Welcome

The webinar will begin shortly. Download webinar slide notes at
https://www.ohio-k12.help/kready-training/data-manager-training/

OhioK12 Help

Kindergarten Readiness Assessment: Data Prep and Loading Webinar

Data Manager Training

August 7, 2024

OhioK12 Help

Housekeeping

Agenda

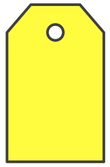
- Welcome and Introductions
- Poll
- New for 2024-2025
- Calendar + Supports
- Data Manager Role + Access
- The KReady System
- Loading Data
- Reports
- Questions

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

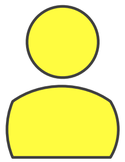
Poll

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

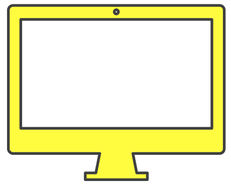
July 1	Fall Data Collection Opens
Nov 1 at 11:59pm	Data Collection Closes
Nov 9 at 11:59pm	Data Manager Cleanup Window Closes

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/Ohios-Kindergarten-Readiness-Assessment/Kindergarten-Readiness-Assessment-for-Data-Manager



Ohio K12 Help

- Help Desk Support
- 844-K12-OHIO [844-512-6446]
- Data Manger/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

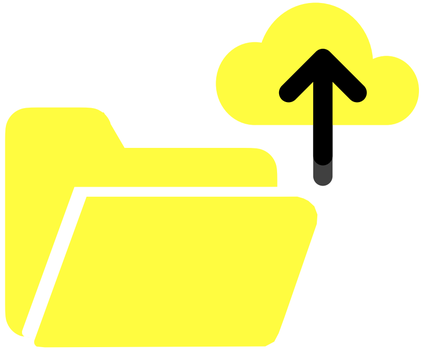
- Access is provided to persons verified in the Ohio Educational Directory System (OEDS).
- https://education.ohio.gov/Topics/Data/Ohio-Educational-Directory-System-OEDS

