



Continuous Instructional Improvement Technology System



Implementing CIITS: Empowering Kentucky's Teachers and Leaders for Success





Continuous Instructional Improvement Technology System



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Agenda

- ❖ Poll questions explanation
- ❖ Updates and Important Information with Q & A
- ❖ Topic Information
 - ❖ New 15.2 version of CIITS
 - ❖ Professional Learning Tool in EDS
- ❖ Polling response



**UNBRIDLED
LEARNING**
**Continuous
Instructional
Improvement
Technology
System**





Continuous Instructional Improvement Technology System



Pollev.com/ciits

Tweet **@poll** and the corresponding answer code

Text the corresponding answer code to
37607





Password Reset Coming End of December

- CIITS password should contain...
 - Lower case letter (a, b, c, ...)
 - Upper case letter (A, B, C, ...)
 - Number (1, 2, 3, ...)
- To create a strong password, use passphrases that are easy to remember
 - Example: “ciitsisgreat”
 - Then, randomly capitalize various letters (such as the first letter of each word)
 - Example: CiitsIsGreat
 - Then, turn some letters into numbers, such as:
 - Example: C11ts1sGr3at



CIITS Meetings Across the State

- January 7th Focus Group session for Western KY in Christian County. You may register online
- January 21st Focus Group Session for Eastern KY in Ashland at KEDS. You may register online.
- March @ KySTE Focus Group Session in Louisville

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Webcast Dates

- December 19, 2013
- January 23, 2014
- February 20, 2014
- March 20, 2014
- April 24, 2014

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Suggestion Box

10 Welcome | Kentucky Depart... | Sign Out | My Account | Help

Unbridled Learning | Continuous Instructional Improvement Technology System | EVERY CHILD PROFICIENT & PREPARED FOR SUCCESS

Find a Student Go

User Management | System

School & District Data (Reports and Indicators) | Classrooms (Standards and Instructional Materials) | Assessment Admin (Create & Monitor) | Educator Development (Goals, Performance, PD)

Scope: Personal

Welcome back

Your last visit was 8 days ago. Your role is [System Operator](#) at [Kentucky Department of Education](#)

[See What's New in Schoolnet](#)

CIITS Suggestion Box



The Continuous Instructional Improvement Technology System (CIITS)

Welcome to CIITS -- a powerful instructional tool that combines Kentucky academic standards, aligned instructional resources, assessments, student data, and professional development into a single integrated resource for improving teaching and learning in Kentucky. We hope you will find CIITS useful as you implement Unbridled Learning in your classroom, school and district.

Submit suggestions for review by the Kentucky Department of Education for future CIITS enhancements



Update Information

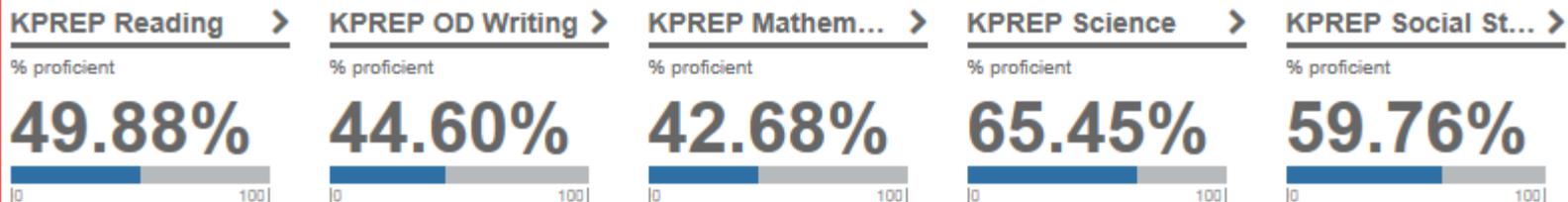
- A Training Site for Districts is available. Send your request to maritta.horne@education.ky.gov
- New Science Standards available soon in CIITS
- Science Resources will be available by December from Discovery



