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iPass News & Updates – January 2020

Happy New Year!

Welcome back – We hope you had an enjoyable break and are ready for 2020!

Scheduling Success – *Easy as 1-2-3!*

Successful student scheduling is based on strong scheduling skills, planning and timely execution. The iPass Support Team is offering options this year to assist all levels of users in the scheduling process. Our goal is to provide you with offerings that will best fit the skill level of your scheduling staff, meet your scheduling needs and insure a successful scheduling outcome.

1... FREE Webinar: 'Get Ready for Scheduling' – Join us [this Wednesday, January 8 at 1:00pm](#) for a review session on how to set up iPass for next year scheduling.

This webinar will provide your scheduling staff with a refresher of the steps needed to create and set up the next academic year, assign students to Next Year School, roll the Course Catalog, save “rolled over” schedule with MSB, define Schedule Rotation, set up Online Recommendations, hide Next Year Schedules from parents/students/teachers, enter Requests, and share helpful Scheduling Reports. *See January User Group Meeting below for more details.*

2... Scheduling Staff Training + Coaching Session – The training covers the Scheduling process and offers both new and current iPass users self-paced training and review of the overall iPass Scheduling process. Districts get access to the iPass District Training Series **3-hour Scheduling Staff Training** pre-recorded session to share with **unlimited staff**. In addition to the recording, the District will receive **1-Hour of Personalized Scheduling Coaching** with an iPass Coach.

District Fee/Unlimited Users: \$500.

3... Personalized Coaching – Personalized Coaching offers districts and their staff the most success scheduling outcomes. **Personalized Coaching is tailored to the needs of each school in the district and to the experience level of the scheduling staff.** Coaching time can be used to review current scheduling practices, provide recommendations for schedule changes, plan and set up for the next school year, and use the Master Schedule Builder, Student Scheduler and Quick Scheduler to schedule students. Working with an iPass Coach one-on-one will insure the scheduling process is smooth and efficient.

District Fee/Small Group Coaching:

3 Hours Coaching: \$500 (10% Savings)

6 Hours Coaching: \$888 (20% Savings)

À la Carte Coaching Hours: \$185/Hour

January User Group Meeting – Get Ready for Scheduling

Date: January 8, 2020

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

- 1. News & Updates**
- 2. Featured Topic: Get Ready for Scheduling 2020-2021**

Laura Patton will provide an refresher of the steps needed to create and set up the next academic year, assign students to Next Year School, Roll Course Catalog, save “rolled over” schedule with MSB, define Schedule Rotation, set up Online Recommendations, hide Next Year Schedules from parents/students/teachers, enter Requests, and provide helpful Scheduling Reports.

Please share the link below with all of your scheduling staff so they can participate in this important kick-off session.

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.

EdInsight & eWalk Bundling Opportunity

The iPass budget letters for FY2021 have been sent out. In addition to providing you with an estimate regarding the cost of your annual support contract for the next fiscal year, we included special bundle pricing opportunities for additional Harris Education Solutions products that supplement iPass to meet your student data analysis and staff management needs.

Don't miss out on the opportunity!

Learn more about these powerful programs.

The Harris Education Solutions Team is available to demonstrate these products to your district's Administrative Team and show you how these programs can provide solutions for your district. Please contact Laura Patton at lpatton@harriscomputer.com to arrange.

EdInsight – Turn data into insight, insight into action

- **Data Dashboard** – Makes it easier to aggregate, organize, and analyze student information.
- **Assessment Builder** – Allows educators to create standards-aligned formative and common assessments for use both online and via bubble sheets.
- **RTI/MTSS Software** – Helps tier students, implement interventions, monitor progress, and assess effectiveness.
- **Curriculum Management System** – Includes an online lesson planner and curriculum mapper, connecting content to state and common core standards.

>> [Click here for a preview of EdInsight](#)

eWalk – Classroom Observation and Teacher Growth

- **Observe Quickly** – Complete walkthroughs in 5-minutes
- **Record meaningful events** – Send your findings with one click

- Teach your teachers – Leverage peer mentor groups

>> [Click here for a preview of eWalk](#)

Patch Release

The iPass Team is preparing a patch release this week that will provide overall performance improvements. More details will be made available when the patch is pushed out and Release Notes are posted.

SIF – Preparing for March and EOY Reporting

Now that your Massachusetts October data has been certified you can prepare your site to transmit SIF data for March 1 SIMS and EOY SCS, EPIMS and SSDLR.

The steps are summarized below and provided with full details in the Help/Knowledge Base resource titled: [Quick Guide: Preparing for Massachusetts March and EOY State Reporting \(Updated 2020\)](#).

Step 1: Set your transmission “As of Date”.

- Set the “Last Transmission Date” to 03/01/2019 for March 1 SIMS. This is set on the DOE ID Manager > DOE Maintenance > MA DOE Parameters screen. DOE Parameters are school specific so this must be done for EACH school. Setting it to March 1 is for the SIMS submission. This must be done to include in the transmission file all students enrolled after October 1 reporting and on/before March 1.
- Set the “EPIMS Export As-of Date” to the date for June/EOY reporting. This should be set to the proposed “day BEFORE the last day of school.” This is set on the iStaff Biographical > iStaff Procedures – iStaff Bio > iStaff Configuration screen.

Step 2: Check the School Calendar and the Academic Year Settings screens at each school to confirm Holidays/No School days are entered correctly and the Start Date/End Dates are accurate for your Terms.

Step 3: Create EPIMS Work Assignments “as of” June/EOY. All SIF districts need to run the EPIMS Export with “Recalculate FTE” = Yes and “Reset Term Codes” = Yes to create the Work Assignment records and update the Active/Inactive Terms.

Step 4: Recycle the SIF Processors. Make sure the SIF Events Processor and Response Processor are both sending data. We recommend that you recycle them by shutting each down and starting a new one.

Step 5: Purge previous submission log files. The Events and Response Processor Logs from the PREVIOUS reporting period (October) should be deleted (purged). Keep all Logs for the current reporting period until your district is certified so that the transmission data is available for reference if needed.

Step 6: Make sure DESE has you set up for the next submission window (ie. March or June/EOY). If you want to get started now you may need to ask DESE to flip you to the March submission window and also have them confirm that you are set to SIF for SIMS, SCS, EPIMS and SSTR.

Step 7: Send SIF Objects. Clear the SIF Temp Table and then send the SIMS, SCS, EPIMS and SSTR SIF Objects to DESE using SIF Agent > SIF – Send Objects. For more information on which Objects to send, go to iPass Help > SIF > Help > [How do I send SIF data objects to the DOE and which objects to I send for each state report?](#)

Harris School Solutions

1-866-450-6696

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