

ELA - Monitoring and Completion Webinar Spring 2024 - Q+A
05-08-2024

| Topic | Question | Answer |
|---------------------------|---|---|
| Assessment Administration | A district opened the file to score a student and found that the community program had already scored the student N and NE. The district teacher does not believe this to be accurate. The District teacher wants to override the community programs scores so they are accurate according to her data. Can they do that? | If a teacher has evidence of a child demonstrating a skill and they are assigned to that child in the system they can enter the appropriate score. |
| Assessment Administration | Are the required SKB's(25) that are needed for the ELA Pilot listed in the KReady Directions guidance document? | The Ohio SKBs are not listed in the overall KReady user manual for data managers. There is a document for the Pilot SKBs listed at the following link: https://education.ohio.gov/getattachment/Topics/Early-Learning/Kindergarten/Early-Learning-Assessment/Early-Learning-Assessment-for-Administrators/2023-24-Early-Learning-Assessment-Pilot.pdf.aspx?lang=en-US . |
| Assessment Administration | Do the teachers need to do all 72 SKBS for their students? | The requirements are dependent on how you are using the ELA, and if you are a required user or have selected the ELA as your comprehensive assessment. See more here for how to meet the requirements for ECE and PSE funded children or to meet SUTQ requirements. No, the ELA Pilot is a subset set of skills, knowledge, and behaviors (SKBs) from the full version. See more at https://education.ohio.gov/Topics/Early-Learning/Kindergarten/Early-Learning-Assessment/Early-Learning-Assessment-for-Administrators . |
| Assessment Administration | Do we need to entering scores for newly joined students that have came to the organization? | If those children are required to have scores reported for PSE or ECE, but since it is so close to the end of the assessment window you might only have a few scores to report. You can also email us at ELAHelp@education.ohio.gov to discuss the assessment policy further. |
| Assessment Administration | Do the teacher's need to have all scores entered into the KReady system by May 14th 2024? | Scores must be entered by the deadline of May 14, 2024, at 11:59pm |

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| Assessment Administration | For students who don't have ELA scores, Teachers need to leave it Blank or use the "N" scoring option? | Please try to get observations completed for any missing skills. If the child is not at the earliest level on any specific SKB, you can enter N for Not Yet Evident. If you do not have evidence to rate, leave the item blank. |
| Assessment Administration | I am new at this with the scoring process who should I contact for help? | ELAHelp@education.ohio.gov Go to: https://www.ohio-k12.help/kready-support_2020/teacher-support/ for guides on How to Enter Scores in KReady |
| Assessment Administration | I have completed the PILOT on my Pre-Kindergarteners but did not inform DCY. What are my next steps? | Can you please fill out this form https://forms.office.com/Pages/ResponsePage.aspx?id=xPz4UNiUB0-E6zbtV8flot7rKQTwaipCtgxbyLoYUYJUNjJPWkdCVkpZM0w2VE9QQkc0TUVaRIBRRi4u . |
| Assessment Administration | If kids leave our classrooms before the assessment is completed do we leave what's not done blank or mark it not evident? | Leave items blank. Teachers are trained on the ratings, and the N (not yet evident) and NS (not scorable) are used in specific circumstances. If no evidence is reviewed for an item, leave it blank. |
| Assessment Administration | If they don't have ELA scores as the child With Drawn or was not present during that time. Does the teacher needs to leave it Blank or Write "N"? | If the teacher did not assess an item, they should leave the score blank. Leave SKBs blank if there is no observation or evidence to determine a rating. Try your best to observe a child for any specific SKBs that are blank at this time. If the child does not demonstrate the earliest level for the SKB, you can enter N for Not Yet Evident. |
| Assessment Administration | If we share a student with a school district as a child care center we were told to default to the school district to gather assessments. Is this correct? | That is determined locally between you and the district of residence. |
| Assessment Administration | Is POA different for students with special needs attending a district other than their home district? We are the district of residence so have assumed we remain the POA, but the home district keeps requesting a transfer while he still attends here. | The child's district of residence is responsible for a child receiving preschool special education services. The child's home district should be the same as the district of residence. If you want to discuss this in further detail please email ELAHelp@education.ohio.gov . |
| Assessment Administration | Is the PILOT a pre-test? | No, the ELA Pilot is a subset set of skills, knowledge, and behaviors (SKBs) from the full version. See more at https://education.ohio.gov/Topics/Early-Learning/Kindergarten/Early-Learning-Assessment/Early-Learning-Assessment-for-Administrators . |

