HARRIS School Solutions

Email not displaying correctly?
View it in iPass Help.

iPASS

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

April 4, 2018

In This Issue

Support Announcements
iPass Tips & Tricks
iPass FAQs
Upcoming Events & Workshops
Harris School Solutions Products

Next Year Students & Schedules

Be sure to check out the Tips & Tricks and FAQ sections below for helpful hints.

Support Announcements

April User Group Meeting – MA SIF SSDR

The next meeting is scheduled for **April 11 at 1:00 p.m.** Please join us to review SIF transmission of discipline incidents and consequences for the Massachusetts School Safety and Discipline Report (SSDR).

The Support Team is considering changes to the Discipline DOE data entry screen for the next school year. We will share our plans and look forward to your feedback and additional input.

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).

EOY EPIMS – DESE Announces Changes for 2310 Job Type

The DESE sent an email to SIS Vendors last week outlining changes for EOY EPIMS that will allow full year 2310 assignments (Support Content Teachers) to be reported with an altered non-course Work Assignment. This change will allow SIF districts to report their Support Content Teachers without course Work Assignments. The iPass Team is reviewing the DESE requirements for the SIF transmission of these Work Assignments and will update you with more details soon.

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 the students into iPass and run reports for these students.

- You can enter new 2018-2019 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 and 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.]()

More Information for Incoming Students & Next School Year

Refer to the FAQ section below for more helpful information related to incoming students, next year grade levels, and next year's scheduling reports.

iPass FAQs

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 08 middle school students need their Next Year School set to high school and their Next Grade Level set to 09. The middle school only offers Grades 05-08. Grade 09 will need to be added temporarily to the middle school > School Profile while you do the Mass Update. When completed, it can be removed.

Go to Administration > School Resources > School Profile > Select School and ADD the grade that you need to assign. Be sure to use Ctrl-Key Click to add the grade and not lose the grades already selected. Submit to update the Grades. The Grade will now be available to select in Next Year's Grade Level on the Biographical System > Mass Update Students screen. When you have completed the mass update you can remove the grade from the School Profile screen.

Q. **When I look at the Course Details screen the Number of Requests value does not seem accurate. How do I correct this?**

A. Go to Scheduling System > Maintenance - Scheduling and run Calculate Filled Count. Select the Academic Year (this year or next year). If running for next school year, set Enrolled Only = No. Terms = All. Update the Filled Count = Yes. This will update the Number of Requests. This will also update the Filled count for each section at the bottom of the Course Details screen.

Q. **Why is the Course Request Tally for 2018-2019 missing the incoming Grade 9 students for next year?**

A. The Course Request Tally report lists the number of Requests by Year of Graduation (2-digit). The YOGs are based on CURRENT Grade Level of the Incoming Students. For this reason, the high school must have the current Grade Level = 08 included in the School Profile Grades selection to include their Requests for the next school year. Go to Administration > School Resources > School Profile > select high school > add Grade 08.

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 <u>next</u> 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 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 and Sort By Total Requested Credits. There is an option to Include Alternates.

Upcoming Events & Workshops

Upcoming Events

We are planning additional workshops for End of Year, MA & PA State Reporting, and Elementary Scheduling. [Click here for more information](#)

Additional Harris School Solutions Products

EZSchoolEnroll – Online student registration/parent portal. Allow parents to register new students online, update their contact information and remove or edit existing

contacts for each student. $1400.00 one-time fee for setup and training with no additional annual cost.

OnHand Schools – Newly acquired by Harris School Solutions and contains a suite of exciting products including RTI and MTSS solutions to assist in data driven instruction decisions. Visit http://www.onhandschools.com/ for more information.

Part of the McREL EmpowerED Suite, **McREL Power Walkthrough** is the research-based classroom observation software designed to quickly and effectively gather classroom data and provide instant and formative feedback to teachers to inform practice and bolster their strengths in the classroom.

eWalk is the classroom observation software that transforms time-consuming classroom walkthroughs into an effective 5-minute process, start to finish.

Please contact Sharon O'Connor directly to schedule a demo of any of these products at sjoconnor@harriscomputer.com.

Harris School Solutions
1-866-450-6696