HARRIS School Solutions

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*i*PASS

Welcome to Wednesday's Wisdom

Your weekly dose of support!

July 18, 2018

In This Issue

Support Announcements
iPass Tips & Tricks
Upcoming Events & Workshops
Support Services

Planning for New School Year

Let the Support Team know any plans you may have for iPass in the upcoming year so that we can support you in a smooth implementation.

Support Announcements

District Planning For New iPass Initiatives for 2018-2019

Now is the time to consider and plan for new iPass initiatives for the 2018-2019 school year. Depending upon when you want to roll it out – *the start of the year, mid-year, or by year end* – the summer months are the best time to consider additional iPass system features and prepare for implementation

The Support Team is available to provide recommendations and to coach you through the set-up and implementation to roll out your initiatives with success.

Below are iPass systems or features that some districts may want to consider adding in 2018-2019:

- Quick Scheduling *(See Tips and Tricks section below for more information)*
- Auto-Attendance Letters
- Online Teacher Behavioral Referrals
- iParent/iStudent
  - Publishing Report Cards
  - Online Guardian Update Information
  - Online Course Recommendations
  - Real-time Gradebook/Rankbook Progress Reports
  - Discipline
- Competency Report Cards
- Teacher Gradebook/Rankbook
- Activities/Groups
- Alerts
- Bus Routes
- Lockers
- Standard Tests
- User Fees
- iStaff – Attendance, Auto-Compensation, Professional Development

Any PCL Form Changes for 2018-2019 ?

Please let us know as soon as possible if you plan to make changes to PCL forms such as Report Cards, Progress Reports, Competency Report Cards, Transcripts, Bio Verification Forms, etc. The Support Team needs time to review your change request, determine the scope of the work and provide a quote if needed, and schedule the changes to meet your deadline. Please submit your request in an eSupport ticket with details of the changes you need.

Any Call Notification System Changes for 2018-2019 ?

Let the Support Team know now if you are planning to change your call notification system. To share iPass data with that system, a public key needs to be set up to allow batch data reports to be sent from iPass to the call notification application. Doing this

now will insure a smooth transition and have you ready for the notification and attendance calls at the start of the school year.

Reminder to those districts staying with the same call notification system: After you rollover your database to 2018-2019 you must set up new batch reports based on the new "current" school year and delete the old batch reports.

Quick Schedule

The Quick Schedule feature allows users to schedule students into courses associated with a Homeroom. This can be done for individual students from the Student Profile screen or for an entire Homeroom using Mass Update Students. This feature is great for Elementary schools were the courses scheduled can easily be associated with a primary teacher and homeroom.

The Quick Schedule option is enabled by school. When enabled, the Room Catalog is used to associate courses to specific Homerooms.

ROOM DETAILS

Room Code: R01	Description: 01
Building: Brown ▼	Capacity: 30
Grade Level: K	Comment:
Home Room: Yes ▼	

ASSOCIATED COURSES: R01 - 01

◆ Brown Elementary School School Year: 2017-2018 ▼ ◆

+ Add

Delete	Course	Academic Year
☐	ElArtKF-R01 : Elem Art KF	2017-2018
☐	ElMusKF-R01 : Elem Music KF	2017-2018
☐	ElPEKF-R01 : Elem PE KF	2017-2018
☐	GRKF-R01 : Grade KF (Homeroom)	2017-2018

Submit **Cancel**

Based on a Homeroom assignment, all courses for the Homeroom can be scheduled by simply checking off a box on the Student Profile screen. This makes scheduling new students at the elementary school level easy for the front office.

Year Of Graduation: 2030 ▼
Previous School: Natick Preschool
Home Room: R01 ▼
Quick Schedule: ☑ ←
Primary School: Brown Elementary School ▼

Note: To have access to Quick Schedule on the Student Profile screen the individual user must have the Extra Security Option for Allow Quick Schedule.

These courses are then added to the student's schedule.

Student Schedule.

School Year: 2017-2018 ▼

☐ Show Dropped Courses

Course ID	Course Name	Term	Schedule	Curr Lev	Room	Teacher	Credits	Status
GRKF-R01	Grade KF (Homeroom)	1234	11111	0	R01		0.00	
ElArtKF-R01	Elem Art KF	1234	None	0			0.00	
ElMusKF-R01	Elem Music KF	1234	None	0			0.00	
ElPEKF-R01	Elem PE KF	1234	None	0			0.00	

Biographical System > Mass Update Students provides the option to mass schedule students who are all assigned to the same Homeroom.

Mass Update Students

Shop Week / Cluster: ▼
Set Year for Next Year's School: No Update ▼
Next Year's School: No Update
Next Year's Grade Level: No Update ▼
Next Year's Homeroom: No Update
Misc Field: No Update

→ Homeroom Quick Schedule: Assign Courses ▼
DOE Field:
  No Update
  Assign Courses
  Clear Courses

STUDENT SEARCH CRITERIA

Year: 2017-2018 ▼
ID:
Last Name:

Home Room: R01 ▲
R02
R03 ▼
X R01

For more information, refer to iPass Help > Scheduling > Help > Quick Schedule for Elementary Schools.

Elementary Scheduling Workshop

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

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

Personalized 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 SSDR 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

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