

Welcome to Wednesday's Wisdom – A weekly dose of support! March 25, 2015

Featuring... iPASS Publishing Dashboard

The iPass **Publishing Dashboard** allows schools to electronically distribute documents directly to iPass users. Schools may publish to Parents, Students, and/or Staff. For example, instead of printing report cards and mailing them home, schools may choose to electronically publish these official documents to parents through iParent and to students through iStudent. Other iPass users such as teachers and administrators may also have access to a Student View Only screen and be able to view the published document.

- **Report Cards, Competency Reports, Progress Reports, Transcripts** – The published PDF file is electronically distributed to specific students using the Student ID. These forms may be published securely to individuals with iPass accounts and be viewed or downloaded in their My Documents tab.
- **Monthly Newsletters, Letters, Other Documents** – Schools can upload and publish files that are not student specific. Files that have been uploaded in the Publishing Dashboard may be distributed electronically to iParent, iStudent, and/or any iPass user with Student View Only Access. Document types supported for file upload are doc, rtf, pdf, csv, html, .txt, xls.
- **Notify Recipients** – Send an email to recipient of the published document to let them know that there is something new in their My Documents folder.
- **Publishing Reports & Graphs** – A report is available of recipients that have received published documents along with graphical displays based on how many recipients (i.e. Parents) have viewed or not viewed a specific published document such as a report card or progress report.

View the full iPASS Publishing Dashboard Document at the end of this document for more details.

Frequently Asked Questions

Q. Can I delete a student from SIF SIMS transmission that should not have been reported?

- A. Yes.** The student must be reported to the DESE as deleted and then changed to status of Report to DOE = No.
- Go to MA DOE screen
 - Set student to Report to DOE = Yes
 - Submit
 - Go to Student Biographical Profile screen
 - Check off Delete at the bottom of the screen
 - Submit
 - Then set student to Report to DOE = No
 - Submit
 - To UN-Delete student, Submit Student Biographical Profile screen

Q. Can I mass import student email addresses into iPASS?

- A. Yes.** There is a Student Email Import feature in Mass Update Students.
- Create a TXT or CSV data file with the Student ID or LASID and the corresponding student email address
 - Go to Biographical System > Mass Update Students > Import Student Emails
 - Upload student email data file
 - Click on Upload

- Browse for the file and select (Hint: copy the exact file name including .txt or .csv)
- Click >> Upload
- Upload Complete – click OK
- Proceed to Student Email Import Set Up
 - Academic Year = make sure this is set to the year you desire
 - Delimiter = Space, |, or , (depends upon the file type you uploaded) (ie. CSV = ,)
 - Encapsulator = " or None (depends upon the file you uploaded)
 - File Name = exact file name of the file you uploaded (Hint: paste the file name you copied above).
 - Data Record Layout
 - Lasid/Student ID = 1 or 2 (indicate column position in uploaded file)
 - Email Address = 1 or 2 (indicate column position in uploaded file)
- Submit
- Check your Reports to see the results of the import

Example Files:

TXT File, Delimiter = Space, Encapsulator = None
 Lasid/Student ID = 1
 Email Address = 2

```
28891 jsmith@school.us
14677 tbrown@school.us
24682 nspringer@school.us
```

CSV File, Delimiter = , (comma), Encapsulator = None
 Lasid/Student ID = 1
 Email Address = 2

```
28891,jsmith@school.us
14677,tbrown@school.us
24682,nspringer@school.us
```

CSV File, Delimiter = , (comma), Encapsulator = " (quote)
 Lasid/Student ID = 1
 Email Address = 2

```
"28891","jsmith@school.us"
"14677","tbrown@school.us"
"24682","nspringer@school.us"
```

Reminders

“Ask Support Questions” – We will begin having a Q & A Session during our monthly iPass User’s Group WebEx meetings. Send questions to mleporati@harriscomputer.com with Subject: Ask Support Questions. The Subject of the email must be marked “Ask Support Questions” to be included.

One-on-One Support WebEx Session – Sign up for a One-on-One Support WebEx Session with Laura Patton, Support Manager. Contact Laura at: lpatton@harriscomputer.com

Register for 2-Day Middle School Scheduling Workshop – Harris School Solutions will be hosting iPASS Workshops in April and May for Middle School scheduling for the 2015-2016 school year. [Click here for a workshop brochure and registration information.](#)



iPASS

Publishing Dashboard

iPass Publishing Dashboard

The iPass **Publishing Dashboard** allows schools to electronically distribute specific iPass report documents directly to iPass users for viewing in their My Documents tab. Schools may publish to Parents, Students and/or Staff. For example, instead of printing report cards and mailing them home, schools may choose to electronically publish these official documents to parents through iParent, and to students through iStudent. Other iPass users such as teachers and administrators may also have access to a Student View Only screen and be able to view the published document.

Report Cards, Competency Reports, Progress Reports, Transcripts iPass utilizes the PCL forms created for schools to output to PDF to generate these student specific documents. The published PDF file is electronically distributed to specific students using the StudentID and the Receives Mail flag on the Guardian(s) associated with the student ID. These forms may be published securely to individuals with iPass accounts and be viewed or downloaded in their My Documents tab. The published document may also be viewed in iPass in the student's View Only Access screen on the selected student's My Documents tab.

The **Publishing Dashboard** enables schools to upload and publish files that are not student specific. Files that have been uploaded in the Publishing Dashboard may be distributed electronically to iParent, iStudent and or any iPass users with Student View Only Access. An example of a non-student specific document to publish to parents, students and staff would be the Monthly Principal's Newsletter, or a monthly Superintendent's letter. Document types supported for file upload are doc, rtf, pdf, csv, html, .txt, xls.

