Jupiter Seventh-day Adventist Quick-Start Guide
Revised June 23, 2020 (APC)

To setup Jupiter iO for your Seventh-day Adventist school with Jupiter your school leader or conference leader should follow these steps in this order:

1. Initiate Account

You may have received an email about a free trial, if so, click on that link to initiate your account. If not, please contact our sales department (sales@jupitered.com) to create an account for your school or conference. When you email, please make sure to inform us that you are a Seventh-day Adventist school/conference so we can activate the Seventh-day Adventist features for your account. Please send the name of your school/s, city and state where your school/s are located and the name and email address of the school leaders. If you will have "super admins" at the conference level, we'll need the names and email addresses of those individuals also. If you already have access to an account for your school or schools, this step is done! Smile and move to step two.

2. Setup School

Once you have access to your school or schools, you will start to set up each school. You will need admin access to set up the school/s. If you are the initial user at the school, you will have default admin access. If you need admin access, contact one of the current Jupiter admins for your school, or email sales@jupitered.com with a request. Then click the Setup>Schools screen in Admin Mode of Jupiter. Super admins will have admin access to all schools within their conference. If you are a super admin and want to create school settings one time for all schools in your conference (recommended), please contact us for a multi-school account.
See more about that here:
https://support.datarollup.info/jupiter/setup-system-defaults-jupiter/859

3. Staff (Video Tutorial Available)

Before adding any staff to your account, please go to Setup>Security. Select from the radio buttons your security preferences.

You may wish to wait until your setup person/s has added all the school data (students, rosters, classes) before you give teaching staff access to Jupiter. This will allow the setup person/s to add all the data one time without risk of duplicate data being added by a teacher who is eager to get started.

When you are ready to add teaching staff to your account, click on Staff>Edit/Add to add one teacher at a time. To do so, click "new user" and select all permissions that teacher should have. Remember to click the button that says "Send link now for user to sign up" if you want Jupiter to send the new staff user an email with a link to initiate their account. By leaving this box unchecked, you can add new user info without inviting

them to initiate their accounts. When you are ready for new users to initiate their accounts, click "Send Links" on the Staff>Edit/Add screen to send invitations to all staff at the school.

After you have created accounts for teacher/admin users, you will need to add the Data Rollup information for each user. On the Staff>Edit/Add screen, click each teacher and enter their Staff ID and gender. Or you may import this information from a data file. Then, go to the "Staff > Data Rollup" and select a teacher to enter their positions, FTE, certification status, and other required information.

Data Rollup Staff Data

Ban, Martha ▾ ☐ Show all district staff

☐ Exclude from Data Rollup

☑ State Certified in North Dakota ▾ Expires ▢
Highest Degree ▢ ▾

Position Principal ▾ Add Another

FTE Support Teacher Admin Help
PK-8 ▢ ▢ ▢
9-12 ▢ ▢ ▢

Phone ▢
Address ▢
City Bismarck
State/Zip North Dakota ▾ ▢

☐ Is Adventist

4. Terms (Video Tutorial Available)

On the Schedule > Terms screen, set up your school's terms.

PK-8 Schools must have 4 quarters and optionally a cumulative year total, like this:

1st Quarter
2nd Quarter
3rd Quarter
4th Quarter
 (Optional) Year Total
Set "Which terms should appear on transcripts?" to Year Total.

Contact us at support@jupitered.com for questions or call (888)367-9764x1 for phone support.

High Schools must have 2 semesters, and optionally 4 quarters, like either of these:

1st Semester
2nd Semester

or

1st Quarter
2nd Quarter
1st Semester
3rd Quarter
4th Quarter
2nd Semester

Set "Which terms should appear on transcripts?" to "1st Semester, 2nd Semester".

Terms for *Junior Academies* should be set up with "Some students have different grading periods" on the "Schedule > Terms" screen.

Once selected, create one track entitled "K-8" with terms as follows:

1st Quarter
2nd Quarter
3rd Quarter
4th Quarter
Year Total
Set "Which terms should appear on transcripts?" to Year Total.

