Avoyelles Principal Update for JCampus

Dashboard

Click the "**Dashboard**" tab to access.

From left to right, these are the icons used to setup dashboard page(s).

Enter View Mode/Enter Edit Mode - Select to either enter view mode or enter edit mode.

Toggle Menu Dock - By clicking on the toggle menu dock, the user can select what area of graphs they would like to view.

Dashboard Page View - A user can have more than one dashboard page. Therefore, the user can use previous and next to see additional pages.

Clear Filters - If multiple graphs are on a page, a user can click on a segment of one graph to filter all other graphs. Clear Filters will reset all graphs back to normal.

Filter All Graphs On Dashboard Page - The user can set parameters for the graphs on the page. Once the user clicks ok on the setup box, all the graphs will update based on the selected settings.

Dashboard Page Settings - The users dashboard page name will appear in the box. If user checks the **Favorite** box and clicks save, the dashboard page will appear by default when the user clicks on the Dashboard tab.

Add Dashboard Page - To add a dashboard page, name the page in the text box and select add.

Remove Dashboard Page - Click on the trash can to delete the dashboard page.

Creating Dashboards

To get started, the user will first need to create their dashboard page by giving it a name.

1. Click on the plus sign, located on the top right side of the menu bar, and a popup box will appear. Type in the name in the text box (i.e. At A Glance, Attendance, the user's name.) To add an additional dashboard pages, the user will simply repeat the process.
2. Click on the pencil, located on the top left corner of the menu bar, and an icon will appear next to it. This is called the Toggle Menu Dock.
3. Click on the Toggle Menu Dock and a popup box will appear at the bottom center of the page. This is where the user can select which graph they would like to view. To remove the Toggle Menu Dock, click it again.
4. Click on the drop down to select the area to view available graphs.
5. Click on the graph, then drag and drop the graph to the area close to the purple line on the page to view. Each row will accommodate up to three graphs. The number of graphs per dashboard page is unlimited.
6. Click on the *i* to get a setup box to be able to adjust the settings for all graphs on the dashboard page.

Removing Dashboards
1. To remove a graph, click in the top right corner of the graph.
2. The user will the see a popup box that will ask the user if they want to delete the graph, Ok or cancel.
3. To remove the dashboard, click on the trash can in the top right corner of the page. The user will then see a popup box that will ask the user if they are sure they want to delete the dashboard, yes or no.

Using Graphs

A user can select the settings they want for their graphs by clicking the [i] in the upper right. The graphs on the page will change based on these settings.

Each graph will have an option to print [🖶], expand the view [⤢], and a legend [☰]. These are located in the top left corner of the graph when it is in Edit View Mode.

- **Print** - Click the [🖶] icon to view a print preview of the graph.
1. **View Larger Size** - Click the [⤢] icon to expand the size of the graph for easier viewing.
- **Legend** - Click the [☰] icon to view a more detailed view of the data from the graph.

By hovering over each section of the graph, it will provide data of how many and the percentage.
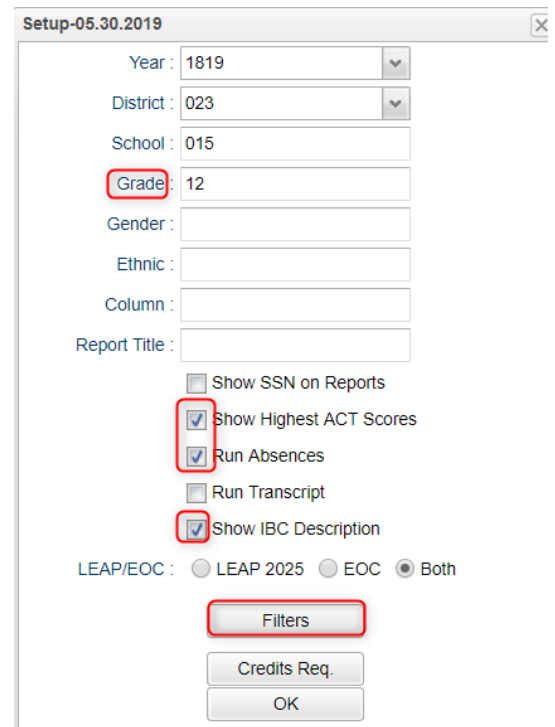
SPS Related Reports

