

# Illinois State Board of Education

## Kindergarten Individual Development Survey (KIDS) Student Information System



September 2013

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# Webinar Tips

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- Headset connected to a computer
- Telephone

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- Question & Answer session will be held at the end of the Webinar.
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# Agenda

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- **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

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## ■ ISBE Key Team Members

- Don Evans                      Chief Operating Officer and Director of Human Resources
- John Shake                    Division Administrator/Director, Information Technology
- Brent Engelman            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 Wodzis        KIDS Coordinator
- Lynsay Alexander        KIDS Project Assistant



# Create KIDStech© Account

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



# Create KIDStech Account

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## ■ 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

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## ■ 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

	A	B	C	D
1	<b>Field Name</b>	<b>Field Type</b>	<b>Max. Width</b>	<b>Description</b>
2	Master account Login	Char	30	kidstech@yourdistrictemail
3				
4	RCDT Code	Char	11	District RCDT Code.
5				
6	District Name	Char	50	Name of the district. Should be the official name of the district.
7				
8	District Superintendent Contact First Name	Char	15	First name of the District Superintendent Contact.
9				
10	District Superintendent Contact Last Name	Char	15	Last name of the District Superintendent Contact.
11				
12	District Superintendent Contact Email	Char	30	Email address for District Superintendent Contact.
13				
14	School RCDT Code	Char	4	School Code
15				
16	School Name	Char	50	Name of School.
17				
18	Administrator First Name	Char	15	First name of the Administrator.
19				
20	Administrator Last Name	Char	15	Last name of the Administrator.
21				
22	Administrator Email	Char	30	Email address of the Administrator.
23				
24	Districts First Day of School	Char	8	Districts first day of school for 2013-2014 school year (mm/dd/yyyy).
25				
26	Districts Last Day of School	Char	8	Districts last day of school 2013-2014 school year (mm/dd/yyyy).



# Create KIDStech Accounts

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- Please return the WestEd District Info Excel Spreadsheet to Lynsay Alexander at [lalexan@wested.org](mailto:lalexan@wested.org)
- For further assistance, call WestEd at 630-652-7400



# Create KIDStech Accounts

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## ■ 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

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- Need help creating the account?
  - Contact Lynsay Alexander, KIDS Project Assistant
    - Phone: 630-652-7420
    - Email: [kids@wested.org](mailto:kids@wested.org)



# ISBE Resource Materials

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- Where do I go to obtain SIS resource documents?
  - Located on the ISBE SIS webpage at [www.isbe.net/sis/](http://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

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- 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

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- Where can I get help?
  - ISBE Help Desk
    - (217) 558-3600
    - [help@isbe.net](mailto:help@isbe.net)
  - Websites
    - ISBE Student Information System (SIS)
      - [www.isbe.net/sis](http://www.isbe.net/sis)
    - ISBE Illinois State Course System (ISCS)
      - [www.isbe.net/ISCS](http://www.isbe.net/ISCS)



# SIS Overview

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- 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

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- 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

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- 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

Illinois State Board of Education

Student Information System  
Request New SID

SIS HOME | SISB HOME | LOGOFF

SESSION TIMEOUT 19:33

Login: RCDT432

Home

Student

Search SID

Request New SID

Exit Enrollment

Assessment

Adjusted Cohorts

Teacher

Batch Files

Reports

Help

Log Out

Please enter the student's demographic information to request a new SID. Provide as much information as known to narrow the search.

Fields marked with an asterisk \* are required.

**Mandatory Student Attributes**

* Legal Last Name	Smith	* Legal First Name	John
* Legal Middle Name	Michael	* Date of Birth (mm/dd/yyyy)	10/01/2000
* Gender	Male	* Race/Ethnicity	Black or African American

