iPass

Release Notes

Version 7.0.20170511_sync
May 11, 2017

APPLICATION ENHANCEMENTS

Application Improvements and Corrections:

SIF Reporting Changes – School Safety and Discipline Report (SSDR)

- **Reporting Emergency Removal with Extra Suspension Days**

The Massachusetts DOE discontinued the Extra Suspension Days field that was previously used to report extra suspension days after an emergency removal. To accommodate this change, the extra suspensions days beyond the removal will now be reported as an additional consequence in the incident record.

If the first Consequence entered into the Discipline Incident record is a Removal Consequence code linked to Disciplinary Action Taken State Code of 5 or 6 (Removed by school personnel to an alternative setting *or* Emergency Removal), iPass will send the second Consequence to the DOE to report the extra days.

For example, to report an Emergency Removal plus Extra Suspension Days, the user will enter two Consequences; one for Emergency Removal (max of 3 days) and one for Suspension.

Enter Emergency Removal in Consequence 1:

The user will click on the + symbol next to Additional Consequences to open up Consequence 2 and add the Suspension.

- **Reporting Victims**

Certain Report to DOE Offense Types codes require a victim be reported (Codes 3, 4, 5, 6, 8, 9, 12, 13, and17). SIF SSDR transmission requires a victim be entered into the Discipline Incident records, not just a number entered into the Number of Victims field. To accommodate districts that do not want to send the victim name or do not record victims in iPass, districts need to select one of the following methods to report victims.

Victims Recorded in iPass – Do Not Want to Report Name to DOE:

A parameter has been added to allow districts to choose NOT to report the victim's name associated with a Report to DOE = Yes Discipline Incident. Setting the parameter of "Report Victim's Name" to = NO will <u>NOT</u> send any name entered into the Additional Victim field and will send only the victim count.

Setting the parameter for Report Victim's Name:
- o   YES – Any name entered under "Additional Victim" will go to the DOE in the SIF SSDR XML (Default setting).
- o   NO – Only the word "Count" and the Number of the Victims will go to the DOE in the SIF SSDR XML.

System Configuration > Parameter Maintenance > Application: SIF/Parameter Group: Source > Report Victim's Name

Victims Not Recorded in iPass – Need to Report "Nameless" Victim:

If the district chooses NOT to name a victim in the iPass Discipline Incident record, a "nameless victim" must be entered.

First, the user must set the Report Victim's Name parameter to No (see above).

Next, the user will enter one or more student or staff "nameless" victims to the "Other Person" section.

The user will click on the + symbol to open up the Other Person section.

The user should click on the magnifying glass to search for previously entered nameless victims. If someone in the district has already created one, it will be listed. If the user needs to enter multiple nameless victims, the user will select (or create) Student 1, Student 2, etc. Once created, the nameless victims will be available to select in other discipline incidents. The user will click on the ID Number to add the victim selection to the Other Person table.

Recommendation: It is recommended that districts begin entering nameless victims with an ID numbering and naming scheme. After being created once, the victims will be available to select going forward.

In the example above, student victims were entered with Last Name = Victim, First Name = Other, and Middle Name = Student 1. This makes it easy to identify. The ID Number is made up and should be different than the district's Student ID numbers. If the user needs to report multiple nameless victims, the user will create another one with Student 2, Student 3, etc. Staff can be set up the same way.

Note that Offender or Victim, Gender and Race/Ethnicity fields should be adjusted as they relate to the victim in the specific discipline incident.

Each Victim must have the Victim DOE Fields filled in. Click on the DOE + symbol below each nameless victim to identify the Victim Type and Victim Injury.

Programs Module

A Programs tab option is now available on the Student Biographical page. The Programs page provides a list of the programs the student is participating in, the Program Type, the Start and End Dates, and the Provider. Clicking on the Program Name will take the user to the student's

Program Member page where the user can edit the Program fields. The user can also remove the student from the Program from this screen.

