# Classroom

## Gradebook

## Pages

## Boards

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

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# LOGGING IN

1. JCampus works best in **Google Chrome or Firefox.**
2. For initial training, browse to https://services.edgear.net/jcampus
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.
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.

# 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.

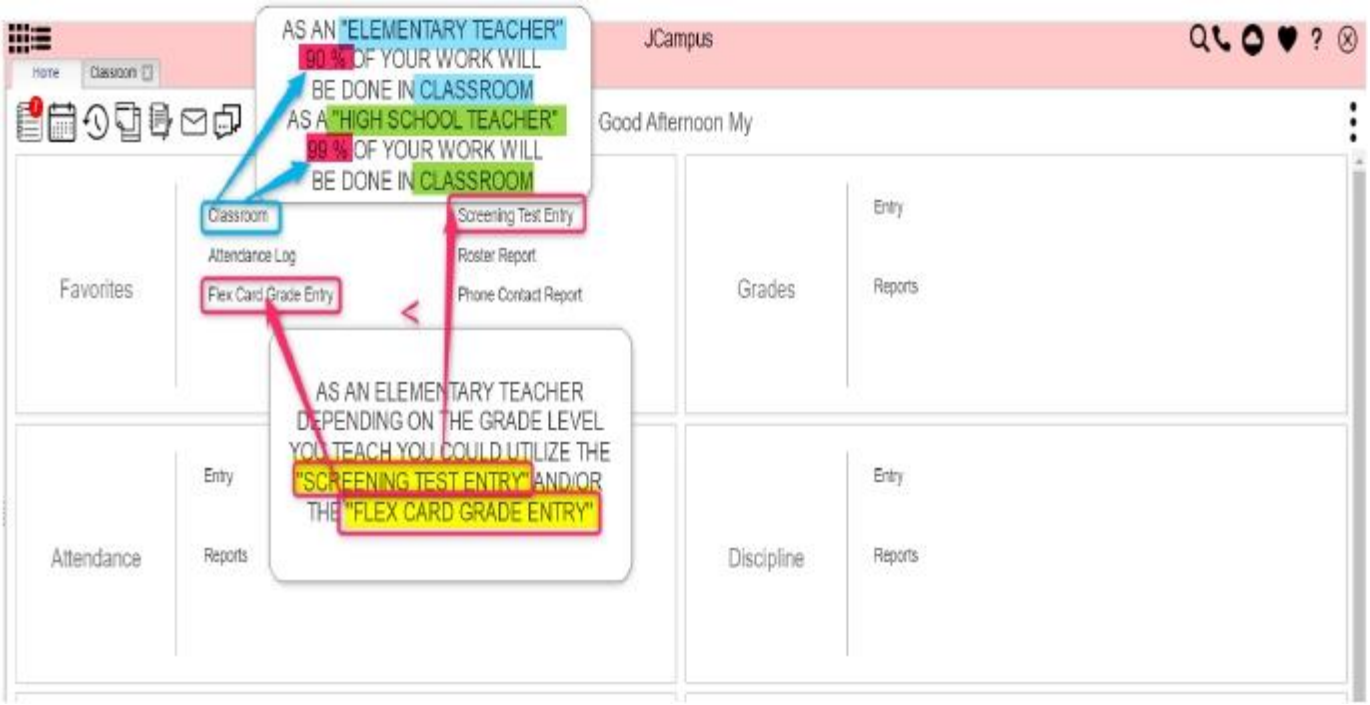
2. **Hamburger:** Click to toggle view of the navigation panel. Makes the viewable area of a screen, in a TILE FORMAT that is completely customizable.

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***.

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.



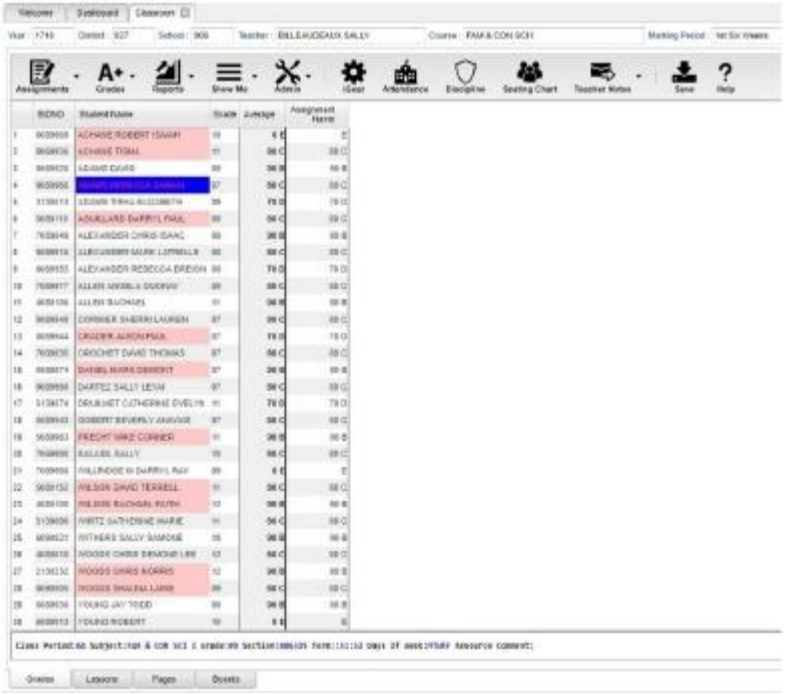

2. Within each Tile area there are several categories that have programs under each. Click on the Program name to expand access to the programs for each category. Programs are listed under each category in alphabetical order.
    a. **Entry:** Programs to enter data related to the application area.
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

# 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

## 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.

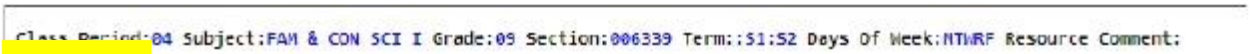
## Top

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

# ICONS

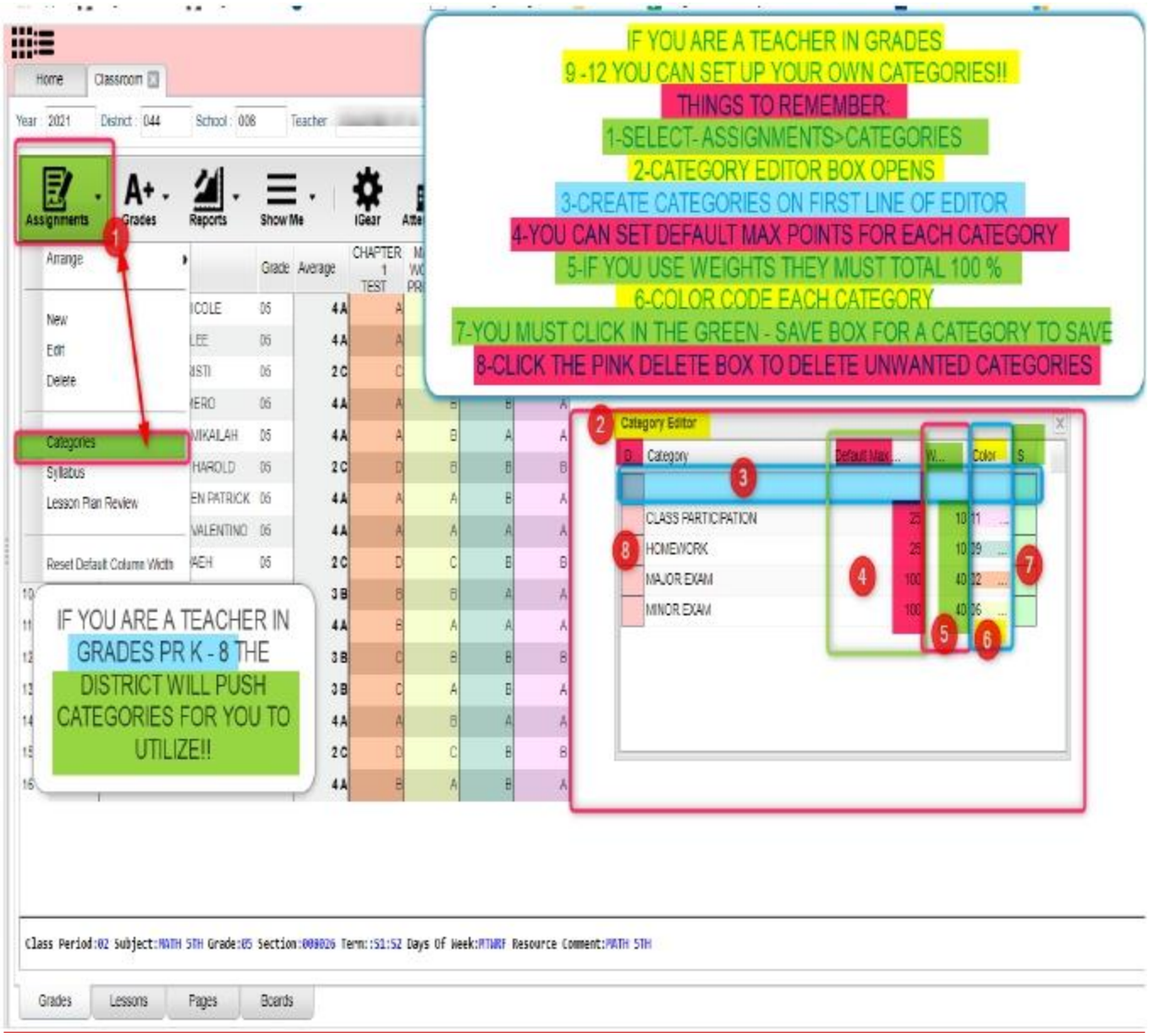
**Assignments** - Select for assignment related functions for creating, editing, and viewing assignments.
**Grades** - Select for assignment grade related functions for dropping, restoring, and locking of assignment grades.
**Reports** - Select for the various gradebook reports for the selected course 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




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**

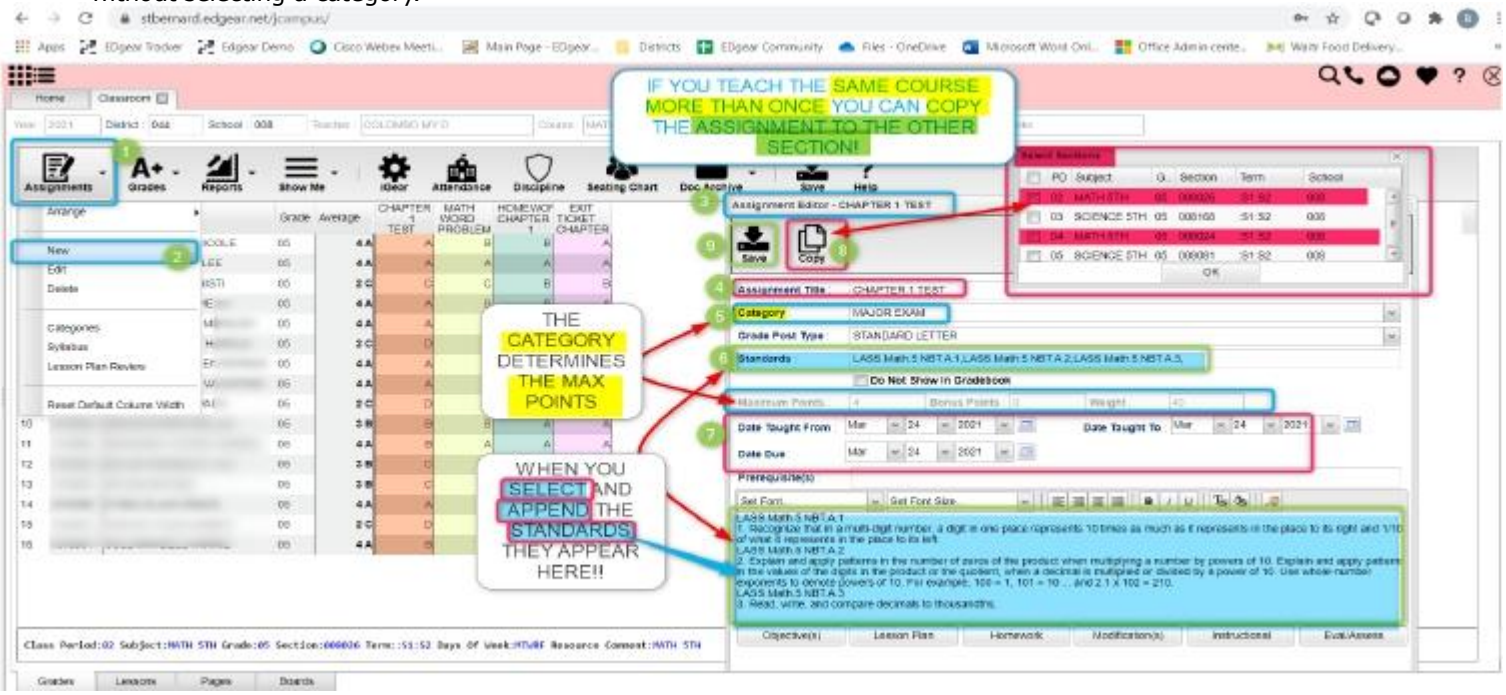
1. Click in **Assignments**, **Categories** and take out all weights, then **Save.**
2. Click on **Assignments**, **Syllabus**, **Edit** and re-choose categories for the assignments, then **Save**.
3. Click on **Assignments**, **Categories** and re-enter the weights, then **Save**.
4. Under **Grades**,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

****New Enhancement – Grades**

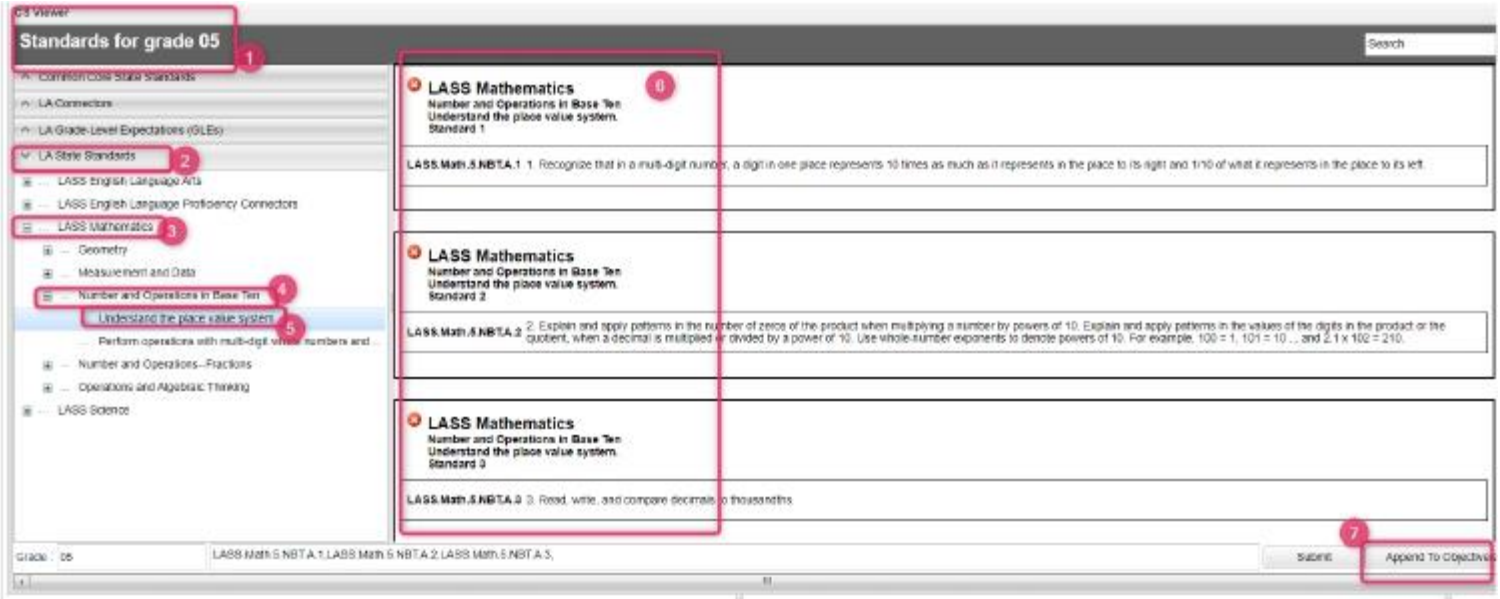
- **Category Editor** - An option is now available to show assignment headers as colored for categories instead of the whole column. Color options for the headers are setup in the **Category Editor**.
- **Show Me Menu -** Assignment grades can now be displayed in a selected color when a teacher goes 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.



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.




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.
   - **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**:
   - *** = 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.

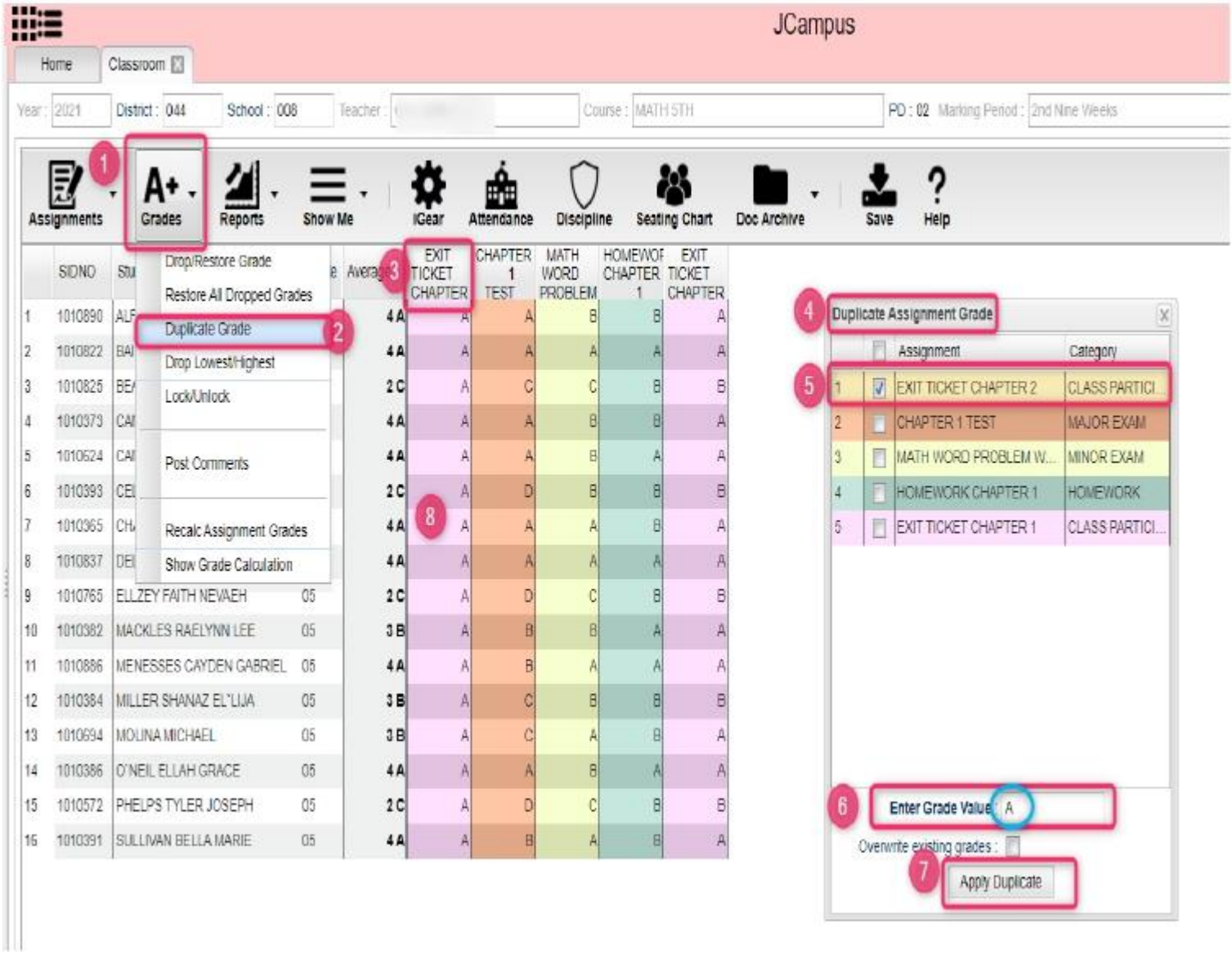
# GRADE ICON

## 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**.
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**.

4. 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.

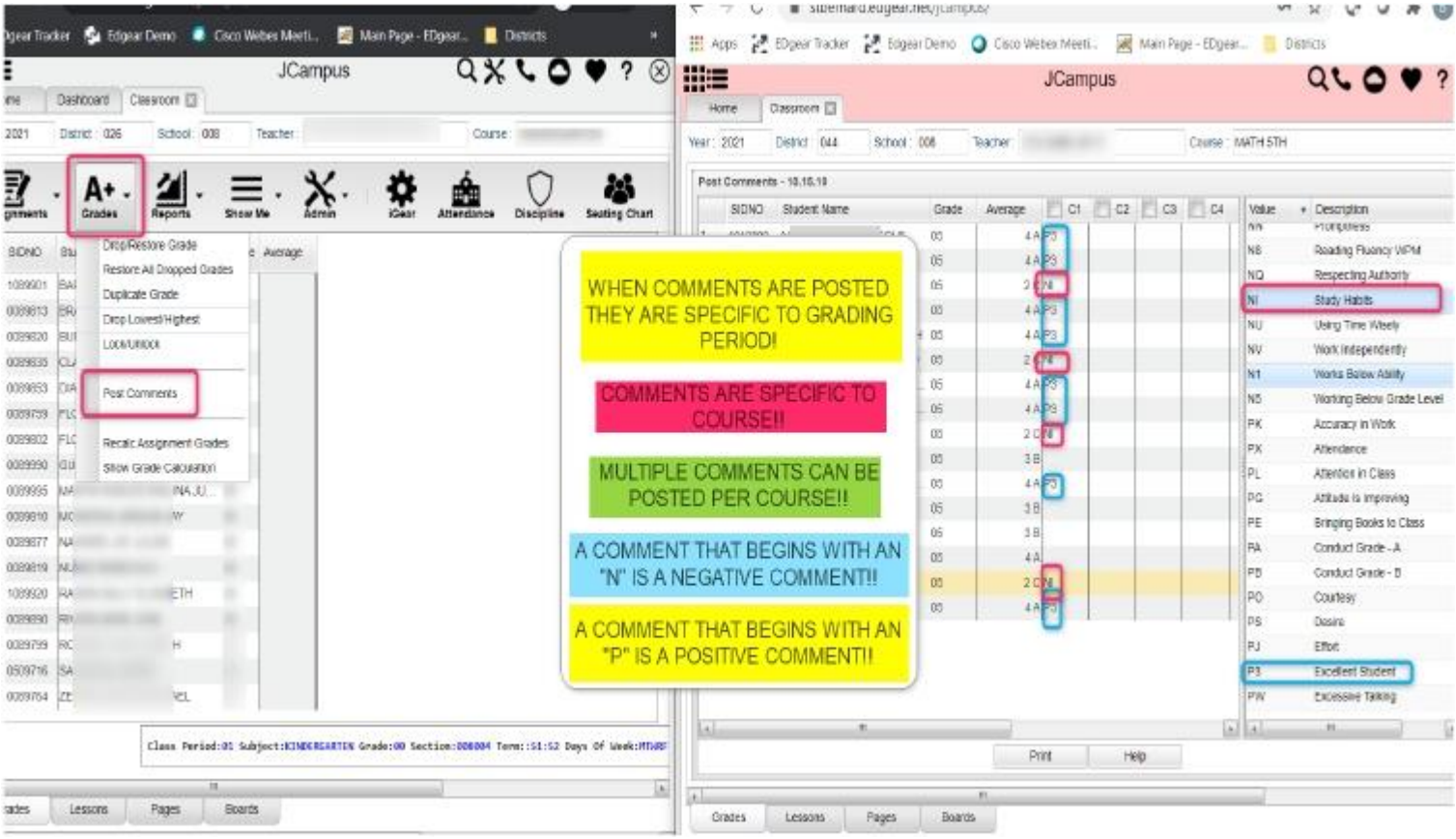



# POSTING COMMENTS

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.

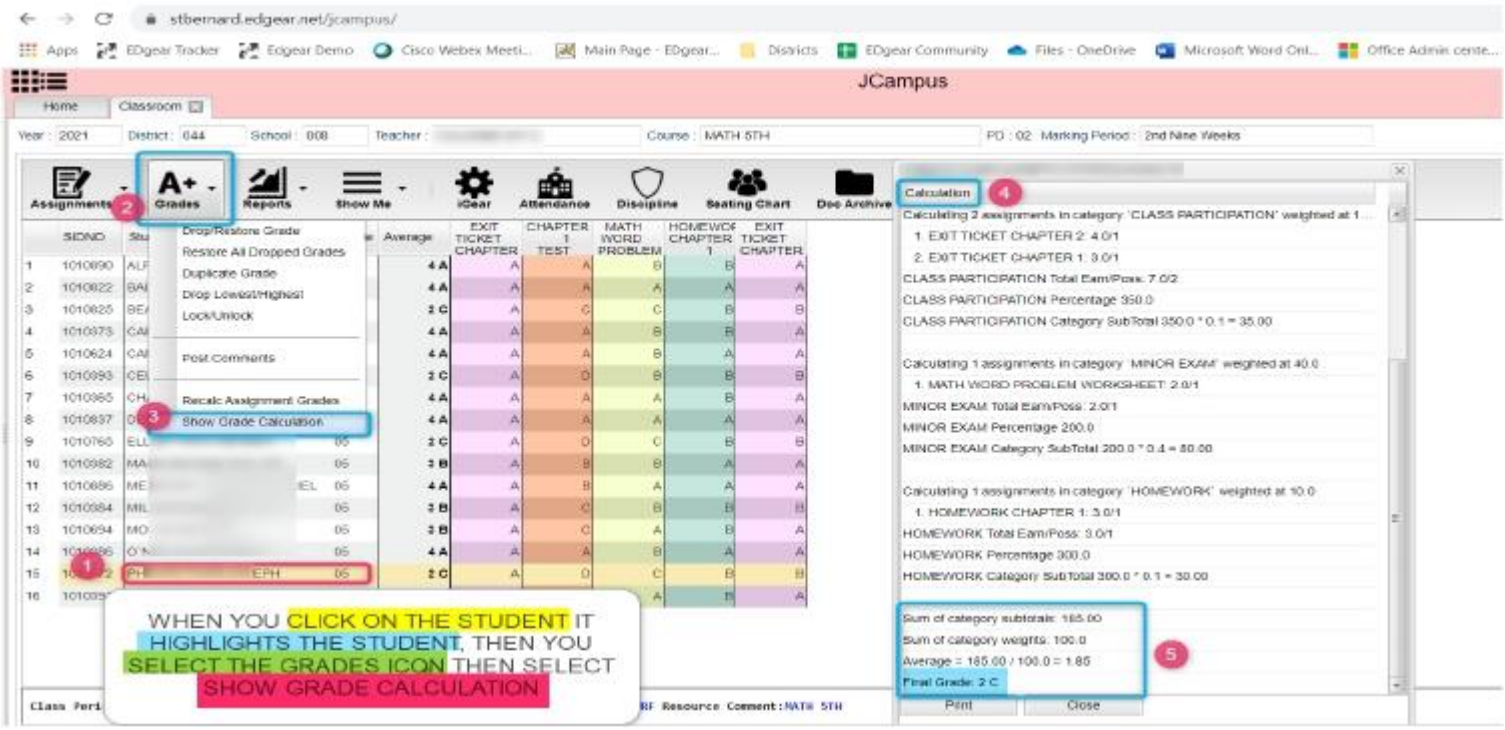
1. Browse to the class and grading period that is to be worked with.
2. Click on **Grades**, then **Post Comments**.
3. On the left are students. On the right are comment codes.
4. Click to place a marker in the cell or cells to be populated with a comment code. You will notice that there is an asterisk 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.

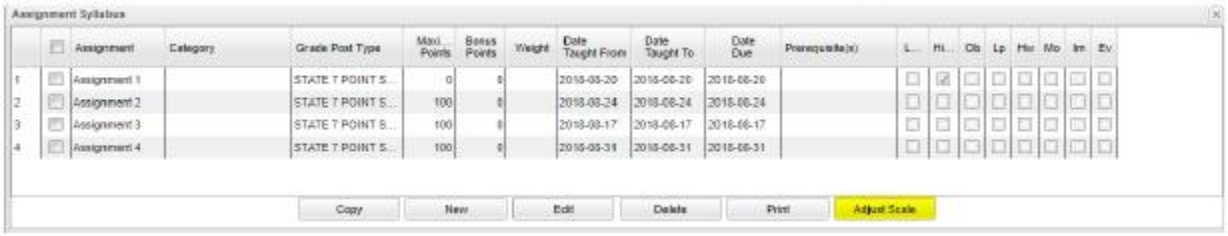



## TRANSFER OF GRADE ASSIGNMENTS

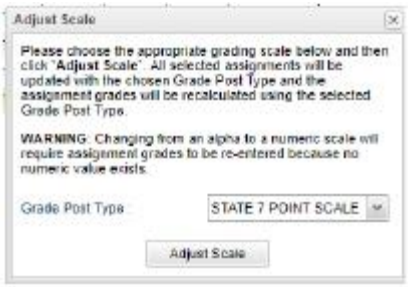
The Transfer Grade of Student instructions are for the entering an assignment for students transferring into a new class at an existing school or a new school.

