

Kindergarten Readiness Assessment: Data Prep and Loading Webinar



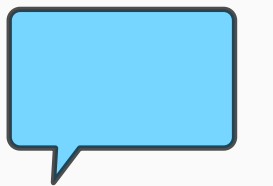
Data Manager Training

August 12, 2025

Housekeeping



Questions



Resources and Links



Agenda

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

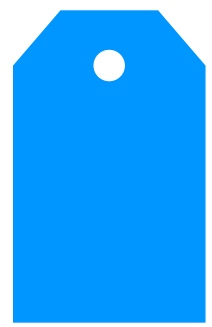


How would you rate **your knowledge** or **skill level** with the KReady System? (choose one)

- ☐ I am a **New** user
- ☐ I am an **Advanced** user
- ☐ I am an **Expert** user

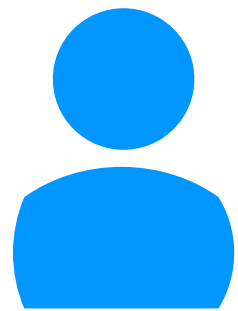
Poll

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.

Calendar



Fall 2025

July 1

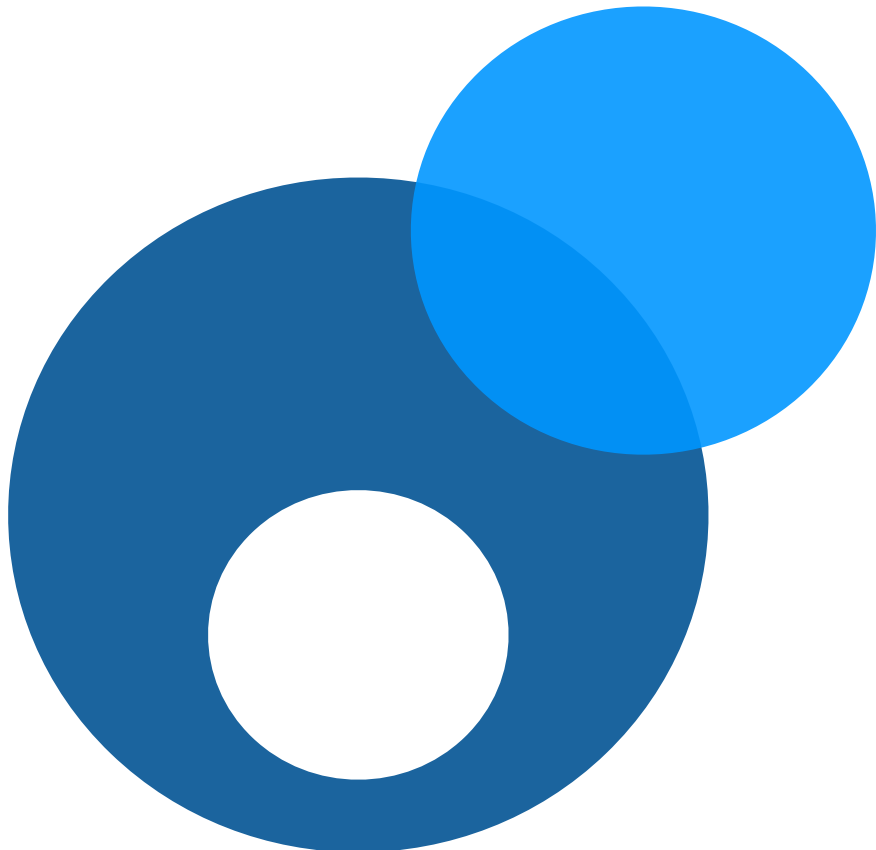
Fall Data Collection Opens

Nov 1 at 11:59pm

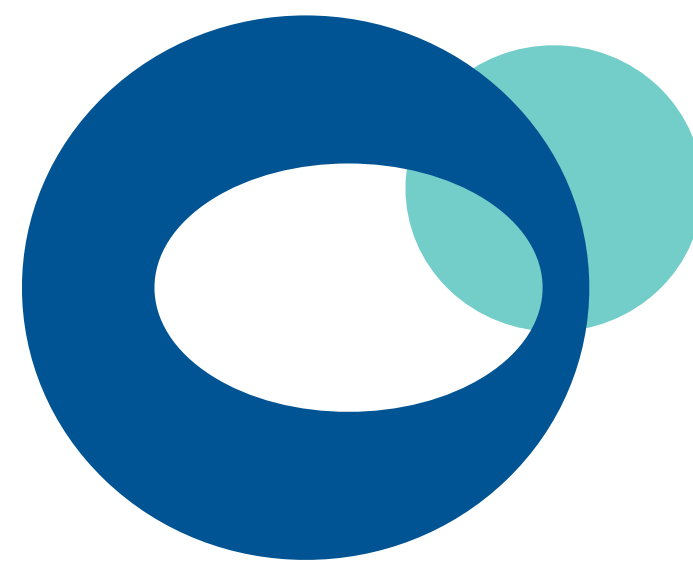
Data Collection Closes

Nov 10 at 11:59pm

Data Manager Cleanup Window Closes



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 Manger/Admin Training
- Support Resources
- How-to Videos