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

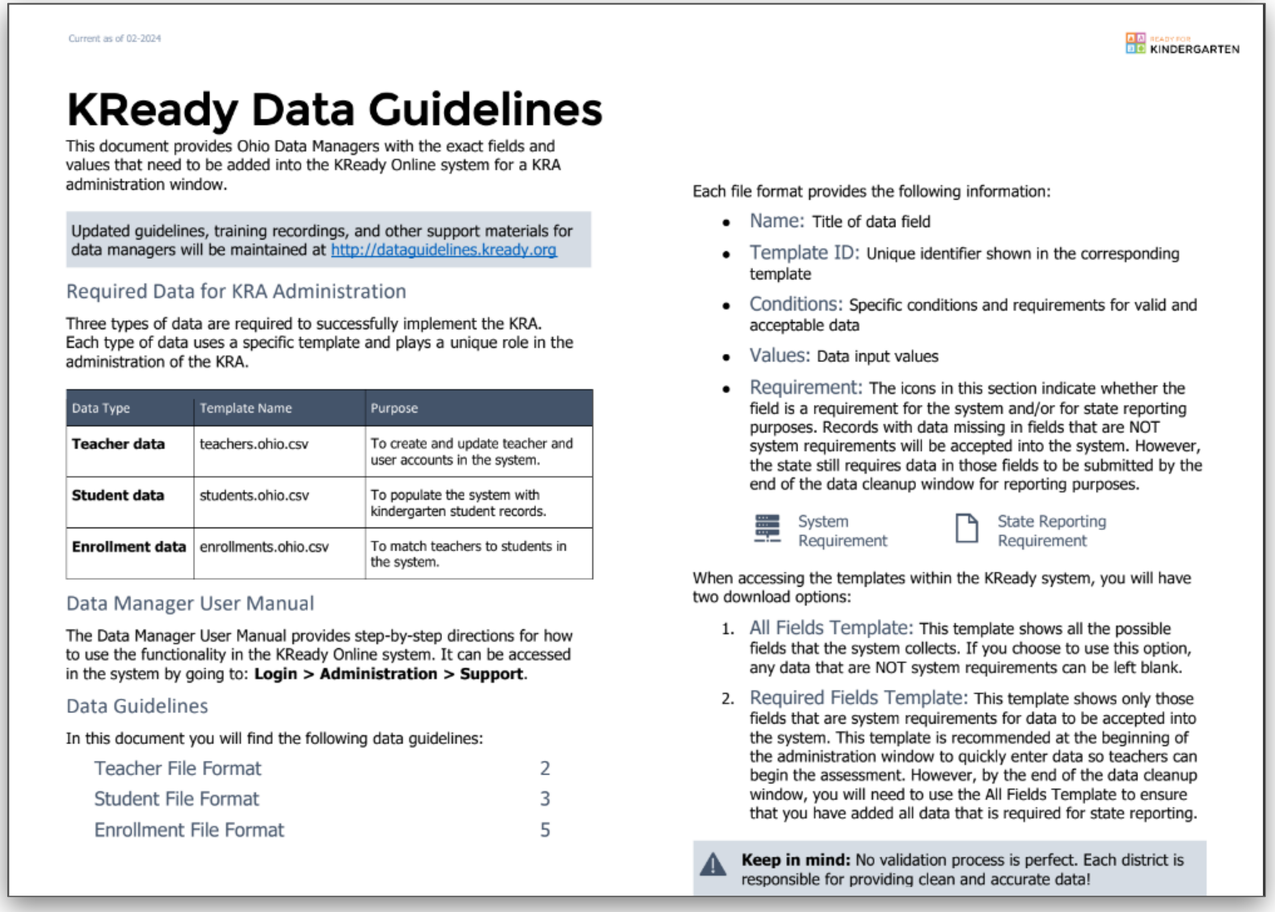


3. AUTOMATED
Automate data entry in KReady through SFTP

Data Guidelines

Important

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



Current as of 02-2024

KINDERGARTEN

KReady Data Guidelines

This document provides Ohio Data Managers with the exact fields and values that need to be added into the KReady Online system for a KRA administration window.

Updated guidelines, training recordings, and other support materials for data managers will be maintained at http://dataguidelines.kready.org

Required Data for KRA Administration

Three types of data are required to successfully implement the KRA. Each type of data uses a specific template and plays a unique role in the administration of the KRA.

Data Type	Template Name	Purpose
Teacher data	teachers.ohio.csv	To create and update teacher and user accounts in the system.
Student data	students.ohio.csv	To populate the system with kindergarten student records.
Enrollment data	enrollments.ohio.csv	To match teachers to students in the system.

Data Manager User Manual

The Data Manager User Manual provides step-by-step directions for how to use the functionality in the KReady Online system. It can be accessed in the system by going to: **Login > Administration > Support**.

Data Guidelines

In this document you will find the following data guidelines:

Teacher File Format 2
Student File Format 3
Enrollment File Format 5

Each file format provides the following information:

- Name: Title of data field
- Template ID: Unique identifier shown in the corresponding template
- Conditions: Specific conditions and requirements for valid and acceptable data
- Values: Data input values
- Requirement: The icons in this section indicate whether the field is a requirement for the system and/or for state reporting purposes. Records with data missing in fields that are NOT system requirements will be accepted into the system. However, the state still requires data in those fields to be submitted by the end of the data cleanup window for reporting purposes.

System Requirement State Reporting Requirement

When accessing the templates within the KReady system, you will have two download options:

1. All Fields Template: This template shows all the possible fields that the system collects. If you choose to use this option, any data that are NOT system requirements can be left blank.
2. Required Fields Template: This template shows only those fields that are system requirements for data to be accepted into the system. This template is recommended at the beginning of the administration window to quickly enter data so teachers can begin the assessment. However, by the end of the data cleanup window, you will need to use the All Fields Template to ensure that you have added all data that is required for state reporting.

Keep in mind: No validation process is perfect. Each district is responsible for providing clean and accurate data!

