

# iPASS

Publishing Dashboard

## iPass Publishing Dashboard

The iPass **Publishing Dashboard** allows schools to electronically distribute specific iPass report documents directly to iPass users for viewing in their My Documents tab. Schools may publish to Parents, Students and/or Staff. For example, instead of printing report cards and mailing them home, schools may choose to electronically publish these official documents to parents through iParent, and to students through iStudent. Other iPass users such as teachers and administrators may also have access to a Student View Only screen and be able to view the published document.

**Report Cards, Competency Reports, Progress Reports, Transcripts** iPass utilizes the PCL forms created for schools to output to PDF to generate these student specific documents. The published PDF file is electronically distributed to specific students using the StudentID and the Receives Mail flag on the Guardian(s) associated with the student ID. These forms may be published securely to individuals with iPass accounts and be viewed or downloaded in their My Documents tab. The published document may also be viewed in iPass in the student's View Only Access screen on the selected student's My Documents tab.

The **Publishing Dashboard** enables schools to upload and publish files that are not student specific. Files that have been uploaded in the Publishing Dashboard may be distributed electronically to iParent, iStudent and or any iPass users with Student View Only Access. An example of a non-student specific document to publish to parents, students and staff would be the Monthly Principal's Newsletter, or a monthly Superintendent's letter. Document types supported for file upload are doc, rtf, pdf, csv, html, .txt, xls.

The **Publishing Dashboard** also provides a report of recipients that have received published documents along with graphical displays based on how many recipients (i.e. Parents) have viewed or not viewed a specific published document such as a report card or progress report.

### Parents, Staff and Students will be able to download and print:

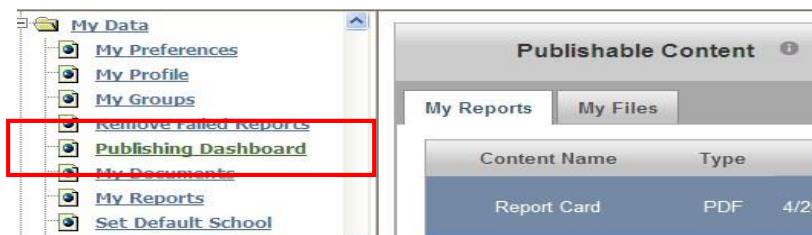
- ⇒ **Report Cards**
- ⇒ **Progress Reports**
- ⇒ **Competency/Standards Based Report Cards**
- ⇒ **Transcripts**
- ⇒ **School Newsletters**
- ⇒ **District Newsletters**
- ⇒ **Any Other General Document**

## Publishing Dashboard

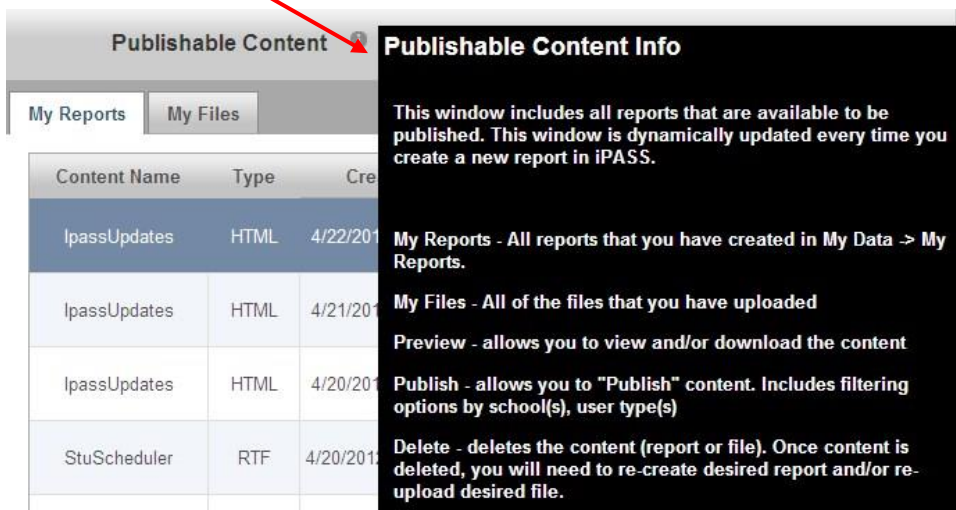
The Publishing Dashboard module consists of four sections on the same screen;

1. **Publishable Content** – This screen has two tabs; <My Reports> tab displays reports that are available to be published and <My Files> tab displays files that are available to be Published. Preview, Publish and Delete buttons are also available in the area.
2. **Published Content** – This screen has two tabs; <My Reports> tab displays reports that have been Published and <My Files> tab displays files that have been Published. Sample, Graphs, Recipients, Undo Publishing buttons are also available in the area.
3. **Report Management** – This area provides a <File Upload> tab and convenient access to Report tabs.
4. **Publishing Graph** – Dynamically shows status of recipients that have viewed versus not viewed published content

Once reports have been run and completed in iPass they are viewable in **My Data> Publishing Dashboard**:



Mouse over the  to view **Publishable Content Info** :



| Content Name | Type | Cre      |
|--------------|------|----------|
| ipassUpdates | HTML | 4/22/201 |
| ipassUpdates | HTML | 4/21/201 |
| ipassUpdates | HTML | 4/20/201 |
| StuScheduler | RTF  | 4/20/201 |

**Publishable Content Info**

This window includes all reports that are available to be published. This window is dynamically updated every time you create a new report in iPASS.

**My Reports** - All reports that you have created in My Data -> My Reports.

**My Files** - All of the files that you have uploaded

**Preview** - allows you to view and/or download the content

**Publish** - allows you to "Publish" content. Includes filtering options by school(s), user type(s)

**Delete** - deletes the content (report or file). Once content is deleted, you will need to re-create desired report and/or re-upload desired file.

