

Welcome to Wednesday's Wisdom – A weekly dose of support! June 17, 2015

Announcements

iPASS Help – Remember to check the online iPASS Help/Harris School Solutions iPass Resource Center for new items. Check the **News** section at the top and the **Recent Articles** at the bottom right for the latest updates. Use the Search field to enter key words to search the entire knowledge base.

The iPASS Support Team has posted some new and revised items to the iPass Resource Center:

- **Helpful Hints Guide - EOY EPIMS 2015.** This can be found in DOE ID Manager > Help.
- **WebEx Recording – June 10 User’s Group Meeting – Topic: EOY EPIMS.** This can be found in User Group Meetings folder and DOE ID Manager > WebEx.
- **WebEx Recording – Using SIF for SIMS and SCS.** This WebEx reviews the set up and mapping of your SIF Agent and managing the transmission of your SIMS and SCS data to the DESE. This can be found in SIF > WebEx
- **End of Year Procedures - Quick Guide.** We have created an *End of Year Procedures - Quick Guide* outlining the 3 Phases: Preparing for the New Year (Phase I), Ending the Current School Year (Phase II), and Starting a New School Year (Phase III). We are working on updating the End of Year Procedures Help Document. This Quick Guide can be found in iPASS > DOE ID Manager > Help.
- **Patch Release Notes 7.0.20150605 or 7.0.20150605r.** This can be found in iPass Patch Release Notes folder. There are some actions needed for sites using the CRDC v2 export tool. Go to DOE ID Manager > CRDC Data Setup v2 > CRDC File = Common. Find new fields for both the IDEA and LEPPROG. Select appropriate codes.

24 IDEA	Special Ed Status Codes of IDEA Students
00 - (all ages) Not A SPED Student	
01 - 6-21 Not currently a Special Education Student but was previously a Special Education student during the current	
01 -3-5 Not currently a Special Education Student but was previously a Special Education student during the current school year	
05 - 3-5 year olds General Education student serving as a role models in preK classes	
X 05 - 3-5 year olds General Education student serving as a role models in preK classes	
X 10 - 6-21 year olds Full Inclusion -services outside the general education classroom less than 21% of the time	
X 20 - 6-21 year olds Partial Inclusion Program - services outside the general education classroom 21% to 60% of the time.	
X 30 - 3-5 year olds 10 or more hrs/wk in EC & receives 50% or less of IEP services in regular EC program	
X 31 - 3-5 year olds 10 or more hrs/wk in EC & receives 51% or more of IEP services in regular EC program	
X 32 - 3-5 year olds Less than 10 hrs/wk in EC & receives 50% or less of IEP services in regular EC program	
X 34 - 3-5 year olds Less than 10 hrs/wk in EC & receives 51% or more of IEP services in regular EC program	
X 36- 3-5 year olds Substantially Separate Classroom	
X 38- 3-5 year olds Public Separate Day School	
X 40 - 6-21 year olds Substantially Separate Classroom - services outside the general education classroom more than 60% of the time	
X 41 - 6-21 year olds Public Separate Day School	
X 42- 3-5 year olds Private Separate Day School	
X 44- 3-5 year olds Private Residential School	
X 45- 3-5 year olds Public Residential Institutional Facilities	
X 46- 3-5 year olds Home	
X 48- 3-5 year olds Service provider location	
X 50 - 6-21 year olds Private Separate Day School	
X 60 - 6-21 year olds Private Residential School	
X 70 - 6-21 year olds Homebound/Hospital Environment	
X 90 - 6-21 year olds Public Residential Institutional Facilities	

25 LEPPROG	Bilingual Ed Status Codes for LEP Programs
Enrolled in sheltered English immersion	
Enrolled in transitional bilingual ed. (waivered students only)	
Enrolled in two-way bilingual education	
Not enrolled in Eng. Lang. Learners program	
X Enrolled in sheltered English immersion	
X Enrolled in transitional bilingual ed. (waivered students only)	
X Enrolled in two-way bilingual education	

Attention SIF Districts: Mass Updating DOE Codes – Using the DOE ID Manager > Mass Update feature to update the Post Graduate Plan (DOE033), Completed MA Core Curriculum (DOE037), and Technical Competency Attainment (DOE031) codes may not have triggered a SIF event. If you are getting an error such as “High school completer plans code (DOE033) invalid with enrollment status” please put an eSupport ticket in letting us know. We will request the DOE re-pull your data.

NOTE: SIF 2.7 will give users the ability to “send objects” so that the district can “push” data updates to the DOE.

iPASS End of Year Procedures WebEx – June 24

We will be offering a Webinar on End of Year Procedures for our Massachusetts users on June 24th at 11:00am. Join Sharon O'Connor as she reviews the steps for preparing for a new school year, ending the current year, and rolling over your database to the new school year. **Registration is required for this WebEx.** After your request is approved you will receive instructions for joining the meeting. [Click here to Register](#)

Frequently Asked Questions

Q. How do I import my Staff Evaluation and Staff Attendance data into iPass for EPIMS EOY reporting?

A. Use the Staff Data Import to import Staff Evaluation and Staff Attendance data for the EPIMS Staff Roster file. The import file MUST contain the required 6 identifying fields and they must match 100% to the data in the iStaff database. In order to import any data into iStaff the Employee ID, First Name, Middle Name, Last Name, DOB and Gender must be the same in both iStaff and the file you want to import. All 6 fields must match 100% to insure that the teacher, person and user records are linked together and updated properly.

