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## Welcome to Wednesday's Wisdom

*Your weekly dose of support!*

May 23, 2018

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### Last Call for EOY Procedures Workshop!

Users can still register for tomorrow's End of Year Procedures workshop. Refer to the Upcoming Events & Workshops section for more information.

### Support Announcements

**Important Update for EOY SIF EPIMS:  
Modifications Needed for New SIF Job Type = 2310 Teacher  
Support Content NO COURSES**

The Support Team provided directions in the May 2<sup>nd</sup> Wednesday Wisdom on how to create a new DOE Field value for CareerOtherJob Class (SIF Job Type) = Teacher Support Content NO COURSE. We have determined that a modification is needed to the state code and that a Non-Course Work Assignment must be created to meet the DESE’s new requirements for SIF reporting of 2310 Support Content Teacher with no scheduled courses.

Below please find the modifications required if you have already created this new SIF Job Type. If you have not yet set up the new 2310 Teacher Support Content NO COURSES code, refer to the iPass Help > SIF > Help > [Quick Guide: SIF EPIMS 2310 Support Content Teacher – No Scheduled Courses](#).

**Step 1 – MODIFY the CareerOtherJobClass State Code** for Teacher Support Content NO COURSES from “Text” to “9999”.

Go to DOE ID Manager > DOE fields  
Click on CareerOtherJobClass

The screenshot shows the 'DOE FIELD MAINTENANCE' interface. At the top right is a '+ Add' button. Below it is a '+ DOE Fields +' link. A table with columns 'Name' and 'Description' is visible. A red arrow points to the 'CareerOtherJobClass' entry in the 'Name' column, which has 'Career Other Job Classification' in the 'Description' column.

Change the State Code from “Text” to “9999”.

The screenshot shows the 'DOE Fields' configuration page for 'CareerOtherJobClass'. The 'Name' field is highlighted with a red box. Below it are options for 'Data Type' (AlphaNumeric), 'Calculated Field' (No/Yes), 'Default Value', and 'Export Order' (2). There are also fields for 'Description', 'Label', and 'Free Form Text'. A 'Delete DOE Field' button is at the bottom. Below the configuration is a table with two sections: 'Default Values' and 'HTML Files'. The 'Default Values' table has columns 'Del', 'Code', 'Description', and 'State Code'. The row for '10000 Teacher Support Content NO COURSE' is highlighted with a red box, and a red arrow points to the '9999' state code.

| Default Values           |       |                                     |            | HTML Files |      |             |            |
|--------------------------|-------|-------------------------------------|------------|------------|------|-------------|------------|
| Del                      | Code  | Description                         | State Code | Del        | Page | Description | View Order |
| <input type="checkbox"/> | 1000  | Instruction                         | 1000       |            |      |             |            |
| <input type="checkbox"/> | 10000 | Teacher Support Content NO COURSE   | 9999       |            |      |             |            |
| <input type="checkbox"/> | 2000  | Support Services                    | 2000       |            |      |             |            |
| <input type="checkbox"/> | 2100  | Support Services-Students           | 2100       |            |      |             |            |
| <input type="checkbox"/> | 2110  | Attendance and Social Work Services | 2110       |            |      |             |            |

Make sure a Career Record exists for Job Type = 2310 Support Content Teacher. The SIF Job Type should be set to the code created for 10000 Teacher Support Content NO COURSE.

**CAREER RECORD**

Job Type: Teacher Content Support

**SIF Job Type: 10000 Teacher Support Content NO COURSE**

Department: Special Education

**Step 2 – CREATE a Non-Course Work Assignment.**

Go to Add/Modify Staff > MA DOE EPIMS Data.

Scroll to the bottom of the screen and click on Add Non-Course Work Assignment.

→ Add Non-Course Work Assignment

**Transmission for 06/26/18**

Submit Cancel

The following fields are required and must be filled in correctly:

- WA08 Other Teaching Assignment Code
- Job Classification (WA07)
- District/School this Assignment (WA06)
- WA16 Course Term Code
- Term Status (WA17)

**Work Assignment**

Job Related Data

Teaching Assignment Code: Not applicable

→ WA08 Other Teaching Assignment Code: Mild/Moderate Disabilities Consultative Content Teacher

Class Section: 0

Full Time Equivalent: 1.00

Grade by Course Section: Grade does not apply to this assignment

WA13 Instructional Paraprofessional Qualifications for Title I DISCONTINUED:

WA14 Highly Qualified DISCONTINUED:

WA15 Subject Matter Competency DISCONTINUED:

→ Job Classification: Teacher Content Support

Subject Area/Course Code: Not Applicable

→ District/School this Assignment: 00650005

→ WA16 Course Term Code: Full Year T

→ Term Status: 01- Active Term

Delete this Work Assignment.

