**HARRIS** School Solutions

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*i*PASS

# Welcome to Wednesday's Wisdom

*Your weekly dose of support!*

August 22, 2018

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## New Training Options for Staff!

We're excited to share our plans for new training in 2018-2019 – See our news in the Support Announcements below.

## Support Announcements

## Training & Workshop Offerings for 2018-2019

### *NEW:* iPass User Training Webinar Series

The iPass Support Team will be offering a series of **iPass User Training Webinars** targeted at specific job types and functions. These training sessions are designed to

train **new users** and **provide current users with a refresher** of iPass features and functionality.

Each training session will be comprised of a **3-Hour Interactive Group Webinar** and a **1-hour Group Q&A Follow-Up Session**. Participants will receive a link to the webinar recording to share with other district users and to use for future reference.

We plan to offer these sessions at the start of the school year and are in the process of finalizing the webinar dates and cost for each session. There will a district option for the entire series to bring all staff up-to-date on iPass features and functionality. More information will be shared in our upcoming Wednesday's Wisdom emails.

## iPass User Training Sessions:

- **Administrative Assistants** – Biographical System, Attendance System, Grading System, Report Cards, Competencies, Reports, iParent/iStudent, Publishing
- **Lead Teachers/Teacher Support Staff** – Gradebook, iTeacher, Grading, Competencies, Report Cards, Progress Reports, iParent/iStudent
- **Discipline Staff** – Overview of Discipline System, Discipline Records, Reports, Data Requirements for SSDR State Reporting
- **Guidance Staff** – Overview of Scheduling System, Grading System, Transcripts, GPA, Honor Roll
- **Scheduling Staff** – Scheduling Students, Drop/Add, Transfer Grades, Course Catalog Maintenance, Printing Schedules
- **School Administrators** – iPass Overview, Discipline, Grading & Report Cards, Transcripts, GPA, Honor Roll, Scheduling, Dashboard Views, Data & Reporting, iParent/iStudent, Publishing Dashboard

Districts have the option to add additional **Mentoring** sessions for individual users or small groups at an additional hourly rate.

## Workshops + Coaching

The iPass Support Team will be offering our annual **State Reporting, Scheduling, and End of Year Procedures Workshops**. Workshops are comprised of an interactive group webinar training session and follow-up individualized on-on-one Coaching sessions. Participants also receive a link to the recording to share with other district users and to use for future reference.

*New This Year:* We plan to offer a **State Reporting Workshop Series** that will break SIMS, SCS, EPIMS, and SSDR down into individual sessions. Sessions will be offered to coincide with October and End-Of-Year State Reporting.

Each workshop includes **Personalized Coaching** to be used after the workshop webinar to coach the participant through the steps covered in that specific workshop to reach the desired outcome.

Districts have the option to add additional Coaching sessions for individual users or small groups at an additional hourly rate.

Please feel free to send questions and/or input to Laura Patton at [lpatton@harriscomputer.com](mailto:lpatton@harriscomputer.com). Let us know if there is a topic or group of iPass users that you think we may have missed in our offerings.

## Note About iPass Help / Resource Center

The information in iPass Help has recently been migrated to a new host. You may have noticed that apostrophes, quote marks, and dashes are currently displaying with other symbols. There is an issue with the text font encoding of the special characters. We are working to resolve this issue. PDF attachments are not affected.

## iPass Tips & Tricks

## Bio Verification Report – Parameter Selections

To print 1 copy for each student or 2 copies when the parents/guardians live at separate (unique) addresses we recommend the following selections:

- **Relationship to Student** *(Do not select unless you want to limit to copies addressed to just contact(s) with this Relationship – See Note 1 below)*
- **Legal Status** *(Do not select unless you want to limit to copies addressed to just contact(s) with this Legal Status – See Note 1 below)*
- **Guardian Receives Mail** = Yes *(All parents/guardians that should receive mail/email/correspondence should be set to Yes even if live at same address)*
- **Guardian Lives w/Student** = *(Select one of the below options)*
  - Yes *(This will print one report to Contact that Lives w/Student)*
  - Blank *(This will print one report for Contact that Lives w/student AND one for Contact that does not live with student and is set to "Receives Mail = Yes". Each report will be addressed to the Contact Name at that address.)*

- **1 Copy per Lives With Flag** = Yes *(This will make sure both parents at same address only get one report – See Note 2 below)*

Notes:
1. Using Relationship and Legal Status will restrict the number of reports generated and who they are addressed to only. These settings do <u>not</u> restrict which contacts are printed on the forms.
2. If the address is perceived to be "unique" it will generate 2 reports. If one parent has address entered as "Road" and one has "Rd" this is perceived to be two unique addresses. This relates to your district's data entry process and should be taken into consideration.

This information can be found in iPass Help > Biographical > FAQ > <u>What are the recommended parameters to select when running the Bio Verification Report?</u>

## iPass FAQs

**Q.** **Why is the student's GPA <u>not</u> printing on their Transcript?**

**A.** After you roll your database over to 2018-2019 you need to run GPA for the new school year to have it print on the Transcript.

When your Calculate GPA for each grade level in 2018-2019, run it with Final Grade Only = <u>No</u>. This will "roll up" the Career GPA from the end of the previous year.

**Q.** **Where do I assign a Homeroom to a teacher?**

**A.** Homerooms are set on the teacher's iStaff Profile screen. Go to Add/Modify Staff > Profile screen and select the desired Homeroom in the Room field. When Exiting staff, be sure to remove the Room selection. You can run a Staff Data Export to find out which Homerooms are assigned to which teacher.

## iPass Support Services

## 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 the end of 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.

- **Elementary Scheduling + Coaching Hours for $250**

  Receive a link to the Elementary Scheduling Workshop webinar recording. This link can be shared with other staff in the district. This workshop covers Homeroom Assignments, Setting up and using Quick Scheduler, Mass Loading Student Schedules, Drop/Add Feature, Withdrawn Student Features, Editing Teachers in the Course Catalog, Adding and Removing Courses in the Course Catalog, Moving Students From One Course to Another, and Printing Student and Teacher Schedules.

  Receive 2 Hours Total of Personalized Coaching – Book in 1-Hour blocks.

- **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](mailto: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.