



Kentucky Department of Education
Every Child Proficient and Prepared for Success

Kentucky Student Information System (KSIS)

Infinite Campus
Beginning of Year (BOY) Training
July 24-25, 2013

BOY July 24- PM.....Begins at 1:00

KSIS BOY Training Agenda

- ▶ Teacher Student Data Links
- ▶ Teaching Method/Instructional Settings
- ▶ Scheduling with LEAD Reporting in Mind
- ▶ Virtual and Performance Based Courses
- ▶ Common Reasons and Resolutions for SSID Issues



Kentucky Department of Education
Every Child Proficient and Prepared for Success

Teacher Student Data Links

David Simpson
ONGL - Division of Next Generation Professionals

BOY July 24- PM.....Begins at 1:00

Teacher Student Data Link

› Teachers



› Connected through Courses



› To Their Students



David Simpson

The Process

- › In Collaboration With and Support From:
 - › The Center for Educational Leadership and Technology (CELT)
- through the
- Teacher Student Data Link (TSDL) Project
- (sponsored by the Bill and Melinda Gates Foundation)

David Simpson

Purpose of Connecting Teacher and Student Data Links:

- › Support accountability growth models based on longitudinal data.
- Identify the primary teacher(s) or contributing professionals for a subject/course/program and track the academic growth of their students.
-

Purpose of Connecting Teacher and Student Data Links:

- ▶ Assess the effectiveness of professional development using student outcome data.
- ▶ Identify instructional practices and programs and determine their effectiveness in increasing student achievement.

David Simpson

Purpose of Connecting Teacher and Student Data Links:

- ▶ Examine teacher prep programs across colleges, universities and other program providers using student outcome data.

David Simpson

What is the Result of Inaccurate Teacher Student Data Links?

- ▶ Student growth data will not be attributed to the teacher who impacted the student learning.
- ▶ Teachers cannot view their student data in the Continuous Instructional Improvement Technology System (CIITS).
- ▶ Administrator will not be able to view student data by teacher in CIITS.

David Simpson

Characteristics of TOR/CP Definition

- ▶ Be applicable to all educators and cover all courses and subjects.
- ▶ Be supportable by current or future systems and data collection methods.
- ▶ Accommodate multiple (contributing) educators for a given subject/course.

David Simpson

Kentucky Contributing Professional Definition

- ▶ A Contributing Professional in a Kentucky public school is an **individual** who has been assigned the responsibility to provide **additional services to support** and increase a student's **learning**.

David Simpson

Characteristics of TOR/CP Definition

- ▶ Be flexible to cover all students in grade levels, pre-K through 12.
- ▶ Accommodate teacher assignment changes and turnover during the course of the semester or year.

David Simpson

Characteristics of TOR/CP Definition

- ▶ Be clear enough in order for teachers to validate class rosters.
- ▶ Be clear and understandable for all stakeholders.

David Simpson

Kentucky Teacher of Record Definition

- ▶ A Teacher of Record in a Kentucky public school is a certified teacher who has been assigned the **lead responsibility** for the student's **learning** in a **subject/course** aligned to **Kentucky Core Academic Standards or Career and Technical Skill Standards Documents**.

David Simpson

Kentucky Contributing Professional Definition

- ▶ A Contributing Professional in a Kentucky public school is an individual who has been assigned the responsibility to provide additional services that support and increase a student's learning.

David Simpson

Additional Information?

- ▶ Contact: David Simpson
david.simpson@education.ky.gov or
Cathy.White@education.ky.gov
- ▶ Manual for Elementary Scheduling
- ▶ Manual for composite grading in a rotating course

David Simpson



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Teaching Method/ Instructional Settings

Amy Patterson
ONGL - Division of Learning Services

BOY July 24- PM.....Beings at 1:30

Purposes

- Collection of data
- LEAD report
 - CCR Delivery plan
 - Dual credit
 - Credit recovery
 - NAF Academy
 - Virtual courses

Amy Patterson

Teaching Method

A screenshot of a web-based 'Add Course' form. The form contains various fields for course information such as 'Number', 'Name', 'Subject Type', 'State Code', 'Department', 'Schedule Load Priority', 'Max. Students', 'Terms', 'Schedules', 'Periods', 'Sections to Build', 'GPA Weight', 'Bonus Points', 'Transcript', 'Required', 'Type', 'Difficulty Level', 'Activity', 'Homeroom', 'Allow requests', 'Allow teacher requests', 'Attendance', and 'Unit Attendance'. The 'Teaching Method' dropdown menu is highlighted with a black arrow pointing to it. The selected option is '01: Direct Instruction'. The name 'Amy Patterson' is visible in the bottom left corner of the screenshot.

