



ELA

KRA

Data Manager Webinar

Getting Started

Fall Assessment Window

Aug 10 | 2020

Content Status “As of” . . .

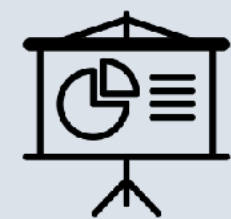
- **Ready for Kindergarten Online system** (a.k.a. KReady) is dynamic.
- Regular modifications and enhancements improve functionality and performance.
- Images and references shown may change.
- Information current as of **August 10, 2020**.

Webinar Purpose

- Overview of Ready for Kindergarten Online system (KReady)
- Reporting Early Learning Assessment (ELA) data
- Reporting Kindergarten Readiness Assessment Revised (KRA-R) data
- Data Manager access
- How to use the Bulk Loader
- Data Formatting

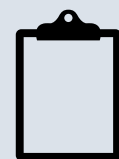
Format

Presentation



Slides Provided

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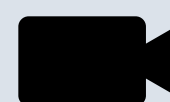
Notes Available

Live Demo



ohio.kready.org

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Webinar Videos

Listen Only Mode



Questions via Q+A

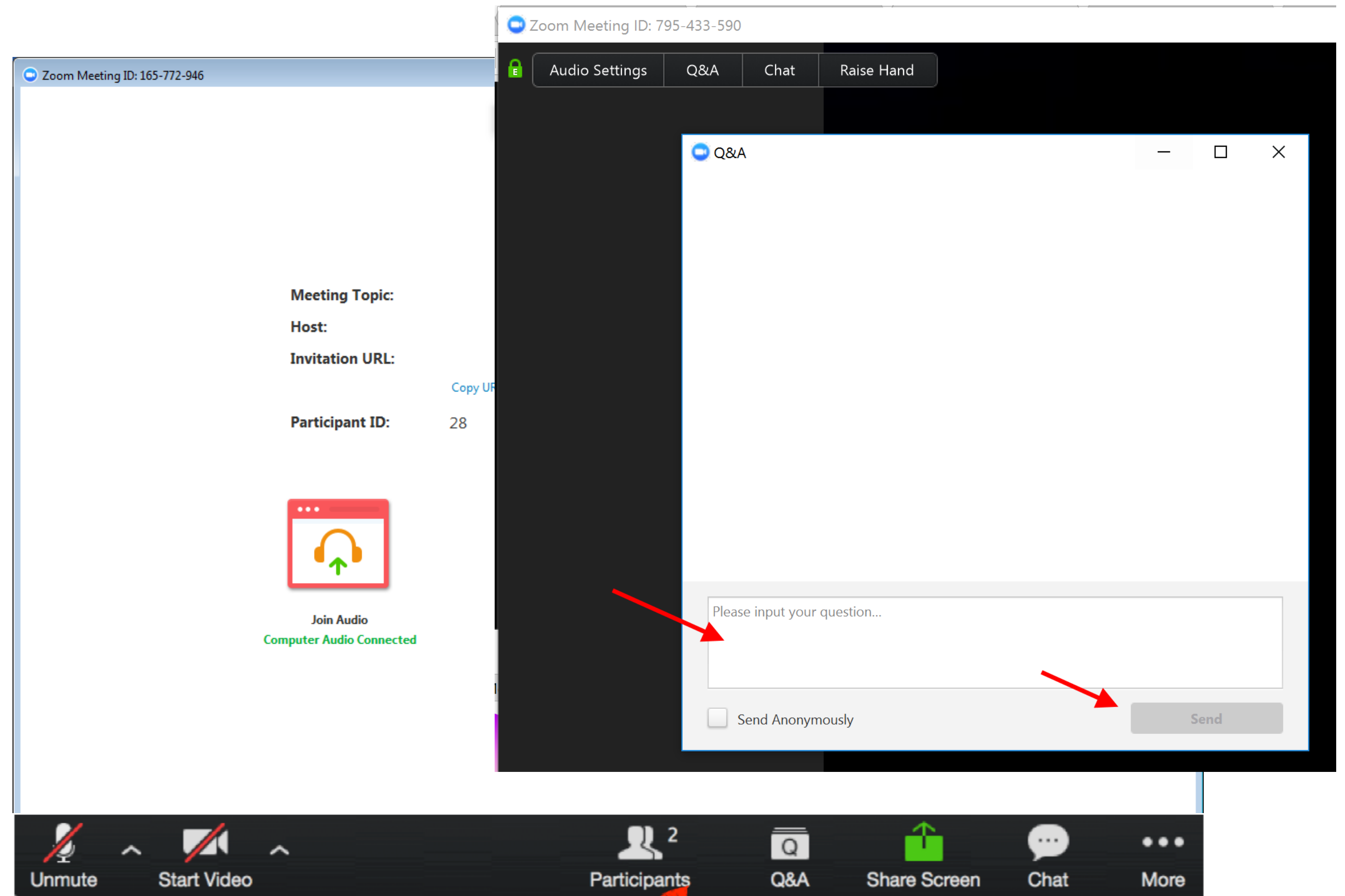
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View Responses

Format

- Chat has been **disabled** for this webinar session
- Use the "**Q + A**" tool to submit questions to the team (find Zoom toolbar)
- Be sure to select "**Everyone**"
- Let's try it - send us your "**F. and L. Name**" and "**Your Location**" in the **Q + A**.



