



JCampus - Opening of School Procedures

2020 – 2021

Attendance and No Shows

Procedures will be forthcoming concerning “No Shows.” Do not mark “No Shows” until instructed to do so by Data Management.

Adding Students: Entry Codes

E1 (Original enrollment within same district) entry code can ONLY be used on the first day of school. We are still using 8/6/2020. After 8/24/20, use the current date.

Dropping Students from Sites 000 or 555

Use our ticket system if you need a student dropped from sites 000 or 555.

Student Grade Level Changes

1. Click in the “Leave Date” field. Code the student as “15E Reassignment from one Grade to another” and document the reason for reassignment in the “Leave Comments” box.
2. Click on the “Entry Date” field and code student “C4 Re-entry into school.” Use the current date. If the student is going to another school, contact that school to re-enroll the student.

Coding T9 Students (High Schools Only)

Student Master Screen>Special Codes>use code: "TRA Transition Student."

Begin Date = August 6, 2020

End Date = May 225, 2021

Reports of Immediate Value

Print Student Schedules

Scheduling>Lists>Print Student Schedules: Set your filters and print options. In Filters, choose "As of Date" as current date. In Print Options, choose "Semester" as 1, "Class Period" as Value, and "Order to List" as Class Period Order. Click "Okay" and select the box to the left of "Student Name" to highlight all students. Click "Print." NOTE: In Filters>Custom Codes, you can print hybrid coding on the schedules.

Print Teacher Rosters

Scheduling>Lists>Print Class Rosters: Use the "Filters" option and check boxes to meet your needs. Choose "As Of Date" as current date. Checking "Print Only Selected Semesters and Periods" is recommended. Click "OK" and use the bottom selections to meet your needs. Choosing "Semester" = 1 and "Class Period" = blank is recommended. NOTE: See setup screen image to print hybrid and virtual codes on rosters.

Print Class Rosters Setup-08.01.20.09 MLM

Year: 2021

District: 026

School: 107

Grade:

As Of Date: Aug 6 2020

Print By Homeroom (Form Type Only)
 Print Only Selected Semesters and Periods
 Print Student Addresses (Form Type Only)
 Print LEP
 Print By Advisor (Form Type Only)
 Print By Counselor (Form Type Only)
 Print Team (Form Type Only)
 Print Co Teachers
 Print 504 Status
 Show SSN on Report
 Print Sped Status
 Hide Sidno and State ID
 Only Name And Signature On Report
 Print SIS School
 Print Telephone
 Print Birthday
 Print Special Codes
 Print Custom Codes

Select Custom Codes to Display : A,AB,B

Select Special Codes to Display : VIR

Filters OK

Student Locator

(Student Master>Lists>Student Locator): This report lists student names and class periods. It can be filtered by teacher, room, or course. If you filter it by room, you get a printout of the students' room numbers by period. A similar report is the "First Period Student Report" (Student Master>Lists>First Period Student Report).

Alpha/Recruit List

(Student Master>Lists>Alpha/Recruit List): This report displays a host of things. One example, it can be filtered to show which buses your students ride in the afternoon, virtual coding, and hybrid coding

Classroom Log 1 Week

Student Master>Lists>Classroom Log 1 Week. This can be used to document student attendance by those teachers who are unable to access JCampus.

Student Progress Center

The Student Progress Center is the JCampus version of Parent Portal. It is available to parents and high school students. To print the parent letter with login information, complete the following steps:

1. On the student's demographics page, click "Action" in the upper right side of the screen.
2. Click "Letter System."
3. Click in the "Letter" box and select "SPC Parent Letter-English" or "SPC Parent Letter-Spanish."
4. Click "OK."

5. Click "OK."

Reporting of Issues to Data Management

Before reporting an issue to data management, be sure you are using Google Chrome, have cleared your cache, and have unlocked your pop-up blocker. Research your issue using the JCampus help guide (question mark at top right of screen). If you are looking for a specific report, type a key word(s) in the "Search Programs" box below the waffle icon (example-type "student schedules" in the search bar and a list of reports dealing with student schedules will appear). If you are still in need of assistance, use the Data Management Support Ticket system. The link is located on the JCampus Welcome screen. The ticket system is for office use only. Teachers must report their issues to the school's technology coordinator.

Photo File Creator

This program will create a csv file for the photographer in advance of the picture taking sessions. The file will help the photographer create photos that import into JCampus.

http://wiki.edgear.net/wiki/w/index.php?title=Photo_File_Creator

Picture Master

This program will allow you to upload pictures for your school or edit pictures that need to be replaced. This is completed from a data source (CD, Zip file, etc.) from the photographer.

https://wiki.edgear.net/wiki/w/index.php?title=Picture_Master