

**ELA Data Manager Webinar: Closedown Fall 2022 Q + A**  
**11-09-2022**

Topic	Question	Answer
Access	One of my teachers got married and had a name change. If I delete her and put her new name in manually, will I have to attach her to her students again?	Users accounts cannot be deleted in the KReady system. User accounts may be updated to reflect changes such as email or name changes. Click here for directions on updating a user account > <a href="https://www.ohio-k12.help/kready-support/data-manager-support/updates-user-accounts/">https://www.ohio-k12.help/kready-support/data-manager-support/updates-user-accounts/</a>
Access	I work for a private school and therefore I do not believe that it is mandated to report scores, however I would still like to have the ability to do that. How do I know if I am a data manager and how do I go about setting up my account to be able to submit scores?	<p>Programs that desire access to the KReady system must have an assigned Assessment Data Manager in the Ohio Educational Directory. Please view this information regarding the process for establishing a data manager in OEDS -<a href="http://education.ohio.gov/getattachment/Topics/Data/Ohio-Educational-Directory-System-OEDS/1-page_flyer_OEDS_Assign_Role.pdf.aspx">http://education.ohio.gov/getattachment/Topics/Data/Ohio-Educational-Directory-System-OEDS/1-page_flyer_OEDS_Assign_Role.pdf.aspx</a></p> <p>Once the Assessment Data Manager role is established in OEDS contact the Help Desk at <a href="https://www.ohio-k12.help/kready-support-1/contactsupport/">https://www.ohio-k12.help/kready-support-1/contactsupport/</a> or by Phone at 844.512.6446 to have an account created in the KReady system.</p>
Access	For nonpublic school programs, how do we get the progression report?	<p>The Learning Progression reports are available in the KReady system after the assessment window is closed and the data clean-up process concludes. A notice will be provided once the report becomes available.</p> <p>Nonpublic programs that currently do not have a KReady account may use the Bridge Form to assess SKBs, but all programs are highly encouraged to contact the Help Desk at <a href="https://www.ohio-k12.help/kready-support-1/contactsupport/">https://www.ohio-k12.help/kready-support-1/contactsupport/</a> or by phone at 844.512.6446 for assistance with establishing an account in the KReady system.</p>
Access	If a preschool student has only been in our school for assessment and did so with a School Psychologist, can they be listed as the teacher, or must it be someone with a teaching license?	The school psychologist can be the teacher in KReady if that person has completed the training and has a KReady account.
Access	Who is typically assigned to the Data Manager role in a district? Is it the EMIS coordinator or Preschool Director?	Each district and/or organization determines the Assessment Data Manager-Preschool and Kindergarten.

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Access	Is Data Manager a role through OEDS? Or is that through a request via the portal only?	<p>Data managers are designated by each district/ organization. Once assigned and listed in the Ohio Educational Directory System data managers may request access to the KReady system.</p> <p>Being assigned the role of assessment data manager in OEDS <a href="http://education.ohio.gov/getattachment/Topics/Data/Ohio-Educational-Directory-System-OEDS/1-page_flyer_OEDS_Assign_Role.pdf.aspx">http://education.ohio.gov/getattachment/Topics/Data/Ohio-Educational-Directory-System-OEDS/1-page_flyer_OEDS_Assign_Role.pdf.aspx</a></p> <p>Becoming a data manager in KReady            Contact the Ohio K12 Help Desk to establish an account            WEB - <a href="https://www.ohio-k12.help/kready-support-1/contactsupport/">https://www.ohio-k12.help/kready-support-1/contactsupport/</a> Phone - 844.512.6446</p>
Assessment Administration	Do PK teachers only need to assess students with IEPs?	Preschool teachers should assess each child. The ELA or a different assessment might be in use as the comprehensive assessment for all children depending upon the location's Step Up to Quality star rating. Only children receiving PSE services or attending an ECE grant funded program must have their ELA scores reported twice annually.
Assessment Administration	Is there a PS enrollment time range to go by? example with some K-12 testing if a student is enrolled less than 30 days, some test scores are not required. I have PS students that have been enrolled for 60 days, should that student be tested and scores to report?	Any student who is receiving PSE services, or funded with the ECE grant, even for 1 day during the assessment window, would be expected to have scores reported.
Assessment Administration	Do we treat scores of B, C, or D just like we treat the Ns?	No, A, B, C, D, 1, 2, 3, 4, and 5 are all valid scores to report.
Assessment Administration	Students who enroll close to the end of the ELA Fall closing date of Nov 14, we may not have enough data or have had enough time to score a student. How should teachers handle this? How should the EMIS data manager for ELS handle this? Just code?	Teachers should be instructed to administer as much of the assessment SKBs as possibly prior to the deadline. Code appropriately where there are missing scores.
Assessment Administration	When does the winter assessment window begin and do I need to bulk download all students again?	The Winter assessment window opens on November 15, 2022 and closes on February 14, 2023. Students may be uploaded for that window starting on November 15, 2022.
Data Loading	On my SKB Rating report, I have some missing teacher ID's, how do I fix this?	To add missing teacher data in the system it is recommended that a teacher file upload is initiated with the correct teacher ID included. Once completed, the information should appear in downloaded SKB reports.