**Optional Student Attributes**

Student Lineage		Birth Place Name	
Mother's Maiden Name			

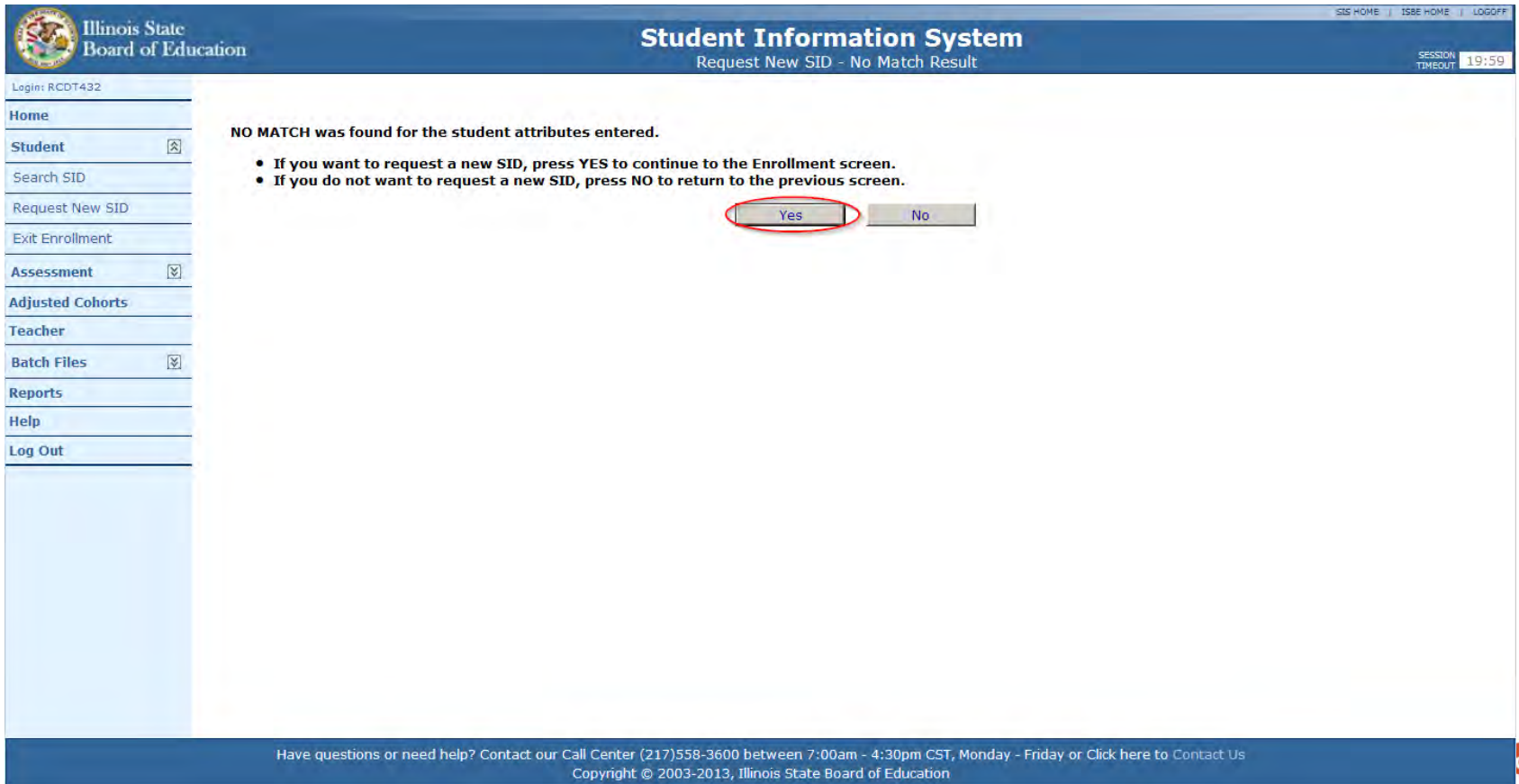
Next

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# Step 1 – Enroll All Kindergarten Students

## ■ No Match Found



The screenshot displays the Illinois State Board of Education Student Information System interface. The header includes the logo, 'Illinois State Board of Education', 'Student Information System', and 'Request New SID - No Match Result'. A sidebar on the left contains navigation links: Home, Student, Search SID, Request New SID, Exit Enrollment, Assessment, Adjusted Cohorts, Teacher, Batch Files, Reports, Help, and Log Out. The main content area shows a message: 'NO MATCH was found for the student attributes entered.' followed by two bullet points: 'If you want to request a new SID, press YES to continue to the Enrollment screen.' and 'If you do not want to request a new SID, press NO to return to the previous screen.' Below the text are two buttons, 'Yes' and 'No', with the 'Yes' button circled in red. The footer contains contact information for the Call Center and copyright details.

Illinois State Board of Education

Student Information System

Request New SID - No Match Result

Session TIMEOUT 19:59

Login: RCDT432

Home

Student

Search SID

Request New SID

Exit Enrollment

Assessment

Adjusted Cohorts

Teacher

Batch Files

Reports

Help

Log Out

**NO MATCH** was found for the student attributes entered.

- If you want to request a new SID, press YES to continue to the Enrollment screen.
- If you do not want to request a new SID, press NO to return to the previous screen.


Yes No

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# Step 1 – Enroll All Kindergarten Students

## ■ Enrollment

**Illinois State Board of Education**

**Student Information System**  
Request New SID - New Enrollment Information

SIS HOME | ISSE HOME | LOGOFF

SESSION TIMEOUT 19:40

Login: RCDT432

[Home](#)  
[Student](#)  
[Search SID](#)  
[Request New SID](#)  
[Exit Enrollment](#)  
[Assessment](#)  
[Adjusted Cohorts](#)  
[Teacher](#)  
[Batch Files](#)  
[Reports](#)  
[Help](#)  
[Log Out](#)

Please enter the student's enrollment information.

Fields marked with an asterisk \* are required.

Legal Last Name: Smith      Legal First Name: John      Legal Middle Name: Michael

\* RCDTS for Home  
RCDT : 50082090004  
Region : St Clair ROE      Category : Public Districts/Schools      District / Entity : O Fallon CCSD 90  
School : Estelle Kampmeyer Elem School -- 2002

\* RCDTS for Serving

☒ Same as Home RCDTS

☐ Enter the 15 digit Serving RCDTS code

☐ Select Region, Category, District and School

Region : -- Select a Region --  
Category :  
District / Entity :  
School :

\* Enrollment Date for Serving (mm/dd/yyyy) 08/01/2013

\* Enrollment Type for Serving Transfer in from another District

\* Entry/Grade Level for Serving Kindergarten

\* School Year for Serving 2013 - 2014

\* FTE for Serving 1.0

Next


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# 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.




**Illinois State Board of Education**

**Student Information System**  
Student Details

SIS HOME | ISBE HOME | LOGOFF

SESSION TIMEOUT 19:55

Login: RCDT432

[Home](#)  
[Student](#)   
[Search SID](#)  
[Request New SID](#)  
[Exit Enrollment](#)  
[Assessment](#)   
[Adjusted Cohorts](#)  
[Teacher](#)  
[Batch Files](#)   
[Reports](#)  
[Help](#)  
[Log Out](#)

**Legal Last Name:** Smith      **Legal First Name:** John      **Legal Middle Name:** Michael

**Program Indicators**

Mandatory Indicators			
Homeless	<input type="radio"/> Yes <input checked="" type="radio"/> No	Private School Student	<input type="radio"/> Yes <input checked="" type="radio"/> No
21st Century Community Learning Centers	<input type="radio"/> Yes <input checked="" type="radio"/> No	Migrant	<input type="radio"/> Yes <input checked="" type="radio"/> No
Individualized Education Program (IEP)	<input type="radio"/> Yes <input checked="" type="radio"/> No	Free or Reduced Price Lunch (FRL) / Low Income	<input type="radio"/> Yes <input checked="" type="radio"/> No
Limited English Proficiency (LEP)	<input checked="" type="radio"/> Yes <input type="radio"/> No	Title 1	<input type="text" value="Not a Participant in Title I Pro"/>
Native Language	<input type="text" value="Chechen"/>	Supplemental Educational Services (SES)	<input type="radio"/> Yes <input checked="" type="radio"/> No
Home Language	<input type="text" value="Chechen"/>	Eligible for Immigrant Education	<input type="radio"/> Yes <input checked="" type="radio"/> No
Optional Indicators			
Reading 1st	<input type="checkbox"/> Yes <input type="checkbox"/> No	Reading Improvement Block Grant	<input type="checkbox"/> Yes <input type="checkbox"/> No