Biographical System > Add/Modify Student Bio or Find Any Student > select student > Programs

Activities/Groups	PIMS	Programs
Student Notes	Update LASID/State ID	Alumni
Career/Tech Ed	College Appl	Confidential
Enrollment	Language	MA DOE
Misc.	Profile	Standard Tests
Success Plans	Transportation	User Fee Account
Attendance Letters Received		

PROGRAMS

Program Name	Program Type	Start Date	End Date	Provider
Title I	Title I Part A	02/02/15		Tutor Doctor

TITLE I MEMBER

Member Name:	Peter Apple	Status: Full-Time
Start Date:	02/02/2015	End Date: 10/13/2016
Participation Reason:	School ordered	Part. End Reason:
Instructional Setting:	Class Room	Provider: Program only Provider
Services:	Classroom Tutoring	
Duration:	0	

☐ Remove this student from the Program?

Submit   Cancel

A View Programs tab option is now available on the View Only Access. The user will be able to view the student's assigned programs but will not be able to edit. Clicking on the Program Name will take the user to the student's Program Member page where the user can view the Programs the student is assigned to.

View Only Access > select student > View Programs

Activity/Group	View Programs	View Rankbook Progress
Activities	Alumni	Attendance
Career/Tech Ed	Confidential	CT DOE
Discipline	Enrollment	Grades
Language	MA DOE	Misc.
Profile	Schedule	Standard Tests
Transcript	User Fee Account	

PROGRAMS

Program Name	Program Type	Start Date	End Date	Provider
Title I	Title I Part A	02/02/15		Tutor Doctor

Click on Program Name to view program member details.

TITLE I MEMBER

Member Name: Peter Apple		Status:
Start Date: 02/02/2015		End Date:
Participation Reason: School ordered		Part. End Reason:
Instructional Setting: Class Room		Provider: Program only Provider
Services: Classroom Tutoring		
Duration: 0		

Cancel

IMPORTANT NOTE TO IPASS ADMINISTRATORS:

The update gave access to these tab options to the User Type = District Super User only. It will be up to the District Super User to give access to other User Types. Give the User Type the Biographical Student > Programs Tab Menu View option and/or the View Only Access – Biographical > View Programs Tab Menu option.

504 Plan Student Indicator

The Print Class List report will now print a tilde symbol ~ for 504 students to differentiate 504 from the Special Education asterisk symbol * when printing on a black and white printer.

When the report is run with Flag SPED/ELL = Yes, symbols will print in front of the student name for Special Education (*), ELL (^), and 504 (~). The report default setting is Flag SPED/ELL = No and will NOT print the symbols.

NOTE: The 504 flag is triggered by the DOE034 field "504" code; the Special Education flag is triggered by the DOE034 field; the ELL flag is triggered by the DOE026 English Language Learners Program field.

Special Note: A future patch release will make a similar change to the Gradebook/Rankbook class roster view. Plans to add Flag SPED/ELL Yes/No to other attendance and course list views and reports will be considered.

Scheduling System > Reports – Scheduling > Print Class Lists

Gradebook Progress Reports – Average to Include "None" Option

My Courses > Gradebook Progress Report settings provides teachers an option to <u>not</u> include a Term or YTD Average on the Gradebook Progress Report.

My Courses > Gradebook > Settings > Preferences > Progress Reports

Student Progress Report
May 10, 2017
Term Q4: Spanish II 004052301-001

Ms. Anteater
PA Dev Middle & High

No Term or YTD Average displayed

Category	Weight
• Homework	100%
• Test	100%

Date	Category	Assignment	Score	Grade
04/22	Test	Test	80.00/100	80.00
04/22	Homework	Homewoork 1	10.00/25	10.00

Past Due Assignments:

Assigned	Due	Assignment	Points	Category
All assignments have been turned in.				

Special Note: This feature has been available in iTeacher > Add/Modify Rankbook > Rankbook Maintenance > Rankbook Parameters > Progress Reports. Adding it to the Gradebook view is part of an effort to close the "GAP" between Rankbook and Gradebook views.

Courses – Registered Trademark

The College Board is requesting schools print the registered trademark symbol ® on student transcripts when listing AP courses and SAT/ACT tests.

The user can now use the Alt-Key 0174 (Number Pad) key sequence to add the registered trademark symbol to a Course Name or Test Name.

Scheduling System > Course Catalog > Course Maintenance.

