

2016-17 Beginning-of-Year KSIS Training

July 20-21, 2016

Question and Answer Transcript

Session Name	Q/A	Question and Answer
Instructional Management System (IMS) and Educator Development (ED) Tools	Q	How should system administrators be notified when employment ends?
	A	It is important to find a timely and consistent way within your district to ensure notification of the employment end date so access to systems can be end dated. Human Resources can provide alerts to system administrators. Another suggestion was to watch the Board Agenda for Staff activity. HR notification may be more timely, if available, on or before the last day of employment.
Instructional Management System (IMS) and Educator Development (ED) Tools	Q	Will the employment type of counselor mess up the LEAD report? Let me clarify... If the person is a teacher at one school and counselor at another and must be evaluated as a counselor... I change the type to counselor at the school where she is a teacher... Will that mess up the LEAD report?
	A	Counselors can teach classes, it should not mess up the LEAD report.
Intervention Data	Q	If an end date is not entered, will it automatically end date with the end of the school calendar?
	A	No, there is no way to automatically end date intervention records. When the End Date is entered, the Student Service Results and Total Hours Served should also be entered.
Administering Student Voice Surveys in Infinite Campus	Q	Do NTI days count towards the 15 day rule?
	A	Yes, NTI days are instructional days. Since the instructional day checkbox is marked on the calendar day, it will count towards the 15 days.
Introduction to Preschool in Infinite Campus	Q	Where does it show age does not equal grade level?
	A	This is not directly related to the preschool data. This is new functionality that was added to Infinite Campus in the Campus.1617 release. It allows districts to set age/grade level parameters to assist in better data quality. More information on this tool can be found in Campus Community or by viewing the Campus.1617 Lunch and Learn recording.
2016-17 Dropout (SY 2015-16) Fall Data Collection	Q	Can you reiterate the codes you pull for dropouts?
	A	Regular Dropouts:
		W12-transfers to DJJ, accountable to the state because they are in the jurisdiction of the court and court-ordered to be removed from the school
		W23-Second dropout in current year
		W24- unsubstantiated enrollment
		W25-18 year old dropout
		Summer dropouts will be withdrawn with CO1 because they completed the prior school year but have no subsequent re-enrollment or withdrawal in the following school year prior to October 1.
Make sure you check to see that students who withdraw as W22 actually enroll in another district so they won't count as dropouts. Be sure to mark students who move out of state with the W29 to take them off the dropout report. W20 (transfer to homeschool) and W21 (transfer to nonpublic school) also take them off the dropout report.		
Special Education Data and Reporting in IC	Q	Do we not use the staple option at all?
	A	It does not need to be used at all.
Teacher Course Assignments, MSGP, Student Voice and Teacher Turnover	Q	Will the EPSB ID be pushed into IC or do we need to get that from the Personnel Director?
	A	KDE does an annual match with EPSB to update ID numbers but do ask that the numbers be gathered and entered in Campus as part of the new hire process to avoid missing records.

