

KRA Data Manager Webinar - Closedown Fall 2023 - Q+A

10-03-2023

Topic	Question	Answer
Access	Where do I access the website for technical support?	https://www.ohio-k12.help/kready-support/
Access	How do you clean up or remove the access of administrators on your accounts?	<p>Data manager, have the ability to remove users that have the role of Teacher and/or Administrator. If a User has the role of Data Manager and is no longer with the district, please confirm that OEDS is updated and contact the Help Desk so that someone from our team can remove the user from your district.</p> <p>Follow these steps to make a non-data manager user "inactive"</p> <ol style="list-style-type: none"> 1. Go to Users>find users and select Open 2. Change the status to Inactive and uncheck the role 3. While still in the User, Select the Organization tab next to Details 4. Select the drop-down arrow next to Regions and go to Districts 5. Finally, select Remove next to your district
Application/ System	How do we get the name of our school changed? The IRN remains the same.	For assistance with a name change for a school, please contact the help desk in order to update the KReady Online system. Contact the Help Desk at: https://www.ohio-k12.help/kready-support_2020/support-request-form/ to complete a webform request or contact us at 844.K12.OHIO (844.512.6446)
Application/ System	I just found out that I need to change a student's SSID. How can I do that?	Contact the help desk for assistance in correcting the SSID for a student.
Application/ System	I keep having to log back in to the KRA Site? Is something going on?	The KReady system has a timer to log out users due to inactivity as a security measure. Please note if have multiple KReady tabs or windows open, when one times out as user will be logged out of all of the windows/tabs.
Application/ System	Our district closed two schools for 2023-24. Do we remove them from the KReady Portal and if so, how do we remove them?	Make sure the information is updated in OEDS and then contact the Help Desk for assistance in updating the KReady Online system (844-512-6446).
Application/ System	We had a school name change, how do we do that?	Make sure the information is updated in OEDS and then contact the Help Desk for assistance in updating the KReady Online system (844-512-6446).
Application/ System	What should I do if a student was assigned the wrong data token?	Please assign the correct data token and then rcontact the Help Desk to remove the incorrect data token.
Application/ System	We have a student that came to our district. Their former district approved the transfer request - but on the students profile under Enrollments, the old district & our district are both showing. How do I remove the old district?	At this time, transfer students will show both their current district and their previous district. Make sure to select your school in the drop-down and make sure to attach your teacher.

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Assessment Administration	If a retained kindergarten student was originally loaded into the system, should the student be removed/inactivated or is it okay to leave them in the system with no score information?	There are two options for this situation Opt 1 - Leave the student in the system with no scores entered Opt 2 - Remove the teacher from the student to make the student inactive so the student will not show on the teacher's roster and will not appear on any reports for the organization.
Assessment Administration	If a student is retained, should we just deactivate the student?	Yes, you can make the student inactive so they won't appear on the teacher's roster by removing the teacher from the student.
Assessment Administration	If it is after the 20th day of instruction for both districts, should we still request a transfer in student?	Yes, if it is on or before November 1st. The student's score should be reported by the last district where the student was enrolled as of November 1.
Assessment Administration	If we have a new kindergarten student enter who has not had the KRA at their previous district or came from out of state or a non-pub, can we still have them take the KRA and if yes, is that up to Nov. 1st?	It depends on if your district has completed their twentieth day of instruction yet. Students that enroll after their schools or districts twentieth day of instruction do not have to be assessed.
Assessment Administration	I do have one transfer who is on an IEP but stays at home for her disability. Do I approve her? She is my district student.	Please refer to the KRA Guidelines for Allowable Supports: https://education.ohio.gov/getattachment/Topics/Early-Learning/Kindergarten/Ohios-Kindergarten-Readiness-Assessment/Kindergarten-Readiness-Assessment-for-Teachers/Guidelines-on-Allowable-Supports-for-the-KRA-OH-updated052019.pdf.aspx?lang=en-US
Assessment Administration	We had a student retained in kindergarten. Do we need to enter their scores for their second year in kindergarten?	If a student is retained, they do not take the KRA again. You can leave them in the system with no scores entered or you can remove the teacher from the student to make the student inactive so the student will not show on the teacher's roster nor on any reports for the organization.
Assessment Administration	What is the data clean up window?	Data managers will have until November 9th at 11:59 p.m. to clean up transfer requests and update any demographics.

