

# Web Based JUMS

## PART Report: (Due to Brigade Headquarters- 15 June)

1. Ensure that you have created a Service Learning Event on the Events Unit Manage page.
2. Ensure that all cadets that participated in the event are link to the event.
3. Minimum of 15 cadets and 1 Instructor has to participate in the event for at least 11 hours to receive full credit on your Unit Report. Include all classroom/preparation time in the total hours.
4. When creating this event make sure that you hit the down arrow on the Unit Report Help Gold Bar to ensure that you are meeting all the requirements.

## How to create a PART Report

- From the top menu bar, mouse over the **Manage Unit** tab; mouse down to the **Upline Reporting Data** link, and select the **P.A.R.T Report** link.
- On the P.A.R.T Report Information page, select the School Year from the drop down list.
- Under Success Stories, enter the total number of students receiving the President's Student Service Award and any Testimonial(s) you wish to enter.
- Under Partnered Organizations, check all that apply.
- Enter the total number of Partnered organizations on all service events.
- Scroll down the page...
- Under Adopt-a-School, click on the **Add New** button.
- In the Adopt-a-School panel, fill in all the required fields.
- Enter the School Name and check all that apply under Program Type.
- Once completed, click the **Save** button.
- To review and submit your report, click the **Save** button: once you save, the **Create Report** button will become active.
- To create and review your report, click the active **Create Report** button.
- Once you have reviewed the report, click on the **Submit** button.
- The submitted report will be listed under Reports and Submitted History.

## School Year Setup: (Complete NLT 7 days after you get back to the classroom)

1. This is the first thing you have to complete once you log into JUMS after 1 July.
2. Update/Complete all SCHOOL DATA:
  - a. Ensure that you fill in all fields with a red asterix.
  - b. In the Zip Code field enter the Zip Code and hit the Find Button to the right of the field, The City and State fields will populate for you.
  - c. NOTE: The date for the instructor's first/last day have to be prior/after that of the Students dates respectively.
  - d. Make sure you update the Class Schedule at the bottom of the page and hit the save button. (NOTE: scroll to the top of the page to make sure you have no errors)
  - e. Once all data is inputted and saved click the Mark Complete Link on the Home Page. (Do not mark complete until all information is completed)
3. Update/Complete all UNIT DATA:
  - a. Ensure that you fill in all fields with a red asterix.
  - b. Select the name of your MPS from the dropdown box.
  - c. Enter all budgetary info as you know it.
  - d. Once all data is inputted click the Save button and scroll to the top of the page to there are no errors.
  - e. Once all data is inputted and saved click the Mark Complete Link on the Home Page. (Do not mark complete until all information is completed)

### Review and update information about the School:

- Scroll down towards the bottom of the page.
- From the JUMS homepage, click the green **School** hyperlink and enter data in all fields with an asterisk (\*).
- Enter the School Street Address in Address Line 1, Leave Address Line 2 Blank.
- Enter a zip code in the Zip Code field, and then click **Find**, and the city and state will automatically display.
- Select the school's Title 1 eligibility from the drop-down menu.
- If eligible, select if your school is 40% or more or Less than 40%.
- Select the school's program type from the grades drop-down menu.
- Select the school's GPA scale.
- Enter the number of credits required for graduation.

- Select the school's graduation month.
- Enter the dates for the student and Teacher /Instructor first and last days. Note that the Teacher/Instructor first day has to be before the students first day and the Teacher/Instructor last day has to be after the Students last day.
- Select the Class schedule from the drop-down menu, **If the school uses a Flexible or Accelerated Block schedule, a Text box for the Second Semester Start Date will appear, make sure that these fields are filled in.**
- Click **Save** at the bottom of the screen when finished. (Scroll up and make sure there are no errors at the top of the screen, if there you will have to correct them and hit the save button again)
- Click **Home** at the top left of the screen.
- On the JUMS homepage, click the green **Mark Complete** hyperlink on the 'Review and Update information about the School' line.

## **Review and update information about the Unit:**

- Scroll down towards the bottom of the page.
- From the JUMS homepage, click the green **Unit** hyperlink (You can also reach this page by going to the top menu bar, scroll to **Manage Unit** and select **Unit Information**) and enter data in all fields with an asterisk (\*).
- Enter the unit email.
- Enter the date of the unit's last formal inspection; if this is a new program, enter the date the program began.
- Select the military property specialist from the drop-down menu.
- Select the marksmanship program the program uses.
- Select the Senior Affiliation from the pull down list.
- Select yes or no for the DAI/SAI budget.
- Enter the school budget.
- Select yes or no for drill area, indoor and outdoor target range.
- Click **Save** at the bottom of the screen when finished. (Scroll up and make sure there are no errors at the top of the screen, if there you will have to correct them and hit the save button again)
- Click **Home** at the top left of the screen.
- On the JUMS homepage, click the green **Mark Complete** hyperlink on the 'Review and Update information about the Unit' line.

