



## KTS DATA EXCHANGE GUIDANCE DOCUMENT

KENTUCKY DEPARTMENT OF EDUCATION

# COURSE SETUP GUIDE

FOR TECHNICAL SCHOOLS

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

## KTS Data Exchange – Course Setup Guide – Technical School Users

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 technical school KSIS and the high 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: FOR CTC (LOCALLY-OPERATED) TECHNICAL SCHOOLS:

#### CONNECTING TO THE KTS COURSE CATALOG (TECH 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 (TECH SCHOOLS ONLY) catalog for the year in which you are working
3. Save School

The screenshot shows the 'School Editor' interface. On the left is a list of schools, with 'EARLY COLLEGE AND CAREER CENTER' selected. The main area is divided into 'School Detail' and 'School History' sections. The 'School Detail' form includes fields for Name, Location Number, NCES School Number, Standard Code (SIF StatePrId), State Classification, Course Catalog - Master List, and Phone. The 'Course Catalog - Master List' dropdown is highlighted in yellow, showing '18-19 KTS Course Catalog (TECH SCHOOLS ONLY)' selected. There are also checkboxes for 'External LMS Exclude' and 'Exclude'.

### STEP 1: FOR ATC & RCA TECHNICAL SCHOOLS:

#### CONNECTING TO THE KTS COURSE CATALOG (TECH SCHOOLS ONLY)

It is not necessary for ATC or RCA technical schools to connect to the correct catalog. This task is maintained by the KSIS system administrator at OCTE (Tanya Fluke). Skip to [Step 2](#).

## STEP 2: ADDING NEW COURSE CODES

### 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 technical 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

Year: 18-19 | School: EARLY COLLEGE AND CAREER CENTER

Search: Search Campus Tools

Course Creation

Your district has defined a district-wide Course Catalog for your school to use. To create a your district administration.

Select Course		Course Master Record	
CTRL-click and SHIFT-click for multiple		Number	Name
010101 - Adv. Ag. Econ & Agribus. M	010102	010102	ST: Agribusiness
010101X - Adv. Ag. Econ & Agribus. M	010110	NCES Code	Department
<b>010102 - ST: Agribusiness</b>	010110X - Agriculture Communications	State Code	Transcript Posted
010102X - ST: Agribusiness	010110X - Agriculture Communication	010102	Yes
010110 - Agriculture Communications	010111 - Agriculture Sales & Marketin	GPA Weight	Activity
010110X - Agriculture Communication	010111X - Agriculture Sales & Marketi	1.0	:
010111 - Agriculture Sales & Marketin	010121 - Ag. Employability Skill	Type	Honors
010111X - Agriculture Sales & Marketi	010121X - Ag. Employability Skill	:	:
010121 - Ag. Employability Skill	010131 - Agribusiness/Farm Mgmt	Select this Course Master	
010121X - Ag. Employability Skill	010131X - Agribusiness/Farm Mgmt		
010131 - Agribusiness/Farm Mgmt	010211 - Ag. Structures & Design		
010131X - Agribusiness/Farm Mgmt	010211X - Ag. Structures & Design		
010211 - Ag. Structures & Design	010212 - Ag Power & Machinery Oper		
010211X - Ag. Structures & Design	010212X - Ag Power & Machinery Op		
010212 - Ag Power & Machinery Oper	010231 - Small Power & Equipment		
010212X - Ag Power & Machinery Op	010231X - Small Power & Equipment		
010231 - Small Power & Equipment	010241 - Ag. Construction Skills		
010231X - Small Power & Equipment	010241X - Ag. Construction Skills		
010241 - Ag. Construction Skills	010252 - ST: Ag. Power/Struct/Tech S		
010241X - Ag. Construction Skills	010252X - ST: Ag. Power/Struct/Tech		
010252 - ST: Ag. Power/Struct/Tech S	010610 - Crop Tech.		
010252X - ST: Ag. Power/Struct/Tech			
010610 - Crop Tech.			