Teaching Method Descriptions

Teaching Method: Choose from the drop down menu the appropriate teaching method for this course section

- › **1: Direct Instruction (default setting)** - traditional course taught by a teacher employed by the district.
- › **02: 3rd Party Contract** - course taught by a 3rd party contractor **other than virtual, dual credit, or National Academy Foundation (NAF)** (e.g., auto mechanic, golf instructor, Head Start provider).
- › **03: JCPS Self Study** - do not use.
- › **10: Digital Learning Provider** - virtual course that uses a digital platform **other than credit recovery** (e.g., JCPS eSchool, KET, BAVEL).

Amy Patterson

Teaching Method Descriptions

- › **11: Dual Credit - District Offered** - dual credit course taught by a teacher employed by the district, and students **are not enrolled in the NAF Academy.**
- › **12: Dual Credit - College Offered** - dual credit course taught by a teacher employed by a postsecondary institution, and students **are not enrolled in the NAF Academy.**

Amy Patterson

Teaching Method Descriptions

- ▶ **13: Credit Recovery – Direct Instruction** – course taught by a teacher employed by the district that allows students to earn credit for a course they previously failed.
- ▶ **14: Credit Recovery – Digital Learning Provider** – computer-based course that allows students to earn credit for a course they previously failed (e.g., PLATO, APEX, Odyssey, NOVEL/STARS).
- ▶ **15: Transitional Course – KDE Curriculum** – course that uses the transitional curriculum framework sponsored by KDE (found at <http://education.ky.gov/educational/int/hscf/Pages/default.aspx>).

Amy Patterson

Teaching Method Descriptions

- ▶ **16: NAF Academy Course** – National Academy Foundation (NAF) curriculum course (see <http://naf.org/>) that is **not dual credit**.
- ▶ **17: NAF Academy Dual Credit – District Offered** – dual credit course taught by a teacher employed by the district, and students **are enrolled in the NAF Academy**.
- ▶ **18: NAF Academy Dual Credit – College Offered** – dual credit course taught by a teacher employed by a postsecondary institution, and students **are enrolled in the NAF Academy**.
- ▶ **19: District Provided Self Study** – independent self-study course.

Amy Patterson

Instructional Setting

The screenshot shows a 'Course Editor' form with various fields for course configuration. At the bottom, the 'Teaching Method' dropdown menu is highlighted with a grey arrow pointing to it. The dropdown menu is open, showing two options: '01: Direct Instruction' and '01: Onsite Classroom'.

Amy Patterson

Instructional Setting Descriptions

Instructional Setting: Choose from the drop down menu the appropriate instructional setting for this course section

- ▶ **01: Onsite Classroom** – course taught primarily in the school building.
- ▶ **02: Offsite Vocational** – course taught at a vocational school away from the school building.
- ▶ **03: Offsite College** – course taught at a postsecondary institution.
- ▶ **04: Home/Hospital** –course taught in a home/hospital setting.
- ▶ **05: Online** – course taught online and instruction is **neither provided by the school nor for credit recovery.**

Amy Patterson



Kentucky Department of Education
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Scheduling with LEAD Reporting in Mind

Cindy Godsey
Education Professional Standards Board
Division of Certification

BOY July 24– PM.....Begins at 1:45

Topics to be Covered

- ▶ Teaching method and instructional setting
- ▶ Use of state course codes
- ▶ Scheduling as it relates to LEAD and TSDL
 - Elementary scheduling data standards
 - Rotation Classes

