



Welcome to Wednesday's Wisdom

Your weekly dose of support!

September 14, 2016

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DON'T MISS TODAY'S WEBEX EVENT

TODAY – WebEx – Join the Harris Team today at 1:00 p.m. as we review the steps to wrap up the end of one school year and prepare for the next school year! The WebEx meeting details are provided below!

SUPPORT ANOUNCEMENTS

TODAY at 1:00 p.m. – September User's Group Meeting Webex

Today's User's Group Meeting Webex will be a "Wrap up of EOY Procedures and set up for the new school year." Sharon O'Connor will review the steps to wrap up the end of one school year and prepare for the next 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 ensure you are prepared for the first day of school to print progress reports and report cards.

Please join us today 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.

iPASS TIPS & TRICKS

Additional Tips for Preparing for State Reporting:

In [last week's Wednesday's Wisdom](#), we provided some suggestions for you to begin preparing for the October 1 state reports. We have a few more to share:

- You must set up the Grade Headings and Term screen for the entire 2016-2017 school year with "Include" checked off in the correct Term for the Grade Headings you are going to use. Go to Grading System > Maintenance – Grading > Grade Headings & Terms. [Click here for more details.](#)
- You must push your "Summer Withdrawals" to the DESE. Districts are required to report their "summer withdrawals" in the October 1 SIMS report. Change for 2016-2017: The DESE is no longer requiring that Summer Withdrawals be reported in March or End of Year SIMS unless they are new exits or a correction to a record reported in a previous collection. SIF districts can use Send SIF Objects to send Summer Withdrawals at any time. Go to iPass Help > SIF > Help > [How do I send SIF data objects to the DOE and which objects to send for each state report?](#)

Preparing for the New School Year

- **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. [Click here for more details.](#)
- **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. Note: Do not delete the iPass Updates report. [Click here for more details.](#)
- **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. [Click here for more details.](#)

iPASS FAQs

Q. Why can't the teacher see scheduled courses for selection in Gradebook?

A. Check the following:

- Check to make sure the correct Default School is selected. Note: If the teacher changed schools and the User Account school selection was updated, the teacher will need to go to My Data > Set Default School to select the new school.
- If the teacher teaches at multiple schools, she or he will need to set the correct Default School (confirm this school shows in upper left of screen under teacher's name) AND they will need to select the Term associated with that school.

UPCOMING EVENTS & WORKSHOPS

EPIMS State Reporting Workshop – October 5, 2016

Location: Westford Administrative Offices, 23 Depot Street, Westford, MA

Time: 9:00 a.m. – 3:00 p.m.

This hands-on workshop will cover all of the information necessary to submit EPIMS to the DESE either through SIF or Legacy files, including:

- How to Correctly Code Job Types
- How to Create and End Career records
- How to Edit Work Assignments
- How to Post Work Assignments
- How to Reset for Fall Transmissions
- How to Push Records to the DESE via SIF

>> [Click here to Register](#)

ADD-ON SYSTEMS

Kick off the School Year with New School Rush! and EZSchoolEnroll Add-on Systems for iPass. For more information or to schedule a demo for the Add-on products below, please email [Sharon O'Connor \(SJOConnor@harriscomputer.com\)](mailto:Sharon_O'Connor@harriscomputer.com), or call her at 603-320-7872.

School Rush!

Allows teachers to easily send texts to all students in their class with one click, including:

- Mass-texting of daily or weekly reminders from a teacher to all students in his/her class, as well as to parents.
- Mass-texting of homework assignments and classroom & lab photos from a teacher to his/her students, as well as to parents.
- Sharing classroom calendars and events.



School Rush!

[Click here to download brochure.](#)

[Or contact Sharon for more information!](#)

Allows administrators to easily send voice messages, text messages, and email to staff, parents, and students, including:

- Emergency alert messages (replaces your current messaging system).
- Mass texting to staff, parents, and/or students.
- Share district or school calendars or events.
- Clever integration means no data manipulation or manual entry of staff, students, parents, or classes.

Allows parents, teachers, and administrators to download the free app for IOS or Android devices and interact from anywhere!

EZSchoolEnroll.com

Provides schools with a web-based option for parents to register their children for school online!

- Parents log in and fill in information in forms created by your district.
- Information comes into iPass for review, approval, and enrollment.
- Eliminates the need for school-based or central-based enrollment.
- Can be used to collect all kinds of information for use in other areas/products
- No per-student charge for this product for current iPass customers!

The logo for EZSchoolEnroll.com features the text "EZSchoolEnroll.com" in a bold, sans-serif font. To the right of the text is a green square icon containing a white pencil. The entire logo is set against a yellow rectangular background.

EZSchoolEnroll.com

[Click here to download brochure.](#)

[Or contact Sharon for more information!](#)

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.



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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