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  - Headset connected to a computer
  - Telephone

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Agenda

- Welcome / Introductions
- 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 KIDS Tech
- Districts’ Next Steps
Welcome / Introductions

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

- **SIS Key Team Members**
  - Howard Hammel  Project Manager
  - Adam Lowery  Support Team
  - Jeremy Schoen  Support Team
  - Keith Goeckner  Support Team
ISBE SIS Resources

- 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 ISCS Resources

- 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

- 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
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 (KIDS Tech)
  - 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 KIDS Tech, all Kindergarten students must first be enrolled.

  - 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 KIDS Tech

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
Step 1 – Enroll All Kindergarten Students

- Student Enrollment
Step 2 – Create Teacher Course Assignments

- Teacher Course Assignments must be created.
  - 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 KIDS Tech
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

- KIDS Tech 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

![Student Information System](image)

**Student Information System**
Teacher Course Assignment - Assignment History

<table>
<thead>
<tr>
<th>Term</th>
<th>State Course ID</th>
<th>State Course Title</th>
<th>Section</th>
<th>Start Date</th>
<th>End Date</th>
<th>Exit Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>51040A000</td>
<td>Reading (kindergarten)</td>
<td>100A</td>
<td>08/27/2012</td>
<td></td>
<td>Select</td>
</tr>
<tr>
<td>1</td>
<td>52030A000</td>
<td>Mathematics (kindergarten)</td>
<td>101A</td>
<td>08/27/2012</td>
<td></td>
<td>Select</td>
</tr>
<tr>
<td>1</td>
<td>54430A000</td>
<td>Social Studies (kindergarten)</td>
<td>102B</td>
<td>08/27/2012</td>
<td></td>
<td>Select</td>
</tr>
<tr>
<td>1</td>
<td>53230A000</td>
<td>Science (kindergarten)</td>
<td>108A</td>
<td>08/27/2012</td>
<td></td>
<td>Select</td>
</tr>
<tr>
<td>1</td>
<td>58030A000</td>
<td>Physical Education (kindergarten)</td>
<td>106A</td>
<td>08/27/2012</td>
<td></td>
<td>Select</td>
</tr>
</tbody>
</table>

- Term 2: No courses assigned
- Term 3: No courses assigned
- Term 4: No courses assigned
- Term 5: No courses assigned

[Return To Prev]
Step 3 – Create Student Course Assignments

- Student Course Assignments must be created, and these must match corresponding Teacher Course Assignments.
  - 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 KIDS Tech
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

Catalog Type: Prior to Secondary Courses, Secondary
Subject Area: 51 - English Language and Literature (prior-to-secondary)
State Course: 51007A000-IB Language A (English), Middle Years Program
Semester: Term 1, Term 2, Term 3, Term 4, Term 5

Term 1
State Course Id: 51040A000
State Course Title: Reading (kindergarten)
Local Course Code: 51007A000-IB Language A (English), Middle Years Program
Local Course Title: 51007A000-IB Language A (English), Middle Years Program
Course Level: Select-
Course Setting: Select-
Section: - Select -
Start: - Select -
End: - Select -
Credit: - Select -
Grade: - Select -
Dual Credit: Yes
Articulated Credit: Yes
Attendance Actual: - Select -
Attendance Total: - Select -
Numeric Grade Actual: - Select -
Numeric Grade Maximum: - Select -
Displaced Homemaker: Yes
Single Parents or Pregnant Women: Yes
Step 3 – Create Student Course Assignments

- Updated Student Course Assignments, click “Next” button

```
<table>
<thead>
<tr>
<th>Term 1</th>
<th>State Course Id</th>
<th>State Course Title</th>
<th>Section</th>
<th>Start</th>
<th>End</th>
<th>Credit</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Select Delete</td>
<td>Reading (kindergarten)</td>
<td>100A</td>
<td>02/27/2012</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Select Delete</td>
<td>Mathematics (kindergarten)</td>
<td>101A</td>
<td>02/27/2012</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Select Delete</td>
<td>World Geography</td>
<td>102B</td>
<td>02/27/2012</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Select Delete</td>
<td>Science (kindergarten)</td>
<td>105A</td>
<td>02/27/2012</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Select Delete</td>
<td>Physical Education (kindergarten)</td>
<td>106A</td>
<td>02/27/2012</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term 2</th>
<th>No Courses Assigned</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Term 3</th>
<th>No Courses Assigned</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Term 4</th>
<th>No Courses Assigned</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Term 5</th>
<th>No Courses Assigned</th>
</tr>
</thead>
</table>
```
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.

  - 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 KIDS Tech
Step 4 – Verify Kindergarten Class Roster

- The “Generate Report” Button Allows Verification

Data Population to: KIDS Tech

**Step 1** Enroll Kindergarten Students into SIS within 10 days of arriving at the school.

**Step 2** Enter Teacher Course Assignment data within 5 days of the start of class.

**Step 3** Enter Student Course Assignment data within 5 days of student’s enrollment.

Select the button below to create a report of the Kindergarten Roster that will be transmitted to KIDS Tech. If a student does not appear in the report, the Student or Teacher Course Assignments were entered incorrectly. Once a Student and Teacher Course Assignment are entered, the State Course Code, Term and Section number must match to appear on the generated report.

