ELA Data Manager Webinar: Closedown Spring 2022 Q + A
05-03-2022

Topic	Question	Answer
Administration	Can you have two teachers assigned to one student in Enrollments?	Two teachers can be assigned to one student within the KReady system.
Administration	What if something is marked incorrectly for the child example: male is marked as unknown or female.	An updated student file can be uploaded with the correct information for the student. Once the updated file has been uploaded using the Bulk Loader the change for the student should appear. The information can also be updated manually using the details page for the student. See this video (https://youtu.be/FRb7GdCJMcM) I
Administration	Should all my preschool gen. ed students who receive Itinerant services have both teachers listed on the enrollment?	This is a local decision. This depends, if both teachers will be contributing to the collection of the student data, then it might be reasonable to both listed on enrollment. However, if one teacher is going to be the lead and will be the only one entering information then it might be desired for just one teacher to be listed. Depends on the location's preference.
Data Loading	How do we add and delete students to a teacher's caseload?	You can add students by using the bulk loader and uploading a student/enrollment file. To remove a student from a teacher's roster manually, select the "**enrollments**" tab for a student and choose "**remove**" under the Assign Teacher area. This will automatically make the student inactive.
Data Loading	Can you show how to add a student?	Students may be added to the KReady system in two ways. **Using the Bulk Loader** - view this video (https://youtu.be/NyBgCJ2cpZg) **Manually** - view this video (https://youtu.be/FRb7GdCJMcM)
Data Loading	How do you add a new teacher	Teachers may be added to the KReady system in two ways. **Using the Bulk Loader** - view this video (https://youtu.be/NyBgCJ2cpZg) **Manually** - view this video (https://youtu.be/cISA-EgCyO4)
Policy	If a student is attending a private school and no longer receives Itinerant services, should I just remove the teacher?	If a student is no longer receiving services at your location, they should be removed (set to inactive) in the KReady system.
Policy	Will the private school request a transfer?	If the private school is using required to administer the ELA and also using the KReady system and desires, a transfer request maybe initiated - but that is at the discretion of the new location.

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Reports	I just ran my data download enrollments, only 16 records listed, but when I run my students report, all 105 students are listed. If I look at a student not on the enrollment report, I do see that they have an enrollment. What does this mean? Shouldn't all my students display on the enrollments report?	Yes, if the students are associated with the Spring Data Collection Token, then they should appear on the report. It might mean that the students are not assigned to a teacher, or the incorrect data collection token was entered.
Reports	When are the reports updated - do changes show overnight or immediately?	This process is typically immediate, however if after refreshing the updates don't appear within 24hrs please contact the Help Desk (https://www.ohio-k12.help/kready-support/contactsupport/)
Reports	Could you discuss the purpose of archiving frequently?	The reports and scores are formally achieved once at the end of the year in the KReady system. Data Managers are encouraged to download reports frequently to both assist with managing the assessment at their location and to establish a digital history (an archive of activity) in the KReady system.
Transfers	If a student left a private school and went to a public school - do we still have to make them inactive?	If a student is no longer receiving services at your location, they should be removed (set to inactive) in the KReady system. To make the student inactive, remove the teacher from the student.
Other	Are you emailing the link to the survey?	The feedback survey is set to automatically appear when participants close their webinar session. Additionally, follow-up emails are sent that contain the feedback survey link one day after a session and when the recording is complete.