Add Non-Course Work Assignment

**Transmission for 06/26/18**

Submit Cancel

Notes about SIF Work Assignments:

Required Fields

- The WA08 Other Teaching Assignment should be the correct selection for this staff member and the work that they do. The Subject Area/Course

Code is sent as 99999 All Subjects, which requires the WA08 Other Teaching Assignment to be an ESL or Special Education Staff code selection. (Refer to DESE's EPIMS Appendices, Appendix F)

- The WA16 Course Term Code must = Full Year for 2310 Support Content Teacher with no courses scheduled.

Optional Fields – These fields are not used for reporting the SIF Staff Assignment for 2310 Support Content Teachers with No Scheduled Courses. Data entered in these fields will not be sent in the SIF Transmission XML.

- Class Section: Leave this alone; no Class Section is sent in XML. Manually entered Class Section will not be sent in the XML.
- The FTE value for the Work Assignment comes from the Career record and is not pulled from the Work Assignment.
- Grade by Course Sections: Leave this alone; 99 (all Grades) will be sent in the XML. Manually entered Grade will not be sent in XML.
- Subject Area Course Code: Leave this alone; 99999 (all subjects) will be sent in the XML. Manually selected Subject Area/Course Code will not be sent in the XML.

**Patch Release Needed Prior to Step 3:** A patch release with updated code for sending 2310 Support Content Teacher Staff Assignments with No Courses with the above changes is required to clear validation errors. This patch release is expected to go out to sites the week of May 21<sup>st</sup>.

**Step 3 – DELETE SIF Temp Table for the StaffAssignment Object and SEND updated EPIMS data.** Use either SIF Reporting > EPIMS to send all EPIMS objects by School and/or by MEPID or use Send SIF Objects to send StaffAssignment Objects for the entire district.

iPass will automatically add to the XML of the Staff Assignment the following based on the SIF Requirements the DESE put out for 2310 Support Content Teachers with no scheduled course sections:

```
<JobFunction><Code> 9999  
<OtherCodeList><OtherCode Codeset="Other">2310 (Support Content Teacher)  
<OtherCode Codeset="Text">99999 (Subject Area Course Code for "All Subjects")  
<TeachingAssignment><Code>NA  
<OtherCode Codeset="StateProvince">020 (WA08 you put in the Non-Course Work Assignment)  
<GradeLevels><GradeLevel><Code>99 (Code for "All Grades")
```

The XML will look like this:

```
<JobFunction><Code>9999</Code><OtherCodeList><OtherCode
Codeset="Other">2310</OtherCode><OtherCode Codeset="Text">99999</OtherCode>
</OtherCodeList> JobFunction><TeachingAssignment><Code>NA</Code><OtherCodeList>
<OtherCodeCodeset="StateProvince">020</OtherCode></OtherCodeList>
</TeachingAssignment><GradeLevels><GradeLevel><Code>99</Code></GradeLevel>
</GradeLevels>
```

## iPass Support – Memorial Day Holiday

Our offices will be closed on Monday, May 28, 2018, in observance of the Memorial Day holiday.

Support requests still may be logged, and will be responded to in the order in which they are received, by using one of the below methods:

Email: [support@harriscomputer.com](mailto:support@harriscomputer.com)

eSupport: [support.harriscomputer.com](http://support.harriscomputer.com)

Normal operations will resume on Tuesday, May 29, 2018.

## iPass Releases & Updates

### Upcoming Patch Release

A patch release is planned for this week to update iPass sites with the modifications needed for sending the SIF XML with updated 2310 Support Content Teachers NO COURSES elements. We will let users know when the patch goes out.

## iPass Tips & Tricks

### MA EPIMS – SIF Job Types

The Support Team has posted recommendations for selecting the “SIF Job Type” based on the Career record Job Type used for Legacy EPIMS Job Classifications (WA07). This information is posted in iPass Help > SIF > Help > [SIF Job Type Codes](#).

### Queries Available for Download

The following queries are helpful this time of year. They are available to download from iPass Help > My Queries > [Query Files for Download](#):

- [Access to Future Student Schedules](#) – This query report shows a list of all iPass Users and the teacher names that have access to view future student schedules. When you have District Configuration set to show Current and Prior Schedules only, this is helpful to see who has access to see the future schedules.
- [Access to Future Teacher Schedules](#) – This query report shows a list of all iPass Users and the teacher names that have access to view future teacher schedules.
- [Course Catalog Listing with Descriptions](#) – This query report shows Course ID, Course Name, Course Description, and Academic Year. The report also indicates the Yes/No setting for Show Recommendation and Available as Elective used in Online Recommendations.
- [Next Year Homeroom](#) – This query report shows Students with Next Year's Homeroom, Teacher's Name, and Next Year's Grade Level.
- [Student Grades All Terms](#) – This query report shows Student's Term and Final Grades for the entire year.

## Upcoming Events & Workshops

### Workshops – Webinar Training & Personalized Coaching

The Support Team is offering two Workshops this spring to train and coach your district staff through vital **End of Year Procedures** and **State Reporting**. Our new workshop format provides step-by-step group-based webinar training for your district staff and follow-up personalized coaching sessions for each paid workshop participant tailored to their individual level of experience and need.

