

JMC IP GradeBook *At Home*

August 2007

This document is updated for 2007-2008. Subsequent school years will use new versions of the IP GradeBook program and connect to a new network address.

Almost all teachers at school are now using the JMC GradeBook program to track assignment scores and assessment results, but you might prefer to enter assignments and scores from the comfort of your home. You always have the option of grading assignments at home and recording the results in your paper gradebook (also required for all teachers to provide a backup) and enter the data when you return to school, but now you may also use the IP GradeBook from home.

What's "IP," Doc?

The key to our use of the JMC product is its "IP-ness" – it relies on data communication using the "Internet Protocol," hence "IP." Before you can even *think* about using the GradeBook program from home you will need your own internet service. If you use a broadband service (e.g. cable or DSL) then you will see a short delay starting the program (compared to use on the school's network); if you use a telephone dial-up service, then I expect that you will see a *long delay* between the time when you start the program (or when you start the "Office to Teacher" process) and the time when you can do anything in the program. This delay is because the program copies its current data files from the server to your computer for use, then back to the server for storage, and the transfer is slower on dial-up than broadband.

Download the Program

JMC, Inc. offers the IP GradeBook program for free download – it can't be used unless the server and data are available at school. (A complete manual and training videos (in QuickTime) are also available for free download.) Just start your web browser (e.g. *Internet Explorer*) and go to www.jmcinc.com

JMC GradeBook at Home

JMC Home Page - Microsoft Internet Explorer

Address: <http://www.jmcinc.com/>

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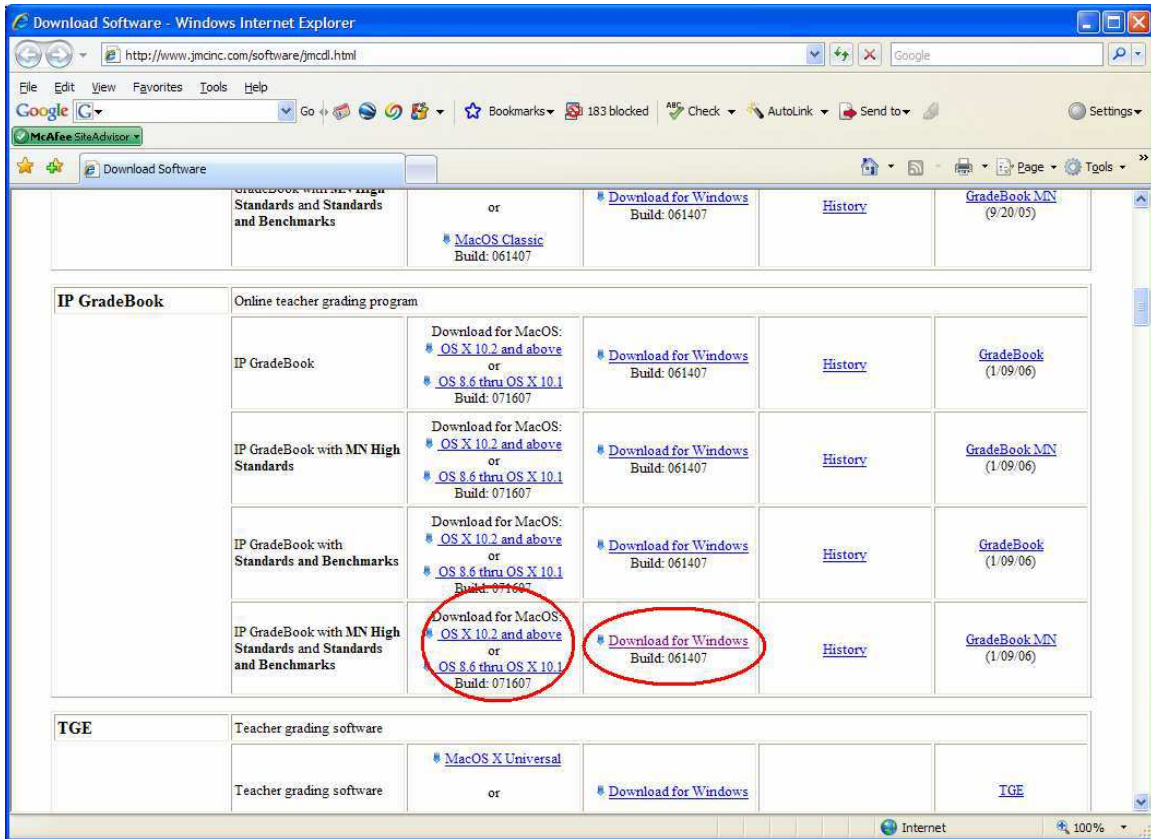
For Sales Information E-mail: sales@jmcinc.com

