

Illinois State Board of Education

Kindergarten Individual Development Survey (KIDS) Student Information System



April 10, 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 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
- Keith Goeckner Support Team

■ WestEd Key Team Members

- Mary Ellen Wodzisz KIDS Coordinator
- Lynsay Alexander KIDS Project Assistant



Create KIDStech Accounts

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



Create KIDStech Accounts

■ Part I: Create KIDStech District Email Account

- Please create a district email account named **kidstech@yourschooldistrict**

– Examples:

- kidstech@winnebagoschools.org
- kidstech@estl189.com
- kidstech@d57.org

Winnebago CUSD 323

East St Louis SD 189

Mount Prospect SD 57



Create KIDStech Accounts

- 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 Accounts

Part II: Complete KIDStech Excel Spreadsheet

	A	B	C	
1	Field Name	Field Type	Max. Width	Description
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 IIEIN	Char	6	Administrator IIIIEIN
19				
20	Administrator First Name	Char	15	First name of the Administrator.
21				
22	Administrator Last Name	Char	15	Last name of the Administrator.
23				
24	Administrator Email	Char	30	Email address of the Administrator.
25				
26	Teacher IIEIN	Char	6	Teacher IIIIEIN
27				
28	Teacher First Name	Char	15	First name of Teacher.
29				
30	Teacher Last Name	Char	15	Last name of Teacher.
31				
32	Teacher Email	Char	30	Email address of Teacher.
33				



Create KIDStech Accounts

- WestEd Excel Spreadsheet

Ensure all the information is correct and filled in (including the IEIN numbers) and the special school district email address.

H	I	J	K	L	M	N	O	P
SchoolName	Administrator IEIN	Administrator FirstName	Administrator LastName	Administrator Email	TeacherIEIN	TeacherFirstName	TeacherLastName	TeacherEmail
Akin CCSD #91						Jane	Smith	jsmith@akin091.org

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	MasterAccountLogin	DistrictRCDTCCode	DistrictName	DistrictSuperintendentContactFirstName	SuperintendentContactLastName	SuperintendentContactEmailAddress	SchoolRCDTCCode	SchoolName	AdministratorFirstName	AdministratorLastName	AdministratorEmail	TeacherIEIN	TeacherFirstName	TeacherLastName	TeacherEmail	
2	kidstech@akin091.org	21028091004	Akin CCSD 91					Akin CCSD #91						Jane	Smith	jsmith@akin091.org
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																

Create KIDStech Accounts

- Please return the WestEd Excel spreadsheets to Lynsay Alexander at lalexan@wested.org
- For further assistance, call WestEd at 630-652-7400



Create KIDStech Accounts

- **Username 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

Where to get help in 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
 - 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 (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

Illinois State Board of Education **Student Information System** Request New SID SESSION TIMEOUT 19:28

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	<input type="text" value="Smith"/>	*Legal First Name	<input type="text" value="Kyle"/>
*Legal Middle Name	<input type="text" value="Marcus"/>	*Date of Birth (mm/dd/yyyy)	<input type="text" value="10/02/2007"/>
*Gender	<input type="text" value="Male"/>	*Race/Ethnicity	<input type="text" value="White"/>

