

iPass Quick Guide: Liaison Field Option



Liaison Field

In addition to the SPED Liaison field, an optional alternate Liaison field may be activated for use. When activated, student can 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 Notes pamregister.html PclForms Phone report Schedule SIF syslogin.html TEAM	Page Defaults PrimaryStudent Purge Query Scheduling Search Security Styles SuccessPlan 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 Active

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Student Profile

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

Assistant Principal: Counselor:
Liaison:

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.

Assistant Principal:
Liaison:

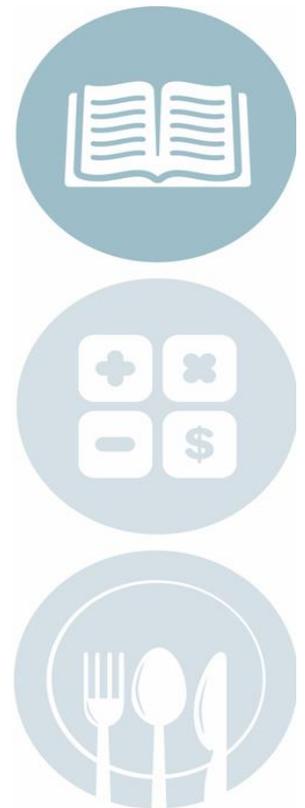
Student Header Box

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

Student: 3848 -
Enroll Status: Enrolled : Joseph P. Keefe Technical School
Shop Code: COS Cycle:
Homeroom: Grade Level: 09 YOG: 2020 Counselor: K Black
SASID: Today's Attendance: Present Assistant Principal: K Smith
Location: Liaison: 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.



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STUDENT DATA

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

Student ID: 3848
Name: [Redacted]
Preferred Name: [Redacted]
Primary School: Joseph P. Keefe Technical School
Email: [Redacted]
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

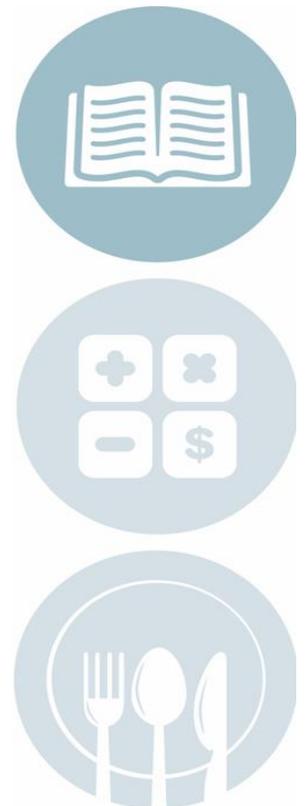
Advanced Export Report

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: [Dropdown] Create Saved Report: [Dropdown]

Submit

Export Report
Student Data

	Label Line	Position	Data	Operator	Value
FIELD 1	[Dropdown]	1	FirstName Middle Last Label: FirstName Middle Last	[Dropdown]	
FIELD 2	[Dropdown]	30	Liaison Label: Liaison	[Dropdown]	

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

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

Student ID	Last First Name	SpedLiaison	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.

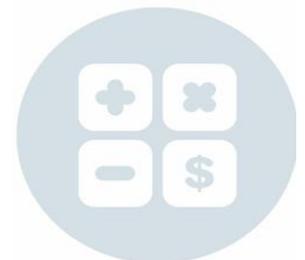
Export Report			
	Label	Line Position	Data
FIELD 1	<input type="text"/>	1	FirstName Middle Last
FIELD 3	<input type="text"/>	60	Liaison

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.



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» Email Form for [redacted]

From: [redacted]@jpkeefehs.org
Subject: [redacted]
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: [.....]

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 Birth Date.
 Show Counselor.
 Show Telephone Number.
 Show Multiple student Telephone Numbers.
Best not to show multiple telephone numbers if you are copying to a spreadsheet!
 Show Liaison.
 Show Sped/504 status.



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Gradebook Interface – Class Roster: Rankbook Interface – Class Roster:

ID	Liaison	Progress	StuNotes
3546	Mahoney Thomas		

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.

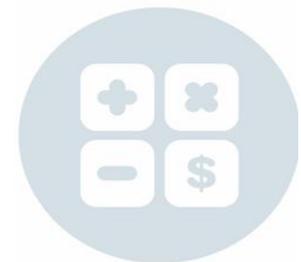
Biographical Reports – SPED/Tech Ed Services

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.



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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