## 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.




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



section, course and district.

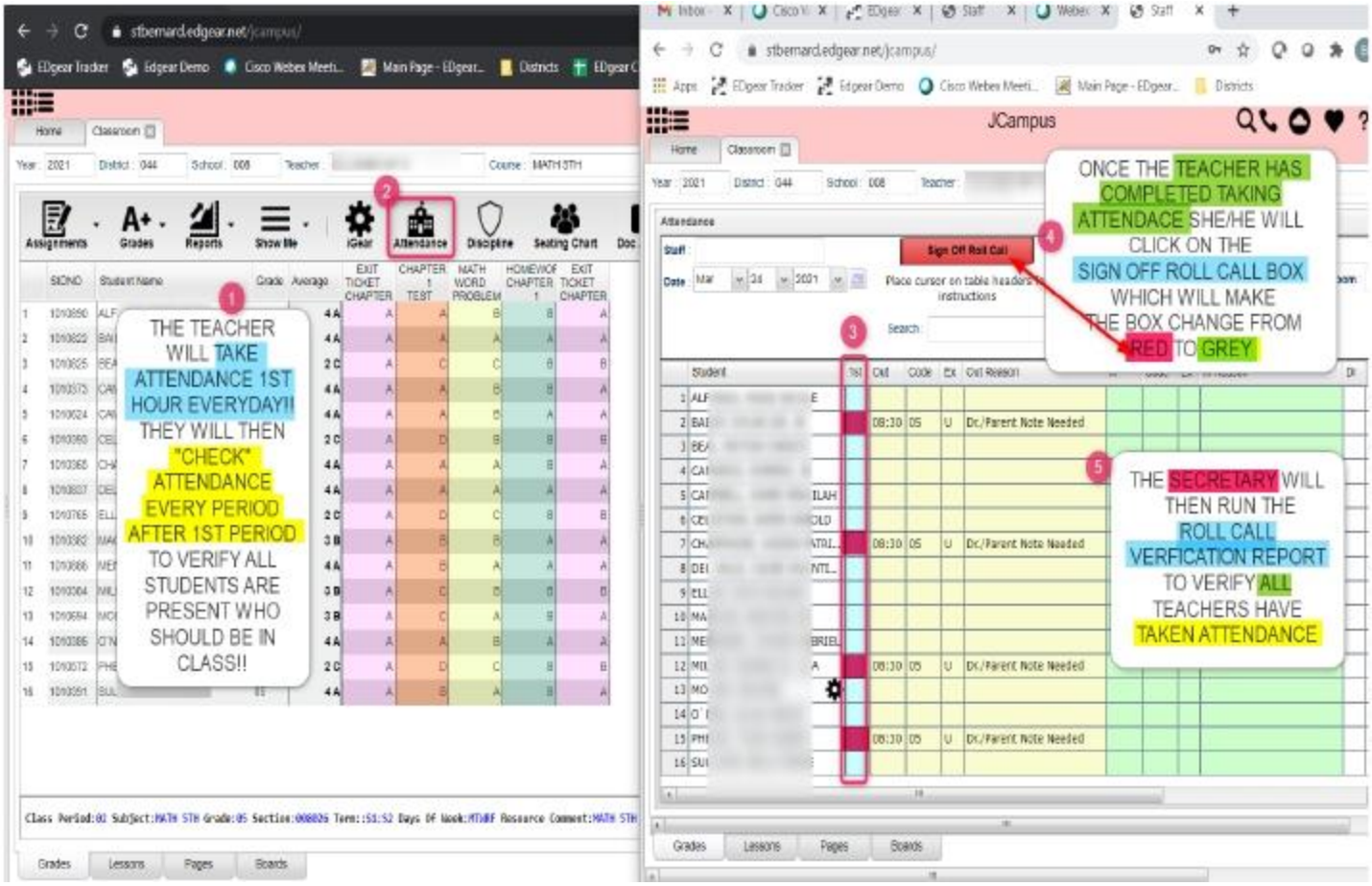
# POSTING ATTENDANCE AT THE START OF THE DAY

**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.




# 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**".

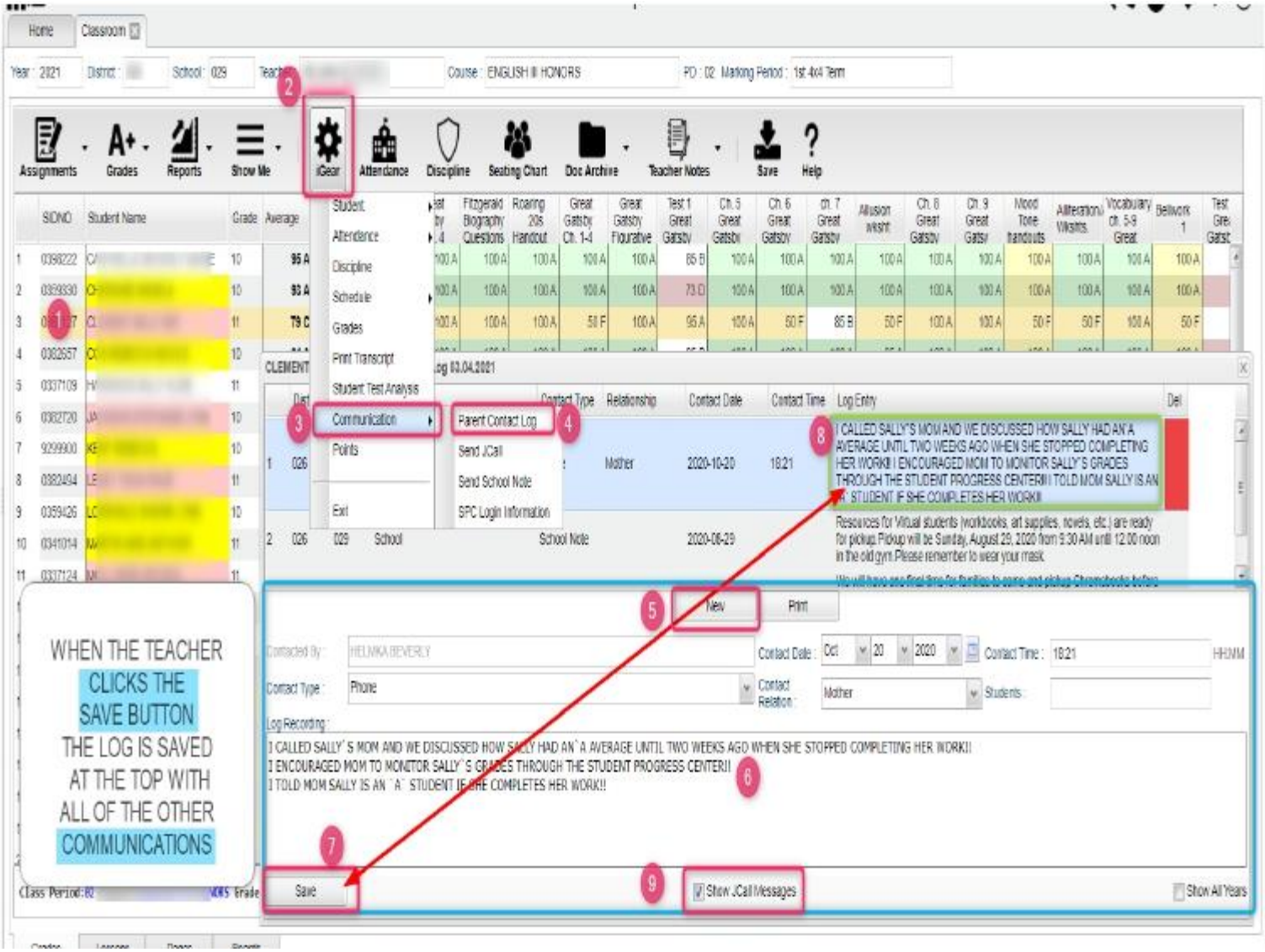
# PARENT CONTACT LOG

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.




# 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*).

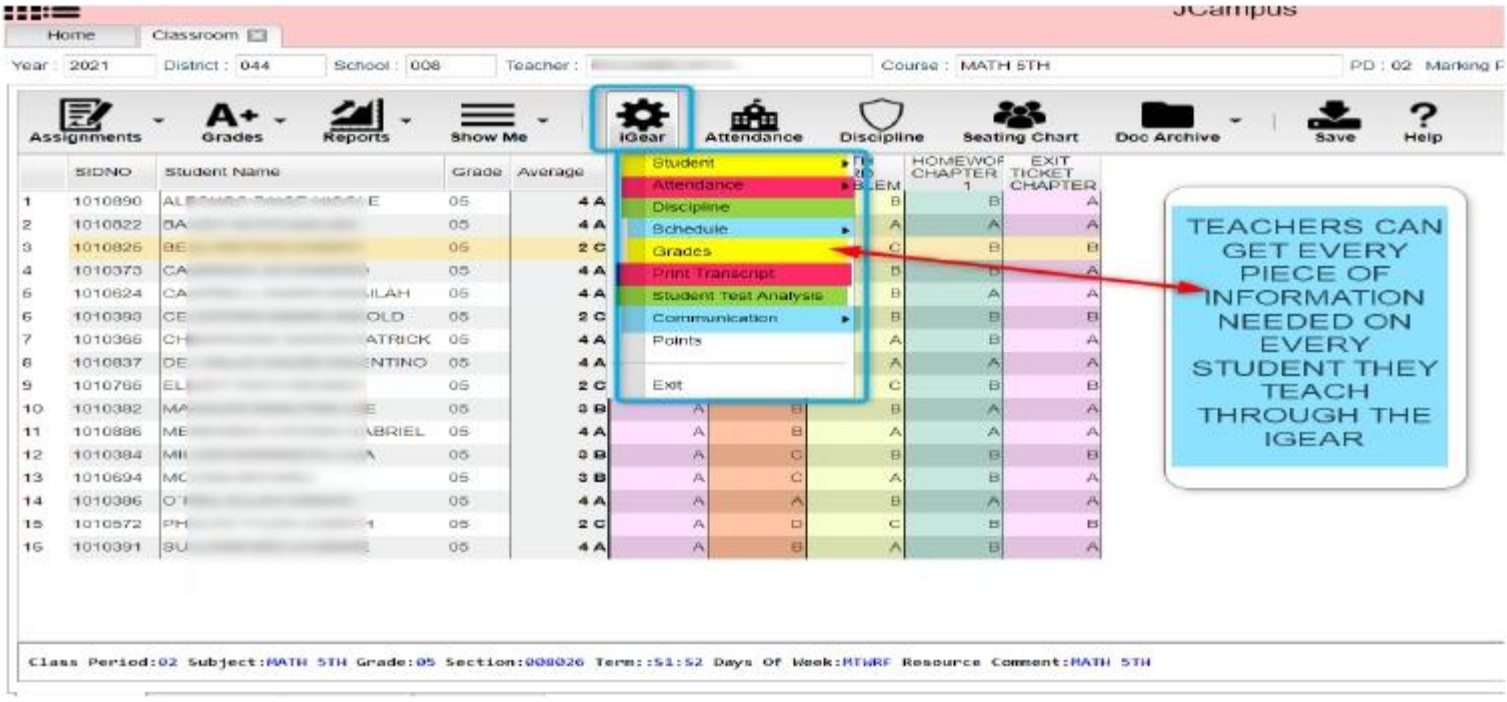
a. Then click on "**Attach**" to attach a file (1 meg only) to the school note. Then choose "**Add**", click on the file to include and it shows in the `Selected File` box, then click on "**Choose**". The file is now attached. If you want to delete the attached file, click on the rex box.

10. The Note will appear in the table with number of students that the Note is sent to.
    a. *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.

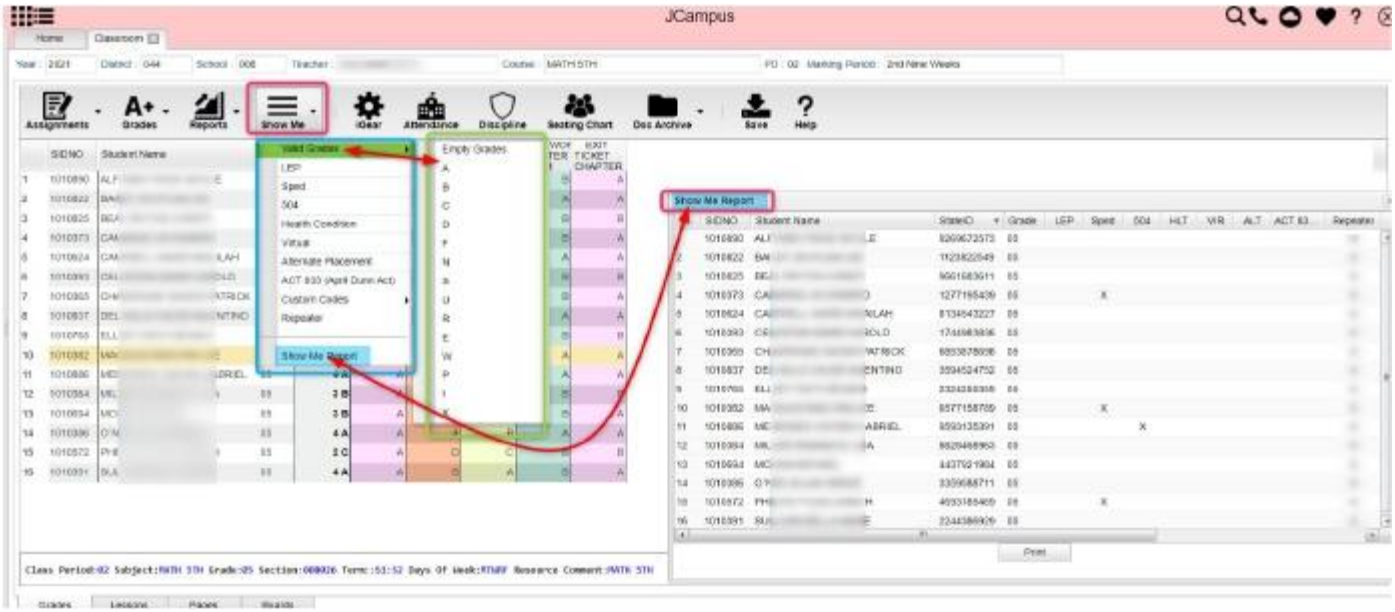
1. In Gradebook, the Gear icon is accessed by the **highlight of a name**, then a click of the Gear icon.
2. A submenu of items to pick from will be displayed.
3. Categories with arrows on the right contain further subgroups of related items.



# SHOW ME

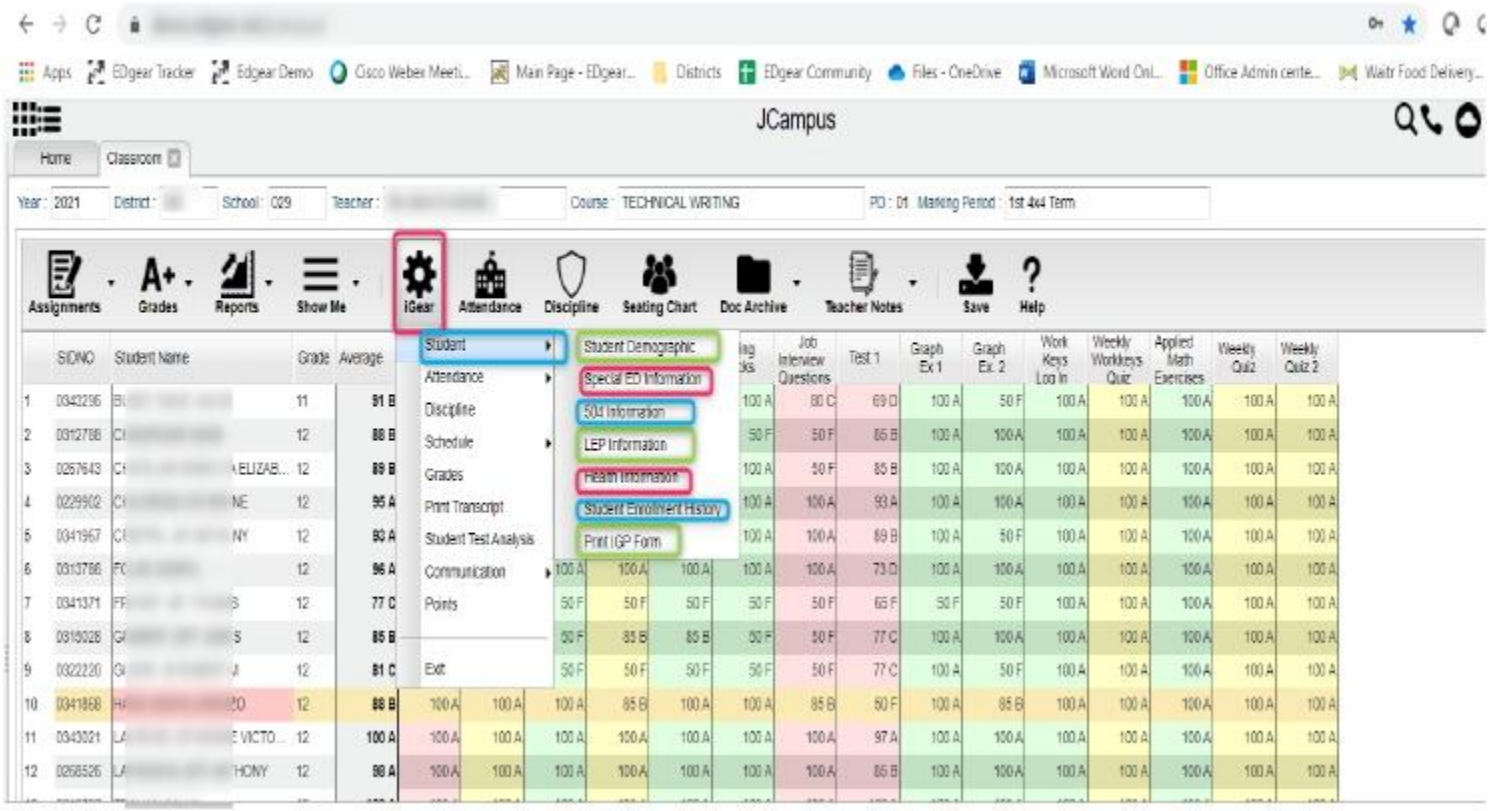
The "**Show Me**" menu icon is a way to highlight students on the roster with selected conditions. The "**Show Me**" button is commonly used to identify students who are Special Ed, 504, LEP, or have Health Conditions.

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.

