

iPass User Group Meeting January 9, 2019

Getting Ready for Scheduling 2019-2020

News & Updates:

- iPass Support Hub – New Ticket system
- New Scheduling Success Services – Training, Planning & Coaching options

Feature Topic: Getting Ready for Scheduling

Important: Let staff know the new year has been added. Whenever working on schedules be sure to check the School Year is set to NEXT school year. Recommendation to tell staff to BE SLOW – SAFE – PURPOSEFUL so changes are not made to current year schedule by mistake.

Agenda/Outline:

- Create new Academic Year for 2019-2020
- Assign Next Year's School to Students (Mass Update Students)
 - Online Recommendations require Next Year Grade Level be set
- Set up Academic Year Settings
- Roll Course Catalog
 - Roll Schedule = Yes ; Roll MSB Teacher/Room = Yes
- Save "rolled over" schedule with Master Schedule Builder Option
 - MSB Clear / Restore Options available
 - Courses must be set to User with MSB = Yes
- Define Schedule Rotation
- Online Recommendation Set up
- Set up Teachers, Parents and Students to not see Next Year's Schedules as you build them
- Entering Requests
- Run Reports to check on Requests