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## Welcome to Wednesday's Wisdom

*Your weekly dose of support!*

May 2, 2018

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### Changes Are Happening

The Support Team is making changes to our Workshop and User Group Meeting formats. Refer to the Support Announcements for news of the changes.

## Support Announcements

### Announcing New Workshop Format for Upcoming Workshops

The iPass Support Team is excited to announce a new workshop format that will **deliver valuable training to more district staff** and provide **“hands-on” personalized coaching** for registered attendees!

Starting with our upcoming End of Year Procedures Workshop in May and the MA/PA State Reporting Workshops in June, our workshops will now consist of 2 parts:

- **Part I: Group-Based Training Webinar** – Each registered workshop attendee will be sent a link to a scheduled online training webinar for the workshop. The webinar will be interactive, allowing participants to ask questions and learn from others in the session. The webinar link can be shared with other district users so that they can benefit from the training session along with you at no extra cost per person. The online format will also reduce your time away from other duties and eliminate travel time and costs. Registered users will receive a recording of the session.
- **Part II: Personalized Online Coaching** – Each registered workshop attendee will receive a block of “hands-on” personalized coaching hours with an iPass Support Team member. The online coaching will be scheduled in one-hour sessions. Breaking the time up into multiple sessions will allow you to receive timely assistance as you move through the process. The Support Team member will provide guidance tailored to your level of experience and need. Registered workshop attendees will be provided with a calendar of available time slots to schedule their coaching sessions.

Note: You may invite additional staff to listen in during your coaching sessions but to receive their own coaching sessions, they must register for the workshop. If you have multiple staff with different roles, they should register and pay the workshop fee to receive their own personalized coaching sessions.

Please refer to the **Upcoming Events & Workshops** section below for details of the upcoming workshops and how to register.

## **Monthly User Group Meetings – New Meeting Format**

The Support Team hosts monthly only user group meetings the second Wednesday of every month. Beginning with the next meeting on **May 9** we will use a new format that will deliver important news and updates to all users at the start of meeting as well as provide in-depth review of timely topics.

- **iPass Support Announcements & Updates** – Each meeting will start with announcements & updates geared to ALL iPass users. All users should call in for the start of every meeting to hear the latest news and information.

- **Featured Topic** – The Support Team will select a topic or iPass feature to review in more depth each month. Users are invited to stay and participate or may decide to leave the meeting to return to other duties.
- **General Q&A** – The Support Team is available at the close of every meeting to answer general questions.

Please refer to the **Upcoming Events & Workshops** section below for details of the upcoming User Group Meeting.

## Important Update for EOY EPIMS – Changes for 2310 Job Type

The DESE outlined changes for EOY EPIMS that will allow 2310 assignments (Support Content Teachers) to be reported via SIF with an altered non-course Work Assignment. This change will allow SIF districts to report their full year Support Content Teachers without course Work Assignments.

To do this in iPass you will need to do the following:

### **Step 1: Create a new DOE Field value for CareerOtherJobClass = Teacher Support Content NO COURSE.**

- Go to DOE ID Manager > Maintenance - DOE > Fields
- Click on CareerOtherJobClass to open up the DOE Field.
- Scroll to the bottom of the screen to the empty boxes and type in:
  - Code = 10000
  - Description = Teacher Support Content NO COURSE
  - State Code = Text
- Click Submit to create/save.

DOE Fields

**Name:** CareerOtherJobClass

**Data Type:** AlphaNumeric

**Calculated Field:**  No  Yes

**Default Value:**

**Export Order:** 2

**Description:** Career Other Job Classification

**Label:** Career Other Job Classification

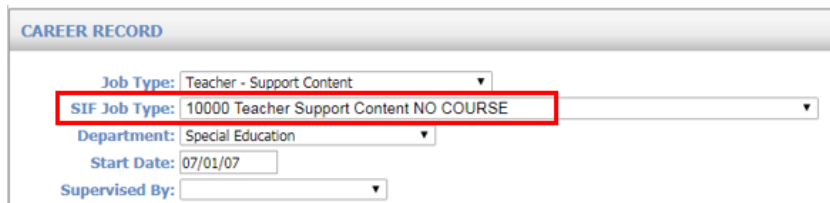
**Free Form Text:**  No  Yes

Delete DOE Field

Default Values				HTML F	
Del	Code	Description	State Code	Del	Page
<input type="checkbox"/>	1000	Instruction	1000		
<input type="checkbox"/>	10000	Teacher Support Content NO COURSE	Text		
<input type="checkbox"/>	2000	Support Services	2000		
<input type="checkbox"/>	2100	Support Services-Students	2100		
<input type="checkbox"/>	2110	Attendance and Social Work Services	2110		

## **Step 2: Create/Modify the Career Record for the staff member who is a Support Content Teacher.**

- Go to Add/Modify Staff and search for staff member.
- Click on Career Tab.
- Select Career record.
- Make sure the staff member has a Career record for Job Type = Teacher - Support Content.
- Set the SIF Job Type = 10000 Teacher Support Content NO COURSE.



