





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)

Links to join the training

- ▶ 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
Office of Education Technology
Division of School Data Services

Q&A and EILA Credit

- ▶ Presentation slides and 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 post-training
online evaluation/self-attestation survey.

Start	July 21 (Day-2) Sessions	Presenter
9:30	Welcome & Housekeeping	Becky Jenkins , Office of Education Technology (OET), Division of School Data Services 502-564-2020 x 2475
9:35	Teacher Course Assignments, MSGP, Student Voice and Teacher Turnover	Shale Detwiler , OET, Division of School Data Services 502-564-2020 x 2479 Christine Meisenberger , Office of Teaching and Learning (OTL), Division of Next Generation Professionals 502-564-1479 x 4510
10:05	FERPA, Phishing, and Security Fundamentals	Robert Hackworth , OET, Division of Engineering and Management 502-564-2020 x 2436
10:35	Break	
10:50	Kentucky Dual Credit Scholarship Program	Kiley Whitaker , Office of Career & Technical Education (OCTE), Division of Technical Schools and Federal Programs 502-564-3472 x 4217
11:50	Lunch	
1:00	KTS Data Exchange - Attendance Sync Setup & Preparation	Tanya Fluke , Office of Career & Technical Education (OCTE), Division of Technical Schools and Federal Programs 502-564-3472 x 4205
1:45	Break	
1:50	KTS Data Exchange - Proper Course Setup	Tanya Fluke , Office of Career & Technical Education (OCTE), Division of Technical Schools and Federal Programs 502-564-3472 x 4205
2:50	Adjourn	

Teacher Course Assignments, MSGP, Student Voice and Teacher Turnover

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

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





Teacher Course Assignments, MSGP, Student Voice and Teacher Turnover

Shale Detwiler, Resource Management Analyst
Office of Education Technology
Division of School Data Services

Teacher Course Assignments - The Connections

▶ Teacher Student Data Links

- Course sections connect teachers to students
 - ✓ Teachers are assigned to a course section
 - ✓ Students are rostered to a course section
- See [Teacher Student Data Links](#) web page for training videos



Teacher Course Assignments – Beyond LEAD Reporting

► Important for

- **Calculating Median Student Growth Percentile**
 - ✓ 4th-8th grade Math and Reading teachers
 - ✓ 3 years of student associations
- **Sending Student Voice Survey Invitations**
 - ✓ Current year rostered students receive invitations
- **Calculating Teacher Turnover Percentile**
 - ✓ Used to determine if a teacher returns to the classroom



Teacher Course Assignments and Median Student Growth Percentile

- ▶ Calculated using 4th through 8th grade reading and mathematics Student Growth Percentile (SGP) scores
- ▶ 3 year period of teacher and student connections
- ▶ Courses used for MSGP calculation can be found on the [Median Student Growth Percentile web page](#)



Teacher Course Assignments and Student Voice

- ▶ Method for students to provide feedback about their current school year teachers
- ▶ Teacher assignments and student rosters are used to determine
 - Which survey type will be sent to a teacher's students
 - Which students will receive an invitation for a teacher's survey



Teacher Course Assignments and Teacher Turnover

- ▶ Reports the percentage of teachers who have left the classroom in a school
- ▶ Determined by
 - Teacher course assignments
 - ✓ Teacher may not have left the school – just the classroom
 - District employment and assignment end dates



Best Practices



▶ Reflect reality in the classroom

- All teachers in the classroom should be assigned to the course section

- ✓ Lead teachers

- ✓ Co-teachers

- ✓ Assistant

teachers

- ✓ Other

Professionals

Staff History					
Name	Assignment Start	Assignment End	Access Start	Access End	District Assignment
Primary Teacher					
TEACHER, ONE					
Teacher					
TEACHER, TWO	10/01/2015				
TEACHER, THREE					
Section Staff					
TEACHER, FOUR					

Best Practices



► Use Assignment Start and End Dates on Staff History Detail tab of Course/Section > Staff History

- Mid year teacher changes
- Long term subs

Staff History Detail
Teacher

*Name: TEACHER, ONE
District Assignment: [v]

Assignment
Start Date: 02/08/2016
End Date: []

Access to Section Dates
 Unrestricted
 Date Range
Start Date: []
End Date: []

Comments
[]

Best Practices

- ▶ **Ensure courses are scheduled during instructional time**
 - **Instructional time affects**
 - ✓ **LEAD**
 - ✓ **Student Voice**
 - ✓ **Teacher Turnover**
 - **Practice of scheduling courses during non-instructional time does not work for Kentucky**



