



Kentucky Department of

Our Children,

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Education

Kentucky Department of Education 2016-17 KSIS Beginning-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)



Instructional Management System (IMS) and Educator Development (ED) Tools

Maritta Horne, Instructional Management System (IMS) Service Manager

Lyndsey Robinson, IMS Integration Specialist

Michael Spence, IMS Technical Analyst

Office of Education Technology
Division of School Data Services



Communication

- ▶ Please communicate this information to all district level employees.
- ▶ It is important that educators are set up properly in IC to receive the permissions needed in IMS and ED Tools



Viewing Past Students

- ▶ **TEACHERS, need to access student data when school's out?** Use the Instructional Management System (IMS) Classrooms and School & District Data modules! Learn how to use these convenient tools by watching this [video](#).



Viewing Future Students

- ▶ Teachers can view future students in IMS for their upcoming sections if they are set up properly in Infinite Campus. 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.
- ▶ For details refer to the Quick Reference Card (QRC) for [Viewing Future Students](#).



IMS/ED Tools Access Change/End

- ▶ All individuals who have an active district employment record, at least one active district assignment record, and a valid kyschools.us email address entered in Infinite Campus automatically receive an IMS/ED Tools user account.
- ▶ Upon an employee's separation from the district, districts should end date all of the employee's district employment record(s) and district assignment record(s) in Infinite Campus. Click path: *Census > People > District Employment; Census > People > District Assignments.*
- ▶ Failure to end date all of the employee's district employment and district assignment records will result in the individual's IMS/ED Tools account remaining active.
- ▶ If the employee is changing assignments, their former district assignment should be end dated and their new district assignment should be set up by following the same click path above.



CIITS Roles Report in IC

- ▶ Districts may use the “CIITS Roles” report in Infinite Campus to see CIITS custom roles assignments for their district and school staff, the institution in which the permissions are assigned, and the assignment start date. The path to run the report is *KY State Reporting > KDE Reports > CIITS Roles*.
- ▶ Report is in Excel format.
- ▶ Custom roles on the right may have been assigned either at the district or school level.
- ▶ Custom roles are assigned using the Title field on the District Assignments tab.

- Analyst
- Assessment Manager
- EDS Manager
- Leader Evaluator
- Leadership
- Materials Approver
- PD Activity Reviewer
- PD Administrator
- PD Create PD
- PD Facilitator
- Roster Manager
- Specialist
- Test Item Admin

Employment Assignment Information

School
 CIITS Access
 *Start Date: 05/06/2014
 End Date:
 Type:
 FTE of Assignment:
 Title: **CIITS District Analyst** (highlighted in red box)
 Assignment Code:

Run_Date	District_Number	District_Name	School_Number	School_Name	Staff_Name	Staff_ID	CIITS_Role	Assignment_Startdate
6/16/2016	999	Disney World	0	Magic Kingdom Elementary School	Mickey Mouse	999_1111	CIITS District Leadership	8/14/2014
6/16/2016	999	Disney World	0	Animal Kingdom Middle School	Minnie Mouse	999_2222	CIITS School Leadership	8/1/2014
6/16/2016	999	Disney World	0	Epcot Alternative School	Donald Duck	999_3333	EDS - CIITS Manager	8/14/2014
6/16/2016	999	Disney World	0	Hollywood Studios High School	Daisy Duck	999_4444	CIITS School Analyst	7/1/2014



ED Tools 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 ED Tools.
 - ▶ 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.



