

# iPASS

Google Docs



## Google Docs

Enabling Google Docs in iPass will allow users to upload files from their Google Drive accounts and store them within the iPass system. The Google Docs feature is available in the following areas:

**Discipline system** – Add/Modify Discipline

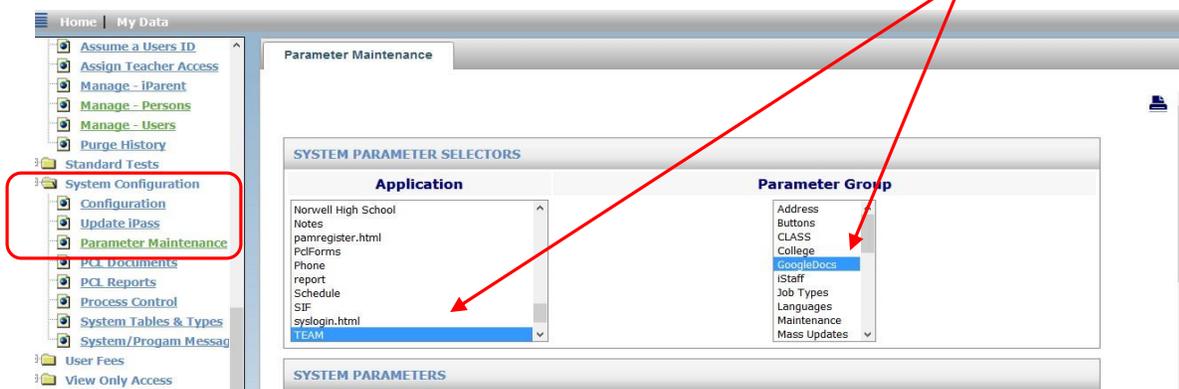
**Health System** – Student Nurse Visit, Student Health Information

**Gradebook** – Add Assignment, Teacher Behavior Referral

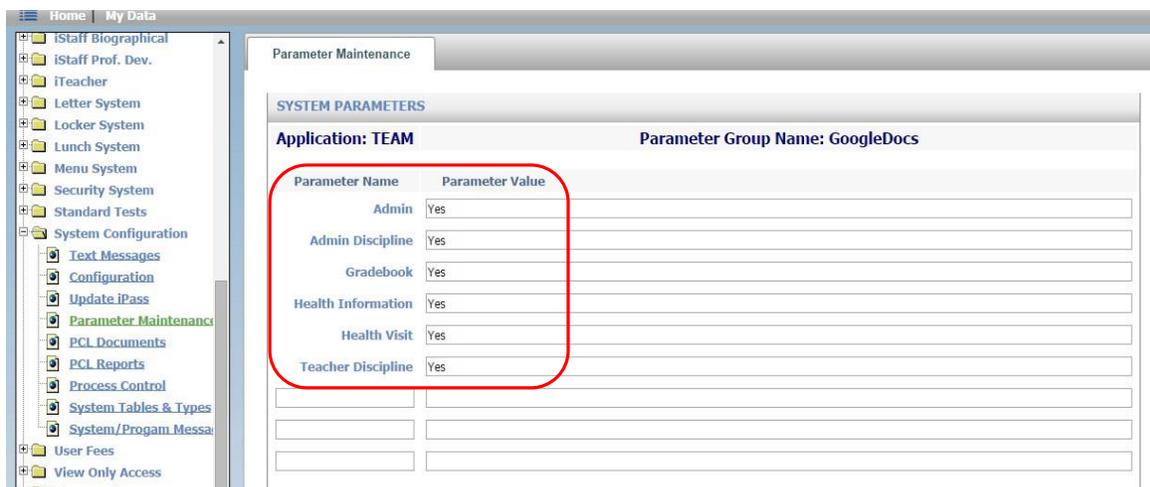
## Enabling Google Docs

iPass Database Administrators will need to go to System Configuration > Parameter Maintenance.

