



STUDENT INFORMATION | FINANCIAL MANAGEMENT | SCHOOL NUTRITION

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Google Docs

Enabling Google Docs in iPass will allow users to upload files from their Google Drive accounts and store them within the iPass system. The Google Docs feature is available in the following areas:

Discipline system - Add/Modify Discipline

Health System – Student Nurse Visit, Student Health Information

Gradebook - Add Assignment, Teacher Behavior Referral

Enabling Google Docs

iPass Database Administrators will need to go to System Configuration > Parameter Maintenance.

Select TEAM in Application window and then Google Docs in Parameter Group,

Home My Data		
Assume a Users ID Assign Teacher Access	Parameter Maintenance	
Manage - iParent Manage - Persons		
Manage - Users		
Standard Tests	SYSTEM PARAMETER SELECTORS	
System Configuration	Application	Parameter Group
Configuration	Norwell High School	Address
Update iPass	Notes	Buttons
Parameter Maintenance	pamregister.html	CLASS
PCL Documents	PclForms	College
DCL Reports	report	IStaff
PLC Reports	Schedule	Job Types
Process Control	SIF	Languages
System Tables & Types	syslogin.html	Maintenance
System/Progam Messag	TEAM	Mass Updates V
User Fees		
Ciew Only Access	SYSTEM PARAMETERS	

Change the default setting of No to Yes for each area to be enabled.

iStaff Biographical	D M.L.			
iStaff Prof. Dev.	Parameter Maintenance			
iTeacher				
Letter System	SYSTEM PARAMETERS	3		
Locker System	Application: TEAM		Parameter Group Name: GoogleDo	cs
Lunch System				
Menu System	Parameter Name	Parameter Value		
Standard Tests	Admin	Yes		
System Configuration	Admin Discipline	Ves		
Text Messages	Autorit Discipline	100		
Configuration	Gradebook	Yes		
Update iPass	Health Information	Yes		
Parameter Maintenance	the state article			
PCL Documents	Health Visit	Tes		
PCL Reports	Teacher Discipline	Yes		
Process Control				
System Tables & Types				
System/Progam Messa				
User Fees				
View Only Access	18 A			

Admin = Yes enables for All Users Admin Discipline = Yes enables Add/Modify Discipline in Discipline System





Gradebook = Yes enables Add Assignment Health Information = Yes enables Student Health Information Health Visit = Yes enables health visit record in Edit Nurse's Log Teacher Discipline = Yes enables Behavior Referral in Gradebook

Click on Submit to record the changes.

Discipline System

Add/Modify Discipline

Google Docs enabled appears as below. Click on Attach File to open Google Drive. Log into your Google Drive account and select the file to attach.



iHealth

Edit Nurse's Log

Visit Date: Emergency Referral:	September V 18 V 2014 V No Emerg Ref Called 911/Amb Other Emerg Ref	Visit Time: 8:15A • Completed: No Yes	Time In: 8:15A • Disposition: Dismissed Due to	Time Out: 8:16A Flu-Like Symptoms	Google Docs enabled appears as shown left.
Incident Report Involving an Injury:	•	Attach File			- Click on Attach File
Comment:					Log into your Google
		Modify/Edit: Save As: Create Template:			Drive account and select the file to attach.
		Submit Done			
VISIT DETAIL					
Complaint:	•	Comment:		h	





Student Health Information

Google Docs enabled appears as below. Click on Attach File to open Google Drive. Log into your Google Drive account and select the file to attach.

Homeroom: 150	Grade Le	evel: KT YOG: 2027	Counselor:	
SASID: 1099438727	Today's Att	cendance: Present	Vice Principal:	
Location:				
Search By Last	Name		444	
EALTH INFORMATION	Attac	h File		
	Print Health	n Record		
Doctor on File: No		History	on File: No 🔻	
Dentist on File: No	•	Birth Certificate	e on File: No 🔻	
Health with School: No	7	Treatment Ap	oproved: No V	
Has Health Insurance: No	7	Preferred I	Hospital: 🔻	
Health Insurance Information:				
Emergency Contact:				1000
Date of most recent Physical:	9	Date next Physica	al is due:	2
		If du	e date is left blank, system se	ts it to 13 month
			from the most re	селк рпузкан ца
Special Instructions:				
201				
	Submit	Cancel		
	Subunt	oancer		

Gradebook/Rankbook

Add Assignment

Google Docs enabled appears as below. Teachers click on Add Assignment and the Attach File appears at the bottom of the Add Assignment screen.

Click on Attach File to open Google Drive. Log into your Google Drive account and select the file to attach.

		Term: Term 1 (09/02/13 - 11/26/14) Course: English 9 CP1 001-02 (1234)
boo	k Seating Chart Submit C	ourse Grades
Add	Assignment & Actions - III	ata _ £ Cattiana
	Name 🗖	Add Assignment *
		Assigned Date: 09/19/2014 UP Due Date: 09/22/2014
		Possible Points:
2	Adams, Suzanne	Description
4-	Bullock, Sandra	beschpton.
4-	Elov, Baxter	
1-	Harmon, Mark	
2-	Isele, David	
2-	Lawrence, Jennifer	
2-	Ortiz, David	
2-	Stone, Emma	Attach File
2-	Thornton, Shawn	
	Tudamus d Camia	





Enter Behavior Referral

Google Docs enabled appears as below. Teachers click on Behavior Referral and the Attach File appears in the middle of the New Behavior Referral screen.

Click on Attach File to open Google Drive. Log into your Google Drive account and select the file to attach.

i Pass Am	i y Baker Evergreen High 2013-2014				Reports Messages 🤒 Hel
Home M	ly Courses My Data Run	Reports			
			Tor	Term 1 (09/02/13 11/26/14) • Course: English 9 CP1 001 02 (1234) •	
			Ter	Tenn 1 (03/02/13 * 11/20/14) * Course. English 3 CP 1 00 P02 (1234) *	
Gradeboo	k Seating Chart Submi	t Course	Grades		
			1202.0		
5 B	Averages Ons - I	Data -	✓ Settings		▼ Filter - ◆ Sort -
	Bio		Tern		
0	Attendance				
•	Behavior Referral	pe	Notes		
1	Notes	OWO	Stut	Lucation:	
	Email	0 7	› 📋	Submit Cancel	<u> </u>
4-	Bullock, Sandra	0 7	> 📾	Incident: Select-	
A.	Eloy, Baxter	0 7	> 📾	Additional Incidents:0	
1	Harmon, Mark	0 7	› 💼	Additional Scudents: Lookup by entring last or first name characters	
	Isele, David	0 7	· 🖻	Date: Seo V 18 V 2014 V 98 Time: 20 1 12 Deriod:Select V	
. A.	Lawrence, Jennifer	0 Z	› 💼	Location:Select V	
A *	Ortiz, David	0 7	° 😐	🚣 Attach File	
A~	Stone, Emma	0 7	› 🗎		
	Thornton, Shawn	0 7) 🖻	Comments:	
	Underwood, Carrie	0 7	> 💼		9
Tota	Enrolled: 11 Males: 5 Fe	males: 6	# With	From C Submit Cancel	

Connect with us: (866) 450-6696 k12solutions@harriscomputer.com

