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## Welcome to Wednesday's Wisdom

*Your weekly dose of support!*

January 16, 2019

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### In This Issue

[Support Announcements](#)

[iPass Tips & Tricks](#)

[iPass FAQs](#)

[Upcoming Events & Workshops](#)

[Support Services](#)

### Scheduling With Ease

iPass Support is here to assist. This Wednesday's Wisdom contains helpful tips and service offerings for all skill levels to help next year scheduling go smoothly.

## Support Announcements

### FY2020 Budget Letters

The iPass budget letters for FY2020 are being prepared and will be sent out this month. In addition to providing you with an estimate regarding the cost of your annual support contract for the next fiscal year, we will also be including a list of our

training and coaching service options. Our intent with these letters is to help you with your annual budget planning.

## **WebEx Recording Available – Getting Ready for Scheduling**

The January iPass User Group Meeting on January 9, 2019 featured News/Updates of our new *Scheduling Success Services* and a review of the **steps to prepare for scheduling in the next school year**.

If you were unable to attend the meeting, want to see it again, or want to share it with other ticket users in your school district you can download the recording and the meeting agenda/outline from iPass Help > User Group Meetings > [Webex – iPass User Group Meeting \(January 9, 2019\) – News, Updates & Getting Ready for Scheduling 2019-2020](#). iPass Support Hub Ticket Users can also find this recording in the Knowledge Base.

### **iPass Tips & Tricks**

## **Setting Up For 2019-2020 Scheduling**

The [Scheduling Help Document](#) in iPass Help outlines step-by-step instructions for the entire scheduling process. It is important to follow these steps in the order they are given.

To begin, you will need to:

- Define the Next Academic Year (District)
- Assign Students to Next Year’s School (ALL Schools)
- Define Academic Year Schedule Parameters
- Rollover the Course Catalog

## **Recommendation for Rolling the Course Catalog**

When rolling over the course catalog it is recommended that you set BOTH Roll Schedule = YES and Roll MSB Teacher/Room = YES.

Even if you do not use the Master Schedule Builder (MSB) to schedule your students, rolling the course catalog this way will allow you to save a Master Schedule version in the next year with all the Term, Period, Teacher, and Room information from the current year. After you save this version you can then choose to “clear” some or all the

Master Schedule to remove schedule details and save this additional un-scheduled version. Doing it this way will give you 2 Master Schedule back-up options: one *with* and one *without* the current year schedule detail.

Once scheduling has begun and online course recommendations have been completed you do not want to roll the course catalog over again. Each year when you roll the course catalog the courses get new course sequence numbers. Course Recommendations and Requests reference these sequence numbers. If the Course Catalog were to be rolled over again, some courses could end up with different sequence numbers. If you find you need to roll your course catalog again and you have already begun the Recommendations and Requests process, please contact the Support Team for assistance.

[Click here for complete directions.](#)

## Scheduling Resources for Online Course Recommendations

The following Quick Guides are available to assist in setting up Online Course Recommendations and supporting teachers, counselors, parents, and students in the process. These items can be found in iPass Help > Scheduling > Help folder.

- [Administrator's Quick Start Guide for Configuring Student Course Recommendations](#)
- [Teacher Quick Start Guide for Student Course Recommendations](#)
- [Counselor Quick Start Guide for Student Course Recommendations](#)
- [iParent Quick Start Guide for Student Course Recommendations](#)
- [iStudent Quick Start Guide for Student Course Recommendations](#)

**Reminder:** When you begin scheduling for 2019-2020, you need to adjust your viewing settings to hide future schedules from parents, students, and teachers. Refer to the iPass FAQ section below for more information.

### iPass FAQs

**Q. How do I keep next year's course schedules from displaying in iParent and iStudent Schedule view?**

**A.** Several adjustments should be made to the iParent and iStudent Configuration screen:

- Set Show Grade Information = Current & Prior
- Set Show Schedule Information = Current & Prior

“All” will show courses in 2019-2020 view

In addition, you can go ahead and highlight the next school year (2019-2020) for “Hide Teacher Name and Room Number on student schedule for selected school years.” This will ensure the Teacher Name and Room Number will not show when you do open up viewing of the next year schedule.

**Q. How do I hide next year schedules from teachers?**

- A.** There is a district-wide setting to open or restrict Schedule display. To hide next year schedules from teachers, you need to set the District Configuration to show only “Current & Prior” Schedules.

Go to Administration > District Resources > District Configuration > set “Show Which Schedule(s)” to = Current & Prior.

