



# Continuous Instructional Improvement Technology System



## User Guide

Version 2

Last updated 11/8/2011



Powered by:



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## Available Features

In CIITS, educators have a rich set of available features. They can use the site to:

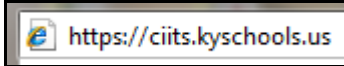
- Access student roster and demographic data.
- Access the Kentucky Core Academic Standards and KDE deconstructed standards.
- Search for instructional resources aligned to the standards to support teaching and learning.
- Create and schedule lessons on the lesson planner.

## Instructions for Accessing CIITS

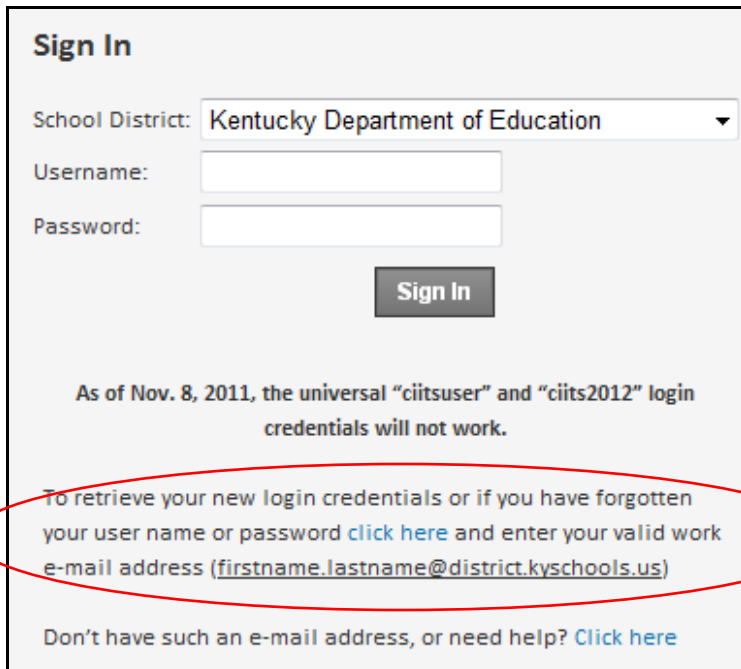
You must sign in to access CIITS. (Make sure your browser setting allows for pop-up windows.)

To sign in:

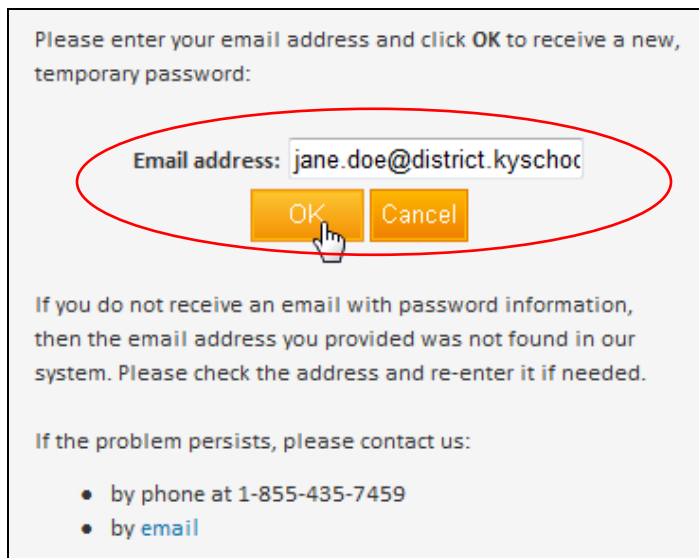
1. Open a browser window by double-clicking the icon. (Note: Once in CIITS, all mouse clicks are single clicks.)
2. Direct your browser to <https://ciits.kyschools.us>.



3. The login screen appears. Click the link to retrieve your username and password.

A screenshot of the CIITS "Sign In" page. It features a dropdown menu for "School District" set to "Kentucky Department of Education", and input fields for "Username:" and "Password:". A "Sign In" button is centered below the fields. Below the button, a message states: "As of Nov. 8, 2011, the universal 'ciitsuser' and 'ciits2012' login credentials will not work." A red oval highlights the text: "To retrieve your new login credentials or if you have forgotten your user name or password click here and enter your valid work e-mail address (firstname.lastname@district.kyschools.us)". At the bottom, there is a link: "Don't have such an e-mail address, or need help? Click here".

4. This link directs users to the page show below. Enter your school e-mail address to receive your username and password by e-mail.

A screenshot of a page for entering an email address. The text reads: "Please enter your email address and click OK to receive a new, temporary password:". Below this is an "Email address:" label followed by an input field containing "jane.doe@district.kyschoo". A red oval highlights the input field and two buttons: "OK" and "Cancel". Below the buttons, there is a message: "If you do not receive an email with password information, then the email address you provided was not found in our system. Please check the address and re-enter it if needed." At the bottom, it says "If the problem persists, please contact us:" followed by a bulleted list: "• by phone at 1-855-435-7459" and "• by email".

