



JCampus School Administrator Guide

Version: 02/17/2020

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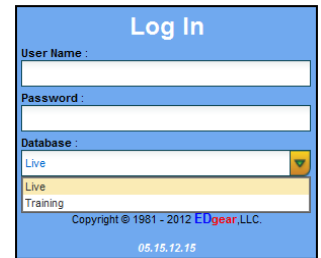
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JCAMPUS works best in *Google Chrome*.

Logging In

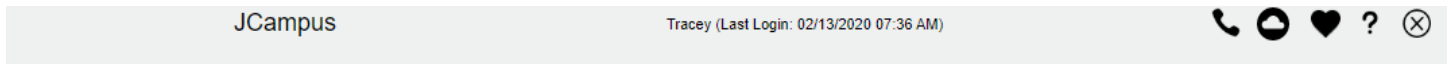
1. At the login screen, enter your username and password.
2. If you are using the live site, click **Login**.
3. To access the training site, click the dropdown arrow and select *Training*. Then click **Login**.



Basic Navigation

Menu Bar

The top of JCAMPUS has a menu bar that contains several features.



Status




The first feature is the color of the menu bar. If the menu bar is pink, you are in training mode and the title will say training. If the background is grey you are in live mode.

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.

User

The user indicator will have *Welcome* (username).

Icons

-  - This is your favorites. From here you can save your 10 favorite programs and launch them.
-  - This is a link to the help system.
-  - This is the logout button.

Navigator

The left side of the screen is the program navigator. This is a collapsible panel that is categorized by application area.

Within each application area there are several broad program types:

Entry

List

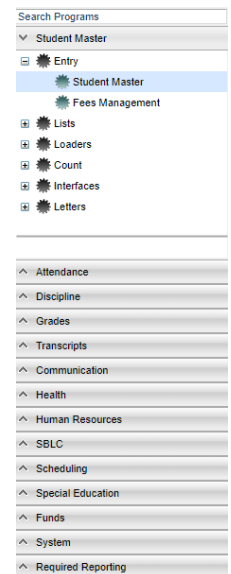
Loader

Count

Interface

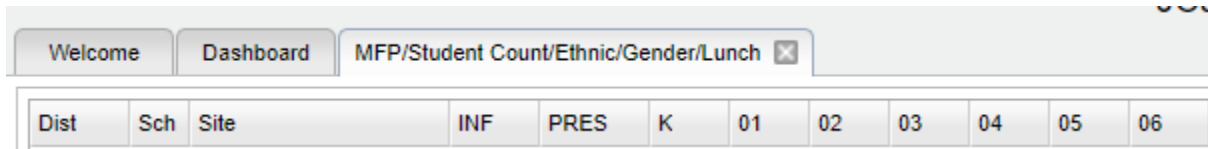
Letter

Trends



Workspace

The Workspace is a tab separated work area that allows you to manage multiple open programs without overlapping windows. You can have several different programs open at any given time. You can select a tab to switch the active program. When you are finished with a program you can click on the red "X" at the top of the tab to close the individual program.

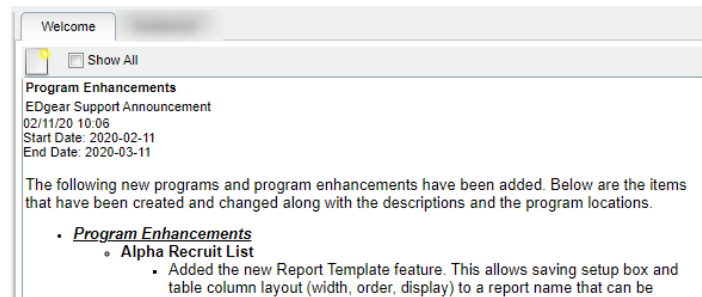


Notifications


This window will be visible when you login to JCAMPUS. It will display JCAMPUS and district notices.

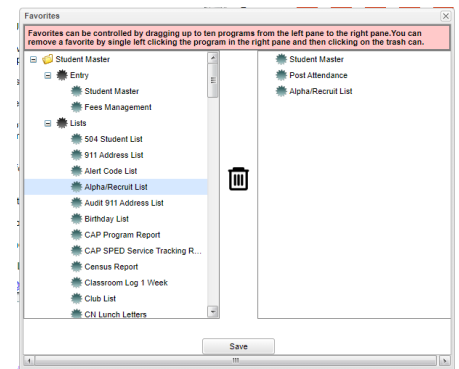
Enrollment and Ethnic Breakdown Graphs

These graphs will be visible once you login to JCAMPUS. You can enlarge the graph by clicking the **Show in Larger Window** icon. To print, click the **Print** icon.




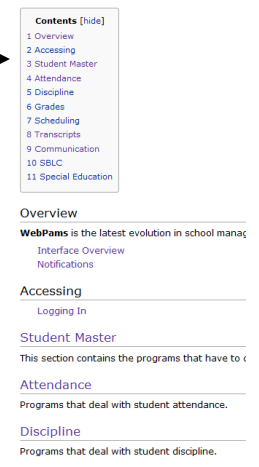
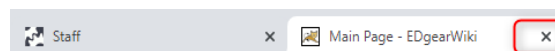
Adding Links to Favorites

1. Click the **Favorites** icon. 
2. Select **Configure**.
3. The window on the left shows all the different modules that can be added to favorites. Click and drag the desired modules to the column on the right.
4. Click **Save**.
5. To remove, select the module from the window on the right, then click once on the trash can icon in the middle of the two windows. Click **Save**.



Accessing Help

1. Click the **Help** icon. 
2. Select the main topic area from the list on the bottom of the page.
3. Choose a topic under the necessary category.
4. Directions will be listed. If a video has been created, it will be listed at the top of the page.
5. Click the red **x** on the **Help Tab** to close the window.

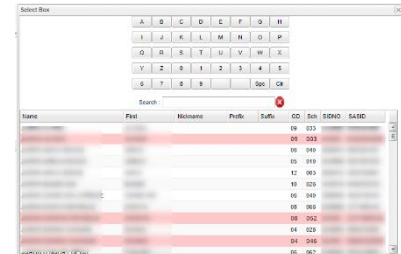


Student Master

Find a Student using the Find button



1. On the upper left navigation pane, click on **Student Master** under **Entry**.
2. In the *Student Master Setup* window, ensure the correct **year**, **district**, and **school** are selected.
 - a. The current year will be selected and the district and school should be defaulted based on security.
3. Click **Ok**.
4. Click the **Find** button located at the bottom of the *Student Master* screen. This brings up a list of students in alphabetical order.
5. Use the keyboard or the keypad at the top of the list to type the last name in the search box or scroll down the list and select the appropriate name.
6. The student information will appear on the *Student Master* screen.
7. Flags in the top right corner will be visible if a student has been classified as SPED, 504, LEP, or has a health flag.
 - a. Special Ed button colors:
 - i. **Blue** = Prior/Inactive Special Ed Student.
 - ii. **Green** = Special Ed Student with Referral/Eval in progress.
 - iii. **Yellow** = Special Ed Student with expired Eval or IEP.
 - iv. **Purple** = student is Gifted / Talented
 - v. **Red** = Special Ed Student with Active Eval, IEP, and Services.



Find a Student using the Search Bar



1. The search field is the blank field to the right of **Action** at the top of the screen. Search by typing all or part of the student's last name, first name, social security number, or student ID number and hit **Enter** on the keyboard.
2. A list of possible matches is displayed and can be sorted using any column heading.
3. Select the desired student. The student information will appear in the *Student Master* screen.
4. **TIP**: The user can search for Student Name, SIDNO, LASID, Birthdate, Father Name, Mother Name, Guardian Name, and any phone number in the Search bar.

Student Master Screen Features

There are many areas to store different types of information on the **Student Master** Screen. Some of the commonly referred to fields are described below:

Save button: **When entering or editing data in Student Master, it is important to click the Save button.** Any work done is not retained until the **Save** button is clicked.

Name: Located in the upper left, click the field box next to **Name** to access, edit, or enter the student's name, addresses, and phone numbers of the student. Address and phone information can be copied from the student's information to the Guardian, Father, and Mother by clicking the **Copy Address** button.

Guardian: Click in this field to enter/edit a guardian's name, address, email, and phone information. Information can be copied from the **Mother** or **Father** by clicking the **Copy From ...** buttons at the bottom of the Guardian window. If a school uses the Parent Command Center, and wishes to deny a guardian access, a user can select to deny access by clicking the box next to **Guardian cannot access Internet data.**

Father and Mother: Click in these fields to enter/edit names, addresses, email, and phone numbers of the student's father and mother. There is a check box to indicate if the mother or father is a stepparent. Address information can be copied from Guardian, Student, Mother, or Father by clicking the **Copy From** button. If a school uses the Parent Command Center, and wishes to deny a parent access, a user can select to deny access by clicking the box next to **Mother/Father cannot access Internet data.**

Emergency: Click to enter or edit a person to contact in case of an emergency for the student.

Homeroom: Click to enter a homeroom for the student. There are other ways to load many students, or selected students, into a homeroom. These are described in the section labeled **HMRM/Advise.**

Special Codes: This field allows you to bring up a box that will list any special information for that student. By clicking on the drop down arrow, you will get a list of Special Codes that you can use if you need to enter such information. It also allows you to enter other information such as **Lunch Type** and **Lunch ID.** You may enter up to 10 different codes. After you are done, close the screen and the codes will appear in the Special Codes field on the main Student Master screen.

School Clubs: This field will allow you to list any school clubs that the student is a member. When you click on the blank field next to the **School Clubs** name, a box will appear. Click on the arrow and a drop down list of clubs will appear. You may select up to 10 clubs for this field.

Alarm Codes: This field will allow you to assign codes that indicate a student needs special or immediate attention. This code will display when a student with an alarm code is checked out of school.

Entry Date: Contains the date the student entered the school. A user can click to enter/edit the entry code, entry date, and school transferring from.

Leave Date: Contains the date the student left the school. A user can click to enter/edit the leave code, leave date, and school transferring to. **Note: Proper use of the leave code is crucial.** Using a leave code that contains a **"D"** will result in a dropout assigned to the school.

US Entry: If a student was born in another country, a user would click here to enter the country of birth, date of entry to US, a language code, and a language proficiency code. This is an important field as it identifies whether a student is **Limited English Proficient.** Funding goes to your district to educate students with a Limited English Proficiency code.

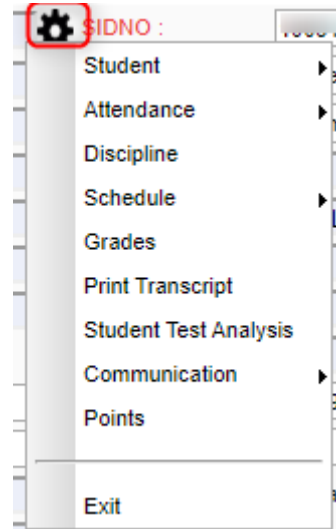
SBLC Code: A field to identify a student as retained. When a student is considered for retention, an SBLC is held. The results of the SBLC meeting (promoted or retained) are posted here.

Old SSN: If a student's SSN was changed, the old one appears here.

Old SSN D: If a student's SSN was changed, the date of the change appears here.

Using the Gear Box

1. Find the student using the *Search* box or the *Find* button.
2. Click on the **gear icon** at the end of the *Student Name* field.
3. Make a selection.
 - Attendance by Day
 - Discipline
 - Schedule
 - Grades
 - Print Transcript
 - Student Demographics page
 - Student Test Analysis
 - Exit-closes window



Interpreting the Attendance by Day Screen

The Attendance by Day screen is accessed by the gear box in Student Master or in SBLC, as well as other areas of JCampus. The window shows important details about the student's attendance.

The top half of the window shows each attendance record. Each record shows the check in/check out information on the attendance record, if an excuse note was posted, and if the day was a full day, half day, or other.

Time / Date / Code items:

OTIM = Check out time

OCOD = Check out code. U means "unexcused", S means "suspension", E means "excused", and D means "doctor/medical".

DRCD and **PSTD** = Excuse brought in, and date brought in.

Amount of Day items:

F = Full Day absence

H = Half Day absence

O = Less than half day. Usually a check in / check out of less than 25% of the day.

Classification items:

U = Unexcused

S = Suspended

E = Excused

ND = Note from Doctor, Medical, or Extenuating Circumstances

OP = Other Present such as field trip or ISS.

Summary Line:

Shows a count of Full, Half, and Other absences. The Full day count is then split into categories of Unexcused, Suspended, Excused, and Note from Doctor.

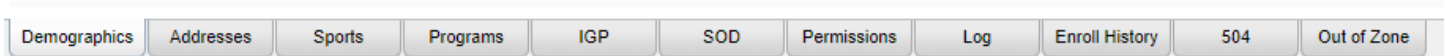
Dis	Sch	Date	OT...	O...	ITIM	IC...	DrCd	DrDate	F	H	O	U	S	E	ND	OP	D	Out Reason	In Reason
1	010	025	02/04/2020	07:48	02	D			*						F			Dr Note Verif...	
2	010	025	02/03/2020	07:48	02	D			*						F			Dr Note Verif...	
3	010	025	01/31/2020	07:48	02	D			*						F			Dr Note Verif...	
4	010	025	01/29/2020	10:04	05	U			*		H							Dr./Parent N...	
5	010	025	01/23/2020	07:48	05	U			*		F							Dr./Parent N...	
6	010	025	12/16/2019	07:48	05	U	11:41	19	U		O							Dr./Parent N... Late to scho	
7	010	025	12/06/2019	07:48	05	U			*		F							Dr./Parent N...	
8	010	025	10/09/2019	07:48	05	U	09:09	02	D		O							Dr./Parent N... Dr Note Verif...	

The detail table lists all absences. The summary table skips absences with the following codes: P.

Name	Hmrm	F	H	Abs	O	U	S	E	ND	OP	T	L	SIDNO	Grade
		6	1	6.5	6	3	0	0	3	0	0	2		11

In the example above, of the 6 full days, 3 are unexcused, 0 are due to OSS, 0 is excused, and 3 are doctor/medical/extenuating circumstances.

