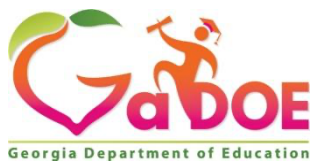# Georgia Kindergarten Inventory of Developing Skills (GKIDS 2.0)

Platform User Guide for 2023-24

June 2023

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All Users

Intercom Customer Support

All GKIDS 2.0 users have access to customer support within the platform. You will have most chats answered within minutes, instant access to a searchable help desk, and graphical user guides. There is also access to a live chat option within the platform Monday-Friday from 8:00-5:00.

The Intercom support team will address any and all platform related questions. Should you have questions related to content, or other non-related platform questions, the team from K-12 Assessment Solutions will be tagged within the Intercom system and will be able to respond with support from GaDOE.

General Information

1. Click on the blue conversation icon to get started. This icon will always be available in the bottom right-hand corner of the page.
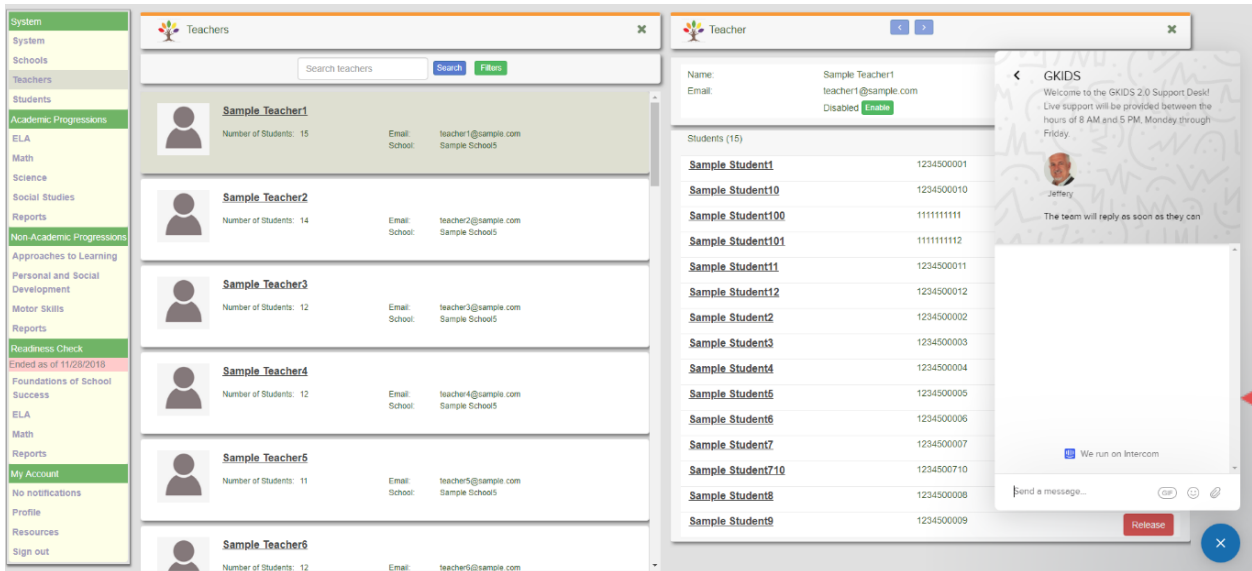
2. A new window will open within the platform. You can begin the conversation with a question or comment.
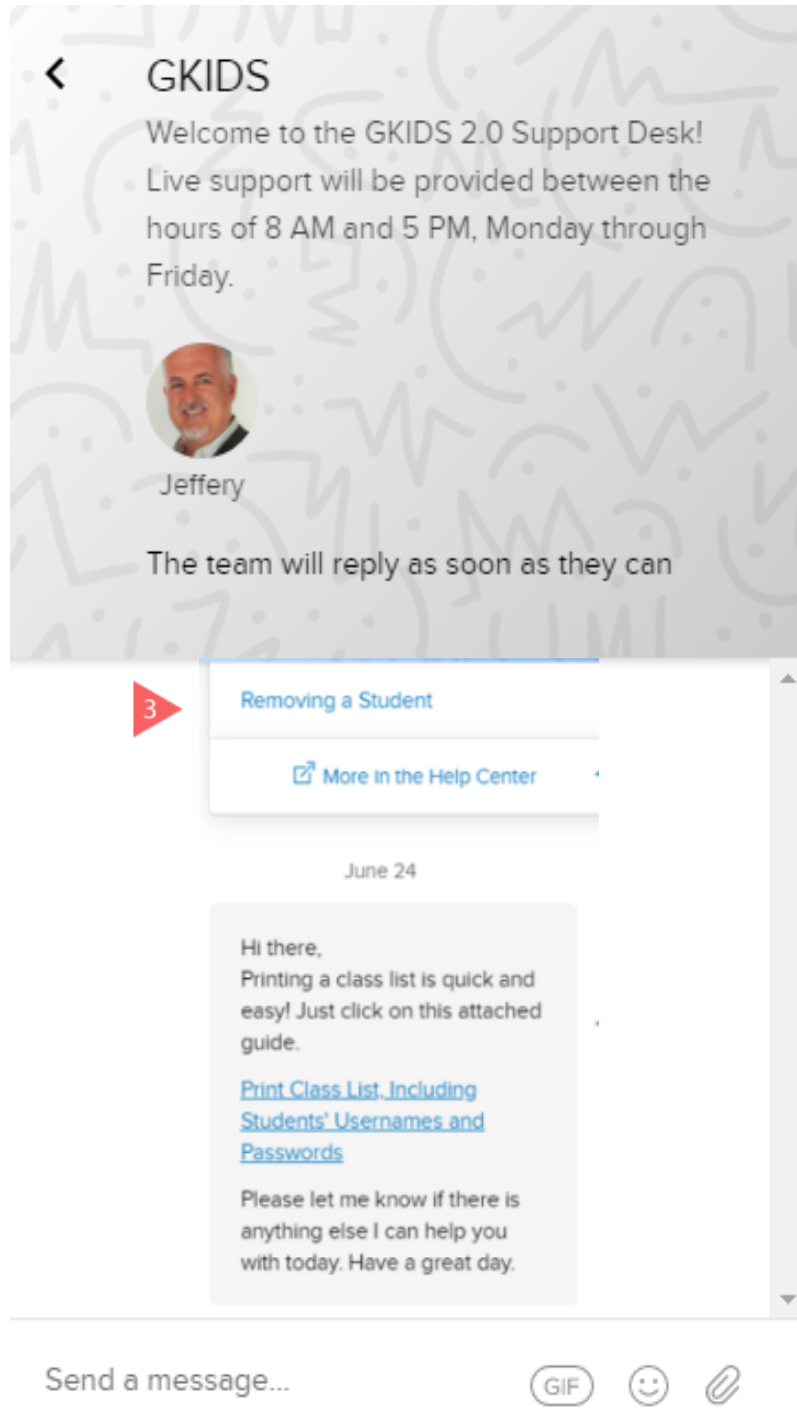
3. Based on the question, articles will be suggested to you while you are waiting. If you open an article, a prompt will appear asking if the article answered your question.
    a. If yes, there will be an option to close the chat window.
    b. If no, you will continue to wait for the live support team.
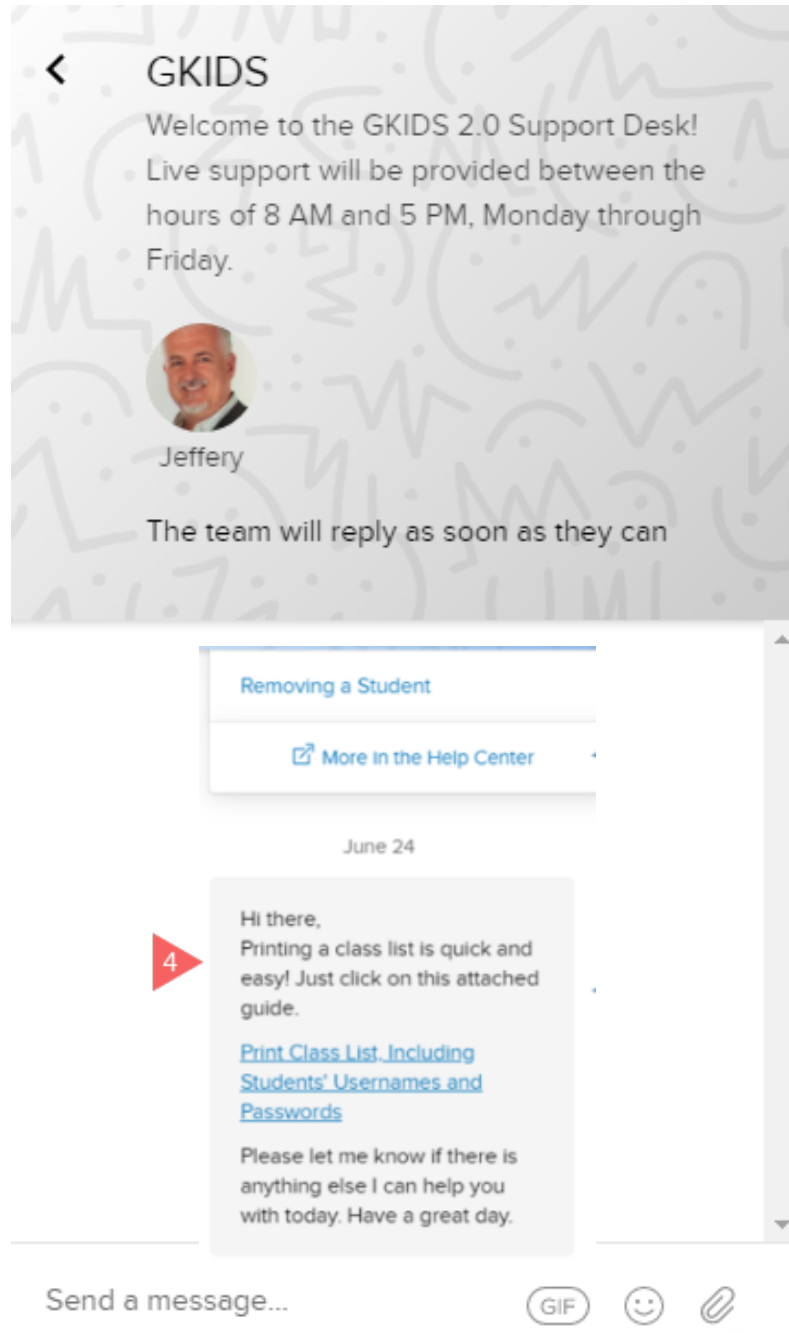
4. During a chat, you will see a customized response from the support team. If the question is asked outside of regular business hours, an automatic message will appear noting that a response will be sent within 24 hours.

TIP: *If a user is offline, the support desk is still able to send you a response regarding your chat as an email. You will still be able to respond, and can continue the conversation, through email by using your district/school email address.*

Activate and Access GKIDS Accounts

To access the GKIDS platform, begin with these few steps:
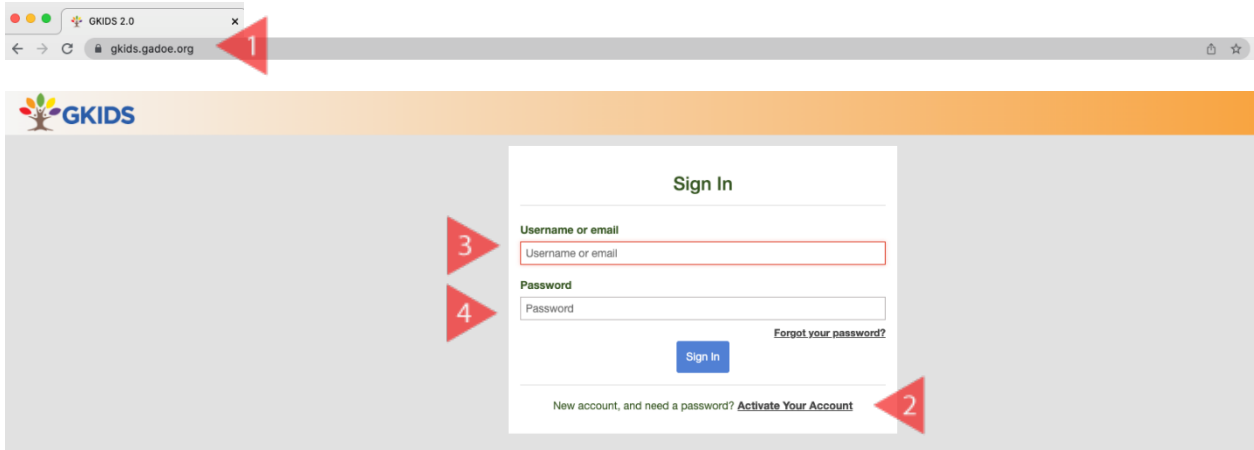
1. Sign into GKIDS by going to https://gkids.gadoe.org.
2. First time users will click on the **Activate Your Account** link. This will send a time sensitive link to your school email address allowing you to set your secure password. *If the time expires on the link, return to https://gkids.gadoe.org and repeat Step 2.*

To log in after activating your account:

3. Enter your username, which is your school/system email address, and then personally set and secure a password.
4. Click the **Sign In** button.

Troubleshooting:
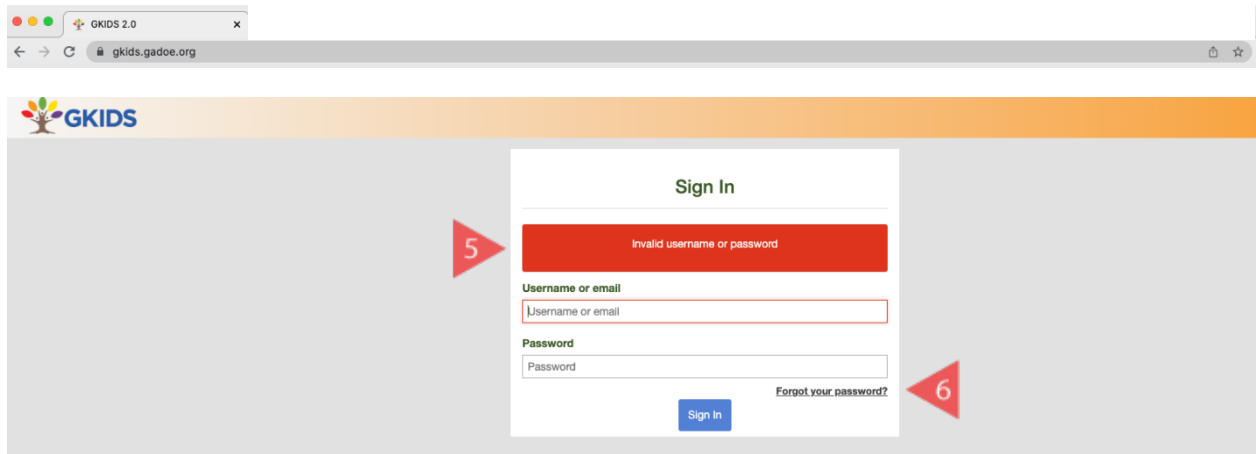
5. The **Invalid username or password** message appears when a username or password is incorrect. Make sure Caps Lock is off and that no blank spaces are in the login information.
6. **Forgot your password?** Click on the "Forgot your password?" link. This sends a time sensitive link to your school/system email address. This will allow you to reset your password. Check your Junk or Spam folders if you do not see the auto-generated email.

General Navigation

Accessing the Platform:

To access the GKIDS website, enter the following URL into your browser:

https://gkids.gadoe.org/

Understanding the Platform Navigation for All GKIDS Users:

1. The main menu is located on the left side of the screen. The menu is stationary and is always visible and accessible.
2. The menu contains five separate sections: Classroom, Academic Progressions, Non-Academic Progressions, Readiness Check, and My Account.
3. The home screen contains a Dashboard allowing users quick access to data. Click the **Home** button or the **GKIDS** tree to return to the Dashboard.
4. The platform opens to one panel called the Dashboard. Additional panels will open to the right.
5. To close a panel, click the X located in the top right corner. Panels will automatically collapse or expand.

TIP: You may click on the main menu without first closing panels.

Three Clicks or Less

Work left to right in the platform. Most actions require three clicks or less.