Test Scores By Roster

1. Go to Search, enter "Test Scores By Roster".

2. Set "Test Name" to either "LEAP 2025" or "LEAP 2025 3-8"

3. If desired, use the "Filters" button to target specific student groups such as grade, special code, etc…

4. Run report and review columns related to test analysis, targets to get to next level, etc…

5. To hide columns, click the arrow on any column header, choose "Columns" and deselect columns to take out of view.

6. To export to Excel, click the "Export" button at the bottom, then select either "xls" or "csv". A pop up window will appear with the Excel file to be opened in the lower left.

High Schools: Carnegie Unit Earned Report

1. Go to Search, enter "Carnegie"

2. At setup, set for grade level, and place check boxes as shown on right.

3. For "Filters", set to "Active Only" and any other settings to apply.

4. Click on "Ok" and give the report a minute to cook up.

5. Floating "gear" icon can give access to student details.

High Schools: Accountability Tracker

1. Go to Search, enter "Accountability".

2. At setup, set "Grade". Place a check for "Both" test types and check off "Use Highest Test Score".

3. Click Ok.

4. Make the screen wider by clicking the "waffle" icon in the upper left to hide the navigation pane.

5. Highlight a student name, then click the "gear" icon to get to details about the student.

Updates to JClassroom

Test Scores by Roster – LEAP 2025, LEAP 2025 Grade 3-8

1. As in previous section, teachers can run the Test Score By Roster for their roster of students in a class.

2. In Gradebook, pull up a class.

3. Click on Reports, then Rosters, then "Test Scores by Roster".

4. Teacher would select test type to obtain results for either "Growth to Mastery", or "LEAP 2025", or "LEAP 2025 3-8".

Reports / Charts / Student / Student vs Class

This report will compare the selected student to the rest of the class for assignments

1. Highlight a student in gradebook.

2. Go to Reports / Charts / Student / Student vs Class.

3. Report will show how to student fared against class.

JCall Updates

Home Language

1. When creating a message for SMS or Text to Speech, check off setting to use Home Language. The message will be automatically translated to Home Language of the student (Student Master / Country / Home Language).

Communicate Button

1. Use in reports to send messages from report listings.

2. Available in Alpha Recruiter, Honor Roll, Perfect Attendance, Students with No Referrals

Mobile

1. The Mobile feature is a smart device configured web site that helps busy administrators do simple tasks such as look up students, communicate with parents/students, and post discipline on the go.
2. Recommendation: Connect to your school's wifi when able to conserve on data usage and help with speed.
3. Go to https://jpams.avoyellespsb.com/mobile on your phone or smart device.

    - Android: Navigate in Chrome

    - iPhone: Navigate in Safari

4. At the login, first set it as a home screen icon to make future access easier.

    Android Devices:

    - Open Chrome, then browse to https://jpams.avoyellespsb.com/mobile.

    - In the upper right of the screen, tap the menu icon (three dots arranged vertically).

    - Select "Add to Home Screen".

    - An icon will display on your home screen. Move it to the desired screen, or as one of the primary shortcuts at the bottom of the device.

    iOS Devices (iPhone, iPad):

    - Open Safari, then browse to https://jpams.avoyellespsb.com/mobile

    - Tap the "Share" icon (rectangle with up arrow).

        i. iPad - located in top bar of screen.

        ii. iPhone - located across bottom bar of screen.

    - Tap the "Add to Home Screen" icon.

    - An icon will display on your home screen. Move it to the desired screen, or as one of the primary shortcuts at the bottom of the device.

5. Student Lookup: Click to do a search of students to look up address info, grades, schedule, discipline.

    - From Discipline area, you can add an incident.

