

Early Learning Assessment Spring 2025

February 11, 2025



MIKE DEWINE
GOVERNOR OF OHIO



PRESENTERS

Department of Children and Youth

- Sophie Hubbell
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Ohio K12 Help

- Karissa Donavan
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AGENDA

- 1/** Assessment Requirements and Resources
- 2/** Refresher (Access, Entry, Uploads)
- 3/** Corrections (Formats, Data, Uploads)
- 4/** Questions

2024 EARLY LEARNING ASSESSMENT



32

32 Item Comprehensive Assessment

Meets Requirement for Step Up To Quality



15

15 Item Priority Set

Required for Early Childhood Education Grant and
Preschool Special Education

TRAINING FOR TEACHERS

- Required for any teacher who will be making scoring decisions
- Fully online, independent format
- Available in the Ohio Professional Registry
- Estimated time to complete 3 hours
- Ohio Approved
- Not required for teachers who previously completed training

Department of Education & Workforce Early Learning Assessment Essentials - ...

My Home Content Awards ePortfolio LMS Support Email Course Home

- Start Here
- ELA Essentials Course Content
- Early Learning Assessment Essentials**
- Simulation Instructions
- Item 1: Object Counting
- Item 2: Writing to Convey Meaning
- Item 3: Responds to Questions About a Text
- Item 4: Social Behaviors
- Item 5: Number Words
- Item 6: Rhyming Words

Early Learning Assessment Essentials

RESUME COURSE

Ohio Department of Children & Youth

Welcome to the **Early Learning Assessment Essentials Training!** This training is designed to prepare you to use the Early Learning Assessment (or "ELA" for short). Let's get ready to learn more about the ELA!

MATERIALS

- Programs can continue to use the materials they have. The item content has not changed.
- Assessment posted on website. (Can be printed locally.)
- Recording form for printing posted on website.
- Printed materials not available for shipping at this time.
- Spreadsheet for reporting – only necessary for required users.

<https://www.ohio-k12.help/ela-score-entry-and-reporting/>

SPRING DATES

- Assessment Administration: February 15 - May 14
- Data Collection for Reporting: February 15 – June 4
(Closes at 11:59 p.m.)

SUPPORTS

Department of Children and Youth

- Policy/Guidelines Information
- ELAHelp@childrenandyouth.ohio.gov
- Background + Context Information
- Role Specific Resources
- Implementation Materials and Supports

<https://education.ohio.gov/Topics/Early-Learning/Kindergarten/Early-Learning-Assessment>

Ohio K12 Help

- Help Desk Support
- 844-K12-OHIO [844-512-6446]
- Technical Training
- Support Resources
- How-to Videos

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

DATA ENTRY AND REPORTING FOR REQUIRED USERS



Early Learning Assessment



- Spreadsheet for data entry
- Locked to limit to only valid scores
- Unlocked version available upon request
- Portal for secure upload
- No login credentials required
- Determine locally who upload data – each teacher or someone centrally

<https://www.ohio-k12.help/ela-score-entry-and-reporting/>

REPORTING REFRESHER

ACCESSING THE FORM

The screenshot displays the OhioK12 Help website interface. At the top, there is a navigation bar with the OhioK12 Help logo and several menu items: CYBER SECURITY, E-RATE, K12 NETWORK SUBSIDY, KREADY SUPPORT, and ROSTERV. A search bar is located on the right side of the navigation bar. Below the navigation bar, the main content area features the Ohio Department of Children & Youth logo and the title "ELA Score Entry and Reporting".

Downloads

- ELA Score Entry and Reporting Form** (XLSX): Click to download. Use this form to enter location information and student ratings.
- ELA Score Entry and Reporting Quick Start Guide** (PDF): Click to download. This document provides instructions and process steps for using the Score entry form to enter ratings.
- ELA Score Entry and Reporting Technical Guide** (PDF): Click to download. This document provides technical information about the Score Entry Form and instructions to upload the form for submission.

How To Videos

Three video thumbnails are displayed, each showing a young girl writing at a desk. The thumbnails include the text "KINDERGARTEN" and "ELA RESOURCE".

<https://www.ohio-k12.help/ela-score-entry-and-reporting/>

INSTRUCTIONS TAB

District IRN*	Building IRN*	Program License Number*	Teacher First and Last Name	Student First Name	Student Last Name	Date of Birth*	SSID*	*Emotion Identification	Seeking Emotional Support	*Self Control Strategies	Persisting with Tasks	*Following Directions	Using Logic	*Social Behaviors	Res Abo
2	3	4	5	6	7	8	9	1			2				
	2*														

Excel File Edit View Insert Format

- New
- New from Template...
- Open...
- Open Recent
- Close
- Save
- Save As...
- Save as Template...
- Move...
- Rename...

