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iPASS

Welcome to Wednesday's Wisdom

Your weekly dose of support!

June 19, 2019

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Let Us Help You Get It Done!

The Support Team is here to help you wrap up this school year and prepare for the next.

Support Announcements

June User Group Recording Available – Import/Export Options

For those of you that missed last week's online User Group Meeting, we have posted the webex recording in iPass Help > User Group Meetings > Webex – iPass Import/Export Options – iPass User Group Meeting (June 2019).

During the meeting we shared important **iPass News & Updates** on:

- eSped Export – sFTP batch files require public key change

- EPIMS errors on 2310 Support Content Teachers with non-course Work Assignments
- Update to Self-Service Photo Upload Application – Now includes secure MFT file share

Featured Topic: Import/Export options available in iPass for Grades, Student Email Addresses, DOE fields, Staff Data, Student data and Guardian data.

iPass Tips & Tricks

End of Year Reports

End of Year Procedures Phase II "Ending the Current School Year" recommends running certain reports prior to starting the new school year. For a complete list of reports please reference the [End of Year Procedures – Quick Guide](#) or the [End of Year Procedures Help Guide](#) in iPass Help > Administration > Help folder.

Certain reports are difficult to obtain after the database is rolled over, especially when students change schools. Most iPass reports are based on CURRENT Grade Level and Homerooms.

Below are some examples of reports you may want to run now:

- Permanent Record Labels *(before student changes schools)*
- Attendance Reports: Attendance Statistics, Attendance Tally, Perfect Attendance
- Entry/Withdrawal for entire school year *(exact Start/End Dates, all enrollment types)*
- Competency Report Cards
- Report Cards
- Mailing Labels *(By Grade Level - Use for MCAS test results mailing the next year)*
- GPA Rank Report *(Grading System > Reports – Grading > GPA Rank – this is NOT the one where you Calculate GPA)*
- Honor Roll Lists *(By Term / Calculate Honor = No)*

Helpful Hint! Best Practice – Save all end of year reports to your local computer/network for record keeping.

Deleting Requests

Before you mass delete Requests for a course, you need to first check for Alternate requests for the course. These Alternates need to be moved to another course prior to being removed.

Helpful Hint! Use the 'Students Requesting a Course' report to find the Alternates. You can select to run the report for a specific Course ID and have the choice to select Alternates = No, Only Alternates, or All. When running with Alternates = All, Alternate Requests will have an asterisk (*) after the Student Name.

Go to Scheduling System > Reports – Scheduling > Students Requesting a Course.

```
Course: 501    French 11       Department: FL
ID         Name                    HR     YOG   Sex GL

1401959    ▢                *      145    2020   F  09
1405135    ▢                *      322    2018   F  11
1283763    ▢                *      236    2019   M  10

Total Males: 1    Females: 2     Students: 3
```

iPass Support Services

Did You Miss A 'Live' Workshop Event?

All workshops have scheduled 'live' interactive group webinar sessions. These sessions are recorded. So don't worry if missed it, we can provide you with a link to the recorded webinar session. Your district can then schedule your small group personalized coaching sessions at a time convenient for you and your team. Please contact Laura Patton at lpatton@harriscomputer.com for more information.

The following workshop webinars are available:

- **EOY Procedures Workshop Webinar + Coaching**
  We can provide your district with a 2-Hour Workshop and 2 Hours of Personalized Coaching to help you through Phase I, II and III of the EOY Procedures.

- **EOY MA State Reporting Workshop Webinar + Coaching**

We can provide your district with a 2-Hour Workshop and 2 Hours of Personalized Coaching to help you review and clear your validation errors.

- **Elementary Scheduling Workshop Webinar + Coaching**
  We can provide your district with a 2-Hour Workshop and 2 Hours of Personalized Coaching to help you schedule your elementary students using the iPass scheduling tools, including the quick and easy 'Quick Scheduler.'

Personalized Coaching Sessions

The Support Team is available for personalized one-on-one Coaching for new users and outcome-based needs such as EOY Procedures, EOY State Reporting and Scheduling. Coaching is available in 2-Hour blocks.

Please contact Laura Patton at lpatton@harriscomputer.com for more information.

Personalized Coaching	Price
2 Hours	**$370**
4 Hours	**$740**
6 Hours *($1,110 value, 20% Discount applied)*	**$888**