HARRIS
School Solutions

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iPASS

Welcome to Wednesday's Wisdom

Your weekly dose of support!

April 10, 2019

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Be sure to check out the Tips & Tricks and FAQ sections below for helpful hints.

Support Announcements

TODAY – April User Group Meeting

Date: Today – April 10, 2019
Time: 1:00 p.m. to 2:00 p.m.

1. **News & Updates: Timely News & Updates – Review Patch Release**

2. Featured Topics: Preparing for End of Year State Reporting

News and Updates will include a review of the latest patch release (Version 7.0.20190401_sync) pushed out last week. The featured topic will be **Preparing for June/EOY Massachusetts State Reporting**. Laura Patton will review the set up steps for EOY transmission of SIMS, SCS, EPIMS and SSDR data. **District users that are involved with the state reporting process in your school districts should plan to attend.**

Meeting Link: Click here for the [User Group Meeting Webex link](#). Meeting Number is 635 513 566, Meeting Password is Harris. Audio Connections is 1-855-699-3239 Call-in toll-free number (US/Canada).

The Support Team hosts monthly online user group meetings the second Wednesday of every month. Meetings start with important news and updates for all users and include an in-depth review of timely topics

iPass Releases & Updates

Patch Release 7.0.20190401_sync

A patch release went out on April 4, 2019 (v.7.0.20190401_sync). This patch release included important corrections to the CRDC v2 School file 504 Enrollment and AP Other Enrollment counts. Also included are minor improvements to Grade Import, ConnectEd Parameters and the Vehicle System. Corrections were made to Gradebook and the Clever export.

Please refer to the Release Notes for complete details. They are posted in iPass Help > [Patch Release Notes](#) and in the iPass Support Hub Knowledge Base > iPass Release Notes.

iPass Tips & Tricks

Incoming Students

It is that time of year when you begin to register students for the next school year. The following resources will help you enter the students into iPass and run reports for these students.

- You can enter new 2019-2020 students into iPass now, create their student accounts and enter all information EXCEPT an enrollment record. We refer to this as "registering" the student for the next school year. You should not enroll them until your iPass database has been rolled over to the next school year. Click here for more information.

- The incoming students must have Next Year School and Next Grade Level entered on the Biographical Profile screen and then you can search for these students in several ways depending on what you want to do. Click here for more information.

- You can print mailing labels for next year's incoming students.

- You can print Bio Verification Sheets for next year's incoming students.

More Information for Incoming Students & Next School Year

Refer to the FAQ section below for more helpful information related to incoming students, next year grade levels and next year's scheduling reports.

iPass Support Hub – New Knowledge Base Articles

The iPass Support Team is continually adding new content to the iPass Support Hub Knowledge Base. From the Hub Dashboard you can click on **Recent Articles** to see the most recent postings.

Community

Browse information from other users in a forum style.

Knowledge Base

Answers to common questions and helpful training tips

Tickets

Send a ticket to our support team or review existing tickets

Popular Articles   Recent Articles

Recent Tickets

Vehicle System - Maintain Parking Spaces
ConnectEd Parameters - Home Language
GradeQuick Grade Import
Why is the Course Request Tally missing the incoming Grade 9 students for next year?
Is there a report that will find students with no Requests (0) for the next school year?

My Products

iPass

REMINDER: When you submit a new ticket in the iPass Support Hub, be sure to scroll down before you submit the ticket to see what the Suggested Solutions are. Click on any of the suggestions to go to that Knowledge Base article. You may find your answer without having to submit the ticket.

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The Course Request Tally is missing incoming Grade 9 students.

Suggested Solutions

Quick Guide: iTeacher - Grade Verification Report

Quick Guide: iTeacher - Submitting Competency Grades from Gradebook

How do I enter new students into iPass for the next school year?

How do I search for the incoming students for the next school year in iPass

How do I print mailing labels for the incoming students for next year?

How do I run Bio Verification Reports for next year's "Incoming" students?

Why is the Course Request Tally missing the incoming Grade 9 students for next year?

iPass FAQs

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 08 middle school students need their Next Year School set to high school and their Next Grade Level set to 09. The middle school only offers Grades 05-08. Grade 09 will need to be added temporarily to the middle school > School Profile while you do the Mass Update. When completed, it can be removed.
Go to Administration > School Resources > School Profile > Select School and ADD the grade that you need to assign. Be sure to use Ctrl-Key Click to add the grade and not lose the grades already selected. Submit to update the Grades. The Grade will now be available to select in Next Year's Grade Level on the Biographical System > Mass Update Students screen. When you have completed the mass update you can remove the grade from the School Profile screen.

Q. **When I look at the Course Details screen the Number of Requests value does not seem accurate. How do I correct this?**

A.   Go to Scheduling System > Maintenance - Scheduling and run Calculate Filled Count. Select the Academic Year (this year or next year). If running for next school year, set Enrolled Only = <u>No</u>. Terms = All. Update the Filled Count = Yes. This will update the Number of Requests. This will also update the Filled count for each section at the bottom of the Course Details screen.

Q.   Why is the Course Request Tally for 2019-2020 missing the incoming Grade 9 students for next year?

A.   The Course Request Tally report lists the number of Requests by Year of Graduation (2-digit). The YOGs are based on CURRENT Grade Level of the Incoming Students. For this reason, the high school must have the current Grade Level = 08 included in the School Profile Grades selection to include their Requests for the next school year. Go to Administration > School Resources > School Profile > select high school > add Grade 08.

If the YOG you are looking for is still missing, check the Administration System > District Resources > Grades Levels table to makes sure the Current YOG was set correctly for the current school year. If not, correct it. Note: If it has been incorrect, new students added to iPass for that Grade Level may have the incorrect YOG. The YOG will need to be corrected on the Student Profile screen. If you find this is an issue for a large number of students (50+) , submit a Support Ticket and we will see if a script can be run to update the students

Q.   Is there a report that will find students with no Requests (0) for the next school year?

A.   The Courses/Terms/Credits report run for the <u>next</u> school year will list all students and the number of Course Requests. The Excel report format can be sorted to find students with "0" or less than required number of course requests. Go to Scheduling System > Reports – Scheduling > Courses/Terms/Credits. Set Academic Year = NEXT School Year, Scheduled Credits Only = No and Include Incoming Students = Yes and Sort By Total Requested Credits. There is an option to Include Alternates.

iPass Support Services

Scheduling Planning & Coaching Options

The iPass Support Team is available to help you and your team review your high school, middle school, and elementary school 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.

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

Harris School Solutions

1-866-450-6696

To opt-out of receiving emails from iPass Support please reply to email with your request.