KTS DATA EXCHANGE GUIDANCE DOCUMENT

KENTUCKY DEPARTMENT OF EDUCATION

# ADDING NEW TEACHERS OR STAFF MEMBER

## FOR THE KTS DATA EXCHANGE

This document walks users through the proper procedures for adding a new KTS teacher or staff member into a technical school database

2022

## ➢ STEP 1

### LOG INTO THE KTS INFINITE CAMPUS DATABASE

A direct link to the KTS Infinite Campus database can be found on the KTS Data Exchange webpage. The link is located under the Infinite Campus Login heading.
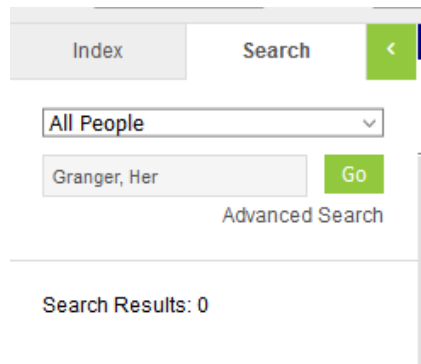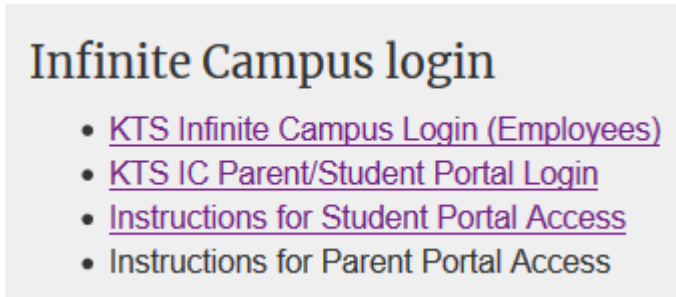


## ➢ STEP 2

### CHECK THE IC DATABASE TO MAKE SURE THE TEACHER OR STAFF HAVE NOT ALREADY BEEN ADDED

*(Path:  Search > All People)*

Conduct a Search of All People in the Infinite Campus database to ensure the teacher or staff member have not already been added previously.  It is important to avoid duplicating teachers and staff.

- If the teacher or staff member **IS located and IS already in the database**, click on the existing teacher or staff record, go to the Demographic page, skip to Step 4.
- If the teacher or staff member **IS NOT located**, proceed to Step 3.



## ➢ STEP 3

### LOOK FOR THE NEW TEACHER OR STAFF MEMBER USING THE STAFF LOCATOR

*(Path:  Census > Staff Locator)*

- To search, you must enter the full legal Last Name, First Name, and Gender.
- Select the Search button

o **If NO match is found**, select the Create New District Staff button. Enter the New Staff information. You must add a Last name, First name, select a gender, and enter a date of birth and social security number. For the Local Staff Number and the Staff State ID, use the last 4 of the staff's social security number. Ensure the Start Date is entered, under Employment Information. SAVE the record.



o **If a match IS found**, select the name of the match. Make sure the information for the new teacher or staff is accurate. Verify or add a Last name, First name, gender, date of birth and social security number. For the Local Staff Number and the Staff State ID, use the last 4 of the staff's social security number. Ensure the Start Date is entered, under Employment Information. SAVE the record.

## ➢ STEP 4

### ADD, VERIFY AND/OR UPDATE KEY TABS IN THE CENSUS RECORD

- Demographic tab
  - From the Demographic tab, scroll down under the Personal Contact Information heading, and add the teacher or staff member's phone number AND work email address. Save the record.

## Personal Contact Information

| Other Phone | Private | Work Phone | Private |
|---|---|---|---|
| ( 270 ) 555 - 3333 x | ☐ | ( ) - x | ☐ |

| Cell Phone | Private | Pager | Private |
|---|---|---|---|
| ( ) - x | ☐ | ( ) - x | ☐ |

| Email | Private | Secondary Email | Private |
|---|---|---|---|
| Hermione.Granger@barren.kyscl | ☐ | | ☐ |

**Preferred Language**
en_US: US English ▼

**Comments**

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- District Assignment tab
  - From the District Assignment tab, click on the blue NEW button to create a new district assignment record.  Verify your school in the School box, then enter the Start Date in the field directly below.  Click on the Type dropdown and select Teacher, if entering a teacher.  If enter a clerical staff, select Support.  If you are unsure, contact Tanya Fluke.  Check the Teacher checkbox, if entering a teacher.  Checking this box will allow your new teacher to show up as an option when adding Primary Teacher's to sections on the Staff History tab.

