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Welcome to Wednesday's Wisdom

Your weekly dose of support!

October 31, 2018

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News – Updates – Tips

Be sure to review this week's Wednesday's Wisdom for important news, updates, and tips!

Support Announcements

TODAY: iPass User Training – HR Staff Follow Up Q&A Session

A reminder to districts that participated in the Human Resources Staff Training Session last month that today we are holding a Follow Up Q&A Session from 1:00-2:00pm for users to attend and ask questions on the training topic. A meeting link was sent to registered districts to distribute to staff.

If your district missed registering for this training session and would be interested in accessing a recording of the training webinar, please contact Laura Patton at lpatton@harriscomputer.com.

Rescheduled: Start Now – SSDR Workshop + Coaching

The [Start Now – SSDR Workshop](#) live webinar session has been rescheduled to **November 28**. *That means there is still time to sign up for this Workshop!* The Workshop will prepare you and your staff to record discipline incidents to be reported in the end-of-year School Safety and Discipline Report (SSDR). Register for the Workshop and receive 2 hours of personalized coaching for SSDR preparation. Refer to the Upcoming Events & Workshops section below for more information.

EEO-5 Survey

The EEO-5 survey is a compliance survey required by Federal law and regulation. The survey is biennial, conducted in even-numbered years. This survey is a joint requirement of the U.S. Equal Employment Opportunity Commission (EEOC) and the Office for Civil Rights of the Department of Education. All three agencies use the data collected on this survey for their respective equal employment opportunity programs. For more information please refer to <https://egov.eeoc.gov/eeo5/index.htm>

Support is working on creating a query that will pull the Job Type, Gender, and Ethnicity data from iStaff. This information can then be used to fill out the smart forms available on the 2018 EEO-5 Survey site.

Join us at the next [Online User Group Meeting](#) on **November 14** at 1:00pm to learn more about how to get the data you need out of iPass for this survey.

New Support Ticket System Coming...

Harris Computer and the iPass Support Team are finalizing plans to move to a new support ticket system from TeamSupport. We anticipate rolling it out as the new year starts. The new user-friendly system will provide our users with improved ticket management and tracking of customer communication and issue status. Creating a new ticket and updating it will be quick and easy through email. In addition, the new system offers more opportunities for a User Community of shared ideas and access to a self-help knowledge base. Stay tuned for more information!

iPass Tips & Tricks

SCS State Reporting Tips

A few suggestions for you when working on your SIF SCS transmission:

- If the DOE Security Portal lists your school with “No Errors” you should check the SIF Transmission Report for SCS to make sure the Object Count includes all the student course records for your district. Compare this number to the Object Sent numbers in your My Reports. You may also use Report 4 - SCS Record Count by Course/Section/Term - District Level.
- Last year the DOE added a new value for SCS09 Course Level to distinguish between post-secondary level courses that offer college credit toward a degree and post-secondary courses that are remedial/developmental or otherwise not for credit toward a degree. If you have courses that fall into these categories, be sure to indicate the Course Level selection as needed.

SIF EPIMS State Reporting Tips

Districts that are setting up to report EPIMS via SIF transmission need to make sure the staff career records are set up completely and the additional SIF fields are selected.

Career records must have the ‘SIF Job Type’ field selected in addition to the ‘Job Type’ field.



The screenshot shows a web form titled "CAREER RECORD". It contains two dropdown menus. The first is labeled "Job Type:" and has "2305 Teacher" selected. The second is labeled "SIF Job Type:" with a red arrow pointing to it, and has "1000 Instruction" selected.

CAREER RECORD	
Job Type:	2305 Teacher
→ SIF Job Type:	1000 Instruction

Certain Instructional staff must have SIF Job Type = 1000 Instruction selected.

Job Classification/Role	iPass Career Record Job Type	iPass Career Record SIF Job Type
Teacher	2305	1000
Co-Teacher	2306	1000
Virtual Course Teacher	2307	1000
Virtual Course Co-Teacher	2308	1000
Teacher - Support Content Instruction (Scheduled to Courses)**	2310	1000
Long Term Substitute Teacher	2325	1000
Instructional Coach	2330	1000
Paraprofessional	4100	1000

**** NOTE:** DESE will allow **2310 Support Content Teacher teachers that are NOT scheduled** to courses to be reported with no scheduled Work Assignments. Please refer to iPass Help > SIF > Help > [Quick Guide: SIF EPIMS 2310 Teacher Support Content NO COURSES](#) to learn how to set up a special SIF Job Type to report these types of Support Content Teachers.