The **Publishing Dashboard** also provides a report of recipients that have received published documents along with graphical displays based on how many recipients (i.e. Parents) have viewed or not viewed a specific published document such as a report card or progress report.

Parents, Staff and Students will be able to download and print:

- ⇒ **Report Cards**
- ⇒ **Progress Reports**
- ⇒ **Competency/Standards Based Report Cards**
- ⇒ **Transcripts**
- ⇒ **School Newsletters**
- ⇒ **District Newsletters**
- ⇒ **Any Other General Document**


Publishing Dashboard


The Publishing Dashboard module consists of four sections on the same screen;

1. **Publishable Content** – This screen has two tabs; <My Reports> tab displays reports that are available to be published and <My Files> tab displays files that are available to be Published. Preview, Publish and Delete buttons are also available in the area.
2. **Published Content** – This screen has two tabs; <My Reports> tab displays reports that have been Published and <My Files> tab displays files that have been Published. Sample, Graphs, Recipients, Undo Publishing buttons are also available in the area.
3. **Report Management** – This area provides a <File Upload> tab and convenient access to Report tabs.
4. **Publishing Graph** – Dynamically shows status of recipients that have viewed versus not viewed published content

Once reports have been run and completed in iPass they are viewable in **My Data> Publishing Dashboard:**



Mouse over the  to view **Publishable Content Info:**



Content Name	Type	Created
ipassUpdates	HTML	4/22/2011
ipassUpdates	HTML	4/21/2011
ipassUpdates	HTML	4/20/2011
StuScheduler	RTF	4/20/2011

Publishable Content Info

This window includes all reports that are available to be published. This window is dynamically updated every time you create a new report in iPASS.

My Reports - All reports that you have created in My Data -> My Reports.

My Files - All of the files that you have uploaded

Preview - allows you to view and/or download the content

Publish - allows you to "Publish" content. Includes filtering options by school(s), user type(s)

Delete - deletes the content (report or file). Once content is deleted, you will need to re-create desired report and/or re-upload desired file.

Five reports are viewable per page. To view more reports, click on the next page number at the bottom of the screen:

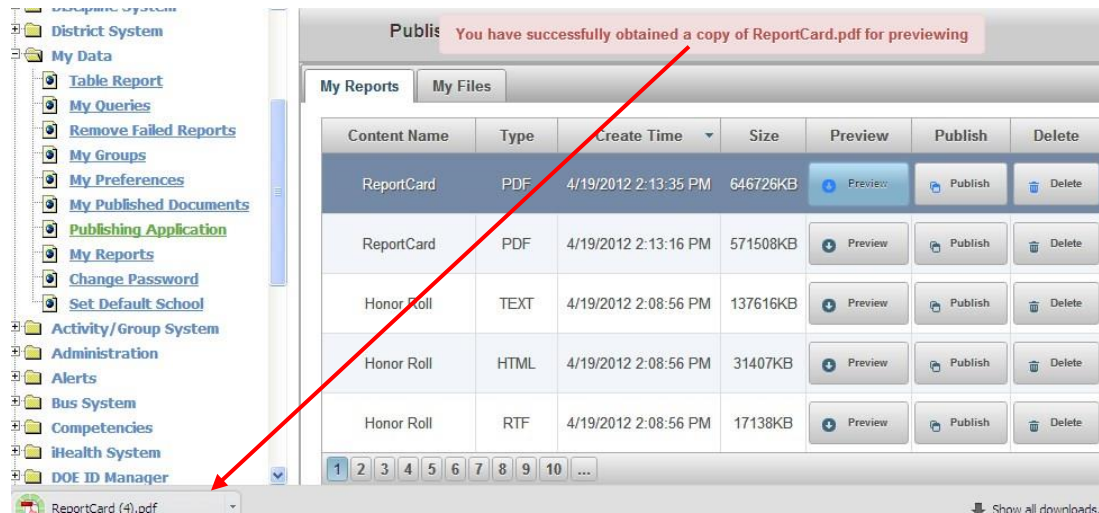
Honor Roll	HTML	4/19/2012 2:08:56 PM	31407KB	Preview	Publish	Delete
Honor Roll	RTF	4/19/2012 2:08:56 PM	17138KB	Preview	Publish	Delete

1 2 3 4 5 6 7 8 9 10 ...

Preview

To preview a report before publishing, click on the **Preview button**. Your report will be downloaded and can be opened based on the report format, pdf, html, rtf, etc.

Content Name	Type	Create Time	Size	Preview	Publish	Delete
ReportCard	PDF	4/19/2012 2:13:35 PM	646726KB	Preview	Publish	Delete
ReportCard	PDF	4/19/2012 2:13:16 PM	571508KB	Preview	Publish	Delete



Open the **Preview Document** to review before publishing. Below is a sample report card report in PDF.

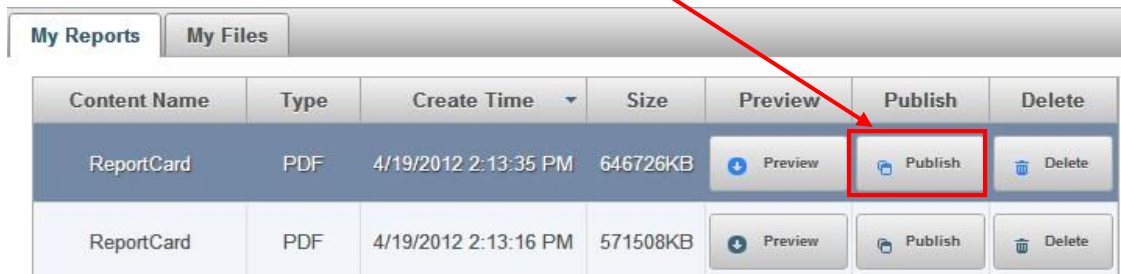
Student						School Year		Term	
Name			YOG	ID#	Homeroom	2009-2010		Q4	
Aiello, Jessie			2007	1799	1213	Counselor Laura Patton			

