ELA - Monitoring and Completion Webinar Fall 2023 - Q+A
10-18-2023

Topic	Question	Answer
Access	I have an administrator who shows up as a teacher within KReady. I checked in OEDS and they are listed as a Data Manager for Preschool and Kindergarten, is there another role they need in OEDS to be be able to have administrative and data manager access in KReady?	All users are first added in the role of Teacher. If the user has the role of Assessment Data Manager role in OEDS and doesn't have it yet in the KReady system, please reach out to our Help Desk for them to update the user's account. Contact Ohio K12 Help at 844.K12.HELP (844.512.6446) or through webform at: https://www.ohio-k12.help/kready-support_2020/support-request-form/
Access	Once ODE approves our case to have a KReady account, how long does it typically take to receive a link to create our account?	Once ODE has approved the account the Help Desk request to activate KReady access is typcially processed in one business day.
Access	Is KReady an app that is added on Ohio Department of Education or how do I get access?	The Ready for Kindergarten Online system (KReady) is a browser-based website located at https://ohio.kready.org used to by data managers to load, manage and monitor teacher, student, enrollment and teacher-added scores/ratings data for the Early Learning Assessment (ELA). To obtain access, persons must be assigned the role of Assessment Data Manger for their organization in OEDS. Once the role is assigned, a request can be made to obtain a username and password for access. Please contact the Help Desk for assistance if access is needed at Ohio K12 Help at 844.K12.HELP (844.512.6446) or via the webform at: https://www.ohio-k12.help/kready-support_2020/support-request-form/
Access	I need to add a new preschool director as a data manager. How do I add her?	To obtain data manager access to the KReady System persons must be assigned the role of Assessment Data Manger for their organization in OEDS. Once the role is assigned, a request can be made to obtain a username and password for access. Please contact the Help Desk for assistance if access is needed at Ohio K12 Help at 844.K12.HELP (844.512.6446) or via the webform at: https://www.ohio-k12.help/kready-support_2020/support-request-form/
Access	If the DD has not used KReady, is it their responsibility to set up their organization?	Yes. The DD organization can contact the Help Desk for assistance to establish their location in the KReady system. Please contact the Help Desk at Ohio K12 Help at 844.K12.HELP (844.512.6446) or via the webform at: https://www.ohio-k12.help/kready-support_2020/support-request-form/.

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Assessment Administration	When our teachers log in to enter data, it asks for a pin. Where do they find the pin?	Teachers do not need a pin to enter data. The data manager loads the enrollment to assign the children to the teacher and the assessment. If teachers are looking for the Professional Development Supports and Resources through the green button, they can add the ELA PD materials with this pin: **ela372c**.
Assessment Administration	Are data managers able to enter scores? Historically I (as the data manager) have received the SKB scores on paper from the teachers and then submitted them (previously to EMIS).	It would be best practice to assign the children to the teachers who are assigning scores so that the teachers can enter the ratings assigned to the children. Alternately, you can assign children to the data manager in KReady through the enrollment to give the data manager access to enter assessment ratings for the children.
Assessment Administration	How do you know if you are in the standard or pilot data collection?	Participation in either data collection is a local decision. Locations that desire to participate in the pilot, are asked to notify the Ohio Department of Education by completing this form: https://forms.office.com/Pages/ResponsePage.aspx?id=xPz4UNiUB0-E6zbtV8fIot7rKQTwaipCtgxbyLoYUYJUNjJPWkdCVkpZM0w2VE9QQkc0TUVaRlBRRi4u.
Assessment Administration	What is the end of the data collection window?	The Fall ELA assessment window closes on November 14. However, we are extending the KReady system fall data collection until December 1 at 11:59 p.m. to allow additional time for teachers to enter ELA data. You can also find that information here: https://education.ohio.gov/Topics/Early-Learning/Kindergarten/Early-Learning-Assessment/Early-Learning-Assessment-for-Administrators.
Assessment Administration	I entered the student information in EAS 1st not the KReady system. Maybe thats why I'm confused - Is this different?	Yes. Teachers can begin collecting the assessment evidence and ratings on paper while you are working on entering the student information into the systems. There are printable recording forms on our website:https://education.ohio.gov/Topics/Early-Learning/Kindergarten/Early-Learning-Assessment/Early-Learning-Assessment-for-Teachers
Assessment Administration	Are we speaking students ages 3 and 4 only?	The ELA is for preschool-age students

