



## JVS Integration Step by Step

### Change Log

Date	Section Number/Name	Change Description
8/16/2016	Entire doc	Updated with changes from the 16.1 Release
1/22/16	Secondary steps for JVS – Task #1	Suggestions from ticket
04/01/2015	Entire doc	Suggestions from training
03/16/2015		Doc created

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## **Introduction**

### ***Terminology used in this document***

The following terminology will be used throughout this document to refer to the building at the JVS or the home school building:

**JVS Clone** – The JVS clone building is the building set up at the JVS to clone the Home School Satellite Building.

**Home School Satellite** – The Home School Satellite refers to the actual location of the satellite course. Satellite courses are housed in regular districts.

The purpose of JVS Integration is to ease the burden on the JVS to report courses and students attending JVS courses which are housed in the student's own home district. These types of courses are called Satellite classes. The JVSD is the employer of the teacher, therefore, they have the responsibility of reporting all information related to these classes even though they are housed in another district. The JVS Integration process will:

- Update student demographic information for students in the JVS Satellite classes for reporting by the JVSD
- Maintain course sections assignments for these students in the JVS Clone buildings

The integration process will be set up at the ITC to run at scheduled intervals to look for changes in demographic information or class assignments only in JVS classes and will update the JVS clone to mirror the Home School Satellite.

## **Preliminary steps for ITC**

### **Task #1 – Submit ticket requesting JVS Satellite buildings be created in the database for the future school year**

A 1:1 relationship between the Home School Satellite and the JVS Clone is required. For example, if both the middle school and high school within a district

offer JVS satellite courses, you need to create a separate JVS Clone building for each.

Once the JVS Clone buildings are created in the database, they can be seen in the school dropdown under the JVSD after you logout and back in.

## **Task #2 – Create a JAMS job to run the SoftwareAnswers.JVSIntegration console application**

Please see the JVS Integration Installation Instructions found on the SA Portal. The job can be setup to run once nightly or at any other time interval you choose.

**\*\*** You will want to turn off the ethnicity sync portion of the process. If the ethnicity sync is turned on, the ethnicity from the Home School Satellite will be synced to the JVS Clone. Currently, if the home school has a value of “\* - Not recollected” but the JVS has the student with an actual ethnicity value, the actual ethnicity value would be overridden with ‘\*’, which would cause an error in reporting the data.

Turn off the ethnicity sync (Hispanic/Latino, Racial Group(s) and Summative Race values) by passing the following command argument:

- a. Open a command prompt.
- b. Enter the following: “C:\JVS\SoftwareAnswers.JVSIntegration.exe – SKIPETHNICITYUPDATE”

**NOTE:** the “C:\JVS\” portion of the command should indicate where ever you have your application files stored on your server and may not be in a JVS folder.

# Secondary Steps for JVS Clone Buildings

## Task #1 – Perform the following setups in each new JVS Clone buildings for the future school year

The purpose of the Clone building is to make it look just like the Home School Satellite building. Each of the following items need to be completed in each JVS Clone.

- a. **Run Calendar Wizard & SYI Tasks** – Run Calendar Wizard at the new JVS Clone building with the same Master Calendar start and stop dates and Reporting Term start and stop dates as the home school Satellite building.

**Note:** If you pick STD Standard Day for the Rotation Days, and you want to take period attendance at the JVS Clone building, you will need to edit the Day code in SI and change it to a 2-character value (such as MO for Monday) because GradeBook only allows 2 characters in that field.

Also, create Periods of the Day to tie to the course section meeting times. If a student is taking 3 Satellite classes, you will need 3 periods. If using period attendance, the periods in Periods of the Day Maintenance need to have start/end times.

When running SYI tasks in the future year, select to copy from the current year. You do not need to map the course terms after the 2<sup>nd</sup> set of tasks.