Best Practices



▶ End date appropriately

- Employment at the school ends, use District Assignment: Employment Assignment Information editor
- Employment at the district ends, use District Employment: Employment Information editor
- End dating ends IMS access

▶ Review student rosters

- Have process for regular review to ensure accuracy

Helpful Reports

- ▶ **Path > Scheduling > Reports >**
 - **Staff History Report**
 - ✓ Provides list of courses with assigned teachers
 - ✓ Includes Primary and Secondary teachers, and Section Staff
 - **Section Roster Report**
 - ✓ Provides list of students rostered to course sections
- ▶ **See Campus Community for more information about these reports**



More Helpful Reports



- ▶ Reports are specific to calculations or programs
 - MSGP
 - ✓ Teacher Course Check, MSGP - Detail, MSGP - Summary
 - Student Voice
 - ✓ Projected Counts, Educator with List of Students, Progress Monitoring, Teacher Results
 - Teacher Turnover
 - ✓ Teacher Turnover Details

Helpful Median Student Growth Percentile Reports

- ▶ **PATH: KY State Reporting > KDE Reports >**
 - [Teacher Course Check](#)
 - ✓ Use to verify courses are aligned to appropriate state codes
 - [Median Student Growth Percentile – Detail](#)
 - ✓ Shows detail used to calculate teacher MSGP scores
 - [Median Student Growth Percentile – Summary](#)
 - ✓ Shows MSGP scores for teachers by school



Teacher Course Check Report



- ▶ **Custom Infinite Campus report designed to**
 - **Aid verification of local course code alignments to state codes**
 - **Shows**
 - ✓ **Primary teacher**
 - ✓ **Corresponding state code**
 - ✓ **Indicator for MSGP calculation connection**

Use to Verify Course Alignments



- ▶ **MSGP_Calc** shows the MSGP connection
 - NA indicates the course is not used for MSGP calculations
 - Reading and Mathematics indicate the course is used for MSGP calculations

I	J	K	L	M
Local_Course_Code	Local_Course_Name	State_Course_Code	State_Course_Name	MSGP_Calc
1800	8th Grade Reading	230105	English 8	Reading
1900	5th Grade Language Arts	702020	Intermediate Language Arts	Reading
3800	8th Grade Math	270203	Eighth Gr Math	Mathematics
5800	Geography	450189	Soc. Studies Gr 6 World Geog.	NA
5801	US History	450191	Soc Studies Gr 8 Am (US Hist)	NA
9009	Study Skills	904010	Study Skills	NA
3800	Pre-Algebra	270206	Accelerated Eighth Gr Math	Mathematics

Median Student Growth Percentile – Detail and Summary

- ▶ **New this fall!! 2 year median combined score**
 - Median of the SGP scores for two most current years within calculation period
 - Teacher must have a single year median for both years



Median Student Growth Percentile – Detail



- ▶ Output is Excel file
- ▶ Provides details for
 - Student and course connections
 - SGP scores for connected students
 - If student was with the teacher in a classroom for 100 instructional days
- ▶ Displays single, 2-year, and 3-year medians in final columns

AB	AC	AD
icTeacherMedianSingleYear	icTeacherLast3YearMedian	icTeacher Last2YearMedian
36	37.5	39
36	37.5	39
36	37.5	39
36	37.5	39
36	37.5	39

Student Voice Reports



- ▶ Path: KY State Reporting > KDE Reports >
 - Student Voice – Educators with List of Students
 - Student Voice – Progress Monitoring
 - Student Voice – Projected Counts
 - Student Voice – Teacher Results

Student Voice Reports



- ▶ **Student Voice – Educators with List of Students**
 - For each teacher, shows which students were sent a survey and if the student has completed the survey
- ▶ **Student Voice – Progress Monitoring**
 - Shows how many surveys were sent and how many completed surveys are usable to calculate a score

Student Voice – Projected Counts

- ▶ For each teacher, shows an estimated number of students who will receive a survey invitation
- ▶ Use Student Rosters to verify estimated count of students
- ▶ All teachers should show on the report, even if marked as “Not Participating”



Student Voice – Projected Counts



- ▶ “No Valid Selections” indicates teacher’s assigned courses will not generate surveys
 - Courses not during instructional time
 - No students in grades 3-12 rostered to course

