

## Welcome to Wednesday's Wisdom – A weekly dose of support! April 1, 2015

### Announcements

**WebEx – April 8<sup>th</sup> – Discipline System and the School Safety and Discipline Report (SSDR).** We will be reviewing the Report to DOE Discipline screen and the MA Discipline Export report at the next Monthly iPASS User's Group WebEx meeting on Wednesday, April 8th. [Click here for User's Group WebEx details.](#)

### Featuring... iPASS 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

*View the full iPASS Google Docs document at the end of this document.*

### Frequently Asked Questions

- Q. How do I submit the School Safety and Discipline Report (SSDR) through SIF?**
- A.** SIF version 2.7 includes the ability to transmit the incident and discipline data reported in the SSDR. iPASS currently uses SIF version 2.0. iPASS will be updated to SIF 2.7 in time to submit your end-of-year SSDR. All of the 2014-2015 SSDR report fields are currently available in the Discipline System to enter the data for future transmission and/or export.
- Q. Does iPASS automatically update new students to Report to DOE = Yes when I enter the SASID?**
- A. No.** iPASS defaults all new students entered into iPASS to Report to DOE = No so that they will not be transmitted to the DESE through SIF without a SASID. All students must be manually updated to Report to DOE = Yes after the SASID has been entered. There is a query available to find all enrolled students marked as "No". This query can be found in iPASS Help > My Queries > Query Files for Download > Enrolled Students Report DOE NO.

### 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](mailto: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](mailto: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

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

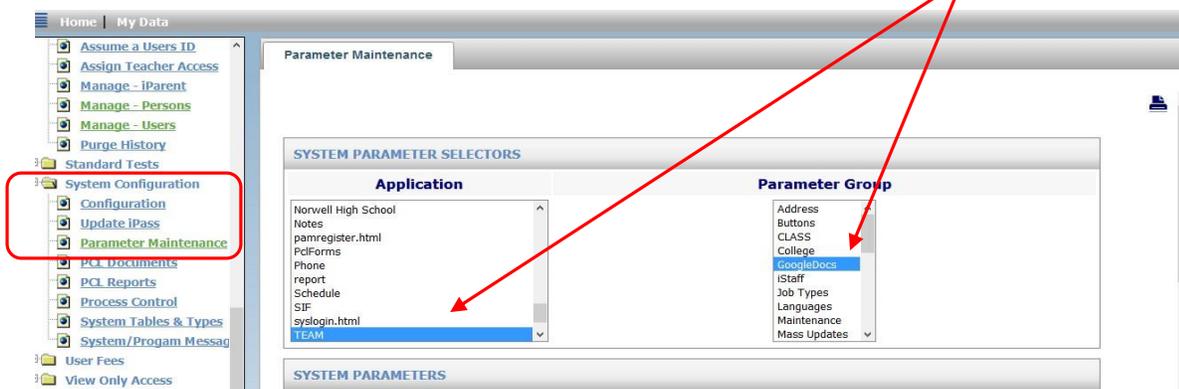
**Health System** – Student Nurse Visit, Student Health Information