Assessment Update Information

- Key Performance Indicators are now available for K-Prep, Reading, Math, Science, Social Studies, and On Demand Writing. All others for the State Summative Assessment will be configured soon.
- K-Prep, EOC, CCR, Student Growth for Reading and Math, Stanford 10 available in CIITS

Standardized Assessments



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Update Information

Curriculum Manager Training

KDE will sponsor Curriculum Manager training in December and January. It would be one day open to 25 districts for each day long session. There will be a half day how to use the Curriculum Manger tool and a half day of working with participants on entering their district curriculum. Register online

Western Kentucky Co-Op, Dec 5

GRECC, Dec 6

JCSP, Dec 9-10

Corbin Dec 11-12

Northern KY, January, 2014

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CIITS Contact Roles added to Web Security Administrator

Two new CIITS contact roles have been added to the Person Role Manager application within the Web Security Administrator: 1) CIITS Primary Contact 2) CIITS Secondary Contact.

The Web Apps Admin Point of Contact (WAAPOC) in each district can add or remove this role from district individuals. The individuals assigned this role will receive important CIITS communications from KDE. Each district should add the CIITS Primary Contact role to at least one individual.

To view the WAAPOCs for each district, go to:

<http://applications.education.ky.gov/sdci/other.aspx>



EDS Caseloads

- KDE is aware that there have been technical difficulties within CIITS in the following areas:
- Caseload Manager in the Education Development Suite (EDS) module
- Assistant Principals and district staff accessing components of EDS
- Special Education Teachers accessing components of EDS
- If you continue to experience an issue with your observation caseload, please click the following link: <http://tinyurl.com/PGESIssuesReport> to report the Observer/Observee name. A Schoolnet representative will confirm caseload resolution within 24 hours.

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Requested Topics

- New 15.2 Release November 8th
- Professional Learning Tool in EDS

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CIITS 15.2

- http://education.ky.gov/districts/tech/ciits/Documents/CIITS_V15_2_Release%20Preview_KDE.pdf

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Requested Topics

- New 15.2 Release November 8th



Requested Topics

- **New 15.2 Release November 8th**
- **I downloaded Natural Reader—it seems to work fine and was free. It has an option of a “floating bar” so it’s not very obtrusive to the test taker. To make it work, you have to highlight what you want read, but that’s not too big a deal.**
- **Lynne Switzer**
- **District Assessment Coordinator**
- **Bourbon County Schools**

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Training on the EDS Professional Learning Tool

Presented by Christine Boatwright, ONGP

Creating an Activity

Creating an Activity

After logging into CIITS, follow these steps to create a professional learning Activity. Note that specific users can be given permissions that allow them to create Activities as well as Activity Proposals. The process is the same, with two exceptions.

- An *Activity Proposal* must be submitted for review/approval. An *Activity* can be created without review/approval.
- Users permissioned to create activities will see that option under **Tools & Reports** on their EDS (Educator Development) Dashboard.

1. Mouse over the **Educator Development** module on the blue ribbon at the top of the screen. Click on **Dashboard**.



2. Under **Tools & Reports** click the blue arrow next to **Activities** and select **Create** from the drop-down.



3. Complete at the least the 9 required fields in **Activity Details**.

- School-based Activity – Yes or No
- Activity Title: If it relates to a larger program, reference in parenthesis at the end of the title, i.e. (TPGES)
- Activity #: recommended numbering convention is included at the end of this document
- Sessions: indicate how many sessions of the activity a registrant will be required to attend for completion.
- Internal Department: select from drop-down
- Activity Type: select from drop-down
- Grades: indicate grade range
- Description: include key details for participants
- Credit Hours: indicate the number of hours participants may earn

Click **Save**.

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- Confirmation of the Activity creation appears. Note that participants register for a section of an Activity, not the Activity itself.

To begin scheduling sections of the Activity, click **Go To Activity Details**.

Go To Activity Details

Click **Select Action** beneath the Activity title to see everything you can do within this view. Select **Schedule Section** from the drop-down.

