



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

DIVISION OF ENTERPRISE DATA

Gradebook Submissions

TRAINING DOCUMENT

Version 1.0.7
February 10, 2014

Revision History

Version	Date	Contributor(s)	Brief Description of Revision
1.0.0	11/01/2012	Todd Haydon	Original Document
1.0.1	11/19/2012	Todd Haydon	
1.0.2	11/30/2012	Todd Haydon	Express Test Creation Process added
1.0.3	01/07/2013	Rebecca Blessing	Format and grammatical revisions
1.0.4	06/20/2013	Todd Haydon	Error Report for District added
1.0.5	12/06/2013	Nick Gustin	Updated screenshots per new release
1.0.6	12/19/2013	Nick Gustin	Updated instructions to include manually created tests
1.0.7	2/10/2014	Nick Gustin	Updated screenshots per new release

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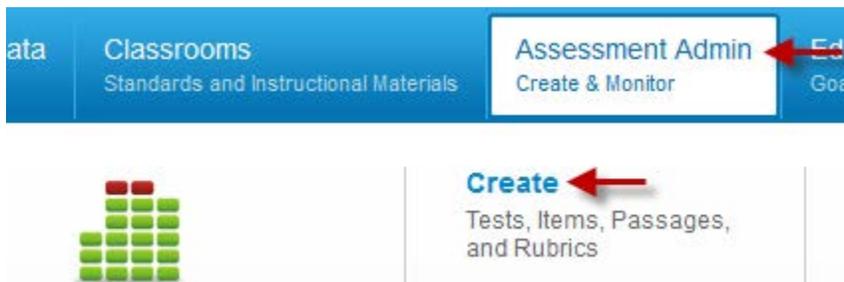
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Creating a test in CIITS

After logging into CIITS, click the **Assessment Admin** module and then click **Create**.



Choose **Create an Express Test** or **Create a Test Manually**, and click **Start Now**.

Create

 **Create an Express Test**
Quicker

Select the standards you want covered, and an assessment will be created for you.

You can edit the structure at any point.

[Start Now](#)

 **Create a Test Manually**
More Flexible

Find items or write your own, and assemble an assessment with maximum flexibility.

[Start Now](#)

Choose **Test Category**, and select **Send Test to Gradebook**.

Note: Only tests with a **Test Category** of **Send Test to Gradebook** will be exported to the teacher’s Infinite Campus (IC) Gradebook and only classroom teachers will have the ability to create a test using this category.

Create: Express Test

Test Name*

Subject*

Grade Level* to

Institution Source

Test Category

Score Type

Preferred Standards Document

District Interim Assessment

School Interim Assessment

Common Classroom Assessment

My Classroom

Send Test to Gradebook



Note: The test category must be selected prior to scheduling the assessment for your students.

Fill out the form with all required and appropriate fields, and then click **Select Standards** to continue.

Gradebook Export Notes

- **Test Name** – Limited to 50 characters (if longer, full name will not appear in Infinite Campus).
- **Test Category** – you must select **“Send Test to Gradebook”** or the test will not be sent to IC Gradebook.
- The test **must be scheduled** and **administered** or the test will not be sent to IC Gradebook.
- All tests will be loaded to “CIITS Tests” section of gradebook. If this section does not exist, the system will create it.
- The import process occurs every evening

Note: If you make a change to **Assignment Name** or **Due Date** in CIITS after the record has been imported into Infinite Campus, you will need to make the exact same change in Infinite Campus on the same day; otherwise it will create a duplicate assignment the next time the import process runs.

Select the standards document, subject, and grade level. Check the standards you’d like to include on the test. If you don’t like the items generated, you will have the opportunity to replace them. Even if there are no items available for a standard, you can still pick it to serve as a placeholder. This pre-selection of standards will make the item entry faster.

Select Standards

Standards Document

Subject

Grade Level

Available Items Standard

[Expand All](#) [Collapse All](#)

0	<input checked="" type="checkbox"/> A.: Prerequisites
0	<input type="checkbox"/> A.1: Skills Acquired by Students in a Previous Course and Refined in
0	<input type="checkbox"/> A.1.a.: Set up and solve problems following the correct order of o and absolute value) with rational numbers (integers, fractions, de
0	<input checked="" type="checkbox"/> A.1.b.: Find the greatest common factor and least common multip
0	<input type="checkbox"/> A.1.c.: Use rational numbers to demonstrate knowledge of additiv
0	<input type="checkbox"/> A.1.d.: Simplify ratios

Fill out the form with all required and appropriate fields, and then click **Add to Test Map** to continue.

If desired, use the Advanced Options to:

- exclude items that already appear on tests that have been scheduled for this school year
- exclude items with passages
- search for items meeting specific criteria

Define Test Map

Advanced Options

Item Type

Bloom's Taxonomy

P-Value (Item Difficulty) to

- or -

Item Mean to

Item Total Score Correlation to

Rasch Item Difficulty to

Passage Type

Language

Exclude items on current year tests
 Exclude items with Passages
 Search Item Central for items matching the selected standards in your Test Map

Note: Be sure to click **Apply**.

