



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

AUGUST 22, 2016

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

Start New Year Deadline Was August 18th

The deadline to complete *Start New Year* was August 18th. Access to *iepoint* > 2016 will be denied until the *Start New Year* process has been completed. Only an *iepoint* > Manager can complete *Start New Year*. We highly recommend that you review the *Start New Year* instructions prior to completing this process. Access the training information by clicking the links below:

[Start New Year - Video](#)

[Start New Year - PDF Instructions](#)

You will not receive an *iepoint* > 2017 icon upon completing *Start New Year*. *iepoint* > 2016 will contain two data years, DATA2016 and DATA2017. As of August 18th DATA 2017 is now considered the current school year; therefore, *iepoint* > 2016 will open in DATA2017 with a **WHITE** background. Although *iepoint* > 2016 defaults to open in DATA2017, DATA2016 can be accessed by going to *File -> Change School Year -> 2016*. DATA2016 will open with a **RED** background.

I-Star Training

We still have seats available for our classroom trainings October 24th and 25th. In addition we have opened up some more seats in the online trainings.

Remember, in order to transition from *iepoint* > to I-Star, a training is required. Any location that has an *iepoint* > database currently and plans to continue managing their own data for the 2016-2017 school year is required to attend a training (webinar or in-person).

Please view the following schedule to sign up for a training. **Notice that the notes have been added for the sessions. Please print these before the training and bring them with you.** These trainings are open to anyone, regardless of the location. For more information on I-Star, visit <http://www.hbug.k12.il.us/IStar/default.aspx>.

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Dates to Remember

September 5, 2016 - Office Closed in Observance of Labor Day

October 10, 2016 - Office Closed in Observance of Columbus Day

November 8, 2016 - Office Closed due to Election Day

November 11, 2016 - Office Closed in Observance of Veterans Day



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Email your questions to client support at:

support@hbug.k12.il.us

I-Star Training (continued)

Event Registration

Date	Location	Name	Time	Notes
8/30/16	Gages Lake	I-Star Approvals New User Training SEDOL Cooperative	9:00 AM - 12:00 PM	Full Notes
8/30/16	Mt. Vernon	I-Star Approvals New User Training Mt. Vernon	9:00 AM - 12:00 PM	Notes
8/31/16	DeKalb	I-Star Approvals New User Training DeKalb	9:00 AM - 12:00 PM	Full Notes
9/01/16	Online	I-Star Approvals New User Training Online	9:00 AM - 12:00 PM	Notes
9/12/16	Online	I-Star Approvals New User Training - Online	9:00 AM - 12:00 PM	Notes
9/27/16	Glendale Heights	I-Star Approvals New User Training Glendale Heights	1:00 PM - 4:00 PM	Notes
9/28/16	Oak Forest	I-Star Approvals New User Training - Southwest Cook Co. Coop. Assoc.	9:00 AM - 12:00 PM	Full Notes
10/11/16	Belleville	I-Star Approvals New User Training Belleville	1:00 PM - 4:00 PM	Full Notes
10/12/16	Bloomington	I-Star Approvals New User Training Bloomington	9:00 AM - 12:00 PM	Notes
10/19/16	Online	I-Star Approvals New User Training Online	9:00 AM - 12:00 PM	Notes
10/24/16	Glendale Heights	I-Star Approvals New User Training Glendale Heights	1:00 PM - 4:00 PM	Notes
10/25/16	Bensenville	I-Star Approvals New User Training Bensenville	9:00 AM - 12:00 PM	Notes
10/31/16	Online	I-Star Approvals New User Training Online	9:00 AM - 12:00 PM	Notes

Private Facility Search Updated

The *Private Facility* Search on our website has been updated to reflect the approved *Private Facility* locations for the 2016-2017 school year. To access the *Private Facility* Search simply click the link below:

[Private Facility Search](#)

If you need to review a *Private Facility* for a previous school year simply choose a different school year in the “School Year” drop down.

2016-2017 School Calendars Available

Official school calendars for 2016-2017 are now available and can be received into *iepoint* > by doing the following: *File -> System Maintenance -> Refresh Calendars*. To view the official school calendars on the ISBE website, click the link below:

[2016-2017 Official School Calendars](#)

Tech Tip: Backup Your Data

Send Copy of Data files is a fast, free and easy way to backup your data off-site. Be sure to send a copy of data today by going to *File -> System Maintenance -> Send Copy of Data*. *Send Copy of Data* files can be used as a secondary backup in the event your data is lost due to data corruption. Talk with your tech department today to be sure they are completing a DAILY ONSITE BACKUP of your *iepoint* > database.

Important Notice:

Please do not include any student or personnel information in e-mail and voicemail communications with Harrisburg Project. We also ask that clients refrain from sending any e-mail attachments containing sensitive information.