Employment Assignment Information	
School	DEWITT ELEMENTARY SCHOOL
*Start Date	End Date
11/10/2014	
Type	FTE of Assignment
07:Other	
Alternate Type	
ISC: School Instructional Specialist/Coach	

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

Type/Alt Type values aligned to a job category

IC 'Type' value and corresponding CIITS job category

IC Type

01 – Teacher
02 – Administrator
03 – Counselor
05 – Speech Therapist
06 – Librarian

07 / REH: Rehabilitation Counselor
07 / SOW: Social Worker
07 / PSY: Psychologist
07 / OCC: Occupational Therapist
07 / PHT: Physical Therapist
07 / REC: Recreation Therapist
07 / SPT: Speech Therapist
07 / ISC: Instructional Specialist/Coach

Principal (identified by email)

CIITS Job Category

Teacher
School Administrator
Guidance Counselor
Therapeutic Specialist
Library Media Specialist

Guidance Counselor
Guidance Counselor
Psychologist
Therapeutic Specialist
Therapeutic Specialist
Therapeutic Specialist
Therapeutic Specialist
Instructional Specialist / Coach

Principal

Type/Alt Type values **NOT** aligned to a job category

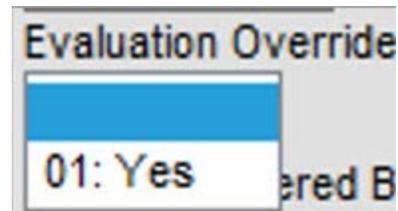
- ▶ 04 – Support
- ▶ 07 – Audiologist
- ▶ 07 – Interpreter
- ▶ 07 – Other Non-Professional
- ▶ 07 – Other Professional
- ▶ 07 – Teacher Aide
- ▶ 07 – Work Study Coordinator



Evaluation Override



- ▶ Evaluation Override is used to determine which job category (not at which school) someone will receive when they are assigned to multiple schools with differing Type/Alt Types.
 - For example, Michael is a counselor at the middle school and an administrator at the high school.
 - He is being evaluated as a counselor. Therefore, Evaluation Override is set to “Yes” on his counselor assignment at the middle school.
- ▶ Evaluation Override is located on the District Assignments tab.



01:Teacher Precedence



- ▶ If assigned to multiple schools with differing Type/Alt types and one of the types is 01:Teacher, you will automatically receive the job category of Teacher regardless of Evaluation Override.
 - For example, Lyndsey is a teacher with Type 01:Teacher at the middle school and a counselor with Type 03:Counselor at the high school.
 - She is to be evaluated as a teacher.
 - Set Evaluation Override to “Yes” for her 01:Teacher assignment at the middle school.
 - She will appear in the TPGES windows at all schools where she is assigned.

01:Teacher Precedence



- ▶ If assigned to multiple schools with differing Type/Alt types and one of the types is 01:Teacher, you will automatically receive the job category of Teacher regardless of Evaluation Override.
 - For example, Maritta is a teacher with Type 01:Teacher at the middle school and a counselor with Type 03:Counselor at the high school.
 - She is to be evaluated as a counselor.
 - Maritta cannot have any Type 01:Teacher assignments because it has top priority when determining job categories.
 - All of her assignments at both schools should be Type 03:Counselor.
 - In order to be a teacher in Infinite Campus, Maritta will need to have the Teacher checkbox checked for at least one of her middle school assignments.
 - ✓ Teacher checkbox is located on the District Assignments tab.
 - She will appear in the OPGES windows at all schools where she is assigned.

A screenshot of a web-based form titled 'Employment Assignment Information'. The form contains several fields: 'School' (text), 'CIITS Access' (text), '*Start Date' (calendar icon, value: 05/06/2014), 'End Date' (calendar icon), 'Type' (dropdown menu, value: 03:Counselor), 'FTE of Assignment' (text), 'Alternate Type' (text), 'Reading First' (dropdown menu), 'Evaluation Override' (dropdown menu), 'PD Class Offered By' (dropdown menu), 'PD Class Applied Hours' (text), 'Special Ed' (checkbox, unchecked), 'Advisor' (checkbox, unchecked), and 'Teacher' (checkbox, checked). The 'Teacher' checkbox is highlighted with a red rectangular border.