Note: To give select staff, such as School Counselors or Administrators, the ability to view next year schedules, you will have to give that staff member access to future student and teacher schedules. [Click here for more information.](#)

**Q. How do I assign students to the Next Grade Level when they are changing schools and the Grade Level is not available as an option at their current school?**

- A.** The Grade Level will need to be temporarily added to the School Profile so that it can be selected. For example, current Grade 8 Middle School students need their Next Year School set to High School and their Next Grade Level set to 9. The Middle School only offers Grades 5-8. Grade 9 will need to be added temporarily to the Middle School > School Profile while you do the Mass Update. When completed, it can be removed. [Click here for more information.](#)

**Q. How do I search for incoming students coming from another school to schedule them?**

**A.** The current grade level of the incoming students will need to be temporarily added to the School Profile to search for the students. Setting Next Year School will identify the students as “Incoming.” Since the Grade search filters in iPass are based on the student’s CURRENT Grade, the grade level of these incoming students needs to be available. For example, for the high school to schedule incoming Grade 9 students, they need to be able to search for the “Incoming” students currently in Grade 8. During the scheduling process, Grade 8 should be a selected grade in the high school’s School Profile. [Click here for more information](#).

**Q. Is the Recommendation Configuration screen school-specific or district-wide?**

**A.** The Recommendation Configuration screen for Online Recommendations is school-specific. Based on your Default School, you can turn on/off Recommendations for your teachers, select Departments and/or Electives for Recommendations, add a Sign Off message, set defaults, and select Recommendation Settings.

Keep in mind that the teacher, parent, and student will be looking at the Recommendation screen for their next year school. For example, a current middle school eighth grader will be seeing the Recommendation screen based on the configuration set up for the high school

## Upcoming Events & Workshops

### **Scheduling Success Services Pack 2 Day Training *PLUS* Planning & Coaching**

The iPass Support Team is offering *Scheduling Success Services Packs* for **High School**, **Middle School** and **Elementary School** level scheduling. Unlimited district staff can participate in the **two 3-hour interactive remote classroom training** sessions to develop the scheduling skills they need. Included is a personalized **1-hour small group planning session** and **2 hours of one-on-one small group coaching** to insure success.

#### **2019 Training Dates:**

- **High School** – February 5 and April 2

- **Middle School** – April 9 and May 21
- **Elementary School** – June 11 and August 20

[Click here](#) for pricing and registration links for upcoming sessions.

Refer to the iPass Support Services section below for additional *Scheduling Success Services* options for experienced schedulers.

## iPass Support Services

### **Scheduling Success Services**

#### **Training – Planning – Coaching**

Successful student scheduling is based on strong scheduling skills, planning, and timely execution. The iPass Support Team is offering new options this year to assist all levels of users in the scheduling process. Our goal is to provide you with offerings that best fit the skill level of your scheduling staff, meet your scheduling needs, and insure a successful scheduling outcome.

#### ***Scheduling Success Services Pack*** **2 Day Training *PLUS* Planning & Coaching**



This option is tailored to meet the scheduling needs of all user levels within the district. Unlimited district staff can participate in the two 3-hour interactive remote classroom training sessions to develop the scheduling skills they need. Included is a personalized 1-hour small group planning session and 2 hours of one-on-one small group coaching to insure the scheduling team will schedule students successfully.

#### ***Scheduling Success for Scheduling Change \****

This option is tailored for schools that are planning to change their schedule. Included is a personalized 2-hour small group planning session to allow for a more in depth review of the scheduling needs and plan development and 2 hours of one-on-one small group coaching.

#### ***Scheduling Success for Master Schedule Builder \****

This option is tailored for experienced scheduling staff that would like set up and use the Master Schedule Builder to create their school schedule. Included is a 2-hour

small group planning session to allow for more review, planning, and set up. Also included is 2 hours of one-on-one coaching.

### ***Scheduling Success for New Scheduling Year Set Up \****

This option is tailored for the user who is familiar with the scheduling system features and functionality and wants to be coached through the steps to set up iPass for the next year scheduling. During the personalized 2 hour “hands on” small group coaching session an iPass Support Team Coach will help the user to complete the required steps to set up the schools for scheduling the next school year.

### ***Additional Planning and Coaching Options \****

iPass Support Team Coaches are available to provide personalized planning and coaching sessions to experienced scheduling staff to assist in scheduling review, planning, and executing scheduling.

*\* Participants in planning and coaching sessions are expected to have attended an iPass Scheduling Workshop or received iPass Scheduling Training and have knowledge of the Scheduling System, Student Scheduler, and Master Schedule Builder features and functionality.*

[Click here](#) to learn more about all of our offerings and to register for upcoming sessions.

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