Topics

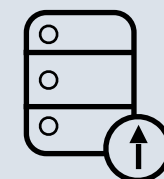
Access



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- Role in ODES
- Role in KReady
- Role as a Data Manager

KReady System



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- Accessing
- Loading/Adding Data
- Managing
- Reporting

Support



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- Policy + Guidelines
- Help Desk Support
- Resources

Poll

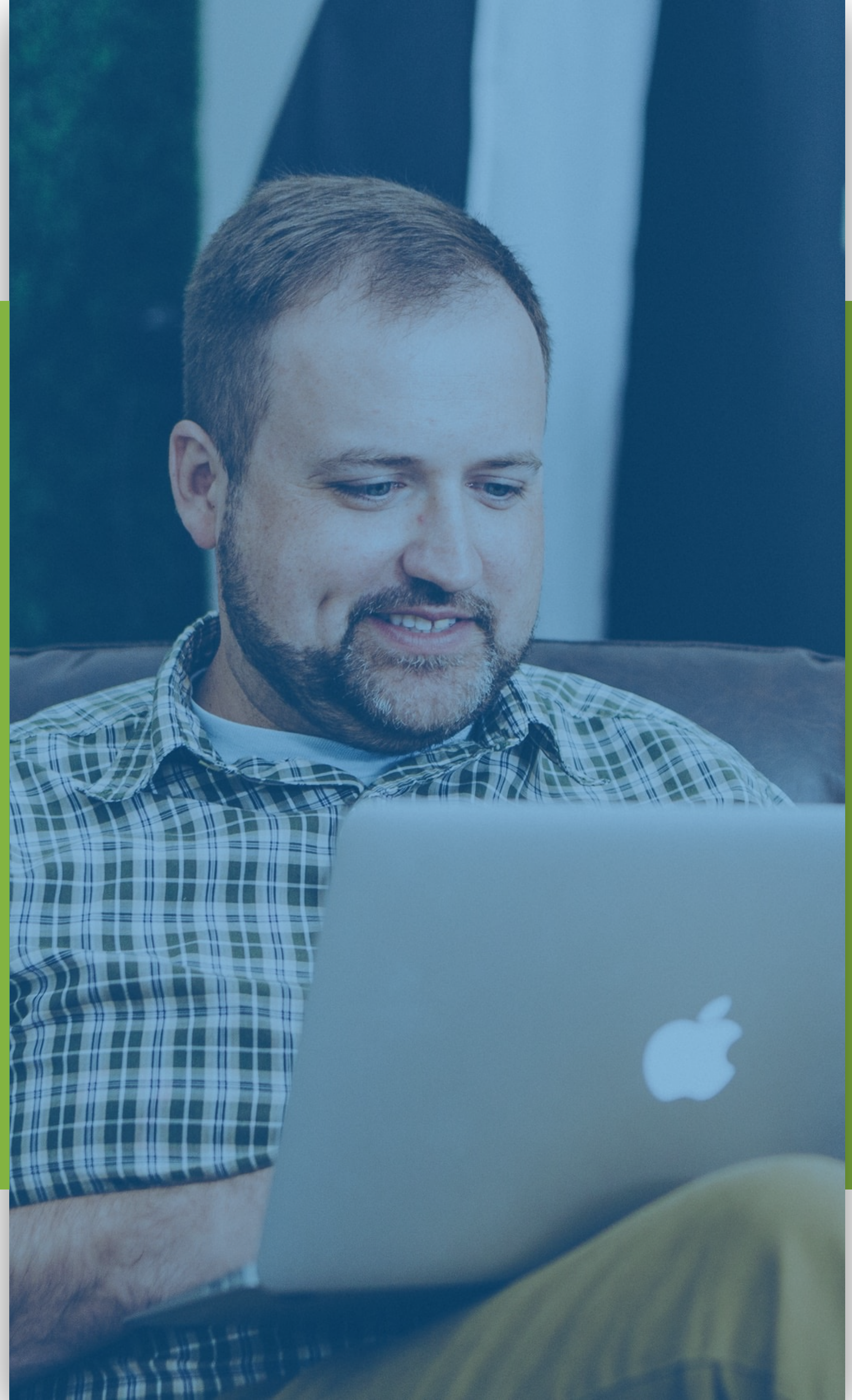
How would you rate **your knowledge** or **skill level** with the KReady System? (choose one)

- ☐ I am a **New** user
- ☐ I am an **Advanced** user
- ☐ I am an **Expert** user



ACCESS

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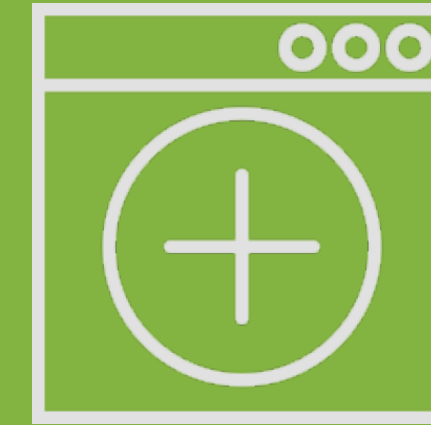


Data Manager Role

DM's are responsible for adding, managing and reporting teachers, students, and enrollment data to the Ready for Kindergarten Online system (KReady).



Access



Add/Load



Manage

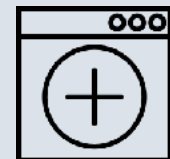


Reports

A data manager has access to teacher collected student scores and data.

DM Role

Adding



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- Loading Teachers
- Loading Students
- Loading Building Admins
- Templates + Formatting

Managing



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- Modifying/Updating
- Approving Transfers
- Setting POA
- Monitoring Score Data

Reporting



.....

