

Gifted Step by Step Checklist

Change Log

Date	Section Number/Name	Change Description
9/4/18		Updates for 18/19

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Task 1 - Create a default Gifted Rule to assign to all students in the district that are not being screened

As soon as your district knows what grade levels they are going to screen, State Support recommends the district run the Gifted Mass Update to assign all students a gifted record. This usually takes place in the fall. Once records have been created with default rule values, any subsequent updates could override any manual updates to the records.

A student can only have one gifted record per school year.

- 1. Change your context to the district level in the current school year.
- 2. Navigate to <u>StudentInformation</u> » <u>Management</u> » <u>School</u> <u>Administration</u> » <u>EMIS</u> » <u>Gifted</u> » <u>Gifted Rules Maintenance</u>.
- 3. Click Add Gifted Rule
- 4. In the Rule Name: * field enter the text District Rule.
- 5. Leave the Grade Level: dropdown blank.
- 6. Do not check any of the Screening Assessment checkboxes.
- 7. Click Save

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Task 2 - Create a separate grade level specific Gifted Rule for the students who will be screened

Be sure to include all screenings for a specific grade level when creating the grade level rule. Once records have been created with default rule values, any subsequent updates could override any manual updates to the records.

If a district has multiple buildings that serve the same grade levels, it is possible that students in the same grade level may not be administered the same screenings, or if they do have the same screenings, they may not be administered on the same dates. For this type of situation, grade level specific gifted rule can be created at the building(s) that where the values are different than the District level grade level rule. Follow the steps below with the building in context.

Building Level Rules will only be displayed on the Gifted Rules Maintenance page in the buildings where they are created.

1.	Change your context to the district level in the current school year.						
2.	Navigate to StudentInformation » Management » School						
	Administration » EMIS » Gifted » Gifted Rules Maintenance.						
0	Add Gifted Rule						
3.	Click Balance * .						
4.	In the Rule Name:* field enter the text that will help you and others easily						
	identify the rule, such as 3 rd Grade Screening Rule.						
5.	g g g g g g g g g g g g g g g.						
6.	. Place a check in the box next to the screening(s) the students will						
	undergo.						
7.	Example: If 3 rd grade students are going to be screened in Math and						
	Science then place a checkbox in the Screening column only next						
	Specific Academic Ability - Math						
	·						
	to Specific Academic Ability - Science						
8.	Enter the Screened Date for the screening to be administered (ex.						
	Specific Academic Ability - Math) in the Screened Date						
	the district performs screening for two or more areas during the school						
	year, place a checkmark in the Screening column for each area along with						
	the appropriate Screened Date for each of the						
	Screened areas.						

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Ninety-nine percent of districts will never create a rule to mass update the
 Assessment column on gifted records. Instead districts typically update
 individual student gifted records after the student is assessed.

10. Click Save

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Task 3 - Run Gifted Mass Update to assign students the District Default Rule and the Grade Level Screening Rules simultaneously followed by running any screenings set up at the building level

If you are running a building specific screening after running the district screening check the Overwrite Existing Student Gifted records: and the building level rule will be applied to the students that already have the district rule. Any manual updates will be overwritten.

- 1. Change your context to the district level in the current school year.
- 2. Navigate to <u>StudentInformation</u> » <u>Management</u> » <u>School</u> <u>Administration</u> » <u>EMIS</u> » <u>Gifted</u> » <u>Gifted Mass Update</u>.
- In the Gifted Rules: dual select move all rules applicable to this year, including but not limited to District Default, 3rd Grade Screening Rule, and 4th Grade Screening Rule over to the right.
- 4. StudentInformation recommends checking the

 Overwrite Existing Student Gifted records: ✓ checkbox when you run the mass update for the first time. This will insure that any erroneous gifted records that were entered are cleaned up and replaced by the District Default Rule. When the Overwrite Existing Student Gifted records: ✓ is checked, all previously entered Screening and Assessment records will be removed and overwritten with the values of the rule currently being run in the gifted mass update.
- 5. Leave the Display results: box checked.
- 6. Click Submit
- 7. The page will refresh, and the results will be displayed at the bottom of the screen.