## Graduate Seniors: (Complete NLT 15 June)

1. In order to graduate a Cadet you must indicate graduation plans in each Cadet record or you will not be able to complete this step. For instructions see note below.
2. Ensure that the cadet does not have any items issued to them in JUMS.
3. Select Cadet on the Search/Add Cadets Screen, click the Cadet Detail Link.
4. In the Status field select Graduate.
5. Hit the Save Button on the bottom of the page.

## How to graduate Last Year's Seniors

**(Note:** In order to graduate a Cadet you must indicate graduation plans in each Cadet record or you will not be able to complete this step. For instructions see note below)

- From the top menu bar, mouse over the "Manage Cadets" tab and select "Search/Add Cadets".
- Under the search criteria, select Grade 12 in the Grade Drop down menu to search for all Cadets in that grade level, then click on the "Search" button. **(Note: ensure that the All Years radio button is selected and that Active is selected in the Status drop down box).**
- Click the Deselect button to clear all the checkmarks out of the boxes beside the cadet names.
- Click the check box next to each graduating Cadet then click the "Edit Selected in Group" button; this will open the selected Cadets' information in a group for editing; under the Cadet information, page click on the Graduation link.
- Under the graduation section, select the Cadet's plans from the provided drop-down lists; once you have completed all the applicable fields, click the save button.
- Click the next button at the top right of the page to select the next **cadet (Note: ensure that you pay attention to the name of the cadet that you are working with).**
- **Note:** At a minimum, The "Graduation Plans" must be entered or you will be unable to move the Cadet from 12<sup>th</sup> grade to a graduate status.
  - From the JUMS homepage, click the green **Graduate Last Year's Seniors hyperlink** .
  - Click the **Search** button next to Select **Cadet**; the Search Cadet Screen will appear.
  - Select "12" from Grade drop down menu then click **Search**.
  - Select students that, graduated last school year (**make sure that you select only the 12<sup>th</sup> graders who actually graduated**).
  - Click the **select Cadet** button at the bottom of the screen; this will take you back to the batch action page.
  - Click on the drop down next to the **Batch Action** button.
  - Select **Cadet Details**; scroll to the bottom of the page and select **Change Details**. Cadet details page will pop-up.
  - Select **Graduate** on the drop-down next the **Status**.

- Click the **Save** button.
- You will be taken to the “Cadet Batch Action” page. If your action was completed correctly you will get a message with a green banner, “Batch Processing Completed Successfully”.
- Click **Home**
- On the JUMS homepage, click the green **Mark Complete** hyperlink on the ‘Graduate Last Year’s Seniors’ line.

## Unit Report: (Due to Brigade Headquarters- 30 June)

1. Make sure that you have entered all of the events that your Unit participated in for the school year. See Unit Report Conditions for Points for the minimum cadets and hours for each event.
2. Ensure that you select the correct Event Category and Event Type for each event performed. This will ensure you receive all of your points in each category on the report.
3. Ensure that all cadets that participated in the event are link to the event.
4. If there is an award associated with the event link the award to the event.
5. When creating an event make sure that you hit the down arrow on the Unit Report Help Gold Bar to ensure that you are meeting all the requirements for that event.
6. Refer to the How to Guide for creating an event that is located on the 4<sup>th</sup> BDE Website.

### How to create a Unit Report

- From the top menu bar, mouse over the **Manage Unit** tab, mouse down to the **Upline Reporting Data** link, and select the **Unit Report** link.
- Select the school year from the drop down list.
- Click the radio button for Yes or No for probation, and fill in the “Probation Reason” if applicable.
- Click the radio button for Yes or No if you participated in JLAB.
- Click the radio button for Yes and include Cadet Challenge information on report. (note fill in information for both semesters)
- Enter any Principal Comments.
- Select the DAI/SAI/AI from the drop down list.
- Enter any staff comments.
- To review and submit your report, click the **Save** button; once you save the **Create Report** button will become active.
- To create and review your report, click the active **Create Report** button.
- Once you have reviewed the report, click on the **Submit** button.
- The submitted report will be listed under Reports and Submitted History.

