KReady Data Manager Webinar - Closedown Fall 2024 - Q+A
2024-10-23

Topic	Question	Answer
Access	Can you explain the assessment tag again for teachers?	For the Assessment Tag, Data managers must ensure that they check the box for the teachers "Assessment Tag" for their teachers in the KReady Online system for their account. This one-time designation is required to view and access the green "Access Professional Development and Resources" button from the KReady dashboard.
Access	How do we remove a User that has Administrator and Data Manager access but has changed positions and no longer needs access?	If a User has the Data Manager role within the KReady Online system, only the Help Desk can add or remove that role from the User within the KReady system. Please note, the person(s) must be removed in the role within OEDS before they can be updated in KReady.
Access	Where do we check to see if the assessment tag is checked?	Data Managers can check to see if the Assessment Tag is attached to the User when they select Open next to the User. Under the role you will see Assessment Tag, if it is toggle to the right, and the KRA box is check, then the Assessment Tag is attached.
Access	How do you remove adminstrators that are no longer in our district?	If a User has the Data Manager role within the KReady Online system, only the Help Desk can add or remove that role from the User within the KReady system. Please note, the person(s) must be removed in the role within OEDS before they can be updated in KReady. However, data manager can do that with Users that have the Teacher or Administrator role. How to guide on removing a user from your district and make them inactive - 40 seconds: https://www.youtube.com/watch?v=O5JHQyz4_A0
Archive	Can you discuss the Archive feature and how we can use that?	The Archive is where data managers can view completion reports from past assessment windows for their locations. The Archive can be accessed from the left navigation or the main administration dashboard. If reports were not generated the previous school year, they will not be listed. Only reports that are generated during the active assessment window/year will be Archived.
Archive	Can teachers see archived reports or is that only for administrators?	Teacher reports are not archived. Only data managers that generated reports during the assessment window are archived.

KReady Data Manager Webinar - Closedown Fall 2024 - Q+A
2024-10-23

Topic	Question	Answer
Archive	Can we see archived created by past data managers?	No. Archive reports are connected to the data manager that generated the reports previously in the KReady Online system.
Archive	How do you put a report into the archive?	Archives are generated automatically stored each time a report is downloaded in the KReady system.
Assessment Administration	I have a score of "P" for some children but that is not an option for the upload ... thoughts?	"P" can be used as a scoring option for some of the 27 items. The teacher can see which scores can be used per item when entering scores in the KReady system. The scores per item can also be check using the KRA-R Assesment kit.
Assessment Administration	Are N & NS valid scores?	N and NS are valid scores. However, NS should only be used if the student is ELL or has an IEP. Teahcers go over that in their training and it is located in the PD
Assessment Policy	If we had students arrive after our 20 day window and did not attend a school prior to that, is there a code that we put for that student? I was told we did not have to administer it to them. They weren't sure of the code though that we would put.	Students that enroll after their schools or districts twentieth day of instruction do not have to be assessed. See FAQs for the KRA-R Administration window: https://education.ohio.gov/getattachment/Topics/Early-Learning/Kindergarten/Ohios-Kindergarten-Readiness-Assessment/FAQs-about-the-KRA-R-New-Administration-Window-2022.pdf.aspx?lang=en-US
Assessment Policy	If a student is repeating kindergarten they do not have an "x" on the reports (i.e. completion report). Is that OK?	Students that are retained kindergarten student, do not need to do the KRA again. To make a student inactive, remove the teacher from that student.
Assessment Policy	The 20 days is from the 1st day of school year?	The 20-day window is from the start of the school year for your district. This will vary per district.
Data Loading	If a student is in our SIS but they are enrolled elsewhere, what should we do?	If a student is no longer part of a location the student should be set to Inactive within the KReady Online system by removing the teacher associated with that student.
Data Loading	How do I ensure that all of my student data is loaded correctly?	We recommend uploading a student file to ensure any student demographic information that is needed is attached to the student.

