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iPASS

Welcome to Wednesday's Wisdom
Your weekly dose of support!

January 10, 2018

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Support is Hitting the Road!

Check out our **announcements section** below for information on upcoming User Group meetings and Workshops.

Support Announcements

TODAY – User Group Meeting

The topic for today's online User Group meeting is **2018-2019 Scheduling**. Laura Patton will provide an overview to help your district prepare for next year's scheduling and setting up for Online Course Recommendations. **Join us at 1:00 p.m**.

Meeting Link: Click here for the **User Group Meeting Webex link**. Meeting Number is 635 513 566, Meeting Password is Harris. Audio Connections is 1-866-469-3239 Call-in toll-free number (US/Canada).

Announcing Upcoming Events!

Local User Group Meetings & Workshops

Save the Dates – iPass Support will be holding events in Pennsylvania and Massachusetts starting next month. Please join us for one or more events below. Watch for more information coming in next week's Wednesday's Wisdom.

User Group Meetings

Pennsylvania - School Districts	February 5, 2018	FREE
Pennsylvania - Charter Schools	February 6, 2018	FREE
Massachusetts - All Schools	February 7, 2018	FREE
Massachusetts - Vocational Schools	April 5, 2018	FREE

High School Scheduling Workshop

Day 1	February 8, 2018	$500 pp / 2 days
Day 2	April 3, 2018	

Middle School Scheduling Workshop

Day 1	April 4, 2018	$500 pp / 2 days
Day 2	May 23, 2018	

End-of-Year Workshop	May 24, 208	$250 pp

State Reporting Workshops

Massachusetts	June 5, 2018	$250 pp
Pennsylvania - Charter Schools	June 6, 2018	$250 pp
Pennsylvania - School Districts	June 7, 2018	$250 pp

Elementary Scheduling Workshop	August 15, 2018	$250 pp

Coming Soon – Self-Service Photo Upload System

The Tech Ops Team is working with iPass Support to develop a new system that will allow users to upload their own student and staff photos to iPass hosted servers.

Important Notice:
Beginning next week, the Tech Ops Team will be changing all image file names currently on hosted servers to the lower case .jpg file extension. All upper case .JPG, upper case .GIF, or lower case .gif will be changed to .jpg. Prior to making the file extension changes we will be backing up your current photo files. Once the file extensions are updated we will then run *Assign ID's to Picture Fields* to update the images. You will be notified when this is done. Once completed, users will notice the Student Profile and Staff Profile screens will show the image file with the .jpg extension.

Notify Staff: Staff that uses *Photo Update* to update individual student or staff photos should make sure going forward that all images uploaded have the lower case .jpg file extension.

Watch for more information on this new system to be shared in upcoming Wednesday's Wisdom emails.

iPass Tips & Tricks

Preparing for Massachusetts March and EOY State Reporting – *More Information*

The Support team has created a Quick Guide that outlines the steps for your district to report March SIMS and to prepare for June/EOY SCS, EPIMS, and SSDR state reports. This guide includes steps for both SIF and Legacy districts. Please review the list as it provides some important added steps to what was shared in last week's Wednesday Wisdom email. In particular, SIF EPIMS sites need to run the EPIMS Export after changing their iStaff Configuration As-of Date to Reset the Term Codes and generate the Work Assignments for June/EOY. For more information go to iPass Help > DOE ID Manager > Help > Quick Guide: Preparing for Massachusetts March and EOY State Reporting (2018).

The *Helpful Hints Guide for March SIMS State Reporting* has been updated for March 2018. This guide provides helpful hints for SIF and Legacy data transmission, suggested items to review and check for March 1 data, and recommendations to review the data. Go to iPass Help > DOE ID Manager > Help > SIMS > Helpful Hints Guide – March SIMS 2018.

March 1 SIMS Certification Date is March 22 and the Recertification Date, after Resolution of Duplicates, is scheduled for March 29.

Setting Up For 2018-2019 Scheduling

The [Scheduling Help Document](#) in iPass Help outlines step-by-step instructions for the entire scheduling process. It is important to follow these steps in the order they are given.

To begin, you will need to:

- Define the Next Academic Year (District)
- Assign Students to Next Year's School (ALL Schools)
- Define Academic Year Schedule Parameters
- Roll over the Course Catalog

Recommendation for Rolling the Course Catalog

When rolling over the course catalog it is recommended that you set BOTH Roll Schedule = YES and Roll MSB Teacher/Room = YES.

Even if you do not use the Master Schedule Builder (MSB) to schedule your students, rolling the course catalog this way will allow you to save a Master Schedule version in the next year with all the Term, Period, Teacher, and Room information from the current year. After you save this version you then can choose to "clear" some or all the Master Schedule to remove schedule details and save this additional un-scheduled version. Doing it this way will give you two (2) Master Schedule back-up options: one *with* and one *without* the current year schedule detail.

Once scheduling has begun and online course recommendations have been completed, you do not want to roll the course catalog over again. Each year when you roll the course catalog the courses get new course sequence numbers. Course Recommendations and Requests reference these sequence numbers. If the Course Catalog were to be rolled over again, some courses could end up with different sequence numbers. If you find you need to roll your course catalog again and you have already begun the Recommendations and Requests process, please contact the Support team for assistance.

[Click here for complete directions](#).

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 folder.

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

- [iStudent Quick Start Guide for Student Course Recommendations](#)

Reminder: When you begin scheduling for 2018-2019, you need to adjust your viewing settings to hide future schedules from parents, students, and teachers. Refer to the iPass FAQ section below for more information.

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 2018-2019 view)
- Set Show Schedule Information = Current & Prior

In addition, you can go ahead and highlight the next school year (2018-2019) 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?

A.   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 for 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.

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