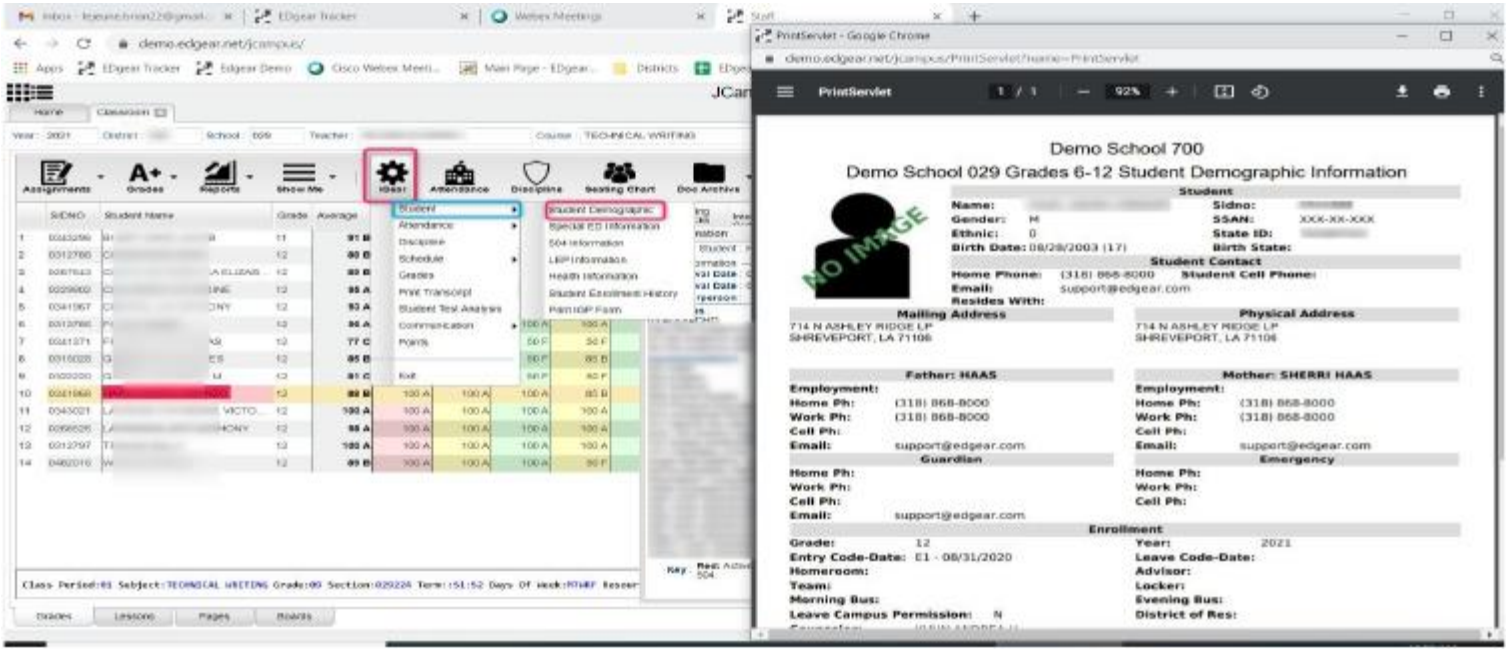


# REPORTS AVAILABLE IN GRADEBOOK

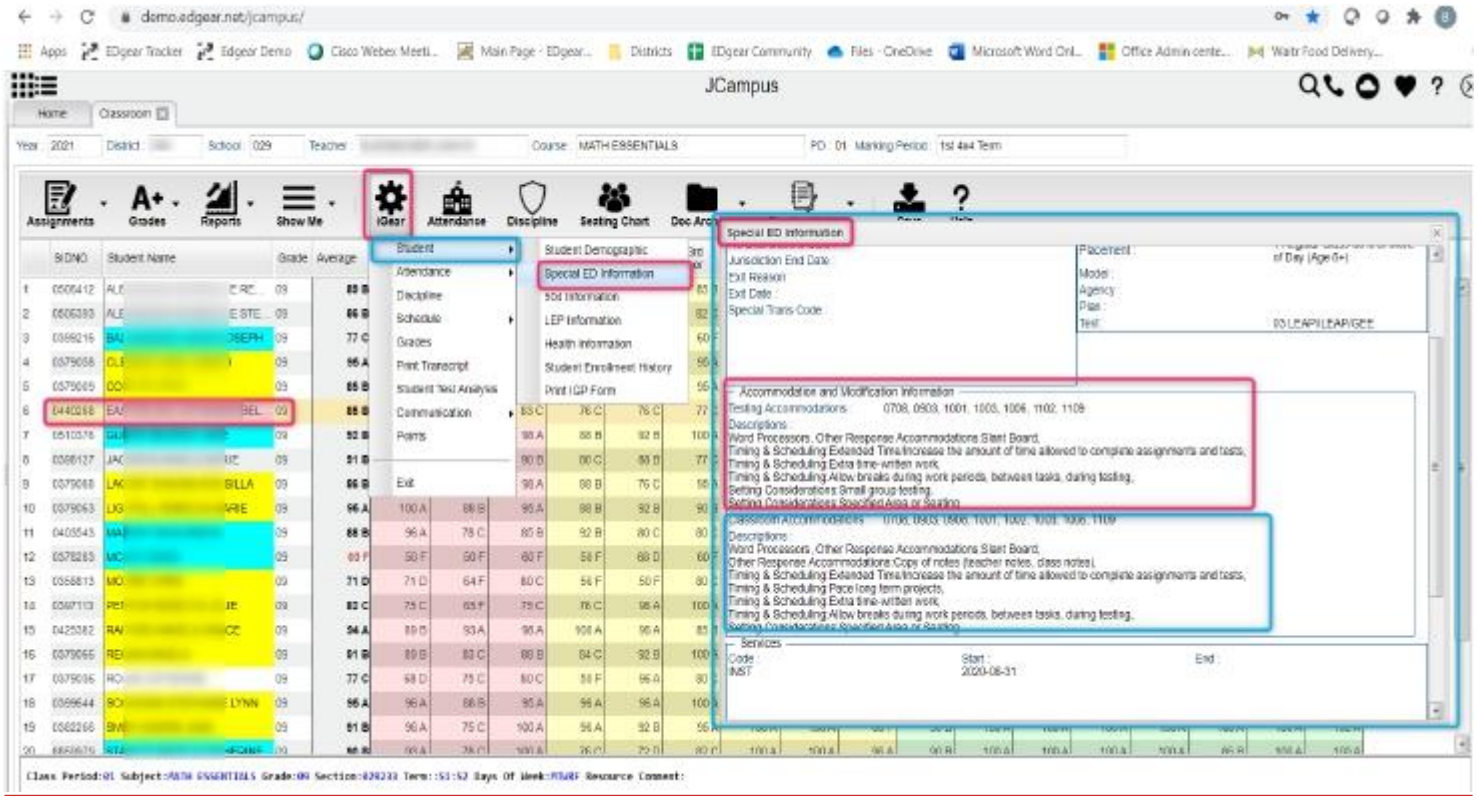
## STUDENT



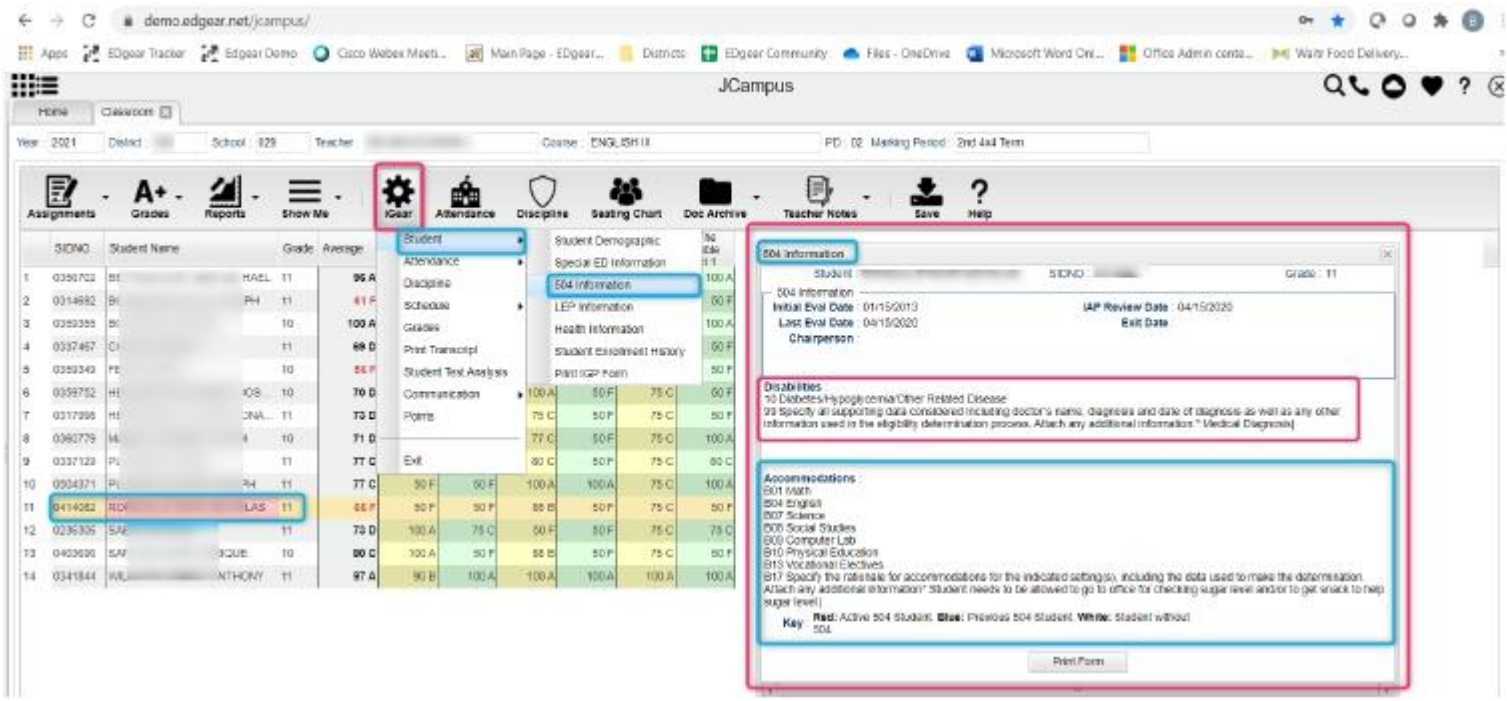

## STUDENT DEMOGRAPHIC INFO



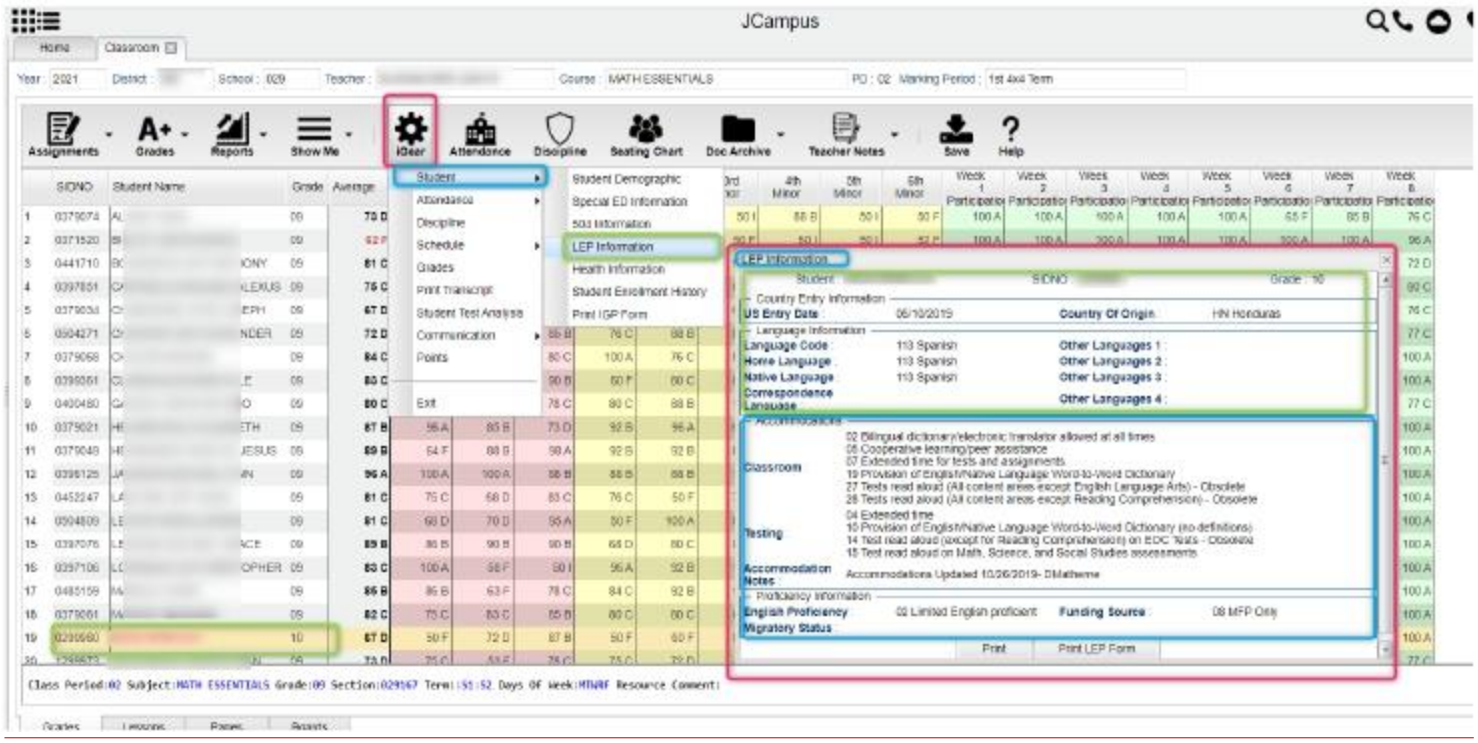
# STUDENT SPECIAL ED INFORMATION



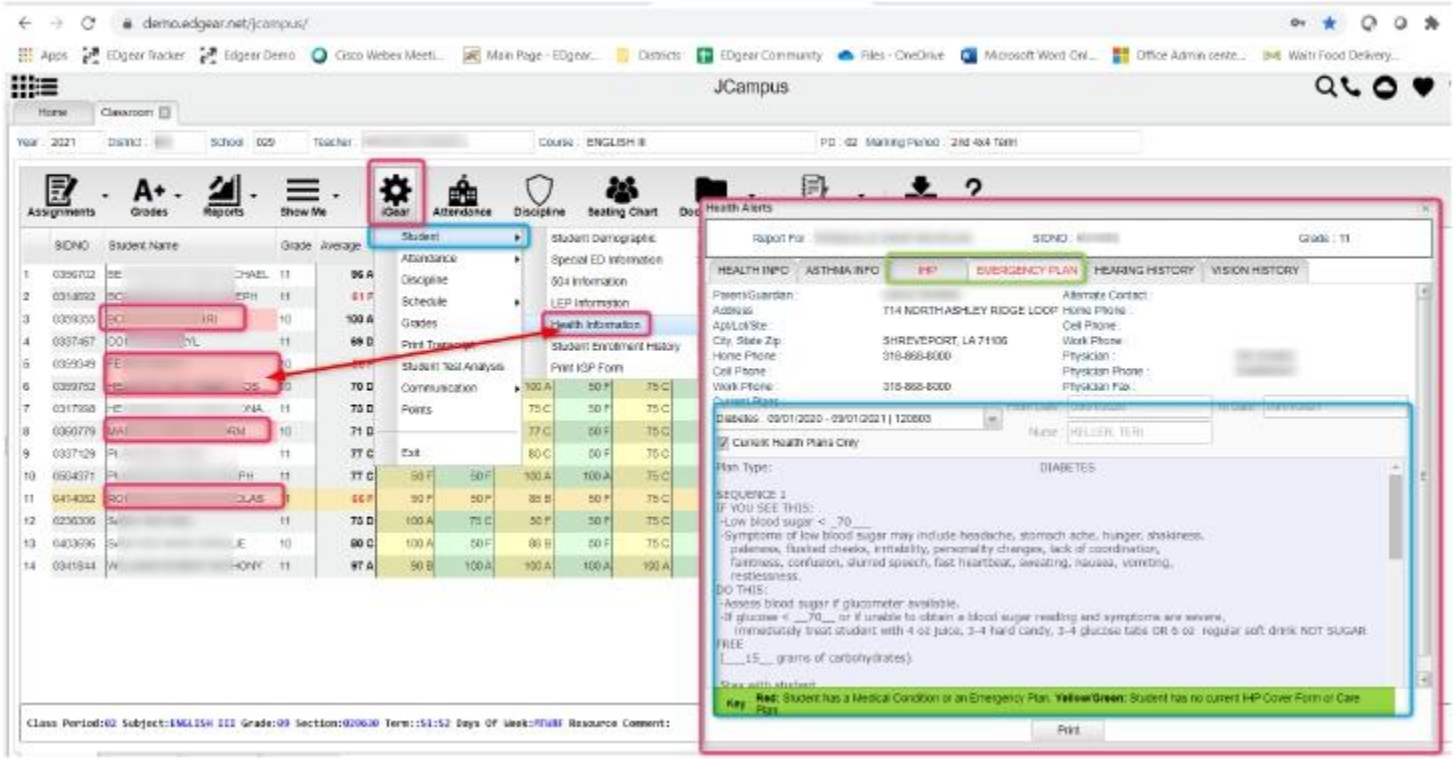

# STUDENT 504 INFORMATION



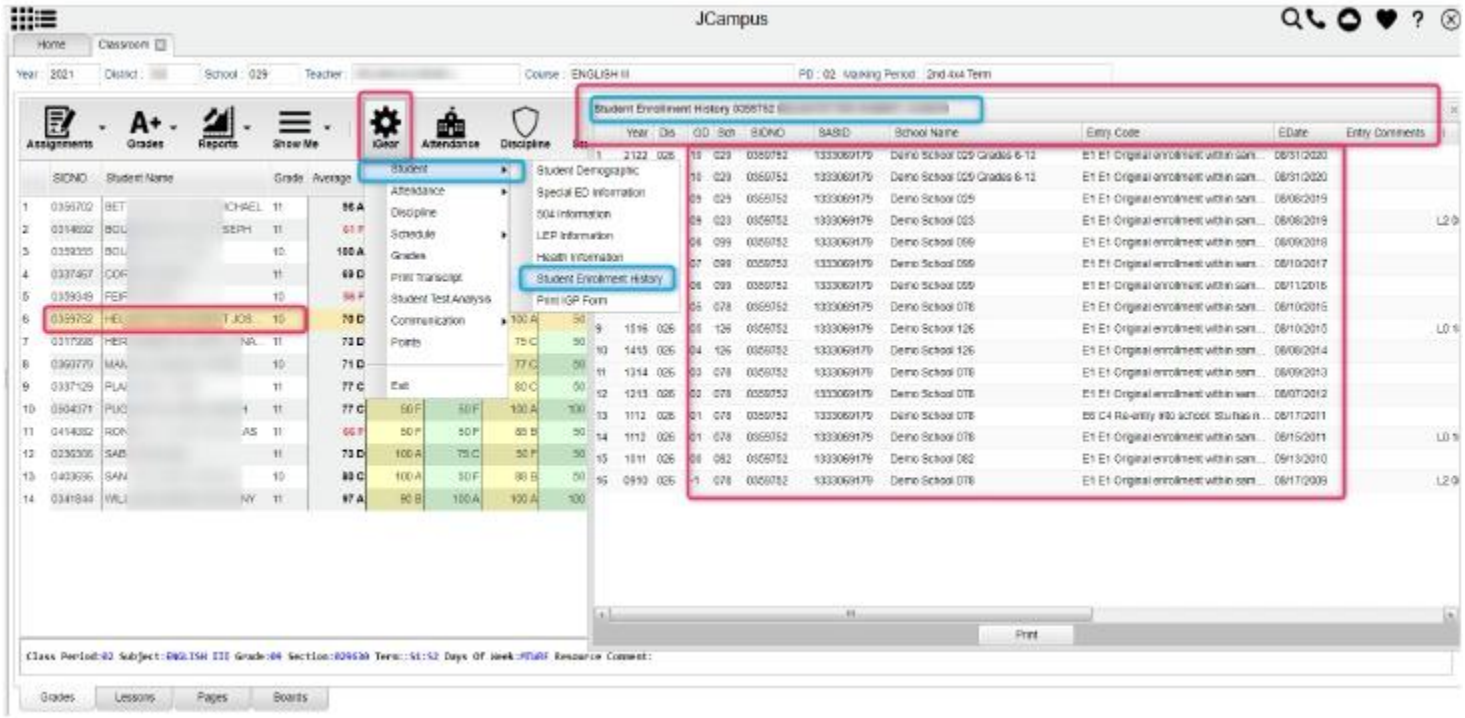
# STUDENT LEP INFORMATION



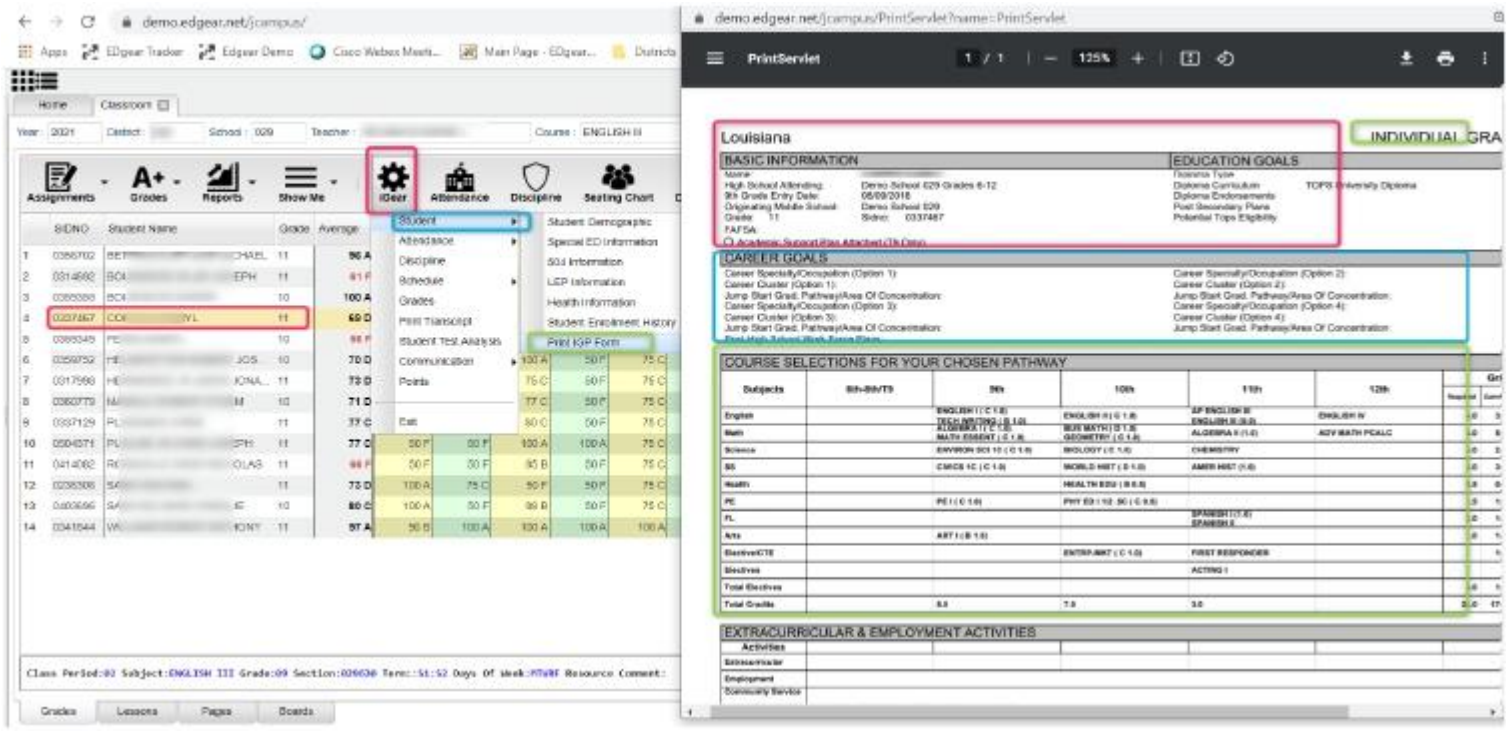

# STUDENT HEALTH INFORMATION



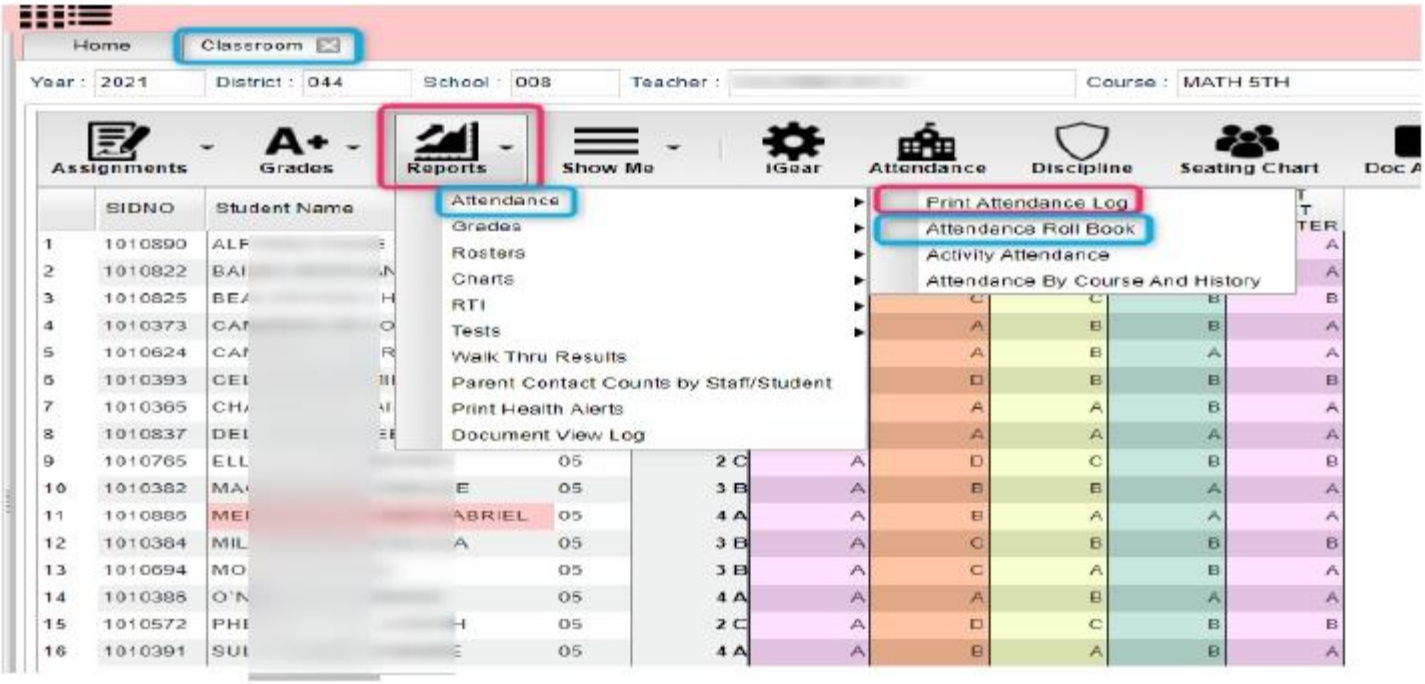
# STUDENT ENROLLMENT HISTORY



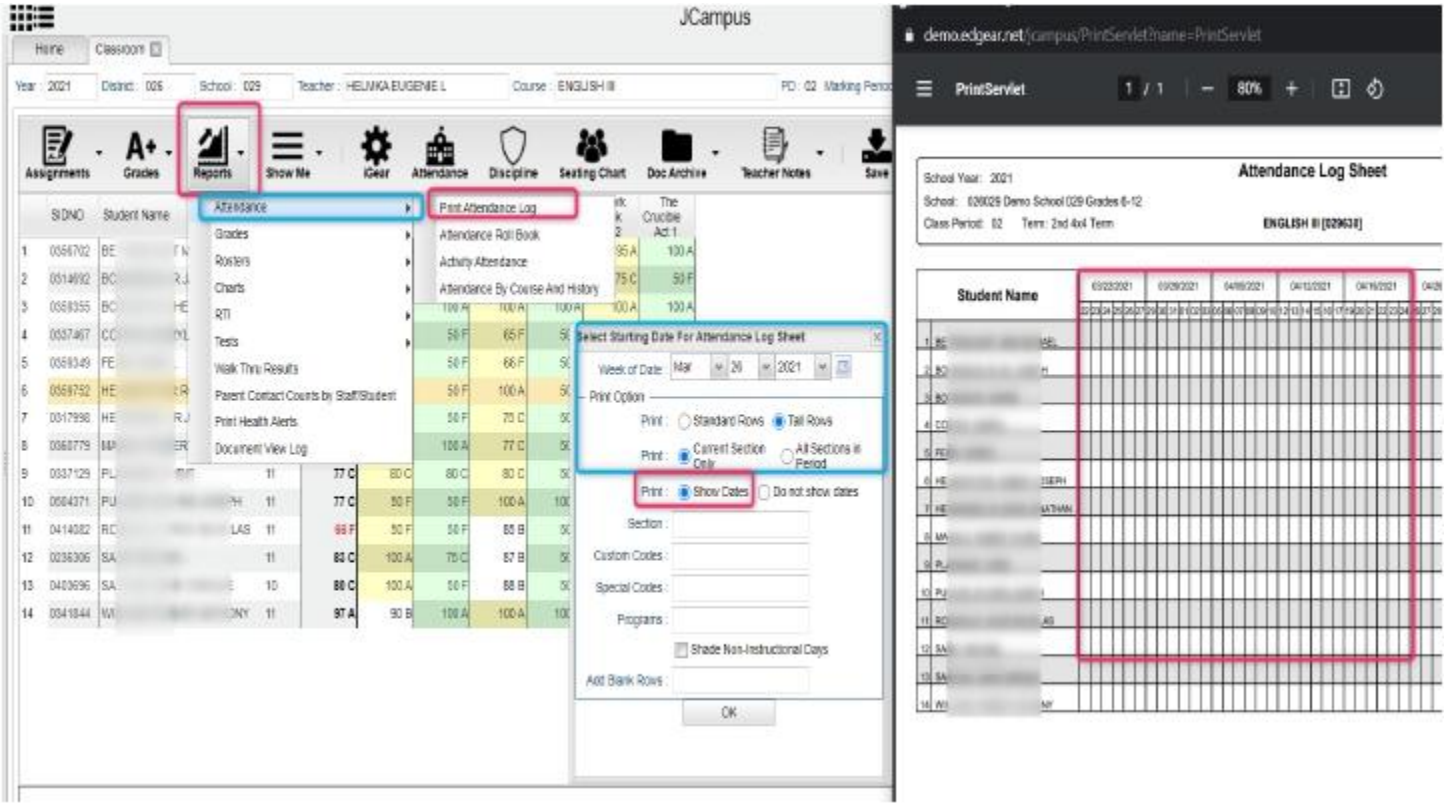

# STUDENT PRINT IGP FORM

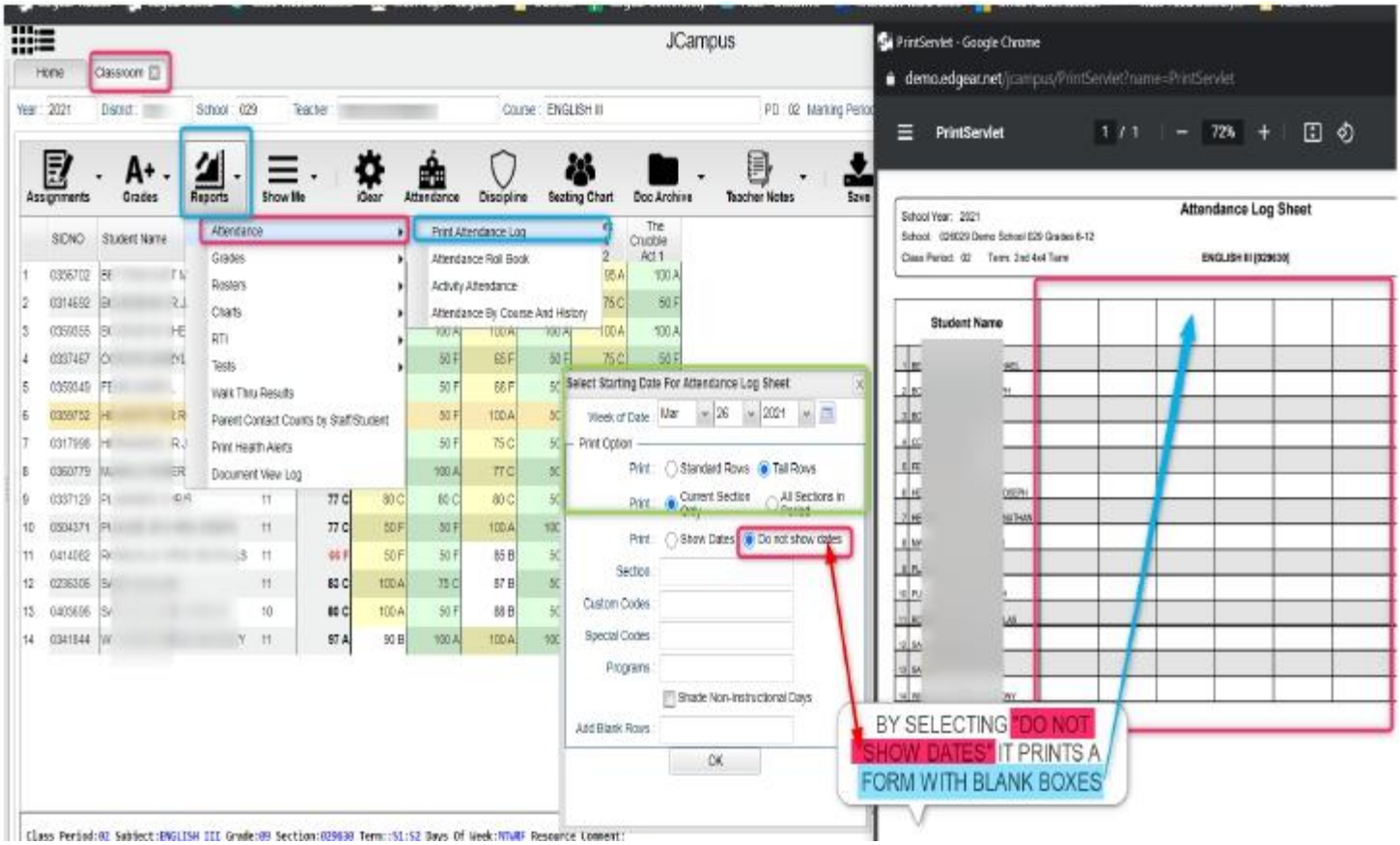


# ATTENDANCE

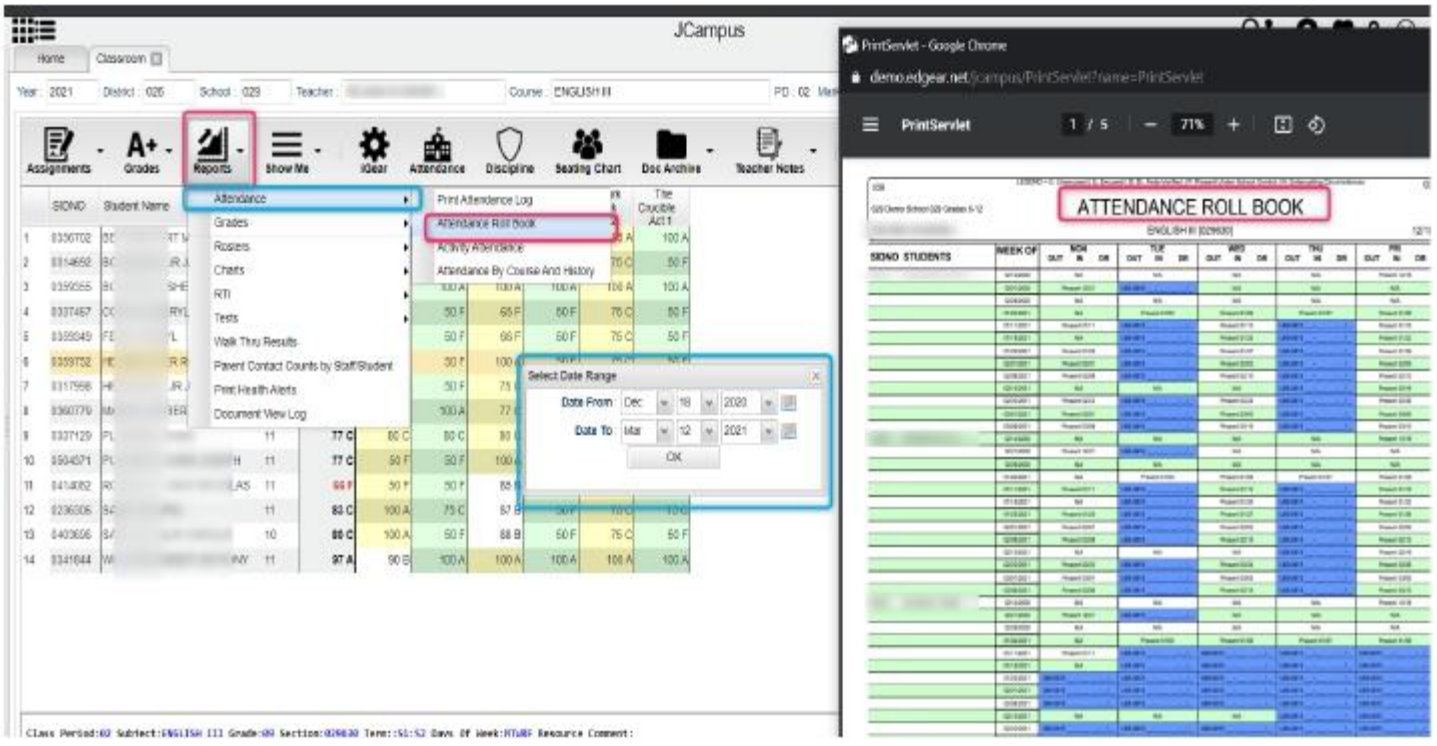



# PRINTING ATTENDANCE LOG

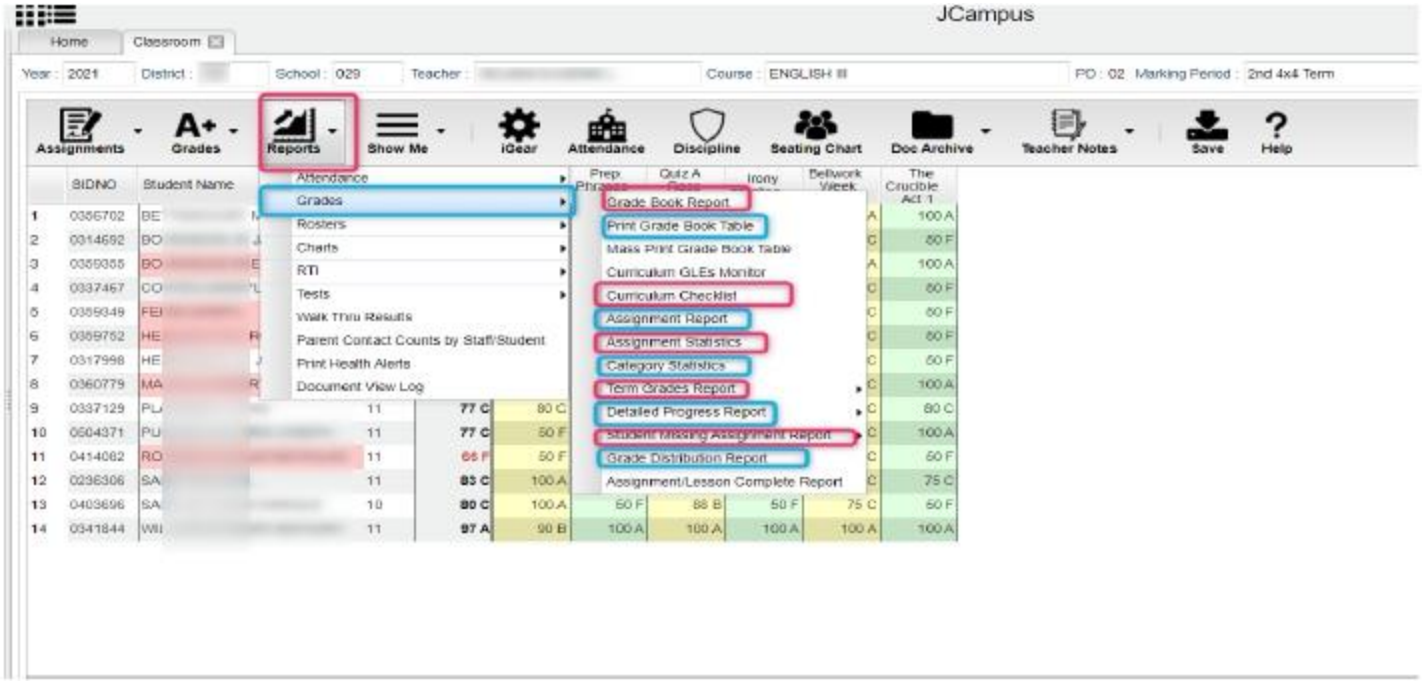




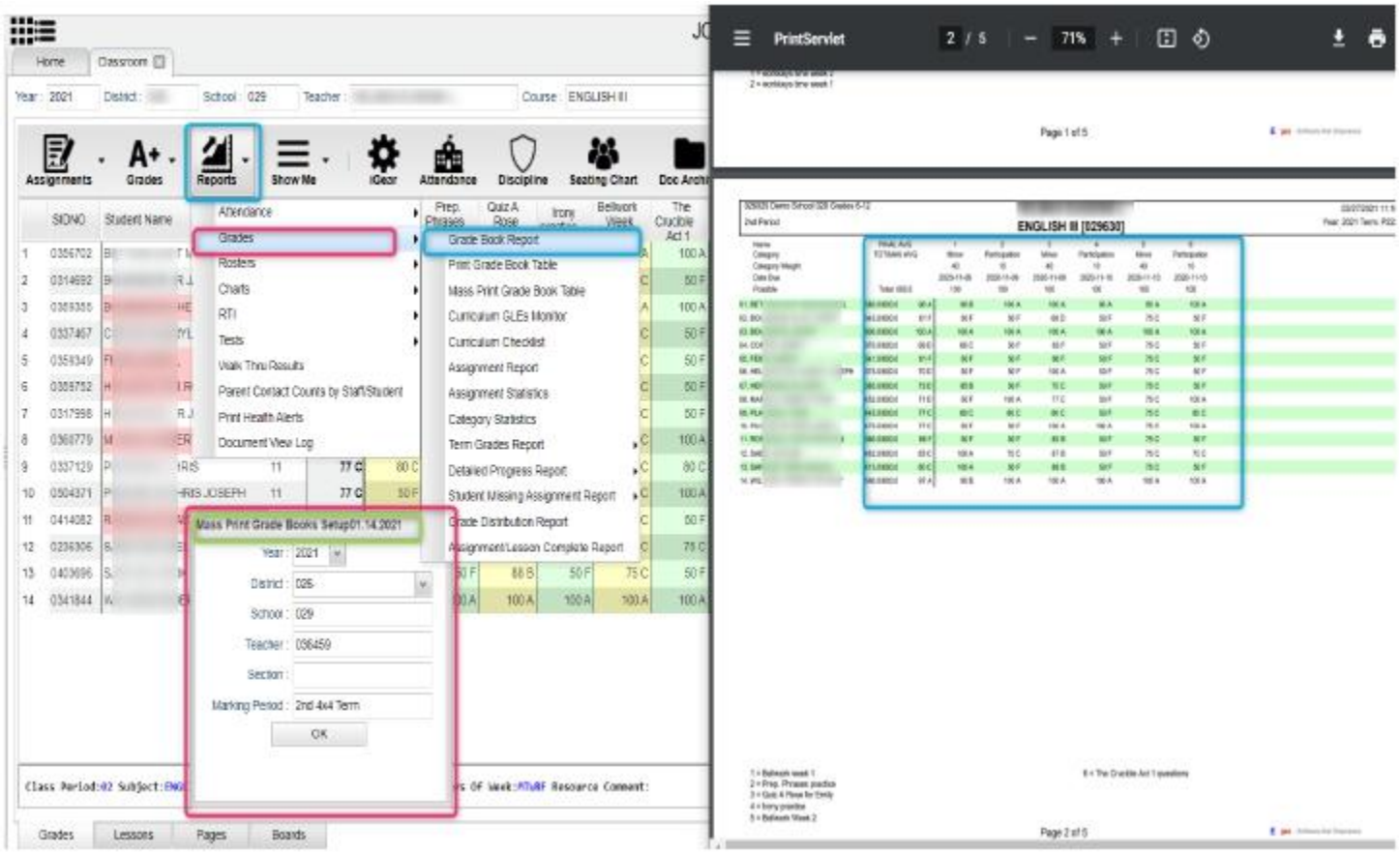