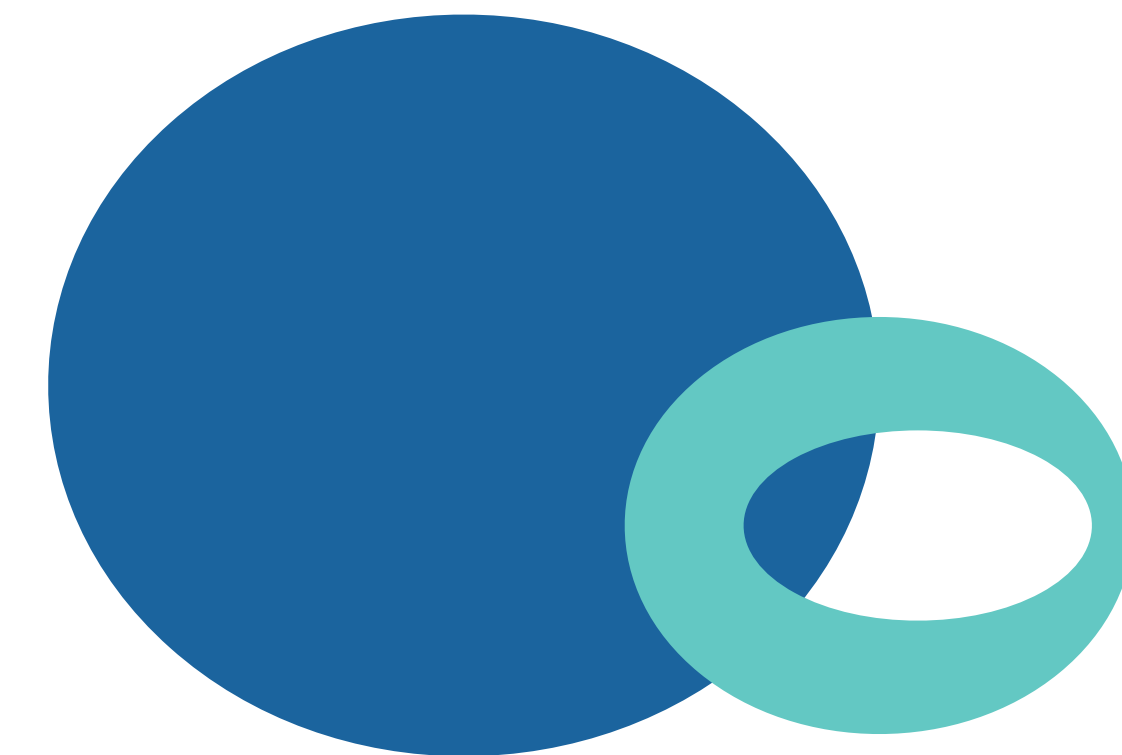
<https://www.ohio-k12.help/kready-support/>



Data Manager Role

Data Manager Role


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




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>



Select Language ▼

Login | State Agencies | Employees 

 Department of Education & Workforce

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Home > Data > Ohio Educational Directory System (OEDS)

QUICK LINKS

- » [Organization Types, Data Custodians and IRN Request Procedures](#)
- » [Web Reporting & SAFE Accounts](#)

LATEST NEWS

- [EMIS Newsflash – June 18, 2025](#)
- [EMIS Newsflash – June 17, 2025](#)
- [EMIS Newsflash – June 13, 2025](#)
- [View All News](#)

Ohio Educational Directory System (OEDS)

The Ohio Educational Directory System (OEDS) is a decentralized directory data system in which organizations maintain their own data. The general public can search OEDS for the most current information about an organization.

Accessing OEDS

In order to assign or be assigned a role in OEDS, a user needs to have an [OHID Account](#), [Department of Education and Workforce Profile](#) and an appropriate [OEDS Role](#).

- » [OEDS Search Tool for District and School Directory Information](#)

Updating OEDS

OEDS organization administrators must log in to their OHID accounts to update information in OEDS. Those who are not OEDS organization administrators can follow the instructions located in the gray box on this page to update their contact information in OEDS without an OEDS Organization Administrator account.