6. Initiate Message: Click to send out SMS or Text to Speech Messages to parents.
7. Emergency: Click to send out SMS or Text to Speech Messages for after hours emergency situations.
8. Post Attendance: Click to post attendance on student.

    - Search for Student and focus on row of desired student.

    - Select "Absence" to post a start of day absence.

    - Select "Tardy" to post a Tardy

    - Select "Other" to post a different attendance code type

    - Click in the column on the far right to post the record.

Lesson Plan Review

This report will allow for viewing of teacher's lesson plans. There must be students scheduled in the course before the lesson plan will show on the Lesson Plan Review. Also, the teacher cannot be "Denied" in Grading Period Locks.

Setup Options

Year - The Year defaults to the current school year but can be changed by selecting a different year from the drop-down list.

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

School - Default value is based on the user's security settings. If the user is assigned to a school, the school default value will be their school site code.

Grades - Grade level of the lesson plans.

Content Area - Choose between the transcript courses or choose all content areas.

From Date and **To Date** - Choose the **From** and **To** date for the time span of lesson plans that you want to view.

Show Lesson Details: Click to see more detail on lessons.

OK - Click to continue.

Main

Column Headers

Teacher - The name of the teacher.

School - The school site code for educational agency.

No Plan – NP in this column indicates that there is no plan for this teacher.
- A count of staff with No Plans is at bottom. Click on the count to Communicate with staff who have not turned in Lesson Plans.

Unsubmitted – Indicates the number of unsubmitted lesson plans.
- A count of staff with Unsubmitted plans is at bottom. Click on the count to Communicate with staff who have not clicked the "Submit" button for lesson plans.

Submitted - Indicates the number of submitted lesson plans.

Approved - Indicates the number of approved lesson plans.

Rejected - Indicates the number of rejected lesson plans.

Bottom
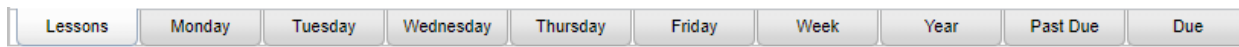
Choose a teacher from the left side of the screen, then choose a tab.

==**Lessons**== - ==Click on this tab to give administrators a concise view of teacher's lesson plans.==
- ==An administrator can left click on an individual lesson and Approve or Reject the teachers lesson plan.==
- ==The Sign Off button allows administrators to mass sign off on all non-rejected lessons.==

Monday-Friday - Click on these tabs to see the lesson plans by specific day.
Week - Click on this tab to see the lesson plans by week.
Year - Click on this tab to see the lesson plans for the entire year.
Past Due - Click on this tab to see the lesson plans by past due date.
Due - Click on this tab to see the lesson plans by due date.
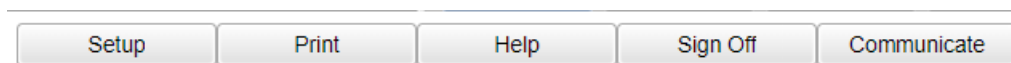
Sign Off - In conjunction with the lessons tab, the Sign Off button allows administrators to mass sign off on all non-rejected lessons.
==**Communicate** - The user must select a staff member by clicking on the name to highlight the name. Once the user clicks the communicate button a popup will allow the user to message this individual via automated call or email.==

Lesson Book Status Audit

This report is another way for an administrator to review teacher lessons with the ability to approve or reject them. In comparison, to the Lesson Plan Review, this report would not have as many details of a lesson plan but is easier for seeing if teachers have done their lesson plans. It also shows the teacher's submit status as well as the approved and rejected status. Lessons with comments and attachments can also be viewed.

On the left navigation panel select **Grades** > **Entry** > **Lesson Book Status Audit**.

Setup Options

Year - Defaults to the current year. A prior year may be accessed by clicking in the field and making the appropriate selection from the drop-down list.
District - Default value is based on the user's security settings. The user will be limited to their district only.
School - Default value is based on the user's security settings. If the user is assigned to a school, the school default value will be their school site code.
Week of - Set to the desired week of lessons to review.
Click the **OK** button.