If your e-mail is not accepted, verify that you are set up in Infinite Campus correctly. Information in CIITS is updated from Infinite Campus each Sunday, so be sure that a Sunday has passed since the data has been updated or changed in Infinite Campus.

- Check your spam folder if you do not receive an e-mail in a few minutes. Once you have your username and password, return to <https://ciits.kyschools.us>. You may wish to bookmark this site.



- Enter the following and click **Sign In**:
  - Select your **district** from the drop-down menu. (The district selection will “stick” for future visits.)
  - Username**
  - Temporary Password** that was e-mailed to you
- You will be required to change the password on first log in. It must be alphanumeric with at least one letter and one number, between 6-12 characters.
- You will be automatically redirected and logged in. From within the site you may return to this page at any time by clicking the home icon. To access another school district in which you may work, click **Sign Out** on the login page and sign back in choosing the desired district.



- You are now on the CIITS home page. The views for teachers and administrators vary slightly. Be sure to note the following (you may need to scroll down to see all content):
  - Training and support materials, including video links
  - Links to related web sites
  - Find Standards and Materials box for locating instructional materials
  - When a class section is selected, a student roster in the Classroom Profile

**CIITS NEWS & VIEWS**  
**REMINDER:** You will need separate KETEncyclomedia: Discovery Education and SAS Curriculum Pathways user names and passwords to access instructional materials in CIITS (eventually this interface will be seamless). If you do not have this login information, click on the links above and choose “register” or “subscribe now” to sign up for a free account.

**CIITS TRAINING & SUPPORT MATERIALS**  
 Quick-Start Sheet  
 Tutorial Videos  
 User Guide  
 Frequently Asked Questions  
 Additional Support Materials

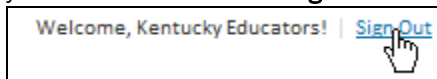
**FIND STANDARDS AND MATERIALS**  
 Grade: -- Select --  
 Subject: -- Select --  
 Find:  Standards  Materials  
 Go

**MY CLASSROOM**  
 Institution: Commonwealth  
 Teacher: Learner, Joseph  
 Show Me Section: English I - 1

**CLASSROOM PROFILE**  
 There are 9 currently enrolled students in the selected Section.  
 View By:  Roster  Marks  Student Groups

Student Name	Student Phone	Birthdate
Smith, Trevor	(502) 564-9850	1/3/1997
Smith, Sara	(502) 564-9850	1/7/1997
Smith, Xavier	(502) 564-9850	1/5/1997
Smith, Wesley	(502) 564-9850	1/9/1997
Smith, Rachel	(502) 564-9850	1/6/1997
Smith, Amelia	(502) 564-9850	1/1/1997

- When finished with CIITS tasks, sign out to prevent any unauthorized access. Either close your browser or click the **Sign Out** link in the upper right portion of the screen.



## Accessing Student Roster and Demographic Data



From the CIITS home page (also referred to as My Schoolnet page in support materials) you can access a roster of the students you teach and view or print their profiles.

The Classroom Profile provides teachers immediate access to the student roster for each section or period that they teach. Teachers can also see student phone numbers and birthdays in the Classroom Profile. Clicking on a student name anywhere in the system will take you to the Student Profile, which is similar to an online cumulative folder. It allows teachers to see all data that has been loaded into CIITS for each student.

To access a student list or roster:

1. Select the desired section in the **My Classroom** “Show Me Section” drop-down.

A screenshot of a dropdown menu. The label "Show Me Section:" is on the left. The selected option is "LANGUAGE ARTS 8 - 1". A small downward arrow is on the right side of the menu.

2. Students in the selected class are listed. Click a student name.

A screenshot of the "CLASSROOM PROFILE" page. It shows a message: "There are 9 currently enrolled students in the selected Section." Below this, there are radio buttons for "View By": "Roster" (selected), "Marks", and "Student Groups". A table lists students with columns for "Student Name" and "Student Phone".

Student Name	Student Phone
<a href="#">Smith, Trevor</a>	(502) 564-9850
<a href="#">Smith, Tafa</a>	(502) 564-9850

**Note:** All users, including administrators, can also search for students in the **School & District Data** module.

In the **Find a Student** field located on the upper right of your screen, type a name in the “type-ahead” box.

A screenshot of the "School & District Data Reports and Indicators" button on the left and a "Find a Student" search box on the right. The search box has a "Go" button next to it.

Click the desired name from the drop-down.

A screenshot of the search results dropdown menu. The search box contains "smith" and a "Go" button. The dropdown list shows three results:

- North Region > Arnold Kan... > [McMillian Smith, Du'Nesha](#) (1226730) grade kindergarten
- North Region > Charles Ev... > [Galloway-Goldsmith, MARGARET T M](#) (1047286) grade gr 6
- North Region > Edmund Mus... > [Hale-Smith, Mohamed](#) (1077428) grade gr 9

3. Student demographic information and enrollment information is available. In the future, additional tabs and data will be available.