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

Loading Data

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**

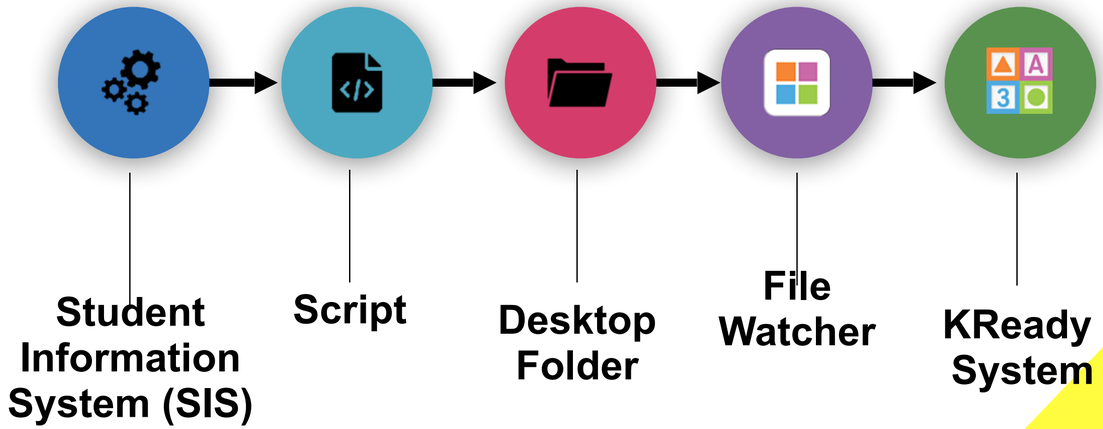
- Enrollments must be loaded with the appropriate data token for each data collection.
- User information must be updated manually **prior to uploading**. See video > How to Update a User Account Manually.

