



INFORMATION MARKETING GROUP (IMG)
IMPROVING K-12 EDUCATION THROUGH SOFTWARE

iPass

Alert System

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Alerts

This module allows you to set up your Alerts System, Add and Modify Student Alert information and run Alert reports. Consistent with all **iPASS** modules, there is a set of maintenance tables that drive the system and they must be setup and defined by the school and/or school district.

Please be aware that all tab and Menu descriptions in the **iPASS environment are customizable and may vary from the tab or menu descriptions displayed in this documentation. Please see your local **iPASS** super user or contact IMG support for further clarification.**

The Alerts System has 3 menu options:

Add/Modify Alerts
Reports - Alerts
Maintenance – Alerts

(See Figure 1)



Figure 1

Viewing Alerts

Alerts show up on all screens that display the Student's Picture. The Blue frame indicates that there is an Alert for this student. The icons indicate the type of alert that is assigned. Click on the student's picture to view an Alert that has been assigned.



Figure 2

Student Alerts		
Alert	Description	Expiry
Medical	Allergy	04/02/05
Call Home		

Figure 3

Helpful Hint!

Access to see the blue frame, icons and view an Alert are tied to your User Type assigned to you in security. When creating Alert Types you assign access to User Types to see the Blue Frame, see the icon and see the Alert.

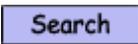
Add Modify Alerts

This menu item allows you to add a new Alert to a student or modify an existing Alert for a student.

Add New Alert

- ⇒ **Click on the  button at the top of the list or to the right of a student who already has an existing Alert.**

On the Alert screen add the following information.

- ⇒ **Click the  button and find the student you want to add the Alert to.**
- ⇒ Select an Alert Type.
- ⇒ Add an Expiration Date
- ⇒ Add any necessary Comments
- ⇒ **Click the  button to submit the Alert.**

Modify Existing Alerts

All students who have an Alert will be listed on the Add/Modify screen.

- ⇒ Click on the student's name [Adams, Jennifer](#) to modify the Alert.
- ⇒ Select a different Alert type
- ⇒ Change the Expiration Date
- ⇒ Change the comments
- ⇒ Change the Status
- ⇒ **Click the  button to submit the changes to the Alert.**

Alerts Reports

Alerts reports are located under <Alert System><Reports- Alert>

Each report has a setup screen, which allows the user to setup criteria to filter on and criteria to Sort on.

Click the down arrows to see more choices Academic Year: 2001-2002 Highlight the Year you need

Grade Levels: 08 09 12 Highlight the Grades you need

Home Rooms: 1203 1205A 1207 Highlight the Home Rooms you need

Display Students: No Highlight No or YES

Page Break on School Type: No Highlight No or YES

Add email address if you want to email this report to someone To: <>

Add email address for carbon copy list CC List: <>

Set the Priority for the Report Processors Priority: Low

Click on Submit to Send the report to the Processors

Figure 4

Helpful Hint!

Most reports can be filtered by school. If you have access to more than one school, then you will have the ability to change the school you want to filter by and click on submit. Your default school will be shown in the drop down when you open the report tab. Once the submit button is clicked the report will be processed and sent to <My Data> <My Reports> for you to view.

Selection Criteria: Selection options may be available under Enter Selection Criteria.

Selections allow the user the ability to limit what information will be listed on the report. Examples; students in second grade only, courses taught by a single teacher or all special education students. If you do not make a selection in a drop down box, then all the criteria listed in that box will be included in the report.

If the option to select criteria by Student IDs is available, then type a list of student IDs separated by commas into the box to use this feature. If no students IDs are listed then all students will be included.

Hold down the shift key on your Keyboard to highlight the whole selection list or selections on the list in order. Use the Control Key on your Keyboard to highlight selections on the list when you need to skip selections.

Sorting: Sorting options may be available under Enter Selection Criteria. Sorting allows the user the ability to list the information in a certain order. Examples; list students by last name, courses by teacher's last name, or list by courses in alphabetical order. Sorting options are restricted to the list provided.

To: This box allows you to enter an email address or several addresses of people you want to send the report to. List email address separated by commas.

CC list: This box allows you to enter an email address or several addresses of people you want to cc: a copy of the report to. List email addresses separated by commas.

Priority: This box allows you to set a priority level for the report processor. Priority options are limited to the list provided.

<Alerts> Report

The Alerts Report provides a list of Alerts that have been defined and assigned to students.

Selection Criteria: Grade Level, Homeroom, Alert Type, Active Only YES/NO.

Sorting: Name, Grade Level, Homeroom.

Output:

ID	Name	Gr HR	Title	Type Desc	Comment	Expiration Date
3199	Adams ,Jennifer	12 1205	Alergy	Allergy	Allergic to Bee stings	06/20/05
1799	Adams,Joseph	10 1303	Medical	Allergy	Allergic to Peanuts	06/20/05

Alerts Maintenance

This menu item allows you to add or modify Alert Types.

Add an Alert Type

⇒ Click the  button to add a new Alert Type.

Title

⇒ Enter a title for the Alert Type.

Description

⇒ Enter a description for the Alert Type.

Image

⇒ Under Image enter the following text to assign Icons to this Alert Type.

⇒ brown_x.gif 

⇒ white_diamond.gif 

⇒ red_square.gif 

⇒ green_triangle.gif 

⇒ orange_circle.gif 

⇒ warning.gif 

Security Comment

⇒ Enter a security comment for the Alert Type.

Can View Details

⇒ Click on the User Types that can view the details.

⇒ Hold the control Key on your Keyboard while clicking on the user types.

Blue Frame & Icon Only

⇒ Click on the User Types that can view the Blue Frame and Icons.

⇒ Hold the control Key on your Keyboard while clicking on the user types.

Modify an Alert Type

To modify an Alert Type click on the name of the Alert Type: [Food Allergy](#).

[Close Window](#)