Student Voice - Projected Teachers and Student Counts

SCHOOL ONE		Start: 10/03/2016 7:00 AM End: 10/07/2016 5:00 PM		
Last Name	First Name	ID	GrdLvl	Student Count
TEACHER	FIVE	54321	None	No valid sections
TEACHER	FOUR	12345	Gr. 3-5	26
TEACHER	ONE	01122	Gr. 6-12	15
TEACHER	THREE	09876	None	Not Participating
TEACHER	TWO	99663	Gr. 3-5	No valid sections

Student Voice – Teacher Results

- ▶ For each teacher, shows the question and construct response scores
- ▶ Available immediately after a survey ends
- ▶ Infinite Campus responses are archived at end of each school year
 - If report is desired for future reference, run report and maintain a secure copy per district guidance
 - Results will still be available in CIITS/EDS



Student Voice – Teacher Results Output



Student Voice - Teacher Results - Grade 3-5

School: SCHOOL ONE

District: Kentucky County

Survey Dates: 10/03/16-10/07/16

Teacher: TEACHER, ONE

Total Number of Respondents: 13

	Yes, Always	Mostly Yes	Maybe/ Sometimes	Mostly Not	No, Never
Support – 54% Positive					
My teacher pushes us to think hard about things we read.	7.7%	46.2%	23.1%	15.4%	7.7%
My teacher pushes everybody to work hard.	7.7%	46.2%	23.1%	15.4%	7.7%
In this class we have to think hard about the writing we do.	7.7%	46.2%	23.1%	15.4%	7.7%
Transparency – 54% Positive					
In this class we learn to correct our mistakes.	23.1%	30.8%	30.8%	7.7%	7.7%
This class is neat-everything has a place and things are easy to find.	23.1%	30.8%	30.8%	7.7%	7.7%
My teacher explains things in very orderly ways.	23.1%	30.8%	23.1%	15.4%	7.7%
My teacher knows when the class understands, and when we do not.	23.1%	30.8%	23.1%	15.4%	7.7%

Teacher Turnover

- ▶ Is part of the Equity measurements on School Report Card
- ▶ Shows the percentage of teachers who have left the classroom in a school
 - Teachers promoted to non-classroom positions (i.e. promoted to principal)
 - Teachers who left a school to teach at a different school
 - Teachers who left teaching



Teacher Turnover



- ▶ A teacher is considered to be:
 - Educator assigned to at least one course section during instructional time
 - Has an EPSB ID entered in Campus Credentials page
- ▶ Teacher Turnover Detail
 - Report that provides the detail used to determine the turnover calculation

Teacher Turnover Detail Report



- ▶ Path > KY State Reporting > KDE Reports > Teacher Turnover Details
 - ▶ Options:
 - Choose a school or all schools from Campus Tool Bar
 - Beginning this fall
 - ✓ Two years of calculations will be available
 - ✓ Will be able to choose year from Campus Tool Bar
- *only available for 2014-15 and 2015-16 school years

Teacher Turnover Detail Output



- ▶ Turnover column shows if a teacher is counted as turnover
- ▶ Final three columns show
 - Number of teachers considered turnover (column: School Turnover Sch)
 - Number of teachers at end of year 1 (column: School Teacher Total Sch)
 - Turnover percent (column: School Turnover Calc Sch)
- ▶ Turnover calculation
 - # of teachers considered turnover divided by # of teachers at the end of year 1

Helpful Websites



▶ Teacher Student Data Links

KDE Home > Teachers/Leaders > Professional Growth and Effectiveness System > Teacher Professional Growth and Effectiveness Systems (TPGES) > Teacher Student Data Links

<http://education.ky.gov/teachers/PGES/TPGES/Pages/Student-Teacher-Data-Links-for-Student-Growth-Percentiles.aspx>

▶ Teacher of Record Data Standard

KDE Home > District/School Support > Technology > Kentucky Student Information System (KSIS) > KSIS Data Standards

http://education.ky.gov/districts/tech/sis/Documents/Data_Standard-Teacher_of_Record.pdf

Helpful Contacts

- ▶ **MSGP**

Christine Meisberger

Christine.Meisberger@education.ky.gov

(502) 564-1479 ext. 4510

- ▶ **Student Voice**

Joyce Richards

Joyce.Richards@education.ky.gov

(502) 564-1479 ext. 4532

- ▶ **Equity**

Jennifer Baker

Jennifer.Baker@education.ky.gov

(502) 564-1479 ext. 4501



Additional Contact Information

▶ Shale Detwiler

Office of Education Technology

(502) 564-2020 ext. 2279

Shale.Detwiler@education.ky.gov



FERPA, Phishing, and Security Fundamentals

Begins at 10:05 a.m. (ET)

