



714 Ashley Ridge Loop Shreveport, Louisiana 71106 (318) 868-8000 (800) 509-7070 <u>support@edgear.com</u> www.edgear.com

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LOGGING IN

- 1. JCampus works best in Google Chrome or Firefox.
- 2. For initial training, browse to <u>https://services.edgear.net/jcampus</u>
- 3. At the login screen, enter your District (W31) your username and password.
- 4. If you are using the "Live" dataset, click Login.
 - a. "Live" refers to current, active data.
- 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.

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BASIC NAVIGATION

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

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- 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*.

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Favorites	Classicom Attendance Log Flex Card Grade Entry	Screening Test Entry Roster Report Phone Contact Report	Grades	Entry Reports	CLASSROOM DOES NOT REQUIRE FAVORITES BECAUSE EVERYTHING SHOULD BE DONE THROUGH THE TEACHER GRADEBOOK!!

- 7. **Help:** Click to access the help system of JCampus. A separate tab will open to allow the user to jump back and forth between JCampus and the Help system.
 - a. Additionally, look for the "Help" buttons on various screens. Clicking these "Help" buttons will direct the user to the help system for that particular area.
 - 8. **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.



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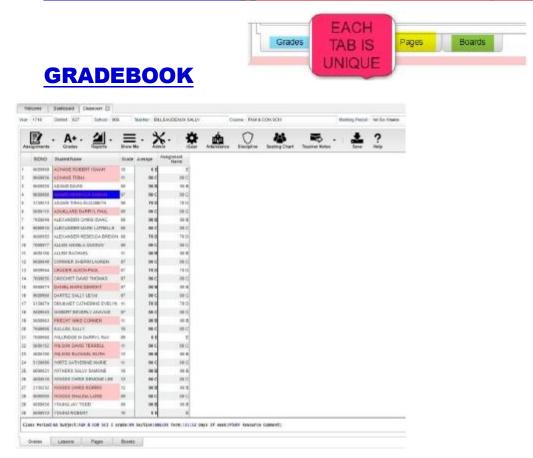
- Within each Tile area there are several categories that have programs under each. Click on the Program name to expand access to the programs for each category. Programs are listed under each category in alphabetical order.
 - a. Entry: Programs to enter data related to the application area.
 - b. Lists: 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.

Program Search		ampus					Q. 0 .
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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



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.

<u>Top</u>

At the top of the Gradebook, verify the Year, <mark>District</mark>, <mark>School</mark> and <mark>Teacher</mark>. Choose the Course, then Marking Period.

Home	Classroom								
Year 2021	District -	School (029	Teacher	 Course	ENGLISHI		PO : 02 Ma	rking Period	2nd 4x4 Term
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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:04 Subject:FAM & CON SCI I Grade:09 Section:006339 Term::51:52 Days Of Week:NTWRF Resource Comment:

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

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- 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.
- 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.

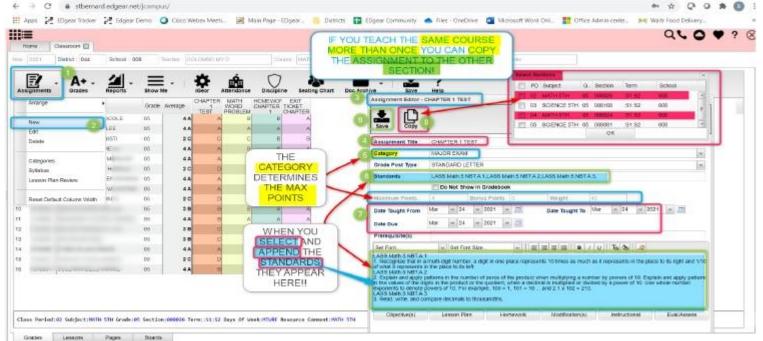
- 6. All categories created in Gradebook show for all sections. A user can have categories that are non-weighted for some sections and also have weighted categories for others. The user needs to remember that if a weighted category is used on an assignment in a <u>particular section</u>, then all assignments 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.



- 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 are added they will 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.

