#EachChildOurFuture

ELA Data Prep and Loading Webinar

February 08, 2023

OhioK12Help

Ohio Department of Education

Welcome

- Welcome + Housekeeping
- Access and the Data Manager Role
- KReady: (Loading Teacher, Student, Enrollment Data and Administrator Accounts)
- Reports
- Supports

Wrap-Up + Questions

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- Ready for Kindergarten Online (KReady) is dynamic.
- Regular modifications and enhancements improve functionality and performance.
- Images and references shown may change.
- Information current as of **February 8, 2023**.

Current Status as of…

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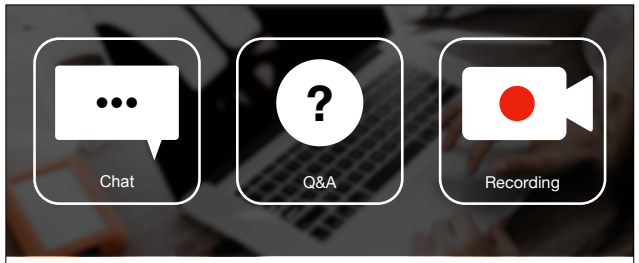


Housekeeping

Early Learning Assessment

ELAHelp@education.ohio.gov

Policy + Practice Questions

How would you rate **your knowledge** or **skill level** with the KReady System? (choose one)

- I am a **New** user
- I am an **Advanced** user
- I am an **Expert** user

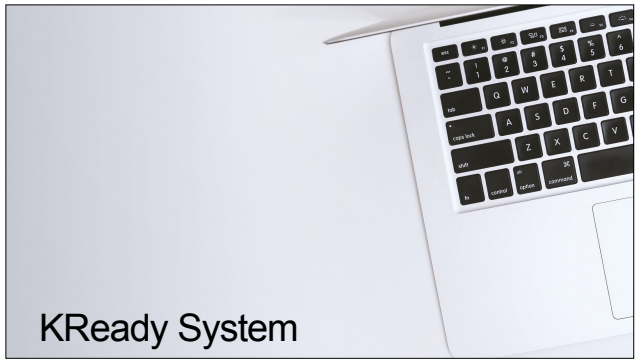
Poll

Assessment Data Manager Role

- Data Mangers use the Ready for Kindergarten Online (KReady) system to add, manage and report teacher, student, and enrollment data for the *Early Learning Assessment* and *Kindergarten Readiness Assessment*.
- Data Managers only have access to “teacher submitted” student scores and data in the system.
- Data Managers work with building administrators and teachers to ensure that the data submitted is as accurate and complete as possible.

Assessment Data Manager Access

Access to the KReady system is provided to persons **verified** as the *Assessment Data Manager - Preschool and Kindergarten* for their organization in the **Ohio Educational Directory System (OEDS)**.

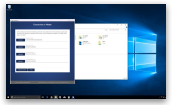


KReady System

Data Loading Methods

1. MANUALLY
Enter data directly in KReady, one-by-one

2. BULK LOAD
Enter data in KReady in bulk using templates



3. AUTOMATED
Automate data entry in KReady through the File Watcher or SFTP

Data Guidelines

https://drive.google.com/file/d/1IkYHiBJZ3VL4uvx3N4ZOnviTbHJi0Jj8/view

TEACHERS
Creates Teacher Accounts

STUDENTS
Creates Student Accounts

ENROLLMENTS
Assigns Students to Teachers

Required for Administration

As Needed

LOCATION ADMINISTRATOR
Creates School Administrator Accounts

UN-ENROLLMENTS
Un-enrolls Students from a Teacher's Class

Teacher File

Teacher File Format

System Requirement | State Reporting Requirement

Name	Template ID	Conditions	Values	Requirement
District ID	district_id	Attending District IRN Find District IRN: http://webapp1.ode.state.oh.us/dist_irn.asp	Six-digit District IRN Contains only numeric values (0-9) Community schools may use the Attending School IRN to populate the field.	
Local District Teacher ID	teacher_id		Teacher State Identification Number Alpha/Numeric	
School ID Number	school_id	Attending School IRN	Six-digit School IRN Contains only numeric values (0-9)	
Teacher Email	email		Valid email address	
Teacher First Name	teacher_first_name	No Punctuation	Alpha	
Teacher Last Name	teacher_last_name	No Punctuation	Alpha	