Example: Marking Phonemic Awareness Levels

Menu	Panel 1	Panel 2

Example: View Progression Analysis Report in the Phonemic Awareness progression

Menu	Panel 1	Panel 2

1. Click on the menu option from the main menu on the left.
2. On Panel 1, click the option you want to view.
3. On Panel 2, the information you have chosen will be displayed. From here you can click on any underlined text, number, or percentage in the platform. This will allow you to drill down to additional information.

Report Navigation



1. Use the buttons or tabs located at the top of each repot to move to different domains.
2. The **Open in separate tab** button allows a larger view of any report. Use your computer's browser to print reports.
3. Dropdown menus allow you to easily sort and filter data.
4. Click on any underlined text, number, or percentage in the platform. This will allow you to drill down to additional information.
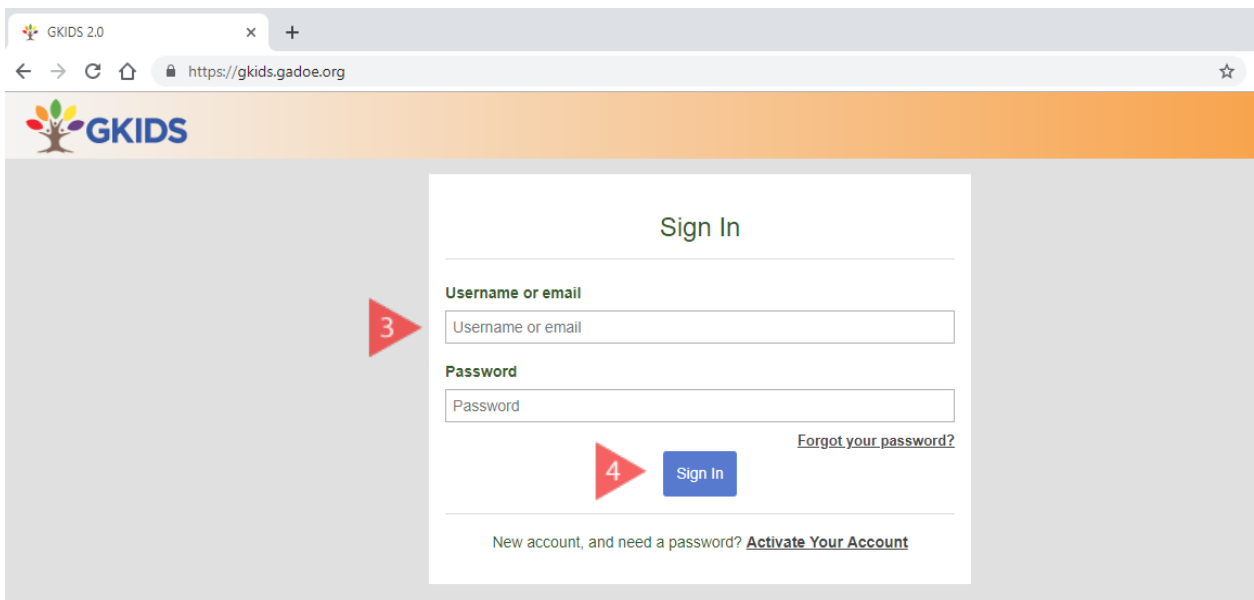
Teachers

GKIDS Teacher:
# Initial Set-up

Accessing the Platform:
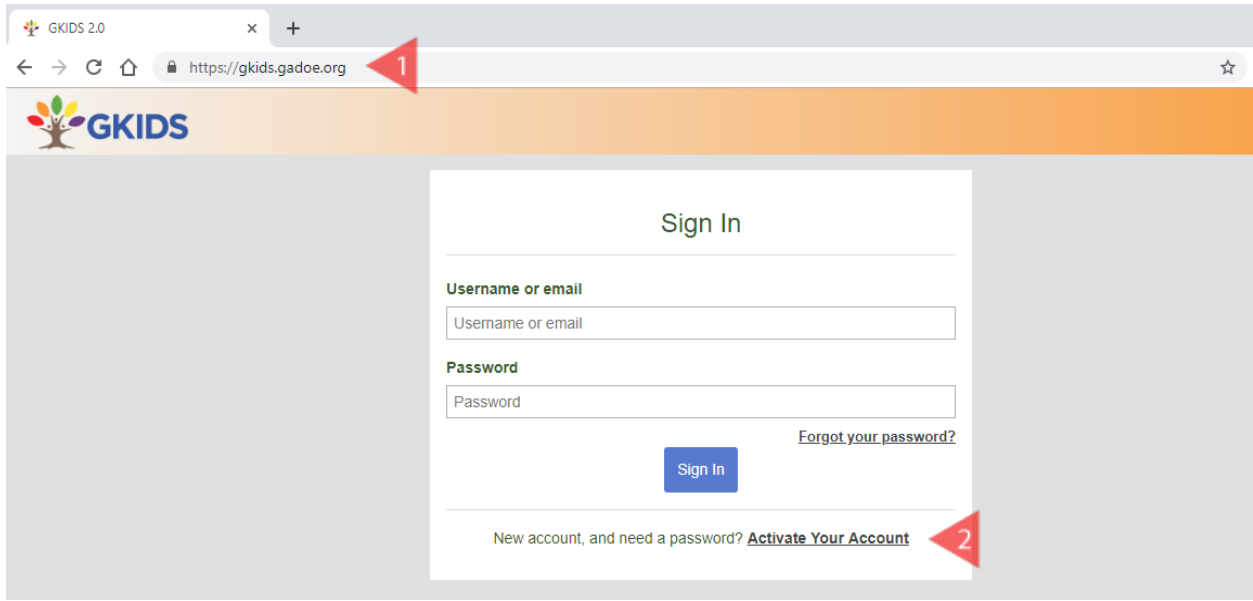
1. Sign in to GKIDS by going to: https://gkids.gadoe.org.
2. First-time users will click on the **Activate Your Account** link. This will send a time-sensitive link to your school email address allowing you to set your secure password. *If the time expires on the link, return to https://gkids.gadoe.org and repeat the step.*
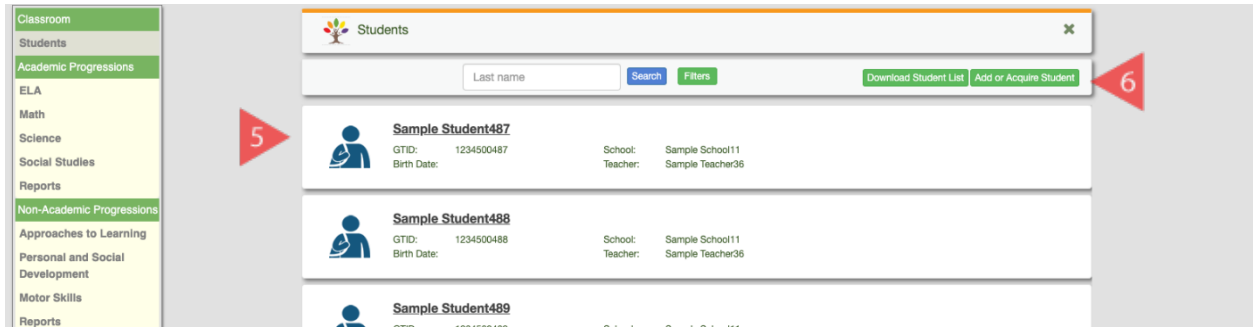
To log in after activating your account:

3. Enter your username, which is your school email address, and then personally set a secure password.
4. Click the **Sign In** button.

Adding Students:
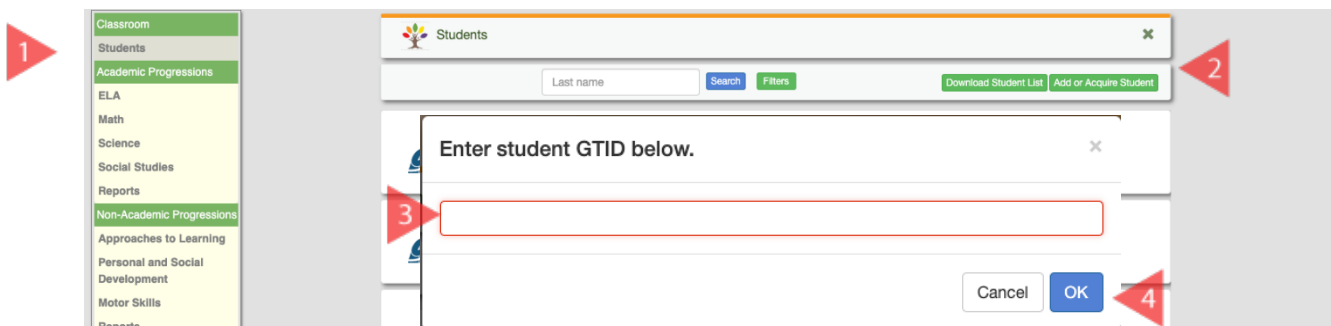
1. Click on **Students** from the left menu.
2. Click on the **Add or Acquire Student** button.
3. Enter the student's GTID.
4. Click the **OK** button.

5. The student's detail card will now appear.
6. To add the next student, click the **Add or Acquire Student** button.

Repeat these steps until all students are entered into the platform.

GKIDS Teacher:
Welcome to GKIDS Home Page/Dashboard

The Teacher dashboard provides easy access to Academic Progressions, Non-Academic Progressions, and Readiness Check data.

1. Click on the **Home** button located in the top right banner to return to the Dashboard.
2. Select the desired button to view data: **Academic Progressions, Non-Academic Progressions,** or **Readiness Check**.
3. Use the dropdown menu to select and view data by support.
4. Click on the **Show Precents** button to view data by percentage versus numbers.

TIP: Use the table below for a quick column reference.

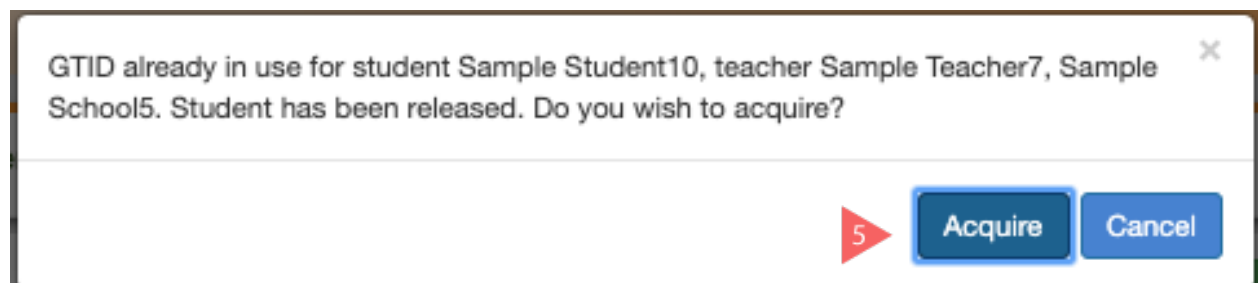| NYA	Not Yet Assessed
NYD	Not Yet Demonstrated
PC	Precursor
BE	Beginning
EM	Emerging
DV	Developing
DM	Demonstrating
EX	Exceeding

GKIDS Teacher:
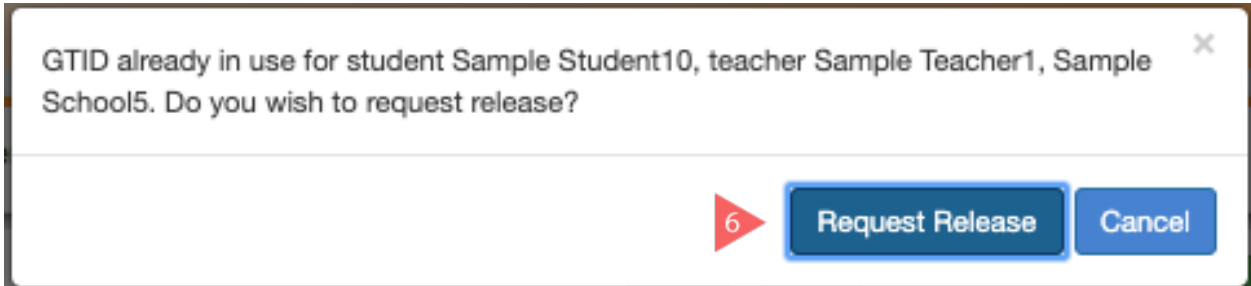# Acquire and Release Students

Acquire Students:

This will add students to your class list.
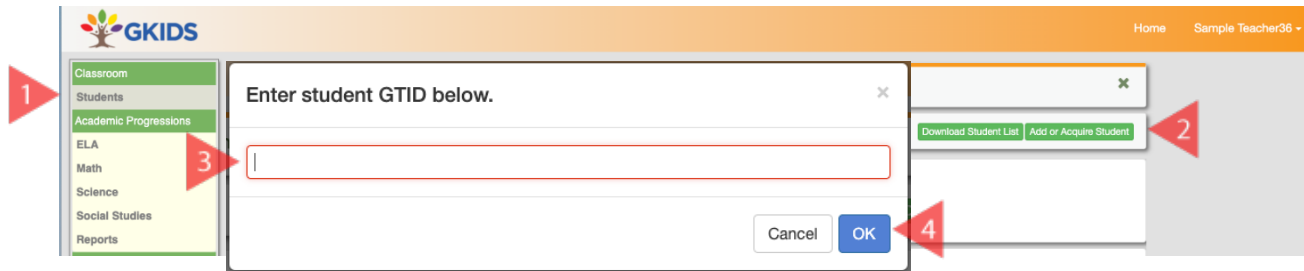
1. Click on **Students** from the left menu.
2. Click on the **Add or Acquire Student** button.
3. Enter the student's GTID.
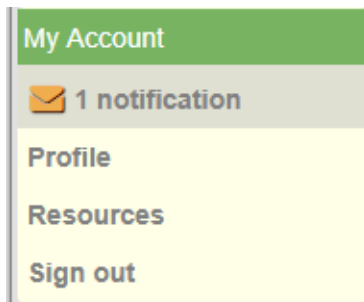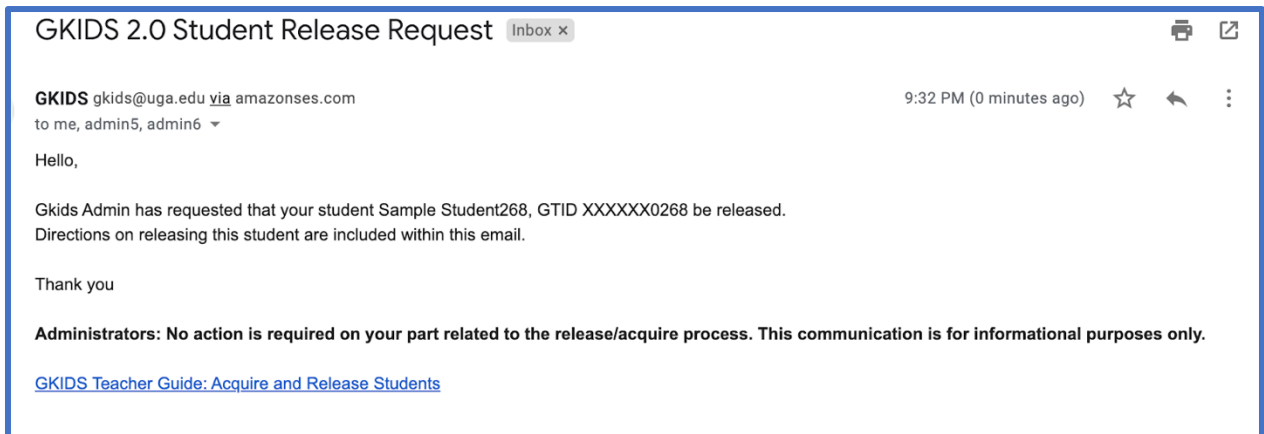4. Click the **OK** button.