1210 Records Displayed			
Student	Grade Level	Rule	Status
	12	Default Rule	Updated
	01	Default Rule	Updated
	09	Default Rule	Updated
,	03	Third Grade Screening Rule	Updated
	01	Default Rule	Updated
	02	Default Rule	Updated
	11	Default Rule	Updated
	02	Default Rule	Updated
	02	Default Rule	Updated
	05	5th Grade Screening Rule	Updated

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Task 4 - After screening is administered manually update Assessed for those students who are undergoing further testing

- 1. At the building level with a student in context.
- 2. Navigate to <u>StudentInformation</u> » <u>SIS</u> » <u>Student</u> » <u>Gifted</u> » <u>Student</u> <u>Gifted Record</u>.
- 3. Place a check in the box in the **Assessment** column next to the area being assessed.
- 4. Example: If a third grade student was screened in Math and Science but only showed that she needed further assessment in Science, place a check in the box in the Assessment column next to

Specific Academic Ability - Science

5. Since the student didn't require further assessment in Math nothing further needs to be done for Math.

Student Gifted Record From this screen, you can display, add, change and delete data pertaining to a student's gifted record.								
	Screening	Assessment	Identified	Served	Identified Date			
Superior Cognitive Ability								
Specific Academic Ability - Math	✓							
Specific Academic Ability - Science	✓	✓						
Specific Academic Ability - Reading/Writing								
Specific Academic Ability - Social Studies								
Creative Thinking Ability								
Visual/Performing Arts								

6. Click Save

7. Repeat the steps above for each student who was assessed in a certain area.

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8. Some students may be assessed in all areas they were tested. Their gifted record would look as follows:

Student Gifted Record							
From this screen, you can display, add, ch	ange and del	ete data pertain	ing to a stu	dent's gift	ed record.		
	Screening	Assessment	Identified	Served	Identified Date		
Superior Cognitive Ability							
Specific Academic Ability - Math	✓	✓					
Specific Academic Ability - Science	✓	✓					
Specific Academic Ability - Reading/Writing							
Specific Academic Ability - Social Studies							
Creative Thinking Ability							
Visual/Performing Arts							
Save Discard Chang	ges Resi	ore Default					

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Task 5 - Edit the individual gifted records for those students identified as being gifted

Once a student has been identified as gifted, his identified area and identified date will copy forward on his gifted record each year.

- 1. At the building level with a student that was identified as gifted in context.
- 2. Navigate to <u>StudentInformation</u> » <u>SIS</u> » <u>Student</u> » <u>Gifted</u> » <u>Student</u> Gifted Record.
- 3. Place a check in the box in the **Identified** column next to the area in which the student was identified as gifted.
- 4. Next enter the date the student was identified as being gifted in the **Identified Date** field.
- 5. In the example below the student was identified on 11/13/15 as being gifted in Math, the **Identified** box and **Identified Date** field have both been filled in. The student was not identified as gifted in Science so no further action is needed for Science.

	Screening	Assessment	Identified	Served	Identified Date
Superior Cognitive Ability					
Specific Academic Ability - Math	✓	✓	✓		11/13/2015
Specific Academic Ability - Science	✓	✓			
Specific Academic Ability - Reading/Writing					
Specific Academic Ability - Social Studies					
Creative Thinking Ability					
Visual/Performing Arts					

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Task 6 - If your district provides gifted services to students identified as gifted, update the student's gifted record

- 1. At the building level with a student that was identified as gifted in context.
- 2. Navigate to <u>StudentInformation</u> » <u>SIS</u> » <u>Student</u> » <u>Gifted</u> » <u>Student</u> Gifted Record.
- 3. Place a check in the box in the Served column next to the area in which the student is being served.

	Screening	Assessment	Identified	Served	Identified Date
Superior Cognitive Ability					
Specific Academic Ability - Math	✓	✓	✓	\bigcirc	11/13/2015
Specific Academic Ability - Science	✓	✓			
Specific Academic Ability - Reading/Writing					
Specific Academic Ability - Social Studies					
Creative Thinking Ability					
Visual/Performing Arts					

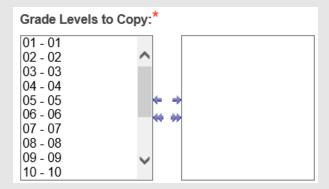
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Task 7 - Copy Student Served Values from one year to another

- 1. With a building in context, navigate to <u>StudentInformation</u>

 » <u>Management</u> » <u>School Administration</u> » <u>EMIS</u> » <u>Gifted</u> » <u>Gifted</u>

 <u>Initialization</u>.
- 2. In the Copy From School Year: 2017-2018 v select the school year to copy the Served values from.
- 3. In this example 17/18 is selected in the dropdown because the Served values need copied up to 18/19.