The standards you selected appear with the number of available items indicated. Use the trash can icon to remove an item, or the Select Standards options at the top to add more.

+ Select Standards

☐ Define Test Map

+ Advanced Options

Standard	Available Items	Items
A.: Prerequisites 	0	<input type="text" value="3"/> 
A.1.b.: Find the greatest common factor and least common multiple of a set of whole numbers 	0	<input type="text" value="1"/> 
		<input type="text" value="4"/>

[Build Express Test](#) 

Choose **Build Express Test** to continue.

Now you will be able to accomplish the following:

- view item detail
- add additional items
- replace items
- remove items

+ Add New Item

ITEM

1  Multiple Choice

The Washington Monument was completed December 6, 1884, when the 3300-pound marble capstone was put in place. What is the weight, in tons, of the capstone?

A 0.606 tons

B 1.3 tons

 C 1.65 tons

 View

 Edit

 Replace

 Delete

Correct Answer C

Point Value 1

Standard ID VS-H-CD-U-2

Schedule and administer the test to the students.

Gradebook Import Process Crosswalk



Create: Express Test

Test Name* Exponents and Radicals Unit Test

Subject* - Choose a subject -

Grade Level* to

Institution Source

Test Category Send Test to Gradebook

Score Type Total Score

Preferred Standards Document ACT QualityCore™ Course Sta

41050565-1 MATHEMATICS
Teacher: Doe, John

Assignments

Assignment List Save Save & Score Save & Creat

Assignment Detail

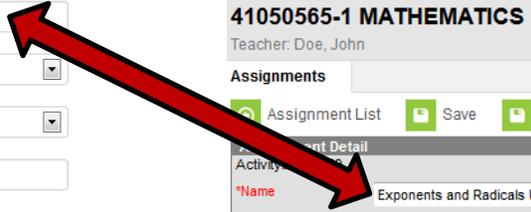
*Name Exponents and Radicals Unit Test

*Abbreviation 44850

Type Unscored Activity Scored Assignment

Test Strand

Notes Cutting and pasting from third party products, e.g., Microsoft Word,



Test Properties

Test Category
Send Test to Gradebook

Grade Range
06 - 06

Score Type
Total Score

Subject
Mathematics

Preferred Standards Document
ACT QualityCore™ Course Standards - Algebra I

Items
7

Point Value
15

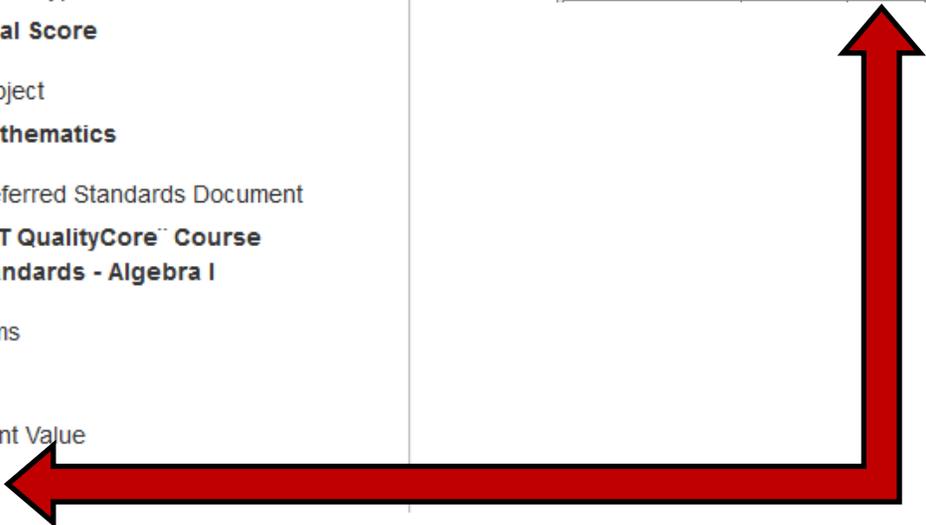
Scoring Alignment Detail
Create scoring alignment(s) to Grade Book by selecting from the following choices:

Standards
Select which standards get this assignment.

Standard	Scoring Type	*Total Pts	*Multiplier
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Grading Tasks
Select which grading tasks get this assignment.

Grading Task	Scoring Type	*Total Pts	*Multiplier
<input checked="" type="checkbox"/> Mid-Term Progress	<input checked="" type="radio"/> Points	15	1
<input type="checkbox"/> CIITS Tests	<input type="radio"/> Marks		



CIITS

IC

TEST SETTINGS

Test Settings

Start Date:* 09/21/2012  Enter a start date.

End Date:* 09/25/2012  Enter an end date.

Score Due Date:* 09/25/2012  Enter a score due date.

Prevent the students from accessing the test results until after the end date

Section Placement

Select which sections get this assignment.

