



# KEDS 2.0

## Online Data Portal

### Preschool User Guide

Kentucky Early Childhood Data System (KEDS)  
Human Development Institute  
University of Kentucky  
September 2021 (v1)

## NOTICE

The updated KEDS online data portal, KEDS 2.0, was released September 15, 2021.

While we have reviewed the site for issues, as users of the system, you may find additional bugs.

We ask that you please report them to us at [keds@uky.edu](mailto:keds@uky.edu).

# Table of Contents

|  |    |
|--|----|
| Introduction .....   | 4  |
| Section 1: Overview of KEDS Online Data Portal .....                       | 5  |
| ➤ Accessing the KEDS Online Data Portal.....                               | 5  |
| ➤ Home Page .....  | 6  |
| ➤ Dashboard .....  | 6  |
| ➤ Data Collection .....  | 7  |
| ⌘ Students.....  | 7  |
| ⌘ Users .....  | 9  |
| ➤ Reports ( <i>Under Development</i> ) .....                               | 10 |
| ➤ Support .....  | 10 |
| ⌘ User Guide .....   | 10 |
| ⌘ Info & Resources.....  | 10 |
| ⌘ Need support? .....  | 10 |
| Section 2: Establishing Coordinator Accounts .....                         | 11 |
| ➤ New Coordinator Account .....  | 11 |
| ➤ Coordinator Access .....   | 13 |
| ➤ Modifying a Coordinator Account .....                                    | 14 |
| ➤ Reenabling a Coordinator Account.....                                    | 14 |
| ➤ Closing a Coordinator Account .....                                      | 14 |
| Section 3: Establishing and Managing Teacher Accounts (Coordinators) ..... | 15 |
| ➤ Establishing Preschool Teacher Accounts.....                             | 15 |
| ➤ Modifying a Teacher Account .....  | 17 |
| ➤ Teacher Access.....  | 18 |
| ➤ Enabling a Disabled Teacher Account.....                                 | 18 |
| ➤ Closing a Teacher Account .....  | 19 |
| Section 4: Assigning Students to Teachers (Coordinators) .....             | 20 |
| ➤ Assigning Teachers to Students .....                                     | 20 |
| ➤ Viewing Students Not Assigned to a Teacher .....                         | 21 |
| Section 5: Accessing the KEDS Online Data Portal .....                     | 22 |
| ➤ Accessing the KEDS Online Data Portal.....                               | 22 |

|  |           |
|--|-----------|
| ➤ Logging In .....   | 22        |
| ➤ Locked Accounts .....  | 23        |
| ➤ Password Help .....  | 23        |
| ➤ Change Password .....  | 23        |
| ➤ Logging Out .....  | 25        |
| <b>Section 6: Entering Demographic Data in KEDS.....</b>                     | <b>26</b> |
| ➤ Data Fields imported from Infinite Campus .....                            | 26        |
| ➤ Data Fields Collected Directly in KEDS .....                               | 27        |
| ➤ Data Fields Generated by KEDS .....  | 27        |
| ➤ Updating Fields Imported from Infinite Campus .....                        | 27        |
| ➤ Updating Fields Collected Directly in KEDS.....                            | 29        |
| ➤ Missing Student Records.....   | 29        |
| ➤ Student Demographic Field Descriptions and Definitions .....               | 30        |
| ➤ Complete Demographic Records .....   | 33        |
| ➤ Students No Longer Receiving Services .....                                | 33        |
| <b>Section 7: Entering Assessment Data in KEDS .....</b>                     | <b>34</b> |
| ➤ Create Online Assessment .....   | 34        |
| ➤ Viewing Assessment Domains, Subdomains, Items and Scoring Options .....    | 34        |
| ➤ Assessment Data Entry .....  | 36        |
| ➤ Complete Assessment Records.....   | 37        |
| ➤ Saving Scores.....   | 38        |
| ➤ Modifying Scores.....  | 38        |
| ➤ Resetting an Assessment .....  | 38        |
| <b>Section 8: Entering Assessment Data in Publisher Online Systems .....</b> | <b>40</b> |
| ➤ Working with Head Start and Other Contracted Programs .....                | 40        |

## Introduction

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The Preschool User Guide is provided as a technical manual to assist users in site navigation, account creation/maintenance, and data entry for the KEDS online data portal. The portal can be accessed through the links available on the KEDS website ([www.kedsonline.info](http://www.kedsonline.info)). Information and resources to support districts with data collection activities are also available on the KEDS website. Topics include:

- Data requirements,
- Timelines,
- Tasks to be completed,
- FAQs,
- Link to the KEDS Online portal,
- KEDS Preschool User Guide,
- Resources, and
- Instructions for establishing a new coordinator account.

For questions or technical assistance, contact KEDS at [keds@uky.edu](mailto:keds@uky.edu) or call (859) 218-3669.

## Section 1: Overview of KEDS Online Data Portal

This section provides an overview of the main pages and features of the KEDS online data portal. A video presentation of the information from this section of the User Guide is available online on the KEDS website ([www.kedsonline.info](http://www.kedsonline.info)) by clicking on the State Funded Preschool link in the menu, followed by the Resources link.

### ► Accessing the KEDS Online Data Portal

To access the KEDS online data portal, go to the KEDS website: [www.kedsonline.info](http://www.kedsonline.info). Then click on the KEDS Data Portal link in the menu bar, followed by the Preschool KEDS Login button at the bottom of the page (*Option A*). Alternatively, you can click on the State Funded Preschool link in the menu bar, followed by the KEDS Online link (*Option B*).

Figure 1 KEDS Data Portal Access Option A



Figure 2 KEDS Data Portal Access Option B

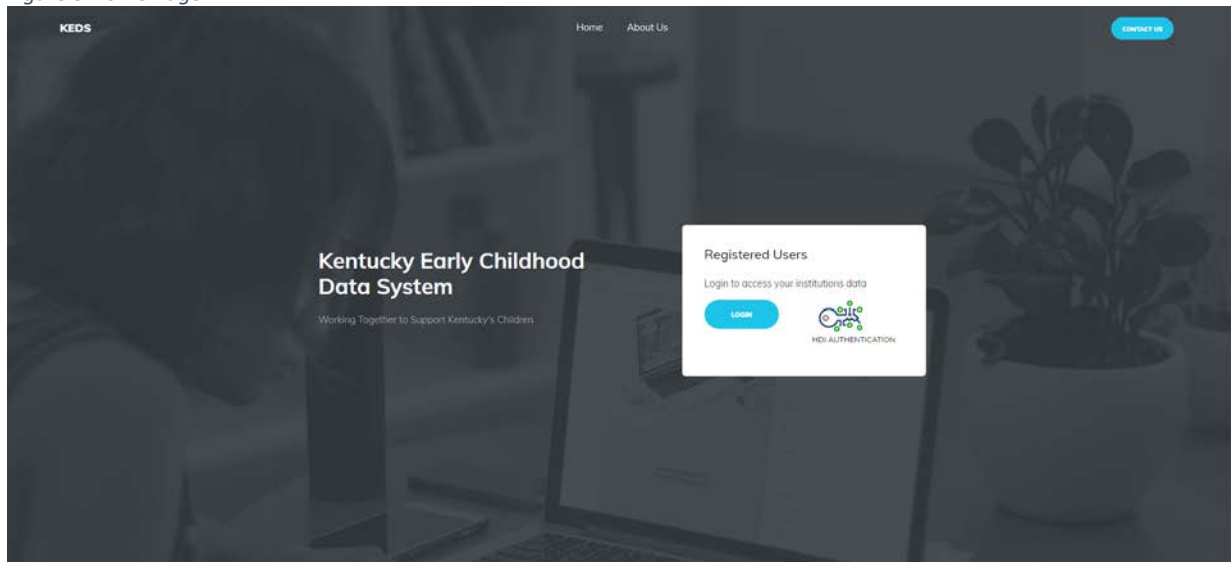


This will take you to the Home Page of the KEDS online data portal.

## ► Home Page

The home page is where you enter your login credentials to enter the system.

Figure 3 Home Page

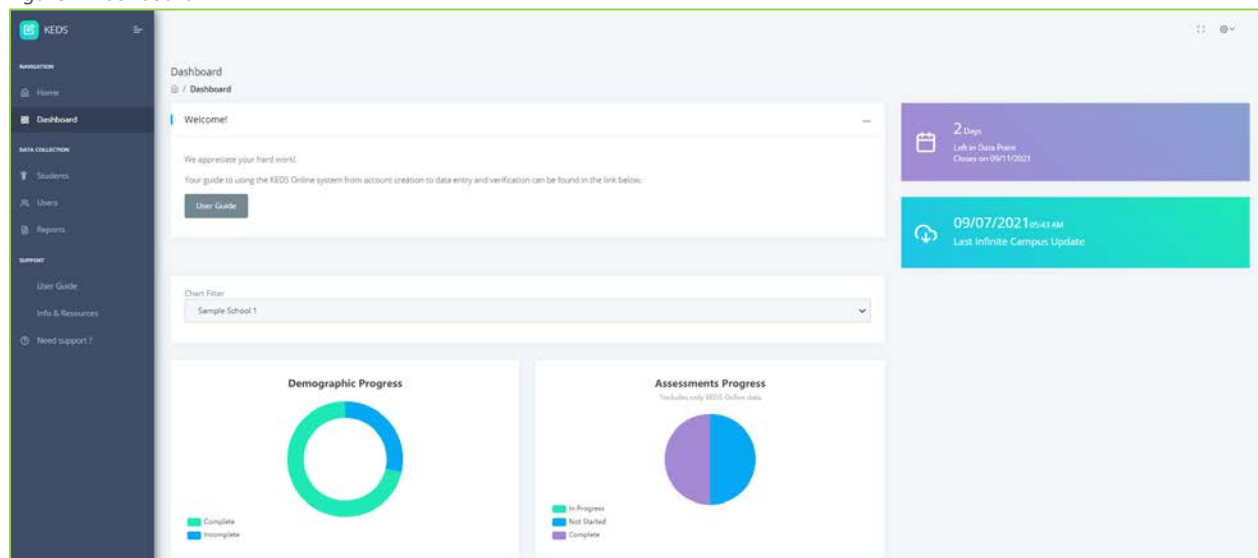


1. **Login**
2. **About Us**
3. **Contact Us**
4. **Dashboard** (if already logged in, a link to the dashboard will appear at the top of the page)

## ► Dashboard

The dashboard page is available only after logging into KEDS. Important features are highlighted below along with a brief description of each.

Figure 4 Dashboard



**1. User Guide button**

Links to the KEDS Data Portal User Guide.

**2. Notification of Days Left Until Data Period Entry Ends**

Reporting deadlines will always appear in the purple rectangle on this page. This gives you information on how many days you have until the data should be entered and updated.

**3. Date of the Last Infinite Campus Update**

Infinite Campus data is imported into KEDS online data portal weekly, generally on Tuesday mornings.

**4. Data Charts**

Provide overview of demographic and assessment data entry progress in the KEDS online data portal.

- a. Demographic Progress: Shows the ratio of complete to incomplete student demographic records.
- b. Assessment Progress: Shows the ratio of student assessment records entered directly into the KEDS online data portal that are in progress, not started, and complete. *NOTE: Assessments entered into publisher online systems are not included in this chart.*

**5. Menu**

The menu bar on the left side of the page contains useful links to help navigate the KEDS online data portal. To move between pages, click on the link for the page you want to visit.

