



KRA Score Sheet Guide

Data Entry for Teachers

The Score Sheet feature will allow teachers to record scores on a printed score sheet and use the KRA App to capture a photo and upload the scores directly into the Ready for Kindergarten Online system.

Downloading the Score Sheet from the Ready for Kindergarten Online system:

1. Log into your Ready for Kindergarten Online system account. From your dashboard, select the KRA link under Data Collections.

2. Next to each student's name on the KRA overview screen, there is a Score Sheet button. Select that to open and then print a score sheet for each one of your students.

Student ID	Name	Domain: Mathematics	Domain: Language and Literacy	Domain: Social Foundations	Domain: Physical Well-Being and Motor Develop	Total	ISR	Score Sheet	Print
kra2005	Barker, Calista	7/13 Complete	0/17 Complete	0/11 Complete	0/9 Complete	7/50 Complete		Score Sheet History	Item Results Score Sheet
kra2003	Burton, Erin	13/13 Complete	17/17 Complete	11/11 Complete	9/9 Complete	50/50 Complete		Score Sheet History	Item Results Score Sheet
kra2008	Davis, Charlotte	4/13 Complete	0/17 Complete	0/11 Complete	0/9 Complete	4/50 Complete		Score Sheet History	Item Results Score Sheet
kra2001	Evans, Amy	2/13 Complete	0/17 Complete	0/11 Complete	0/9 Complete	2/50 Complete		Score Sheet History	Item Results Score Sheet
kra2006	Fitzgerald, Brent	2/13 Complete	0/17 Complete	0/11 Complete	0/9 Complete	2/50 Complete		Score Sheet History	Item Results Score Sheet
kra2002	Garrett, Spencer	3/13 Complete	3/17 Complete	0/11 Complete	0/9 Complete	6/50 Complete		Score Sheet History	Item Results Score Sheet
kra2004	Malone, Jonathan	0/13 Complete	0/17 Complete	0/11 Complete	0/9 Complete	0/50 Complete		Score Sheet History	Item Results Score Sheet

3. Mark the score sheet, filling in the appropriate score for each item.

Please note the following when using the score sheet:

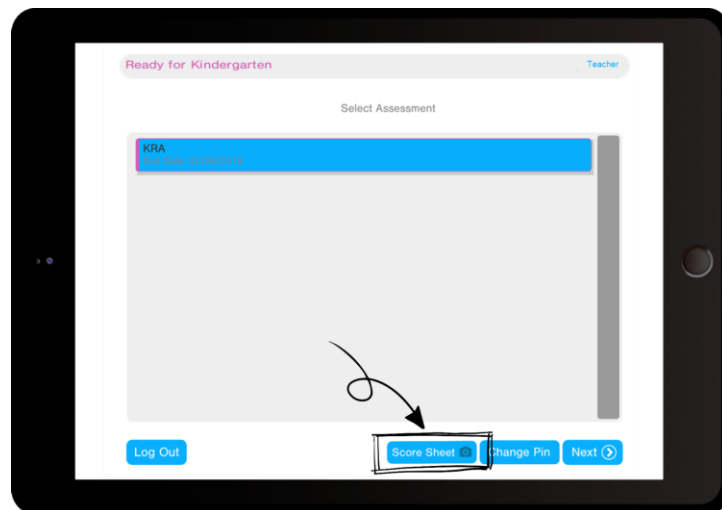
- Use a dark colored ink to bubble in the appropriate score for each item.
- Make sure to fill in the entire bubble.
- Do not write anything else on the score sheet.

The items that can be administered using the KRA App are indicated with an asterisk next to them. If you plan to use the KRA App, do not mark those items with a score. Not all items need to be filled in for the system to accept the score sheet.

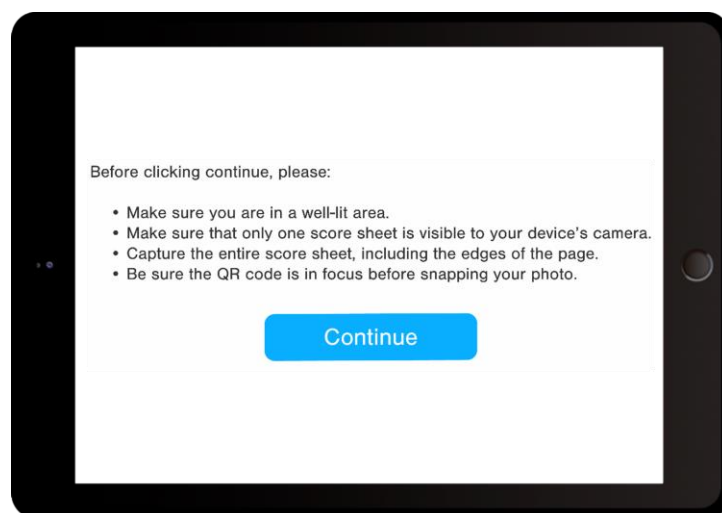
Uploading the Score Sheet into the KRA App (iOS and Android versions only):

4. Make sure the latest KRA App version is installed on your tablet. Please note: the Score Sheet functionality is available on the iOS and Android versions of the app and not the web version.

