

Welcome to Wednesday's Wisdom – A weekly dose of support! September 30, 2015

Announcements

TODAY at 1:00pm – WebEx – What to Expect for October 2015 State Reporting. Join Laura Patton today to get an update on iPASS and October 2015 state reporting. Discussion will include the new SIMS (DOE030 Non-Instructional Title I) and EPIMS (SR38 Beginner Educator Identifier) codes, updated coding instructions, new code values for existing EPIMS codes (SR09, SR34, WA17), and SIF 2.7 transmission.

Note: This is a repeat of last Wednesday's WebEx. Feel free to participate again today to learn about any updates.

Wednesday, September 30, 2015

1:00 pm | Eastern Daylight Time (New York, GMT-04:00) | 1 hr

[Join WebEx meeting](#)

Meeting number: 631 177 910

Meeting password: harris

Join by phone

302-202-1092 code 2262055#

New Patch Release for SIMS & EPIMS Codes – A patch went out on September 25 (version 7.0.20150925, 7.0.20150925r, 7.0.20150925_sync) to provide all sites with the new DOE030 field for SIMS, the new SR38 field for EPIMS, and the new codes for the existing EPIMS SR34 and WA17 fields. The full Release Notes can be found in iPASS Help > [iPass Patch Release Notes folder](#).

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 items to iPASS Help including:

- **WebEx – “What to Expect for October 2015 State Reporting” (Sept 23, 2015).** Note: If the September 30 WebEx provides new or updated information it will be posted to iPASS Help. This can be found in [DOE ID Manager > WebEx folder](#).
- **PowerPoint – “What to Expect for October 2015 State Reporting (Sept 23, 2015).** Powerpoint slides used in the WebEx. This can be found in [DOE ID Manager > Help folder](#).
- **New iPASS Version Documentation** – Preliminary documentation is available for districts that have received the new sync release. An overview of the changes can be found in “Changes in the NEW version” document. Other documentation focuses on system specific enhancements. These items can be found in the [iPass New Version folder](#).

Note: If your site has not yet been updated to the newest version of iPASS and you would like to schedule the update, please contact sjoconnor@harriscomputer.com. Updates should be done prior to scheduling training. The newest version of iPASS is **Version: 7.0.20150925_sync** and can be found on the lower left corner of your iPASS main login screen.

Prepare for Progress Reports and Report Cards

It is important to check your Progress Reports and Report Cards now and not wait for the day you need to print them. It is highly recommended that you prepare in advance by running some example Report Cards to make sure that the Grades, Comments, and Attendance totals are printing as you expect. This will avoid printing errors and last minute struggles.

We recommend selecting some sample students at each school, entering some fake grades, and creating example Report Cards to review. Look for any misalignments, missing, or incorrect data.

If you find that you are experiencing any issues with your Report Cards, please enter an eSupport ticket with detailed information about your issue and provide an example Report Card.

Annual Set Up Includes:

- **Rollover Grades** – As part of the End of Year Procedures you need to rollover Grade Maintenance (1-100, A’s, B’s, C’s), Scale Codes (GPA) and Grade Scales (GPA) tables to the new school year.

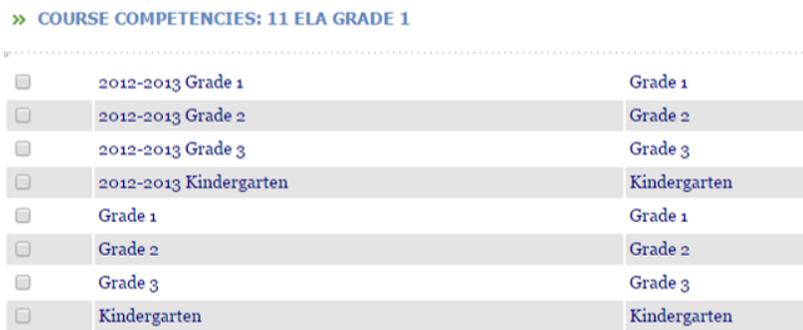
Go to Administration > End of Year Procedures > Rollover Grades; Set Source Academic Year = Previous School Year; Destination Academic Year = New School Year; and Set Override if Exists = Yes.