- Accessing Reports
- Cleaning Data (Blanks)
- Communicating
- Preparing Submissions

DM Access

In order to receive access Data Manager access to the KReady system a person **must first be verified** as an *Assessment Data Manager-Preschool and Kindergarten* in the **Ohio Educational Directory System (OEDS)**.

The screenshot shows the Ohio Department of Education website. The header includes the Ohio Department of Education logo, social media icons, and a search bar. The navigation menu lists various user roles and topics. The main content area is titled "Ohio Educational Directory System (OEDS)" and provides information about the system, including a description and links to resources. A sidebar on the left contains "QUICK LINKS" and "LATEST NEWS" sections.

Ohio Department of Education

Login | State Agencies | Online Services [Ohio.gov](#)

Custom Search

ADMINISTRATORS TEACHERS PARENTS TOPICS ▼ HOW DO I? ▼ ABOUT MEDIA BLOG CONTACT

Home > Data > Ohio Educational Directory System (OEDS)

Ohio Educational Directory System (OEDS)

Ohio Educational Directory System (OEDS)

The Ohio Educational Directory System (OEDS) is a decentralized directory data system in which organizations maintain their own data. The general public can search OEDS for the most current information about an organization. OEDS organization administrators must login to their SAFE accounts to update information.

- » [OEDS Help, Organization Types, Data Custodians and IRN Request Procedures](#)
- » [OEDS Search for School and District Directory Information](#) - Below are resources for using the new OEDS.
 - [Assigning Roles](#)
 - [Establishing an Organization](#)
- » [SAFE Accounts and Help](#)
- » [SFPS Web Reporting and Help](#)

Ohio Educational Directory Lists and Data

OEDS directory lists and OEDS data is available [here](#).

[2016 School Districts Map](#) (posted 9/9/2016)

QUICK LINKS

- » Organization Types, Data Custodians and IRN Request Procedures
- » Web Reporting & SAFE Accounts

LATEST NEWS

- EMIS Newsflash – August 5, 2019
- EMIS Newsflash – August 2, 2019
- EMIS Newsflash – August 1, 2019

[View All News](#)