Next


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# Step 1 – Enroll All Kindergarten Students

## ■ Request New SID - Review



Illinois State  
Board of Education

Student Information System  
Request New SID - Review

SS HOME | ISBE HOME | LOGOFF

SESSION  
TIMEOUT 19:54

Login: RCDT432

Home

Student

Search SID

Request New SID

Exit Enrollment

Assessment

Adjusted Cohorts

Teacher

Batch Files

Reports

Help

Log Out

Please review the student information before confirming your request for a new SID.

- If you need to correct any information before submitting your request, press **CHANGE** button in the appropriate section.
- If you are ready to submit your request, press **SUBMIT** button on the bottom of this page.

Student Demographic

Legal Last Name	Smith	Legal First Name	John
Legal Middle Name	Michael	Date of Birth	10/01/2000
Gender	Male	Race/Ethnicity	Black or African American
Student Lineage		Birth Place Name	
Mother's Maiden Name			

Change

Student Enrollment

RCDTS for Home	500820900042002	RCDTS for Serving	500820900042002
Enrollment Date for Serving	08/01/2013	Enrollment Type for Serving	Transfer in from another District
Entry/Grade Level for Serving	Kindergarten	School Year for Serving	2014
FTE for Serving	1.0		

Change

Program Indicators

Mandatory Indicators

Homeless	No	Private School Student	No
21st Century Community Learning Centers	No	Migrant	No
Individualized Education Program (IEP)	No	Free or Reduced Price Lunch (FRL) / Low Income	No
Limited English Proficiency (LEP)	Yes	Title I	Not a Participant in Title I Program
Native Language	Chechen	Supplemental Educational Services (SES)	No
Home Language	Chechen	Eligible for Immigrant Education	No

Optional Indicators

Reading 1st		Reading Improvement Block Grant	
-------------	--	---------------------------------	--

Change

Submit


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# Step 1 – Enroll All Kindergarten Students

## ■ Student Demographics

**Illinois State Board of Education**


**Student Information System**  
Search SID - Student Details

SIS HOME | ISBE HOME | LOGOFF

SESSION TIMEOUT 19:52

Login: RCDT432

**Home**


**Student** 

SID: 123456789

Search SID


Request New SID

Exit Enrollment

**Assessment** 

**Adjusted Cohorts**

**Teacher**

**Batch Files** 

**Reports**

**Help**

**Log Out**

**A new SID has been assigned. Click on the tabs to view the student details.**

**Legal Last Name:** Smith

**Legal First Name:** John

**Legal Middle Name:** Michael

Student Demographic

Student Enrollment

Program Indicators


ELL Information

**Student Demographic**

<b>Date of Birth</b>	10/01/2000	<b>Gender</b>	Male
<b>Race/Ethnicity</b>	Black or African American	<b>Student Lineage (Jr, II)</b>	
<b>Birth Place Name</b>		<b>Mother's Maiden Name</b>	
<b>ELL Screener</b>	<a href="#">View Details</a>		

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# Step 1 – Enroll All Kindergarten Students

## ■ Student Enrollment

The screenshot shows the 'Student Information System' interface. At the top, there's a header with the Illinois State Board of Education logo and the text 'Student Information System' and 'Request New SID - Student Details'. On the right, there are links for 'SIS HOME', 'ISSE HOME', and 'LOGOFF', along with a 'SESSION TIMEOUT 19:23' indicator. A left sidebar contains navigation links: 'Home', 'Student' (selected), 'Search SID', 'Request New SID', 'Exit Enrollment', 'Assessment', 'Adjusted Cohorts', 'Teacher', 'Batch Files', 'Reports', 'Help', and 'Log Out'. The main content area displays a message: 'A new SID has been assigned. Click on the tabs to view the student details. To view School / District Name and contact information, please click on either the Home or Serving School RCDTS number.' Below this, the student's details are shown: 'SID: 123456789', 'Legal Last Name: Smith', 'Legal First Name: John', and 'Legal Middle Name: Michael'. There are four tabs: 'Student Demographic', 'Student Enrollment' (highlighted with a red circle), 'Program Indicators', and 'ELL Information'. The 'Student Enrollment' tab is active, showing a table with the following data:

Enrollment Type for Serving	Transfer in from another District	School Year for Serving	2014
RCDTS for Home	<a href="#">500820900042002</a>	RCDTS for Serving	<a href="#">500820900042002</a>
Enrollment Date for Serving	08/01/2013	FTE for Serving	1.00
Entry/Grade Level for Serving	Kindergarten		
Discipline	<a href="#">View Details</a>		
Homeless		Regional Safe School Program	
Exit Date		Exit Status	
Exit Type			
Student Course Assignment	<a href="#">View Details</a>		

Below the table is an 'Add Enrollment' button. At the bottom of the page, there is a footer with contact information: 'Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 4:30pm CST, Monday - Friday or Click here to Contact Us' and 'Copyright © 2003-2013, Illinois State Board of Education'.



## Step 2 – Create Teacher Course Assignments

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- 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

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- 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.

