Kansas Course Code Management System

USER GUIDE

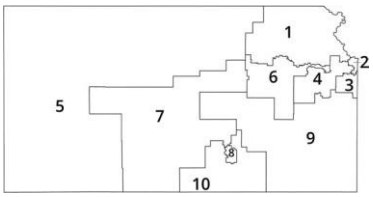
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Jan. 25, 2025

Contents

ACCESSING KCCMS/EDCS/KCAN/PATHWAY 1
Application Login 1
New Users 2
Existing Users 2
Private Schools Only 2
Superintendent Approval 3
THE KANSAS COURSE CODE MANAGEMENT SYSTEM 4
What is KCCMS? 4
SECONDARY SCHOOL COURSE CLASSIFICATION SYSTEM (SCED) AND NATIONAL CENTER FOR EDUCATION STATISTICS (NCES) 5
Course Classification - Unique Course Identifiers 5
Elements of the NCES Coding Structure 6
KANSAS COURSE CODES MANAGEMENT SYSTEM AND NCES CODING STRUCTURE TERMINOLOGY 7
KCCMS UNIQUE IDENTIFIER/DUPLICATION RULE FIELDS 9
THE KANSAS COURSE CODE IDENTIFIER (KCC IDENTIFIER OR KCC ID) 10
The Ten Kansas Course Code Fields Comprising the KCC ID 10
KCC ID EXAMPLE 17
NAVIGATING KCCMS 18
UPLOADING NEW COURSES TO KCCMS 19
Trouble Shooting Uploading 20
MAPPING AN UPLOADED LOCAL COURSE (CONNECTING LOCAL COURSE TO STATE COURSE) 22
EDITING 27
Editing/Editing Existing Courses (Mapped or Unmapped) 27
Editing Restrictions 27
UPDATE/DUPLICATE 28
COURSE EDITING 31
Manual Edit Method 31

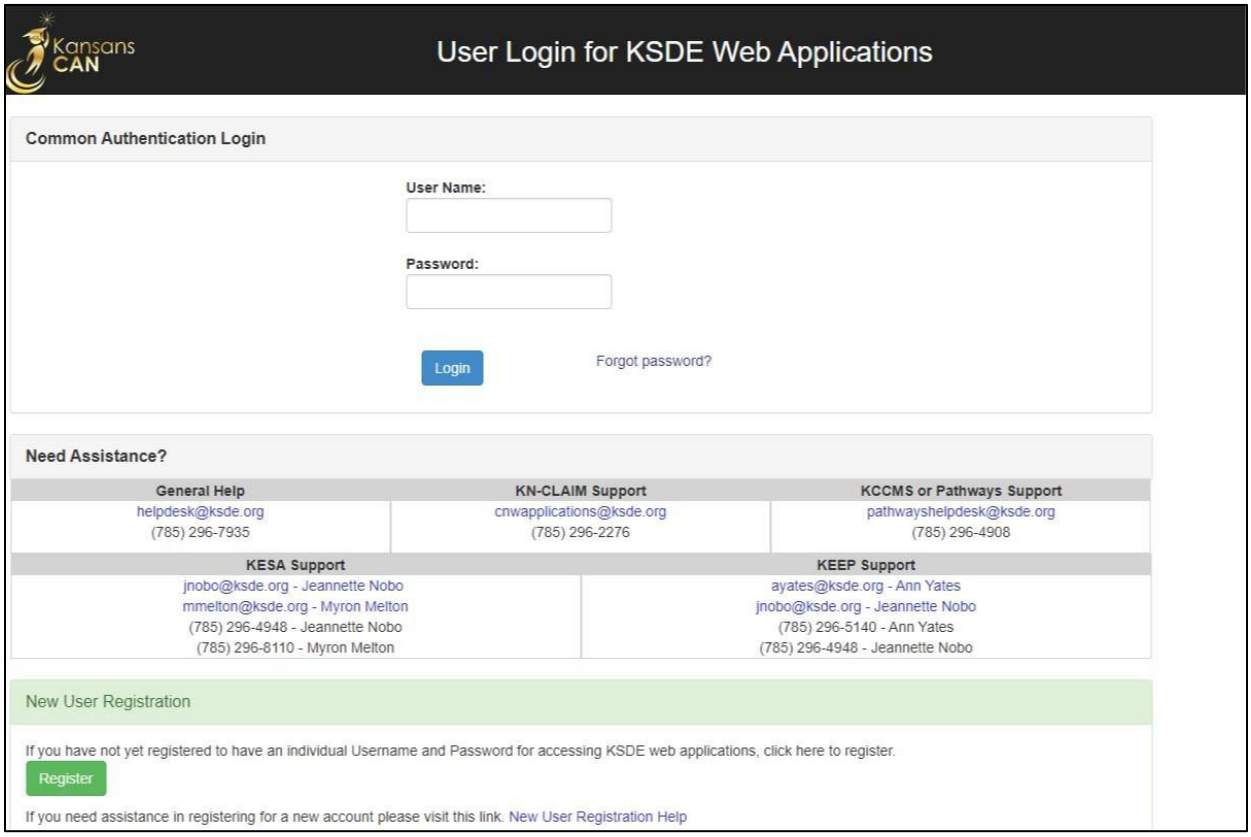
ADDING NEW COURSE TO KCCMS 34
Check Teacher Endorsements 34
Manual Method 34
Unmapped Filter option 36
The KCCMS Course Duplication Feature 36
Expiring Multiple Courses 41
EXPORTING A COURSE FROM KCCMS 45
KCCMS REPORTS 46
State Course Code Report 47
Local to State Course Map Report 47
Unmapped Courses Report 48
Local Mapped Courses-Details Report 49
Miscellaneous Codes Report 50
Miscellaneous Codes Summary Report 51
Mapping Status Report 51
Pathways Courses Report 52
ACROSS SYSTEMS TOPICS 53
Additional Educator Types 56
Special Education Teachers EDCS/LPR 56
Seventh and Eighth Grade CTE Introductory Courses: High School Credit 58
The College Career Field in KCCMS for Seventh and Eighth Grade CTE Introductory Courses 59
TROUBLE SHOOTING 60
Timing of Log-Out – KCCMS when opening other applications 60
KIDS KCAN Error 61
Updating Courses – Errors 61
APPENDIX 62
Systems Contact and Web Page Information 62
KSDE System Data Flow Summary 64

Accessing KCCMS/EDCS/KCAN/Pathway

Application Login

Website: Authenticated Applications (https://apps.ksde.gov/authentication/login.aspx).

- Authenticated Applications isn't supported for mobile devices, cell phones and tablets, etc.
- Edge, Firefox or Chrome should work for PC.
- Chrome, Firefox, Safari or Opera should work for Mac.



KCCMS, **EDCS**, **KIDS** and the **Pathways** application are all accessed via the Kansas State Department of Education's web applications log in page.

Potential users should be aware that their superintendent will need to give approval for access to each of the web applications. An email is sent to the superintendent at the time of Registration or the user's request for access. The following steps are common for all applications:

New Users

1. Click "Register" - follow directions
2. Select the relevant application
3. Select desired role
4. District Level ("All Buildings") – ability to add, edit and upload local course data
5. School Level – read only access
6. Click "submit"

Existing Users

Requesting Different Role and/or Access

1. Log-on and click "Manage My Account"
2. Select relevant application
3. Select desired role
4. District Level ("All Buildings")– ability to add, edit and upload local course data
5. School Level – read only access
6. Click "submit"

NOTE: If you are an existing user requesting different role access you must follow new user directions. You can use the same password, but you must select a different user name.

Private Schools Only

1. Log-on process the same as for New User or Existing User
2. Select Organization, then building name
3. Access as "School Read Only"
4. Click "Submit"

NOTE: Private schools are considered their own district, so "School Read Only" status will provide them with the same rights as that for district access. Select Organization, then Building Name, then access as "School Read-Only". Example, Organization: Z0029 – Kansas City Catholic Diocese, Building: St Thomas Aquinas High School. Select "KCC", the desired role, and then click "Submit" after filling in Username and Password information. They will then be able to upload their Course Codes.

Superintendent Approval

New Users; Existing Users Requesting New Role or Access

As previously stated, after this information is received at KSDE, an approval request **email is sent to the superintendent**. When the approval request form is completed and returned to KSDE from the superintendent, the user information is entered into the system, and a confirmation email is sent. Then the relevant application will be accessible on the menu of available applications. Please call the KIDS Help Desk at (785) 296-7935 with questions or refer to the help tutorial on the login page.

The Kansas Course Code Management System

What is KCCMS?

The Kansas Course Code Management System (KCCMS) is an authenticated web application for "mapping" or connecting local district course codes to State course codes. KCCMS will serve as the master data management source for all of the Kansas course records. The district courses, mapped within KCCMS, will be available in the following systems:

1. The Educator Data Collection System (EDCS).
2. The Kansas Individual Data on Students (KIDS).
3. The Career and Technical Education (CTE) Pathways application called the Career Pathways Program of Study Application (CPPSA).

School districts are asked to upload or otherwise enter their local course data (pre-K-12) into the KCCMS and complete the course mapping sequence (connecting the local courses to State courses). Once a district has mapped all its courses, it will only need to use KCCMS to enter and map any new local courses, or to map new course numbers that the state has identified.

Secondary School Course Classification System (SCED) and National Center for Education Statistics (NCES)

The following section is to give the new user an idea of how course codes were developed and the function they play.

Course Classification - Unique Course Identifiers

To allow for uniformity across systems, all courses are given a series of codes thus producing a unique identifier.

The basis for the Kansas state course codes is the Secondary School Course Classification System: School Codes for the Exchange of Data (SCED) developed and published by the National Center for Education Statistics (NCES): National Forum on Education Statistics - School Courses for the Exchange of Data (SCED)[1]. Utilizing the SCED provides state and national standardization. It makes transcripts more understandable across districts and between high schools and postsecondary institutions.

Here are two examples following the National Course Code Structure:

COURSE DESCRIPTION		COURSE LEVEL	AVAILABLE CREDIT	SEQUENCE
04 Social Sciences and History	151 U.S. Government – Comprehensive	H Honors	1.00 One Carnegie unit	1 1 "1 of 1" – not part of a sequence

COURSE DESCRIPTION		COURSE LEVEL	AVAILABLE CREDIT	SEQUENCE
04 Social Sciences and History	151 U.S. Government – Comprehensive	R Regular	0.50 One-half Carnegie unit	1 2 "1 of 2" – first part of a two-course sequence

[1] https://nces.ed.gov/forum/sced.asp

Elements of the NCES Coding Structure

Prior-to-secondary course codes and the secondary course code frameworks consist of four basic elements. These elements create a unique identification code for any course. The 4 component elements are as follows:

1. **Course description code** – This consists of two parts: a "Subject Area code" and a "Course Identifier code" within the Subject Area.
2. **Course level (rigor) code** - Many courses that schools offer are coded general. They are intended for any student in the proper grade-level range. However, some courses are distinguished by having rigorous requirements in contrast to a "regular" course and are designated as **enriched/advanced**, **honors**, or **basic/remedial**.
3. **Available credit** (for secondary) or **grade span** (for prior-to-secondary) **code**.
4. **Sequence code** - a two-character element that should be interpreted as "part N of M parts.") Sequence describes the way school systems may "break up" increasingly difficult or more complex content. School districts operating on a semester or trimester schedule frequently offer consecutive courses fitting into one "Course Description".

Sources: Prior-to-Secondary School Course Classification System: School Codes for the Exchange of Data (SCED) http://nces.ed.gov/pubs2011/2011801.pdf and Secondary School Course Classification System: School Codes for the Exchange of Data (SCED) developed and published by the National Center for Education Statistics (NCES): http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2007341 .

Kansas Course Codes Management System and NCES Coding Structure Terminology

This section contains terms that will be utilized frequently throughout the manual.

Local district course records are entered into KCCMS and "mapped" to the most appropriate Kansas State Course, and its accompanying Course Description Code, from a pre-set listing made available in KCCMS (See "Reports", then "State Course Codes" in the KCCMS application.)

The Kansas Course Code Management System reflects the NCES coding structure to a degree. In addition, the following information is maintained:

Terminology	Description
Course Title	The Local course title is not regulated and is determined by the local district. This is not a locked field.
Course Description/ Descriptors	In addition to the "Course Description Code" described by NCES, the district is asked to enter a written course description as a part of their local course information. In theory, the chosen State Course should have a similar description. If left blank, the system will populate.
Course (Rigor) Level	KCCMS follows NCES descriptions. As stated in the previous section, many courses that schools offer are general. They are intended for any student in the proper grade-level range. However, some courses are distinguished by having rigorous requirements in contrast to a "regular" course. KCCMS has the following levels of rigor to choose from: **G** General or regular **B** Basic or remedial **E** Enriched or advanced **H** Honors **X** No specified level of rigor Definitions are supplied later in this manual.
(High School) Credit Sequence	Follows the same definition as found in the NCES structure; however, for practical purposes may reflect the reporting pattern for KCAN (i.e. If a district reports twice a year for two semesters, they would sequence a 1 of 2, and 2 of 2 set of courses).
(Course) Grade Level	This is the primary instructional level of a course in a school or an educational institution during a given academic session. In general, if the course has mixed grade levels the user should select the lowest grade applicable.
Targeted Program	This is an indicator that the course is funded specifically for the benefit of the subgroup indicated (e.g. SPED, ESOL) and many students in the course are members of the subgroup. In some instances, other students may also participate in the course. This field is primarily used by KSDE auditors. It is also utilized in relation to DLM testing; courses must be designated "Special Education" to allow for functional teachers access to the DLM testing.

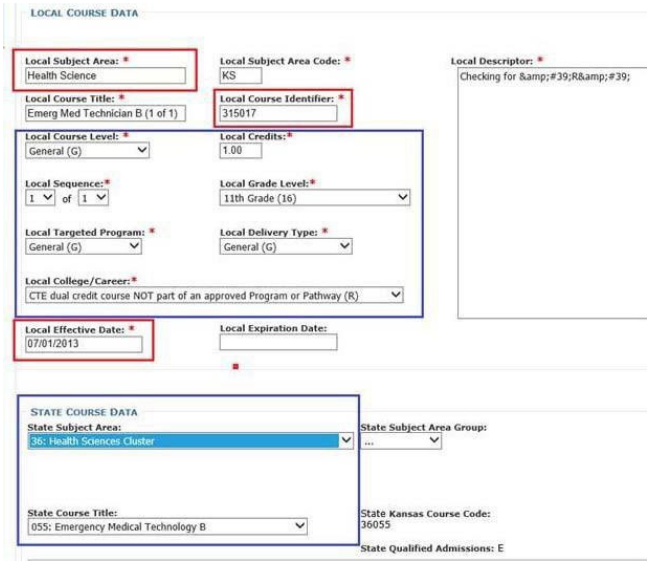
Terminology	Description
Delivery Type	The primary mode of delivery used for the course.
College/Career	KCCMS asks for an indicator of whether the course is approved by Kansas for "Career and Technical Education" (CTE) credit and/or dual credit. CTE program/pathways are organized around specific knowledge and skills and based on a group of occupations. They are a coherent, articulated sequence of rigorous academic and career related courses, commencing in eighth or ninth grade and leading to an associate degree, an industry-recognized certificate or licensure, and/or a baccalaureate degree. All newly entered CTE courses will go into "pending" status upon entry, awaiting approval by a CTE staff reviewer; and will not be available for use in EDCS until it is approved.
Qualified Admissions	The Qualified Admissions field is not a part of the Unique Identifier/Duplication Rule KCCMS fields (see next page) and cannot be edited by the district. This information comes from the Kansas Board of Regents. The Kansas Board of Regents works with the Kansas State Department of Education to use the Kansas Course Code system to identify courses that meet the Qualified Admissions precollege curriculum requirements. Qualified Admissions criteria for those pursuing postsecondary admission at a Kansas public university in summer 2021 or later focuses on cumulative GPA and/or ACT score. GPA and ACT score criteria vary across institutions and are outlined below. The curriculum units previously required and considered in the Qualified Admissions criteria will no longer be required. See: http://www.kansasregents.org/qualified_admissions for more information. The codes that appear in this field are: **E** This course meets the standards for an "Elective" Qualified Admissions course. **Q** This course meets the standards for Qualified Admissions. **N** No, this course does not meet the standards for any Qualified Admissions or Elective courses. **Note:** KCCMS allows the user to export only a selected year's Qualified Admissions (QA) status rather than duplicating the same course QA per year.

KCCMS Unique Identifier/Duplication Rule Fields

It is particularly important for the user to become aware of the Unique Identifier/Duplication Rule Fields in KCCMS and their uses. Many of the concepts explained above will be repeated in this section with additional details being supplied.

The "Unique Identifier" fields, as their name suggests, keep a course unique in KCCMS. The fields comprise the "identity" of each course, and one difference in **any** of the fields, when reporting, will cause the system to think the report is talking about a different, or not present, course. The Unique Identifier fields also play a role as "Duplication Rule Fields". During a district upload the system looks at these fields to determine if the course is an update of an existing course or an entirely new course.

- Local Subject Area
- *Local Course Identifier
- The entire KCC ID comprised of the following Import fields
    - State Subject Area Code
    - State Course Identifier
    - Course Level
    - Credits
    - Sequence
    - Sequence Total
    - Grade Level
    - Targeted Program
    - Delivery Type
    - College Career
    - Effective Date



***Important Note:** *Local Course Identifier - The Local Course Identifier is determined/created solely by the school. Many schools choose to use the State Course ID, which is allowable.* The Local ID that is reported with a KCC ID in a KCAN report must match exactly the Local ID associated with that KCC ID, as previously entered in KCCMS.

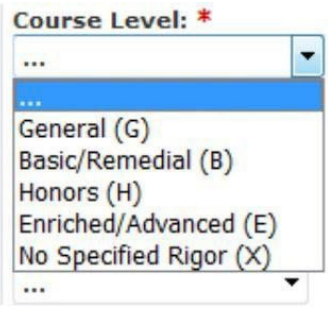
The "Expiration Date" field is NOT included as a Unique Identifier, so if the district retires a course but creates a new course with the same information in the Unique Identifier fields as the retired version, the system will tell the user the course already exists.

