

Welcome to Wednesday's Wisdom – A weekly dose of support! March 18, 2015

iPASS Help

The Support Team has posted many new items to the **iPass Resource Center**. This Online support resource can be found by clicking on Help at the top of your iPASS screen. There users can find help guides, FAQs, WebEx recordings, Wednesday's Wisdoms, and product documentation.

News: At the top of the screen users will find links to important news, workshops, and the eSupport, Support email and Telephone Support.

Categories: All items posted to Help are categorized by the system they relate to and into subcategories of Help documents, FAQ, WebEx, Tutorials, and Videos. There is a Wednesday Wisdom category where all weekly emails are posted.

Recent Articles: In the bottom right users can view the most recently posted items. This list updates as new items are posted. Below are some of the newer items.

- WebEx - User's Group Meeting March 11, 2015 – DESE Single Sign-On & CRDC v2
- WebEx - User's Group Meeting February 11, 2015 – Programs Module
- Wednesday Wisdom 03/11/2015
- Discipline Incident 'Report to DOE' Fields Added for 2014-2015 SDDR Report
- How do I add new codes to iPASS for Discipline Incident Report to DOE fields?
- CRDC v2 - CRDC Data Mapping Subject Area Course Codes
- Wednesday Wisdom 03/04/2015
- Release Notes - Version 7.020150304 or 7.020150304r
- FAQ - SIF Data Transmission / SIMS
- Wednesday Wisdom 02/25/2015
- Helpful Hints Guide – March 2015

Featuring... The iPASS Navigational Toolbar

The Navigational Toolbar saves users steps by allowing them to easily navigate from student-to-student within a system or jump to other system pages for a selected student.

Use the Toolbar icons to navigate iPass quickly and efficiently:

- Search and select students from a current student record
- View Previously Viewed Students
- Jump To Previously Viewed Pages and Saved Pages
- Create a list of Saved Students
- Email directly from a student record (configurable by school)

View the full iPASS Navigational Toolbar Document at the end of this document for more details.

Frequently Asked Questions

Q. I have Discipline Incidents with Education Services codes that have been discontinued. Do I need to change these codes?

A. Yes. The DESE will not accept discontinued codes. Run the MA Discipline Export report and review the Consequences report to identify records with discontinued codes and update the discipline incident records to the appropriate new code. Add Education Services Comments if applicable.

- Go to run DOE ID Manager > MA Discipline Export
- Select all Grade Levels for the school (or district) you intend to include in the report
Hint! Report can be run by individual school or for the entire district. See step below.
- Set Report to DOE Only = Yes to look at the discipline incidents set to Report to DOE
Hint! Check to make sure all "reportable" offenses and consequences have been indicated with Offense Indicator and/or Discipline Indicator = Yes. Refer to DESE's School Safety and Discipline Report (SSDR) documentation for reporting guidelines.
- Entire District = No will report only for the school selected at the top of the screen
- Entire District = Yes will report for the entire district
- Submit
- Go to Reports > click on report named Consequences

Use spreadsheet tools to sort on the columns for AE (Alternative Education Type) and NAE (Alternative Education Not Provided) to look for discontinued code values. Take this time to look for missing codes. The DESE's SSDR documentation outlines which fields are required to have a value.

Discontinued Codes for 2014-2015:

Type of Educational Services (iPASS = Alternative Education Type)

- 4 – Private alternative setting
- 5 – Work/Community service setting

Education Services Not Provided (iPASS = Alternative Education Not Provided)

- 2 – Refused / did not respond
- 3 – Incarcerated
- 4 – School exercised right to not provide alternative education

Note: Codes requiring to "specify" or "explain" must include text in the iPASS field – Education Services Comment.

Reminders

"Ask Support Questions" – We will begin having a Q & A Session during our monthly iPass User's Group WebEx meetings. Send questions to mleporati@harriscomputer.com with Subject: Ask Support Questions. The Subject of the email must be marked "Ask Support Questions" to be included.

