



KTS DATA EXCHANGE GUIDANCE DOCUMENT

KENTUCKY DEPARTMENT OF EDUCATION

COURSE SETUP GUIDE

FOR HIGH SCHOOL SCHEDULERS

This document provides guidance to high school schedulers for proper setup of CTE courses for the KTS Data Exchange

2018

KTS Data Exchange – Course Setup Guide – High School Schedulers

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

Participating technical schools can fully utilize the Kentucky Student Information System (KSIS) in their classrooms.

The high school KSIS will receive student posted grades through the KTS data exchange. The posted grades that sync to the high schools will allow for athletic eligibility determination, and posting of both high school and technical school grades on student report cards and transcripts.

High school attendance clerks can run real-time attendance reports that reflect attendance entered by the technical school into their KSIS, and have the option to utilize the unknown attendance sync feature that will allow unknown attendance at the technical school to sync back to the high school KSIS the next day. The unknown attendance sync allows attendance clerks at the high schools would then resolve the unknown attendance the following morning.

The KTS Data Exchange has been fully functional for participating high schools and technical schools since the 2015-16 school year.

COURSE CODES AND THE KTS DATA EXCHANGE

The key to matching students between the high school KSIS and the technical school KSIS are unique course numbers housed in specific course catalogs. The importance of the course number must be emphasized. Courses must be retrieved by following the instructions within this document. Any deviation from the instructions will most likely result in an unsuccessful sync of data.

EXPLANATION OF COURSE CODES FOR THE KTS DATA EXCHANGE

Course codes are a critical element used in the KTS data exchange between technical schools and high schools. As courses and sections are created in the technical school, the automated process adds identifiers to the course code and uploads each course to a specific KTS Course Catalog in the high school KSIS. A prefix, suffix and a course identifier are added to the state course code to create a unique 13-digit number that identifies the technical school, and the period and section designated at the technical school. Example:

Technical school ID* + State Course Code + Course Indicator +
Technical School Period Number + Technical School Section Number
09060112P0401

The above technical course code represents a course that is being taught at Caldwell County ATC, and is indicated by using the *Technical School ID: (09). The name of the course is Digital Literacy, and is indicated by the state course code (060112). The course indicator will remain (P) unless the course used at the technical school is a duplicate course used for variable credit; in this case the course indicator would then change to (X, A, B, C, D, or E). The period selected by the technical school is now indicated with two digits, numbers or letters. In the example above the period would be (04). The section assigned by the technical school is the last group of numbers, and is indicated in the above example by (01).

*Technical School ID List found [here](#).

➤ ADDING NEW COURSES

STEP 1: CONNECTING TO THE KTS COURSE CATALOG (HIGH SCHOOLS ONLY)

To pull the courses necessary for the KTS data exchange syncing process into your high school KSIS, select the proper course catalog designated by the school year in which you are working. (i.e. 18-19 KTS Course Catalog, 19-20 KTS Course Catalog) **The ability to change the Course Catalog Master List must be given in a tool right by the high school district KSIS system administrator. High schools and CTC's (locally-operated tech centers) must contact your district KSIS system admin for this temporary tool right or ask that they make this temporary change themselves. For ATCs (state-operated tech centers) and RCA's (regional career academies), your Course Catalog Master designation will be maintained by OCTE.*

Path: Index > System Administration > Resources > School

1. Select your school from the School Editor selection
2. Click on the dropdown box for Course Catalog – Master List and select the KTS Course Catalog (HIGH SCHOOLS ONLY) catalog for the year in which you are working
3. Save School

The screenshot shows the 'School Editor' interface. On the left, a list of schools is displayed, with 'Rockcastle County High School' highlighted. On the right, the 'School Detail' form is visible. The 'Course Catalog - Master List' dropdown menu is open, showing options: '15-16 KTS Course Catalog (HIGH SCHOOLS ONLY)', '16-17 KTS Course Catalog (HIGH SCHOOLS ONLY)', 'District Catalog', 'Elementary', 'High School', and 'Middle School'. The '15-16 KTS Course Catalog (HIGH SCHOOLS ONLY)' option is selected. Other fields in the form include 'Name' (Rockcastle County High School), 'Location Number' (310), 'NCES School Number' (2105070 - 01252), 'Standard Code (SIF StatePrid)', 'State Classification' (A1: Principal or head teacher controlled school), 'Type' (01: Regular), and 'CEEB Number' (181910). A 'Dual Enrollment' checkbox is also visible.

