

SIMS Expansion Check List

- Step 1: Verify iPass software version is 7.020100915 or higher
- Step 2: Security Manage Users – Assign User Type access
- Step 3: Verify all AP Courses codes for SIMS52 are entered
- Step 4: Update codes with new SP code in StaffWAHighlyQualified and StaffWASubjectMatterCompetency
- Step 5: Verify StaffWACourseTermCode
- Step 6: Verify StaffWATermStatus
- Step 7: Schedule all Teacher and students including elementary
- Step 8: Adjust schedules as students withdraw from the district or move to other courses
- Step 9: Set Export “As Of” Date in iStaff Configuration
- Step 10: Set Course Types to Report to EPIMS
- Step 11: Add VHS school codes to course sections
- Step 12: Export EPIMS Roster and Work Assignment File with reset FTE set to YES
- Step 13: Go to EDIT EPIMS Work Assignments and post records
- Step 14: Submit EPIMS Roster and Work Assignment File
- Step 15: Set School Parameters
- Step 16: Identify Courses that receive No Credit
- Step 17: Export and Submit DOE SIMS 52 File
- Step 18: Export and Submit DOE SIMS 13 File

Part I Configuring the SIMS Expansion Requirements

Step 1: Verify iPass software version is 7.020100915 or higher

<iPass Login Screen>

At the bottom of the login screen in the left panel there is a version number:



Step 2: Security Manage Users – Assign User Type access

<Security System><User Types>

District Super Users must assign access for appropriate users to the new menu options:

*MA DOE SIMS 13

*MA DOE School Parameters

Step 3: Verify all AP Courses codes for SIMS52 are entered

<Scheduling System><Course Catalog><Fields to Update>

Verify all AP courses codes from your High School's course catalog using the Fields to Update function set to **DOE State Code**. (Be sure *not* to set it to DOE Subject Area Course code as this will change your EPIMS Course codes instead of the AP Codes)

The screenshot shows the iPass Scheduling System interface. The 'Fields to Update' function is highlighted with a red box, and the 'Field to Update' is set to 'DOE State Code'. A red arrow points to the 'Fields to Update' label. Below this, the 'COURSE DETAILS' section is visible, showing a table of courses with columns for ID, Name, Dept, and DOE State Code. A red box highlights the 'EN411-AP' code in the 'DOE State Code' column, with a red arrow pointing to it.

| ID | Name | Dept | DOE State Code |
|-------|-------------------------------|----------|----------------|
| *133T | 20Cen Wld C2 | | |
| 0100 | Audio Visual | Art | |
| 012 | Eng Test | Eng | |
| 017 | English 9/10 | Alliance | |
| 019 | English 11/12 | Eng | |
| 021 | English 10 Honors | Eng | |
| 022 | English 10 College Prep 1 | Eng | |
| 023 | English 10 College Prep 2 | Eng | |
| 024 | English/Reading 10 | Eng | |
| 031 | English 11 Honors | Eng | |
| 032 | English 11 College Prep 1 | Eng | |
| 033 | English 11 College Prep 2 | Eng | |
| 041 | English Advanced Placement | Eng | EN411-AP |
| 042 | Humanities Honors | Eng | |
| 043 | American Authors College Prep | Eng | |
| 044 | Great Books College Prep | Eng | |

Click on  to record your changes.

Step 4: Update codes with new SP code in StaffWAHighlyQualified and StaffWASubjectMatterCompetency

<DOE ID Manager><Maintenance-DOE>

Add SP as a possible code to the StaffWAHighlyQualified and StaffWASubjectMatterCompetency fields.

The screenshot shows the DOE ID Manager interface. At the top, a table lists various fields. Two fields are highlighted with red arrows: **StaffWAHighlyQualified** and **StaffWASubjectMatterCompetency**.

The configuration form for **StaffWASubjectMatterCompetency** is shown below. It includes fields for Name, Data Type, Calculated Field, Default Value, Export Order, Description, Label, Free Form Text, and Function Name. A checkbox for "Delete DOE Field" is also present.

