HARRIS
School Solutions

Email not displaying correctly?
View it in iPass Help.

Log Support Call	**Schedule Training**	**iPass Help Link**

*i*PASS

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

September 19, 2018

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SIF State Reporting – Getting Started

Be sure to review all of the important updates and information provided this week to help you get started you're your October submissions.

Support Announcements

September User Group Meeting Recording Available
Topics: Starting School & SIMS Changes for October 2018

For those of you that missed last week's online User Group Meeting, we have posted the webex recording that reviews important state reporting changes and required action items in iPass Help > User Group Meetings > Webex – Starting School Year & SIF SIMS Changes for October 2018 State Reporting.

iPass Releases & Updates

Patch Release – 7.0.20180911_sync

A patch release went out on September 12 (v. 7.0.20180911_sync). This patch release provided updates for the changes for SIMS 2018-2019 State Reporting.

New fields were added for: DOE028 Seal of Biliteracy and the DOE047-DOE049 Industry Recognized Credentials (CTE). Also, the DOE045 & DOE046 HQCP fields and DOE050 Childhood Education Experience fields already set up in iPass are now being sent in the SIMS transmission.

Action Required:
- Update the new fields with the appropriate code values for students and Delete SIF Temp Table/Send SIF Objects for StudentPersonal and StudentSchoolEnrollment Objects to update the SIMS transmission.
- Sites need to add a new field code of 05-Transitional Bilingual Education code to DOE026: English Language Education Program Status field
- Sites need to mark several codes in the DOE031: Technical Competency Attainment field as "discontinued".

Refer to iPass Help > iPass Patch Release Notes > Patch Release Notes – 7.0.20180911_sync for more details.

iPass Tips & Tricks

Setting Up for October State Reporting

The Support Team has provided updated resources in iPass Help to assist you in setting up for October 1 State Reporting:

[Quick Guide: Preparing for October State Reporting (2018)](#)

This Quick Guide provides you with an outline to get the site up for reporting October SIMS, SCS and EPIMS and for sending your initial data to DESE to begin error validation.

[Helpful Hints Guide – October SIMS 2018](#)

This Helpful Hints Guide provides you with recommendations for data review, site set up, and submitting SIMS via SIF transmission. This Guide also outlines DESE's changes for the 2018-2019 SIMS Report.

More information can be found in iPass Help > [DOE ID Manager](#) > [Help](#) > [SIMS](#), [SCS](#) and [EPIMS](#) subcategory folders or iPass Help > [SIF](#) folder.

Cleaning up SCS/EPIMS Data After New School Year Scheduling

In the past, iPass Support would request the DOE to delete the SIF live events that occurred all summer and during the Scheduling Add/Drop Period and then send a fresh set of SIF Objects for you. This year we are going to provide you with the steps to make this request to DESE yourself.

First, work to clear as many SCS and EPIMS errors as you can.

When your school is done with Add/Drops for the start of the year, we recommend you submit a ticket to EOE Help Desk requesting them to delete specific course related objects so that you can send "fresh" SCS and EPIMS data.

Note that this type of request to the DOE should be done very sparingly. It is best to wait until all other steps have been taken to clear errors and you have been instructed by iPass Support to submit a request to the DOE.

Submit a ticket to EOE Help Desk to delete SCS and EPIMS Objects.

EOE Help Desk URL is: https://massgov.service-now.com/eoe

[Click here](#) for specific recommendations for submitting a ticket to the EOE Help Desk.

Confirm Object Count = 0.

After you receive the email from the EOE Help Desk confirming they deleted the object, check the SIF Transmission Report for SCS and EPIMS Object Counts to confirm the Objects show a 0 (zero) count.

Clear the SIF Temp Table and Send SIF Objects for SCS and EPIMS.

Use SIF Agent > Delete SIF Temp Table to clear out the temp table prior to sending SCS and EPIMS Objects.

Use SIF Agent > SIF – Send Objects to send the objects for the entire district.

SCS Objects: SchoolCourseInfo, SectionInfo, SectionMarkInfo, StudentSectionEnrollment, and StudentSectionMarks.

EPIMS Objects: EmploymentRecord, StaffAssignment, StaffEvaluation, StaffPersonal, StaffSectionAssignment.

If you are a large district you should send the SIF Objects during off-hours or one report at time. This will save a drain on your site resources.

iPass FAQs

Q. **EPIMS Error: The course section schedule only shows one teacher selected, why am I getting a validation error that there are too many teachers assigned to the course?**

A. If the Course Section Schedule screen shows only one teacher, click on "Add Dates" below the Select Teacher(s) box to see if any additional teachers are listed. If you find a teacher who should not be associated with the course during the school year, click on the X to the left of their name to remove them. Submit to update the record.

To update the EPIMS SIF transmission file, clear the SIF Temp Table/Send SIF Objects for SchoolCourseInfo and StaffSectionAssignment to try and clear the error. If the error does not clear please contact iPass Support.

