



CIITS News

Week of February 17, 2014

Assessment Data Loaded

2013 EXPLORE, PLAN, and Brigance Kindergarten Screener assessment data is 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.

Final Grades now available in CIITS

Grades entered in Infinite Campus for the "Final Grade" grading task of a course/section are now available in CIITS. Classroom teachers, Leadership, or those with the custom role of Specialist can view student grades on the Student Profile > Enrollment & Academic Record tab. Grades are loaded to CIITS each week during the weekly data refresh cycle.

Refer to the [Grades Data Standard](#) for more information on setting up grading tasks in Infinite Campus.

CIITS 15.3 Release Enhancements

The new 15.3 version of CIITS was released in the evening Feb. 14. This release includes enhancements in the Instructional Management System and Educator Development Suite. Some of the key highlights you will see are:

Instructional Management System

Assessments: drag and drop functionality, a 'Teacher Instructions' field for items and passages, co-authoring of items, rubrics and passages functionality, student spelling/grammar checker, item save/share page, ability to track/display student response time on specific items, ability to enable student comments on items, Android device support to take tests in the Online Test Tunnel, anchor items, tools and manipulatives at the item level, and answer layout options.

KPIs: districts administrators have the ability to set their district's goals on the KPI dashboard.

Standards Search: ability to filter federated materials by resource format, search for standards by dot notation (ex. la.pk.1.), and a consolidated search bar on the top of the screen.

Educator Development Suite

Supporting Teachers (ECE, interventionist, Special Ed) will now be present on the PGES rosters for Observations and the Student Growth Goal Setting Process.

An overview of release 15.3 is available [here](#).

Week of November 18, 2013

Continuous Instructional Improvement Technology System (CIITS) Update

Last month for the first time, there were more than one million separate logins to CIITS by our K-12 teachers and staff. To date they have created more than 268,000 lesson plans in CIITS and more than 190,000 formative assessments. Last month alone, more than 55,000 students logged in and took a formative assessment through CIITS.

The improvements to CIITS as the result of the latest version include:

- *Performance-based tasks*: Districts and schools are now able to aggregate data on performance based tasks as well as administer the assessment via system-generated answer sheets.
- *Hot spots*: Test authors are now able to author, edit and report against Hot-spot assessment items.
- *Accommodations*: Screen readers, magnification and Braille printers are now supported when taking an assessment in the test tunnel.
- *Enhanced language support*: Test authors are now able to author assessment items in German and French. Students are also able to construct assessment responses in German, French and Spanish.

In an effort to make the user experience even better, right after you login to CIITS you will see a "CIITS Suggestion Box" icon on the top left of the main CIITS home page. This was added in late October, so districts and KDE staff can provide their suggestions for improving CIITS. So far, we have found a large percentage of the suggestions are requesting functionality that is already part of the system. However, there have been some excellent suggestions that identify and request some new CIITS functionality that will be strongly considered in future releases of the product.

Week of September 2, 2013

Renaissance Learning Interim Assessment Data added to CIITS (Attachment)

KDE is now partnering with Renaissance Learning to add interim assessment data to CIITS – the Continuous Instructional Improvement Technology System. The most efficient way to accomplish this is a direct data transfer of student data from Renaissance Learning to Schoolnet, our CIITS vendor.

In accordance with the Family Educational Rights and Privacy Act (FERPA), districts that would like to have their Renaissance Learning Assessment Data included in CIITS must provide authorization by completing the [this form](#). Please return the signed agreement to the CIITS Service Lead Maritta Horne, maritta.horne@education.ky.gov, for inclusion in CIITS.

Updates to CIITS

A number of enhancements have been made to Instructional Management System within CIITS. Here is a summary of the new features on the:

- Performance-based tasks: Assessment capabilities have been extended to more fully support complex performance-based tasks.
- Audio and video support: Test authors can now incorporate audio and video files into assessments as part of the assessment items, passages or answer choices for delivery to students through the online test tunnel.
- New online manipulatives: New tools have been added to the student's test taking toolbox, including a four-function calculator, scientific calculator, graphing calculator and formula sheet.

Week of July 1, 2013

New Continuous Instructional Improvement Technology System (CIITS) 15.0 Release – PLEASE SHARE WITH TEACHERS

The new version of CIITS -- 15.0 – is now live and includes a Student Portal that allows teachers to search content intended for students, assign the content to students, set assignment parameters such as visible start/end/due dates and provide instructions/comments for the assignment. More information is available [here](#).

Several other new features are available in the 15.0 release, including:

Enhanced Web Parts

Web parts containing attendance, benchmark and classroom tests, upcoming tests and assignments, and the latest scored and the completed tests are available on the Student Portal. These Web parts provide students easy access to pertinent information about upcoming events and their academic record.

District Scheduling for District/State-Created Curriculum

A district may map curriculum to its unique courses and sections. More details on this will be available at a later date.

Publisher Filter for Material and Curriculum Search Results

A "Publisher" filter is available to limit material and curriculum search results.

Multi-Dimensional Rubrics

Multi-dimensional rubrics are available with various layout options (basic, grouped and scored at group level) available during the creation of the rubric. You may attach rubrics to items and you may add a weight to each dimension after the rubric is attached.

Improved Scoring Page

Users may score at the row or header level, based on the rubric layout selected. A redesign of the score pages also includes a new tab for scoring all open-response items. Additionally, you may enter comments for all open-response items, and those comments can be displayed on the student profile, student portal and parent portal.

Updated Item Analysis

An updated item analysis includes rubric-based performance for open response questions.

Assessment Manipulatives

Assessment manipulatives are contained on the manipulatives toolbar and are no longer scaled down, thus ensuring reproducible measurements. Manipulatives include a ruler, protractor and compass.

SMART Clicker Integration

SMART-brand clickers are integrated into the product and support both test taking and polling modes.

New CIITS Permissions for PGES pilot

Two new permission roles are available in the Educator Development Suite (EDS) of CIITS to use in the Professional Growth and Effectiveness System (PGES) pilot. These new roles include EDS – CIITS manager and CIITS roster manager.

The EDS – CIITS manager role gives the user access to the Admin & Setup section of the Educator Development tab within CIITS. This allows the user to update caseloads by assigning peer observers and observers to teachers and removing peer observer assignments.