Priority	Course Code	State Course Title
1	51028A000	Language Arts (kindergarten)
2	51040A000	Reading (kindergarten)
3	51130A000	Writing (kindergarten)
4	52030A000	Mathematics (kindergarten)
5	53230A000	Science (kindergarten)
6	54430A000	Social Studies (kindergarten)
7	55030A000	Dance (kindergarten)
8	55070A000	Drama (kindergarten)
9	55130A000	Music (kindergarten)
10	55180A000	Art (kindergarten)
11	56030A000	Foreign Language (kindergarten)
12	58030A000	Physical Education (kindergarten)
13		All Other Courses



# Step 2 – Create Teacher Course Assignments

## ■ Initial “Teacher” Screen, Search and Select by IEIN

**Illinois State Board of Education**

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

SIS HOME | ISBE HOME | LOGOFF

SESSION TIMEOUT 19:56

Login: RCDT432

[Home](#)  
[Student](#)  
[Search SID](#)  
[Request New SID](#)  
[Exit Enrollment](#)  
[Assessment](#)  
[Adjusted Cohorts](#)  
[Teacher](#)  
[Batch Files](#)  
[Reports](#)  
[Help](#)  
[Log Out](#)

Please specify whether you are the Teaching Location or the Employer.

☒ Teaching Location ☐ Employer

**\*IEIN**

OR

**\*Legal Last Name**


**\*Legal First Name**

**Date of Birth (mm/dd/yyyy)**

Fields marked with an asterisk \* are required.

IEIN	Last Name	First Name	Middle Initial	Date of Birth	Gender	Select
XXXXX	Doe	Jane	B	08/03/1939	Female	<a href="#">Select</a>

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# Step 2 – Create Teacher Course Assignments

- Select School Year and Teaching Location Details

The screenshot shows the 'Student Information System' interface for the Illinois State Board of Education. The page title is 'Teacher Course Assignment - Assignment History'. The user is logged in as 'RCDT432'. The session timeout is 19:58. The page displays the following information:

- IEIN :** XXXXXX
- Legal Last Name :** Doe
- Legal First Name :** Jane
- Date Of Birth :** 08/03/1939

The 'Add New Teacher Location' section contains the following fields:

- \* School Year :** 2014 (dropdown menu)
- \* Teaching Location :**
  - RCDT :** 50082090004
  - Region :** St Clair ROE
  - Category :** Public Districts/Schools
  - District :** O Fallon CCSD 90
  - School :** Delores Moye Elem School -- 2006 (dropdown menu)
- \* Employer :**
  - ☒ Same as Teaching Location

At the bottom of the form, there are two buttons: 'Next' and 'Cancel'. The 'Next' button is highlighted with a red oval.

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# Step 2 – Create Teacher Course Assignments

- Add Teacher Courses for the School Year / Location

**Illinois State Board of Education** **Student Information System**  
Teacher Course Assignment - Assignment History

Session: RCDT432 | Session Home | Logout | Session Timeout: 19:58

Login: RCDT432

**Home**  
Student  
Search SID  
Request New SID  
Exit Enrollment  
**Assessment**  
Adjusted Cohorts  
Teacher  
Batch Files  
Reports  
Help  
Log Out

**IEIN :** XXXXX  
**Legal Last Name :** Doe  
**Teaching Location RCDTS :** 500820900042006  
**Employer Location RCDTS :** 500820900042006

**Legal First Name :** Jane  
**Teaching Location Name :** Delores Moye Elem School -- 2006  
**Employer Location Name :** Delores Moye Elem School -- 2006

**Date Of Birth :** 01/01/1964  
**School Year :** 2014

Click here to add a New Course Assignment **Add Course**

**Term1**  
No courses assigned

**Term2**  
No courses assigned

**Term3**  
No courses assigned

**Term4**  
No courses assigned

**Term5**  
No courses assigned

[Return To Prev](#)

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# Step 2 – Create Teacher Course Assignments

## ■ Choose / Create Details for a Course

The screenshot displays the 'Add New Teacher Course Assignment' form within the Illinois State Board of Education's Student Information System. The form is set against a yellow background and includes a sidebar with navigation links on the left and a user profile on the right.

**Form Fields:**

- Subject Area:** 51 - English Language and Literature (prior-to-secondary)
- State Course:** 51040A000-Reading (kindergarten)
- Term:** Term 1 (selected)
- Section Number:** 100A
- Start Date:** 08/27/2012
- Local Course Code:** (empty)
- Local Course Title:** (empty)
- Role of Professional:** Teacher of Record
- Teacher Commitment:** 1.0
- End Date:** (empty)
- Exit Reason:** -- Select --
- Attendance Total:** (empty)
- Attendance Actual:** (empty)

**Annotations:** Red boxes highlight the 'Subject Area', 'State Course', 'Term 1', 'Section Number', 'Start Date', 'Teacher Commitment', and 'Exit Reason' fields. Red asterisks (\*\*) indicate required fields for 'Teacher Course Entry' or 'Teacher Course Exit'.


**Footer:** Have questions or need help? Contact our Call Center (217) 558-3600 between 7:00am - 4:30pm CST, Monday - Friday or Click here to Chat with Us. Copyright © 2003-2012, Illinois State Board of Education.





# Step 2 – Create Teacher Course Assignments

- View or Edit Courses for the School Year / Location

**Illinois State Board of Education**


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

STS HOME | ISEE HOME | LOGOFF

SESSION TIMEOUT 10:17

Login: RCDT432


**Home**

**Student** 

Search SID


Request New SID

Exit Enrollment

**Assessment** 

**Adjusted Cohorts**

**Teacher**

**Batch Files** 

**Reports**

**Help**

**Log Out**

**IEIN :** XXXXX

**Legal Last Name :** Doe

**Teaching Location RCDTS :** 500820900042006

**Employer Location RCDTS :** 500820900042006

**Legal First Name :** Jane

**Teaching Location Name :** Delores Moye Elem School -- 2006

**Employer Location Name :** Delores Moye Elem School -- 2006

**Date Of Birth :** 01/01/1964

**School Year :** 2014

Click here to add a New Course Assignment [Add Course](#)

**Term1**

State Course ID	State Course Title	Section	Start Date	End Date	Exit Reason	
51028A000	Language Arts (kindergarten)	A	08/06/2013			<a href="#">Select</a>
52002A000	General Math	B2	08/06/2013			<a href="#">Select</a>
58001A000	Physical Education	A1	08/06/2013			<a href="#">Select</a>
54430A000	Social Studies (kindergarten)	C3	08/06/2013			<a href="#">Select</a>