Topic	Question	Answer
Reporting	I enrolled a 1st time kindergarten student yesterday. Since we have passed our window to give the KRA, how will our EMIS person report this student?	• If this student did not transfer from another school in Ohio, the student would not be entered into KReady. • If the student has already been entered into KReady please use an EMIS Reason Code > see pg. 18 of the EMIS Manual. https://education.ohio.gov/getattachment/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual/2-8-Student-Assessment-FA-Record-v15-1.pdf.aspx?lang=en-US • If the student has already been entered into KReady, make the child inactive.
Reporting	If we are using the KRA as our reading Diagnostic, do I need to report this score to EMIS separate from the regular KRA upload?	KReady Data Managers would be responsible for EMIS reporting if they are the EMIS Coordinator. EMIS coordinators should be abreast of the reporting requirements, and the Data Manager would provide the Language and Literacy Scale Score report to the EMIS coordinator if the district uses the KRA-R LL domain as the reading diagnostic.
Reports	What's the best report or option to confirm whether a student that transferred from another district has had their data entered by that prior district? Completion by Item report?	• If the student is a transfer, there will be in indication of where the POA lives if the student shows on reports. • If the student does NOT populate on reports, the POA is still with the previous district. Be sure to contact the previous district to confirm acceptance of the transfer. • The Completion by Item report will show if scores were entered for the student.
Reports	Why would I have a staff member without a teacher ID entered and how do I fix this?	If the staff member does not have the Teacher ID attached when a report is generated, that can correct that by uploading a teacher file through the bulk loader. That will re-attach the Teacher ID to the teacher.
Reports	I noticed in the Language and Literacy Report that I have a lot of blanks. I am wondering what that means?	If there are blanks in the report, that means that scores have not been entered into the KReady Online system for that student for that item. Make sure that teachers enter all student scores.
Reports	How can I confirm that the stduent scores entered by my teachers arethe correct sores?	The teacher and the data manager would be able to generate a report that shows the scores that were entered for the student as long as the district has the POA for the student.

Topic	Question	Answer
Reports	Regarding the Completion by Item report: Should every single active student have an "X" in every column M through AM?	Scores that have been entered into the KReady system for the student and for the specific item would have an "X" listed for that item on the KRA Completion by Item report.
Reports	I guess I am confused as to what I am to clean up?? what specificly am I checking??	As a data manager, at the end of the assessment window, make sure all scores are entered for all of the students, transfers are accepted/declined for the needed students, and update any student's demographic data information for all students.
Reports	Are the 2024 reports being downloaded archieving? or is it after 11-9?	Archives are generated anytime a report is downloaded in the KReady system. Once that happens the report will be stored in the archive for the next school year.
Reports	In regards to the Student and Enrollment reports - Will this show me if a student is in the Kready system but not linked to a teacher?	The Student Enrollment report will show teacher/ student attachments. If the student is not attached to a teacher, they will not show on the report.
Reports	What if the KRA Completion report has no scores?	If the KRA Completion Report has no "X's" in specific items for specific students, then scores have not been entered by the teacher in the KReady Online system.
Reports	Are we required to remove the teacher or is that more of a preference when looking at the reports?	Teachers will not show on any reports unless they have students attached.
Reports	Why can't we access the KRA Scale Score report if it has already been scored?	The KRA Scale Score report is not available to generate until after the window closes and after the data manager cleanup window closes.
Transfers	I no longer get emails to go in and confirm transfers. Is there a way to get alerts so that schools are not waiting?	The emails for transfers are not available this school year. Check your Transfers within the KReady Online system periodically to spot any incoming/outgoing transfers.
Transfers	If a student transfers in after the 20 day window, do we still need to request a transfer?	We do recommend doing a transfer for the student since your district will be responsible for reporting scores for the student.

