



HARRIS
School Solutions

iPass User Group Meeting - Pennsylvania

February 5, 2018 – Bethel Park, PA

February 6, 2018 – Bethlehem, PA

iPass User Group Meeting

Welcome & Introductions

iPass User Group Meeting

Grading

- Grade Headings & Terms
- Horizontal Averaging
- Pass/Fail
- Honor Roll
- GPA
- Add/Drop – Transfer Grades

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Grade Headings & Terms

Maintenance - Grading

Year: 2017-2018 ▼

Search

Grade Headings And Terms				
Submit				
Grade Heading	Q1	Q2	Q3	Q4
Term 1 (Term)	<input checked="" type="checkbox"/> Include <input checked="" type="checkbox"/> Open <input type="checkbox"/> Display Grades	<input type="checkbox"/> Include <input type="checkbox"/> Open <input type="checkbox"/> Display Grades	<input type="checkbox"/> Include <input type="checkbox"/> Open <input type="checkbox"/> Display Grades	<input type="checkbox"/> Include <input type="checkbox"/> Open <input type="checkbox"/> Display Grades
Term 2 (Term)	<input type="checkbox"/> Include <input type="checkbox"/> Open <input type="checkbox"/> Display Grades	<input checked="" type="checkbox"/> Include <input checked="" type="checkbox"/> Open <input type="checkbox"/> Display Grades	<input type="checkbox"/> Include <input type="checkbox"/> Open <input type="checkbox"/> Display Grades	<input type="checkbox"/> Include <input type="checkbox"/> Open <input type="checkbox"/> Display Grades
Semester 1 Exam (Exam)	<input type="checkbox"/> Include <input type="checkbox"/> Open <input type="checkbox"/> Display Grades	<input checked="" type="checkbox"/> Include <input type="checkbox"/> Open <input type="checkbox"/> Display Grades	<input type="checkbox"/> Include <input type="checkbox"/> Open <input type="checkbox"/> Display Grades	<input type="checkbox"/> Include <input type="checkbox"/> Open <input type="checkbox"/> Display Grades
Semester 1 Final Grade (Final)	<input type="checkbox"/> Include <input type="checkbox"/> Open <input type="checkbox"/> Display Grades	<input checked="" type="checkbox"/> Include <input type="checkbox"/> Open <input type="checkbox"/> Display Grades	<input type="checkbox"/> Include <input type="checkbox"/> Open <input type="checkbox"/> Display Grades	<input type="checkbox"/> Include <input type="checkbox"/> Open <input type="checkbox"/> Display Grades

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Horizontal Averaging

- Horizontal Average Rules
- Check Grade Table in Grade Maintenance
- Set Average Rules to Course Sections in Course Catalog

Term1	95	0.2	19
Term 2	85	0.2	17
Mid Year Exam	98	0.1	9.8
Term 3	99	0.2	19.8
Term 4	91	0.2	18.2
Final Exam	100	0.1	10
93.8		93.8/100	93.8
95		0.2	19
85		0.2	17
98		0.1	9.8
99		0.2	19.8
91		0.2	18.2
0.1		0	
93.1		83.8/90	83.8

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Pass/Fail

- Courses must be set to Pass/Fail = Yes
- Create a P Grade worth 80
- Create an F Grade worth 50
- After you run Calculate Horizontal Average for Numeric Grades you will run Calculate Horizontal Average again with Grade = Alpha and Override = No

Horizontal Average:	FY ▼
Place Average In:	FIN ▼
Override:	No ▼
Grade:	Alpha ▼

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Honor Roll

- Honor Roll Rules
- Check Grade Code Table in Grade Maintenance
- Set Honor Roll on Course Details Screen in Course Catalog
- Set Curriculum Levels on Course Details Screen in Course Catalog
- Run Honor Roll report – Select highest level Honor Roll and all Honor Roll levels will be calculated (report shows highest only)
- Run the Honor Roll report for each Honor Roll level with Calculate Honor Roll = No for each HR level's report

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GPA

- Check Grade Table in Grade Maintenance
- Set Grade Scales
- Set Average Rules to Course Sections in Course Catalog
- Set GPA Rank & select Grades Scales on Course Details Screen in Course Catalog
- Set Curriculum Levels on Course Details Screen in Course Catalog
- Ignore Student in Class Rank
- Run Calculate GPA (Detailed GPA Report = Yes)
- GPA Rank Report for Rank & GPA without recalculating the GPA

Helpful Hint! iPass Help > Grading > FAQ > [GPA Checklist](#)

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Troubleshooting Honor Roll and GPA

- Look at the text version of the Honor Roll Report

[Submit](#)

Check All Clear All Check All Clear All

Delete	Save	Publish Status	Report Name	Create Date	MSWord	RTF	HTML	Text	CSV	Excel
<input type="checkbox"/>	<input type="checkbox"/>		Honor Roll	02/04/18 11:40pm	Not Available	Honor Roll	Honor Roll	Honor Roll	Not Available	Not Av

ID	Name	GL Rule Failed	AVG GPA
7270	09 All But 1 >= 80 Credits: 0		0
7214	09 411-1 Grade 55 disallowed on honor r		0
6788	09 Comment 9 Student Class Absences exceeds 10 this term		

- Check Primary School records
- Transcript History
- Manual GPA
- Look at Detail GPA Report

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How does GPA run for final grades only YES?