For a list of other Job Classification/Roles and the associated Job Type and SIF Job Types, please refer to the spreadsheet in iPass Help > SIF > Help > [SIF Job Type Codes](#).

Staff members that have multiple roles in the district, including the combination of Teacher and Co-Teacher, require a career record for each Job Classification/Role. The MA DOE EPIMS Work Assignment WA07 Job Classification field will only list the Job Classification selection options associated with the staff member's active career records.

Each career record requires an FTE value. A full time (1.0) staff member with multiple active career records will need to have the FTE broken down by Career record.

Start Date	End Date	Department	Supervisor	Building	Bargain Unit	Job Type	FTE	Main Job
09/01/2009		Special Needs		HHS	N/A	2305-Teacher	0.67	Yes
09/01/2009		Special Needs		HHS	N/A	2306-CO-Teacher	0.33	No

With SIF transmission, the DOE will calculate the FTE for each Work Assignment based on the career record FTE for the selected Job Classification/Role divided by the number of Work Assignments reported for that Job Classification/Role. With SIF EPIMS, the FTE in the individual Work Assignments is no longer used and may be left as is.

Each Work Assignment requires a 'Teacher Assignment Code' be selected on the MA EPIMS Work Assignment screen. Select the code that best represents the course. The Edit EPIMS Work Assignment screen can be used to update multiple work assignments at one time.

Work Assignment

English G10 123-2ct



Teaching Assignment Code: English or language arts

WA08 Other Teaching Assignment Code: 002-Core Subject: Secondary Level Classroom Teacher

iPass FAQs

Q. How do I set all staff member's EPIMS Evaluation Rating fields (SR29-SR33) to "99 – Not Applicable" for October EPIMS?

- A. The DOE expects SR29-SR33 to be reported as 99 – Not Applicable in the October collection. See the [EPIMS Handbook](#), Appendix H – Educator Evaluation Decision Tree for more information.

To clear out the iPass values entered for the previous school year's End of Year EPIMS, use iStaff Biographical > iStaff Procedures > Batch Data Entry to update the evaluation fields. [Click here for more information.](#)

Q. How do you hide the additional SCS "Fake" Terms from the Term drop down selection list?

- A. The additional FY, S1, S2 "fake terms" required for SIF SCS reporting must be selected in the Academic Year Settings screen. The terms you set up last year are most likely already hidden and don't appear in the Term selection field. If you added any new "fake" term combinations for this year you will need to add these to the list of SIF Terms to hide. [Click here for directions.](#)

Q. Can I delete a student's schedule that withdraws from school before October 1?

- A. No. You can modify the schedule to reflect that the student was in attendance during Term 1, but you must report a schedule in the MA SCS Report for all students that have at least one day of attendance in your school. This also applies to students that transfer from school to school within your district. You can set up the school to automatically drop the course when a withdrawal record is created. [Click here for directions.](#)

Q. How do I adjust a Term 1-only course sections for a student who transferred to another course section before October 1?

A. The DOE does not require you to report course sections the student was scheduled into prior to October 1 SCS reporting but some districts want to keep track of the movement between courses. A student will be identified as Withdrawn in the SCS report only if the student's course schedule is adjusted to remove terms. If the student transferred out of the course during the only term the course is offered (ie. Q1), then a "W" grade will have to be entered in the Final Grade to report them as withdrawn. [Click here for more information.](#)

Upcoming Events & Workshops

NEW iPass User Training & State Reporting Workshop Series

New district-wide pricing makes training all iPass users in your district affordable!

New small-group registration makes Workshops + Coaching more affordable!

Special Bundled Series Pricing!

iPass User Training Webinar Sessions:

The District iPass User Training Webinar Series offers **district-wide training** targeted at specific job types and responsibilities for both **new users** and to **provide current users with a refresher** of iPass features and functionality.

Each training session is comprised of a **3-Hour Interactive Group Webinar** and a **1-hour Group Q&A Follow-Up Session**. Participating districts may include **unlimited staff** in the scheduled webinar session and will receive a link to the webinar recording to share with district users and to reference throughout the school year.

