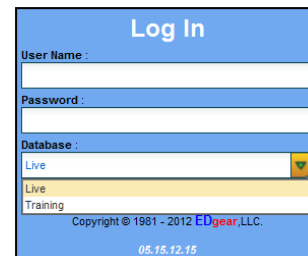# JCampus Overview

JCampus works best in, Google Chrome, Firefox or Internet Explorer 9 (or higher).
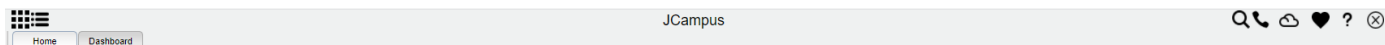
URL: jcampus.cpsb.org/jcampus/

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 red/pink, you are in **training mode**. If the background is **white/gray** 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.

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.

Old JCampus Home Screen:

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:
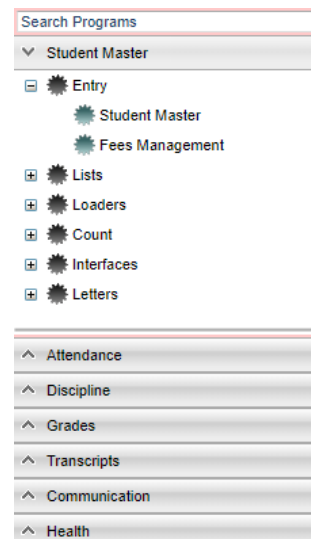
Entry

List

Loader

Count

Interfaces

Letter

Trends

Workspace

JCampus Overview

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.
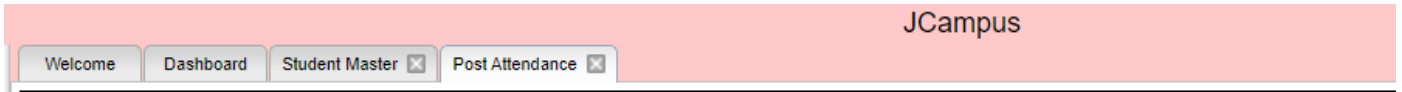
Welcome- Notifications

This window will be visible when you login to JCampus. It will display JCampus and district notices.
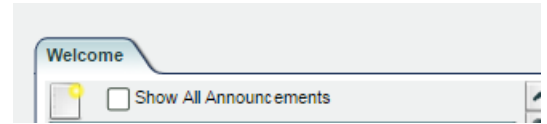
Enrollment and Ethnic Breakdown Graphs

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.
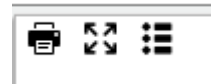
Search Programs

The cell above the Navigation Buttons on the left is used when you want to find a specific program in JCampus.
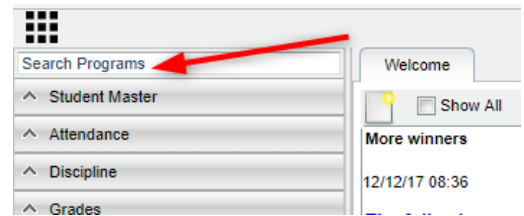
Full Screen

You can click the "waffle" to toggle between full screen and viewing navigation buttons.
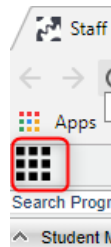
Adding Links to Favorites

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*.
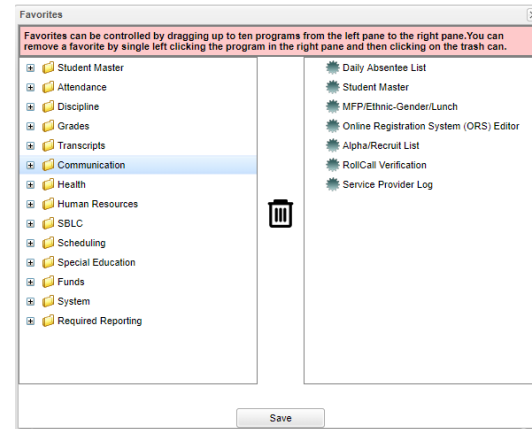
JCampus Overview

NEW JCAMPUS HOME SCREEN

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

User: The user's name would be displayed.
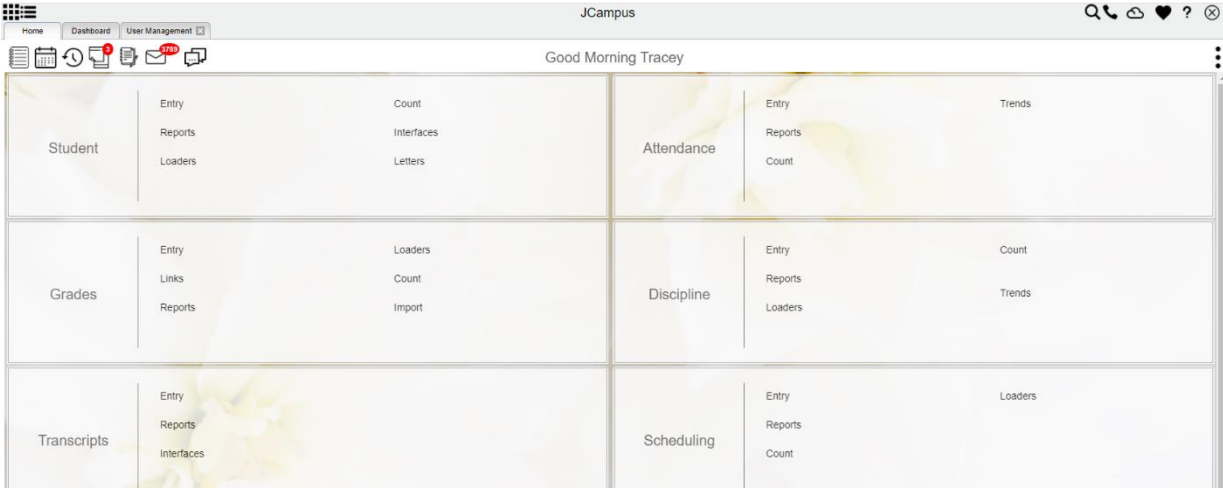
NAVIGATOR

