

KReady Data Manager Webinar - Data Prep and Loading Fall 2024 - Q+A
08-07-2024

Topic	Question	Answer
Access	Do the teachers who have been trained in the KRA and/or KRA-R need to complete any additional training to administer the KRA for this year?	Teachers who have already completed their KRA training do NOT have to complete the new online training.
Access	If we are new, how do you access our KRA admin account?	If you are new and either need an account or updated role, please contact the assessment data manager for your district.
Access	Where will the new teacher find the pin number for the their training? Or is that something I have on the admin side?	Data Managers must ensure that they check the box for the teachers 'Assessment Tag' in their KReady accounts. This will provide them access to the PD site. They do not need a site PIN to access the online training. Once they have completed all training modules, the KRA Reliability Assessments will be accessible for completion.
Access	How do teachers sign up for KRA required training?	For information on KRA Teacher Training, please take a look at the following link: https://education.ohio.gov/Topics/Early-Learning/Kindergarten/Ohios-Kindergarten-Readiness-Assessment/Kindergarten-Readiness-Assessment-for-Teachers
Access	Are we able as a district to have multiple data manager accounts.for example one for a principal and one for the literacy coordinator?	Yes, districts can have as many data managers as they choose. However, if the person only needs access to generate reports, they should be assigned the role of Administrator in the KReady system.
Access	How does a teacher access the KRA training within their Professional Development once the Data Manager assigns the Assessment Tag?	The directions are here: https://education.ohio.gov/Topics/Early-Learning/Kindergarten/Ohios-Kindergarten-Readiness-Assessment/Kindergarten-Readiness-Assessment-for-Teachers
Access	I am a new Adminsitrator, have not registered as a manager the link in the slideshow does not open the link to register, can you help me find it?	The link for OEDS is listed below. Please follow the information under the section Updating Ohio Education Directory Service (OEDS) to view the process for being added as an Assessment Data Manager for your location. https://education.ohio.gov/Topics/Data/Ohio-Educational-Directory-System-OEDS for a guide to assist you in adding/updating roles within OEDS, please go to: https://education.ohio.gov/getattachment/Topics/Data/Ohio-Educational-Directory-System-OEDS/How-to-Update-Records-in-OEDS.pdf.aspx?lang=en-US

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Access	Do you have to add the assessment tag to all teachers who are already added or just the new teachers?	The Assessment Tag should be checked for all teachers that need to access the KRA training and/or associated training resources.
Access	When attaching the Assessment Tag, do we click the KRA box for the teacher under Roles as well?	Please view the video regarding the process for adding the Assessment Tag. https://youtu.be/GP0uU18t5Q
Access	Do you have to hit SAVE after the assessment tag is chosen?	Yes, if you do not hit SAVE, the Assessment Tag would not be attached to the user.
Access	How do we delete an account for a Data Manager who has left the District?	In order to Add/Remove a person in the role of Data Manager, they must first be added/removed in Ohio Education Directory Service (OEDS) in the role of Assessment Data Manager. Once that is correct, you would contact us at the Help Desk for us to update the person's role. To reach the Help Desk, you can fill out a webform request https://www.ohio-k12.help/kready-support_2020/support-request-form/ or call us at 844.512.6446.
Access	When adding new teachers, under organizations, is it okay if region is blank but district/location have my school district?	The region can be blank. As long as the user is attached to a district and location they are good and you can see them in your users. If additional assistance is needed please contact the Help Desk via webform request https://www.ohio-k12.help/kready-support_2020/support-request-form/ or phone 844.512.6446.
Access	Is there a way to delete a teacher if they left the district or should I just "deactivate" them?	To remove a user from your district and make them inactive: 1. In the KReady system, navigate to Users and select Open 2. Change the status to Inactive and uncheck the role 3. While still in the User, Select the Organization tab next to Details 4. Select the drop-down arrow next to Regions and go to Districts 5. Select Remove next to your district Video resource - https://www.youtube.com/watch?v=O5JHQyz4_A0

