

Welcome to Wednesday's Wisdom – A weekly dose of support! December 2, 2015



Harris School Solutions is pleased to share with you the following major iPASS Product Announcements:

- **NEW iPASS User Interface** – New User interface development has begun starting with the Student portal, which is anticipated to be code complete by December 31. It will then enter the testing phase. The next step will be the Parent portal, which is anticipated to be ready prior to the start of next school year. Work will then begin on the teacher and administrative portals. The new “Responsive” design will provide a great new look and feel for iPASS while also automatically rendering according to the device being used.
- **Online Course Requests enhancements** – The existing iPASS Online Course Request system has been dramatically enhanced to provide new workflow management for Student, Parent and Counselor interaction throughout the course request process. The new highly configurable features allow principals and guidance staff to shape the process for improved course selection and efficiency. The new features will be rolled out to district sites starting in mid-December.
- **Online Enrollment System workflows** – Harris School Solutions is nearing completion of a new Online Enrollment System. The new system is on track for the development phase to be complete by the end of December. The Beta testing phase will begin in January with a target production release at the end of March 2016. The new system will be provided to our existing iPASS clients as part of annual maintenance and support, just like the two items above. The system will launch with a template for enrolling students who are new to the district and one for validating data for returning students. The workflows will be configurable by district/building administrative staff.

Key Budget Information for 2016-2017 School Year:

- Budget letters will be going out in the next couple of weeks.
- The licenses for the items listed above will be included in your annual maintenance and support.
- Districts signing two-year contracts (through the 2017-2018 school year) will be locked in at their current 2015-2016 rate.

Announcements

The December User's Group Meeting WebEx has been cancelled. Due to the MA State Reporting deadline this week and limited options for rescheduling this month, Support will hold the next User's Group Meeting WebEx on January 13th at 1:00pm. Stay tuned for the January topic to be announced.

Preparing for Trimester 1 Report Cards – It is important to check your 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, Narrative, 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.



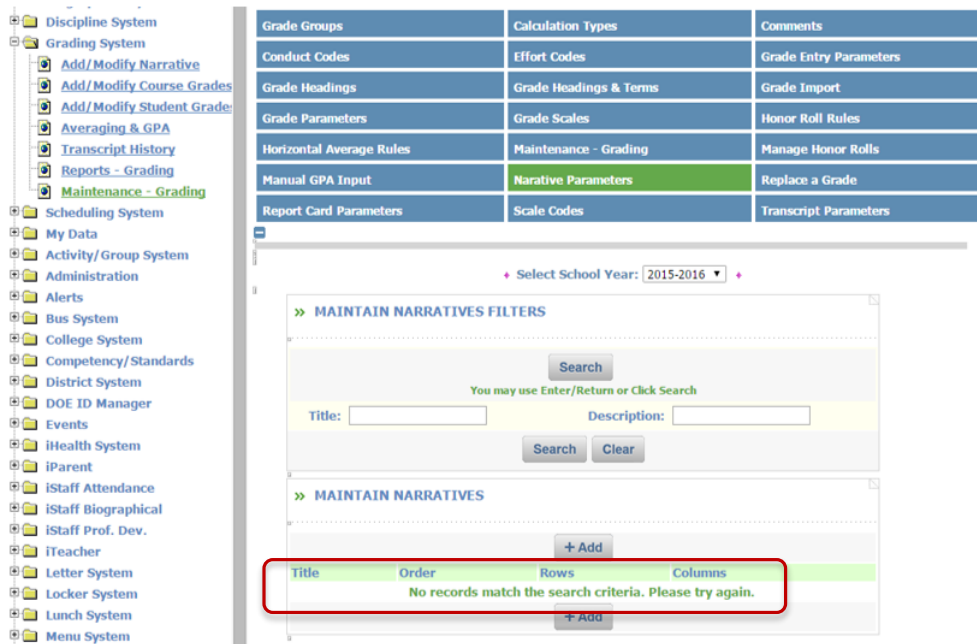
If you find that you are experiencing any issues with your Report Cards, please enter an eSupport ticket with detailed information about your issue and provide an example Report Card.

