



Email not displaying correctly?
[View it in your browser.](#)

[Log Support Call](#)

[Schedule Training](#)

[View Resources](#)



Welcome to Wednesday's Wisdom

Your weekly dose of support!

February 15, 2017

In This Issue

[Support Announcements](#)
[iPass Tips & Tricks](#)
[iPass FAQs](#)
[Upcoming Events & Workshops](#)
[Professional Services](#)

Snow Days

Don't forget to update your school calendar and term dates to account for the snow days.

Support Announcements

President's Day Holiday

Harris Support will be closed Monday, February 20. Please use the eSupport ticket system to log any issues you have during this time and we will try to manage any emergencies in a timely manner.

Email: support@harriscomputer.com

eSupport: support.harriscomputer.com

Normal operations will resume on Tuesday, February 21.

EZSchoolEnroll – Recording of Online Demo Now Available

At last week's User Group meeting, Sharon O'Connor demonstrated EZSchoolEnroll, a web-based option for parents to register their children for school online. EZSchoolEnroll fully integrates with iPass and there is no per-student charge for this product for current iPass clients! For those of you who missed it last week, the demo has been posted in iPass Help > [EZSchoolEnroll](#).

iPass Tips & Tricks

Snow Days

When school is canceled, 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,' marking it as a snow day with an end date. If it is a single-day event, enter the same calendar date.
- 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](#).

Scheduling Resources for Online Course Recommendations

The following Quick Guides are available to assist in setting up Online 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.

- [iPass Administrator's Quick Start Guide for Configuring Course Recommendations](#)
- [Teacher's Quick Start Guide for Student Course Recommendations](#)
- [Counselor's Quick Start Guide for Student Course Recommendations](#)
- [iParent Quick Start Guide for Student Course Recommendations](#)
- [iStudent Quick Start Guide for Student Course Recommendations](#)

The following Webex and Quick Guides can be used to review the enhancements added last year to online course recommendations:

- [WebEx – Online Course Recommendation Enhancements Walk-Thru and Q&A](#)
- [Quick Guide – Course Recommendation Enhancements](#)
- [Quick Guide - Additions to Course Recommendations Functionality \(February 2016\)](#)

The following queries are available to help monitor recommendations entered in iPass:

- [On-line Recommendations - Detailed iTeacher](#)
- [On-line Recommendations - Detailed iParent](#)
- [On-line Recommendations - Detailed iStudent](#)
- [How do I import a query file into my iPass database?](#)

COMING SOON!

We are preparing to roll out very soon an enhancement that will provide the ability to set up the Recommendation Configuration by individual Grade Level. This will give each school the option to vary the set up for different grades. We will keep you posted on the release date.

iPass FAQs

Q. How do I keep next year's course schedules from displaying in iParent and/or iStudent Schedule view?

A. Several adjustments should be made to the iParent and/or iStudent Configuration screen.

- Set Show Grade Information = Current & Prior ("All" will show courses in 2017-2018 view)
- Set Show Schedule Information = Current & Prior

In addition, you can go ahead and highlight the next school year (2017-2018) for "Hide Teacher Name and Room Number on student schedule for selected school years." This will ensure the Teacher Name and Room Number will not show when you do open up viewing of the next year schedule.

Q. How do I hide next year schedules from teachers?

A. There is a district-wide setting to open or restrict Schedule display. To hide next year schedules from teachers, you can set the District Configuration to show only "Current & Prior" Schedules. Go to Administration > District Resources > District Configuration > set "Show Which Schedule(s)" to = Current & Prior.

Note: To give select staff, such as School Counselors or Administrators, the ability to view next year schedules, you will have to give that staff member access to future student and teacher schedules. [Click here for more information.](#)

Q. How do I assign students to the Next Grade Level when they are changing schools and the Grade Level is not available as an option at their current school?

A. The Grade Level will need to be temporarily added to the School Profile so that it can be selected. For example, current Grade 8 Middle School students need their Next Year School set to High School and their Next Grade Level set to 9. The Middle School only offers Grades 5-8. Grade 9 will need to be added temporarily to the Middle School > School Profile while you do the Mass Update. When completed, it can be removed. [Click here for more information.](#)

Q. How do I search for incoming students coming from another school to schedule them?

The current grade level of the incoming students will need to be temporarily added to the School Profile to search for the students. Setting Next Year School will identify the students as "Incoming." Since the Grade search filters in iPass are based on the student's CURRENT Grade, the grade level of these incoming students needs to be available. For example, for the high school to schedule incoming Grade 9 students, they need to be able to search for the "Incoming" students currently in Grade 8. During the scheduling process, Grade 8 should be a selected grade in the high school's School Profile. [Click here for more information.](#)

Q. Is the Recommendation Configuration screen school-specific or district-wide?

A. The Recommendation Configuration screen of Online Recommendations is school-specific. Based on your [Default School](#), you can turn on/off Recommendations for your teachers, select Departments and/or Electives for Recommendations, enter a Sign Off message, set defaults, and select Recommendation Settings. Keep in mind that the teacher, parent, and student will be looking at the Recommendation screen for their [next year school](#). For example, a current middle school eighth grader will be seeing the Recommendation screen based on the configuration set up for the high school.

Upcoming Events & Workshops

Register for 2-Day Scheduling Workshops

Harris School Solutions will be hosting iPass Workshops for Middle and High School Scheduling for the 2017-2018 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 2017-2018 academic year.

Registration is required for all courses; courses are limited to the first 25 registrants. [Click here to register.](#)

High School Scheduling Workshop

[Click here for workshop details.](#)

Dates: February 14 *(Rescheduled Day 1) and April 6

Times: 9 a.m. to 3 p.m.

Location: Westford Public Schools, Central Office, 23 Depot Street, Westford, MA.

Middle School Scheduling Workshop

[Click here for workshop details.](#)

Dates: April 5 and May 12

Times: 9 a.m. to 3 p.m.

Location: Westford Public Schools, Central Office, 23 Depot Street, Westford, MA.

Professional Services

Does your school district have a need for professional development in iPass?

Do you have new initiatives that may require the purchase of a third-party software product? Meet with a Harris Professional Services expert and see how iPass can meet your needs. Harris offers several third-party products that are designed to integrate with iPass, including EZSchoolEnroll and School Rush!. Email Sharon O'Connor at sjoconnor@harriscomputer.com to schedule an appointment for a complimentary business review.

[Follow on Twitter](#) [Friend on Facebook](#) [Forward to Friend](#)

Harris School Solutions

1-866-450-6696

*Copyright © 2017, Harris School Solutions.
All rights reserved.*

[update subscription preferences](#)