[Save] [Delete] [New]

## Employment Assignment Information

**\*School**
Barren County Area Technology Center ▼

**Department**
▼

**\*Start Date**
07/01/2019

**End Date**

**Title**
▼

**Type**
01:Teacher ▼

**FTE of Assignment**

**Assignment Code**
▼

**Alternate Type**

**Highly Qualified**
▼

**Reading First**
▼

**PD Year**
▼

**Evaluation Override**
▼

**PD Class Type**
▼

**PD Class Offered By**
▼

**PD Class Credit**

**PD Class Applied Hours**

| Teacher | Special Ed | Program | Behavior Admin | Health | | Behavior Response Approver | Response to Intervention |
|---|---|---|---|---|---|---|---|
| ☑ | ☐ | ☐ | ☐ | ☐ | | ☐ | ☐ |

| Advisor | Supervisor | Counselor | Foodservice | Exclude Behavior Referral | Self Service Approver | FRAM Processor |
|---|---|---|---|---|---|---|
| ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

**External LMS Exclude**
☐

**Comments**

**Exclude**
☐

**\*Student Voice Survey**
0: Not Participating ▼

# ➢ STEP 5

## ADD PRIMARY TEACHER TO SECTION (STAFF HISTORY TAB)

Every section must have a Primary Teacher assigned.  If teachers are not added as the Primary Teacher to a section, they will not be able to see the section populate in the dropdown of their Campus Instruction.  You must add the Primary Teacher through the Staff History tab.  The Staff History tab tracks the history of teachers for a particular course section.  The Staff History tab lists active primary teachers, teachers, and section staff.  It also lists former primary teachers, teachers, and section staff.  For KTS Data Exchange purposes, you should give your teacher a Primary Teacher designation only.  If additional staff are involved in a course, see the Teacher of Record data standard on the KSIS website for further direction.

*Note about Assignment Dates:*

In most situations, the Assignment Dates should be left blank.  They are only populated if the Primary Teacher is assigned to the section AFTER the first day of the first schedule term, or if the Primary Teacher is no longer assigned to the section BEFORE the end of the last scheduled term.  Assignment dates cannot exceed the section's start and end dates.

NOTE:  High schools should NOT refer to this document for Staff History tab purposes.  They should follow district policy and data standards regarding proper Staff History tab setup and use of the Staff Locator.

## ➢ STEP 6

### CREATE THE USER ACCOUNT

*(Search > User)*

- Click on the Search tab, select User, type in the new teacher or staff member's name and select Go.
- Enter the username in <FirstName.LastName> format.  Enter a temporary password to supply to user (i.e. Password123).
- Select Campus Instruction for the Homepage if you are entering a teacher.
- Click Create User.
- On the User Account tab, click the Force Password Change checkbox, then Save the record.
- Supply User Account Information (Username and Password) to your new teacher or staff member.
- IMPORTANT:  Notify the KTS Support via email (ktssupport@education.ky.gov) so they can assign the rights to the new employee and complete the setup process.  You will be notified once this has been complete.

**Create a new User**

This tool will create a new user account for a person.

**Granger, Hermione 01/01/1980**

Username | Hermione.Granger | Check User
Password | Password123 | Generate Password | 100%

Homepage | Campus Instruction

Create User

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💾 Save   ⊗ Delete   🔑 Login As User   ⅄ User Rights Summary

**User Account Editor**

*Username | Password
Hermione.Granger | Reset Password
Expires Date | Homepage
☐📅 | Campus Instruction

☑ Force Password Change
☐ Disabled

- Modified by: Fluke, Tanya 07/01/2019 15:00
- Created Date: 07/01/2019 15:00

**Product Security Role Assignments**

☐ Student Information System

☐ Student Information System – Group Assignment

☐ Student Information System – Login As User