

## *iPass*

# Release Notes

Version 7.0.20190312\_sync  
March 12, 2019

## APPLICATION ENHANCEMENTS

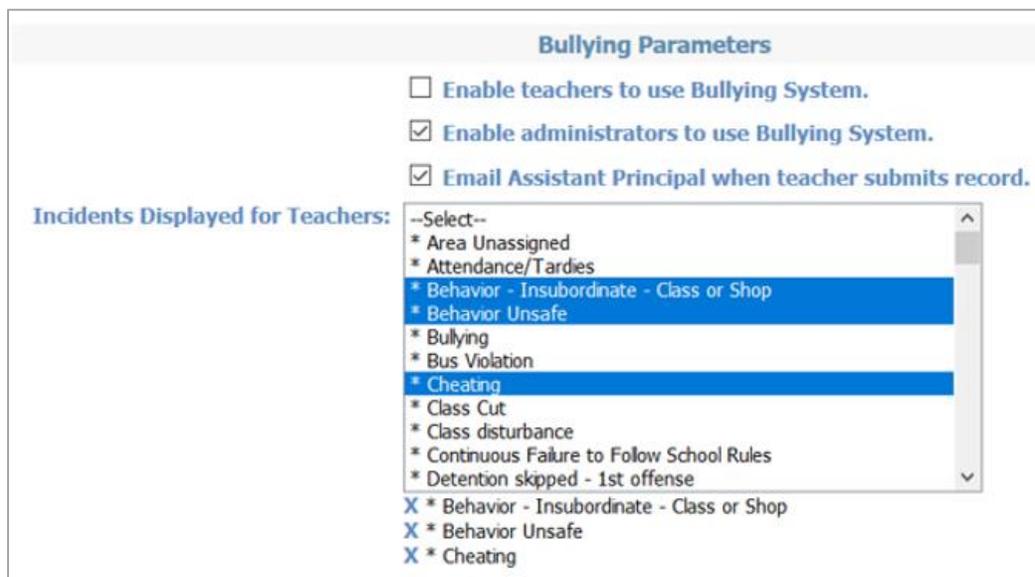
### Teacher Behavior Referral

#### Discipline Parameter Added to Limit Teacher Incident Code Selection.

A new parameter titled “Incident Displayed for Teachers” has been added to select the Incident codes that will be available for teachers to select when entering a Behavior Referral. This parameter is set up by school.

Discipline System > Maintenance - Discipline > Discipline Parameters > Discipline Configuration

Use Ctrl-Key click to select the Incident Codes to display for teachers.



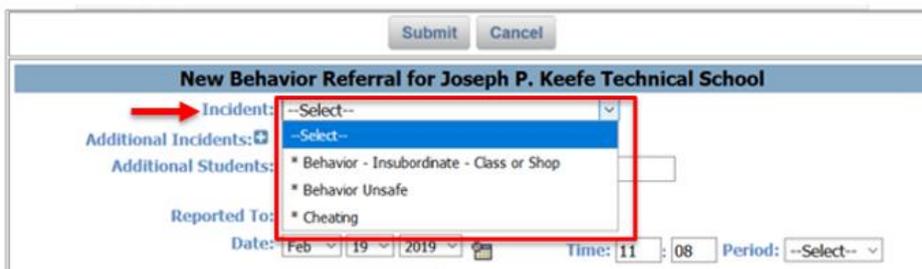
**Bullying Parameters**

- Enable teachers to use Bullying System.
- Enable administrators to use Bullying System.
- Email Assistant Principal when teacher submits record.

**Incidents Displayed for Teachers:**

- Select--
- \* Area Unassigned
- \* Attendance/Tardies
- \* Behavior - Insubordinate - Class or Shop
- \* Behavior Unsafe
- \* Bullying
- \* Bus Violation
- \* Cheating
- \* Class Cut
- \* Class disturbance
- \* Continuous Failure to Follow School Rules
- \* Detention skipped - 1st offense
- X \* Behavior - Insubordinate - Class or Shop
- X \* Behavior Unsafe
- X \* Cheating

The iTeacher > Enter Behavior Referral screen will list only the selected Incident Codes.



