# PIMS - HQT

This guide describes how to enter and configure data to be reported on the Course, Course Instructor, and Student Course Enrollment extracts. The guide assumes prior knowledge of basic iPass navigation and configuration.

**Staff**:

1. Teachers must have a PPID entered into iPass, and be indicated as Reportable to DOE.

   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. iStaff Biographical > Add/Modify Staff > MA DOE EPIMS Data > Report to DOE

   c. 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 – Last Name, Middle Name, Gender, and DOB, must match exactly to iPass, otherwise the record will be rejected.*
      *Tip – export a file to modify and re-upload by using the export report under iStaff Biographical > Reports – iStaff Bio > iStaff Export Report.*

      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

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**Courses and Sections**:

1. Configuration

    a. Scheduling System > Maintenance – Scheduling > Course Types

        i. Academic course type, along with any other course type you need to report, should be set to State Reportable = Yes

        ii. If you are reporting any CTE courses, make sure you have a reportable course type where CTE = Yes

        iii. You may wish to create a course type "Not Reportable" for any courses that are not Study Hall or Lunch, but are also not reportable.

        iv. Course Type is set on a course through Scheduling System > Course Catalog > search/select course > Course Type field

2. Course Level Indicators
   Scheduling System > Course Catalog > search/select course

    a. Course Type

    b. Subject Area/Course (EPIMS) – "Alternate Course Code" (PA's Standardized Course Code)

    c. Honors/Requirements/Dual Credit/Advanced Placement/Gifted/International Baccalaureate

3. Section Level Indicators
   Scheduling System > Course Catalog > search/select course > Schedule (under Course Sections)

    a. Delivery Model Code
       *Tip – Code will report 0340 In School by default if blank*

    b. Primary Instruction Language
       *Tip – This is an optional field (Field 20) on the Course Instructor Template*

    c. Click Add Dates to indicate Primary Teacher and indicate any teacher assignment start/end dates
       *Tip – Assignment start/end dates are assumed to be the first/last day of school, unless otherwise indicated.*
       *Tip – Extracts will assume a teacher is the Primary Instructor if no other teachers are assigned to the same section.*