iPass User Group Meeting - Massachusetts

February 9, 2018

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Welcome & Introductions

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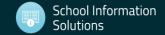## Grading

- Grade Headings & Terms
- Horizontal Averaging
- Pass/Fail
- Honor Roll
- GPA
- Drop/Add – Transfer Grades

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Grade Headings & Terms

Maintenance - Grading

Year: 2017-2018 ▼

Search

Grade Headings And Terms				
Submit				
Grade Heading	Q1	Q2	Q3	Q4
Term 1 (Term)	☑ Include ☑ Open ☐ Display Grades	☐ Include ☐ Open ☐ Display Grades	☐ Include ☐ Open ☐ Display Grades	☐ Include ☐ Open ☐ Display Grades
Term 2 (Term)	☐ Include ☐ Open ☐ Display Grades	☑ Include ☑ Open ☐ Display Grades	☐ Include ☐ Open ☐ Display Grades	☐ Include ☐ Open ☐ Display Grades
Semester 1 Exam (Exam)	☐ Include ☐ Open ☐ Display Grades	☑ Include ☐ Open ☐ Display Grades	☐ Include ☐ Open ☐ Display Grades	☐ Include ☐ Open ☐ Display Grades
Semester 1 Final Grade (Final)	☐ Include ☐ Open ☐ Display Grades	☑ Include ☐ Open ☐ Display Grades	☐ Include ☐ Open ☐ Display Grades	☐ Include ☐ Open ☐ Display Grades

Helpful Hint! iPass Help > Grading > Help > Quick Guide: Grade Headings & Terms

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Horizontal Averaging

- Horizontal Average Rules
- Check Grade Table in Grade Maintenance
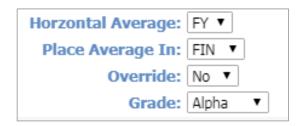- Set Average Rules to Course Sections in Course Catalog

Term1 95	0.2	19
Term 2 85	0.2	17
Mid Year Exam 98	0.1	9.8
Term 3 99	0.2	19.8
Term 4 91	0.2	18.2
Final Exam 100	0.1	10
93.8	93.8/100	93.8
95	0.2	19
85	0.2	17
98	0.1	9.8
99	0.2	19.8
91	0.2	18.2
0.1	0	
93.1	83.8/90	83.8

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Pass/Fail

- Courses must be set to Pass/Fail = Yes

- Create a P Grade worth 80

- Create an F Grade worth 50

- After you run Calculate Horizontal Average for Numeric Grades you will run Calculate Horizontal Average again with Grade = Alpha and Override = No

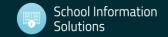|	
Horzontal Average:	FY ▼
Place Average In:	FIN ▼
Override:	No ▼
Grade:	Alpha ▼

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Honor Roll

- Honor Roll Rules

- Check Grade Code Table in Grade Maintenance

- Set Honor Roll on Course Details Screen in Course Catalog

- Set Curriculum Levels on Course Details Screen in Course Catalog

- Run Honor Roll report – Select highest level Honor Roll and <u>all</u> Honor Roll levels will be calculated (report shows highest only)

- Run the Honor Roll report for each Honor Roll level with Calculate Honor Roll = No for each HR level's report

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GPA

- Check Grade Table in Grade Maintenance
- Set Grade Scales
- Set Average Rules to Course Sections in Course Catalog
- Set GPA Rank & select Grades Scales on Course Details Screen in Course Catalog
- Set Curriculum Levels on Course Details Screen in Course Catalog
- Ignore Student in Class Rank
- Run Calculate GPA (Detailed GPA Report = Yes)
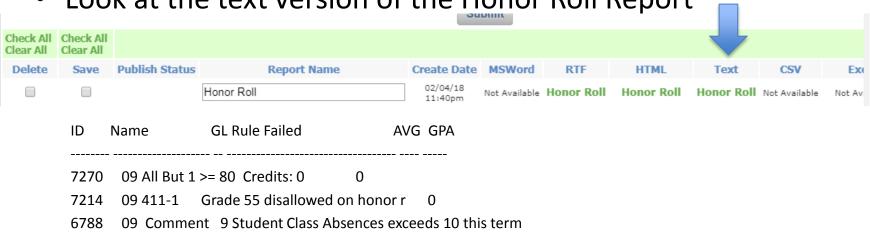- GPA Rank Report for Rank & GPA without recalculating the GPA

Helpful Hint! iPass Help > Grading > FAQ > GPA Checklist

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Troubleshooting Honor Roll and GPA

