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Welcome to Wednesday's Wisdom

Your weekly dose of support!

June 12, 2019

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End of the School Year

Another school year is coming to an end. The iPass Team is here to assist you with your EOY procedures and state reporting needs. Check out our Personalized Coaching options in the iPass Support Services section below.

Support Announcements

TODAY – June Online User Group Meeting

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

1. News & Updates
2. Featured Topic: iPass Import/Export Options

Laura Patton will review the different options in iPass to import/export data.

This includes:

- Staff Data Import/Export – Helpful this time of year for EOY EPIMS Attendance and Evaluation data.
- DOE Import/Export – Helpful this time of year for SIMS data.
- Staff Roster
- Student Data – Helpful this time of year for incoming students.
- Guardian Data – Helpful this time of year for incoming students.
- Student Email Addresses
- Grade Import

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.

EPIMS Error – Reminder Of Known Issue

Errors for [2310 Teacher Support Content NO COURSE](#) – DESE changed the way they are handling the data sent for these teachers with non-course Work Assignments. Teachers are being assigned to a random course and therefore may exceed the allowed number of reported teachers. We are preparing a patch release and we will provide directions on how to clear these errors.

iPass SIF 2.7® Certification Renewed

The Access 4 Learning Community has recently confirmed the renewal of the iPass SIF Certification which means the iPass application conforms to the SIF 2 Enabled Application product standard.



MA State Reporting – Setting The Actual Last Day Of School

- Make sure that your school calendars have the correct Start/End Dates for the School Year and that your day count as of the last day of school is correct. Check each school calendar to confirm the school year Start/End Dates are accurate and that all holidays, vacation days and snow/weather days have been entered as a Holiday. Districts that built an extra 5 days into their calendar for potential Snow Days will need to remove the extra days they did not use from the calendar. For directions, go to iPass Help > Attendance > FAQ > [How do I add or remove days from my calendar.](#)
- Make sure that the Academic Year Settings Term End Dates reflect the actual last day of school for all Terms that end on the last day of school (ie. Trimester Term 3/Quarter 4/Full Year). The Academic Year Settings Start/End Dates must be accurate to insure Days in Membership and Days in Attendance are reported accurately in SIMS. The Academic Year Settings are set by school, so make sure these are set correctly for each school.
- Make sure that the DOE Parameters > Last Transmission Date is set to the actual “day BEFORE the last day of school”. If the last day of school is a Monday, set this date to the preceding Friday. This date is needed for SIF SCS EOY submission and for EOY SIMS submission to make sure all students enrolled up to and including this date are included in the SIMS transmission file. The DOE Parameters > Last Transmission Date is set by school, so make sure these are set correctly for each school.
- Make sure that the iStaff Configuration EPIMS Export As-of Date is set to the actual “day BEFORE the last day of school” of the FIRST school to finish in the district.

Note: If changes were made you will may need to clear and send SIF objects to update your transmission files.

Update SCS Transmission After The Last Day Of School

After your district passes the last day of school, send the StudentSectionEnrollment Object so that Elementary students will get updated to SCS08 Course Enrollment Status = 03 Completed. Since Final Grades are not entered for Elementary students, this step is required to update the SIF transmission at the DESE.

To do this, delete the SIF Temp Table of the StudentSectionEnrollment object first and then use SIF - Send Objects to send the StudentSectionEnrollment Object for the entire district.

iPass Support Services

Did You Miss A 'Live' Workshop Event?

All workshops have scheduled 'live' interactive group webinar sessions. These sessions are recorded. So don't worry if missed it, we can provide you with a link to the recorded webinar session. Your district can then schedule your small group personalized coaching sessions at a time convenient for you and your team. Please contact Laura Patton at lpatton@harriscomputer.com for more information.

The following workshop webinars are available:

- **EOY Procedures Workshop Webinar + Coaching**
We can provide your district with a 2-Hour Workshop and 2 Hours of Personalized Coaching to help you through Phase I, II and III of the EOY Procedures.
- **EOY MA State Reporting Workshop Webinar + Coaching**
We can provide your district with a 2-Hour Workshop and 2 Hours of Personalized Coaching to help you review and clear your validation errors.
- **Elementary Scheduling Workshop Webinar + Coaching**
We can provide your district with a 2-Hour Workshop and 2 Hours of Personalized Coaching to help you schedule your elementary students using the iPass scheduling tools, including the quick and easy 'Quick Scheduler.'

Personalized Coaching Sessions

The Support Team is available for personalized one-on-one Coaching for new users and outcome-based needs such as EOY Procedures, EOY State Reporting and Scheduling. Coaching is available in 2-Hour blocks.

Please contact Laura Patton at lpatton@harriscomputer.com for more information.

<i>Personalized Coaching</i>	Price
2 Hours	\$370
4 Hours	\$740
6 Hours **(\$1,110 value, 20% Discount applied)	\$888

Harris School Solutions

1-866-450-6696

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