



## KReady Data Manager Webinar

Fall 2018 Assessment Window

Aug 28, 2018



Ohio

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Department of Job and Family Services

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## Purpose

This webinar is designed for new and returning data managers using the KReady Online Assessment System to report Ready for Kindergarten scores and data.



Access



Bulk Loader



Data Formatting



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ACCESS

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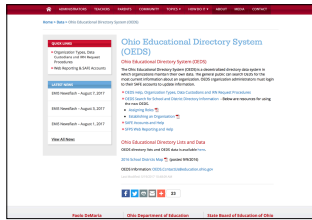
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4

## Assessment/Data Manager Role



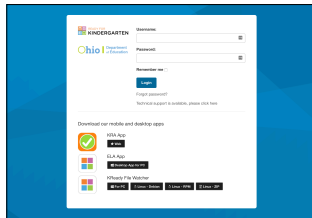
In order to receive access Data Manager access to the KReady system a persons must first be identified as an Assessment Manager or a Data Manager in the Ohio Educational Directory System (OEDS).



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5

## KReady System



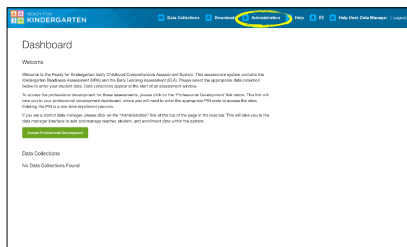
1. Go To: <http://ohio.kready.org>
2. Enter Username + Password
3. Click LOGIN



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6

## KReady System



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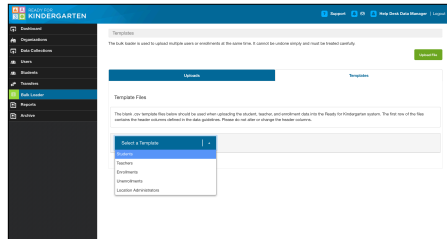
## 7



## 9

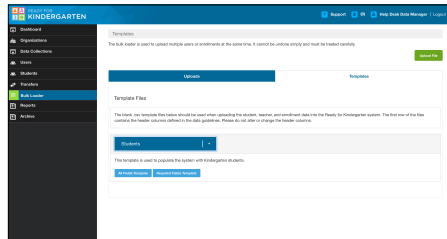


## Templates Tab



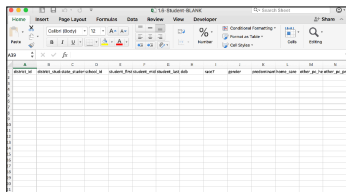
10

## Templates Tab



11

## Students Template



Required fields for bulk loading

district_id	state_student_id	school_id	student_first_name	student_last_name	dob
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12

## 13

Required fields for bulk loading

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## 14

Required fields for bulk loading

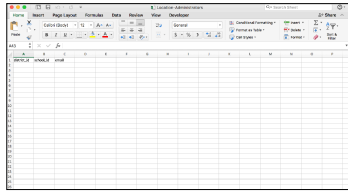
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## 15

Required fields for bulk loading

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## Location Administrator Template



Required fields for bulk loading

district_id	school_id	email
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16

## Data Guidelines + Requirements



<http://dataguidelines.kready.org>



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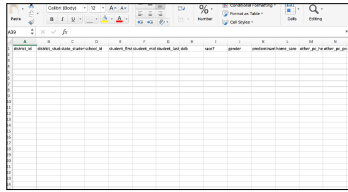
17



FORMATTING DATA

18

## Formatting - Leading Zeros



District ID	Birthdate
000000	mm/dd/yyyy
000123	02/14/2011

### District ID

000000

000123

### Birthdate

mm/dd/yyyy

02/14/2011

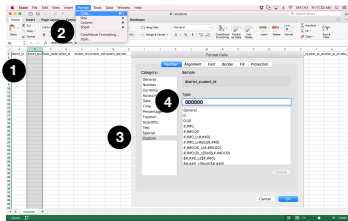
.CSV files must be formatted to restore leading zeros for cells such as District ID or date of birth (DOB) prior to uploading data to the Bulk Loader



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19

## Formatting - Leading Zeros



1. Select the Column

2. Format > Cells

3. Custom

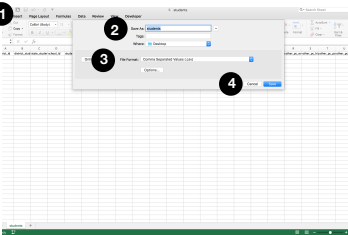
4. Enter Value



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20

## Formatting - Leading Zeros



1. Select File > Save As

2. Enter Name

3. Select .csv

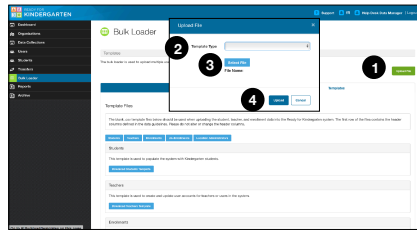
4. Click Save



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21

## Uploading



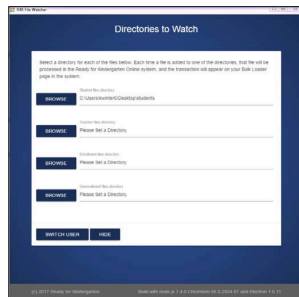
1. Select Uploads
2. Select Template
3. Locate File
4. Click Upload



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22

## The File Watcher



"File Watcher" Desktop  
Application for Automating  
Uploads

Based upon user created  
folders

Transactions viewable on the  
bulk loader screen



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23

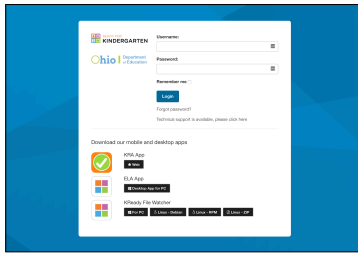


LIVE VIEW

24



## KReady System



<http://ohio.kready.org>



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25

## Important Information



### Considerations

- Check All Data to ensure proper formatting before uploading
- Load Student and Teacher data prior to Enrollment data
- Insert the 2018-2019 Enrollment Data Token in the First Column
- KRA = **18kra**
- ELA = **2018ela19**



### Timeline

- KRA: 07/12/2018 – 11/01/2018
- ELA: 08/01/2018 – 06/30/2019



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26

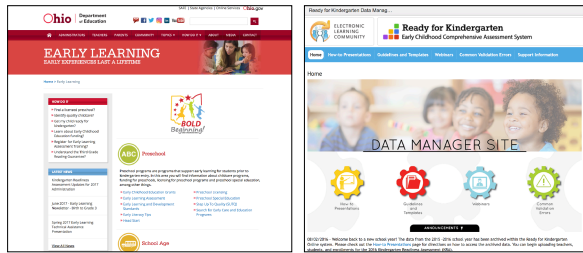


SUPPORT

27

28

## Policy & How To Resources



**Ohio Department of Education**  
<http://education.ohio.gov/Topics/Early-Learning>

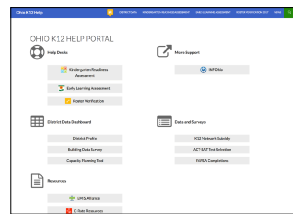


**Data Manager Guidelines**  
<http://dataguidelines.kready.org>



29

## Help Desk



**Web**  
<https://www.ohio-k12.help/>

**Phone**  
 844-K12-OHIO [844-512-6446]



30



QUESTIONS

31



THANK YOU

32