- » [OEDS "How-to" Manual](#)
- » [OEDS Help, Organization Types, Data Custodians and IRN Request Procedures](#)

Make Sure OEDS Data is Up to Date and Accurate

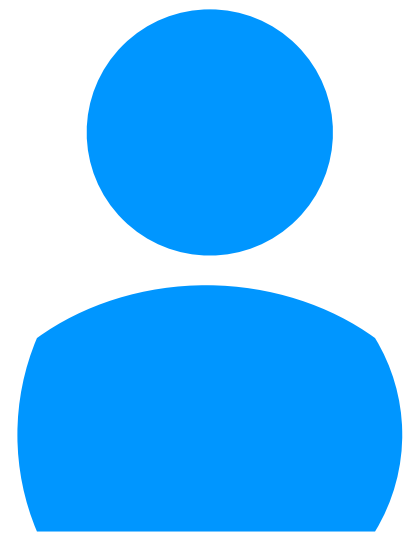
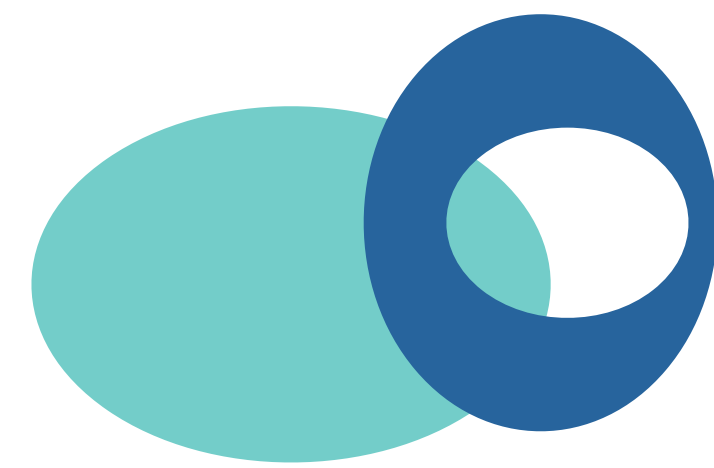
The Ohio Department of Education and Workforce uses the information in OEDS to send important communication to school and district staff members throughout the year. Therefore, it is important that districts and schools ensure contact information in OEDS is current.

Each staff member listed in OEDS must have a valid email address marked as "Primary" to receive critical communications from the Department. Follow these instructions for [Updating Contact Information in the Ohio Educational Directory System without an OEDS](#)

