

# School User Manual

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## **2017 Kindergarten Inventory**


## Accessing the System

You can access the system by visiting: <https://www.ctksurvey.org>

 *Go ahead and add the site to your favorites for easy access each time you visit!*

## Logging in to the system:

Using the school username and password that was provided to you by your district coordinator, enter your username and password in the boxes and click **LOGIN**.

 *You may choose to click the button titled 'Save my user name' to have the system remember your username each time you visit.*

## Kindergarten Inventory

More information about the Kindergarten Inventories can be found on the [CSDE Website](#).

**Kindergarten Inventory**  
School/Teacher Login Page

User Name

Password

Save my user name  
 Always ask for my user name and password

**DISTRICT FACILITATORS:** [Log in here](#)

## Fill in your district contact person's information below:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

 *If you are having trouble accessing the system, please contact your district coordinator.*

# The student listing

Once you log in, the system will list the kindergarten students in your school. The list is sorted alphabetically by last name then first name. **To quickly locate a student**, you may enter their first or last name in the search box and click the SEARCH button. Use the **SHOW ALL** link to reset the list to all students. The system will highlight the names if found. Note that all kindergarten students in the school will be listed. If there are multiple Kindergarten classes in your school, you will all share the login but should only add performance levels for your own students.

**Options**

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**Kindergarten Inventory**

Andover Elementary School, Andover School District

Search (\*) [Show all](#)

Exact phrase  All words  Any word

[Add a student](#)


SASID	Last Name (*)	First Name (*)	Middle Name	Birthdate	Gender	Status (*)	Enrollment Status	Teacher		
				02/07/2011	Male	Complete	Not enrolled		<a href="#">View</a>	<a href="#">Done</a>
				09/09/2011	Male	Complete	Enrolled		<a href="#">View</a>	<a href="#">Done</a>
				03/08/2011	Female	Complete	Enrolled		<a href="#">View</a>	<a href="#">Done</a>
				12/13/2011	Male	Complete	Enrolled		<a href="#">View</a>	<a href="#">Done</a>
				04/16/2011	Male	Complete	Enrolled		<a href="#">View</a>	<a href="#">Done</a>
				08/16/2011	Male	Complete	Enrolled		<a href="#">View</a>	<a href="#">Done</a>
				04/01/2011	Female	Complete	Enrolled		<a href="#">View</a>	<a href="#">Done</a>
				11/03/2011	Male	Complete	Enrolled		<a href="#">View</a>	<a href="#">Done</a>
				04/11/2011	Male	Complete	Enrolled		<a href="#">View</a>	<a href="#">Done</a>
				07/20/2011	Male	Complete	Enrolled		<a href="#">View</a>	<a href="#">Done</a>
				03/17/2011	Male	Complete	Enrolled		<a href="#">View</a>	<a href="#">Done</a>
				10/10/2011	Female	Complete	Enrolled		<a href="#">View</a>	<a href="#">Done</a>
				03/09/2011	Male	Complete	Enrolled		<a href="#">View</a>	<a href="#">Done</a>
				08/23/2011	Male	Complete	Enrolled		<a href="#">View</a>	<a href="#">Done</a>
				11/30/1999	Male	Complete	Enrolled		<a href="#">View</a>	<a href="#">Done</a>
				11/30/1999	Female	Complete	Enrolled		<a href="#">View</a>	<a href="#">Done</a>
				01/03/2011	Female	Complete	Enrolled		<a href="#">View</a>	<a href="#">Done</a>
				06/12/2011	Female	Complete	Enrolled		<a href="#">View</a>	<a href="#">Done</a>

[Add](#)

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## Enrollment Status

**Enrollment:** If a student appears on the list, but is no longer enrolled in your school, click the 'Enrolled' link next to their name and change their enrollment to 'Not enrolled'. You will need to confirm the change of enrollment.

 *Once you change a student's enrollment status, you may not change it back, nor can you enter in any Performance Levels. You must contact your district liaison to reset any changes to enrollment.*

### Kindergarten Inventory

Fall, 2007

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**Fall Kindergarten Inventory**

About to update this record:  
[Cancel and Go Back](#)

id	78
Last Name *	Schenking
First Name *	Thomas
Middle Name *	A
Enrollment *	<input type="radio"/> Enrolled <input checked="" type="radio"/> Not enrolled

or [Cancel and Go Back](#)

Change the enrollment and click **SUBMIT**; you will then need to confirm your change by clicking **CONFIRM**.

**PLEASE CONFIRM this change of enrollment.**

Once you mark this student as "Not enrolled", you can not change it back!

## Adding a student

If you cannot find a currently enrolled student in the list, click the **ADD** link (above the listing) to add a student to the database. All fields (except middle name) are required, and the birthdate must be entered as mm/dd/yyyy. Click **ADD**, then click **CONFIRM** to add the student to the database. Once they are added to the database, you can enter their performance levels. (See the section "**Entering Performance Levels**"). Please note you will need the student's SASID when entering them into the system.