**6. Full Screen**

This feature is available on all pages. Clicking on this icon will enter full-screen mode. To exit press the Esc key.

**7. Settings**

This feature is available on all pages. Clicking on this icon will go to a menu with the following items:

- a. Account: Review user account information; change password.
- b. Log Out: Click here to log out of the KEDS online data portal.

## ➤ Data Collection

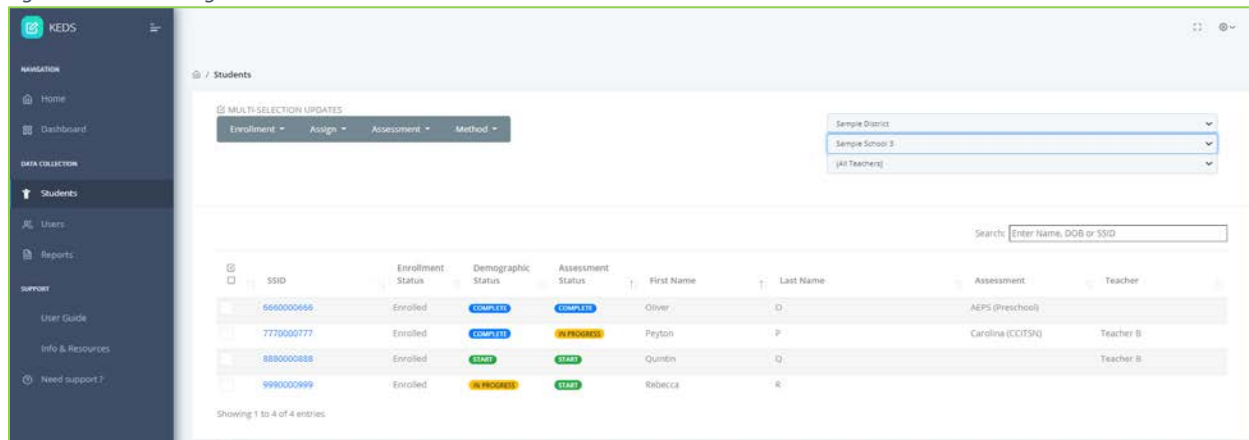
The Data Collection section includes Students, Users, and Reports pages. Important features for each of the pages are highlighted below along with a brief description of each.

### ⌘ Students

View or update student information here. *NOTE: Detailed information on how to update student demographic records is included in [Section 6: Entering Demographic Records in KEDS](#).*



Figure 4 Students Page



#### 1. District

Located in the upper-right hand corner, drop down options allow you to see the districts for which you have access. Use this tab to change districts when you are viewing Students or Teachers.

#### 2. School

Located in the upper-right hand corner, drop down options allow you to see the schools for which you have access. Use this tab to change schools when you are viewing Students or Teachers. Coordinators should contact KEDS at [keds@uky.edu](mailto:keds@uky.edu) if they need access to additional schools or need a school removed from their list. Teachers should contact their coordinator to have schools added or removed from their list.

#### 3. Teacher

Located in the upper-right hand corner, drop down options allow you to see the teachers for which you have access. Use this tab to change teachers when you are viewing Students or Teachers.

#### 4. Student Data Preview

The following fields from the student records are previewed on the Students page. More detailed information on these fields is provided in [Section 6: Entering Demographic Records in KEDS](#).

- a. SSID
- b. Enrollment Status
- c. Demographic Status
- d. Assessment Status
- e. First Name
- f. Last Name
- g. Assessment
- h. Teacher

Shows the teacher assigned to the student.

#### 5. Student Records

Accessed by clicking on the SSID in the Students page. *NOTE: Additional information for student records can be found in [Section 6: Entering Demographic Records in KEDS](#) and [Section 7: Entering Assessment Records in KEDS](#).*

## 6. Multi-Selection Updates

Allows users to update multiple student records at once. Users can use the check boxes next to student names to select students individually or the top check box to select all students. Users can then update the Enrollment Status, Assign a Teacher, and/or select the Assessment Type and Method fields for all selected records.

## 7. Search

Allows users to search for specific records based on user defined criteria.

## ▲ Sorting

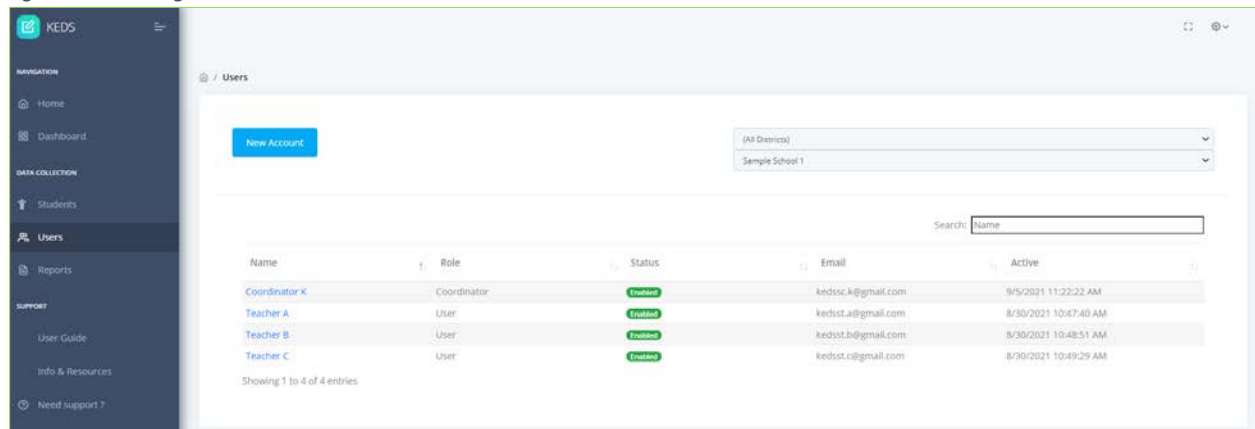
Student records can be sorted by each of the column headings by clicking on the arrows to right of the column heading. Clicking on the up arrow (↑) sorts the column in ascending order (A-Z) and clicking on the down arrow (↓) sorts it in descending order (Z-A).

## ⌘ Users

Clicking on the Users link in the main menu displays the Users page which provides account information for all user accounts as filtered by the district and school selected. Only coordinators have access the Users page.

Coordinators will set up accounts for each teacher and/or staff in your district who is updating student records or entering assessment data in the KEDS online data portal. More information on setting up teacher/user accounts is available in [Section 3: Establishing/Managing Teacher Accounts \(Coordinators\)](#).

Figure 5 Users Page



| Name          | Role        | Status  | Email             | Active                |
|---------------|-------------|---------|-------------------|-----------------------|
| Coordinator K | Coordinator | Enabled | kedsc.k@gmail.com | 8/5/2021 11:22:22 AM  |
| Teacher A     | User        | Enabled | kedst.a@gmail.com | 8/30/2021 10:47:40 AM |
| Teacher B     | User        | Enabled | kedst.b@gmail.com | 8/30/2021 10:48:51 AM |
| Teacher C     | User        | Enabled | kedst.c@gmail.com | 8/30/2021 10:49:29 AM |

Showing 1 to 4 of 4 entries

### 1. Name

### 2. Role

Indicates the role, Coordinator or User, of each account holder.

### 3. Status

Indicates whether the account is Enabled or Disabled.

### 4. Email

### 5. Active

Shows the date and time the account was last accessed by each user.

To sort the list of user accounts, click on any of the arrows to the right to the column headings. Clicking on the up arrow (↑↓) sorts the column in ascending order (A-Z) and clicking on the down arrow (↑↓) sorts it in descending order (Z-A).

## ➤ Reports *(Under Development)*

The Reports page is still under development. For now, this link will take users to the original KEDS online data portal to access their Data Profile Reports and OSEP Reports. Reports are only available through Coordinator accounts. *NOTE: Usernames and passwords are unique to each of the KEDS online data portals. If you need assistance with accessing your reports, please contact KEDS at [keds@uky.edu](mailto:keds@uky.edu).*

## ➤ Support

The support section contains helpful resources and the KEDS contact form.

### ⌘ User Guide

Links to the KEDS User Guide on the KEDS website ([www.kedsonline.info/preschool-user-guide](http://www.kedsonline.info/preschool-user-guide)).

### ⌘ Info & Resources

Links to the KEDS website ([www.kedsonline.info](http://www.kedsonline.info)).

### ⌘ Need support?

Links to contact form.

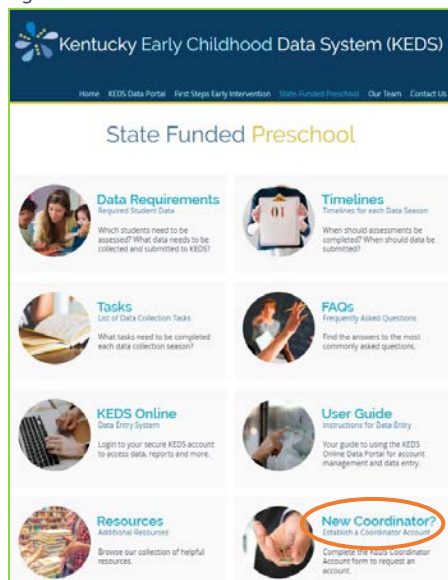
## Section 2: Establishing Coordinator Accounts

Preschool Coordinators must have a KEDS coordinator account to access the KEDS online data portal. Coordinator accounts should not be shared. Each coordinator must have their own unique account.

### ► New Coordinator Account

Accounts for Preschool Coordinators are created by KEDS staff. Coordinators needing an account should complete the New Coordinator Account Request form. This form can be accessed by [clicking here](#). A link to the form is also available on the KEDS website ([www.kedsonline.info](http://www.kedsonline.info)) and can be accessed by clicking on State Funded Preschool in the menu bar, followed by the New Coordinator? link at the bottom of the webpage. *NOTE: You will need to use your official work email when establishing your account.*

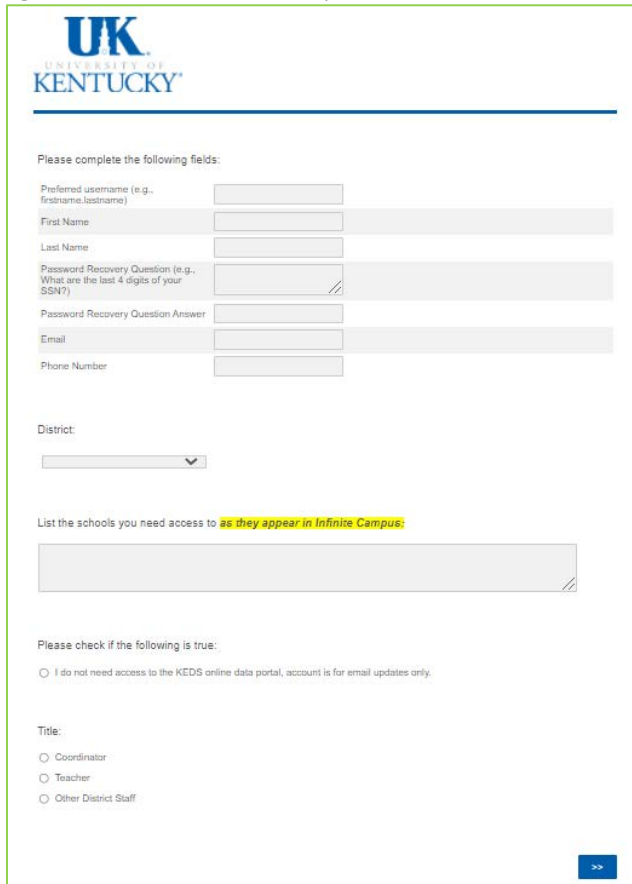
Figure 6 New Coordinator? Link



Complete the form providing the following information:

- Preferred Username
- First Name
- Last Name
- Password Recovery Question
- Password Recover Question Answer
- Email
- Phone Number
- District
- List of Schools Needing Access To
- If request is for email updates only (do not need access to the KEDS online data portal)
- Title

Figure 7 Coordinator Account Request Form



**UK**  
UNIVERSITY OF  
KENTUCKY

Please complete the following fields:

Preferred username (e.g.,  
firstname.lastname)

First Name

Last Name

Password Recovery Question (e.g.,  
What are the last 4 digits of your  
SSN?)

