

KReady Data Manager Webinar: Getting Started Q+A

Aug 8, 2019

Topic	Question	Answer
Access	I believe I have been added as a data manager, but I do not have the ADMIN tab that is being referenced. Any ideas?	Once you have received your login credentials you can access the KReady System. As a data manager you will need to select the "Administration" link (top menu) to access the Dashboard. If this link does not appear then your status will need to be updated to the Data Manager status. The Help Desk can assist with this process. Submit a ticket to by visiting https://www.ohio-k12.help/kready-support
Access	How many data manger's can be added to the system?	Districts may add multiple persons serve as a data manager in that districts. It is important to remember that persons with this status have the ability to load, edit and manage users/students as well as have access to sensitive data.
Access	I have been trying to remove a Data Manage who no longer works for the district. How should I go about removing them?	If a user no longer has the role of data manager, they can be deactivated in the KReady System. The Help Desk can assist with this process. https://www.ohio-k12.help/kready-support
Access	When can we expect the email with our username & password?	If you have updated your role in OEDS and have not received the access confirmation email from the KReady system, please reach out to the Help Desk for assistance.
Access	Where would I find my title in KReady?	Go to: https://oeds.ode.state.oh.us/SearchOrg enter your district and search Personnel. Your role in OEDS should be Assessment Data Manager. Your title in KReady is viewable under Users and Role.
Access	If we have the OEDS role for Assessment Data Manager Preschool and KG, should we have already received an email with a username and password to login to the Kready site?	If you have updated your role in OEDS and have not received the access confirmation email from the KReady system, please reach out to the Help Desk for assistance.
Access	Must I set a password for the user when adding them to the KReady System?	Data Managers do not need to set passwords for users they add to the KReady System using the Bulk Loader. However, a password is required at the time of created if a user is added manually. If the user has forgotten their password, you can send them a Reset Password link.

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Access	Is there a way to reassign myself as the Data Manager and create my own account?	<p>In order to have access to the KReady System, you need to be listed in OEDS as a Data Manager. Instructions for Assigning Roles in OEDS can be found here: http://education.ohio.gov/getattachment/Topics/Data/Ohio-Educational-Directory-System-OEDS/1-page_flyer_OEDS_Assign_Role.pdf.aspx</p> <p>If you are already set up as a Data Manager, please reach out to the Help Desk and we can update your role in the KReady system.</p>
Access	I have a login for KReady, but I can't see the word administration anywhere?	Once you have received your login credentials you can access the KReady System. As a data manager you will need to select the "Administration" link (top menu) to access the Dashboard. If this link does not appear then your status will need to be updated to the Data Manager status. The Help Desk can assist with this process. Submit a ticket to by visiting https://www.ohio-k12.help/kready-support
Assessment Administration	If a student was in a "Young Kindergarten" class last year and took the KRA, do they take the KRA again this year when entering Kindergarten?	If a student was in kindergarten last year and took the KRA, they should not take the KRA again this year. The Department recognizes only one kindergarten. Children who are placed in a kindergarten program with a different name, and then are placed in kindergarten again the following year are retained. The retained Kindergartners will need to be administered either the state-developed reading diagnostic for Kindergarten or one of the approved vendor diagnostics. You can find the list of the state-approved vendor assessments in the Third Grade Reading Guarantee Guidance Manual.
Assessment Administration	What are the timelines for Fall and Spring ELA?	Fall ELA assessment window is Aug. 15-Nov. 14. Spring ELA assessment window is Feb. 15- May 14.
Assessment Administration	I have a Kindergarten student who started last year in December. Will she need to be enrolled this year since she is retained but never had the KRA test last year?	Do not administer the KRA to any student retained in kindergarten. If your school uses the Language and Literacy domain from the KRA for the Third Grade Reading Guarantee, the retained Kindergartners will need to be administered either the state-developed reading diagnostic for Kindergarten or one of the approved vendor diagnostics. You can find the list of the state-approved vendor assessments in the Third Grade Reading Guarantee Guidance Manual.

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Data Loading	Do I have to re-load my teachers that were entered last year?	Data Managers will need to upload their teacher file using the Bulk Loader at the start of each school year
Data Loading	Are the templates the same as last year?	Yes, the templates are the same.
Data Loading	What are the enrollment tokens for this year?	The KRA token is 2019kra The ELA token is elafa19
Data Loading	Does the unenrollment template remove the student from the system or just make them inactive? We can still manually make them inactive, correct? Is it necessary to use the un-enrollment template for just a few students?	It is possible to remove a student from a teacher's roster without using the unenrollment template by doing the following: 1. Navigate to the Students Tab 2. Find the students name and click Open 3. Click on the Enrollments Tab 4. Click on the Red Remove button for the Teacher Name you wish to remove
Data Loading	I am interested in the File-Watcher app. Is there a step by step process for this?	Review this quick guide for steps regarding the File Watcher - http://olms.cte.jhu.edu//olms2/data/ck/sites/2552/files/KReady_File_Watcher_How-to.pdf
Data Loading	How do I remove a teacher and an administrator who have left our district?	Follow these steps In the KReady System to remove a user from your district: 1. Go to your Users, 2. Open the Organization tab for that User and 3. Click the Remove button to remove the user from your district.
Data Loading	I saw in a prior question that teacher should be reloaded each year? Do you mean do a Bulk Loader for all teacher even though some have not changed?	Yes, it is a good rule of thumb to re-upload your teachers each year through the Bulk Loader. Even if there are no changes to them.
Data Loading	When adding a single or a few students in years past I have found it easier to not use the bulk loader and load them manually. Is this still ok to do?	Yes. Just make sure to assign a data collection token so the students are linked to a teacher.
Data Loading	Is this the proper Date format (mm/dd/yyyy)?	Yes, this is correct mm/dd/yyyy

