



Early Childhood Comprehensive Assessment System
Kindergarten Readiness Assessment



Ready for Kindergarten Online
Data Manager User Manual

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Introduction

The **Kindergarten Readiness Assessment (KRA)** is a kindergarten readiness tool administered at the beginning of the school year that allows teachers to measure each child's' school readiness across multiple domains. Assessing children across multiple domains helps kindergarten teachers gain a better understanding of the whole child – of each child, including areas of strengths and areas of need.



Social Foundations



Language and Literacy



Mathematics



Physical Well-Being
and Motor Development

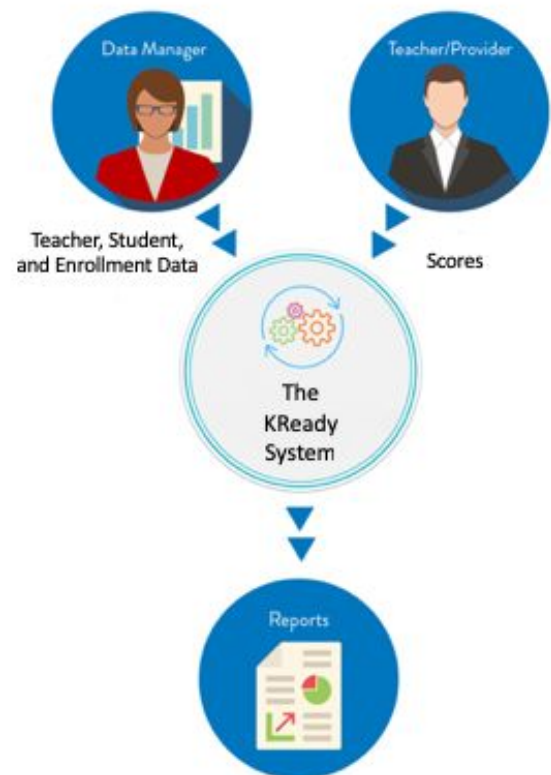
The **KReady** system is a secure, integrated system that supports assessment administration, data management, reporting, and professional development for the KRA.

As data manager, you will complete tasks in the system to ensure that teachers are able to:

- Access professional development,
- Input student scores, and
- Access reports and data displays throughout the administration window.

Data managers play a critical role in the implementation of the KRA. You are involved in the whole cycle of the assessment from the first training to the actual administration to the reporting of data at the local and state level.

Your responsibilities lay the groundwork for the success of this important initiative!



Glossary

App	An abbreviation of the term <i>application</i> which refers to a software program that runs on a device and has a specific function.
Administration window	The period of time given to teachers to administer the KRA to students. Dates vary from state to state, but generally begin at the start of the school year and ends a few weeks before the end of the school year.
Browser	An internet browser such as Chrome, Firefox, Safari, and Internet Explorer.
Column	The left-hand column which contains tabs for the system's main processes.
Comma-separated values (CSV) file	Plain text file that contains a simple list of data without any formatting.
Data collection	Refers to the KRA scores collected during a specific administration window.
Data collection token	The value given to a specific administration window. The KReady system is a comprehensive assessment system that houses multiple assessments. The correct assessment data collection token should be assigned to all students and teachers.
Data template	A .csv file needed by the KReady system to upload teachers, students and enrollments in the bulk loader.
English Learners (EL)	Children whose primary or home language is one other than English and who cannot perform ordinary classroom activities in English.
Field	The predefined fields at the top of each column of the .csv file templates (for example: district_id).
JHU CTE	Johns Hopkins University Center for Technology Education.
Leading zeros	Any zero digit that comes before the first non zero digit in a number.
Point of Authority (POA)	The school which holds a students KRA assessment data and reports the data to the state.
Row	A horizontal row of data in a spreadsheet.
Site	The website to access the KReady system (kready.org).

Roles in the KRA

- **Student:** Completes the KRA; their scores are saved in the KReady system.
- **Teacher:** Teachers play the most important role in the KRA! They administer the assessment to gather information about the knowledge and skills of incoming kindergarteners and take action to ensure that each student's needs are met.
- **Trainer:** Trainers ensure that teachers understand the purpose of the KRA and how to administer it. They provide support and coach teachers throughout the process.
- **Location/School Administrator:** School administrators support teachers in administering the KRA and ensure that it is completed on time. They analyze and use school-wide KRA data to make informed decisions that ensure that your students' needs are being met.
- **District Administrator:** District Administrators are the primary point of contact for the KRA at the district level. They ensure that the KRA administration is a success by coordinating and supporting trainers, data managers, and teachers throughout the administration window.

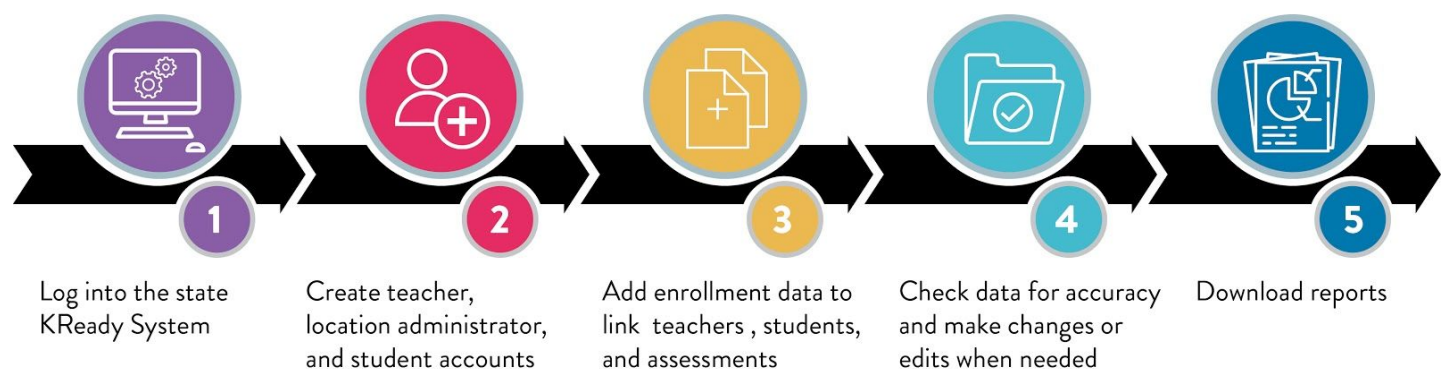
Role of the Data Manager

Data managers set up and manage user and enrollment data in the KReady system, ensuring it is accurate and complete throughout the administration window.

As a data manager, you are responsible for:

- Creating teacher accounts prior to their scheduled KRA training.
- Creating accounts for all of the school administrators.
- Adding students and enrollments at the start of the administration window.
- Ensuring that teachers, students and enrollments are up-to-date throughout the administration window.
- Handling district transfers throughout the administration window.
- Downloading reports as needed.

Data Manager Tasks



Getting Started

Login Information

You will need a username and password to access the KReady system. Your username is your email address. Once your account has been created, you will receive an email from noreply@kready.org to set your password. The password link in the email is only active for 24 hours, so make sure you log in during that time. If you log in after 24 hours, go to your state's KReady site at <http://kready.org> and select the **Forgot password?** link to have a password reset email sent to you.

How to Login to the KReady System

Step 1 Go to your state's KReady site.

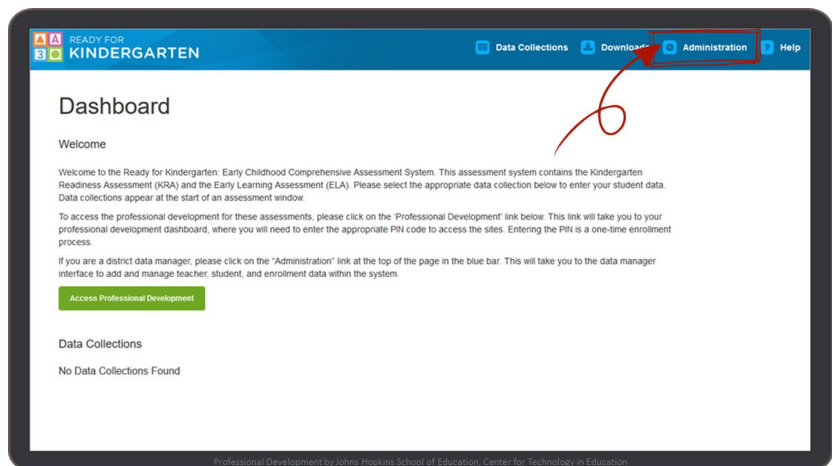
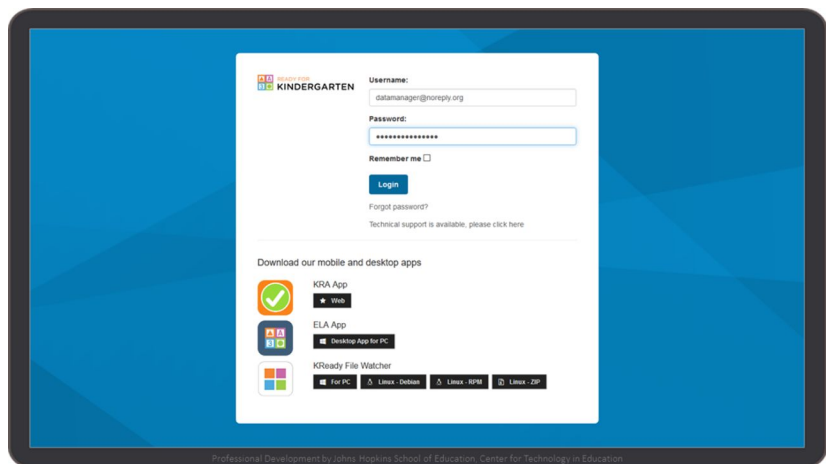
If you do not know the URL, you can find it at <http://kready.org>.

Step 2 Enter your username (your email address) and the password you received in your email.

Step 3 Click on the **Login** button.

Step 4 Once you are logged in, you will see a welcome message.

Click on the **Administration** button in the top, blue bar to begin your data manager tasks.



Data Manager Access

Data managers have access to the following sections within the KReady system:

- **Dashboard:** This screen allows you to access all of your tools. You can click on each icon in the dashboard or click on the tabs on the left to access each function.
- **Organizations:** To view the districts and locations associated with your account.
- **Data Collections:** To access a specific KRA assessment window.
- **Users:** To manage teacher accounts.
- **Students:** To manage student accounts.
- **Transfers:** To view and manage student transfers.
- **Bulk Loader:** To upload data using data templates.
- **Data Displays:** To view interactive charts and graphs presenting KRA data.
- **Reports:** To create reports.
- **Archive:** To view completion reports from past administration windows.

The screenshot shows the 'Ready for Kindergarten' dashboard. At the top, there is a blue header with the logo 'READY FOR KINDERGARTEN' on the left, 'Support' and '(0)' in the middle, and 'Logout' on the right. Below the header is a dark sidebar with a list of navigation items: Dashboard, Organizations, Data Collections, Users, Students, Transfers, Bulk Loader, Data Displays, Reports, and Archive. The main content area is titled 'Dashboard' and contains an 'Application overview' section with a welcome message. Below this, there are six cards, each with an icon and a title: Organizations, Data Collections, Users, Data Displays, Reports, and Archive. Each card provides a brief description of its function.

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.
- Users**
Manage user information such as **role**, **student roster**, **organizations** and **module access** in this section.
- Data Displays**
Data Displays is where you can view interactive charts and graphs based on the data from your school or district.
- 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.

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Data Loading Methods

There are four options for loading teachers, students, and enrollment data in the KReady system. As the data manager, you should choose the most efficient option for your district.

1. **Manual:** This process is generally used by small districts who only have a few teachers and students to load in the system. Data managers are required to type in student, teacher and enrollment information manually.
2. **Bulk Loader:** This process is generally used by medium and large districts who have a significant amount of teacher and student data to load into the system. Data managers are required to download and complete Comma-Separated Values (csv) data templates and upload the templates back into the system.
3. **Automation with File Watcher:** This option is generally used by large districts to automate the process of loading data in the system. Data managers are required to download the File Watcher app which is used to upload data templates from the data manager's computer.
4. **Automation using SFTP or SIS Integration:** Depending on your state, there may be an option to use Secure File Transfer Protocol or an integration with your student information system. To learn more about this option, please contact the [help desk](#) and have your district name and ID on hand when you call.



Not your district's first administration window? Make sure to clean up your data!

1. Export a list of teacher first names, last names and email addresses using the [Data Download Report](#), then compare this list with the information from your Student Information System. Update teacher data as needed.
2. Verify that all schools in your District are entered in the system by going into the Administration tab and clicking on Organizations. Review that all information for Districts and Locations is correct. If schools are missing from the system, contact your [Help Desk](#).

It's important to know that **teachers match on the email address field** in the system. If any existing teacher email addresses have changed from what is already in the system, be sure to [manually update](#) them prior to bulk loading or doing an automatic data upload. You may create duplicate teacher accounts if you do not update teacher emails manually.

Loading Data Manually

This process is generally used by small districts who only have a few teachers and students to load in the KReady system.

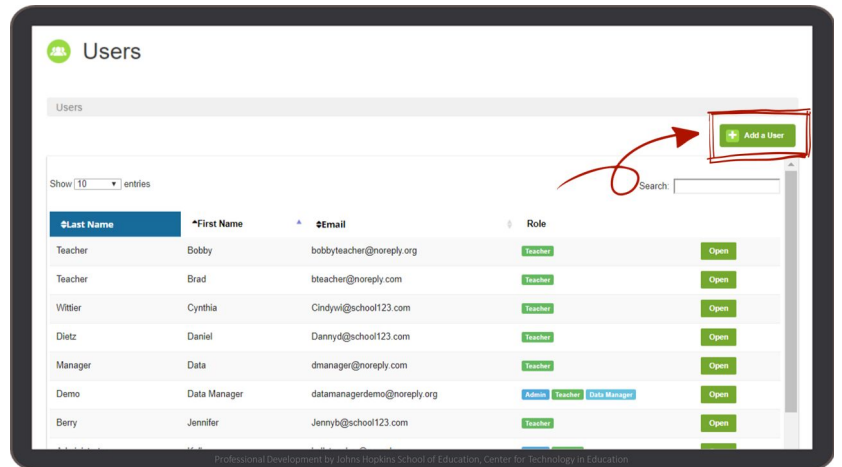
How to Manually Create a Teacher Account

Creating teacher accounts manually is a **two-step process**. First, you must add the teacher as a user in the system, then go to the **Organizations** tab and enter their teacher id.

Step 1 Log into the KReady system and click the **Administration** button in the top, blue bar.

Step 2 Select the **Users** tab on the left column.

Step 3 On the Users page, click the green **Add a User** button.



Step 4 When the popup appears, enter the information for each teacher you want to add.

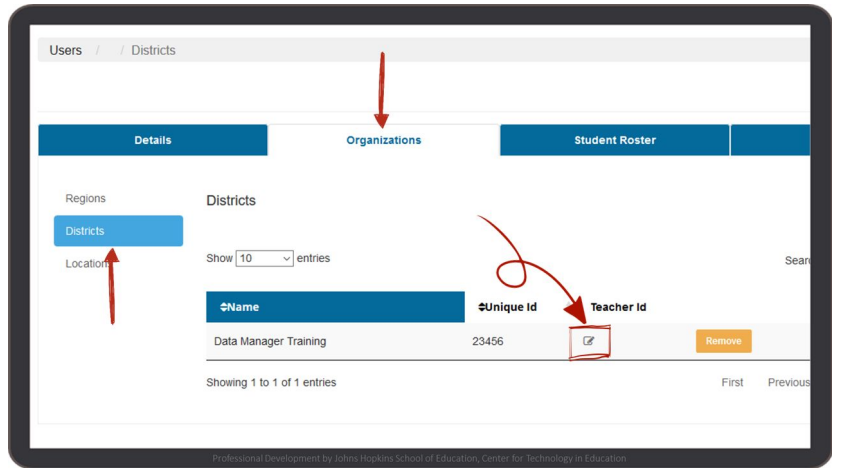
- First Name:** Enter the legal first name on file
- Last Name:** Enter the legal last name on file
- Initial Location:** Select the location from a list of preloaded schools
- Roles:** Click the checkbox
- E-mail Address:** Enter the teacher's school email
- Password:** Create a secure password for the teacher
- Confirm Password:** Confirm the secure password you created

Step 5 Review the teacher's information for accuracy and click on **Save**.

Step 6 Next, you will need to add the teacher ID. Click on the **Organizations** tab,

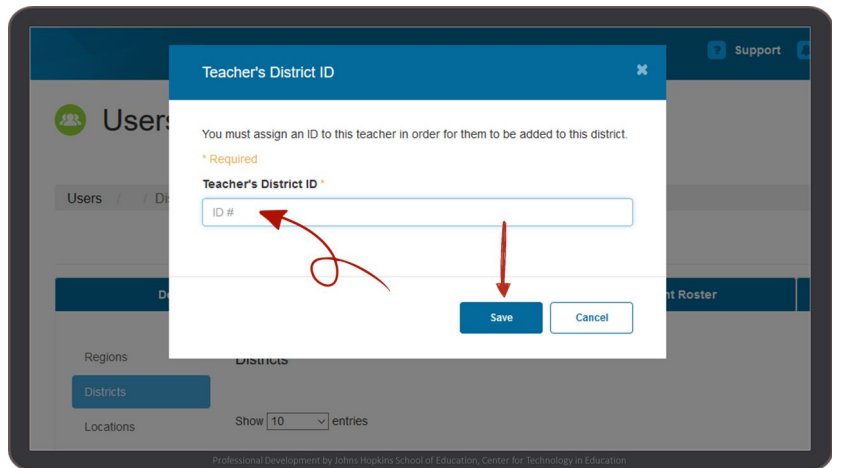
Step 7

Select the **Districts** button on the left of the screen and click the **edit icon** under Teacher ID.



Step 8

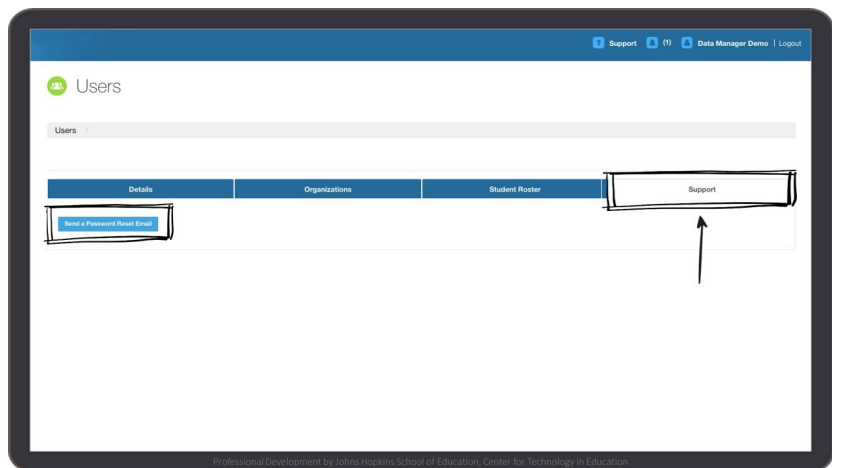
In the Teacher's District ID pop-up, enter the **Teacher ID** and click **Save**.



Step 9

You can send a password reset email to users by clicking on the **Support** tab and clicking on the **Send a Password Reset Email** button.

Note: Users will receive an email from **noreply@kready.org** with login information and a link to set their password once an account has been created for them.



Alternatively, you can send users to the kready.org login page and instruct them to click on the **Forget Password** button to have a password reset email sent to them.

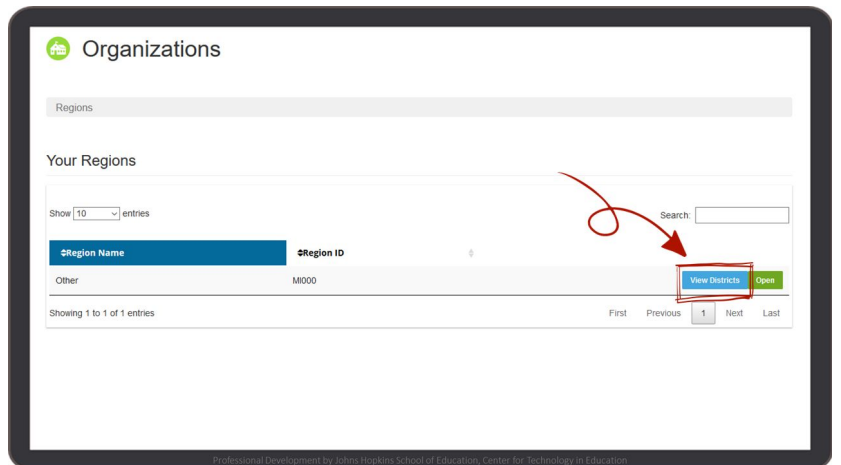


How to Manually Create a Student Account

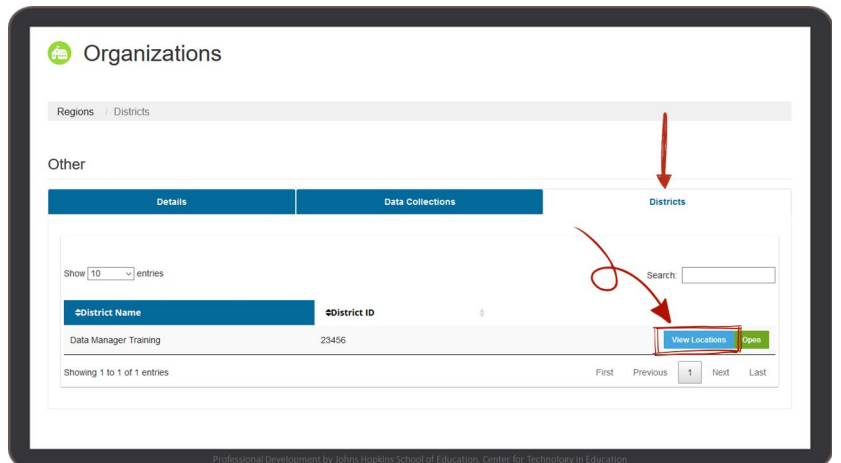
Step 1 Log into the KReady system and select the **Administration** button in the top, blue bar.