Cindy Godsey

Teaching Method

- ▶ Teaching methods have a variety of purposes
 - LEAD clearing rules
 - KDE tracking of specific course types
 - School Report Card and other data uses
- ▶ Same course – different teaching method
 - each teaching method requires a separate course number
- ▶ Data Quality
 - Accuracy is important!
- ▶ Use ad hoc report to find courses linked to old teaching methods
 - Curriculum LEAD Invalid Teaching Method

Cindy Godsey

Teaching Method
Definitions and clearing rules

- ▶ **01: Direct Instruction (default setting)** – traditional course taught by a teacher employed by the district.
 - Clears under regular certification rules
- ▶ **02: 3rd Party Contract** – course taught by a 3rd party contractor other than virtual, dual credit, or National Academy Foundation (NAF) (e.g., auto mechanic, golf instructor, Head Start provider).
 - 3rd party is an individual not hired or selected by the local district
 - Clears any individual, no certification required
- ▶ **10: Digital Learning Provider** – virtual course that uses a digital platform other than credit recovery (e.g., JCPS eSchool, KET, BAVEL).
 - Clears with any valid teacher certificate
 - These courses REQUIRE a certified teacher serving in the classroom as a facilitator. (Not classified)

Cindy Godsey

Teaching Method
Definitions and clearing rules

- ▶ **11: Dual Credit – District Offered** – dual credit course taught by a teacher employed by the district, and students are not enrolled in the NAF Academy.
 - Clears under regular certification rules
- ▶ **12: Dual Credit – College Offered** – dual credit course taught by a teacher employed by a postsecondary institution, and students are not enrolled in the NAF Academy.
 - Clears any individual, no certification required (must meet postsecondary requirements).
- ▶ **13: Credit Recovery – Direct Instruction** – course taught by a teacher employed by the district that allows students to earn credit for a course they previously failed.
 - Clears under regular certification rules

Cindy Godsey

Teaching Method Definitions and clearing rules

- ▶ **14: Credit Recovery – Digital Learning Provider** – computer-based course that allows students to earn credit for a course they previously failed (e.g., PLATO, APEX, Odyssey, NOVEL/STARS).
 - Clears with any valid teacher certificate
 - These courses REQUIRE a certified teacher serving in the classroom as a facilitator. (Not classified)
- ▶ **15: Transitional Course – KDE Curriculum** – course that uses the transitional curriculum framework sponsored by KDE (found at <http://education.ky.gov/educational/int/hscf/Pages/default.aspx>).
 - Clears under regular certification rules
- ▶ **16: NAF Academy Course** – National Academy Foundation (NAF) curriculum course (see <http://naf.org/>) that is not dual credit.
 - Clears under regular certification rules

Cindy Godsey

Teaching Method Definitions and clearing rules

- ▶ **17: NAF Academy Dual Credit – District Offered** – dual credit course taught by a teacher employed by the district, and students are enrolled in the NAF Academy.
 - Clears under regular certification rules
- ▶ **18: NAF Academy Dual Credit – College Offered** – dual credit course taught by a teacher employed by a postsecondary institution, and students are enrolled in the NAF Academy.
 - Clears any individual, no certification required (must meet postsecondary requirements).
- ▶ **19: District Provided Self Study** – independent self-study course.
 - Clears with any valid teacher certificate
 - These courses REQUIRE a certified teacher serving in the classroom as a facilitator. (Not classified)
 - Often used for alternative schools

Cindy Godsey

Instructional Setting Definitions and clearing rules

- ▶ **01: Onsite Classroom** – course taught primarily in the school building.
 - Clears under regular certification rules
- ▶ **02: Offsite Vocational** – course taught at a vocational school away from the school building.
 - Requires a certified teacher attached to course; content certification not required
- ▶ **03: Offsite College** – course taught at a postsecondary institution.
 - Clears any individual
- ▶ **04: Home/Hospital** –course taught in a home/hospital setting.
 - Clears with any valid teacher certificate
- ▶ **05: Online** – course taught online, instruction is not provided at the school and is not credit recovery.
 - Clears with any valid teacher certificate