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

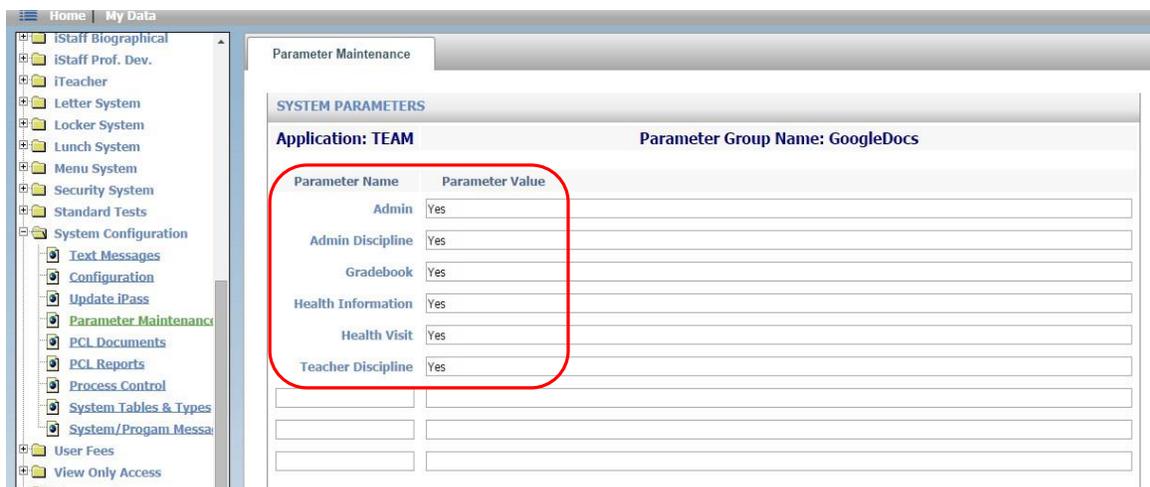
## Enabling Google Docs

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

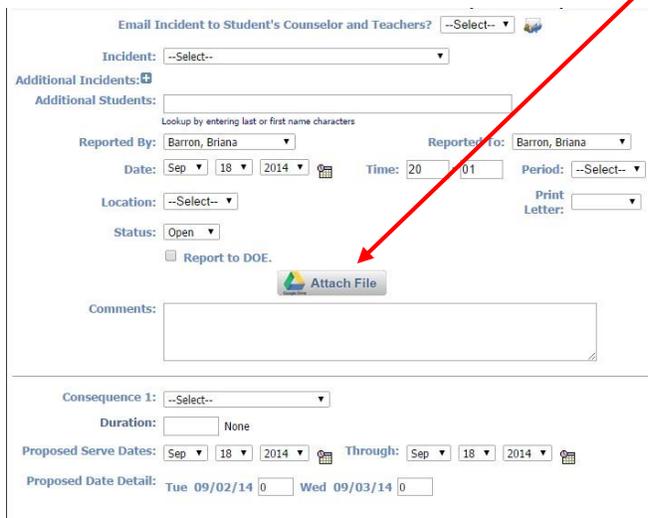
**Teacher Discipline = Yes** enables Behavior Referral in Gradebook

Click on  to record the changes.

## Discipline System

### Add/Modify Discipline

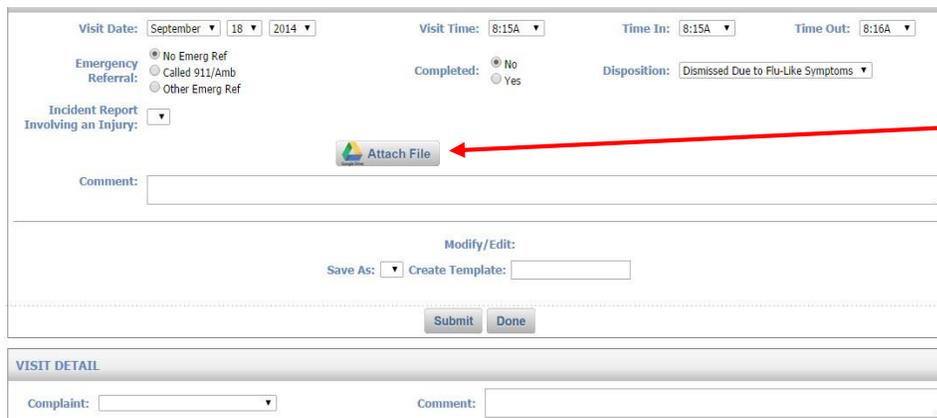
Google Docs enabled appears as below. Click on  to open Google Drive. Log Google Drive account and select the file to attach.



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 (dropdown), Period (dropdown), Location (dropdown), Status (dropdown), Report to DOE (checkbox), Comments (text area), Consequence 1 (dropdown), Duration (text), Proposed Serve Dates (calendar), Through (calendar), Proposed Date Detail (calendar).

## iHealth

### Edit Nurse's Log



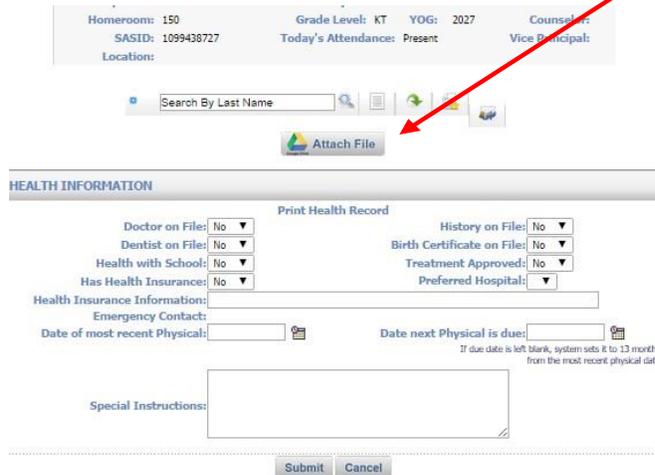
Form fields include: Visit Date (calendar), Visit Time (dropdown), Time In (dropdown), Time Out (dropdown), Emergency Referral (radio buttons), Completed (radio buttons), Disposition (dropdown), Incident Report Involving an Injury (checkbox), Comment (text area), Save As (dropdown), Create Template (text),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

GoogleDocs 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

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: [Name]  
 SASID: 1099438727    Today's Attendance: Present    Vice Principal: [Name]  
 Location: [Text]

Search By Last Name [Text] [Icons]

**Attach File**

**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: [Dropdown]

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

Special Instructions: [Text Area]

