



Kentucky Department of

***Our
Children,***

***Our
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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)

KTS Data Exchange - Proper Course Setup

Begins at 1:50 p.m. (ET)

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





KTS Data Exchange: Proper Course Setup

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KTS Proper Course Setup



- ▶ Proper course setup is essential for syncing success
 - Refer to the [KTS Course Setup Guide](#)
 - Be sure that you are retrieving courses from the correct catalog
 - Pay attention and use care to pull in the correct course code for your school
 - ✓ Refer to [KTS School ID Numbers](#) to locate the Tech ID for your technical school
 - High schools should only attach ONE section per course
 - Refer to the [KTS Grading Task Setup](#) document to complete proper setup

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)**.

Course Catalogs

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

[High School Course Setup Document](#)



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(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 Value	GPA Unweighted Value	Bonus Points
X 1 A/100	A/100	<input checked="" type="checkbox"/>	1	99.5	4	4	0
X 2 A/99	A/99	<input checked="" type="checkbox"/>	1	98.5	4	4	0
X 3 A/98	A/98	<input checked="" type="checkbox"/>	1	97.5	4	4	0
X 4 A/97	A/97	<input checked="" type="checkbox"/>	1	96.5	4	4	0
X 5 A/96	A/96	<input checked="" type="checkbox"/>	1	95.5	4	4	0
X 6 A/95	A/95	<input checked="" type="checkbox"/>	1	94.5	4	4	0

[Grading Task Setup Document](#)

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

- ▶ **Check that the proper Score Group is attached to each Grading Task**
 - You may use the CTE Numeric Score Group or a score group within your district that matches the CTE Numeric Score Group on the Minimum % column

Grading Window Tool

- ▶ Use the [Grading Window](#) tool to change the Active Mask in mass to the current term
 - *Grading & Standards > Grading Window*
- ▶ Technical schools & high schools should communicate and coordinate with each other when term Active Masks need to be changed
- ▶ Active Masks can also be updated individually by going directly to the individual Course > Grading Task



Grade Calc Options Setup

Technical Schools Only

- ▶ Technical schools must edit the Grade Calc Options tab for each course before school starts
 - Refer to the [KTS Grade Calc Options Setup](#) guide
- ▶ High schools DO NOT need to use the Grade Calc Options tab for KTS Data Exchange courses
 - The CTE Final Grade received at the high school will be a composite grade which syncs from the technical school



Process Alert Messages



▶ Check the Process Alert area of your IC homepage for any possible course or active mask setup issues

- 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

Process Alerts

Date Range to Display All Processes

Process	Name	Posted Date	Due Date
<input type="checkbox"/> Message	KTS ProjectError - Grading Sync (15-16 [redacted] County High)	03/29/2016	
<input type="checkbox"/> Message	KTS ProjectError - Grading Sync (15-16 [redacted] County High)	03/27/2016	
<input type="checkbox"/> Message	KTS ProjectError - Grading Sync (15-16 [redacted] County High)	03/26/2016	
<input type="checkbox"/> Message	KTS ProjectError - Grading Sync (15-16 [redacted] County High)	03/25/2016	

Message

Subject: KTS ProjectError - Grading Sync (15-16 [redacted] 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
[redacted]060108P501	Business Education Internship	12/18/2015	03/21/2016	CTE Term Grade	Active Mask is not set or is set on more than one term	[redacted]	100	100.000
[redacted]060112P101	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	[redacted]	30	30.000

Troubleshooting Setup or Grade Sync Issues



- ▶ If setup or grade sync issues arise, refer to *Troubleshooting Tips PowerPoint* and/or *Video* for guidance
- ▶ Look for KTS Project Errors, in the Process Alert area for messages regarding possible issues
- ▶ Communicate with your KTS Team (technical school principal and/or clerk, high school scheduler, and district IC system admin) regarding issues to facilitate a setup review in both databases
- ▶ If the above suggestions do not resolve the issue, email ktssupport@education.ky.gov with details, examples and screen shots of the issue.
 - For FERPA compliance, do not email any student identifiable information, except SSID numbers.
 - Redact student identifiable details on screen shots before sending

Additional Support

- ▶ KTS Data Exchange [webpage](#)
- ▶ [Campus Community](#)
- ▶ ktssupport@education.ky.gov