Tabs at the Bottom of the Student Master Screen:

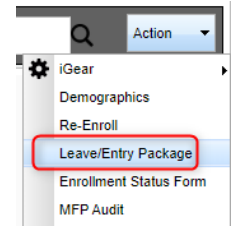


- **Demographic:** First screen displayed when entering **Student Master**. Basic information on a student is displayed here.
- **Addresses:** This tab will display all name/address/phone information contained in the **Student, Guardian, Father, Mother, and Emergency** fields.
- **Sports:** Select this tab to select any sports a student is involved in. This tab also has other miscellaneous information.
- **Programs:** This tab will display program information such as Homeless, Migrant, Homebound, etc... Program start and end dates can be associated with each program.
- **IGP:** This tab will allow you to input vocational information about the student.
- **Permissions:** Student permissions for the student are stored here.
- **Log:** A file that allows an Administrator or Counselor make journal entries on a student.
- **Enroll History:** A very important tab. This tab indicates the **enrollment history** of the student in the district.
- **504:** This tab will display details about the student if the student has been identified as 504.
- **Out of Zone:** Out of Zone information about a Student entered by CWA.

Print Entry/Leave Packet

This report is handy as it makes a packet of data on the student in one report. Would be a time saver when meeting with staff or parents on a student, initial Pupil Appraisal Meetings, hearings, etc...

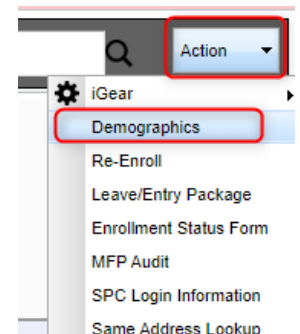
1. Locate the student in *Student Master*, click **Action** at the top of the screen.
2. Choose **Leave/Entry Package**.
3. Check all appropriate boxes to print.
 - By default, social security numbers do not print on reports. It must be selected in order to print.
 - Check *Nurse Notification* to print any information a nurse has entered into the system, such as allergies and medication.
 - Check *Demographic Information Page* to print student demographic information.
 - Check *Current Grades Not Recorded* and select the current semester from the drop down menu to print out a list of the student's current schedule with a place for teachers to write the average for the class.
 - Check *Current Grades* to print a report card for the student.
 - Check *Current Progress Report* and select the current grading period from the drop down menu to print out a detailed progress report for the student that lists all assignments and grades for each class.
 - Check *Historical Grades Detail* to print a transcript for the student.
 - Check *Attendance History* to get a detailed history of the student's attendance.
 - Check *Discipline History* to get a summary history of the student's discipline.
 - Check *Discipline Referral Detail* to get a detailed history of the student's discipline.
 - Check *Test Score Card* to get a list of state tests the student has taken and the scores received.
4. Click **Print**.
5. A *print preview* open. Click **Print**.



 A screenshot of the 'Leave/Entry Package-01.15.2020' print preview window. The window contains a list of checkboxes for various report components. Checked items include: Nurse Notification, Demographic Information Page, Current Grades, Current Progress Report, Historical Grades Detail, Attendance Current Year History, Discipline Current Year History, Discipline Referral Detail, Test Score Card, Student Enrollment History, and RTI Referrals, Meetings, and Interventions. There are also dropdown menus for 'Semester 1' and '3rd Nine Weeks', and a 'Print' button at the bottom.

Print Student Demographic Sheet

1. Find the student using the *Search* box or the *Find* button.
2. Click on the **Action** button at the top of the screen.
3. Select **Demographics**.
4. You have the options to print with or without the SSN and with Bus information.
5. A print preview will open displaying the student's demographic information. Choose either **Print** or **Save**.



 A screenshot of the 'Print Demographics - 06.26.2017' print preview window. The window shows options for printing: 'Print: With SSN' (selected) and 'Without SSN'. There are also checkboxes for 'Standard' and 'Bus', with 'Bus' checked. A 'Print' button is located at the bottom.

Posting a Log Record from Student Master

The log is a place to store notes about a student created by Administrators and Counselors. The contents can be printed in the **SBLC Court Report** or **Discipline Court Report**.

1. In **Student Master**, click the **Find 1** button to locate the student to post to.
2. At the bottom of the Student Master screen, click the **Log** tab at the bottom of the screen.



3. Type the password of _____. (Facilitator will inform at meeting).
4. Click the **"New"** button. Type in text in the text area below the **New** button. When finished, enter the user's initials.



5. When done, click the **Save** button. The saved record will be shown with a time / date stamp.

A screenshot of the Student Master table showing a saved log record. The table has columns for District, School, Student Name, Grade, SIDNO, Date/Time, Log Entry, Create User, Change Date, Change User, D, and Record. The first row contains the following data:

District	School	Student Name	Grade	SIDNO	Date/Time	Log Entry	Create User	Change Date	Change User	D	Record
010	003		12		2020-02-14 13:44:01-06	Sample log note here.	tywinCC				45029

6. To edit a log record, highlight the row containing the log record to edit. In the lower portion of the screen, edit the contents, then click the **Save** button.
7. To delete a log record, highlight the row containing the log record to edit. Click the red delete cell on the far right.

Working with Lists:

A list in JCAMPUS works very similar to a spreadsheet in Microsoft Excel.

- *Sort Ascending*-alphabetical order
- *Sort Descending*- reverse alphabetical order
- *Configure Sort*- custom sort using multiple columns
- *Clear sort*- clears the Configure sort option
- *Auto Fit All Columns*- adjust all columns' width to fit the text in each field automatically
- *Auto Fit*- does the same but only in the column you are working in
- *Column*- uncheck columns to hide
- *Group by*-when grouping, all items are sorted and then collapsed into drop down items to make the information easier to access in an organized fashion. It is an expanded level of sorting.
 - *Ungroup*- clears Group By
- *Freeze*- keeps the chosen column stationary while scrolling from left to right

Alpha/Recruiter List

1. Under *Student Master*, expand **Lists**.
2. Select **Alpha/Recruiter List**.
3. In the *Setup* window, ensure the correct **year**, **district**, and **school** are selected.

- The current year will be selected and the district and school should be defaulted based on security.
- *Special Codes* can be left blank if all options are to be included; otherwise, click in the box to select the specific choices.
- *Columns*- List of columns to be viewed on the report.
- *Grade*, *Gender*, and *Ethnic* should be left blank if all options are to be included; otherwise, click in the box to select the specific choices.
- *Homeroom*, *Counselor*, *Club* and *Sport* will only display students who are in the criteria selected. Leave blank to list all students.
- Enter a **Report Title** to have that name printed at the top of the list.
- Checking *Skip Opt Out Stus* will eliminate students who have asked not to be placed on public lists. This option can be found in *Student Master* on the *Permissions* tab.
- By default, social security numbers do not print on reports. *Show SSN on report* must be selected in order to print.
- *Order to List* gives sorting options.
 - *Alpha Order*- sort alphabetically by student's last name
 - *Grade Order*- sort alphabetically by student's last name within the grade level
 - *Homeroom Order*- sort by homeroom teacher then alphabetically by student's last name

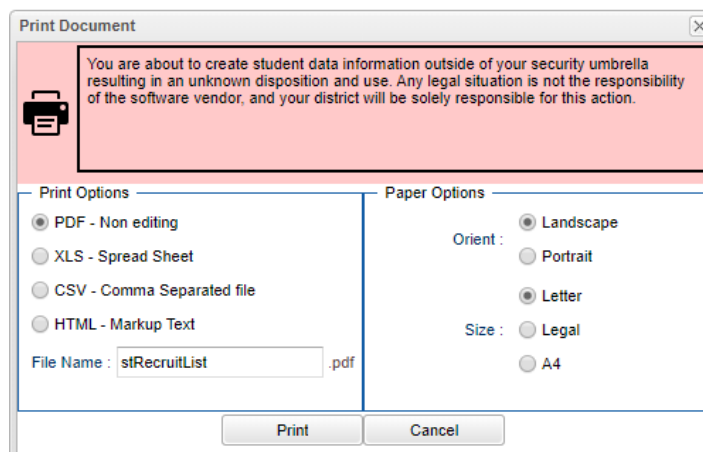
Setup-11.11.2019

Year : 1920
District : 010
School : 001
Special Codes :
Exclude Special Codes :
Programs :
Exclude Program Codes :
Custom Codes :
Column :
Exceptionality :
Economic Code :
Special Ed : All Sped Only Non Sped
LEP : All LEP Only Non LEP
504 : All 504 Only Non 504
Military : All Military Only Non Military
 Print Break on Homeroom
 Camel Case Student Names
 Skip NR Students
 Show SSN on Report
 Show Last 4 SSN
 Only Show Transfer From/Transfer To for Selected Year
 Active Only
Feb 14 2020
Order To List : Alpha Order
Report :
OK

Grades :
Gender :
Pri Ethnic :
Sec Ethnic :
Homeroom :
Counselor :
Clubs :
Sports :
Print Title :
Students :
Team :

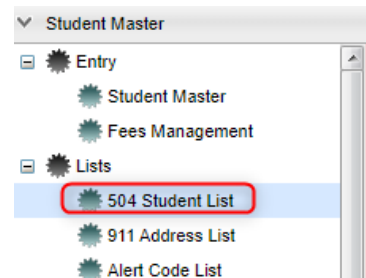
Show Remote Scheduled Only
Skip Opt Out Stus
Show Parent's Security Number (PSN)

- *Counselor Order*- sort by counselor name then alphabetically by student's last name
 - If *Print Break on Homeroom* is checked, *Order to List* will change to *Homeroom Order* when the list is printed and each homeroom teacher will be printed separately.
 - If *Show Remote Scheduled Only* is checked, only those students who are remotely scheduled will appear on the list.
 - If *Skip NR Students* is checked, students with an entry code of *NR* will not appear on the list.
 - The *As of Date* limits the list to only those students who are active on the date selected.
 - For *Show*, select if you would like to include all students, SPED students only, or Regular Ed students only on the report.
4. Click **Ok** after all fields have been set as desired.
 5. The list of students meeting the settings will be displayed.
 6. Clicking on the yellow down arrow on the right side of any column header will display additional options.
 - *Sort Ascending*-alphabetical order
 - *Sort Descending*- reverse alphabetical order
 - *Configure Sort*- custom sort using multiple columns
 - *Clear sort*- clears the Configure sort option
 - *Auto Fit All Columns*- adjust all columns' width to fit the text in each field automatically
 - *Auto Fit*- does the same but only in the column you are working in
 - *Column*- uncheck columns to hide
 - *Group by*-when grouping, all items are sorted and then collapsed into drop down items to make the information easier to access in an organized fashion. It is an expanded level of sorting.
 - *Ungroup*- clears Group By
 - *Freeze*- keeps the chosen column stationary while scrolling from left to right
 7. Click **Print**. In the *Print Document* window, select the appropriate format to save or print.
 - a. Highlighting rows in the list and selecting *Print* will only print those selected rows.

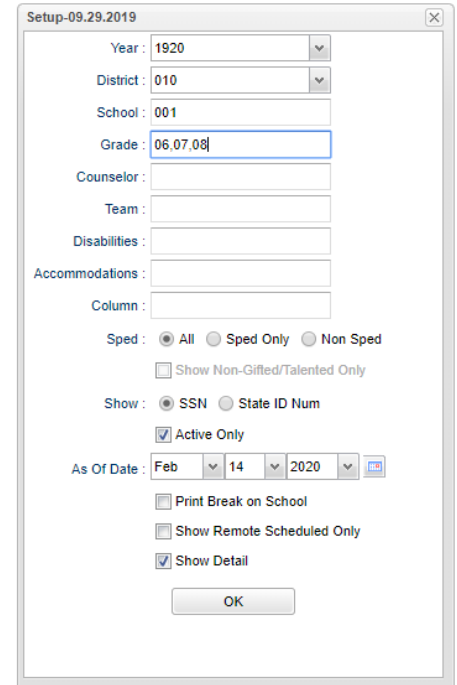


Printing a List of 504 Students

1. In **Student Master**, click **Lists** in the upper left. Move down the listing and click the link for **504 Student List**.



2. At the setup box, set the desired Year, School, and Grade(s).
 - a. **Disabilities & Accommodations:** Click in the fields and select the desired items to list, or select all to display all disabilities or accommodations.
 - b. **Show:** Select to show all students, special ed students, or Non special ed students.
 - c. **As Of Date:** Select date to show students who are enrolled for the given date.
 - d. **Print Break on School:** If the user is running a report for multiple schools, then select the "Print Break on School" option.
 - e. **Show Remote Scheduled Only:** Select this option to only show students who come to your school from another school in the district.
 - f. **Show Detail:** This will list out the details in the Disabilities and the Accommodations column.



3. Click **OK** to start the listing. Review, sort, or use the column tools to rearrange the listing.
4. **Note:** If the user sees 504 students with empty data in the fields on the right, the student's 504 information will not transmit to the state SIS system. Work with data entry person(s) to enter all fields to ensure transmission.
5. Click **Print** to print the listing.

Testing List

This report is very good for providing a listing of students who are special ed along with the primary exceptionality and service. It can also provide a listing of 504 students.

1. In the left hand navigation panel, click **Special Education**, then click **Lists**, then **Testing List**.
2. At the setup box, set the desired year, grades, and other usual information.
3. Use the sort tools, group, and freeze tools to create a desired report.

MFP Report (Count of Students)

1. On the left, in Student Master >Count > MFP/Ethnic-Gender/Lunch
2. On the setup box
 - Select the desired "Year"
 - "District", and "School" should be defaulted based on security
 - "Grades" should be left blank if all grade levels are to be included into the report. Otherwise click in the box to the right of "Grades" to select the desired grade level to be included
 - The "As of Date" limits the count to only those students who are active on the date selected
 - Enter the age from and to of the students to count. Usually 0 to 99.
 - Check "Use SIS School" if SIS School numbers are being used
3. Click "OK"

Dist	Sch	Site	INF	PRES	K	01	02	03	04	05	06	07	40	35	?	MFP	PREK	ADJ	22+	Enroll	NR	Total
010	002	BARBE ELEMENTARY...		3	52	39	46	29	44	34						247	25	(3)		269		269
010	?	Other																				
		Total		3	52	39	46	29	44	34						247	25	(3)		269		269

4. A count by grade level for the school will appear. Some of the column headings are explained below:
 - MFP - number of students counted towards State Funding purposes
 - Enroll - number of students enrolled in the school
 - ? - number of students in a grade that cannot determined
 - Adj - number of students adjusted (counted as both pre kind and preschool)
 - 22+ - number of student at age 22 or older
 - NR – number of students identified as not reported in SIS to state
 - Total – number of active students
5. The tabs at the bottom will break down the totals by Regular Ed, Special Ed, gender and race, Special Codes, and Lunch Codes
6. Click "Print" to print or save the report

Print a Court Report (Summary Report) on a Student

The Court Report will create a packet of details about the student such as demographics, grades, attendance, enrollment, discipline records, transcript (if high school), and log records. It is very useful for meetings about a student.

