



KTS DATA EXCHANGE GUIDANCE DOCUMENT

KENTUCKY DEPARTMENT OF EDUCATION

GRADING TASK SETUP-NEW LOOK

FOR THE KTS DATA EXCHANGE

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

2024

KTS Data Exchange Overview

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.

GRADING TASKS AND THE KTS DATA EXCHANGE

The key to the successful sync of posted grades through the KTS Data Exchange is the proper setup of the Grading Tasks tool, in both the technical school database and the high school database. The below instructions will

➤ GRADING TASK SETUP

FOR KTS DATA EXCHANGE-RELATED COURSES

Infinite Campus will push down to districts Grading Tasks and Score Groups specific to the KTS Data Exchange. High schools and technical schools must use the grading tasks specific to the KTS Data Exchange (i.e. CTE Term Grade, CTE Final Grade, CTE Final Exam), and the CTE Numeric Score Group* when setting up their Grading Tasks tab for KTS Data Exchange-related courses. Below are explanations of the only three grading tasks that are used with the KTS Data Exchange.

**High Schools may use a district-created score group, in lieu of the CTE Numeric score group, if the district-created score group matches the CTE Numeric score group on the Minimum Value column.*

CTE Term Grade:

The CTE Term Grade grading task should be considered as an "in-progress" type of grade. This is the grade that technical school teachers should be posting weekly. The CTE Term Grade should be a fresh grade that syncs to the high school on a weekly basis. This grading task can be used in the high school for mid-term and term report cards, and activity eligibility status by running the Activity Eligibility** report in the high school (*Path: Student Information > Reports > Activity Eligibility Report*). **High Schools: Be sure to select the Posted Grade bullet for the Grade Option selection when running the report.

Score Group: CTE Numeric*

Term GPA: Indicate the weight used by the school when calculating the grade of the student. This is the value used when calculating report card GPA (i.e. honor roll). If your school does not worry with report card GPA calculations, this field is not necessary to complete. Leaving this value blank will result in the course not counting toward the school honor roll. For the example below, 1 is used, but this number may vary depending on school policy. NOTE: Term GPA should only be set up for one grading task per course (i.e. If Term GPA field is set up using the CTE Term Grade, there is no need to set this field up for the CTE Final Grade).

Credit: Leave blank for CTE Term Grade.

Credit Type: Leave blank for CTE Term Grade.

Term Mask: Selection indicates when the task must be graded. In other words, which term(s) will students be attending class throughout the year for this course. One example would be, if the school had four terms, but the class only met during Term 1, then only the Term 1 Term Mask box would be checked. Another example would be, if the school had four terms, and the class met for only 2nd semester, then only the Term 3 and Term 4 Term Mask boxes would be checked. If the school had four terms, and there were classes meeting for the course all year long, then Term 1, Term 2, Term 3 and Term 4 Term Mask boxes would be checked.

For the KTS Data Exchange, it is recommended that the technical school teacher post grades weekly, at minimum, to the CTE Term Grade grading task.

Both technical schools and high schools must update the Grading Window for the term that needs to synchronize. Communication between the high school and the technical school teams is the key to successful syncing of grades.

Only ONE term can be marked active at a time for the sync to occur.

During the sync, the grade posted at the technical school will look to the term start and end dates of the technical school (*Scheduling & Courses > Calendar Setup > Term Setup*) and compare to the high school's term dates of the term with the grading window turned on. If the dates at the high school fall in the date range of the technical school term date, it will ADD or UPDATE the grade. This is to ensure that grades outside of the high school terms do not get updated incorrectly.

**High Schools may use a district-created score group, in lieu of the CTE Numeric score group, if the district-created score group matches the CTE Numeric score group on the Minimum Value column.*

Grading Window: To turn on the grading window, go to the *Grading & Standards > Grading & Standards Administration > Grading Window*. Use the edit button to open/close grading windows. Only ONE CTE Grading Task can be open at a time in the grading window for the grades to post and sync correctly.

Course Grading Tasks ☆

Scheduling & Courses > Courses > Course Grading Tasks

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Related Tools ▾

Grading Task Editor						Add Course	
Grading Task	Credit Group	Credit Type	Score Group	Credit	Term GPA	Pos	Copy Course
CTE Term Grade			CTE Numeric		1.000		Course Information
CTE Final Grade	Vocational Credits	Agriculture	CTE Numeric	1.000			Course Assessments
							Course Build Constraints
							Course Categories
							Course Fees
							Course Grade Calc Options
							Course Grading Tasks
							Course Rules
							Course Sections

Icon Legend: Locked to Course Master Linked Course Catalog Unlocked Course Master Unlinked Course Managed

Course Grading Task Detail

Grading Task
CTE Term Grade

***Score Group**
CTE Numeric

Term GPA Credit

Term Mask Term 1 Term 2 Term 3 Term 4

Post-only Grading Task

CTE Final Grade:

The CTE Final Grade grading task should utilized either at mid-course (if partial credit is being issued) or at the end of the course. The technical school principal will decide when they would like final grades, along with credits, to be awarded and they will set their schedule up accordingly. This grading task can be used in the high school for report cards and transcript record posting.

