



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 and IC data reminders

E-Mail address

CIITS users should have a valid "kyschools.us" e-mail address in the primary e-mail field in IC. A user's e-mail address is the CIITS login username and it controls access to CIITS. Do not enter the staff member's e-mail address in the primary e-mail address field of other person records (e.g., child's person record). If staff enters a staff e-mail address into the primary e-mail address field in IC for more than one person record, it will cause CIITS access issues.

District employment/assignment records

All staff needing access to CIITS must have an active district employment record, an active district assignment record, and a valid "kyschools.us" e-mail address entered in IC. In addition, principals and superintendents must be set up so that their e-mail address on the Demographics tab matches the e-mail address entered on the District Information tab (for superintendents) and the School tab (for principals).

For detailed information on setting up CIITS users and assigning permissions, see the [Assigning CIITS Roles & Permissions in Infinite Campus training guide](#).

Please be sure to set up new employees and to end date staff leaving your school or district.

Section number

The section number of a course in IC must be unique; otherwise, it will look like two teachers are the primary teacher for the same section and will cause problems in CIITS. KSIS administrators must assign a unique section number for each course section. Failure to assign a unique section number will prevent teachers from viewing their

students for each course and section in CIITS.

Course number

System administrators must align each course to a valid state course code in IC so it will be included in CIITS.

Calendar

Schools may have multiple calendars in IC; however, each school calendar must have a unique schedule structure name. For example, if a school has two calendars, the schedule structure name should not be "Main" for both calendars. Teachers will not be able to see students in their courses/sections in CIITS if two or more calendars within a school have the same schedule structure name.

Contributing professionals

CIITS allows only one contributing professional per course/section. If a course/section has more than one contributing professional, the first teacher or section staff listed on the Staff History tab on the section will be selected as the contributing professional in CIITS and other contributing professionals will not be able to view classroom data in CIITS.

Roster

A student must have a primary enrollment and a schedule in IC to be searchable in CIITS. If the student is enrolled but is not on a roster in a section in IC then the student will not be searchable in CIITS.

State excluded enrollments not in CIITS

Primary enrollments with the State Exclude box marked will not be extracted from IC and will not be displayed in CIITS.

Release 16.0 highlights

Version 16.0 is scheduled for release in the CIITS production environment on the evening of July 7. See highlights in this release below.

Instructional Management Suite (IMS)

- Enhanced password security features including account lockout options, password complexity options, and other password configuration options
- Additional password requirements

will be implemented in late summer/early fall. More information will be forthcoming.

Educator Development Suite (EDS)

- Enhanced Observation tool -- ability to share specific pieces of evidence and align items to components of a domain, and ability to add artifacts to observations to share at a later time
- Peer Observations -- ability for an individual acting as a peer observer

to schedule observations, and for the principal to track/monitor the peer observations within the school without being able to see the actual details of the peer observation

- Adapted Professional Growth Plan
- Adapted Caseload Manager
- Addition of Principal Professional Growth and Effectiveness System (PPGES)

KDE will provide additional information as it becomes available.



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New password requirements coming soon

Enhanced password security will be implemented in late summer/early fall. More information will be forthcoming.

COMPASS and KYOTE data available

2013 COMPASS, and 2012 and 2013 KYOTE assessment data are now available in CIITS. To view the assessment results, go to School & District Data > Pre-Formatted Reports > Standardized Assessment Performance, or click on the Standardized Assessment tab on the Student Profile.

School year rollover complete

The CIITS new school year rollover is complete and the system now reflects SY 2014-15 data. As a result, all Key Performance Indicators (KPIs) will reflect data for currently enrolled students only. Since some districts may not have any enrolled students, it is common for the KPIs to display zero students. More information about the school year rollover, searching for students and viewing data from previous years is available in the CIITS New School Year Resource Guide available [here](#).