- **Linking Competencies to the Course Catalog**

Scheduling System > Course Catalog > Select a Course that needs Competencies added to it > Scroll to the “Course Competencies” Section > Click on +Add

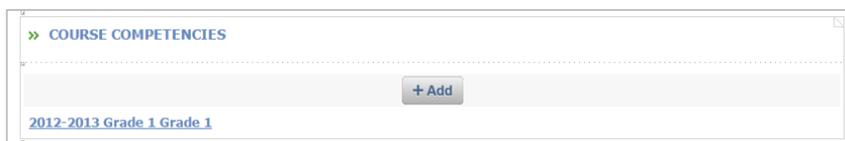


After clicking on +Add, you will see a list of competencies to select from. Select the correct Competency or Competencies needed for that particular course.



Check off the ones needed for the course and Submit the screen. Refresh the screen to see that the competencies have been added to the course. If you need to remove older competencies or made a mistake when adding competencies just uncheck it and submit.

NOTE: If you recently updated your competencies please be sure to select the most updated competencies for the course.

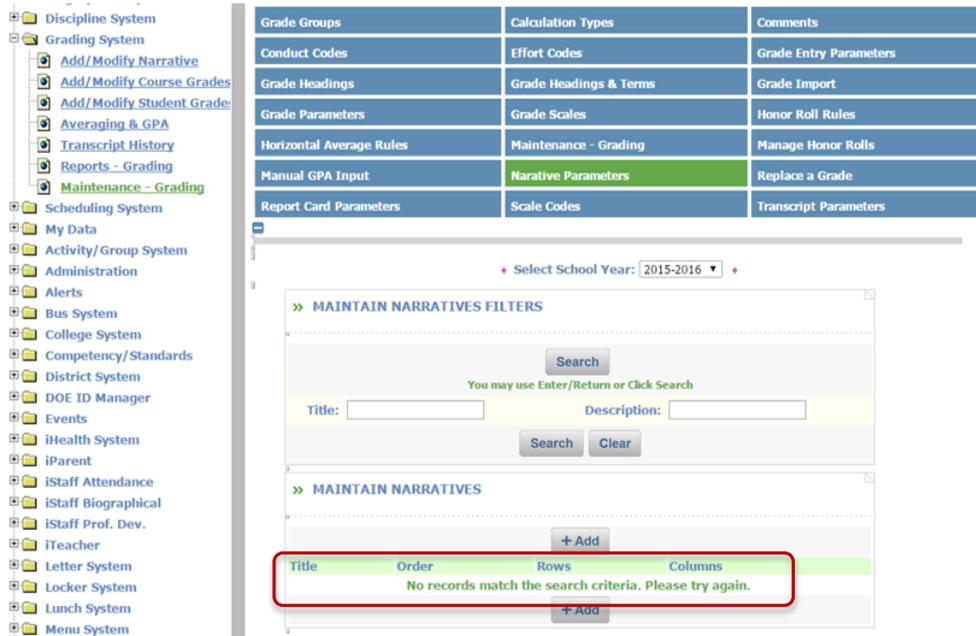


Sometimes if the course only had one competency group linked to it for the previous year then it rolls over but if it has more than one competency linked to it than it does not roll anything over. We hope to change the way this works for the future.

- **Setting Up Narrative Parameters**

Grading System > Grading Maintenance > Narrative Parameters Tab

The School Year Defaults to 2015-2016. If the Narrative Parameters have not been set up for the current year it will say “No records match the search criteria. Please try again.”



