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## Welcome to Wednesday's Wisdom

*Your weekly dose of support!*

October 17, 2018

### In This Issue

[Support Announcements](#)

[iPass Tips & Tricks](#)

[iPass FAQs](#)

[Upcoming Events & Workshops](#)

[Support Services](#)

### State Reporting Workshops + Coaching

There's still time to register for the live webinar State Reporting Workshops for EPIMS, Cross Validation, and SDR. The webinars are scheduled this week through the end of October. Personalized Coaching hours with the Workshop or available as needed!

## Support Announcements

### October User Group Meeting Recording Available Featured Topic: Modifying Schedules

For those of you that missed last week's online User Group Meeting, we have posted the webex recording covering important News/Updates and review of modifying

student schedules using Remove, Drop/Restore, and Transfer Grades. Refer in iPass Help > User Group Meetings > [Webex – Modifying Schedules Using Remove, Drop/Restore & Transfer Grades.](#)

## **SSDR Error: Educational Services code (AE) has an invalid value**

Several districts have reported getting the above error for the students in their SSDR transmission. This is likely due to new validations for the 2018-2019 SSDR Report changes.

Last June DESE announced changes to the SSDR Report for 2018-2019 that included new values for the AE: Alternative Education field to consolidate the multiple alternative education fields and that the NAE: Alternative Education Not Provided field would be discontinued.

Proposed code values for AE: Alternative Education include:

- **0 - Educational Services Plan not Offered (NEW)**
- 1 - Home Tutoring
- 2 - In-District education services
- 3 - Out-of-District education services
- 4 - Discontinued
- 5 - Discontinued
- 6 - Distance learning
- 7 - Saturday School
- **8 - DISCONTINUED (Previously AEX for specifying "other")**
- 9 - Student refused services (*previously part of NAE*)
- 10 - Student did not respond to offer (*previously part of NAE*)
- 11 - Student moved or transferred (*previously part of NAE*)

iPass Support has reached out to DESE to confirm the final changes for the 2018-2019 SSDR Report and learn more about when the various codes should be used. (The SSDR Handbook on the DESE website has not yet been updated to reflect the FY19 changes.) Once we have confirmation on the changes we will provide details on the plans to update iPass and recommendations for users.

In the meantime, we ask that you ignore the error and recommend that you identify the Discipline Incidents that have selected AE: Alternative Education = Other (8) and NAE: Alternative Education Not Offered = Other (7) since these codes have both been discontinued and will need to be changed.

### **Cross Validate SIMS/SCS Before Certifying SIMS**

The Massachusetts SIMS Report is due next Thursday, October 25. Districts that are error-free should Freeze the SIMS data as soon as you are error-free so that you can check the district summary reports for accurate enrollment and student status.

Before you certify SIMS, we strongly advise you to get your SCS data to the error-free stage, Freeze it, and then cross-validate with SIMS. This will help you avoid missing students in your SIMS submission.

### **SIF – MA DESE Homeless and Foster Care**

DESE has set up for districts that are live in SIF to have the homeless and foster care information entered into the district SIS and that data will be transmitted to ESE automatically via the SIF agent. The data that is transmitted via SIF will be populated in the homeless and foster care student application. Districts can go to the homeless application to verify, review, edit, or correct the data at any point in the school year.

iPass provides SIF Districts with data fields on the Student's MA DOE screen and Confidential screen to report their Homeless, Foster Care, Dwelling Arrangement and Unaccompanied Youth status via SIF transmission. These data elements are sent in the SIF StudentPersonal Object.

There is a [Homeless and Foster Care Query](#) available in iPass Help > My Queries > Query Files for Download. This query will provide the iPass field values for DESE's homeless and foster care related elements: Homeless, Foster Care, Dwelling Arrangement, and Unaccompanied Youth.

More information and a link to the DESE Homeless guide can be found in iPass Help > SIF > Help > [MA DESE Guidance for Entering Homeless and Foster Care Student Data \(2017-2018\)](#).

### **Preparing for GPA Calculation**

In preparation for Term 1 Grades in a few weeks, we recommend that you review our GPA Checklist to make sure everything is set up prior to running GPA Calculation. Go to iPass Help > Grading System > [GPA Checklist – What do I check in iPass before running GPA Calculation?](#)

The GPA Checklist includes checking the following:

- GPA Rank
- Grade Scales
- Curriculum Level
- Horizontal Averaging Rules
- Grade Scale Values

The Help link also provides recommendations for troubleshooting GPA Calculation and an example GPA Calculation spreadsheet for hand-calculation (using iPass GPA calculation rules).

## iPass FAQs

**Q. We are a Gmail site, why is it that some users send emails that do not make it out to the email list?**

**A. This can be for two reasons:**

1. The username and password for Gmail is either not set up or does not match what is entered on the user's My Data > My Preferences screen.
2. The user's Gmail settings does not have "Allow less secure apps" set to ON.

More details can be found in iPass Help > My Data > FAQ > [We are a Gmail site, why is it that some users send emails that do not make it out to the email list?](#)

## 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.

**\*\* Training webinar recordings are available after the live webinar date. Contact [Laura Patton](#) if you are interested in purchasing access for your district. \*\***

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 <i>Webinar Recording Available</i>	Human Resources Staff	iStaff Best Practices, Career records, Compensation, Attendance, Time Rollover, EPIMS Requirements, Contracts	\$500
October 4, 2018 <i>Webinar Recording Available</i>	Scheduling Staff	Scheduling Students, Drop/Add, Transfer Grades, Course Catalog Maintenance, Printing Schedules	\$500
<b>October 9, 2018</b> <b><i>Postponed - Date TBD</i></b>	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 <i>Webinar Recording Available</i>	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 Registration:**

- School Administrators – [Click here to register](#) – **TO BE RESCHEDULED**
- 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.

**\*\* Workshop recordings are available after the live workshop date. Contact [Laura Patton](#) if you are interested in purchasing access for your district. \*\***

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 <i>Webinar Recording Available</i>	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 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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