You can obtain a Court Report from 3 different places:

1. Student Master screen for a student from the Action tab.
2. SBLC > SBLC/RTI Editor screen for a student from the Action tab.
3. Discipline > Discipline Posting, find a student then select the Action tab.

1. In the lower right, click the **Find** button and browse to the desired student.
2. In the upper right, click the **Action** button, then **Court Report**.

Court Report Setup - 07.19.2019

From Date: Aug 13, 2019

To Date: Feb 16, 2020

Attendance

Skip Codes:

Demographic Information Page

Discipline

Detail Discipline

Detail Discipline 2

Major Referrals Only

Conduct Comments From Grades

Historical Grades Detail

Include Current Year Grades

Student Schedule

Log

Call Center Call Attempts (Summary)

Call Center Call Attempts (Detail)

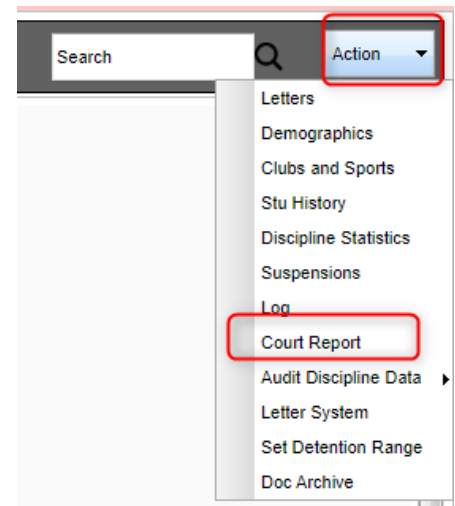
SBLC Referrals, Meetings, and Interventions

RTI Referrals, Meetings, and Interventions

Show SSN on Report

Parent Contact Log

Letter Log



3. Select the desired date range and items to include in the report, then click **Print**.

Grades

Grades Distribution Report

This report will produce a report of grades per class indicating number/percentage of A's, B's, C's, etc...

1. In the left navigation panel, click **Grades**, then **Count**, then **Grade Distribution Report**.
2. At the setup box, verify / edit the Year, School, Grade, Ethnic, and Gender fields. Select the desired **Class Period(s)**.
3. Select the desired **Marking Period**. Click **OK**.
4. When the report is computed, results by teacher/class will be displayed. A user can click on counts to see students that comprise various counts.
5. A user can click on a teacher's name to see the discipline referrals associated with that teacher as well as any staff attendance records (if stored in JCampus).

Grade Distribution Report Setup - 01.23.19

Year : 1920
District : 010
School : 062
Grade : 06
Ethnicity :
Gender :
Class Period :
Course Group :
Course Name :
Marking Period : P3
Team :
As Of Date : Feb 16 2020
Show : All Sped Only Non Sped
 Show Remote Scheduled Only
 Active Courses Only
Teacher :
Special Codes :
Clubs : Sports :
OK

Access Teacher Gradebooks

1. In the left side navigation panel, select **Grades**, then **WebGradebook**.
2. At the setup box, verify the school, then click **Ok**.
3. On the lower left, select the desired **Teacher**, then **Course**, then **Marking Period**.
4. Review assignments. Click **Assignments**, then **syllabus** to see assignments for the class fully listed.
5. Go to **Reports** to see reports about the class such as **Curriculum Monitor** and **Grade Summary Charts**.

Check the Number of Assignments in Teacher Gradebooks

TIP: This report takes a while to tabulate (5-8 minutes).

1. In the left navigation panel, click **Grades**, then **Count**, then **Assignment Audit**
2. At the setup box, set the desired grade levels of the classes, and the grading period to reprot against.
3. Set the **Report** to “Equal or Greater Than” and the Assignments count to “0”.
4. Set “Report Type” to **Summary**.
5. Place a check for **Exclude Non-Displayed Assignments**.
6. The results will take a little while to be produced.
7. When done, each class will show with a count of students, count of assignments, and a count of missing grades.
8. The user can cell click on the missing grades to see which students have blank assignment cells.

Assignment Audit Setup - 01.09.2020

Year: 1920

District: 010

School: 029

Course Grades:

Marking Period: P3

Report: Less Than Or Equal...

Report Type: Detailed Summary

Exclude Non-Displayed Assignments

Assignment From: Aug 13 2019

Assignment To: May 21 2020

0 Assignments

OK

Select desired date range.

Accessing Test Scores for an Entire School or Grade Level

1. In the left navigation panel, click **Grades**, then **Entry**, then **Test Scores Editor**.
 - At the setup box, set the desired student year, grades, and other student filters.
 - Select the desired test. If desired, select the desired year/month of the test results.
 - Click the **OK** button.
2. On screen, the test results, along with subskills results will be displayed.
3. A useful function here is to use the “group” command available on any list report. A user can group results by level.
4. To enter test scores for a student, click in a student’s row to enter test data, then click the **Save** cell when finished.

Attendance:

Daily Absentee List:

Click **Attendance** in the Program Navigator list.
Under **Lists**, select **Daily Absentee List**.

Daily Absentee List Setup Box:

1. Select the desired **Year**.
2. **District** and **School** should be defaulted based on security.
3. Select **Detail Report** to get a detailed list of students and their detailed attendance records. If **Detail Report** is selected, other options become available at the bottom of the setup screen:

- By checking **Phone #**, the student's phone number will be printed on the report.
- By checking **Legend**, an explanation of the attendance headers will be printed out.

The screenshot shows the 'Setup-12.12.2019' window for the Daily Absentee List. The 'Detail Report' radio button is selected and highlighted with a red box. Other options like 'Summary Report', 'Include Summary', and 'Print Break on Homeroom' are visible. The 'Show Only' section has 'Active' checked. The 'Printing Options' section includes 'Day Range' (0 to 99), 'Equal Days' (3, 10, 20, 30, 40), and checkboxes for 'Policy', 'History', 'Phone #', 'Homeroom', 'Unexcused', and 'Legend'. The 'Add Announcement' field is empty.

4. Select **Summary Report** to get a list of students and the number of days they have been absent. If Summary Report is selected, other options become available at the bottom of the setup screen:

- **Over Days** allows the printing of students with a range of days absent. Set the range as desired.
- **Equal Days** allows the printing of students with a specific amount of days absent. Set the number of days that is desired.
- By checking **Policy**, a policy letter will print out as well as the attendance letter.
- By checking **History**, a detailed attendance history will print out with the attendance letter.

The screenshot shows the 'Setup-12.12.2019' window for the Daily Absentee List. The 'Summary Report' radio button is selected and highlighted with a red box. The 'Detail Report' radio button is unselected. The 'Show Only' section has 'Active' checked. The 'Printing Options' section includes 'Day Range' (0 to 99), 'Equal Days' (3, 10, 20, 30, 40), and checkboxes for 'Policy', 'History', 'Phone #', 'Homeroom', 'Unexcused', and 'Legend'. The 'Add Announcement' field is empty.

5. **Skip Codes** allows the program to ignore certain attendance codes when counting the number of days absent. Click in the field and select the codes to skip and **OK**.
6. **From Date** and **To Date** should be set so that the desired attendance date range is selected.
7. **Grades** should be left blank if all grade levels are to be included in the report. Otherwise, click in the box to the right of **Grades** to select the desired grade level to be included.
8. **Clubs** will only display students who are in the club selected. Leave blank to list all students regardless of club.
9. **Sport** will only display students who are in the sport selected. Leave blank to list all students regardless of sport.
10. **Order** allows for the list to be sorted in the desired way upon clicking **OK**. The options for sorting are:
 - **ALPHA** will sort the list alphabetically by the student's last name.
 - **GRADE/ALPHA** will sort the list alphabetically by the student's last name within the student's grade level
 - **HR/ALPHA** will sort the list first by homeroom teacher name and then alphabetically by the student's last name
11. If **Check In After** is checked, the results will be limited to show attendance records with doctor's notes that were posted within the specified date range and attendance records with a check that occurred after the specified time. (To view records without check ins, set the check in time to the end of school and the checkout time to any time you wish within the school hours)
12. If **Check Out After** is checked, the results will be limited to show attendance records with check out times that are after the specified time.
13. For **Show Remote**:
 - If set to **None**, only enrolled students will appear on the list.
 - If set to **Only**, then only students coming to your school from others schools will be listed.
 - If **All**, then both remotely scheduled students and enrolled students will be listed.
14. For **Show Only**:
 - If **Active** is checked, only students who are currently enrolled will be listed.
 - If **Full Day** is checked, only full day absences will be considered for the report.
 - If **Tardies** is checked, only students with tardy to class codes will be listed.
 - If **Skips** is checked, only students with skip codes will be listed.
15. To email the report to staff members, click the **Email** button at the bottom of the setup box.
 - The **Email Options** window will appear. You must check the box **Use Email** to send the report out using email.
 - In the **To:** field, type the email address of the employees to send the report to or click the **Teacher Email** button at the bottom to select the teachers to send the report.
 - In the **From:** field, type the email address of the person sending the report.
 - Click **OK**.
16. Click **OK** on the setup box when all options have been set correctly.
17. The report will appear on the screen. Click **Print** to print the report as shown on the screen.
18. Click **Print Letters** to print letters for everyone on the report or only those highlighted on the report.

Student Absentee Statistics

This report will give a summary of attendance types by student.

1. In the left navigation pane, choose **Attendance**, then **Count**, then **Student Absentee Statistics**.
2. At the setup box, set the **Year**, **District**, **School**, **Grade**, **From Date**, and **To Date**.
3. Set the **Late From** and **Late To** field.
4. Set the **Skip Codes** to the type of attendance to leave out of the report.
5. Select "**All Students**", then click **OK**.
6. A list of students with counts for Skipped, Tardy, Late to School, ISS/OSS, and other attendance records will be displayed. Sort the listing for desired attendance types.

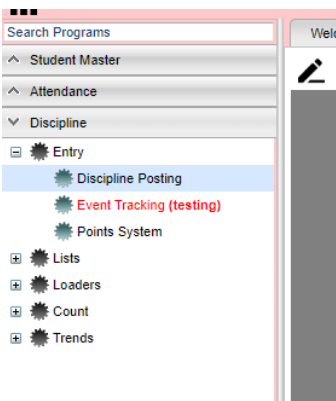
Discipline

Major vs. Minor Referrals

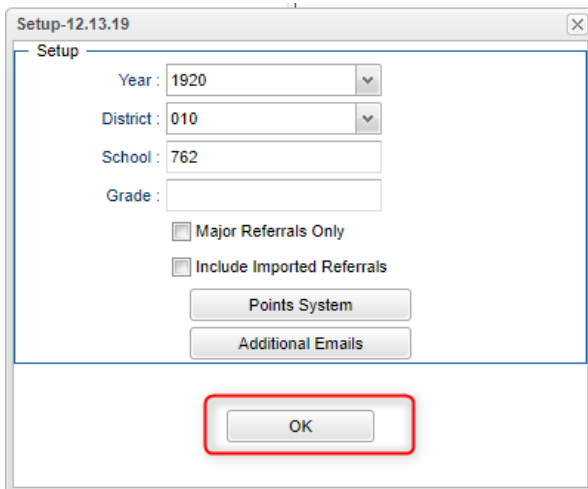
- **Major** referrals are:
 - Referrals with action posted on the Admin screen.
 - Referrals with the action of “06 Referred to the office (major)” on the Refpg2 screen.
- **Minor** referrals are:
 - Referrals with no action posted on the Admin screen.
 - Referrals with no action of “06 Referred to the office (major)” on the Refpg2 screen.

Getting Started

1. In the navigation panel on the left, click on the button labeled **Discipline**, then under **Entry**, select **Discipline Posting**.
2. At the setup box, verify / set the desired school year, then click **OK**.



Setup box:



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

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

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

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

Major Referrals Only - Click to see major referrals only.

Include Imported Referrals - Click to see referrals from other schools.

Points System - Click to use the table to default in a points value on the discipline screen.

Additional Emails - Click to add additional emails of which discipline notices will be sent.

Creating a Discipline Referral

RefPG1 tab- This is the initial screen where details of the offense are entered. The RED fields are required

1. Click in the field next to the word **NAME** to get a list of students. Click on a student name to begin the referral.

The screenshot shows the 'Discipline Posting' form. The 'Student Information' section has a red box around the 'Name' field and a red arrow pointing to a gear icon. The 'Student Find One Box' is on the right, showing a grid of letters and numbers for searching. Below the 'Name' field, there are fields for 'First', 'Nickname', 'Prefix', and 'Suffix'. The 'Referral Information' section shows 'Incident Date' as Jan 23, 2020, and 'Time' as 11:55. The 'Incidents' section has a table with columns for 'Code' and 'Nature of Referral Incident Description'. The 'Evidence' and 'Remarks' sections are at the bottom.

- a. **Tip:** After selecting the student, a user can click on the gear icon to access a menu showing attendance, schedule, grades, test scores, etc....

2. Click in the field next to **Staff ID and Name**. A listing of staff members will appear. Click on the name of the staff member who is associated with the referral.

The screenshot shows the 'Discipline Posting' form with 'Ref# 1' at the top. The 'Staff ID and Name' field is highlighted with a red box and a red arrow pointing to the 'Staff Find One Box'. The 'Staff Find One Box' is on the right, showing a grid of letters and numbers for searching. Below the 'Staff ID and Name' field, there are fields for 'School' (026 IOWA HIGH SCHOOL), 'Referral Information' (Incident Date: Jan 23, 2020, Time: 11:55), and 'Incidents' (Code, Nature of Referral Incident Description, Witr). The 'Evidence' and 'Remarks' sections are at the bottom. The 'Staff Find One Box' table has columns for Name, Suffix, Number, District, Sch, Object, and Function.

Name	Suffix	Number	District	Sch	Object	Function
ABSHIRE NINA M		010	026	116	2720	
ACKLEY BRANDY		010	026	112	1130	
ADAME MAX P		010	026	112	1110	
ALBERS LORNA G		010	026	113	2122	
ALCANTARA RACHELA		010	026	112	1211	
ALEXANDER ANITA G		010	026	112	1211	
ANDERSON GRANT A		010	026	112	1130	

3. Fill in the **Incident date, Time, Code** (state time code), and **Location**.

The screenshot shows the 'Referral Information' section. The 'Incident Date' is Jan 23, 2020. The 'Time' is 11:55 HH:MM. The 'Code' is 02. The 'Location' is 13 01 Classroom. Red arrows point to the Time, Code, and Location fields.