Under “Client’s Corner” click on “**Download JMC Software/Documentation**”. This should take you to their software and documentation download page:



Scroll down this page past the “Office” and “Online Software” rows (pictured above), past the “GradeBook” row to the “**IP GradeBook**” row (below):

JMC GradeBook at Home

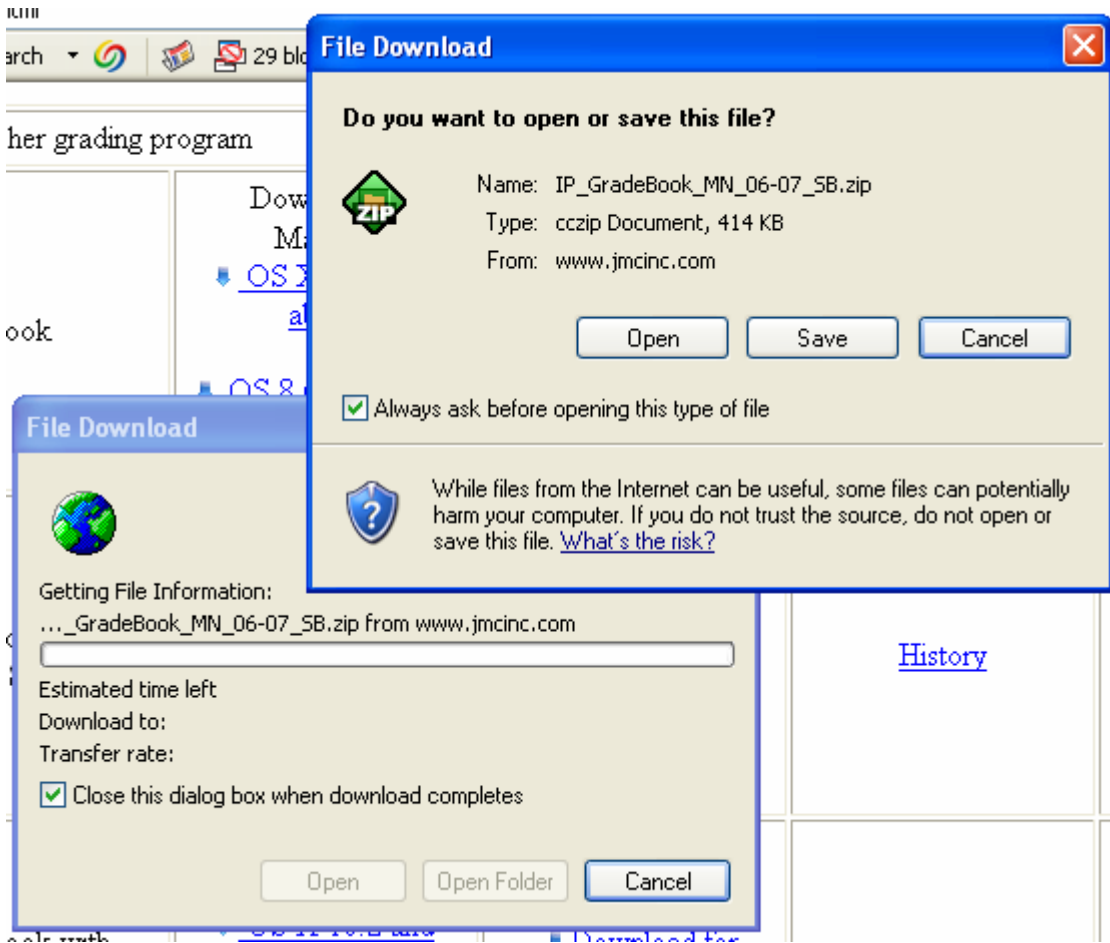


In the sub-row “IP GradeBook with MN High Standards and Standards and Benchmarks” click on the link “**Download for Windows**” (unless you are using a Macintosh, in which case you’ll use the appropriate Mac link for your operating system version).

