

**Help Desk Support Site**

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

*Loading and Managing Data*

**Formatting Data – Leading Zeros**

<https://www.ohio-k12.help/kready-support/data-manager-support/formatting-data-with-leading-zeros/>

**Data Guidelines document**

<https://drive.google.com/file/d/1kYHiBJZ3VL4uvx3N4ZOnviTbHJi0Jj8/view>

**Loading Shared Students – ELA**

[https://www.ohio-k12.help/kready-support\\_2020/data-manager-support/loading-shared-students/](https://www.ohio-k12.help/kready-support_2020/data-manager-support/loading-shared-students/)

**Transfers**

<https://www.ohio-k12.help/kready-support/data-manager-support/transfers/>

**Updating User Accounts**

[https://www.youtube.com/watch?v=O5JHQyz4\\_A0](https://www.youtube.com/watch?v=O5JHQyz4_A0)

**How to Remove a User from Your Organization**

<https://www.youtube.com/watch?v=JHUD5KMcWrA>

**Adding Student Manually**

[https://www.youtube.com/watch?v=MLtm\\_dM43zo](https://www.youtube.com/watch?v=MLtm_dM43zo)

*ELA Reports*

**Accessing the Data Downloads Report**

<https://www.ohio-k12.help/kready-support/data-manager-support/data-downloads-report/>

**Accessing the SKB Report**

[https://www.ohio-k12.help/kready-support/data-manager-support/accessing\\_skb\\_report/](https://www.ohio-k12.help/kready-support/data-manager-support/accessing_skb_report/)

**Filter by POA**

<https://www.ohio-k12.help/kready-support/data-manager-support/filter-by-poa/>

**Accessing the Archive**

<https://www.ohio-k12.help/kready-support/data-manager-support/accessingarchive/>