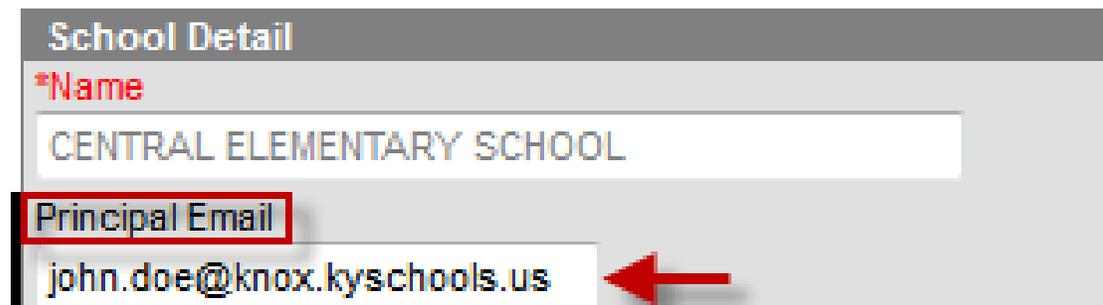
CIITS Job Category Reports in IC

- ▶ KDE has developed two custom reports in Infinite Campus for districts to use to ensure data is correct and certified staff are aligned to the correct job category
- ▶ The reports can be found in *Infinite Campus District Edition under Index > KY State Reporting > KDE Reports:*
 1. ***CIITS Job Category Report (Excel)*** will display persons who are set up correctly and their respective job category based on the Type/Alt types 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.
 - ✓ Once all setup for certified staff is complete in Campus, run this report for each school and have principals check for accuracy.
 2. ***CIITS Job Category Exception Report (PDF)*** 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.



IMS/ED Tools Job Category Setup for Principals

- ▶ 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.



School Detail

*Name
CENTRAL ELEMENTARY SCHOOL

Principal Email
john.doe@knox.kyschools.us



IMS/ED Tools Job Category Setup for Assistant Principals



- ▶ For assistant principals, ensure that the Type field is set to 02:Administrator on **all active** assignments.
- ▶ Set the Title field on one of the active assignments to “CIITS School Leadership.”

Employment Assignment Information	
School	
CIITS Access	
*Start Date	End Date
06/17/2015	
Type	Title
02:Administrator	CIITS School Leadership
FTE of Assignment	Assignment Code

- ▶ This will assign a job category of School Administrator to the assistant principal.
- ▶ Assistant principals will appear in the PPGES windows.

IC Setup for District Evaluators



- ▶ District staff assigned at the district office will have access to every school in the district.
 - CIITS District Leadership allows access to all TPGES and OPGES windows at every school.

- ✓ To receive Student Growth Goals (SGGs) from educators, [change your default institution](#) to the school where the educator is located. Once the default institution is changed, your name will be available for the educator to select when sharing SGGs.

- CIITS District Leader Evaluator allows access to all PPGES windows at every school.

- ▶ District staff only assigned at the district office are not evaluated in the system.
- ▶ Staff assigned to only the district office may have any type in the Type field.
- ▶ District office staff do not receive a job category.

IC Setup for District Staff to be Evaluated using PGES

- ▶ Staff assigned to the district office that should be evaluated in PGES should also be assigned to a school.
- ▶ The school assignment should have a valid type that maps to a job category.
- ▶ Set the Evaluation Override on the assignment at the school if the type on the district office assignment is different than the type on the school assignment.



Kentucky Tech System (KTS) Setup



- ▶ Assigning Infinite Campus user access in an area technology center (ATC) to a high school staff member who is not an employee of the ATC requires unique setup to maintain IMS/ED Tools access in their home high school:
 - Create person record (not staff) for the high school staff member in the ATC Infinite Campus database.
 - Leave Email field on Demographics tab blank or enter email in Secondary Email field.
 - ✓ Or, enter a non-kyschools.us email in Email field.
 - If adding an assignment on the District Assignments tab, leave the Type field blank or choose 04:Support.
 - Create user account for the person and contact [Tanya Fluke](#) to assign appropriate tool rights.

Refer to the [KTS Setup for IC Access Only QRC](#) for more details.

Questions?

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