

## Welcome to Wednesday’s Wisdom – A weekly dose of support! February 17, 2016

### Announcements

#### NEW iPASS\_Sync Release – Scheduled for February 18 & 19

During School Vacation week we will be taking sites down for a NEW iPASS\_Synced Version Release. If you are on version 7.0.20160129\_sync your site will get this new release. This update is planned for February 18 and 19.

Please let the Support Team know in an eSupport ticket if your district is planning any activity in iPASS during that time so we can schedule a specific time to apply the release.

#### Here are some of the items in the release:

- Holidays/Snow Days are not correctly being applied to the calendar
- Publisher - publishmain.html - "Publishable Content Error: parseerror"
- Course Search - schcoursessecsched.html - unable to search courses - courses return with html code
- SIF 2.7 > Need to verify that only events for the current school year are being sent
- SIF 2.7 > SchoolCourseInfo > change logic for course credits
- SIF 2.7 > Schoolwide Title I indicator – Set it on the school instead of on all students in that school
- Course Recommendation Enhancements/fixes
- Duplicate Attendance Records – Fixed for when NO set for use Multiple Daily Attendance

**SIF State Reporting Resources Available** – The WebEx recording from the February 10, 2016 User’s Group Meeting has been posted to iPASS Help. To access the WebEx recording go to iPASS Help > SIF > WebEx > **WebEx – SIF State Reporting (March 2016)**. This WebEx covers SIF reporting set up, SIF Processors, pushing data to the DOE, reviewing DOE data, clearing typical errors, preparing for SDDR and EOY SCS, and future SIF reporting enhancements.

### Frequently Asked Questions

**Q. How do I check to see how many student records are being reported to the DOE for SIMS through SIF transmission?**

**A. Log into the DOE Security Portal to view the SIMS Record Counts reports.**

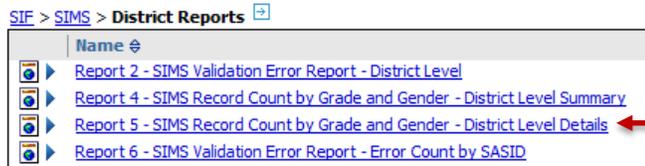
- Log into the MassEDU Gateway Security Portal
- Click on [Application List](#)
- Select [SIF Error Reports](#)
- Click on [SIMS](#)



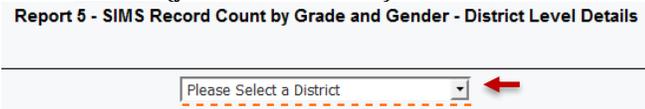
- Click on District Reports for District wide reports



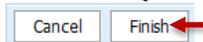
- Click on Report 5 – SIMS Record Count by Grade and Gender – District Level Details to see school and district totals



- Select District (your district name)



- Click Finish (lower left corner of screen)



A report will appear that shows every school being reported for your district, including Special: Home School (0000 0002), Special: PreSchool (0000 0001), and Out-of-District schools students are attending. The number of students by Grade Level, by Gender, and Total will show for each school. A grand total for the district will appear at the bottom of the report. Be sure to click on Page down (lower left corner of screen) to see the entire list.

District Name	School Name	PK	KP	KF	KT	1	2	3	4	5	6	7	8	9	10	11	12	SP	Male	Female	Total		
		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1	
		0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	1
		0	0	0	0	0	0	0	0	0	0	0	0	184	181	203	186	0	378	376	754		
		0	0	0	0	0	0	0	0	0	215	212	217	0	0	0	0	0	312	332	644		
		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	1	
		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	1
		0	0	0	0	0	216	209	214	0	0	0	0	0	0	0	0	0	319	320	639		
		0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	2
<b>Overall - Total</b>																					<b>2900</b>		

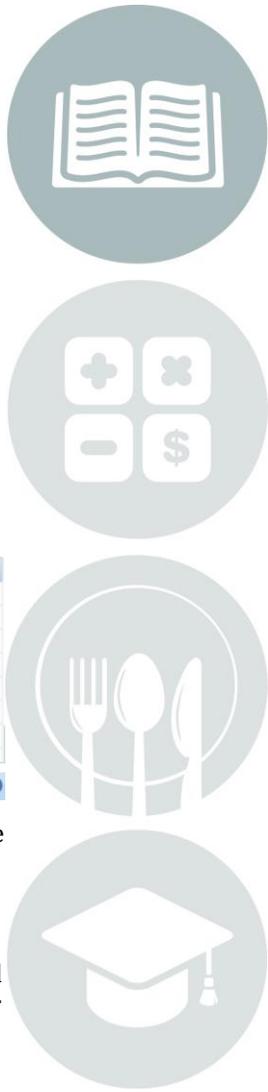
This report will allow you to check totals to make sure all your 'Report to DOE = Yes' students are being transmitted through SIF. This report is available throughout the reporting process and does not require the data to be "frozen" first.

If the student record count is not correct: If a large number of students or entire schools are missing, create an eSupport ticket to have iPASS Support review your site's SIF settings. If a small number of students are missing, download the DOE SIF SIMS data to review and compare to your Legacy report file.

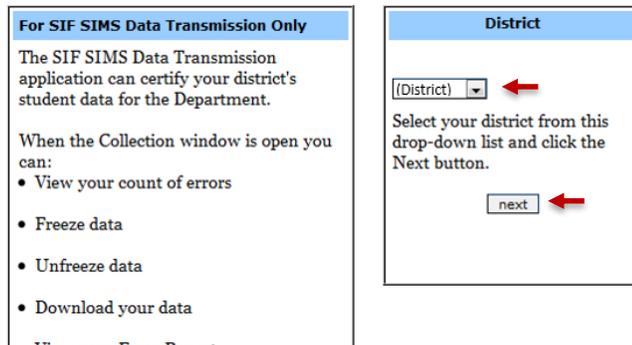
**Q. How can I tell which students are being reported to the DOE for my SIF SIMS transmission and see what the 52 element codes the DOE has on record for them?**

**A. Log into the DOE Security Portal to view the SIMS Transmission file.**

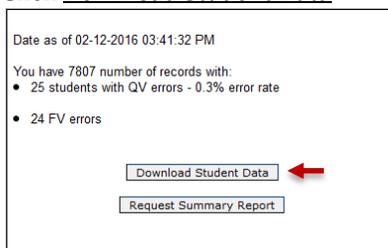
- Log into the MassEDU Gateway Security Portal
- Click on Application List
- Select SIMS Data Transmission



- In the District box, select District and click next



- Click Download Student Data



- Option to Open (csv) file in Excel or Save File
- SIMS data on record with the DOE is now available for you to review and compare to the data in iPASS. iPASS data can be found by running the Export 52 Elements Legacy file. To run this file go to DOE ID Manager > Import/Export > Export 52 Elements. Be sure to set the Date = Report Date (ie. 03/01/2016 for March 1 SIMS).

## Reminders

**Register for 2-Day Scheduling Workshops** – Harris School Solutions will be hosting iPASS Workshops for Middle and High School Scheduling for the 2016-2017 school year. Each workshop will consist of two-day, hands-on sessions where attendees will be working in their own iPASS database to schedule their schools for the 2016-2017 academic year.

Registration is required for all courses; Courses are limited to the first 25 registrants. [Click here to register.](#)

**Middle School Scheduling Workshop – Registration Open**

**Dates: April 5 and May 12**

[Click here for workshop details.](#)

Times: 9am to 11:30am, 12:30pm to 3pm

Location: Maynard Public Schools Administrative offices located next to the Fowler Middle School, 3R Tiger Drive in Maynard, Massachusetts