Filter

Sort: 9* Persisting with Tasks

By color: None

Filter: By color: None

Choose One

Search

- (Select All)
- 1
- 2
- 4
- N

Auto Apply

Apply Filter Clear Filter

Instructions Priority - Required 15 Comprehensive - Full 32

DATA ENTRY STEPS

1. Select the appropriate reporting tab: Priority Required - 15 items or Comprehensive - 32 items.
NOTE: Each student should only be submitted on one tab.
2. Enter District and Building IRN.
3. Enter Program License Number.
4. Enter Teacher First and Last Name.
5. Enter Student First and Last Name.
6. Enter Student Date of Birth (mm/dd/yyyy).
7. Enter the SSID (xx1234567).
8. Click in a cell for the desired SKB.
9. Click the dropdown button and select the appropriate SKB rating from the list. Repeat for each student.
10. Save the file.

DATA UPLOADING

The screenshot shows a web form titled "Upload Form" with the following sections:

- Upload Form**
 - Only submit the provided ELA Score Entry and Reporting Form. (other files will not be accepted)
 - Export as Microsoft Excel for uploading when using Google Sheets.
 - Ensure the selected file contains all the required information. See ELA Score Entry and Reporting Technical Guide.
 - Complete the fields below and select your file to upload.
- ELA Score Entry and Reporting File Upload**
- Name (Required)**: Two input fields labeled "First" and "Last".
- Email (Required)**: One input field.
- Excel Upload (XLSX Only) (Required)**: A file selection button labeled "Choose File" and a text box showing "no file selected". Below this, it says "Accepted file types: xlsx, Max. file size: 5 MB."
- Submit**: A blue button.
- A blue circular arrow icon is located at the bottom right of the form area.

1. Go to <https://www.ohio-k12.help/ela-score-entry-and-reporting/>
2. Navigate to the bottom of the page.
3. Enter the **required** first, last name and email information of the person submitting the file.
4. Click/Tap **Choose File**, select the file and click upload to add the file to the queue.
5. Click/Tap **Submit**. A confirmation message will appear.

Note:

- Upload only one file per submission.
- Multiple submissions are allowed.

SUBMISSION SUMMARY

Submission Successful: The person who submits the file, will get an email stating the number of records that were loaded and the name of the file which was uploaded.

Import Error: If there is an error in the file, the email will let them know that the format is invalid and the name of that file. If an import error occurs, corrections must be made and the file resubmitted.

The email will come from servicedesk@managementcouncil.org with the subject of **ELA Summary**.

1. After the form is uploaded, the submitter will get an email with a summary of the submission.
2. Only students that have ALL scores entered in the file will be included in the number of records loaded on the ELA Load Summary report.

CORRECTIONS

DO NOT ADD TABS/SHEETS

The screenshot shows the 'Early Learning Assessment Score Entry and Reporting Form' interface. On the left, there is a 'Department of Children & Youth' logo and a list of instructions under the heading 'Action'. The instructions include: 'Select the Priority Required - 15 items or the Comprehensive - 32 items reporting tab', 'Enter District and Building IRN', 'Enter Program License Number', 'Enter "Teacher First and Last Name"', 'Enter Student First and Last Name', 'Enter Student Date of Birth (mm/dd/yyyy)', 'Enter the SSID (xx1234567)', 'Click in a cell for the desired SKB', 'Click the dropdown button and select the appropriate SKB rating from the list', and 'Repeat for each student'. A red arrow points from the text 'Do NOT add any extra tabs/worksheets' to a '+' button in the 'Additional' tab bar at the bottom. The spreadsheet area on the right has columns labeled 'District IRN*', 'Building IRN*', and 'Program License Num'. A yellow callout box points to the 'Building IRN*' column with the text: 'Enter the six digit IRN for your building including leader zero. Ex. 012345. To look up building IRNs visit > <http://oeds.ode.state.oh.us/SearchOrg>'. The 'Additional' tab bar at the bottom shows 'Priority - Required 15', 'Comprehensive - Full 32', and a '+' button circled in red.

1. After opening the ELA Entry and Reporting form, add information and student ratings on either the Priority or Comprehensive tabs.
2. DO NOT add any additional tabs/worksheets to the form. Files will NOT load if changes are made.

