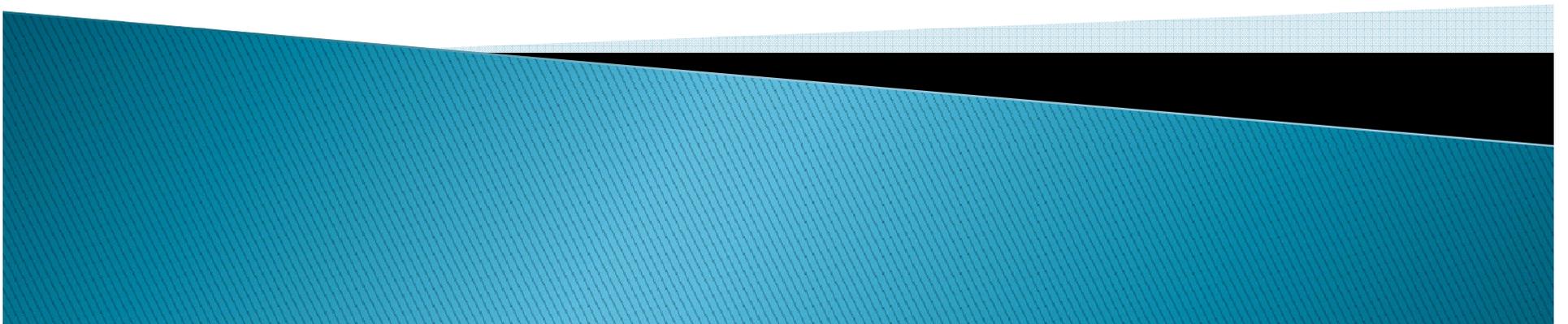


JMC & EASIER

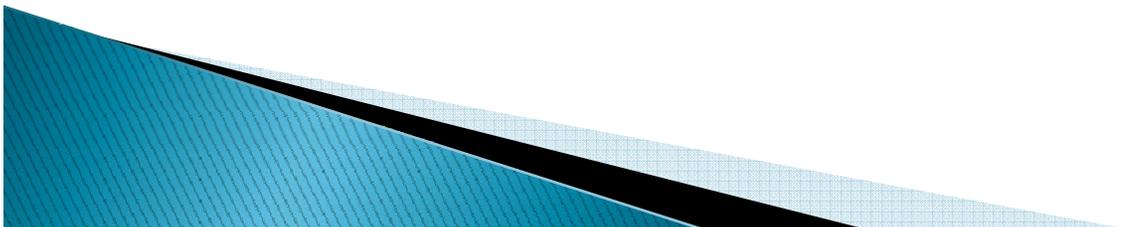
For New Users



Entering Students

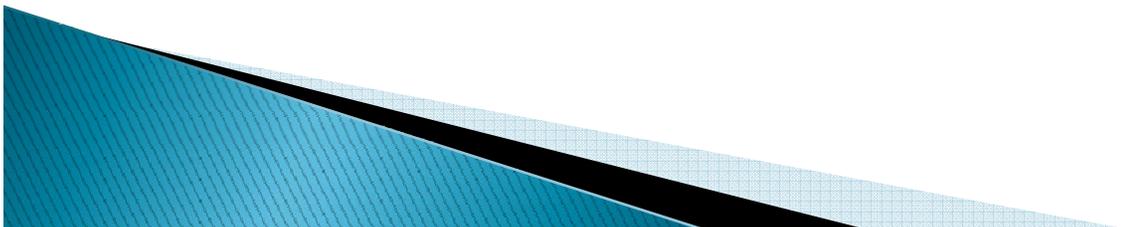
- ❑ Step 1: Attendance–Edit–Enter Student Data
 - Enter Demographics and Indicators
 - Entry Tab – Entry Date (District)

- ❑ Step 2: Attendance–Student–Add Student
 - Use correct day number
 - Enter other elements
 - Clicking ‘ADD’ updates enrollment history