This permission is automatically granted to principals and superintendents to observe all teachers at their schools. With authorization of their principal or superintendent, the Kentucky Student Information System (KSIS) point of contact also can assign the role to appropriate certified personnel.

Once an observer and observation window are assigned to a teacher, the observer will be able to perform an observation for the teacher(s) to whom they are assigned. Observers' assignments may be removed; however, any scheduled observations must first be removed from the caseload. If the observer has started an observation for the teacher, the teacher-observer association cannot be removed. The EDS – CIITS manager is a custom role provisioned in Infinite Campus by the Kentucky Student Information System (KSIS) point of contact at the school level in each district. You may request the EDS – CIITS manager role by completing the [CIITS District User Access Request Form](#) and submitting it to the district KSIS point of contact.

The **CIITS school roster manager** role gives the user access to the Enrollment Change Requests page, which is accessible from the User Management page, within CIITS. This permission allows the user to receive roster-verification and drop/add requests from teachers. The school roster manager will verify the information is correct in Infinite Campus and work with the appropriate district individuals to make corrections. Roster changes made in Infinite Campus will be updated in CIITS each week. More information about viewing and managing roster change requests is available [here](#).

Week of May 20, 2013

Common Core 360 in Classrooms

Common Core 360 is now available in the Classroom Module of CIITS. Common Core 360 is a library of training resources that walks teachers through every step of Common Core implementation, grade by grade and standard by standard.

The centerpiece of Common Core 360 is a library of instructional videos that show how the best teachers in the United States are implementing individual ELA, mathematics, and literacy Common Core State Standards in their classrooms. Each teacher featured is hand-picked from a pool of master educators, and each video is vetted by Ph.D.-level experts in education, guaranteeing that only the very best practices are modeled.

With new videos added quarterly, the Common Core 360 video library is constantly growing, modeling every single standard in the Common Core.

Recently Added and Upcoming Data in CIITS

Detailed program data recently has been added to the Continuous Instructional Improvement Technology System (CIITS).

- **Detailed, student-level program data** now is available on a new "Program" tab on the student profile. This information is available to superintendents, principals, teachers (for students they teach) and those users who have been assigned the analyst or specialist roles. The new feature allows these users to view a student's Gifted and Talented, Limited English Proficiency (LEP), Special Education and Title I details.

Several additional data sets, including secondary and Area Technology Center (ATC) enrollment data, disciplinary incidents (behavior) data and Title I data, will be extracted from Infinite Campus (IC) and loaded into CIITS within the upcoming months.

- **Secondary enrollment data**, including ATC enrollments, will be extracted from IC and loaded into CIITS starting in fall 2013. Currently, only primary enrollments are extracted from IC and displayed in CIITS. With the addition of the secondary enrollment data in CIITS, teachers who have students enrolled in their classes through a secondary enrollment will be able to view a list including those students on the CIITS roster. This allows the teacher to access the student information and administer formative assessments to the students.
- **Disciplinary incidents (behavior) data**, including the incident (event) and related response (resolution), will be extracted from IC and loaded into CIITS starting in fall 2013. CIITS will populate the disciplinary action indicator (Yes/No) on the student overview section of the student profile. CIITS will display detailed disciplinary action information on a new

“Disciplinary Incidents” tab on the student’s profile. The detailed information will include the event date, event type, resolution date and resolution. KDE will extract event and resolution codes from IC at the district level so that districts will be able to view district-defined event and resolution codes.

- **Title I data** will be extracted from IC and loaded into CIITS starting in fall 2013. A Title I indicator will be displayed on the student overview section of the student profile. The Title I indicator will display “Yes” if the student is enrolled in a school with a schoolwide Title I program or the student is enrolled in a school with a targeted assistance or schoolwide-eligible targeted-assistance program and is receiving Title I support or instructional services.

2. Reporting Permission Change for “Staff” Role

As more sensitive program-level information is put into CIITS, the reporting tool will be limited to those CIITS users specifically designated by schools and districts to have student-level access. FERPA requirements strictly limit student-level information to those with an educational interest. When data that can potentially identify a student is disaggregated, it becomes a FERPA concern. To avoid this risk, those designated in the default role of “Staff” in CIITS can no longer run or view published reports. CIITS users who have only the staff role and who have a need to run/view published reports and see student-level data may request additional permissions through their KSIS point of contact using the District User Access Request Form, available by clicking [here](#).

Please note, the permission changes to the staff role will not affect CIITS users who have a leadership role (principals/superintendents) or those who have the analyst or specialist role.

3. Student Portal Now Available in CIITS

The Student Portal is available in CIITS. This new feature allows teachers to assign content to students in one or more of their sections. Teachers may search content intended for students, assign the content to students, set assignment parameters such as visible start/end/due dates and provide instructions/comments for the assignment. In addition, the new features allow teachers to view content they have assigned and the number of times they have assigned it. Teachers may track resource assignment history to view additional information about a particular assignment.

Once a teacher has assigned content to student(s), the student will log into CIITS to view and complete the assignment. Students may filter and view assignments by all courses or a specific course. Students will be able to view past and upcoming (including current) assignments and details for the assignment, including due date and any instruction/comments given by the teacher. Students will click the content link to launch the content.

More information on the Student Portal, including assigning resources to students and student accessibility, is available by clicking [here](#).

Week of May 6, 2013

CIITS EDS Module

All Kentucky educators now have access to the new Educator Development Suite (EDS) in the Continuous Instructional Improvement Technology System (CIITS). The tab is located along the blue ribbon at the top of the CIITS home page. Through EDS, educators are able to individualize professional learning based on need, search a catalog of professional learning resources – including PD 360, state and local activities, register for activities, and maintain a record of their own professional learning.

Superintendents and principals are able to create activities for district and school staff. They are able to view PD profiles, recommend activities and resources to their staff and run reports on an institution’s professional learning activities.

Teachers are able to search and register for PD as well as to recommend activities and resources.

KDE will grant each school or district functionality allowing them to assign a PD – CIITS Administrator with all permissions and the school or district may assign other roles to users.

New Roles Added in Infinite Campus for EDS

PD – CIITS Activity Reviewer

- Review proposals for professional development activities.
- View the professional development profiles of employees at an institution.

PD – CIITS Administrator

- Create and edit activities and/or resources.
- View the professional development profiles of employees at an institution.

