KReady Data Manager Webinar - Data Prep and Loading Fall 2022 - Q+A
08-17-2022

Topic	Question	Answer
Access	Can you walk us through how to verify our roles in OEDS?	There is a guide to help with assigning roles in OEDS: http://education.ohio.gov/getattachment/Topics/Data/Ohio-Educational-Directory-System-OEDS/1-page_flyer_OEDS_Assign_Role.pdf.aspx
Access	We have a new administrator - I have added her as a teacher and admin - how do I add her as a data manager?	The person must have the role in OEDS as Assessment Data Manager - Preschool and Kindergarten. Then call the Help Desk at 844-512-6446 and they can create the data manager account in KReady.
Access	How do I know if they have that role in OEDS??	The status in OEDS depends on your organization's classification (ex. public, community, nonpublic, private school or licensed childcare center). If your organization is established in OEDS, the role assignments can be verified. This is where to search organizations: https://oeds.ode.state.oh.us/SearchOrg.
Access	Can teachers change their password after we add them manually?	Yes, if the teacher clicks on the forgot password link, they will get an email to reset their password.
Assessment Administration	what is the difference between the Early Learning Assessment and the Kindergarten Readiness Assessment?	The Early Learning Assessment is for Preschool age students. The Kindergarten Readiness Assessment is for kindergarten students.
Assessment Administration	What if you are both the Data Manager AND a teacher - Is the access the same?	Having the data manager role gives you access to add student/teachers and pull more reports. If you have only the teacher role, you can add scores for students and pull certain reports for that data collection.
Assessment Administration	What if a student doesn't have a disability code?	If the student does not have a disability code, then in the IEP column you would put N and leave the disability code column blank. We have a link to the KReady Data Guidelines on our Webpage https://education.ohio.gov/Topics/Early-Learning/Kindergarten/Ohios-Kindergarten-Readiness-Assessment/Kindergarten-Readiness-Assessment-for-Data-Manager
Assessment Administration	Please explain the acronyms again, like SKB	SKB - Skills, Knowledge, Behavior - These are individual item scores. LP- Learning Progression - A Learning Progression is a combination of multiple SKB scores.

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Assessment Administration	Can you confirm that retained K students do not need to be administered KRA again this year	Correct. You should not administer the KRA to students who are repeating Kindergarten.
Assessment Administration	If our district has Kindergartners start instruction officially on 8/23, even though are district starts on 8/18, does our first 20 days begin on 8/23?	You can start counting instructional days on the first day of kindergarten instruction.
Assessment Administration	Every year I am stuck trying to figure out how to create a Student I.D # for ELA students. What is the format for that or where can I find it?	View this resource > https://www.ohio-k12.help/wp-content/uploads/2021/03/OH_ELA_State_Student_ID_Unique_Identification_Naming_Convention.pdf
Data Loading	I have a teacher that is linked to another school and cannot find her. How do I transfer her to our current school?	You can load the teacher in KReady with the same email address from her account and that will add the teacher to your location. Then you can edit the teacher's email. Or add the teacher with her new email address, and if she has previously been trained in either KRA or ELA and has a certificate in her old account, she can contact the Help Desk to request assistance. 844-512-6446
Data Loading	How do we remove staff that are no longer in the district?	In the KReady System - select Administration, Users, search for the user, then select the user details and click Open next to the users' name. Select the "Inactive" option under "Status" and then click "Save". Next, select the Organizations tab, then select Districts in the Administration Level and select "Remove" for the specific location.
Data Loading	I am trying to manually add a staff member. This staff member was previously in the KRA system. However, she was removed a few years ago. When I try to add her to the system, I am getting this error statement "This value already exists." What do I need to do?	Try adding the teacher through the bulk loader. That should correct the error
Data Loading	Is the Student ID the local ID or the State SSID?	The student ID that is used in the KReady system is the State Student ID (SSID)
Data Loading	What if we don't not have SES information at the time of loading the file? Do we need to manually add that information to the system?	You can manually update that information, or you could do another bulk load with the student template with that information updated in the appropriate column in the student template.

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Data Loading	Does the order of uploading the 3 templates matter? What is the best practice order to upload them?	It is recommended that teachers are loaded first as they will need early access for training. This would be followed by the student template and then the enrollment template. The enrollment template will not function absent the teacher and student templates being loaded.
Data Loading	define "token"	Token - refers to the "reference token" used by the KReady system to align the collection of data to a specific period called the assessment "window". All records in the system must be assigned to an Enrollment Data Collection (a.k.a. Data Token).
Data Loading	When would you recommend, we start doing data uploads?	Data uploads is a great way to enter your data into the system and takes less time than doing it manually.
Reports	What report do you run for the KRA that is used for EMIS Reporting?	KRA Scale Score report