

Last Updated July 18, 2014

Kentucky Technical Centers Automation Project Q & A

General Questions

Q) What is the timeline for this project?

A) The Phase I timeline is:

3/25 – 4/18 – ATC/CTCs set up of calendar, courses, and sections.

4/19 – 4/25 – KDE review and updates

4/28 – 4/30 – Infinite Campus will snapshot ATC/CTC catalog for new technical school course master

5/1 – New Technical Course Master available for high school student scheduling

5/1 – summer – participating high schools will schedule students using new technical school course master

Q) How will the ATC/CTC staff gain access to the Infinite Campus database?

A) Access for ATC staff will be given by the Office of Career and Technical Education (OCTE). If you have questions regarding ATC staff access, contact the OCTE office at 502-564-4286.

Access for the CTC staff will be given by the system administrator of the home/feeder district. If you have questions regarding CTC staff access, contact your KSIS Point of Contact.

Q) Will the ATC/CTC schools have to enter and enroll students in Infinite Campus?

A) No. The student level data will be imported into the ATC/CTC databases through an automated script that Infinite Campus will run nightly. This script will link the students to the courses at the ATC/CTC schools and the home/feeder schools. ATC/CTC schools WILL NOT enter students in the database.

Q) How much of the automated process will be in real time?

A) No data will be exchanged in real time. The automated exchange of data will be done in a nightly batch process.

Q) Which school is the authoritative source for student attendance?

A) The home/feeder school is the authoritative source for state reporting purposes; primary enrollments are established in the high school and secondary enrollments are created in the technical schools. However, the ATC/CTC school will still have to maintain accurate attendance records in Infinite Campus (IC). KDE and IC are working to develop a plan for reporting attendance from the ATC/CTC school back to the home/feeder school.

Q) What if the high school has already started their scheduling process?

A) It will be necessary for the high schools to use the courses that are included in the KTS Project Course Catalog. The course codes established in the new KTS course master must be used for matching through the data exchange process. High school that have already begun scheduling technical course using a different course catalog will need to delete those courses from the student schedule and use the courses from the KTS Project Course Catalog.

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Q) Clarify Type and Title fields in the District Assignment tab when entering a new staff.

A) **Type:** Designate staff type, such as Administrator, Teacher, Support, etc.
Title: This must be complete for certain levels of access to the Continuous Instructional Improvement Technology System (CIITS). Specifics on establishing roles and permission designation are available [here](#).

Documentation & Instructions

Q) Where do I find the training video for the technical school setup process for the KTS Automated Project?

A) The training video is located on the KDE website on the KSIS Training page [here](#).

Q) Where are the instructions for the high schools to use when adding courses for the KTS project?

A) The instruction document for high schools to use for adding courses for the KTS project is located on the KDE website on the KSIS training page [here](#).

Q) Where do I find the KSIS Data Standards?

A) The data standards are located on the KDE website [here](#). On this page you will find the complete Data Standards Binder as well as links to individual areas of focus such as Attendance, Census, Grades, System Administration, etc.

Calendar

Q) What start and end dates should the ATC/CTC schools use for calendar creation for the 2014-15 school year?

A) Start Date: 07/01/2014
End Date: 06/30/2015

Q) What term schedule should we use when creating the calendar?

A) Term schedules (e.g. quarters, trimesters, semesters, etc.) can be created according to the terms you follow at your ATC/CTC school. You do not have to follow the same term schedule that is used at the home/feeder school.

Q) Do the calendar days at the ATC/CTC schools have to match the calendar days at the schools?

A) No. The calendar at the ATC/CTC school should reflect all days that students are in attendance at the ATC/CTC school.

Q) Will ATC/CTC schools need to set up multiple calendars to accommodate the different home/feeder schools?

A) No. ATC/CTC schools will only need to set up one calendar. Follow [Training Video](#) guidelines for ATC/CTC calendar setup.

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Grading & Transcripts

Q) When will the grading task and composite grading portion of the course setup take place?

A) Discussions regarding the setup of grading tasks and score groups for courses relating to this project are still ongoing. Infinite Campus is defining the matching criteria and process to transfer grades from the technical school back to the high school. Pilot high schools and technical schools will be included in this discussion before finalizing the process.

Q) How will transcripts be handled?

A) Transcripts will still be created at the high school. Courses taught at the technical schools will be included on transcripts.

Q) Can I use Grading Tasks that are created by my school district instead of the CTE Term and CTE Final Grading Tasks?

A) No. In order for the syncing process to occur, the CTE Term Grade and CTE Final Grade must be the grading tasks used for technical school courses.

Q) Can we use the Score Group that already exists in our district/school?

A) The CTE Numeric Score Group is being pushed down to district databases to use for this project. However, if the Score Group in your district/school matches the CTE Numeric Score Group on minimum percent's, then yes you can use your district/school Score Group. If you have questions about whether your Score Group will match, please contact Tanya Fluke with the Division of Enterprise Data at 502-564-2020 ext. 2473.