Kentucky Department of EDUCATION

Infinite Campus

Data Analysis Portal User Guide

Technology by Computer Information Concepts (CIC)

Contents

Granting Access to Users 3

Accessing Tableau Visualizations 3

Workbook: IC Demographics Analysis 6

Dashboard: Demographics Analysis 6

Worksheet: Heat Map by School and Grade 7

Worksheet: Choose Data: Demographics Heat Map Analysis 7

Worksheet: Students by School and Grade Analysis 9

Worksheet: Choose Data: Demographics by Percent 10

Workbook: KY Attendance 11

Dashboard: FTE Attendance Dashboard 12

Dashboard: FTE Attendance Demographics 13

Dashboard: Attendance Rate Dashboard 14

Dashboard: Attendance Rate Demographics 16

Workbook: IC Behavior Analysis 17

Dashboard: Behavior Analysis 18

Dashboard: Student Event Analysis 19

Dashboard: Student Resolution Analysis 20

Dashboard: Student Events + Resolutions 21

Dashboard: Count of Days Removed 22

Dashboard: Staff Event Analysis 23

Dashboard: Events vs. Resolutions Table Analysis 24

Dashboard: Event Counts by Student Group 25

Dashboard: Percent of Unduplicated Students with Events 26

Dashboard: Percent of Unduplicated Students with Resolutions 27

Dashboard: Summary Line 28

Dashboard: Detail Line 29

Dashboard: Summary Heat Map 29

Dashboard: Detail Heat Map 30

Workbook: State Assessments 31

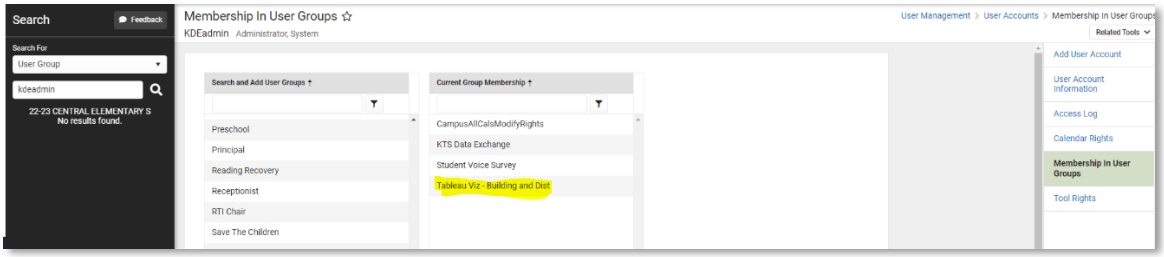
State Assessment Summary 31

State Assessments by Student....32
Workbook: ACT....33
ACT College Readiness Analysis....33
ACT College Readiness by Student....34
Workbook: ACT Benchmark Analysis....35
ACT Benchmark....35
Composite by Student....36
English by Student....36
Reading by Student....38
Math by Student....39
Student Detail....40
Workbook: KSA Multi-Year Student Profile....41
Tableau Tips....43
Support....46

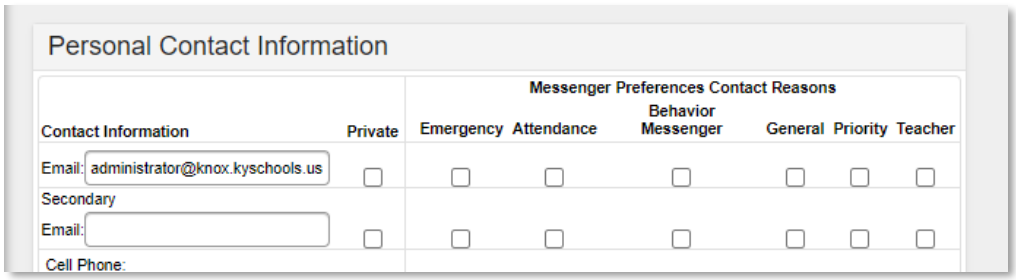
Granting Access to Users

In order to determine who in your school district will have access to the KDE Data Analysis Portal in Infinite Campus, place users in the "Tableau Viz – Building and Dist" user group in Infinite Campus. To do so, complete the following steps:

1. In Infinite Campus, search for User Group and the name of your user to be assigned rights to KDE's Data Visualization. Select Membership in User Groups and select the Tableau Viz – Building and Dist user group. Click Save.



2. Any user added to the "Tableau Viz – Building and Dist" user group in Infinite Campus will be required to have their school district email address saved in the primary address field. Without the district email saved as the primary email address, the user will not be able to access the Infinite Campus Data Analysis Portal.



3. Please note that changes made to the Tableau Viz – Building and Dist user group, including the addition of or removal of users to the group, will take effect after the nightly data refresh. That is, users added will not have access to the Tableau website until the following day.

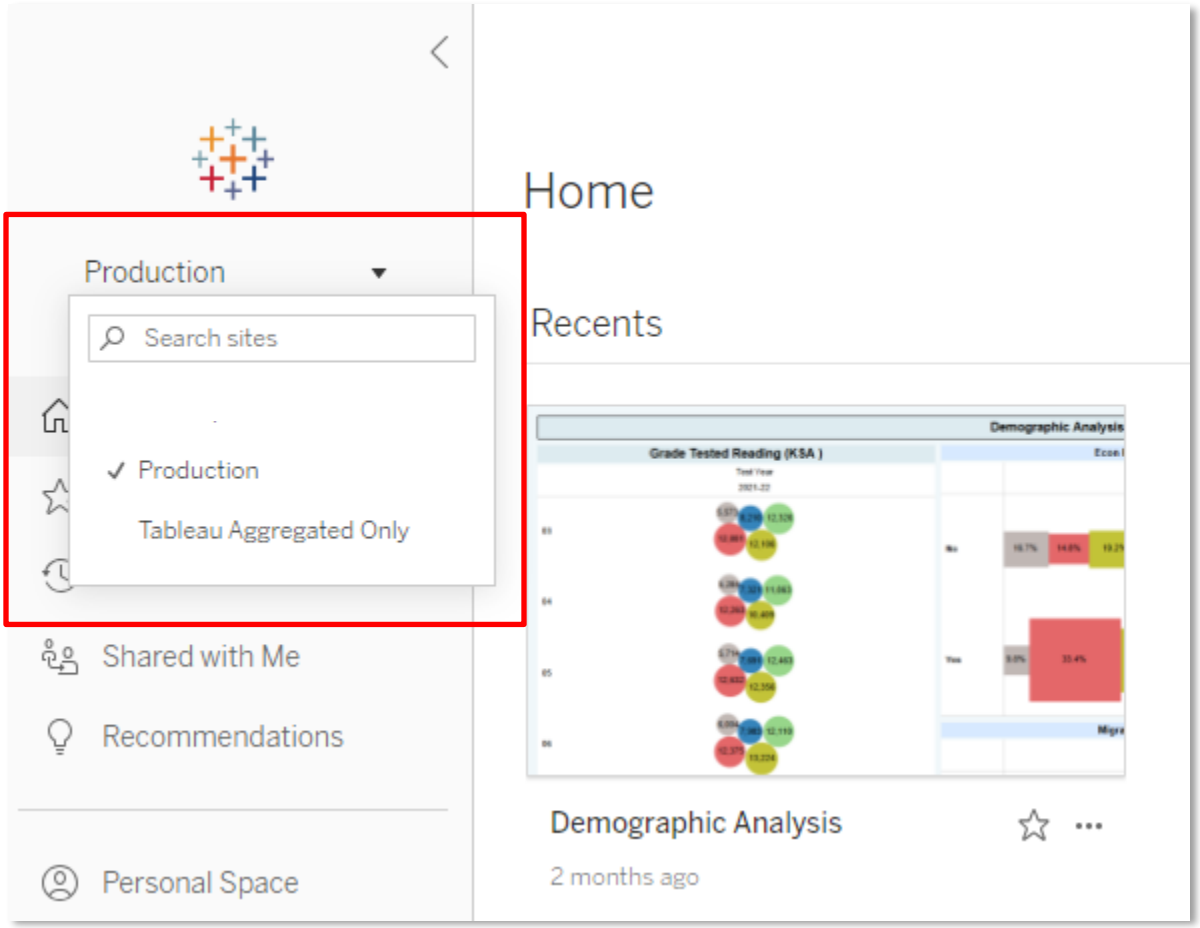
Note that calendar and school security rights in Infinite Campus are passed to the Tableau website. That is, users will only have access in Tableau to those calendars and schools for which they have been granted access in Infinite Campus. In order for a user to have access to district-wide data for all schools, the user will need to have Infinite Campus security rights granted to All Calendars, or rights to every calendar in the district.

Accessing Tableau Visualizations

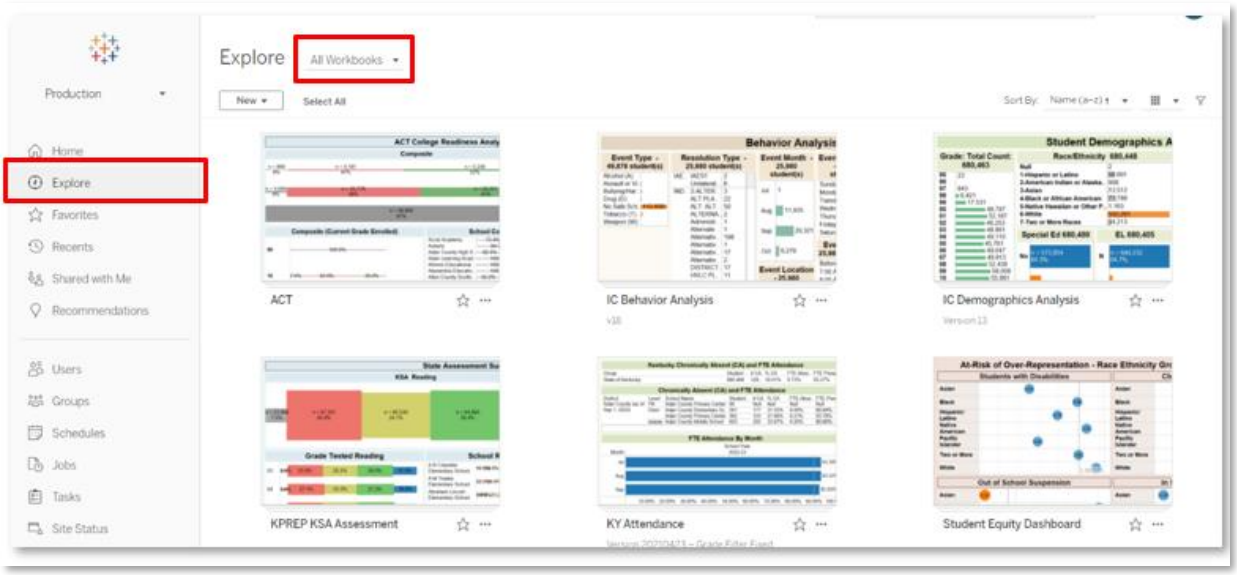
1. At the top of the Infinite Campus index, select the link, "*Tableau Visualizations". For

logging into the KDE Analysis Portal, the username will be the school district's email address (kyschools.edu), and the password will be the same as the Windows/365 password.

2. Two Tableau sites are available to end users, including the "Production" site and the "Tableau Aggregated Only" site.



3. Within the Index on the left side of the screen, click "Explore". Next to the word "Explore" in the workspace, select "All Workbooks" within the drop list. The following workbooks will be displayed: IC Behavior Analysis, IC Demographics Analysis, and KY Attendance.



NOTE: All Tableau visualizations are updated nightly, with the most recent update date displayed in the District Name filter found on each visualization.

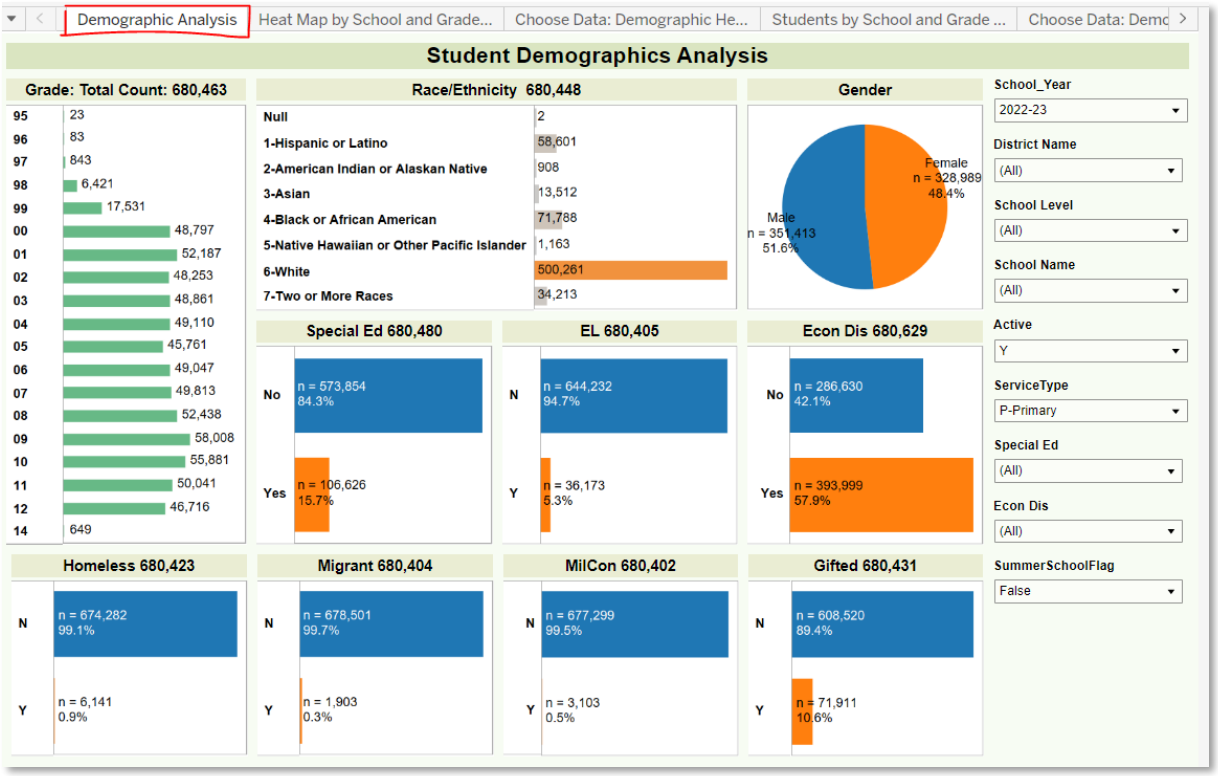
Workbook: IC Demographics Analysis

Dashboard: Demographics Analysis

Description: This workbook provides student totals by grade level, race / ethnicity, gender, Special Education, economically disadvantaged, English Learner (EL), homeless, migrant, military connected, and gifted status.

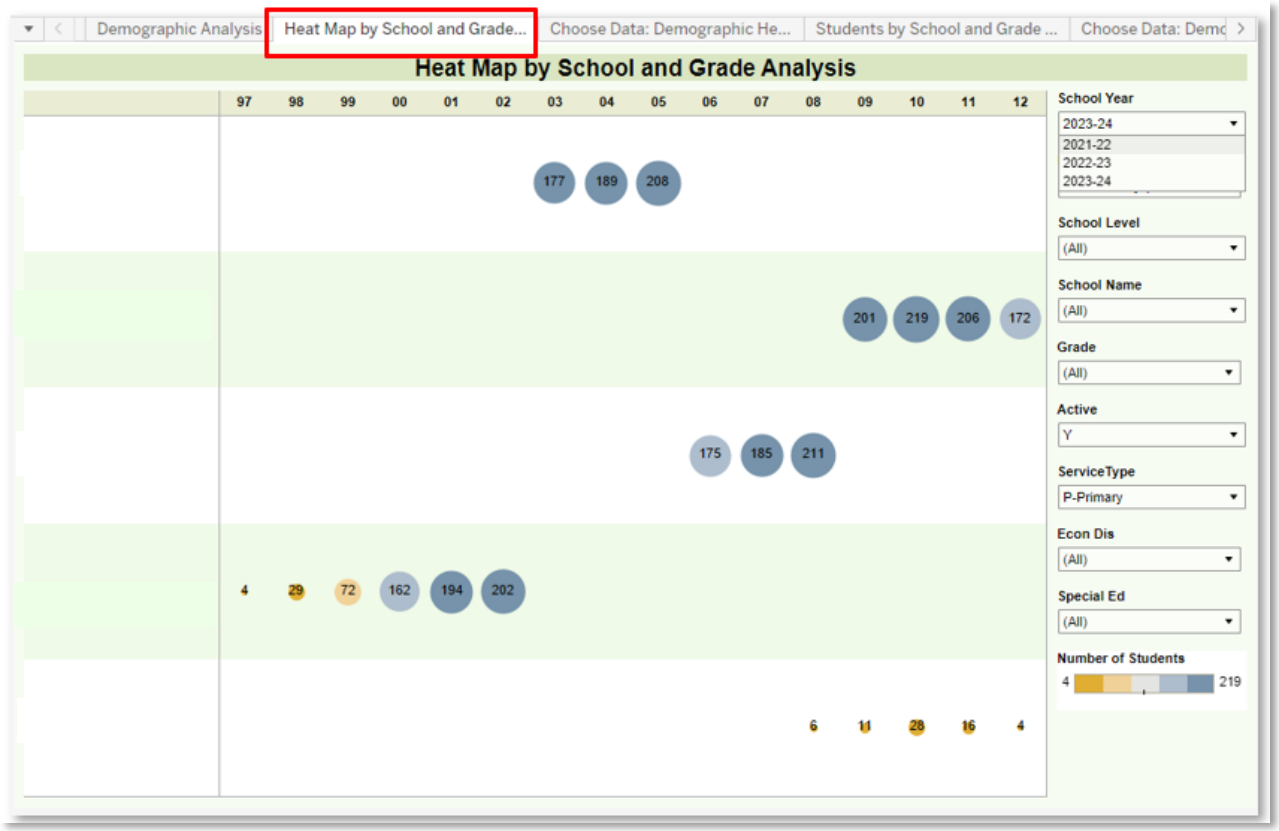
Filters:

- School Year: Will include at least the active school year and one year previous.
- School Level: Options include PreK, Elem, Middle and High.
- School Name: Schools available in the droplist will reflect calendar rights assigned in Infinite Campus.
- Active: Y will include only active students, N will include inactive students, All will include both active and inactive students.
- Service Type: References the Service Type field included on the student enrollment records in Infinite Campus. Options include N-SpecialEd, P-Primary, S-Secondary
- Summer School Flag: True includes all summer school calendars and enrollment records, False excludes summer school calendars and enrollment records.



