



OFFICE OF KNOWLEDGE, INFORMATION, AND
DATA SERVICES (KIDS)

DIVISION OF ENTERPRISE DATA

CIITS New School Year Resource Guide

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2014-2015 School Year Rollover Information

The CIITS school year rollover is scheduled to take place during the week of June 23-27, 2014. During this time, normal data refresh cycles will not take place, as the system will be updated to contain data for the 2014-2015 school year. Normal data refresh cycles will resume the week of June 30, 2014.

Key Performance Indicators

After the school year rollover is complete, all Key Performance Indicators (KPIs) will reflect data for **currently enrolled students** only. Since some districts may not have any currently enrolled students, it is common for the KPIs to display zero students enrolled until the first day of school when the student enrollments become active.

Note: Students enrolled over the summer (summer classes) will be reflected in the KPIs.

View Assessment Data from Prior School Year

Users with the *Leadership* or *Specialist* role may view assessment data from a previous school year by following the steps below.

1. On the School & District tab, select **Pre-Formatted Reports**.



2. Select **Standardized Assessment Performance**.

Pre-Formatted Reports

Standardized Assessment Reports

- **Standardized Assessment Performance** ←
This report analyzes student performance on standardized tests.

3. Select the **Test Year** and **Test Name** for which you want to view assessment data.

2. Which standardized test data do you want to use?

Test Year  

Test Name  

4. Select **Total Enrollment** and choose the same school year that you chose in step 3.

3. Which enrollment dates do you want to use?

Current Enrollment

Total Enrollment 

All students enrolled in  

Range

Start date

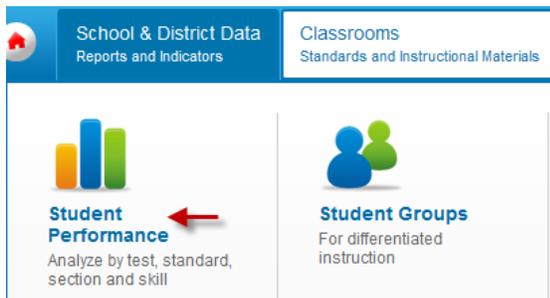
End date

5. Click **Run Report**.

View Teacher Section Data from Prior School Year

Users with the *Leadership*, *Specialist*, or *Teacher* role may view section data from a previous school year by following the steps below.

1. On the Classrooms tab, select **Student Performance**.



2. In Past Years' Sections, select the year of the section you wish to view. Then select the school and teacher.

Student Performance

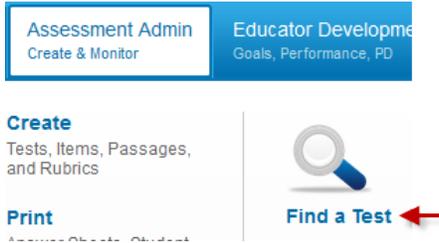
Section Chooser Past Years' Sections 

Search for and Schedule Assessment from Prior School Year

Assessments created in a prior school year may be scheduled for the upcoming school year. Users may search for and schedule an assessment from a prior school year by following the steps below.

1. On the Assessment Admin tab, click **Find a Test**.



2. In the Admin Date Range drop-down, select the year during which the test was created. Click **Go**.

Test Central

Find a Test

Test Name/ID

Subject

Grade Level to

Admin Date Range 

- 2013-2014
- 2012-2013
- 2011-2012
- 2010-2011
- 2009-2010
- 2008-2009
- Custom Date Range

3. From the search results, select the test you wish to schedule

Civil War 	Common Classroom Assessment	Social Sciences and History	05	Completed	04/24/2014	05/01/2014
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Note: It is recommended that you **Copy** the test and generate a new test ID for the test that will be scheduled in the new school year.

4. Click **Copy Test**.



5. Provide a meaningful test name and set other parameters as needed. Click **Generate Test**.

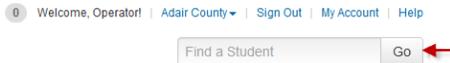
Create: Manual Test

Test Name*

Locating an Individual Student

Users may locate an individual student by typing the student’s name or student ID in the *Find a Student* box on the CIITS home page and clicking **Go**. By default, this search will only return **currently enrolled** students. Users may locate a student who is not currently enrolled by following the steps below.