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| Assessment Administration | Is the spring assessment required for all preschool students or just those with an IEP? | All Preschool Special Education (PSE) and Early Childhood Education (ECE) Grant funded programs will use the KReady Online System to enter scores for the ELA. However, you can utilize the ELA for all of your students. |
| Assessment Administration | Is there a document that lists what the letters mean in the SKB reports? | Yes, teachers are given that information during training, and it is in the ELA comprehensive document within the KReady system. Each SKB has a rubric with levels A-D, 1-5 with level descriptors for what each level means for the specific SKB. |
| Assessment Administration | Is there a list of the 24 priority SKBs, so we can filter the skb report? | To see exactly which 24 SKB items there are, you can ask your teachers or go to: https://education.ohio.gov/Topics/Early-Learning/Kindergarten/Early-Learning-Assessment/Early-Learning-Assessment-for-Teachers and look at the Forms that has the items listed. |
| Assessment Administration | Is there any new guidance for proper responses to the SKB entries for example the N and NE letter or number responses? | No new guidance. Contact us if you need further assistance at ELAHelp@education.ohio.gov . |
| Assessment Administration | Should teachers wait to enter score until it is towards the end off the assessment window? Or can many scores be reported now in KReady? | Teachers can and should be entering scores throughout the entire window to reduce the burden and stress of waiting until the last day. Teachers can enter multiple scores for a single SKB, but the last score entered is what is shown in any report. |
| Assessment Administration | We are doing the standard version. Can we only enter the scored for 24 priority SKB's? | If you are only using the assessment for your priority ECE or PSE children and you are doing the full assessment, that is the 24 SKBs. You should have a different tool you are using for a comprehensive assessment if that is the case. |
| Assessment Administration | What is the date of the the ELA Spring Assessment? | The date period for the ELA Spring Window is from February 15, 2024 to May 14, 2024 . |

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| Assessment Administration | What is the difference between pilot and the other assessment? | There are two versions of the ELA this year. One has 72 SKBs and the other has 35 SKBs. You can go to: https://education.ohio.gov/Topics/Early-Learning/Kindergarten/Early-Learning-Assessment/Early-Learning-Assessment-for-Teachers for detailed info |
| Assessment Administration | Where are the ELA scores reported? | ELA scores need to be reported within the KReady Online system by the teacher by the deadline of May 14th at 11:59pm |
| Assessment Administration | Is there a data clean up period this time or does everything need to be done by May 14th? | May 14 at 11:59pm is the last date for students to be scored in the KReady Online system. May 21 at 11:59pm the Clean up Window closed for data managers. |
| Data Management | How do I change an administrator or data manager role within KReady? Is there a way to change or delete that user? | As a Data Manager, you can remove/update your users that are attached to your district. You can do that with Users that have the Teacher or Administrator role. However, if there are Data Managers that need to be removed or added, Please send a specific support request for this issue. https://www.ohio-k12.help/support-request-form/ |
| Data Management | Can the results from the PILOT pre-fill into the full data collection? | No, the ELA Standard and ELA Pilot are separate data collections. |
| Data Management | Can we delete teachers? | You cannot delete a teacher account, but you can remove a teacher from a school or location manually or unenroll a teacher manually. When you are logged into your data manager account, click on the Support tab to open the user manual and find the instructions starting on page 30. You can also look at the following resource: How to Remove a User from your Organization, https://www.youtube.com/watch?v=JHUD5KMcWrA . |
| Data Management | Do we need to mark in the KReady system the socioeconomic status of a child? | No, that is a local decision. |
| Data Management | How do we determine the disability code needed for each student? | You can find the disability code on page 4 on this document. You will only include a disability code for a child on an IEP receiving Preschool Special Education (PSE) services. https://drive.google.com/file/d/1kYHiBJZ3VL4uvx3N4ZOnviTbHj0Jj8/view . |

