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Welcome to Wednesday's Wisdom

Your weekly dose of support!

March 28, 2018

In This Issue

[Support Announcements](#)

[iPass Tips & Tricks](#)

[Upcoming Events & Workshops](#)

[Harris School Solutions Products](#)

Welcome to Spring!

According to the calendar we are officially into spring. As we wait for the warm up and the late snow to melt, it's time to begin thinking about preparing for the end of this school year and setting up for the next.

Support Announcements

Register for Next Week's Events & Workshops

The Support Team will be on the road in Massachusetts next week to host several events. There is still time to register for the following events:

- April 3: High School Hands-On Scheduling Workshop Day #2 (Westford, MA)
- April 4: Middle School Hands-On Scheduling Workshop Day #1 (Mendon, MA)
- April 5: Vocational/Technical School User Group Meeting (Free - Walpole, MA)

Refer to the Upcoming Events & Workshops section below for more information. See our **special last minute group rates** for the Scheduling Workshops. The registration deadline for these events is this Friday.

March SIMS Report – 100% in on time!

The Support Team is excited to report that all iPass districts submitted their SIMS Report by the March 22 deadline. Great job everyone! The March submission went very smoothly this year for our beginner, novice and advanced SIF districts.

If you're ready... you can refer to the iPass Tips & Tricks section below for information about preparing for EOY reports.

User Group Meeting – Future of iPass & EPIMS Reporting

The online Users Group Meeting last week was well attended. Laura Patton shared ideas of how iPass could be changed to better manage the EPIMS data required for SIF transmission. During the meeting users provided feedback and additional input.

We recorded the meeting but upon review we determined that the quality of the recording was not good enough to share. We are therefore transcribing the meeting and will put together a document that outlines the changes we are considering and the user input collected. We will share this with users as soon as it's ready.

iPass Tips & Tricks

Preparing for Massachusetts EOY State Reporting

The Support Team has created a Quick Guide that outlines the steps for your district to prepare for June/EOY SIMS, SCS, EPIMS, and SDR state reports. This guide includes steps for both SIF and Legacy districts. For more information go to iPass Help > DOE ID Manager > Help > [Quick Guide: Preparing for Massachusetts March and EOY State Reporting.](#)

NOTE: Districts who are reporting EPIMS via SIF Transmission need to run an initial EPIMS Export with the EOY As-of Date to create the EOY Work Assignments. SIF districts must [send the SIF Objects](#) for EPIMS and SSDL to create the initial EOY transmission file and again when the data is updated to updated the transmission. If there are records in the transmission file that should be removed, submit an eSupport ticket with your detailed request. To protect confidentiality, for EPIMS you only need to provide us with the staff member's MEPID# or Employee ID# (no name) along with the EPIMS# error message. For SSDL, provide the Incident ID# along with the SSDL# error message.

Online Course Recommendation Queries

There are several queries available for download to help you review the 2018-2019 Course Recommendations added by Teachers, Parents and Students. These are available to download in the iPass Help > My Queries > [Query Files for Download](#).

- [On-line Recommendations – Detailed iTeacher](#) – This query report includes Teacher Name, Student Name, Grade level, Counselor, Course ID/Name of recommended (selected) course, Comment entered by Teacher, Date recommendation entered. Teachers that did not enter a Recommendation will be blank.
- [On-line Recommendations – Detailed iParent](#) – This query report includes Guardian Name, Student Name of all linked children, Course Title/Name of recommended (selected) course, Comment entered by parent, Date recommendation entered. Parents that did not enter a Recommendation will be blank.
- [On-line Recommendations – Detailed iStudent](#) – This query report includes Student Name, Grade Level, Counselor, Course ID/Name, Comment entered by student, Date recommendation entered. There is a subtotal showing the number of recommendations for each student. Students that did not enter a Recommendation will be blank.
- [Recommendations – Query for All Recommendations](#) – This query report lists By Student the Course ID/Name for the recommended (selected) course, Date recommendation was entered, and the Name of the person who entered the recommendation. (Teacher, Parent and Student). There is a subtotal showing the number of recommendations for each student.

Course Catalog Reports

There are several reports that will indicate the selections made on the Course Details screen for courses in the Course Catalog. This can be used for current and future year catalogs to review the selections and check for missing selections (blanks).

Reports are available in Scheduling System > Reports – Scheduling.

- **Course Catalog (Parameters) Report**

Report includes: Major/Minor, GPA Rank (Y/N), Curriculum Level, Print Class List (Y/N), Print on Transcript (Y/N), Failure (Y/N), Pass/Fail (Y/N), Horizontal Average (Y/N), Vertical Average (Y/N), Vertical Weight, Honor Type.

Report selection criteria includes: Academic Year, Department, From Course, and To Course. The report results can be sorted by Course or Department.

Course Catalog (Parameters) Save to Excel

User:	Melissa Sweeny
Date:	03/22/2018:09:39:06
Report:	Course Catalog (Parameters)

Course	Name	Major Minor	GPA	Cur Lvl	Print on Class	Print on Trans	Failure	Pass Fail	HA	VA	VW	HT
0010	Practical English 7	Major	yes	1	yes	yes	yes	no	yes	yes	1.00	Q
0011	Practical English 8	Major	yes	1	yes	yes	yes	no	yes	yes	1.00	Q
0021	Fund Of English 9 10 11	Major	yes	1	yes	yes	yes	no	yes	yes	1.00	Q
0022	Fund of English 11 & 12	Major	yes	1	yes	yes	yes	no	yes	yes	1.00	Q

- **Course Catalog (Scheduling) Report**

Report includes: Department, # of Sections, Max Seats (total all sections), Course Type, Priority, Credits, Has Meeting Time (Y/N), Linked (Course ID#), From Grade, To Grade.