Five reports are viewable per page. To view more reports, click on the next page number at the bottom of the screen:

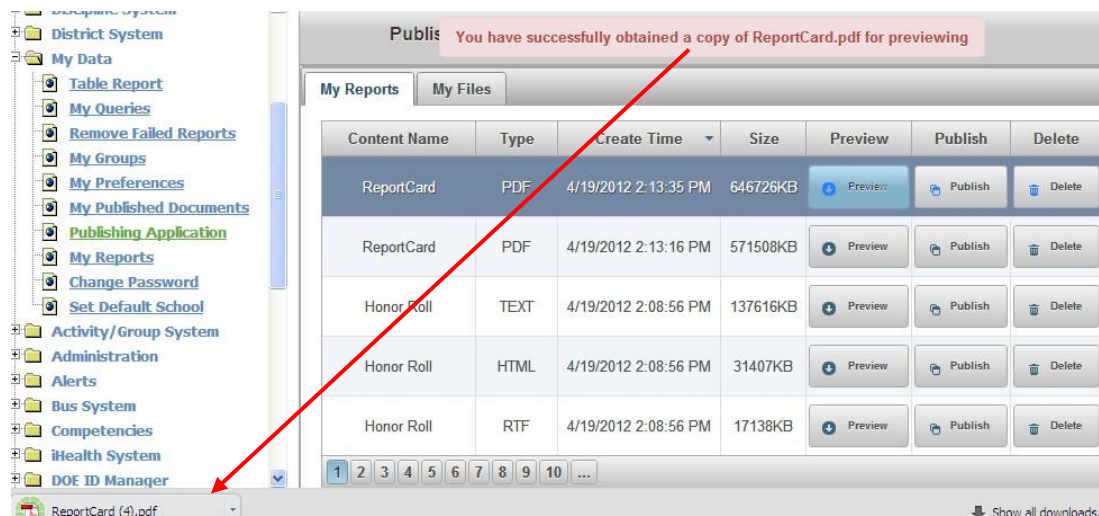
|            |      |                      |         |         |         |        |
|------------|------|----------------------|---------|---------|---------|--------|
| Honor Roll | HTML | 4/19/2012 2:08:56 PM | 31407KB | Preview | Publish | Delete |
| Honor Roll | RTF  | 4/19/2012 2:08:56 PM | 17138KB | Preview | Publish | Delete |

1 2 3 4 5 6 7 8 9 10 ...

## Preview

To preview a report before publishing, click on the **Preview button**. Your report will be downloaded and can be opened based on the report format, pdf, html, rtf, etc.

| Content Name | Type | Create Time          | Size     | Preview | Publish | Delete |
|--------------|------|----------------------|----------|---------|---------|--------|
| ReportCard   | PDF  | 4/19/2012 2:13:35 PM | 646726KB | Preview | Publish | Delete |
| ReportCard   | PDF  | 4/19/2012 2:13:16 PM | 571508KB | Preview | Publish | Delete |

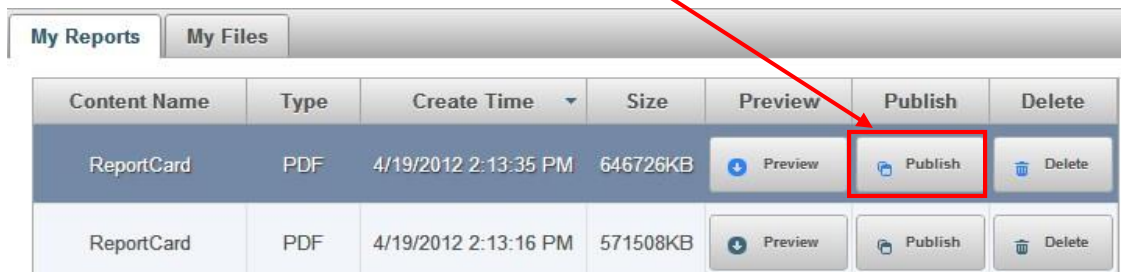


Open the **Preview Document** to review before publishing. Below is a sample report card report in PDF.

| Student                          |             |              |              |            |             | School Year   | Term         |            |             |               |         |                    |
|----------------------------------|-------------|--------------|--------------|------------|-------------|---|--------------|------------|-------------|---------------|---------|--------------------|
| Name                             |             |              | YOG          | ID#        | Homeroom    | 2009-2010   | Q4           |            |             |               |         |                    |
| <b>Aiello, Jessie</b>            |             |              | 2007         | 1799       | 1213        | <b>iPass High School</b><br>250 Franklin Street<br>Framingham, Massachusetts 01752<br>508-300-1000<br>Counselor<br>Laura Patton |              |            |             |               |         |                    |
| Course Number - Course Name      | Period Abs. | Term 1 Grade | Term 2 Grade | M-Yr. Exam | Sem. 1 Avg. | Term 3 Grade  | Term 4 Grade | Final Exam | Sem. 2 Avg. | Final Average | Credits | Teachers' Comments |
| 0100-01 Audio Visual             | 0           | 90           | 75           |            |             | 96  | 88           |            |             |               |         |                    |
| 012-02 Eng Test Mrs. Aaron       | 0           | 92           | 86           |            |             | 95  | 86           |            |             |               |         |                    |
| 031-1 English 11 Honors O'Connor | 0           | 80           | 85           |            |             | 76  | 78           |            |             |               |         |                    |
| 217-01 Math Test Mrs. Aaron      | 0           | 88           | 92           |            |             | 97  | 91           |            |             |               |         |                    |

