HARRIS
School Solutions

*i*PASS

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

October 11, 2017

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Today's User Group Meeting

TODAY – Join the Harris team today at 1:00 p.m. for the monthly online User Group meeting. Refer to the Upcoming Events & Workshops section below for more information.

Support Announcements

Important Notice: Plan to Delete Older Reports

(Repeat of notice sent last week.)

In order to free up disk space we are planning to begin deleting users' reports that are older than one year. This will not include published reports (PCL Progress Reports, Report Cards, and Transcripts) or reports checked off as "Save." We will begin purging reports on October 18.

Please instruct all iPass users to review their reports in My Data > My Reports, and check off "Save" for any reports they want to keep. It is advised that all reports your district wants to keep for reference or record keeping be saved to the local hard drive.

Prepare for Progress Reports and Report Cards

It is important to check your Progress Reports and 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 help to avoid printing errors and last-minute struggles.

We recommend selecting some sample students at each school, entering some fake grades, and creating example PCL Progress Reports and Report Cards to review. Look for any misalignments, or any missing or incorrect data.

If you find that you are experiencing any issues, please enter an [eSupport](#) ticket with detailed information about your issue and provide an example Report Card.

Annual Set Up Includes:

- **Rollover Grades** – As part of the End-of-Year Procedures, you need to rollover Grade Maintenance (1-100, ABC's, etc), Scale Codes (GPA), and Grade Scales (GPA) tables to the new school year.

  Go to Administration > End-of-Year Procedures > Rollover Grades; Set Source Academic Year = Previous School Year; Destination Academic Year = New School Year; and Set Override if Exists = Yes.

- **Linking Competencies to the Course Catalog** – Courses that report Competencies must be linked in the Course Catalog. [Click here for directions](#).

- **Setting Up Narrative Parameters** – Report Cards that include a teacher narrative must have the parameters set up for the new school year. [Click here for directions.](#)

October SIMS – Enrollment

October SIMS is used to determine your district's foundation enrollment so it is very important that you make sure you are including all enrolled students, with accurate coding, in your submission. To help identify all enrolled students that should be reported, be sure to check out these helpful resources:

- The Enrolled Student Report DOE NO query. This query will find all enrolled students set to Report to DOE = No. Go to iPASS Help > My Queries > Query

Files for Download > [Enrolled Students Report to DOE](). If the student will not stay set to Report to DOE = Yes, [check to make sure the SASID format is correct](). The Report to DOE field can now be mass-updated using Biographical System > Mass Update Students > SIF Report to DOE.

- The Enrollment Reconciliation Report. Upload to iPass your SIMS Transmission download file from the Security Portal and running this report will compare the download file to the enrolled students in iPass. The report will provide a list of students who are missing from the SIMS Transmission file. Go to iPass Help > DOE ID Manager > Help > [Enrollment Reconciliation Report.]()

Query for Homeless & Foster Care Related Fields

The Support Team has created a query that will provide the iPass field values for the DOE's homeless and foster care related elements: Homeless, Foster Care, Dwelling Arrangement, and Unaccompanied Youth. Note that the report fields will be blank or have a question mark (?) if no value has been selected. The field can be mass-updated using Biographical System > Mass Update Students > DOE Field.

This query is available in iPass Help > My Queries > Query Files for Download > [Homeless and Foster Care Query]().

ID	Last Name	First Name	MI	GL	Gender	Description	Code	Description	Code	Description	Code	Description	Code
2234	Smith	John	A	10	M	Homeless	Y	Foster Care	N	Dwelling Arrangement	Shelters	Homeless youth unaccompanied by parents or legal guardians	No

Q. **What could be causing the SIMS Error of Days in Membership = 0 is invalid?**

A. There are several things you can check when you have this error:

- Check to make sure the School Calendar has the correct first day of school and the Academic Year Settings screen Terms are correct for the first day of school.
- Check to make sure the student's enrollment record date is on (or after) the first day of school.
- If the student attends a part-time program (e.g. PreK or K) and the Grade Level is selected in DOE Parameters > Grade Levels to Validate Schedules for Days in Membership and Attendance, the student must be scheduled into a course to report Attendance and Membership.

Grade Levels to Validate Schedules for Days in Membership and Attendance:

| NPK |
| PG |
| PK |

X PK

Note: The DOE Parameter for Grade Levels to Validate Schedules for Days in Membership and Attendance should only be used to identify grade levels with part-time programs.

Upcoming Events & Workshops

TODAY User Group Meeting: Grading System

Join us today for this month's User Group meeting. We will be discussing Grading – How to set it up and get ready for grading, and how to do GPA, Honor Roll, and Horizontal Averaging. Please share the meeting link with all staff that are involved in the grading process. This will be a great opportunity for staff to get a refresher.

NEW Meeting Link: Click here for the [User Group Meeting Webex link](). Meeting Number is 635 513 566, Meeting Password is Harris. Audio Connections is 1-866-469-3239 Call-in toll-free number (US/Canada).

The monthly online User Group meetings are held on the second Wednesday of every month at 1:00 p.m. If you can't make it, look for the recording to be posted in iPass Help > User Group Meetings.

MassCUE

Visit the Harris School Solutions booth at the MassCUE Fall Conference at Gillette Stadium, Foxborough, MA, on October 25 and 26. Come by and learn more about School Rush!, EZSchoolEnroll, and eWalk. Look for us at Booth #223.

14 Quick SAT/ACT Test-Prep Tips for Teacher Effectiveness

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