

KSIS 2015-16 End-of-Year Training  
 KTS Data Exchange: Troubleshooting Tips for Grade Sync Issues  
 Question and Answer Summary

<b>1.</b>	<b>Q</b>	I just want to clarify- the home school will have to pull in the classes again from the 16-17 catalog and setup the grading tasks again?
	<b>A</b>	<p>Contact your technical school principal to verify if they chose to roll their courses forward or if they opted to create brand new courses for the 2016-17 school year. If they opted to create brand new courses, high schools will need to pull those new courses into their high school databases as well and set up the section and Grading Tasks tab again.</p> <p>TIP: High schools who have 15-16 KTS courses that they WILL NOT be using for the 16-17 school year can request IC, through support case, to remove those courses from the 16-17 calendar.</p> <p>TIP: If 15-16 courses are rolled forward and used for the 16-17 school year, they will "reconnect" and new student rosters will synchronize once the 16-17 school year is made "live" by the Infinite Campus programmer AFTER the 15-16 school year has ended.</p>
<b>2.</b>	<b>Q</b>	Only 1 Active Mask checked at a time (You mean only 1 "Term" checked at a time)?
	<b>A</b>	Only ONE Active Mask "Term" should be checked at one time per grading task. If multiple Active Mask Terms are checked, there will not be a successful sync of the posted technical school grade.
<b>3.</b>	<b>Q</b>	If only one term can be active at a time at both the tech school & the high school, then that means that the high school does not have the option of leaving all terms active for all non-tech courses if using the grading window tool to set active masks.
	<b>A</b>	The KTS Data Exchange uses separate grading tasks (CTE Term Grade, CTE Final Grade, CTE Final Exam) for their courses, enabling them to be modified independently in the Grading Window tool from other grading tasks.
<b>4.</b>	<b>Q</b>	I thought both the CTE and High School had to have the "same" Active Mask open at the same time for grades to sync.
	<b>A</b>	Not necessarily. Refer to slide 14 on the KTS Data Exchange: Troubleshooting Tips for Grade Sync Issues for a detailed explanation. This PowerPoint will be loaded to the KSIS Training page in in the next coming days.
<b>5.</b>	<b>Q</b>	We set our 16-17 school year up new. But for whatever reason the high school has 13 courses that rolled forward for the new year. Why did that happen?

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	<b>A</b>	Because when courses are rolled forward using the Calendar Wizard, it's an "all or nothing" type of selection. High schools have to either roll ALL previous year courses over or none. Because most high schools reuse their same core courses from year to year, they opt to roll them forward; but this also rolls the KTS courses forward as well. If the technical school is not using previous year courses, this should be communicated to the high school; then the high school can go into the 16-17 calendar and make the obsolete KTS courses inactive. Being that there are only 13 courses, this should be a fairly quick process. If a high school has rolled forward too many obsolete courses to manually make inactive, the high school can submit an Infinite Campus support case to request that the 13-digit KTS courses for the 16-17 school year be removed or made inactive in their high school database. Once removed or marked inactive, the high school can begin to pull in the brand new courses from the 16-17 KTS Course Catalog (HIGH SCHOOLS ONLY), once the technical schools have completed their process of creating the courses and sections. Refer to the KTS Course Setup document on the KTS Data Exchange webpage for guidance on creating courses for the KTS Data Exchange. <a href="http://education.ky.gov/districts/tech/sis/Pages/KSIS-KTS-Data-Exchange.aspx">http://education.ky.gov/districts/tech/sis/Pages/KSIS-KTS-Data-Exchange.aspx</a>
6.	<b>Q</b>	What is the waiver about?
	<b>A</b>	Districts who have a locally operated technical school (CTCs) can submit a waiver for consideration. If approved, the waiver would allow the district to be exempt from the KTS Data Exchange. Waiver requests for the 2016-17 school year should have been submitted by March 1, 2016. All CTC districts approved for a waiver have been notified. A waiver request must be submitted each year. High schools who are serviced by an Area Technical Center (ATC) do not qualify for the waiver process.
7.	<b>Q</b>	What exactly are the criteria for having a waiver approved? Ours was denied last year.
	<b>A</b>	Districts who have a locally operated technical school (CTCs) can submit a waiver for consideration. If approved, the waiver would allow the district to be exempt from the KTS Data Exchange. Waiver requests for the 2016-17 school year should have been submitted March 1, 2016. All CTC districts approved for a waiver have been notified. A waiver request must be submitted each year. High schools who are serviced by an Area Technical Center (ATC) do not qualify for the waiver process. Leslie County is serviced by an ATC; therefore, they do not qualify for the waiver process.
8.	<b>Q</b>	If our calendar, including the technical courses, has rolled over to the new year, can we leave these courses as they are?
	<b>A</b>	Communicate with your technical school principal to find out if they are reusing previous year courses for the 16-17 school year. If the answer is yes, then you can leave the courses as they are and only modify section schedule placement and grading task Term Masks as needed to accommodate the 16-17 technical school master schedule. If the answer is no, then you will want to remove or mark inactive the KTS courses that were rolled forward into your 16-17 calendar. This can be done manually or by creating an Infinite Campus support case to request that the 13-digit KTS courses in the 16-17 calendar be removed.
9.	<b>Q</b>	Can you tell us again where the Posted Grades Audit Report is available?
	<b>A</b>	KY State Reporting>KDE Reports>KTS Posted Grades Audit Report

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	<b>A</b>	For high schools and locally operated technical schools, your district Infinite Campus System Administrator will have to grant permissions to each user who needs to use the report.
<b>10.</b>	<b>Q</b>	We have an ATC, however we only have students for our county and always have. Can we file for a waiver?
	<b>A</b>	ATCs, regardless of how many high schools they service, do not qualify for the waiver process.
<b>11.</b>	<b>Q</b>	Is possible to have three different calendar schedules inside the technical school database?
	<b>A</b>	No. Multiple calendar schedules do not work with the KTS Data Exchange.
<b>12.</b>	<b>Q</b>	One-feeder districts should be reconsidered for waivers. We are posting double attendance really for no reason.
	<b>A</b>	ATC's, regardless of the number of high schools that are serviced, do not qualify for the waiver process.
<b>13.</b>	<b>Q</b>	When will we find out if our data exchange waiver has been approved?
	<b>A</b>	The deadline to submit a KTS Data Exchange waiver was March 1st. Notifications to those who submitted a waiver have all gone out. If you are still awaiting notification, email <a href="mailto:ktssupport@education.ky.gov">ktssupport@education.ky.gov</a> .
<b>14.</b>	<b>Q</b>	Is Fayette County going to be exempt again? Did they receive a waiver?
	<b>A</b>	Fayette has been granted a waiver for the 16-17 school year. Any other districts who send students to Fayette will have to continue with their manual data entry process for those students.
<b>15.</b>	<b>Q</b>	What is the best way for an ATC to set up the grade book when one HS is on trimesters and another HS is on semesters?
	<b>A</b>	Contact <a href="mailto:ktssupport@education.ky.gov">ktssupport@education.ky.gov</a> to discuss your individual situation. Setup is different for each technical school, depending on the feeder high school term schedules. A person-to-person discussion with KTS Data Exchange support is necessary to evaluate your situation.
<b>16.</b>	<b>Q</b>	Can a CTC qualify for a waiver?
	<b>A</b>	CTCs qualify to submit a KTS Data Exchange waiver annually. The deadline to submit a waiver for the 16-17 school year was March 1, 2016. ATCs DO NOT qualify for the waiver process.