5. If the student is available, click the **Acquire** button to add the student to your account.
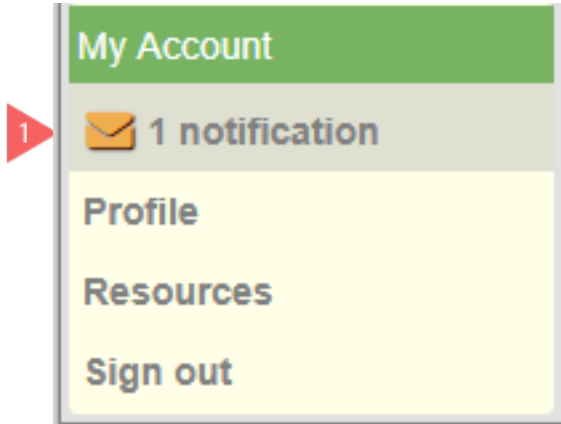
GTID already in use for student Sample Student10, teacher Sample Teacher1, Sample School5. Do you wish to request release?

6▶ **Request Release**   Cancel

6. If the student is currently enrolled in a different class, click the **Request Release** button. This will send the student's former teacher a request via email and within the platform asking to release that student from the former class.

Teachers will be notified of release requests in two places–via email and within the platform.

> a. An email will be sent to the former teacher requesting the release of the student. This email will also be sent to any school administrator who has an account associated with the school of record.
> b. Release requests will also appear in the left menu under My Account, Notifications.

GKIDS 2.0 Student Release Request Inbox ×

GKIDS gkids@uga.edu via amazonses.com   9:32 PM (0 minutes ago)
to me, admin5, admin6 ▾

Hello,

Gkids Admin has requested that your student Sample Student268, GTID XXXXXX0268 be released.
Directions on releasing this student are included within this email.

Thank you

Administrators: No action is required on your part related to the release/acquire process. This communication is for informational purposes only.

GKIDS Teacher Guide: Acquire and Release Students

My Account

✉ 1 notification

Profile

Resources

Sign out

Release Request:

1. Release requests will appear in the bottom left-hand menu, My Account, Notifications. Click on **Notifications** from the left menu.
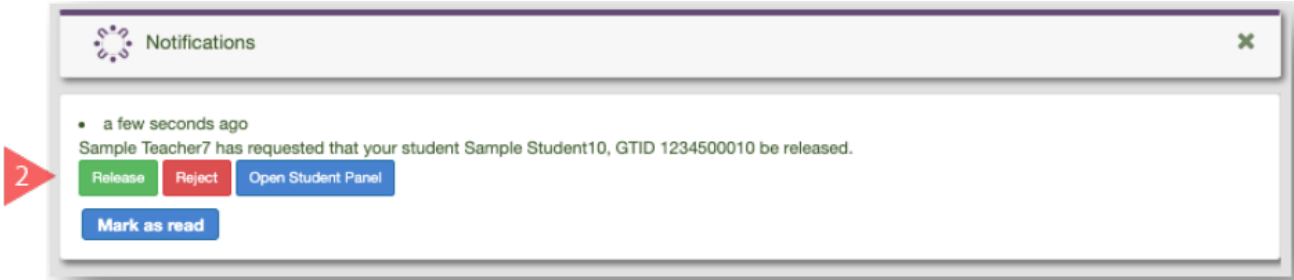
2. To release a student through a notification, click the green **Release** button. The student will be released from your class.

Release Students:

If a student withdraws from your class, you will need to release the student from your account.

1. Select **Students** from the left menu.
2. Click on the desired student's name.
3. Click the red **Release Student** button.

GKIDS Teacher:
Readiness Check ~ Mark Student Levels

Mark Student Levels by Class

1. Click on one of the **Readiness Check Domains** from the left menu (Foundations of School Success, ELA, Math).
2. Click the underlined skill for the skill you want to view.
3. The selected skill will appear in the right panel above the student list.
4. Click the desired performance level to the right of each student. NOTE: Not all performance levels are available for every skill.

NYA	Not Yet Assessed
NYD	Not Yet Demonstrated
EM	Emerging
DV	Developing
DM	Demonstrating
EX	Exceeding

TIP: *Click on the underlined level at the top of the column to set all students to that level.*

5. Click to filter by All Students, Not Demonstrating or Exceeding, or Demonstrating or Exceeding.
6. Once student performance levels have been marked, a bar graph will display the percentage of students demonstrating or exceeding each skill.

Mark Individual Student Levels

1. Click on **Students** from the left menu.
2. Click on the desired student's name.
3. Scroll down on the right panel to the Readiness Check card.
4. Click on one of the Readiness Check domain tabs (Foundations, ELA, Math).
5. Use the filter located to the right of each skill to quickly mark or view a performance level.
6. Click on the underlined skill to access the skill and performance levels as well.
7. Click the Student Report button to print individual student reports.

GKIDS Teacher:
Readiness Check ~ Overview Report

This report provides a list of students at each level for each area of the Readiness Check. Educators can use this information to determine small groups and reteaching opportunities. The report can also serve as a quick review for displaying all students showing mastery.

1. Click on **Reports** in the Readiness Check section of the left menu.
2. Click on **Readiness Check Overview Report**.

3. Click on one of the Readiness Check Domains tabs (Foundations, ELA, Math).
4. Click the **Open in separate tab** button for a larger view of the report. Use your computer's browser to print this view of the report.
5. Each blue heading displays a skill from the selected domain.
6. Use the dropdown menu to filter students by skill.
7. Use the dropdown menu to filter students by performance level.
8. Students' names displayed under each skill correspond with the performance level selected from the dropdown menu.

GKIDS Teacher:
Readiness Check ~ Analysis Report

This report provides the total count of students at each level for each skill. Educators can use this information to identify the biggest gaps in student achievement.

1. Click on **Reports** in the Readiness Check section of the left menu.
2. Click on the **Readiness Check Analysis Report**.
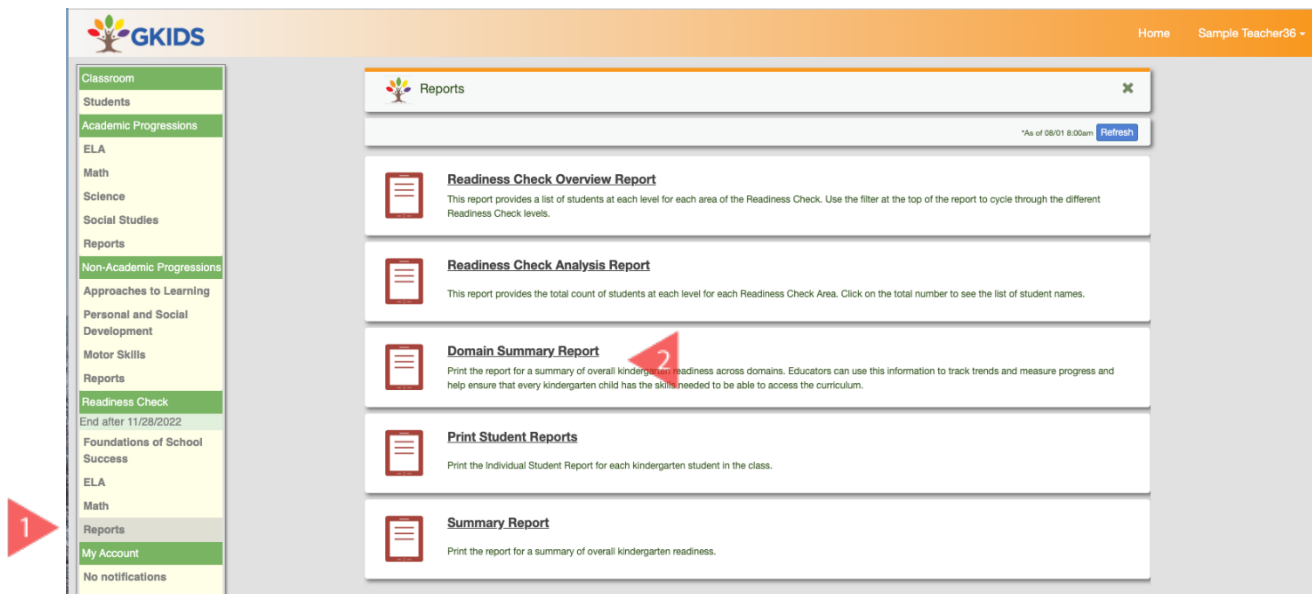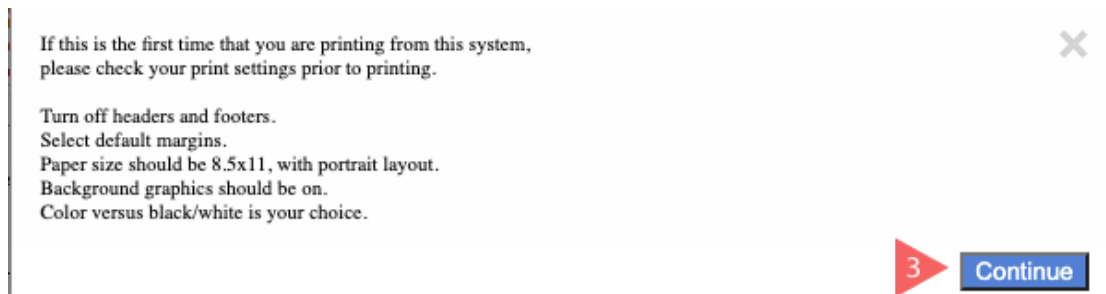
Readiness Check Analysis Report

Makes statements and appropriately answers q...	Total	Percentage	% of students at this level
NYA	13	93%	
Not Yet Demonstrated			
Emerging	1	7%	
Developing			
Demonstrating			

Engages in independent activities and continue...	Total	Percentage	% of students at this level
NYA	13	93%	
Not Yet Demonstrated			
Emerging	1	7%	
Developing			
Demonstrating			

3. Click on one of the Readiness Check Domains tabs (Foundations, ELA, Math).
4. Click the **Open in separate tab button** for a larger view of the report. Use your computer's browser to print this view of the report.
5. Each blue heading displays a skill from the selected domain.
6. The first column displays the performance levels for each skill.
7. The second column displays the number of students for each performance level of the skill. Click on the underlined number in this column to see students represented by this number.
8. The third column displays the percentage of students for each performance level of the skill. Click on the underlined number in this column to see students represented by this percentage.
9. The fourth column displays a bar graph representing the percentage of students at each performance level of the skill.

GKIDS Teacher:
Readiness Check ~ Domain Summary Report

This report provides a summary of overall kindergarten readiness across domains. Educators can use this information to track trends, measure progress, and help ensure that every kindergarten child has the skills needed to be able to access the curriculum.
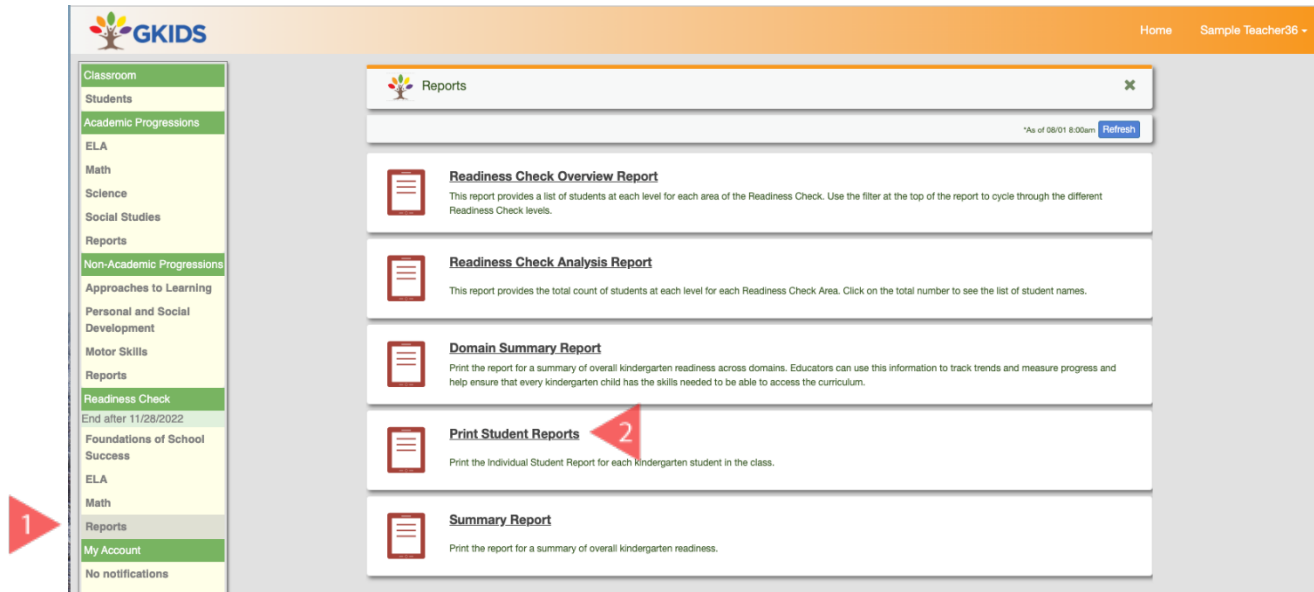

1. Click on **Reports** in the Readiness Check section of the left menu.
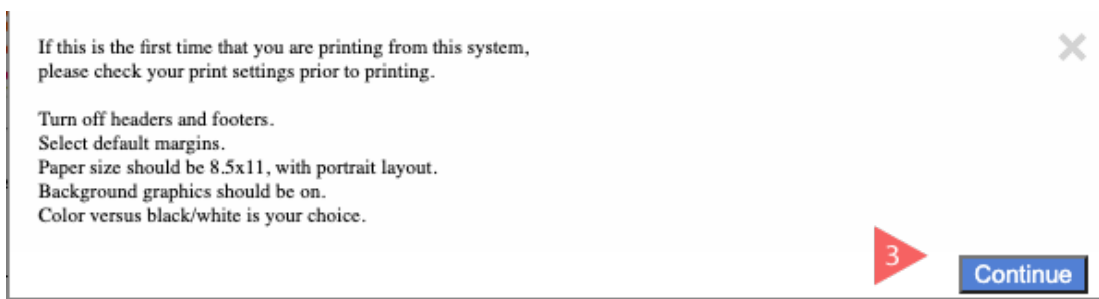2. Click on **Domain Summary Report**.

3. Check your printer's settings to ensure this report prints correctly. Click **Continue**.

GKIDS Teacher:
Readiness Check ~ Print Student Reports

Print the Individual Student Report for each student in the class. The information from this report can be used by educators during conferences, IEP meetings, and with EIP/EL teachers.

1. Click on **Reports** in the Readiness Check section of the left menu.
2. Click on **Print Student Reports**.

3. Check your printer's settings to ensure this report prints correctly. Click **Continue**.

GKIDS Teacher:
Academic Progressions ~ Mark Student Levels

Mark Student Levels by Class

1. Click on one of the **Academic Progressions** from the left menu (ELA, Math, Science, and Social Studies).
2. Click the underlined area for the progression you want to view.
3. The selected progression will appear in the right panel above the student list.
4. Click the desired performance level to the right of each student.

NYA	Not Yet Assessed
NYD	Not Yet Demonstrated
PC	Precursor
BE	Beginning
EM	Emerging
DV	Developing
DM	Demonstrating
EX	Exceeding

TIP: *Click on the underlined level at the top of the column to mark all students with that level.*

5. Click to filter for students for each progression: All Students, Not Demonstrating or Exceeding, or Demonstrating or Exceeding.
6. Once student performance levels have been marked, a bar graph will display the percentage of students demonstrating or exceeding within each progression.

Mark Student Levels by Individual Student

1. Click on **Students** from the left menu.
2. Click on the desired student's name.
3. Scroll down on the right panel to the Academic Progressions card.
4. Click on one of the Academic Progressions domain tabs (ELA, Math, Science, SS).
5. Use the dropdown box located to the right of each progression to quickly mark or view a performance level.

NOTE: *The dropdown menu does not allow you to mark tasks, upload evidence, or add comments.*

6. Click on the underlined progression to access the learning targets.
7. Click the **Student Report** button to print individual student reports.

When you select an underlined progression (step 6 on the previous page), the following learning targets are displayed.