Course Number - Course Name		Period Abs.	Term 1 Grade	Term 2 Grade	M-Yr. Exam	Sem. 1 Avg.	Term 3 Grade	Term 4 Grade	Final Exam	Sem. 2 Avg.	Final Average	Credits	Teachers' Comments
0100-01	Audio Visual	0	90	75			96	88					
012-02	Eng Test Mrs. Aaron	0	92	86			95	86					
031-1	English 11 Honors O'Connor	0	80	85			76	78					
217-01	Math Test Mrs. Aaron	0	88	92			97	91					

iPass High School
 250 Franklin Street
 Framingham, Massachusetts 01752
 508-300-1000

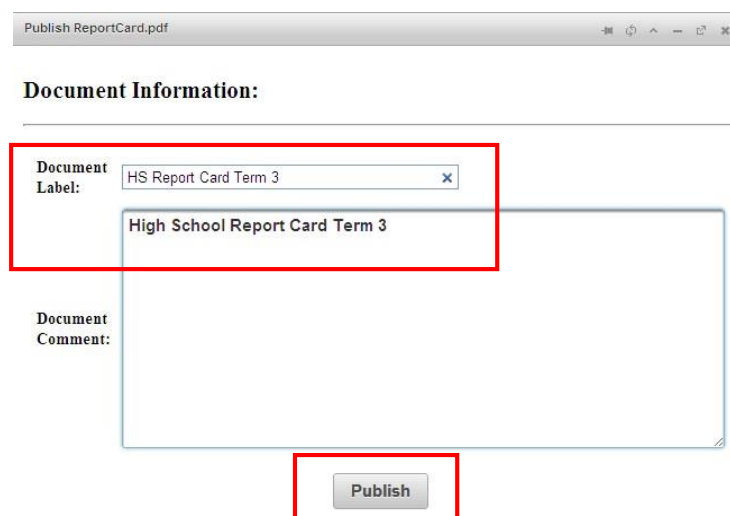
Publish

To Publish the document, click the Publish button.



Content Name	Type	Create Time	Size	Preview	Publish	Delete
ReportCard	PDF	4/19/2012 2:13:35 PM	646726KB	Preview	Publish	Delete
ReportCard	PDF	4/19/2012 2:13:16 PM	571508KB	Preview	Publish	Delete

In the next window, enter the **Document Label** and **Document Comment** and click on Publish.



Publish ReportCard.pdf

Document Information:

Document Label:

Document Comment:

A warning message will appear. Click on **OK** to continue to publish the document or click on **Cancel** if you do not want to publish the document at this time.

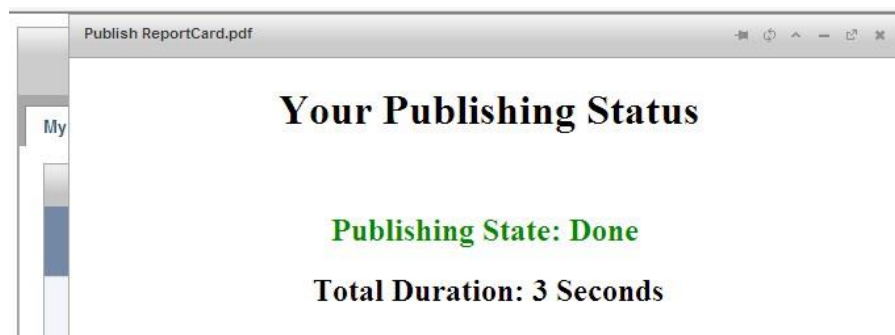


The report card document will be published to Parents based on StudentID and the Receives Mail check box on the Parent/Guardian screen.

The report card document will also be published to Students based on StudentID.

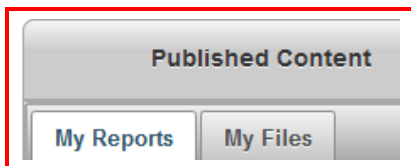
The report card document will be viewable in View Only Access for other iPass users based on User Type.

A new window will open displaying the status of the document publishing process, In Progress or Done. The window will also display the amount of time for publishing to reach the Done status.



Published Content

Once the report has been published, it will dynamically appear in the Published Content section below the My Publishable Documents on the same screen.



- ⇒ **Content Label**
The Label name of the document as entered by the publisher
- ⇒ **Name**
The iPass report name
- ⇒ **Type**
The type of file; pdf, rtf, doc, html, excel, etc.
- ⇒ **Create Time**
The time and date the report was created
- ⇒ **Size**
The file size
- ⇒ **Sample**
View a sample of the document
- ⇒ **Graphs**
View graphs of user types that have viewed the document
- ⇒ **Recipients**
View users that have received the document
- ⇒ **Undo Publishing**
Click to remove the document from all recipients

Sample

Click on the View button to view a sample of the document that has been published. The document will be downloaded and viewable in the correct format. In this example, the document format is PDF and will be opened in Acrobat Reader.

Student						School Year	Term	iPass High School					
Name			YOG	ID#	Homeroom	2009-2010	Q4	250 Franklin Street Framingham, Massachusetts 01752 508-300-1000					
Aiello, Jessie			2007	1799	1213	Counselor Laura Patton							
Course Number - Course Name	Period Abs.	Term 1 Grade	Term 2 Grade	M-Yr. Exam	Sem. 1 Avg.	Term 3 Grade	Term 4 Grade	Final Exam	Sem. 2 Avg.	Final Average	Credits	Teachers' Comments	
0100-01 Audio Visual	0	90	75			96	88						
012-02 Eng Test Mrs. Aaron	0	92	86			95	86						
031-1 English 11 Honors O'Connor	0	80	85			76	78						
217-01 Math Test Mrs. Aaron	0	88	92			97	91						

Graphs

Graphs are generated for iPass reports (report cards, competency reports, PCL progress reports, and transcripts) that is published to parents. Graphs are dynamic and will change the data displayed as the document is viewed.

