



NEXT GEN DOCUMENTATION ~ONLINE TEACHER~

Including:

**Grade Book
Standards and Benchmarks
Classroom Attendance
Homeroom**

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Training, Videos, Documentation and Support

Welcome to JMC. Your JMC Online Teacher software is a powerful set of tools that will help you to assess and track student progress in a variety of ways.

This document is one of the various resources available to assist you with using the Online Teacher software on a daily basis. JMC also provides a web-based training opportunities as well as online instructional videos that will help you to understand this software. Regardless of your questions, learning style, or experience, JMC provides you with options to meet your training needs.

Training JMC offers web-based training and will plan ahead with your staff to customize these training sessions to efficiently meet your goals. For further information about training options for your JMC Online Teacher software, please refer to <http://jmcinc.com/resources/training>

Videos JMC offers a wide array of instructional videos that cover common procedures you will want to know as you progress through the various stages of the school year. These videos are available on JMC's website and may be downloaded or viewed anytime. For a complete list of the videos that are currently available, please refer to <http://jmcinc.com/resources/instructional-videos>

Documentation This document (PDF file) has many sections and may be printed completely, partially, or not at all. For example, you may wish to print only the cover page (which includes the publication date), table of contents, and one section of the documentation in order to meet a specific need you may have at the time. Other sections may be printed at a later point in time as needed. One potential reason for printing any of this documentation would be to use it as a companion to a training session or instructional video. Once printed, your personal notes may be written on the printed pages and these pages could be kept in a binder for later review.

Support JMC offers a variety of technical support options to answer your questions as they come up. These options include: asking questions over the phone, setting up remote technical support sessions, opening web support tickets, and faxing or emailing documents and questions. For a complete list of contact options, please refer to http://jmcinc.com/contact_us

Mentors Your school district may also have experienced staff (teachers, administrators, etc.) who are familiar with using the JMC Online Teacher software. If so, you may find it convenient to ask questions of these valuable local resources, as well.

JMC Online Teacher Software In many cases you can find the answers to your questions by simply reading and using the pages of your JMC Online Teacher software. The basic features of each page are often self-explanatory, especially for someone who has used other computerized grade books and/or teacher software.

JMC Online Teacher Software Overview

JMC Online Teacher software allow teachers to access their student grading data from a web browser and may be accessed from anywhere you may have internet access such as a home computer or mobile devices such as an iPad, as well, thereby accessing the same data that they use while working at school (provided that the school district allows such access from outside the school building).

JMC Online Teacher software also allows teachers to:

- ✓ keep track of student grades on assignments, tests, quizzes, projects, etc.
- ✓ calculate and submit term (semester, quarter, trimester, hex) grades
- ✓ calculate and submit midterm grades
- ✓ create seating charts
- ✓ generate progress reports
- ✓ generate lesson plans
- ✓ submit and view student daily attendance
- ✓ submit and view lunch counts
- ✓ view student health information
- ✓ view student standardized test scores
- ✓ view student contact information
- ✓ view student demographic data
- ✓ send email to students and/or parents

If the school is using JMC's Online Parent Access module, parents will be able to access via the Internet various information entered via Online Teacher, such as progress reports, lesson plans, daily attendance, and term and midterm grades.

Recording Assignment Scores and Calculating Term Grades

The major steps for working with assignment scores and calculating term grades using the grade book portion of Online Teacher are as follows:

Assignments, Scores, and Term Grades

1. **Grade Cutoffs** The teacher's grade cutoffs must be established before any scores may be entered for assignments.
2. **Categories and Assignments** These can be defined throughout the term.
3. **Assignment Scores** These can be entered for defined assignments throughout the term.
4. **Course Grades** Term grades for a course may be calculated at the end of a term as appropriate. Also, comments may be included with the term grades.
5. **Teacher to Office** Course Grades may be submitted for reporting purposes to the office using this option.

Progress Reports

1. **Editing Comments** The teacher may establish their own personalized list of comments that may be included in progress reports.
2. **New Progress Reports** The teacher may create a progress report job, which designates the courses and/or students and the sections and columns to be included.
3. **Editing Progress Reports** The teacher may edit a previously created progress report job.
4. **Printing/Emailing Progress Reports** The teacher may print or email a previously defined batch of progress reports.
5. **Submitting Progress Reports to the Office** Rather than have the teacher print or email a batch of progress reports, it may be desirable to have the teacher submit them to the office where they may be printed along with progress reports from all other teachers. The office will have a variety of sorting, collating, and other organizing options that are not available in Online Teacher.

Midterm Reports

1. **Generating Midterm Grades** The teacher may generate midterm grades and comments for their courses.
2. **Submitting Midterm Grades** The midterm grades must be submitted to the office for printing in a report similar to a report card.

Standards and Benchmarks Assessment

1. **Instances** Courses and/or Grades must be instanced (enabled) in the office before a teacher may assess student progress on those standards and/or benchmarks.
2. **Update Teacher's Data** Office to Teacher (for class list and standards and benchmarks updates)
3. **Calculated Results** For calculated standards and benchmarks results:
 - a. establish grade cutoffs
 - b. establish categories and assignments – including benchmark/assignment links
 - c. enter assignment scores
4. **Weighting of benchmarks** within a standard AND/OR assignments within a benchmark on the Standards and Benchmarks screen.
5. **Generate assessments** (result sets) using Edit Assessments for a Course or Grade... or Edit Assessments for a Student...
6. **Teacher to Office** to submit assessment sets.

7. **Generate Custom Report Cards** The office staff pulls in assessment sets from all teachers and generates report cards.

Lesson Plans

1. **Creating and Editing** Lesson plans may be created and/or edited by the teacher by typing, cutting/pasting, or importing from those they created during a prior school year
2. **Printing and Submitting** Lesson plans may be printed or submitted as required.

Other Information

1. **Seating Charts** Teachers may generate seating charts for their courses by dragging and dropping students onto the classroom grid.
2. **Student Demographic Data** Teachers may view some demographic data about students in their class lists, such as addresses, phone numbers, and email addresses. Student demographic data is maintained using the JMC Office Application.
3. **Standardized Test Scores** Teachers may view standardized test score data on the students in their class lists. Student standardized test score data is maintained using the JMC Office Application.

JMC Software Overview

Your Online Teacher software will help you in assessing student progress in a variety of ways, but it is just one of several pieces of the puzzle of sharing student information between teachers, students, parents, administrators, counselors, and various other school office staff.

Online Teacher Using *JMC Online Teacher* you may assess student progress on tests, quizzes, homework, projects, behaviors, and skills using traditional course grades and/or standards and benchmarks. You may also create and share lesson plans, generate seating charts, view students' standardized test scores and contact information, and email students' primary contacts.

Other Related JMC Software

Online Parent Access Parents may use *JMC Online Parent Access* to view information about their children, such as period attendance, progress reports, lesson plans, assignment scores, term grades, lunch balances and transactions, contact information and demographic data.

Office Application Administrators, counselors, and various office staff may use the *JMC Office Application* to edit data about students, staff, and school and use this data to generate various reports such report cards, schedules, transcripts, honor rolls, activity rosters, lunch balances, health & discipline records, etc.) for school and state reporting purposes. Many of the reports in JMC have special options, such as emailing or exporting to a text file. Much of the data is automatically available to the various JMC Online Software modules.

Lunch Point Of Sale Food service personnel may use the *JMC Point of Sale* software to check out students in the lunch line.

Various Other Online Modules JMC also provides various other online modules, such as *Online Administrator*, *Online Course Registration*, etc.

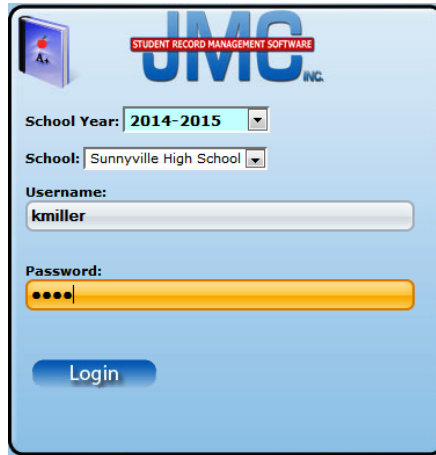
Support JMC offers a variety of options for supporting your use of our software. Our newly updated website offers training videos and printed documentation as well as news about software updates and other tips. And of course you may speak with a technical support representative during our regular business hours of 8 a.m. to 4:30 p.m. Monday through Friday throughout the year.

For more information about any JMC software, feel free to contact us at sales@jmcinc.com or support@jmcinc.com or by calling (800-524-8182) or faxing (651-345-2215) or by visiting our website (<http://www.jmcinc.com>).

Online Teacher Common Tasks

Starting Up Online Teacher

Online Teacher is a web application that can run from within your favorite web browser, such as Internet Explorer, Firefox, Chrome, Safari, etc. You should be able to obtain the web address, or URL, for Online Teacher from your school district's technical staff or administrator. Then simply start your web browser and enter the web address and you will see a login page similar to the figure below.



Online Teacher
login screen

Make sure to specify the correct year and building, then enter your username and password and click the **Login** button. You can obtain or reset your username and password via your school office staff or appropriate administrator.

Updating Class Rosters and Other Data using Office To Teacher Option

You will need to periodically update your student class lists, standards and benchmarks definitions, grade definitions, etc. for your Online Teacher data. This process is called **Office to Teacher** and can be found in the **File** menu of Online Teacher.

Changing Password

For data privacy and security reasons, Online Teacher is password protected. For various reasons, you may wish to periodically change your password. You may edit your password after you have logged into Online Teacher by selecting **Preferences** from the **File** menu and then clicking the **Edit** link to the right of the password.

Submitting Student Data using Teacher to Office Option

Teachers will periodically need to submit data from their Online Teacher software to the office. One typical reason for this would be to submit grades at the end of a term. A process called

Teacher to Office is used for this purpose. Teachers may need to submit course grades and/or standards and benchmarks results to the office for later printing on report cards.

Online Teacher Procedures

Quick Start Guide for Online Teacher

Please Note: Your screen resolution should be 1280X800 or higher.

Setting up Online Teacher and Recording Assignment Scores

1. [File► Office to Teacher](#) – Updates your class roster. This is done when a student comes to your class or leaves your class permanently for the year. *Please note: this function also clears out the course comments so this should be done before you start doing end of term grades.*
2. [File► Preferences](#) – Your password is also listed in the Office. Set your term.
3. [Scores► Grade Cutoffs](#) – Follow the directions on the screen.
4. [Scores► Categories and Assignments](#) – Categories are put in first and then assignments are listed under those categories.
5. [Scores► Assignment Scores](#) – Student scores are recorded here.
6. [Scores► Convert missing to Zero](#) – This function changes every blank, LX, LI, M, and MI on the assignment scores screen to a zero through the date you list.
7. [Edit► Seating Charts](#) (Optional)
8. Publish Assignments with the “Publish Assignments” button or in [File► Publish Assignments](#).

Sending Grades to the Office at the End of the Term

9. [Edit► Course Grades](#) – Right side of screen, Calculate (Current Term) Grades from Scores... to import the course grade from the assignment scores screen.
10. [File► Teacher to Office](#) – This function sends grades to the office to be printed.

Progress Reports

11. [Reports► Progress Reports](#) – This screen creates, edits and prints progress reports.
12. [Reports► Edit Comments](#) – Edit your progress report comments here.
13. [Reports► Progress Reports](#) – “[Email](#)” [Progress Reports](#) – This function emails progress reports to all primary contacts of your students who have an email address listed in the office program. After the emails are sent out, a report will be given showing who was emailed and who wasn’t emailed.
14. [Reports► Progress Reports](#) - [Send Progress Reports “To Office”](#) – This function sends a progress report to the office. When the office prints out progress reports they are collated together by student.
15. (Other reports) Missing Score, Class Assignments. Take some time to see the different reports that Online Teacher offers you.
16. [Reports► Blank Score Sheets](#) – This report replaces your paper grade book.
17. [Reports► Student Assessment Summary Report](#) and [Student Standardized Tests List](#)

Communicating with Parents/Teachers

18. [File► Send Email](#) Email parents and/or students.
19. [Edit► Lesson Plans](#) Post course information for parents and students.
20. [Homeroom Access](#) View progress reports for students you have in your courses.

Online Teacher Procedures

Ending the Term - Report Cards with Exam Grades

These directions will show you how to prepare exam grades along with end-of-term (Semester/Trimester/Year) grades that will be sent to the office and printed on report cards.

Option # 1

Pros: Very easy to do.

Cons: The program will use the letter grade values from the Office, not the actual percentage the student earned on the exam.

Step 1: Go to Edit: Course Grades. Place the cursor under the “Exam” column. Click on the grade to the right of each student, choose a grade, and it will appear in the box. After completing the grades for all students, click “Save” and then manually enter the Semester/Trimester/Year grade or you can calculate them, but they will be calculated based on the letter grade value not the percentage.

Step 2: Go to File: Teacher to Office to send grades to the office.

Option #2

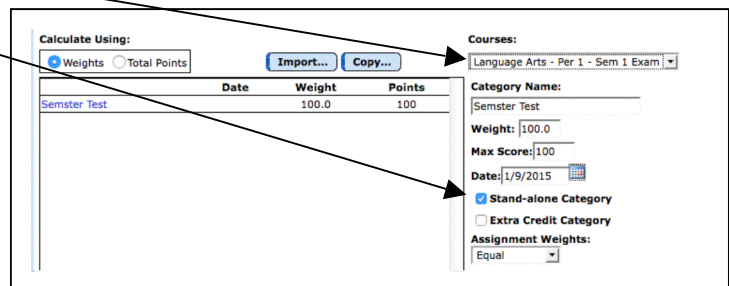
Pros: The score/percentage the student earned on the test is used to calculate the Semester/Trimester/Year grades.

Cons: This option takes longer than Option 1.

Step 1: Go to File: Preferences. Check the box that says “Include Exams in Course Menus” and click “Save.”

Step 2: Go to Scores: Categories and Assignments. Choose the Course with name “Exam” after it. For example: Language Arts – Per 1 – Sem 1 Exam.

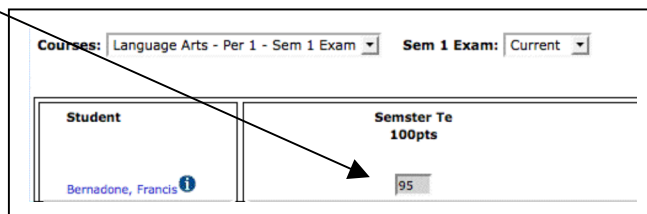
Step 3: Create a category called Exam and check the “Stand Alone Category” box. This allows you to enter a score for this category. If you are grading using weights put a weight of 100 in for the category. If you are grading with total points there is no need to do this. Click “Save”



Date	Weight	Points
Semster Test	100.0	100

Step 4: Go to Scores: Assignment Scores, choose the course with which you want to work that has the name “Exam” at the end and enter the Exam grade for each student.

Step 5: Go to Edit: Course Grades and choose the course with which you are working. Go to the Quick Links on the right side to Calculate S1/T1 Ex Grades from Scores, then click OK.



Student	Semster Te 100pts
Bernadone, Francis	95

Ending the Term - Report Cards with No Exam Grades

These directions will show you how to prepare end-of-term (Semester/Trimester/Year) grades (with no exam grades) that will be sent to the office and printed on report cards.

1. Execute a File: Office to Teacher and then review the Term Grade for each student in Scores: Assignment Scores.
2. *Optional*- If you want to give a student a final Term Grade that is different than the percentage they have earned, you can change it by clicking on that grade for that student and choosing the grade you wish to give him/her, this is a “locked score”.
3. If a student has a “locked score” but you do not wish them to have one, click on the check in the box next to the grade to uncheck it. This will change it back to a calculated grade.
4. Prepare for Grades to be sent to the office by going to Edit: Course Grades.
 - A. *Optional*- On the Course Grades screen, verify the weight of each grading term by clicking on the “Weights...” button.
 - B. Import your Term Grades from the Assignment Scores screen by going to the “Quick Links” menu on the far right hand side of your screen and choosing “Calculate (the Term you are grading) Grades from Scores.”
 - C. *Optional*- Input/Import your Sem/Tri/Year Exam grades if those exam grades will be printed on report cards.

Please Note: We have a document on the Teachers’ page of our website explaining the two ways to prepare Sem/Tri/Year Exam grades to be sent to the office. This document is called “Exam Grades.”
5. If necessary, calculate the Semester/Year Grade from the previous terms by going to “Quick Links” menu on the far right hand side of your screen and choosing “Calculate Sem (the Term you are grading)”. Please Note: To calculate a Sem/Tri/Year Grade by averaging previous grades (ex. Qtr 1 + Qtr 2 = Sem 1 grade) you need to adjust the weights for the calculation.
 - A. Stay on (or go to) the Edit: Course Grades screen.
 - B. Click on the “Weights” button on the Edit: Course Grades screen.
 - C. Edit the percent weight for each of the term grades used in the calculation.
6. Add comments to each student’s report card by clicking in the “Comment” column.
7. Review the information for the class you are working on and click the “Save” button.
8. Move to the next class by clicking the “Course” pop-up menu button.
9. After all classes have been completed, you must send your grades to the office. Go to File: Teacher to Office. Click “Execute”.

Elementary Report Cards – Editing Standards and Benchmarks Results

This is a brief introduction to JMC elementary report cards. For complete instructions please visit <http://www.jmcinc.com/videos/videos.html> and watch the instructional video “Standards and Benchmarks GradeBook Next-Gen.”

1. Go to **File► Office to Teacher**. This updates your Online Teacher with any information that has been updated in the office. There is no need to do this daily.

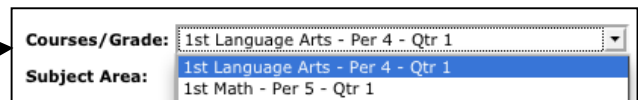
2. Go to **Edit► Edit Assessments for a Student** if you are a:

- Grade level teacher, i.e. Kindergarten Teacher or 2nd Grade Teacher.
- Specialist teacher, i.e. Art, Music, PE, Computer, etc. who assesses students in more than one Standard or Benchmark. For example, if you are an Art teacher who gives an overall course grade and also assesses benchmarks called “effort” and “works well with other students.”

Go to **Edit► Edit Assessments for a Course or Grade** if you are a:

- Specialist, Special Ed, or non-grade level teacher who assesses each student in only one area, i.e. you are the Phy Ed teacher who gives an “effort” grade to each student.

3. On the top of the screen click on the “Courses/Grade” pop-up menu. Choose the course or grade you want to work with



The screenshot shows a pop-up menu with two sections. The top section is labeled 'Courses/Grade:' and contains a dropdown menu with the selected item '1st Language Arts - Per 4 - Qtr 1'. The bottom section is labeled 'Subject Area:' and contains a list with two items: '1st Language Arts - Per 4 - Qtr 1' (which is highlighted in blue) and '1st Math - Per 5 - Qtr 1'.

4. Choose your **Grade Level** if:

- You are a grade level teacher who has all of the Standards and Benchmarks instanced to your grade level.

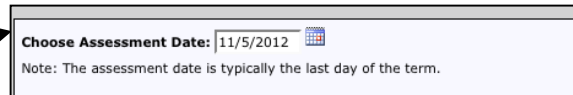
Choose the **Course(s)** you teach if:

- You are a specialist, special ed, or other teacher who does not teach all of the classes a student takes.
- You are a grade level teacher whose Standards and Benchmarks are instanced to the courses you teach.

5. (This step is not necessary for most teachers) If necessary, choose your subject area from the **Subject Area** pop-up menu.

6. Click on the “**Add Assessment Set**” button on the top of the screen.

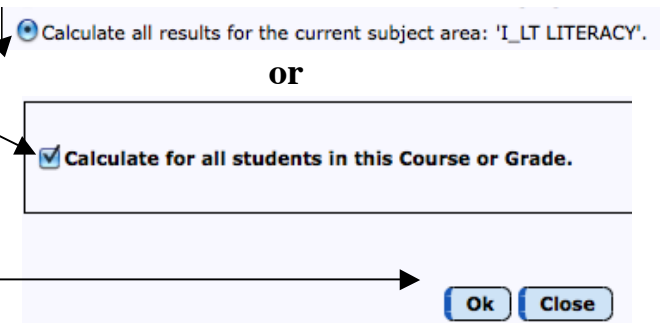
7. Choose the **Assessment Date** per the instructions on the screen.