The Kansas Course Code Identifier (KCC Identifier or KCC ID)

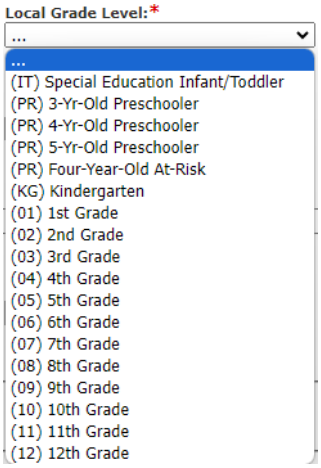
Various components of the course classification codes are put together to form what the Kansas State Department of Education calls the "**Kansas Course Code Identifier**". This unique code is an alphanumeric string attached to each course a school enters into the KCCMS. The identifier includes all the course attributes indicated for the individual course during the mapping process in KCCMS.

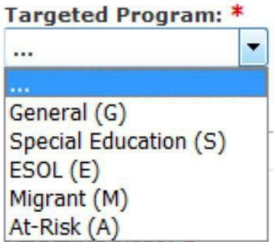
The Ten Kansas Course Code Fields Comprising the KCC ID

Course Code	Description
1. State Subject Area Code	One of the defined Kansas subject areas
2. State Course Identifier	Keep in mind that the "Course Identifier" field in the KCC ID is the State course identifier. The local district/school also has its own local course identifier. Schools may choose any local course identifier they wish but must use the exact same local identifier when reporting as what they have entered previously into KCCMS. This is because the district/school Local Identifier is now a part of the Unique Course Identifier/Duplication Rule fields and is validated against by KCAN. Always make sure the Local ID in the local school information system (SIS) is the same as what the district has entered into KCCMS before uploading a KCAN report. Using the Pathway Courses report to verify local course data yearly is a good practice.

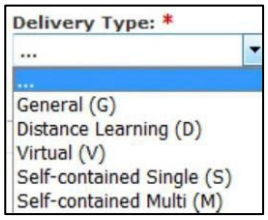
Course Code	Description
3. Course Level (Rigor)	 **G** General or regular - a course providing instruction in each subject area that focuses primarily on general concepts appropriate for the grade level. General courses typically meet the state's or district's expectations of scope and difficulty for mastery of the content. **B** Basic or remedial - a course focusing primarily on skills development, including literacy in language, mathematics, and the physical and social sciences. These courses are typically less rigorous than standard courses and may be intended to prepare a student for a general course. **E** Enriched or advanced - a course that augments the content and/or rigor of a general course but does not carry an honors designation. **H** Honors - a course carrying an honors status according to educational requirements. These courses typically include additional content and/or a higher level of rigor than that found in general courses, and they are formally designated as honors courses. **I** No specified level of rigor -- The notion of rigor may not be appropriate for some courses at the elementary and middle levels; survey or interest courses that expose students to a variety of subjects are examples.
4. Credits	This field is for the number of credits a student earns for completing the course. Courses that have no credits should be entered as "0.00".

Course Code	Description
5. Sequence	The "Sequence" field, combined with the next field, "Sequence Total", describes the way school systems may deliver more complex course information. An example would be a two-semester year-long course, a course for which the first semester is a pre-requisite for the second semester because the content of that course builds on the foundations taught from the first semester. It assumes that a student who takes only the second semester may not be successful in that course because of not having some of the first semester content. **In practical terms, if a district reports grades and/or credits for courses more than once in a school year the course will typically need to be sequenced, so that the second KCAN reporting row does not overwrite the preceding one.** This means that typically a full year course, for which semester grades and credits are offered, will be sequenced according to their semesters and not be sequenced as a "1 of 1". The sequencing protocol applies to all courses, whether general or CTE. The sequence fields themselves can be enough to distinguish one sequence of a course from another sequence.
6. Sequence total	The total number of classes offered in a series of classes. Valid range: 1-9.
7. (Course) Grade Level	The primary instructional level of a course in a school or an educational institution during a given academic session. Note: For C13: Delivery Type – M = Self-contained Multi Grade classrooms, the grade level to select would be for the lowest grade. In general, if the course has mixed grade levels, the user should select the lowest grade applicable.
8. Targeted program	This is an indicator that the course is funded specifically for the benefit of the subgroup indicated (e.g., SPED, ESOL) and most students in the course are members of the subgroup. In some instances, other students may also participate in the course.





9. Delivery type



The primary mode of delivery used for the course. Valid values are:

G General or regular - default for secondary school; course taught by a teacher who is in a classroom with students.

D Distance Learning –courses taught by a teacher in a classroom, but the student(s) are in a different classroom with instruction that occurs at a set time and place.

V Virtual –Uses learning technologies which predominately use internet-based methods to deliver instruction asynchronously with the teacher and pupil in separate locations (see Kansas Statute 72-3712).

EDCS Distinction between Virtual Course Monitor and Distance Learning:

Virtual Course Monitor	Software; and
Distance Learning	Course taught by an individual.
EDCS	Virtual course monitor.

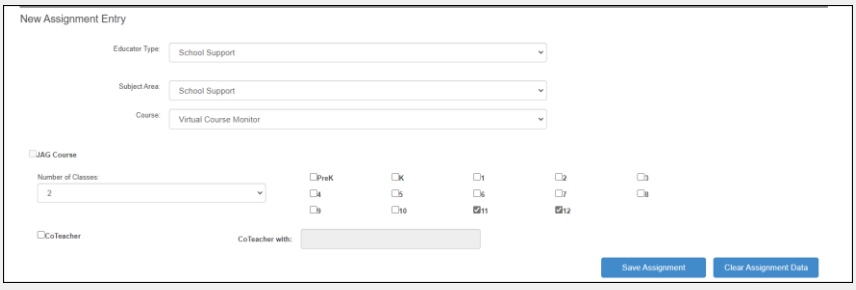
In EDCS, if the course is taught by software, the user should add the following assignment to the educator who is assigned as the virtual course monitor:

Educator Type	Subject Area	Course Name
School Support	93003	Virtual Course Monitor

Districts no longer add a virtual course monitor assignment for each content area. Enter the assignment above. For the class numbers, enter the number of hours out of day the individual serves as a virtual course monitor.

The Virtual Course Monitor box was removed from EDCS as it is no longer needed.

Screenshot in EDCS:



Course Code	Description	
	EDCS - Distance Learning	The "Distance Learning" check box was removed from EDCS. If students receive instruction from an individual either over the Internet or through other technology, the instructor must be added to the staff, and he or she must be licensed with the appropriate endorsement and licenses. Distance Learning does not need to be specified within the EDCS system.
	EDCS - Dual Credit	The Dual Credit check box was removed from EDCS. If a course is "dual credit" and taught by a college professor, the assignment does not need to be reported as dual credit. If a course is taught by a district staff member, and the district has an agreement with a college or university to award credit, the district will add the assignment to the staff member within EDCS based on the five-digit Subject Area associated with the course.
	S	Self-contained single course taught to only one grade, primarily used at elementary level
	M	Self-contained multi-course taught to more than one grade level, primarily used at elementary level
	Definition of Self-contained for High School:	Self-contained classrooms are not usually found at the high school level. However, there may be instances where the same students are taught by only one teacher most of the day.

Course Code	Description
10. College/Career	An indicator of whether the course is approved by the state for CTE credit or dual credit. CTE program/pathways are organized around specific knowledge and skills and based on a group of occupations. They are a coherent, articulated sequence of rigorous academic and career related courses, commencing in eighth or ninth grade and leading to an associate degree, an industry-recognized certificate or licensure, and/or a baccalaureate degree. The field defaults to "N" which means "Not dual credit"; if the course is not a part of a pathway or for college credit the user may leave this field as "N". The selection of "D" would indicate Dual Credit. In addition, the user may select these designations: The codes available are as follows: **N** Not dual credit, not in a pathway **X** CTE course not funded but in an approved program/pathway **T** CTE course not part of an approved program or pathway **L*** CTE course not funded by .5 funding (can receive funding based on Excel in CTE) and is in an approved program/pathway and college credit **D** dual credit (high school/college) **F** CTE credit funding eligible if in an approved program/ pathway **C** CTE credit funding eligible if in an approved program/ pathway AND dual credit **R*** Dual credit not part of an approved program or pathway (can receive funding based on Excel in CTE only)

Designation	.5 Funding	Approved in Pathway	Earns College Credit
N	No	No	No
X	No	**Yes**	No
T	No	No	No
L*	No*	Yes	**Yes**
D	No	No	**Yes**
F	**Yes**	**Yes**	No
C	**Yes**	**Yes**	Yes
R*	No*	No	Yes

*colleges can receive funding as per legislation. See: Excel in CTE Initiative (SB155) (https://www.kansasregents.org/workforce_development/excel_in_career_technical_education_initiative_senate_bill_155)

Course Code	Description
11. Qualified Admissions	The Qualified Admissions field is not a part of the Unique Identifier fields, and cannot be uploaded or edited by the district. The codes that appear in this field are: **E** This course meets the standards for an "Elective" Qualified Admissions course. **N** No, this course does not meet the standards for any Qualified Admissions or Elective courses. **Q** This course meets the standards for Qualified Admissions. Qualified Admissions criteria for those pursuing postsecondary admission at a Kansas public university summer 2021 or later focuses on cumulative GPA and/or ACT score. GPA and ACT score criteria vary across institutions and are outlined below. The curriculum units previously required and considered in the Qualified Admissions criteria will no longer be required. See: http://www.kansasregents.org/qualified_admissions for more information. State universities in Kansas follow Qualified Admissions (QA) criteria when admitting undergraduate students. These criteria are set by the Kansas Board of Regents, the governing body for the six state universities. The purpose of Qualified Admissions is to enhance success at the university level by ensuring students are prepared for the rigors of a university education. The institutions that use QA for admission are: Emporia State University, Fort Hays State University, Kansas State University, Pittsburg State University, University of Kansas, and Wichita State University. See: • http://www.kansasregents.org/qualified_admissions • http://www.kansasregents.org/academic_affairs/qualified_admissions/317-approved-qualified-admissions-curricula-at-high-schools

KCC ID Example

The follow is an example of a KCC Identifier:

(State) Subject Area Code	(State) Course Identifier	*Course Level (Rigor)	Credits	Sequence	Sequence Total	Grade Level (Course)	*Targeted Program	*Delivery Type	College/ Career
02	052	G	0.50	1	2	09	G	G	N

In the example above, the Subject Area Code of "02" indicates that it is a mathematics (secondary) course in the State Courses.

The next field is the State Course Identifier, which shows that this specific course is State course "Algebra I".

The next field in the KCC ID is Course Level and in the example is "G" for "General".

The Credits field shows that a student will receive 0.5 credit for successful completion of this course.

The Sequence field says "1", telling us that it is the first, or only, sequence in a sequence of 1 of 1, 1 of 2, or more. The "Sequence Total" says "2" indicating that there is a total of 2 sequences in this instance.

The Grade Level (Course) field with "09" indicates that the primary instructional level for this course is for 9th grade. (Note: If the Delivery Type was "M" for "Self-Contained Multi-grade" the Grade Level should indicate the lowest grade level in that course.)

The Targeted Program field is "G" which means "General", the default value, indicating this course is not funded by any program.

The Delivery Type is also "G", the default value indicating a course taught by a teacher who is in a classroom with students.

The College/Career is "N", indicating the course is not a CTE course or Pathways course, and is not "dual credit".

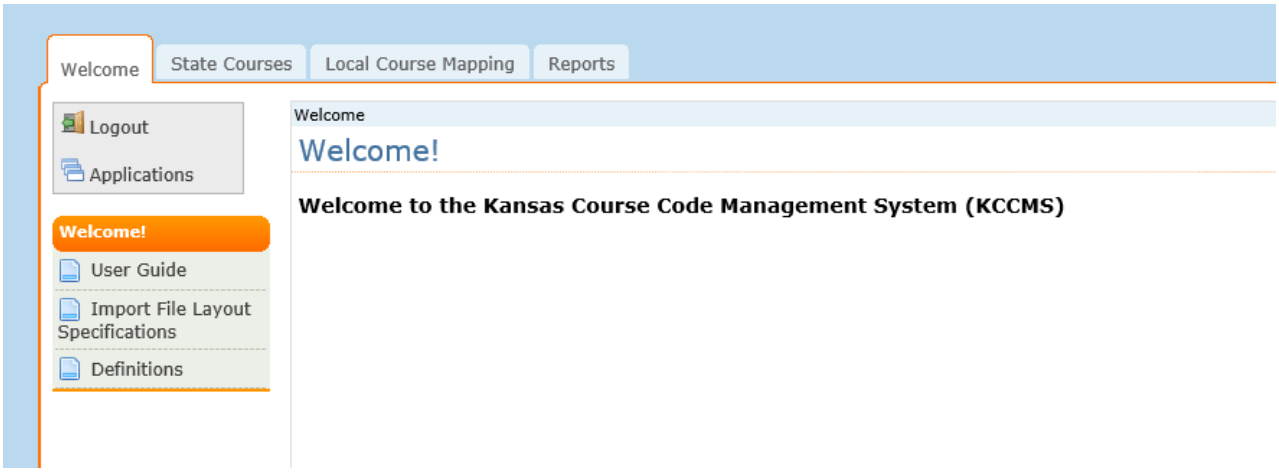
Navigating KCCMS

KCCMS Welcome Page/Tab

This Welcome page is the entry into the Kansas Course Code Management System (KCCMS). It contains the user information and logout capability. From this page the user can access the layout specifications for the import file; a "definitions" file, and the user guide.

Screen Navigation

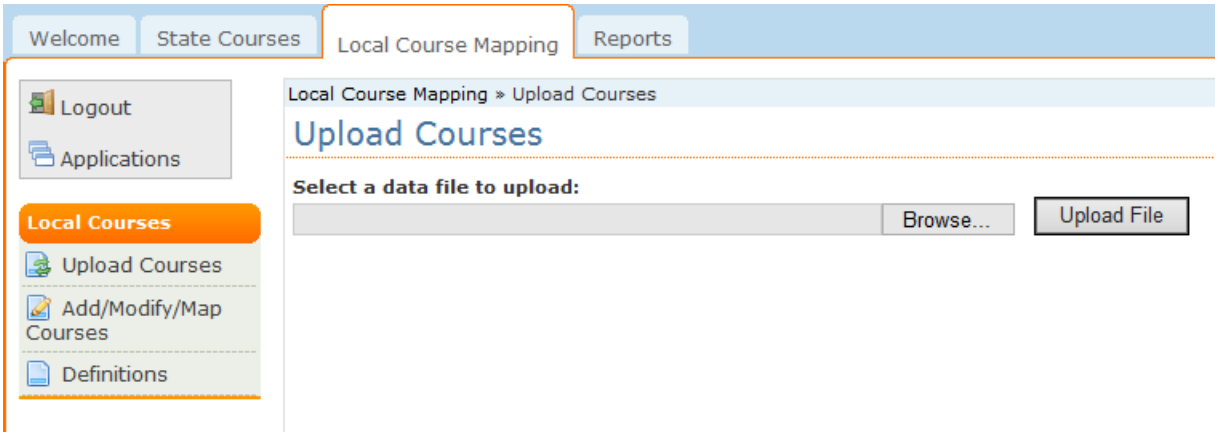
Navigating within KCCMS is accomplished primarily by the tabs at the top of the screen. Each navigation tab represents a different aspect of the system and will be covered within this manual. The "Side Bar Menu" has clickable links for different options or views within that navigation tab.



Uploading New Courses to KCCMS

The mapping process can start when an individual from a district, with a district level access account, uploads the local course information into the Kansas Course Code Management System. The file uploaded is either a file generated from the local course Student Information System (SIS) or is a file that has been created by hand. A link to the format for the local course file can be found on the KCCMS Welcome page inside the KCCMS authenticated application (File Specifications). The user should always check the web site to make sure they have the most current information available. For questions regarding this file, please contact your Student Information System (SIS) vendor or see Kansas Course Codes (KCCMS).

To upload the file, select the "Local Course Mapping" Navigation tab and find the file to upload using the "Browse" button. Once the file has been found, select the "Open" button. To initiate the upload, select the "Upload File" button.



The following banner will appear under the "Local Course Mapping" navigation tab when a file is successfully uploaded. The number of records that were loaded or updated will be displayed on the banner.

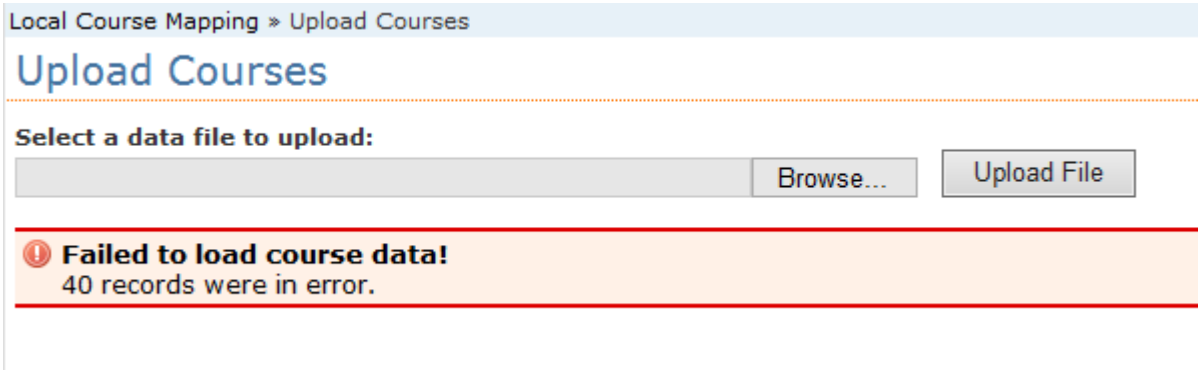


Trouble Shooting Uploading

If the green bar does not show up (indicating successful upload) make sure the correct browser type is being used. (Another possibility might be a setting on the computer being utilized prevents the upload, in which case utilizing another computer is often the most expedient method of uploading.

Error Messages – Uploading

In KCCMS, when errors are encountered in the upload file, an error alert will appear



In the case of a KCCMS upload error, **NO records will be accepted**. The error needs to be corrected and **all courses** in that batch need to be uploaded again.

To review the errors, click on "**View**" to bring up the error messages.

