

# 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. The document also provides descriptions of the new technical course codes.

## **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 an optional unknown attendance sync feature that will allow unknown attendance at the technical school to sync back to the home high schools the next day. Attendance clerks at the home high schools would then resolve the unknown attendance the following morning. 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 students' 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. 15-16 KTS Course Catalog, 16-17 KTS Course Catalog) *Note: 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.*

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

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 next to this selection. At the top, there are 'Save School' and 'Delete School' buttons, with 'Save School' highlighted in yellow. A yellow circle with the number '3' is in the top right corner. On the right, the 'School Detail' form is visible, with a dropdown menu for 'Course Catalog - Master List' open. The dropdown menu shows several options, with '15-16 KTS Course Catalog (HIGH SCHOOLS ONLY)' selected. A yellow circle with the number '2' is next to this dropdown. The form also displays fields for Name, Location Number, NCES School Number, Standard Code, State Classification, and URL.

### 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).

Then a course is used for variable credit purposes, the P will be replaced with an X.

\*Technical Center ID List found [here](#).

## Two options for loading new course codes

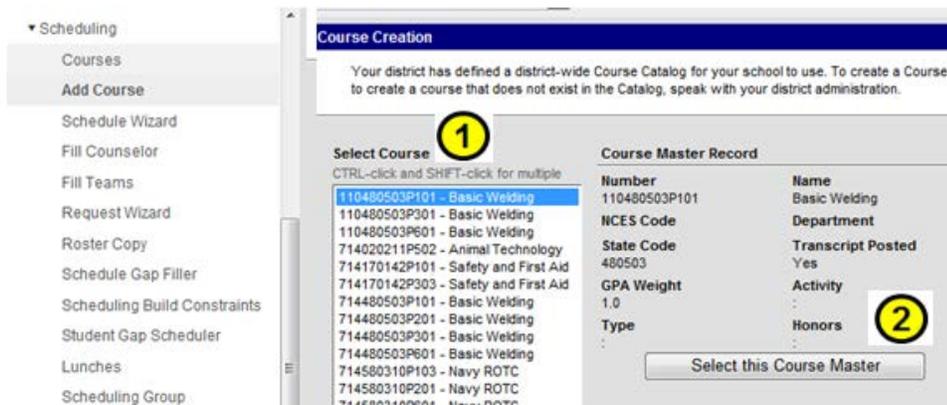
All schools can add course codes to their existing course master individually or as a group.

### 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.

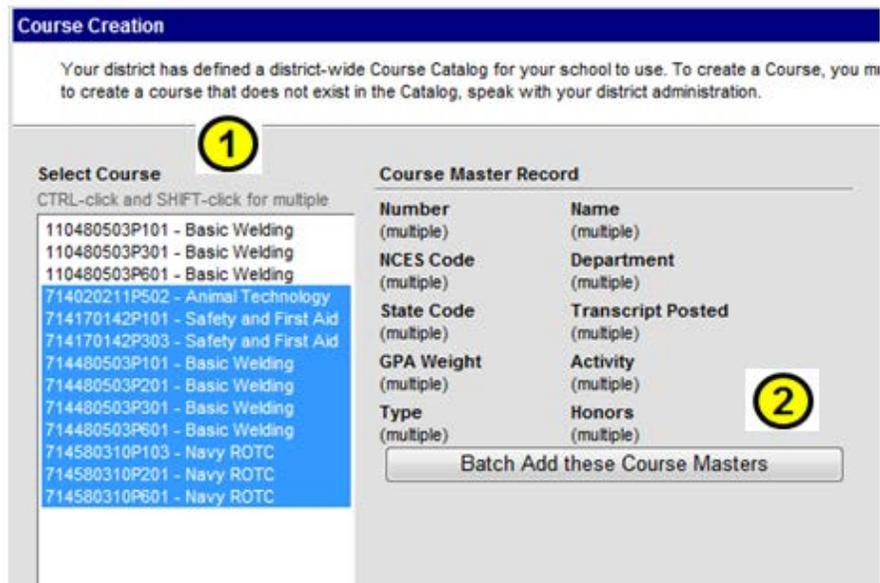
Additional Note: Home high schools will see a 13-digit course number in their catalog. Technical schools will see a 6-digit state course code number.

### 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

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

	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"/>

## *Grading Tasks & Score Groups*

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 and score groups must be set up correctly for this process to work. Setup instructions are provided in the [KTS Grading Task Setup](#) document.

### **Step 3: 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 p.m. eastern time.*