Select TEAM in Application window and then Google Docs in Parameter Group.



Change the default setting of No to Yes for each area to be enabled.



**Admin = Yes** enables for All Users

**Admin Discipline = Yes** enables Add/Modify Discipline in Discipline System

**Gradebook = Yes** enables Add Assignment

**Health Information = Yes** enables Student Health Information

**Health Visit = Yes** enables health visit record in Edit Nurse's Log

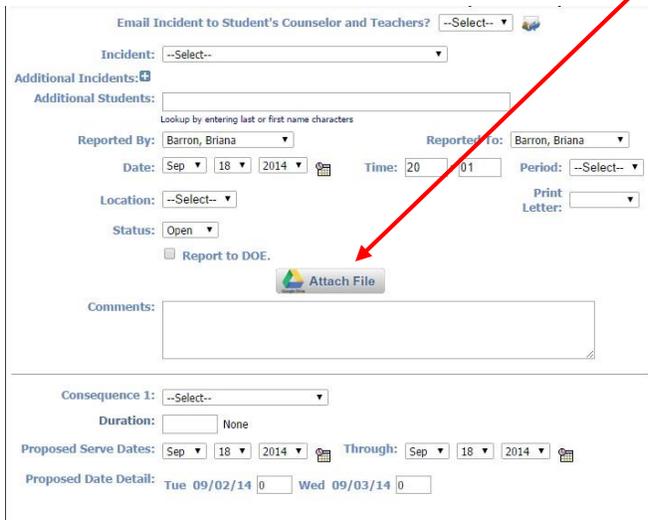
**Teacher Discipline = Yes** enables Behavior Referral in Gradebook

Click on  to record the changes.

## Discipline System

### Add/Modify Discipline

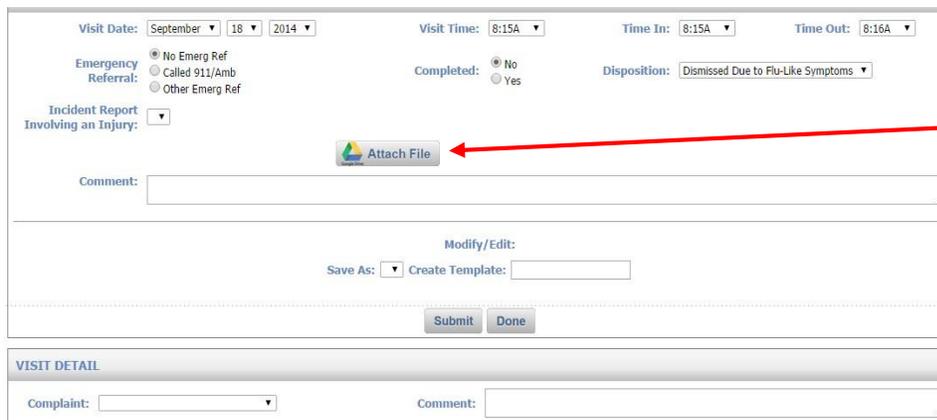
Google Docs enabled appears as below. Click on  to open Google Drive. Log into your Google Drive account and select the file to attach.



Form fields include: Email Incident to Student's Counselor and Teachers? (dropdown), Incident (dropdown), Additional Incidents (checkbox), Additional Students (text), Reported By (dropdown), Reported To (dropdown), Date (calendar), Time (input), Period (dropdown), Location (dropdown), Status (dropdown), Report to DOE (checkbox), Comments (text area), Consequence 1 (dropdown), Duration (input), Proposed Serve Dates (calendar), Through (calendar), Proposed Date Detail (calendar).