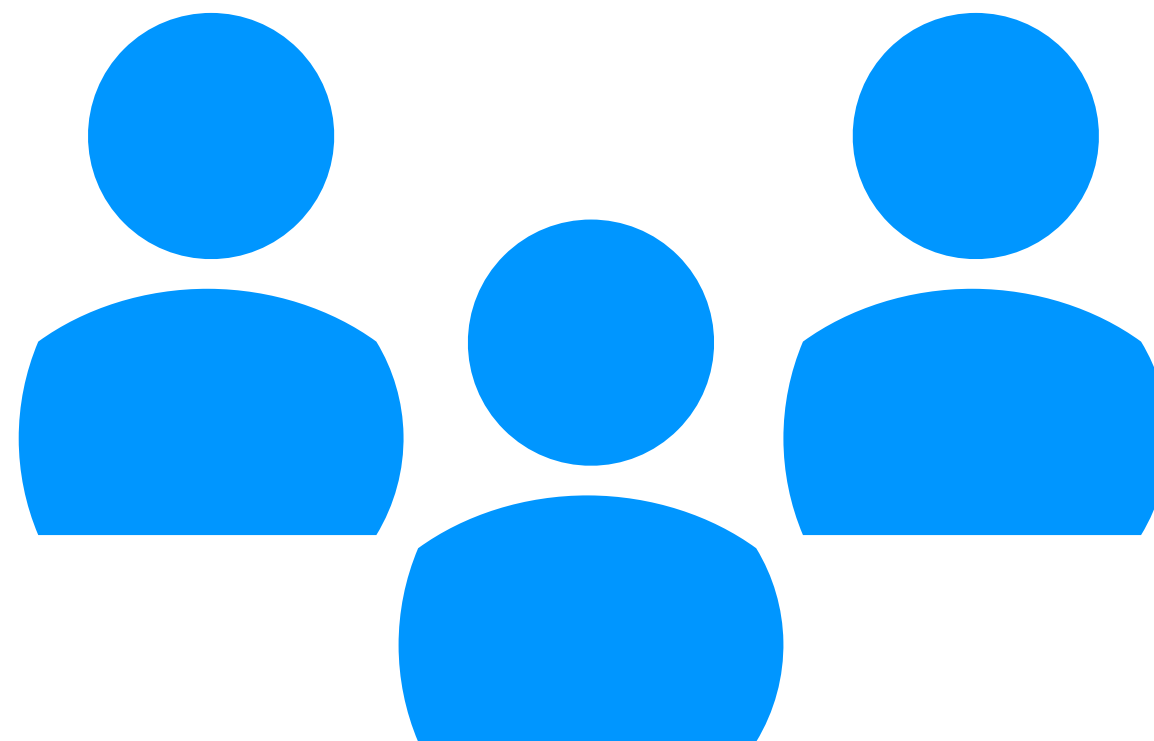


KReady System

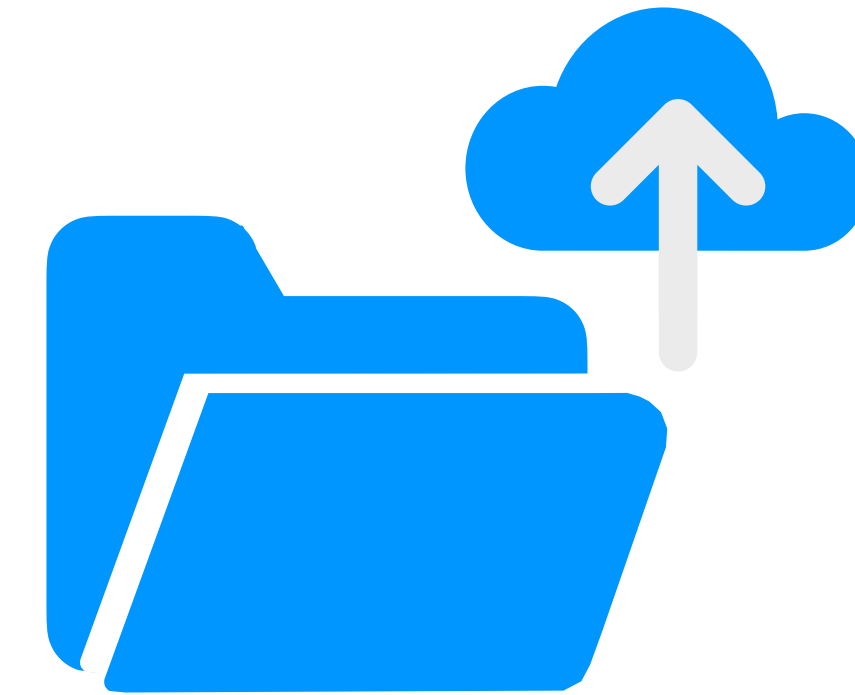
Data Loading Methods



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



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

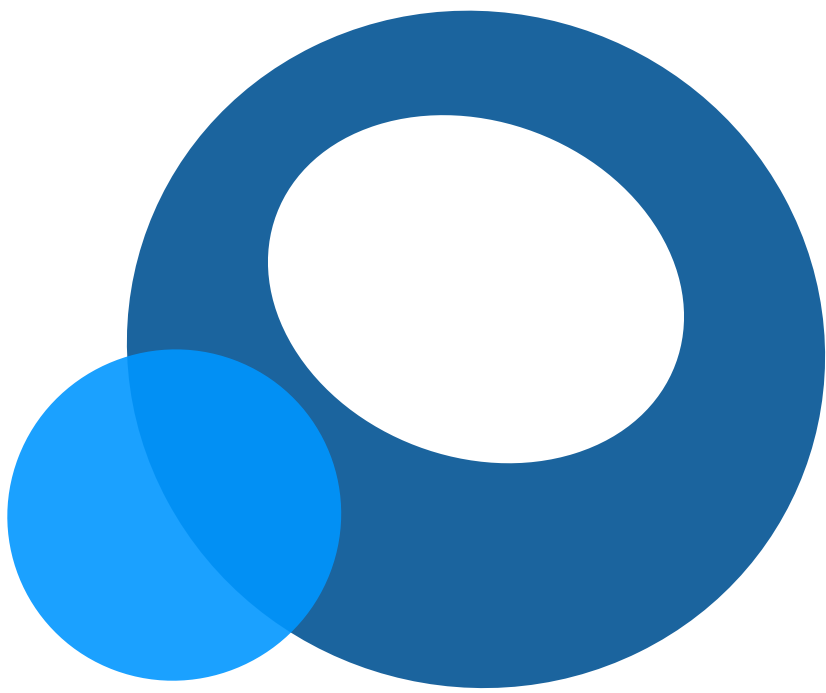


3. AUTOMATED
Automate data entry in
KReady through SFTP

Data Guidelines

Important

- <https://drive.google.com/file/d/1IkYHiBJZ3VL4uvx3N4ZOnviTbHJi0Jj8/view>



Current as of 02-2024

KReady Data Guidelines

This document provides Ohio Data Managers with the exact fields and values that need to be added into the KReady Online system for a KRA administration window.

Updated guidelines, training recordings, and other support materials for data managers will be maintained at <http://dataguidelines.kready.org>

Required Data for KRA Administration

Three types of data are required to successfully implement the KRA. Each type of data uses a specific template and plays a unique role in the administration of the KRA.

Data Type	Template Name	Purpose
Teacher data	teachers.ohio.csv	To create and update teacher and user accounts in the system.
Student data	students.ohio.csv	To populate the system with kindergarten student records.
Enrollment data	enrollments.ohio.csv	To match teachers to students in the system.

