Kentucky Department of Education 2015-16 KSIS End-of-Year Training

State Board Room (125), 500 Mero Street, Frankfort and KDE Media Portal
April 20 and 21, 2016
9:30 a.m. (ET) / 8:30 a.m. (CT)

Links to join the training

The webcast will open at 9:00 a.m. (ET) for login.

For the KDE media portal, right click and open the hyperlink or copy and paste it into your browser: http://mediaportal.education.ky.gov/watch-live

To ask questions right click and open the hyperlink or copy and paste it into your browser: http://app.gosoapbox.com Access Code: KDEData

Have a technical issue? Contact your district technician.

Welcome and Housekeeping

Becky Jenkins
KIDS, Enterprise Data Division

Q&A and EILA Credit

- **Presentation slides and training agenda:** KDE KSIS Training Web page
- **Have a question?** Post it to GoSoapBox: http://app.gosoapbox.com Access Code: KDEData
- **Want EILA credit?** Register and complete the online evaluation/self-attestation survey.

4

Start	April 20 (Day-1) Sessions	Presenter
9:30	Welcome & Housekeeping	**Becky Jenkins**, Office of Knowledge, Information and Data Services (KIDS) Enterprise Data Division 502-564-2020 x 2475
9:35	KTS Data Exchange: Troubleshooting Tips for Grade Sync Issues	**Tanya Fluke**, Office of Career and Technical Education (OCTE), Division of Technical Schools and Federal Programs 502-564-4286 x 4205
10:20	KTS Data Exchange: Attendance Procedures for Technical & High Schools & Attendance Sync Option	**Tanya Fluke**, OCTE, Division of Technical Schools and Federal Programs 502-564-4286 x 4205 **Garnetta Barnette**, Office of Administration & Support (OAS), Division of District Support 502-564-5279 x 4419
11:05	Break	
11:15	Boost KEES $$$ with correct course settings and transcript entries	**Jennifer Pusateri**, Office of Next Generation Learners (ONGL), Division of Learning Services 502-564-4970 x 4116 **Lisa Keeter**, KIDS, Enterprise Data Division 502-564-2020 x 2462
11:35	District and School Collection Repository DASCR	**Rodney Bennett,** OAS, Division of District Support 502-564-5279 x 4449 **Cheri Meadows,** OAS, Division of District Support 502-564-5279 x 4451
11:55	CIITS	**Michael Spence**, KIDS, Enterprise Data Division 502-564-2020 x 2273
12:15	Break	
1:00	KDE/ District Meetings	
4:30	Adjourn	

5

KTS Data Exchange: Troubleshooting Tips for Grade Sync Issues

Begins at 9:35 a.m. (ET)

Ask questions and interact with presenters through GoSoapBox:
http://app.gosoapbox.com
Access Code: KDEData

KSIS End-of-Year Training April 20-21, 2016

KTS Data Exchange – Troubleshooting Tips for Grade Sync Issues

Tanya Fluke, Systems Consultant IT
Office of Career and Technical Education
Division of Technical Schools and Federal Programs

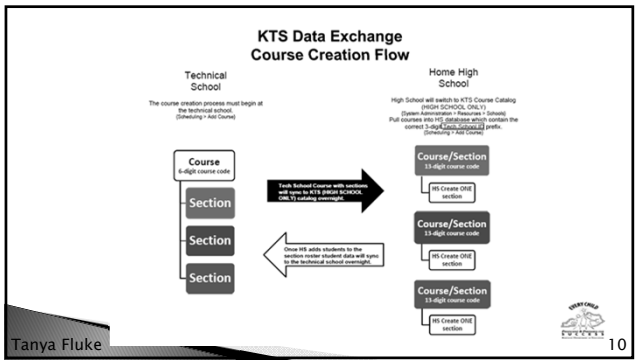
What is the KTS Data Exchange?

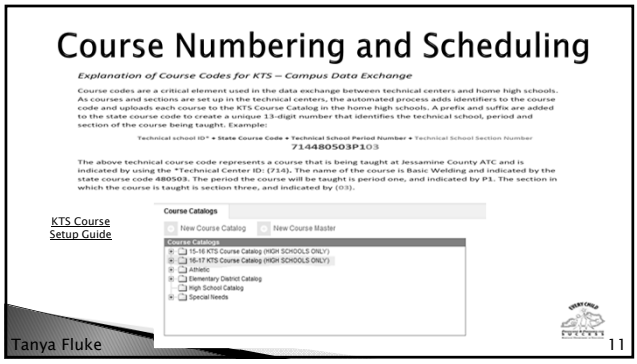
- The KTS Data Exchange is a secure transfer of student data between a student's home high school and technical school
- Data that syncs to the technical school includes:
  - Student demographics
  - Household data
  - Special education data
  - Health conditions
  - Course rosters
  - Certain core project flags
- Data that syncs to the home high school includes:
  - KTS courses
  - A student's posted grades
  - Unknown attendance*(optional)

