SPECIAL TUESDAY EDITION

Welcome to Wednesday's Wisdom – A weekly dose of support!
November 10, 2015

Announcements

TODAY at 1:00pm – November Monthly User's Group WebEx Meeting – Topic: Introduction to New iPASS Sync Release & SCS and EPIMS State Reporting. Laura Patton will introduce users to the features of the *NEW* iPASS Sync Release & will provide recommendations for SCS and EPIMS State Reporting. If you can't participate, the WebEx will be recorded and posted in iPASS Help > User Group Meetings and DOE ID Manager > WebEx. *Click here for User's Group WebEx details.*

Patch Releases to New Sync Release Sites – Patches were released on 11/2, 11/4 and 11/6 to all new Sync release sites. Various fixes went out for Gradebook, hiding SIF SCS terms, Publishing Dashboard, and Mass Update. Full Release Notes can be found in iPASS Help > iPASS Patch Release Notes.

The **7.0.2151106_sync** release also included several application enhancements:
- A new Background Check Information section on the Add/Modify Staff Profile screen. This includes fields to track fingerprinting of staff.
- New Staff Background Checks Report to track staff members CORI Date, Fingerprint Date and Background Report.
- New Attendance Bulletin Reports to allow schools to have a snapshot of the day's attendance.

State Reporting Update:

SIMS – We want to recognize the hard work, patience, and dedication of all school district staff responsible for submitting the SIMS Report. We are happy to report that we had a 78% success rate in meeting the November 5 deadline for the sites we moved to SIF 2.7.

SCS – All SIF sites that have the Sync version of iPASS with SIF 2.7 may transmit their October SCS through SIF, even if you did not transmit SIMS through SIF. The Support Team has begun pushing districts' SCS data to the DOE. Review your SCS Error Report for errors. SCS questions and support issues should be submitted in a Harris eSupport ticket to our Support Team. Please provide as much detail as possible. Legacy districts should attach a copy of the error report.

EPIMS – Development has been working on a patch release that will remove the additional Teaching Assignment field and add back the correct WA08 code options. The WA08 field will be restored with a default code best matched to the staff member's job type and school. For example, a high school teacher will get the Core Subject: Secondary Level Classroom Teacher (001) and middle school and elementary school teachers will get the Core Subject: Prior-to-Secondary Level Classroom Teacher (002). You will want to review the WA08 code for each staff member and adjust as needed.

Frequently Asked Questions

Q. **Why am I getting the SCS Error "SCS1090 - Invalid/Missing Course Credit Available (SCS10)" when the school offers non-credit courses?**

A. **Schools that offer courses with 0.00 Credits need to set Print On Transcript = No.** Setting Print on Transcript to No will export 9999 (Not Applicable) in the SCS10 Course Credit Available field. This setting can be found on the Course Details screen. Go to Scheduling System > Course Catalog. Pick either an individual course to fix or you select *Print on Transcript* in Fields to Update to set all course to No. To update all, set the first course to No, click on the Copy icon 📑 and Submit before going to the Next screen.
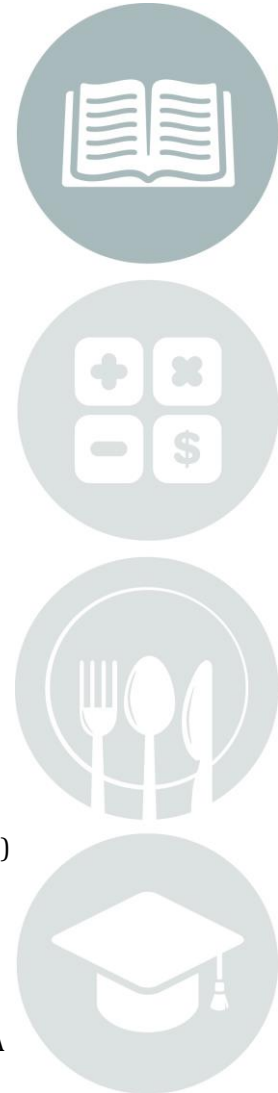
Fields to Update

Field to Update: [Print on Transcript ▾] Field To Update: [▾]

[Search] [Clear]

COURSE DETAILS

[Submit]

↓ Courses ↓

ID ▾	Name	Dept	Print on Transcript 📋	📋
ElArt1	Elem Art 1	Elem Teacher	No ▾	
ElArt2	Elem Art 2	Elem Teacher	No ▾	
ElArt3	Elem Art 3	Elem Teacher	No ▾	

Q. **How do you set up Virtual High School (VHS) and Dual Enrollment courses in iPASS to report them correctly in SCS?**

A. **VHS courses (taught by teachers outside of your school district) and Dual Enrollment college courses must be reported in the SCS report but are not reported in EPIMS.**

To report Dual Enrollment courses provided by colleges: The four digit college institution codes used to report degree institutions (EPIMS Appendix C: Degree Institutions) will be preceded by "CLBR" (all uppercase letters only) to form the 8 character code (ie. CLBR3551).

The following two codes will be used to report online Virtual courses: "CLBRVK12" will be used to report online courses for grades K -12; "CLBRVCLG" will be used to report online college-level courses

Depending on whether you are reporting through SIF or Legacy flat files, the course code will be entered in different locations.

SIF Districts – The appropriate school code must be entered on the Course Details screen in the DOE Attending School field. This school code will be used for <u>all</u> course sections. This means that different colleges will require a separate Couse ID.

Virtual High School Course: Dual Enrollment Course (Quinsigamond CC)

Legacy Districts – On each Course Section screen enter the appropriate school code in the MA VHS Course ID field.

Virtual High School Course: Dual Enrollment Course (Quinsigamond CC)

Q. **How do you code AP courses for SCS reporting?**

A. **AP Courses must have the appropriate AP Subject Area/Course (EPIMS) field code selected on the Couse Details screen.** The AP Courses (DOE) code field on the Course Details screen is no longer used to report AP courses. This field must remain blank.

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There is an additional step for **SIF Districts**. The **DOE Instructional Level** code field must be set to 03 – Advanced.

Subject Area/Course (EPIMS): AP English Literature and Composition

Non Graded Course: No

DOE Course Credit Type: 9999 Other

DOE Attending School:

DOE Instructional Level: 0575 Advanced placement 03

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