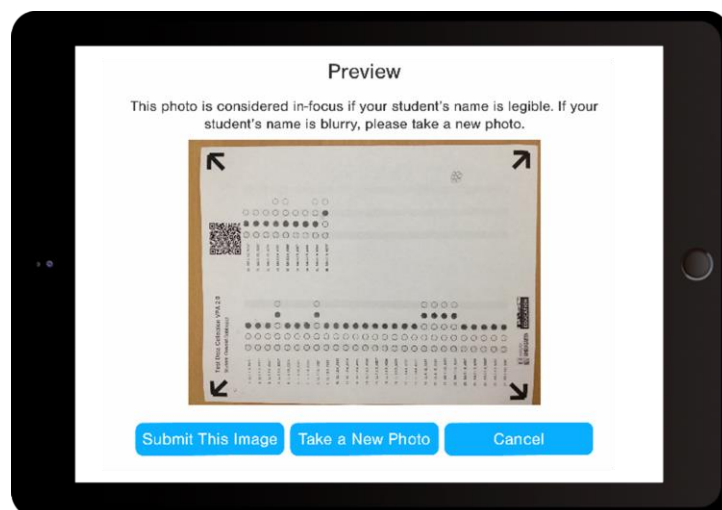
5. Log into the KRA App and select the 'Score Sheet' button, available on the Select Assessment screen.



6. Review the directions about how to take the photo and select 'Continue'.



7. Take the photo of the student's score sheet. A preview screen will appear.



8. If the student's name is legible and you have captured the entire score sheet, select the 'Submit This Image' button. If not, you can select the 'Take a New Photo' button and capture a new image. You can repeat this process until you are satisfied with the photo.

9. If the image is captured successfully, a message will appear indicating your score sheet was received. If there is an error when submitting the image, a screen will appear indicating an error occurred. In that case, you should take a new photo.

****After your score sheet is received, it is highly recommended that you log into your Ready for Kindergarten Online system account to **confirm the first student's score sheet was captured properly and all of the scores match**. Then, you can proceed with capturing the remaining students' score sheets.**

Please note: Within the online system, there is a Score Sheet History button on the KRA overview screen (next to where you downloaded the score sheets). If you select the Score Sheet History button, you will see a record of all score sheet submissions for that student.

Student ID	Name	Domain: Mathematics	Domain: Language and Literacy	Domain: Social Foundations	Domain: Physical Well-Being and Motor Develop	Total	100	Score Sheet	Print
Kna2001	Barker, Cabela	7/13 Complete	8/17 Complete	8/11 Complete	8/9 Complete	7/50 Complete		Score Sheet History	New Results
Kna2002	Barton, Lisa	13/13 Complete	13/17 Complete	13/11 Complete	8/9 Complete	50/50 Complete		Score Sheet History	New Results
Kna2003	Davis, Charlotte	4/13 Complete	8/17 Complete	8/11 Complete	8/9 Complete	4/50 Complete		Score Sheet History	New Results
Kna2004	Evans, Amy	2/13 Complete	8/17 Complete	8/11 Complete	8/9 Complete	2/50 Complete		Score Sheet History	New Results
Kna2005	Fitzgerald, Brent	2/13 Complete	8/17 Complete	8/11 Complete	8/9 Complete	2/50 Complete		Score Sheet History	New Results
Kna2006	Garrett, Spencer	3/13 Complete	3/17 Complete	8/11 Complete	8/9 Complete	6/50 Complete		Score Sheet History	New Results
Kna2007	Martin, Jonathan	8/13 Complete	8/17 Complete	8/11 Complete	8/9 Complete	8/50 Complete		Score Sheet History	New Results

Created	Filename	Status	Results
August 29, 2018 12:44 PM	CRM.jpg	Processed	New Results
August 29, 2018 12:10 PM	CRM.jpg	Processed	New Results
August 29, 2018 12:08 PM	CRM.jpg	Processed With Errors	New Results
August 29, 2018 11:45 AM	CRM.jpg	Processed With Errors	New Results
August 29, 2018 11:42 AM	CRM.jpg	Processed With Errors	New Results
August 29, 2018 11:37 AM	CRM.jpg	Processed With Errors	New Results
August 29, 2018 9:03 PM	CRM.jpg	Submission Failed	Upload Failed

You do not have to mark a score for every item before capturing the score sheet and uploading it. If a score is captured previously (via the spreadsheet feature, score sheet feature, or KRA App) and you upload a new score sheet, the new score will overwrite the previous score.