

Kindergarten Readiness Assessment: Data Prep and Loading Webinar



Data Manager Training
July 22, 2026

OhioK12 Help

Agenda

- Welcome and Introductions
- Assessment Requirements 2026-2027
- Policies & Roles
- Access the Form
- Data Entry
- Data Loading
- Resources
- Questions



2026-2027 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 2026 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 2026

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

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



Policies



KRA Policies for 2026/2027

- KRA is required to be administered in public kindergarten programs (ORC 3301.0715)
- KRA is **NOT** on the approved list of K-3 Reading Diagnostic Assessments 2026-2027 (For questions, please go to [Third Grade Reading Guarantee | Ohio Department of Education and Workforce](#))
- Asynchronous Refresher Training available in KReady in August
- Live Refresher Training scheduled for **Thursday, 8/13 @ 1:00pm-2:30pm** (Go to [KRA Live Refresher Training](#) to register)



Data Manager Role



Data Manager Role

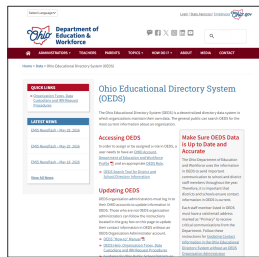
- Create New Teacher Accounts
- Create Administrator Accounts
- Add Student and Enrollment Data
- Monitor/Update Data
- Address Transfers
- Access Reports



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>



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

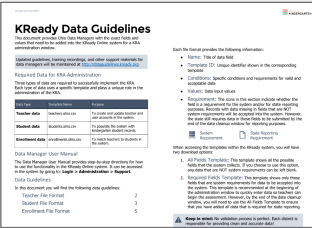


3. AUTOMATED
Automate data entry in
KReady through SFTP

Data Guidelines

Important

- <https://drive.google.com/file/d/1K1YHBJZ3YL4ux3N4ZOnvTbHJ0J8/view>



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



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 2026 Data Collection Token

- KRA-R2 (Short version, 27 Items): [krar26short](#)
- KRA 2.0 (Long version, 50 Items): [fullkra2a2026](#)

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*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](#).

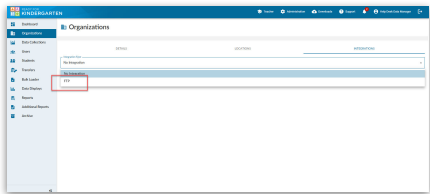
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SFTP Data Automation

- 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.

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



Reports

KRA Reports

KRA Percentage Completion Report	KRA Completion by Item Report	Language and Literacy 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.	• 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.	• Excel file showing all students' Language and Literacy domain scale scores. • Used to monitor completion of Language and Literacy items. • Available during and after the administration window.

KRA Reports

KRA Student and Enrollment Report	Data Downloads Report	KRA Data Domain 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.	• 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.	• 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	KRA ISR Report	KRA Data Displays
• 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.	• Excel file with a PDF link for a student's KRA results. • Designed to be shared with families. • Available after the assessment.	• Interactive charts & graphs presenting KRA data. • Used to view student data in KReady. • Available after the assessment.

Feedback Survey



Feedback Survey

KRA Data Manager Webinar: Data Prep And Loading - Feedback

Name *

Title *

Email *

Program Name *

Send Feedback

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

Thank You