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Reporting	Score Not Reported (SNR) reasons don't align to when a student isn't performing yet at that level. Use F then?	The "F" reason code should only be used if no other valid reason code applies. There may be other more appropriate codes based upon the individual situation that should be applied. Please view this link for more information on Reason Codes - <a href="https://education.ohio.gov/getattachment/Topics/Early-Learning/Kindergarten/Early-Learning-Assessment/Early-Learning-Assessment-for-Administrators/ELA-Score-Not-Reported-Reason-Code-3.pdf.aspx?lang=en-US">https://education.ohio.gov/getattachment/Topics/Early-Learning/Kindergarten/Early-Learning-Assessment/Early-Learning-Assessment-for-Administrators/ELA-Score-Not-Reported-Reason-Code-3.pdf.aspx?lang=en-US</a>
Reporting	So, use F or S. They sound similar.	The "F" reason code should only be used if no other valid reason code applies. There may be other more appropriate codes based upon the individual situation that should be applied. Please view this link for more information on Reason Codes - <a href="https://education.ohio.gov/getattachment/Topics/Early-Learning/Kindergarten/Early-Learning-Assessment/Early-Learning-Assessment-for-Administrators/ELA-Score-Not-Reported-Reason-Code-3.pdf.aspx?lang=en-US">https://education.ohio.gov/getattachment/Topics/Early-Learning/Kindergarten/Early-Learning-Assessment/Early-Learning-Assessment-for-Administrators/ELA-Score-Not-Reported-Reason-Code-3.pdf.aspx?lang=en-US</a>
Reporting	What does the score NE mean?	NE or Not Yet Evident is a <i>rating</i> that is provided when "The child has not reached the earliest level on the item or progression".
Reporting	Are the ELA reason codes the same for kindergarten?	The EMIS score not reported codes are the same regardless of the assessment.
Reporting	We have students 'enrolled' because we have to put them in DASL in order to evaluate them for an IEP. However, they've not been in attendance. They WILL have an enrollment date in progress book. So, we just use F?	If the teacher has been unable to assess a child due to attendance, leave the SKBs blank. Then when reporting in EMIS, enter *** and a valid reason code. Please email <a href="mailto:ELAHelp@education.ohio.gov">ELAHelp@education.ohio.gov</a> and we can give further guidance if needed.
Reports	Why haven't the Data Displays been working?	Data Displays will not be available until after the window and after the data cleanup window ends.
Reports	Does Data Downloads report include teacher notes they entered into the system?	The Data Downloads Report includes all data that the data manager loads for a location. Teacher added data is not included in the Data Downloads Report.
Reports	If our resident is attending elsewhere, how can we pull their scores?	If the student is in KReady, both programs can load the student and enrollment to have access to pull reports.
Reports	As an EMIS Coordinator and not a data manager, I wait until after the clean-up period ends to import the results into our Student Data, correct?	EMIS Coordinators will submit scores once the data clean up period has concluded, and all data has been submitted by the data manager.

