



## User guide for e-Jass Super User

V1.0: Updated January 2017

Junior Award Scheme for Schools (JASS)

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## Introduction

Welcome to e-Jass. e-Jass is essentially an on-line version of the standard (Junior Award Scheme for Schools) JASS Folder and Pack and follows the same processes of setting activity objectives, planning, gathering evidence and reflection on completion. As well as removing the need to retain bulky folders and evidence records, e-Jass allows the teacher or mentor to view all the Students' records in one place and to review progress at individual levels.

There are three JASS levels that can be completed through the e-Jass online system - Bronze, Silver, and Gold. Records are retained after an Award has been completed and can be passed on to the Student's next class or school if they are also using e-Jass.

This is the guide for the e-Jass administrator. The admin is responsible for setting up e-Jass for your school/organisation. This role sets up classes, mentors, and students.

## Terms

**e-Jass Super User** – User at FOTA / distributing agent able to create new schools.

**e-Jass Administrator** – person appointed by school or organisation to manage e-Jass.

**Mentor** – teacher or other individual responsible for the participants. There can more than one Mentor per class or group.

**Jass Champion** – Based within the school / organisation, this individual must be independent of the delivery of e-Jass as they have the final quality check of e-Jass awards.

**Students** – e-Jass participant. All students must be assigned to a Group and a Mentor Group or Class – group of students can be assigned to a Mentor too.