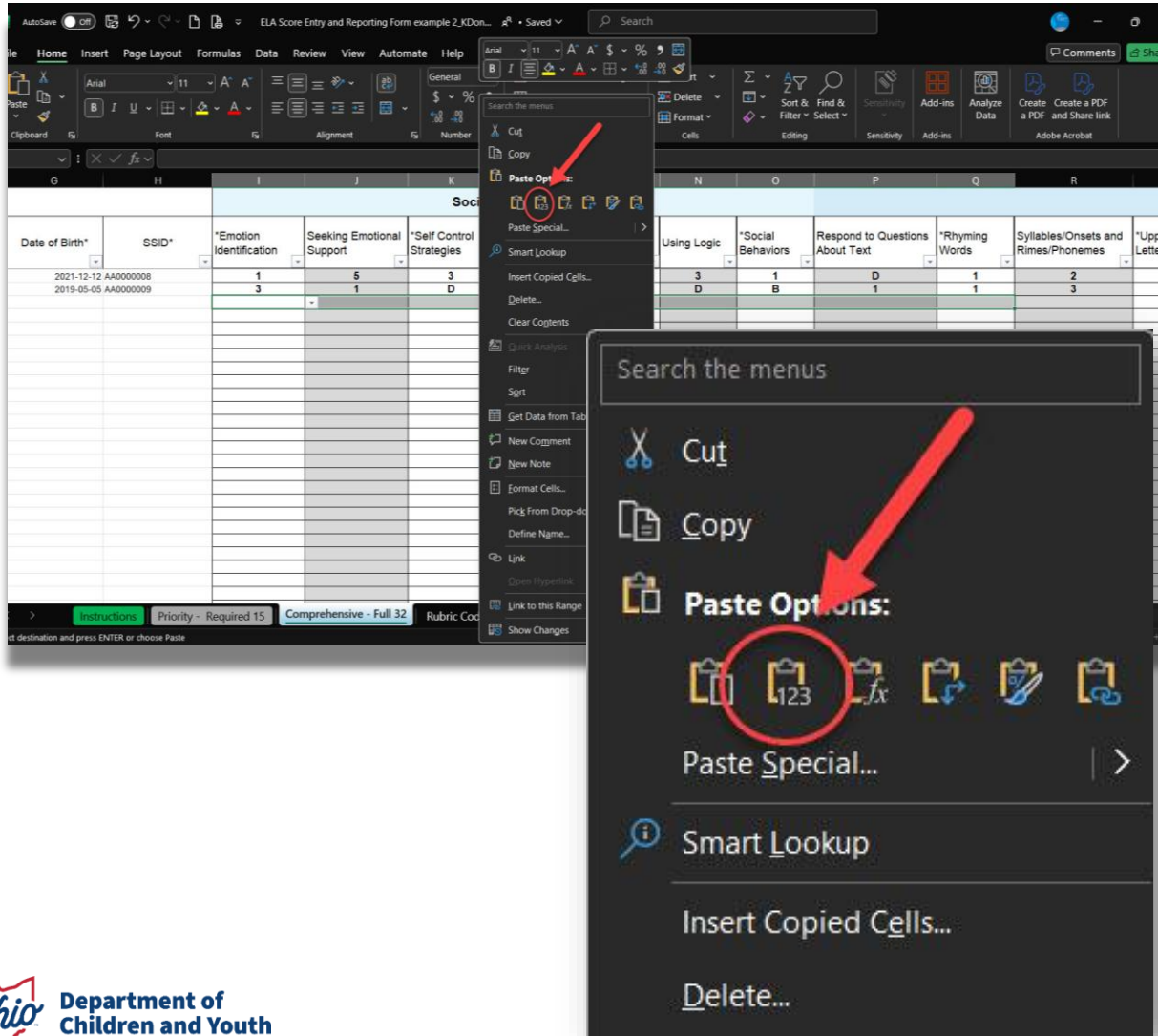
DO NOT DELETE TABS/SHEETS

The screenshot shows an Excel spreadsheet with two sheets. The left sheet, 'Instructions', contains a table with 10 steps for data entry. The right sheet, 'Early Learning Assessment', has columns for District IRN, Building IRN, Program License Number, and Teacher First and Last Name. A yellow callout box points to the Building IRN column with the text: 'Enter the six digit IRN for your building including leader zero. Ex. 012345. To look up building IRNs visit > <http://oeds.ode.state.oh.us/SearchOrg>'. A red arrow points to the 'Additional' tab bar at the bottom, which includes 'Instructions', 'Priority - Required 15', and 'Comprehensive - Full 32'. A red text box says 'Do NOT delete these tabs/worksheets'.