- 4. In the filter, select the grade levels in the current grade level that you would like to copy the Served values for.
- 5. Click Submit
- 6. A message will display detailing how many records were updated.

The served values have been successfully copied. 0 records were created, 55 records were updated.

×

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7. Now navigate to a student's gifted record to verify the Served checkboxes were copied up to the year in context. Student Gifted Record From this screen, you can display, add, change and delete data pertaining to a student's gifted record. Screening Assessment Identified Served Identified Date Superior Cognitive Ability Specific Academic Ability - Math **~ ✓ ~** 11/13/2015 **~ ✓** Specific Academic Ability - Science Specific Academic Ability - Reading/Writing Specific Academic Ability - Social Studies Creative Thinking Ability Visual/Performing Arts Save Discard Changes Restore Default

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Task 8 - Adding gifted records to new students who enter the district after the screening is administered

If you have a gifted grade level rule that has screenings on different dates, such as Math screening on 9/1/17 and Social Studies screening on 3/1/18, and if you run the gifted mass update for this grade level rule, the late enrollee student will be updated as follows: (a) If the student enrolls on 9/15/17, the student will receive only the screening for 3/1/18 on his gifted record; (b) If the student enrolls on 3/2/18, the student will receive a gifted record with no items checked.

1.	been proce	ssed will need	to be updated. This in	fted mass updates have cludes students that are ed (Grade Level Rule).					
	Since the S	Screened Date	i	s required with any rules					
				odate can be run for all the					
	rules, both	District Default	and Grade Level spec	cific rules, to add the					
			udents who are late er						
	• •		e district level in the cu	•					
3.	_		mation » Manageme						
_			» Gifted » Gifted Ma						
4.	In the Giπe	d Rules: dual se	elect move all rules ap	plicable to this year,					
				rade Screening Rule , and					
_		creening Rule OV							
5.	This will update each student who does not have a gifted record with the appropriate gifted record for their grade level.								
6.	Leave the	Overwrite Existing	g Student Gifted records:	checkbox unchecked					
	because we	e don't want to	overwrite any records	that were previously					
	<u>.</u>		item is checked, all ma	•					
			values will be overwritte	en.					
7.	Keep the I	Display results: 🔦	box checked.						
_	Subn	nit							
8.	Click The coreon	will floob and	the following masses	will diaplay					
9.			the following message	e will display:					
	The student of	gifted records have	been successfully updated.						
10		ts who had a g	ifted rule added will dis	splay at the bottom of the					
	screen.								
	2 Records Dis	splayed							
	Student	Grade Level	Rule	Status					
	Gifted, Samp	ole 01	Default Rule	Created					
	Gifted, Testir	ng 03	Third Grade Screening Rule	Created					

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Appendix A Samples of a Student's Gifted Record

1. Create a default Gifted Rule to assign to all students in the district that are not being screened (Task 1).

	Screening	Assessment	Identified	Served	Identified Date
Superior Cognitive Ability					
Specific Academic Ability - Math					
Specific Academic Ability - Science					
Specific Academic Ability - Reading/Writing					
Specific Academic Ability - Social Studies					
Creative Thinking Ability					
Visual/Performing Arts					

2. 3rd Grade Screening tests are administered to all 3rd graders in the district. (Task 3)

	•							
a	Screening	shows	Student	พวร รณ	creened	ın a	SDECITIC	area
u.	Corcerning	3110443	Stadent	Was si	orcorroa	III U	Specific	aica

	Screening	Assessment	Identified	Served	Identified Date
Superior Cognitive Ability					
Specific Academic Ability - Math	✓				
Specific Academic Ability - Science	✓				
Specific Academic Ability - Reading/Writing					
Specific Academic Ability - Social Studies					
Creative Thinking Ability					
Visual/Performing Arts					