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

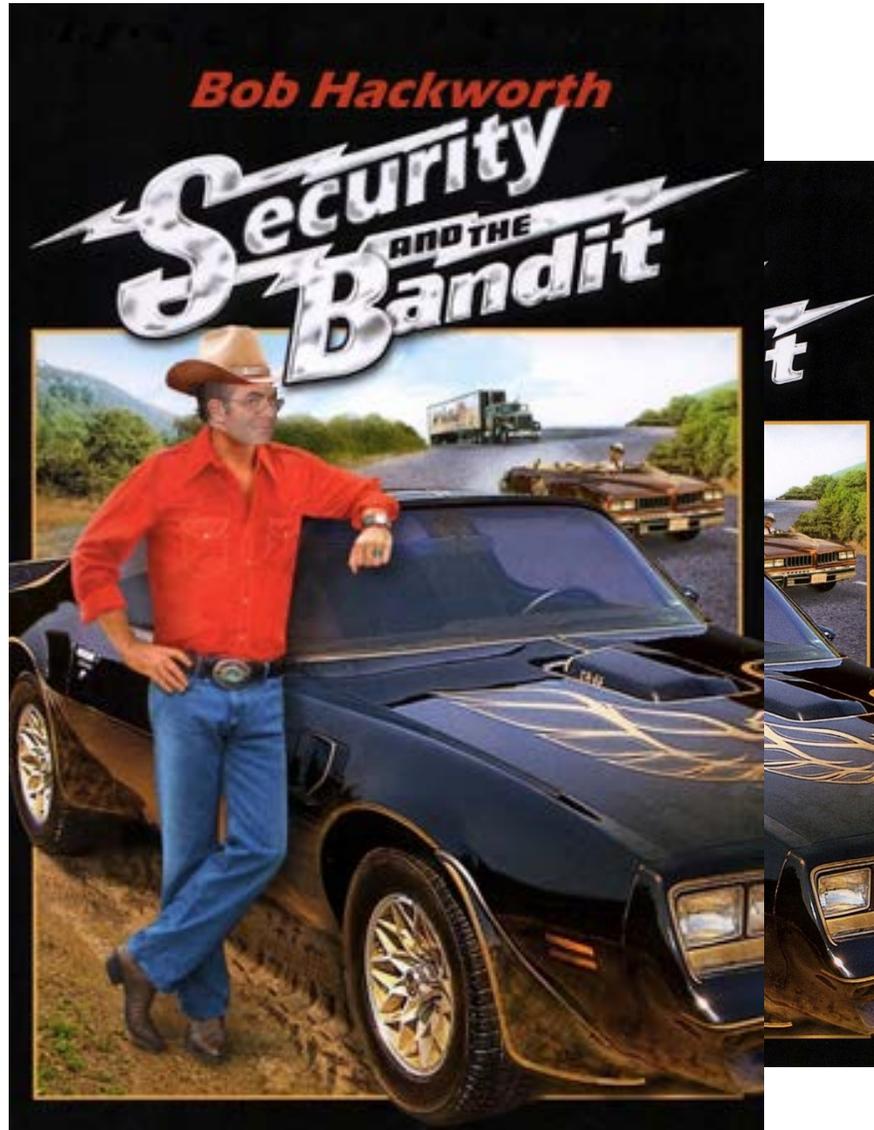




FERPA, Phishing, and Security Fundamentals

Robert Hackworth, Security Program Manager, CISO
Office of Education Technology
Division of Engineering & Management

“We Got a LONG Way to Go...”



Robert Hackworth



Can we be 100% Secure?

- ▶ Nope. No such thing, but we have to try
- ▶ Like outrunning a bear, we just have to be faster (or more secure) than the other guy...



- ▶ I like our chances.



Is all Security “Good Security?”



Is All Security Convenient?

- ▶ Nope. Not in the short term



- ▶ But, YES in the LONG TERM



The Most Secure Car in the WORLD



In 1916...

"Cadillac V8 Cabriolet 1916" by Lars-Göran Lindgren Sweden - Own work. Licensed under CC BY-SA 3.0 via Wikimedia Commons - https://commons.wikimedia.org/wiki/File:Cadillac_V8_Cabriolet_1916.jpg#/media/File:Cadillac_V8_Cabriolet_1916.jpg



So, Good Security...

- ▶ Keeps our important stuff **SAFE** until we need it.