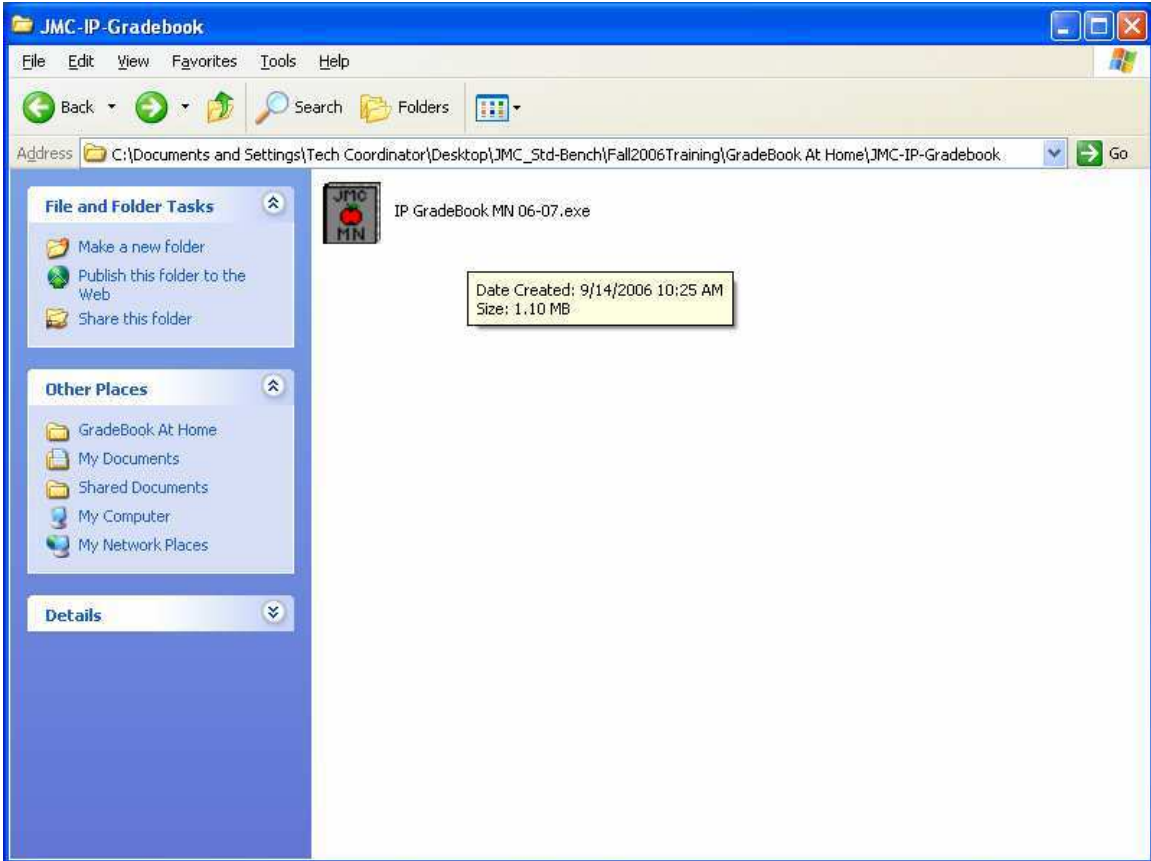
This is also where you can download the complete manual. Just click on the “GradeBook MN” link at the right end of this row for a copy of the “GradeBook_IP_0506_doc.pdf” file, the current manual.