The second track should be entitled "9-10" and should have one of the following schedules:

1st Semester
2nd Semester

or

1st Quarter
2nd Quarter
1st Semester
3rd Quarter
4th Quarter
2nd Semester

Set "Which terms should appear on transcripts?" to "1st Semester, 2nd Semester".
Note: Data Rollup does not support Trimesters, six-week terms, or other.

5. School Days

On the Schedule > School Days screen, click each date to set Holidays and Staff Days, or to change the bell schedule if needed. Weekends are assumed to be non-school days when blank, so a shortcut to add school on all Sundays is to click the Bulk Edit button.

6. Bell Schedules

If your school uses bell schedules, go to the Schedules>Bell Schedules screen, define your periods/hours and school days. This is not usually necessary for Seventh-day Adventist Schools.

7. Attendance (Video Tutorial Available)

On the Setup > Attendance screen, select "Daily" attendance for PK-8 schools or "Period" attendance for high schools. If you have multiple schools, use the menu at the top to switch schools.

Daily Attendance should have these codes, plus any others desired:

Attendance Code		Count As
P	Present	Present
A	Absent	Absent all day
T	Tardy unexcused	Tardy
TE	Tardy excused	Tardy
E	Excused	Excused all day
AAM	Absent AM	Absent half day
APM	Absent PM	Absent half day
EAM	Excused AM	Absent half day
EPM	Excused PM	Absent half day
O	School Activity	Present
DL	Distance Learning	Present

Period Attendance should have these codes, plus any others desired:

Attendance Code		Count As
P	Present	Present
A	Absent	Absent all day
T	Tardy unexcused	Tardy
TE	Tardy excused	Tardy
E	Excused	Excused all day
O	School Activity	Present
DL	Distance Learning	Present

For Daily Attendance, teachers should take roll in the morning, then in the afternoon update the roll as needed. For example, change "P" to "APM" if a student left in the afternoon, or change "A" to "AAM" if the student arrived in the afternoon.

Contact us at support@jupitered.com for questions or call (888)367-9764x1 for phone support.

Distance Learning Attendance:

For schools using Jupiter's LMS, there is a "Remote Roll" feature. Jupiter can automatically mark attendance for remote learning/distance learning/online classes. For example, you can set it to mark students Present if they login for at least 30 minutes for your class between 7 AM and 4 PM; otherwise they are marked Absent at the end of the day. You may view how long each student was logged in and override their attendance to make exceptions.

Attendance Codes for Distance Learning:

This is not intended to supersede local regulations for attendance but rather outline options in Jupiter for distance learning attendance.

How to adjust attendance codes in Jupiter:
Go to: Setup>Attendance
Add "Distance Learning" with the "Count as" being Present.

If there is any kind of engagement – either face to face, email, etc. – the students can be marked as present (you may need to be flexible with weekend work and work accomplished in non-traditional time frames).

Setup Attendance

Attendance Method

- ● Daily — Homeroom teachers take roll once daily or half-days. Best for elementary group accounts.
- ○ Period — Teachers take roll every period. Best for middle/high school group accounts.
- ○ Class — Each class has separate attendance. Best for individual accounts and colleges.

- ☐ Only Homeroom teachers can take roll
- ☐ Remind teachers to take roll if they forget
- ☐ Don't let teachers change roll after end of day ▾

Attendance Codes — **Count as**

Code	Name	Count as		
P	Present	Present		(default)
A	Absent	Absent all day ▾		(1st click)
T	Tardy	Tardy ▾		(2nd click)
E	Excused	Excused all day ▾	☐	Admin only
AH	Absent half day	Absent half day ▾	☐	Admin only
EH	Excused half day	Excused half day ▾	☐	Admin only
O	Office/School Activity	Present ▾	☐	Admin only
C	Cut	Absent all day ▾	☐	Admin only
SI	Suspended In-school	Present ▾	☐	Admin only
SO	Suspended Out-of-school	Excused all day ▾	☐	Admin only
DL	Distance Learning	Present ▾	☐	Admin only
		Absent all day ▾	☐	Admin only
_	Not enrolled	No record		

These attendance codes apply to all schools using daily attendance.