Graphs will display the following data in a pie chart.

- ⇒ **Guardians iParent Account Status**
Displays the number of iParent users that received the published document
- ⇒ **iParent Users that have viewed content**
Displays the number of iParent users that have viewed the published document
- ⇒ **Has at least 1 parent of each student viewed this document?**
Displays the number of students with one or more guardians with iParent accounts where at least one of the guardians has viewed the published document

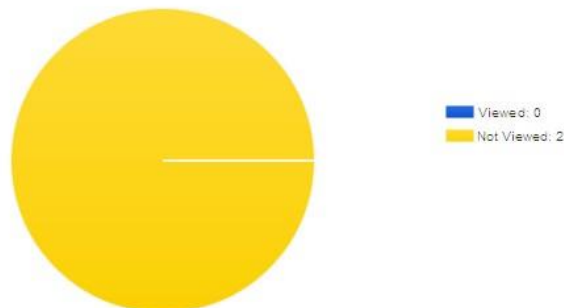
This view displays Graphs immediately following document publishing:

Graphs for HS Report Card Term 3

Guardians iParent Account Status



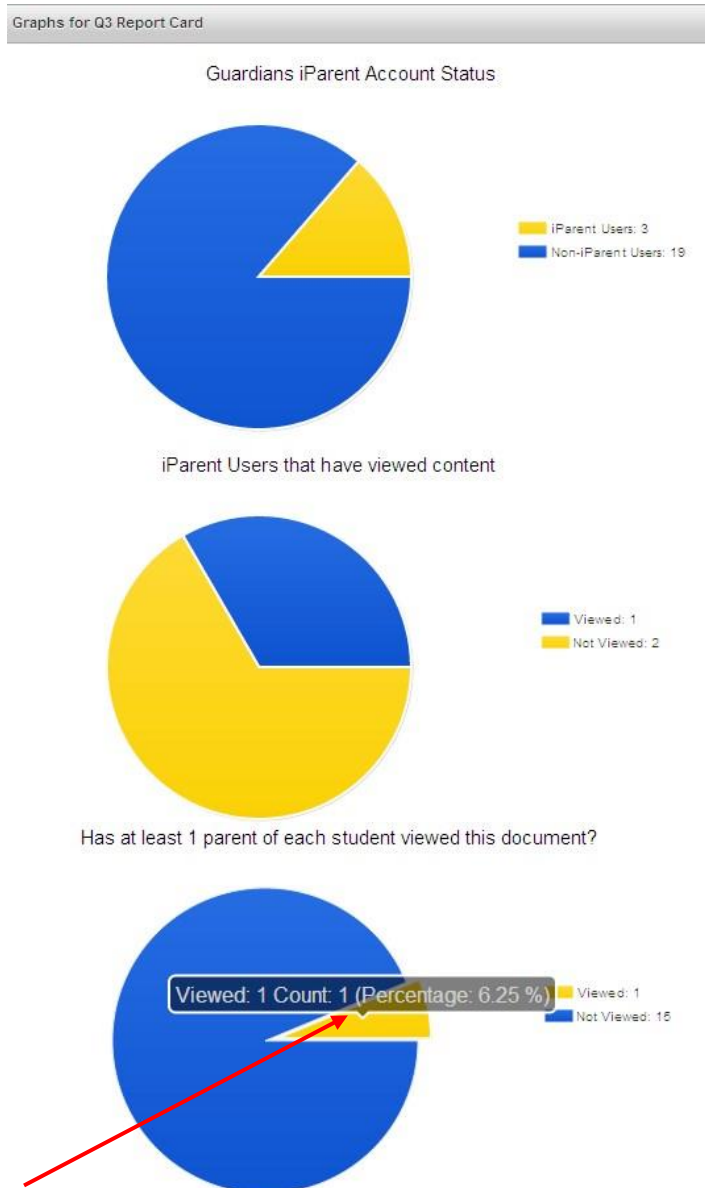
iParent Users that have viewed content



Has at least 1 parent of each student viewed this document?



This view displays Graphs after users have viewed the documents:



Mouse over chart sections for totals and percentages.

Recipients

The Recipients button will display information about the document publishing distribution. Published Content Info heading displays a summary of data for the published document:

- ⇒ **Label**
Label of the document as entered by the publisher
- ⇒ **Publish Date/Time**
The date and time that the document was published
- ⇒ **Last Used Date**
The date that a recipient last viewed the published document
- ⇒ **Source**
The source of the published document – report or file
- ⇒ **File Type**
The file format of the published document
- ⇒ **Total Views**
The number of times recipients have viewed the published document
- ⇒ **Total**
The total number of recipients of the published document
- ⇒ **Viewed**
The number of recipients that have viewed the published document
- ⇒ **Deleted**
The number of recipients that have deleted the published document
- ⇒ **Archived**
The number of recipients that have archived the published document
- ⇒ **Publisher Comment**
The Comment Label enter by the publisher of the document

The columnized data below the Published Content info displays information for all recipients of the published document, including UserID, Type, Student, Last Viewed, and Number of Views by user.

✗ Indicates that the document has not been Viewed, Deleted or Archived

✓ Indicates that the document has been Viewed, Deleted or Archived

All columns are sortable by clicking on the column heading.

