



Welcome to Wednesday's Wisdom

Your weekly dose of support!

March 21, 2018

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Register for Scheduling Workshop!

Scheduling for a middle school can be tricky with teaming, cross-teaming, and making sure all of your specials are rotating properly. Refer to the Upcoming Events & Workshops section below to register.

Support Announcements

User Group Meeting – The Future of iPass and EPIMS Reporting

Please Join us **TODAY** at **1:00pm** for this **important kick-off meeting to discuss the future of handling EPIMS data in iPass.**

The iStaff EPIMS DOE Data screen and Edit EPIMS Work Assignment screens no longer reflect how the data is being pulled from iPass for the EPIMS SIF transmission. Laura Patton will be sharing how EPIMS SIF Objects pull data from iPass for SIF transmission and her thoughts for the future. We want to make sure your district staff record needs are taken into consideration as we consider changes to the Career Record

screen and Course Catalog Course Section screen. Ideas we are considering tie EPIMS Staff Assignments more closely to the course scheduling system, making it easier to report Teachers, Co-Teachers, and Support Content Teachers. Don't miss out on this opportunity to provide input in the initial stage of development.

Meeting Link: Click here for the monthly [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).

March SIMS Due Tomorrow

Districts should make sure they're certified by the deadline tomorrow. SIF districts may be "frozen" and still need to certify. Check the SIMS Data Transmission screen for your status. The deadline to clear duplicate students and recertify is March 29.

Upcoming Events – Don't Miss Registration Deadlines

The deadline to register for the special Day 2-only option for the hands-on High School Scheduling Workshop, the 2-Day hands-on Middle School Scheduling Workshop, and the Onsite Vocational/Technical School User Group Meeting is next week, March 30. Please refer to the Upcoming Events and Workshops section below for more information.

iPass Tips & Tricks

Snow/Weather Days

Many districts build extra snow days into their school calendar to cover possible snow/weather days that may occur during the school year. This winter many districts have already surpassed the anticipated number of extra days.

- Check the School Calendar and add extra days to your calendar if needed. If your calendar currently ends on a Friday and you need to add school days to the next week you will need to add Saturday and Sunday as non-instructional days first. Repeat for each school.
- Check the Academic Year Settings and adjust the Term End Dates to the new last day of school for all terms that end on the last day of school (ie. FY, T3, and Q4). Repeat for each school.
- Check the iStaff Configuration EPIMS As-of Date and update it to the new day **BEFORE** the last day of school. If your last day of school is a Monday, this day

must be set to the preceding Friday, which is the “school” day before the last day of school.

- If your March SIMS is CERTIFIED, SIF Districts should change the DOE Parameter > Last Transmission Date to the new day BEFORE the last day of school. If your last day of school is a Monday, this day must be set to the preceding Friday which is the “school” day before the last day of school. Repeat for each school.

Helpful Resources:

- [Quick Guide: Add School Days to Calendar](#)
- [Guide: How to Enter Snow/Weather Day or Other Emergency School Closing](#)

Upcoming Events & Workshops

High School Scheduling Workshop

SPECIAL ADDED OPTION: We have room for additional users to sign up for Day 2 of this workshop. This is a great opportunity to learn more about the Student Scheduler, Master Schedule Builder, and get help troubleshooting your schedule. [Click here for Workshop details.](#)

Date: April 3 – Day 2

9am to 12pm: Learn how to schedule your students

12pm to 1pm: Small lunch provided

1pm to 3pm: Hands-on work session to work on your schedule with help from the iPass Support Team

Location: Westford Public Schools, Central Office, 23 Depot Street, Westford, MA.

\$250 per person for Day 2 only hands-on workshop.

New Webex Option: We encourage all participants to attend in person, but if this is not possible, this year there is an option to follow along with the training during the morning session on both days (9am – 12pm only). **\$125 per person for Day 2 only morning webex session.**

Registration is required for the Day 2 session. **Please register by March 30.** [Click here to Register.](#)

Middle School Scheduling Workshop

This workshop will consist of 2 day, hands-on sessions where attendees will be working in their own iPass database to schedule their middle school for the 2018-2019 academic year. [Click here for workshop details.](#)

Dates: April 4 and May 23

9am to 12pm – Learn how to set up your Schedule

12pm to 1pm – Small lunch provided

1pm to 3pm – Hands-on work session to work on your schedule with help from the iPass Support Team

Location: Miscoe Hill Middle School, 148 North Ave, Mendon, MA.

\$500 per person for 2 days.

New Webex Option: We encourage all participants to attend in person, but if this is not possible, this year there is an option to follow along with the training during the morning session on both days (9am – 12pm only). \$250 per person for 2 days.

Registration is required for this courses. **[Please register by March 30.](#)** [Click here to register.](#)

Vocational/Technical Schools Onsite User Group Meeting

Come join your fellow Massachusetts Vocational/Technical School Districts using iPass to participate in discussions in how to best use the product to your district's advantage.

Date: April 5

10am to 12pm – Session I

12pm to 1pm – Small Lunch Provided

1pm to 2pm – Session II

Location: Norfolk Country Agricultural High School, 400 Main St, Walpole, MA 02081

Session is free of charge.

Registration is required. **[Please register by March 30.](#)** [Click here to register.](#)

Please let us know if there are any topics you would care to have on the agenda so that we can make the most of our time as a group. Please email your input to Laura Patton at lpatton@harriscomputer.com no later than 5pm on Monday April 2.

More Upcoming Events

We are planning additional workshops for End of Year, MA & PA State Reporting, and Elementary Scheduling. [Click here for more information.](#)

Additional Harris School Solutions Products

EZSchoolEnroll – Online student registration/parent portal. Allow parents to register new students online, update their contact information and remove or edit existing contacts for each student. \$1400.00 one-time fee for setup and training with no additional annual cost.

OnHand Schools – Newly acquired by Harris School Solutions and contains a suite of exciting products including RTI and MTSS solutions to assist in data driven instruction decisions. Visit <http://www.onhandschools.com/> for more information.

Part of the [McREL EmpowerED Suite](#), **McREL Power Walkthrough** is the research-based classroom observation software designed to quickly and effectively gather classroom data and provide instant and formative feedback to teachers to inform practice and bolster their strengths in the classroom.

eWalk is the classroom observation software that transforms time-consuming classroom walkthroughs into an effective 5-minute process, start to finish.

Please contact Sharon O'Connor directly to schedule a demo of any of these products at sjoconnor@harriscomputer.com.

Harris School Solutions

1-866-450-6696

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