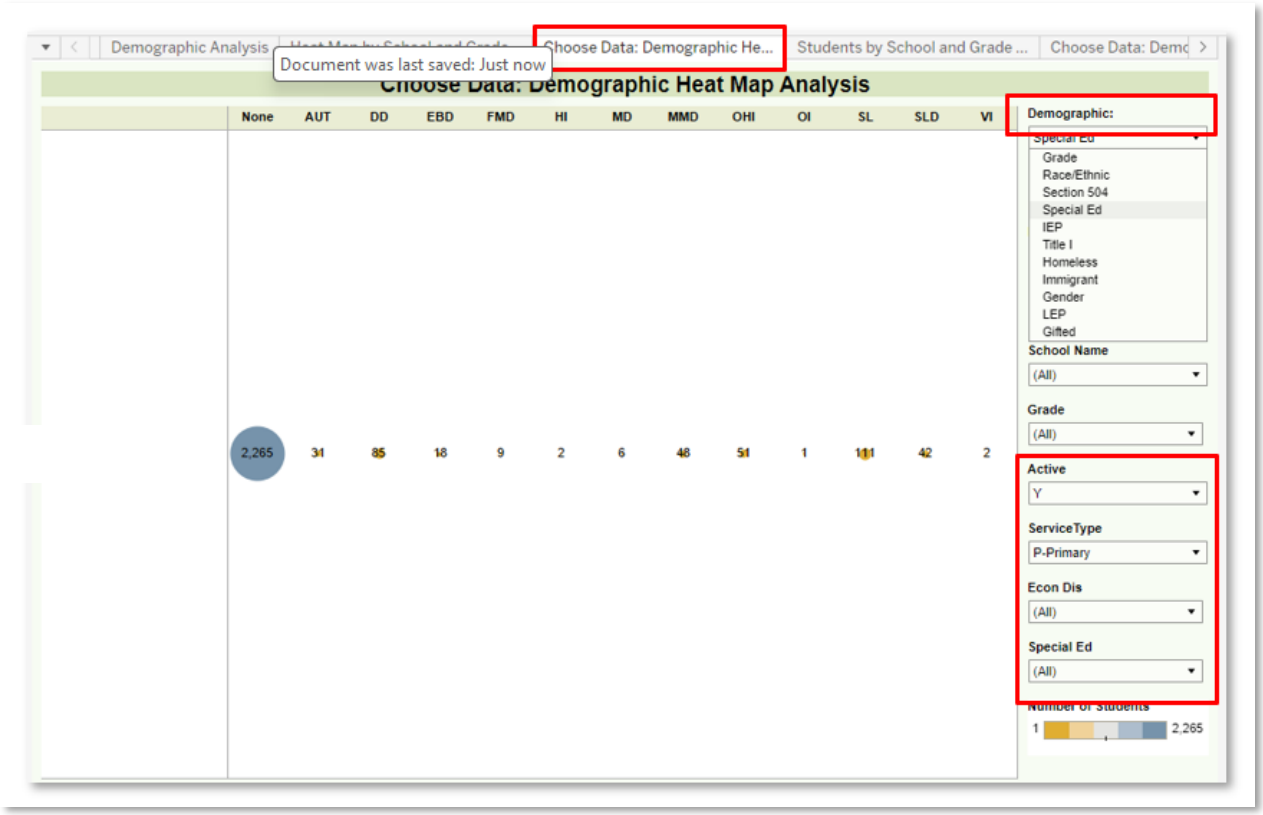
Worksheet: Heat Map by School and Grade

Description: This worksheet displays all students by grade (columns) and by school (rows). Heat map colors and sizes are included to facilitate understanding of trends.



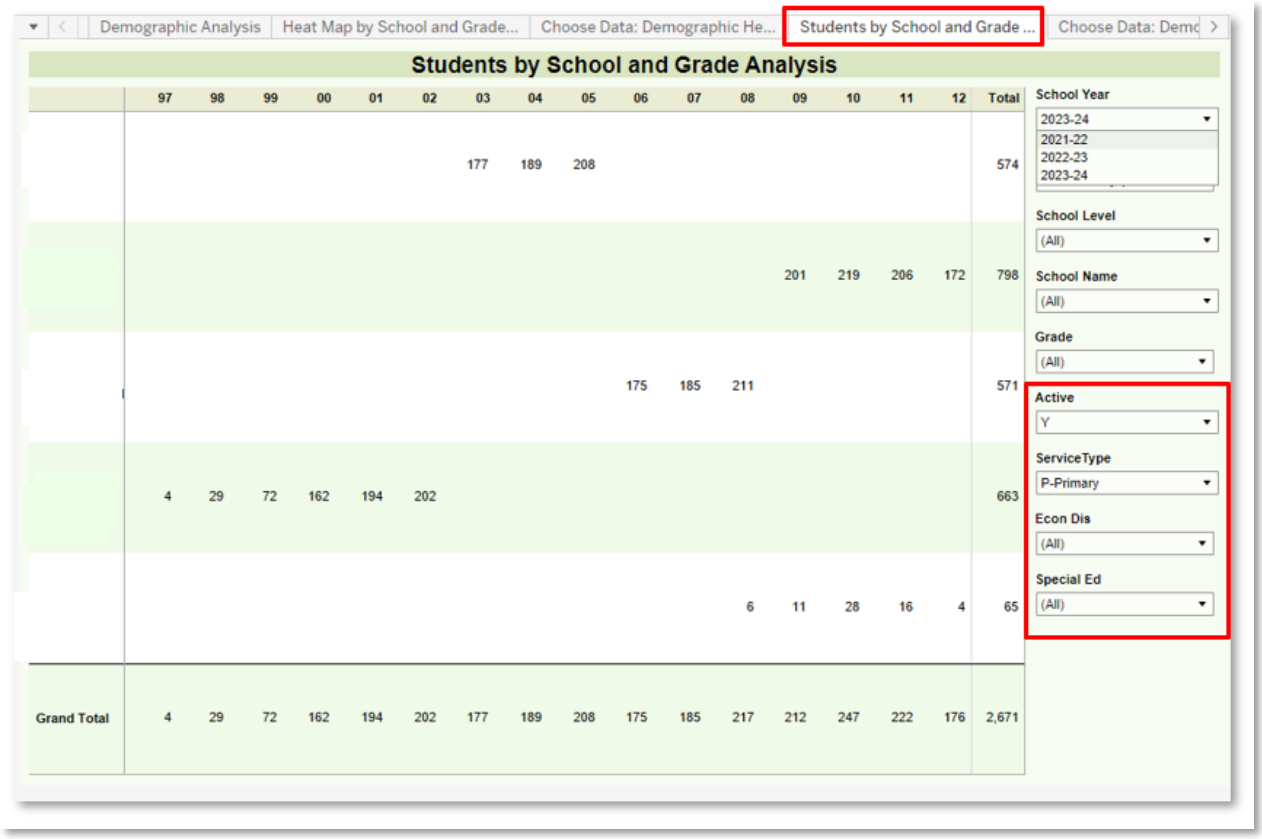
Worksheet: Choose Data: Demographics Heat Map Analysis

"Description: This worksheet displays all students by school (rows), and by the desired value selected from the Demographic parameter (columns). Demographic parameter options include: Grade, RaceEthnic, Section 504, Special Ed, Title I, Homeless, Immigrant, Gender, LEP and Gifted. Heat map colors and sizes are included to facilitate understanding of trends.


Demographic Analysis
Choose Data: Demographic He...
Students by School and Grade ...
Choose Data: Demc
Document was last saved: Just now
Choose Data: Demographic Heat Map Analysis
None
AUT
DD
EBD
FMD
HI
MD
MMD
OHI
OI
SL
SLD
VI
2,265
31
85
18
9
2
6
48
51
1
111
42
2
Demographic:
Special Ed
Grade
Race/Ethnic
Section 504
Special Ed
IEP
Title I
Homeless
Immigrant
Gender
LEP
Gifted
School Name
(All)
Grade
(All)
Active
Y
ServiceType
P-Primary
Econ Dis
(All)
Special Ed
(All)
Number of Students
1
2,265

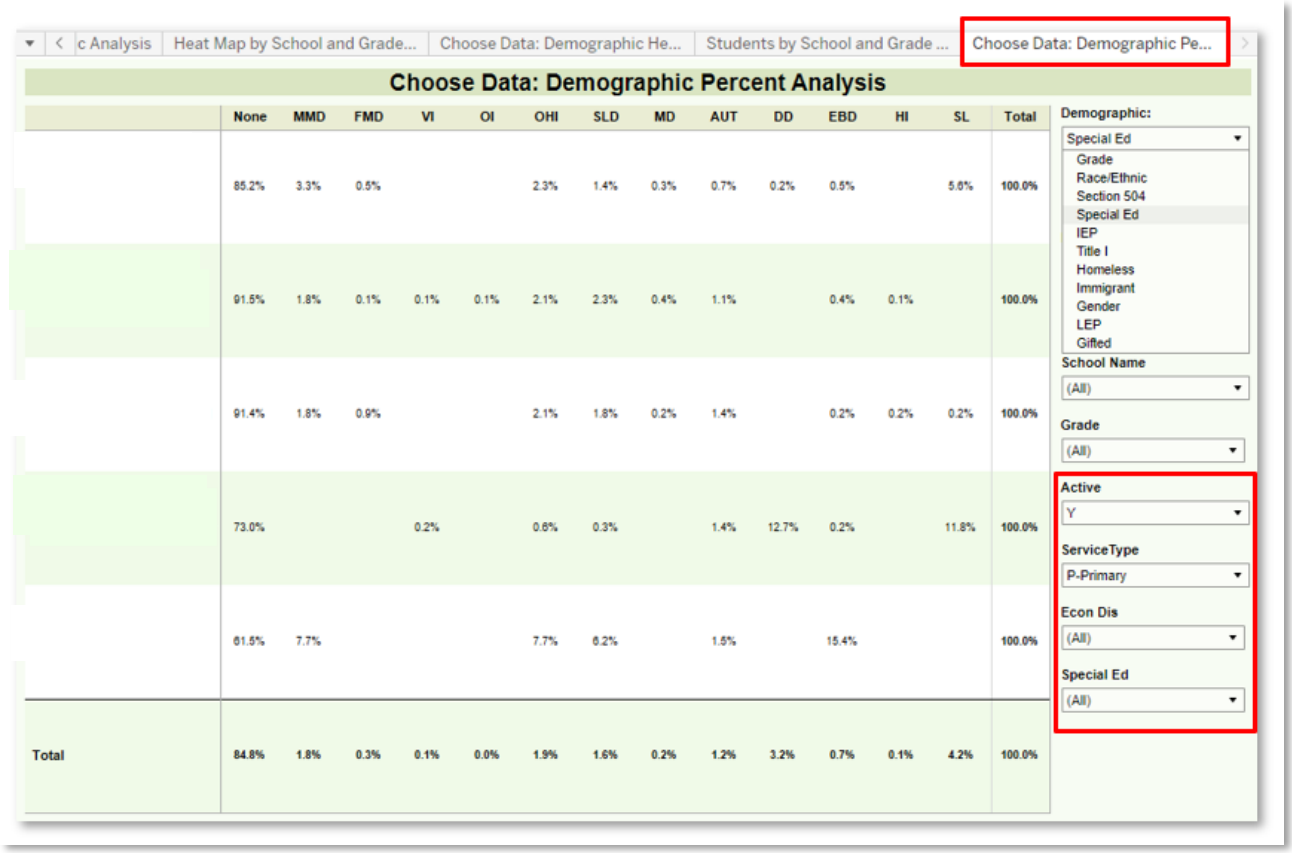
Worksheet: Students by School and Grade Analysis

Description: This worksheet displays all students by grade (columns) and by school (rows).



Worksheet: Choose Data: Demographics by Percent

Description: This worksheet displays percent of students by school (rows) and by the desired value selected from the Demographic parameter (columns). Demographic parameter options include: Grade, RaceEthnic, Section 504, Special Ed, Title I, Homeless, Immigrant, Gender, LEP and Gifted. Heat map colors and sizes are included to facilitate understanding of trends.



Workbook: KY Attendance

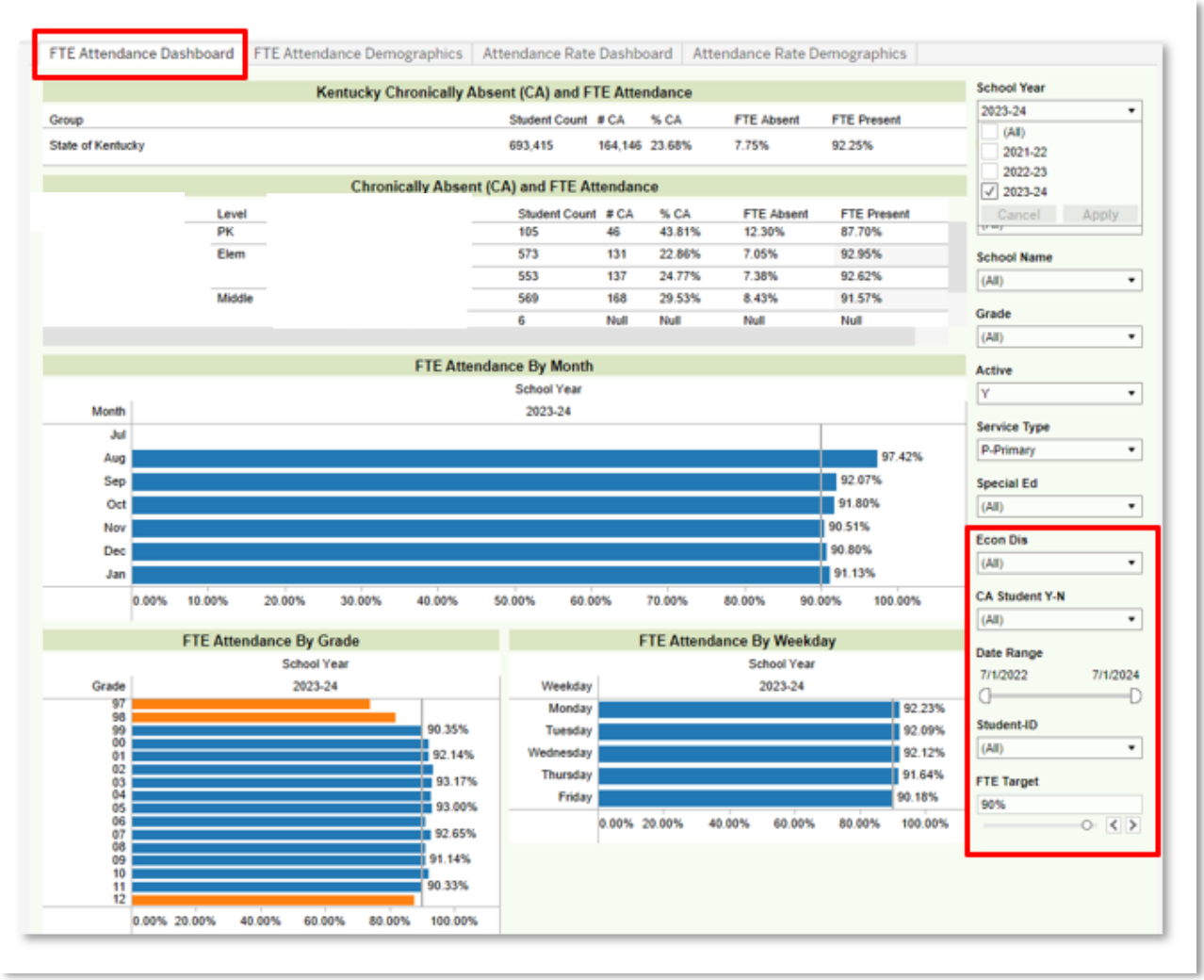
The Kentucky Attendance Workbook can be used to evaluate attendance by full-time equivalency (FTE) used in calculating if a student is Chronic Absent and Attendance Rate which is traditional Kentucky attendance used for funding calculations. Filters available for the attendance dashboards include:

Filters:

- School Year: Will include at least the active school year and one year previous.
- School Level: Options include PreK, Elem, Middle and High.
- School Name: Schools available in the droplist will reflect calendar rights assigned in Infinite Campus.
- Active: Y will include only active students, N will include inactive students, All will include both active and inactive students.
- Service Type: References the Service Type field included on the student enrollment records in Infinite Campus. Options include N-SpecialEd, P-Primary, S-Secondary
- Special Ed Disability: Allows for the filtering by student Special Ed Disability code.
- CA Student: Allows for the filtering of only Chronically Absent students. If Yes is selected, the charts and graphs will update numbers that reflect only those students who are Chronically Absent.