Below the configuration form is a table of **Default Values** with columns for Del, Code, Description, and State Code. The table contains several entries, with the last one (Code 07) highlighted in red. A callout box with the text "Enter code in blank box" points to the "SP" code in the "Code" column of this row.

| Del | Code | Description | State Code |
|--------------------------|------|---|------------|
| <input type="checkbox"/> | 00 | Not Applicable for this position | 00 |
| <input type="checkbox"/> | 01 | Has not yet demonstrated subject matter competency | 01 |
| <input type="checkbox"/> | 02 | Passed the Mass Test for Educator Licensure (MTEL) subject matter test | 02 |
| <input type="checkbox"/> | 03 | Completion of an appropriate academic major | 03 |
| <input type="checkbox"/> | 04 | Completion of an appropriate graduate degree | 04 |
| <input type="checkbox"/> | 05 | Completion of comparable coursework equivalent to an undergraduate academic major | 05 |
| <input type="checkbox"/> | 06 | Advanced certification or credentialing | 06 |
| <input type="checkbox"/> | 07 | Mass High Objective Uniform State standard of Evaluation (HOUSSE) | 07 |
| | SP | Populate with Value ? | SP |

Click on **SUBMIT** to record your changes.

Step 5: Verify StaffWACourseTermCode

<DOE ID Manager><Maintenance-DOE>

Verify that there is a field named StaffWACourseTermCode added to the DOE ID Manager DOE fields.

Click on the link to add term codes and values needed:

DOE Fields

Name: StaffWACourseTermC Description: Course Term Code
 Data Type: Alpha Label: WA16 Course Term Code
 Calculated Field: Yes Free Form Text: No
 Default Value: Function Name: fStaffWACourseTermCode
 Delete DOE Field

| Default Values | | | | HTML Files | | | | |
|--------------------------|----------|-------------|------------|--------------------------|----------------------|-----------------------------|------|-------|
| Del | Code | Description | State Code | Del | Page | Description | View | Order |
| <input type="checkbox"/> | Q1 | Quarter1 | 41 | <input type="checkbox"/> | hrsempmadoe.html | MA DOE EPIMS Data | no | 30 |
| <input type="checkbox"/> | Q1Q2 | Sem1 | 21 | <input type="checkbox"/> | epimsworkselect.html | Edit EPIMS Work Assignments | no | 20 |
| <input type="checkbox"/> | Q1Q2Q3Q4 | Full Year | 01 | | | | | |
| <input type="checkbox"/> | Q2 | Quarter2 | 42 | | | | | |
| <input type="checkbox"/> | Q3 | Quarter3 | 43 | | | | | |
| <input type="checkbox"/> | Q3Q4 | Sem2 | 22 | | | | | |
| <input type="checkbox"/> | Q4 | Quarter4 | 44 | | | | | |
| <input type="checkbox"/> | T1 | Term1 | 31 | | | | | |
| <input type="checkbox"/> | T1T2T3 | Full Year | 01 | | | | | |
| <input type="checkbox"/> | T2 | Term2 | 32 | | | | | |
| <input type="checkbox"/> | T3 | Term3 | 33 | | | | | |

Enter code in blank box

Click on to record your changes.

Step 6: Verify StaffWATermStatus <DOE ID Manager><Maintenance-DOE>

Verify that there is a field named **StaffWATermStatus** added to the DOE ID Manager DOE fields. Enter the codes, values and descriptions according to the state tables.

DOE Fields

Name: StaffWATermStatus Description: Term Status
 Data Type: Alpha Label: WA17 Term Code
 Calculated Field: Yes Free Form Text: No
 Default Value: Function Name: fStaffWATermStatus
 Delete DOE Field

| Default Values | | | | HTML Files | | | | |
|--------------------------|----------|-------------|------------|--------------------------|---------------|-------------|------|-------|
| Del | Code | Description | State Code | Del | Page | Description | View | Order |
| <input type="checkbox"/> | Active | Active | Active | <input type="checkbox"/> | hrsempmadoe | | | |
| <input type="checkbox"/> | Inactive | Inactive | Inactive | <input type="checkbox"/> | epimsworksele | | | |

Enter code in blank box

Click on to record your changes.

