



KTS Data Exchange – Troubleshooting Tips for Grade Sync Issues

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The End-of-Year training sessions will be recorded and available for reference on the KSIS Training Web page in approximately 7 – 10 days.

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)

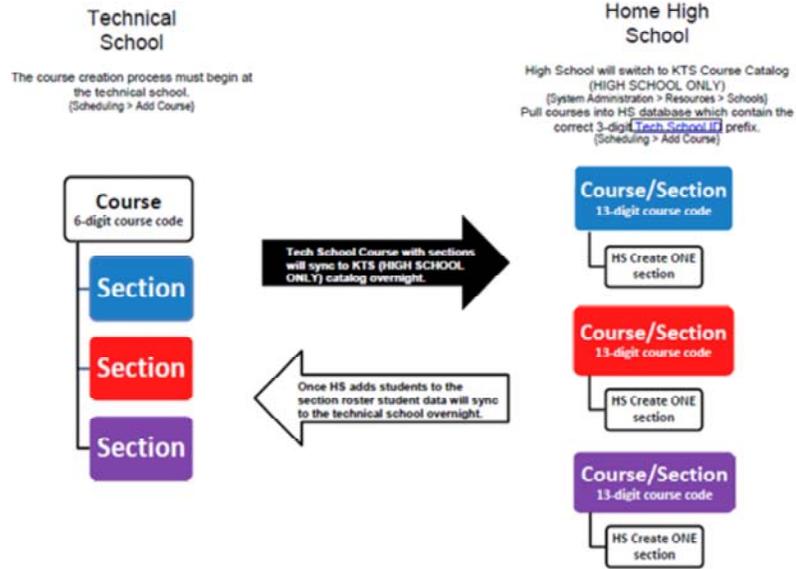
*Refer to session KTS Data Exchange: Optional Unknown Attendance Sync & Attendance Processes for more information.



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



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Course Numbering and Scheduling

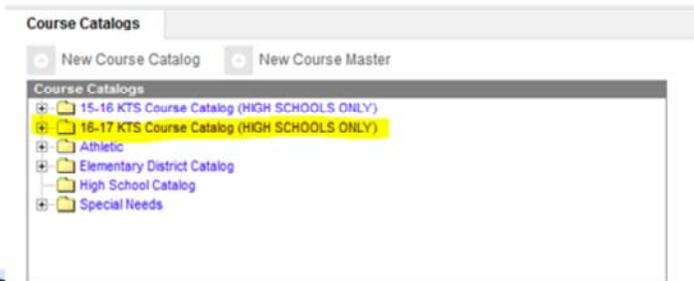
Explanation of Course Codes for KTS – Campus Data Exchange

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](#)



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Grading Setup and Syncing

Grading Tasks

Grading Tasks

- CTE Term Grade ←
- Mid-Term Grade
- Nine Weeks Grades
- CTE Final Exam ←
- Six Weeks Grades
- CTE Final Grade ←

Score Groups & Rubrics

Score Groups & Rubrics Editor

Name	Type
AP STANDARDS BASED SCALE	Score Group
CTE Numeric	Score Group
HS Credit Standard Scale(s)	Score Group
KCHS Standards Based Scale	RUBIC
Per 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 Value	GPA Unweighted Value	GPA Bonus Points
X 1 A/100	A/100	<input checked="" type="checkbox"/>	1	99.5	4	4
X 2 A/99	A/99	<input checked="" type="checkbox"/>	1	98.5	4	4
X 3 A/98	A/98	<input checked="" type="checkbox"/>	1	97.5	4	4
X 4 A/97	A/97	<input checked="" type="checkbox"/>	1	96.5	4	4
X 5 A/96	A/96	<input checked="" type="checkbox"/>	1	95.5	4	4
X 6 A/95	A/95	<input checked="" type="checkbox"/>	1	94.5	4	4

[KTS Grading Task Setup Guide](#)



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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*

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



Message

Subject: KTS Process Error - Grading Error (15-01-County High)

Date: 03/29/2016

The following grades could not be synced due to the error listed below:

*** These student grades will not be loaded into your site until the corresponding error is fixed ***

Course Number	Course Name	KTS Term Start	KTS Term End	Grading Task	ERROR	Student StateID	Score/Percent
00108P50	Business Education Internship	12/15/2015	03/21/2016	CTE Term Grade	Active Mask is not set or is set on more than one term	100	100.000
00112P101	Digital Literacy CIT 105	10/10/2015	12/17/2015	CTE Final Exam	Active Mask is not set or is set on more than one term	30	30.000



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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



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](#)



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.