Step 2 Select the **Organizations** tab on the left column.

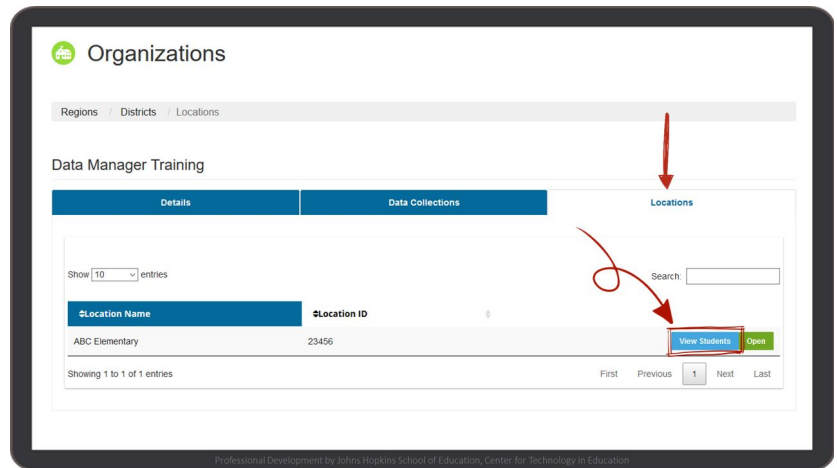
Step 3 On the Organizations page, select the blue **View Districts** button.



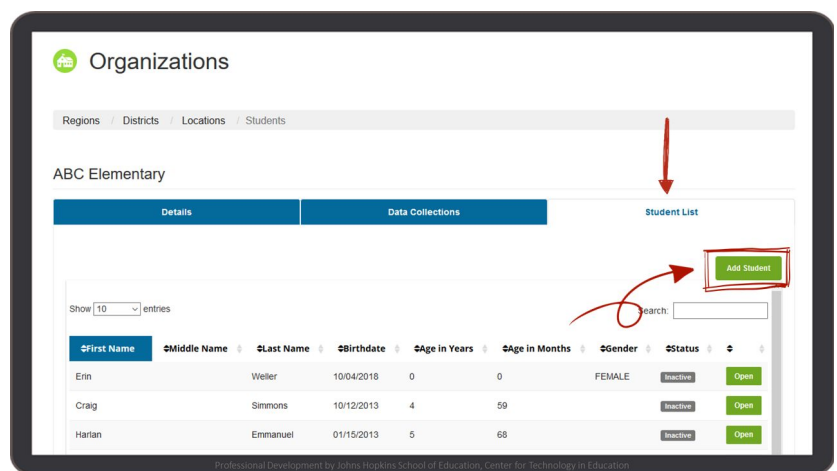
Step 4 On the **Districts** tab, select the blue **View Locations** button.



Step 5 On the **Locations** tab, select the blue **View Students** button.



Step 6 On the **Student List** tab, click the green **Add Student** button.



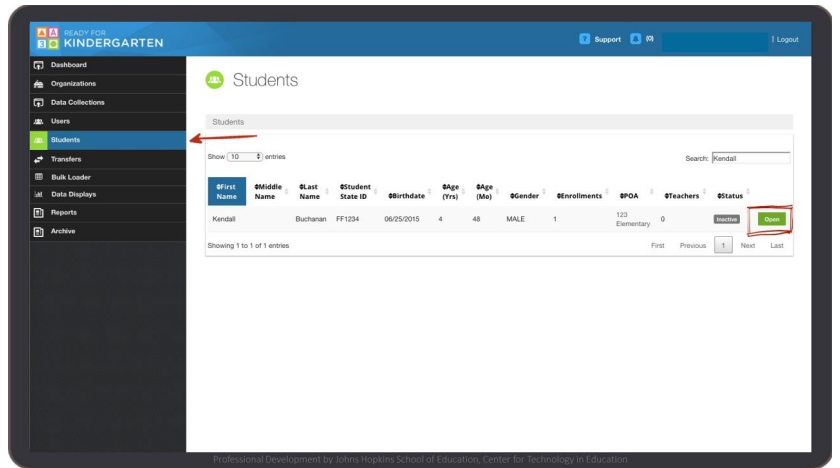
Step 7 When the pop up appears, enter the information for each student you want to add.

- Student State ID:** Refer to the data guidelines for your state
- First Name:** Enter the Legal first name on file
- Last Name:** Enter the Legal last name on file
- Gender:** Select Male Female or Unknown
- Hispanic:** Choose 'Yes' If the student is Hispanic, otherwise leave blank
- Race:** Select the description that matches the student records
- Birthday:** Enter the month, date and year in the format mm/dd/yyyy
- English Language Learner:** Select Yes or No [*This field may not appear for all states*]
- Special ED:** Select Yes or No [*This field may not appear for all states*]
- Low Socioeconomic Status:** Select Yes or No [*This field may not appear for all states*]

Step 8 Review the student's information for accuracy and click **Save**.

Step 9 If you need to make any changes, select the **Students** tab on the left column, search for the student's name, and click **Open**.

Students will appear as **Inactive** until the enrollment process is complete and the student is assigned to a teacher.

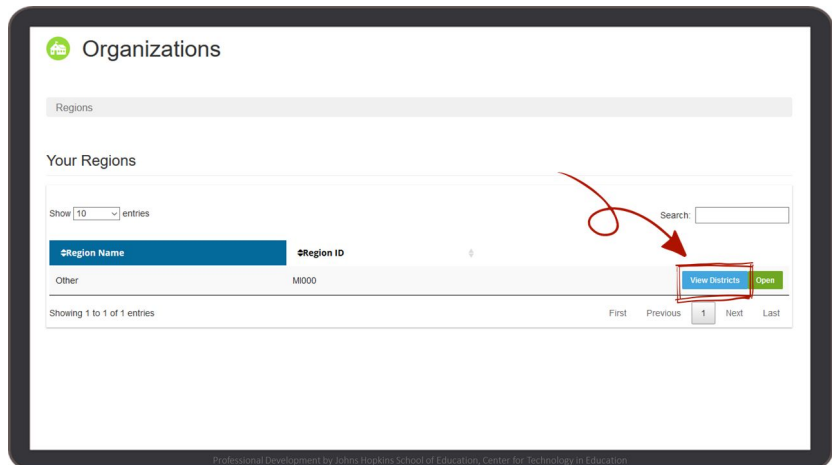


How to Manually Enroll Students

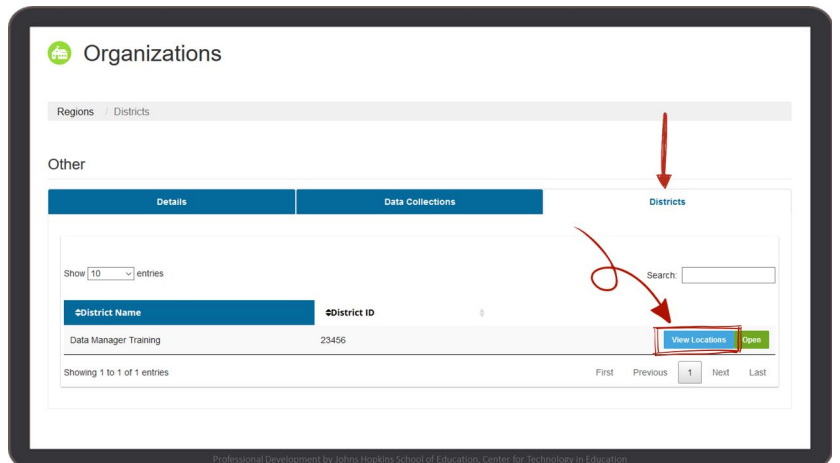
Step 1 Log into the KReady system and select the **Administration** button in the top, blue bar.

Step 2 Select the **Organizations** tab on the left column.

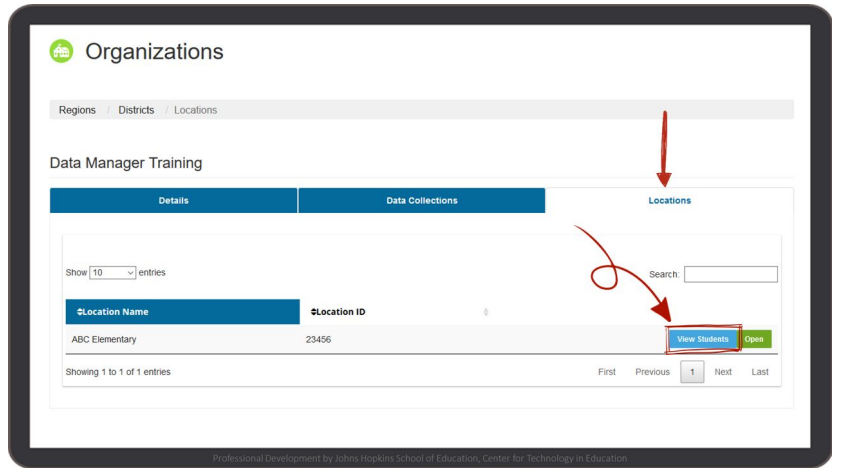
Step 3 On the Organizations page, select the blue **View Districts** tab.



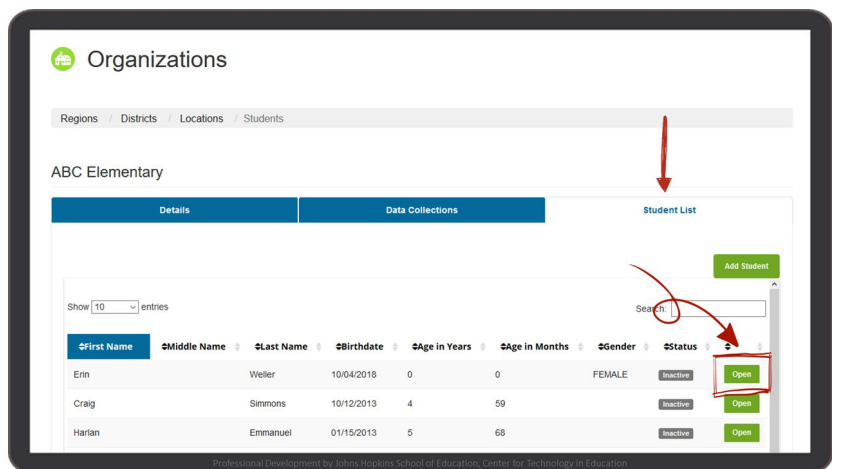
Step 4 On the **Districts** tab, select the blue **View Locations** button.



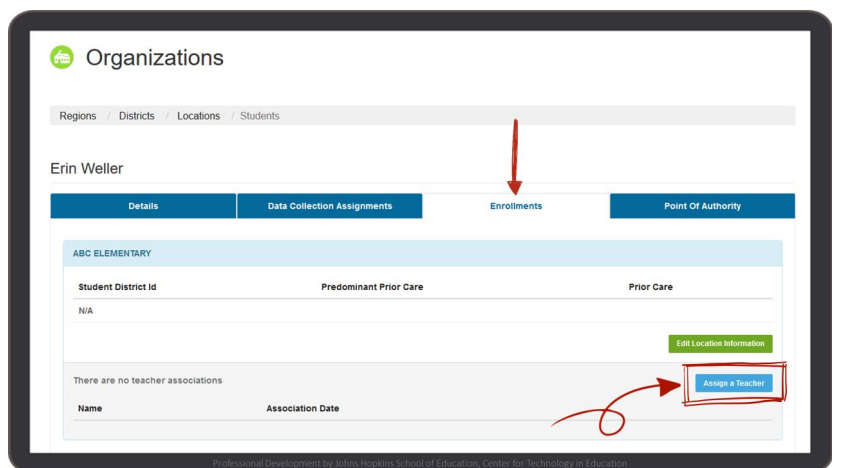
Step 5 On the **Locations** tab, select the blue **View Students** button.



Step 6 On the **Student List** tab, locate the student's name and click the green **Open** button.



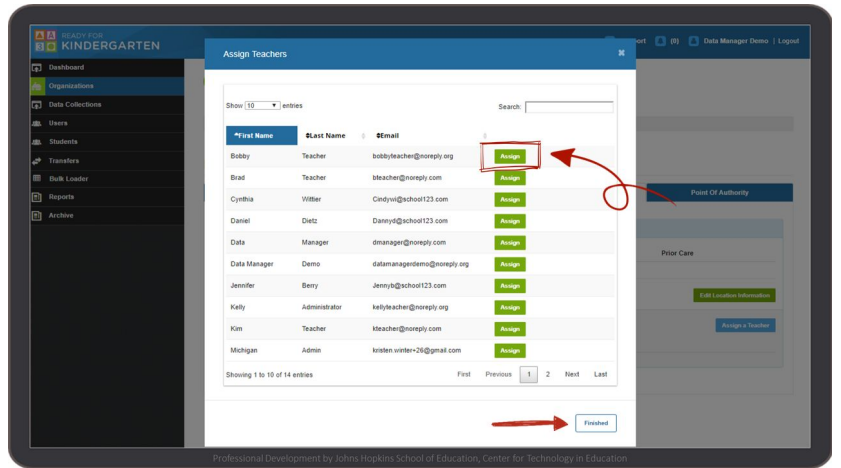
Step 7 On the **Enrollments** tab, click on the blue **Assign a Teacher** button.



Step 8

When the pop-up appears, locate the teacher's name or use the search box.

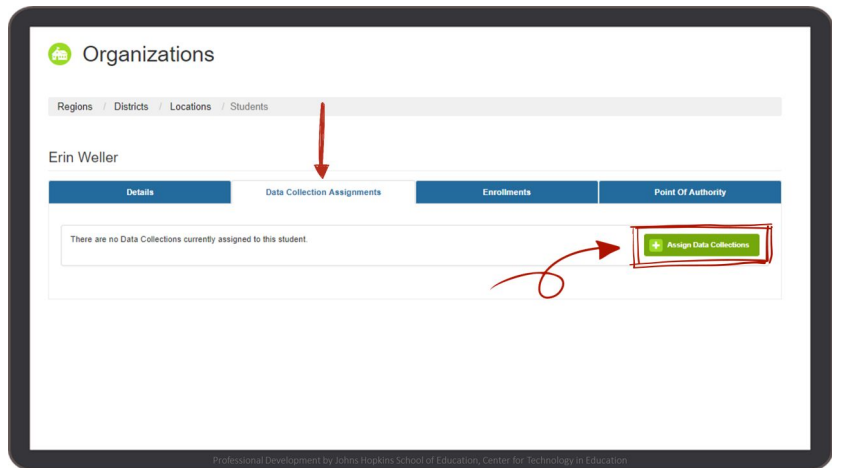
Click the green **Assign** button then click the **Finished** button.



Step 9

To assign the student to an assessment, select the **Data Collection Assignments** tab.

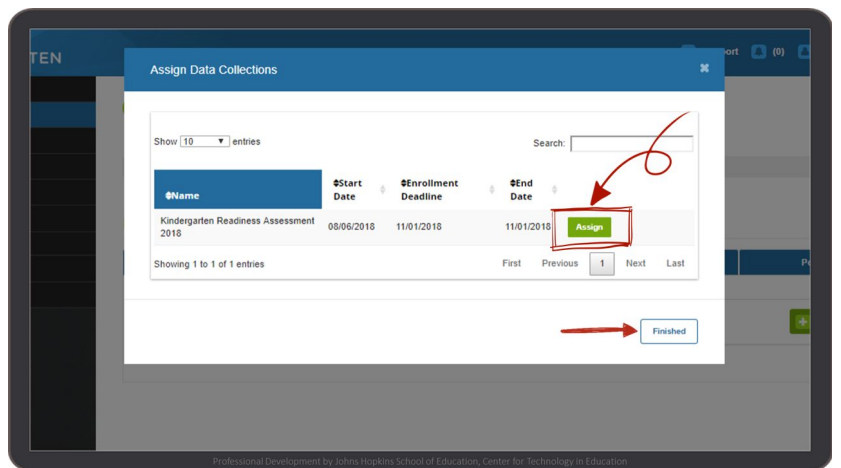
Click the green **Assign Data Collection** button.



Step 10

When the pop-up appears, locate the Kindergarten Readiness Assessment.

Click the green **Assign** button then click **Finished**.



(i) Once the enrollment process is complete, the student status should show as **Active** on the Organizations page.

How to Manually Create a Location Administrator Account



How to Create Location Administrator

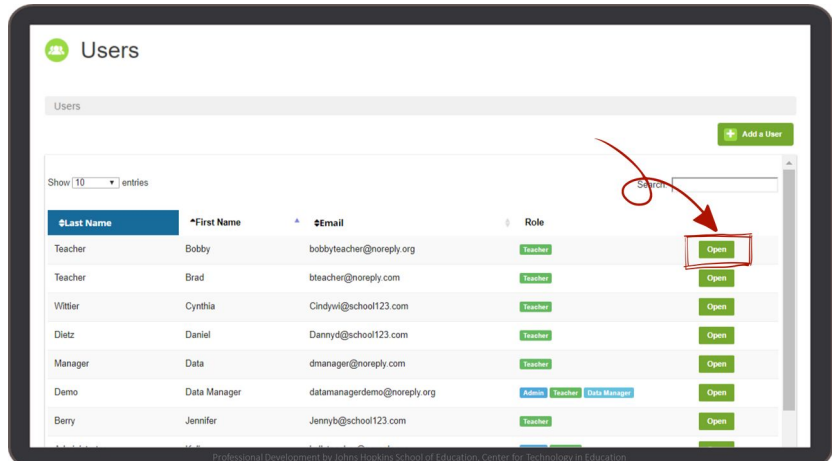
This short video provides a demonstration on how to create location administrators manually and using the bulk loader.

CLICK HERE TO VIEW VIDEO

Professional Development by Johns Hopkins School of Education, Center for Technology in Education

All location administrators are originally created as **teachers** and **then** promoted to the **location administrator** role.

- Step 1** Log into the KReady system and select the **Administration** button in the top, blue bar.
- Step 2** Select the **Users** tab on the left column.
- Step 3** Search for the location administrator's name and click the green **Open** button.



#Last Name	*First Name	#Email	Role	
Teacher	Bobby	bobbyteacher@noreply.org	Teacher	Open
Teacher	Brad	bteacher@noreply.com	Teacher	Open
Wittler	Cynthia	Cindywi@school123.com	Teacher	Open
Dietz	Daniel	Dannyd@school123.com	Teacher	Open
Manager	Data	dmanager@noreply.com	Teacher	Open
Demo	Data Manager	datamanagerdemo@noreply.org	Admin Teacher Data Manager	Open
Bery	Jennifer	Jennyb@school123.com	Teacher	Open

Step 4 On the **Users** screen, select the **Organizations** tab.

Step 5 Select the **Locations** tab on the left.

Step 6 Locate the name of the school and select the green button **Promote to Location Admin** button.