## ATTENDANCE ROLL BOOK



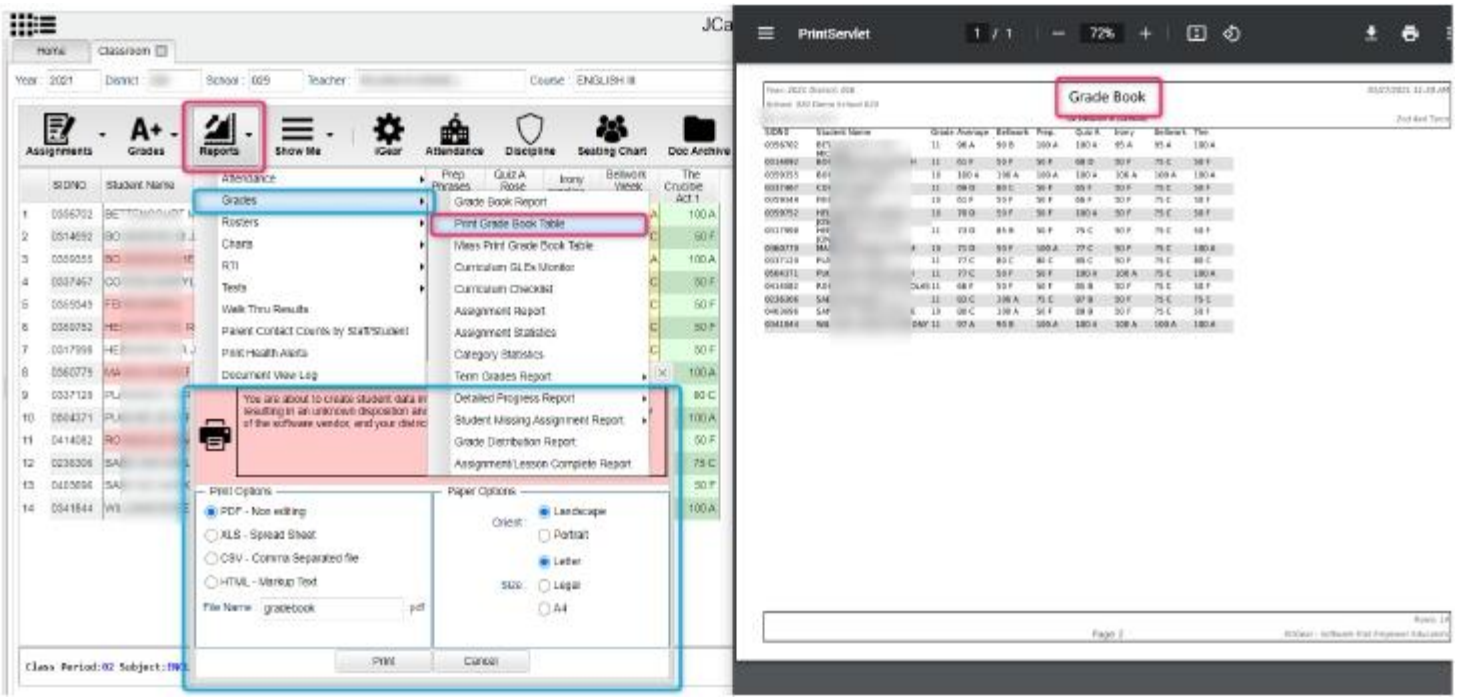
## GRADES



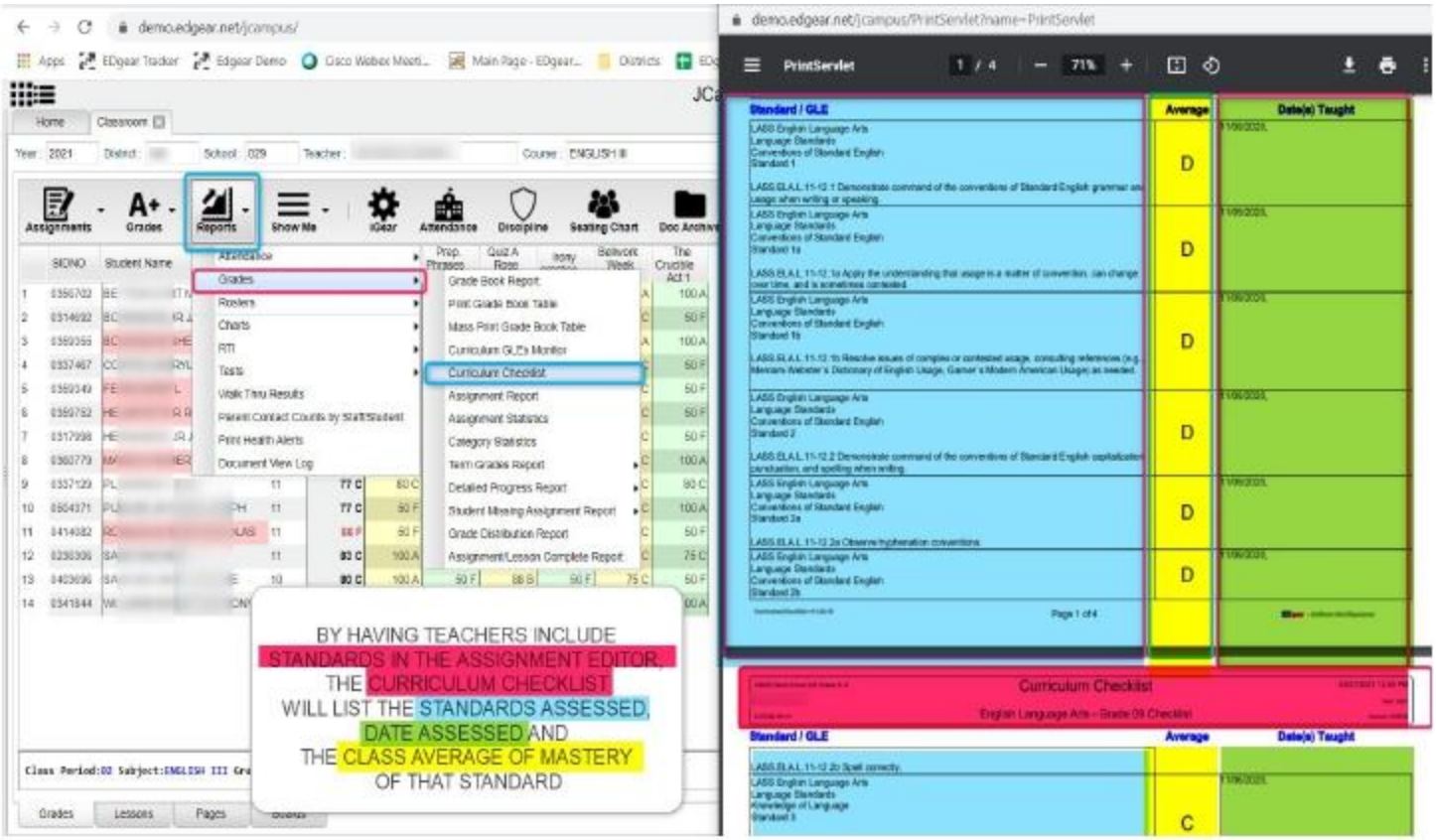

## GRADE BOOK REPORT



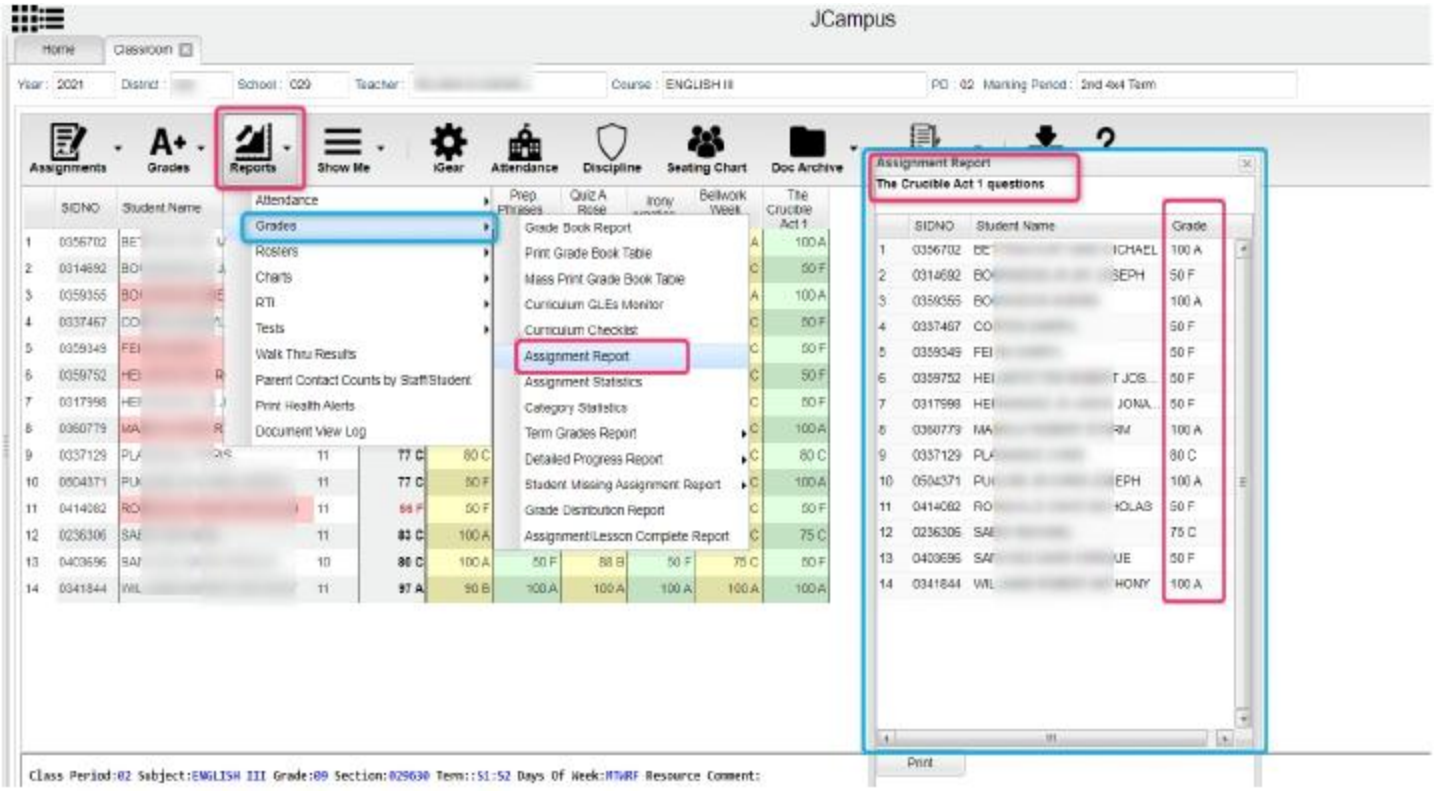
# PRINT GRADE BOOK TABLE



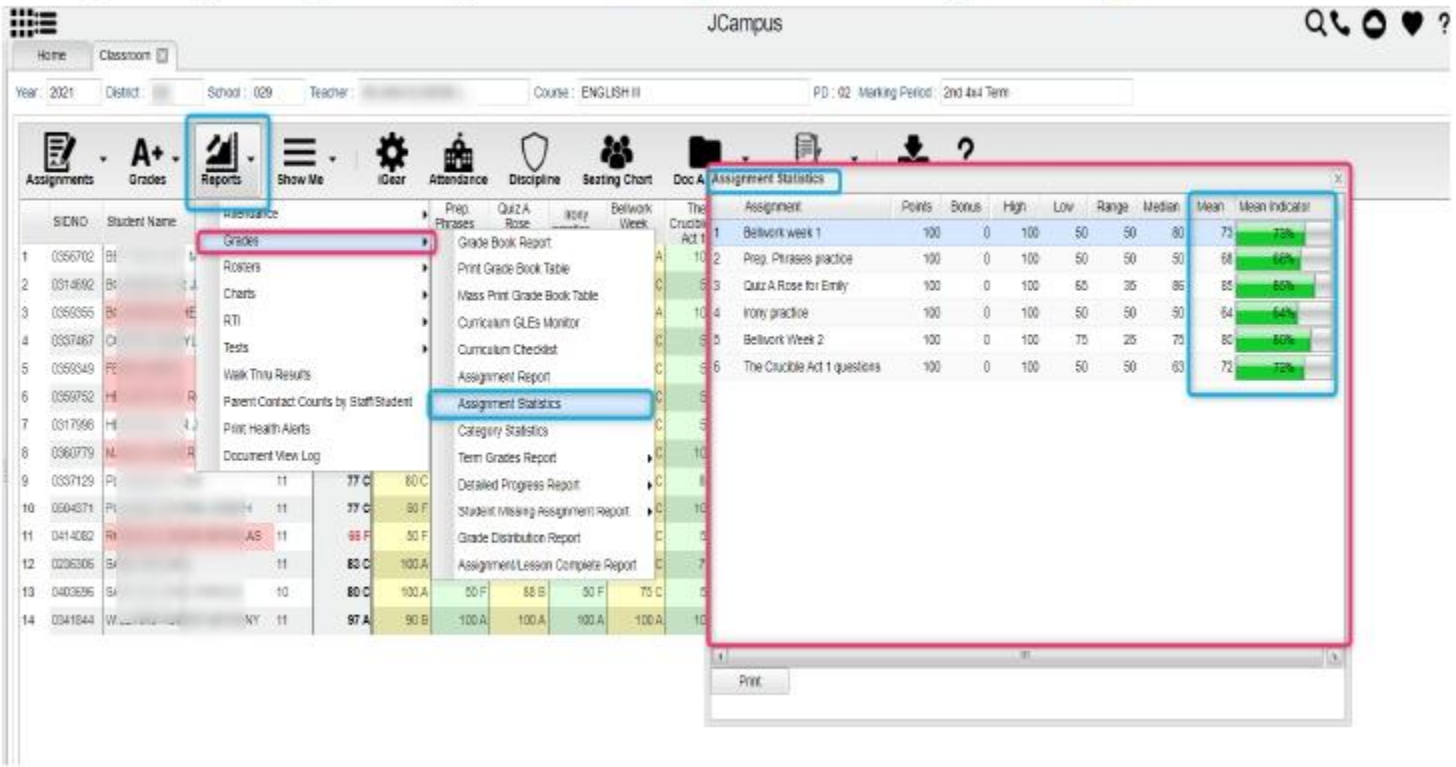

# CURRICULUM CHECKLIST



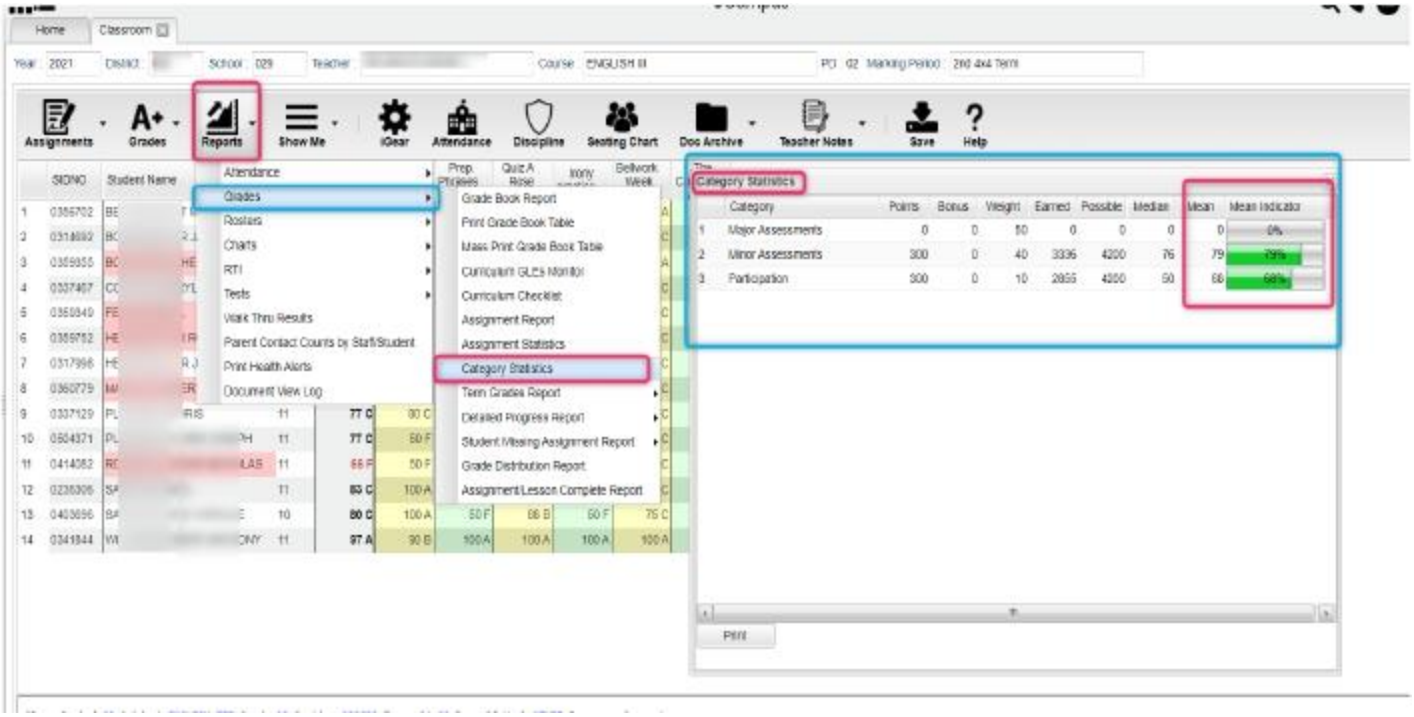
# ASSIGNMENT REPORT



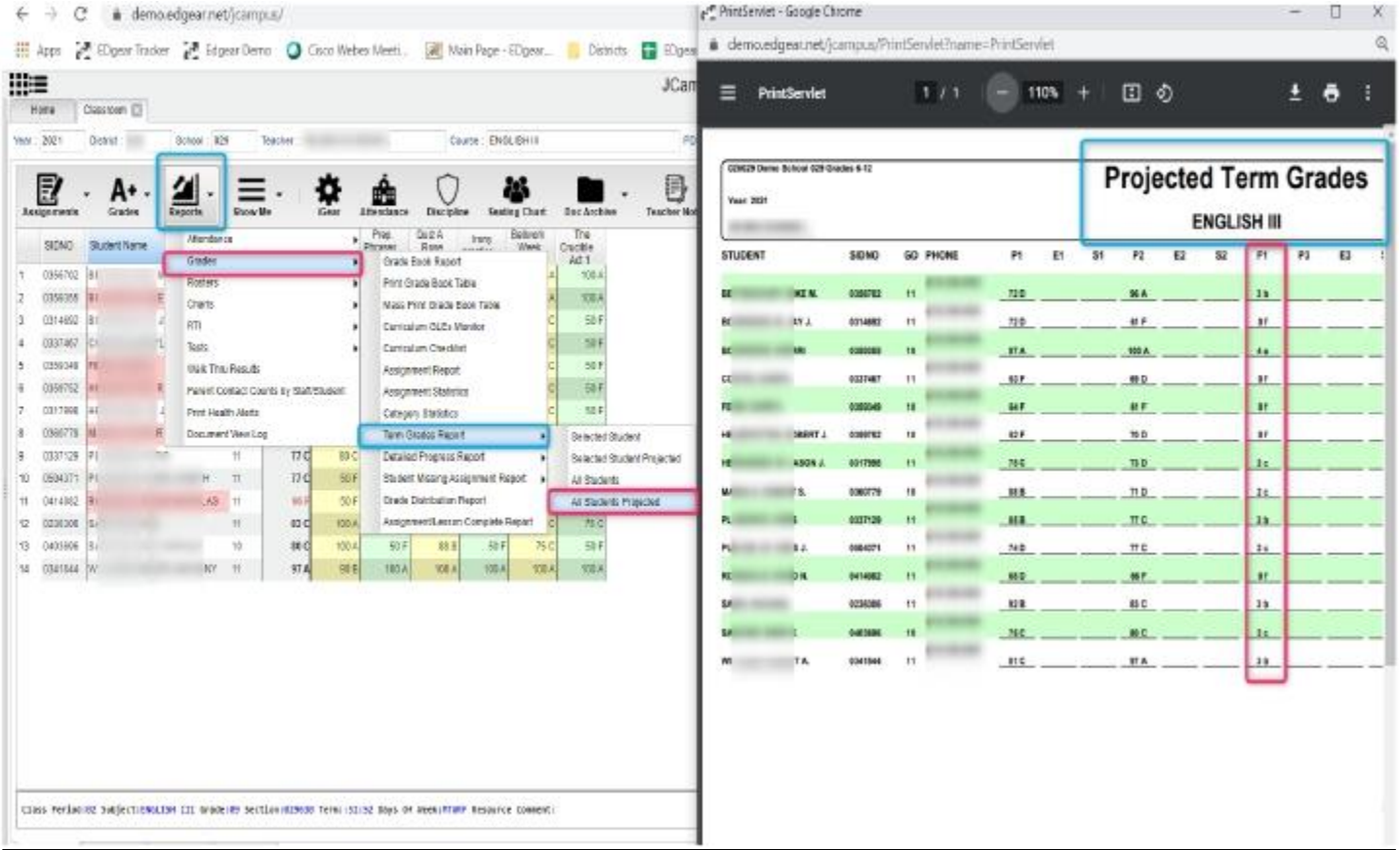

# ASSIGNMENT STATISTICS



# ASSIGNMENT CATEGORIES




# TERM GRADE REPORT

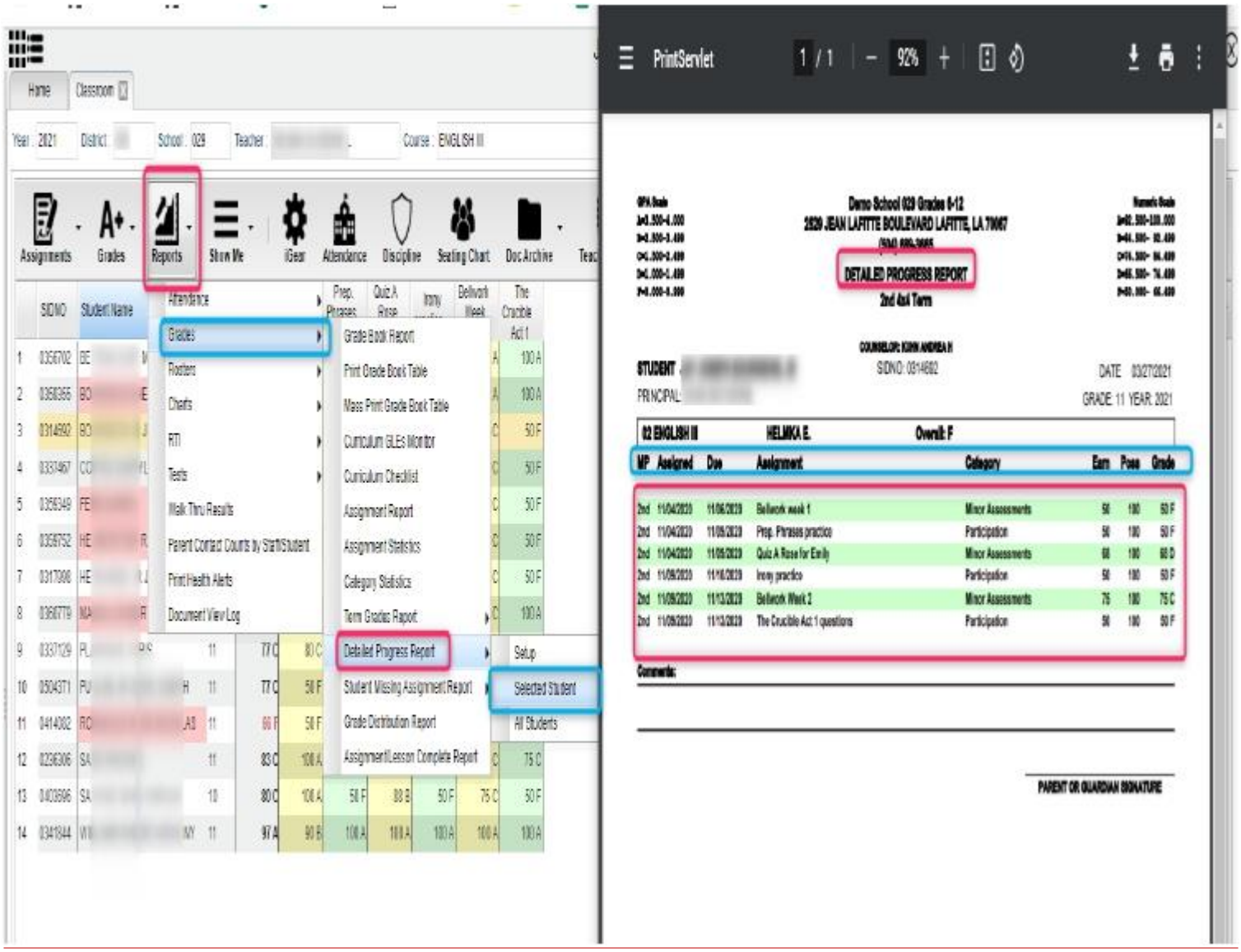


# TERM GRADE REPORT

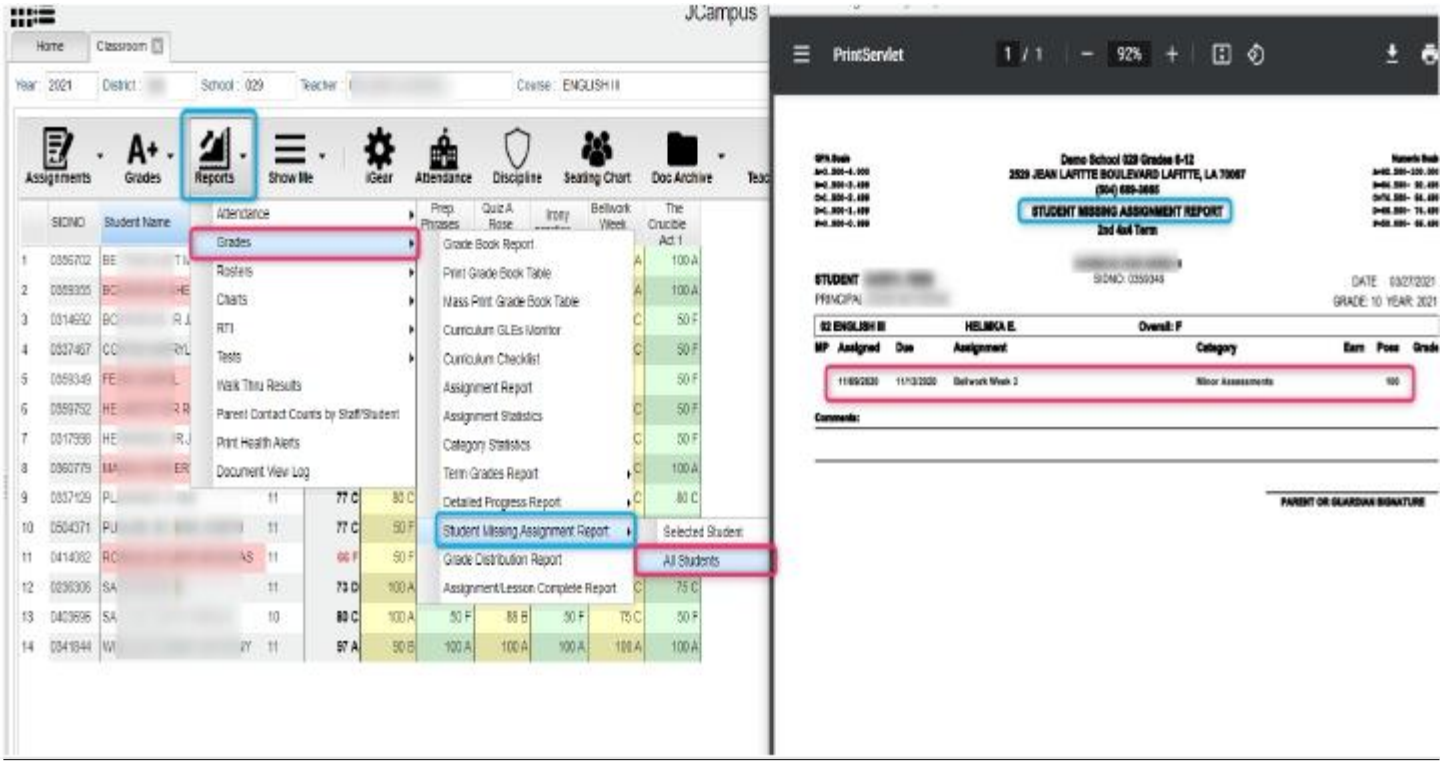
Sometimes a teacher needs to see all of the marking period grades for the year for his/her students in a convenient page display. The steps below describe how to do this task by running the Term Grades Report.

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.