Standards for grade 05		Search
Connectors LA Connectors LASS English Expectations (0LEs) LASS English Language Porticency Connectors LASS English Language Porticency Connectors	LASS Mathematics Number and Operations in Base Ten Understand the piece value system. Standard 1 LASS Math.S.NBTA.1 1. Recognize that in a multi-sign numo	s, a digit in one place represents to times as much as it represents in the place to its right and timb of what it represents in the place to its left
LASS Number and Data Least number and Data Modesure news and Data Modesure news and Data Modesure news and Operations in Base Term Lindexidant the place value system Perfam operations with multi-digit with numbers and w - Number and Operations -Fractions	LASS Mathematics Number and Operations in Base Ten Understand the piace value system. Sondard 2 LASE Math & NBTLA 2 2. Explain and apply patients in the nu CLASE Math & NBTLA 2 (puttert, when a decimal is multipled)	ther 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 rowled by a power of 10. Use whole-sumber expanents to denote powers of 10. For example, 100 = 1, 101 = 10 and 2.1 x 102 = 210.
 E — Eperations and Agebraic Thinking EVASS Science 	LASS Mathematics Number and Operations in Base Ten Understand the piace value system Standard 3	
Grade : 05 LASS Math 5 NBTA 1 LASS Math	LASS Math.S NOTA 3 2 Read. write, and compare decimate 6 NOTA 2 LASS Math.S NOTA 5,	o mousonnths Subme Appoint To Cojuctive

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's 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.
 - <mark>E</mark> 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.
 - 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:

- * = Failure due to attendance
- # = Failure due to district policy
- @ = Failure to exam violation
- ! = Override system calculations

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 of I

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

EDITING ASSIGNMENTS

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

ARRANGING ASSIGNMENTS

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

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

GRADE ICON

DUPLICATE A GRADE

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

- 1. Create an assignment as described in the previous section.
- 2. Click Grades, then Duplicate Grade.
- Click to select the assignment to duplicate grades to. In the 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.

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Н	ome	Classico	om 🔝										
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100	Ð		A+. 4.	Ξ.	\$	é	$\hat{\mathbf{U}}$	*		10		. ?	
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2	1010822	BAJ	Drop Lowest/Highest	-4	A A	A A	A	A	A		1	Assignment	Category
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5	1010624	CAI	Post Comments	4	A .	A A	в	A	A	3		MATH WORD PROBLEM W.	MINOR EXAM
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POSTING COMMENTS

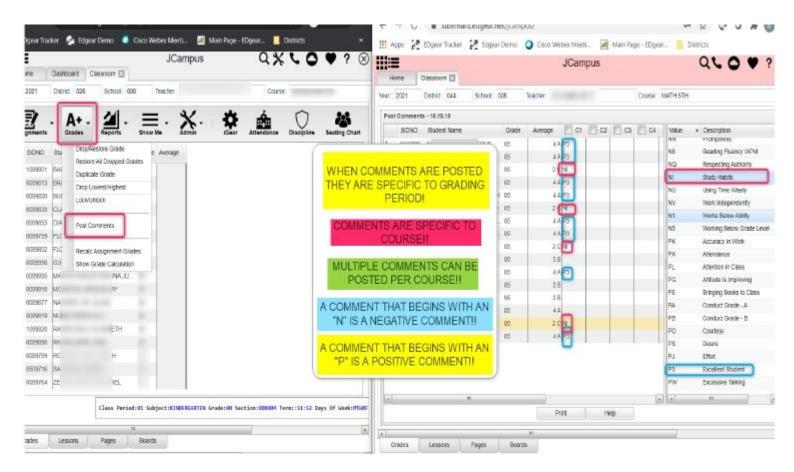
Using the Posting Comments function, the user can assign comment descriptors that help explain to the parent conditions, positive or negative, associated with the student(s). A Teacher can assign up to 12 comments per student, per grading period.

1. Browse to the class and grading period that is to be worked with.

2. Click on Grades, then Post Comments.

- 3. On the left are students. On the right are comment codes.
- 4. Click to place a marker in the cell or cells to be populated with a comment code. You will notice that there is an asterisk showing for each cell clicked.
- 5. On the right, select the desired comment code. You will see each asterisk is replaced with a comment code.
- 6. These will print on the progress reports, report cards, and show on the student progress center.

7. Made a mistake? Click on the cell of the mistake and this will place an asterisk. On the right, select the blank row. The code will then be removed.



SHOW GRADE CALCULATION

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

H		Classion	om 121						JĊa	impus	
	2021	District	1: 044 School: 008	Teacher :			Course	MATH STH		PD : 02 Marking Period : 2nd Nine Weeks	
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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.

E	Assignment	Estegary	Grade Post Type	Maxi Points	Bonss Points	Weight	Date Taught From	Date Taught To	Date Due	Preneguta ite (x)	4	m	Ob	Lp	He	Mo	le.	±٧
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E	Assignment 2		STATE 7 POINT 5	100	0		2018-08-24	2018-08-24	2018-06-24		D							
10	Assignment 3		STATE 7 POINT 8	100			2018-08-17	2018-08-17	2018-08-17		13	E1					Ċ.	Ē.
E	Assignment 4		STATE 7 POINT 5	100		1	2015-05-31	2015-05-31	2018-08-31									

