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Welcome to Wednesday's Wisdom

Your weekly dose of support!

January 30, 2019

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We're Here to Help You Succeed

Check out our *Scheduling Success Services*, *iPass User Training Series*, *State Reporting Series* and personalized *Planning*, *Coaching* and *Mentoring* options.

Support Announcements

2019-2020 Budget Letters

The iPass budget letters for School Year 2019-2020 were sent out yesterday. The letter provided districts with a cost estimate of the annual support contract for the next fiscal year as well as optional pre-paid *iPass Success Services* for your district to

consider. We included a Letter of Intent and request that each district provide us their intended plan for next year. We request that you email your Letter of Intent to lpatton@harriscomputer.com no later than March 1, 2019.

iPass Releases & Updates

Upcoming Patch Release – DOE009 Gender

The iPass Team is preparing a patch release that will include the first phase of the Gender Identification update for Massachusetts sites. The following screens will be updated to use the DOE009 Gender field code (Male, Female, Non-Binary):

- Student Profile will display both the radio button for Male/Female and the Gender-DOE009 field.
- View Only Biographical will display Gender-DOE009 field only.
- Student counts at the bottom of the teacher's Gradebook/Rankbook Class Roster, Seating Chart, Lookup Behavior Referral and Custom Data screen will display the Gender-DOE009 field count.
- Gradebook/Rankbook Settings for Student Data Option 'Show Gender' will use the Gender-DOE009 field (M, F, N).
- Gradebook Student Data Sheet will use the Gender-DOE009 field (M, F, N).

More information will be provided when the patch release goes out to sites. Watch for announcements in the iPass Support Hub Knowledge Base and iPass Help.

iPass Tips & Tricks

Reminder: Check Horizontal Averaging Rules Before Calculating Mid-Year, Year to Date, Final Averages

Horizontal Averaging Rules are used to determine the weight of each Grade Heading when you use iPass to calculate Mid-Year, Year to Date or Final Averages. These rules also come into play when calculating the Honor Roll and GPA.

If you changed the number of terms from 3 to 4 or added a MidTerm or Final Exam to the mix, you will have to adjust the Horizontal Average Rules to include those grade headings and indicate the percentage needed of each grade heading.

You may change the values in this table before processing either a Horizontal Average calculation, Honor Roll, or a GPA calculation if you want different weighting.

- Go to Grading System > Maintenance - Grading > Horizontal Average Rules (This table is not academic year specific.)
- Use the “Horizontal Average Rules Filters” option to find the specific rules to be reviewed or modified.
- To modify a Rule, click on the Rule to open the table, make adjustments and click Submit to record the changes.

Before running GPA, Honor Roll, or Horizontal Averaging the Horizontal Averages Rules need to be assigned to the course sections.

- This can be done individually in the Course Details or globally using Scheduling System > Course Catalog > Assign Average Rules to Sections.
- On the Assign Average Rules to Sections > screen there is an option for Override = Yes. When set to Yes, the system will look at the Terms selected on the Course Schedule screen for each course section and will assign the corresponding Horizontal Average Rule on the Course Details screen for each section.

CAUTION: If you have multiple Horizontal Averaging Rules that include the exact same Terms you should not run Assign Average Rules to Sections. You will need to manually assign to the course sections. This can be done using Course Catalog > Course Schedule > Field to Update = Average Rule.

iPass FAQs

Q. How do I run Horizontal Averaging to calculate Pass/Fail Grades?

A. Go to Grading System > Averaging & GPA > Calculate Horizontal Avg.

1. Calculate Average for Numeric Grades first: Run with Grade = Numeric with Override = Yes.
2. Calculate For Pass/Fail Grades: Run again with Grade = Alpha with Override = No. This will skip over courses that have numeric grades already calculated and only fill in the Pass/Fail Averages.

IMPORTANT: There are several items to check before running Calculate Horizontal Averaging. [Click here for a more information.](#)

Upcoming Events & Workshops

Scheduling Success Services Packs

Training + Planning + Coaching

High School Level – February 5 & April 2

Middle School Level – April 9 & May 21

Elementary School Level – June 11 & August 20

- **2 Days of Interactive Group Training – Remote Classroom (Webex 9am-12pm)**
 - Day 1:** Define New Academic Year, Assign Next Years School to Students, Define Academic Year Schedule Parameters, Roll Over Course Catalog, Define Rotation, Create New Courses & Move to Course Catalog, Edit Course Catalog Details, Set Up Recommendations, Set up Master Schedule Builder, Add Requests and Print Reports to Verify Requests.
 - Day 2:** Running Reports to Analyze Final Requests, Running the Master Schedule Builder (MSB), Analyzing the Master Schedule, Adjusting the Master Schedule, Saving/Restoring/Clearing the Master Schedule, Running the Student Scheduler, Setting up Study Halls, Running Study Hall Scheduler and Modifying Student Schedules.
- **1 Hour Personalized Small Group Schedule Planning Session** – Review scheduling needs, potential changes and develop a scheduling plan.
- **2 Hours of One-On-One Small Group Coaching** – Help troubleshoot scheduling issues. Scheduled in 1-hour blocks.