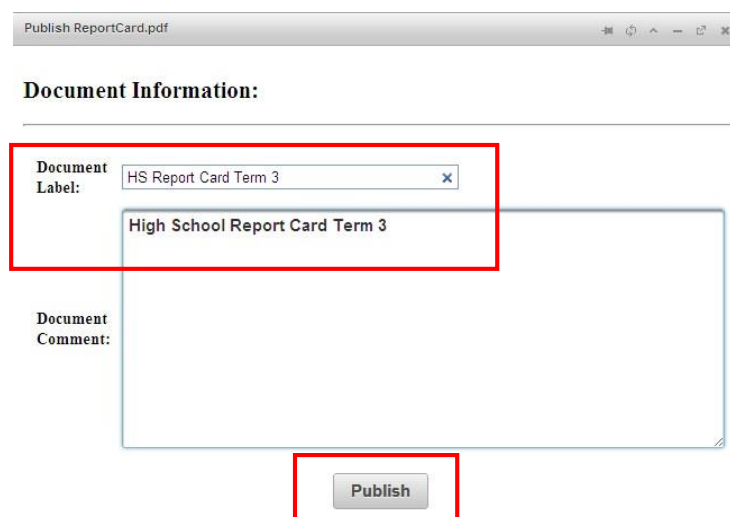
## Publish

To Publish the document, click on the Publish button.



| Content Name | Type | Create Time          | Size     | Preview | Publish        | Delete |
|--------------|------|----------------------|----------|---------|----------------|--------|
| ReportCard   | PDF  | 4/19/2012 2:13:35 PM | 646726KB | Preview | <b>Publish</b> | Delete |
| ReportCard   | PDF  | 4/19/2012 2:13:16 PM | 571508KB | Preview | Publish        | Delete |

In the next window, enter the **Document Label** and **Document Comment** and click on Publish.



Publish ReportCard.pdf

**Document Information:**

Document Label:

Document Comment:

**Publish**

A warning message will appear. Click on **OK** to continue to publish the document or click on **Cancel** if you do not want to publish the document at this time.

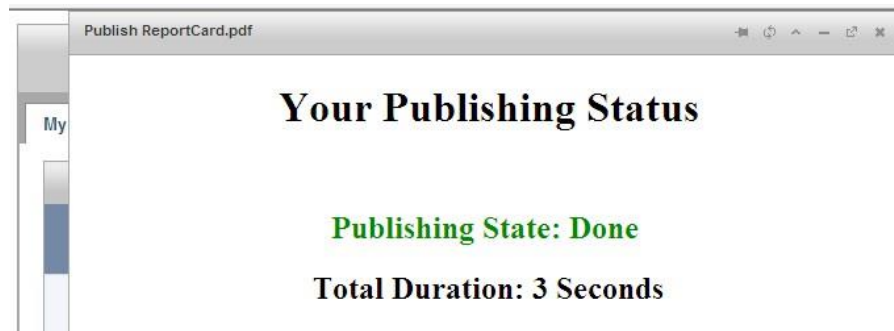


The report card document will be published to Parents based on StudentID and the Receives Mail check box on the Parent/Guardian screen.

The report card document will also be published to Students based on StudentID.

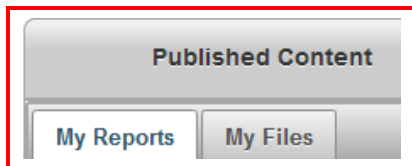
The report card document will be viewable in View Only Access for other iPass users based on User Type.

A new window will open displaying the status of the document publishing process, In Progress or Done. The window will also display the amount of time for publishing to reach the Done status.



## Published Content

Once the report has been published, it will dynamically appear in the Published Content section below the My Publishable Documents on the same screen.



- ⇒ **Content Label**  
The Label name of the document as entered by the publisher
- ⇒ **Name**  
The iPass report name
- ⇒ **Type**  
The type of file; pdf, rtf, doc, html, excel, etc.
- ⇒ **Create Time**  
The time and date the report was created
- ⇒ **Size**  
The file size
- ⇒ **Sample**  
View a sample of the document
- ⇒ **Graphs**  
View graphs of user types that have viewed the document
- ⇒ **Recipients**  
View users that have received the document
- ⇒ **Undo Publishing**  
Click to remove the document from all recipients

## Sample

Click on the View button to view a sample of the document that has been published. The document will be downloaded and viewable in the correct format. In this example, the document format is PDF and will be opened in Acrobat Reader.

| Student                     |                               |             |              |              |            |            |              |              |            | School Year  |               | Term    |                    |  |  |  |  |
|-----------------------------|-------------------------------|-------------|--------------|--------------|------------|------------|--------------|--------------|------------|--------------|---------------|---------|--------------------|--|--|--|--|
| Name                        |                               |             |              | YOG          | ID#        | Homeroom   |              |              |            | 2009-2010    | Q4            |         |                    |  |  |  |  |
| <b>Aiello, Jessie</b>       |                               |             |              | 2007         | 1799       | 1213       |              |              |            |              |               |         |                    |  |  |  |  |
|                             |                               |             |              |              |            |            |              |              |            | Counselor    |               |         |                    |  |  |  |  |
|                             |                               |             |              |              |            |            |              |              |            | Laura Patton |               |         |                    |  |  |  |  |
| Course Number - Course Name |                               | Period Abs. | Term 1 Grade | Term 2 Grade | M-Yr. Exam | Sem.1 Avg. | Term 3 Grade | Term 4 Grade | Final Exam | Sem.2 Avg.   | Final Average | Credits | Teachers' Comments |  |  |  |  |
| 0100-01                     | Audio Visual                  | 0           | 90           | 75           |            |            | 96           | 88           |            |              |               |         |                    |  |  |  |  |
| 012-02                      | Eng Test<br>Mrs. Aaron        | 0           | 92           | 86           |            |            | 95           | 86           |            |              |               |         |                    |  |  |  |  |
| 031-1                       | English 11 Honors<br>O'Connor | 0           | 80           | 85           |            |            | 76           | 78           |            |              |               |         |                    |  |  |  |  |
| 217-01                      | Math Test<br>Mrs. Aaron       | 0           | 88           | 92           |            |            | 97           | 91           |            |              |               |         |                    |  |  |  |  |

**iPass High School**  
250 Franklin Street  
Framingham, Massachusetts 01752  
508-300-1000

## Graphs

Graphs are generated for iPass reports (report cards, competency reports, PCL progress reports, and transcripts) that is published to parents. Graphs are dynamic and will change the data displayed as the document is viewed.