A screenshot of a web interface showing a dropdown menu. The menu is titled 'Select Action' and contains four options: 'Edit Activity', 'Schedule Section', 'Manage Expenses', and 'Manage Forms'. The 'Schedule Section' option is highlighted with a red rectangular box.

Provide the required **Basic Information**

- Section Name: Include the title of the Activity, the Section number, and the start/end time (recommended)
- Location: Enter location or choose from list
- Location Website: provide URL if Activity is online
- Scheduling Details: enter date, start and end times

A screenshot of a web form titled 'Basic Information'. The form contains several input fields: 'Section Name' (text input with value 'Overview of the TPOES, Section 1, 9:30-'), 'Location' (text input with value 'Abraham Lincoln Elementary Sch' and a 'Remove Location' link), 'Address1' (text input with value '2101 Lincoln Farm Rd.'), 'Address2' (text input), 'City' (text input with value 'Hodgenville'), 'State' (dropdown menu with value 'KY'), 'Zip' (text input with value '42748'), and 'Location Website' (text input).



Activity/Section Options

- Add a form (evaluation)

Make it optional or require it for credit.

- Require pre-approval

Pre-approval requirement is useful if the workshop is intended for a particular audience.

- Require prerequisites

Note that credit must already be granted on another PDP activity before the user can register.

- Add eligibility requirements

Can tie eligibility requirements to job title, but use with caution if job titles are not consistent. As an alternative, use the description field to denote who should attend.



- Schools or district-specific procedures such as naming conventions or activity numbering may exist.
- Identify the department or person responsible for adding activities to the catalog.
- Align standards to activities – they are searchable and show alignment with PGP



Creating a Resource

To create a resource:



1. Under Admin & Set Up, choose Create Resources.

2. Complete the text fields and click Save.

3. You will receive a confirmation.

Create Resource

[Create Resource](#) [Import Resources](#)

Type: Professional Learning Network

Format*: Url

Title*: Kentucky Peer Observers

Description*: A group for every peer observer in Kentucky! If you are a peer observer for the PGES pilot then you are encouraged to participate! Please request to join. The goals of this group are to...

URL*: http://www.pd360.com/index.cfm?joinGroup=139604

Available to: Only Employees of Kentucky Department of Education All State and District Employees

PD Standards*
4A: Reflecting on Teaching
4D: Participating in a Professional Community
4E: Growing and Developing Professionally
4F: Showing Professionalism
[+ Add](#)

Confirmation

The resource has been created.

[Create another resource](#)

[Back to PD Dashboard](#)



Resources

- Resources do not have PD credit assigned nor do they have forms associated with them
- Resources can be used as content when creating a Professional Development Activity for PD credit



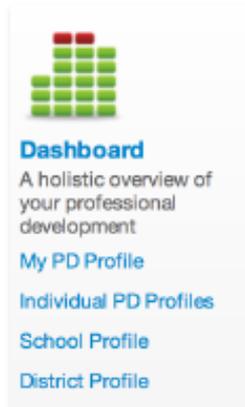
CIITS: Adding PD Planner Facilitators Quick Reference Card

CIITS: Adding PD Planner Facilitators

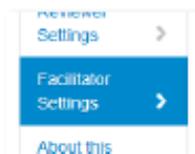
To select a facilitator when creating a section of an activity, a user must first designate that person as a possible facilitator. Your account must have the View PD Profiles operation to set up facilitators.

To designate a PD facilitator:

1. Roll your cursor over Educator Development on the navigation bar and click **District Profile** under Dashboard



2. Click **Facilitator Settings**



3. In the Search field, start typing the name of the user you would like to add



4. Select the user from the search results and click **Add as Facilitator**
5. A confirmation message confirms that the user has been added as a facilitator



The user will now also appear in the list of facilitators.