- Take attendance for a session of an activity.
- Award activity credits for a successfully completed section.
- Review proposals for professional development activities.
- Award activity credits requested by an individual (regardless of whether they completed a section).
- Recommend activities and resources to individuals.
- Run reports on an institution's professional development including activity credit reports, mentor reports, and user information.
- Delete an activity or section for which attendance/credits have been submitted.

PD – CIITS Create PD

- Create and edit activities and/or resources.

PD – CIITS Facilitator

- Take attendance for a session of an activity.
- Award activity credits for a successfully completed section.

The Leadership and Specialist roles have been enhanced with EDS permissions as follows:

Leadership

- Create and edit activities and/or resources.
- View the professional development profiles of employees at an institution.
- Recommend activities and resources to individuals.
- Run reports on an institution's professional development including activity credit reports, mentor reports, and user information.

Specialist

- Recommend activities and resources to individuals.

Frequent Issues

1. Users cannot use one email address in two districts. The email address is attached to the User ID and District Number and controls access to CIITS. It must be unique for every user account. If it is not unique, the user will not be able to login for access to CIITS.
2. State Exclude enrollments won't be pulled into CIITS
If the State Exclude is checked on the Infinite Campus Enrollment Tab, those enrollments will not be pulled for CIITS.
3. Term Grades need to be marked as State Reported.
•State Reported must be checked in Infinite Campus for term grades to be pulled in CIITS.

New Data Elements Coming Soon in CIITS

KDE will begin adding Title I and Behavior to each Student Profile. You will receive more information soon.

CIITS Version 14.4

The April 19 CIITS product release v14.4 introduced new functionality within the following product areas:

- Instructional Management
- Classrooms
- Actionable Standards Aligned to 3rd Party Materials
- Linked 3rd Party Materials in Align
- Curriculum Manager Enhancements
- Standard Search - Search on Standard ID

Week of April 15, 2013

Professional Learning that meets your needs

As we move forward with our Professional Growth and Effectiveness System (PGES), professional learning will become even more important than it has been in the past.

Accessing professional learning tailored to your needs, your schedule, and the needs of your students is as close as your computer keyboard with PD 360 and Common Core 360. You can access these powerful online resources through CIITS – the Continuous Instructional Improvement Technology System. Videos that support the Kentucky Framework for Teaching – the foundation for PGES – are also accessible through the Educator Development Suite in CIITS.

To learn more about PD 360 and Common Core 360, including how to log in and start your professional learning, I encourage you to view this four minute video:

http://media.education.ky.gov/video1/On-Demand2013/PD360_intro_KY_3-22-2013.mp4

If you haven't experienced firsthand the power of these professional learning resources, I encourage you to do so. Based on the feedback we've received from many of you so far, PD 360 and Common Core 360 are both proving helpful to you in implementing the characteristics of highly effective teaching and learning practices in your classrooms.

To learn more about using PD 360 and Common Core 360 for professional learning, follow these steps:

1. Log into CIITS at ciits.kyschools.us
2. Click on the PD 360 and Common Core 360 link on the left hand side of the page and automatically be logged in to PD 360
3. Return to this email and click on each of the following links to watch these three segments:

Learn and Apply <http://www.pd360.com/index.cfm?ContentId=6888>

Track Your Progress <http://www.pd360.com/index.cfm?ContentId=6889>

Network with Others <http://www.pd360.com/index.cfm?ContentId=6890>

Please address any questions to School Improvement Network, support@schoolimprovementnetwork.com or (800) 572-1153.

Week of April 8, 2013

Professional Learning Activities – Create, Register & Track in EDS!!

In order to register for professional learning sessions in the Educator Development Suite (EDS), go to EDS and click on "PD Search". A text box will open for searches by keyword, standards or calendar. To perform a complete search of the system, users must type a word into the text box using the Keyword search. For example, if an educator is seeking professional learning related to one of the common core standards, first click on the Standards link and search for specific offerings aligned to that standard.

Another method for searching for professional learning activities is by calendar. To use this method open the calendar link and search by date for a specific topic. Locate a professional learning session and click on the link. This opens the window needed to register. After clicking the button to register, you will receive a registration confirmation via email along with an attachment to post to your Outlook calendar. A video on how to register for professional learning activities will be available on April 10 at the CIITS Power Source website.

Educators may also propose professional learning activities by going to the EDS tab on CIITS and clicking on the "Dashboard" symbol. A list of options will open on the right side of the screen. One of the options is "Activity Proposals". After choosing this option, click on the "Create" link to begin inputting the information requested. Upon completion of the professional learning proposal, the information will be submitted to a designated proposal reviewer. The reviewer is determined based on the scope of the professional learning activity. If the professional learning proposal is designed specifically for a particular school, the reviewer chosen from the list would be the school reviewer. If the proposal addresses a topic across the district, the reviewer chosen will need to approve the presentation for the school district. When the proposal is approved, it will be posted into EDS for educators to review and select as a professional learning activity.

Student Voice Survey Results

A majority of teachers who administered the Student Voice Survey may now access their data, however, there are some teachers whose students participated in the survey who will not receive results. This is not an indication that a teacher received unfavorable results or that the survey is flawed. Data are provided to teachers based on a correct EPSB number entered, both in Infinite Campus (IC) and by the students themselves. If this number was omitted or entered incorrectly in IC or on the survey, results cannot be displayed in EDS. Additionally, if more than two sections of students participated in the survey, results from the section with the most number of students are displayed. This is due to the technical requirements established for the field test.

While it may be frustrating for teachers who don't receive their student voice results, it would be more frustrating and harmful if teachers received inaccurate results. The Student Voice Survey remains a valid, reliable and valuable tool. The MET project has validated its use as a measure of effective teaching, and the purpose of this field test is to refine survey administration procedures before we implement the Professional Growth and Effectiveness System statewide in the 2014-15 school year. We are altering the administration procedures based on the results from this field-test administration. We appreciate and value all of your hard work and understanding as participants in field testing the Professional Growth and Effectiveness System.

Teachers may access the results of their Student Voice Surveys in the Educator Development Suite (EDS) section of the Continuous Instructional Improvement Technology System (CIITS). When the drop-down boxes appear, click on the "Student Perception Results" link in the Tools and Reports box.