See FAQs below related to annual set up of Narrative Parameters and linking Course Competencies to courses.

Frequently Asked Questions

- Q. Why can't I enter Narratives for my Competency Based Report Cards? It worked last year.**
- A. Each year the narrative parameters have to be set up.** You can do this by going to: 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	Narrative 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

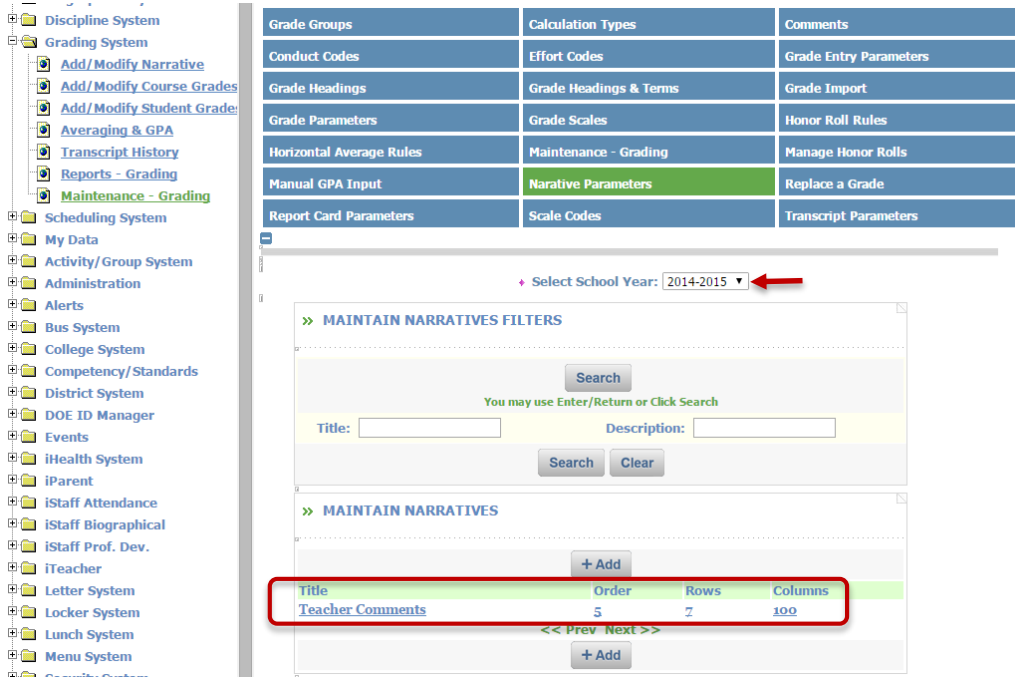
+ Add

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.





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Manual GPA Input	Narative Parameters	Replace a Grade
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Select School Year: 2014-2015

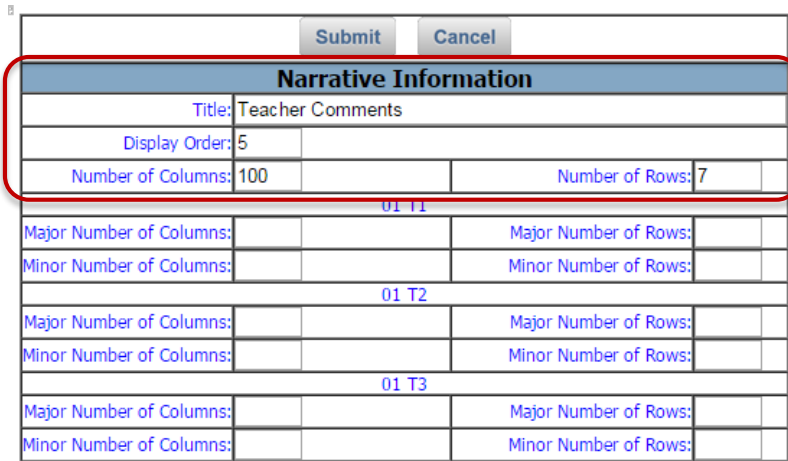
Maintain Narratives Filters

Title: _____ Description: _____

Maintain Narratives

Title	Order	Rows	Columns
Teacher Comments	5	7	100

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.