The screenshot shows a pop-up menu titled 'Choose Assessment Date:'. It displays the date '11/5/2012' next to a calendar icon. Below the date, there is a note: 'Note: The assessment date is typically the last day of the term.'

8. If necessary, choose the **Assessment Term** per the instructions on the screen.

9. (Optional) If you enter in daily assignments and tie those assignments to benchmarks to calculate results, click one of the two checkboxes that would appear on your screen. If you do this you should refer to pages 5-8 of this document.



The screenshot shows a section with two options. The first option is 'Calculate all results for the current subject area: 'I_LT LITERACY'.' with a radio button. Below it is the word 'OR'. The second option is 'Calculate for all students in this Course or Grade.' with a checked checkbox. At the bottom right, there are two buttons: 'Ok' and 'Close'.

10. Click **Ok**.

11. Start entering assessments and comments (if applicable). Please refer to the screen guides below to guide you through this process.

Edit Assessments for a Student Screen

12A. Choose the student you want to assess.

Teacher: Joe JMC (Term: Quarter 1) JMC Demo School 2011-2012 7/5/2012 9:16:31 AM

Courses/Grade: 1st Math - Per 5 - Qtr 1
 Subject Area: 01 First Grade
 Standard: Math
 Student: Barns, Kyler

Assessment Set: Q1 07/05/2012
 Add Assessment Set Delete Assessment Set

Print Calculate Save

Standard	Benchmark	Result ID	Result %	Term	Comment
Math	Uses ordinal numbers (1st, 2nd, 3rd) appropriately	4	<input checked="" type="checkbox"/>	Q1	
Math	Can count to:		<input checked="" type="checkbox"/>	Q1	37
Math	Knows basic addition facts to 10		<input checked="" type="checkbox"/>	Q1	
Math	Reads and writes time to the hour		<input checked="" type="checkbox"/>	Q1	
Math	Extends simple repeating patterns		<input checked="" type="checkbox"/>	Q1	
Math	Comment Line 1		<input checked="" type="checkbox"/>	Q1	All hand typed comments should
Math	Comment Line 2		<input checked="" type="checkbox"/>	Q1	be typed in this area. There is a
Math	Comment Line 3		<input checked="" type="checkbox"/>	Q1	50 character limit per line. Tab
Math	Comment Line 4		<input checked="" type="checkbox"/>	Q1	twice to move to the next line.

13A. Click on the result that the student has earned for the Standard or Benchmark where the cursor is displayed.

14A. Enter in hand-typed results in the comment area to the right of the result box. For example, this teacher hand enters the result for "Can count to__."

15A. If you have a spot on your report card for "hand-typed" comments they will be entered only in the comment area for benchmarks named "Comment Line" or something similar.

Please Note: Hand-typed comments can only be placed in areas that have been designed to display on your report card form. If you put hand-typed comments into areas that have not been set up to display those comments, those comments will not display on the report card forms.

Edit Assessments for a Course or Grade Screen

12B. Choose the Standard.

13B. Choose the Assessment you want to assess.

Teacher: Joe JMC (Term: Quarter 1) JMC Demo School 2011-2012

Courses/Grade: 1st Language Arts - Per 4 - Qtr 1
 Subject Area: 01 First Grade
 Standard: 02 Language Arts
 Assessment: 01 Dictates or writes a logical sequence of events

Assessment Set: Q1
 Add Assessment Set

Print Calculate Save

Student	Result ID	Result %	Term	Comment
Hundley, Grant	4	<input checked="" type="checkbox"/>	Q1	
Law, Erin	4	<input type="checkbox"/>	Q1	
Lewis, Riley	3	<input type="checkbox"/>	Q1	
Norris, Jean	2	<input type="checkbox"/>	Q1	
Plants, Craig	1	<input type="checkbox"/>	Q1	
Puls, Jonathan		<input type="checkbox"/>	Q1	
Reever, Bobby		<input type="checkbox"/>	Q1	

14B. The students you are assessing are listed on the left -hand side.

15B. Click on the result that the student has earned for the Standard or Benchmark where the cursor is displayed. For "hand-typed" comments refer to 14A and 15A.

Elementary Report Cards – Editing Course Grades

Preparing Course Grades to Send to the Office If you enter daily assignment, test, and project scores into Online Teacher in the **Score: Assignment Scores** you can have these Course Grades displayed on the report card if the report card is set up to receive and display the course grades. Please note that this section is an abbreviated version of using Course Grades. This will be covered in greater detail later in this document.

16. Go to **Edit► Course Grades**.

17. Choose a **Course**.

Teacher: Joe JMC (Term: Quarter 1) JMC Demo School 2011-2012 7/5/2012 11:09:35 AM Logout

Courses:
1st Math - Per 5 - Sem1

Weights... Print Save

Student	Exam [0]	Qtr1 [0]	Qtr2 [0]	Sem1	Comment
Arvidson, Kip	-	-	-	-	
Doty, Gannon	-	-	-	-	
Douglas, Craig	-	-	-	-	
Freid, Kandis	-	-	-	-	
Gibson, Fathom	-	-	-	-	
Griffith, Rhett	-	-	-	-	
Griffith, Trevor	-	-	-	-	
Hall, Doug	-	-	-	-	
Herstt, Lionel	-	-	-	-	
Hinshaw, Heidi	-	-	-	-	
Hundley, Grant	-	-	-	-	

Quick Links:

- Calculate S1 Grades
- Calculate Q1 Grades from Scores
- Calculate Q2 Grades from Scores
- Calculate Exam Grades from Scores

18. Go to the **Quick Links** menu and click on “Calculate (The term you are working on) Grades from Scores...” A pop-up menu will appear. Click **OK**. This will import your Course Grade from the Assignment Scores screen.

Please Note: If you need to hand enter any course grades for students you can do so by simply clicking on the drop down menu where the course grade needs to appear and choosing the course grade.

Elementary Report Cards – Sending Grades to the Office

19. Go to **File► Teacher to Office**. Make sure “Standards and Benchmarks” is checked. If you entered “Course Grades” (Steps 16-18), then “Grades” should also be checked.

20. Click **Execute**.

Teacher: Joe JMC (Term: Quarter 1) JMC Demo School

This will copy grade data from the Teacher's Gradebook to the Office.

Choose which information to send to the Office:

- ☒ Grades
- ☒ Standards and Benchmarks

Execute

Tying Assignments to Benchmarks to Calculate Results

There are four steps to attach assignments to benchmarks to calculate benchmark results. The following is a list of those steps followed by a detailed explanation.

Step 1: Go to **Scores► Categories and Assignments** to attach Assignments to Benchmarks.

Step 2: Go to **Scores► Standards and Benchmarks** to verify Assignment weighting within a Benchmark.

Step 3: Go to **Edit► Edit Assessments for a Course or Grade** or **Edit► Edit Assessments for a Student** to calculate Benchmark results.

Step 4: Go to **File► Teacher to Office** to send your Standards and Benchmarks to the office.

Step 1: Go to **Scores► Categories and Assignments** to attach Assignments to Benchmarks.

A. To attach assignments to benchmarks, follow the necessary steps to create a category and then assignments underneath that category. Categories can still be named Tests, Assignments, Participation, etc. but many teachers find it helpful to create categories using the names of the benchmarks. That is how it is organized in this document. Create categories in a way that makes sense to you.

The screenshot shows a web interface for managing assignments. On the left, under 'Calculate Using:', there are radio buttons for 'Weights' and 'Total Points' (selected). Below this is a table with columns 'Ordinal Numbers', 'Date', and 'Points'. The table lists several assignments, including 'Page 3 Questions', 'Page 5 Questions 4-6', 'Chapter 1 Review', 'Can count to 20', 'Page 1 questions', 'Quiz 1', 'Test 1A', 'Reads/Writes Time to Hour', 'Page 5 Question 5-7', and 'Test 1B'. On the right, there are fields for 'Courses:' (1st Math - Per 5 - Qtr 1), 'Category Name:' (Ordinal Numbers), 'Assignment Name:' (Page 3 Questions), 'Max Score:' (15), 'Date:' (6/27/2012), and 'Sort Order:' (0). At the bottom right, there is a 'Benchmarks' button and a message 'No Benchmark Selected'. An arrow points from the 'Benchmarks' button to the 'Notes' section below.

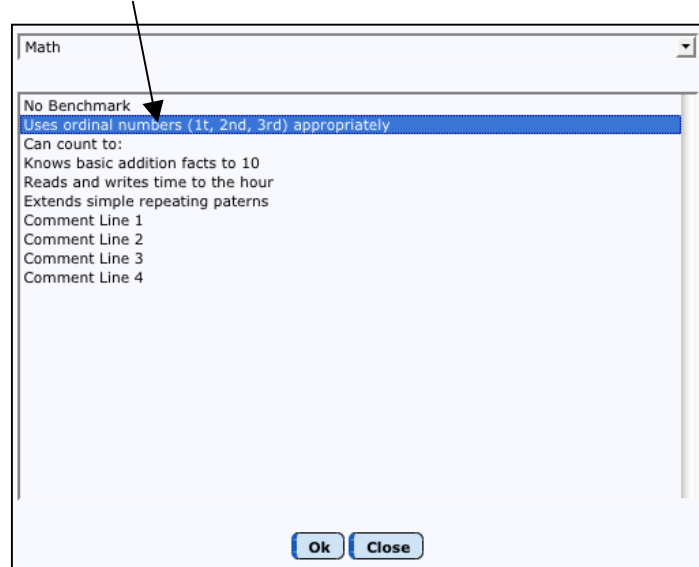
Ordinal Numbers	Date	Points
Page 3 Questions	06/27/2012	15
Page 5 Questions 4-6	06/28/2012	10
Chapter 1 Review	06/29/2012	25
Can count to 20		15
Page 1 questions	06/25/2012	5
Quiz 1	06/26/2012	5
Test 1A	06/27/2012	5
Reads/Writes Time to Hour		60
Page 5 Question 5-7	06/28/2012	45
Test 1B	06/28/2012	15

B. Click the “Benchmarks” button when you have the correct assignment chosen. This will bring up a screen (seen on the next page) allowing you to attach that assignment to a specific benchmark.

Notes

- If you click the “Benchmarks” button and it tells you “no benchmark instances have been created for this course in the office,” you should do an “Office to Teacher.” If that does not work, the office will have to instance benchmarks to this course for you.
- Assignments may only be attached to one benchmark.
- You can attach as many assignments to a benchmark as you would like.
- If you have an assignment/test that applies to more than one benchmark, you will need to put the parts of the test in as separate assignments.

C. Highlight/Choose the benchmark to which you want to attach the assignment and click “OK.”



D. Now when you highlight/choose an assignment you will see what benchmark is attached to it.

☐ Weights
 ☒ Total Points

	Date	Points
Ordinal Numbers		50
Page 3 Questions	06/27/2012	15
Page 5 Questions 4-6	06/28/2012	10
Chapter 1 Review	06/29/2012	25
Can count to 20		15
Page 1 questions	06/25/2012	5
Quiz 1	06/26/2012	5
Test 1A	06/27/2012	5
Reads/Writes Time to Hour		60
Page 5 Question 5-7	06/28/2012	45
Test 1B	06/28/2012	15

1st Math - Per 5 - Qtr 1
Category Name:
 Ordinal Numbers
Assignment Name:
 Page 3 Questions
Max Score: 15
Date: 6/27/2012
Sort Order: 0
Benchmarks
 Standard: Math
 Benchmark: Uses ordinal numbers (1st, 2nd, 3rd) appropriately

E. Continue to add assignments and attach them to benchmarks making sure to hit the “Select a Benchmark” button after you have created an assignment. Your Categories and Assignments screen may look something like this:

☐ Weights
 ☒ Total Points

	Date	Points
Ordinal Numbers		50
Page 3 Questions	06/27/2012	15
Page 5 Questions 4-6	06/28/2012	10
Chapter 1 Review	06/29/2012	25
Can count to 20		15
Page 1 questions	06/25/2012	5
Quiz 1	06/26/2012	5
Test 1A	06/27/2012	5
Reads/Writes Time to Hour		60
Page 5 Question 5-7	06/28/2012	45
Test 1B	06/28/2012	15

1st Math - Per 5 - Qtr 1
Category Name:
 Ordinal Numbers
Assignment Name:
 Page 3 Questions
Max Score: 15
Date: 6/27/2012
Sort Order: 0
Benchmarks
 Standard: Math
 Benchmark: Uses ordinal numbers (1st, 2nd, 3rd) appropriately

Step 2: Go to **Scores► Standards and Benchmarks** to verify assignment weighting within a Benchmark. This screen will show, in list order, which assignments are attached to which benchmarks. This screen will also show how the benchmarks are weighted for calculating a standard.

A. Choose the Course and Standard with which you want to work.

Benchmark	Assignment	Weight	Points
Uses ordinal numbers (1t, 2nd, 3rd) appropriately	Page 5 Questions 4-6	33.3%	10
	Page 3 Questions	33.3%	15
	Chapter 1 Review	33.3%	25
	Page 1 questions	33.3%	5
Can count to:	Quiz 1	33.3%	5
	Test 1A	33.3%	5
		1.0	0
Knows basic addition facts to 10		1.0	0
Reads and writes time to the hour	Page 5 Question 5-7	50.0%	45
	Test 1B	50.0%	15

B. If calculating only benchmarks, this screen is used to:

- Review which benchmarks are attached to which assignments.
 - Review/change how the assignments are weighted when attached to a benchmark.
- Within each benchmark you can set the “Assignment Weights.” By default the Assignment Weights will be “Equal,” which means each assignment attached to that benchmark will have equal weight when the benchmark result is calculated. This can be changed to “By Points,” which means the more points an assignment is worth the more influence it has when the benchmark is calculated, or to “User Defined.” You can edit the assignment weighting by clicking here.

C. If you are using this screen to calculate standards, please note the following items. (Continue on to **Step 3** if you are not calculating a standard.)

- Many elementary report cards created in JMC do not print calculated standard results. They instead print Course Grades (Under **Edit► Course Grades**). If there is a question about whether you should calculate Standard results or use a course grade, you can either go to **Edit► Edit Assessments for a Student** and see if there is a box in the results column for the standard in question or you can contact your school’s office professional.
- Each benchmark must have “Weight” designated. By default each weight will be 1 (one) which will make each benchmark equal to the other benchmarks. You can weight the benchmarks in any way you would like.
- A standard will not calculate unless each benchmark has at least one assignment attached to it.

Step 3: Go to Edit► Edit Assessments for a Course or Grade or Edit: Edit Assessments for a Student to calculate Benchmark results.

A. Choose the course you are working with in the “Course or Grade” pop-up menu and then click the “Add” or “Add Initial Assessment Set” button in the top right corner.

Please note: This screen will look slightly different on the Edit Assessments for a Course or Grade screen.

B. Enter the Assessment date for the current term.

C. If you want all assignments (typically not done) to calculate a Standard, check this box.

D. To calculate the Benchmarks for all the students in that course, check this box.

E. Click the “Calculate Results” button.

F. The calculated result will appear like the following screen.

Student: Arvidson, Kip		Add Assessment Set		Delete Assessment Set	
Print		Calculate		Save	
Standard	Benchmark	Result ID	Result %	Term	Comment
Math		4	89.0	Q1	
Math	Uses ordinal numbers (1st, 2nd, 3rd) appropriately	4	88.0	Q1	
Math	Can count to 20	4	86.7	Q1	
Math	Knows basic addition facts to 10			Q1	
Math	Reads and writes time to the hour	4	92.2	Q1	

Calculated Benchmark Result

This is calculated from the percentage the student has earned. The appropriate result symbol appears here based on the result cut-offs listed in the Office program. To change a result click on it and choose the new result.

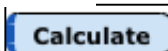
Calculated Benchmark Percentage

This is the percentage taken from the assignment scores the student received for assignments tied to this benchmark. Remember, the assignments can be weighted for a benchmark in [Step 2](#).

Calculated Standard Result

If any of the benchmarks have a calculated result and you have the option to enter a standard result, a standard result will be calculated from the benchmark percentages.

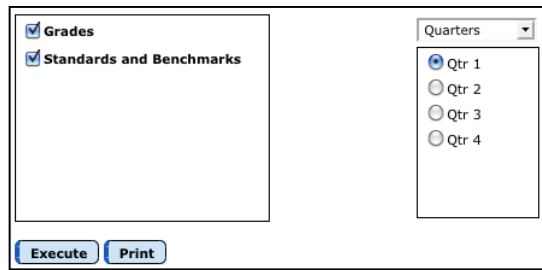
G. To recalculate a benchmark and/or standard, click



Step 4: Go to **File► Teacher to Office** to send your Standards and Benchmarks to the office.

Printing Elementary Report Card Forms

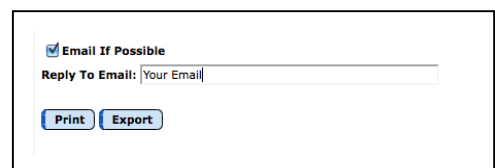
1. Have teachers go to **File: Teacher to Office** in Online Teacher. Make sure that “Grades” and “Standards and Benchmarks” are checked.
2. Bring the Grades into the Office. Go to **Grades► Entry► GradeBook Entry** choosing the way in which grades are sent to the Office and the term for which you want to collect grades. Typically schools will bring in both Grades and Standards and Benchmarks. Then click **Execute**.



Please note: A great feature is now available where the message below will appear on the Home Page of the JMC Office program when teachers send grades to the Office. Click on the message and you will automatically be taken to the GradeBook Entry Screen.

**Submitted Grades:
1 Teachers (since Jan 20, 2015)**

3. *Optional Step:* Check to see if teacher(s) successfully sent grades to the office. Go to **Standards and Benchmarks► Student► Edit Standard and Benchmark Results**. Go to a student for whom that teacher sent grades. If that screen is blank, grades were not correctly sent in. If there are benchmarks listed with assessments given, the teacher successfully sent grades to the office.
4. Print report card forms by going to **Standards and Benchmarks► Reports► Print Standard and Benchmark Transcript**.
 - *One time per grading term:* Choose the term for which you are currently printing report cards. In the box labeled Q1/Tri1/Sem End, enter the last day # for the term.
 - Choose who you want to Print. Please note that if you choose to print by “Advisor” the teacher’s # needs to be put in the “From” and “To” boxes. The teacher numbers can be found by going to **Attendance► Staff► Teachers**. The # in front of the teacher name is their number.
 - Click the **Select Form** button and choose the form that corresponds with the chosen students .
 - *Optional:* Click the “Email if Possible” box. This will email all the Primary Contact who have an email address and print a paper copy of the report card for those who do not when you click the Print button.
 - Click the **Print** button.
 - If nothing shows up on the screen it means that either a student or form was not chosen correctly.



Standards and Benchmarks Troubleshooting Guide

The following is a list of common problems clients may have with Standards and Benchmarks followed by possible solutions.

Problem 1: A teacher cannot see one, or many, benchmarks on the Edit► Edit Assessment for a Course or Grade or Edit► Edit Assessments for a Student screen.

- *Cause:* The teacher has not performed an “Office to Teacher.”
Notes: Teachers must do an “Office to Teacher” to update their Online Teacher with the Standards and Benchmarks.
Solution: The teacher needs to do an “Office to Teacher.”
- *Cause:* The teacher was assigned to new courses (i.e. course #'s) this year.
Notes: To check to see if this is the problem write down the course #'s that pertain to that teacher. Next, in the Office Program go to Standards and Benchmarks► Definitions► Edit Benchmark Instances. Choose the Hierarchy that will show the benchmarks the teacher is expecting and see if the appropriate course # is listed.
Solution: In the Office Program go to Standards and Benchmarks► Definitions► Edit Benchmark Instances and instance the benchmarks to the new courses.
- *Cause:* The teacher is not the Advisor for any students.
Notes: All grade level instanced benchmarks are assessed by the Advisor of those students.
Solution: In the Office Program go to Attendance► Staff► Assign Advisees, choose the teacher, choose the grade level of students they teach and assign them to that teacher.

Problem 2: A teacher has sent standard and benchmark assessments to the office but they are not showing up on the report card.

Please note: The causes of this problem can be broken into two separate issues. To check which issue is causing the problem go to Standards and Benchmarks► Student► Edit Standard and Benchmark Results and choose a student who is in the teacher's class. Consult the following to determine which problem you are having.