**Term2**  
[No courses assigned](#)

**Term3**  
[No courses assigned](#)

**Term4**  
[No courses assigned](#)

**Term5**  
[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.
  - 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

<b><u>Student Information</u></b> Student ID SAP ID Student Last Name Student First Name Birth Date Home RCDTS	<b><u>Teacher Information</u></b> IEIN Local Teacher ID Teacher Last Name Teacher First Name Teacher Birth Date Employer RCDTS
<b><u>Location / Course</u></b> Serving School School Year State Course Code Term (Semester) Section Number	<b><u>Location / Course</u></b> Teaching Location RCDTS School Year State Course Code Term (Semester) Section Number
<b><u>Course Information</u></b> Local Course ID Local Course Title Student Course Start Date Course Level Course Credit Articulated Credit Dual Credit Course Setting Actual Attendance Total Attendance Single Parent Including Single Pregnant Woman Displaced Homemaker Course Numeric Grade Maximum Numeric Grade Student Course End Date Course Final Letter Grade/ Completion Status	<b><u>Course Information</u></b> Local Course ID Local Course Title Teacher Course Start Date Role of Professional Teacher Commitment Actual Attendance Total Attendance Teacher Course End Date Reason for Exit

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

The screenshot shows the Illinois State Board of Education Student Information System. The header includes the logo, "Illinois State Board of Education", "Student Information System", and "Student Details". A navigation sidebar on the left lists options like Home, Student, Search SID, Request New SID, Exit Enrollment, Assessment, Adjusted Cohorts, Teacher, Batch Files, Reports, Help, and Log Out. The main content area displays student information for SID 123456789, including legal names and tabs for Student Demographic, Student Enrollment (highlighted), Program Indicators, and ELL Information. A table shows enrollment details for the 2014 school year, including RCDTS for Home and Serving, enrollment date, and grade level. A "View Details" link is circled in red under the "Student Course Assignment" row. An "Add Enrollment" button is at the bottom.

Illinois State Board of Education

Student Information System  
Student Details

Click on the tabs to view the student details. To view School / District Name and contact information, please click on either the Home or Serving School RCDTS number.

SID: 123456789

Legal Last Name: Smith      Legal First Name: John      Legal Middle Name: Michael

Student Demographic    **Student Enrollment**    Program Indicators    ELL Information

Student Enrollment: Active

Enrollment Type for Serving	Transfer in from another District	School Year for Serving	2014
RCDTS for Home	<a href="#">500820900042002</a>	RCDTS for Serving	<a href="#">500820900042002</a>
Enrollment Date for Serving	08/01/2013	FTE for Serving	1.00
Entry/Grade Level for Serving	Kindergarten		
Discipline	<a href="#">View Details</a>		
Homeless		Regional Safe School Program	
Exit Date		Exit Status	
Exit Type			
Student Course Assignment	<a href="#">View Details</a>		

Add Enrollment

Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 4:30pm CST, Monday - Friday or [Click here to Contact Us](#)

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# Step 3 – Create Student Course Assignments

- Edit Student Course Assignments to Add New Courses

The screenshot displays the 'Student Information System' interface for the Illinois State Board of Education. The page title is 'Student Information System' with the subtitle 'Student Course Assignment'. The user is logged in as 'RCOT432'. The left sidebar contains navigation links: Home, Student (selected), Search SID, Request New SID, Exit Enrollment, Assessment, Adjusted Cohorts, Teacher, Batch Files, Reports, Help, and Log Out. The main content area shows student details for SID 123456789, Legal Last Name Smith, Legal First Name John, Middle Name Michael, Enrollment Date 08/01/2013, and School Year 2014. Below this, there are five sections for Term 1 through Term 5, each showing 'No Courses Assigned'. At the bottom, there is an 'Edit' button (circled in red) and a 'Return To Search' button. A note at the bottom states: 'NOTE To enter course data from the following facilities: Out-of-State, Out-of-Country, Home Schooled Students, Illinois Non-Public Schools, IVS Illinois Virtual School, and Correspondence Course, please use the Outside Course Assignment page.'

Illinois State Board of Education

Student Information System  
Student Course Assignment

Session HOME | ISBE HOME | LOGOFF  
SESSION TIMEOUT 19:47

Login: RCOT432

Home

Student [2]

Search SID

Request New SID

Exit Enrollment

Assessment [2]

Adjusted Cohorts

Teacher

Batch Files [2]

Reports

Help

Log Out

SID : 123456789  
Legal Last Name : Smith  
Home RCDTS : 500820900042002

Legal First Name : John  
Serving RCDTS : 500820900042002

Middle Name : Michael  
School Year : 2014

Enrollment Date : 08/01/2013  
Exit Date :

Term 1  
No Courses Assigned

Term 2  
No Courses Assigned

Term 3  
No Courses Assigned

Term 4  
No Courses Assigned

Term 5  
No Courses Assigned

Edit Return To Search

NOTE  
To enter course data from the following facilities: Out-of-State, Out-of-Country, Home Schooled Students, Illinois Non-Public Schools, IVS Illinois Virtual School, and Correspondence Course, please use the Outside Course Assignment page.



