HARRIS
School Solutions

Email not displaying correctly?
View it in iPass Help.

Log Support Call **Schedule Training** **iPass Help Link**

*i*PASS

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

October 10, 2018

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Training Webinar Recordings Available

Don't worry if you missed the start of our iPass User Training Webinar Sessions – We have recordings available! Refer to the Upcoming Events & Workshops section for more information.

Support Announcements

TODAY – October Online User Group Meeting

Date: TODAY
Time: 1:00 p.m. to 2:00 p.m.

1. **News & Updates**

2. **Featured Topics: Drop/Add and Transfer Grades**

   iPass Support will review the Grade Transfer feature and proper methods for adjusting student schedules when students transfer classes. Please share the meeting link with all staff that does schedule modifications. This will be a great opportunity for staff to get a refresher on how to adjust student schedules for record keeping and 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.

iPass Tips & Tricks

VHS and Dual Enrollment Courses – No Work Assignments

With the Legacy flat-file submission of EPIMS you could set a Work Assignment for VHS and Dual Enrollment courses to FTE = 0 and then run the EPIMS Export to Exclude Zero FTE Assignments to keep from reporting VHS and Dual Enrollment courses. With SIF EPIMS Transmission you can't exclude the Work Assignment this way; they will be included in the transmission file if the staff member is set to Report to DOE = Yes.

If the course must be reported in SCS (DOE Reportable Course Type) but not in EPIMS, we recommend that you create a non-reportable fictitious "Teacher" using the monitoring staff member's name (ie. VHS-Mrs. Smith) and schedule this fictitious teacher to the course. This fictitious teacher can be set to Report to DOE = NO since this type of monitoring teacher does not need to be reported in EPIMS. The monitoring staff member can then be given access to that fictitious teacher's Gradebook and Grading using Security System > Assign Teacher Access.

Prepare for Progress Reports and Report Cards

It is important to check your Progress Reports and Report Cards now and not wait until the day you need to print them. It is highly recommended that you prepare in

advance by running some example report cards to make sure that the school information, Grades, Comments, and Attendance totals are printing as you expect. This will help to avoid printing errors and last-minute struggles.

School Information – Consider the following: Have you changed your school Principal; made changes to your school name; moved grade levels from one school to another; made changes to your school address or phone number changed the number of Terms this year, or want more or less to print on the card PCL Progress Reports and/or Report Reports?

Grades, Comments and Attendance totals: We recommend selecting some sample students at each school, entering some fake grades and comments, and creating example PCL Progress Reports and Report Cards to review. Look for any misalignments, or any missing or incorrect data.

If you find that you are experiencing any issues, please enter an eSupport ticket with detailed information about your issue and provide an example Report Card.

Reminder – Annual Set Up Includes:

- Rollover Grades – As part of the End-of-Year Procedures, you need to rollover Grade Maintenance (1-100, ABC's, etc.), Scale Codes (GPA), and Grade Scales (GPA) tables to the new school year.

  Go to Administration > End-of-Year Procedures > Rollover Grades; Set Source Academic Year = Previous School Year; Destination Academic Year = New School Year; and Set Override if Exists = Yes.

- Linking Competencies to the Course Catalog – Courses that report Competencies must be linked in the Course Catalog. Click here for directions.

- Setting Up Narrative Parameters – Report Cards that include a teacher narrative must have the parameters set up for the new school year. Click here for directions.

New Queries Available

Course Lists with Guardian Email Addresses Query

This query report will give you the Email Addresses for Guardians of students in a specified Course.

The resulting report will include all sections for the Course ID with a count of students for each section. The student will be listed multiple times if they have more than one Guardian with an email address on record in iPass.

This query can be found in iPass Help > My Queries > Query Files for Download > Course Lists with Guardian Email Addresses Query.

Teacher Extra Security Options Query

This query report can help you find which teachers have Extra Security Options selected in their user account.

The resulting report gives a list of Active users with User Type = Teacher and the Extra Security Option(s) assigned to them in their user account.

Example:

Last Name	First Name	User Id	Description	Active	Mnemonic
AM	Staff	autotech	Teacher	yes	TCHVIEWALL
(Last Name)	(First Name)	(User ID)	Teacher	yes	TCHVIEWALL
(Last Name)	(First Name)	(User ID)	Teacher	yes	VIEWSTUONFIND

This query can be found in iPass Help > My Queries > Query Files for Download > Teachers Extra Security Options Query.

iPass FAQs

Q.	**What could be causing the SIMS Error of Days in Membership = 0 is invalid?**

A. There are several things you can check when you have this error:

- Check to make sure the School Calendar has the correct first day of school and the Academic Year Settings Start Date is correct for the first day of school.
- Check to make sure the student's enrollment record date is on (or after) the first day of school.
- If the student attends a part-time program (ie. PreK or K) and the Grade Level is selected in DOE Parameters > Grade Levels to Validate Schedules for Days in Membership and Attendance, the student <u>must been scheduled</u> into a course to report Attendance and Membership.

  Note: The DOE Parameter for Grade Levels to Validate Schedules for Days in Membership and Attendance should only be used to identify grade levels with part-time programs (less than 5 days/week).
- If you are getting this error for a Summer Withdrawal, check to see if they have a Primary School selected for the current school year. The Primary School should be blank for students that withdrew during the summer.

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 *Webinar Recording Available*	Administrative Assistants	Biographical System, Attendance System, Grading System, Report Cards, Competencies, Reports, iParent/iStudent, Publishing Dashboard	$500
September 26, 2018 *Webinar Recording Available*	Gradebook Support Staff & Lead Teachers	Gradebook, iTeacher, Grading, Competencies, Report Cards, Progress Reports, iParent/iStudent	$500
October 2, 2018 *Webinar Recording Available*	Discipline Staff	Overview of Discipline System, Discipline Records, Reports, Data Requirements for SSDR State Reporting	$500
October 3, 2018 *Webinar Recording Available*	Human Resources Staff	iStaff Best Practices, Career records, Compensation, Attendance, Time Rollover, EPIMS Requirements, Contracts	$500
October 4, 2018 *Webinar Recording Available*	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 recordings are available after the live webinar date. Contact Laura Patton if you are interested in purchasing access for your district. ***

Training Webinar Registration:
- 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 SSDR** 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 *Webinar Recording Available*	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 - SSDR State Report	2 + 2	$750
Bundled Series	All Workshops Included	8 + 8	$2500 **(Save $550)**

** Workshop recordings are available after the live workshop date. Contact [Laura Patton](#) if you are interested in purchasing access for your district. **

State Reporting Workshop Registration:
- 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 - SSDR 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

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.