



## Infinite Campus Active Directory Integration Available

Districts may implement the Active Directory (AD) integration feature in Infinite Campus (IC). The AD integration feature uses Lightweight Directory Access Protocol over SSL (LDAPS) to authenticate users. Benefits of using this feature include:

- Users do not need to remember a second IC password or manually keep two passwords in sync.
- IC passwords will effectively be subject to the same password policies as AD passwords with no additional management effort.
- Passwords are securely stored, and it is unnecessary for users to periodically change their IC password.
- For a user set up to use LDAPS authentication, administrators can disable their access to AD/email and IC with one step.

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You may enable AD integration for staff only or for both staff and students. A one-time configuration is necessary to enable the AD integration feature. Converting user accounts to use AD authentication may be done by the IC administrator, the user for his or her account or Infinite Campus through a script process. *The Active Directory/Infinite Campus Integration in the KETS Environment* technical guide is available [here](#) for more information. This integration method is functional in districts and at the state level; however fine tuning could be needed for the spring/summer 2014 AD upgrade.

## Prepare now for Student Voice Survey Using Campus Portal

In March 2014, the Professional Growth and Effectiveness System statewide pilot will collect student feedback on specific aspects of the classroom experience. Districts will use Campus Portal to conduct this student voice survey.

We recommend that districts take full advantage of functionality available in the Infinite Campus Portal to communicate with parents and students. **All districts must** ensure their IC Portal is activated and every student who will be surveyed must have an active IC Portal student account for

student voice. Students should log in to Infinite Campus Portal to test the setup of their accounts prior to Feb. 14, 2014.

Documentation on enabling Campus Portal and creating accounts is available at [KDE's Student Voice Survey Web page](#) as well as the [Campus Knowledge Base](#). Please contact Infinite Campus Support at (888) 461-2004 if you need assistance with enabling the Portal or creating Portal accounts.

## *People Manager will be Primary Source for 2013-14 School and District Contact Updates*

School and district contacts play vital roles in collecting and communicating information; therefore, it is important to ensure that the contact list and role assignments are complete and up-to-date.

This year (2013-14), KDE is expanding the list and moving toward one collection system for contacts.

People Manager will be the primary

source for all school and district contact information including contacts previously listed only in School Directory.

Updates made in People Manager will post in real time to Open House.

Click [here](#) to review current district contact information. District Web apps administrator points-of-contact (WAAPOCs) should make corrections and updates in the Web Security Ad-

ministrator (WSA).

The listing of WAAPOCs is also available in the School and District Contacts area of Open House under Other Roles.

Also, please note that the list includes several new roles including CIITS contact roles to ensure important CIITS communications are received in districts and schools.

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## ACT Update and Information

Please be aware of recent changes in the way ACT is being loaded and used in Infinite Campus:

- KDE-published junior scores loaded with a date of March 1, 2013, were removed from the ACT (KDE) template. KDE is publishing scores to the districts in this template only on request. There is no way for KDE to separate junior and national scores when publishing scores in the ACT (KDE) template.
- Districts that have duplicate scores in the ACT (KDE) template from the July 30, 2013, data push may ask Infinite Campus to remove duplicates. Infinite Campus Support must receive the requests by Oct. 4. Districts that loaded national or junior scores locally to the ACT (KDE) template may see duplicates.
- ACT national scores will be loaded to a new template, ACT (KDE\_Natl), and available to districts by request. ACT advised KDE that we cannot load national scores to student transcripts; therefore, there will be two separate templates. There is ongoing discussion on use of the national scores, but for now districts should

not include KDE-published national scores on transcripts. The new template will be locked and published so that these scores do not publish to the transcript. Districts that have agreements directly with ACT should reference their local agreement for terms of use. National scores are loaded annually and will be available in October.

- ACT junior scores will be loaded to a second new template, ACT (KDE\_Official\_Jr.), and published to all districts the week of Oct. 7. This is the recommended template when publishing to transcripts. The common Kentucky transcript relies on standardization to ensure statewide consistency for colleges and universities; therefore, please use the state template for junior ACT scores. Prior year junior scores will be added to this template later this year.
- Districts that would like older templates removed to eliminate duplication may create a support ticket with Infinite Campus. There is no charge for Infinite Campus to delete an assessment template.  
Contact [Raymond Carter](#) at KDE with questions.

## Training Meetings Set

### Mid-Year Training

KSIS training is planned for Wednesday, Jan. 8, 2014, in the KDE State Board Room (125), Capital Plaza Tower, Frankfort. You also will have the opportunity to participate online. We will provide more information next month.

