# 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 https://www.ohio-k12.help/ela-score-entry-and-reporting/

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)
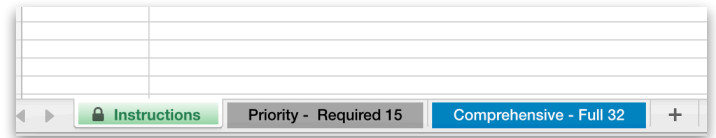

Step 2

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

Note:
- Clicking on a header cell with a "°" 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/BRqOc6gEI_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 > https://childcaresearch.ohio.gov.
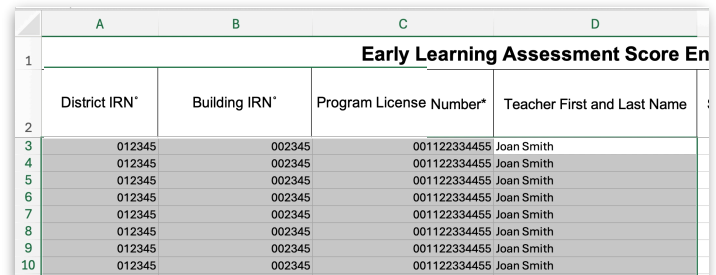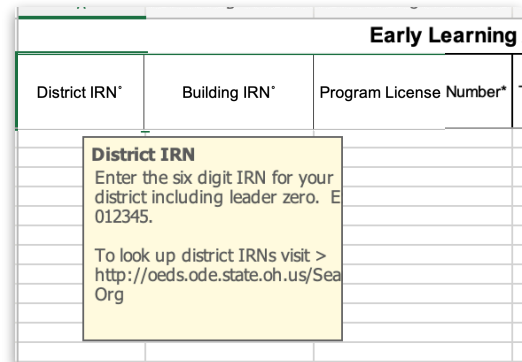

Step 4

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 > https://youtu.be/BRqOc6gEI_w

Department of Children & Youth

OhioK12 Help

Step 5
Enter First and Last Names for each student being scored.

*Student First Name	*Student Last Name
Galya	Barnhart
Felice	Garret
Jill	Gibonie
Henry	Powe
Bobby	Reed

Step 6
Enter Student Date of Birth (mm/dd/yyyy). Formatting will display as yyyy/mm/dd.

*Date of Birth˚
2018-02-20
2018-06-12
2018-11-11
2018-05-14
2018-05-09

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 Unique ID for children that are not in a publicly funded program. Ex. Matthew: MAASMI100312M1. Click HERE for more information.

*SSID˚
jj1234567
dw1234567
pm1234567
aq1234567
zr1234567
MAASMI100312M1
NBASMI100412M2

Steps 8 and 9
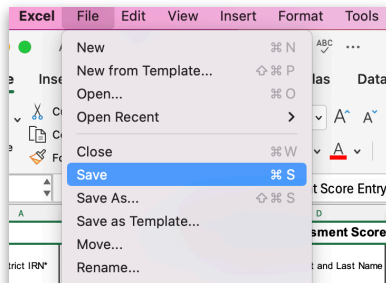Click in a cell for the desired SKB.
Click the dropdown button and select the appropriate SKB rating from the list. Repeat for each student
To change an entry - select the cell and press delete.

Emotion Identification	Se St
B	
4	
5	
5	
2	
N	
1	

Step 10
Save the file for uploading.

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

| Emotion Identification	Self Control Strategies	Following Directions
B		
4		
5		
5		
2		
N		
1		

Uploading Steps
Once the scores and information are entered and ready for submission follow these steps to upload the document.
See how to video: https://youtu.be/0TkTo_atkb4?si=3LAGkf7bI0KC9Hak

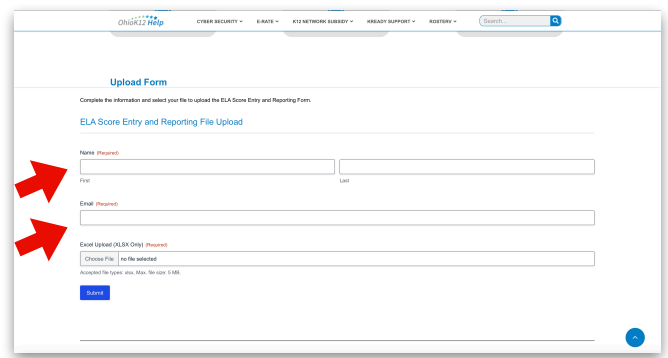### Step 1
Go to https://www.ohio-k12.help/ela-score-entry-and-reporting/ and navigate to the bottom of the page.
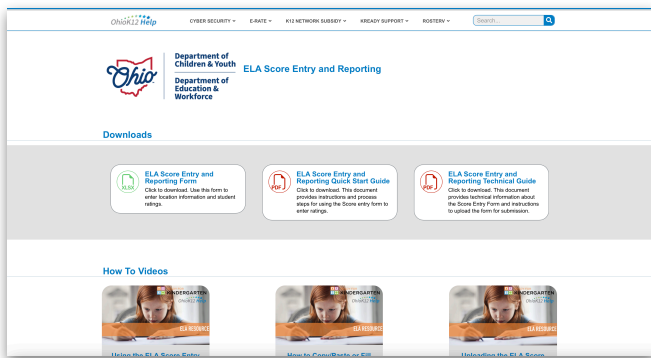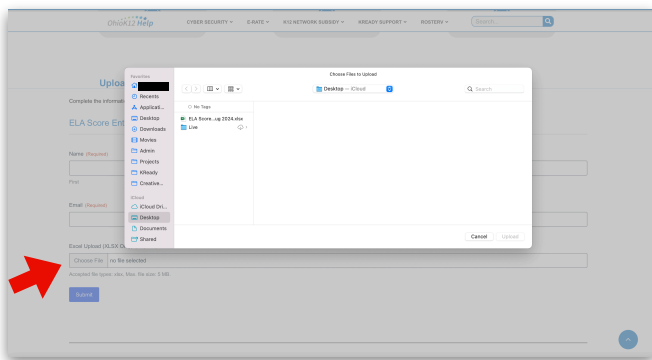

Step 2
Enter the required first, last name and email information of the person submitting the file.
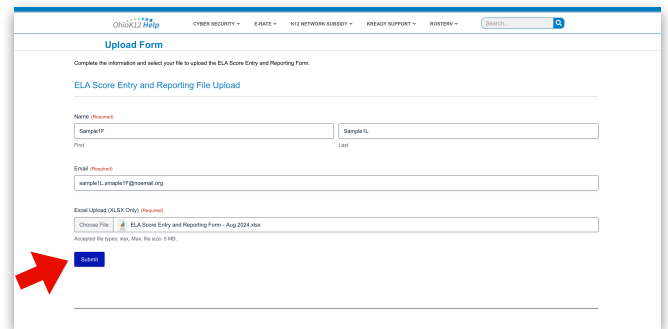

Step 3
Click/Tap "Choose File", select the file and click upload to add the file to the cue.

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

Step 4
Click/Tap "Submit". A confirmation message will appear.

Support

Contact Ohio K12 Help for questions or assistance
https://www.ohio-k12.help/kready-support/kready-contact-support/