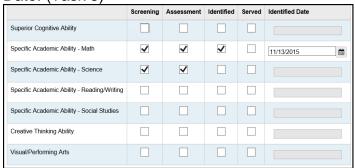
b. Through Screening, students shown to need additional assessment in an area, and said assessment is performed, are then manually updated on the student's gifted record. (Task 4)

apaated on the student's girted record. (rask 4)									
	Screening	Assessment	Identified	Served	Identified Date				
Superior Cognitive Ability									
Specific Academic Ability - Math	✓								
Specific Academic Ability - Science	✓	✓							
Specific Academic Ability - Reading/Writing									
Specific Academic Ability - Social Studies									
Creative Thinking Ability									
Visual/Performing Arts									

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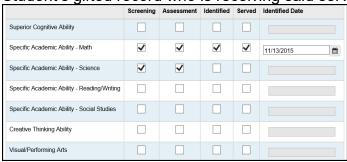
3. Students identified as gifted.

 Assessment process indicated the student is gifted. Manually update the student's gifted record, check Identified and enter an Identified Date. (Task 5)



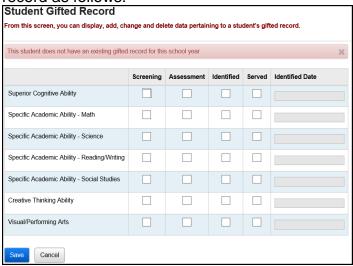
4. Does your district provide gifted services?

- a. If the district doesn't provide gifted services then no further action is needed.
- b. If the district does provide gifted services, check Served on the Student's gifted record who is receiving said services. (Task 6)



5. Students without a gifted record.

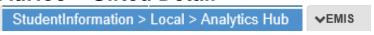
 Students who have not received a gifted record will display the gifted record as follows:

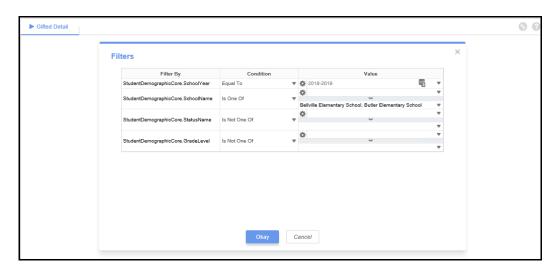


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Appendix B Gifted Reports

1. AdHoc - Gifted Detail





The gifted updates must be run prior to running this report to pick up current year gifted data. Only students with a gifted record will be included. This report can be exported in either Excel or .csv format. It includes the School Code, Student Number, Last Name, First Name, Homeroom, Grade, Status, Identified Date, and for each of the Screened/Assessed areas it includes the Identified Date, Screening, Assessment, Identified and Served values.

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2. AdHoc - Gifted Summary

StudentInformation > Local > Analytics Hub VEMIS

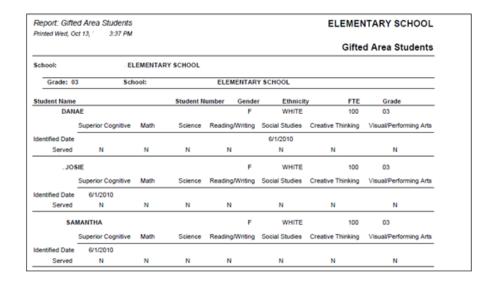


The Gifted Summary report provides summary data by student for the gifted records.

3. Gifted Area Students

StudentInformation > SIS > School > Student Reports > Gifted Area Students

The Gifted Area Students report displays the selected students by gifted area, school, and grade level. It shows the identified date and served flag for each gifted area that was selected. The output is grouped by school, and grade level. Subtotals on the report included totals by grade level, school, and by gifted area. Detail output on the report includes student number, student name, gender, ethnicity, FTE, identified date, and served flag for each gifted area.



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4. Gifted Student Courses

StudentInformation > SIS > School > Student Reports > Gifted Student Courses

The Gifted Student Courses report displays the courses (schedule) for the selected students along with the gifted area flags. Sorting options include student name, grade, or teacher/homeroom. Grouping options include homeroom, teacher, or grade level. Detail output on the report includes student name, student number, gifted area flags, course name, course section, credits, teacher, meeting time, EMIS Subject Code, and Core Subject Area. The total student credits are also displayed.

This report is run at the school level.

