

F.Y.I.

~~KDE KEDS~~
Fall 2009
Webinar

Creating and Managing Teacher Accounts



→ DON'T
FORGET!

Kentucky Partnership
for Early Childhood Services

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Coordinator



HumanDevelopment
i n s t i t u t e
promoting independence, productivity and integration for all people

KDE KEDS Online User Guide

- KDE KEDS Online homepage > Resources > KDE KEDS > KDE KEDS Online User Guide
 - Section 2: Establishing and Managing Teacher Accounts
 - Ⓞ Establishing Teacher Accounts
 - Ⓞ Managing Teacher Accounts
 - Ⓞ Assigning Teachers



| User Guide |
|--|
| Document Title |
| KDE KEDS Online User Guide — Table of Contents (PDF) |
| Section 1 — Overview of KEDS Online Website (PDF) |
| Section 2 — Establishing and Managing Teacher Accounts (PDF) |
| Section 3 — Importing Child Records (PDF) |

Levels of Accounts

All children; set up
Coordinator Acct.

Statewide
Admin

Don't have a coordinator
account? Email [keds-
tech@lsv.uky.edu](mailto:keds-tech@lsv.uky.edu) and
request an account form

All children in
district; set up
Teacher

Preschool
Coordinator

Other
district staff

Only children who
have been assigned

Teacher

Teacher

Teacher

Creating Accounts

- Best to create accounts:
 - With teacher at side or on phone
 - Using an account form similar to the Coordinator Account set up form
 - Ⓜ Want a copy? Email keds-tech@lsv.uky.edu
- Password Question/Answer
 - Best question is “What are the last 4 of my ssn?”
 - Ⓜ Numeric response, does not change

Creating Accounts

- Accounts are free!
 - Create one account for every staff
 - When a staff leaves, KEDS can delete the account
 - ④ Email keds-tech@lsv.uky.edu with the username and school the account is assigned to
 - New teachers should get a new account, no sharing accounts!
- Additional coordinator accounts can be set up for district staff.

Watch!

Add a Teacher

When creating new teacher accounts, please be sure you have the correct school selected in the school dropdown. Located in the top right corner of the web page.

UserName

First Name

Last Name

Password

PasswordQuestion

PasswordAnswer

Email

Phone #

Phone Ext.

Approved

School

Patti's Preschool (TEST) (Fayette) ▼

Create New User

Managing Accounts

- Edit button to the left of the username
 - ↗ Change email, approved status
 - ↗ Cannot change password, password question/answer or username
 - 🗑 Can delete the account and start all over

Watch!

List of Teacher Accounts

The ability to edit teacher accounts has been disabled and is currently under maintenance.

| UserName | FirstName | LastName | School | Email | IsApproved | IsLockedOut |
|---------------|-----------|----------|--------|-------------------------------------|-------------------------------------|--------------------------|
| jchandler | Jane | Chandler | 290 | jane.chandler@corbin.kyschools.us | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| kristy.clark | Kristy | Clark | 290 | Kristy.clark@anchorage.kyschools.us | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| patti.teacher | Patti | Teacher | 290 | patti.naber@uky.edu | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| pattiteacher3 | Patti | Teacher3 | 290 | patti.naber@uky.edu | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| teacher | Test | Teacher | 290 | andersoncf@gmail.com | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| teachertest | Teacher | Test | 290 | patti.naber@uky.edu | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| TestU | first1 | last8 | 290 | g@g2.com | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Assigning Students to Teacher Accounts

- Teacher must be assigned to student for teacher to see student record.
- List of Teachers = Approved List of Users
- Teacher doesn't show up in list? Email keds-tech@lsv.uky.edu with school name and username of teacher who does not show up.

Watch!

Student Details
(* Indicate Required Fields)

ID #: 111111222

First Name:* Test

Last Name:* Student

Birthdate:* 3/26/2005

Gender:* Male

Ethnicity:* Black

IEP:* No

Enrollment Status:* Enrolled

Enrollment Date:* 3/19/2008

Exit Date:

District: Fayette County

School: Patti's Preschool (TEST) (Fayette)

Teacher: Patti Teacher

At Risk:

Over Income:

LEP:

Head Start:

IEP Type:

Assessment:

Assessment Method:

Verified all data is correct?

Update Cancel