Week of March 25, 2013

CIITS Educator Development Suite coming; webcast April 4

Starting Monday, April 1, educators using the Continuous Instructional Improvement Technology System (CIITS) will see a new Educator Development tab on the blue ribbon at the top of the home page. This provides access to the Educator Development Suite (EDS) that will bring together components of the Professional Growth and Effectiveness System. Through EDS, educators will be able to individualize professional learning based on need; search a catalog of state and local professional learning activities – including PD 360; register for these activities; and maintain a record of their own professional learning.

Teachers and principals – especially those who will be participating in the 2013-2014 statewide PGES pilot – should begin to familiarize themselves **now** with the functionality of EDS as it is the technology platform for the Professional Growth and Effectiveness System (PGES).

An informational webcast on the Educator Development Suite and PGES is scheduled for **Thursday, April 4 at 2 p.m. ET**. School and district professional development coordinators, technology points of contact, instructional supervisors, and principals are encouraged to participate, though others are also welcome. The link to join the webcast live at 2 p.m. on April 4 is: <mms://video1.education.ky.gov/encoder3a>. We realize many schools will be on spring break next week, so the webcast will be recorded and will be available the following day on the [PGES Professional Learning webpage](#).

Week of January 28, 2013

The updated version of CIITS (online Feb. 1) includes many enhancements. Below is a brief overview.

New KPIs

Now that all K-PREP assessment data is loaded in CIITS, you will see new Key Performance Indicators displayed that reflect this data. MAP and Discovery Education Assessment (DEA) data is still available and can be accessed through Pre-formatted Reports.

Race to the Top Measures

New maps showing how districts are doing on several of the Race to Measures are now posted on the KDE [website](#) and soon on the [About CIITS/Support Page](#) in CIITS. The maps reflect district progress on creating assessments and lesson plans in CIITS. We will be adding more measures in March

iPad Assessments

With the Feb.1 CIITS update, students are now able to take assessments using an iPad. The student experience on a PC or Mac has been mirrored on the iPad. A student using an iPad can now navigate to the CIITS website, login and take an assessment. The student's responses are available on the proctor dashboard as well as recorded within the application in CIITS.

All the features of online assessment are available including:

- Support for all item types (multiple choice, true/false, gridded and open response)
- Highlighting text
- Flagging an item
- Questions linked to a single or multiple passages
- Question summary

Federated Search

Searches for instructional materials should now be a little easier and produce more results. An updated search process will enable users to locate materials that reside within CIITS as well as materials that reside in the EQUELLA repository outside of CIITS. SAS materials will now be accessed this way, without an additional login.

The user will click on the Instructional Materials link within the Classrooms tab of CIITS to access the search page. Results can be filtered by subject, grade, and/or keyword to find the most relevant materials from all available sources. An additional search results tab for SAS materials will allow users to navigate from the results for state/district/local materials to the search results for the external content source. The results counts for each content source will display on each tab. Users can view, save and search for new external resources.

Assessment Item, Passage and Rubric submission for approval

A Teacher, Test Item Administrator, and Assessment Manager can now submit an item, passage or rubric to the school and/or district for approval and inclusion in the school or district item bank. Upon approval, it is available for use by everyone at the approver's institution.

- Items can be submitted from the Item Central page, the Create New Item page (as long as all alerts are resolved) and the Edit Item page.
- Passages, and their associated test items, can be submitted from the Item Central and Edit Passage pages.
- Rubrics can be submitted from the Item Central and Edit Rubric pages.
- To submit the item, passage or rubric, click the Submit to [Intuition] link located on one of the above pages.

Student Profile Enhancements

The Student Profile has a new, streamlined look. Enhancements to the user interface give a more uniform, clean look to help with navigation.

Week of January 7, 2013

New data available in CIITS

K-PREP, Alternate-K-PREP, College/Career-Readiness, and End-of-Course results are now available in the Continuous Instructional Improvement Technology System (CIITS). Data can be viewed by searching with a student ID or through the teacher class roster. School and district leadership may run pre-formatted reports for all of these test views under the 2011-12 school year.

Sending CIITS Express Test Results to Gradebook

Teachers may now send results from CIITS Express Tests to their Gradebook in Infinite Campus. However, this option must be selected when a test is created. When creating an Express Test in CIITS, choose the new test category, Send Test to Gradebook. A file will be created in CIITS and automatically shared with Infinite Campus to load to the teacher's Gradebook for that student's course/section once the assessment is administered. For more information, please review the training document on the Training for Teachers page in CIITS

Week of December 3, 2012

CIITS Export to IC Grade Book Coming

Effective immediately, when creating express tests in the Continuous Instructional Improvement Technology System (CIITS), teachers may notice an option for sending test results directly to grade book in Infinite Campus.

At this time, teachers SHOULD NOT USE the test creation/export grade book option unless they are part of the designated group that has been notified and is testing this new functionality. Until it has been fully tested and any problems resolved, using this feature could create negative issues.

We anticipate all teachers statewide will be granted use of this new feature after the first of the year. At that point, training materials and webinars on how it works will be available to all CIITS users. Look for updates in January.

Next Interim Assessment in CIITS?

The Kentucky Department of Education is compiling information to determine the next Interim Assessment that will be placed in CIITS. Districts may choose from the list or add another assessment that is not provided. Each district may rank their top three choices. Please take advantage of this opportunity to provide important input by January 4, 2013.

http://cms.education.ky.gov/formserv/?id=CIITS_Survey

If you have questions, contact Maritta Horne at 502-564-2020 ext 478 or maritta.horne@education.ky.gov

PGES Monthly Webcast

The next PGES monthly webcast is scheduled for Wednesday, **December 12 at 3 p.m. ET** and can be accessed [here](#) at that time. The focus is Observations and accessing PD36 videos. This webcast will feature a conversation with Effectiveness Coach Mike York to discuss questions from the field regarding principal and peer observation. Resources and additional support materials that appear in the Educator Development Suite will be demonstrated. Links to archived webcasts can be found on the right side of the [PGES Field Test](#) webpage.

PGES Winter Summits

A fifth location has been added for the 2013 PGES Winter Summits (see dates and locations below). Each district should plan to send 4-6 representatives to one of the summits. This instructional leadership team might be comprised of 1-2 teachers, 1-2 principals, the certified personnel evaluation point of contact and your superintendent. At the summit, the group will gather information to:

- create a district plan for communicating the Professional Growth and Effectiveness System to stakeholders
- build capacity to implement the 2013-14 pilot
- scale the work for full district implementation by 2014-15

Registration information for the summits will be available via the web in January.