Step 7: Schedule all Teacher and students including elementary

***Refer to the IMG Resource Center>Scheduling Folder for the Elementary Scheduling Quick Start Guide for assistance.*

Step 8: Adjust schedules as students withdraw from the district or move to other courses.

Scheduling System>Modify Schedules:

The screenshot displays the IPASS DEVELOPMENT interface. On the left, a student profile for Tracie A'bbot (ID: 2212) is shown with enrollment status 'Enrolled : Pass High School', shop code 'TTT', and grade level '12'. Below this is a 'Student Schedule' table for the 2009-2010 school year. The table has columns for 'Lock', 'Remove', 'Course ID', 'Course Name', 'Term', and 'Schedule'. The following table represents the data shown in the screenshot:

| Lock | Remove | Course ID | Course Name | Term | Schedule |
|--------------------------|--------------------------|-----------|-------------------|------|---------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 012-01 | Eng Test | 1234 | 11111 |
| <input type="checkbox"/> | <input type="checkbox"/> | 012-02 | Eng Test | 1234 | 22222 |
| <input type="checkbox"/> | <input type="checkbox"/> | 021-01 | English 10 Honors | 2-- | 11111 2-- --3 |
| <input type="checkbox"/> | <input type="checkbox"/> | 012-03 | Eng Test | 1234 | 33333 |
| <input type="checkbox"/> | <input type="checkbox"/> | 867-01 | Machine Sci 2 | 123- | 55555 |

On the right, a 'Student Request Selection' window is open, showing details for a request for 'Eng Test' (Course ID: 012, Department: English, Credits: 1, Priority: 5). The 'Terms' dropdown is set to 'Q1'.

Click on the Course ID and modify the Terms to indicate student enrollment in the course.

Step 9: Set Export “As Of” Date in iStaff Configuration
<iStaff Biographical><iStaff Procedures><iStaff Configuration>
Set the EPIMS As Of Date to 03/01/2010.

The screenshot shows the 'Staff Attendance' and 'EPIMS' sections of the iStaff Configuration interface. The 'EPIMS' section has a field for 'EPIMS Export As-of Date' with the value '03/01/2010'. A red box highlights this field, and a red arrow points to it from the right. Below the EPIMS section is the 'Biographical Data Access' section and the 'iStaff Update Policy' section with radio buttons for 'Submit all changes to Change Approval process.' and 'Apply changes immediately.'

Click on **SUBMIT** to record your changes.

Step 10: Set Course Types to Report to EPIMS

<Scheduling System><Maintenance Scheduling>< Course Types>

Set Course Types to be reported to **Is EPIMS>YES**

This will determine if the course is included in the export file; the SCS file and the EPIMS file need to have the same courses in them.

| Delete | Description | Is Lunch | Is Study Hall | Is EPIMS |
|--------------------------|-------------|----------|---------------|----------|
| <input type="checkbox"/> | Lunch | Yes | No | No |
| <input type="checkbox"/> | Study Hall | No | Yes | No |
| <input type="checkbox"/> | Academic | No | No | Yes |
| <input type="checkbox"/> | | No | No | Yes |
| <input type="checkbox"/> | | No | No | Yes |

Click on  to record your changes.

Step 11: Add VHS school codes to course sections

<Course Catalog><Course details><Section Schedule>

Add codes

“CLBRVK12” will be used to report online courses for grades K -12;

“CLBRVCLG” will be used to report online college-level courses.

WESTBOROUGH HIGH SCHOOL : ENGLISH 11 L3

Course ID: 133-01 Short Name: English 11 L3 School Year: 2010-2011
 Description: pre-req C- or better in Eng 123
 Sections: 01 02 03 04 05 06

COURSE SCHEDULE

Select Term(s): Q1 Q2 Q3 Q4 Select Teacher: Achenbach, Alyssa Anderson, Roger Apuzzo Langton, Karen Basque, Kathleen

Teacher Name: _____ Uses Period Attendance
Optional, overrides selected teacher. Useful for team teaching.