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| Data Management | How do you add the student to the spring assesment? | Students may be added to the spring assessment manually or through the bulk loader. Please visit: https://www.ohio-k12.help/kready-support_2020/data-manager-support/ for how to resources and videos on the process. |
| Data Management | How does a data manager check to see if they are doing the pilot or spring? | The data collections are viewable in the KReady System here: Organizations> View Districts > View Locations > View Students. There you will find which data collection has been added. The Pilot version should have been communicated to DCY prior to the open of the window. |
| Data Management | I have a student who's POA is with another district, but when I assign a teacher with me to that student I am declined b/c we are not POA. Should we be reaching out to the reporting district in order to transfer those students? EMIS and sped have been, this is seperate correct? | If the student is shared, you can still add the teacher and data collection for the student. Please reach out to the Help Desk and we can walk you through attaching the teacher and token by going through the Organization tab - 844.K12.HELP (844.512.6446) or via webform at https://www.ohio-k12.help/kready-support/ . |
| Data Management | If a child has left agency, does removing the teacher makes child inactive? | Correct. Students are made inactive when unenrolled/unattached from teacher and thus will not appear on the teacher's roster nor on any reports. |
| Data Management | If a child is attending a program for special needs, and then attending our program for ECE, they won't transfer to us, but how do we see their scoring from the other program? | Both programs can have the child enrolled in their organization with a teacher assigned. Loading Shared Students: https://www.ohio-k12.help/kready-support_2020/data-manager-support/loading-shared-students/ . |
| Data Management | If a child left the center, do we need to remove them from the KReady? | We encourage you to hold off on removing the teacher from the student until you get the transfer request. Once you remove a teacher from the student, the student becomes Inactive and will not show on the teacher's roster nor on any reports for the organizaition. |
| Data Management | If a student leaves the program in the middle of the window and we remove the teacher to inactivate the student, how do we know if the teacher entered scores since they won't appear on the SKB report? | If you want the child to appear on your reports, do not make the child inactive. Keep them in. We encourage you to hold off on removing the teacher from the student until you get the transfer request. Once you remove a teacher from the student, the student becomes Inactive and will not show on the teacher's roster nor on any reports for the organization. |

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| Data Management | Is there a way to bulk assign students to a data collection assignment? | Yes, the directions are in the data manager user manual and in previous trainings conducted by the Help Desk. You can find other resources at the Help Desk (844-512-6446) http://www.ohio-k12.help/ You can also go to https://www.ohio-k12.help/kready-support_2020/data-manager-support/ to see data manager resources. |
| Data Management | My teacher was assigned to several children last rating period but this time only two children showed up for her to rate. Do I remove her and then add her as the teacher again? | This could be due to the data collection token. Go to: https://www.youtube.com/watch?v=ekriz5dLPPA for guidance on adding a data token. If you are still experiencing an issue, reach out to Help Desk 844.K12.HELP (844.512.6446) or via webform at https://www.ohio-k12.help/kready-support/ and we can assist in your next steps. |
| Data Management | Students receiving Special Education services from the LEA were rejected w/ transfer request. Will this be an issue for Data Collection for us? We are an ECE Grant program. | No, both programs can have the child associated with them and we will see the child listed twice when we receive the vendor file. Loading Shared Students: https://www.ohio-k12.help/kready-support_2020/data-manager-support/loading-shared-students/ |
| Data Management | The child is open enrolled out of district and receiving services at the district of attendance. Who reports the student? | Either district can report the child in KReady and it does not matter which district has the POA. |
| Data Management | We serve children with IEP contracted with us by a school district. I am new to this administrative position. We used to do 10 SKB paper pencil twice per year. Is there something I need to do now? I have no student in the system but a teacher with account. I am not sure if I need to panic or can breathe - advice please! | The scores need to be entered in KReady for any required children. We are not using the paper pencil bridge form this year. |
| Data Management | What do we do if a student withdraws from the program prior to the spring rating window? | If a child withdrew before the spring window started on February 15th, 2024, you would simply not load that child in the spring enrollment. |
| Data Management | Where do I see data collections? I only details and student list. | Please go to: https://www.ohio-k12.help/kready-support_2020/data-manager-support/ There you will see the resource for Data Collections and see what the token is for the ELA Spring and ELA Pilot Spring |