Graphs will display the following data in a pie chart.

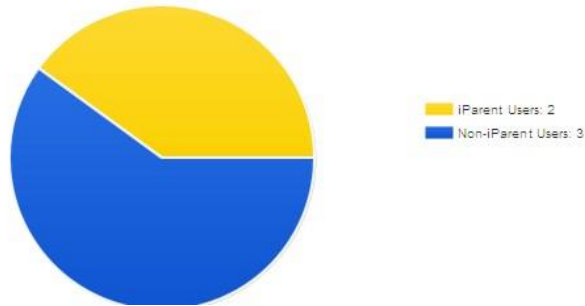
- ⇒ **Guardians iParent Account Status**  
Displays the number of iParent users that received the published document
- ⇒ **iParent Users that have viewed content**  
Displays the number of iParent users that have viewed the published document
- ⇒ **Has at least 1 parent of each student viewed this document?**  
Displays the number of students with one or more guardians with iParent accounts where at least one of the guardians has viewed the published document



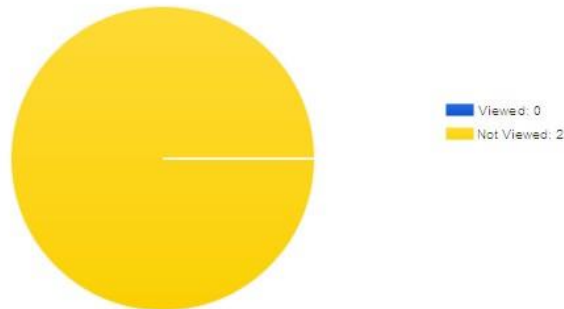
This view displays Graphs immediately following document publishing:

Graphs for HS Report Card Term 3

Guardians iParent Account Status



iParent Users that have viewed content



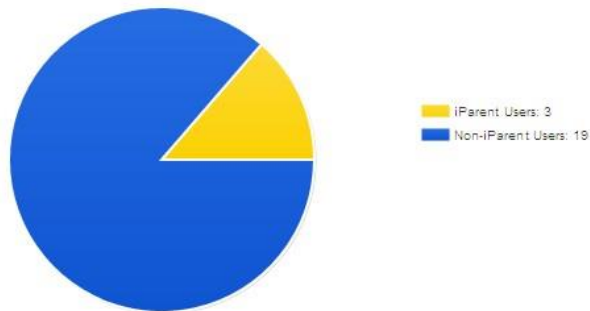
Has at least 1 parent of each student viewed this document?



This view displays Graphs after users have viewed the documents:

Graphs for Q3 Report Card

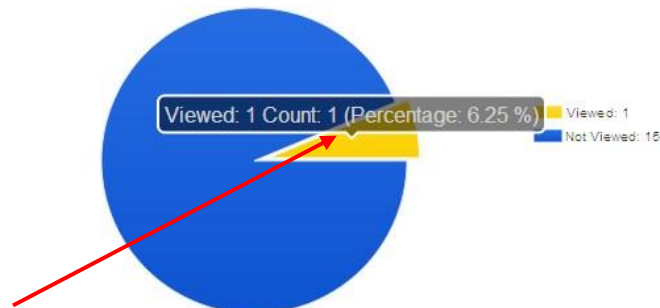
Guardians iParent Account Status



iParent Users that have viewed content



Has at least 1 parent of each student viewed this document?



Mouse over chart sections for totals and percentages.

## Recipients

The Recipients button will display information about the document publishing distribution. Published Content Info heading displays a summary of data for the published document:

- ⇒ **Label**  
Label of the document as entered by the publisher
- ⇒ **Publish Date/Time**  
The date and time that the document was published
- ⇒ **Last Used Date**  
The date that a recipient last viewed the published document
- ⇒ **Source**  
The source of the published document – report or file
- ⇒ **File Type**  
The file format of the published document
- ⇒ **Total Views**  
The number of times recipients have viewed the published document
- ⇒ **Total**  
The total number of recipients of the published document
- ⇒ **Viewed**  
The number of recipients that have viewed the published document
- ⇒ **Deleted**  
The number of recipients that have deleted the published document
- ⇒ **Archived**  
The number of recipients that have archived the published document
- ⇒ **Publisher Comment**  
The Comment Label enter by the publisher of the document

The columnized data below the Published Content info displays information for all recipients of the published document, including UserID, Type, Student, Last Viewed, and Number of Views by user.

✗ Indicates that the document has not been Viewed, Deleted or Archived

✓ Indicates that the document has been Viewed, Deleted or Archived

All columns are sortable by clicking on the column heading.

Recipients list for Q3 Report Card

Published Content Info

Label: Q3 Report Card      Publish Date/Time: 04/27/2012 1:50 PM      Last Used Date: 04/27/2012  
 Source Report      File Type: PDF      Total Views: 3  
 Total: 38      Viewed: 1      Deleted: 0  
 Archived: 2

