



HARRIS
School Solutions

iPass User Group Meeting

May 9, 2018



Agenda

- News & Updates
- Featured Topic: Preparing to Graduate Seniors

News & Updates

New Workshop Format

Delivers valuable training to more district staff and provide “hands-on” personalized coaching for registered attendees.

- **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 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.
- **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 Support Team member will provide guidance tailored to your level of experience and need.

News & Updates

Upcoming Workshops

End of Year Procedures (\$250 pp) – Register by May 21

- May 24 (3 hour interactive group webinar)
- Personalized Coaching Sessions (2 hours total)*

Massachusetts State Reporting (\$250 pp) – Register by June 1

- June 5 (3 hour interactive group webinar)
- Personalized Coaching Sessions (3 hours total)*

Pennsylvania State Reporting (\$250 pp) – Register by June 4

- June 7 (2 hour interactive group webinar)
- Personalized Coaching Sessions (2 hours total)*

** Personalized Coaching Hours purchased separately: \$185/hour*

More information at iPass Help > News > Announcing New Workshops

News & Updates

SIF EPIMS

Support Content Teacher (2310) – No Courses

- Career Record – Update to new SIF Job Type “Teacher Support Content NO COURSE” (Reference [May 2 Wednesday’s Wisdom email](#))
- New: DESE requires Grade Level value – We need to add this to the XML sent

Long Term Substitute Teacher (2325)

- Errors: No Applicable work assignment (WA08) not applied as required and Core work assignment (WA08) not applied as required

HIGH SCHOOL : TEACHER ASSISTANT

Course ID: 794-24 Short Name: Teach Asst School Year: 2017-2018

SELECT PRIMARY TEACHER AND ENTER ASSIGNMENT START AND END DATES

Teacher Name	Assignment Start Date	Assignment End Date	Percent	Primary Teacher
X Cr [Redacted]	09/05/2017	06/27/2018	0	<input checked="" type="checkbox"/>
X Se [Redacted]	09/05/2017	06/27/2018	0	<input checked="" type="checkbox"/>

Cancel Submit

ADD ANOTHER ASSIGNMENT ROW FOR EXISTING TEACHER

2017-2018

4 25 26 27 28 29

Teacher(s): Sc [Redacted] Sc [Redacted] Sc [Redacted] Se [Redacted] X S [Redacted]

Add Dates

Featured Topic:

Preparing to Graduate Seniors

Preparing to Graduate Seniors

- Confirm all seniors have Final Grades
- Run Honor Roll for seniors
- Run GPA for seniors
- Run Transcripts for seniors
- Clear Lockers for seniors **(must be done before graduating)*
- Update MA DOE graduate codes

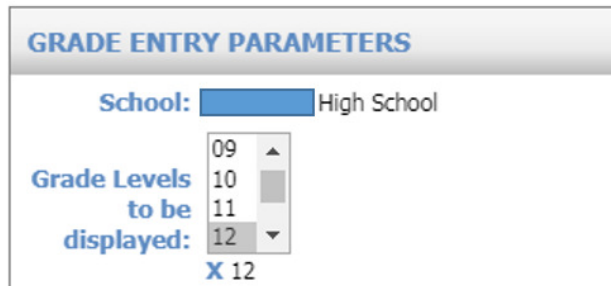
iPass Help > Administration > FAQ

What are the recommended steps to follow before graduating seniors from iPass?

Link: <http://www.imgsoftware.com/kb/index.php?View=entry&EntryID=568>

Grade Entry for Seniors Only

Grading System > Maintenance – Grading > Grade Entry Parameters



GRADE ENTRY PARAMETERS

School: High School

Grade Levels to be displayed: 09 10 11 12

X 12

Note: If your district uses Numeric Grades, after making this change confirm the Report Card Parameters settings are set to Convert Rankbook Alpha Grades for Numeric = No.

When completed and ready for other grades, set Grade Entry Parameters to Grades 9, 10, 11. At start of next year, set to Grades 9, 10, 11, 12.

iPass Help > Grading > FAQ

How do I set up grade entry for seniors only?

Link: <http://www.imgsoftware.com/kb/index.php?View=entry&EntryID=569>

Graduating Seniors

Mass Update Students > Mass Enroll

iPass Help > Administration > Help

How do I graduate my seniors?

Link: <http://www.imgsoftware.com/kb/index.php?View=entry&EntryID=583>

Transcript – Date of Graduation

- Seniors must have “Graduated” Enrollment Record
- Entry/Withdrawal Date of Graduation day
- Transcript PCL forms set to print entry/withdrawal date

Alternate: Anticipated Date of Graduation or Date of Graduation

- Grading System > Maintenance – Grading > Transcript Parameters

Graduation Month:

iPass Help > Grading > FAQ

How do you get the date of Graduation to print on the senior’s final Transcript?

Link: <http://www.imgsoftware.com/kb/index.php?View=entry&EntryID=604>

Questions?