- Look at the text version of the Honor Roll Report

Delete	Save	Publish Status	Report Name	Create Date	MSWord	RTF	HTML	Text	CSV	Ex
☐	☐		Honor Roll	02/04/18 11:40pm	Not Available	Honor Roll	Honor Roll	Honor Roll	Not Available	Not Av

```
ID        Name                GL Rule Failed                     AVG  GPA
--------  -------------------- -- ---------------------------------- ---- -----
7270      09 All But 1 >= 80  Credits: 0              0
7214      09 411-1     Grade 55 disallowed on honor r     0
6788      09  Comment   9 Student Class Absences exceeds 10 this term
```

- Check Primary/School record – School/Year/Grade Level

- Transcript History

- Manual GPA

- Look at Detailed GPA Report

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GPA Calculation for Final Grades Only = YES

End of Year GPA			D	E	F	G	H
Course	Grade	Curric Level	Grade Scale Value	Credits	Horiz Avg	D1*E1*F1	E1*F1
English (final grade)	95	3	4.50	1.00	1.00	4.50	1.00
Math (final grade)	90	3	4.20	1.00	1.00	4.20	1.00
History (final grade)	80	3	3.20	1.00	1.00	3.20	1.00
						11.90	3.00
					G4/H4		3.966667

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GPA run for Final Grades Only = No

Mid-Year GPA			D	E	F	G	H
Course	Grade	Curric Level	Grade Scale Value	Credits	Horiz Avg	D1*E1*F1	E1*F1
English (Q1 grade)	93	3	4.50	1.00	0.20	0.90	0.20
English (Q2 grade)	90	3	4.20	1.00	0.20	0.84	0.20
English (Midterm Exam grade)	87	3	3.80	1.00	0.10	0.38	0.10
Math (Q1 grade)	90	3	4.20	1.00	0.20	0.84	0.20
Math (Q2 grade)	86	3	3.50	1.00	0.20	0.70	0.20
Math (Midterm Exam grade)	82	3	3.20	1.00	0.10	0.32	0.10
History (Q1 grade)	81	3	3.20	1.00	0.20	0.64	0.20
History (Q2 grade)	83	3	3.50	1.00	0.20	0.70	0.20
History (Midterm Exam grade)	85	3	3.50	1.00	0.10	0.35	0.10
						5.67	1.50
					G10/H10		3.780000

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Drop/Add – Transfer Grades

- Drop, Add and Transfer completed in one step

Helpful Hint! iPass Help > Scheduling > Help > [Quick Guide: Grade Transfer During Schedule Changes](#)

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Scheduling 2018-2019 – Getting Started

- Define Academic Year
- Assign Students to Next Year's School
- Online Course Recommendations – Need to assign students to Next Year's Grade Level
- Academic Year Settings – Define Schedule Parameters
- Rollover Course Catalog:
  - Roll Schedule = Yes, Roll MSB Teacher/Room = Yes
- Master Schedule Builder (MSB) Tools
  - MSB Save / Option to Clear (Parameters for open/close year)

Helpful Hint! iPass Help > Scheduling > FAQ > <u>What are recommended settings course catalog rollover</u>

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Self-Service Photo Upload

https://mft-ipass.iharriscomputer.com

- Two folders named staff and students (lowercase & students with s)

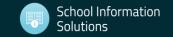|		
staff		File folder
students		File folder

- Put them into one folder (any name) and "ZIP" that folder

Name	Type
20170812	File folder

- Example Zip Application: 7-Zip (www.7-zip.org/License)

  7-Zip is free software with open source

** <u>NOTE</u>: Generic group email address needed for system notifications **

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State Reporting – SIF SIMS Updates

SIF Error: Invalid 504 value

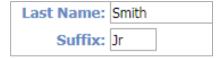| Error Message	Core / Relevant Elements					
Invalid 504 value	DOE011: 01	DOE012: 01	DOE013: 01	DOE017 : 105	DOE018: 110	DOE039: X

- Addition of DOE039 Value of "02" this year
- Two elements required:
  - "Section504" element identifies student as 504 (Yes/No)
  - New "MAFormerSection504" element identifies not 504, current 504, or former 504
- New element is missing from StudentPersonal Object
- Fix ready – Patch Release pending QA testing

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State Reporting – SIF SIMS Updates

Suffix Field

- Student Registration – DESE moving suffix to separate field
- SIF SIMS – DESE is not collecting suffix data
- Use Student Profile Suffix field

Last Name:	Smith
Suffix:	Jr

- Keep suffix in Last Name field for the following reasons:
  - 3rd party applications – name match
  - Transcripts, Report Cards
- Plans:
  - Strip suffix out of Last Name field for SIF SIMS
  - Add suffix field to Add Student screen and Export for SASIDs

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Lunch Break

Open Discussion:

iPass Users – Means of Communication

- Wednesday's Wisdom Email
- Monthly Online User Groups
- Online "Community"
- Google Group – Clinton iPass Admin