- Select the incident that occurred by clicking in the first cell under the **Code** column. When clicked, a box will appear with a list of incident codes. Select the desired code, then click OK. Additional incident codes can be selected by clicking in the cells beneath. **Up to five incident codes** can be selected by clicking in each respective code cell. **** (You want to enter the most severe incident first.)**

The screenshot shows the 'Incidents' form with a table containing columns for 'Code', 'Nature of Referral Incident Description', and 'D Witnesses'. A red box highlights the first cell under the 'Code' column. A red arrow points from this box to a 'Nature of Incident' dialog box. The dialog box has a table with columns 'Value' and 'Description' and contains the following items:

Value	Description
<input type="checkbox"/>	
<input type="checkbox"/> 01	Continued open defiance
<input type="checkbox"/> 02	Disrespect for authority
<input type="checkbox"/> 03	Unfounded charge against authority
<input type="checkbox"/> 04	Repeated profane/obscene communication

- If there were any witnesses, click in first row of the **Witnesses** area to add Witnesses for the incident.

The screenshot shows the 'Witnesses' section of the form, which includes a table with columns 'D', 'Witnesses', and 'SIDNO'. A red box highlights the first row of the 'Witnesses' column, and a red arrow points to it.

- If any **Evidence** code is to be noted, click in the **Evidence** field to select a desired Evidence code.

The screenshot shows the 'Evidence' field in the form, which is highlighted with a red box. A red arrow points from this box to a 'Select Evidence' dialog box. The dialog box has a table with columns 'Value' and 'Description' and contains the following items:

Value	Description
<input type="checkbox"/>	
<input type="checkbox"/> 001	01 Email
<input type="checkbox"/> 002	02 Graffiti
<input type="checkbox"/> 003	03 Notes
<input type="checkbox"/> 004	04 Web Site
<input type="checkbox"/> 005	05 Video/Audio Tape
<input type="checkbox"/> 999	99 Other

- In the **Remarks** field, enter exactly what happened in the incident.

The screenshot shows the 'Remarks' field in the form, which contains the following text:

When told by the teacher to stop talking and sit down, student ignored teacher. When told again, student refused and told the teacher, "I don't have to listen to you".

Note: Only the top 4 lines of the remarks area will print on the state discipline form.

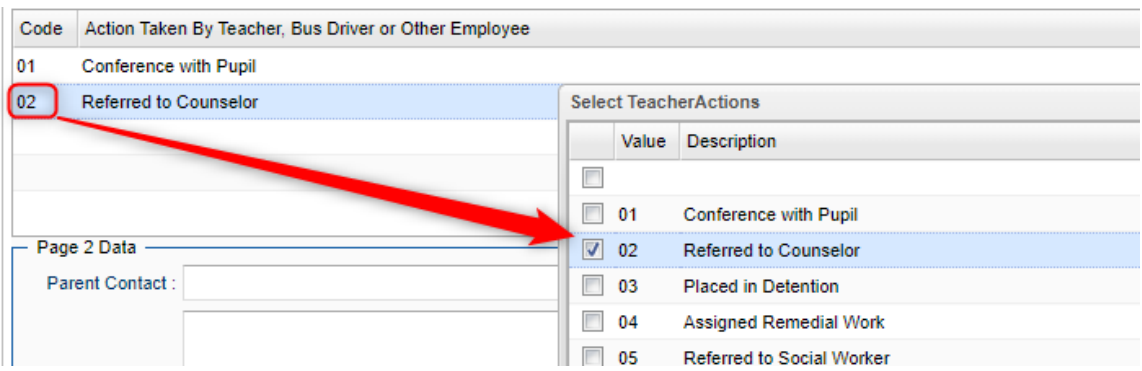
- This is one of three screens to create a referral. To move onto the next screen, notice the gray tabs at bottom of the screen. Click the **RefPG2** tab to continue.



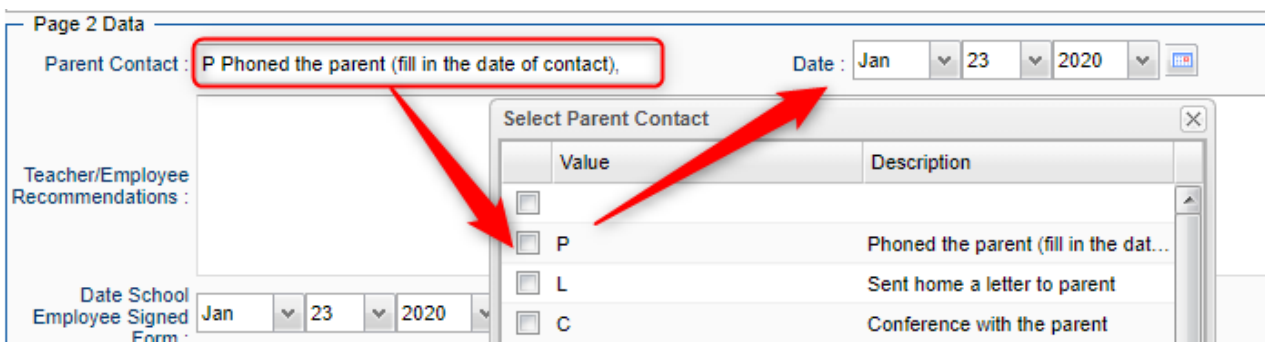
RefPG2 tab

This tab contains **action taken or comments by the teacher or other staff making the referral**. Victims (required for bullying / cyber bullying) and Perpetrators can also be identified.

- The first option on the page is Action Taken by Teacher, Bus Driver, or Other Employee. To enter actions, click in the first cell under the **Code** column. When this cell is clicked, a selection box appears. Choose the desired code, then click OK. **Up to four actions** can be selected.
 - Note:** If the action of **“06 Referred to office (major)”** is selected...
 - The referral will be classified as a **“major”**.
 - If created by a teacher from the gradebook system, an automatic email will be sent to school administrators indicating a referral has been created requesting administrative action.



- Next, fill in any parent/guardian contact details. Click in the field next to the text **“Parental Contact:”** to bring up a list of contact methods. Choose the appropriate contact method. Then, fill in the date of when the parent/guardian was contacted by clicking in the field next to the text Date. This will bring up a calendar to select the correct date in which the parent was contacted.



- If there are **Teacher/Employee Recommendations**, type them in the area provided. Click to enter the date the Employee signed the behavior form.

Page 2 Data

Parent Contact : P Phoned the parent (fill in the date of contact), Date : Jan

Teacher/Employee Recommendations :
 "Teacher/Employee text entered here"
 Notes about the contact made such as phone conversation, email sent, etc.]

Date School Employee Signed Form : Jan 23 2020

- Click in the **Movtinations** cell and select the possible motivations for the incident.

Motivations : [Red box]

Others Involved

D	Victims
[Red box]	

Select Motivation(s)

Value	Description
<input type="checkbox"/>	
<input type="checkbox"/>	01 Avoid Adult
<input type="checkbox"/>	02 Avoid Peers
<input type="checkbox"/>	03 Avoid Task/Activity
<input type="checkbox"/>	04 Obtain Adult Attention
<input type="checkbox"/>	05 Obtain Items/Activities
<input type="checkbox"/>	06 Obtain Peer Attention
<input type="checkbox"/>	98 Don't Know
<input type="checkbox"/>	99 Other

- If the referral is for bullying or for cyberbullying, Victim information is required.** Click in the **Victims** area to add Victims of the incident. A second screen will appear in which the user enters Victim remarks, services received, and any injury information. Injury code must be entered.

Others Involved

D	Victims	SIDNO
[Red box]		

Victim Options

Victim Type : 01 Student Enrolled at this Site

Student Information

Name : [Red box]

Comments :
Victim comments here.

Parent/Guardian Contact Date :
Jan 23 2020

Victim Received

Injury : [Red box]

Counseling Medical Treatment Other Support

OK

Select An Injury Code

Value	Description
<input type="checkbox"/>	00 Nothing significant or visible (Can be used for bullying, har...
<input type="checkbox"/>	01 Minor (Cuts, bruises, scrapes not requiring offsite medical ...
<input type="checkbox"/>	03 Intermediate (Serious injury requiring offsite treatment, x-r...
<input type="checkbox"/>	05 Major (Hospitalization, Loss of Consciousness, significant ...
<input type="checkbox"/>	09 Permanently Debilitating (brain damage, amputation, loss ...
<input type="checkbox"/>	20 Mental Trauma - lesser (Requiring some treatment or coun...
<input type="checkbox"/>	21 Mental Trauma - greater (Requiring extensive counseling o...
<input type="checkbox"/>	50 Life-Threatening, ICU, Coma, rehabilitation necessary
<input type="checkbox"/>	59 Loss of Life
<input type="checkbox"/>	99 Other

OK

- If there are any other **Perpetrators**, click in the first blank row of the **Perpetrators** box to add additional Perpetrators. The referral details for Refpg1 and Refpg2 will be copied to these Perpetrators (a copy of the referral is created for these additional perpetrators, with the exception of the Admin details). The administrator can then go and add actions taken for the additional Perpetrators. Instructions on page ____



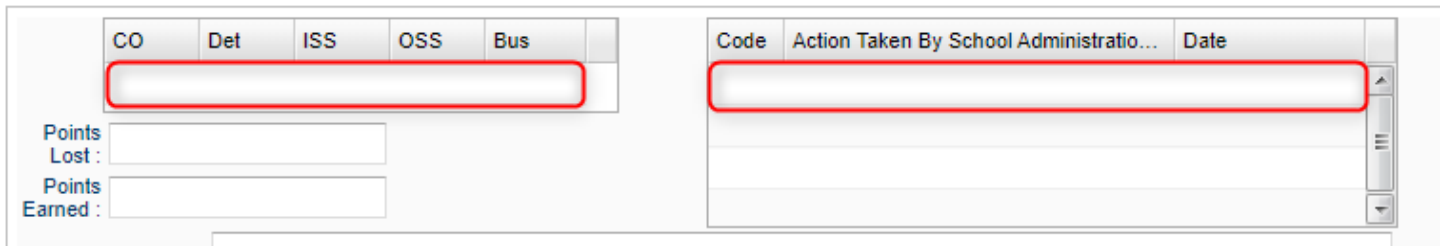
- Click on the gray tab at the bottom labeled **Admin** to enter the actions taken by the Administrator.



Admin tab

This is the tab where **action taken by the School Administrator** is entered.

You can select up to 4 actions taken by administrator.



Conference (CO)

1. To assign a conference, click the cell in the upper left below the letters **CO**. Fill out the details in the next window, then click **OK**.

The screenshot shows a software interface for assigning a conference. At the top, there are tabs for 'CO', 'Det', 'ISS', 'OSS', and 'Bus'. The 'CO' tab is active, and the 'Held' radio button is selected. The 'Conference Arrangements' dialog box is open, showing the following details: Conference: Held (selected), Conference Scheduled/Held: [blank], Date: Jan 23, 2020, Location: SCHOOL PRINCIPALS OFFICE, Time: 14:50, Conference Type: Student (selected). The 'OK' button is highlighted with a red box.

In School Suspension – Full day (Code 10)

An In-School Suspension (ISS) can be at the school site or at another site. It involves removing a student from his/her normal class setting for at least a day. Class services are continued, but the student is not in his/her normal classroom. It should not be used for situations where a student is sent out of class for a class period or two.

1. Click in the cell below **ISS**. (On the Left side of the Admin screen)

The screenshot shows the 'Admin' screen with the 'ISS' tab selected. A red arrow points to the cell below 'ISS'. A callout box says "On the Left side of the Admin screen". Another callout box says "Clicking here will bring up the ISS box where you will put in the date(s) which will automatically populate the right side".

2. Click in the **Days** cell and enter the number of days the student will have an ISS. Next, click in the field next to the text **Start** to bring up a calendar and select the date the student starts his/her ISS. Click the **Calc** button to have the system figure the Return date. If the student is being recommended for expulsion, click to select the check box for "Recommend Expulsion".

ISS BOX - 10.21.2019

check if applicable → Recommend Expulsion

Suspension Date Range

Days : 2 Start : Jan 23 2020 Return : Jan 27 2020 Calc Days

Incident/Weapon

SIS Incident : 01 X Willful disobedience

Weapon Weapon Type :

****DO NOT ENTER A RETURN DATE, THE SYSTEM WILL FIGURE IT FOR YOU ****

3. In the pink area, select the **SIS incident** code to be reported to the state.
 - a. If a weapon was involved, pick the weapon check box, then identify the type of weapon from the drop down selection (Required for state reporting).

ISS BOX - 10.21.2019

Recommend Expulsion

Suspension Date Range

Days : 2 Start : Jan 23 2020 Return : Jan 27 2020 Calc Days

Incident/Weapon

SIS Incident : 01 X Willful disobedience

Weapon **check if applicable** Weapon Type :

Hearing

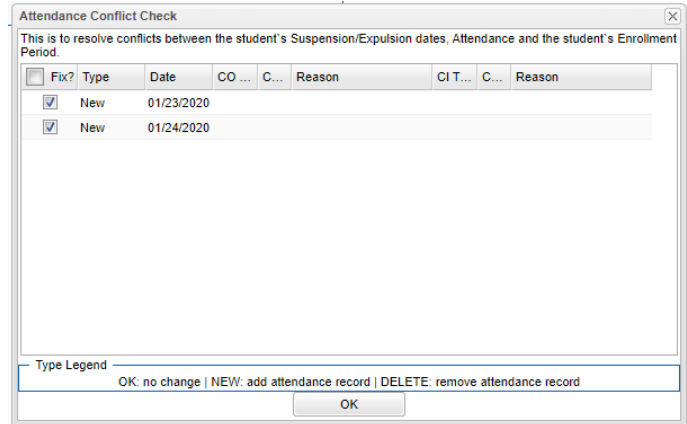
Hearing Date : Time : HH:MM Loc :

4. If this is resulting in a recommendation for expulsion, and if the user knows the date, time, and location of the hearing, enter in the information in the fields provided. (**Done by CWA**)
5. Click **OK** to close the ISS details window. The user will now see a count of days under the ISS label, and an action of "ISS On Site" will be displayed on the right under "**Action Taken By School Administration**".