1. Each of the TILES are part of the program navigator.
    a. Click the TILE Entry, Report, Loaders, Count, Click on the Tile Category to expand the Box of Programs that are listed under that Category.
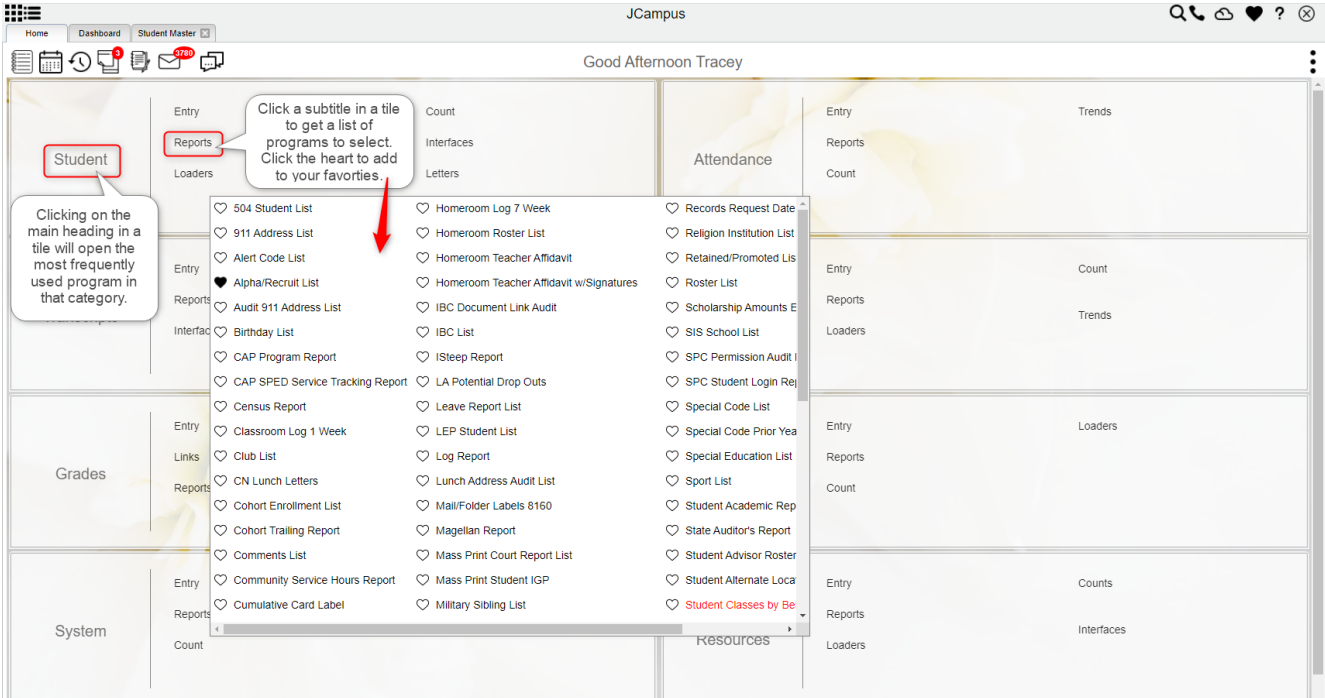
JCampus Overview

2. Within each Tile area there are several categories that have programs under each. <u>Click on the Program name to expand access to the programs for each category</u>. Programs are listed under each category in alphabetical order.

    a. **Entry:** Programs to enter data related to the application area.

    b. **Lists:** Reports that create listings related to the application area.

    c. **Loaders:** Utilities that allow for rapid entry of data to groups of students.

    d. **Count**: Reports showing summary counts in the application area. The counts usually can be clicked to reveal data that makes up the count.

   e. **Trends:** Present in some applications, reports that present graphical trend data.

    f. **Interfaces:** Present in Student Master and Human Resources, these are programs that contain ready to go programs to create export files for various systems.

    g. **Letters:** Present in Student Master, this allows the user to create letters keyed to data elements of the database, print the letters to groups of students, and create log reports of letters created for students.

3. Above the Program Navigator there is a **Search Programs Icon** where you can enter information to find the program you are looking for. You can search for any word in the Program Name.
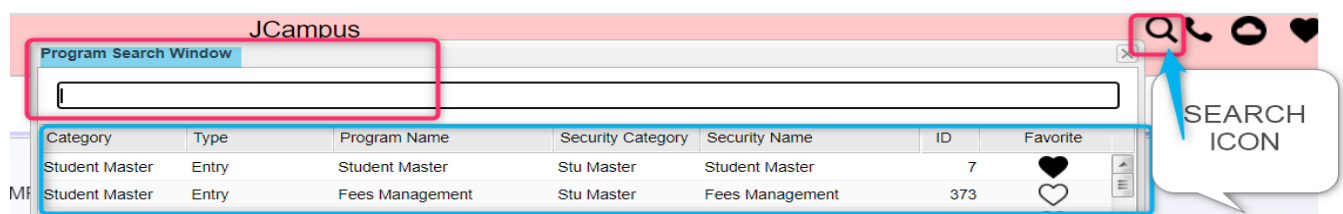
Favorites: Click to create as many shortcuts as possible to programs. To create a shortcut, do the following:

    a. Find the program you need from a list or from the Search Icon**.**

    b. Select the ***Heart next to the Program***.