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Assessment Administration	Can you tell me what the difference is between the ELA Data Collection and the ELA PILOT Data Collection?	Please view the information on the Ohio Department of Education - ELA for Administrators Webpage for details about the 2023 ELA Pilot: https://education.ohio.gov/Topics/Early-Learning/Kindergarten/Early-Learning-Assessment/Early-Learning-Assessment-for-Administrators. Programs that would like to opt in to the 2023-24 ELA Pilot should notify the department of their intent to participate.
Assessment Administration	Where can I find a printable copy of the SKBs needed for the paper copy of recording? We have 250 chldren to enter who do not have SSIDs yet so I think our teachers need to begin on paper in order to have things ready for when we can enter online.	Click this link to access a printable version of the SKBs > https://education.ohio.gov/Topics/Early-Learning/Kindergarten/Early-Learning-Assessment/Early-Learning-Assessment-for-Teachers.
Assessment Administration	Do assessments still need to be submitted by November 14th and we have until Decemebr 1st to create reports?	The Fall ELA assessment window closes on November 14. However, we are extending the KReady system fall data collection until December 1 at 11:59 p.m. to allow additional time for teachers to enter ELA data. You can also find that information here: https://education.ohio.gov/Topics/Early-Learning/Kindergarten/Early-Learning-Assessment/Early-Learning-Assessment-for-Administrators.
Assessment Administration	When is the last day for Spring window teachers can enter data?	Currently the Spring ELA Data Collection will conclude on May 14, 2024.
Assessment Administration	Where should we sign up for the Pilot?	Locations that desire to participate in the pilot, are asked to notify the Ohio Department of Education by completing this form: https://forms.office.com/Pages/ResponsePage.aspx?id=xPz4UNiUB0-E6zbtV8fIot7rKQTwaipCtgxbyLoYUYJUNjJPWkdCVkpZM0w2VE9QQkc0TUVaRlBRRi4u.
Assessment Administration	Does data have to entered into KReady or can we keep the data in our center and just enter the scores?	Ratings for the required SKBs have to be entered into KReady. It is a program decision whether or not supporting evidence is entered into the system.
Assessment Administration	Is data entered in KReady or just the scores with data kept in student files?	Early Learning Assessment ratings are entered in KReady. Teachers can enter/upload evidence (notes, pictures, etc.), but that can also be kept locally.

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Assessment Administration	Is there a training to show teachers how to enter data?	There are resources in KReady that will guide teachers to entering scores, including both videos and PDF guides to print. They are housed in the PD side of KReady. You click the green Access Professional Development button then Allow, to get to your dashboard. Then you will need to enter the Site PIN **ela372c**. The click on the new PD link and go to Supports and Resources. Then click the link for Technology. Under ELA Administration Tools you will also find guides to entering data.
Assessment Administration	The last day of the window is May 14th for the Spring ELA, so I thought teachers had more time after that to enter data into the system?	During the 2022-23 school year year there was an extension on the Spring window due to an issue that occurred during system maintenance that cause downtime within the spring window. We are providing an extension this year due to a large number of new ECE grantees who are still getting set up and getting SSIDs. There is no guarantee that we would have an extension this next spring, but the administration window is set for spring as Feb. 15 - May 14, 2023.
Assessment Administration	How do I know the difference in the ELA Fall data collection and the Pilot ELA Fall data collection?	Please view the information on the Ohio Department of Education - ELA for Administrators Webpage for details about the 2023 ELA Pilot: https://education.ohio.gov/Topics/Early-Learning/Kindergarten/Early-Learning-Assessment/Early-Learning-Assessment-for-Administrators. Programs that would like to opt in to the 2023-24 ELA Pilot should notify the department of their intent to participate.
Data Loading	What is the SSID # when entering the children information into KReady?	If you are an ECE grantee, the SSID will be provided to you in the EAS system. The process of assigning an SSID occurs after you submit the documentation for a student into EAS. If you are a required ELA user (that is an ECE grantee or preschool special education provider), or a public school, you must use the official SSID. If you are not a required user, please email ELAhelp@education.ohio.gov so we can assist you with an alternative.
Data Loading	We are waiting on a lot of SSIDs to be issued to students on the ECE Grant. How long should I wait before loading them into the system with an alternate ID?	Do not load students into the KReady system with an alternate ID. Teachers can record assessment information on paper while waiting for SSIDs.