One-on-One Support WebEx Session – Sign up for a One-on-One Support WebEx Session with Laura Patton, Support Manager. Contact Laura at: lpatton@harriscomputer.com

Register for 2-Day Middle School Scheduling Workshop – Harris School Solutions will be hosting iPASS Workshops in April and May for Middle School scheduling for the 2015-2016 school year. [Click here for a workshop brochure and registration information.](#)

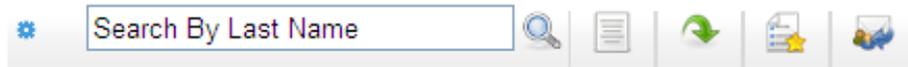


iPASS

Navigational Toolbar



The iPASS Navigational Toolbar



The Navigational Toolbar saves you steps by allowing you to easily navigate from student-to-student within a system or jump to other system pages for a selected student.

The Toolbar appears at the top of the screen in any system where users can navigation from one student to another. This includes:

- Biographical System – Add/Modify Student & Find Any Student
- Scheduling System – Modify Schedules & Requests
- iHealth System – Add/Modify Student
- View Only Access – Select Student to View
- Success Plans – Add/Modify Student

All lists, including saved pages and saved student lists are stored by individual user.

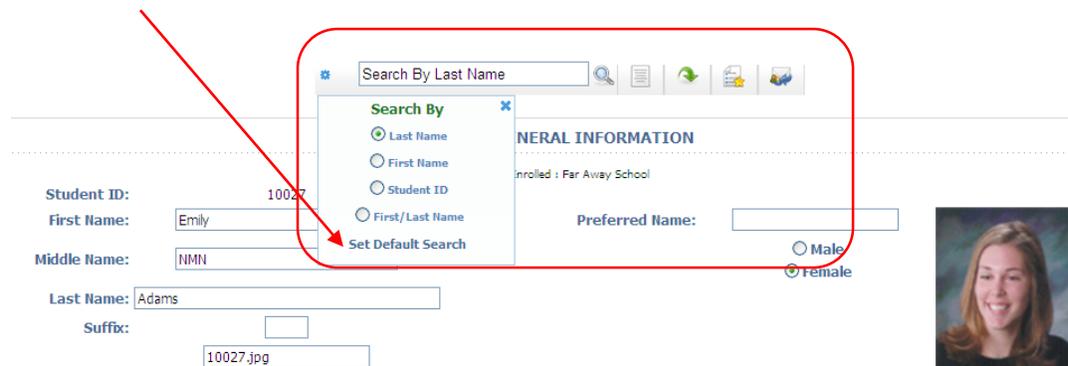
Use the Toolbar features to navigate iPass quickly and efficiently:

-  Search and select students from a current student record
-  View Previously Viewed Students
-  Jump To Previously Viewed Pages and Saved Pages
-  Create a list of Saved Students
-  Email directly from a student record (configurable by school)

Search and Select Students from a Current Student Record

Click on  to select search options: Last Name, First Name, Student ID, First/LastName.

Hint! Click on Set Default Search to save your personal search preferences. Select Options and click on Submit to save selections.

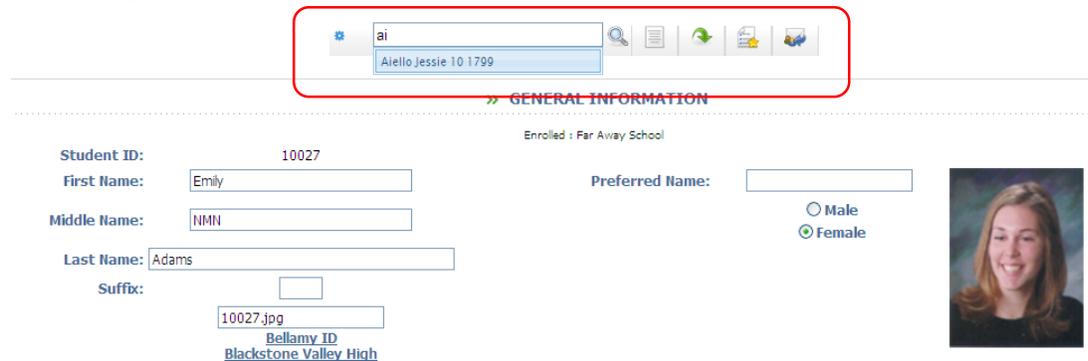


Student ID: 10027
 First Name: Emily
 Middle Name: NMN
 Last Name: Adams
 Suffix:
 10027.jpg

GENERAL INFORMATION
 Enrolled : Far Away School
 Preferred Name:
 Male
 Female

Search By: Search By Last Name
 Last Name
 First Name
 Student ID
 First/Last Name

Search for students: Begin typing the first few letters based on your search criteria. In this example, we are searching by last name. Matches will appear in a list below. Click on the student name to go to that student's profile screen.