Main

	Teacher	Teacher ID	Sch	No Plan	Total	Unsub...	Submit...	Approv...	Rejected	Comm...	No Com...
1	ABSHIRE BEVERLY	272140	004	NP							
2	ABSHIRE SHERRI B	904038	004	NP							
3	ALLBRITTON TISHA J	661038	004	NP							
4	ANDRUS MARK W	497450	004	NP							
5	ARDOIN SALLY C	783158	004	NP							
6	ARTERO ROBERT	699243	004		19	2		17		17	2
7	BOGGS ANGELA	299818	004	NP							
8	BONIN ROBERT P	044041	004	NP							
9	BOUDREAUX SHAUNA D	887901	004	NP							
10	BROUSSARD STEPHANI...	136019	004	NP							
11	BROUSSARD STEPHANIE	734821	004	NP							
12	BUJOL SHAUNA	311332	004	NP							
13	CART RACHAL	699280	004		6	6					6

Column Headers

Teacher - Teacher name
Teacher ID - Teacher identification number
Sch - School number
No Plan - Indicates there is no lesson plan for the teacher. Click on the total number at the bottom of the column to display the teachers and to communicate with either a call or an email.
Total - total count of lessons for the week - Click on the number to see the lesson to review.
Unsubmitted - count of unsubmitted lessons for the week - Click on the number to see the lessons. Click the "Communicate" button to ask the teacher to be sure to click the "Submit" button in their Lesson Book.
Submitted - count of submitted lessons for the week - Click on the number to see the lesson to review.
Approved - count of approved lessons - Click on the number to see the lesson to review.
Rejected - count of rejected lessons for the week - Click on the number to see the lesson to review.
Comments - count of lessons that have comments for the week - Click on the number to see the lesson to review.
No Comments - count of lessons with no comments for the week - Click on the number to see the lesson to review.

Drill-Down Report Column Headers

Teacher - The name of the teacher creating the lesson plan.
Teacher ID - The ID number of the teacher creating the lesson plan
Section - The section number of the class.
Period - The period at which the section is taught.
Course Name - The name of the course.
Lesson Name - The name of the lesson.
From - The date the lesson plan will begin.
Thru - The date the lesson plan will end.
Created - The date the lesson plan was created.
Submitted - The date the lesson plan was submitted.
Status - The current status of the lesson plan.
Sign Off TimeStamp - The date and time the administrator signed off on the lesson plan.
Sign Off User Name - The User Name of the administrator who signed off on the lesson plan.
Comments - Comments entered by the administrator
Shared - **Y** for yes or **N** for No to indicate if the lesson was shared by the teacher
ATT - Count of attachments for the lessons - Click on the number to view the attachment and other related information such as Type, Title, and Size.
Instructional - Instructional Information (materials, equipment, etc.).