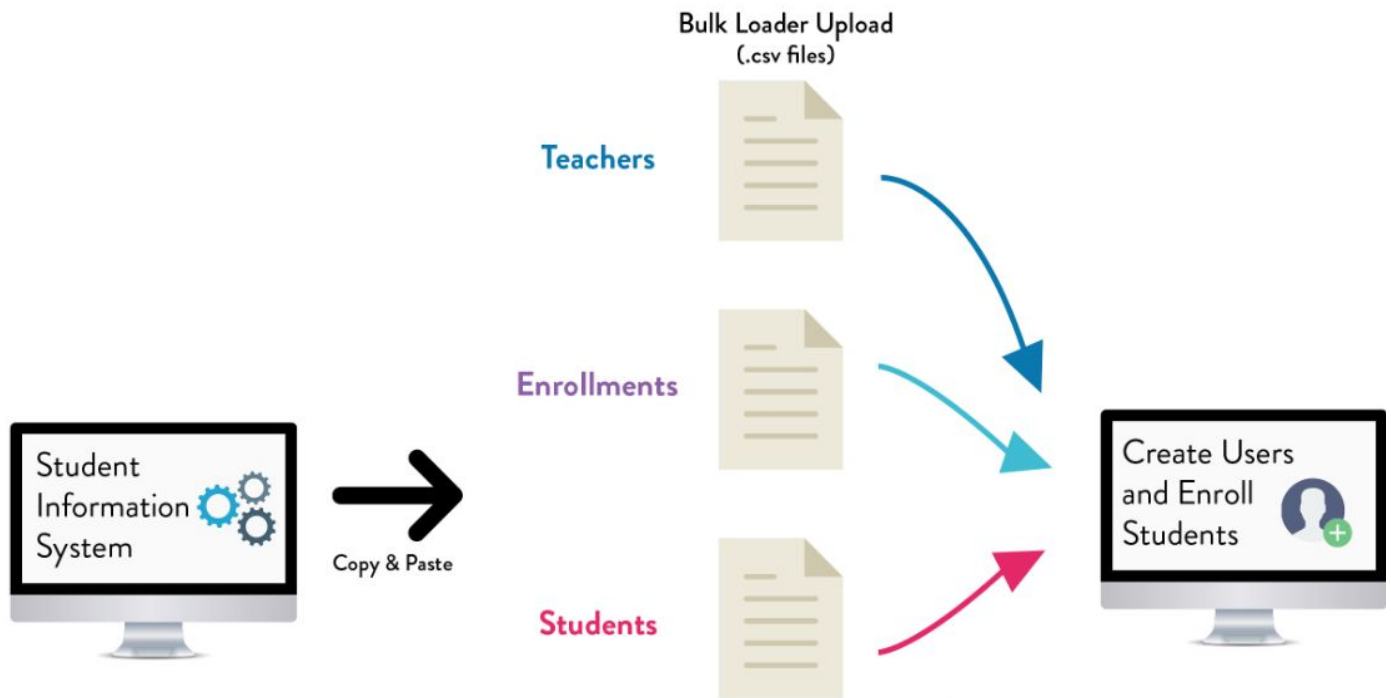
The screenshot shows the 'Users' interface with the 'Organizations' tab selected. On the left sidebar, the 'Locations' tab is also selected. The main content area displays a table of locations. The first entry is 'ABC Elementary' with a 'Unique Id' of 23456. A green button labeled 'Promote to Location Admin' is visible next to this entry. Red arrows indicate the navigation path: from the 'Organizations' tab to the 'Locations' tab, then to the 'ABC Elementary' row, and finally to the 'Promote to Location Admin' button. A red box highlights the 'Promote to Location Admin' button.

Name	Unique Id	Remove	Promote to Location Admin
ABC Elementary	23456	Remove	Promote to Location Admin

Showing 1 to 1 of 1 entries

Loading Data with the Bulk Loader

The KReady system has three options for loading teachers, students and enrollment data. Data can be entered into the system manually, with the Bulk Loader or with the File Watcher app. The Bulk Loader allows data managers to input large amounts of teacher and student data by completing data templates and loading them into the system.



If you choose this method, you will be able to load teacher, student and enrollment data before the administration window and update your data throughout the administration window to ensure that it remains current. Make sure that you regularly load updated data templates into the KReady system to ensure that your data remains current. The frequency of uploads will depend on the size of your school and how much your school data changes.

Data managers should upload files regularly to ensure that:

- Newly enrolled students will appear in a teacher's roster.
- Students who change classes appear in the correct teacher's roster.
- Students who leave a district are released for their new district to add them.
- Accounts are created for teachers who may join the district after the first day of school.

Bulk Loader Data Templates

There are five different data templates that can be used with the Bulk Loader, but not all of them are required to administer the KRA. Only the Teachers, Students, and Enrollments data templates are necessary for administering the KRA. While it is important to load the location administrators template so that they have access to the data, it is not required for administering the assessment and can be done at a later time. Finally, the Unenrollments template is optional and can be loaded at a later time if necessary.

It is important to know that data templates:

- Are downloaded and uploaded as Comma-Separated Values or csv files. A csv file is a plain text file that contains a simple list of data without any formatting. This facilitates the exchange of data between systems.
- Must follow your states formatting guidelines. Refer to your state's [Data Guidelines document](#) to see which fields are necessary in your state for administration and for reporting.
- Have specific file names, including the extension (csv), that should not be changed.
- Must be uploaded in the system in a specific order: Teachers, Students, and Enrollments.

Loading Order

1



2



3



As Needed

As Needed

File Name

Teachers

File name: teachers.yourstate.csv

Students

File Name: enrollments.yourstate.csv

Enrollment

File name: students.yourstate.csv

Location Administrators

File Name: locaton_administrators.yourstate.csv

Unenrollment

File Name: unenrollments.yourstate.csv

Purpose

Creates teacher accounts in the system.

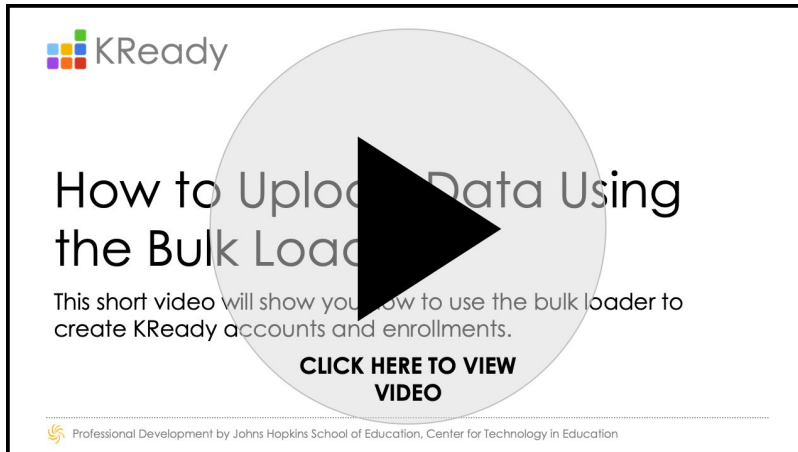
Creates student accounts in the system.

Assigns students to teachers in the system.

Creates location administrator accounts in the system.

Unenrolls students from a teacher's class.

How to Upload Data Using the Bulk Loader

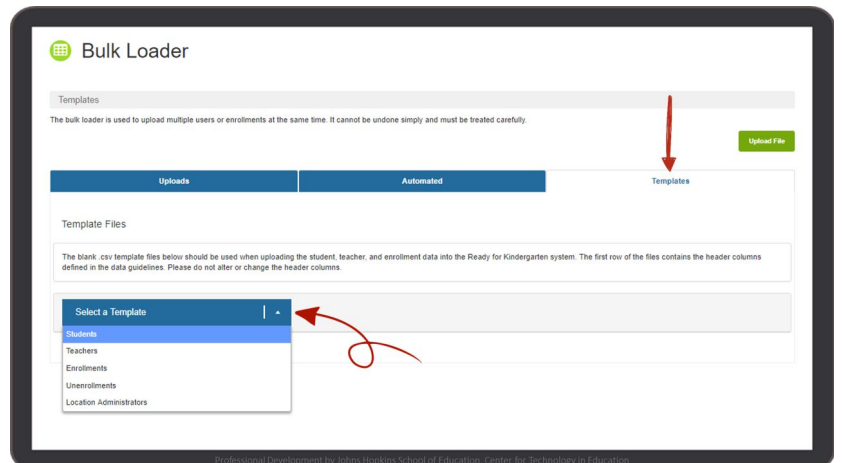


Step 1 Log into the KReady system and click on the **Administration** button in the top, blue bar.

Step 2 Click on the **Bulk Loader** tab on the left menu.

Step 3 On the Bulk Loader page, select the **Templates** tab.

Use the **Select a Template** drop-down to select the data template that you need to download.



You have two download options for each template. You can choose:

1. The **All Fields Template**, which contains all of the available fields for the assessment or,
2. The **Required Fields Template**, which only contains the fields that are required to administer the assessment.

(i) You may choose to load the **Required Fields Template** at the beginning of the window to quickly create accounts and set up enrollments. Be aware that your state will require most or all of the other fields to be completed by the end of the administration or clean up window, so you will need to go back and load the **All Fields Template** at a later time.

Save your file into CSV format once all your data is entered into your template. **Do not change the file name.**

Excel is an easy way to enter data into the data templates, but be aware that you need to manually format some of the columns to ensure that the correct data type and length is followed.

Step 4

Once in the template, enter all the required data in each field.

Refer to your state's [Data Guidelines document](#) to see what fields are necessary for the administration window. Look at the [Template Formatting Guidelines](#) section in this manual to review for potential formatting errors.

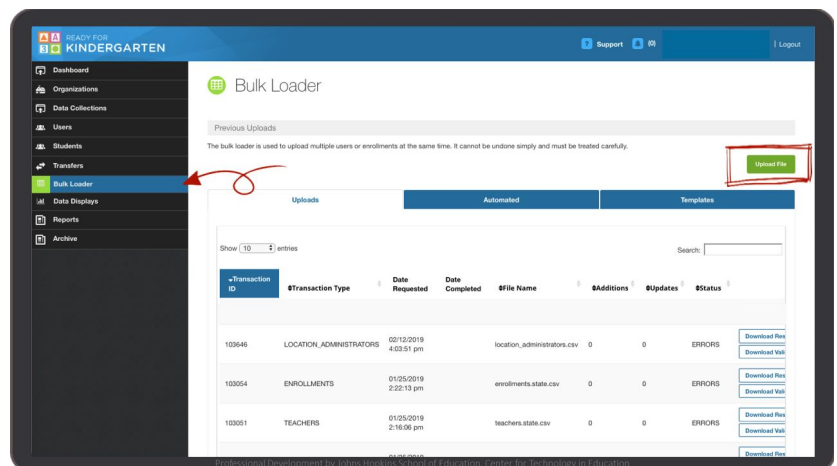
You can use Excel or a text editor like Notepad to enter data in the templates. If you are using Excel, be aware that you need to manually format a few columns to ensure that the correct data type and length is followed.



If you are using Excel, do not reopen the file before loading it into the system. If you do, all the formatting you previously saved will be removed. It is recommended that you use a text editor like Notepad to verify your formatting.

Step 5

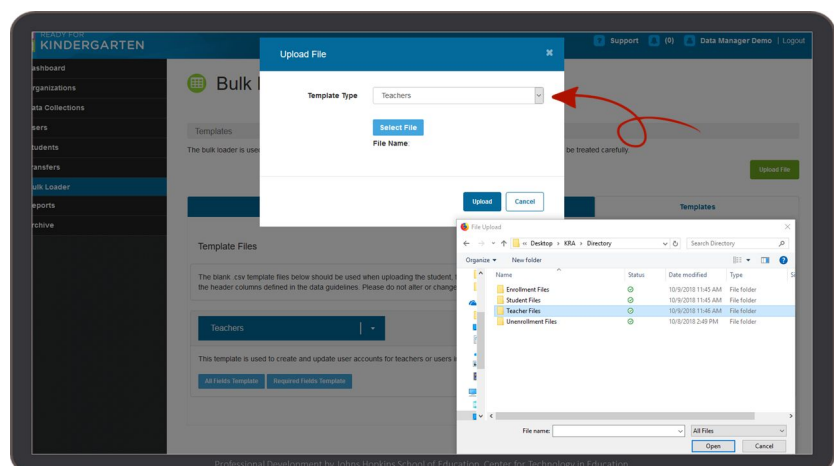
Once you are ready to load your completed data template into the system, click the **Upload File** button.



Step 6

Select the type of data template you wish to use from the drop-down. Then click on the **Select File** button to locate the file on your computer.

Select your template, then click **Open and Upload**.

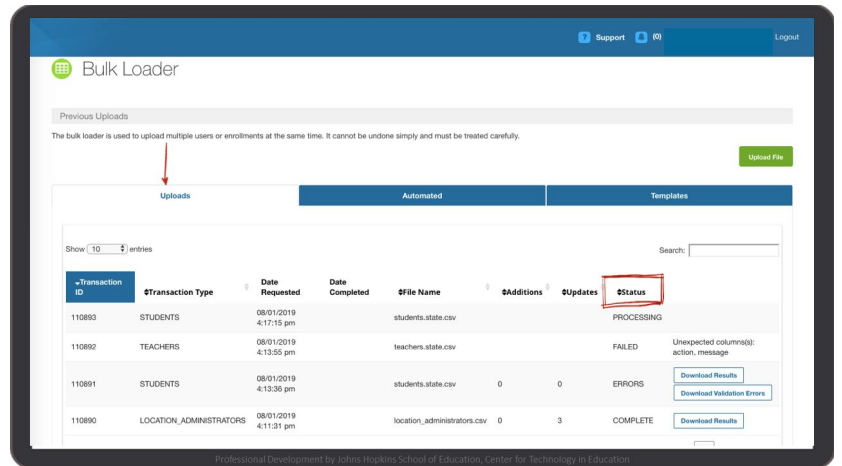


Step 7

Next, look for your latest file upload in the **Uploads** tab and verify that the file was processed without any errors.

You can use the **Date Requested** field to guide you to your latest file upload.

Scroll to the **Status** column to see if you have any processing errors.



When a template is loaded, the system will validate the file and provide feedback if any records are rejected. There are five possible statuses in the Bulk Loader: **QUEUED**, **PROCESSING**, **COMPLETE**, **ERRORS** and **FAILED**.

- If your file was successfully processed, the system will show you a status of **COMPLETE**. You can click on the **Download Results** button to see the results of your upload. This will open an Excel file with additional columns at the end of each row describing how the system processed your template.
- If the system shows an **ERRORS** or **FAILED** status, click on the **Download Validation Errors** button to see the results of your upload in an Excel file. This will open an Excel file with additional columns at the end of each row describing how the system processed your template and an error message.

Refer to the [Bulk Loader Error Status](#) section for more detailed description of each status and related action steps you can take to fix upload issues.

How to Unenroll Students Using the Bulk Loader

Unenrollments can be managed using the Enrollments or the Unenrollments template. Both will remove teacher-student associations that no longer exist and create new teacher-student associations when needed. This enables teachers to see up to date class rosters in KReady.

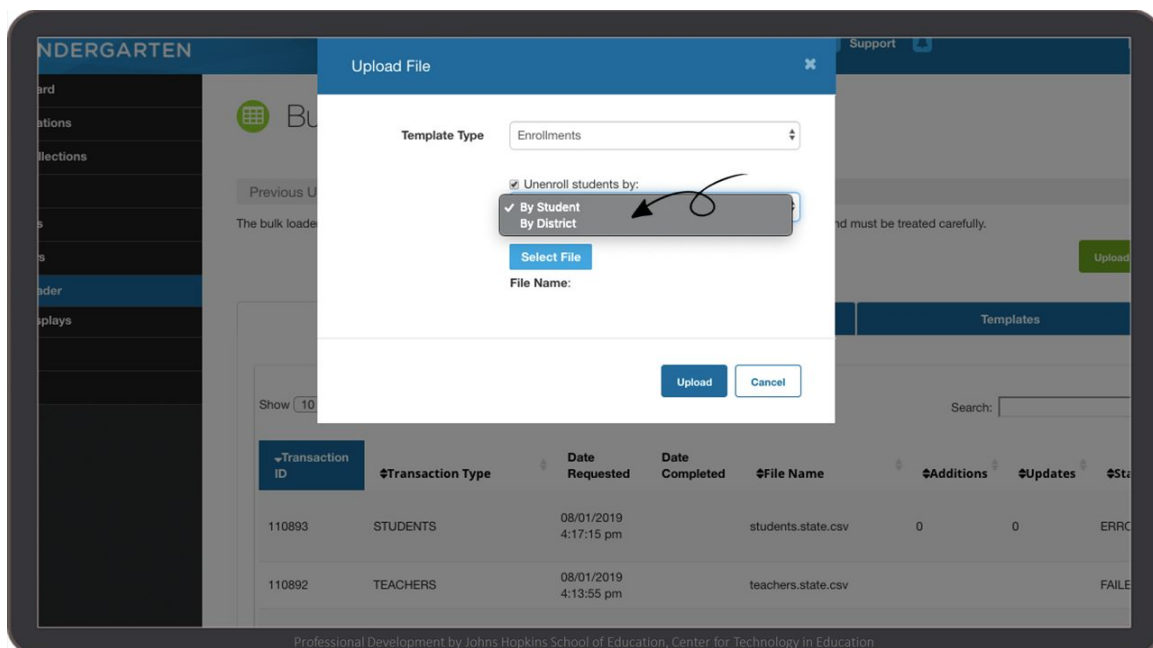
Keep in mind that the process of unenrolling students does not remove any data from the system. Student scores entered into KReady are never removed from the system until they are archived at the end of the administration window.

If using the Unenrollments template, you can use the [same method for loading teachers and students](#).

If using the Enrollments template, be sure to use the appropriate checkbox to manage your unenrollments. Once you have clicked on the green Upload button, you will have the option to manage unenrollments “by student” or “by district”.

- **By District:** KReady will remove any teacher-student associations that were previously made in your district and add back all new associations included in the template. Select this option when loading full enrollment files (files that include all teachers and students in your district).
- **By Student:** KReady will only remove any teacher-student associations for the students included in that file. Select this option when loading partial loads (files that includes a partial list of teachers and students in your district).

Regardless of the methodology used for managing unenrollments, you will still need to manage student transfers. You are responsible for making sure all your teachers and students have the right associations in KReady during the entire administration window. To learn more about transfers, [navigate to the transfers section](#).



Bulk Loader Error Status

The following table gives you a more detailed description of each bulk loader error status and related action steps you can take to fix upload issues.

QUEUED Template is in line to be uploaded to the system, but not yet processed.

ACTION: Depending on the size of your template, the status can remain in queued from seconds to minutes. If the status remains in queued for more than an hour, please contact your [help desk](#).

PROCESSING Template is in the process of being uploaded.

ACTION: Depending on the size of your template, the status can remain in processing from seconds to minutes.

COMPLETE Your template has loaded successfully without any formatting errors.

Look at the results of your upload by clicking on the **Download Results** button. This will open an Excel file. Look at the last two columns named **action** and **message**. This data will let you know how the system was updated.

ERRORS Template contains errors and cannot be processed.

Possible error messages:

- Incorrect number of columns
- Invalid field(s): *<fields>*
- Potential duplicate row
- Unexpected error when processing

Step 1: Select the **Download Validation Errors** button to view the errors that need to be corrected.

Step 2: Compare your data template with your state's [Data Guidelines](#) document to verify proper formatting. You can also look at the Data Manager manual section on [Template Formatting Guidelines](#) for more troubleshooting tips.

Step 3: Correct your formatting errors and re-upload your data template. You can upload the entire template with your corrections or only the rows of data that show formatting errors.

Call your [help desk](#) if you need help troubleshooting issues.

FAILED Template cannot be processed.

Potential error messages:

- Unable to fetch file
- Unable to read file
- Unexpected column(s): *<columns>*
- Missing required column(s): *<columns>*

Step 1: Compare your data template with your state's [Data Guidelines](#) document to verify proper formatting. You can also look at the Data Manager manual section on [Template Formatting Guidelines](#) for more troubleshooting tips.

Step 2: Correct your formatting errors and re-upload your data template.

Tip: Did you change or remove the names or the order of the headers and columns?
Did you save your file in a format other than .csv?

Formatting Guidelines for Data Templates

The system will only accept properly formatted data templates. Here are some guidelines you can review before uploading your file.

Data format is state specific! Refer to your state's [Data Guidelines](#) document for the formatting requirements of each field.

Headers Data templates have specific headers for each field. These headers should **NOT** be changed in any way and must be included in the template.



Failing to include the header will result in the first data record being skipped!

Leading zeros You may need to add leading zeros to an identification number if it is less than the required number of digits in a field. For example, if a district id is 876 and the required number of digits in a district field is six digits, you will have to enter three leading zeros before your district id. Therefore, you will need to enter 000876 in your file.

The video thumbnail features the KReady logo in the top left corner. The main title is 'How to Format Leading Zeros' in a large, bold font. Below the title, a subtitle reads: 'This short video shows you how to fix the validation error caused by missing leading zeros in a data template.' A large black play button icon is centered over the text. At the bottom of the thumbnail, there is a call to action: 'CLICK HERE TO VIEW VIDEO'. The footer of the thumbnail includes a small logo and the text: 'Professional Development by Johns Hopkins School of Education, Center for Technology in Education'.



If you format your templates using MS Excel, the program may automatically remove leading zeros. Follow these steps to restore them:

1. Highlight the appropriate column and right click
2. Select **Format Cells**
3. Choose **Custom** in the **Category** list
4. In the **Type** box, enter a string of zeros that reflects the number of digits the field requires (For example, if a field requires five digits, enter 00000) and click **OK**

If you close the file and reopen it in MS Excel, the leading zeros you added may be removed again. It is recommended to format cells as a final step before saving and uploading the file. Reopening the file in a program such as Notepad will not remove leading zeros. This is a good way to do a final check before uploading it to the system.

Date of birth Student date of birth must be formatted MM/DD/YYYY.



If you format your files using MS Excel, the program may automatically change the formatting of dates. Follow these steps to ensure they are formatted correctly:

1. Highlight the appropriate column and right click
2. Select **Format Cells**
3. Choose **Custom** in the **Category** list
4. In the **Type** box, enter *mm/dd/yyyy* and click **OK**

If you close the file and reopen it in MS Excel, the formatting may be automatically changed again. It is recommended to format cells as a final step before saving and uploading the file. Reopening the file in a text editor such as Notepad++ will not remove the formatting. This is a good way to do a final check before uploading it to the system.