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Data Loading	If you have a student that enrolls after you have completed the bulk upload, can you add a single child in the bulk upload?	Yes, you can do a bulk load for one Student.
Data Loading	Is there a fast way to add the info to the system? I'm just an Intervention Specialist and am not familiar with how adding the info works.	Using the Bulk Loader to add teachers and students is the best way to add information to the KReady system.
Data Loading	Can you add a teacher without bulk loading?	<p>You can add them Manually, but it is encouraged to use the Bulk Loader.</p> <p>To manually add a student to the KReady system</p> <ol style="list-style-type: none"> 1. Under Organizations on the dashboard, click View Locations. 2. When the location(s) appear, click on View Students for the building you need to add a student 3. Click the Green Add Student button 4. Enter the information for the student on the Add Student popup. At the bottom of the Add Student window click Save and Open. 5. Click the Data Collection tab when the student record opens and click Assign Data Collection. 6. In the Assign Data Collections window, select the Early Learning Assessment 2019-2020 and click the green "Assign" and then click Finished. 7. Next, click on the Enrollments tab and click on Assign a Teacher. 8. Select the teacher the student is to be assigned and click on Assign and then Finished. This will enroll the student on the teacher roster. 9. Click the Point of Authority tab and confirm that the location is the point of authority.

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Data Loading	What are the directions to manually add a teacher?	To Manually Add a Teacher 1. Go to your Users in KReady. 2. Select Add User (Green Button) 3. Then fill in the information for that teacher.
Data Loading	If you upload your teachers every year, does this generate an email to the teacher to change her password or can they still use their password from last year?	If the teacher information is not changed (e.g. same email) then access will remain the same. If the information changes then the teacher will need to set the password again. The teacher can always select "Forgot Password" if they do not remember from last year.
Data Loading	Is there a guide on student transfers?	Yes, please visit: Transfer guide: http://bit.ly/2CZNDOb Transfer requests are generated when data managers upload the student file using the Bulk Loader. The enrollments file would need to be loaded if new students have been added to a district and the district needs to assign the students to the new teachers.
Data Loading	It seems like each year I have an issue using a Mac and have to do the bulk loader through a PC. Are there issues with using the bulk loader on Macs?	The KReady System has been designed to be compatible with Windows, Chrome and Mac OS systems and browsers. It is important that current versions of Excel or equivalent are used to ensure stability.
Data Loading	I tried to add a user manually, but it will not let me without adding a password. Is a password required?	Data Managers do not need to set passwords for users they add to the KReady System using the Bulk Loader. However, a password is required at the time of created, if a user is added manually. If a user has forgotten their password, you can send them a Reset Password Link.
Data Loading	As a data manager and admin for my district, can I add a user with my same credentials?	As a DM, you can add a teacher and admins. But only the Help Desk can update a user role to Data Manager. If you have one that is updated with that role in OEDS now, please reach out to us and let us know, we can update them.
Data Loading	Do the teachers from 18-19 stay in the system for 19-20 or do they need reloaded for 19-20?	Yes, it is a good rule of thumb to re-upload your teachers each year through the Bulk Loader. Even if there are no changes to them.

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Reports	This probably isn't on your agenda today, but when we download the Individual Student Reports, will we be able to get the file in one language only, or will we still be getting every student's report in multiple languages?	Teachers can download the ISR in any of the 6 languages. However, when data managers generate these reports, the files are delivered in all 6 languages.
Reports	Is the "archive" is completed automatically after reports are submitted?	The KReady System generates and archived the Bulk Loader Completion Report transactions collected during a specific school year for a specific data window. Sites that have downloaded completion reports during the appropriate window will have access to those reports via the Archive. The Archive is made available to sites after the close of the ELA Spring Assessment Window. This resource provides additional details about the Archive: http://bit.ly/2COOa5t
Reports	As a data manager, when I run a Ratings report, I can set date parameters. However, when users/ teachers run the same report, they do not have the option to set date parameters. This can cause the teacher to see different results than I see. This was a problem in the Spring. Do you know if it has been addresses? Thanks.	Yes, the data manager can set the date range of the learning progression report for the ELA LP and SKB Reports. Visit : https://www.ohio-k12.help/kready-support/reports/ to view examples of each report. Please note that the KReady System is continuously undergoing revisions to improve the user experience. There are efforts underway to enhance the reporting features and options. Please visit the support site for updates. Go to: https://www.ohio-k12.help/kready-support/
Support	How do i reach out to the help desk?	Go to: https://www.ohio-k12.help/kready-support/ . At the bottom of the page is " Use this form ". Complete this form to create a webform ticket.
Support	Are the guidelines still from 2016? Or have they been updated?	The guidelines are current as of 8/8/19. New information will be posted as it becomes available. https://www.ohio-k12.help/kready-support/
Support	Could you offer another training? Is there a webinar for building principals?	Additional opportunities will be offered to support data administrators as well as, building administrators in multiple formats. This will include webinars and resources specific to access and use of reports. Please visit https://www.ohio-k12.help/kready-support/ for updates and training events.