Bottom

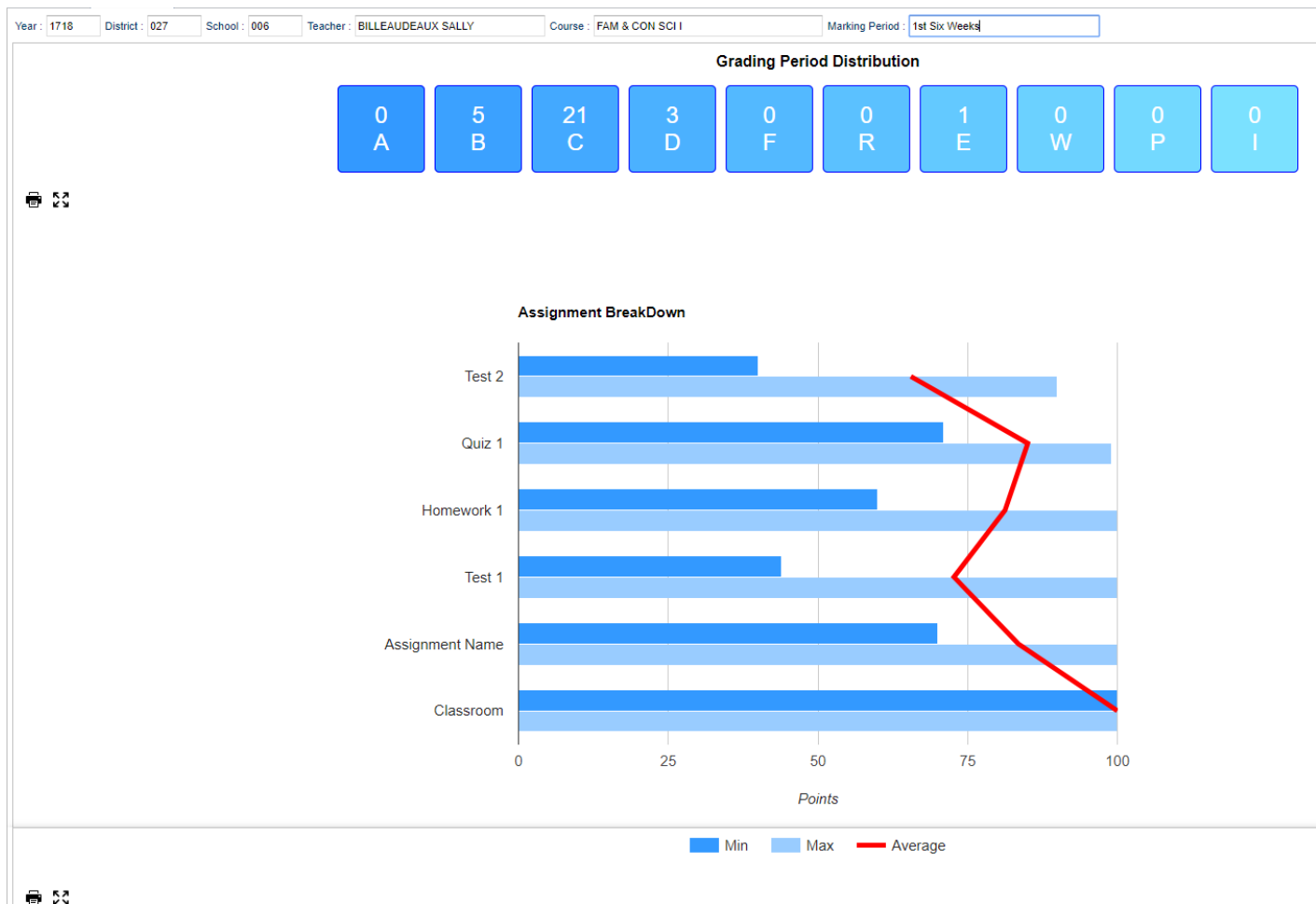| Print	Communicate	Help	Close

Print - This will allow the user to print the report.
Communicate - The user must select a staff member by clicking on the name to highlight the name. Once the user clicks the communicate button a popup will allow the user to message this individual via automated call or email.

Boards

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

Main

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

Grading Period Distribution

0 A	5 B	21 C	3 D	0 F	0 R	1 E	0 W	0 P	0 I

Assignment BreakDown

Min   Max   Average

Top

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

Year - The year the subject is being taught.

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

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

Teacher - The teacher teaching the course.

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

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

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

Zone Related Data

Student Master - Out of Zone

The Out of Zone (OOZ) allows the user to enter information for students attending schools outside their school zone.
On the left navigation panel, select Student Master, Entry and Student Master.

	Delete	District	Request School	Current School	Zone School	NZ School	Code	Begin Date	End Date	Year	Comment	Save	Record
1													
2		027	004	006	006		A07	2016-08-15	2017-05-26	1617			3245317
3		027	010	006	006		A09	2017-08-14	2018-05-25	1718			3245318
4		027	012	006	006		A30	2018-08-13	2019-05-24	1718			3245319

