

Kindergarten Readiness Assessment: Data Prep and Loading Webinar



Data Manager Training
August 12, 2025

OhioK12 Help

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Housekeeping



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Agenda

- Welcome and Introductions
- Poll
- 2025-2026 Reminders
- Calendar + Supports
- Data Manager Role + Access
- The KReady System
- Loading Data
- Reports
- Questions




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How would you rate **your knowledge or skill level** with the KReady System? (choose one)

I am a **New** user

I am an **Advanced** user


I am an **Expert** user



Poll


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2025-2026 Reminders



Assessment Tag

- Data managers must ensure that they check the box for the teachers "Assessment Tag" in their KReady account. This one-time designation is required to view and access the green "Access Professional Development and Resources" button from the KReady dashboard.




KRA Teacher Training

- The KRA Certification Training is required for licensed school employees and teachers administering the Fall 2025 KRA-R.
- Only kindergarten teachers that have not been trained in the KRA or KRA-R should complete this initial training.
- A user account in the KReady Online system and an "assessment tag" are required to access and complete the training.

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Calendar



Fall 2025

July 1


Nov 1 at 11:59pm

Nov 10 at 11:59pm

Fall Data Collection Opens

Data Collection Closes

Data Manager Cleanup Window Closes



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Supports



**Department of Children
Youth**

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

<https://childrenandyouth.ohio.gov/for-providers/resources/kindergarten-readiness-assessment>



Ohio K12 Help

- Help Desk Support
- 844-K12-OHIO [844-512-6446]
- Data Manager/Admin Training
- Support Resources
- How-to Videos

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



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Data Manager Role



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Data Manager Role

- Create New Teacher Accounts
- Create Administrator Accounts
- Add Student and Enrollment Data
- Monitor/Update Data
- Address Transfers
- Access Reports



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Data Manager Access

Important

- Access is provided to persons verified in the Ohio Educational Directory System (OEDS).
- <https://education.ohio.gov/Topics/Data/Ohio-Educational-Directory-System-OEDS>



KReady System



Data Loading Methods



1. MANUALLY
Enter data directly in
KReady, one-by-one



2. BULK LOADER
Enter data in KReady in
bulk using templates

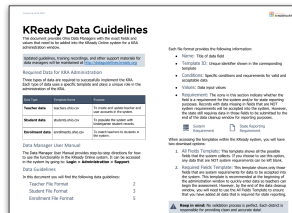


3. AUTOMATED
Automate data entry in
KReady through SFTP

Data Guidelines

Important

- <https://drive.google.com/file/d/1tkYH6Jz3YL4uxx3N4Zcmv1bHJ0J8/view>



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Data Templates

Formatting

- Do Not remove or change headers
- Format cells for leading zeros (district id, school id etc...)
- Date of Birth should be formatted MM/DD/YYYY
- Each field should be separated with commas
- See Data Guidelines and Data Manager User Manual for additional information



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Loading Data



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Adding Users

1. **Select** "Users" (left-hand navigation).
2. **Click** "Add Users" and enter information following password requirements".
3. **Select** "Save and Open"
4. **Click** the Assessment Tag toggle and **check** the box labeled KRA.
5. **Click** "Save".
6. **Select** "Organizations".
7. **Click** the "Administrative Levels" dropdown and select "Districts".
8. **Click** "Add" and enter Teacher ID* in popup (Educator ID [2-letters + 7-digits] or teacher email).
9. **Click** "Save".

Follow Me

*Note

- User will receive email to change password once account is created.
- See Video > [How to Add a User Account Manually](#).



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Adding Students

1. **Select** "Students" (left-hand navigation)
2. **Click** "Add Student" and enter student demographic information.
3. **Select** "Save and Open" then choose "Assign" on the "Enrollments Tab".
4. **Add** the desired teacher on the Enrollments tab and click "Finished".
5. **Select** the word "Location" under the school dropdown.
6. **Select** "Data Collection Assignments" tab and click "Assign Data Collection".
7. **Click** "Finished".

Follow Me

*Note

- Ensure student has been added to location by checking the "Point of Authority".
- Confirm correct location is attached and that students appear for assigned teacher.
- See video > [How to Add a Student Manually](#).

