

# KTS Data Exchange Course Setup

2016

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This document provides instructions on how both home high schools and technical schools will schedule courses and the description of the new technical course code.

## **KTS Data Exchange - Introduction**

The Kentucky Tech System (KTS) data exchange is a secure transfer of student enrollments between the student's high school and technical center. The data exchange streamlines processes, eliminates the need for email and paper reports, and minimizes dual data entry.

Participating technical schools can fully utilize both KSIS and the Continuous Instructional Improvement Technical System (CIITS) in their classrooms.

Home high schools can run real-time attendance reports that reflect attendance entered by the technical school into KSIS. There is also an optional attendance sync feature available for high schools that allows previous day unknown attendance to sync from the technical school back to the high school nightly. Additionally, the nightly data exchange process posts students' technical school grades to the appropriate high schools, allowing for athletic eligibility determinations, and posting of both high school and tech school grades on student report cards and transcripts.

The key to being able to match students between the high schools and the technical schools is the NEW course number; the importance of this number must be emphasized. Instructions on how high schools will schedule courses and the description of the new technical course code are provided within this document.

## Step 1: Connecting to the NEW KTS Course Catalog

In order to pull the courses necessary for the KTS Automated Project into your district edition database, select the proper course catalog designated by the school year in which you are working. (i.e. 16-17 KTS Course Catalog, 17-18 KTS Course Catalog) *\*The ability to change the Course Catalog Master List must be given in a tool right by the system administrator. Home high schools & CTCs, contact your system admin for this temporary tool right or have your system admin make this temporary change themselves. For ATCs, your Course Catalog Master designation will be maintained by OCTE.*

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The screenshot shows the 'School Editor' interface. On the left, a tree view lists schools, with 'Rockcastle County High School' selected and highlighted in yellow. A yellow circle with the number '1' is placed over this selection. On the right, the 'School Detail' form is visible. The 'Course Catalog - Master List' dropdown menu is open, showing options: '15-16 KTS Course Catalog (HIGH SCHOOLS ONLY)', '16-17 KTS Course Catalog (HIGH SCHOOLS ONLY)', 'District Catalog', 'Elementary', 'High School', and 'Middle School'. A yellow circle with the number '2' is placed over the '15-16 KTS Course Catalog' option. At the top of the form, there are 'Save School' and 'Delete School' buttons. A yellow circle with the number '3' is placed over the 'Save School' button. The 'School Detail' form also shows fields for Name, Location Number, NCEC School Number, Standard Code, State Classification, and URL.

Path: Index > System Administration > Resources > School

1. Select your school from the School Editor selection.
2. Click on the dropdown box for Course Catalog - Master List and select the KTS Project Course Catalog
3. Save School

## Explanation of Course Codes for KTS Data Exchange – as of November 21, 2016

Course codes are a critical element used with the KTS Data Exchange between technical schools and home high schools. As courses and sections are set up in the technical school databases, the KTS Data Exchange automated process adds identifiers to the course code and uploads each course to the KTS Course Catalog in the home high schools. Prefix and suffixes are added to the state course code to create a unique 13-digit number that identifies the technical school, course, period and section.

For a detailed explanation of how the 13-digit high school course code is created click [here](#).

Technical Center ID list found [here](#).

## Two options for loading new course codes

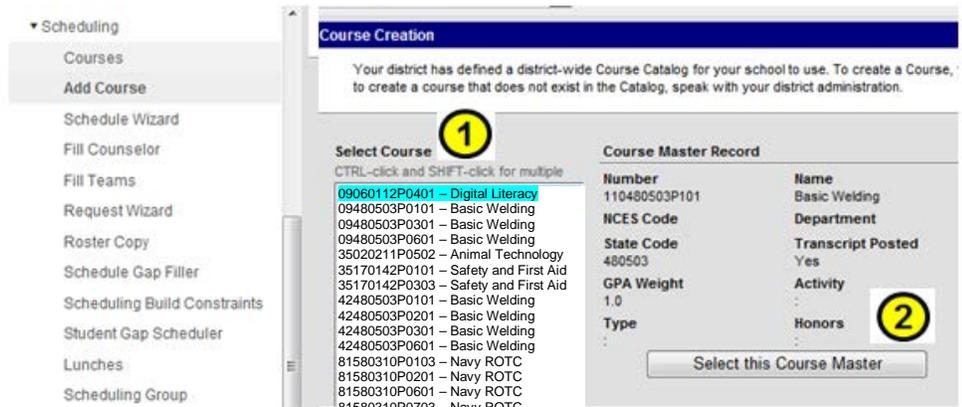
All schools can add course codes to their existing course master individually or as a group.