Password Recovery Question Answer

Email

Phone Number

District:

List the schools you need access to **as they appear in Infinite Campus:**

Please check if the following is true:

☐ I do not need access to the KEDS online data portal, account is for email updates only.

Title:

☐ Coordinator

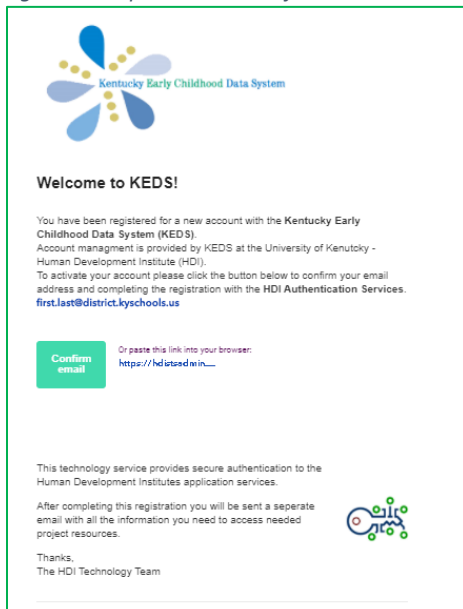
☐ Teacher


☐ Other District Staff

[»](#)

Once your account is created, an introductory email with your username and password will be sent to you.

Figure 8 Sample Account Confirmation Email



  
Kentucky Early Childhood Data System


**Welcome to KEDS!**

You have been registered for a new account with the Kentucky Early Childhood Data System (KEDS).  
Account management is provided by KEDS at the University of Kentucky - Human Development Institute (HDI).  
To activate your account please click the button below to confirm your email address and completing the registration with the HDI Authentication Services.  
[first.last@district.kyschools.us](mailto:first.last@district.kyschools.us)

[Confirm email](#) Or paste this link into your browser:  
<https://hdiisted.ni.in...>

This technology service provides secure authentication to the Human Development Institutes application services.

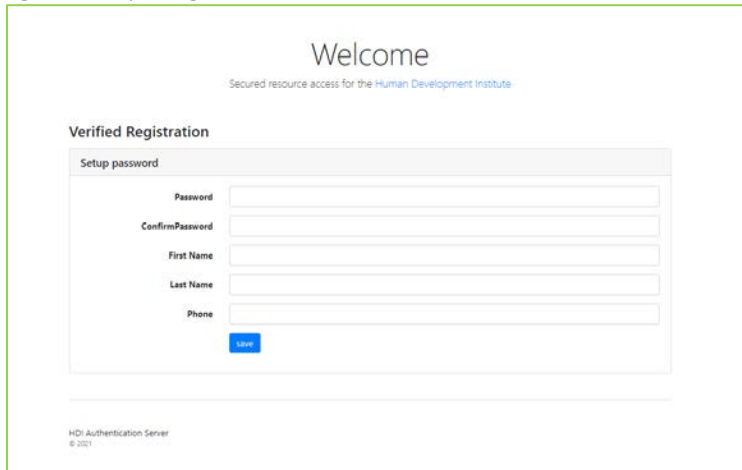
After completing this registration you will be sent a separate email with all the information you need to access needed project resources.



Thanks,  
The HDI Technology Team

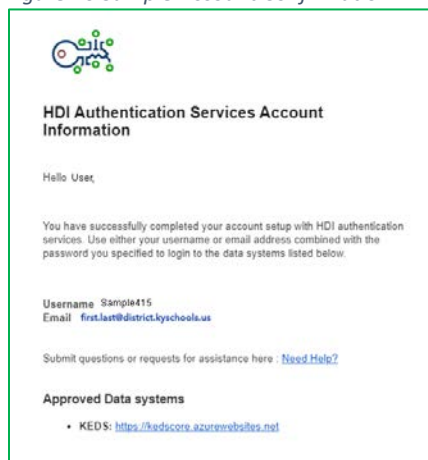
Once you click on the button confirming your email (or paste the link to your browser), you will be asked to create a password as well as enter your first and last names and phone number.

Figure 9 Sample Registration Form

A screenshot of a web registration form. At the top, it says "Welcome" and "Secured resource access for the Human Development Institute". Below this is a section titled "Verified Registration" with a sub-header "Setup password". The form contains five input fields: "Password", "ConfirmPassword", "First Name", "Last Name", and "Phone". A blue "Save" button is at the bottom right of the form. At the bottom left, it says "HDI Authentication Server © 2021".

After this information is submitted, you will receive another email with your username and password:

Figure 10 Sample Account Confirmation Email



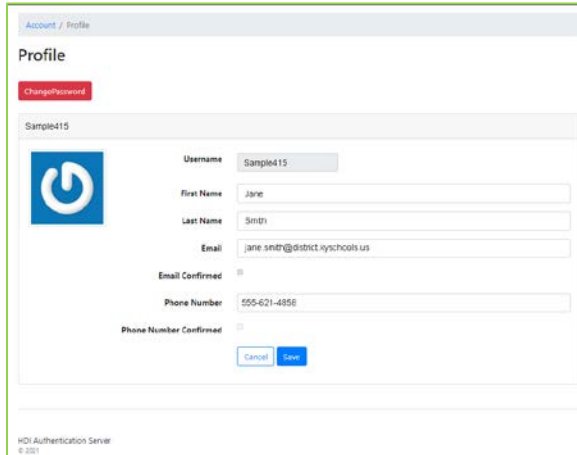
## ➤ Coordinator Access

Preschool Coordinators have access to all student records in their assigned districts.

## ➤ Modifying a Coordinator Account

Coordinators can use the Account link (under the Settings icon at the top right of the page), then clicking on the Modify Account link, to modify their name, email and phone number.

Figure 11 User Profile



The screenshot shows the 'Profile' page of a user interface. At the top, there is a navigation bar with 'Account / Profile'. Below this, the title 'Profile' is displayed. A red button labeled 'Change Password' is visible. The user's name 'Sample415' is shown. To the left of the form is a blue circular icon with a white power symbol. The form contains the following fields: 'Username' (Sample415), 'First Name' (Jane), 'Last Name' (Smith), 'Email' (jane.smith@district.schoools.us), 'Email Confirmed' (checked), 'Phone Number' (555-621-4856), and 'Phone Number Confirmed' (checked). At the bottom of the form are 'Cancel' and 'Save' buttons. The footer of the page reads 'HDI Authentication Server © 2021'.

## ➤ Reenabling a Coordinator Account

Coordinator accounts are automatically disabled if not accessed for a period of 1 year. To reenable a coordinator account, email the KEDS team at [keds@uky.edu](mailto:keds@uky.edu) or call (859) 218-3669.

## ➤ Closing a Coordinator Account

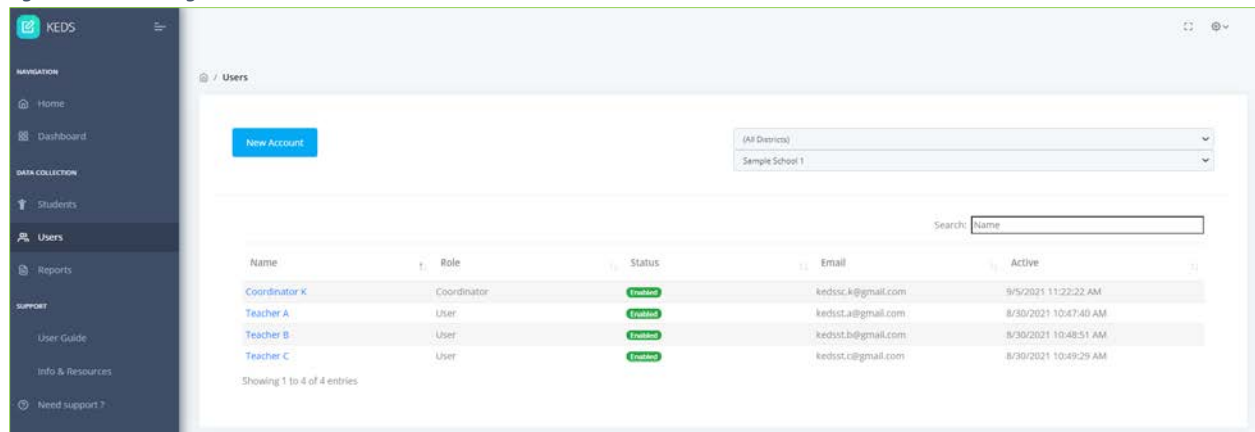
If a coordinator no longer needs access to KEDS, email the KEDS team at [keds@uky.edu](mailto:keds@uky.edu) or call (859) 218-3669 to request the account be closed.

## Section 3: Establishing and Managing Teacher Accounts (Coordinators)

It is the responsibility of Preschool Coordinators to establish KEDS Online accounts for Teachers in their districts. Teachers must have a KEDS user account to access the KEDS online data portal. Teacher accounts should not be shared. Each teacher must have their own unique account. Teachers should contact their Preschool Coordinator for assistance with their KEDS user account.

### ► Establishing Preschool Teacher Accounts

Figure 12 Users Page



1. To create a Preschool Teacher Account, click on the Users link under Data Collection in the main menu. This will take you the Users Page.
2. Then click on the New Account button. A Register New Account pop-up box will appear.

Figure 13 Register New Account Pop-Up

Register New Account

Email

Confirm Email

Role  
User

Institutions Assigned  
None selected

Cancel Submit

3. Enter the teacher's district email in the first two fields.
4. Click on the Role dropdown box and select User.
5. Click on the box next to Schools Assigned and click the checkbox(es) next to the school(s) that the Teacher will need access to.

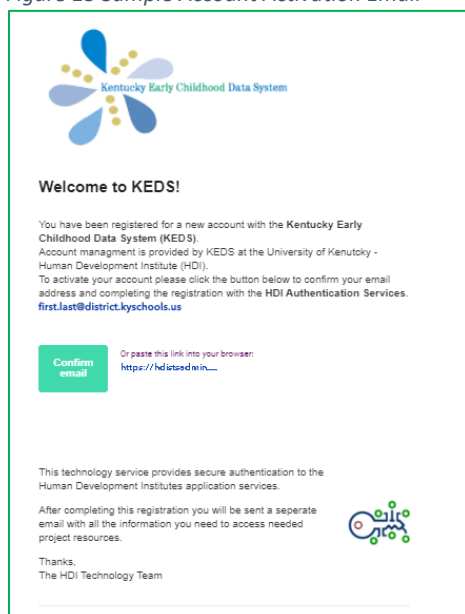


Figure 14 Selecting Schools Assigned

The screenshot shows a web interface with a 'User' dropdown menu at the top. Below it, the 'Institutions Assigned' section is active, displaying a dropdown menu. The menu has a search bar and a list of options: 'Select all', 'Sample District' (with a dropdown arrow), 'Sample School 1' (which is selected and highlighted with a blue checkmark), 'Sample School 2', and 'Sample School 3'. A blue 'Submit' button is visible to the right of the dropdown menu.