You will have an option to save or open the downloaded ZIP file (or HQX for Mac users); select **Open** and wait while the file is transferred. (Your actual windows may differ from those following, depending upon the ZIP support programs you may have installed on your home computer.)

The 2007-2008 download is named IP_GradeBook_MN_07-08_SB.zip, and “IP GradeBook MN 07-08.exe” is the program name of the file in the archive.

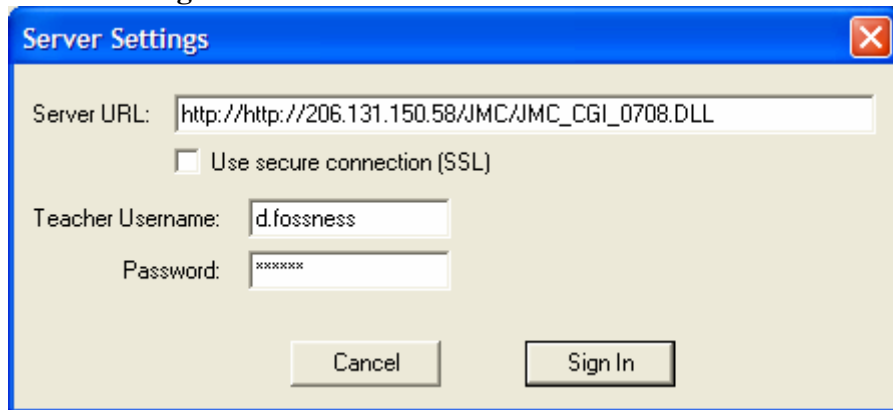


Extract the file into its own folder, e.g. **C:\JMC-Home**; open the folder and you should see just the GradeBook program, "IP GradeBook MN 07-08.exe".



Starting the GradeBook Program

Open the program file (you can close your web browser if you wish) and you'll need to enter the **Server Settings**:



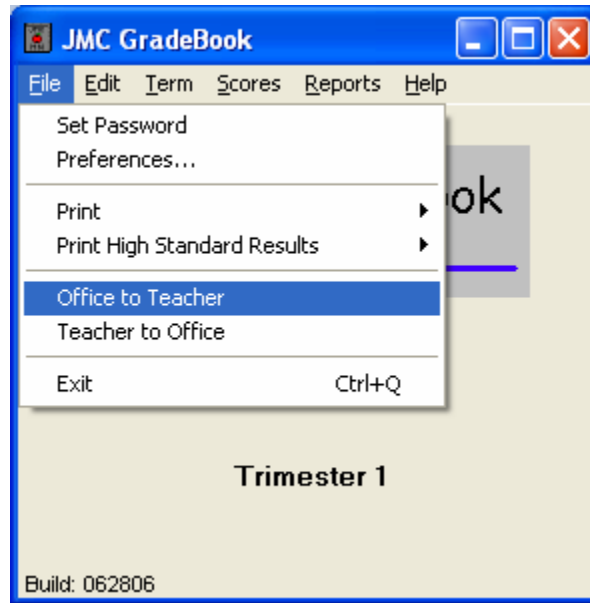
Away from school you need this "Server URL:"

http://206.131.150.58/JMC/JMC_CGI_0708.DLL

Enter your “Teacher Username” and “Password” just as you would at school and click the “Sign In” button.

Office to Teacher

If this is the very first time you’ve run the GradeBook program for this year, or you think your assigned courses or students may have been changed in the office, then you’ll want to run the “Office to Teacher” process. *If you know your courses and students have not changes, then it is safe to skip this step.*



After you’ve successfully entered the Server Settings, including your username and password, you may open the “File” menu and select “Office to Teacher” for updated office information including the courses assigned to you and the students enrolled in each course.

If a student is removed from one of your courses by the office, then this process will remove them from your GradeBook, and all of his or her assignment scores will also go away – even if he or she is just moving to a different period for the same course, or shifting from the “regular” course to the “honors” course in the same period. Be sure that your paper gradebook is up to date before performing this operation.