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FERPA, Phishing & Security Fundamentals	Q	What is the best program to use to encrypt thumb drives? The best procedure to encrypt docs sent via email?
	A	BitLocker is a free encryption tool that comes with many versions of Windows, but not all. It can encrypt hard drives and USB drives, but not individual files or folders. BitLocker does not support Chromebooks, Macs, IOS, Android. It's best to work with your district tech support to make sure your computer supports BitLocker. One easy way to encrypt standalone files is to use a file compression/encryption program like "WinZip" or "7zip," although there are standalone encryption programs out there too. I prefer to use a program that also compresses the file, which makes it easier to send to folks who have smaller attachment requirements. As with BitLocker, it's best to work with your district tech support staff to make sure your needs are met safely.
Kentucky Dual Credit Scholarship Program	Q	Where can we find out more information about the scholarship and the process to get the funding?
	A	Links are provided to the KHEAA website within the presentation.
Kentucky Dual Credit Scholarship Program	Q	What information would have to be in by June 30 of next year? Kids may not be scheduled by then so is it just courses?
	A	KHEAA has requested that as much as the data possible should be entered by June 30.
Kentucky Dual Credit Scholarship Program	Q	Do this year's course names have to use the AAAA NNNN format?
	A	This would make it easier for your district when creating the file to send to KHEAA this year, but does not have to be done this year.
Kentucky Dual Credit Scholarship Program	Q	So ENG 101 would be entered as ENG 101 (2 spaces before the number and then would need 1 space after the number if district opts to add additional info?
	A	That is correct, use spaces and go beyond 9 characters before entering any other description. Keep in mind that the local course name is used on transcripts.
Kentucky Dual Credit Scholarship Program	Q	Please explain the 9 characters- your example has 6 characters
	A	If the code and number are only 3 characters each, use spaces to account for the other characters. There are some post-secondary courses that have 4 digit codes and then 4 digit numbers that's why we had to allow for 9.
Kentucky Dual Credit Scholarship Program	Q	How do we take care of schedule changes that happen after the August 30th and January 30th deadlines that will affect scholarships/billing?
	A	KHEAA has said they will leave that window open to deal with unique cases like these.
Kentucky Dual Credit Scholarship Program	Q	Where is the listing of the courses that qualify for this?
	A	There is not a specific list of courses at this time. The only guidance is the course should be a General Education course or part of an approved CTE Pathway.
Kentucky Dual Credit Scholarship Program	Q	Will the CTE courses at the ATC's need to set up dual credit courses as well, or will they just be identified in the high school database?
	A	It should be set up as a dual credit course at both the ATC and the high school.
Kentucky Dual Credit Scholarship Program	Q	Will courses that are articulated if a student enters a technical school count as dual credit?
	A	Articulated courses do not count as dual credit courses.
Kentucky Dual Credit Scholarship Program	Q	If a student is taking a course after school hours as part of their 9 covered hours, how would we set it up in the section part of the course?
	A	If this is a dual enrollment class, it does not qualify. The course must be for high school and college credit - "Dual Credit". It can be set up in non- instructional time and still be included in the extract for KHEAA.

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Kentucky Dual Credit Scholarship Program	Q	Is this training being recorded and posted at a later date? The Personnel that sets up these courses would benefit in hearing this training.
	A	Yes. The PowerPoint is currently available on the KSIS training site. The questions and recording of this session will be available within the next 7-10 days.
Kentucky Dual Credit Scholarship Program	Q	Our course names currently say, "NKU CMST 101." If I wanted to leave the "NKU" part in the course code for searchable purposes, can I name the course "CMST 101 NKU" and still pull accurately?
	A	Yes. After the first 9 characters, the district can use the rest of the course name however they choose.
Kentucky Dual Credit Scholarship Program	Q	If students take an intermediate algebra or another course that would be required if an ACT score isn't high enough would it count for scholarship?
	A	Intermediate classes do not count as dual credit courses.
Kentucky Dual Credit Scholarship Program	Q	This is our second year doing dual credit. I have many courses already set up. Will I have to change all of the names of the courses? Example we have 1011 WKU Eng 100-Intro College Writing
	A	Yes, for the course code to load correctly to the report your course name would need to be changed - i.e., ENG 100 - 1011 WKU - Intro College Writing. Do keep in mind how it will ultimately look on transcripts.
Kentucky Dual Credit Scholarship Program	Q	I was a little confused on the Dual Credit scholarship. If a student fails the dual credit course at the high school or college level, who is responsible for the cost of the course?
	A	The understanding we have is that has to be negotiated between the college and the high school. The student cannot be charged. This is really a KHEAA question and may be addressed in their Q&A that was linked in the PowerPoint presentation.
Kentucky Dual Credit Scholarship Program	Q	Is the class section requested the post-secondary section?
	A	Since the training, KHEAA has agreed to take this out of the requirements. The college section will no longer be required.
Kentucky Dual Credit Scholarship Program	Q	High schools currently use a college code for the FAFSA. Are these the same code?
	A	The college codes provided by KHEAA appear to be the same as the FAFSA codes BUT have two zeros at the end (00). The FAFSA codes are 6-digits and the KHEAA codes are 8.
Kentucky Dual Credit Scholarship Program	Q	Who typically goes to the college to negotiate prices?
	A	This varies from district to district but it is often the counselor.
Kentucky Dual Credit Scholarship Program	Q	How many classes does the scholarship pay for?
	A	Two classes each year per student with a maximum scholarship per student of 9 hours.
Kentucky Dual Credit Scholarship Program	Q	Our high school has students taking ENG 101 dual credit with two different post-secondary institutions. Will I need to set up two different courses?
	A	Yes
Kentucky Dual Credit Scholarship Program	Q	If we have two courses set up as ENG 101, how would I differentiate between those with the same 9-digits?
	A	This is when you would use the characters after the first nine.
Kentucky Dual Credit Scholarship Program	Q	Is KDE creating additional course codes for this program?
	A	No