Topic	Question	Answer
Transfers	We have a student that only attended less than one full day and withdrew. The test was started, but not completed. Do I transfer to the student's new district, or do they begin the test over and I make this student inactive?	The child's data should be transferred to the new district. They new district should have already assessed the child, since the assessment window is closed now. The new/receiving district will do a transfer request when the SSID is entered into the KReady system. To make the student inactive, remove the teacher from the student.
Transfers	What is the best way to get a student transfered in KReady ?	A transfer can be re-triggeredt by uploading the student file with their information. Be sure to contact the dristrict to confirm the request.
Transfers	If a teacher already generated an ISR for a student and the student transfers, can the new teacher see and download the report once it is transferred? This is an internal transfer.	Internal transfers will not show in your transfer requests. However, the POA will be with the new location once a student file and enrollment file is uploaded for the student. The POA will be update and the student will be included on district reports for administrators.
Transfers	I have a student that has 2 POAs. Do I need to request a transfer for this student from the other district?	The POA will only show for a student at one location. If a transfer has been created the student can receive scores at two locations but only one location has POA. Once the transfer has been approved, the POA will be update and the student will be included on district reports for administrators.
Transfers	Any suggestions on what to do when you have reached out to a school multiple times and they still will not transfer student?	It is up to the previous district to Accept or Decline a transfer request. To find who the Assessment Data Manager is for an organization, search in OEDS organization, https://oeds.ode.state.oh.us/SearchOrg. Contact information may also be listed on school district website.
Transfers	What is the best way to get a student transfered in KRA if the school doesn't release them? Will be "dinged" on it if they do not.	It is up to the previous district to Accepto or Decline a Transfer Request. To find who the Assessment Data Manager is for an organization, search in OEDS organization, https://oeds.ode.state.oh.us/SearchOrg. You will also see the link to the organization's website in OEDS. You can find their contact information listed on their website as well.
Transfers	I am having trouble getting into contact with the KRA data admimistrator at another school district to accept the transfer request. Do you have contact info for other schools?	Contact infomration for schools and districts can be found using the Ohio Edcuation Directory System (OEDS). Use this link to search for a location > https://oeds.ode.state.oh.us/SearchOrg

Topic	Question	Answer
Transfers	How do I initiate another transfer? The previous district has rejected two requests.	Prior to generating the transfer it is recommended to contact the district and have a conversation regarding the declined request. Once this is resolved, you can resubmit the request by doing a student file upload with the student information to trigger a transfer request again. Use the OEDS link to search for contact information > https://oeds.ode.state.oh.us/SearchOrg.
Transfers	Transfer inquiry, I have a student who transferred from another school district, but I cannot change the POA to my district in order to enter scores. Why not?	Student data may be collected while a request is pending, but POA will remain with the original district until approved. Once the transfer has been approved, the POA will be update and the student will be included on district reports for administrators. To trigger a transfer request, upload a student file with their information. Then an enrollment file to connect the student to teacher and to the data collection.
Transfers	When a student is transferred after they have scores, do the scores follow them?	Yes, the scores follow the student. Make sure they are assigned a teacher and data token. And when the district has the POA for the student, the student will populate on reports.
Transfers	Why would a student have 2 enrollments? Does that mean the new district did not put through a transfer request?	A Student would have two enrollments if the student was added to two districts within the KReady Online system.
Transfers	What about a student that transfered out of the state. Do we make them inactive?	If you have already entered the child into KReady, they transferred after the window closed, then make them inactive.
Transfers	If a student was attending my district and withdrew after five days of the beginning of the year. The other district requested a transfer from me and I approved the transfer. Then the student enrolled back into my district. Do I request a transfer to get her back? I see her in my KRA but it states the other district is the main point of authority , not my district.	Yes, if the student enrolled back to your district, you want to trigger a transfer request by uploading a student file with their information. Then upload an enrollment file to attach the student to a teacher and to the data colleciton.

Topic	Question	Answer
Transfers	I am a new user. Do I transfer a student or does the new attending district need to request the transfer?	Transfer requsets are generated by the new/ receiving district by uploading a student file upload through the bulk loader. That will trigger a transfer request to the previous district. Previous district would need to accept/decline the transfer. Once that is done, remove the teacher from the student to make then inactive.
Transfers	If a teacher already generated an ISR for a student and the student transfers, can the new teacher see and download the report once it is transferred? This is an internal transfer	Internal transfers will not show in your transfer requests. However, the POA will be with the new location once a student file and enrollment file is uploaded for the student. The POA will be update and the student will be included on district reports for administrators. Then the new teacher will see the ISR for that student.
Transfers	I have students that are requested to be transferred that are Open Enrolled in to our district from the district that are requesting them to be transferred. Would I want to decline that transfer? That district would not them in their KRA system for anything, correct?	If a transfer request has been received in the KReady system it is an indication that the student has been loaded into the system - which implies account access. It is recommended to contact the district to understand the purpose for the request and the final destinaton of the POA. Once the transfer has been approved, the POA will be update and the student will be included on district reports for administrators.