**Step 4** Generate Report

**Step 5** Once the report has been generated and reviewed, select the button below to transmit the data to KIDS Tech.

Transmit File

History of Data Transmission

<table>
<thead>
<tr>
<th>Record Count</th>
<th>Date Transmitted</th>
<th>User Id</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>10/11/2012 4:07:38 PM</td>
<td>IBM_test_3</td>
</tr>
</tbody>
</table>
Step 4 – Verify Kindergarten Class Roster

- The KIDS Tech Transmission Report

<table>
<thead>
<tr>
<th>Column</th>
<th>A</th>
<th>Title One</th>
<th>B</th>
<th>Eligible for Immigrant Education Program</th>
<th>C</th>
<th>Home Language</th>
<th>D</th>
<th>Native Language</th>
<th>E</th>
<th>Homeless</th>
<th>F</th>
<th>Migrant</th>
<th>G</th>
<th>SES</th>
<th>H</th>
<th>LEP</th>
<th>I</th>
<th>IEP</th>
<th>J</th>
<th>FRL/Low Income</th>
<th>K</th>
<th>21st Century</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title One Codes:</td>
<td>11</td>
<td>Schoolwide Title I Program</td>
<td>12</td>
<td>Targeted Assistance Title I Program</td>
<td>13</td>
<td>Not a Participant in Title I Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Race Codes:</td>
<td>11</td>
<td>Hispanic or Latino</td>
<td>12</td>
<td>American Indian or Alaska Native</td>
<td>13</td>
<td>Asian</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>Black or African American</td>
<td>15</td>
<td>Native Hawaiian or Other Pacific Islander</td>
<td>16</td>
<td>White</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### Table 1: Teacher Name: Zohora, Kristi

| Student ID | Student Name            | Gender | Race | Birth Date | A | B | C | D | E | F | G | H | I | J | K |
|------------|-------------------------|--------|------|------------|---|---|---|---|---|---|---|---|---|---|---|---|
| 0000000000 | Smith, John Michael      | M      | 16   | 10/01/2007 | 13 | No | 000 | 000 | No | No | No | No | No | No | No |
| 0000000000 | Smith, John Michael      | F      | 16   | 10/01/2007 | 13 | No | 000 | 000 | No | No | No | No | No | No | No |
| 0000000000 | Smith, John Michael      | M      | 16   | 10/01/2007 | 13 | No | 000 | 000 | No | No | No | No | No | No | No |
| 0000000000 | Smith, John Michael      | F      | 16   | 10/01/2007 | 13 | No | 000 | 000 | No | No | No | No | No | No | No |
| 0000000000 | Smith, John Michael      | M      | 16   | 10/01/2007 | 13 | No | 000 | 000 | No | No | No | No | No | No | No |
| 0000000000 | Smith, John Michael      | F      | 16   | 10/01/2007 | 13 | No | 000 | 000 | No | No | No | No | No | No | No |
| 0000000000 | Smith, John Michael      | M      | 16   | 10/01/2007 | 13 | No | 000 | 000 | No | No | No | No | No | No | No |
| 0000000000 | Smith, John Michael      | F      | 16   | 10/01/2007 | 13 | No | 000 | 000 | No | No | No | No | No | No | No |
| 0000000000 | Smith, John Michael      | M      | 16   | 10/01/2007 | 13 | No | 000 | 000 | No | No | No | No | No | No | No |
| 0000000000 | Smith, John Michael      | F      | 16   | 10/01/2007 | 13 | No | 000 | 000 | No | No | No | No | No | No | No |
| 0000000000 | Smith, John Michael      | M      | 16   | 10/01/2007 | 13 | No | 000 | 000 | No | No | No | No | No | No | No |

### Table 2: Teacher Name: Zamaiti, Janice

| Student ID | Student Name            | Gender | Race | Birth Date | A | B | C | D | E | F | G | H | I | J | K |
|------------|-------------------------|--------|------|------------|---|---|---|---|---|---|---|---|---|---|---|---|
| 0000000000 | Smith, John Michael      | M      | 16   | 10/01/2007 | 13 | No | 000 | 000 | No | No | No | No | Yes | No | No |
| 0000000000 | Smith, John Michael      | F      | 16   | 10/01/2007 | 13 | No | 000 | 000 | No | No | No | No | Yes | No | No |
| 0000000000 | Smith, John Michael      | M      | 16   | 10/01/2007 | 13 | No | 000 | 000 | No | No | No | No | Yes | No | No |
| 0000000000 | Smith, John Michael      | F      | 16   | 10/01/2007 | 13 | No | 000 | 000 | No | No | No | No | Yes | No | No |
| 0000000000 | Smith, John Michael      | M      | 16   | 10/01/2007 | 13 | No | 000 | 000 | No | No | No | No | Yes | No | No |
| 0000000000 | Smith, John Michael      | F      | 16   | 10/01/2007 | 13 | No | 000 | 000 | No | No | No | No | Yes | No | No |
| 0000000000 | Smith, John Michael      | M      | 16   | 10/01/2007 | 13 | No | 000 | 000 | No | No | No | No | Yes | No | No |
| 0000000000 | Smith, John Michael      | F      | 16   | 10/01/2007 | 13 | No | 000 | 000 | No | No | No | No | Yes | No | No |
| 0000000000 | Smith, John Michael      | M      | 16   | 10/01/2007 | 13 | No | 000 | 000 | No | No | No | No | Yes | No | No |
| 0000000000 | Smith, John Michael      | F      | 16   | 10/01/2007 | 13 | No | 000 | 000 | No | No | No | No | Yes | No | No |
| 0000000000 | Smith, John Michael      | M      | 16   | 10/01/2007 | 13 | No | 000 | 000 | No | No | No | No | Yes | No | No |
| 0000000000 | Smith, John Michael      | F      | 16   | 10/01/2007 | 13 | No | 000 | 000 | No | No | No | No | Yes | No | No |
Step 5 – Transmit Data to KIDS Tech

- After data has been verified (and whenever updates are needed), transmit the Kindergarten data to KIDS Tech.
  - 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 KIDS Tech
Step 5 – Transmit Data to KIDS Tech

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

- 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 KIDS Tech
ISBE Contact Information

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  - (217) 558-3600
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