Recipients list for Q3 Report Card

Published Content Info

Label: Q3 Report Card Publish Date/Time: 04/27/2012 1:50 PM Last Used Date: 04/27/2012
 Source Report File Type: PDF Total Views: 3
 Total: 38 Viewed: 1 Deleted: 0
 Archived: 2

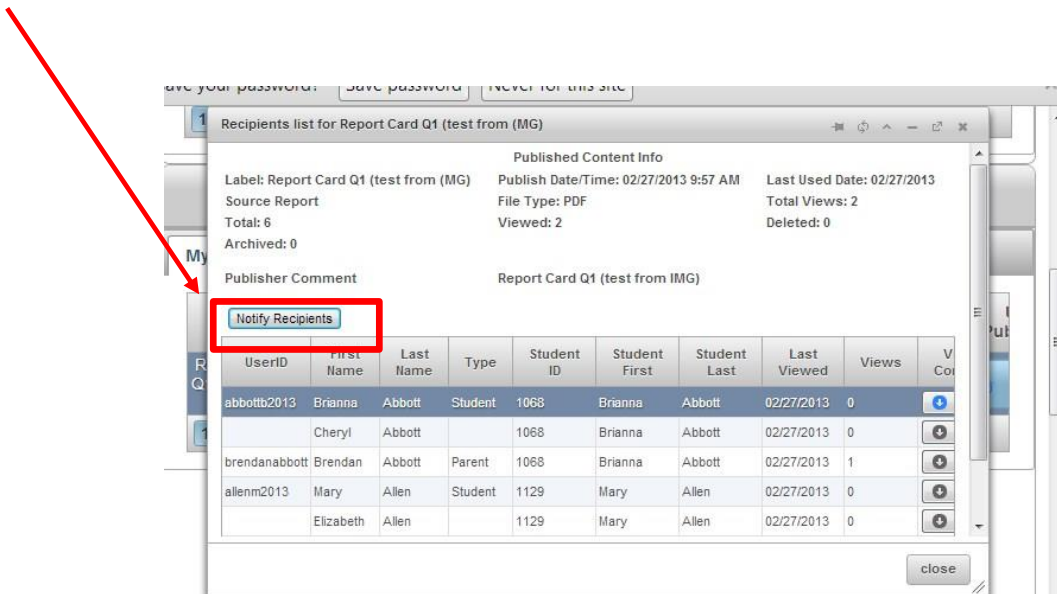
Publisher Comment Q3 Report Card

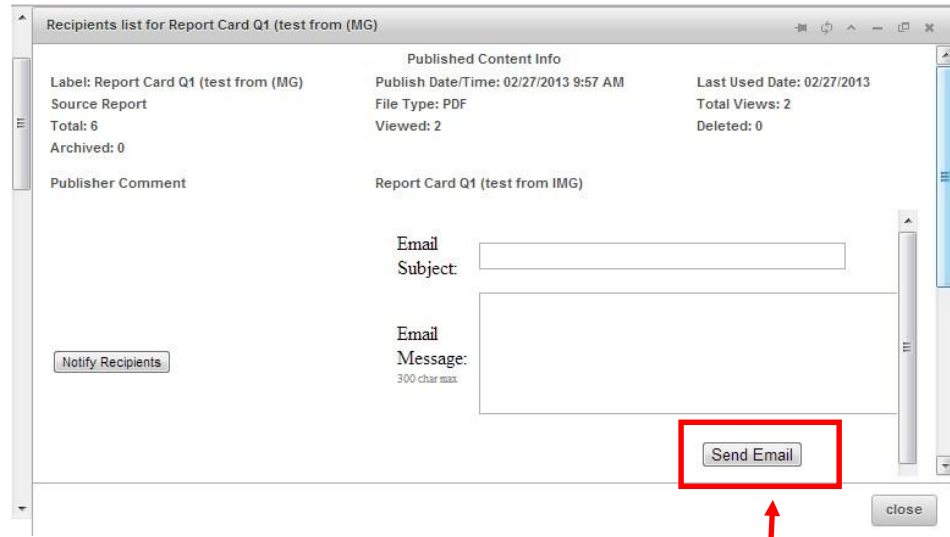
UserID	First Name	Last Name	Type	Student ID	Student First	Student Last	Last Viewed	Views	View Content	Viewed	Deleted	Archived
soconnor	Sharon	O'Connor	TicketUser	1799	Jessie	Aielo	04/27/2012	3		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Florence	Campbell		2263	Peter	Campbell	04/27/2012	0		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Gina	Cannastra		1762	Gina	Cannastra	04/27/2012	0		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Mel	Hanaver		1762	Gina	Cannastra	04/27/2012	0		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Michael	Cawley		1800	Michael	Cawley	04/27/2012	0		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Craig	Oliver		1800	Michael	Cawley	04/27/2012	0		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Click **View** under the **View Content** heading to download and view the individual document published for a specific student.

Notify Recipients

Send an email to recipients of the published document to let them know that there is something new in their My Documents folder. Click on the Notify Recipients link to compose your email.