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| Data Management | Where is the list of disability codes and the meaning of the codes? | On the Data Guidelines document, page 4 will show the disability codes: https://drive.google.com/file/d/1IkYHiBJZ3VL4uvx3N4ZOnviTbHJi0Jj8/view |
| Data Management | Will all children have a disability code? | Only if the child has an IEP. You can find the disability codes on page 4 of the Data Guidelines document: https://drive.google.com/file/d/1IkYHiBJZ3VL4uvx3N4ZOnviTbHJi0Jj8/view |
| Other | Can we clean up requests from past years? | No. At the end of each school year, the system is archived in the summer before the next school year begins. |
| Other | How many hours do the students need to have each week for the correct amount of attendance for the program? | Please contact the ECE team or PSE team if your question is related to attendance. |
| Other | What is the process once we finish the assessments? | Analyze data, determine supports for children, plan for instruction, etc. |
| Reporting | If we loaded the ELA into our software it won't hurt anything, correct? We can't report it because we don't have an ELA reporting period anymore. | That is a local decision to load an assessment into your local software. |
| Reporting | Let me make sure I'm understanding correctly. Once the teachers have all of the students spring assessment done in Kready, we don't need to do anything else except make sure all of the students are completed? We don't need to upload the results anywhere else? | Correct. The ELA results are NOT being reported in EMIS or EAS for this school year. We are using the vendor files from the KReady system. |
| Reports | All my students are showing an "N" in the column for "student has an IEP"....I do have students on IEPs. Does this field need to be updated manually? or should that information come thru on the student enrollment upload? Their disability codes are listed correctly. | If the information listed in the report is not generating correctly after it has been entered in the KReady system correct, please reach out to the Help Desk 844.K12.HELP (844.512.6446) or via webform at https://www.ohio-k12.help/kready-support/ . |
| Reports | Do you have to enter the start and end date to run the SKB Ratings report? | We suggest to use the start date and end date of the assessment window when running a reports. For example, the Spring assessment window is Feb 15 to May 14. |

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| Reports | Even though we are not reporting these scores to EMIS, is there a report to upload to our Student Information System for a record for the student? | No, there isn't. Although if you were able to work with your SIS provider or local ITC if you want to put the SKB data from your children that would be a local decision. You can always download and save your files locally. |
| Reports | How are we able to look at teachers scores? We have 400 students and I would like to know a way to look at them. | Generate the report, ELA SKB Ratings Report. This will show all of the students and what scores have been entered thus far for the assessment window. Please go to: https://www.ohio-k12.help/kready-support/data-manager-support/accessing_skb_report/ for guidance on the report. |
| Reports | How long after May 14th can you run reports to be considered as "this year"? Or is May 14th deadline for both? | May 31 is last day to generate reports in KReady. |
| Reports | If I run the SKB Ratings report, does that archive that file automatically or is there something else I need to do? | Each time a report is generated in the system an Archive is created. |
| Reports | If you run it with Location - District Manager School instead of choosing your School Building or District Location, it will return blank | If the SKB Rating report showed up blank for the location but not the district, you can reach out to the Help Desk for further investigation. 844.K12.HELP (844.512.6446) or via webform at https://www.ohio-k12.help/kready-support/ . |
| Reports | My SKB Ratings Report is blank. What are my next steps? | Ensure all students are to the correct data token and their teacher if you ELA SKB Ratings report is blank. If you have made sure of all, we encourage you to reach out to the Help Desk for further assistance. 844.K12.HELP (844.512.6446) or via webform at https://www.ohio-k12.help/kready-support/ . |
| Reports | On the SKB Ratings Report, some students are missing the Ethnicity code. These seem to be students with more than one race. Is this an error that needs to be resolved or should we ignore it? I just want to make sure the ODEW is getting the student assessment information. | You can manually edit Race, there are seven federal reporting categories in KReady, and M - Two or more races. That info is in the data guidelines here https://drive.google.com/file/d/1IkYHiBJZ3VL4uvx3N4ZOnviTbHJi0Jj8/view . We do not require that info, but it is helpful for larger programs when you analyze your data locally if you are looking at subgroups of students. |
| Reports | Our Preschool was doing the Pilot. Could you tell me how many scores we should be reporting? I see 34 columns for scores on our SKB rating pilot2024ela | The Pilot comprehensive is 34 SKBs, the Pilot priority set is 25 SKBs. So it depends on if you are using the ELA only for priority ECE and PSE, or as a comprehensive for SUTQ . |