In the **Assignment Syllabus**, check the assignments that need to be adjusted then choose **Adjust Scale**. In the pop-up box, choose the correct **Grade Post Type** (grading scale) and click on **Adjust Scale**. All selected assignments will be updated with the chosen **Grade Post Type** and the assignments will be recalculated. If the user cannot select the correct Grade Post Type consult the Master Schedule Editor first, the Course Catalog second and/or the Sponsor Site Grading Scales Manager last. These are where the Grade Post Type is assigned depending on

Please choose the ap click "Adjust Scale" updated with the cho assignment grades u	All select sen Grad	ed assignme Post Type	e and the	
Grade Post Type. WARNING: Changing				
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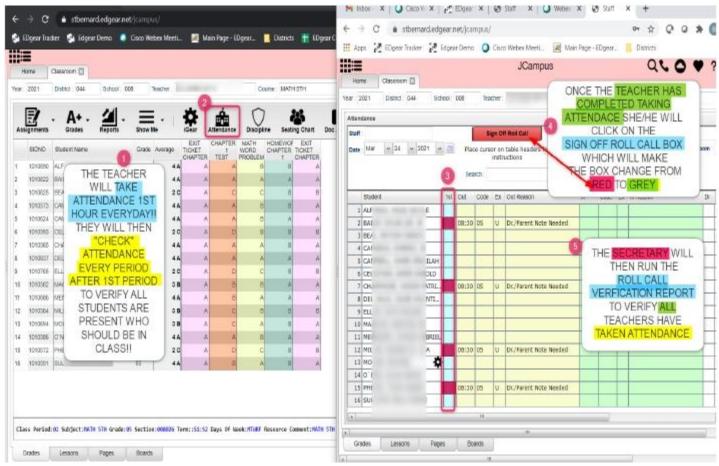
POSTING ATTENDANCE AT THE START OF THE DAY

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.



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.
- 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).
- 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.
- 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.

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TEACHER NOTES

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

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

attached to it).

- a. Then click on "Attach" to attach a file (1 meg only) to the school note. Then choose "Add", click on the file to include and it shows in the `Selected File` box, then click on "Choose". The file is now attached. If you want to delete the attached file, click on the rex box.
- 10. The Note will appear in the table with number of students that the Note is sent to.
 - a. <u>Click on the count to see a listing of students, as well as the date the Note was opened by a parent-</u> <u>guardian or student</u>.
- 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.

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SHOW ME

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

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

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REPORTS AVAILABLE IN GRADEBOOK

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STUDENT SPECIAL ED INFORMATION

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STUDENT 504 INFORMATION

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8	0360779	16.	-	10	71 0			77 C	SOF	75 C	100.4	Information used in the eligibility determination process. Attach any additional information " Vedical Diagnosis (
2	0337122	P1		11	πο	Đđ		80 C	507	75 C	80 C		
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14	0341844	NU.	NTHONY	11	97 A	90 B	100.4	100.4	100.4	A.003	100 A	B13 Vocational Electives B17 Specify the rationale for accommodations for the indicated setting(s), including the data used to make the datermination	
												Aftech any additional information" student needs to be allowed to go to office for checking sugar revel and/or to get shack to help sugar revel	
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STUDENT LEP INFORMATION

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	0379034	0	EPH	09	67 D	Student 1	est Analysia	P	In IGP Form		US Entry Date : 06170/2019 Country Of Origin. HN Honduras	76 C
	0504271	e.	NDER	09	72 D	Commun	ication	, 85 B	NC	88.6	Language Information	nc
	0379068	0		09	84 C	Points		80 C	100 A	76 C	Language Code : 113 Spanish Other Languages 1 : Home Language : 113 Spanish Other Languages 2 :	100.A
	0799051	G.		08	80 0	-		90.0	50.1	60 C	Native Language 113 Spanish Other Languages 3 . Correspondence	100.A
	0400480	G.	0	69	80 C	Ext		78 C	80 C	68 B	Languages 4:	77.0
6	0375021	HE	ETH	09	87 B	.56 A	85 H	73.0	92.8	96.A	22 Olinqual dictionary/electronic translator allowed at all times	100 A
1	0379048	HE	JESUS	05	89 B	54.F	88 5	58 A	92.8	92 B	1 06 Cooperative learning/beer assistance	100 A
2	0396125	14	45	09	96 A	100 A	100 A	10 00	88 B	03.0	Classroom te provision of Englishmative Language Word-to-Word Octomary 27 Tests read aloud (All content areas except English Language Arts) - Obsolete	100.A
\$	0452247	U.		09	81 C	76 C	68 D	.65 C	76 C	50 F	28 Tests read aloud (All content areas except Reading Comprehension) - Obsolete	100 A
ŧ	0504809	LE		09	\$1 C	68 D	70 U	85 A	\$0 F	900 A	04 Extended time 16 Provision of English/Native Language Word-to-Word Oktionary (no definitions)	100.A
•	0397076	9	VCE.	09	85.6	30.5	90.8	90 H	65 D	8D C	14 Test read aloue (except for Reading Comprehension) on EDC Teats - Desource 15 Test read aloud on Math, Science, and Social Studies assessments	100 A
8	0297106	10	OPHER	69	83 C	100 A	58 F	E0 I	96 A	92 B	Accommodation Accommodations Updated 10/26/2019- Dilatheme	100 A
Ţ	0.485159	M		69	86 B	86.B	63 F	78 C	84 C	92 B	Protoancy information	400 A
б.	0379061	W.		09	82 C	75.C	83.0	85.0	80 C	60 C	English Proficiency 02 Limited English proficient Planting Source 08 MFP Only Migratery Status	100 A
8	0230560	-		10	ET D	50.F	32.0	87 B	50 F	60.F	Print Print (EP Form	100 A
6	1795573		504	6A	TAD	75.6	53.5	75 C	75.0	79.0		77.0