Submit 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: _____

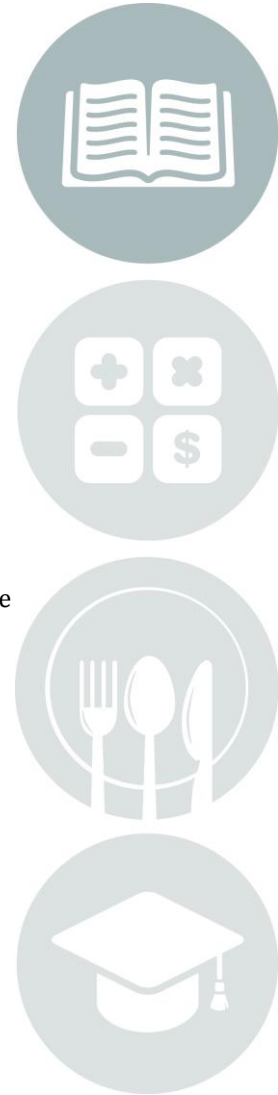
Minor Number of Columns: _____ Minor Number of Rows: _____

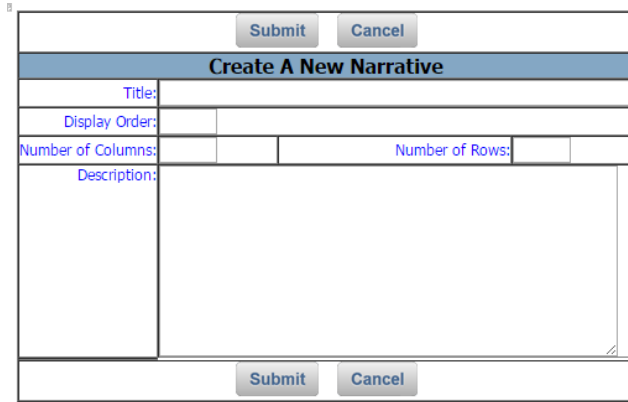
01 T3

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.

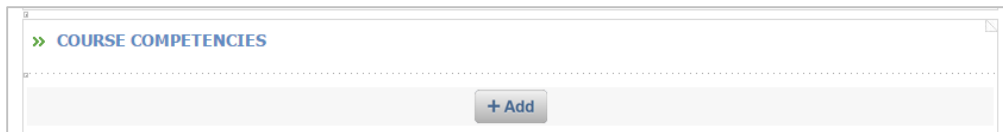




Fill out narrative parameter information that you wrote down from the previous school year and enter it exactly the same way on this screen. In this example the Title is Teacher Comments, Display Order is 5, Number of Columns is 100 and Number of Rows in 7. Submit the screen. You will need to refresh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

Q. Why can't I enter Standard/Competency scores for my Competency Based Report Cards? It worked last year?

A. Each year the Course Competencies must be linked to the courses in the Course Catalog. You do this by going to 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.

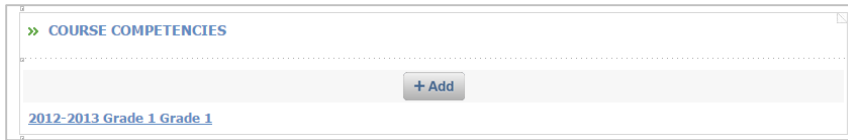
» COURSE COMPETENCIES: 11 ELA GRADE 1

<input type="checkbox"/>	2012-2013 Grade 1	Grade 1
<input type="checkbox"/>	2012-2013 Grade 2	Grade 2
<input type="checkbox"/>	2012-2013 Grade 3	Grade 3
<input type="checkbox"/>	2012-2013 Kindergarten	Kindergarten
<input type="checkbox"/>	Grade 1	Grade 1
<input type="checkbox"/>	Grade 2	Grade 2
<input type="checkbox"/>	Grade 3	Grade 3
<input type="checkbox"/>	Kindergarten	Kindergarten

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.