Section	Active	Hide	Assigned Date	End/Due Date	*Seq	Student Group
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>  <input type="button" value="Fill All"/>	<input type="text"/>  <input type="button" value="Fill All"/>	<input type="text"/> <input type="button" value="Fill All"/>	
<input checked="" type="checkbox"/> 41050565-1 MATHEMATICS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/21/2012 	09/25/2012 	1.00	No Groups

Accessing the Assignment in Infinite Campus

New CIITS Tests Category

41050565-1 MATHEMATICS

Teacher: Doe, John

Assignments

 Back to Categories  Save & Add Assignment  Save Category  Delete Category

Category Detail

GroupID 122752

*Name

*Weight

Sequence

Exclude this category from calculation

Drop Lowest Score (by Percent)

Last Modified 02/10/2014 15:01:00 -0500

Sections

Select sections for category placement. NOTE: Sections cannot be unchecked if they contain assignments aligned to this category.

Section

41050565-1 MATHEMATICS

Grading Tasks

Select grading tasks to create alignments. NOTE: Tasks cannot be unchecked if the alignment has been scored.

Grading Task

Mid-Term Progress

Note: There is a *CIITS Tests* category in each section. These fields can be changed independently from one section to another.

New Assignment

41050565-1 MATHEMATICS

Teacher: Doe, John

Assignments

Assignment Detail

ActivityID 307659

*Name

*Abbreviation

Type
 Unscored Activity
 Scored Assignment

Test Strand

Notes Cutting and pasting from third party products, e.g., Microsoft Word, is not recommended.



(This information will not be displayed on the Campus Portal.)

Last Modified 02/10/2014 15:10:00 -0500

Section Placement

Select which sections get this assignment.

Section	Active	Hide	Assigned Date	*End/Due Date	*Seq	Student Group
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> <input type="button" value="Fill All"/>	<input type="text"/> <input type="button" value="Fill All"/>	<input type="text"/> <input type="button" value="Fill All"/>	
<input checked="" type="checkbox"/> 41050565-1 MATHEMATICS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/21/2012 <input type="button" value="Calendar"/>	09/25/2012 <input type="button" value="Calendar"/>	1.00	No Groups

Scoring Alignment Detail

Create scoring alignment(s) to Grade Book by selecting from the following choices:

Standards

Select which standards get this assignment.

Standard	Scoring Type	*Total Pts	*Multiplier

Grading Tasks

Select which grading tasks get this assignment.

Grading Task	Scoring Type	*Total Pts	*Multiplier
<input checked="" type="checkbox"/> Mid-Term Progress	<input checked="" type="radio"/> Points	15	1
<input checked="" type="checkbox"/> CIITS Tests	<input type="radio"/> Marks		

Note: The import program does not do any deleting. If a test that was previously imported to Infinite Campus is no longer wanted, it must be deleted manually. (Deleting the test in CIITS will not cause it to be deleted in Infinite Campus automatically.)

Troubleshooting Import Process

Infinite Campus Import Error Report

Access the Import Utility

Path: Index → Data Utilities → Data Import

Data Import

Set up one-time or scheduled data imports.

Import Type: CITS Gradebook Import
 Layout: CITSExtract
 File Type: delimited text

Protocol: Local FTP FTPS HTTP SMB

Settings: *File Name:

Import Schedule:
 Frequency:
 Start Date:
 Start Time:

Import History:

Date/Time	File Name	Rows	Test/Run	Result
01/23/2013 01:12:37 AM	kent_gradebook_export.581.bt	12	Run	Accepted - Non-Fatal Errors
01/22/2013 01:12:10 AM	kent_gradebook_export.581.bt	12	Run	Accepted - Non-Fatal Errors
01/21/2013 01:12:07 AM	kent_gradebook_export.581.bt	12	Run	Accepted - Non-Fatal Errors
01/20/2013 01:12:10 AM	kent_gradebook_export.581.bt	12	Run	Accepted - Non-Fatal Errors

The import process from CIITS for IC Grade book is called “kent_gradebook_export.581” Since this report runs nightly, you will see a sequential listing of these in the leftmost column of the **Import History** section.

To view the report, click the link listed for the corresponding date that the import failed to run properly.

Note: The process for Gradebook Submissions will take tests in CIITS with “Send Test to Gradebook” from a Monday, and import them into IC at approximately 1:00am on Tuesday.

This process occurs daily, so be mindful that the Date/Time of import will follow the day that the assessment was created in CIITS.

After clicking the link, the Data Import Report will appear. The **Error/Warnings** section lists line by line the errors that occurred during the import process.

Test County

01/23/2013 07:55:31 PM

Data Import Report

CIITSExtract Layout

File Name: [kent_gradebook_export.581.txt](#)
 Date/Time: 01/23/2013 01:12:37 AM
 Status: Accepted - Non-Fatal Errors
 Total Rows: 38
 Rows With No Errors: 36
 Rows Accepted With Errors: 0
 Rows Rejected: 2
 Weighted Result: 94.7%

Errors/Warnings

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Row	Type	Code	Message
26	Row Rejected	NGT	There are no grading tasks for course number "HR" at JOHN W. REILEY ELEMENTARY SCHOOL.
32	Row Rejected	NGT	There are no grading tasks for course number "HR" at JOHN W. REILEY ELEMENTARY SCHOOL.

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