KDE KEDS Online User Guide

Section 5: Assessment

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Locating Assessment Instructions

After logging into KEDS Online, both coordinators and teachers have access to an Assessments tab. This tab contains updated information on how to transfer assessment data to KEDS. In general, the following diagram gives an overview of how to export to KEDS.

For both disc and online system users – make sure you are including the child's SSID (the state-issued ID) in their demographics. This is needed to match the assessment data to the KEDS demographic data.
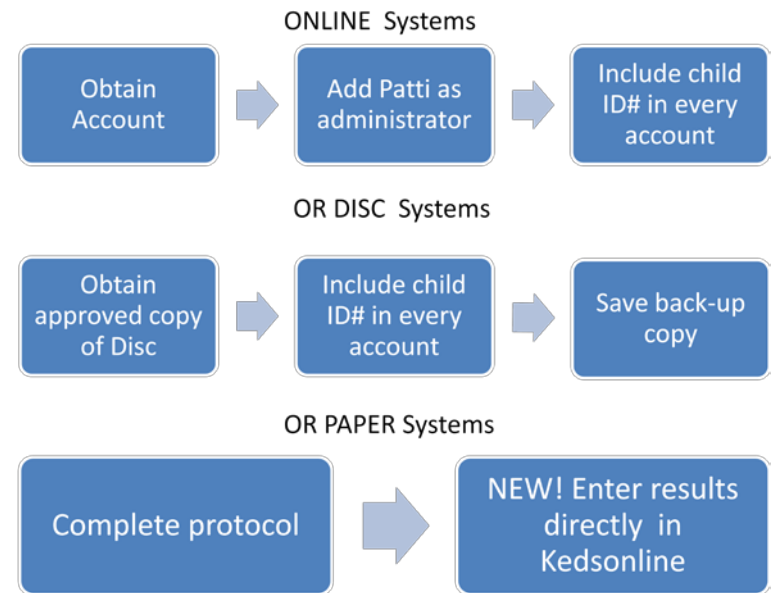
Multiple Assessment Use

If the district is using more than one instrument, or if Head Start uses a different instrument than the preschool, that's ok! KEDS is set up to capture assessment data *per child.* Refer to the list of approved tools and data collection methods to ensure it is both an approved tool and an approved data collection method.

Birth-3 Tools

 For students who are functioning below age 3, if it is appropriate and you choose to use an approved assessment instrument that is designed for students aged birth to 3 years (such as the AEPS for 0-3 years or the Infant-Toddler COR or the Creative Curriculum for Infants, Toddlers, and

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Twos), you must administer this instrument at least TWICE (e.g. fall and spring, OR spring and fall) before moving to a preschool level instrument, so that we can document progress on KY's standards for this student.

Capturing Baseline Data

It's important to remember that the **initial assessment of children should be completed between August and October 1**. This serves as baseline data so we can accurately measure growth of the children during their time in preschool. Your teachers are using their chosen continuous assessment instrument as selected from the Kentucky Early Childhood Continuous Assessment Guide (http://kidsnow.ky.gov). The assessment information **(*collected* by October 1)** for each of the children is *entered* according to an approved method **by November 15th**.

To encourage teachers to continue using the continuous assessment tools in the ways for which they were designed, it is important that teachers continue to take anecdotal records and observations for classroom planning purposes. *If children "bump up" to the next level* in their assessment after October 1 and before the November 15 KEDS data **collection** date, we recommend that teachers *place those observations under the next season/period/time 2* observations. As children continue to progress during the year as reflected in their assessment observations, teachers will continue to place observations under season/period 2 (or 3 if required by the district) so that the children's highest levels will be reflected in the end-of-year data reports. This practice will assure that observations included in the first time period are truly children's baseline, entry level data and that continuous assessment tools are being implemented for the purposes for which they were designed. For additional information or training concerning continuous assessment, please contact your Regional Training Center (RTC) staff.

Online (Publisher) Assessments

A majority of the online systems allow an additional administrator to be added to the account. Creating an administrator account for KEDS allows our staff to access the account and download the item-level assessment data via a district report.

When editing the child's record, select the Assessment used and the assessment method should be **Publisher's Online**. Examples are the www.creativecurriculum.net and www.onlinecor.com.

For a smooth export, please ensure the following:

1) Enter the child's SSID in the Identifier or Child ID field. Entering this number in the online assessment allows us to easily match the child's assessment data to their KEDS demographics.

2) Send an email to keds-tech@lsv.uky.edu with the user ID.

Those districts using the LAP-3 online will need to email keds-tech@lsv.uky.edu to request the authorization form which will need to be faxed to Red-E-Learner.

Specific instructions for all online assessments can be found on the **Assessments** page in KEDS Online.

Disc Systems

Make sure the child's SSID is entered in the Identifier or Child ID field. Entering this number in the online assessment allows us to easily match the child's assessment data to their KEDS demographics.

Specific instructions for all disc assessments can be found on the **Assessments** page in KEDS Online.

Paper/Pencil Assessment Data Collection Method

Please refer to Section 6: Paper/Pencil Assessment Data Entry in KEDS Online.