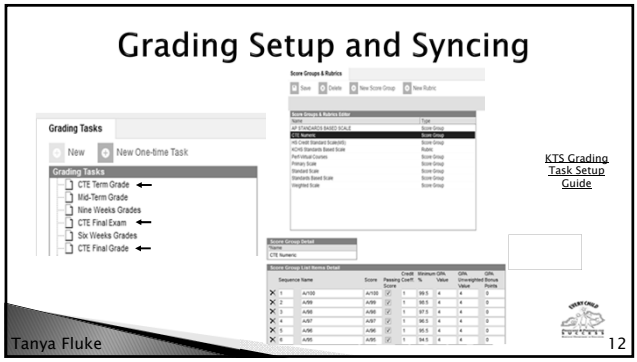
*Refer to session KTS Data Exchange: Optional Unknown Attendance Sync & Attendance Processes for more information.

Initial Setup for KTS Data Exchange

- Proper initial setup of the courses for the KTS Data Exchange is of the utmost importance
- Improper setup can cause a multitude of issues
- Familiarize yourself with the KTS Data Exchange webpage
- Refer to these important setup documents and previous PowerPoint trainings to assist you with proper setup:
  - KTS Course Setup
  - KTS Grading Task Setup
  - Grade Sync Troubleshooting Guide


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
6-digit course code
Section
Section
Section
Tech School Course with sections will sync to KTS (HIGH SCHOOL ONLY) catalog overnight.
Once HS adds students to the section roster student data will sync to the technical school overnight.
Course/Section
13-digit course code
HS Create ONE section
Course/Section
13-digit course code
HS Create ONE section
Course/Section
13-digit course code
HS Create ONE section
Tanya Fluke
10


Course Numbering and 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).
KTS Course Setup Guide
Course Catalogs
New Course Catalog
New Course Master
Course Catalogs
15-16 KTS Course Catalog (HIGH SCHOOLS ONLY)
16-17 KTS Course Catalog (HIGH SCHOOLS ONLY)
Athletic
Elementary District Catalog
High School Catalog
Special Needs
Tanya Fluke
11


Grading Setup and Syncing
Grading Tasks
New
New One-time Task
Grading Tasks
CTE Term Grade
Mid-Term Grade
Nine Weeks Grades
CTE Final Exam
Six Weeks Grades
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
CTE Numeric
Score Group
HS Credit Standard Scale(HS)
Score Group
KCAS 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 Value
GPA Unweighted Value
GPA Bonus Points
1 A/100 A/100 1 99.5 4 4 0
2 A/99 A/99 1 98.5 4 4 0
3 A/98 A/98 1 97.5 4 4 0
4 A/97 A/97 1 96.5 4 4 0
5 A/96 A/96 1 95.5 4 4 0
6 A/95 A/95 1 94.5 4 4 0
KTS Grading Task Setup Guide
Tanya Fluke
12

Important Grading Task Details

- **Only use CTE Term Grade, CTE Final Grade and CTE Final Exam grading tasks**
  - The use of any other grading tasks will result in an unsuccessful sync
- **For CTE Term Grade, CTE Final Grade and CTE Final Exam grading tasks – use each of those grading tasks only ONCE**
  - If you notice more than one of these grading tasks attached to a course, do not delete, notify ktssupport@education.ky.gov
- **Only one Active Mask should be checked at a time**
  - More than one checked will produce an error and an unsuccessful sync
- **Use the** Grading Window **feature to change the Active Mask in mass**
  - *Grading & Standards > Grading Window*

Tanya Fluke 13

Process Alert Messages

- Check the Process Alert area of your IC homepage for any possible KTS messages
  - If you are a high school and do not see KTS messages populating in your Process Alert area, forward the Data Exchange User Group document to your district IC System Admin and ask them to follow the directions for proper setup
  - Process alert messages explain issues down to the specific course number and section

Tanya Fluke 14

Troubleshooting Steps for High Schools

If you have an issue with the syncing of your technical school grades:

1. Check the Process Alert area for any KTS messages
2. Run a Grades Report
   - *Grading & Standards > Reports > Grades Report*
3. Check course Grading Tasks tab and make sure the grading task in question (i.e. CTE Term, CTE Final) has the proper Active Mask checked
4. Refer to the documentation made available to you through the KTS Data Exchange webpage:
   - Grade Sync Troubleshooting Guide
   - Previous Grade Sync Setup PowerPoints & Videos
   - KTS Course Setup Guide
   - KTS Grading Task Setup Guide
5. Communicate the issue with your Technical School principal