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

	QUARTERS			
	TERM 1	TERM 2	TERM 3	TERM 4
1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homework	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extra	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	QUARTERS			
	TERM 1	TERM 2	TERM 3	TERM 4
1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homework	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extra	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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

000112 Digital Literacy

Course Sections Grading Tasks Standards Categories **Grade Calc Options** Course Points Pass

Save

Any changes made to grade calculation options in the Course Master or Course after the teacher has accessed the Planner or section's Grade Book, Final Grades, or Assignment Calendar will NOT be reflected in Campus Instruction. This is done so student grades are not modified.

Standards

No Standards Available

Grading Tasks

TermGrading Tasks **View All** PB Calculation Type

Term	Schedule	Grading Task	Composite	Type
Q1	Mean	CTE Term Grade	<input type="checkbox"/>	No Calculation
Q2	Mean	CTE Term Grade	<input type="checkbox"/>	No Calculation
Q2	Mean	CTE Final Exam	<input type="checkbox"/>	No Calculation
Q2	Mean	CTE Final Exam	<input checked="" type="checkbox"/>	No Calculation

Check Task Standard

Task Standard	Weight	Effective %
<input checked="" type="checkbox"/> Q1 CTE Term Grade	47.0000	47.00
<input checked="" type="checkbox"/> Q2 CTE Term Grade	47.0000	47.00
<input checked="" type="checkbox"/> Q2 CTE Final Exam	6.0000	6.00

Save Link Composite

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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

The screenshot displays the 'Grading Tasks' interface. At the top, there are tabs for 'Course', 'Sections', 'Grading Tasks', 'Standards', 'Grade Calc Options', and 'Course Rules'. Below the tabs are buttons for 'Save', 'Delete', and 'Add'. The main area shows a 'Grading Task Editor' table with columns for 'Grading Task', 'Credit Group', 'Credit Type', 'Score Group', 'Credit', and 'Term GPA'. The table contains three rows: 'CTE Term Grade', 'CTE Final Exam', and 'CTE Final Grade'. Below the table is a 'Course Grading Task Detail' form. This form includes fields for 'Grading Task', 'CTE Term Grade', 'Score Group', 'CTE Numeric', 'Term GPA', 'Credit', 'Credit Type', and 'Credit Overflow Override'. There are also checkboxes for 'Term Mask' and 'Active Mask', each with four options for Term 1, Term 2, Term 3, and Term 4. A 'Post-only Grading Task' checkbox is located at the bottom left of the detail form.



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.

Grading & Standards

Course Masters

Auto Grade

Grading Window

Course Catalogs

Course Group

Credit Groups

Grading Tasks

Score Groups & Rubrics

Score	Name	Score	Passing Score	Credit	Min GPA Value	Min Unweighted GPA Value	Min Weighted GPA Value
X 1	A/100	A/100	<input checked="" type="checkbox"/>	1	99.5	4	4
X 2	A/99	A/99	<input checked="" type="checkbox"/>	1	98.5	4	4
X 3	98	98	<input checked="" type="checkbox"/>	1	97.5	4	4
X 4	97	97	<input checked="" type="checkbox"/>	1	96.5	4	4
X 5	96	96	<input checked="" type="checkbox"/>	1	95.5	4	4
X 6	95	95	<input checked="" type="checkbox"/>	1	94.5	4	4
X 7	94	94	<input checked="" type="checkbox"/>	1	93.5	4	4
X 8	93	93	<input checked="" type="checkbox"/>	1	92.5	4	4
X 9	92	92	<input checked="" type="checkbox"/>	1	91.5	4	4
X 10	91	91	<input checked="" type="checkbox"/>	1	90.5	4	4
X 11	90	90	<input checked="" type="checkbox"/>	1	89.5	4	4
X 12	89	89	<input checked="" type="checkbox"/>	1	88.5	3	3
X 13	88	88	<input checked="" type="checkbox"/>	1	87.5	3	3
X 14	87	87	<input checked="" type="checkbox"/>	1	86.5	3	3

- 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 this 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.



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

▼ System Administration

▼ Preferences

Reports

Reports Roll Forward

Student Number Format

System Preferences

Task Scheduler

Report Comments

eTranscript

Acceptable Use Policy



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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](#)**