

Introduction to: PIMS Course/Instructor Submission

February 2022



PIMS Course/Instructor Submission

- Overview of PIMS Course Submission
- Modules required for PIMS Course Submission
- Insert PAManager ID
- PIMS Course Crosswalk
- Instructional Course Offerings Data Entry
 - Courses Tab
 - Classes Tab
- ClassMate Data Validations
- PIMS Export Management - NEW
- State Reporting Data Validations
- ClassMate PIMS Reports



PIMS Course/Instructor Submission

Overview of PIMS Course Submission

The collection window, snapshot date, edit/review window, and correction windows may be viewed on the PDE website.

<https://www.education.pa.gov/DataAndReporting/PIMS/Pages/default.aspx>

The following templates are **required** for the Course Submission:

- **Course**
- **Course Instructor**
- **Course Enrollment**

Student, Staff, School Enrollment templates should be exported, though not required for submission, due to data dependencies.

PIMS Collections, Templates, & Reporting Dates

To obtain the remaining PIMS reporting dates, templates & ACS Due Dates visit the PDE website > select Manuals and Calendar to access/download the PIMS Elementary/Secondary Collection Calendar.

ClassMate recommends you check the PIMS website often as PIMS often updates this calendar through out the year.



PIMS Course/Instructor Submission

Overview of PIMS Course Submission

Required Update ONLY Elements: The following templates are required if you hired **NEW** teachers and/or enrolled new students since the previous Student / Staff submission:

- **Student / Staff / School Enrollment**
 - These templates would have last been submitted with your October PIMS submission

For assistance on Student & Staff please review the documentation for **Student & Staff Submissions** on our documentation website, under Pennsylvania State Documentation: <http://www.classmate.net>



PIMS Course/Instructor Submission

Module Assignment

Category: Curriculum Management

- Instructional Course Offering

Category: Personnel Management

- Employee Management

Category: PIMS Management

- PIMS Export Management-NEW
- Student PAMSecureID Information

Category: Student Enrollment

- ClassMate Data Validations

Category: State Reporting

- State Reporting Validations



Note: If you do not have access to these modules, please contact the ClassMate System Administrator for your site and request that they be assigned to you.



PIMS Course/Instructor Submission

If you have PAsecureID changes

Getting Started:

Double click > My Modules > Double Click PIMS Management >

Click **Student PAsecureID Information**

- Click **Edit** located along the top of screen
- Click on **Insert Student information**.

This process will insert newly enrolled students into the module.

* Create Export File will generate a file for upload to PDE to obtain PAsecureID's

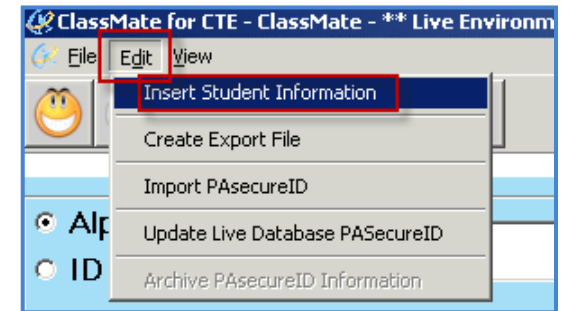
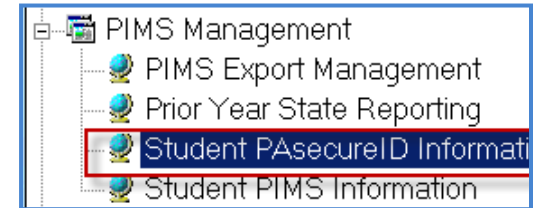
* Import PAsecureID will import the file with the new PDE PAsecureIDs

* Update Live Database PAsecureID will update ClassMate tables that currently hold the PAsecureID with the PAsecureIDs in this module.

Note: Each time you open the **Student PAsecureID** module you should always perform the Insert Student Information process to bring in any new students who enrolled since the last insert.

