

Checklist for new KEDS Online Administrators

- Contact KEDS keds-tech@lsv.uky.edu to have KEDS Online preschool coordinator account created
- Participate in preschool coordinator online overview
- Print and distribute KEDS Online User Guide
- If needed, contact KEDS for teacher online overview keds-tech@lsv.uky.edu

Before each Data Collection Point

See KDE KEDS Timeline for due dates

- All students receiving preschool services entered and enrolled in a classroom in STI/IC
- Assessment data finalized
- Assessment data sent to KEDS (see **Assessment** tab in KEDS Online for directions)
- Create teacher accounts
- Student demographics updated in KEDS Online

Questions about KEDS? Who to contact...

- Setting up KEDS accounts, submitting assessment data, technical problems, online questions keds-tech@lsv.uky.edu
- Using assessment instruments, general KEDS questions keds@lsv.uky.edu
- Policy questions, abiding by timelines paula.goff@education.ky.gov