8. Setup Comments

There are several different places you can type or read comments for each student. On Grades > Student is a large text box with three menu options:

Comments for Report Card — Click the "Show List" link to pick from a list of comments. Setup > Comments is where teachers can customize their own list of comments (in Teacher Mode), and admins can customize a list for the whole school (in Admin Mode). The school list does not replace the teacher's list, so teachers may choose from both lists.

Student comments can be exported as comment codes. On Setup > Comments prefix each comment with the code in brackets, like "[17] Good effort". (This must be done before teachers start applying comments; changes are not retroactive to existing gradebooks.) Then when you Export Grades, the Comments may be exported either as codes or as full text.

Notes for You Only are just for yourself. These are never displayed to anyone else. E.g., use this to log discussions with parents.

Notes for Staff Only are shared with admins and all the student's teachers, so they all can see and edit it. These are never displayed to students or parents. Use this to let other staff know, for example, the student had a death in the family. You can view these Staff Notes for your whole class on More > Special Needs.

On other screens:

Special Needs & Medical describes any accommodations needed for students in special education or with impairments, and medical notes like allergies and asthma. Only admins can edit this on Students > Special Needs & Medical. You can see these notes for your class on More > Special Needs.

Comments on Grades > Assignment are for each student on specific assignments (usually to indicate late work). Students and parents see these comments where assignments appear in reports and online.

Announcements for the whole class are entered as messages on Post > New Message.

9. Setup Discipline

Custom Discipline Codes

Teachers and administrators may customize their discipline codes and consequences.

System admins go to Setup > Discipline in Admin Mode. The first option forces all teachers at your school to use these settings. This makes it easier for you to compile statistics. Or you may allow each teacher to customize their own settings.

Note: New accounts start with the template you define here, regardless of whether you restrict teachers.

The **Discipline Codes** may be organized however you want. Insert blank lines to separate them into groups. Do not add "Other" as a discipline code, since that option is

always appended. There is no limit to the number of codes, but try to keep it under 25 so it is easier for teachers. You do not need to list every possible situation, because teachers can always select "Other" to write-in the rare ones.

The **Consequences** and **Rewards** may be customized too. Use an underscore to indicate a quantity, like "Detention __ minutes", "Suspended __ days", or "Demerits __". It is not necessary to add "Warning" as a Consequence, since it is already assumed any incident logged is at least a warning. Rewards are not required, so you may delete them all.

If your school tallies points like **Merits & Demerits**, use a Consequence that includes the word "Demerit", and a Reward that includes the word "Merit". Or you may use your own term, like "Panther Points", as both a Consequence and Reward (it must be typed *exactly* the same in both lists). You may include a quantity or not, like "Demerits __" or "Demerit". (*Note*: Rewards are not required, so you can have "Demerits" without any corresponding Reward.)

When a student is marked absent for detention, it generates a referral. On Setup > Discipline admins specify whether such referrals should go to the student's Asst. Principal, Counselor, or Homeroom/Advisory teacher.

Behavior Log Online

On Setup > Online/Offline you can make Behavior Logs available online for all parents and students at the school. ("Discipline" and "Behavior" both refer to the same features.) Uncheck this to hide everything, or check it to let them see incidents where "Post online for Parent/Student" is selected. (In other words, each incident is shown online only if "Behavior Logs" are online *and* "Post online for Parent/Student" is checked.)

Teacher Restrictions

Staff>Edit/Add is where you set how much behavior information teachers can see. Click any user to see the permissions for All staff in the lower right-hand section of the screen. At the strictest setting, teachers cannot see incidents logged by other staff members unless it is for their homeroom students. At the loosest setting, teachers can see all incidents for all students in the school.

Counselors, Asst. Principals, Principals

Admins must have an account to receive referrals and track behavior. (Requires Jupiter iO) Even if the admin never logs in, you can still create an account for them to receive referrals by email.

First on Staff>Edit/Add they must have the "D" permission to "View discipline & referrals". In the menu select their job as Counselor, Asst. Principal, Principal, or other. (You may customize these job titles, e.g. Psychologist, Vice Principal, Dean, Student Advocate, etc.)