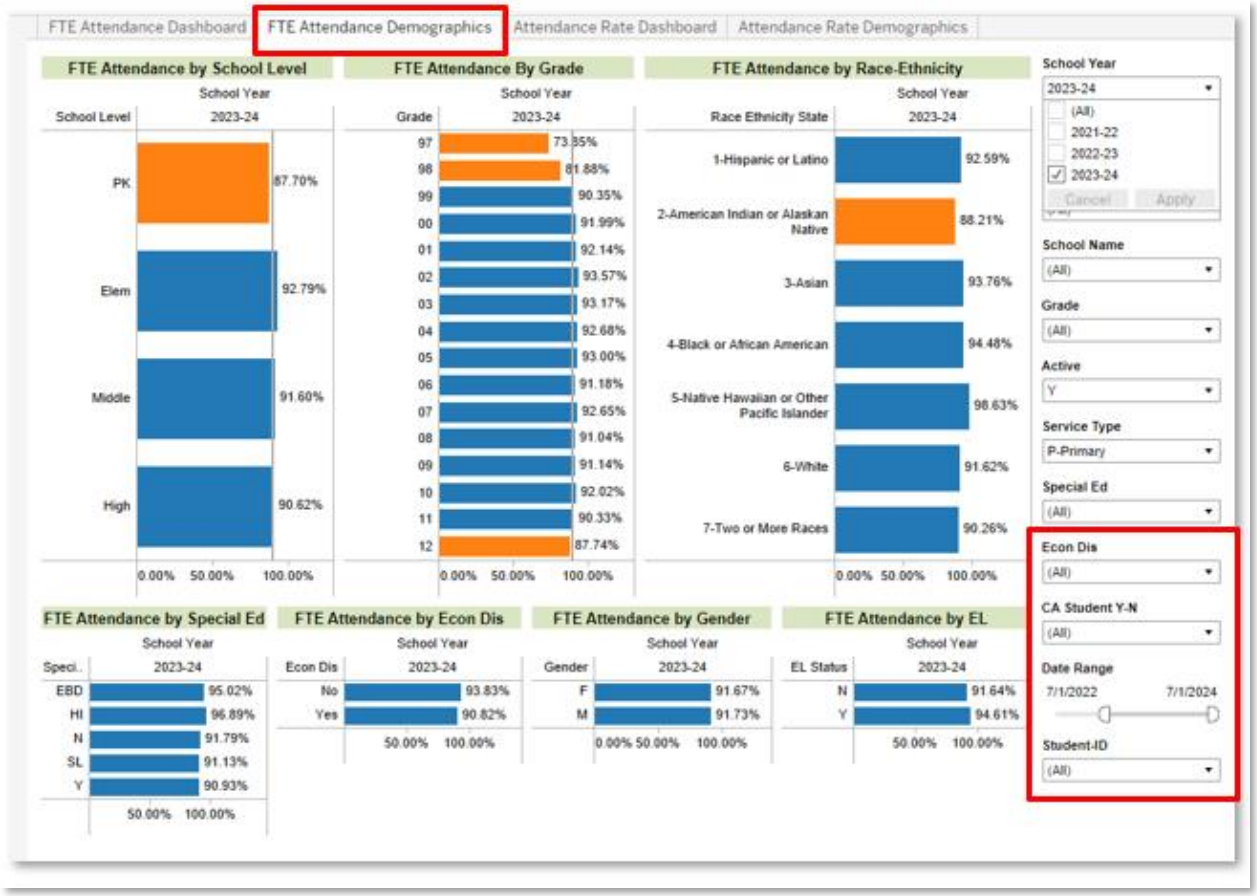
Dashboard: FTE Attendance Dashboard

Description: This workbook provides counts and percentages of students who are Chronically Absent, as well as student FTE Attendance totals.



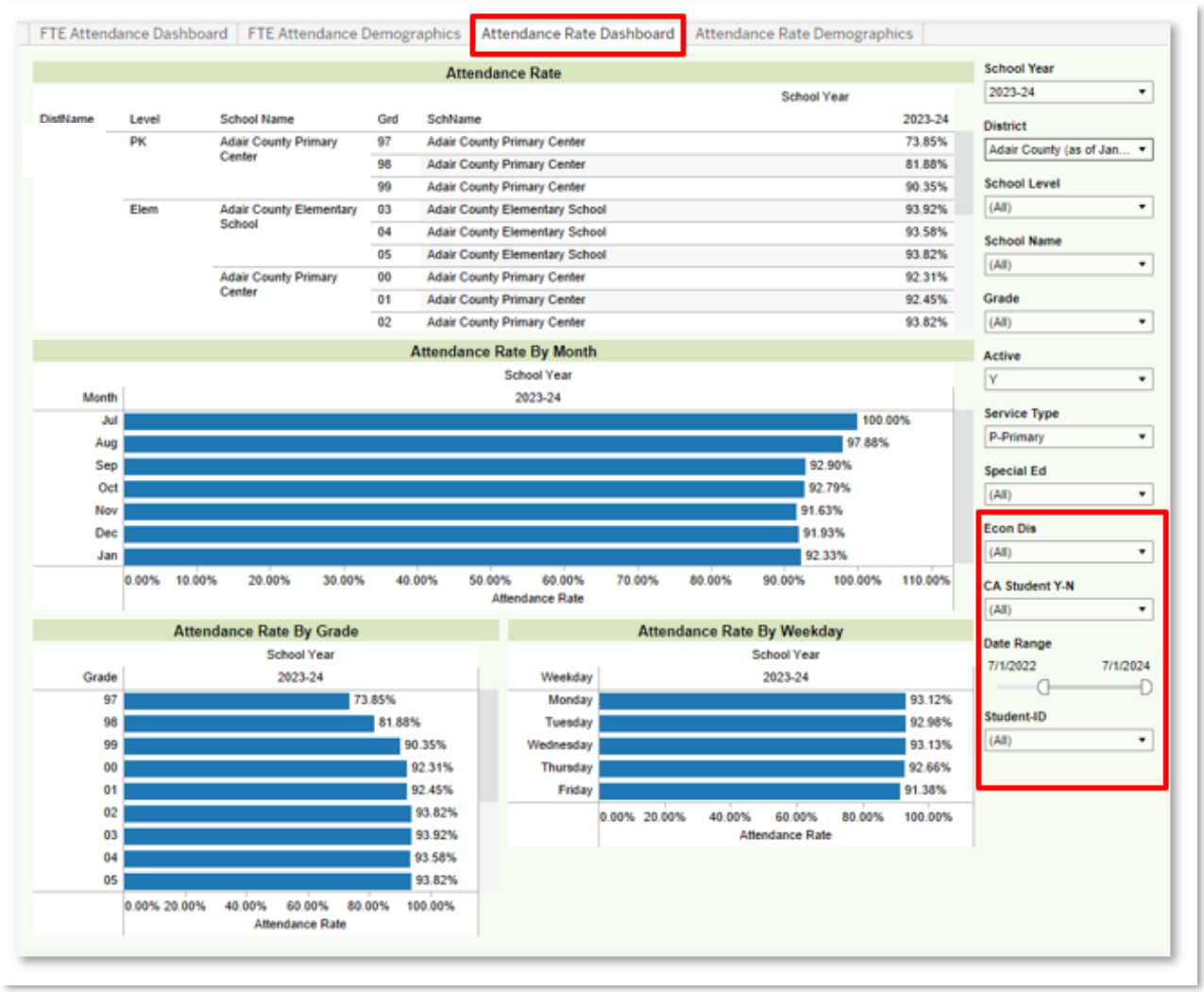
Dashboard: FTE Attendance Demographics

Description: This workbook provides the FTE Attendance percentages of students who are Chronically Absent, as well as student FTE Attendance totals for all students, disaggregated by school level, grade, race / ethnicity, special education status, economically disadvantaged status, gender and EL status.

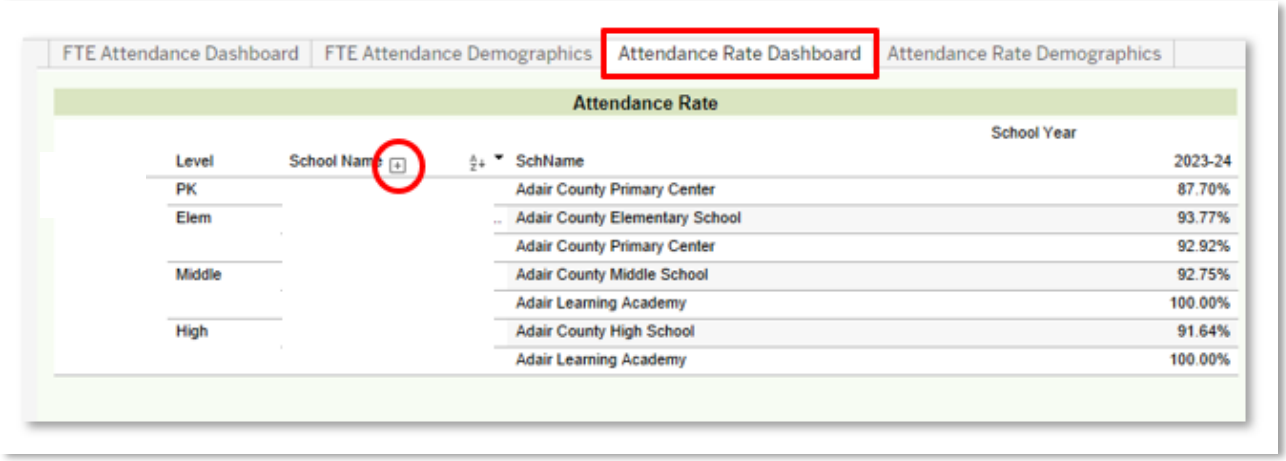


Dashboard: Attendance Rate Dashboard

Description: This workbook provides the Attendance Rate percentages of students disaggregated by school level, school, month, grade, and day of week.

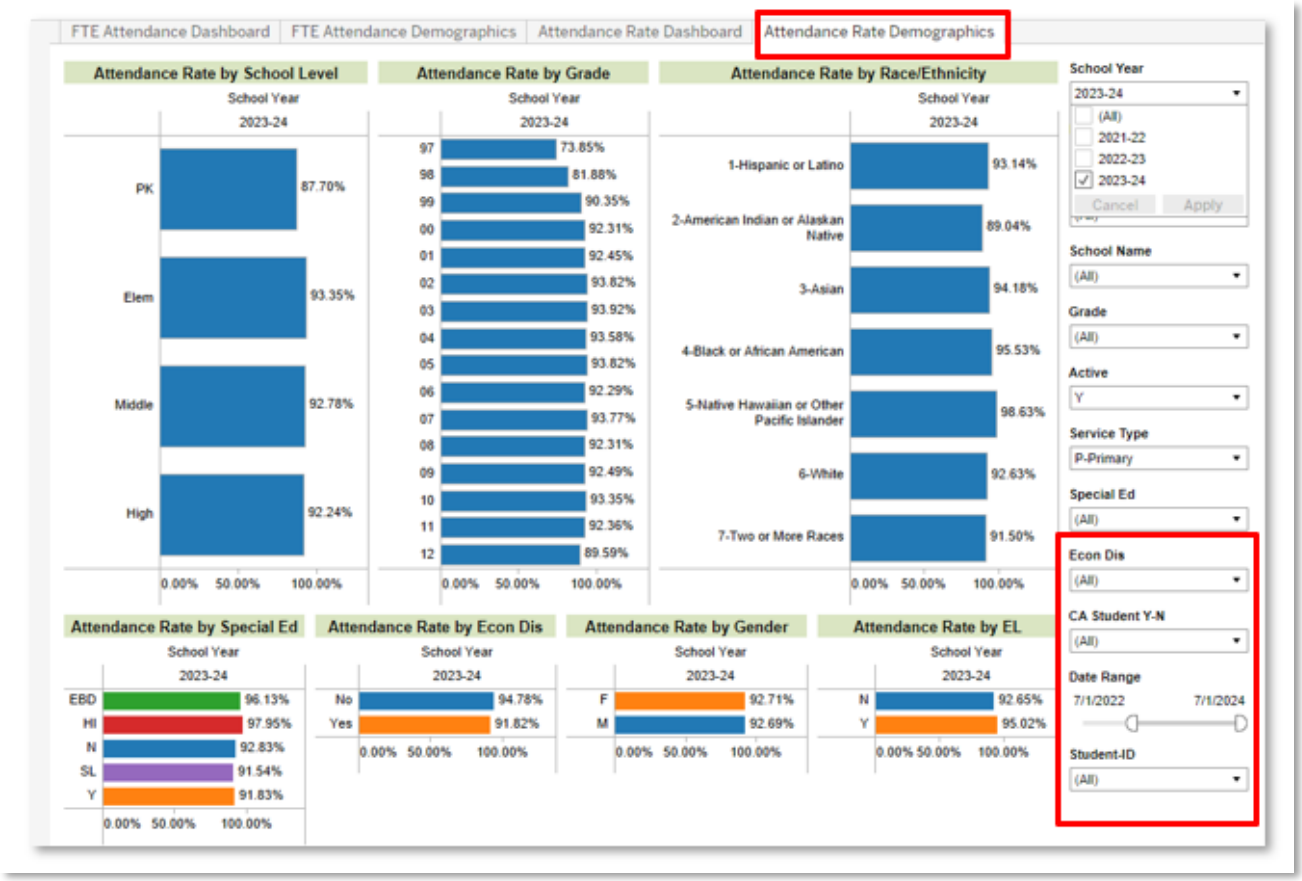


NOTE: The Attendance Rate Dashboard allows the user to 'drill down' to more detailed information using Tableau's hierarchy functionality. Select the plus sign next to SchName to show the detail by grade level. Continue to select the plus signs to show individual student attendance rates. To remove this detail, select the minus sign that appears.



Dashboard: Attendance Rate Demographics

Description: This workbook provides the Attendance Rate percentages of students disaggregated by school level, grade, race / ethnicity, special ed, economically disadvantaged, gender and EL status.



Workbook: IC Behavior Analysis

Infinite Campus (IC) Behavior Analysis dashboards can be used to help school administrators monitor behavior events and resolutions. The suite of dashboards, detailed below, includes views at the aggregate, student, and teacher levels. Filters and parameters used in these views include:

Filters:

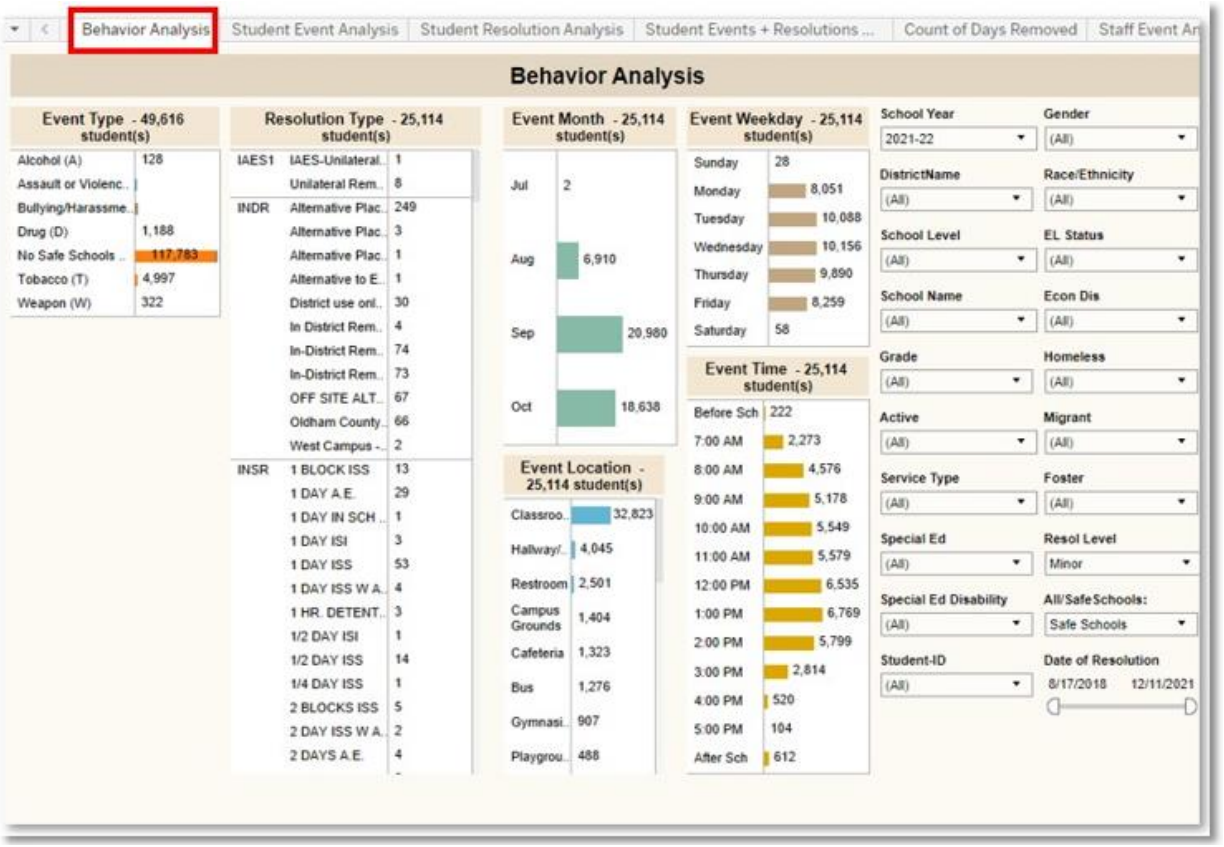
- School Year: Will include at least the active school year and one year previous.
- School Level: Options include PreK, Elem, Middle and High.
- School Name: Schools available in the droplist will reflect calendar rights assigned in Infinite Campus.
- Grade: Select one, many or all values from the list.
- Active: Y will include only active students, N will include inactive students, All will include both active and inactive students.
- Service Type: References the Service Type field included on the student enrollment records in Infinite Campus. Options include N-SpecialEd, P-Primary, S-Secondary
- Special Ed: Allows filtering for students with or without an IEP.
- Special Ed Disability: Allows for the filtering by student Special Ed Disability code.
- Student ID: Allows for the search and selection of specified students.
- Gender: Select all or either option.
- Race / Ethnicity: Select one or many options.
- EL Status: Allows filtering for students who are identified as English Learner
- Econ Dis: Allows filtering for students who are Economically Disadvantaged
- Homeless: Allows filtering for students who are identified as Homeless.
- Migrant: Allows filtering for students who are identified as Migrant.
- Foster: Allows filtering for students who are identified in the Foster Care student group.
- Resol Level: Allows filtering according to the level of severity of the resolution. Options are major / minor.
- Date of Resolution: Allows filtering of behavior resolutions within a specified date range.

