

[Log Support Call](#)

[Schedule Training](#)

[iPass Help Link](#)



Welcome to Wednesday's Wisdom

Your weekly dose of support!

June 20, 2018

In This Issue

[Support Announcements](#)
[iPass Releases & Updates](#)
[iPass Tips & Tricks](#)
[Upcoming Events & Workshops](#)
[iPass Support Services](#)

End of the School Year

Another school year is coming to an end. The iPass Team is here to assist you with your EOY procedures and state reporting needs. Check out our Personalized Coaching options in the iPass Support Services section below.

Support Announcements

June User Group Recording Available – Import/Export Options

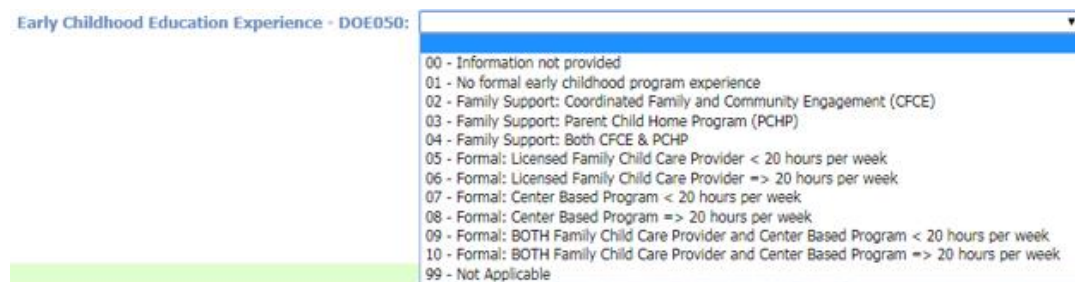
For those of you that missed last week's online User Group Meeting, we have posted the webex recording in iPass Help > User Group Meetings > [Webex – iPass Import/Export Options \(June 12, 2018 User Group Meeting\)](#).

During the meeting we shared iPass News & Updates and reviewed the various Import/Export options available in iPass for Grades, Student Email Addresses, DOE fields, Staff Data, Student data, and Guardian data.

New SIMS DOE050: Early Childhood Education Experience

Last week the DESE shared in their webinar on 2018-2019 Data Collection Changes that there will be a new DOE050 Early Childhood Education Experience field. This element will identify the type of early childhood education experience a student has in the school year prior to Kindergarten. This element is specifically applicable to Kindergarten students and will be expected to be reported for students in the October 2018 SIMS Report.

The new DOE050 field is now available in iPass. It went out in last night's patch release so that districts can begin collecting the data now in the student's record.



This field is available on the Student's MA DOE screen (above), DOE ID Manager > DOE Import/Export field selection, Biographical System > Student Mass Update > DOE Field selection, and DOE ID Manager > DOE Mass Update. The field will not be included in the 2017-2018 EOY SIMS Report.

Update SCS Transmission After The Last Day Of School

After your district passes the last day of school, send the StudentSectionEnrollment Object so that Elementary students will get updated to SCS08 Course Enrollment Status = 03 Completed. Since Final Grades are not entered for Elementary students, this step is required to update the SIF transmission at the DESE.

To do this, delete the SIF Temp Table of the StudentSectionEnrollment object first and then use SIF – Send Objects to send the StudentSectionEnrollment Object for the entire district.

iPass Releases & Updates

Recent Patch Release – 7.0.20180619_sync

A patch release went out on June 19, 2018 (v. 7.0.20180619_sync). The patch included: new Gradebook Save to Excel, new DOE050 field for 2018-2019, and corrections for Gradebook/Rankbook and View Only Access display of future courses and students, Staff Nurse Visit, and SIF SCS Student Section Enrollment.

Please refer to the Release Notes in iPass Help > iPass Patch Release Notes > [Patch Release Notes – 7.0.20180619_sync](#).

iPass Tips & Tricks

End of Year Reports

End of Year Procedures Phase II “Ending the Current School Year” recommends running certain reports prior to starting the new school year. For a complete list of reports please reference the [End of Year Procedures – Quick Guide](#) or the [End of Year Procedures Help Guide](#) in iPass Help > Administration > Help folder.

Certain reports are difficult to obtain after the database is rolled over, especially when students change schools. Most iPass reports are based on CURRENT Grade Level and Homerooms.

