HARRIS School Solutions

iPASS

Welcome to Wednesday's Wisdom

Your weekly dose of support!

October 19, 2016

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SIF REPORTING NEWS

If you missed last week's online meeting with the MA DESE, please find the recording and presentation they gave to iPass users posted in iPass Help.

SUPPORT ANNOUNCEMENTS

Webex Recording of the iPass / DESE Client Meeting on SIF Overview & Troubleshooting

iPass Clients were invited to an online meeting last week with the MA DESE to learn more about SIF reporting and troubleshooting errors. If you were unable to participate, please view the recording found in iPass Help > User Group Meetings folder > DESE's SIF SIMS Overview and Troubleshooting Webex & Presentation (October 2016).

Highlights from the meeting:

- Communicating with the Team – When to contact Data Collections and when to contact Vendor
- Recommendations for checking data transmission
- When are SIF Processes Run?
- SIMS Data Elements
- Common Issues
- SSDR and EPIMS Status
- New SIF Progress Report to be added to the Security Portal. This report will identify record count for each SIF Object and indicate when it was last updated (received). This will help identify missing records. NOTE: The DOE has revised their release date to Thursday, October 20.

New Release

A patch release went out October 13 to all Massachusetts and Pennsylvania Sync version sites with updates for Massachusetts SIF SIMS and EPIMS reporting. Please see iPass Releases & Updates section below for important information.

iPASS TIPS & TRICKS

It is important to check your Progress Reports and Report Cards in advance and not wait for the day you need to print them. It is highly recommended that you prepare in advance by running some example Report Cards to make sure that the Grades, Comments, and Attendance totals are printing as you expect. This will help you to avoid printing errors and last minute struggles.

We recommend selecting some sample students at each school, entering some fake grades, and creating example Report Cards to review. Look for any misalignments or missing/incorrect data.

If you find that you are experiencing any issues with your Report Cards, please enter an eSupport ticket with detailed information about your issue and provide an example Report Card.

Annual Setup Includes:

- Rollover Grades
- Linking Competencies to the Course Catalog
- Setting Up Narrative Parameters

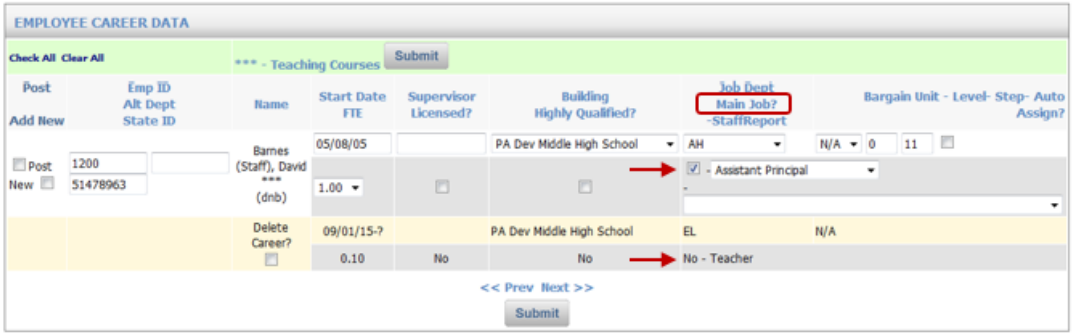
Click here for more information.

iPASS RELEASES & UPDATES

A patch release went out October 13 to all Massachusetts and Pennsylvania Sync version sites with some updates for MA SIF SIMS and EPIMS reporting. Refer to important notes in the Support Announcements section above. Release Notes can be found in iPass Help > iPass Patch Release Notes > Patch Release Notes – 7.0.20161013_sync.

- **NOTE CHANGE:** SIF EPIMS requires one, and only one, assignment/career be documented as “Primary.” All staff members with multiple active Career records must have “Is Main Job” checked off for their primary career record only. If a staff member splits their time evenly between assignments, only one of the assignments/careers should be selected as “Is Main Job.” If a staff member has only one career record it will transmit automatically as the primary assignment.

  The Career Batch Entry screen can be used to review “Is Main Job” settings for staff members. Go to iStaff Biographical > Procedures – iStaff Bio > Career Batch Entry. Use Employee Search Filters if needed. Updates may be made to the top career record on this screen. Updates to other career records will need to be done in the Career record.



- **Summer Withdrawals Send SIF Objects Updated** – If you see errors associated with summer withdrawals, we recommend that you send the SIF Objects for Summer Withdrawals again. Click here for directions on how to send SIF Objects.

iPASS FAQs

Q. Why won't the student stay set to Report to DOE = Yes on the student's MA DOE screen?

A. iPass validates the SASID number format. If there is no SASID number entered for the student or the SASID number format is incorrect, Report to DOE can't be set to Yes. Click here for more information.

UPCOMING EVENTS & WORKSHOPS

Visit us at MassCUE – TODAY & TOMORROW

Visit the Harris School Solutions booth at the MassCUE Fall Conference at Gillette Stadium, Foxborough, MA, on October 19 and 20. Come by and learn more about School Rush!, EZSchoolEnroll, College Select, and the new Media-X product line. Look for us at Booth #223.

EPIMS State Reporting Workshop – November 2

The EPIMS hands-on workshop will be held on November 2 at the Westford Public Schools. The focus of this session is transmitting records via Legacy (file transmission), deciphering error messages and correcting errors for re-transmission. Attendees should have their work assignments posted and ready for transmission, if possible.

Location: Westford Administrative Offices, 23 Depot Street, Westford, MA
Time: 9:00 a.m. – 3:00 p.m.

>> Click here to Register

PROFESSIONAL SERVICES

Is Your School District Using iPass To Its Fullest Potential?

Does your school district have a need for professional development in iPass? Do you have new initiatives that may require the purchase of a third-party software product? Meet with a Harris Professional Services expert and see how iPass can meet your needs. Harris offers several third-party products that are designed to integrate with iPass, including EZSchoolEnroll and School Rush!. Email Sharon O'Connor at sjoconnor@harriscomputer.com to schedule an appointment for a complimentary business review.

iPASS

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.

HARRIS School Solutions

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