

Welcome to Wednesday's Wisdom – A weekly dose of support! May 20, 2015

Announcements

Harris School Solutions is offering additional User Group Meetings in June.

Thursday, June 11 – SEEM Collaborative in Stoneham

9:00 - 11:30am “Going Paperless with iPass”
12:30 - 3:00pm “Managing At-Risk Students with iPass”

Monday, June 15 – Harris School Solutions in Framingham

9:00 - 11:30am “Managing At-Risk Students with iPass”
12:30 - 3:00pm “Going Paperless with iPass”

“Going Paperless with iPASS”

Learn how to use different components in iPASS to become a paperless district. Publish documents, report cards, progress reports and transcripts electronically to staff, students and parents. Learn process and best practices in the use of iParent and iStudent portals. Incorporate Google Docs into teacher assignments, health records and discipline details. Going paperless can save a school district thousands of dollars each year and allow for data analyzation on distribution.

“Managing At-Risk Students with iPASS”

Utilize different components in iPASS to effectively identify failing or at-risk students. Identify sub-groups of students such as ELL, ESL, Special Ed and 504 and create Student Success Plans to capture all of the information in one document. Run biographical, grading, export reports for the sub-groups by using the Activity/Group system.

School Administrators such as Principals, Assistant Principals, Guidance Counselors, and Deans of Students should plan to attend to learn how these solutions can be easily implemented in their district for the upcoming school year. Attendees are encouraged to bring their iPASS database administrators with them to the sessions to ensure that they have access to the items in iPASS that they will need to make the most of the day.

[Click here to register](#)

Location Details:

SEEM Collaborative:

92 Montvale Ave, Suite 3500
Stoneham, MA 02180

Harris School Solutions (Office Sign: IMG - Information Marketing Group)

250 Franklin Street, Upstairs Conference Room
Framingham, MA 01702

Contact Sharon O'Connor at 508-626-8682 x18 if you have any questions.

iPASS Help – The iPASS Support Team has posted some new items to the iPass Resource Center:

- **SCS (Student Course Schedule) Report Resources Available** – Last week's User's Group WebEx on End-of-Year SCS Reporting was well attended. If you missed it, we have posted the

WebEx recording in the iPASS Help Resource Center. In addition, we have posted a Helpful Hints Guide. We have revised the Guide since the WebEx to add additional information. Please make sure you have the latest version for reference (v2).

The following resources have been posted to iPASS Help > DOE ID Manager > Help > SCS folder:

- User's Group Meeting WebEx recording – Topic: EOY SCS Report
- *Revised* Helpful Hints Guide – EOY SCS 2015
- **Additional Reporting Resources Available** – A reminder that the following items are available in iPASS Help > User Group Meeting folder:
 - User's Group Meeting WebEx recording – School Safety and Discipline Report (SSDR)
 - User's Group Meeting WebEx recording – Civil Rights Data Collection (CRDC)
 - Powerpoint Presentation – CRDC v2 Tool

Release Notes for 7.0.20150513 and 7.0.20150513r

A patch went out on May 13th containing a screen display fix for a schedule screen. Districts that drop a period in their daily rotation may have seen the Cancel button displayed in the middle of the schedule, thus not displaying the entire schedule for viewing. The full Release Notes can be found in iPASS Help > iPass Patch Release Notes folder.

Getting an Early Start on End of Year State Reporting – General Items

- **Set the As-of-Date for your district.** SCS and EPIMS exports require the As-of-Date be set to the day BEFORE the last day of school. *(See special note for Legacy Districts below regarding SIMS)*
NOTE: Districts with multiple schools that have different last days of school should base their As-of-Date on the day BEFORE the last day of school at the school that gets out first.
 - **SIF Districts** must set As-of-Date on 2 separate screens:
 - The EPIMS Export As-of-Date must be set to the day BEFORE the last day of school. This is set on the iStaff Biographical > Procedures – iStaff Bio > iStaff Configuration screen.
 - The Last Transmission Date must be set to the day BEFORE the last day of school. This is set on the DOE ID Manager > DOE Maintenance > DOE Parameters screen. DOE Parameters are school specific so this must be done for EACH school.
NOTE: This date will reset to the date used when running a SIMS 13 (SCS) or SIMS 52 export. We recommend that you run these exports using the As-of-Date for the day BEFORE the last day of school. Just be aware that the SIMS 52 export will have Days in Membership value as of the next to the last day of school. If you run the exports with a different date, be sure check the Last Data Transmission screen and make sure the data is set back to the day BEFORE the last day of school.
 - **Legacy Districts** – The flat-file Export SIMS 52 should be run using the ACTUAL last day of school and the MA SIMS 13 and Export DOE EPIMS Data exports should be run as of the day BEFORE the last day of school.
- **Make sure that your school calendars and Academic Year Settings have the correct Start/End Dates for the School Year & Terms 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.