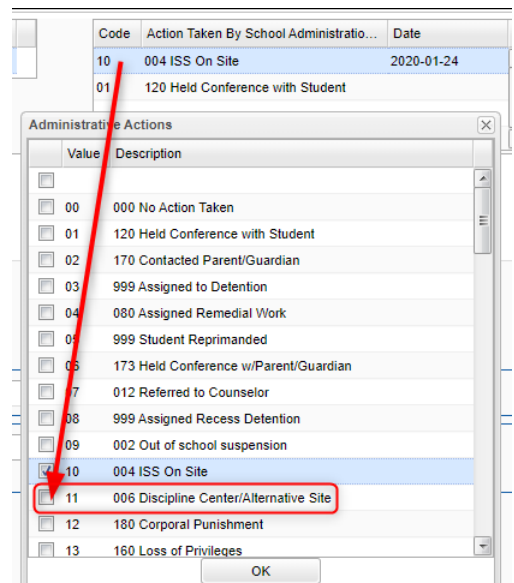
CO	Det	ISS	OSS	Bus	Code	Action Taken By School Administratio...	Date
Held		2da			10	004 ISS On Site	2020-01-23
					01	120 Held Conference with Student	

6. After **SAVING**, a pop up window will appear that will show previous referrals. The total box will show days suspended if the listed referral(s) resulted with a suspension.
 - Also, another box will appear which is the Attendance Conflict Check.
 - o If you click **OK**, the attendance will be recorded to the show the suspension day(s).

- If you **undo the check** by “New” or “X” out of the window, then the attendance will NOT be recorded to show the suspension day(s).
- If the suspension days (ISS & OSS) stretch over a weekend, the days will only display for the current week, then after the weekend the suspension days will display for the following week.



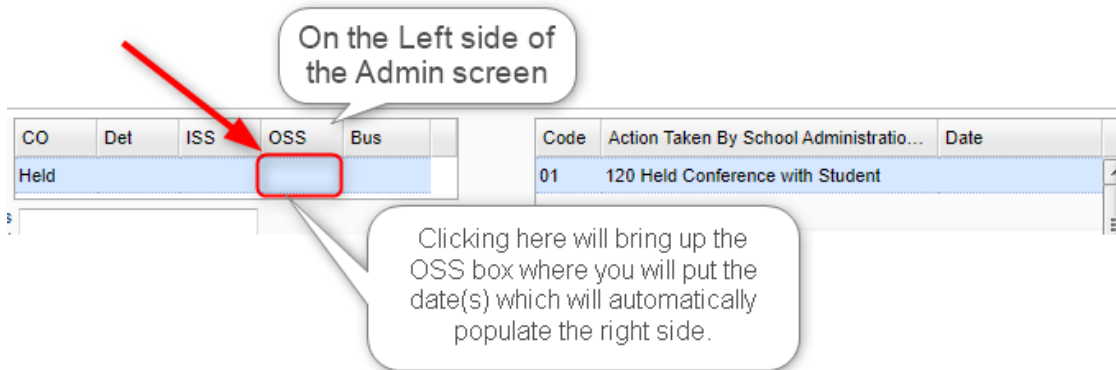
7. If a student is sent to ISS at an alternative location for a short duration of time (not an expulsion situation, but a temporary removal), the correct code to use is **11 ISS Discipline Center/Alternative Site**.
 - a. To change code 10 ISS on Site to code 11 ISS Discipline Center/Alternative Site because the student is doing the ISS at another school site, click the original code 10 ISS on Site. A listing of actions will appear. Select the code 11 006 ISS Discipline Center to complete the change.



Out of School Suspension (OSS)- Full Day (Code 09)

An Out of School Suspension is given when a student is sent away from school for one or more days. No class instruction is done. The student is not physically present on any campus.

1. To assign an Out of School Suspension (OSS), click in the cell below **OSS**. (On the Left side of the Admin screen)



2. The flow and details for posting an OSS are the same as posting an ISS.
3. Click in the **Days** cell and enter the number of days the student will have an OSS. Next, click in the field next to the text **Start** to bring up a calendar and select the date the student starts his/her OSS. Click the **Calc** button to have the system figure the **Return** date. If the student is being recommended for expulsion or Zero Tolerance, click to select the check box for "**Recommend Expulsion**" or "**Zero Tolerance**".

****DO NOT ENTER A RETURN DATE, THE SYSTEM WILL FIGURE IT FOR YOU ****

- 4.
5. In the pink area, select the **SIS incident** code to be reported to the state.

- a. If a weapon was involved, pick the **Weapon** check box, then identify the type of weapon from the drop down selection (Required for state reporting).

6. If this is resulting in a recommendation for expulsion, and if the user knows the date, time, and location of the hearing, enter in the information in the fields provided. (CWA does this)
7. Click **OK** to close the OSS details window. The user will now see a count of days under the OSS label, and an action of "OSS Out of School Suspension" will be displayed on the right under "**Action Taken By School Administration**".

CO	Det	ISS	OSS	Bus	Code	Action Taken By School Administratio...	Date
Held			1da		09	002 Out of school suspension	2020-01-23
					01	120 Held Conference with Student	2020-01-22

Points Lost :

Points

8. After **SAVING**, a pop up window will appear that will show previous referrals. The total box will show days suspended if the listed referral(s) resulted with a suspension.
 - Also, another box will appear which is the Attendance Conflict Check.
 - o If you click **OK**, the attendance will be recorded to the show the suspension day(s).
 - o If you **undo the check** by "New" or "X" out of the window, then the attendance will NOT be recorded to show the suspension day(s).
 - o If the suspension days (ISS & OSS) stretch over a weekend, the days will only display for the current week, then after the weekend the suspension days will display for the following week.

Fix?	Type	Date	CO ...	C...	Reason	Cl T...	C...	Reason
<input checked="" type="checkbox"/>	New	01/23/2020						
<input checked="" type="checkbox"/>	New	01/24/2020						

Type Legend
 OK: no change | NEW: add attendance record | DELETE: remove attendance record

OK

Bus Referral

If it is a Bus Referral, select “Bus Referral” box on the RefPG1 tab. The Room # will become “Bus#”

Student Information

Name : SIDNO : Perpetrator Type :

Phone : Grade : Age :

Bus Referral

School Information

Staff ID and Name :

Bus # :

Follow the same directions as a regular referral.

Bus Suspension

1. To post a Bus Suspension, click the cell below the label **BUS**. (On the Left side of the Admin screen)

2. When the cell below **BUS** is clicked, the **Bus Suspension** box appears.

- If applicable, check the **Recommend Expulsion** check box.
- Enter the number of days the student will be suspended from the bus. Next, set the start date of the bus suspension. Click the **Calc** button to have the system figure the return date.
- If Weapons were involved, place a check next to **Weapon**, then identify the **Weapon Type** (required for state reporting if a weapon was involved).
- Click **Ok** when done entering the details.

CO	Det	ISS	OSS	Bus
HELD				

BUS BOX - 10.21.2019

Recommend Expulsion

Suspension Date Range

Days : Start : Jan 20 2020 Return : Jan 22 2020 Days

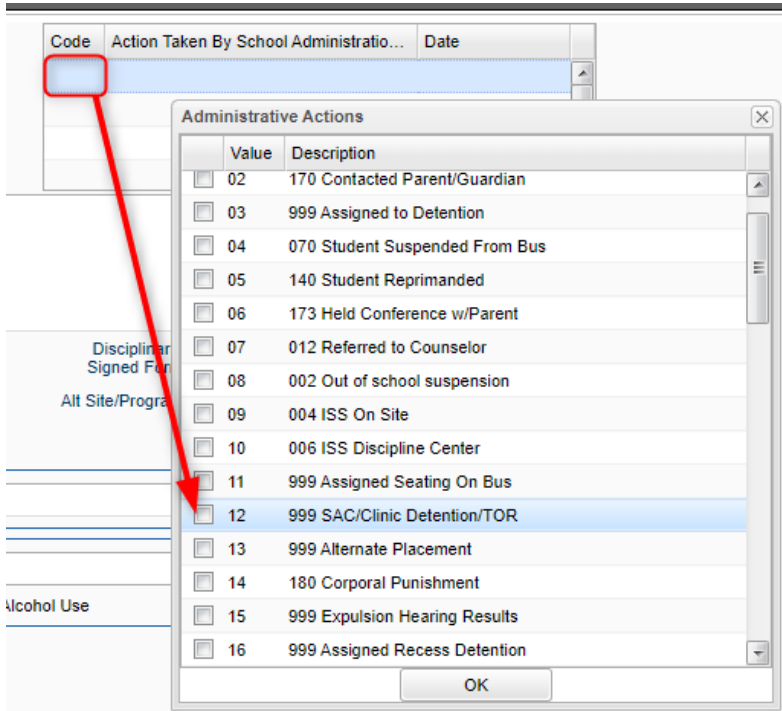
Incident/Weapon

Weapon Weapon Type :

SAC / Clinic Detention / TOR

The title above stands for Student Adjustment Center / Clinic Detention / Time Out Room. This action code is used for situations in which the student is going to be removed from the normal class setting for a short duration such as recess time(s) or one/two class periods

1. On the right upper side of the screen, click in the Code field. A pick list will appear. Click to choose **14 999 SAC / Clinic Detention / TOR** from the list of actions.



Detention

Detention that is before school, after school, at lunch, or at recess (no instructional time is missed) – it is entered on the left side of the screen with the addition of the detention schedule – no minutes removed is necessary.

1. To assign a detention, click the cell below the letters **DET.** (On the Left side for the Admin screen)

CO	Det	ISS	OSS	Bus

2. First, set the days and times of the regularly scheduled detentions by clicking **Set Times**. This only needs to be done once to set default days and times of detention.
3. For the desired day(s) on which detention will be held, set the detention times. Be sure to use Military Time as shown below! Click **OK** when done to return to the detention screen.

Day	Start Time	End Time
Monday	15:00	16:00
Tuesday	15:00	16:00
Wednesday	15:00	16:00
Thursday	15:00	16:00
Friday	15:00	16:00
Saturday	09:00	12:00

4. Pick the **day(s)** of detention. Enter the number of days and the start date. Click the **Calc** button to let the system figure the end of detention (return) date. Click to enter the **Location of detention**. When done, click **OK**.

Days: 2 Start: Jan 14, 2020 Return: Jan 17, 2020 Calc Days

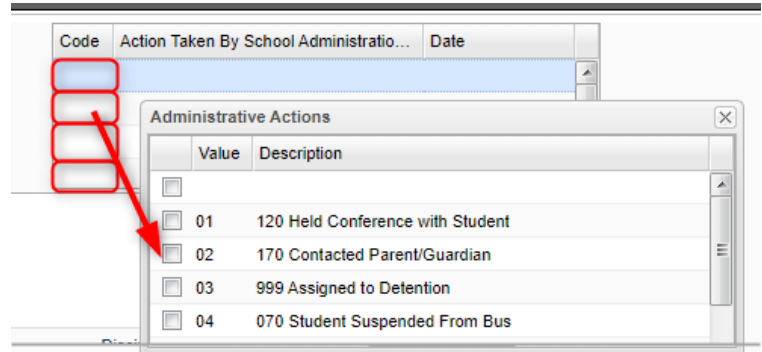
Location Of Detention: Detention Room

Set Times OK Clear Cancel

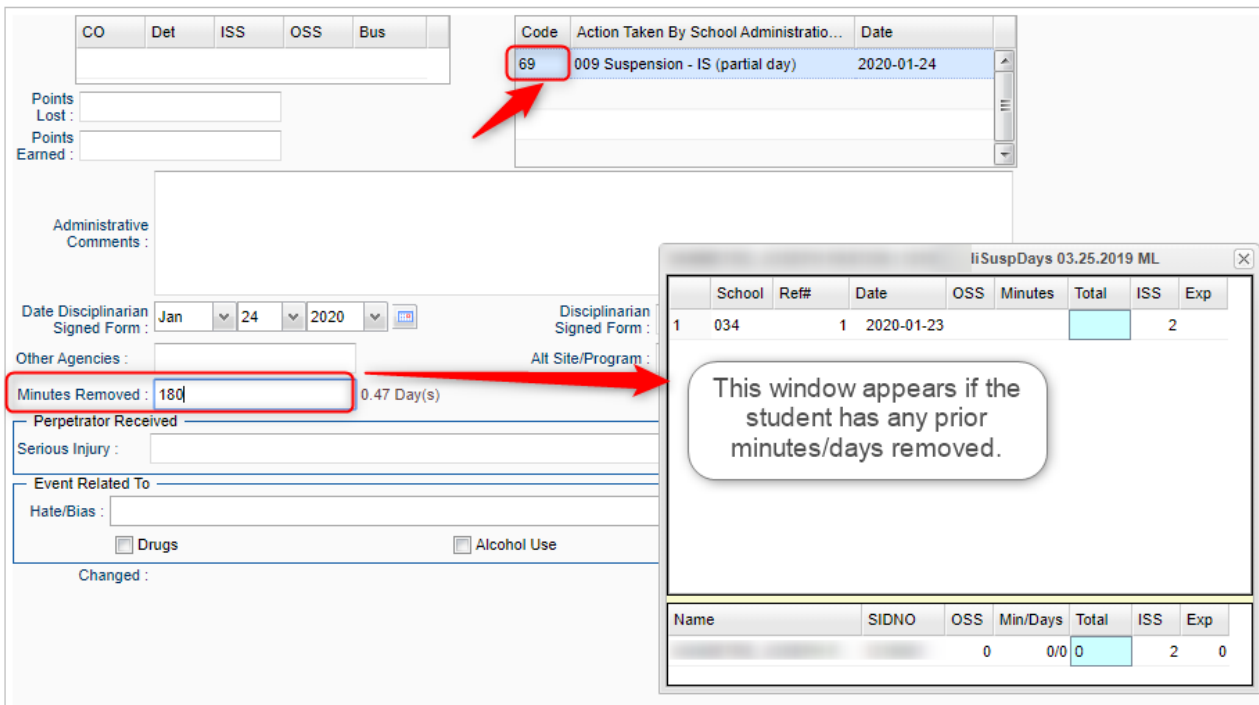
Other Administrative Actions:

Frequently, additional actions are taken by the Administrator which show he/she is working with the student or taking proper steps. An administrator can click in the blank **Code** cells in the upper right to add other actions taken such as contacted parent or held conference with student.

To add additional actions, click in the next empty cell under **Code**, then select other appropriate actions as shown below. Four actions per referral can be selected.