February 4, 2013

Ashland – KEDC

February 5, 2013

Bowling Green – Corvette Museum

February 6, 2012

Kentucky Dam Village

February 11, 2013

Lexington – Fayette County Extension Office

February 12, 2013

Somerset – Center for Rural Development

Week of October 29, 2012

New features

CIITS vendor Schoolnet/Pearson has recently added a number of enhancements to its product which you can read about [here*](#). Among the new features, administrators and teachers can create and share **rubrics** and use them for scoring open response questions in CIITs. Designated models of **Turning Point clickers** now work for student polling or self-paced assessments. And a new tool is available for Curriculum Managers to create, assemble, edit, and manage all types of instructional materials directly in CIITS. **(NOTE: Kentucky educators do not have access to the Gradebook Sharing Status. Educator Development Suite is currently only available to Professional Growth and Effectiveness System (PGES) field test participants and the PD Planner will be introduced at a later date. For full release notes click [here](#)).*

Assessment Data

NWEA and Schoolnet/Pearson are working on getting updated district MAP interim assessment data into the system. This process has been delayed because of technical issues. We hope to have a resolution soon. Schoolnet/Pearson is also still working with Discovery Education to get its interim assessment data loaded.

K-PREP assessment data should be loaded into CIITS within 30 days of the files being released from the Office of Assessment and Accountability. (PLAN EXPLORE and ACT data are already available). The data files must first be loaded into Infinite Campus.

Professional Development

New videos have been added to the Common Core 360 library. These newly released video segments feature 2nd grade, 4th grade, and 12th grade classes in Colorado, Delaware, and Kentucky. Each video has an accompanying guidebook that includes the classroom lesson plan provided by the teacher featured in the video. This guidebook also has a viewer response form that helps viewers reflect on the teacher's lesson and consider what they might apply to their own practice.

In addition, you no longer will have to log in to PD 360/Common Core 360 when accessed from the icon on the left side of the CIITS homepage. We are working toward a single sign on with other vendors as well to make CIITS easier for you to use.

Training

Remember to [sign up](#) for one of two follow-up WebEx sessions coming up on creating and administering classroom assessments. You'll be able to ask questions and see the answer demonstrated on your computer screen. The sessions are scheduled Wednesday, November 7th, 4-5 ET and Thursday November 8th, 5-6 Eastern. You will receive login information via e-mail once you register. Sessions with less than the minimum number of registrations will be cancelled and registrants notified by e-mail.

Please remind your Professional Development Coordinators of the schedule and registration links sent to them last week for upcoming training sessions on how to best use PD360 as a professional development platform. These next sessions are not dependent upon attendance in the first one. They cover other aspects of the system.

New training resources on Creating and Publishing District Instructional Materials are now posted on the [Administrators Training](#) page. You must be permissioned as a Curriculum Manager to create and share instructional materials across a district.

New CIITS webpages

With the redesign of the Kentucky Department of Education (KDE) website, some of the CIITS pages have moved. We have attempted to make the new pages more user-friendly. You may now access [CIITS information](#) including resources and an archive of [CIITS News](#) by clicking on the CIITS link under Initiatives on the [KDE homepage](#) or typing CIITS into the search window at the top of the page and then choosing [CIITS Resources](#). You'll also notice a button on the right side of the homepage that will take you directly to the CIITS login page.

Usage Data

Detailed usage data is posted along with updated usage maps [here](#). This information should help you monitor progress in your district toward the Race to the Top performance measures that must be met.

Week of October 15, 2012

2012 ACT data in CIITS

ACT data for 2012 is now available in CIITS. Districts and schools may access this report by logging into CIITS and clicking on the School and District Data Tab. Under the drop-down for Report Builder, choose Pre-Formatted Report, then Standardized Assessment Reports. This will take you to the Report Generator, where you may select to run a report for 2011-12 ACT data.

Reminder: CIITS Classroom Assessments Intro & Demo (Please share with teachers.)

During this WebEx, learn the ins and outs of creating and administering formative assessments through CIITS and how the data can help maximize teaching and learning in the classroom. An Internet-connected computer and phone line are required. Please RSVP at the link below. There is no cost to participate.

Wednesday, October 17, 4-5 p.m. ET

OR

Thursday, October 18, 5-6 p.m. ET

RSVP link:

<https://docs.google.com/spreadsheet/viewform?fromEmail=true&formkey=dDBzRWx2UG1laFIFa19sUEZha2JZSxc6MQ>

Week of October 1, 2012

School/District CIITS Usage Reports

In order to monitor CIITS usage and progress toward meeting Race to the Top performance measures, educators can now access specific CIITS usage information for their school and district. ***The report is updated on a monthly basis.***

Here's how to find it: After logging into CIITS, click on the link in the left column for the CIITS Training Opportunities page. Click on the [About CIITS/Support](#) tab (you may also bookmark this page in your browser for future reference). Near the bottom of the page you will find a link to the Detailed Usage Report.

The file is in a txt format and includes all 174 school districts. They are in alphabetical order by district. Schools are listed under each district. To sort:

1. **save as a txt file**
2. **open a blank excel worksheet**
3. **go to file>import>select txt file>then select the file you saved >then select tab delimited.**

KDE has requested that SchoolNet create a report that can be run on demand by district and schools; however, until this report is available, the monthly Detailed Usage Report should provide the detail that you need.

PD 360 Training for Professional Development Coordinators

Please encourage your Professional Development Coordinators to take advantage of the upcoming free online training, specifically for them, covering the many features of PD 360. (They received notification and a schedule in a separate e-mail). The sessions will allow them to work with School Improvement Network's leader to experience the program and learn it incrementally. PD 360 is a powerful resource for professional learning and will eventually support the new Professional Growth and Effectiveness System.

CIITS Teacher Training WebEx –RSVP Now Required

As part of our ongoing CIITS Teacher Training, we are holding Introductory and Demonstration Sessions and follow-up Question and Answer Sessions for each learning module. A certified CIITS trainer conducts each session via WebEx. To ensure we have enough WebEx slots reserved, we need to provide a count ahead of time of those who plan on participating in each session. From now on, **you must RSVP** for the session you wish to join. If an inadequate number sign up, the session will be cancelled. Upcoming sessions focus on Classroom Assessments. You can see the schedule and sign up for a session [here](#).

