Set-up steps **for elementary schools only**

Information needed

1. Set up>Schools

* Info needed:
* School address
* Web address
* Phone
* NAD school code
* Email address for who will get DR error messages
* Year school opened
* Other to do:
* Skip home-school meetings, EC, four-day week,
* Select “quarters only” for elementary schools
* Confirm entrance age for K (9/1)
* Select “submit automatically every night”
* Set up custom link for students to go back to school website
* Remove acronym
* Note: In some cases the questions after “Adventist Settings” are displayed during initial setup. But sometimes they are not. If they are not, continue through steps 2-6. Before step 7 you will need to come back to this step. The Adventist questions will be visible and will need to be answered so you can choose the NAD school with the right code for each staff.

1. Schedule>Terms/Grading periods

* Start a new school year
* Info needed
* Begin/end dates for each quarter
* Other to do:
* Required setup
* 1st Q
* 2nd Q
* 3rd Q
* 4th Q
* Show on transcripts: Year Total

1. Schedule>School days

* Info needed:
* All vacation days, Sunday school days or teacher in-service days
* For each day, options are: regular, holiday, staff day, cancelled
* Note: 1/2 days are not indicated separately

1. Set up>Security

* Choices
* Recommended: Who can sign up [only entered by admin]
* Substitute teachers log in restrictions [if wanting to restrict, must be done by principal while logged in from school internet provider]

1. Set up>Online/offline

* Choices
* Select for school wide:
* Assignments
* Scores
* Grades
* Behavior log ?
* Accept late work after term ?
* Recommended: don’t check report cards (fluctuates over time) and send at the end of quarters
* Other to do: Copy link and set up on school’s website

1. Setup>Attendance

* Choices
* Remind teachers
* Limit time changes can be made
* Required to do:
* Daily attendance for elementary
* Uncheck: “only homeroom takes attendance”
* Use NAD codes as listed in quick start guide (should be autofilled)

1. Staff>Add/edit

* Info needed:
* New staff screen: Staff name, email, contact info
* Note: must include **all** employees whether they have student contact or not, and volunteers responsible for classroom instruction or doing a job typically employed
* NAD staff ID number (if they don’t have one we need to have Barry assign one)
* Birthdate: xx/xx/xxxx
* Gender
* Skip ethnicity until we have list from MAP testing
* In Data Rollup
* State certified? State? Expiration date?
* Highest degree?
* Position (from pulldown options)
* Grade levels taught
* FTE in support, teacher, admin – and are shared with another school?
* Note: must have both school ID numbers entered before this will work)
* Small school teaching principals are listed as 100% teaching
* Phone, address (for Data Rollup, not school directory)
* Is Adventist? Church where membership is held
* For volunteers
* Include anyone with teaching responsibilities or doing a job that would typically be paid
* Must have NAD ID# (send name, email, birthdate to Barry for ID#)
* In Jupiter’s staff page for “Job Title” enter “Volunteer [title of job if was paid] (e.g. Volunteer PE Teacher)
* Choose “position” on the Data Rollup screen from list that is closest (e.g. Teacher Assistant)
* Do not include SUBSTITUTE teachers
* Choices
* What phone number gets shown to parents
* What individual permissions do you want for each staff
* Teachers
* Give grades
* View grades from other teachers
* \*\*\*think about adding admin permissions
* Allow all teachers to...
* Create teams,
* Student contact info
* View test history
* View discipline schoolwide
* Admin
* Check all except Y2, S3, G4 P1 & 2 (check Ps for Prime users)
* Allow all teachers to... (same as teachers)
* Other to do
* Can choose to input volunteers and define in Groups, then can use Jupiter to send messages to groups
* Edit NCC/NAD staff
* Super for school: Teacher V, A1, G1, D
* Other supers: A1, G1
* Martha/ Barry/Carol: All admin
* Edit NAD ID#

1. Setup>Custom Fields (student profile)

* Choices
* Review fields to keep or delete
* Edit ethnicity options (NCC list is now consistent with MAP list)