For documentation on PAsecureID's please visit our Documentation website:

<http://www.classmate.net/> to download the Introduction: PAsecureID documentation



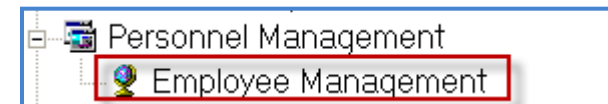
PIMS Course/Instructor Submission

Employee Management Data Requirements for Sites using ClassMate to Submit Staff Templates.

Getting Started:

Double click > **My Modules** > Double click **Personnel Management** > Click **Employee Management**

Confirm and if necessary, enter the following information for all teachers.



General tab

- State PPID #
- **Employee Address (**ESPECIALLY City – if blank it will not export employee)**
- E-mail Address

PIMS Tab

- Employment Status
- Employment Classification
- State Job Description
- Primary Location
- ESPP Flag is set to Yes

Note:

Documentation on completing these fields can be found on our website at <http://www.classmate.com/classmate-user-state-documentation/#state> under Pennsylvania State Documentation, Download the PIMS Staff Submission document.



PIMS Course/Instructor Submission

PIMS Course Crosswalk Report

Getting Started:

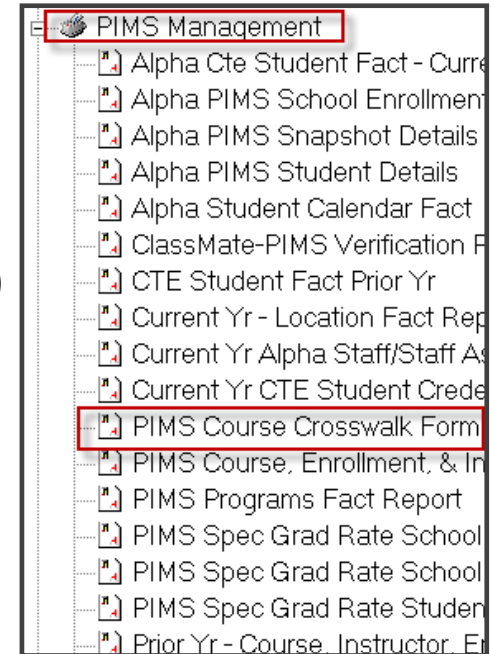
Double click > **Reports** > Double Click

PIMS Management > Click **PIMS Course Crosswalk Form (pims_007)**

Print this report.

Then using the PIMS website review PIMS Course Codes - Appendix A to determine what PDE Standardized Course Code associates best with your Course topic. Enter the course code on the sheet to use in updating the State Course code associated with your Courses in the Instructional Course Offerings module.

ClassMate sites who having been using ClassMate for 1+ years should perform this step and review the Course Codes in the PIMS manual to ensure the codes originally selected are still applicable.



PIMS Course/Instructor Submission

PIMS Course Crosswalk Report

Printed: 01/15/2013 10:48:00AM		State Course Crosswalk Entry Form		Page 2 of 4	
State Course Code	Course Title	Program Name	ProgramID	CourseID	
17007	Cabinetmaking & Finish Carpentry	Cabinetmaking & Millwork/Millwright	480703	000001	

Appendix A Title:		17007	Cabinetmaking		
17003	Carpentry	Carpentry/Carpenter	460201	000001	

Appendix A Title:		17003	Carpentry		
21107	Computerized Drafting Technology	Architectural Drafting & Architectural Cad Cadd	151303	000001	

Appendix A Title:		21107	CAD Design and Software		
19101	Cosmetology	Cosmetology/Cosmetologist, General	120401	000001	

Appendix A Title:		19101	Cosmetology-Licensing		
19101	Cosmetology Teacher	Cosmetology/Cosmetologist, General	120401	000003	