Student Overview		Enrollment & Academic Record	
Personal Information		Current Enrollment	
Guardian or Parent:	-	School:	Commonwealth School (Commonwealth)
Address:	500 Mero Street Frankfort, KY 40601	Grade:	09
Telephone:	(502) 564-9850	Homeroom:	NA
Date of Birth:	1/5/1997	Enrollment Dates:	08/10 - Present
Gender:	Male	Days Enrolled:	52
Ethnicity:	NOT Hispanic/Latino	Absences:	0
Race:	Black or African American	Tardy:	0
Race Reporting Category:	Black or African American	Taking Classes at:	Commonwealth School (Commonwealth)

4. To save the file locally or print, click the PDF link.



## Searching for the Kentucky Core Academic Standards

In CIITS, educators can use the search features to access the Kentucky Academic Standards, deconstructed standards, and instructional resources aligned to the standards to support teaching and learning.

To access standards:

1. You can search for standards by selecting the subject or grade in the **Find Standards and Materials** box on the home page.

2. To access a standard, choose a strand (E/LA) or domain (mathematics) and click its title.

3. The full strand or domain is displayed followed by the associated College and Career Readiness Standards (E/LA) or Standards for Mathematical Practice (mathematics) and the grade-specific standards. In the Resources column, click on the number to view materials aligned to that standard.

	Instructional Units	Lesson Plans	Assessments	Resources
<b>2W: Writing</b>				
<b>2W.A:</b> Text Types and Purposes (Note: These broad types of writing include many subgenres. See Appendix A for definitions of key writing types.)	0	0	0	1
W.CCR.01: Write arguments to support claims in an analysis of substantive topics or texts, using valid reasoning and relevant and sufficient evidence.	0	0	0	18
W.7.01: Write arguments to support claims with clear reasons and relevant evidence.	0	0	0	+
a: Introduce claim(s), acknowledge alternate or opposing claims, and organize the reasons and evidence logically.	0	0	0	12
b: Support claim(s) with logical reasoning and relevant evidence, using accurate, credible sources and demonstrating an understanding of the topic or text.	0	0	0	12
c: Use words, phrases, and clauses to create cohesion and clarify the relationships among claim(s), reasons, and evidence.	0	0	0	12

4. Materials aligned to the selected standard display.

Results 1 - 18 of 18

**R** \*Deconstructed Standards: Writing, Standard #1, Grade 7  
[PREVIEW](#)  
Subject: English Language Arts Grade Level: 07  
The deconstructed standards present a collection of learning targets representing the knowledge, reasoning, skills, and products underpinning each standard. When addressed collectively, these targets will move students toward competency

**R** Discovery: Animal Alphabet  
[PREVIEW](#)  
Subject: English Language Arts Grade Level: KG-02  
Introduce students to the alphabet's 26 letters by engaging their natural curiosity about the animal kingdom. From "ant"

- Deconstructed standards are at the top of the list and are denoted with an asterisk. (see next section)
- Discovery Education instructional resources (see pg. 10) and SAS Curriculum Pathways materials (see pg. 11) follow the deconstructed standards.

## Viewing the KDE Deconstructed Standards

To view deconstructed standards:

1. Click the title of a deconstructed standard. (To access, refer to previous section.)

**R** \*Deconstructed Standards: Writing, Standard #1, Grade 7  
[PREVIEW](#)  
Subject: English Language Arts Grade Level: 07  
The deconstructed standards present a collection of learning targets representing the knowledge, reasoning, skills, and products underpinning each standard. When addressed collectively, these targets will move students toward competency

2. The KDE Deconstructed Standards content is displayed for the associated standard.

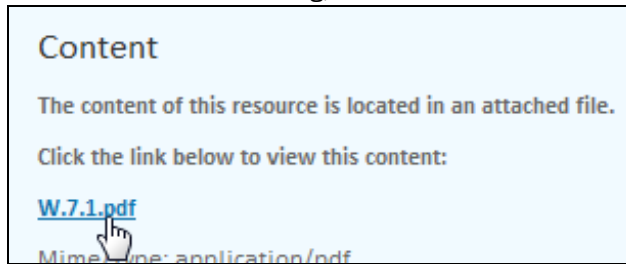
**R** \*Deconstructed Standards: Writing, Standard #1, Grade 7  
English Language Arts , Grades 07  
Created By: Kentucky Teachers Publisher: Kentucky Department of Education  
Format: Deconstructed Standards  
Description: The deconstructed standards present a collection of learning targets representing the knowledge, reasoning, skills, and products underpinning each standard. When addressed collectively, these targets will move students toward competency with the overall standard.  
[View Additional Properties](#)

**Content**  
The content of this resource is located in an attached file.  
Click the link below to view this content:  
[W.7.1.pdf](#)  
Mime/Type: application/pdf

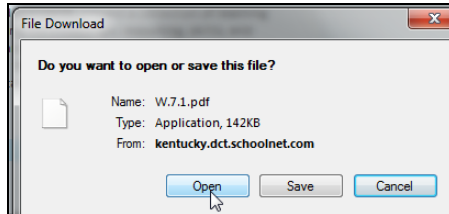
**Standards Aligned to this Resource**  
View standards alignment from a different set of standards: [Kentucky Core A](#)



- Under the 'Content' heading, click the PDF link to view the learning targets.