Ready for Kindergarten Online System

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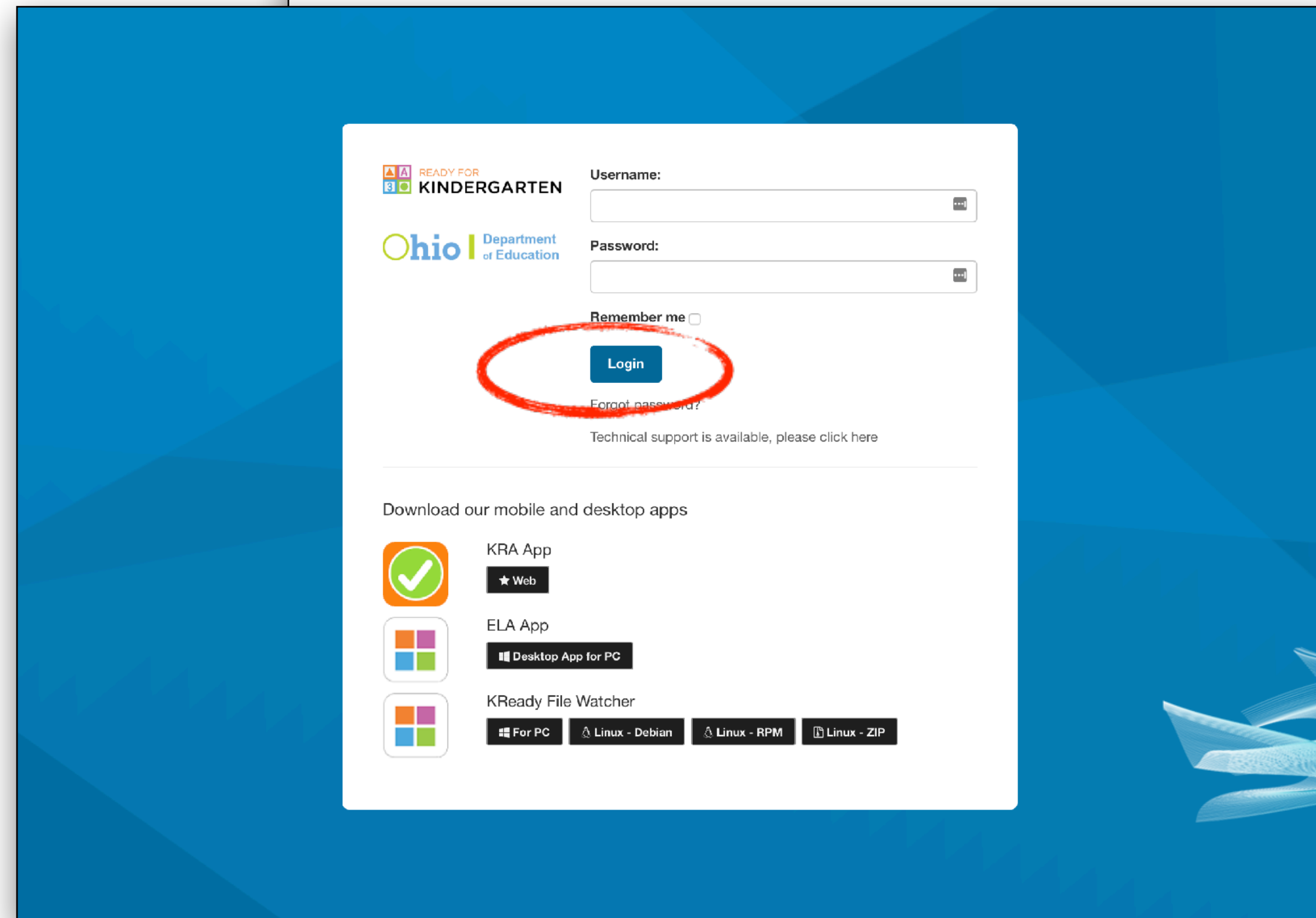
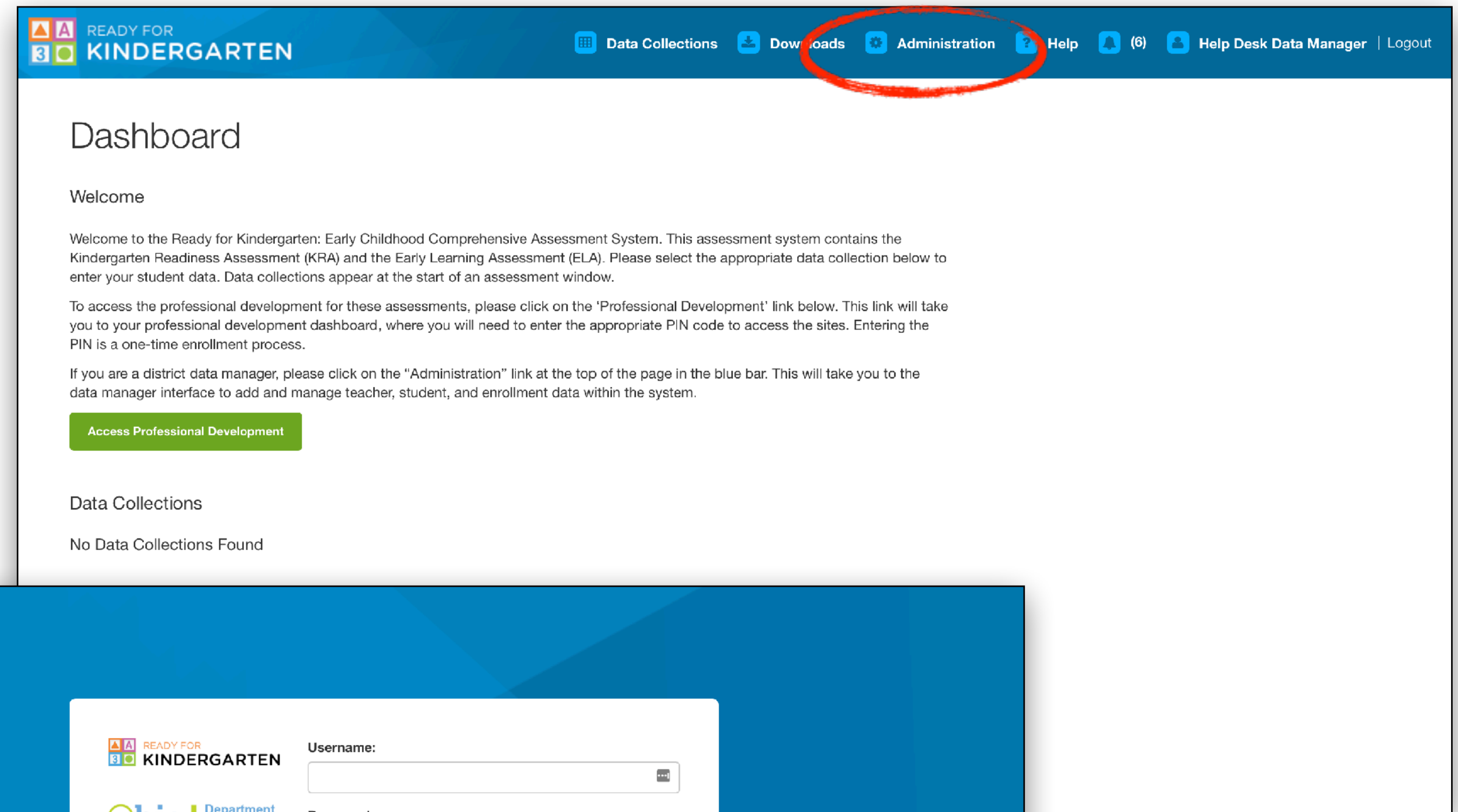
Logging In

Go to <http://ohio.kready.org>

Enter your **username** (email) and your **password**

Click '**login**' to access the welcome page

Click "**Administration**" to view the data manager dashboard



Dashboard

READY FOR
KINDERGARTEN

Dashboard

Organizations

Data Collections

Users

Students

Transfers

Bulk Loader

Data Displays

Reports

Archive

Dashboard

Application overview

Welcome to Ready for Kindergarten Online. We created an overview of each section of the application to help to get you familiar with where you will find the tools and pages you need.

Organizations

Organizations are the schools, preschools, daycare centers. Organizations can be grouped by level. An example would be region, district location, student. Organization levels are customizable.

Data Collections

Data Collections are groupings of **assignments**, and **assessments** items with start and stop dates.

Data Displays

Data Displays is where you can view interactive charts and graphs based on the data from your school or district.

Users

Manage user information such as **role**, **student roster**, **organizations** and **module access** in this section.

Reports

Reports is where you can view completion reports for your locations.

Archive

Archive is where you can view completion reports from past years for your locations.

Bulk Loader

READY FOR
KINDERGARTEN

Dashboard

Organizations

Data Collections

Users

Students

Transfers

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Data Displays

Reports

Archive

Support

(6)

Help Desk Data Manager

Logout

Bulk Loader

Previous Uploads

The bulk loader is used to upload multiple users or enrollments at the same time. It cannot be undone simply and must be treated carefully.