*Fall 2025 Data Collection Token

- KRA-R2 (Short version, 27 Items): [short25krar2](#)
- KRA 2.0 (Long version, 50 Items): [full25kra2](#)



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Bulk Loader

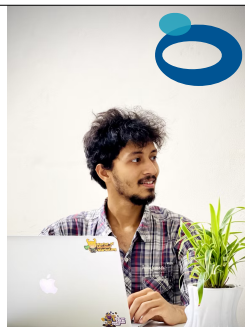
1. **Download** current teacher, student, and enrollment file from Bulk Loader and check for needed changes.
2. **Update** user/teacher changes manually (ex. name or email).
3. **Formatting Data** to prepare for uploading to Bulk Loader. See video > [Formatting Data](#)

*Note

- Enrollments must be loaded with the appropriate data token for each data collection.
- User information must be updated manually **prior to uploading**. See video > [How to Update a User Account Manually](#).

*Fall 2025 Data Collection Token

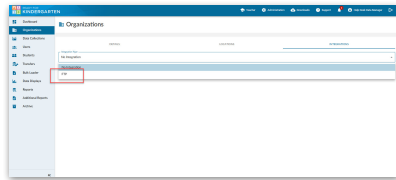
- KRA-R2 (Short version, 27 Items): [short25krar2](#)
- KRA 2.0 (Long version, 50 Items): [full25kra2](#)



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SFTP Data Automation

- Integrated with your SIS
- Large data loads



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SFTP Data Automation

1. Select "Organization" (left-hand navigation)
2. Click "View Districts" and then "View Locations".
3. Select "Integrations Type" then choose "FTP" from the dropdown.
4. SFTP server address and port: **FTP Server Address:** <http://ready.org> and **FTP Server Port:** 22
5. Click "Save".
6. Create separate folders for teachers, students, enrollments, and unenrollments. Specific file type must be added to the correct folder (ex. teachers)
7. Use **FTP client** of your choice (ex. FileZilla), enter the necessary information and transfer the teacher, student and enrollment files.

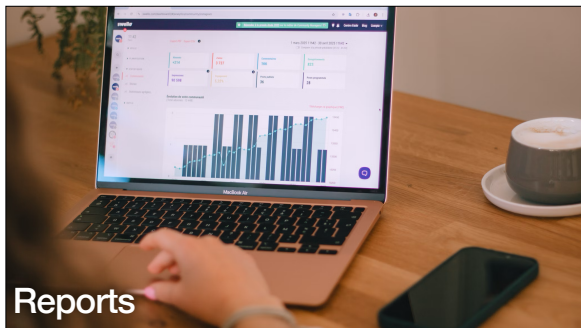
Follow Me

*Note

- Ensure that file names are all lowercase
- SFTP files are retrieved every 30 minutes



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Reports

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KRA Reports

KRA Percentage Completion Report

- Excel file showing the percentage of students who have completed the KRA-R.
- Used to monitor student completion progress.
- Available during and after the administration window.

KRA Completion by Item Report

- Excel file showing teacher entered item ratings for each student.
- Used to monitor items completed for each student.
- Available during and after the administration window.

Language and Literacy Report

- Excel file showing all students' Language and Literacy domain scale scores.
- Can be used for reporting on-track/not-on-track status for reading diagnostic.
- Available during and after the administration window.

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KRA Reports

KRA Student and Enrollment Report

- Excel file showing the student enrollment demographic data and teacher assignment.
- Used to verify student and teacher connections.
- Available during and after the administration window.

Data Downloads Report

- Excel file showing all teachers, students, and enrollment data in the system.
- Used to confirm/check data loaded in the KReady system.
- Available during and after the administration window.

KRA Data Domain Report

- Excel File with student scores for each item and total points calculated for each domain.
- Used to confirm scores entered for each domain
- Available during and after the assessment

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KRA Reports

KRA Scale Score Report

- Excel file showing all student data, teacher data, and students' overall and item-level scores.
- Used to submit KRA student scores to EMIS.
- Available after the assessment.

KRA ISR Report

- Excel file with a PDF link for a student's KRA results.
- Designed to be shared with families.
- Available after the assessment.

KRA Data Displays

- Interactive charts & graphs presenting KRA data
- Used to view student data in KReady
- Available after the assessment.

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Questions



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Feedback Survey



<https://bit.ly/3if6lEr>

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Thank You

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