



Office of Career and Technical Education
 KDE-Kentucky Technical Schools Data Exchange Training
 November 2014



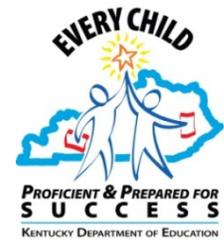
REVISED AGENDA
 DAY 1

Start	End	Time	Session	
9:00	9:15	:15	Welcome & Opening Remarks	<p>Tanya Fluke KTS Project Lead, Systems Consultant IT OCTE, Division of Technical Schools and Federal Programs Tanya.Fluke@education.ky.gov 502-564-4286 ext. 4205</p> <p>Sarah Galliher Administrative Consultant OCTE, Division of Technical Schools and Federal Programs Sarah.Galliher@education.ky.gov 502-564-4286 ext. 4235</p>
9:15	9:20	:05	Browser & System Setup	<ul style="list-style-type: none"> • Supported Platforms • Recommended browser settings
9:20	9:35	:15	Campus Community & Support Information	<ul style="list-style-type: none"> • Search the Knowledge Base • Download PDFs • Hand's On Virtual Labs • Videos and Simulations
9:35	9:50	:15	Navigation in Campus	<ul style="list-style-type: none"> • Access Campus & Log In • Campus Windows • Searching in Campus • Process Inbox • Logging out of Campus
9:50	10:00	:10	Break	
10:00	10:45	:45	Census Creation & Staff Entry	<p>PATH: Census</p> <ul style="list-style-type: none"> • Adding an individual (staff & home school student only) • Entering demographic & contact info • Creating a new address • Building a household <p>PATH: Census > People > District Employment / District Assignments</p> <ul style="list-style-type: none"> • Create a staff member • Create/edit a district employment for a staff member • Create/edit a district assignment for a staff member
10:45	11:00	:15	CIITS Initial Login and Overview	<p>Nick Gustin Technical Analyst KIDS, Division of Enterprise Data Nick.Gustin@education.ky.gov 502-564-2020</p>
11:00	12:30	1:30	Lunch	

Day One – Afternoon				
Start	End	Time	Session	
12:30	12:50	:20	Flags and Academic Programs	PATH: Student Information > General > Flags <ul style="list-style-type: none"> • Create programs and flags • Assign individual students • End date a program • Batch assign students to a program • Batch delete a program • What flags/programs sync from the feeder high school
12:50	1:20	:30	Behavior Overview	PATH: Behavior <ul style="list-style-type: none"> • Basics of Behavior • Behavior Reports
1:20	2:20	1:00	Ad Hoc Reporting	PATH: Ad Hoc Reporting <ul style="list-style-type: none"> • Selection Editor (Create a static list of students) • Query Wizard (Basics of query wizard) • Share a query with a group • ICU Course offered
2:20	2:30	:10	Break	
2:30	3:00	:30	Portal Processes	PATH: System Administration > Portal <ul style="list-style-type: none"> • How will Portal function with KTS Project? • Who will setup Portal preferences? • Who will create student portal accounts? • Generate a report of portal usage
3:00	4:00	1:00	User Security	PATH: System Administration > User Security <ul style="list-style-type: none"> • Create and maintain a user account • Assign a user to a group • View members of a user group



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REVISED AGENDA
 DAY 2

Start	End	Time	Session	
9:00	9:15	:15	Welcome & Opening Remarks	<p>Tanya Fluke KTS Project Lead, Systems Consultant IT OCTE, Division of Technical Schools and Federal Programs Tanya.Fluke@education.ky.gov 502-564-4286 ext. 4205</p> <p>Sarah Galliher Administrative Consultant OCTE, Division of Technical Schools and Federal Programs Sarah.Galliher@education.ky.gov 502-564-4286 ext. 4235</p>
9:15	9:45	:30	Grading Calculations *Recommended for High School Schedulers	PATH: System Administration > Grading and Standards <ul style="list-style-type: none"> • Understanding grading scales • Understanding score group (KTS Score Group) • Grading Tasks (CTE Term Grade & CTE Final Grade)
9:45	10:45	1:00	Course Creation & Sync Process *Recommended for High School Schedulers	PATH: Scheduling > Courses <ul style="list-style-type: none"> • KTS Project Course Catalog (discuss course master and catalog) • Add a new course from the course master • Add sections to a course • Assign section number, room and period assignment to a section • Assigning a teacher & additional staff members to a section • Add grading tasks (CTE Term Grade & CTE Final Grade) • The importance of Term Mask and Active Mask for the sync • Composite Grading (can be set up by course or at teacher level) • Rosters are updated nightly with the sync from feeder high schools (exceptions) • Reports
10:45	11:00	:15	KTS Attendance Report Overview *Recommended for High School Schedulers	PATH: KY State Reporting > Edit Reports > KTS Attendance
11:00	12:30	1:30	Lunch	

Day Two – Afternoon				
Start	End	Time	Session	
12:30	2:00	1:30	Attendance	PATH: Attendance <ul style="list-style-type: none"> • Monitor teacher attendance submission • Attendance codes (creation & copy) • Marking several students absent for a period • Marking several students absent for a day • Mark one or more students absent for a range of days • Mark one or more students absent for multiple periods on range of days • Marking a student absent for a partial day. • Viewing and editing individual student attendance • Attendance Reports • KTS Attendance Report
2:00	2:10	:10	Break	
2:10	3:10	1:00	Grade Submission	PATH: Grading & Standards <ul style="list-style-type: none"> • Grading Window • View grades reports • Edit grades by grading task and by student • Report card templates • Generate report card batch • Print single report card
3:10	4:00	:50	Campus Instruction	PATH: Instruction <ul style="list-style-type: none"> • Training video • Submit student attendance • Setup preferences • Creating and scoring assignments • Copying assignments • Posting grades