**New Behavior Referral for Joseph P. Keefe Technical School**

Submit Cancel

Incident: --Select--

Additional Incidents: --Select--

Additional Students: \* Behavior - Insubordinate - Class or Shop

Reported To: \* Behavior Unsafe

\* Cheating

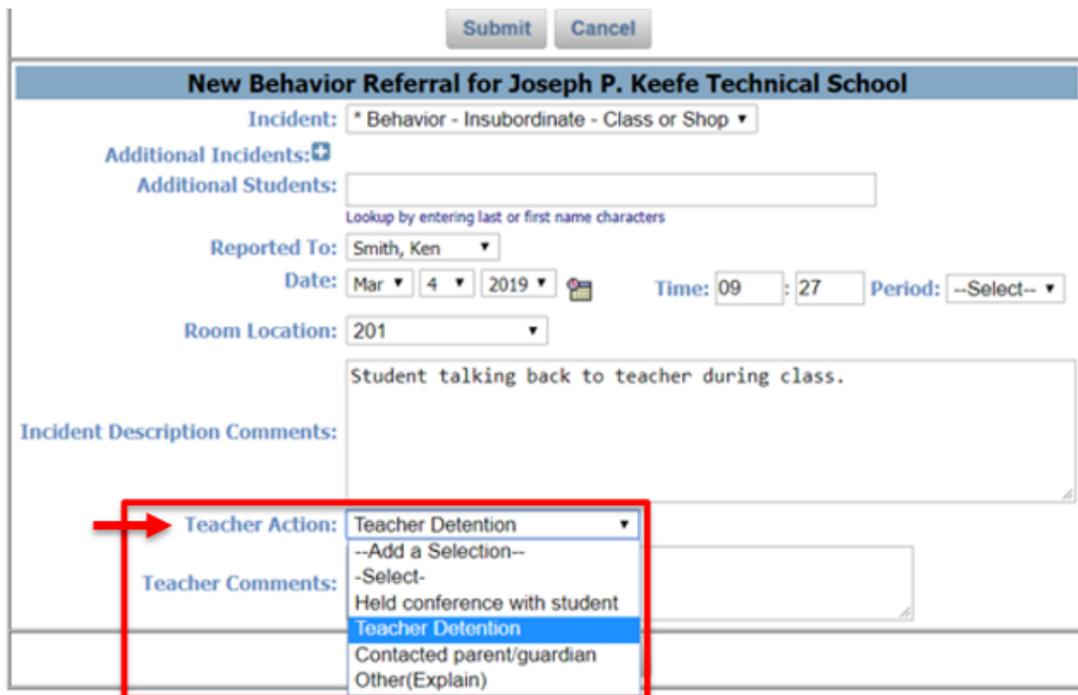
Date: Feb 19 2019 Time: 11 : 08 Period: --Select--

### Enter Behavior Referral – Teacher Action and Teacher Comments

A **Teacher Action** drop down selection field and a **Teacher Comments** text box have been added to the Enter Behavior Referral screen.

The original Comments field has been renamed to Incident Description Comments.

iTeacher > Enter Behavior Referral



**IMPORTANT NOTE:** Each iPass site will need to create their own district-wide Teacher Actions in Biographical Systems User Defined Data.

### Create User Defined Teacher Actions:

Biographical System > User Defined Data > StuDiscipline > Teacher Action

<b>Teacher Action</b>	10	StuDiscipline	no	no	SelectionList
<b>Teacher Comments</b>	15	StuDiscipline	no	no	Text

Click on **Teacher Action** to add the Teacher Actions to the Values and Labels fields. The Values should include “--Select--” as the first selection value to prompt users to pick one. All other Values and Labels options are entered and separated

by a comma with no spaces (ie. Held conference with student,Teacher Detention,Contacted parent/guardian,Other(Explain)).