Upload File

Uploads

Automated

Templates

Show 10 entries

Search:

Transaction ID	Transaction Type	Date Requested	Date Completed	File Name	Additions	Updates	Status	
110196	STUDENTS	07/11/2019 3:53:46 pm		Student file - 333333 - 07.11.2019.csv	0	3	COMPLETE	Download Results
110138	ENROLLMENTS	07/10/2019 8:25:07 am		Enrollment file - 333333 - 07.10.2019.csv	3	0	COMPLETE	Download Results
110137	STUDENTS	07/10/2019 8:22:28 am		Student file - 333333 - 07.10.2019.csv	3	0	COMPLETE	Download Results
110136	TEACHERS	07/10/2019 8:17:52 am		Teacher file - 222222 - 07.10.2019.csv	0	1	COMPLETE	Download Results
110135	TEACHERS	07/10/2019 8:17:02 am		Teacher file - 222222 - 07.10.2019.csv	0	1	ERRORS	Download Results Download Validation Errors
109929	STUDENTS	07/02/2019 1:02:45 pm		Jill Finnann test student 1.csv			FAILED	Unexpected columns(s):
109928	STUDENTS	07/02/2019 12:58:06 pm		Jill Finnann test student 1.csv			FAILED	Unexpected columns(s):
		07/02/2019		Jill Finnann test student				Download Results

Templates

READY FOR
KINDERGARTEN

Dashboard

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Templates

The bulk loader is used to upload multiple users or enrollments at the same time. It cannot be undone simply and must be treated carefully.

Upload File

Uploads

Templates

Template Files

The blank .csv template files below should be used when uploading the student, teacher, and enrollment data into the Ready for Kindergarten system. The first row of the files contains the header columns defined in the data guidelines. Please do not alter or change the header columns.

Students

This template is used to populate the system with Kindergarten students.

All Fields Template

Required Fields Template

READY FOR
KINDERGARTEN

Dashboard

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Templates

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Uploads

Templates

Template Files

The blank .csv template files below should be used when uploading the student, teacher, and enrollment data into the Ready for Kindergarten system. The first row of the files contains the header columns defined in the data guidelines. Please do not alter or change the header columns.

Select a Template

Students

Teachers

Enrollments

Unenrollments

Location Administrators

1.6-Student-BLANK

Search Sheet

Share

Home

Insert

Page Layout

Formulas

Data

Review

View

Developer

Paste

Calibri (Body)

12

A

A

B

I

U

Number

Conditional Formatting

Format as Table

Cell Styles

Cells

Editing

A39

fx

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	district_id	district_stud	state_studen	school_id	student_first	student_mid	student_last	dob	race7	gender	predominant	home_care	other_pc_he	other_pc_pri
2														
3														
4														
5														
6														
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21														

Templates

- **Teacher Template** - establishes access for teachers and enables linkage to students
- **Student Template** - adds students to system for data collection
- **Enrollments Template** - allows link between teacher and student
- **Un-Enrollments Template** - removes the link between teacher and student
- **Location Administrator Template** - establishes admin access to reports

Formatting

Ohio K12 HelpDISTRICT DASHBOARD E-RATE RESOURCESFAFSA DATA SERVICEK12 NETWORK SUPPORTKREADY SUPPORTODE DATA REQUESTS ROSTERV SUPPORT

Formatting Data with Leading Zeros

When uploading your data to the KReady system it is important that the data is formatted properly. The system utilizes comma separated values (CSV) templates for uploading. When you open and enter information in the CSV file using Excel you will notice that some of the fields are not formatted correctly in that the leading zeros are missing for such fields as the District and Building ID as well as the Date of Birth. You will need to ensure that the columns/cells are formatted per the instructions listed in the data guidelines document (<http://dataguidelines.kready.org>).

Click or tap to view the video

READY FOR KINDERGARTENOhioK12 Help

KREADY – DATA MANAGER RESOURCE

Formatting Leading Zeros

Follow these steps to format the cells.

Ohio K12 HelpDISTRICT DASHBOARD E-RATE RESOURCESFAFSA DATA SERVICEK12 NETWORK SUPPORTKREADY SUPPORTODE DATA REQUESTS ROSTERV SUPPORT