Parameters:

- All/Safe Schools: Selecting “All” will display all local and state behavior events and resolutions. Selecting “Safe Schools” will display counts of events and resolutions associated only with Safe Schools reporting.

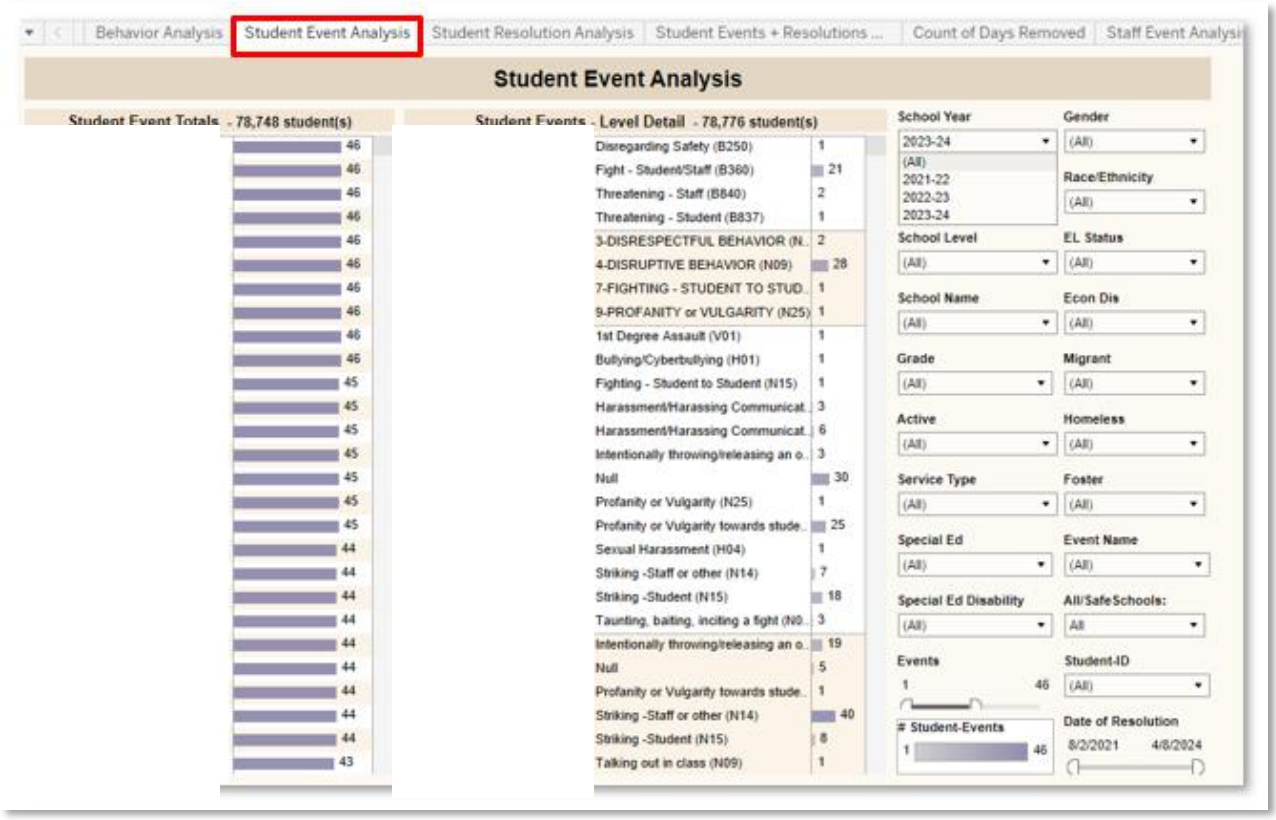
Dashboard: Behavior Analysis

Description: Provides analysis of behavior events and resolutions, disaggregated by Month, Day of Week and Time of Day with options to filter by Race, Special Ed, Special Ed Disability, Migrant, Homeless, Foster, EL, and Gifted indicators. Allows for easy identification of students who have been removed from the classroom for a specified number of days. Provides comparison of behavior event and resolution counts by demographic group, highlighting discrepancies in the ratio of student population to event / resolution.



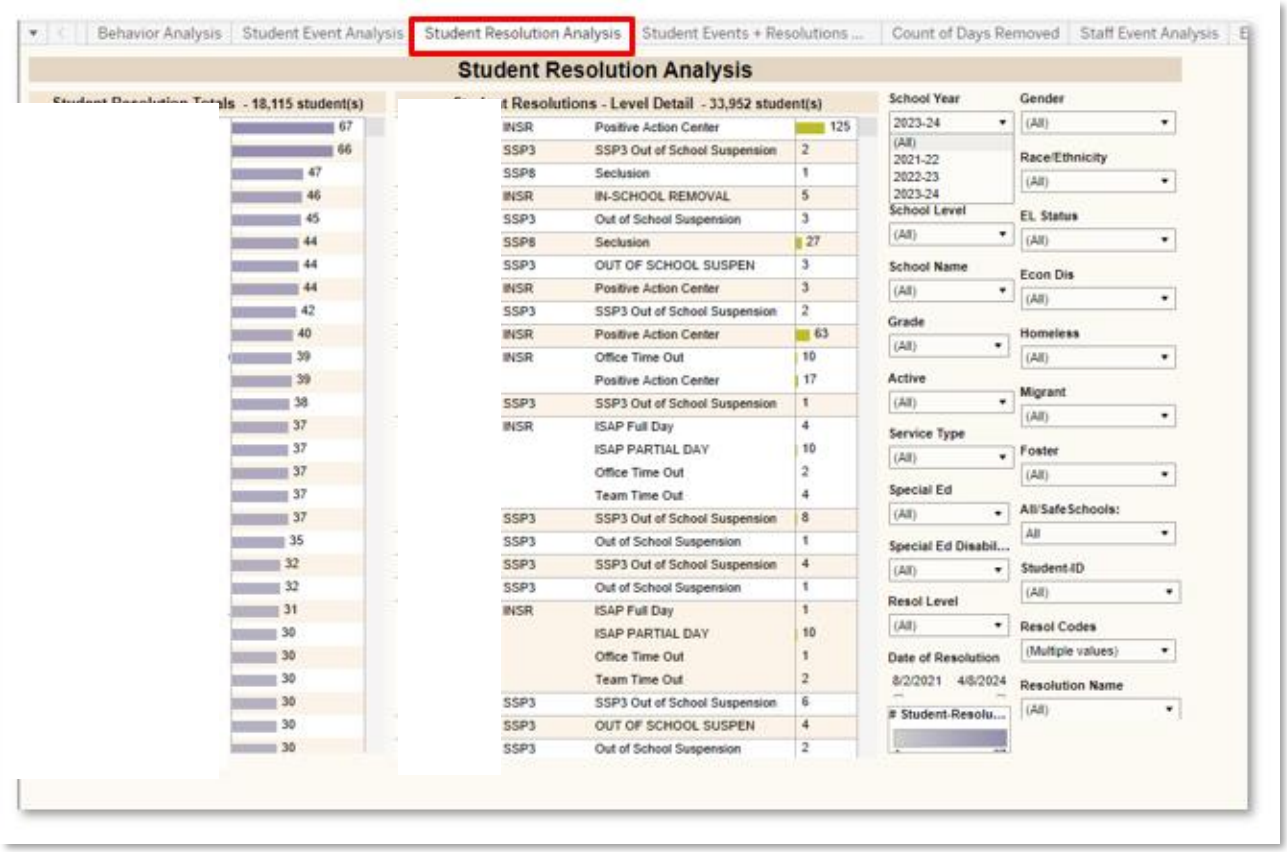
Dashboard: Student Event Analysis

Description: Displays Behavior Event details, by student.



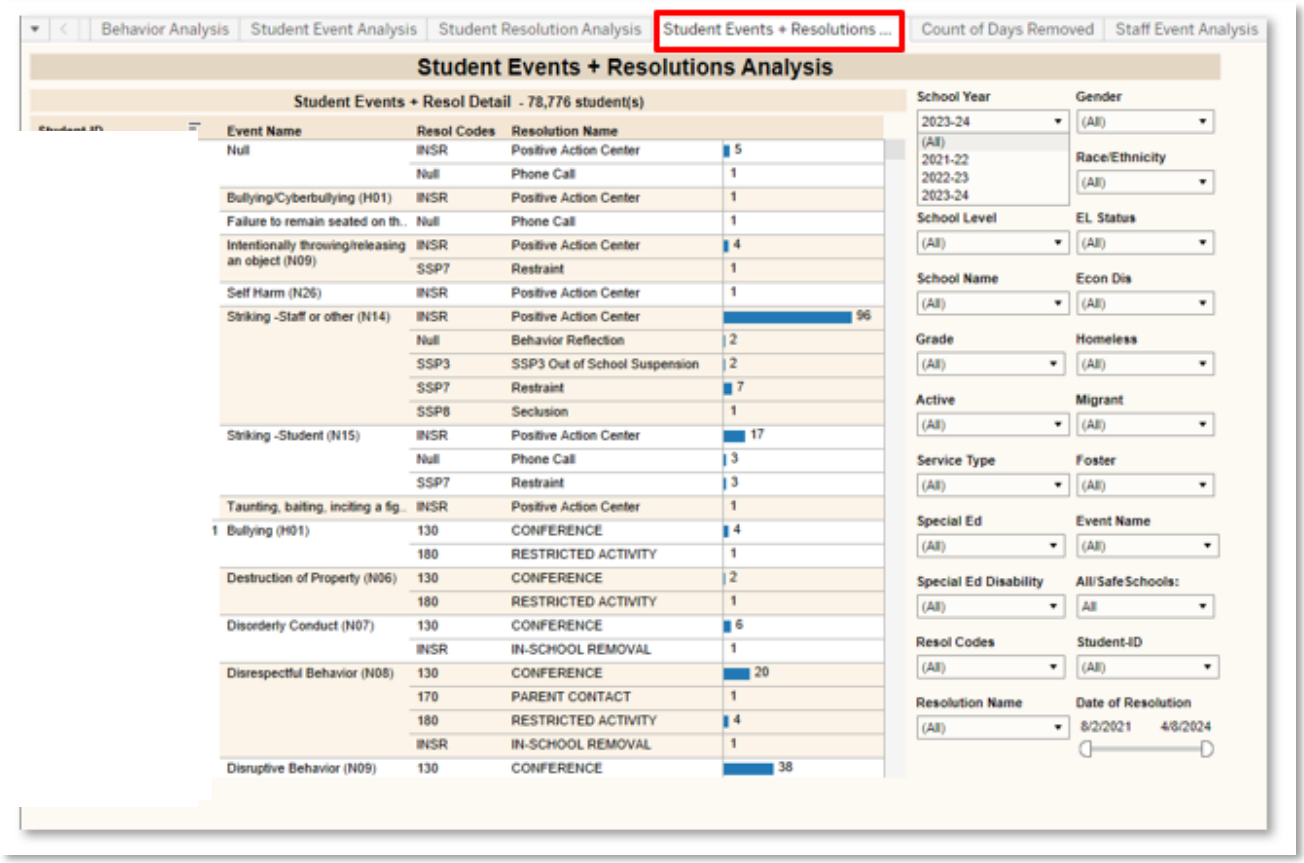
Dashboard: Student Resolution Analysis

Description: Displays Behavior Resolution details, by student.



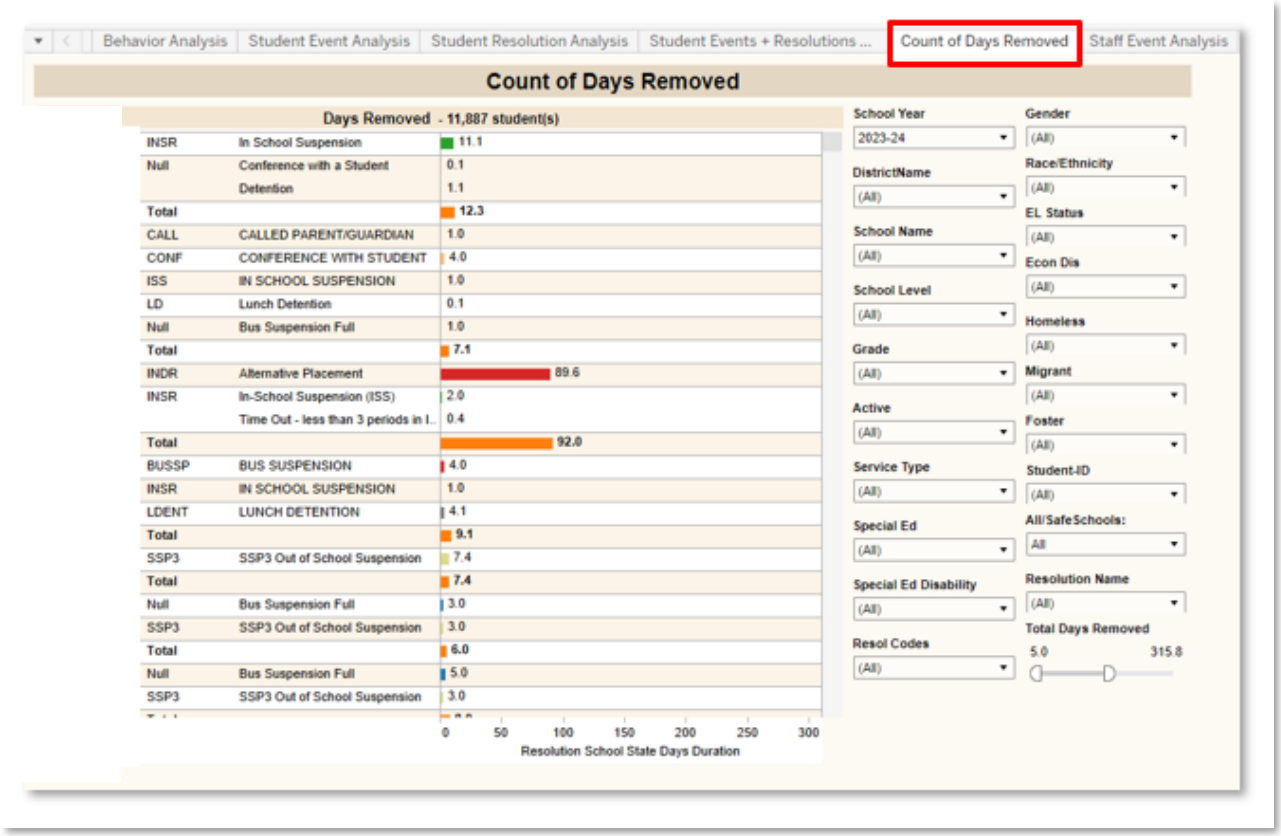
Dashboard: Student Events + Resolutions

Description: Displays both Behavior Events and Resolution details, by student.



