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School Solutions

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*i*PASS

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

November 28, 2018

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Thank You!

We hope you had a nice Thanksgiving. We want to take this opportunity to thank our valued users. You inspire us to provide you with assistance and appreciate your hard work and dedication managing your school district's student information system.

Support Announcements

SCS and EPIMS Due Next Week

The deadline to certify SCS and EPIMS is next **Thursday, December 6**. You should be working on clearing your final errors and moving to cross validations this week so that you have time to review your district's transmission reports prior to certification.

If you need assistance please submit an [eSupport](#) ticket and we can provide recommendations. If you would like one-on-one assistance to clear your errors then we recommend you schedule a **personalized coaching session** with a member of the iPass Support Team. Please refer to the iPass Support Services section below for more information.

POSTPONED: Start Now – SSDR Report Workshop

iPass Support has decided to postpone this workshop until after January 1, 2019 to allow us to complete the planned changes for FY19 SSDR reporting. Stay tuned for the new webinar date.

November User Group Meeting Recording Available
Featured Topic: SSDR Update, EEO-5 Survey, CRDC

For those of you that missed the November online User Group Meeting, we have posted the webex recording in iPass Help. During the meeting we covered important News, an update on the planned changes for the FY19 School Safety and Discipline Report (SSDR), and reviewed methods to get data out of iPass for the Federal EEO-5 Survey and the Civil Rights Data Collection (CRDC).

Refer in iPass Help > User Group Meetings > Webex – November 14, 2018 User Group Meeting – [News and SSDR Update, EEO-5 Survey & CRDC](#).

iPass Tips & Tricks

Preparing for Trimester 1 Report Cards

It is important to check your Report Cards now and not wait for 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 Grades, Narrative, Comments, and Attendance totals are printing as you expect. This will avoid printing errors and last minute struggles.

We recommend selecting some sample students at each school, entering some fake grades, and creating example Report Cards to review. Look for any misalignments and

missing or incorrect data. Refer to the iPass FAQs below for some tips on troubleshooting your issue.

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

iPass FAQs

Q. **Why can't I enter Narratives for my Competency Based Report Cards? It worked last year.**

A. Each year the narrative parameters have to be set up. You can do this by going to: Grading System > Grading Maintenance > Narrative Parameters tab. The School Year Defaults to the current year (2018-2019). If the Narrative Parameters have not been set up for the current year it will say "No records match the search criteria. Please try again." You will need to set up the Narrative Information for the new school year. Click here for more information and steps to set up Narrative Parameters.

Q. **Why can't I enter Standard/Competency scores for my Competency Based Report Cards? It worked last year.**

A. The Course Competencies must be linked to the courses in the Course Catalog. You do this by going to Scheduling System > Course Catalog > Select a Course that needs competencies added to it > Scroll to the "Course Competencies" Section > Click on +Add. Click here for more information and steps to link competencies to a course.

Q. **How do I "Assign Teacher Access" for entering Competency Report Card Narratives and Grades?**

A. Access must be assigned for both Competency and Grades. Go to Security System > Assign Teacher Access. Search for the teacher you want to give the access to. Click on Competency. Confirm the School selected. Find the teacher you want to give this teacher access to. Check off their name and Submit. Repeat the same steps for Grades.

iPass User Training Webinar Series

District-wide pricing makes training all iPass users in your district affordable!
Special Bundled Series Pricing!

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 Webinar Recording** and a **1-hour Q&A Follow-Up Session** *(live sessions still scheduled to occur are listed below).* Participating districts may share the webinar recording with **unlimited staff** to reference throughout the school year.

Contact Laura Patton at lpatton@harriscomputer.com if you are interested in purchasing training sessions for your district

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

Q&A Follow Up Sessions

Districts that registered for the iPass User Training Sessions are invited to attend a scheduled Follow Up Q&A Session to ask questions on the training topic. Registered districts will be sent a meeting link for the Q&A Session. The following are still scheduled for "live" Q&A Sessions:

iPass User Training Follow Up Q&A Sessions	Date	Time
School Administrators	November 28, 2018	1:00-2:00pm

State Reporting Workshop Series:

Small-group registration makes Workshops + Coaching more affordable!

Special Bundled Series Pricing!

The State Reporting Workshop Series breaks **SIMS, SCS, EPIMS, and SSDR** Workshops down into individual sessions. These sessions are offered to coincide with October State Reporting.

The Workshops are comprised of a **webinar training session for unlimited staff members** _plus_ follow-up **personalized small group coaching sessions for up to 3 users per session**.

Workshop participants will receive a link to the recording to share with other district users and to use for reference through the end of the school year. The personalized small group coaching sessions are scheduled in 1-hour blocks with a member of the iPass Support Team.

*** Training webinar recordings are available after the live webinar date. Contact Laura Patton if you are interested in purchasing access for your district. ***

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 *Webinar Recording Available*	October SCS State Report	2 + 2	$750
October 17, 2018 *Webinar Recording Available*	October EPIMS State Report	2 + 2	$750
October 23, 2018 *Webinar Recording Available*	October Cross Validations	1 + 1	$400
POSTPONED *To be rescheduled after 1/1/19*	Start Now - SSDR State Report	2 + 2	$750
Bundled Series	All Workshops Included	8 + 8	$2500 **(Save $550)**

State Reporting Workshop Registration:
- Start Now - SSDR State Report – Click here to register ***POSTPONED***
- 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.

Harris School Solutions
1-866-450-6696

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