Step	Action
1	Select the Priority Required - 15 items or the Comprehensive - 32 items reporting tab
2	Enter District and Building IRN
3	Enter Program License Number
4	Enter "Teacher First and Last Name"
5	Enter Student First and Last Name
6	Enter Student Date of Birth (mm/dd/yyyy)
7	Enter the SSID (xx1234567)
8	Click in a cell for the desired SKB
9	Click the dropdown button and select the appropriate SKB rating from the list
10	Save the file

1. After opening the ELA Entry and Reporting form, add information and student ratings on either the Priority or Comprehensive tabs.
2. DO NOT delete any tabs/worksheets from the form. Files will NOT load if tabs/worksheets are renamed, reordered, or removed.

COPY/PASTE DATA



1. When combining data from multiple files into a single file for reporting, select the cell(s) to be copied, right click and select Copy.
2. In the new file, select the destination cell range.
3. Right click and select “Paste Values” to maintain the cell formatting. Incorrect cell format may result in invalid score reporting.

IDENTIFY ALL FILE UPLOADS

Upload Form

- Only submit the provided [ELA Score Entry and Reporting Form](#). (other files will not be accepted)
- Export as Microsoft Excel for uploading when using Google Sheets.
- Ensure the selected file contains all the required information. See [ELA Score Entry and Reporting Technical Guide](#).
- Complete the fields below and select your file to upload.

ELA Score Entry and Reporting File Upload

Name (Required)

First Last

Email (Required)

Excel Upload (XLSX Only) (Required)

Choose File

Accepted file types: xlsx, Max. file size: 5 MB.

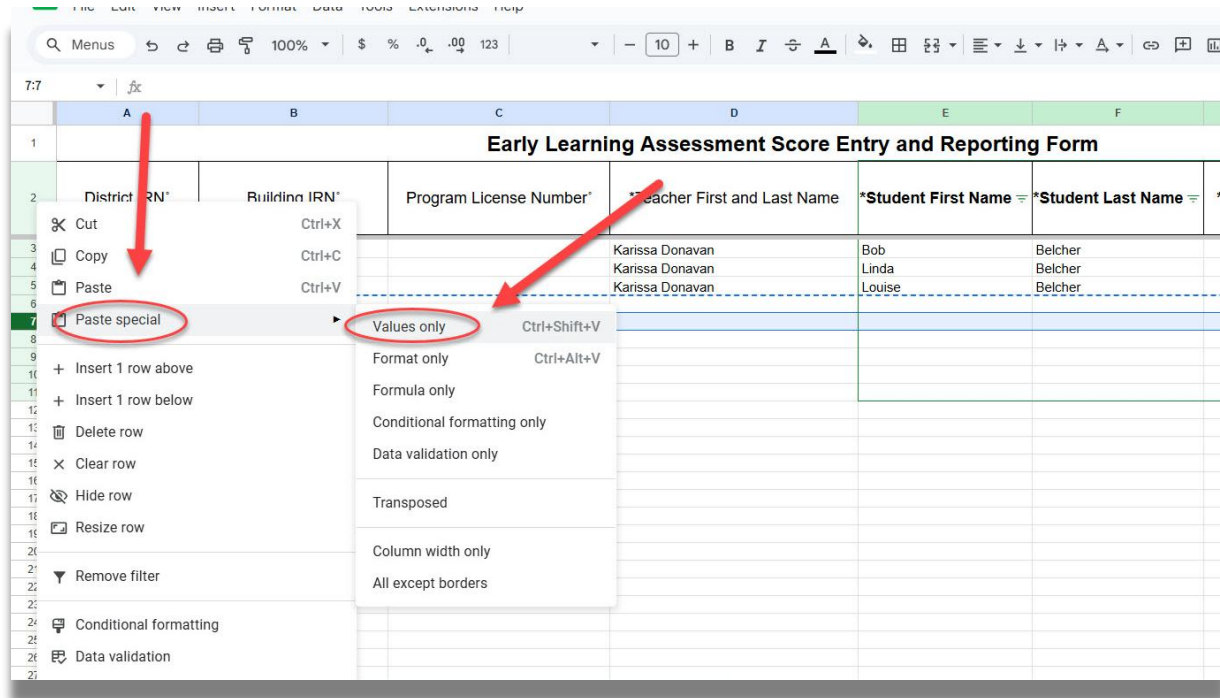
1. When uploading multiple teachers' files, include the teacher's name in the file to identify the files.
2. Example: teacherfirst.last-districtirn or teacherfirst.last-programnumber
3. File must be uploaded as an Excel file (.xlsx)

Note:

- Upload only one file per submission.
- Multiple submissions are allowed.