6. Click Submit to create the new account. The Teacher will then receive an email with a link to activate their KEDS user account.

Figure 15 Sample Account Activation Email



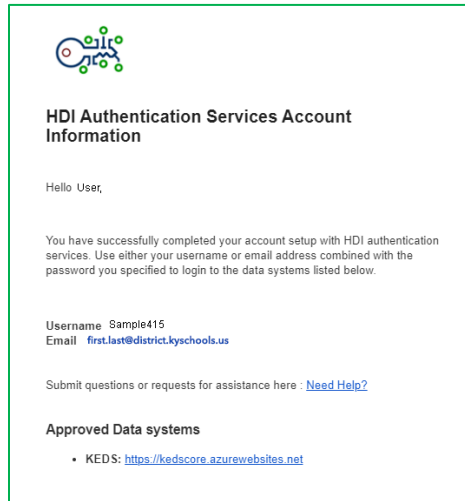
7. Once they click on the button confirming their email (or paste the link to their browser), they will be asked to create a password as well as their first and last names and phone number.

Figure 16 Sample Registration Form

The registration form is titled 'Welcome' and includes a subtitle 'Secured resource access for the Human Development Institute'. Below the title is a section labeled 'Verified Registration'. Inside this section is a 'Setup password' box. The box contains five input fields: 'Password', 'ConfirmPassword', 'First Name', 'Last Name', and 'Phone'. A blue 'Save' button is located at the bottom right of the 'Setup password' box. At the bottom left of the form, there is a small footer that reads 'HDI Authentication Server © 2021'.

8. Once this information is submitted, they will receive another email with their username and password:

Figure 17 Sample Account Confirmation Email



## ➤ Modifying a Teacher Account

Once a Teacher account is created, Coordinators can click on the teachers name on the Users page to modify the Role and Schools Assigned.

Teachers can use the Account link (under the Settings icon at the top right of the page), then clicking on the Modify Account link, to modify their name, email and phone number.

Figure 18 User Profile

A screenshot of the "User Profile" form for user "Sample415". The form includes a "Change Password" button and a profile picture placeholder. The fields are: Username (Sample415), First Name (Jane), Last Name (Smith), Email (jane.smith@district.kyschools.us), Email Confirmed (checkbox), Phone Number (555-621-4858), and Phone Number Confirmed (checkbox). "Cancel" and "Save" buttons are at the bottom. The footer reads "HDI Authentication Server © 2021".

## ► Teacher Access

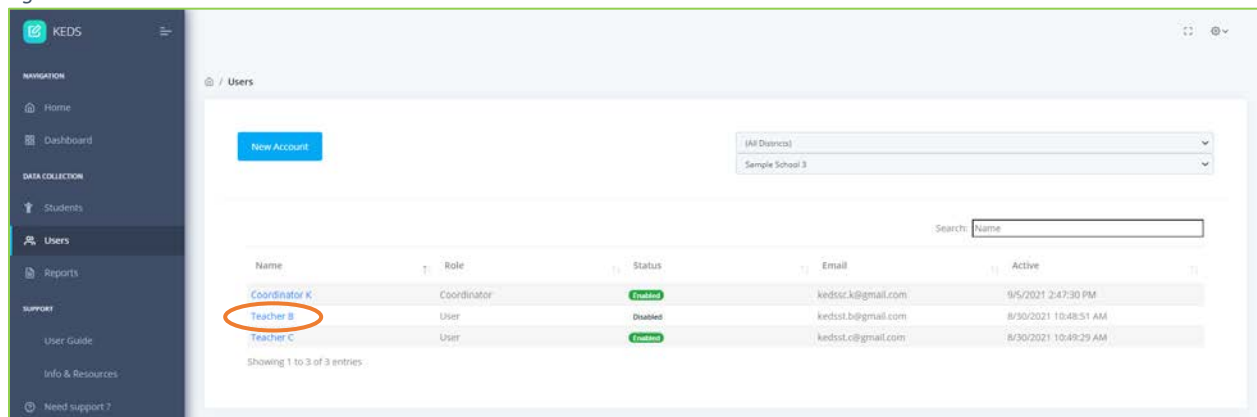
Teachers only have access to the children assigned to them by their Preschool Coordinator.

## ► Enabling a Disabled Teacher Account

Coordinators can enable and disable teacher accounts. Enabled accounts are highlighted in green in the Status column of the Users page.

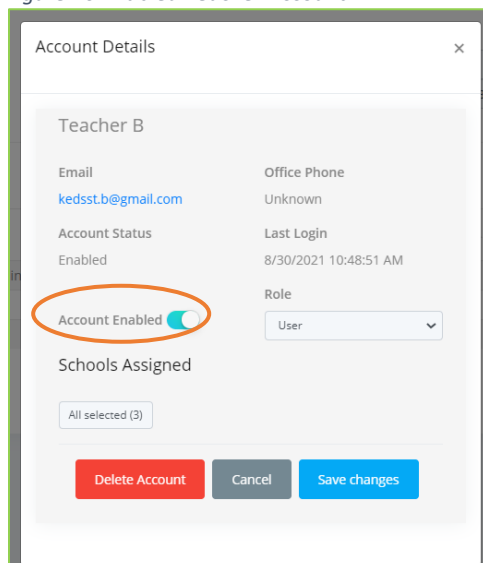
1. Click on the teacher's name in the Users page. This will open the Account Details pop-up.

Figure 19 Select Teacher



2. Click on the toggle button next to Account Enabled. When the button is to the right and green, the account is enabled. When the button is to the left and gray, the account is disabled.

Figure 20 Enabled Teacher Account

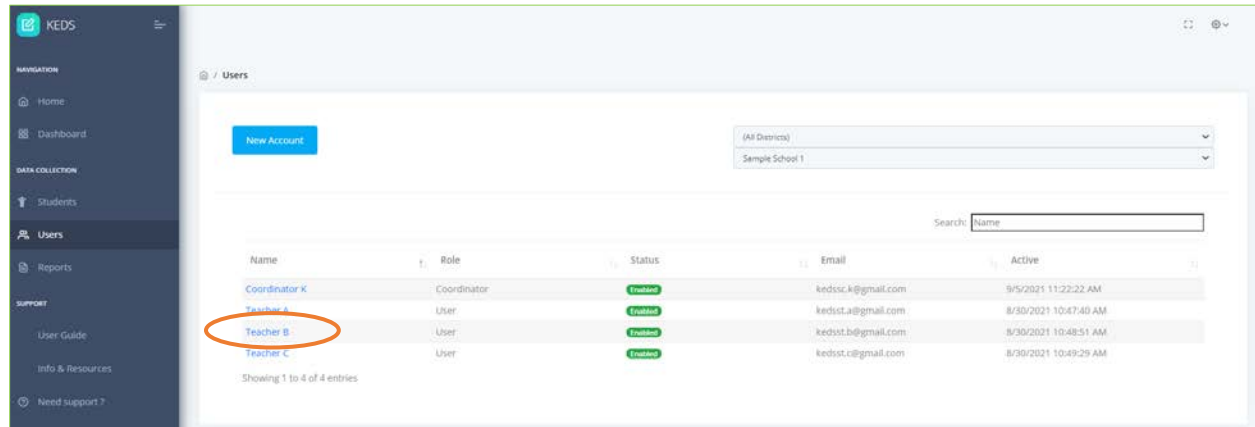


## ► Closing a Teacher Account

If a teacher has left a school or no longer needs access to KEDS, Preschool Coordinators should disable the teacher's account.

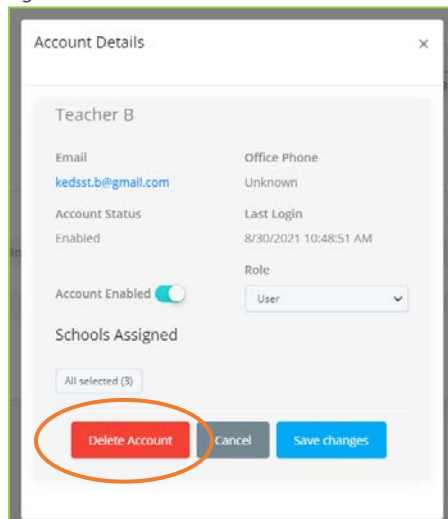
1. Click on the teacher's name in the Users page. This will open the Account Details pop-up.

Figure 21 Select Teacher



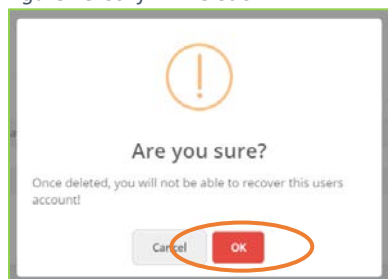
2. Click on the Delete Account button.

Figure 22 Delete Account



3. A pop-up window will appear asking for confirmation. To delete the account, click OK.

Figure 23 Confirm Deletion



## Section 4: Assigning Students to Teachers (Coordinators)

Coordinators are responsible for assigning students to individual teacher accounts in the KEDS online data portal. This step is only required when a teacher needs access to student records. When a teacher logs into the KEDS online data portal, they will only see those students assigned to their account by the Preschool Coordinator.

### ➤ Assigning Teachers to Students

1. Click on the Students link in the main menu to open the Students page.
2. Select the student or children you want to assign, by clicking the check box next to each student's name. You may assign one or more students at a time by clicking on the box(es) to the left of the student ID numbers. Alternatively, you can click on the ☒ button to select all records. Clicking on the ☐ button will clear the selection from all records.
3. Once you have clicked on the students you wish to assign, click on the assign button at the top of the page, and choose the teacher you would like to assign them to from the dropdown menu.