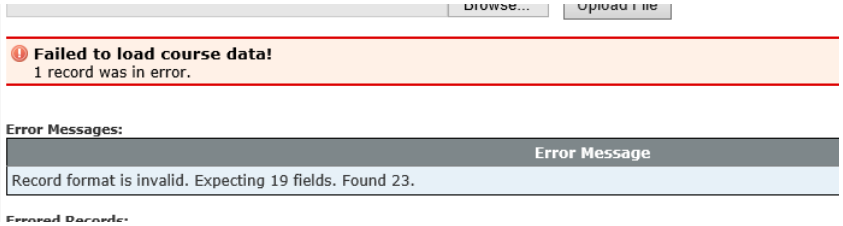


The error messages will detail all errors that were encountered within each record.

The user will need to correct the errors in their local school information system, re-export the file, and upload the file into KCCMS again. (OR they could manipulate the data in the exported text file to correct it before upload.)

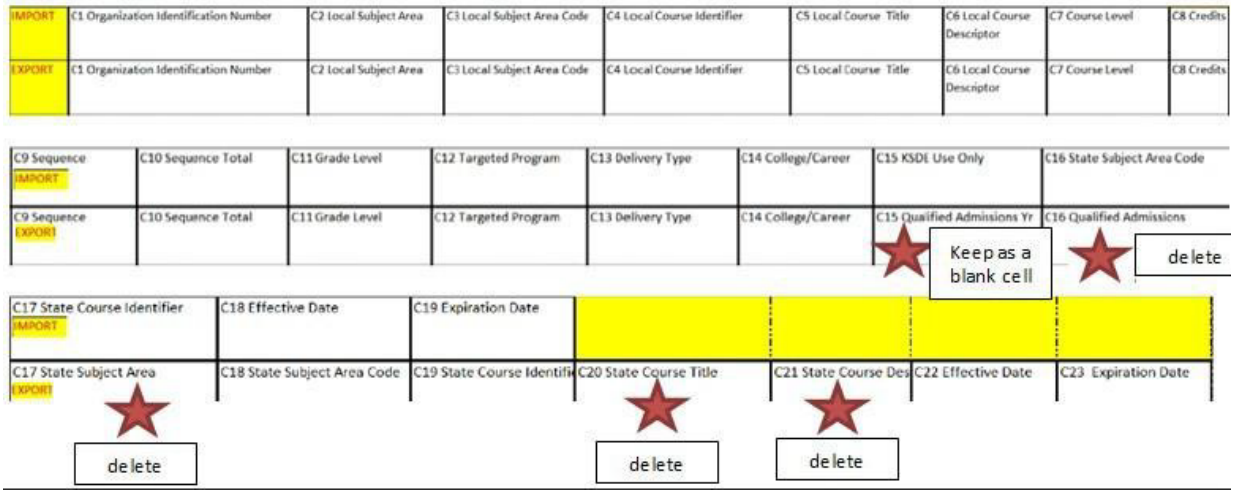
Primary Upload Error - Expecting 19 fields, found 23

The KCCMS exports 23 fields but only imports 19.



The discrepancy is due to the fact that Qualified Admissions information as well as State Course information is exported for use in the user's School Information System, but it is already in the KCCMS.

Therefore, the user will have to keep a blank cell right after "College/Career" by removing the Qualified Admissions Year information; and delete the Qualified Admissions, State Subject Area, State Course Title and State Course Descriptor fields before uploading a file into KCCMS.



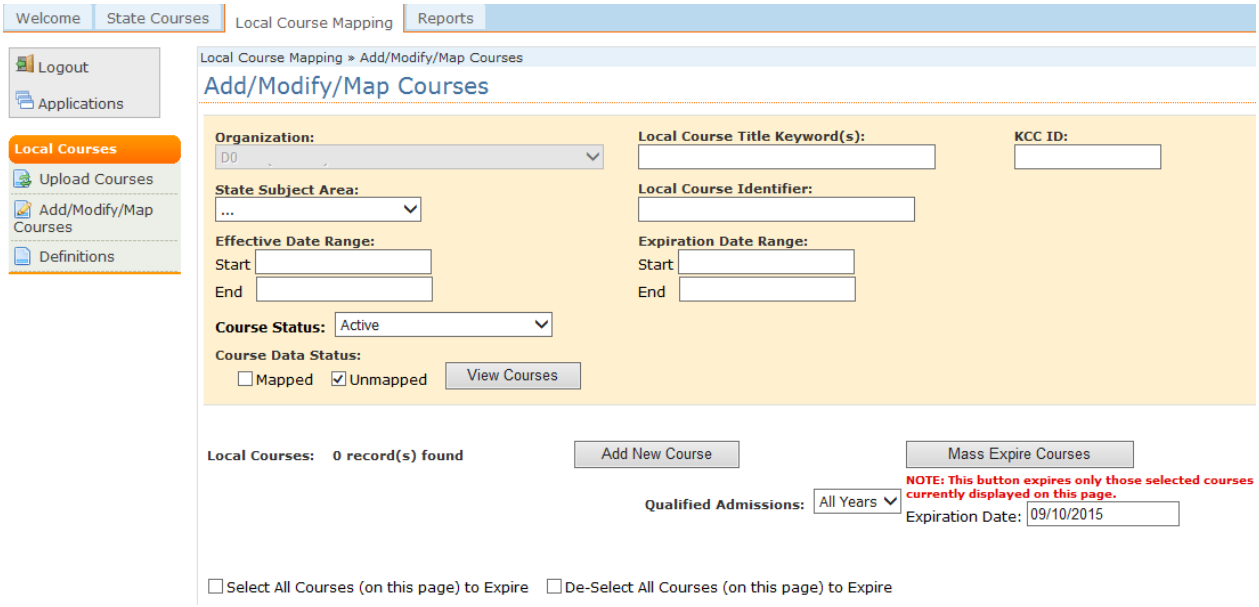
Mapping an Uploaded Local Course (Connecting Local Course to State Course)

Check Teacher Endorsements

Before a user connects an unmapped Local course to a State course in KCCMS they should be mindful of the endorsements required for the State course. This will save the school time and difficulty later when connecting a teacher to the course in the EDCS report. Please see the "Licensed Personnel – Endorsements" available via the EDCS web page. A link for this page can always be found on the public Kansas Course Codes (KCCMS)[2] - look on the right hand side but is provided here for your convenience Licensed Personnel[3].

Note, this is not a required additional step in KCCMS, KSDE suggests this so you avoid connecting personnel to a course that they are not endorsed to teach. KCCMS will accept the course regardless; however, difficulty may occur later in the EDCS system.

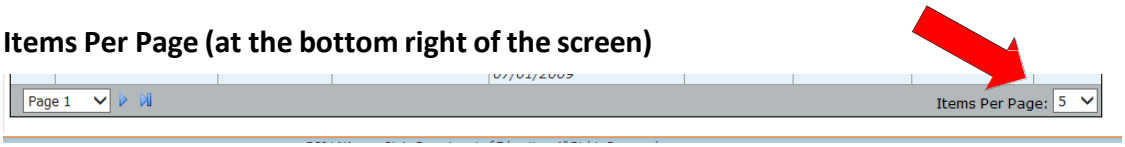
Mapping local course data to a state course code is accomplished using the "Local Course Mapping" navigation tab; then utilizing the "Add/Modify/Map Courses" link on the left side under the orange "Local Courses" heading:



[2] https://www.ksde.gov/Default.aspx?tabid=444
[3] https://www.ksde.gov/Default.aspx?tabid=812

Using the check boxes under "Course Data Status", the user can filter for only "Unmapped Courses" (or "Mapped Courses" for when the user wants to edit previously mapped courses) then clicking "View Courses". Users may change the number of courses displayed by changing the "Items Per Page":

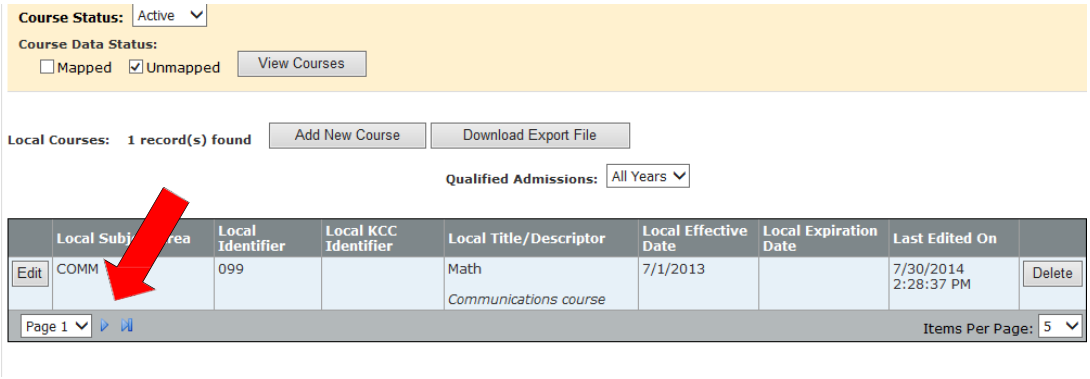
Items Per Page (at the bottom right of the screen)



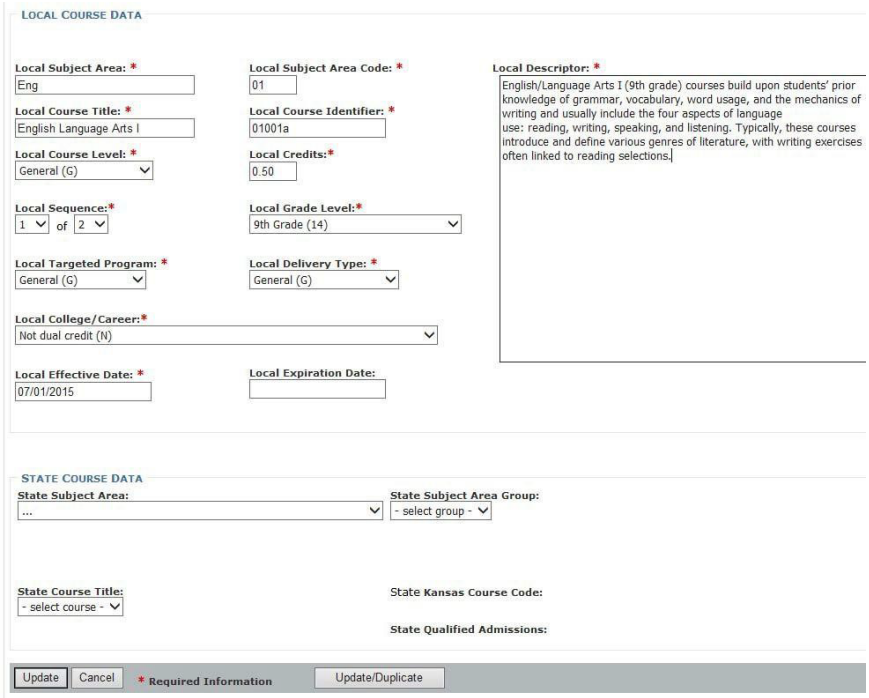
Navigate between Pages (at the bottom left of the screen)

Users may also navigate between pages using the navigation function at the bottom left of the screen utilizing the page forward/backward arrows or by selecting a page number from the dropdown menu.

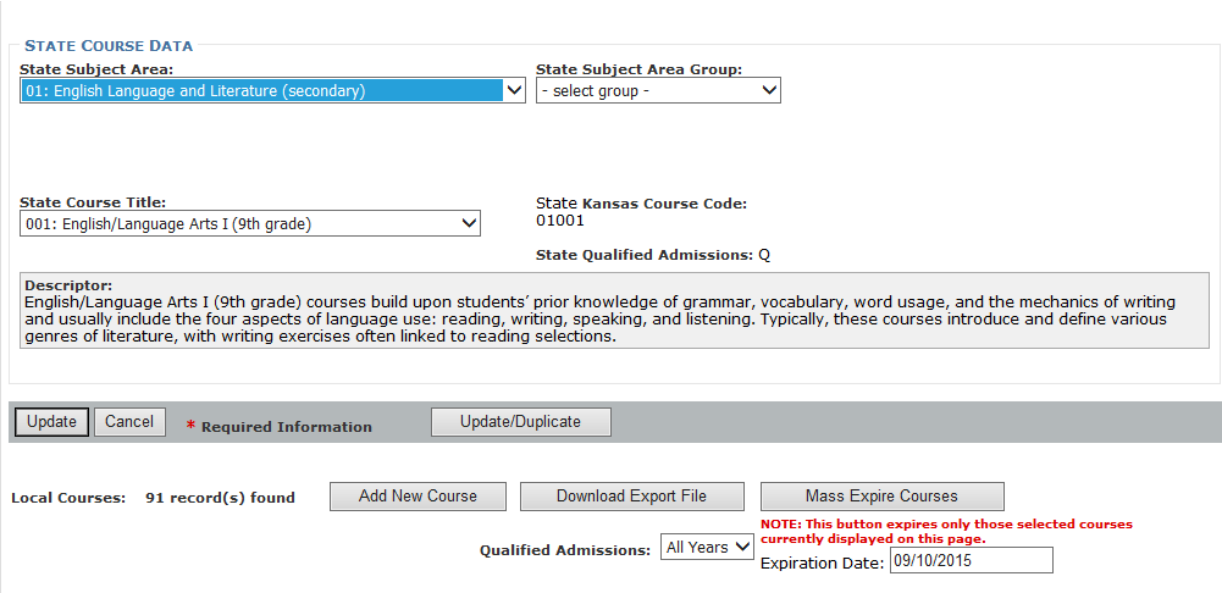
Selecting "Edit" beside a course will begin the mapping process.



A screen similar to the one below should appear containing the local data the user uploaded:



Review all of the required fields (marked with an asterisk) for accuracy and then scroll down to "State Course Data" and begin mapping (or connecting) the Local Course to a State Course by utilizing the drop-down menus under "State Course Data". The State Subject Area Group may need to be left blank:



Selecting State Course

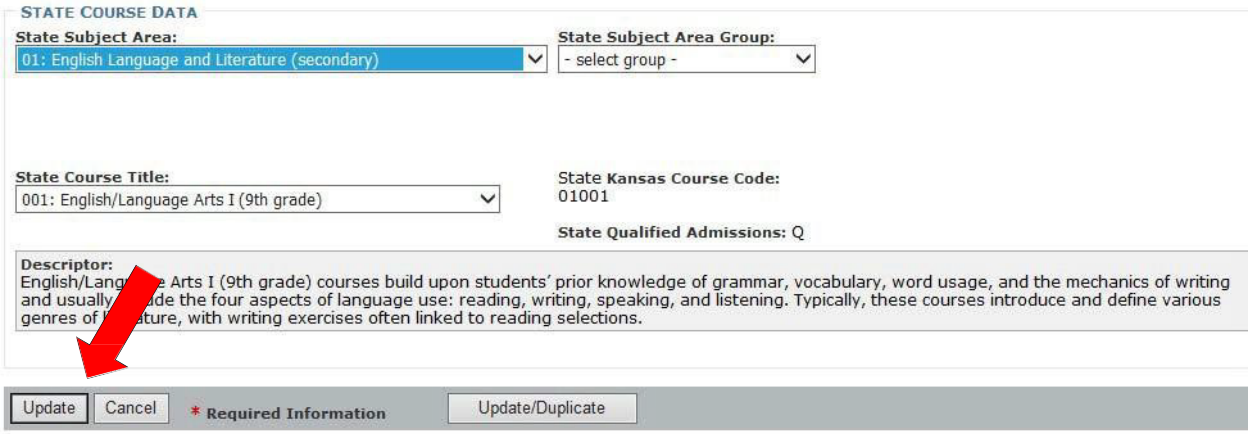
Note: The user should have a good idea of the State course they wish to map to before this point. The user can view and/or export the entire State Course file under "Reports" in KCCMS. In addition, as mentioned earlier, the user should be aware of whether or not they have appropriately endorsed staff to teach the State course they wish to select. Another good resource for Pathway course codes would be the current Career Cluster Handbook.

See: CTE Table of Contents[4]

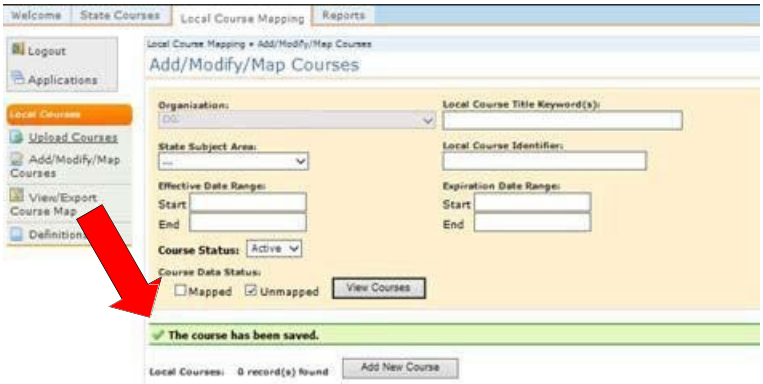
To map to the State Course Data, select the appropriate State Subject Area in the dropdown menu. To narrow the courses further the user MAY choose the State Subject Area Group that best fits from that dropdown menu. That field may also need to be left blank. Using the dropdown menu from the State Course Title box, select the title that seems to best align with the local course title.

[4] https://www.ksde.gov/Default.aspx?tabid=1030

Once all of these elements are selected click "Update" in the bottom left lower side of the screen:



A screen similar to the one below should appear showing the user the course has been successfully mapped! If the user does not see the green bar stating the "course has been saved" then the course was not successfully mapped and saved.



Note: If nothing happens after "Update" is clicked the user should make sure they have entered information into every cell with a red asterisk.

The newly mapped can now be found under the "Local Course Mapping" tab;



Mapped courses will no longer appear in the "Unmapped Courses" list. To see which local courses have been mapped, the user can either access the "Reports" navigation tab or use "Add / Modify /Map Courses" in the side bar menu of the "Local Course Mapping" navigation tab.

Editing

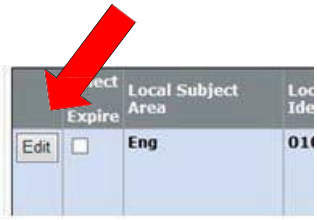
Editing/Editing Existing Courses (Mapped or Unmapped)

The edit function for courses is available under the "Local Course Mapping" tab, then "Add/Modify/Map Courses".

