

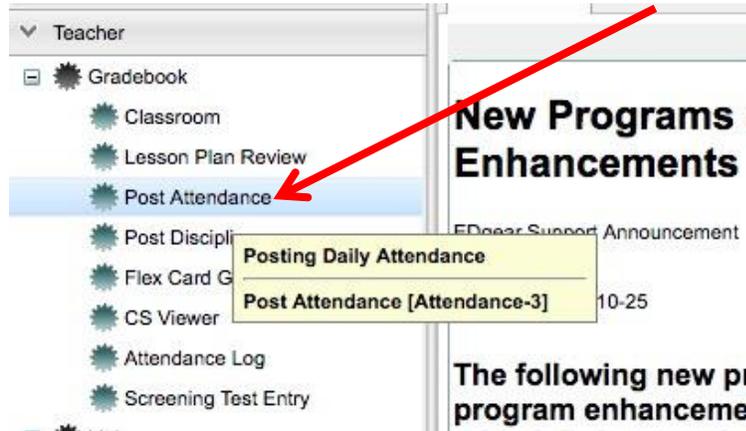
# JCampus Attendance & Gradebook

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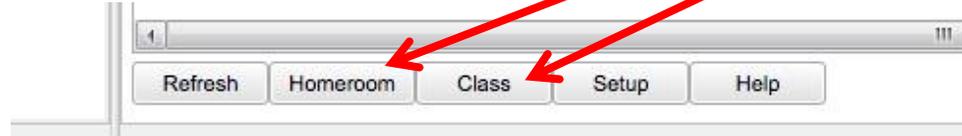
I. Log into JCampus via MCS Homepage or <https://jgrade.mcschools.net/jcampus/>

## II. Taking Attendance

a. In the homepage of JCampus click the gear icon for “Post Attendance”.

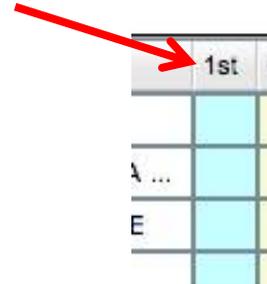


b. Once in the “Post Attendance” page, click either “Homeroom” or “Class” at the bottom to take attendance.



- If you click on Class, you will then have to choose the class period you want to take attendance (click on the appropriate class period).

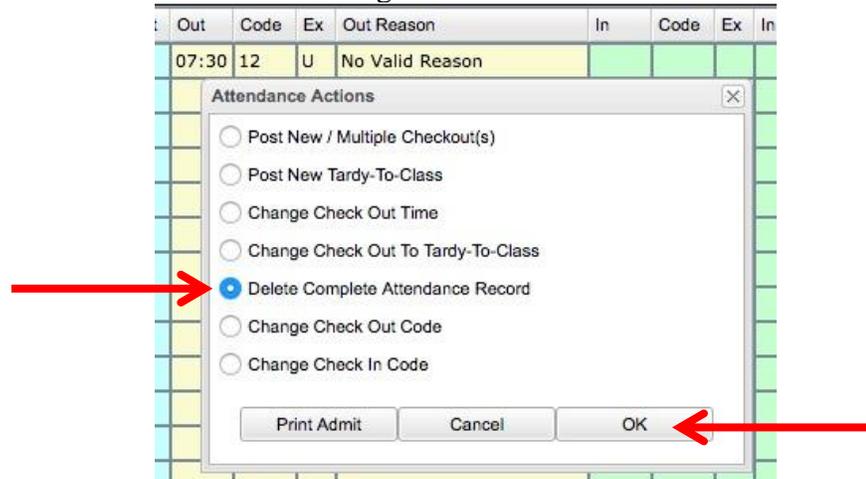
c. When taking attendance for Homeroom or 1<sup>st</sup> Period you will use the first column next to the students’ names (it’s blue and labeled 1<sup>st</sup>).



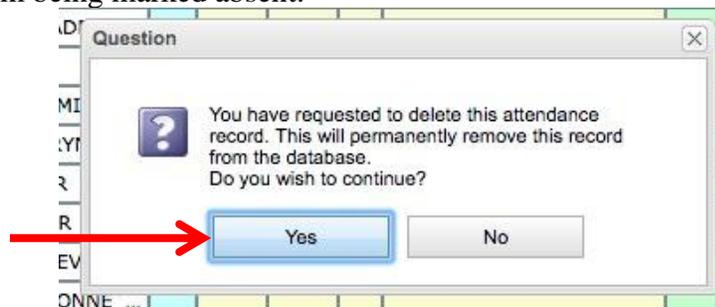
- If a student is absent either in Homeroom or 1<sup>st</sup> Period just click in the blue box next to their name, and the following will be displayed showing that the student is absent since the beginning of the school day.