Optional Student Attributes

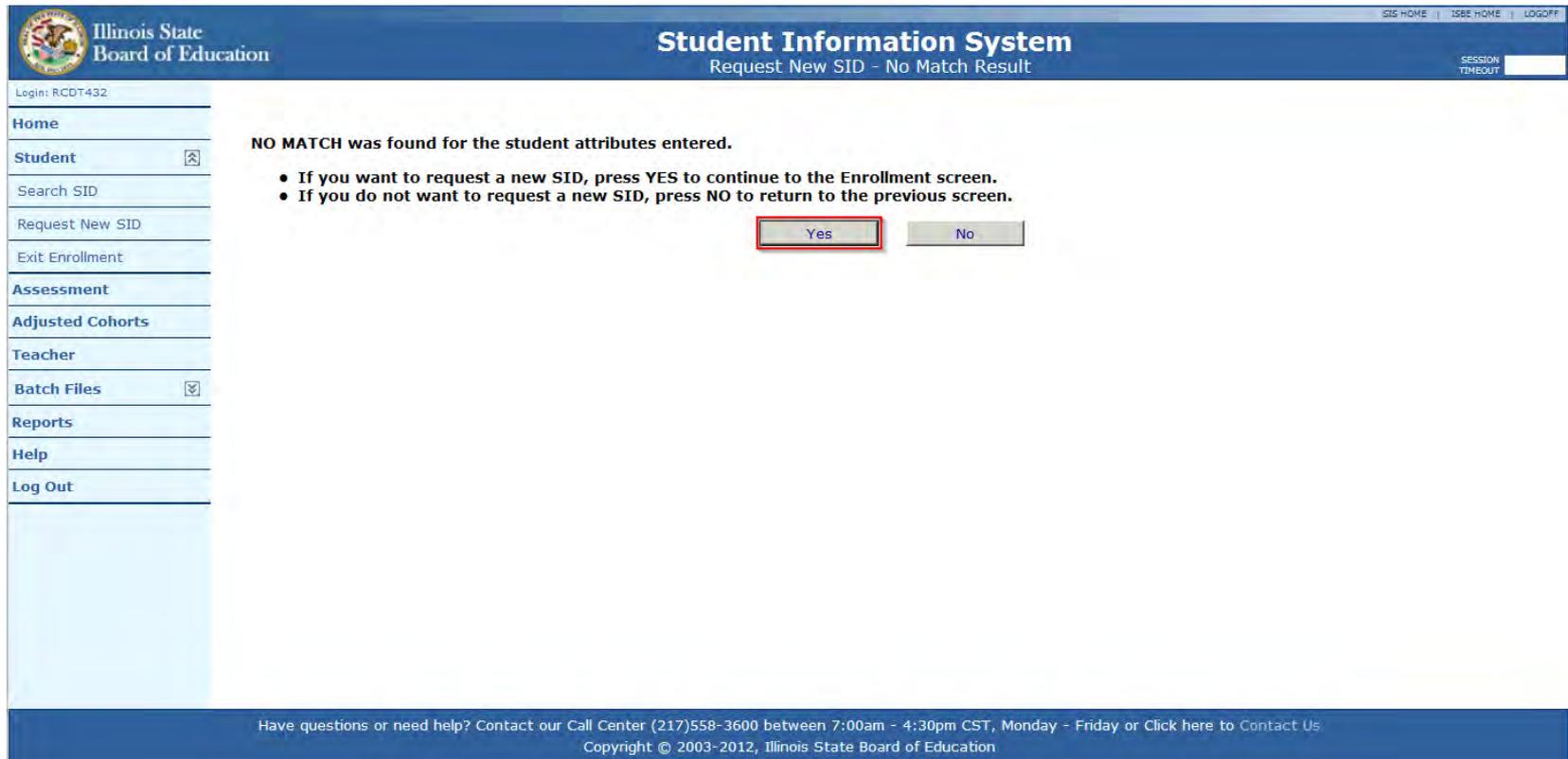
Student Lineage	<input type="text"/>	Birth Place Name	<input type="text"/>
Mother's Maiden Name	<input type="text"/>		

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
Copyright © 2003-2012, Illinois State Board of Education



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, the text 'Illinois State Board of Education', and 'Student Information System Request New SID - No Match Result'. A navigation menu 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 shows a message: 'NO MATCH was found for the student attributes entered.' Below this message are two buttons: 'Yes' (highlighted with a red box) and 'No'. A 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: []

Login: RCOT432

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

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
Copyright © 2003-2012, Illinois State Board of Education



Step 1 – Enroll All Kindergarten Students

■ Enrollment

Illinois State Board of Education **Student Information System** Request New SID - New Enrollment Information

SIS HOME | ISBE HOME | LOGOFF

SESSION TIMEOUT 19:50

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: Kyle Legal Middle Name: Marcus

***RCDTS for Home**

RCDT : 50082090004
Region : St Clair ROE Category : Public Districts/Schools District / Entity : O Fallon CCSD 90
School : Delores Moya Elem School -- 2006

***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)** 08/27/2012

***Enrollment Type for Serving** Transfer in from another District

***Entry/Grade Level for Serving** Kindergarten

***School Year for Serving** 2012 - 2013

***FTE for Serving** 1.0

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
Copyright © 2002-2012 Illinois State Board of Education



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.