Cindy Godsey

State Course Codes

- ▶ Uses
 - Determine content for a course and who can teach it
 - Identify courses where an End of Course exam is required
 - Data research
 - School Report Card information
 - AP information
 - KEES and TEDS linkages

Cindy Godsey

State Course Codes, continued

- ▶ Linking required by 704 KAR 3:540
- ▶ Look at the description, not just the title!
- ▶ Use reports to check code linking
 - State Published ad hoc: "curriculum State Course Codes"
 - KDE Reports: Missing of Invalid Course StateCodes

Cindy Godsey

State Course Codes: How to read

270311 - Algebra 2

Grade Levels: 9 - 12

Credits: 2

Description: This course is designed so the students develop the relevant skills and concepts from the Kentucky Core Academic Standards beyond Algebra 1 and then builds on those skills and concepts in a rigorous manner. For the class of 2012 and the classes that follow, Algebra 2 is a graduation requirement.

NOTE: This course may be titled Applied Algebra 2, Technical Algebra 2 or Interdisciplinary Algebra 2. The content of the course is Algebra II.

Students may be required to take the QualityCore Algebra 2 End of Course Exam upon completion of this course. http://www.education.ky.gov/users/1017096/Kentucky/ContentCore_MATHEMATICS.pdf

Content: Algebra II

Population: General

6 digit number

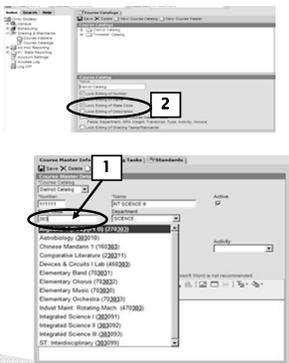
- First two digits determine main subject area (math, science, business)
- Middle two digits determine sub-area (algebra, geometry, integrated math)
- Last two digits define actual course

- ▶ Description determines content of course, not title
 - Description will contain red End Of Course information if applicable
 - Links to Common Core standards are in most math and English courses.
- ▶ Content links to certification permitted to teach the course
- ▶ Grade range is a recommendation only in most cases
- ▶ Population indicates primary group for whom this course is designed
 - Can be used with other populations
- ▶ Certificate information (if listed) includes all certificate that meet all parameters of the course as listed
 - Limiting or expanding the grade range may change who can teach it - check individual teachers' permissions on EPSB website
 - 1-8 certificates appear on some middle school courses but are not permitted to grant High School credit.

Cindy Godsey

State Course Codes

- ▶ All courses must have a valid 6 digit state code from the Uniform Academic Course Code list
 - Is used to assign the content (subject area)
 - Lookup function now available (1)
- ▶ Lock down state code before entering (will populate course tab if entered on Course Master) (2)



Cindy Godsey

State Course Codes: Reports

- ▶ Ad hoc report – shows district course number and course name and state course code and state course code name
- ▶ Have schools review periodically to make sure courses match correctly.

State Course Codes Total Records:511

All Records

Course Number	Name	State Course Code	Description
71011504	AG CONSTR	010241	Ag Construction Skills
71011505	AG CONSTR	010241	Ag Construction Skills
71211504	LAND-TURF MNGT	010631	Landscape & Turf Mgmt
71251504	GREENHOUSE II	010641	Greenhouse Tech.
71241504	GREENHOUSE TECH	010641	Greenhouse Tech.
11010104	SCD TD HONORIFIC II TITRE	010667	SCD Honoric & Distac Sci Cse

- ▶ Example of mismatch:

DISTRICT COURSE NUMBER	DISTRICT COURSE NAME	STATE COURSE CODE	STATE COURSE NAME
26021145	HON ENG I	904010	Study Skills
26091245	HON ENG II	904010	Study Skills

Cindy Godsey

State Course Codes: Reports

- ▶ KDE Report: Missing or Invalid Course StateCodes
 - Identifies courses with no state code or with codes that are not valid for the current school year
 - KDE Uniform Academic Course Codes website has a "change" document to help identify courses that have been removed from the current list