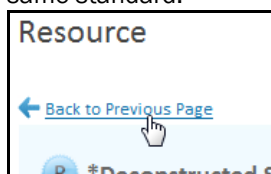
- Open the file. (Macintosh behavior, including the text in the file download box may vary.)



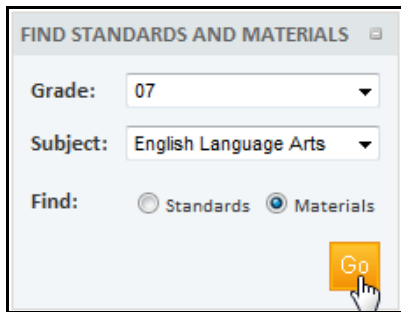
- The content opens in a new window. Close the window to return to the site. (Note: Depending on your browser settings, the content may open in a new tab of the browser instead.)

English Language Arts			
CCR: Write arguments to support claims in an analysis of substantive topics or texts, using valid reasoning and relevant and sufficient evidence.			
Strand: Writing	Cluster: Text Types and Purposes	Grade: 7	Standard #: 1
Standard: Write arguments to support claims with clear reasons and relevant evidence.			
<ul style="list-style-type: none"> <li>a. Introduce claim(s), acknowledge alternate or opposing claims, and organize the reasons and evidence logically.</li> <li>b. Support claim(s) with logical reasoning and relevant evidence, using accurate, credible sources and demonstrating an understanding of the topic or text.</li> <li>c. Use words, phrases, and clauses to create cohesion and clarify the relationships among claim(s), reasons, and evidence.</li> <li>d. Establish and maintain a formal style.</li> <li>e. Provide a concluding statement or section that follows from and supports the argument presented.</li> </ul>			
Type: _____ Knowledge _____ Reasoning _____ Performance Skill <input checked="" type="checkbox"/> Product			
Learning Targets			
What are the knowledge, reasoning, performance skills, and products that underpin the standard?			
Knowledge Target	Reasoning Target	Performance Skill Target	Product Target
Identify accurate, credible sources  Recognize phrases and clauses that create cohesion and clarify relationships  Identify and define: <ul style="list-style-type: none"> <li>• alternate and opposing claims</li> <li>• relevance</li> <li>• evidence</li> </ul>	Determine how to introduce claims and acknowledge alternate or opposing claims  Organize reasons and evidence logically  Determine logical and relevant support for claims Evaluate sources for credibility and accuracy		Produce an argument to support claims, which: <ul style="list-style-type: none"> <li>• introduces claims</li> <li>• acknowledges opposing or alternate claims</li> <li>• is logically organized</li> <li>• supports claims with logical reasoning and relevant evidence</li> <li>• cites credible and accurate sources of information</li> </ul>
<small>Copyright © 2011 Kentucky Department of Education            The content of this document constitutes original works of authorship owned by the Kentucky Department of Education (KDE) and may not be reproduced without the express, written permission of the KDE.</small>			

- From the resource detail page, click **Back to Previous Page** to access videos aligned to the same standard.

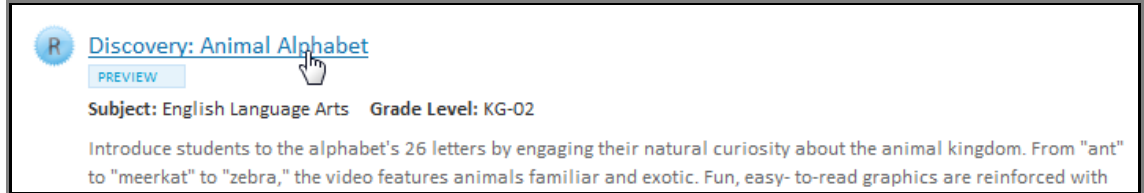


**Note:** As an alternative, you may locate the deconstructed standards directly through the materials filter. In the **Find Standards and Materials** box, select the grade and subject, but this time choose 'Materials'. The deconstructed standards for that grade and subject will appear at the top of the instructional resources list and are indicated by an asterisk.