#### ***Take advantage of special discounted pricing!***

Each year a high percentage of districts contact the Support Team requesting one-on-one coaching to walk them through the End of Year Procedures and State Reporting. These new training workshops *plus* coaching will help your district staff master the process saving your district money and time.

- **Many trained for the price of one!** Districts who register one staff member may share the training webinar link and recording with unlimited staff.
- **One-on-one coaching at a savings of over \$300!** Each paid Workshop participant gets up to 3 hours of personalized coaching sessions with an iPass Support Team member (normally billed at \$185 per hour).

**End of Year Procedures \*\* WORKSHOP WEBINAR TOMORROW \*\***

This workshop takes users through the End of Year Procedures. This includes preparing for the next school year (Phase I), finishing the current school year (Phase II), and rolling the database over to the new school year (Phase III).

**Part I: Group Webinar Training Session (3 Hours)**

**Date: May 24, 2018**

**Time: 9:00 a.m. to 12:00 p.m.**

Registered workshop attendees will be sent a link to the online webinar. The webinar link may be shared with other district staff. Registered users will receive a recording of the session.

**Part II: Personalized Coaching Sessions (Total: 2 Hours)**

Registered workshop attendees will schedule a total of two (2) hours of online coaching with a member of the iPass Support Team to help them step through their End of Year Procedures. Sessions are scheduled in one-hour blocks.

Since Phase I, II, and III of the EOY Procedures are done at different times during the year, **Hour 1** will cover Phases I & II and **Hour 2** will cover Phase III. Phase III should be scheduled for a date after state reporting is completed and the district is ready to roll over their database to the new school year.

The Support Team will provide registered workshop attendees with a calendar of available time slots to schedule their coaching sessions. Personalized coaching sessions are only available to paid workshop attendees.

Additional personalized coaching time is available in one-hour blocks at an additional cost. Contact the Support Team for more information (lpatton@harriscomputer.com).

**Fee: \$250.00 Per Person**

**Registration Link: [Click here to Register](#). \*\* REGISTER BY NOON TODAY \*\***

**State Reporting – Massachusetts**

This workshop takes users through the steps to report End of Year data for SIMS, SCS, EPIMS and SDDR state reports via SIF transmission.

**Part I: Group Webinar Training Session (3 Hours)**

**Date: June 5, 2018**

**Time: 9:00 a.m. to 12:00 p.m.**

Registered workshop attendees will be sent a link to the online webinar. The link may be shared with other district staff. Registered users will receive a recording of the session.

**Part II: Personalized Coaching Sessions (Total: 3 Hours)**

Registered workshop attendees will schedule a total of three (3) hours of online coaching with a member of the iPass Support Team to help them use the iPass tools to report End of Year SIMS, SCS, EPIMS and SDDR state reports and troubleshoot validation errors. Sessions are scheduled in one-hour blocks and will be tailored to the level of experience and needs of the user.

The Support Team will provide registered workshop attendees with a calendar of available time slots to schedule their coaching sessions. Personalized coaching sessions are only available to paid workshop attendees.

Additional personalized coaching time is available in one-hour blocks at an additional cost. Contact the Support Team for more information (lpatton@harriscomputer.com).

**Fee: \$250.00 Per Person**

**Registration Link: [Click here to Register](#). \*\* Please register by June 1, 2018. \*\***

**State Reporting – Pennsylvania**

This workshop takes users through the steps to report the End of Year PIMS Collections.

**Part I: Group Webinar Training Session (2 Hours)**

**Date: June 7, 2018**

**Time: 9:00 a.m. to 11:00 a.m.**

Registered workshop attendees will be sent a link to the online webinar. The link may be shared with other district staff. Registered users will receive a recording of the session.

**Part II: Personalized Coaching Sessions (Total: 2 Hours)**



Registered workshop attendees will schedule a total of two (2) hours of online coaching with a member of the iPass Support Team to help them use the iPass tools to report the End of Year PIMS state reports and troubleshoot validation errors. Sessions are scheduled in one-hour blocks and will be tailored to the level of experience and needs of the user.

The Support Team will provide registered workshop attendees with a calendar of available time slots to schedule their coaching sessions. Personalized coaching sessions are only available to paid workshop attendees.

Additional personalized coaching time is available in one-hour blocks at an additional cost. Contact the iPass Support Team for more information ([lpatton@harriscomputer.com](mailto:lpatton@harriscomputer.com)).

**Fee: \$250.00 Per Person**

**Registration Link: [Click here to Register](#). \*\* Please register by June 4, 2018. \*\***

## Additional Harris School Solutions Products

### EZSchoolEnroll

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

With EZSchoolEnroll you can:

- Provide online registration for incoming students allowing parents to easily complete your school's registration forms and verify the data before bringing it into your SIS.
- Provide a parent portal to let parents securely update information, add or remove emergency contacts, and collect Language Surveys, athletic or club choices, and much more, saving clerical time.

Plus, it's fully integrated with iPass!

Please contact Laura Patton directly at [lpatton@harriscomputer.com](mailto:lpatton@harriscomputer.com) to learn more.

Harris School Solutions

1-866-450-6696

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