Delete - Delete the record created.
District - Student's District of Enrollment.
Request School - Student's Out of Zone Transfer to Request School.
Current School - Student's Current School.
Zone School - School Zone Student lives in.
NZ School - Student's New Zone School.
Code - Out of Zone Code. Add an A reason in the Code column to Approve the transfer and a D reason to Deny the transfer.
Begin Date - Begin date for Out of Zone Request.
End Date - End date for Out of Zone Request.
Year - Year for Out of Zone Request.
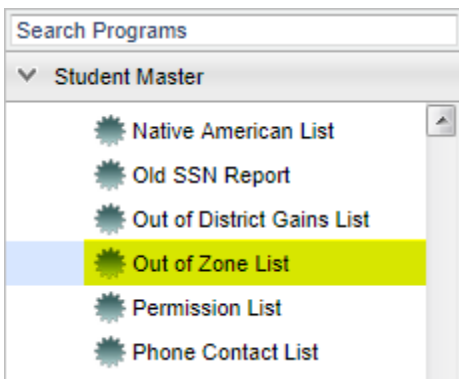**Save** - Save data for this record.
To find definitions of commonly used column headers, follow this link: Common Column Headers.

Out Of Zone List

This program list students who live out of their school zone. Out of Zone must be loaded in Student Master before this program can be run.

Menu Location

On the left navigation panel, select **Student Master > Lists > Out of Zone List**.

Setup Options

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

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

School - Default value is based on the user's security settings. If the user is assigned to a school, the school default value will be their school site code.

Grade - Leave blank or select all to include all grade levels. Otherwise, choose the desired grade level.

Gender - Leave blank or select all to include all genders. Otherwise, choose the desired gender.

Ethnic - Leave blank or select all to include all ethnicities. Otherwise, choose the desired ethnicity.

OOZ Code - Out of zone codes for the district.

Order to List

- **Alpha** - This will sort/print the list alphabetically by the student's last name.
- **Homeroom** - This will sort/print the list first by homeroom teacher name and then alphabetically by the student's last name.

Print Break on Homeroom - This option will create a print break based on the homeroom order only.

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

Show All - Check the box to display the dates. This will override the as of date.

Homeroom - Leave blank if all homerooms are to be included into the report. Otherwise, choose the desired homeroom.

Clubs - Leave blank if all clubs are to be included into the report. Otherwise, choose the desired club.

Sports - Leave blank if all sports are to be included into the report. Otherwise,choose the desired sport.

Sped:

All - Select to show all students.

Sped Only - Select to show only sped students.

Non Sped - Select to show only non sped students.

<mark>**Match on Year** - Select the box to match year to prevent old/duplicate entries.</mark>

<mark>**Show DMS Out of Zone - Select to use DMS latitude and longitude to determine if a student is out of zone.**</mark>

Show DMS Non Approved - Select this to show all students who are out of zone, without an approval reason code.

OK - Click to continue.

Main

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Column Headers

School - Student's school of enrollment.

Student Name - Student's name.

SIDNO - Student's identification number.

Physical Address 1 - Student's physical address line 1.

Physical Address 2 - Student's physical address line 2.

Physical City - Student's physical city.

Physical State - Student's physical state.

Address Line 1 - Student's mailing address line 1.

Address Line 2 - Student's mailing address line 2.

City - Student's city mailing address.

State - Student's state mailing address.

Zip - Student's zip code mailing address.

Phone - Student's home phone number.

Grade - Student's grade of enrollment.

Gender - Student's gender.

Ethnic - Student's ethnicity.

Request School - Student's out of zone transfer to requesting school.

Zone School - School zone student lives in.

OOZ Code - Out of zone code

Begin Date - Begin date for out of zone request.

End Date - End date for out of zone request.

Current Zone - Current zone school based on attendance zone.

Homeroom - Student's homeroom teacher.

Our of Zone Comments - Out of zone comments.

Student's Exceptionality - Exceptionality code and description.

Classroom Setting - Student's Special Ed Classroom.

Transportation - Student's transportation code.

Special Trans Code - Student's special transportation code.

To find definitions of commonly used columns follow this link: Common Column Headers.

Bottom

Setup	Print	Help

Setup - Click to go back to the Setup box.
Print - This will allow the user to print the report.
Help - Click to view written instructions and/or videos.