Problem 3A: The benchmark results have not yet been received in the Office. If this is the problem, the student's screen will look like the picture below. If this is the situation please refer to the Problem 3A section.

JMC Demo School Anytown IA 55555 2011-2012 7/5/2012 3:42:02 PM

Grade: All Find:

Stu Num: 1152 Name: Arvidson, Kip Grade: 11 Date of Birth (age): 7/20/2009 (2)

Instance	Year	Gr	Term	Date	Result ID	%	Comment	Teacher
----------	------	----	------	------	-----------	---	---------	---------

Problem 3B: The benchmark results are in the office but they do not appear on the report card. If this is the problem, the student's screen will look something like picture below. If this is the situation please refer to the Problem 3B section.

JMC Demo School		Anytown IA 55555		2011-2012		7/5/2012 3:42:02 PM		
Grade: All		Find: <input type="text"/>						
Stu Num: 1152		Name: Arvidson, Kip		Grade: 11		Date of Birth (age): 7/20/2009 (2)		
Add Standard Result				Add Benchmark Result				
Instance	Year	Gr	Term	Date	Result ID	%	Comment	Teacher
First Grade Math								
All Grades								
Uses ordinal numbers (1st, 2nd, 3rd) appropriately								
Edit Del	1st Math	11-12	11	Yr	07/05/2012	4		
Can count to 20								
Edit Del	1st Math	11-12	11	Yr	07/05/2012	2		
Knows basic addition facts to 10								
Edit Del	1st Math	11-12	11	Yr	07/05/2012	2		
Reads and writes time to the hour								
Edit Del	1st Math	11-12	11	Yr	07/05/2012	3		
Extends simple repeating patterns								
Edit Del	1st Math	11-12	11	Yr	07/05/2012	4		

Problem 3A Section – No results in the office.

- **Cause:** The teacher did not enter the benchmark results onto the [Edit► Edit Assessment for a Course or Grade](#) or [Edit► Edit Assessments for a Student](#) screens.
Notes: This is more common with teachers who are tying assignments to benchmarks and do not calculate the benchmark results as is necessary on the [Edit► Edit Assessment for a Course or Grade](#) or [Edit► Edit Assessments for a Student](#) screens.
- **Solution:** Have the teacher enter the benchmark results onto the [Edit► Edit Assessment for a Course or Grade](#) or [Edit► Edit Assessments for a Student](#) screens. Teachers must then do a “Teacher to Office” and the Standards and Benchmarks box must be checked. Then the Office must go to [Grading► Entry► GradeBook Entry](#) and make sure the Standards and Benchmarks box is checked.
- **Cause:** The teacher did not correctly send their grades to the Office.
Notes: Sometimes teachers do not check “Standards and Benchmarks” or they do an “Office to Teacher” instead of a “Teacher to Office.”
Solution: Teachers must do a “Teacher to Office” and the Standards and Benchmarks box must be checked. Then the Office must go to [Grading► Entry► GradeBook Entry](#).
- **Cause:** The office did not correctly bring the grades into the Office.
Notes: Sometimes when a teacher sends grades to the office for troubleshooting the office can forget to bring the grades into the office.
Solution: (If not already done: Teachers must do a “Teacher to Office” and the Standards and Benchmarks box must be checked.) The Office must go to

Grading► Entry► GradeBook Entry and make sure the Standards and Benchmarks box is checked.

Problem 3B Section – Results are in the office but not on the report card.

- *Cause:* The incorrect Benchmark result box is on the report card.
Notes: To check a benchmark result box on your report card you must have the JMC Form Designer installed on your computer. (*Please Note: If you do not have the form designer installed on your computer you must have your technology professional install it before you can find a solution to this problem.*) In the form designer go to Design Forms: Standard and Benchmark Forms. Choose the form you want to work with. Find the box that is not appearing correctly and double click on it to see what benchmark is supposed to appear there.
Solution: If you are comfortable editing you Standard and Benchmark forms you can do so. If you need assistance from a JMC support representative make sure you have the form designer installed before you call JMC.

Online Teacher Documentation

File - Preferences

Various aspects of Online Teacher are controlled by settings located on the Preferences screen.

To edit or view your preferences, select the **Preferences** option in the **File** menu. The page will appear similar to Figure 1.

Teacher: K Miller (Term: Quarter 1)

Current Term: Quarter 1

Assignment Scores page:

Sort assignments by: Category

Show: All Students

Score Colors:

X: Exempt

HI: Handed In (Exempt)

LI: Late Included

LX: Late Exempt

MI: Missing Included

M: Missing

☒ Warn if score greater than max score

General:

☒ Round percentages to determine grades

☐ Always use letter grades to calculate course grades

☒ Include exams in course menus

☐ Show student photos

☐ Allow multiple dates per term in assessments sets

☐ Show submitted attendance status

Password: ***** [Edit](#)

Figure 1:
Preferences
for Online
Teacher

Current Term You may designate the current term with this menu.

Assignment Scores Page options – Sort Assignments By Sort options include **Category** or **Date**.

Assignment Scores Page options – Show Options include **All Students** or **One Student**.

Assignment Scores Page options – Score Colors For the special grades listed you may specify the score color to help make them stand out on the Assignment Scores page.

The “**Warn if score greater than max score**” checkbox will turn on/off warnings about the score entered exceeding the max score when entering assignment scores.

The “**Round Percentages to Determine Grade**” checkbox will affect grade calculations. For example, with this box checked, an 89.9% would be rounded to a 90% to determine the marking period grade. On the other hand, if the box were unchecked, an 89.9% would be considered 89% when determining the marking period grade.

The “**Always Use Letter Grades to Calculate Course Grades**”, if checked, will not utilize the percentages when determining the Course Grade. The program will use the letter grade values from the Office.

The “**Include exams in course menus**” checkbox will add semester exam options in Categories and Assignments for each course section.

The “**Show Student Photos**” checkbox allows you to specify whether student photos will be displayed on the Seating Charts and Enter Attendance pages.

The “**Allow multiple dates per term in assessment sets**” checkbox will allow the teacher to enter more than one set of assessments per term.

The “**Show submitted attendance status**” checkbox will show when the teacher has submitted attendance for a course section (period) on the Enter Attendance page.

To change your password for logging into JMC’s Online Teacher, click the **Edit** link to the right of the Password, enter the new password, then click the **Update** link to save the change.

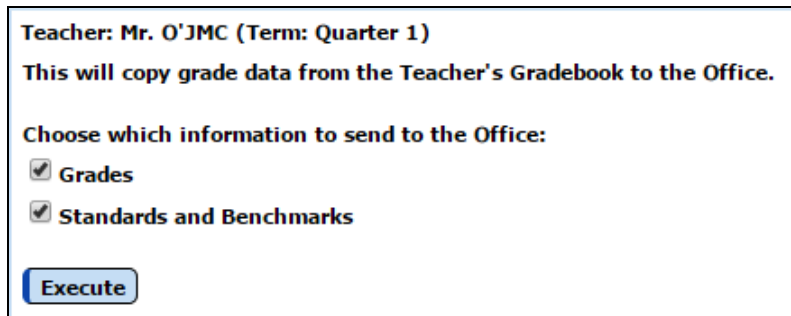
File - Office To Teacher

This option is used to periodically update the student class lists, standards and benchmarks definitions, and student and contact demographic data for your student data. This does not need to be done the first time you start up Online Teacher.

File - Teacher To Office

This option is used to submit grades and/or standards and benchmarks assessments to the office.

1. Select **Teacher to Office** from the **File** menu. The page will appear similar to Figure 2.
2. If your Online Teacher software is capable of maintaining standards and benchmarks as well as grades, you will then see a screen similar to Figure 2. If you get this screen, specify which type(s) of data to submit to the office, then click **OK**.



Teacher: Mr. O'JMC (Term: Quarter 1)

This will copy grade data from the Teacher's Gradebook to the Office.

Choose which information to send to the Office:

☒ Grades

☒ Standards and Benchmarks

Execute

Figure 2:

Teacher To Office –
specify which type(s)
of data to send

3. Your current grades and comments and/or standards and benchmarks assessments will be sent to the office. At a later time, the office staff will pull in this data using a similar Teacher To Office process.

File - Send Email

This option is used to send email(s) to the student and/or their primary contact(s). The email may be edited and sent right from your Online Teacher for any students and/or primary contacts that have email addresses recorded in the JMC Next Gen Office Application database.

Note: Email addresses are not editable in the Online Teacher application. If you wish to edit an email address for a student or contact, please forward this information to the office staff and they will update it in the JMC Next Gen Office Application database. Once this is done, the teacher may get the updated email address in their Online Teacher by doing an Office to Teacher.

1. Select **Send Email** from the **File** menu. The page will appear similar to Figure 3.

Figure 3:

Send Email
page

2. Specify the course, students within the course, and type of recipients at the top of the page, then enter the reply-to address, subject, and message and also attach any documents if needed. Then click the **Send** button.

File – Publish Assignments

This option is used to publish assignments to the Online Teacher module for all courses through the date listed.

1. Select **Publish Assignments** from the **File** menu. The page will appear similar to Figure 4.

Figure 4:

Publish Assignments
page

2. Enter the date and click the **Publish** button.

File – Import Schoology File

This option is import data from a Schoology file. Once you have the file generated from Schoology you may import it into JMC using this option.

1. Select **Import Schoology File** from the **File** menu. The page will appear similar to Figure 5.

Teacher: Mr. O'JMC (Term: Quarter 1)

Import Into Term: Quarter 1

Schoology file to import: (In your Schoology Gradebook, use Options - Export - XLS/CSV for Import Into Other System)

Choose File No file chosen

Analyze File Import Assignments and Scores

Figure 5:

Import Schoology
File page

2. Click **Choose File** and navigate to the Schoology file you generated at an early point in time.
3. Click **Analyze File** to make sure the file is compatible, then click **Import Assignments and Scores** to continue.

Edit - Midterm Grades

This option is used to submit midterm grades for a course. Midterm grades may also be manually generated using this option, or they may be calculated on the Scores – Edit Scores screen.

Select **Midterm Grades** from the **Edit** menu. If NO midterm grades have been calculated for the course and term, the screen will appear similar to Figure 6. If midterm grades HAVE been calculated for the course and term on the **Edit Scores** screen, the screen will appear similar to Figure 7.

Teacher: Mr. O'JMC (Term: Quarter 1)

Courses:
Language Arts - Per 1 - Qtr 1

Print Save

Student	Q1	Comment
Aaseth, John	- ▼ <input type="checkbox"/>	<input type="text"/>
Anderson, James	- ▼ <input type="checkbox"/>	<input type="text"/>
Bernadone, Francis	- ▼ <input type="checkbox"/>	<input type="text"/>
Casey, Adair	- ▼ <input type="checkbox"/>	<input type="text"/>
Confrey, John	- ▼ <input type="checkbox"/>	<input type="text"/>
Estherville, Esther	- ▼ <input type="checkbox"/>	<input type="text"/>
Freed, Paul	- ▼ <input type="checkbox"/>	<input type="text"/>
Freid, Sarah	- ▼ <input type="checkbox"/>	<input type="text"/>
Graeve, Sam	- ▼ <input type="checkbox"/>	<input type="text"/>
Hanson, Paul	- ▼ <input type="checkbox"/>	<input type="text"/>
Hehli, Paul	- ▼ <input type="checkbox"/>	<input type="text"/>
Hills, Holly	- ▼ <input type="checkbox"/>	<input type="text"/>
Jone, Harry	- ▼ <input type="checkbox"/>	<input type="text"/>
Katie, Colfax	- ▼ <input type="checkbox"/>	<input type="text"/>
Lorry, Ashley	- ▼ <input type="checkbox"/>	<input type="text"/>
Miley, Abdirahman	- ▼ <input type="checkbox"/>	<input type="text"/>
Smith, Bill	- ▼ <input type="checkbox"/>	<input type="text"/>
Smith, Dave	- ▼ <input type="checkbox"/>	<input type="text"/>
Smith, Paul	- ▼ <input type="checkbox"/>	<input type="text"/>
Today, Yesterday	- ▼ <input type="checkbox"/>	<input type="text"/>
Valley, Tim	- ▼ <input type="checkbox"/>	<input type="text"/>

Figure 6:

Midterm Grades
page where no
midterm grades
have been
calculated for the
course and term.
Midterm grades
and comments
may be manually
entered on this
screen and then
saved for later
submission.

Figure 7:
Midterm Grades
page where
midterm grades
have previously
been calculated for
the course and
term. Comments
may optionally be
entered in the
Comments column.

Teacher: Mr. O'JMC (Term: Quarter 1)

Courses:
Language Arts - Per 1 - Qtr 1

[Print](#) [Save](#)

Student	Q1	Comment
Aaseth, John	C	
Anderson, James	F	
Bernadone, Francis	A	
Casey, Adair	D	
Comfrey, John	C	
Estherville, Esther	B	
Freed, Paul	A	
Freid, Sarah	A	
Graeve, Sam	C	
Hanson, Paul	F	
Hehli, Paul	B	
Hills, Holly	A	
Jone, Harry	C	
Katie, Colfax	D	
Lorry, Ashley	F	
Miley, Abdirahman	C	
Smith, Bill	A	
Smith, Dave	C	
Smith, Paul	C	
Today, Yesterday	C	
Valley, Tim	C	

Once these steps have been completed for as many classes as needed, click **Save**. You may later submit these midterm reports to the office by selecting **Teacher to Office** from the **File** menu.

Edit - Course Grades

This option is used to generate term grades for a course or courses.

1. Select **Course Grades** under the **Edit** menu. The page will appear similar to Figure 8.

Teacher: Mr. O'JMC (Term: Quarter 1)

Courses:
Language Arts - Per 1 - Sem1

[Weights...](#) [Print](#) [Save](#)

Student	Exam [0]	Qtr1 [0]	Qtr2 [0]	Sem1	Comment
Aaseth, John	-	C	-	-	CONFERENCE RECOMMENDED
Anderson, James	-	F	-	-	SHOWING IMPROVEMENT
Bernadone, Francis	-	A	-	-	MORE EFFORT NEEDED
Casey, Adair	-	D	-	-	
Comfrey, John	-	C	-	-	
Estherville, Esther	-	B	-	-	
Freed, Paul	-	A	-	-	
Freid, Sarah	-	A	-	-	
Graeve, Sam	-	C	-	-	
Hanson, Paul	-	F	-	-	
Hehli, Paul	-	B	-	-	
Hills, Holly	-	A	-	-	
Jone, Harry	-	C	-	-	
Katie, Colfax	-	D	-	-	
Lorry, Ashley	-	F	-	-	
Miley, Abdirahman	-	C	-	-	
Smith, Bill	-	A	-	-	
Smith, Dave	-	C	-	-	
Smith, Paul	-	C	-	-	
Today, Yesterday	-	C	-	-	
Valley, Tim	-	C	-	-	

Figure 8: Course Grades page.

2. Select the desired course/period/term from the pop-up menu at the top of the window.
3. If you have defined grade cut-offs and have entered assignment scores, all you need to do is to go to select **Calculate Grades from Scores** from the **Options** menu. This action brings the grades from the **Assignment Scores** screen. See Figure 9 for more examples of **Calculate Grades from Scores** options in the Options menu of the Course Grades page.

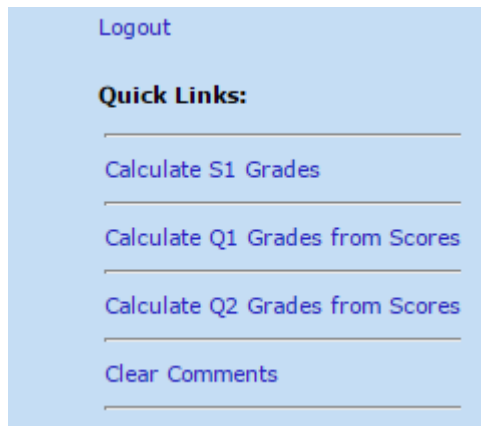


Figure 9:

Options Menu for
Course Grades screen

Note: If you wish to edit the weighting of quarter grades and semester exams in a semester grade calculation, click on the **Weight** menu and a screen will appear similar to Figure 10. Edit the weights as desired, then click **OK**. All subsequently calculated semester grades for the selected course will utilize this new weighting scheme.

Figure 10:

Editing Weighting for Semester
Grade Calculations

4. You may manually enter or edit grades for the students by selecting the course grade to be edited/entered for the appropriate student and term and then clicking on the desired grade in the Grades column.

Note: If you manually change a grade, a checkmark will appear next to the grade indicating that it is a locked grade. To unlock the grade click the checkbox, then the grade will revert back to the calculated grade.

5. Comments may be edited or entered manually for the students by selecting the comment box to be edited/entered for the appropriate student and clicking on the

desired comment on the Comments column on the right-hand side of the screen.

6. Once these steps have been completed for as many classes as needed, click **Save**. You may later submit these course grades to the office by selecting **Teacher to Office** from the **File** menu.

Locked / Unlocked Grades Grades that are calculated using assignment scores are said to be unlocked. Scores that are manually entered are said to be locked. To switch the locked state of a grade, select the grade and then click the Lock Grade or Unlock Grade button (the title of the button will change depending up on the locked state of the currently selected grade).

Print To print the student grades in the displayed class, click **Print**.

Edit - Course Weights

This option is used to display the weighting of quarter grades and semester exams for a semester for each course in use for a term. When selected, a screen will appear similar top Figure 11.

Teacher: Mr. O'JMC (Term: Quarter 1)					
Course Weights:					
Language Arts - Per 1 - Sem1:					
Q1=0	Q2=0	Ex=0	-> S1		
World History - Per 3 - Sem1:					
Q1=0	Q2=0	Ex=0	-> S1		
Language Arts - Per 1 - Sem2:					
		Q3=0	Q4=0	Ex=0	-> S2
World History - Per 2 - Sem2:					
		Q3=0	Q4=0	Ex=0	-> S2

Figure 11:
Course Weights screen

Edit - Calculate All Classes

This option is used to generate term grades for all students in all courses with weights set. This option will only modify term grades for students if their term grades are unlocked – in other words, it will leave manually entered term grades alone but calculate/recalculate term grades for those that are blank or otherwise unlocked.

Note: If the grade cutoffs for a course are define differently for the quarters involved in the calculations, then the resulting semester grades will be calculated using letter grades and not percentages. For example, if for a course such as Music (see Figure 11) the cutoff for an “A” *for Quarter 1* is 90 but *for Quarter 2* the cutoff for an “A” is 93, then it would be ambiguous as to which cutoff to use for the semester grade calculation. An example of the Grade Cutoffs screen is shown in Figure 49. In a rare case such as this, the calculation for the semester grade will use the office’s definition for an “A” (i.e. A = 4.000, B = 3.000... if

your school uses a traditional 4 point scale) for the quarter grade when calculating a semester grade from the quarter grades. This same type of substitution may occur when determining year grades from trimester grades where the grade cutoffs are defined differently for each trimester.

Edit - Edit Assessments for a Course or Grade

This option is used to edit and maintain standards and benchmarks result sets for a course or grade. This option is commonly used for elementary schools that use JMC custom report card forms, especially for a specialist, special education, or non-grade level teacher who assesses each student in only one area, i.e. a Physical Education teacher who gives an “effort” grade to each student.

1. Select **Edit Assessments for a Course or Grade...** under the **Edit** menu. The screen will appear similar to Figure 12.

Teacher: Mr. O'JMC (Term: Quarter 1)

Courses/Grade: Language Arts - Per 1 - Qtr 1

Subject Area: I LT LITERACY

Standard: L Language

Assessment: L.1a Demonstrate command of the conventions of

Assessment Set: Q1 10/29/2015

Add Assessment Set Delete Assessment Set

Recalculate Assessment Set

Print Save

Student	Result ID	Result %	Term	Comment
Aaseth, John	1	73.3	Q1	
Anderson, James	1	33.3	Q1	
Comfrey, John	1	73.3	Q1	
Estherville, Esther	2	83.3	Q1	
Freed, Paul	4	93.3	Q1	
Freid, Sarah	4	90.0	Q1	
Graeve, Sam	1	73.3	Q1	
Hanson, Paul	1	53.4	Q1	
Hehli, Paul	3	86.7	Q1	
Hills, Holly	4	93.3	Q1	
Jone, Harry	1	73.3	Q1	
Katie, Colfax	1	66.7	Q1	
Lorry, Ashley	1	53.3	Q1	
Miley, Abdirahman	1	73.3	Q1	
Smith, Bill	4	93.3	Q1	
Smith, Dave	2	76.7	Q1	
Smith, Paul	2	76.7	Q1	
Today, Yesterday	1	73.3	Q1	
Valley, Tim	1	73.3	Q1	

Figure 12: Edit Assessments for a Course or Grade page with calculated results.