Tanya Fluke 15

Troubleshooting Steps for Tech Schools

If the high school makes you aware of a grade sync issue:

1. Run a Grades Report
   - *Grading & Standards > Reports > Grades Report*
2. Run a Grade Book Usage Report
   - *Grading & Standards > Reports > Gradebook Usage*
3. If teacher has not posted grades, they will need to post before a grade will sync
4. Check course Grading Tasks tab and make sure the grading task in question (i.e. CTE Term, CTE Final) has the proper Active Mask checked
5. Communicate with the high school scheduler to coordinate the syncing process by selecting the correct Active Mask at both schools
6. Refer to the documentation made available to you through the KTS Data Exchange webpage:
   - Grade Sync Troubleshooting Guide
   - Previous Grade Sync Setup PowerPoints & Videos
   - KTS Course Setup Guide
   - KTS Grading Task Setup Guide

Tanya Fluke 16

Additional Important Information

- Only use the CTE Term Grade, CTE Final Grade and CTE Final Exam grading tasks. For each course, use only ONE of each of those grading tasks. If you notice more than one of these grading tasks attached to a course, do not delete, notify ktssupport@education.ky.gov.
- Only ONE Active Mask term should be checked at one time.
- If the date ranges of the term schedule for the high school are different than the date ranges of the term schedule at the technical school, this will affect the Active Mask selected.

Tanya Fluke 17

Term Schedule Overlap Issue

- If a technical school services more than one high school they will probably experience term schedule overlap issues, especially if the technical school has one term courses on their master schedule
- Students will disappear from the technical school roster when the term dates at the high school end before the technical school's term dates
  - Technical school teachers will not longer be able to take attendance or modify gradebook records for these students
- The issue must be corrected at the high school level:
  - The high school must go to the section of the course and check the previous and/or the next term box in the section schedule placement
  - This will repopulate the students back into the roster at the technical school the next day

Tanya Fluke 18

Grade Calc Options Info

- Grade Calc Options, formally Composite Grading, are set up at the technical school ONLY
- The CTE Final Grade received at the high school will be a composite grade, therefore it is not necessary for the high school to set up any additional Grade Calc Options for the KTS courses

Tanya Fluke 19

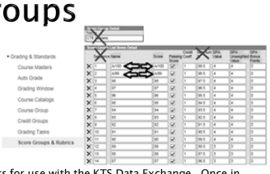
Active Mask Info

- Only ONE Active Mask term should be checked at a time
- If the date ranges of the term schedule for your high schools are different than the date ranges of the term schedule at the technical school, this may affect Active Mask selected
  - The Active Mask selected at the technical school must be on the Term within the date range of the Term selected at the high school
  - Grades will not sync if the date range of the Terms at the high school and technical school do not overlap

Tanya Fluke 20

Score Groups

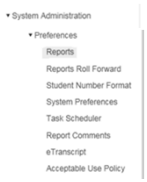
- Area Technology Centers (ATCs) **must** use the CTE Numeric or the CTE Pass/Fail Score Groups
- High schools and CTCs are not required to use the CTE Numeric Score Group, but the high school must use a score group that matches the CTE Numeric Score Group on the Minimum % column
- Any courses in a district that utilize the CTE Numeric score group WILL NOT post to transcripts unless the GPA Value columns are completed. For example, an A is worth 4, a B is worth 3, etc.
  - For technical school grades to successfully post to transcripts at the high school, GPA values must be completed for any score group chosen.
- The CTE Numeric score group was pushed out to all districts for use with the KTS Data Exchange. Once in your district database, you have the ability to modify the score group according to your district needs. However, there are a few things within that score group that you DO NOT want to change.
  - × Do not change the name of the score group.
  - × Do not change the Minimum % column at all.
  - × Do not delete any of the rows.
- You MAY change:
  - The Name column and the Score to accommodate your district needs. For example, right now you only see a numeric entry for both the Name and the Score columns (example: 100).
  - You MAY change that to add a letter grade as well, but you have to do it for BOTH the Name and Score columns. (example: 100/A)
  - You MAY check and uncheck the Passing Score boxes to accommodate your district policy.



