



## South Carolina KINDERGARTEN READINESS ASSESSMENT

# Data Manager Checklist

Use this checklist to help you prepare and stay on track of loading data to support KRA administration! Don't forget to refer to the Data Manager Manual in the KReady Online system for step-by-step instructions.

## Spring Tasks

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### Attend KRA Data Manager Training Part A: Teacher Data

This training will prepare data managers to create user accounts for teachers and school administrators.

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### Create Teacher Accounts

Create accounts by loading data for new kindergarten teachers who will be attending KRA trainings. Accounts need to be created BEFORE teachers begin their training.

- Refer to the Data Manager Manual in KReady Online system for step-by-step instructions.

## Summer Tasks

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### Attend KRA Data Manager Training Part B: Supporting KRA Administration

This training will prepare data managers to load teacher, student, and enrollment data to support the fall administration of the KRA.

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### Load Student and Enrollment Data

Once the system administration window opens you can begin loading the following data:

- **Student data** – for all incoming kindergarten students
- **Enrollment data** – to connect students with teacher(s) in the system

*You can continue to update and add new kindergarten teacher data as needed.*

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### Create Administrator Accounts

Create accounts for school principals and administrators so that they can access their school data.

## DURING the KRA Administration Window

### ☐ Keep Data Updated

Ensure data is updated throughout the KRA administration window. This includes:

- Updating student, teacher, and enrollment data when information changes
  - Approving/declining student transfer requests
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### ☐ Monitor Completion (*as needed*)

Run the KRA Percentage Completion Report and the KRA Completion by Item Report to monitor your district's assessment completion.

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### ☐ Prepare Data for Reporting

Make sure all required fields for reporting have been uploaded in the system. Refer to the Data Guidelines document for requirements.

- Run the KRA Students and Enrollments Report and ensure all data matches your Student Information System.
- Ensure that you have approved or declined all transfer requests.
- Make sure the Point of Authority is properly set for all students.

## AFTER the KRA Administration Window

### ☐ Run Scale Score Report

This report is an Excel file that includes all student data (with demographic information), students' overall and domain scaled scores, and item-level scores.

You MUST run this report before the end of the current school year in order to have access to the KRA 2021 data beyond this school year.

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### ☐ Run Any Additional KRA Reports

There are additional reports and interactive data displays in the KReady online system. Download and/or print any reports or data displays that you may need for future reference before the end of the 2021-2022 school year.

Here are the [KRA Reports at a Glance](#).