- 1. Partial Day ISS (code 69)** for more than 2 hours and less than a whole day - it is entered on the right side of the Admin Screen and minutes removed must be entered on the Admin Tab.



The Attendance entry for partial day ISS must be entered manually. JCampus will not enter the ISS on the Attendance Screen. It should be entered as a 03 (P- In School Suspension) in Attendance, with a “check out” and “check in” which reflects the time of day the student is out of the classroom. (This way the teachers will know where that student is and not to mark them in attendance.)

Example:

14		07:45	05	U	Dr./Parent Note Needed					10	64
14										03	11
15		07:50	03	P	In School Suspension	11:00	03	P	In School Suspension	08	70
15										06	46
15										03	12

2. **Partial Day OSS** (code 68) for less than a whole day - it is entered on the right side of the Admin Screen and minutes removed must be entered on the Admin Tab.

The Attendance entry for partial day OSS must be entered manually. JCampus will not enter the OSS on the Attendance Screen. It should be entered as an 09 (S-Out of School Suspension) in Attendance with a “check out” and “check in” which reflects the time of day the student is out of the classroom. (This way the teachers will know where that student is and not to mark them in attendance.)

3. **In-School Detention** code 45 (during class time) – it is entered on the right side of the Admin Screen and minutes removed must be entered on the Admin Tab. **Must be 2 hours or less. If more than 2 hours, it needs to be a partial day ISS.**

The Attendance entry for In-school Detention must be entered manually. Use code 31 (Time out room) for this attendance code. (The times in attendance should reflect when the student was out of the classroom. This way the teachers will know where that student is and not to mark them in attendance.)

Administrative Comments / Dates / Other Data

1. This portion of the Admin screen is where the Administrator identifies any special memos or conditions related to the referral.
2. Click to enter the Date of the Administrator handled the referral, then click in the “**Disciplinarian Signed Form**” cell to identify which administrator handled the referral.
3. If details such as **Other Agencies**, **Perpetrator Injury**, and any **Hate/Bias** information needs to be entered, click in the appropriate cell to enter the data.

The screenshot shows a web form with several sections. At the top, a text area for 'Administrative Comments' is highlighted with a red box and contains the text 'Administrator comments entered here.'. Below this, the 'Date Disciplinarian Signed Form' is set to 'Jan 27 2020' and the 'Disciplinarian Signed Form' is 'LEBLANC, MICHELLE', both highlighted with red boxes. The 'Other Agencies' and 'Alt Site/Program' fields are empty. There are checkboxes for 'Third Party Authorized Punishment' and 'Medical Treatment'. The 'Perpetrator Received' section has a 'Serious Injury' field and a 'Medical Treatment' checkbox. A red text box with the text 'Enter details if applicable' has three red arrows pointing to the 'Other Agencies', 'Serious Injury', and 'Hate/Bias' fields. The 'Event Related To' section has a 'Hate/Bias' dropdown menu and checkboxes for 'Drugs', 'Alcohol Use', and 'Gangs'.

4. **Important! Click the Save button at the bottom of the screen to save the referral.**

Expulsion Hearing Results

After a hearing is held on a recommendation for expulsion, the results of the hearing should be added to the referral. The steps below describe the steps to be done for this process.

1. Locate the referral that needs the expulsion posting.
 - a. On the discipline posting screen, click the **Find Ref** button in the lower right. This will bring up a listing of students with referrals. Browse to the desired referral to add the expulsion hearing results.



2. After locating the referral, click the blue – green **Hearings** tab located on the lower right.



3. If applicable, enter any **Manifest Hearing** Information.

A screenshot of the 'Hearing Information' section. It includes a 'Manifestation Hearing Date' field with a calendar icon, a 'Minutes Removed' field with the value '0', and two checkboxes: 'Third Party Authorized Punishment' and 'Disability-Related'. A red arrow points to the 'Minutes Removed' field with the text 'enter, if applicable' written in red.

4. Click the **Post Expulsion** button, then select the appropriate decision.

A screenshot of the 'Hearing Results' section. The 'Post Expulsion' button is highlighted with a red rectangular box, and a red arrow points to it. Below the button is a 'Decision' field. To the right is a 'Post Expulsion Decision' table with a list of options, where '7 Alternate Site Expulsion' is selected with a checkmark.

Value
<input type="checkbox"/> 1 Return to Classroom
<input type="checkbox"/> 2 Suspension
<input type="checkbox"/> 3 Expulsion
<input type="checkbox"/> 4 In-School Suspension
<input type="checkbox"/> 5 In-School Expulsion
<input type="checkbox"/> 6 Alternate Site Suspension
<input checked="" type="checkbox"/> 7 Alternate Site Expulsion
<input type="checkbox"/>

5. Enter the number of **Days** the student will be expelled. Set the **Start** date of the expulsion.
 - a. If the start date of the expulsion is within the dates of the OSS (a normal occurrence), a Suspension/Expulsion Date Conflict box will appear. Click the **Adjust** button to let the system automatically end the OSS to match the start of the expulsion.

Hearing Results

Post Expulsion Decision : 7 Alternate Site Expulsion Remove Expulsion

Days : 45 Start : Jan 30 2012 Return : Calc Days

SIS Incident : Suspension/Expulsion Date Conflict

Hearing and Interview Comments :

Suspension Date range

Days : 10 Start : Jan 24 2012 Returns : Feb 07 2012 Calc

The suspension return date is after the expulsion hearing : 01/30/2012

Adjust Cancel

Click "Adjust" to trim the OSS to match the start of the expulsion.

6. Click the **Calc** button to let the system figure the return date. Enter any comments in the **Hearing and Interview Comments** field.
 - a. If the return date is to be for a date going into the next school year, click in the **Return Date** field to manually enter the return date.

Hearing Results

Post Expulsion Decision : 7 Alternate Site Expulsion Remove Expulsion

Days : 45 Start : Jan 30 2012 Return : Apr 03 2012 Calc Days

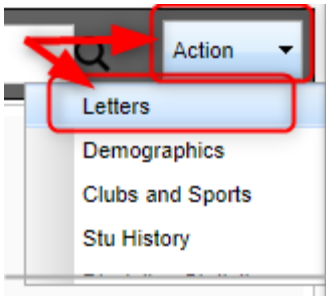
SIS Incident : 01 X Willful disobedience

Hearing and Interview Comments : Post expulsion hearing comments here

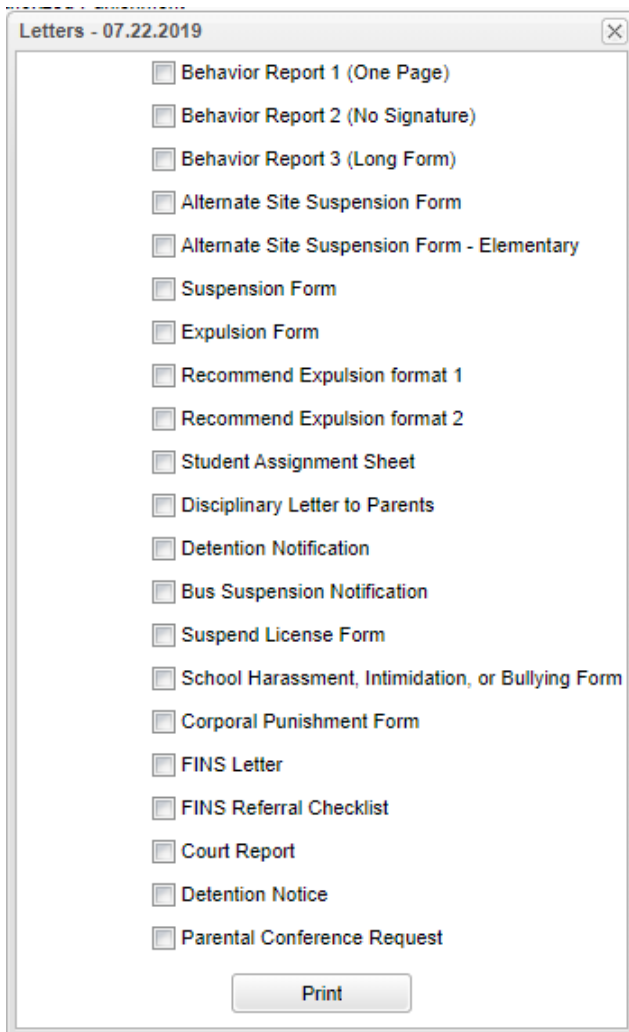
7. **Be sure to click the Save button when done.**

Printing Discipline Forms and Letters

1. In the upper right of the discipline posting screen, click on the **Action** button. Next, select **Letters**.



2. A selection of forms will appear. Select the appropriate form to print. A guide on which to use appears in the following steps.

A screenshot of a window titled 'Letters - 07.22.2019'. The window contains a list of 20 forms, each with a checkbox to its left. The forms are: Behavior Report 1 (One Page), Behavior Report 2 (No Signature), Behavior Report 3 (Long Form), Alternate Site Suspension Form, Alternate Site Suspension Form - Elementary, Suspension Form, Expulsion Form, Recommend Expulsion format 1, Recommend Expulsion format 2, Student Assignment Sheet, Disciplinary Letter to Parents, Detention Notification, Bus Suspension Notification, Suspend License Form, School Harassment, Intimidation, or Bullying Form, Corporal Punishment Form, FINS Letter, FINS Referral Checklist, Court Report, Detention Notice, and Parental Conference Request. At the bottom of the window is a 'Print' button.

1. To print state behavior form, click **Behavior Report 1, 2, or 3.**
2. To print a Suspension letter for an In School or Out of School Suspension, select **Suspension Form.**
3. To print an Expulsion Recommendation letter, select either **Recommend Expulsion format 1** or **Recommend Expulsion format 2.**
4. To print a form to let teachers know a student has been sent to ISS or OSS, select **Student Assignment Sheet.**
5. To print a letter notifying the parent/guardian of a regularly scheduled detention, select **Detention Notification.**
6. To print a summary report containing the student's demographics, attendance, grades, enrollment history, transcript, and detailed discipline information suitable for a hearing or a conference, select **Court Report.**

ISS Listing (Create a List of Students in ISS on a Given Date)

1. In the navigation panel on the left, click **Discipline**, then **Lists**, then **ISS/OSS List**.
2. At the setup box, set the **From Date** and **To Date** to the desired day to check for students who have been referred to ISS.
3. In the **Discipline Type** field, click to open a select box. Click “**4 In-School Suspension**” .
4. **Count Type** will be set to **Incident Count**.
5. **List Type** will be set to **Detail**.
6. **Active Only** students should be checked as shown below.
7. **As of Date** will be set to the current date.
8. Click **OK** to obtain a report of students who are in ISS for the given date range.

Setup-11.08.2018 ML

Year: 1920
District: 010
School: 026

From Date: Jan 27 2020
To Date: Jan 27 2020

Do Not Show Students Returning On To Date

Grade:
Ethnic:
Gender:
Discipline Type: 4
Count Type: Incident Count
Team:
List Type: Detail
 Active Only
As Of Date: Jan 27 2020

Show Remote Scheduled Only
 Show Total Referral Counts
 Show Exceptionalities
 Skip OSS/ISS When Start Date = End Date
 Use SIS School

Sped: All Sped Only Non Sped
504: All 504 Only Non 504

OK

Select Suspension/Expulsion Type

Value	Description
<input type="checkbox"/>	
<input type="checkbox"/> 1	Return to Classroom
<input type="checkbox"/> 2	Suspension
<input type="checkbox"/> 3	Expulsion
<input checked="" type="checkbox"/> 4	In-School Suspension
<input type="checkbox"/> 5	In-School Expulsion
<input type="checkbox"/> 6	Alternate Site Suspension
<input type="checkbox"/> 7	Alternate Site Expulsion

Select the discipline type needed

OK

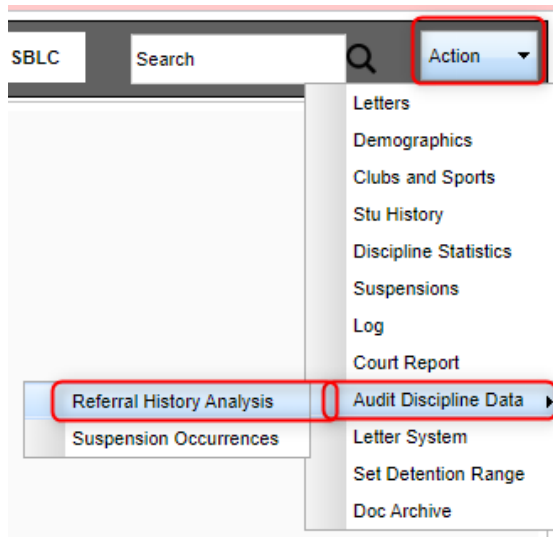
9. Report of students with ISS for a given date shown below.

	Sel	RSch	Last Name	Suffix	First Name	Middle Name	ESch	SIDNO	Admin Ac...	Hearing ...	GD	Gen	Eth	Sped	Ref Date	Ref#	Bus	Start Date	Return Date	Days	SIS Inc
1	<input type="checkbox"/>	026					026		10,01,02		09	M	1	S	2020-01-22	6	N	2020-01-27	2020-01-28	1	X Treat
2	<input type="checkbox"/>	026					026		10,02,01		06	F	1		2020-01-22	5	N	2020-01-24	2020-01-27	1	X Distu
3	<input type="checkbox"/>	026					026		10,02,01		07	F	1		2020-01-24	9	N	2020-01-24	2020-01-27	1	X Distu
4	<input type="checkbox"/>	026					026		10,02,01		07	M	0		2020-01-23	11	N	2020-01-24	2020-01-28	2	X Distu
5	<input type="checkbox"/>	026					026		09,02,01		06	M	1		2020-01-24	12	Y	2020-01-24	2020-01-27	1	X Comi
6	<input type="checkbox"/>	026					026		10,02		10	M	1		2020-01-17	12	N	2020-01-24	2020-01-27	1	X Distu
7	<input type="checkbox"/>	026					026		10,01,02		08	F	1		2020-01-24	13	N	2020-01-27	2020-01-28	1	X Distu
8	<input type="checkbox"/>	026					026		10,02,01		07	F	1	S	2020-01-24	8	N	2020-01-27	2020-01-28	1	X Distu

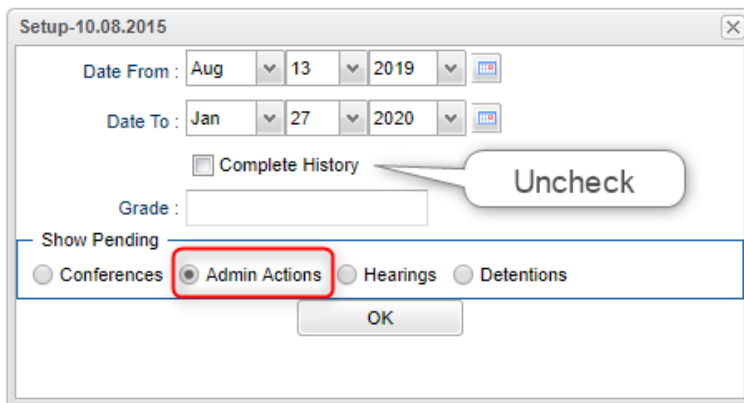
List Students with “06 Referred to Office” Action on Refpg 2

If Teachers are allowed to post discipline, one of the actions on Refpg2 is “06 Referred to Office”. Normally, an email is sent to the administrator when this occurs. If the administrator needs a printed list of students who have the Refpg2 action of “06 Referred to Office” (often posted by Teachers), follow the steps below:

1. Enter the discipline posting module as discussed at the start of the discipline section.
2. Click the **Action** button on the upper right, then choose **Audit Discipline Data**.
3. In the Audits Menu, choose **Referral History Analysis**.



