Illinois State Board of Education

Kindergarten Individual Development Survey (KIDS)
Student Information System

September 2013
Notice – This Webinar Is Being Recorded!

This Webinar is being recorded. Please do not provide any student, personal or vendor information.
Webinar Tips

- **Tips for Listening**
  - Computer speakers
  - Headset connected to a computer
  - Telephone

- **Tips for Speaking**
  - Make sure you have a microphone plugged in or the computer you are using has a microphone before raising your hand.
  - Make sure all audio settings in the computer are un-muted and speakers are turned down before talking.

- **Question & Answer**
  - Question & Answer session will be held at the end of the Webinar.
  - Raise your hand to ask a question.
  - All text messages are logged.
  - Text questions will be posted in a Q & A document after the Webinar.
  - If you are using a telephone, the audio pin number must be typed in correctly before you can talk.

- **Troubleshooting**
  - If you are disconnected from the Webinar at any time you can click the link that was provided to you in your email or you can re-register for the Webinar to gain access.
  - If you are listening via telephone and close out of the Webinar on your computer, you will be disconnected.
Agenda

- Welcome / Introductions
- Create a KIDStech Account
- ISBE Resource Materials
- ISBE Contact Information
- SIS Overview
- Step 1 – Enroll All Kindergarten Students
- Step 2 – Create Teacher Course Assignments
- Step 3 – Create Student Course Assignments
- Step 4 – Run Report(s) to Verify Kindergarten Class Roster
- Step 5 – Transmit Data to KIDStech
- Districts’ Next Steps
Welcome / Introductions

- **ISBE Key Team Members**
  - Don Evans  
    Chief Operating Officer and Director of Human Resources
  - John Shake  
    Division Administrator/Director, Information Technology
  - Brent Engelmann  
    Division Supervisor/Information Systems Manager
  - Nancy Diefenback  
    Division Supervisor/Information Systems Manager

- **SIS Key Team Members**
  - Howard Hammel  
    Project Manager
  - Adam Lowery  
    Support Team

- **WestEd Key Team Members**
  - Mary Ellen Wodzisz  
    KIDS Coordinator
  - Lynsay Alexander  
    KIDS Project Assistant
Create KIDStech© Account

- Two part process:
  - Create a district KIDStech email account
  - Complete the WestEd District Info Excel Spreadsheet
Create KIDStech Account

Part I: Create KIDStech District Email Account

- Create a district email account named kidstech@yourschooldistrict
  - Examples:
    - kidstech@winnebagoschools.org  Winnebago CUSD 323
    - kidstech@estl189.com  East St Louis SD 189
    - kidstech@d57.org  Mount Prospect SD 57
Create KIDStech Account

- **KIDStech District Email Account:**
  - The district’s technology department usually sets up the email address and decides who may access the account.
  - The name provided in the superintendent column of the excel spreadsheet is the person who will receive communication regarding access for the district login.
Create KIDStech Account

Part II: Complete KIDStech District Info Excel Spreadsheet

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Type</th>
<th>Max. Width</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master account Login</td>
<td>Char</td>
<td>30</td>
<td>kids tech@yourdistrictemail</td>
</tr>
<tr>
<td>RCDT Code</td>
<td>Char</td>
<td>11</td>
<td>District RCDT Code</td>
</tr>
<tr>
<td>District Name</td>
<td>Char</td>
<td>50</td>
<td>Name of the district. Should be the official name of the district.</td>
</tr>
<tr>
<td>District Superintendent Contact First Name</td>
<td>Char</td>
<td>15</td>
<td>First name of the District Superintendent Contact</td>
</tr>
<tr>
<td>District Superintendent Contact Last Name</td>
<td>Char</td>
<td>15</td>
<td>Last name of the District Superintendent Contact</td>
</tr>
<tr>
<td>District Superintendent Contact Email</td>
<td>Char</td>
<td>30</td>
<td>Email address for District Superintendent Contact</td>
</tr>
<tr>
<td>School RCDT Code</td>
<td>Char</td>
<td>4</td>
<td>School Code</td>
</tr>
<tr>
<td>School Name</td>
<td>Char</td>
<td>50</td>
<td>Name of School</td>
</tr>
<tr>
<td>Administrator First Name</td>
<td>Char</td>
<td>15</td>
<td>First name of the Administrator</td>
</tr>
<tr>
<td>Administrator Last Name</td>
<td>Char</td>
<td>15</td>
<td>Last name of the Administrator</td>
</tr>
<tr>
<td>Administrator Email</td>
<td>Char</td>
<td>30</td>
<td>Email address of the Administrator</td>
</tr>
<tr>
<td>Districts First Day of School</td>
<td>Char</td>
<td>8</td>
<td>Districts first day of school for 2013-2014 school year (mm/dd/yyyy)</td>
</tr>
<tr>
<td>Districts Last Day of School</td>
<td>Char</td>
<td>8</td>
<td>Districts last day of school 2013-2014 school year (mm/dd/yyyy)</td>
</tr>
</tbody>
</table>
Create KIDStech Accounts