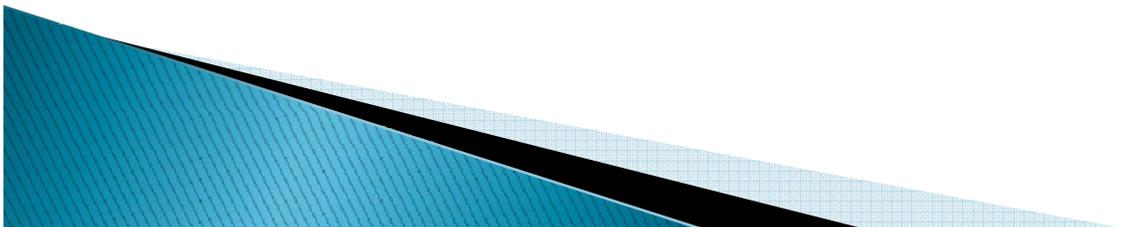
Exiting Students

- ❑ Attendance–Student–Drop Student
- ❑ Do NOT exit student in Edit History
- ❑ Use ‘cheat sheet’ for needed data elements
- ❑ Exception: Drop a Grade for Whole Grade Sharing Out
 - EASIER–EASIER–Drop a grade
 - Not required to be reported in EASIER
- ❑ Summer Transfers
 - Use Day #0 (Prior to School Year)
 - Will have 0 days enrolled and 0 days present
- ❑ Keep ‘EASIER’ box checked



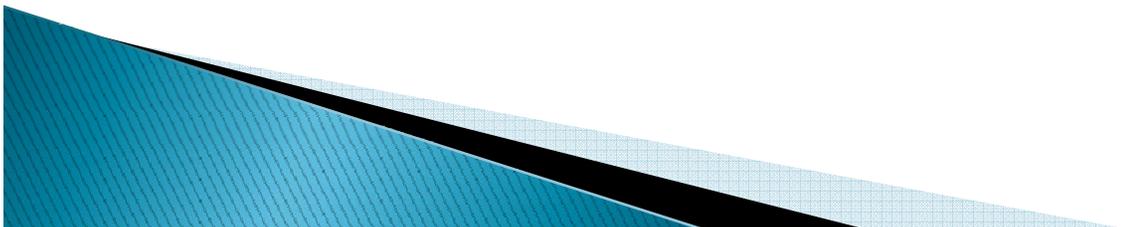
Re-entering Students

- Attendance–Student–Re-enter Student
- Use when student returns during the year
- Will not delete prior attendance
- Use when there is a change in:
 - Entry Code
 - Resident District
 - FTE
 - Foster Care
 - Residential Facility



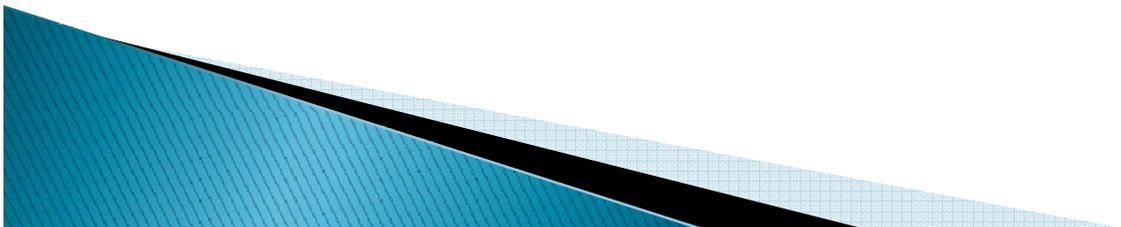
Who should be sent in Fall EASIER?

- ❑ All non-graduates who were active on the last day of school.
 - This includes students who transferred over the summer.
- ❑ All students who were either exited due to an expulsion (Exit Code 5) or illness (Exit Code 9) or interim placed (Exit Code 27) on the last day of school.