4. Set the **From** and **To** date range.
5. Uncheck “**Complete History**”, then click “**ADMIN ACTIONS**” as shown below.
6. Click OK.



7. A listing of students who have referrals with a **Refpg 2** action of “**06 Referred to Office**” will be displayed.
8. Print the listing. In Discipline Posting, use the **Find Ref** button to browse to the listed referral.
9. Review the referral, then post any needed administrative action, then save.

List Students with “Recommend Expulsion” Selection

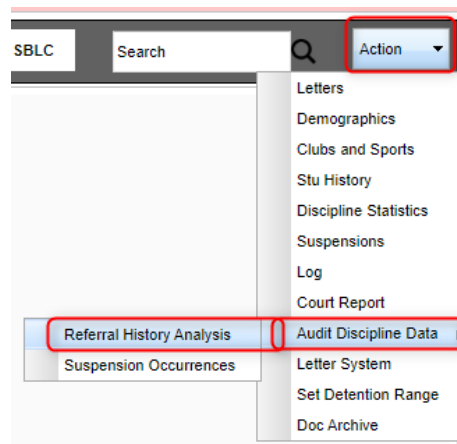
When an administrator creates a discipline referral, in some instances, the option to “Recommend Expulsion” is provided on the ISS, OSS, and Bus Suspension boxes as shown below:



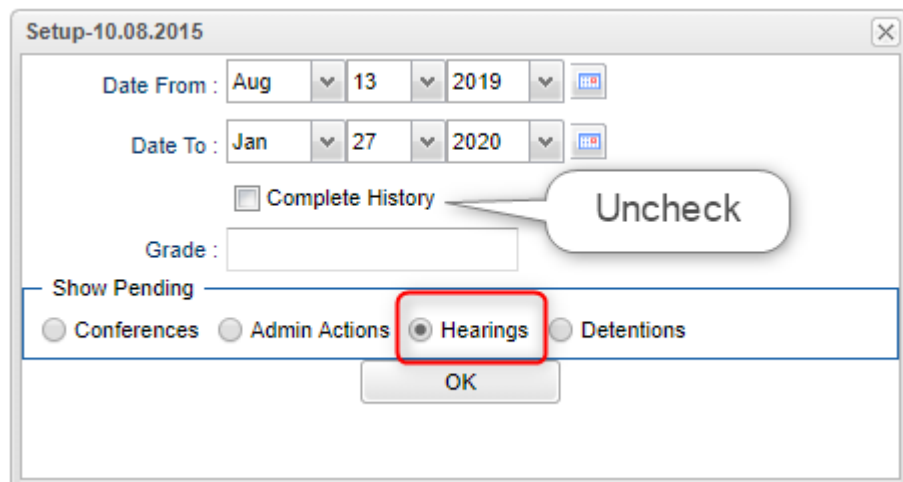
The screenshot shows a form titled "ISS BOX - 06.18.12 ML". A red arrow points to a checkbox labeled "Recommend Expulsion" which is checked. Below this, there is a "Suspension Date range" section with "Days" set to 5, "Start" set to Aug 20, 2012, and "Returns" set to Aug 27, 2012. There are "Calc" and "Days" buttons. The "Incident/Weapon" section shows "SIS Incident : 35 X Bullying" and a "Weapon" checkbox which is unchecked, with a "Weapon Type" field.

If the administrator would like a listing of the students that have “Recommend Expulsion”, but have no expulsion information in the **Hearings** tab, follow the steps below:

1. Enter the discipline posting module as discussed at the start of the discipline section.
2. Click the **Action** button on the upper right, then choose **Audit Discipline Data**.
3. In the Audits Menu, choose **Referral History Analysis**.



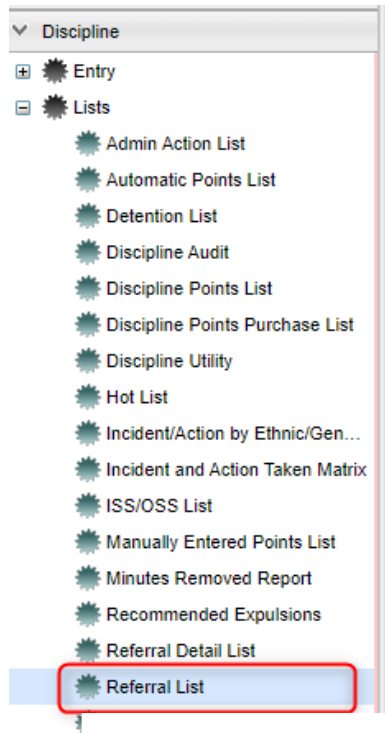
4. At the setup box, set the **From** and **To** date range.
5. Uncheck “**Complete History**”, then click “**Hearings**”.
6. Click the **OK** button.
7. A listing of students with “**Recommend Expulsion**” selections will appear.
8. Print the listing. In the Discipline Posting module, click the **Find Ref** button to locate the referral.
9. Edit the referral with the Expulsion information on the **Hearings** tab, then click the **Save** button.



The screenshot shows a dialog box titled "Setup-10.08.2015". It has "Date From" set to Aug 13, 2019 and "Date To" set to Jan 27, 2020. The "Complete History" checkbox is unchecked, with a callout bubble saying "Uncheck". The "Show Pending" section has radio buttons for "Conferences", "Admin Actions", "Hearings" (which is selected and highlighted with a red box), and "Detentions". There is an "OK" button at the bottom.

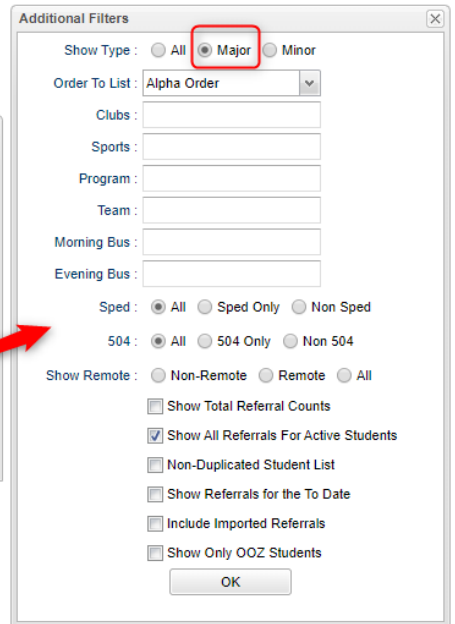
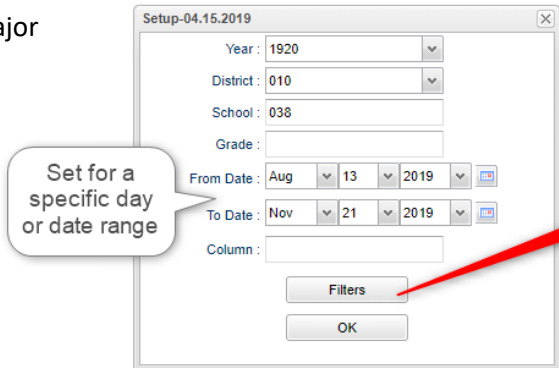
How to find Discipline Referrals with missing Admin Actions

1. Go to **Discipline > Lists >**



Referral List

- 2. In the **Setup box**, set it for a specific day or date range.
- 3. In the **Filters tab**- Show Type: Major
- 4. Click **OK, OK**.



Once the report appears, you are looking for **blank Admin Code Descriptions**. These are the Referrals that need an Admin Action assigned.

JCampus Tracey (Last Login: 11/21/2019 10:54 AM)

Welcome | Dashboard | Referral List

	Edit	RSch	Student Name	ESch	SIDNO	GD	IEP	Eth	Gen	Lunch	Ref#	Ref Date	Refer Name	Bus	Inc	In	tion	ACD	Admin Code Description	Adm Date	ACD2	ACD3	ACD4	HCD
8						06	N	H	M	LU1	13	2019-11-14		N	90	Ini	a fight	09	002 Out of school suspension	2019-11-15	01			
9						07	N	B	M	LU1	5	2019-11-15		N	16	Fi		09	002 Out of school suspension	2019-11-15	02			
10						06	N	W	F	LU3	2	2019-10-31		N	97		Refuse to comply	10	004 ISS On Site	2019-11-01	01			
11						08	N	B	F	LU3	1	2019-11-06		N	19		Excessive tardiness	05	999 Student Reprimanded	2019-11-06	01			
12						06	Y	B	M	LU1	9	2019-10-29		N	19		Excessive tardiness							
13						08	Y	W	M	LU1	1	2019-10-25		Y	45		Bullying*	09	004 ISS On Site	2019-11-01				
14						07	N	W	M	LU1	1	2019-11-08		Y	44		Cell phone/electronic device	36	040 In-School Detention	2019-11-08				
15						08	N	B	F	LU1	1	2019-11-13		N	19		Excessive tardiness							
16						07	N	W	M	LU1	3	2019-11-06		N	44		Cell phone/electronic device	05	999 Student Reprimanded	2019-11-06				
17						06	N	W	M	LU1	5	2019-10-25		Y	45		Bullying*							
18						07	N	B	M	LU3	5	2019-10-28		N	30		Class disturbance	10	004 ISS On Site	2019-10-28	01			
19						07	N	B	M	LU3	6	2019-11-18		N	46		Inappropriate physical cont...	10	004 ISS On Site	2019-11-20	01			
20						07	N	B	M	LU3	7	2019-11-19		N	02		Disrespect for authority							
21						06	N	H	M	LU3	4	2019-11-19		N	97		Refuse to comply	10	004 ISS On Site	2019-11-21	01			
22						08	Y	B	M	LU1	11	2019-11-01		N	98		Profanity in communication...	09	002 Out of school suspension	2019-11-04	01			
23						08	Y	B	M	LU1	12	2019-11-07		N	04		Repeated profane/obscene...	09	002 Out of school suspension	2019-11-07	01			06

Look for blank Admin Code Description

You can edit from this report by clicking the Edit symbol in the 1st column.

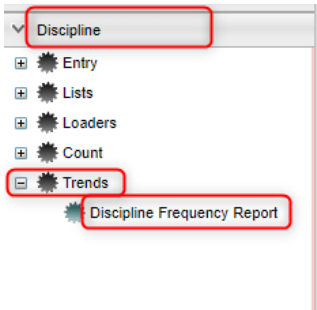
This Edit symbol will bring up the Referral screen, add your Admin actions in the Admin tab and click **SAVE**.

You can X out of the Referral screen when done then select another referral that needs an Admin Action.

Discipline Frequency Report

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

1. On the left hand navigation panel of JCampus, select **Discipline**, then **Trends**, then **Discipline Frequency Report**.



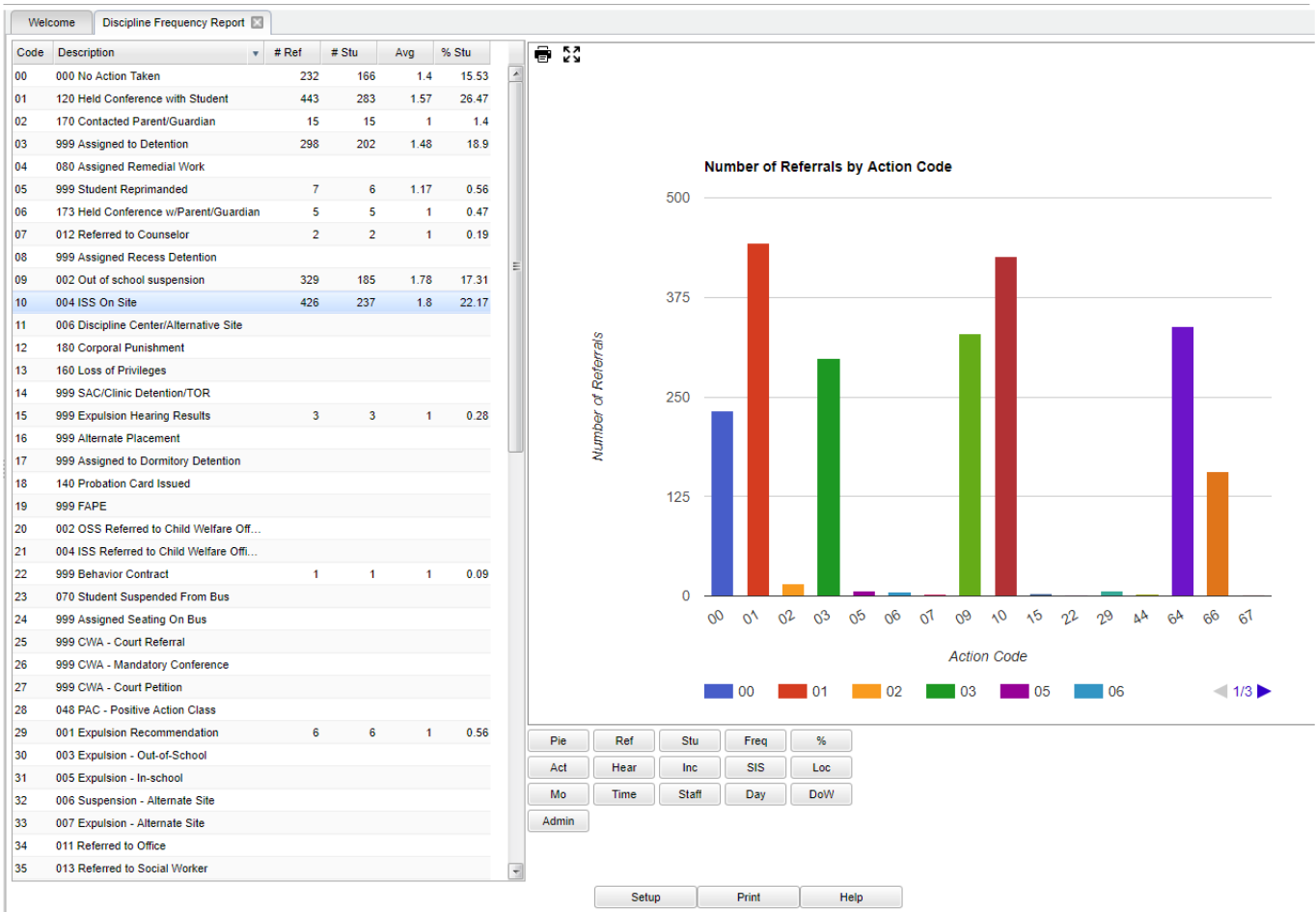
2. At the setup box, set the **Year**, **School(s)**, **Grade Range**, and **Date Range**.
3. In the lower part of the setup box, set the following options:
 - a. **Sped**: Select to show for “**All**” Students, special ed only, or non-special ed only students.
 - b. **PBIS**: Select to show data for all referrals, major referrals only, or minor referrals only.
 - c. **Referral Type**: Select to show data for regular referrals or only bus referrals.
 - d. **Primary Inc/Act Only**: Select to show data for only the first Incident code or Action code on a referral. Not selecting will show data for all Incidents/Actions on a referral.
 - e. **Run for**: Select **All** to show data for referrals at any time of the day. Select **Only During Instruction Time** to show data associated with codes reflective of during class time. Select **Out of Instruction Time** to show data associated with codes reflective of outside of class time.