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Access	If we are not currently using a credential ID as the teacher's ID can we change all of our teachers now so that is their Kready ID?	For the Users, you can use either the Teacher ID, which is 2-letters and 7-digits or the User's email address.
Access	Is it necessary to add a password for a new user? Or can the user do that themselves when they receive the email?	The user will change their password after they receive the email when they log into KReady the first time.
Access	Is the user able to login without a password the first time?	Access to the KReady system requires a username (email) and a password. All users must authenticate to gain access to the system. A user can select Forgot Password to reset their password.
Access	I have old principals, and counselors that are inactive. Can I permanently delete their accounts?	To remove a user from your district and make them inactive: 1. In the KReady system, navigate to Users and select Open 2. Change the status to Inactive and uncheck the role 3. While still in the User, Select the Organization tab next to Details 4. Select the drop-down arrow next to Regions and go to Districts 5. Select Remove next to your district Video resource - https://www.youtube.com/watch?v=O5JHQyz4_A0
Access	I have three teachers that need the Assessment tag turned off. When I do so, save it and go back in it still appears to be on.	Uncheck the KRA box and click on the toggle to turn off the assessment tag, and click SAVE.
Access	How can other admins and data managers be deactivated and removed?	If they are a data manager that needs removed, they need to be removed in the role first in Ohio Education Directory Service (OEDS), then reach out to the HD for assistance on removing them from the district. Fill out a webform request https://www.ohio-k12.help/kready-support_2020/support-request-form/ or call us at 844.512.6446.
Access	I am new to this role. Several teachers in our district took training a long time ago, but I cannot access their Certificates of Completion. Can Data managers find their certificates to verify their training?	To find their KRA Certificate, please reach out to KRAHelp@childrenandyouth.ohio.gov

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Access	I am not sure if I have been upgraded to the Data Management role and if so, how do I check?	Use the Ohio Education Directory Service (OEDS) and conduct a Personnel search for Assessment Data Manager https://oeds.ode.state.oh.us/SearchOrg . The person(s) assigned as assessment data manager should be listed. If the correct person is listed and in in the KReady system, please contact the Help Desk for assistance with adding the person.
Assessment Administration	How many days from the first student start day until teachers need to enter the assessment data?	<p>The administration window for the Kindergarten Reading Assessment Revised is not earlier than the first day of July of the school year and not later than the twentieth day of instruction of that school year.</p> <p>The Ready for Kindergarten Online (KReady) system will open on July 1 and remain open through November 1, 2024 to accommodate differences in district schedules. November 1st is the deadline for teachers to enter data in the Ready for Kindergarten Online (KReady) system. After the KReady system closes on November 1 at 11:59 p.m., data managers will have until November 9th at 11:59 p.m. to clean up transfer requests.</p>
Assessment Administration	Is the 20 days Calendar days or school instructional days for the district to give the assessment to the students?	The district will need to do the KRA within the first 20 School instructional days.
Assessment Administration	Is the deadline to enter assessment data Nov. 1 or after 20 days of instruction?	The deadline to enter the scores into KReady in 11:59PM on November 1.
Assessment Administration	Just for clarification---they have 20 days to give the assessment and up until November 1 to enter the data correct?	That is correct. They have the first 20 days of instruction to actually assess children and until Nov. 1 to enter those scores in KReady.
Assessment Administration	So 20 instructional days to assess, but until Nov.1 to enter data?	Correct. They have the first 20 days of instruction to actually assess children and until Nov. 1 to enter those scores in KReady.

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Data Loading	As a Data Manager, I am also a Teacher and Administrator. I am not able to add myself as a Teacher to assess my students. How do I update that to be able to enter the data I collect? I am not able to add students to my name.	Data Managers can be added to students by using the bulk loader. 1. Add your information using the Teacher template to ensure attachment to a location. 2. After a successful upload, perform an upload using the Student template. 3. Use the Enrollment template to attach the student and teacher data with your information as teachers for one or more students.
Data Loading	What is the link for the KRA Data Guidelines document?	Please use this link to access the KRA Data Guidelines document. https://drive.google.com/file/d/1IkYHiBJZ3VL4uvx3N4ZOnviTbHJi0Jj8/view
Data Loading	Do teachers need to be added every year even if they are already in the system?	Yes, it is important that data managers add users to the system at the start of each window to ensure that the correct data collection token is assigned to teachers for the current window and to capture any changes in the data.
Data Loading	How do I find the IRN of my building?	Use the Ohio Education Directory Service (OEDS) to search for building IRN information. https://oeds.ode.state.oh.us/SearchOrg .
Data Loading	Would the formatting be the same if your school uses Google Sheets as opposed to Microsoft Excel?	All uploads performed in KReady must use the provided Microsoft Excel templates.
Data Loading	Is this whole process meant for administrators to do this for the teachers, or the teachers doing it for themselves?	These processes are meant for the data managers. Normally teachers do not have access to the data manager login, unless they have multiple roles.
Data Loading	Can you review how to update a teacher who has a name and email address change?	Please view this video for the steps to update teacher/user information in the KReady System. https://youtu.be/1lu8ZDLxpyo
Data Loading	If no changes in teachers this year, do we need to upload a teacher file?	Yes, it is important that data managers add users to the system at the start of each window to ensure they are attached to the location and that the correct data collection enrollment token is assigned to teachers for the current window and to capture any changes in the data.