Student File

Student File Format

System Requirement | State Reporting Requirement

Name	Template ID	Conditions	Values	Requirement
District ID	district_id	Attending District IRN Find District IRN: http://webapp1.ode.state.oh.us/dist_irn.asp	Contains only numeric values (0-9) Community schools may use the Attending School IRN to populate the field.	
Local District Student Number	district_student_id		Local ID number of the student	
State Student ID	state_student_id	Statewide Student Identifier (SSID) assigned by ODE	Nine-character identifier: The first two characters are alpha. All remaining characters are numeric 0-9.	
School ID Number	school_id	Attending School IRN	Six-digit School IRN; contains only numeric values (0-9)	
Student First Name	student_first_name	First name as it appears on the student's birth certificate Do not Include Prefixes	Alpha	
Student Middle Name	student_middle_name	Middle name as it appears on the student's birth certificate If the student does not have a middle name, leave this field blank	Alpha	
Student Last Name	student_last_name	Last name as it appears on the student's birth certificate Do not Include Suffixes	Alpha	
Student Date of Birth	dob		MM/DD/YYYY	
Race	race7		These are the seven Federal Reporting Categories: H = Latino or Hispanic I = American Indian or Alaska Native	

Student File

Name	Template ID	Conditions	Values	Requirement
			A = Asian B = Black or African American P = Native Hawaiian or Other Pacific Islander W = White M = Two or more races	
Gender	gender		F = female, M = male	
IEP	iep	Must be set to Y if disability_code is provided in the next field.	Y = Yes, N = No	
Disability	disability_code		01 Multiple Disabilities (other than Deaf-Blind) 02 Deaf-Blindness 03 Deafness (Hearing Impairment) 04 Visual Impairments 05 Speech and Language Impairments 06 Orthopedic Impairments 08 Emotional Disturbance (SBH) 09 Other Health Impaired 10 Specific Learning Disabilities 12 Autism 13 Traumatic Brain Injury (TBI) 14 Other Health Impaired (Major) 15 Other Health Impaired (Minor) 16 Developmental Delay	
English Learner	ell_lep		Y = Yes, N = No	
Economic Disadvantage:	low_ses		Y = Yes, N = No	
Prior Care	predominant_prior_care		Empty (leave blank)	
Prior Care-Home Care:	home_care		Empty (leave blank)	
Prior Care-	other_pc_head_start		Empty (leave blank)	

Student File

Name	Template ID	Conditions	Values	Requirement
Head Start				
Prior Care-Pre-K	other_pc_prek		Empty (leave blank)	
Prior Care-Child Care Center	other_pc_child_care_cent er		Empty (leave blank)	
Prior Care-family	other_pc_family		Empty (leave blank)	
Prior Care-Nursery	other_pc_nursery		Empty (leave blank)	
Prior Care-Even Start	other_pc_even_start		Empty (leave blank)	
Prior Care-Hippy	other_pc_hippy		Empty (leave blank)	
Prior Care-Parents as Teachers	other_pc_parents_as_tea chers		Empty (leave blank)	
Prior Care-Preschool Special Ed	other_pc_preschool_speci al_ed		Empty (leave blank)	
Prior Care-Not Listed	other_pc_not_listed		Empty (leave blank)	

Enrollment File

Spring Data Token

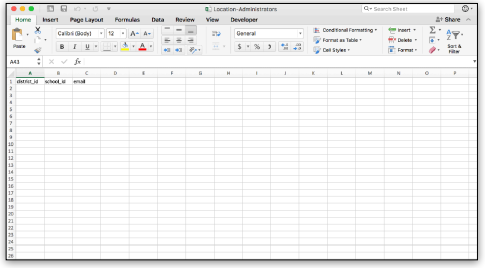
spring2023-ela

Enrollment File Format

System Requirement | State Reporting Requirement

Name	Template ID	Conditions	Values	Requirement
Token ID	data_collection_token	This value will change for each administration.	The enrollment token is posted in the Kiteady Online system by going to: **Login > Administration > Data Collections**	
District ID	district_id	Attending District IRN First District IRN: http://webapp2.ode.state.oh.us/data/irn.asp	Contains only numeric values (0-9) Community schools may use the Attending School IRN to populate the field.	
Local District Student Number	district_student_id		Local ID number of the student	
State Student ID	state_student_id	Statewide Student Identifier (SSID) assigned by ODE	Nine-character identifier: The first two characters are alpha. All remaining characters are numeric 0-9.	
School ID Number	school_id	Attending School IRN	Six-digit School IRN Contains only numeric values (0-9)	
Student First Name	student_first_name	First name as it appears on the student's birth certificate Do not Include Prefixes	Alpha	
Student Last Name	student_last_name	Last name as it appears on the student's birth certificate Do not Include Suffixes	Alpha	
Student Date of Birth	dob		MM/DD/YYYY	
Local District Teacher ID	teacher_id		Teacher State Identification Number Alpha/Numeric	
Teacher First Name	teacher_first_name	No Punctuation	Alpha	
Teacher Last Name	teacher_last_name	No Punctuation	Alpha	

Location Administrator Template



Data Templates: Formatting

- Do Not remove or change headers
- Format cells for leading zeros (district id, school id etc…)
- Date of Birth should be formatted MM/DD/YYYY
- Each field should be separated with commas
- Also see data guidelines document and KReady system manual for additional formatting information and tips

Data Templates: Updating Records

Teacher data is linked to email address

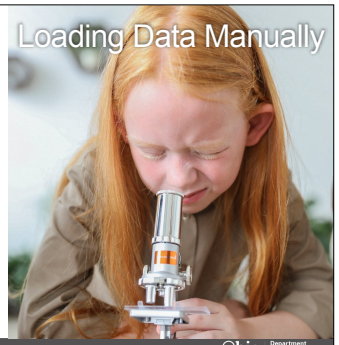
If a teacher email address changes after an account is created, you must manually update the email address in KReady prior to using the bulk loader or automated methods

Student data is linked to the state student ID

When loading students be sure to use the correct state student ID to ensure accurate linking of student data.