The screenshot shows a form titled "CAREER RECORD" with the following fields:

- Job Type: Teacher - Support Content
- SIF Job Type: 10000 Teacher Support Content NO COURSE (highlighted with a red box)
- Department: Special Education
- Start Date: 07/01/07
- Supervised By: [Empty dropdown]

## iPass Releases & Updates

### **Patch Release – 7.0.20180425\_sync**

A patch release went out on April 25 (v. 7.0.20180425\_sync). This patch release fixes an issue with publishing report cards.

The iPass Support Team discovered that the patch release that went out on April 18 (v. 7.0.20180418\_sync) made a change to the report card program that effected the 1 Copy Per Lives With Flag = Yes selection and caused some parents not to receive a published report card in their iParent account.

**Important:** All schools that published report cards between the dates of Thursday April 19 and Tuesday April 25 should do the following to insure all parents receive an electronic copy of their child's report card:

- Confirm that you have Version: 7.0.20180425\_sync displayed in the lower left corner of the iPass Login screen.
- Alert staff that published Report Cards using the Publishing Dashboard to look for Report Card files that were published between the dates of 04/19/2018 and 04/25/2018.
- **Staff will need to:**

- **Create new Report Cards.**
- **Un-Publish the original Report Cards.** *\*(see note below first)*
- **Publish the new Report Cards.**

\*Note: List of Recipients & Viewing Status: If your district uses the Recipient List to monitor the number of Views and/or which parents have viewed the electronic report cards, before un-publishing you may want to use our [Published Documents by Date Range Query](#) to get a record of who viewed the original report cards. This query is available for download in iPass Help > My Queries > Query Files for Download.

## iPass Tips & Tricks

### Query to Find Pre-Requisite Courses

The Support Team has posted a new query in iPass Help that will help determine if a student has taken the pre-requisite courses for a course they are requesting.

iPass Help > My Queries > Query Files of Download > [Pre-Requisite Courses Query](#).

When executing the query:

- Course Title = Enter the Course Title of the course the student is requesting.
- School Year = School year requested (ie. next school year 2018-2019)
- School Profile Sequence = School Name
- Transcript Course Title = Pre-requisite Course ID numbers (up to 3 courses)

**Execute Query: Pre-Requisite Courses**

Course.CourseTitle =

SchoolCourse.CalendarYearSeq =

SchoolCourse.SchoolProfileSeq =

Transcript.CourseTitle =

Transcript.CourseTitle =

Transcript.CourseTitle =

The query report will list the student, the requested course, the completed pre-requisite course(s), and the year the pre-requisite course was taken.

Student ID	First Name	Last Name	Requested Course Title	Requested Course Name	Academic Year	Pre Requisite Course Title	Pre Requisite Course Name
7429			503	Entrepreneurship H	2015-2016	500	Marketing I CP1
7429			503	Entrepreneurship H	2016-2017	501	Management CP1
7429			503	Entrepreneurship H	2017-2018	505	Accounting I CP1
6817			503	Entrepreneurship H	2015-2016	500	Marketing I CP1
6817			503	Entrepreneurship H	2015-2016	505	Accounting I CP1
6817			503	Entrepreneurship H	2016-2017	501	Management CP1
10122			503	Entrepreneurship H	2015-2016	505	Accounting I CP1

## Upcoming Events & Workshops

### May Online User Group Meeting

**Date:** May 9

**Time:** 1:00 p.m.

1. News & Updates
2. Featured Topic: Preparing to Graduate Seniors

Laura Patton will review the recommended steps to follow before graduating seniors such as setting up the grading system to grade seniors only, running senior GPA and Honor Roll, clearing out senior Lockers, and the steps to use Mass Enroll Students to “Graduate” the seniors.

**Meeting Link:** Click here for the [User Group Meeting Webex link](#). Meeting Number is 635 513 566, Meeting Password is Harris. Audio Connections is 1-855-699-3239 Call-in toll-free number (US/Canada).