Removals – Suspensions/Expulsions

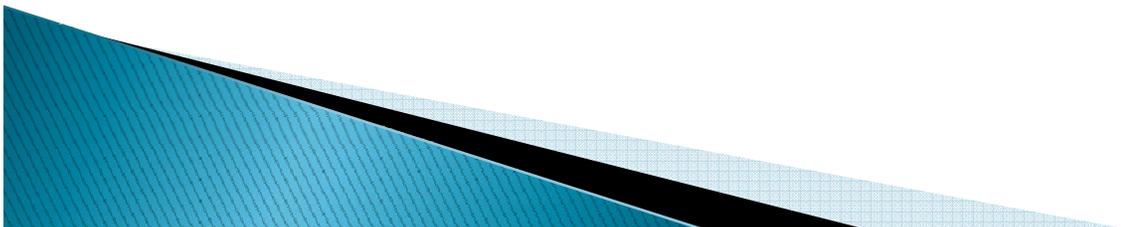
- ❑ Attendance–Edit–Edit Student Data – Removals Tab
 - OR–
 - ❑ Discipline–Data–Edit Student Records
 - Must enter info in bottom box under ‘Removals’
-
- Need to report in–school and out–of–school suspensions and expulsions
 - Do not need Saturday suspensions, detentions, etc.



Setting Up PK and Kindergarten Groups

- Attendance–Edit–Edit School Data

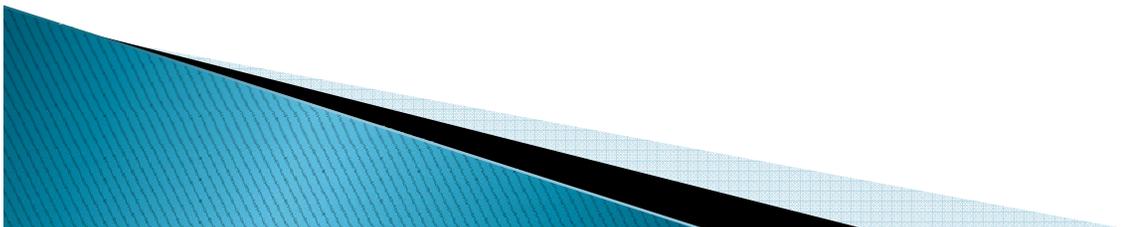
- Select the grade level groups to use for PK and Kindergarten
 - Different Kindergarten groups can have different KLA Assessments
 - May use different PK groups for PK Programs that are on different schedules
 - Set calendar for PK schedules
 - Attendance–Day–Special Days



Entering KLA Assessments

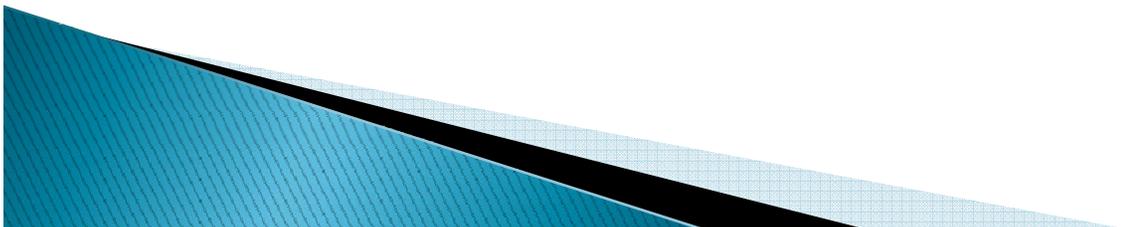
- Grades–Transcripts–Test Scores Selections
 - Select KLA Assessment in Test Category
 - Click ‘On Screen’ for the required subtests

- Grades–Transcripts–Edit Student Test Scores
 - Select student and click ‘Add’
 - Repeat for all subtests and students



Entering a New Course

- Schedules–Course–Edit Course Data
 - SCED Code
 - Common Course Number (CCN) – only for Concurrent Enrollment courses with a Community College
 - Course Delivery Method
- Grades–Transcripts–Edit Transcript Courses
 - Course Origination
 - Course Site
 - Accreditation Program Area



Entering a New Course

- ❑ District offered course
 - Only need last three items on Edit Transcript Courses page
 - Leave other items to default – they are not used
- ❑ Courses students transfer in
 - Use number >600 on Edit Transcript Courses page
 - Enter name of course
 - Leave other items to default – they are not used
 - Enter course number on Edit Student Transcripts page

