



Welcome to Wednesday's Wisdom

Your weekly dose of support!

August 10, 2016

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NEW LOOK - SAME RELIABLE SUPPORT!

TODAY – WebEx – Join the Harris Team today at 1:00 p.m. as we review and debrief the 2015-2016 Massachusetts state reporting process. Refer to the iPass Webex Events section below for more information.

SUPPORT ANNOUNCEMENTS

New Release - ALERT DISTRICTS USERS

We've added new functionality to iPass! These enhancements include changes to the Student Search screens and to the Modify Student Schedule screen. Please review the iPass Releases & Updates section below and share with all of your districts users.

iPASS RELEASES & UPDATES

New Release Went Out to MA & PA Sync Sites on August 3

This newest release for MA & PA Sync Sites (Version 7.0.20160803_sync) includes the following application enhancements:

Student Search Screens Enhancements

- Changes to Enrollment filter on student search screens
- Withdrawn students now show in red font throughout system

Scheduling Enhancements

- “Drop/Restore” functionality added on the Schedule Summary screen
 - **IMPORTANT NOTE:** When to use **Drop** versus **Remove**
 - **DROP:** Used when a student has spent any amount of time in the class. The schedule row for that class will remain in the student’s schedule but will have a status of DROPPED and can be viewed/hidden with the “Show Dropped Courses” checkbox.
 - **REMOVE:** Used when a student has not spent any time in a class and the schedule was accidentally attached to the student. As before, a class that is REMOVED will not be included in the student’s schedule.
- “Drop/Add” report now shows all changes to a student’s schedule
- Schedule Changes: Terms associated to student’s class section record are automatically adjusted based on the date the Drop, Restore or Add occurs
- Course search now offers “Exact Match” Term selection
- Withdraw Changes: Automate dropping of classes on withdrawal from school *(new configuration parameter allows district to decide if classes should be automatically dropped when a student withdraws – See documentation for directions to set up)
- Option to “Retain Current Student Schedules” will allow students to retain student’s seat in the class when withdrawn if the student is withdrawing for a short period of time and planning to return
- Class Rosters now show withdrawn and dropped student.

Attendance Letter Enhancements

- New functionality allows a school to set up rules for when letters should be generated based on the number of absences (or tardies) a student receives
- The history of which letters a particular student has received is kept under new “Attendance Letters Received” tab

Available Resources

- Release Notes can be found in iPass Help > iPass Patch Release Notes > [Patch Release Notes – 7.0.20160803_sync](#)
- [WebEx – Walk-Through New Features – Scheduling, Withdrawing, and Attendance letters \(July 2016\)](#)
- Quick Guide documentation can be found in iPass Help > iPass New Sync Version > [Drop/Restore Schedules and Withdrawal Enhancements](#) and [Automated Attendance Letters](#)

iPASS USER GROUP MEETING WEBEX

August User’s Group Meeting Webex

TODAY’s User’s Group Meeting Webex will be a “**Review and debrief of the 2015-2016 Massachusetts State Reporting process. How did we do this year and how can we improve for 2016-2017?**” We worked side-by-side with most all of you and know firsthand the challenges of submitting SIMS, SCS, EPIMS, and SSDR, especially via SIF. While it is fresh in your mind, please join us and let us know the biggest hurdles you encountered in the process and give us input on how to improve the process for the next school year. We would like to know how iPass Support can most effectively help you. This will help us provide you with training, documentation, and support options.

Please join us **TODAY at 1:00 p.m.** [Click here for User’s Group Webex link.](#) Meeting Number: 638 099 385. Meeting Password: harris. Audio conference information: 218-486-2881, pass code: 832927.

UPCOMING EVENTS

Join us for an iPass Elementary Scheduling Workshop on August 25th!

This workshop is pertinent to the person(s) responsible for creating and maintaining the master schedule and students schedules at the elementary level. The Elementary Scheduling Workshop will cover:

- Homeroom assignments
- Mass loading student schedules
- Setting up the Walk-in Scheduler
- Using the Walk-in Scheduler
- **NEW Add/Drop features**
- **NEW Withdrawn students features**
- Editing Teachers in the course catalog
- Adding Courses to the course catalog
- Removing Courses from the course catalog
- Adding/Removing sections from a course
- Moving students from one course to another
- Printing student and teacher schedules

** Attendees must bring a laptop with wireless access; there are no computers available on site. **

When: August 25, 2016, 9am to 3pm
Where: Westford Public Schools Administrative Offices
23 Depot Street, Westford MA. 01886
Conference Room B

[Click to here to register](#)

Questions? Please contact Sharon O'Connor: sjoconnor@harriscomputer.com

PROFESSIONAL SERVICES

Is Your School District Using iPass To Its Fullest Potential?

Recent business reviews have revealed that most districts only use about 30% of the available features and functionality of iPass. Please contact Sharon O'Connor, Professional Services & Training Manager, at sjoconnor@harriscomputer.com to schedule a complimentary business review at your district. We will meet with your district's administrative team to discuss past practices, future implementations, and training options, and to look at ways to maximize your SIS investment.

iPass End-of-Year Procedures – 2016

Do you need assistance with iPass end-of-year procedures? Or someone just to guide you through the process? If so, please contact Sharon O'Connor, Professional Services & Training Manager, at sjoconnor@harriscomputer.com to schedule a personalized WebEx session for your district. Cost per individual session is billed at \$200 per hour.



Please forward this email to other iPASS users in your district that would benefit from the information shared. Let us know if there is someone who should be added to the weekly email list.



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