Appendix A Title:		19101	Cosmetology-Licensing		

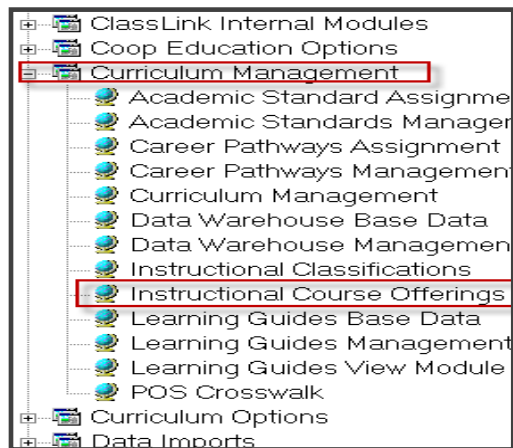


PIMS Course/Instructor Submission

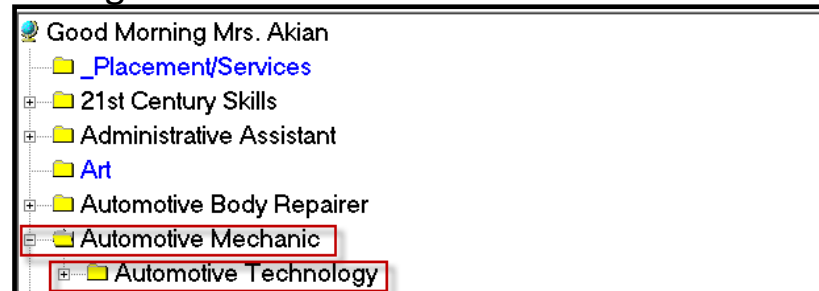
Instructional Course Offering Data Entry

Getting Started:

Modules > Curriculum Management > Instructional Course Offerings



When the module opens click the + to expand the Program and then click to select a Course to begin.



PIMS Course/Instructor Submission

Instructional Course Offering Data Entry – Courses Tab

In the State Course dropdown, select the PDE Standardized Course Code which associates best with your Course topic.

Update the following indicators as they relate to the course:

- State Course
- Advanced Placement
- Honors
- Gifted
- Graduation Required
- Int. Baccalaureate

Graduation Required note:

Graduation Required should be **NO** for all CTC courses.

YES is only if the course is required by **ALL** students for graduation.



PIMS Course/Instructor Submission

Instructional Course Offering Data Entry – Course Tab

Programs | Courses | Classes

General | Industry Sector Pathways

Course: Automotive Collision & Refinishing Technology Add Photo

Course Description:

Mini Course: Start Grade: MP Factor Override: Course Tuition Fee: Lab Fees:

Course Hours: Credits: Text Fees: Material Fee:

Prerequisites:

Abbreviation: Course Level:

Counselor:

State Course:

TextBook:

Next Steps:

College Majors:

Risk Students Allowed Yes No
 Special Populations Yes No
 Certification Yes No
 State Approved Yes No
 Adv. Placement Yes No
 Honors Yes No

Gifted Yes No
 Graduation Req Yes No
 Credit Earned Options by FNL Grade
 by MP Grade
 NA
 Int. Baccalaureate Yes No
 Include on Portal ODR No Yes

Articulation Offered Yes No
 Dual Enrollment Offered Yes No
 Elective Credit UC Approved Yes No
 Include in LMS Exports Yes No



PIMS Course/Instructor Submission



Instructional Course Offering Data Entry – Classes Tab

Update the following indicators as they relate to the class:

- Instructional Delivery
- State Section
- Core Content
- **Keystone Winter / Spring / Summer Test Indicators**

Programs | Courses | **Classes**

Program: 000002 Course: 000003 Include in Scheduler No Multiple Years No

Class: ANIMAL Public Speaking

Location: Harris - West Campus, Campus: Harris Career and Technical Center

Room: General, Room - 999999, West Campus Main Building Class About: Session: AM

Teacher: Att. Weight: 0 Technical Hours: 0

Period: Public Speaking Program Length: 1

Class Type
 CTE Primary Occup. Other
 Academic Discipline
 Supplemental Not Applicable

