



## Welcome to Wednesday's Wisdom

*Your weekly dose of support!*

April 5, 2017

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### Join Us Online Or Onsite!

Check out the Upcoming Events and Workshops section to see what we're offering for User Group meetings this month.

## Support Announcements

### iPass Survey

Harris is conducting a survey during the month of April to learn more about what your district is up to, what challenges you face, and how we can support and service you best. We would appreciate your taking a few moments to fill this out. The sooner we receive your input, the sooner we can address the needs of our users. Feel free to share the survey link with any or all of your users.

[Click here to complete the survey](#)

## iPass Tips & Tricks

### Incoming Students

It is that time of year when you begin to register students for the next school year. The following resources will help you enter students into iPass and run reports for them.

- You can enter new 2017-2018 students into iPass now, create their student accounts, and enter all information EXCEPT an enrollment record. We refer to this as "registering" the student for the next school year. You should not enroll them until your iPass database has been rolled over to the next school year. [Click here for more information.](#)
- The incoming students must have Next Year School and Next Grade Level entered on the Biographical Profile screen. Then, you can search for these students in several ways depending on what you want to do. [Click here for more information.](#)
- You can [print mailing labels for next year's incoming students.](#)
- You can [print Bio Verification Sheets for next year's incoming students.](#)

## iPass Releases & Updates

A patch release went out (v. 7.0.29170327\_sync) with corrections and minor enhancements. Release Notes can be found in iPass Help > iPass Patch Release Notes > [Patch Release Notes – 7.0.20170327\\_sync](#)

## iPass FAQs

**Q. Is there a report that will find students with no Requests (0) for the next school year?**

**A.** The Courses/Terms/Credits report run for the next school year will list all students and the number of Course Requests. The Excel report format can be sorted to find students with "0" or less than the required number of course requests. Go to Scheduling System > Reports – Scheduling > Courses/Terms/Credits. Set Academic Year = NEXT School Year, Scheduled

Credits Only = No, and Include Incoming Students = Yes. There is an option to Include Alternates.

**Q. How does the CRDC v2 export calculate the number of certified teachers?**

- A.** The SCH\_ALGCERT, SCH\_MATHCERT\_ALG/GEOM/ALG2/ADVM/CALC, SCH\_SCICERT\_BIO/CHEM/PHYS, SCH\_FTETEACH\_CERT/NOTCERT fields are calculated by iPass. To be included in the count, the scheduled teacher for the courses mapped in the CRDC Data Setup v2 School screen must have “Licensed for Job” checked off in their Teacher Career record.

## Upcoming Events & Workshops

### April Online User Group Meeting – April 12

The April 12 User Group meeting will be a “Review and Debrief” of the recent SIF state reporting process and the Online Course Recommendation process. While it is fresh in your mind, please join us and let us know the biggest hurdles you encountered during these processes. Let us know how recent improvements helped the process, and give us input on how to improve the process for next time. We would like to know how we can improve your ability to complete these processes most efficiently and effectively. This will help us identify areas to improve and make sure we provide you with the training, documentation, and support options you need to be successful. Please join us at 1:00 p.m. on April 12. [Click here for meeting link and information.](#)

### Vocational/Technical Schools Onsite User Group Meeting – April 13

We are pleased to announce our first onsite User Group meeting of 2017! This initial meeting is for vocational/technical schools only. The meeting will be at Assabet Valley Regional Technical High School in Marlborough, MA, on Thursday, April 13, from 10 a.m. to noon. Please register each person who plans to attend. Please complete the [iPass Survey](#) prior to attending so that we know more about you and the needs of your school.

[Click here to Register](#)

Your admission to the school may be delayed or denied if you do not register.

Please let us know if there are any topics you would care to have on the agenda so that we can make the most of our time as a group. Please email your input to Sharon O'Connor at [sjoconnor@harriscomputer.com](mailto:sjoconnor@harriscomputer.com) no later than 5 p.m. on Monday, April 10.

Future User Group sessions will be announced in your local area very soon for iPass public, private, and collaborative schools. If you are interested in hosting a meeting at your school, please email [Sharon O'Connor](mailto:Sharon O'Connor) with some available dates in April.

## iPass Add-Ons

### **EZSchoolEnroll**

Getting ready for new-student or kindergarten registration? Simplify the process by providing parents with online registration.

- Parents log in and fill in information in forms created by your district.
- Information comes into iPass for review, approval, and enrollment.
- Eliminates the need for school-based or central-based enrollment.
- Can be used to collect all kinds of information for use in other areas/products.

EZSchoolEnroll fully integrates with iPass and there is no per-student charge for this product for current iPass clients! Watch a recorded demo that has been posted in iPass Help > [EZSchoolEnroll](#).

## 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](mailto:sjoconnor@harriscomputer.com) to schedule an appointment for a complimentary business review.

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