Rows Each row must contain all data related to one individual or enrollment. For example, each student should have one row of data in a student data template.

Line endings Each line of data must end with either a Windows style (CRLF) carriage return or a Linux style (LF) carriage return.

Files using older Mac line endings (CR) may not load properly.

Commas Each field should be separated with commas.

```
district_id,state_student_id,school_id,student_first_name,student_last_name,dob
28456,AD2594135,23656,Craig,Simmons,10/12/2013
28456,AD7825416,23456,Harlan,Emmanuel,1/15/2013
28456,AD3695211,23476,Abdullah,Simms,11/10/2013
```



You will not see the commas if you are using MS Excel, but you should see each field separate by commas if you open or format your file using a text editor.

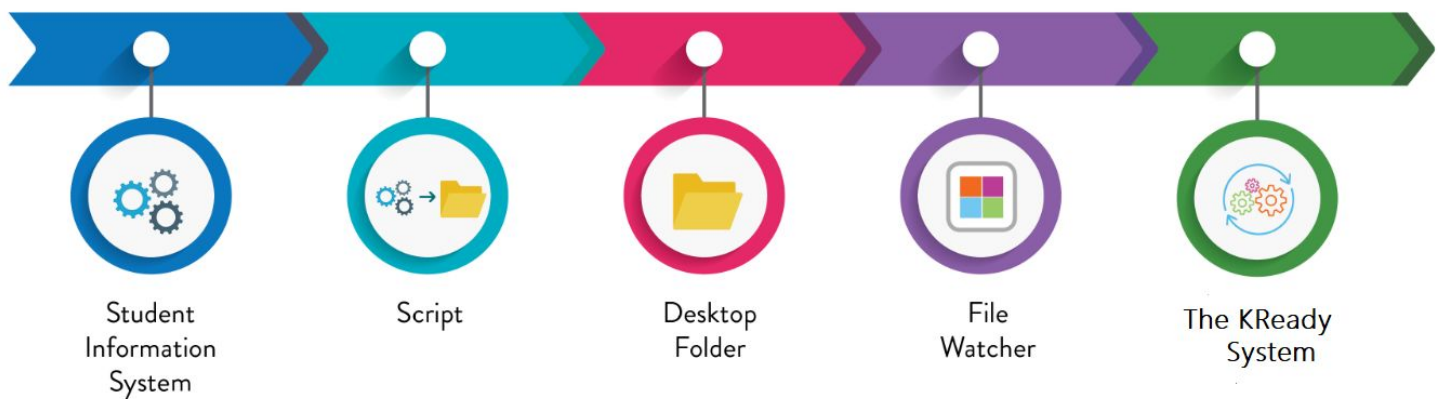
- Leading and trailing spaces** Leading and trailing space-characters adjacent to comma field separators are ignored and will be automatically removed. Space characters can be spaces, or tabs.
John, Doe , resolves to John, Doe,
- Embedded commas** Fields with embedded commas must be encapsulated with double-quote characters.
"Anytown, WW" should to be surrounded by double quotes because it includes an embedded comma.
- Double Quote Characters** Fields that contain double quote characters must be surrounded by double-quotes, and the embedded double-quotes must each be represented by a pair of consecutive double quotes.
John "Da Man" Doe would convert to "John ""Da Man""", Doe
- Encapsulate Fields** You may also choose to encapsulate fields with double-quotes.

Loading Data with the File Watcher app

The automation process allows data managers to automate the process of loading data templates into the Bulk Loader to create teacher and student accounts as well as enroll and unenroll students. This method demands a bit more setup at the beginning, but is the best option for larger school districts with frequent changes in teachers, students, and enrollments.

In order to properly setup File Watcher, you will need to work with your Information Technology team, or the office responsible for your District's data, to develop a script that can pull data from your Student Information System to a folder on your computer.

Automation



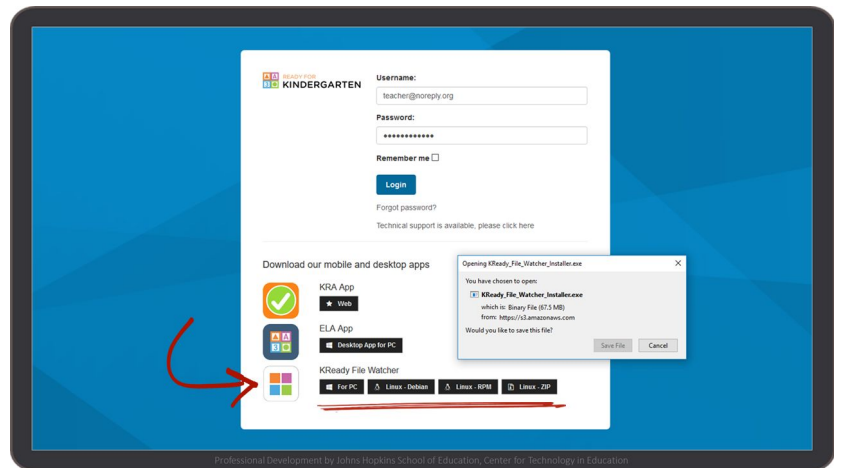
Here are a few key points to remember:

- You will need automation scripts to populate each of the data templates that you want to automate. Automation is available for teachers, students, enrollments and unenrollments. Unenrollments is optional.
- The script should take data from your Student Information System to populate the required fields in each data template. You can find the required fields for your state in your state's data guidelines document which is found at <http://dataguidelines.kready.org/>.
- All data templates should be in CSV format.
- The script should export each data template to a designated folder of your choice on your computer.
- Once setup, File Watcher will look for the presence of a new data template in your designated folder and will automatically upload the new file in the KReady system with the Bulk Loader and update your KRA data.
- **It is recommended that the scripts be written to push teacher and student data at 12:00 a.m. daily and enrollment data at 4:00 p.m. daily.**



Data managers should continue to check the bulk loader within the system to review file transfers for validation errors or missing uploads.

- Step 1** Download the **KReady File Watcher** app. A link to the app can be found on the KReady login screen.



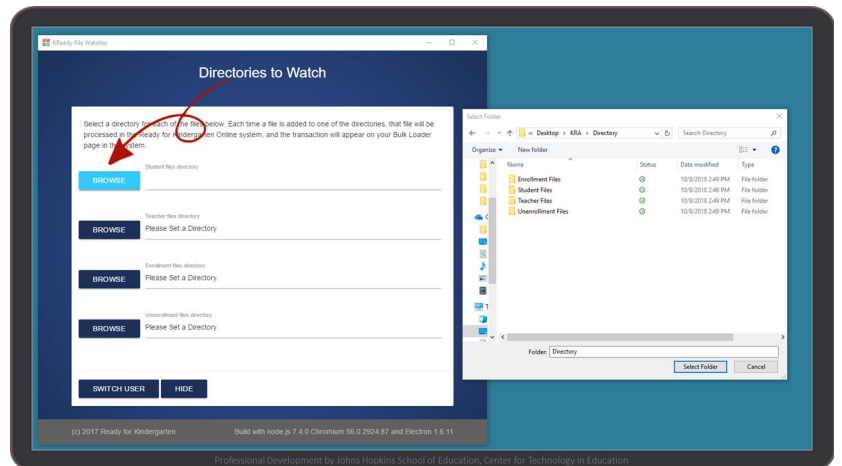
- Step 2** Log into the app using the same username and password you use for the KReady system.

- Step 3** When prompted, click **Next** and **Install** to run the KReady File Watcher app.

- Step 4** When the app opens, click the **Browse** button and locate the following files on your computer:

- **Student.csv**
- **Teacher.csv**
- **Enrollment.csv**
- **Unenrollment.csv** (Optional)

This will let File Watcher know which folders to “watch” for each template.



- Step 5** Next, verify your automation setup to make sure that your data templates load correctly with the Bulk Loader.

Click on the **Administration** button in the top, blue bar.

- Step 6** Click on the **Bulk Loader** tab on the left column.

- Step 7** On the **Automated** tab, you should see the teacher, student, and enrollment files the data template files imported by the File Watcher.

- Step 8** Check the status column on the Bulk Loader page for any ERROR messages. If there is an ERROR, click the **Validation Errors** button to fix the issues.

Edit Teacher Information

How to Manually Edit a Teacher's Email

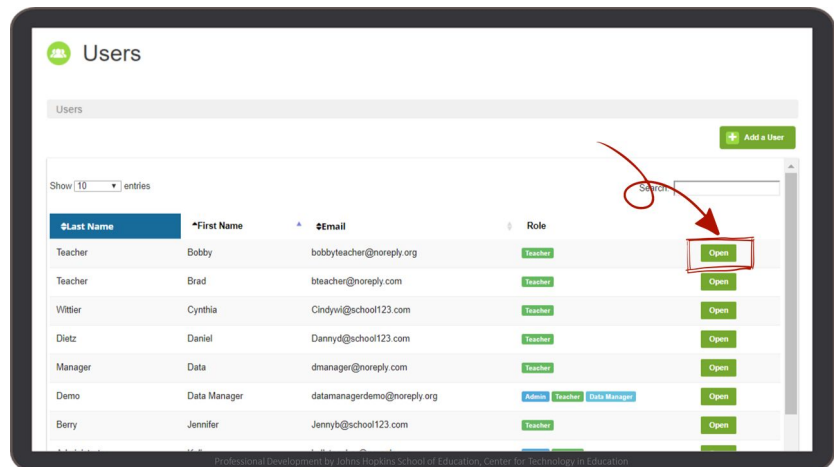


If an existing teacher changes names or email address, you must manually edit the teacher's email **before** uploading the teacher's data with the Bulk Loader. Otherwise, you may inadvertently create two different accounts for the same teacher.

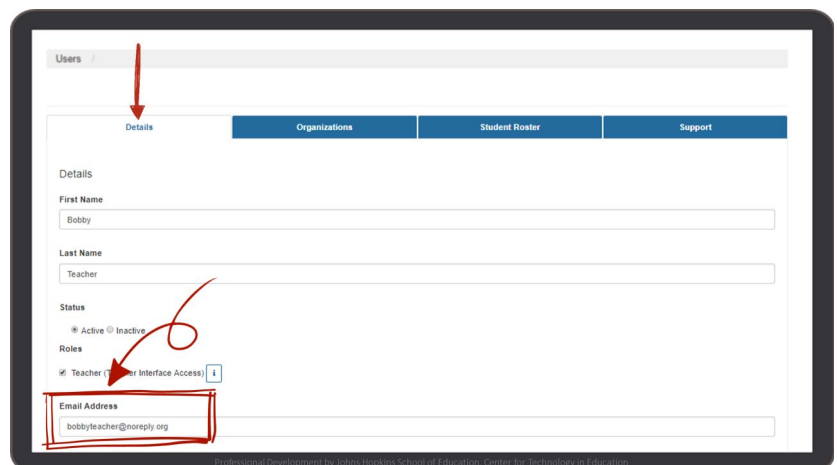
Step 1 Log into the KReady system and select the **Administration** button in the top, blue bar.

Step 2 Select the **Users** tab on the left column.

Step 3 Locate the teacher's name you want to edit and click the green **Open** button.



Step 4 On the **Details** tab, enter the most current email for the teacher and click **Save**.

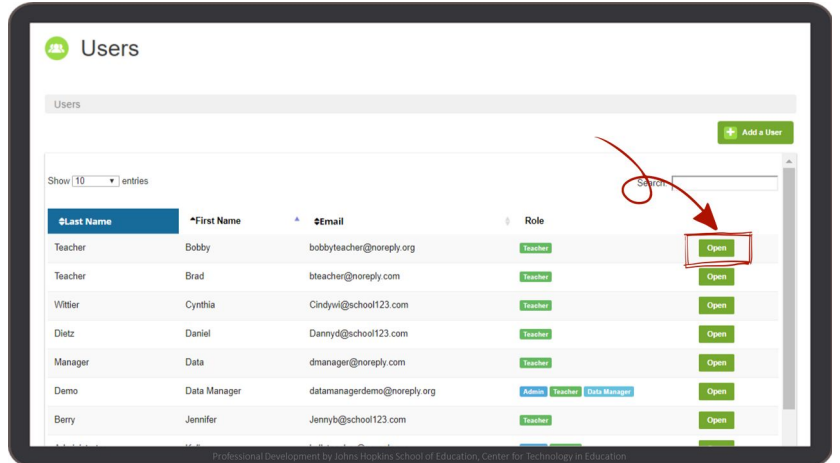


How to Manually Edit a Teacher ID

Step 1 Log into the KReady system and select the **Administration** button in the top, blue bar.

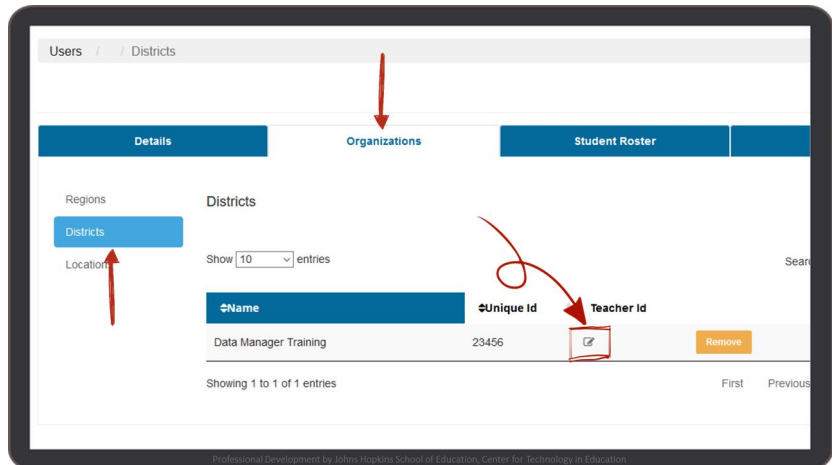
Step 2 Select the **Users** tab on the left column.

Step 3 Locate the teacher's name you want to edit and click the green **Open** button.

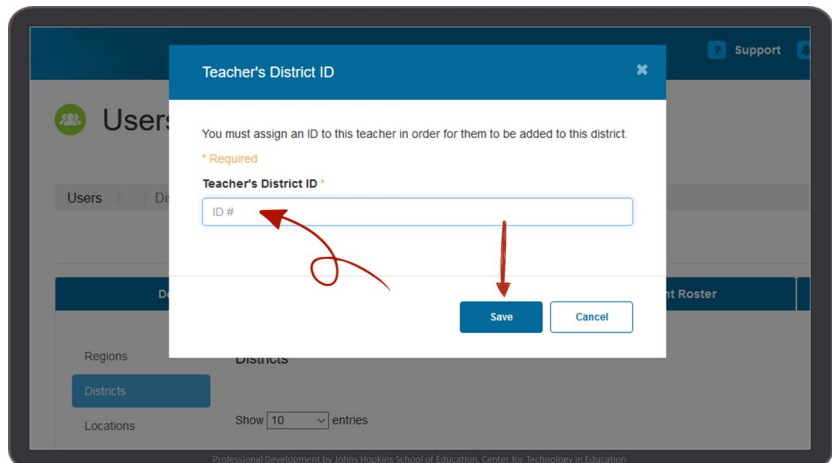


Step 4 On the **Organizations** tab, select the **Districts** tab on the left of the screen.

Step 5 Click on the District tab and click the **edit icon** under Teacher ID.



Step 6 In the Teacher's District ID pop-up, enter the **Teacher ID** and click **Save**.

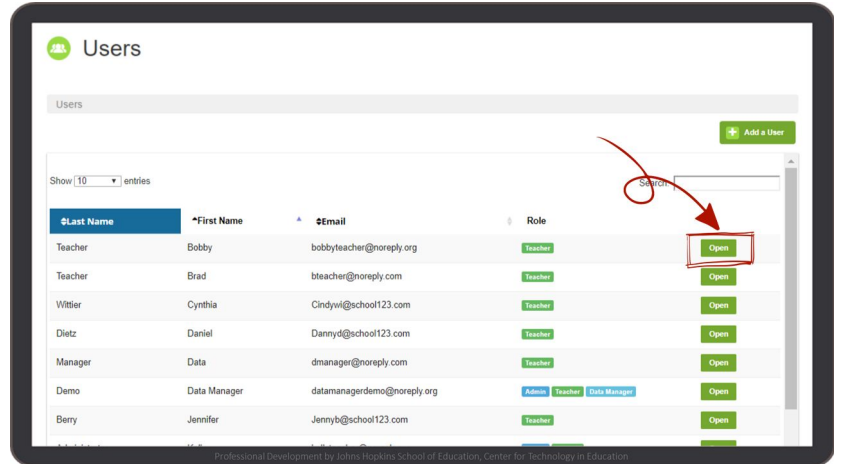


How to Manually Remove a Teacher from a School

Step 1 Log into the KReady system and select the **Administration** button in the top, blue bar.

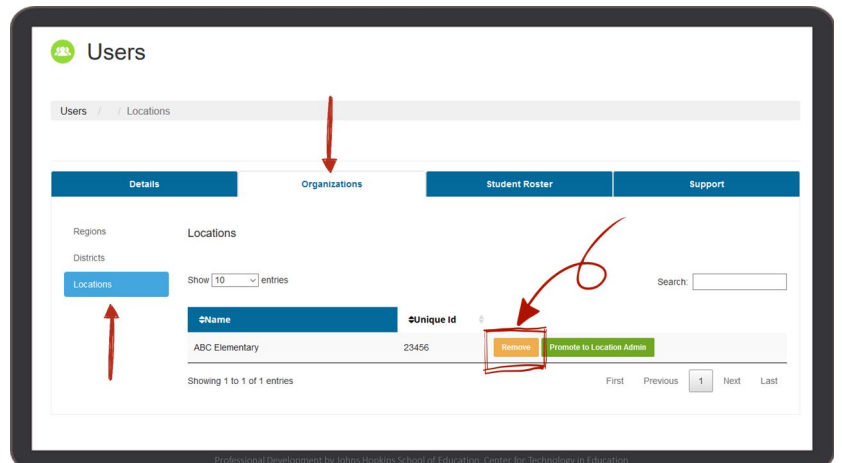
Step 2 Select the **Users** tab on the left column.

Step 3 Search for teacher's name to click the green **Open** button.



Step 4 On the **Organizations** tab, select the **Locations** tab on the left of the screen.

Step 5 To remove the teacher from the school where they are currently enrolled, select the orange **Remove** button.



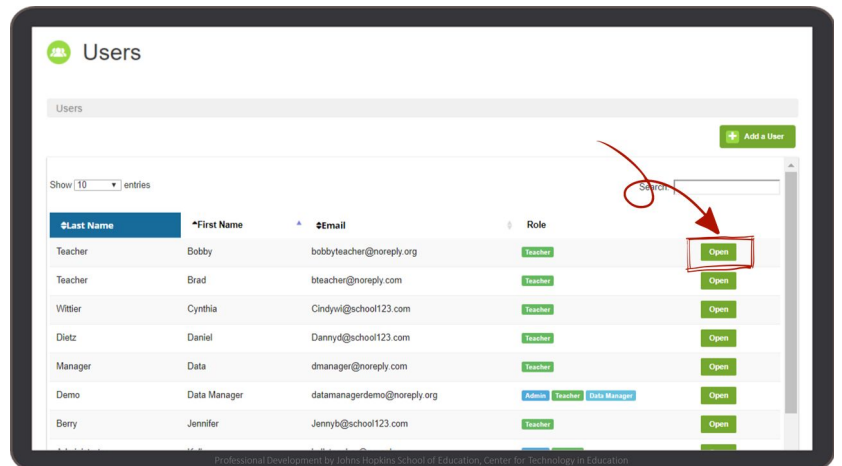
How to Manually Unenroll a Teacher

The system does not have a delete or unenroll function. If a teacher is no longer at a school, you will make the teacher **Inactive** in the system.

Step 1 Log into the KReady system and select the **Administration** button in the top, blue bar.

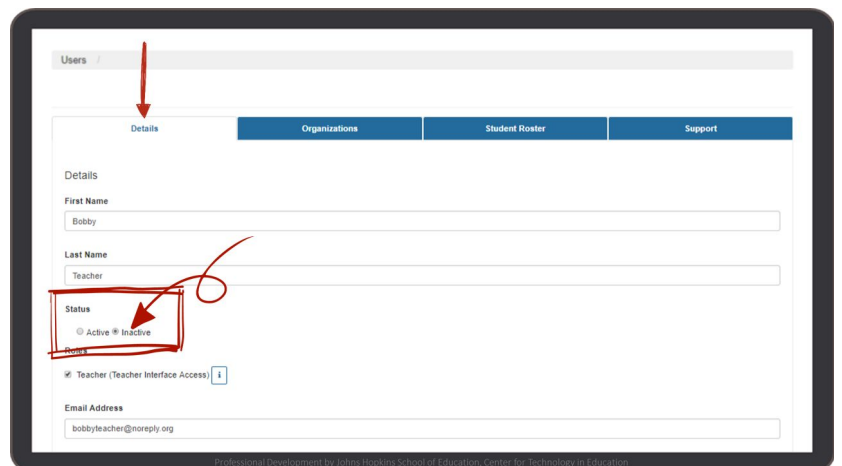
Step 2 Select the **Users** tab on the left column.

