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## Welcome to Wednesday's Wisdom

*Your weekly dose of support!*

May 15, 2019

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### Master the Possibilities!

Check out our workshops with training *PLUS* one-on-one coaching to master End of Year Procedures, State Reporting and Elementary School Scheduling.

## Support Announcements

### iPass Workshops – Training *PLUS* Coaching

***The iPass Support Team can help you complete your year-end tasks and prepare for the new school year.***

The Support Team is offering Workshops to train and coach your district staff through vital **End of Year Procedures, EOY State Reporting and Elementary School**

**Scheduling.** Our Workshops provide step-by-step group-based webinar training and review for your district staff and follow-up personalized small group coaching sessions tailored to their individual level of experience and need.

### ***Take advantage of district-wide training and personal “Coach”!***

Each year a high percentage of districts contact the Support Team requesting one-on-one coaching to walk them through the End-of-Year Procedures, State Reporting and Elementary School Scheduling. These training workshops *PLUS* coaching will help your district staff master the process saving your district money and time.

- ***Many trained for the price of one!*** Districts who register may share the training webinar link and recording with unlimited staff.
- ***One-on-one coaching!*** Districts get 2 Hours of personalized small group coaching with an iPass Support Team member.

**Registration is now open for our May 22, June 3 and June 11 Workshops.**

Refer to the Upcoming Events and Workshops section below for more information.

## **May User Group Meeting Recording Available**

For those of you who missed last week’s online User Group Meeting, we have posted the webex recording in iPass Help > User Group Meetings > [Webex – iPass User Group Meeting \(May 8, 2019\) – EOY Workshops & Graduation Seniors](#).

During this meeting we reviewed the new End-of-Year Workshop & Coaching options for EOY Procedures, EOY State Reporting and Elementary School Scheduling. We also reviewed the steps to Graduate Seniors.

## **Industry News – Harbor Freight Tools for Schools Prize**

The Harbor Freight Tools for Schools Prize for Teacher Excellence recognizes outstanding skilled trades programs at public high schools in the United States. Harbor Freight will award three first-place prizes of \$100,000, with \$70,000 going to the high school skilled trades program and \$30,000 to the eligible individual skilled trades teacher or teacher teams behind the winning program. Fifteen second-place winners will each be awarded \$50,000, with \$35,000 to the public high school program and \$15,000 to the eligible teacher or teacher team. Register Now! [Click here for more information](#).

## iPass Tips & Tricks

### Graduating Seniors

The Support Team has several FAQs related to graduating seniors. Click on the links below for more information.

- [What are the recommended steps to follow before graduating the seniors from iPass?](#)
- [Do I graduate my seniors before the State Reports?](#)
- [How do I graduate the seniors?](#)
- [What date do I use to graduate seniors?](#)
- [How do you get the date of Graduation to print on the senior's Final Transcript?](#)
- [Do I change my YOG 2019 seniors to a G19 Grade Level when I "Graduate" them in iPass?](#)

## iPass FAQs

### Q. How do I set up grade entry for seniors only?

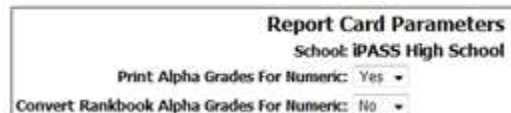
A. Grade Entry Parameters can be changed to show just seniors on the Add/Modify Course Grades screen making it easier to enter grades for just the seniors in a course.

- Go to Grading System > Maintenance – Grading > Grade Entry Parameters
- Set Grade Levels to be displayed = 12 (only)
- Submit screen to update



If your district uses Numeric Grades you should confirm the Report Card Parameter settings:

- Go to Maintenance – Grading > Report Card Parameters
- Convert Rankbook Alpha Grades for Numeric = No  
*\*(Yes converts Gradebook/Rankbook numeric grades to alpha)*



The screenshot shows a web form titled "Report Card Parameters" for "School: IPASS High School". It contains two dropdown menus: "Print Alpha Grades For Numeric" is set to "Yes" and "Convert Rankbook Alpha Grades For Numeric" is set to "No".

When grade entry is completed for seniors, be sure to repeat the steps above to set the Grade Entry Parameters to Grades 9, 10, 11 only for end of the year grading for the rest of the students.

**Reminder!** After all end of year grade entry is completed, be sure to adjust the Grade Entry Parameters to include Grades 9, 10, 11, and 12 so that you are ready for the next school year.