Data Manager User Manual

The Data Manager User Manual provides step-by-step directions for how to use the functionality in the KReady Online system. It can be accessed in the system by going to: **Login > Administration > Support**.

Data Guidelines

In this document you will find the following data guidelines:

Teacher File Format	2
Student File Format	3
Enrollment File Format	5

Each file format provides the following information:

- **Name:** Title of data field
- **Template ID:** Unique identifier shown in the corresponding template
- **Conditions:** Specific conditions and requirements for valid and acceptable data
- **Values:** Data input values
- **Requirement:** The icons in this section indicate whether the field is a requirement for the system and/or for state reporting purposes. Records with data missing in fields that are NOT system requirements will be accepted into the system. However, the state still requires data in those fields to be submitted by the end of the data cleanup window for reporting purposes.

System Requirement State Reporting Requirement

When accessing the templates within the KReady system, you will have two download options:

1. **All Fields Template:** This template shows all the possible fields that the system collects. If you choose to use this option, any data that are NOT system requirements can be left blank.
2. **Required Fields Template:** This template shows only those fields that are system requirements for data to be accepted into the system. This template is recommended at the beginning of the administration window to quickly enter data so teachers can begin the assessment. However, by the end of the data cleanup window, you will need to use the All Fields Template to ensure that you have added all data that is required for state reporting.

Keep in mind: No validation process is perfect. Each district is responsible for providing clean and accurate data!

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



DATA MANAGER & ADMINISTRATOR USER MANUAL

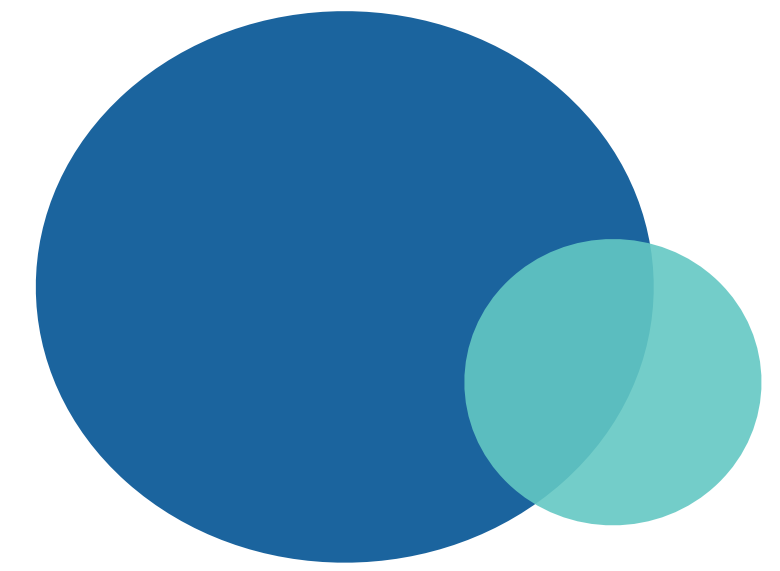
This manual supports data managers and administrators who are implementing the Early Learning Assessment and/or Kindergarten Readiness Assessment.

Current as of August 7, 2023

Loading Data



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”.

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***Note**

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

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”.

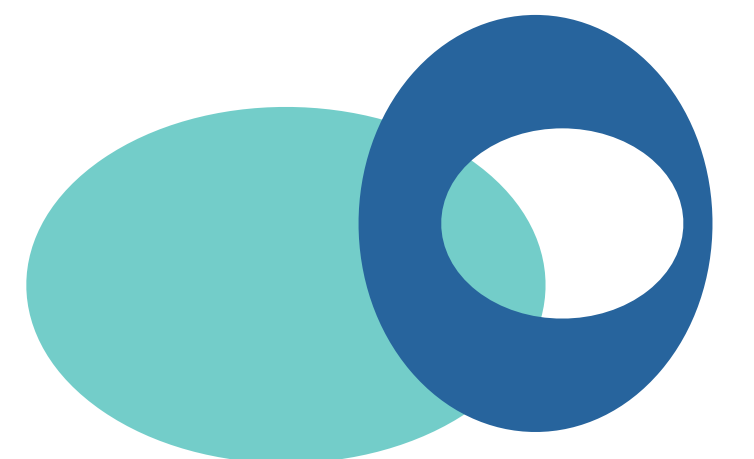
*Fall 2025 Data Collection Token

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

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.](#)