    c. The ***Program*** will be added to the ***Favorites Tile***.

    d. To remove, select the item from the ***Favorites Tile***, then unclick the Heart icon. Click ***Save***.
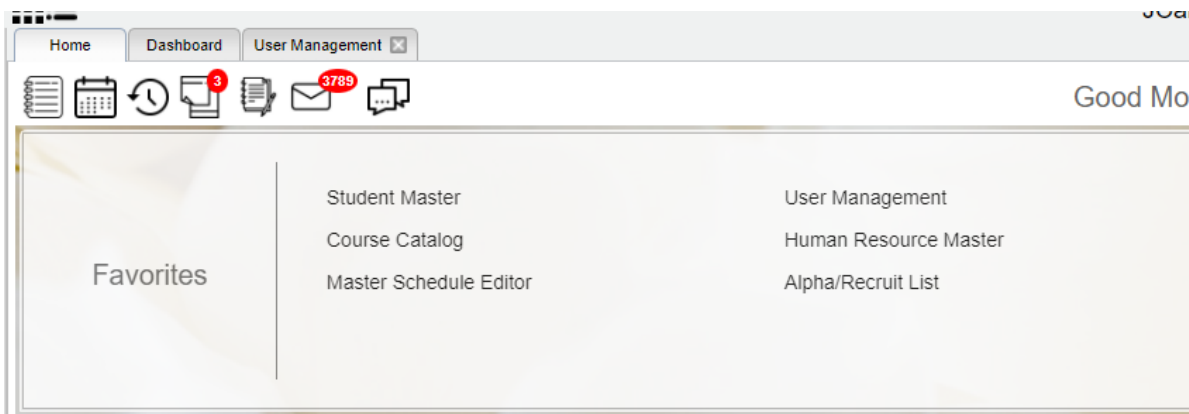
**Only the first 6 programs you add to your Favorites will be displayed on the tile. To get a list of all the programs in your Favorites, click on "Favorites". The order of the programs can be moved by dragging to another position.

JCampus Overview

The position of the tiles can be rearranged by a click & drag motion. The purple line will indicate the new position of the tile.
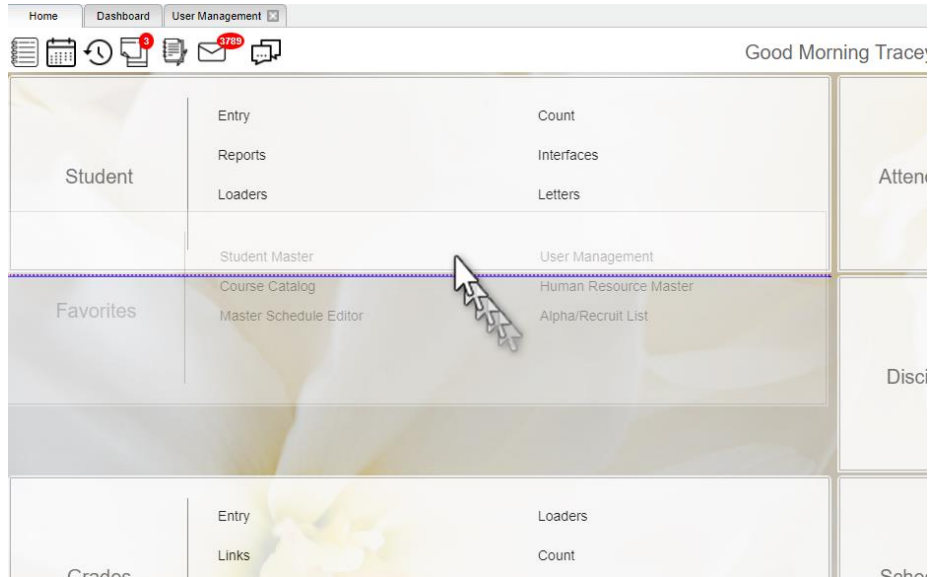
Accessing Help

1. Click the **_Help_** [?] icon.
2. A new tab will open with all of the help categories. ➡
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.

Feb. 14, 2022
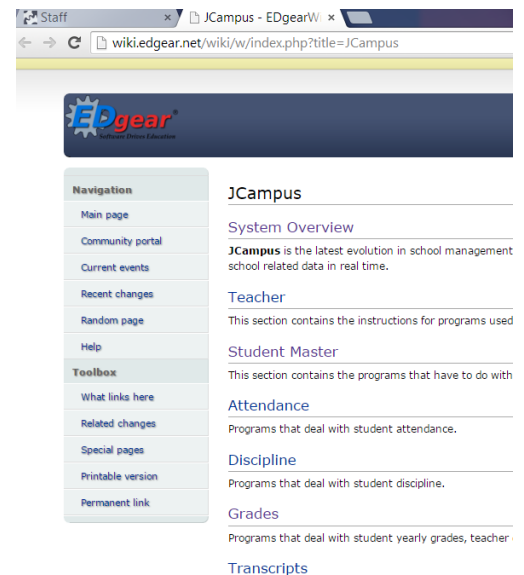
JCampus Overview

Student Master

Find a Student using the Find button

1. Click the *Find* button located at the bottom of the *Student Master* screen. This brings up a list of students in alphabetical order.

