HARRIS School Solutions

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iPASS

Welcome to Wednesday's Wisdom

Your weekly dose of support!

May 9, 2018

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Today's Online User Group Meeting

All users should join us at the start of today's meeting for important news and updates.

Support Announcements

TODAY: User Group Meeting – News, Updates & Featured Topic

Join us today at 1:00 p.m. for this month's online iPass User Group Meeting.

Agenda:

1. **Important News & Updates**
2. **Featured Topic: Preparing to Graduate Seniors**

   Laura Patton will review the recommended steps to follow <u>before</u> graduating seniors such as setting up the grading system to grade seniors only, running senior GPA and Honor Roll, clearing out senior Lockers, and the steps to use Mass Enroll Students to "Graduate" the seniors.

Meeting Link: Click here for the [User Group Meeting Webex link](). Meeting Number is 635 513 566, Meeting Password is Harris. Audio Connections is 1-855-699-3239 Call-in toll-free number (US/Canada).

The iPass Support Team hosts monthly online User Group Meetings the second Wednesday of every month. Each meeting will start off with important news and updates for all users followed by an in-depth review of timely topics.

Update Regarding SIF EPIMS Errors

We have received support tickets from several of our SIF EPIMS sites reporting validation errors related to Support Content Teachers (2310) and Long Term Substitute Teachers (2325). We are in contact with the DESE and working with them to review and troubleshoot the errors. We will provide an update as soon as we have more information. Updates will be shared in the eSupport tickets, the weekly Wednesday's Wisdom emails, and posted to the Google Group - iPass User Support Group.

Google Group – iPass User Support Group

iPass users are connecting and sharing information! Kristi LaPerle, Data Specialist at Clinton Public Schools, has started a Google Group for iPass users. The Group is intended to connect users, providing a place to ask questions, seek advice, share tips & tricks, and more. Kristi would like to extend an invitation to <u>all</u> iPass users from <u>all</u> states to join and to use it as an online forum to ask <u>any</u> iPass related topics, not just state reporting.

The iPass Support Team posts important updates on this site. We encourage all users to join!

If you would like more information about how you can join this group, please email Kristi LaPerle at laperlek@clinton.k12.ma.us

Master Schedule Builder Notes

- When using the MSB Option to Save Current Schedule, the name of the file cannot have commas in the schedule name. When you go to Restore Saved Schedule, if the saved schedule has a comma in it the name it will break to the next line and be difficult to identify for selection. If you have used a comma when saving a schedule please contact the Support Team to help you fix the saved schedule name.

- Master Schedule Builder requires Term Dates be entered on the Academic Year Setting screen for the year you are scheduling. If dates are not there, students may not be scheduled when using the MSB, the Student Scheduler, or when scheduling individual students. The Term Dates must be dates within the new school year calendar but do not need to be exact. They can be adjusted prior to school starting.

New Queries Available

- [Entry Withdrawal Report With SASID Query](#) – This query report replicates the Entry/Withdrawal Report and includes the student SASID number. This query can be found in iPass Help > My Queries > Query Files for Download.

- [Entry Withdrawal Report With SASID Enrollment Reason Query](#) – This query report replicates the Entry/Withdrawal Report, includes the student SASID number, and can be run for select Entry/Withdrawal codes. This query can be found in iPass Help > My Queries > Query Files for Download.

iPass FAQs

PIMS Report Troubleshooting (Pennsylvania)

Q.   Why am I not getting any truancies returned on my Location Fact report?

A. Check your truancy attendance code(s) to make sure the "Truancy" indicator is set to Yes. Go to Attendance System > Maintenance – Attendance > Attendance Codes.

Q. **Why am I not getting any suspension counts on my Location Fact report?**

A. It is recommended that you check the following:

- Check your consequence codes configurations. Make sure you have a Consequence Type Code = S for Suspension. Make sure you have one or more Consequences set up with the above Consequence Type.

- Check your Incident codes. Make sure you have Incident Type Codes A and C (for Academic and Conduct) and that these codes are set up as Report to DOE = No. Make sure your non state reportable codes (non "W") that should be counted in aggregate are set up as Type = Academic or Conduct.

- Check your actual student incidents. All incidents that are to be reported to the state, either in aggregate on the PIMS Location Fact or in detail on the PIMS Discipline files MUST have the "Report to DOE" check box selected.

Click here for complete details.

Q. **Why am I not seeing any data on my PIMS Discipline files?**

A. First, make sure your incident types are correctly set up. You should have at least one incident type flagged as "Report to DOE" = Yes. Go to Discipline System > Maintenance – Discipline > Incident Types.

Once you have identified which is your reportable incident type, make sure your reportable incident codes (i.e. the "W" codes) have the correct State Code entered and are also coded with one of the state reportable incident types identified above (Discipline System > Maintenance – Discipline > Incidents).

Finally, make sure your reportable student incidents have the "Report to DOE" check box selected.

Upcoming Workshops – Registration Open!

The new iPass workshop format **delivers valuable training to more district staff** and provide **"hands-on" personalized coaching** for registered attendees!

