Kansas Course Code Management System

KCCMS

Kansas leads the world in the success of each student.
What is the Kansas Course Code Management System (KCCMS)?

- An authenticated web application for “mapping” or connecting the local course codes to state course codes.
  - Serves as the master data management source for all of the Kansas course records
- Courses mapped within KCCMS will be available in:
  - Educator Data Collection System
  - KIDS-KCAN collection
  - Career and Technical Education Pathways application
# Mapping Basics

02052G0.501214G

<table>
<thead>
<tr>
<th>(State) Subject Area</th>
<th>(State) Course Identifier</th>
<th>*Course Level (Rigor)</th>
<th>Credits</th>
<th>Sequence</th>
<th>Sequence Total</th>
<th>Grade Level (Course)</th>
<th>*Targeted Program</th>
<th>*Delivery Type</th>
<th>College/Career</th>
</tr>
</thead>
<tbody>
<tr>
<td>02 052 G</td>
<td>G</td>
<td>0.50</td>
<td>1</td>
<td>2</td>
<td>14</td>
<td>G</td>
<td>G</td>
<td>G</td>
<td>N</td>
</tr>
</tbody>
</table>

The KCC Identifier is the unique identifier given to each course that a district has mapped in KCCMS.

It includes all of the course attributes indicated for the individual course during the mapping process.
Mapping Basics – CTE/Pathways

• Introductory level
  • Not funding eligible
  • Can be mapped at 7th & 8th grades or high school
  • Must be mapped for credit

• Technical level
  • Funding eligible
  • Must be mapped at 9th grade and above

• Application level
  • Funding eligible
  • Must be mapped at 10th grade and above

Grade levels*:
7th grade (12)
8th grade (13)
9th grade (14)
10th grade (15)
11th grade (16)
12th grade (17)

* Grade level should indicate the lowest grade level for that course.
## Mapping Basics - Sequencing

<table>
<thead>
<tr>
<th>(State) Subject Area</th>
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<tr>
<td>02</td>
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<td>0.50</td>
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<td>14</td>
<td>G</td>
<td>G</td>
<td>N</td>
</tr>
</tbody>
</table>

### Sequencing

- 0.5 credit courses are always sequenced 1 of 1
- 1.0 credit courses have two options
  - 1 credit, 1 of 1 sequencing
  - Two 0.5 credit courses, 1 of 2 and 2 of 2
## College/Career Field

<table>
<thead>
<tr>
<th>DESIGNATION</th>
<th>.5 FUNDED</th>
<th>APPROVED IN PATHWAY</th>
<th>EARN COLLEGE CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>X</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>T</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>L*</td>
<td>No*</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>D</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>F</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>C</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>R*</td>
<td>No*</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

*can receive funding based on Senate Bill 155*
Creating new courses

- Must have district level access in the KCCMS
- Two Options
  - Manual Entry
    - Local Course Mapping tab
      - Add/Modify/Map Courses
  - Upload
    - KCCMS Import File Specifications
- Local Course Mapping tab
  - Add/Modify/Map Courses
Uploading Course Records
Uploading Course Records

You will get one of two banners, indicating the success of your upload, or that errors were detected.

- Successfully loaded course data!
  0 records were inserted; 5 records were updated.

- Failed to load course data!
  40 records were in error.

In the event of an error, no records will be accepted. To review errors, click on “View” to bring up error messages.
**Manual Course Entry**

### LOCAL COURSE DATA

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Subject Area</td>
<td>Eng</td>
</tr>
<tr>
<td>Local Course Title</td>
<td>English Language Arts I</td>
</tr>
<tr>
<td>Local Course Level</td>
<td>General (G)</td>
</tr>
<tr>
<td>Local Sequence</td>
<td>1</td>
</tr>
<tr>
<td>Local Targeted Program</td>
<td>General (G)</td>
</tr>
<tr>
<td>Local College/Career</td>
<td>Not dual credit (N)</td>
</tr>
<tr>
<td>Local Effective Date</td>
<td>07/01/2015</td>
</tr>
</tbody>
</table>

### LOCAL COURSE INFORMATION

- Local Course Title: English Language Arts I (8th grade)
- Local Subject Area Code: 01
- Local Course Title: English Language Arts I
- Local Subject Area Code: 01
- Local Course Level: General (G)
- Local Sequence: 1

### LOCAL COURSE DESCRIPTION

English Language Arts I (8th grade) builds upon students' prior knowledge of grammar, vocabulary, word usage, and the mechanics of writing and usually includes the four aspects of language use: reading, writing, speaking, and listening. Typically, these courses introduce and define various genres of literature, with writing exercises often linked to reading selections.

