



Welcome to Wednesday's Wisdom

Your weekly dose of support!

August 17, 2016

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SUPPORT RESOURCES AVAILABLE!

There are many resources and options to help you prepare for 2016-2017. We encourage you to check out [iPass online Help](#), the [iPass FAQs](#) section below, and the [Professional Services](#) section below to arrange a personalized WebEx session.

SUPPORT ANOUNCEMENTS

A patch release went out on August 11 to the Massachusetts and Pennsylvania Sync version sites. This patch and clean-up script addresses several issues related to the August 3 release that affected Search and scheduling functionality. See [iPass Releases & Updates](#) section below for more information.

iPASS TIPS & TRICKS

The Support Team has created a new Quick Guide: Modify Schedules – Drop/Restore & Remove Courses. This Quick Guide will provide users with a guide to using the newly enhanced scheduling functionality to adjust student schedules. Go to iPass Help > Scheduling System > Help > [Quick Guide: Modify Schedules – Drop/Restore & Remove Courses](#).

iPASS RELEASES & UPDATES

Patch Release – Version 7.0.20160811_sync

A patch release (v. 7.0.20160811_sync) went out on August 11 to the Massachusetts and Pennsylvania Sync version sites. This patch addressed the following issues: Modify Schedules Drop/Restore; Searching for “new” students; Notebook icon class roster for unscheduled courses; and Room Catalog updates.

For complete details, please refer to the Release Notes found in iPass Help > iPass Patch Release Notes > [Patch Release Notes – 7.0.20160811_sync](#).

iPASS FAQs

Q. I enrolled all my students for the first day of school, but their records say “error” under the Enrollment on the Student Search screen. What did I do wrong?

A. You need to create a school calendar with the first day of school matching the enrollment date. Go to Attendance > Maintenance > Calendar Maintenance and create your school's calendar. Once completed, your enrollment records will all display as "Enrolled." If your enrollment records are dated prior to the first calendar day, they will continue to be in error. The enrollment record must reflect a day in the school calendar. [Click here for more information.](#)

Q. What settings should I use to Mass Enroll/Re-Enroll students who were enrolled the previous year?

A. The Mass Enroll program will allow you to enroll one or more students. Go to Biographical System > Mass Enroll. [Click here for recommended settings.](#)

Q. What settings should I use to Mass Enroll students who are new to our district this year?

A. The Mass Enroll program will allow you to enroll one or more students with the same enrollment codes. You do not use the Copy option for students who are new to your District. [Click here for recommended settings.](#)

Q. What do I do with students who are not returning for the new school year?

A. These students are referred to as “summer transfers” and must have a Withdrawal record added with a summer withdrawal date. [Click here for recommendations.](#)

Q. After I change the Academic School Year to the new school year (System Configuration > Parameters), is there anything I need to roll over?

A. Yes. You need to roll over your Activities, Attendance, and Grades. It is recommended to go ahead and roll these over at each school. [Click here for more information and recommendations.](#)

Q. Will the Student Alerts remain active for the new school year?

A. You need to review the expiration dates and re-set those you wish to remain active, or set to Expired those students who have left the district. [Click here for more information.](#)

More information on all of the above FAQs can be found in the End-of-Year Procedures Help Document found in iPASS Help > Administration > Help > [End of Year Procedures Help Document.](#)

UPCOMING EVENTS & WORKSHOPS

Join us for an iPass Elementary Scheduling Workshop on August 25th!

This workshop is pertinent to the person(s) responsible for creating and maintaining the master schedule and students schedules at the elementary level. The Elementary Scheduling Workshop will cover:

- Homeroom assignments
- Mass loading student schedules
- Setting up the Walk-in Scheduler

- Using the Walk-in Scheduler
- **NEW Add/Drop features**
- **NEW Withdrawn students features**
- Editing Teachers in the course catalog
- Adding Courses to the course catalog
- Removing Courses from the course catalog
- Adding/Removing sections from a course
- Moving students from one course to another
- Printing student and teacher schedules

** Attendees must bring a laptop with wireless access; there are no computers available on site. **

When: August 25, 2016, 9am to 3pm

Where: Westford Public Schools Administrative Offices
23 Depot Street, Westford MA. 01886
Conference Room B

[Click to here to register](#)

Questions? Please contact Sharon O'Connor: sjoconnor@harriscomputer.com

PROFESSIONAL SERVICES

Is Your School District Using iPass To Its Fullest Potential?

Recent business reviews have revealed that most districts only use about 30% of the available features and functionality of iPass. Please contact Sharon O'Connor, Professional Services & Training Manager, at sjoconnor@harriscomputer.com to schedule a complimentary business review at your district. We will meet with your district's administrative team to discuss past practices, future implementations, and training options, and to look at ways to maximize your SIS investment.

iPass End-of-Year Procedures – 2016

Do you need assistance with iPass end-of-year procedures? Or someone just to guide you through the process? If so, please contact Sharon O'Connor, Professional Services & Training Manager, at sjoconnor@harriscomputer.com to schedule a personalized WebEx session for your district. Cost per individual session is billed at \$200 per hour.



Please forward this email to other iPASS users in your district that would benefit from the information shared. Let us know if there is someone who should be added to the weekly email list.



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