Teacher: Mr. O'JMC (Term: Quarter 1)

Courses/Grade: Language Arts - Per 1 - Qtr 1

Subject Area: 1_LT LITERACY

Standard: L Language

Assessment: L.1b Resolve issues of complex or contested usage

Assessment Set: Q1 10/29/2015

Add Assessment Set Delete Assessment Set

Print Save

Student	Result ID	Result %	Term	Comment
Aaseth, John	4	✓	Q1	
Anderson, James	3	✓	Q1	
Comfrey, John	4	✓	Q1	
Estherville, Esther	3	✓	Q1	
Freed, Paul	2	✓	Q1	
Freid, Sarah	1	✓	Q1	
Graeve, Sam	4	✓	Q1	
Hanson, Paul	3	✓	Q1	
Hehli, Paul	2	✓	Q1	
Hills, Holly	4	✓	Q1	
Jone, Harry	2	✓	Q1	
Katie, Colfax	4	✓	Q1	
Lorry, Ashley	3	✓	Q1	
Miley, Abdirahman	2	✓	Q1	
Smith, Bill	1	✓	Q1	
Smith, Dave	4	✓	Q1	
Smith, Paul	3	✓	Q1	
Today, Yesterday	2	✓	Q1	
Valley, Tim	1	✓	Q1	

Figure 13: Edit Assessments for a Course or Grade screen with manual results.

2. Select the desired course section or grade level from the **Course / Grade** menu in the top left corner of the window.
3. Select the desired subject area from the **Subject Area** menu in the top left corner of the window.
4. Select the desired standard from the **Standard** menu in the top left corner of the window.
5. Select the desired assessment (benchmark or standard) from the **Assessment** menu in the top left corner of the window.

Note: Only standards and/or benchmarks that have been instanced for this course or grade level will be listed in the **Assessment** menu. If you need to assess a standard and/or benchmark that is not in this menu you will need to have an instance created for your course or grade level in the JMC Office Application. Once this is instanced in the office you may do an **Office to Teacher** to update the Standards and Benchmarks definitions in your Online Teacher.

6. If viewing or editing an existing set of student assessments, select the desired date from the **Assessment Set (date)** menu in the top right corner of the window.

Add Assessment Set To add a new set of student assessments for the currently specified course or grade level, subject area, standard, and assessment selections, click the **Add Assessment Set** button. You will then be prompted to enter more

information. The screen will appear similar to Figure 14.

Note: A student may have only one record per date and term and standard or benchmark instance.

Add New Assessment Set

Choose Assessment Date: 7/16/2015

Note: The assessment date is typically the last day of the term.

Current Term: Q1

Note: The term must correspond with the assessment date you just specified above. To change the term, return to the main screen and select the appropriate term from the Term Menu.

☒ **Cumulative - all terms (Standard)**

Options for Calculated Results:

☐ Calculate results for the currently displayed benchmark or standard: 'L.1a Demonstrate command of the conventions of standard English grammar and usage when writing or speaking. Apply the understanding that usage is a matter of convention, can change over time, and is sometimes contested.'

☐ Calculate all results for the current standard: 'L Language'.

☒ Calculate all results for the current subject area: 'I_LT LITERACY'.

Most current benchmark result sets for this calculation:

Course C037

Subject Area	I_LT	I_LT LITERACY
	Standard L	Language
	Benchmark	L.1a
	Benchmark	L.1b
	No Benchmark Results	L.2a
	No Benchmark Results	L.2b
	No Benchmark Results	L.3a
	No Benchmark Results	L.4a
	No Benchmark Results	L.4b
	No Benchmark Results	L.4c
	No Benchmark Results	L.4d

Figure 14: Add Assessment Set page for Adding Assessments for a Benchmark.

Assessment Date Select the assessment date for this new set of results. If this is to be a calculated benchmark results set, this date will be used as a cutoff date for assignment scores. If this is to be a calculated standard results set, this date will be used as a cutoff date for benchmark results.

The **Cumulative – all terms (Standard)** button is checked when you want to calculate a Standard Result based on the cumulative (all previous terms and the current term) benchmarks.

Note: This can only be used if you have put in assignments and attached them to benchmarks to calculate benchmark results.

Options for Calculated Results The **Calculate for the currently displayed benchmark or standard (the benchmark or standard is the listed)** button is checked if you want to calculate only the standard or benchmark results for the currently displayed benchmark of standard.

The **Calculate all results for the current standard** button is checked if you want to calculate the current standard and benchmarks listed beneath the specified standard.

The **Calculate all results for the current subject area** button is checked if you want to calculate all of the Standards and benchmark beneath the specified subject area.

Note: These options can only be used if you have put in assignments and attached them to benchmarks to calculate benchmark results.

Hand-entered Results To create a set of blank records for the assessment, click **Hand-entered Results**. You may then enter the desired student results manually.

Calculated Results from Assignment Scores To create a set of calculated results for the assessment, click **Calculated Results from Assignment Scores**. If currently calculating a standard result, a screen similar to Figure 15 will appear with a summary of the calculation that is about to happen.

Note: **Standards calculations option:** When calculating a standard result, a **Cumulative – All Terms** checkbox is enabled on the **Add a New Assessment Set** screen (see Figure 14). This option affects whether standard assessment calculations are to use benchmark results from all terms or from the currently selected term.

Note: **Weighting for Standard or Benchmark Results Calculations** may be edited by selecting **Standards and Benchmarks...** from the **Scores** menu.

Note: **Benchmark Results are calculated** based upon the current scores for assignments that have been attached to a benchmark in your Online Teacher. Assignments may be attached to a benchmark by selecting **Categories and Assignments** from the **Scores** menu and clicking the **Select Benchmark** button for the appropriate assignment(s).

Note: After a result set is calculated, some students' results may be a box with no result or percentage. In these cases, a result could not be calculated. If this is a standard assessment, this may be due to the student having a locked (non-calculated) result for one of their most recent benchmark results or they may have no benchmark results at all to use for this calculation; therefore, there is not enough information to calculate the result. If this is a benchmark assessment, this may be due to the student not having any assignment scores on which to base a benchmark result calculation.

Note: Result symbols (e.g. HP, PR, NP, etc.) and cutoffs (90% or better for an HP, etc.) are established in the office for each subject area. You will not be allowed to enter a result manually that is not defined in the office for the specified subject area.

Delete Assessment Set To delete the currently displayed assessment (set of results), click the **Delete Assessment Set** button. Deleting of a result set will cause them to be deleted in the office database the next time the teacher submits standards and benchmarks results to the office via **Teacher to Office**.

Locked Results To give a student a result other than the calculated result, enter the desired result for the student by selecting the result and then editing it. A check mark will appear in the lock column indicating that it is a locked result and the result percentage will no longer be displayed. If the result is then unlocked, the result percentage will have been set to zero and the corresponding result will be set accordingly.

Edit - Edit Assessments for a Student

This option is used to edit and maintain standards and benchmarks result sets for a course or grade. This option is commonly used for elementary schools that use JMC custom report card forms, especially for a grade level teacher such as a Kindergarten or 2nd grade teacher or a specialist teacher such as an art, music, physical education, or computer teacher who assesses students in more than one standard or benchmark. An example of such a specialist teacher would be an art teacher who gives an overall course grade and also assesses benchmarks called “effort” and “works well with other students.”

1. Select **Edit Assessments for a Student...** under the **Edit** menu. A screen will appear similar to Figure 15.

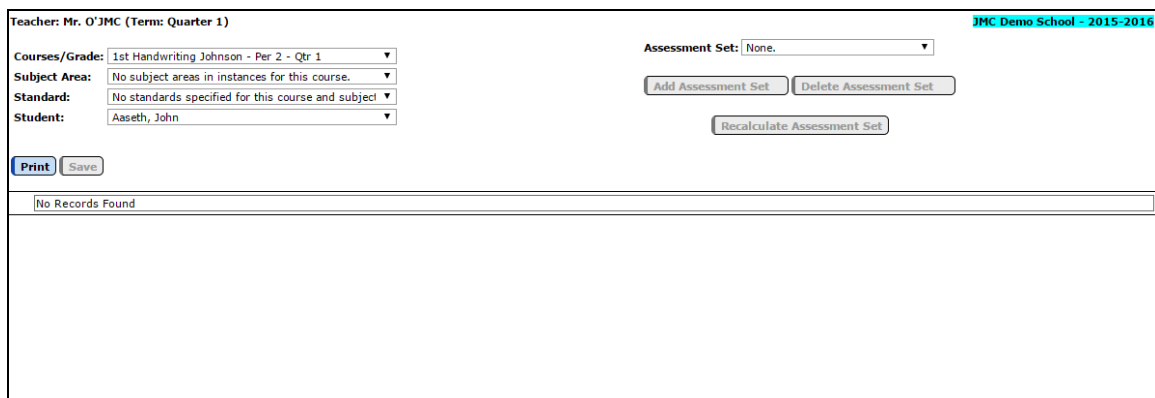


Figure 15: Edit Assessments for a Student screen – first time.

2. Select the desired course section or grade level from the **Course / Grade** menu in the top left corner of the screen.
3. Select the desired subject area from the **Subject Area** menu in the top left corner of the window.
4. Select the desired standard from the **Standard** menu in the top left corner of the window.
5. Select the desired student from the **Student** menu in the top left corner of the window.

6. If viewing or editing an existing set of student assessments, select the desired date from the **Assessment Set** menu in the top right corner of the window.

Add Assessment Set To add a new set of assessments for the currently specified course or grade, subject area, standard, and student, click **Add Assessment Set**. You will then be prompted to enter more information with a window that will appear similar to Figure 16.

Choose Assessment Date: 7/16/2015

Note: The assessment date is typically the last day of the term.

Current Term: Q1
Note: The term must correspond with the assessment date you just specified above. To changes the term, return to the main screen and select the appropriate term from the Term Menu.

☐ Cumulative - all terms (Standard)

Options for Calculated Results:

☐ Calculate for all students in this Course or Grade.

Ok **Close**

Most current benchmark result sets for this calculation:

Course C037			
Subject Area	I_LT	I_LT LITERACY	
	Standard	L	Language
		Benchmark	L.1a 10/29/2015 Demonstrate command of the conventions of standard English
		Benchmark	L.1b 10/29/2015 Resolve issues of complex or contested texts
		No Benchmark Results	L.2a
		No Benchmark Results	L.2b
		No Benchmark Results	L.3a
		No Benchmark Results	L.4a
		No Benchmark Results	L.4b
		No Benchmark Results	L.4c
		No Benchmark Results	L.4d

Figure 16: Add Assessment Set for a Student.

Note: A student may have only one record per date and term and standard or benchmark instance.

Assessment Date Enter the assessment date for this new set of results. If this is to be a calculated benchmark results set, this date will be used as a cutoff date for assignment scores. If this is to be a calculated standard results set, this date will be used as a cutoff date for benchmark results.

Cumulative – all terms (Standard) The **Cumulative – all terms (Standard)** button is checked when you want to calculate a Standard Result based on the cumulative (all previous terms and the current term) benchmarks.

Note: This can only be used if you have put in assignments and attached them to benchmarks to calculate benchmark results.

Calculate for all students in this Course or Grade The **Calculate for all students in this Course or Grade** button is checked if you want to calculate the benchmark results for all the students in the course not just the student who was currently displayed when you added the assessment set.

Note: This can only be used if you have put in assignments and attached them to benchmarks to calculate benchmark results.

Click the **Ok** button to create the assessment set.

Hand-entered Results To create a set of blank records for the student, click **Hand-entered Results**. You may then enter the desired student results manually.

Calculate Results from Assignment Scores To create a set of calculated results for the assessment, click **Calculate Results from Assignment Scores**.

Standards calculations option: If the currently specified standard is instanced for the selected course or grade level, a **Cumulative – All Terms** checkbox is enabled on the **Add Assessment Set** screen (see Figure 16). This option affects whether standard assessment calculations are to use benchmark results from all terms or from the currently selected term.

Note: **Standard Results are calculated** based upon benchmark assessments that pertain to this standard for the class that are as of the date specified for the assessment set currently being created. They are NOT based on stored benchmark assessments like they would be if they were created on the Edit Assessments for a Course or Grade screen.

Note: **Benchmark Results are calculated** based upon the current scores for assignments that have been attached to a benchmark in your Online Teacher. Assignments may be attached to a benchmark by selecting **Categories and Assignments** from the **Scores** menu and clicking the **Select Benchmark** button for the appropriate assignment(s).

Note: **Weighting for Standard or Benchmark Results Calculations** may be edited by selecting **Standards and Benchmarks...** from the **Scores** menu.

Note: After an assessmentset is calculated, some students' results may be a box with no result or percentage. In these cases, a result could not be calculated. If this is a standard assessment, this may be due to the student having a locked (non-calculated) result for one of the currently calculated benchmark results; therefore, there is not enough information to calculate the result. If this is a benchmark assessment, this may be due to the student not having any assignment scores on which to base a benchmark result calculation.

Note: Result symbols (e.g. HP, PR, NP, etc.) and cutoffs (90% or better for an HP, etc.) are established in the office for each subject area. You will not be allowed to

enter a result manually that is not defined in the office for the specified subject area.

Teacher: Mr. O'JMC (Term: Quarter 1) JMC Demo School - 2015-2016

Courses/Grade: Language Arts - Per 1 - Qtr 1
 Subject Area: LIT LITERACY
 Standard: All Standards
 Student: Aaseth, John

Assessment Set: Q1 10/29/2015

[Add Assessment Set](#) [Delete Assessment Set](#)
[Recalculate Assessment Set](#)

[Print](#) [Save](#)

Benchmark	Result ID	Result %	Term	Comment
Demonstrate command of the conventions of standard English grammar and usage when writing or speaking	1	73.3	Q1	
Resolve issues of complex or contested usage, consulting references (e.g., Merriam-Webster's Dictionary)	4		Q1	
Demonstrate command of the conventions of standard English capitalization, punctuation, and spelling			Q1	
Spell correctly. (L.11-12.2.)			Q1	
Apply knowledge of language to understand how language functions in different contexts, to make effective choices of language for specific purposes and audiences			Q1	
Determine or clarify the meaning of unknown and multiple-meaning words and phrases based on grades 11-12 texts			Q1	
Identify and correctly use patterns of word changes that indicate different meanings or parts of speech			Q1	
Consult general and specialized reference materials (e.g., dictionaries, glossaries, thesauruses), both print and digital, to find and gather relevant information			Q1	
Verify the preliminary determination of the meaning of a word or phrase (e.g., by checking the inferred meaning in context and reading the dictionary)			Q1	
Demonstrate command of the conventions of standard English grammar and usage when writing or speaking			Q1	

Figure 17: Edit Assessments for a Student with an Assessment Set Added

Delete Assessment Set To delete an assessment set, click **Delete Assessment Set**. A screen will appear similar to Figure 18. Deleting of a result set will cause them to be deleted in the office database the next time the teacher submits standards and benchmarks results to the office via **Teacher to Office**.

Deleting results is irreversible! The results will be erased.

☐ Delete all currently displayed results for Aaseth, John for 10/29/2015.
☒ Delete results for all students in Language Arts - Per 1 - Qtr 1 for the currently specified subject area and standard(s) for 10/29/2015.

[Ok](#) [Close](#)

Figure 18: Deleting an Assessment Set

Edit - Edit Assessments Report Card for a Student

This option is used to edit and maintain standards and benchmarks result sets for a student using a custom-designed form as the template for entering grades. This option is commonly used for elementary schools that use JMC custom report card forms.

1. Select **Edit Assessments Report Card for a Student...** under the **Edit** menu. The screen will appear similar to Figure 19.




Figure 19: Edit Assessments Report Card for a Student page.

2. Select the desired course section or grade level from the **Course / Grade** menu in the top left corner of the window.
3. Select the desired subject area from the **Subject Area** menu in the top left corner of the window.
4. If viewing or editing an existing set of student assessments, select the desired date from the **Assessment Set** (date) menu in the top right corner of the window.

Add Assessment Set To add a new set of student assessments for the currently specified course or grade level, subject area, standard, and assessment selections, click the **Add Assessment Set** button. You will then be prompted to enter more information. The screen will appear similar to Figure 20.

Note: A student may have only one record per date and term and standard or benchmark instance.

Choose Assessment Date: 10/29/2015 

Note: The assessment date is typically the last day of the term.

Assessment Term: Q1 ▼

Note: The assessment term must correspond with the assessment date you just specified above.

Ok **Close**

Most current benchmark result sets for this calculation:

Course G010		
Subject Area 01	01 KG	
Standard 01		Personal Best
	No Benchmark Results 01	
	No Benchmark Results 02	
	No Benchmark Results 03	
	No Benchmark Results 04	
Standard 02		Reading/Lang Arts
	No Benchmark Results 01	
	No Benchmark Results 02	
Standard 03		Math
	No Benchmark Results 01	

Figure 20:

Add
Assessment Set
page for
Adding
Assessments
for a
Benchmark.

Assessment Date Select the assessment date for this new set of results. If this is to be a calculated benchmark results set, this date will be used as a cutoff date for assignment scores. If this is to be a calculated standard results set, this date will be used as a cutoff date for benchmark results.

Assessment Term Select the term for this new set of results.

Edit - Seating Charts

This option is used to edit and print seating charts.

Under the **Edit** menu, select **Seating Charts**. A screen will appear similar to Figure 21.

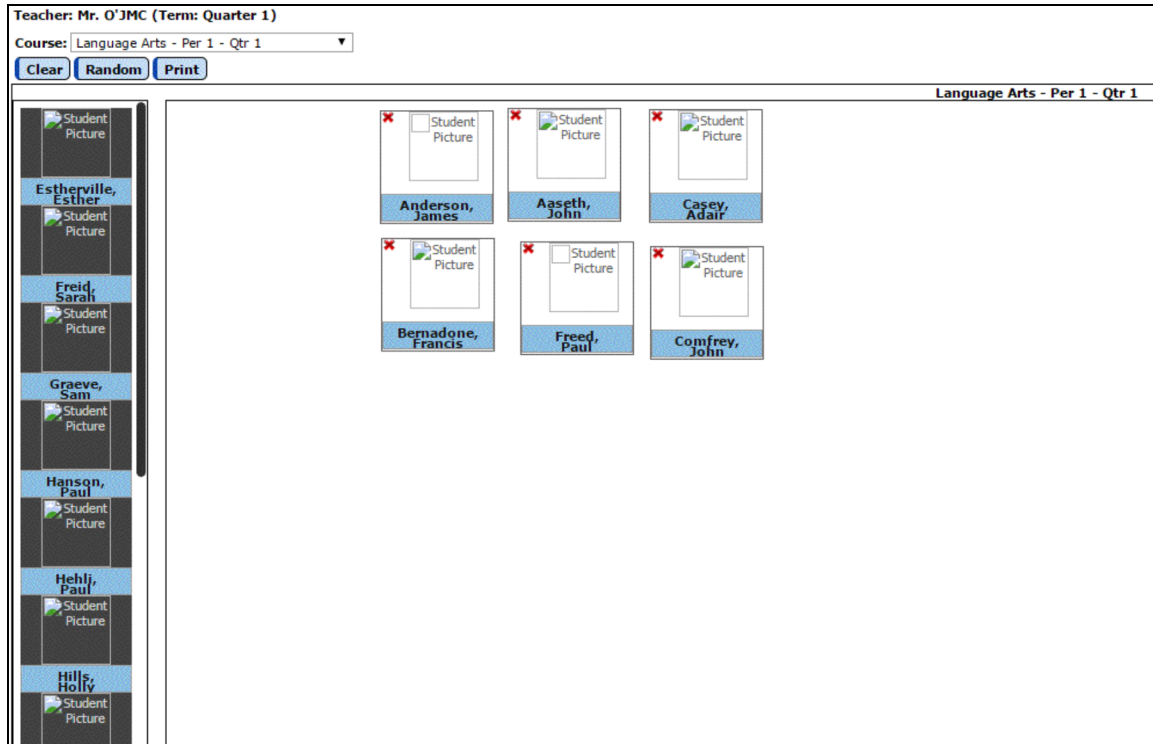


Figure 21: Edit Seating Charts page

Course Menu To view or edit seating charts for a different class, select the correct period and course from the **Course** menu.