8. To edit or mark performance levels, click on the radio button.
9. To mark learning targets, click on the check box.
10. To upload evidence, click on the **Upload Evidence** button and attach evidence. Evidence may consist of a photo, video, scanned document, audio clip, or other work samples.
11. Enter comments by typing directly in the comments text box aligned to the learning target.
12. To indicate comprehensive support, click on the dropdown menu under the progression level or the learning target. The progression level and the learning target function separately. If you select comprehensive support at the target level, it will not reflect within the progression level. If users want to indicate that comprehensive support was utilized at the progression level, the user will need to select Comprehensive Support at the progression level as well.

Academic Progressions > ELA > Phonemic Awareness

Sample Student487

A kindergarten student will understand the relationship between letters and sounds and recognize high-frequency words with speed and accuracy.

Phonemic Awareness

○ NYD
○ Precursor
○ Beginning
○ Emerging
● Developing
○ Demonstrating
○ Exceeding

Support Level
No Additional Support ▾

Learning Targets

☑ Student blends and segments syllables in spoken words.
Upload Evidence
No Additional Support ▾
Enter comments text here

☐ Student blends onsets and rimes of single-syllable spoken words.
Upload Evidence
No Additional Support ▾
Enter comments text here

☐ Student isolates medial sounds in spoken words.
Upload Evidence
No Additional Support ▾
Enter comments text here

Log

GKIDS Teacher:
Academic Progressions ~ Progression Overview Report

This report provides a list of students at each level for each progression. Educators can use this information to determine small groups and reteaching opportunities. The report can also serve as a quick review for displaying all students showing mastery.

1. Click on **Reports** in the Academic Progressions section of the left menu.
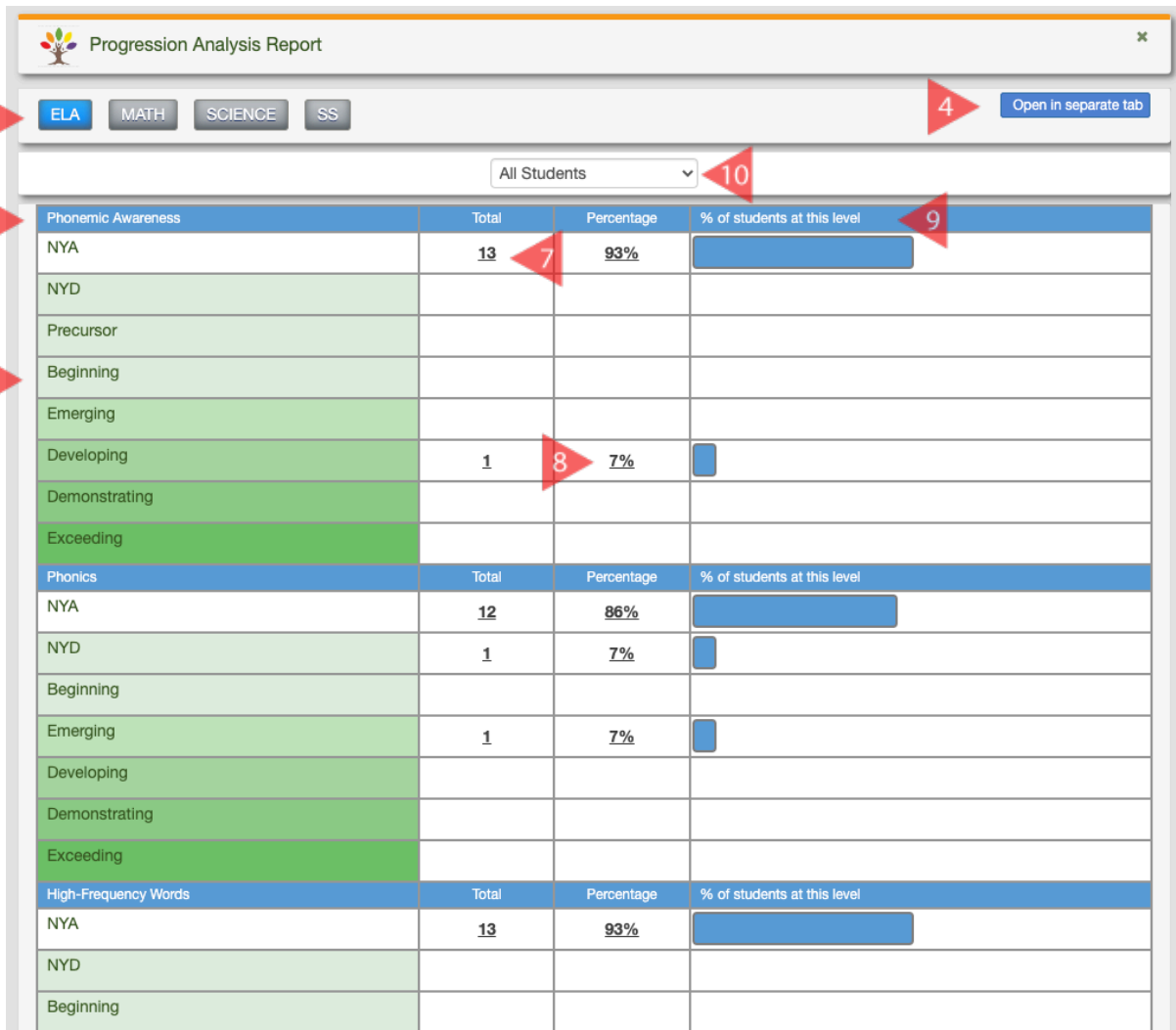2. Click on the **Progression Overview Report.**

3. Click on one of the Academic Progressions Domains tabs (ELA, Math, Science, SS).
4. Click the **Open in separate tab** button for a larger view of the report. Use your computer's browser to print this view of the report.
5. Each blue heading displays a progression from the selected academic domain.
6. Use the dropdown menu to filter students by progression.
7. Use the dropdown menu to filter students by performance level.
8. Use the dropdown menu to filter students by support.
9. Students' names displayed under each progression correspond with the performance level selected from the dropdown menu.

GKIDS Teacher:
Academic Progressions ~ Progression Analysis Report

This report provides the total count of students at each level for each progression. Educators can use this information to identify the biggest gaps in student achievement.

1. Click on **Reports** in the Academic Progressions section of the left menu.
2. Click on the **Progression Analysis Report**.

Phonemic Awareness	Total	Percentage	% of students at this level
NYA	13	93%	
NYD			
Precursor			
Beginning			
Emerging			
Developing	1	7%	
Demonstrating			
Exceeding			

Phonics	Total	Percentage	% of students at this level
NYA	12	86%	
NYD	1	7%	
Beginning			
Emerging	1	7%	
Developing			
Demonstrating			
Exceeding			

High-Frequency Words	Total	Percentage	% of students at this level
NYA	13	93%	
NYD			
Beginning			

3. Click on one of the Academic Progressions Domains tabs (ELA, Math, Science, SS).
4. Click the **Open in separate tab** button for a larger view of the report. Use your computer's browser to print this view of the report.
5. Each blue heading displays a progression from the selected academic domain.
6. The first column displays the performance levels for each progression.
7. The second column displays the number of students at each performance level of the progression. Click on the underlined number in this column to see students represented by this number.
8. The third column displays the percentage of students for each performance level of the progression. Click on the underlined number in this column to see students represented by this percentage.
9. The fourth column displays a bar graph representing the percentage of students at each performance level of the progression.
10. The dropdown will allow the user to sort by **All Students**, students needing **No Additional Support**, and students needing **Comprehensive Support**.

GKIDS Teacher:
Academic Progressions ~ Progression Progress Report

This report allows the user to view student levels and progressions for selected dates. Educators can use this information during conferences and meetings.

1. Click on **Reports** in the Academic Progressions section of the left menu.
2. Click on the **Progression Progress Report**.

Progression Progress Report

	NYA	NYD	PC	BE	EM	DV	DM	EX	% Demonstrating or Exceeding
04/2019	10			1				3	21%
03/2019	10		1					3	21%
02/2019	11		1					2	14%
01/2019	11		1					2	14%
12/2018	11		1					2	14%
11/2018	11		1					2	14%
10/2018	13		1						
09/2018	14								
08/2018	14								

3. Click on one of the Academic Progressions' Domains tabs (ELA, Math, Science, SS).
4. Click the **Open in a separate tab** for a larger view of the report. Use your computer's browser to print this view of the report.
5. Use the filter to select All Students or individual students.
6. Use the filter to select monthly, weekly, custom dates, or date ranges.
    a. Monthly will display the date by a month.
    b. Weekly will display data by week.
    c. Custom dates will allow you to generate a report based on a specific selected date.
    d. The date range will allow you to generate a report based on a specific start and end date.
7. The top blue row displays the Big Idea for each domain. The second blue row displays the progression.
8. The first column of the report displays the date the data is reflected.
9. The remaining columns show the number of students in each performance level and the overall percentage of Demonstrating or Exceeding.

GKIDS Teacher:
Academic Progressions ~ Print Student Reports

Print the Individual Student Report for each student in the class. The information from this report can be used by educators during conferences and meetings.

1. Click on **Reports** in the Academic Progressions section of the left menu.
2. Click on **Print Student Reports**.

3. Check your printer's settings to ensure this report prints correctly. Click **Continue**.

NOTE: The data for the Academic and Non-Academic Progressions are combined in one student report

GKIDS Teacher:
Academic Progressions ~ Summary Report

This report provides a summary of overall kindergarten progression. Educators can use this information with TKES.

1. Click on **Reports** in the Academic Progressions section of the left menu.
2. Click on **Summary Report**.

3. Check your printer's settings to ensure this report prints correctly. Click **Continue**.

GKIDS Teacher:
Academic Progressions ~ Learning Target Checklist

These checklists may be used to assist with data collection within the classroom by providing teachers with a quick way to note student progress within the learning targets for each progression.

1. Click on **Reports** in the Academic Progressions section of the left menu.
2. Click on **Print Learning Target Checklist**.

3. Click on the subject area you want to print.

4. Check your printer's settings to ensure this checklist prints correctly. Click **Continue**.

5. Users have the option to print all checklists at one time or a specific page(s).
6. Click **Print**.

GKIDS Teacher:
Academic Progressions ~ Learning Target Report

These reports provide teachers with a class list, by progression, of student progress within the learning targets for each progression.

1. Click on **Reports** in the Academic Progressions section of the left menu.
2. Click on **Print Learning Target Report**.

3. Click on the subject area you want to print.

If this is the first time that you are printing from this system, please check your print settings prior to printing.

Turn off headers and footers.
Select default margins.
Paper size should be 8.5x11, with portrait layout.
Background graphics should be on.
Color versus black/white is your choice.

4. Check your printer's settings to ensure this checklist prints correctly. Click **Continue**.

5. Users have the option to print all reports at one time or on a specific page(s).
6. Click **Print**.

GKIDS Teacher:
Non-Academic Progressions ~ Mark Student Levels

Mark Student Levels by Class
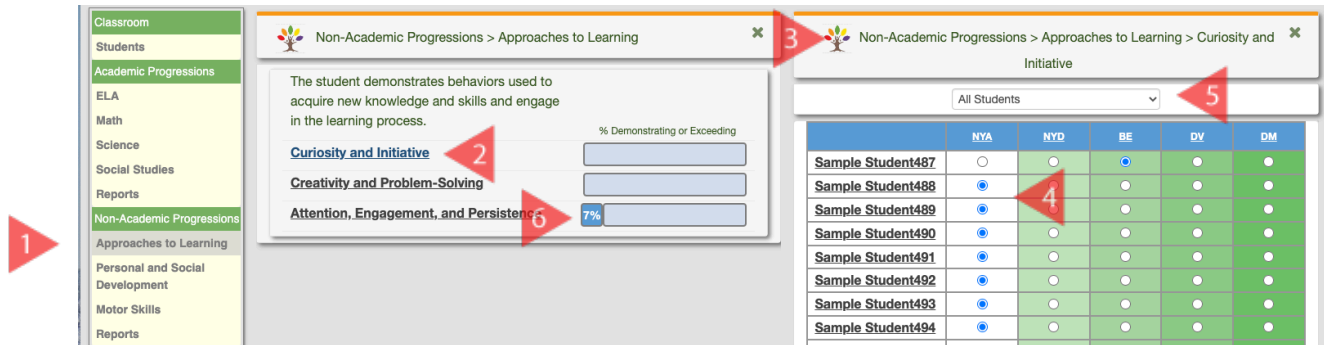
1. Click on one of the **Non-Academic Progressions** from the left menu (Approaches to Learning, Personal and Social Development, Motor Skills).
2. Click the underlined area for the progression you want to view.
3. The selected progression will appear in the right panel above the student list.
4. Click the desired performance level to the right of each student.

NYA	Not Yet Assessed
NYD	Not Yet Demonstrated
BE	Beginning
DV	Developing
DM	Demonstrating

TIP: *Click on the underlined level at the top of the column to set all students to that level.*

5. Filter to sort students for each area: All Students, Not Demonstrating or Exceeding, or Demonstrating or Exceeding.
6. Once student levels have been marked, a bar graph will display the percentage of students demonstrating or exceeding within each progression.

Mark Individual Student Levels

1. Click on **Students** from the left menu.
2. Click on the desired student's name.
3. Scroll down on the right panel to the Non-Academic Progressions card.
4. Click on one of the Non-Academic Progressions domain tabs (Learning, Development, Motor).
5. Use the dropdown box located to the right of each progression to quickly mark or view a performance level. NOTE: the dropdown menu does not allow you to mark tasks, upload evidence, or add comments.

6. Click on the underlined progression to access the learning targets.
7. Click the **Student Report** button to print individual student reports.

When you select an underlined progression (step 6 on the previous page), the following learning targets are displayed.

8. To edit or mark performance levels, click on the radio button.
9. To mark learning targets, click on the check box.
10. To upload evidence, click on the **Upload Evidence** button and attach evidence. Evidence may consist of a photo, video, scanned document, audio clip, or other work samples.
11. Enter comments by typing directly in the comments text box aligned to the learning target.

Academic Progressions > Approaches to Learning > Curiosity and Initiative

Sample Student487

The student demonstrates behaviors used to acquire new knowledge and skills and engage in the learning process.
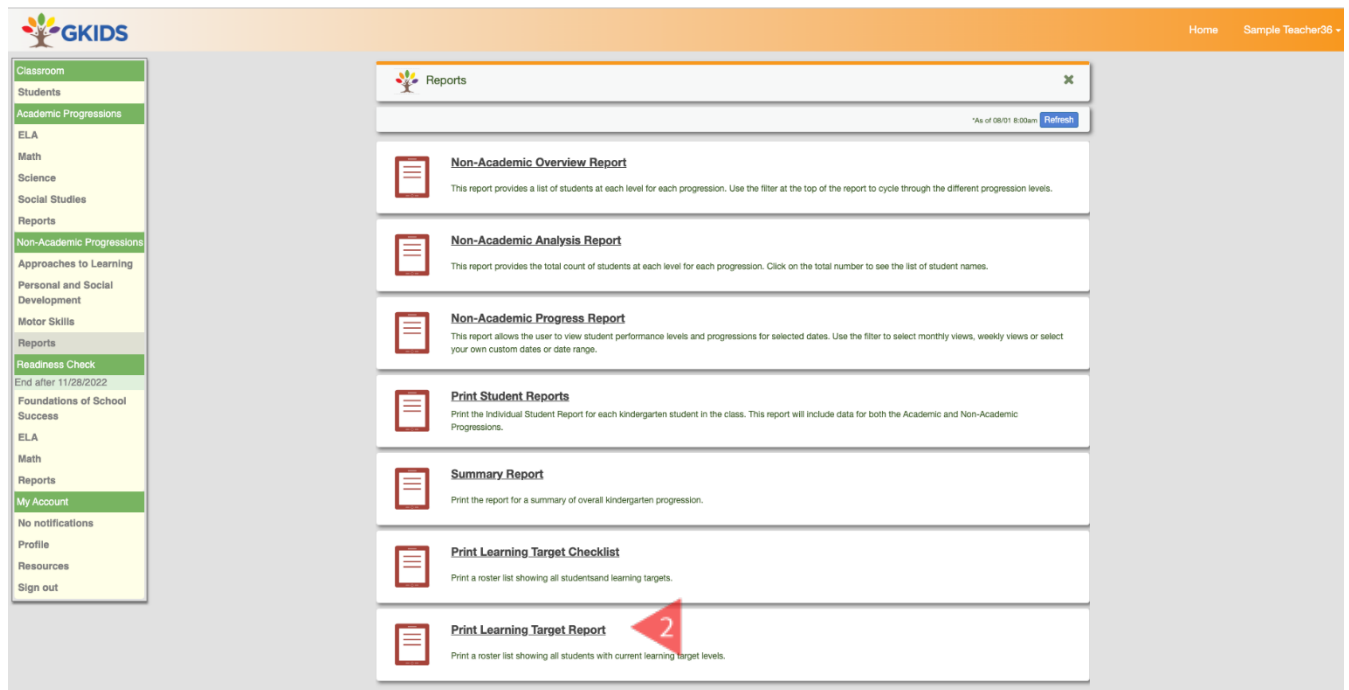
Curiosity and Initiative

8 ▶
○ NYD
● Beginning
○ Developing
○ Demonstrating

Learning Targets

9 ▶ ☐ Asks Questions
The student rarely asks questions to understand tasks or activities.
Upload Evidence
Enter comments text here

☐ Self-selects activities and topics
The student rarely initiates engagement in an activity without the explicit guidance of an adult or more capable peer and does not display variability in activities in which he engages.
10 ▶ Upload Evidence
Enter comments text here

☐ Seeks help when needed
When she struggles, the student does not seek help from an adult or a more capable peer.
Upload Evidence
11 ▶ Enter comments text here

GKIDS Teacher:
Non-Academic Progressions ~ Overview Report

This report provides a list of students at each level for each progression. Educators can use this information to determine small groups and reteaching opportunities. The report can also serve as a quick review for displaying all students showing mastery.

