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Welcome to Wednesday's Wisdom

Your weekly dose of support!

October 3, 2018

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Important State Reporting Updates

Please review this email for important Massachusetts State Reporting updates.

Support Announcements

SCS – Reporting Zero (0) Credit Courses

We have learned from DESE that zero (0) credit courses need to have **DOE Course Credit Type = 9998 None** on the Course Details screen.

DOE Course Credit Type:

Go to Scheduling System > Course Catalog > Search/Update Course Catalog > Field to Update = DOE Course Credit Type and click Search.

Fields to Update

Field to Update: Field To Update:

Select 9998 None for each course worth zero (0) Credits. To copy this value down for all courses on the screen, select 9998 None for the first course and then click on the copy icon at the top of the column. Be sure to Submit each screen to save updates before clicking to Next screen.

COURSE DETAILS

+ Courses +

ID	Name	Dept	DOE Course Credit Type
071	Language Arts 7.1	2 ELA	9998 None
072	Language Arts 7-2	2 ELA	9998 None

Copy icon

Action Required: To update the SIF SCS transmission, use Delete SIF Temp Table to clear the SchoolCourseInfo object and then use SIF - Send Objects to send SchoolCourseInfo object. Repeat these steps for each school that has courses worth zero (0) credit.

NOTE: We are in communication with DESE on the error for zero (0) credit courses shown below. The above steps are required but may not clear the error completely. DESE is pushing out an update on the security portal this Thursday that may resolve the remaining issue. We will keep you posted.

Error: SCS9320 - Course Credit Earned (SCS11) not valid for Course Credit Available (SCS10)

Security Portal error for individual student shows SCS10 = 9999 and SCS11 = 0

Core / Relevant Elements					
SCS04: 6067	SCS05: 55189	SCS06: ESA-15	SCS07: 01	SCS10: 9999	SCS11: 0

Designated Pathways Schools – PLTW Subject Area Codes

If DESE has designated one of your schools as a High Quality College and Career Pathways school you will need to report the courses with special PLTW Subject Area Course Codes. It is the responsibility of each district to add these codes to iPass. DESE can provide you with the 37 PLTW codes.

Go to iStaff Biographical > Maintenance – iStaff > Add/Modify Subject Area Course Codes.

SUBJECT AREA COURSE CODE	
State Code:	<input type="text" value="03070"/>
Title:	<input type="text" value="PLTW Biomedical Innovation"/>
Description:	<input type="text" value="Project Lead The Way Biomedical Innovation Courses"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

October Online User Group Meeting

Date: October 10, 2018

Time: 1:00 p.m. to 2:00 p.m.

- 1. News & Updates**
- 2. Featured Topics: Drop/Add and Transfer Grades**

iPass Support will review the Grade Transfer feature and proper methods for adjusting student schedules when students transfer classes. Please share the meeting link with all staff that does schedule modifications. This will be a great opportunity for staff to get a refresher on how to adjust student schedules for record keeping and state reporting.

Meeting Link: Click here for the [User Group Meeting Webex link](#). Meeting Number is 635 513 566, Meeting Password is Harris. Audio Connections is 1-855-699-3239 Call-in toll-free number (US/Canada).

The Support Team hosts monthly online user group meetings the second Wednesday of every month. Meetings start with important news and updates for all users and include an in-depth review of timely topics.

State Reporting Due Dates

Massachusetts State Reporting Deadlines:

Report	As of Date	Due Date	Certification Date
SIMS	Oct. 1	Oct. 25 (Certification)	Nov. 1 (Re-Certification after resolution of Duplicates)
SCS	Oct. 1	Dec. 6	Dec. 6
EPIMS	Oct. 1	Dec. 6	Dec. 6

Cross Validating State Reports

It is highly recommended that you work to clear your SCS transmission errors alongside clearing your SIMS transmission errors. This will allow you to freeze your error-free SIMS and SCS data transmissions to clear cross validation errors prior to the SIMS due date of October 25.

October EPIMS

Exited Staff – Career End Date

Staff that exited after the end of the 2017-2018 school year need a Career End Date of July 1 or later (07/01/2018) to be included in the EPIMS Staff Roster transmission file for October EPIMS.

If they are missing from the Staff Roster file, update the Career End Date to 07/01/2018 or later, use Delete SIF Temp Table > EmploymentRecord object to clear the temp tables and then use SIF – Send Object > EmploymentRecord object to update the transmission file.

Teacher Evaluation Data Fields

Set the Staff Evaluation fields (SR29-SR33) to the correct values for October reporting. Check the EPIMS Handbook or with your DESE Field Rep to confirm the values that should be submitted. The SR29-SR33 fields should be set to “99 – Not Applicable” unless you are submitting evaluation data missed in the previous EOY EPIMS report. To update the SIF EPIMS transmission file, use Delete SIF Temp Table > StaffEvaluation object to clear the temp tables and then use SIF – Send Object > StaffEvaluation object to update the transmission file.

EPIMS Error for Exited Staff

7340-Evaluation data may only be reported in October if it is an update to EOY data.

EPIMS7340	Evaluation data may only be reported in October if it is an update to EOY data.	(MEPID#)		SR28: 99	SR29: 00
EPIMS7340	Evaluation data may only be reported in October if it is an update to EOY data.	(MEPID#)		SR28: 99	SR29: 16

If you have Exited staff set to Evaluation field values of 99 – No Applicable in iPass but they are throwing the above error, we recommend that you temporarily remove the Career End Date, clear and send the StaffEvaluation Object, and then add the End Date back to the Career record. This should update the previous EOY Evaluation values.

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**. 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 <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 <i>Webinar Recording Available</i>	Gradebook Support Staff & Lead Teachers	Gradebook, iTeacher, Grading, Competencies, Report Cards, Progress Reports, iParent/iStudent	\$500
October 2, 2018 <i>Webinar Recording Available</i>	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
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 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 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 <i>Webinar Recording Available</i>	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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Harris School Solutions

1-866-450-6696

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