#### 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 technical school courses in the KTS Course Catalog (TECH SCHOOLS ONLY) will be 6-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

The screenshot shows a web application interface for course creation. At the top, there are dropdown menus for 'Year' (set to 18-19) and 'School' (set to EARLY COLLEGE AND CAREER CENTER). Below these are tabs for 'Index', 'Search', and 'Course Creation'. A message states: 'Your district has defined a district-wide Course Catalog for your school to use. To create a Course Master, you must select a course from your district administration.' On the left is a navigation menu with 'Add Course' selected. The main area is split into two columns: 'Select Course' and 'Course Master Record'. The 'Select Course' column contains a list of course codes and titles, with several items highlighted in blue. The 'Course Master Record' column shows fields for 'Number', 'Name', 'NCES Code', 'Department', 'State Code', 'Transcript Posted', 'GPA Weight', 'Activity', 'Type', and 'Honors'. A 'Batch Add these Course Masters' button is located at the bottom right of the 'Course Master Record' section.

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

### STEP 3: COURSE SECTION SETUP

Once the new course codes are added from the course master, the courses must be set up in the technical school KSIS.

*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

Year **18-19** School **Barren County Area Technology Center**

Index Search **110902X Network Fundamentals/Cisco 1**

Course Sections Grading Tasks Standards Categories Grade Calc Options

Course/Section

Search Course/Section Go

Advanced Search

Section Teacher Room Term Schedule Period Seats Taken Scheduling Group Guest Access

[Add a Section](#)

- ▶ 110101 Comp Hardware/Software Ma
- ▶ 110110 Computer Literacy
- ▶ 110901 Intro/Net.Concepts(non-vend
- ▶ 110902 Network Fundamentals/Cisco
- 110902X Network Fundamentals/Cisc**
- 110903 Routing Prot&Concepts/Cisco 2
- ▶ 110903X Routing Prot&Concepts/Cis
- ▶ 110912 Security Fundamentals

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

Create a new Section

This tool will create a new section.

**1**

Section Editor

\*Section Number Teacher Display Name

Max Students Lunch Count Milk Count Adult Count

Room Skinny Seq Team Homeroom

Instructional Setting (Override)

\*Highly Qualified (01)

**2**

Primary Teacher

There is no active primary teacher for this section.

Special Type

01: None

Population ID

Core Content

Section Schedule Placement

	Quarters			
	GP1	GP2	GP3	GP4
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**3**

**4**

Create Section

#### STEP 4: SYNCING AND NOTIFICATION

The course will sync to the KTS Catalog (HIGH SCHOOLS ONLY) during the overnight syncing process. Notify the high school scheduler. The next day the high school scheduler must reference the KTS Course Setup – High School Schedulers documentation, located on the KTS Data Exchange webpage, to successfully pull in and set up the corresponding course the high school KSIS.

It is expected that technical school users convert the code on paper and communicate the 13-digit number of the course master they must pull from their catalog. The [Explanation of Course Codes](#) will assist technical school users with converting this course code number.

After the high school pulls in the synced course, they will roster students in the high school KSIS. Students rostered in the high school KSIS will sync back to the technical school during the next overnight sync.

Communication between the technical school and the high school are very important to avoid syncing and setup issues.

*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 5: 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

Technical school users should communicate with their high school schedulers 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, make sure to communicate with your high school schedulers that they should purge their previous year courses in their new-year calendar by referencing the [Purge Tech Center Courses Tool](#) document to clear their 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 course are set up in the high school KSIS.
- IF...a technical school decides to utilize previous year courses for new-year scheduling, technical school users should provide the high school schedulers with an updated new-year master schedule to allow them to update the sections in the high school KSIS. This may include updating Section Schedule Placement for the sections.

Continue setting up technical school courses by completing [Step 3](#) and [Step 4](#).