Semester
 NA Semester 1 Semester 2

Summer
 NA Summer 1 Summer 2

Total Seats: 999 Seats Available: 999
Projected Total Seats: 999 Projected Seats Available: 999

MP Formula: HACC Course Formula-Knowledge 100
SEM Formula: Semester 3 - PS
FNL Formula: SEM3 (100% MP4)
Instruction Delivery: In School

Para- Educator: -- Select A Special Services Staff Language: English (Barbados)

State Category: State Section: T1

Report Card Grade No Extra Credit No **Core Content** No Credit Recovery No Include Regents Exam No Use Alpha Grade Yes No Auto Calc

Allow 'E' Attendance No Utilize Cert Hours Yes No Include for ODR Yes No Allow Walk-Ins Yes No

LMS Export No LMS Import Yes No

Keystone Winter Test Identifier: Select Keystone Winter Test ID
Keystone Spring Test Identifier: **Select Keystone Winter Test ID**
Keystone Summer Test Identifier: KALG1WIN - Keystone - Algebra 1 M1 Winter
KBIDWIN - Keystone - Biology M1 Winter
KLITWIN - Keystone - Literature M1 Winter

Modified Date/ User: 05/14/2021 8:14:17
Create Date/ User: 08/22/2016 12:13:36 daettle

Active Inactive

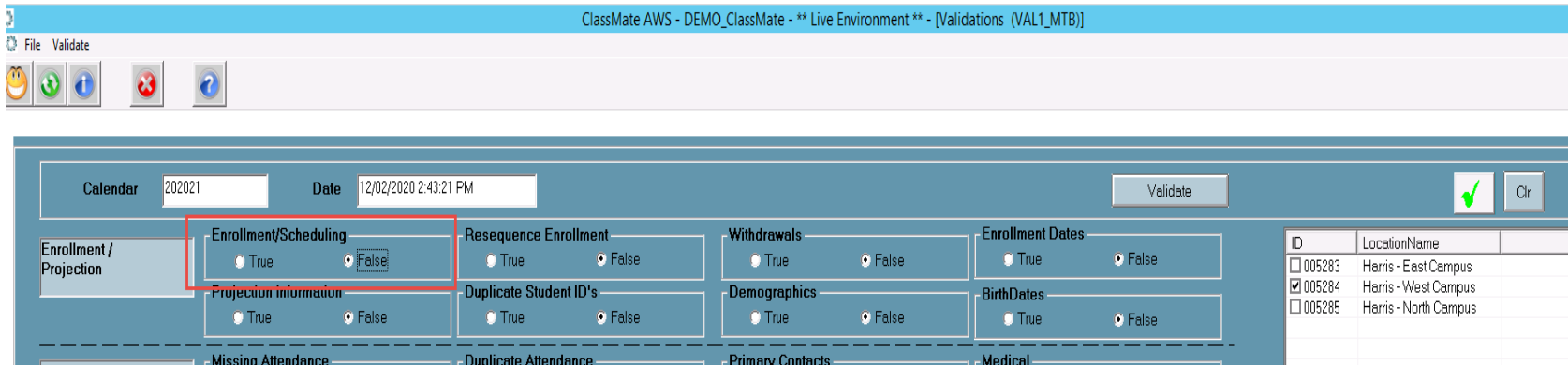


PIMS Course/Instructor Submission

ClassMate Data Validations for PIMS Course Submission

Double click > **Modules** > Double Click **Student Enrollment** > Click **Classmate Data Validations**

- The Enrollment/Scheduling validation should be run to correct any discrepancies in ClassMate before exporting Course templates.
- Correct any errors on the report and re-run the validation until all data is accurate



ClassMate AWS - DEMO_ClassMate - ** Live Environment ** - [Validations (VAL1_MTB)]

File Validate

Calendar: 202021 Date: 12/02/2020 2:43:21 PM [Validate] [Green Checkmark] [Clr]