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| Reports | Sorry here are the columns X Y X AA AB AC AD AE AH AI AN AO AP AR AS AT AI AV AW there are several more that have no scores. | If there are some columns that are blank for an SKB it could be due to it not being a required item. Or could be due to the score has not yet been entered by the teacher yet for the Spring ELA. To check which items are required, you an ask your teachers or go to https://education.ohio.gov/Topics/Early-Learning/Kindergarten/Early-Learning-Assessment/Early-Learning-Assessment-for-Teachers and look at the forms. |
| Reports | What do the X in the Data Display report mean? | The "X" in the specific score within the Data Displays report means that that score is not an option for teachers to use for that specific SKB. |
| Reports | When looking at the SKB - not the pilot. I'm seeing scores for each student in these columns but not the others. Is this okay? | If there are some columns that are blank for an SKB it could be due to it not being a required item. Or could be due to the score has not yet been entered by the teacher yet for the Spring ELA. To check which items are required, you an ask your teachers or go to https://education.ohio.gov/Topics/Early-Learning/Kindergarten/Early-Learning-Assessment/Early-Learning-Assessment-for-Teachers and look at the forms. |
| Reports | Where do data manager's obtain the scores? | Data manager will attach the teacher's to their students in the KReady system and then the teachers enter the scores within the KReady system. Data managers will be able to generate reports to ensure scores are entered. |
| Reports | Why would my ELA SKB report be blank? | Ensure all students are to the correct data token and their teacher if you ELA SKB Ratings report is blank. If you have made sure of all, we encourage you to reach out to the Help Desk for further assistance. 844.K12.HELP (844.512.6446) or via webform at https://www.ohio-k12.help/kready-support/ . |
| Teacher Training | Is there a website for the training that recorded the new teacher training? | No. |

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| Teacher Training | When is the ELA teacher training pt. 2? | Training for the Early Learning Assessment has concluded for this 2023-2024 academic year. |
| Transfers | I have a transfer request from the Franklin County Board of DD for a student who also receives services from them, we are district of residence, and are inputting scores. Do I approve this request so that they also have access once our scores are finalized? | <p>It is suggested that the home district/org be the Point of Authority (POA) and share final ELA student ratings and scores with the ESC/DD. This is a local decision and should include communication, collaboration, and coordination between all parties. As long as someone is entering the data for the student into the KReady system, the Ohio Department of Children and Youth will ensure that all parties that are responsible for the student receive credit for ratings entered.</p> <p>More Info > Loading Shared Students https://www.ohio-k12.help/kready-support_2020/data-manager-support/loading-shared-students/</p> <p>External Transfers with Shared Students https://www.ohio-k12.help/kready-support_2020/data-manager-support-2020a/transfers/</p> |
| Transfers | I used to get an email when someone requested a transfer from me but I don't now. I do I fix that? | Currently, it is necessary to check the Transfer Section in the KReady System to review changes and requests. Email notifications are not functioning at this time. |
| Transfers | When I request a student transfer, the screen comes up to the request transfer screen and then when I request the transfer, it highlights the location and won't request the transfer, but I can't type into the location box. How do I fix that? | If you are having issues with the Transfers, please reach out to us at the Help Desk at 844.K12.HELP (844.512.6446) or via webform at https://www.ohio-k12.help/kready-support/ . |
| Transfers | Will I be able to see the child in my list of students if the other school does not approve the transfer? I added a child, requested the transfer, but can't see the student yet. | If the transfer has not been accepted yet by the previous organization, you can find the student by going to: Organizations>View Districts>View Locations>View Students, then in the search box, you can put the students name. You can also contact the Help Desk for further assistance 844.K12.HELP (844.512.6446) or via webform at https://www.ohio-k12.help/kready-support/ . |