Student Information System
Student Details

[SIS HOME](#) | [ISBE HOME](#) | [LOGOFF](#)
 SESSION TIMEOUT 19:44

Logins: 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: Kyle Legal Middle Name: Marcus

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	Not a Participant in Title I F
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

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](#)

Copyright © 2003-2012, Illinois State Board of Education



Step 1 – Enroll All Kindergarten Students

Request New SID - Review



Illinois State Board of Education

Student Information System

Request New SID - Review

[SIS 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	Kyle
Legal Middle Name	Marcus	Date of Birth	10/02/2007
Gender	Male	Race/Ethnicity	White
Student Lineage		Birth Place Name	
Mother's Maiden Name			

[Change](#)

Student Enrollment

RCDTS for Home	500820900042006	RCDTS for Serving	500820900042006
Enrollment Date for Serving	08/27/2012	Enrollment Type for Serving	Transfer in from another District
Entry/Grade Level for Serving	Kindergarten	School Year for Serving	2013
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 1	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](#)

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](#)
 Copyright © 2003-2012, Illinois State Board of Education



Step 1 – Enroll All Kindergarten Students

■ Student Demographics

The screenshot displays the Illinois State Board of Education Student Information System interface. The header includes the logo, the text "Illinois State Board of Education", and "Student Information System Search SID - Student Details". A session timeout of 19:58 is shown in the top right. A navigation menu 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 shows a message: "A new SID has been assigned. Click on the tabs to view the student details." Below this, the student's SID (607081556) is highlighted in a red box. The student's legal name is displayed as "Legal Last Name: Smith", "Legal First Name: Kyle", and "Legal Middle Name: Marcus". There are four tabs: "Student Demographic", "Student Enrollment" (highlighted in a red box), "Program Indicators", and "ELL Information". The "Student Demographic" tab is active, showing a table with the following data:

Date of Birth	10/02/2007	Gender	Male
Race/Ethnicity	White	Student Lineage (Jr, II)	
Birth Place Name		Mother's Maiden Name	
ELL Screener	View Details		

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 © 2003-2012, Illinois State Board of Education".



Step 1 – Enroll All Kindergarten Students

■ Student Enrollment



Illinois State Board of Education

Student Information System
Request New SID - Student Details

SIS HOME | ISBE HOME | LG

SESSION TIMEOUT 19:

Login: RCDT432

- Home
- Student ⌵
- 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. To view School / District Name and contact information, please click on either the Home or Serving School RCDTS number.

SID: 624141229 **Legal Last Name:** Smith **Legal First Name:** Kyle **Legal Middle Name:** Marcus

Student Demographic
Student Enrollment
Program Indicators

Student Enrollment: Active

Enrollment Type for Serving	Transfer in from another District	School Year for Serving	2013
RCDTS for Home	500820900042006	RCDTS for Serving	500820900042006
Enrollment Date for Serving	08/27/2012	FTE for Serving	1.00
Entry/Grade Level for Serving	Kindergarten		
Discipline	View Details		
Homeless			
Exit Date		Exit Status	
Exit Type			
Student Course Assignment	View Details		

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](#).
Copyright © 2003-2012, Illinois State Board of Education



Step 2 – Create Teacher Course Assignments

- 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.

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

The screenshot shows the 'Teacher Course Assignment - Search Teacher' interface. The top navigation bar includes the Illinois State Board of Education logo, the system name 'Student Information System', and user options like 'SIS HOME', 'ISBE HOME', and 'LOGOFF'. A session timeout of 19:58 is displayed. A left sidebar contains navigation links such as 'Home', 'Student', 'Search SID', 'Request New SID', 'Exit Enrollment', 'Assessment', 'Adjusted Cohorts', 'Teacher' (highlighted with a red box), 'Batch Files', 'Reports', 'Help', and 'Log Out'. The main content area is titled 'Searching for a Teacher can be done in two ways:' and lists two methods: '1. By providing IEIN (OR)' and '2. By providing First Name, Last Name and Date Of Birth.' Below this, it instructs to 'Click 'Search' Button' and notes that 'Fields marked with an asterisk * are required.' The search criteria form includes fields for '* IEIN' (containing '21929'), '* Legal Last Name', '* Legal First Name', and 'Date of Birth (mm/dd/yyyy)'. A 'Search' button is highlighted with a red box. Below the form is a table with the following data:

IEIN	Last Name	First Name	Middle Initial	Date of Birth	Gender	Select
21929	Smith	Ronald	J	07/09/1962	Male	Select

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 © 2003-2012, Illinois State Board of Education'. A logo with three interlocking gears is located in the bottom right corner.