The Basics – Your Keys to Security



▶ Passwords

- Tough to guess (avoid names, months, seasons, “password,” other stuff found on Facebook)
- Unique (especially for work, finance, shopping sites)
- Longer is better
- Change it often (limits the damage if it’s cracked or guessed)
- Don’t share it (you may trust your friend, but do you trust THEIR friend?)

▶ Examples:

- 5\$to0Lb3IT (five dollar tool belt)
- Me0aDe0alLe! (Mares eat Oats and Does eat Oats and little Lambs eat Ivy!)
- AGreat’Vette! (ok, not AWESOME, but better than “password@2016”)

The Basics – Your Keys to Security



▶ Mobile Devices (phones, laptops, tablets)

- Keep them out of site!
 - ✓ In the trunk, NOT the footwell
 - ✓ Put them in the trunk BEFORE you get to your parking space at the Mall...
- Keep them password or PIN protected
 - ✓ Prevents a thief from getting into your email, Banks, Amazon, Facebook, etc.
- Keep your OS and apps updated
 - ✓ Updates add functionality AND ALSO fix security holes (there are ALWAYS holes)
- Be careful of free wifi
 - ✓ Make sure you are connecting to legitimate network, not just the first free one you see
 - ✓ Crooks can and do set up fake SSIDs to intercept your network traffic

The Basics – Your Keys to Security



► Phishing

- Look out for unusual emailed requests from district staff. Phishers are getting good at impersonating our Superintendents and other staff over email
- Is an email asking for your password? Your SSN? Is it TELLING you to do something RIGHT NOW? Or ELSE?
- Did you get an email with an attachment you weren't expecting? A resume?
- If it sounds too good to be true, it probably is (Nigerian Prince, Bill Gates giving away \$50, etc.)
- Forward all suspected phishing emails you get to your CIO or helpdesk
- If you believe you have fallen for a phish, change your password and contact your CIO or helpdesk immediately

The Basics – Your Keys to Security



► Email

- The easiest way to accidentally share too much information
 - ✓ Screen shots in KSIS that show bunches of students' information, not just one
 - ✓ Top Secret information lurking in attachments like spreadsheets or presentations
 - ✓ Wrong addressee (Bobby Hackworth, PES vs. Robert Hackworth, KDE)
- KDE does NOT want or need SSNs 99.9% of the time
 - ✓ Just the student ID (SSID) and the name will suffice

The Basics – Your Keys to Security



- ▶ **External Storage (Hard drives, thumb drives and the such)**
 - Do not store Top Secret information on these devices if at all possible
 - ✓ UNLESS encrypted with a password
 - NEVER pick up and use thumb drives you find on the sidewalk or parking lots
 - Keep them out of site, just like your laptops and cell phones

- ▶ **And SPEAKING of Top Secret Information...**

Disposing of Top Secret Data



- ▶ When you throw it “away,” what does “away” mean?
- ▶ Top Secret Data find their way onto lots of different media:
 - Computers
 - Phones
 - USB Thumb drives
 - Printer/Scanner/Copiers
 - Floppy Disks
 - CD-ROMS
- ▶ If you have any of the above, and they are no longer needed, or the data on them are no longer needed, the best thing to do is to destroy, delete, clean, wipe, etc. Contact your CIO or Helpdesk.

What is Top Secret Information?



- ▶ **Kentucky's House Bill 5, or KRS 61.931, et seq.**
 - Clearly defined
 - Will trigger a data breach if exposed
 - Not limited to students – info that we all have
- ▶ **Kentucky's House Bill 232, or KRS 365.734**
 - Not clearly defined (very broad)
 - Focused on cloud service providers' use of student data
- ▶ **FERPA (Family Educational Rights and Privacy Act)**
 - Pretty clearly defined, but depends on context
 - Sensitivity can vary depending on use, viewer, other factors
 - Can trigger a data breach, depending on district sensitivity

Kentucky's House Bill 5, or KRS 61.931, et seq.

States "Personal Information" means an individual's first name or first initial and last name; personal mark; or unique biometric or genetic print or image, in combination with one (1) or more of the following data elements:

- ▶ An account number, credit card number, or debit card number that, in combination with any required security code, access code, or password, would permit access to an account;
- ▶ A Social Security number;
- ▶ A taxpayer identification number that incorporates a Social Security number;
- ▶ A driver's license number, state identification card, or other individual identification number issued by any agency;
- ▶ A passport number or other identification number issued by the United States government; or
- ▶ Individually identifiable health information as defined in 45 C.F.R. sec. 160.103 except for education records covered by the Family Educational Rights and Privacy Act, as amended 20 U.S.C. sec. 1232g.