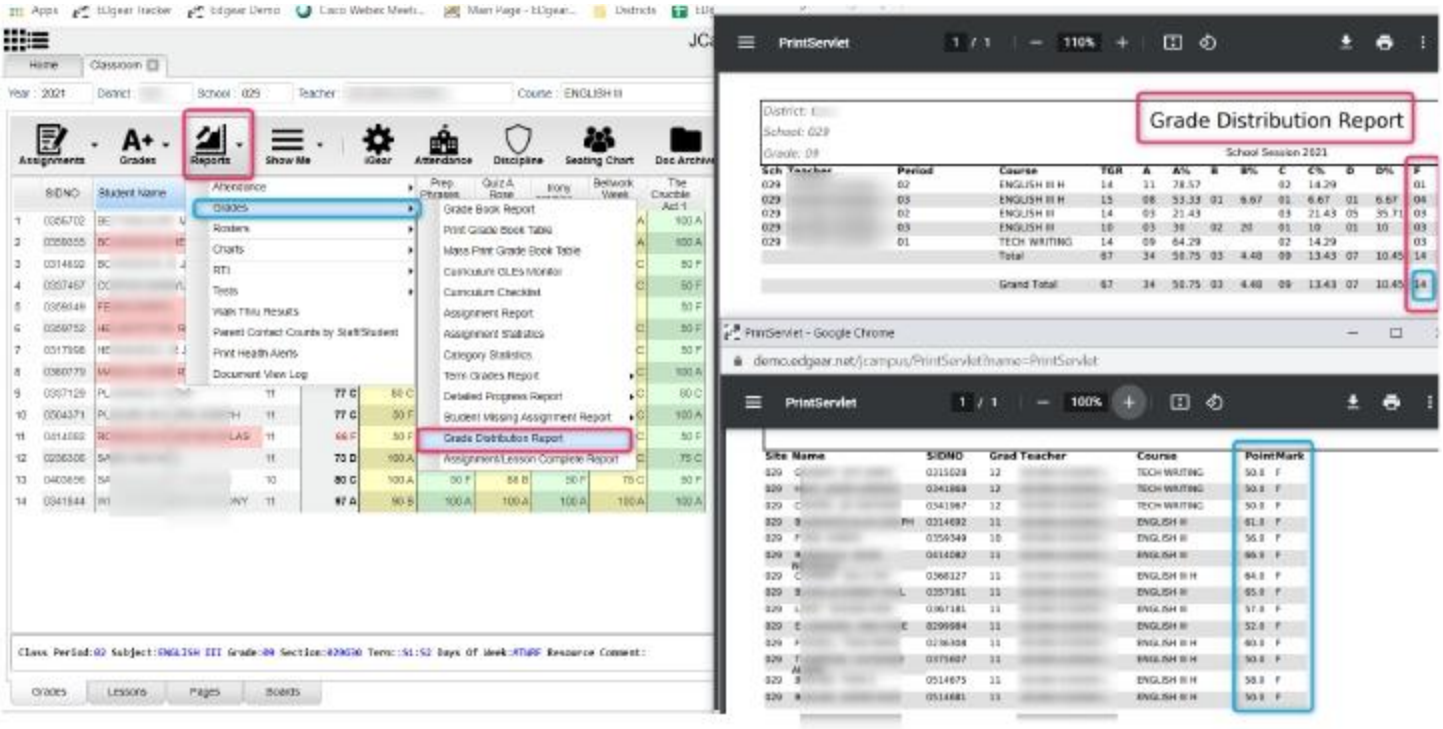
# DETAILED PROGRESS REPORT



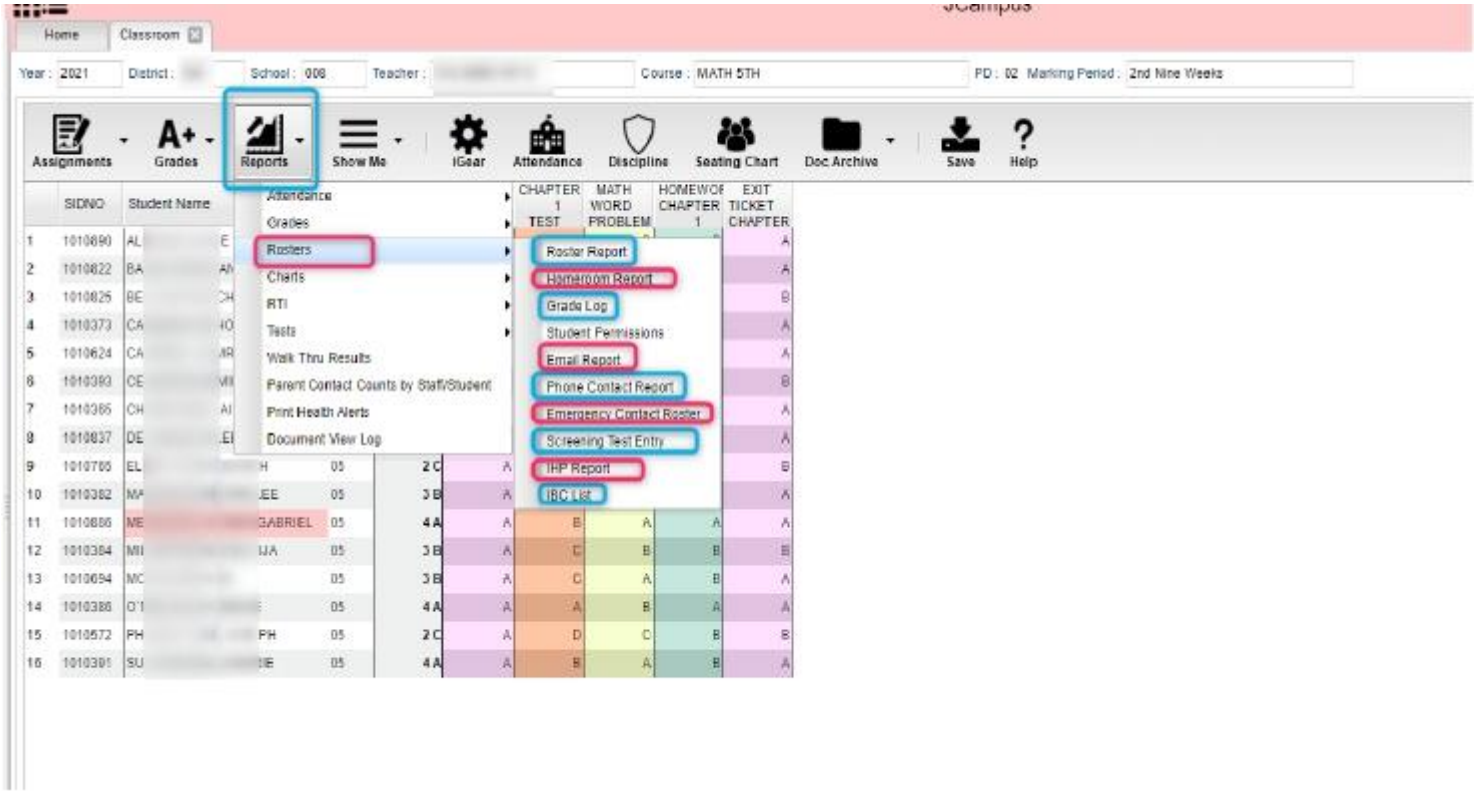
# STUDENT MISSING ASSIGNMENT REPORT



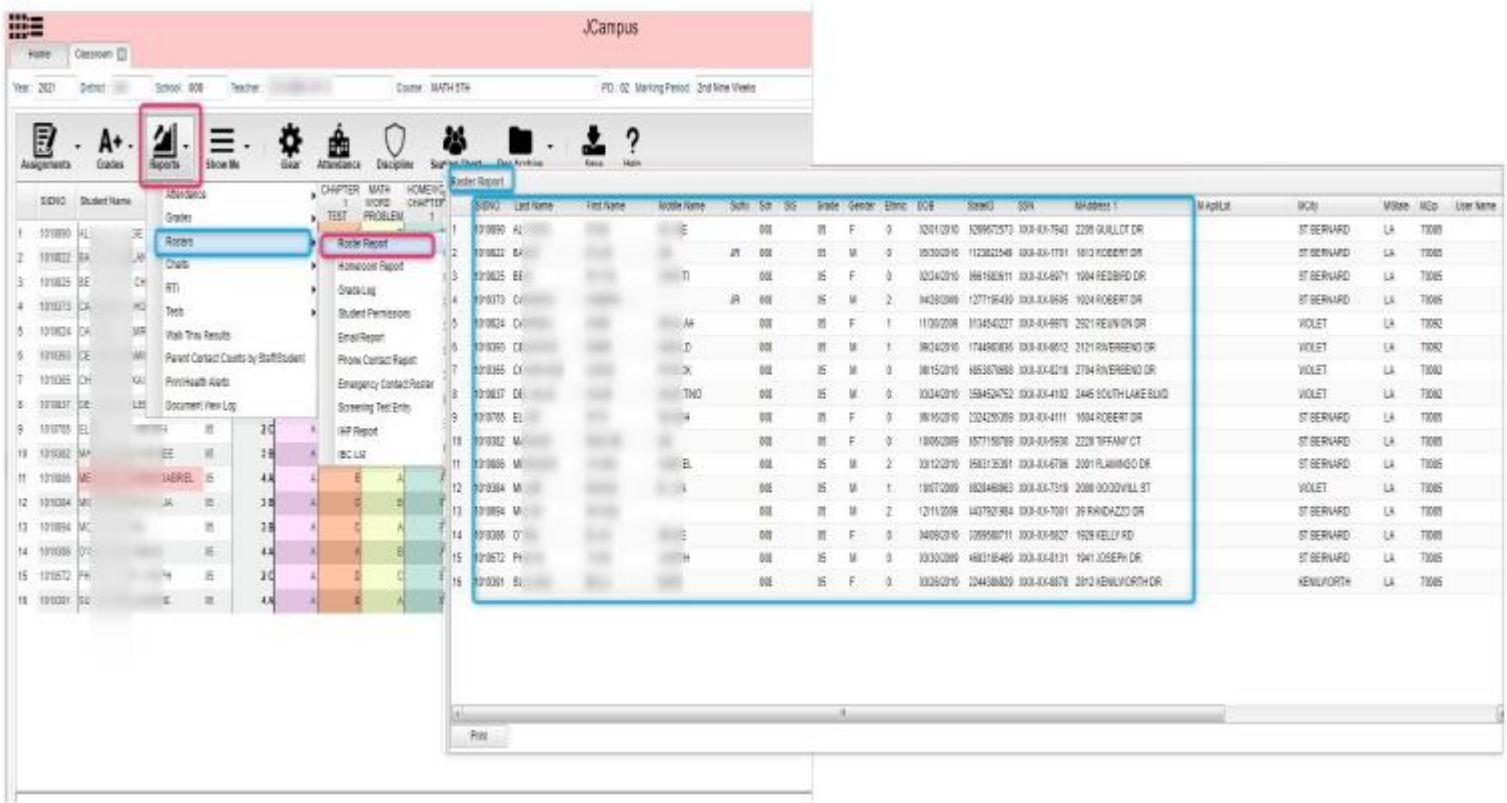

# GRADE DISTRIBUTION REPORT



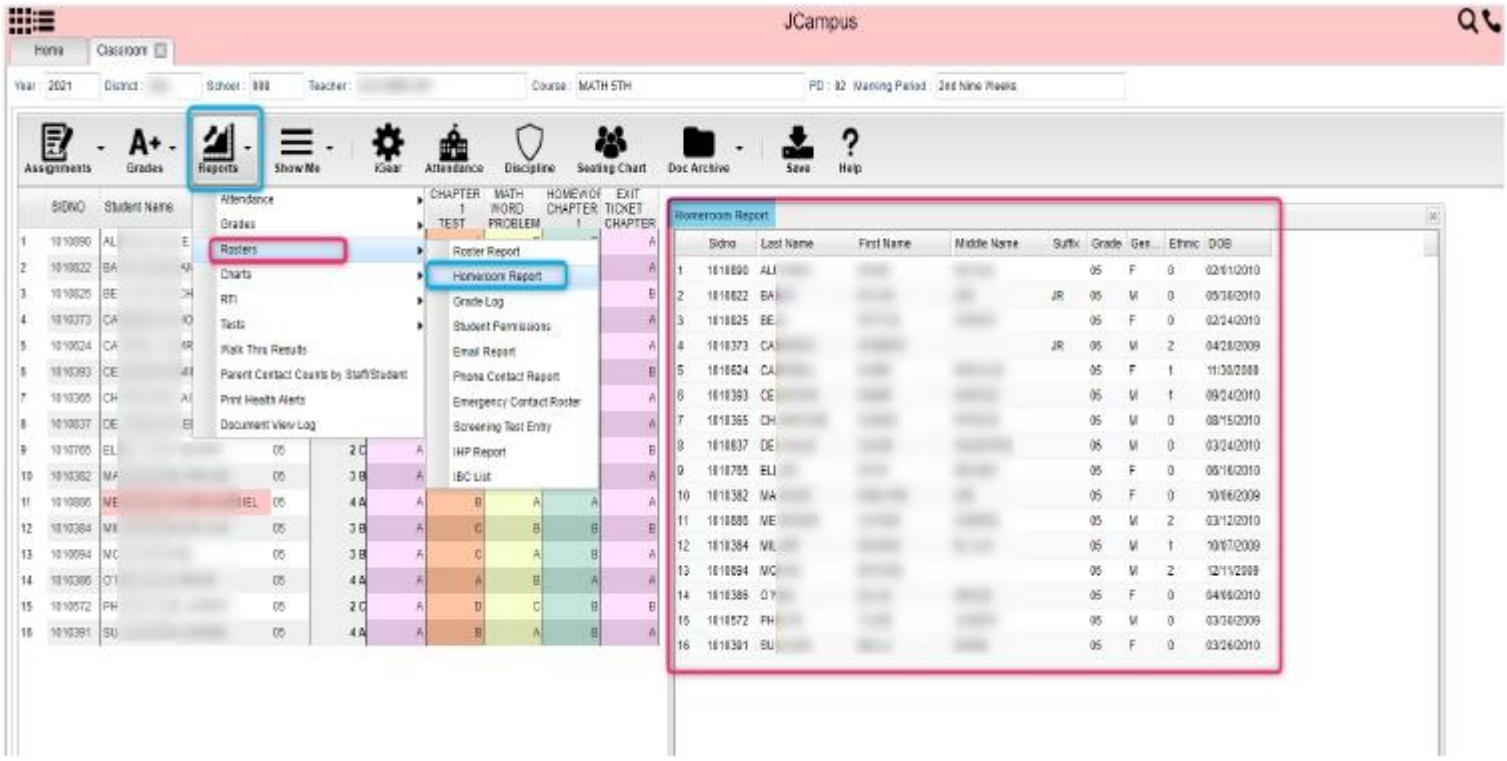
## ROSTERS



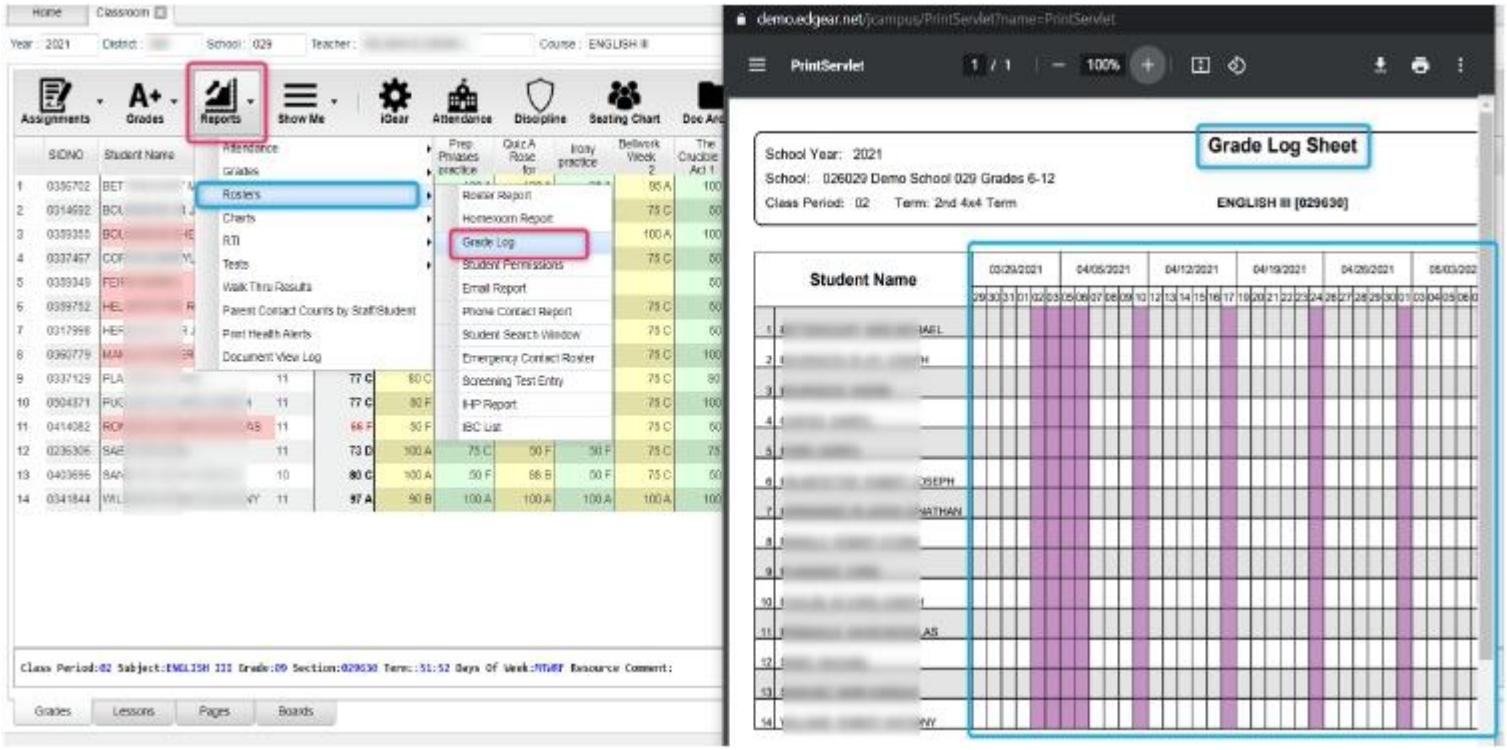

## ROSTER REVIEW REPORT



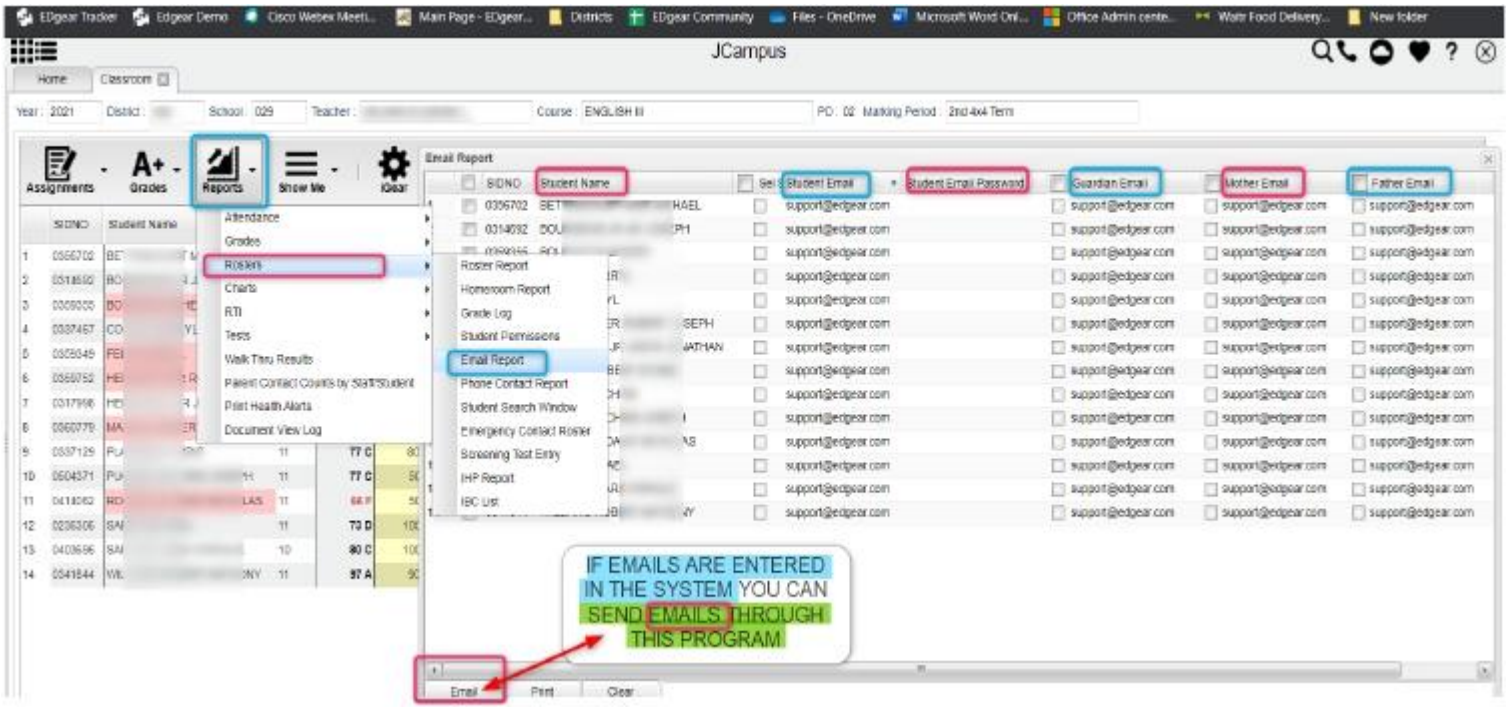
# HOMEROOM REPORT



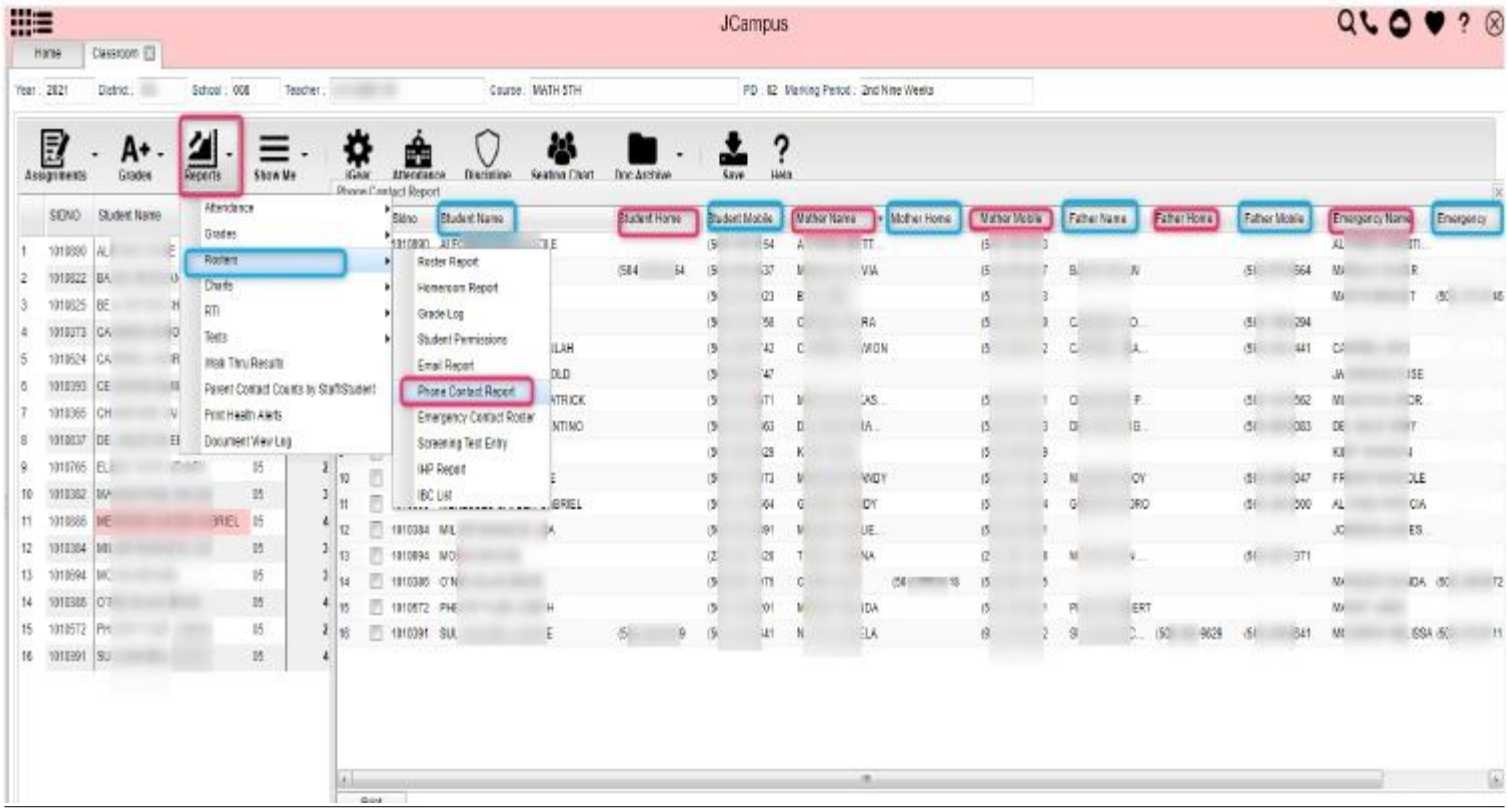

# GRADE LOG



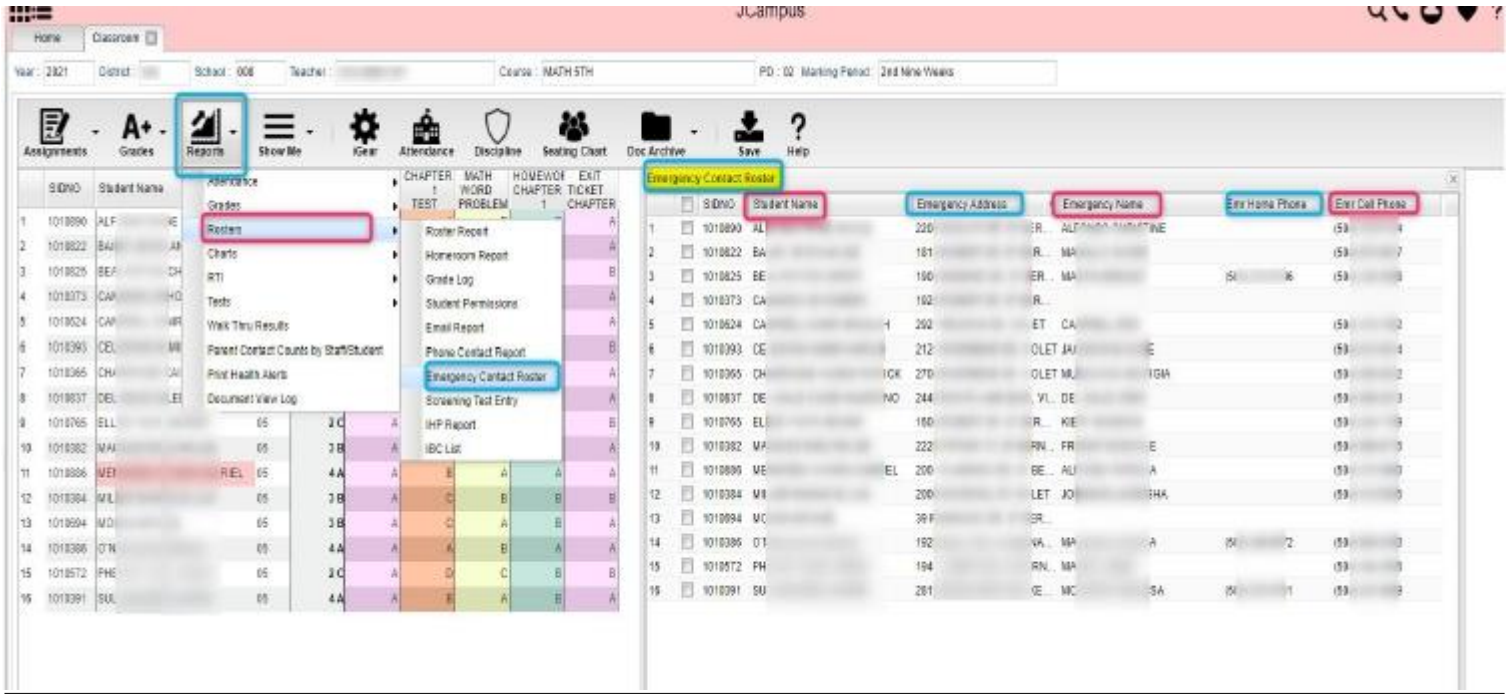