Figure 24 Select Students and Assign Teacher

The screenshot shows the 'Students' page in the KEDS online data portal. At the top, there are four buttons: 'Enrollment', 'Assign', 'Assessment', and 'Method'. The 'Assign' button is highlighted, and a dropdown menu is open showing a list of teachers: 'Teacher C', 'Teacher B', 'Coordinator K', 'Aaron Piercefield', 'Jalme Grove', and '(Clear)'. To the right of the buttons, there are three dropdown menus for 'Sample District', 'Sample School 3', and '(All Teachers)'. Below these, there is a search bar with the placeholder text 'Enter Name, DOB or SSID'. The main table displays a list of students with columns for 'SSID', 'Enrollment Status', 'Demographic Status', 'Assessment Status', 'First Name', 'Last Name', 'Assessment', and 'Teacher'. The first four students are listed: Oliver (SSID 6660000666), Peyton (SSID 7770000777), Quintin (SSID 8880000888), and Rebecca (SSID 9990000999). The 'Teacher' column is currently empty for all students. The status of each student is shown in colored boxes: 'IN PROGRESS' (yellow) for Oliver and Peyton, and 'START' (green) for Quintin and Rebecca.

| SSID       | Enrollment Status | Demographic Status | Assessment Status | First Name | Last Name | Assessment        | Teacher |
|------------|-------------------|--------------------|-------------------|------------|-----------|-------------------|---------|
| 6660000666 | Enrolled          | IN PROGRESS        | IN PROGRESS       | Oliver     | O         | AEPS (Preschool)  |         |
| 7770000777 | Enrolled          | IN PROGRESS        | IN PROGRESS       | Peyton     | P         | Carolina (CCITSN) |         |
| 8880000888 | Enrolled          | START              | START             | Quintin    | Q         |                   |         |
| 9990000999 | Enrolled          | START              | START             | Rebecca    | R         |                   |         |

4. The teacher's name will then appear in the Teacher column for the selected student records.

Figure 25 Teacher Assigned

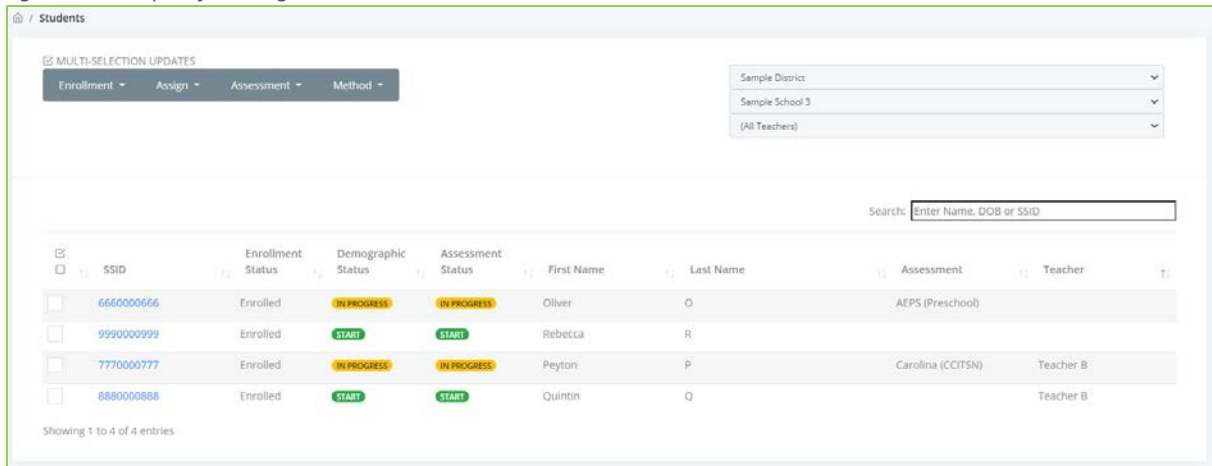
The screenshot shows the 'Students' page in the KEDS online data portal, similar to Figure 24. The 'Assign' button is still highlighted, and the dropdown menu is open. The 'Teacher' column in the table now shows 'Teacher B' for the first three students: Oliver, Peyton, and Quintin. Rebecca's 'Teacher' column remains empty. The status of each student is shown in colored boxes: 'IN PROGRESS' (yellow) for Oliver and Peyton, and 'START' (green) for Quintin and Rebecca.

| SSID       | Enrollment Status | Demographic Status | Assessment Status | First Name | Last Name | Assessment        | Teacher   |
|------------|-------------------|--------------------|-------------------|------------|-----------|-------------------|-----------|
| 6660000666 | Enrolled          | IN PROGRESS        | IN PROGRESS       | Oliver     | O         | AEPS (Preschool)  | Teacher B |
| 7770000777 | Enrolled          | IN PROGRESS        | IN PROGRESS       | Peyton     | P         | Carolina (CCITSN) | Teacher B |
| 8880000888 | Enrolled          | START              | START             | Quintin    | Q         |                   | Teacher B |
| 9990000999 | Enrolled          | START              | START             | Rebecca    | R         |                   |           |

## ► Viewing Students Not Assigned to a Teacher

You can sort the list of students to easily identify students not yet been assigned to a teacher. Click on the Teacher column heading so that the up arrow is shaded (↑↓). This will sort the students in ascending order by assigned teacher. All unassigned students will appear at the top of the list. In the example below, the first two students (Oliver O. and Rebecca R) are not assigned to a teacher.

Figure 26 Example of Unassigned Students



The screenshot shows the 'Students' page in the KEDS Preschool system. At the top, there are filters for 'MULTI-SELECTION UPDATES' (Enrollment, Assign, Assessment, Method) and dropdowns for 'Sample District', 'Sample School 3', and '(All Teachers)'. A search bar is labeled 'Search: Enter Name, DOB or SSID'. Below the filters is a table with columns: SSID, Enrollment Status, Demographic Status, Assessment Status, First Name, Last Name, Assessment, and Teacher. The table contains four entries. The first two students, Oliver O. and Rebecca R., are unassigned (Teacher column is empty). The last two students, Peyton P. and Quintin Q., are assigned to 'Teacher B'.

| SSID       | Enrollment Status | Demographic Status | Assessment Status | First Name | Last Name | Assessment        | Teacher   |
|------------|-------------------|--------------------|-------------------|------------|-----------|-------------------|-----------|
| 6660000666 | Enrolled          | IN PROGRESS        | IN PROGRESS       | Oliver     | O         | AEPS (Preschool)  |           |
| 9990000999 | Enrolled          | START              | START             | Rebecca    | R         |                   |           |
| 7770000777 | Enrolled          | IN PROGRESS        | IN PROGRESS       | Peyton     | P         | Carolina (CCITSN) | Teacher B |
| 8880000888 | Enrolled          | START              | START             | Quintin    | Q         |                   | Teacher B |

Showing 1 to 4 of 4 entries

## Section 5: Accessing the KEDS Online Data Portal

Users will need either a Coordinator or Teacher account before accessing the portal.

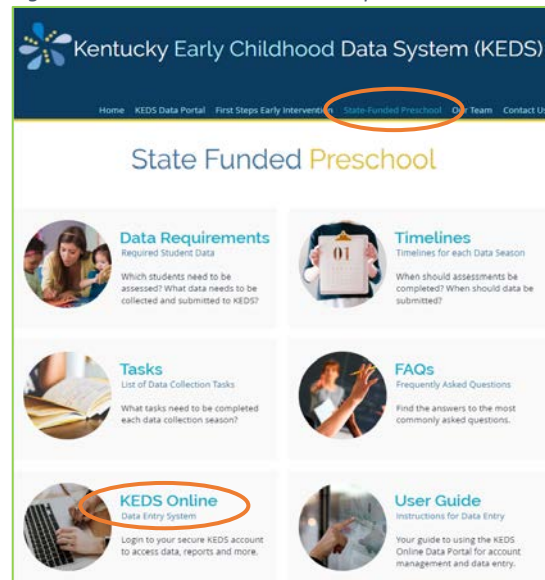
### ► Accessing the KEDS Online Data Portal

To access the KEDS online data portal, go to the KEDS website: [www.kedsonline.info](http://www.kedsonline.info). Then click on the KEDS Data Portal link in the menu bar, followed by the Preschool KEDS Login button at the bottom of the page (*Option A*). Alternatively, you can click on the State Funded Preschool link in the menu bar, followed by the KEDS Online link (*Option B*).

Figure 27 KEDS Data Portal Access Option A



Figure 28 KEDS Data Portal Access Option B

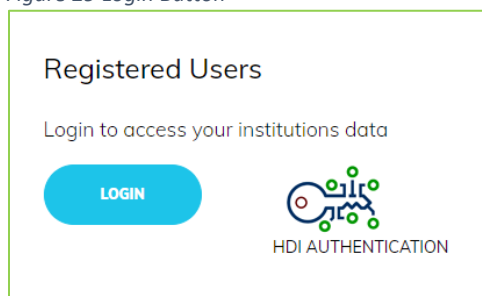


This will take you to the Home Page of the KEDS online data portal where you will enter your login credentials.

### ► Logging In

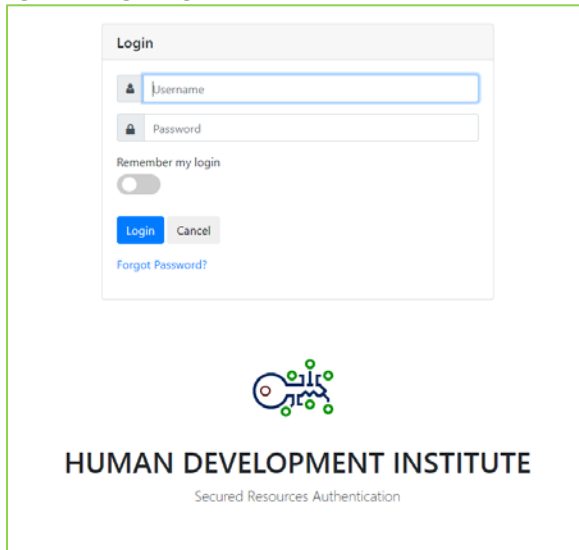
1. To login to the KEDS online data portal, click on the login button on the Home Page.

Figure 29 Login Button



2. Enter your Username and Password. Click the toggle button to have the system remember your login credentials. Then click the Login button.

Figure 30 Login Page



## ➤ Locked Accounts

Accounts will be locked after five unsuccessful tries to enter the portal. Clicking on the Forgot Password? button will reset your account and allow you to select a new password.

## ➤ Password Help

Please keep your Username and Password in a safe place. Due to security restrictions, KEDS does not allow coordinators or KEDS staff to view or change passwords.

If you are having difficulties accessing your account, click on the Forgot Password? Link to reset your account. If you are still unable to access your account, please call us at 859-218-3669 or email KEDS Technical Support at [keds@uky.edu](mailto:keds@uky.edu).

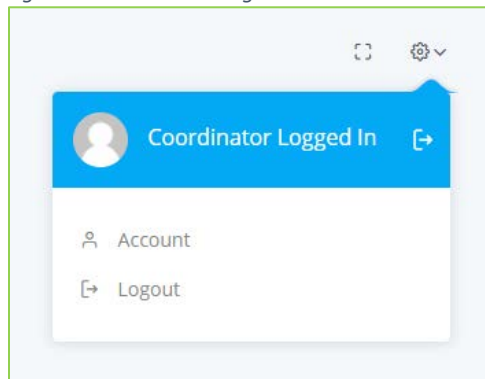
## ➤ Change Password

You can change your password at any time.