**NEW MISCELLANEOUS FIELDS**

Table Name:

Name:

Display Order:

Print On Transcript:

Print On Report Card:

Field Size:

Max Field Size:

Type:

Values Separated by Comma:

Labels Separated by Comma:

### Behavior Record – Teacher Action and Comments

The Teacher Action and Teacher Comments have been added to the Behavior Record screen. These will be populated with the selection and text made in the Teacher Behavior Referral.

Teacher Action:

Comments:

Admin Action:

Comments:

### New Liaison Field

A new Liaison field is available. Students can then be assigned a Liaison and that Liaison will behave similar to the assigned Assistant Principal and Counselor fields on certain iPass screens and in certain reports.

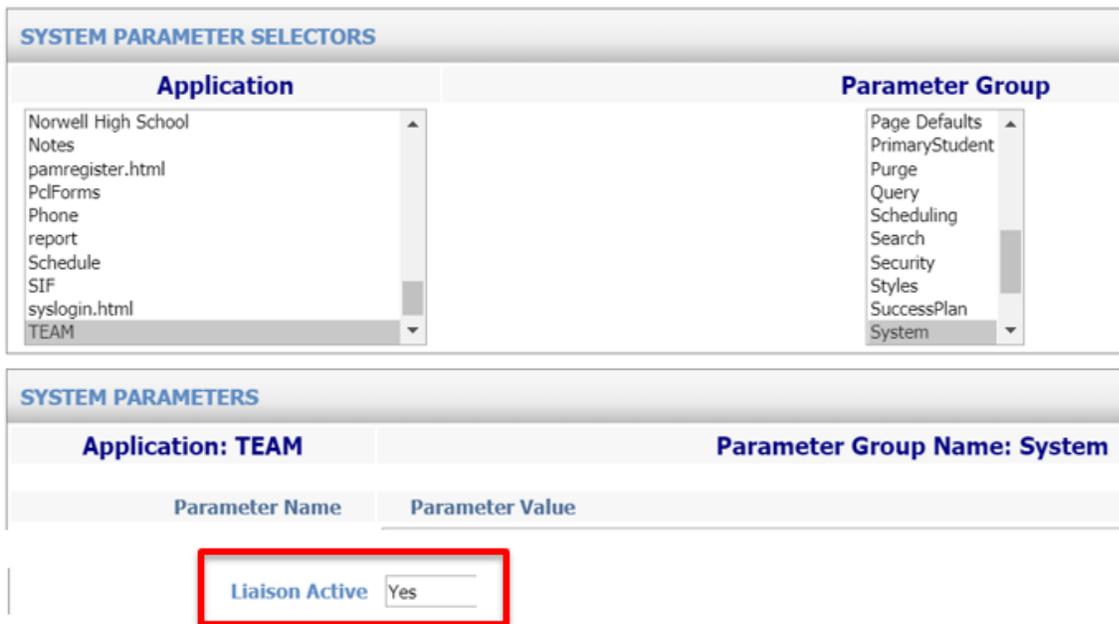
**By default sites do NOT have this field activated.** Each iPass site can decide if they want this Liaison field activated.

**IMPORTANT NOTE:** When this Liaison field is activated the selected Liaison will be used in place of the SPED Liaison (text field) from the Confidential screen.

**To activate the Liaison field:**

Go to System Configuration > Parameter Maintenance > Application = TEAM,  
Parameters = System

Set Liaison Active = Yes



**SYSTEM PARAMETER SELECTORS**

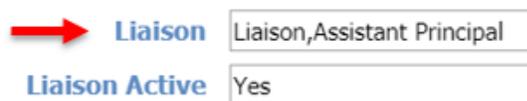
Application	Parameter Group
Norwell High School	Page Defaults
Notes	PrimaryStudent
pamregister.html	Purge
PclForms	Query
Phone	Scheduling
report	Search
Schedule	Security
SIF	Styles
syslogin.html	SuccessPlan
TEAM	System

**SYSTEM PARAMETERS**

Application: TEAM      Parameter Group Name: System

Parameter Name	Parameter Value
Liaison Active	Yes

The Liaisons available for selection are based on HRS Job Types identified in the System Parameter for Liaison



→ **Liaison** Liaison,Assistant Principal

**Liaison Active** Yes

**Student Profile**

When the Liaison field is activated (system configuration parameter) the Liaison field will be available on the Student Profile screen.