Demographics	Addresses	Sports	Programs	IGP	SOD	Permissions	Log	Enroll History	504	Out of Zone
Delete	Help	Clear	Save	Prev	Next	Setup	Find			

2. 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.
3. The student information will appear on the *Student Master* screen.
4. Flags in the top right corner will be visible if a student has been classified as SPED, 504, LEP, Health, or SBLC flag.
   a. Flags will be red if a student is currently receiving services.
   b. SPED will be red, yellow, blue, green, gray, purple, orange, or white, depending of the type of SPED classification.

SPED	504	LEP	Health	SBLC

Find a Student using the Search Bar

Health	SBLC			Action

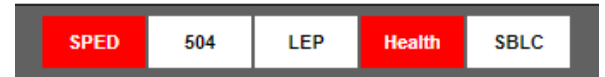1. The search field is the blank field to the right of *Action* at the top of the screen. Search by typing all or part of the student's last name, first name, social security number, or student ID number, phone number, Parent or Guardian, and emails and hit *Enter* on the keyboard.
2. A list of possible 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**: In this field, the user can search Student Name, Father Name, Mother Name, Guardian Name, and any phone number. Simply type in what is being searched for. Any matches will show in **bold**.

Student Master Screen Features

Student's name				SPED	504	LEP	Health	SBLC	Search		Action
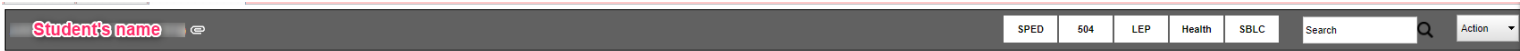
In the gray bar at the top after finding a student, the student's name will appear in:

- Yellow when a student has been marked absent   `AB          R (     826)`
- Red(pink) when a student is no longer active (has a leave date)   `AA      MY      (003`
- Blue -Homebound
- Green- marked Quarantine in the Program Codes (Calcasieu doesn't use this)
  Paperclip: Shows student's document archive records.

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:

Name: Located in the upper left, click the field box next to **Name** to access, edit, or enter the student's name, addresses, phone numbers, and ssn of the student.

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

JCampus Overview

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. Such as Lunch Type and Diploma Paths.

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. This can also be set a pop-up.

Entry Date: Contains the date the student entered the school. A user can cell 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 cell click to enter/edit the leave code, leave date, and school transferring to. <mark>Note: Proper use of the leave code is crucial</mark>. 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 cell 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.

Status Indicators: Flags in the top right corner will be visible if a student has been classified as SPED, 504, LEP, or has a health flag.

SPED	504	LEP	Health	SBLC

Special Ed button colors:
   i. **Blue** = Prior/Inactive Special Ed Student
   ii. **Green = Special Ed Student with a Referral/Eval in progress**
   iii. **Yellow** = Special Ed Student with expired Eval or IEP
   iv. **Red = Special Ed Student with Active Eval and IEP**
   v. **Gray** = Special Ed Student with Speech only Services
   vi. **Purple** = student is Gifted / Talented
   vii. **Orange = Talented student**
   viii. **White = Student without IEP and Services**

Tabs at the Bottom of the Student Master Screen:

| Demographics	Address/Contact	Sports	Programs	IGP	SOD	Permissions	Log	Enroll History	504	Out of Zone	Attendance	Discipline

- **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.

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- **Sports & Fees**: This tab will display information such as **Sports**, **Fees**, and **Graduation** (if early graduate) data.
- **Programs**: This tab will display program information such as Homeless, Migrant, Homebound, etc... Program start and end dates can be associated with each program.
- **Vocational**: 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**: To view any Out of Zone information about a student. RED-active Out of Zone.
- **Attendance**: Student's attendance records
- **Discipline**: Student's discipline records.

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.
   - Student
   - Attendance
   - Discipline
   - Schedule
   - Grades
   - Print Transcript
   - Student Test Analysis
   - Communication
   - Points
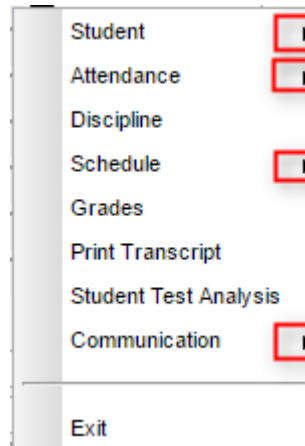
Categories with arrows on the right contain further subgroups of related items.

Student

- **Student Demographic**: Creates a print out of main contact information of the student.
- **Special ED Information**: Same as "SPED" button on main Stu Master screen.
- **504 Information**: Same as "504" on main Stu Master.
- **Health Information**: Same as "Health" on main S
- **Student Enrollment History**: Same as "Enrollment History" tab of Stu Master.
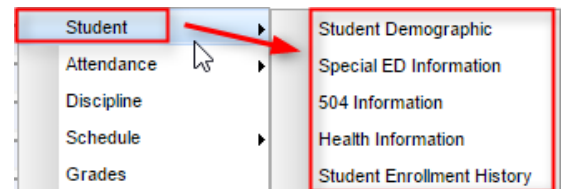
Attendance

- **Attendance by Day**: Report of detail attendance and summary. Click "Setup" to change year.
- **Attendance by Course**: If a Bell Schedule is setup, student's attendance by course is displayed with counts per course. Cell click to get detail records for the class.
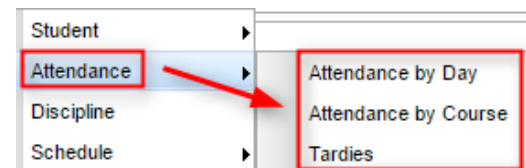
JCampus Overview

- **Tardies:** Code 14 Tardy means student was present at school, but no in class on time. Typically posted by the teacher.