1. Click on the settings icon on the top right side of the page.
2. Then click on Account.

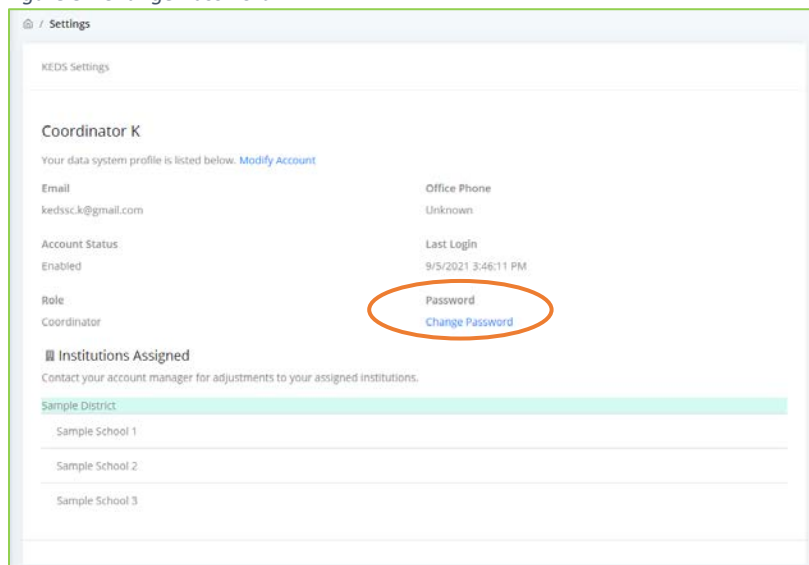


Figure 31 Account Settings



3. Click on the Change Password link.

Figure 32 Change Password Link



4. Enter your current and new passwords, confirm new password, then click Save.

Figure 33 Change Password Page

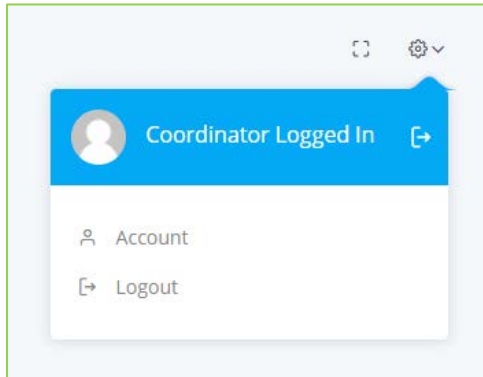
A screenshot of the "Change Password" form. The form has a header "Change Password" and a "Username" field with the value "Sample415". Below this are three password fields: "Current Password", "New Password", and "Confirm New Password". At the bottom of the form are two buttons: "Cancel" and "Save".

## ➤ Logging Out

To protect the privacy of student data, it is recommended that you log out if you will be away from your computer for any length of time. KEDS will automatically log you out after 20 minutes of inactivity.

To logout, click on the Settings icon at the top right of your page, then click Logout.

*Figure 34 Account Settings*



## Section 6: Entering Demographic Data in KEDS

KEDS collects demographic data for all students with records imported from Infinite Campus. To access student records, click on Students in the menu on the left side of the page. This will open the Students page. Clicking on the SSID of a student will then open the student's record. Student records are divided into two sections: demographic record and assessment record. This section refers to the demographic record. [Section 7: Entering Assessment Data in KEDS Online](#) covers the assessment record.

All of the demographic data for a student appears in the demographic record on the Student Record page. Demographic data fields are either imported from Infinite Campus, entered directly in KEDS, or automatically generated by the KEDS system. Fields with a box around them can be modified in the KEDS online data portal. Detailed information for each of the demographic data fields can be found in [Table 1](#) at the end of this section.

Figure 35 Student Record Page

The screenshot displays the KEDS online data portal interface. On the left is a dark blue navigation sidebar with icons and labels for: KEDS, NAVIGATION (HOME, DASHBOARD), DATA COLLECTION (STUDENTS, USERS, REPORTS), and SUPPORT (USER GUIDE, INFO & RESOURCES, NEED SUPPORT?). The main content area is titled 'STUDENTS / STUDENT RECORD' and shows the 'DEMOGRAPHIC RECORD' for student 'P, Peyton'. The record is divided into two columns. The left column lists fields with green dots indicating data imported from Infinite Campus: SSID (7770900777), First Name (Peyton), Last Name (P), DOB (12/15/2016), Gender (Female), Ethnicity (2 or more), Teacher (Teacher B), Participation Status (Required), and Last Saved (09/05/2021 11:45 AM). The right column contains form fields for: Enrollment Status (Enrolled), Enrollment Date (09/05/2021), Assessment Method (KEDS Online), Assessment Type (The Carolina Curriculum Infant Toddler), Limited English Proficiency (No), At Risk (Yes), Over Income (No), Head Start (Yes), IEP (Yes), and IEP Type (Developmentally Delayed). At the bottom left of the form are 'Refresh' and 'Save' buttons.

### ► Data Fields imported from Infinite Campus

Student demographic data are imported from Infinite Campus into the KEDS online data portal on a weekly basis. The date and time of the last Infinite Campus update is displayed on the Dashboard in KEDS. Districts should make sure all records are up to date in Infinite Campus prior to the start of the KEDS data season.

Fields imported from Infinite Campus are marked with green dots and include:

- SSID
- First Name
- Last Name
- DOB
- Ethnicity
- Enrollment Date\*
- At Risk\*

- Over Income\*
- Head Start\*
- IEP\*

\* These fields can be modified in the KEDS online data portal. NOTE: Changes made in the KEDS online data portal do not transfer to Infinite Campus. Any changes will also need to be made in Infinite Campus.

## ➤ Data Fields Collected Directly in KEDS

The data for the following fields are entered directly into the KEDS online data portal and include:

- Provider
- Assessment Method
- Assessment Type
- Limited English Proficiency
- IEP Type

## ➤ Data Fields Generated by KEDS

These fields are automatically generated by the KEDS system and include:

- Participation Status
- Last Saved

## ➤ Updating Fields Imported from Infinite Campus

There are two ways to update the data in fields imported from Infinite Campus.

### 1. Syncing Records with Infinite Campus

Clicking on the refresh button (Figure 36) will update the Infinite Campus linked fields (denoted with green dots) with the data from the most recent Infinite Campus import. The date and time of the last import is displayed on the Dashboard. You will receive a confirmation pop-up after clicking on the button that warns data for these fields will be overwritten and cannot be undone (Figure 37). The refresh will NOT affect the data in the fields without green dots.

Figure 36 Refreshing Infinite Campus Fields

P, Peyton

### DEMOGRAPHIC RECORD

- SSID: 7770000777
- First Name: Peyton
- Last Name: P
- DOB: 12/15/2016
- Gender: Female
- Ethnicity: 2 or more
- Teacher: Teacher B
- Participation Status: Required
- Last Saved: 09/05/2021 11:45 AM

Enrollment Status:

Enrollment Date:

Assessment Method:

Assessment Type:

Limited English Proficiency:

At Risk:

Over Income:

Head Start:

IEP:

IEP Type:

Figure 37 Refresh Confirmation

Sync with IC

Are you sure you want to synchronize with Infinite Campus?  
Any entered data will be overwritten.  
This cannot be undone.

## 2. Manually Editing Infinite Campus Fields in KEDS

Select fields allow for changes to be made in the KEDS online data portal. However, it is important to note that changes made to imported data in KEDS do not transfer to Infinite Campus. Any changes will also need to be made in Infinite Campus. After making changes to demographic data in the KEDS online data portal, you will need to click on the Save button to save any changes. Unsaved changes will be lost.

Figure 38 Saving Changes to Demographic Records

**P, Peyton**

### DEMOGRAPHIC RECORD

● SSID: 7770000777

● First Name: Peyton

● Last Name: P

● DOB: 12/15/2016

● Gender: Female

● Ethnicity: 2 or more

Teacher: Teacher B

Participation Status: Required

Last Saved: 09/05/2021 11:45 AM

Enrollment Status: **Enrolled**

● Enrollment Date: 09/05/2021

Assessment Method: **KEDS Online**

Assessment Type: **The Carolina Curriculum (Infant Toddler)**

Limited English Proficiency: **No**

● At Risk: **Yes**

● Over Income: **No**

● Head Start: **Yes**

● IEP: **Yes**

IEP Type: **Developmentally Delayed**

**Refresh** **Save**

## ► Updating Fields Collected Directly in KEDS

Fields collected directly in KEDS will be blank. To enter data in these fields, click on the dropdown box for each and select the appropriate response. After making changes to demographic data in KEDS, you will need to click on the Save button to save any changes. Unsaved changes will be lost.

Figure 39 Saving Changes to Student Demographic Records

**P, Peyton**

### DEMOGRAPHIC RECORD

● SSID: 7770000777

● First Name: Peyton

● Last Name: P

● DOB: 12/15/2016

● Gender: Female

● Ethnicity: 2 or more

Teacher: Teacher B

Participation Status: Required

Last Saved: 09/05/2021 11:45 AM

Enrollment Status: **Enrolled**

● Enrollment Date: 09/05/2021

Assessment Method: **KEDS Online**

Assessment Type: **The Carolina Curriculum (Infant Toddler)**

Limited English Proficiency: **No**

● At Risk: **Yes**

● Over Income: **No**

● Head Start: **Yes**

● IEP: **Yes**

IEP Type: **Developmentally Delayed**

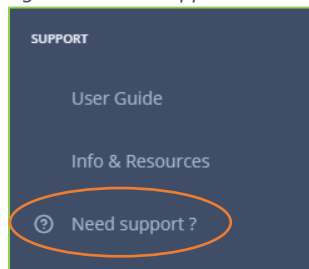
**Refresh** **Save**

## ► Missing Student Records

Teachers who are missing students on the Students page should contact their Preschool Coordinator as Coordinators are responsible the assignment of students to teachers. If the Coordinator is unable to

locate a student record, they should contact KEDS by phone at 859-218-3669 or by clicking on the Need support? Link in the main menu (Figure 40). *NOTE: Separate forms will need to be submitted for each student record.*

Figure 40 KEDS Support



## ➤ Student Demographic Field Descriptions and Definitions

Table 1 provides a description of each of the demographic fields collected in the KEDS online data portal, identifies which fields can be edited in KEDS, and the source. Data for the fields are imported from Infinite Campus (IC), collected directly in KEDS, or autogenerated by the KEDS system.

Table 1 Student Demographic Field Descriptions and Definitions

| Field                       | Description   | Editable in KEDS | Source                          |
|-----------------------------|---|------------------|---------------------------------|
| <b>SSID</b>                 | The student's 10-digit state issued identifier. This unique identifier is used to match the student demographic record to their assessment record.  | No               | Imported from IC                |
| <b>First Name</b>           | Student's first name.   | No               | Imported from IC                |
| <b>Last Name</b>            | Student's last name.  | No               | Imported from IC                |
| <b>DOB</b>                  | Student's date of birth.  | No               | Imported from IC                |
| <b>Gender</b>               | Student's gender.   | No               | Imported from IC                |
| <b>Ethnicity</b>            | Student's race/ethnicity  | No               | Imported from IC                |
| <b>Teacher</b>              | Shows the teacher/user assigned to the student.   | Yes              | KEDS Online                     |
| <b>Participation Status</b> | Identifies if an assessment is required or optional for a student for the current data season. If data are missing, the participation status will be listed as unknown.<br>Options: <ul style="list-style-type: none"> <li>• <b>Required:</b> Student is enrolled and either has an IEP or is at risk.</li> <li>• <b>Optional:</b> Student's enrollment status is other than enrolled, or student does not have an IEP and is not at risk.</li> <li>• <b>Unknown:</b> Data used to determine participation status are missing.</li> </ul> | No               | Automatically generated by KEDS |
| <b>Last Saved</b>           | Shows the date and time the Demographic Record was last saved.  | No               | Automatically generated by KEDS |
| <b>Enrollment Status*</b>   | Student's current enrollment status. Options:   | No**             | KEDS Online                     |

