

Welcome to Wednesday's Wisdom – A weekly dose of support! September 9, 2015

Announcements

TODAY at 1:00pm – September Monthly User's Group WebEx Meeting – Topic: Meet Clever a new Harris School Solutions Partner <https://clever.com/>

Clever's Instant Login allows districts to easily link learning applications into a single student and teacher portal with synchronized iPASS rosters.

Clever will be demonstrated TODAY at the Monthly iPASS User's Group WebEx meeting at 1:00pm. [Click here for User's Group WebEx details](#)

October State Reporting – DOE Portal Expected to Open the Week of September 7th

The DOE plans to open the security portal the week of September 7th. The DOE has announced new fields are being added to SIMS (DOE030) and EPIMS (SR38), updated coding instructions, and some code changes. The iPASS Development Team is working on adding these new fields into iPASS for both SIF transmission and Legacy file export. We will let you know as soon as these new fields are available in iPASS. We will also provide you with directions to update your DOE field codes. This information and more will be covered in upcoming Wednesday Wisdom emails, WebEx's scheduled for September (*see details below*) and the October 12th User's Group WebEx Meeting. All information will be posted in iPASS Help.

Attention SIF Districts: The DOE has informed us that iPASS SIF districts will be submitting the October submission using the current SIF 2.0 as Harris finishes SIF 2.7 testing. To get your 2015-2016 data to the DOE the Support Team will be pushing the necessary SIF Objects and Summer Transfers for you. We need to wait until the new codes are added to iPASS to do this. It is recommended that you use this time to get your data cleaned up. See recommendations below.

Getting an Early Start on October Reporting:

- School Calendars and Academic Year Settings need to have the correct Start/End Days for the School year & Terms.
- SIF Districts: The additional SIF terms will need to be turned on prior to pushing of SIF Objects. We will coordinate with districts that have chosen to hide these terms for daily iPASS use.
- Summer withdrawals must have an additional withdrawal record dated *after* the last day of 2014-15 school year and *before* the first day of the 2015-16 school year.
- Withdrawn students should not have schedules for 2015-2016.
- Courses dropped prior to 10/01/2015 can be deleted. *Changes after 10/01/2015 reporting must be adjusted and not deleted.*
- All new students must have a SASID and be set to Report to DOE = Yes.
- All new students must have a schedule.
- Set your iStaff Configuration As-of-Date to 10/01/2015 **(SIF Districts: Also set your DOE Parameters Last Transmission Date to 10/01/2015).*
- Confirm Subject Area Course codes in Course Catalog are correct for secondary and non-secondary school courses **(want to do this before creating EPIMS Work Assignments).*
- Staff summer exits should have their schedule deleted prior to exiting to keep course Work Assignments from being created. Homeroom assignments should be removed from the iStaff Profile screen. Career records should reflect End Date after last date of school and prior to start of next school year and an End Reason.
- EPIMS – Recalculate FTE and Reset Term Codes.

- Run SIMS 52, SCS (SIMS13) and EPIMS Legacy files and use the Import/Export Viewer to look for missing data.

The Support Team is working on creating Helpful Hints Guides for October SIMS, SCS, and EPIMS Reports. In the mean time you can reference the ones for EOY for more detailed information on how to begin preparing for your state report submission.

WebEx – What to Expect for October 2015 State Reporting – September 23rd & 30th at 1:00pm.
Join Laura Patton on either September 23rd OR September 30th to get an update on iPASS and October 2015 state reporting.

Wednesday, September 23, 2015 and Wednesday, September 30, 2015
1:00 pm | Eastern Daylight Time (New York, GMT-04:00) | 1 hr

[Join WebEx meeting](#)

Meeting number: 631 177 910

Meeting password: harris

Join by phone

302-202-1092 code 2262055#

[Add this meeting to your calendar.](#)

Frequently Asked Questions

- Q. Why are teachers getting the message “Cannot set calendar for new school year” when they click on iTeacher > Course List?**
- A. The Recommendation Configuration to allow teachers to enter recommendations needs to be set to NO for the new school year.** When you rollover to the new school year you have not yet set up for the *next* school year. If the Recommendation Configuration is still set to Yes, teachers will get a pop-up message that they can’t set the calendar to the next year. Recommendation entry should be turned off for teachers until scheduling is ready to begin for the next school year. At that point the new school year calendar will be set up and the course catalog rolled over.
- Go to Scheduling System > Maintenance – Scheduling > Recommendation Configuration. At the top of the screen, set Allow teachers to enter recommendation = NO.
- Q. Why are the Student and Teacher Schedules for Period and Rotation printing out blank?**
- A. Check to see if the school is set to Technical School = Yes.** Many districts will temporarily set their middle school and high school (for lower grades) to Technical School = Yes in order to schedule students into Teams. This is often left as Yes after scheduling is completed. If your school Rotation is not set up as Tech/Vocation school then the scheduling report will not know what to use for Period and Rotation and the schedules will print out blank. Setting Technical School = No will fix this.
- Go to Administration > School Resources > School Profile > Click on the appropriate school > Change Technical School = NO.

Reminders

Identify Lead iPASS Contacts in Your District

Districts identified as highly successful using iPASS have selected lead support contacts within their district to be their staff go-to person for help. We recommend the following be identified at each school district:

- iPASS Administrator – This is the key point person for all iPASS related issues. This person should have an understanding of all iPASS systems available to the district. This person will be the main contact for Harris and the Support Team. This person will receive all iPASS communication from Harris and should share all pertinent information to the other lead contacts in the district.
- Lead Contact(s) for State Reporting – Each state report may have a different lead contact, but it is recommended that there be a top level contact knowledgeable in how all the state reports interact and how the SIF reporting process works.
- Lead Contact for Scheduling – Typically this is Guidance Counselor or School Administrator.
- Lead Contact for Transcripts, GPA and Grading – Typically this is a member of Guidance.
- Lead Contact for Gradebook, Rankbook and iTeacher – This has to be a staff member that will have access to assume the ID of a teacher so that they can support Gradebook.
- Lead Contact for Discipline – Typically a School Administrator.
- Lead Secretary – Someone that understands the process of Enrollment, Attendance, Report Cards, etc.
- Lead Nurse for iHealth (if used in the school district)
- Lead Contact for iAutoAlert (if used in the school district)

As we start a new school year with your school district we would like you to identify the key iPASS support contacts in your district. We want to make sure all of these contacts are on our weekly Wednesday Wisdom email distribution list so that they receive important news and information about iPASS.

Please submit an eSupport ticket and attach a spreadsheet or document with the up-to-date contact information. Please use the following example as a guide to supply the details. Let us know if this staff member should have the privilege to submit eSupport tickets. If you would like us to send you the template below please enter an eSupport ticket to request it.

Contact Type	First Name	Last Name	Position/Title	School Building	Phone & Extension	Alternate Phone	Email Address	Can submit eSupport Tickets	Comments
<i>Example State Reporting (all)</i>	<i>John</i>	<i>Smith</i>	<i>Data Specialist</i>	<i>Central Office</i>	<i>508-555-1212 x123</i>	<i>508-555-1212</i>	<i>jsmith@schoolxyz.com</i>	<i>Yes</i>	<i>New to state reporting would like training</i>
iPass Administrator									
Lead State Reporting									
State Reporting - SIMS									
State Reporting - SCS									
State Reporting - EPIMS									
State Reporting - SDDR									
Lead Scheduling									
Lead Transcript, GPA and Grading									
Lead Gradebook, Rankbook, iTeacher									
Lead Discipline									
Lead Secretary									
Lead Nurse (iHealth)									
Lead iAutoAlert									