Helpful Hint! Create a Staff Data Export with the 6 identifying fields and use it to create a spreadsheet with additional columns for the Staff Evaluation fields (SR28-SR35) and Attendance fields (SR36-SR37) fields. This will mean your import file will contain the 6 identifying fields that match 100%.

Q. Why am I getting so many of the SIF SCS error of “SCS2390 - Course Enrollment Status (SCS08) not valid for the reporting period”?

A. This error is generating for all your Active term courses that are missing a final grade. These errors will clear once final grades have been entered for the course. The DOE is doing their validations based on the last day of school and assume that all student course schedules reported should be Withdrawn, Completed, Incomplete or Excused. The DOE will continue to generate this validation error until final grades are entered to identify the course as Completed.

Q. How do I run an Advanced Export Report to get information for last year's Graduates (ie. YOG 2014)?

A. You must use the following Filter Criteria: Select the Start/End Dates for the previous school year, the one they graduated in (ie. 2013-2014); Select the “graduated” Grade Level (ie. G14); Set Include Incoming = Yes. This will include non-enrolled students such as Graduates.

Q. How are the Final Exam assignment grades defined in Rankbook so they will average into the Final Grade?

A. Teachers use the Assignment Weights screen (iTeacher/Rankbook) or Course Weights screen (My Courses/Gradebook) to select the Assignment Type that will represent their Final Exam and assign it a weight % of the Final Grade.

Step 1: Create a Final Exam Assignment Type.

1. Go to Add/Modify Rankbook > Settings > Assignment Types or My Courses/Gradebook > Settings > Assignment Types.

2. Create an Assignment Type titled Final Exam. **(This Assignment Type will only be use for the one Final Exam assignment.)*

Step 2: Set up the Averaging for the Final Exam Assignment Type

1. Go to Add/Modify Rankbook > Settings > Assignment Weights or My Courses/Gradebook > Settings > Course Weights.
2. Go to the Averaging section at the bottom of the Assignment Weights/Course Weights screen.
3. In the Final Exam box, select the Final Exam Assignment Type and assign it a Weight % for the Final Grade calculation (ie. 10%)
4. Be sure to fill in the Weight % for the Terms as well, making sure all the weights add up to 100% (ie. T1=30%, T2=30%, T3=30%)
5. Check off Recompute Averages at the bottom of the screen **(See Note below)*
6. Submit to record your settings.

NOTE: If changes are made to the Weights screen after the assignment and assignment grade has been entered into Rankbook/Gradebook, be sure to check off the Recompute Averages box at the bottom of the Weights screen AND recalculate the averages in your Rankbook/Gradebook. To do this in Add/Modify Rankbook, open the Grade Assignment screen for ONE assignment and Submit the screen again. To do this in My Courses/Gradebook, select Recalculate Averages from the Actions menu. This step is needed to apply the changes made on the Weights screen to the assignments already entered.

Q. Is there a way to copy the Final Exam assignment grade into Add/Modify Course Grades?

A. YES. Teachers can use the copy icon button on the Add/Modify Course Grades (iTeacher/Rankbook) or My Courses/Submit Course Grades screen (Gradebook).

Step 1: Create and score a Final Exam assignment.

1. Go to Add/Modify Rankbook or My Courses/Gradebook and create and score a Final Exam assignment in the proper term (ie. Q4).
2. Be sure to set up the Final Exam Assignment Type in the Averaging section at the bottom of the Course Weights screen first so that these assignments will not be included in your Term averages. Once the assignment had been created in Rankbook/Gradebook, you can copy the scores into the appropriate grade heading.

Step 2: Copy the Final Exam assignment grade in to Grade Heading column.

1. Click on the copy icon (2 small blue overlapping pages) at the top of the Final Exam Grade Heading column.
2. On the pop-up screen, find the Final Exam assignment under the Assignment section.
3. Click on Final Exam assignment to copy the grade into the Final Exam Grade Heading column.
4. Submit to record the grades.

For more information refer to the *iTeacher Add/Modify Course Grades* guide in iPASS Help > iTeacher > Help.

Reminders

Check your Horizontal Averaging Rules.

Horizontal Averaging Rules are used to determine the weight of each Grade Heading when you use iPASS to calculate Final Averages. These rules also come into play when calculating the Honor Roll and GPA.



If you changed the number of terms from 3 to 4 or added a MidTerm or Final Exam to the mix, you will have to adjust the Horizontal Average Rules to include those grade headings and indicate the percentage needed of each grade heading.

You may change the values in this table before processing either a Horizontal Average calculation, Honor Roll, or a GPA calculation if you want different weighting.

- Go to Grading System > Maintenance - Grading > Horizontal Average Rules (This table is not academic year specific.)
- Use the “Horizontal Average Rules Filters” option to find the specific rules to be reviewed or modified.
- To modify a Rule, click on the Rule to open the table, make adjustments, and Submit to record the changes.

Before running GPA, Honor Roll, or Horizontal Averaging, the Horizontal Averages Rules need to be assigned to the course sections.

- This can be done individually in the Course Details or globally using Scheduling System > Course Catalog > Assign Average Rules to Sections.
- On the Assign Average Rules to Sections screen there is an option for Override = Yes. When set to Yes, the system will look at the Terms selected on the Course Schedule screen for each course section and will assign the corresponding Horizontal Average Rule on the Course Details screen for each section.