Step 2 – Create Teacher Course Assignments

■ Select School Year and Teaching Location Details

Illinois State Board of Education

Student Information System
Teacher Course Assignment - Assignment History

Log In: RCDT432

Home

Student

Search SID

Request New SID

Exit Enrollment

Assessment

Adjusted Cohorts

Teacher

Batch Files

Reports

Help

Log Out

IEIN : 21929
Legal Last Name : M; Legal First Name : Dav Date Of Birth : 07/05/

SESSION TIMEOUT 15:34

Add New Teacher Location

* School Year

* Teaching Location RCDTS

RCDT	50082090004				
Region	St Clair ROE	Category	Public Districts/Schools	District	O Fallon CCSD 90
School	<input type="text" value="Delores Moyer Elem School -- 2006"/>				

* Employer RCDTS

Same as Teaching Location RCDTS

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
Copyright © 2003-2012, Illinois State Board of Education



Step 2 – Create Teacher Course Assignments

- Add Teacher Courses for the School Year / Location

The screenshot shows the 'Student Information System' interface for 'Teacher Course Assignment - Assignment History'. The page header includes the Illinois State Board of Education logo, the system title, and navigation links for 'SIS HOME', 'ISSE HOME', and 'LOGOFF'. A session timeout of 19:57 is displayed in the top right corner. The user's login ID is RCDT432.

The main content area displays the following information:

- IEIN :** 21929
- Legal Last Name :** M:
- Legal First Name :** Davi
- Teaching Location RCDTS :** 500820900042006
- Teaching Location Name :** Delores Moye Elem School -- 2006
- Employer Location RCDTS :** 500820900042006
- Employer Location Name :** Delores Moye Elem School -- 2006
- Date Of Birth :** 07/05/
- School Year :** 2013

Below this information, there is a link 'Click here to add a New Course Assignment' and a button labeled 'Add Course' (highlighted with a red box). The page lists five terms, each with a 'No courses assigned' status:

- Term1**: No courses assigned
- Term2**: No courses assigned
- Term3**: No courses assigned
- Term4**: No courses assigned
- Term5**: No courses assigned

A 'Return To Prev' button is located at the bottom of the main content area.

The footer contains the text: '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. Copyright © 2003-2012, Illinois State Board of Education'.



Step 2 – Create Teacher Course Assignments

- Choose / Create Details for a Course

Illinois State Board of Education
Student Information System
Teacher Course Assignment - assignment history

Add New Teacher Course Assignment

Subject Area: 51 - English Language and Literature (prior-to-secondary)

State Course: 51040A000-Reading (kindergarten)

Term 1 Term 2 Term 3 Term 4 Term 5

*Required for Teacher Course Entry *** Required for Teacher Course Exit

Section Number	100A
Start Date	08/27/2012
Local Course Code	
Local Course Title	
Role of Professional	Teacher of Record
Teacher Commitment	1.0
End Date	
Exit Reason	-- Select --
Attendance Total	
Attendance Actual	

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.
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

SIS HOME | ISSE HOME | LOGOFF

SESSION TIMEOUT 19:58

Login: RCDT432

IEIN : 21929

Legal Last Name : HERRICK

Teaching Location RCDTS : 500820900042006

Employer Location RCDTS : 500820900042006

Legal First Name : DAVID

Teaching Location Name : Delores Moyer Elem School

Employer Location Name : Delores Moyer Elem School

Date Of Birth : 07/05/1970

School Year : 2013

Click here to add a New Course Assignment Add Course

Term1

State Course ID	State Course Title	Section	Start Date	End Date	Exit Reason
51040A000	Reading (kindergarten)	100A	08/27/2012		Select
52030A000	Mathematics (kindergarten)	101A	08/27/2012		Select
54430A000	Social Studies (kindergarten)	102B	08/27/2012		Select
53230A000	Science (kindergarten)	108A	08/27/2012		Select
58030A000	Physical Education (kindergarten)	106A	08/27/2012		Select

