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## Welcome to Wednesday's Wisdom

*Your weekly dose of support!*

September 26, 2018

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### Lots of News to Share

Check out all of our updates and helpful tips below.

## Support Announcements

### EPIMS 2018-2019 Changes

DESE has made some changes for 2018-2019 October EPIMS:

- Staff Attendance is no longer required to be reported for active staff in October EPIMS. Districts may report SR36 (Days Worked) and SR37 (Days Expected) with a new value of 999 Not Applicable for all active staff.

Attendance as of October 1 must still be reported for all exited staff.  
Attendance for all staff is required for EOY EPIMS.

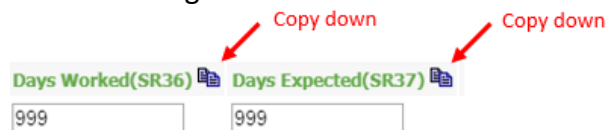
**New Option:** Set all active staff to SR36 and SR37 = 999.

Go to iStaff Biographical > Procedures - iStaff Bio > Batch Data Entry.

Make sure the Search is set to Include Exited = No.

Select Fields to Update: Days Worked(SR36) and Days Expected(SR37)

Enter 999 in both fields for the first staff member and click the copy icon to copy the value down for all staff. Click Submit to update all the staff on this screen before you click Next. Then click Next to move to the next list of staff and repeat the copy and submit steps above. Remember to click Submit before moving to the next screen.



**Other Option:** Districts still have the option to report actual staff attendance as of October 1 for all staff. Please refer to iPass Help > [How do I reset the staff attendance values in iPass for October 1 EPIMS Report](#) for steps to report attendance. If these steps are used to calculate the attendance as of October 1 for exited staff, you may just report all active staff this way as well.

**SIF Districts:** To update the EPIMS transmission file you will need to use Delete SIF Temp Table to clear the StaffAssignment object and then use SIF – Send Objects to send the StaffAssignment object for all staff.

- Three new WA07 Job Classifications values have been added: 1208 Human Resources Director; 3331 School Resource Officer; and 3332 Family Engagement Coordinator.

**Action Required:** Add the new Job Classifications to HRS Job Type.

Go to iStaff Biographical > Maintenance - iStaff > HRS Job Type.

Scroll to the bottom of the screen and enter the code Description, select Job Group = Other, and enter the State Code for each of the new values. Submit to save.

Note: Staff Report Title is no longer used and the State Login Group is used by districts that have single sign-on for Gateway.EDU. These Job Types are not likely to need a State Login Group selected.

<input type="checkbox"/>	1312 - Special Ed Admin School Level (Team Ca	Administrator	▼	▼	1312	▼
	1208 - Human Resources Director	Other	▼	▼	1208	▼
	3331 - School Resource Officer	Other	▼	▼	3331	▼
	3332 - Family Engagement Coordinator	Other	▼	▼	3332	▼

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**Helpful Hint!** Many districts include the state code in the Description field as well for easier code identification.

## Webinar Training Series – *It's Never TOO Late to Register!*

iPass Support held the first iPass User Training Webinar Series session yesterday for Administrative Assistants with several districts in attendance. If you didn't get a PO# in time to attend the live webinar you can still register for this session and others. Registered districts will be sent the link to the webinar recording and can participate in the Group Follow-Up Q&A Session one month from now. For more information please reference the Upcoming Events & Workshops section below.

## iPass Tips & Tricks

### Auto-Attendance Letters

Previously, the task of generating and tracking attendance letters for students was a labor intensive process for two main reasons. First, each time letters were generated, it required the user to enter specific criteria (absences types, threshold values) and the report had to be run separately for each type of attendance letter type. This method increases the risk of errors since the criteria must be re-entered many times when ideally we would like to define the letter criteria once. The second issue is that letters were not being tracked and recorded in iPass so there was no way to automatically suppress a letter for a student if that student had already received a specific letter for the year. Several enhancements were developed to address these two main issues. Together these new attendance letter features are referred to as

'Automatic Attendance Letters' (or Auto-Attendance Letters) to differentiate it from the previous attendance letter method.

#### **What are the advantages of using the Automated Attendance Letter feature?**

- All types of letters are generated together during one run of the report. No need to run the report multiple times, once for each letter type.
- No need to remember and re-enter the criteria such as absence thresholds and absence codes. The criteria for each letter is setup only *once* by an admin user at the beginning of the year.
- Flexible and Configurable- The school selects the threshold criteria and selects which attendance codes are applicable for each letter type.
- Automatically tracks which letters a student has received. You may even edit this letter history.

For more information on how to set up and use Auto-Attendance Letters refer to iPass Help > Attendance > Help > [Automated Attendance Letters Help Document](#).

## **New iPass Help Resources**

### **[Quick Guide: Setting Up Attendance Calls](#)**

This Quick Guide will show you how to set up daily batch reports for Attendance Calls files to be sent via sFTP to your call notification system.

The steps in the Guide Guide assume that the public key for the call notification system has been set up for sFTP file transfer and that post-processing options have been set up for school attendance files. If not, please submit a support ticket requesting this be set up for your district's call notification application.

### **[Recommendations for Clearing Error: EPIMS6760 - A maximum of two support content assignments may be reported for a class](#)**

The Support Team has provided recommendations to clear this error and how to determine if an EOE Help Desk ticket is required to clear the errors.

### **[Quick Guide: Quick Schedule](#)**

This Quick Guide will show you how to turn this feature on for individual schools and users, how to associate courses with Homerooms in the Room Catalog and how to schedule students into courses based on their Homeroom. This feature is great for Elementary schools where the courses scheduled can easily be associated with a primary teacher and homeroom.

## Upcoming Events & Workshops

### **NEW iPass User Training & State Reporting Workshop Series**

***New district-wide pricing makes training all iPass users in your district affordable!***

***New small-group registration makes Workshops + Coaching more affordable!***

***Special Bundled Series Pricing!***

#### **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** one month later. 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.

<b>Date</b>	<b>Session (Target Users)</b>	<b>Topics Covered</b>	<b>Session Fee (Per District)</b>
September 25, 2018 <i>Webinar Recording Available</i>	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 SDR 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
<b>Bundled Series</b>	All Sessions Included	<b>Savings of \$500</b>	\$3,000

### **Training Webinar Session 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 SDR** 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 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 - SDR State Report	2 + 2	\$750
<b>Bundled Series</b>	All Workshops Included	8 + 8	<b>\$2500 (Save \$550)</b>

### **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 - SDR 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](mailto:lpatton@harriscomputer.com)

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To opt-out of receiving emails from iPass Support please reply to [email](mailto:lpatton@harriscomputer.com) with your request.