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Kentucky Dual Credit Scholarship Program	Q	If the student takes US History for the first time and it is dual credit, should the DC or EOC code be used?
	A	We are not sure at this time. Kiley will provide further guidance on this when it is determined.
Kentucky Dual Credit Scholarship Program	Q	If a student I getting dual credit at the ATC, do the ATCs get their own money or does it go to the high school?
	A	The ATC does not get a separate allotment for the scholarship. Scholarship money goes back to the district responsible for the student.
KTS Data Exchange - Attendance Sync Setup & Preparation	Q	You said to be careful not to include names in email, how do you want us to communicate the list to the high school if not by email?
	A	You can use the SSID, without names, in the email or send an encrypted email. There are also services that you can use to send a secure email. Another option is to add a password to your Excel spreadsheet if your data is included on a spreadsheet.
KTS Data Exchange - Attendance Sync Setup & Preparation	Q	How do you encrypt emails?
	A	There are technical tools to do this that may need to be purchased.
KTS Data Exchange - Attendance Sync Setup & Preparation	Q	How can you add a password to your documents?
	A	In Excel, this is an option to secure the document with a password choose - File from the toolbar and then select Protect Workbook.
KTS Data Exchange - Attendance Sync Setup & Preparation	Q	Can your High School Attendance Clerk process the High School's attendance before going home, then the next morning process the Tech School's attendance that synced overnight?
	A	The high school attendance can be processed normally. The only attendance that needs to be processed the next day is the ATC - if you choose to do the unknown attendance sync.
KTS Data Exchange - Attendance Sync Setup & Preparation	Q	If a high school opts to use the new sync feature, do they have to wait to convert the daily/period attendance taken in their building due to the overnight unknown sync?
	A	This is a preference that the high school can decide.
KTS Data Exchange - Attendance Sync Setup & Preparation	Q	Does the High School's processed attendance "Trump" the Tech school's synced attendance
	A	Yes it does. If there is already resolved attendance on a student's record at the high school, an unknown attendance at the tech school will not override the high school's record.
KTS Data Exchange - Proper Course Setup	Q	So, have you taken away the ability for teachers to set the Grade Calc Option and NOW it's set at the Coarse level at ATC's
	A	This depends on your school. Please email Tanya if you have a question specific to your school.
KTS Data Exchange - Proper Course Setup	Q	have you removed this tool right for Teachers is what I'm asking
	A	Tanya cannot remove that tool right. It is the decision of the school administrator.
KTS Data Exchange - Proper Course Setup	Q	CTE numeric score group – if there is nothing in the GPA value, nothing posts to transcript for those courses?
	A	Correct. You should still be able to repost if you have had this issue even if you have rolled over your calendar.

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KTS Data Exchange - Proper Course Setup	Q	On the high school side – Will I be able to see grade detail for a student?
	A	No. Only the posted grade will be visible. If you want to see all grades, you will need to get access to the ATC site.
Supplemental	Q	Are the supplemental slides available?
	A	Available now --- http://education.ky.gov/districts/tech/sis/Pages/KSIS-Training.aspx
Supplemental	Q	What is the URL for the Student Privacy Pledge?
	A	https://studentprivacypledge.org/signatories/
Supplemental	Q	If we didn't request the state reporting fields to be rolled and we already changed the active year what should be done so state reporting elements get corrected? Is there an ad hoc for manual moving?
	A	There is not a tool to update the state reporting fields on the Enrollment tab. Campus created the script to update the fields for you. If you want to ask Campus to run the script, submit a case today to see if they can still run the script for you. They would be able to tell you what needs to be done about the Active Year setting if you have already changed it to 2016-17.
Supplemental	Q	When will we know the specific date for migration to the cloud?
	A	Frankfort hosted districts will move during winter break; other districts will move during spring or summer breaks. More specifics will come out in the next few months.