Discipline: Provides a summary of incidents/actions. Click the "Year" in lower right to see previous years information.

Schedule: If user permissions allow, these will allow for student schedule changes.

- **Schedule Maintenance**: A simple manual student schedule program to quickly add/drop classes on the student's schedule.

- **Pattern Board**: Typically for high schools and large middle schools, this is a request based student scheduler for entering requests, automatic scheduling for the student, or manually add /drop a class.

- **Block Fast Loader**: Typically for elementary schools and smaller middle schools, this assigns a student to a homeroom, which also assigns a schedule associated with the homeroom.

- **Print Schedule**: Quick preview/print out of student's schedule.
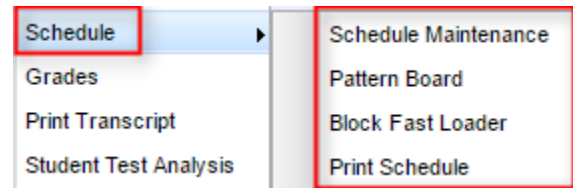
Grades: Displays the current marking period grades, and any semester / final averages if calculated. Click the "Year" in the lower right to see previous year's grades.

Print Transcript: Displays the transcript of the high school student. Current year semester / final averages are merged and indicated with a "G" for "Grade Record".

Student Test Analysis: Displays test score information for the student. Easiest way to view is to hit the "Print" button to do a print preview.

Communication

- **Parent Contact Log**: Typically a note posting entered by the teacher documenting time/date/contents of a communication with a parent/guardian.

- Send JCall: Calcasieu Parish does not use this feature.

- Send School Note: This program will provide a way for a school to create notes to be displayed in the Student Progress Center. It will not generate a phone call, text or email.

- **SPC Login Information**: Displays the last time a parent/guardian accessed information about the student on the Student Progress Center.

JCampus Overview

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 right of the screen.
3. Select ***Demographics***.
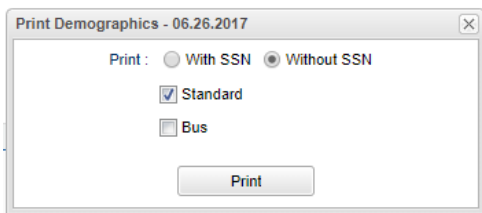
You have a choice to print SSN and Bus information.

4. A print preview will open displaying the student's demographic information. Choose either ***Print*** or ***Save.***

Print Entry/Leave Packet

1. After finding the student in *Student Master* and exiting them or after entering a new student, 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.
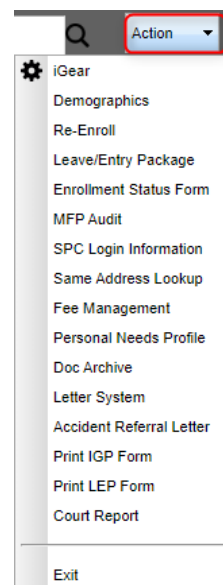   - Check *Current Grades Not Recorded* and select the current semester from the drop down menu to print out a list of the student's current schedule with a place for teachers to write the average for the class.
   - Check *Current Grades* to print a report card for the student.
   - Check *Current Progress 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 Current Year History* to get a detailed history of the student's attendance.
   - Check *Discipline Current Year 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.
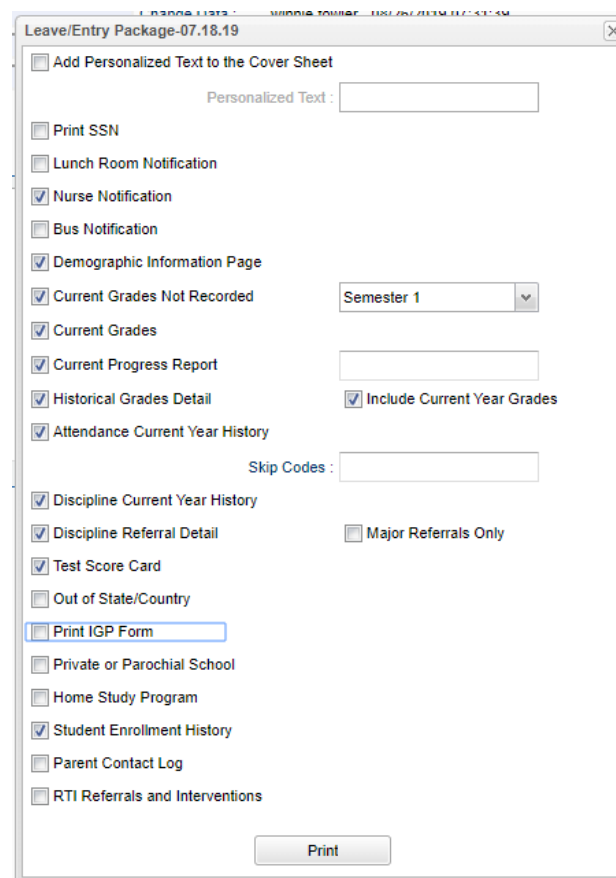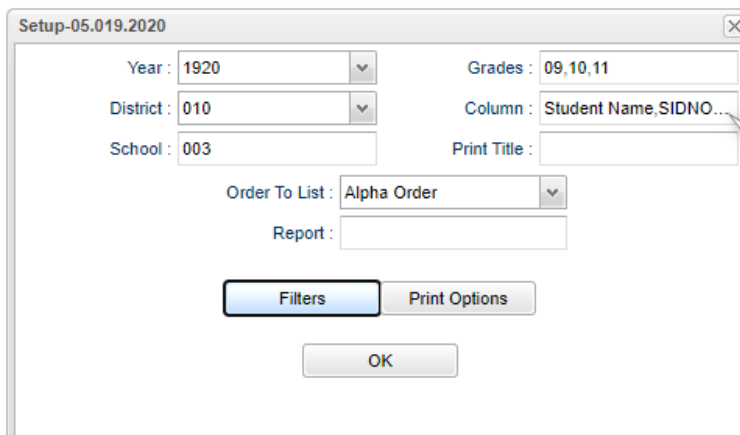
4. Click ***Print***.
5. A *print preview* open. Click ***Print.***

