

KTS DATA EXCHANGE GUIDANCE DOCUMENT

KENTUCKY DEPARTMENT OF EDUCATION

# ADDING NEW TEACHERS OR STAFF MEMBER

# FOR THE KTS DATA EXCHANGE

This document walks users through the proper procedures for adding a new KTS teacher or staff member into a technical school database

# STEP 1

#### LOG INTO THE KTS INFINITE CAMPUS DATABASE

A direct link to the KTS Infinite Campus database can be found on the KTS Data Exchange <u>webpage</u>. The link is located under the Infinite Campus Login heading.

# Infinite Campus login

- <u>KTS Infinite Campus Login (Employees)</u>
- KTS IC Parent/Student Portal Login
- Instructions for Student Portal Access
- Instructions for Parent Portal Access

# STEP 2

# CHECK THE IC DATABASE TO MAKE SURE THE TEACHER OR STAFF HAVE NOT ALREADY BEEN ADDED

#### (Path: Search > All People)

Conduct a Search of All People in the Infinite Campus database to ensure the teacher or staff member have not already been added previously. It is important to avoid duplicating teachers and staff.

- If the teacher or staff member **IS located and IS already in the database**, click on the existing teacher or staff record, go to the Demographic page, skip to Step 4.
- If the teacher or staff member **IS NOT located**, proceed to Step 3.

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All People	~
Granger, Her	Go
	Advanced Search
Search Results	: 0

### STEP 3

#### LOOK FOR THE NEW TEACHER OR STAFF MEMBER USING THE STAFF LOCATOR

#### (Path: Census > Staff Locator)

- To search, you must enter the full legal Last Name, First Name, and Gender.
- Select the Search button

If NO match is found, select the Create New District Staff button. Enter the New Staff information. You must add a Last name, First name, select a gender, and enter a date of birth and social security number. For the Local Staff Number and the Staff State ID, use the last 4 of the staff's social security number. Ensure the Start Date is entered, under Employment Information. SAVE the record.

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 If a match IS found, select the name of the match. Make sure the information for the new teacher or staff is accurate. Verify or add a Last name, First name, gender, date of birth and social security number. For the Local Staff Number and the Staff State ID, use the last 4 of the staff's social security number. Ensure the Start Date is entered, under Employment Information. SAVE the record.

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New Staff						
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Fill out the form and	d click save to create a new staff.					
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# ➤ STEP 4

#### ADD, VERIFY AND/OR UPDATE KEY TABS IN THE CENSUS RECORD

- Demographic tab
  - From the Demographic tab, scroll down under the Personal Contact Information heading, and add the teacher or staff member's phone number AND work email address. Save the record.

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Cell Phone	Private	Pager	Private
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- District Assignment tab
  - From the District Assignment tab, click on the blue NEW button to create a new district assignment record. Verify your school in the School box, then enter the Start Date in the field directly below. Click on the Type dropdown and select Teacher, if entering a teacher. If enter a clerical staff, select Support. If you are unsure, contact Tanya Fluke. Check the Teacher checkbox, if entering a teacher. Checking this box will allow your new teacher to show up as an option when adding Primary Teacher's to sections on the Staff History tab.

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# > STEP 5

#### ADD PRIMARY TEACHER TO SECTION (STAFF HISTORY TAB)

Every section must have a Primary Teacher assigned. If teachers are not added as the Primary Teacher to a section, they will not be able to see the section populate in the dropdown of their Campus Instruction. 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. It also lists former primary teachers, teachers, and section staff. For KTS Data Exchange purposes, you should give your teacher a Primary Teacher designation only. If additional staff are involved in a course, see the <u>Teacher of Record data standard</u> on the KSIS website for further direction.

#### Note about Assignment Dates:

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

NOTE: High schools should NOT refer to this document for Staff History tab purposes. They should follow district policy and data standards regarding proper Staff History tab setup and use of the Staff Locator.

Index Search <	1234-5 English 128B
System Administrator	Teacher: Teacher, Jenny
cio1	Section Staff History Roster Attendance Grading By Task. Grading By Student Roster Setup Roster Batch Edit
Parameter Test 4.0	🖹 Save 📀 Delete 😳 New Primary Teacher 📀 New Teacher 💿 New Section Staff
Portal	Staff History
<ul> <li>Student information</li> </ul>	Name Assignment Start, Assignment End Access Start, Access End District Assignment Role
+ Census	Teacher, Jenny
- Behavior	Teacher 1001/2016 12/23/2016 Teacher of Record
Health	Section Staff
<ul> <li>Attendance</li> </ul>	
<ul> <li>Autoriudalice</li> <li>Scheduling</li> </ul>	-
Courses	
Courses E	Assignment Start and End data fields should remain blank unless staff members start working in the section after the first day of the first schedule tern, or stop working in the section before the last day of the last schedule tern.
Cab adula Warred	Access to this section is controlled by Access Start and End dates. To and a user's access to this section, enter an Access End
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Master Schedule	Teacher Display Hame on Section Nationa featured biota Enabled Display Hame here will update the wave on the Secton tabil
Open Rooms	Continue using the current Teacher Display Name from the Section tab: Teacher, Jenny
Request Batch	O Use a new Teacher Display Name on the Section tab: Teacher, Janny

# ➤ STEP 6

#### CREATE THE USER ACCOUNT

#### (Search > User)

- Click on the Search tab, select User, type in the new teacher or staff member's name and select Go.
- Enter the username in <FirstName.LastName> format. Enter a temporary password to supply to user (i.e. Password123).
- Select Campus Instruction for the Homepage if you are entering a teacher.
- Click Create User.
- On the User Account tab, click the Force Password Change checkbox, then Save the record.
- Supply User Account Information (Username and Password) to your new teacher or staff member.
- IMPORTANT: Notify the KTS Support via email (<u>ktssupport@education.ky.gov</u>) so they can assign the rights to the new employee and complete the setup process. You will be notified once this has been complete.

#### Create a new User

This tool will create a new user account for a person.

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Username Hermione.Granger	Check User	
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Product Security Role Assignments           Student Information System		
Student Information System - Group Assignment		