Grade Groups	Calculation Types	Comments
Conduct Codes	Effort Codes	Grade Entry Parameters
Grade Headings	Grade Headings & Terms	Grade Import
Grade Parameters	Grade Scales	Honor Roll Rules
Horizontal Average Rules	Maintenance - Grading	Manage Honor Rolls
Manual GPA Input	Narative Parameters	Replace a Grade
Report Card Parameters	Scale Codes	Transcript Parameters

Select School Year: 2015-2016

MAINTAIN NARRATIVES FILTERS

Search

You may use Enter/Return or Click Search

Title: Description:

Search Clear

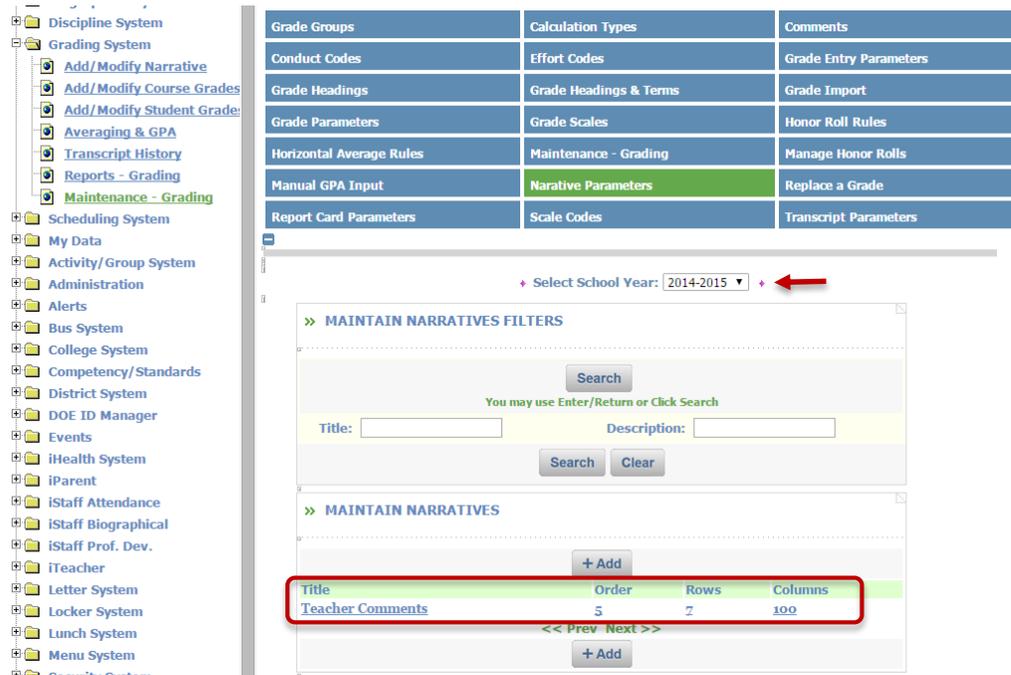
MAINTAIN NARRATIVES

+ Add

Title	Order	Rows	Columns
No records match the search criteria. Please try again.			

+ Add

Switch the School Year to 2014-2015. Once you switch the year to the previous school year you should see what was set up for that year.



Grade Groups	Calculation Types	Comments
Conduct Codes	Effort Codes	Grade Entry Parameters
Grade Headings	Grade Headings & Terms	Grade Import
Grade Parameters	Grade Scales	Honor Roll Rules
Horizontal Average Rules	Maintenance - Grading	Manage Honor Rolls
Manual GPA Input	Narative Parameters	Replace a Grade
Report Card Parameters	Scale Codes	Transcript Parameters

Select School Year: 2014-2015

MAINTAIN NARRATIVES FILTERS

Search

You may use Enter/Return or Click Search

Title: Description:

Search Clear

MAINTAIN NARRATIVES

+ Add

Title	Order	Rows	Columns
Teacher Comments	5	7	100

<< Prev Next >>

+ Add

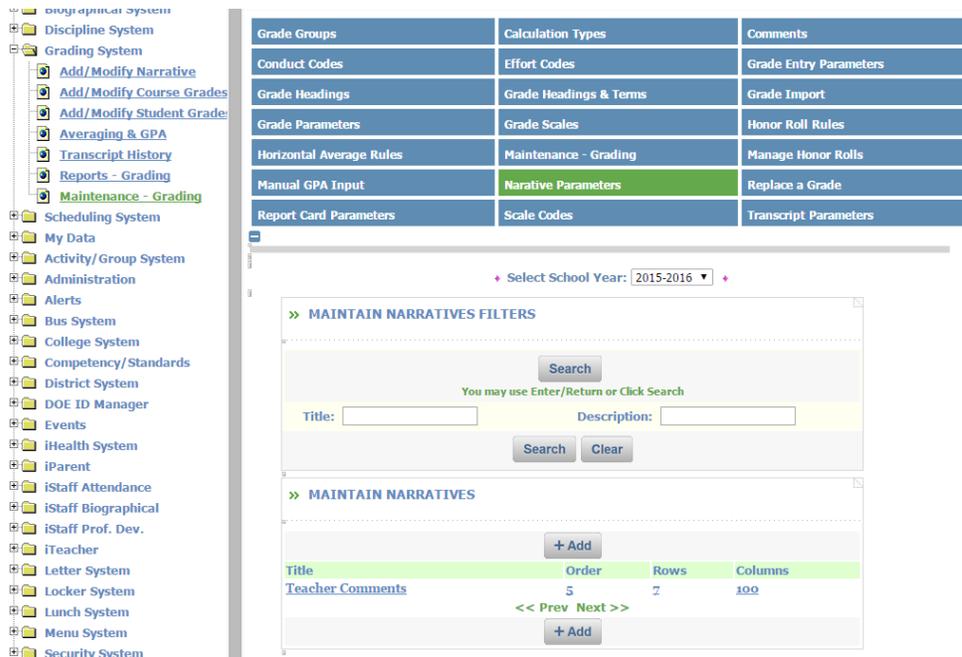
Click on the Narrative (in this case it is called Teacher Comments) and a new window will open giving you the Title, Display Order, Number of Columns and Number of Rows for the narrative parameters. Write down the information that is given on this screen and then close this screen.

<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	
Narrative Information	
Title:	Teacher Comments
Display Order:	5
Number of Columns:	100
Number of Rows:	7
01 T1	
Major Number of Columns:	
Major Number of Rows:	
Minor Number of Columns:	
Minor Number of Rows:	
01 T2	
Major Number of Columns:	
Major Number of Rows:	
Minor Number of Columns:	
Minor Number of Rows:	
01 T3	
Major Number of Columns:	
Major Number of Rows:	
Minor Number of Columns:	
Minor Number of Rows:	

Switch the school year back to the current school year (2015-2016). Click the +Add Button to Create a New Narrative.

<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	
Create A New Narrative	
Title:	
Display Order:	
Number of Columns:	Number of Rows:
Description:	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Fill out narrative parameter information that you wrote down from the previous school year and enter it exactly the same way on this screen. In this example the Title is Teacher Comments, Display Order is 5, Number of Columns is 100 and Number of Rows in 7. Submit the screen. You will need to refresh the screen to see that the narrative parameter has been added.

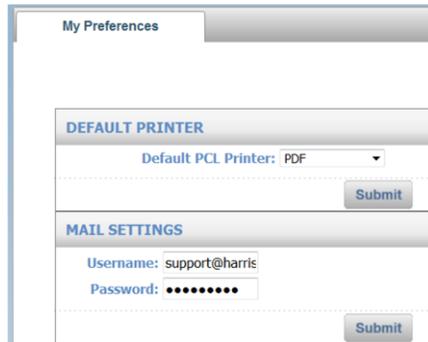


Grade Groups	Calculation Types	Comments
Conduct Codes	Effort Codes	Grade Entry Parameters
Grade Headings	Grade Headings & Terms	Grade Import
Grade Parameters	Grade Scales	Honor Roll Rules
Horizontal Average Rules	Maintenance - Grading	Manage Honor Rolls
Manual GPA Input	Narative Parameters	Replace a Grade
Report Card Parameters	Scale Codes	Transcript Parameters