## iHealth

### Edit Nurse's Log

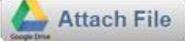


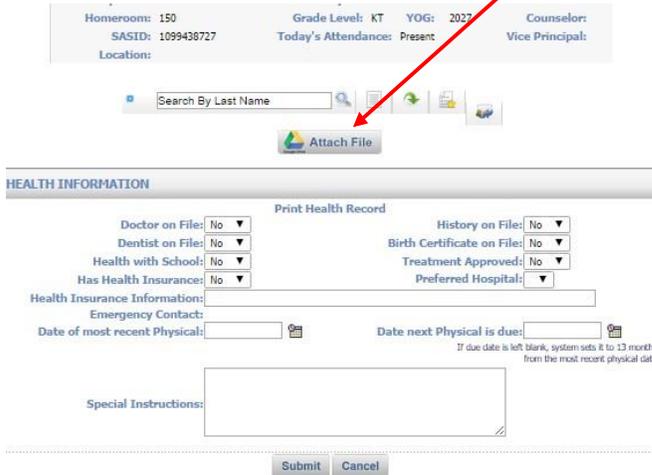
Form fields include: Visit Date (calendar), Visit Time (dropdown), Time In (dropdown), Time Out (dropdown), Emergency Referral (radio buttons), Completed (radio buttons), Disposition (dropdown), Incident Report Involving an Injury (checkbox), Comment (text area), Save As (dropdown), Create Template (input), Submit and Done buttons, VISIT DETAIL section with Complaint (dropdown) and Comment (text area).

Google Docs enabled appears as shown left.

Click on  to open Google Drive. Log into your Google Drive account and select the file to attach.

## Student Health Information

Google Docs enabled appears as below. Click on  to open Google Drive. Log into your Google Drive account and select the file to attach.



Homeroom: 150      Grade Level: KT      YOG: 2027      Counselor:  
 SASID: 1099438727      Today's Attendance: Present      Vice Principal:  
 Location:

Search By Last Name



**HEALTH INFORMATION**

Print Health Record

Doctor on File: No      History on File: No  
 Dentist on File: No      Birth Certificate on File: No  
 Health with School: No      Treatment Approved: No  
 Has Health Insurance: No      Preferred Hospital:

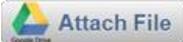
Health Insurance Information:   
 Emergency Contact:   
 Date of most recent Physical:       Date next Physical is due:   
If due date is left blank, system sets it to 13 months from the most recent physical dates.

Special Instructions:

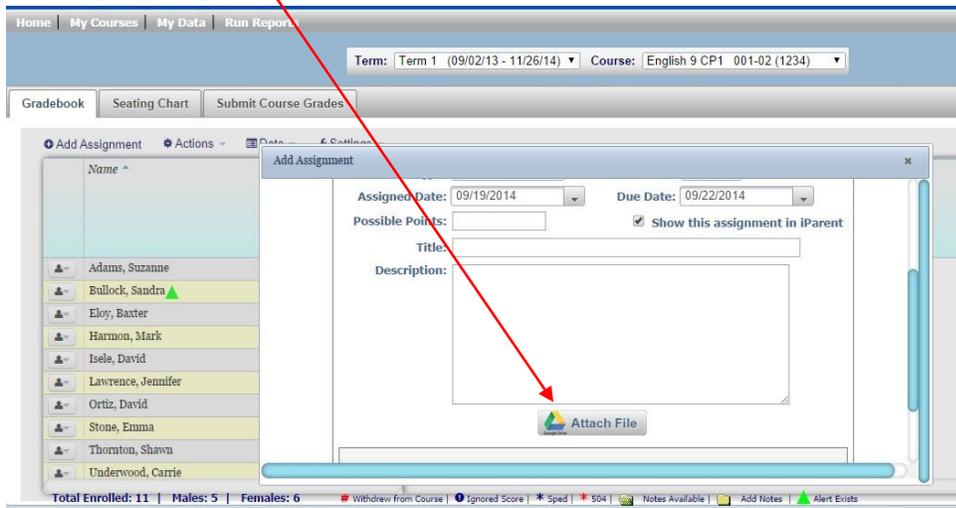
Submit      Cancel

## Gradebook/Rankbook

### Add Assignment

Google Docs enabled appears as below. Teachers click on Add Assignment and the  appears at the bottom of the Add Assignment screen.