STUDENT HEALTH INFORMATION

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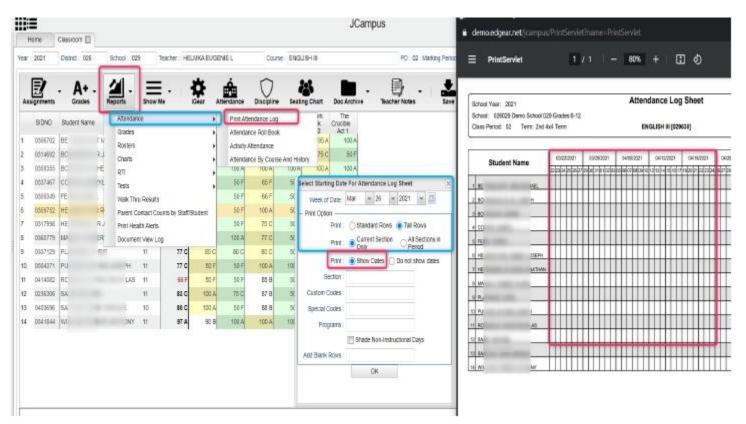
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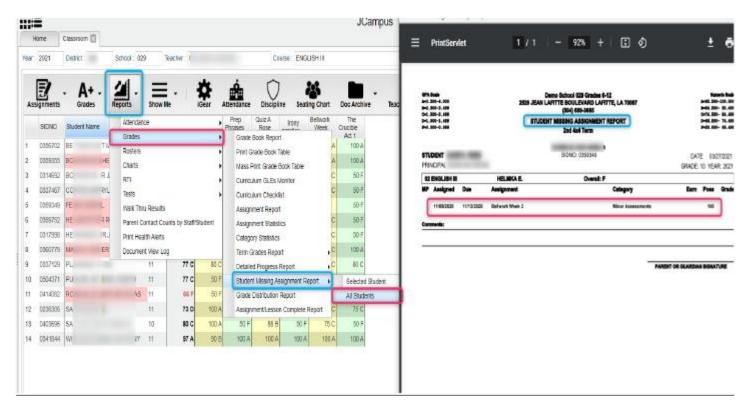
Sometimes a teacher needs to see all of the marking period grades for the year for his/her students in a convenient page display. The steps below describe how to do this task by running the Term Grades Report.

- 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

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STUDENT MISSING ASSIGNMENT REPORT



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HOMEROOM REPORT

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GRADE LOG

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PHONE CONTACT REPORT

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EMERGENCY CONTACT REPORT

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SCREENING TEST ENTRY

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IHP REPORT

	ome	Destboard	Class	ioon 🖂 Master	Schedule Entror	7						JCampi	JS						07.00	?
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16	8389939	CIV		62	79 C	90 E	53.F	80 C	100 A	B3 C				1	Print IHP		Emergency			
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IBC LIST