Formatting Data with Leading Zeros

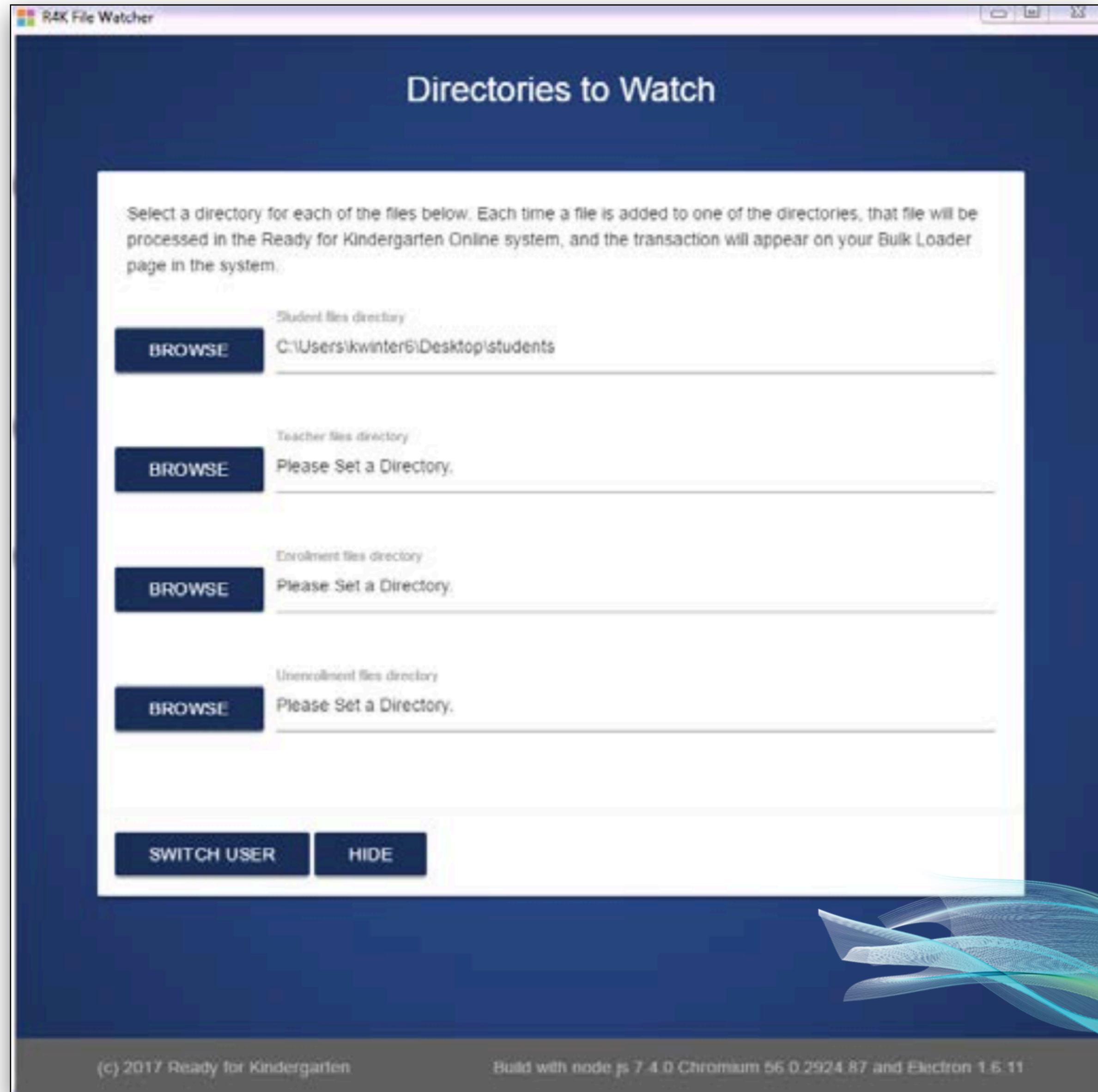
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Formatting for Leading Zeros - DM

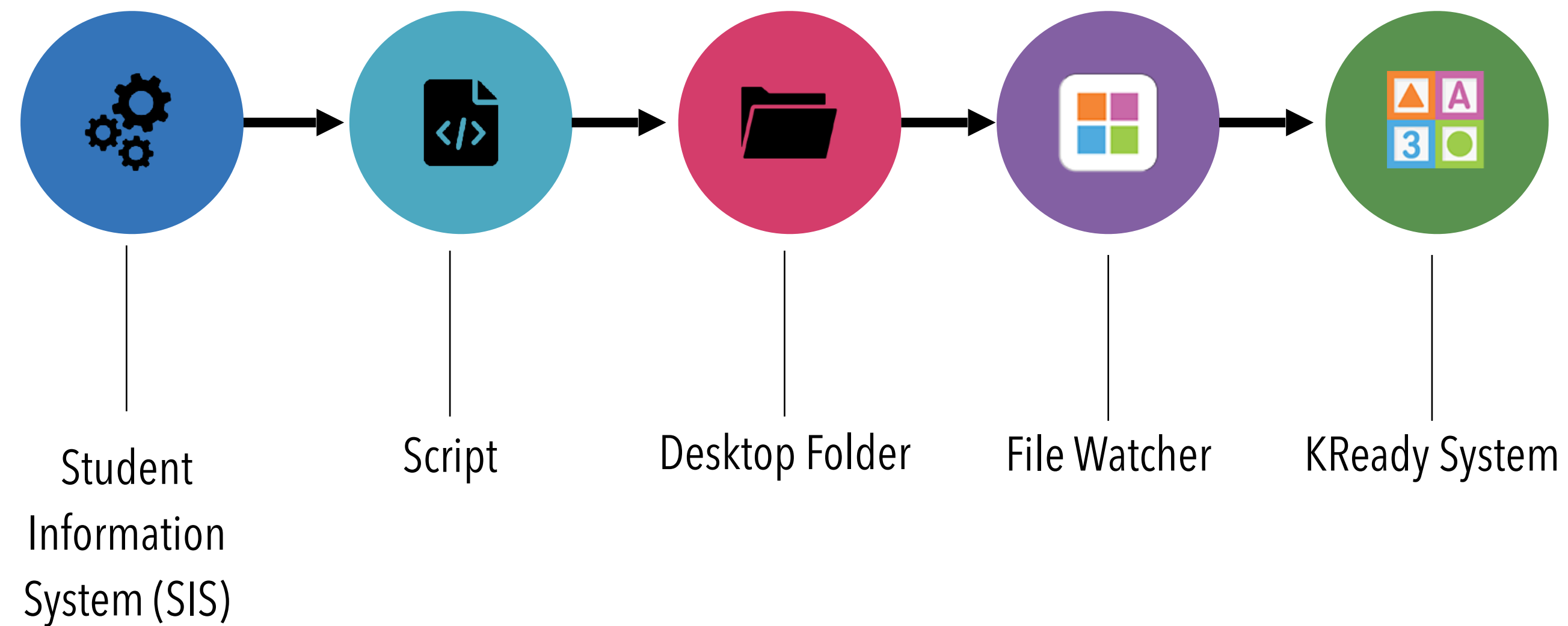
Formatting Leading Zeros

File Watcher

- "File Watcher" Desktop Application for Automating Uploads
- Based upon user created folders
- Transactions viewable on the bulk loader screen
- Platforms: PC, Linux-Debian, Linux-RPM, Linux-Zip