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Assessment Administration	What is the data clean up process?	<p>1. Ensuring that all of the data fields are completed. May need to go back and load the "All Fields Template" to update student data.</p> <p>2. Exporting 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.</p> <p>3. Verifying 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 the Help Desk.</p> <p>4. Completing all transfer request in the system.</p>
Data Loading	I have students with special needs housed at an off campus location but still enrolled at our school. The Kindergarten teacher at Good Sam has students in her class from several districts. We are having issues uploading the student, teacher, and enrollment reports. Is this because the teacher is connected to several districts?	To load teachers that provide itinerant teachers that service multiple districts, the originating district must load the assessing "external" teacher with their current email and license number but use the originating district IRN and building IRN.
Data Loading	If students are removed from a roster, are they still linked to the district for untested students?	Removing the teacher from a student, will make the student Inactive and that student will no longer show in the teacher's roster or on any reports for the organization.
Reports	I am the EMIS coordinator. I need to download all these reports except for the ISR and Scale Score at this time? Then, what do I do with these reports? How are they getting submitted?	The Scale Score Report is the only report submitted to EMIS for the assessment. The other reports in the system should be used to check for accuracy and completion.
Reports	I get all the information except the last two columns on the Data Downloads report, displaying Y or N.	Make sure to select "Enrollments" as the download type.
Reports	I have a number of students who show up from different districts - how do I get rid of those students	If there are students that are populating on your report from different districts, please contact the Help Desk at: https://www.ohio-k12.help/kready-support_2020/support-request-form/ to fill out a webform request or contact us at 844.K12.OHIO (844.512.6446)
Reports	I have duplicate entries that have "N" associated with them. Can one of these duplicates be inactivated?	If you are showing duplicate students on the report, please contact the Help Desk for assistance with this. Contact the Help Desk at: https://www.ohio-k12.help/kready-support_2020/support-request-form/ to fill out a webform request or contact us at 844.K12.OHIO (844.512.6446)

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Reports	I wanted to download all of the student results via the "reports" section. I see that the Language and Literacy Report is available, but is there a way to get all of the scores including math, language, etc?	Yes, generate a KRA Domain Data Report. This will display all KRA domains with student scores for each item, and total points calculated for each domain.
Reports	In the past we were able to create reports that showed bar graphs for a variety of choices: boys/girls; Literacy/Math. Is that still available? We found it very helpful for our teachers.	Yes, that is part of the "Data Displays" that will be available for Data Managers to utilize after the window closes and after the data cleanup window ends.
Reports	On the KRA completion by item report all students in one teacher's class appear to be blank. How can I look at individual students to confirm if data was entered? Is it too late for teachers to enter if there was a technical issue?	It is not too late to enter the data into the system. There were some errors with KRA Completion by Item Report early in the assessment. If you have a teacher whose class is still not showing, please contact the help desk so they can troubleshoot the issue. 844-512-6446
Reports	The Scale Score Report will not be available until after Nov. 9 even though we have already completed all tests?	Correct - the Scale Score Report will only be available after the close of the assessment window. A communication will be sent by ODE once the report is available.
Reports	Which report do we use to check on the POA?	Generate the Data Download Report and select download type as "Enrollments".
Reports	What should we do if we notice that a teacher has not generated ISRs? Are they required to generate them at this time?	This would be a local decision. You could ask the teacher or remind the teacher that they can generate the ISRs now.
Reports	When will the ISR report be ready? We would like to share them during P/T conferences in a week.	Teachers can generate and print the ISRs now if they have all 27 items entered for the students. Data managers cannot access the ISR Report until after Nov. ODE will send a communication when the report is available to generate.
Reports	When will the scores be available for EMIS?	After the data clean up window. An email will be sent to data managers when the Scale Score Reports are available to download.
Reports	When you click on the Reports tab, you get the "Create Report" drop down menu. At the bottom of the menu, I get a "System Reports" header, but no options for Teachers/ Students. thanks.	This could be due to your browser. You may need to clear out your cache/cookies, then re-log into the KReady Online system. Make sure you are using Google Chrome or Firefox as your browser. Underneath the System Reports, you will have the option to choose Data Downloads report.
Reports	Which reports are good to be downloaded to be saved in the archives?	Any report you generated will be saved in your archives.
Reports	Will the KRA ISR Generation Report show the date the teacher has generated those ISRs?	No, the report will simply display - Fall 2023.