The user can modify either mapped or unmapped courses in the same place, utilizing the available filters. In addition, they can search for the courses using the local course ID, the course title or the KCC ID (in whole or in part).

Editing Restrictions

The Unique Course Identifier fields in a course <u>CANNOT</u> be changed during the school year for any courses that:



- Have already been used for reporting purposes (in other words only new unused courses can be edited).
- Have already been assigned to educators in EDCS in a *previous* year.
  - This includes the courses used in a KCAN report.
- Or are a part of a current approved pathway application.
  - If pathways courses need to be edited, please **contact the Pathways Help Desk**.

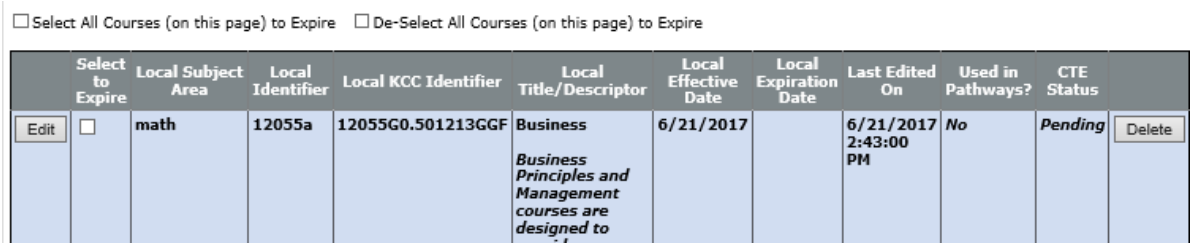
Update/Duplicate

These course records that say they are locked must be expired as of the end of the last school year or the end of the current school year. The expiration date is a field that can be edited. After entering the exp. Date, click the Update/Duplicate button at the bottom of the EDIT screen. This function will create a new, duplicated course record in which to make your changes. Make sure your browser is not set to block pop-ups.

If the user needs to expire a course that is in an approved Pathway in the current year, the **expiration date must be after the end of the current Pathway school year. The course CAN NOT** be expired in the current school year if it is an approved application.

Used in Pathways Column

This column was added under the "Add/Modify/Map Courses" screen, which is located under "the Local Course Mapping" tab. The new column is entitled "Used in Pathways?" Users may check this column to ascertain whether the course was included in a **KSDE Approved Pathway for the current year**. (If they feel the indication is not correct they should contact the Pathways Help Desk.) The CTE Status column must say Approved. If CTE course is still "pending" or if it is marked Incorrect during review, it will not show up for use in a Pathways application.

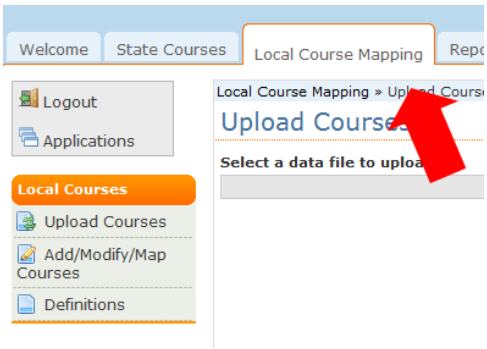

☐ Select All Courses (on this page) to Expire ☐ De-Select All Courses (on this page) to Expire

	Select to Expire	Local Subject Area	Local Identifier	Local KCC Identifier	Local Title/Descriptor	Local Effective Date	Local Expiration Date	Last Edited On	Used in Pathways?	CTE Status	
Edit	☐	math	12055a	12055G0.501213GGF	Business *Business Principles and Management courses are designed to*	6/21/2017		6/21/2017 2:43:00 PM	*No*	*Pending*	Delete

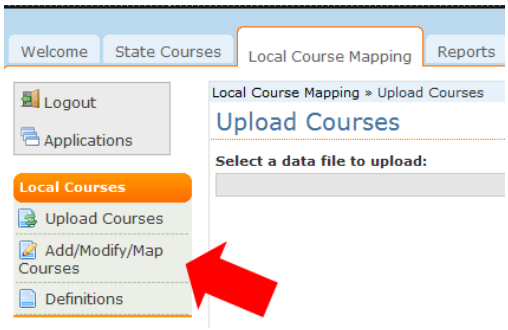
Typically, districts must place courses in a Pathways application before March 1st (ideally no later than February 1s) **PRECEDING** the beginning of a school year. After March 1st, once the Pathways application has been approved, the application and the courses included are essentially **locked down**.

Users can check the Pathways status by:

A. Clicking "Local Course Mapping" tab.



B. Clicking "Add/Modify/Map Courses."



The "Used in Pathways" feature should appear on the right-hand side of the screen in the resulting course listing.



If this field indicates "Yes" then the course cannot be deleted and the only fields that may be edited are the "Local Course Title" field and the "Expiration Date" field (only IF the expiration date is after the current school year).

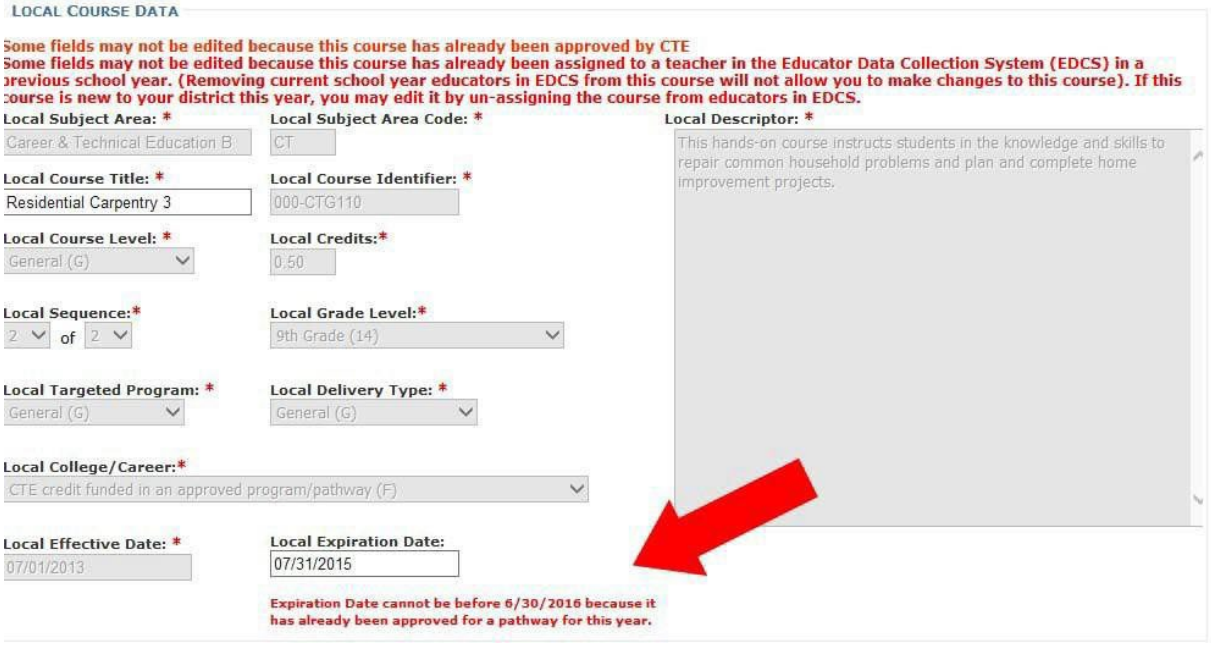
Pathways Help Desk assistance:

Email: pathwayshelpdesk@ksde.org

Career Clusters and Pathway information

Webpage: Career Clusters and Pathways (https://www.ksde.gov/Default.aspx?tabid=134)

After the Pathways application has been Approved by KSDE, users can not add courses to the application without the intervention of the Pathways Help Desk. If the user adds a CTE course intended for a Pathway into KCCMS it will not automatically be included in the approved application. Adding courses after March 1st and marking them with an X, L, F, or C in the Local College/Career field will result in those courses not being visible in the EDCS system where teachers are assigned to courses.



Course Editing

Manual Edit Method

Manually editing a course is the only way to change any of the Unique Course Identifier Fields which comprise the unique identity for each course in KCCMS:

C2 Local Subject Area

C4 Local Course Identifier

The entire KCC ID comprised of following Import fields: C16 (State) Subject Area Code;

C17 State Course Identifier; C7 Course Level;

C8 Credits; C9 Sequence;

C10 Sequence Total C11 Grade Level

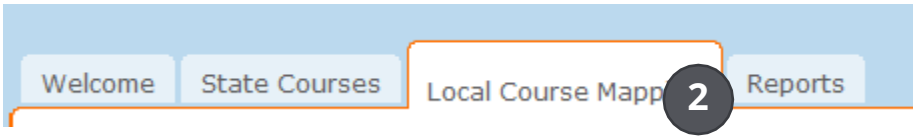
C12 Targeted Program C13 Delivery Type and C14 College Career AND

C18 Effective Date

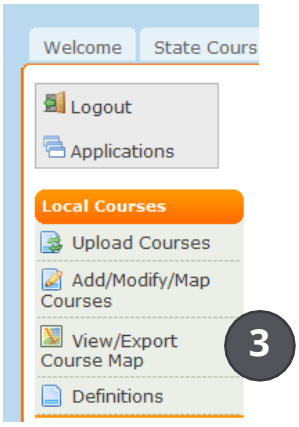
Any attempt to update the fields above via the Upload/Import File process would just create a new course record instead of updating the old one already in KCCMS.

To manually edit a course:

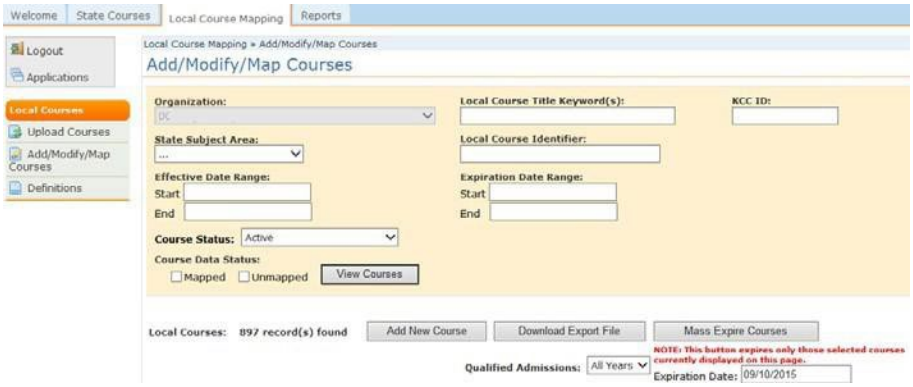
1. Sign into KCCMS.
2. Click "Local Course Mapping" tab.



3. click “Add/Modify/Map Courses."

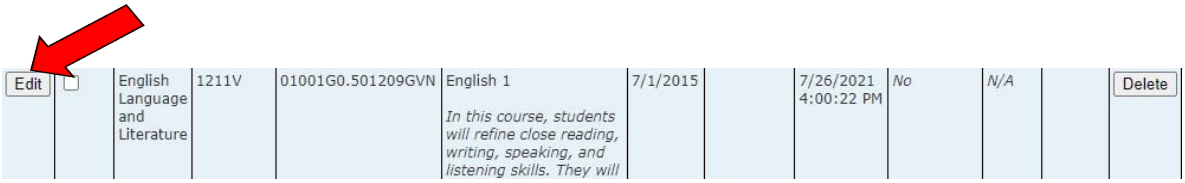


4. Search for the relevant course by entering search criteria in the available fields:

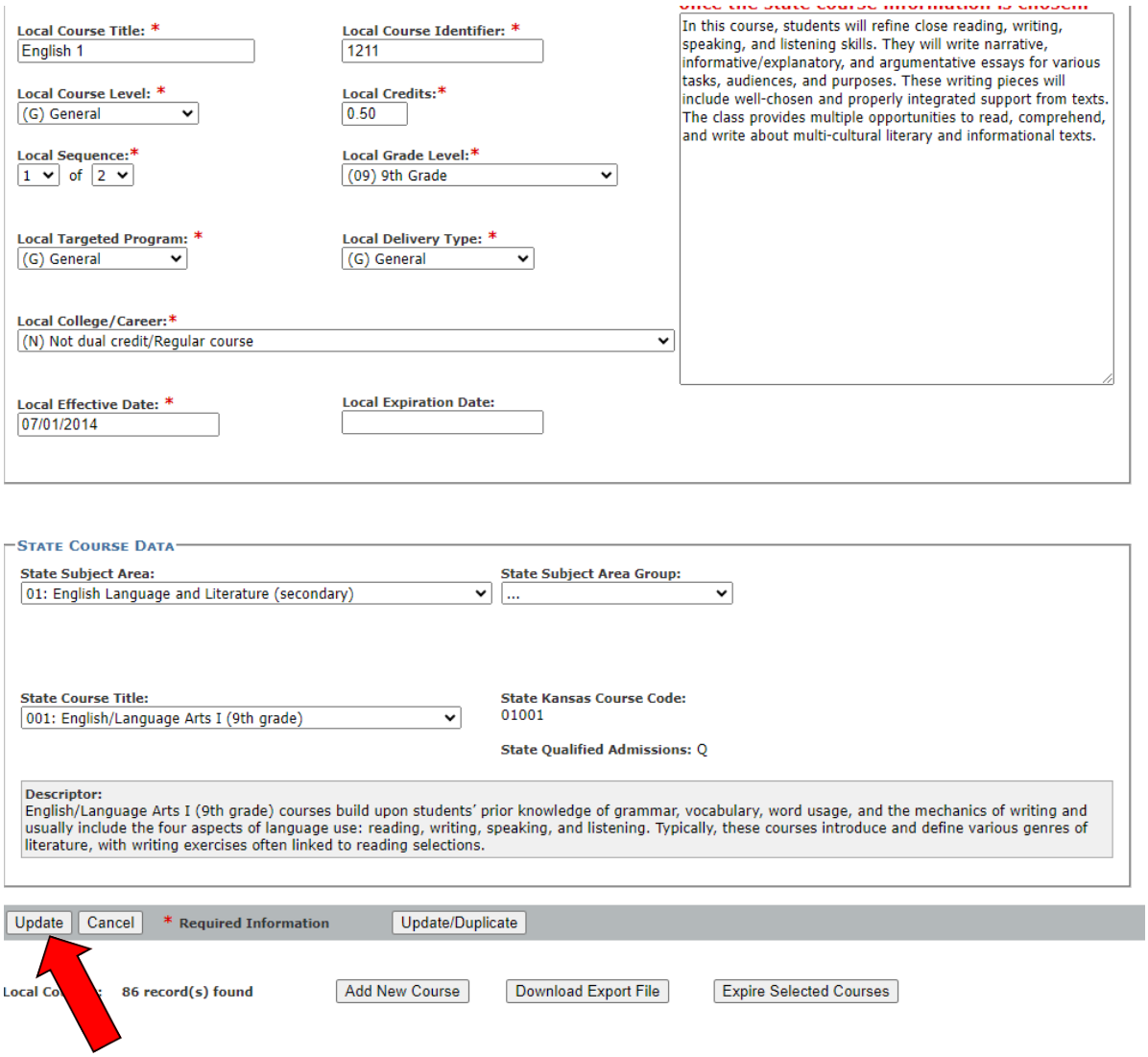


   - Local Course Title Keyword(s)
   - Local Course Identifier
   - KCC ID Other filter fields include: State Subject Area; Effective Date Range; Expiration Date Range
   - Course Status (defaults to "Active"; choosing "All" will include active, expired, and courses set to be active in the future.) and Course Data Status: Mapped and Unmapped (defaults to Mapped)

5. Click "Edit" next to the selected course.



6. The following screen will appear with the fields available for editing;



7. Make changes to the relevant fields and click "Update" on bottom left (this makes changes to the current course).

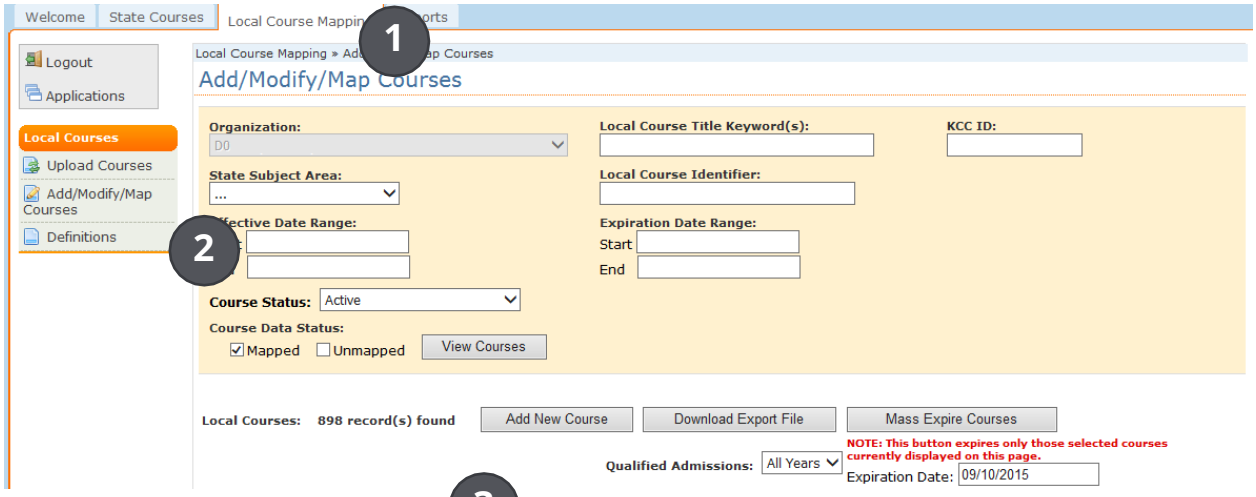
Adding New Course to KCCMS

Check Teacher Endorsements

Before a user connects an unmapped Local course to a State course in KCCMS they should be mindful of the endorsements required for the State course. This will save the school time and difficulty later when connecting a teacher to the course in the EDCS report. Please see the "Licensed Personnel – Endorsements" available via the EDCS web page. A link for this page can always be found on the public Kansas Course Codes (KCCMS) - look on the right hand side but is provided here for your convenience Licensed Personnel.

Note, this is not a required additional step in KCCMS, KSDE suggests this so you avoid connecting personnel to a course that they are not endorsed to teach. KCCMS will accept the course regardless; however, difficulty may occur later in the EDCS system.