ID	LocationName	
<input type="checkbox"/> 005283	Harris - East Campus	
<input checked="" type="checkbox"/> 005284	Harris - West Campus	
<input type="checkbox"/> 005285	Harris - North Campus	



PIMS Course/Instructor Submission

PIMS Export Management-NEW – Adding a Submission Date

Location: Modules > PIMS Management > **PIMS Export Management – NEW**

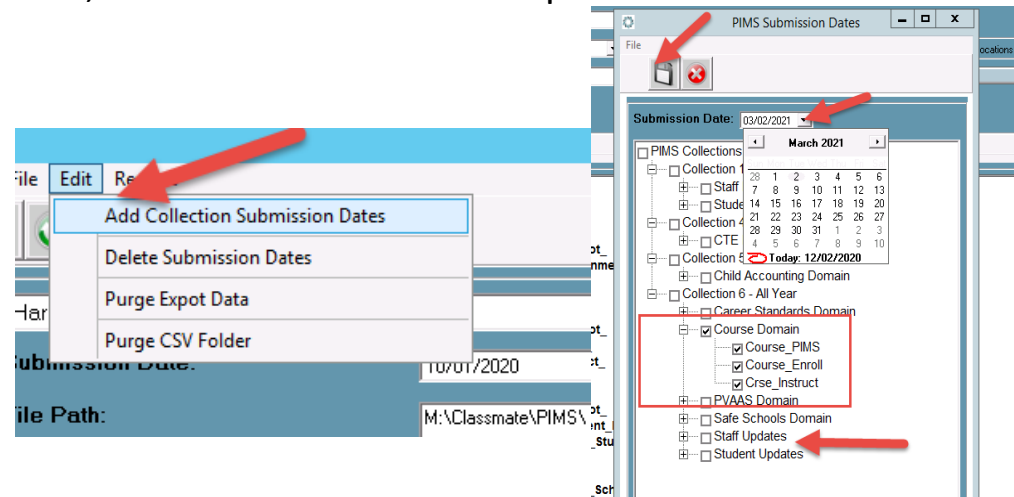
NEW module added 2021SY – please assign using User Module Management if you currently do not have & remove former PIMS Export Management module as this will no longer be updated.

Before exporting your templates for each submission, you need to first add the Snapshot/Submission Date.

Also, If you receive the error, “Invalid submission date for template” when processing update the submission date as follows:

1. Click Edit > Add Collection Submission Dates from top of module
2. Click the dropdown and select the desired Submission date.
3. Check the desired (required) Collection, Domain or individual templates for the submission.
4. Click Save to update.

Note: We recommend actual valid PIMS Submission Dates should be entered.



PIMS Course/Instructor Submission

PIMS Export Management-NEW

Location: Modules > PIMS Management > **PIMS Export Management-NEW**

1. Select the correct location from the top dropdown.
2. Select the correct submission date. If the correct submission date does not appear in the dropdown, or if you receive an error, “Invalid submission date for template” when you click Save in Step 5 below, review the previous slides for **PIMS Export Management – Adding a Submission Date**.
3. Check the boxes for the Collection, Domain or Individual templates that are due:
Course_PIMS
Course_Enroll
Crse_Instruct
* Include Student, School Enrollment and Staff, to satisfy template dependencies (and if needed to submit due to updates since last submission)
4. If you want the file headers included on your export files check the Include Header box.
If you export your files with the headers included, on the PIMS Site when you upload the files you will need to check the boxes for each file stating that your files include headers.
5. To export the files click Save (floppy disk icon)