### Kindergarten Inventory

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**Kindergarten Inventory**

Add to TABLE: Student Listing

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SASID *	<input type="text"/>
Last Name *	<input type="text"/>
First Name *	<input type="text"/>
Middle Name *	<input type="text"/>
Birthdate *	<input type="text" value="11/30/1999"/>
Gender *	<input type="radio"/> Male <input type="radio"/> Female
Enrollment Status *	Enrolled

## Entering Performance Levels

To enter a student's performance levels, click the **ADD PL's** link on the row of the student. Select either PL1, PL2, or PL3 under each of the six domains and click the SUBMIT button at the bottom. You must select a PL for each domain; otherwise you will not be able to submit the entry.

After you submit, you can review your entries, and if everything looks ok, click the **CONFIRM** button. If you want to make changes before submitting, click the **CANCEL** button.

### Kindergarten Inventory

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#### Kindergarten Inventory

Edit TABLE: Student Listing  
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id	2
SASID	7766554433
Last Name *	Jones
First Name *	Edward
Middle Name *	A.
Language Skills *	<p><b>At what level does the student:</b></p> <ul style="list-style-type: none"><li>Participate in conversations</li><li>Retell information from a story read to him/her</li><li>Follow simple two-step verbal directions</li><li>Speak using sentences of at least 5 words</li><li>Communicate feelings and needs</li><li>Listen attentively to a speaker</li></ul> <p><input type="radio"/> PL1 <input type="radio"/> PL2 <input type="radio"/> PL3</p> <p>Need Help? <a href="#">Review performance levels</a></p>
Literacy Skills *	<p><b>At what level does the student:</b></p> <ul style="list-style-type: none"><li>Hold a book and turn pages from the front to the back</li><li>Understand that print conveys meaning</li><li>Explore books independently</li><li>Recognize printed letters, especially in their name and familiar printed words</li><li>Match/connect letters and sounds</li><li>Identify some initial sounds</li><li>Demonstrate emergent writing</li></ul> <p><input type="radio"/> PL1 <input type="radio"/> PL2 <input type="radio"/> PL3</p> <p>Need Help? <a href="#">Review performance levels</a></p>

## Modifying Performance Levels

If you have entered performance levels for a student, you cannot change them until you contact your district coordinator and have the student record unlocked. Once the record is unlocked, click the **'Mod PL's'** link to view and modify the performance levels.

## Reports/Printing your session information

Every time you add a student, change a student's enrollment, or enter Performance levels, the system will track your activity in a report that you can access by clicking the 'Edits this session' link at the left.



*Be sure to select this link and print the screen prior to logging out. If you log out without printing the report, all of the information you entered is saved, but the log file of edits will be cleared for that session, and you will not have a hard copy of the students you edited during that session.*

### Kindergarten Inventory

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#### Kindergarten Inventory

Report: Edits this session

attend	Last Name	First Name	Middle Name	Birthdate	Gender	Language Skills	Literacy Skills	Numeracy Skills	Physical Skills	Creative Skills	Personal Skills
<b>Enrolled</b>	Smith	John	A	11/30/1999	Male	PL1	PL3	PL1	PL1	PL2	PL1

Grand Total (1 Detail Records)

Use the **'View all incomplete'** link to view a quick report of all students in the school who are currently listed as ENROLLED but do not have any Performance Level's entered yet.

## Kindergarten Inventory

### Options

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#### Kindergarten Inventory

Report: View all incomplete

Status	Last Name	First Name	Middle Name	Birthdate	Gender
Incomplete	Jones	Edward	A.	11/30/1999	Male

Grand Total (1 Detail Records)

## Frequently Asked Questions

### **How do I get my username and password?**

Your username and password for your school is supplied by your district coordinator. All Kindergarten teachers in your school will share the same username and password.

### **What if a student is missing from the inventory list?**

If a student is missing from the list, you may click the **ADD STUDENT** link to add them to the system. You will need to know the students 10-digit SASID. If you do not know the SASID, please contact your district coordinator or your district PSIS coordinator before adding them into the system. Please do not make up a SASID (e.g. 1234567890) when entering missing students into the database.

### **What do I do if there is a student listed who is no longer in my school?**

For students who are no longer enrolled at your school, click the **ENROLLED** link for that child and choose NOT ENROLLED. If you un-enroll a student by mistake, please contact your district coordinator change it.

### **What if a child's name is misspelled in the Kindergarten Inventory system?**

All data in the Kindergarten inventory is supplied by the PSIS system, so you should first check that your district's student information system has the child's name spelled correctly. If it is wrong in the inventory, please have your district coordinator fix the spelling.

### **How do I go back to edit a students' performance levels once it is marked complete?**

If you need to modify a students' levels, you will need to contact your district coordinator and have them unlock the record so you can modify the performance levels.

### **I accidentally entered the wrong performance levels, or entered them on the wrong student. What can I do?**

Contact your district coordinator to edit the student records so that you can go back to fix.

### **Who do I contact if I have a technical problem that my district coordinator can't fix?**

Please contact Tom Schenking at EASTCONN, [tschenking@eastconn.org](mailto:tschenking@eastconn.org) or 860-455-1548.