

## 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](mailto:lpatton@harriscomputer.com) for more information.

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

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

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