### 1) Single Course Creation

Add the courses you need from the appropriate KTS Project Course Catalog into your district edition database

*Path:* Index > Scheduling > Add Course

1. Select the Course from the list on the left.
2. Click the Select This Course Master button and you will be taken to the course master screen.
3. Select Save.



Helpful tip for home high schools: Due to courses being sorted by course number, users will find all courses for one \*Technical Center grouped together. If your home high school sends students to a single Technical Center, take advantage the Multiple Course Creation option.

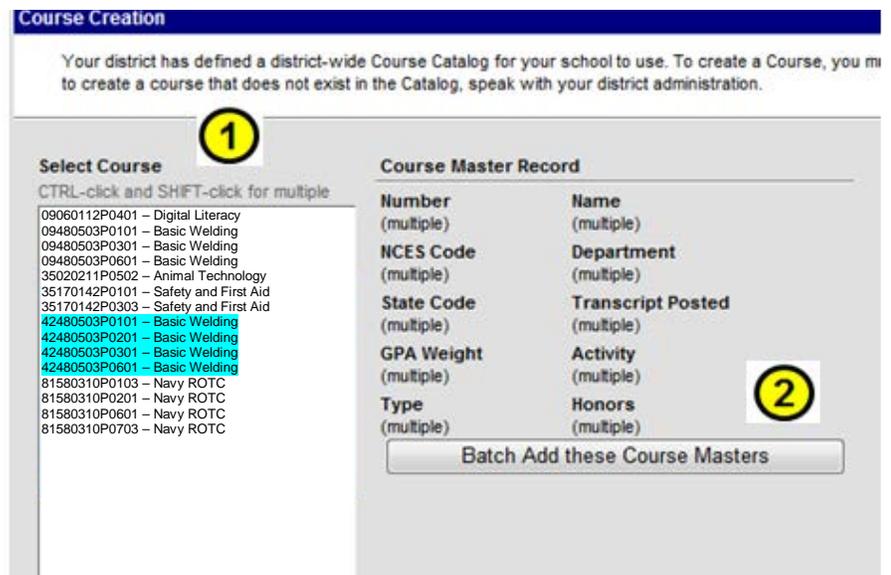
Additional Note: Home high schools will see a 13-digit course number in their catalog. Technical schools will see a 6-digit state course code number.

### 2) Multiple Course Creation (as a group)

Select multiple courses using the batch add feature.

*Path:* Index > Scheduling > Add Course

1. Select CTRL-click or SHIFT-click to highlight multiple courses.
2. Click Batch Add these Course Masters.



## Step 2: Course Section Setup

Once the new course codes are added from the course master, the courses must be set up using the new course codes. Course codes include section details from the technical school, and should be set up at the high school using only one section per course. Technical schools are allowed to use more than one section per course. Refer to the [Course Creation Flow](#) chart for a visual explanation.\* **Home High Schools: Do not attach more than one section to these technical courses unless you consult with [KTS Support](#) for prior approval.\***

Path: Search > Course/Section

1. Search for the Course you will need to create the section and click Go, or leave the Search field blank and click Go to pull in a list of all courses.
2. Select the Course.
3. Click on the Sections tab
4. Select Add a Section

Index Search Help <

42480503P0101 Basic Welding

Course Sections **3** g Tasks S

Course/Section Go

Advanced Search

**1**

42020211P0502 Animal Technology  
42170142P0101 Safety and First Aid  
42170142P0303 Safety and First Aid  
**42480503P0101 Basic Welding**  
42480503P0201 Basic Welding  
42480503P0301 Basic Welding  
42480503P0601 Basic Welding  
42580310P0103 Navy ROTC  
42580310P0201 Navy ROTC  
42580310P0601 Navy ROTC  
42580310P0701 Navy ROTC

**2**

Section Teacher Room Term Schedule Pe

Add a Section **4**

Helpful tip for home high schools:

Section Placement does not need to match the Technical Centers period schedule. Place the sections where they fit for your district.

