



# Gifted and Talented: Validation Tools and Data Verification

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# Validation Report for Gifted and Talented

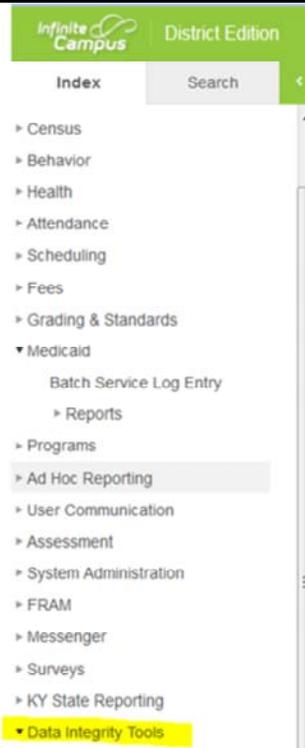
- ▶ The Gifted and Talented Validation Report is used to ensure all students in the district are accounted for in State Edition and District Edition of Infinite Campus.
- ▶ This process is used to validate data sets at the end of the year for School Report Card.

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Step 1: Log in to Infinite Campus (IC).

Step 2: Scroll down towards the bottom of the Index and click **DATA INTEGRITY TOOLS**.



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### Step 3: Select **Data Validation**

- ▼ Data Integrity Tools
  - ▼ **Data Validation**
  - Definition Bank
  - Definition Groups
  - ▶ Reports
  - ▶ Data Certification

### Step 4: Select **Reports**

- ▼ Data Integrity Tools
  - ▼ Data Validation
    - Definition Bank
    - Definition Groups
    - ▼ **Reports**
    - Definition Gro
  - ▶ Data Certification

### Step 5: Select **Definition Group Extract**

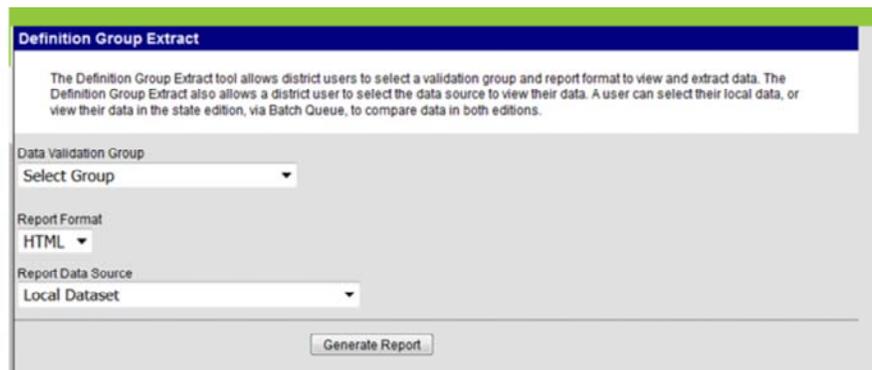
- ▼ Reports
  - ▼ **Definition Group Extract**

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You will complete two extracts using this tool:

1. You will generate a **State Dataset**.
2. You will generate a **Local Dataset** from your district.



The screenshot shows a web interface titled "Definition Group Extract". At the top, there is a blue header bar with the title. Below the header, a white box contains the following text: "The Definition Group Extract tool allows district users to select a validation group and report format to view and extract data. The Definition Group Extract also allows a district user to select the data source to view their data. A user can select their local data, or view their data in the state edition, via Batch Queue, to compare data in both editions." Below this text, there are three dropdown menus: "Data Validation Group" with the selected option "Select Group", "Report Format" with the selected option "HTML", and "Report Data Source" with the selected option "Local Dataset". At the bottom of the form, there is a "Generate Report" button.



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# Generating the State Dataset

- ▶ Select these from the dropdown boxes:
  - Gifted and Talented Group
  - Report Format CSV
  - State Dataset
- ▶ After making selections, click **Generate Report.**

The screenshot shows the 'Definition Group Extract' web application. At the top, there is a blue header with the title 'Definition Group Extract'. Below the header, a paragraph explains the tool's purpose: 'The Definition Group Extract tool allows district users to select a validation group and report format to Definition Group Extract also allows a district user to select the data source to view their data. A user c view their data in the state edition, via Batch Queue, to compare data in both editions.'

The main form area contains several sections:

- Data Validation Group:** A dropdown menu is set to 'Gifted and Talented Group'. Below it, the 'Group Name' is 'Gifted and Talented Group'.
- Description:** A detailed text block explaining the report's content, including categories like Creative or Divergent Thinking, Psychosocial Leadership Skills, etc.
- Definitions:** A line of text: 'Gifted and Talented Students with categories. List of Gifted and Talented Studer'.
- Report Format:** A dropdown menu is set to 'CSV'.
- Report Data Source:** A dropdown menu is set to 'State Dataset (Will be sent to batch queue)'.
- Generate Report:** A button labeled 'Generate Report'.
- State Report Output:** A section with a 'Refresh' button, a 'Show top 50' dropdown, and date pickers for 'tasks submitted between 04/01/2016 and 04/08/2016'. Below this is a table header with columns: 'Batch Control List', 'Queued Time', 'Report Title', 'Status', and 'Download'.

