Welcome to Wednesday's Wisdom

Your weekly dose of support!

IN THIS ISSUE

Support Announcements
iPass Tips & Tricks
Upcoming Events & Workshops
Professional Services

HELP US HELP YOU!

As we start the new school year, we ask that you please review your eSupport tickets so we can focus on your most up-to-date needs. We also ask you to please let us know who your lead iPass support contacts are for the new school year so we can be sure to get important and timely support information to each contact.

SUPPORT ANOUNCEMENTS

Review eSupport Tickets – As we wind down one school year and start the next, the Support Team is asking for your help to evaluate your site's current support needs and priorities. Please review your open tickets. In particular, we would ask that you check older tickets and close any that are resolved or no longer an issue. Please update your open tickets with the current status of your issue and the priority level. Be sure to indicate any time sensitive issues and associated timeframe needed. This will help the Support Team to prioritize your support needs.

Lead iPass Support Contacts in Your District for 2016-2017 – At the start of each new school year, we ask districts to supply us with their lead iPass support contacts. We have created a template for you to use. Please submit an eSupport ticket and attach the spreadsheet. This template can be found in iPass Help > Districts New to iPass > Lead iPass Support Contacts in Your District – Template. Be sure to let us know if this staff member should have the privilege to submit eSupport tickets. Also, let us know if any iPass support staff have left your district.

iPASS TIPS & TRICKS

Assign Teacher Access

The *Users Assigned Access to Gradebook/Rankbook Query* is available in iPass Help. This will give you a list of users who have been assigned access to another teacher's Gradebook/Rankbook. This report will list the User's Name, which Gradebook options they have access to (View Only, Edit Assignments, Edit Weights, Submit Grades), and the Teacher Name they have access to. This is a great tool to review current access settings so that you can update for the new school year. This Query is available in iPass Help > My Queries > Query Files for Download > Users Assigned Access to Gradebook/Rankbook Query.

Helpful Hint! Don't forget: staff that need access to teachers for Attendance, Competency, Schedules, Grades, or Gradebook/Rankbook will need new staff added to their Assign Teacher Access settings.

Preparing for the New School Year – Additional Tips

[Click here for full details](#)

- **IMPORTANT: Create new batch data reports for the new school year.**
  Batch Processing Reports are school-year specific. After you rollover your database, you need to delete existing batch reports and create new ones for the new academic school year. This includes ConnectEd exports, Advanced Export Reports, Attendance Reports, etc., that have been set up to run as Recurring Scheduled Reports.
- **Run GPA Calculation for the new school year.**
  After you rollover your database and have enrolled your student for next year, it is recommended that you run GPA Calculation for your Grade 10, Grade 11, and Grade 12 students for that new school year. This will copy the Career GPA over into the new school year.
- **Enter SASIDs for new students and then update Report to DOE = Yes.**
  iPASS defaults all new students entered into iPASS to Report to DOE = No so that they will not be transmitted to the DESE through SIF without a SASID. All students must be manually updated to Report to DOE = Yes after the SASID has been entered.

UPCOMING EVENTS & WORKSHOPS

TOMORROW – *Still Seats Left!*

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.