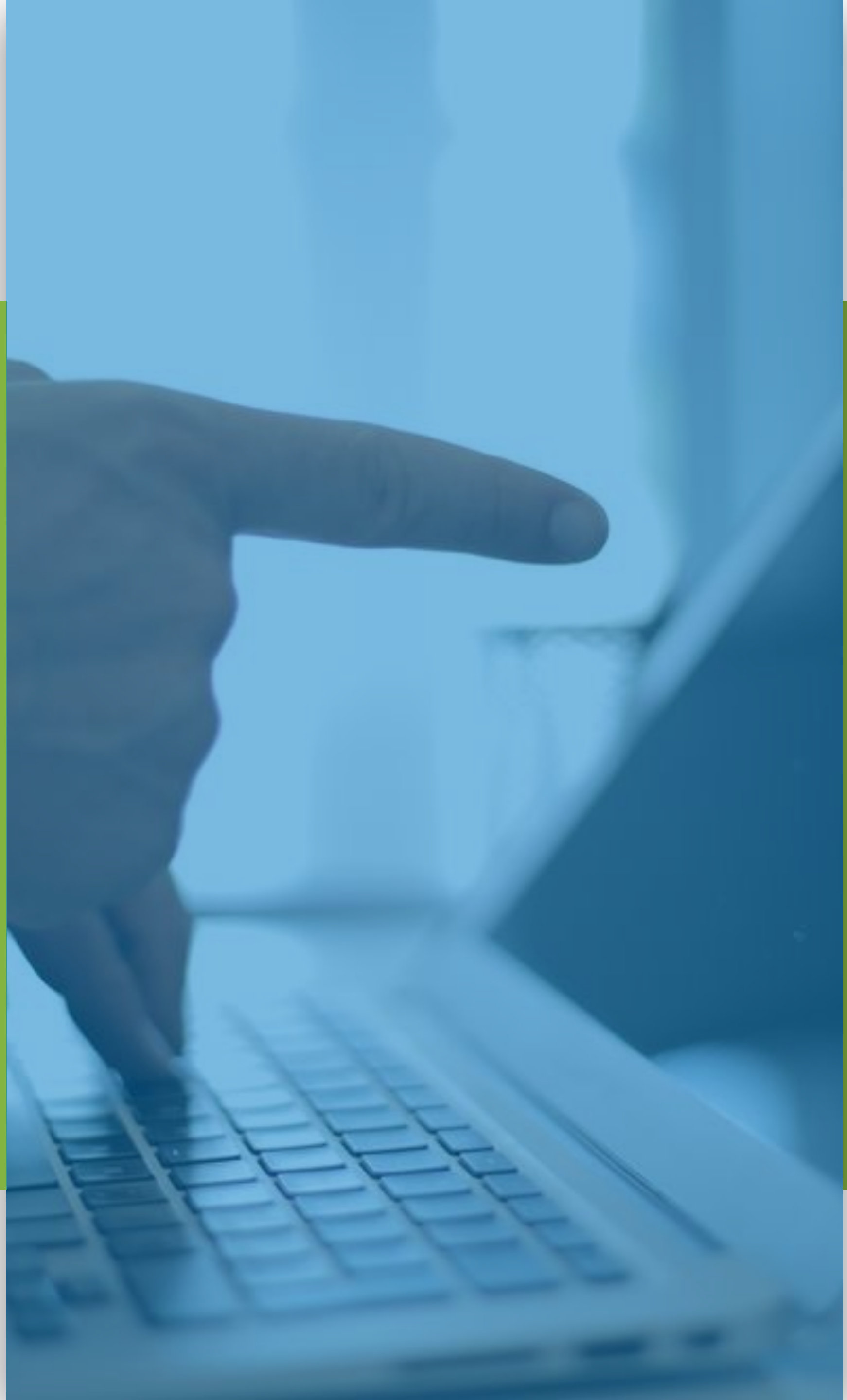


File Watcher





Live Demo





SUPPORT

Fall Assessment Window - **Aug 10** | 2020



Support



- Policy Guidance
- Professional Development
- Practitioner Resources



- System Development
- Maintenance + Support
- Technical Training Resources



- Help Desk Technical Support
- Email + Phone + Website
- DM Training + Resources

Support Sites

Ohio Department of Education (ODE)

<http://education.ohio.gov/Topics/Early-Learning>

- Policy/Guidelines Information
- Background + Context Information
- FAQ's
- Role Specific Resources (Parent, Teacher, Admin)
- Implementation Materials and Supports
- Resources, Forms and Reports

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The screenshot shows the Ohio Department of Education website. The header includes the ODE logo, navigation links (ADMINISTRATORS, TEACHERS, PARENTS, TOPICS, HOW DO I?, ABOUT, MEDIA, BLOG, CONTACT), and social media icons. The main content area is titled 'Early Learning Assessment for Administrators'. It features a 'QUICK LINKS' sidebar with links to 'Getting Ready for Kindergarten', 'Frequently Asked Questions about Kindergarten - For Families', 'Ohio's Kindergarten Readiness Assessment', and 'Ohio's Early Learning Assessment'. The main text explains that in the 2020-21 school year, ODE is implementing the 'Ohio's Early Learning Assessment (ELA)', a tool for teachers to learn about preschool children's skills. It also mentions that the ELA is an ongoing process of observations performed by the teacher to gather information.