***Fall 2024 Data Collection Token**

- **kra2024r**

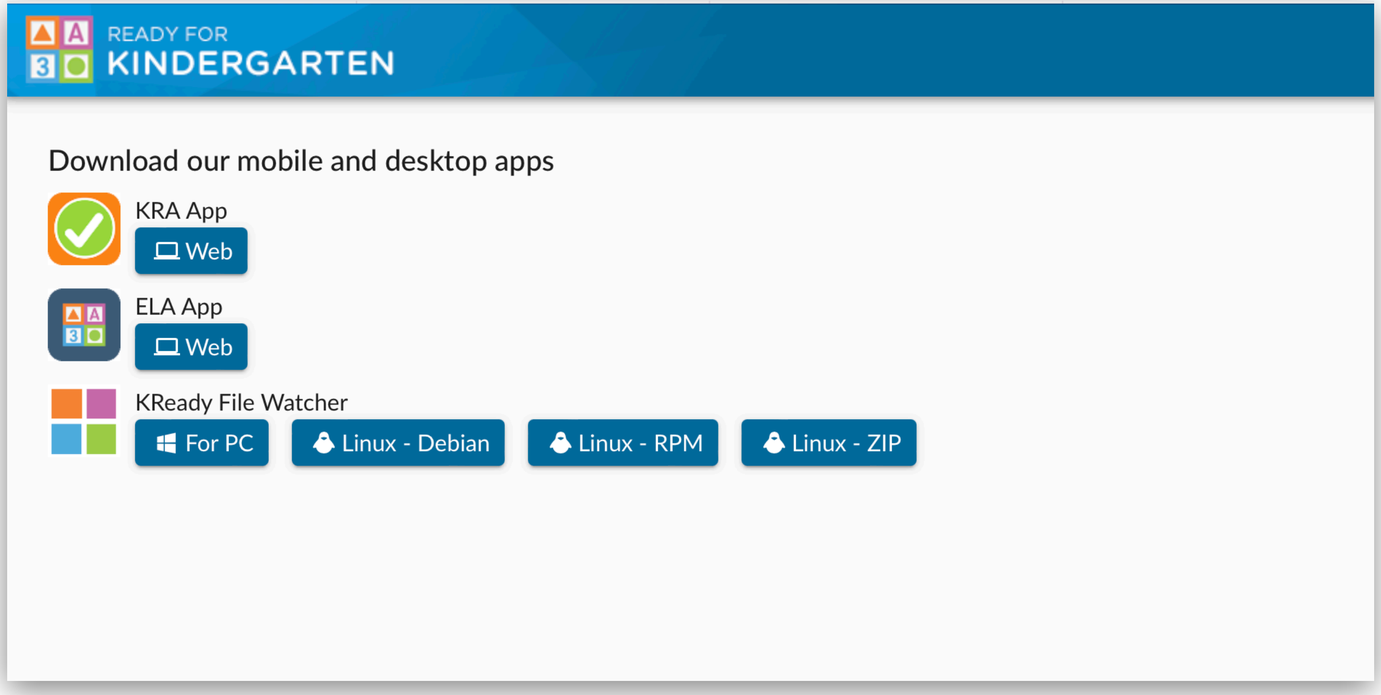
Automated

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



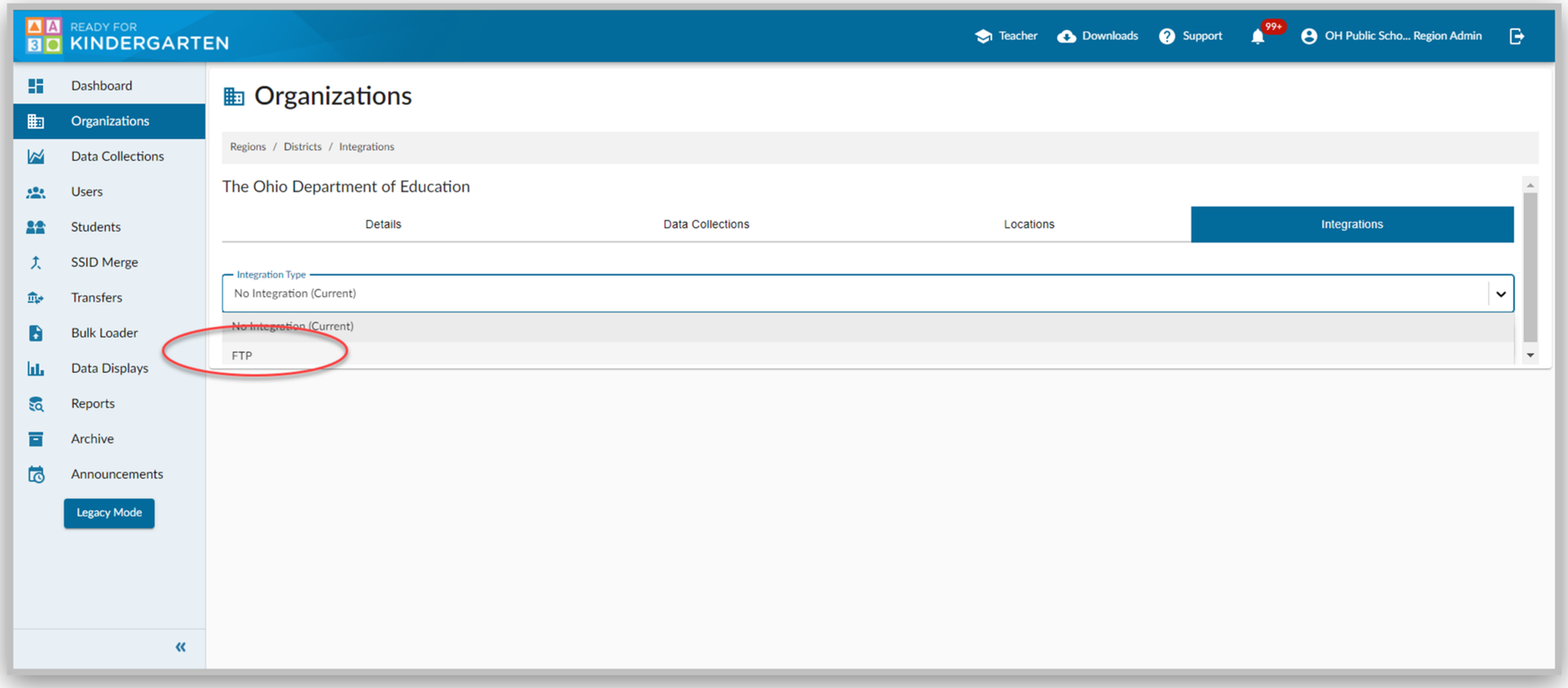
File Watcher

- 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

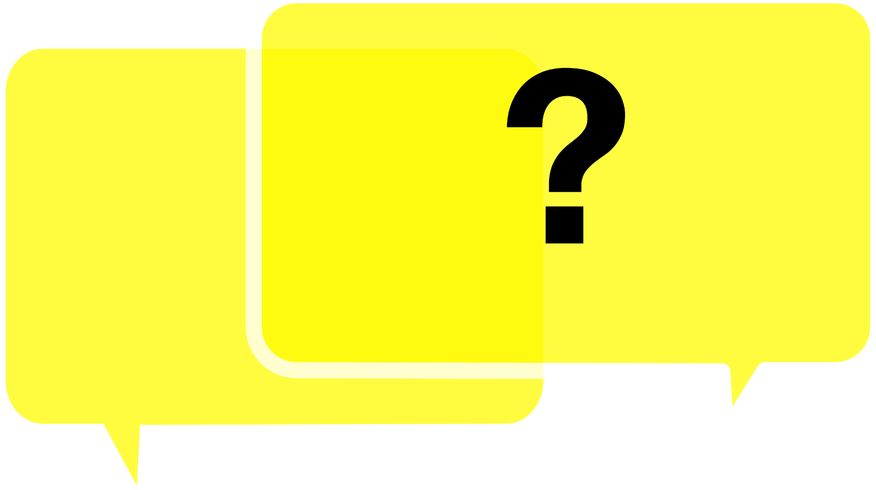
KRA Scale Score Report

- 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.

