HARRIS
School Solutions

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iPASS

Welcome to Wednesday's Wisdom

Your weekly dose of support!

August 8, 2018

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School Year Transition

The Support Team is here to help you close out 2017-2018 and begin 2018-2019.

Support Announcements

Join Us Today – August Online User Group Meeting
Time: 1:00 p.m. to 2:00 p.m.

1. **News & Updates**
2. **Featured Topic: Transitioning to the New School Year**

Laura Patton will review the transition from one school year to another to insure a successful start to the new school year.

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).

The Support Team hosts monthly online user group meetings the second Wednesday of every month. Meetings start with important news and updates for all users and include an in-depth review of timely topics.

'Quick Schedule' Your Elementary School Students

Schedule your elementary school students into <u>all</u> of their courses with the check of a box!

The 'Quick Schedule' feature gives users the ability to schedule ALL courses associated with a Homeroom to individual students or to all students in that Homeroom. Office Staff will find this so easy to use!

Attend our online Elementary Scheduling Workshop on August 15th and learn how to implement 'Quick Schedule' in select schools and we will show you how to use it to schedule your elementary school students.

[**Register for next week's Elementary Scheduling Workshop**](#)**!** Refer to the Upcoming Events & Workshops section below for more information on the workshop's group webinar training session and follow-up personalized coaching sessions.

iPass Tips & Tricks

Reminders to Districts That Have Rolled Over to 2018-2019

After you have rolled over your database to 2018-2019 don't forget to do the following:

Create New Batch Reports for 2018-2019

Districts that have rolled their database over to 2018-2019 need to create new recurring batch reports based on the 2018-2019 school year. Recurring batch reports

such as the ConnectEd Export, eSped Export, and Advanced Export Reports, set up in 2017-2018 no longer reflect the current grade level and school for the enrolled students.

Recurring batch reports are displayed at the bottom of your My Reports screen. Check off the Delete box and click Delete.

RECURRING SCHEDULED REPORTS		
Delete	**Report**	**Recurring**
☐	Connect Ed Export	daily -- Every Weekday at 20:00
☐	Advanced Export Report	daily -- Every Weekday at 22:00
☐	Advanced Export Report	daily -- Every Weekday at 22:00
☐	Advanced Export Report	daily -- Every Weekday at 22:00
☐	eSPED Export	daily -- Every Weekday at 21:00

Delete

Then create your new recurring batch report. Remember that recurring batch reports will not run until after midnight of the day you set it up, when the batch processor looks for it. After that, the report will run daily at the scheduled time.

BATCH PROCESS OPTIONS

☑ **Run as a Batch Process**

Batch Start Date and Time: August ▼ 7 ▼ 2018 ▼ 01:00

Run Post-Processing After Batch Completes: sFTP to -oIdentityFile: _____ ?@sftp.blackboardconnect.com

☑ **Recurring Batch Process**

◉ daily ○ every day
◉ every weekday

Please submit an [eSupport](#) ticket if you need assistance with setting up your batch reports.

iParent/iStudent Settings

Now that you have rolled over to 2018-2019, if you want to continue to restrict the viewing of scheduled courses you will need to make some adjustments to your iParent and/or iStudent Configuration settings.

The "Current" year is now 2018-2019. To continue to hide schedules and teachers, you will want to consider making the following changes to your settings:

- Show Grade Information: Set to Prior or None (update message if needed)
- Show Schedule Information: Set to Prior to None (update message if needed)
- Hide Teacher Name and Room Number on student schedule: Select 2018-2019 *(this will hide the teacher name/room number when you set Schedule Information to Current or All to show the 2018-2019 schedules)*
- Revoke Module Access to the
    - Assignments page
    - Progress Report page
    - Competency page
- If you use the Schedule Rotation view (different from the Schedule page), remove this temporarily from the Parent User Type if you have not done so already.

Preparing for SIF Transmission for 2018-2019

Districts that are certified in all of their end-of-year state reports can now clear out their SIF Events and Response Processor Log Files and set the October "As of Date."

Go to SIF Agent > SIF Processors

Check box to "Purge All Log Files Except Current Day" and Submit.

The Last Transmission Date can now be set to 10/01/2018 in preparation for the October state reports.

Go to DOE ID Manager > Maintenance – DOE > DOE Parameters

Set the Last Transmission Date = 10/01/2018

Academic Year Settings – Order of Terms

When setting up the Academic Year Settings for the new school year, be sure to select the "fake" Terms required for sending courses in the SIF SCS Transmission (ie. FY, S1, S2). The Term Order must be the same as the previous year so that the PCL Form "Term Instances" match up for placement of Grades on the Report Card and PCL Progress Reports.

Term Details			
Term	Start Date	End Date	Order
FY	08/29/2018	06/18/2019	0
T1	08/29/2018	11/27/2018	1
T2	11/28/2018	03/11/2019	2
T3	03/12/2019	06/18/2019	3

Grade Headings & Terms

The Grade Headings & Terms table needs to be set up for each school and must be filled in for the <u>entire</u> school year. The Grade Heading/Term instances are referenced when printing the PCL Forms so you want them all "Included" from the start of the school year. Individual Grades Headings can then be opened and closed during the specified periods of grade entry.

Please refer to the **Quick Guide: Grade Headings & Terms** for detailed directions on set up.

Exiting Teaching Staff

Before entering an End Date in the Career record of a teacher that is leaving, check to see if they are still scheduled to teach any courses in 2018-2019. If they are scheduled, un-schedule the teacher from the course section and click into the Add Dates screen to delete any record of the teacher teaching that course at any time during the school year. When an End Date is entered BEFORE you un-schedule them, the teacher is hidden from view on the Course Section screen.

Next Year's School Field Should Remain Blank

Remind staff <u>NOT</u> to enter a Next Year School at this time. If it is entered prior to the next school year being created (ie. 2019-2020), a Primary School/Year Record is created for the student with a School Year Sequence = 0. This can cause problems.

If you notice that the Next Year School field is filled in for your students after the rollover, submit an eSupport ticket and to let the Support Team know. We can run a script to find these records and remove them.

If you are finding that the Recommendations screen is not displaying for students, this is likely the same issue. Check to see if the student has a Next Year School filled in. Removing the Next Year School will allow the Recommendations screen to default to the current year.

Once the new school year is set up, usually done when scheduling begins sometime in January, the Next Year School field can be used to indicate where a student is going in the next school year.

iPass FAQs

Q. **We use the Clever Export to move iPass data to a 3rd party software application – Why is Clever not syncing?**

A. With all the changes being made during the rollover to the new school year such as grade level promotion and mass enrollments, Clever may have put a "hold" on the sync due to the large number of changes being sent.

Q. **I enrolled all my students for the first day of school, but their records say "error" under the Enrollment on the Student Search screen. What did I do wrong?**

A. You need to create a school calendar with the first day of school matching the enrollment date. Go to Attendance > Maintenance > Calendar Maintenance and create your school's calendar. Once completed, your enrollment records will all display as "Enrolled." If your enrollment records are dated prior to the first calendar day, they will continue to be in error. The enrollment record must reflect a day in the school calendar. [Click here for more information](#).

Upcoming Events & Workshops

Elementary Scheduling Workshop – Learn to 'Quick Schedule'

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:
- Setting up and using the Quick Scheduler
- Homeroom assignments
- Mass Loading student schedules
- 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. *

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 the end of 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.

- **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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