Step 3 Search for teacher's name to click the green **Open** button.



Step 4 On the **Details** tab, under **Status**, select **Inactive**.

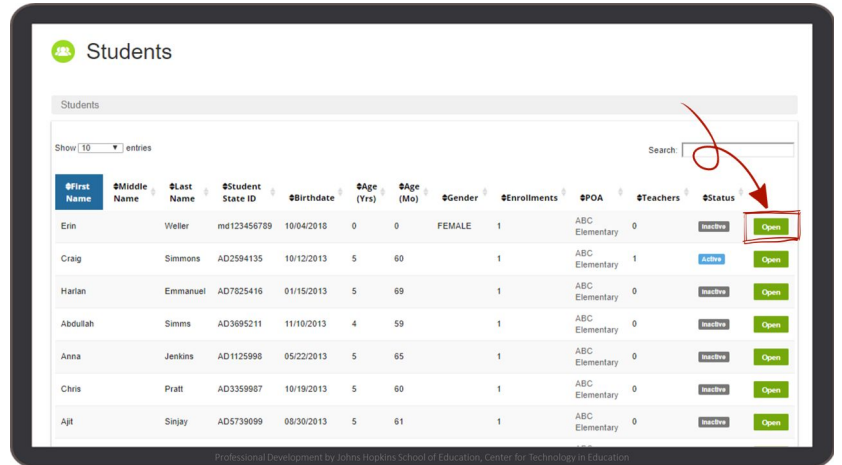
Step 5 Click the blue **Save** button.



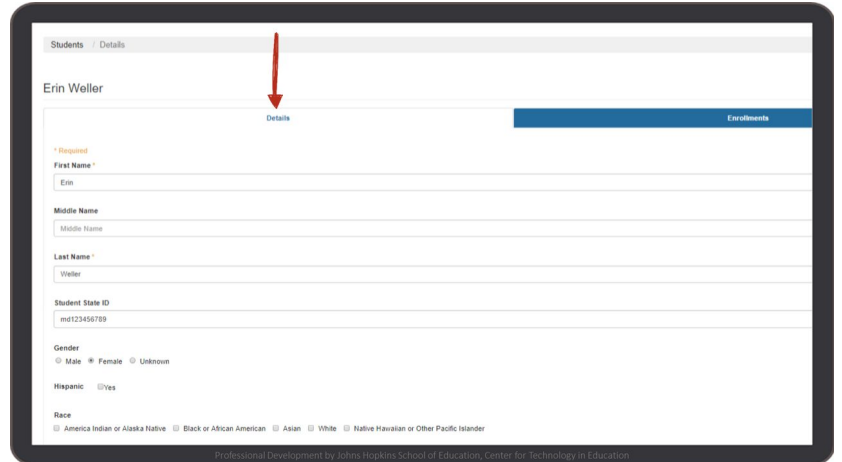
Edit Student Information

How to Manually Edit Student Demographic Information

- Step 1** Log into the KReady system and select the **Administration** button in the top, blue bar.
- Step 2** Select the **Students** tab on the left column.
- Step 3** Search for student's name and click the green **Open** button next to the name.



- Step 4** On the **Details** tab, enter the most current demographic data for the student.
- Step 5** Click the blue **Save** button.

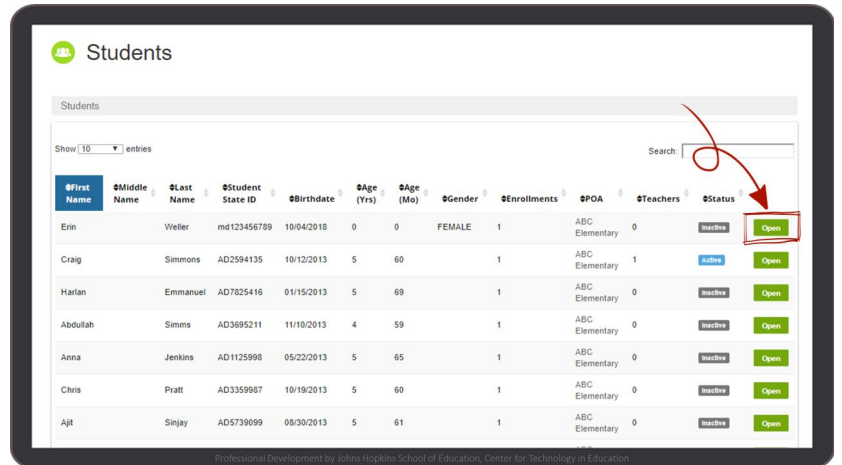


How to Manually Remove a Student from a Teacher's Roster

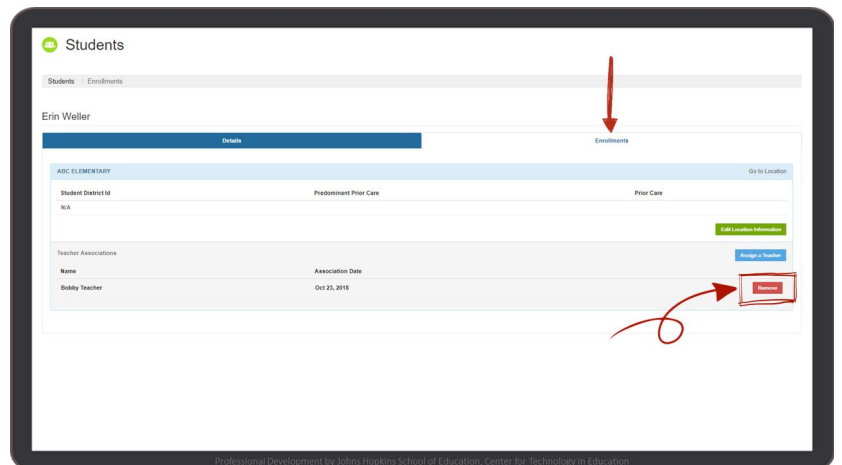
Step 1 Log into the KReady system and select the **Administration** button in the top, blue bar.


Step 2 Select the **Students** tab on the left column.

Step 3 Search for student's name and click the green **Open** button next to the name.



Step 4 On the **Enrollments** tab, locate the teacher name and click the red **Remove** button.



 Teachers cannot remove students from their roster. Only data managers have permission to remove students.

How to Manually Unenroll a Student

The system does not have a delete or unenroll function. If a student is no longer part of the assessment, you will make the student Inactive. When a student is [removed from a teacher's roster](#), their status will become **Inactive**.

Students

Search:

Student State ID	Birthdate	Age (Yrs)	Age (Mo)	Gender	Enrollments	POA	Teachers	Status	
FF1234	06/25/2015	4	48	MALE	1	123 Elementary	0	Inactive	Open
XXX00001	04/01/2012	7	87	FEMALE	1	123 Elementary	1	Active	Open
XXX00002	04/02/2012	7	87	MALE	1	123 Elementary	1	Active	Open
XXX00003	04/03/2012	7	87	MALE	1	123 Elementary	1	Active	Open
XXX00004	04/04/2012	7	87	MALE	1	123 Elementary	1	Active	Open
XXX00005	04/05/2012	7	87	FEMALE	1	123	1	Active	Open

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How to Move a Student From One Teacher to Another Within a School

The safest way to move a student from one teacher roster to another teacher roster within the same school is to [upload a new enrollment file to the Bulk Loader](#).

Edit Data Manager Information

How to Unenroll or Remove a Data Manager

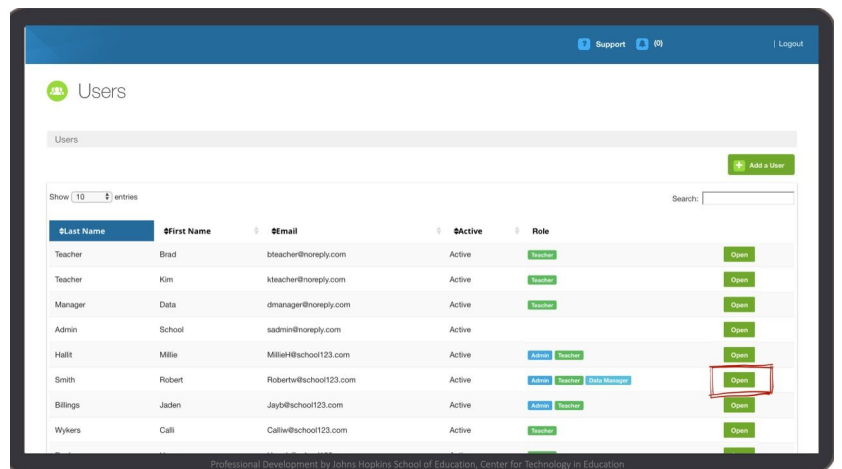
You cannot unenroll or remove a data manager in the KReady system. A data manager can be made inactive which will prevent the person from using the system.

Step 1 Log into the KReady system and select the **Administration** button in the top, blue bar.

Step 2 Select the **Users** tab on the left column.

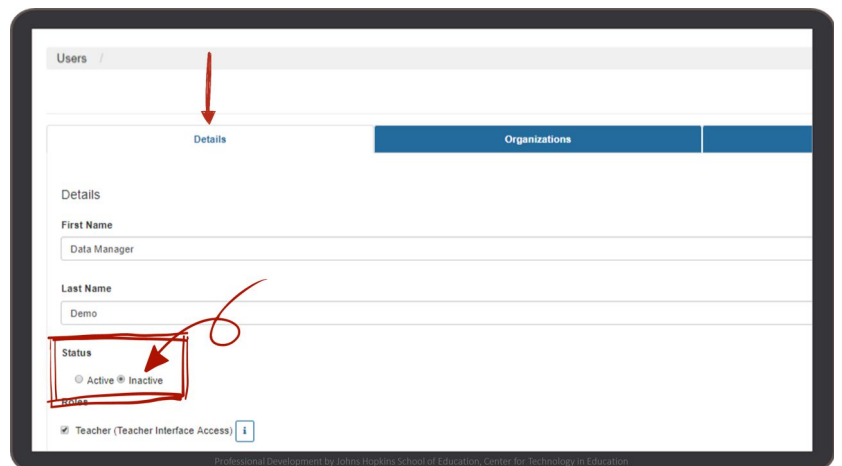
Step 3 On the **Users** page locate the name of the data manager and click the green **Open** button.

You can also use the **Active** column to sort users by active/inactive status



Step 4 On the **Details** tab, locate status and select **Inactive**.

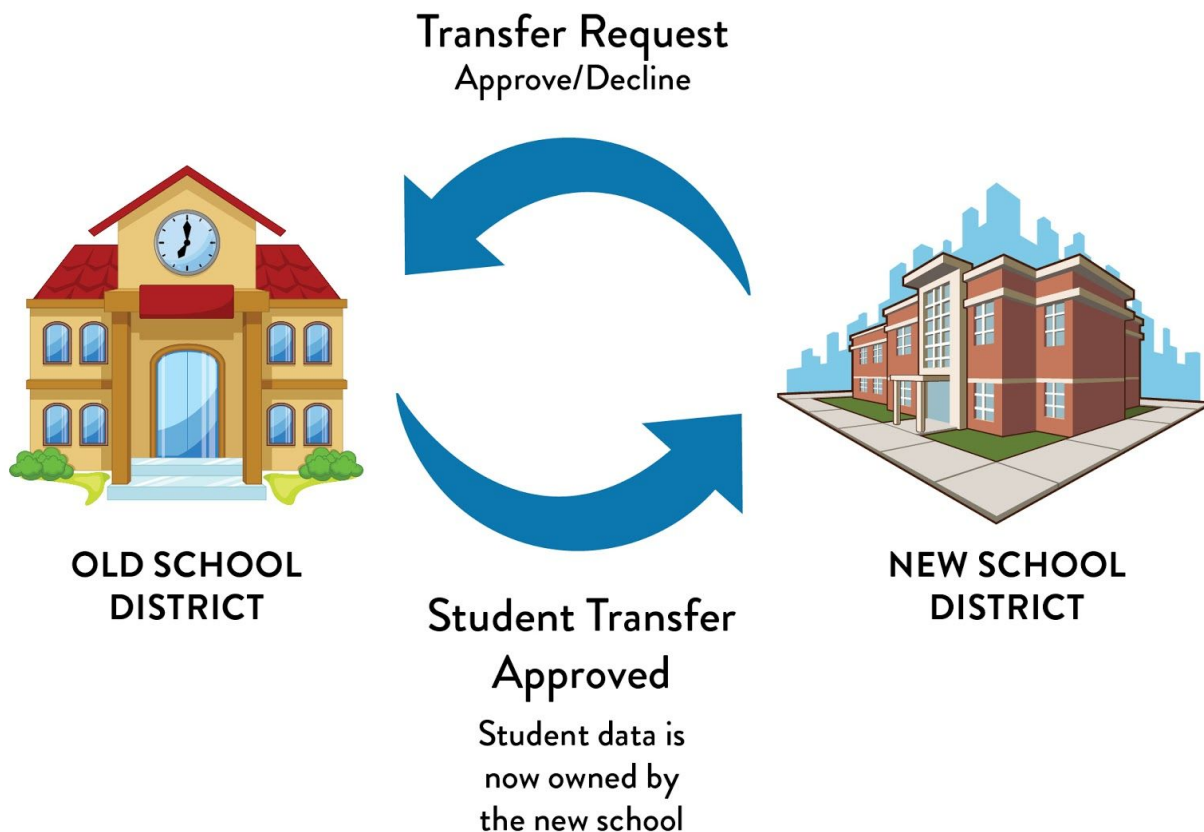
Step 5 Click the blue **Save** button.



Transfers

The KReady system provides data managers the ability to manage student transfers from one district to another. Data managers can approve or decline transfer requests, monitor the transfer requests made to other districts, and view completed transfer requests. Email notifications are sent to data managers for every request they receive from another district to alert them to log into the system to handle the transfers.

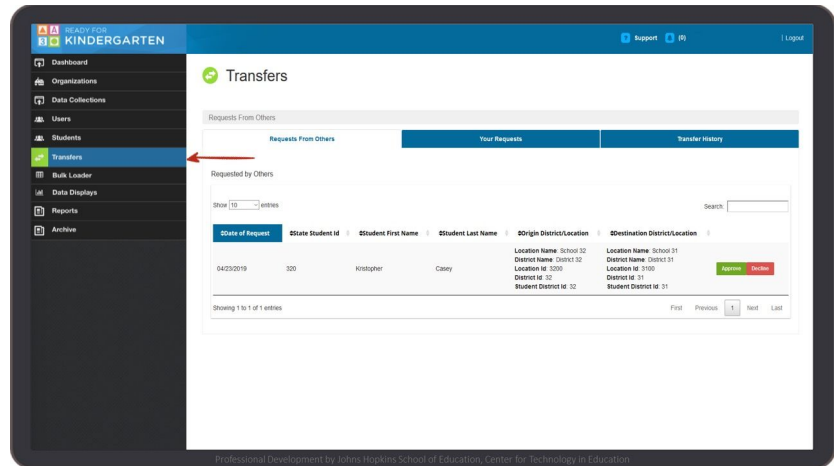
Transfers happen automatically as data managers update the KReady system. If a student is entered into the KReady system with a student ID already in use by the system, KReady will generate a transfer request to the district who already has that student. This process will occur no matter what method is used to update your enrollments.



How to Approve or Decline Transfer Requests

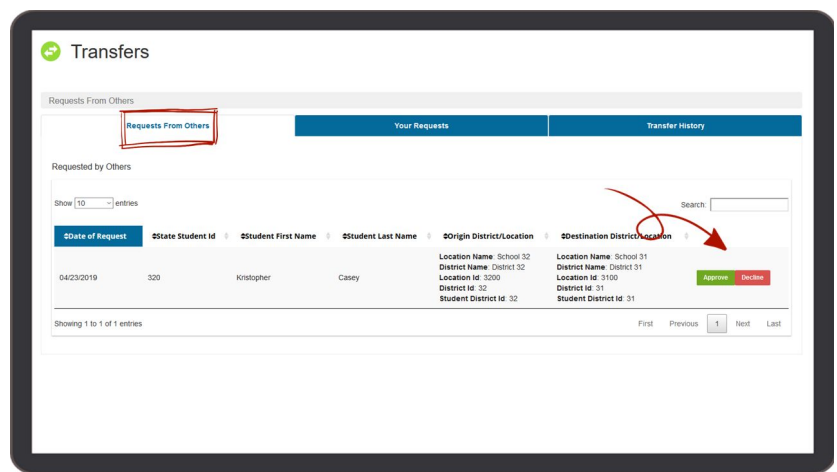
Step 1 Log into the KReady system and select the **Administration** button in the top, blue bar.

Step 2 Select the **Transfers** tab on the left column.



Step 3 On the Transfers page, select the **Requests From Others** tab.

The page will show requests initiated from other districts when a student with the same state student ID is loaded into the system by another district.



Step 4 Choose to **Approve** or **Decline** the request from the new district.

- Select **DECLINE** if the student is still within your district.
- Select **APPROVE** if the student is no longer within your district. This will transfer ownership or *Point of Authority* for that student to the new district.



Once a transfer is approved, any assessment scores entered for that student are also transferred with the student record.

Step 5 You must make the student **Inactive** so the transfer request does not continue to generate (please refer to [How to Manually Unenroll a Student](#)).

How to Monitor Sent Transfer Requests

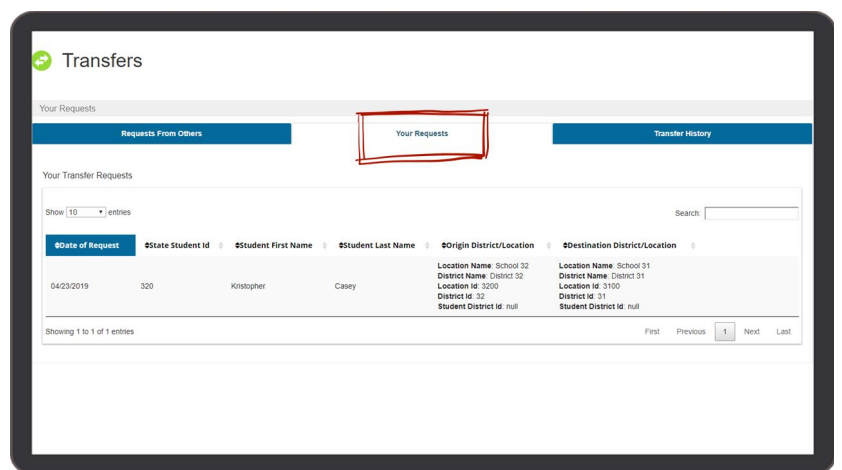
A transfer request will automatically be sent to the district the student transfers from (the district of origin) when the student's new school district receives the student ID in their student information system. The student information system will generate a transfer request because there will be two identical student IDs in the system. The data manager should monitor the status of the transfer requests that are automatically sent out. If the transfer requests are not approved by the students' old school district, the data manager may need to reach out to the data manager receiving the request to ensure the transfer is approved so the new district can access the students' assessment data.

Step 1 Log into the KReady system and select the **Administration** button in the top, blue bar.

Step 2 Select the **Transfers** tab on the left column.

Step 3 On the Transfers page, select the **Your Requests** tab.

You can review all of the transfer requests that were initiated from your district to other districts.



A student record can be shared by districts and teachers, and both districts can add student scores while a transfer request is pending. However, until the district of origin approves or declines the transfer request, your district does not have point of authority for that student.

How to View Completed Transfer Requests

Step 1 Log into the KReady system and select the **Administration** button in the top, blue bar.

Step 2 Select the **Transfers** tab on the left column.

Step 3 On the Transfers page, select the **Transfer History** tab.

You can review the entire history of all transfer requests for your district including the name of the requesting data manager.

The screenshot shows the 'Transfers' page in the KReady system. The 'Transfer History' tab is selected and highlighted with a red box. Below the navigation tabs, there is a search bar and a table of transfer requests. The table has the following columns: Date of Approval, State Student Id, Student First Name, Student Last Name, Origin District/Location, Destination District/Location, Transferer First Name, and Transferer Last Name. A single entry is displayed for a transfer request on 04/11/2019 for student Kendall Buchanan. The origin location is Playground School and the destination is 123 Elementary. The transferer is identified as the Data Manager in District 01.

Date of Approval	State Student Id	Student First Name	Student Last Name	Origin District/Location	Destination District/Location	Transferer First Name	Transferer Last Name
04/11/2019	FF1234	Kendall	Buchanan	Location Name: Playground School District Name: Playground District Location Id: 1001 District Id: FF1234 Student District Id: FF1234	Location Name: 123 Elementary Location Id: 1401 District Id: null	District 01	Data Manager

Showing 1 to 1 of 1 entries

Reports

As a data manager, you will have access to several reports. Reports can be accessed in the KReady system for current and previous year data.

Data managers will have access to various reports during the assessment administration and will have access to scale score reports and individual student reports after the administration window closes. Each state has a deadline for teachers to administer the KRA and enter data in the KReady system.

