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Welcome to Wednesday's Wisdom

Your weekly dose of support!

September 12, 2018

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Get Off To A Great Start This Year!

The Support Team is here to keep you informed, proficient, and productive. Check out our monthly online User Group Meetings, Webinar Training Series, Workshops & Personalized Coaching.

Support Announcements

TODAY – September Online User Group Meeting

Join us today from **1:00 p.m. to 2:00 p.m.** for the monthly Online User Group Meeting for the month of September.

1. News & Updates

2. Featured Topics: Start of the New School Year & October State Reporting

Laura Patton will answer questions about starting the new year and review the SIF changes for October 2018 State Reporting.

Meeting Link: Click here for the [User Group Meeting Webex link](#). Meeting Number is 635 513 566, Meeting Password is Harris. Audio Connections is 1-855-699-3239 Call-in toll-free number (US/Canada).

The Support Team hosts monthly online user group meetings the second Wednesday of every month. Meetings start with important news and updates for all users and include an in-depth review of timely topics.

Self-Service Photo Upload System Available

The Self-Service Photo Upload System is available to provide Harris-hosted sites the ability to upload new student and staff photos on their own. This system is accessible with login credentials.

If you have not received your login credentials from us it is likely because we have not received a generic group email address from you to set up your district's system notification messages. Please send the group email address to msweeny@harriscomputer.com. As soon as we receive the email address we will provide you with your district's username and password.

Please note, we are not accepting email addresses for individual users. It will be the responsibility of the district to maintain the list of individual users that receive the group email.

Help Resources Available

For more information on the Self-Service Photo Upload System please review the following resources in iPass Help > Biographical > Help:

- [Quick Guide: Self-Service Photo Upload \(Hosted Sites\)](#)
- [Importing Student and Staff Photos](#)

iPass Releases & Updates

Patch Release Planned for 2018-2019 SIMS Report Updates

The iPass Team is preparing a patch release to go out this week that will include updates for the 2018-2019 SIMS report.

The update will add the following new fields:

- DOE028: Seal of Biliteracy
- DOE047, 048, 049: Industry Recognized Credentials

These fields are already in iPass and will now be included in the SIMS transmission:

- DOE045: High Quality Career Pathways Program Type
- DOE046: High Quality Career Pathways Program Participation
- DOE050: Early Childhood Education Experience field

These elements will be sent in the StudentPersonal object:

- DOE047: Industry Recognized Credential
- DOE048: Industry Recognized Credential
- DOE049: Industry Recognized Credential
- DOE050: Early Childhood Education Experience

These elements will be sent in the StudentSchoolEnrollment object:

- DOE028: Seal of Biliteracy
- DOE045: HQCP Type
- DOE046: HQCP Participation

NOTE: For 2018-2019 DESE has added a new value to DOE026: English Language Education Program Status and removed codes from DOE031: Career/Vocational Technical Education (CVTE) - Competency Attainment. At **today's User Group Meeting** we will show users how to make the necessary adjustments to these fields in iPass.

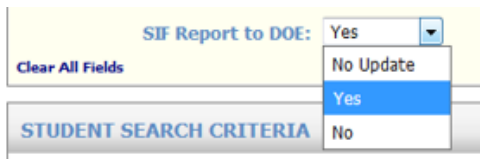
iPass Tips & Tricks

Mass Update Student Report to DOE Setting

Users can mass update students Report to DOE setting from the Biographical System > Mass Update Students screen.

To update students to Report to DOE = Yes, set the Data to Update field of “SIF Report to DOE” to Yes.

Biographical System > Mass Update Students > Data to Update > SIF Report to DOE



The screenshot shows a web interface with a yellow header bar containing the text "SIF Report to DOE:" and a dropdown menu currently set to "Yes". Below the header is a "Clear All Fields" link. A grey bar below that contains the text "STUDENT SEARCH CRITERIA". The dropdown menu is open, showing four options: "No Update", "Yes" (highlighted in blue), and "No".

Then use the Student Search Criteria to select the group of students to update.

Search filters such as Status = Incoming, Grade Level, or Home Room should be used to create student updates lists of no more than about 300 students at one time.

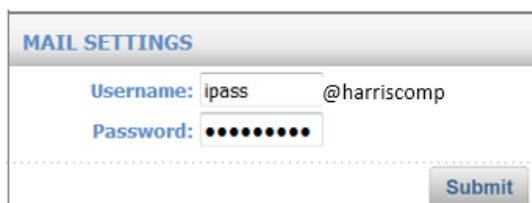
All students are by default checked off to update. If a student should remain Report to DOE = No, un-check that student’s name and they will not be updated to Yes when the screen is submitted.

Email from Gradebook – Recommend Re-Entering Passwords

At the start of the new school year teachers often report that they are having trouble sending emails out of Gradebook.

Sites that use Gmail or Office 365 Outlook require teachers to enter their email password into iPass. We recommend that all teachers re-enter their email password. This will insure that if the teacher changed their email password that their iPass Mail Settings will be updated to the latest password.

Go to My Data > My Preferences > Mail Settings. Enter the user’s email address in the username field and the email password in the Password field. Submit to update.