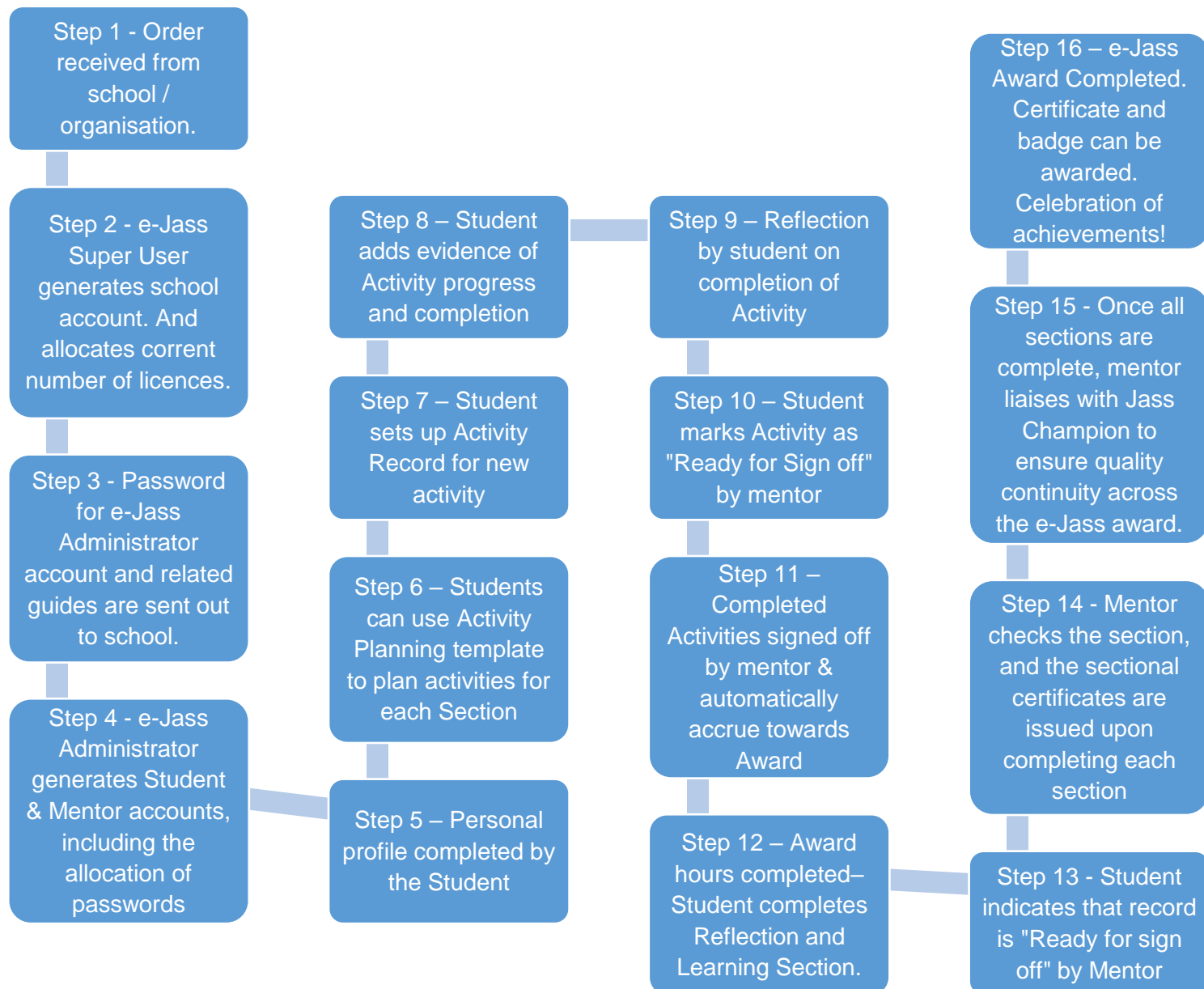


The same person can hold both Mentor and Administrator roles.

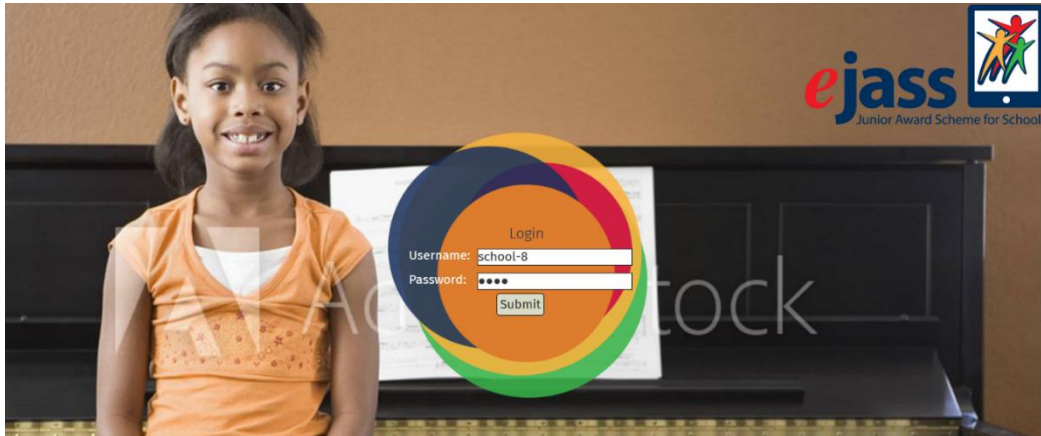
## Troubleshooting

This guide is designed as a quick guide to the e-Jass administrator view. If you have any further queries or for technical issues please contact our development team on [admin@jassschools.org.uk](mailto:admin@jassschools.org.uk) or 0131 538 4028.

## How does e-Jass work?



## Guide to Admin's View

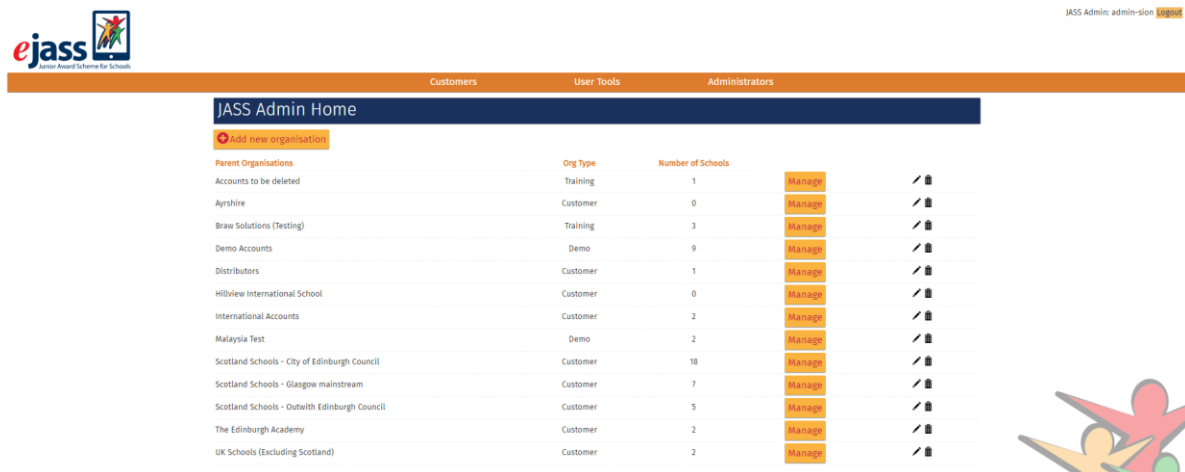


**Log on.** To log into the e-Jass site, please head to: <https://online.jassschools.org.uk/>

Your password and user name will have been provided by the JASS team. If you have any issues, please email [admin@jassschools.org.uk](mailto:admin@jassschools.org.uk) or call 0131 538 4028.