Tanya Fluke 21

High School Report Card Templates

- Report card templates at the high school must be updated to add the CTE Term Grade and CTE Final Grade grading tasks
- Without these grading tasks, KTS grades will not show up on a high school progress report or report card
- If you are having trouble with KTS grades not showing on report cards, contact your district Infinite Campus administrator



Tanya Fluke 22

Support

- It is difficult to troubleshoot without details. Please be sure to include examples, if available (i.e. course numbers, SSID numbers of specific students to assist with troubleshooting, screen shots)
- Be careful not to include a student's name, social security number, date of birth or other personally identifiable information in a screen shot or in an email – this is a FERPA violation

- KTS Data Exchange webpage
- ktssupport@education.ky.gov
- Campus Community

Tanya Fluke 23

KTS Data Exchange – Attendance Procedures for Technical & High Schools, and Attendance Sync Option

Begins at 10:20 a.m. (ET)

Ask questions and interact with presenters through GoSoapBox:
http://app.gosoapbox.com
Access Code: KDEData

KSIS End-of-Year Training April 20-21, 2016

KTS Data Exchange – Attendance Procedures for Technical & High Schools, and Attendance Sync Option

Tanya Fluke, Systems Consultant IT
Office of Career and Technical Education
Division of Technical Schools and Federal Programs

Garnetta Barnette, Systems Consultant
Office of Administration and Support
Division of District Support

KSIS End-of-Year Training April 20-21, 2016

KTS Attendance Essentials

- ✓ Technical school teachers *must* post period attendance
- ✓ Technical school clerks *must* maintain check in/check out records
- ✓ Technical school clerks *must* check the Classroom Monitor to verify teachers have posted attendance
- ✓ Technical school clerks *should* reconcile daily attendance
- ✓ High school attendance clerks *must* review technical school attendance data & enter correct attendance into their district IC database
- ✓ Technical school clerks & high school attendance clerks *should* keep a continuous open line of communication

Tanya Fluke 26

Technical School

- Attendance Responsibilities

Technical School Teacher Responsibilities

- Technical school teachers *must* post period attendance
  - Comments will populate on attendance reports, including the KTS Attendance report (*KY State Reporting > Edit Reports > KTS Attendance*)

- Technical school teachers *must* report any attendance corrections to the technical school clerk promptly

Tanya Fluke 28

Technical School Clerk Responsibilities

- Technical school clerks *must*
  - Update their IC database with any attendance corrections
  - Maintain check in/check out records, and share those with the high school attendance clerk
  - Check the Classroom Monitor continuously throughout the day to ensure teachers have posted attendance
  - Run and review the KTS Attendance report daily
  - Communicate and work with their high school attendance clerks to ensure the entry of accurate attendance data in the high school IC databases
- Technical school clerks *should*
  - Reconcile attendance in the technical school IC database to:
    - Maintain data integrity
    - Ensure KTS Attendance report accuracy
    - Assist teachers with makeup work decisions
  - Refer to the Attendance for Technical School Clerks documentation, which outlines the various ways to maintain and reconcile attendance in Infinite Campus

Tanya Fluke 29

High School

- Attendance Responsibilities

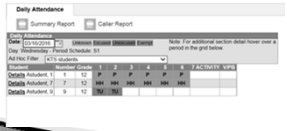
High School Attendance Clerk Responsibilities

- High school attendance clerks *must*
  - **Communicate with the technical school clerk** to ensure the entry of accurate attendance data in the high school IC databases
  - **Supply the technical school clerk with lists of students** who are remaining at the high school due to special functions or events (i.e. testing, counseling, or assemblies) or attendance events not yet entered into Infinite Campus (i.e. suspensions, field trips, or home hospital)
  - **Run and review the KTS Attendance report** (*KY State Reporting > Edit Reports > KTS Attendance*), and use this report as a *guide* for manual attendance entry in the high school IC database

Garnetta Barnette 31

High School Attendance Clerk Responsibilities

- Compare the KTS Attendance report (*KY State Reporting > Edit Reports > KTS Attendance*) to the Daily Attendance (*Attendance > Daily Attendance*) You may want to create an ad hoc that pulls only KTS students to make comparison easier



A guide to creating this ad-hoc can be found here

Garnetta Barnette 32

High School Attendance Clerk Responsibilities

- If a student is on the daily attendance report but <u>not</u> on the KTS attendance report:
  - Work with technical school clerk to determine if the student is actually there
    - If the student ***is*** there, have them check in at the technical school office. Enter a matching check in at the high school
    - If the student ***is not*** there, attendance should be corrected at the technical school

Garnetta Barnette 33

High School Attendance Clerk Responsibilities

- If a student is <u>not</u> on the daily attendance report but is on the KTS attendance report:
  - Work with technical school clerk to determine if the student is actually there
    - If the student ***is*** there, attendance should be corrected at the technical school
    - If the student ***is not*** there, enter an unexcused check out at the high school until the student's whereabouts can be determined