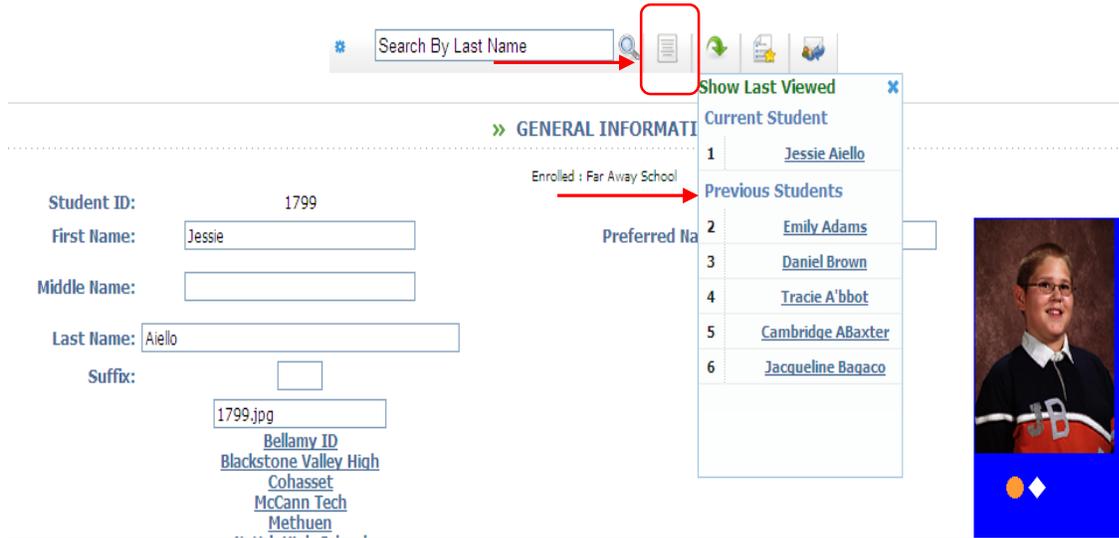
Student ID: 10027
 First Name: Emily
 Middle Name: NMN
 Last Name: Adams
 Suffix:
 10027.jpg
 Bellamy ID
 Blackstone Valley High

GENERAL INFORMATION
 Enrolled : Far Away School
 Preferred Name:
 Male
 Female

Search By: ai
 Aiello Jessie 10 1799

View Previously Viewed Students

Use the  Show Last Viewed Students icon. Click on a student name to navigate to their Profile screen.



Search By Last Name

Enrolled : Far Away School

Student ID: 1799

First Name: Jessie

Middle Name:

Last Name: Aiello

Suffix:

1799.jpg

Bellamy ID

Blackstone Valley High

Cohasset

McCann Tech

Methuen

Preferred Name

Show Last Viewed

Current Student

1 [Jessie Aiello](#)

Previous Students

2 [Emily Adams](#)

3 [Daniel Brown](#)

4 [Tracie A'bbot](#)