In the bottom right corner of the application, there is a logo for 'EVERY CHILD SUCCEEDS' with the text 'Kentucky Department of Education' below it.

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# Generating the State Dataset

- ▶ Please note – the State Dataset validation report will NOT be generated immediately:
  - When generating the report, District Edition sends a request to State Edition for a state report of the data in your district.
  - The report is sent back to the district in the State Report Output area once compiled; please remember to check the status periodically.



The screenshot shows a web interface titled "State Report Output". At the top, there is a "Refresh" button, a "Show top" dropdown menu set to "50", and a date range filter for "tasks submitted between" from "04/01/2016" to "04/08/2016". Below this is a "Batch Queue List" table with the following data:

Queued Time	Report Title	Status	Download
04/08/2016 09:50:09 AM	DataValidation - Run At State	Queued	



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# Retrieving the State Dataset

- ▶ Once completed, select **Get the report** under the Download column:



The screenshot shows a web interface titled "State Report Output". It includes a "Refresh" button, a "Show top 50" dropdown, and a date range filter for tasks submitted between 04/01/2016 and 04/08/2016. Below this is a "Batch Queue List" table with columns for Queued Time, Report Title, Status, and Download. One row is visible with a status of "Completed" and a highlighted "Get the report" button.

Queued Time	Report Title	Status	Download
04/08/2016 09:50:09 AM	DataValidation - Run At State	Completed	Get the report

- ▶ Once you have generated the state dataset, you should save it as a Microsoft Excel file named **State\_GT\_15\_16**.
- ▶ This will give you a list of ALL students in the district currently identified for gifted and talented services in State Edition of IC.

Gifted and Talented Students with categories						
School Name	SSID	Grade	First Name	Last Name	Category	Enrollment End Date



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# Generating the Local Dataset

- ▶ Select these from the dropdown boxes
  - Gifted and Talented Group
  - Report Format CSV
  - Local Dataset
- ▶ After making selections, click **Generate Report.**

## Definition Group Extract

The Definition Group Extract tool allows district users to select a validation group. The Definition Group Extract also allows a district user to select the data source to view their data in the state edition, via Batch Queue, to compare data in both.

Data Validation Group  
Gifted and Talented Group

Group Name: Gifted and Talented Group

Description: This report will produce a list of Gifted and Talented students. The report will include a list of students by School, SSID, and rows for students that are gifted in multiple categories, and their categories. Gifted Categories: 01: Creative or Psychosocial Leadership Skills, 04: Specific Academic, 06: Specific Academic Aptitude-Science, 07: Specific Academic-Arts, 09: Visual and Performing Arts-Dance, 10: Visual Arts-Music and 12: Primary Talent Pool. If you have questions, contact [kathie.anderson@education.ky.gov](mailto:kathie.anderson@education.ky.gov) or 502-564-4970 x.1234

Definitions: Gifted and Talented Students with categories List of Gifted and Talented Categories

Report Format  
CSV

Report Data Source  
Local Dataset

Generate Report



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# Generating the Local Dataset

- ▶ Once you have generated the local dataset, you should save it as a Microsoft Excel file and title it **District\_GT\_15\_16**.
- ▶ This will give you a list of ALL students in the district currently identified for gifted and talented services.

Gifted and Talented Students with categories						
School Name	SSID	Grade	First Name	Last Name	Category	Enrollment End Date

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# Comparing the State and Local Datasets

- ▶ Once both data sets are generated, you will examine the data sets to ensure a direct match.

- Guiding Questions

- Do you have the same number of records on each spreadsheet?
  - If not, what is different? You will want to make a list of ALL discrepancies.
- If records appear on district, but not state, run a manual sync of Gifted data at the district level (Talk to your KSIS administrator)
- Check to ensure that all records for each student are present. If discrepancies are present, document those. If possible, attempt to transfer in the record that is missing from a prior district.
  - Example: Students with multiple records will appear multiple times – once for each record.

State	District
Susie- 2	Susie- 2
Susie- 4	Susie- 4
Susie- 6	Susie- 6
Susie- 8	Susie- 8



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# Comparing the State and Local Datasets

- ▶ Once you have completed the validation process and corrected any errors:
  - If lists match, please complete the record verification form and submit to KDE.
  - If the lists are different, you must contact Leann Pickerill at [leann.pickerill@education.ky.gov](mailto:leann.pickerill@education.ky.gov) to determine next steps for troubleshooting.

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# Questions?

- ▶ Contact: Leann Pickerill
  - [leann.pickerill@education.ky.gov](mailto:leann.pickerill@education.ky.gov)
  - (502) 564 - 4970 ext. 4120

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