***** Training webinar recordings are available after the live webinar date. Contact [Laura Patton](#) if you are interested in purchasing access for your district. *****

Date	Session (Target Users)	Topics Covered	Session Fee (Per District)
September 25, 2018 <i>Webinar Recording Available</i>	Administrative Assistants	Biographical System, Attendance System, Grading System, Report Cards, Competencies, Reports, iParent/iStudent, Publishing Dashboard	\$500
September 26, 2018 <i>Webinar Recording Available</i>	Gradebook Support Staff & Lead Teachers	Gradebook, iTeacher, Grading, Competencies, Report Cards, Progress Reports, iParent/iStudent	\$500
October 2, 2018 <i>Webinar Recording Available</i>	Discipline Staff	Overview of Discipline System, Discipline Records, Reports, Data Requirements for SSDR State Reporting	\$500
October 3, 2018 <i>Webinar Recording Available</i>	Human Resources Staff	iStaff Best Practices, Career records, Compensation, Attendance, Time Rollover, EPIMS Requirements, Contracts	\$500
October 4, 2018 <i>Webinar Recording Available</i>	Scheduling Staff	Scheduling Students, Drop/Add, Transfer Grades, Course Catalog Maintenance, Printing Schedules	\$500
October 10, 2018 <i>Webinar Recording Available</i>	Guidance Staff	Overview of Scheduling System, Grading System, Transcripts, GPA, Honor Roll	\$500
RESCHEDULED October 31, 2018	School Administrators	iPass Overview, Discipline, Grading & Report Cards, Transcripts, GPA, Honor Roll, Scheduling, Dashboard Views, Data & Reporting, iParent/iStudent, Publishing Dashboard	\$500
Bundled Series	All Sessions Included	Savings of \$500	\$3,000

Training Webinar Registration:

- School Administrators – [Click here to register](#) **RESCHEDULED**
- Bundled Series – [Click here to register](#)

iPass User Training Follow Up Q&A Sessions

Districts that registered for the iPass User Training Sessions offer a Follow Up Q&A Sessions for users to attend and ask questions on the training topic. Registered districts will be sent a meeting link for the Q&A Session.

iPass User Training Follow Up Q&A Sessions	Date	Time
Human Resources Staff	October 31, 2018	1:00-2:00pm
Scheduling Staff	November 2, 2018	1:00-2:00pm
Guidance Staff	November 9, 2018	1:00-2:00pm
School Administrators	November 28, 2018	1:00-2:00pm

State Reporting Workshop Series:

The State Reporting Workshop Series breaks **SIMS, SCS, EPIMS, and SSDR** Workshops down into individual sessions. Workshops are comprised of an **interactive group webinar training session for unlimited staff members *plus*** follow-up **Personalized Small Group Coaching Sessions for up to 3 users per session**. Participants also receive a link to the recording to share with other district users and to use for reference through the end of the school year. Sessions will be offered to coincide with October and End-Of-Year State Reporting.

**** Workshop recordings are available after the live workshop date. Contact [Laura Patton](#) if you are interested in purchasing access for your district. ****

Date	Workshop	Webinar + Coaching (Hours)	Fee (Webinar Unlimited Users + Coaching for up to 3 Users)
September 27, 2018 <i>Webinar Recording Available</i>	October SIMS State Report	1 + 1	\$400
October 16, 2018 <i>Webinar Recording Available</i>	October SCS State Report	2 + 2	\$750
October 17, 2018 <i>Webinar Recording Available</i>	October EPIMS State Report	2 + 2	\$750
October 23, 2018 <i>Webinar Recording Available</i>	October Cross Validations	1 + 1	\$400
RESCHEDULED November 28, 2018	Start Now - SSDR State Report	2 + 2	\$750
Bundled Series	All Workshops Included	8 + 8	\$2500 (Save \$550)

State Reporting Workshop Registration:

- Start Now - SSDR State Report – [Click here to register](#) **RESCHEDULED**
- Bundled Workshop Series – [Click here to register](#)

[Click here](#) for more details about the new iPass User Training Series and State Reporting Workshop + Coaching Series.

iPass Support Services

Personalized Mentoring & Coaching Sessions

The Support Team is available for personalized **one-on-one Mentoring** for new users and **outcome-based Coaching** beyond the scope of typical support ticket resolution.

During a **Personalized Mentoring Session** a Support Team member will work one-on-one with the user to teach them about iPass features and functionality.

During a **Personalized Coaching Session** a Support Team member will work one-on-one with the user to help with iPass setup and walk a user through the required steps to reach the desired outcome. Coaching sessions are recommended when a district is looking to implement a new iPass feature, when a user wants someone to walk them through a process, or when a user wants help reviewing and clearing state reporting errors.

Mentoring/Coaching Options:

Personalized Session

- User defined topic/need
- Fee: \$185/hour, typically booked in 1-2 hour blocks
- For more information email lpatton@harriscomputer.com

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Harris School Solutions

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