

ELA Data Manager Webinar - Data Prep and Loading Fall 2023 - Q+A

08-16-2023

Topic	Question	Answer
Access	If we already have a KReady account, do we need to do the OEDS?	Updates to OEDS are needed if there are changes in data manager personnel or other location/program details need updating.
Access	I work with a Family childcare program, and I am both the data manager and the teacher. Should I attend this webinar?	This webinar is designed to assist data managers in adding data to the KReady system and generating reports.
Access	How do we find our District ID? We recently added a new building on our campus (independent school) and not sure if it has the same District ID or not.	If the school is a chartered nonpublic school, it should be possible to locate the information by searching for the location in OEDS https://oeds.ode.state.oh.us/SearchOrg . Please contact ELAhelp@education.ohio.gov if you are unable to find it and someone will help.
Access	Do you know who I contact to schedule an in-person ELA training for teachers	Send the ELA training team a message at ELAhelp@education.ohio.gov .
Access	If you have students who are enrolled in the county DD program, how will they need to be reported now since not using EMIS? Will these teachers need an access through KReady for each district they have students?	Not necessarily. If the students are entered into KReady with their correct SSID, they can be associated in KReady with either the district of residence or the school where they are served.
Access	I have just started at an ESC as the EMIS Coordinator/Preschool Secretary. I was at a district and had access to KReady. I will need to create a new account and have someone at the ESC to go into OEDS and add my role as Data Manager...correct?	Yes, the OEDS org administrator for the ESC needs to add you to the role of Assessment Data Manager Preschool and Kindergarten. Then you should contact the Help Desk at 844-512-6446 so they can be sure you are set up correctly in KReady.
Access	I am having trouble getting logged into the KReady site. Did something change with the login?	Nothing related to the login has changed. If there are issues, try using the "forgot password" option on the login page to reset your password.
Access	In the past my roll has been Data Manager but this year at the top ribbon it says Teacher instead of Administrator. Is this an issue	If the role of Assessment Data Manager has been assigned and is not present for the role listed in KReady then contact the Help Desk at 844-512-6446 so that the role in KReady can be updated.

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Access	Is ODE connected to KReady?	Yes, but ODE cannot login to see student scores. Only local data managers and teachers have that access. The Help Desk can see in KReady at a level that gives them access to data at the organization so that they can provide technical assistance. ODE will receive reports from KReady through our partners at Johns Hopkins University who host the KReady system.
Assessment Administration	Currently we have teacher do the paper form of ELA and then we have one person who enters it electronically. Can a Data manager have a teacher role as well and be able to enter ELA data?	This would be a local decision regarding how to facilitate enrollments. The data manager could assign student enrollment to the assessment to their teacher account.
Assessment Administration	We are not a district, what is a state student ID?	If you are an ECE grantee, your students will be assigned a state student ID (SSID) after you submit their applications. If you are not an ECE grantee or PSE provider, there is an alternative process. Please email ELAhelp@education.ohio.gov for follow up and the details specific to your program type.
Assessment Administration	Where on the KReady site can we download the ELA Comprehensive. The ODE website says it is available for download as they are currently out of copies.	Electronic materials are available from the Ready for Kindergarten Online (KReady) Professional Development site. For more information on how to access the materials and printing guidance, please click here: https://education.ohio.gov/getattachment/Topics/Early-Learning/Kindergarten/Early-Learning-Assessment/Early-Learning-Assessment-for-Administrators/Early-Learning-Assessment-Print-Materials_2-22-1.pdf.aspx?lang=en-US
Assessment Administration	Is there a bulk way to enter scores or a template for teachers to use?	The teachers have three ways to enter scores into the KReady system. Through a Spreadsheet method, Rating Student, or through the ELA app
Assessment Administration	is it possible for a data person to enter the scores?	It is possible, but only if the students are assigned to that person in KReady.
Assessment Administration	Do scores need to be entered in the system by 11/14? We've previously uploaded data when entering in EAS/ EMIS, so I want to double check if that's the data entry cutoff for the system.	All scores must be entered into the KReady system by or before 11:59pm on 11/14/2023 .

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Assessment Administration	If we decide to do the pilot, where is the form located to participate?	<p>Please visit: https://education.ohio.gov/Topics/Early-Learning/Kindergarten/Early-Learning-Assessment/Early-Learning-Assessment-for-Administrators</p> <p>Here you will see the form for you to fill out: https://forms.office.com/Pages/ResponsePage.aspx?id=xPz4UNiUB0-E6zbtV8flot7rKQTwaipCtgxbyLoYUYJUNjJPWkdCVkpZM0w2VE9QQkc0TUVaRiBRRI4u</p>
Assessment Administration	What if we do not know the Disability level?	<p>You can enter Y or N in the IEP field. You do not have to enter the disability code.</p> <p>Also see page 4 of the Data Guidelines Document for the list of disability codes: https://drive.google.com/file/d/1IkYHiBJZ3VL4uvx3N4ZOnviTbHji0Jj8/view</p>
Assessment Policy	ECE Grant school: We have historically evaluated ALL students but only submitted the ECE student scores into EMIS/EAS. Are we still able to enter scores for all our students into KReady for data/reporting purposes on our end or are we only able scores for students on the grant?	You may choose to use the ELA with all your students and are able to enter all student ELA data into KReady.
Assessment Policy	To clarify, Option 1 is required if we have ECE or can we choose Option 2 instead?	<p>You can choose option 1 or option 2 to meet the requirements for ECE programs. Please review those options on the ODE webpage</p> <p>https://education.ohio.gov/Topics/Early-Learning/Kindergarten/Early-Learning-Assessment/Early-Learning-Assessment-for-Administrators.</p>
Assessment Policy	I just started working at an ESC and have been hearing about a bridge document for ELA. With working with many districts can we use KReady instead of the bridge document? I was told with being with an ESC and working with many districts the KReady doesn't work and that is why the bridge document is used. Can you please clarify if the KReady for the ELA works with ESCs and districts?	Any program using the Early Learning Assessment (ELA) as part of the requirements for Early Childhood Education Grant (ECE) and/or Preschool Special Education (PSE) funded children, must enter all student ratings in the Ready for Kindergarten Online (KReady) system.

