

Welcome to Wednesday's Wisdom – A weekly dose of support! September 16, 2015

UPDATE – October State Reporting

Attention SIF Districts: Please note that in the September 9th Wednesday Wisdom email we communicated that the DOE had advised us that iPASS SIF districts would be submitting the October submission using the current SIF 2.0 as Harris is finishing SIF 2.7 testing. However, as we are nearing completion of testing, this situation has changed. **At this point in time we have been instructed to coordinate any iPASS SIF submissions through the new SIF 2.7 process.** We will be providing SIF 2.7 instructions and will schedule a WebEx session as soon as we complete the process and are ready to activate districts on 2.7.

Is your staff prepared for the 2015-2016 school year?

Harris School Solutions Professional Services includes on-site review and auditing of your iPASS system/users as well as training opportunities.

Harris School Solutions offers training opportunities for schools including on-site training, workshops and webex online trainings. Contact Sharon O'Connor, Training Manager, at sjoconnor@harriscomputer.com to schedule the trainings that your school needs to keep running smoothly, efficiently and to continue maintaining good data quality for state reporting.

If your site has not yet been updated to the newest version of iPASS and you would like to schedule the update, please contact sjoconnor@harriscomputer.com. Updates should be done prior to scheduling training. The newest version of iPASS is **Version: 7.0.20150811r_pa** and can be found on the lower left corner of your iPASS main login screen.

New iPASS Release Highlights:

- **Teachers:** The new version of iPASS contains a brand new gradebook product that features auto-save of grades, spreadsheet-like grade entry as well as other new features. If your faculty has not yet been trained on the new product or if you have several new teachers this year, you probably should consider scheduling a training session so that they are fully prepared to begin the new academic year.
- **Secretaries:** There are improvements to the iParent registration screen for easier navigation as well as additional iParent configuration options. A new attendance feature allows for the entry of multiple attendance codes on the same day. Enter Daily Attendance Copy down feature for In, Out, Return, Left and Guardian Note. Secretary training sessions also offer the best practice recommendations for maintaining quality student and guardian data allowing for district-wide consistency.
- **Elementary Principals and Secretaries:** The new version contains a quick scheduler that allows courses to be associated with home rooms.
- **Nurses:** There are improvements to Nurse's Log and adding Immunizations for ease of data entry.

Frequently Asked Questions

- Q. Why are student Alerts missing?**
- A. Check the Expiration Date.** Alerts will not display past the expiration date entered in the Alert. At the beginning of each school year the Expiration Date may need to be adjusted to push the year out for the new school year or to the year the student graduates. The Alert Report can be used to find all Active and Expired Alerts. Go to Alerts System > Reports – Alerts. Depending

upon what you want in the report, select Status = Active, Inactive or Both and Expiration = Active, Expired or Both.

- Q. Why does the Gradebook/Rankbook Custom Data field not save when clicking Submit?**
- A. To create a new Custom Data field in Gradebook/Rankbook a value must be entered in the first student's field before you click Submit for it to save.** To create a new field in Custom Data, enter the new custom data field name at the top of the screen in the *Enter a new name* field and place a value in the first field. If you do not enter a value (you can just enter a number or letter to hold the data) it will not retain the field. Once you have recorded the new field, a blank box will appear to create another.

Reminders

WebEx – What to Expect for October 2015 State Reporting – September 23rd & 30th at 1:00pm.

Join Laura Patton on either September 23rd OR September 30th to get an update on iPASS and October 2015 state reporting.

Wednesday, September 23, 2015 and Wednesday, September 30, 2015

1:00 pm | Eastern Daylight Time (New York, GMT-04:00) | 1 hr

[Join WebEx meeting](#)

Meeting number: 631 177 910

Meeting password: harris

Join by phone

302-202-1092 code 2262055#

[Add this meeting to your calendar.](#)

Identify Lead iPASS Contacts in Your District

Districts identified as highly successful using iPASS have selected lead support contacts within their district to be their staff go-to person for help. We recommend the following be identified at each school district:

- iPASS Administrator – This is the key point person for all iPASS related issues. This person should have an understanding of all iPASS systems available to the district. This person will be the main contact for Harris and the Support Team. This person will receive all iPASS communication from Harris and should share all pertinent information to the other lead contacts in the district.
- Lead Contact(s) for State Reporting – Each state report may have a different lead contact, but it is recommended that there be a top level contact knowledgeable in how all the state reports interact and how the SIF reporting process works.
- Lead Contact for Scheduling – Typically this is Guidance Counselor or School Administrator.
- Lead Contact for Transcripts, GPA and Grading – Typically this is a member of Guidance.
- Lead Contact for Gradebook, Rankbook and iTeacher – This has to be a staff member that will have access to assume the ID of a teacher so that they can support Gradebook.
- Lead Contact for Discipline – Typically a School Administrator.
- Lead Secretary – Someone that understands the process of Enrollment, Attendance, Report Cards, etc.
- Lead Nurse for iHealth (if used in the school district)
- Lead Contact for iAutoAlert (if used in the school district)

As we start a new school year with your school district we would like you to identify the key iPASS support contacts in your district. We want to make sure all of these contacts are on our weekly Wednesday Wisdom email distribution list so that they receive important news and information about iPASS.

Please submit an eSupport ticket and attach a spreadsheet or document with the up-to-date contact information. Please use the following template as a guide to supply the details. Let us know if this staff member should have the privilege to submit eSupport tickets.

Contact Type	First Name	Last Name	Position/Title	School Building	Phone & Extension	Alternate Phone	Email Address	Can submit eSupport Tickets	Comments
Example State Reporting (all)	John	Smith	Data Specialist	Central Office	508-555-1212 x123	508-555-1212	jsmith@schoolxyz.com	Yes	New to state reporting would like training
iPass Administrator									
Lead State Reporting									
State Reporting - SIMS									
State Reporting - SCS									
State Reporting - EPIMS									
State Reporting - SSDR									
Lead Scheduling									
Lead Transcript, GPA and Grading									
Lead Gradebook, Rankbook, iTeacher									
Lead Discipline									
Lead Secretary									
Lead Nurse (iHealth)									
Lead iAutoAlert									

