



IMS News You Can Use

Instructional Management System (IMS) News, a supplement to the KSIS & More newsletter, is focused on IMS & Educator Development (ED) data quality. IMS & ED 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.

Roll over to 2016-17 school year and viewing future students

In mid-July, the Instructional Management System (IMS) and Educator Development production site will roll over to the 2016-17 school year. Students will not be able to view their schedules in IMS. This feature will be turned off following the roll over.

Following the roll over, teachers will be able to view their future students for scheduled sections, if they are setup properly in Infinite Campus. Navigate to Student Performance in the Classrooms module, select the future course/section from the Section Chooser drop down list, select either the Student List or Student Analysis tab; if no students are displayed, click on the "All Students" button to display students. For details, refer to the Quick Reference Card (QRC) for [Viewing Future Students](#).

Instructional Management System (IMS) Roles report in Infinite Campus

All individuals who have a district employment assignment and a valid kyschools.us email address entered in Infinite Campus automatically receive a user account. Upon an employee's separation from the district, districts should end date all of the employee's district employment record(s) and district assignment record(s) in Infinite Campus. Click path: Census > People > District Employment; Census > People > District Assignments.

Failure to end date all of the employee's district assignments will result in the individual's account remaining active. If the employee is changing assignments, his/her former district assignment should be end dated and new district assignment should be set up by following the same click path above.

Districts may use the CIITS Roles report in Infinite Campus to see custom role assignments for their district and school staff, the institution in which the permissions are assigned, and the assignment start date. The path to run the report is KY State Reporting > KDE Reports > CIITS Roles.

Educator Development (ED) job categories

Data in Infinite Campus will be used to align certified staff who will be evaluated to a job category. The Type/Alt Type field in Infinite Campus will be used to determine a person's job category in Educator Development (ED).

Type/Alt Type is located on the District Assignments tab in IC. Type/Alt Type should never be left blank. Type/Alt Type must be the same on all active assignment records within a school but may be different between schools. Never delete an assignment record; end date the assignment instead.

For more information regarding job category setup for Certified Staff, see the Quick Reference Card (QRC) for [Job Category Setup for Certified Staff](#).

For principals, in addition to giving the principal a Type of 02: Administrator, enter the principal's

email address on the School Resource page in Campus.

The click path is Index > System Administration > Resources > School, enter principal's email in the Principal Email field.

For more information on Campus setup to receive the correct access, please consult the document, [Assigning CIITS Roles and Permissions](#).

The Kentucky Department of Education (KDE) developed two custom reports in Infinite Campus for districts use to ensure data is correct and that each certified staff is aligned to a job category. The reports can be found in Infinite Campus District Edition under Index, KY State Reporting, KDE Reports.

- The CIITS Job Category report will display persons who are set up correctly and their respective

job category based on the Type/Alternate value(s) and (if set) the Evaluation Override on their active District Assignment records. Refer to the [Job Category Setup for Certified Staff QRC](#) for information on setting up certified staff.

- The CIITS Job Category Exception report will display any person not aligned to a job category due to improper setup of the Type/Alternate Type value(s) on the person's active District Assignment records. This report will also display users who have different Type/Alternate Type values between schools where the Evaluation Override needs to be set. Refer to the [Correcting CIITS Job Category Exceptions QRC](#) for information on each exception and corrective action.

Past students & Report Bank video

Teachers needing to access student data when school is out can use the Instructional Management System (IMS) Classrooms and School & District Data modules. Learn how to use these convenient tools by watching the [Past Students & Report Bank video](#).

Assessments and reports in the Instructional Management System (IMS)

- The 2015-16 ACT Junior assessment data is now available.
- The STAR Reports have been updated through June 2016.

KTS setup for high school staff in an ATC

Assigning Infinite Campus user access in an area technology center (ATC) to a high school staff member who is not an employee of the ATC requires unique setup to maintain CIITS access in their home high school.

- Create person record (not staff) for the high school staff member in the ATC Infinite Campus database
- Leave Email field on Demographics tab blank or enter email in Secondary Email field.
- Leave District Employment tab blank.
- Leave District Assignments tab blank.
- Create user account for the person and assign appropriate tool rights.

For details, refer to the Quick Reference Card (QRC) for [KTS Setup for IC Access Only](#).

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