TWO OPTIONS FOR LOADING NEW COURSE CODES

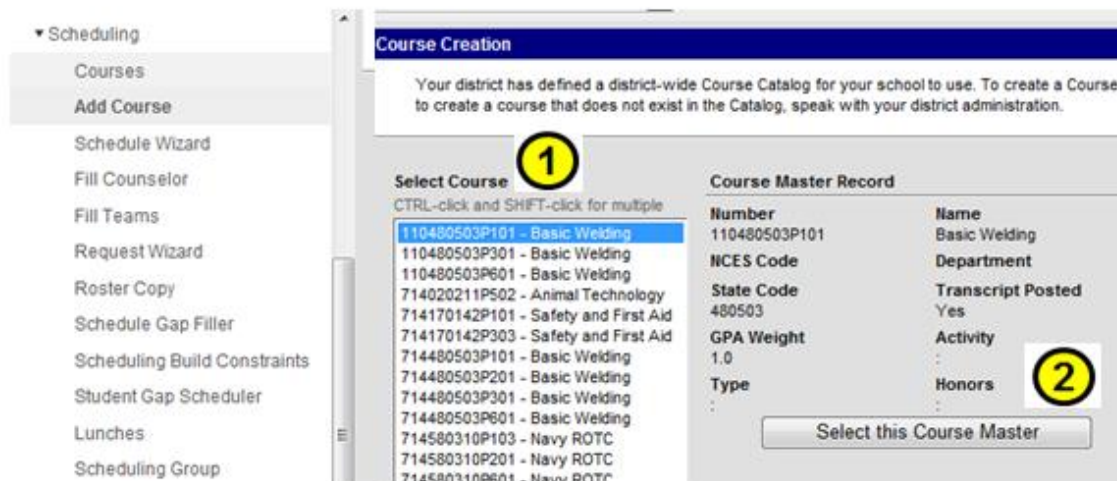
All schools can add course codes individually (single course creation) or as a group (multiple course creation).

1) Single Course Creation

Add the courses you need from the appropriate KTS Course Catalog into your high school KSIS

Path: Index > Scheduling > Add Course

1. Select the Course Master from the list on the left
2. Click the “Select this Course Master” button, and you will be taken to the course master screen
3. Select Save



HELPFUL TIPS:

- Due to courses being sorted by course number, users will find all courses for one technical school group together. High schools that send students to a single technical school should take advantage of the Multiple Course Creation option, detailed below.
- If the user is using Mozilla Firefox web browser, click on the first course listed in the Select Course box and type in the first two numbers of the course, and the search feature will take you directly to those courses without scrolling.
- All high school courses in the KTS Course Catalog (HIGH SCHOOLS ONLY) will be 13-digit course numbers.

2) Multiple Course Creation (as a group)

Select multiple courses using the batch add feature.

Path: Index > Scheduling > Add Course

1. Select CTRL –click or SHIFT –click to highlight multiple courses
2. Click Batch Add these Course Masters

Course Creation

Your district has defined a district-wide Course Catalog for your school to use. To create a Course, you must create a course that does not exist in the Catalog, speak with your district administration.

1

Select Course
CTRL-click and SHIFT-click for multiple

- 110480503P101 - Basic Welding
- 110480503P301 - Basic Welding
- 110480503P601 - Basic Welding
- 714020211P502 - Animal Technology
- 714170142P101 - Safety and First Aid
- 714170142P303 - Safety and First Aid
- 714480503P101 - Basic Welding
- 714480503P201 - Basic Welding
- 714480503P301 - Basic Welding
- 714480503P601 - Basic Welding
- 714580310P103 - Navy ROTC
- 714580310P201 - Navy ROTC
- 714580310P601 - Navy ROTC

Course Master Record

Number	Name
(multiple)	(multiple)
NCES Code	Department
(multiple)	(multiple)
State Code	Transcript Posted
(multiple)	(multiple)
GPA Weight	Activity
(multiple)	(multiple)
Type	Honors
(multiple)	(multiple)

2

Batch Add these Course Masters

STEP 2: COURSE SECTION SETUP

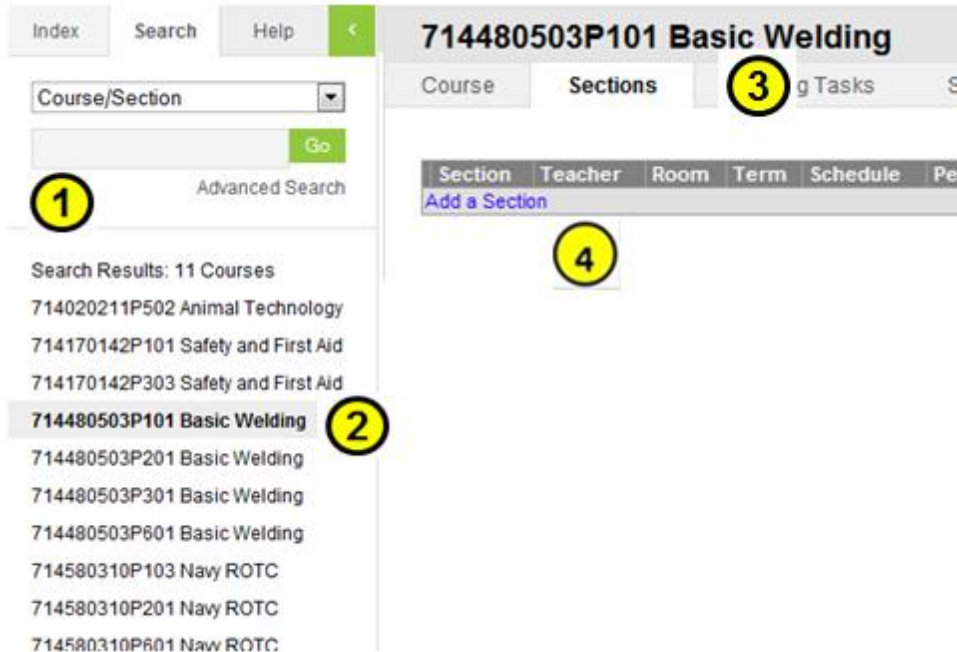
Once the new course codes are added from the course master, the courses must be set up in the high school KSIS. Course codes include section details from the technical school, and should be set up at the high school using only *one section per course*. High schools, DO NOT attach more than one section per 13-digit course. The reason is because the 13-digit course is representative of one single section at the technical school. If you add more than one section, you are adding multiple rosters to sync back to the technical school, and the KTS Data Exchange will not know which roster to sync, resulting in syncing errors. Refer to the [Course Creation Flow](#) chart for a visual explanation.