Score Group: CTE Numeric*

Term GPA: Indicate the weight used by the school when calculating the grade of the student. This is the value used when calculating report card GPA (i.e. honor roll). If your school does not worry with report card GPA calculations, this field is not necessary to complete. Leaving this value blank will result in the course not counting toward the school honor roll. For the example below, 1 is used, but this number may vary depending on school policy. NOTE: Term GPA should only be set up for one grading task per course (i.t. If Term GPA field is set up using the CTE Term Grade, there is no need to set this field up for the CTE Final Grade).

Credit: Indicates the credit value the student receives when a final grade is posted. This is usually only populated on tasks that are posted to transcripts, such as a final grading task. Read the Term Mask section for more details and examples.

Credit Type: Indicates the group of credits the student receives when credit is given. Use credit type designated for technical courses when the task must be graded.

Term Mask: Selection indicates when the task must be graded. One example would be, if a school had four terms and the class met for all four of those terms. The students could be awarded a CTE Final Grade for the class at the end of Term 4, and the student would earn 1 full credit for the class at that time. In this scenario, the only Term Mask that must be checked is Term 4. Another example would be, if a school had four terms and the class met for all four of those terms, but the principal wanted students to earn $\frac{1}{2}$ credit at the end of Semester 1 and $\frac{1}{2}$ credit at the end of Semester 2. In this scenario, the only Term Masks that must be checked is Term 2 and Term 4.

- The CTE Final Grade grading window should be made active when final grades are ready to post for the course. These grades should only be posted once, and reflect the student's overall score in the technical school. One exception would be if the principal wanted to offer mid-year credits awarded. CTE Final Grades will sync nightly from the technical school upon availability.
- It is the high school's responsibility to determine if these grades should be posted to the transcript in the high school database. Communication with the technical school principals is recommended. High schools should follow normal transcript posting procedures in order to have technical courses display on their high school transcript records. Follow Infinite Campus instructions to use the Transcript Post tool (*Path: Student Information > General Student Administration > Transcript Post Wizard*).

Grading Window: To turn on the grading window, go to the side menu and choose Grading & Standards> Grading & Standards Administration > Grading Window. Use the edit button to open/close grading windows. Only ONE CTE Grading task can be open at a time in the grading window for the grades to post and sync correctly.

**High Schools may use a district-created score group, in lieu of the CTE Numeric score group, if the district-created score group matches the CTE Numeric score group on the Minimum Value column.*

Course Grading Tasks ☆

Scheduling & Courses > Courses > Course Grading Tasks

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Related Tools ▾

Grading Task Editor						
Grading Task	Credit Group	Credit Type	Score Group	Credit	Term GPA	Pos
CTE Term Grade			CTE Numeric		1.000	
CTE Final Grade	Vocational Credits	Agriculture	CTE Numeric	0.500		

Icon Legend: Locked to Course Master Linked Course Catalog Unlocked Course Master Unlinked Course Managed

Course Grading Task Detail

Grading Task
CTE Final Grade
Score Group
CTE Numeric

Term GPA	Credit
<input type="text"/>	0.5

Credit Type
Agriculture
Credit Overflow Override

Term Mask
 Term 1 Term 2 Term 3 Term 4

Post-only Grading Task

[Add Course](#)
[Copy Course](#)
[Course Information](#)
[Course Assessments](#)
[Course Build Constraints](#)
[Course Categories](#)
[Course Fees](#)
[Course Grade Calc Options](#)
Course Grading Tasks
[Course Rules](#)
[Course Sections](#)

CTE Final Exam:

The CTE Final Exam grading task is an *optional* grading task. This grading task can be utilized if policies indicate that a final exam must be calculated with the term grade(s) to arrive at a final grade.

Score Group: CTE Numeric*

Term GPA: Leave blank for CTE Final Exam.

Credit: Leave blank for CTE Final Exam.

Credit Type: Leave blank for CTE Final Exam.

Term Mask: Selection indicates when a final exam grade is earned, typically at the end of the course.

Grading Window: To turn on the grading window, go to the index tab and choose Grading & Standards > Grading & Standards Administration > Grading Window. **Use the edit button to open/close grading windows. Only ONE grading window can be open at a time for the grades to post and sync correctly.

**High Schools may use a district-created score group, in lieu of the CTE*