# EMAIL REPORT



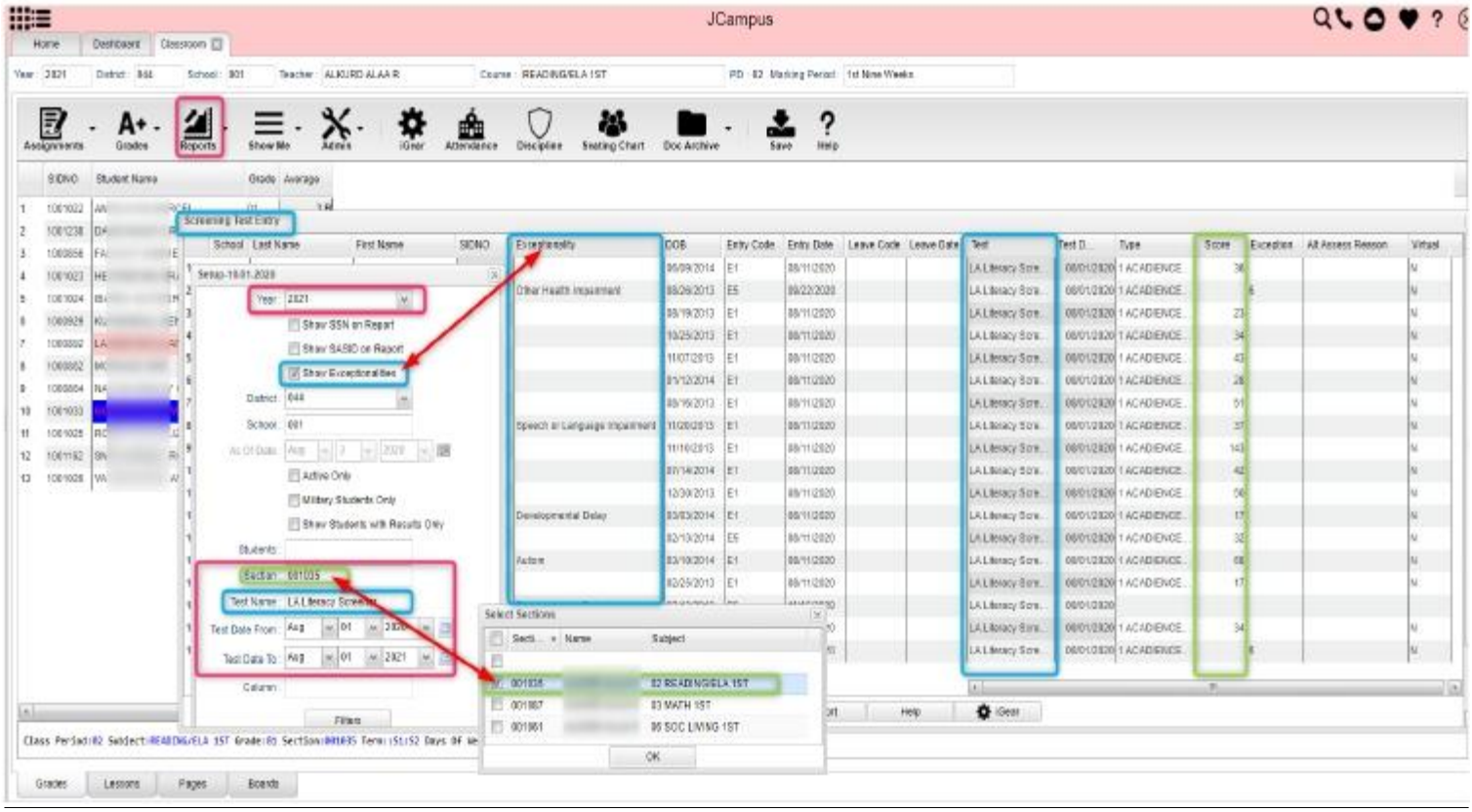

# PHONE CONTACT REPORT



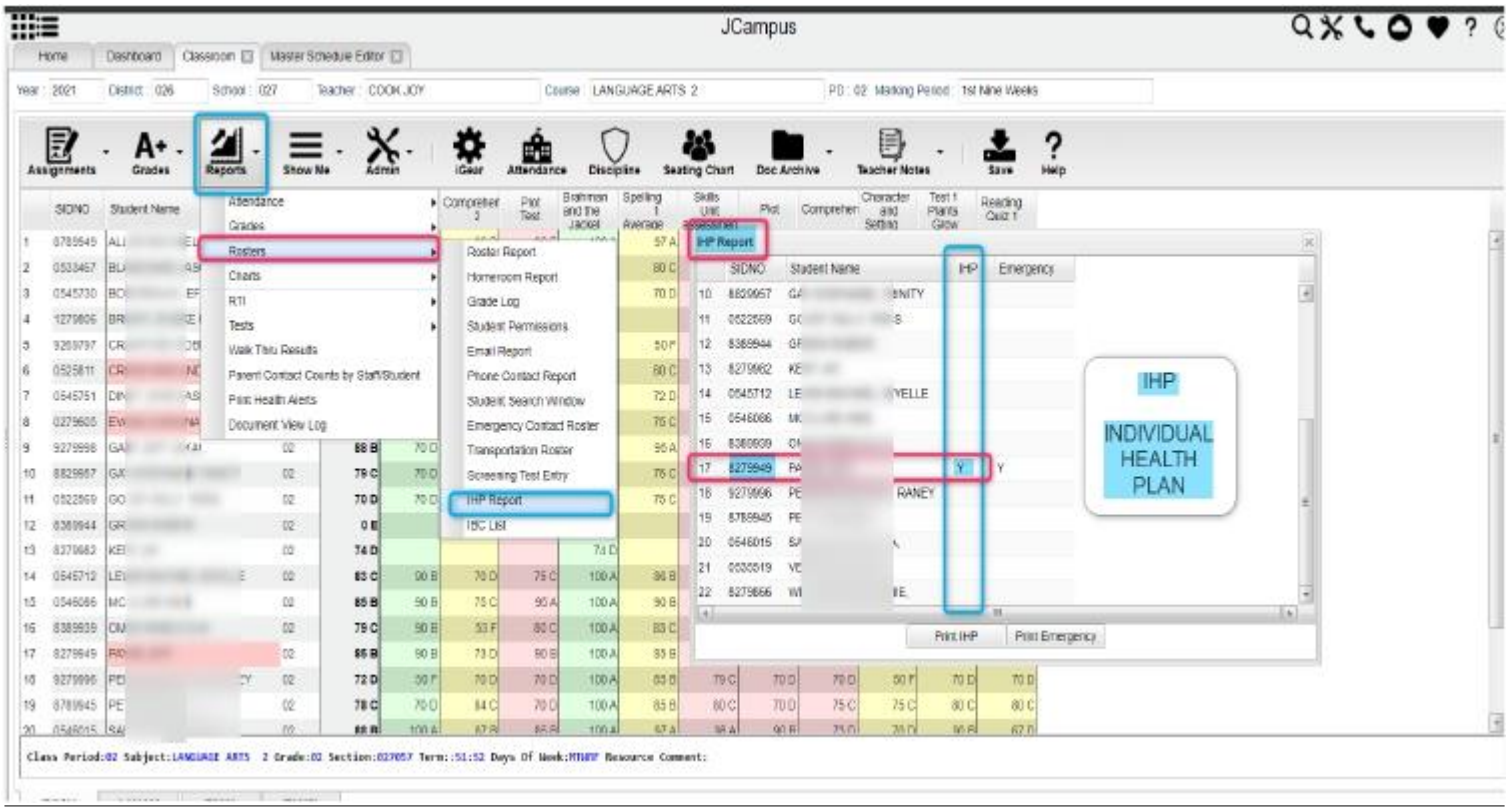
# EMERGENCY CONTACT REPORT



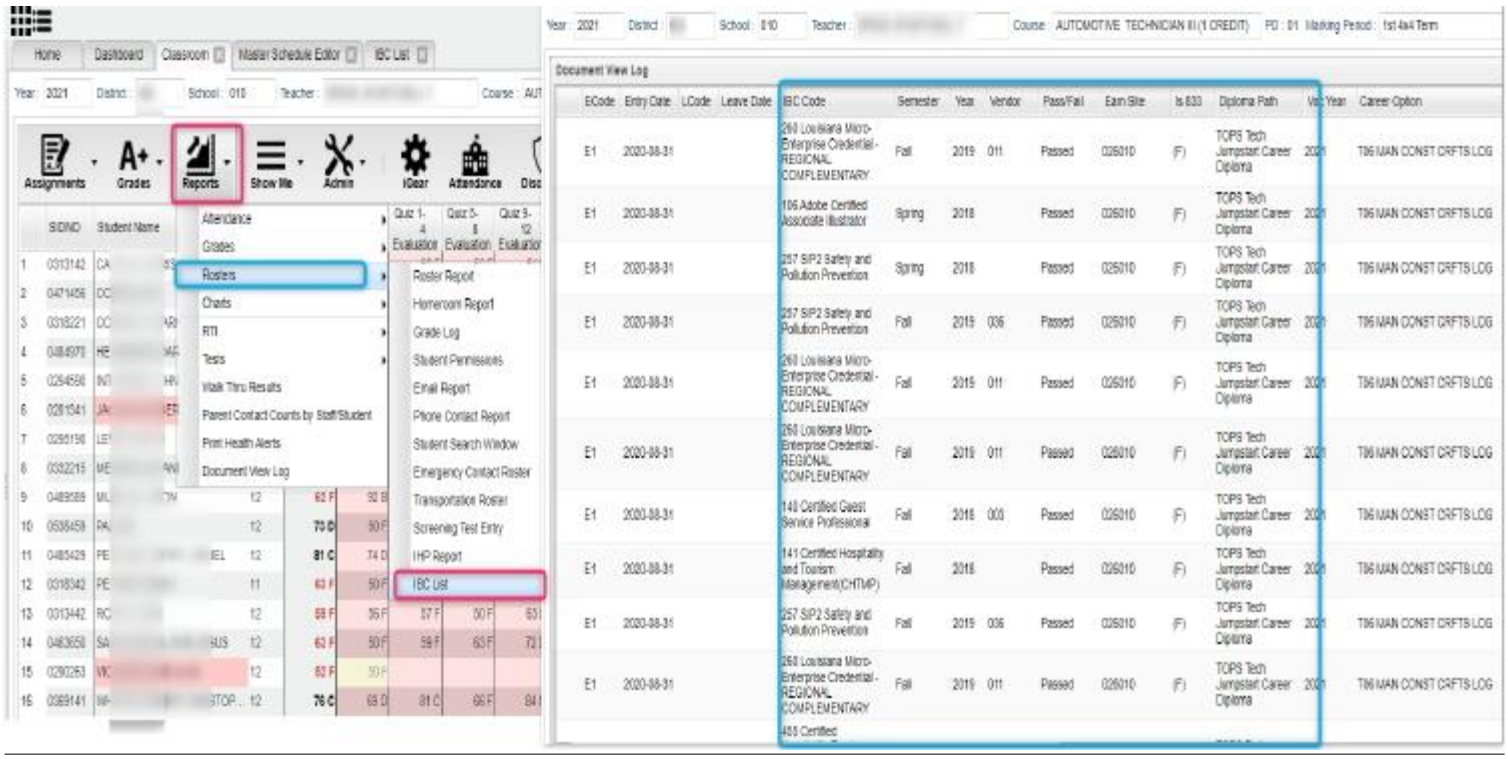

# SCREENING TEST ENTRY



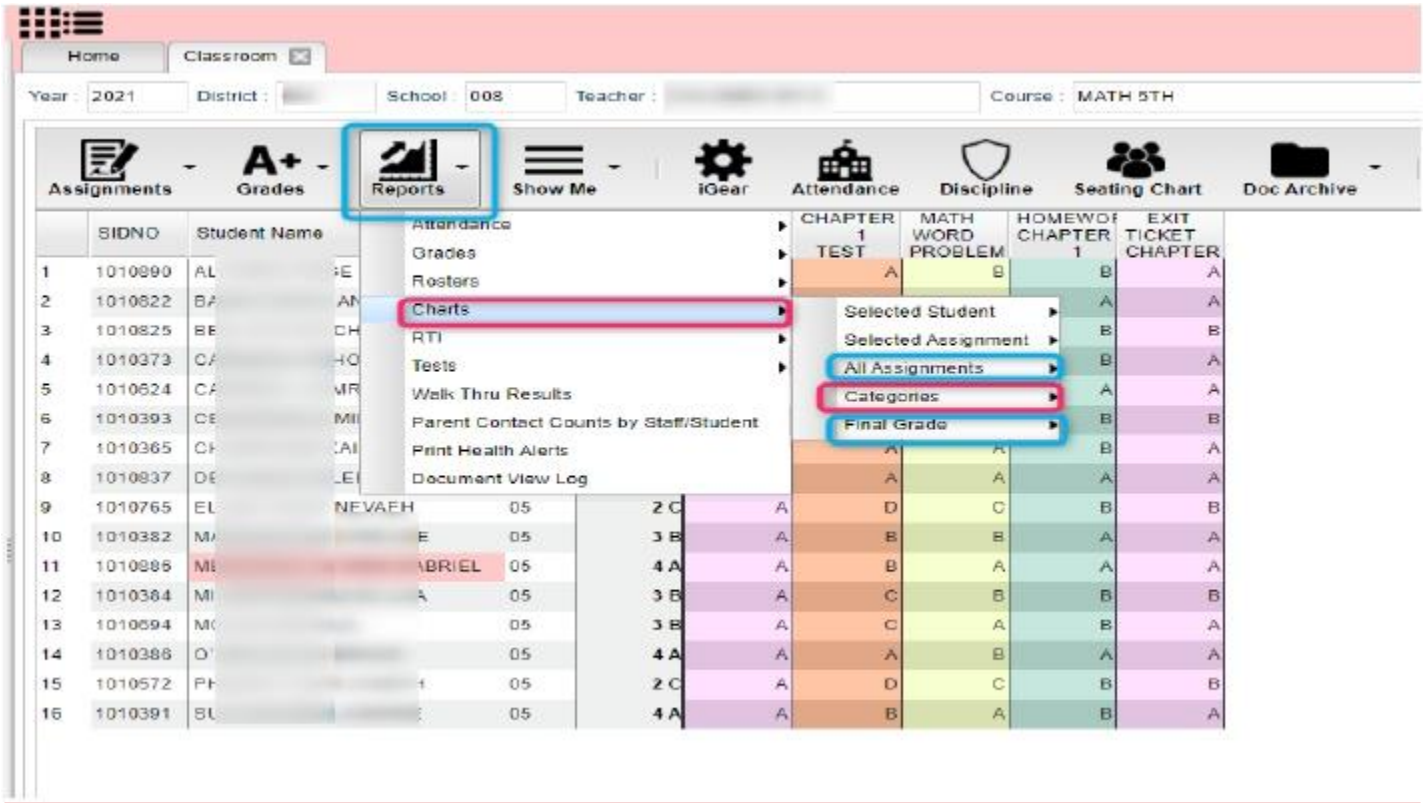
# IHP REPORT



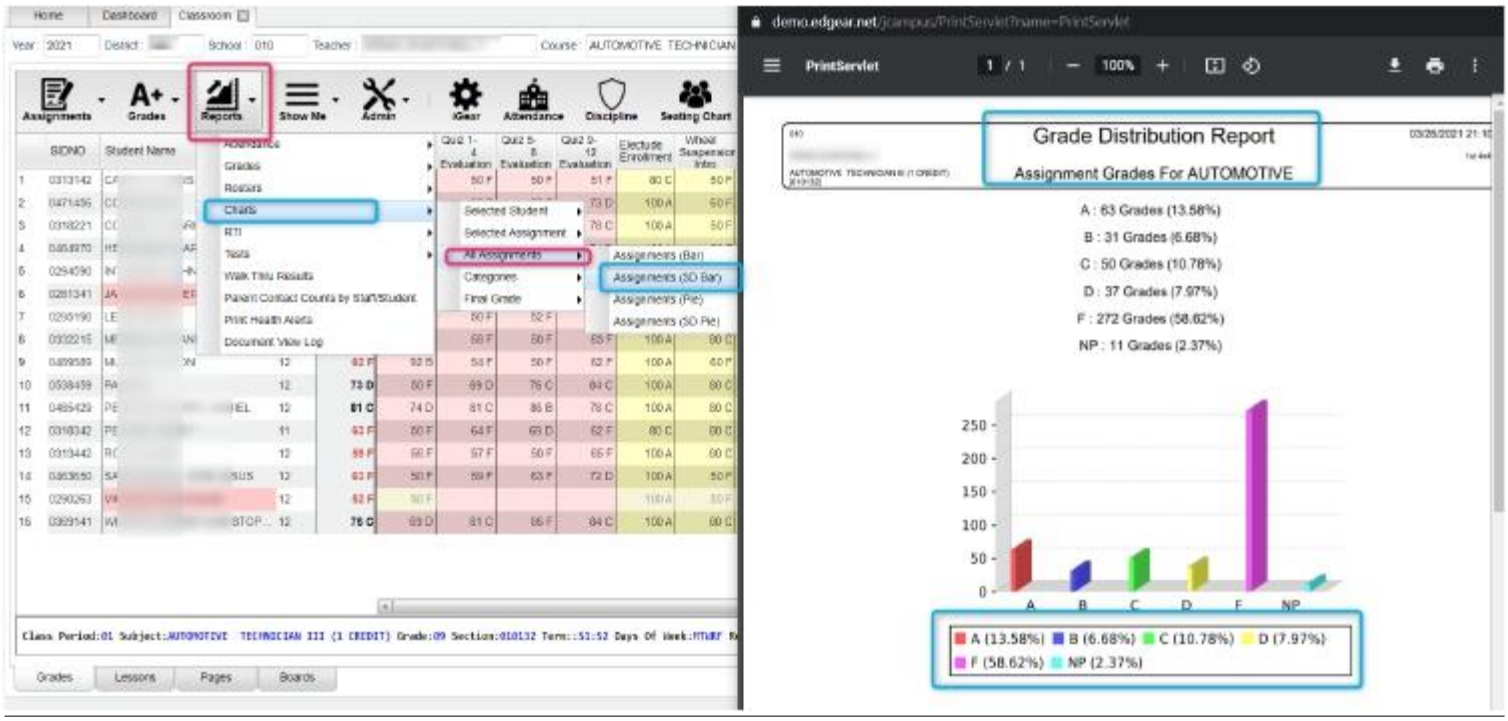

# IBC LIST



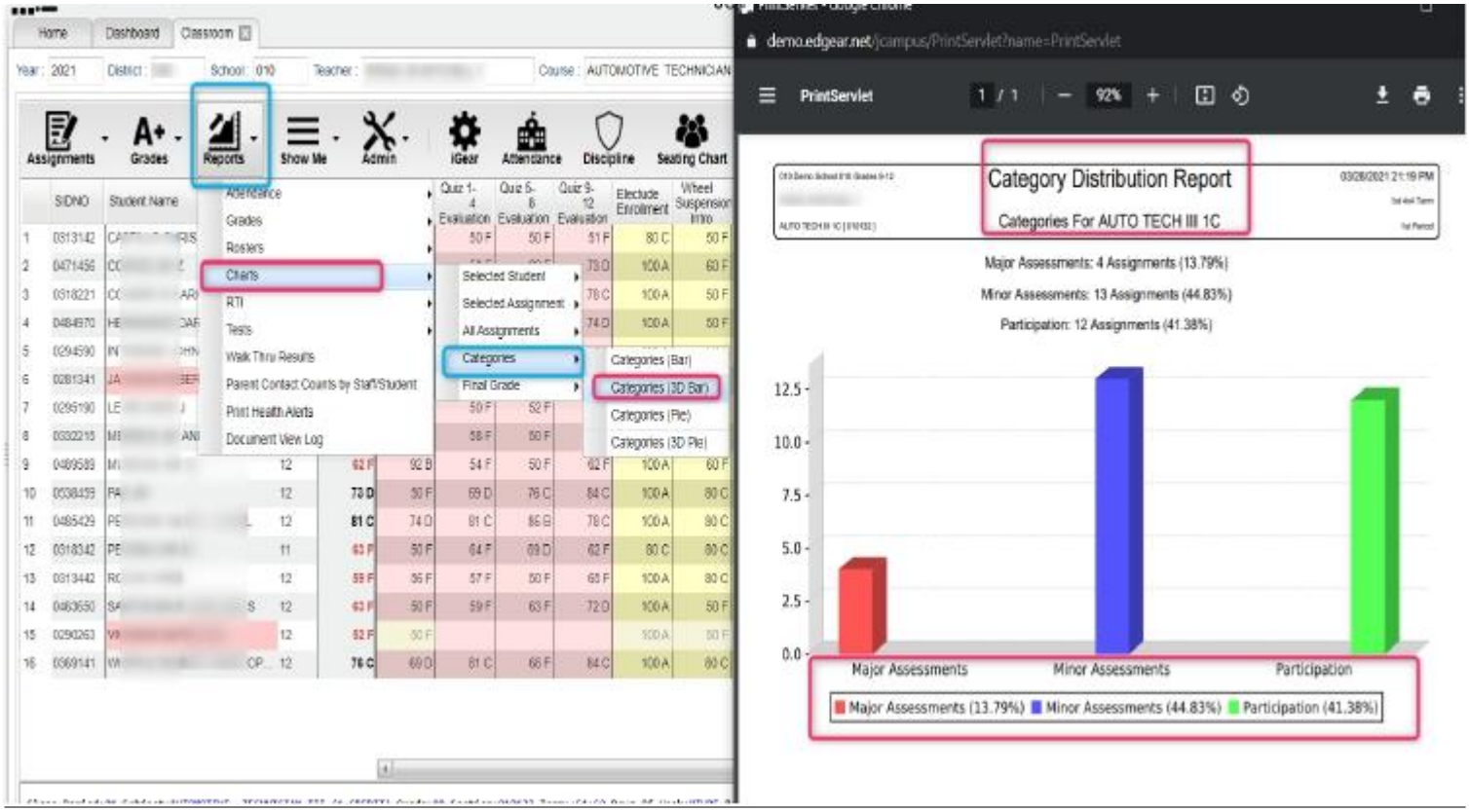
# CHARTS



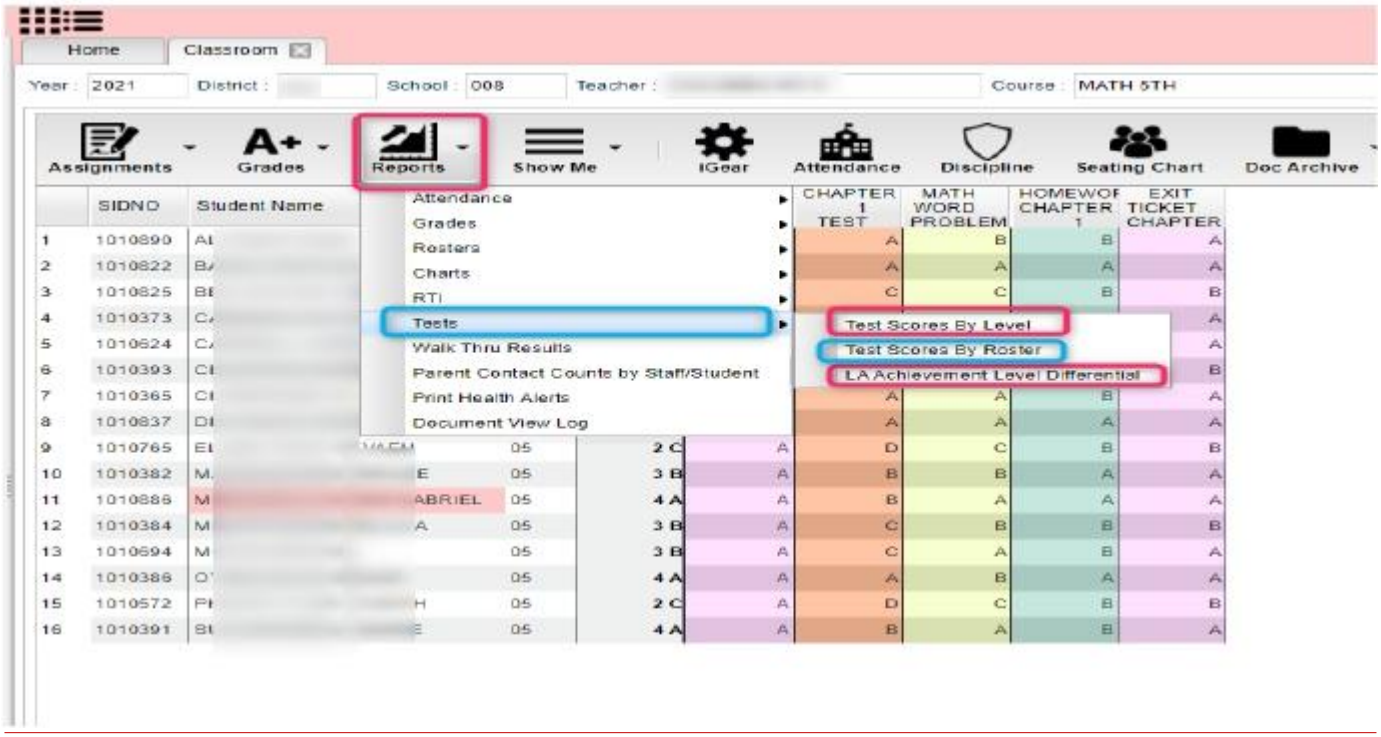

# CHARTS ALL ASSIGNMENTS



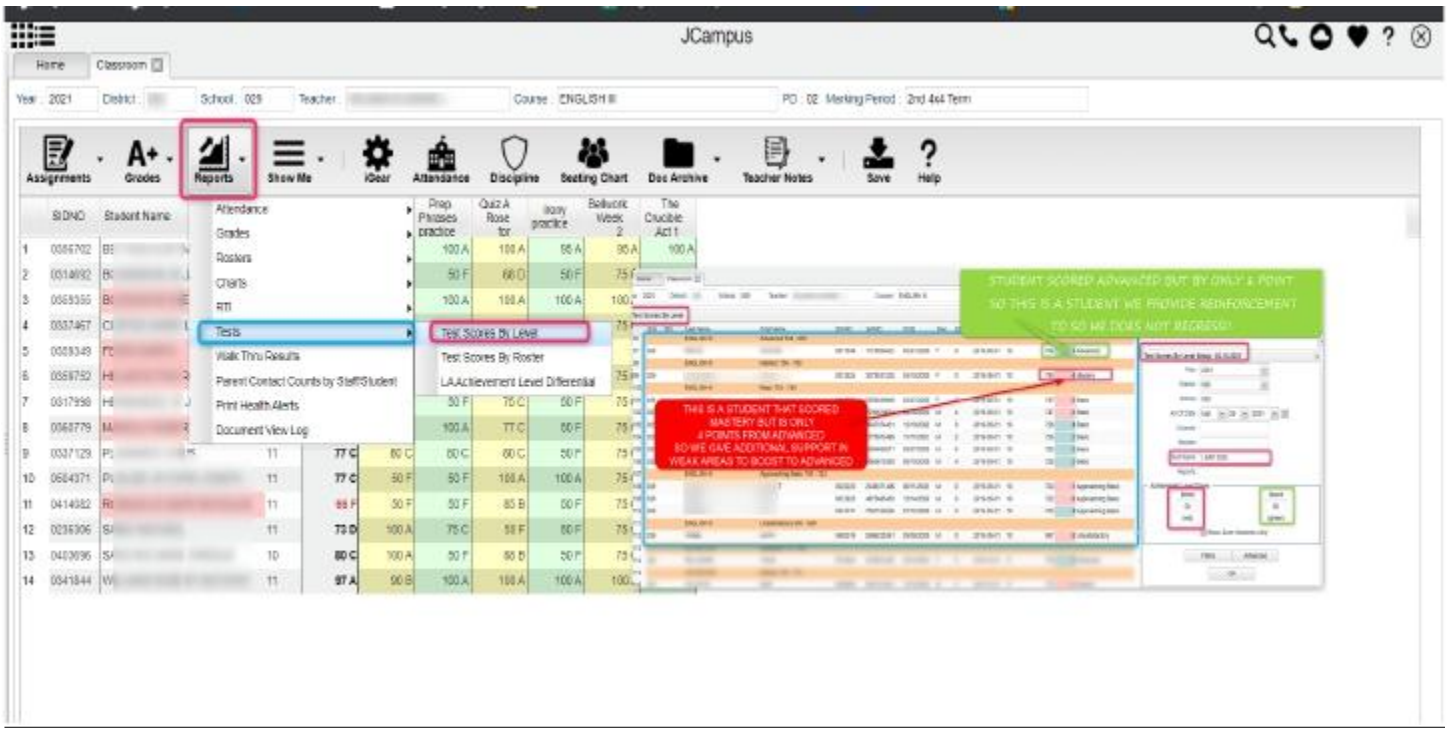