# 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:

[Add Course](#)

State Course:

Semester: ☐ Term 1 ☐ Term 2 ☐ Term 3 ☐ Term 4 ☐ Term 5

Term 1


State Course Id	State Course Title	Section	Start	End	Credit	Grade
51028A000	Language Arts (kindergarten)	A	08/06/2013			- Select -
Local Course Code	Local Course Title	Course Level	Course Setting			
		General	Traditional School Day Program			
Dual Credit	Articulated Credit	Attendance Actual	Attendance Total	Numeric Grade Actual	Numeric Grade Maximum	Displaced Homemaker
<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No					<input type="radio"/> Yes <input checked="" type="radio"/> No
						Single Parents or Pregnant Women
						<input type="radio"/> Yes <input checked="" type="radio"/> No





# Step 3 – Create Student Course Assignments

- Updated Student Course Assignments, click “Next” button

 **Illinois State Board of Education** SIS HOME

**Student Information System**  
Student Course Assignment

Login: RCDT432

**Home**  
**Student** [S]  
Search SID  
Request New SID  
Exit Enrollment  
**Assessment** [X]  
**Adjusted Cohorts**  
**Teacher**  
**Batch Files** [X]  
**Reports**  
**Help**  
**Log Out**

**SID : 123456789**  
**Legal Last Name : Smith** **Legal First Name : John** **Middle Name : Michael** **Enrollment Date : 08/01/2013**  
**Home RCDTS : 500820900042002** **Serving RCDTS : 500820900042002** **School Year : 2014** **Exit Date :**

**Catalog Type:** ☒ Prior to Secondary Courses ☐ Secondary  
**Subject Area:** 54 - Social Sciences and History (prior-to-secondary)  
**State Course:** 54001A000-World Geography **Add Course**  
**Semester:** ☐ Term 1 ☐ Term 2 ☐ Term 3 ☐ Term 4 ☐ Term 5

Term 1	
State Course Id	State Course Title
<a href="#">Select</a> <a href="#">Delete</a> 51028A000	Language Arts (kindergarten)
<a href="#">Select</a> <a href="#">Delete</a> 52002A000	General Math
<a href="#">Select</a> <a href="#">Delete</a> 58001A000	Physical Education
<a href="#">Select</a> <a href="#">Delete</a> 54430A000	Social Studies (kindergarten)

**Term 2**  
No Courses Assigned

**Term 3**  
No Courses Assigned

**Term 4**  
No Courses Assigned

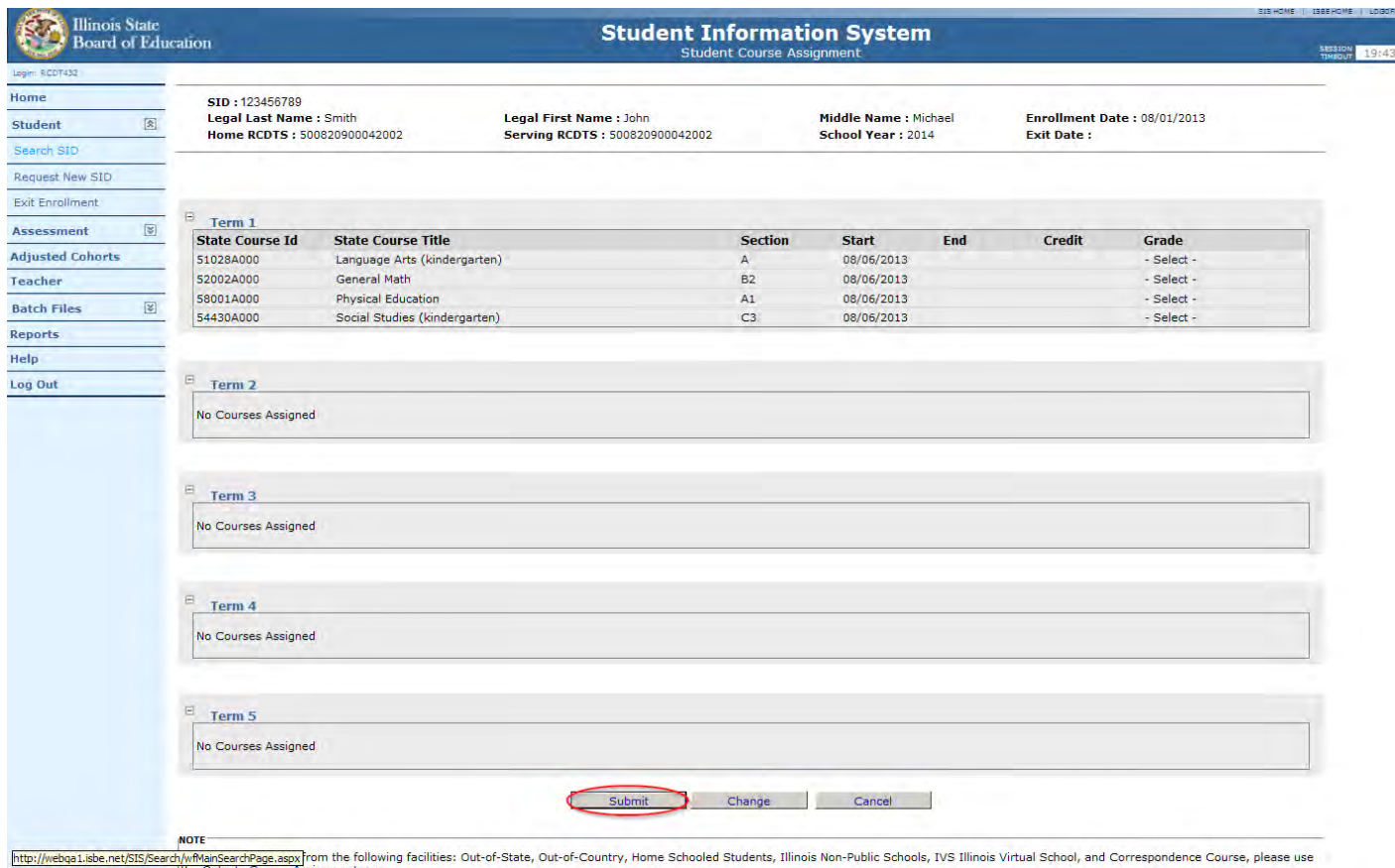
**Term 5**  
No Courses Assigned

**Next** **Cancel**



# Step 3 – Create Student Course Assignments

- Review Course Assignments, “Submit” to Save Updates!