Manual Method

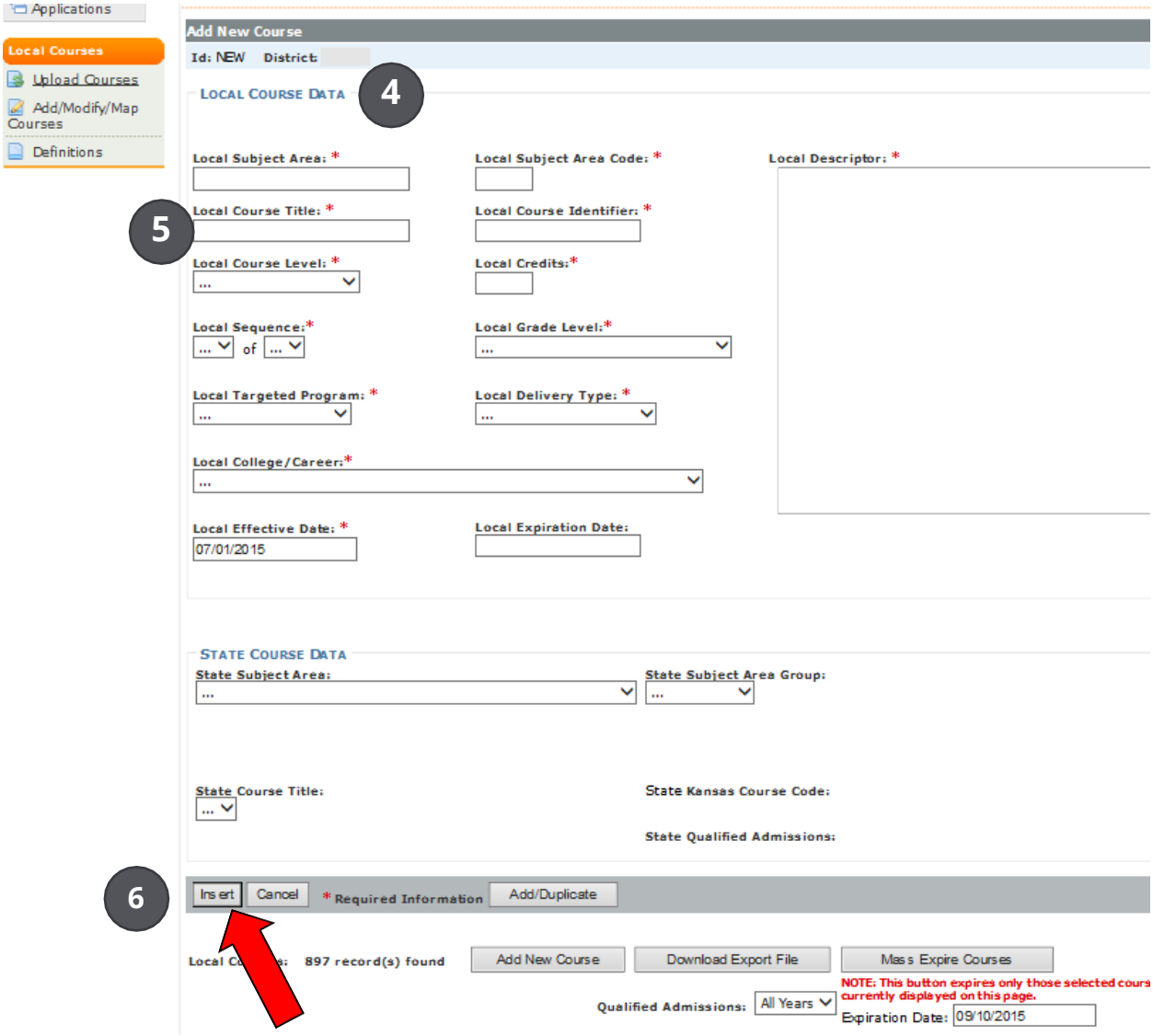


To add courses manually:

1. Go to "**Local Course Mapping**."
2. Then "**Add/Modify/Map Courses**.
3. Click "**Add New Course**" (just under the tan area of the screen as illustrated above).

4. A screen should appear divided into the "**Local Course Data**" section and the lower "**State Course Data**" Section with blank cells and/or dropdowns in each, as illustrated below.

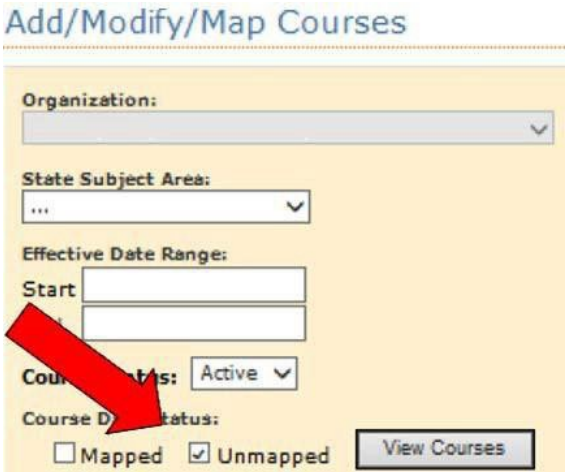
5. The user may complete only the Local Course Data, or if they are ready to "map" (connect) their Local Course to a pre-existing State Course they may also complete the State Course Data. (Available State Courses may be reviewed under "Reports" then "State Course Codes" if the user wishes to pre-determine the State Course.) **At a minimum the user must complete the cells with a red asterisk to create the Local Course.**



6. Once complete, the user should click "**Insert**" on the lower left of the screen. (Add/Duplicate is only if the user wants to insert and then create a duplicate template for another course.)

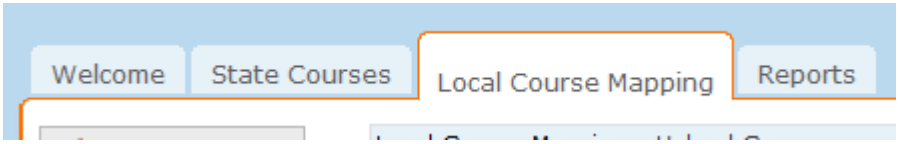
Unmapped Filter option

Local Courses that are created but not "mapped" (or connected) to a State Course will only be available using the "unmapped" filter under "Local Course Mapping" and "Add/Modify/Map Courses":

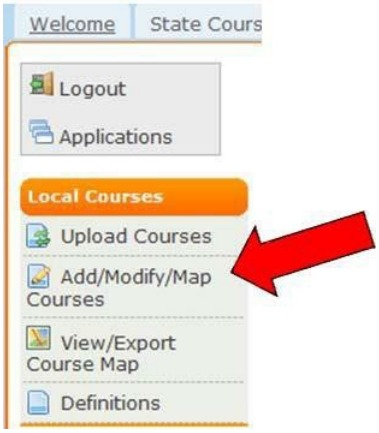


The KCCMS Course Duplication Feature

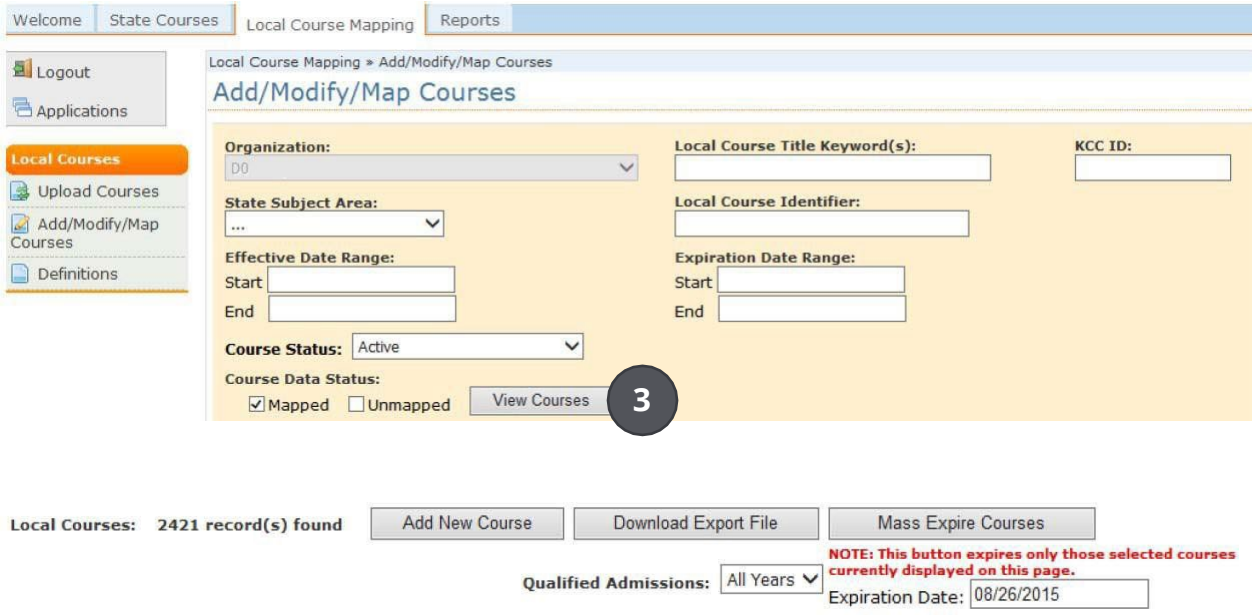
1. Click on "Local Course Mapping" tab



2. Locate "Add/Modify/Map Courses" on the left side under the orange "Local Courses" bar and click it.



3. The screen pictured below should appear. The user may search for the particular course they wish to duplicate by entering information in the Local Course Identifier, Local Course Title Keyword(s), or KCC ID and clicking "View Courses".

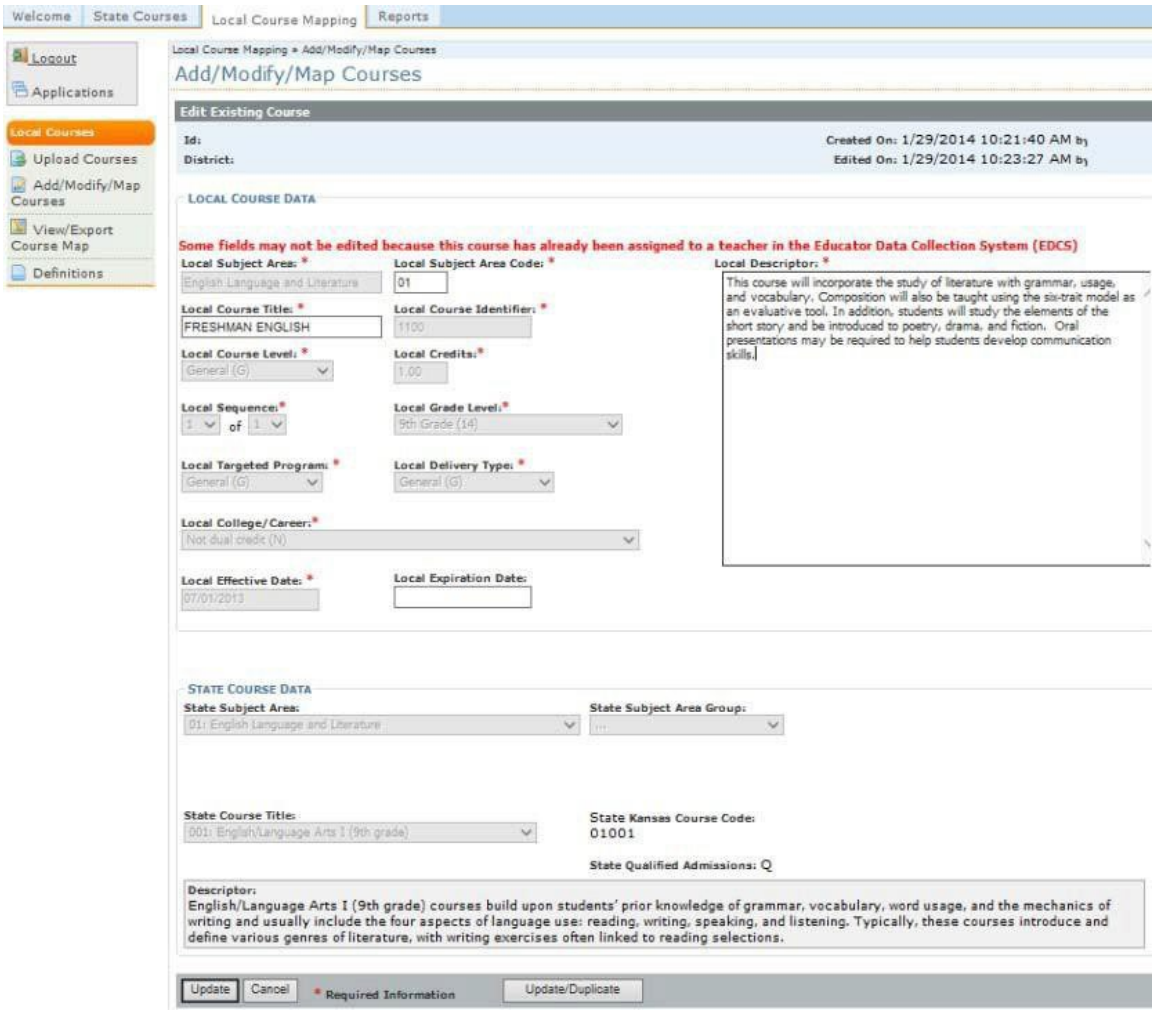


In the following example we searched for "Local Course Identifier" 1100.

In this instance, the course is a 1 of 1 sequence, yearlong, and one credit. However, the district teaches this course in two semesters and reports to KCAN twice a year, once for each semester; so, they want to change the sequence to a "1 of 2" and "2 of 2", 0.50 credit each. So first the user would click on "Edit" button which they can find next to the "Local Subject Area" column:

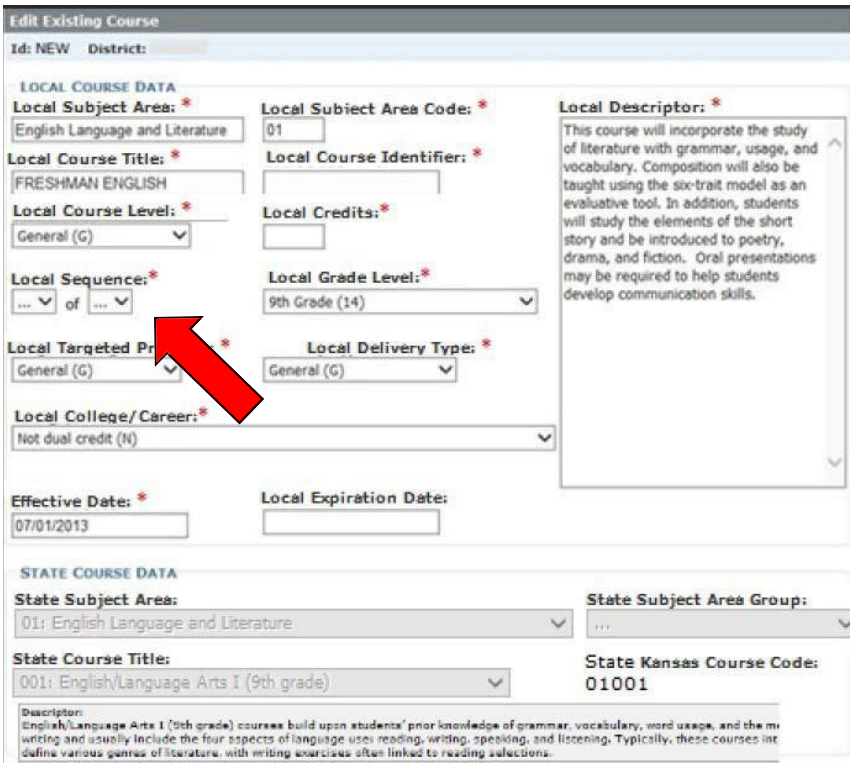


After the user clicks on "Edit" they should see a screen similar to the following screen. It shows the details of the original course.



In the above instance, this course has already had teachers assigned to it in EDCS in prior years, and it prevents editing in most of the fields. However, the user should still be able to duplicate the course by adding the Expiration date that will expire this original record then clicking "Update/Duplicate" on the bottom right of the screen to create the duplicate pop-up record.

When the user clicks on the "Update/Duplicate" button it will duplicate most of the original course on the screen, **while removing the course identifier (local), credits, sequence numbers and expiration date, thus providing a template ready for the user to complete as in the following picture**:



In the preceding example, the user now has a template ready to create a new "1 of 2" sequence. They will eventually also create a "2 of 2" using the same method. To create the "1 of 2" they fill in the new sequence using the drop-down fields provided. They will then enter an amount in the "Credits" field, and perhaps change the Local Course Identifier by adding an "a" on the end. Local Identifiers do not have to be different between two sequences, as the change in sequence is sufficient to maintain uniqueness of the two course halves.

Note: The user should always be aware of how the district's "school information system" (SIS) operates and all the course record data that needs to match. When it exports a file to be used to upload to an KCAN report, does the SIS change the local course ID? Whatever KCC ID and attached Local Identifier the district uses to report with, must match exactly what the district has already entered into KCCMS or they will get KSDE system errors. In fact, only one difference in any of the applicable Unique Identifier Fields is enough to cause an error in the EDCS or KIDS KCAN report.

After completing the empty fields and updates needed in the duplicate course, it is not yet added to the KCCMS system.

The user has two choices as follows:

1. **Click "Add"**

   If you won't be creating an additional course record, to make a "2 of 2" for example, this simply saves the new "1 of 2" or "1 of 1" course record.

   Note: A green bar appears stating "This course has been saved" after a successful entry.



   If this bar does not appear then there is a problem and the newly sequenced course was likely not saved to KCCMS.

OR

2. **Click "Add/Duplicate** so that the system saves the new sequence of "1 of 2" course record to KCCMS (as illustrated above), and then it creates a new duplicate template ready for the "2 of 2" information to be added. A screen similar to the example below should appear once the "Add/Duplicate" button is clicked; (once again with Local Course Identifier, Credits and Sequence removed).

