

Welcome to Wednesday's Wisdom – A weekly dose of support! March 2, 2016

Announcements

Massachusetts March SIMS – Now that March 1 has arrived we encourage districts to work on getting your student data accurate and “clean” for the March 24 Certification deadline.

Resources to help you with SIF/SIMS State Reporting can be found in iPASS Help > DOE ID Manager > Help > [SIMS subcategory folder](#). This includes the [Helpful Hints Guide – March SIMS 2016](#).

Reminders for **SIF** districts:

- The goal should be to **freeze your data** as soon as you are error free. You are error free if you see “No errors in the data for now” in the Security Portal. Once your data is frozen you can run reports for confirmation of submitted data.
- Make sure each school’s DOE Parameter for the **Last Transition Date** is set to **03/01/2016**. If you find the date was not set to 03/01/2016, date specific changes (ie. enrollment) may not have been transmitted to the DOE. Change the date and submit an eSupport ticket requesting us to push your SIMS data to the DOE. This must be set for each school in your district that reports students.
- Check your **student record count** in the DOE Security Portal. Comparing this to your enrollment count in iPASS will confirm all students that should be reported are being transmitted through SIF. More information can be found in iPASS Help > SIF > FAQ > [How do I check to see how many student records are being reported to the DOE for SIMS through SIF transmission?](#)
- Districts can download from the DOE Security Portal the **reported student records and associated SIMS 52 data element codes** transmitted through SIF using the SIMS Transmission Download feature. More information can be found in iPASS Help > SIF > FAQ > [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?](#)
- Check for students that may be missing from your SIF transmission. Download the SIMS Transmission file from the DOE Security Portal. Upload it to iPASS and run the new **Enrollment Reconciliation Report** to find the students that are enrolled in iPASS but not in the SIF transmission records at the DOE. The report will show you the Student ID#, SASID and School Code. More information can be found in iPASS Help > DOE ID Manager > FAQ > [Enrollment Reconciliation Report](#).
- If you made changes to records of **summer transfer** student after the October 1 reporting of these students, Support will need to push the summer withdrawal data to the DOE for you. If you need this done please submit an eSupport ticket requesting us to do this for you.
- Remember to keep checking the DOE Security Portal to see if your errors have cleared. The DOE pulls the Attendance and Special Education data nightly so some changes may take overnight to clear.



Harris School Solutions Product Spotlight – College Select



The next big step – Are your students prepared?

College Select is a comprehensive and interactive tool, with built-in college and scholarship matching technology, designed to help school and families prepare students for college.

[Click here for more information.](#)

IPASS will be releasing a College Select export that will allow you to bring data into College Select.

Register for our *free* College Select Webinar to learn more!
Tuesday March 8, 2016

12:30pm EST [Click here to Register](#)

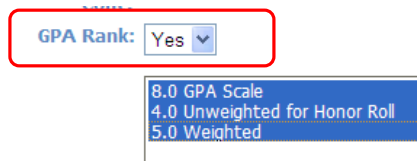
3:30pm EST [Click here to Register](#)

Frequently Asked Questions

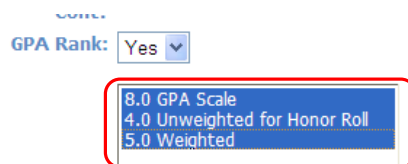
Q. What should I check in iPASS before running GPA Calculation?

A. The following GPA Calculation Checklist will help make sure everything is set up for calculating student GPA.

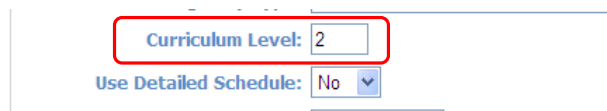
The **GPA Rank Yes/No** flag on the Course Catalog > Course Details screen should be set to YES for those courses that will calculate in a student GPA. Set to NO for those that don't calculate in GPA.



Select the **Grade Scales** in the box that you will use to calculate GPA for each course.



Check the **Curriculum Level** of each course for accuracy on the Course Details screen.



Check the **Horizontal Average Rules** assigned to each section of each course for accuracy on the Course Details screen. This will insure the calculation is done correctly to each course at that point in the school year. If you want to set all of them or correct any errors for all courses at once, you may run the *Assign Average Rule to Sections* program in Course Catalog.

>> COURSE SECTION DETAIL

Departments		Course Sections					
Department	Credits	Delete	Section Name	Max Seats	Horz Avg	illed	Schedule
English	5.00		1	30	FY	14	Schedule
		<input type="checkbox"/>	2	30	FY	14	Schedule

[Mass Add Student Requests](#)
[Mass Delete Student Reques](#)
[Modify Schedules](#)
[Course Catalog](#)
[Mass Schedule Courses](#)

[Assign Avg Rule to Sections](#)
[Course Descriptions](#)
[Course Descriptions](#)
[Course Schedule](#)

Check your **Grade Scale Values** for each Curriculum Level for accuracy in Grading System > Maintenance - Grading > Grade Scales.

>> GRADES SCALES

Curr. Level	Scale	Scale Value	Grade Code
1	Unwqt 4.0	4.33	A+
2	Unwqt 4.0	4.33	A+
3	Unwqt 4.0	4.33	A+
5	Unwqt 4.0	4.33	A+
2	Unwqt 4.0	4.00	A
3	Unwqt 4.0	4.00	A
5	Unwqt 4.0	4.00	A
1	Unwqt 4.0	3.67	A-
2	Unwqt 4.0	3.67	A-
3	Unwqt 4.0	3.67	A-
5	Unwqt 4.0	3.67	A-
1	Unwqt 4.0	3.33	B+
2	Unwqt 4.0	3.33	B+
3	Unwqt 4.0	3.33	B+
5	Unwqt 4.0	3.33	B+

To find out if a grade is included in GPA calculation and what numeric value (UnWeighted value) will be used to calculate an Alpha grade, check the settings for the grade in the Grading System > Maintenance - Grading > Maintain Grades set up. Click on the grade Code to see the settings.

