



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.

Commissioner's Message regarding CIITS

The Continuous Instructional Improvement Technology System (CIITS), used in KY schools since 2009, consists of two primary components – the Instructional Management System (IMS) and the Educator Development Suite (EDS). KDE is investing more resources and training in the IMS portion of the program. Some of the new features include data dashboards for all users, more open resources for teachers and administrators, over 100,000 PBS/KET resources aligned to all Kentucky Academic Standards, and a more streamlined Assessment module. The education cooperatives are

receiving continuous training on the IMS portion to help them better serve all districts. More improvements are coming in late October or early November with the 18.0 release. This will empower administrators to make informed decisions based on timely access to data analytics and trends that could affect their curriculum and learning environment. Finally, CIITS is bringing together formerly disparate functions of instruction, assessment, data analysis, and reporting into a single platform, reducing complexity and increasing effectiveness in the classroom.

IMS Educational Cooperative training

The first round of the Instructional Management System (IMS) Educational Cooperative trainings were completed in July and the Cooperatives will offer additional district training. Topics that will be covered are IMS features including accessing standards and instructional materials, supporting instructional planning, creating and administering assessments, monitoring student performance, grouping students for differentiated instruction, accessing saved and published reports, and additional reporting information. Click on the Educational Cooperative hyperlinks below for more information about trainings in your area.

[Kentucky Educational Development Corporation](#)

[West Kentucky Educational Cooperative](#)

[Kentucky Valley Educational Cooperative](#)

[Green River Regional Educational Cooperative](#)

[Northern Kentucky Cooperative for Educational Services](#)

[Southeast/South-Central Educational Cooperative](#)

[Ohio Valley Educational Cooperative](#)

Principals should review job category assignments for evaluation purposes

KSIS and CIITS contacts are asked to share the CIITS Job Category report and the CIITS Job Category Exception report, available in Infinite Campus, with school principals to help ensure data job categories are properly aligned for the 2016-17 school year. The reports can be found under Index, KY State Reporting, and KDE Reports. See below for a description of each report and links to quick reference cards (QRCs) for more information:

- 1. 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. Districts may use this report to verify staff alignment to the correct job category. Refer to the [Job Category Setup for Certified Staff QRC](#) for information on setting up certified staff.
- 2. 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 any 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.

For questions or assistance with Job Category setup, please contact Michael Spence by [email](#).

Interim assessment data authorization – district action is required

All districts who wish to have their interim assessment data displayed in the Instructional Management System (IMS) of CIITS must submit 2016-17 data authorization forms for MAP, DEA, and/or STAR. The forms must be complete and be signed by the district CAO or superintendent for each assessment that pertains to the district. Districts may have more than one assessment for which

they want to send an authorization. The KDE requests each district to submit the forms to Maritta Horne by [email](#).

Downloadable interim assessment data authorization forms:

- [Discovery Education Assessment Data Authorization](#)
- [NWEA MAP Data Authorization](#)
- [Renaissance Learning Data Authorization](#)

IMS webcast

The September Instructional Management System (IMS) webcast is scheduled for Sept. 29 at 10:00 a.m. ET. Discussion will focus on updated features and what's to come in the 18.0 release.

Assessment data loaded to IMS Production

The following 2015-2016 assessment data was loaded to production in August:

- ACT National
- COMPASS
- KYOTE

The EXPLORE/Plan/ACT reporting category was re-named ACT Reports and the ACT Junior with Benchmarks report was published to this category.

Teacher roster verification

Primary teachers can verify the accuracy of their student rosters using CIITS. Ensuring rosters are accurate helps ensure correct alignment of teachers to students for PGES purposes such as Student Voice and Median Student Growth Percentile (MSGP). For assistance with this process, use the [Verify Your Roster Quick Reference Card](#).

Districts should verify and update their contacts

Verify your district's CIITS contacts are correct through the on-line school directory [here](#). Each district's Web application administrator point-of-contact (WAAPOC) or their designee can update local contacts through the People Role Manager application. Click [here](#) for the KDE District and School Directory to find your WAAPOC and other district and school contacts.

Forgot your CIITS username or password?

If you do not remember your CIITS username or password, please use the Forgot Your CIITS Username or Password: [Click here](#) link on the CIITS login page. Do not use the First Time Logging In to CIITS: Click here link, which is only for first time users.

NEW PBS Learning Media resources



The Kentucky Educational Television (KET) Public Broadcasting Service (PBS) has released more than 50,000 new resources that are available within the Instructional Management System (IMS) for a total of more than 107,000 PBS Learning Media resources.

Office of Education Technology Division of School Data Services

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