

KSIS - KTS Grading Task Setup

2016

This document provides instruction for home high schools and technical schools regarding proper set up of grading task and score group for KTS related courses.

KTS Data Exchange Introduction:

The Kentucky Tech System (KTS) data exchange is a secure transfer of student enrollments between the student's high school and technical center. The data exchange streamlines processes, eliminates the need for email and paper reports, and minimizes dual data entry.

Participating technical schools can fully utilize both KSIS and the Continuous Instructional Improvement Technical System (CIITS) in their classrooms.

Home high schools can run real-time attendance reports that reflect attendance entered by the technical school into KSIS. There is an optional unknown attendance sync feature that allows unknown attendance at the technical school to sync back to the home high schools the next day. With this sync, attendance clerks at the home high schools resolve the unknown attendance the following morning. Additionally, the nightly data exchange process posts students' technical school grades to the appropriate high school, allowing for athletic eligibility determinations, and posting of both high school and tech school grades on students' report cards and transcripts.

Grading Task Setup for Technical School Courses

Path: Search for desired Course > Grading Tasks tab

Campus will push down to districts Grading Tasks and a Score Group specific to the KTS/Campus data exchange. Home high schools and technical schools must use the CTE-related Grading Tasks and CTE Numeric Score Group* when setting up their Grading Tasks tab for KTS-related courses. The three Grading Tasks are **CTE Term Grade, CTE Final Grade and CTE Final Exam (optional)**.

Add CTE Term Grade Grading Task:

Grading Tasks: CTE Term Grade

Score Group: CTE Numeric*

Term GPA: Indicate the weight used by the school when calculating the grade of the student. This is not required, but this is the value used when calculating report card GPA (i.e. honor roll). Leaving this value blank will result in the course not counting towards the school honor roll. For the example below, 1 is used, but this number may vary depending school policy. NOTE: Term GPA should only be set up for one grading task per course. (i.e. If Term GPA field is set up using the CTE Term Grade Grading Task, there is no need to set this field up for CTE Final Grade Grading task.)

Credit: Leave blank for CTE Term Grade

Credit Type: Leave blank for CTE Term Grade

Term Mask: Selection indicates when the task must be graded. CTE Term Grade will be graded each term, which means that Term Mask should be marked for all terms.

Active Mask: Selection indicates the task is open for grade posting. Only ONE Active Mask should be marked at a time in order for the grade sync to be successful.

For the KTS/Campus data exchange, it is recommended that the technical school teachers post grades weekly, at the minimum.

Home high schools & technical schools must update active mask for the term that needs to synchronize with the CTE grade. Communication between the high school and technical school teams is the key to successful syncing of grades. Only one term can be marked active at a time for the sync to occur.

During the sync, the grade posted at the technical school will look to the term start and end dates at the technical school (System Administration > Calendar > Calendar > Terms) and compare to the home high school's term dates of the term with the active mask checked. If the dates at the home school fall in the range of the technical school term date, it will ADD or UPDATE the grade. This is to ensure that grades outside of the home schools terms do not get updated incorrectly if the district forgets to uncheck the active flag on the grading task.

Grading Task	Credit Group	Credit Type	Score Group	Credit	Term GPA
CTE Term Grade			CTE Numeric	1.000	
CTE Final Grade	HS CREDITS	VOCATIONAL STUDIES	CTE Numeric	1.000	1.000

Course Grading Task Detail

Grading Task: CTE Term Grade

*Score Group: CTE Numeric

Term GPA: 1

Credit: []

Credit Type: []

Credit Overflow/Override: []

Term Mask: Term 1 Term 2 Term 3 Term 4

Active Mask: Term 1 Term 2 Term 3 Term 4

Post-only Grading Task

Helpful tip: Both home high schools and technical schools will benefit from the use of the [Grading Window](#) tool to expedite the process of updating active mask.

**Home high schools may use a district Score Group only if the district Score Group matches the CTE Numeric Score Group on the Min% column.*

Add CTE Final Grade Grading Task:

Grading Tasks: CTE Final Grade

Score Group: CTE Numeric*

Term GPA: Indicate the weight assigned to calculate the grade of the student. Not required, but this is the value used when calculating report card GPA (i.e. honor roll). Leaving this value blank will result in the course not counting towards the school honor roll. NOTE: Term GPA should only be set up for one grading task per course. (i.e. If Term GPA field is set up using the CTE Term Grade Grading Task, it would not set this field up for CTE Final Grade Grading task.)

Credit: Indicates the amount of credit the student receives upon completion of the course or when the course is posted on a transcript. This is usually only populated on those tasks that are posted to transcripts, such as a final grading task. For this example a 1 is used, but this number may vary depending on school policy.

Credit Type: Indicates the group of credits the student receives when credit is given. Use credit type designated for technical courses depending on your school policy.

Term Mask: Selection indicates when the task must be graded.

Active Mask: Selection indicates the task is open for grade posting. Final Grades are typically posted at the end of each course by the technical schools.

- The CTE Final Grade grading task should be made active when final grades are ready to post for the course. These grades should only be posted once and will reflect the student's overall score in the technical course. Final Grades will transfer nightly from the technical schools upon availability.
- It is the home high school's responsibility to determine if these grades should be posted to the transcript. Communication with the technical school principal is recommended. Home high schools should follow normal transcript posting procedures in order to have technical courses display on their High School transcript. Documentation for the transcript posting can be found [here](#).

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Course Sections Grading Tasks Standards Grade Calc Options Course R

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Grading Task	Credit Group	Credit Type	Score Group	Credit	Term GP
CTE Term Grade			CTE Numeric	1.000	
CTE Final Grade	HS CREDITS	VOCATIONAL STUDIES	CTE Numeric	1.000	1.000

Course Grading Task Detail

Grading Task
CTE Final Grade

*Score Group
CTE Numeric

Term GPA: [] Credit: 1

Credit Type: VOCATIONAL STUDIES

Credit Overflow Override: []

Term Mask: Term 1 Term 2 Term 3 Term 4

Active Mask: Term 1 Term 2 Term 3 Term 4

Post-only Grading Task

**Home high schools may use a district Score Group only if the district Score Group matches the CTE Numeric Score Group on the Min% column.*