The screenshot displays the 'Student Information System' interface for the Illinois State Board of Education. The page title is 'Student Information System' with the subtitle 'Student Course Assignment'. The user is logged in as 'SCOT432'. The left sidebar contains navigation links: Home, Student (selected), Search SID, Request New SID, Exit Enrollment, Assessment, Adjusted Cohorts, Teacher, Batch Files, Reports, Help, and Log Out. The main content area shows student details for SID 123456789, Legal Last Name Smith, Legal First Name John, Middle Name Michael, Enrollment Date 08/01/2013, and Exit Date. Below this, there are sections for Term 1 through Term 5. Term 1 contains a table of assigned courses, while Terms 2 through 5 show 'No Courses Assigned'. At the bottom, there are 'Submit', 'Change', and 'Cancel' buttons. A note at the bottom states: 'NOTE: http://webqa1.isbe.net/SIS/Search/vfMainSearchPage.aspx from the following facilities: Out-of-State, Out-of-Country, Home Schooled Students, Illinois Non-Public Schools, IVS Illinois Virtual School, and Correspondence Course, please use the Out-of-Course Assignment page.'

**Illinois State Board of Education**  
Student Information System  
Student Course Assignment

Log In: SCOT432

**Home**  
**Student** [S]  
Search SID  
Request New SID  
Exit Enrollment  
**Assessment** [S]  
Adjusted Cohorts  
Teacher  
Batch Files [S]  
Reports  
Help  
Log Out

**SID : 123456789**  
**Legal Last Name :** Smith  
**Home RCDTS :** 500820900042002

**Legal First Name :** John  
**Serving RCDTS :** 500820900042002

**Middle Name :** Michael  
**School Year :** 2014

**Enrollment Date :** 08/01/2013  
**Exit Date :**

**Term 1**

State Course Id	State Course Title	Section	Start	End	Credit	Grade
S1028A000	Language Arts (kindergarten)	A	08/06/2013			- Select -
S2002A000	General Math	B2	08/06/2013			- Select -
S8001A000	Physical Education	A1	08/06/2013			- Select -
S4430A000	Social Studies (kindergarten)	C3	08/06/2013			- Select -

**Term 2**  
No Courses Assigned

**Term 3**  
No Courses Assigned

**Term 4**  
No Courses Assigned

**Term 5**  
No Courses Assigned

**Submit** **Change** **Cancel**

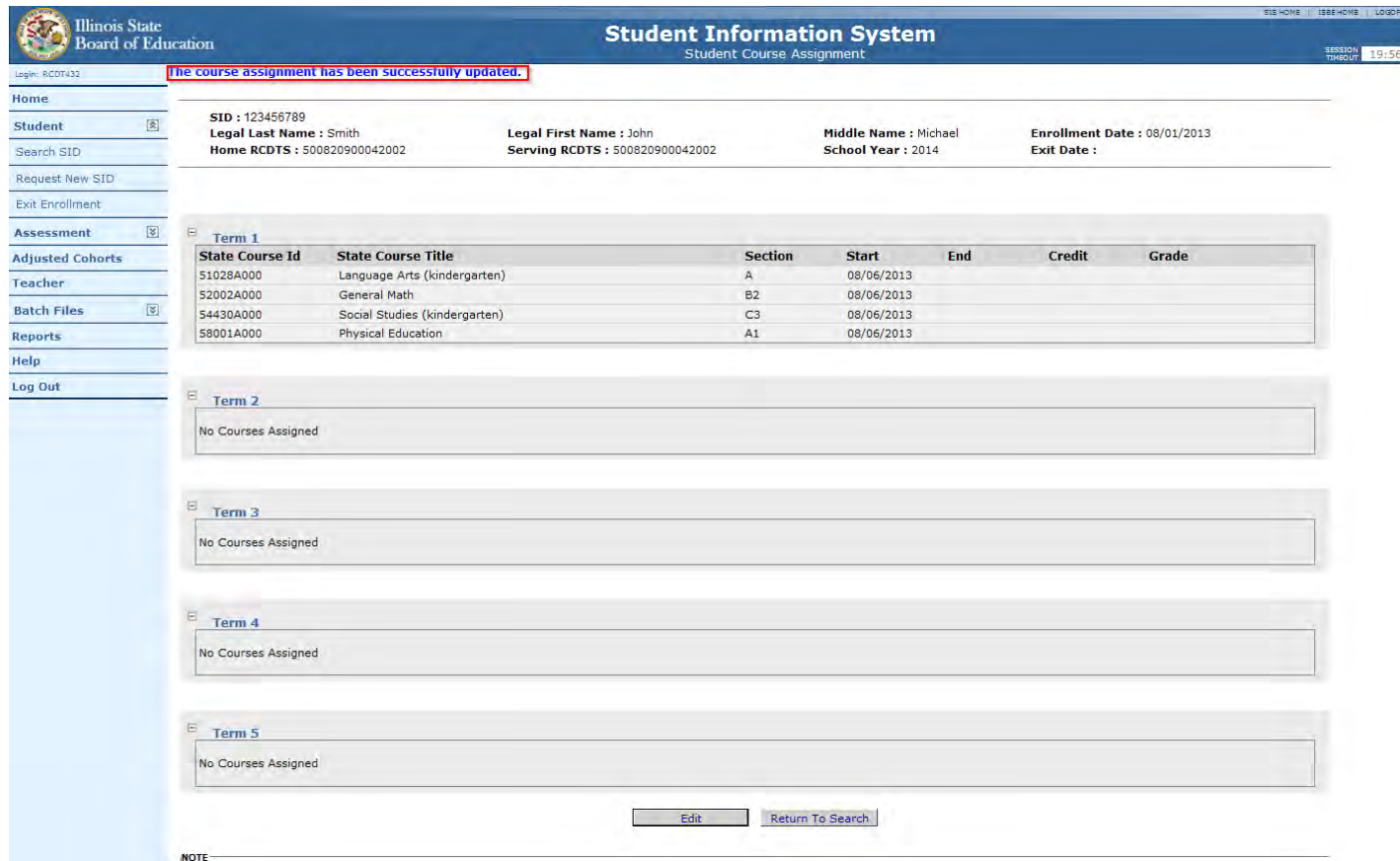
**NOTE**  
http://webqa1.isbe.net/SIS/Search/vfMainSearchPage.aspx from the following facilities: Out-of-State, Out-of-Country, Home Schooled Students, Illinois Non-Public Schools, IVS Illinois Virtual School, and Correspondence Course, please use the Out-of-Course Assignment page.