MA VHS Course ID: _____ Optional, overrides course ID for MADOE exports.

Room: C117 Grade: _____

Delete this course schedule

| | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 | Day 7 |
|----------|--|--|--|--|---------------------------------|--|--|
| Period 1 | <input type="checkbox"/> Per. 7 | <input type="checkbox"/> Per. 1 | <input type="checkbox"/> Per. 1 | <input type="checkbox"/> Per. 1 | <input type="checkbox"/> Per. 1 | <input type="checkbox"/> Per. 1 | <input type="checkbox"/> Per. 1 |
| Period 2 | <input type="checkbox"/> Per. 2 | <input type="checkbox"/> Per. 7 | <input type="checkbox"/> Per. 2 | <input type="checkbox"/> Per. 2 | <input type="checkbox"/> Per. 2 | <input type="checkbox"/> Per. 2 | <input type="checkbox"/> Per. 2 |
| Period 3 | <input type="checkbox"/> Per. 3 | <input type="checkbox"/> Per. 3 | <input type="checkbox"/> Per. 7 | <input type="checkbox"/> Per. 3 | <input type="checkbox"/> Per. 3 | <input type="checkbox"/> Per. 3 | <input type="checkbox"/> Per. 3 |
| Period 4 | <input type="checkbox"/> Per. 4 | <input type="checkbox"/> Per. 4 | <input type="checkbox"/> Per. 4 | <input type="checkbox"/> Per. 7 | <input type="checkbox"/> Per. 4 | <input type="checkbox"/> Per. 4 | <input type="checkbox"/> Per. 4 |
| Period 5 | <input checked="" type="checkbox"/> Per. 5 | <input type="checkbox"/> Per. 7 | <input checked="" type="checkbox"/> Per. 5 | <input checked="" type="checkbox"/> Per. 5 |
| Period 6 | <input type="checkbox"/> Per. 6 | <input type="checkbox"/> Per. 6 | <input type="checkbox"/> Per. 6 | <input type="checkbox"/> Per. 6 | <input type="checkbox"/> Per. 6 | <input type="checkbox"/> Per. 7 | <input type="checkbox"/> Per. 6 |

Step 12: Export EPIMS Roster and Work Assignment File with reset FTE set to YES

<iStaff Biographical><Procedures – iStaff><Export EPIMS>

Create and submit EPIMS Roster and Work Assignment File, set Recalculate FTE to YES. This will reset the FTE's. Make changes using Edit EPIMS or editing on individual screens. Rerun the export to create an updated file for upload to the DESE.

The image shows a navigation tree on the left with 'Procedures - iStaff Bio' highlighted. The main window displays the 'Export EPIMS' form with the following fields:

- Subject: _____
- File Name: 03150305
- Date: 03/01/2010
- Employees: _____
- Job Type: Accounts Payable Manager
- Building: CH CO
- Department: Academic Center Administration
- Status: **Employed Exited** (highlighted with a red box and arrow)
- Exclude Zero FTE Assignments: No
- Recalculate FTE: **Yes** (highlighted with a red box and arrow)
- To: support@imgsoftware.com
- CC List: _____
- Priority: Low

A text box on the right contains the instruction: **Set Recalculate FTE to Yes**, with an arrow pointing to the 'Recalculate FTE' dropdown.