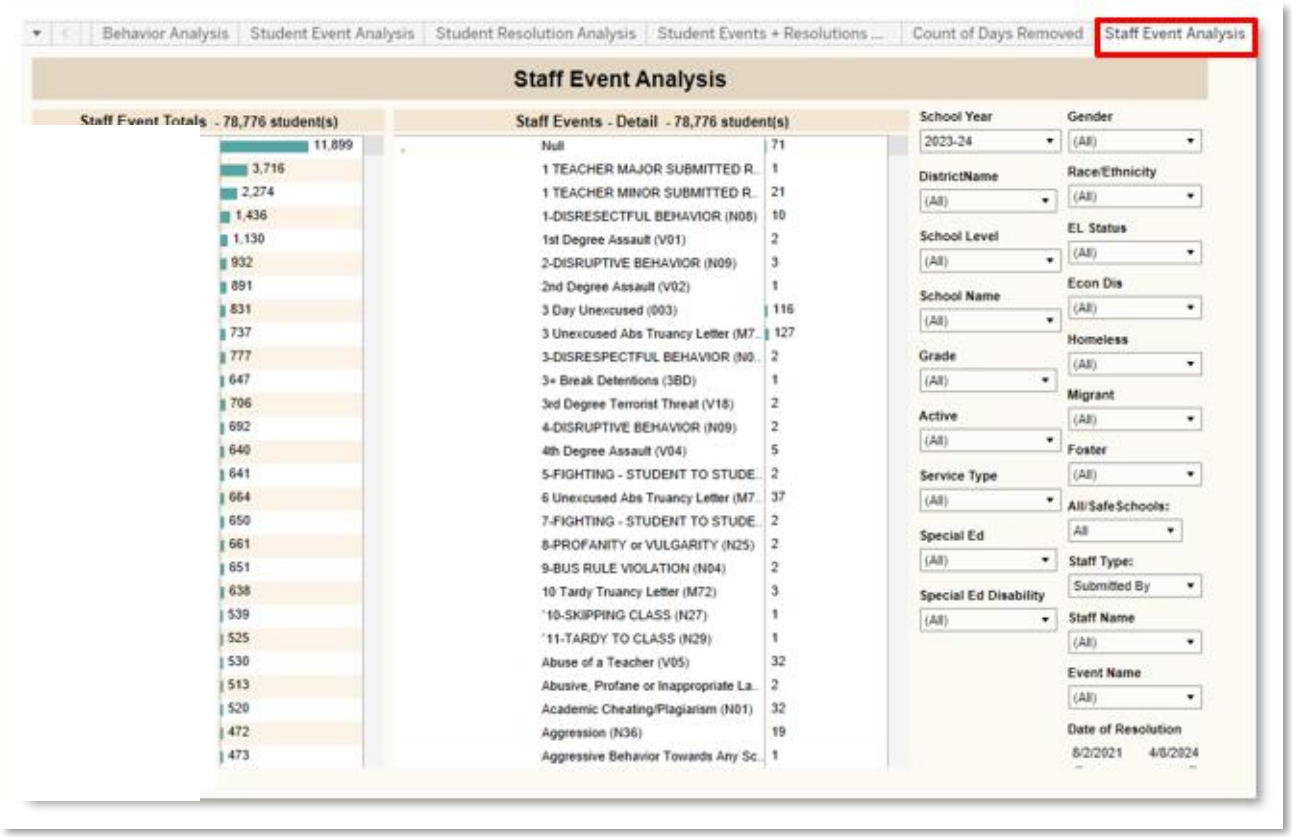
Dashboard: Count of Days Removed

Description: Displays both Behavior Events and Resolution details, by student. Allows for easy identification of students who have been removed from their regular educational program or setting for a specified number of days.



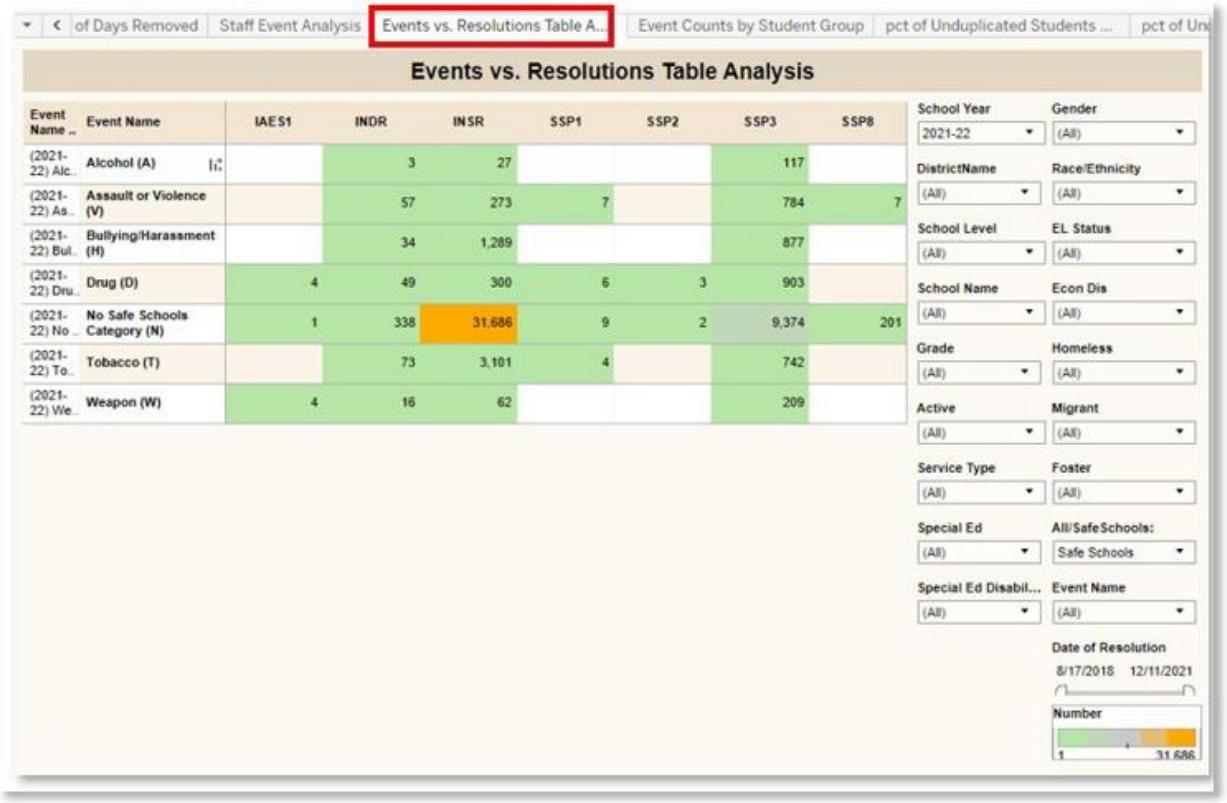
Dashboard: Staff Event Analysis

Description: Displays total number of behavior events submitted by staff members.



Dashboard: Events vs. Resolutions Table Analysis

Description: Displays the total number of behavior events, paired with the total number of the resulting behavior resolutions.

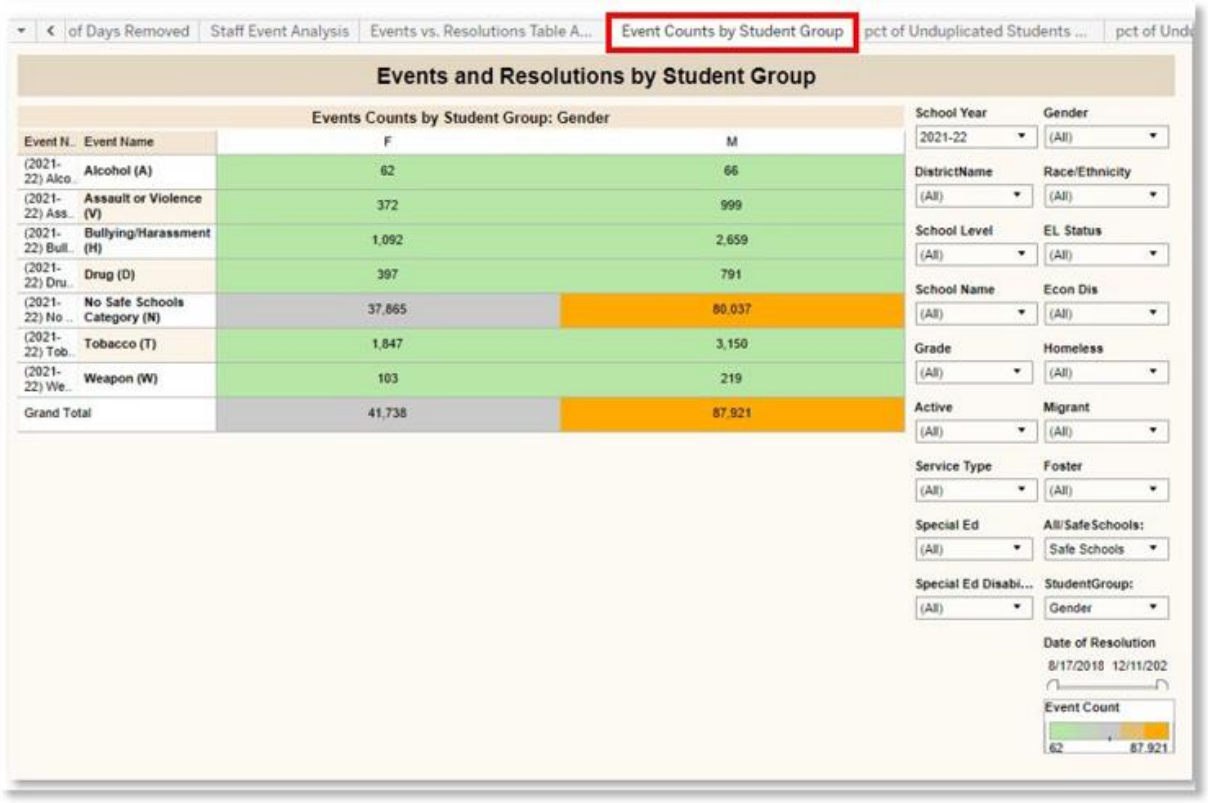


Dashboard: Event Counts by Student Group

Description: Displays the total number of behavior events, and, resolutions, allowing disaggregation of student populations.

Additional Parameter available:

- Student Group: Allows for the selection of a specific student group, and displays the data disaggregated by the values found in the corresponding student group. Options include Race/Ethnic, Homeless, Foster Care, EL, SES, Migrant, Primary Disability, Grade and Gender. Dashboard will update to include data for only the selected criteria.

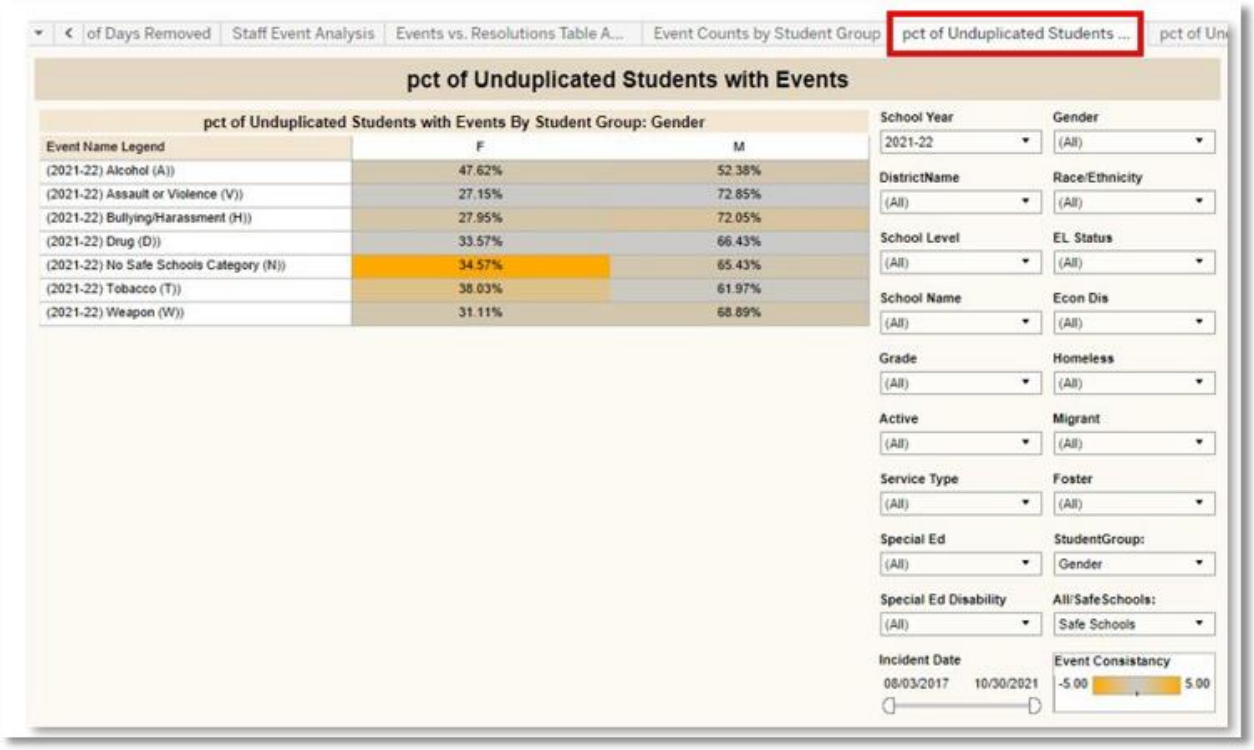


Dashboard: Percent of Unduplicated Students with Events

Description: Displays the percentage of behavior events associated with students in the selected student group. Shading indicates data points in which the percentage of behavior events associated with the students belonging to the selected group is higher or lower than the percentages of total students in the selected group compared to the entire student population.

Additional Parameter:

- Student Group: Allows for the selection of a specific student group, and displays the data disaggregated by the values found in the corresponding student group. Options include: Race/Ethnic, Homeless, Foster Care, EL, SES, Migrant, Primary Disability, Grade and Gender. Dashboard will update to include data for only the selected criteria.

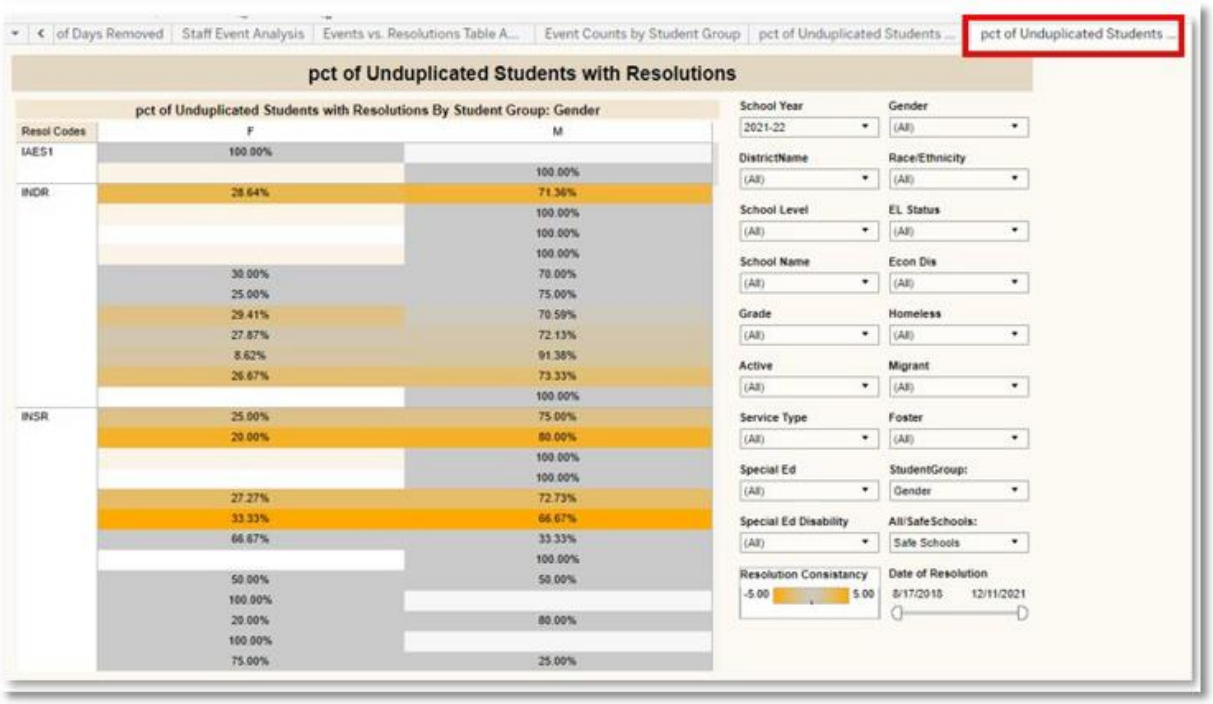


Dashboard: Percent of Unduplicated Students with Resolutions

Description: Displays the percentage of behavior resolutions associated with students in the selected student group. Shading indicates data points in which the percentage of behavior resolutions associated with the students belonging to the selected group is higher or lower than the percentages of total students in the selected group compared to the entire student population.

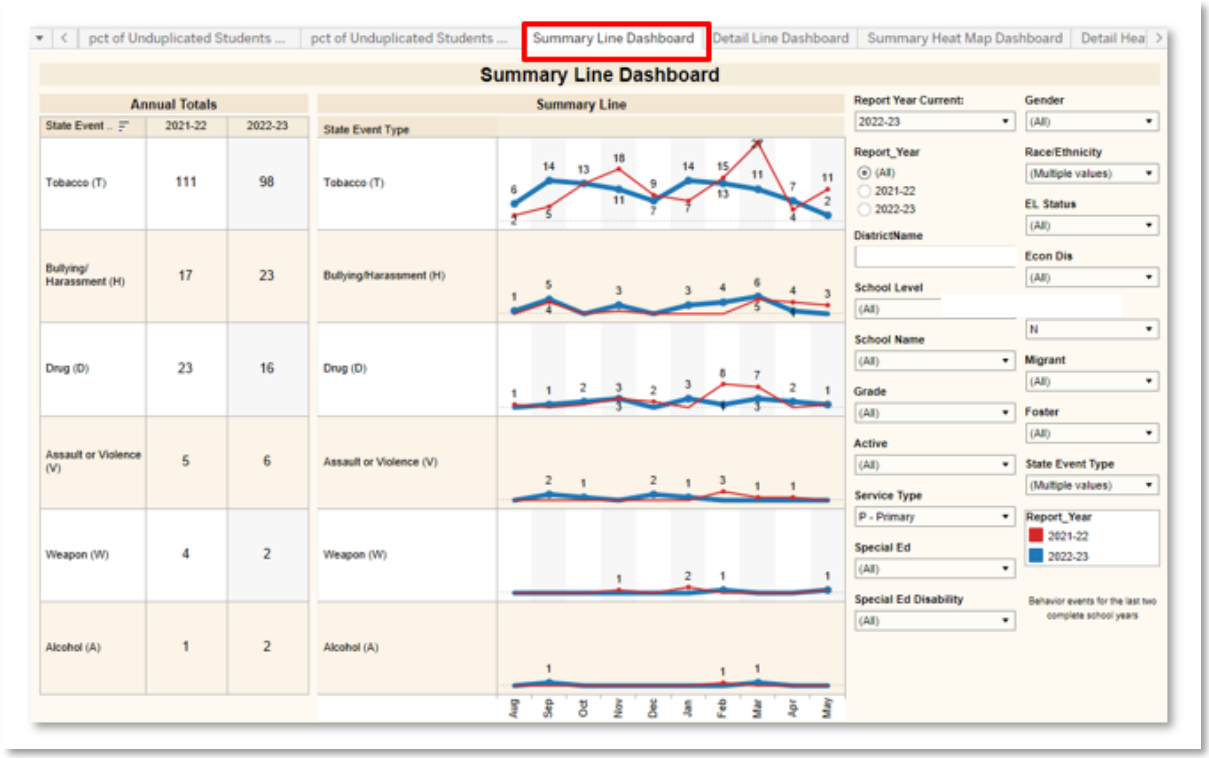
Additional Parameter:

- Student Group: Allows for the selection of a specific student group, and displays the data disaggregated by the values found in the corresponding student group. Options include Race/Ethnic, Homeless, Foster Care, EL, SES, Migrant, Primary Disability, Grade and Gender. Dashboard will update to include data for only the selected criteria.