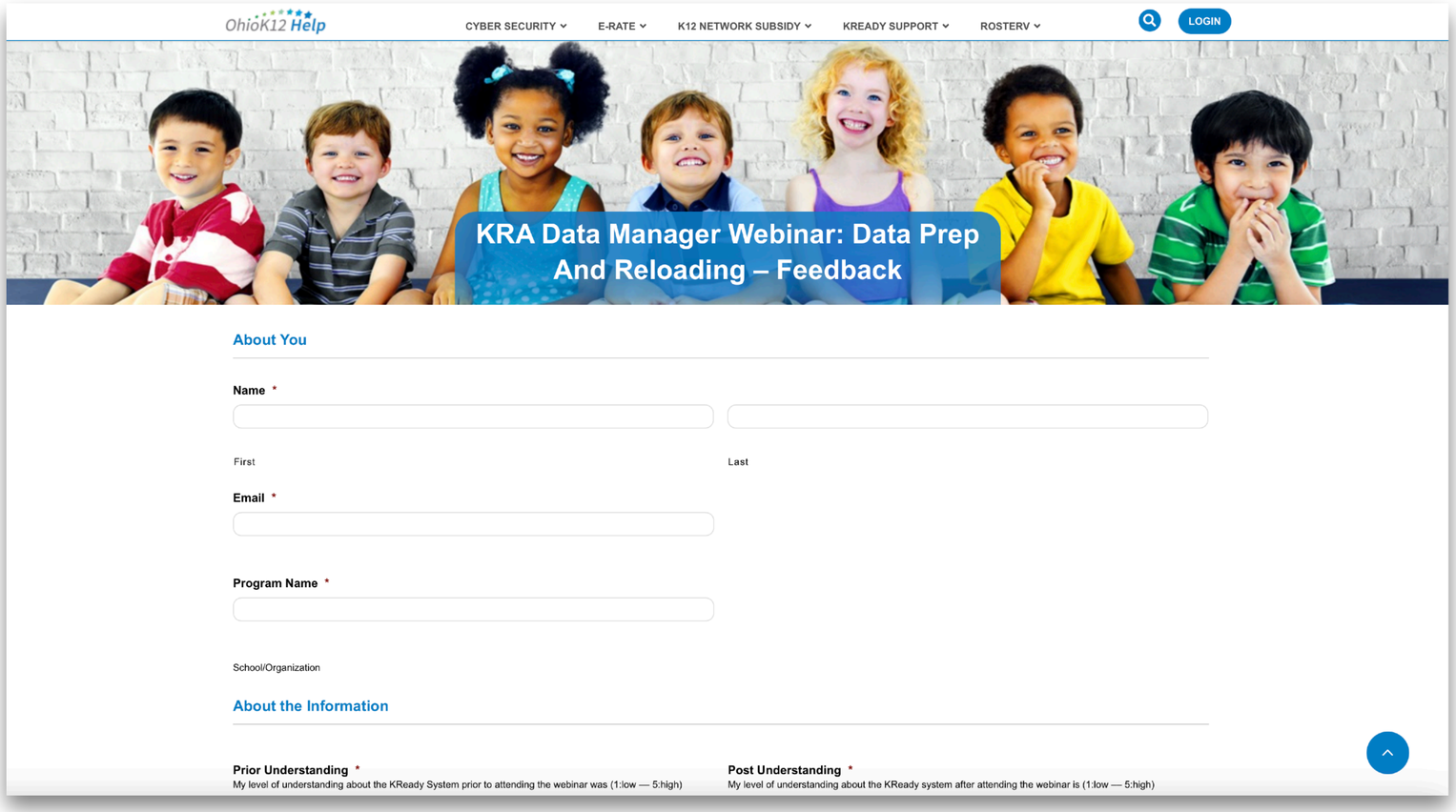
KRA ISR Report

- 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