# CHARTS CATEGORIES



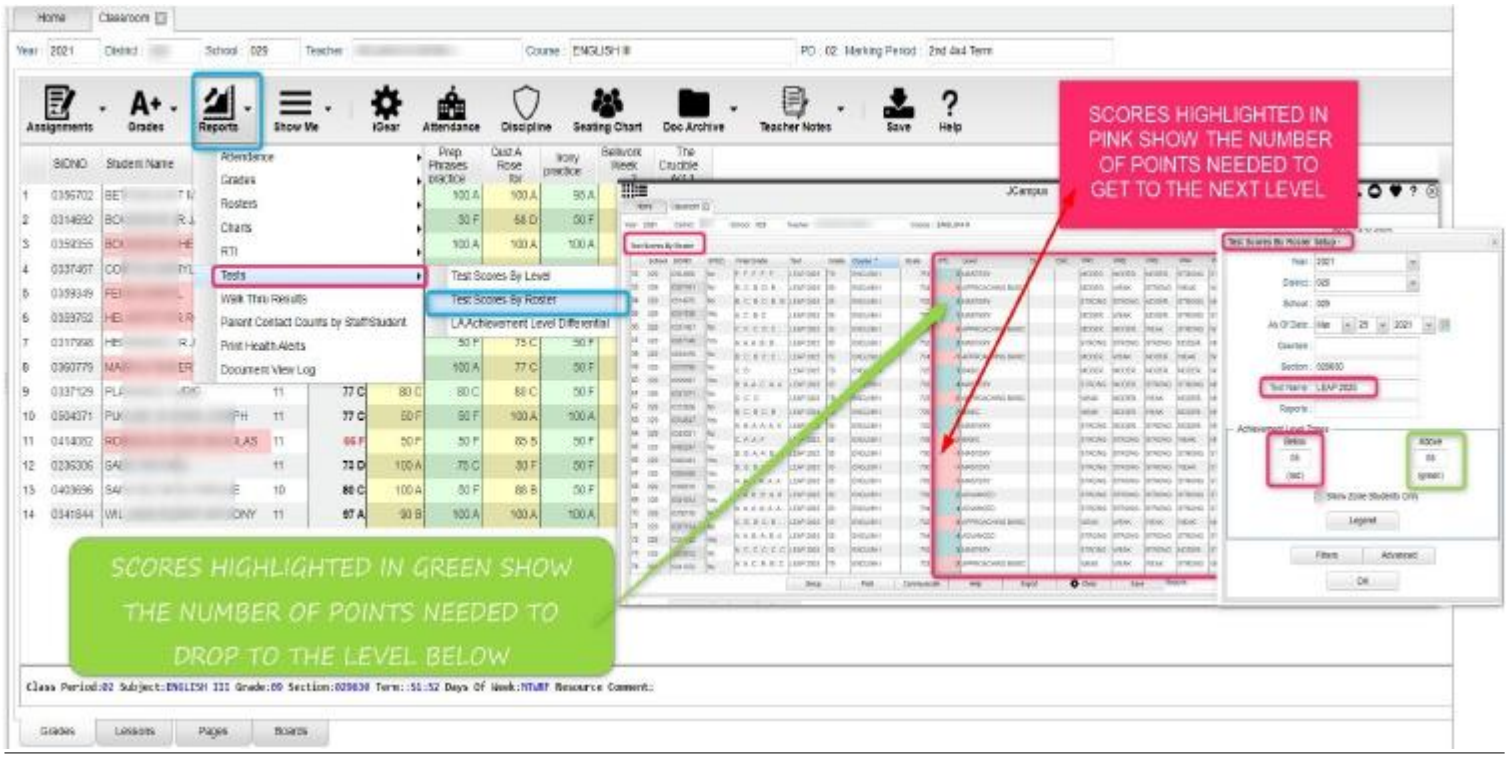

# TESTING



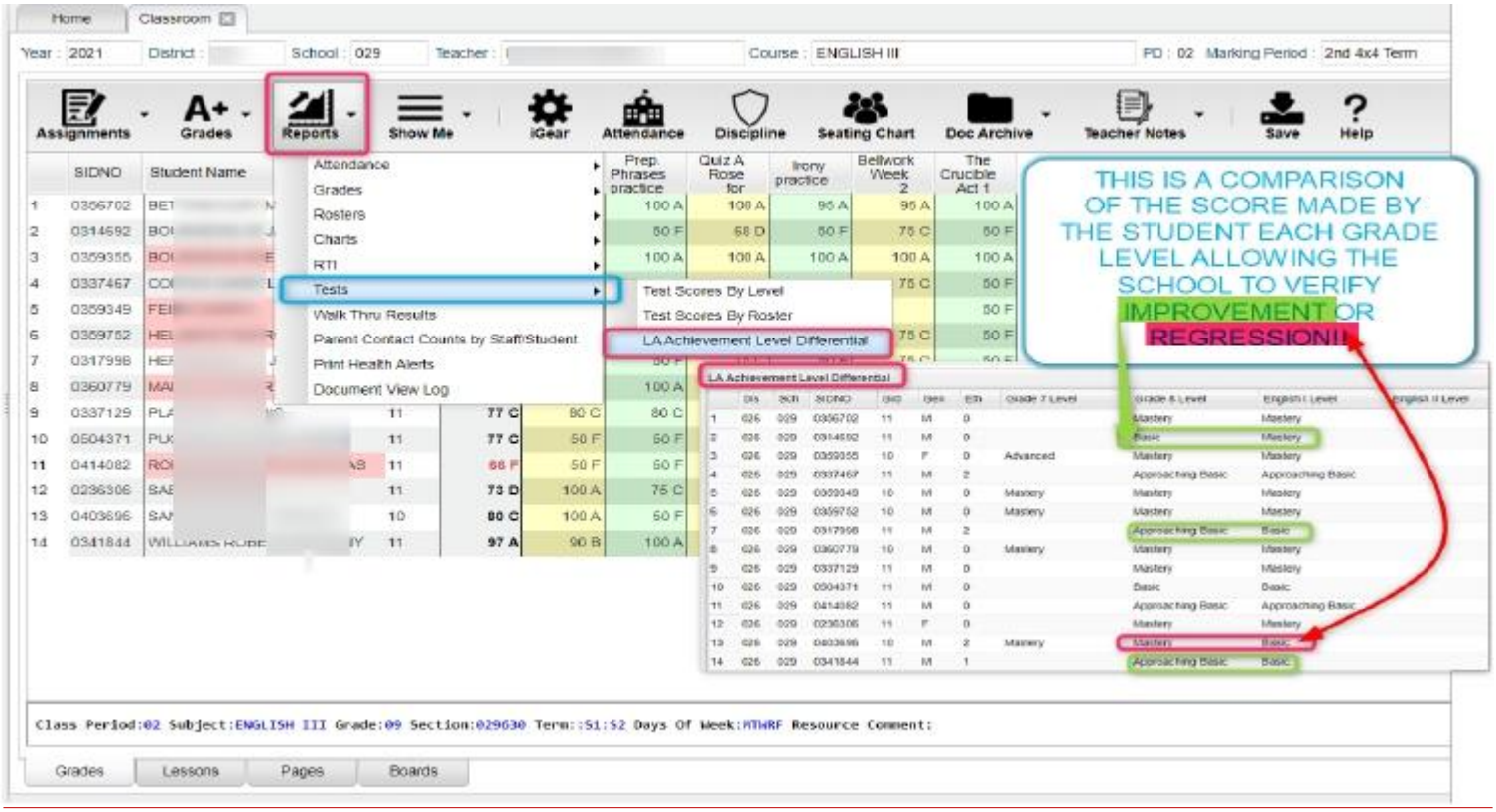
# TEST SCORES BY LEVEL



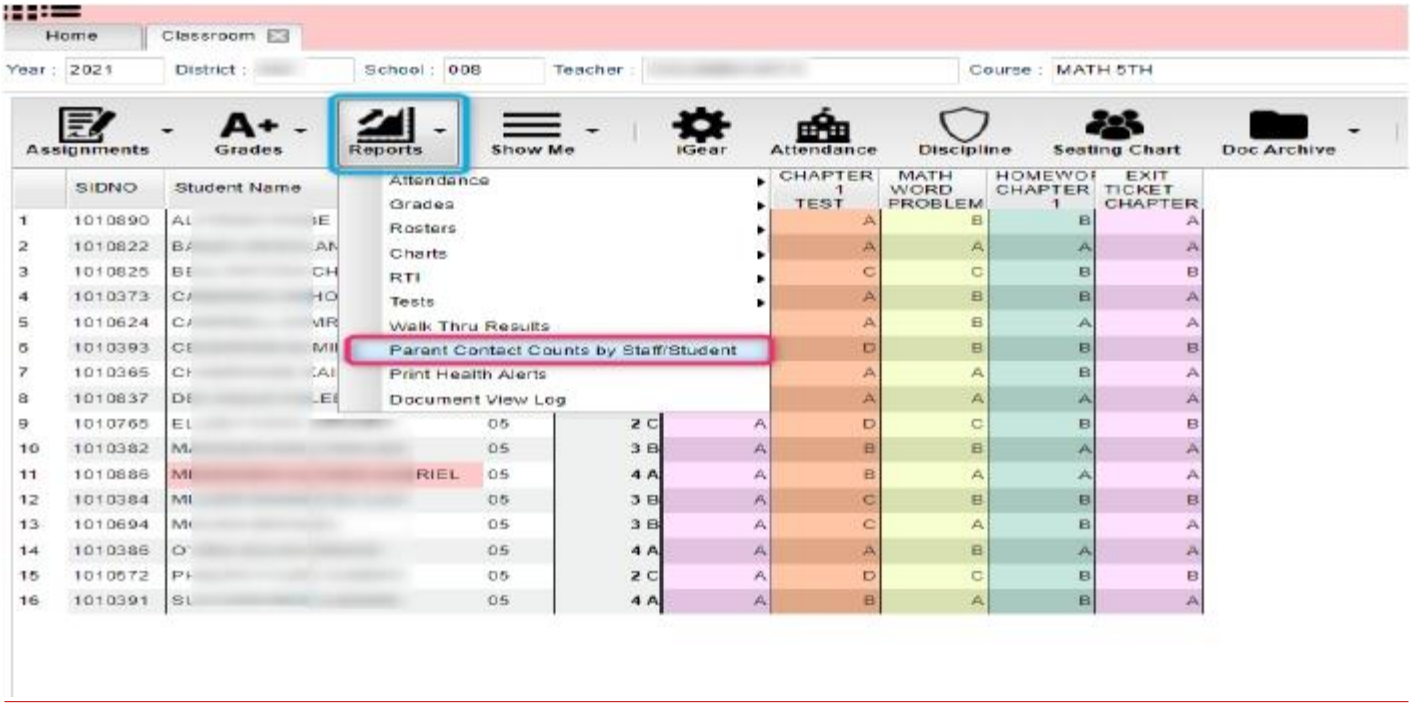

# TEST SCORE BY ROSTER



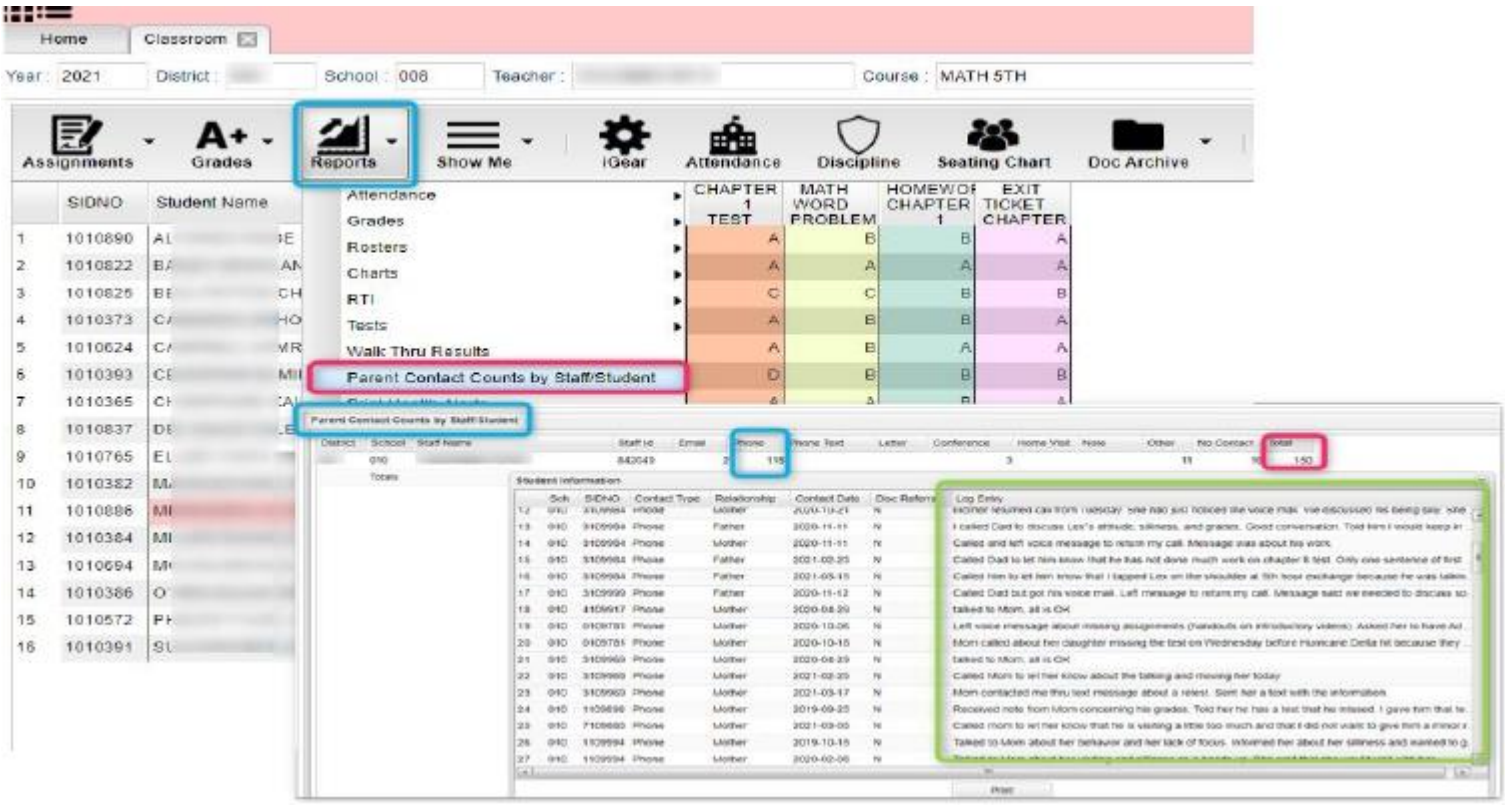
# LA ACHEIVEMENT LEVEL DIFFERENTIAL



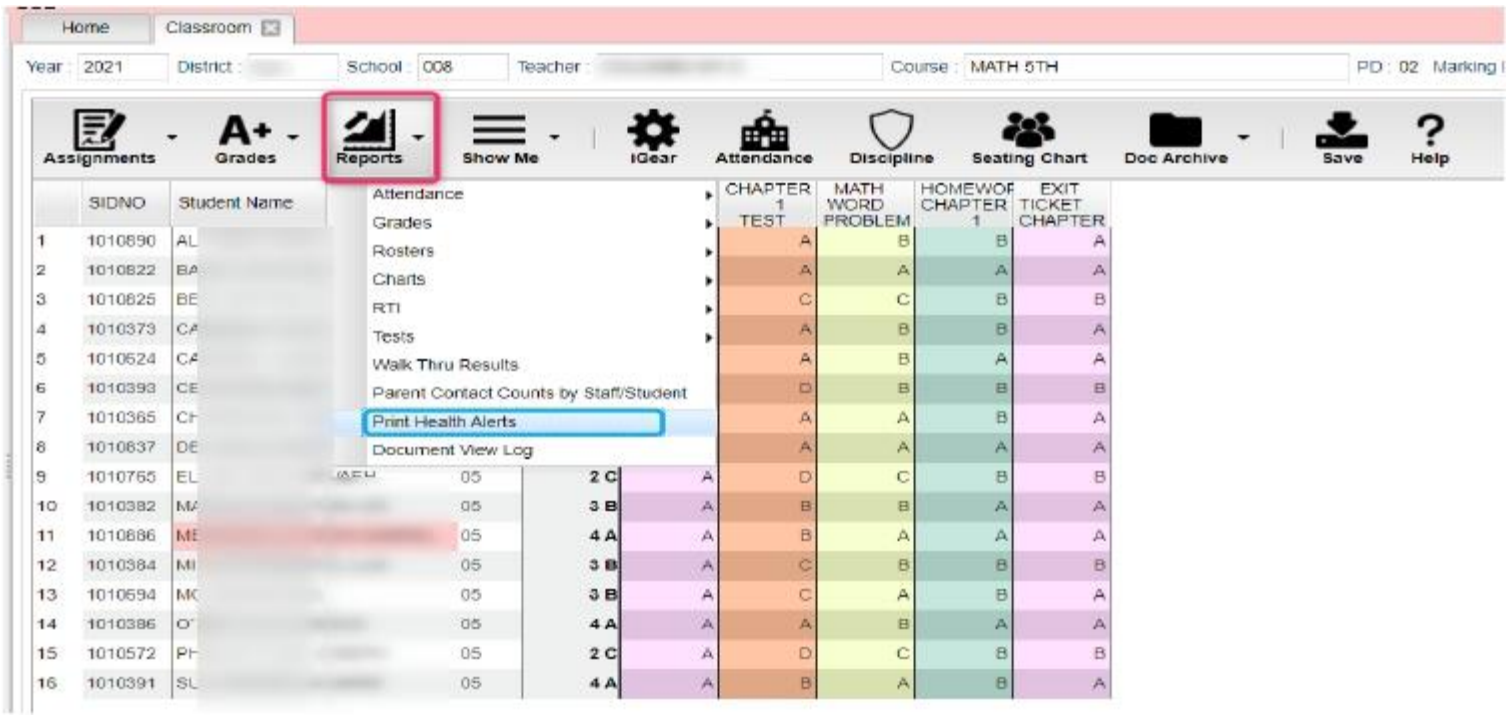

# PARENT CONTACT COUNTS BY STAFF/STUDENTS



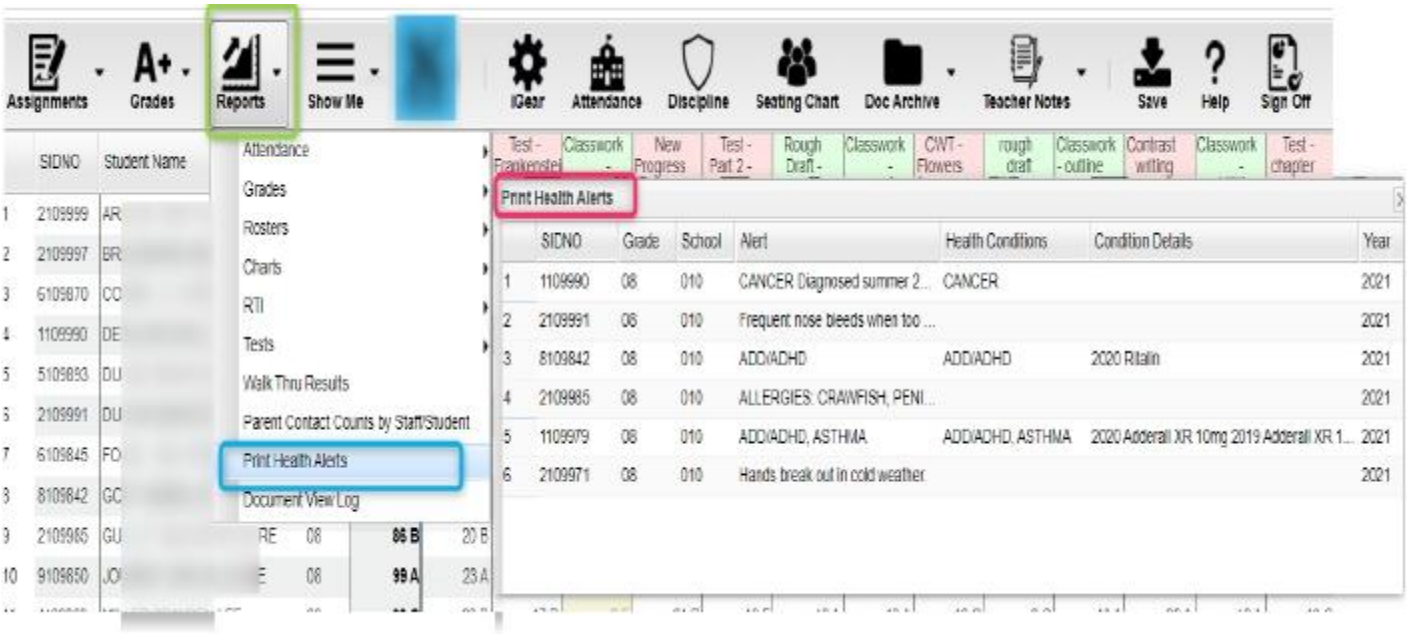
# PARENT CONTACT COUNTS BY STAFF/STUDENTS