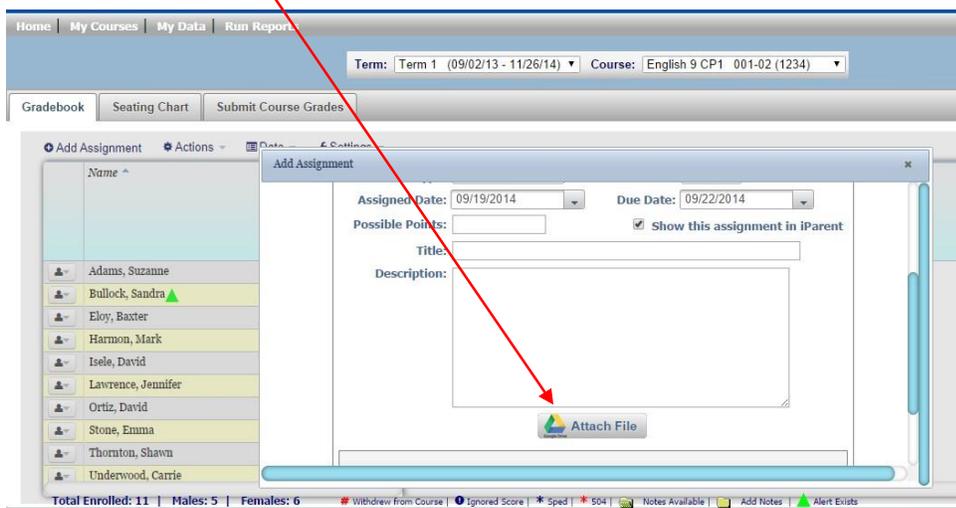
Submit    Cancel

## 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

Name

- Adams, Suzanne
- Bullock, Sandra
- Eloy, Baxter
- Harmon, Mark
- Isele, David
- Lawrence, Jennifer
- Ortiz, David
- Stone, Emma
- Thornton, Shawn
- Underwood, Carrie

Assigned Date: 09/19/2014    Due Date: 09/22/2014

Possible Points: [Text]     Show this assignment in iParent

Title: [Text]  
 Description: [Text Area]

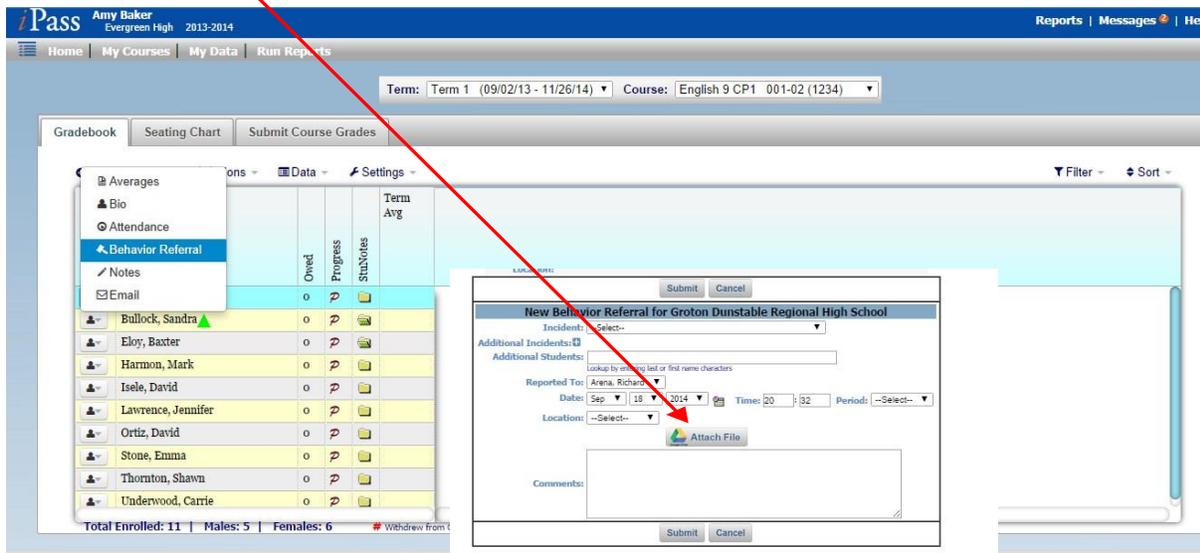
**Attach File**

Total Enrolled: 11 | Males: 5 | Females: 6    ✖ Withdrawn from Course | ● Ignored Score | \* Sped | \* 504 | ✔ Notes Available | ⚠ Add Notes | ✔ Alert Expires

## 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, 2013-2014. The user is viewing a course page for English 9 CP1. A menu on the left is open, highlighting 'Behavior Referral'. A 'New Behavior Referral' form is displayed, with fields for 'Incident', 'Additional Incidents', 'Additional Students', 'Reported To' (set to Arena, Richard), 'Date' (Sep 18, 2014), and 'Location'. An 'Attach File' button is visible in the form, and a red arrow points from the text above to this button. The form also includes a 'Comments' field and 'Submit' and 'Cancel' buttons.