End of Year GPA			D	E	F	G	H
Course	Grade	Curric Level	Grade Scale Value	Credits	Horiz Avg	D1*E1*F1	E1*F1
English (final grade)	95	3	4.50	1.00	1.00	4.50	1.00
Math (final grade)	90	3	4.20	1.00	1.00	4.20	1.00
History (final grade)	80	3	3.20	1.00	1.00	3.20	1.00
						11.90	3.00
						G4/H4	3.966667

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How does GPA run for final grades only NO?

Mid-Year GPA			D	E	F	G	H
Course	Grade	Curric Level	Grade Scale Value	Credits	Horiz Avg	D1*E1*F1	E1*F1
English (Q1 grade)	93	3	4.50	1.00	0.20	0.90	0.20
English (Q2 grade)	90	3	4.20	1.00	0.20	0.84	0.20
English (Midterm Exam grade)	87	3	3.80	1.00	0.10	0.38	0.10
Math (Q1 grade)	90	3	4.20	1.00	0.20	0.84	0.20
Math (Q2 grade)	86	3	3.50	1.00	0.20	0.70	0.20
Math (Midterm Exam grade)	82	3	3.20	1.00	0.10	0.32	0.10
History (Q1 grade)	81	3	3.20	1.00	0.20	0.64	0.20
History (Q2 grade)	83	3	3.50	1.00	0.20	0.70	0.20
History (Midterm Exam grade)	85	3	3.50	1.00	0.10	0.35	0.10
						5.67	1.50
						G10/H10	3.780000

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Add/Drop – Transfer Grades

- Drop, Add and Transfer completed in one step

Drop Course Section and Transfer Grades From ...									To Course Section									
Select to Transfer	Course ID	Course Name	Term	Schedule	Curr Lev	Room	Teacher	Credits	Select new class from dropdown OR search icon	Selected Transfer Section	Course Title of Selected Transfer Class	Term	Schedule	Curr Lev	Room	Teacher	Credits	Available Seats
<input checked="" type="checkbox"/>	133-002	English 30	12---	2-2-	3	236	Ms. Carl	2.50	103-003 English 11 <input type="text"/> <input type="button" value="X"/>	103-003	English 11	12---	2-2-	2	241	Ms. Jones	2.50	19
<input type="checkbox"/>	133-022	English 30	--34-	2-2-	3	236	Ms. Carl	2.50						0				
<input type="checkbox"/>	210-001	US History 20	-2---	3-3-	3	345	Mr. Mortara	2.50						0				
<input type="checkbox"/>	210-021	US History 20	--34-	3-3-	3	345	Mr. Mortara	2.50						0				

Override Full Course Sections.
 Schedule the course even if it creates a conflict.
 Transfer Grades.

Helpful Hint! [iPass Help > Scheduling > Help > Quick Guide: Grade Transfer During Schedule Changes](#)

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Scheduling 2018-2019 – Getting Started

- Define Academic Year
- Assign Students to Next Year's School
- Online Course Recommendations – Need to assign students to Next Year's Grade Level
- Academic Year Settings – Define Schedule Parameters
- Rollover Course Catalog:
 - Roll Schedule = Yes, Roll MSB Teacher/Room = Yes
- Master Schedule Builder (MSB) Tools
 - MSB Save / Option to Clear (Parameters for open/close year)

Helpful Hint! iPass Help > Scheduling > FAQ > [What are recommended settings course catalog rollover](#)

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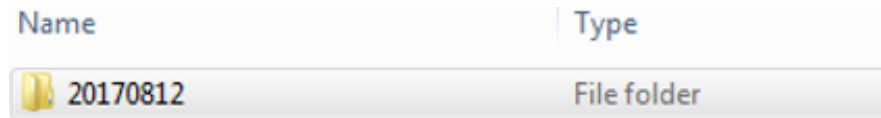
Self-Service Photo Upload

<https://mft-ipass.iharriscomputer.com>

- Two folders named staff and students (lowercase & students with s)



- Put them into one folder (any name) and “ZIP” that folder



- Example Zip Application: 7-Zip (www.7-zip.org/License)
7-Zip is free software with open source

**** NOTE: Generic group email address needed for system notifications ****

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Lunch Break

iPass Add-Ons

- EZSchoolEnroll

<https://testezschoolenroll.iharriscomputer.com/WebEnroll/Login.aspx>

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PIMs Changes 2017 - 2018

- Refer to Word Doc

[PIMS Field changes.docx](#)

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Upcoming Events & Workshops

Scheduling Workshops (MA w/webex option)

- High School – February 8 and April 3
- Middle School – April 4 and May 23
- Elementary – August 15

End of Year Workshop – May 24 (MA w/webex option)

State Reporting Workshops

- Pennsylvania – June 7 Bethel Park

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Questions/Answers