Dashboard: Summary Line

Description: Displays the count of behavior events reported annually and by month for State Event Codes in the selected school year.

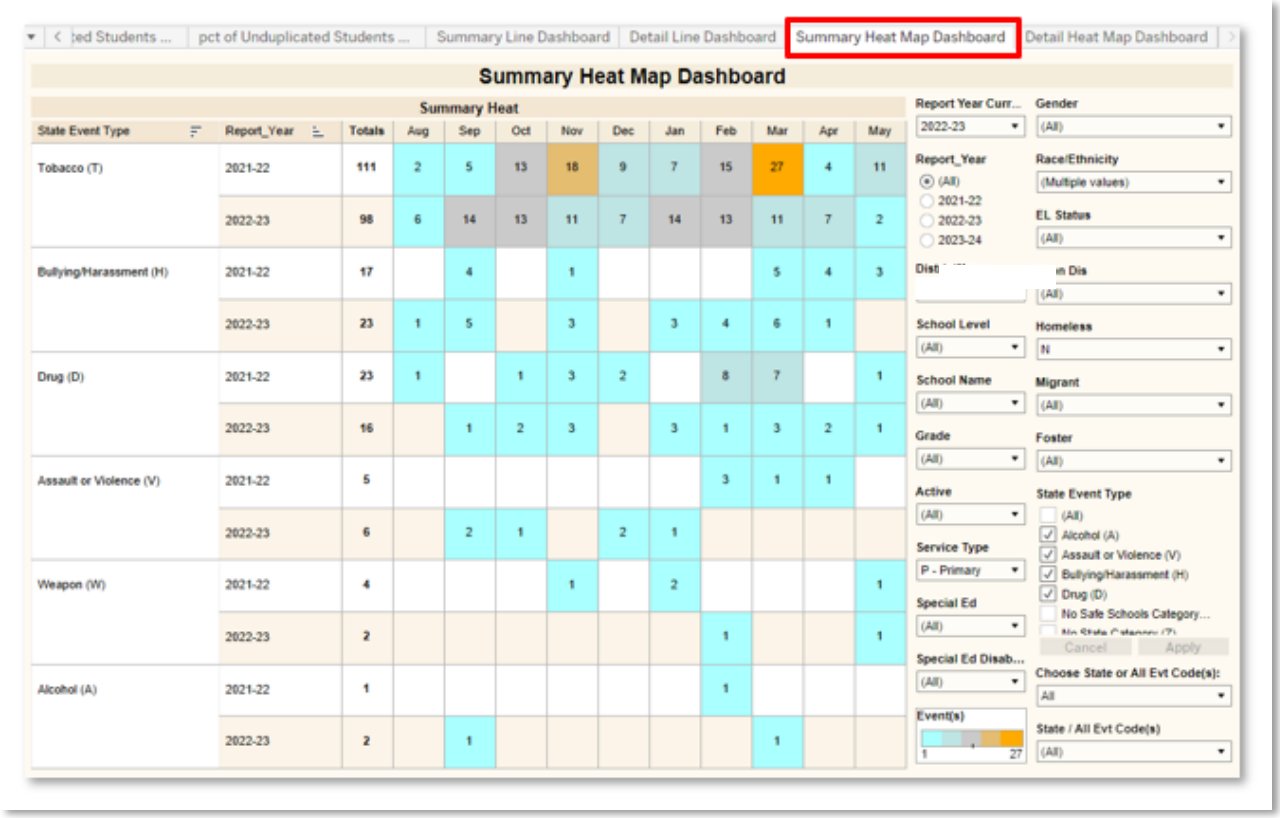


Dashboard: Detail Line

Description: Displays the count of behavior events reported annually and charted by month for State Event Codes in the selected school year.

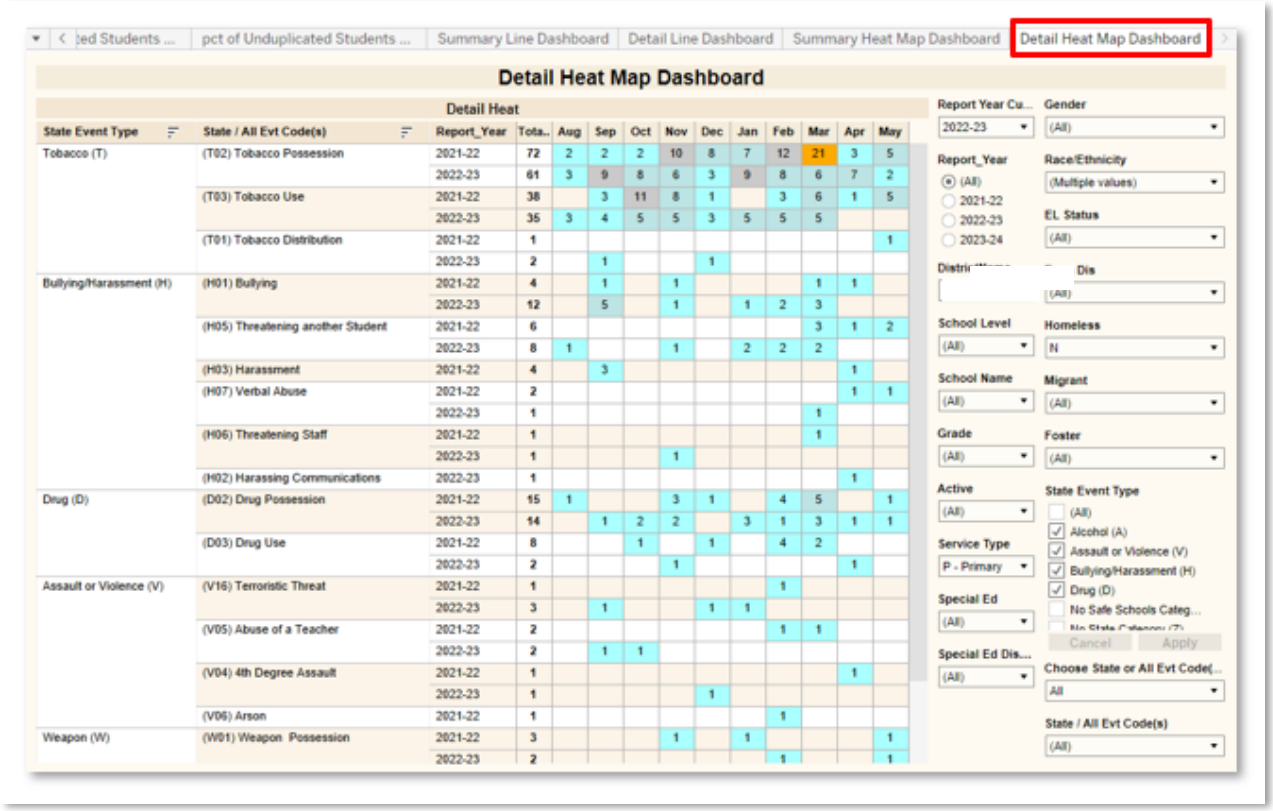
Dashboard: Summary Heat Map

Description: Displays the total count of behavior events reported annually and disaggregated by month for State or Local Event Codes in the selected school year. Heat map colors are included to facilitate understanding of trends.



Dashboard: Detail Heat Map

Description: Displays the total count of behavior events, by event code, reported annually and disaggregated by month for State or Local Event Codes in the selected school year. Heat map colors are included to facilitate understanding of trends.



Workbook: State Assessments

Dashboards in the State Assessments workbook can be used for evaluating assessment detail in aggregate and by student. Filters and parameters used in these dashboards include:

Filters:

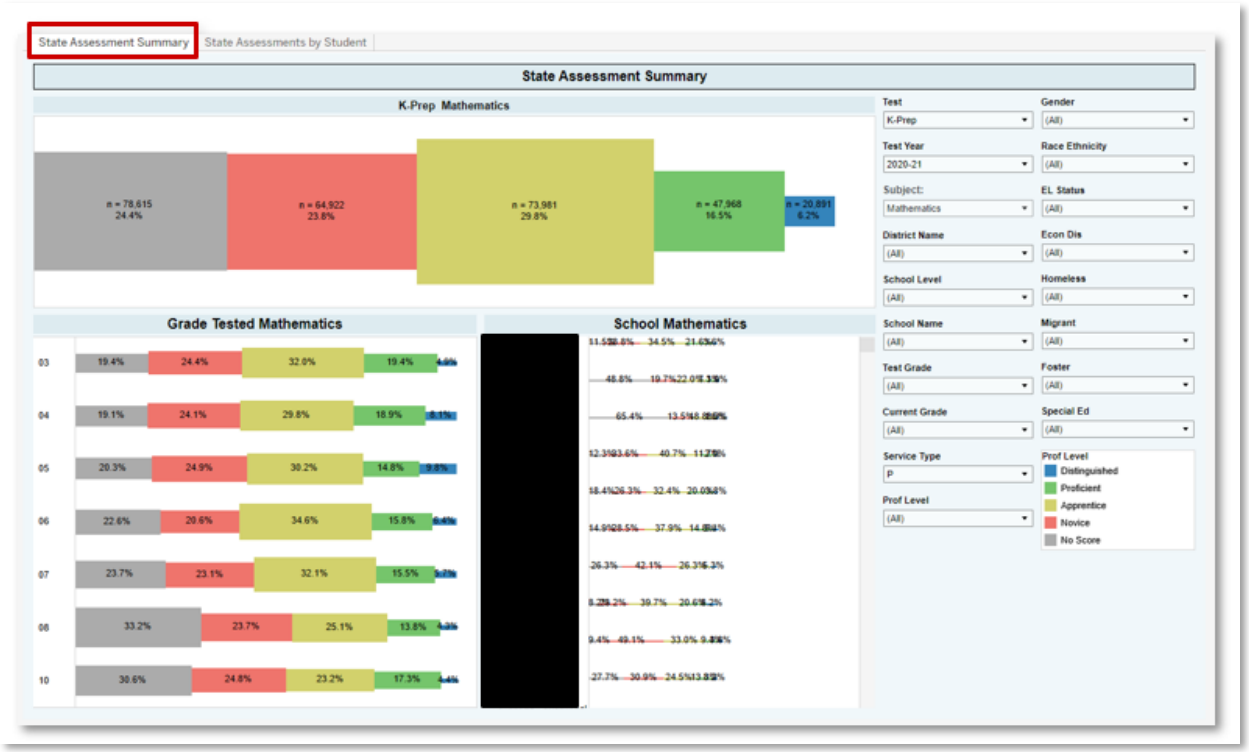
- Test Year: Year in which the test was taken.
- Subject: Includes all KPREP, Alt-KPREP, and KSA(once available) subjects.
- School Level: Options include Elem, Middle, High, allowing the user to see all results for a specific school level.
- School Name: Will show all schools within a given school district.
- Test Grade: The grade level the student was in when taking the test.
- Current Grade: Grade Level that the student is currently enrolled in.
- Service Type: References the Service Type field included on the student enrollment records in Infinite Campus. Options include N-SpecialEd, P-Primary, S-Secondary
- Prof Level: Level of proficiency, including Distinguished, Proficient, Apprentice, Novice and No Score.
- Gender: Select all or both options.
- Race / Ethnicity: Select one or many options.
- EL Status: Allows filtering for students who are English Learners
- Econ Dis: Allows filtering for students who are Economically Disadvantaged
- Homeless: Allows filtering for students who are Homeless.
- Migrant: Allows filtering for students who are Migrants.
- Foster: Allows filtering for students who are in the foster care system.
- Special Ed Disability: Allows for the filtering by student Special Ed Disability code.

Parameters:

- Test: Values include KPREP, Alt-KPREP and KSA (once available).
- Subject: Values include Math, Science and Reading.

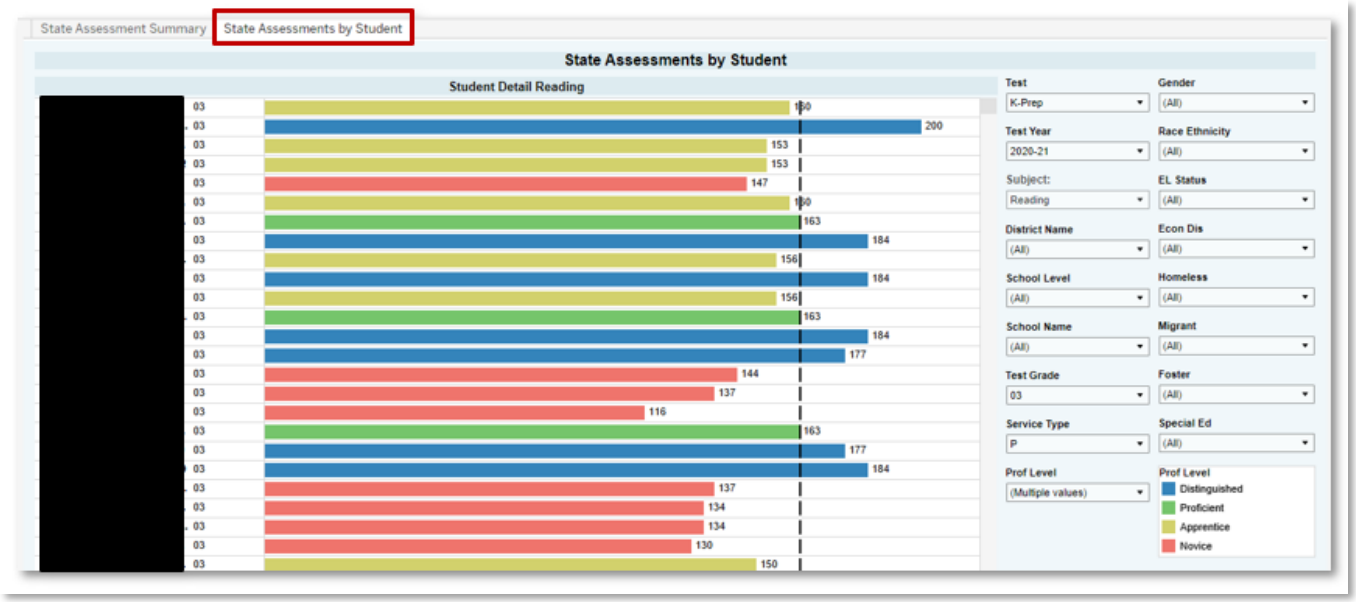
State Assessment Summary

Description: This workbook analyzes state assessment data, including the KPREP, Alt-KPREP, and KSA scores (new fall 2022). Assessment scores can be analyzed at an aggregate, organizational level, by subject level and grade level. The detail provides a view of the number and percentage of students distinguished, proficient, apprentice, novice and students without scores by test.



State Assessments by Student

Description: This workbook analyzes state assessment data, including the KPREP, Alt-KPREP, and KSA scores (new fall 2022), by student. Records are displayed showing student test scores, along with a vertical line indicating proficiency. Level of proficiency (Distinguished, Proficient, Apprentice, Novice, No Score) is represented by color of bar.



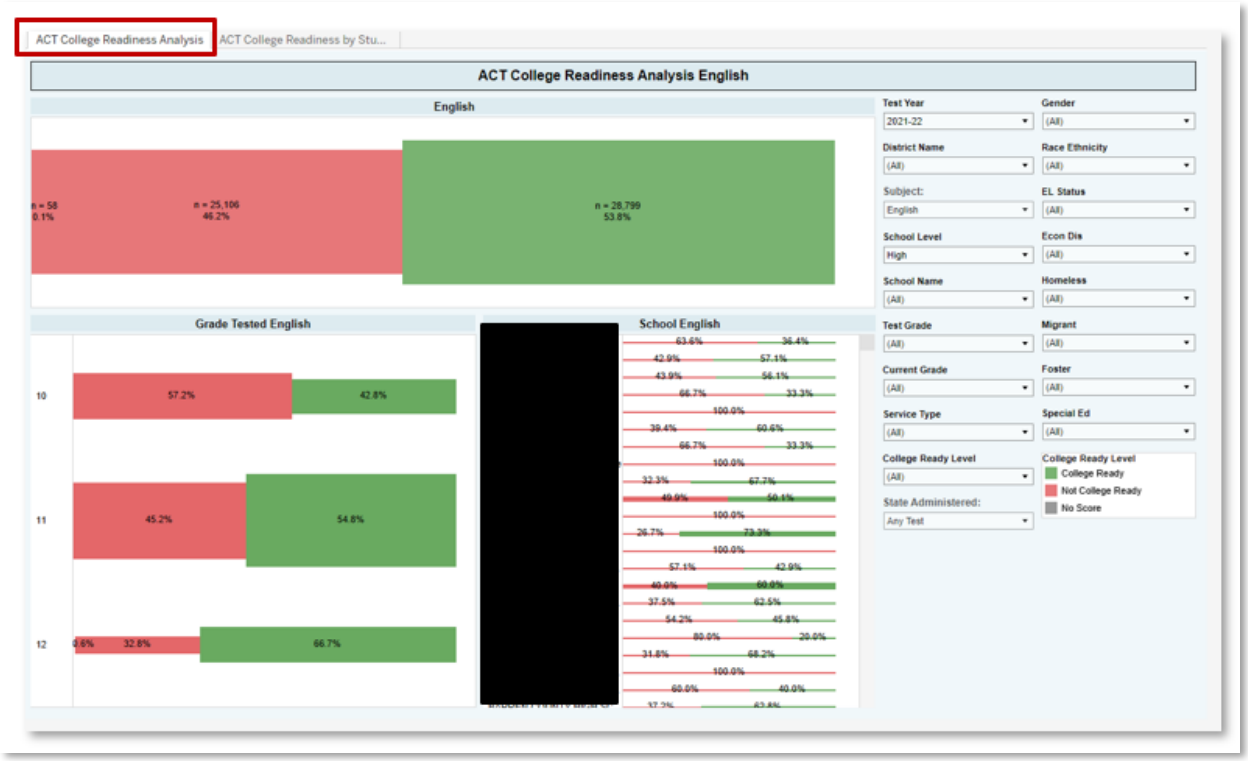
Workbook: ACT

ACT College Readiness Analysis

Description: This workbook analyzes ACT assessment data. Assessment scores can be analyzed at an aggregate / organizational level, with individual student scores available as well.

