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School Solutions

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Welcome to Wednesday's Wisdom

Your weekly dose of support!

May 16, 2018

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Master the Possibilities!

Check out our new workshops with training *PLUS* one-on-one coaching to master End of Year Procedures and State Reporting.

Support Announcements

iPass Workshops – Webinar Training & Personalized Coaching

The Support Team is offering two Workshops this spring to train and coach your district staff through vital **End of Year Procedures** and **State Reporting**. Our new

workshop format provides step-by-step group-based webinar training for your district staff and follow-up personalized coaching sessions for each paid workshop participant tailored to their individual level of experience and need.

Take advantage of special discounted pricing!

Each year a high percentage of districts contact the Support Team requesting one-on-one coaching to walk them through the End of Year Procedures and State Reporting. These new training workshops *plus* coaching will help your district staff master the process saving your district money and time.

- *Many trained for the price of one!* Districts who register one staff member may share the training webinar link and recording with unlimited staff.

- *One-on-one coaching at a savings of over $300!* Each paid Workshop participant gets up to 3 hours of personalized coaching sessions with an iPass Support Team member (normally billed at $185 per hour).

Registration is open now for our May 24, June 5 and June 7 workshops.

Refer to the Upcoming Events and Workshops section below for more information.

May User Group Meeting Recording Available

For those of you that missed last week's online User Group Meeting, we have posted the webex recording and slide presentation in iPass Help > User Group Meetings > Webex – May 2018 User Group Meeting – News/Updates & Preparing to Graduate Seniors.

During the meeting we shared iPass News & Updates and reviewed steps to prepare for graduating seniors.

Refer to the iPass Tips & Tricks and FAQs section below for more tips related to seniors.

iPass Releases & Updates

Recent Patch Release

A patch release went out on May 14 (v. 7.0.20180514_sync). The patch release included a fix for PCL Progress Reports to print active course sections with same Course ID as dropped course section.

Graduating Seniors

The Support Team has several FAQs related to graduating seniors. Click on the links below for more information.

- [What are the recommended steps to follow before graduating the seniors from iPass?](#)
- [Do I graduate my seniors before the State Reports?](#)
- [How do I graduate the seniors?](#)
- [What date do I use to graduate seniors?](#)
- [How do you get the date of Graduation to print on the senior's Final Transcript?](#)
- [Do I change my YOG 2018 seniors to a G18 Grade Level when I "Graduate" them in iPass?](#)

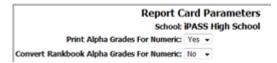**Q.** **How do I set up grade entry for seniors only?**

A. Grade Entry Parameters can be changed to show just seniors on the Add/Modify Course Grades screen making it easier to enter grades for just the seniors in a course.

- Go to Grading System > Maintenance – Grading > Grade Entry Parameters
- Set Grade Levels to be displayed = 12 (only)

- Submit screen to update

If your district uses Numeric Grades you should confirm the Report Card Parameter settings:

- Go to Maintenance – Grading > Report Card Parameters
- Convert Rankbook Alpha Grades for Numeric = No
  (Yes converts Gradebook/Rankbook numeric grades to alpha)

When grade entry is completed for seniors, be sure to repeat the steps above to set the Grade Entry Parameters to Grades 9, 10, 11 only for end of the year grading for the rest of the students.

Reminder! After all end of year grade entry is completed, be sure to adjust the Grade Entry Parameters to include Grades 9, 10, 11, and 12 so that you are ready for the next school year.

Upcoming Events & Workshops

Upcoming Workshops – Registration Open!

The new iPass 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 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.

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 SSDR 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 SSDR 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 the 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 to learn more.

Harris School Solutions
1-866-450-6696

To opt-out of receiving emails from iPass Support please reply to <u>email</u> with your request.