HARRIS
School Solutions

iPASS

Welcome to Wednesday's Wisdom
Your weekly dose of support!

September 13, 2017

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Lots of News

Be sure to read through this edition of Wednesday's Wisdom for lots of important information.

Support Announcements

TODAY – User Group Meeting – New Feature

Join the Harris Team today at 1:00 p.m. for the September User Group Meeting and learn about the new Drop/Add Course Grade Transfer feature now available. This feature is available on all iPass Sites and is great for users that modify schedules. Refer to the Upcoming Events & Workshops section below for more information. Note the **new** meeting link provided.

State Reporting Updates

Please refer to the iPass Tips & Tricks section below for important information and steps to prepare for October 1 MA State Reporting.

Register for SIF State Reporting Workshop

Registration is open for the two-day hands-on SIF State Reporting Workshop scheduled for September 19 & 20. This workshop is recommended training for staff responsible for SIF state reporting and is designed to enhance both beginner and advanced-user knowledge of the SIF process.

Refer to the [Upcoming Events & Workshops](#) section below for more information.

Attention: iPass Administrators

Want to make a difference in even more of your school's systems?

eWalk makes classroom walkthroughs better and faster for your principal.

Let your principal know about eWalk, and YOUR recommendation could single-handedly improve your school's observation system!

PLUS: just for sharing the info, you will get a FREE iPass Review!

Make a Difference

iPass Releases & Updates

Recent Patch Release

A patch release went out on September 7 (7.0.201700907_sync) that included a new Drop/Add Course Grade Transfer feature as well as several other updates. For more information on the release, please refer to iPass Help > iPass Patch Release Notes > [Patch Release Notes – 7.0.20170907_sync](#).

We are working on another patch release for the 2017-2018 MA state reporting changes. We will keep you updated through the Wednesday's Wisdom emails.

SIF – Setting Up for the Next State Reporting Period

- Set the DOE Parameters Last Transmission Date at <u>each school</u> to the report date of 10/02/2017 since October 1 falls on a Sunday.
- Set the iStaff Configuration EPIMS As of Date to the report date of 10/02/2017 since October 1 falls on a Sunday.
- Make sure the SIF Events Processor and Response Processor are both sending data. Recycle them by shutting each down and starting a new one.
- The Events and Response Processor Logs from the PREVIOUS reporting EOY Reporting period should be deleted. Keep all Logs for the current reporting perioduntil your district is certified so that the transmission data is available for reference if needed.

Each year we have the DOE delete the SIF live events that have occurred all summer and during the Scheduling Add/Drop Period and then we send a fresh set of SIF Objects.

This year we are asking the DOE to delete your SIF objects on September 18, 2017. You will then need to clear the SIF Temp Table for all the Objects and use Send SIF Objects to send refreshed data.

This week you can still work on cleaning up your errors in iPass. We feel that deleting and refreshing the data will help to eliminate some of the SIF school enrollment issues, scheduling change issues, EPIMS course change issues, and SSDR records issues.

On or After September 19 you can do the following:

- Go to SIF Agent > SIF Delete TMP Table to clear the SIF Temp Table for the following Objects: (Can all be selected at one time)

X DisciplineIncident
X EmploymentRecord
X LEAInfo
X SchoolCourseInfo
X SchoolInfo
X SectionInfo
X SectionMarkInfo
X StaffAssignment
X StaffEvaluation
X StaffPersonal
X StaffSectionAssignment
X StudentAttendanceSummary
X StudentPersonal
X StudentSchoolEnrollment
X StudentSectionEnrollment
X StudentSectionMarks
X StudentSpecialEducationSummary
X TermInfo

- Then use SIF Agent > SIF – Send Objects to send fresh data for the following objects:

X DisciplineIncident
X EmploymentRecord
X LEAInfo
X SchoolCourseInfo
X SchoolInfo
X SectionInfo
X SectionMarkInfo
X StaffAssignment
X StaffEvaluation
X StaffPersonal
X StaffSectionAssignment
X StudentAttendanceSummary
X StudentPersonal
X StudentSchoolEnrollment
X StudentSectionEnrollment
X StudentSectionMarks
X StudentSpecialEducationSummary
X TermInfo
X SummerWithdrawals-StudentPersonal
X SummerWithdrawals-StudentEnrollment

Notes:

1. Make sure that before you send your SCS SIF Objects that you have set up your Grade Headings & Terms for 2017-2018 to "Include" Terms and Final Grades, the Final Grade is set to Is Final Grade = Yes, and that the SIF ("fake") Terms have been set up and selected on the Academic Year Settings screen.
2. For October 1 reporting you must send the Summer Withdrawal Objects.

3. If you are a large district, you should send them during off-hours or one report at a time (SIMS, SCS, EPIMS, SSDR). This will save a drain on your site resources.

Directions on how to send SIF Objects can be found in iPass Help > SIF > Help. [Click here](#) for directions.

For more detailed steps go to iPass Help > SIF > [SIF – Setting Up for the Next State Reporting Period](#).

The Support Team is working on updating our state reporting help resources for MA State Reporting. In the meantime, feel free to reference our current Help resources in iPass Help > DOE ID Manager > Help > Subcategory folders of [SIMS](#), [SCS](#), [EPIMS](#), [SSDR](#) and iPass Help > SIF > [Help](#).

TODAY – User Group Meeting – Grade Transfer & Scheduling Change

Today's meeting is scheduled for 1:00 p.m. We will be discussing a new Drop/Add Course Grade Transfer feature and proper methods for adjusting student schedules when students transfer classes. Please share the meeting link with all staff that does schedule modifications. This will be a great opportunity for staff to get a refresher on how to adjust student schedules for record keeping and state reporting.

NEW Meeting Link: Click here for the [User Group Meeting Webex link](#). Meeting Number is 635 513 566, Meeting Password is Harris. Audio Connections is 1-866-469-3239 Call-in toll-free number (US/Canada).

The Support Team holds an online User Group Meeting the 2nd Wednesday of every month. We use these meetings to discuss timely topics, provide guidance, review updates, and answer questions.

SIF State Reporting Two-Day Hands-On Workshop Information

Harris School Solutions will be offering a two-day, hands-on workshop on September 19 and 20 for iPass staff responsible for SIF reporting. The sessions will detail how to implement SIF reporting in your district, set up iPass, and clear error validations. Each day will include three hours of in-depth training for all participants, and for those who attend in person there will be an additional two hours each day of hands-on assistance to send your SIF data and run through validation errors. **Registration is now open** through September 18.

Dates & Topics:

- September 19 – SIMS and SSDR
- September 20 – SCS and EPIMS

Location: Algonquin Regional High School, Northborough, MA

Schedule:

- 8:30 a.m. to 9:00 a.m. – Arrival
- 9:00 a.m. to 12:00 p.m. – Training (live in person and on WebEx)
- 12:00 p.m. to 12:30 p.m. – Lunch (included)
- 12:30 p.m. to 2:30 p.m. – Hands-on data fixing and transferring data to SIF for all in-person participants.

Training Session Options:

1. $500.00 Per Person: Two (2) days of training face-to-face, including hands-on sending of data using SIF. **Click here to register.**
2. $200.00 Per Person: Two (2) days, three (3) hours each, intensive WebEx live sessions of the meetings. **Click here to register.**
3. $100.00 Per Person: Access to recording of WebEx portion. **Click here to register.**

These sessions will be run by Laura Patton and Melissa Sweeny.

Purchase orders must be sent to **Laura Patton** by September 18. Please feel free to contact Laura Patton at **lpatton@harriscomputer.com** with any questions.

Harris School Solutions

1-866-450-6696