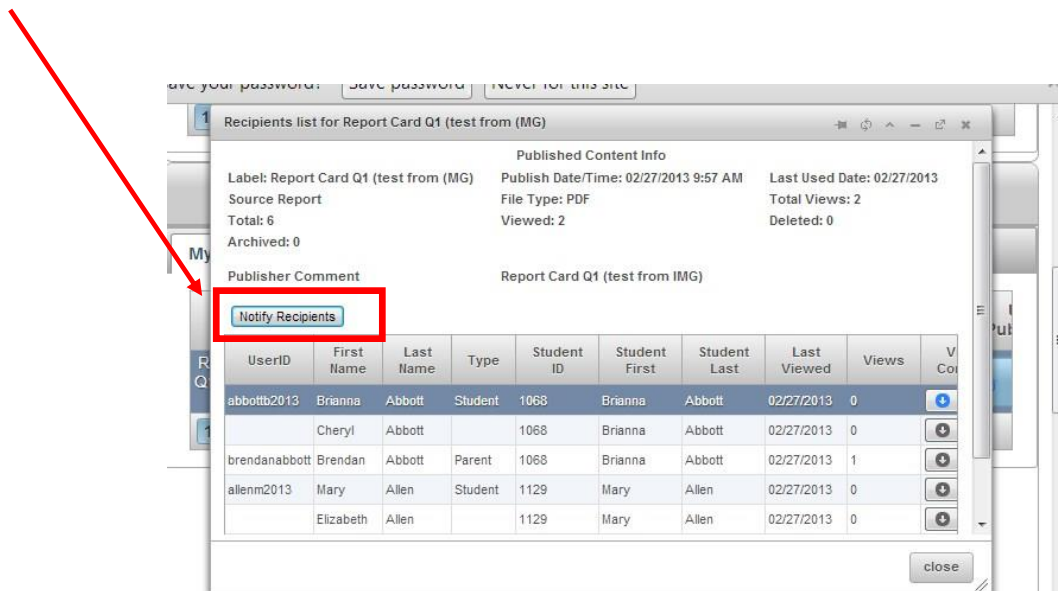
Publisher Comment      Q3 Report Card

| UserID   | First Name | Last Name | Type       | Student ID | Student First | Student Last | Last Viewed | Views | View Content | Viewed | Deleted | Archived |
|----------|------------|-----------|------------|------------|---------------|--------------|-------------|-------|--------------|--------|---------|----------|
| soconnor | Sharon     | O'Connor  | TicketUser | 1799       | Jessie        | Aiello       | 04/27/2012  | 3     | View         | ✓      | ✗       | ✓        |
|          | Florence   | Campbell  |            | 2263       | Peter         | Campbell     | 04/27/2012  | 0     | View         | ✗      | ✗       | ✗        |
|          | Gina       | Cannastra |            | 1762       | Gina          | Cannastra    | 04/27/2012  | 0     | View         | ✗      | ✗       | ✗        |
|          | Mel        | Hanaver   |            | 1762       | Gina          | Cannastra    | 04/27/2012  | 0     | View         | ✗      | ✗       | ✗        |
|          | Michael    | Cawley    |            | 1800       | Michael       | Cawley       | 04/27/2012  | 0     | View         | ✗      | ✗       | ✗        |
|          | Craig      | Oliver    |            | 1800       | Michael       | Cawley       | 04/27/2012  | 0     | View         | ✗      | ✗       | ✗        |

Click **View** under the **View Content** heading to download and view the individual document published for a specific student.

### Notify Recipients

Send an email to recipients of the published document to let them know that there is something new in their My Documents folder. Click on the Notify Recipients link to compose your email.



Recipients list for Report Card Q1 (test from (MG))

Published Content Info

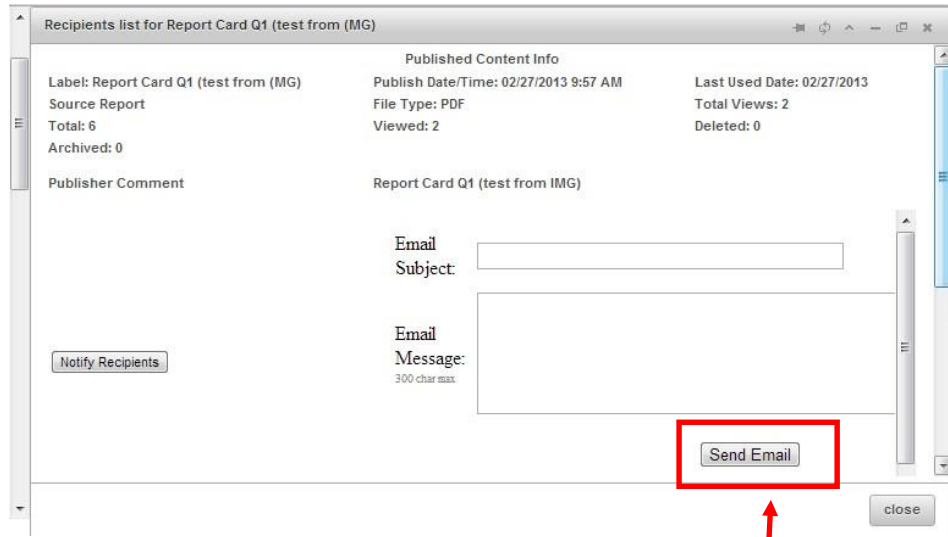
Label: Report Card Q1 (test from (MG))      Publish Date/Time: 02/27/2013 9:57 AM      Last Used Date: 02/27/2013  
 Source Report      File Type: PDF      Total Views: 2  
 Total: 6      Viewed: 2      Deleted: 0  
 Archived: 0

Publisher Comment      Report Card Q1 (test from IMG)

**Notify Recipients**

| UserID        | First Name | Last Name | Type    | Student ID | Student First | Student Last | Last Viewed | Views | V Co |
|---------------|------------|-----------|---------|------------|---------------|--------------|-------------|-------|------|
| abbottb2013   | Brianna    | Abbott    | Student | 1068       | Brianna       | Abbott       | 02/27/2013  | 0     | +    |
|               | Cheryl     | Abbott    |         | 1068       | Brianna       | Abbott       | 02/27/2013  | 0     | +    |
| brendanabbott | Brendan    | Abbott    | Parent  | 1068       | Brianna       | Abbott       | 02/27/2013  | 1     | +    |
| allenm2013    | Mary       | Allen     | Student | 1129       | Mary          | Allen        | 02/27/2013  | 0     | +    |
|               | Elizabeth  | Allen     |         | 1129       | Mary          | Allen        | 02/27/2013  | 0     | +    |

