



Welcome to Wednesday's Wisdom

Your weekly dose of support!

November 16, 2016

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GRADING SEASON

First-term report cards are upon us. Check out the iPass FAQs section for helpful hints on how to notify parents that electronic report cards are available, as well as how to troubleshoot your report card issues.

SUPPORT ANNOUNCEMENTS

November User's Group Meeting Webex Recording

If you missed the November 9 User's Group covering SCS and EPIMS, the recording has been posted to iPass Help > User's Group Meetings > [WebEx – October 2016 SIF SCS and EPIMS](#).

New Query Available

Student Voc Tech Show Info Query – Useful for vocational schools, this query lists Students and their Shop Week, Shop Code and Description, Chapter 74 Status, CIP Number, Tech Ed Code and Description. This new query is available in iPass Help > My Queries > Query Files for Download > [Student Voc Tech Show Info Query](#).

Thanksgiving Holiday Hours

Harris iPASS Support will be closed for the Thanksgiving holiday recess on Thursday, November 24 and Friday, November 25. Support will be available during the business hours of 7:30 a.m. – 5:00 p.m. on Wednesday, November 23.

iPASS TIPS & TRICKS

Correction to last week's email:

Reporting Non Graded Courses in SCS – Courses that do not report a final grade can now be set to "Non Graded Course = **Yes**" on the Course Catalog Course Details screen. You will no longer need to enter no grade values such

as “NG” or “UN” for ungraded courses.

IPASS FAQs

Q. Is there a way to notify iParent users that a report card has been published?

- A. Yes.** The Publishing Dashboard provides a way to email all recipients of the published document. After the report cards (or any other published documents) have been published, click on View in the Recipients column. Just above the list of Recipients is a Notify Recipients button. Click on this to open the email editor and compose a message. [Click here for more detail.](#)

More information can be found in iPASS Help > My Data > Help > [Publishing Dashboard.](#)

Q. How do I un-publish report cards?

- A.** The Publishing Dashboard has the ability to “Undo Publishing.” After a Report Card (or other document) has been published, you have the ability to “Undo” the publishing. Click Undo to remove the document from all of the recipients. For example, if report cards need to be replaced, the original report cards should be removed first with Undo Publishing and the new report card report published. Undo Publishing removes the original report card from iParent Documents. [Click here for more detail.](#)

More information can be found in iPASS Help > My Data > Help > [Publishing Dashboard.](#)

Q. SYNC SITES: How do I keep non-graded courses from printing on the report card?

- A.** Set “Include Courses with No Term Grade” = No. The Sync sites now have a new setting in the Report Card report to include or not include courses with no Term grade. The default setting of Yes will include all non-graded scheduled courses, including Lunch, Study Hall, and future courses not yet graded. Set Include Courses with No Term Grade = No to exclude courses that have no Term grade. Use the Exclude Course Types to select course types you wish to exclude from the Report Card, such as Lunch and Study Hall. [Click here for more detail.](#)

Q. Why can't I enter Narratives for my Competency Based Report Cards? It worked last year.

- A.** Each year the narrative parameters have to be set up. You can do this by going to: Grading System > Grading Maintenance > Narrative Parameters tab. The School Year defaults to 2016-2017. If the Narrative Parameters have not been set up for the current year, it will say, “No records match the search criteria. Please try again.” You will need to set up the Narrative information for the new school year. [Click here for more information](#)

Q. Why can't I enter Standard/Competency scores for my Competency Based Report Cards? It worked last year?

- A.** Each year the Course Competencies must be linked to the courses in the Course Catalog. You do this by going to Scheduling System > Course Catalog > Select a Course that needs Competencies added to it > Scroll to the “Course Competencies” Section > Click on +Add. [Click here for more information.](#)

PROFESSIONAL SERVICES

Does your school district have a need for professional development in iPass?

Do you have new initiatives that may require the purchase of a third-party software product? Meet with a Harris

Professional Services expert and see how iPass can meet your needs. Harris offers several third-party products that are designed to integrate with iPass, including EZSchoolEnroll and School Rush!. Email Sharon O'Connor at sjoconnor@harriscomputer.com to schedule an appointment for a complimentary business review.



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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