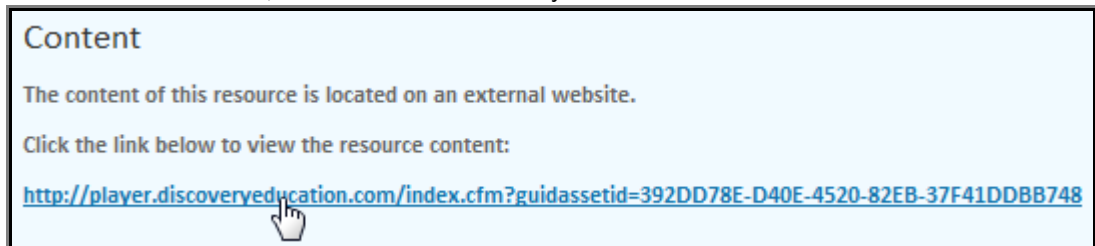


## Viewing KET EncycloMedia: Discovery Education Resources

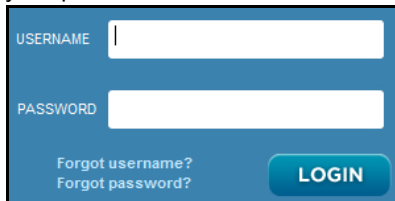
1. In search results, click the title of the resource. (For details on how to search, refer to pg. 7.)



2. In the 'Content' section, click the link to Discovery Education.

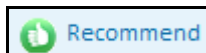


3. Enter your KET EncycloMedia: Discovery Education username and password. (Once you sign in to Discovery Education you will be taken directly to the resource you have chosen.) You may navigate back and forth between it and CIITS in the same session without re-entering your password.



**NOTE:** If you do not have a KET EncycloMedia: Discovery Education username and password, contact your school/district Discovery administrator to set up an account or refer to the Frequently Asked Questions.

4. Users can recommend an instructional resource by clicking on the **Recommend** link.

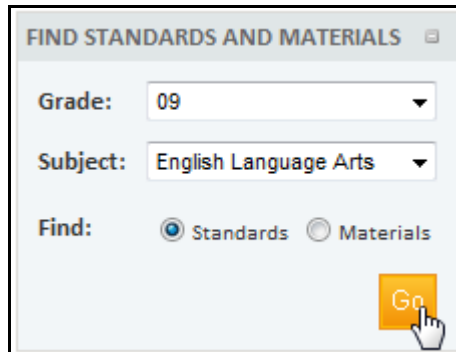


## View SAS Curriculum Pathways Materials

SAS Curriculum Pathways materials are available through the standards search in the same manner as deconstructed standards and Discovery Education resources.

To access materials:

1. On the My Schoolnet home page, select a grade a subject in the **Find Standards and Materials** box. Click **Go**.



FIND STANDARDS AND MATERIALS

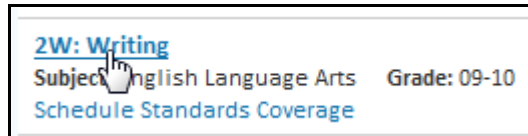
Grade: 09

Subject: English Language Arts

Find:  Standards  Materials

Go

2. Click a standard title.



[2W: Writing](#)

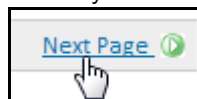
Subject: English Language Arts Grade: 09-10

[Schedule Standards Coverage](#)

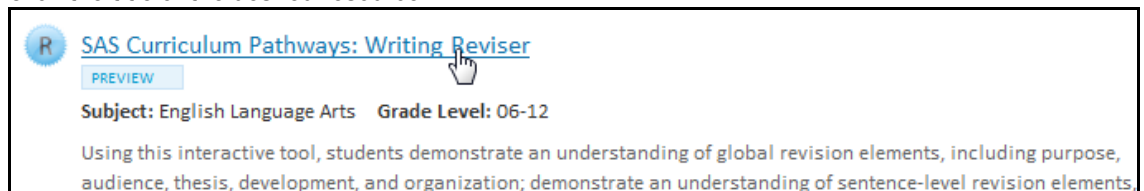
3. Under the Resources column, click a number in the row of the desired standard.

<b>2W.B:</b> Production and Distribution of Writing	0	0	0	0
W.CCR.04: Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience. (Grade-specific expectations for writing types are defined in standards 1 through 3 above.)	0	0	0	15
W.9-10.04: Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.	0	0	0	<a href="#">23</a>
W.CCR.05: Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach.	0	0	0	22
W.9-10.05: Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new	0	0	0	24

4. You may need to use the navigation links at the bottom to navigate to another page.



5. Click the title of the desired resource.



**R** [SAS Curriculum Pathways: Writing Reviser](#)

PREVIEW

Subject: English Language Arts Grade Level: 06-12

Using this interactive tool, students demonstrate an understanding of global revision elements, including purpose, audience, thesis, development, and organization; demonstrate an understanding of sentence-level revision elements,

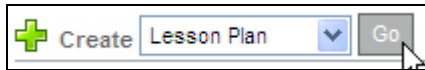
**NOTE:** If you do not have a SAS Curriculum Pathways username and password, you may log in to the [Kentucky SAS Curriculum Pathways web portal](#), choose your district and fill out the requested information.