Adding Students to the Chart To add a student to the seating chart, drag the student from the students list on the left side of the screen to the seating chart.

Removing Students from the Chart To remove a student to the seating chart, drag the student off of the chart. Once the student has been removed from the seating chart, a check mark will disappear next to their name in the student list.

Random To randomly change the order of an existing seating chart, click **Random**. This option will only shuffle students that are already placed in the seating chart and will only place them into positions that are already designated in the seating chart.

Clear To clear the selected seating chart, click **Clear**.

Print To print the currently displayed seating chart, click **Print**.

Edit - Seating Charts (older version)

This option is used to edit and print seating charts.

1. Under the **Edit** menu, select **Seating Charts (older version)**. A screen will appear similar to Figure 22.

Teacher: Mr. O'JMC (Term: Quarter 1)

Course: Language Arts - Per 1 - Qtr 1 Dimension: 5x5

Clear Print Save

Language Arts - Per 1 - Qtr 1

Aaseth, John Photo not available	Casey, Adair Photo not available	Bernadone, Francis Photo not available	Comfrey, John Photo not available	Freid, Sarah Photo not available
Freed, Paul Photo not available	Esterville, Esther Photo not available	Graeve, Sam Photo not available	Hanson, Paul Photo not available	Hehli, Paul Photo not available
Photo not available	Photo not available	Photo not available	Photo not available	Photo not available
Photo not available	Photo not available	Photo not available	Photo not available	Photo not available
Photo not available	Photo not available	Photo not available	Photo not available	Photo not available

Figure 22: Edit Seating Charts (older version)

Course Menu To view or edit seating charts for a different class, select the correct period and course from the **Course** menu.

Dimension Menu To specify the dimension of the seating chart grid, select the option that best fits the class from the **Dimension** drop down list.

Adding Students to the Chart To add a student to the seating chart, select the student from the drop down list for that cell.

Removing Students from the Chart To remove a student to the seating chart, select the “blank” student from the top of the drop down list for that cell.

Clear To clear the selected seating chart, click **Clear**.

Print To print the currently displayed seating chart, click **Print**.

Save To save changes for the currently displayed seating chart, click **Save**.

Edit - Edit Lesson Plans

This option is used to edit and print lesson plans.

1. Under the **Edit** menu, select **Lesson Plans**. The page will appear similar to Figure 23 with a list of courses that are in the currently selected term in the upper left corner as well as a list of dates for which the selected course already has lesson plans.

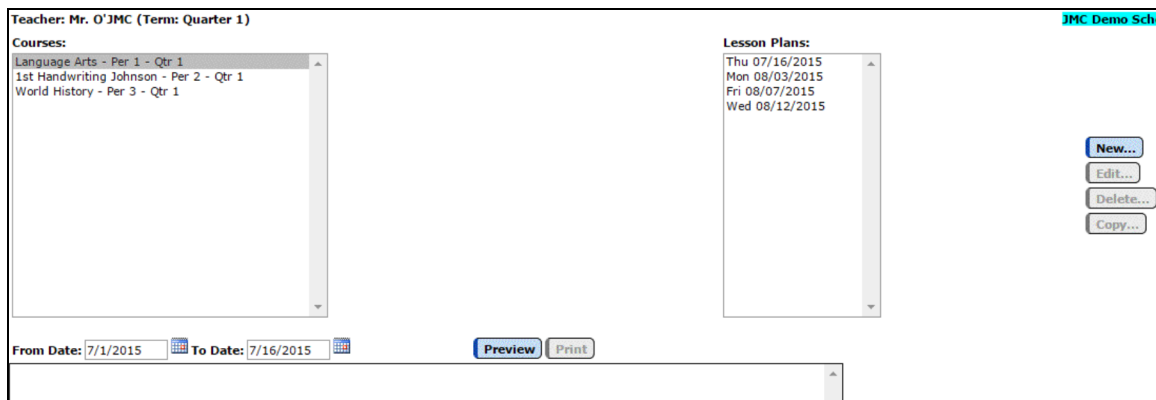


Figure 23: Edit Lesson Plans page.

New To add a new lesson plan for this course, click **New...** You will then be prompted to specify the date for the new lesson plan. After the date is entered, a screen will appear similar to Figure 24. On this screen, type in the lesson plan as desired. Click **OK** to save the lesson plan.

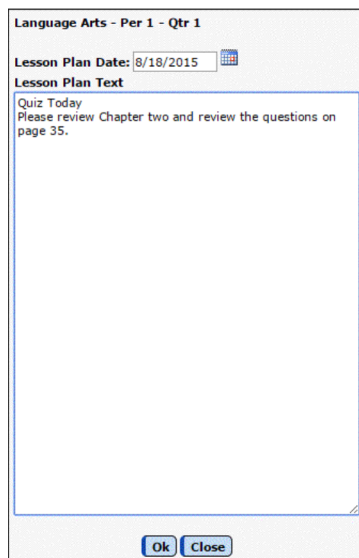


Figure 24:

Editing a Lesson Plan

Edit To edit an existing lesson plan, select the lesson plan from the list similar to Figure 23, then click **Edit...** A screen similar to Figure 24 will appear. Make the desired edits, then click **OK** to save the changes.

Delete To delete an existing lesson plan, select the lesson plan from the list similar to Figure 23, then click **Delete...** A screen will then appear asking you to confirm the deletion.

Print To print one or more lesson plans for the currently specified course, click **Print...** A screen will appear similar to Figure 25. Specify the range of dates to be printed and click **Preview**. Then click **Print** when you are ready to print the previewed lesson plans.

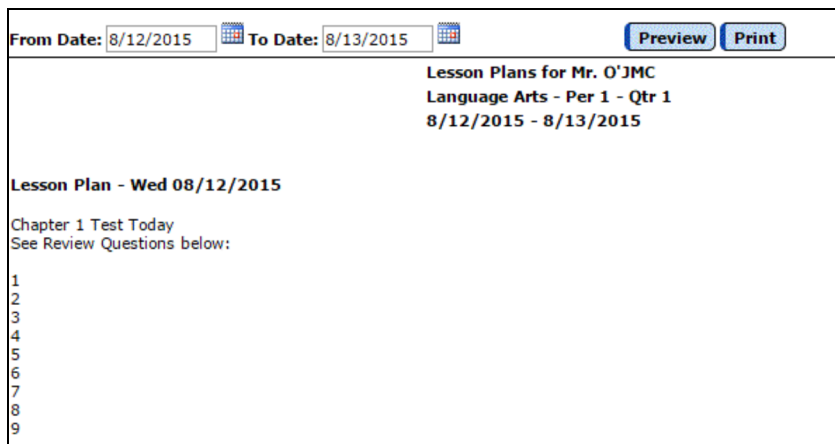


Figure 25:

Printing
Lesson Plans

Copy... To copy the currently selected lesson plan to other courses, click **Copy...** The page will appear similar to Figure 26. Specify the courses that are to receive a copy of the lesson plan and click **OK**. After a short delay, a message will be displayed stating that the lesson plan was successfully copied to the specified course(s).

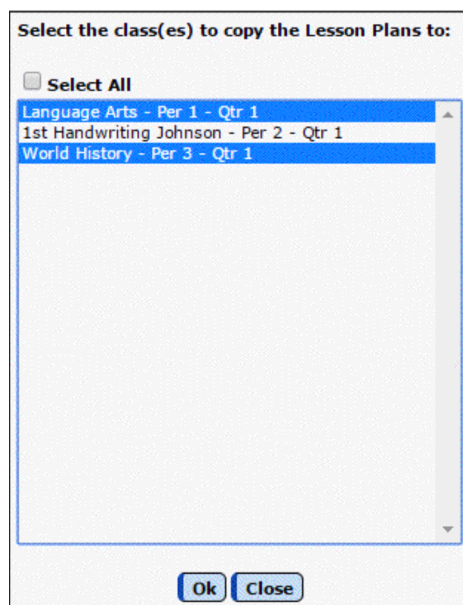


Figure 26:

Copying Lesson
Plans to Other
Courses

Edit - Import Lesson Plans from Prior Year

This option is used to import lesson plans from a prior year as well as edit, save and print lesson plans and copy lesson plans to other courses.

1. Under the Edit menu, select **Import Lesson Plans from Prior Year**. The page will appear similar to Figure 27 with a list of dates for the currently specified course and term for the current year on the right side of the screen.
2. Select a course from the Course menu for the *current year* for which you wish to import or edit lesson plans. This course will be referred to as the *destination* course.

Note: If the course for which you wish to edit lesson plans is not in the list, you may need to select a different term from the Current Term menu on [File – Preferences](#).

Teacher: Mr. O'JMC (Term: Quarter 1) JMC Demo School - 2015-2016

Prior Year

Teacher: 2 - Mr. O'JMC

Course: Language Arts - Per 1 - Qtr 1

Fri 03/28/2014
Fri 05/16/2014
Sat 05/17/2014
Thu 08/14/2014
Fri 08/15/2014
Thu 11/20/2014

Lesson Plan Info

Lesson Plan Date:

Lesson Plan Text:

Clear

Current Year

Teacher: 2 - Mr. O'JMC

Course: Language Arts - Per 1 - Qtr 1

Thu 07/16/2015
Mon 08/03/2015
Fri 08/07/2015
Wed 08/12/2015
Tue 08/18/2015

Edit...
Delete...
Copy...

Save->

Figure 27: Import Lesson Plans from Prior Year - initial state

3. The left side of the page will display the available lesson plans from the *source* course for the *prior year*. Select a course from the Course menu for the *prior year*. You may first need to switch the teacher number in the Teacher menu in the upper left corner. Then click on the date of the lesson plan you wish to import. The lesson plan selected will automatically display in the middle of the page as in Figure 28. Also, the date for the imported lesson plan will automatically be set to the same date but one year later. You may wish to edit the date as appropriate.

Figure 28: Import Lesson Plans from Prior Year - with imported text

Save To save the text from the **Lesson Plan Text** box to a lesson plan for the current year, click **Save**. The imported lesson plan will then be listed in the list of lesson plans for the current year.

Edit... To edit an existing lesson plan, select the lesson plan from the *current year* list, then click **Edit...** The text for that lesson plan will then appear in the **Lesson Plan Text** box. Make the desired edits, then click **OK** to save the changes.

Delete... To delete an existing lesson plan, select the lesson plan from the *current year* list, then click **Delete...** A screen will then appear asking you to confirm the deletion.

Copy... To copy the currently selected lesson plan to other courses, click **Copy...** The page will appear similar to Figure 29. Specify the courses that are to receive a copy of the lesson plan and click **OK**. After a short delay, a message will be displayed stating that the lesson plan was successfully copied to the specified course(s).

Figure 29:

Copying Lesson Plans

Edit – Student Sort

This option is used to change the sort order of the students in a class list.

1. Under the **Edit** menu, select **Student Sort**. The page will appear similar to Figure 30.

The screenshot shows a web interface for editing student sort order. At the top, it says "Teacher: Mr. O'JMC (Term: Quarter 1)". Below that is a "Courses:" dropdown menu currently set to "Language Arts - Per 1 - Qtr 1". There are two buttons: "Sort Active Students Alphabetically, then Inactive Students" and "Sort All Students Alphabetically". Below these is a table with two columns: "Sort" and "Student". The "Sort" column contains up and down arrows for each row. The "Student" column lists 20 names. A vertical scrollbar is on the right side of the table.

Sort	Student
▼	Aaseth, John
▲ ▼	Anderson, James
▲ ▼	Bernadone, Francis
▲ ▼	Casey, Adair
▲ ▼	Comfrey, John
▲ ▼	Estherville, Esther
▲ ▼	Freed, Paul
▲ ▼	Freid, Sarah
▲ ▼	Graeve, Sam
▲ ▼	Hanson, Paul
▲ ▼	Hehli, Paul
▲ ▼	Hills, Holly
▲ ▼	Jone, Harry
▲ ▼	Katie, Colfax
▲ ▼	Lorry, Ashley
▲ ▼	Miley, Abdirahman
▲ ▼	Smith, Bill
▲ ▼	Smith, Dave
▲ ▼	Smith, Paul
▲ ▼	Today, Yesterday

Figure 30: Student Sort

2. Select a course from the **Courses** menu for which you wish to modify the sort order of the student list.

You may either choose to

Sort Active Students Alphabetically, then Inactive Students

or

Sort All Students Alphabetically

or

use the up and down arrows on the left of the page to manually move students up and/or down in the list.

Scores - Assignment Scores

This option is used to enter and edit student assignment scores. Midterm grades may also be calculated with this option.

Note: Prior to entering scores for individual student scores, the assignments must already be defined using Scores – Categories and Assignments and also the grade cutoffs must already be defined using Scores – Grade Cutoffs.

1. Select **Assignment Scores** from the **Scores** menu. The screen will appear similar to Figure 31.

Teacher: Mr. O'JMC (Term: Quarter 1) JMC Demo School - 2015-2016 Logout

Courses: Language Arts - Per 1 - Qtr 1 Qtr 1: Current Publish Assignments

Last Saved: Thu Jul 16 2015 15:05:52 GMT-0500 (Central Daylight Time)

Student	End of Cha 7/8/2015 20pts	Page 1, 1- 7/15/2015 10pts	Page 3, 1- 7/16/2015 20pts	Grade
Aaseth, John	14	8	19	86.05% B
Anderson, James	MI	10	19	70.93% C
Bernadone, Francis	15	13	20	94.19% A
Casey, Adair	13	6	19	79.07% C
Comfrey, John	12	9	X	78.79% C
Estherville, Esther	15	10	19	88.37% B
Freed, Paul	19	9	19	88.37% B
Freid, Sarah	20	7	19	87.21% B
Graeve, Sam	18	4	18	76.74% C
Hanson, Paul	14	2	17	66.28% D
Hehli, Paul	18	8	14	82.56% B
Hills, Holly	19	9	11	79.07% C
Jone, Harry	12	10	19	70.93% C
Katie, Colfax	10	10	20	88.37% B
Lorry, Ashley	8	8	15	73.26% C
Miley, Abdirahman	15	7	17	84.88% B
Smith, Bill	19	9	12	82.56% B
Smith, Dave	18	5	19	83.72% B
Smith, Paul	20	3	19	87.21% B
Today, Yesterday	14	8	19	79.07% C
Valley, Tim	12	10	19	84.88% B

Quick Links:
[Show All Students](#)
[Show One Student](#)
[Edit Score Note](#)
[Fill Score Column](#)
[Import Student Scores From Prior Section](#)
[Remove Inactive Student Permanently](#)
[Student Sort](#)

Figure 31; Assignment Scores page

The columns may be sorted by date or category – see Figure 33. When sorting by date, be sure a date has been entered for each assignment on the **Categories and Assignments** screen in the **Scores** menu.

Showing One/All Students

It may be preferable at times to show only one student row on the **Edit Scores** screen. An example where this may be useful is if you want to show assignment scores to parents during a conference and want to hide all other students' grades for data privacy purposes. To do so, select the **Show One Student** option from the **Quick Links** (see Figure 32), then arrow up or down to the desired student. The page will appear similar to Figure 32.

Teacher: Mr. O'JMC (Term: Quarter 1) JMC Demo School - 2015-2016 [Logout](#)

Courses: Language Arts - Per 1 - Qtr 1 Qtr 1: Current [Publish Assignments](#) Student: Aaseth, John

Student	End of Cha 7/8/2015 20pts	Page 1, 1- 7/15/2015 10pts	Page 3, 1- 7/16/2015 20pts	Class Note 7/20/2015 15pts	Worksheet 7/21/2015 21pts	Grade
Aaseth, John	14	8	19	13	20	86.05% B

Quick Links:
[Show All Students](#)
[Show One Student](#)
[Edit Score Note](#)
[Fill Score Column](#)
[Import Student Scores From Prior Section](#)
[Remove Inactive Student Permanently](#)
[Student Sort](#)

Figure 32: Assignment Scores screen with Show One Student option

To revert to displaying assignment scores for all students, select the **Show All Students** option from the **Quick Links**.

Assignment Scores Preferences

To change this sort criterion, select the appropriate option from File - Preferences as shown in Figure 33.

Sort assignments by The columns may be sorted by date or category. When sorting by date, be sure a date has been entered for each assignment.

Show Option to either show all or one student on various pages.

Score Colors Special coloring for various score types may be specified here.

Assignment Scores page:

Sort assignments by: Date

Show: All Students

Score Colors:

X: Exempt

HI: Handed In (Exempt)

LI: Late Included

LX: Late Exempt

MI: Missing Included

M: Missing

☒ Warn if score greater than max score

Figure 33:

Preferences for Assignment Score Screen

Editing Student Assignment Scores

- To select a cell (the intersection of a student's row and an assignment column) in the scores list, either click on the desired cell or use the keyboard to move the selection rectangle to the cell.

Note: Under Edit you may select Cut/Copy/Paste or use keyboard shortcuts.

Note: Use scroll bars or movement keys to bring the desired student/assignment into view.

Movement Keys: Down = <Return>, <Enter> or <Down-Arrow>
 Up = <Up-Arrow>
 Left = <Shift-Tab>
 Right = <Tab>

- To enter a score, select the cell for the student in the correct column and type the score. Scores may be entered with one decimal place.
- To enter another score, press one of the movement keys or click the desired cell and type the score.
- Once the first score in the column has been entered, you may fill the score down for all students by selecting **Fill Score Column** from the **Options** menu.

Score-Exemption and Non-Scores:

- A “.” (period) in a column means that a score has not yet been entered for the student.
- A score of 0 (zero) in a column indicates that the student has received no credit for the assignment.
- An “X” in a column means that the student is exempt from the assignment.

Late Assignments:

- **Late Included—“LI”**- By entering an “LI” on the Assignment Scores page for an assignment, the computer will be including the late assignment as a ZERO.
- **Late Exempt—“LX”**- By entering an “LX” on the Assignment Scores page for an assignment, the computer will NOT include the late assignment in calculations.

Note: An “LX” or “LI” is considered a missing score. Convert Missing Scores to Zero and the Missing Scores Report will treat the “LX” and “LI” as missing scores.

Missing Assignments:

- **Missing Included—“MI”**- By entering an “MI” on the Assignment Scores page for an assignment, the computer will be including the late assignment as a ZERO.
- **Missing Exempt—“MX”**- By entering an “MX” on the Assignment Scores page for an assignment, the computer will NOT include the late assignment in

calculations.

Handed In:

- **Handed In Exempt—“HI”**- By entering an “HI” on the Assignment Scores page for an assignment, the computer will NOT include the late assignment in calculations but notes that the student did hand in the assignment.

Assignment Note You can attach a free-hand comment to any assignment score. To edit/enter a note: hold down the **Option** key while clicking on the desired assignment score **OR** highlight the score by clicking or using the Movement keys and then once the desired assignment is highlighted, go under the **Options** menu to **Edit Score Note**. The page will appear similar to Figure 34.

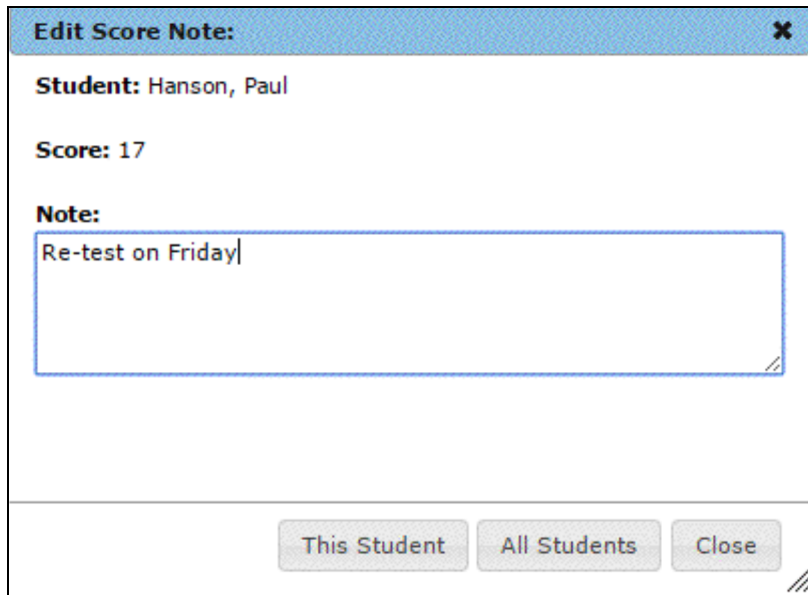


Figure 34:

Editing a Score
Note

Once the note has been entered, select either **All Students** or **This Student** to designate which students will have this score note attached to their score. An assignment score that has a note attached to it will display an “*” to the right of the score. The Score Note will print on Student Summaries and Progress Reports.

