Boards (Current Page)** - Teachers can view assignment grades, marking period grades, and Student Progress Center.

# **\*\*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.**

- 1. To get there, go to <https://stbernard.edgear.net/progress>.**
- 2. If a new parent or student, click "Create Register New User".**
- 3. If a district administrator or counselor, enter the JCampus login/password.**
  - a. Search at the top for desired student.**
- 4. If a parent, student shows on the right. Click on the picture to see the details.**

Message From School

<< || >> 1 of 1

**LOGAN SMITH EDGEAR**

DEMO School 006

<b>0.0</b>	<b>0</b>	<b>0</b>
This Term	Next 7 Days	Unread Notes
<a href="#">Click for Details</a>	<a href="#">Click for Details</a>	<a href="#">Click for Details</a>

Click picture icon to see details on the student.

Click to select

**CATHERINE MORGAN BOURQUE**

DEMO School 001

<b>0.0</b>	<b>0</b>	<b>0</b>
This Term	Next 7 Days	Unread Notes
<a href="#">Click for Details</a>	<a href="#">Click for Details</a>	<a href="#">Click for Details</a>

No Messages To Display

- 5. 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
Homerroom :	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

<b>0</b>
Today
New Work

<b>0</b>
Next 7 Days
Work Due

<b>\$30.00</b>
Total Fees
Fees Due

<b>0</b>
Unread Notes
Notes

## MOBILE SOFTWARE FOR SMART DEVICES OVERVIEW

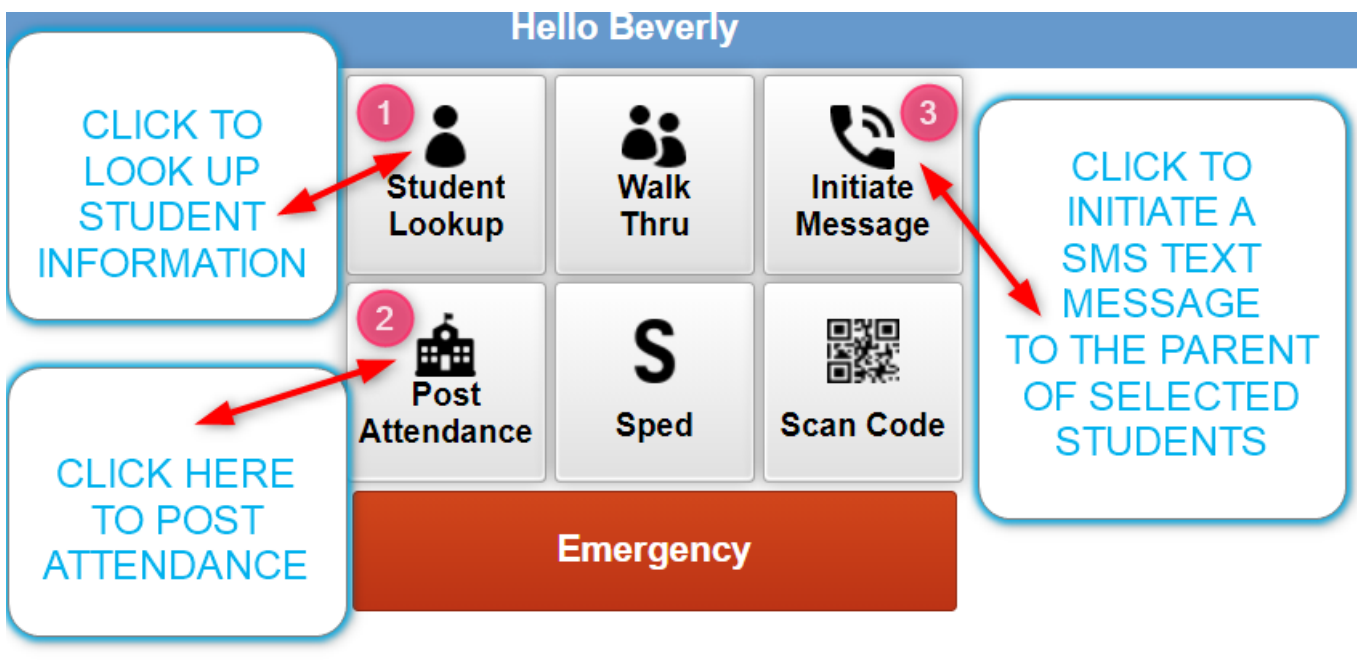
The Mobile version of the software is designed for smaller displays associated with a smart device.

From here, users can lookup student information, a teacher can post attendance and initiate messages to students.

Go to <https://jgrade.jeffersondavis.org/mobile>.

Enter **YOUR** JCampus login/password.

1. For School Administrative Staff and/or Teachers, click **“Student Lookup”** to search for information about a student.
2. For Teachers, click **“Post Attendance”** to post attendance for students via the smart device.
3. Click **“Initiate Message”** to send a text to speech or SMS text to parent/guardians.





## Hello Beverly

Select Group

2

Demo School 029 Grades 6-12

- ENGLISH IV | Pd: 01  
029383
- TECH WRITING | Pd: 01  
029224 12
- ENGLISH III | Pd: 02  
029630
- ENGLISH III H | Pd: 02  
029147
- ENGLISH IV | Pd: 02  
029153
- ENGLISH III | Pd: 03  
029631
- ENGLISH III H | Pd: 03  
029367
- SPEECH I | Pd: 04  
029463
- National Honor Society
- Baseball

Select Individual Students

Send to Multiple Groups

## << Menu 3

< Back

<input type="checkbox"/>	SIDNO	Name
<input type="checkbox"/>	0297447	BABIN, DARRYL
<input checked="" type="checkbox"/>	0381944	BAILEY, CATHERINE
<input type="checkbox"/>	0345204	BOUDOIN, TISHA
<input checked="" type="checkbox"/>	0312795	BOURGOIS, CATHERINE
<input type="checkbox"/>	0317948	BRAUD, SHAUNA
<input checked="" type="checkbox"/>	8299895	CELESTIN, MIKE
<input type="checkbox"/>	0311758	CHERAMIE, CATHERINE
<input checked="" type="checkbox"/>	0368127	CLEMENT, SALLY
<input type="checkbox"/>	0312838	ENCALADE, RACHAEL
<input checked="" type="checkbox"/>	0400176	ESCHETTE, RACHAEL
<input type="checkbox"/>	0312823	FABRE, JEFF
<input checked="" type="checkbox"/>	0341494	FLEMING, REBECCA
<input type="checkbox"/>	0318075	HARVEY, JASON
<input type="checkbox"/>	0314547	HUGHES, RACHAEL
<input checked="" type="checkbox"/>	0312845	LEBLANC, DARRYL
<input type="checkbox"/>	0353590	MARTINEZ, JAY
<input type="checkbox"/>	0312786	PASTRANA, TISHA

4

Next

5

## Hello Beverly

### Enter SMS Message

*800 Char Limit :*

Good Afternoon this is Ms. EUGENIE HELMKA, your child's English III Teacher. I am sending you this message to inform you that your child did not complete his or her Assignment and this is affecting his or her grade.

Please help me and remind your child that we both want him or her to be successful but that cannot happen if he or she does not complete what is required to be successful!

If you have any specific questions about your child or about a specific assignment please go to the Student Progress Center and once you have logged in, select the Communication Tab and you will find a list of your child's teachers. Click on the "Show Email Tab", select my email and send me an email with your question(s). I will respond with a text message answering your question.

Thank you [Ms Helmka](#)

Preview

Send