# Intention to Grad Report: (Due to Brigade Headquarters- 15 October)

1. Make sure that you do a graduation plan for each cadet that is a senior prior to end of the year.
2. Enter the cadet's GPA, ACT, and SAT scores and dates in their cadet profile page under the Academic Link.
3. The only cadets that you are concerned with are the cadets that have a green box with a check mark in the complete column.
4. Your unit report has to be completed 30 June.
5. Look at the Graduates unit block to ensure that the number is correct.

## How to create a Unit Intention of Graduates Report

- From the top menu bar, mouse over the **Manage Unit** tab, mouse down to the **Upline Reporting Data** link, and select the **Unit Intention of Graduates Report** link.
- On the Unit Intention of Graduates page, select the School Year from the reporting year drop down list.
- Under the Cadet Graduates, click the edit icon under Action located to the far right of the screen for each cadet and enter the graduation plans for each senior.
- In the Graduation panel, fill in the Cadet's plans for after graduation once complete, click the **Save** button. (**Note: you must do this for each graduating senior**)
- Scroll down the page and in the Under School/Unit Information section, the Average GPA Scale for the school, Average SAT, and ACT scores should already be populated. (GPA, SAT, and ACT scores should be entered for each Cadet by selecting the Academic link under Manage Cadets. The average scores will display in the System Derived for Unit column).
- Enter the number of dropouts and suspensions for the school and unit.
- Enter the average daily attendance % for the school and Unit.
- Enter the number of graduates for the school if known, if not leave blank.
- Click the **Save** button.
- The **Create Report** button will become active.
- To create and review your report, click the now active **Create Report** button.
- Once you have reviewed the report, click on the **Submit** button.
- The submitted report will be listed under Reports and Submitted History.

## Open Enrollment Report: (Due to Brigade Headquarters- 15 October)

1. Ensure that all of your cadets have been entered into JUMS.
2. Make sure that the Cadet Grade Level, Let Level, and Class Period are correct in each Cadet Profile Page.
3. Ensure that you have put all cadets that graduated last year in the graduate status in the Cadet Profile Page.

### How to create an Open Enrollment Report

- From the top menu bar, mouse over the **Manage Unit** tab, mouse down to the **Upline Reporting Data** tab, then select **Enrolment Report**.
- Click the **YES** radio button on the Is this the Opening Enrollment Report?
- Enter the Number of Students for the School Enrollment for Freshmen, Sophomores, Juniors, and Seniors located at the left side of the screen under Enrollment.
- Enter the Ethnic Breakout of Males and Females for the School, The JROTC numbers come from the cadets that you inputted into JUMS. (**Note: The total for the School Enrollment and grand total for the School Ethnic Breakout must match**).
- The numbers that are populated in the JROTC Seniors box located directly under the School Enrollment Data broken down by Class come from the cadets that you inputted into JUMS.
- The Active Cadet Enrollment broken down by gender and LET level come from the cadets that you inputted into JUMS.
- Click the **Save** button.
- Once you save, the **Create Report** button will become active.
- To create and review your report, click the now active **Create Report** button.
- Once you have reviewed your report, click the **Submit** button, and the submitted report will be listed under Reports and Submitted History.

## Current Enrollment Report: (Due to Brigade Headquarters- 13 February)

1. Ensure that all of your cadets that are in your program for the second semester are in JUMS.
2. Ensure that you have put the cadets that did not come back to your program in the second semester are placed in an inactive status.
3. Make sure that the Cadet Grade Level, Let Level, and Class Period are correct in each Cadet Profile Page.

### How to create a Current Enrollment Report

- From the top menu bar, mouse over the **Manage Unit** tab, mouse down to the **Upline Reporting Data** tab, then select **Enrollment Report**.
- Select the Add NEW Button.
- Click the **NO** radio button on the Is this the Opening Enrollment Report?
- Enter the Number of Students for the School Enrollment for Freshmen, Sophomores, Juniors, and Seniors located at the left side of the screen under Enrollment.
- Enter the Ethnic Breakout of Males and Females for the School, The JROTC numbers come from the cadets that you inputted into JUMS. (**Note: The total for the School Enrollment and grand total for the School Ethnic Breakout must match**).
- The numbers that are populated in the JROTC Seniors box located directly under the School Enrollment Data broken down by Class come from the cadets that you inputted into JUMS.
- The Active Cadet Enrollment broken down by gender and LET level come from the cadets that you inputted into JUMS.
- Click the **Save** button.
- Once you save, the **Create Report** button will become active.
- To create and review your report, click the now active **Create Report** button.
- Once you have reviewed your report, click the **Submit** button, and the submitted report will be listed under Reports and Submitted History.



