Welcome to Wednesday's Wisdom – A weekly dose of support!
May 13, 2015

Announcements

iPASS Help – Remember to check the online iPASS Help/Harris School Solutions iPass Resource Center for new items. Check the *News* section at the top and the *Recent Articles* at the bottom right for the latest updates. Use the Search field to enter key words to search the entire knowledge base.

The iPASS Support Team has posted some new and revised items to the iPass Resource Center:

- **Release Notes 7.0.20150430 or 7.0.20150430r** – These can be found in Help > iPass Patch Release Notes folder.
- **April User Group Meeting Slide Presentations – "Going Paperless with iPass" and "Managing At-Risk Students with iPass"** can be found in Help > User Group Meetings folder.
- *Revised* **CRDC v2 – CRDC LEA and School Element Guide 2013-2014** – These spreadsheets have been revised to include more detailed information on where the export gets the data for certain export fields. These can be found in DOE ID Manager > Help > CRDC v2 Sub Category folder.

Attention: SIF Districts

When scheduling for 2015-2016, remember to <u>disable</u> SIF Integration when running the Master Schedule Builder or Student Scheduler to keep all the schedule changes from being sent to the DOE. Remember to <u>turn it back on at the end of each day</u> so that the DOE can pull your attendance data each evening.

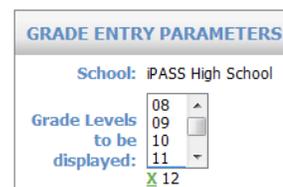Go to SIF Agent > SIF Processors > Select **Disable SIF Integration** in drop down menu
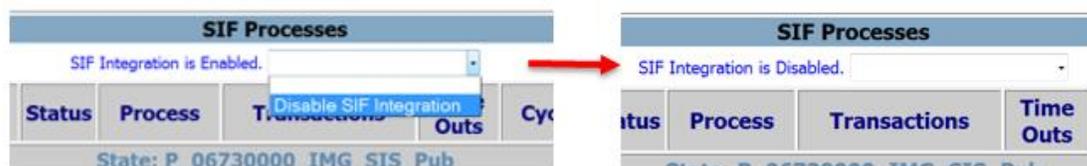
To turn it back on select Enable SIF Integration.

Frequently Asked Questions

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)

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.

Q. What are the recommended steps to follow before graduating the seniors from iPASS?

A. There are several things that have to be done <u>prior to</u> graduating the seniors and before reporting EOY SIMS and SCS:

- Confirm all seniors have Final Grades

  Reports you can run to find missing final grades:
  - Permanent Record Label – This report will show you a snapshot of each student, their courses, and final grades. Look for blank Final Grades and 0.00 Credits.
    - Go to Grading System > Reports – Grading > Permanent Rec Label
    - Set Grade Levels = 12
    - Set Final Grade Only = Yes

  - Grade Verification Report – This reports shows you by course the Grade 12 students Final Grades for each course that the teacher has submitted grades for. To confirm Final Grades are in for all Term, Semester and Full Year courses, be sure to select <u>all</u> Terms and <u>each</u> Term's Final Grade under Grade Headings. Sorting by Couse ID may help group senior courses together. Look for blank Final Grades.
    - Go to Grading System > Reports – Grading > Grade Verification
    - Set Teacher = All Teachers
    - Set Term = Select ALL Terms (Q1, Q2,Q3 <u>AND</u> Q4)
    - Set Grade Heading = Select Final Grade code below <u>EVERY</u> Term
    - Set Grade Level = 12

- Run Honor Roll for seniors
  - Run for the last term – Seniors will be the only students included at this time since they are the only students with Q4 grades entered.
  - Reports – Grading > Honor Roll > Select Term & Grade Heading for last Term (Q4 or T3), Calculate Honor Roll = Yes
- Run GPA for seniors
  - Averaging & GPA > GPA Calculation > Select Grade 12, Select Grade Scale (run for each grade scale used), and Set Final Grade Only = Yes
- Run Transcripts for seniors
  - Reports – Grading > Transcripts > Select Grade 12; leave the default settings of Grade Heading = None and Include All Current Courses = No
- Clear Lockers for seniors – To free up lockers for the new incoming students for next year you have to remove the locker assignment from all the seniors.

  Go to Administration > End of Year Procedures > Clear Student Data > Select Grade 12, Check off Lockers, and Submit.

  Helpful Hint! Prior to clearing the Lockers, run a Locker Report for Grade 12 (Enroll Status = All) to get a list of locker numbers that will be available for incoming students.
- Update MA DOE graduate codes with the appropriate code:
  - DOE033 – Post Graduate Plan
  - DOE037 – Graduated - Completed Mass Core Curriculum
  - Voc/Tech Schools: DOE031 – Technical Competency Attainment

  Helpful Hint! You can use DOE ID Manager > Mass Update to update every Grade 12 students with a default code and then adjust individual students as needed.

Graduate the seniors – Step-by Step instructions on how to graduate the seniors can be found in iPass Help > Administration > Help > EOY Procedures Help (Page 25). Be sure to use the actual date of graduation. This date will print on the transcript.

Consult with your DESE Representative on how to code students that will receive a Certificate of Attainment.

Reminders

TODAY at 1:00pm – Monthly User's Group Meeting WebEx – EOY SCS Report. We will be reviewing the End-of-Year SCS Report (Student Course Schedule) at the next Monthly iPASS User's Group WebEx meeting on Wednesday, May 13th at 1:00pm. *Click here for User's Group WebEx details*.