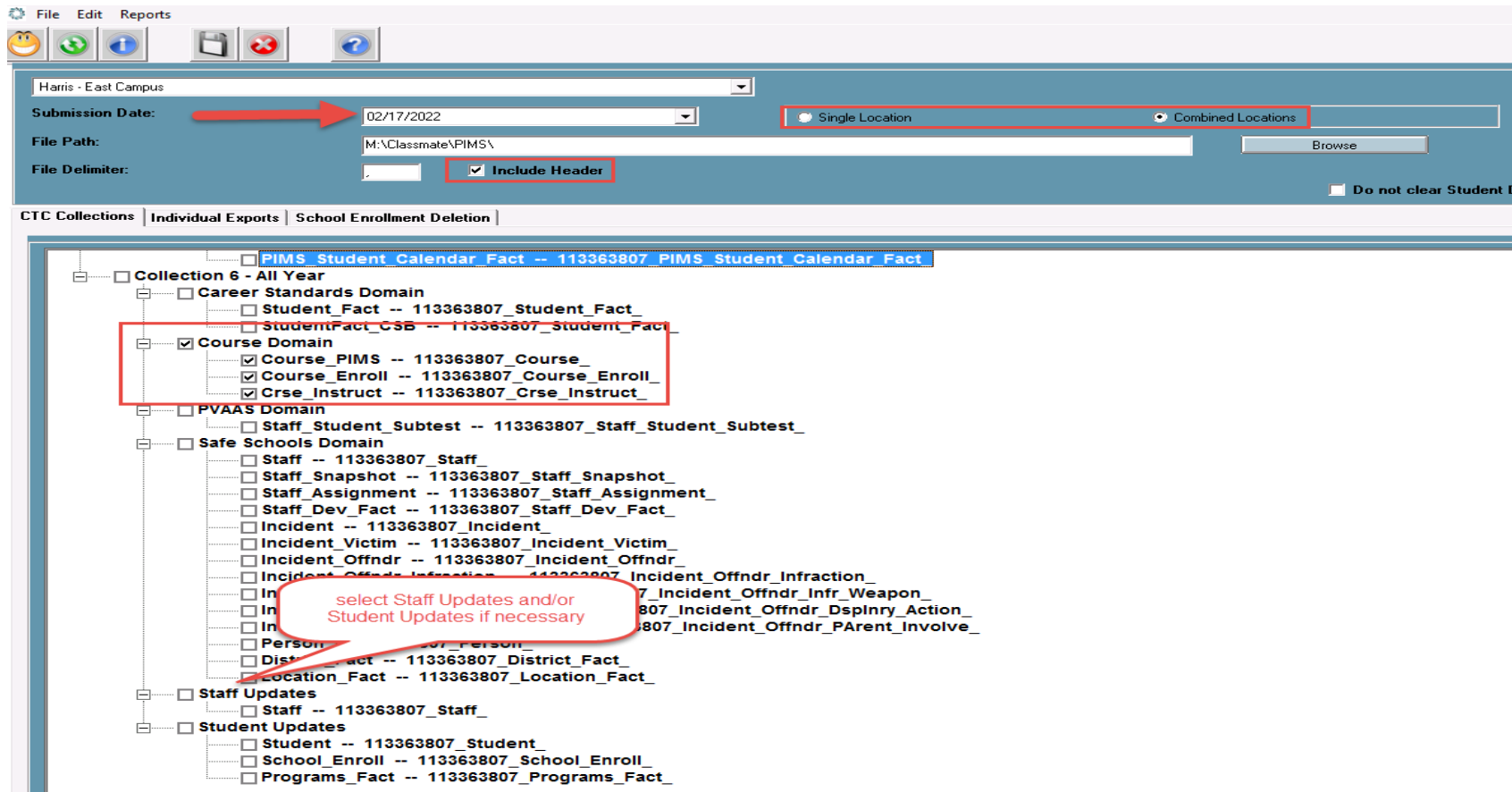


PIMS Course/Instructor Submission

PIMS Export Management-NEW

Location: Modules > PIMS Management > **PIMS Export Management - NEW**

**** Multi Location sites – click to select the radio button for Combined Locations ****



Harris - East Campus

Submission Date: 02/17/2022

File Path: M:\Classmate\PIMS\

File Delimiter: .

