iPass User Training Series (2018-2019)

**** Refer to attached PDF document. ****

District iPass User Training Series

The District iPass User Training Webinar Series offers district-wide training targeted at specific job types and responsibilities for both new users and to provide current users with a refresher of iPass features and functionality.

Each training session consists of a **3-hour pre-recorded training session** and a live **1-hour district Q & A follow-up session**. Districts will receive the link to the pre-recorded webinar that can be shared with **unlimited staff** and referenced through the school year. The Q&A session will be scheduled after users have viewed the webinar.

Contact Laura Patton at lpatton@harriscomputer.com for more information.

Session **(Target Users)**	**Topics Covered**	**T** (Pr
Administrative Assistants	Administrative AssistantsBiographical System, Attendance System, Grading System, Report Cards, Competencies, Reports, iParent/iStudent, Publishing Dashboard	
Gradebook Support Staff & Lead Teachers	Gradebook, iTeacher, Grading, Competencies, Report Cards, Progress Reports, iParent/iStudent	
Discipline Staff	Overview of Discipline System, Discipline Records, Reports, Data Requirements for SSDR State Reporting	
Human Resources Staff	iStaff Best Practices, Career records, Compensation, Attendance, Time Rollover, EPIMS Requirements, Contracts	
Scheduling Staff	Scheduling Students, Drop/Add, Transfer Grades, Course Catalog Maintenance, Printing Schedules	

Guidance Staff	Overview of Scheduling System, Grading System, Transcripts, GPA, Honor Roll	
School Administrators	iPass Overview, Discipline, Grading & Report Cards, Transcripts, GPA, Honor Roll, Scheduling, Dashboard Views, Data & Reporting, iParent/iStudent, Publishing Dashboard	
Sessions	**Topics Covered**	**T S** (P
Training Series Bundle	**7 Training Sessions for:** Administrative Assistants, Gradebook Support Staff & Lead Teachers, Discipline Staff, Human Resources Staff, Scheduling Staff, Guideance Staff, School Administrators	2

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