The screenshot shows a form titled "MAIL SETTINGS" with a grey header. Below the header are two input fields: "Username:" with the text "ipass" and "@harriscomp" and "Password:" with a masked password of ten dots. A "Submit" button is located at the bottom right of the form.

iPass FAQs

Q. Why can't the teacher see scheduled courses for selection in Gradebook?

A. Check the following:

- Check to make sure the correct Default School is selected. The school name is displayed in the upper left of the screen under the teacher's name.
Note: If the teacher changed schools and the User Account school selection was updated, the teacher will need to go to My Data > Set Default School, confirm the correct school is selected, and Submit to update.
- If the teacher teaches at multiple schools, they will need to set the correct Default School (confirm this school shows in upper left of screen under teacher's name) AND they will need to select the Term associated with that school.
- If the teacher has multiple Homerooms, check that the Gradebook Filter is set to Show All Homerooms.

Upcoming Events & Workshops

NEW iPass User Training & State Reporting Workshop Series

New district-wide pricing makes training all iPass users in your district affordable!

New small-group registration makes Workshops + Coaching more affordable!

Special Bundled Series Pricing!

iPass User Training Webinar Sessions:

The District iPass User Training Webinar Series offers **district-wide training** targeted at specific job types and responsibilities for both **new users** and to **provide current users with a refresher** of iPass features and functionality.

Each training session is comprised of a **3-Hour Interactive Group Webinar** and a **1-hour Group Q&A Follow-Up Session**. Participating districts may include **unlimited staff** in the scheduled webinar session and will receive a link to the webinar recording to share with district users and to reference throughout the school year.

Date	Session (Target Users)	Topics Covered	Session Fee (Per District)
September 25, 2018	Administrative Assistants	Biographical System, Attendance System, Grading System, Report Cards, Competencies, Reports, iParent/iStudent, Publishing Dashboard	\$500
September 26, 2018	Gradebook Support Staff & Lead Teachers	Gradebook, iTeacher, Grading, Competencies, Report Cards, Progress Reports, iParent/iStudent	\$500
October 2, 2018	Discipline Staff	Overview of Discipline System, Discipline Records, Reports, Data Requirements for SDR State Reporting	\$500
October 3, 2018	Human Resources Staff	iStaff Best Practices, Career records, Compensation, Attendance, Time Rollover, EPIMS Requirements, Contracts	\$500
October 4, 2018	Scheduling Staff	Scheduling Students, Drop/Add, Transfer Grades, Course Catalog Maintenance, Printing Schedules	\$500
October 9, 2018	School Administrators	iPass Overview, Discipline, Grading & Report Cards, Transcripts, GPA, Honor Roll, Scheduling, Dashboard Views, Data & Reporting, iParent/iStudent, Publishing Dashboard	\$500
October 10, 2018	Guidance Staff	Overview of Scheduling System, Grading System, Transcripts, GPA, Honor Roll	\$500
Bundled Series	All Sessions Included	Savings of \$500	\$3,000

Training Webinar Registration:

- Administrative Assistants – [Click here to register](#)
- Gradebook Support Staff/Lead Teachers – [Click here to register](#)
- Discipline Staff – [Click here to register](#)
- Human Resources Staff – [Click here to register](#)
- Scheduling Staff – [Click here to register](#)
- School Administrators – [Click here to register](#)
- Guidance Staff – [Click here to register](#)
- Bundled Series – [Click here to register](#)

State Reporting Workshop Series:

The State Reporting Workshop Series breaks **SIMS, SCS, EPIMS, and SDR Workshops** down into individual sessions. Workshops are comprised of an **interactive group**

webinar training session for unlimited staff members *plus* follow-up Personalized Small Group Coaching Sessions for up to 3 users per session. Participants also receive a link to the recording to share with other district users and to use for reference through the end of the school year. Sessions will be offered to coincide with October and End-Of-Year State Reporting.

Date	Workshop	Webinar + Coaching (Hours)	Fee (Webinar Unlimited Users + Coaching for up to 3 Users)
September 27, 2018	October SIMS State Report	1 + 1	\$400
October 16, 2018	October SCS State Report	2 + 2	\$750
October 17, 2018	October EPIMS State Report	2 + 2	\$750
October 23, 2018	October Cross Validations	1 + 1	\$400
October 30, 2018	Start Now - SDR State Report	2 + 2	\$750
Bundled Series	All Workshops Included	8 + 8	\$2500 (Save \$550)

State Reporting Workshop Registration:

- October SIMS State Report – [Click here to register](#)
- October SCS State Report – [Click here to register](#)
- October EPIMS State Report – [Click here to register](#)
- October Cross Validations – [Click here to register](#)
- Start Now - SDR State Report – [Click here to register](#)
- Bundled Workshop Series – [Click here to register](#)

[Click here](#) for more details about the new iPass User Training Series and State Reporting Workshop + Coaching Series.

iPass Support Services

Personalized Mentoring & Coaching Sessions

The Support Team is available for personalized **one-on-one Mentoring** for new users and **outcome-based Coaching** beyond the scope of typical support ticket resolution.

During a **Personalized Mentoring Session** a Support Team member will work one-on-one with the user to teach them about iPass features and functionality.

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.

Mentoring/Coaching Options:

Personalized Session

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

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Harris School Solutions

1-866-450-6696

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