When you login for the first time you will see the home screen.

### Home screen



When you first login this area will be blank, but you have several tabs.

**Customers.**

**User Tools.**

**Administrators.**

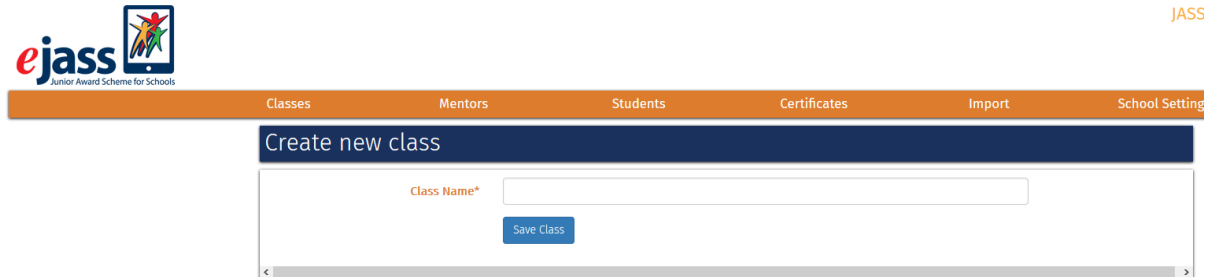
As well as these there is a button “**Add New Organisation**”.

## Classes (home page).

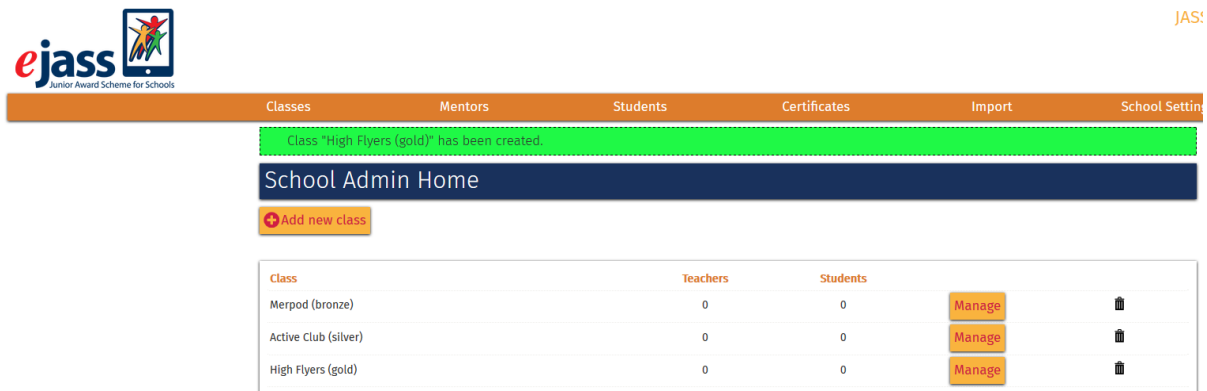
Click on **Add new class** to create a class for your account.






We recommend naming the classes after the year group and lead mentor (e.g. P6 - Mr Lawson).



Input the class / group / team name and click save class.



Class	Teachers	Students	Manage	
Merpod (bronze)	0	0	Manage	
Active Club (silver)	0	0	Manage	
High Flyers (gold)	0	0	Manage	

**Manage** will allow you to change the name of the class, and you can delete the class. Note you cannot delete a class if there are mentors / students associated with this class.

## Mentors

To add teachers or mentors, click on the **mentors tab**, click on add new mentor and input the details as required. This includes the password and name of the class the mentor will be connected with.

Each mentor can only be assigned to one class, but you can have more than one mentor per class.

Click on **add mentor**, which will return you to your home screen, which will look something like the screen shot below.



JASS

Classes Mentors Students Certificates Import School Settings

New mentor added.

### Mentors

+ Add new mentor

First Name	Last Name	Username	Class(es)	Manage	
Victoria	Lawford	Victorial	Merpod (bronze)	Manage	
Steve	Moore	Stevem	Active Club (silver)	Manage	
Joan	Alexander	Joana	High Flyers (gold)	Manage	
Ron	McCloud	ronm	High Flyers (gold)	Manage	

## Students

Now that you have set up your classes and mentors, you are ready to input students details. There are two ways of doing this, manually or the **import tab** offers a bulk upload function.



