

Welcome to Wednesday's Wisdom – A weekly dose of support!

January 14, 2015

Software version update: 7.0.20150108r

The 7.0.20150108r version release that went out 01/08/2015 included just 2 changes for the Civil Rights Report.

- The CRDC SetUp v2 screen did not open on some sites.
- The CRDC v2 Export made two files in the background but the My Report Screen on some sites was not set up to display multiple files on the screen under one report.

Note: If you have version 7.0.20151010 you will be updated soon to 7.0.20150108.

Rolling Over Your Course Catalog

Did you know that you can save multiple versions of your next year schedule for safe keeping?

The Master Schedule Builder (MSB) can be used for clearing, restoring, and saving different versions of your next year schedule whether or not you use MSB to do your scheduling.

You save each new version of the schedule you work on and give it a name that will easily identify what it includes/ doesn't include and what changes you have made. This allows you to go back to a previous version you worked on.

When rolling over the course catalog we recommend you set BOTH Roll Schedule AND Roll MSB Teacher/Room to YES.

Doing it this way will allow you to save a Master Schedule version in the next year with all the term, period, teacher, and room information from the previous year. After you save this version you can then choose to "clear" some or all the Master Schedule to remove schedule details and save this additional un-scheduled version. Doing it this way will give you 2 Master Schedule back-up options; one with and one without previous year schedule detail. Once scheduling has begun and online courses recommendation have been done you do not want to roll the course catalog again, so having these back-up Master Schedule files are highly recommended.

***** Reminder: When working in the Schedule System be sure to select the 2015-2016 (Next) School year *****

< Administration > < End of Year Procedures > < Course Rollover >

Source Academic Year = 2014-2015

Destination Academic Year = 2015-2016

Set Roll Schedule = Yes (rolls over all course details and sections)

Set Roll MSB Teacher/Room = Yes (rolls over previous year terms, periods, teachers, rooms)

Override if Exists = No (first time you don't need to override - override should only be used if you need to rollover again and you have NOT done any major work on your scheduling or done online course recommendations).

< Master Schedule Builder > < MSB Options >

< Save Current Master Schedule >

Once the course catalog is rolled over, SAVE the MSB Master Schedule for possible use. This schedule will contain all of the previous year schedule details (terms, periods, teachers, rooms). Name the schedule "WITH MSB Details."

< Clear Current Master Schedule >

Option 1: Clear MSB details from ALL courses – This will give you the option to clear the MSB details (terms, periods, teachers, rooms) for ALL courses in the course catalog. SAVE/Name the version with "NO MSB Details."

Option 2: Clear MSB details from select courses **< Scheduling System > < Master Schedule Builder >**

On the **Interactive Master Schedule Builder** screen you can select specific courses to **Unschedule**. This will remove the terms, periods, teachers, and rooms from the selected courses only. Save this schedule version with a different file name to identify characteristics.

NOTE: This option requires that courses are set to **Use with MSB = Yes** on the Course Details screen (Use the Field to Update option on the Course Details screen to update courses if necessary).

Batch Reports Stop Running

Q. How do I restart Report Processors to ensure my Batch Reports will run?

A. If your batch reports stop running we recommend restarting the Report Processors. There must be one processor set up that each day reads “[Start Date] [Time] CREATE Batch Check...” Occasionally the Report Processor with the CREATE Batch Check... in it dies and does not get restarted properly.

When restarting Report Processors, start just **one** first. This will create the Batch Report processor. Once this one is up and running, start the rest, usually 4 more. You will now have one that says ***CREATE Batch Check... and the rest say **** Do not process batch...

Your My Reports screen will show pending Batch reports under Reports Waiting to Run.

Be sure to delete the shutdown processors.

Red Warning Message on Report Processors

Q. What does the red warning message mean and what to do about it?



A. SIMS, SCS and EPIMS exports all take a long time to processor due to the amount of calculations and running of mini-programs to get the data. Other reports that can take a while to run include all Master Schedule Builder reports (run, clear, restore), running student schedules, large runs of reports cards, and some Advanced Export Reports.

During these times the Report Processors will show a red warning message **Process has NOT cycled in more than 3 minutes**. These warnings go away when the report finishes.

When someone stops one of these reports before it is done by shutting down a Report Process, it keeps running in the background and it takes up an agent until it finishes. Starting a new processor starts a new agent. Doing this several times can slow your site down and can possibly take it down all together. Too many agents running at once can cause bigger issues.

The best thing to do is wait out the report. If it takes more than 15 minutes to finish, check the Report Processor Log and see if it spun an error. If no error shows in the log, the report is still running. If it goes for more than 30 minutes with no errors in the log, let us know and we can check the server log to see if it is still running.

Just remember that the Red Warning Message is a warning to you saying that it is running a report that takes more than 3 minutes and does not necessarily mean the report has shut down or caused an error.

Example Report Processor times for the SIMS Export 52 Elements the SCS (Sims 13):

12/23/2014 11:53:08 Run MA DOE 35 Field CSV, doemarptstate35.p,
12/23/2014 11:56:28 Completed MA DOE 35 Field CSV in **200 seconds**.
12/23/2014 13:40:00 Run MA DOE Sims 13, doemarptstate13.p,
12/23/2014 13:47:37 Completed MA DOE Sims 13 in **457 seconds**.

Hiding SIF “FY” and “Semester” Terms

Q. Can I hide the additional terms I added for SIF state reporting so users only see the real school terms?

A. The October 1st SCS Report SIF data transmission required additional terms be added to the Academic Year Settings screen (ie. FY, S1, S2). We have found that these extra terms have affected some routine functions in iPass. Now that SIF reporting is behind us until the end of the school year, we are recommending you “hide” these extra terms.

To Hide Additional SIF Terms:

1. Go to < **Scheduling System** > < **Maintenance - Scheduling** > < **Academic Year Settings** >
2. Change the Order for all the "fake" terms to a value other than zero (0)
3. Make sure there is a Start Date and End Date entered
4. SUBMIT (*con't next page*)

5. Blank-out the dates
6. Then use the Ctrl-click to de-select the fake terms in the Terms box.
7. SUBMIT
8. Repeat for each school

The screenshots illustrate the process of updating term details. The first screenshot shows the initial state with dropdown menus and a table. The second screenshot shows the 'Submit' button being clicked. The third screenshot shows the 'Terms' dropdown menu with 'FY', 'S1', and 'S2' selected. The fourth screenshot shows the final state with the 'Submit' button highlighted.

Term	Start Date	End Date	Order
FY	08/29/2014	06/25/2015	0
S1	08/29/2014	01/30/2015	0
S2	01/31/2015	06/25/2015	0
Term 1	08/29/2014	11/07/2014	1
Term 2	11/08/2014	01/30/2015	2
Term 3	01/31/2015	04/10/2015	3
Term 4	04/11/2015	06/25/2015	4

Note: While SIF is turned on the records will transmit for the terms, but the FY, S1, S2 records that are needed to validate will be missing. This information is not needed until the next reporting period (EOY) when the State would have to re-pull or we would push the data again with these records. At this time, since October 1st reporting is complete, hiding the additional terms will benefit your district users on a daily basis and not hurt your EOY reporting.