**Assistant Principal:** K Smith

→ **Liaison:** T Mahoney

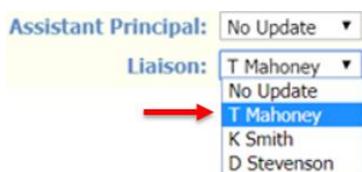
**Counselor:** K Black

## Biographical System – Mass Update Student

When the Liaison field is activated, the Liaison field will be available on the Biographical system Mass Update Students screen. The Liaison can be selected and added to students based on the search criteria. The Liaisons listed are based on the HRS Job Types set up in system configuration parameter (refer to above section).

Biographical System > Mass Update Students > Liaison

Select the Liaison you want to assign from the drop down list.



## Student Header Box

When the Liaison field is activated, the Liaison will display under the Assistant Principal in the Student Header box.



<b>Student:</b> 3848 - [redacted]	
<b>Enroll Status:</b> Enrolled : Joseph P. Keefe Technical School	
<b>Shop Code:</b> COS	<b>Cycle:</b>
<b>Homeroom:</b>	<b>Grade Level:</b> 09 <b>YOG:</b> 2020 <b>Counselor:</b> K Black
<b>SASID:</b> [redacted] <b>Today's Attendance:</b> Present	<b>Assistant Principal:</b> K Smith
<b>Location:</b>	<b>Liaison:</b> T Mahoney

## View Only Access – Student Profile

When the Liaison field is activated, the Liaison will display under the Assistant Principal in the Student Data section of the View Only Access Student Profile screen.

**STUDENT DATA**

**Daily Attendance: Present**  
Enrolled : Joseph P. Keefe Technical School

Student ID: 3848			
Name: <input type="text"/>			
Preferred Name: <input type="text"/>			
Primary School: Joseph P. Keefe Technical School			
Email: <input type="text"/>			
Year Of Grad: 2020			
Grade Level: 09			
Gender - DOE009: Female			
Home Room:			
Lockers: C102 (Student Locker) 38-40-32			
Town of Residence: Framingham	Counselor: K Black	Assistant Principal: K Smith	Liaison: T Mahoney

### Advanced Export Report

When the new Liaison field is activated, the new Liaison field is available as a selection when running the Biographical System Advanced Export Report.

Biographical System > Reports – Biographical > Advanced Export Report

Click on the Data field down arrow to search for the Liaison field.

**Helpful Hint!** You will find the Liaison field selection at the bottom of the field selection list.

**Saved Advanced Export Report**

[Modify/Edit: Liaison test |](#)

Save As:  Create Saved Report:

**Export Report**

**Student Data**

	Label Line	Position	Data	Operator	Value
FIELD 1	<input type="text"/>	1	<input type="text" value="FirstName Middle Last"/> <small>Label: FirstName Middle Last</small>	▼	
FIELD 2	<input type="text"/>	30	<input type="text" value="Liaison"/> <small>Label: Liaison</small>	▼	

**Note:** When the new Liaison field is NOT activated, the Liaison option is not available for selection.

Example Report: You may select both the SPED Liaison and Liaison fields:

Student ID	Last First Name	SpedLiason	Liaison
3742			
3848		spedliaison	Mahoney Thomas
3795			
3905			Mahoney Thomas

### Export Report

When the new Liaison field is activated, the new Liaison field is available as a selection when running the Biographical System Export Report.

Biographical System > Reports – Biographical > Export Report

Click on the Data field down arrow to search for the Liaison field.

**Helpful Hint!** You will find the Liaison field selection at the bottom of the field selection list.

Export Report			
	Label	Line Position	Data
FIELD 1	<input type="text"/>	1	FirstName Middle Last
FIELD 3	<input type="text"/>	60	Liaison

**Note:** When the new Liaison field is NOT activated, the Liaison option is not available for selection

### Navigational Toolbar – Send Email

When the Liaison field is activated and a Liaison has been assigned to a student, the Navigational Toolbar Send Email will include the Liaison as an option.