# Curriculum Manager (CM)

## Master Training Schedule: (Due to Brigade Headquarters- 1 September)

1. Each Instructor must create a Training Schedule for each LET Level they instruct.
2. The AI will email their completed Training Schedules to the Unit SAI.
3. The SAI will package all training schedules into 1 MTS and email the MTS into an email and send them to the BDE representative for approval.
4. The BDE representative will review the Unit's MTS and reply back to the email approving or disapproving the Unit's MTS.

## How to create a Master Training Schedule:

- Open up your Curriculum Manger.
- At the bottom of the of the startup screen under APPLICATIONS click the Master Training Scheduler Button.
- Click the Start Button at the bottom right of the screen.
- Review the information for correctness, if information is not correct follow the instructions at the top of the screen.
- If all information is correct select the Create New Schedule Button.
- Use the drop down menus to complete the Create Schedule page. (Note: on the School Schedule if you mouse over each of the items it will give you a description of each schedule).
- Use the Calendar symbol to select the School Year Start Date and the School Year End Dates.
- Select the Let Level from the Let Level drop down box (Note: this is the Let Level that you teach).
- Once you have all the data in the fields at the bottom right of the screen hit the Continue Button.
- On the required Core Lessons Screen click the Continue Button at the bottom right of the screen.
- On the Physical Activity / Leader Assessment Screen select the course that you want to teach. (Note: click the box next to the course that you want to teach and a popup screen will come up, you must enter the amount of hours you plan on teaching this elective).
- Click the Continue Button once you have the required hours for this section (Note: the hours required and the hours selected is at the top right of the screen).

- Place a check mark in the box for Cadet Challenge enter the amount of hours you plan on spending on this event (Note: must meet the hours required at the top right of the screen).
- The Activities Screen for your Service Learning Project is pre-filled in, you can change the hours by clicking on the hours of each Lesson. Click the continue Button at the bottom right of the screen.
- Place a check mark in the box of each lesson in the Administration / Testing / Inspections Activities enter the amount of hours you plan on spending on this event (Note: must meet the hours required at the top right of the screen. (Note: the total hours needs to be the same as the Hours Required located in the top right corner of the screen.
- At the Approved Electives you are required to teach 50 hours of Approved Electives. To select your electives click on the Category 1, Category 2, or Category 3 button at the top of the screen.
- On the far left side of the screen there are a list of lessons click on one of the bubbles and a list of subjects will populate.
- Click on the lesson name and fill in the Additional Hours that you want to tech this class, you can make a note in the Instructor Notes box if you would like NOT MANDATORY, Click the Complete Edit Button at the bottom right side of the screen.
- At the top right of the screen will indicate the Hours Selected as you go through the process. (Note: a total of 50 hours are required before you can move on to the next step.
- Once you have selected all of the courses that you want in Category 1 you can click the Return to Category 1 Menu.
- Select the Finish Category 1 Selections at the bottom right of the screen.
- You can select Categories 2 and 3 to complete your required Hours. (NOTE: before you can use these categories you must get the classes approved by the BDE Headquarters).
- Once your topics have been approved by BDE click on the Add Custom Elective Button at the bottom right of the screen.
- Fill in all of the information about the class and click the Continue Button at the bottom right side of the screen. (NOTE: the Red Asterix indicates required fields).
- Once you have entered all of your Approved Electives click the Finish Category selections Button.
- Click the Continue Button at the bottom right of the screen.
- A Final List of Lessons / Activities will be shown, click the Save File Button at the bottom right of the screen.
- In the Filename Box Name the File (the file will be saved as an XML and a HTML file. The location of the file is at the bottom of the page in bold type. (NOTE: make sure you write down the location that the file is saved at).

- Once you click the save file button a dialog box will come up telling you that your .xml file was saved, when you click the ok button a dialog box telling you that your .html file was saved.
- You will then have the several options. It is a good idea to print the report.
- The last step is to click the Exit Application Buttton at the bottom right of the screen. (You will have to use your normal emailing procedures to email your schedule to your SAI or to the BDE Headquarters.
- AI's will email their schedules to the SAI, and the SAI will package all of the schedules into 1 email and send to the POC at BDE for the approval process. (NOTE: BDE will receive a training schedule for each LET LEVEL taught at your Unit).
- The BDE POC will respond back to the SAI approving or disapproving the training schedule, if it was disapproved a note will be added as to what needs to be fixed.