Score Entry & Reporting Form

### **Quick Start Guide**

#### **Getting Started**

This document provides Early Childhood Educators/Administrators with how-to steps for using and submitting the Early Learning Assessment Score Entry and Reporting Form. This document is a Microsoft Excel (.xlsx) and has been saved with special formatting. Once downloaded do not edit or change column names, cell features/formatting, or add formulas to the file. Download the form at <a href="https://www.ohio-k12.help/ela-score-entry-and-reporting/">https://www.ohio-k12.help/ela-score-entry-and-reporting/</a>

#### Step 1

Select the appropriate scoring tab at the bottom of the workbook depending upon the desired type. Options include the Priority 15 items (gray tab) or the Comprehensive 32 items (blue tab)

Instr	ructions	Priority - Required 15	Comprehensive - Full 32	+

#### Step 2

Enter the six digit IRN for your district and your building including leader zero. Ex. 012345. To look up the district IRNs visit > <u>http://oeds.ode.state.oh.us/SearchOrg</u>

#### Note:

- Clicking on a header cell with a "<sup>°</sup>" will open a helper pop-up message.
- You need to only enter IRN/Program License information once. Use the fill down option or copy and paste the information for each row needed. See how to video > https://youtu.be/BRqOc6gEl\_w

#### Step 3

If you do not have and assigned IRN, enter the 12 digit license number for your organization including leading zeros. Ex. 001122334455 To locate program numbers. visit > <u>https://childcaresearch.ohio.gov</u>.

				Early Learning
District	IRN°	Building IRN°	Pro	ogram License Number*
	District Enter 1 district 012345 To look http:// Org	t <b>IRN</b> the six digit IRN for y including leader zer c up district IRNs visi 'oeds.ode.state.oh.us	our o. E t > /Sea	

Step	4
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Enter "Teacher First and Last Name". You need only enter Teacher Name once. Use the fill down option or copy and paste the information for each row needed. See how to video > <u>https://youtu.be/BRqOc6gEl\_w</u>

	A	В	С	D
1			Early Learning	Assessment Score Er
2	District IRN°	Building IRN°	Program License Number*	Teacher First and Last Name
3	012345	002345	001122334455	Joan Smith
4	012345	002345	001122334455	Joan Smith
5	012345	002345	001122334455	Joan Smith
6	012345	002345	001122334455	Joan Smith
7	012345	002345	001122334455	Joan Smith
8	012345	002345	001122334455	Joan Smith
9	012345	002345	001122334455	Joan Smith
10	012345	002345	001122334455	Joan Smith
44				





Score Entry & Reporting Form

#### Step 5

Enter First and Last Names for each student being scored.

ntry and Repor	ting Form
*Student First Name	*Student Last Name
Galya	Barnhart
Felice	Garret
Jill	Gibonie
Henry	Powe
Bobby	Reed

#### Step 7

Enter the SSID for each student being scored with the standard configuration of two letters following by 7 digits. Ex. xx1234567.

You may also use a 14 digit <u>Unique ID</u> for children that are not in a publicly funded program. Ex. Matthew: MAASMI100312M1. Click <u>HERE</u> for more information.

*SSID°
jj1234567
dw1234567
pm1234567
aq1234567
zr1234567
MAASMI100312M1
NBASMI100412M2

# **Step 10** Save the file for uploading.

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trict IRN*	Renar	ne				t and	.ast Name



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#### Step 6

Enter Student Date of Birth (mm/dd/yyyy). Formatting will display as yyyy/mm/dd.

<b>,</b>	*Date of Birth°	
Tr.	2018-02-20	1
	2018-06-12	
	2018-11-11	
	2018-05-14	
	2018-05-09	

#### Steps 8 and 9

Click in a cell for the desired SKB.

Click the dropdown button and select the appropriate SKB rating from the list. Repeat for each student To change an entry - select the cell and press delete.



#### Note

Use the filter buttons to select and search for specific entry items





## Early Learning Assessment

Score Entry & Reporting Form

#### **Uploading Steps**

Once the scores and information are entered and ready for submission follow these steps to upload the document. See how to video: <u>https://youtu.be/0TkTo\_atkb4?si=3LAGkf7bI0KC9Hak</u>

#### Step 1

Go to <u>https://www.ohio-k12.help/ela-score-entry-and-reporting/</u> and navigate to the bottom of the page.



#### Step 3

Click/Tap "Choose File", select the file and click upload to add the file to the cue.

**Note** only one file may be uploaded per submission but multiple submissions may be completed.

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#### Support

Contact Ohio K12 Help for questions or assistance <a href="https://www.ohio-k12.help/kready-support/kready-contact-support/">https://www.ohio-k12.help/kready-support/kready-contact-support/</a>



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#### Step 2

Enter the required first, last name and email information of the person submitting the file.

Uploa	d Form						
Complete the information	in and select your file t	o upload the ELA Score	Entry and Repor	ting Form.			
ELA Score Ent	ry and Reporti	ng File Upload					
None (Regired)							
First				Last			
Email (Regired)							
Excel Upload (XLSX-O	ligt Plaquest						
Choose File no file	baloofaet						
Accepted file types: sisk,	Max, file size: 5 MB.						
Distant.							

#### Step 4

Click/Tap "Submit". A confirmation message will appear.

OhioK12 Help	CYBER SECURITY - E-RATE	<ul> <li>K12 NETWORK SUBSIDY +</li> </ul>	KREADY SUPPORT *	nosterv +	iearch 🔍	
Upload Form						
Complete the information and select your file	to upload the ELA Score Entry and I	Separting Form.				
ELA Score Entry and Reporti	ng File Upload					
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Pol		Last				
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Excel Upload (XLSX Only) (Required)						
Choose File 💰 ELA Score Entry and F	Reporting Form - Aug 2024 xlsx					
Accepted file types: sisk, Max. file size: 5 MB.						
Submit						

