How to Enter Secondary Student Data in Infinite Campus

> **READ EVERYTHING BEFORE YOU DO ANYTHING…**
> ➢ Follow **steps 1-5 if**
>   a. You are entering a **NEW student** into a Career Pathway for the first time, **OR**
>   b. You are enrolling a *returning* student in a **NEW pathway.**
> ➢ Start at **step 6** if
>   a. You are updating information for a student who was already enrolled in the same pathway on the TEDS tab.
> ➢ Any record that shows an "EndDate" will NOT be included in the export file for TEDS.

1. Log into Infinite Campus and Click the "**Search**" tab.

2. Enter a Student Name (last name first), click **Go**. Click on the student name in search results.
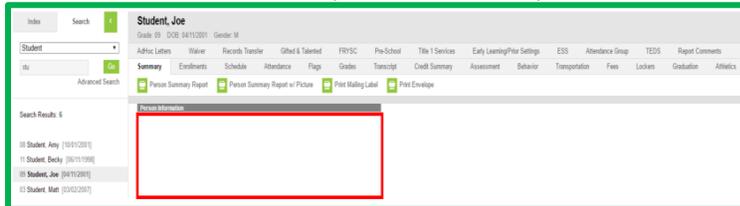
3. Find the TEDS tab and click on Add TEDS to start a new TEDS record.
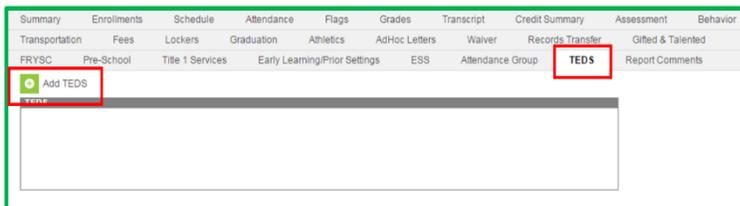
4. Enter data **ONLY** in the following fields:

   a. **School** - This is the home school for the student, it auto fills when you add a new TEDS record.

   b. **Start Date** - The date when the student record is created. Do not try to count backward to previous years. This date should **not be changed** after it is entered the first time.

   c. **CIP Code** - From the dropdown, select the appropriate code that represents the Career Pathway for which you are creating a new enrollment.

   d. **Special Populations** - Select from the dropdown ONLY if you know this information. DO NOT ASK THE STUDENTS.

e. **Daily Attendance Hours**

    i. **Semesters** vs. **Trimesters** - *If your school schedule is trimesters* choose trimesters, all others choose semesters. If on trimesters, you will see 3 Term boxes below, otherwise you will see 2 Term boxes.

    ii. **Term Boxes** - The average daily amount of time the student spends in a Career Pathway. The formula is total minutes in courses in the pathway divided by sixty minutes and the answer should be in n.nn format.

==**Example**: John is in two 55-minute courses in the pathway five days a week, so John has 110 minutes total daily, which should be divided by 60 minutes. This equals 1.83 hours in Term 1 box and zero in Term 2 box until you know the student's schedule for the 2nd semester.==

f. **Credit Hours** - Number of earned credits PLUS the number of credits the student is currently enrolled in the pathway.

g. **Student Objective**

    i. A student is "**Exploring**" until they meet the definition for Concentrator.

    ii. A student is a "**Concentrator**" as soon as they have *completed two valid courses (shows 2 credits on the official home high school transcript) for a single career pathway (program of study) is a Concentrator*
       In Kentucky, a <u>course</u> is defined as <u>1 credit </u>on the student's official transcript

5. Click Save and the student has a new active career pathway that can be imported to TEDS

==**If the student was previously enrolled in a pathway that is already on their TEDS tab, start here…**==