## Create a Lesson Plan

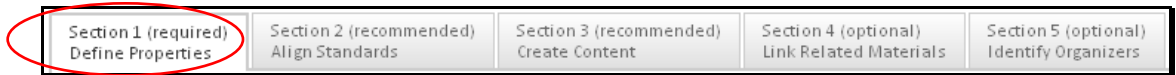
You can easily create lessons in Classrooms. These may be scheduled on your Lesson Planner or just kept for reference in your Materials Bank. The procedure for creating an instructional unit is virtually the same. Some advantages of creating a lesson in Classrooms are that by easily aligning to standards you can track skills coverage, compare mastery to times taught and locate other related materials. You can also link or attach videos, PPT presentations, quizzes or other resources to your lessons.

To create a lesson:

1. Go to **Classrooms > Instructional Materials**.
2. In the **Create** menu, 'Lesson Plan' is selected by default. Click **Go**.



3. The lesson plan template is divided into tabs. Enter the following information into the first tab: Define Properties (\* required fields).



Field	Input Description
*Title	Enter a descriptive title for the lesson to make it easy to locate later.
*Subject	Select a subject. Choose the best fit if more than one applies.
*Grade Range	Select the grade range that the lesson is appropriate for.
*Description	Include a synopsis of what the lesson is meant to accomplish.
Duration	Only whole numbers may be entered in this field. Also select the appropriate unit of time: minute, hour, day or week. This is for information purposes only and does not impact how the lesson appears if scheduled.
Author	Your name appears. You can change if appropriate.
Publisher	If applicable, enter the name of the publisher. You may also click <a href="#">View Additional Properties</a> to add additional source information.

4. Click **Save and Continue**.
5. In Section 2: Align Standards, check off the standards covered in the lesson. If desired, you can also select standards for other subjects and or grade levels.

Section 1 (required) Define Properties | Section 2 (recommended) Align Standards | Section 3 (recommended) Create Content | Section 4 (optional) Link Related Materials | Section 5 (optional) Identify Organizers

Select standards from Kentucky Standards to align to this lesson plan:

Subject: Social Studies | Grade Level: 07

Expand All Collapse All

SS-7-G: Geography

SS-

Align to any level(s) of the standards hierarchy.

Tip: Clicking text will automatically select all lower level standards.

Choose standards for other grades and subjects.

SS-7-G-S -3.b: describe how the physical environment promoted or restricted human activities (e.g., exploration, mi

6. After selecting all applicable standards, click **Save and Continue**.
7. For Section 3: Create Content, leave "District Template" selected.

**District Template** - Use the recommended template by entering content in the fields below.

**File** - Upload content from another file, such as a Microsoft Word document.

**URL** - Enter a link to content on a different website, such as <http://www.pbs.org>.

8. Place your cursor in the window and start typing to enter content in the first field. Then click another field name to enter content in the window for that field. Continue to toggle through the fields until all content is entered. You can omit fields that don't apply: Empty fields will not appear on the printed lesson plan.

9. After creating content, click **Save and Continue**.
10. If applicable, you can use Section 4 to associate one or more resources and/or assessments with the lesson, including file attachments. The resource might be a map, picture, description of a related video, etc. The assessment might be a rubric or quiz. Read this description of the three available options:

Tab	Description
Create and Link New Materials	Create a resource "on the fly" to align to your lesson. It will live as a separate material in My Materials that you can later edit to add standards, etc. It will then be available to link to other lessons if applicable.
Search in My Materials	Locate a resource or assessment that you have previously added to My Materials.
Search in Public Materials Bank	Locate a resource or assessment in the Materials Bank.

11. In the **Create and Link New Materials** tab, enter details for a resource related to the lesson.

**Create and Link New Materials** Search in My Materials Search in Public Materials Banks

**How to use this feature:**  
Type in a brief description for your new resource in the field below and upload any desired files. Click the "Create and Link" button to add the resource to your material.

**Title:** Fractions Worksheet

**Subject:** Mathematics

**Grade Range:** 04 to 08

**Description:** 10 items on using fractions in everyday life.

**Duration:** 15 Minute(s)

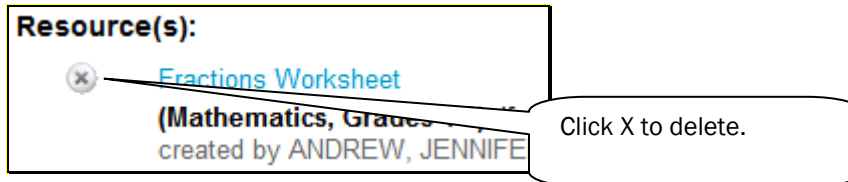
**Format:** Worksheet

**Attach File:** C:\Documents and Settings Browse... Upload

**Tip: Recycle**  
Resources can be aligned to multiple lessons. The next time you create a lesson this resource can be added quickly from the Search in My Materials.

