



# iPASS

## Welcome to Wednesday's Wisdom

*Your weekly dose of support!*

January 18, 2017

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### GET READY FOR SCHEDULING! ONLINE WORKSHOP

**THIS FRIDAY** – Join Harris School Solutions this Friday, January 20, from 9:00 a.m. to 12:00 p.m. for an online workshop to prepare for 2017-2018 Scheduling. The workshop is free but registration is required. Refer to the Upcoming Events & Workshops section below for registration details.

### SUPPORT ANNOUNCEMENTS

#### Register for the 2017-2018 High School Scheduling Workshop

Harris School Solutions will be hosting a two-day, hands-on High School Scheduling Workshop. Attendees will be working in their own iPass database to schedule their schools for the 2017-2018 academic year.

Registration is required; courses are limited to the first 25 registrants. [Click here to register.](#)

Dates: February 9 and April 6

[Click here for workshop details.](#)

Time: 9 a.m. to 3 p.m.

Location: Westford Public Schools, Central Office, 23 Depot Street, Westford, MA.

#### 2017-2018 Middle School Scheduling Workshop – Save the Date

Harris School Solutions will be hosting a two-day, hands-on Middle School Scheduling Workshop. The dates will be April 4 and May 16, and, just as with the High School Scheduling workshop, will be held at the Westford Public Schools. The registration information will be provided in an upcoming Wednesday Wisdom Email.

#### Preparing for Massachusetts March and EOY State Reporting – More Information

The Support team has created a Quick Guide that outlines the steps for your district to report March SIMS and to prepare for June/EOY SCS, EPIMS, and SSSDR state reports. This guide includes steps for both SIF and Legacy districts. Please review the list as it provides some important added steps to what was shared in last week's Wednesday Wisdom email. In particular, SIF EPIMS sites need to run the EPIMS Export after changing their iStaff Configuration As-of Date to Reset the Term Codes, Recalculate FTE, and generate the Work Assignments for June/EOY. For more information go to iPass Help > DOE ID Manager > Help > [Quick Guide: Preparing for Massachusetts March and EOY State Reporting.](#)

The *Helpful Hints Guide for March SIMS State Reporting* has been updated for March 2017. This guide provides helpful hints for SIF and Legacy data transmission, suggested items to review and check for March 1 data, and recommendations to review the data. Go to iPass Help > DOE ID Manager > Help > SIMS > [Helpful Hints Guide – March SIMS 2017](#).

March 1 SIMS Certification Date is March 23 and the Recertification Date, after Resolution of Duplicates, is scheduled for March 30.

### **iHealth Medications, Allergies, and Immunizations Alphabetized Dropdown Lists**

The patch release that went out on December 19, 2016, included an enhancement that will allow the dropdown-list selections to be listed alphabetically. To implement this feature on your site we will need to run a script to set all of the codes to Display Order = 999. This will allow the selection list to sort the code descriptions in alphabetical order. Codes that are used frequently can be set to have Display Order = 1, 2, 3, 4, etc., so that they pop to the top of the list. We decided not to run this script without first checking with iHealth sites on their current coding set up. We will be contacting iHealth sites to see if they would like this script run. In the meantime, if you know that you want this update now, please submit an eSupport ticket requesting we run the iHealth Display Order script.

### **Upcoming Patch Release**

We are preparing a patch release to go out this week. Minor enhancements and corrections relate to the following: Auto Attendance Letters; Dropped Courses; iStudent/iParent Schedules; Gradebook; Discipline SSSR Reporting; Clever Export; Drop/Add Report; CRDC 2015-2016; and Staff ID Cards. When the patch release is pushed out the Release Notes will be posted in iPass Help > iPass Patch Release Notes > [Patch Release Notes](#).

## **iPASS TIPS & TRICKS**

### **Rolling the Course Catalog Over to the New School Year**

When rolling over the course catalog, it is recommended that you set BOTH Roll Schedule = YES and Roll MSB Teacher/Room = YES.

Even if you do not use the Master Schedule Builder (MSB) to schedule your students, rolling the course catalog this way will allow you to save a Master Schedule version in the next year with all the Term, Period, Teacher, and Room information from the current year. After you save this version, you then can choose to “clear” some or all the Master Schedule to remove schedule details and save this additional un-scheduled version. Doing it this way will give you two (2) Master Schedule back-up options: one *with* and one *without* the current year schedule detail.

Once scheduling has begun and online course recommendations have been completed, you do not want to roll the course catalog over again. Each year when you roll the course catalog the courses get new course sequence numbers. Course Recommendations and Requests reference these sequence numbers. If the Course Catalog were to be rolled over again, some courses could end up with different sequence numbers. If you find you need to roll your course catalog again and you have already begun the Recommendations and Requests process, please contact the Support Team for assistance.

[Click here for complete directions.](#)

## **iPASS FAQs**

- Q. SIF Districts: The March 2017 SIMS Submission is now open on the DESE Security Portal, why do I have errors of “101510 - Days in Membership=0 is Invalid” and “101491 – SPED students must have other SPED data elements” for all of my students?**

- A. When the DESE re-opens the portal for a new submission, you need to restart your SIF Processors. If the SIF processors are not running, no data is sent and the errors will occur. [Click here for more detail.](#)

## UPCOMING EVENTS & WORKSHOPS

**THIS FRIDAY** – Join Harris School Solutions this Friday, January 20, from 9:00 a.m. to 12:00 p.m., for an online workshop to prepare for 2017-2018 Scheduling. The workshop is free but registration is required. If you can't attend, the webex recording will be posted to iPass Help > Scheduling > Webex. [Click here to Register](#)

## 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.

Harris is your vendor-partner and we always are looking for ways to improve your client experience.



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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