Garnetta Barnette 34

KTS Unknown Attendance Sync

- Optional Feature

KTS Unknown Attendance Sync

- Unknown attendance from the technical school will sync to the high school during the overnight sync
  - Previous days' teacher attendance from the technical school will show **yellow** (unknown) on the Daily Attendance Report, Student Attendance tab, & Parent Portal after the overnight sync
    - Will not overwrite attendance that is currently at high school
    - The Classroom Monitor will not reflect that technical schools have taken previous day attendance (i.e. turn course from **pink** to **green**)

Tanya Fluke 36

KTS Unknown Attendance Sync

- High school attendance clerks can use the Attendance Wizard to review absences and verify previous day technical school attendance

Tip:
Use of the Technical Student Ad Hoc Query, located on the KTS Data Exchange webpage, by the HS attendance clerks will assist with filtering technical school students while using the Attendance Wizard

Tanya Fluke 37

KTS Unknown Attendance Sync

- Available SY 2016-17
- This is an *optional* feature that is controlled at the district level by the district Infinite Campus administrator
- *System Administration > Resources > School > Select High School > Synchronize Tech Center Attendance checkbox*

- Checking the box will turn the feature *on*. Unchecking turns the feature *off*
- The check box must be checked for *each* high school in the district that wishes to participate

Tanya Fluke 38

Support

- Technical School Attendance Questions:
  - Tanya Fluke, Office of Career & Technical Education ktssupport@education.ky.gov & Tanya.Fluke@education.ky.gov
- High School Attendance Questions:
  - Garnetta Barnette, Office of Administration & Support Garnetta.Barnette@education.ky.gov

39

Questions?

40

Boost KEES $$$ with correct course settings and transcript entries

Begins at 11:15 a.m. (ET)

Ask questions and interact with presenters through GoSoapBox:
http://app.gosoapbox.com
Access Code: KDEData

KSIS End-of-Year Training April 20-21, 2016

Boost KEES $$$ with correct course settings and transcript entries

Jennifer Pusateri, Educational Administrative Program Consultant
Office Next Generation Learners
Division of Learning Services

Lisa Keeter, Systems Consultant IT
Office of Knowledge Information Data Services "KIDS"
Division of Enterprise Data

KSIS End-of-Year Training April 20-21, 2016

Kentucky Educational Excellence Scholarship (KEES)

- Students can earn KEES money for college each year of high school
- Minimum requirements for KEES eligibility
  - 5.0 earned credits for full year students
    - 3.0 earned credits for fall semester graduates
    - 1.0 credit maximum for Co-op courses annually
  - GPA of 2.5 or better
  - Enrolled 140 days
  - KEES Eligibility Override maybe required
- See Tips *for accurate KEES reporting* in April KSIS & More newsletter for details

43

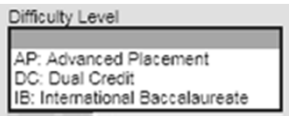
GPA Calculation for KEES

- Based on unweighted GPA scale
  - Must use standard 4.0 scale
- One quality point is added to transcript entries GPA Value (weights the grade) if Difficulty Level is
  - AP: Advanced Placement
  - NEW! DC: Dual Credit
  - IB: International Baccalaureate
- Schools choose whether or not to weight report card grades for AP, DC or IB course

44

Transcript Entries

- IC's Transcript Post tool sets Difficulty Level based on the course's information
- When manually creating transcript entries, Difficulty Level must be selected



45

15-16 Courses With No Difficulty Level

- KEES scholarship money could be reduced for 20,000+ students
- Dual credit indicators in Teaching Method or Instructional Setting
  - 905 courses involving 13,195 students across 128 districts
  - 33% of all courses with dual credit indicators
- Courses using AP state course code
  - 285 courses involving 7,136 students across 74 districts
- Course name indicates AP but not using AP state course code
  - 28 courses involving 769 students across 16 districts
  - If following AP curriculum, the state course code and Difficulty Level need to be updated

46

AP and IB Courses

- Course should prepare students to take a specific AP or IB exam
- Exam is not required for KEES weighted GPA
- Specific AP or IB state code should be used
- Do not set Course Difficulty on Pre-AP or lower grade IB courses

47

Verifying AP Course Setup

- State Published Ad Hoc Filters
  - student AP Course Code with No Difficulty Level
  - student AP Difficulty No AP Course Code
  - NEW! curriculum Possible AP course w/o other indicators

Path: Ad Hoc Reporting > Data Export > State Published

48

Dual Credit

- Defined in KRS 158.007(8) as "a college-level course of study developed in accordance with KRS 164.098 in which a high school student receives credit from both the high school and postsecondary institution in which the student is enrolled upon completion of a single class or designated program of study."
- KEES weighted scale shall not be applicable to a remedial course.