Scheduling Success Service Pack 2 Day Training <i>PLUS</i> Planning & Coaching <i>(Sign up for planning/coaching hours)</i>	Value	Promotional District Price	Registration Link
High School (February 5 & April 2)	\$1,665	\$1,250	Click here to register
Middle School (April 9 & May 21)	\$1,665	\$1,250	Click here to register
Elementary School (June 11 & August 20)	\$1,665	\$1,250	Click here to register

MULTIPLE SCHOOL-LEVEL BUNDLE Scheduling Success Service Pack Bundle 2 Day Training <i>PLUS</i> Planning & Coaching	Value	Promotional District Price	Registration Link
All 3 School Levels - High School, Middle School and Elementary School	\$4,995	\$3,000	Click here to register
Pick Any 2 School Levels	\$3,300	\$2,000	Click here to register

>> [Click here](#) to learn more about all of our *Scheduling Success Services* options and to register for upcoming sessions.

iPass Support Services

Additional Scheduling Planning & Coaching Options

The iPass Support Team is available to help you and your team review your scheduling needs, develop a plan, and coach you through the process.

These options are tailored to districts making schedule changes, users that want to use the *Master Schedule Builder*, and users that want to be coached through setting up scheduling for next year.

Additional Planning & Coaching Options <i>(Sign up for planning/coaching hours)</i>	Value	Promotional District Price	Registration Link
Scheduling Success for Scheduling Change	\$740	\$700	Click here to register
Scheduling Success for Master Schedule Builder	\$740	\$700	Click here to register
Scheduling Success for New Scheduling Year Set Up	\$370	\$350	Click here to register
Personalized Planning & Coaching (1+2 Hours)	\$555	\$525	Click here to register

Personalized Coaching (3 Hours)	\$555	\$525	Click here to register
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>> [Click here](#) to learn more about all of our *Scheduling Success Services* options and to register for upcoming sessions.

District iPass User Training Series

The District iPass User Training Series offers district-wide training targeted at specific job types and responsibilities for both new users and to provide current users with a refresher of iPass features and functionality.

Each training session consists of a **3-hour pre-recorded training session** and a **live 1-hour district Q & A follow-up session**. Districts will receive the link to the pre-recorded training that can be shared with unlimited staff and referenced throughout the school year. The Q&A session will be scheduled after users have viewed the webinar.

Session (Target Users)	Value	Promotional District Price
Administrative Assistants	\$740	\$500
Gradebook Support Staff & Lead Teachers	\$740	\$500
Discipline Staff	\$740	\$500
Human Resources Staff	\$740	\$500
Scheduling Staff	\$740	\$500
Guidance Staff	\$740	\$500
School Administrators	\$740	\$500
Training Series Bundle (7 Sessions)	\$5,180	\$3,000

>> [Click here](#) to learn more about the topics covered in each session.

MA State Reporting Workshop Series + Personalized Coaching

The Massachusetts State Reporting Workshops offered this fall for October SIMS, SCS, EPIMS and Cross Validations were recorded. These **pre-recorded workshop sessions** are available along with **personalized one-on-one small group coaching**.

Note: The Start Now SDDR Workshop was not run in the fall and a date will be announced soon.

State Reporting Workshop	Workshop Session (Pre-Recorded)	Coaching	Promotional District Price
October SIMS State Report	1 Hour	1 Hour	\$400
October SCS State Report	2 Hours	2 Hours	\$750
October EPIMS State Report	2 Hours	2 Hours	\$750
October Cross Validations	1 Hour	1 Hour	\$400
Start Now - SDDR State Report (Mid-Year Workshop Date TBA)	2 Hours	2 Hours	\$750
Bundled Workshop Series	8 Hours	8 Hours	\$2500 (Save \$550)

Personalized Mentoring & Coaching Sessions

The Support Team is available for personalized **one-on-one Mentoring** for new users and **outcome-based Coaching** beyond the scope of typical support ticket resolution.

- User defined topic/need
- Fee: \$185/hour, typically booked in 1-2 hour blocks

For more information on any of the *iPass Support Services* email Laura Patton at lpatton@harriscomputer.com.

Harris School Solutions

1-866-450-6696

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