

KReady Data Manager Webinar - Data Prep and Loading Fall 2026 - Q+A

07-22-2026

Topic	Question	Answer
Access	I attempted to reactivate inactive accounts last week, but the following day the accounts were marked inactive again. We are not doing any sort of automated SFTP updates to our staffing rosters. Was this due to me trying to update users before the window opened or could there be another issue?	If the user hasn't logged into their KReady account in over a year, the account will automatically be marked inactive. Users must log into their account to keep it active. Upload the user file again to set to active and have the user log in to maintain the status.
Access	Is there a way to completely delete a teacher or previous DM?	Only the Help Desk can add or remove Data Managers. Before a Data Manager's KReady Online account can be changed, they must first be updated in OEDS. Current Data Managers can remove users with the Teacher or Administrator role. Watch the video below to learn how to remove a user. How to Remove a User from Your Organization
Access	I have OEDS role of Assessment Data Manager, but my user role in Kready is inactive. Do I need to add myself as a new user to fix this?	The Data Manager role within the KReady Online system can only be added or removed by the Help Desk. Please contact the Help Desk for support with this matter. To reach the Help Desk, complete a webform request https://www.ohio-k12.help/kready-support/kready-contact-support/ or call 844.512.6446
Access	Where can I find the Teacher District ID (Educator ID)?	The EMIS Coordinator for the district should have the Educator ID for the teacher. Also, you can search for it https://core.ode.state.oh.us/Core4/ODE.CORE.Lic.Profile.Public.UI/
Access	The Unique Student ID and the Teacher ID are the same?	Unique Student ID refers to the student State Student Identification number and the Teacher ID is specific to the teacher.
Access	What is the link for the Help Desk?	To reach the Help Desk, complete a webform request https://www.ohio-k12.help/kready-support/kready-contact-support/ or call 844.512.6446

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Access	Can you have more than one data manager?	Districts can have multiple data managers listed in OEDS.
Assessment Administration	How do I know if we are doing the long or short form?	Data managers should contact KRAHelp@childrenandyouth.ohio.gov to confirm the KRA version selected by the district.
Assessment Administration	Should teachers enter partial data?	Teachers need to enter all KRA assessment scores before the deadline of 11:59 PM on November 1, 2026.
Assessment Policy	Just to confirm, KRA is administered to first year Kindergarten students only, correct?	The KRA-R should only be administered to first year kindergarten students.
Assessment Administration	Should retained kindergarten students not be added for the 25-26 school year?	Retained students do not take the KRA again. Only children entering kindergarten for the first time are required to be assessed.
Data Loading	If the same person is administering the KRA - Teacher, data manager, and Administrator - how does this person create the tab to assign students to themselves?	To assign students as a data manager, a user must first be added as a Teacher at the location. To do this, upload a teacher file with their information. Once the upload is complete, students can be assigned to that teacher.
Data Loading	How do you know if your district is already setup for automation?	We will go through the SFTP process today and show how to set it up and see if your district is set up for that.
Data Loading	Have there been any changes to the Bulk Loader template layouts?	The Bulk Loader templates have not changed in the layout.
Data Loading	The required field template does include ELL status so its best to use the all fields template, right?	It is best to use the "All Fields" template to ensure all necessary information for reporting is loaded into the KReady Online system for the KRA.
Data Loading	If we only have a few Kindergarten students, can you still manually enter students?	It is permissible to load data files (student, teacher and enrollment) using the manual process in the KReady system. To add a student manually, visit the following link for a tutorial video: How to Add a Student Manually

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Data Loading	Where do we find the key for short form again?	The current data collection tokens are posted here: KRA SY2026-27 Data Collection Enrollment Tokens
Data Loading	If SFTP is an option for my district what is the process for setting it up? Does this require a ticket with kready.org?	The instructions for enabling SFTP can be found on page 59 of the Data Manager Manual, which is located within the KReady Online system under "Support".
Data Loading	Is the Teacher District ID the District IRN or the Educator ID?	The District ID is the is the District IRN. The Teacher District ID is the Educator ID, which is 2-letters and 7-digits. Your EMIS Coordinator should have access to the Educator ID. Also, you can search for it https://core.ode.state.oh.us/Core4/ODE.CORE.Lic.Profile.Public.UI/
Data Loading	Is there a need to upload the teacher file each year if you don't have any turnover?	It is recommended to upload a new data file each year. However, if your teacher data is already correct, you do not need to upload a new teacher file.
Data Loading	When we need to add new enrollees, is it best practice to only enter the new students to just upload a new file of all students?	Use the bulk loader to add new students. Then upload an enrollment file to assign students to their teachers.
Data Loading	Is it ok to reload ALL students or we need to only load the new ones? My SIS makes it easily to download all of them in the template.	It is recommended to reload all students. If there are no changes, the reload will not impact the students currently in the KReady Online system.
Navigation	How do I access the left hand navigation in the KReady system?	While logged into the KReady Online System as the data manager, select "Administration" in the top menu and the left navigation options will be displayed.
Reports	Every year we have teachers enter a score of "NS" for a student that does not have a disability, as a Data Manager we cannot see this until it is too late. Can we have a report or access to the actual scores so that we can troubleshoot this before scores are finalized?	The KRA Domain Data report will display the actual scores teachers have entered for the students in the KReady Online system. For information on how to generate this report, view this link: Accessing the KRA Domain Data Report

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Training	Do you know when KRA teacher training portal will open for 26-27?	The KRA Teacher training is now available for SY2026-27 for teachers to complete. Once logged into their Professional Development Resources, teachers will be able to access the training.
Training	If we want our teachers to have a refresher, how do they do that or can we check the assessment tag so they can take the training as a new user?	Ensure teachers have the KRA Assessment Tag assigned. When teachers log in to KReady Online, they can access Professional Development & Resources. There they will find: • KRA Refresher Training • SY 2026-27 KRA Teacher Training Note: only teachers that are new to the system should select the SY 2026-27 KRA Teacher Training.
Training	How long typically does it take a teacher to complete the training modules?	The KRA Teacher training takes approximately 3-4 hours if completed in one session, which is what we recommend. The modules are self-paced and accessed within the KReady Online system.