- b. **Create Default Schedule Result Set**
- c. **Add Building Grade Levels** – Add applicable grade levels for the JVS Clone building on the Building Grade Levels Maintenance page.
- d. **Add a Sub-Calendar** – Add a sub-calendar on Sub-Calendar Maintenance. This sub-calendar should mirror the calendar at the Home School Satellite that Satellite students are assigned to.
- e. **Create Course Terms** – Create course terms on Course Terms Maintenance for the corresponding satellite sections
- f. **Create Periods:** Verify at least one period of the day was created during Calendar Wizard – if not, create one period on Master Calendar Periods and link it to each day of the week on Periods of the Day Maintenance. If a student is taking 3 Satellite classes, you will need 3 periods. If using period attendance, the periods in Periods of the Day Maintenance need to have start/end times.
- g. **Add Teachers** – Manually enter teachers teaching JVS satellite courses into the new JVS clone building. Ensure they have a job function of Teacher on tab 2 of their account.

- h. **Add Room**– Create a room to be used on all of the satellite course section meeting times on Rooms/Locations Maintenance page.
- i. **Add Local Ethnicity Codes** – Manually enter local ethnicity codes that mirror the home school, or ask the SSST DBA to copy the home school’s local ethnicity codes to the JVS clone building. If the JVSD’s Local Ethnicity codes are configured at the district level, they will appear at the new JVS clone building. The Local Ethnicity code used at the home school Satellite must match the Local Ethnicity code used at the new JVS Clone Building.
- j. **Add Student Status Codes**– Add at least one Student Status code.
- k. **Add Courses** – Manually enter courses with a course type = Class (they do not have to match the course code at the home school Satellite), or ask the SSST DBA to copy the course catalog from the home school satellite to the JVS clone building. **Please note:** You don’t need the entire course catalog from the corresponding Home School, you only need the JVS Satellite courses. **NOTE:** Courses at Home School must be type = *Satellite*. JVS Clone building courses must be type = *Class*.
- l. **Add Course Sections** – Create course sections at the new JVS Clone building that correspond to the course sections in which the students are enrolled at the home school satellite.
- m. **Add Period Absence Types** – Add period absence types for unexcused, excused, non-absence, and partial absence.
- n. **Configure DASL Options (Scheduling tab)**– Select a Default Calendar and Final Schedule Result.
- o. **Configure Registration Defaults**

## Task #2 – Turn on JVS Integration at each JVS Clone building

1. Navigate to: **StudentInformation » Management » School Administration » School Building Administration » School Demographics.**
2. Select the *JVS Integration On* checkbox
3. Select the school from the *Select JVS Satellite school* drop-down list where students will be taking JVS satellite classes.
4. Clear the SI Cache.

Progress Book On:	<input type="checkbox"/>	
JVS Integration On:	<input checked="" type="checkbox"/>	Select JVS Satellite School: * - MT. HEALTHY HIGH SCHOOL ▼

## Task #3 – Turn on JVS Integration at each Home School Satellite

1. Navigate to: [StudentInformation](#) » [Management](#) » [School Administration](#) » [School Building Administration](#) » [School Demographics](#).
2. Select the *JVS Integration On* checkbox
3. Select the clone school from the *Select JVS Satellite school* drop-down list where Home School Satellite students and classes will be cloned.
4. Clear the SI Cache.

JVS Integration On:	<input checked="" type="checkbox"/>	Select JVS Satellite School: *	- Z-MT. HEALTHY SATELLITE
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## Task #4 – Use the Student Transfer process to register Satellite students into JVS Clone building

Each student attending satellite classes must be enrolled in the JVS Clone building before any information may be synced from the Home school satellite building.

## Task #5 – Map home school satellite courses to courses at the JVS Clone Building

1. Navigate to: [StudentInformation](#) » [Management](#) » [School Administration](#) » [JVS CourseSection Map](#).
2. The courses on the right side are the JVS Clone building courses that are marked as type = Class. Courses in the dropdowns on the left are the Home School courses with a course type = Satellite.
3. Choose a corresponding Teacher, Course, and Section on the left for each Satellite course.

## Attendance Options for Satellite Students

A JVS has two options for entering Satellite Student Attendance for EMIS reporting.

