



## Welcome to Wednesday's Wisdom

*Your weekly dose of support!*

November 9, 2016

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### DON'T MISS TODAY'S WEBEX EVENT

**TODAY** – WebEx – Join the Harris Team today at 1:00 p.m. as we review tips and recommendations for SCS and EPIMS reporting. Refer to the Upcoming Events & Workshops section below for more information. If you can't make it, look for the recording to be posted in the iPass Help > User Group Meetings.

### SUPPORT ANNOUNCEMENTS

#### SIF SCS

Users now have more tools at their disposal to troubleshoot their SIF SCS errors. Please see the iPass Tips & Tricks section below for suggestions on sending SIF Objects to update data at the DOE.

#### Important: Change in process for selecting WA07 Job Classification for instructional staff Work Assignments

Changes required for SIF EPIMS have resulted in changes to how the WA07 Job Classification will be selected for instructional staff that will be reported as Co-Teacher and/or Teacher – Support Content Instruction. See the iPass Tips & Tricks section below for details.

### iPASS TIPS & TRICKS

#### iParent / iStudent – Recommended Parent & Student User Type Settings

The Support Team has been asked by some of our districts to review their Parent and Student User Type settings to ensure they have the correct Menu and Tab options assigned. Our recommendations can be found in iPass Help > Security System > Help > [iParent/iStudent – Recommended Parent & Student User Type Settings](#).

## Reporting Non Graded Courses in SCS

Courses that do not report a final grade can now be set to “Non Graded Course = Yes” on the Course Catalog Course Details screen. You no longer will need to enter no grade values such as “NG” or “UN” for ungraded courses.

## SCS Error Clearing – Sending SIF Objects

Users have the ability to send SIF Objects to update data at the DESE to help clear their errors. Under the SIF Agent folder there is the option to send all SCS objects by School, Student, or Course Section (SIF Agent > SIF Reporting) or to send specific SIF objects for the entire district (SIF Agent > SIF – Send SIF Objects). A report is generated in My Reports showing which objects were sent and how many.

[Click here for a list of the SCS SIF Objects and recommendations of when you should send the objects](#)

## NEW PROCESS NEEDED – EPIMS WA07 Job Classification

SIF EPIMS requires instructional staff have a career record for each WA07 Job Classification reported in the Work Assignments. This means that teachers who are scheduled to co-teach a class (reported as 2306 Co-Teacher) or provide supportive content instruction in the classroom alongside a primary teacher (reported as 2310 Teacher – Support Content Instruction) now require a career record with a Job Type = Co-Teacher and/or Job Type = Teacher – Support Content added.

EMPLOYEE CAREER								
+ Add								
+ Employee Career +								
Start Date	End Date	Department	Supervisor	Building	Bargain Unit	Job Type	FTE	Main Job
09/01/2016		Language Arts	Dewar, Kati	Ashland High School	Teacher	2306 Co-Teacher (Job Share)	0.20	No
08/31/2015		Language Arts	Dewar, Kati	Ashland High School	Teacher	2305 Teacher	0.80	Yes
+ Add								

With SIF EPIMS you no longer will need to adjust the FTEs on the Work Assignment records. The DESE will find all the work assignments by Job Classification (i.e. Job Type = Co-Teacher), find the Career Record with that Job Type, and use the Career FTE (i.e. Co-Teacher .20 FTE) to calculate the FTE for each Work Assignment.

The MA DOE EPIMS screen’s WA07 Job Classification selection field will list only the Career Record Job Types associated with the staff member. For example, a teacher with a Career Record Job Type of “Teacher” only will display only “Teacher” as an option in the WA07 Job Classification field. To have Co-Teacher as an option, there must be an additional Career Record with Job Type = Co-Teacher.

Work Assignment	
Language Arts: 800-05H	
Teaching Assignment Code:	English or language arts
District/School this Assignment:	00140405
→ WA07 Job Classification:	2305 Teacher
WA08 Other Teaching Assignment Code:	Level Classroom Teacher
WA09 Grade by Course Section:	2305 Teacher
WA10 Subject Area/Course Code:	2306 Co-Teacher (Job Share) Language Arts (grade 8)
WA11 Class Section:	800-05H
Full Time Equivalent:	0.20
WA13 Instructional Paraprofessional Qualifications for Title I:	Not employed as a paraprofessional
WA14 Highly Qualified:	Yes
WA15 Subject Matter Competency:	Passed the Mass Test for Educator Licensure (MTEL) subject matter test

**REMINDER:** 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.

## iPASS RELEASES & UPDATES

A patch release (v. 7.20161104\_sync) went out on November 4 to all Sync version sites with updates for SIF 2.7 transmission of SCS and EPIMS data. Please refer to Release Notes for more information. Go to iPass Help > iPass Patch Release Notes > [Patch Release Notes – 7.0.20161104\\_sync](#).

## UPCOMING EVENTS & WORKSHOPS

### **TODAY at 1:00 p.m. – November User’s Group Meeting Webex**

Today’s User’s Group meeting Webex will be on the topic of “Massachusetts SCS and EPIMS State Reporting.” Laura Patton will share tips and recommendations for submitting SCS and EPIMS and review the new SIF transmission tools.

NEW MEETING INFORMATION: Please join today at 1:00 p.m. [Click here for User’s Group Webex link](#). Meeting Number: 270 889 755. Meeting Password: harris. Call in: 605-475-6711. Access code: 2262055#.

## PROFESSIONAL SERVICES

### **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](mailto:sjoconnor@harriscomputer.com) to schedule an appointment for a complimentary business review.



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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