Bulk Loader

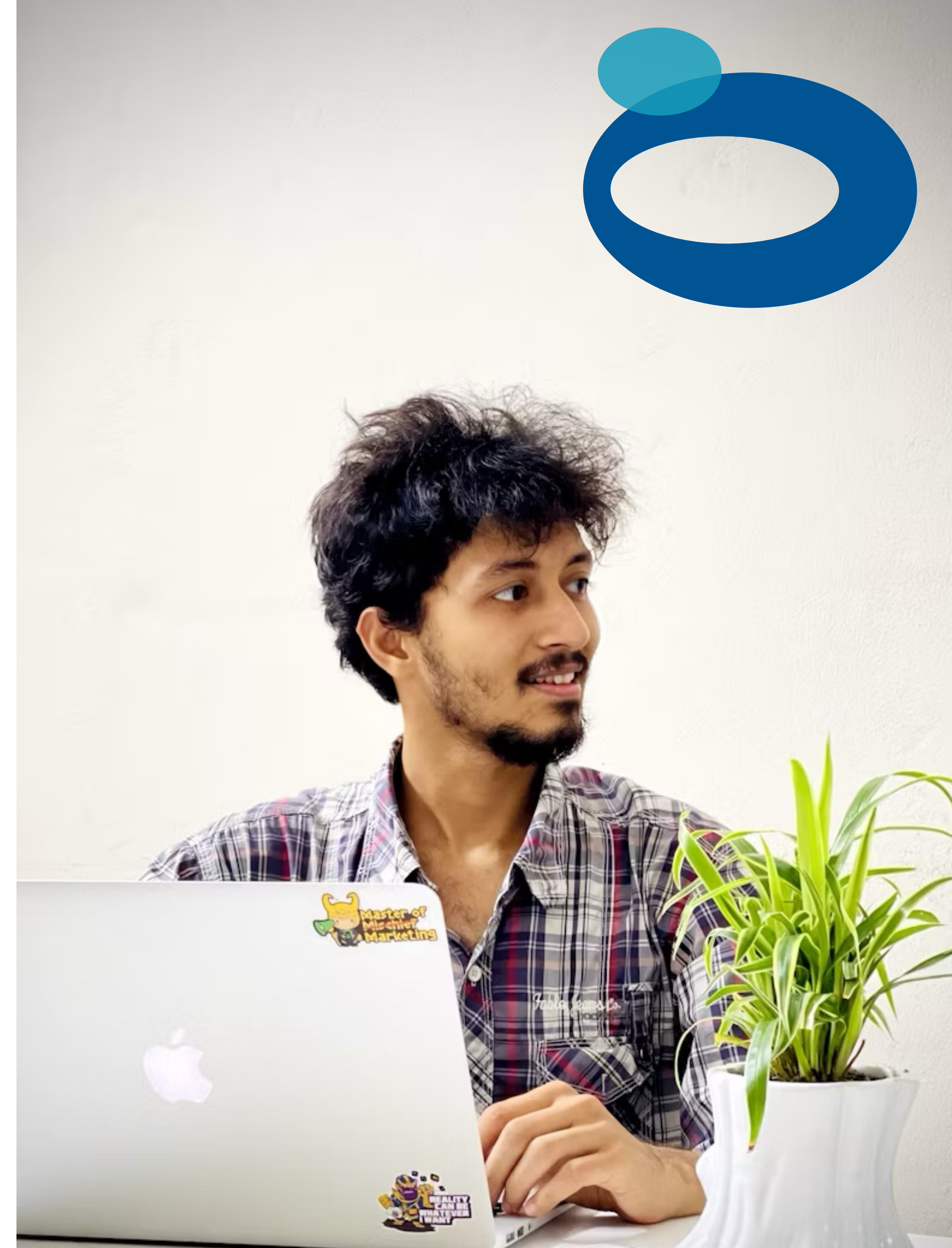
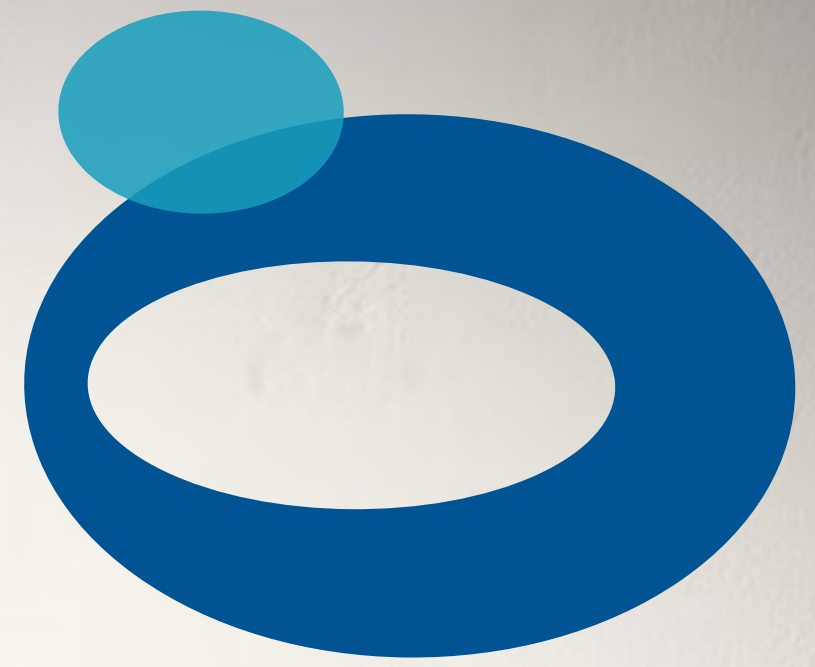
1. **Download** current teacher, student, and enrollment file from Bulk Loader and check for needed changes.
2. **Update** user/teacher changes manually (ex. name or email).
3. **Formatting Data** to prepare for uploading to Bulk Loader. See video > [Formatting Data](#)

*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](#).