6. Log into Infinite Campus and Click the "Search" tab.

7. Enter a Student Name (last name first), click **Go**. Click on the student name in search results.
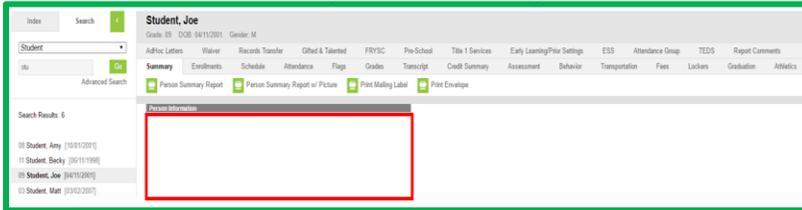
8. Click on the TEDS tab and you will see that a school name is already showing because the student has previously been enrolled in a pathway.
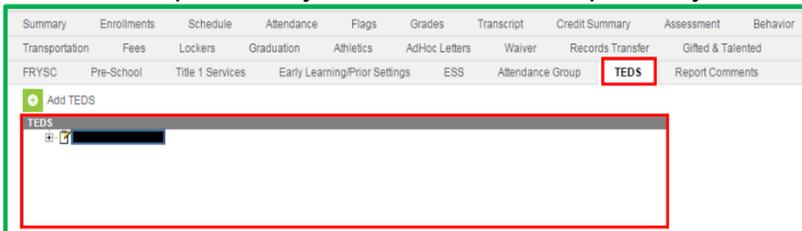
9. If necessary, click the "+" symbol next to the name of the school to expand the list of pathways for which the student has previously been enrolled. Note that any record that shows an "EndDate" will NOT be included in the export file for TEDS.
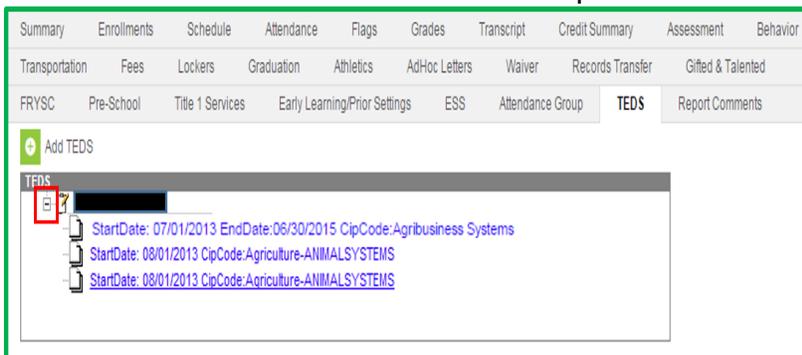
10. Click on the name of the Career Pathway that needs to be updated for the current school year.
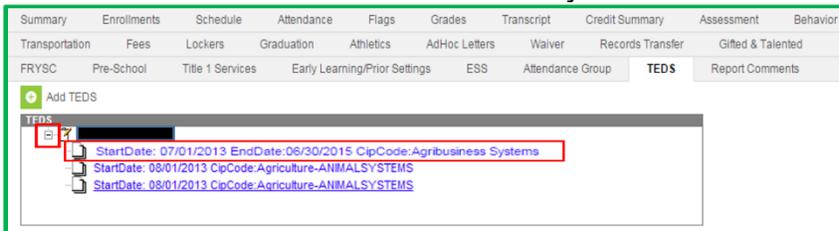
11. UPDATE the following data **ONLY**:

    a. **Daily Attendance Hours** - (see definition in Step 4e) Attendance Hours should reflect current year time.

b. **Credit Hours -** Number of earned credits PLUS the number of credits the student is currently enrolled in the pathway.

c. **End Date** - Click dropdown and select blank.

d. **Student Objective**

    i. A student is "**Exploring**" until they meet the definition for Concentrator.

    ii. A student is a "**Concentrator**" as soon as they have *completed two valid courses (shows 2 credits on the official home high school transcript) for a single career pathway (program of study) is a Concentrator*
        In Kentucky, a <u>course</u> is defined as <u>1 credit </u>on the student's official transcript

12. Click Save and this record will now be active for the current school year.

NOTE: When in doubt, refer to the "**TEDS vs IC** (Data Update Cheat Sheet)".

TEDS Data Elements
TEDS vs. IC

Only Do This in Infinite Campus	Only Do This in TEDS
• Select Career Pathways & CIP Codes	• Enter Industry Certification Results
• Enter Pathway Start Date	• Check End of Program Assessment Enrollment
• Identify Special Populations	• Check End of Program Assessment Scores
• SSID and SSN	
• Enter Calculated Attend Hours	
• Identify Student Objective *(Concentrator vs Exploring)*	
• Enter Accurate Credit Hours for Pathway	

This can be found on the TEDS website, here:
https://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx