

Welcome to Wednesday's Wisdom – A weekly dose of support! September 23, 2015

Announcements

TODAY at 1:00pm – WebEx – What to Expect for October 2015 State Reporting. Join Laura Patton today to get an update on iPASS and October 2015 state reporting. Discussion will include the new SIMS (DOE030 Non-Instructional Title I) and EPIMS (SR38 Beginner Educator Identifier) codes, updated coding instructions, new code values for existing EPIMS codes (SR09, SR34, WA17), and SIF 2.7 transmission. **Note:** This WebEx will be held again on September 30 at 1:00pm. Feel free to participate both days for the latest updates.

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#

iPASS Help – Remember to check the online iPASS Help/Harris School Solutions iPass Resource Center for new items. Check the **News** section at the top and the **Recent Articles** at the bottom right for the latest updates. Use the Search field to enter key words to search the entire knowledge base.

The iPASS Support Team has posted some new items to the iPass Resource Center including:

- **WebEx Recording – Meet “Clever” a New Harris School Solutions Partner.** Clever’s Instant Login allows districts to easily link learning applications into a single student and teacher portal with synchronized iPASS rosters. This can be found in the User Group Meetings folder.

Reminders

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.

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 example as a guide to supply the details. Let us know if this staff member should have the privilege to submit eSupport tickets. If you would like us to send you the template below please enter an eSupport ticket to request it.

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 - SDR									
Lead Scheduling									
Lead Transcript, GPA and Grading									
Lead Gradebook, Rankbook, iTeacher									
Lead Discipline									
Lead Secretary									
Lead Nurse (iHealth)									
Lead iAutoAlert									