KIDS New Staff Training

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Agenda

- Introduction
- KIDS Overview
- Assignment vs. Collection
- Near Matches
- Register for KSDE Authentication Access
- KIDS Collection Demonstration
- Hands-On Practice
- Help Resources
- KIDS Review and Closing

Introduction:
ICEBREAKER

You are going on a weekend camping trip and you can bring only two items to eat.

Read the labels and based on the ingredients listed for each item choose the TWO items you would like to take with you.

Mechanically Separated Turkey, Pork, Mechanically Separated Chicken, Water, Contains Less than 2% of Salt, Sodium Lactate, Flavor, Corn Syrup, Sodium Phosphate, Dextrose, Sodium Diacetate, Sodium Erythorbate (Made From Sugar), Sodium Nitrite, Bun, Enriched Wheat Flour (Wheat Flour, Niacin, Reduced Iron, Thiamin Mononitrate [Vitamin B1], Riboflavin [Vitamin B2], Folic Acid), Water, Soybean Oil, High Fructose Corn Syrup, Yeast, Salt, Mono And Diglycerides, Enzyme Modified Soy Lecithin, Guar Gum, Methylcellulose, Calcium Propionate as a

Tuna, water sufficient for processing, vegetable oil, dicalcium phosphate, sodium tripolyphosphate, tricalcium phosphate, sodium chloride, Vitamin A, B1, B6, E & D3 supplements, zinc sulfate, menadione sodium, bisulfide, manganous sulfate, sodium nitrate, folic acid.

Water, Seasoned Cooked Grilled Steak Strips, (Beef, Beef Stock, Salt, Sodium Phosphate), Tomatoes In Tomato Juice, Red Kidney Beans, Kidney Beans, Red Peppers, Corn, Tomato Paste.

Mechanically separated chicken, water, beef, pork, salt, corn syrup, spices, dried garlic, sodium nitrate.

Nonfat milk lactose, vegetable oil (palm olein, soy, coconut, and high oleic sunflower oils), whey protein from concentrate, mortierella alpine oil, crypthecodinium cohnii oil, vitamin A palmitate, vitamin D2, vitamin E acetate, vitamin K1, thiamin hydrochloride, riboflavin, vitamin B6 hydrochloride, vitamin B12, niacinamide, folic acid, calcium pantothenate, biotin, ascorbic acid, choline chloride, inositol calcium phosphate, magnesium phosphate, ferrous sulfate, zinc sulfate, manganese sulfate, cupric sulfate, potassium chloride, potassium citrate, potassium hydroxide, sodium selenite, taurine, L- carnitine, and nucleotides (adenosine 5- monophosphate, cytidine 5- monophosphate, disodium guanosine 5- monophosphate, disodium uridine 5- monophosphate).

Light tuna, water, vegetable broth, salt.

Milk Chocolate (Sugar, Cocoa Butter, Chocolate, Skim Milk, Lactose, Milkfat, Soy Lecithin, Artificial Flavor)Peanuts, Corn Syrup, Milkfat, Skim Milk, Vegetable Oil (Partially Hydrogenated Soybean and/or Hydrogenated Palm Kernel Oil)Salt, Lactose, Egg Whites, Chocolate, Artificial Flavor.

KIDS Overview:
Training Objectives

By the end of the hands-on training session…

- Participants will be able to register for KSDE user names and passwords, add or edit the applications that they have access to, and request a new password (if needed).
- Participants will be able to navigate and describe the KIDS Collection and Assignment System interfaces.
- Using test data, participants will be able to search for a student, successfully upload a file to KIDS, resolve "near-matches" via the Manage Core Data Process, and identify data errors that would need to be corrected in the SIS/ODT.
- Participants will be able to utilize KIDS reports to manage their student data.
- Users will be able to navigate and utilize the KIDS 2013-2014 File Specifications document.

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KIDS Overview

- KIDS
- KIDS Collection System
- Student Information System (SIS)
- Submission Window
- Claiming

- Core Student Data
- State Student ID
- Manage Core Data
- Mis-Match Errors
- Near-Matches
- View Data Errors
- ASGT
- STCO

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KIDS Overview:
Core Student Data Elements

- SSID
- First Name
- Middle Name
- Last Name
- Suffix
- Gender
- Date of Birth

- Ethnicity
- Race
- Grade
- School
- District
- Resident District
- Local ID

KIDS Overview:
Collections

- Record Types
  - Funding and Enrollment—ENRL
  - Assessment Testing—TEST
  - REAP Funding—TITL
  - Military and Virtual Student Enrollment—MILT
  - End of Year Accountability—EOYA
  - Student Course—STCO
  - Claim new students or demographic changes for existing students- ASGT
  - Students leaving school—EXIT
  - Student information gathering—QERY
- Purposes
- Schedules

KIDS Overview:
KIDS 2013-2014 File Specifications

- Header and Trailer
- Version
- Column Headings
- Data Elements
- STCO Data Elements
- Revision History

Assignment vs. Collection

KIDS Assignment
- Limited access
- Manages 14 core pieces of data
- Vendor product
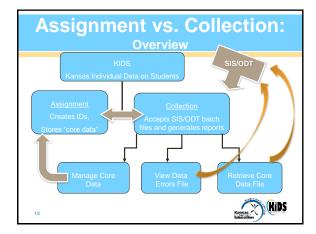- Generates ID numbers
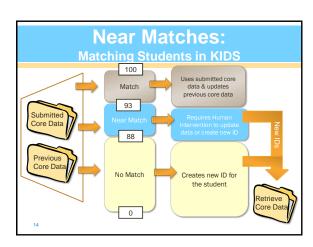- Searches for core student data/IDs