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Support Sites

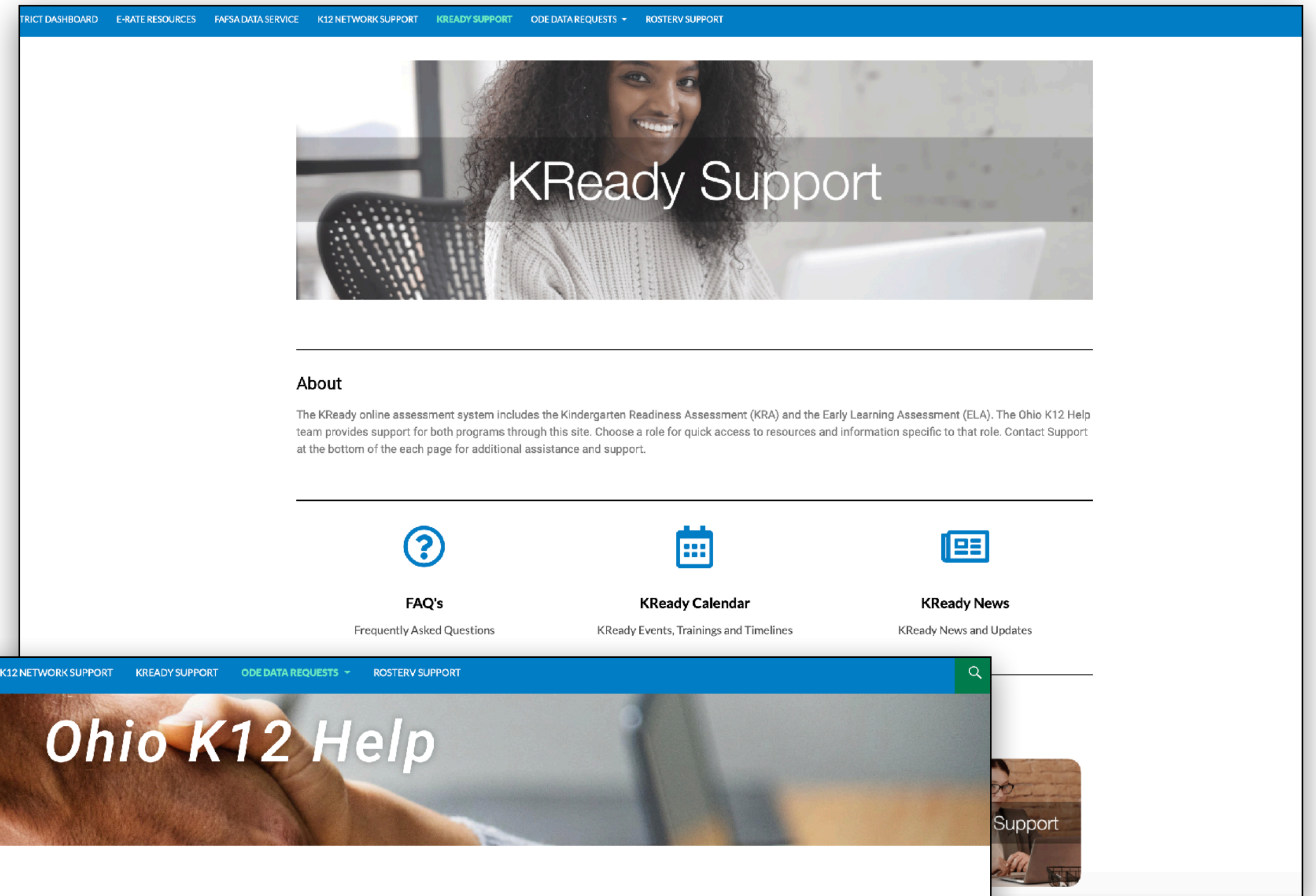
Johns Hopkins University (JHU)

<http://dataguidelines.kready.org>

- Technical/System information for KReady
- Guidelines and Templates
- Validation Errors Details
- How to Presentations
- Webinars



Support Sites



Ohio K12 Help (Help Desk)

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

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

- Help Desk Support (24/7 Email + Phone)
- Data Manager/Admin Training
- How To Videos and Support Resources by Roles
- Professional Development Resources
- Implementation Materials and Supports



Important Information

Considerations



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- Check data formatting
- Load Admin, Teacher > Student
- Correct Enrollment Data Token

ELA Timeline



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- Open Now - Data System
- Aug 15 - Fall Window Opens
- Nov 13 - Fall Window Closes
- Nov 19 - ELA Data Clean Up*
- Nov 20 - ELA LP Report Available*

KRA Timeline



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- Open Now - Data System
- 2 weeks prior to 1st Day of K-
- Fall Window Opens
- Nov 01 - Fall Window Closes
- Nov 06 - Data Clean Up



QUESTIONS



Feedback

<https://bit.ly/3if6lEr>

KREADY DATA MANAGER WEBINAR: GETTING STARTED FALL 2020 FEEDBACK



Name *

First

Last

Email *

Program Name *

School/Organization

About the Information

Prior Understanding *

Post Understanding *



THANK YOU