	1st	Out	Code	Ex	Out Reason
		07:30	12	U	No Valid Reason

- If you accidentally marked the wrong student absent or marked someone absent who was indeed present, you can fix this.
  - Click the time stamp “7:30”.
  - You will then see a dialog box that looks like:



- Then select “Delete Complete Attendance Record” and click “OK”.
- After you have clicked “OK”, you will be prompted with the following image. Click “Yes” if you want to erase the student from being marked absent.



- When you are done with a Homeroom or 1<sup>st</sup> Period, click the “Sign Off Roll Call” button at the top of the page (you can always change attendance for students after this – just make sure to “Sign Off” when done with any changes you made).



- d. If you are taking attendance for all other periods you should be able to tell if a student is absent or in another location.
- If there is a student who is supposed to be in class, but they are not present, you can mark them as “Skipped” by clicking in the “Out” box next to their name.

	1st	Out	Code
LA ...			
IE ADELE			
E			
AS MICHA...			
FHRYN			
TAR			
JTER			

- Once you have clicked in the “Out” box, you will click “Skipped” to mark the student as skipping your class.

Value	Description
<input type="checkbox"/> 01	E Received contact from parent
<input type="checkbox"/> 02	D Dr Note Verified*
<input type="checkbox"/> 03	P In School Suspension
<input type="checkbox"/> 04	P School Business/Ed Trip
<input type="checkbox"/> 05	U Dr./Parent Note Needed
<input type="checkbox"/> 06	N Exenuating Circumstances
<input type="checkbox"/> 07	N Funeral
<input checked="" type="checkbox"/> 08	U Skipped
<input type="checkbox"/> 09	S Out of School Suspension
<input type="checkbox"/> 10	N Hospital Stay*
<input type="checkbox"/> 11	P Homebound
<input type="checkbox"/> 12	U No Valid Reason
<input type="checkbox"/> 13	U Dress code violation

Name	F	H	O	U	S	E	ND
	0	0	0	0	0	0	0

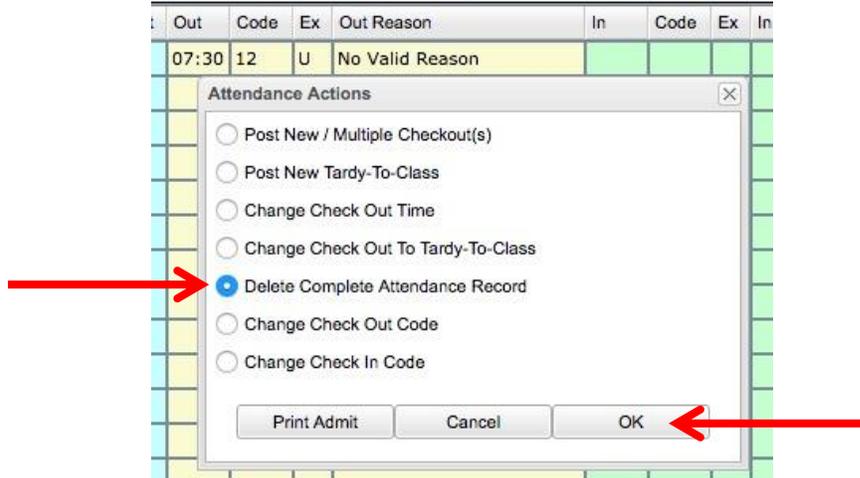
- If you accidentally marked a student at skipping and they weren't (or they come in late with a note), you can fix this.
  - First click the time stamp where you marked them skipping.

	1st	Out	Code	Ex	Out Reason	In
W		13:27	08	U	Skipped	
ET DELA ...						
IE ADELE						
E						
AS MICHA...						
FHRYN						
TAR						
JTER						

Click the out cell for Attendance Actions.

- Post New / Multiple Checkout(s)
- Post new Tardy-To-Class
- Change Check-Out Time
- Change Check-Out To Tardy-To-Class
- Delete Entire Attendance Record
- Change Check-Out Code
- Change Check-In Code

- Next, click “Delete Complete Attendance Record”.