JASS

Classes Mentors Students Certificates Import School Settings

### Students

+ Add new student

There are currently 100 licences available.

First Name	Last Name	Username	Class	Bronze	Silver	Gold
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### 1. Manual import.

Click on Add new Student and input the details required. The username should be the students unique school ID number. You can also assign a class and initial award level to the student. Click on add student to save those details.

## Add new student account

**First Name\***   
**Last Name\***   
**Username\***   
**New Password\***   
**Confirm New Password\***   
**Class\***   
**Initial award\***

Once you had added the students you will see the following:-

### Students

[+ Add new student](#)

There are currently 97 licences available.

First Name	Last Name	Username	Class	Bronze	Silver	Gold	
Caine	Wise	0190	Merpod (bronze)	In Progress	NA	NA	<a href="#">Manage</a>
Jupiter	Assending	10998	Active Club (silver)	NA	In Progress	NA	<a href="#">Manage</a>
Stinger	Apini	0998	High Flyers (gold)	NA	NA	In Progress	<a href="#">Manage</a>

You can change the class/award as the student progresses by clicking on the manage button and changing their details.

## 2. Bulk Upload (*currently under development*)

In the Import tab it is possible to 'bulk upload' students and teachers onto the e-Jass system. It is disabled for new organisations, however please let us know if you would like it enabled to allow you to use this function.

Classes   Mentors   **Students**   Certificates   Import   School Settings

### Bulk Data Import

The bulk data import option has not been enabled for this school administrator account.  
If you believe this is an error then you should contact JASS Support.

## Bulk Data Import

You can bulk import teacher and student accounts using this screen. There are 3 stages to the process:

1. Prepare a zipped set of CSV files following the user manual guidelines.
2. Upload your data using this screen.
3. Preview and finalise the data import.

If there are any errors with your data then you will be told on the preview screen and you will need to fix this in your zipped csv file and then upload the file again.

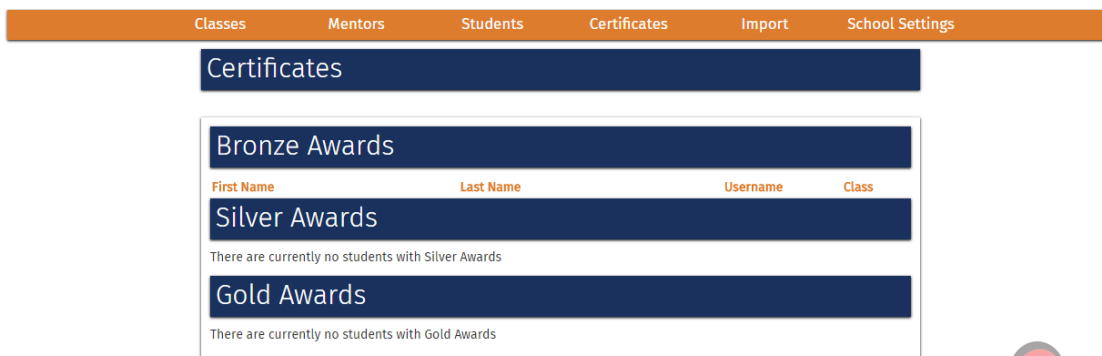


The screenshot shows a web interface for uploading data. It features a header "Upload Data File" in orange, a "Browse..." button, and the text "No file selected." Below this is a blue "Upload File" button. The interface is contained within a white box with a grey border and a scrollbar at the bottom.

Please note any files uploaded in this format must be saved as a zipped CSV file.

## Certificates

This section allows you to see who has completed which awards, leading to a quick and easy check of participant's progress when awarding participants completion certificates and badges. Hard copy certificates and badges are sent out at time of order.



The screenshot shows a navigation menu with "Classes", "Mentors", "Students", "Certificates", "Import", and "School Settings". The "Certificates" section is active, showing a list of award types: "Bronze Awards", "Silver Awards", and "Gold Awards". Each award type has a corresponding table header with columns for "First Name", "Last Name", "Username", and "Class". Below the "Silver Awards" and "Gold Awards" headers, it states "There are currently no students with Silver Awards" and "There are currently no students with Gold Awards" respectively.

## Contact Us

We are constantly looking to develop both the JASS and e-Jass award, and welcome your suggestions and feedback. Customer satisfaction is of paramount importance to us, please contact us at the following with further input.

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