A screenshot of the 'Setup - 11.26.2019' dialog box. The dialog box contains several fields and options. Red boxes highlight the following fields: 'Year' (1920), 'District' (010), 'School' (026), 'Grades' (09,10,11,12), 'Date From' (Aug 13, 2019), 'Date To' (Jan 27, 2020), and 'Show' (Actions). A red arrow points from the 'Show' dropdown to a separate screenshot of the 'Actions' dropdown menu. The 'Actions' dropdown menu lists the following options: Actions, Hearing, Incidents, SIS Incidents, Locations, Month, Time, Staff, Day, DoW, and Administrator. The 'Show' dropdown in the main dialog box is currently set to 'Actions'.

****This can be changed once the report is run.****

4. Click **OK** to begin the report.

- On the left will be a table showing counts by Actions. Click on the counts to reveal students who comprise the counts. On the right will be a chart of the actions for the given time period and grade range.
- On the lower right, click on any of the following buttons to get different data and charts: **Ref** (Referrals), **Inc** (Incidents), **Loc** (Location), **Mon** (Month), **Time**, **Staff**, **Day** (Number of Referrals per day), **DoW** (Day of Week), and **Hear** (Hearing Results).
- To print the table on the left, click the **Print** button at the bottom of the screen.
- To print the chart on the right, click the tiny printer icon on the lower left of the chart.



On the right is a graph displaying, by default, the number of referrals per code.

Located on the bottom of the graph is a set of buttons:

Pie will change the graph from a bar graph to a pie graph

Ref will change the graph to show by referrals per code

Stu will change the graph to show by student per code

Freq will change the graph to show by average student per code

% will change the graph to show by percentage of the student body per code

Act - This will change the graph to show the number of referrals per actions code.

Hear - This will change the graph to show the number of referrals per hearing code.

Inc - This will change the graph to show the number of referrals per incidents code.

SIS - This will change the graph to show the number of referrals per SIS incidents code.

Loc - This will change the graph to show the number of referrals per location code.

Mon - This will change the graph to show the number of referrals per month code.

Time - This will change the graph to show the number of referrals per time code.

Staff - This will change the graph to show the number of referrals per staff.

Day - This will change the graph to show the number of referrals per day code.

DoW - This will change the graph to show the number of referrals per day of the week.

Admin - This will change the graph to show the number of referrals handled by each administrator.

Discipline Points System

The Discipline Points System is a system that allows the user to track student activity automatically as it relates to discipline and attendance. Additionally, the user can manually add / remove points to a single student or perform this task to a group of students. Each Wednesday night, the JCampus system will update the points earned / lost by the student as a result of discipline and attendance activity.

Points System Program

The Points System is where the user goes to do activities such as...

- Setup the automatic points calculation based on attendance and discipline of the student.
 - *Note: The automatic points calculations based on these settings are done each Wednesday night.*
- Setup the Item Maintenance for items that can be redeemed for points.
- Individually work with a student to review or edit points.

Points System: Setting up the Automatic Points Calculation with Points Maintenance

This section deals with the panel that automatically calculates the points to be added or removed for attendance / discipline activity.

How-to

1. In the navigation pane on the left of JCampus, go to **Discipline > Entry > Points System**.
2. At the setup box, set the correct **Year**, **District**, and **School**, then click **Ok**.
3. Click the **Point Maint** button on the lower right of the screen.
4. Review / edit the points to be automatically added / deducted for student discipline / attendance activity.
 - **Daily Attendance:** Points to be added for attending a full day of school with no time lost.
 - **Minor Referral:** Points to be removed for a discipline referral in which there is information only on the **Refpg1** and **Refpg2** tabs of a discipline referral and there is no "06 Referred to the Office" action on Refpg2. Typically these are referrals in which the teacher has recorded a discipline problem, and has handled it without the need for the office to become involved.
 - **Major Referral:** Points to be removed for a discipline referral in which there is information on the **Admin** tab of a discipline referral, or "06 Referred to Office" on the **Refpg2** tab of the referral. Typically, these are referrals handled by the school administrator.
 - **Suspension:** Points to be removed for a discipline referral in which the student was given an ISS or OSS.
 - **Late To School:** Points to be removed for having an attendance posting for coming in after the start of the school day.
 - **Early Leaver:** Points to be removed for having an attendance posting for leaving before the end of the school day.
 - **Minutes After School Starts:** A "grace" period of minutes in which any Late to School posting will not be counted. Many schools set this to "0".
 - **Minutes Before School Ends:** A "grace" period of minutes in which any Early Check out will not be counted. Many schools set this to "0".
 - **Skip Codes:** Identify the categories of absences which will not be counted for any points deduction related to attendance. Many schools set this to "P" as it represents the category for "field trips" and "ISS".
 - When done modifying the Points Maintenance items, click the **OK** button.

Points System: Item Maintenance – Setting up the “Store” to purchase items or privileges.

1. On the Points System screen, click the **Item Maintenance** button on the lower right.
2. Click the **Add** button to add an item or privilege.
3. Enter the cost of the item in points. In the lower area, add a description such as “School cup”, “School Pencil”, “Reward trip”, etc.... Click the **Save** button to store the item.
4. Click the **Add** button to add more items.

Points System: Working with a Single Student

1. On the Points System screen, click the **Find** button and browse to the desired student.
2. A screen showing weekly summary points will be displayed.
 - Items in red are the deductions calculated due to discipline or attendance data for the week. These are summarized in the column labeled **Week Neg** (Negative).
 - Items not in red are the points earned. These are summarized in the column **Week Pos** (Positive).
 - On the far left are the **Total Pos** (Positive) points earned. It is a cumulative amount that builds from week to week.
 - NOTE: Positive points can only be earned when there are no negative points. In other words, if the student has a showing of -50 points, no positive points will be added until the -50 are “made up”.
3. **Adjust** button: To manually add or deduct points for the current student, click the **Adjust** button. In the **Points** cell, enter an amount. To make it a deduction (negative) amount, click the “+/-” button. Next, enter a description such as “Caught being good”, “Honor Roll”, etc.... Click **Save** to store the adjustment.
4. **Purchase** button: To record a “Purchase” of an Item, click the **Purchase** button. Next, click in the first cell and a listing of items will be displayed. Click to select an item, and then indicate the quantity of items by clicking in the **Qty** cell. When done, click the **Purchase** button.
5. **Print Stmt (Statement)** button: Think of this as a print of a receipt after posting a **Purchase**. After posting a purchase, the user would click the **Print Stmt** button to print a receipt of the purchase transaction.
6. **Print** button: Click to print the information displayed on the **Weekly** tab of the student.

Automatic Points Loader: Manage Points for Multiple Students at a Time

This module will allow the user to mass assign point additions, or point reductions to students using the loader concept found in other loaders of JCampus.

How-To

1. In the left navigation panel, go to **Discipline > Loaders > Automatic Points Loader**.
2. For basic setup options, choose the **Year, District, School, and Grade(s)**.
 - At the bottom of the setup, locate the **Transaction Type** area.
 - If the user wishes to see the items entered from Points Maintenance / Items, click the **Purchase** option.
 - If the user wishes to simply enter points and will not be need any items from the Points Maintenance / Items listing, click **Adjustment**.
3. To further limit the student listing on the left side of the loader, use the **Special Codes, Team Codes, Sped Only, Homeroom, Counselor, Club, and Sport** fields to filter the student listing.
4. Click **Ok**. A listing of students will be on the left and points items on the right.
 - Note: May be empty for the first time entering this area or may have Items listed if the user has set items to purchase up and the option of Purchase was chosen at the setup box.
5. **Tip:** Hide the JCampus navigation panel by clicking the separator bar between the navigation pane and the loader. This will give the user more room to see the columns associated with the loader.
6. **Adding a Purchase Item to multiple students:**
 - To do this, make sure "**Purchase**" was chosen on the setup box to see the items entered in Points Maintenance.
 - Locate the row of the desired student. Click in the matching cell under the Purchase column. The user will see an "**x**" will be placed here. Repeat for each desired to student to purchase an item.
 - After marking the students who are purchasing an item, locate the desired item on the right and click on it. Each "**x**" will change to the purchase item and the matching point deduction.
 - Note: Once posted, there is no way to remove other than doing an adjustment on the student as explained in the next section.
7. **Adding an Adjustment to multiple students:**
 - To do this, the user can have set at the setup box either "**Purchase**" or "**Adjustment**".
 - Click the **Add Item** button. Enter the number of points to be added or deducted. If a negative deduction is to be performed, click the "+/-" button to place a negative in front of the point value.
 - Enter a name of the adjustment such as "Honor Roll", "Caught being good", "Caught being bad", etc....
 - Click the **Save** button. You will see the created item appear on the right in the listing of items with points.
 - Locate the row of the desired student(s). Click to place an "**x**" in the column labeled either **Adjustment** or **Purchase**. Then browse to the desired item on the right and click. You will see the points posted to the student along with a description.
 - Note: If a mistake was made, such as assigning points to an incorrect student, create an adjustment that is opposite of what was given, then assign to the student. Example: A student is given an adjustment of -50 by mistake. Create an adjustment that adds 50 points back.
8. **Print** button: Click to print the loader student listing as seen on screen.

Automatic Points List: Report of Negative, Positive, and Balances for Students

The Automatic Points List will give the user a report of the positive points, negative points, and balance points for a given date range.

How-to

1. In the navigation panel on the left of JCampus, go to **Discipline > Lists > Automatic Points List**.
2. For basic setup, set the Year, District, School, Grade(s), As of Date, From Date, and To Date.
 - Using the **From Date** and **To Date**: Positive Points and Negative points shown will be reflective of what was earned for the given date range. If your school prefers a running total for the entire year, set the From Date for the start of school. If your school prefers to “reset” after each grading period or semester, set the From Date for the date of the start of the desired grading period or semester.
3. Click the **OK** button.
4. **TIP**: The user may want to click the separator bar located between the navigation panel and the Points list screen. This will give more display room for the columns.
5. A listing of students with **Accum Pos** (Accumulated Positive), **Accum Neg** (Accumulated Negative), and **Balance** will be displayed for the date range and grade levels entered on the setup box.
6. **Print** button: Click to print the listing with student point totals.
7. **Print Stmt** (Statement): On the left are select boxes near each student’s name. Click to select the desired student(s) to print statements for, and then click the **Print Stmt** button.

Appendix

State Reporting of Discipline: What gets sent to the state?

- For school year 0910 and earlier, only suspensions and expulsions were sent to the state.
- Starting in the Spring of 1011, incidents involving bullying and corporal punishment were added to be sent to the state.
- Starting in school year 1112, all incidents with an administrative action will be sent to the state.

Teacher Generated Referrals: How does the Administrator Know When to Act?

1. Teacher creates a referral with an action of "Referred to the Office". When such a referral is saved by the teacher, an email will be sent to the school administrators. It will look like the example below:


This Email was generated by the JPams Communications System by Edgear.

Office Referral Notification for ISABELLA ANNE ACOSTA.


This message is to inform you that a discipline record with a "Referred to Office" action was posted or modified for ISABELLA ANNE ACOSTA, SID# 6099990 by ELIZABETH PARTON. The details of this record is listed below.

Incidents

Code	Incident Description
20	Is guilty of stealing



Teacher making referral.



Incident Description:

Stealing - referring to office.

Teacher Comments:

2. Student accumulates 4 or more minor referrals with no administrative action. An email will be sent to the school administrators. It will look like the example below:

This Email was generated by the JPams Communications System by Edgear.

Multiple Referrals Without Action Notification for WILL EARL ACOSTA.

This message is to inform you that four or more discipline records, classified as minor, have been posted for WILL EARL ACOSTA, SID# 0085060, with no administrative actions. You may wish to review these referrals for further action.

This email warning is reset by posting an administrative action on the latest referral.

Dist	Sch	Ref #	Ref Date	Loc	Type	Comments
027	006	5	2009-01-24	AUDITORIUM	MINOR	Comments for referral #5
027	006	4	2009-01-24	BUS	MINOR	Comments for referral #4
027	006	3	2009-01-24	BATHROOM	MINOR	Comments for referral #3
027	006	2	2009-01-24	CAFETERIA	MINOR	Comments for referral #2
027	006	1	2009-01-24	BATHROOM	MAJOR	Comments for referral #1

3. A school administrator can run a report of teacher created referrals that have “Referred to the Office”, but no administrative action has been taken. Directions are in this guide in the section labeled ‘List Students with 06 Referred to Office’.