

Welcome to Wednesday's Wisdom – A weekly dose of support! August 26, 2015

Announcements

September Monthly User's Group WebEx Meeting – September 9th at 1:00pm – Topic: Meet Clever a new Harris School Solutions Partner <https://clever.com/>

Clever's Instant Login allows districts to easily link learning applications into a single student and teacher portal with synchronized iPASS rosters.

Clever will be demonstrated at the next Monthly iPASS User's Group WebEx meeting on Wednesday, September 9th at 1:00pm. [Click here for User's Group WebEx details](#)

Preparing for the New School Year – Additional Tips

- **Run GPA Calculation for the new school year.**

After you rollover your database and have enrolled your student for next year, it is recommended that you run GPA Calculation for your Grade 10, Grade 11, and Grade 12 students for that new school year. This will copy the Career GPA over into the new school year. Use the following settings:

- Academic Year = 2015-2016
- Grade Level = Run for each grade level one at a time
- Grade Scale(s) = Select the one needed
- Include Non-Enrolled = NO
- Final Grade Only = YES

- **Create new batch data reports for the new school year.**

Batch Processing Reports are school year specific. After you rollover your database you need to delete existing batch reports and create new ones for the new academic school year. This includes ConnectEd exports, Advanced Export Reports, Attendance Reports, etc, that have been set up to run as Recurring Scheduled Reports.

To find existing reports, go to My Data > Reports, scroll to the bottom of the screen. All batch reports for this account will be listed in the Recurring Scheduled Reports section. These reports can't be opened or modified. You can delete them on this screen.

NOTE: Do NOT delete the ipass Updates report.

- **Enter SASIDs for new students and then update Report to DOE = Yes.**

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.

iParent & iStudent – Review User Type Settings

As we have been helping districts with their User Types, we have noticed districts have assigned additional Menus and Tabs that are not appropriate. We thought it best to remind districts to review their iParent User Type *Assign Menus* settings before the start of the new school year. This will insure parents have access to only what they need to have to view their children's information.

iParent

Go to Security System > Manager Users > User Types. Click on *ASSIGN* next to Parent User Type.

Select Folder View: The ONLY Folders that should have any check marks are: iParent and My Data. All other check marks should be removed.

In the iParent Folder you will check off the options you want to show in their iParent Folder. You can then use the iParent Configuration screen to Grant/Revoke viewing of these options at any time.

Note: iParent Schedule Rotation menu option is not currently controlled by the Show Schedule Information selection.

In the My Data Folder you must check off Change Password. This is required to allow users to change their password when their account is set to prompt them for a password change.

Select Tab Menu View: The ONLY Tab Menu that should have any check marks is the Hello Tab Menu. Both Events by Day and Events by Month must always be checked off. If they are not, the screen will flash and the parent will not be able to access their account. All other check marks should be removed.

iParent accounts are created through the registration process and are subject to approval. All iParent accounts are set up with the iParent Menu Folder, NO designated Schools and User Type of Parent. Some districts have elected to include the My Data folder to provide users the ability to change their own password. Your system configuration can be changed to add this folder during account approval. Let us know if you would like to do this.

NOTES

- Most districts have elected to turn on the Forgot Password and/or Forgot User ID on the iPASS Login screen. When the user clicks on this and email is sent to the #1 email address in their Guardian/Student/Teacher record.
- The Parent's account will show the school where their Primary Student was in enrolled at the time of account approval. This does not change. As their child moves from one school to another they will be able to access them because iParent is not school dependent.

iStudent

Go to Security System > Manager Users > User Types. Click on *ASSIGN* next to Student User Type.

Select Folder View: The ONLY Folders that should have any check marks are: iStudent and My Data. All other check marks should be removed.

In the iStudent Folder you will check off the options you want to show in their iStudent Folder. You can then use the iStudent Configuration screen to Grant/Revoke viewing of these options at any time.

Select Tab Menu View: The ONLY Tab Menu that should have any check marks is the Hello Tab Menu. Both Events by Day and Events by Month must always be checked off. If they are not, the screen will flash and the student will not be able to access their account. All other check marks should be removed.

iStudent accounts are created in mass (currently by iPASS Support Team) or individually on the student profile screen. All iStudent accounts are set up with the iStudent and My Data Menu Folders, designated School(s), and User Type of Student.

When the accounts are first created, the school where the student is enrolled must be selected. When students grade levels move from one school to another (ie. middle to high school), the new school will need to be added. The iPASS Support Team can help you add a school to a group of students and reset passwords.