Student Info - Demographic Data To view demographic data (address, phone numbers, etc.) for a student, click on the **Info** icon next to the student. See Figure 35.



Figure 35: Student Info icon for Assignment Scores screen.

After clicking on the **Info** icon, a screen will appear similar to Figure 36. This data is for display only and cannot be edited from Online Teacher. To have this data edited, submit demographic data changes to the office staff and they will make the appropriate edits in the JMC Office Application.

Bernadone, Francis Close

Primary Contact:
Dad Demo
Apt 5
Lake City, MN 55555

Cell 1: 651-555-3456 (Home number)
Cell 2: 507-555-5555 (Dad dad dad dad dad dad dad)
Home: 645-5555

Email(s):
myemail@mail.com
myemail@gmail.com

Primary Contact:
Sarah & Tony Freid
1024 North JMC Lane
Somewhere, IA 55555

Home: 555.1234 (moms phone number is listed)
Work 2: 555.9876 (Dad)
Work 1: 555.4328 (Mom)
Cell 1: 555.9185
Cell 2: 555.8977
Unknown: 555.4444

Email(s):
sean@jmcinc.com

Health History:

Condition	8/12/2014
Condition Category	Allergies
Condition	Bee Stings
Carries Epi Pen - 2 shots every 5 minutes	

Figure 36:

Student
Demographic
Data for Online
Teacher.

Print Student Click **Print Student** to print a Student Summary Report for the currently selected student only. The report shows all of the scores for the student along with the student's current grade and percentage. This report may also be obtained by double-clicking a student name.

Locked Grades To override a calculated grade, manually select the desired grade from the drop down list. The check box to the right of that grade will be checked, which denotes that the grade is locked and is not the result of a calculation. **To revert to the calculated grade**, uncheck the check box to the right of that grade.

Filling Score Column To fill down (copy) the selected score to all students for an assignment, select the desired score and then select **Fill Score Column** from the **Quick Links**.

Import Student Scores from Prior Section When a student is moved from one section to another, the student's assignment scores will appear at the bottom of the list for their prior section and will be grayed out.

Note: **Import Student Scores from Prior Section** will only work if the prior and new sections have exactly the same categories and assignments as well as grade cutoffs.

To import these scores to the student's new section:

1. Select the new section from the **Course** menu at the top of the screen.

2. Select **Import Student Scores from Prior Section** from the **Options** menu.

Remove Inactive Student Permanently Once a student's scores have been imported from a prior section, or if a student is no longer enrolled in a course, you may wish to remove the inactive student permanently by first selecting the inactive student and then selecting **Remove Inactive Student Permanently** from the **Quick Links**.

Student Sort To change the sort order of the students in a class list, select **Student Sort** from the **Quick Links**. The page will appear similar to Figure 37.

Teacher: Mr. O'JMC (Term: Quarter 1)

Courses:
Language Arts - Per 1 - Qtr 1

Sort Active Students Alphabetically, then Inactive Students

Sort All Students Alphabetically

Sort	Student
▼	Aaseth, John
▲ ▼	Anderson, James
▲ ▼	Bernadone, Francis
▲ ▼	Casey, Adair
▲ ▼	Comfrey, John
▲ ▼	Estherville, Esther
▲ ▼	Freed, Paul
▲ ▼	Freid, Sarah
▲ ▼	Graeve, Sam
▲ ▼	Hanson, Paul
▲ ▼	Hehli, Paul
▲ ▼	Hills, Holly
▲ ▼	Jone, Harry
▲ ▼	Katie, Colfax
▲ ▼	Lorry, Ashley
▲ ▼	Miley, Abdirahman
▲ ▼	Smith, Bill
▲ ▼	Smith, Dave
▲ ▼	Smith, Paul
▲ ▼	Today, Yesterday

Figure 37:

Student Sort

Select a course from the **Courses** menu for which you wish to modify the sort order of the student list.

You may either choose to

Sort Active Students Alphabetically, then Inactive Students

or

Sort All Students Alphabetically

or

use the up and down arrows on the left of the page to manually move students up and/or down in the list.

Note: As a student gets rescheduled into a different section, they will by default be listed in alphabetical order in their new section in Online Teacher. Sometimes you may wish to have them listed differently, such as at the bottom of the list. This may be desirable if you are recording scores on a paper list prior to entering them into Online Teacher, in which case the student that is new to this section would likely get

added to the bottom of the paper list and not inserted alphabetically.

Midterm or other In-Progress Grades Online Teacher allows midterm or other “in-progress” grades to be captured and transferred to the office. These “in-progress” grades can be used by the office for **midterm report cards** or **eligibility checking**.

To calculate midterm or other “in-progress” grades:

1. By default, in the upper left corner of the **Assignment Scores** page under the term, the word **Current** will appear.
2. Click on the drop down list displaying **Current** and select **Midterm**. A box will appear with the word **Date**.
3. Enter the midterm date and press **Enter**. Assignments through this date will be included in the **Midterm/In-Progress** calculation, which will be displayed on the column at the far right side of the screen. See Figure 38.

Student	End of Cha 7/8/2015 20pts	Page 1, 1- 7/15/2015 10pts	Page 3, 1- 7/16/2015 20pts	Class Note 7/20/2015 15pts	Worksheet 7/21/2015 21pts	Grade
Bernadone, Francis	15	13	20	14	19	96.00% A
Anderson, James	MI	10	19	13	19	58.00% F
Comfrey, John	12	9	X	14	17	70.00% C
Estherville, Esther	15	10	19	13	19	88.00% B
Freed, Paul	19	9	19	13	16	94.00% A
Freid, Sarah	20	7	19	15	14	92.00% A
Graeve, Sam	18	4	18	13	13	80.00% B
Hanson, Paul	14	2	17	13	11	66.00% D
Hehli, Paul	18	8	14	12	19	80.00% B
Hills, Holly	19	9	11	9	20	78.00% C
Jone, Harry	12	10	19	1	19	82.00% B
Katie, Colfax	10	10	20	11	25	80.00% B
Lorry, Ashley	8	8	15	13	19	62.00% D
Miley, Abdirahman	15	7	17	15	19	78.00% C

Figure 38: Calculating Midterm Grades using Scores – Assignment Scores

To edit midterm or “in-progress” grades:

Midterm or “In-progress” grades may be edited:

- on the **Assignment Scores** screen
- OR**
- by selecting **Midterm Grades** under the **Edit** menu on the main window.

To override a calculated midterm or “in-progress” grade:

1. Click on the grade and select the desired grade from the pop-up menu.
2. When you release, a box will appear around the student’s grade, informing you that the grade is locked and is not the result of calculations.

To return to the calculated grade, click on the locked grade and select **Calculated** from the pop-up menu.

Scores - Categories and Assignments

This option is used for defining your assignments and the categories to which those assignments belong. For example: A category named Tests may be defined which consists of individual tests, referred to as assignments.

Note: Links in the upper right corner of this page (not **Quick Links**) as well as the fields displayed on the right side of the page will vary depending upon which category or assignment is selected (if any) or if a course has been selected from the **Course** drop down list and whether a course will have grades calculated by weight or total points. To select a category or assignment, click on its name in the list on the left side of the page. The will appear similar to one of the following Figures (39a, 39b, or 39c).

Teacher: Mr. O'JMC (Term: Quarter 1) JMC Demo School - 2015-2016 Logout

Calculate Using: ☐ Weights ☒ Total Points

Courses: Language Arts - Per 1 - Qtr 1

Add Category

Assignments	Date	Points
End of Chapter ??'s	07/08/2015	20
Page 1, 1-13	07/15/2015	10
Page 3, 1-7	07/16/2015	20
Class Notes	07/20/2015	15
Worksheet 1A	07/21/2015	21

Total Points: 86

Quick Links:

- How to:
- Add a Category
- Add an Assignment
- Delete an Assignment
- Do Extra Credit - Points
- Do Extra Credit - Weights Options 1&2
- Do Extra Credit - Weights Option 3

Import Categories, Assignments, and Scores from current year

Figure 39a: Categories and Assignments page.

Teacher: Mr. O'JMC (Term: Quarter 1) JMC Demo School - 2015-2016

Calculate Using: ☒ Weights ☐ Total Points

Courses: Language Arts - Per 1 - Qtr 1

Category Name: Assignments

Weight: 30.0

☐ Stand-alone Category

☒ Extra Credit Category

Assignment Weights: By Points

of low scores to drop: 0

Sort Order: 0

Add Category

Delete Category

Add Assignment

Assignments	Date	Weight	Points
End of Chapter ??'s	07/08/2015	30.0%	20
Page 1, 1-13	07/15/2015	11.6%	10
Page 3, 1-7	07/16/2015	23.3%	20
Class Notes	07/20/2015	17.4%	15
Worksheet 1A	07/21/2015	24.4%	21

Figure 39b: Categories and Assignments page – Category Selected.

Calculate Using:
☐ Weights ☒ Total Points **Import...** **Copy...**

	Date	Points
Assignments		86
End of Chapter ??'s	07/08/2015	20
Page 1, 1-13	07/15/2015	10
Page 3, 1-7	07/16/2015	20
Class Notes	07/20/2015	15
Worksheet 1A	07/21/2015	21

Courses:
 Language Arts - Per 1 - Qtr 1

Category Name:
 Assignments

Assignment Name:
 End of Chapter ??'s

Max Score: 20

Date: 7/8/2015

Sort Order: 0

Benchmarks
 Standard: Language
 Benchmark: Demonstrate command of the conventions of standard English grammar and usage when writing or speaking. Apply the understanding that usage is a matter of convention, can change over time, and is sometimes contested.

Save **Cancel**

Figure 39c: Categories and Assignments page – Assignment Selected.

Note: Most of the **Quick Links** at the far right side of the page are links to Instructional Videos on how to do specific tasks on this page.

Calculate Using The overall weighting of your categories may be by individual category weights or total points. If **Total Points** is selected, all calculations are based simply on the number of points. If you select **Weights**, then you **MUST** enter a **weight** for each category.

Import... To import categories and assignments from a *prior year's course*, click the **Import...** button. The page will appear similar to Figure 40a. Select the course from the prior year on the left side and also select the categories and assignments you wish to import from that course. Then select the course from the current year on the right side of the page, then click the **Import** button in the middle of the page.

Note: To import Categories and Assignments from a *current year's course*, use the **Quick Link** at the far right side of the page called Import Categories, Assignments, and Scores from Current Year.

This is for importing Categories and Assignments from a course in the prior year.

Prior Year

Teacher: 2 - Mr. O'JMC
Course: Language Arts - Per 1 - Qtr 1

☐ Select All

Category	Assignment
<input type="checkbox"/>	Participation
<input type="checkbox"/>	Day 1
<input type="checkbox"/>	Day 2
<input type="checkbox"/>	Day 3
<input type="checkbox"/>	Testing Assignment
<input type="checkbox"/>	Assignments
<input type="checkbox"/>	Sounds
<input type="checkbox"/>	Sentence Structure
<input type="checkbox"/>	Paragraphs
<input type="checkbox"/>	Quizzes
<input type="checkbox"/>	Knows Vowels
<input type="checkbox"/>	Exams
<input type="checkbox"/>	Tests
<input type="checkbox"/>	Test 1
<input type="checkbox"/>	Projects
<input type="checkbox"/>	Set up for Project

Current Year

Teacher: Mr. O'JMC
Course: Language Arts - Per 1 - Qtr 2

No Records Found

Import->

Close

Figure 40a: Import Categories and Assignments from a Prior Year's Course

This is for importing Categories and Assignments from a course in the prior year.

Prior Year

Teacher: 2 - Mr. O'JMC
Course: Language Arts - Per 1 - Qtr 1

☒ Select All

Category	Assignment
<input checked="" type="checkbox"/>	Participation
<input checked="" type="checkbox"/>	Day 1
<input checked="" type="checkbox"/>	Day 2
<input checked="" type="checkbox"/>	Day 3
<input checked="" type="checkbox"/>	Testing Assignment
<input checked="" type="checkbox"/>	Assignments
<input checked="" type="checkbox"/>	Sounds
<input checked="" type="checkbox"/>	Sentence Structure
<input checked="" type="checkbox"/>	Paragraphs
<input checked="" type="checkbox"/>	Quizzes
<input checked="" type="checkbox"/>	Knows Vowels
<input checked="" type="checkbox"/>	Exams
<input checked="" type="checkbox"/>	Tests
<input checked="" type="checkbox"/>	Test 1
<input checked="" type="checkbox"/>	Projects
<input checked="" type="checkbox"/>	Set up for Project

Current Year

Teacher: Mr. O'JMC
Course: Language Arts - Per 1 - Qtr 2

No Records Found

Import->

Close

Figure 40b: Import Categories and Assignments from a Prior Year's Course with All Categories and Assignments Selected from Prior Year Course, also Course Selected for Current Year

This is for importing Categories and Assignments from a course in the prior year.

Prior Year

Teacher: 2 - Mr. O'JMC
Course: Language Arts - Per 1 - Qtr 1

☐ Select All

Category	Assignment
<input type="checkbox"/>	Participation
<input type="checkbox"/>	Day 1
<input type="checkbox"/>	Day 2
<input type="checkbox"/>	Day 3
<input type="checkbox"/>	Testing Assignment
<input type="checkbox"/>	Assignments
<input type="checkbox"/>	Sounds
<input type="checkbox"/>	Sentence Structure
<input type="checkbox"/>	Paragraphs
<input type="checkbox"/>	Quizzes
<input type="checkbox"/>	Knows Vowels
<input type="checkbox"/>	Exams
<input type="checkbox"/>	Tests
<input type="checkbox"/>	Test 1
<input type="checkbox"/>	Projects
<input type="checkbox"/>	Set up for Project

Current Year

Teacher: Mr. O'JMC
Course: Language Arts - Per 1 - Qtr 2

Category	Assignment
Participation	
	Day 1
	Day 2
	Day 3
	Testing Assignment
Assignments	
	Sounds
	Sentence Structure
	Paragraphs
Quizzes	
	Knows Vowels
Exams	
Tests	
	Test 1
Projects	
	Set up for Project

Import->

Close

Figure 40c: Import Categories and Assignments from a Prior Year's Course After Import

Copy... To copy categories and assignments from the current class to other classes in the current year, click the **Copy...** button. The page will appear similar to Figure 41. Then select the categories and assignments to be copied from the left list and then select the courses to receive the copies in the right list, then click **Save**.

This is for copying Categories and Assignments from the current course to other courses.

☐ Select All

Category	Assignment
<input type="checkbox"/>	Assignments
<input type="checkbox"/>	End of Chapter ??'s
<input type="checkbox"/>	Page 1, 1-13
<input type="checkbox"/>	Page 3, 1-7
<input type="checkbox"/>	Class Notes
<input type="checkbox"/>	Worksheet 1A

To select multiple courses:
On Windows hold down the 'Control' Key.
On Mac OS hold down the 'Command' key.
Then click the desired courses.

☐ Select All

1st Handwriting Johnson - Per 2 - Qtr 1
World History - Per 3 - Qtr 1
Language Arts - Per 1 - Qtr 2
1st Handwriting Johnson - Per 2 - Qtr 2
World History - Per 3 - Qtr 2
1st Handwriting Johnson - Per 1 - Qtr 3
Language Arts - Per 1 - Qtr 3
World History - Per 2 - Qtr 3
1st Handwriting Johnson - Per 1 - Qtr 4
Language Arts - Per 1 - Qtr 4
World History - Per 2 - Qtr 4

Save

Close

Figure 41:

Copying Categories and Assignments from the Current Course to Other Courses in the Current Year

Adding Categories To add a category to the currently selected course, click on the **Add Category** link in the upper right corner. Fields for the new category will appear on

the right side of the page, as shown in Figure 42a (using Total Points) or 42b (using Weights). In the upper-right, enter the name of the Category and other pertinent details about that category (stand-alone, extra credit, low scores to drop, sort order for the category).

Note: Enter only categories for the current marking period.

Teacher: Mr. O'JMC (Term: Quarter 1)

Calculate Using:
☐ Weights ☒ Total Points

Import... Copy...

	Date	Points
Assignments		86
End of Chapter ??'s	07/08/2015	20
Page 1, 1-13	07/15/2015	10
Page 3, 1-7	07/16/2015	20
Class Notes	07/20/2015	15
Worksheet 1A	07/21/2015	21

Courses:
 Language Arts - Per 1 - Qtr 1

Category Name:

☐ Stand-alone Category
☐ Extra Credit Category

of low scores to drop:

Sort Order:

Save Cancel

Figure 42a: Adding a Category for a Course – Total Points

Teacher: Mr. O'JMC (Term: Quarter 1)

Calculate Using:
☒ Weights ☐ Total Points

Import... Copy...

	Date	Weight	Points
Assignments		30.0	86
End of Chapter ??'s	07/08/2015	23.3%	20
Page 1, 1-13	07/15/2015	11.6%	10
Page 3, 1-7	07/16/2015	23.3%	20
Class Notes	07/20/2015	17.4%	15
Worksheet 1A	07/21/2015	24.4%	21
Quizzes		0.0	0

Courses:
 Language Arts - Per 1 - Qtr 1

Category Name:

Weight:

☐ Stand-alone Category
☐ Extra Credit Category

Assignment Weights:

of low scores to drop:

Sort Order:

Save Cancel

Add Category
 Delete Category
 Add Assignment

Figure 42b: Newly Added Category for a Course – Weights

Category Characteristics

To set the characteristics of a category, click on the category name. The current settings are displayed on the right.

Weight: Refers to the amount the category average counts towards the overall grade.

Note: Category weights DO NOT have to total 100%.

Assignment Weights: Displays how the assignments are being weighted towards the category average. Assignments may be weighted in these ways:

- **Equally** – the assignments will each count the same towards the category average.
- **By Points** – the weight of each assignment towards the category average is based on the number of points the assignment is worth.
- **User-Defined** – you will enter the assignment's weight towards the category average by clicking on the assignment name. A weight box will appear to the right.

of Low Scores to Drop: Allows you to define the number of low scores in the category to be dropped from the student's grade calculation.

Stand-Alone category: By “X”ing this box, the category percentage will be composed entirely of one score. A Max Score must be entered which represents the total points possible for the category.

Extra-Credit category: If checked, the category and any assignments in that category count for extra credit. No penalty will be given for missing an extra-credit score. You may define more than one extra-credit category.

Adding Assignments To add an assignment to the currently selected course and category, click on the **Add Assignment** link in the upper right corner. Fields for the new assignment will appear on the right side of the page, as shown in Figure 43. In the upper-right, enter the name of the assignment and other pertinent details about that assignment (max score, date, weight, benchmark, sort order for the assignment).

Teacher: Mr. O'JMC (Term: Quarter 1)

Calculate Using: ☒ Weights ☐ Total Points

[Import...](#) [Copy...](#)

Assignments	Date	Weight	Points
		30.0	86
End of Chapter ??'s	07/08/2015	23.3%	20
Page 1, 1-13	07/15/2015	11.6%	10
Page 3, 1-7	07/16/2015	23.3%	20
Class Notes	07/20/2015	17.4%	15
Worksheet 1A	07/21/2015	24.4%	21

Courses: Language Arts - Per 1 - Qtr 1

Category Name: Assignments

Assignment Name:

Weight: 0.0

Max Score:

Date:

Sort Order:

[Benchmarks](#)

No Benchmark Selected

[Save](#) [Cancel](#)

Figure 43: Adding an Assignment to a Category for a Course

Max Score: Edits the maximum possible assignment score or stand-alone category score.

Note: Scores may be entered to one decimal place.

Date: Edits the assignment or stand-alone category date.

Note: The date is used in determining “in-progress grades” and for inclusion on reports.

Note: JMC recommends that you use dates with all your assignments.

Weight: Only editable when using User-Defined weights.