Depending upon your connection speed this process may take several minutes. You’ll see a progress bar followed by a completion message.



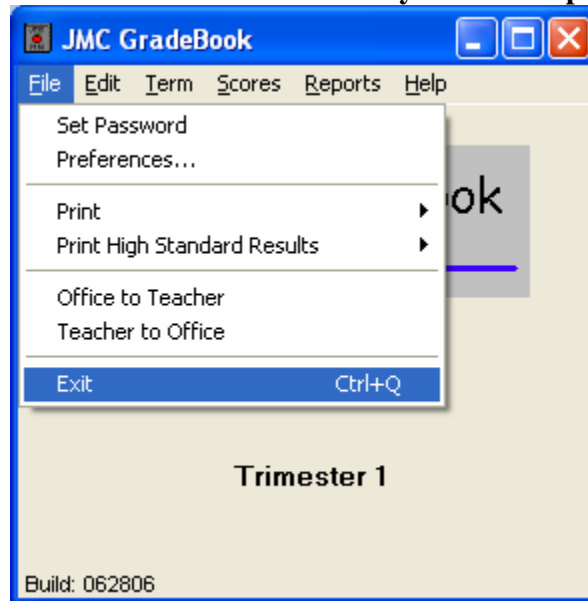
Operation

The operation of the program is exactly the same as at school.

You may disconnect from the internet (if you are using a dial-up service) while you enter Categories, Assignments, and Scores. You must be connected to the internet to send Progress Reports, Report Card Grades, or perform the “Office to Teacher” or “Teacher to Office” operations. **You must also be connected to the internet when you exit the program.**

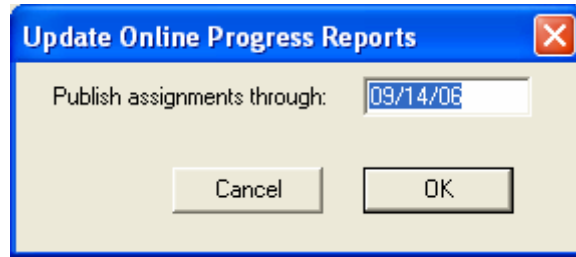
Quit or Exit the Program

You must also be connected to the internet when you exit the program.



As I mentioned earlier, the program stores your gradebook data on a server at school, which is why you can operate it from home or school without carrying the data back and forth on a disk. Of course, this means that the program must be on the internet to send any changed data back to the server.

The second important reason to be on the internet when you quit the GradeBook program is to “Update Online Progress Reports.”



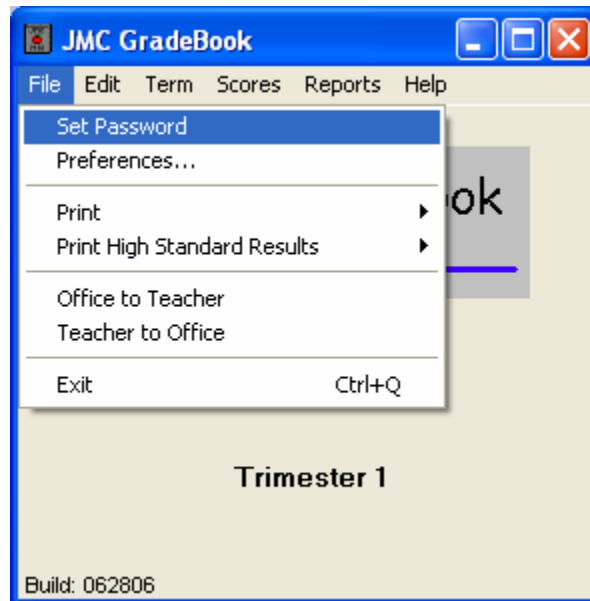
As discussed elsewhere, this is the mechanism by which your Categories, Assignments, and Scores are made available to your students' parents or guardians.

Remember that you can select a past date to hide incomplete score entries, or select a future date to give parents a warning about upcoming assignment due dates.

The program will display a progress window while it transfers files back to the server. When this completes then you may disconnect from the internet if you wish.