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Data Loading	We opened another school and are using the same IRN. Do I put those students in the same bulk loader of the other school?	If the school has not been added to KReady, you will need to contact the Help Desk for them to add the location first then you add them to the location. If you are adding the students to a location that is already in the KReady Online system, you would add the students via the Bulk Loader.
Data Loading	Can I keep using required fields? Will it remove the Assessment Tag toggle that I manually turned already?	If you have already added the Assessment Tag for the KRA to your teachers, if you do a teacher file upload that is just the required fields, it will NOT remove the Assessment Tag already assigned to the User.
Data Loading	For Data Loading, there is a required fields and all fields template; does it matter which one we use?	All fields template verses Required fields, the all fields has all of the items that can be added for each student. Such as, IEP, disability code, and English Language Learner, etc.
Data Loading	When uploading do you need to do both the student upload and the enrollment upload?	Yes, when uploading files using the bulk loader, the teacher, student, and enrollment files must be uploads. The Teacher template is only added once at the beginning of the school year, then again if needed. Every student file upload will need an a enrollment template upload to attached teachers to students.
Data Loading	I also forgot what you said to put on file for assessment_tag. Was it "Yes"	When you upload the All Fields Teacher file, the Assessment Tag column will need to have, "KRA" listed for all your teachers who have completed the KRA or KRA-R training. And any new teachers that need to do the training.
Data Loading	I have a teacher not showing on my user page, but when I go to add her, it says she is already a user? She gave the KRA last year.	To reattach the teacher to your district, upload a teacher file. This will re-attach the teacher to your district and to a location.
Data Loading	I checked the tag on KG teachers and hit save but when I went back in they were not tagged.	If there are errors when saving the assessment tag please ensure that the Google Chrome or Firefox browser is being used. If additional assistance is needed please contact the Help Desk via webform request https://www.ohio-k12.help/kready-support_2020/support-request-form/ or phone 844.512.6446.

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Data Loading	I checked the tag on KG teachers and hit save but when I went back in they were not tagged.	If there are errors when saving the assessment tag please ensure that the Google Chrome or Firefox browser is being used. If additional assistance is needed please contact the Help Desk via webform request https://www.ohio-k12.help/kready-support_2020/support-request-form/ or phone 844.512.6446.
Data Loading	If I manually remove the teacher from a student, will the student then be unenrolled? Or should I just do the unenrollment bulk loader?	When you remove a teacher from a student it will make the student Inactive. Scores will remain attached to the student however. This can be done either manually or through the bulk loader.
Data Loading	Just to clarify, for existing teacher that are already in the system, I DO NOT need to check the Assessment Tag?	If you teacher is already listed and they have completed the training, we do recommend still adding the KRA Assessment Tag so they can access the PD resources.
Data Loading	I just added a teacher. She is not showing in users. But when I add her name she pulls up? Why cant I see it in all active users?	Try adding the teacher file via the bulk loader to reattach them to your district.
Data Loading	Is there a reason to put whether a student is ELL, has a disability or IEP, and if they are at a low socioeconomic status? Is there an advantage to sharing this data for state report card when the data is reported?	The information you add to the KReady system, will help you when you generate your reports and data dive through your student's information. https://drive.google.com/file/d/1DDDQd7XRDSovAwkhKFMtie-YB-j7vtll/view
Other	When completing the KReady Contact Form do I enter the District IRN or the Building IRN that is having issues?	Please enter enter the building IRN or building/ location name when submitting a support request form.
Other	Will we receive a certificate for the training?	This webinar does offer a certificate for attendance.

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Reports	Do district users still not have access to the same reports that teachers do? It would be helpful for district staff to have that same access to help with monitoring and follow-up.	Teachers, Administrators and Data Manager generate different reports depending on their role in KReady. https://drive.google.com/file/d/1DDDQd7XRDSovAwkhKFMtie-YB-j7vtll/view
Reports	Is there a way to determine whether a teacher has been previously trained from the User file? New to my district.	To find who has been trained in the KRA or KRA-R, the teacher can provide their certificate to the districts and/or data manager. This is no report that can be generated to show which teachers have completed the KRA Teacher Training. If the teacher needs a copy of the certificate, they can reach out to: KRAHelp@childrenandyouth.ohio.gov
Reports	Is there a way to pull a report of our users so that we can more easily verify our users?	The Data Downloads Report is an Excel file showing all teachers, students, and enrollment data in the system. This file can be used to confirm/check data loaded in the KReady system and is available during and after the administration window. See > https://www.ohio-k12.help/kready-support/data-manager-support/accessing-the-data-downloads-report/
Transfers	Is there anyway to get an alert or notification for transfers or do we just need to check daily?	There is not a notification system for transfers. Data Managers must review and approve request regularly to ensure the all processes are completed.