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Reports	When looking at the KRA Completion by item report, would we expect all domain columns to be complete? I have some students who have partial records.	If a student score has been entered for the student for that item by the teacher, you will see an "X" for that item. If there is not a "X" that item does not have a score entered by the teacher for that item.
Transfers	Where can I find the area in the Transfers section that displays if my transfere has been approved?	For Transfers, you should see Your Requests, Requests from Others, and Transfer History in your transfers. In "Your Requests" the status should be displayed (pending/approved/rejected)If you are not seeing this, please contact the Help Desk. Contact the Help Desk at: https://www.ohio-k12.help/kready-support_2020/support-request-form/ to fill out a webform request or contact us at 844.K12.OHIO (844.512.6446)
Transfers	For transfers, does it show who approves/ rejects the transfer. I have one in mine and I don't recall accepting it.	Yes, the Transfer History will display who approves and/ or rejects the transfer of the student.
Transfers	How do we determine who to contact for coordinating a transfer approval?	Look up the Assessment Data Manager-Preschool and Kindergarten in OEDS-R for any district or school: https://oeds.ode.state.oh.us/SearchOrg
Transfers	I have nothing in My transfers or Requests from others, this is under my transfer history - is this correct?	If you are not seeing any transfers under Request from Others, then all transfers have been accpeted/declined. Your transfer history should show all of your transfer requests and transfer requests from others.
Transfers	If you had a district reject your transfer do you need to send another transfer request or can they approve it from your original transfer request once you have contacted that other district?	You may send multiple transfer request for students by uploading the student with their SSID again using the Bulk Loader.
Transfers	If you receive multiple transfer requests for the same student - do you have to approve them all? Or will approving one request remove the other ones for the same student?	No, you only need to approve one. If you are receiving multiple request after you approve the transfer for the student, contact the previous district to let them know they don't need to trigger additional transfer request for that student.
Transfers	Is there a way to cancel a request for a transfer?	Not at this time, it is up to the previous district to accept or deline the transfer
Transfers	Is there any reason that a previous district would reject your transfer request when a student moves into your district? How should a district handle a rejected transfer request?	It may be possible that a transfer is rejected by mistake or that the prior district has not confirmed that the transfer. Contact the district office to identify and communicate with the local data manager to resolve.
Transfers	What do we do if transfers aren't getting approved?	It may be possible that a transfer is rejected by mistake or that the prior district has not confirmed that the transfer. Contact the district office to identify and communicate with the local data manager to resolve.

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Transfers	When I try to change the point of authority on a student to my district, I keep getting a message saying an error occurred. Is there a system problem?	Point of Authority (POA) cannot be changed manually. If the transfer was accepted, you can update the POA by completing an enrollment file upload.
Transfers	When we receive a transfer request - do we get notified?	No. Data Managers are encourage to check your transfers requests within the KReady system periodically for requests and approvals.
Transfers	On the enrollment report, one student (who was transferred) is shown twice. The other district has "N" in two last columns. My district has "Y" in last two columns. That is how it should be showing, correct?	If a transfer student is showing twice on the Data Downloads - Enrollment report, once for your district and once for the previous district. Make sure that if the student is yours, then the Active and POA column would show Y and Y. Then the previous district row, columns Active and POA would show N and N.
Transfers	Does a student not appear on the users list if they are still waiting for a transfer request? I have 2 students who I see in Transfers-my requests- but i do not see their name in users?	A transfer student will show on a teacher's roster regardless of POA. Student data can still be collected while the transfer is pending but the Point of Authority will remain with the origin district until the transfer is approved. Student scores will be transferred once the pending transfer is approved, and the correct enrollment token is assigned.