# Step 3 – Create Student Course Assignments

## ■ Successful Update Confirmation



The screenshot displays the 'Student Information System' interface for the Illinois State Board of Education. A red-bordered message at the top states: 'The course assignment has been successfully updated.' The user is logged in as RCDT432. The page shows student details for SID 123456789, Legal Last Name Smith, Legal First Name John, Middle Name Michael, and Enrollment Date 08/01/2013. The 'Assessment' section is expanded, showing a table of course assignments for Term 1. Terms 2 through 5 are listed as 'No Courses Assigned'. The table for Term 1 includes columns for State Course Id, State Course Title, Section, Start, End, Credit, and Grade.

State Course Id	State Course Title	Section	Start	End	Credit	Grade
51028A000	Language Arts (kindergarten)	A	08/06/2013			
52002A000	General Math	B2	08/06/2013			
54430A000	Social Studies (kindergarten)	C3	08/06/2013			
58001A000	Physical Education	A1	08/06/2013			

NOTE

[Edit](#) [Return To Search](#)



# Step 4 – Verify Kindergarten Class Roster

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- 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

Login: IBM\_TEST\_4


Home

Student 

Search SID

Request New SID

Exit Enrollment


Assessment 

ISAT, IAA, and PSAT

KIDS

Adjusted Cohorts

Teacher

Batch Files 

Reports

Help

Log Out

## 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.

**Step 4** 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.

[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

Record Count	Date Transmitted	User Id	
2	10/11/2012 4:07:38 PM	IBM_test_3	<a href="#">View Data</a>



# Step 4 – Verify Kindergarten Class Roster

## ■ The KIDStech Transmission Report

Columns:	A Title One	C Home Language	E Homeless	G SES	I IEP	K 21st Century									
	B Eligible for Immigrant Education Program	D Native Language	F Migrant	H LEP	J FRL/Low Income										
Title One Codes:															
11 - Schoolwide Title I Program		12 - Targeted Assistance Title I Program		13 - Not a Participant in Title I Program											
Race Codes:															
11 - Hispanic or Latino		12 - American Indian or Alaska Native		13 - Asian											
14 - Black or African American		15 - Native Hawaiian or Other Pacific Islander		16 - White											
17 - Two or More Races															
IEIN: 298394 Teacher Name: Zakula, Kristi Serving School: 050160570022008 School Year: 2013															
Student ID	Student Name	Gender	Race	Birth Date	A	B	C	D	E	F	G	H	I	J	K
00000000	Smith, John Michael	M	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
00000000	Smith, John Michael	F	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
00000000	Smith, John Michael	M	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
00000000	Smith, John Michael	M	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
00000000	Smith, John Michael	M	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
00000000	Smith, John Michael	F	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
00000000	Smith, John Michael	F	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
00000000	Smith, John Michael	M	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
00000000	Smith, John Michael	F	16	10/01/2007	13	No	000	000	No	No	No	No	No	Yes	No
00000000	Smith, John Michael	M	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
00000000	Smith, John Michael	M	16	10/01/2007	13	No	000	000	No	No	No	No	No	Yes	No
00000000	Smith, John Michael	M	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
00000000	Smith, John Michael	M	16	10/01/2007	13	No	000	000	No	No	No	No	No	Yes	No
00000000	Smith, John Michael	F	16	10/01/2007	13	No	009	009	No	No	No	Yes	No	No	No
00000000	Smith, John Michael	F	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
00000000	Smith, John Michael	F	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
00000000	Smith, John Michael	F	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
Student Count: 17															
IEIN: 336236 Teacher Name: Zemaitis, Janice Serving School: 050160570022008 School Year: 2013															
Student ID	Student Name	Gender	Race	Birth Date	A	B	C	D	E	F	G	H	I	J	K
00000000	Smith, John Michael	F	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
00000000	Smith, John Michael	F	16	10/01/2007	13	No	001	001	No	No	No	No	No	No	Yes
00000000	Smith, John Michael	M	16	10/01/2007	13	No	004	004	No	No	No	No	No	No	No
00000000	Smith, John Michael	M	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
00000000	Smith, John Michael	M	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
00000000	Smith, John Michael	M	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
00000000	Smith, John Michael	M	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
00000000	Smith, John Michael	M	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
00000000	Smith, John Michael	M	16	10/01/2007	13	No	009	009	No	No	No	Yes	No	No	No
00000000	Smith, John Michael	F	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
00000000	Smith, John Michael	F	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
00000000	Smith, John Michael	F	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
00000000	Smith, John Michael	F	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
00000000	Smith, John Michael	F	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
00000000	Smith, John Michael	F	16	10/01/2007	13	No	000	000	No	No	No	No	Yes	No	No
00000000	Smith, John Michael	F	16	10/01/2007	13	No	000	000	No	No	No	No	No	Yes	No



# 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)

Login: IBM\_TEST\_4


Home

Student 

Search SID

Request New SID

Exit Enrollment


Assessment 

ISAT, IAA, and PSAE

KIDS

Adjusted Cohorts

Teacher

Batch Files 

Reports

Help

Log Out

### 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.

**Step 4** 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.

[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

Record Count	Date Transmitted	User Id	
2	10/11/2012 4:07:38 PM	IBM_test_3	<a href="#">View Data</a>



# Next Steps

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- 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

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- **ISBE Help Desk**
  - (217) 558-3600
  - [help@isbe.net](mailto:help@isbe.net)
  
- **ISBE SIS Information Website**
  - [www.isbe.net/sis](http://www.isbe.net/sis)
  
- **WestEd Help Desk**
  - [\(630\) 652-7420](tel:6306527420)
  - [www.kids@wested.org](mailto:www.kids@wested.org)





# Notice – This Webinar Is Being Recorded!

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# Notice – This Webinar Is Being Recorded!

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## Questions?