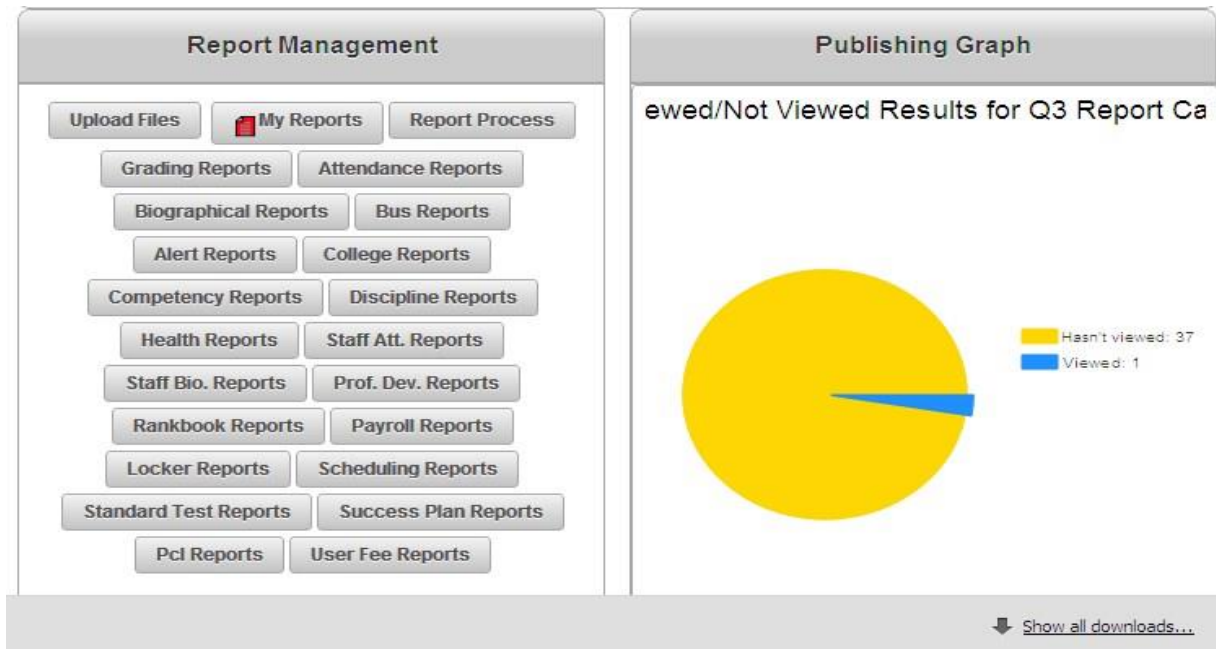




Enter the Email Subject and compose your message. Click on Send Email.

Report Management / Publishing Graph

At the bottom of the Publishing Dashboard screen, there are two sections. On the right, there is a snapshot graph for the most recently published document. This gives the user simple data in terms of Viewed/Not Viewed numbers without having to go to the graphs section above.

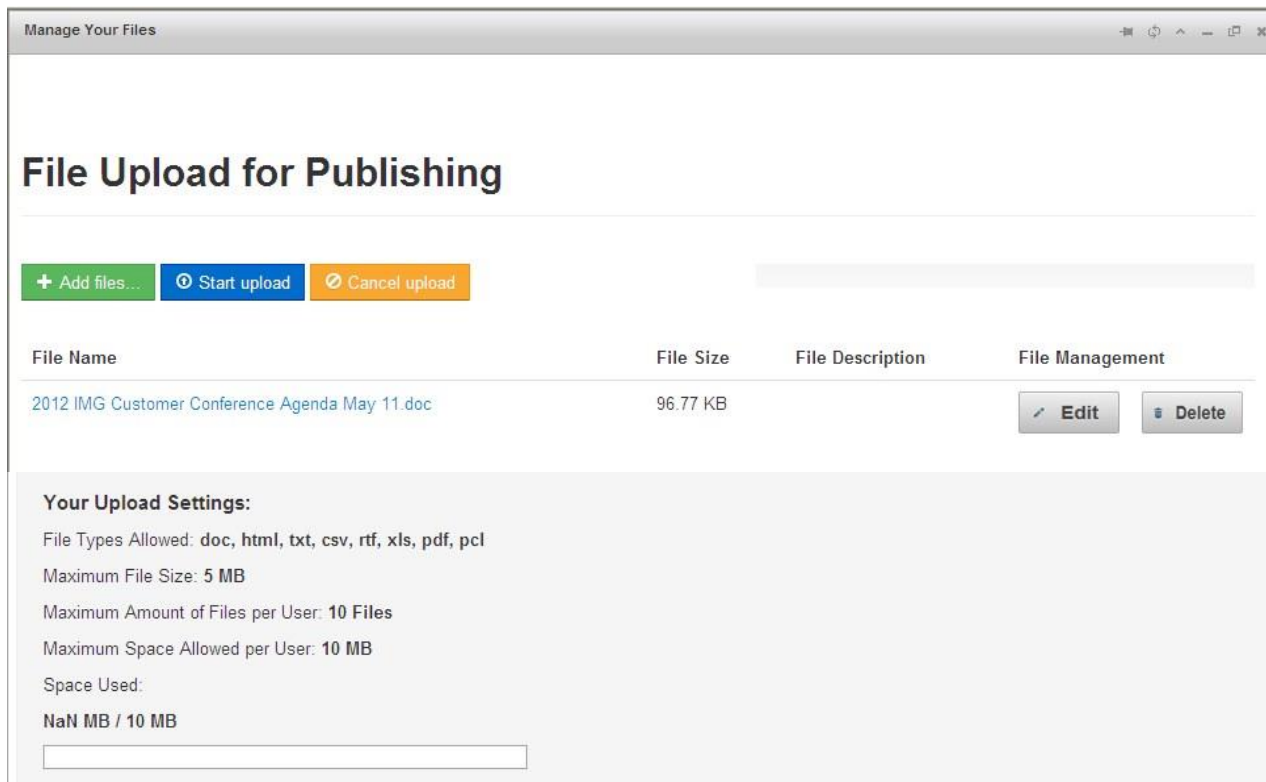


The **Report Management** section allows the user to easily link to reports programs for iPass systems, including My Reports, Report Process, and Upload Files. To upload a file for publishing, click on **Upload Files**.