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fear:	2021	Distinct :		Şid	1001: 010	i Tes	icter:		Coarse : AUR			ie LCode Leave Date	IBC Code	Semester	Year	Vendor	Pass/Fail	EanSte	is 833	Diploma Path	Var Year	Career Option
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6 T 8	0281541 0290156 0582215	LEI VE	41	000	Print Heal		is by Staff Si	ludent	Phone Contact Report Student Search Window Emergency Contact Roster	E1	2020-08	31	250 Louisana Miot- Enterprise Credential- REGIONAL COMPLEMENTARY	Fal	2015	011	Passed	026010	(F)	TOPS Tech Jumpstart Career Diptona	2021	TIM MAN CONST CRFTB LI
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13	0313442 0463658	RC			1415	12 12	55 F 63 F	35 F 50 F	57 F 00 F 551 59 F 65 F 721	E1	2020-48	31	257 SIP2 Safety and Pollution Prevention	Fall	2015	036	Passed	025010	(F)	TOPS Tech Jumpstart Career Diploma	2021	TIGUAN CONST ORFTS LO
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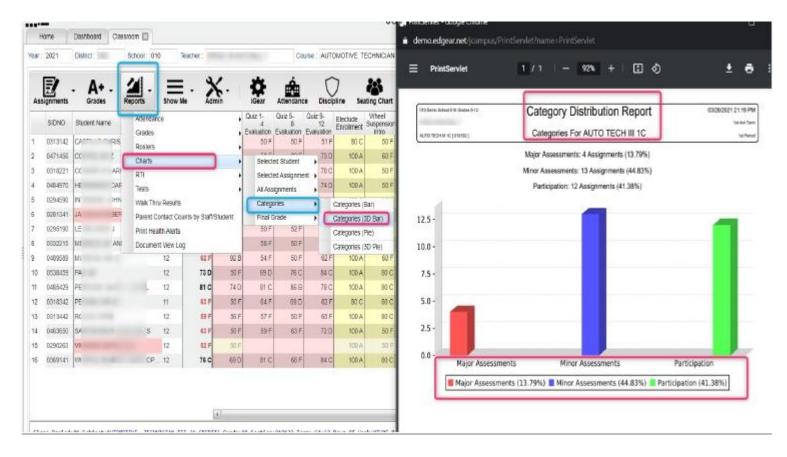


H	lome	Classroom										
ar	2021	District :	s	chool 00	8 Te	acher :			Course	: MATH 5	тн	
	-								~			
	1	- A+.		-		- 10	F	÷.	()	- 22	6	
Ass	ignments	Grades	Re	ports	Show Me	iGe			Discipline	Seating	Chart	Doc Archive
	SIDNO	Student Name	-	Attendan	ce		, c	HAPTER MA		PTER TIC		
		1	-	Grades			•	TEST PRO	BLEM	1 CH	APTER	
	1010890	AL	÷E	Rosters			•	^	8	в	A	
	1010822	87	AN	Charts				Selected St	udent I		A	
92	1010825	BE	CH	RTI				Selected As	signment)	And in case of the local division of the loc	в	
	1010373	C/	HO	Tests				All Assignm	ents)	B	A	
	1010624	C/	VIR	Walk Thr	u Results			Categories		A	A	
5	1010393	CE	MI	Parent C	ontact Coun	ts by Staff/Stud	ent	Final Grade		в	в	
÷.	1010365	CF	CAL	Print Hea	ath Alerts		1	~	A	B	A	
1	1010937	DE	_EI	Documer	nt View Log			A	A	A	А	
	1010765	EL	NEVAE	н	05	20	A	D	C	в	в	
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5	1010572	Pt		4.	05	20	A	D	С	в	в	
6	1010391	SL	4		05	4 A	A	в	A	в	A	

CHARTS ALL ASSIGNMENTS

		- A+	•	a -	E Show Ne	· ×	-	\$	de la constance	Discipl		they Chart	≡ PrintServlet 1 / 1 - 100% + 13 Ø . € €	
	SIDNO	Studeni Nam		ACCENSION CREAKS		10001	53	Eveluation , E	Nelastion 3	Evaluation	Crevencia	Whoat Saspension Inter	Artalory Teware Delan Assignment Grades For AUTOMOTIVE	20212
	0313142	C.F.	10	Rosters	\$			50 P	50 #	517	30 C 100 A	50 P	Quese .	
8	0318221	CC.	-	CRarts			•	Selected	Student	73 D	100 A	60F	A : 63 Grades (13.58%)	
	0.314221	HE	AF	HT1			1		Assignmen				B : 31 Grades (6.68%)	
	0294590	120	÷.	745/5			•	All Assig		_	ssignments	the second s	C : 50 Grades (10.78%)	
	0254050	14	21	Walk The				Categori		10 0.00	ssignments	A CONTRACTOR OF	D: 37 Grades (7.97%)	
	0295190	and a second	1		am Alera	ia by Start/Sta	ant	Final Grt 50 F1	12 F1	1000	asign ments	0.000 marks	F: 272 Grades (58.62%)	
2	0332215	LE	AN.		nt Maw Log			58 F	50F	63.51	asignments 100 AT	(SD He) 80 CT		
	0.829589		21	Documa	12	42 F	102.15	53.7	507	12.P	100 A	607	NP : 11 Grades (2.37%)	
10	0538459	PA			12	73.0	50 F	69 D	76 C	84 C	100 A	60 C		
1	0.485429	PE		IEL	12	81 0	74 D	810	35 B	78 C	100 A	80 C		
12	0316342	PE			41	63 F	BOF	647	63 D	62.F	00 C	00.03	250 -	
13	0313442	RC			12	55.0	FR F	57 F	50 7	65.5	100 A	80 C	200 -	
14	0.053550	5.4		385	12	62.0	-50.7	:50 F	53.7	12.0	100 A	507	200 -	
15	0290263	V.			12	42 F	MIE				31014	305	150 -	
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		Toole								-				
													50 -	
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						10						_	A B C D F NP	
c1a	na Period	:01 Subject:J	UTONO	TEVE TECHN	TEL MALINE	(I CREDIT)	Grade: 0	9 Section:0	10132 Tem	1::53:52 D	win of the	kamer e	A (13.58%) B (6.68%) C (10.78%) D (7.97%)	