CIITS Equation Editor Tip Sheet

Several of you have asked how to create mathematics equations in CIITS. We have assembled the Equation Editor Tip Sheet to help guide you and as a reference for this process. It is available on the [About CIITS/Support page](#) under Additional Resources or can be downloaded by clicking [here](#).

Week of September 17, 2012

CIITS Usage Data Posted

If you, your staff or teachers have not logged in to Kentucky's Continuous Instructional Improvement Technology System ([CIITS](#)) and started using it, now is the time to do so. Login information is available [here](#).

Beginning this week (Thursday) we will begin posting maps of CIITS user login data in Open House on the KDE website. More detailed CIITS training, login and usage data will be posted on the [About CIITS/Support page](#) in CIITS. Detailed data for each district will be posted for superintendents, principals, district assessment coordinators, chief academic officers (instructional supervisors), and chief information officers. Additionally, you will be able to see which teachers are logging into CIITS and how they are progressing toward the annual goals you set in your signed Scopes of Work for Race to the Top funding. As a part of those Scopes of Work, each district set yearly targets for usage and the development of resources within CIITS with the goal of the state achieving a set of performance measures by 2014-15. Those performance measures are outlined below. The state will be required to show progress towards these performance measures each year in order to continue to receive our RTTT funds. Please direct questions to David Cook at david.cook@education.ky.gov or 502-564-4201.

(B)(3) Performance Measures	Actual Data: Baseline (Current school year or most recent)	End of SY 2012-13	End of SY 2013-14	End of SY 2014-15
Percentage of participating LEAs who create and publish aligned curriculum maps through the Continuous Instructional Improvement Technology System (CIITS).	0%	50%	75%	100%
Percentage of teachers in participating LEAs who create and publish lesson plans through the Continuous Instructional Improvement Technology System (CIITS).	5%	20%	50%	75%

(C)(3) Performance Measures	Actual Data: Baseline (Current school year or most recent)	End of SY 2012-13	End of SY 2013-14	End of SY 2014-15
Percentage of educators in participating LEAs who have used the Assess Admin module to create assessments	5%	25%	50%	75%
Percentage of educators in participating LEAs who have used the School & District Data module to view key performance indicators to create reports to make decisions impacting classroom teaching and learning.	5%	25%	50%	75%

(D)(5) Performance Measures	Actual Data: Baseline (Current school year or most recent)	End of SY 2012-13	End of SY 2013-14	End of SY 2014-15
The percentage of educators in participating LEAs who participated in formal on-line or face to face professional learning experiences on the use of the Continuous Instructional Improvement Technology System (CIITS) to increase their knowledge of how to implement highly effective teaching and learning in the classroom	5%	30%	55%	85%

Percentage of educators in participating LEAs accessing professional learning opportunities through the professional development arm of EDS. As evidenced in the at least annual review of each teacher's professional growth plan.	5%	25%	50%	75%
Percentage of teachers in participating LEAs who were evaluated as exemplary under the common statewide evaluation system.	N/A	N/A	5%	10%
Percentage of teachers in participating LEAs who were evaluated as accomplished or developing under the common statewide evaluation system.	N/A	N/A	75%	75%
Percentage of teachers in participating LEAs who were evaluated as ineffective under the common statewide evaluation system.	N/A	N/A	20%	15%

CIITS Training

Training on effectively using CIITS is available for teachers as well as administrators. Self-paced online modules with videos and written support materials are posted on [Training pages](#) which you can reach from the CIITS homepage. Remember, CIITS is a powerful tool to help you, your staff and teachers improve teaching and student outcomes. Standards-based instruction and designing meaningful lessons and units based on the standards is critical to achieving college and career readiness goals. Formatively assessing student learning through CIITS supports continuous improvement in both teaching and learning.

Additionally, professional learning resources on a variety of topics are now available through CIITS. All Kentucky educators now have access to PD360 and other resources from the School Improvement Network from the CIITS home page. Several districts have shared ways they are beginning to use these resources in their professional learning communities. KDE will be looking for exemplary practices to share in the near future.

My Account

The next time you log in to CIITS, you may notice the wording "My Account" in the upper right corner on the homepage. This is a management tool for your CIITS account. In addition to changing your CIITS password, users who are assigned and have CIITS credentials for multiple schools will be able to use this tool to change their default school or switch between schools. Information contained within the Personal Information tab and E-mail and Notifications tab must be changed using Infinite Campus.

ASSIST Logo/link

To make it easier for you to use the data in CIITS as the basis for your Comprehensive School/District Improvement Plans (CSIP/CDIP), on the CIITS homepage we have added a link to ASSIST, the tool that you will be using to document your CSIP/CDIP and Program Reviews. We hope you will find this a useful feature. As a reminder, ASSIST training has been scheduled for Education Recovery Directors, as well as school and district personnel. You can access the training schedule [here](#). Training will be conducted via webinar.

EDS field test

Last week, we activated a new CIITS module, the Educator Development Suite (EDS), for the 54 districts participating in the extended field test of the Professional Growth and Effectiveness System (PGES). So for now, some CIITS users may be able to see something those in your district cannot. EDS includes the tools to promote professional growth. EDS can be used to:

- record classroom observations tied to the Danielson Framework
- review and report multiple measures of educator development
- individualize professional growth plans for teachers
- consolidate professional development resources

The EDS module is slated to be turned on for everyone in the 2013-14 school year for the statewide pilot of PGES.

LEP KPI Issues

KDE has determined that the LEP KPI in CIITS is not displaying accurate information. Until this is resolved, we have turned that indicator off. We are working with both Infinite Campus and Schoolnet to resolve the issue and will turn it back on once corrected. We will send out another message letting you know when KPI is accessible again. Please contact ciitshelp@schoolnet.com for any questions.

Week of August 27, 2012

PD 360 now available

The Kentucky Department of Education is partnering with [School Improvement Network](#) to provide the [PD 360](#) professional development platform to Kentucky educators for the 2012-13 school year at no charge to school districts.

PD 360 includes more than 2,000 research-based videos and other resources on more than 125 topics. The videos feature nationally recognized experts, presenters and researchers as well as thousands of real teachers in actual classrooms using the best practices proven to increase achievement. PD 360 is also home to the world's largest online professional learning community – comprised of nearly one million educators. In addition to PD 360, Kentucky educators will have access to Heidi Hayes Jacobs' [Mapping to the Core interactive learning tool](#) on the LiveBook 360 platform. This resource, along with [Common Core 360](#), which Kentucky teachers have had access to since last school year, provides videos and support for teachers implementing the Common Core State Standards in English/language arts and mathematics.