   Once the user has created the new "2 of 2" sequence, if they do not wish to create another sequence of this course, they would click "Add" and not "Add/Duplicate". The green bar stating "The course has been saved" should appear and the user should be returned to the "Add/Modify/Map Courses" screen:

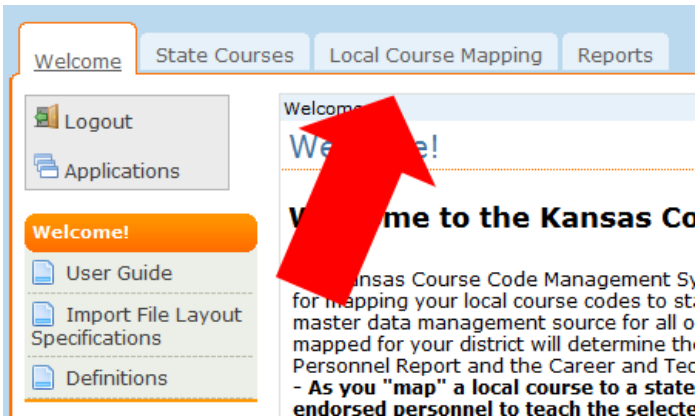


Expiring Multiple Courses

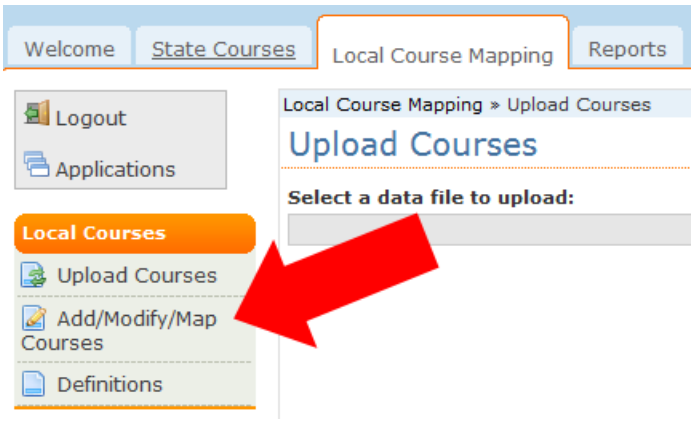
Users have the ability to expire multiple courses (*up to 50 courses at a time per page*) under the "Local Course Mapping" tab, which is found on the left-hand side of the page.

Steps:

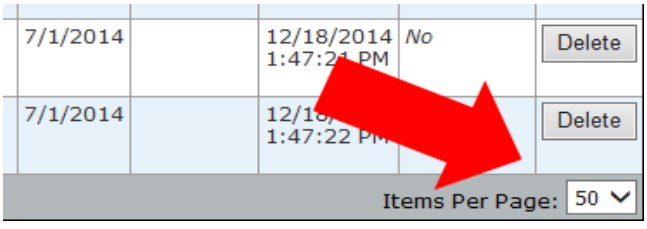
1. Go to the "Local Course Mapping" tab;



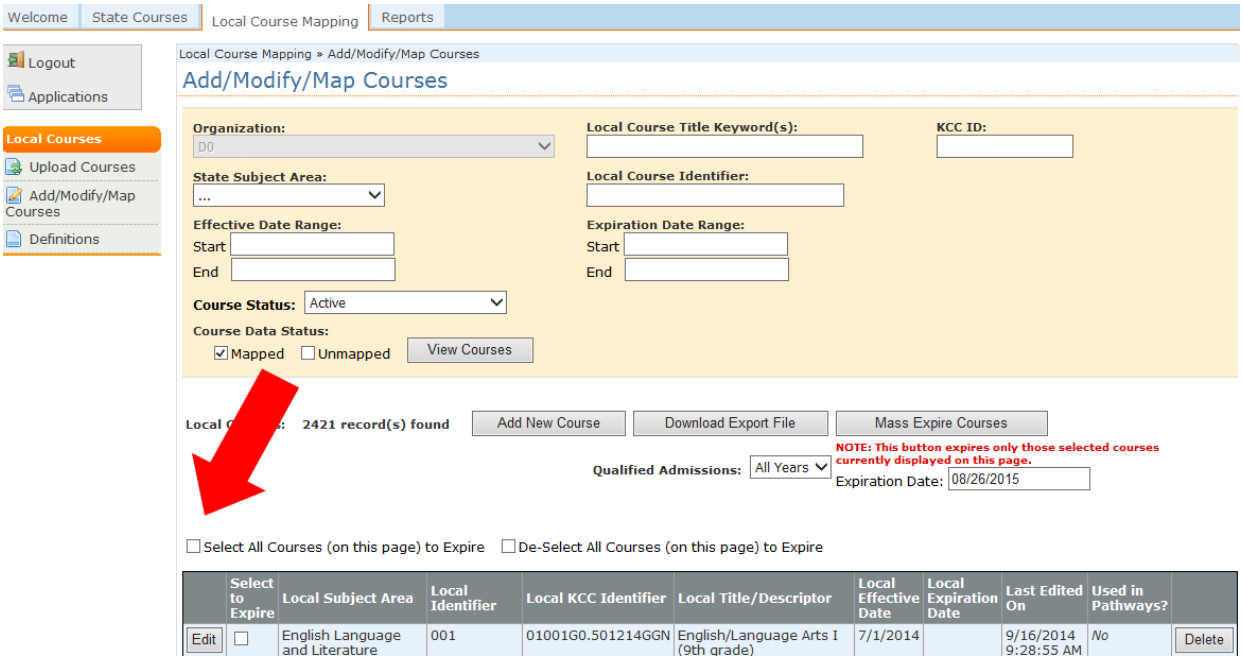
2. then to "Add/Modify/Map Courses" found on the left-hand side.



3. **Users MUST expire courses PER PAGE.** The program doesn't have the ability to select all courses beyond the page. If wishing to expire as many courses as possible per page change the "Items Per Page" option, found at the bottom right corner of the page, to "50".



4. Click "**Select All Courses (on this page) to Expire.**"



OR

Individually select courses by checking the boxes in the "Select to Expire" column.

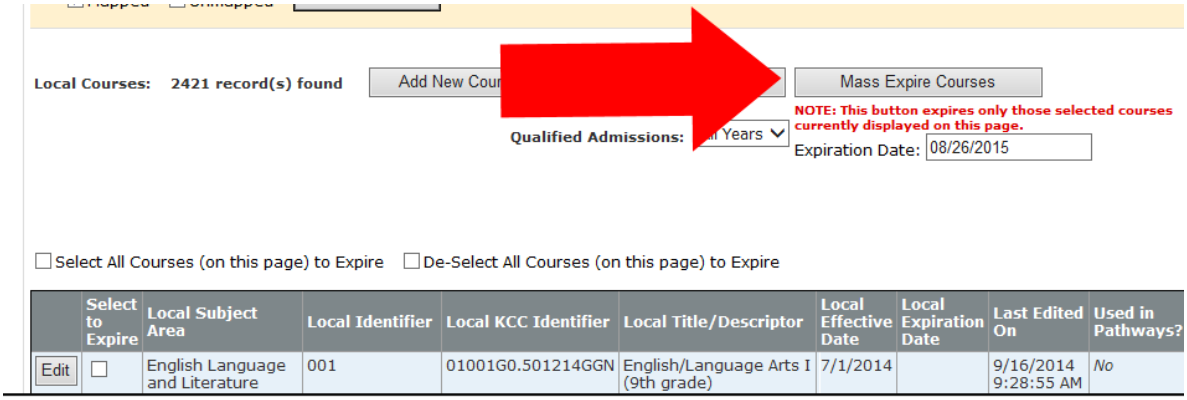


5. Verify the selection of the current date for expiration (per autofill) or change the expiration date.



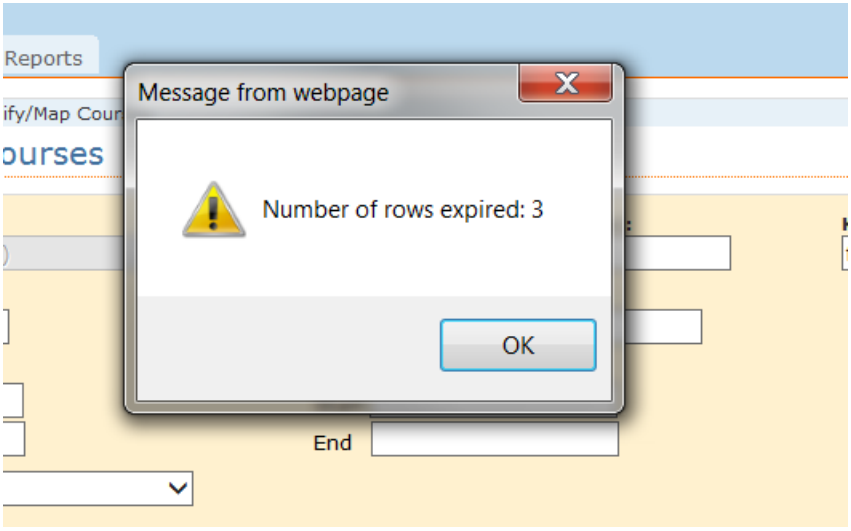
6. **Click Mass Expire Courses**. The user should ALWAYS click "Mass Expire Courses" before going on to the next page.

   Note: This button may be used to expire multiple courses or a single course.



NOTE: The expiration feature will always disregard selected courses currently in an approved Pathways application (indicated in the last column above with a "Yes" or "No").

7. If the expiration is successful a box will pop up notifying the user how many courses were expired:



The user may then move onto the next page and repeat the procedure until done.

Exporting a Course from KCCMS

Users can access the export feature as follows:

1. Click "Local Course Mapping"
2. Click "Add/Modify/Map Courses" under "Local Courses" on the left
3. Enter which courses are desired (Note: It automatically calls up the defaults of Active and Mapped courses)

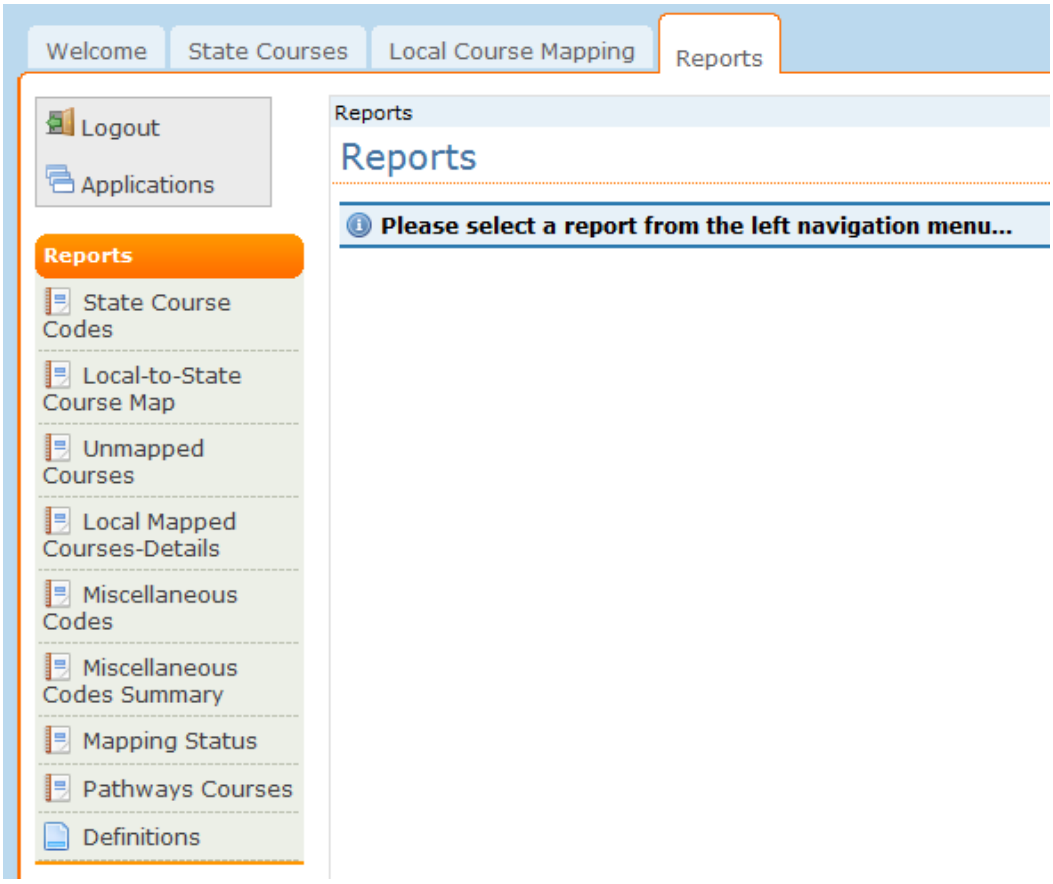


4. Click "Download Export File" at the bottom of the screen.

A text file will be downloaded which can then be imported into the user's school information system (SIS).

KCCMS Reports

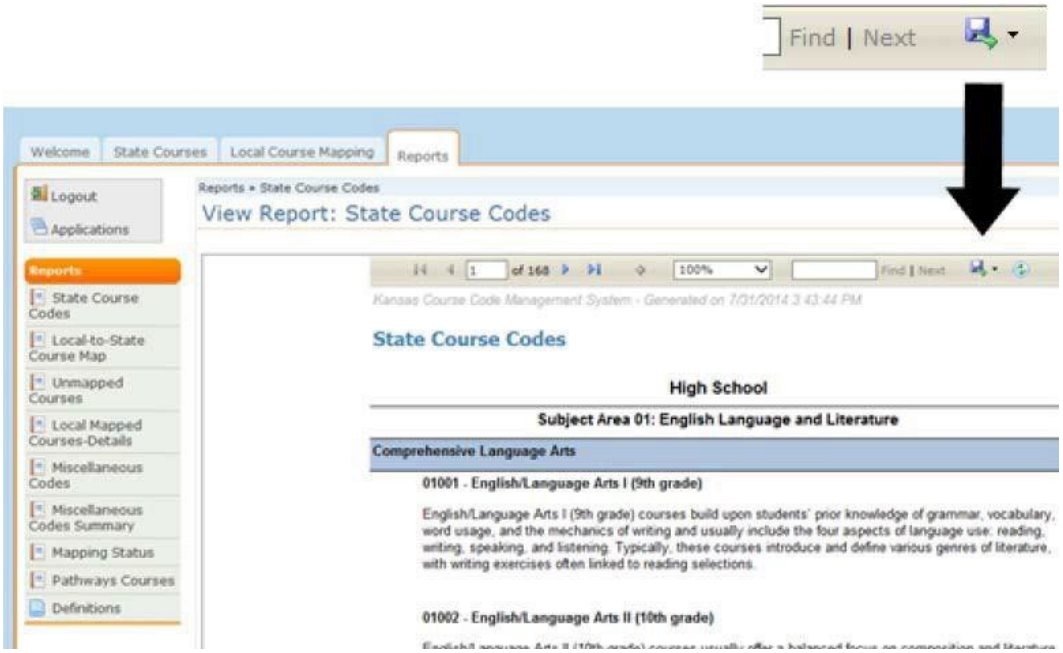
Varieties of reports are available under the “Reports” tab to assist the user and can be found in the left-side menu:



State Course Code Report

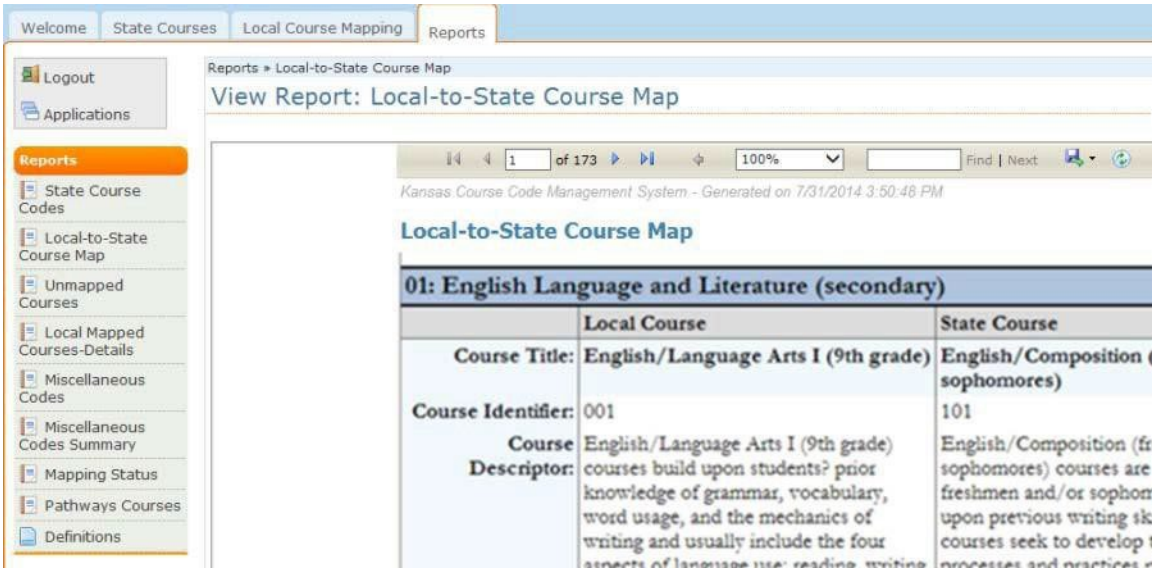
The State Course Codes report will show a catalog of all State Courses, including their descriptions. This report is helpful for choosing the state courses to which the user will wish to map their local courses.

This report, as well as all others, can be exported by utilizing the drop-down menu on the right-hand top side of the screen:



Local to State Course Map Report

The Local to State Course Map report is a two-column report representing the local course and the state course to which it is mapped. Only the local courses that have been mapped will be shown in this report.