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

<p><u>Student Information</u> Student ID SAP ID Student Last Name Student First Name Birth Date Home RCDTS</p>	<p><u>Teacher Information</u> IEIN Local Teacher ID Teacher Last Name Teacher First Name Teacher Birth Date Employer RCDTS</p>
<p><u>Location / Course</u> Serving School School Year State Course Code Term (Semester) Section Number</p>	<p><u>Location / Course</u> Teaching Location RCDTS School Year State Course Code Term (Semester) Section Number</p>
<p><u>Course Information</u> 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</p>	<p><u>Course Information</u> 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</p>

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 displays the 'Student Information System' interface for the Illinois State Board of Education. The page title is 'Student Information System' with a subtitle 'Student Details'. The user is logged in as 'RCDT432'. A navigation menu on the left includes 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 shows student details for SID 607081556, with legal name Kyle Marcus Smith. There are four tabs: Student Demographic, Student Enrollment (highlighted), Program Indicators, and ELL Information. The 'Student Enrollment: Active' section contains a table with the following data:

Enrollment Type for Serving	Transfer in from another District	School Year for Serving	2013
RCDTS for Home	500820900042006	RCDTS for Serving	500820900042006
Enrollment Date for Serving	08/27/2012	FTE for Serving	1.00
Entry/Grade Level for Serving	Kindergarten		
Discipline	View Details		
Homeless			
Exit Date		Exit Status	
Exit Type			
Student Course Assignment	View Details		

Below the table is an 'Add Enrollment' button. At the bottom of the page, there is a footer with contact information for the Call Center and a copyright notice for 2003-2012, Illinois State Board of Education.



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 'RCDT432'. The student's information is as follows:

- SID:** 607081556
- Legal Last Name:** Smith
- Home RCDTS:** 500820900042006
- Legal First Name:** Kyle
- Serving RCDTS:** 500820900042006
- Middle Name:** Marcus
- School Year:** 2013
- Enrollment Date:** 08/27/2012
- Exit Date:**

The interface shows five terms, each with a 'No Courses Assigned' status:

- 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

At the bottom of the page, there are two buttons: 'Edit' (highlighted with a red box) and 'Return To Search'.



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	
51040A000	Reading (kindergarten)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	- Select -	
<input type="text"/>	<input type="text"/>	Course Level		Course Setting			
<input type="text"/>	<input type="text"/>	<input type="text" value="- Select -"/>		<input type="text" value="- Select -"/>			
Dual Credit	Articulated Credit	Attendance Actual	Attendance Total	Numeric Grade Actual	Numeric Grade Maximum	Displaced Homemaker	Single Parents or Pregnant Women
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

[Update](#) [Cancel](#)



Step 3 – Create Student Course Assignments

- Updated Student Course Assignments, click “Next” button

Illinois State Board of Education

Student Information System
Student Course Assignment

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

SID : 607081556
Legal Last Name : Smith
Home RCDTS : 500820900042006

Legal First Name : Kyle
Serving RCDTS : 500820900042006

Middle Name : Marcus
School Year : 2013

Enrollment Date : 08/27/2012
Exit Date :

Catalog Type: Prior to Secondary Courses Secondary
Subject Area: 58 - Physical/ Health/ and Safety Education (prior-to-secondary)
State Course: 58001A000-Physical Education
Semester: Term 1 Term 2 Term 3 Term 4 Term 5

Add Course

Term 1	State Course Id	State Course Title	Section	Start	End	Credit	Grade
Select Delete	51040A000	Reading (kindergarten)	100A	08/27/2012			- Select -
Select Delete	52030A000	Mathematics (kindergarten)	101A	08/27/2012			- Select -
Select Delete	54001A000	World Geography	102B	08/27/2012			- Select -
Select Delete	53230A000	Science (kindergarten)	108A	08/27/2012			- Select -
Select Delete	58030A000	Physical Education (kindergarten)	106A	08/27/2012			- Select -

