

## PIMS - PVAAS

This guide describes how to enter and configure data to be reported on the Staff Student Subtest extract. The guide assumes prior knowledge of basic iPass navigation and configuration.

### Staff:

1. Teachers must have a PPID entered into iPass.
  - a. iStaff Biographical > Add/Modify Staff > MA DOE EPIMS Data > Massachusetts Education Personal Id (MEPID)  
*\*Note – we will be working on modifying the corresponding tab and fields currently referencing MA to be more reflective of PA terminology.*
  - b. PPIDs can also be imported from a csv file
    - i. Prepare a csv file containing staff member's iPass Staff ID, Last Name, First Name, Middle Name, Gender, DOB, and PPID  
*\*Tip – These fields, with the exception of PPID, must match exactly to iPass, otherwise the record will be rejected.*
    - ii. Navigate to iStaff Biographical > Procedures – iStaff Bio > Import Staff Data
    - iii. Click the Upload button to upload your csv file
      1. Click the Choose File button
      2. Find and select the file
      3. Click the Upload button
      4. Once you receive a message that the upload has been successful, close this window to return to the Import Staff Data window.
    - iv. Enter import parameters
      1. Enter the name of the file you just uploaded *after* the “/appl/tmp/” in the Data File Name field
      2. Select comma from the Delimiter field
      3. If your file has a header file, select the “File has a header line” checkbox
      4. Click the Preview button
    - v. The page will refresh and display a new section for **“VALIDATE THE DATA AND START IMPORT”**
      1. Map your file's fields to the appropriate iPass headers
      2. Click the Submit button to update your staff
    - vi. Review import results by clicking on the Reports link
2. Percentage of Shared Instruction (Instructional Responsibility Weight)
  - a. To enter teacher assignment details, go to Scheduling System > Teacher Schedule
  - b. Click the name of the teacher to be updated
  - c. Click on the course id and section link for the class to update
  - d. From the Course Schedule pop up window, click the link to **Add Dates** .  
*\*Tip – this page can be accessed by going to Scheduling System > Course Catalog, clicking on the course number, then clicking on the Schedule link next to the specific section.*

- e. From the Teacher Course Dates screen, you can enter dates for the teacher’s assignment to the class, enter a percentage of shared instruction (under the Percent field), and also flag a teacher as the Primary educator for the class.  
*\*Tip – if you have selected multiple teachers for the class, you can indicate their assignment dates and/or respective responsibility percentages for them here as well.*  
*\*Tip – the extract will automatically assume an assignment begin date of the first day of school, end date of the last day of school, and percentage of 100%. It is only necessary to enter alternate dates and percentages if different.*
- f. Click the Submit button to save modified data.

3. Percentage of Concurrent Enrollment (Instructional Relationship Weight)

- a. This field will be automatically calculated based on the dates a student adds and drops a class, and on the dates a teacher is assigned to a section (see 2.e. above).

**Tests:**

- 1. Before associating a test and subtest to a course, Assessment Types must be defined
  - a. Scheduling System > Maintenance – Scheduling > Assessment Types
  - b. Level One Code and Description fields correspond to Staff Student Subtest field #7 (Test Description);  
 Level Two Code and Description fields correspond to field #9 (Subtest Identifier).

ASSESSMENT TYPES				
Level One Code	Description	Level Two Code	Description	
<input type="checkbox"/>	KALG1	KEYSTONE - Algebra I	KALG1M1SPR	Keystone Algebra I M1 Spring
<input type="checkbox"/>	KALG1	KEYSTONE - Algebra I	KALG1M1SUM	Keystone Algebra I M1 Summer

- 2. Associate a test/subtest to a course  
*\*Note – if a course does **not** have an assessment associated to it, it will not return on the report.*
  - a. Navigate to Scheduling System > Course Catalog
  - b. Click the link for the course to be updated
  - c. Click the  button under the Assessment Types section.
  - d. Select the test(s)/subtest(s) that correspond to this class and click the  button.