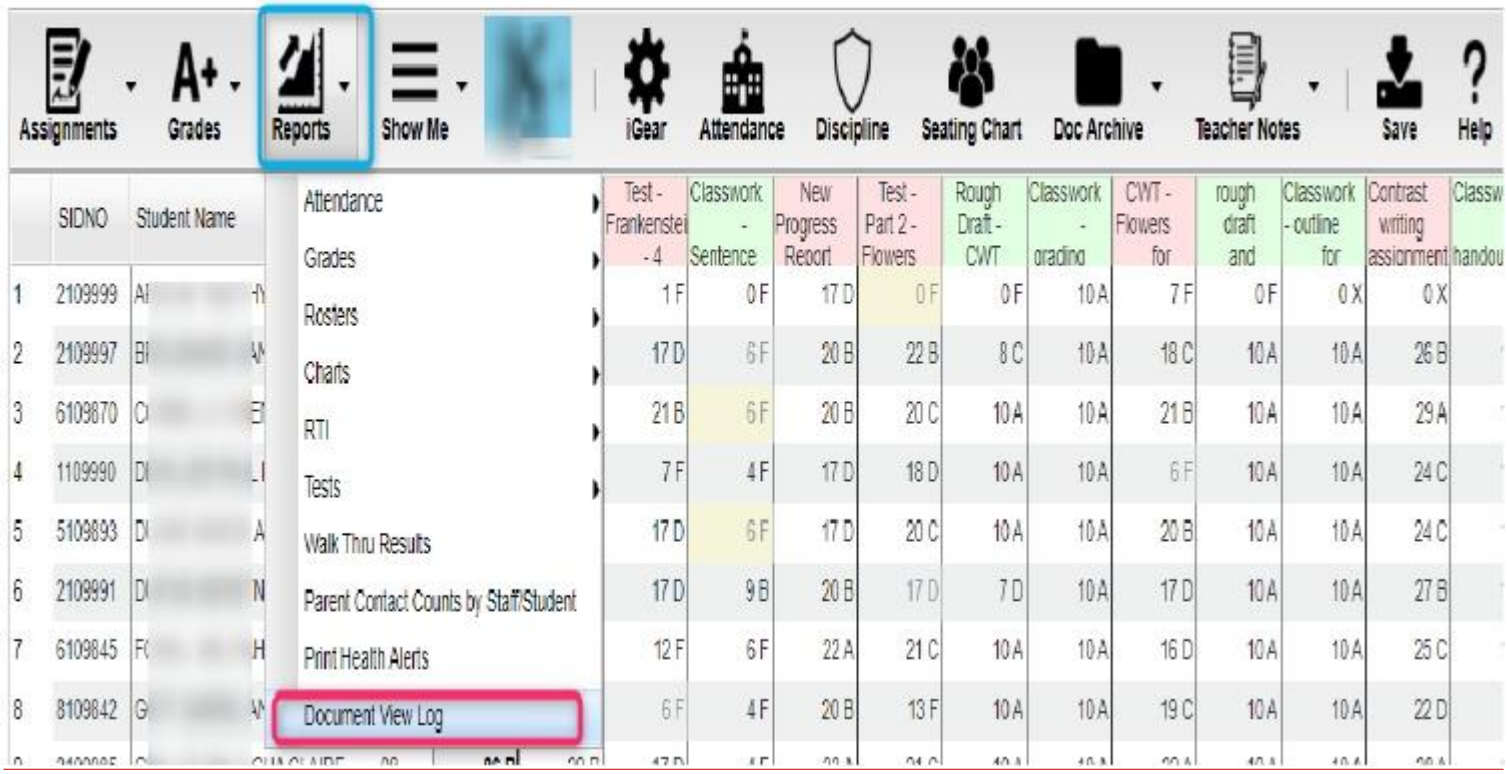

# PRINT HEALTH ALERTS



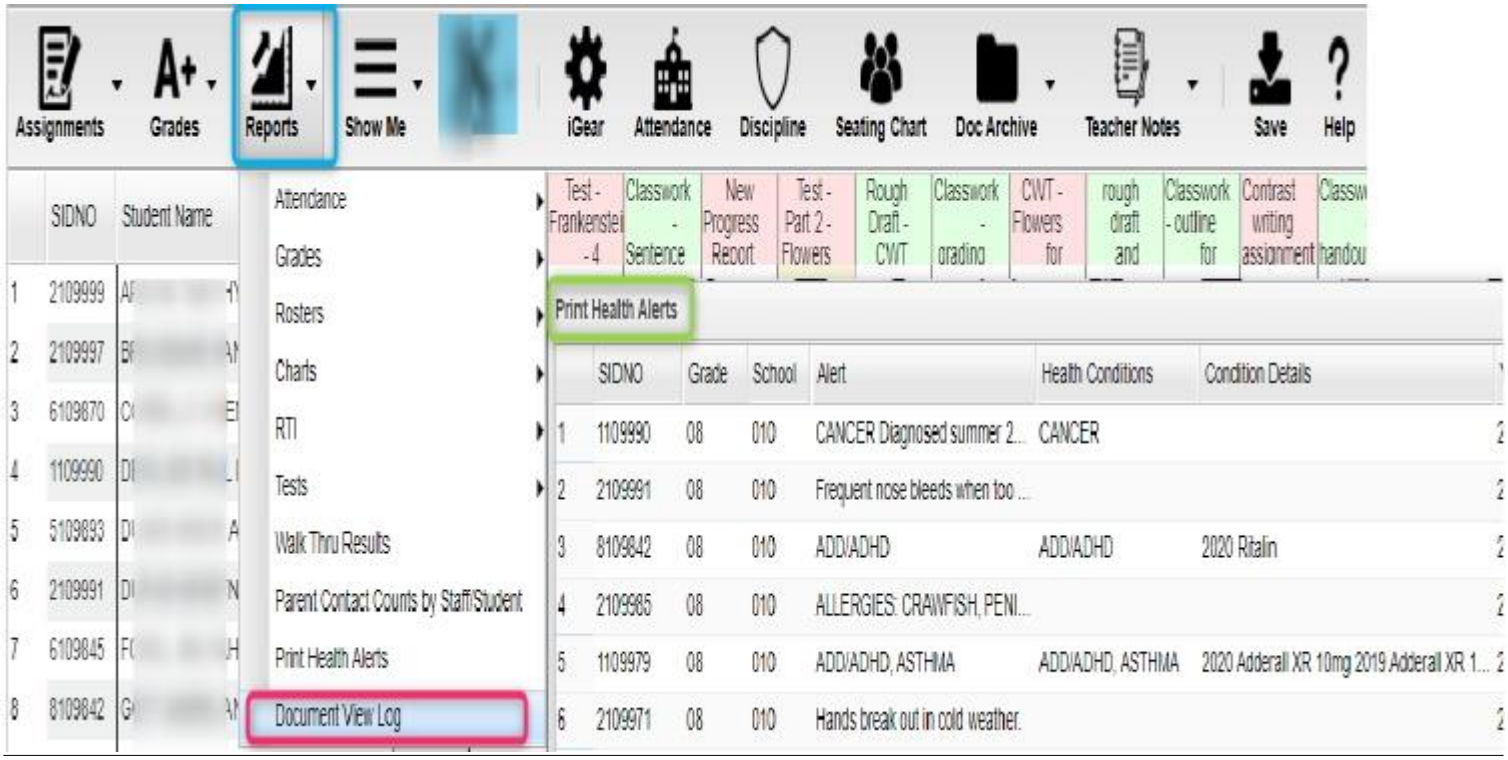
# PRINT HEALTH ALERTS




# DOCUMENT VIEW LOG



# DOCUMENT VIEW LOG



# 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.

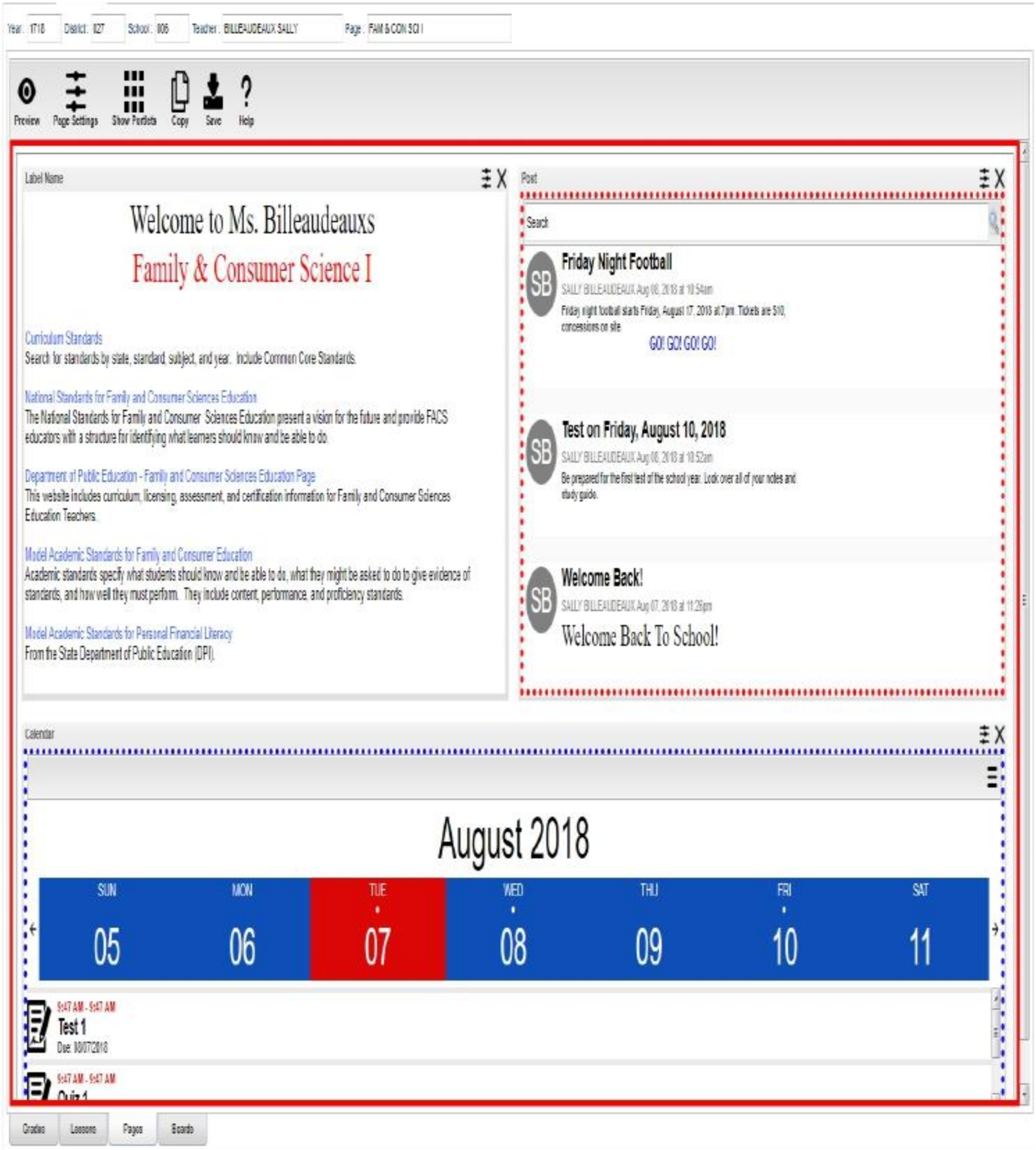
**Save** - Click to save changes to the current page.

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

### Top - Designer Mode

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.

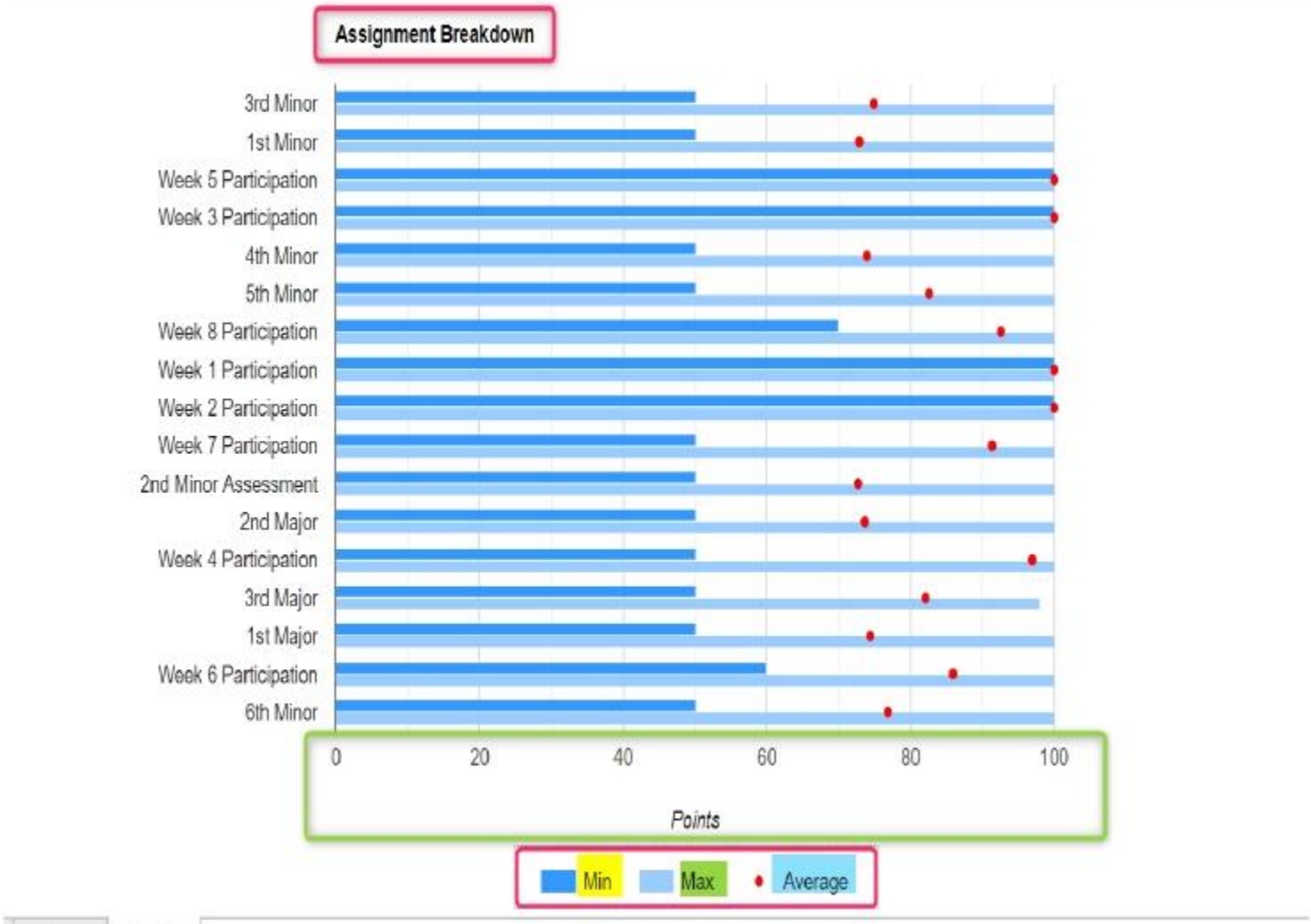
**Designer** - Click to enter **Designer** mode to make changes to the page such as add portlets, change background colors, add borders, etc. **Save** - Click to save changes to the current page. **Help** - Click to view help documentation.

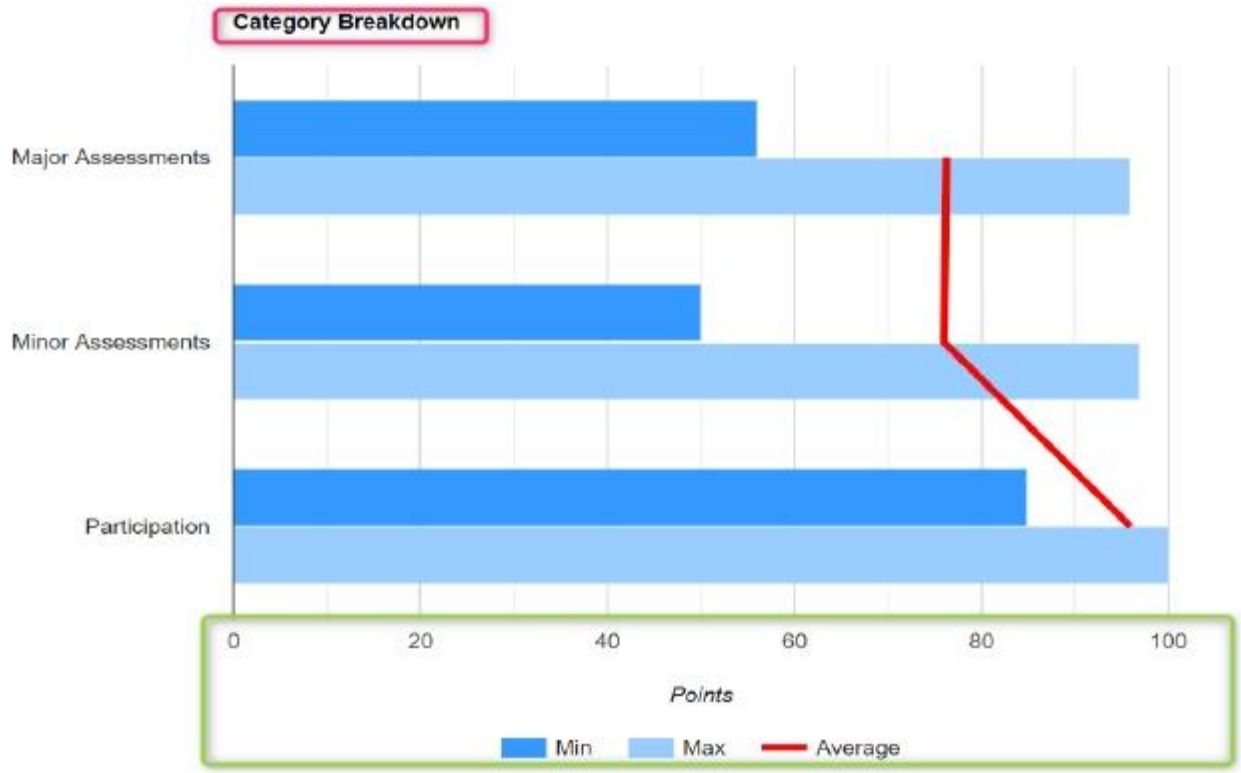

Year: 1718
District: 027
School: 006
Teacher: BILLEAUDEAUX SALLY
Page: FAM & CON SCI I
Preview
Page Settings
Show Portlets
Copy
Save
Help
Label Name
Welcome to Ms. Billeaudeauxs
Family & Consumer Science I
Curriculum Standards
Search for standards by state, standard, subject, and year. Include Common 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
Friday Night Football
SALLY BILLEAUDEAUX Aug 06, 2018 at 10:54am
Friday night football starts Friday, August 17, 2018 at 7pm. Tickets are $10, concessions on site
GO! GO! GO! GO!
Test on Friday, August 10, 2018
SALLY BILLEAUDEAUX Aug 06, 2018 at 10:52am
Be prepared for the first test of the school year. Look over all of your notes and study guide.
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: 8/07/2018
9:47 AM - 9:47 AM
Quiz 1
Grades
Lessons
Pages
Boards

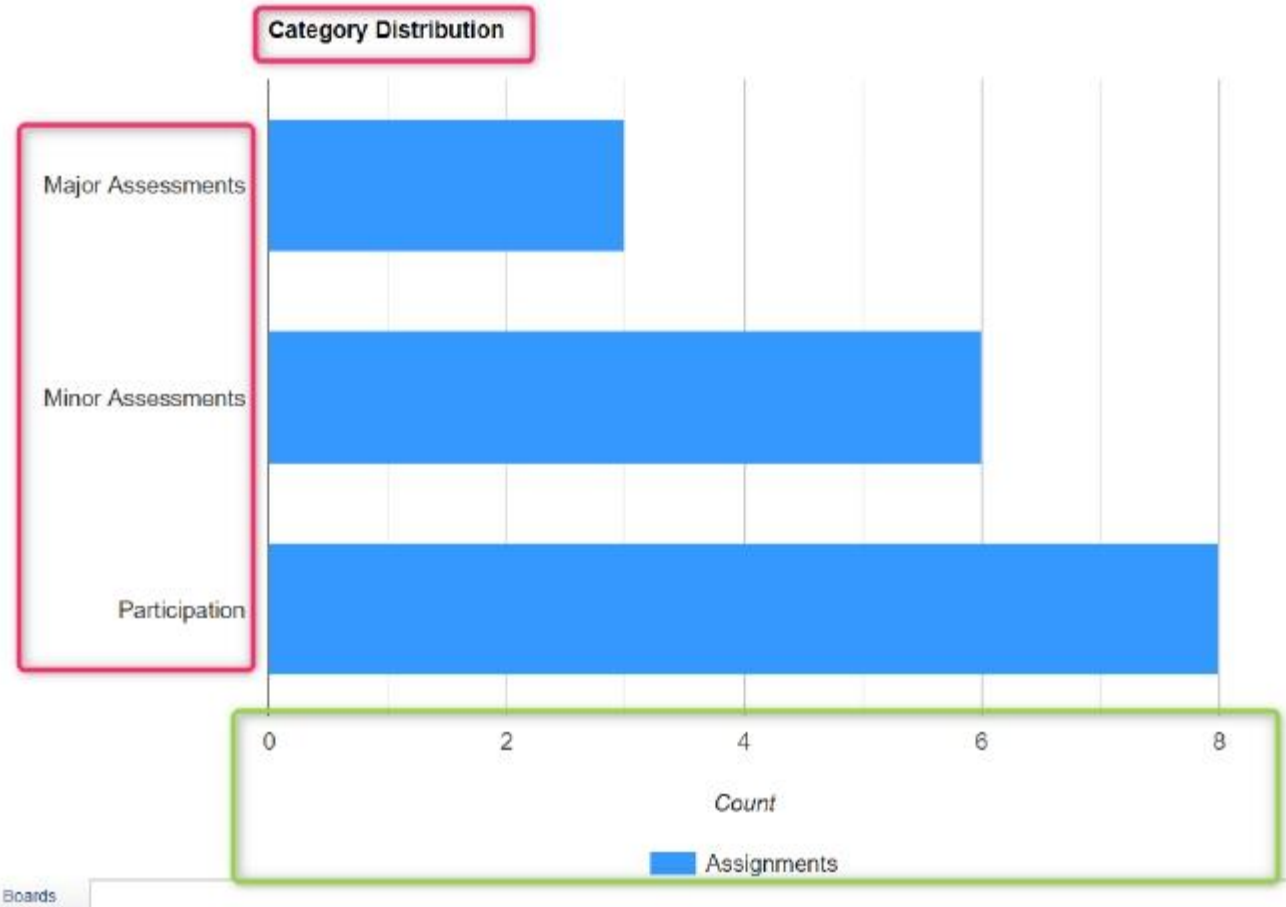
# BOARDS

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

## Main




Category Breakdown
Major Assessments
Minor Assessments
Participation
0
20
40
60
80
100
Points
Min
Max
Average


Category Distribution
Major Assessments
Minor Assessments
Participation
0
2
4
6
8
Count
Assignments

Boards

## 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.**

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

# MOBILE SOFTWARE FOR SMART DEVICES OVERVIEW

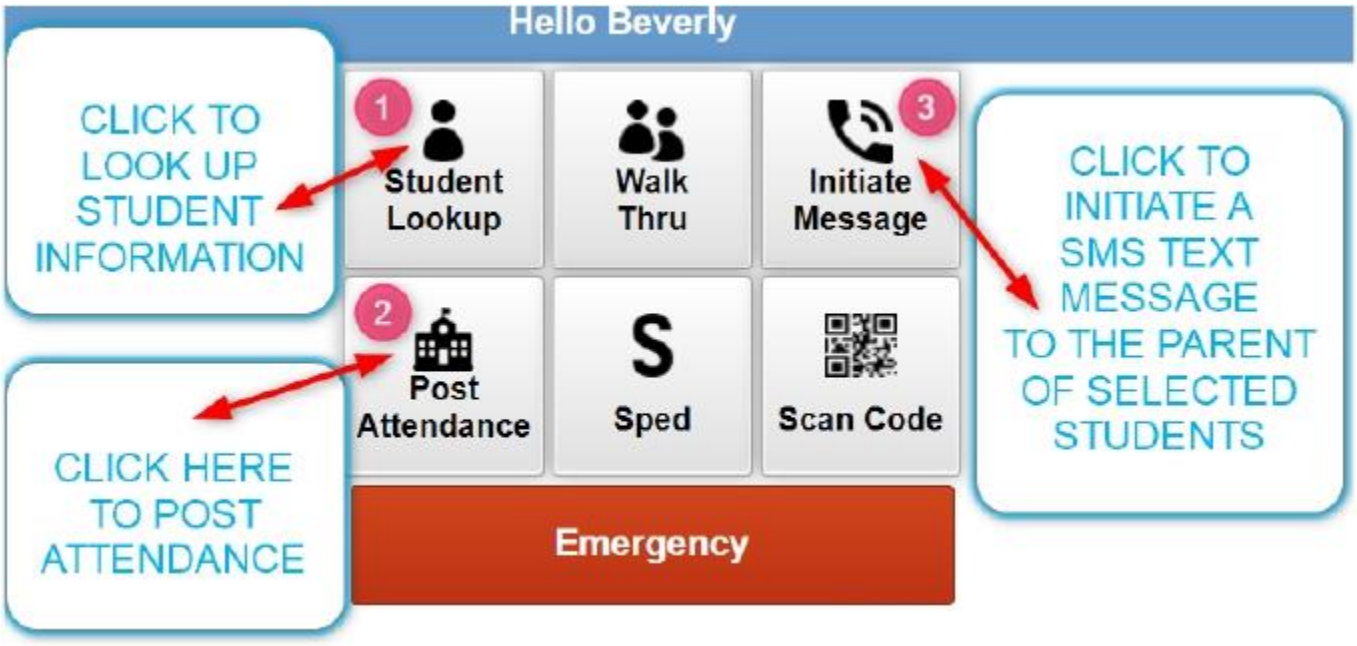
**The Mobile version of the software is designed for smaller displays associated with a smart device.**

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

**Go to https:// stbernard.edgear.net/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.**

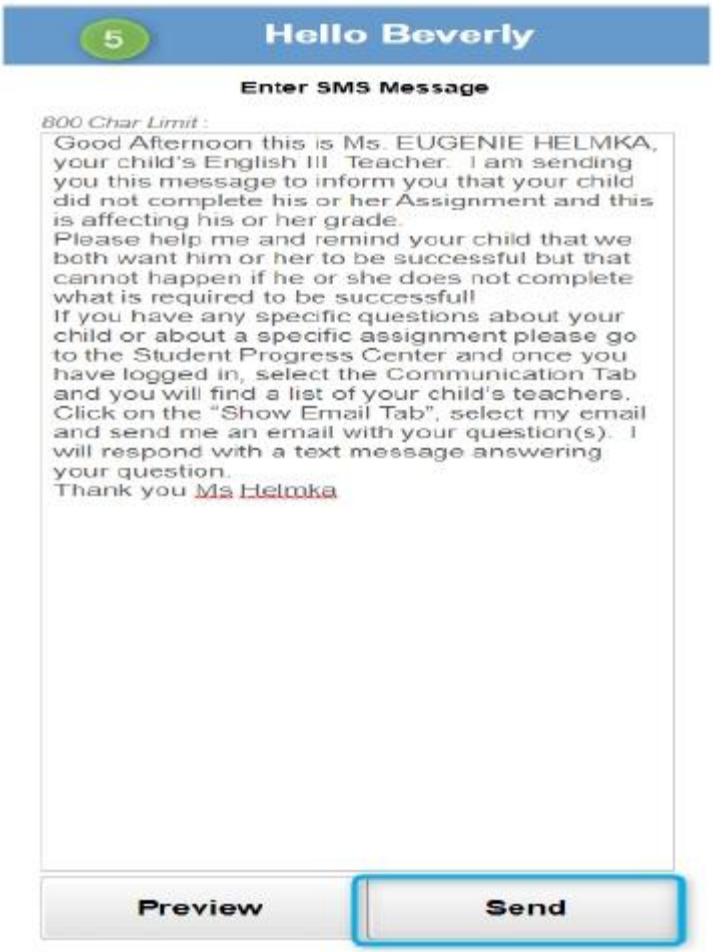


1
Initiate Message

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
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

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