In the next window, **Manage Your Files**, select

- ⇒ **Add Files**
Browse your computer to select a file to upload for Publishing
- ⇒ **Start Upload**
Click to upload the file to the iPass server after you have selected your file
- ⇒ **Cancel Upload**
Click to cancel the upload if there is a file error (file size, type, etc.) or if you have selected an incorrect file



File Upload for Publishing

+ Add files... Start upload Cancel upload

File Name	File Size	File Description	File Management
2012 IMG Customer Conference Agenda May 11.doc	96.77 KB		Edit Delete

Your Upload Settings:

File Types Allowed: doc, html, txt, csv, rtf, xls, pdf, pcl

Maximum File Size: 5 MB

Maximum Amount of Files per User: 10 Files

Maximum Space Allowed per User: 10 MB

Space Used:

NaN MB / 10 MB

Once the file has been uploaded it will appear in the list of files. You may choose to Edit or Delete the document once it appears on the list.

Your Upload Settings will show information for your file uploads as configured by your district’s iPass database administrator. Settings may include restrictions on file size, file types (pdf, doc, xls, etc.) At the bottom of the file upload settings, the current user will see the amount of space they have used.

Once the file upload is complete and ready for publishing, close the **File Upload** window to return to **the Publishing Dashboard** window. At the top of the screen in **Publishable Content** select the **My Files** tab. The files that have been uploaded will appear with the most recent listed first. All columns, Content Name, Type, Create Time, Size, Preview, Publish and Delete are sortable by clicking on the column header.

Publishable Content ⓘ						
My Reports		My Files				
Content Name	Type	Create Time	Size	Preview	Publish	Delete
2012 IMG Customer Conference Agenda May 11.doc	MSWORD	4/11/2012 3:11:14 PM	96768KB	Preview	Publish	Delete
1						

Click **Preview** button to view a sample of the document. Click **Publish** to publish the document.

Enter the name of the **Document Label** and the **Document Comment** information in the next window. The name of the file will appear in the upper left corner of the window.

Publishing 2012IMGCustomerConferenceAgendaMay11.doc.doc

Document Information:

Document Label:

Document Comment:

Publish Document to:

Parents
 Students
 Staff
 Contact Group

Create Group

Turn this list into a contact group:

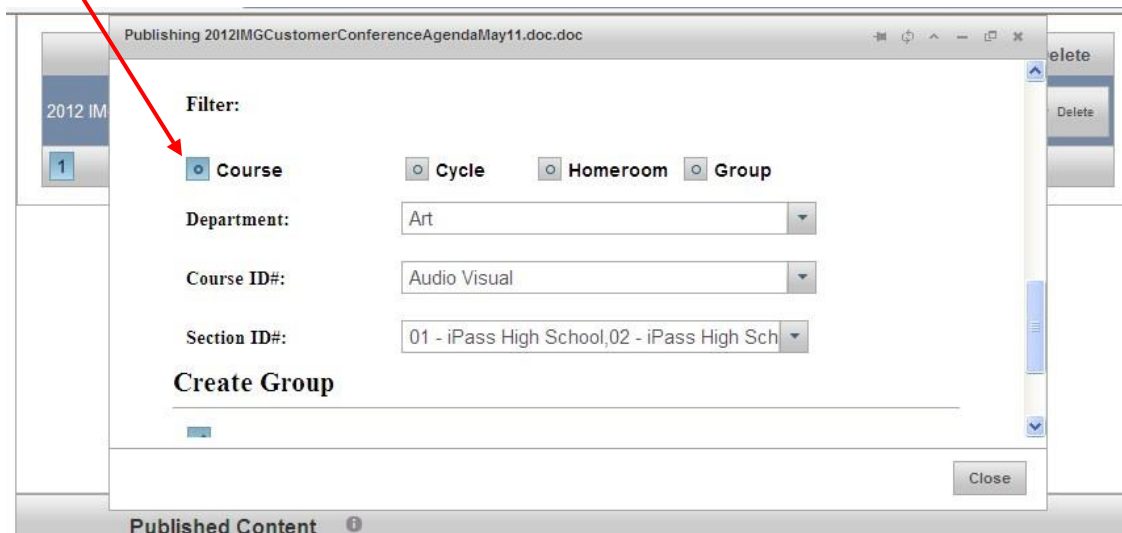
Publish Document to Parents, Students, Staff or Contact Group

Select the school or schools from the drop-down menu or leave it set to All for all schools. Select the grade level or leave it set to All for all grade levels.

Filter

Make additional selections for filtering groups to receive your document.

Course – Select Department, Course and Sections of the course:



Filter:

