



## Welcome to Wednesday's Wisdom

*Your weekly dose of support!*

August 9, 2017

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### School Year Transition

The Support team is here to help you close out 2016-2017 and begin 2017-2018.

### Support Announcements

## August User Group Meeting Rescheduled

A reminder that we have moved the User Group meeting this month to Wednesday, August 23, at 1:00 p.m. We will review and debrief the EOY state reporting process, review recent patch releases, and answer questions about starting the new school year. Please feel free to send your questions in advance to [msweeny@harriscomputer.com](mailto:msweeny@harriscomputer.com).

We will send a link for the meeting in next week's Wednesday's Wisdom email.

### iPass Releases & Updates

## Recent Patch Releases

A patch release that went out on August 3 (7.0.20170803\_sync) included several updates for SIF EPIMS. Refer to the [Release Notes](#) for more information.

A patch release that went out on August 6 (7.0.20170806\_sync) included an update for Mass Load Schedules & Requests. Refer to the [Release Notes](#) for more information.

### iPass Tips & Tricks

## Adjusting Student Schedules

Prior to school starting, when adjusting student schedules, be sure to use “Remove” to permanently delete a course from a student’s schedule. The “Drop/Restore” feature is used after school has begun and a record of the course must be maintained for state reporting or grades.

### When to use **Drop** versus **Remove**

- **DROP:** Used when a student has spent any amount of time in the class. The schedule row for that class will remain in the student’s schedule but will have a status of DROPPED and can be viewed/hidden with the “Show Dropped Courses” checkbox.
- **REMOVE:** Used when a student has not spent any time in a class and the schedule was accidentally attached to the student. As before, a class that is REMOVED will not be included in the student’s schedule.

For more information refer to iPass Help > Scheduling > Help > [Quick Guide: Modify Schedules – Drop/Restore & Remove Courses](#).

### iPass FAQs

**Q. I enrolled all my students for the first day of school, but their records say “error” under the Enrollment on the Student Search screen. What did I do wrong?**

**A.** You need to create a school calendar with the first day of school matching the enrollment date. Go to Attendance > Maintenance > Calendar Maintenance and create your school's calendar. Once completed, your enrollment records will all display as "Enrolled." If your enrollment records are dated prior to the first calendar day, they will continue to be in error. The enrollment record must reflect a day in the school calendar. [Click here for more information.](#)

**Q. What settings should I use to Mass Enroll/Re-Enroll students who were enrolled the previous year?**

**A.** The Mass Enroll program will allow you to enroll one or more students. Go to Biographical System > Mass Enroll. [Click here for recommended settings.](#)

**Q. What settings should I use to Mass Enroll students who are new to our district this year?**

**A.** The Mass Enroll program will allow you to enroll one or more students with the same enrollment codes. Do not use the Copy option for students who are new to your District. [Click here for recommended settings.](#)

**Q. What do I do with students who are not returning for the new school year?**

**A.** These students are referred to as “summer transfers” and must have a Withdrawal record added with a summer withdrawal date. [Click here for recommendations.](#)

**Q. After I change the Academic School Year to the new school year (System Configuration > Parameters), is there anything I need to roll over?**

**A.** Yes. You need to roll over your Activities, Attendance, and Grades. It is recommended to go ahead and roll these over at each school. [Click here for more information and recommendations.](#)

**Q. Will the Student Alerts remain active for the new school year?**

- A. You need to review the expiration dates and re-set those you wish to remain active, or set to Expired those students who have left the district. [Click here for more information.](#)

## 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 an HSS Professional Services expert to see how iPass can meet your needs. HSS offers several third-party products that are designed to integrate with iPass, including Edsby, EZSchoolEnroll, and School Rush!

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

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