Kentucky's House Bill 232, or KRS KRS 365.734

Defines "Student data" as any information or material, in any medium or format, that concerns a student and is created or provided by the student in the course of the student's use of cloud computing services, or by an agent or employee of the educational institution in connection with the cloud computing services. Student data includes:

- ▶ the student's name,
- ▶ email address,
- ▶ email messages,
- ▶ postal address,
- ▶ phone number, and
- ▶ any documents, photos, or unique identifiers relating to the student



Family Educational and Rights Privacy Act (FERPA)

Defines the rights that parents and students have to their own data and protects information in students' education records that are maintained by an educational agency or institution or by a party acting for the agency or institution. Those data include, but are not limited to:

- ▶ student's name,
- ▶ the name of the student's parent or other family members,
- ▶ the address of the student or student's family,
- ▶ a personal identifier, such as the student's social security number, student number, or biometric record,
- ▶ other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name, and
- ▶ other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty



FERPA continued



▶ Annual FERPA Notification?

- Has it been reviewed this year and made publicly available?
- Do you know who student data can be shared with under the School Official Exception?
- Directory Information Exception?
 - ✓ What is Directory information? It's personally identifiable information that is contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It can be disclosed without permission from the student or parent.
 - ▶ Usually: Name, field of study, attendance, grade level, extra-curricular participation, height/weight if in athletics, honors, schools attended, and data of graduation.
 - ▶ Do you know what YOUR SCHOOL has determined is Directory Information?

The End

▶ Robert.Hackworth@education.ky.gov



Kentucky Dual Credit Scholarship Program

Begins at 10:50 a.m. (ET)

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





Dual Credit Scholarship (DCS) Data Requirements

Kiley Whitaker, Academic Program Manager
Office of Career and Technical Education

Dual Credit Scholarship Program

- ▶ Established by [Executive Order 2016-378](#)
- ▶ Administered by Kentucky Higher Education Assistance Authority (KHEAA)
- ▶ Post-secondary institutions must opt into program
 - List of participating post-secondary institutions (PPI) will be published
- ▶ Establishes a Dual Credit tuition rate ceiling for all dual credit coursework at PPI
- ▶ Scholarship can cover the cost of two courses in SY 16-17 per high school student



Dual Credit Scholarship Program

- ▶ Districts must send KHEAA detailed information about all dual credit courses taken by students
 - KHEAA will notify PPI of scholarship eligible courses
 - Students will not be billed for scholarship courses but will be responsible for additional courses
 - Districts will receive funds from KHEAA
 - Districts will pay the PPI
- ▶ All required data is not currently available in Infinite Campus



Dual Credit Scholarship Questions



- ▶ **Becky Gilpatrick at KHEAA**
 - rgilpatrick@kheaa.com
 - (800) 928-8926 x 67394
- ▶ **DCS [Executive Order 2016-378](#)**
- ▶ **DSC Guidance Document**
- ▶ **DCS Q&A**

Existing Dual Credit Requirements

- ▶ **State Code**
- ▶ **GPA Weight (Critical for KEES)**
- ▶ **Type**
- ▶ **Difficulty Level (KEES and DCS)**
- ▶ **Teaching Method**
- ▶ **Instructional Setting**
- ▶ **Attendance**



New DCS Requirements

- ▶ **Post-Secondary Code (College Code)**
- ▶ **Course Name**
 - **Post-Secondary Course Abbreviation**
 - **Post-Secondary Course Number**
- ▶ **Lab Indicator**
- ▶ **Scholarship Indicator**



Dual Credit Scholarship Report

- ▶ Under development for August release
 - Will be under KY State Reporting > KDE Reports
- ▶ Will be for grades 9-12
- ▶ Will be a CSV file format
- ▶ Districts will need to manually add data on the CSV file at least this first time
- ▶ File will be uploaded by the district to KHEAA using the same mechanism as KEES
- ▶ Will contain additional local course information



KHEAA DCS File Format (CSV)



Field Name	Length	Format
Student SSN	4	
LastName	35	
FirstName	12	
MiddleInitial	1	
DateofBirth	8	mmddccyy
DistrictCode	3	
SchoolCode	3	
GradeLevel	2	
AcademicYear	8	ccyyccyy
Semester	1	F or S
CollegeCode	8	
CourseAbbrevation	4	
CourseNumber	4	
CourseSection	4	
LabIndicator	1	Y/N
ScholarshipCourse	1	Y/N

