# iPass User Group Meeting Agenda October 10, 2018

## News:

### State Reporting Updates

- SCS Error: SIF SCS Error of SCS9320 - Course Credit Earned (SCS11) not valid for Course Credit Available (SCS10)
- Summer Withdrawals – Report of Race Invalid/Missing errors

### Self-Service Photo Upload

- Application uploads only one zipped folder containing one students and one staff folder. Multiple zipped folders will need to be uploaded in separate steps.

### Lead iPass Support Contacts in Your District (2018-2019)

- Let us know who your lead support contacts with in the district. These are your staff go-to person for iPass. Spreadsheet template can be found at iPass Help > News > http://www.imgsoftware.com/kb/news/43/

### Trainings, Workshops, Coaching & Mentoring

- Still time to sign up for live sessions and to get recordings of completed training sessions and workshops. Link: iPass Help > News > http://www.imgsoftware.com/kb/news/63/
- One-on-One Coaching & Mentoring available.

### iPass User Training Webinar Series:

| Date | Session (Target Users) | Topics Covered | Session Fee (Per District) |
|---|---|---|---|
| September 25, 2018 *Webinar Recording Available* | Administrative Assistants | Biographical System, Attendance System, Grading System, Report Cards, Competencies, Reports, iParent/iStudent, Publishing Dashboard | $500 |
| September 26, 2018 *Webinar Recording Available* | Gradebook Support Staff & Lead Teachers | Gradebook, iTeacher, Grading, Competencies, Report Cards, Progress Reports, iParent/iStudent | $500 |
| October 2, 2018 *Webinar Recording Available* | Discipline Staff | Overview of Discipline System, Discipline Records, Reports, Data Requirements for SSDR State Reporting | $500 |
| October 3, 2018 *Webinar Recording Available* | Human Resources Staff | iStaff Best Practices, Career records, Compensation, Attendance, Time Rollover, EPIMS Requirements, Contracts | $500 |
| October 4, 2018 *Webinar Recording Available* | Scheduling Staff | Scheduling Students, Drop/Add, Transfer Grades, Course Catalog Maintenance, Printing Schedules | $500 |
| October 9, 2018 | School Administrators | iPass Overview, Discipline, Grading & Report Cards, Transcripts, GPA, Honor Roll, Scheduling, Dashboard Views, Data & Reporting, iParent/iStudent, Publishing Dashboard | $500 |
| October 10, 2018 | Guidance Staff | Overview of Scheduling System, Grading System, Transcripts, GPA, Honor Roll | $500 |
| **Bundled Series** | All Sessions Included | **Savings of $500** | $3,000 |

**State Reporting Workshops _PLUS_ Coaching:**

| Date | Workshop | Webinar + Coaching (Hours) | Fee (Webinar Unlimited Users + Coaching for up to 3 Users) |
|------|----------|-----------------------------|-------------------------------------------------------------|
| September 27, 2018 _Webinar Recording Available_ | October SIMS State Report | 1 + 1 | $400 |
| October 16, 2018 | October SCS State Report | 2 + 2 | $750 |
| October 17, 2018 | October EPIMS State Report | 2 + 2 | $750 |
| October 23, 2018 | October Cross Validations | 1 + 1 | $400 |
| October 30, 2018 | Start Now - SSDR State Report | 2 + 2 | $750 |
| **Bundled Series** | All Workshops Included | 8 + 8 | $2500 **(Save $550)** |

# Featured Topic: Drop/Add and Transfer Grades

iPass Help > Scheduling > Help > Quick Guide: Modify Schedules – Drop/Restore & Remove Courses

iPass Help > Scheduling > Help > Quick Guide: Grade Transfer During Schedule Changes

**Drop/Restore vs. Remove**

Before reporting October SCS there is a big Add/Drop period for courses as students get scheduled and moved around. During the Add/Drop period you can use the Remove check box to delete the course from the student's schedule. We recommend that you pick a date for the Add/Drop period. After this date, have staff use Drop/Restore to maintain a record of the course.

_Helpful Hint!_ Back in the September 19th Wednesday's Wisdom email we recommended that you clear as many errors as you can and then submit a EOE Help Desk ticket requesting the DOE clear your SCS Objects so that you can send fresh course data. This is also recommended for EPIMS since changes have likely been made since you began scheduling courses. Deleting and resending the SCS and EPIMS objects clears out the live events that have occurred since scheduling for 2018-2019 began last year.