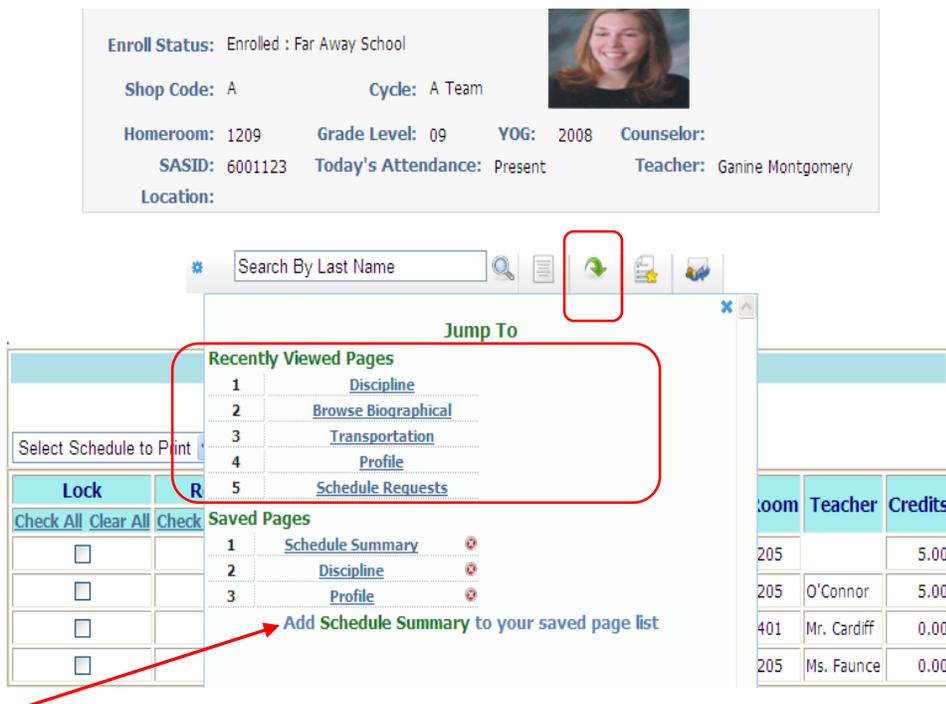
5 [Cambridge ABaxter](#)

6 [Jacqueline Bagaco](#)

Last Viewed will display the current student and the 5 students viewed previously. Viewing the 6th student will replace the oldest with the most recently viewed student.

Jump To Previously Viewed Pages and Saved Pages

Use the  Jump To icon to jump to other pages or systems. Use the Recently Viewed Pages list to Navigate or add current screen to your Saved Page List.



Enroll Status: Enrolled : Far Away School

Shop Code: A Cycle: A Team

Homeroom: 1209 Grade Level: 09 YOG: 2008 Counselor:

SASID: 6001123 Today's Attendance: Present Teacher: Ganine Montgomery

Location:

Search By Last Name

Jump To

Recently Viewed Pages

1 [Discipline](#)

2 [Browse Biographical](#)

3 [Transportation](#)

4 [Profile](#)

5 [Schedule Requests](#)

Saved Pages

1 [Schedule Summary](#) 

2 [Discipline](#) 

3 [Profile](#) 

[Add Schedule Summary to your saved page list](#)

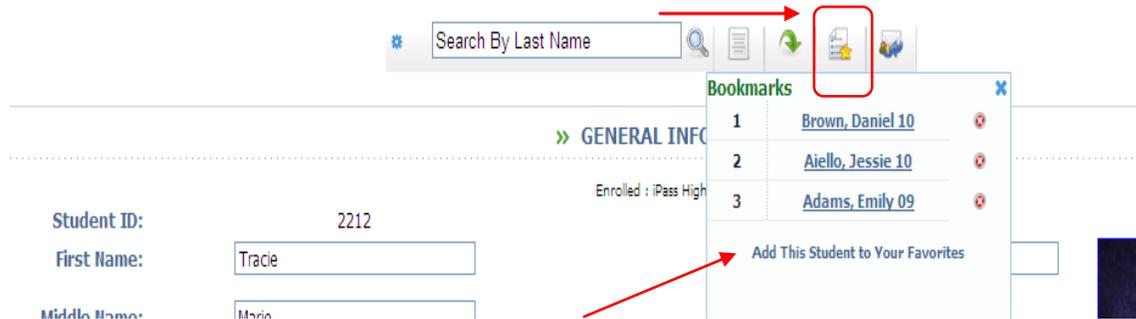
Room	Teacher	Credits
205		5.00
205	O'Connor	5.00
401	Mr. Cardiff	0.00
205	Ms. Faunce	0.00

Add the current page to your Saved Page List to save for future use.