### Upcoming Workshops

#### End of Year Procedures

This workshop takes users through the End of Year Procedures. This includes preparing for the next school year (Phase I), finishing the current school year (Phase II), and rolling the database over to the new school year (Phase III).

#### Part I: Group Webinar Training Session (3 Hours)

**Date:** May 24, 2018

**Time:** 9:00 a.m. to 12:00 p.m.

Registered workshop attendees will be sent a link to the online webinar. The webinar link may be shared with other district staff. Registered users will receive a recording of the session.

**Part II: Personalized Coaching Sessions (Total: 2 Hours)**

Registered workshop attendees will schedule a total of two (2) hours of online coaching with a member of the iPass Support Team to help them step through their End of Year Procedures. Sessions are scheduled in one-hour blocks.

Since Phase I, II, and III of the EOY Procedures are done at different times during the year, **Hour 1** will cover Phases I & II and **Hour 2** will cover Phase III. Phase III should be scheduled for a date after state reporting is completed and the district is ready to roll over their database to the new school year.

The Support Team will provide registered workshop attendees with a calendar of available time slots to schedule their coaching sessions. Personalized coaching sessions are only available to paid workshop attendees.

Additional personalized coaching time is available in one-hour blocks at an additional cost. Contact the Support Team for more information (lpatton@harriscomputer.com).

**Fee: \$250.00 Per Person**

**Registration Link: [Click here to Register](#). \*\* [Please register by May 21, 2018](#). \*\***

**State Reporting – Massachusetts**

This workshop takes users through the steps to report End of Year data for SIMS, SCS, EPIMS and SDR state reports via SIF transmission.

**Part I: Group Webinar Training Session (3 Hours)**

**Date: June 5, 2018**

**Time: 9:00 a.m. to 12:00 p.m.**

Registered workshop attendees will be sent a link to the online webinar. The link may be shared with other district staff. Registered users will receive a recording of the session.

**Part II: Personalized Coaching Sessions (Total: 3 Hours)**

Registered workshop attendees will schedule a total of three (3) hours of online coaching with a member of the iPass Support Team to help them use the iPass tools to report End of Year SIMS, SCS, EPIMS and SDR state reports and troubleshoot validation errors. Sessions are scheduled in one-hour blocks and will be tailored to the level of experience and needs of the user.

The Support Team will provide registered workshop attendees with a calendar of available time slots to schedule their coaching sessions. Personalized coaching sessions are only available to paid workshop attendees.

Additional personalized coaching time is available in one-hour blocks at an additional cost. Contact the Support Team for more information (lpatton@harriscomputer.com).

**Fee: \$250.00 Per Person**

**Registration Link: [Click here to Register](#). \*\* [Please register by June 1, 2018](#). \*\***

### **State Reporting – Pennsylvania**

This workshop takes users through the steps to report End of Year PIMS Collections.

#### **Part I: Group Webinar Training Session (2 Hours)**

**Date: June 7, 2018**

**Time: 9:00 a.m. to 11:00 a.m.**

Registered workshop attendees will be sent a link to the online webinar. The link may be shared with other district staff. Registered users will receive a recording of the session.

#### **Part II: Personalized Coaching Sessions (Total: 2 Hours)**

Registered workshop attendees will schedule a total of two (2) hours of online coaching with a member of the iPass Support Team to help them use the iPass tools to report the End of Year PIMS state reports and troubleshoot validation errors. Sessions are scheduled in one-hour blocks and will be tailored to the level of experience and needs of the user.

The Support Team will provide registered workshop attendees with a calendar of available time slots to schedule their coaching sessions. Personalized coaching sessions are only available to paid workshop attendees.

Additional personalized coaching time is available in one-hour blocks at an additional cost. Contact the iPass Support Team for more information (lpatton@harriscomputer.com).

**Fee: \$250.00 Per Person**

**Registration Link: [Click here to Register](#). \*\* [Please register by June 4, 2018](#). \*\***



## Additional Harris School Solutions Products

### **EZSchoolEnroll**

#### **Eliminate the paperwork and tedious data entry!**

With EZSchoolEnroll you can:

- Provide online registration for incoming students allowing parents to easily complete your school's registration forms and verify the data before bringing it into your SIS.
- Provide a parent portal to let parents securely update information, add or remove emergency contacts, and collect Language Surveys, athletic or club choices, and much more, saving clerical time.

Plus, it's fully integrated with iPass!

Please contact Laura Patton directly at [lpatton@harriscomputer.com](mailto:lpatton@harriscomputer.com) to learn more.

**Harris School Solutions**

1-866-450-6696

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