

Early Learning Assessment

Score Entry & Reporting Form

Quick Start Guide

Getting Started

This document provides Early Childhood Educators/Administrators with how-to steps for using and submitting the Early Learning Assessment Score Entry and Reporting Form. The document is a CSV (Comma Separated Values (.csv) and has been saved with special formatting. DO NOT edit or change column names, cell features/formatting, or add formulas to the file. Download the form at <https://www.ohio-k12.help/ela-score-entry-and-reporting/>

Step 1

Select the Entry Sheet tab at the bottom of the workbook. The SKB Items marked in **YELLOW** with an (*) before and after the item name are the 15 Priority items.

Step 2

Enter the six-digit IRN for your district and your building including any leading zeros.

Ex. 012345. To look up the district IRN visit >

<http://oeds.ode.state.oh.us/SearchOrg>

Note:

- Clicking on a header cell with a “o” will open a pop-up box with data guidelines.

You only need to enter the IRN/Program License information once. Use the fill down option or copy and paste the information for each row needed. See how to video >

<https://www.youtube.com/watch?v=NdYPKB0OwQ>

Step 3

If you do not have a Department issued IRN, enter your organization's 12-digit license number, including any leading zeros. Ex. 001122334455

To locate program license numbers visit >

<https://childcaresearch.ohio.gov>.

Step 4

Enter "Teacher First and Last Name". You only need to enter this information once. Use the fill down option or copy and paste the information for each row needed. See how to video >

<https://www.youtube.com/watch?v=NdYPKB0OwQ>

Early Learning Assessment Score Entry				
	District IRN*	Building IRN*	Program License Number*	Teacher First and Last Name
2				
3	012345	002345	001122334455	Joan Smith
4	012345	002345	001122334455	Joan Smith
5	012345	002345	001122334455	Joan Smith
6	012345	002345	001122334455	Joan Smith
7	012345	002345	001122334455	Joan Smith
8	012345	002345	001122334455	Joan Smith
9	012345	002345	001122334455	Joan Smith
10	012345	002345	001122334455	Joan Smith

Early Learning Assessment

Score Entry & Reporting Form

Step 5

Enter First and Last Names for each student being scored.

*Student First Name	*Student Last Name
Galya	Barnhart
Felice	Garret
Jill	Gibonie
Henry	Powe
Bobby	Reed

Step 6

Enter Student Date of Birth in the following format (mm/dd/yyyy). Please note: formatting will **display** as yyyy/mm/dd.

Date of Birth*
2018-02-20
2018-06-12
2018-11-11
2018-05-14
2018-05-09

Step 7

Enter the SSID for each student being scored with the standard configuration of two letters following by 7 digits. Ex. AB1234567.

You may also use a 14 digit [Unique ID](#) for children that are not in a publicly funded program. Click [HERE](#) for more information.

SSID
jj1234567
dw1234567
pm1234567
aq1234567
zr1234567
MAASMI100312M1
NBASMI100412M2

Step 8

To enter ratings, click the cell for the desired SKB. Select the appropriate rating from the dropdown. Repeat this step for each student and each SKB. To change an entry, select the cell and press delete. Then, select the correct rating.

Emotion Identification	Se	St
B		
N	4	
NE	5	
A	5	
B	2	
C	N	
D	1	
1		
2		
3		
4		
5		

Step 9

Save the file for uploading.

Note

Use the filter buttons to select and search for specific entry items

Emotion Identification	Self Control Strategies	Following Directions
B		
4		
5		
5		
2		
N		
1		

*Emotion Identification

Sort:

By color: None

Filter: By color: None

Choose One

Search

☒ (Select All)

☒ 1

☒ 2

☒ 4

☒ 5

Early Learning Assessment

Score Entry & Reporting Form

Uploading Steps

Once the scores and information are entered and ready for submission follow these steps to upload the document.

See how to video: <https://www.youtube.com/watch?v=odUs0OKYKfI>

Step 1

Go to <https://www.ohio-k12.help/ela-score-entry-and-reporting/> and navigate to the bottom of the page.



Step 2

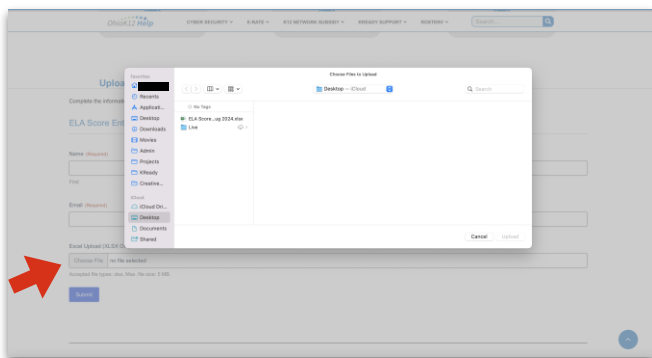
Enter the first name, last name and email address of the person submitting the file.

A screenshot of the "Upload Assessment Scores" form. The form is titled "Ohio Early Learning Assessment". It includes instructions and a section for "ELA Score Entry and Reporting File Upload". There are three input fields: "Name (Required)" with sub-fields for "First" and "Last", "Email (Required)", and "Phone (Optional)". A red arrow points to the "Name" field, and another red arrow points to the "Email" field. At the bottom, there is a "Submit" button.

Step 3

Click "Choose File" and select the file to upload to the queue.

Note: Only one file can be uploaded at a time, however, multiple submissions are permitted.



Step 4

Click "Submit" to upload the file. A confirmation message will appear.

A screenshot of the "Upload Assessment Scores" form. The form is titled "Ohio Early Learning Assessment". It includes instructions and a section for "ELA Score Entry and Reporting File Upload". There are three input fields: "Name (Required)" with sub-fields for "First" and "Last", "Email (Required)", and "Phone (Optional)". A red arrow points to the "Submit" button at the bottom.

How to Enter Scores on the Early Learning Score Entry and Reporting form: https://www.youtube.com/watch?v=Cc7_BR9JZVvk

Contact Ohio K12 Help for questions or assistance
<https://www.ohio-k12.help/kready-support/kready-contact-support/>