1. Click on **Reports** in the Non-Academic Progressions section of the left menu.
2. Click on the **Non-Academic Overview Report.**

3. Click on one of the Non-Academic Progressions Domains tabs (Learning, Development, Motor).
4. Click the **Open in separate tab** for a larger view of the report. Use your computer's browser to print this view of the report.
5. Each blue heading displays a progression from the selected non-academic domain.
6. Use the dropdown menu to filter students by progression.
7. Use the dropdown menu to filter students by performance level.
8. Students' names displayed under each progression correspond with the performance level selected from the dropdown menu.

GKIDS Teacher:
Non-Academic Progressions ~ Analysis Report

This report provides the total count of students at each level for each progression. Educators can use this information to identify the biggest gaps in student achievement.

1. Click on **Reports** in the Academic Progressions section of the left menu.
2. Click on the **Non-Academic Analysis Report**.

3. Click on one of the Non-Academic Progressions Domains tabs (Learning, Development, Motor).
4. Click the **Open in separate tab** button for a larger view of the report. Use your computer's browser to print this view of the report.
5. Each blue heading displays a progression from the selected non-academic domain.
6. The first column displays the performance levels for each progression.
7. The second column displays the number of students at each performance level of the progression. Click on the underlined number in this column to see students represented by this number.
8. The third column displays the percentage of students for each performance level of the progression. Click on the underlined number in this column to see students represented by this percentage.
9. The fourth column displays a bar graph representing the percentage of students at each performance level of the progression.

GKIDS Teacher:
Non-Academic Progressions ~ Progress Report

This report allows the user to view student levels and progressions for selected dates.

1. Click on **Reports** in the Non-Academic Progressions section of the left menu.
2. Click on the **Non-Academic Progress Report.**

Non-Academic Progress Report

Learning | Development | Motor | Open in separate tab

All Students ▾ | Monthly ▾ | Show Percents

A kindergarten student will understand the relationship between letters and sounds and recognize high-frequency words with speed and accuracy.

Phonemic Awareness

	NYA	NYD	PC	BE	EM	DV	DM	EX	% Demonstrating or Exceeding
04/2019	10			1				3	21%
03/2019	10		1					3	21%
02/2019	11		1					2	14%
01/2019	11		1					2	14%
12/2018	11		1					2	14%
11/2018	11		1					2	14%
10/2018	13		1						
09/2018	14								
08/2018	14								

Phonics

3. Click on one of the Non-Academic Progressions' Domains tabs (Learning, Development, Motor).
4. Click the **Open in separate tab** for a larger view of the report. Use your computer's browser to print this view of the report.
5. Use the filter to select All Students or individual students.
6. Use the filter to select monthly, weekly, custom dates, or date ranges.
   a. Monthly will display the date by a month.
   b. Weekly will display data by week.
   c. Custom dates will allow you to generate a report based on a specific selected date.
   d. The date range will allow you to generate a report based on a specific start and end date.
7. The top blue row displays the Big Idea for each domain. The second blue row displays the progression.
8. The first column of the report displays the date the data is reflected.
9. The remaining columns show the number of students in each performance level and the overall percentage of Demonstrating or Exceeding.

GKIDS Teacher:
Non-Academic Progressions ~ Print Student Reports

Print the Individual Student Report for each student in the class. The information from this report can be used by educators during conferences and meetings..

1. Click on **Reports** in the Non-Academic Progressions section of the left menu.
2. Click on **Print Student Reports**.

3. Check your printer's settings to ensure this report prints correctly. Click **Continue**.

NOTE: The data for the Academic and Non-Academic Progressions are combined in one student report.

GKIDS Teacher:
Non-Academic Progressions ~ Summary Report

This report provides a summary of overall kindergarten progression. Educators can use this information with TKES.

1. Click on **Reports** in the Non-Academic Progressions section of the left menu.
2. Click on **Summary Report**.

3. Check your printer's settings to ensure this report prints correctly. Click **Continue**.

GKIDS Teacher:
Non-Academic Progressions ~ Learning Target Checklist

These checklists may be used to assist with data collection within the classroom by providing teachers with a quick way to note student progress within the learning targets for each progression.

1. Click on **Reports** in the Non-Academic Progressions section of the left menu.
2. Click on **Print Learning Target Checklist**.

3. Click on the subject area you want to print.

4. Check your printer's settings to ensure this checklist prints correctly. Click **Continue**.

5. Users have the option to print all checklists at one time or a specific page(s).
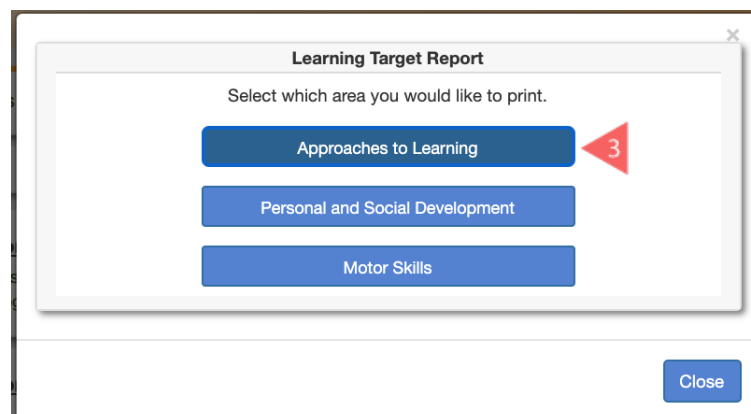6. Click **Print.**

GKIDS Teacher:
Non-Academic Progressions ~ Learning Target Report

These reports provide teachers a class list, by progression, of student progress within the learning targets for each progression.

1. Click on **Reports** in the Non-Academic Progressions section of the left menu.
2. Click on **Print Learning Target Report.**

3. Click on the subject area you want to print.

If this is the first time that you are printing from this system, please check your print settings prior to printing.

Turn off headers and footers.
Select default margins.
Paper size should be 8.5x11, with portrait layout.
Background graphics should be on.
Color versus black/white is your choice.

4 ► Continue

4. Check your printer's settings to ensure this checklist prints correctly. Click **Continue**.

5. Users have the option to print all checklists at one time or a specific page(s).
6. Click **Print.**

School Administrators

GKIDS School Administrator:
Welcome to GKIDS Home Page/Dashboard

The School Administrator's dashboard provides easy access to Academic Progressions, Non-Academic Progressions, and Readiness Check data.

1. Click on the **Home** button located in the top right banner to return to the Dashboard.
2. Select the desired button to view data: **Academic Progressions, Non-Academic Progressions,** or **Readiness Check**.
3. Use the dropdown menu to select and view data from an individual teacher.
4. Use the dropdown menu to select and view data by support.
5. Click on the **Show Precents** button to view data by percentage versus numbers.
6. Click on an underlined number or percentage to view the students represented by data.

TIP: *Click on any underlined number or text in the platform to drill down to more data.*

GKIDS School Administrator:
Add or Disable a Teacher Account

To add a teacher:

1. Click on **School** from the left menu.
2. Click the **Add Teacher** button.

3. Enter the teacher's First Name and Last Name.
4. Enter the teacher's system/school email address.
5. Click the **Add** button.

To disable a teacher's account:

1. Click on **School** from the left menu.
2. Click on the underlined name of the teacher.
3. Click the **Disable** button. Teachers with a disabled account will not be able to login or access their GKIDS account.
4. If a teacher has left your school, remember to release the students from the teacher's account. Click on the **Release** button to the right of each student's name. After releasing students from a teacher's account, students may be acquired by a new teacher.

GKIDS School Administrator:
Acquire and Release Students

To acquire students:

1. Click on **Teachers** from the left menu.
2. Click on the teacher's underlined name.
3. Click on the **Add or Acquire Student** button.

4. Enter the student's GTID.
5. Click the OK button.

6. If the student is available, click the Acquire button to add the student to the teacher's account.

7. **SCHOOL ADMINISTRATOR:** If this student is currently enrolled in a class with a different teacher *at your school*, release the student from the prior teacher's class before adding the student to the new teacher's class. If this student has *transferred from a different school or system*, click the **Request Release** button.
   a. An email will be sent to the former teacher requesting the release of the student. This email will also be sent to any school administrator who has an account associated with the school of record.

To release students:

If a student withdraws from a teacher's class, release the student from the class.

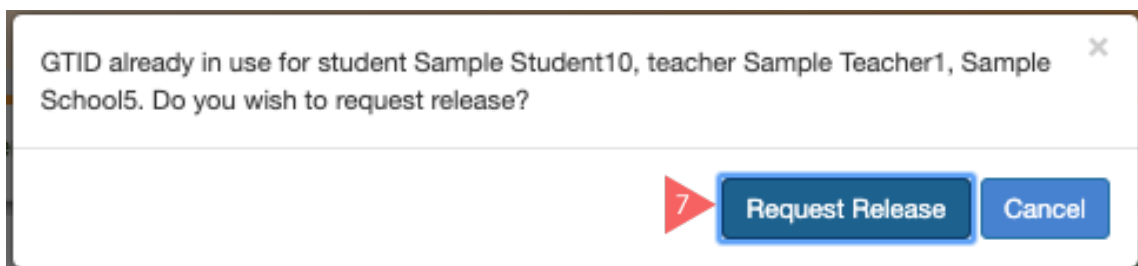

1. Click on **Teachers** from the left menu.
2. Click on the teacher's underlined name.
3. Click the **Release** button to the right of the student's name.

GKIDS School Administrator:
Accessing a Student Account

School administrators and teachers have access to individual student accounts. Accessing a student account allows the user to acquire or release the student, view, or edit student details, view student data, and print student reports.
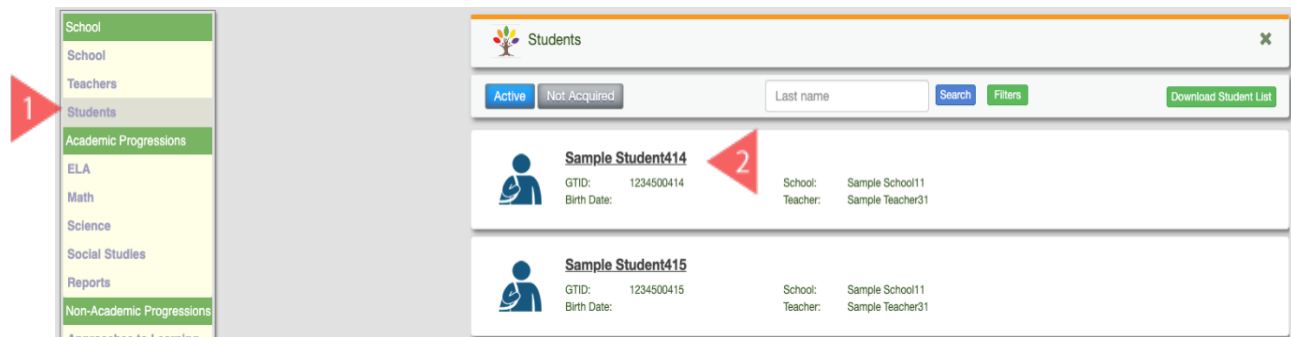
1. Click on **Students** from the left menu.
2. Click on the student's underlined name.
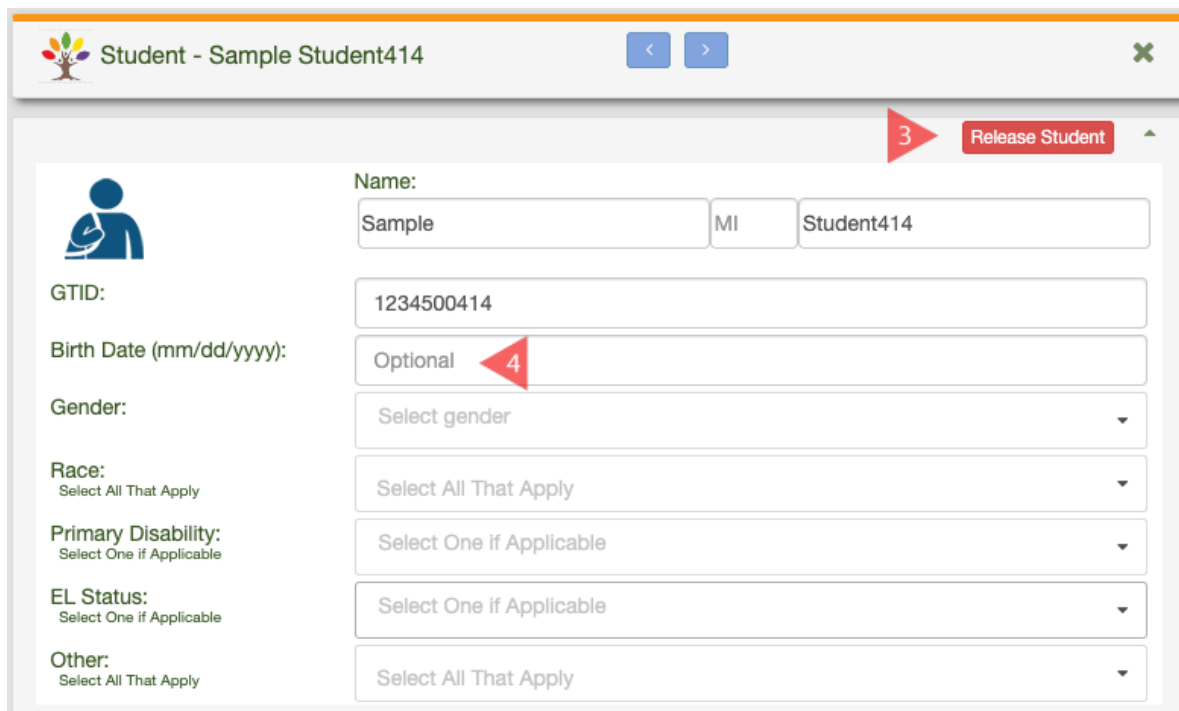
3. Click the **Release Student** button to release the student from a current class.
4. Click in any of the demographic text boxes to add or edit student details.

5. Scroll down the panel to view Academic Progressions, Non-Academic Progressions, and Readiness Check details.
6. Click the **Student Report** button to print an individual student report for each section.
7. Use the tabs in each section to select the desired domain.
8. Click on an underlined progression or skill to drill down to view or edit performance levels, learning targets, and supports (ELA and MA only) as well as add comments when applicable.
9. Click on the dropdown menu to the right of each progression or skill to select or edit a performance area.
10. Collapse or expand section details, as needed, by clicking on the triangle located in the top right corner of each section.