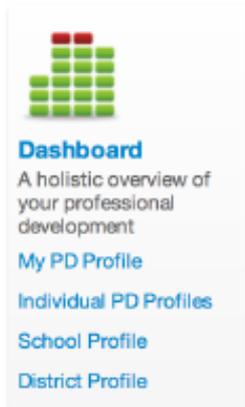
CIITS: Adding PD Planner Facilitators Quick Reference Card

CIITS: Adding PD Planner Facilitators

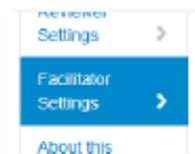
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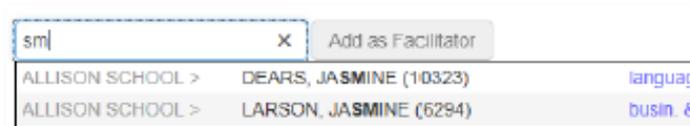
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The user will now also appear in the list of facilitators.



Required Forms for PD Credit

Professional Learning Evaluation Form

Activity Archived Lync: Student Voice in the Teacher Professional Growth and Effectiveness System (TPGES)

Program Feedback

Q1: This training was delivered in a manner that addressed my educational needs as a learner.*

Strongly Agree Agree Neutral Disagree Strongly Disagree

Q2: As a result of this training, I increased my knowledge and skills needed to be successful in my work.*

Strongly Agree Agree Neutral Disagree Strongly Disagree

Q3: I will be able to apply the learning from this training in my work.*

Strongly Agree Agree Neutral Disagree Strongly Disagree

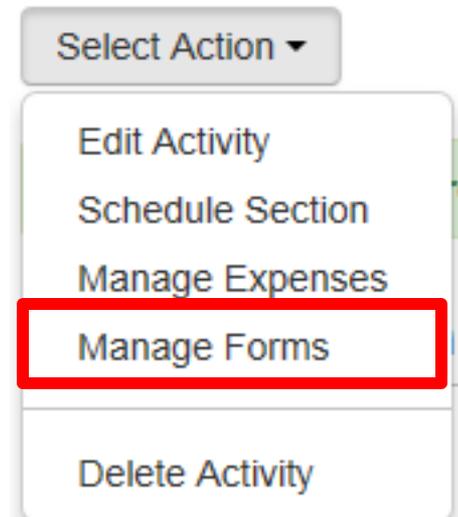
Q4: I expect that applying the learning from this training in my work will result in positive student or school related outcomes.*

Strongly Agree Agree Neutral Disagree Strongly Disagree



Forms

- As a consumer of PD in Educator Development Suite (EDS), one is required to submit an evaluation forms to receive credit
- As a creator of PD in EDS, you can choose between three forms
 1. On the Activity Details page, under “Select Action”, choose “Manage Forms”
 2. Choose to associate a new form or update the parameters of the existing form.





Canceling a Registration

If you registered for an activity but cannot attend, navigate back to the My PD Profile page by rolling your cursor over Educator Development and clicking **My PD Profile**.

1. Click **Activities**
2. Select the title of the activity
3. Click **Cancel My Registration**
4. Enter the reason for the cancellation and click **Delete**

Reason: *

My mentor suggested a different course that will better help me meet my professional development goals.

Delete

Cancel





Printing a Certificate of Completion

When you complete an activity, follow these steps to print a certificate.

1. Navigate to My PD Profile once more
2. Click **Activities**
3. Locate the activity and select it

You will see the View Certificate link as soon as you have been awarded final credit for the activity and all required forms and evaluations have been completed.

Contact the facilitator of the session if you have not received final credit within a reasonable amount of time.

PollEv.com/ciits

Which topic would you most like to see addressed in the next CIITScast?

 Text a **KEYWORD** to **37607**  Tweet **@poll** and a **KEYWORD**

 Submit responses at **PollEv.com/ciits**

 Answers to this poll are anonymous.

Item hot spots **711422**

Enhanced test window management **711424**

Students can upload a file within the answer response on an online test **711442**

Support of hyperlinks as part of the question content or answer choice **711443**

Student self-assessment **711444**

Option to exclude unanswered questions from being scored **711446**

Advanced item statistics available in search, display and reporting **426870**

Total Results: 0

CIITS Contacts

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▶ maritta.horne@education.ky.gov

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