



# KTS Data Exchange

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# Agenda

- ▶ Support & Resources
- ▶ Project Deadlines
- ▶ Course Creation Flow
- ▶ Course Numbering and Scheduling
- ▶ Grading Setup and Syncing
- ▶ Attendance Reporting
- ▶ Program Flags

# Support & Resources

- ▶ [KSIS–KTS Data Exchange Webpage](#)
  - Documentation
  - Training Videos
  - How–To Videos
- ▶ Campus Forum – Campus Community
  - PATH: Forum Home > State Specific Information > Kentucky > Kentucky Tech Systems (KTS) Data Exchange
- ▶ [KTS Support Email](#)

# Deadlines

- ▶ May 1, 2015
  - Technical schools should be finished with course/section creation process.
- ▶ May 1, 2015 – August 1, 2015
  - **High Schools** should use this timeframe to follow directives for course/section creation and scheduling of students.
  - **Technical Schools** should work with high schools and verify that they received student demographic data and students are scheduled into the correct courses.

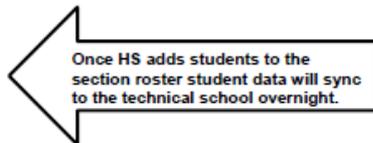
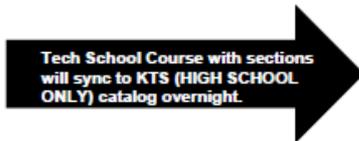
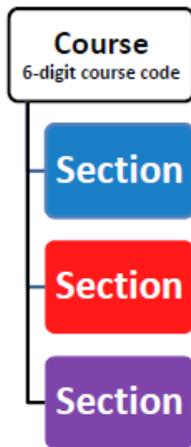
# User Group Setup

- The KTS Data Exchange user group has been added to district database statewide.
- People associated with the KTS data exchange must be added to this user group in order to see reports related to the KTS Data Exchange in the Process Alert area.
- It is important to add the “kdeadmin” user account to the KTS Data Exchange user group for support purposes.
- Click [here](#) for documentation for proper setup.

# KTS Data Exchange Course Creation Flow

## Technical School

The course creation process must begin at the technical school.  
(Scheduling > Add Course)



## Home High School

High School will switch to KTS Course Catalog (HIGH SCHOOL ONLY)  
(System Administration > Resources > Schools)  
Pull courses into HS database which contain the correct 3-digit Tech School ID prefix.  
(Scheduling > Add Course)



# Course Number & Scheduling

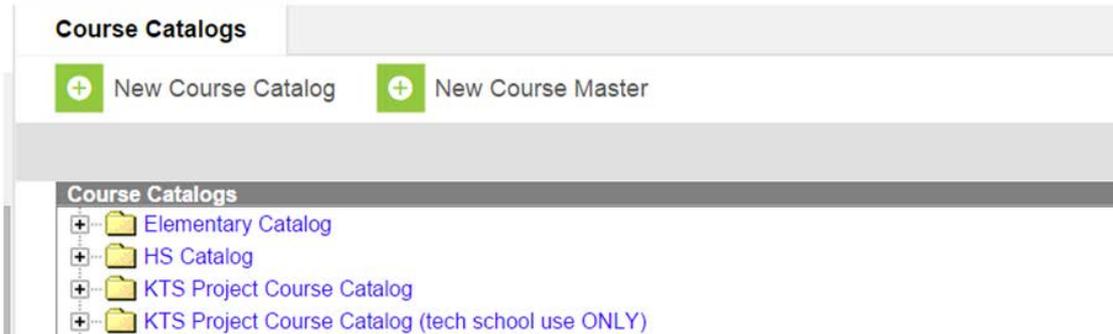
## *Explanation of Course Codes for KTS – Campus Data Exchange*

Course codes are a critical element used in the data exchange between technical centers and home high schools. As courses and sections are set up in the technical centers, the automated process adds identifiers to the course code and uploads each course to the KTS Course Catalog in the home high schools. A prefix and suffix are added to the state course code to create a unique 13-digit number that identifies the technical school, period and section of the course being taught. Example:

Technical school ID\* + State Course Code + Technical School Period Number + Technical School Section Number  
**714480503P103**

The above technical course code represents a course that is being taught at Jessamine County ATC and is indicated by using the \*Technical Center ID: **(714)**. The name of the course is Basic Welding and indicated by the state course code **480503**. The period the course will be taught is period one, and indicated by **P1**. The section in which the course is taught is section three, and indicated by **(03)**.

[Click here for documentation](#)



# Grading Setup and Syncing

**Grading Tasks**

+ New + New One-time Task

**Grading Tasks**

- Final Exam
- Final Grade
- Semester
- Six Weeks Grade
- Trimester
- Mid-Term Progress
- Nine Weeks Grade
- CTE Term Grade
- CTE Final Grade

## Score Groups & Rubrics

Save Delete New Score Group New Rubric

### Score Groups & Rubrics Editor

Name	Type
AP STANDARDS BASED SCALE	Score Group
<b>CTE Numeric</b>	<b>Score Group</b>
HS Credit Standard Scale(MS)	Score Group
KCHS Standards Based Scale	Rubric
Perf-Virtual Courses	Score Group
Primary Scale	Score Group
Standard Scale	Score Group
Standards Based Scale	Score Group
Weighted Scale	Score Group

### Score Group Detail

\*Name  
CTE Numeric

### Score Group List Items Detail

Sequence	Name	Score	Passing Score	Credit Coeff.	Minimum GPA %	GPA Unweighted Value	GPA Bonus Points
X 1	100	100	<input checked="" type="checkbox"/>	1	99.5		0
X 2	99	99	<input checked="" type="checkbox"/>	1	98.5		0
X 3	98	98	<input checked="" type="checkbox"/>	1	97.5		0
X 4	97	97	<input checked="" type="checkbox"/>	1	96.5		0
X 5	96	96	<input checked="" type="checkbox"/>	1	95.5		0

*Click here for documentation*



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# Attendance

- ▶ At this time attendance data is not included in the nightly sync for the KTS Data Exchange.
- ▶ This will require High School attendance clerical staff to manually enter technical school attendance.
- ▶ To assist, a real-time KTS Attendance Report has been developed and is available for use to those who have the proper user rights.

# Attendance Processes at the Technical School

- ▶ Technical school teachers will post attendance each period in their ATC district IC database.
  - Teacher posted attendance is unknown attendance.
- ▶ Unknown attendance can be left as is or clerical staff at the technical school can process attendance using the Attendance Wizard to resolve unknown attendance codes.
- ▶ A real-time KTS Attendance Report can be run to verify attendance entered at the high school.
  - PATH: KY State Reporting > Edit Reports > KTS Attendance Report

# High School Attendance Processes

- ▶ High School attendance clerical staff can run the real-time [KTS Attendance Report](#) to verify unknown attendance at the Technical Center.
  - PATH: KY State Reporting > Edit Reports > KTS Data Exchange (rights will need to be granted by district KSIS POC)
- ▶ High School attendance clerical staff will manually enter technical school attendance into the high school IC database.

# Program Flags

**Aaron, Aaron**



SE



Medical



KTS Home School



Legal

Grade: 11

#12360

DOB: 05/31/1997

Gender: M

Lincoln County High School



ANY  
QUESTIONS  
?