Term 2
No Courses Assigned

Term 3
No Courses Assigned

Term 4
No Courses Assigned

Term 5
No Courses Assigned

Next Cancel

NOTE



Step 3 – Create Student Course Assignments

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

Illinois State Board of Education

Student Information System
Student Course Assignment

Log in: RCDT422

Home

Student

Search SID

Request New SID

Exit Enrollment

Assessment

Adjusted Cohorts

Teacher

Batch Files

Reports

Help

Log Out

SID : 607081556
Legal Last Name : Smith
Home RCDTS : 500820900042006

Legal First Name : Kyle
Serving RCDTS : 500820900042006

Middle Name : Marcus
School Year : 2013

Enrollment Date : 08/27/2012
Exit Date :

Term 1

State Course Id	State Course Title	Section	Start	End	Credit	Grade
51040A000	Reading (kindergarten)	100A	08/27/2012			- Select -
52030A000	Mathematics (kindergarten)	101A	08/27/2012			- Select -
54001A000	World Geography	102B	08/27/2012			- Select -
53230A000	Science (kindergarten)	108A	08/27/2012			- Select -
58030A000	Physical Education (kindergarten)	106A	08/27/2012			- Select -

Term 2
No Courses Assigned

Term 3
No Courses Assigned

Term 4
No Courses Assigned

Term 5
No Courses Assigned



Step 3 – Create Student Course Assignments

■ Successful Update Confirmation

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

Log In: RCDT422 **The course assignment has been successfully updated.** SESSION TIMEOUT 19:56

Home

Student

Search SID

Request New SID

Exit Enrollment

Assessment

Adjusted Cohorts

Teacher

Batch Files

Reports

Help

Log Out

SID : 624141229
Legal Last Name : Smith Legal First Name : Kyle Middle Name : Marcus Enrollment Date : 08/27/2012
Home RCDTS : 500820900042006 Serving RCDTS : 500820900042006 School Year : 2013 Exit Date :

Term 1

State Course Id	State Course Title	Section	Start	End	Credit	Grade
51028A000	Language Arts (kindergarten)	100A	08/27/2012			
52030A000	Mathematics (kindergarten)	101A	08/27/2012			
53008A000	Earth/Space Science	108A	08/27/2012			
54001A000	World Geography	102B	08/27/2012			
58001A000	Physical Education	106A	08/27/2012			

Term 2
No Courses Assigned

Term 3
No Courses Assigned

Term 4
No Courses Assigned

Term 5
No Courses Assigned

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 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

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	View Data



Step 4 – Verify Kindergarten Class Roster

- The KIDStech Transmission Report

Column:	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					

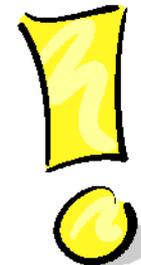
IEIN: 298394		Teacher Name: Zakula, Kristi				Serving School: 050160570022008					School Year: 2013				
Student ID	Student Name	Gender	Race	Birth Date	A	B	C	D	E	F	G	H	I	J	K
999999999	Smith, John Michael	M	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
999999999	Smith, John Michael	F	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
999999999	Smith, John Michael	M	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
999999999	Smith, John Michael	M	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
999999999	Smith, John Michael	M	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
999999999	Smith, John Michael	F	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
999999999	Smith, John Michael	F	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
999999999	Smith, John Michael	M	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
999999999	Smith, John Michael	M	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
999999999	Smith, John Michael	M	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
999999999	Smith, John Michael	F	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
999999999	Smith, John Michael	M	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
999999999	Smith, John Michael	M	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
999999999	Smith, John Michael	F	16	10/01/2007	13	No	009	009	No	No	No	Yes	No	No	No
999999999	Smith, John Michael	F	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
999999999	Smith, John Michael	F	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
999999999	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
999999999	Smith, John Michael	F	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
999999999	Smith, John Michael	F	16	10/01/2007	13	No	001	001	No	No	No	No	No	Yes	No
999999999	Smith, John Michael	M	16	10/01/2007	13	No	004	004	No	No	No	No	No	No	No
999999999	Smith, John Michael	M	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
999999999	Smith, John Michael	M	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
999999999	Smith, John Michael	M	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
999999999	Smith, John Michael	M	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
999999999	Smith, John Michael	M	16	10/01/2007	13	No	009	009	No	No	No	Yes	No	No	No
999999999	Smith, John Michael	F	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
999999999	Smith, John Michael	F	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
999999999	Smith, John Michael	F	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
999999999	Smith, John Michael	F	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
999999999	Smith, John Michael	F	16	10/01/2007	13	No	000	000	No	No	No	No	No	No	No
999999999	Smith, John Michael	F	16	10/01/2007	13	No	000	000	No	No	No	No	Yes	No	No
999999999	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	View Data 



