

Welcome to Wednesday's Wisdom – A weekly dose of support! January 20, 2016

Announcements

iPASS is SIF 2.7 Certified – The Harris SIF Team is meeting next week to review ways in which we can make SIF submissions more efficient. We will provide the details of our plan following the meeting.

March State Reporting – The DESE has confirmed that SIMS is the only state report required for March 1. The Certification Date is March 24th and the Recertification Date, after Resolution of Duplicates, is scheduled for March 31st.

Scheduling Resources Available – The following items are available in iPASS Help to assist you in the 2016-2017 scheduling process.

- **January 2016 User's Group Meeting WebEx – Preparing for Next Year Scheduling**
 Go to iPASS Help > Scheduling > WebEx or Help > User Group Meetings
- **Scheduling Help Document**
 Go to iPASS Help > Scheduling > Help
- **Sync Release: Quick Guide – Course Recommendations Enhancements**
 Go to iPASS Help > Scheduling > Help or Help > iPass New Version

Frequently Asked Questions

Q. How do I keep next year's course schedules from displaying in iParent and/or iStudent Schedule view?

A. Several adjustments should be made to the iParent and/or iStudent Configuration screen.

- Set Show Grade Information = Current & Prior ("All" will show courses in 2016-2017 view)
- Set Show Schedule Information = Current & Prior

In addition, you can go ahead and highlight the next school year (2016-2017) in "Hide Teacher Name and Room Number on student schedule for selected school years." This will insure the Teacher Name and Room Number will not show when you do open up viewing of the next year schedule.

Q. How do I hide next year's schedule from teachers?

A. There is a district-wide setting to open or restrict Schedule display. To hide next year's schedule from teachers you can set the District Configuration to show only "Current & Prior" Schedules. Go to Administration > District Resources > District Configuration > set "Show Which Schedule(s)" to = Current & Prior.

Note: To give select staff such as Guidance Counselors or Administrators the ability to view next year schedules you will have to give that staff member access to future student and teacher schedules. Go to Security System > Assign Teacher Access > search for the staff member. Click on Future Student Schedules > Check All Teachers and Submit. Click on Future Teacher Schedules > Check All Teachers and Submit.

Q. How do I assign students to the Next Grade Level when they are changing schools and the Grade Level is not available as an option at their current school?



- A. The Grade Level will need to be temporarily added to the School Profile so that it can be selected.** For example, current Grade 8 Middle School students need their Next Year School set to High School and their Next Grade Level set to 9. The Middle School only offers Grades 5-8. Grade 9 will need to be added temporarily to the Middle School > School Profile while you do the Mass Update. When completed, it can be removed.

Go to Administration > School Resources > School Profile > Select School and ADD the grade that you need to assign. Be sure to use Ctrl-Key Click to add the grade and not lose the grades already selected. Submit to update the Grades. Grade will now be available to select in Next Year's Grade Level on the Biographical System > Mass Update Students screen. When you have completed the mass update you can remove the grade from the School Profile screen.

- Q. How do I search for incoming students coming from another school to schedule them?**

- A. The current grade level of the incoming students will need to be temporarily added to the School Profile to search for the students.** Setting Next Year School will identify the students as "Incoming". Since the Grade search filters in iPASS are based on the student's CURRENT Grade, the grade level of these incoming students needs to be available. For example, for the high school to schedule incoming Grade 9 students, they need to be able to search for the "Incoming" students currently in Grade 8. During the scheduling process, Grade 8 should be a selected grade in the high school's School Profile.

Go to Administration > School Resources > School Profile > Select School and ADD the grade that you need to assign. Be sure to use Ctrl-Key Click to add the grade and not lose the grades already selected. Submit to update the Grades. Grade will now be available to select in the Student Search Grade field. When you have completed the scheduling process for the next school year you can remove the grade from the School Profile screen.

- Q. Is the Recommendation Configuration screen school specific or district wide?**

- A. The Recommendation Configuration screen of Online Recommendations is school specific.** Based on your Default School you can turn on/off Recommendations for your teachers, select Departments and/or Electives for Recommendations, enter a Sign Off message, set defaults, and select Recommendation Settings.

Keep in mind that the teacher, parent and student will be looking at the Recommendation screen for their next year school. For example, a current middle school 8th grader will be seeing the Recommendation screen based on the configuration set up for the high school.