Report selection criteria includes: Academic Year, Department, From Course, and To Course. The report results can be sorted by Course or Department.

Course Catalog (Scheduling) Save to Excel

User:	Melissa Sweeny
Date:	03/22/2018:09:38:37
Report:	Course Catalog (Scheduling)

Course	Name	Dept	Sec	Max	Type	Pri	Credit	Time	Linked	GL	GL
0010	Practical English 7	EN	1	25	Academic	4	1.00	yes			
0011	Practical English 8	EN	1	15	Academic	4	1.00	yes		08	08
0021	Fund Of English 9 10 11	EN	4	60	Academic	4	1.00	yes		09	12
0022	Fund of English 11 & 12	EN	1	15	Academic	4	1.00	yes		09	12

Upcoming Events & Workshops

High School Scheduling Workshop – Day 2 Option

SPECIAL ADDED OPTION: We have room for additional users to sign up for Day 2 of this workshop. This is a great opportunity to learn more about the Student Scheduler, Master Schedule Builder, and get help troubleshooting your schedule. [Click here for Workshop details.](#)

Date: April 3 – Day 2 only

9am to 12pm: Learn how to schedule your students using iPass scheduling tools

12pm to 1pm: Small lunch provided

1pm to 3pm: Hands-on work session to work on your schedule with help from the iPass Support Team

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

\$250 per person for Day 2 only hands-on workshop.

**** Last Minute Workshop Special Group Rates ****

- 1 staff member attends: \$250 for Day 2 only.
- 2 staff members attend: 2nd staff member attends at 50% off or \$125 for Day 2 only.
- 3 or more staff members attend: 3rd (4th, 5th, etc.) staff member attends for FREE for Day 2 only.

New Webex Option: We encourage all participants to attend in person, but if this is not possible, this year there is an option to follow along with the training during

the morning session on both days (9am – 12pm only). \$125 per person for Day 2 only morning webex session.

Registration is required for the Day 2 session. **[Please register by March 30.](#)** [Click here to Register.](#)

Middle School Scheduling Workshop

This workshop will consist of two days of hands-on sessions where attendees will be working in their own iPass database to schedule their middle school for the 2018-2019 academic year. [Click here for workshop details.](#)

Dates: April 4 and May 23

Day 1 topics include: Creating and maintaining a school calendar; Configuring the days, terms, periods for your school; Scheduling teachers and students; Reporting capabilities and output. Instruction on the best use of iPass's cycle/cluster functionality and how it relates to Middle School Teaming.

Day 2 topics include: Verifying student requests; Modifying courses and sections; Running Master Schedule Builder; Running Student Scheduler; Unscheduled Requests; Study Hall Scheduler.

Time:

9am to 12pm – Learn how to set up your schedule and use the iPass scheduling tools

12pm to 1pm – Small lunch provided

1pm to 3pm – Hands-on work session to work on your schedule with help from the iPass Support Team

Location: Miscoe Hill Middle School, 148 North Ave, Mendon, MA.

\$500 per person for 2 days.

**** Last Minute Workshop Special Group Rates ****

- 1 staff member attends: \$500 for two days.
- 2 staff members attend: 2nd staff member attends at 50% off or \$250 for two days.
- 3 or more staff members attend: 3rd (4th, 5th, etc.) staff member attends for FREE for two days.

New Webex Option: We encourage all participants to attend in person, but if this is not possible, this year there is an option to follow along with the training during the morning session on both days (9am – 12pm only). \$250 per person for 2 days.

Registration is required for this courses. [Please register by March 30.](#) [Click here to register.](#)

Vocational/Technical Schools Onsite User Group Meeting

iPass Support will be hosting a User Group Meeting for Vocational/Technical School users. Join us as we review and discuss how to best take advantage of iPass in the Vocational/Technical School environment. Meet fellow iPass users and learn more about how different features can be used to help facilitate and meet your school needs.

Date: April 5

10am to 12pm – Session I

12pm to 1pm – Small Lunch Provided

1pm to 2pm – Session II

Location: Norfolk Country Agricultural High School, 400 Main St, Walpole, MA 02081

Session is **free** of charge.

Registration is required. [Please register by March 30.](#) [Click here to register.](#)

We want to make sure we cover the topics most important to you. Please send your topic ideas to lpatton@harriscomputer.com by end of day Monday April 2.

Additional Harris School Solutions Products

EZSchoolEnroll – Online student registration/parent portal. Allow parents to register new students online, update their contact information and remove or edit existing contacts for each student. \$1400.00 one-time fee for setup and training with no additional annual cost.

OnHand Schools – Newly acquired by Harris School Solutions and contains a suite of exciting products including RTI and MTSS solutions to assist in data driven instruction decisions. Visit <http://www.onhandschools.com/> for more information.

Part of the [McREL EmpowerED Suite](#), **McREL Power Walkthrough** is the research-based classroom observation software designed to quickly and effectively gather

classroom data and provide instant and formative feedback to teachers to inform practice and bolster their strengths in the classroom.

eWalk is the classroom observation software that transforms time-consuming classroom walkthroughs into an effective 5-minute process, start to finish.

Please contact Sharon O'Connor directly to schedule a demo of any of these products at sjoconnor@harriscomputer.com.

Harris School Solutions

1-866-450-6696

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