Infinite Campus
at Home High School for
Craft Academy
& Gatton Academy Students

Course Setup, Grading & Attendance
Kentucky Department of Education

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Superintendent's Annual Attendance (SAAR) Report

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Introduction

Purpose: Describe the course setup, grading and attendance instructions for high school students dual enrolled in the Craft Academy or Gatton Academy residential programs.

Introduction

Students enrolled in virtual or performance-based courses in Kentucky must have the proper course setup, grading and attendance procedures to receive credit on the SAAR report, the primary method by which school funding is calculated. One of the most common performance-based instructional classes are for students enrolled in the dual-credit residential high schools for academically exceptional Kentucky students. These schools are The Gatton Academy of Mathematics and Science in Kentucky operated by Western Kentucky University and The Craft Academy for Excellence in Science and Mathematics.

This document will provide an explanation of how to create Craft Academy and/or Gatton Academy course(s) in your district's school, setup the correct grading tasks, schedule a student, post grades for the report card and transcript and then verify the attendance on the SAAR report. Please note that districts can customize their setup for the academies. For example, individual courses can be created for each college course in which the student is enrolled. The instructions in this document are intended to provide basic setup instructions.

NOTE: Attendance will <u>not</u> appear on the ADA/ADM and the Register attendance reports. It will appear on record V of the SAAR once the passing grade on the final term has been posted.

Enrollments

Craft and Gatton Academy students should have a primary enrollment at their home high school. They will not physically attend the home high school and will not have attendance data. These students are often incorrectly marked as No Show. The Craft Academy uses Infinite Campus, but Gatton Academy does not. Craft will create secondary enrollments and initiate student records transfer requests from the home high school. Do not end date a student's enrollment when you receive a records request from Craft Academy.

Service Type: P: Primary

State Exclude: This should be unchecked.

KEES Override: This should be determined the same as all other students.

Score Groups & Rubrics

Classic Path: Grading & Standards | Score Groups & Rubrics

Search Terms: Score & Rubrics

Any score in the school/district grading scale that has the passing score checkbox marked can be used to indicate the classes were passed. A separate grading scale can be created for pass/fail but is not required.

Course Setup

Classic Path: Scheduling | Add Course

Search Terms: Add Course

A course named after the academy should be created. If you have students in both academies, you may setup a course for each or one course with sections for each academy. If your district uses a course catalog, define the course master(s) then add the course(s). The course should be setup as a performance-based class.

State Code: Select 800500 – Residential STEM Academy.

Transcript: This should be <u>unchecked</u>. Transcript entries will be manually entered for the actual courses or may be transferred from Craft Academy.

Type: Select 'P: Performance' from the dropdown list.

Teaching Method: Select 'Dual Credit – College Offered' from the dropdown list.

Instructional Setting: Select 'Offsite College' from the dropdown list.

Attendance: This should be <u>unchecked</u>.

Create a Section

If you have students in both academies, create a section for each academy.

Section Number: Enter section number

Teacher Display Name: Type the academy attended.

Highly Qualified: Choose Not Applicable

Section Schedule Placement: Mark all the instructional periods in the section schedule

Grading Tasks

Grading Task: Select the final grading task of the school year (*e.g.,* Final Grade).
No credit will be issued using this Craft or Gatton Academy course. *Detailed course, grade and credit information will be entered manually to the transcript. National Records Exchange may be used to import transcript entries from The Craft Academy.*

Score Group: Choose the score group.

Term Mask: Choose the final term in the school year (*e.g.,* Term 4).

Scheduling Students

Use the Walk-In Scheduler to enroll the student into a full course schedule for the year.

Craft Academy Student

Term 1ST 9 WKS (08/01/18-10/15/18)	Term 2ND 9 WKS (10/16/18-12/31/18)	Term 3RD 9 WKS (01/01/19-03/15/19)	Term 4TH 9 WKS (03/16/19-05/31/19)
800500-1 Craft or Gatton Academy Craft Academy	800500-1 Craft or Gatton Academy Craft Academy	800500-1 Craft or Gatton Academy Craft Academy	800500-1 Craft or Gatton Academy Craft Academy

Gatton Academy Student

Term 1ST 9 WKS (08/01/18-10/15/18)	Term 2ND 9 WKS (10/16/18-12/31/18)	Term 3RD 9 WKS (01/01/19-03/15/19)	Term 4TH 9 WKS (03/16/19-05/31/19)
800500-2 Craft or Gatton Academy Gatton Academy	800500-2 Craft or Gatton Academy Gatton Academy	800500-2 Craft or Gatton Academy Gatton Academy	800500-2 Craft or Gatton Academy Gatton Academy

Posting Final Grade

A score must be posted for the year-end grade (*e.g.,* Final Grade) for a performance-based course.