Loading Data Manually

- Adding Teachers
- Adding Students + Enrollments
- Managing Un-Enrollments Manually



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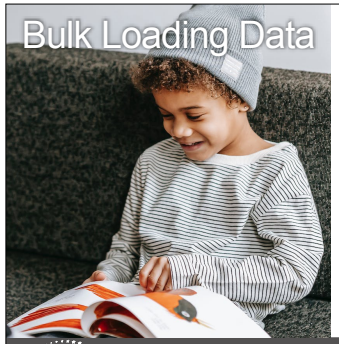
Bulk Loading Data



- Adding Teachers, Students and Enrollments via the Bulk Loader
- Managing Un-Enrollments via the Bulk Loader
- Accessing the Data Collection Token ID

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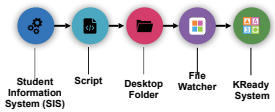
Automated Data Loading

- Data Automation Using the File Watcher
- Data Automation Using SFTP



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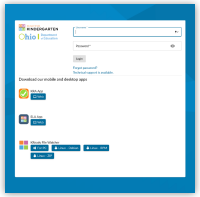
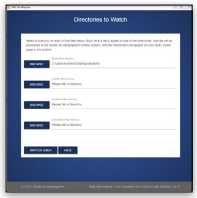
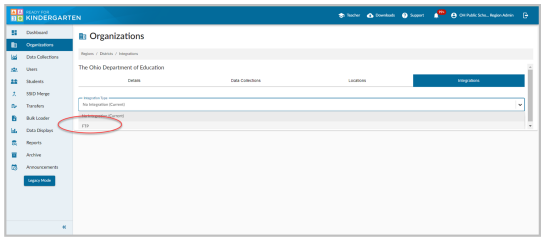
File Watcher





- Download version from ohio.kready.org
- Set up directories to watch by navigating to file folders on your computer

SFTP



Early Learning Assessment Reports

Data Downloads

Report showing all data loaded for the current collection window.

This report is helpful to confirm and check data loaded in the KReady system.

Available during and after the data collection window.

ELA SKB Ratings Report

Report showing teacher entered SKB student ratings.

Available during and after the data collection window.

ELA Learning Progression Report

Report showing the final Learning Progression rating for the required Learning Progressions.

This is the report for EMIS and EAS.

Available after the data collection window.

Supports

Support Sites

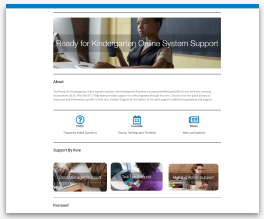
Ohio Department of Education (ODE)
http://education.ohio.gov/Topics/Early-Learning

- Policy/Guidelines Information
- Background + Context Information
- FAQ's
- Role Specific Resources (Parent, Teacher, Admin)
- Implementation Materials and Supports
- Resources, Forms and Reports

Support Sites

Ohio K12 Help (Help Desk)
https://www.ohio-k12.help/
844-K12-OHIO [844-512-6446]

- Help Desk Support via Email + Phone)
- Data Manager/Admin Training
- How To Videos and Support Resources by Roles
- Professional Development Resources
- Implementation Materials and Supports



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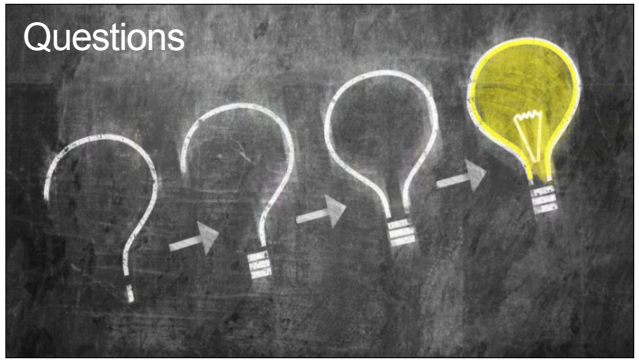
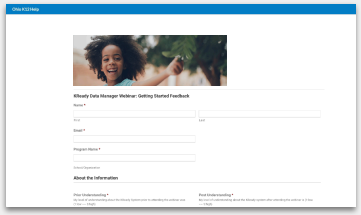
ELA Timeline | Spring 2023

Feb 15	Spring Data Collection Opens
May 14	Data Collection Closes
May 23	Data Clean Up Ends
Early Jun	Reports Available

Questions



https://bit.ly/3if6lEr



Feedback Survey

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