JCampus Overview

Alpha/Recruit List

1. On the left navigation panel, select **Student Master** > **Lists** > **Alpha/Recruiter List**.
2. 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.
- *Grades* should be left blank if all options are to be included; otherwise, click in the box to select the specific choices.
- *Columns* can be used to select the columns you want to show on the report, or left blank to show all.
- Enter a **Print Title** to have that name printed at the top of the list.
- *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
  - *Counselor Order-* sort by counselor name then alphabetically by student's last name
- *REPORT: New feature see page 18 for details.*

Select the Filters button for more filter options:

- Click in the box to select the specific choices or leave blank if all options are to be included.

- For *Show,* select if you would like to include all students, SPED students only, or Regular Ed students only on the report.
- The *Active Only* limits the list to only those students who are active on the date selected.

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Select the Print Options tab:

- 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.
- 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.

3. Click **Ok** after all fields have been set as desired.
4. The list of students meeting the settings will be displayed.
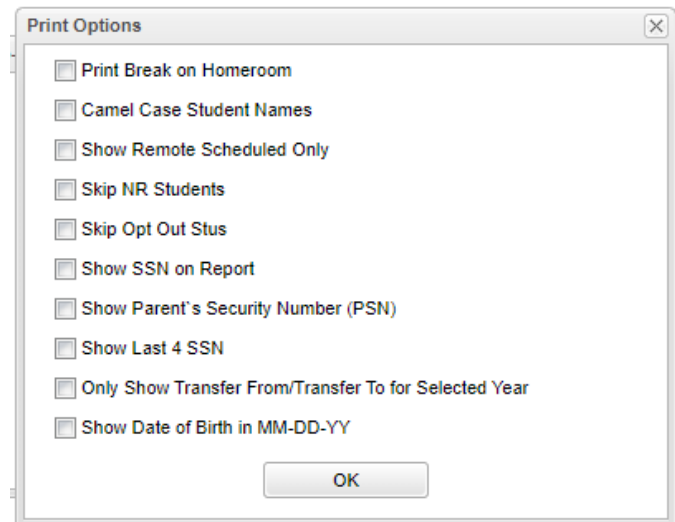5. Clicking on the down arrow on the right side of any column header will display additional options.

   - *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

6. 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.
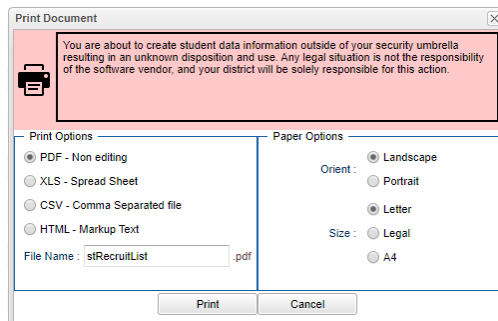
JCampus Overview

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

Report

A newly created feature called Report, which is found in various programs, can be created/saved to be able to use over and over again.

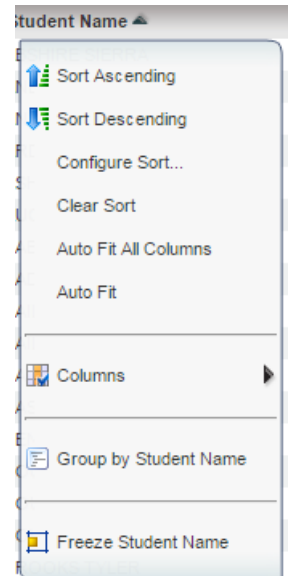1. Make a report as you normally would in a program by choosing the filters needed except for year, district, as of date,and school (unless the user is a 700 level).
2. The user can change the widths, position, sort order, sort within sort, of the columns as well as hiding and freezing the columns.
3. Once the report is completed, click on **Save** at the bottom of the screen.

4. In the Save New box, add a **Title** and **Description**.
5. Click on **Save**.

6. Now this report will appear in the "Reports Available" chart as shown below.

Columns

D - Click here to delete a report.

Title - Name of the reports.

Description - Description of the report. (Optional)

Save Date - The date when the report was saved.

7. In the future, the user can now use this report again, that they have created, without having to create it over and over again. Either click on the setup screen or on the report screen, in the "Report" field to access stored versions of the reports.
8. If a report has been selected, the name of the report will remain in the setup box until the program has been closed or until a different report has been selected.
9. The setup box options can be changed even though the report name is in the **Report** field.

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10. The changes will not be saved in the report until the **Save** button is clicked and the report has been replaced or a new report has been created.

Confirm Replace

You have chosen to Save report **student info**. Do you want to **Replace** this report, or create a **New** one?

| Replace | New | Cancel |
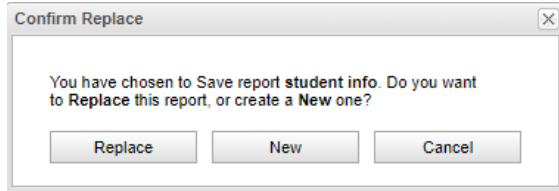
11. So, change a value and then click **Save**.
12. Choose **Replace** or **New**.
13. Now the report has been replaced or a new report has been created.