1. Locate the Gatton Academy course under the Search tab
2. Select the course section
3. Select the Grading by Task tab
4. Select the Final Grade grading task
5. For each student, choose Pass or Fail based on their performance in the Academy course.
   Note: Individual course grades from the Academy will be manually entered on the transcript or imported from Craft Academy.
6. Click Save.

Transcript Course Grades and Credits

Individual entries for each course must be manually posted to the transcript for Gatton Academy students. For Craft Academy students, you may use the National Records Exchange to import the transcript entries directly from Craft Academy. After importing, you must manually set the Difficulty Level to DC: Dual Credit for each entry and verify State Course code.

1. From the Craft or Gatton course section, select the Roster tab or find the student under the Search tab
2. Select a student
3. Select the Transcript tab
4. Click New to create a new entry
5. Complete the necessary fields for the transcript
    a. **School Year:** Defaults to selected calendar, change if needed
    b. **Grade:** Change if needed
    c. **District No.:** If using Gatton Academy for school name, delete number
       If using Craft Academy for school name, enter 610
    d. **School No.:** If using Gatton Academy for school name, delete number
       If using Craft Academy for school name, enter 300
    e. **School Name:** Change to the academy's name
    f. **Course Number:** Type the university course number
    g. **Course Name:** The first nine characters must be the course abbreviation from the postsecondary institution. Each participating postsecondary institution defines the course short name and number. Please refer to each institution's undergraduate catalog when naming a dual credit course.
        - Characters 1-4 should be content area abbreviation, for example: "BIOL" for four letter course abbreviations, or "ART " for three letter course abbreviations.
        - Character 5 should be a space.
        - Characters 6-9 should be the course number: "110 " for a three digit course number.
        - Any additional text may be added to the name after the College or University's abbreviation.
        - NCAA has requested that the **first 9-digits must be followed by the College or University's abbreviation**. For example: "BIOL 113 WKU". Do not include any part of the school abbreviation in the first 9-digits of the name.
    h. **State Code:** The state course code that most closely aligns to the content of the course. The placeholder course number 800500 should not be used on the transcript. See [Dual Credit Course Data Standards](#) for more information.
    i. **Difficulty Level:** Select DC: Dual Credit
    j. **Score**: Select the score from the listing of all district score groups. The score choice will populate the GPA Value, Unweighted GPA Value, GPA Max and Bonus Points if defined in the score group.
       Note: *Using a weighted GPA score is a district decision.*
    k. **GPA Weight:** Enter the number of credits attempted or 0 if using a Pass/Fail grading scale to meet KEES requirements for GPA calculation.
    l. **Instructional Setting:** 03: Offsite College

m. **Transcript Credit:** Follow district policy for dual credit courses. Earned, Attempted and Credit Name must be completed.

6. Click Save or Save & Add Another if you have additional courses to add.

Verify Setup Using SAAR Report

Verify the setup for Gatton Academy students using the SAAR report.

Path: KY State Reporting > SAAR Report

1. Report Options
   a. Select Report Type: Detail
   b. Select Date Range; dates should be left blank
   c. Uncheck All Reports
   d. Check RV Virtual Performance Based Attendance
2. Select Calendars
   a. Select the appropriate calendar
3. Select Students
   a. Select Grade then select Grades 11 and 12 or use an Ad Hoc Filter (see below)
4. Select Generate Report
5. Verify that the Gatton students are listed. If they have a passing grade, the number of days of attendance credit they have earned will show in the "Uncapped Performance Proficient Days" and "Capped Virtual/Performance Proficient Days" columns.

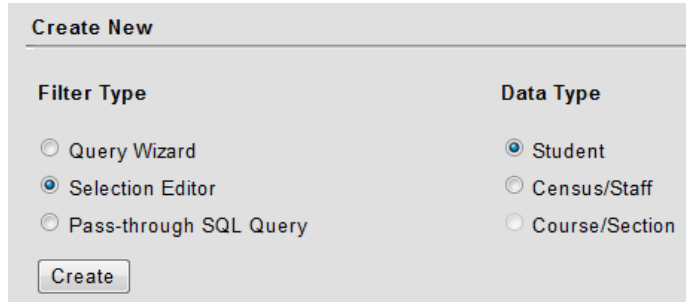| Grade	Student Enrollment	Uncapped Virtual Proficient Days	Uncapped Performance Proficient Days	Capped Virtual/Performance Proficient Days
12	Gatton,Student SID #	.00	.00	.00
Totals		.00	.00	.00