Click on Send Email icon to get to the Email Form screen to create email and select recipients.



» Email Form for [redacted]

From: [redacted]@jpkeefehs.org

Subject: [text input]

To:

- [redacted] (Student)
- [redacted] (Father of [redacted])

Also To:

- Ken Smith ( Assistant Principal )
- Katherine Black ( Counselor )
- Thomas Mahoney ( Liaison ) ←

**Note:** To send email from iPass – Districts that use Google Mail or Office365 Outlook must have the email username and password configured. This is done in My Data > My Preferences > Mail Settings.

**MAIL SETTINGS**

Username: [msweeny]@jpkeefehs.org

Password: [password]

### Gradebook/Rankbook – Show Liaison

When the Liaison field is activated and Show Liaison is checked off under Gradebook/Rankbook Student Data Options, the Gradebook/Rankbook class roster will show a Liaison column that will reference the Liaison selected for the student.

My Courses > **Gradebook** > Settings > Preferences > Student Data Options, or  
 iTeacher > **Add/Modify Rankbook** > Settings > Student Data Options

**STUDENT DATA OPTIONS**

- Show name as Firstname Lastname (default shows Lastname, Firstname).
- Show Telephone Number.
- Show Birth Date.
- Show Multiple student Telephone Numbers.  
Best not to show multiple telephone numbers if you are copying to a spreadsheet!
- Show Counselor.
- Show Liaison.**
- Show Sned/504 status.

Gradebook Interface – Class Roster:

ID	Liaison	Progress	StuNotes
3546	Mahoney Thomas		

Rankbook Interface – Class Roster:

Liaison	
	Mahoney Thomas

**NOTE:** When the Liaison field is NOT activated, the Liaison Column will display the SPED Liaison from the Confidential screen.

**Attention iPass Administrators:** If the checkbox for “Show Liaison” is NOT available under Student Data Options then the Teacher Rankbook Parameters Rankbook Student Data Visibility settings need to be updated to “Allow teacher to show Liaison.” The Parameters are set by Default School.

Administration > Teacher Rankbook Parameters > Rankbook Student Data Visibility

**RANKBOOK STUDENT DATA VISIBILITY**

<input checked="" type="checkbox"/> Allow teachers to show Telephone Number.	<input checked="" type="checkbox"/> Allow teachers to show Liaison.
<input checked="" type="checkbox"/> Allow teachers to show Multiple Telephone Numbers.	<input checked="" type="checkbox"/> Allow teachers to show Sped status.
<input type="checkbox"/> Allow teachers to view Health history.	<input type="checkbox"/> Allow teachers to view Discipline history.
<input checked="" type="checkbox"/> Allow teachers to email their classes.	<input checked="" type="checkbox"/> Allow teachers to add behavioral referral.
	<input type="checkbox"/> Allow teachers to add bullying incidents.

### Biographical Reports – SPED/Tech Ed Services

When the Liaison field is activated, the Biographical Report for SPED/Tech Ed Services report will include the assigned Liaison in the Liaison column.

Biographical System > Reports – Biographical > SPED/Tech Ed Services Report

ID	Name	Hr	Town/Zip	YOG	Grade	Ethnic Code	TechEd	Liaison	ProtoType
3742		N/A	136	09	M		WEB	N/A	10
3848		N/A	100	09	F		COS	Mahoney Thomas	00
3795		N/A	100	09	F		VIS	N/A	20
3905		N/A	100	09	M		HOR	Mahoney Thomas	00
3917		N/A	100	09	F		ELE	N/A	00

**NOTE:** When the Liaison field is NOT activated, the Liaison column will report the SPED Liaison from the Confidential screen.