12. Click **Create and Link**.

13. The new resource is now available in My Materials and is aligned to this lesson.



14. Click **Save and Continue** to move on to the Organizers.

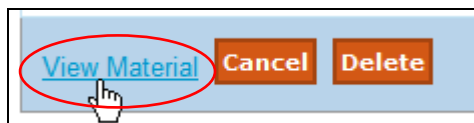
15. In the **Identify Organizers** tab, check the appropriate items (yours may vary).

**Teaching Methods**

<input checked="" type="checkbox"/> Advanced organizers	<input checked="" type="checkbox"/> Hands-on learning	<input type="checkbox"/> Project-based learning
<input checked="" type="checkbox"/> Brainstorming	<input type="checkbox"/> Interdisciplinary	<input type="checkbox"/> Questioning techniques
<input type="checkbox"/> Computer assisted instruction	<input type="checkbox"/> Integrated instruction	<input type="checkbox"/> Role-playing

16. Scroll down and click **Save**.

17. Scroll down and click **View Material**.

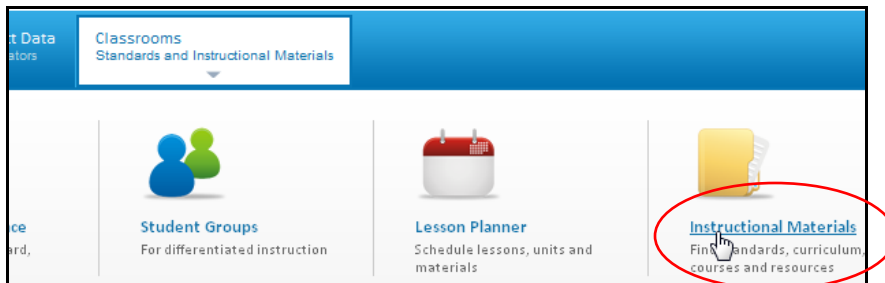


## Navigate in My Materials

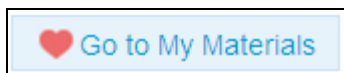
If you have either created materials or added them from the Materials Bank, your My Materials section will contain a list of those units, lesson, resources and/or assessments for easy access later.

To find a material in My Materials:

1. Go to **Classrooms > Instructional Materials**.



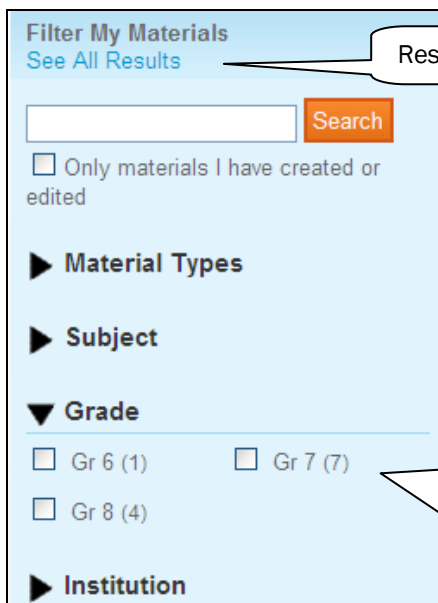
2. Click **Go to My Materials**.



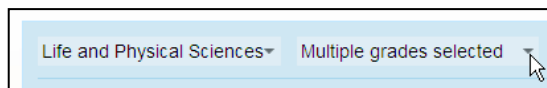
3. By default, any materials that you have created, or public ones saved to My Materials are listed. There are a variety of sort options available.



4. If the list is very long you may wish to add filters.



Not checking any boxes or checking all boxes will result in a search that contains all items. Filter on one or more criteria by checking boxes as desired. To add additional subjects/grades, click the Materials Search button on the navigation bar at the top and reset with the filters:



5. Materials that meet your criteria are displayed with selected tools available. To access material details and additional options, click the title.

The tools you see will vary on the material type, its source and your user permissions:

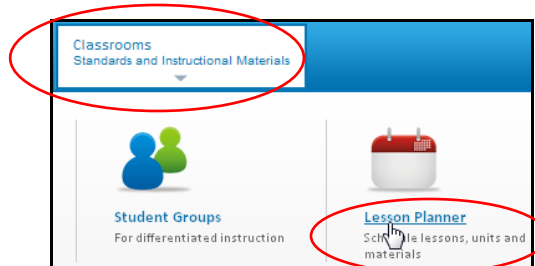
- **Schedule** – Schedule a lesson or instructional unit to your planner.
- **Recommend** – Endorse a material.
- **Submit for Approval** – **Do not use.**
- **Edit** – Change the content of a material (if you created it).
- **Copy** – Create a local, editable copy of a material.
- **View Related Materials** – View materials aligned to the same standards.
- **Remove** – Remove a public material from your My Materials list.