Note: Weight of assignment towards the calculation of the category average.

Attaching an Assignment to a Benchmark

An assignment may be attached to a benchmark for the purpose of calculating a benchmark result. More than one assignment may be attached to a benchmark. Weighting of multiple assignments in a benchmark calculation may be edited on the

Standards and Benchmarks screen in the Scores menu.

To attach an assignment to a benchmark:

1. Click on the assignment in the list on the left side of the screen to highlight it.
The page will appear similar to Figure 44.

Teacher: Mr. O'JMC (Term: Quarter 1) JMC Demo School - 2015-2016

Calculate Using: ☒ Weights ☐ Total Points

	Date	Weight	Points
Assignments		30.0	86
End of Chapter ??'s	07/08/2015	23.3%	20
Page 1, 1-13	07/15/2015	11.6%	10
Page 3, 1-7	07/16/2015	23.3%	20
Class Notes	07/20/2015	17.4%	15
Worksheet 1A	07/21/2015	24.4%	21

Courses: Language Arts - Per 1 - Qtr 1

Category Name: Assignments

Assignment Name: End of Chapter ??'s

Weight: 23.3

Max Score: 20

Date: 7/8/2015

Sort Order: 0

Standard: Language

Benchmark: Demonstrate command of the conventions of standard English grammar and usage when writing or speaking. Apply the understanding that usage is a matter of convention, can change over time, and is sometimes contested.

[Add Assignment](#)
[Delete Assignment](#)

Figure 44: Editing an Assignment

2. Click **Select Benchmark**.

Note: You may need to perform an **Office To Teacher** from the file menu to download local up-to-date copies of the standards and benchmark definitions in your Online Teacher data.

3. Select the appropriate Standard from the menu, then select the appropriate benchmark by either double-clicking it or by highlighting it and then clicking **OK**.

Note: To remove/unattach an assignment from a benchmark, follow the same steps listed but select the “No Benchmark” option at step 3.

Quick Links

How To:

Add a Category – instructional video

Add an Assignment– instructional video

Delete an Category – instructional video

Do Extra Credit - Points – instructional video

Do Extra Credit - Weights Options 1 & 2 – instructional video

Do Extra Credit - Weights Option 3 – instructional video

Import Categories, Assignments, and Scores from current year To import categories, assignments, and scores from current year, click on this Quick Link. The page will appear similar to Figure 45. Select the source course on the left side and the destination course on the right side and click **Import**.

This is for importing Categories, Assignments and Scores from a past term of a course in the current year.
If you only want to import Categories and Assignments (not Scores) then you may want to use the Copy option instead.

Current year

Teacher: Mr. O'JMC

Course: World History - Per 3 - Qtr 1

No Records Found

Current Year

Teacher: Mr. O'JMC

Course: World History - Per 3 - Qtr 1

No Records Found

Import->

Close

Figure 45: Importing Categories, Assignments, and Scores from a Current Year Course

Scores - Standards and Benchmarks

This option is used to weight assignments within a benchmark and also to weight benchmarks within a standard for calculation purposes. Select the **Standards and Benchmarks** option under the **Scores** menu. The screen will display the assignments that are attached to each benchmark for a standard and course. This section is used for weighting the assignments that are attached to benchmarks and also to weight benchmarks within a standard.

Course: Language Arts - Per 1 - Qtr 1

Standard: Language

Benchmark	Assignment	Weight	Points
Demonstrate command of the conventions of standard English grammar and usage when writing or speaking. Apply the understanding that usage is a matter of convention, can change over time, and is sometimes contested.		1.0	20
Identify and correctly use patterns of word changes that indicate different meanings or parts of speech (e.g., conceive, conception, conceivable).	End of Chapter ??'s	100.0%	20
	Page 1, 1-13	1.0	10
		100.0%	10

Benchmark Name:
Demonstrate command of the conventions of standard English grammar and usage when writing or speaking. Apply the understanding that usage is a matter of convention, can change over time, and is sometimes contested.

Benchmark Weight:
1.0

Assignment Weights:
By Points

Ok

Figure 46: Standards and Benchmarks screen – setting weights.

The overall weighting of assignments within a benchmark may be equally weighted, by total points, or user defined.

1. If **Equal** is selected, all assignments will be weighted equally, e.g. 4 assignments each weighted 25%.

2. If **By Points** is selected, all calculations are based simply on the number of points.
3. If **User Defined** is selected, you may edit the weights for each assignment as you see fit. Click on each assignment to edit their respective weights.

The overall weighting of a standard is by weights only. The weight of each benchmark in the standards result calculation may be set by highlighting the benchmark in the list at the left side of the Standards and Benchmarks screen and entering the desired weight in the **Weight** box in the middle of the screen. By default all benchmarks are weighted equally for a standard.

Scores - Grade Cutoffs

This option is used to define the cutoffs for grades (e.g. “A” = 95—100%). A set of grade cutoffs should be defined for each class each marking period. Student grades cannot be calculated until cutoffs have been defined for the class. The grades used must be defined in the office.

Enter the grades and percent cutoffs from highest to lowest starting at the top of the list. The last grade's cutoff should be zero.

Courses:

- Language Arts - Per 1 - Qtr 1
- 1st Handwriting Johnson - Per 2 - Qtr 1
- World History - Per 3 - Qtr 1
- Language Arts - Per 1 - Qtr 2
- 1st Handwriting Johnson - Per 2 - Qtr 2
- World History - Per 3 - Qtr 2
- 1st Handwriting Johnson - Per 1 - Qtr 3
- Language Arts - Per 1 - Qtr 3
- World History - Per 2 - Qtr 3
- 1st Handwriting Johnson - Per 1 - Qtr 4
- Language Arts - Per 1 - Qtr 4
- World History - Per 2 - Qtr 4

Add Grade Cutoff

	Grade	% Cutoff
Edit Delete	A	90
Edit Delete	B	80
Edit Delete	C	70
Edit Delete	D	60
Edit Delete	F	0

Copy...

Figure 47:

Grade Cutoffs
page

1. Select **Grade Cutoffs** under the **Scores** menu. The page will appear similar to Figure 47.
2. Select a course section from the **Course** menu.
3. Starting at the top of the list, enter the highest grade given (e.g. “A”) in the left column and the lowest percentage needed to achieve that grade (e.g. “95”) in the right column.
4. Continue to enter the rest of the possible grades followed by the percentage needed to achieve that grade. You may either edit an existing row by clicking the **Edit** link for that row, delete an existing row by clicking the **Delete** link for that row, or add an additional row by clicking the **Add Grade Cutoff** link.

IMPORTANT: Your last grade and percentage should be a failing grade with a percentage of zero (“F” = “0”).

Click on **Copy...** to duplicate the current grade cutoffs to other classes.

1. Select the classes to receive the current grade cutoffs.
 2. Clicking on a class places a checkmark next to the class. Checkmarked classes will receive the current grade cutoffs.
-

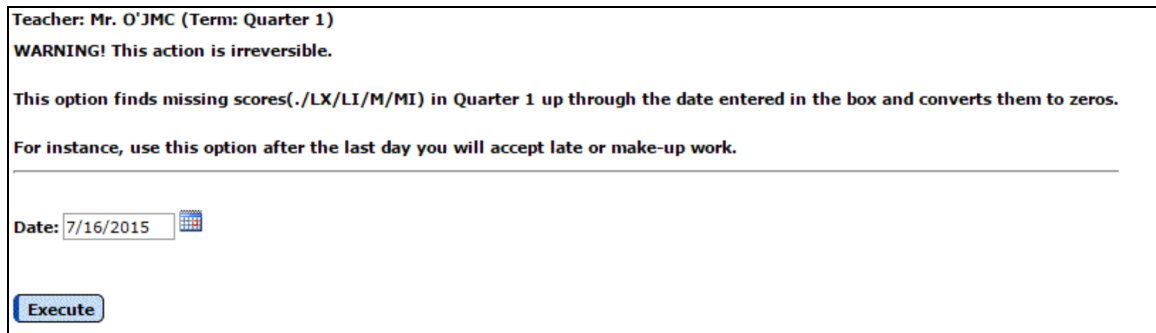
Scores - Convert Missing to Zero

This option is used to convert missing scores to zeros. This option may be useful at the end of a term or other deadline when make-up work will no longer be accepted.

A missing score on the **Assignment Scores** screen is designated by a dot or period. Missing scores do not affect calculated grades, but zero grades do.

To convert missing scores to zero:

1. Select **Convert Missing To Zero** from the **Scores** menu. A screen will appear similar to Figure 48.




Teacher: Mr. O'JMC (Term: Quarter 1)

WARNING! This action is irreversible.

This option finds missing scores(. / LX / LI / M / MI) in Quarter 1 up through the date entered in the box and converts them to zeros.

For instance, use this option after the last day you will accept late or make-up work.

Date: 7/16/2015 

Execute

Figure 48: Specifying the Cutoff Date for Converting Missing Scores to Zero

2. Enter the cutoff date in the **Date** box and click **Execute**.
-

Reports - Progress Report

This option is used to prepare student progress reports.

1. Select **Progress Report** under the **Reports** menu.
2. Name the file to be saved. The page will appear similar to Figure 49.

Students	Qtr 1 Grade as of 7/16/2015	Comments
<input type="checkbox"/> Bernadone, Francis	96.00% A	Choose
<input type="checkbox"/> Anderson, James	58.00% F	Choose
<input type="checkbox"/> Comfrey, John	70.00% C	Choose
<input type="checkbox"/> Estherville, Esther	88.00% B	Choose
<input type="checkbox"/> Freed, Paul	94.00% A	Choose
<input type="checkbox"/> Freid, Sarah	92.00% A	Choose
<input type="checkbox"/> Graeve, Sam	80.00% B	Choose
<input type="checkbox"/> Hanson, Paul	66.00% D	Choose
<input type="checkbox"/> Hehli, Paul	80.00% B	Choose
<input type="checkbox"/> Hills, Holly	78.00% C	Choose
<input type="checkbox"/> Jone, Harry	82.00% B	Choose
<input type="checkbox"/> Katie, Colfax	80.00% B	Choose
<input type="checkbox"/> Lorry, Ashley	62.00% D	Choose

Figure 49:

Progress
Report Setup
page

3. Enter the desired date in the **Report Date** field.

Note: Student grades will be calculated as of the date entered in the **Report Date** field.

4. Select the course/period/term you wish to prepare.
5. Once the report date is set, information for each student may be entered.

To edit the information:

1. Select the student's name in the list.
2. Click on the comment(s) that should be printed for the selected student.
3. Click on the **Choose** link to the right of the student.

Note: The list of comments is Teacher-defined. You may edit the master list (See [Reports—Edit Comments](#)). Up to 254 characters of additional comments may be hand-entered in the **Additional Comments** field to be printed on the progress report.

6. To mark a student to be printed, check the box to the left of the the student's name. Only students with a **check** next to their name will be printed.

- To mark **all** students to be printed, click the **Select All** button
- To include students above or below a certain percentage, use the corresponding check box.

Note: If the **Include Present Grade For Each Student** box is checked, each student's current percentage and grade will be printed.

Note: If the **Include Score Summary For Each Student** box is checked, the progress report will include a student summary for each student selected. (See Reports—Student Summary)

Calculate The **Calculate** button will recalculate all of the students grade and percentage according to the date in the **Report Date** field. This needs to be done if the **Report Date** is different than today's date.

Preview To preview the report click **Preview**.

Print Click the **Print** button to print the previewed report.

Save Report To save a report you must click the **Save Report** button. When a report is saved you will be able to choose a previously saved report or create a new report.

Email Report This option may be used to email progress reports (where possible) instead of printing them.

Note: In order for progress reports to be emailed, the students' primary contacts must have at least one email address entered if the primary contact is checked for In Mailings and In Reports on Edit – Student Data in the Office Application. If the primary contact has multiple email addresses then the form would be received at each email address.

To Office To send progress reports to the office so they can be printed in the office, click the **To Office** button.

Note: You must click **Save Report** and then click **Preview** before you are able to send reports to the office.

Note: You may create as many differently named progress report setup files as you wish. These files will remain where saved until you delete them.

Reports - Edit Comments

This option is used to edit the master list of 64 standard comments used on student progress reports.

Select **Edit Comments** under the **Reports** menu.

To edit a comment:

1. Click on the comment and type a new comment.
2. Use the <Enter> or <down arrow> key to move down the list and the <up arrow> key to move up the list.
 - To save changes, click the **Update** button.
 - To print a list of the current comments, click the **Print** button.

Note: Any changes made to the comment list will also appear when printing any existing progress report files.

Reports - Missing Scores

This option is used to find all students who are missing one or more assignment scores. The report checks all assignments with dates on or before a given date in the selected term. The report will include assignments marked as late.

1. Select **Missing Scores** under the **Reports** menu.

Note: The screen defaults to the current term selected.

Note: To run a report for another term, exit the **Missing Scores** screen and select the desired term under the **Term** menu.

2. Enter the desired date in the date box.

Note: To check assignments with no dates, clear the date box and continue.

3. Choose either the student name option or the student number option (for anonymity).
4. Click the **Print Extra Message** checkbox to print a one-line message with each student. Type the message in the message field. (e.g. "All make-up work due June 1.")
5. Click **OK**.

Note: The report will print the assignment names and dates of missing scores for each student. If a student is not missing any scores, he/she will not print on the **Missing Scores Report**.

Reports - Student Summary

This option is used to print a breakdown of all assignment scores by student. The report will print a one-two page summary per student for the selected course/period/term.

1. Select the **Student Summary** option under the **Reports** menu.
2. Select the desired course/period/term.
3. To select a student, click on the student's name in the list. To deselect a student, click again.

Note: To print all students, click **Print All**. To print no students, click **Print None**.

- For each student selected, a summary will be printed with the current grade and percentage along with a score and percentage by category and assignment.

Note: A “.” appears when a score is missing. An “X” appears when the student is exempt from the assignment.

Note: If an assignment has been dropped due to a low score, a note will print next to the score. (See **# of low scores dropped** in Score—Categories and Assignments)

Reports - Assignment Summary

This option is used to print student scores and percentages for particular assignments in the selected course/period/term. The class mean, median, maximum and minimum print at the end of the report.

1. Select **Assignment Summary** from the **Reports** menu.
2. Select the desired course/period/term.
3. Choose either print **student name** or **student number**.
4. Select the desired category or assignment by clicking on the category/assignment.

Note: A “.” denotes a missing score. An “X” denotes an exempt score.

Note: If a score was dropped due to a low score, a note will print next to the score.

Reports - Grade Summary

This option is used to print the marking period grade and percentage for each student in the selected course/period/term. The class mean, median, maximum and minimum print at the end of the report.

1. Select **Grade Summary** from the **Reports** menu.
2. Select the desired course/period/term.
3. Enter the desired date in the date field box.

Note: The report will calculate a grade using assignments on or before the date entered.

Note: A note will be printed for missing scores on or before the date entered.

Reports - Scores Grid

This option is used to print student scores in a gradebook page format with assignments across the top of the page and student names/numbers down the left-hand side.

1. Select **Scores Grid** from the **Reports** menu.
2. Select the desired course/period/term from the pop-up menu.
3. Enter the desired date in the date box.

Note: Only assignments on or before the date entered will be printed.

4. Choose either **student name** or **student number** to print on the report.
-

Reports - Class Assignments

This option is used to print the categories and assignments for the selected class(es). It includes the weight, points possible, and date of each assignment.

1. Select **Class Assignments** from the **Reports** menu.
2. To select a class, click on the class name in the list. To deselect a class, click again.

Note: To print all classes, click **Print All**. To print no classes, click **Print None**

Reports - Blank Score Sheets

This option is used to produce a grid with student names for the selected class. The blank grid is useful for entering assignment scores for later entry into your Online Teacher.

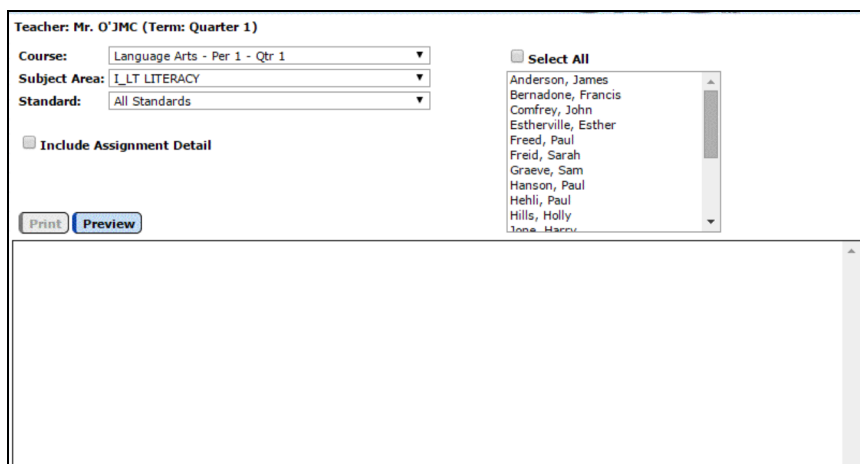
Reports - Student Name and Number List

This option is used to produce a list of student names and numbers for reference when using print-outs that only include one or the other.

Reports - Student Assessment Summary

This option is used to print a breakdown of all Standards and Benchmarks assessments by student. The report will print a one-two page summary per student for the selected course/period/term, subject area(s), and standard(s).

1. Select the **Student Assessment Summary** option under the **Reports** menu.



The screenshot shows a web interface for selecting assessment criteria. At the top, it says "Teacher: Mr. O'JMC (Term: Quarter 1)". Below this are three dropdown menus: "Course:" set to "Language Arts - Per 1 - Qtr 1", "Subject Area:" set to "1 LT LITERACY", and "Standard:" set to "All Standards". To the right of these is a "Select All" checkbox and a list of student names: Anderson, James; Bernadone, Francis; Comfrey, John; Estherville, Esther; Freed, Paul; Freid, Sarah; Graeve, Sam; Hanson, Paul; Hehli, Paul; Hills, Holly; and Jones, Marcu. Below the dropdowns is an "Include Assignment Detail" checkbox. At the bottom left are "Print" and "Preview" buttons. A large empty box is at the bottom of the form.

Figure 50:

Student
Assessment
Summary Report
criteria screen.

2. Select the desired course or grade, subject area(s), and standard(s).
3. To select a student, click on the student's name in the list. To deselect a student, click again.

Note: To select all students, click **Select All**.

4. For each student selected, a summary will be printed with the current grade and percentage along with a score and percentage by category and assignment, similar to Figure 51.

Course: Language Arts - Per 1 - Qtr 1

Subject Area: I_LT LITERACY

Standard: All Standards

☒ Select All

Anderson, James
 Bernadone, Francis
 Comfrey, John
 Estherville, Esther
 Freed, Paul
 Freid, Sarah
 Graeve, Sam
 Hanson, Paul
 Hehli, Paul
 Hills, Holly
 Jones, Harry

☐ Include Assignment Detail

Print

Preview

JMC Demo School

Student Assessment Summary for Qtr 1

Student: Anderson, James

Subject: Language Arts

Teacher: Mr. O'JMC

Period: 1

Advisor: Mr. O'JMC

Subject Area: I_LT LITERACY

Standard: L Language

Benchmark: L.1a Demonstrate command of the conventions of standard English grammar and usage when writing or speaking. Apply the understanding that usage is a matter of convention, can change over time, and is sometimes contested.

33.3%

1

Benchmark: L.1b Resolve issues of complex or contested usage, consulting references (e.g., Merriam-Webster's Dictionary of English Usage, Garner's Modern American Usage) as needed. (L.11-12.1.)

3

Benchmark result cannot be calculated - no assignments linked to this benchmark.

Benchmark: L.2a Demonstrate command of the conventions of standard English capitalization, punctuation, and spelling when writing. Observe hyphenation conventions.

Benchmark result cannot be calculated - no assignments linked to this benchmark.

Benchmark: L.2b Spell correctly. (L.11-12.2.)

Benchmark result cannot be calculated - no assignments linked to this benchmark.

Benchmark: L.3a Apply knowledge of language to understand how language functions in different contexts, to make effective choices for meaning or style, and to comprehend more fully when reading or listening. Vary syntax for effect, consulting references (e.g., Tufte's Artful Sentences) for guidance as needed; apply an understanding of syntax to the study of complex texts when reading. (L.11-12.3.)

