



Welcome to Wednesday's Wisdom

Your weekly dose of support!

August 31, 2016

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IMPORTANT WEEKLY UPDATES

Important and timely information is shared weekly in the Wednesday's Wisdom email. Please be sure to review it when it arrives in your inbox to stay informed, and please forward the email to all users that would benefit from its contents.

SUPPORT ANOUNCEMENTS

A **patch release** went out on August 25 to the Massachusetts and Pennsylvania Sync version sites. This patch addresses several issues including Add/Modify Biographical "Search" and the Bio Verification Report functionality. [See the iPass Releases & Updates section](#) below for more information and a link to the full Release Notes. Also, see the iPass Tips & Tricks section below for recommendations for running the Bio Verification Report.

The **September User's Group Meeting Webex** will be on September 14 and will go through important steps to wrap up EOY procedures and set up for the new school year. [See the iPass Webex Events section below](#) for more details.

Reminder – 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. 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

Bio Verification Report – Recommended Parameter Selections

Several new parameters have been added to the Bio Verification Report. To print one (1) copy for each student or

two (2) copies when the parents/guardians live at separate (unique) addresses we recommend the following selections:

- **Relationship to Student** *(Do not select unless you want to limit.)*
- **Legal Status** *(Do not select unless you want to limit.)*
- **Guardian Receives Mail = Yes** *(All parents/guardians who should receive mail/email/correspondence should be set to Yes.)*
- **Guardian Lives w/ Student** = *(Select one of the below options.)*
 - **Yes** *(This will print one report to Contact who Lives w/ Student.)*
 - **Blank** *(This will print one report for Contact who Lives w/ student AND one for Contact who does not live with student and is set to "Receives Mail = Yes." Each report will be addressed to the Contact Name at that address.)*
- **1 Copy per Lives With Flag = Yes** *(This will make sure both parents at same address only get one report – see note below.)*

NOTE: If the address is perceived to be "unique" it will generate two (2) reports. If one parent has address entered as "Road" and one as "Rd" this is perceived to be two (2) unique addresses. This relates to your district's data entry process and should be taken into consideration.

Using Relationship and Legal Status will restrict the report to those selections only. Legal Status is currently single select. Multi-select will be addressed in a future update.

This information can be found in iPass Help > Biographical > FAQ > [What are the recommended parameters to select when running the Bio Verification Report?](#)

iPASS RELEASES & UPDATES

Patch Release – Version 7.0.20160825_sync

A patch release (v. 7.0.20160825_sync) went out on August 25 to the Massachusetts and Pennsylvania Sync version sites. The patch addressed the following issues: Bio Verification Report; Report Cards for Previous Year; Add/Modify Biographical "Search"; iTeacher Rankbook Previous YTD Avg; Student Schedule Summary Course Term Display; Add/Modify Student Grades for Unscheduled Courses (No Meeting Time); PA Residence Status Code Description; Course Catalog Rollover for Unscheduled Courses (No Meeting Time); Restore Course Conflict Message.

For complete details and recommendations, please refer to the Release Notes found in iPass Help > iPass Patch Release Notes > [Patch Release Notes – 7.0.20160825_sync](#).

iPASS WEBEX EVENTS

September User's Group Meeting Webex

The **September 14** User's Group Meeting Webex will be a "**Review of EOY Procedures: Setting up for the New School Year.**" Sharon O'Connor will review the final steps to wrap up the end of one school year and prepare for the 2016-2017 school year. She will review the steps every district needs to take to rollover to the new year, prepare for grading and report cards, and make schedule changes prior to and after October 1. This review will help insure you don't get stuck with grades not working at Progress Report or Report Card entry.

Please join us **Wednesday, September 14 at 1:00 p.m.** [Click here for User's Group Webex link](#). Meeting Number: 638 099 385. Meeting Password: harris. Audio conference information: 218-486-2881, passcode 832927.

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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