Upcoming Events & Workshops

NEW iPass User Training & State Reporting Workshop Series

Webinar training sessions for $500 – Unlimited Staff!

Workshops include personalized coaching for guaranteed success!

Bundled series pricing saves even more!

iPass User Training Webinar Sessions:

The District iPass User Training Webinar Series offers **district-wide training** targeted at specific job types and responsibilities for both **new users** and to **provide current users with a refresher** of iPass features and functionality.

Each training session is comprised of a **3-Hour Interactive Group Webinar** and a **1-hour Group Q&A Follow-Up Session**. Participating districts may include **unlimited staff** in the scheduled webinar session and will receive a link to the webinar recording to share with district users and to reference throughout the school year.

Date	Session (Target Users)	Topics Covered	Session Fee (Per District)
September 25, 2018	Administrative Assistants	Biographical System, Attendance System, Grading System, Report Cards, Competencies, Reports, iParent/iStudent, Publishing Dashboard	$500
September 26, 2018	Gradebook Support Staff & Lead Teachers	Gradebook, iTeacher, Grading, Competencies, Report Cards, Progress Reports, iParent/iStudent	$500
October 2, 2018	Discipline Staff	Overview of Discipline System, Discipline Records, Reports, Data Requirements for SSDR State Reporting	$500
October 3, 2018	Human Resources Staff	iStaff Best Practices, Career records, Compensation, Attendance, Time Rollover, EPIMS Requirements, Contracts	$500
October 4, 2018	Scheduling Staff	Scheduling Students, Drop/Add, Transfer Grades, Course Catalog Maintenance, Printing Schedules	$500
October 9, 2018	School Administrators	iPass Overview, Discipline, Grading & Report Cards, Transcripts, GPA, Honor Roll, Scheduling, Dashboard Views, Data & Reporting, iParent/iStudent, Publishing Dashboard	$500
October 10, 2018	Guidance Staff	Overview of Scheduling System, Grading System, Transcripts, GPA, Honor Roll	$500
Bundled Series	All Sessions Included	**Savings of $500**	$3,000

Training Webinar Registration:

- Administrative Assistants – [Click here to register](#)
- Gradebook Support Staff/Lead Teachers – [Click here to register](#)
- Discipline Staff – [Click here to register](#)

- Human Resources Staff – [Click here to register](#)
- Scheduling Staff – [Click here to register](#)
- School Administrators – [Click here to register](#)
- Guidance Staff – [Click here to register](#)
- Bundled Series – [Click here to register](#)

State Reporting Workshop Series:

The State Reporting Workshop Series breaks **SIMS, SCS, EPIMS, and SSDR Workshops** down into individual sessions. Workshops are comprised of an **interactive group webinar training session for unlimited staff members** *plus* follow-up **Personalized Small Group Coaching Sessions for up to 3 users per session**. Participants also receive a link to the recording to share with other district users and to use for reference through the end of the school year. Sessions will be offered to coincide with October and End-Of-Year State Reporting.

Date	Workshop	Webinar + Coaching (Hours)	Fee (Webinar Unlimited Users + Coaching for up to 3 Users)
September 27, 2018	October SIMS State Report	1 + 1	$400
October 16, 2018	October SCS State Report	2 + 2	$750
October 17, 2018	October EPIMS State Report	2 + 2	$750
October 23, 2018	October Cross Validations	1 + 1	$400
October 30, 2018	Start Now - SSDR State Report	2 + 2	$750
Bundled Series	All Workshops Included	8 + 8	$2500 **(Save $550)**

State Reporting Workshop Registration:

- October SIMS State Report – [Click here to register](#)
- October SCS State Report – [Click here to register](#)
- October EPIMS State Report – [Click here to register](#)
- October Cross Validations – [Click here to register](#)
- Start Now - SSDR State Report – [Click here to register](#)
- Bundled Workshop Series – [Click here to register](#)

[Click here](#) for more details about the new iPass User Training Series and State Reporting Workshop + Coaching Series.

iPass Support Services

Personalized Mentoring & Coaching Sessions

The Support Team is available for personalized **one-on-one Mentoring** for new users and **outcome-based Coaching** beyond the scope of typical support ticket resolution.

During a **Personalized Mentoring Session** a Support Team member will work one-on-one with the user to teach them about iPass features and functionality.

During a **Personalized Coaching Session** a Support Team member will work one-on-one with the user to help with iPass setup and walk a user through the required steps to reach the desired outcome. Coaching sessions are recommended when a district is looking to implement a new iPass feature, when a user wants someone to walk them through a process, or when a user wants help reviewing and clearing state reporting errors.

Mentoring/Coaching Options:

Personalized Session
- User defined topic/need
- Fee: $185/hour, typically booked in 1-2 hour blocks
- For more information email lpatton@harriscomputer.com

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