Homeroom Listing

- On the left navigation panel, select **Student Master > Lists > Homeroom Teacher Affidavit w/Signatures**.
- At the setup box, set to the current year, desired grades, and as of date.
- Click **OK**.
- A listing of homeroom teachers will be presented. Click selected teachers to print homeroom lists for. Click the Print button.
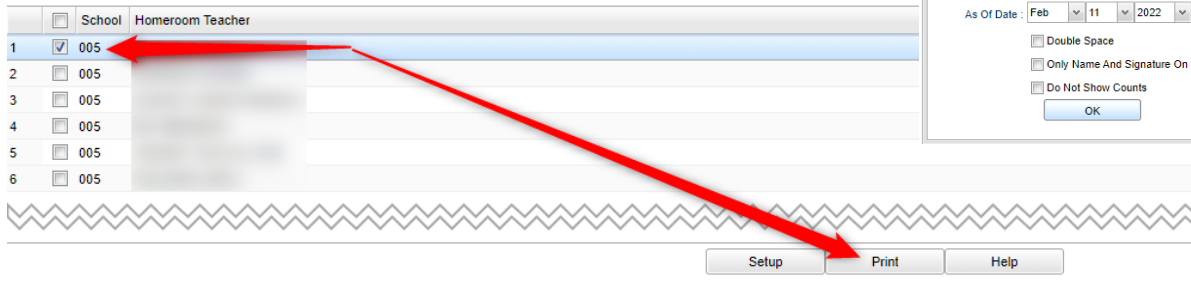
A PDF will appear that includes the Homeroom Roster and Total Student Count at the bottom.

Year: 2122   **Homeroom Teacher Affidavit**   2/11/22 8:39 AM
District: 010   stHmrmSignaturesList
School: 005   AS OF 02/11/2022

Student Name

TOTAL STUDENT COUNT   19

				Ethnic					
Gender	Wht	Blk	His	Asn	Nat	H/P	Oth	N/A	Total
Male:	8	1	1	1					11
Female:	6	2							8

							Grades											
Grade	15	20	00	01	02	03	04	05	06	07	08	09	10	11	12	?	MFP	Adj	24
Total						19												19

PRINCIPAL   TEACHER

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Print Class Rosters

The Print Class Rosters program will allow a user to print the class roster(s) for one teacher, a small group of teachers, or all teachers. There is a select teacher function or an all teachers function.

1. Select **Scheduling** on the left side of the screen. Select **Lists**, then **Print Class Rosters**.

2. **Setup Options:** Set the usual options such as Year, School, Grade, As of Date.

   a. **Print by Homeroom (Form Type Only)** - Checking this box will give a class roster for each homeroom teacher for each teacher selected using the **Print Form** button only.

   b. **Print only selected semesters and periods** - Checking this affects the PRINTING of rosters. For example, if you want to print all 1st semester rosters even if they have a 2nd semester class, only the semester chosen at the bottom of the page will print. If you don't check, classes that have students in the 1st semester will print and the 2nd semester will print also.

   c. **Print Student Address (Form Type Only)** - Checking this box will show the student's address when using the **Print Form** button only. Note: You can only use this when **Print by Homeroom** is not checked.

   d. **Print LEP** - Checking this box will print the student's LEP status.

   e. **Print by Advisor (Form Type Only)** - Checking this box will give a separate class roster for each advisor when using the **Print Form** button only.

   f. **Print Telephone** - Checking this box will print each student's home phone number on the roster and CSV export.

   g. **Print 504 Status** - Checking this box will print each student's 504 status on the roster.

   h. **Print Co Teachers** - Checking this box will show one or more co teachers on the roster.

   i. **Print Sped Status** - Checking this box will print each student's special education status.

3. **Filters button:** Allows the user to limit the results as follows:

   a. **Teacher selection**--select a teacher's name(s)

   b. **Set transcript groups**--select a transcript group(s)

   c. **Select course**--select a course(s)

   d. **Show either All, Remote Only or Non Remote** to include/exclude students from your school who that travel to off campus remote schools.

   e. **Show either All, Sped Only, or Non Sped.** This option will print rosters with All students, Special Ed students only, or Non Sped (Regular ed) students only.

   f. **Show either All, 504 Only, or Non 504.** This option will print rosters with All students, 504 students only, or Non 504 students only.

   g. **Show either All, LEP only, or non LEP.** This option will print rosters with All students, LEP students only, or Non LEP students only.

4. Click **OK** to move to the next screen.

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5   Boxes appear across the bottom to filter the results.
   a.   **Reset** --removes all check boxes
   b.   **All**--select all check boxes
   c.   **Semester**-- click in box to choose semester(s) for which you need to print rosters
   d.   **Class Period**--class period(s) for which you need to print rosters

6   **Setup** button--returns to the setup box to change selected classes

7   **Print Form** button--prints the rosters for the selected classes

8   **Export Roster**--export using a list format to a 'csv' file

Printing Rosters for a Teacher or Group of Teachers for a Single Period or Multiple Periods

1.   To select the teacher, click the check box to the left of the teacher's name for each period for which rosters are needed or use the filter tab and choose the teacher.

2.   Select the semester at the bottom of the screen. If you select more than one semester, you will get a roster for each semester selected.