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Reports	How do we see what our teachers have entered so far?	Download the SKB Ratings Report to view teacher entered student scores. See this help guide for instructions on how to access the report - <a href="https://www.ohio-k12.help/kready-support/data-manager-support/accessing_skb_report/">https://www.ohio-k12.help/kready-support/data-manager-support/accessing_skb_report/</a>
Reports	You mentioned 'don't pull LP report until after window closes' but isn't that where we will find any 'N's being reported that need to be addressed?	The SKB Ratings Report will display all teacher entered student scores. If the "N" rating is selected it will appear in the report for the student. The Learning Progression Report will not be available until the data clean-up period has ended. See this help guide for instructions on how to access the report - <a href="https://www.ohio-k12.help/kready-support/data-manager-support/accessing_skb_report/">https://www.ohio-k12.help/kready-support/data-manager-support/accessing_skb_report/</a>
Reports	So, if I have pulled the SKB report and nothing is there it is safe to say no one has put in scores yet?	Correct. If the SKB Ratings Report is blank, then no scores have been entered for students at this time. Data managers are encouraged to contact teachers to ensure that scores are entered by the close of the window which is 11:59pm on November 14, 2022, for the current Fall assessment.
Training	Do you have any information about upcoming Initial ELA training? I have questions...	Please contact the Ohio Department of Education - Early Learning at <a href="mailto:ELAHelp@education.ohio.gov">ELAHelp@education.ohio.gov</a> regarding ELA Training inquiries.
Training	I'm a new ECE teacher as of September and I am just getting to understand ELA and all of what that entails will I have to wait for the Winter/Spring trainings to get a stronger background on ELA?	No. There are multiple resources available for persons new to the Early Learning Assessment. These include Jumpstart modules, and resources for independent study. Please contact the Ohio Department of Education at <a href="mailto:ELAHelp@education.ohio.gov">ELAHelp@education.ohio.gov</a> and someone from our team can assist.
Training	Thank you for sharing. I am new to this information I am an assistant director do we also wait for the revision phase? I am a new user I have no idea what to do.	There are multiple technical resources for data managers that can assist with the process throughout the assessment window. Please visit the Data Manager Training page: <a href="https://www.ohio-k12.help/kready-support/dmtraining/">https://www.ohio-k12.help/kready-support/dmtraining/</a> and contact the Help Desk for assistance at <a href="https://www.ohio-k12.help/kready-support-1/contactsupport/">https://www.ohio-k12.help/kready-support-1/contactsupport/</a> or by phone at 844.512.6446

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Transfers	Transfer: can educating district use scores from previous district? or do they still need to assess?	If the previous district has entered scores for the student, and the student is loaded at your location, this will initiate a transfer request. Once the previous district approves the transfer, those scores will be transferred to the new location. The new teacher can add and/or update scores if there are changes in ratings for any of the SKBs. The last SKB entered by the close of the assessment window (November 14, 2022) will be included in the Learning Progression score.
Transfers	I have an active student who on the data download enrollments report has No under POA. We don't have any transfer requests pending and when looking at the student in the system I am unable to click on the POA tab. How do we become the POA?	In this case, it is recommended that the student be loaded again to initiate a transfer. Once the request is approved the Point of Authority (POA) can be assigned to the new location. It may be necessary to contact the previous location to encourage acceptance of the transfer request.
Transfers	If a new student enters before the clean-up date, do we need to request a transfer?	Yes, it is important to ensure that all students are assessed and that their data appears in the KReady system. Initiating a Transfer Request will set up the process of transferring a student's data and ratings information to the new location. This should be complete by the end of the current Fall assessment window (November 14, 2022).