COURSE MAINTENANCE

Name: AP Calculus®   ID: 004034101

School Types
Elementary
High School
Middle School

Short Name: AP Calculus®

Description: AP Calculus

Submit   Cancel

COURSE MAINTENANCE

+ Add

Course Name	Course Title
AP Calculus®	004034101

<< Prev Next >>

+ Add

Standard Tests > Maintenance – Standard > SAT

Test Description

Name:	SAT®	Description:	SAT®
Code:	SAT	Display Order:	2
Print on Transcript:	Yes ▼		

Test Score Defaults

Permit Test Score entry   Score Date: Score Grade Level: ▼

TEST ATTRIBUTES

+ Add

Name	Description	Code
SAT®	SAT®	SAT

<< Prev Next >>

+ Add

IMPORTANT STEP: To update Transcripts, Transcript History and Report Cards, a change needs to be made to the PCL form and Transcripts will need to be run for all students.

First the user needs to go to System Configuration > PCL Documents and click on the form to update the Default Symbol Set = ISO 8859/1 Latin1.

Pcl Form

[Form Layout] [Form Fields]

[Form Parameters] [Copy Form]

Form Definition

Document Type:	Transcripts ▼	School:	Natick High School
Form Name:	Transcript 5 Year	Number Of Forms:	0 ▼
Page Size:	Letter (8 1/2 x 11) ▼	Page Orientation:	Portrait ▼
Number Of Copies:	1 ▼	Default Symbol Set:	ISO 8859/1 Latin 1 ▼
Default Font:	Times Roman ▼	Default Font Size:	8 ▼

Body Definition

Next, the user needs to run the Transcript report for past years for each grade level (all students) with Enrollment set to "All." The Transcript History will now show the registered trademark. When you run a Transcript for a student, the Transcript and Report Card will show the registered trademark ® symbol next to the course.

IMPORTANT NOTE: If the transcript shows the symbol followed by a U or other symbol, please contact the iPass Support Team to run a script to set the Characters to be correct on the Course Maintenance Table, or, the district's Web Server will need to be set to a default Font Symbol set.

Example Transcript:

School Year: 2015-2016			
009b	Health 31	C	2.50
024a	Awake Personal Fitness 34	A +	2.50
050	Comm Seminar	P	0.50
050	Comm Seminar	P	0.50
133	English 30	B	2.50
133	English 30	D	2.50
295a	Intro Economics 31	A	2.50
333	Pre Calculus 40	C	2.50
333	Pre Calculus 40	C	2.50
341	AP Comp Science 30 ®	A +	2.50
415	Biology L 31	B-	2.50
415	Biology L 31	C +	2.50
476b	Adv. Game Design & Anim 20	A-	2.50
601a	Intro to Art 11	C +	2.50

Enhancements, Corrections and Minor Enhancements

The following items are included in this release.

Jira #	Description	Clientele
IP-3329	**IMPORTANT CHANGE - SIF SSDR:** Victim names can be hidden in the SIF report and only a victim count will be sent. Use the SIF Parameter to set if you want to send names to the DOE. Also Victims can now be added without selecting a student in Additional Victims. This is done using Other person. Please see Enhancements section for more information.	
IP-3330	**IMPORTANT CHANGE - SIF SSDR:** When you use the Removal Consequence codes linked to State code 5 or 6 as the first consequence, iPass will send the second consequence to the DOE for the additional suspension days extended after a removal. Please see Enhancements section for more information.	
IP-634	**ENHANCEMENT:** A Programs tab option is now available on the Student Biographical page. The Programs page provides a list of the programs the student is participating in, the Program Type, the Start and End Dates, and the Provider. Clicking on the Program Name will take the user to the student's Program Member page where the user can edit the program fields. A View Programs tab option is now available on the View Only Access. The user will be able to view the student's assigned programs but will not be able to edit.	
IP-3392	**ENHANCEMENT:** The College Board is requesting schools print the registered trademark symbol ® on their transcripts when listing AP classes and SAT/ACT test scores. The Alt-key 0174 key sequence will add the ® symbol to Course Name and Test Name. See the Enhancement sections for more information on updating transcript history and report cards.	1611578
IP-3116	**IMPROVEMENT:** The Print Class List report will now print a tilde symbol ~ for 504 students to differentiate it from the Special Education asterisk symbol * when printing on a black and white printer. Running the report with "Flag SPED/ELL = Yes" will print the symbols in front of the student name for Special Education (* based on DOE034), ELL (^ based on DOE026) and 504 (~ based on DOE034 "504" code). The report default setting is Flag SPED/ELL = No and will NOT print the symbols. A future patch release will make this change to the Gradebook/Rankbook class roster view. Plans to add Flag SPED/ELL = Yes/No to other attendance and course list views and reports will be considered.	1535152

