

Welcome to Wednesday's Wisdom – A weekly dose of support! April 20, 2016

Announcements

SIF Training for Current SIF Sites – May 4th – Westford, MA

As part of your purchased SIF training we are offering the following in person training session. There will also be a WebEx component for those of you who cannot make it in person.

SIF Training

May 4, 2016

10:00am to 12:00pm

Westford Central Office Administrative Building, Westford, MA

We will be going over using SIF for the following:

- SIMS End of Year
- SCS End of Year
- EPIMS
- SSSDR
- Triggering Events
- Sending SIF Objects to the DOE

Please plan to join us in person to share with your colleagues how you have been successful with SIF Reporting.

Please send Laura Patton lpatton@harriscomputer.com an email indicating your participation in person or via WebEx before May 2, 2016.

Location: Westford Central Office Administrative Building, 23 Depot Street, Westford MA. It's located directly behind the Abbot Elementary School, which is located at 25 Depot Street. There is a large parking lot for this building and the elementary school. Enter through the doors in the middle of the building. Do not use the door at the end of the parking lot, those doors are for the Millennium Preschool.

iPASS Help – The Support Team has posted some new items in the iPass Resource Center:

- [WebEx - Discipline System and SSSDR Report - Legacy & SIF Reporting \(Massachusetts, 2016\)](#)
Note: Support is in the process of updating the existing [iPASS Discipline System & SSSDR Help Guide \(July 2015\)](#) to reflect the new SIF fields.
- [Quick Guide: Attendance Statistics Report](#)
- [Quick Guide: iTeacher – Grade Verification Report](#)

Upcoming Training Sessions

Pennsylvania:

TOMORROW – PA Master Scheduling Workshop (Part II) – April 21

On Thursday April 21st Harris will be offering Part II of the PA Master Scheduling Workshop in the Bethel Park, PA office from 9:00am-3:00pm. This will be working session where we will work one-on-one with each school to resolve scheduling issues. As a follow up to Part I, all course requests should be entered and most of the master schedule should be built by this workshop date.

Frequently Asked Questions

Q. How do you turn on the Bullying System in iPASS?



A. The Bullying Parameters must be set to enable administrators and/or teachers to use the Bullying System. When enabled, the administrator and/or teacher will have a check box to indicate the discipline incident is a Bullying incident (as defined in your school district). Go to Discipline System > Maintenance - Discipline > Discipline Parameters > Bullying Parameters. Check off the boxes to 'Enable administrators to use Bullying System' and/or 'Enable teachers to use the Bullying System.' [Click here for more information.](#)

Q. How are Discipline Incidents identified as a "Bullying" incident?

A. Massachusetts Sync & Pennsylvania Sites: Set 'Does this incident involved victim(s)?' = Y. If you have set your Bullying Parameters to enable administrators and/or teachers to use the Bullying System, 'Does this incident involved victim(s)?' = Y/N will appear at the top of the Behavior Record. If the incident is to be recorded/reported as a Bullying incident (as defined by your school district) set 'Does this incident involved victim(s)?' = Y(es). All Bullying Incidents will display with a Bullying Check Mark on the Find Behavior Incidents screen. All other, non-Bullying incidents should be set to N(o). (**NOTE: This will change to 'Is this a bullying incident?' in the 7.0.20160421_sync release to Massachusetts sites.**)

Massachusetts Non-Sync Sites: Set 'Is this a bullying incident?' = Y.

Q. Why are there no courses listed on the Recommendation Course Search screen?

A. All iPASS Sites: Students must have Next Year (School) and Next Grade Level entered on the Student Profile screen.

Massachusetts Sync Sites: In addition to above, courses must be set to Show Recommendation = Yes. The Sync version of iPASS has the enhancement to be able to hide courses during the Online Recommendation Course Search so that they are not available for selection by parents and/or students. To hide a course, set Show Recommendation = No. Go to Scheduling System > Course Catalog > Select Fields to Update = Show Recommendation. Click Search to view the current setting for all of your courses. Use the copy icon to mass update all courses to Yes. [Click here for more information.](#) NOTE: If the courses are to be selected as Electives they must also be set to Available as Elective = Yes. [Click here for more information.](#)