Passwords

You may decide to change your password while using the program. Just open the "File" menu and click "Set Password."



Enter your new password in the space provided and click OK.

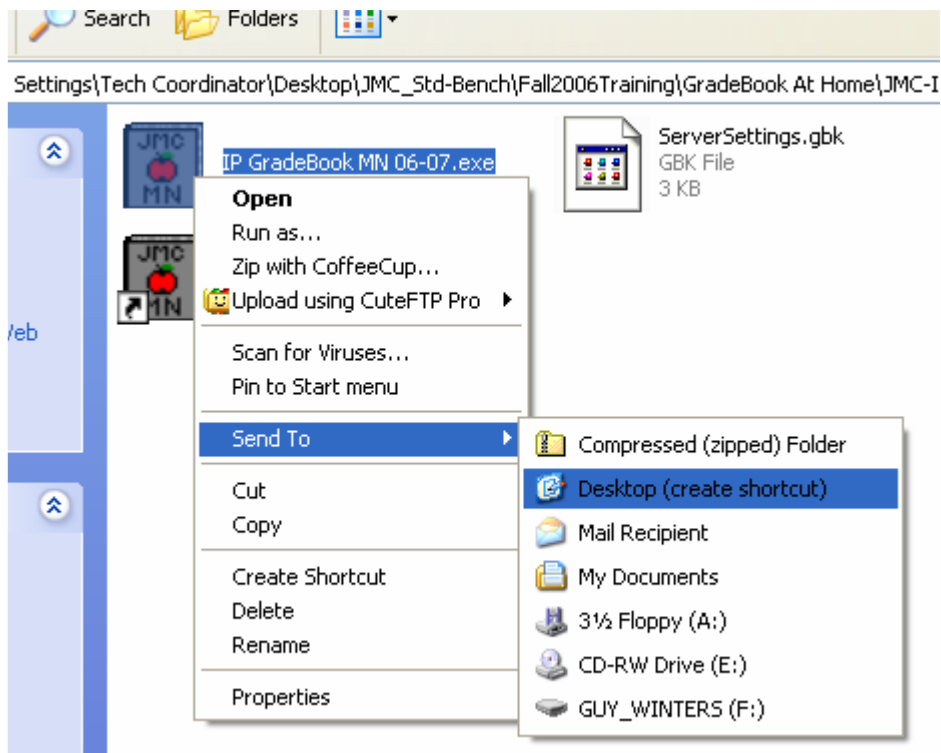


As you enter the new password the program will display only “*” for each character, as you have probably seen in other programs. This will also be the password you will use from your computer at school. (Occasionally the password change may be “lost,” so you might try your previous password if you get a logon error.)

If you lose or mistype your new password check with the school’s Tech office for assistance.

Desktop Shortcut

In Windows you can easily create a GradeBook shortcut on your desktop. First, open the Windows folder in which you installed the GradeBook program, e.g. C:\JMC-Home



Right-click on the program (IP GradeBook MN 0708); the file extension (“.exe”) may not be visible on your computer. From the menu select “Send To” and from the submenu select “Desktop (create shortcut).” The “JMC MN” apple icon should now appear on your desktop, with the little shortcut arrow on it.

You may wish to change the name of the shortcut on your desktop (by default it is “Shortcut to IP GradeBook MN 0708...”). Just right-click on the shortcut on the desktop and select “Rename” from the menu. The shortcut name will be highlighted and you can type a new name, e.g. “0708 GradeBook”.

Conclusion

The JMC IP GradeBook allows the flexibility to operate the program from your home or school computer as long as it connects to the internet. Unlike previous versions used by some of our Secondary teachers, the IP version keeps data synchronized between home and school by storing the data on the school’s server. This program also provides parents with any-time progress reports through the Parent Online Module.

Home use of the GradeBook program is optional for any teacher. You may choose to use your paper gradebook at home and perform the data entry only at school. If you choose to use the program from home you will find most of the necessary resources at JMC’s website, including their training videos and manuals. You may also find helpful documents on the school’s website in the “Staff Resources” webpage.