Welcome to Wednesday's Wisdom – A weekly dose of support!
February 24, 2016

Announcements

Welcome Pennsylvania iPASS Districts – The Wednesday's Wisdom Email is now being distributed to our Pennsylvania iPASS users. The weekly email will share both general iPASS support information and state-specific news and information.

March User's Group – The March 9th User's Group Meeting WebEx will cover iPASS enhancements and future plans. More information will be shared in upcoming Wednesday's Wisdom emails. Please join us at 1:00pm on March 9th. *Click here for User's Group WebEx details*

Patch Release – 7.0.20160218_sync for Massachusetts

Release Notes have been posted to iPASS Help > iPass Patch Release Notes. Please refer to Release Notes for specifics of the enhancements and corrections.

Application Enhancements
- For clients using SIF a new **"School Wide Title I"** indicator has been added to the School Profile page. This indicator allows school to identify that they are "School Wide Title I" without having to mark each individual student as Title I.
- Clients using SIF can now reconcile their enrollment report from the Department of Education (DOE), to their student enrollment records within iPass. When completed the "**Enrollment Reconciliation Report**" will reflect students that are enrolled but are not showing on the DOE report.

**Enhancements & Changes to Online Course Recommendations Functionality**
- A new field label **"Show Recommendation"** has been added to the course record. This will allow you to control which courses are available for parents and students to select from the Course Catalog. In order for a course to appear in the departmental search (non-elective) the "Show Recommendation" must be set to YES. In order for a course to appear in an elective search both the "Show Recommendation" field <u>AND</u> the "Available as Elective" field must be set to YES.

  Helpful Hint! Use the Course Catalog > Course Details > Field to Update "Show Recommendation" to update the courses. Remember to update each screen and Submit prior to moving to Next screen. This must be done for each school that uses Online Course Recommendations.

- A new checkbox field labeled **"Show All Alternates"** has been added to the **Student Requests** screen. Selecting this checkbox will cause all alternates for all primary recommendations to display on the screen at the same time. Each school can set the default value for the "Show All Alternates" check box on the Recommendation Configuration screen. Set "Display All Alternates on Counselor Request Screen" to YES to display all alternates by default. Set to NO and alternates will NOT display unless the counselor checks off the box on the Request screen.

  NOTE: If the check box is not visible on the Requests screen, submit the Recommendation Configuration screen, whether you have made changes or not, and the check box will be added to the screen. Repeat for each school.

- A change has been made to allow a course to exist only once as an alternate for a primary recommendation. Previously the same course could be assigned as an alternate
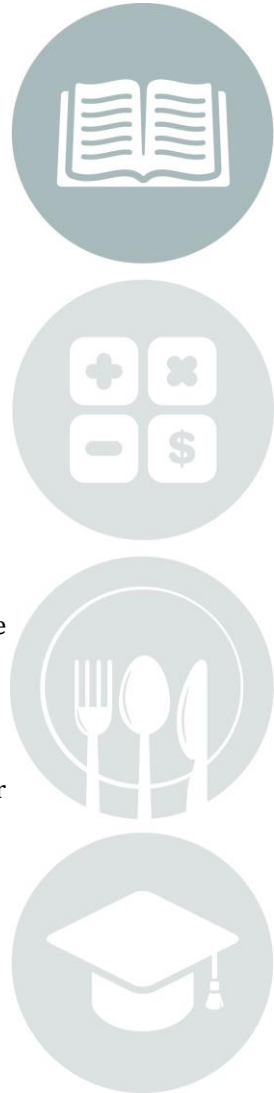
recommendation to multiple primary recommendations on the RECOMMENDATION screen. The REQUESTS screen does not allow this type of duplication. So that there is no interference with how the Request screen handles alternates and how the Scheduler handles alternates, the Recommendation screen will now not allow the same course to be added as an alternate to multiple primary recommendations.

- Teachers can view and delete any recommendation they have entered no matter the department.
- Teachers can view all recommendations entered by other users (teachers, parents, student and counselor) as long as the department of the recommendation matches the department of their current course.
- Teacher Recommendation entry page (Print Course List) will allow course recommendations only for those students with a Next Year School populated. If a student does not have a Next Year School they will appear on the list but will not have a text boxes to enter recommendations.

More information can be found in iPASS Help > Scheduling > Help > *Quick Guide – Additions to Course Recommendations Functionality (February 2016)*.

Patch Release – 7.0.20160222r_pa for Pennsylvania – The 2/22/16 release included an application enhancement of a new section titled "Assessment Types" on the Course Catalog page to accommodate the PIMS Staff Subtest Reports and new date parameters to accommodate winter, spring and summer (As of Date) testing dates. A correction was made to the Student Subtest report to update it to the 2015-2016 School Year. For more detailed information go to iPASS > Help > iPass Patch Release Notes > PA Sites.

Frequently Asked Questions

Q. How do I enter a snow/weather day or other emergency school closing?

A. When school is cancelled each school calendar must be updated to mark the day(s) as a 'Holiday' to indicate no school.
- Prior to removing the day from the calendar you should make sure no students were marked absent in advance for that day. Update them to "Present" before changing the day to a Holiday.
- Click the day on the calendar and set it to be a 'Holiday'. Enter a Description (ie. Snow Day) and an End Date. If it is a single day event, enter the same calendar date.
- Check the box "Non-Instructional" to indicate this is a non-school day.
- Schools that have rotating cycles may need to adjust their day/week cycles.
- Schools may need to adjust the Term Start and End Dates on the Academic Year Settings screen.

A detailed guide can be found in iPASS Help > Attendance > Help> *Guide: How to Enter a Snow/Weather Day or Other Emergency School Closing.*

Reminders

*Massachusetts Sites***: 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.*

Middle School Scheduling Workshop – *Registration Open*
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