Step 5 – Transmit Data to KIDStech

- “Transmit File” Button (as of 4/5/2013)

RCDT	Pilot District Name	Files Transmitted
21028091004	Akin CCSD 91	1
44063019024	Alden Hebron SD 19	0
03025010026	Altamont CUSD 10	2
41057011026	Alton CUSD 11	1
11021306026	Arcola CUSD 306	0
11021305026	Arthur CUSD 305	0
28088001026	Bradford CUSD 1	0
03026201026	Brownstown CUSD 201	1
07016132002	Calumet Public SD 132	0
15016299025	City of Chicago SD 299	1
12013010026	Clay City CUSD 10	0
07016130002	Cook County SD 130	0
07016160002	Country Club Hills SD 160	0
11018077026	Cumberland CUSD 77	0
22029003026	CUSD 3 Fulton County	1
31045300026	CUSD 300	0
39055061025	Decatur SD 61	1
16019428026	DeKalb CUSD 428	0
41057013002	East Alton SD 13	3
08043119022	East Dubuque USD 119	1
50082189022	East St Louis SD 189	2
20024001026	Edwards County CUSD 1	1



Step 5 – Transmit Data to KIDStech

- “Transmit File” Button (as of 4/5/2013)

RCDT	Pilot District Name	Files Transmitted
03025040026	Effingham CUSD 40	2
30039130004	Giant City CCSD 130	0
09010188004	Gifford CCSD 188	1
02044001026	Goreville CUD 1	0
12017001026	Hutsonville CUSD 1	0
40042100026	Jersey CUSD 100	1
56099086005	Joliet PSD 86	0
28006094004	Ladd CCSD 94	0
10068012026	Litchfield CUSD 12	0
09010003026	Mahomet-Seymour CUSD 3	2
06016083002	Mannheim SD 83	2
44063165003	Marengo-Union E Cons D 165	1
50082040026	Marissa CUSD 40	1
07016162002	Matteson ESD 162	2
17064005026	McLean County USD 5	2
50082160004	Millstadt CCSD 160	1
49081040022	Moline USD 40	3
27094238026	Monmouth-Roseville CUSD 238	2
55098006026	Morrison CUSD 6	1
05016057002	Mount Prospect SD 57	5
11018003026	Neoga CUSD 3	0
05016071002	Niles ESD 71	2
06016097002	Oak Park ESD 97	4
12017004026	Oblong CUSD 4	0



Step 5 – Transmit Data to KIDStech

- “Transmit File” Button (as of 4/5/2013)

RCDT	Pilot District Name	Files Transmitted
05016015004	Palatine CCSD 15	2
32046259004	Pembroke CCSD 259	1
04101133004	Prairie Hill CCSD 133	1
49081041025	Rock Island SD 41	1
13058501026	Sandoval CUSD 501	1
31045046022	SD U-46	1
05016073502	Skokie SD 73-5	1
51084186025	Springfield SD 186	1
55098005026	Sterling CUSD 5	1
56099161002	Summit Hill SD 161	2
05016029002	Sunset Ridge SD 29	2
30039140004	Unity Point CCSD 140	1
56099365U26	Valley View CUSD 365U	3
35050185004	Waltham CCSD 185	1
01075012026	Western CUSD 12	2
05016021004	Wheeling CCSD 21	0
11087001026	Windsor CUSD 1	1
19022034002	Winfield SD 34	1
04101323026	Winnebago CUSD 323	1
44063200026	Woodstock CUSD 200	1



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](tel:(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?