49

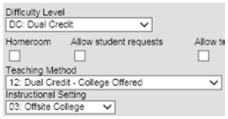
Dual Credit Course Settings

- State Course Codes
- Difficulty Level NEW!
- Teaching Method
  - 11: Dual Credit – District Offered
  - 12: Dual Credit – College Offered
  - 17: NAF Academy Dual Credit – District Offered
  - 18: NAF Academy Dual Credit – College Offered
- Instructional Setting
  - 03: Offsite College

50

Verifying Dual Credit Course Setup

- State Published Ad Hoc Filter
  - curriculum Dual Credit Courses



Path: Ad Hoc Reporting > Data Export > State Published

- See Dual Credit Course Indicators for steps on adding the Difficulty Level to courses with other Dual Credit indicators

51

KEES Related Reports

- Monitoring reports
  Path: KY State Reporting > KDE Reports
  - **KEES Audit** shows the detailed KEES calculation for an individual student
  - **KEES Eligibility** identifies students who do not qualify to receive the KEES Scholarship based on their schedule
- Report for submission to KHEEA
  Path: KY State Reporting > KEES Report

See Tips in Newsletter

52

Concerns from KHEAA Audit

- KHEAA wants the GPA Weight to equal Credits Attempted
- Caution needed if courses at the same school offer different number of credits
  - If one course is 0.5 credit and others are 1.0 credit and all have GPA weight of 1, the 0.5 credit course grade is doubled in the GPA calculation

53

Questions

- KSIS Data Standards are available at http://education.ky.gov/districts/tech/sis/pages/ksis-data-standards.aspx

54

District and School Collection Repository DASCR

Begins at 11:35 a.m. (ET)

Ask questions and interact with presenters through GoSoapBox:
http://app.gosoapbox.com
Access Code: KDEData

District and School Collection Repository (DASCR)

Cheri Meadows, Manager
Rodney Bennett, Education Consultant
Student Tracking, Health and Transportation Branch
KDE Division of District Support

Purpose

The District and School Collection Repository creates an efficient process to ensure high quality school and district information for all schools and districts throughout the state of Kentucky.

- School Report Card accuracy
- Open House Webpages

DASCR

Online application for districts to request:

- ✓ New schools
- ✓ Reconfiguration of schools
- ✓ Changes to an existing school
- ✓ Closure of a school

NOTE: DASCR is not used to change person information, only school information

Rodney Bennett 58

DASCR creates an efficient process

- It is simple to use and minimizes time needed for data entry.
- It provides information for districts to use when deciding whether to create, reconfigure, update or close a school
- Once the user selects an option, school data can be updated online
- Once submitted, the request immediately creates an approval process at KDE that should take no longer than 5 business days to approve or deny the request

Rodney Bennett 59

Timeline

• 2/9/16 – 4/1/16	Districts verify Profile
• 4/4/16	School Report Card open to public
• Summer 2016	Additional data loaded to School Report Card
• Fall 2016	School Report Card open to public

Rodney Bennett 60

DASCR LOG IN

1. Find your WAAPOC
   - School district users must be granted access by the district WAAPOC
   - WAAPOCs are listed in the District and School Directory

Rodney Bennett 61

DASCR School Directory

Rodney Bennett 62

DASCR LOG IN

2. Complete Self Registration

Staff who do not have a KDE web apps user account, or have forgotten their username or password, should visit the self-registration page at the following link to self-register or retrieve their username/ password: https://applications.education.ky.gov/selfregistration/

Rodney Bennett 63

DASCR LOG IN

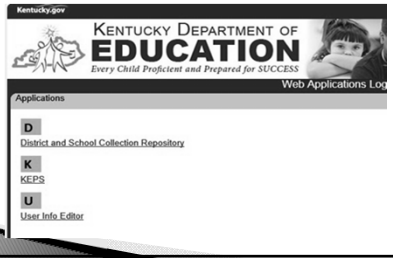
3. Get User Rights

District or school staff using the web application to submit new requests or reconfiguration changes must be set up with access to the "District and School Collection Repository" application. The WAAPOC will locate the user in the KDE web application and assign rights as appropriate.

Rodney Bennett 64

DASCR LOG IN

Once you have completed these steps, you can log in!



Rodney Bennett 65

Create New School

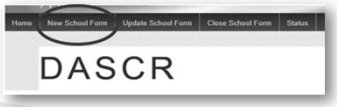
There are a number of rules that must be followed when creating a new school. A new school or new school number should only be created if:

- The grade span of the school changed by more than 3 grades
  - This does not include pre-K or kindergarten grades.
- The school's physical location changed and the attendance area changed significantly
- Two schools of about the same size, or with different grade spans, merge
  - The two original schools would be closed, and the merged education unit would be reported as a new school

Rodney Bennett 66

Create New School

- Click the New School Form link at the top left corner of the DASCR home page
  - The same form is used to create a new school or reconfigure schools
- When one school splits into two or more schools, the school that stays most like the original school (student population, grades offered, attendance area) keeps the current school number
  - A new school number must be requested for the other schools
- When creating a new school or reconfiguring schools, you should always choose an Effective Date of July 1



Rodney Bennett 67

Create New School

Rodney Bennett 68

Create New School

- Once you have entered the School Demographic information:
  - The Requestor Contact information will display contact name, contact email, contact phone number and Superintendent information for the district
- Click Submit to complete.