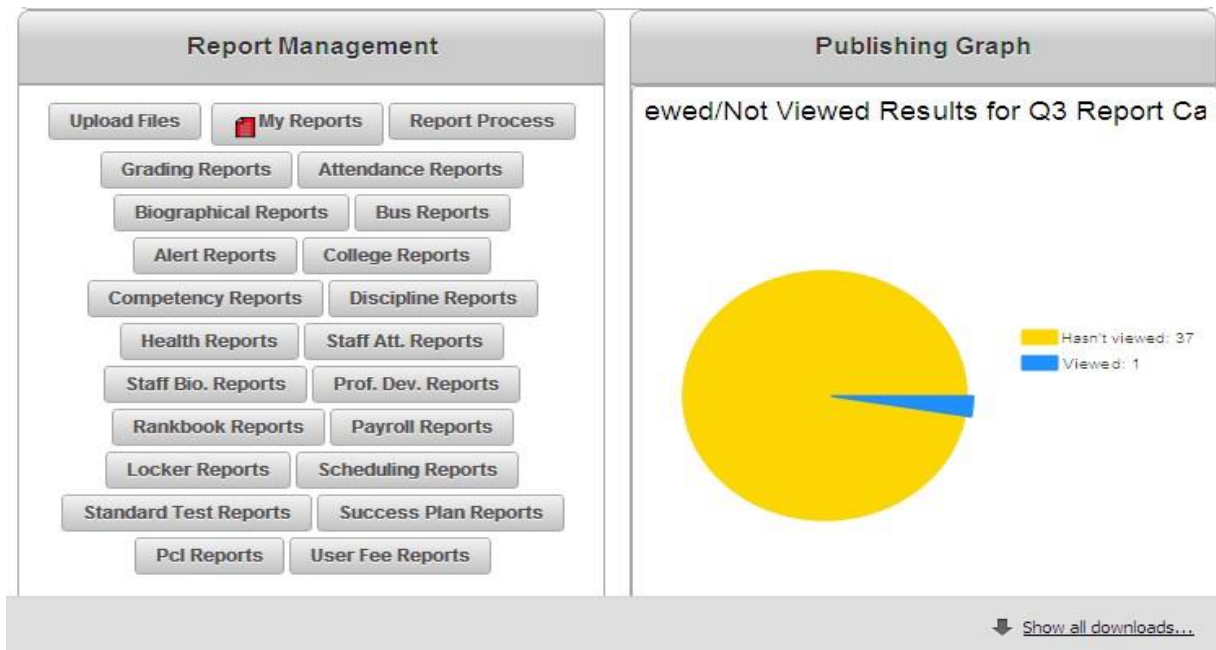
close



Enter the Email Subject and compose your message. Click on Send Email.

### Report Management / Publishing Graph

At the bottom of the Publishing Dashboard screen, there are two sections. On the right, there is a snapshot graph for the most recently published document. This gives the user simple data in terms of Viewed/Not Viewed numbers without having to go to the graphs section above.



The **Report Management** section allows the user to easily link to reports programs for iPass systems, including My Reports, Report Process, and Upload Files. To upload a file for publishing, click on **Upload Files**.



In the next window, **Manage Your Files**, select

- ⇒ **Add Files**  
Browse your computer to select a file to upload for Publishing
- ⇒ **Start Upload**  
Click to upload the file to the iPass server after you have selected your file
- ⇒ **Cancel Upload**  
Click to cancel the upload if there is a file error (file size, type, etc.) or if you have selected an incorrect file

Manage Your Files

## File Upload for Publishing

[+ Add files...](#)
[Start upload](#)
[Cancel upload](#)

| File Name                                      | File Size | File Description | File Management                             |
|--|-----------|------------------|---|
| 2012 IMG Customer Conference Agenda May 11.doc | 96.77 KB  |                  | <a href="#">Edit</a> <a href="#">Delete</a> |

**Your Upload Settings:**

File Types Allowed: doc, html, txt, csv, rtf, xls, pdf, pcl

Maximum File Size: 5 MB

Maximum Amount of Files per User: 10 Files

Maximum Space Allowed per User: 10 MB

Space Used:

NaN MB / 10 MB

Once the file has been uploaded it will appear in the list of files. You may choose to Edit or Delete the document once it appears on the list.

**Your Upload Settings** will show information for your file uploads as configured by your district’s iPass database administrator. Settings may include restrictions on file size, file types (pdf, doc, xls, etc.) At the bottom of the file upload settings, the current user will see the amount of space they have used.

Once the file upload is complete and ready for publishing, close the **File Upload** window to return to the **Publishing Dashboard** window. At the top of the screen in **Publishable Content** select the **My Files** tab. The files that have been uploaded will appear with the most recent listed first. All columns, Content Name, Type, Create Time, Size, Preview, Publish and Delete are sortable by clicking on the column header.