CHARTS CATEGORIES



TESTING

anr i	2021	Classroom	School	008 T	eacher:			Cours	MATH 5	TH:	
	2021	Diotifut .	School.	000	eacher.			Gours	a morn a		
	E!	- A+ -	24		- X	¥	n Św	O		6	
Ast	signments	Grades	Attend	Show M	e iGe					TIXE	Doc Archiv
	SIDNO	Student Name	Grade	5				CH ROBLEM	APTER TIC	APTER	
	1010890	AL	Roste	ra .			A	в	B	A	
	1010822	Br	Chart	5			~	A	A	A	
2	1010825	BE	RTI				С	с	в	в	
	1010373	C,	Tests				Test Scor	es By Level		A	
	1010624	C,	Walk	Thru Results			And the second s	es By Roster		A	
8	1010393	CI	Paren	t Contact Cou	nte by Staff/Stud	tent	LAAchiev	ement Level	Differential	в	
	1010365	CI	Print I	lealth Alerts			A	A	B	A	
	1010837	DI	Docur	nent View Log			A	A	A	A	
	1010765	EL	ALC: CAA	05	20	A	D	с	B	в	
0	1010382	M.	E	05	3.8	A	в	В	A	A	
1	1010886	м	ABRU	EL 05	4 A	A	в	A	A	A	
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TEST SCORES BY LEVEL

		Classroom																	
8	2021	Disht:	1	School 029 Te	sacher.			Cou	ne ENGLE	5H III.		PD 02	Merking	Period 2	nd 4x4 Ter	#1			
		· A+ ·	200	ul · ≡ Shew M		Ö		Disciplin	e beetre	· · · · · · · · · · · · · · · · · · ·	Archive -	Teacher Notes	•	Save	?				
	SIDNO	Student Name		Atlendance		•	Prep Phrases	Quiz A Rose ,		Week Cit.	The cible								
	0355702	10:		Grades			100 A	100 A	56 A	2 . 95 A	400 A								
5		10	1	Rosters			101240		50F	100.000	1000								
2	0514932	12	4	charts			50 F	660		751 100,7 ³⁰⁰	Tanan II	a 10 hear inno		ine Ma					
8	0353355		1	मग			100 A	101.A	100 A	ALC: NO DEC									
ť.	0337.457	C	50	Tests			Tel: Sto	res by Leve		15-10	No. of Concession, Name	Manual Da Inte	200	NC			-	50 HE DO	IS NOT RESPECT
f.	0558348	r:		Vialk Thru Results			Test Sco	res By Rost	ter	1	840.010	1002.5	10.04			33,007 5	1.0	A COLUMN	Deliver in section, is not
	0351752	н	3	Perent Contact Cour	nts by Staff S	Licent:	LAACIR	venent Lev	el Differentia	75 ==	10000	- 11 M	10.000	eneral let	000 * 8	3994 8	100	differs	100 M
	0817998	н	3	Print Health Alerts			50 F	760	50 F	75 -		THOSENT THAT SOOP	RED.		-	STAL -		12	
ŧ.	0060779	M	3	Document View Log	0		- 100.A	TTC	00 F	75/11	MAG	TERY BUT IS ONLY IS FROM ADVANCED				2485 S	- 19	a base	1000 to 2.0 2.00 2.00
į.	0537129	P:	14	11	πe	10 C	80 C	80 C	2017	751	BO/WE GAR	ADDITIONAL SUPPO				2460.0	-	1000	Frank Lawren
ib.	0584371	Pi		11	TTC	50 F	50 F	ABIT	100 A	751	PROFILE	Appending Sec. 17-2	11. ····	-				A DESCRIPTION OF THE OWNER OWNER OF THE OWNER OWNER OF THE OWNER OWNE	water.
t	0414082	R		11	05 F	50 F	50 F	85 B	50 F	75(2	was -	eters to		2580 6 2550 6		A sprace plant	
2	0235306	su		11	73.0	500 A	TSC	55 F	50 F	751	-	COMPANY OF ME				35MT 5		Propriet la passe	-
13	0403036			10	80 C	100 A	50.7	50.0	507			-	-	- and the second		39941 8	_	144921	THE COMMON
				and a state of the		0.7.6	1.11.1	1000	100 A	73 C	1.14								10000
14	0341844	W		11	97 A	90 B	100.A	158.A	100 4	100.	1000					-	-		