### Fall 2013 IC User Group Meetings

Fall Infinite Campus/KSIS User Group meetings will begin at 9 a.m. and end at 3 p.m. (local time). The same sessions will be offered at each user group meeting. Click [here](#) for meeting locations, dates and the agenda.

### Infinite Campus Interchange at Kentucky

The 2013 Infinite Campus Interchange will be Dec. 12-13 in Louisville at the Marriott Downtown on 280 W. Jefferson St. The event costs \$229. You will find more information about this opportunity on the [KSIS Training](#) Web page. Registration will be available soon.

The *KSIS and More News-letter* addresses your enterprise data management needs with featured articles and announcements including the latest tips and best practices. One of the most important ongoing messages is the importance of data quality.

## Assessments Data Loaded for ACCESS for ELLs

KDE published the 2012-13 **ACCESS for ELLs** scores to district sites on Sep. 6.

The assessment data is available on the LEP Assessments Tab.

To view this data, go to **Student Information > Program Participation > LEP**. Scores will be loaded to CIITS later this year.

**ACCESS for ELLs** is an English language proficiency assessment tied to

the state's English language proficiency standards with varying stages of second language acquisition.

It contains social and academic language contexts.

For Title III accountability, **ACCESS for ELLs** measures annual gains in English language proficiency through annual measurable achievement objectives (AMAOs).

*Do you have comments or suggestions for the newsletter?  
Please contact Linda Burton at [linda.burton@education.ky.gov](mailto:linda.burton@education.ky.gov).*

### ARE YOU SOCIALLY CONNECTED TO KDE?



KDE has both a Facebook page and a Twitter feed. Subscribe to the KDE Twitter feed by connecting to @KyDeptofEd. Access the KDE Facebook page [here](#) or by searching for "Kentucky Department of Education" on Facebook under "Government Organization."

# eTranscript Reminders

Congratulations to the more than 70 high schools that have already gone live with the new electronic transcript service. Students, colleges and universities now are benefiting from the streamlined process and the common application. Parchment is contacting other districts to coordinate training as their scheduled “go-live” month nears. KDE is helping by escalating the need to schedule training to the KSIS points of contact if training is not scheduled by the 15th of the targeted go-live month. Further contact is made with the chief information officers, principals and superintendents only if escalation is needed to meet the scheduled implementation date. If you receive one of these e-mails, please help by sharing the request with the appropriate individuals in your school or district. There is an opportunity to reschedule if your original scheduled date does not work. All districts and high schools are scheduled to transition to the eTranscript service by March 2014.

As part of the eTranscript project, Kentucky has implemented a common standard transcript. Postsecondary schools provided direction on the content and format of this transcript. It is important that districts and schools follow the set-up instructions on the eTranscript Web page [here](#) to ensure consistency. There are a few eTranscript items that can vary by school or district:

(1) schools may choose whether they want class rank

to appear on the eTranscript

(2) ACT scores – recommend that all schools include junior scores on their transcripts (see ACT article)

(3) other assessments – ex: SAT (include per district agreements with College Board terms of use).

End-of-Course assessments should not be included on transcripts since these assessments are included in course grades.

KDE recommends that districts have a transcript sent to a student to test the output as part of their school’s transition plan.

During the transition process, districts can upload their student rosters using the new eTranscript Roster ad hoc filter (published Aug. 21). This filter is designed to include grades 9-12, but users can modify the output to include only those grade levels they wish to submit to Parchment. Completing this step allows schools to send students messages regarding the new eTranscript service.

Parchment provides posters and other materials to help schools promote the eTranscript service.

Questions and input on the eTranscript service and/or common transcript can be directed to Tammy Baden ([tbaden@parchment.com](mailto:tbaden@parchment.com)), Mark Asma ([masma@parchment.com](mailto:masma@parchment.com)) or DeDe Conner ([dede.conner@education.ky.gov](mailto:dede.conner@education.ky.gov)).

## Preschool/KEDS Data Reminders

KDE extracts student demographic data from Infinite Campus and provides weekly files during each data season (fall, winter and spring) to the Kentucky Early Childhood Data System (KEDS) project. KEDS uploads the data into KEDSonline so districts can verify their student demographic data in KEDS. Preschool teachers then enter the assessment data information into each student record in KEDS or into district-selected online assessment systems, and districts grant administrative access to KEDS staff to download the assessment data from each publisher’s online system.

