

ELA - Data Prep and Reloading Webinar Spring 2024 - Q+A

Feb 16, 2024

Topic	Question	Answer
Application/ System	How do centers share children that attend two locations?	Students can be shared by two organizations. For additional information on this process, please view this resource > https://www.ohio-k12.help/kready-support_2020/data-manager-support/loading-shared-students/
Assessment Administration	Do data manager's have to verify that the artifacts and evidence are uploaded as well, or just make sure the children all have ratings documented for the ELA to be complete?	As long as the teacher's have saved the evidence/artifacts locally, they do not need to add anything to the KReady system.
Assessment Administration	Does the evidence need to be upload or can it remain in their file?	As long as the teacher's have saved the evidence/artifacts locally, they do not need to add anything to the KReady system.
Assessment Administration	We can use the PILOT in the Spring even though we used the elafall? If so, what are the steps that the organization need to do in order sign up for that?	Complete this form to inform the Department of Education that your program is choosing to participate in the Pilot. https://forms.office.com/Pages/ResponsePage.aspx?id=xPz4UNiUB0-E6zbtV8flot7rKQTwaipCtgxbyLoYUYJUNjJPWkdCVkpZM0w2VE9QQkc0TUVaRIBRRi4u Then make sure to use the correct enrollment token when adding children to the data collection. Communicate with your teachers too, because the pilot set of SKBs is a specific list from the full version. It will also depend on if you are using the ELA as your comprehensive assessment, or only entering ratings for your required reporting.
Assessment Administration	Where can we find the score sheets for Teachers to use for the ELA?	To locate teacher scoresheets for the ELA, please go to: https://education.ohio.gov/Topics/Early-Learning/Kindergarten/Early-Learning-Assessment/Early-Learning-Assessment-for-Teachers
Assessment Administration	What happens if a teacher misses the window to enter the scores? Are they able to go in and enter the scores at a later date?	Scores and ratings cannot be added to the KReady system once the assessment window has closed.
Assessment Administration	Does the KReady Online system identify the priority items?	There is a guidance document for teachers on how to use the priority https://education.ohio.gov/getattachment/Topics/Early-Learning/Kindergarten/Early-Learning-Assessment/Early-Learning-Assessment-for-Teachers/KReady-for-the-Early-Learning-Assessment.pdf.aspx?lang=en-US filter: KReady Directions for the ELA
Assessment Administration	Can we still add data even if the winter assessment has closed?	Scores and ratings cannot be added to the KReady system once the assessment window has closed.

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Assessment Administration	Is there a quick way to know the assessment beginning and ending dates?	Fall ELA: Opens 8/15; Closes 11/14 Winter ELA: Open 11/15; Closes 2/14 Spring ELA: Open 2/15; Closes 5/14 The assessment window dates are also listed on: https://education.ohio.gov/Topics/Early-Learning/Kindergarten/Early-Learning-Assessment/Early-Learning-Assessment-for-Administrators
Assessment Administration	Does it matter if we do the full ELA version or pilot version this spring?	It is recommended (but not required) that locations use the same assessment format (standard or pilot) for all windows for consistency in reporting and understanding growth.
Assessment Administration	Are we in violation of the grant if we missed two assessments?	Please contact the ECE Grant Team with this inquiry: New Grantee Programs megan.Shuler@childrenandyouth.ohio.gov Existing Grantee Programs katie.Pappas@childrenandyouth.ohio.gov
Assessment Administration	Is it best to stay with the same version of the ELA was done in the Fall to the Spring for score comparison?	It is recommended (but not required) that locations use the same assessment format (standard or pilot) for all windows for consistency in reporting and understanding growth.
Assessment Administration	If some students didn't have SSID #s by Dec deadline, but are they now in the system, are teachers still able to enter their Fall scores in Winter window ?	The fall and winter sessions have ended. At this time, the student can only be added to the Spring window.
Assessment Policy	Will the Pilot be the only option next school year?	Expectations for school year 2024-2025 will be communicated after the close of this year's spring administration window.
Data Loading	If the data manager enters a disability code for a student, do they need to have an IEP marked as "Yes"?	If a disability code is entered into the KReady system for a student, the data manager will want to make sure IEP is also marked as "Yes".
Data Loading	If the incorrect token is assigned (spring pilot instead of springela24) is there a way to remove it from a student?	Please contact the Help Desk for assistance in removing the incorrect token by submitting a support request at > https://www.ohio-k12.help/kready-support/ or by phone at > 1-844-512-6446.

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Data Loading	Will the spring ela token be different if you are in the pilot?	There are two different data collection tokens for the ELA. There is the Standard version of the ELA and the Pilot version. Please go to: https://www.ohio-k12.help/kready-support/data-manager-support/enrollment-tokens/ to find the current data collection tokens.
Data Loading	For any new students that need to be added or students that need to be removed because of withdraw, do we need to reload a student file?	All locations should load users and students to the KReady system at the beginning of each assessment window.
Data Loading	Does the data manager need to add users/students file BEFORE we upload an enrollment file?	If users/students have previously been added to the system the enrollment file can be added to the system. When reloading users/students those files should be loaded prior to the enrollment file.
Data Loading	How do data manager's handle students who have withdrawn since the end of the fall window?	Do not include the student(s) in the spring enrollment if they are no longer with your program. A data manager can remove the teacher from the student. That will make the student Inactive within the KReady system.
Data Loading	If the PILOT was not used for the students in the fall, can it be used in the spring?	Data managers can use the pilot data collection in the spring. That is up to the organization. Fill out this form to let us know if your program is choosing to participate in the Pilot. https://forms.office.com/Pages/ResponsePage.aspx?id=xPz4UNiUB0-E6zbtV8flot7rKQTwaipCtgxbyLoYUYJUNjJPWkdCVkpZM0w2VE9QQkc0TUVaRIBRRi4u
Data Loading	My organization had a difficult time getting into Kraeedy and we missed the initial collection period. Can we still enter the data? If not, what are the next steps for us?	Please email ELAHelp@education.ohio.gov if you missed the fall and winter data collection. Please ensure to get the children enrolled in the spring data collection.
Data Loading	How can the data manager tell if they should do the pilot?	It is recommended (but not required) that locations use the same assessment format (standard or pilot) for all windows for consistency in reporting and understanding growth.

