Going Paperless with iPass

There are lots of benefits to the district, parents, staff and students:

- Saves valuable clerical time

- Saves money on paper

- Saves money on postage

- Saves wear and tear on expensive copiers

- Get instant results

- Monitor parent, student and staff involvement

What are the systems in iPass?

- Multiple systems come into play for a district to go paperless

- Some configuration required in each

- Some training required in each

- Security roles may need to be adjusted

- Tech department involvement

What are the systems in iPass?

- Gradebook – Google Integration
- Behavior Referrals & Behavior Dashboard
- Teacher Grade Entry
- Standards Based Report Cards
- Publishing Dashboard
- iParent
- iStudent
- Online Course Recommendations
- Activity/Groups

Teacher Training for Gradebook & Behavior Referrals

- Identify Early Adopters
  - Ask for volunteers to represent each High School department and Middle School Team
- Train-the-Trainer Method
  - Volunteers are expected to train the teachers they represented
- Small Group Instruction
  - 10-12 volunteers in each session
- Google Drive Integration

Gradebook

- Define consistent teacher parameters

- Communicate to teachers

- Offer a resource for teachers, i.e. a local help desk or a point person in each school

- Follow-up Training

- Annual Training

Setting Teacher & Administrator Expectations

- Define what is reasonable
  - How much? How often? Is there a "completed by" date?
- May differ by department
- May differ by school
- Must be clearly defined
- Must be clearly communicated
- Must be mutually agreeable
- Must be consistently applied

Monitoring Teacher Assignments

- Check to see that teachers are in compliance with expectations
- For struggling teachers:
  - Offer support
  - Offer re-training if necessary
  - Provide a "buddy" or mentor for Gradebook
- For excelling teachers:
  - Ask them to be a buddy to a struggling teacher
  - Have them meet with their team or department
  - Be a resource!

Setting Parent Expectations

- What can parents expect to see?
  - Determine which systems are appropriate for parent viewing at each school
- How will it be communicated?
  - Website, Local Cable TV, eMail to parents?
- Who will manage it for each school?
  - Requires local management for turning on and off grading windows
  - Requires approval of parent applications
  - Requires response to parent questions and issues
- Communicate the expectations determined by administration
- Don't open teachers up to criticism!

iParent and eMail Configurations

- Work with the Harris Tech Team to configure and test email
- Users need to enter their email user ID and password in iPass
- Configure automated messages for iParent
- Use a test account before opening registration for parents
- Enable email configurations
- Remind users if they change their email password they must change it in iPass too!

Require iParent Accounts as a District

- At least one parent of each student must have an iParent account
- At time of registration of students
- Remind parents that they have public library computer access if necessary
- Parents can connect using a smart phone
- On-screen translation available using Google Translate
- Publish documents in parent languages

iStudent Accounts

- Consider which grade levels and schools
- Have the tech team create the student accounts based on your parameters
- Add new student accounts at time of registration
- Configure by school what information students can view

Standards Based Report Cards

- Develop standards by grade level

- Be consistent district-wide

- Develop a comments list

- Standards based report cards are viewable in iParent and can be translated on screen using Google Translate

- Standards based report cards are publishable to parents and students

Creating a Report Card

- Harris recommends having the support team create report cards
- Complex set up
- Can be maintained by the district after creation
- Can be updated by the school for term comments

Teacher Training for Scoring & Comments

Hands-on training is recommended. There are several options available for teacher training:

- Train the trainer method
  - One teacher from each grade level
- Train all teachers during release time or prep time
  - Harris trainer on-site for a day in a lab or library with teacher drop-in each period
  - Have a tech on-site at training to resolve any security or login issues

Publishing Dashboard

- Publishing saves the district money
  - Paper
  - Postage
  - Clerical Time
  - Expensive Toner
  - Wear and tear on copiers
- View results online in real-time
- Follow up with parents that have not viewed documents

What Can be Published

- Report Cards
- PCL Progress Reports
- Standards Based Report Cards
- Transcripts
- Newsletters to staff, parents
- Forms
- Student Handbook
- Program of Studies

Review Results

Recipients list for Report Q2

Published Content Info

Label: Report Q2   Publish Date/Time: 04/10/2015 4:56 PM   Last Used Date: 04/10/2015
Source Report   File Type: PDF   Total Views: 0
Total: 19   Viewed: 0   Deleted: 0
Archived: 0

Publisher Comment   Report Q2

[Notify Recipients]

UserID	First Name	Last Name	Type	Student ID	Student First	Student Last	Last Viewed	Views	View Content	Viewed	Deleted
	Fernando	Brooks		9883	Fernando	Brooks	04/10/2015	0	⊙ View	✖	✖
	Bugs	Bunny		9912	Bugs	Bunny	04/10/2015	0	⊙ View	✖	✖
student_canales	Jack	Canales	Student	9867	Jack	Canales	04/10/2015	0	⊙ View	✖	✖
	David	Dinsmore		9882	David	Dinsmore	04/10/2015	0	⊙ View	✖	✖

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Activity / Groups

- Create a Group for parents that require printed documents

- Create Groups for each language

- Place students in the appropriate groups

- Run reports by Group

- Publish documents by Group

Online Course Recommendations

- Must be configured in Scheduling Maintenance

- Check departments for accuracy

- Be sure that the From and To Grade Levels are set

- Creates an audit trail for each student

- Who can make recommendations?
  - Teachers
  - Students
  - Parents
  - Counselors

Teacher Recommendations

- Based on current course lists
- Recommendations can be copied down to other students
- Teachers can make more than one recommendation per student
- Teachers can enter comments
- Comments can be narrative
- Comments can be selected from the grading comments list
- Teachers can comment on just level changes

Student and Parent Recommendations

- iStudent accounts
  - Students can approve teacher recommendations
  - Students can enter their own electives
  - Students can enter additional courses

- iParent accounts
  - Parents can approve teacher recommendations
  - Parents can enter their own electives
  - Parents can enter additional courses

Guidance Approval

- Recommendations must be turned into course requests.
- Counselors can filter by their students only
- Counselors may opt to meet with each student to review recommendations and check for missing recommendations
- Use check all feature to accelerate the process
- Create an eticket to have all recommendations become requests

Wrap Up Q&A

Thanks for attending!