Reports Available by User Role



**Data
Manager**



**Location
Administrator**



Teacher

Reports Available During and After the Assessment Window

- Data Downloads
- KRA Percentage Completion Report
- KRA Completion by Item Report
- KRA Domain Data Report
- KRA Students and Enrollments Report
- KRA Percentage Completion Report
- KRA Completion by Item Report
- KRA Domain Data Report
- KRA Percentage Completion Report
- Class Item Results
- Data Results Export
- Completion by Item Report
- Domain Data Export
- Data Displays
- Individual Student Report (ISR)*

Reports Available Only After the Assessment Window

- KRA ISR Report
- KRA Scale Score Report
- Data Displays
- KRA ISR Report
- KRA Scale Score Report
- Data Displays

*The Individual Student Report (ISR) will become available once a student has completed all KRA assessment items.

*Language and Literacy reports are available during and after the assessment window in states which require this reporting.

KRA Reports

Percentage Completion Report	Report showing the percentage of students who have completed the full KRA.
Completion by Item Report	Report showing how many students have completed each KRA item.
Language and Literacy Report (not available in all states)	Report showing all student's Language and Literacy scale scores.
Scale Score Report	Report showing all student data (with demographic information), teacher data, and students' overall and item-level scores.
ISR Report	Report showing all student scores and demographic data, along with a link to each student's Individual Student Report (ISR). The ISR is a PDF document of a student's KRA results, designed to be shared with families.
Students and Enrollments Report	Report providing a record of all the information that has been uploaded to the system.
Domain Data Report	Reports showing all student scores organized by domain.
Data Downloads Report	Report providing teacher, student, and enrollment data.



How to Use KRA Reports

This short video explores how managers should access and use reports.

CLICK HERE TO VIEW VIDEO

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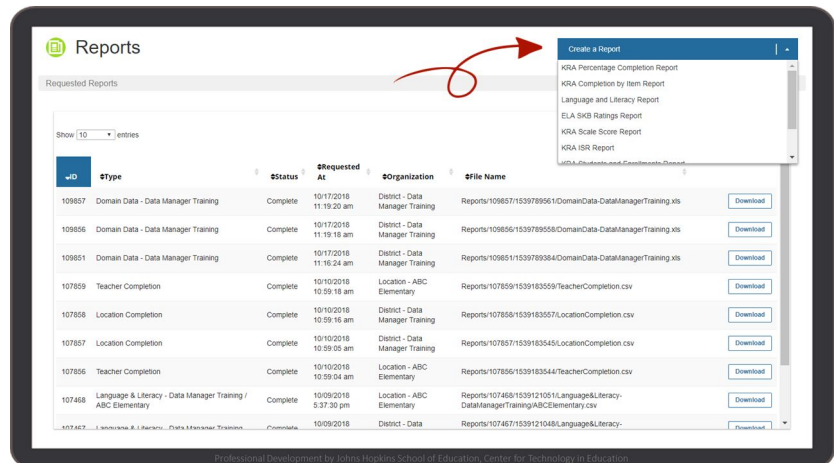
How to Run a Percentage Completion Report

Step 1 Log into the KReady system and select the **Administration** button in the top, blue bar.

Step 2 Select the **Reports** tab on the left column.

Step 3 On the upper right of the screen, click **Create a Report**.

Step 4 From the drop-down, select the **KRA Percentage Completion Report**.

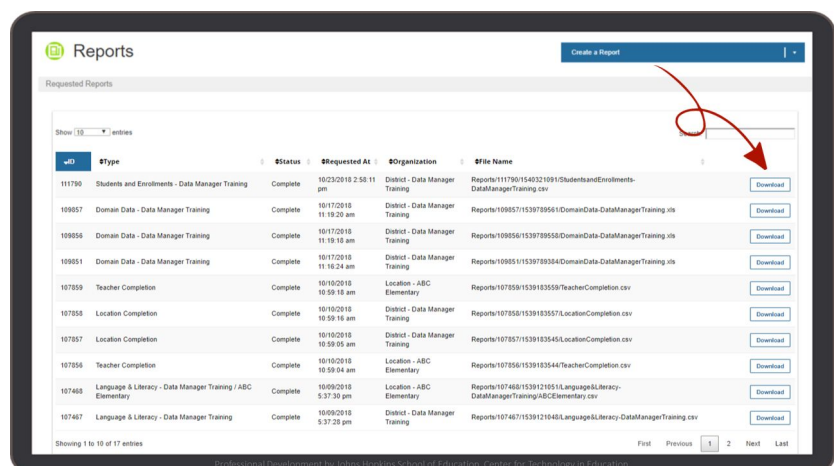


Step 5 In the KRA Percentage Completion Report pop-up, select the following from the drop-down:

- **Select a Data Collection:** Select this year's Kindergarten Readiness Assessment.
- **Select a Location:** Select the name of the school you want to run the report for and click the blue **Request Teacher Report** button.
- **Select a District:** Select the name of the district you want to run the report for and click the blue **Request Location Report** button.
- **Select a Region:** Select the name of the region you want to run the report for and click the blue **Request District Report** button.

Step 6 Reports run on a queue. The status column on the **Reports** page will indicate where in the process your request is.

Once your request is done processing, the status will indicate **Complete** and there will be a **Download** button to open and view the report/file.



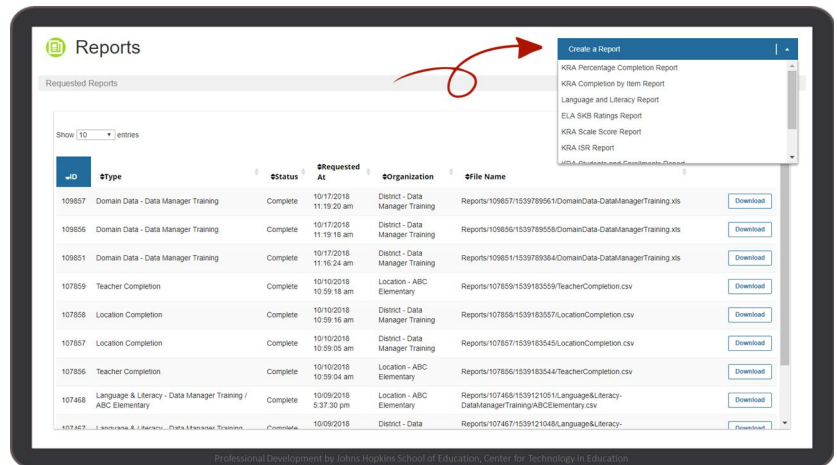
How to Run a Completion by Item Report

Step 1 Log into the KReady system and select the **Administration** button in the top, blue bar.

Step 2 Select the **Reports** tab on the left column.

Step 3 On the upper right of the screen, click **Create a Report**.

Step 4 From the drop-down, select the **KRA Completion by Item Report**.

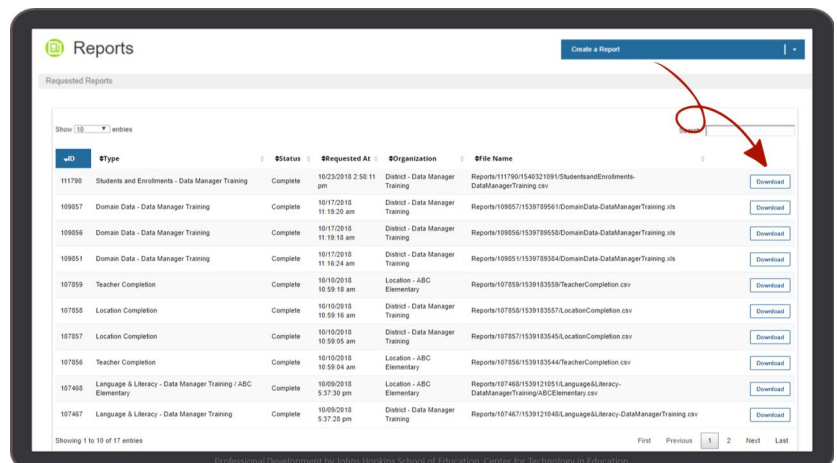


Step 5 In the KRA Completion by Item Report pop-up, select the following from the drop-down:

- **Select a Data Collection:** Select this year's Kindergarten Readiness Assessment.
- **Select a Location:** Select the name of the school you want to run the report for and click the blue **Request Teacher Report** button.
- **Select a District:** Select the name of the district you want to run the report for and click the blue **Request Location Report** button.

Step 6 Reports run on a queue. The status column on the **Reports** page will indicate where in the process your request is.

Once your request is done processing, the status will indicate **Complete** and there will be a **Download** button to open and view the report/file.



How to Run a Language and Literacy Report *

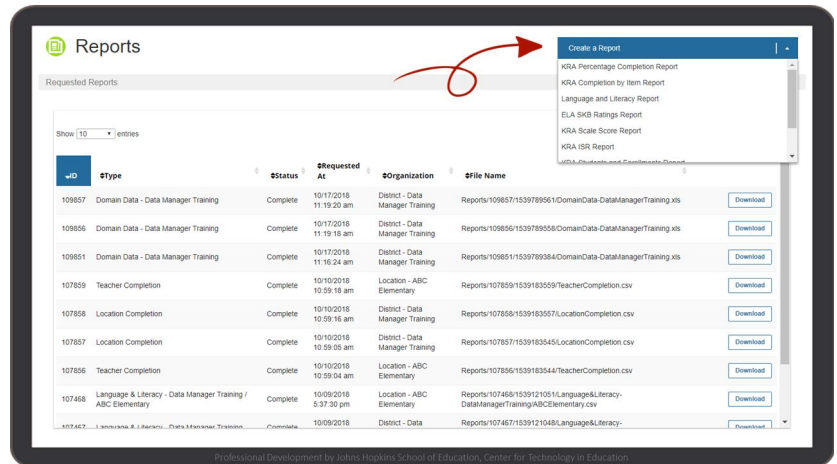
* This report is not available in all states.

Step 1 Log into the KReady system and select the **Administration** button in the top, blue bar.

Step 2 Select the **Reports** tab on the left column.

Step 3 On the upper right of the screen, click **Create a Report**.

Step 4 From the drop-down, select the **Language and Literacy Report**.

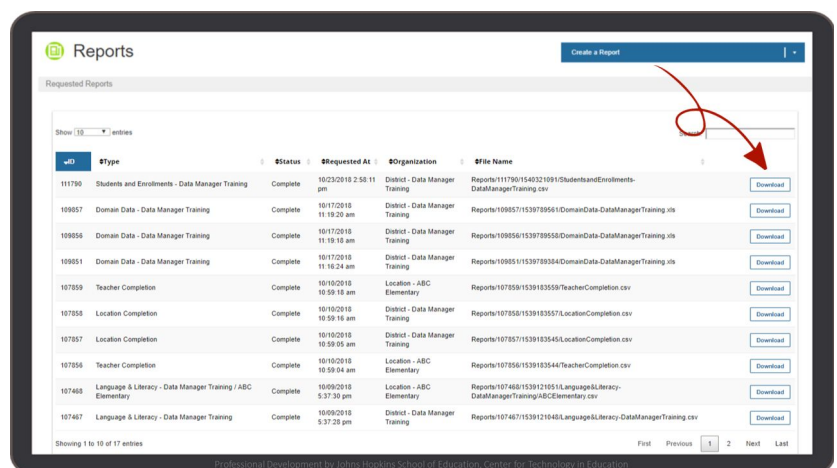


Step 5 In the KRA Language and Literacy Report pop-up, select the following from the drop-down:

- **Select a Data Collection:** Select this year's Kindergarten Readiness Assessment.
- **Select a District:** Select the name of the district you want to run the report for and click the blue **Request Location Report** button.
- **Select a Location:** Select the name of the school you want to run the report for and click the blue **Request Teacher Report** button.

Step 6 Reports run on a queue. The status column on the **Reports** page will indicate where in the process your request is.

Once your request is done processing, the status will indicate **Complete** and there will be a **Download** button to open and view the report/file.



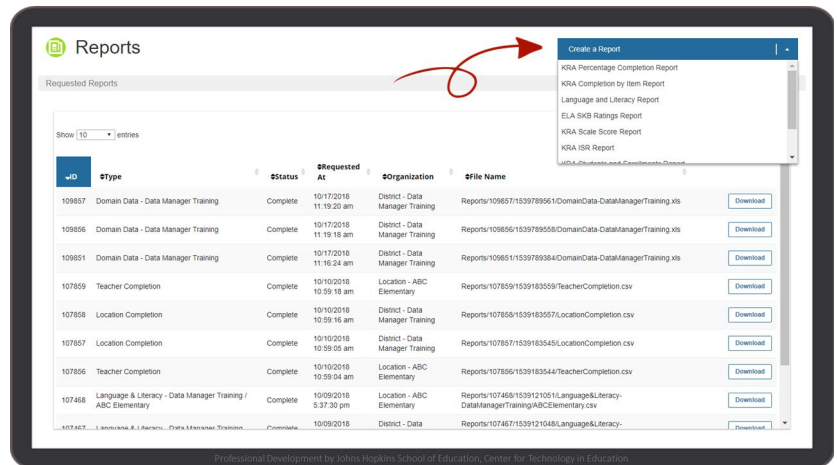
How to Run a Scale Score Report

Step 1 Log into the KReady system and select the **Administration** button in the top, blue bar.

Step 2 Select the **Reports** tab on the left column.

Step 3 On the upper right of the screen, click **Create a Report**.

Step 4 From the drop-down, select the **KRA Scale Score Report**.



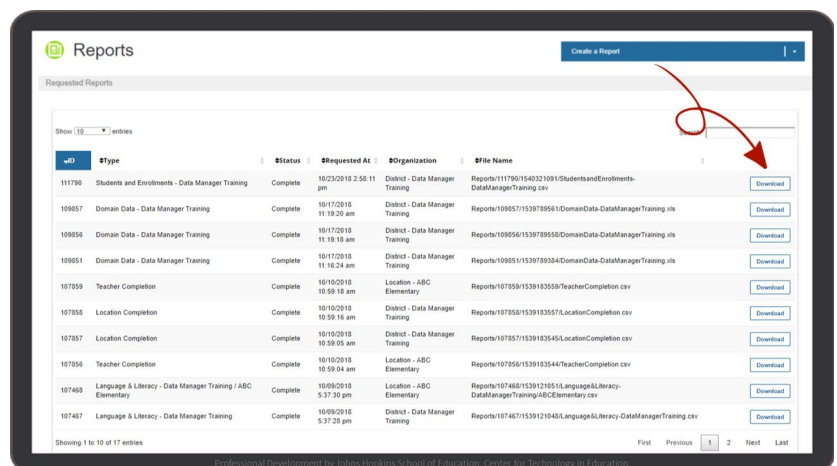
Step 5 In the KRA Scale Score Report pop-up, select the following from the drop-down:

- **Select a Data Collection:** Select this year's Kindergarten Readiness Assessment.
- **Select a District:** Select the name of the district you want to run the report for.

Step 6 Select either the **Request District CSV** button or the **Request District Excel** button next to the Select a District field depending on the report format you need.

Step 7 Reports run on a queue. The status column on the **Reports** page will indicate where in the process your request is.

Once your request is done processing, the status will indicate **Complete** and there will be a **Download** button to open and view the report/file.



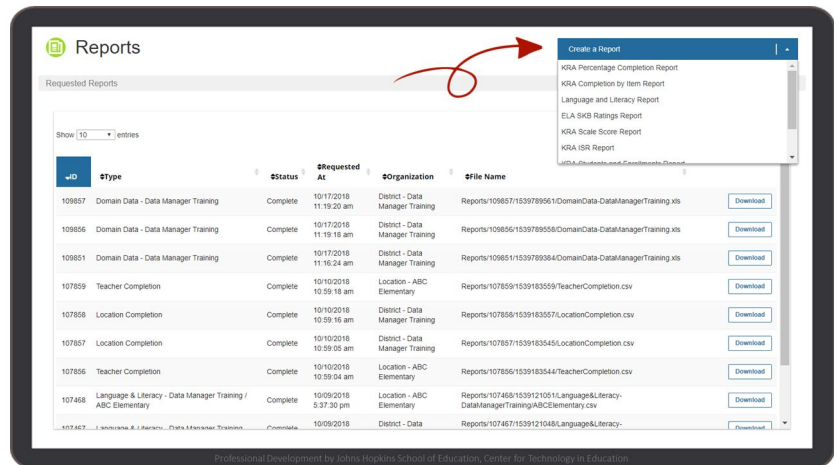
How to Run an ISR Report

Step 1 Log into the KReady system and select the **Administration** button in the top, blue bar.

Step 2 Select the **Reports** tab on the left column.

Step 3 On the upper right of the screen, click **Create a Report**.

Step 4 From the drop-down, select the **KRA ISR Report**.

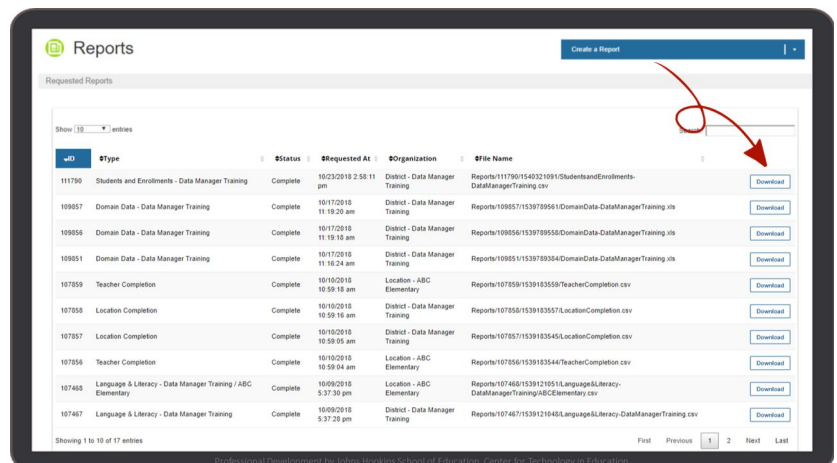


Step 5 In the KRA ISR Report pop-up, select the following from the drop-down:

- **Select a Data Collection:** Select this year's Kindergarten Readiness Assessment.
- **Select a Location:** Select the name of the school you want to run the report for and click the blue **Request All Student ISR PDFs** button.
- **Select a District:** Select the name of the district you want to run the report for and click the blue **Request All Student ISR PDFs** button.

Step 6 Reports run on a queue. The status column on the **Reports** page will indicate where in the process your request is.

Once your request is done processing, the status will indicate **Complete** and there will be a **Download** button to open and view the report/file.

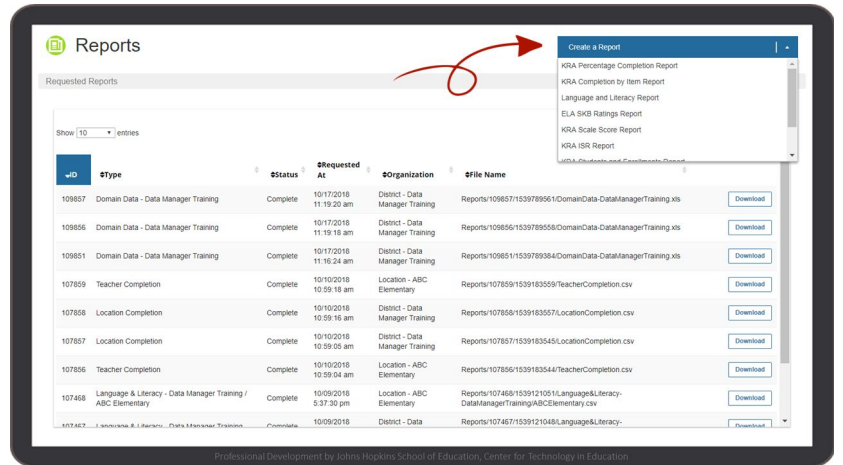


How to Run a Students and Enrollments Report

Step 1 Log into the KReady system and select the **Administration** button in the top, blue bar.

Step 2 Select the **Reports** tab on the left column.

Step 3 On the upper right of the screen, click **Create a Report**.



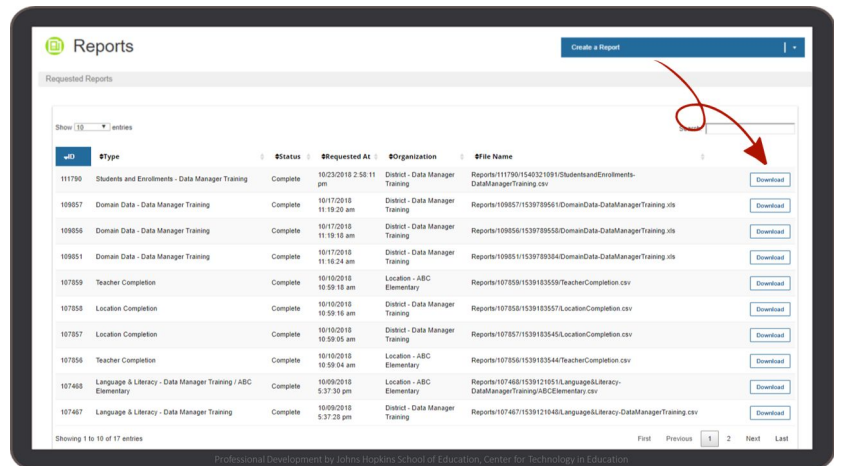
Step 4 From the drop-down, select **KRA Students and Enrollments Report**.