Use the  icon to remove pages from the Saved

Create a List of Saved Students

Use the  Saved Students icon to save your list of frequently visited students.



Click on Add This Student to your list of Saved Students. You can add up to 10 Saved Students. Adding more than 10 will replace the oldest Saved Student with the newly added student. Use the  icon to manually remove students from the Saved Students list.

Email Directly From a Student Record

Select the Send Email  icon to email guardians, teachers, vice principals, counselors. Select email recipients by clicking on them individually or use the Check All feature.

Email Form for Emily Adams

From: soconnor@imgsoftware.com

Subject:

To:

Laura Patton (Aunt of Emily Adams)

Janet Whittredge (Mother of Emily Adams)

Also To:

GANNIE MONTGOMERY (Housemaster)

To

Teachers: James G'riffin (English 11 Honors)

Dennis Cardiff (Study Hall A-block Sem 1)

Deborah Faunce (Study Hall A-block Sem 2)

*

Additional Staff:

CC:

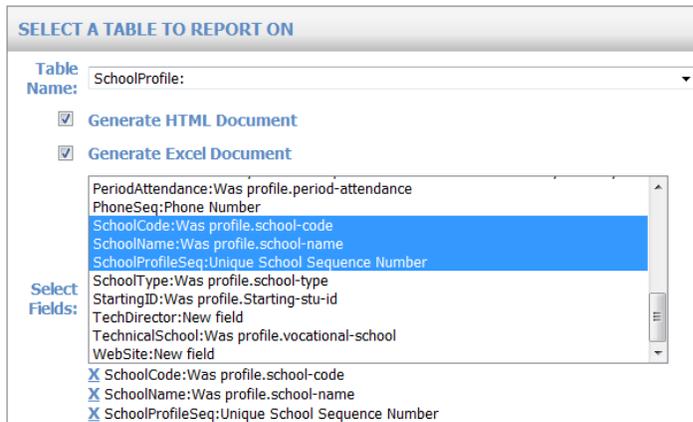
BCC:

- Search for additional staff to add to the recipient list.
- Type the first few letters of the last name in the Search box to generate a list of matches below.
- Click on the name to add the staff member to the Additional Staff list.
- Use the Remove Selected or Remove All feature to remove staff from the Additional Staff box.
- Enter email addresses in the CC: box to copy additional recipients.
- Enter email addresses in the BCC: box to blind copy additional recipients.
- Create the email message and click on  to send.

NOTE: You can configure the Email option by individual school. If the option is turned on, the icon will display. If the option is turned off, the icon will not be displayed.

You will need to know the School Sequence Number for each of your schools.

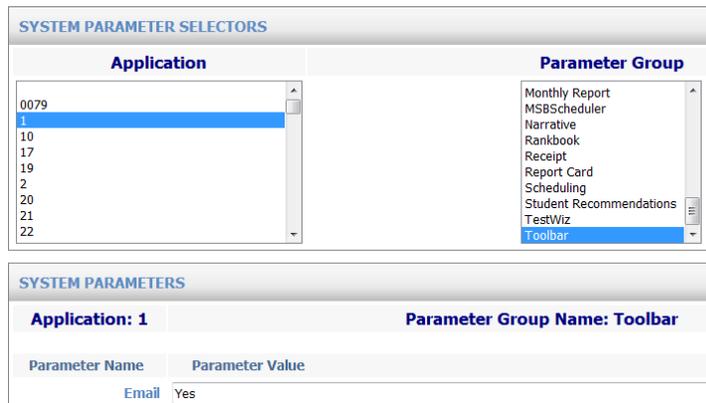
To run a SchoolSequence# Table Report:



- Go to My Data > Table Report
- Search for Table Name = SchoolProfile
- Select Fields = SchoolCode, SchoolName, and SchoolProfileSeq
- Submit

Go to My Reports and open the GenericTable report to view the School Name and associated SchoolSequence#.

To configure the Email option by school:



- Go to System Configuration > Parameter Maintenance
- In the Application box, select the number that corresponds to the SchoolSequence# for the school
- In the Parameter Group box, select Toolbar (bottom of the list)
- Under System Parameters, set Email = Yes to turn on. Leave blank or enter No to turn off icon.