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Data Loading	Can a new student be added to the excel sheet and then uploaded through the Bulk Loader or do they always need to be done manually?	Data manager's can add the student through either method.
Data Loading	What is the token for the Pilot version of the Spring ELA?	Please go to: https://www.ohio-k12.help/kready-support/data-manager-support/enrollment-tokens/ to find the current data collection tokens.
Data Loading	Are disability codes required ? Are they included in the upload file?	If a student has a disability code we encourage the data manager to add it to the student within the KReady system and mark the IEP as Yes.
Data Loading	How does the excel sheet work for the bulk loader? Is there a way to see the format needed?	Data managers can also visit Formatting Data with Leading Zeros: https://www.ohio-k12.help/kready-support/data-manager-support/formatting-data-with-leading-zeros/ for additional guidance
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.
Data Loading	Should a disability code only be entered if the child has an IEP? For example if a child is in speech therapy but does not have IEP, would a code be entered in KReady for them?	Disability codes should only be entered for a students that have an IEP.
Data Manager	Where is the list of disability codes located?	View the list of Disability Codes in the Data Guidelines document located here > https://drive.google.com/file/d/1IkYHiBJZ3VL4uvx3N4ZOnviTbHji0Jj8/view
Reports	Since we are not submitting the ELA to EMIS how do we know if we are missing someone?	Data Managers can confirm the information contained in the KReady by generating available reports. These include the Data Downloads Report which list all the user/student data and enrollments added to the system and the ELA SKB Ratings Report which displays teacher entered scores.

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Reports	Since the test scores are not loaded into the student software, is there guidance for administrators to gather the test scores for evaluation on growth from the fall to the spring administration?	There are different data displays and a variety of reports that you can generate, view, print from KReady to save locally. Since we are not using a roll-up Learning Progression report this year, you will want to look at individual SKBs. We are not covering that topic during today's session. If you want to discuss further please reach out to ELAHelp@education.ohio.gov .
Reports	How to know if the organization uses EMIS or EAS?	If the organization is an ODJFS licensed program, a Department of Developmental Disabilities, or a Charter Nonpublic school district, you would use EAS. Public schools, ESCs, community schools use EMIS. However, no programs are reporting Early Learning Assessment data into either of those systems this year. Data must be reported in KReady if there are children who are required to have scores reported (Preschool Special Education and Early Childhood Education Grant).
Reports	Is there an easier way to view documents/evidence as a data manager?	Data Managers have access to reported scores via the SKB Ratings report. Only teachers have access to the evidence-based materials that they add to the KReady system.
Reports	How long do the reports take to process?	Reports can take up to 4 hours to process. If it is longer, please reach out to us here at the HelpDesk
Reports	What should data manager's be looking for when checking data?	<p>Data managers will use the Data Downloads report to check that the correct students for the location have been added to the system. Likewise this report is used to verify that user (teacher) information is correct.</p> <p>The SKBs report is used to ensure that ratings/scores for all students have been added to the system prior to or by the close of the assessment window.</p>

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Support	How does an organization submit a request form, to add a program is not listed?	To submit a support request, please go to https://www.ohio-k12.help/kready-support/ and select Request Support and then in the dropdown you begin typing other and the option will appear.
Support	Will there be a way for us to access this training or a hard copy of these steps be made available?	Webinar slides are available at > https://www.ohio-k12.help/wp-content/uploads/2024/02/ELA-Data-Prep-and-Reloading-02162024-Notes.pdf . The recordings of trainings can be found at > https://www.ohio-k12.help/kready-support_2020/dmtraining/ . Additionally, when logged as a data manager in KReady, select the Support button to access the user manual with screen shots and step-by-step directions.
Transfers	There is a student that has moved from one organization to another organization. What is the transfer process?	Transfer requests is up to the previous district to Accept or Deline the transfer. Data manager's can also reach out to the program where the child transferred from to have a conversation with them. It only takes a few clicks for the other district to approve, or if both programs should have the student, the other district can ignore the transfer request so that both programs have the student in their data collection.
Transfers	How long does it take to get the child transferred?	Transfer requests is up to the previous district to Accept or Deline the transfer. The data manager can also reach out to the program where the child transferred from to have a conversation with them. It only takes a few clicks for the other district to approve, or if both programs should have the student, the other district can ignore the transfer request so that both programs have the student in their data collection.
Transfers	If a child is in another program and transfers to another and is in the ELA grant, do both programs get paid for the same child? How does that work?	Please contact the ECE Grant Team with this inquiry: New Grantee Programs megan.Shuler@childrenandyouth.ohio.gov Existing Grantee Programs katie.Pappas@childrenandyouth.ohio.gov