Added
Manually

Dual Credit Scholarship Timeline

- ▶ **Fall Semester Data Due to KHEAA**
 - August 30th
- ▶ **Spring Semester Data Due to KHEAA**
 - January 30th
- ▶ **Fall 2017 Data Due to KHEAA**
 - June 30th



Future DCS Data Collection

- ▶ Eliminate need for manual entry outside of Infinite Campus
- ▶ Report would generate in format to load to KHEAA



Future DCS Data Collection Preparation

- ▶ Each dual credit course should be set up as a separate course in Infinite Campus
- ▶ Use the course name to define
 - Post-Secondary Course Abbreviation
 - Post-Secondary Course Number
 - Format: AAAA NNNN
 - ✓ One space between abbreviation and number
 - ✓ No dashes or underscores in first nine characters
 - Examples
 - ✓ OST 105 for Office Systems Technology 105
 - ✓ ENG 101 for Writing I



DCS Data Collection Proposal

► Possible new data elements



230404 ENG 101

Course Sections Grading Tasks Standards Categories Grade Calc Options Course Rules

Save Delete

Course Information

CourseID 3858

*Number: 230404 *Name: ENG 101

Subject Type: [Dropdown]

State Code: 230404 Department: [Dropdown]

Schedule Load Priority: [Input] Max Students: [Input]

GPA Weight: 1 Bonus Points: [Input]

Type: P: Performance

Difficulty Level: DC: Dual Credit

Activity: [Dropdown]

Homeroom: [Input] Allow student requests: [Checked] Allow teacher requests/recommendations: [Input] Repeatable: [Input] Attendance: [Input] Unit Attendance: [Input]

Teaching Method: 12: Dual Credit - College Offered

Instructional Setting: 03: Offsite College

Comments: [Text Area]

Course Master Linked

Standards-based: [Input] Active: [Checked] External LMS Exclude: [Input]

Terms: 0 Schedules: 0 Periods: 0 Sections to Build: 0

Transcript: [Checked] Required: [Input]

Custom Data Elements

DCS College Code: 00524400: Bluegrass Comm & Tech College

DCS Lab Indicator: [Input]

Custom Data Elements

DCS College Code

00524400: Bluegrass Comm & Tech College

DCS Lab Indicator

[Input]

DCS Data Collection Idea

► Scholarship Indicator

- Student level per course
- Possible idea
 - ✓ Use a grade book assignment
 - ✓ Please email feedback on using an assignment or other ideas for collecting the scholarship indicator inside of Infinite Campus to lisa.keeter@education.ky.gov



Resources

- ▶ **Dual Credit Ad-Hoc Report**
 - **State Published**
 - ✓ curriculum Dual Credit Courses
- ▶ [Dual Credit Course Data Standard](#)
- ▶ [Dual Credit Course Indicators Guidance](#)
- ▶ [Dual Credit Web Page](#)



Questions

To ask questions, click: <https://app.gosoapbox.com/>
Access Code: KDEDData





Features You Might Want to Investigate on Campus Community

Features for Courses



- ▶ **Course Masters** have all Course Fields
 - This includes custom fields
 - Only locked fields push to existing courses
- ▶ **External LMS Exclude Indicator**
 - Added on several screens including **course**
 - KDE is not currently utilizing this field for CIITS data pulls

Features for Grading

- ▶ District Management of Grading Set Up
 - See [Course Masters](#); [Courses](#); [Course Catalog](#)
- ▶ [Guest Access to Gradebook](#)
- ▶ Post Only Grading Tasks and Standards
 - See [Grading Tasks \(Courses\)](#); [Grading Tasks \(Course Masters\)](#); [Standards](#); [Standards \(Course Masters\)](#)
- ▶ [Grading Set Up Audit Report](#)
- ▶ In Progress Grades Available in Ad Hoc Reporting
 - Student > Grading > Grading Detail > progressPercent and progressScore



Features for Teachers

- ▶ Discussions
- ▶ Copying Assignments in the Gradebook
- ▶ **Instructional Planning**
 - See Search the Library for Assignments, Creating Assignments, Other Curriculum, Curriculum Report, Curriculum Templates
- ▶ Multi-Post Grades



KTS Data Exchange - Attendance Sync Setup & Preparation

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

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



KTS Data Exchange Attendance Sync Setup & Preparation

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



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

* If the feeder high school participates in the unknown attendance sync, the technical school must wait until the next school day to reconcile previous school day attendance.





Technical School

»» Attendance Responsibilities

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

* If the feeder high school participates in the unknown attendance sync, the technical school must wait until the next school day to reconcile previous school day attendance.



