HARRIS
School Solutions

*i*PASS

Welcome to Wednesday's Wisdom
Your weekly dose of support!

December 14, 2016

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DON'T MISS TODAY'S EVENT

TODAY – Online User's Group Meeting – Join the Harris Team today at 1:00 p.m. as we review tips and recommendations for SSDR reporting. Refer to the Upcoming Events & Workshops section below for more information. If you can't make it, look for the recording to be posted in iPass Help > User Group Meetings.

SUPPORT ANNOUNCEMENTS

Prepare for Trimester 1 Report Cards

It is important to check your Report Cards now and not wait for the day you need to print them. It is highly recommended that you prepare in advance by running some example Report Cards to make sure that the Grades, Comments, and Attendance totals are printing as you expect. This will prevent printing errors and last minute struggles. We recommend selecting some sample students at each school, entering some fake grades if necessary, and creating example Report Cards to review. Look for any misalignments or missing/incorrect data. Refer to iPass Help > Grading > Help and FAQ sections for more information. If you find that you are experiencing any issues with your Report Cards, please enter an eSupport ticket with detailed information about your issue and provide an example Report Card.

December/January Support

Looking ahead, please note that iPass Support will be closed December 26, December 27, and January 2. There will be no Wednesday's Wisdom email on December 28.

iPASS TIPS & TRICKS

How to Enter a Snow/Weather Day or Other Emergency School Closing

When school is cancelled:

- Each school calendar must be updated to mark the day(s) as a Holiday to indicate no school.

- Schools that have rotating cycles may need to adjust their day/week cycles.
- School may need to adjust the Term Start and End Dates. Before adjusting your calendar, check for students that were marked absent in advance for that day. These students need to be updated to "Present" for the snow day(s) before the day is removed from the Calendar.

For detailed instructions, refer to iPass Help > Attendance > Help > Guide: How to Enter a Snow/Weather Day or Other Emergency School Closing

iPASS FAQs

Q. **How do you delete a "Completed" Nurse Visit Record in iHealth?**

A. If a Nurse Visit Record is set to Competed = Yes, there is no option to delete. Before a completed Nurse Visit Record can be deleted, the record must be changed to Completed = No. Click the Submit button and the screen will refresh with a check box option for "Delete this Nurse Visit Record." To delete the record, check the box and Submit.

UPCOMING EVENTS & WORKSHOPS

TODAY at 1:00 p.m. - December User's Group Meeting

Today's Online User's Group meeting will be on the topic of "Massachusetts School Safety and Discipline Report (SSDR)." Laura Patton will review the new SIF fields and provide tips and recommendations for submitting the SSDR via SIF.

NEW MEETING INFORMATION: Click here for meeting link and 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.

iPASS

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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