Publishable Content ⓘ

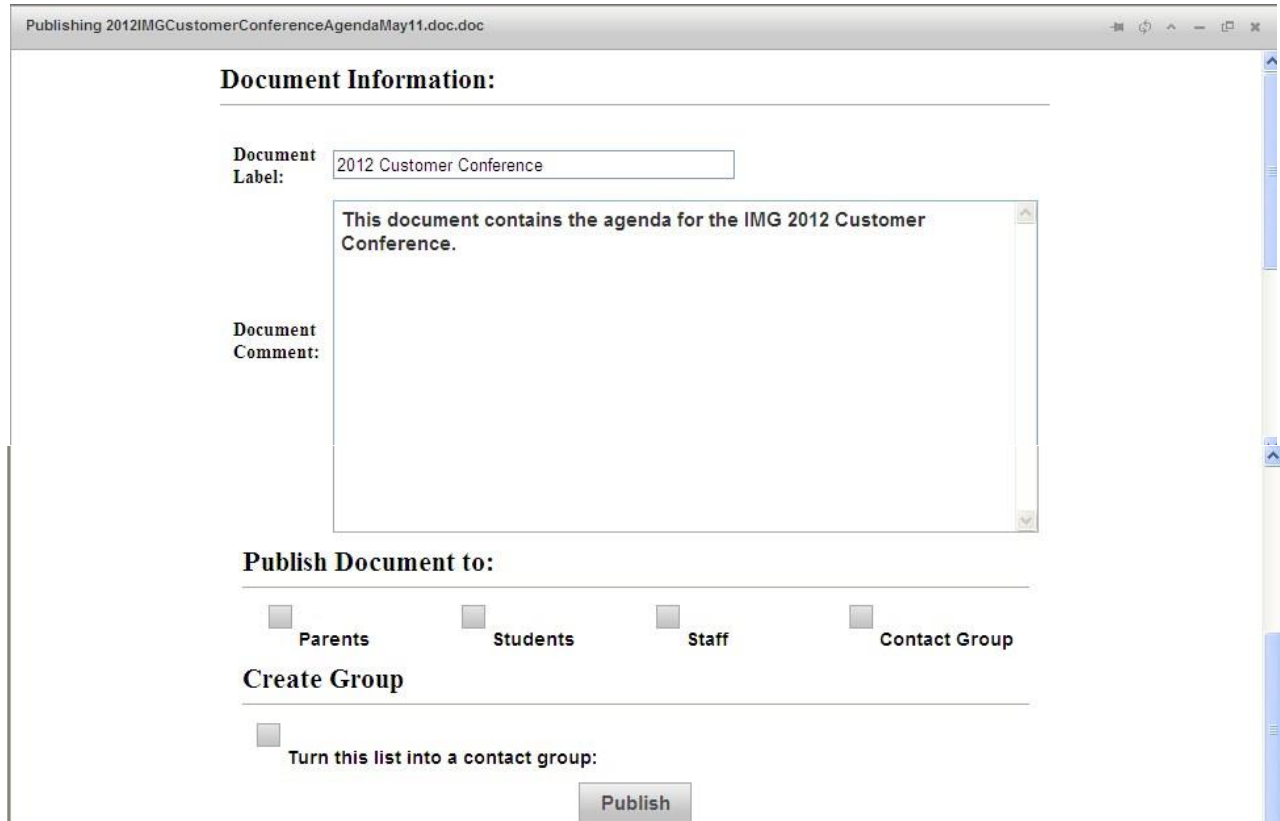
My Reports | My Files

| Content Name                                   | Type   | Create Time          | Size    | Preview                 | Publish                 | Delete                 |
|--|--------|----------------------|---------|-------------------------|-------------------------|------------------------|
| 2012 IMG Customer Conference Agenda May 11.doc | MSWORD | 4/11/2012 3:11:14 PM | 96768KB | <a href="#">Preview</a> | <a href="#">Publish</a> | <a href="#">Delete</a> |

1

Click **Preview** button to view a sample of the document. Click **Publish** to publish the document.

Enter the name of the **Document Label** and the **Document Comment** information in the next window. The name of the file will appear in the upper left corner of the window.



The screenshot shows a web browser window titled "Publishing 2012IMGCustomerConferenceAgendaMay11.doc.doc". The main content area is titled "Document Information:" and contains a "Document Label:" field with the text "2012 Customer Conference" and a "Document Comment:" text area containing "This document contains the agenda for the IMG 2012 Customer Conference." Below this is the "Publish Document to:" section with four radio button options: "Parents", "Students", "Staff", and "Contact Group". Underneath is a "Create Group" section with a radio button and the text "Turn this list into a contact group:". A "Publish" button is located at the bottom right of the form area.

### **Publish Document to Parents, Students, Staff or Contact Group**

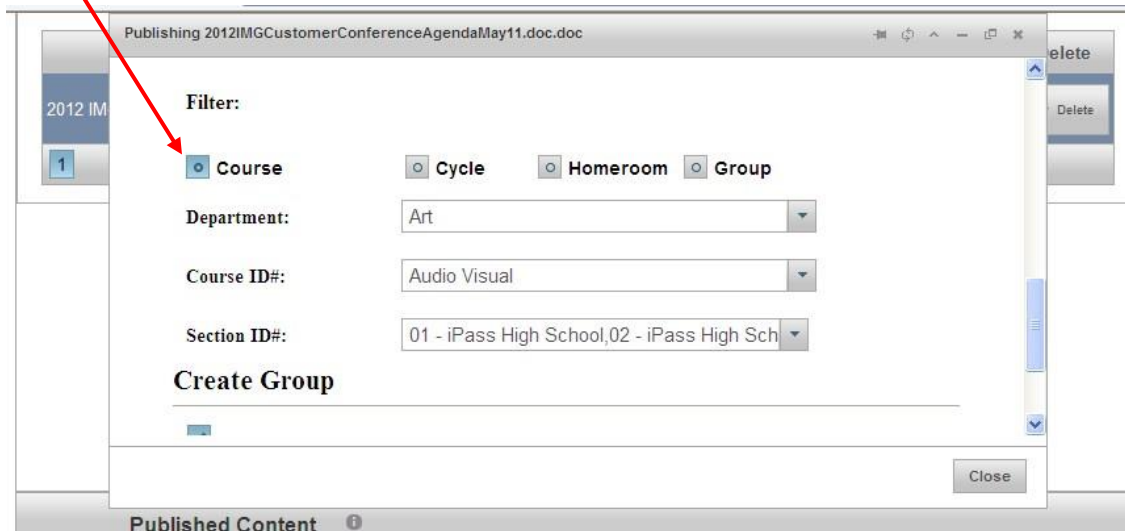
Select the school or schools from the drop-down menu or leave it set to All for all schools. Select the grade level or leave it set to All for all grade levels.