Grade Levels:	All	Homeroom:	All	Enroll Status:	Enrolled
Counselor:	All	Shop Code:	All	Town Code:	All
Sort By:	Name	Gender:	Both	Special Needs:	Both

ID	Name	Hr	Town/Zip	YOG	Grade	Ethnic Code	TechEd	Liason	ProtoType
3742	[REDACTED]	N/A	136	09	M	01	WEB		10
3848	[REDACTED]	N/A	100	09	F	33	COS	spedliaison	00
3417	[REDACTED]	N/A	100	11	M	33	AUT		00

## Resolved Issues

### Enhancements, Corrections and Minor Enhancements

The following items are included in this release.

Jira #	Description	Ticket #
<b>ENHANCEMENTS</b>		
IP-3184	<b>Teacher Behavior Referral:</b> A new Discipline Parameter “Incident Display for Teachers” has been added to allow selection of Incident Codes to be available for teachers to select on the Enter Behavior Referral screen. This parameter is set up by school.	
IP-3303	<b>Teacher Behavior Referral:</b> A Teacher Action drop down selection and a Teacher Comments text field box have been added to the Enter Behavior Referral screen. The original Comments field has been renamed to Incident Description Comments.  <b>Action Needed:</b> Sites need to add their own Teacher Action codes in the Biographical System User Defined Data > StuDiscipline > Teacher Action field.	
IP-3304	<b>Teacher Behavior Referral:</b> The Teacher Action and Teacher Comments have been added to the Discipline System > Behavior Record screen.	
IP-3308	<b>New Liaison Field:</b> A new Liaison field is available for the Student Profile screen. When activated (system configuration parameter setting) a Liaison field will appear on the Student Profile screen similar to the current Assistance Principal and Counselor fields. The Liaisons available for selection are based on the HRS Job Type selected for Liaison in system configuration parameters. <b>NOTE:</b> When this Liaison field is activated the selected Liaison will be used in place of the SPED Liaison (text field) from the Confidential screen.	
IP-3309	<b>New Liaison Field:</b> When the new Liaison field is activated, the Liaison field will be available on the Biographical system > Mass Update Students screen.	

IP-3310	<p><b>New Liaison Field:</b> When the new Liaison field is activated, the new Liaison field will display under the Assistant Principal in the Student Header box.</p>	
IP-3311	<p><b>New Liaison Field:</b> When the new Liaison field is activated, the new Liaison field will display under the Assistant Principal in the Student Data section of the View Only Access Student Profile screen.</p>	
IP-3312	<p><b>New Liaison Field:</b> When the new Liaison field is activated, the new Liaison field is available as a selection when running the Biographical System &gt; Advanced Export Report and Export Report.  <i>Note: If the new Liaison field is <u>not</u> activated, the Liaison option is not available. The SPED Liaison field selection is available both when Liaison is activated and not activated.</i></p>	
IP-3334	<p><b>New Liaison Field:</b> When the new Liaison field is activated and a Liaison has been assigned, the Navigational Tool Bar Send Email screen will list the Liaison as an option to receive the email.</p>	
IP-3894	<p><b>New Liaison Field:</b> When the new Liaison field is activated and the Gradebook/Rankbook Settings for Student Data Options to Show Liaison is checked off, the Class Roster will show the Liaison selection in the Liaison column.  <i>Note: If the new Liaison field is <u>not</u> activated, the Liaison column will display the SPED Liaison from the Confidential screen.</i>  <i>iPass Administrators: If the Show Liaison option is not available for teachers, go to Administration &gt; Teachers Rankbook Parameters and check off the box to Allow teachers to show Liaison.</i></p>	
IP-3902	<p><b>New Liaison Field:</b> When the new Liaison field is activated, the Biographical System Report &gt; SPED/Tech Services Report will report the selected Liaison in the Liaison column.  <i>Note: If the new Liaison field is <u>not</u> activated, the Liaison column will display the SPED Liaison from the Confidential screen.</i></p>	

Jira #	Description	Ticket #
<b>Corrections &amp; Minor Improvements</b>		
IP-3701	Recommendation Configuration > Recommendation Setting to Automatically turn all recommendations into course requests = Yes is now creating course requests.	1699910
IP-3896	Modify Schedules > Select student > Print Schedule - Summary is now showing all Periods the class is booked for (ie. double booked classes).	1983091