GKIDS School Administrator:
Accessing Reports ~ Teacher View

School administrators can print the Individual Student Report for each student in the school. Only school-level administrators have the ability to access a teacher's report view.
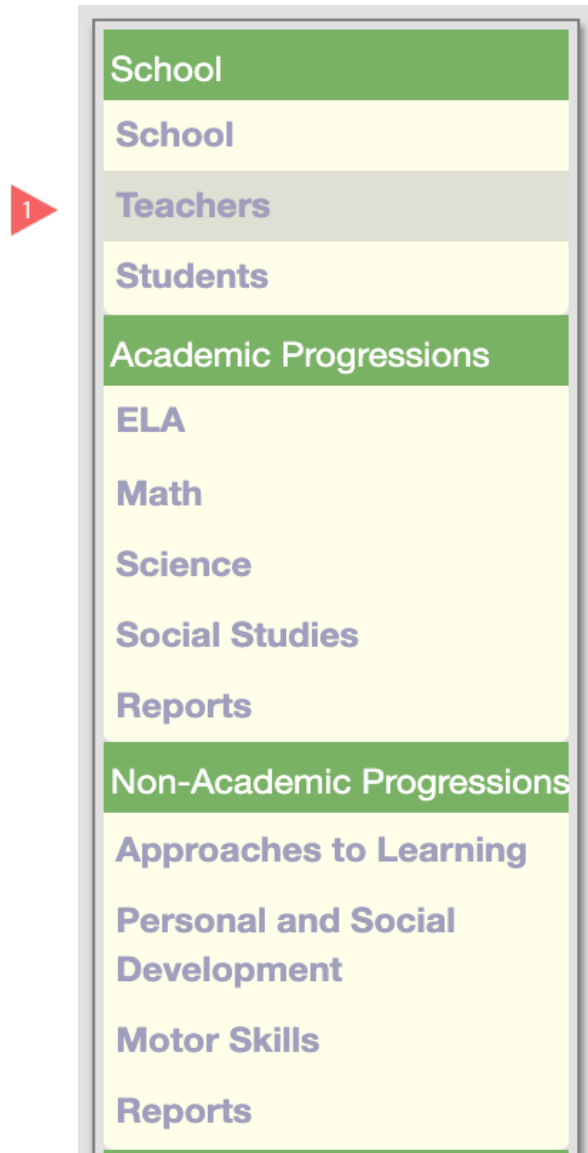
1. Click on **Teachers** under School to access the list of teachers at your school.
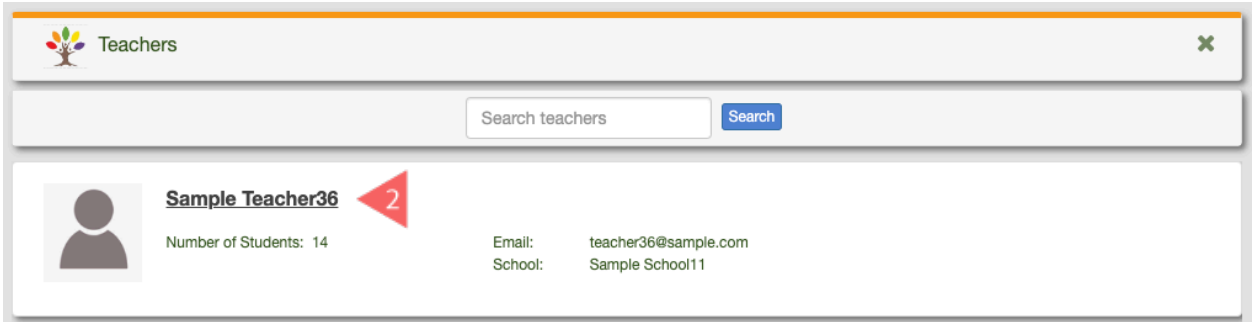
2. Select a teacher's name to indicate the teacher's reports you want to access.
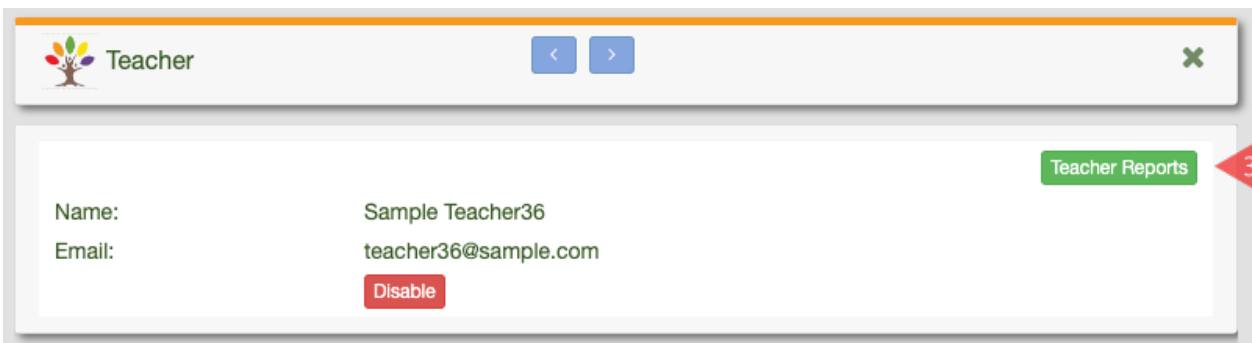
3. Click on **Teacher Reports**.
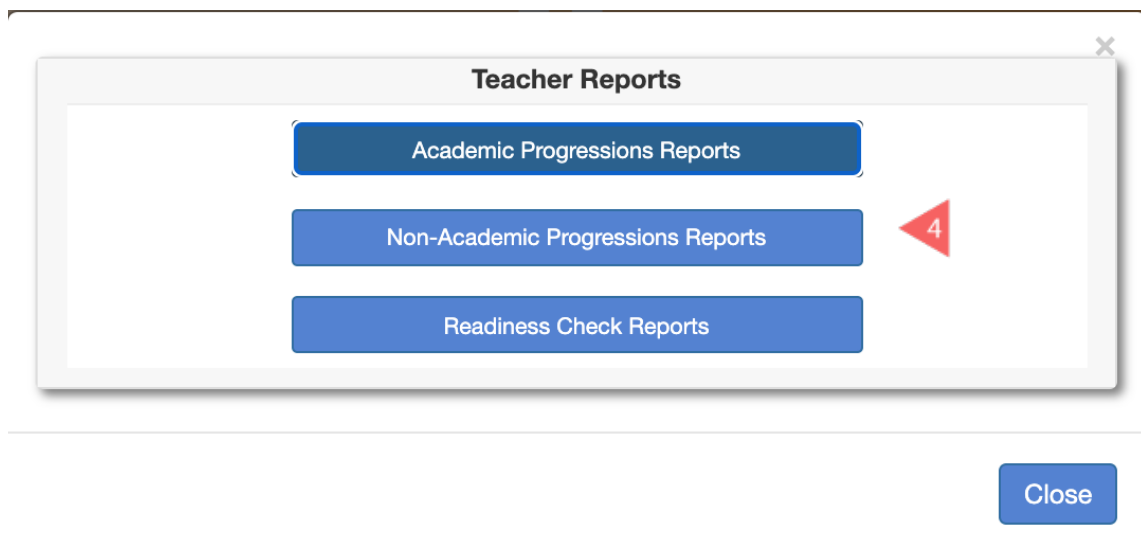
4. Select the type of report you want to view and/or print by selecting one of the three options.

Reports   ✖

*As of 06/16 1:13pm Refresh 5

Progression Overview Report

This report provides a list of students at each level for each progression. Use the filter at the top of the report to cycle through the different progression levels.

Progression Analysis Report

This report provides the total count of students at each level for each progression. Click on the total number to see the list of student names.

Progression Progress Report

This report allows the user to view student performance levels and progressions for selected dates. Use the filter to select monthly views, weekly views or select your own custom dates or date range.

Print Student Reports

Print the Individual Student Report for each kindergarten student in the class. This report will include data for both the Academic and Non-Academic Progressions.

Summary Report

This report provides a summary of overall kindergarten progression.

Print Learning Target Checklist

Print a roster list showing all students and learning targets.

Print Learning Target Report

Print a roster list showing all students with current learning target levels.

5. Make sure to click the **Refresh** button to ensure the data you are accessing is current.

GKIDS School Administrator:
Progression Overview Report

The Progression Overview Report is available in three areas: Academic and Non-Academic Progressions, and Readiness Check. This report provides a list of students at each level for each progression. Educators can use this information to determine small groups and reteaching opportunities. The report can also serve as a quick review for displaying all students showing mastery. Use the filter buttons at the top of the report to filter by the teacher, progressions/skills, academic supports, and performance levels.

1. Click on **Reports** in the desired section of the left menu. (Academic Progressions, Non-Academic Progressions, or Readiness Check)
2. Click on the **Progression Overview Report** for that section.

3. Click on one of the Academic Progressions Domains tabs (ELA, Math, Science, SS).
4. Click the **Open in separate tab** button for a larger view of the report. Use your computer's browser to print this view of the report.
5. Each blue heading displays a progression from the selected academic domain.
6. Use the dropdown menu to filter by the teacher.
7. Use the dropdown menu to filter by progression.
8. Use the dropdown menu to filter by performance level.
9. Use the dropdown menu to filter by support.
10. Students' names displayed under each progression correspond with the performance level selected from the dropdown menu.

GKIDS School Administrator: Progression Analysis Report

The Progression Analysis Report is available for each section: Academic and Non-Academic Progressions, and Readiness Check. This report provides the total count of students at each level. Educators can use this information to identify the biggest gaps in student achievement. Click on the total number to see the list of student names.

1. Click on **Reports** in the desired section of the left menu (Academic or Non-Academic Progressions and Readiness Check).
2. Click on the **Progression Analysis Report.**

Progression Analysis Report

ELA MATH SCIENCE SS   Open in separate tab

All Teachers   All Students

Phonemic Awareness	Total	Percentage	% of students at this level
NYA	138	95%	
NYD			
Precursor	1	1%	
Beginning	1	1%	
Emerging			
Developing	1	1%	
Demonstrating	1	1%	
Exceeding	3	2%	

Phonics	Total	Percentage	% of students at this level
NYA	142	98%	
NYD	1	1%	
Beginning			
Emerging	1	1%	
Developing			
Demonstrating			
Exceeding	1	1%	

High-Frequency Words	Total	Percentage	% of students at this level
NYA	143	99%	
NYD			
Beginning			
Emerging	1	1%	
Developing			
Demonstrating	1	1%	
Exceeding			
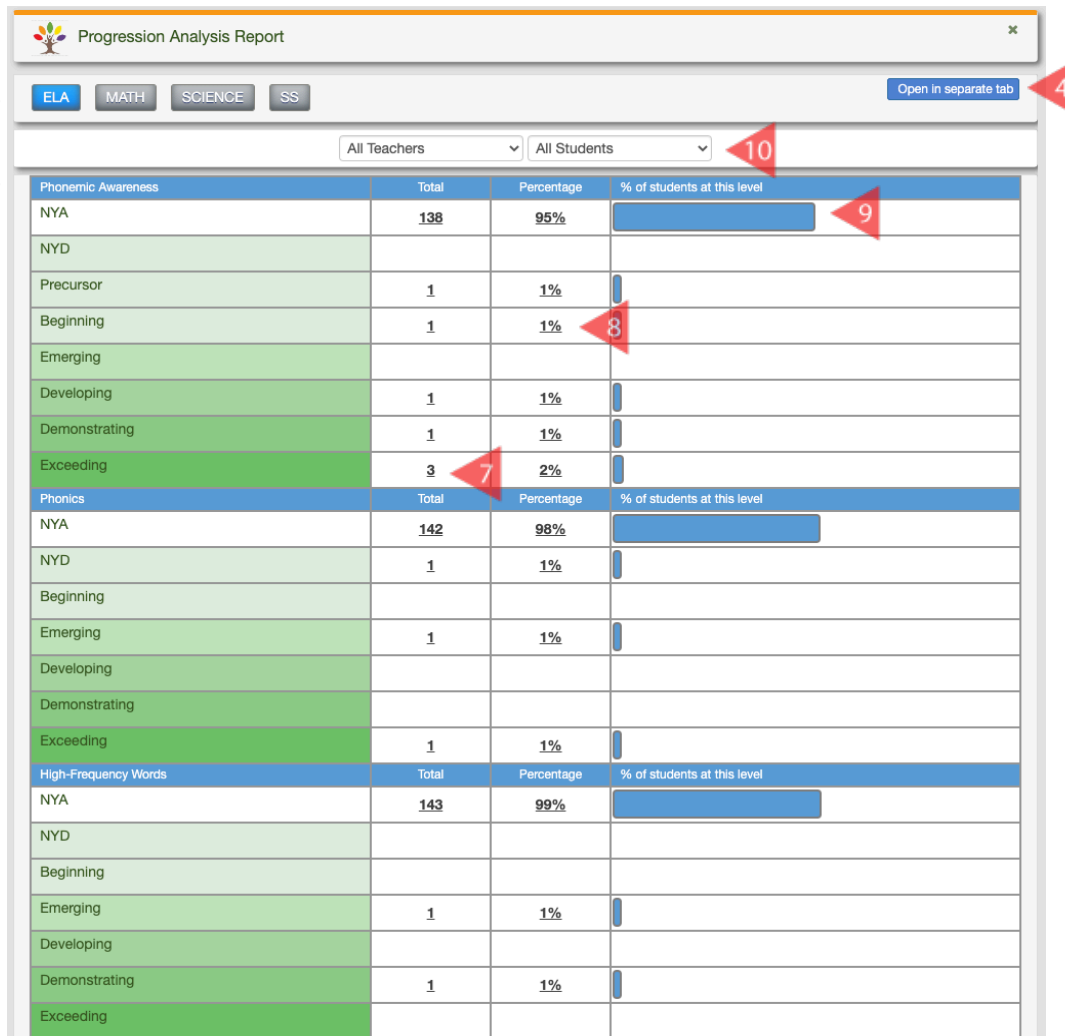
3. Click on one of the Domains tabs.
4. Click the **Open in separate tab** button for a larger view of the report. Use your computer's browser to print this view of the report.
5. Each blue heading displays a progression from the selected domain.
6. The first column displays the performance levels for each progression.
7. The second column displays the number of students for each performance level of the progression. Click on the underlined number in this column to see students represented by this number.
8. The third column displays the percentage of students for each performance level of the progression. Click on the underlined number in this column to see students represented by this percentage.
9. The fourth column displays a bar graph representing the percentage of students at each performance level of the progression.
10. The dropdown will allow the user to sort by **Teacher** and then by **All Students**, students needing **No Additional Support**, and students needing **Comprehensive Support**.

GKIDS School Administrator: Progression Progress Report

This report allows the user to view student levels and progressions for selected dates. Educators can use this information during conferences and meetings..

1. Click on **Reports** in the Academic or Non-Academic Progressions section of the left menu.
2. Click on the **Progression Progress Report**.

3. Click on one of the Progression Domains tabs (ELA, Math, Science, or SS).
4. Click the **Open in separate tab** for a larger view of the report. Use your computer's browser to print this view of the report.
5. Use the filter to select monthly, weekly, custom dates, or date ranges.
    a. Monthly will display the date by a month.
    b. Weekly will display data by week.
    c. Custom dates will allow you to generate a report based on a specific selected date.
    d. The date range will allow you to generate a report based on a specific start and end date.
6. The top blue row displays the Big Idea for each domain. The second blue row displays the progression.
7. The first column of the report displays the date the data is reflected.
8. The remaining columns show the number of students in each performance level and the overall percentage of Demonstrating or Exceeding.
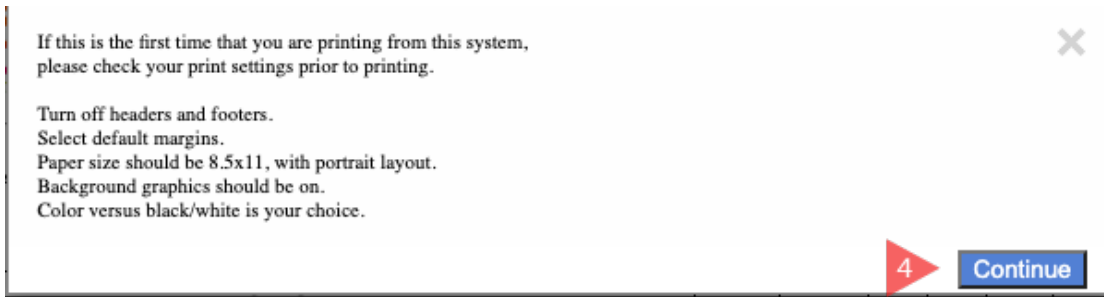
GKIDS School Administrator:
Print Student Reports

Print the Individual Student Report for each student in the school. Educators can use this information during conferences and meetings.. Only teachers have the ability to print reports by class.