These resources are available to all public school educators through [CIITS](#) and support the new [Professional Growth and Effectiveness System](#), which is now being piloted in more than 50 school districts across Kentucky. CIITS users should receive login information for PD 360 and these other resources from School Improvement Network this week.

Instructional Tools for Teachers Training

Just a reminder that two WebEx sessions are scheduled next week to introduce and demonstrate the Instructional Tools for Teachers training module. Teachers may join whichever session is most convenient – the content is the same in both. Prior registration is not required and the sessions will be archived. The Instructional Tools for Teachers training module is currently available on the CIITS [Training for Teachers](#) or [Training for Administrators and Leaders](#) page. Follow-up WebEx sessions are scheduled later in September.

Instructional Tools for Teachers Introduction & Demonstration WebEx

September 5, 4-5 p.m. ET [WebEx Link](#), Participant Call-In Number: (855) 246-6789, Conference ID #: 16577558

September 6, 5-6 p.m. ET [WebEx Link](#), Participant Call-In Number: (855) 246-6789, Conference ID #: 16581306

Common Assessments Follow-up WebEx

Two follow-up Web Ex sessions this week on Common Assessments. This is an ideal time to get any questions you may have answered or to see a demonstration of the common assessment functionality once again.

Common Assessment WebEx Interactive Q & A Forum:

August 28, 4-5 pm ET [WebEx Link](#), Participant Call-In Number: 855-246-6789, Conference ID #: 11891895

August 30, 3-4 pm ET [WebEx Link](#), Participant Call-In Number: 855-246-6789, Conference ID #: 11894973

Item Issues Form

With thousands of instructional materials and assessment items in CIITS, occasionally teachers will discover a resource they feel is “problematic.” KDE has a process in place to review the resource and change or remove it, if need be. The process starts with educators providing the CIITS team with some information through the [Item Issues Report Form](#) which can be found under CIITS Support/Resources on the left side of the CIITS homepage. E-mail the completed form to kdeciitsmailbox@education.ky.gov. The appropriate KDE content specialist will review the item and make a recommendation to the Curriculum and Instruction team which will determine what action should be taken. We hope this process will help ensure correctly aligned, quality content in CIITS.

MAP Data Updates

MAP assessment data will be updated in CIITS four times a year: mid-October, mid-January, mid-April and mid-July. If your district uses the MAP assessment, we must have a signed Data Disclosure Authorization for NWEA Assessment Data on file by the 15th of the month BEFORE the update in order to load your district's data. If we do not, the data will not be loaded until the next regularly scheduled update once we do have the authorization form on file. The form can be downloaded [here](#). Completed forms should be returned to CIITS Product Manager Joe McCowan, joseph.mccowan@education.ky.gov. If you have already submitted an MAP data authorization form, you do not need to complete another one.

Week of August 6, 2012

CIITS Instructional Tools for Teachers Introductory WebEx scheduled: The next CIITS training module is designed especially for teachers and focuses on creating and sharing instructional materials, accessing materials and using the lesson planner, and creating and using student groups. Two introductory WebEx sessions are scheduled after school to accommodate teachers in the Eastern and Central time zones. You may join the one that is most convenient. Login information can be found [here](#) or on the [Teacher Training page](#) in CIITS which is where you can find the module if you want to get started with it prior to the WebEx.

Topic: **CIITS Instructional Tools for Teachers Intro & Demo**

Date: **Wednesday, September 5, 2012**

Time: **4:00 p.m. Eastern**

Date: **Thursday, September 6, 2012**

Time: **5:00 p.m. Eastern**

Each session will include the same demo and information; one will be recorded and archived for those who cannot join live. Follow-up interactive question and answer sessions are scheduled for **Tuesday, September 25, 4:00-5:00 p.m. Eastern** and **Wednesday, September 26, 5:00-6:00 p.m. Eastern**.

CIITS Common Assessment WebEx Archive

If you weren't able to join us for the **CIITS Common Assessment Intro and Demo** on July 27 you can access a recording of it [here](#). Follow-up WebEx sessions are scheduled for Tuesday, August 28, 4-5 p.m. Eastern and Thursday, August 30, 3-4 p.m. Eastern.

Discovery Education Interim Assessment Data added to CIITS

The [Kentucky Technology Readiness Survey](#) gathers helpful information from school districts and this includes information about online interim assessment packages currently being used in each district. The most recent survey shows MAP is currently being used in 107 school districts and this data has been added to CIITS. KDE is now partnering with Discovery Education to add Discovery Education Assessment data (formerly PAS/ThinkLink), currently being used in 68 school districts, to CIITS. The most efficient way to accomplish this is a direct data transfer of student data from Discovery Education to Schoolnet, our CIITS vendor.

In accordance with the Family Educational Rights and Privacy Act (FERPA), districts that would like to have their Discovery Education Assessment data included in CIITS must provide authorization by completing this [form](#). Please return the signed agreement to our CIITS product manager, Joe McCowan, joseph.mccowan@education.ky.gov, by Friday, August 31, 2012 for inclusion in CIITS. Data will be updated on a quarterly basis.

Week of July 30, 2012

Homepage changes

We've changed the left column on the CIITS homepage to make finding support resources easier. Please note: training links now appear at the top of the page. All CIITS communications will be archived and can be accessed through the communications link. And all CIITS-related webinars can now be found in one place by clicking on District Procedures/Webcast archive link on the CIITS homepage.

Back-to-School CIITS Toolkit

As you gear up for full CIITS implementation in your districts in the 2012-13 school year, we have pulled together a few tools you may find helpful. The Back-to-School CIITS Toolkit includes an overview PowerPoint for teachers, a video on CIITS implementation in Knott Co., a teacher quick-start guide and some fun posters you may want to print and put up in your buildings to help create a "buzz" about CIITS. The back-to-school toolkit is available by clicking [here](#). You are also welcome to use any of the training resources available on the Teacher Training Page in CIITS to help get your teachers up to speed. If you have any questions, you may contact us: kdeciitsmailbox@education.ky.gov

MAP Data Refresh

For those districts that have signed a release allowing NWEA to load their MAP data into CIITS, the data will be refreshed on a quarterly basis: September, December, March and June. The updated data is being made available to Schoolnet mid-month and should be accessible in CIITS by the end of the month. Remember, in CIITS data follows the student so, even if your district does not give the MAP test, you may see data for students who took the test in another district.