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Data Loading	Does race/ethnicity have to be entered, as well as language proficiency?	Those are not required fields to enter, but they are helpful when looking at district/class data to explore subgroups of children.
Data Loading	For our organization, we sent up for our SSID # but nothing has come back yet - it's been a month.	ECE grantee programs should email earlychildhoodeducation@childrenandyouth.ohio.gov for assistance with SSIDs.
Data Loading	Where do we find Disability Codes for IEP?	The data guidelines contain the disability codes. https://drive.google.com/file/d/1IkYHiBJZ3VL4uvx3N4ZOnviTbHJi0Jj8/view
Data Loading	How do we send out for SSID #'s?	ECE grantee programs should email earlychildhoodeducation@childrenandyouth.ohio.gov for assistance with SSIDs.
Data Loading	Does the District of Residence link the DD School teachers in KReady?	Please view the resource that addresses situations regarding students that receive supplemental services from other organizations - shared students. Click here to identify your situation and the steps to follow > https://www.ohio-k12.help/kready-support_2020/data-manager-support/loading-shared-students/
Data Loading	When looking at the students' profiles, I don't see any data collections that are assigned to them. But I do remember assigning them when I was adding/updating students. I connected them to a teacher and assigned a token.	You can look into the details for each student manually to see if they were assigned the data collection. Please view this resource https://www.youtube.com/watch?v=ekriz5dLPPA.
Data Loading	Do I need to have the student's SSID number in order to add them to KReady?	Yes. If you are an ECE grantee, the SSID will be provided to you in the EAS system. The process of assigning an SSID occurs after you submit the documentation for a student into EAS. If you are a required ELA user (that is an ECE grantee or preschool special education provider), or a public school, you must use the official SSID. If you are not a required user, please email ELAhelp@education.ohio.gov so we can assist you with an alternative.
Data Loading	With the kids that are on the ECE Grant, I just upload those enrollments the same correct?	Yes, you need to add the student file first, that will add the student's to the KReady system. Last file you upload is the Enrollment file. That will add the students to the teacher and the data colleciton.

Topic	Question	Answer
Data Loading	Did the bulk loader "file type" change (no longer csv)?	When you download the template either Student, Teacher, or Enrollment, it downloads as a csv. file type.
Data Loading	So the ELA is the KReady correct?	The Early Learning Assessment (ELA) is the assessment. The Ready for Kindergarten Online (KReady) system is the online data collection system where teachers enter ratings. Data Managers load students, teachers, and enrollment to connect everyone to the assessment so teachers can enter the data for students. If you are brand new to using the system, I recommend reviewing the archived ELA Data Manager Webinar - Prep and Loading from August 16 found here https://www.ohio-k12.help/kready-support_2020/dmtraining/.
Data Loading	What date will we be able to assign the spring token to students?	We will have a webinar in early Feb when that information will be provided.
Data Loading	Do we use the csv utf-8 vs. csv file for the bulk loader?	If you are receiving the UTF-8 error on your uploaded file in the KReady system, please contact the Help Desk for assistance. Contact Ohio K12 Help at 844.K12.HELP (844.512.6446) or via the webform at: https://www.ohio-k12.help/kready-support_2020/support-request-form/
Data Loading	Can you attach students to data collection through bulk loader?	Yes, you can do that by uploading an Enrollment file through the bulk loader. The Enrollment file add the student to the teacher and to the data collection.
Data Loading	Does the student profile have to be all filled out?	Yes all of the information must be completed for the student profile for reporting.
Reports	How is the process going to work with EMIS no longer reporting this data? Is there more that the district needs to do because of this change?	The vendor will send all of the data entered into KReady directly to the department after the window closes. Districts need to be sure that the data is entered into KReady by Dec 1 at 11:59 and that SSIDs are entered accurately for each student. That is it.
Reports	How do I download enrollment information, please? I have my ELA SKB Ratings Report, but want to compare to enrollment.	You can generate a Data Downloads-Enrollment report. View this resources for steps to access the report > **Accessing the Data Downloads** Report https://www.ohio-k12.help/kready-support/data-manager-support/data-downloads-report/.

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Reports	ELA no longer has to be put into EMIS, does KRA?	ELA scores will not need to be submitted to EMIS for the 2023-24 data collection. The KRA scoress however, will need to be submitted to EMIS as in the past.
Transfers	If we are asking for a request do we need to add the student to your location first?	If the student was added to the KReady system by a previous organization/district, when you add the student to KReady, it will automatically trigger a transfer request to the previous organization. Transfers https://www.ohio-k12.help/kready-support/data-manager-support/transfers/.
Transfers	The DD must request a transfer for a resident student that is being educated and assessed by the DD?	Only if the student was previously entered into KReady under the DOR and now is being assessed by the DD. If this is the first ELA administration for the student, the DD can just enter the student in Kready under their organization.
Other	Where do I go to sign up for the e-mails?	Click this link https://public.govdelivery.com/accounts/OHED/subscriber/new to sign up for emails from the Ohio Department of Education.