

## Welcome to Wednesday's Wisdom – A weekly dose of support! November 18, 2015

### Announcements

**NEW Background Check Information** – Now available in the Sync version of iPASS.

In some states the law requires that newly hired school employees who may have direct, unmonitored access to children complete fingerprint-based state and national background checks. The law will require current K-12 school employees have fingerprint-based state and national background checks prior to September 1st 2016.

To accommodate this law the following functionality has been added to iPASS: In iStaff Biographical > Add/Modify Staff > Profile > a new section has been added titled "Background Check Information." A *Staff Background Checks* report has been added to iStaff Biographical > Reports - iStaff Bio. For more information go to iPASS Help > iPass New Version > Background Check Information.

**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. For larger Help Documents, open up the document and use Find (ie. Ctrl-F) to search the document.

The following items are available in the iPass Resource Center:

- **WebEx Recording November User's Group Meeting – Topic: Introduction to New iPASS Sync Release & SCS and EPIMS State Reporting.** This can be found in the User Group Meetings and DOE ID Manager > WebEx folders.
- **Helpful Hints Guide for October SCS Report 2015.** This can be found in DOE ID Manager > Help > SCS Sub Categories folder.
- **Helpful Hints Guide for October EPIMS Report 2015.** This can be found in DOE ID Manager > Help > EPIMS Sub Categories folder.

**Patch Releases to New Sync Release Sites** – Patches were released on 11/9 and 11/11 to all new Sync release sites. Various fixes went out for: EPIMS WA08 Teacher/Paraprofessional Assignment field; Gradebook/Rankbook Progress Reports; Gradebook student information option display; and SIF 2.7 SIMS. Full Release Notes can be found in iPASS Help > iPass Patch Release Notes.

### Frequently Asked Questions

- Q. **Why is there a red exclamation point showing next to a grade on the Add/Modify Course Grades screen?**

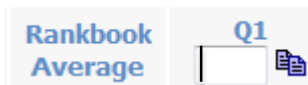


- A. The red exclamation point is to alert you that the Grade submitted does not match the Rankbook Average.** First, confirm that you have the correct Rankbook Average selected. For example, the Current YTD Rankbook Average will include assignments for all terms and will not match the Current Term Average/Grade. If it is determined that the grade in the selected Grade Heading column is NOT correct and that the Rankbook Average displayed to the left of the grade is correct, then the grade will need to be cleared out and the correct grade resubmitted.

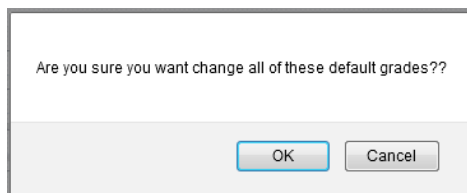
5572	(Student Name)	75.70/C	C
12597	(Student Name)	80.99/B-	B 

**To clear out the existing grade:**

- Put your cursor in the empty box at top to Grade Heading column and click Tab to clear the grade.



- Say OK to changing default grades - this clears out all of the grades.



**To submit the correct grade:**

- Click Submit (1st time) to pull in the Rankbook Average (make sure correct Rankbook Average is selected at top of screen - ie. Current Term). The Gradebook/Rankbook Current Term Avg will auto-populate the boxes in the open Grade Heading.
- Click Submit AGAIN (2nd time) to Submit these new grades to the grading system to appear on the report card or progress report.

5572	(Student Name)	75.70/C	C
12597	(Student Name)	80.99/B-	B-

- Run the Grade Verification report to confirm the correct grade is now showing for the student(s).