1. Setup>Import/export (student data)

* Note: If importing use this order: staff, students, courses, sections, rosters
* If importing student data
* Note: Renweb “School UD ID” number is NAD ID number, (Renweb “Student ID (system)” number should be ignored. Use steps below to eliminate.)
* Edit exported CSV file to have NAD ID number only.
* Open CSV file in Excel or similar
* Copy column “School UD ID” and paste into column “Student ID (System)”
* Change column headers to: “NAD ID” and “School ID” (Result: two columns with the same ID #, but with two headers)
* Import following online steps
* Data mapping guesses in Jupiter are often correct, but check the following:
* Map NAD ID to NAD ID# (assumes you have edited and saved CSV file as above)
* Map School ID to Student ID (This will result in two fields with the same NAD number. Redundant, yes. Useful, yes. Because this will keep Jupiter from autofilling the second field with a Jupiter-generated ID# that may erroneously get picked up by Data Rollup and cause errors.)
* Check that Contact 1 and Contact 2 fields remain consistent (not mixing parts of first contact info with parts of second contact info)
* Confirm data with principal and fill in blanks
* Use ethnicity list from MAP testing
* Ignore odd typos since MAP input is case sensitive and this is the list as entered in MAP (apologies to OCD people like me)
* Emergency contacts
* If entering, info needed
* Name: first, last, preferred
* Student contact info
* NAD ID # (input in both ID # and NAD ID# fields)
* Ethnicity
* Parent/guardian names and contact info
* Emergency contacts/pick up
* Check Data Rollup for students
* Check for appropriate school
* Default enrolled since: first day of school, Fall 2020
* Residence
* Proof of birth
* Denomination (student/parent)
* Physician name & phone
* Immunization verification date

1. Setup>Grading defaults

* Info needed:
* School’s grade scale (grades 3-8) by percentage
* Note: input K-2 under each teacher’s setup
* Note: don’t lock grade scale so K-2 can be different (set by teacher)
* Other to do:
* Remove A+
* Required: Cumulative [weighted average, precise]
* Required: Show grades by default: [Q1, Q2, Q3, Q4]
* Categories –– ask if wanting to use categories for the 4 main domains in Language Arts
* If yes, DON’T change this here as it will affect all subjects. Change in sections for each teacher.
* Choices:
* What is shown to parents/students online
* Assignments are worth [point values, or single, double, etc]
* Special marks
* Categories
* Cumulative: show quarters

1. Setup>Standards

* Note: These have already been set up for SDA standards. Don’t edit skills or skill number.
* If creating new standards for standards-based grading that melds CC and SDA standards
* Open standard with the most components and click “new”
* Opt to create new from copy of opened standard
* Rename [subject name, Standard, grade level]

1. Schedule>Courses (already set up for core)

* Info needed:
* Any elective or additional, non-core classes?
* Other to do (for each additional, course):
* Create Course name and code as auto
* Remove T, C, Q
* Choose SDA standard
* Duration: all year
* Credits: 1
* Leave blank: gpa, grad req, capacity, fee, order
* Other to do for elective courses
* Standards: none
* Choose a subject: elective

1. Schedule>Sections

* Choices:
* How to split grade levels for each subject
* Steps
* Drafts
* Click blank
* Other to do:
* Pick 1st quarter
* Choose teacher
* Choose course
* Section #: [auto]
* Tab: abbreviation and grade level (will display in teacher’s gradebook as identifier)
* Skip the rest
* Use Add students tab to the upper right
* Other to do at the end
* After adding all Q1 sections, change from draft to non-draft with “publish”
* After publishing go back to sections to “set this teacher as homeroom for all students in this class” to enough classes to get all students on the daily attendance roster for that teacher (e.g. a K section, and a 1-2 section, and a 3-8 section)

1. Teacher mode>Setup>Grading (after importing students and setting up courses, help principal teacher do this teacher-based setup, including grading defaults for K-2)

* Can only be done in teacher mode
* Either have teacher log in and walk them through it
* Or, after a teacher has logged in at least once,
* Setup>grading
* Choose ESN (not with +-)
* Set up categories if wanted
* Remember option for using categories for the primary domains in language arts (should be 25% each)
* Reading
* Writing
* Speaking and Listening
* Language (conventions, grammar, spelling, vocabulary

1. Schedule>Sections
2. Staff>Edit/Add

* Other to do (after all other setup done): Click “send links” button in upper right corner

1. On school’s website:

* Add link to Jupiter parent log in to school site

1. Optional setups

* Setup>Comments –– list of shortcut comments, teachers can choose these to show on report cards
* ???Barry: instructions don’t work until after gradebook/students?
* Setup>Discipline & Log –– list of discipline issues, can customize, can add good behavior
* Note: read instructions on all the places to control how this is shared and with whom
* Carol’s bias: don’t use this, personal touch is critical

1. Student data to import from Renweb export

* See screenshot for fields

https://docs.google.com/document/d/18Mpz7fcYHujPnYrQ3jZi36NeX6RDMUDPQW9V0VnCG-c/edit?usp=sharing

https://drive.google.com/drive/folders/1XMfrpDhpZBWAE1b9EVPzG-eW1zE1lTdy?usp=sharing

https://drive.google.com/drive/folders/1JPAPuWzkkNX4x9ioKSAjZUxSXNZ4viI8?usp=sharing