If your school has two or more Asst. Principals, and students are assigned to a specific person, then set that for each student on Students > Edit/Add. But this is not necessary if you have only one Asst. Principal, or if it is not applicable. Also leave this blank if all Asst. Principals handle referrals for all students. The same applies for Counselors.

To set the Asst. Principal or Counselor for multiple students at once, select any student on Students > Edit/Add, then next to Asst. Principal or Counselor menus click the "Bulk Edit" link. This provides several filters, for example, to set the same Counselor for all 9th grade students with last names from H through Mo. To reassign all students from one admin to another, select "Set Counselor to [*new counselor*]" and "Apply to Counselor [*old counselor*]". Or you may Import this data. (You must be a system admin with the "System setup" permission to use this Bulk Edit feature.)

On Setup > My Account each admin may opt to receive a copy of new referrals by email or text message.

Homeroom/Advisory Teachers

Homeroom and advisory teachers can receive referrals and track behavior for their own students. (On Setup > Custom Fields you may customize the title as Homeroom Teacher, Advisor, or other.)

On Students > Edit/Add select each student and set the Homeroom menu. Or to set this for a whole class at once, on Schedule > Sections click the class and then check "Set as Homeroom for whole class". (You must edit the published schedule to do this, not a draft schedule.)

Other Teachers

Homeroom and advisory teachers can always see all incidents submitted by other teachers, but only for their own students. On Staff>Edit/Add, click any staff member and at the bottom of the screen you can let teachers view additional discipline data. This is useful if you want team teachers to see the complete behavior logs for their students.

10. Grading Defaults (Video Tutorial Available)

There are different grade scales used for overall class grades for TK-K, 1st-2nd, 3rd-8th, and 9th-12th grades. For most schools, which may have classes with grade levels utilizing multiple grade scales, administrators should choose the most common grade scale used at the school, For example, at a K-8 school, the most common grade scale is the A+ through F grade scale used by grades 3-8, so that should be the grade scale defined on the "Setup > Grading Defaults" screen in the Grade Scale column. For teachers not using the default scale (in the above example, the TK-2nd grade teachers) they will need to go to the "Setup > Grading" screen in their gradebook and apply the grade scale appropriate for their classes.

The only other setting to modify on this screen is in the right-hand column under "Cumulative". Make sure that Weighted Average, Precise" is the cumulative option selected.

There are many other options on this screen which can be adjusted. See our Help Guide for more information.

11. Setup Race/Ethnicities

There is no need to make any changes on this screen. You can if you like, but this information is not reported to Data Rollup.

12. Setup Custom Fields

There is no need to make any changes on this screen, although you can if you would like. See our help Guide and video tutorial for more information about Custom fields.

13. Import Existing Data

On the Setup Import/Export screen, import data from your SIS. You will manually export data files (.xls, .txt or .csv) from your previous SIS and Import them into Jupiter. Import Staff first, then Students, then Courses, Sections, and Rosters.
See the directions from the NAD here:
https://support.datarollup.info/category/jupiter/setup-system-defaults-jupiter/872

14. Student Skills

The Seventh-day Adventist Student Skills are preloaded into Jupiter on the Setup > Standards screen. You may use these as is, or you may edit them; just be sure to keep the skill# as the label for each objective (with no characters added).

Setup Standards

7DA Art TK-K
7DA Art 1-2
7DA Art 3-8
7DA Bible TK-K
7DA Bible 1-2
7DA Bible 3-8
7DA Language Arts TK-K
7DA Language Arts 1-2
7DA Language Arts 3-8
7DA Mathematics TK-K
7DA Mathematics 1-2
7DA Mathematics 3-8
7DA Music TK-K
7DA Music 1-2
7DA Music 3-8
7DA Physical Education TK-K
7DA Physical Education 1-2
7DA Physical Education 3-8
7DA Science TK-K
7DA Science 1-2
7DA Science 3-8
7DA Social Development/Work Ethic TK-K
7DA Social Development/Work Ethic 1-2
7DA Social Development/Work Ethic 3-8
7DA Social Studies TK-K
7DA Social Studies 1-2
7DA Social Studies 3-8

Contact us at support@jupitered.com for questions or call (888)367-9764x1 for phone support.