IP-3157	**IMPROVEMENT**: Gradebook GAP - My Courses / Gradebook > Settings > Preferences > Progress Reports will now provide the "Average to Display" option of "None". This will display/print Gradebook Progress Reports with no Term/YTD Average. NOTE: This feature has been available in iTeacher > Add/Modify Rankbook > Rankbook Maintenance > Rankbook Parameters > Progress Reports. Adding it to Gradebook is to close the "GAP" between Rankbook and Gradebook views.	1563143
IP-3033	**IMPORTANT CORRECTION:** Student schedules will no longer include courses dropped using the Drop/Restore feature as of the date the course was dropped. The following screen display and printed reports reflect the correction: • Scheduling System > Modify Schedules > Schedule Summary/Print Schedule view • Schedule - Period Grid, and Schedule - Rotation Grid • Scheduling System > Reports - Scheduling > Student Schedules and Student Schedules (PCL) • The Print Course Lists report indicates "Dropped" next to the student's name.	
IP-3422	**IMPORTANT CORRECTION:** iTeacher > Add/Modify Rankbook – "Save to Excel" feature is now downloading an Excel file when using Google Chrome browser.	
IP-2813	**IMPORTANT CORRECTION:** When Administration > District Configuration Schedule View is set to "Current & Prior", teachers NO LONGER HAVE access to see the courses assigned for next year on Course Lists in iTeacher > Add/Modify Rankbook view unless they have Assign Teacher Access granted for Future Teacher Schedules.	1495294
IP-3286	**IMPORTANT CORRECTION:** Select Grading System reports will now default to the current Term based on today's date and will list all the Grade Headings associated with that term. Grading Reports include the following • Competency Report Cards • Grades Not Entered • Standard Report Card • Elementary Report Card • Grade Distribution • Grading Letters	1586203, 1580719, 1584366, 1583405, 1581099, 1596800

IP-3294	**IMPORTANT CORRECTION:** Discipline System > Bullying Incident Report now includes only incidents that are identified as "Is this a Bullying Incident = Y." The report includes a column header for Aggressor/Target. Students identified as "Offender" in the incident record will be listed as "Aggressor" in the report. Students identified as "Victim" in the incident record will be listed "Target" in the report.	1582973, 1411325, 1618765
IP-3347	**IMPORTANT CORRECTION:** Assign Homeroom Based on Schedule will assign the current course for a period selected and not the course that was dropped using Drop/Restore.	1585540
IP-3394	**IMPORTANT CORRECTION:** iTeacher > Course List - Clicking on the Student ID Number is now taking the user to the Browse Student Bio screen.	1618218, 1618927
IP-3445	**IMPORTANT CORRECTION:** Work was done to correct issues with scheduling where a student's Request stays Scheduled = Yes, yet they are not scheduled into the course section and the course section does not show up on the student's Modify Schedule screen. There are several tables that hold the student's schedule records. Not all tables were updating correctly when students were Added, Removed, Unscheduled, Dropped and Restored.	
IP-3450	**IMPORTANT CORRECTION:** Quick Schedule now schedules the students into all courses linked to their homeroom and now sets the Request to Scheduled = Yes and now the courses show up correctly on Modify Schedules screen. Based on the time of year you run this feature, the system will assign the current and future terms and not assign previous terms.	
IP-2961	Programming code is no longer visible at the top of the SIF Agent > Send SIF Objects screen.	1522752
IP-3164	Submitting the Enter Period Attendance screen will no longer display the period attendance code entered for a student for the next student on the class roster.	1563688
IP-3172	Student Incident History screen will now display Offender and Victim appropriately and in their own column. Bullying will display in its own column.	
IP-3348	All students linked into one incident will now display their Action code (Consequence) in the correct place in the XML as needed.	
IP-3417	The Biographical System > Reports - Biographical > eSped Export is now exporting the DOE036 state code in the Primary Disability field.	1624763
IP-3423	Daily Attendance will update Period Attendance for schools that are set up with multiple, concurrent terms (ie. Quarter Terms and Mini-Terms).	

IP-3425	Google Translate option now appears on iStudent options screen (exception is My Documents). More information on Google Translate for iStudent/iParent can be found in iPass Help > iParent > Help > Google Translate Help	1598692