The Academic Year Settings Start/End Dates for each school must also be accurate for each Term. The Start Date for Term 1/Quarter 1 must match the start date of your school calendar. The End Date for Term3/Quarter 4 must match the last day of school.

NOTE: SIF Districts need to make sure additional SIF SCS terms are set up and turned on to transmit SCS data. Refer to the Helpful Hints Guide - EOY SCS Report 2015 found in iPASS Help > DOE ID Manager > Help > SCS Sub Category folder for more detail.

- **Make sure that all of the students enrolled since the March 1st SIMS Report have a SASID number and are marked as Report to DOE = Yes.** All new students added to iPASS default to Report to DOE = No. This is so that students are not reported to the DOE through SIF until a SASID is entered into the student record. Report to DOE must be manually updated to Yes after the SASID is entered. The Report to DOE indicator is located at the top of the student's MA DOE screen.

Helpful Hints!

- You can run the DOE ID Manager > Import/Export > Export for SASIDs report to find students with a blank SASID. In addition, this file can be sent to the DOE to have SASIDs assigned. The returned file can then be uploaded to iPASS using Import SASIDs.
- You can download a query from the online Help section to find all enrolled students with Report to DOE = No. The query is titled Enrolled Students Report DOE NO and can be found in My Queries > Query Files for Download. Instructions to import can be found in My Queries > How do I import a query file into my iPass database?
- **EOY EPIMS** – The Monthly User's Group Meeting WebEx on June 10th will be on EOY EPIMS. iPASS Support is working on creating a Helpful Hints Guide for EOY EPIMS Report 2015. Until this is available, below are some steps to get you started:
 - **Set the As-of-Date** – Go to iStaff Biographical > Procedures – iStaff Bio > iStaff Configuration screen and set your EPIMS Export As-of Date to be the day BEFORE the last day of school.
 - **Recalculate FTE and Reset Term Codes** – After you set your As-of-Date, run your initial DOE EPIMS Data Export with Recalculate FTE = Yes and Reset Term Codes = Yes. This will create Work Assignments based on the end of the year.
 - **Reset Attendance Values** – The values submitted for staff reported in the October EPIMS are there until you clear them out.
 Go to iStaff Procedures > Batch Data Entry > Select Field to Update of Days Worked (SR36) and Days Expected (SR37). Enter a 0 in the default value box at the top of the Days Worked and Days Expected column and click on the copy down icon (*blue overlapping pages*) to fill all the boxes with a 0. Submit the screen. Districts that use iStaff for attendance will have the new values auto-populate the boxes. Submit the screen to save the new values.
NOTE: Submitting the screen prior to the end of school may not include staff absences up to and including the day before the last day of school. Be aware that you may need to repeat the steps to reset the Days Worked after the school year has ended.
 Districts that do not use iStaff for attendance will need to enter the new values when the Days Worked values are available.
- **EOY SIMS** – iPASS Support is working on creating a Helpful Hints Guide for EOY SIMS Report 2015. Until this is available, please feel free refer to the Helpful Hints Guide – March SIMS 2015

for SIMS for additional items you can begin checking. This can be found in iPASS Help > DOE ID Manager > Help > SIMS Sub Category folder.

Frequently Asked Questions

- Q. What EPIMS As-of-Date should be used if the school district has multiple schools with different last days of school?**
- A. Use the day BEFORE the last day of school at the first school that finishes the school year.** The export just needs to be a school day prior to the last day to report the active EPIMS and SCS data accurately.
- Q. Do you use the actual last day of school or the As-of-Date (day before the last day) on the Academic Year Settings screen for the End Date?**
- A. The Academic Year Settings screen needs to have the actual last day of school as the End Date for the final term of the school year.** This End Date is used by the Attendance, Grading, Scheduling, and Discipline Systems. SIF Districts will use the actual last day as the End Date for the additional SIF SCS terms that include the final term of the school year.

Reminders

Next Monthly User's Group WebEx Meeting – June 10 – Topic: EOY EPIMS Report. We will be reviewing the End-of-Year EPIMS Report at the next Monthly iPASS User's Group WebEx meeting on Wednesday, June 10th at 1:00pm. [Click here for User's Group WebEx details.](#)

"Ask Support Questions" – We have a Q & A Session during our monthly iPass User's Group WebEx meetings. Send questions to mleporati@harriscomputer.com with Subject: Ask Support Questions. The Subject of the email must be marked "Ask Support Questions" to be included.