7/17/2013 12:00:00 AM

Courses with Missing or Invalid State Codes

School Name	District Course Code	Invalid or Missing State Course Code	District Course Name
Lynn Camp Schools	70416	230104	7TH HON LANG ARTS

Cindy Godsey

LEAD and TSDL/TOR

- ▶ Scheduling accuracy is more important than ever to ensure correct, strong Teacher-Student Data Links (TSDL)
- ▶ From the Teacher of Record Data Standard:
 - A Teacher of Record in a Kentucky public school is a certified teacher who has been assigned the lead responsibility for the student's learning in a subject/course aligned to Kentucky Core Academic Standards or Career and Technical Skill Standards Documents.
- ▶ Same concept as used for LEAD - who is doing the teaching?

Cindy Godsey

Elementary Scheduling

- ▶ New data standards for elementary scheduling require students be assigned to sections where the primary teacher is the individual actually providing content instruction
 - A single self contained classroom can no longer be used
- ▶ Courses for each content must be created and scheduled within the instructional minutes of the day
- ▶ A multiple period, period schedule, can be setup to allow sorting by homeroom.

The screenshot shows a software interface for scheduling. At the top, there are tabs for 'Calendar', 'Grade Levels', 'Schedule Structure', 'Terms', 'Periods', and 'School Months'. Below these are buttons for 'New Period Schedule', 'New Period Schedule', and 'Create Period Schedules'. The main area is divided into two sections: 'Period Schedules Info' and 'Periods Info'. The 'Period Schedules Info' section has a table with columns: Name, Sequence, Instructional Minutes, Standard Day, and School Day. The 'Periods Info' section has a table with columns: Name, Sequence, Start Time, End Time, Non Instructional Time, Non Instructional Period, and Standard Day. There are checkboxes for selecting periods.

Cindy Godsey

Elementary Scheduling

- ▶ Homeroom or self-contained courses can be scheduled across all instructional periods
 - At least one period should only have a homeroom/ self-contained course scheduled to allow sorting
 - The homeroom state code will vary based on self-contained (701010 or 702010) vs. departmentalized (703001)
 - As long as the one class where attendance is taken spans all periods, attendance will only be taken once a day
 - All instructional courses will be placed in the instructional period. The attendance check box should be left blank.
- ▶ All specialty classes (art, music) should also be included in the instructional period (even if no grades are given). The attendance check box should be left blank.

The screenshot shows a software interface for adding a course. It has buttons for 'Add Course', 'Save', and 'Cancel'. Below these are several input fields and checkboxes: 'Course Editor', 'Name', 'Standards-based', 'Active', 'Section', 'LST's', 'Subjed Type', 'State Code', 'Department', 'Schedule Lead Priority', 'Site/Student', 'Terms', 'Schedules', 'Periods', 'Sections to Build', 'Off-Hours', 'Bonus Room', 'Transport', 'Required', 'Type', 'Off-Hours Level', 'Activity', 'Attendance', 'Homeroom', 'Allow requests', 'Allow teacher requests', 'Teaching Method', 'Instructional Setting', 'On-site Classroom', and 'PowerPoint'.

Cindy Godsey

Rotation Classes

- ▶ In order to track which teacher is teaching which student in content areas, districts can no longer schedule students into rotating classes where multiple teachers teach different content areas.
- ▶ A separate course number linked to the appropriate state course code is required for each content within a rotation
 - No longer use the 909999 state course code
- ▶ If a composite grade is required for the rotation courses, please see the Scheduling Rotating Courses Manual developed by KDE for instructions on setting up composite grading using grading tasks. (link is provided in the Teacher of Record data standard)
 - <http://education.ky.gov/teachers/HiEffTeach/Documents/Manual%20for%20Composite%20Grading%20for%20Rotating%20Classes%20in%20Infinite%20Campus.pdf>

Cindy Godsey

Questions



Contact Cindy Godsey with LEAD questions at Cindy.Godsey@ky.gov

Cindy Godsey



Kentucky Department of Education
Every Child Proficient and Prepared for Success

Virtual and Performance Based Courses

Garnetta Barnette
Office of Administration and Support
Division of District Support

BOY July 24- PM.....Begins at 3:00

Virtual or Performance-based?

