



## Welcome to Wednesday's Wisdom

*Your weekly dose of support!*

September 21, 2016

### IN THIS ISSUE

[Support Announcements](#)  
[iPass Tips & Tricks](#)  
[iPass FAQs](#)  
[Professional Services](#)

### EPIMS SCHEDULING WORKSHOP

The Harris School Solutions will be offering a hands-on workshop for Massachusetts EPIMS state reporting. See information below for more details.

### SUPPORT ANNOUNCEMENTS

#### **EPIMS State Reporting Workshop – October 5, 2016**

**Location:** Westford Administrative Offices, 23 Depot Street, Westford, MA

**Time:** 9:00 a.m. – 3:00 p.m.

This hands-on workshop will cover all of the information necessary to submit EPIMS to the DESE, either through SIF or Legacy files, including:

- How to Correctly Code Job Types
- How to Create and End Career Records
- How to Edit Work Assignments
- How to Post Work Assignments
- How to Reset for Fall Transmissions
- How to Push Records to the DESE via SIF

>> [Click here to Register](#)

#### **SASID Export – Updated File Header for Upload to DESE**

The DESE has changed the file header used in the Multiple Student Registration System (MSR), which provides districts the ability to assign SASID numbers to 5 or more students at one time. The file header requires adding the new Non-Binary code option to the Gender Format definition. NOTE: The DESE has not yet updated their file header example on their website. (<http://www.doe.mass.edu/info/services/data/sims/sasid>).

Below is an example of the new Header format with the N=Nonbinary Gender added in:

```
DOEHEADER, DISTRICT=99999999  
DOEHEADER, ELEMENTS=DOE001, DOE003, DOE004, DOE005, DOE006, DOE008, DOE009, DOE014
```

DOEHEADER, DATEFORMAT=D10  
DOEHEADER, GENDERFORMAT, M=Male, F=Female, N=Nonbinary  
"123", "8394839483", "John", "J", "Smith", etc.

**NOTE:** We are preparing a patch release that will include the new Gender code option. This is not required for the MSR process outlined above. If you have a student with Gender = N you can either wait to import until the code is available or import as M/F and update when the code is available.

**REMINDER:** Harris is preparing a patch release that will provide the necessary updates for the 2016-2017 state reporting changes. We will provide an update in next week's Wednesday's Wisdom email.

### Webex Recording of September User's Group Meeting Now Available

The Support Team has posted the webex recording of the User's Group Meeting on the topic of "Wrap Up of EOY Procedures and Set Up for the New School Year" to iPass Help > User Group Meetings. If you missed the September 14 User's Group Meeting, [click here to listen to the webex.](#)

## iPASS TIPS & TRICKS

**iParent Account Approval** – The Support Team has created guides to help your district staff with the steps to approve iParent account registrations. As part of the process, your staff may need to merge duplicate Guardian records. There is a guide walking users step-by-step through this process as well. These guides can be found in iPass Help > Security System > Help:

Click here for: [Quick Guide: iParent - Guardian Approval](#)  
Click here for: [Quick Guide: Merge Duplicate Guardian Records](#)

## iPASS FAQs

**Q. It is the start of our new school year; why is Period Attendance not updating Daily Attendance and Daily Attendance not updating Period Attendance?**

**A.** The Attendance Configuration needs to be rolled over to the new school year. As part of the End of School Year Procedures and preparation for the new school year, you have to Rollover Attendance. This copies over your Attendance Configuration data to the next year. [Click here for more information.](#)

**Q. How do I get students into Activities or Groups once they have been rolled forward to a new year?**

**A.** The Activity Roll Over does not roll students. You can use the mass update tool to put student into activities or groups.

**Q. Teachers are trying to enter their grades for the first time this year but keep getting an error message "grade not found." What does this mean?**

**A.** This error message typically means that your grades table was not rolled forward from the previous year. Go to Administration > End of Year Procedures > Roll Grades and choose the source academic year as the previous school year and the destination academic year as the current school year. Click on Submit and the grades will be available to teachers.

**Q. Why does the Gradebook/Rankbook Custom Data field not save when clicking Submit?**

**A.** To create a new Custom Data field in Gradebook/Rankbook, a value must be entered in the first student's field before you click Submit for it to save. [Click here for more information](#)

## PROFESSIONAL SERVICES

### Is Your School District Using iPass To Its Fullest Potential?

Recent business reviews have revealed that most districts only use about 30% of the available features and functionality of iPass. Please contact Sharon O'Connor, Professional Services & Training Manager, at [sjoconnor@harriscomputer.com](mailto:sjoconnor@harriscomputer.com) to schedule a complimentary business review at your district. We will meet with your district's administrative team to discuss past practices, future implementations, and training options, and to look at ways to maximize your SIS investment.



Please forward this email to other iPASS users in your district that would benefit from the information shared. Let us know if there is someone who should be added to the weekly email list.



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