Unmapped Courses Report

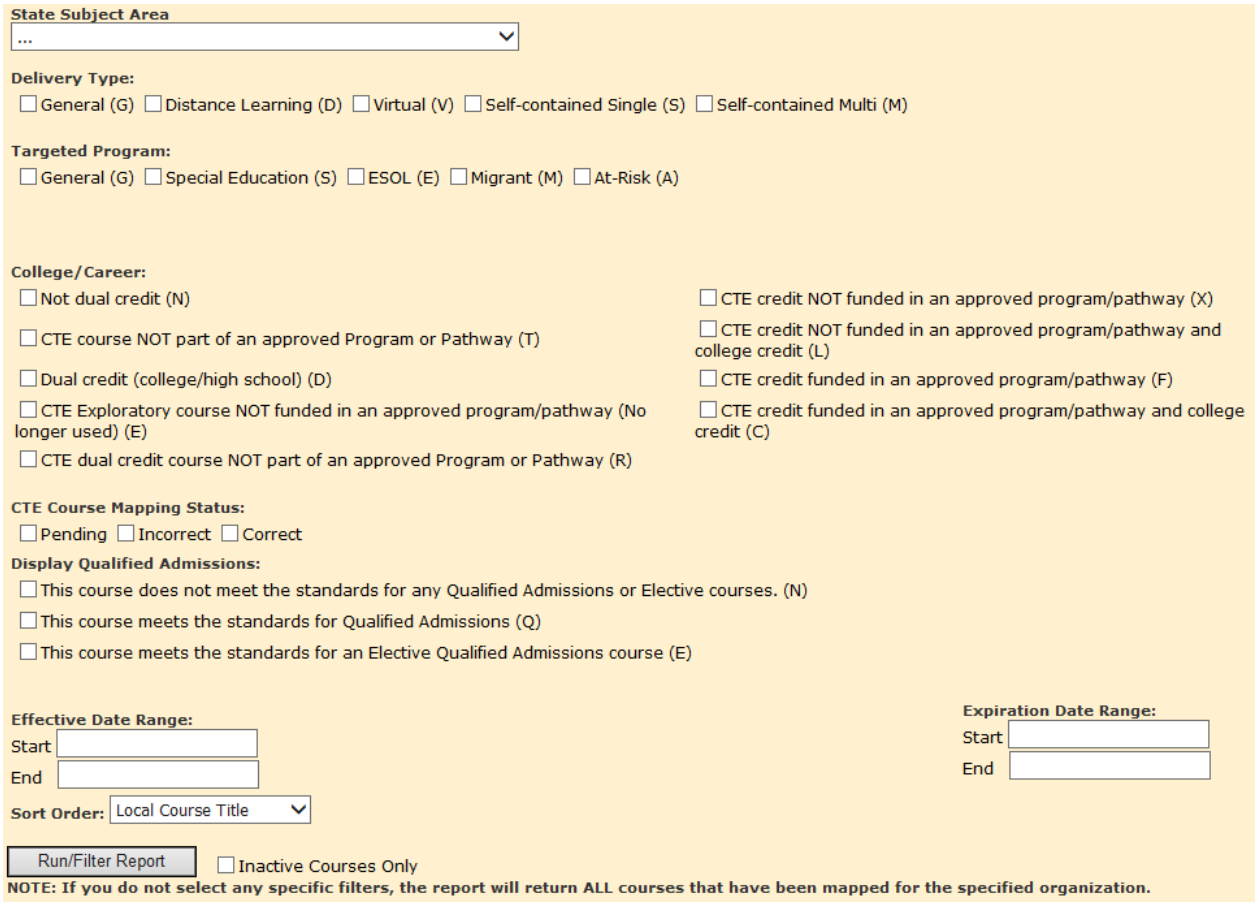
The Unmapped Courses report shows the local courses that have been entered into KCCMS but have not yet been "mapped" or connected to a State course.



Local Mapped Courses-Details Report

This report can be used for customized detailed information. This report can have as many filters selected as needed. The user should note that by default, expired courses will not show up in this report. To run a report for just expired courses under Local Mapped Courses Details, simply click the "Inactive Courses Only" option next to "Run/Filter Report.

Sort the report by Local Course Title (default), Local Course Identifier, or College/Career Status using the "Sort Order" drop down at the bottom of the tan screen. This report is good for troubleshooting course errors in KSDE systems.

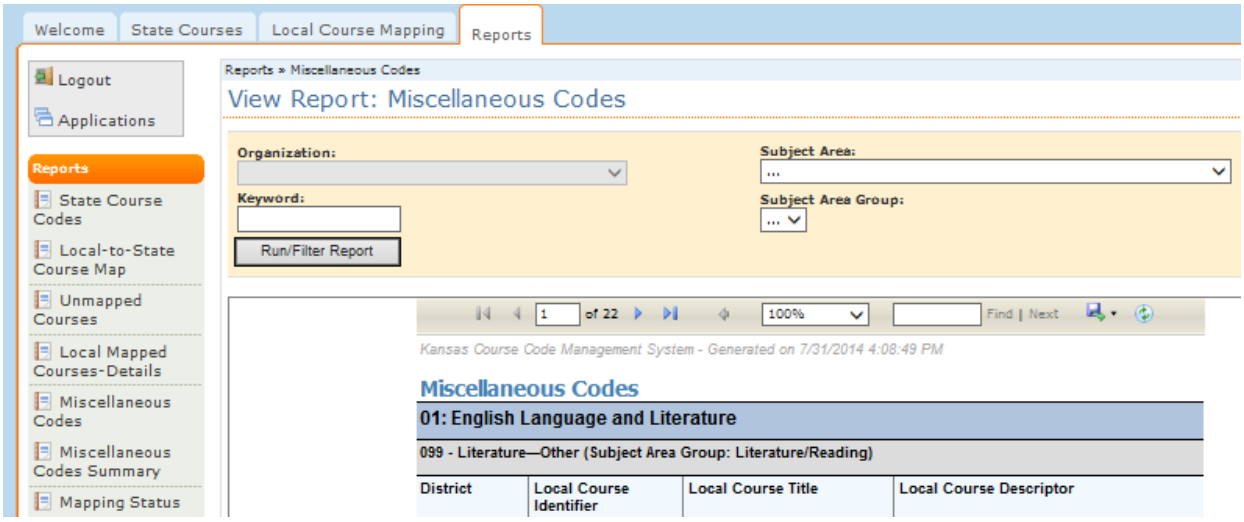


Miscellaneous Codes Report

The Miscellaneous Codes report shows the courses that have been mapped to a state course code having at least one of the following characteristics:

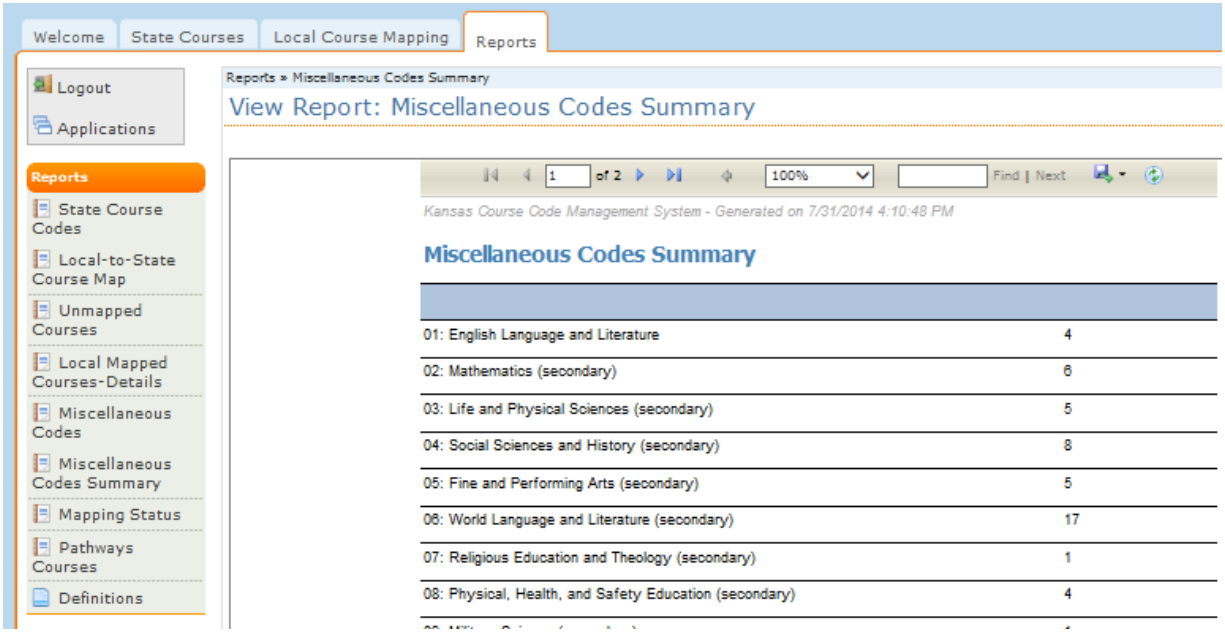
1. State Subject Area containing the word "Miscellaneous"
2. State Course Title containing the word "Other" or "Miscellaneous"

Several options are available to search the miscellaneous codes for the district. The searches can be filtered by "Subject Area", "Subject Area Group", and "Keyword". The options in the "Subject Area Group" will vary depending on the subject area selected. Select "Run/Filter Report" to view the report.



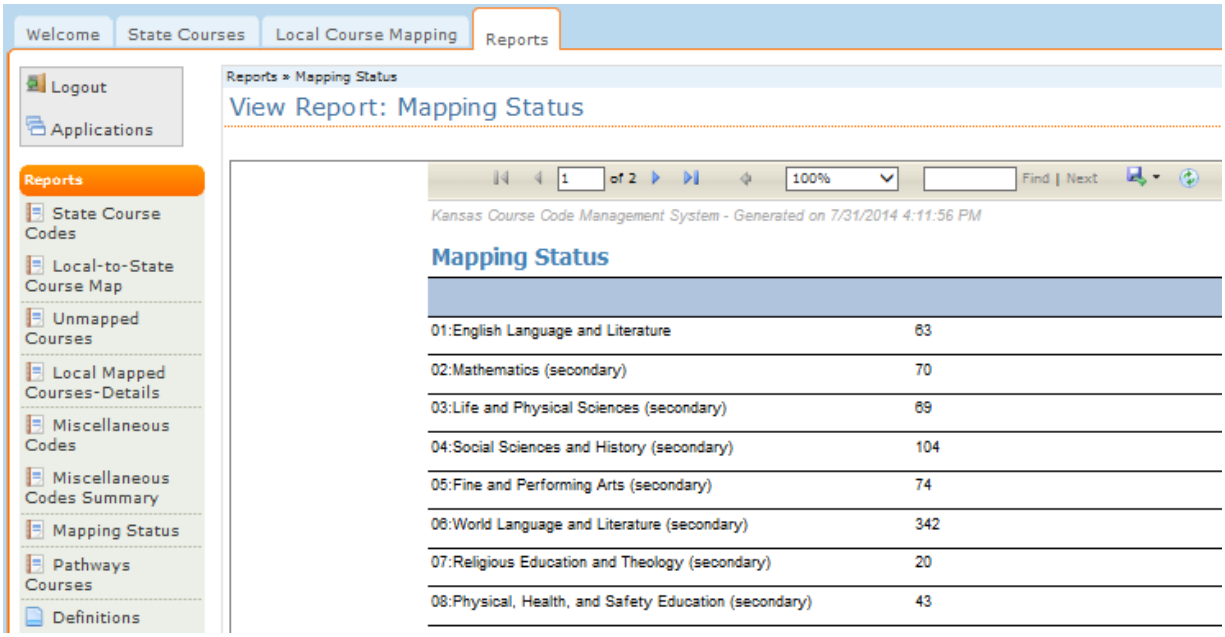
Miscellaneous Codes Summary Report

The Miscellaneous Summary report shows a count, by subject area, of all the local courses mapped to miscellaneous state course codes.



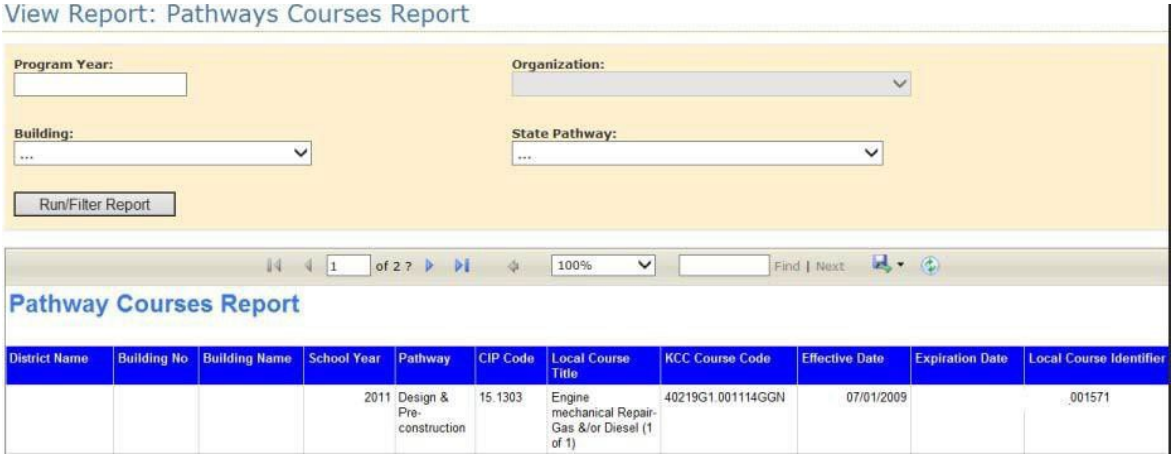
Mapping Status Report

The Mapping Status report shows the status of the district's mapping progress at a glance. It includes the following indicators: The total number of courses mapped, the total number of courses unmapped, the number of courses mapped by subject area, and the total number of courses.



Pathways Courses Report

Users can get a summary report of the courses which have been included in an approved Pathway application for the current year. (This is helpful for troubleshooting if courses do not show up in EDCS or errors in KIDS reporting). Users are recommended to match the contents of this report to their local SIS at the beginning of every school year to alleviate errors in KSDE reporting.



District Name	Building No	Building Name	School Year	Pathway	CIP Code	Local Course Title	KCC Course Code	Effective Date	Expiration Date	Local Course Identifier
			2011	Design & Pre-construction	15.1303	Engine mechanical Repair-Gas &/or Diesel (1 of 1)	40219G1.001114GGN	07/01/2009		001571

Across Systems Topics

Course	KCCMS	EDCS	Pathways
Summer School	Summer school courses should be mapped.	Teachers must be assigned to the summer school courses AFTER the LPR snapshot is submitted in March but **before** the KCAN record has been submitted, if applicable.	
Self-Contained or Subject Specific Elementary Courses	• If one overall course outcome is reported, map as a self-contained classroom. If grades are reported for each subject area (math, reading, etc.), map each subject taught as a separate course.	• If one overall grade is reported, report the assignment as self-contained classroom (use class count of 1). • If grades are reported for each subject area (math, reading, etc.), report each subject taught as a separate assignment.	

Course	KCCMS	EDCS	Pathways
Dual Credit Reporting Dual Credit Course (applies to KAMS, JAG and CTE courses).	Each course code should be chosen according to course code descriptor or Pathway Course Competencies. They should be mapped in KCCMS and marked as dual credit in the college/career field. If the course is a dual credit CTE and/or pathways course, then it should have the appropriate dual credit pathway code (L, C or R). Non-CTE dual credit courses are "D". See: • KCCMS CTE Course Mapping[5] • 16 Career Clusters Web Links[6] (ksde.org)	Only assign courses that are taught by a district staff member. Dual credit is not specified in EDCS. Assign the five-digit subject area course to the staff member. **Do not** report dual credit courses taught by a college professor.	
Students in another building	Courses which students take at another building should be included in the district's KCCMS course entries.		
Drivers' Education Drivers' Education course should be reported if the course will be included on the student's transcript.	• 08152: Drivers' Education - Classroom Only • 08152 Drivers' Education - Classroom and Laboratory • 08197: Drivers' Education - Independent Study • 08198: Drivers' Education - Workplace Experience 08199: Drivers' Education - Other		

[5] https://www.ksde.gov/LinkClick.aspx?fileticket=J38zBe5uptM%3d&tabid=444&portalid=0&mid=1395

Course	KCCMS	EDCS	Pathways
Seminar, Study Hall and Teacher/Office Aides Course should be reported if the student earns a credit for the course, and the outcome is included on the student's transcript or student record.	Courses may be marked with the course level of "no rigor" and will be mapped using one of the miscellaneous codes.	• If the course outcome is determined by a teacher certified in a content area in that same building, then assign the course to that teacher. • If the course outcome is determined in a different manner, the school counselor or administrator appointed to oversee the student aide courses should be assigned	Report seminar in High School Principal's Building Report (PBR).

[6] https://www.ksde.gov/Portals/0/CSAS/CSAS Home/CTE Home/Career_Cluster_Pathway/16 Career Clusters Web Links 102418.pdf?ver=2021-01-20-144135-880

Additional Educator Types

Explanation: There are several additional educator types that represent an indication of a specific role an educator has and are not representative of a course that provides an outcome.

KCCMS: The role-based Subject Area Codes are not available to be mapped in KCCMS.

EDCS/LPR: These are unique to EDCS and all educator types are available to all districts.

Special Education Teachers EDCS/LPR

Any district that has an educator physically working in the district will need to report that educator in EDCS/LPR.

HIGH INCIDENCE SPECIAL EDUCATION TEACHERS

- Teachers must be licensed in a content area if they are going to be assigned to a content specific course.
- High Incidence special education means that the curriculum may be adapted to fit the needs of a student. Students in this category generally have mild to moderate disabilities.
- As far as reporting in EDCS, if a high incidence special education teacher is teaching a content area to a special education student, he or she must hold the endorsement for the general content area as well as the high incidence SPED endorsement.

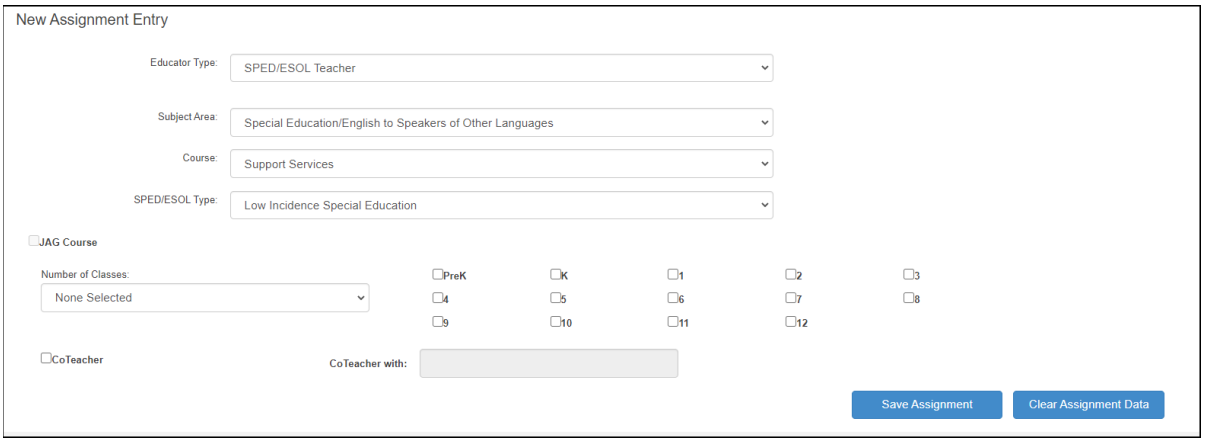
LOW INCIDENCE SPECIAL EDUCATION TEACHERS

- Teachers may provide support services and teach content to students who require low incidence support.
- The educator must hold an endorsement for low incidence at the appropriate grade level to be considered appropriately licensed.
- Low Incidence special education means that the student requires a different curriculum altogether. Students in this category generally have severe to profound disabilities.
- A low incidence special education teacher may teach all content areas to students who require low incidence support without holding the general content endorsement.