- Please return the WestEd District Info Excel Spreadsheet to Lynsay Alexander at lalexan@wested.org
- For further assistance, call WestEd at 630-652-7400
Create KIDStech Accounts

- **Usernames and Passwords:**
  - Superintendents and administrators will be emailed their usernames and passwords once the accounts are created.
  - Teachers will receive their usernames and passwords once the information in SIS is complete.
Create KIDStech Accounts

- **Need help creating the account?**
  - Contact Lynsay Alexander, KIDS Project Assistant
    - Phone: 630-652-7420
    - Email: kids@wested.org
ISBE Resource Materials

- Where do I go to obtain SIS resource documents?
  - Located on the ISBE SIS webpage at www.isbe.net/sis/
    - ISBE SIS Announcements
    - User Manual
    - Validations Document
    - File Format Layouts
    - Excel Templates
      - Tips for Completing (Data Collection Name) Template
      - Steps for Creating and Uploading (Data Collection Name)
    - Data Elements
    - Archived Meetings and Presentations
    - Frequently Asked Questions
ISBE Resource Materials

- Illinois State Course System (ISCS)
  - Illinois Prior to Secondary Course Catalog numbers and descriptions are listed by subject area in a downloadable catalog
    - [http://www.isbe.net/ISCS/html/course_catalog.htm](http://www.isbe.net/ISCS/html/course_catalog.htm)

  - Illinois course numbers and descriptions are also listed in the Prior to Secondary Course Alignment Tool
    - [http://www.isbe.net/ISCS/html/course_alignment.htm](http://www.isbe.net/ISCS/html/course_alignment.htm)
ISBE Contact Information

- Where can I get help?
  - ISBE Help Desk
    - (217) 558-3600
    - help@isbe.net

- Websites
  - ISBE Student Information System (SIS)
    - www.isbe.net/sis
  - ISBE Illinois State Course System (ISCS)
    - www.isbe.net/ISCS
SIS Overview

- **SIS Functions**
  - Assigns a unique student identifier (SID)
  - Collects demographic, enrollment, performance, program participation, and course data for each student.
  - Collects course information on teachers
  - Interfaces with internal ISBE systems
  - Interfaces with external systems (KIDStech)
  - Tracks students from school/facility to school/facility and district to district within the state
  - Provides schools, districts, and facilities the ability to report timely and accurate data/information through standardized reporting capabilities
SIS Overview

- Provides better quality data to drive more enlightened policy decisions resulting in enhanced educational opportunities for all children
- Reduces data collection burden on schools, districts, and facilities
- Enhances the use and relevance of state data by districts and schools
- Responds to the accountability and reporting requirements of NCLB and other federal and state education programs
Step 1 – Enroll All Kindergarten Students

- In order to transmit data to KIDStech, all Kindergarten students must first be enrolled.
  - Create KIDStech Account
  - Step 1 – Enroll All Kindergarten Students
  - Step 2 – Create Teacher Course Assignments
  - Step 3 – Create Student Course Assignments
  - Step 4 – Verify Kindergarten Class Roster
  - Step 5 – Transmit Data to KIDStech

Note: When enrolling students, if Home Language is not “English” (“000” via Batch), four additional questions will ultimately be triggered within the KIDS application.
Step 1 – Enroll All Kindergarten Students

- Search SID or Request New SID
Step 1 – Enroll All Kindergarten Students

- No Match Found
Step 1 – Enroll All Kindergarten Students

- Enrollment
Step 1 – Enroll All Kindergarten Students

- Program Indicators

Note: If Home Language is not “English”, 4 additional questions will be triggered within the KIDS application.
Step 1 – Enroll All Kindergarten Students