Include Header

Single Location Combined Locations

Do not clear Student

CTC Collections | Individual Exports | School Enrollment Deletion

- Collection 6 - All Year
 - Career Standards Domain
 - Student_Fact -- 113363807_Student_Fact_
 - StudentFact_CSb -- 113363807_Student_Fact_
 - Course Domain
 - Course_PIMS -- 113363807_Course_
 - Course_Enroll -- 113363807_Course_Enroll_
 - Crse_Instruct -- 113363807_Crse_Instruct_
 - PVAAS Domain
 - Staff_Student_Subtest -- 113363807_Staff_Student_Subtest_
 - Safe Schools Domain
 - Staff -- 113363807_Staff_
 - Staff_Snapshot -- 113363807_Staff_Snapshot_
 - Staff_Assignment -- 113363807_Staff_Assignment_
 - Staff_Dev_Fact -- 113363807_Staff_Dev_Fact_
 - Incident -- 113363807_Incident_
 - Incident_Victim -- 113363807_Incident_Victim_
 - Incident_Offndr -- 113363807_Incident_Offndr_
 - Incident_Offndr_Infractio -- 113363807_Incident_Offndr_Infractio_
 - Incident_Offndr_Infr_Weapon_ -- 113363807_Incident_Offndr_Infr_Weapon_
 - Incident_Offndr_Dsplnry_Action_ -- 113363807_Incident_Offndr_Dsplnry_Action_
 - Incident_Offndr_Parent_Involve_ -- 113363807_Incident_Offndr_Parent_Involve_
 - Person -- 113363807_Person_
 - Dist -- 113363807_District_Fact_
 - Location_Fact -- 113363807_Location_Fact_
 - Staff Updates
 - Staff -- 113363807_Staff_
 - Student Updates
 - Student -- 113363807_Student_
 - School_Enroll -- 113363807_School_Enroll_
 - Programs_Fact -- 113363807_Programs_Fact_

select Staff Updates and/or Student Updates if necessary



PIMS Course/Instructor Submission

Multi-Location Clients: Special Instructions

After you export your files for the first location, and have completed validations including re-exporting as needed and are ready to submit to PDE:

- Go to PIMS & upload the files for that location.
- Once files for that location are successfully uploaded, move those out of the M:\ClassMate\PIMS folder.
- It is recommended that you move the export files to a special folder\subfolder you create, such as “M:\PIMS Course Instructor Submission (date)\Location One” for future reference.
- Click the drop down next to the location name.
- Select the next site.
- Then check the template boxes again.
- If you want the file headers included on check the “Include Header” box.
- Click Save icon. Repeat steps for each location.