- ▶ What is it?
- ▶ When should I use it?
- ▶ How is my district funded for it?

Garnetta Barnette

Virtual

- ▶ Online courses
- ▶ Students work on their own time
- ▶ No seat time attendance
- ▶ Must be off district campus
- ▶ Tied to Carnegie units

Garnetta Barnette

Performance-Based

- ▶ Is not "Seat time" or Carnegie Units
- ▶ Requires students show proficiency
- ▶ Requires policy set at the district level
- ▶ <http://education.ky.gov/educational/AL/pbc/Pages/default.aspx>

Garnetta Barnette

Examples: Virtual/Performance-Based

- Credit Recovery
- Alternative programs
- Expelled receiving services
- Dual Credit
- Gatton Academy (always Performance-based)

NOTE: The first four examples are not required to be virtual or performance-based. You may want to track seat time to receive attendance credit regardless of proficiency.

Garnetta Barnette

Attendance credit

- Student must pass or show proficiency to generate Attendance credit
- Virtual courses must be scheduled to account for Carnegie unit
- Course must not be marked for attendance
- Attendance credit shows on SAAR Report after passing grade is entered for the student.
- Attendance is not shown on monthly attendance reports

Garnetta Barnette

Contact

- Setup in Infinite Campus:
Garnetta Barnette
Phone: 502-564-4403 ext. 4419
Email: garnetta.barnette@education.ky.gov
- Alternative programs:
Windy Newton, Sherri Clusky
Phone: 502-564-4772
Email: windy.newton@education.ky.gov
sherri.clusky@education.ky.gov
- Policy:
Amy Patterson
502-564-2106
amy.patterson@education.ky.gov

Garnetta Barnette



Kentucky Department of Education
Every Child Proficient and Prepared for Success

Duplicates in Infinite Campus

Preventing, Finding & Correcting Duplicates
Garnetta Barnette
Office of Administration and Support
Division of District Support

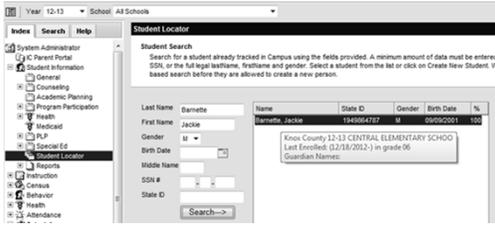
BOY July 24- PM.....Session Begins 3:30 ET

Preventing Duplicate SSIDs

- ▶ Always use the student locator when enrolling students. [Instructions](#)
- ▶ Use the hover over feature to make sure you are selecting the correct student.
- ▶ If you pick the wrong student, delete the record and start over.

Garnetta Barnette

Hover Over



The screenshot shows the 'Student Locator' window in Infinite Campus. It includes a search bar and a table of results. A tooltip is visible over the first result, providing additional details.

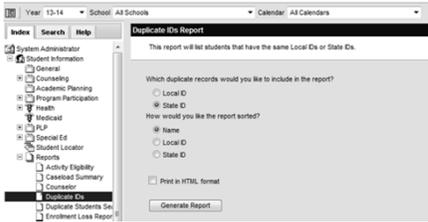
Last Name	First Name	Gender	Birth Date	SSN #	State ID
Barnette	Jackie	M	09/09/2001	100	1949064707

Tooltip text:
Knox County 12-13 CENTRAL ELEMENTARY SCHOOL
Last Enrolled: (2/18/2012-) in grade 06
Guardian Name(s):

Garnetta Barnette

Finding Duplicate SSIDs

Instructions for Duplicate ID Report



Garnetta Barnette

Correcting Duplicate SSIDs

- ▶ Two different students sharing the same SSID, submit a support case
- ▶ Multiple records for one student with the same SSID, use Combine Person tool.

Instructions



Garnetta Barnette

Preventing Duplicate Students

- ▶ Always use the student locator when enrolling students
- ▶ Do not create a new student if you know the student was previously enrolled in Kentucky since 2008.

Garnetta Barnette