### Option 1:

Set up a sub-calendar at the JVS Clone building that is a mirror of the Home School calendar, including all non-attending days and EMIS exceptions. Teachers take period attendance in the JVS Clone School's Gradebook or in the JVS Clone Building's Teacher Menu. ATTUPEMIS will run nightly to calculate the student's attendance on the FS Attendance tabs. Continue onto Task #6.

### Option 2:

JVS has to manually enter Satellite Student Attendance on their FS Attendance tabs in the other Entity Attendance fields when an FS record closes and the end of the year. Skip Task #6.

## Task #6 – Configure Attendance options at each JVS Clone building

To avoid having to manually enter JVS Satellite attendance when an FS record closes or at the end of the school year, teachers will need to login into Gradebook or SI Teacher Menu and take period attendance at the JVS Clone Building. The configuration below allows the district to indicate what percentage of JVS satellite courses in a day the student must miss in order to be marked as a half-day or full-day absence.

**Using the Attendance feature requires the JVS to maintain a Satellite sub-calendar that is marked as Report to EMIS and contains the same EMIS Exceptions as the home school calendar.**

Ensure the ITC is aware the building is now using Period Attendance. After the Period Attendance script runs for the ITC, Teacher's class lists will be updated with student's schedule changing.

1. Navigate to: **StudentInformation** » **Management** » **School Administration** » **DASL Options**.
2. Use the Course Section Info tab to create a separate ad hoc membership for each "old" satellite section.
3. Set up your desired **Period Threshold** and **Unexcused Period Threshold** with both a **Half-Day Absence Percentage** and a **Full-Day Absence Percentage**.

Default Types:	Partial	Absence
Default Absence Type:	TARDY	EXCUSED
<input type="radio"/> Default Thresholds:	Half-Day Absence	Full-Day Absence
Period Threshold:	0	0
Unexcused Period Threshold:	0	0
<input checked="" type="radio"/> Default Thresholds:	Half-Day Absence Percentage	Full-Day Absence Percentage
Period Threshold:	50 %	75 %
Unexcused Period Threshold:	50 %	75 %
Period to Daily Conversions:	Half-Day Absence	Full-Day Absence

Example 1 – Student with even number of JVS satellite courses

- Full-Day Absence Percentage set at 75%
- Student has 4 JVS satellite courses in a day
- Full-day absence threshold:  $.75 \times 4 = 3$  courses
- If student is absent for 3 courses, student is marked as full-day absence

Example 2 – Student with odd number of JVS satellite courses

- Full-Day Absence set at 75%
- Student has 5 JVS satellite courses in a day
- Full-day absence threshold:  $.75 \times 5 = 3.75$  courses
- System rounds down to 3 courses
- If student is absent for 3 courses, student is marked as full-day absence

## **After the JVS Integration job runs the following items will be updated:**

### **Course Section Assignments**

1. After the JVS Integration job completes for the first time, any satellite courses the student is taking at the home school satellite will appear on the student's Course Section Assignment's page at the JVS Clone building.
2. On subsequent runs of the JVS Integration job, if the following scheduling transactions are performed at the home school satellite, the student's schedule at the JVS Clone building will reflect that change after the JVS Integration job completes:
  - a. Adds
  - b. Drops
  - c. Removes

\*\*For Transfers, you must manually drop the old course at the home school and add the new one



Rerun CTRMEMIS in update mode for Period L to pick up any roster changes.



## Student Demographic Data

If a change is made to any of the following demographic fields at the home school satellite, the same field will be updated on the student's profile at the JVS Clone building after JVS Integration job completes:

- First Name
- Middle Name
- Last Name
- Gender
- Birthdate
- Local Ethnic Category
- Hispanic/Latino\* (currently unavailable)
- Racial Group(s) \* (currently unavailable)
- Summative Race\* (currently unavailable)
- Native Language
- Home Language
- Address of Residence
- Mailing Address

### Reminders:

- Students must be enrolled in both the JVS clone building and the home school satellite building.
- Student's SSID must be the same in both schools.
- The Student's Home School IRN at the JVS Clone building must match the Attending Building IRN field on the FS tab at the home school satellite.



Periodically run the Student Verification to check for any new errors.