Step 13: Go to EDIT EPIMS Work Assignments and post records

As of Date: 10/01/2009

Last Name:

OR

Employee ID:

OR

MEPID:

OR

Course:

Department:

Building:

Job Type:

Sort By: Last Name, First Name

[SEARCH](#) [CLEAR](#)

EMPLOYEE CAREER DATA

KEY:NOT SAVED - USE POST **HIGHLY QUALIFIED PROBLEM?** **FTE PROBLEM?** [SUBMIT](#)

| Post | Emp ID | State ID (MEPID) | WAD6 District | WAD7 Job Classification | WAD8 Teacher/Paraprofessional Assignment |
|---|----------------------------------|------------------|---------------------------------------|-------------------------|---|
| <input type="checkbox"/> Post Add New Name | 10003 50900293 Adams, Mary | | <input type="text" value="01650050"/> | <input type="text"/> | Core Subject: Secondary Level Classroom Teacher |
| <input type="checkbox"/> Post New <input type="checkbox"/> | | | <input type="text" value="01650000"/> | Teacher | Not Applicable |

Step 14: Submit EPIMS Roster and Work Assignment File

Welcome to iPass User: Sharon

MA State EPIMS Export

| | | |
|----------------------------|------------------------------|-----------------------------|
| Assign PCL File Names | Bargaining Unit Contract | Batch Data Entry |
| Career Batch Entry | Contract Compensation Assign | Edit EPIMS Work Assignments |
| Export for MEPIPs | Import MEPIPs | Import Staff Data |
| Compensation Assignment | iStaff Configuration | Time Roll Over |
| MA DOE EPIMS Export | PCL Data Sheet | Staff Data Export |

IPASS DEVELOPMENT

ENTER SELECTION CRITERIA FOR IPASS HIGH SCHOOL

[SUBMIT](#)

You may use Enter/Return or Click Submit

Subject:

File Name:

Date:

Employees:

Job Type:

Building:

Department:

Status:

Go to my reports and right click on the file and save target as a text file. Do not open the file first.

Step 15: Set School Parameters

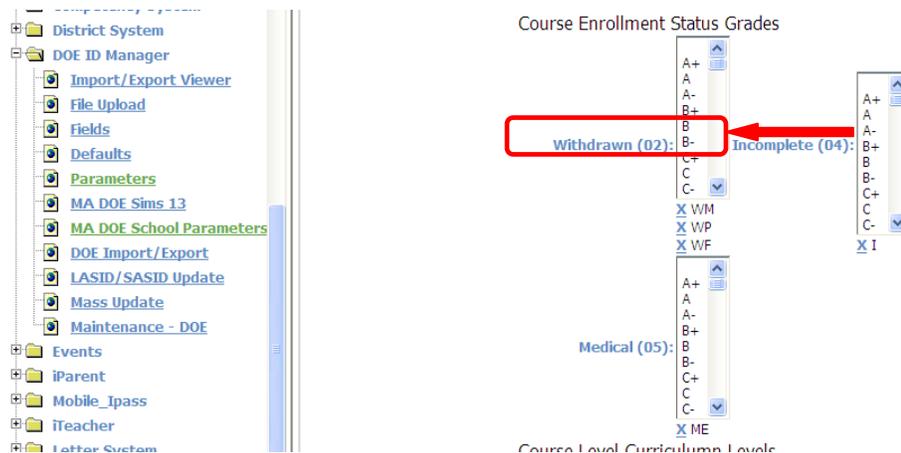
<DOE ID Manager>MA DOE School Parameters>

Adjust the MA DOE School Parameter screen for each school. Set up Grades, Enrollment, Curriculum Levels, and select if you are using Alpha grades or not on this screen.

Set Grades: Align Course grades with SCS Exports



Set Course Enrollment Status: Withdrawn for grades that are W, WP and WF. Set Incomplete for grade that equals I. Set Medical or Excused for grades that equal EX, M, MED. **Please note:** If you do not have existing grades of W, WP and WF in your grades table, you must create them in <Grading System><Maintenance – Grading><Grades>. These grades will then have to be entered as a FINAL grade for students that have withdrawn from a course.



Set Curriculum Levels: Align your school's Curriculum levels with DESE codes for Basic, General, Advanced and Post-Secondary. Set Print Alpha Grades to Yes or No.

Course Level Curriculum Levels

Basic (01): X 0, X 1, X 2, X 3, X 4, X 5, X 6, X 7

General (02): 1, 2, 3

Advanced (03): 0, 1, 2, 3

Post Secondary (04): 0, 1, 2, 3

Print Alpha Grades: Yes

SUBMIT

Click on  **SUBMIT** to record your changes.

