Welcome to Wednesday's Wisdom – A weekly dose of support!
April 22, 2015

Announcements

Harris School Solutions is pleased to offer User Group meetings for our Massachusetts iPASS customers.

"Going Paperless with iPASS"

Learn how to use different components in iPASS to become a paperless district. Publish documents, report cards, progress reports and transcripts electronically to staff, students and parents. Learn process and best practices in the use of iParent and iStudent portals. Incorporate Google Docs into teacher assignments, health records and discipline details. Going paperless can save a school district thousands of dollars each year and allow for data analyzation on distribution.

Wednesday, April 29 – 9am to 11:30am at the Fowler School in Maynard
Thursday, April 30 – 9am to 11:30 am at Nipmuc Regional High School in Upton
Thursday, April 30 – 12:30pm to 3pm at Nipmuc Regional High School in Upton *(repeat of morning session)*

"Managing At-Risk Students with iPASS"

Utilize different components in iPASS to effectively identify failing or at-risk students. Identify sub-groups of students such as ELL, ESL, Special Ed and 504 and create Student Success Plans to capture all of the information in one document. Run biographical, grading, export reports for the sub-groups by using the Activity/Group system.

Wednesday, April 29 – 12:30pm to 3pm at the Fowler School in Maynard
Thursday, April 30 – 9am to 11:30 am at Nipmuc Regional High School in Upton
Thursday, April 30 – 12:30pm to 3pm at Nipmuc Regional High School in Upton *(repeat of morning session)*

Attendees are encouraged to bring their iPASS database administrators with them to the sessions to ensure that they have access to the items in iPASS that they will need to make the most of the day.

Please take the <u>survey</u> to let us know which meeting you would like to attend.

Additional Sessions will be offered on June 10-11 at the Framingham Office. Details coming soon!

<u>Maynard details</u>:

Fowler School
3 Tiger Drive
Maynard, MA 01754

There are three schools on Tiger Drive, which is off route 117. Fowler is the one in the middle. Parking is in front of the building, use the main entrance, sign in and get a visitor badge. Proceed to the Assembly Hall.

<u>Nipmuc Regional High School Details:</u>

90 Pleasant Street
Upton, MA 01568

Use the Main entrance, sign in at the office and get a visitor badge. Sessions are in rooms 136 and 137.

Contact <u>Sharon O'Connor</u> at 508-626-8682 x18 if you have any questions.

Frequently Asked Questions

Q. My teachers, parents and students have finished entering their course recommendations. What do I do next?

A. The course Recommendations need to be turned into course Requests. Student course Recommendations must be "approved" to become course Requests. Once course Requests are created, the students can be scheduled into courses and sections. Turning Recommendations into Requests can be done in 2 ways:

Option 1: If you only having teachers make recommendations – you can request we run a program to turn ALL Recommendations into Requests. Put a ticket into the eSupport system requesting the program be run for you. Be sure to specify the school and grade levels.

Option 2: If you have teachers, parents and/or students entering recommendations – you need to go through each student individually and "approve" the courses. A step-by-step guide is available in iPASS Help > Scheduling > Help > Counselor Quick Start Guide for Student Course Recommendations.

Q. Why is the Couse Request Tally report empty when I run it for the next school year?

A. Check to see if you have turned your student Recommendations into Requests. You may still be in the Recommendations stage of the scheduling process. See above FAQ.

Q. What reports are available to review course Recommendations?

A. There are several *new* queries available to download in the iPASS Help > My Queries > Query Files for Download.

- **On-line_Recommendations_Detailed_iTeacher**

  This query report includes Teacher Name, Student Name, Grade level, Counselor, Course ID/Name of recommended (selected) course, Comment entered by Teacher, Date recommendation entered. Teachers that did not enter a Recommendation will be blank.

- **On-line_Recommendations_Detailed_iParent**

  This query report includes Guardian Name, Student Name of all linked children, Course Title/Name of recommended (selected) course, Comment entered by parent, Date recommendation entered. Parents that did not enter a Recommendation will be blank.

- **On-line_Recommendations_Detailed_iStudent**

  This query report includes Student Name, Grade Level, Counselor, Course ID/Name, Comment entered by student, Date recommendation entered. There is a subtotal showing the number of recommendations for each student. Students that did not enter a Recommendation will be blank.

- **On-line_All_Recommendations**

  This query report lists By Student the Course ID/Name for the recommended (selected) course, Date recommendation was entered, and the Name of the person who entered the recommendation. (Teacher, Parent and Student). There is a subtotal showing the number of recommendations for each student.

Instructions on how to download queries to upload to your iPASS site can be found in iPASS Help > My Queries > Help > How do I import a query into my iPass database?

Q. **How do I hide next year's schedules from teachers, parents, and students until we are ready to release them?**

A. **There are several system configuration settings you can use to hide viewing of future schedules until you are ready to make them available.**

Hide future schedules from Teachers:

- Go to Administration > District Resources > District Configuration
- Under Display of Schedules, set Show Which Schedule(s) = Current & Prior

Setting this to All will show future along with current and prior schedules.

NOTE: To give access to certain users (ie. Guidance Counselors, Administrators, Department Heads) you need to use Assign Teacher Access to give them access to Future Student Schedules and Future Teacher Schedules when future schedules are restricted.

- o Go to Security System > Assign Teacher Access
- o Enter Last Name of the user that needs to access future schedules
- o Click on Future Student Schedules
- o Select School
- o Click Check All to select all teachers
- o Submit
- o Click on Future Teacher Schedules
- o Click Check All to select all teachers
- o Submit

Hide future schedules from Parents in iParent

- Go to Security System > Manage - iParent > iParent Configuration
- Select school *(must be done for each school)*
- Set Show Schedule Information = Current and Prior

   Setting this to All will show future along with current and prior schedules.

- To keep parents from seeing teacher names or home room numbers once future schedules are made available, set Hide Teacher Name and Room Number on students schedule for select school years = 2015-2016 (next school year).

Hide future schedules from Students in iStudent

- Go to Security System > iStudent Configuration
- Set Show Schedule Information = Current and Prior

   Setting this to All will show future along with current and prior schedules.

- To keep students from seeing teacher names or home room numbers once future schedules are made available, set Hide Teacher Name and Room Number on students schedule for select school years = 2015-2016 (next school year).

Reminders

"Ask Support Questions" – We will begin having a Q & A Session during our monthly iPass User's Group WebEx meetings (2nd Wednesday of each month). 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.