Is your CIITS access correct?

As educators return for the new school year, some are in new positions which may require a change in their CIITS permissioning. It is up to the district to determine who should have what access in CIITS. Please work with your KSIS (Infinite Campus) point of contact and your district administration if you don't feel you are set up correctly in the system or do not have access to CIITS and you need it. An overview of the various roles and permissions and how to set them up in Infinite Campus may be found [here](#). We would discourage you from sharing login and password information with your peers so you don't violate the Family Educational Rights and Privacy Act (FERPA).

District Curriculum Follow-up WebEx

Two follow-up WebEx sessions are scheduled this week on the Creating and Sharing District Curriculum Module.

- Tuesday, July 31, 4-5 p.m. ET, [WebEx Link](#), Participant Call-In Number: (855) 246-6789, Conference ID #: 99568697
- Thursday, August 2, 3-4 p.m. ET, [WebEx Link](#), Participant Call-In Number: (855) 246-6789, Conference ID #: 99571873

Week of July 16, 2012

New delivery method for CIITS introductory sessions: From now on, we will be introducing training modules and demonstrating key

functionality through a WebEx format. This should provide you will a much clearer picture of the demonstration while still affording the opportunity for you to ask questions. To participate in the live WebEx, you will need an Internet-connected computer for video and a separate phone line for the audio. A few minutes before the meeting begins, you will need to click on the meeting link, dial the call-in number and follow the prompts. WebEx sessions will be announced via e-mail and are posted under the related module on the CIITS training site. All sessions will be archived. Although there is an extra step involved to participate in the meeting, we think you will find it a much more satisfactory experience. Following are some upcoming WebEx sessions.

Common Assessments WebEx scheduled

The next training module will focus on creating, scheduling and administering common assessments and accessing common assessment results. Here is the information on the introductory WebEx:

Topic: **CIITS Common Assessment Intro & Demo**

Date: **Friday, July 27, 2012**

Time: **10:30 a.m. ET**

To join the online meeting (Now from mobile devices!):

1. Go to <https://pearsononline.webex.com/pearsononline/j.php?ED=180899512&UID=0&RT=MIMxMQ%3D%3D>
2. Enter your name and e-mail address.
3. Enter the meeting password. (This meeting does not require a password.)
4. Click "Join Now."

For audio:

Dial in #: (855) 246-6789

Conference ID #: 11679522

For assistance

1. Go to <https://pearsononline.webex.com/pearsononline/mc>.
2. On the left navigation bar, click "Support."

Once you have had a chance to see the Common Assessments demo and participate in the on-demand online training module, two follow-up Web-Ex sessions are scheduled: **Tuesday, August 28, 4-5 p.m. ET** and **Thursday, August 30, 3-4 p.m. ET**. Details for joining these WebEx sessions will be sent later. The follow-up sessions are not mandatory but do provide an excellent opportunity for you to interact with a certified CIITS trainer and have any questions answered or ask to see something demonstrated again.

District Curriculum webcast archived

Last week's Creating and Sharing District Curriculum webcast is now archived and may be accessed [here](#).

Two follow-up WebEx sessions are scheduled as an opportunity for you to ask questions or see a particular function demonstrated again. The Creating and Sharing District Curriculum WebEx sessions are:

- Tuesday, July 31, 4-5 p.m. ET, [WebEx Link](#), Participant Call-In Number: (855) 246-6789, Conference ID #: 99568697
- Thursday, August 2, 3-4 p.m. ET, [WebEx Link](#), Participant Call-In Number: (855) 246-6789, Conference ID #: 99571873

CIITS at KASA

Be sure to look for the CIITS booth and presentations on key topics of interest this week during the Kentucky Association of School Administrators (KASA) Conference in Louisville. Presentations scheduled for Thursday, July 19 (all in the Segell Room):

11 a.m. CIITS for Administrators: How KY's Continuous Instructional Improvement Tech System Supports Educational Improvement

1:30 p.m. Implementing CIITS: Meeting RTTT 3 Performance Measures for the Year Ahead and Beyond

3:15 p.m. Using CIITS to Leverage Data in Support of School and District Goals (bring your own device interactive session)

We also will have a CIITS booth at KASA (E-4). Please stop by. We will be glad to answer your questions and provide demonstrations.

Materials Sharing

The long-awaited ability to share instructional materials in CIITS is now available. Locally created materials may be shared at the school and district levels and, ultimately, at the state level. A document outlining the materials sharing process may be [downloaded](#). Please share this information with administrators in your district as well as teachers and encourage them to share their best instructional materials and lesson plans in CIITS so that everyone may benefit.

To ensure the quality of materials included in CIITS, KDE has developed a rubric that will be used for consideration of materials to be shared statewide. Materials submitted for state-level distribution will be reviewed on a quarterly basis and, if approved, will be included in CIITS and made accessible to public school educators across the state. Schools and districts may choose to use this same rubric or develop their own. Districts just sign a Memorandum of Understanding with specific assurances before submitting materials for statewide review.

Week of July 9, 2012

School Year Rollover

The CIITS website has been updated to reflect the 2012-13 school year. As a result, all Key Performance Indicators and Data Dashboards will not reflect any data until the first day of school when student enrollment is active. The [attached](#) resource sheet explains how to access data or assessments from the 2011-12 school year.

Webcast coming up on Creating and Sharing District Curriculum: Join us for a webcast this Wednesday, July 11 at 2 p.m. ET to find out how CIITS can effectively support your implementation of district-wide curriculum and resources. We will demonstrate how to create and save your district's resources, instructional units, curriculum units and curriculum in CIITS as well as how to ensure that teachers across your district can access these materials quickly and easily.

The webcast can be accessed through this link: [mms://video1.education.ky.gov/encoder3a](https://video1.education.ky.gov/encoder3a). Questions may be submitted ahead of time or during the webcast to the CIITS mailbox: kdeciitsmailbox@education.ky.gov. The webcast will be recorded and archived for those who are unable to join live. The link for the archived webcast will be shared in next week's Monday Superintendent E-Mail.