To be included in the data extract provided to KEDS, preschool students must:

- have a record on the Preschool tab (required for all students in a state-funded preschool, Head Start and children served by the preschool program who are receiving services in a classroom in grades 97, 98 and 99). An exception to this condition is that students enrolled with service-type N, Special Education Only, will not have a record on the Preschool tab but are included in the extract).
- be scheduled into a course/section marked Homeroom to indicate which teacher’s name should be included in the extract

The Kentucky Early Childhood Data System (KEDS) is designed to provide data that will allow teachers and local providers to implement high-quality curriculum-based assessments that inform instructional and classroom practices and data at the regional/district and state levels that will show the extent to which children are meeting the Kentucky Early Childhood Standards and OSEP Child Outcomes.

## *Partial Week/Full Funding Attendance Tracking Tool is Available*

The new state-published Audit PW Attendance ad hoc filter is available to assist districts in tracking attendance for students with individualized education plans (IEPs) attending only a portion of the regular school week. The ad hoc filter is located in the State Published folder. Use this report to identify students who have an attendance event with a partial week (PW) attendance code. Documentation is available to provide guidance for accurate set up and attendance calculation for these full-funded students to ensure districts receive the correct attendance funding. You may view the documentation on the [KSIS Data Standards](#) Web page under Other Procedural Documentation.



# CIITS News You Can Use

CIITS News, a supplement to the KSIS & More newsletter, is focused on CIITS data quality. CIITS data comes from Infinite Campus, Kentucky's Student Information System (KSIS); therefore, it is important to know how KSIS data is used and the critical need for accuracy.

## CIITS Leadership Custom Roles Now Available

Two new CIITS custom roles have been added to the Title drop-down selections on the District Assignments tab in Infinite Campus. The new roles are CIITS District Leadership and CIITS School Leadership. KDE created these roles for school-level assistant principals and district-level instructional supervisors and assistant superintendents to facilitate use of the Education Development Suite (EDS) for the Professional Growth and Effectiveness System (PGES). **Do not assign these roles to principals or superintendents.**

These custom roles may be added to district and school staff just like any other CIITS custom role. Districts should carefully review staff requests before provisioning these roles, as the individuals who are assigned either of these roles will have the same permissions as leadership (principals and superintendents). It is recommended that these new roles be provisioned only for select users such as instructional supervisors, assistant principals, directors of federal programs, etc.

All custom roles assigned on the District Assignments tab in Infinite Campus are related to an institution (district office or school). It is important to remember that the user will have the custom role at the institution level where the custom role is assigned. If the custom role is provisioned at the district office, the user will have the custom role at all institutions in the district. If the custom role is provisioned at a school, then the user will have the custom role assigned only at that school.

For detailed steps and screenshots on assigning default and custom roles for district and school staff, please see the [Assigning CIITS Roles and Permissions through Infinite Campus](#) training document.

## 2012-13 ACT Scores Available

2012-13 juniors' ACT scores are available in CIITS. To view standardized assessment scores for a student, search for the student, then click Standardized Tests tab on the Student Profile. Use the Show Filters button to filter to the test you wish to view.

To view standardized assessment reports for a district, follow this path: **School & District Data Module > Preformatted Reports > Standardized Assessment Performance.**

## CIITS District Webcasts

KDE conducted a CIITS Update for Districts webcast Aug. 22 using Lync Online Meeting Space. The session covered new CIITS features and functionality and provided a chance for district staff to ask questions. KDE will conduct additional sessions 2-3 p.m. EDT Sep. 25 and Oct. 24. Chief academic officers will receive an Outlook meeting invitation and an agenda prior to each session. All sessions will be recorded and available on the [CIITS training Web page](#).

## Updates to CIITS

A number of enhancements have been made to the Instructional Management System within CIITS. Here is a summary of the new features:

- Assessment capabilities have been extended to more fully support complex performance-based tasks.
- Test authors can incorporate audio and video files into assessments as part of the assessment items, passages or answer choices for delivery to students through the online test tunnel.
- New tools have been added to the student's test-taking toolbox, including a four-function calculator, scientific calculator, graphing calculator and formula sheet.

## Renaissance Learning Data added to CIITS

KDE entered into a partnership agreement with Renaissance Learning to add interim assessment data to CIITS. Renaissance provides the data through an efficient direct data transfer to Schoolnet, our CIITS vendor.

In accordance with the Family Educational Rights and Privacy Act (FERPA), districts that want their Renaissance Learning assessment data included in CIITS must provide authorization by completing this [Data Disclosure Authorization](#) form. Return the signed agreement to [Maritta Horne](#), CIITS service lead.

## Enhancement to CIITS Gradebook Transfer Process

Enhancements have been made to the process that sends grades from CIITS to Infinite Campus. For enhancement details, please see the [KSIS Notification](#) sent to KSIS contacts Aug. 27. (KSIS Notifications are available on the [KSIS Alerts and Notifications](#) Web page for 60 days.)