Path: Scheduling > Courses > Courses Sections

1. Enter the Section Number for the new section. *It may be helpful to use the same number linked to the technical course code. (e.g. 03.)*
2. Select if the teacher is Highly Qualified, Not Highly Qualified, or Not Applicable.
3. Select the appropriate check boxes for Section Schedule Placement.
4. Click Create Section

Create a new Section

This tool will create a new section.

**1**

Section Editor

\*Section Number Teacher Display Name

Max Students Lunch Count Milk Count Adult Count

Room Skinny Seq Team Homeroom

Instructional Setting (Override)

\*Highly Qualified (01) **2**

Primary Teacher

There is no active primary teacher for this section.

Special Type

Population ID

Core Content

Section Schedule Placement

	Quarters			
	GP1	GP2	GP3	GP4
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**3**

Create Section **4**

### Step 3: Add Primary Teacher to Section (Staff History tab)

Every section must have a Primary Teacher assigned. You must add the Primary Teacher through the Staff History tab. The Staff History tab tracks the history of teachers for a particular course section. The Staff History tab lists active primary teachers, teachers and section staff, in addition to former primary teachers, teachers and section staff. For KTS Data Exchange purposes, you should always give your teacher a Primary Teacher designation.

#### Note about Assignment Dates:

In most situations, the Assignment Dates will be left blank. They are only populated if the Primary Teacher are assigned to the section AFTER the first day of the first schedule term, or if the Primary Teacher are no longer assigned to the section BEFORE the end of the last scheduled term. Assignment dates cannot exceed the section's term start or end dates.

The screenshot displays the 'Staff History' tab for course '1234-5 English 128B'. The interface includes a navigation menu on the left and a main content area. The main content area shows a table of staff history with the following data:

Name	Assignment Start	Assignment End	Access Start	Access End	District Assignment	Role
Teacher, Jenny						
Teacher, Steven	10/01/2016	12/23/2016				Teacher of Record
Section Staff						
Teacher, David W	10/01/2016	12/23/2016				

Below the table, there is a 'Staff History Detail' form with the following fields:

- Name: Teacher, Jenny
- District Assignment: [Dropdown]
- Role: [Dropdown]
- Assignment: Start Date [Date Picker], End Date [Date Picker]
- Access to Section Dates:  Unrestricted,  Date Range (with Start Date and End Date pickers)
- Comments: [Text Area]

At the bottom, there is a 'Teacher Display Name on Section' section with the following options:

- Continue using the current Teacher Display Name from the Section tab: Teacher, Jenny
- Use a new Teacher Display Name on the Section tab: [Text Field]

### Step 4: Grading Tasks & Grade Calc Options Setup

Once the Course and Section have been created, do not forget to set up the Grading Tasks for each Course. Posted grades from the technical school will be transferred to the home high school of the student through an automated process. Grading tasks must be set up correctly for this process to work. Setup instructions are provided in the [KTS Grading Task Setup](#) document. Once Grading Task setup is complete, Technical Schools only must refer to and complete the steps in the [KTS Grade Calc Options Setup](#) document

## **Step 5: Scheduling Students**

Home high schools can now schedule students as normal, using the appropriate new course code that correspond to the technical school. Technical schools will see the roster of students the day AFTER the high school completes the scheduling process for the Course.

*Note: The nightly automated process runs nightly, 7-days a week. It begins at approximately 11:00 p.m. eastern time and runs until approximately 5:00 a.m. eastern time.*