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Assessment Policy	If we are going to do the pilot program, do we need to wait to hear that we are accepted before moving forward with uploading for the fall data collection? I see that there is a different token.	Your program/district can choose whether you will participate in the pilot. There is no approval or acceptance process. If you have completed the form to indicate that you plan to participate in the pilot, you may proceed with enrolling students and teachers into the pilot data collection.
Data Loading	The district of residence has been responsible for reporting student results to EMIS, but in many cases, the students are attending at the ESC or other district. The ESC or other district conducts the training. The district of residence would not have access to the student results and would manually load to their SIS How will this be handled now?	Districts will not report ELA scores in EMIS this school year. The data manager of the program can share student results with the district, or the district can enroll the student in their KReady organization so that they can also have access to the results in KReady.
Data Loading	When I log in as a data manager, I do not see all my teachers, who took the ELA training. Is there someone who can offer an in-person ELA training, I have about 10 - 15 teachers who could use this training or a refresher	If teachers have been loaded in the system and are not showing, there may be a need to attach the teachers to a specific location/organization in KReady. Please contact the Help Desk for assistance with this process via support form at https://www.ohio-k12.help/kready-support_2020/support-request-form/ or by phone at 844-512-6446.
Data Loading	Does the bulk loader automatically eliminate duplicates?	The Bulk Loader does not automatically eliminate duplicate entries but will alert with an error message if the same id is used for different users or students.
Data Loading	We have ECE children that we are the fiscal agent for, and some that we contract with school districts for. Will school districts enter the children they are the fiscal agent for or does the provider do all of them?	If the students are entered into KReady with their correct SSID, they can be associated in KReady with either the district of residence or the school where they are served.
Data Loading	So, there are 3 templates that must be completed?	There are three templates that are used to enter data into the KReady System through the Bulk Loader. Those are the Teachers, Students, and Enrollments templates.
Data Loading	There are no students currently showing in KReady. I thought in the past, the students were there from year to year. Thanks!	Student data must be added by the data manager at the start of each school year either using the manual process or via the Bulk Loader in the Ready for Kindergarten Online System.

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Data Loading	What happens when a child drops or transfers?	<p>When a student is no longer part of your organization, please following these steps to remove the teacher from the student making them Inactive and removing them from appearing on any reports.</p> <p>To manually remove a student from a Teacher's Roster in the Ready for Kindergarten Online System:</p> <ol style="list-style-type: none"> 1. In the left-hand Navigation, select Students. 2. Search the student's name and click Open in the line of the student in question. 3. Click on the Enrollments Tab. 4. Under Teacher Associations, Click the "Remove" button for the Teacher you wish to remove.
Data Loading	What is the Token for the Fall ELA?	The data collection token for the Fall 2023 ELA is: elafall23
Data Loading	Can you share the site for the KReady System?	Ready for Kindergarten Ohio https://ohio.kready.org/
Reporting	So, we must wait until EAS approves application for student id?	If you are an ECE grantee, yes, your children will be assigned a student id through EAS after their application is submitted.
Reporting	Is EAS still used for applications and attendance where we are the fiscal agent?	Yes
Reporting	Will this report also show that the ELA has been uploaded for each child	You will choose which data collection you want to view when you pull the report. So, you can choose the ELA Fall or the ELA Pilot Fall.
Reporting	I work for an ESC that has preschool classrooms in our school districts and we are also the fiscal agent for two county DDs. I understand that there will be no EMIS reporting for ELA so I will not be uploading any data into my SI for EMIS. And I do not need to send an exported report from K-Ready to any districts for their SE students to report either from our preschool classrooms or the county DDs, is this correct?	ELA scores are not being reported in EMIS this year. It is recommended that you coordinate with the school district on how to share ELA data for their children. Districts may still want a report of scores for their children.

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Reporting	We have the county DD students and some of our entered the ECE Grant as well. Second question is that these ELA scores are sent to the state via the K-Ready system, correct?	Yes, the Ohio Department of Education will receive the scores directly from the KReady system this year. If the students are entered with their correct SSID, we will be able to match them to their resident district or the ECE grant
Reporting	How will KReady report these scores to ODE? Do we simply enter scores in KReady, and we are done?	Yes, ensure that teachers enter the ratings in KReady. ODE will receive a secure file from our partners who host the system.
Reporting	IF a student is an ECE student at our district-home district- and on an IEP at the ESC who is the point of authority for the ELA and who reports the student?	Either program can enter the assessment scores into KReady. Because there is no reporting into EMIS or EAS this year, the scores can be matched to the correct program if the student demographic information is entered correctly - particularly SSID.
Reporting	How will we know if students are reporting from our district and do not have scores entered? We used to get this report of missing scores via EMIS	We are going to run a missing students report during the window for students who are required to be assessed. It will only tell you if a student has not been entered into a data collection. You will want to run an SKB report to verify scores have been entered.
Reporting	When we enter children in the EAS will it transfer to KReady, or we need to enter children?	The EAS and KReady are two separate data systems. One does not input to the other. Teacher, student, and enrollment data will need to be loaded to the KReady system either manually or using the Bulk Loader.