

Kindergarten Readiness Assessment: Data Prep and Loading Webinar



Data Manager Training
August 7, 2024

OhioK12 Help

Housekeeping



Agenda

- Welcome and Introductions
- Poll
- New for 2024-2025
- Calendar + Supports
- Data Manager Role + Access
- The KReady System
- Loading Data
- Reports
- 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

New for 2024-2025



Assessment Tag

Data managers must ensure that they check the box for the teachers "Assessment Tag" in their KReady account. This one-time designation is required to view and access the green "Access Professional Development and Resources" button from the KReady dashboard.



KRA Teacher Training

- The KRA Certification Training is required for licensed school employees and teachers administering the Fall 2024 KRA-R.
- Only kindergarten teachers that have not been trained in the KRA or KRA-R should complete this initial training.
- A user account in the KReady Online system and an "assessment tag" are required to access and complete the training.

Calendar



Fall 2024

July 1

Fall Data Collection Opens

Nov 1 at 11:59pm

Data Collection Closes

Nov 9 at 11:59pm

Data Manager Cleanup Window Closes

Supports



Department of Children Youth

- Policy/Guidelines Information
- KRAHelp@childrenandyouth.ohio.gov
- Background + Context Information
- Role Specific Resources
- Implementation Materials and Supports

<https://education.ohio.gov/Topics/Early-Learning/Kindergarten-Chios-Kindergarten-Readiness-Assessment/Kindergarten-Readiness-Assessment-for-Data-Manager>

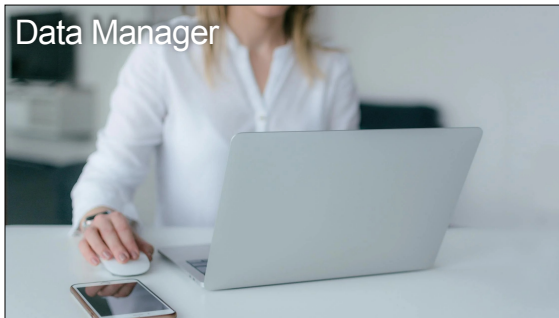


Ohio K12 Help

- Help Desk Support
- 844-K12-OHIO [844-512-6446]
- Data Manager/Admin Training
- Support Resources
- How-to Videos

<https://www.ohio-k12.help/kready-support/>

Data Manager



Data Manager Role

- Create New Teacher Accounts
- Create Administrator Accounts
- Add Student and Enrollment Data
- Monitor/Update Data
- Address Transfers
- Access Reports

Data Manager Access

Important

- Access is provided to persons verified in the Ohio Educational Directory System (OEDS).
- <https://education.ohio.gov/Topics/Data/Ohio-Educational-Directory-System-OEDS>



KReady System



Data Loading Methods



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



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

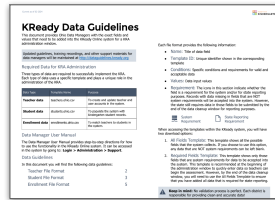


3. AUTOMATED
Automate data entry in KReady through SFTP

Data Guidelines

Important

- https://drive.google.com/file/d/1KxYH8Lz3V1_4uxvSN4ZQnvt1HJ0J8/view



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
- See Data Guidelines and Data Manager User Manual for additional information



Adding Users

1. Select "Users" (left-hand navigation).
2. Click "Add Users" and enter information following password requirements".
3. Select "Save and Open"
4. Click the Assessment Tag toggle and check the box labeled KRA.
5. Click "Organizations".
6. Click the "Administrative Levels" dropdown and select "Districts".
7. Click "Add" and enter Teacher ID* in popup (Educator ID [2-letters + 7-digits] or teacher email).
8. Click "Save".

Follow Me

*Note

- User will receive email to change password once account is created.
- See Video > [How to Add a User Account Manually](#).

Adding Students

1. Select "Students" (left-hand navigation)
2. Click "Add Student" and enter student demographic information.
3. Select "Save and Open" then choose "Assign" on the "Enrollments Tab".
4. Add the desired teacher and click "Finished".
5. Select the word "Location" under the school dropdown.
6. Select "Data Collection Assignments" tab and click "Assign Data Collection".
7. Click "Finished".

Follow Me

- *Note**
- Ensure student has been added to location by checking the "Point of Authority".
 - Confirm correct location is attached and that students appear for assigned teacher.
 - See video > [How to Add a Student Manually](#).

*Fall 2024 Data Collection Token

- kra2024r

Bulk Loader

1. Download current enrollment file from Bulk Loader and check for needed changes.
2. Update user/teacher changes manually (ex. name or email).
3. Formatting Data to prepare for uploading to Bulk Loader. See video > [Formatting Data](#)

- *Note**
- Enrollments must be loaded with the appropriate data token for each data collection.
 - User information must be updated manually prior to uploading. See video > [How to Update a User Account Manually](#).

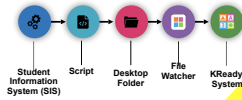
*Fall 2024 Data Collection Token

- kra2024r



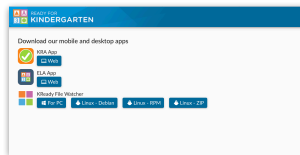
Automated

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



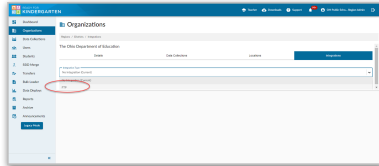
File Watcher

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



SFTP

- Integrated with your SIS
- Large data loads



Reports



KRA Reports

KRA Percentage Completion Report

- Excel file showing the percentage of students who have completed the KRA-R.
- Used to monitor student completion progress.
- Available during and after the administration window.

KRA Completion by Item Report

- Excel file showing teacher entered item ratings for each student.
- Used to monitor items completed for each student.
- Available during and after the administration window.

Language and Literacy Report

- Excel file showing all students' Language and Literacy domain scale scores.
- Can be used for reporting on-track/not-on-track status for reading diagnostic.
- Available during and after the administration window.

KRA Reports

KRA Student and Enrollment Report

- Excel file showing the student enrollment demographic data and teacher assignment.
- Used to verify student and teacher connections.
- Available during and after the administration window.

Data Downloads Report

- Excel file showing all teachers, students, and enrollment data in the system.
- Used to confirm/check data loaded in the KReady system.
- Available during and after the administration window.

KRA Data Domain Report

- Excel File with student scores for each item and total points calculated for each domain.
- Used to confirm scores entered for each domain.
- Available during and after the assessment.

KRA Reports

KRA Scale Score Report

- Excel file showing all student data, teacher data, and students' overall and item-level scores.
- Used to submit KRA student scores to EMIS.
- Available after the assessment.

KRA ISR Report

- Excel file with a PDF link for a student's KRA results.
- Designed to be shared with families.
- Available after the assessment.

Questions



Feedback Survey



<https://bit.ly/3if6lEr>



Thank You
