HARRIS
School Solutions

Email not displaying correctly?
View it in iPass Help.

iPASS

Welcome to Wednesday's Wisdom

Your weekly dose of support!

July 11, 2018

In This Issue

Support Announcements
iPass Tips & Tricks
Upcoming Events & Workshops
Support Services

Summer Checklist

The Support Team is here to help you get through your summer responsibilities.

Support Announcements

Reminders:

Certify State Reports Prior to Database Rollover

All End of Year 2017-2018 state reports must be certified prior to rolling the database over to 2018-2019.

Staff can be working in 2018-2019 now to prepare for the new year such as entering new students into iPass, scheduling students, and assigning home rooms for "next year." Class lists and mailing labels can also be generated for "incoming" students. After the database is rolled over, students can be enrolled in the new school year.

Massachusetts EOY State Report Deadlines

Report	As of Date	Certification Deadline
SSDR	School Year	July 20
SCS	Last Day of School	August 2
EPIMS	Last Day of School	August 2

EOY Reports – Information & Tips to Clear Errors

The Support Team has posted in iPass Help some additional information and tips to help you clear errors in SSDR, SCS and EPIMS. Click here.
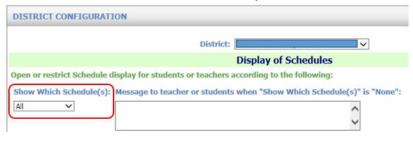
iPass Tips & Tricks

iParent / iStudent – Show 2018-2019 Schedules

After scheduling is completed for the new school year many districts like to share some or all of the schedule information with parents and students. When you are ready to share the 2018-2019 Student Schedules with staff, parents, and students there are a few things to do:

Set the District Configuration to Show Which Schedules = All.

This will allow users to see "future" 2018-2019 schedules while your database is still set to the "current" 2017-2018 school year.

Before you do this…

Use iParent and iStudent Configuration to control how much detail the parents and students can view.

Go to Security System > iParent Configuration.

Select each school you want to show the future schedules and set Show Schedule Information = All.

If desired, the Teacher Name and Room Number can be hidden until school begins.

If you do not want to allow parents and students to view their "future" schedules, set Show Schedule Information = Current and Prior and Show Grade Information = Current and Prior.

Note: After the iPass database is rolled over to 2018-2019, to hide the schedules you will need to change this to Prior or None since 2018-2019 will now be the "current" school year.

Upcoming Events & Workshops

Elementary Scheduling Workshop

The annual Harris iPass Elementary School Scheduling Workshop will be offered on **August 15, 2018** in our new Workshop format.

Elementary School Scheduling Workshop
This workshop will review the iPass scheduling tools and take users through the steps to schedule the Elementary Schools for the 2018-2019 school year. The Elementary Scheduling Workshop will cover: • Homeroom assignments • Mass Loading student schedules • Setting up and using the Quick Scheduler • Drop/Add feature • Withdrawn students features • Editing Teachers in the course catalog • Adding and removing Courses to the course catalog • Adding and removing sections from a course • Moving students from one course to another • Printing student and teacher schedules
Part I: Group Webinar Training Session (3 Hours) **Date: August 15, 2018** **Time: 9:00 a.m. to 12:00 p.m.** Registered workshop attendees will be sent a link to the online webinar. The webinar link may be shared with other district staff. Registered users will receive a recording of the session.
Part II: Personalized Coaching Sessions (Total: 2 Hours) Registered workshop attendees will schedule a total of two (2) hours of online coaching with a member of the iPass Support Team to help them use the iPass tools to schedule the Elementary School(s) for 2018-2019. Sessions can be scheduled in either two (2) one-hour blocks or one (1) two-hour block. The Support Team will provide registered workshop attendees with a calendar of available time slots to schedule their coaching sessions. Personalized coaching sessions are only available to paid workshop attendees. Additional personalized coaching time is available in one-hour blocks at an additional cost. Contact the Support Team for more information (lpatton@harriscomputer.com).
Fee: $250.00 Per Person
Registration Link: Click here to Register. * Please register by August 14, 2018. *

Personalized Coaching Sessions Available

The Support Team is available for personalized one-on-one "coaching" beyond the scope of typical support ticket resolution.

During a Personalized Coaching Session a Support Team member will work one-on-one with the user to help with iPass setup and walk a user through the required steps to reach the desired outcome. Coaching sessions are recommended when a district is looking to implement a new iPass feature, when a user wants someone to walk them through a process, or when a user wants help reviewing and clearing state reporting errors.

Coaching Options:

Personalized Coaching Session
- User defined topic/need
- Fee: $185/hour, typically booked in 1-2 hour blocks
- For more information email lpatton@harriscomputer.com

Workshop *Plus* Personalized Coaching

Several times a year the Support Team offers Workshops that include one-on-one coaching sessions. These bundles offer special pricing and offer the greatest benefit to the district.

Special Introductory Offer through August 2018:

We have had such positive feedback about our new workshop format with coaching hours that we want to offer this opportunity to those that may not have signed up to participate in the live workshop webinar.

- **EOY Procedures Workshop Recording + Coaching Hours for $250**

    Receive a link to the End of Year Procedures Workshop webinar recording. This link can be shared with other staff in the district. This workshop covers preparing for the next school year (Phase I), ending the current school year (Phase II), and starting the new school year (Phase III).

    Receive 2 Hours Total of Personalized Coaching – Book in 1-Hour blocks. Hour 1 will cover Phase I & II and Hour 2 will cover Phase III.

For more information email lpatton@harriscomputer.com.

- **EOY MA State Reporting Workshop Recording + Coaching Hours for $250**

  Receive a link to the Massachusetts State Reporting Workshop webinar recording. This link can be shared with other staff in the district. This workshop covers SIMS, SCS, EPIMS, and SSDR SIF State Reporting.

  Receive 3 Hours Total of Personalized Coaching – Book in 1-Hour blocks.

For more information email lpatton@harriscomputer.com.

Harris School Solutions
1-866-450-6696

To opt-out of receiving emails from iPass Support please reply to email with your request.