Report: Gifted Student Cours Printed Wed, Oct 13, \ 3:46 PM							ARY SCHOOL
						Gifted Stud	dent Courses
Grade: 03							
Student Name	Student Number			Grade F	fomeroom		
LOGAN			- 6	03 3	C		
Student Gifted Areas:	Cognitive	Math	Science	Reading/Writing	Social Studies	Creative Thinking Vis	sual/Performing Arts
	N	N	N	N	Y	N	N
Course Name	Course S	ection	Credits	Teacher	Meeting Time	EMIS Subject Code	Core Subject Area
HOMEROOM 3C	HR3C	-1	0.00	Marie	0 (209)		
READING GRADE 3	300-3		0.00	Marie	1 (209)	050102	
MATH GRADE 3	301-3		0.00	Marie	2 (209)	110003	
LANGUAGE ARTS GRADE 3	302-3		0.00	Marie	3 (209)	050152	
SPELLING GRADE 3	303-3		0.00	Marie	4 (209)	050152	
SOCIAL STUDIES GRADE 3	304-3		0.00	Marie	5 (209)	151209	
SCIENCE/HEALTH GRADE 3	305-3		0.00	Marie	6 (209)	132110	
WRITING GRADE 3	306-3		0.00	Marie	7 (209)	050152	
EFFORT GRADE 3	307-3		0.00	Marie	8 (209)		
CONDUCT GRADE 3	308-3		0.00	Marie	9 (209)		
MUSIC	801-9		0.00	Tamara	F: 11 (209)	122000	
ART	800-9		0.00	Megan	M: 10 (209)	020012	
PHYSICAL EDUCATION	802-9		0.00	Kyle	T.W: 12 (GYM	080300	

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5. Gifted Student Detail Report

StudentInformation > SIS > School > Student Reports > Gifted Student Detail Report

The Gifted Student Detail Report displays the detailed gifted area information for each student selected. Sorting options include student name, grade, or teacher/homeroom. Grouping options include homeroom, teacher, or grade level. Detail output on the report includes student name, student number, grade, ethnicity, disability condition, gifted area and screen, assessed, identified, served, and identified date for each gifted area.

This report is run at the school level.

Report: (Printed We	Gifted Student Detail d, Oct 13, 3:59 PM						EL	EMENTARY SCHOOL Gifted Student Detail
Homeroo	om Teacher: Kin	1						
Student		Student Number	Grade	Ethnicity		Disabilit	y Condition	Homeroom
	GRACE A		02	MULTIRA	CIAL	**		2A
	Gifted Area	Screened	Assess	ed	Identit	fied	Served	Identified Date
	Creative Thinking	Y	N		N		N	
	Visual/Performing Arts	Υ	N		N		N	
Student		Student Number	Grade	Ethnicity		Disabilit	y Condition	Homeroom
	ALEXA		02	WHITE		**		2A
	Gifted Area	Screened	Assess	ed	Identi	fied	Served	Identified Date
	Creative Thinking	Y	N		N		N	
	Visual/Performing Arts	Υ	N		N		N	
Student		Student Number	Grade	Ethnicity		Disabilit	y Condition	Homeroom
	JACOB		02	WHITE				2A
	Gifted Area	Screened	Assess	ed	Identit	fied	Served	Identified Date
	Visual/Performing Arts	Y	N		N		N	
	Creative Thinking	Y	N		N		N	

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6. Gifted Students Missing Records

StudentInformation > SIS > School > Student Reports > Gifted Students Missing Records

The Gifted Students Missing Records report displays a list of students who are missing a gifted record. Sorting options include student name, grade level, ethnicity, and sent to IRN. Detail output on the report includes school code, school name, school IRN, student name, student number, grade, gender, ethnicity, FTE, sent to IRN, admission date, and withdrawal date. The Gifted Students Missing Records report will return all students who are missing a yearly gifted record, whether they have identified data or not.

This report can be run at the district or school level.

Report: Gifted Students Missing Printed Wed, Oct 13, 4:05 PM					ELEMENTARY SCHOOL						
								dents Missir	ng Records		
School Code: School Name:			ELE	MENTARY S	CHOOL	IRN: 012120					
Name		Student Number	Grade	Gender	Ethnicity	FTE	Sent To IRN	Admission Date	Withdrawal Date		
	ALEXIS		06	F	WHITE	100	*****	8/22/2008			

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