Click on  to open Google Drive. Log into your Google Drive account and select the file to attach.



Home | My Courses | My Data | Run Reports

Term: Term 1 (09/02/13 - 11/26/14)      Course: English 9 CP1 001-02 (1234)

Gradebook      Seating Chart      Submit Course Grades

➤ Add Assignment      Actions

Add Assignment

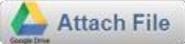
Assigned Date: 09/19/2014      Due Date: 09/22/2014  
 Possible Points:        Show this assignment in iParent

Title:   
 Description:

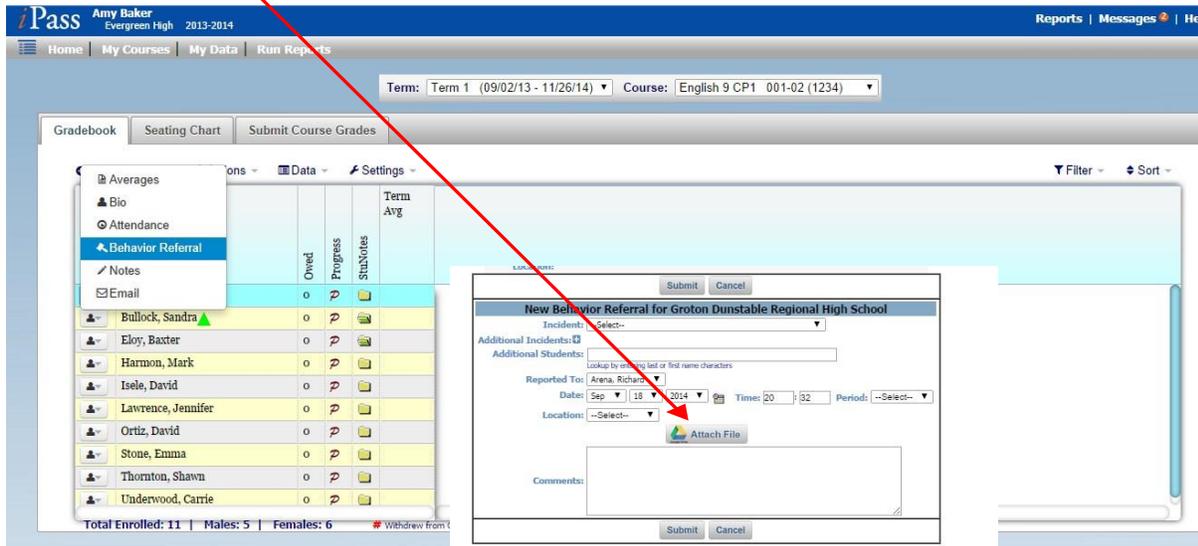


Total Enrolled: 11 | Males: 5 | Females: 6      Withdrawn from Course | Ignored Score | Sped | 504 | Notes Available | Add Notes | Alert Exists

## Enter Behavior Referral

Google Docs enabled appears as below. Teachers click on Behavior Referral and the  appears in the middle of the New Behavior Referral screen.

Click on  to open Google Drive. Log into your Google Drive account and select the file to attach.



The screenshot shows the iPass interface for Amy Baker at Evergreen High. The main area displays a gradebook for English 9 CP1. A menu on the left includes options like Averages, Bio, Attendance, Behavior Referral, Notes, and Email. The 'Behavior Referral' option is selected. Overlaid on the gradebook is a 'New Behavior Referral' form for Groton Dunstable Regional High School. The form includes fields for Incident, Additional Incidents, Reported To (Ariana, Richards), Date (Sep 18, 2014), Time (20:32), and Location. An 'Attach File' button is visible in the form, and a red arrow points from this button to the 'Attach File' button mentioned in the text above.