Rodney Bennett 69

Create New School

Rodney Bennett 70

Update School

Why Update School Information?

- It is critical that school information is accurate
- It is used for many purposes including
  - **Online District and School Directory in Open House**
  - **School Report Card**

✓School information is quick and easy to update
✓Changes to district information should be sent to KDEDASCR@education.ky.gov

Rodney Bennett 71

Update School

School Update Form
- Location
- Mailing Address
- School Classification
- Grade Range

Note: Administrative and role changes, such as principal, must continue to be updated through the People Role Manager Web application

Rodney Bennett 72

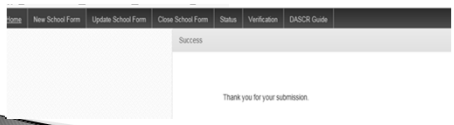
Update School

Make sure you have checked the correct boxes for grades offered and Requestor Contact Information

Rodney Bennett 73

Update School (Verification)

- ✓ If applicable, make sure you verify when you are finished updating
- ✓ This verification sends a note to KDE for Approval



Rodney Bennett 74

School Closure

School Closures occur:

- If a school is merged with another school that provides mostly the same grades
  - The smaller school should be closed.
- If two schools of equal size or with different grade spans are merged or consolidated within an existing building or a new physical location
  - Both schools should be closed.
- If there are health and/or safety issues for the students, a school may be closed

Rodney Bennett 75

School Closure

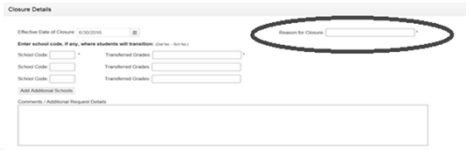
- Click on the Close School Form link at the top of the home page
- Only the schools in your district will be available in the School District dropdown
- Once a school is selected from the dropdown list, you will see the information currently in the system for that school
- The fields on the form will guide you as you enter information

Rodney Bennett 76

School Closure

Reason for School Closure

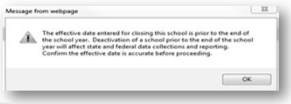
You must provide a reason for the school closure in the space available



Rodney Bennett 77

School Closure

- **Important:** The effective date of a school closure is defaulted to the end of the school calendar year (June 30)
- If you try to close the school before then you will receive a warning message:



Rodney Bennett 78

Submission Status

How do I know that my request has been received?

- After you have submitted a request, you will receive an email confirmation

What if I make a mistake and need to change some of the information?

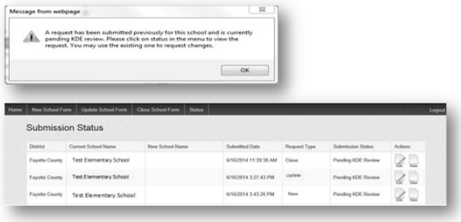
- You will have the option of reviewing and editing the information between the time you submit it and before the KDE review and approval process begins
- You will be able to view and print the request any time after it is submitted, even if the review and approval process has started and the editing feature is locked

What happens next?

- Once the KDE review and approval process begins, the editing feature will be locked
- If you try to ***resubmit*** a previous request for the school, you will receive a message from the system and be redirected to the status page that shows your request is in the review process

Rodney Bennett 79

Submission Status



Rodney Bennett 80

Submission Status

When the review process has completed at KDE, you will receive an email notification. You can click within the email message to see if the request was approved.

How long does it take?

- The approval process should be completed within 5 business days

What if my request is denied?

- You will be provided with a reason the request was denied
- The application will be opened for editing by KDE and you can resubmit the correct information

Rodney Bennett 81

KDE Contact Information

KDE is available for questions during the DASCR submission process. For further assistance or if you have questions please contact:

- ✓ Rodney Bennett at 502-564-5279, ext.4449 or via email at rodney.bennett@education.ky.gov
- ✓ Ronda Devine at 502-564-5279, ext. 4444 or via email at ronda.devine@education.ky.gov

82

Continuous Instructional Improvement Technical System (CIITS)

Begins at 11:55 a.m. (ET)

Ask questions and interact with presenters through GoSoapBox:
http://app.gosoapbox.com
Access Code: KDEData