MAINTAIN GRADES

[+ Add](#)

Code	Order	Credit	Min	Max	Pass/Fail	Show	UnWeighted
A	1	yes	93	100	Pass	Show	96.5
A-						ow	91
B+						ow	88

Grade Information

Code: A
 Minimum: 93
 Maximum: 100
 Pass/Fail: Pass
 Credit: Yes
 Horizontal: Qualifies - Include in Calculations
 Vertical: Qualifies - Include in Calculations
 GPA: Qualifies - Include in Calculations
 Honor Roll: Qualifies - Include in Calculations
 Ineligibility: Qualifies - Include in Calculations
 UnWeighted: 96.50
 DisplayOrder: 1
 Show: Yes
☐ Delete Grade?
[Submit](#) [Cancel](#)

Troubleshooting GPA Calculation:

End of Year GPA			D	E	F	G	H
Course	Grade	Curric Level	Grade Scale Value	Credits	Horiz Avg	D1*E1*F1	E1*F1
English (final grade)	95	3	4.50	1.00	1.00	4.50	1.00
Math (final grade)	90	3	4.20	1.00	1.00	4.20	1.00
History (final grade)	80	3	3.20	1.00	1.00	3.20	1.00
						11.90	3.00
						G3/H3	3.966667

The Credits come from the Course Catalog.

HORIZONTAL AVERAGE RULES		
+ Add		
Name	School	Percentages
S1		High School T1= 40.00% - T2= 40.00% - Ex1= 20.00%
S2		High School T3= 40.00% - T4= 40.00% - Ex2= 20.00%
FY		High School T1= 20.00% - T2= 20.00% - Ex1= 10.00% - T3= 20.00% - T4= 20.00% - Ex2= 10.00%

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Q. How do I run GPA?

- A. Calculating GPA:** Locate the program under Grading System > Maintenance - Grading > Averaging & GPA > GPA Calculation.

Select School: Select the school for which you are going to calculate GPA.

Academic Year: Select the appropriate academic year to calculate.

Grade Level: Select the appropriate grade level to use in the calculation as defined.

***Helpful Hint!** You must select a grade level when calculating GPA (it cannot be left blank). The grade level is used to determine ranking. If you are running it in previous years then select the grade year you wish to run it in and assume the students' grade level for that year.*

Example: A Student is currently in Grade Level 12 for the 2015-2016 academic year and you want to recalculate Grade Level 11 for the 2014-2015 academic year. You would run GPA for Grade Level 11 using academic the year of 2014-2015.

***Helpful Hint!** If you are re-calculating GPA for prior years then you must start with the earliest academic year with the corresponding grade level for that year that you need to re-calculate. You must also re-calculate all other academic years, in order, finishing with the current year.*

Grade Scale: Select the appropriate scale to use in the calculation as defined under Grading System > Maintenance - Grading > Grade Scales.

Students: You may enter a single Student ID# or a string of ID #'s separated by commas (no spaces) to get a report showing the last GPA calculated.

***Helpful Hint!** Leave this field blank if you want to calculate GPA for all students in a selected grade level. Be sure to select the appropriate Grade Level value.*

Include Non-Enrolled: All students will be included in the GPA calculation regardless of their enrollment status. If you select "Yes" when running the Class Ranking Report, the program will include students that were withdrawn during that academic year.

***Helpful Hint!** To include transfer students in the GPA Calculation you will need to set this to "Yes" when you run GPA Calculation for previous years. During current school year you can set this to "No" so you don't include withdrawn students in GPA Rank.*

Final Grade Only: Select "Yes" if you only want to use courses that have a final grade and ignore courses that are not completed.

Avg Grade Column: Leave this field blank under most conditions. The Horizontal Average Rules will count individual grades proportionally (ie. Q1 20%, Q2 20%, Mid-Term Exam 10%, Q3 20%, Q4 20%, Final Exam 10%). Be aware that if you select a grade heading in the Avg Grade Column field when calculating GPA, if a grade value exists, then it alone will be used.

Credit – The default of *Full Credit* uses the full credits for the course. Selecting *Not more than 2.5* will limit credits to no more than 2.5. Selecting *1 Credit Only* will give each course only 1 Credit no matter the number of credits set up in the Course Catalog. Selecting *Ignore Override for Credit Loss* will include a student even if they lost credits (ie. by running Grading Reports > Student Comments for credit deduction).

Detail GPA Report: Select "Yes" to automatically generate two reports (GPA Rank & GPA Report) that can be found in Reports. The "GPA Report" can also be printed at any time, and



sorted differently, without re-calculating GPA, under Grade System > Grading Reports > GPA Rank.

Sort for Rank Report: Select a sorting option from the pull down list.

Q. How do you exclude a student from GPA Ranking?

A. To exclude a student from the Class Rank, go to the Biographical System > Add/Modify Student Biographical or Final Any Student > Confidential Tab and set the Exclude from Ranking = Yes.

Exclude from Ranking: Yes ▾

Reminders

March User's Group – The March 9th User's Group Meeting WebEx will cover iPASS enhancements and future plans. Please join us at 1:00pm on March 9th. [Click here for User's Group WebEx details](#)

Massachusetts Sites: 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

