Quick Reference Guide for Data Entry Clerk

Enrolling Students in Infinite Campus:

Setting up classes – A data exchange process pulls class and student information from Infinite Campus and imports the information into the Brigance Online Management System (OMS). Districts, schools, classes, and kindergarten homeroom teachers will be automatically set up in the Brigance OMS. Core Assessment and Self-Help/Social-Emotional data for each student is entered in the Brigance OMS, and the results are merged into Infinite Campus after the statewide data reporting process is complete. In order for the Brigance OMS to initially set up correctly, districts and schools must schedule the homerooms in Infinite Campus. Each kindergarten homeroom **MUST** be coded using the following STATE code:

703001 Elementary Homeroom

The homeroom must also be associated with a teacher whose district email address is entered in IC. Please be sure that any teachers with changes to their name (and email address) be updated in IC to allow student assignments to the appropriate homeroom.

Enrolling students – As new students enroll and are assigned to a homeroom with the required state homeroom code in Infinite Campus, the student data will automatically populate into the Brigance OMS. The system will refresh weekly; district staff can expect to see new students by Wednesday of each week. **If new students are not showing up after a period of one week, check that everything is entered correctly in IC**.

When a student is enrolled in a district and leaves that district to attend another district the student information will automatically move in OMS. The student's information will not move if the student withdraws to homeschool, attends a private school or moves out of state. Items to check are:

- Correct Birthdate
- Suffix
- Enrollment Status
- Grade (must be 00 even for retained students)
- Type (must be "P")
- State Code is Correct (must be 703001)
- Make sure "State Exclude" is unchecked
- Verify the Homeroom course has been assigned the correct State Code (must be 703001)

It is important to note KDE staff cannot manually enter students into the OMS. This is strictly a data exchange between Infinite Campus and Brigance OMS. If information is not entered correctly in Infinite Campus, students may not populate in the OMS. Collaboration with student data entry clerks and district Infinite Campus administrators is crucial in order for data to exchange seamlessly between systems.

Common pitfalls – If a student has a suffix in his name, such as Jr., make sure it is entered in the suffix box in Infinite Campus and not the last name box. Ensure that birth dates are entered correctly. Often the child's birth month and day is entered correctly, yet the current year instead of the birth year is entered. Also, please be sure the child is not already enrolled in another district in Infinite Campus, especially if they are enrolling in your district after the start of the school year. For additional assistance, please consult the *Infinite Campus K Screen Reference Guide* (Appendix M).

Setting Up Users in OMS

In Kentucky, anyone requiring access to the Brigance OMS must have a new user account and login credentials created each new school year. **This year for the first time districts will only update their staff file with Administrators and Data Entry Clerks.** Districts can submit a staff file (list of those needing access to Brigance OMS) to KDE by July 1, which will allow user accounts to be created automatically with the initial Brigance OMS setup. Staff who have not been submitted to KDE by July 1 must be set up manually by the district Brigance contact (this does not include teacher accounts which will be exported from Infinite Campus). Kindergarten homeroom teachers will be set up in the Brigance OMS as users automatically because their information can be obtained from IC. **Please note, this will only work if kindergarten homerooms have been set up in IC correctly and at least one new kindergarten student (not a repeating kindergarten student) is enrolled in the homeroom.** For assistance with adding new users to the Brigance OMS, see Appendix C.

KDE will notify districts when the Brigance OMS is ready for review and use. **Before entering data, district Brigance contacts are strongly encouraged to login and review the "School/Class List" in the Brigance OMS.** Look for each school containing kindergartners to be listed, as well as each kindergarten class in the school. Below is a sample showing Allen County as the district, with a designation of level 1. The school is listed below and is level 2. The classes are listed below the school name and are designated as level 3. The teacher's first and last name identifies the class names. This means the classroom is set up so students can be attached to classroom teachers in IC and populate in the Brigance OMS. **Note teachers are not necessarily entered in the Brigance OMS as users if their names are on this list.** The class could have been set up automatically even when the teacher's Brigance OMS user account has not been activated. The district K Screen contact should check the "User List" to confirm that each teacher has a user account. *Example of a School/Class List:*

If a class is missing, the district Brigance contact or school OMS administrator should create the class. Directions can be found in Appendix B or on the [Brigance OMS Training Site.](#) If a school is missing from the district list, please contact [Lisa Jett](#) for support.