3.   Select period(s) at the bottom of the screen. If you leave the class period blank, all class periods will print.
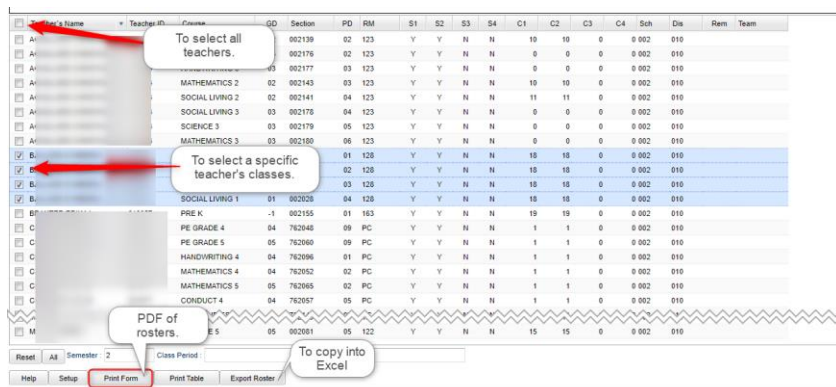
Printing Rosters for One or More Periods for ALL Teachers

1.   Click the **ALL** button at the bottom of the screen to choose all teachers.

2.   Select the semester(s) and class period(s) or leave blank for all semesters and class periods.

MFP Ethnic Gender Report

1.   On the left navigation panel, select **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
   - Check "Use SIS School" if SIS School numbers are being used

3.   Click "OK"

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 be determined
   - Adj – number of students adjusted (counted as both preK and preschool)
   - 22+ - number of students at age 22 or older
   - NR – number of student identified as not reported in SIS to state

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- Total – number of active students

Dist	Sch	Site	INF	PRES	K	01	02	03	04	05	06	07	08	09	10	11	12	40	35	?	MFP	PREK	ADJ	22+	Enroll	NR	Total
010		.			2	51	40	47	28	44	32										244	22	(2)		264		264

5. The tabs at the bottom will break down the totals by Regular Ed, Special Ed, gender and race, Special Codes, and Lunch Codes

MFP	Regular Ed	Special Ed	Gifted and Talented	504	Ethnic/Gender by School	Ethnic/Gender by Grade	Special Codes	Lunch

Setup	Print	Help

6. Click "Print" to print or save the report

Daily Absentee List:
On the left navigation panel, select **Attendance > Lists > 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.

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 screen.
- *Day Range* 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.
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**.

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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.

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 in, 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 other 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. If letters need to be printed, click *Letters* at the bottom of the setup box. A *Letter Options* window will appear.
    - The *Letter Options* window is divided into two areas, *Letters* and *Policy Statement*. In each area, there are three selection boxes labeled with the grade levels each box represents. Grades 1-3, 4-8, 9-12. Click in the selection box in the area and grade range desired.
    - Click in the selection box, a list of letters or policies will appear. Select the appropriate letter and click *OK.*
    - After all desired letters and/or policies have been selected, click *OK.*

16. 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*.

17. Click *OK* on the setup box when all options have been set correctly.

18. The report will appear on the screen. Click *Print* to print the report as shown on the screen.

19. Click *Print Letters* to print letters for everyone on the report or only those highlighted on the report.

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Printing a List of 504 Students

To print a list of 504 students, follow the directions below.

1. On the left navigation panel, select **Student Master > Lists > 504 Student List**.
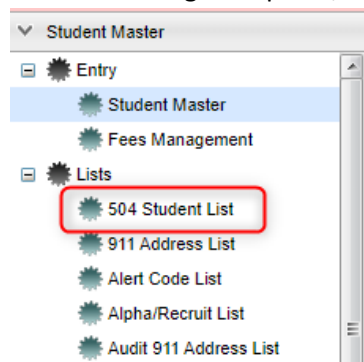
2. At the setup box, set the desired Year, School and Grade(s).

    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 if you would like to include all students, special ed students or Nonspecial 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 this option.

    e. **Show Remote Scheduled Only:** Select this option to only list remotely scheduled students.

    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.

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Special Education List

This listing will provide students who have IEP's at the school site.

1. *On the left navigation panel, select **Special Education > Lists > Students Currently Receiving Special Education Services.***

2. At the setup box, the year, district, and school will default to the user's school.

   - **Service(s)** - Leaving the cell blank will select all the services that have been assigned to the student(s). By clicking in the cell, a pick list will populate for the user to choose which ever service needed for the report. Click **OK** at the bottom for the selections to appear in the main setup box.

   - **Exception(s)** - Leaving the cell blank will select all the exception(s)that have been assigned to the student(s). By clicking in the cell, a pick list will populate for the user to choose which ever exception(s) needed for the report. Click **OK** at the bottom for the selections to appear in the main setup box.

3. Click **OK**.

Column Headers on the report

Last Name - Last name of student
First Name - First name of student
Middle Name - Middle name of student
Grade - Grade of student enrollment
DOB - Date of birth
SDT - Student enrollment ID
School - School of enrollment for the student
Service - Individual providing service for the student
Service Start - Date the services that the services started for the student
Service Provider - Name of person providing the service to the student
Eval Date - Date of the evaluation
Exceptionality - The exceptionality listed on the IEP for the individual student
IEP Date - Original date of the IEP
Closed - Flag would indicate if the IEP is closed
Reason - Reason for closing the IEP

	Last Name	First Name	Middle Name	SASID	GD	Gen	Eth	DOB	SIDNO	School	Advisor	Service	Service Star...	Service Provider	Eval Date	Exceptionality	IEP Date
1					12	M	0				.	Vocational Education, Sp...	2018-08-14, ...		2018-10-18	Autism	2019-01-16
2					12	M	0				.	Special Education Instruc...	2019-08-13		2017-09-01	Gifted	2019-08-23