| Field                    | Description  | Editable in KEDS | Source           |
|--------------------------|--|------------------|------------------|
|                          | <ul style="list-style-type: none"> <li>• <b>Enrolled:</b> Student is receiving state-funded preschool services. This includes students being served in off-site programs, such as Head Start, and those receiving itinerant services for an IEP.</li> <li>• <b>Only:</b> Student is in Infinite Campus for attendance purposes only. They are not receiving preschool or itinerant services.</li> <li>• <b>Late Enrollee:</b> Student enrolled too late in the data season to complete an assessment by the data entry deadline.</li> <li>• <b>Withdrew:</b> Student is either no longer receiving services or was enrolled during RTI but was determined ineligible. If the student's enrollment status is marked as withdrew, the Exit Date field will be visible.</li> <li>• <b>Determining Eligibility:</b> Student's eligibility for enrollment is being determined. Student receiving KSI services. Once a decision has been made about eligibility, their enrollment status will need to be updated.</li> <li>• <b>New 2 Year Old:</b> Student is 2 years of age and in the process of transitioning from Kentucky's Early Intervention System (KEIS) to state-funded preschool.</li> </ul> |                  |                  |
| <b>Enrollment Date</b>   | Date student enrolled in program.  | Yes**            | Imported from IC |
| <b>Exit Date</b>         | Date student exited preschool program. <i>Field is only visible if Enrollment Status is marked as Withdrew.</i>  | Yes**            | Imported from IC |
| <b>Assessment Method</b> | <p>Method used for assessment data entry. Options:</p> <ul style="list-style-type: none"> <li>• <b>KEDS Online:</b> Assessment data is entered directly into KEDS Online. (See <a href="#">Section 7: Entering Assessment Data in KEDS</a>)</li> <li>• <b>Publisher's Online System:</b> Assessment data is entered in a publisher's online data system. (See <a href="#">Section 8: Entering Assessment Data in Publisher Online Systems</a>)</li> </ul>  | Yes              | KEDS Online      |
| <b>Assessment Type</b>   | <p>Assessment tool used with this student. Options (<i>varies based on Assessment Method chosen</i>):</p> <ul style="list-style-type: none"> <li>• <b>AEPS (Infant Toddler)</b></li> <li>• <b>AEPS (Preschool)</b></li> <li>• <b>The Carolina Curriculum (Infant Toddler)</b></li> <li>• <b>The Carolina Curriculum (Preschool)</b></li> <li>• <b>Teaching Strategies GOLD</b></li> <li>• <b>COR Advantage</b></li> <li>• <b>Work Sampling 3</b></li> </ul>  | Yes              | KEDS Online      |



| Field                              | Description   | Editable in KEDS | Source           |
|------------------------------------|---|------------------|------------------|
|                                    | <ul style="list-style-type: none"> <li><b>Work Sampling 4</b></li> </ul> <p><i>NOTE: When changing the assessment type, a pop-up box will appear confirming that you want to change the assessment type. This occurs even when changing the field from a blank to one of the assessment choices.</i></p>  |                  |                  |
| <b>Limited English Proficiency</b> | Identifies if the student meets criteria for being limited English proficient as defined in Title IX of the No Child Left Behind Act under the General Provisions Part A, Section 9101 ( <i>definition available on the KEDS FAQ webpage: <a href="https://www.kedsonline.info/preschool-faqs">https://www.kedsonline.info/preschool-faqs</a></i> ).  | Yes              | KEDS Online      |
| <b>At Risk*</b>                    | Identifies if the student is eligible for state-funded preschool based on their family income being below 160% of the federal poverty level.  | Yes**            | Imported from IC |
| <b>Over Income</b>                 | Identifies if the student's family income is 160% or higher of federal poverty level.   | Yes**            | Imported from IC |
| <b>Head Start</b>                  | Identifies if the student is enrolled in Head Start.  | Yes**            | Imported from IC |
| <b>IEP*</b>                        | Identifies if the student has an active IEP. If the IEP is marked Yes, the IEP type field will be visible.  | Yes**            | Imported from IC |
| <b>IEP Type</b>                    | <p>Type of IEP. <i>Field is only visible if IEP is marked as Yes.</i></p> <p>Options:</p> <ul style="list-style-type: none"> <li><b>Autism</b></li> <li><b>Deaf Blind</b></li> <li><b>Developmentally Delayed</b></li> <li><b>Emotional Behavior Disability</b></li> <li><b>Functional Mental Disability</b></li> <li><b>Hearing Impaired</b></li> <li><b>Mild Mental Disability</b></li> <li><b>Multiple Disabilities</b></li> <li><b>Orthopedically Impaired</b></li> <li><b>Other Health Impaired</b></li> <li><b>Specific Learning Disability</b></li> <li><b>Speech Language</b></li> <li><b>Traumatic Brain Injury</b></li> <li><b>Visually Impaired</b></li> </ul> | Yes              | KEDS Online      |

\* These fields are used to determine a student's participation status.

\*\* These fields can be edited in KEDS, but changes do not transfer to Infinite Campus. Users will also need to update information in Infinite Campus.

## ➤ Complete Demographic Records

Once a student's demographic record is complete, the Demographic Status column on the Students Page will be marked as complete (Figure 41).

Figure 41 Students Page Showing Complete Demographic Record

The screenshot shows the 'Students' page interface. At the top, there is a 'MULTI-SELECTION UPDATES' section with buttons for 'Enrollment', 'Assign', 'Assessment', and 'Method'. To the right are dropdown menus for 'Sample District', 'Sample School 3', and '(All Teachers)'. Below these is a search bar labeled 'Search: Enter Name, DOB or SSID'. The main part of the page is a table with the following columns: 'SSID', 'Enrollment Status', 'Demographic Status', 'Assessment Status', 'First Name', 'Last Name', 'Assessment', and 'Teacher'. The table contains four rows of student data. The 'Demographic Status' column shows 'IN PROGRESS' for the first student, 'COMPLETE' for the second, 'START' for the third, and 'IN PROGRESS' for the fourth. The 'Assessment Status' column shows 'IN PROGRESS' for the first two students and 'START' for the last two. The 'Assessment' column shows 'AEPS (Preschool)' for the first student and 'Carolina (CCITSN)' for the others. The 'Teacher' column shows 'Teacher B' for the last two students. At the bottom left, it says 'Showing 1 to 4 of 4 entries'.

| SSID       | Enrollment Status | Demographic Status | Assessment Status | First Name | Last Name | Assessment        | Teacher   |
|------------|-------------------|--------------------|-------------------|------------|-----------|-------------------|-----------|
| 6660000666 | Enrolled          | IN PROGRESS        | IN PROGRESS       | Oliver     | O         | AEPS (Preschool)  |           |
| 7770000777 | Enrolled          | COMPLETE           | IN PROGRESS       | Peyton     | P         | Carolina (CCITSN) | Teacher B |
| 8880000888 | Enrolled          | START              | START             | Quintin    | Q         |                   | Teacher B |
| 9990000999 | Enrolled          | IN PROGRESS        | START             | Rebecca    | R         |                   |           |

## ➤ Students No Longer Receiving Services

Student demographic records should be updated when a student is no longer receiving services.

### Students with an Assessment Completed

You may leave a student's enrollment status as Enrolled or marked as Withdrew if an assessment was completed during the current data season prior to the student withdrawing.

### Students without an Assessment Completed

If a student withdraws before an assessment can be completed during the current data season, mark the student's enrollment status as Withdrew and enter the date the student last received services in the Exit Date field.

### No-Show Students

If a student enrolled, but never attended the program, mark the student's status as Withdrew and enter the enrollment date as the Exit Date.

## Section 7: Entering Assessment Data in KEDS

Data for the Assessment, Evaluation, and Programming System (AEPS) and The Carolina Curriculum (CCITSN & CCPSN) can be entered directly into the KEDS online data portal.

### ► Create Online Assessment

If KEDS Online is selected as the Assessment Method in the Demographic Record, users will see the data entry form for the chosen Assessment Type in the Assessment Record section of the student record.

*NOTE: The demographic record must be completed and saved before the assessment will be available.*

Figure 42 CCITSN Assessment Record Example

The screenshot shows the KEDS online data portal interface. On the left is a dark blue navigation sidebar with links for HOME, DASHBOARD, DATA COLLECTION, STUDENTS, USERS, REPORTS, SUPPORT, USER GUIDE, INFO & RESOURCES, and NEED SUPPORT?. The main content area is titled 'DEMOGRAPHIC RECORD' and contains a form for a student with SSID 7770000777. The form includes fields for First Name (Peyton), Last Name (P), DOB (12/15/2016), Gender (Female), Ethnicity (2 or more), Teacher (Teacher B), Participation Status (Required), and Last Saved (09/05/2021 11:45 AM). There are 'Refresh' and 'Save' buttons. Below the demographic record is the 'ASSESSMENT RECORD' section, which is circled in orange and shows 'Carolina (CCITSN)'. At the bottom of the assessment record are 'Expand All', 'Reset', and a checkbox for 'Show only unscored assessment items'.

### ► Viewing Assessment Domains, Subdomains, Items and Scoring Options

By default, the assessment record will show each of the domains. A + sign will appear before each domain.

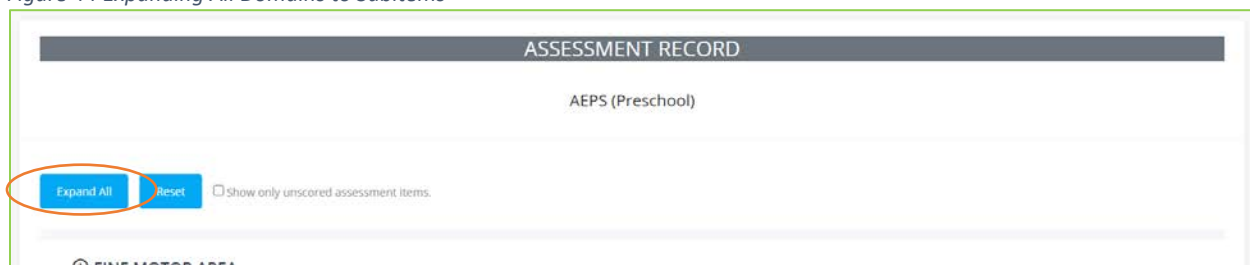
Figure 43 AEPS Domain Example

The screenshot shows the 'ASSESSMENT RECORD' section for 'AEPS (Preschool)'. It includes 'Expand All', 'Reset', and a checkbox for 'Show only unscored assessment items'. Below this are four expandable sections, each with a plus sign icon: 'FINE MOTOR AREA', 'GROSS MOTOR AREA', 'ADAPTIVE AREA', and 'COGNITIVE AREA'.

## ▲ Expanding Levels

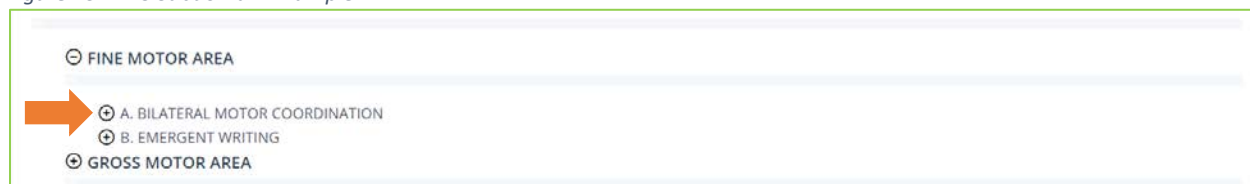
Clicking on the Expand All button will expand all levels from the domains down to the subitems.