- Request New SID - Review
Step 1 – Enroll All Kindergarten Students

- **Student Demographics**

![Student Information System](image)

- **SID:** 123456789
- **Legal Last Name:** Smith
- **Legal First Name:** John
- **Legal Middle Name:** Michael

| Student Demographic          |  
|------------------------------|---
| **Date of Birth**           | 10/01/2000 |
| **Race/Ethnicity**          | Black or African American |
| **Student Lineage (Jr, II)** |   |
| **Birth Place Name**        |   |
| **Mother’s Maiden Name**    |   |

Have questions or need help? Contact our Call Center (217)555-3600 between 7:00am - 4:30pm CST, Monday - Friday or Click here to Contact Us
Step 1 – Enroll All Kindergarten Students

- Student Enrollment
Teacher Course Assignments must be created.

- Create KIDStech Account
- Step 1 – Enroll All Kindergarten Students
- **Step 2 – Create Teacher Course Assignments**
- Step 3 – Create Student Course Assignments
- Step 4 – Verify Kindergarten Class Roster
- Step 5 – Transmit Data to KIDStech
Step 2 – Create Teacher Course Assignments

- In order to create the necessary links between Teacher Course Assignments and Student Course Assignments, the data areas listed below must match exactly:
  - Student Serving RCDTS must match the Teaching Location RCDTS
  - School Year
  - State Course Code
  - Term
  - Section Number

- The Section Number is particularly important to double-check, due to the flexibility required for this field.

- This is very important for data quality, we want to ensure that the appropriate teacher is being matched to the correct students.
Step 2 – Create Teacher Course Assignments

- KIDStech only tracks one teacher for any kindergarten student.
- If a student has more than one teacher, the KIDS teacher can be chosen based on the table below – use the highest ‘priority’ course the student is taking.

<table>
<thead>
<tr>
<th>Priority</th>
<th>Course Code</th>
<th>State Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>51028A000</td>
<td>Language Arts (kindergarten)</td>
</tr>
<tr>
<td>2</td>
<td>51040A000</td>
<td>Reading (kindergarten)</td>
</tr>
<tr>
<td>3</td>
<td>51130A000</td>
<td>Writing (kindergarten)</td>
</tr>
<tr>
<td>4</td>
<td>52030A000</td>
<td>Mathematics (kindergarten)</td>
</tr>
<tr>
<td>5</td>
<td>53230A000</td>
<td>Science (kindergarten)</td>
</tr>
<tr>
<td>6</td>
<td>54430A000</td>
<td>Social Studies (kindergarten)</td>
</tr>
<tr>
<td>7</td>
<td>55030A000</td>
<td>Dance (kindergarten)</td>
</tr>
<tr>
<td>8</td>
<td>55070A000</td>
<td>Drama (kindergarten)</td>
</tr>
<tr>
<td>9</td>
<td>55130A000</td>
<td>Music (kindergarten)</td>
</tr>
<tr>
<td>10</td>
<td>55180A000</td>
<td>Art (kindergarten)</td>
</tr>
<tr>
<td>11</td>
<td>56030A000</td>
<td>Foreign Language (kindergarten)</td>
</tr>
<tr>
<td>12</td>
<td>58030A000</td>
<td>Physical Education (kindergarten)</td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>All Other Courses</td>
</tr>
</tbody>
</table>
Step 2 – Create Teacher Course Assignments

- Initial “Teacher” Screen, Search and Select by IEIN
Step 2 – Create Teacher Course Assignments

- Select School Year and Teaching Location Details
Step 2 – Create Teacher Course Assignments

- Add Teacher Courses for the School Year / Location
Step 2 – Create Teacher Course Assignments

- Choose / Create Details for a Course
Step 2 – Create Teacher Course Assignments

- View or Edit Courses for the School Year / Location
Step 3 – Create Student Course Assignments

- Student Course Assignments must be created, and these must match corresponding Teacher Course Assignments.
  - Create KIDStech Accounts
  - Step 1 – Enroll All Kindergarten Students
  - Step 2 – Create Teacher Course Assignments
  - **Step 3 – Create Student Course Assignments**
  - Step 4 – Verify Kindergarten Class Roster
  - Step 5 – Transmit Data to KIDStech
Step 3 – Create Student Course Assignments

These 5 elements link a Teacher Course Assignment to a Student Course Assignment:

- Student Serving RCDTS must match Teaching Location RCDTS
- School Year
- State Course Code
- Term (Semester)
- Section Number
Step 3 – Create Student Course Assignments

- View Details to Access Student Course Assignments
Step 3 – Create Student Course Assignments

- Edit Student Course Assignments to Add New Courses
Step 3 – Create Student Course Assignments

- After Selecting the High Level Identifiers for a Course, use the “Update” Link to Create/Update the Course Details
Step 3 – Create Student Course Assignments

- Updated Student Course Assignments, click “Next” button
Step 3 – Create Student Course Assignments

- Review Course Assignments, “Submit” to Save Updates!
Step 3 – Create Student Course Assignments

- Successful Update Confirmation
Step 4 – Verify Kindergarten Class Roster

- After Students have been matched to Teachers via Course Assignments, verify the Kindergarten Class Roster prior to transmitting the related data.
  - Create KIDStech Account
  - Step 1 – Enroll All Kindergarten Students
  - Step 2 – Create Teacher Course Assignments
  - Step 3 – Create Student Course Assignments
  - **Step 4 – Verify Kindergarten Class Roster**
  - Step 5 – Transmit Data to KIDStech
Step 4 – Verify Kindergarten Class Roster

- The "Generate Report" Button Allows Verification
Step 4 – Verify Kindergarten Class Roster

- The KIDStech Transmission Report

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Student Name</th>
<th>Gender</th>
<th>Race</th>
<th>Birth Date</th>
<th>K</th>
<th>LEP</th>
<th>IEP</th>
<th>FRL/Low Income</th>
<th>21st Century</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000000</td>
<td>Smith, John Michael</td>
<td>M</td>
<td>15</td>
<td>10-01-2007</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>00000000</td>
<td>Smith, John Michael</td>
<td>F</td>
<td>16</td>
<td>10-01-2007</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>00000000</td>
<td>Smith, John Michael</td>
<td>M</td>
<td>16</td>
<td>10-01-2007</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>00000000</td>
<td>Smith, John Michael</td>
<td>F</td>
<td>16</td>
<td>10-01-2007</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>00000000</td>
<td>Smith, John Michael</td>
<td>M</td>
<td>16</td>
<td>10-01-2007</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>00000000</td>
<td>Smith, John Michael</td>
<td>F</td>
<td>16</td>
<td>10-01-2007</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>00000000</td>
<td>Smith, John Michael</td>
<td>M</td>
<td>16</td>
<td>10-01-2007</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>00000000</td>
<td>Smith, John Michael</td>
<td>F</td>
<td>16</td>
<td>10-01-2007</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>00000000</td>
<td>Smith, John Michael</td>
<td>M</td>
<td>16</td>
<td>10-01-2007</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>00000000</td>
<td>Smith, John Michael</td>
<td>F</td>
<td>16</td>
<td>10-01-2007</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>00000000</td>
<td>Smith, John Michael</td>
<td>M</td>
<td>16</td>
<td>10-01-2007</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>00000000</td>
<td>Smith, John Michael</td>
<td>F</td>
<td>16</td>
<td>10-01-2007</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Student Count: 17
Step 5 – Transmit Data to KIDStech

After data has been verified (and whenever updates are needed), transmit the Kindergarten data to KIDStech.

- Create KIDStech Account
- Step 1 – Enroll All Kindergarten Students
- Step 2 – Create Teacher Course Assignments
- Step 3 – Create Student Course Assignments
- Step 4 – Verify Kindergarten Class Roster
- **Step 5 – Transmit Data to KIDStech**
Step 5 – Transmit Data to KIDStech

- “Transmit File” Button (With Recent Files Below)
Next Steps

- Complete KIDStech Account process
- Step 1 – Enroll All Kindergarten Students
- Step 2 – Create Teacher Course Assignments
- Step 3 – Create Student Course Assignments
- Step 4 – Verify Kindergarten Class Roster
- Step 5 – Transmit Data to KIDStech
ISBE Contact Information

- **ISBE Help Desk**
  - (217) 558-3600
  - help@isbe.net

- **ISBE SIS Information Website**
  - www.isbe.net/sis

- **WestEd Help Desk**
  - (630) 652-7420
  - www.kids@wested.org
Notice – This Webinar Is Being Recorded!

This webinar is being recorded. Please do not provide any Student, Personal or Vendor information.
Notice – This Webinar Is Being Recorded!

Questions?