Step 5 In the Students and Enrollments Report pop-up, select the following from the drop-down:

- **Select a Data Collection:** Select this year’s Kindergarten Readiness Assessment.
- **Select a District:** Select the name of the district you want to run the report for and click the blue **Request District CSV** button.

Step 6 Reports run on a queue. The status column on the **Reports** page will indicate where in the process your request is.

Once your request is done processing, the status will indicate **Complete** and there will be a **Download** button to open and view the report/file.



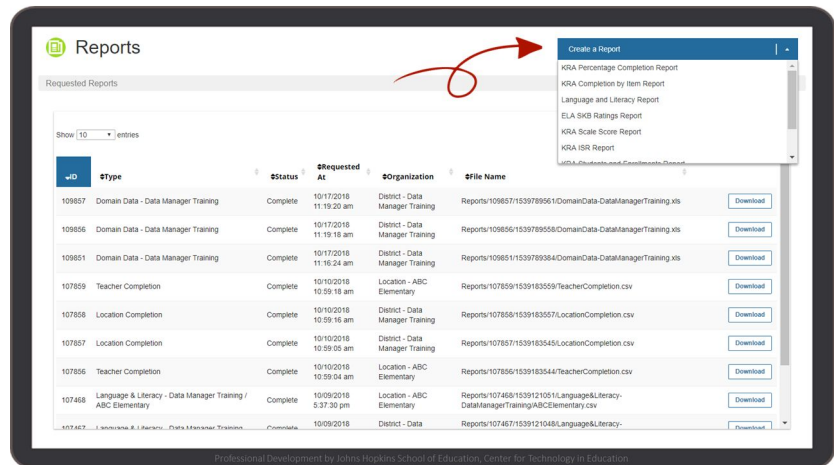
How to Run a Domain Data Report

Step 1 Log into the KReady system and select the **Administration** button in the top, blue bar.

Step 2 Select the **Reports** tab on the left column.

Step 3 On the upper right of the screen, click **Create a Report**.

Step 4 From the drop-down, select **KRA Domain Data Report**.

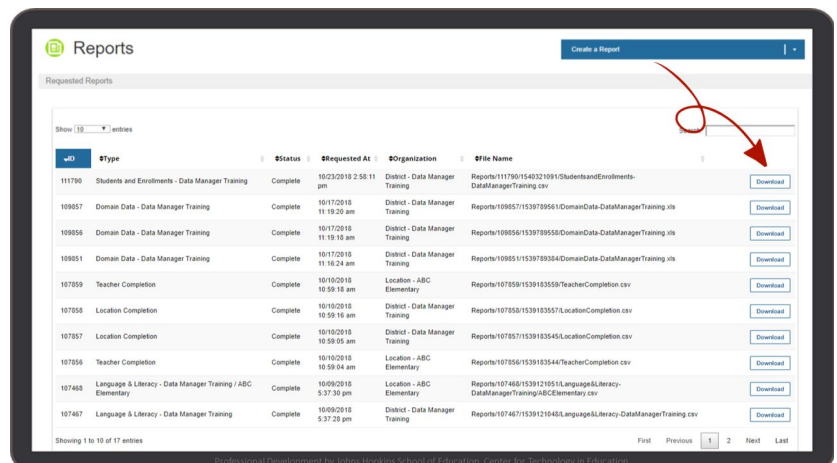


Step 5 In the KRA Domain Data Report pop-up, select the following from the drop-down:

- **Select a Data Collection:** Select this year's Kindergarten Readiness Assessment.
- **Select a District:** Select the name of the district you want to run the report for and click the blue **Request District Excel** button.
- **Select a Location:** Select the name of the school you want to run the report for and click the blue **Request Location Excel** button.

Step 6 Reports run on a queue. The status column on the **Reports** page will indicate where in the process your request is.

Once your request is done processing, the status will indicate **Complete** and there will be a **Download** button to open and view the report/file.



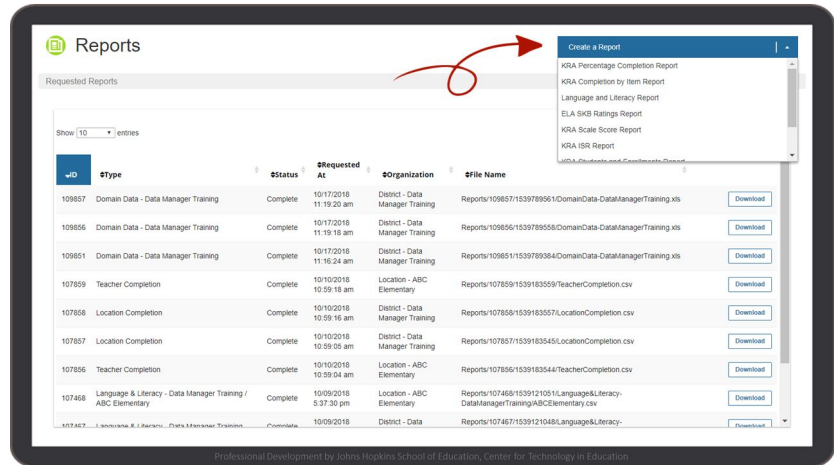
How to Run a Data Downloads Report

Step 1 Log into the KReady system and select the **Administration** button in the top, blue bar.

Step 2 Select the **Reports** tab on the left column.

Step 3 On the upper right of the screen, click **Create a Report**.

Step 4 From the drop-down, select **Data Downloads**.

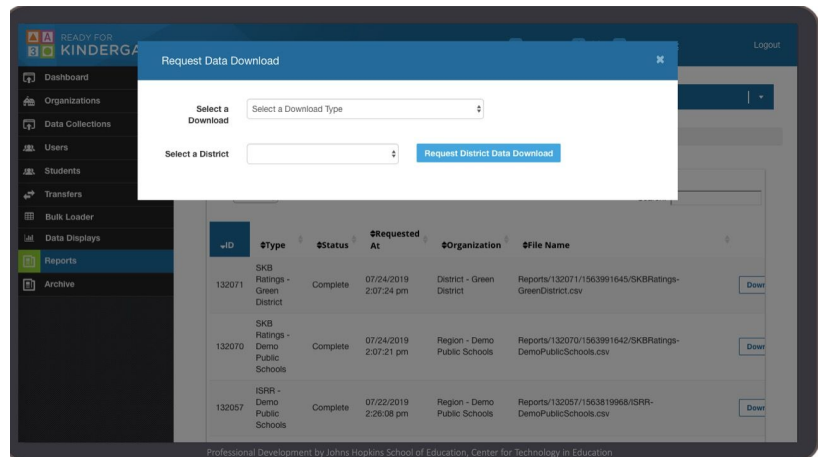


Step 5 In the Request Data Download pop-up, select the following from the drop-down:

Select a Download: Select the appropriate file type to download (teachers, students, or enrollments).

*Different drop down options will appear for each file type.

Select a District: Select the name of the district you want to run the report for and click the blue **Request District Data Download** button.



Step 6

Reports run on a queue. The status column on the **Reports** page will indicate where in the process your request is.

Once your request is done processing, the status will indicate **Complete** and there will be a **Download** button to open and view the report/file.

The screenshot shows the 'Reports' page with a table of 'Requested Reports'. The table has columns for ID, Type, Status, Requested At, Organization, and File Name. A red arrow points to the 'Download' button for the first report.

ID	Type	Status	Requested At	Organization	File Name	Download
111790	Students and Enrollments - Data Manager Training	Complete	10/23/2018 2:58:11 pm	District - Data Manager Training	Reports/111790/1540321091/StudentandEnrollments-DataManagerTraining.csv	Download
109957	Domain Data - Data Manager Training	Complete	10/17/2018 11:19:20 am	District - Data Manager Training	Reports/109957/1539789561/DomainData-DataManagerTraining.xls	Download
109956	Domain Data - Data Manager Training	Complete	10/17/2018 11:19:18 am	District - Data Manager Training	Reports/109956/1539789558/DomainData-DataManagerTraining.xls	Download
109951	Domain Data - Data Manager Training	Complete	10/17/2018 11:16:24 am	District - Data Manager Training	Reports/109951/1539789384/DomainData-DataManagerTraining.xls	Download
107859	Teacher Completion	Complete	10/10/2018 10:58:18 am	Location - ABC Elementary	Reports/107859/1539183559/TeacherCompletion.csv	Download
107858	Location Completion	Complete	10/10/2018 10:59:18 am	District - Data Manager Training	Reports/107858/1539183557/LocationCompletion.csv	Download
107857	Location Completion	Complete	10/10/2018 10:59:05 am	District - Data Manager Training	Reports/107857/1539183545/LocationCompletion.csv	Download
107856	Teacher Completion	Complete	10/10/2018 10:59:04 am	Location - ABC Elementary	Reports/107856/1539183544/TeacherCompletion.csv	Download
107460	Language & Literacy - Data Manager Training / ABC Elementary	Complete	10/09/2018 5:37:30 pm	Location - ABC Elementary	Reports/107460/1539121651/Language&Literacy-DataManagerTraining/ABCElementary.csv	Download
107467	Language & Literacy - Data Manager Training	Complete	10/09/2018 5:37:28 pm	District - Data Manager Training	Reports/107467/1539121648/Language&Literacy-DataManagerTraining.csv	Download

Showing 1 to 10 of 17 entries

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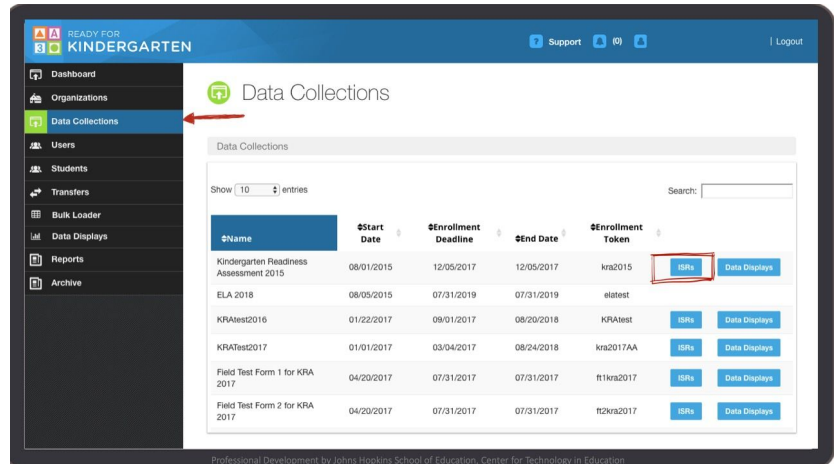
How to Access an ISR Zip File

Data managers and district administrators can access a zip file of all the ISRs from a district or school.

Step 1 Log into the KReady system and select the **Administration** button in the top, blue bar.

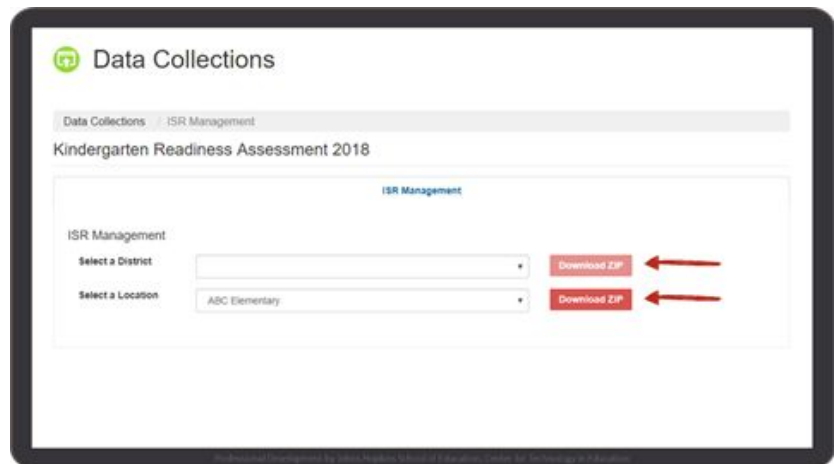
Step 2 Select the **Data Collections** tab on the left column.

Step 3 Locate the Kindergarten Readiness Assessment data collection and click the blue **ISRs** button.



Step 4 Select a district or a school from either the **Select a District** drop down or the **Select a Location** drop down.

Step 5 Click the red **Download ZIP** button next to either the Select a District or Select a Location drop down, depending on which field you selected.

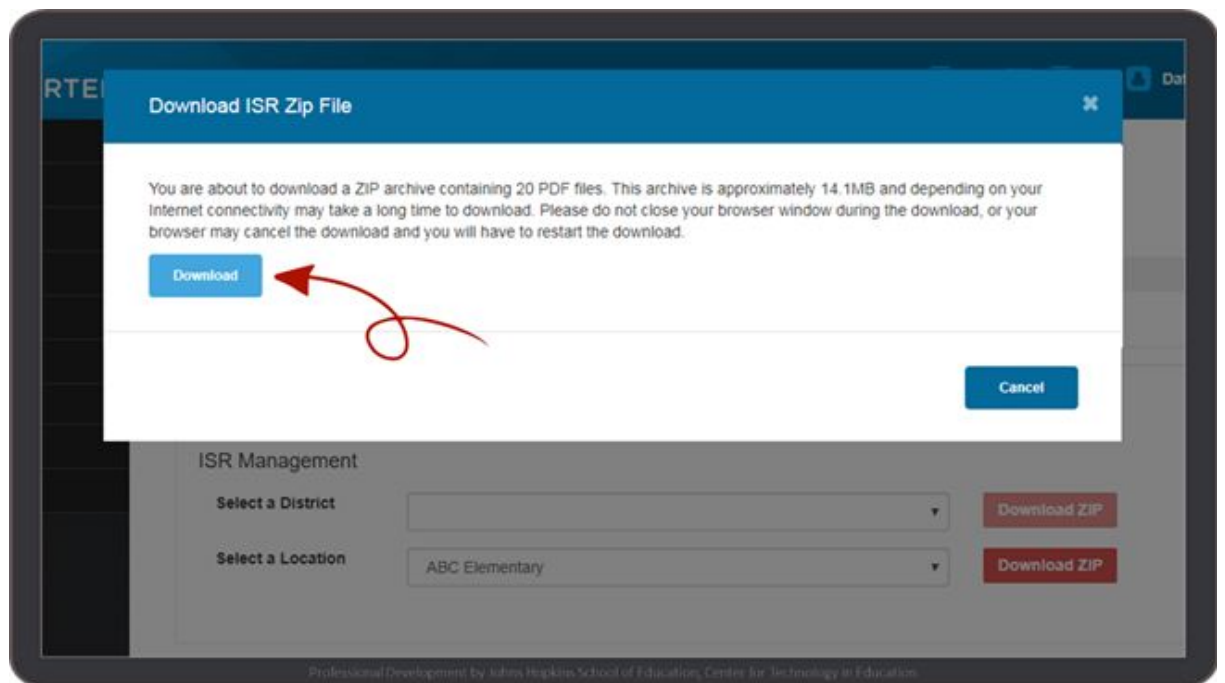


Step 6 A popup will appear indicating that you are about to download a zip file containing a specific number of PDF ISR files. The message also indicates the size of the zip file and that depending on your internet connectivity may take a long time to download.

Click the blue **Download** button to begin the process of downloading the ISRs.



Please do not close your browser window during the download or your browser may cancel the download and you will have to restart the download.



Step 7 Once the download is finished, the zip file will appear that can then be opened and/or saved.

Step 8 To unzip files in Windows, do one of the following:

- To unzip a single file or folder, open the zipped folder, then drag the file or folder from the zipped folder to a new location.
- To unzip all the contents of the zipped folder, press and hold (or right-click) the folder, select Extract All, and then follow the instructions.

To unzip files on a Mac, follow these steps:

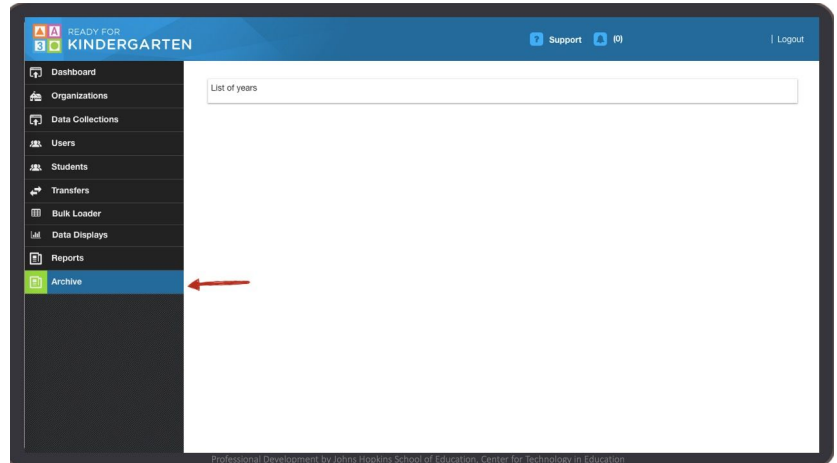
- Double click the zipped file.
- The file will automatically be decompressed by Archive Utility into the same folder the compressed file is in.
- Access the extracted files by clicking the appropriate icons.

How to Access an Archived Report

Step 1 Log into the KReady system and select the **Administration** button in the top, blue bar.

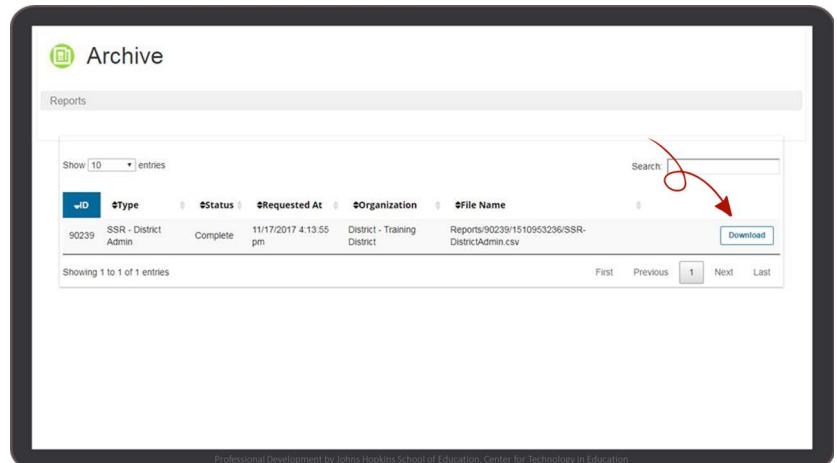
Step 2 Select the **Archive** tab on the left column.

Step 3 There will be a list of previous KRA administrations. Select the **date range** for the appropriate administration.



Step 4 A list of all previously accessed reports will be available for that KRA administration.

Click the **Download** button next to the report you would like to view.



Data Displays

Data displays allow teachers, district and school administrators to view student data found in the KReady system through multiple interactive charts and graphs.



KReady

How to Use Data Displays

This short video shows you how to access and interpret the interactive data displays, charts, and graphs.

CLICK HERE TO VIEW VIDEO

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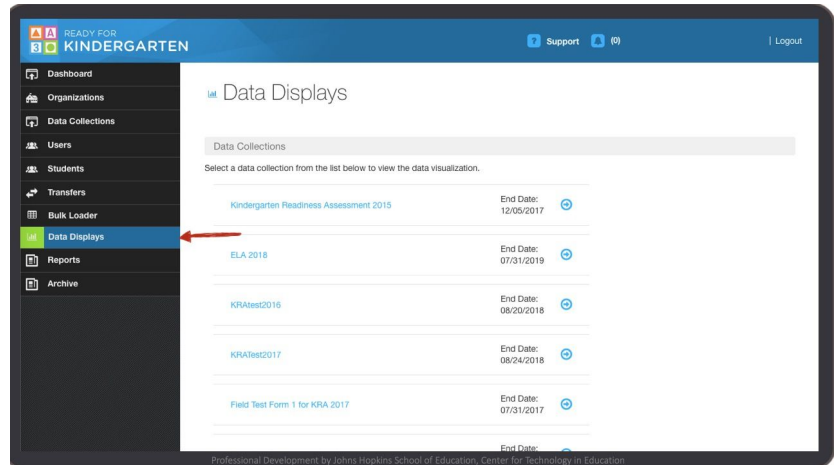
How to Access Overall KRA Score Data Displays

The Overall KRA Score display allows users to:

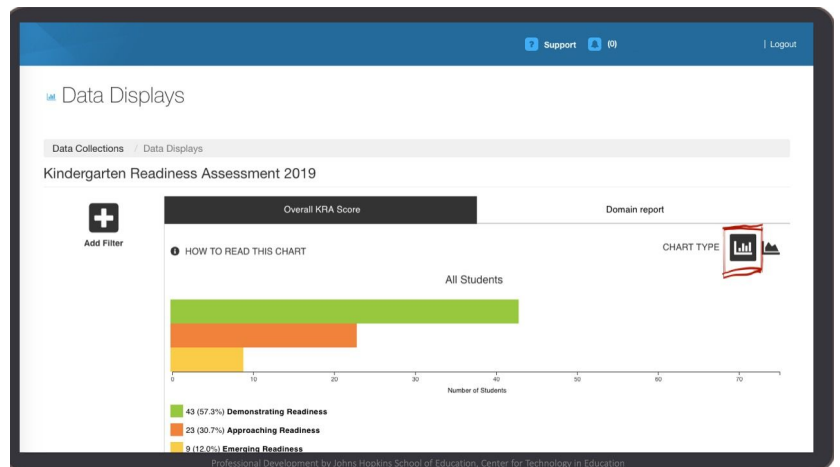
- View overall KRA data in two chart types: a bar graph of performance levels, or a range distribution graph of overall scale scores
- View lists of students at each performance level or overall score
- Add filters to identify trends by subgroup such as Individualized Education Program (IEP), English Learners (EL), Low Socioeconomic status (Low SES), gender, district, and location results (depending on the user's permissions)
- Print a student's Individual Student Report (ISR)

Step 1 Log into the KReady system and select the **Administration** button in the top, blue bar.