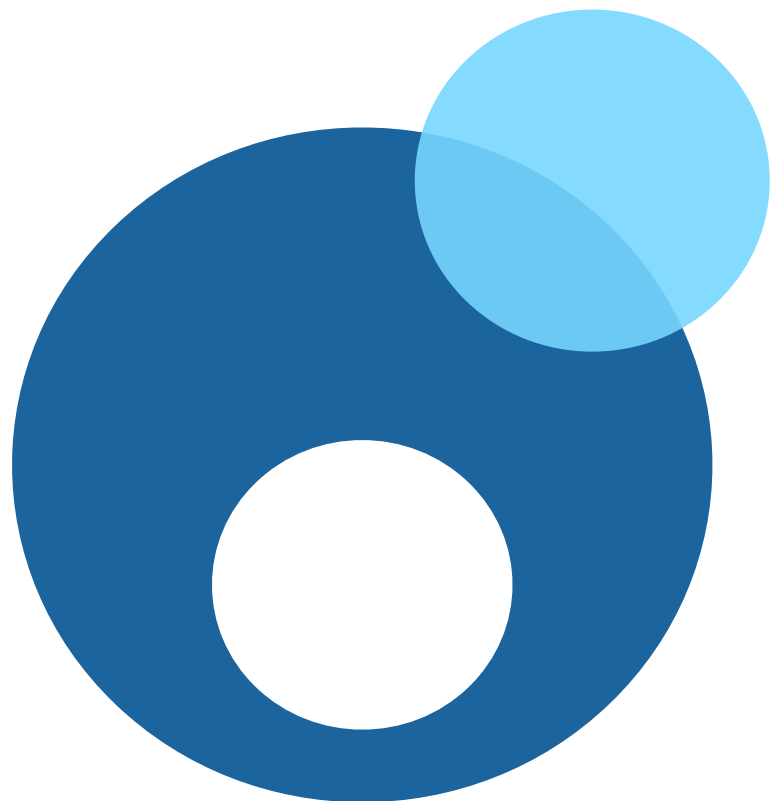
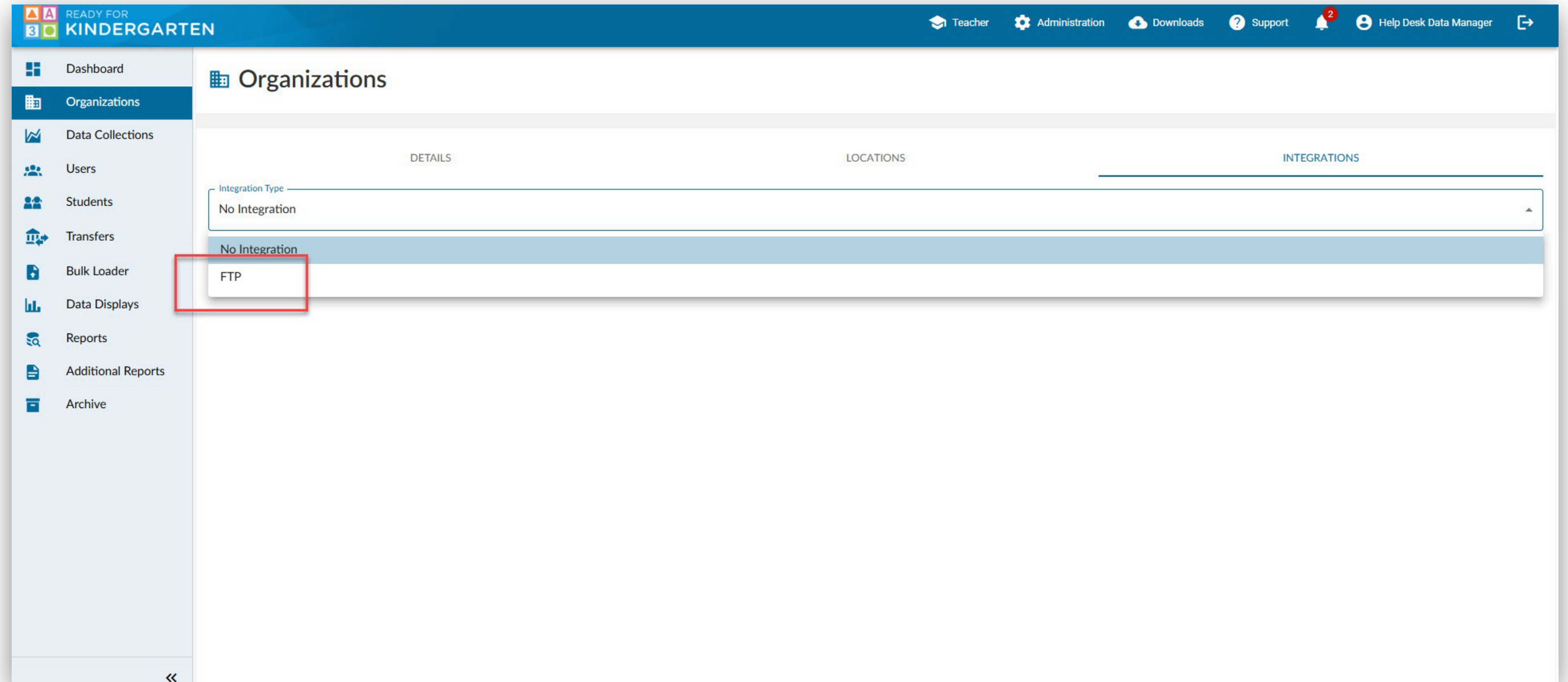
*Fall 2025 Data Collection Token