1. Click on **Reports** under Academic Progressions *OR* Non-Academic Progressions to access this report.
   a. The data for the Academic and Non-Academic Progressions is combined in one student report.
2. Click on **Reports** under Readiness Check to access individual student reports for Readiness Check.
3. Click on **Print Student Reports**.

If this is the first time that you are printing from this system, please check your print settings prior to printing.

Turn off headers and footers.
Select default margins.
Paper size should be 8.5x11, with portrait layout.
Background graphics should be on.
Color versus black/white is your choice.

4. Check your printer's settings to ensure this report prints correctly. Click **Continue**.

GKIDS School Administrator:
Summary Report

This report provides a summary of overall kindergarten progression. Educators can use this information with TKES.

1. Click on **Reports** in the left menu.
2. Click on **Summary Report**. There is an additional option under Summary Report that allows the user to also print a report by class.

3. Check your printer's settings to ensure this report prints correctly. Click **Continue**.

GKIDS School Administrator:
Readiness Check ~ Domain Summary Report

This report provides a summary of overall kindergarten readiness across domains. Educators can use this information to track trends, measure progress and help ensure that every child in Georgia has the skills needed to be able to access the kindergarten curriculum.


1. Click on **Reports** in the Readiness Check section of the left menu.
2. Click on **Domain Summary Report** to run the system report.
3. Click on the **here** link to run the report for all classes in the school.

4. Check your printer's settings to ensure this report prints correctly. Click **Continue.**

GKIDS School Administrator:
Data File Download

School administrators have the ability to download data files within the platform.
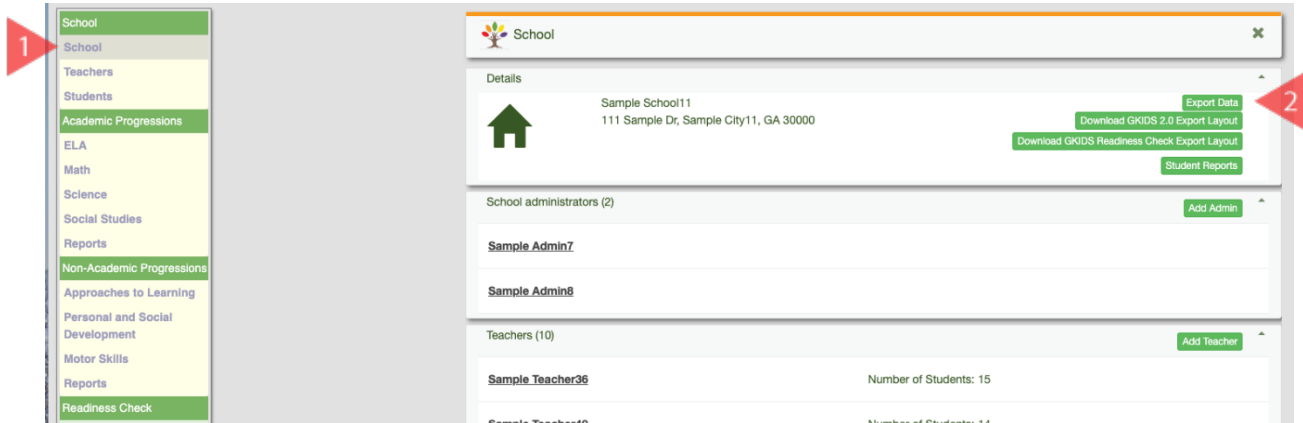
1. Click **School** in the left toolbar.
2. Click **Export Data** to access a data file. You can also click on one of the other buttons to get the data file layout associated with GKIDS Readiness Check and/or GKIDS 2.0.
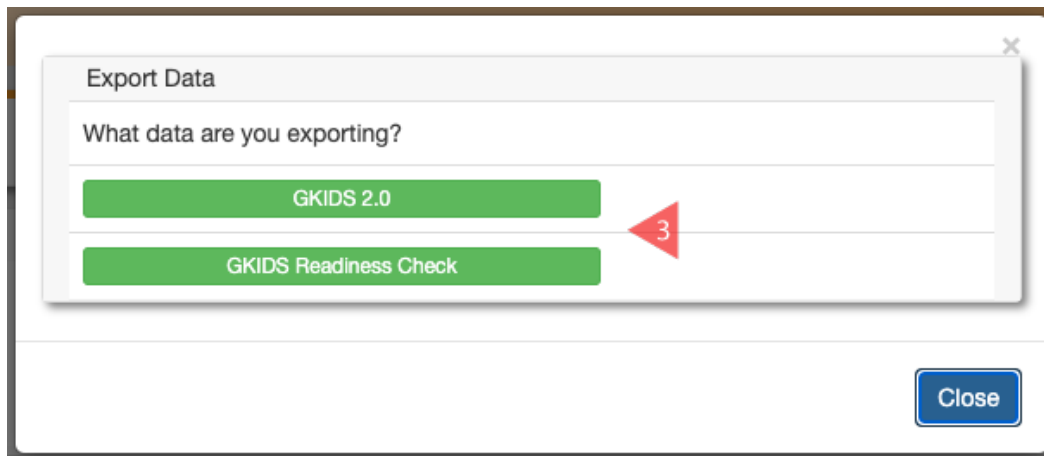
3. A window will open allowing a selection between GKIDS 2.0 data and GKIDS Readiness Check data. Click on the file you want to download.
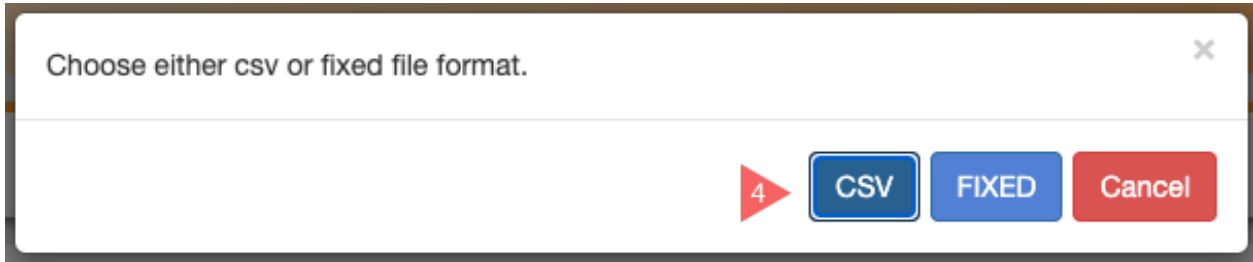
Choose either csv or fixed file format.   ×

CSV   FIXED   Cancel

4. Select **CSV** or **FIXED**. A window will open allowing you to rename and save the file to a designated location. Click Save to prompt the file to generate and download. This may take a few minutes depending on the amount of data within your system file. Your computer/browser may suggest a file name, which you may change as you save the file.

System Administrators

GKIDS System Administrator:
Welcome to GKIDS Home Page/Dashboard

The System Administrator's dashboard provides easy access to Academic Progressions, Non-Academic Progressions, and Readiness Check data.

1. Click on the **Home** button located in the top right banner to return to the Dashboard.
2. Select the desired button to view data: **Academic Progressions, Non-Academic Progressions,** or **Readiness Check**.
3. Use the dropdown menu to select and view data by school and by the teacher.
4. Use the dropdown menu to select and view data by support.
5. Click on the **Show Precents** button to view data by percentage versus numbers.

GKIDS System Administrator:
Upload Roster File

System administrators can upload a roster file of the kindergarten students in the district. A roster upload option is available that creates teacher accounts automatically and populates the teacher's roster automatically with their students in the roster file. This rostering option features a simplified file layout with the information necessary to load records and roster students to teachers in one step.

The roster file option from previous years is still available should you prefer. You will select your preferred roster layout and roster file type in step 3 below.

1. Click **Roster Uploads** in the left toolbar.
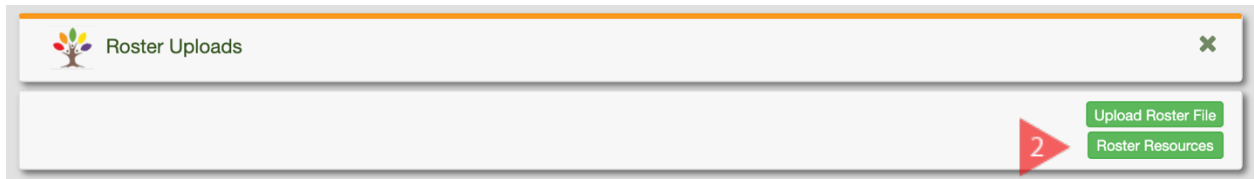
2. Click **Roster Resources**.
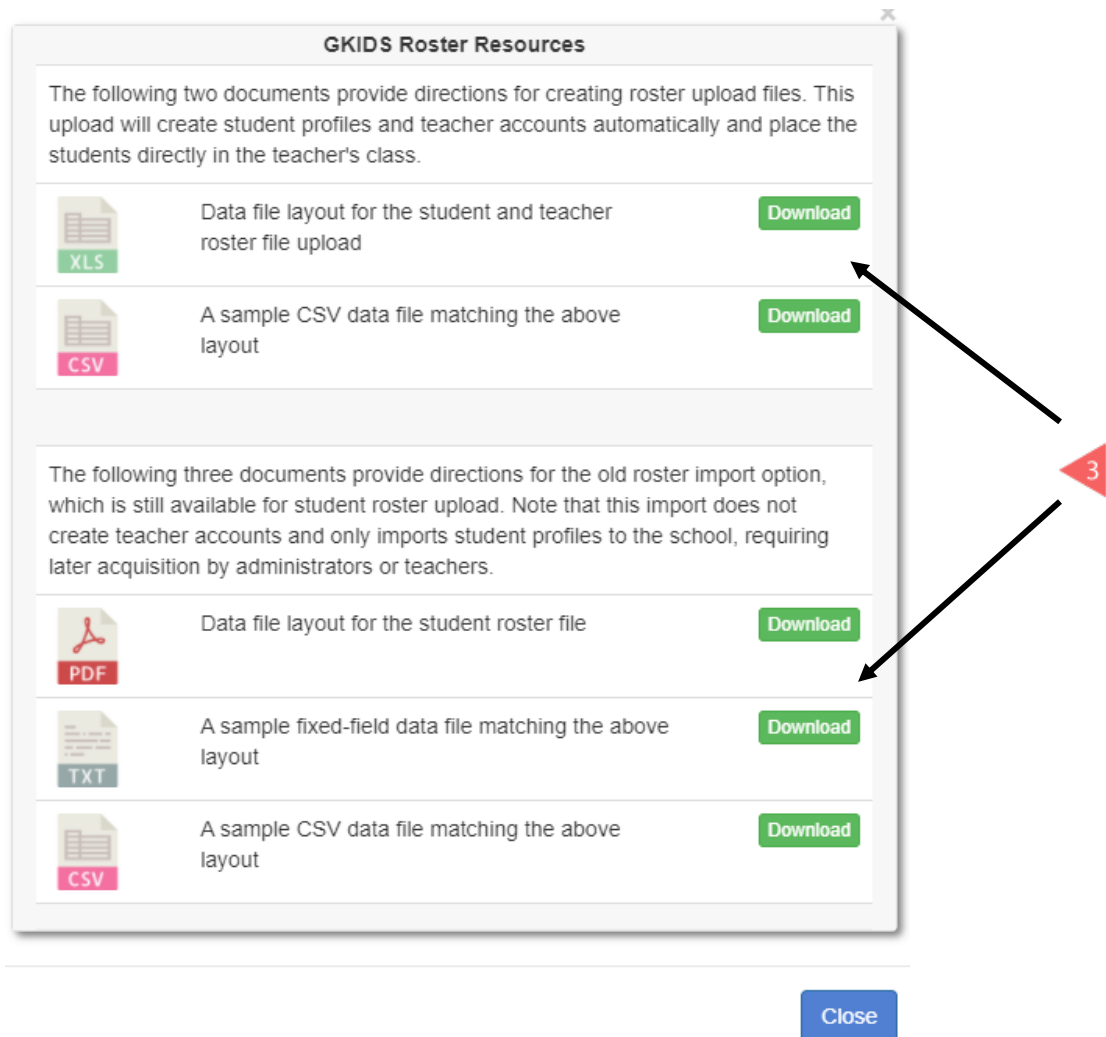
3. A window will open allowing a selection of file types and layouts. Click **Download** next to the roster file layout and/or file layout you want to access. The upper part of the window has a layout and sample for the new roster upload option that allows for creating teacher accounts and auto-populating the student roster for the teacher. The lower part of the window contains the layout and sample files for the old roster option. Download the files that match the method you wish to use.
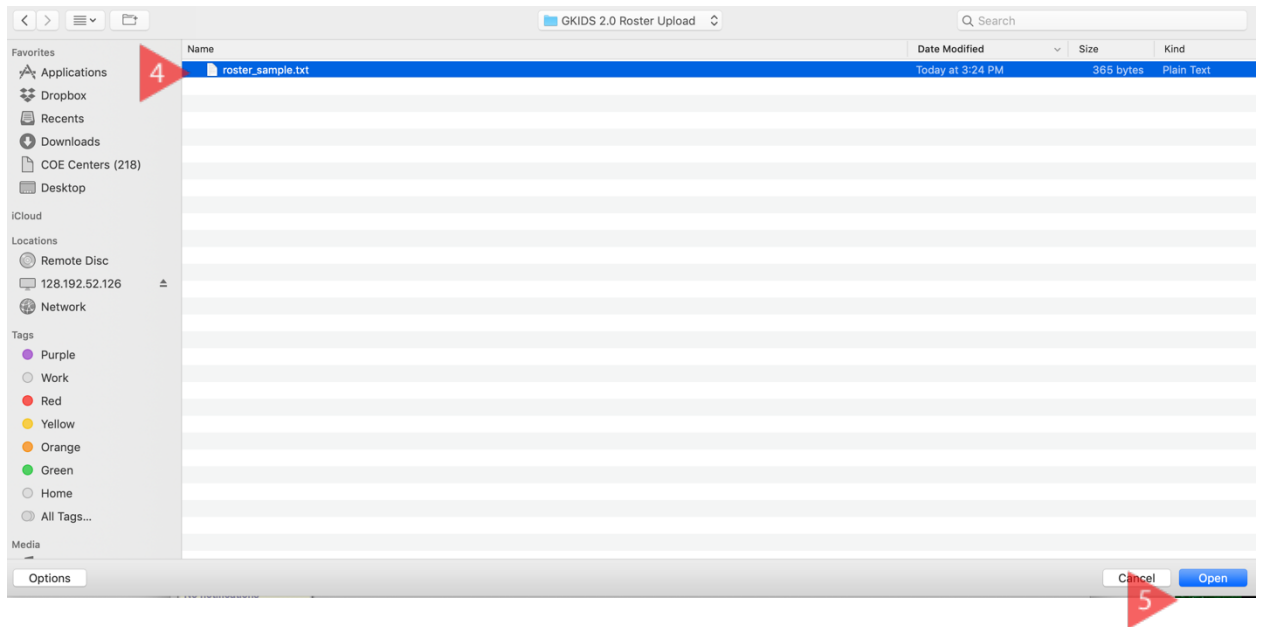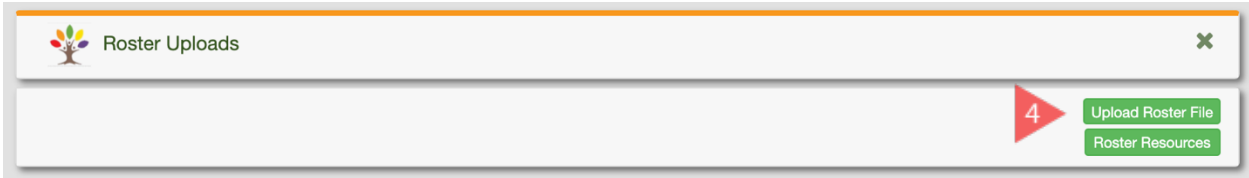
4. Click **Upload Roster File** once you have created the master file (matching the layout you chose in step 3 above) for the upcoming school year. Select your saved file.
5. Click **Open**. This image may vary based on your operating system.
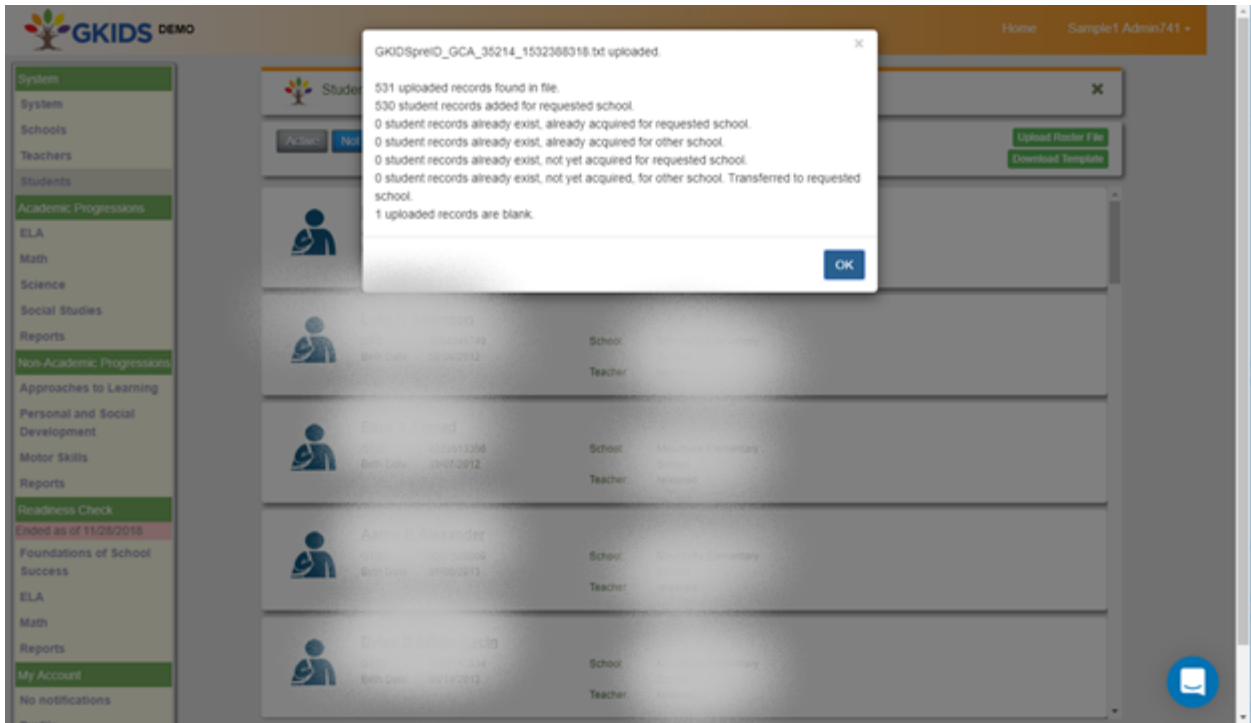
The screen above shows the results of a successful import. Note students loaded are now showing in the student list in the background. If you opted for the roster layout and data file that allows for auto-population, you will see that the students are already populated to the teacher given in that roster file as well. If you used the old roster layout and data file, then you or your school administrators and/or teachers must proceed to the next steps of acquiring the students to the teacher rosters.