Next, check the "User List" in the Brigance OMS. This list shows who has access to the Brigance OMS, and to which role, or level of data management, they have access. Here's an example of a list of users. Accounts are set up with an email address as the username. The "School/Class" column shows the location the user is assigned. The location varies depending on the role assigned to each user. There are three levels of data management (users):

1. **Administrators** in the Brigance OMS can add and delete users and classes, assign roles, run reports, enter screen data and see screen results for all students at the assigned location. Administrators are usually assigned to a school or district, as illustrated in the example.
2. **Teachers** in the Brigance OMS can run reports, enter screen data and see screen results for all students at the assigned location. Teachers are usually assigned to their class (the teacher's name), as illustrated in the example.
3. **Data Entry** users in the Brigance OMS can only enter screen data for students at their assigned location. They are not able to run reports or view screen results. Data Entry users are usually assigned to a class or school.

Example of a User List:

Name ▲	User Name ▲	School/Class ▲	Role ▲	Last Login ▲	Actions
Harry Osbourne	harry.osbourne@marvel.kyschools.us	Arachnid Elementary 695123	Data Entry		
Mary Jane Watson	maryjane.watson@marvel.kyschools.us	Arachnid Elementary 695123	Admin		
Joe West	joe.west@dcind.kyschools.us	Central City Elementary	Admin		
Melody Cooper	DEMOmelody.cooper@education.ky.gov	KDE DEMO	Admin	2/8/2016 1:26:32 PM	
Peter Parker	peter.parker@marvel.kyschools.us	Peter Parker	Teacher		
Nick Fury	nick.fury@marvel.kyschools.us	Marvel County	Admin		
Ivy West	ivy.west@dcind.kyschool.us	Ivy West	Teacher		
Barry Allen	barry.allen@dcind.kyschools.us	Barry Allen	Teacher		

If a user is missing, the district Brigance contact or school Brigance OMS Administrator should add the user. The directions for adding a user can be found in Appendix C or on the Brigance OMS Training Site. If you need a district level account please contact your district Brigance contact to establish your district level account into the OMS. If they have any trouble setting an account up, they can contact Brigance Technical Support at (800) 225-0248 ext. 1391 or email OMS Support.

Usernames will contain the district email address of the user with the district or school location ID as an appendix. If the user has a district level role, the appendix will be underscore and your three digit district code. If your role is at the school level the appendix will be underscore and the six digit code.

District level: first.last@district.kyschools.us_012

School level: first.last@district.kyschools.us_012345

The district and school codes can be found in the School Report Card. If you have any difficulties, accessing an account that has been created or setting an account up, contact Brigance Technical Support at (800) 225-0248 ext. 1391 or email OMS Support.

Data Entry

Districts must enter Core Assessment and Self-Help/Social-Emotional data into the Brigance OMS during the data entry window. The data entry window begins with the screening window and extends to 15 instructional days beyond the end of the screening window, **but no later than October 15**. When this date is on a Saturday or Sunday, the final deadline will be on the Monday following the 15th of October. Instructions for entering data into the Brigance OMS are located on the Brigance OMS Training Site. **Be sure to view "Part 10: Tips to Avoid Common Pitfalls When Entering Data" before entering student screen data.** When entering screen data, districts must use the "Save and submit" button to ensure results are reported.

Districts must enter prior setting data into Infinite Campus, on the "Early Learning/Prior Settings" tab. Many students may require more than one prior setting entry. All early learning settings the child attended one year prior to kindergarten should be entered into Infinite Campus. A new record will be created for each entry. For example, a child who attends state-funded preschool for half the day and stays home with his or her parents the other half of the day should enter two prior settings: state-funded preschool and home. **Programs where state-funded preschool and Head Start are blended should mark the students as attending both programs on the prior settings tab in Infinite Campus.**

Prior setting data from parents can be used in conjunction with district records. If documentation supports students who were enrolled in a state-funded preschool program, Head Start program, or are repeating Kindergarten, then data entry staff should enter the prior setting into Infinite Campus. Since more than one prior setting location is allowable, use district documentation along with information provided by parents. Every effort must be made to obtain prior setting data for each kindergartner. If a facility isn't an option in Infinite Campus, please contact Lisa Jett. **If no prior setting data can be found after repeated attempts, enter nothing.**

Prior setting data does not follow students in Infinite Campus when they change districts. If a new kindergartner enrolls during the screening window, the "receiving" district must enter prior setting data.

Directions for entering prior settings data in Infinite Campus can be found on KDE's Media Portal.

If you have any questions or need assistance please email Lisa Jett