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- **KRA 2.0 (Long version, 50 Items): full25kra2**



SFTP Data Automation

- Integrated with your SIS
- Large data loads



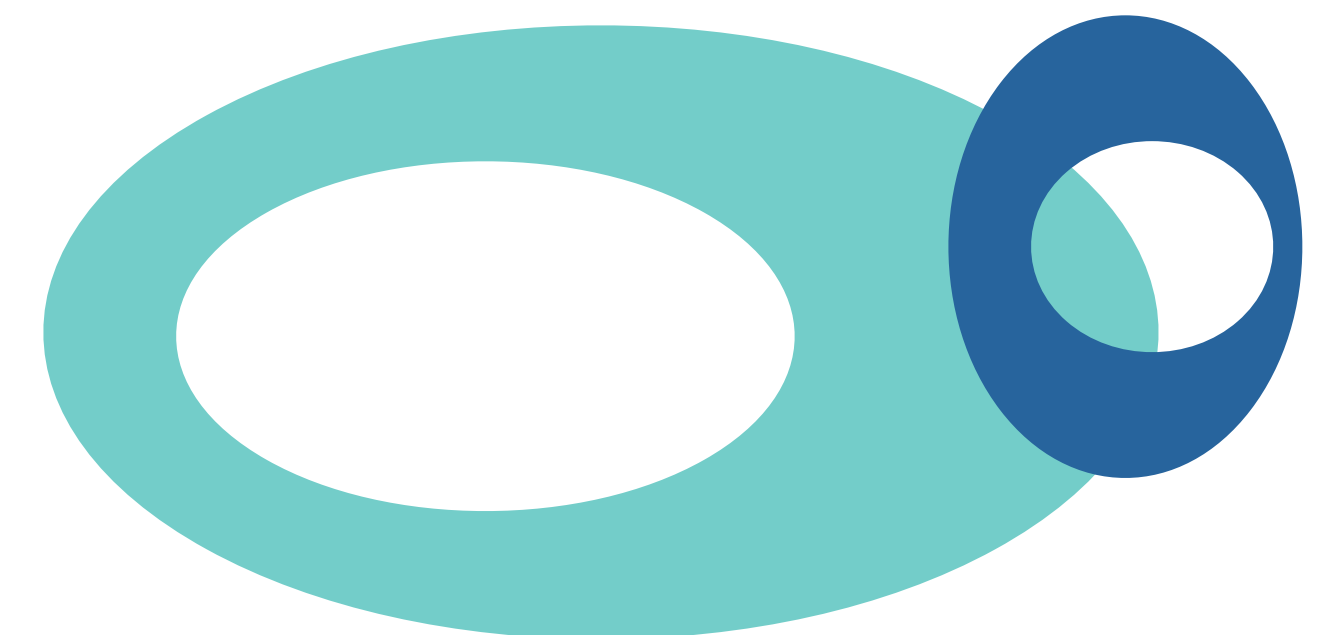
SFTP Data Automation

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:** <ftp.kready.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



Reports



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.

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

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.

Questions



Feedback Survey



OhioK12 Help

CYBER SECURITY E-RATE K12 NETWORK SUBSIDY KREADY SUPPORT ROSTERV

LOGIN

KRA Data Manager Webinar: Data Prep And Loading – Feedback

About You

Name

First

Last

Email

Program Name

School/Organization

About the Information

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



Thank You