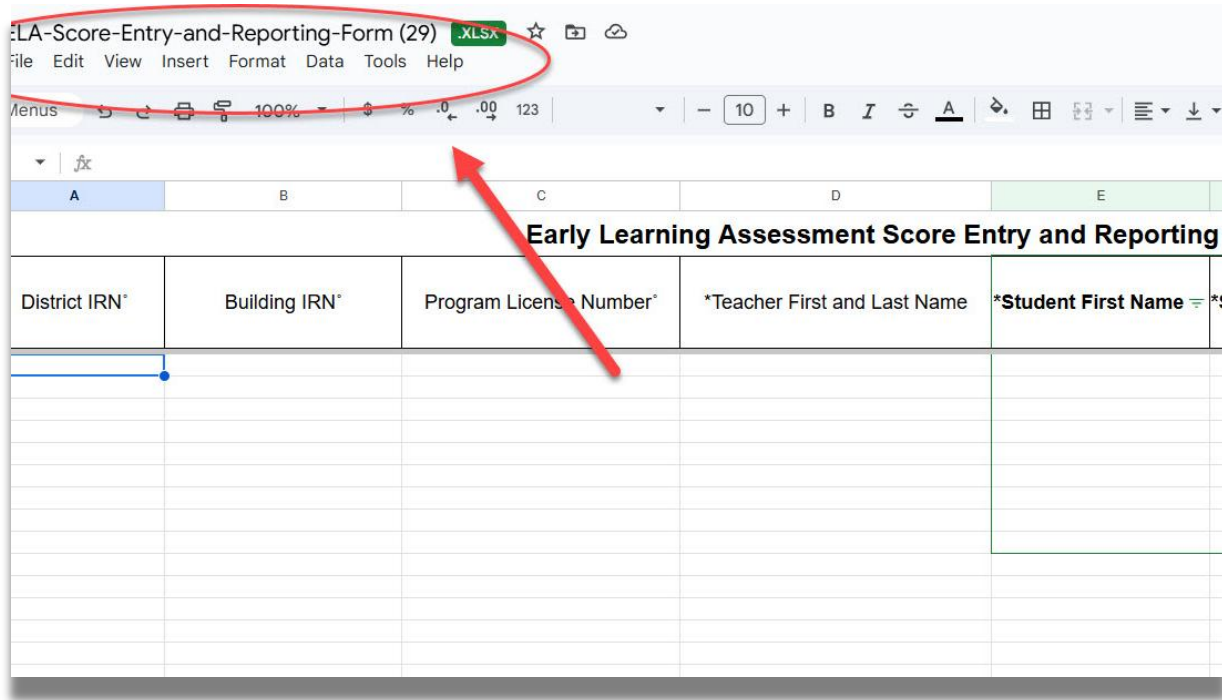
DATA ENTRY IN GOOGLE SHEETS

GOOGLE SHEETS



- Download the ELA Score Entry and Reporting form
- Open your Google Drive
- Go to Downloads on your computer and click and drag the file to your Google Drive
- Enter in Data
- If copying/pasting data, make sure to use Paste Special – use Values ONLY to maintain the cell format. Incorrect cell format may result in invalid score reporting.

SAVING WITH GOOGLE SHEETS



- When using Google Sheets, changes are automatically saved.
- To rename your file – click on the name of the file in the top left and type in the new file name.
 - Example: teacherfirst.last-districtirn or teacherfirst.last-programnumber
- To download the file, click “File,” go to “Download,” select “Microsoft Excel.” This will ensure the correct format for upload to the ELA Score Entry and Reporting site.

APPLE NUMBERS

- We recommend not using Apple Numbers due to the following:
 - When importing to Numbers, the support comments/hints will not appear
 - It is possible to delete/remove the formatting in the ratings area by hitting the delete key
 - Removes the date format for the DOB column

QUESTIONS



MIKE DEWINE

GOVERNOR OF OHIO

CONNECT WITH DCY

 <https://childrenandyouth.ohio.gov/home>

 info@childrenandyouth.ohio.gov

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 <https://twitter.com/OhioDCY>

 <https://www.instagram.com/ohiodcy/>

 <https://www.youtube.com/@OhioDCY>