MAINTAIN NARRATIVES			
Search			
You may use Enter/Return or Click Search			
Title:	<input type="text"/>	Description:	<input type="text"/>
Search		Clear	
MAINTAIN NARRATIVES			
+ Add			
Title	Order	Rows	Columns
Teacher Comments	5	7	100
<< Prev Next >>			
+ Add			

Frequently Asked Questions

- Q. We are a Gmail site, why is it that some of our users send emails that do not make it out to the email list?**
- A. This can be for two reasons:**
- 1) The user name and password for Gmail is either not set up or does not match what is entered on the user's My Data > My Preferences screen.**



My Preferences

DEFAULT PRINTER

Default PCL Printer: PDF

Submit

MAIL SETTINGS

Username: support@harris

Password: ●●●●●●

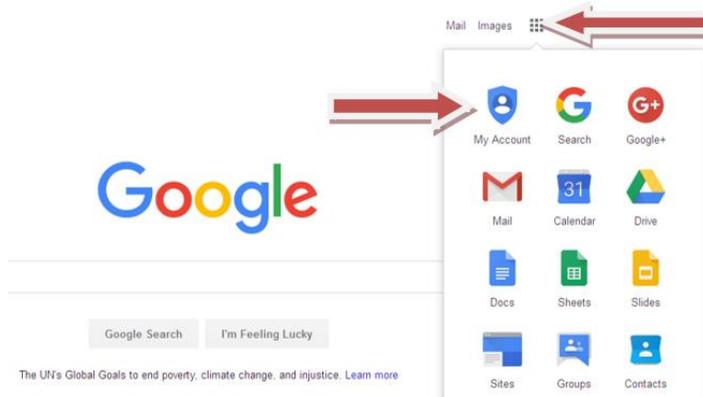
Submit

- 2) The user's Gmail settings do not have "Allow less secure apps" set to ON.**

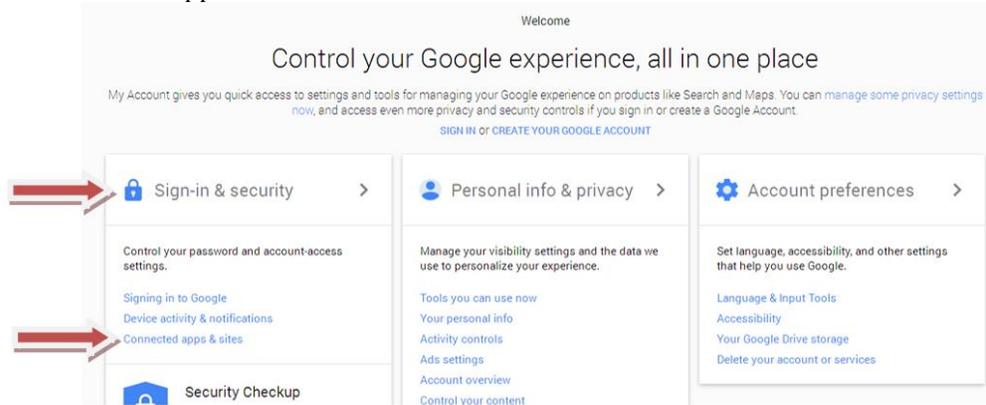
The Gmail system is set to recognize the SMTP Replay from iPASS as a Connected App or Site.

To fix the issues follow these steps

- Go to Google Apps
- My Account



3. Sign in and Security
4. Connected Apps and Sites



5. Allow Less secure apps needs to be set to ON
If this is left to OFF the system will not send the email and it is stopped for an authentication issue leaving iPASS with no indication to the user that it did not go.