Step 16: Identify Courses that receive No Credit

<Scheduling System><Course Catalog><Course Details

Identify courses that receive no credit and set to **Print on Transcript>No** on the course details screen. This will generate a 9999 for the credits in the data file.

>> COURSE DETAILS

Course Type: Exploratory

Major/Minor: Minor

Priority: 3

Number of Requests: 4

Number of Alt Requests: 1

Number of Sections: 7

Has Meeting Time: Yes

of Terms: 4

Cont?

Print Class List: Yes

Print On Transcript: No

From Grade:

To Grade:

Failure: Yes

Horizontal Avg: Yes

Vertical Avg: Yes

Vertical Weight: 1.00

Number Of Periods: 16

Click on  **SUBMIT** to record your changes.

Step 17: Export and Submit DOE SIMS 52 File

Go to <DOE ID Manager><Import/Export><Export 52 Elements>

Submit and validate your SIMS 52 file

Go to my reports and right click on the file and save target as a text file. Do not open the file first.

Step 18: Export and Submit DOE SIMS 13 File

Go to<DOE ID Manager>< MA DOE SIMS13>

Export a MA DOE SIMS 13 file, setting the date to the current as of date.

Submit and validate the file.

Go to my reports and right click on the file and save target as a text file. Do not open the file first.

Part II DESE Changes

SIMS 52

NO Changes to the SIMS 52 file

DESE Changes for EPIMS Submissions

IMG will handle potential multiple submissions based on the “as of” date entered, i.e. 10/01/2010, 03/01/2011, 07/01/2011.

Roster Export

No change for DESE needs.

Work Assignment Export

Need to report all courses that are currently scheduled and those that are already finished. Not future courses to be taught after the as of date.

Include Work Assignments for exited employees.

- (45) QTX a combination of any two or more quarters but no all four
- (51) QIN 1
- (52) QIN 2
- (53) QIN 3
- (54) QIN 4
- (55) QIN 5
- (56) QINX a combination of any two or more quinesters but not all five
- (61) Mini 1
- (62) Mini 2
- (63) Mini 3
- (64) Mini 4
- (65) Mini 4
- (66) Mini 6
- (67) Mini 7
- (68) Mini 8
- (69) MINIX a combination of two or more Mini Terms but not all 8
- (70) Summer
- (80) Intersession

NEW SIMS Expansion file (SIMS 13) in iPass

This is a new file containing student course information. This will be collected in October, March and July each year.

Header: SCS, STUDENT_COURSE_DATA, districtcode

File format TXT or CSV commas no quotes

This will contain any student enrolled during the year (not the summer transfers and dropouts) with all current courses and courses that ended using the “as of” date and the school term dates.

SCS01: LASID

SCS02: SASID

SCS03: School Number

This is a combination of the district code and school code

SCS04: Course Code

This is the course ID number from your school course catalog.

SCS05: Subject Area Course Code (Same as EPIMS)

This is located in the course catalog and set on the Course detail screen.

SCS06: Class Section

Same as EPIMS Combo of Course – Section ID

SCS07: Course Term Code

Same as New field in EPIMS work Assignment. Acceptable codes are:

- (01) Full year
- (21) Sem 1
- (22) Sem 2
- (23) SEMX A combination of Sem 1 and Sem 2
- (31) Tri 1
- (32) Tri 2
- (33) Tri 3
- (34) TRIX a combination of either Tri1 and Tri 2 or Tri 2 and Tri 3
- (41) Q1
- (42) Q2
- (43) Q3
- (44) Q4
- (45) QTX a combination of any two or more quarters but no all four
- (51) QIN 1
- (52) QIN 2
- (53) QIN 3
- (54) QIN 4
- (55) QIN 5
- (56) QINX a combination of any two or more quinmesters but not all five
- (61) Mini 1
- (62) Mini 2
- (63) Mini 3
- (64) Mini 4
- (65) Mini 4
- (66) Mini 6
- (67) Mini 7
- (68) Mini 8
- (69) MINIX a combination of two or more Mini Terms but not all 8
- (70) Summer
- (80) Intersession