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Harris School Solutions – Additional Products

- **EZSchoolEnrol**l – Online registration & electronic forms
- **School Rush** – Share classroom information & make emergency calls and texts
- **eWalk** – Classroom observation tool
- **Edsby** – SIS interface & analytics

For more information contact Sharon O'Connor at
sjoconnor@harriscomputer.com

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SIF / State Reporting – Preparing for End of Year

- DOE Parameters Last Transmission Date ("As of Date")
  - For March SIMS set to 03/01/18 until certified
  - For EOY set to anticipated day <u>before</u> last day of school
- EPIMS – iStaff Configuration "As of Date"
  - Set now to anticipated day before last day of school
- Check School Calendars
- Check Term Start/End Dates
- Check for courses with new Term combinations

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SIF SIMS – Refresh Data

- Set DOE Parameters > Last Transmission Date = 03/01/18 at each school

- Clear SIF Temp Tables

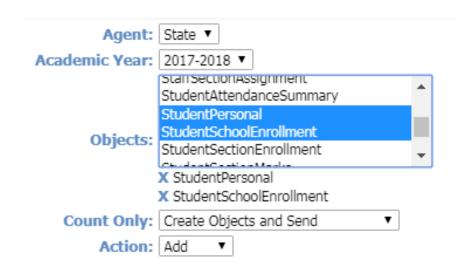- Use SIF Reporting > SIMS to send updates

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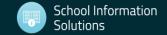
SIF SIMS – Refresh Data

- Send SIF Objects to refresh data

- Use SIF Reporting > SIMS to send updates

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SIF SCS – Refresh Data

- Clear SIF Temp Tables

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SIF SCS – Refresh Data

- Send SIF Objects to refresh data

- Use SIF Reporting > SCS to send updates

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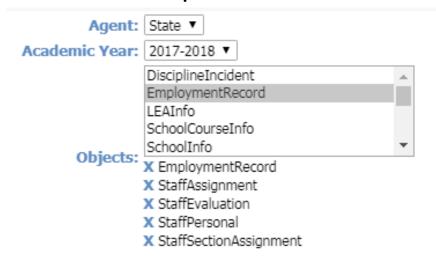
SIF EPIMS

- **Run EPIMS Export to create Work Assignments**
  - Reset Term Codes = Yes
  - Recalculate FTE = Yes *(FTE reported from Career record)*
- **Check Work Assignment records**
  - WA08 Other Teaching Assignment
  - WA07 Job Classification *(Teacher/Co-Teacher)*
  - Confirm Course Term Code & Term Status
- **Staff Career Record – SIF Requirements**
  - Job Type (WA07) <u>and</u> SIF Job Type
  - Only one active Career set to 'Is Main Job = Yes'
  - FTE for each Job Type (used to calculated WA FTEs)

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SIF EPIMS

- Clear SIF Temp Table and Send SIF Objects

- Evaluation errors remain until data is updated from "99"
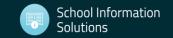- Have to send updates to DOE (no triggers) – Use SIF Reporting > EPIMS to update the transmission file

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SIF SSDR

- Identify Offender/Victim
- Report Victims – may be nameless
- Incident Weapon Type
- Offender DOE Fields

Incident: 14a Knife

Offender DOE Fields:

Offender Related to:	3700 - Weapons Possession (Firearms and Other Weapons) ▼
Offender Type:	0126 - Student
Offender	
Manifestation	
Notified:	
Expulsion:	
Offender Arrested:	No ▼
Alternative Education:	Yes ▼
Weapon Type:	0021 - Knife with blade less than 2.5 inches ▼

- Victim DOE Fields

Victim DOE Fields:

Victim Type:	0126 - Student ▼
Victim Injury:	3065 - No injury ▼

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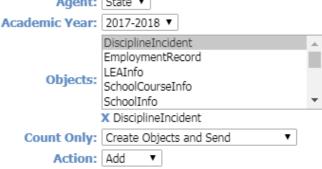School Information Solutions

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SIF SSDR – Refresh Data

- Clear SIF Temp Table and Send SIF Objects (Use SIF Reporting > SSDR for updates)

- Error: SSDR6015 Offense Code 1 repeated codes (SSDR6020, SSDR6025, SSDR6030) – Check SIF Mapping

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Upcoming Events & Workshops

Scheduling Workshops

- High School: February 8 <u>and</u> April 3 (Westford, MA)
- Middle School: April 4 <u>and</u> May 23 (Mendon, MA)
- Elementary: August 15 (Westford, MA)

End of Year Workshop

- May 24 (Southborough, MA)

State Reporting Workshops

- Massachusetts: June 5 (Marlborough, MA)

Webex option available on all workshops

For more information go to iPass Help > News > Upcoming Events

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Questions/Answers

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