15. Creating Courses with Student Skills (Video Tutorial Available**)**

On the Schedule > Courses screen, create a course for each subject and grade level, and set the Standards menu to the corresponding skills. For example, for 1st grade, create courses such as:

Course Title	Standards
Bible 1-2	7DA Bible 1-2
Language Arts 1-2	7DA Language Arts 1-2
Mathematics 1-2	7DA Mathematics 1-2
Physical Education 1-2	7DA Physical Education 1-2
Science 1-2	7DA Science 1-2
Social Development/Work Ethic 1-2	7DA Social Development/Work Ethic 1-2
Social Studies 1-2	7DA Social Studies 1-2

For TK-8 schools, the lettered options for each Course can be left-as is, with no additional options checked. TK-8th grade schools do need to select the associated Subject area under "Data Rollup Data".

For Academies and High Schools, for any courses which should be exported to Data Rollup, the "T. Show on Transcripts" option should be selected. For non-reported Courses, such as Yearbook, the "T" option should be unselected. For high school courses, select the associated Course ID for all courses to be reported to data Rollup. If you don't see a Course ID that matches, then choose a Subject from the Subject menu instead.

Then on the Schedule > Sections screen, create a corresponding class for each subject and each teacher, and enroll the students. By default the Section# is "auto" for new sections to automatically generate a unique number. There is no need to change that, but if you do, make sure your section numbers are unique to distinguish different sections of the same course, and kept the same each quarter or semester.

Teachers can enter the skills grades on the Grades > Report Cards screen. See Help for more about the standards-based grading features.

See this recommended set of courses provided by the office of education at the North American Division in June of 2020:

Courses

#	Course Title ▼	Standards	Cr	Dur	Options	Sections
Alg.8th	Algebra 1(8th)	SDA Mathematics 3-8	1	Year	O A R T C Q	1
Art.12	Art	—	1	Year	O A R T C Q	1
Art.38	Art	—	1	Year	O A R T C Q	—
Art.K	Art	SDA Art TK-K	1	Year	O A R T C Q	1
Bible.12	Bible	SDA Bible 1-2	1	Year	O A R T C Q	2
Bible.38	Bible	SDA Bible 3-8	1	Year	O A R T C Q	4
Bible.K	Bible	SDA Bible TK-K	1	Year	O A R T C Q	2
LA.38	Language Arts	SDA Language Arts 3-8	1	Year	O A R T C Q	8
LA.K	Language Arts	SDA Language Arts TK-K	1	Year	O A R T C Q	1
LA12	Language Arts	SDA Language Arts 1-2	1	Year	O A R T C Q	2
Math.12	Math	SDA Mathematics 1-2	1	Year	O A R T C Q	3
Math.38	Math	SDA Mathematics 3-8	1	Year	O A R T C Q	15
Math.K	Math	SDA Mathematics TK-K	1	Year	O A R T C Q	1
Music.12	Music	—	1	Year	O A R T C Q	—
Music.38	Music	—	1	Year	O A R T C Q	1
Music.K	Music	SDA Music TK-K	1	Year	O A R T C Q	1
PE.12	PE	SDA Physical Education 1-2	1	Year	O A R T C Q	2
PE.38	PE	SDA Physical Education 3-8	1	Year	O A R T C Q	3
PE.K	PE	SDA Physical Education TK-K	1	Year	O A R T C Q	—
SC.12	Science	SDA Science 1-2	1	Year	O A R T C Q	2
SC.38	Science	SDA Science 3-8	1	Year	O A R T C Q	8
SC.K	Science	SDA Science TK-K	1	Year	O A R T C Q	1
SDWE.12	Social Development/Work Ethic	SDA Social Development/Work Ethic 1-2	1	Year	O A R T C Q	2
SDWE.38	Social Development/Work Ethic	SDA Social Development/Work Ethic 3-8	1	Year	O A R T C Q	6
SDWE.K	Social Development/Work Ethic	SDA Social Development/Work Ethic TK-K	1	Year	O A R T C Q	1
SS.12	Social Studies	SDA Social Studies 1-2	1	Year	O A R T C Q	1
SS.K	Social Studies	SDA Social Studies TK-K	1	Year	O A R T C Q	1
SS3.8	Social Studies	SDA Social Studies 3-8	1	Year	O A R T C Q	6

16. Parent/Student Portal
On the Setup Online/Offline screen, select what students and parents are allowed to see online. For example, if your school will use Jupiter for attendance, make sure "attendance" is selected for online parent/student viewing.