**Remove** – Use "Remove" to permanently remove or delete a course from a student's schedule. This can be used to remove a course prior to October 1 SCS state reporting and if no record of the course section needs to be kept for the student. During the school year, use this to remove a course that was scheduled in error or when scheduling for the _next_ school year, prior to the school year starting.

**Drop/Restore** – Use "Drop/Restore" to drop a course after you have submitted October 1 SCS schedule data to the DOE (October 1 snapshot - SIF Freeze/Submit/Certify). This will keep a record of the student in a course reported in October 1 SCS for EOY June SCS state reporting. Drop should also be used if you want to maintain a record of the course and grades received in that course. Dropped courses can be "Restored" at any time using the Drop/Restore check box.

When a course is dropped the Terms will be adjusted. Based on the Drop Date, the current term will be retained and the subsequent terms will be removed. Keep in mind that if you adjust the course after

the start of a new term you may need to manually adjust the course to remove that Term from the student's schedule.

Use to Drop/Restore to restore a course that was dropped in error. When the course is restored, the current Term and any subsequent Terms will be added back into the student's schedule.

If a dropped course should have been removed, use Drop/Restore to add a course back and then use Remove to delete it.

Use the **Drop/Add Report screen** to see changes made to the student's schedule in the "Action" column.

| Drop/Add Report | | | | | |
|---|---|---|---|---|---|
| Date/Time | Action | Course-Sec | Description | Term | Changed By |
| 08/16/2016:19:31:58 | DEL | 0481-001 | Integrated Science 8 | | Support Account |

"Restore" – Class has been restored (added back)
"Dropped" – Class has been dropped
"TRem" – Terms have been removed from a class record
"Tadd" – Terms have been added to a class record
"TCNG" – Terms adjusted on the course
"ADD" – Class has been newly added to the student's schedule
"DEL" – Class was deleted (REMOVED) from the student's schedule

**Scheduling – Reports > Drop Add Report** – This report will show every student that dropped/added courses on a specific date or during a date range.

**Transfer Grades**

*NOTE: this is for transferring Grading System Grades, not Gradebook Assignment Grades. Does*

This feature allows you to transfer grades from the course you choose to Drop to the course you choose to Add in <u>one step</u>. It cannot be used to transfer grades after you have already dropped the course.

Use when a student is moving from one course to another and you want to move grades with the student to the new course to include the grades in Horizontal Averaging. In the past this was done manually. This feature automates the process.

It is up to user to know doing the Drop/Add Transfer Grades to know if the grades should be transferred or not.

If you decide not to move grades, iPass now will NOT calculate Horizontal Averaging for Dropped courses. If you want to find Dropped courses with Grades, use the Dropped Courses With Grades Query available in iPass Help.

The user needs the Extra Security Option for "Can enter grades for closed terms & can transfer grades" selected to have the Transfer button display on the Modify Schedules screen.

**Extra Security Options**

- ☑ Can overload classes.
- ☑ Can submit student scheduler from schedule screen.
- ☑ Can create course conflicts from schedule screen.
- ☑ Can delete student records.
- ☑ Can input daily attendance on all home rooms.

- ☑ Can enter period attendance from daily attendance
- ☑ Can enter grades for closed terms & can transfer grades
- ☑ Can clear previous student schedules.
- ☑ Can Update Prior Year Grades.
- ☑ Can Update All Competency Groups.

**Transfer Grades screen**

Pick course you want to Drop first. You can select multiple courses at one time.

** Wait for screen to refresh. **

Select the course you want to Add and transfer grades to.
- Select the course you want to Add from list of available courses. Use filters at top of screen to limit the choices in the selection drop down box.
- Use magnifying glass icon to get to the course picker.
- If you know the Course ID/Section you can enter it in the box.

If you get a question mark (?) in the selection box, you've exceeded the limit for the number of courses that can be displayed. Use the selection filters at the top of the screen to make it a shorter list.

Check box for Transfer Grades – This will drop selected course, add selected course, and transfer grades. If you know the course is full or may cause a conflict you can check off the appropriate boxes. The user's ability to override and schedule if there's a conflict is controlled by Extra Security Options.

Click Submit Transfer. Move through screen messages. Requires two submits.

Refresh the Schedule Summary screen and you will see the new course added (Terms) and old course is Dropped. If needed, you can adjust the scheduled Terms by clicking on the course ID.

Go to student Grades screen to see grades have been moved. (Comments)

If a course is Dropped/Add and Grades Transferred in error – You can use Transfer Grades screen to Drop the course that was added, Add the course that was dropped, and transfer the grades back. If you want to delete the now "dropped" course, use Drop/Restore to restore the course and then use Remove to delete it.