### **Filter**

Make additional selections for filtering groups to receive your document.



**Course** – Select Department, Course and Sections of the course:



2012 IM  
1

Filter:

Course     Cycle     Homeroom     Group

Department: Art

Course ID#: Audio Visual

Section ID#: 01 - iPass High School,02 - iPass High Sch

Create Group

Close

Published Content

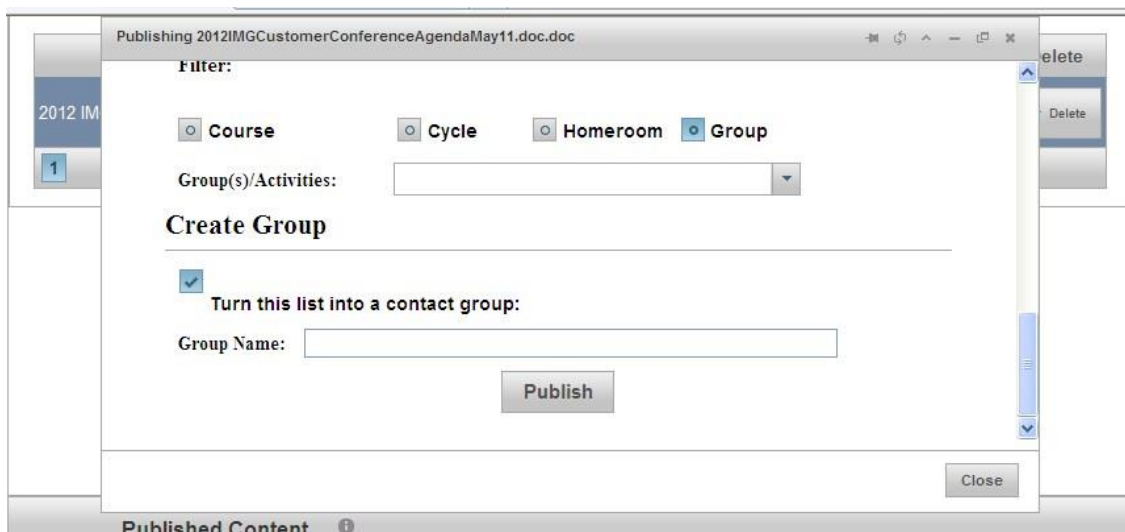
**Cycle** – Filter by cycle week or team

**Homeroom** – Select homerooms in the school select above

**Group** – Select a group that was previously created in the Group/Activity System

### Create Group

Enter the name of the Contact Group to be created and click Publish. Once published, the group will appear in future drop-down menus for Contact Groups selection.



2012 IM  
1

Filter:

Course     Cycle     Homeroom     Group

Group(s)/Activities:

Create Group

Turn this list into a contact group:

Group Name:

Publish

Close

Published Content

## iParent or iStudent > My Data > My Documents

To view a published report card in iParent or iStudent, go to My Data and click on My Documents as a parent or a student using the Assume a UserID function in the Security folder.

**MY DOCUMENTS**

My Documents | Archived Documents | Deleted Documents

| Document Label         | Name  | Type | Student | Publish Time | Size                  | Comment | View                 | Archive              | Delete                  |                        |
|------------------------|---|------|---------|--------------|-----------------------|---------|----------------------|----------------------|-------------------------|------------------------|
| No Documents Available | You have no recieved any files at this time |      | None    | No Name      | 4/23/2012 12:09:53 PM | 0KB     | <a href="#">View</a> | <a href="#">View</a> | <a href="#">Archive</a> | <a href="#">Delete</a> |

Once a document has been published, parents will see:

- ⇒ **Document Label** – Entered by the publisher of the document
- ⇒ **Name** – The name of the file, i.e, report card, progress report, etc.
- ⇒ **Type** – The document type, i.e., pdf, rtf, html, excel, text, etc.
- ⇒ **Student** – The student name in the document
- ⇒ **Publish Time** – date and time of document publishing
- ⇒ **Size** – The file size of the document
- ⇒ **Comment** – the comment entered by the publisher
- ⇒ **View** – Click on View to begin the document download for viewing
- ⇒ **Archive** – Click on Archive to save the document for retrieval at another time
- ⇒ **Delete** – Click on Delete to remove the document once downloaded and saved locally

## My Reports

Enhanced functionality has been added to My Data > My Reports to display the date and time of a published report.

|                          |                          |           |                              |                  |                         |               |
|--------------------------|--------------------------|-----------|------------------------------|------------------|-------------------------|---------------|
| <input type="checkbox"/> | <input type="checkbox"/> |           | Progress Report              | 03/07/13 8:35am  | Not Available           | Not Available |
| <input type="checkbox"/> | <input type="checkbox"/> |           | Progress Report              | 03/07/13 8:29am  | Not Available           | Not Available |
| <input type="checkbox"/> | <input type="checkbox"/> |           | Published Documents          | 02/27/13 9:57am  | Not Available           | Not Available |
| <input type="checkbox"/> | <input type="checkbox"/> | Published | report card ready to publish | 02/27/13 9:50am  | Not Available           | Not Available |
| <input type="checkbox"/> | <input type="checkbox"/> |           | Published Documents          | 02/26/13 1:25pm  | Not Available           | Not Available |
| <input type="checkbox"/> | <input type="checkbox"/> |           | Senior Attendance            | 02/19/13 12:17pm | <a href="#">MyQuery</a> | Not Available |
| <input type="checkbox"/> | <input type="checkbox"/> |           | GenericTable                 | 02/19/13 11:53am | Not Available           | Not Available |
| <input type="checkbox"/> | <input type="checkbox"/> |           | Grade_Letter                 | 02/15/13 11:14am | Not Available           | Not Available |
| <input type="checkbox"/> | <input type="checkbox"/> |           | Grade_Letter                 | 02/15/13         | Not Available           | Not Available |