1. Leave the search field blank and click **Go** to display the Advanced Search option. Click **Advanced Search**.



Student Search

Please note that only students you have permission to view will be displayed.

Find a Student [Advanced Search](#)

2. Enter the student name or student ID. Choose the school year in which the student was enrolled. Click **Search**.

Advanced Student Search

Please note that only students you have permission to view will be displayed.

First Name

Last Name

Student ID

School

Grade

School Year

Locating Multiple Students

Users may locate multiple students by defining a custom data set. To define a custom data set, follow the steps below.

1. On the School & District Data tab, click **Custom Reports**.



2. Click **Define Student Set**.

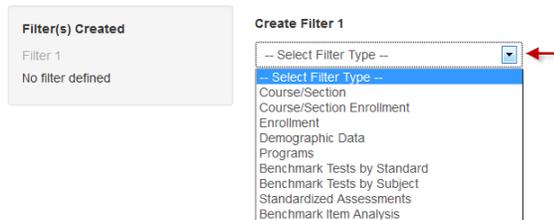
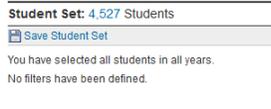
Custom Reports

Start building your Custom Report or Analysis Spreadsheet

- **Define Student Set** ←
Create a Student Set to use in your custom report.

3. Choose a filter from the Create Filter 1 drop-down.

Define Student Set



4. Specify filter parameters and click **Apply Filter**.



1. Narrow your set by student demographic criteria.



5. Specify additional filters if desired. This example applies an enrollment filter to limit the student set to only students enrolled on 5/10/2013. Click **Apply Filter**.

Create Filter 2 Cancel Apply Filter

Enrollment

1. Select where and in which grade students are enrolled.

School Type:

School:

Grade:

2. Enter the enrollment timeframe.

School Enrollment

Current Enrollment

Total Enrollment

All students enrolled in:

Enrollment Range

Start date:

End date:

Students who were enrolled at any point during this range.

6. The student set will change dependent upon the filters applied and parameters chosen. Click the hyperlink to view the students in the student set. The students in the student set are displayed.

Define Student Set

Student Set: 2,512 Students

[Save Student Set](#)

Filter 1: Demographic Data
Gender: Male

View Students

Student Set: 1,347 Students (edit)

Filter 1: Demographic Data
Gender: Male

Filter 2: Enrollment
School Enrollment: At 5/10/2013

Note: Only students you have permission to view are displayed.

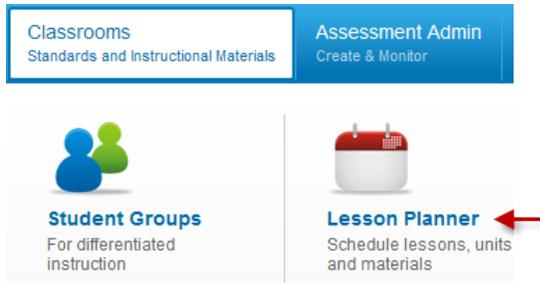
Student 1 - 50 of 1,347 < Prev. 50 Next 50 >

7. Click a student name to go to the student’s profile.

View Calendar for New School Year in Lesson Planner

After the school year rollover, the calendar for the upcoming school year will be available in the Lesson Planner. This will allow teachers and staff to begin planning and scheduling lessons for the next school year. Users with the *Leadership*, *Specialist*, or *Teacher* role may view calendars within Lesson Planner, including the calendar for the upcoming school year, by following the steps below.

1. On the Classrooms tab, click **Lesson Planner**.



2. Click the calendar browser link in the center of the screen to view available calendars.



Note: Users with the *Leadership* or *Specialist* role may use the “Search other calendars” function on the **Lesson Planner** screen to search for and view a teacher’s calendar or lesson planner.