Parameters:

- Subject: Includes Composite, Mathematics, English and Reading.
- College Ready - Option to select All, College Ready, Not College Ready or No Score
- State Administered – Defaults to "Any Test" which includes all scores for national and state administered tests. Option to filter to only see state administered ACT scores. Highest score is shown if there are multiple scores.

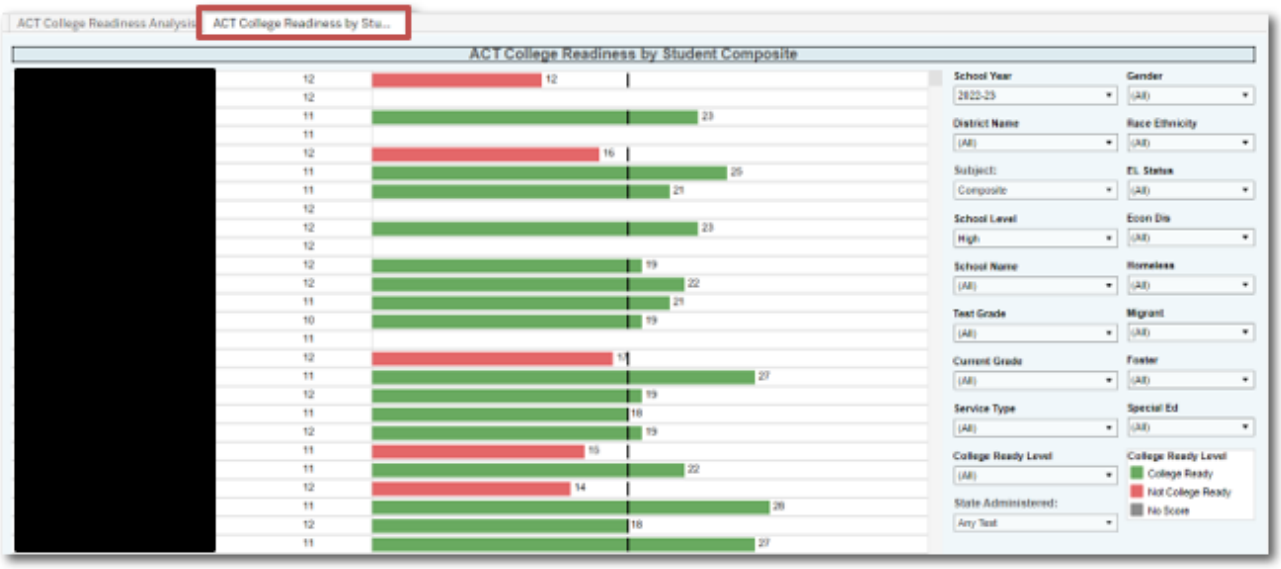


ACT College Readiness by Student

Description: This workbook analyzes ACT data by student. Records are displayed showing student test scores, along with a vertical line indicating college readiness. Level of proficiency (College Ready, Not College Ready, No Score) is represented by color of bar.

Parameters:

- Subject: Includes Composite, Mathematics, English and Reading.
- College Ready Level – Option to select All, College Ready, Not College Ready or No Score
- State Administered – Defaults to "Any Test" which includes all scores for national, and state administered tests. Option to filter to only see state administered ACT scores. Highest score is shown if there are multiple scores.



Workbook: ACT Benchmark Analysis

ACT Benchmark

Description: This workbook analyzes ACT assessment data by subject area, including Composite, English, Reading and Math. Assessment scores can be analyzed at an aggregate / organizational level, with individual student scores available as well.

Parameter:

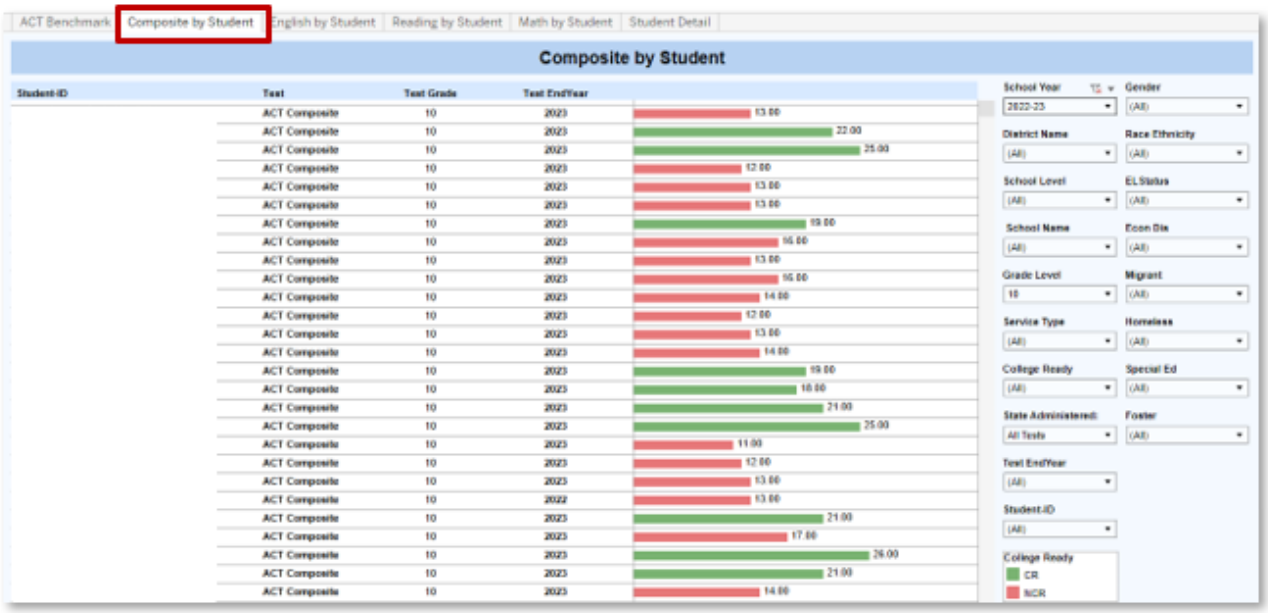
State Administered: Select 'Any Test', or only 'State Administered' assessments.

Composite by Student

Description: This workbook analyzes ACT Composite scores, by student. Records are displayed showing student test scores, along with a colored horizontal line indicating college readiness. Level of proficiency (College Ready, Not College Ready, No Score) is represented by color of bar.

Parameter:

- State Administered: Select 'Any Test', or only 'State Administered' assessments.

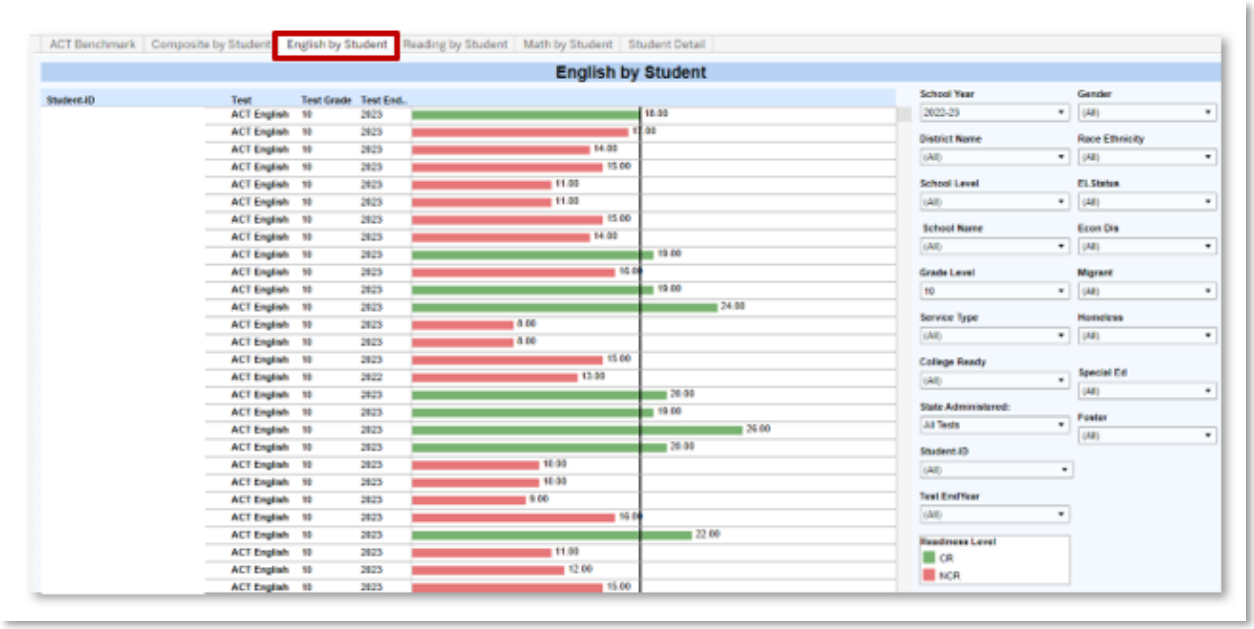


English by Student

Description: This workbook analyzes ACT English scores, by student. Records are displayed showing student test scores, along with a colored horizontal line indicating college readiness. Level of proficiency (College Ready, Not College Ready, No Score) is represented by color of bar.

Parameter:

- State Administered: Select 'Any Test', or only 'State Administered' assessments.

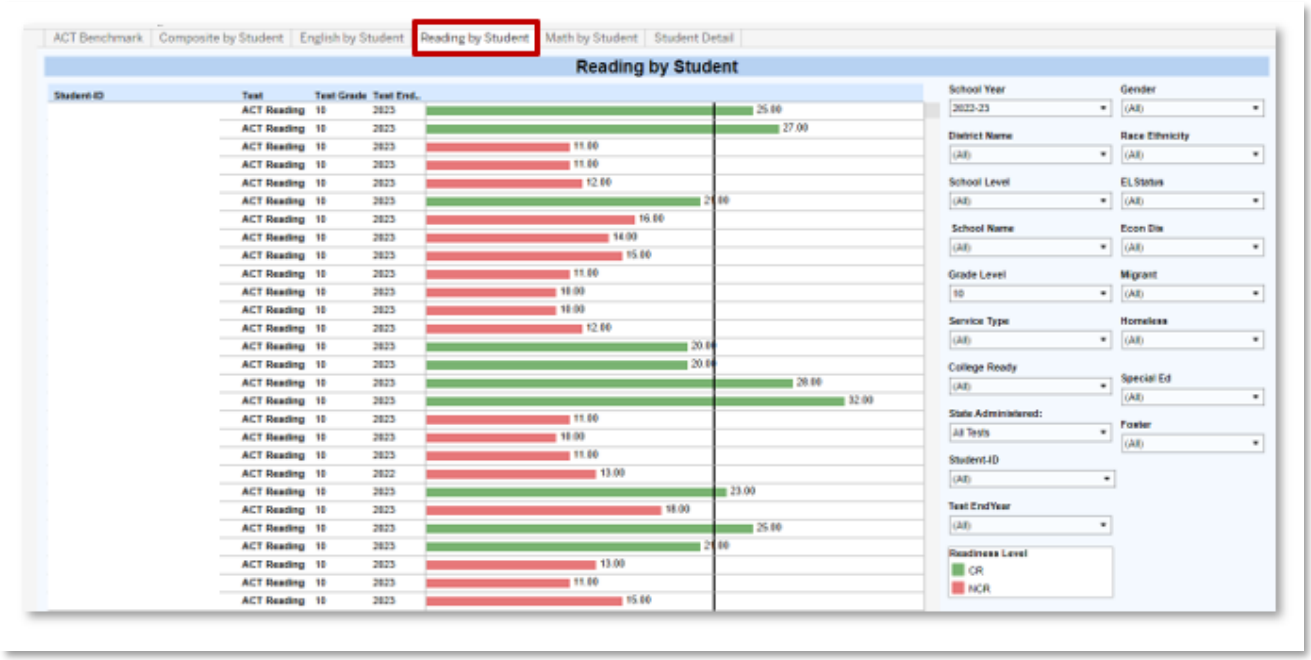


Reading by Student

Description: This workbook analyzes ACT Reading scores, by student. Records are displayed showing student test scores, along with a colored horizontal line indicating college readiness. Level of proficiency (College Ready, Not College Ready, No Score) is represented by color of bar.

Parameter:

- State Administered: Select 'Any Test,' or only 'State Administered' assessments.

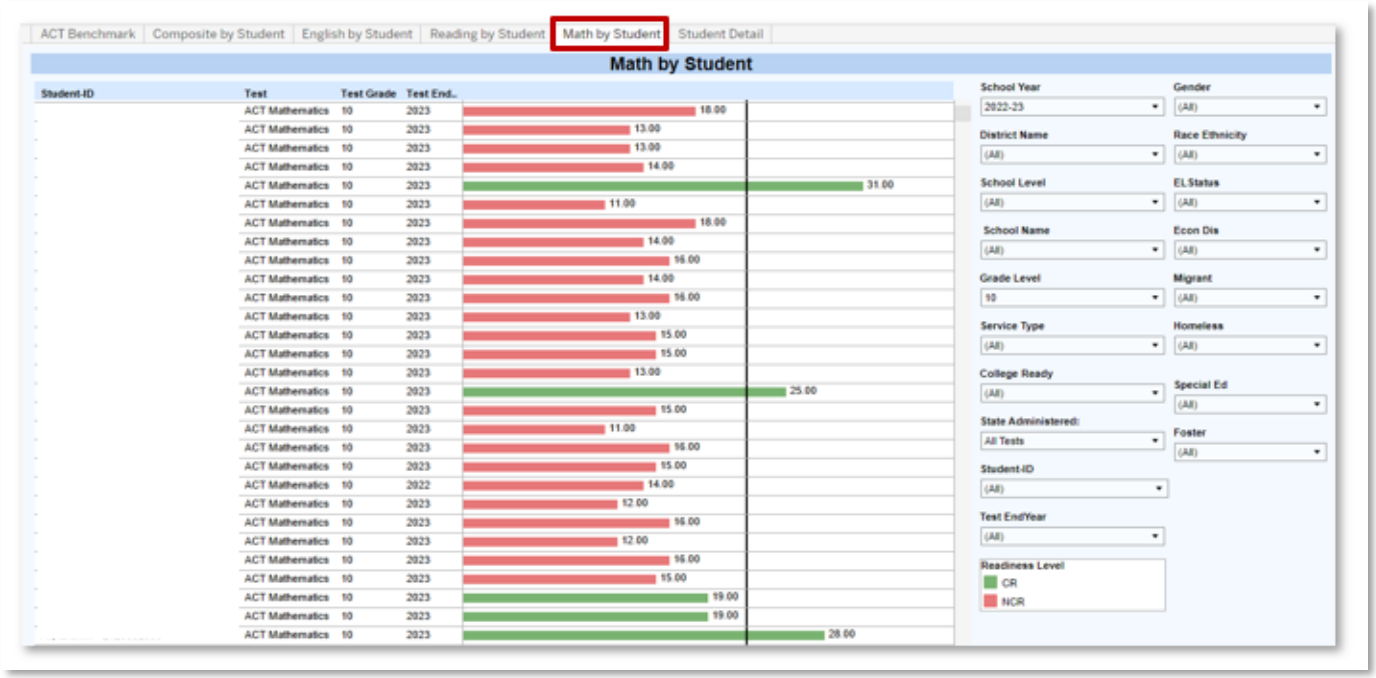


Math by Student

Description: This workbook analyzes ACT Math scores, by student. Records are displayed showing student test scores, along with a colored horizontal line indicating college readiness. Level of proficiency (College Ready, Not College Ready, No Score) is represented by color of bar.

Parameter:

- State Administered: Select 'Any Test', or only 'State Administered' assessments.