TEST SCORE BY ROSTER

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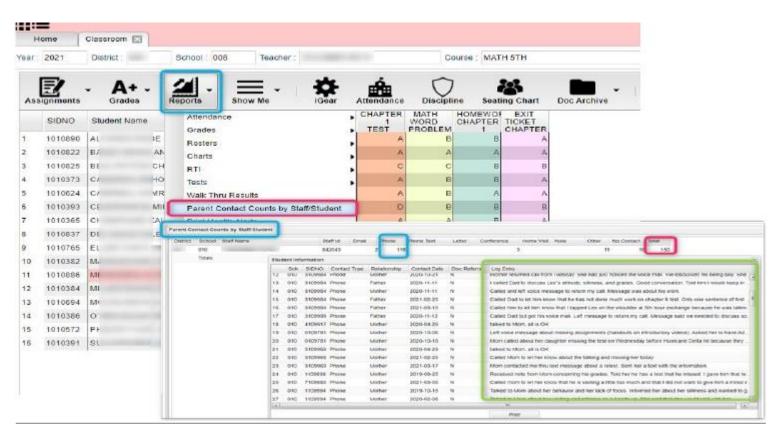
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PARENT CONTACT COUNTS BY STAFF/STUDENTS

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3	1010825	BE	CH	RTI				с	c	в	в	
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PARENT CONTACT COUNTS BY STAFF/STUDENTS



PRINT HEALTH ALERTS

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PRINT HEALTH ALERTS

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	6109870	co	RT	1	1109990	08	010	CANCER Diagnosed summer 2	CANCER		2021
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	5109893	00	Tests	3	8109842	08	010	ADD(ADHD	ADD(ADHD	2020 Ritalin	2021
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2	2109991	DU	Parent Contact Counts by Staff/Student	5	1109979	08	010	ADDIADHD, ASTHMA	ADD/ADHD, ASTHMA	2020 Adderall XR 10mg 2019 Adderall XR 1.	2021
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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 <u>Communication Configuration</u> 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 <u>Communication Configuration</u> using the SPC tab.

<u>Main</u>

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.

<u>Show Portlets</u> - Click to display the available portlets to add to the page.

<u>Copy</u> - 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



At the top of the Gradebook, verify the **Year**, **District**, **School** and **Teacher**. Select the course, activity or group for which to design a <u>Page</u>.

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.

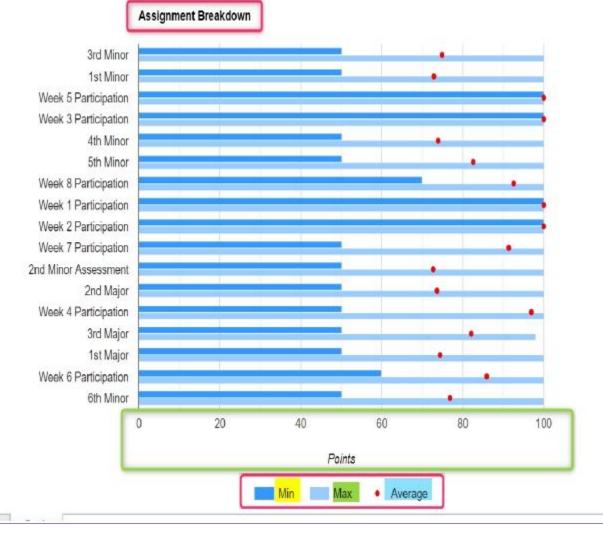
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Fami	ly & Consumer S	cience I	SB) sa	day Night Football 7 BILLEAUCEAUX Aug 06, 2018 at 10 Stam 9 might lootball starts Friday, August 17, 2018 ;	1.7an Tideb at \$10.				
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ional Standards for Family and Consum National Standards for Family and Cor cators with a structure for identifying wi narment of Public Education - Family a s website includes curriculum, licensing website includes	nsumer Sciences Education present a hat learners should know and be able t nd Consumer Sciences Education Pag	o do	SB SHI	Selly Biller LEAU CAURA August 10, 2018 SALLY BILLER LOEAUX Aug V6, 24 18 at 18 52am Be prepared for the first test of the school year. Look over all of your notes and study guide.					
			1.6						
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fel Academic Standards for Family and clemic standards specify what students viciends, and how well they must perform tel Academic Standards for Personal F in the State Department of Public Educ inter	s should know and be able to do, what i n. They include content, performance, inancial Literacy		SB SH	Y BILEAUDERIIK Aug 07, 2918 at 1126pr elcome Back To School			ŧ		
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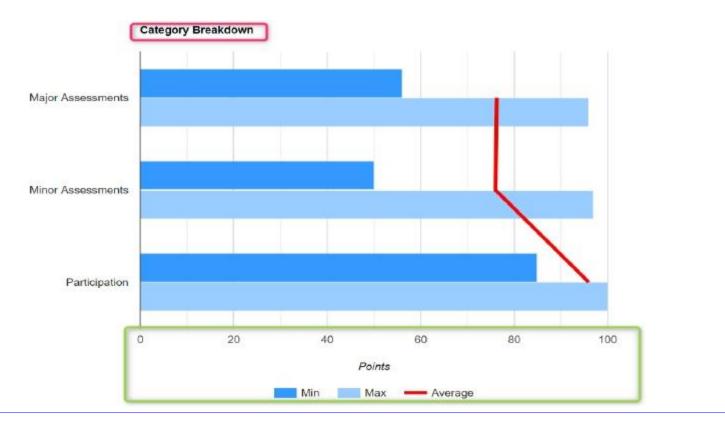
BOARDS