KIDS Collection
- Direct access
- Manages the rest of the data elements
- Built by KSDE
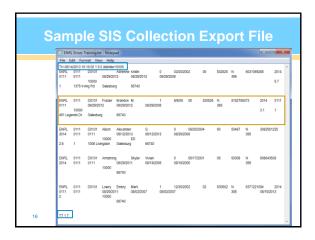- Reads and cross-checks ID numbers
- Generates data reports

Assignment vs. Collection:
Overview

KIDS
Kansas Individual Data on Students

SIS/ODT

Assignment
Creates IDs,
Stores "core data"

Collection
Accepts SIS/ODT batch files and generates reports

Manage Core Data

View Data Errors File

Retrieve Core Data File

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Near Matches:
Matching Students in KIDS

100
Match — Uses submitted core data & updates previous core data

93
Near Match — Requires Human Intervention to update data or create new ID

88

No Match — Creates new ID for the student

0

Submitted Core Data

Previous Core Data
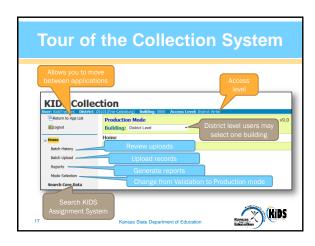
New IDs

Retrieve Core Data

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Register for KSDE Authentication Access

- https://online.ksde.org/authentication/login.aspx
- Register for a new username and password
- Manage your account
- Forget your password?

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Sample SIS Collection Export File

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Tour of the Collection System

Allows you to move between applications

Access level

KIDS Collection

User: KidsTrainers District: D0101(Erie-Galesburg) Building: 0000 Access Level: District Write

Return to App List

Logout

Production Mode
Building: District Level

District level users may select one building

Home
Batch History — Review uploads
Batch Upload — Upload records
Reports — Generate reports
Mode Selection — Change from Validation to Production mode
Search Core Data

Search KIDS Assignment System

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KIDS Collection Demonstration

- Demo of Search Core Data
- Demo of uploading an ASGT Record

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Hands-On Practice:
Search Core Data and ASGT Practice

- It is the start of the school year and you have to update your students records and obtain IDs for your new students.
  - Go to the website: http://ksde.org/kids
  - Go to the "Training" tab
  - Select the link "KIDS Training Portal"
  - Complete the Search Core Data Guided Practice lesson
  - Complete the ASGT Guided Practice lesson
    - You will have near-matches to resolve.

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KIDS Collection Demonstration

- Demo of a "perfect" ENRL Collection file submission
- Demo of a ENRL Collection file that has data errors
  - Demo searching for errors in the Common KIDS Errors document on the KIDS "Training" tab
- Demo of a ENRL Collection file that has errors and has to have core student data updates processed in Assignment

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Hands-On Practice:
ENRL Practice

It is September 20th and you have to submit students records for funding and accreditation.

- Complete the "ENRL (No Errors)" Guided Practice lesson
  - No errors
  - No core data to update
- Complete the "ENRL (Errors)" Guided Practice lesson
  - Will contain errors
  - No core data to update
- Complete the "ENRL (Errors & Near Matches)" Guided Practice Lesson
  - Will contain errors
  - Will have core data to update
  - Will need to rerun the batch file

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KIDS Collection Demonstration:
EXIT

- Demo of an EXIT record
  - Demo searching for errors in the Common KIDS Errors document on the KIDS "Training" tab

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Hands-On Practice:
EXIT Practice

- EXIT
  - It is the end of the school year and you have to exit your students who graduated or are leaving your school
  - Complete the "EXIT" Guided Practice lesson
    - All records will have an error

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KIDS Collection Demonstration:
Reports

- Demo of running reports
  - Report Descriptions can be found on the "Report Descriptions" link on the Reports page in KIDS or on the KIDS website under "Report Descriptions."
  - Most reports are converted to Excel automatically

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Hands-On Practice:
Reports Practice

- Reports
  - Now that you have successfully completed your submissions, it is time to check the accuracy of what is in the KIDS Collection System.
  - Complete the "Reports" Guided Practice lesson
    - This lesson will require you to log in again
    - Username: Training
    - Password: Training01
    - Practice generating 3 KIDS Reports
      - PBR Enrollment Report
      - Student History Report
      - Graduates Report

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KIDS Review and Closing

KIDS Help Resources:
- KSDE Helpdesk: 785-296-7935
- KIDS Email: kids@ksde.org
- KIDSINFO Listserv and KIDS FAQ of the Week
- KIDS Website: www.ksde.org/kids
  - Documents
  - FAQs
  - Training
- KIDS Conference Calls: KIDS "Calendar" tab

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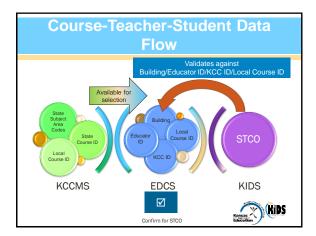
KIDS Review and Closing:
What's Next

- Pre-Collections Workshop Registration
- www.ksde.org/kids
- "Training" tab
- Pre-Collection Workshops
  - STCO
  - ENRL
  - TEST
  - EOYA

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Course-Teacher-Student Data Flow

Validates against
Building/Educator ID/KCC ID/Local Course ID

Available for selection

State Subject Area Codes

State Course ID

Local Course ID

Building

Educator ID

Local Course ID

KCC ID

STCO

KCCMS   EDCS   KIDS

☑
Confirm for STCO

KIDS Review and Closing

- **File Specifications Scavenger Hunt**

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KIDS Review and Closing:
Training Evaluation

- Please…
  Complete the online evaluation at

  http://www.quia.com/sv/622690.html

- Thank you for your participation. We have a certificate for you.

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