## Upcoming Events & Workshops

### End-of-Year Procedures Workshop

#### ***Success Services Pack – Training/Review Session + Coaching***

**May 22, 2019**

- **One 2-Hour Remote Classroom Workshop** will take users through the End-of-Year Procedures. This includes preparing for the next year (Phase I), finishing the current school year (Phase II), and rolling the database over to the new school year (Phase III). The Workshop is open to **unlimited district staff** to allow all staff involved in the process of ending one year and starting the next to participate. Districts will receive a recording of the session.
- **2 Hours of personalized small group coaching** can be scheduled anytime to help step you through the EOY Procedures. Since Phase I, II, and III of the EOY Procedures are done at different times during the year, **Hour 1** will cover Phases I & II and **Hour 2** will cover Phase III. Phase III should be scheduled for a date after state reporting is completed and the district is ready to roll over

their database to the new school year. The coaching hours are scheduled in 1-Hour blocks, may only be used for EOY Procedures, and expire 10/1/2019.

<b><i>End-of-Year Procedures Success Services Pack 2-Hour Remote Classroom Workshop PLUS Coaching (Sign up for 2 Hours of coaching in 1-Hour Blocks)</i></b>	<b>District Price</b>	<b>Registration Link</b>
May 22, 2019, 10:00 a.m. – 12:00 p.m.	\$500	<a href="#">Click to register</a>

## **End-of-Year MA State Reporting Workshop Success Services Pack – Training/Review Session + Coaching**

**June 3, 2019**

- **2-Hour Remote Classroom Workshop** will take users through the steps to report EOY Massachusetts SIMS, SCS, EPIMS and SDR via SIF Transmission. The Workshop is open to **unlimited district staff** to allow all staff involved in the state reporting process to participate. Districts will receive a recording of the session.
- **2 Hours of personalized small group coaching** can be scheduled anytime to provide assistance in using the iPass tools to report the EOY State Reports and troubleshoot validation errors. The coaching hours are scheduled in 1-Hour blocks, may only be used for 2019 MA State Reporting, and expire 10/1/2019.

<b><i>EOY MA State Reporting Success Services Pack 2-Hour Remote Classroom Workshop PLUS Coaching (Sign up for 2 Hours of coaching in 1-Hour Blocks)</i></b>	<b>District Price</b>	<b>Registration Link</b>
June 3, 2019, 10:00 a.m. – 12:00 p.m.	\$500	<a href="#">Click to register</a>

## **Elementary School Scheduling Workshop Success Services Pack – Training/Review Session + Coaching**

**June 11, 2019**

- **UPDATE:** Now offering just **ONE 2-Hour Remote Classroom Workshop in June** that will cover the steps for Phase I: Assigning teachers, homerooms, courses and students for next year and Phase II: ‘Quick Scheduling’ students into

courses. The Workshop is open to **unlimited district staff** to allow all staff involved in the elementary scheduling process to participate in the instructional/review session and provide them with the steps to prepare next year students, teachers, and homeroom assignments **prior to the summer break**. This will allow for more efficient 'Quick Scheduling' of the students before school starts.

- **2 Hours of personalized small group coaching sessions** can be scheduled anytime to insure your elementary school students are scheduled with success for the first day of school. The coaching hours are scheduled in 1-Hour blocks, may only be used for Elementary School Scheduling, and expire 10/1/2019.

<b><i>Elementary School Scheduling Success Services Pack 2-Hour Remote Classroom Workshop PLUS Coaching</i></b> (Sign up for 2 Hours of coaching in 1-Hour Blocks)	<b><i>NEW</i></b> <b>District Price</b>	<b>Registration Link</b>
<b>June 11, 2019, 10:00 a.m. – 12:00 p.m.</b>	<b>\$500</b>	<a href="#">Click to register</a>

## Personalized Coaching

Personalized coaching hours are available for purchase alone or in addition to the *Success Service Packs* coaching hours outlined above. Coaching is available in 2-Hour blocks. The coaching hours are scheduled in 1-Hour blocks, may be used for any topic, and expire 10/1/2019.

Please contact Laura Patton at [lpatton@harriscomputer.com](mailto:lpatton@harriscomputer.com) to get more information.

<b><i>Personalized Coaching</i></b>	<b>Price</b>
<b>2 Hours</b>	<b>\$370</b>
<b>4 Hours</b>	<b>\$740</b>
<b>6 Hours **(\$1,110 value, 20% Discount applied)</b>	<b>\$888</b>

**Harris School Solutions**

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