Welcome to Wednesday's Wisdom – A weekly dose of support!
February 3, 2016

Announcements

February User's Group – The February 10th User's Group Meeting WebEx will be on the topic of "SIF reporting." Laura Patton will discuss March SIMS and getting ready for EOY SCS & SSDR. Please join us at 1:00pm on February 10th. *Click here for User's Group WebEx details*

Patch Releases for Sync Sites – Several patches were released in January to all the Sync version sites. More detailed information on all of the above Patch Releases can be found in iPASS Help > iPass Patch Release Notes.

- **7.0.20160106_sync** – The 1/6/16 release fixed an issue with moving courses to the course catalog.
- **7.0.20160118_sync** – The 1/18/16 release included an **application enhancement to allow end users the ability to upload individual student and staff photos**. More details on how to upload photos can be found in iPASS Help > iPass New Version folder.

    The patch release also included minor enhancements and fixes: new export for Longleaf's Baseline Edge, additional options for Parent and Student Recommendations, School Attendance Parameters, Biographical Mailing Labels, Add/Modify Discipline Email, Homeroom List, Gradebook Guardian Email, iHealth staff visit, Add-on Points, Rankbook Email Class, Clever export, iParent View Progress Report, iHealth HVP Batch Entry, Alternate Recommendations, and Online Course Requests.
- **7.0.20160122_sync** – The 1/22/16 release included the following minor enhancements and fixes: reporting Special Education students through SIF 2.7, Student Schedules, and Course Recommendation Search.
- **7.0.20160127_sync** – The 1/27/16 release fixed an issue with unscheduled term courses showing on the student's schedule.
- **7.0.20160129_sync** – The 1/29/16 release fixed an issue with Period Attendance roster showing dropped students.

Scheduling Resources for Course Recommendations – The following Quick Guides are available to assist in setting up Course Recommendations and supporting teachers, counselors, parents, and students in the process. These items can be found in iPASS Help > Scheduling > Help and WebEx folders.

- WebEx – Online Course Recommendation Enhancements Walk-Thru and Q&A
- Quick Guide – Course Recommendation Enhancements
- *Updated* iPass Administrator's Quick Start Guide for Configuring Course Recommendations
- *Updated* Teacher's Quick Start Guide for Student Course Recommendations
- *Updated* Counselor's Quick Start Guide for Student Course Recommendations
- *Updated* Parent's Quick Start Guide for Student Course Recommendations
- *Updated* Student's Quick Start Guide for Student Course Recommendations

Frequently Asked Questions

Q. **How do you set up Gradebook so that co-teachers can both enter assignments and grades for the same course?**

A. **Select one of the teachers to be the primary "Gradebook/Rankbook" teacher and use** *Assign Teacher Access* **to give the other teacher access to that teacher's Gradebook/Rankbook.**

Two teachers scheduled to teach one course will both have their own Gradebook/Rankbook available. If each co-teacher uses their own Gradebook to enter assignments/grades, the assignments will not average together for Term and YTD Averages. One teacher should be designated as the primary "Gradebook/Rankbook" teacher. This teacher will enter assignments and grades in their own Gradebook. The other teacher will be given access to this teacher's Gradebook so that they can add assignments to the same Gradebook. This will allow all the assignments to appear in one Gradebook and calculate together for an accurate Term Average and YTD Average. The Weights screen should be set up in the primary teacher's Gradebook.

Go to Security System > Assign Teacher Access
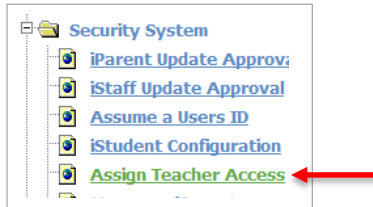
Example:
- Primary "Gradebook/Rankbook" teacher = Doreen Anderson
- Secondary teacher who needs access to primary teacher's Gradebook = Greg Abbott.

Search for the "secondary" teacher and click on Gradebook/Rankbook.

User List								
Name	**User ID**	**Attendance**	**Competency**	**Future Student Schedules**	**Future Teacher Schedules**	**Grades**	**Gradebook/Rankbook**
Abbott, Greg	**GregAbbott**	Attendance	Competency	Future Student Schedules	Future Teacher Schedules	Grades	Gradebook/Rankbook

Important! Confirm you are in the correct School.

Search for the "primary" teacher on the list of teachers.

Sync Version: Check off the access options you want to give the secondary teacher.

NOTE: iTeacher > Add/Modify Rankbook gives the user the ability to Edit Assignments and Submit Assignment Grades only. It does not allow the user access to the Weights set up by the primary teacher.

Greg Abbot will select the co-taught course and select Teacher = Anderson, Doreen when entering assignments and grades.

Reminders

Register for 2-Day Scheduling Workshops – Harris School Solutions will be hosting iPASS Workshops for Middle and High School Scheduling for the 2016-2017 school year. Each workshop will consist of two-day, hands-on sessions where attendees will be working in their own iPASS database to schedule their schools for the 2016-2017 academic year.

Registration is required for all courses; Courses are limited to the first 25 registrants. *Click here to register.*

High School Scheduling Workshop
Dates: February 11 and April 7
Click here for workshop details.
Times: 9am to 11:30am, 12:30pm to 3pm
Location: Maynard Public Schools Administrative offices located next to the Fowler Middle School, 3R Tiger Drive in Maynard, Massachusetts

Middle School Scheduling Workshop
Dates: April 5 and May 12
Click here for workshop details.
Times: 9am to 11:30am, 12:30pm to 3pm
Location: Maynard Public Schools Administrative offices located next to the Fowler Middle School, 3R Tiger Drive in Maynard, Massachusetts