SAAR using Ad Hoc Filter

You can also run the SAAR report using an ad hoc filter. To do this, perform the following steps:

1. Create an Ad Hoc Filter
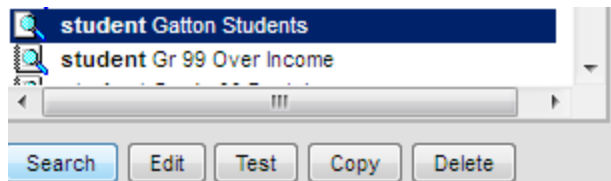
   Path: Ad Hoc Reporting > Filter Designer

   a. To create a new filter, under Create New, select Filter Type: Selection Editor and Data Type: Student then click Create
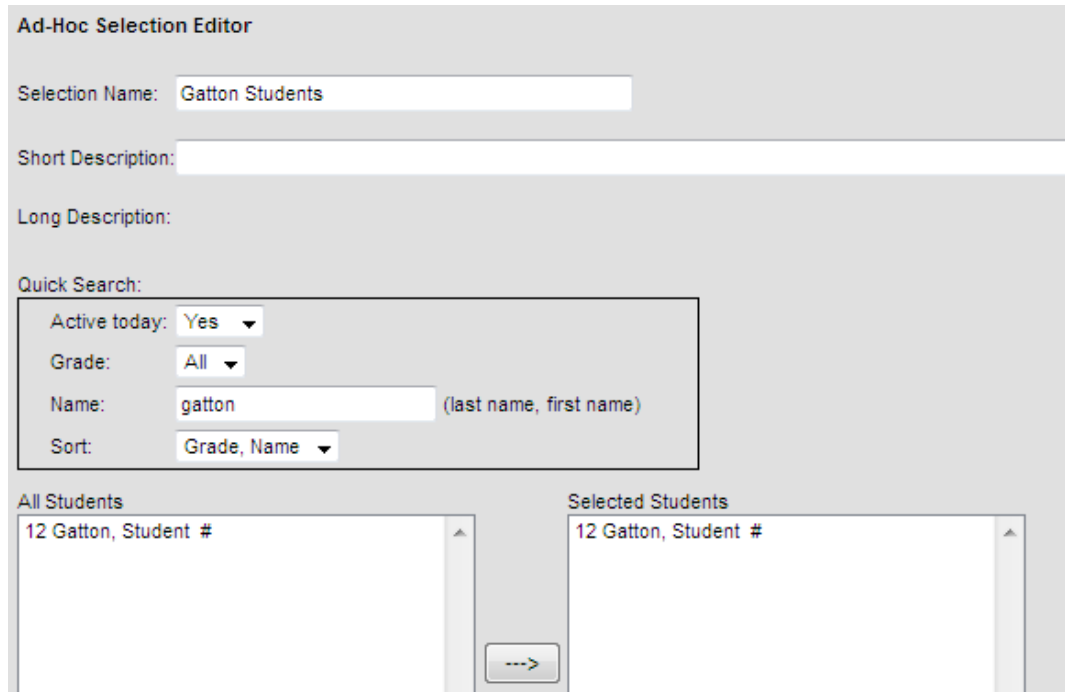

   b. If a Gatton Students selection editor filter already exists, select it and click Edit to verify the Selected Students.

   c. You may use the Quick Search to limit the listing of students

   d. Select the student(s) from All Students then click the arrow to move the name(s) to Selected Students

   e. Type Craft and Gatton Students as the Selection Name for the ad hoc report

   f. Click Save

2. Run the SAAR report using the Ad Hoc Filter

Path: KY State Reporting > SAAR Report

    a. Report Options
- i. Select Report Type: Detail
- ii. Select Date Range; dates should be left blank
- iii. Uncheck All Reports
- iv. Check RV Virtual Performance Based Attendance

    b. Select Calendars
- i. Select the appropriate calendar

    c. Select Student
- i. Click Ad Hoc Filter and select the desired filter

    d. Select Generate Report

    e. Verify that all the academy students are listed. If they have a passing grade, the number of days of attendance credit they have earned will show in the "Uncapped Performance Proficient Days" and "Capped Virtual/Performance Proficient Days" columns.

Grade	Student Enrollment	Uncapped Virtual Proficient Days	Uncapped Performance Proficient Days	Capped Virtual/Performance Proficient Days
12	Gatton, Student SID #	.00	.00	.00
Totals		.00	.00	.00