### STATE COURSE DATA

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Subject Area</td>
<td></td>
</tr>
<tr>
<td>State Subject Area Group</td>
<td>select group</td>
</tr>
</tbody>
</table>

### STATE COURSE INFORMATION

- State Course Title: select course
- State Qualifications:

**Update**  **Cancel**  [Required Information]  **Update-Duplicate**

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State Course Data

State Subject Area:
01: English Language and Literature (secondary)

State Subject Area Group:
- select group -

State Course Title:
001: English/Language Arts 1 (9th grade)

State Kansas Course Code:
01001

State Qualified Admissions:
Q

Descriptor:
English/Language Arts I (9th grade) courses build upon students’ prior knowledge of grammar, vocabulary, word usage, and the mechanics of writing and usually include the four aspects of language use: reading, writing, speaking, and listening. Typically, these courses introduce and define various genres of literature, with writing exercises often linked to reading selections.

NOTE: This button expires only those selected courses currently displayed on this page.
Making Changes in KCCMS

• Do not make changes to courses that currently have students enrolled, or are included in an approved pathway.
  • Expire course as of 6/30/2022
  • Use Update/Duplicate to create a new course record and make necessary changes

• For courses that are not currently in use or included in a pathway, make and save necessary changes.

• If a course has a new course code (5 digits), do not attempt to change the course code. Please create a new course record with the new course code.

When in doubt, create a new course record!
Using the Update/Duplicate Button

This function may be used in KCCMS when you need to make changes to a course record for the next school year, but it currently has students enrolled and/or is included in an approved Pathway application. It will allow you to duplicate the course record so that you can make changes in the new course record.

• Navigate to the course record that you would like to duplicate.
• Enter an expiration date of 6/30 of the current school year
• Click the “Update/Duplicate button
• A duplicate pop-up record will appear, with the following removed:
  • Local course identifier
  • Credits
  • Sequence numbers
  • Expiration date
• Enter the missing information and make changes as necessary.
• Click “Add” or “Add/Duplicate.”
  • This is determined by whether or not you need to create a second course in a sequence.
Editing a Course Record

Please note: These instructions are intended for course records that do NOT currently have students enrolled AND are not included in an approved Pathway Application.
Editing a Course Record
KCCMS Course Data – Important Notes

1. **The course data in your local system (ie. Powerschool) must mirror the data in KCCMS/Pathways to alleviate reporting issues/errors.** Pathways Courses report, in KCCMS or Pathways, is a good resource. Pathways verifies all digits of the KCCID as well as the Local Course ID.

2. **EDCS verifies the first 5 digits of the KCCID.**

3. If a course does *not* appear in EDCS, KIDS KCAN and/or the pathways CPPSA it is often due to one of the following:
   - The local course was never entered and/or mapped to a State course;
   - The course is still pending approval in the KCCMS system;
   - The course was rejected as incorrect in the KCCMS system;
Important Dates

• November 2021 – February 2022 – Pathways Workdays
  • Dec. 2 – Smoky Hill
  • Dec. 6 – Orion
  • Dec. 9 – Greenbush – Lawrence
  • Dec. 13 – Greenbush – Girard
  • Additional dates TBD

• February 2022 – April 2022 – Student Follow-Up Data Workshop
  • Exact Dates TBD

• February 15 – All new 2022-2023 pathway courses must be submitted for approval in KCCMS

• March 1 – Deadline for new and existing pathway applications
Resources

• **Licensed Personnel Guide**
  • Use this guide to verify that the teacher assigned to the course is appropriately licensed for that course

• **KCCMS Training Materials and Resources**
  • Here, you will find the KCCMS User Guide (currently being updated), file specifications, and other training materials
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