SCS08: Course Enrollment Status

Acceptable Codes are:

- (01) Enrolled (Student is in an active course)
- (02) Withdrawn (Student is withdrawn from district or from the course)
- (03) Completed (There is a final grade entered)
- (04) Incomplete (There is an incomplete grade entered in the final grade column)
- (05) Excused Medical (There is a Medical grade entered in the final grade column)

SCS09: Course Level

Uses linked Curriculum levels. Acceptable Codes are:

- (01) Basic
- (02) General
- (03) Advanced
- (04) Post Secondary

Course Curriculum levels in each school's course catalog have to be linked to Basic, General, Advanced and Post secondary using the MA DOE School Parameters screen.

SCS10: Course Credits Available (Attempted Credits)

For courses that have no credit value, the course must be set to Print on Transcript No in the course catalog which will export a 9999 code. Elementary Courses should be set to Print on Transcript No.

SCS11: Course Credits Earned (Earned Credits)

If the course is not worth credits then make sure the course is set to Print on Transcript No in the course catalog. iPass will then use a 9999 code. Elementary Courses should be set to Print on Transcript No.

SCS12: Course Letter Mark (Alpha Final Grade)

| Code | Value |
|------|--|
| 01 | A+ |
| 02 | A |
| 03 | A- |
| 04 | B+ |
| 05 | B |
| 06 | B- |
| 07 | C+ |
| 08 | C |
| 09 | C- |
| 10 | D+ |
| 11 | D |
| 12 | D- |
| 13 | F |
| 14 | Pass |
| 15 | Fail |
| 16 | Failing (Very poor performance) |
| 17 | Minimally Acceptable (Lowest passing grade) |
| 18 | Acceptable (Meets some of the basic standards for the course) |
| 19 | Good (Meets standards for the assignment or course) |
| 20 | Outstanding (Meets the highest standards for the assignment or course) |
| 21 | Withdrawn |

| | |
|----|--|
| 22 | Withdrawn - Pass |
| 23 | Withdrawn - Fail |
| 40 | Incomplete |
| 50 | Excused |
| 55 | Mark is not required |
| 66 | Ungraded Course |
| 77 | Audit |
| 88 | Course In Progress |
| 99 | Numeric Mark (only) provided for this course |

Each school's grades must be linked to the DESE State codes on the MA DOE School Parameter screen.

If a course is being offered at the time of the collection, the Enrollment Status (SCS08) will be reported as "Enrolled" and the value for this element will be reported as code 88

If a letter mark is awarded for this course but will not be reported use 55.

If the course is not graded, the value for SCS12 should be reported as 66.

If this course was audited, value for SCS12 should be reported as 77.

If the course has been completed and only a numeric mark has been provided, then the value for SCS12 should be reported as 99

SCS13: Course Numeric Mark (Numeric Final Grade)

Values must indicate course mark on a 100-point (percentage) scale. Value may contain up to 2 decimal places.

If the enrollment status of the course is (W) withdrawn with no numeric grade provided, SCS13 should be reported as 21111.

If the enrollment status of the course is (WP) withdrawn with a passing grade provided, SCS13 should be reported as 22222.

If the enrollment status of the course is (WF) withdrawn with a failing grade provided, SCS13 should be reported as 23333.

If the enrollment status of the course is (I) incomplete with no numeric grade provided, SCS13 should be reported as 40000.

If the enrollment status of the course is (EX) excused with no numeric grade provided, SCS13 should be reported as 50000.

If a numeric mark is awarded for this course but it is not required that the mark be reported, SCS13 should be reported as 55555.

If the course is not graded, the value for SCS13 should be reported as 66666.

If this course was audited, value for SCS13 should be reported as 77777.

If a numeric mark will be provided when the course is completed however the course is being offered at the time of the collection, the value for this element will be reported as 88888.

If the course has been completed and only an Alpha mark has been provided, then the value for SCS13 should be reported as 99999.