

Welcome to Wednesday's Wisdom – A weekly dose of support! July 29, 2015

Announcements

iPASS Summer Workshops – *Still time to sign up!*

August 6 Elementary School Scheduling [Click here to Register](#)

This workshop will be at SEEM Collaborative - 92 Montvale Ave, Suite 3500, Stoneham, MA 02180.
Workshop hours 9am to 3pm.
\$250 per person per workshop.

August Monthly User's Group WebEx Meeting – August 12 at 1:00pm – Topic: End of Year Procedures & Preparing for the New School Year. We will discuss the End of Year Procedures and take a look at what you need to do to get ready to start your new school year at the next Monthly iPASS User's Group WebEx meeting on Wednesday, August 12 at 1:00pm. [Click here for User's Group WebEx details](#)

Civil Rights Data Collection – The CRDC report is due August 7th. For those of you working on getting the data out of iPASS, remember that we have a tool to create your 2013-2014 CRDC School and LEA report files. Using the CRDC Set Up v2 mapping screens you can set up to pull data from iPASS and you can enter non-iPASS data to be included in the export files. For more information go to iPASS Help > DOE ID Manager > Help > CRDC v2 Sub Categories folder.

Frequently Asked Questions

- Q. How do I import Staff Evaluation and Staff Attendance data into iPass for EPIMS EOY reporting?**
- A. Use the Staff Data Import to import Staff Evaluation and Staff Attendance data for the EPIMS Staff Roster file.** The import file MUST contain the required 6 identifying fields and they must match 100% to the data in the iStaff database. In order to import any data into iStaff the Employee ID, First Name, Middle Name, Last Name, DOB and Gender must be the same in both iStaff and the file you want to import. All 6 fields must match 100% to insure that the teacher, person and user records are linked together and updated properly.

Helpful Hint! Create a Staff Data Export with the 6 identifying fields and use it to create a spreadsheet with additional columns for the Staff Evaluation fields (SR28-SR35) and Attendance fields (SR36-SR37) fields. This will mean your import file will contain the 6 identifying fields that match 100%.

Q. How do I reset the staff attendance values in iPASS for End of Year EPIMS Report?

- A. If you use iStaff for Attendance:** 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.

If you do NOT use iStaff Attendance you will need to import the EOY values for the Staff Days in Attendance (SR36) and Days Expected (SR37). Import your Staff Attendance Data using iStaff Procedures > Import Staff Data. When you import you must select Staff Data Record format = MA EPIMS Staff Roster. You may also use Staff Data Batch Entry screen to review and update.

NOTE: All 6 Identifying fields must match 100% to the data in the iStaff Database. Meaning in order to import any data into iStaff the Employee ID, First Name, Middle Name, Last Name, DOB and Gender must be the same in both iStaff and the file you want to import. All 6 fields must match 100% to insure that the teacher, person and user records are linked together and updated properly. For more information please refer to the *iStaff DOE EPIMS Help Document* found in iPASS Help > DOE ID Manager > Help > EPIMS Sub Categories Folder.

