

## Beyond the Grades: Using Additional Features of JPams

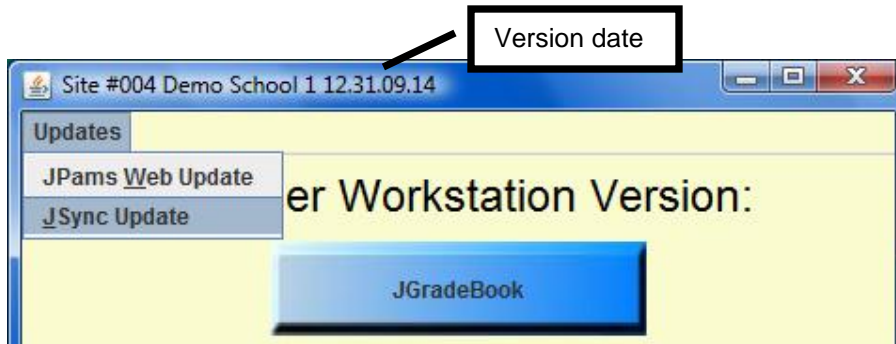
This little guide will direct the user to features of JGradebook that are not commonly used. Copies of this document can be downloaded at:

<http://jpamsguides.jjoubert.com>

Once at the website, click the link for Gradebook.

### Keep JPams Up to Date:

If the version date of JPams is way out of date, click **Updates**, then **JSync Update**.



### Run JPams Securely:

Don't want prying eyes to see your gradebook, but don't want to keep exiting and logging back into JPams? Use the **Lock Controls** feature. In JGradebook, click **System** in the upper left, then **Lock Controls**. Enter your JPams password to go back to where you left off.

### Set up Categories:


Categories help teachers, parents, and students isolate student performance on grade types such as tests, homework, projects, etc... Go to **Assignments, Categories**, then click **New**. Click **Save** when done creating the new category.

### Use the Syllabus:

Ever need a place to look at all the assignments to check over things like when assigned, how much things were worth? From the same location a user can create, edit, and copy assignments. Check it out at **Assignments**, then **Syllabus**.

### Drop / Restore Grades:

This utility is handy for situations in which a teacher wishes to show a grade, but not have it count in the average. It is also handy for situations when a student has dropped from the class, but grades still need

to be entered. To access, highlight a grade cell, then click the  icon or go to **Assignments**, then **Drop/Restore Grades**. **NOTE 1:** Be sure to always recalculate the grades when dropping and restoring grades. **NOTE 2:** When entering grades on a student who is no longer active, recalculate, then "drop" the grades so that the student remains active at the new school.

### **Drop Lowest/Highest Grades:**

I find this one is mainly handy for a situation in which a user wants to drop the lowest grade that a student made. To use, click **Assignments**, **Drop Lowest / Highest**, then **Select All**, then **Apply Drop**. Use caution with this and be sure it is OK with your Principal!

### **Communicate by Posting Conduct (Comments):**

Extra words carry great meaning. A student can have up to 5 comments per grading period. To post conduct (comments), click **Students**, then **Post Conduct**. **TIP:** Be sure to click the column label **Conduct Codes** for easier browsing of the codes.

### **Look up a Student's Schedule:**

Need to know where a student is at third period? Go to **Student**, then **View Student Schedule**.

### **Review a Student's Grades for the Year:**

Need to be able to see all of the averages for the year on a student? Click **Student**, then **Student Term Grades**.

### **Review a Student's State Test Scores:**

Need to review the state test scores, and look up the details? This is good for the upcoming SBLC meeting or great for checking on a student without having to run to the cumulative folders. Click **Student**, then **Student Test Scores**. Makes a nice print out.

### **Review a Student's Attendance for the Grading Period:**

By clicking **Reports**, then **Attendance Roll Book**, a user can see all students in the class and whether the student was absent on a given day. Days absent are highlighted in blue with a legend to help a teacher know if unexcused or not.

### **Keep Track of Attendance for a Club / Sport:**

So you're the 4H sponsor, and you want a record place to keep track of who was at a meeting or function. Here's the place for you. Give the Secretary a listing of the kids in your organization and ask her to load them up. Then go to **Reports**, **Activity Attendance**. Specify the grade range, organization, and report title and you are on your way. Note: This creates a report by the month that is saved for future reference.

### **Keep Track of the GLE's Covered This Year:**

Teachers are under a lot pressure to cover the material. There is an easy way to do checks in JPams for this. When creating an assignment, associate it with the Unit, Activity, and GLE. Then to monitor progress run either or both of the reports below:

1. **Curriculum GLE Monitor:** Go to **Reports**, then **Curriculum GLE Monitor**. This report allows a user to check which GLE's were covered in a Unit, as well as other teachers (good for departmental meetings). Averages on the GLE's are displayed, which the teacher can click for detailed grade information.
2. **Curriculum Checklist:** Go to **Reports**, then **Curriculum Checklist**. This report allows a user to pull up a comprehensive checklist of GLE's that show the date the GLE was covered.

### **Review Grade Statistics by Category:**

Want to know what is the average of the homework assignments versus the test assignments? Here's the report for you. Go to **Reports**, then **Category Statistics**.

### **Review Grade Statistics by Assignment:**

You're the math geek who loves all things numbers. This report is for you. It gives the range, mean, median, and high/low for each assignment. Go to **Reports**, then **Assignment Statistics**.

### **Produce Grade Summary Charts:**

Need to show how many A's, B's, C's on a recent test? ...or student averages? Go to **Reports**, then **Grade Summary Charts**. To print, right click anywhere on the chart, then choose **Print**. Need to save as an image for a Power Point? Right click on the chart and choose **Save As**.

### **Review Grades for the Year for an Entire Class:**

This is a handy report when meeting with students to identify who may be in trouble with failure for the course. **Click Reports**, then **Term Grades Report**.

### **Questions???**

Contact your JPams district coordinator, OR

Contact JPams Support at 800-509-7070 or [support@edgegear.com](mailto:support@edgegear.com), OR

Contact Jessie Joubert, JPams Support, at 337-230-5763, or [jjoubert2@gmail.com](mailto:jjoubert2@gmail.com)

Thank you very much!!