## Lesson Planner Scheduling

Classrooms provides an online lesson planner. When you schedule lessons that are aligned to standards, you can track how many times each standard has been covered during the school year, and also compare standards coverage to assessment results. You can use the online lesson planner in CIITS to keep all of your lessons and resources in one place -- attached to a daily calendar. Teachers have a planner for all the sections they teach. Administrators have a personal calendar and can view teachers' lesson planners. You can schedule on your own planner only.



Teacher link in My Schoolnet



All users can access the planner through Classrooms



## Schedule Lessons and Units

You can schedule lessons and instructional units to a section or personal calendar. Resources and assessments can be linked to scheduled lessons, but not scheduled independently.

To schedule a lesson:

1. Navigate to the In the lesson planner and click the **Schedule Materials** icon on the left sidebar.

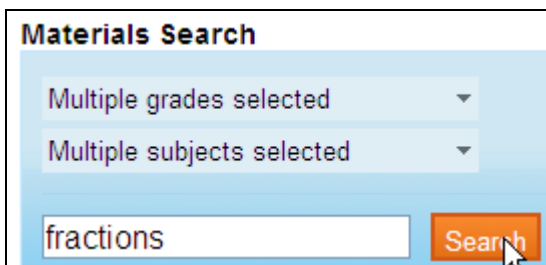


2. Choose the location of the material to schedule.



- My Materials – Materials that you have personally created or bookmarked from the Materials Bank
- School Bank – NA
- Materials Bank – Materials loaded by the state

3. Select a subject(s), grade level(s) and keyword as desired. Click **Search**.



4. Drag and drop the lesson or unit to the desired day and section.



## Related Resources

You can access related resources and websites from the CIITS homepage.

1. Go to the CIITS homepage by clicking the icon you see below. (Use this link whenever you wish to return to the homepage.)



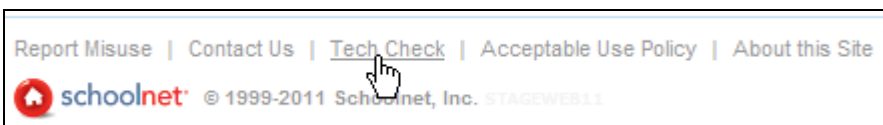
2. Scroll down to bottom of the homepage to view a list of related resources and click the desired link to access the website.

## CIITS Help

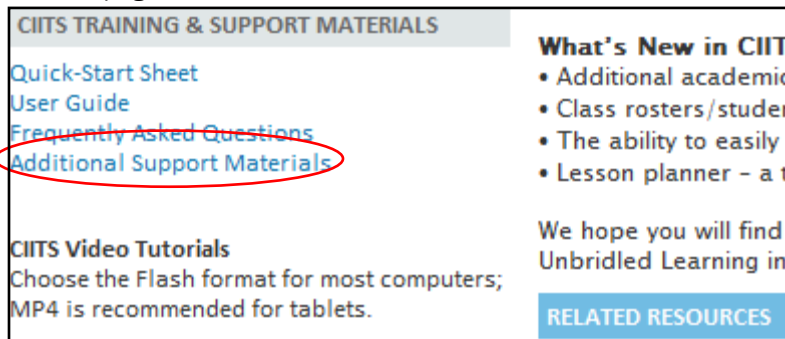
There are several resources available to support you in using CIITS.



1. If you encounter problems while using the site, you may want to click on the Tech Check link on the bottom of the CIITS homepage to make sure you have the proper hardware and software installed.



2. A *Technical Reference Guide* that outlines the minimum system requirements for accessing CIITS, KET EncyloMedia:Discovery Education and SAS materials is available on the Support Materials page.



CIITS TRAINING & SUPPORT MATERIALS

Quick-Start Sheet  
User Guide  
Frequently Asked Questions  
Additional Support Materials

CIITS Video Tutorials  
Choose the Flash format for most computers;  
MP4 is recommended for tablets.

What's New in CIITS

- Additional academic
- Class rosters/studen
- The ability to easily g
- Lesson planner - a ti

We hope you will find  
Unbridled Learning in

RELATED RESOURCES

3. If you need additional help:

- Call 855-HELP-4-KY (855-435-7459)
- For technology or computer related questions, please contact your school or district technology point of contact.
- For instruction or content related questions, please contact your instructional supervisor.
- For KET EncyloMedia: Discovery Education technical questions, contact your school or district Discovery Education representative, KET Education Consultant, or call Discovery Education Customer Service at (800) 323-9084 and press 1 for Customer Support.

**NOTE:** The icon below can be found in the upper right hand corner of many of the CIITS webpages and is a link to contextualized help for the Schoolnet Classrooms Module. In this version of CIITS, the help documentation may include references to features and functions that are not yet available to Kentucky users.