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 held 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



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 make an ad hoc filter to pull only KTS students to make comparison easier

Daily Attendance

Summary Report Caller Report

Daily Attendance
 Date: 03/16/2016 Unknown Excused Unexcused Exempt Note: For additional section detail hover over a period in the grid below.
 Day: Wednesday - Period Schedule: S1
 Ad Hoc Filter: KTS students

Student	Number	Grade	1	2	3	4	5	6	7	ACTIVITY	V/PB
Details Astudent, 1	1	12	P	P	P	P	P	P			
Details Astudent, 7	7	12	HH	HH	HH	HH	HH	HH			
Details Astudent, 9	9	12	TU	TU							

[A guide to creating this ad-hoc can be found here](#)



High School Attendance Clerk Responsibilities

- ▶ If a student is not 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





Helpful Ad-hoc Query

- **Student Feeder School Ad-hoc Query**
(For Technical Schools)
- **Technical Student Ad-hoc Query** (For High Schools)

Student Feeder School Ad-Hoc Query For Technical Schools

- ▶ Go to the KTS Data Exchange [webpage](#).
- ▶ Locate & open the [Student Feeder School Ad-Hoc Query](#), under the *User Resources* heading on the right side of the screen
- ▶ Open the document and follow the directions to create the ad-hoc query in your personal Infinite Campus user account for future use
- ▶ Suggested uses:
 - Rosters
 - Attendance Wizard
 - Reports



Technical Student Ad-Hoc Query For High Schools

- ▶ Go to the KTS Data Exchange [webpage](#)
- ▶ Locate & open the [Technical Student Ad Hoc Query](#), under the ***User Resources*** heading on the right side of the screen
- ▶ Open the document and follow the directions to create the ad-hoc query in your personal Infinite Campus user account for future use
- ▶ Suggested uses:
 - Rosters
 - Attendance Wizard
 - Reports





KTS Attendance Reports

- Real-time Reports Specifically for KTS Attendance



KTS Attendance Report



▼ KY State Reporting

▼ Edit Reports

KTS Attendance

KTS Attendance By School

Pathway: KY State Reporting > Edit Reports > KTS Attendance

The KTS Attendance report will:

- ▶ Allow users at the *technical school* (ATCs & CTCs) to view student's attendance in their home district, where all feeder schools are on the same report.
- ▶ Allow users at the *high school* to view student's attendance for all technical students, includes students from all servicing high schools within the district.

Technical School Attendance

Technical School Attendance Report

Please choose a small date range. Please do not click Generate Report more than once.

I am a Home District
 I am a Technical School

Select Home District

- Boyle County
- Breckinridge County
- Campbellsville Independent
- Carroll County
- Casey County
- Cloverport Independent

Start Date: 05/11/2015

End Date: 05/11/2015

Sort:

- By school, then student name
- By school, then grade, then student name
- By student name

Generate Report

KTS Attendance by School Report



▼ KY State Reporting

▼ Edit Reports

KTS Attendance

KTS Attendance By School

Pathway: KY State Reporting > Edit Reports > KTS Attendance by School

The KTS Attendance report will:

- ▶ Allow users at the *technical school* (ATCs & CTCs) to view student's attendance in their home district, which is filtered by school, if the district has more than one participating school.
- ▶ Allow users at the *high school* to view student's attendance for technical students, filtered by high school, and omits students attending from other high schools within the district.

Technical School Attendance by School

Technical School Attendance Report

Please choose a small date range. Please do not click Generate Report more than once.

I am a Home District
 I am a Technical School

Select Home District and School

Bell County - 031040 - Bell County High School
Middlesboro Independent - 426080 - Middlesboro High School
Pineville Independent - 493030 - Pineville Independent School

Start Date

End Date

Sort: By student name
 By grade, then student name



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**)

KTS Unknown Attendance Sync



- ▶ Will be 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*

Synchronize Tech Center Attendance



- ▶ 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

Questions?



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

KTS Data Exchange - Proper Course Setup

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

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KTS Data Exchange: Proper Course Setup

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

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

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

[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
Message	KTS ProjectError - Grading Sync (15-16 [redacted] County High)	03/29/2016	
Message	KTS ProjectError - Grading Sync (15-16 [redacted] County High)	03/27/2016	
Message	KTS ProjectError - Grading Sync (15-16 [redacted] County High)	03/26/2016	
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



Wrap-up

Thank you!

You can ask questions through GoSoapBox

<http://app.gosoapbox.com>

Access Code: KDEData