If the SPED (or ESOL) teacher is issuing grades for CONTENT area:

1. Select Educator type 4: SPED/ESOL
2. Select the specific subject teacher is teaching (ex: mathematics)
3. Select the course (ex: general math)*

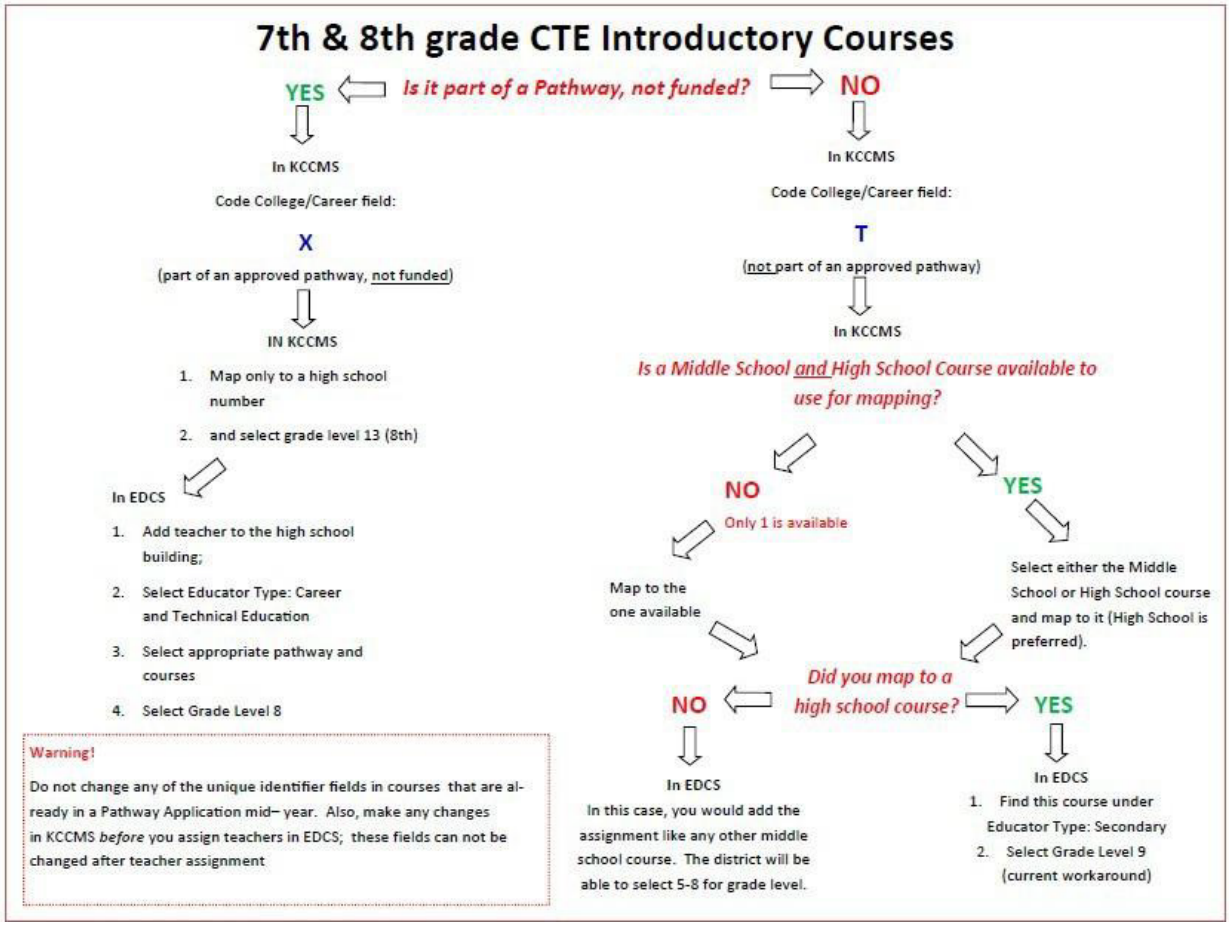
*Course must be mapped appropriately in KCCMS to display in SPED/ESOL educator type. Screenshot in EDCS:



If the SPED (or ESOL) teacher is providing support services and NOT issuing grades:

1. Select Educator Type: SPED/ESOL
2. Select Subject Area: SPED/ESOL
3. Select the appropriate course
4. Select additional SPED/ESOL code if drop box appears

Seventh and Eighth Grade CTE Introductory Courses: High School Credit



7th and 8th graders are able to take CTE Introductory courses and can earn high school credit, which is a locally decided option. Users may select a MS code (if available) or HS code in KCCMS. It would be the school's decision whether to split student enrollment to separate course numbers for reasons such as accountability; but it is not a KSDE requirement that they do so.

The College Career Field in KCCMS for Seventh and Eighth Grade CTE Introductory Courses

In order to ensure proper coding of any CTE course, whether in an approved CTE pathway or not, the following instructions on coding middle school introductory CTE courses are being provided. Please remember that the Kansas Course Codes Management System (KCCMS), the Educator Data Collection System (EDCS), the Career and Technical Education (CTE) Pathway application, and the Student Teacher Courses (KCAN) system all communicate with each other. When implementing the following changes, it is important that the EDCS report for your district/school has not been completed yet.

Middle School Introductory CTE Course NOT Part of a Pathway

If your district has a middle school introductory Career and Technical Education (CTE) course that is NOT going to be part of a pathway, then that course should be coded with a "T" in the College/Career field in the Kansas Course codes Management System (KCCMS). This course should have a middle school course number. Coding of CTE courses with a "T" indicates that the course is a CTE course that is not part of an approved pathway.

Please make any necessary changes to these courses in the KCCMS before your Educator Data Collection System (EDCS) report is completed for your school/district. Any course coded with a "T" should be found under secondary teacher in EDCS. It is okay to make changes directly to a course record in KCCMS that is not part of an approved pathway for this purpose.

EDCS Instructions:

If a course is not part of a pathway and is mapped under the secondary course code i.e. "12XXX" (for a business course), the district may add the assignment to a middle school teacher by selecting Educator Type "Secondary". EDCS will not allow a district to select "8" for the grade level. EDCS will allow selections of grades "9-12" only. The district may select "9" for the grade level in this instance though the course is at the middle school. EDCS does not allow grades under "9" for selection if the Educator Type is "Secondary".

Middle School Introductory CTE Course Part of a Pathway, Not Funded

Any course in your middle school that will be used as an introductory course (not funded and in an approved pathway) needs to be coded to a high school course number. The Kansas course code still needs to indicate the 8th grade level (code 08).

EDCS Instructions:

The district would need to add the teacher to the High School building, select the Educator Type "Career and Technical Education", select the appropriate pathway and course, and select "8" for grade level. This is a work around since EDCS will not allow a user the option to select pathways in a middle school building.

Trouble Shooting

If a course does not appear in EDCS, KCAN and/or the pathways CPPSA it is often due to one of the following:

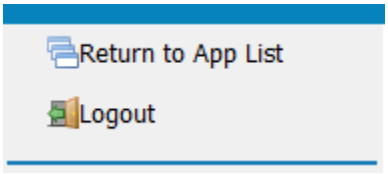
- The local course was never entered and/or mapped to a State course.
- The course is still pending approval in the KCCMS system.
- The course was rejected as incorrect in the KCCMS system.
- An internal program requirement prohibits it (for example there may be an internal rule not allowing a selected program type at a certain grade level).

Timing of Log-Out – KCCMS when opening other applications

KCCMS, KIDS, EDCS, and all other KSDE applications that require a login have the same timeout process where time is extended due to activity. If the user is only using a single application at a time, the timeout should behave the same based on activity.

One issue that is likely to occur, if the user switches between browser tabs, is that switching can cause an application to close for various security or functional reasons, if the browser shares session variables between tabs. This is even more likely if the user has different logins for each application, since the applications share the same Authentication process.

This problem can be avoided by only have one KSDE application open at a time, and switching between them using the "Return to App List" link:



EDCS – Course Not Appearing

Does the course actually exist in KCCMS?

Verify the course actually exists in KCCMS with the same Unique Identifier fields of the course you are looking for. One method of looking at existing KCCMS course data is to run a "Local Mapped Courses Details" report for the district courses under the "Reports" tab.

Is it a CTE course?

Check the course status. One method to do this is to run the report mentioned above. Any CTE courses marked "pending" or "incorrect" will not appear in EDCS.

Is it a CTE Pathways course?

Pathways courses must not only be approved by a CTE reviewer, they must also actually be included in the current year's Pathway application; if they are not included, then regardless of whether or not a CTE reviewer approves a CTE course that the user indicates is in an approved Pathways application, it will not appear in EDCS.

Any course with a code in the College/Career field that indicates the course is in a Pathway is also indicating the course was included in the **current year's** Pathway application. Users should not create new courses after their current year's application has been approved and then indicate the new course is in the application (with the exception of creating new courses to put into the Pathway application for the next year). **Only the original courses in an approved application will show up in EDCS** . Pathways courses in an approved application have a unique background ID assigned to them by the system. New courses created mid-year**, even if approved by a CTE reviewer, will not** have that background ID. If the user feels they must change the original course, and/or have a new course added to the original (for example perhaps they want to change a sequence mid-year by changing the original to a 1 of 2 and then adding a new 2 of 2 sequence) they should contact the Pathways Help Desk: pathwayshelpdesk@ksde.org , (785)-296-4908.

Are you looking under the right State course in EDCS? Check to see what State course you mapped the local course to in KCCMS.

KIDS KCAN Error

The most common errors involving KCAN is as follows:

The Unique Identifier fields reported in the upload do not match EXACTLY with every single Unique Identifier fields already created in KCCMS by the district. Sometimes a change was made in the district's school information system (SIS) but the corresponding change was not made in KCCMS. Then when a district does their KCAN report with data from their SIS, they get back errors. Always make sure you have updated the courses in your local school information system (SIS) to align with what your district has already entered into KCCMS before you upload your SIS information into KCAN. Many error reports occur simply from the fact that KCCMS and your local SIS do not have the same information. Using the Pathway Courses report may help to alleviate errors.

Updating Courses – Errors

KCCMS says course already exists.

Check to make sure that a course with the same exact Unique Identifier/Duplication Rule fields doesn't already exist among your previously entered district KCCMS courses. **Even if a course is expired**, if it has the same exact Unique Identifier/Duplication Rule fields KCCMS will not allow a duplicate to be created, this is because the expiration field is not a unique identifier. Using the Local Mapped Courses – Details report may help.

KCCMS will not update.

If you have gone in and manually edited an original course and then clicked "Update" but nothing happens (not even an error message) then you should check to see if you are using a compatible browser**. Chrome, for example is not as compatible with KCCMS.**

KANSAS COURSE CODE MANAGEMENT SYSTEM USER GUIDE

Appendix

Systems Contact and Web Page Information

Kansas Course Codes Management System (KCCMS)

KCCMS Help Desk

Email: kccms@ksde.org

KCCMS website: https://www.ksde.gov/Agency/Division-of-Learning-Services/Career-Standards-and-Assessment-Services/Content-Area-F-L/Kansas-Course-Codes-KCCMS

Career and Technical Education (CTE)/ Pathways

Pathways Help Desk:

Email: pathwayshelpdesk@ksde.org

Career Clusters and Pathways website: https://www.ksde.gov/Default.aspx?tabid=134

Educator Data Collection System (EDCS)
Licensed Personnel Report (LPR) EDCS

See the most current "LPR-EDCS User Manual"

Teacher Endorsements – Check the most current "Licensed Personnel Guide" which has the endorsements that schools review prior to their course selections in KCCMS.

Teacher Education and Licensure

Phone: (785) 296-8011

Email: scarter@ksde.org

Website: https://www.ksde.gov/Default.aspx?tabid=812

KIDS

The link below has the KIDS File Specs and the Submission Detail Document for KCAN.
https://kidsweb.ksde.org/Documents

KIDS - Kansas Individual Data on Students KIDS Help Desk

Phone: (785) 296-7935

Email: KIDS@ksde.org

Website: https://kidsweb.ksde.org/Training

Kansas Academy of Mathematics and Science (KAMS)

The Kansas Academy of Mathematics and Science (KAMS) is a two-year residential academy for 11th and 12th grade students talented in mathematics and science. KAMS students enroll in college courses taught by the faculty of a post- secondary educational institution. Over the course of their time in the Academy, students earn a high school diploma and college credits that meet the requirements for an associate of arts or associate of science degree.

KAMS-KCCMS Table: https://www.ksde.gov/Portals/0/CSAS/CSAS Home/Kansas Course Codes/kams_2015v3.pdf

Website: https://www.fhsu.edu/kams

Course syllabus search: http://webapps.fhsu.edu/OnlineSyllabus/

Course schedule: https://tigertracks.fhsu.edu (click "Course Schedule" tab)

Jobs for America's Graduates (JAG)

Website: http://www.jag.org/

If credit is being offered to students for courses in the JAG program, the following is a list of courses that the state has identified as aligned with the JAG program. These state courses were identified after conversation with JAG:

- 22204 – Dropout Prevention Program;
- 22151 – Career Exploration;
- 22151 – Employability Skill

KSDE System Data Flow Summary

1. KCCMS (Course Catalog)
    - Local course data that is entered into KCCMS course records are linked to State Course codes.
2. Pathways – CTE Program of Study
    - After course records are entered, if they are CTE (Pathway) courses, they are reviewed for accuracy and completeness. (Common problems are missing course descriptions; inappropriate state course code selection; and sequencing issues.)
    - CTE course records, when submitted by a district, immediately go into "pending" status, awaiting review by the relevant cluster contact, and in that status will not be available in EDCS or Pathways
    - Any course data updates need to be made by expiring the original record and using the Update/Duplicate function. Any attempt to update CTE courses will also send the course into pending status (with the exception of changes to the course Title and Expiration Date).
    - CTE review time varies depending on the schedule and work load of the relevant Cluster reviewer. Districts may contact the relevant Cluster contact, see listing at KSDE Secondary-Level CTE Contacts

      (https://www.ksde.gov/Portals/0/CSAS/CSAS%20Home/CTE%20Home/2021-2022%20KSDE%20Secondary-Level%20CTE%20Contacts.pdf?ver=2021-09-09-145126-577)
    - Alternatively users may consult the contact information within the most current Clusters Guidance Handbook available on the Career, Clusters and Pathways page: Career Clusters and Pathways (https://www.ksde.gov/Default.aspx?tabid=134)

3. Pathway Application - Career Pathways Program of Study Application (CPPSA)

- Courses are only available in Section III of the CPPSA if submitted in KCCMS, reviewed, and approved by the appropriate Cluster Contact (see above). Courses will not show up in the Pathway application if they have not been submitted and approved in KCCMS; if they are still pending review; or if they were marked as Incorrect by the reviewer. An automatic email message is sent whenever a course record is marked as Incorrect.
- Users should be aware that courses that have been included in an approved pathway application **have a unique background identifier assigned to them**. Creating or updating courses "after the fact" in KCCMS, such as in mid-year, and then indicating in the College Career field that they are in a pathway (funded or otherwise) will cause the EDCS system to look in the approved pathway application for the current school year, and it will only find the original course in that application, the one with the background ID assigned to it; therefore the new course data will not appear in EDCS. Unless absolutely necessary schools are asked to leave the KCCMS courses that are used in an approved pathway application for the current school year alone. Further guidance may be obtained from the Pathways Help desk at pathwayshelpdesk@ksde.org.
- PATHWAYS COURSES REPORT! Users should note the availability of the "Pathways Courses" report available under the "Reports" tab in the KCCMS program. Please use this report every Fall to ensure that the course data matches your local SIS.
- Additionally, the last column under "Local Course Mapping" then "Add/Modify/Map Courses", titled "Used in Pathways" will indicate by a "Yes" or "No" if the course was actually included in the current year's Pathways application.

4. Educator Data Collection System (EDCS) (Connecting Courses to educators)

- KSDE Approved pathways only will be available for selection in EDCS.
- Educators are assigned to approved pathway courses in EDCS.

NOTE: The Licensed Personnel Report is a submission of the data entered in the Educator Data Collection System. All positions requiring a licensed staff member should be reported with the assignment(s) from the Educator Data Collection System.

5. KIDS KCAN (Connecting Courses to Students)
   This KIDS record type collects course information to support the Kansas State Board of Education Kansans Can initiatives for the following student populations only:
   - Course enrollments and outcomes for Migrant Students to populate the Migrant application.
   - Migrant Services provided during Summer term.
   - Course outcomes for Career and Technical Education (CTE) students to populate the Pathways application.
   - CTE Certifications earned by students.
   - Course outcomes for virtual students 20 and over to verify funding amounts.
   - Course outcomes for students receiving dual credit on high school courses.
   - Course outcomes for students in a Work-based Learning experience within the content of a high school course.

Data should be current as of the last day of the course-grading period.

The Use of KCAN Record Submissions

- Populate data in the pathways application.
- Provide verification of course completion for virtual students 19 and over.
- Provide the course enrollment and course outcomes of migrant students.
- Populate CTE certifications earned while student is in high school.
- Collection of dual college credit courses completed in high school.
- Collection of work-based learning courses completed in high school.
- Provide data through the Student Record Exchange for students that move.
- Support the Kansas State Board of Education initiative.

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For more information, contact:

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