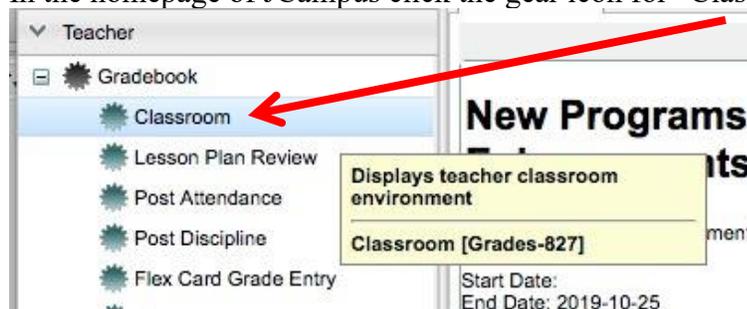
- After that, you can either change the attendance to a “Tardy” or just erase the complete record (select “No” if you didn’t mean to mark the student as skipping and/or they have an excuse as to why they were late).



- When you are done with a Class Period, click the “Sign Off Roll Call” button at the top of the page.

### III. Entering Assignments & Grades

- In the homepage of JCampus click the gear icon for “Classroom”.



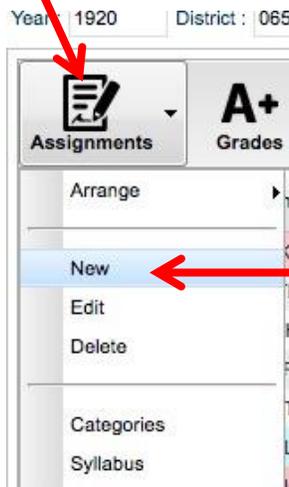
- b. First select the class period you want to have an assignment or grade.
- Click the desired class period in the “Course:” section at the top of the “Classroom” page.



The screenshot shows the top of the Classroom page with two dropdown menus. The first is labeled "Course:" and the second is labeled "Marking Period:". Red arrows point to each of these dropdown menus.

- Click the corresponding 9-Weeks the assignment goes with in the “Marking Period” section from the top of the “Classroom” page.
- c. Once you are in the correct “Course” and “Marking Period”, you can enter a new assignment.

- First click the “Assignments” tab on the left hand side of the page and click “New”.



- You can always edit an assignment later if you need to by following the same instructions, but clicking “Edit” or “Delete” if need be.

- Once you have clicked a new assignment, you will need to enter the information for the assignment (name and points)

The screenshot shows the 'Assignment Editor' window. At the top, there are three icons: Save (a downward arrow), Copy (a document icon), and Attach (a paperclip icon). Below these are several input fields:
 

- Assignment Title:** A text box containing the word 'Example'. A red arrow points to this field.
- Category:** A dropdown menu.
- Grade Post Type:** A dropdown menu set to 'STANDARD (V.5)'.
- Standards:** A text area.
- Do Not Show In Gradebook:** A checkbox that is currently unchecked.
- Maximum Points:** A text box containing '100'. A red arrow points to this field.
- Bonus Points:** A text box containing '0'.
- Weight:** A text box.
- Date Taught From:** A date picker set to 'Aug 10 2021'.
- Date Taught To:** A date picker set to 'Aug 10 2021'.
- Date Due:** A date picker set to 'Aug 10 2021'.
- Prerequisite(s):** A text area.

 Below the form fields is a rich text editor toolbar with options for font color, font size, bold, italic, underline, and text color. At the bottom, there are six buttons: Objective(s), Lesson Plan, Homework, Modification(s), Instructional, and Eval/Assess.

- You can then copy the assignment to other class periods if you teach more than one of the same class.

This screenshot shows the 'Assignment Editor' window with a 'Select Sections' dialog box open over it. A red arrow points to the 'Copy' button in the top toolbar. The 'Select Sections' dialog box contains a table with the following data:
 

<input type="checkbox"/>	PD	Subject	G..	Section	Term	School
<input type="checkbox"/>	01	SPANISH II H	09	014243	:S1:S2	014
<input type="checkbox"/>	02	SPANISH II H	09	014746	:S1:S2	014
<input type="checkbox"/>	03	SPANISH III H	09	014050	:S1:S2	014
<input type="checkbox"/>	03	SPANISH IV H	09	014233	:S1:S2	014
<input type="checkbox"/>	05	SPANISH I H	09	014134	:S1:S2	014
<input type="checkbox"/>	06	SPANISH II H	09	014178	:S1:S2	014
<input type="checkbox"/>	07	SPANISH II	09	014122	:S1:S2	014

 The dialog box also has an 'OK' button at the bottom. The background 'Assignment Editor' form is partially visible, showing the same fields as in the previous screenshot.