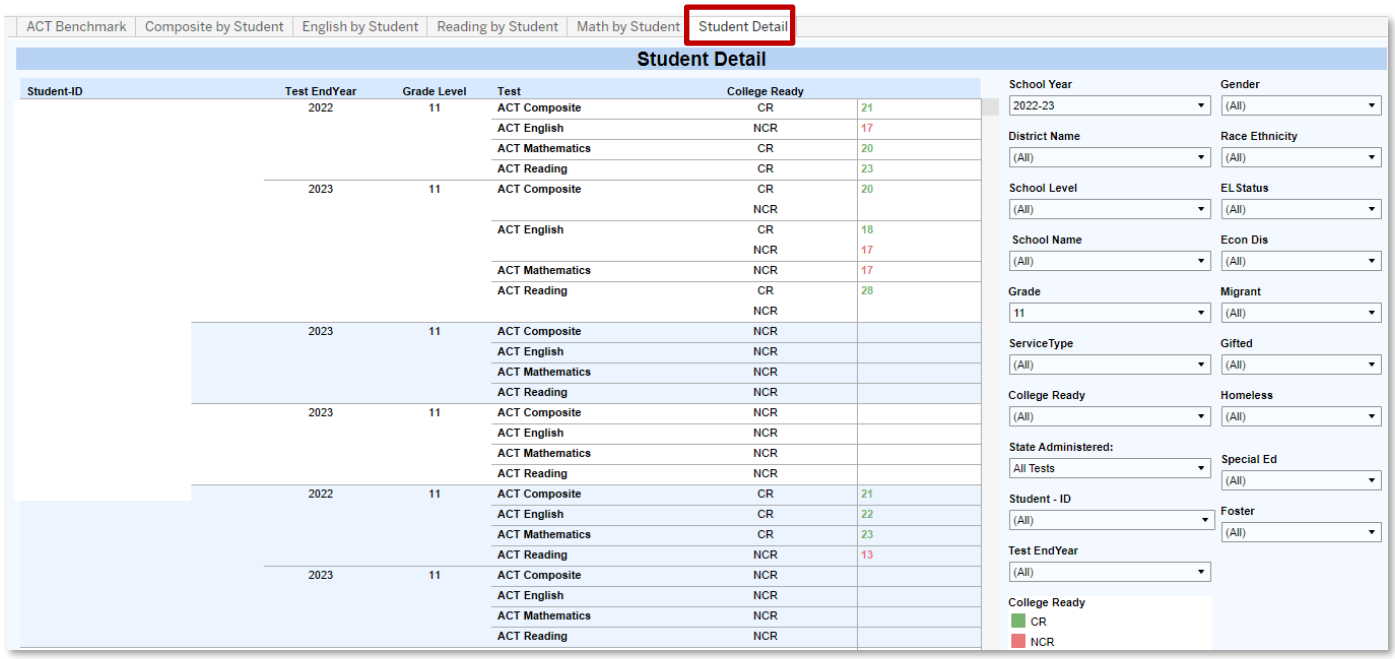


Student Detail

Description: This workbook analyzes ACT Math scores, by student. Records are displayed showing student test scores, along with a colored horizontal line indicating college readiness. Level of proficiency (College Ready, Not College Ready, No Score) is represented by color of bar.

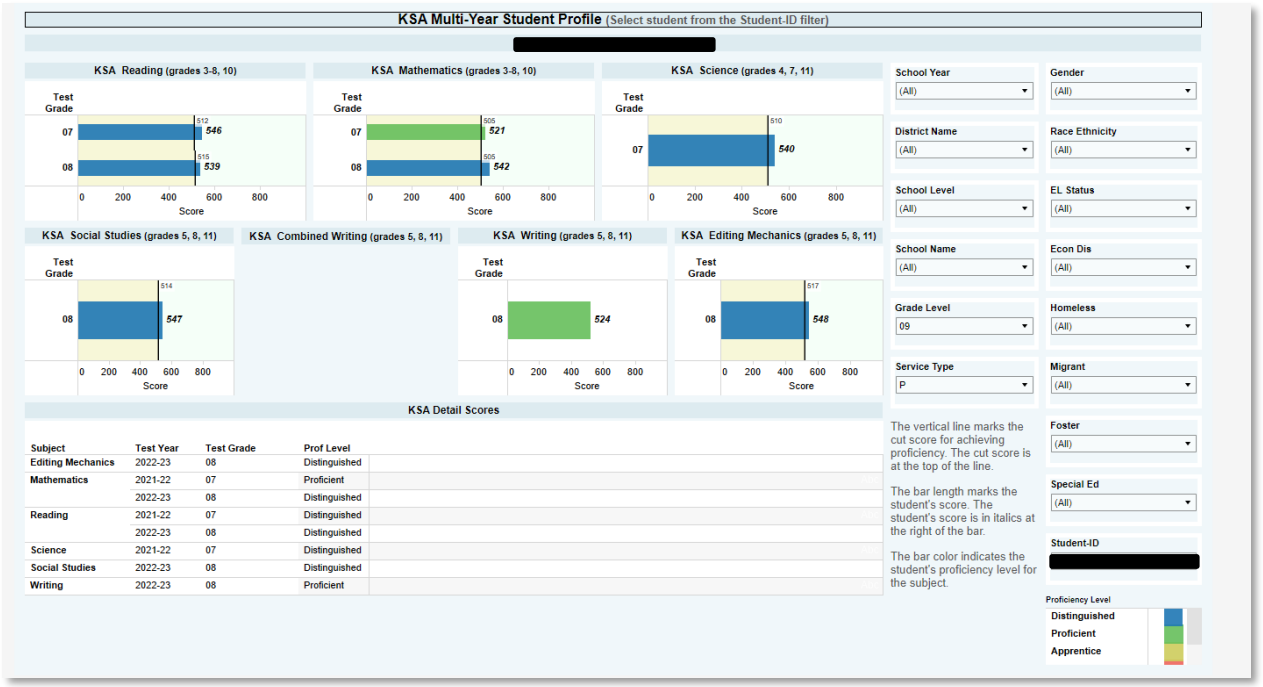
Parameter:

- State Administered: Select 'Any Test', or only 'State Administered' assessments.

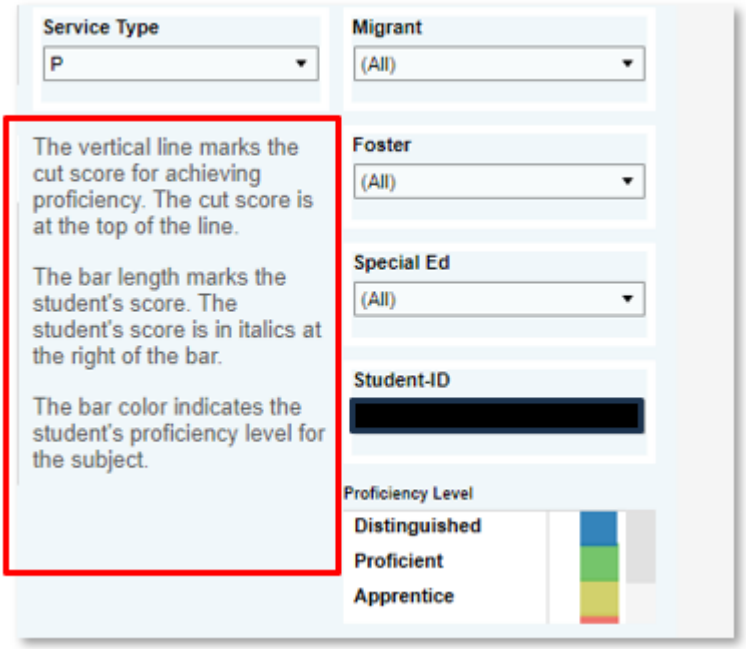


Workbook: KSA Multi-Year Student Profile

Description: This workbook analyzes multiple years of KSA assessment data by student, including subject areas of Reading, Mathematics, Science, Social Studies, Combined Writing, Writing, and Editing Mechanics. Scores are displayed after selecting a student from the "Student ID" filter.



Please note the comment at the bottom right of the visualization.



Vertical Line indicates the minimum value required for proficiency. The student's score is displayed in bold font, and depicted in length of bar.

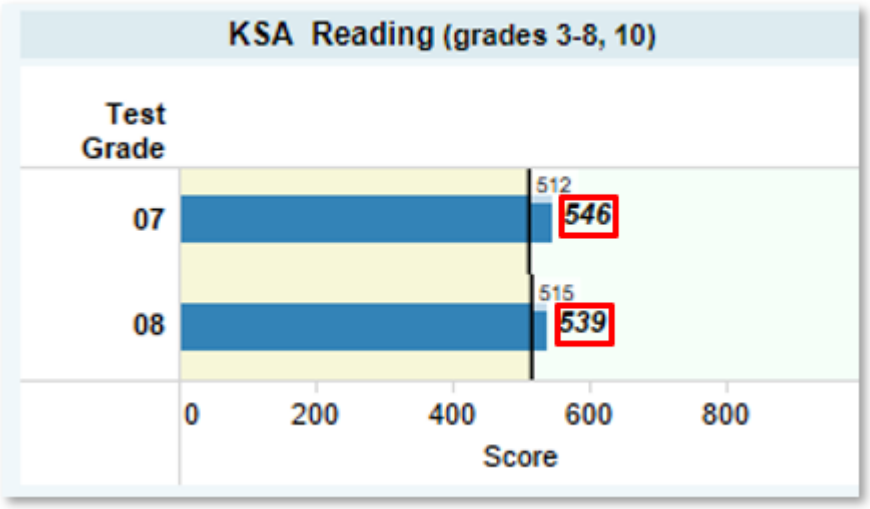
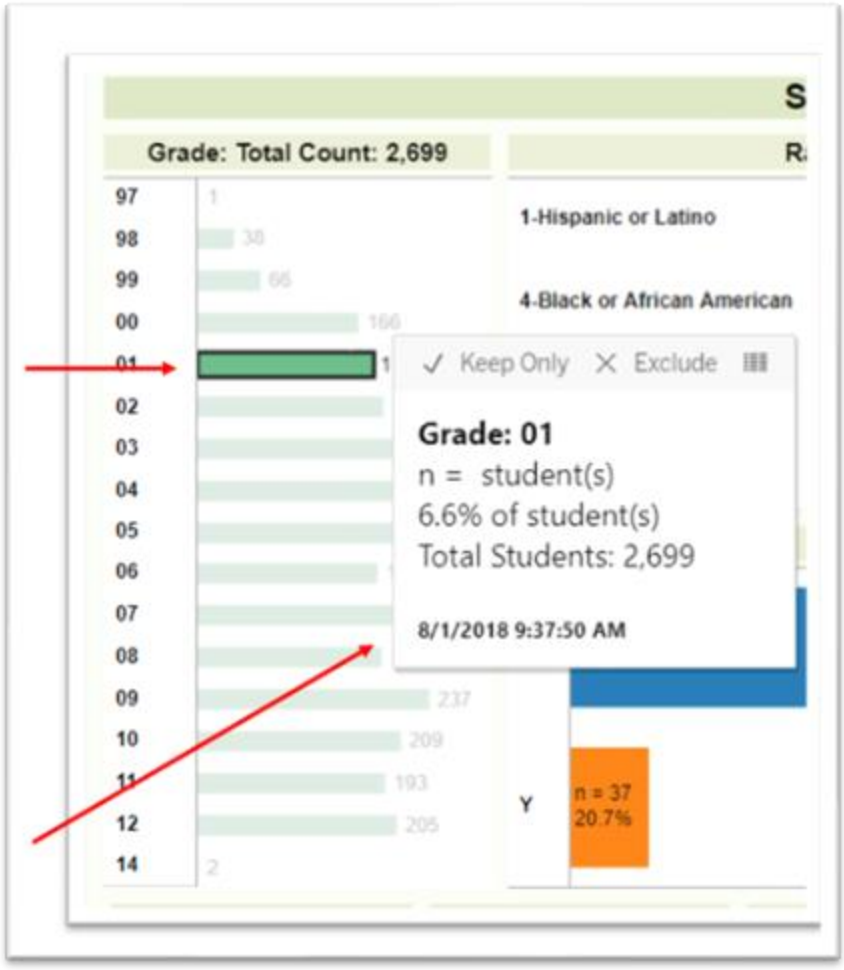


Tableau Tips

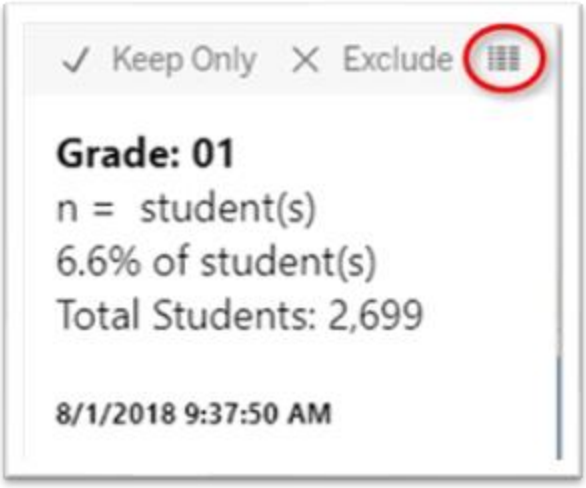
1. When working in any visualization, selecting a bar on any graph will select only the students represented by that bar. In the example to the right, the grade 01 bar was selected. Once selected, all other graphs displayed on this dashboard will update to reflect only first grade students.

   To return to seeing the entire student population, select the bar again.

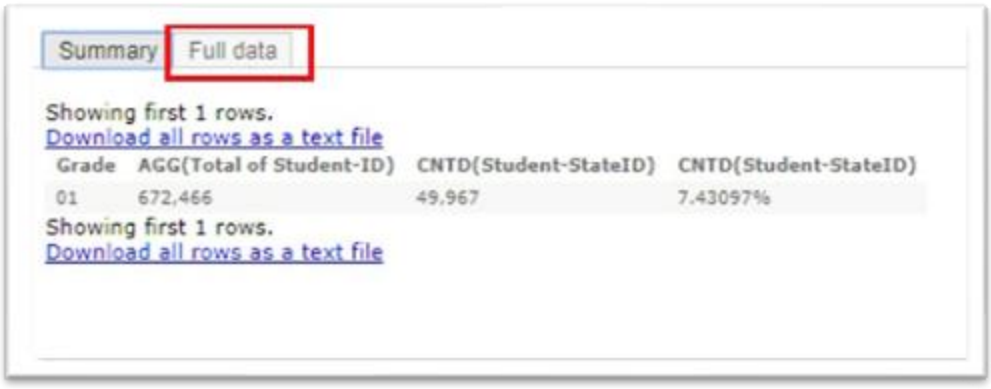


2. When hovering over a bar or other data points, additional information will show in the "tooltip", providing more details about the data selected.

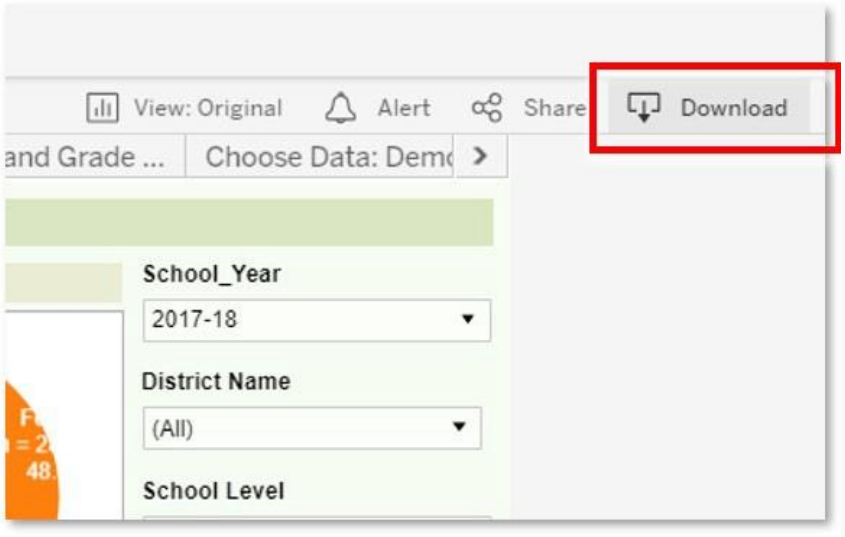
3. To display detailed student data, hover over the desired data point. When the tooltip appears, select the grid lines that appear.



4. When the new window appears, select "Full Data" to see the individual student records. Note that you can also download this data into a text file.

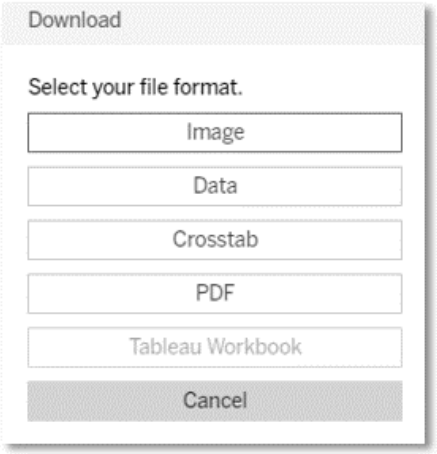


5. To download, or print a visualization, select the “Download” button at the top right corner of the visualization screen.



In the additional window that appears, you can select to download:

- Image: Will provide an image of the visualization showing on the screen.
- Data: Will download the data from the visualization.
- Crosstab: Will automatically download the data into a .csv / spreadsheet
- PDF: Will provide an Adobe Reader file that can be saved electronically or printed.



6. If you are an Infinite Campus System Administrator who has security rights to more than one calendar, and you would like to test access for the users who you have added to the Tableau Viz – Building and Dist user group, complete the following steps:
    a. Open a new Incognito/InPrivate/Private browser window. For example, this can be done using the Chrome browser by selecting ctrl+shift+N.
    b. Follow the link to kde-Tableau, at which point you should be prompted to log in using the impersonated user's email address and Windows password.

Support

- For assistance with accessing the system, please contact your district KSIS Administrator
- For questions about the data, calculations, or charts, please contact the KDE Data Request team at kdedatarequest@education.ky.gov.