



## Welcome to Wednesday's Wisdom

*Your weekly dose of support!*

November 8, 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

### Update from iPass Support & Tech Services

What we are doing to keep iPass accessible and running as fast as possible:

- We recently updated our 24-hour monitoring system from Nigios to NodePing and now are seeing great improvement in the ability to monitor every aspect of the iPass servers. We have made many adjustments to servers and to iPass to reduce the number of alarms we see and have seen a drop in downtime due to CPU usage, Disk Size, and Memory issues.

## Reasons for recent iPass Slowness:

- **Reported Comcast issue**

This past Monday Comcast had a nationwide issue. Our Hosted Facilities all have connections to Comcast to run certain aspects of the facility. The issue that Comcast reported yesterday has been resolved and we are no longer seeing the issues we had Monday.

- **Disk Space**

We are adjusting the Old Reports Storage and have moved it to another server. We have started to remove old reports that are not set to "SAVED" and that are older than a year old.

The monitoring system is finding some server logs have grown large and we are actively identifying the causes and removing them so sites do not experience disk space issues.

- **CPU Usage**

We have found that the SIF processors have been tying up the iPass data tables for too long as it gathers the SIF Data objects to send them out. This is showing a spike in CPU usage. We are making adjustments to sites to alleviate this issue.

## iPass Releases & Updates

### Upcoming Patch Release

We are planning to put an update out to iPass sites this week. The patch will include updates for: Discipline Consequences, Publishing, Call List, Site Performance, Homeless & Foster Care, SIF, Email Class, Compensation Assignment, and iParent. More information will be available in the Release Notes, which will be posted in iPass Help > [iPass Patch Release Notes](#) once the update goes out.

## Tips for Districts Reporting EPIMS via SIF

**EPIMS WA07 Job Classification** – SIF EPIMS requires instructional staff have a Career record for each WA07 Job Classification reported in the Work Assignments. This means that teachers who are scheduled to co-teach a class (reported as 2306 Co-Teacher) or provide supportive content instruction in the classroom alongside a primary teacher (reported as 2310 Teacher – Support Content Instruction) require a Career record with a Job Type = Co-Teacher and/or Job Type = Teacher – Support Content added.

EMPLOYEE CAREER								
Start Date	End Date	Department	Supervisor	Building	Bargain Unit	Job Type	FTE	Main Job
09/01/2016		Language Arts		Ashland High School	Teacher	2306 Co-Teacher (Job Share)	0.20	No
08/31/2015		Language Arts		Ashland High School	Teacher	2305 Teacher	0.80	Yes

The MA DOE EPIMS screen's WA07 Job Classification selection field will list only the Career Record Job Types associated with the staff member. For example, a teacher with a Career Record Job Type of "Teacher" only will display only "Teacher" as an option in the WA07 Job Classification field. To have Co-Teacher as an option there must be an additional Career Record with Job Type = Co-Teacher.

**Work Assignment**

Language Arts 800-05H

Teaching Assignment Code: English or language arts

District/School this Assignment: 00140405

→ WA07 Job Classification: 2305 Teacher

WA08 Other Teaching Assignment Code: Level Classroom Teacher

WA09 Grade by Course Section: 2305 Teacher

WA10 Subject Area/Course Code: 2306 Co-Teacher (Job Share)

WA10 Subject Area/Course Code: Language Arts (grade 8)

WA11 Class Section: 800-05H

Full Time Equivalent: 0.20

WA13 Instructional Paraprofessional Qualifications for Title I: Not employed as a paraprofessional

WA14 Highly Qualified: Yes

WA15 Subject Matter Competency: Passed the Mass Test for Educator Licensure (MTEL) subject matter test

**REMINDER:** SIF EPIMS requires one, and only one, assignment/career be documented as “Primary.” All staff members with multiple active career records must have “Is Main Job” checked off for their primary career record only. If a staff member splits their time evenly between assignments, only one of the assignments/careers should be selected as “Is Main Job.” If a staff member has only one career record it will transmit automatically as the primary assignment.

**Work Assignment FTEs** – With SIF EPIMS you no longer adjust the FTEs on the Work Assignment records. The DESE will find all the work assignments by Job Classification (i.e. Job Type = Co-Teacher), find the Career Record with that Job Type, and use the Career FTE (i.e. Co-Teacher .20 FTE) to calculate the FTE for each Work Assignment.

**IMPORTANT NOTE:** With SIF Transmission there is no way to exclude Work Assignments set to FTE = 0. Non-reportable Work Assignments need to be set up using a non-reportable Course Type or a staff member who is not reported to the DOE.

**SIF Job Type** – This additional SIF field can be found in the staff member’s Career record. This must be filled in with the appropriate code. Refer to iPass Help > SIF > [SIF Job Types](#) for recommendations. This field is available for update on the Career Batch Entry screen.

**Teaching Assignment Code** – The Work Assignment requires a (SIF) Teaching Assignment Code field be filled in. This field is in addition to the WA08 Other Teaching Assignment Code. This field is available for update on the Edit EPIMS Work Assignment screen.

## Helpful Hints Guide – EPIMS October 2017

The Support team has posted an updated version of the EPIMS Helpful Hints guide in iPass Help > DOE ID Manager > Help > EPIMS subcategory folder > [Helpful Hints Guide – EPIMS October 2017](#)

## iPass FAQs

**Q. How does a teacher create a copy of their Gradebook/Rankbook for Record Keeping and Backup?**

- A.** Teachers can use the Assignment Grade Report or Save to Excel feature to save a copy of their Gradebook/Rankbook assignment grades for safe keeping and record keeping. This gives a teacher a backup copy of the assignment grades they have entered should they need it. It is recommended that teachers create a copy at the time they submit grades (i.e. Progress Report mid-term grades and Report Card term grades), but can be done as frequently as desired (i.e. after entering grades for an assignment or group of assignments). [Click here for more detail.](#)

## Upcoming Events & Workshops

### **TODAY – User Group Meeting: SIF EPIMS**

Join us today for this month's User Group meeting. We will be discussing reporting EPIMS via SIF transmission. Laura Patton will review the iPass setup requirements for reporting EPIMS Staff Roster and Work Assignments via SIF. We encourage both SIF and Legacy districts to attend in order to learn about the additional SIF EPIMS elements and changes to where SIF pulls data from in iPass. Please share the meeting link with staff members responsible for iStaff records and EPIMS reporting.

**NEW Meeting Link:** [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.

## EZSchoolEnroll

**Eliminate the paperwork and tedious data entry!**

*EZSchoolEnroll's* online registration for incoming students allows parents to easily complete your school's registration forms. Plus, parents can securely update information, add or remove emergency contacts, and upload documents for proof of residency, birth certificates, and health records. You also can collect Language Surveys, athletic or club choices, and much more! [Click here to learn more from Sharon O'Connor!](#)



## SchoolRush!

**Finally, an effective parental engagement tool that's easy to use!**

*SchoolRush!* is the Facebook-style app that increases parent engagement with your school by making the process simple, convenient, and even fun! Teachers share information, pictures, and more from the classroom level directly to parents through the free, secure app. This lets parents stay up-to-date and engaged right from their smartphones. Plus, administrators can use the system to send emergency alerts and general messages by voice, text, email, or app. [Click here to learn more from Sharon O'Connor!](#)



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