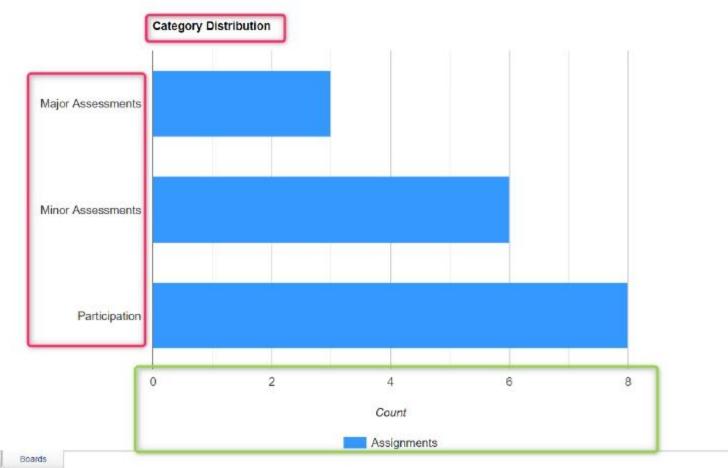
The Boards tab was designed to give a user the ability to view data for the selected course in a graphical format.

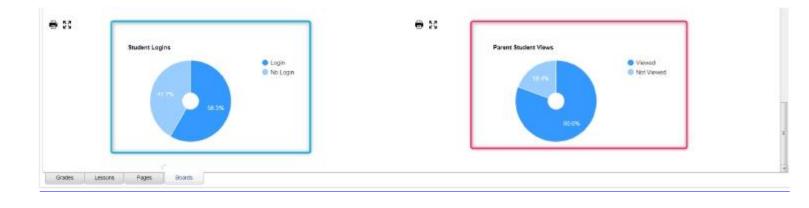
<u>Main</u>











Тор

Year: 1716 District: 027 School: 006 Teacher: BILLEAUDEAUX SALLY Course: FAM & CON SCI 1 Marking Period: 1st Six Weeks

Year - The year the subject is being taught.

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

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

Teacher - The teacher teaching the course.

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

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

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

Bottom



Grades - 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.



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

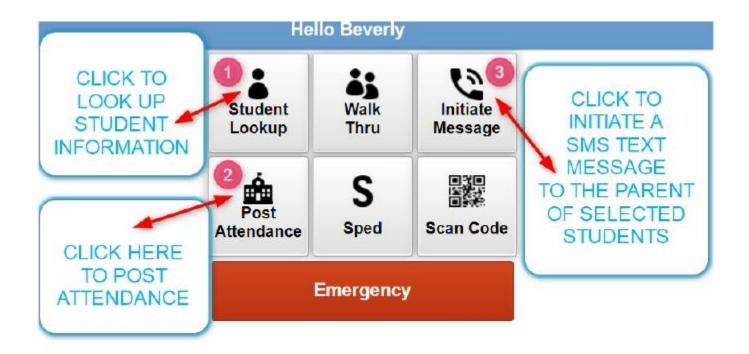


MOBILE SOFTWARE FOR SMART DEVICES OVERVIEW

- 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<u>https://stbernard.edgear.net/mobile.</u> Enter YOUR JCampus<u>login/password.</u>

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





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

Next

	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
1	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
1	Baseball
	Select Individual Students



will respond with a text message answering your question.

Thank you	Ms Helmka
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Preview

Send