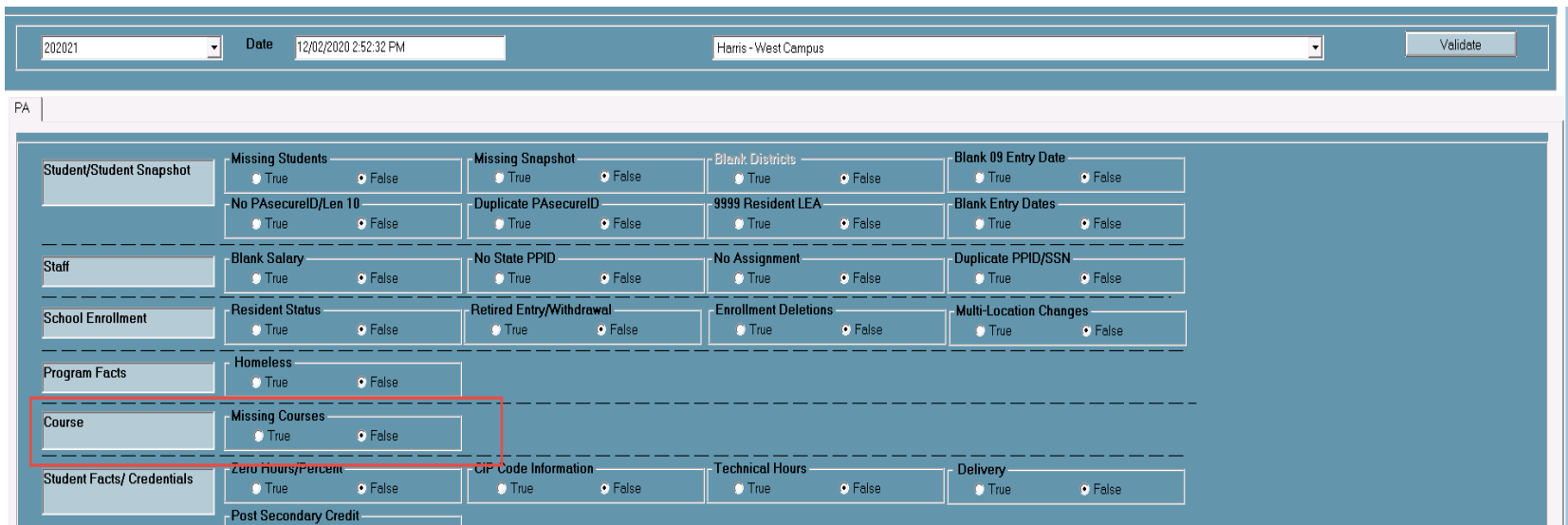
PIMS Course/Instructor Submission

State Reporting Validations

State Reporting Validations should be done **AFTER** you have exported, but before you upload to PDE. This will help catch errors that would cause delay in your submission being accepted.

Double Click > **Modules** > Double click **State Reporting** > Click **State Reporting Validations** > Click **Missing Courses** and the **Validate** button to run

If encountering errors – running Student, School Enrollment and Staff validations may help identify issues.



Category	Sub-Category	True	False
Student/Student Snapshot	Missing Students	<input type="radio"/>	<input type="radio"/>
	No PAsecureID/Len 10	<input type="radio"/>	<input type="radio"/>
Staff	Blank Salary	<input type="radio"/>	<input type="radio"/>
	Blank Entry Dates	<input type="radio"/>	<input type="radio"/>
School Enrollment	Resident Status	<input type="radio"/>	<input type="radio"/>
	Multi-Location Changes	<input type="radio"/>	<input type="radio"/>
Program Facts	Homeless	<input type="radio"/>	<input type="radio"/>
	Missing Courses	<input type="radio"/>	<input type="radio"/>
Student Facts/ Credentials	Zero Hours/Percent	<input type="radio"/>	<input type="radio"/>
	Post Secondary Credit	<input type="radio"/>	<input type="radio"/>



PIMS Course/Instructor Submission

State Reporting Data Validations

There are two possible result sections for the Missing Courses State Reporting Validation:

CRS1:

This section will display all courses that do not have an Alternate Course Code assigned.

CRS2:

This section will display all Courses that were not included in the Course Exports.

After correcting any errors, you must re-export all templates and validate again.
Repeat until the validate report is empty.



PIMS Course/Instructor Submission

ClassMate PIMS Reports

Double Click > **Reports** > Double Click **PIMS Management**

Before submitting PIMS templates to PDE we highly recommend that clients run and review the data on the following reports:

- **PIMS Course, Enrollment & Instructor**
- **PIMS Course Crosswalk Form**

If you do not see these reports, please contact your System Administrator to request that they be assigned to you.

As with the validations, after correcting any errors, you must re-export, and run the report again to confirm the changes.

The final exports, after all State Data Validations and PIMS Reports show proper information, are the ones you will submit to PDE.

ClassMate Best Practice tip: Once you have confirmed the data on the reports is correct, you should also export the report to .PDF and store in a folder on your M: drive, such as “M:\PIMS Course Instructor 20xx” along with the actual .csv export files, for future reference.



ClassMate

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Questions? Contact us!

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