- **Part I: Group-Based Training Webinar** – Each registered workshop attendee will be sent a link to a scheduled online training webinar for the workshop. The webinar will be interactive, allowing participants to ask questions and learn from others in the session. The webinar link can be shared with other district users so that they can benefit from the training session along with you at no extra cost per person. The online format will also reduce your time away from other duties and eliminate travel time and costs. Registered users will receive a recording of the session.

- **Part II: Personalized Online Coaching** – Each registered workshop attendee will receive a block of "hands-on" personalized coaching hours with an iPass Support Team member. The online coaching will be scheduled in one-hour sessions. Breaking the time up into multiple sessions will allow you to receive timely assistance as you move through the process. The Support Team member will provide guidance tailored to your level of experience and need. Registered workshop attendees will be provided with a calendar of available time slots to schedule their coaching sessions.

  Note: You may invite additional staff to listen in during your coaching sessions but to receive their own coaching sessions, they must register for the workshop. If you have multiple staff with different roles, they should register and pay the workshop fee to receive their own personalized coaching sessions.

End of Year Procedures
This workshop takes users through the End of Year Procedures. This includes preparing for the next school year (Phase I), finishing the current school year (Phase II), and rolling the database over to the new school year (Phase III).
Part I: Group Webinar Training Session (3 Hours) **Date: May 24, 2018** **Time: 9:00 a.m. to 12:00 p.m.**

Registered workshop attendees will be sent a link to the online webinar. The webinar link may be shared with other district staff. Registered users will receive a recording of the session.

Part II: Personalized Coaching Sessions (Total: 2 Hours)

Registered workshop attendees will schedule a total of two (2) hours of online coaching with a member of the iPass Support Team to help them step through their End of Year Procedures. Sessions are scheduled in one-hour blocks.

Since Phase I, II, and III of the EOY Procedures are done at different times during the year, **Hour 1** will cover Phases I & II and **Hour 2** will cover Phase III. Phase III should be scheduled for a date after state reporting is completed and the district is ready to roll over their database to the new school year.

The Support Team will provide registered workshop attendees with a calendar of available time slots to schedule their coaching sessions. Personalized coaching sessions are only available to paid workshop attendees.

Additional personalized coaching time is available in one-hour blocks at an additional cost. Contact the Support Team for more information (lpatton@harriscomputer.com).

Fee: $250.00 Per Person

Registration Link: Click here to Register. ** Please register by May 21, 2018. **

State Reporting – Massachusetts
This workshop takes users through the steps to report End of Year data for SIMS, SCS, EPIMS and SSDR state reports via SIF transmission.
Part I: Group Webinar Training Session (3 Hours) **Date: June 5, 2018** **Time: 9:00 a.m. to 12:00 p.m.** Registered workshop attendees will be sent a link to the online webinar. The link may be shared with other district staff. Registered users will receive a recording of the session.
Part II: Personalized Coaching Sessions (Total: 3 Hours) Registered workshop attendees will schedule a total of three (3) hours of online coaching with a member of the iPass Support Team to help them use the iPass tools to report End of Year SIMS, SCS, EPIMS and SSDR state reports and

troubleshoot validation errors. Sessions are scheduled in one-hour blocks and will be tailored to the level of experience and needs of the user.

The Support Team will provide registered workshop attendees with a calendar of available time slots to schedule their coaching sessions. Personalized coaching sessions are only available to paid workshop attendees.

Additional personalized coaching time is available in one-hour blocks at an additional cost. Contact the Support Team for more information (lpatton@harriscomputer.com).

Fee: $250.00 Per Person

Registration Link: Click here to Register. ** Please register by June 1, 2018. **

State Reporting – Pennsylvania
This workshop takes users through the steps to report the End of Year PIMS Collections.
Part I: Group Webinar Training Session (2 Hours) **Date: June 7, 2018** **Time: 9:00 a.m. to 11:00 a.m.** Registered workshop attendees will be sent a link to the online webinar. The link may be shared with other district staff. Registered users will receive a recording of the session.
Part II: Personalized Coaching Sessions (Total: 2 Hours) Registered workshop attendees will schedule a total of two (2) hours of online coaching with a member of the iPass Support Team to help them use the iPass tools to report the End of Year PIMS state reports and troubleshoot validation errors. Sessions are scheduled in one-hour blocks and will be tailored to the level of experience and needs of the user. The Support Team will provide registered workshop attendees with a calendar of available time slots to schedule their coaching sessions. Personalized coaching sessions are only available to paid workshop attendees. Additional personalized coaching time is available in one-hour blocks at an additional cost. Contact the iPass Support Team for more information (lpatton@harriscomputer.com).
Fee: $250.00 Per Person

Registration Link: Click here to Register. ** Please register by June 4, 2018. **

Additional Harris School Solutions Products

EZSchoolEnroll

Eliminate the paperwork and tedious data entry!

With EZSchoolEnroll you can:

- Provide online registration for incoming students allowing parents to easily complete your school's registration forms and verify the data before bringing it into your SIS.

- Provide a parent portal to let parents securely update information, add or remove emergency contacts, and collect Language Surveys, athletic or club choices, and much more, saving clerical time.

Plus, it's fully integrated with iPass!

Please contact Laura Patton directly at lpatton@harriscomputer.com to learn more.

Harris School Solutions
1-866-450-6696

To opt-out of receiving emails from iPass Support please reply to email with your request.