KSIS End-of-Year Training April 20-21, 2016

CIITS

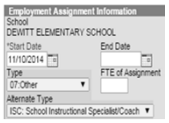
Michael Spence, CIITS Technical Analyst

Office of Knowledge, Information & Data Services
Enterprise Data Division

KSIS End-of-Year Training April 20-21, 2016

CIITS Job Categories

- Data in IC will be used to align certified staff who will be evaluated to a job category.
- Type/Alt Type will be used to determine a person's job category in CIITS.
  - Type/Alt Type is located on the District Assignments tab in IC.
- Type/Alt Type should NEVER be left blank.
- Type/Alt Type must be the same on all active assignment records within a school, but may be different between schools.
- NEVER delete an assignment record; end date the assignment instead.



For more information regarding Job Category Setup for Certified Staff see the Quick Reference Card (QRC) for Job Category Setup for Certified Staff.

Michael Spence 85

CIITS Job Categories

- For principals, in addition to giving the principal a Type of 02:Administrator, also enter the principal's email address on the School Resource page in Campus.
- Click Path:
  Index → System Administration → Resources → School
  - Enter principal's email in the "Principal Email" field.

For more information on proper Campus setup to receive the correct CIITS access, please consult the "Assigning CIITS Roles and Permissions" document located here.

Michael Spence 86

Type/Alt Type values aligned to a job category

IC 'Type' value and corresponding CIITS job category

IC Type	CIITS Job Category
01 – Teacher	Teacher
02 – Administrator	School Administrator
03 – Counselor	Guidance Counselor
05 – Speech Therapist	Therapeutic Specialist
06 – Librarian	Library Media Specialist
07 / REH: Rehabilitation Counselor	Guidance Counselor
07 / SOW: Social Worker	Guidance Counselor
07 / PSY: Psychologist	Psychologist
07 / OCC: Occupational Therapist	Therapeutic Specialist
07 / PHT: Physical Therapist	Therapeutic Specialist
07 / REC: Recreation Therapist	Therapeutic Specialist
07 / SPT: Speech Therapist	Therapeutic Specialist
07 / ISC: Instructional Specialist/Coach	Instructional Specialist / Coach
Principal (identified by email)	Principal

Type/Alt Type values NOT aligned to a job category

- 04 – Support
- 07 – Audiologist
- 07 – Interpreter
- 07 – Other Non-Professional
- 07 – Other Professional
- 07 – Teacher Aide
- 07 – Work Study Coordinator

Michael Spence 87

CIITS Job Categories

- Review job category assignments for evaluation purposes
- KDE has developed two custom reports in Infinite Campus for districts to use to ensure data is correct and certified staff are aligned to a job category for the 2015-16 school year
- The reports can be found in ***Infinite Campus District Edition under Index, KY State Reporting, KDE Reports***:
  1. ***CIITS Job Category Report*** will display persons who are set up correctly and their respective job category based on the Type/Alternate value(s) and (if set) the Evaluation Override on their active District Assignment records. Refer to the Job Category Setup for Certified Staff QRC for information on setting up certified staff.
  2. ***CIITS Job Category Exception Report*** will display any person not aligned to a job category due to improper setup of the Type/Alternate Type value(s) on the person's active District Assignment records. This report will also display any users who have different Type/Alternate Type values between schools where the Evaluation Override needs to be set. Refer to the Correcting CIITS Job Category Exceptions QRC for information on each exception and corrective action.

Michael Spence 88

KTS User Setup

- Setup is unique for those that are not teachers and principals at ATC schools:
  - Set up user as a person in Campus and not as Staff
  - Leave "Email" on Demographics tab blank or place email in "Secondary Email" field
  - Leave District Employment tab blank
  - Leave District Assignments tab blank

Refer to the KTS Setup for IC Access Only QRC for more details.

Michael Spence 89

Viewing Future Students after End of School Year

- Navigate to Student Performance in the Classrooms module.
- Select the future course/section from the "Section Chooser" drop down list.
- Select either the Student List or Student Analysis tab.
- If no students are displayed, click on the "All Students" button to display students.

Refer to the View Future Students QRC for more details.

Michael Spence 90

Questions?

- Contact: Michael Spence
  - michael.spence@education.ky.gov
  - (502) 564 – 2020 ext. 2273

Michael Spence 91

KDE/ District Meetings

Begins at 1:00 p.m. (ET)

Ask questions and interact with presenters through GoSoapBox:
http://app.gosoapbox.com
Access Code: KDEData

KSIS End-of-Year Training April 20-21, 2016

Wrap-up

Thank you!

You can ask questions and interact with the presenters through GoSoapBox: http://app.gosoapbox.com
Access Code: KDEData

KSIS End-of-Year Training April 20-21, 2016