Below are some examples of reports you may want to run now:

- Permanent Record Labels **(before student changes schools)*
- Attendance Reports: Attendance Statistics, Attendance Tally, Perfect Attendance
- Entry/Withdrawal for entire school year **(exact Start/End Dates, all enrollment types)*
- Competency Report Cards
- Report Cards
- Mailing Labels **(By Grade Level - Use for MCAS test results mailing the next year)*
- GPA Rank Report **(Grading System > Reports – Grading > GPA Rank – this is NOT the one where you Calculate GPA)*

- Honor Roll Lists **(By Term / Calculate Honor = No)*

Deleting Requests

Before you mass delete Requests for a course, you need to first check for Alternate requests for the course. These Alternates need to be moved to another course prior to being removed.

Helpful Hint! Use the 'Students Requesting a Course' report to find the Alternates. You can select to run the report for a specific Course ID and have the choice to select Alternates = No, Only Alternates, or All. When running with Alternates = All, Alternate Requests will have an asterisk (*) after the Student Name.

Go to Scheduling System > Reports – Scheduling > Students Requesting a Course.

Course: 501	French 11	Department: FL				
ID	Name	HR	YOG	Sex	GL	
1401959	[REDACTED]	*	145	2020	F	09
1405135	[REDACTED]	*	322	2018	F	11
1283763	[REDACTED]	*	236	2019	M	10
Total Males: 1		Females: 2	Students: 3			

Upcoming Events & Workshops

Elementary Scheduling Workshop

Our annual Elementary School Scheduling Workshop will be offered on **August 15, 2018** in our new Workshop format.

- **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.

Elementary School Scheduling Workshop

This workshop will review the iPass scheduling tools and take users through the steps to schedule the Elementary Schools for the 2018-2019 school year.

The Elementary Scheduling Workshop will cover:

- Homeroom assignments
- Mass Loading student schedules
- Setting up and using the Quick Scheduler
- Drop/Add feature
- Withdrawn students features
- Editing Teachers in the course catalog
- Adding and removing Courses to the course catalog
- Adding and removing sections from a course
- Moving students from one course to another
- Printing student and teacher schedules

Part I: Group Webinar Training Session (3 Hours)

Date: August 15, 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 use the iPass

tools to schedule the Elementary School(s) for 2018-2019. Sessions can be scheduled in either two (2) one-hour blocks or one (1) two-hour block.

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 August 14, 2018](#). **

iPass Support Services

Personal Coaching Sessions Available

The Support Team is available for personalized one-on-one “coaching” beyond the scope of typical support ticket resolution.

During a Personalized Coaching Session a Support Team member will work one-on-one with the user to help with iPass setup and walk a user through the required steps to reach the desired outcome. Coaching sessions are recommended when a district is looking to implement a new iPass feature, when a user wants someone to walk them through a process, or when a user wants help reviewing and clearing state reporting errors.

Coaching Options:

Personalized Coaching Session

- User defined topic/need
- Fee: \$185/hour, typically booked in 1-2 hour blocks
- For more information email lpatton@harriscomputer.com

Workshop *Plus* Personalized Coaching

Several times a year the Support Team offers Workshops that include one-on-one coaching sessions. These bundles offer special pricing and offer the greatest benefit to the district.

Special Introductory Offer through August 2018:

We have had such positive feedback about our new workshop format with coaching hours that we want to offer this opportunity to those that may not have signed up to participate in the live workshop webinar.

- **EOY Procedures Workshop Recording + Coaching Hours for \$250**

Receive a link to the End of Year Procedures Workshop webinar recording. This link can be shared with other staff in the district. This workshop covers preparing for the next school year (Phase I), ending the current school year (Phase II), and starting the new school year (Phase III).

Receive 2 Hours Total of Personalized Coaching – Book in 1-Hour blocks. Hour 1 will cover Phase I & II and Hour 2 will cover Phase III.

For more information email lpatton@harriscomputer.com.

- **EOY MA State Reporting Workshop Recording + Coaching Hours for \$250**

Receive a link to the Massachusetts State Reporting Workshop webinar recording. This link can be shared with other staff in the district. This workshop covers SIMS, SCS, EPIMS, and SDR SIF State Reporting.

Receive 3 Hours Total of Personalized Coaching – Book in 1-Hour blocks.

For more information email lpatton@harriscomputer.com.

Harris School Solutions

1-866-450-6696

Copyright © 2018, Harris School Solutions.

All rights reserved.

To opt-out of receiving emails from iPass Support please reply to [email](#) with your request.