



Welcome to Wednesday's Wisdom

Your weekly dose of support!

June 28, 2017

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End-of-Year State Reporting

Let us know if you are having trouble clearing validation errors. The iPass team is here to assist you!

Support Announcements

Still haven't set up your Edsby Demo with Sharon?

Don't wait! Set it up before July 1.

[Edsby](#) provides your district with the ability to retain your valuable SIS for state reporting, report card production, and main-office functionality while providing stakeholders a clean, quick, and modern dashboard view of the classroom and other relevant information from anywhere, at any time.



Simply add Edsby to iPass and watch as:

- your productivity increases.
- teacher workflows become easier and more organized.
- collaboration between staff, parents, and students flows more smoothly than ever!

[Learn How!](#)

Or [forward this email](#) to the appropriate contact.

iPass Support

Our offices will be closed on Tuesday, July 4, 2017, in observance of the Fourth of July holiday.

Support requests still may be logged, and will be responded to in the order in which they are received, by using one of the below methods:

Email: support@harriscomputer.com

eSupport: support.harriscomputer.com

Support will be available Monday, July 3, and will resume normal operations on Wednesday, July 5, 2017.

Massachusetts EOY State Reporting Deadlines:

Report	As of Date	Due Date	Certification Deadline
SIMS	Last Day of School	July 6 (Certification)	July 13 (Re-Certification after resolution of Duplicates)
SSDR	Last Day of School	July 21	July 21
SCS	Last Day of School	August 3	August 3
EPIMS	Last Day of School	August 3	August 3

The Support Team has Help Guides and FAQs available in iPASS Help > DOE ID Manager > Help > Subcategory folders [SIMS](#), [SCS](#), [EPIMS](#) and [SSDR](#). References these resources to help troubleshoot your issues.

The Support team is available to assist you. Please submit an [eSupport ticket](#) with your issue and supply as much detail as you can in the ticket. We are aware of the time sensitivity of these tickets and will work through them as quickly as we can.

July Online User Group Meeting

Please join us July 12 at 1:00 p.m. for the next monthly online User Group meeting. We will review recent patch release updates, review next steps for End-of-Year Procedures, and answer questions on EOY state reporting.

NEW meeting link: [Click here for the User Group Webex link](#). Meeting number (access code): 632 067 901; Meeting password: harris. Join by phone: 1-866-469-3239 (toll-free).

The monthly online User Group meetings are held on the second Wednesday of every month at 1:00 p.m.

iPass Releases & Updates

Upcoming Patch Release

A patch release, expected to go out this week, will include minor enhancements, updates, and corrections, including items for SIF End-of-Year submission for Massachusetts state. Watch for the Release Notes to be posted in iPass Help > [iPass Patch Release Notes](#).

iPass Tips & Tricks

End-of-Year Reports

End-of-Year Procedures Phase II “Ending the Current School Year” recommends running certain reports prior to starting the new school year. For a complete list of reports, please

reference the [End of Year Procedures – Quick Guide](#) or the [End of Year Procedures Help Guide](#) in iPASS Help > Administration > Help folder.

Certain reports are difficult to obtain after the database is rolled over, especially when students change schools. Most iPass reports are based on CURRENT Grade Level and Homerooms.

Below are some examples of reports you may want to run now:

- Permanent Record Labels **(before student changes schools)*
- Attendance Reports: Attendance Statistics, Attendance Tally, Perfect Attendance
- Entry/Withdrawal for entire school year **(exact Start/End Dates, all enrollment types)*
- Competency Report Cards
- Report Cards
- Mailing Labels for **(By Grade Level - Use for MCAS/PARCC test results mailing the next year)*
- GPA Rank Report **(Grading System > Reports – Grading > GPA Rank – this is NOT the one where you Calculate GPA)*
- Honor Roll **(By Term / Calculate Honor = No)*

Upcoming Events & Workshops

Upcoming Massachusetts Events

Meet us at the M.A.S.S. Executive Institute

July 19-20, 2017

Mashpee High School, Mashpee, MA.

Look for Sharon at the HSS booth!

Meet us at the M.S.S.A.A. Summer Institute

July 26-28, 2017

The Resort and Conference Center at Hyannis, Hyannis, MA.

Look for Sharon at the HSS booth!

Elementary Scheduling Workshop – August 9

Registration is now open! Join Harris School Solutions for an iPass Elementary Scheduling Workshop.

This workshop will be pertinent for the person(s) responsible for creating and maintaining the master schedule and students schedules at the elementary level. The Elementary Scheduling Workshop will cover:

- Homeroom assignments
- Mass-loading student schedules
- Setting up the Walk-in Scheduler
- Using the Walk-in Scheduler
- Drop/Add feature
- Withdrawn students features
- Editing Teachers in the course catalog
- Adding Courses to the course catalog
- Removing Courses from the course catalog
- Adding and removing sections from a course
- Moving students from one course to another
- Printing student and teacher schedules

Registration is required. Limited to the first 30 registrants.

[Click here to register.](#)

Date: August 9, 2017

Time: 9 a.m. to 3 p.m.

Location: Randolph Community Middle School, 225 High Street, Randolph, MA 02368

Cost: \$250 per person

Professional Services

Does your school district need 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!*.

[Click here](#) to schedule an appointment for a complimentary business review.

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Harris School Solutions

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