Figure 51: Sample Printout for Student Assessment Summary Report

Note: A standard result may be incalculable if there are benchmarks for that standard for which no benchmark result can be calculated for the day the report is being generated.

Note: A benchmark result may be incalculable if there are assignment scores for the attached assignments.

Reports – Student Standardized Tests Query

This option is used to produce a list of student names and their score(s) for a standardized test.

1. Select **Student Standardized Tests Query** from the **Reports** menu. The page will appear similar to Figure 52.

Teacher: K Miller (Term: Quarter 1) Sunnyville High School - 2014-2015

Course: Advanced Algebra I - Per 6 - Qtr 1 Test Category: All Test/Subtest: All

Grade Level: 0 to: 12 when test taken.

Scores: ☒ At least: 0.00 ☐ Interval: to:

Tests to Query: ☒ All ☐ Best ☐ Most Recent

View: ☒ List ☐ Form

Sunnyville High School Student Test Score List

Test Category: All

Test: All

Student	Test Name	Date	Grade	Score	Comment
Addams, Gomez	ACT - English Scaled - E	02/26/2015	10	10	
Addams, Gomez	ACT - English Scaled - E	02/06/2015	10	30	
Addams, Morticia	BST-GRAD - Reading - Scale Score - SSCO	04/20/2013	0	44.0	[MCA]
Addams, Morticia	BST-GRAD - Writing - Raw Score - RSCO	04/17/2012	0	5.0	[BSTW]
Addams, Morticia	MCA - Math - Scale Score - SSCO	04/12/2010	7	752	[MCA-IIM]
Addams, Morticia	MCA - Reading - Scale Score - SSCO	04/12/2010	7	766	[MCA-IIR]
Brill, Peyton	ACT - English Scaled - E	02/06/2015	10	20	
Brill, Peyton	ACT - Mathematics Scaled - M	02/06/2015	10	21	
Brill, Peyton	ACT - Reading Scaled - R	02/06/2015	9	22	
Gabriel, Peter	BST-GRAD - Reading - Scale Score - SSCO	06/16/2013	0	56.0	[MCA]
Gabriel, Peter	BST-GRAD - Writing - Raw Score - RSCO	04/17/2012	0	4.0	[BSTW]

Figure 52:
Student
Standardized
Test List
page

2. Select the desired option from the **Course** menu.
3. Specify the students from the selected course for whom you wish to view test scores. You may click the **Select All** checkbox or you may Ctrl-click to select specific students from the class list.

Test Category By default you would get all test records from all test categories. You may select a specific test category from the **Test Category** menu.

Test/Subtest By default you would get all test records from all tests and subtests within a test category. If you have selected a specific test category then you may select a specific test or subtest from the test category in **Test** menu.

Grade Levels When Test Taken By default the grade level range for this report is set to 0-12. These grade levels represent the grade level for the student at the time the test was taken, as specified in the Grade field of the test record itself. If you wish to specify a range other than 0-12 you may do so by editing the grade level menus.

Scores By default this report will include any score (**At Least** 0.00 is selected). To include only scores above a certain cutoff you may edit the cutoff score. To include only

scores in a certain score range you may select the **Interval** option and then specify the high and low score for the interval.

Tests to Query By default you would get **All** test records. In some case students may have more than one test record for the specified test category, subtest... In these cases, you may select either **Best** or **Most Recent** if you prefer to only display one test record instead of all of them.

View By default you would get a list view of the report similar to Figure 54. You may also specify a form view, which will have greater detail but will require more than one line for each record.

Classroom Attendance – Enter Attendance

This option is used to enter attendance for a class.

1. Select **Enter Attendance** from the **Classroom Attendance** menu. The page will appear similar to Figure 53.

Student	Attendance	Reason
Anderson, James	Pres <input checked="" type="radio"/> Abs E <input type="radio"/> Abs U <input type="radio"/> Tdy E <input type="radio"/> Tdy U <input type="radio"/>	Unknown
Bernadone, Francis	Pres <input checked="" type="radio"/> Abs E <input type="radio"/> Abs U <input type="radio"/> Tdy E <input type="radio"/> Tdy U <input type="radio"/>	
Comfrey, John	Pres <input type="radio"/> Abs E <input type="radio"/> Abs U <input type="radio"/> Tdy E <input checked="" type="radio"/> Tdy U <input type="radio"/>	Unknown
Estherville, Esther	Pres <input checked="" type="radio"/> Abs E <input type="radio"/> Abs U <input type="radio"/> Tdy E <input type="radio"/> Tdy U <input type="radio"/>	
Freed, Paul	Pres <input checked="" type="radio"/> Abs E <input type="radio"/> Abs U <input type="radio"/> Tdy E <input type="radio"/> Tdy U <input type="radio"/>	
Freid, Sarah	Pres <input checked="" type="radio"/> Abs E <input type="radio"/> Abs U <input type="radio"/> Tdy E <input type="radio"/> Tdy U <input type="radio"/>	
Graeve, Sam	Pres <input checked="" type="radio"/> Abs E <input type="radio"/> Abs U <input type="radio"/> Tdy E <input type="radio"/> Tdy U <input type="radio"/>	
Hanson, Paul	Pres <input checked="" type="radio"/> Abs E <input type="radio"/> Abs U <input type="radio"/> Tdy E <input type="radio"/> Tdy U <input type="radio"/>	
Hehli, Paul	Pres <input checked="" type="radio"/> Abs E <input type="radio"/> Abs U <input type="radio"/> Tdy E <input type="radio"/> Tdy U <input type="radio"/>	
Hills, Holly	Pres <input checked="" type="radio"/> Abs E <input type="radio"/> Abs U <input type="radio"/> Tdy E <input type="radio"/> Tdy U <input type="radio"/>	
Jone, Harry	Pres <input checked="" type="radio"/> Abs E <input type="radio"/> Abs U <input type="radio"/> Tdy E <input type="radio"/> Tdy U <input type="radio"/>	

Figure 53: Entering Classroom Attendance

2. Select the appropriate day and course from the drop down lists at the top of the page.
3. For students that are absent or tardy, click in the appropriate option and reason (if known). If all students are present for that day/course/period then you may click on the **Attendance is correct** button in the upper right corner of the page.

Classroom Attendance – Edit Lunch Count

This option is used to edit lunch counts for a day.

1. Select **Edit Lunch Count** from the **Classroom Attendance** menu. The page will appear similar to Figure 54.

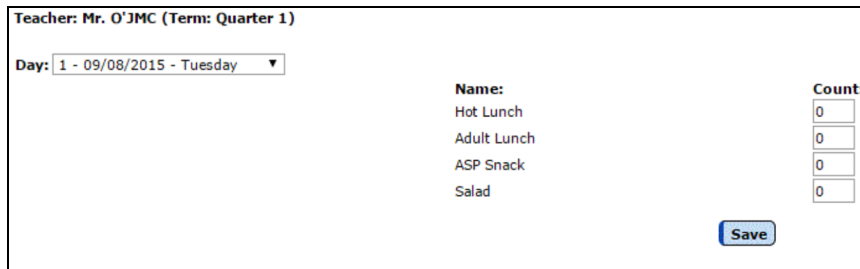


Figure 54:

Editing Lunch
Counts

2. Select the appropriate day from the **Day** drop down list.
3. Enter the lunch count(s) in the appropriate box on the right side of the page and click the **Save** button.

Note: The names of the lunch counts as well as the number of lunch counts may be edited at [File – Online Settings](#) in the Teacher tab.

Classroom Attendance – Reports – For A Student

This option is used to view attendance information for a student.

1. Select **Reports – For a Student** from the **Classroom Attendance** menu. The page will appear similar to Figure 55.

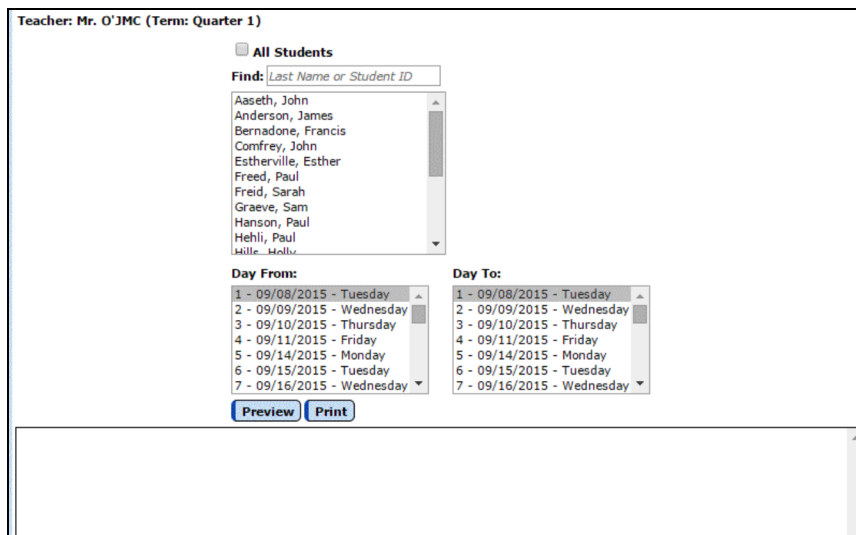


Figure 55:

Attendance
Report for a
Student

2. Specify the date range by choosing from the **Day From** and **Day To** lists, then click the **Preview** button to see the report. Click the **Print** button if you wish to get a printout.
-

Classroom Attendance –Report – For A Period

This option is used to view attendance information for a period.

1. Select **Report – For a Period** from the **Classroom Attendance** menu. The page will appear similar to Figure 56.

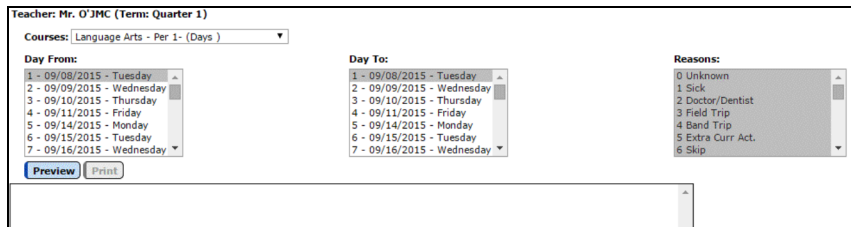


Figure 56:

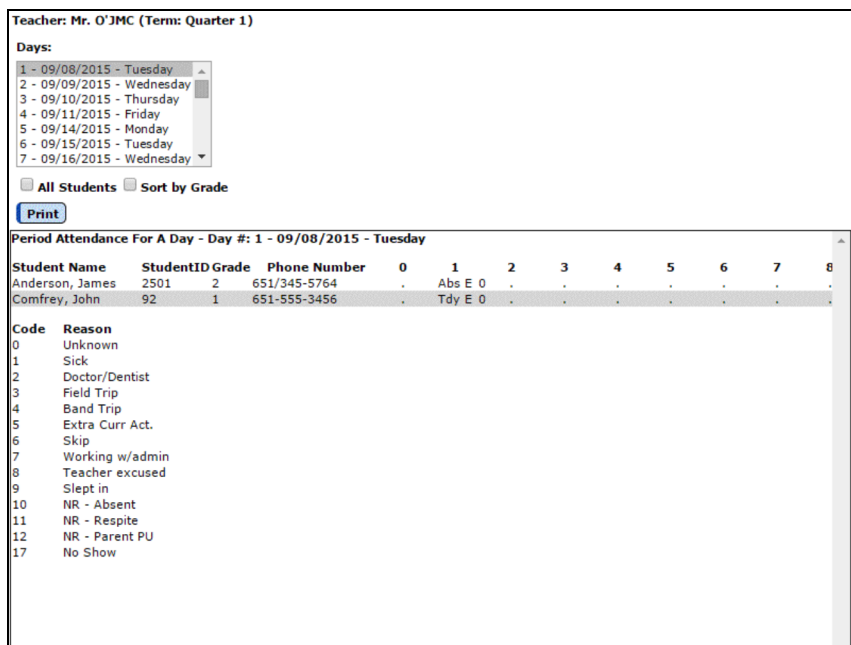
Attendance
Report for a
Period

2. Select the appropriate course from the drop down lists at the top of the page.
3. Specify the date range by choosing from the **Day From** and **Day To** lists, then click the **Preview** button to see the report. Click the **Print** button if you wish to get a printout.

Classroom Attendance –Report – For A Day

This option is used to view attendance information for a day.

1. Select **Report – For a Day** from the **Classroom Attendance** menu. The page will appear similar to Figure 57.



Student Name	StudentID	Grade	Phone Number	0	1	2	3	4	5	6	7	8
Anderson, James	2501	2	651/345-5764	.	Abs E 0
Comfrey, John	92	1	651-555-3456	.	Tdy E 0

Code Reason

- 0 Unknown
- 1 Sick
- 2 Doctor/Dentist
- 3 Field Trip
- 4 Band Trip
- 5 Extra Curr Act.
- 6 Skip
- 7 Working w/admin
- 8 Teacher excused
- 9 Slept in
- 10 NR - Absent
- 11 NR - Respite
- 12 NR - Parent PU
- 17 No Show

Figure 57:

Attendance
Report for a
Period

2. Specify the day in the drop down list at the top of the page.

All Students To show all students in the school (not just those in the teacher's classes), click the **All Student** check box.

Sort By Grade To sort the list by grade then student name, click on the **Sort By Grade** check box.

Print To print the displayed report, click on the **Print** button.

Homeroom – View Student Progress

This option is used to view progress reports for homeroom students.

1. Select **View Student Progress** from the **Homeroom** menu. The page will appear similar to Figure 58.

All Students

Print

Bernadone, Francis

Term	Period	Course	Progress Term				Teacher
Sem1	1	Language Arts	Qtr1 A		Qtr2		Mr. O'JMC
			28/30 pts = 93.33%				
Sem1	2	1st Handwriting Johnson	Qtr1		Qtr2		Mr. O'JMC
Sem1	3	World History	Qtr1		Qtr2		Mr. O'JMC
Sem2	1	1st Handwriting Johnson			Qtr3	Qtr4	Mr. O'JMC
Sem2	1	Language Arts			Qtr3	Qtr4	Mr. O'JMC
Sem2	2	World History			Qtr3	Qtr4	Mr. O'JMC

JMC Demo School

Progress Report

Student: Bernadone, Francis

Grade: 10

Advisor: Mr. O'JMC

Date: 7/16/2015

Subject: Language Arts

Teacher: Mr. O'JMC

Present Grade: 28/30 pts = 93.33% A

Assignments	Pts Poss	Date	Score	Rounded Average
	30			93.333%
End of Chapter ??'s	20	07/08/2015	15.0 = 75%	
Page 1, 1-13	10	07/15/2015	13.0 = 130%	

Legend: X = Exempt Score, LX = Late Exempt Score, LI = Late Included Score (counts as zero percent), M = Missing Exempt Score, MI = Missing Included Score (counts as zero percent), HI = Handed In Exempt Score

Figure 58: Viewing Student Progress for Homeroom Students

2. Enter the name of the student in the drop down list in the upper left corner.

All Students To show all students in the school (not just those in the teacher's classes), click the **All Student** check box.

3. To view a specific progress report for a student click on the appropriate link for that term.

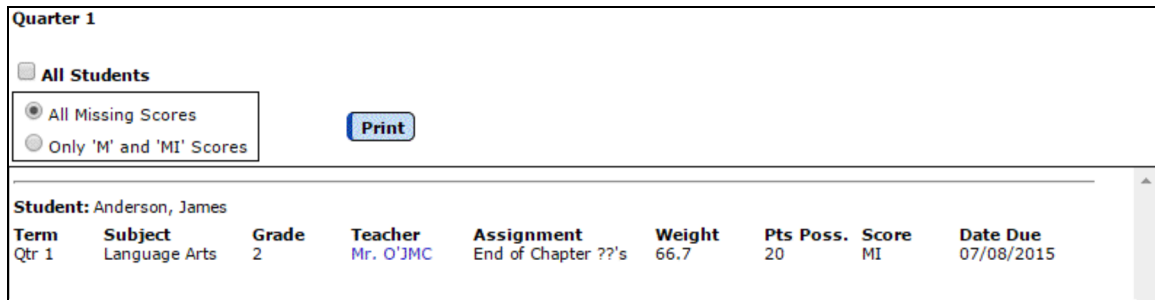
Homeroom – Missing Scores

This option is used to display missing scores for homeroom students.

1. Select **Missing Scores** from the **Homeroom** menu. The page will appear similar to Figure 59.

All Students To show all students in the school (not just those in the teacher's classes), click the **All Student** check box.

- Specify the type of report you want by selecting either **All Missing Scores** or **Only 'M' and 'MI' Scores**.



Quarter 1

☐ All Students

☒ All Missing Scores ☐ Only 'M' and 'MI' Scores

Student: Anderson, James

Term	Subject	Grade	Teacher	Assignment	Weight	Pts Poss.	Score	Date Due
Qtr 1	Language Arts	2	Mr. O'JMC	End of Chapter ??'s	66.7	20	MI	07/08/2015

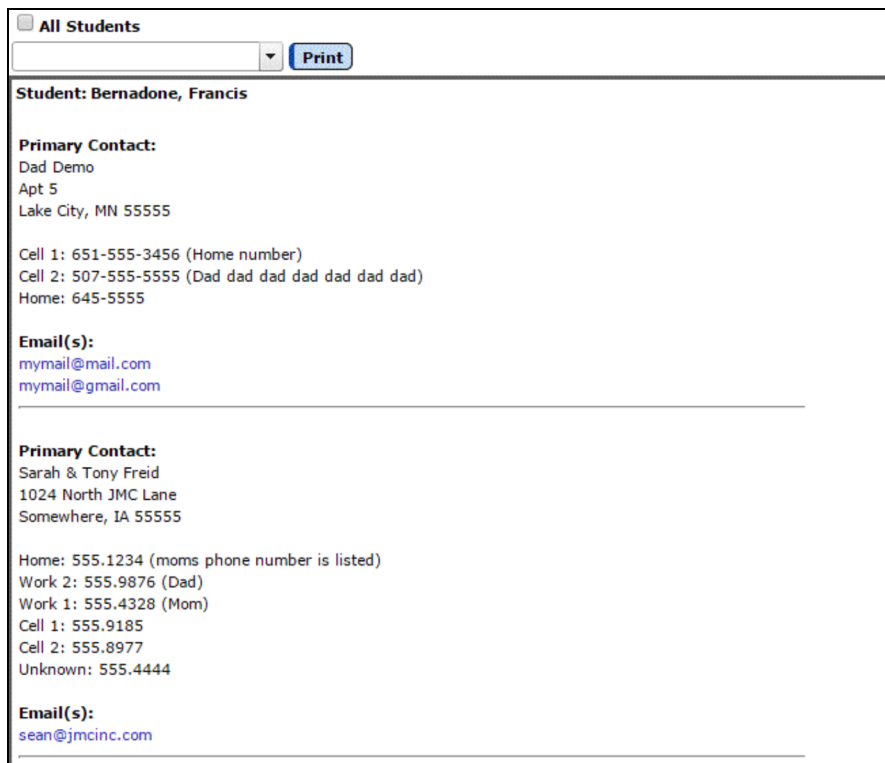
Figure 59: Missing Scores for Homeroom Students

Print To print the displayed report, click on the **Print** button.

Homeroom – Student Contact Info

This option is used to display contact information for homeroom students.

- Select **Student Contact Info** from the **Homeroom** menu. The page will appear similar to Figure 60.



☐ All Students

Student: Bernadone, Francis

Primary Contact:
Dad Demo
Apt 5
Lake City, MN 55555

Cell 1: 651-555-3456 (Home number)
Cell 2: 507-555-5555 (Dad dad dad dad dad dad dad)
Home: 645-5555

Email(s):
mymail@mail.com
mymail@gmail.com

Primary Contact:
Sarah & Tony Freid
1024 North JMC Lane
Somewhere, IA 55555

Home: 555.1234 (moms phone number is listed)
Work 2: 555.9876 (Dad)
Work 1: 555.4328 (Mom)
Cell 1: 555.9185
Cell 2: 555.8977
Unknown: 555.4444

Email(s):
sean@jmcinc.com

Figure 60:

Contact Info
for
Homeroom
Students

- Enter the name of the student in the drop down list in the upper left corner.

All Students To show all students in the school (not just those in the teacher's classes), click the **All Student** check box.

Print To print the displayed report, click on the **Print** button.