17. Submitting to Data Rollup (Video Tutorial Available**)**
At the bottom of the Setup>Schools screen, check the box for "Submit automatically every night" and select the staff member who should receive error reports. Then, your school's data will be sent to Data Rollup automatically every night. If you have made edits that need to be submitted immediately, go to "Setup > Import/Export > Seventh-day Adventist Export" and click "Submit to Data Rollup" to send your data "right now". Note that you can also "Download to My Computer" if you'd like to inspect the file before submitting it. If you are an SDA school who needs help with Data Rollup, please contact your conference leader. If you are a conference leader who needs help with Data Rollup, please contact Martha Ban at marthaban@nadadventist.org or support.datarollup.info/category/jupiter

- **Training for Seventh-day Adventist Staff**
  Conduct Training for your staff and have them set up their accounts. Jupiter provides a video tutorial for Seventh-day Adventist schools. Please go to the help menu in Jupiter menu and type in "Adventist" or "SDA" to see the videos.

- **Payment**
  Contact us to request an invoice to pay for your school licenses. Expiration/renewal date is October 31st, every year.

Common Errors for Seventh-day Adventist Schools
Revised June 23, 2020

- **Consistent Section Numbering**
  It is important that the Section number for each section is consistent throughout each term. When you create the schedule for schools in the 1st grading period, on the "Schedule > Sections" screen you can define Section numbers for each class/Section.

  Section numbers 'link' classes throughout each term, so please check the "Schedule > Sections" screen when you publish each marking period's schedule and make sure that the Section number is consistent throughout the entire school year, to avoid errors.

- **Withdrawing Students**
  When students are withdrawn from a school, you will retain access to all grade an attendance data entered prior to their withdrawal. You must withdraw them correctly, however, in order to avoid errors.

  When a student withdraws, go to "Students > Data Rollup" for the student and make sure to enter their withdrawal date in the "Exited On" field, and then click "Done".

  Then go to "Schedule > Add/Drop Student" and select the student, and then "Withdraw from School".

- **Deleting Students no Longer at the School**
  When students are added to the new school year, you must go through the students to locate any students who did not return for the new school year. Identify students who will not attend, and then go to "Students > Edit/Add".

  Click "Delete/Withdraw" and then choose "Delete". Note there may be an ominous warning displayed. We usually don't recommend deleting students, but in this situation schools should delete students who never attended for the year. All records from previous years will be retained.

- **Transcripts loading to Data Rollup**
  At the end of each year in Jupiter, Administrators need to load grades from gradebooks to transcripts, in order to ensure submission of transcript data to Data Rollup.

  In order to update transcripts with current grades, go to "Admin Mode > Setup > Import/Export > Import Transcripts > Load grades from gradebooks." Select the student or a group of students (this can be either a subset of students or all students), and the term which you would like to update on transcripts, and "Import." If you need to do so for more than one term, such as the 1st and 2nd Semester for High Schools you can repeat the process for each term with grades which need to be added to the transcript.

- **Teachers linking assignments to student skills**

Contact us at support@jupitered.com for questions or call (888)367-9764x1 for phone support.

Teachers should not link assignments to student skills on the "Grades > Assignment" screen. Doing so will result in cascading errors as the error is submitted to Data Rollup throughout the term. If you log in as a teacher, look for any text in the "Standards" column on the Dashboard to indicate assignments linked to student skills.

Instead, at the end of each grading period, teachers should go to the "Grades > Report Card" screen and enter the student skill grades for each student.

Video Tutorial: Entering Assignment Grades
Video Tutorial: Entering Student Skill Grades