Step 2 Select the **Data Displays** tab on the left column and select a **data collection**

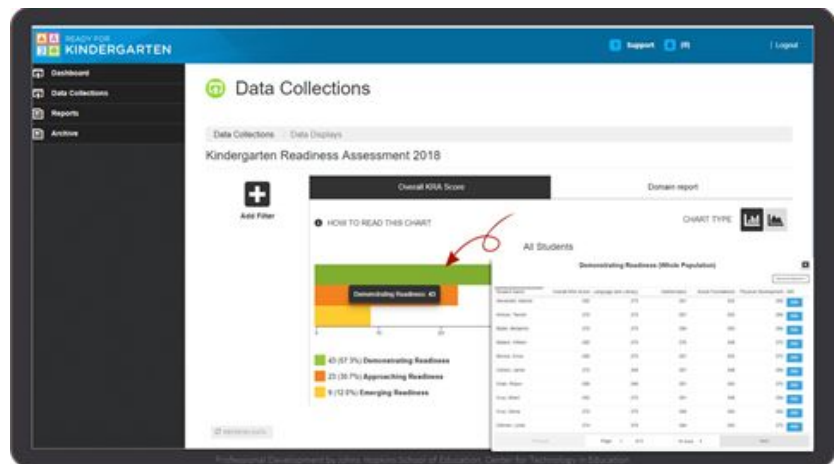


Step 3 The **Overall KRA Scores** data display will appear. The view will default to the bar graph chart type. Readiness.



(i) The Overall KRA Scores view shows the number of students at each performance level based on their overall KRA score. Students may be identified as: Emerging Readiness, Approaching Readiness, or Demonstrating Readiness.

Step 4 To view a list of all students at each performance level click on the corresponding bar in the bar graph.



Step 5

The student list that appears as a pop-up includes several functions:

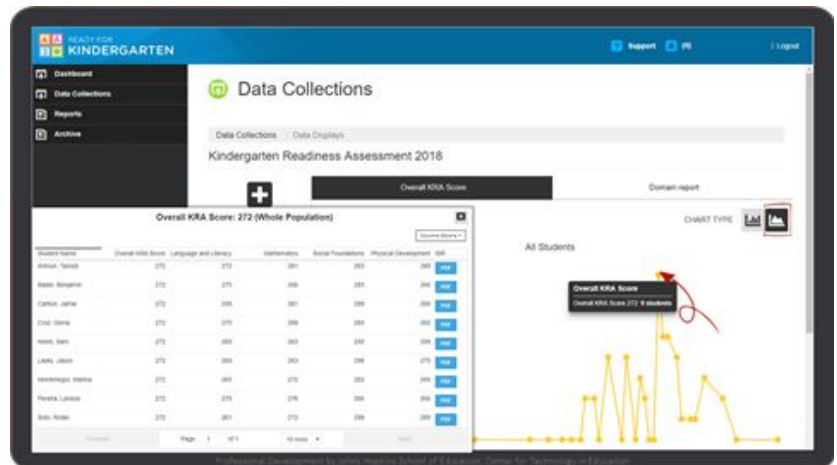
- Print a student's ISR by clicking the **PDF** button.
- Add additional data fields by selecting the **toggle** buttons.
- Sort data by clicking on the **column header**.

Student Name	Overall KRA Score	Language and Literacy	Mathematics	Social Foundations	Physical Development	ISR
Alexander, Maxine	252	275	281	292	289	PDF
Antoun, Tarob	272	272	281	263	289	PDF
Bader, Benjamin	272	275	266	283	266	PDF
Balard, William	280	275	275	298	275	PDF
Berrios, Erica	280	275	281	292	275	PDF
Carlton, Jamie	272	258	281	298	289	PDF
Chan, Robyn	286	298	281	283	275	PDF
Cruz, Albert	282	272	281	296	289	PDF
Cruz, Gabriela	272	275	268	283	260	PDF
Ditman, Linda	274	279	266	283	275	PDF

Step 6

To explore the distribution of overall KRA scale scores, click on the **Range Distribution** icon.

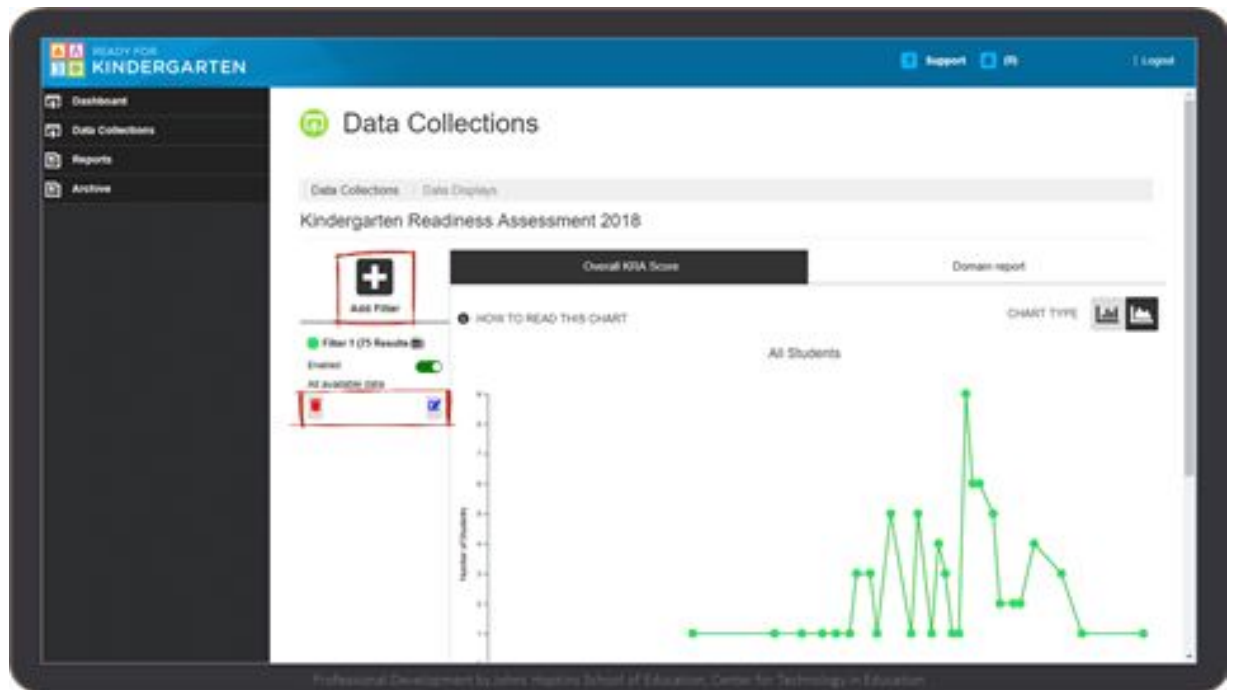
This graph shows how many students received each possible scale score. A point in the display represents the number of students who received that score.



To view a list of students who received a particular scale score, click on a data point in the chart.

Step 7

To compare the performance of a subgroup to the performance of all students, click on the **Add Filter** button. Then locate and click the **edit** icon.

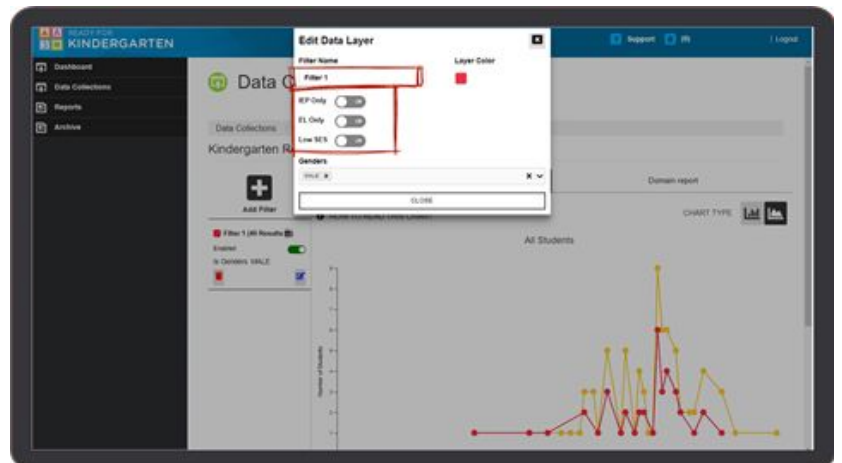


(i) You can add more than one filter at a time. Filters can also be deleted at any time by clicking on the **trash** icon.

Step 8

The **Edit Data Layer** pop-up will appear. To add a filter, enter a name for your filter and select subgroups that you wish to include in the filter.

When you are done, click the **CLOSE** button.



(i) The filtered data will appear on the page along with the original graph of all students' scores.

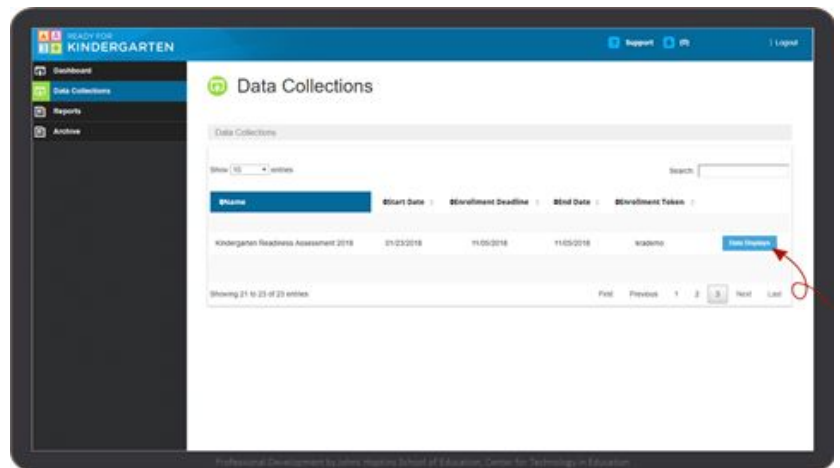
How to Access Domain Report Data Displays

The **Domain Report** display allows users to:

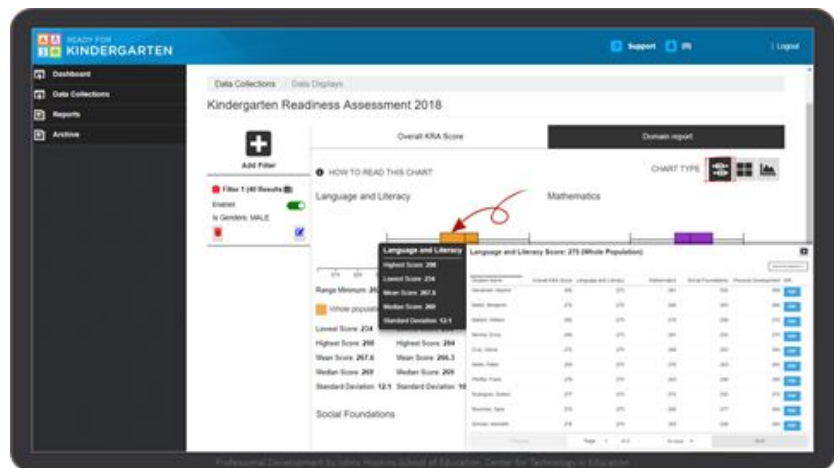
- View KRA domain data in three different chart types: box and whisker, range distribution for all domains, and range distribution for a single domain.
- View lists of students who received each domain scale score.
- Add filters to identify trends by subgroup such as Individualized Education Program (IEP), English Learners (EL), Low Socioeconomic status (Low SES), gender, district and location results (depending on the user’s permissions).
- Print a student’s Individual Student Report (ISR).

Step 1 Log into the KReady system and select the **Administration** button in the top, blue bar.


Step 2 Select the **Data Collections** tab on the left column. Locate the Kindergarten Readiness Assessment data collection and click the **Data Displays** button.



Step 3 On the Data Displays page click the **Domain Report** tab on the right. The view will default to the box and whiskers chart type.

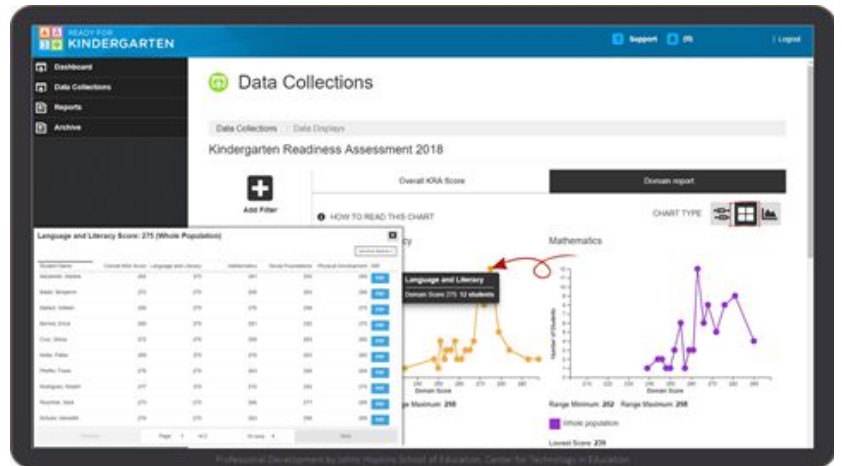


To interpret the chart, note that the colored box represents the middle 50% of scores. The vertical line inside the box represents the median score. The whiskers are the two lines outside the box that extend to the highest and lowest scores.


 To view a list of all students’ domain scale scores, click on each box.

Step 4

To explore the distribution of domain scale scores in a line graph, click on the **Range Distribution: All Domains** icon (the second chart type icon).



The page displays one chart for each domain. For instance, the mathematics chart shows how many students received each mathematics scale score. A point in the display represents the number of students who received that mathematics score.

 To view a list of all students who received a particular domain scale score, click on a data point within a chart.

Step 5

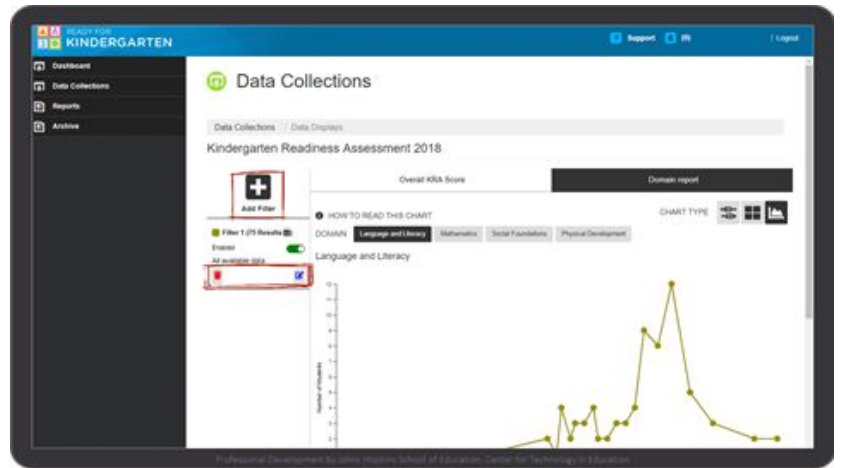
The student list that appears as a pop-up includes several functions.

- View or print a student's ISR by clicking the **PDF** button.
- Add additional data fields by clicking the **Columns Options** button and selecting the **check boxes**.
- Sort data by clicking on the **column header**.

Student Name	Overall KRA Score	Language and Literacy	Mathematics	Social Foundations	Physical Development: ISR
Barker, Catala		272	266	251	251
Burton, Erin	261	269	268	253	244
Evans, Hannah	237	234	250	202	213
Fitzgerald, Brent	240	240	266	202	215
Garrett, Spencer	221	207	244	202	202
Malone, Jonathan	223	202	244	202	223
McVey, Ryan	236	236	255	202	223
Sanders, Charlotte	202	202	214	202	202

Step 6

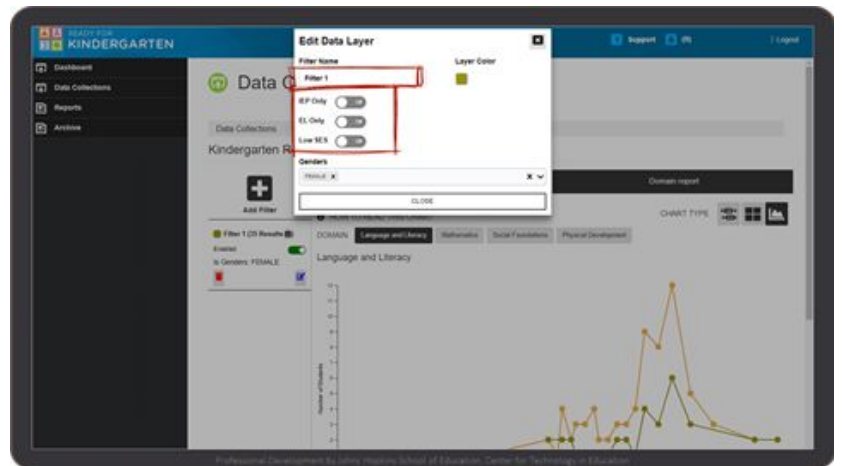
To compare the performance of various subgroups click on the **Add Filter** button on any chart type, then locate and click the **edit icon**.



(i) Filters can be deleted at any time by clicking on the **trash can icon**.

Step 7

The **Edit Data Layer** pop-up will appear. To add a filter, enter a name for your filter then select features that you wish to filter. When you are done, click the **CLOSE** button.

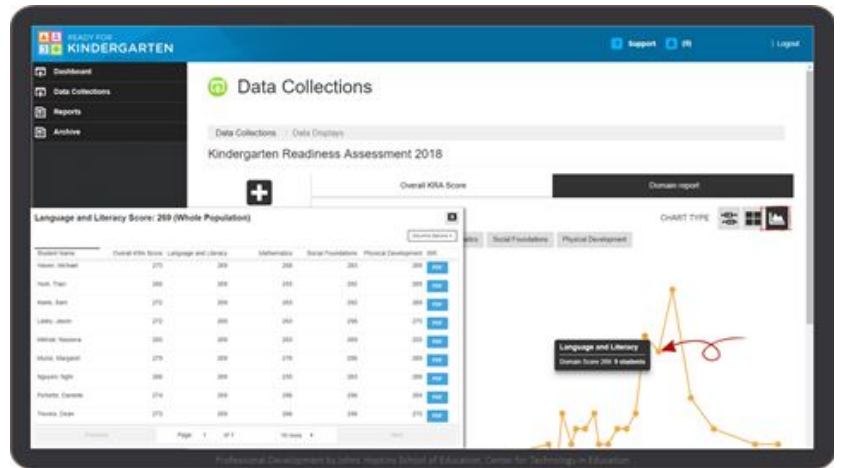


(i) The filtered data will appear on the page along with the original graph of all students' scores.

Step 8

To view the distribution of scale scores for just one domain, click the **Range Distribution: Single Domain** icon (the third chart type icon).

This view simply allows you to zoom in to one of the graphs from the Range Distribution: All Domains view.



To view a list of all students who received a particular domain scale score, click on a data point within a chart.

KRA Scoring

Individual student reports will include one overall KRA score to determine the students' readiness for kindergarten as well as domain scores to assist the student's teacher and family in identifying areas of improvement. Teachers will be trained on how to interpret the scores. Scores are not used to evaluate teacher effectiveness.

- **Demonstrating Readiness:** The child consistently demonstrates the foundational skills and behaviors that prepare him or her for instruction based on kindergarten standards.
- **Approaching Readiness:** The child demonstrates some of the foundational skills and behaviors that prepare him or her for instruction based on kindergarten standards.
- **Emerging Readiness:** The child demonstrates minimal foundational skills and behaviors that prepare him or her for instruction based on kindergarten standards.

Children whose readiness skills are “approaching” and/or “emerging” require differentiated instruction, targeted supports, or interventions to be successful in kindergarten.

Resources

Help desk Contact Information

- **Maryland** Technical Support is available for the KReady system and the KRA app at <https://pd.kready.org/mdtechnicalsupport> or by phone at 410-369-0112.
- **Michigan** Technical Support is available by phone at 888-602-8343.
- **Ohio** Technical Support is available for the KReady system and the KRA app at <http://ohio-k12.help/kready> or by phone at 844-K12-OHIO.
- **South Carolina** Technical Support is available by phone at 888-602-8343.

Data Manager Support Site

The Johns Hopkins Center for Technology in Education maintains a site with materials and support for data managers at <http://dataguidelines.kready.org>