Path: Search > Course/Section

1. Search for the 13-digit course you just pulled in from the catalog, click Go or leave the Search field blank and click Go to pull in a list of all courses
2. Select the Course
3. Click the Sections tab
4. Select Add a Section

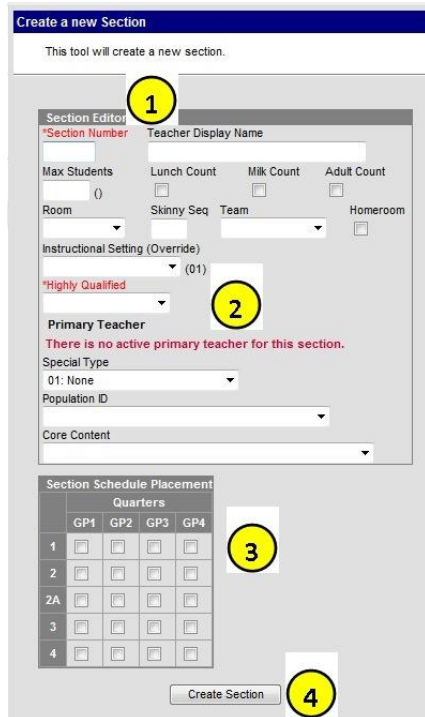
HELPFUL TIP:

- Section Placement does not need to match the technical school's period schedule. Place the sections where they fit for your high school schedule



Path: Scheduling > Courses > Course Sections

1. Enter the Section Number for the new section. *It may be helpful to use the same number linked to the technical course code (e.g. 03)*
2. Select if the teacher is Highly Qualified, Not Highly Qualified, or Not Applicable
3. Select the appropriate check box(es) for Section Schedule Placement
4. Click Creation Section



STEP 3: SCHEDULING STUDENTS

Home high schools can now schedule students as normal, using the appropriate new course code that corresponds to the technical school. Technical schools will see the roster of students the day AFTER the high school completes the scheduling process for the Course.

Note: The KTS Data Exchange automated process runs nightly, 7-days a week. It begins at approximately 11:00 p.m. eastern time and runs until approximately 5:00 a.m. eastern time the next morning.

STEP 4: GRADING TASK SETUP

Do not forget to set up the Grading Tasks for each Course. Posted grades from the technical school will be transferred to the high school through the KTS Data Exchange process. Grading tasks must be set up correctly for this process to work. Setup instructions are provided in the KTS Grading Task Setup guidance document. This document can be found on the KTS Data Exchange [webpage](#).

➤ UPDATING PREVIOUS YEAR COURSES FOR NEW YEAR

STEP 1: SCHEDULING DISCUSSIONS AND DECISIONS

High school schedulers should communicate with the technical school principal regarding new-year scheduling plans. Schedule Prep sessions for KTS Data Exchange users are conducted every November to assist teams in new-year scheduling preparations, and this is a good opportunity for teams to open this type of dialogue.

- IF...a technical school decides to create a new-year master schedule from nothing, high school schedulers should purge their previous year courses in their new-year calendar by referencing the [Purge Tech Center Courses Tool](#) guidance document to clear your new-year calendar of mislinked and deprecated courses. This tool should be used AFTER the high school new-year calendar has been created, but BEFORE technical school courses are set up in the high school KSIS. After the purge tool is used, high school schedulers will then follow the directions for loading new courses, found at the [top](#) of this guidance document.
- IF...a technical school decides to utilize previous year courses for new-year scheduling, your task will be to obtain an updated new-year master schedule from your technical school, then update the sections, if needed. This would include making sure your Section Schedule Placements on the section are accurate. After that, continue by complete [Step 3](#) and [Step 4](#).