Figure 44 Expanding All Domains to Subitems

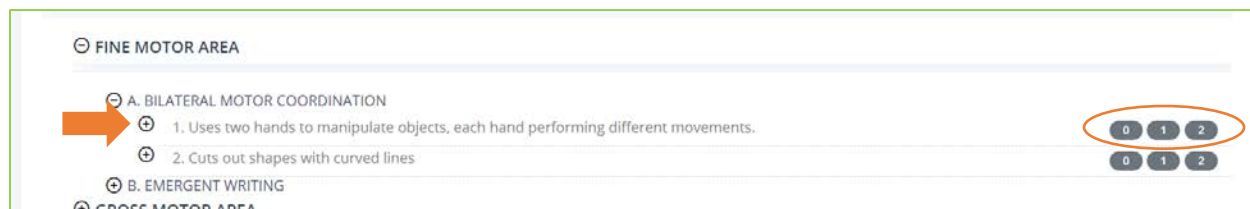


You can also expand each level independently. Clicking on the domain + sign will expand the domain and the subdomain will be visible. A + sign is visible before each subdomain.

Figure 45 AEPS Subdomain Example



Clicking on the subdomain + sign will expand the subdomain and items and scoring options will be visible.



Clicking on the + sign for subdomains will expand the items and subitems and scoring options will be visible.

Figure 46 AEPS Items and Scoring Options Example



## ▲ Collapsing Levels

After domains, subdomains, and items are expanded, the + sign will be replaced by a – sign. Clicking on the – sign will collapse the associated domains, subdomains, items, or subitems. Clicking on the Collapse All button will collapse all levels back down to the domains.

Figure 47 Collapsing Subitems to Domains

The screenshot shows the 'ASSESSMENT RECORD' header for 'AEPS (Preschool)'. Below the header, there are two buttons: 'Collapse All' and 'Reset'. The 'Collapse All' button is circled in orange. To the right of these buttons is a checkbox labeled 'Show only unscored assessment items.' which is currently unchecked. Below the buttons, a section titled 'FINE MOTOR AREA' is partially visible.

## Show Only Unscored Assessment Items

Checking this box will filter the assessment entry form so that only unscored items are shown. As items are scored, they will no longer appear. Unselecting the box will remove the filter.

Figure 48 Filtering for Unscored Assessment Items

The screenshot shows the 'ASSESSMENT RECORD' header for 'AEPS (Preschool)'. Below the header, there are two buttons: 'Collapse All' and 'Reset'. To the right of these buttons is a checkbox labeled 'Show only unscored assessment items.' which is checked. This checkbox is circled in orange. Below the buttons, a section titled 'FINE MOTOR AREA' is partially visible.

## ► Assessment Data Entry

1. To enter assessment data, expand the domain(s) until items are visible.

Figure 49 AEPS

The screenshot shows the 'FINE MOTOR AREA' expanded. It includes a progress bar at 0%. Under 'A. BILATERAL MOTOR COORDINATION', item 1 is expanded, showing two subitems: '1. Uses two hands to manipulate objects, each hand performing different movements.' and '2. Cuts out shapes with curved lines'. To the right of these subitems are score boxes with values 0, 1, and 2. The '1' score for item 1 is circled in orange. Below item 1 is item 2, 'EMERGENT WRITING', which is not expanded.

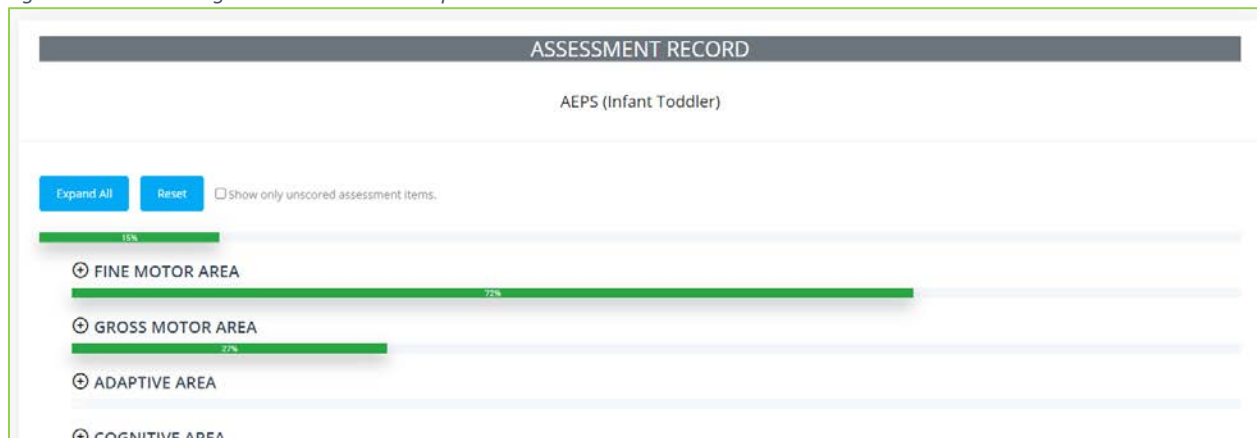
2. If the item has a + sign, make sure to expand the item and score all subitems.

Figure 50

The screenshot shows the 'FINE MOTOR AREA' expanded. It includes a progress bar at 12%. Under 'A. BILATERAL MOTOR COORDINATION', item 1 is expanded, showing two subitems: '1.1 Holds object with one hand while the other hand manipulates' and '2. Cuts out shapes with curved lines'. An orange arrow points to item 1.1. To the right of these subitems are score boxes with values 0, 1, and 2. The '1' score for item 1 is circled in orange. Below item 1 is item 2, 'EMERGENT WRITING', which is not expanded.

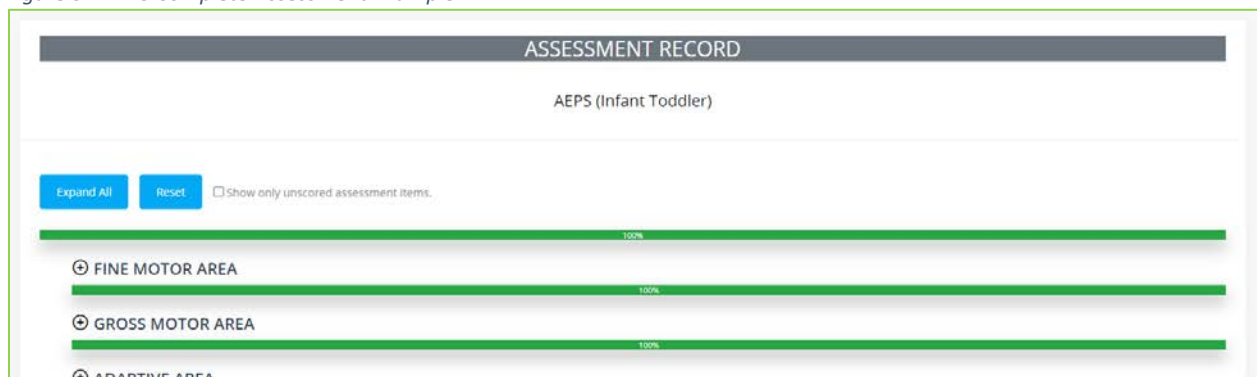
3. Scoring progress for the assessment is indicated in the progress bar at the top of the assessment record. Additional bars are located under each domain and track the scoring progress for each of the domains. As scores are entered for items/subitems, the green bars and percentage complete will progress.

Figure 51 AEPS In Progress Assessment Example



4. Continue these steps until all assessment items are scored and the green progress bar at the top of the Assessment Record shows 100%.

Figure 52 AEPS Complete Assessment Example



## ➤ Complete Assessment Records

Once a student's assessment record is complete in KEDS, the Assessment Status column on the Students Page will be marked as complete (Figure 53).

Figure 53 Students Page Showing Complete Assessment Record

Students

MULTI-SELECTION UPDATES

Enrollment Assign Assessment Method

Sample District  
Sample School 2  
(All Teachers)

Search: Enter Name, DOB or SSID

| <input type="checkbox"/> | SSID       | Enrollment Status | Demographic Status | Assessment Status | First Name | Last Name | Assessment        | Teacher   |
|--------------------------|------------|-------------------|--------------------|-------------------|------------|-----------|-------------------|-----------|
| <input type="checkbox"/> | 6660000666 | Enrolled          | COMPLETE           | COMPLETE          | Oliver     | O         | AEPS (Preschool)  |           |
| <input type="checkbox"/> | 7770000777 | Enrolled          | COMPLETE           | IN PROGRESS       | Peyton     | P         | Carolina (CCITSN) | Teacher B |
| <input type="checkbox"/> | 8880000888 | Enrolled          | START              | START             | Quintin    | Q         |                   | Teacher B |
| <input type="checkbox"/> | 9990000999 | Enrolled          | IN PROGRESS        | START             | Rebecca    | R         |                   |           |

Showing 1 to 4 of 4 entries

## ➤ Saving Scores

Assessment scores are automatically saved when selected.

## ➤ Modifying Scores

To change an assessment score that has already been selected, click on one of the other scores to modify the score. Clicking on a selected score will unselect the score. Changes will automatically be saved.

## ➤ Resetting an Assessment

There may be times that you need to delete an assessment, such as if you:

- Selected the wrong assessment in the student's demographics,
- Entered the wrong assessment for a student, or
- Made multiple mistakes and would like to start over.

To reset an assessment, click on the Reset button. This will reset the assessment, deleting all scores that were previously entered.

Figure 54 Resetting an Assessment

ASSESSMENT RECORD

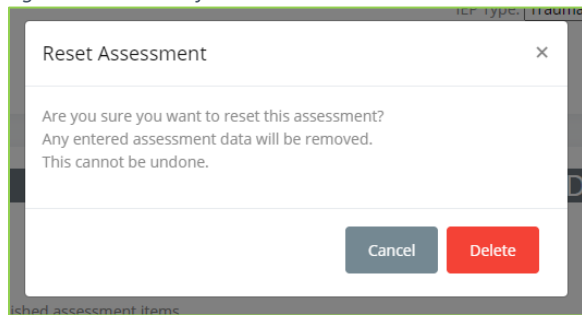
AEPS (Preschool)

Collapse All Reset Show only unfinished assessment items.

7%

You will receive a confirmation pop-up after clicking on the button that warns the assessment data will be removed and cannot be undone. Clicking this button will not affect the data in the demographic section.

*Figure 55 Reset Confirmation*





## Section 8: Entering Assessment Data in Publisher Online Systems

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If the Assessment Method is Publisher's Online System, users will see a message noting that this assessment type is not current supported for online data entry in the KEDS online data portal.

*Figure 56 Assessment Notification Message*



### SSIDs

Districts and programs entering assessment data into publisher online systems **MUST be sure to include students' unique 10-digit SSID numbers into the publisher's online system.** The SSID is used to link the student's assessment to the student. Without the SSID, the assessment record is incomplete and districts will not be in compliance with KEDS data collection guidelines. [Click here](#) to download a copy of the KEDS SSID Guide, which identifies the field the SSID should be entered into for each of the publisher online systems. The guide is also available on the KEDS website ([www.kedsonline.info](http://www.kedsonline.info)).

### Student Names

Districts and programs should ensure that student names are entered in publisher online systems exactly as they appear in Infinite Campus.

### KEDS Administrative Access

Districts entering assessment data in publisher online systems are responsible for ensuring that KEDS has access to their assessment data. Districts will need to create an administrative account for KEDS in the publisher's online system. The following email can be used for creation of the KEDS account: [keds@uky.edu](mailto:keds@uky.edu).

### Technical Assistance

Districts and programs should contact publishers directly for assistance with their online systems.

## ► Working with Head Start and Other Contracted Programs

Districts are responsible for making sure Head Start and other contracted programs providing services for children with IEPs follow the KEDS data entry guidelines, including entering SSIDs in publisher online systems and making sure KEDS has access to their data.