Course Cycle Homeroom Group

Department: Art

Course ID#: Audio Visual

Section ID#: 01 - iPass High School, 02 - iPass High Sch

Create Group

Close

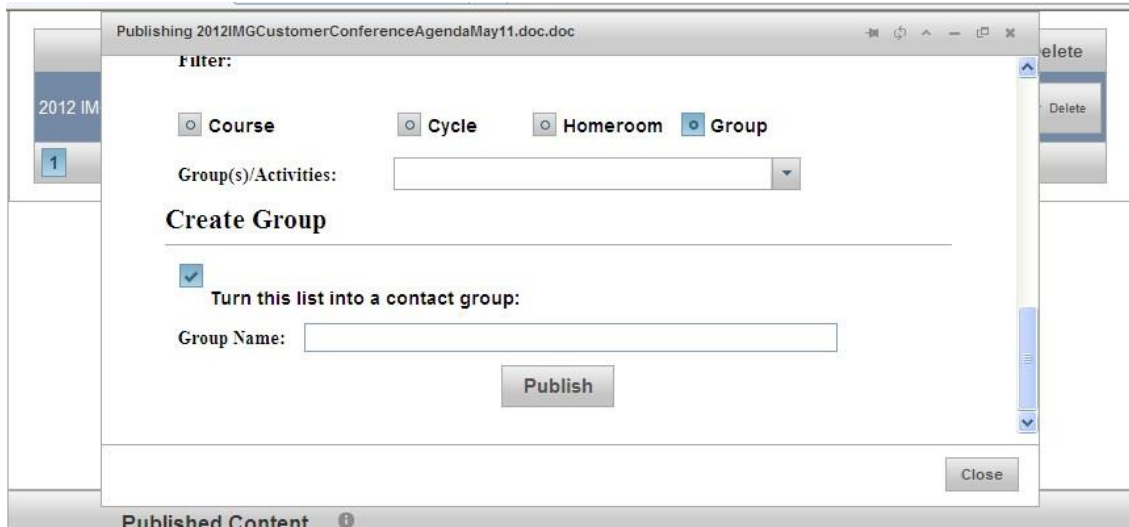
Cycle – Filter by cycle week or team

Homeroom – Select homerooms in the school select above

Group – Select a group that was previously created in the Group/Activity System

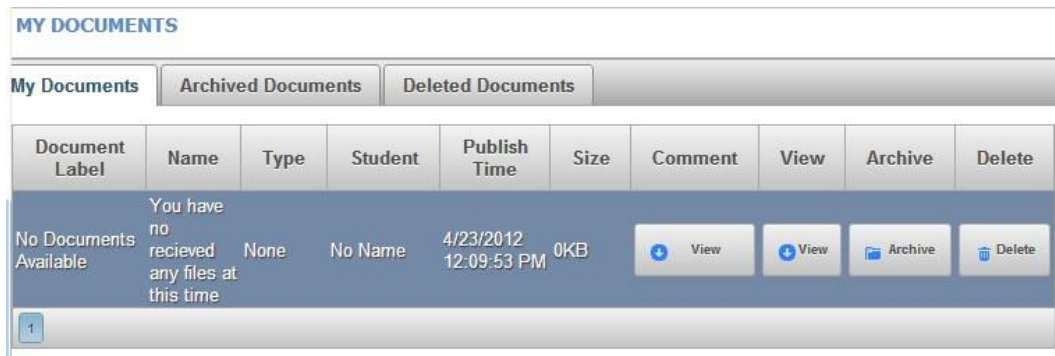
Create Group

Enter the name of the Contact Group to be created and click Publish. Once published, the group will appear in future drop-down menus for Contact Groups selection.



iParent or iStudent > My Data> My Documents

To view a published report card in iParent or iStudent, go to My Data and click on My Documents as a parent or a student using the Assume a UserID function in the Security folder.



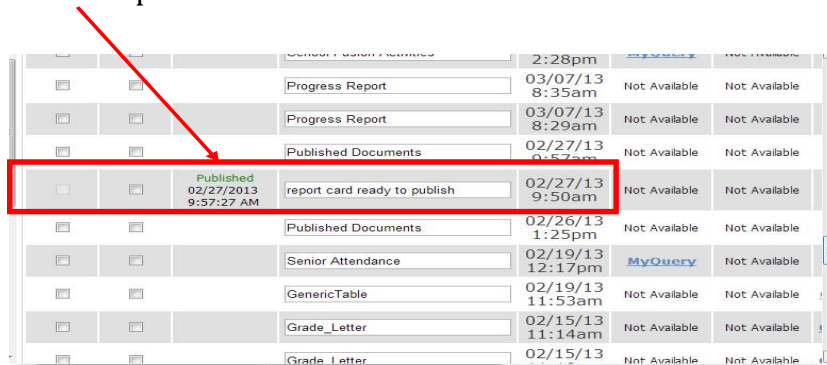
Once a document has been published, parents will see:

- ⇒ **Document Label** – Entered by the publisher of the document
- ⇒ **Name** – The name of the file, i.e, report card, progress report, etc.
- ⇒ **Type** – The document type, i.e., pdf, rtf, html, excel, text, etc.
- ⇒ **Student** – The student name in the document
- ⇒ **Publish Time** – date and time of document publishing
- ⇒ **Size** – The file size of the document
- ⇒ **Comment** – the comment entered by the publisher
- ⇒ **View** – Click on View to begin the document download for viewing

- ⇒ **Archive** – Click on Archive to save the document for retrieval at another time
- ⇒ **Delete** – Click on Delete to remove the document once downloaded and saved locally

My Reports

Enhanced functionality has been added to My Data> My Reports to display the date and time of a published report.



<input type="checkbox"/>	<input type="checkbox"/>		Progress Report	03/07/13 8:35am	Not Available	Not Available
<input type="checkbox"/>	<input type="checkbox"/>		Progress Report	03/07/13 8:29am	Not Available	Not Available
<input type="checkbox"/>	<input type="checkbox"/>		Published Documents	02/27/13 9:57am	Not Available	Not Available
<input type="checkbox"/>	<input type="checkbox"/>	Published 02/27/2013 9:57:27 AM	report card ready to publish	02/27/13 9:50am	Not Available	Not Available
<input type="checkbox"/>	<input type="checkbox"/>		Published Documents	02/26/13 1:25pm	Not Available	Not Available
<input type="checkbox"/>	<input type="checkbox"/>		Senior Attendance	02/19/13 12:17pm	MyQuery	Not Available
<input type="checkbox"/>	<input type="checkbox"/>		GenericTable	02/19/13 11:53am	Not Available	Not Available
<input type="checkbox"/>	<input type="checkbox"/>		Grade_Letter	02/15/13 11:14am	Not Available	Not Available
<input type="checkbox"/>	<input type="checkbox"/>		Grade_Letter	02/15/13	Not Available	Not Available