Also, note that the roster upload above will only process new students (GTIDs) that are not currently in the GKIDS database. If you upload a file containing previously rostered students, students that exist in other districts that have moved, or students that have been manually entered by a teacher or administrator, those students will not get reimported or modified.

Common Upload Errors

The roster upload process will not load any students if:

- File is empty
- Any record has a missing GTID
- Any record has a missing student last name
- Any record has a missing system code
- Any record has a missing school code
- Any record has a school code not found for the indicated system code
- Any record has a system code not matching the system code of the logged in user.

- Any record does not conform to the roster file layout (number of fields, order of the fields, filler fields). This applies to a CSV file as well.
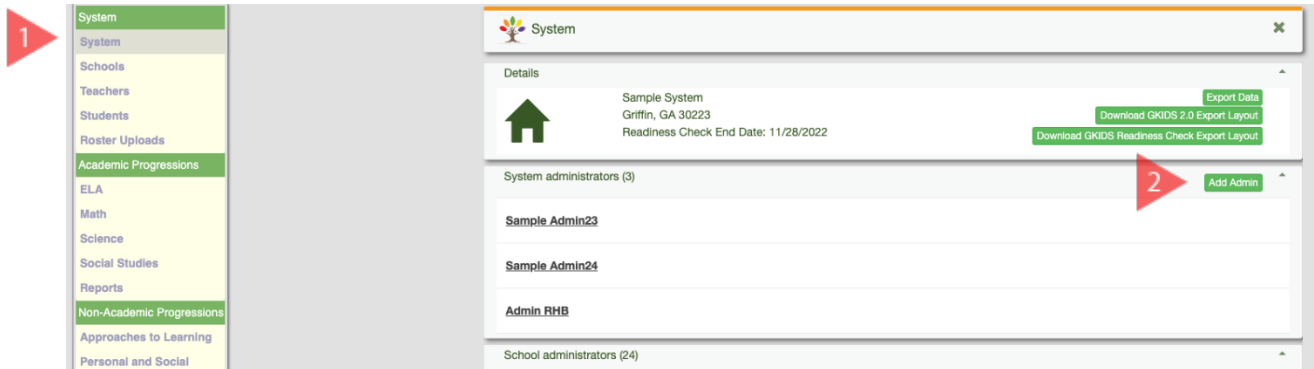- The CSV file contains double-quote marks in any field.
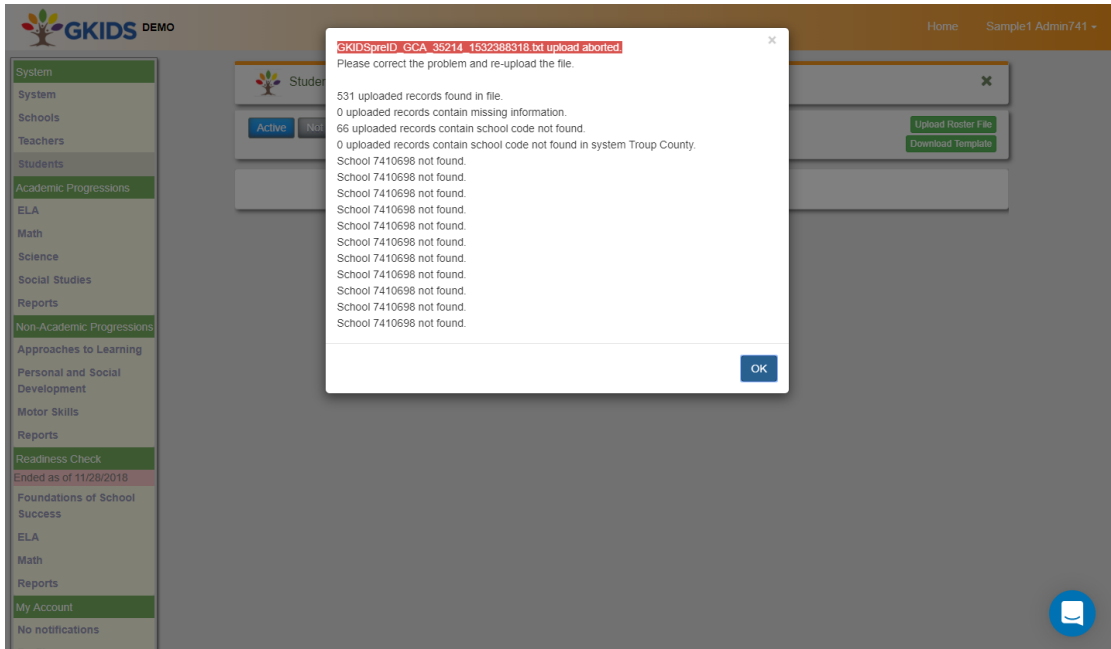
The error above indicates one of the school codes in the file is not found in the system's school list.
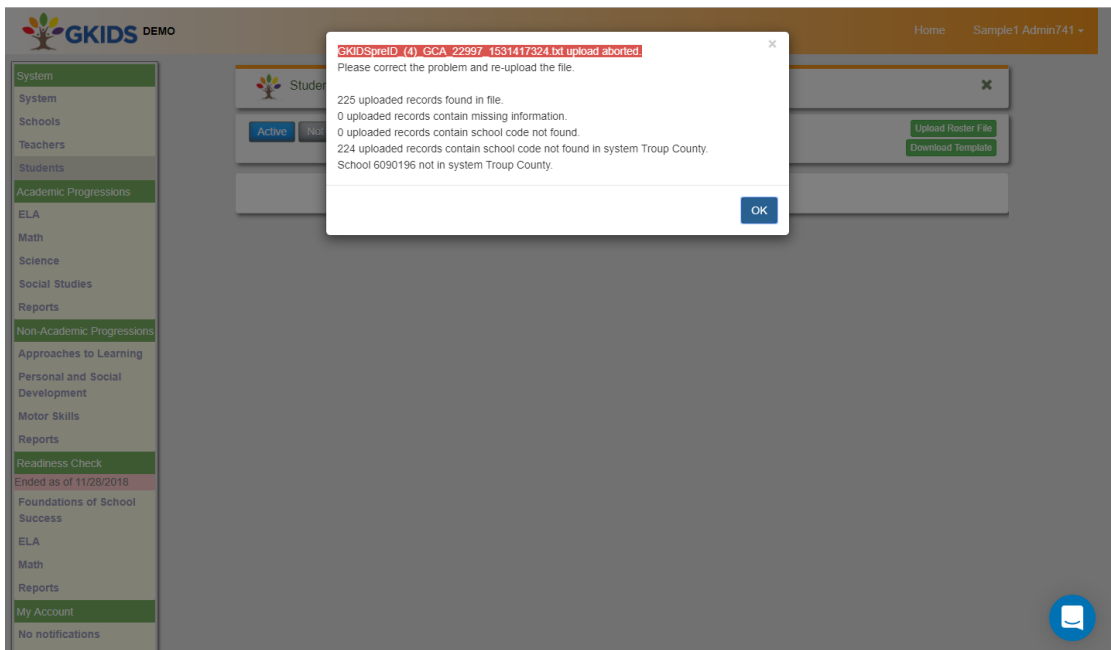
The above error indicates that the schools have been located, but not in the system matching the logged-in user.

GKIDS System Administrator:
Add a System Administrator

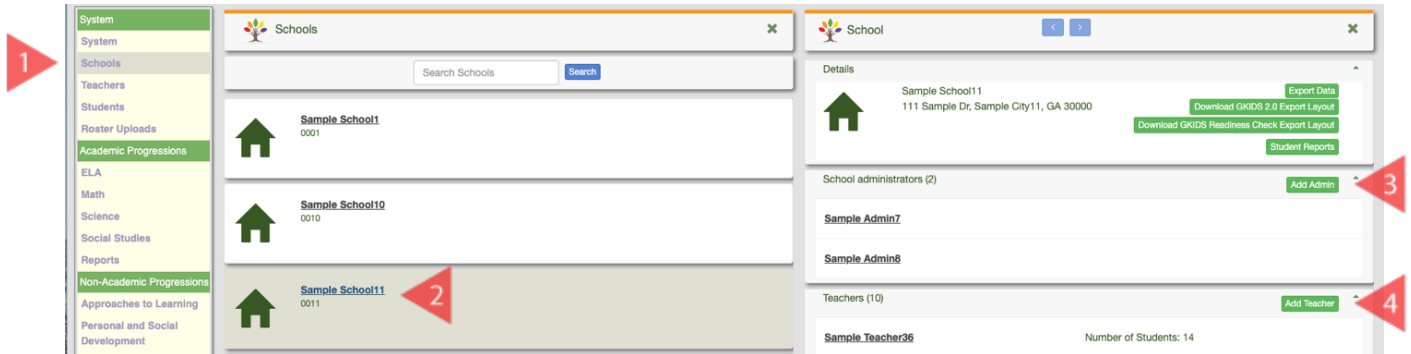1. Click on **System** from the left menu.
2. Click the **Add Admin** button.

NOTE: System Administrators will have access to district-wide data.

3. Enter the Administrator's First and Last Name.
4. Enter the Administrator's system/school email address.
5. Click the **Add** button.

The system administrator may now activate their GKIDS account.

GKIDS System Administrator:
Add a School Administrator or Teacher to a School

1. Click on **Schools** from the left menu.
2. Click on the underlined title of the desired school.
3. To add a School Administrator, click the **Add Admin** button.
4. To add a Teacher, click the **Add Teacher** button.

5. Enter the new user's First and Last Name.
6. Enter the new user's system/school email address.
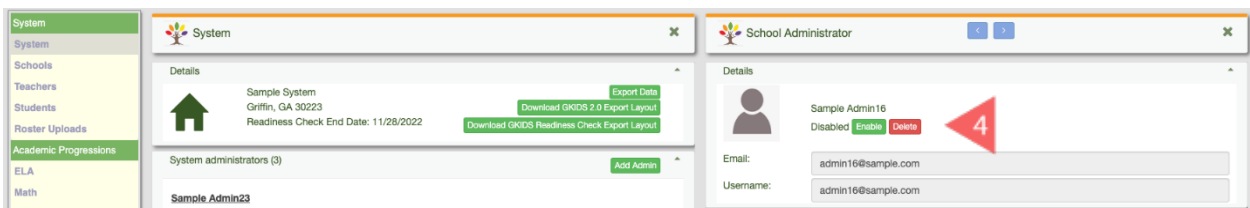7. Click the **Add** button.

The administrator or teacher for this school may now activate their GKIDS account.

GKIDS System Administrator:
Disable an Administrator Account

If an Administrator leaves a school or district, the administrator's GKIDS account can be disabled. A System Administrator can disable System or School Administrator accounts. Once the account is disabled, the Administrator no longer has access to this account. Disabled accounts can easily be enabled again.
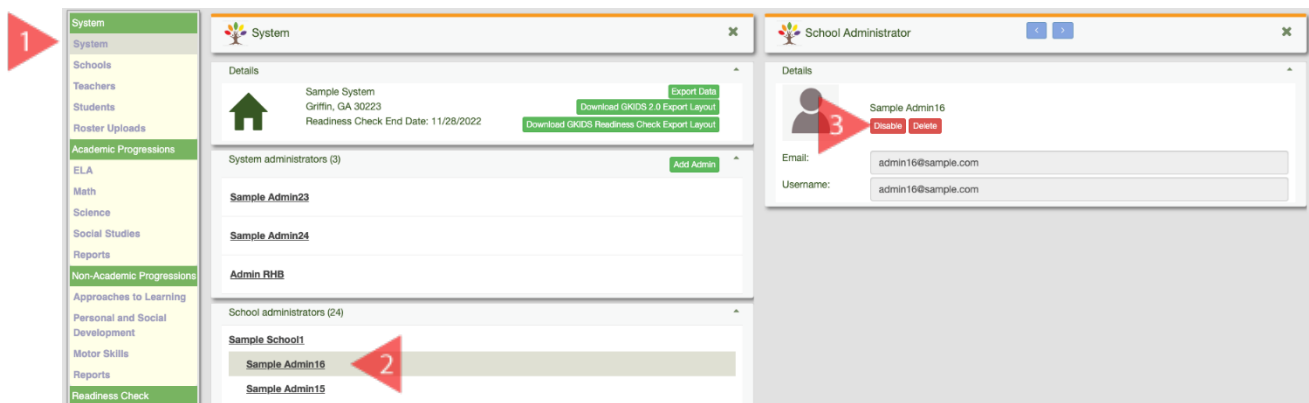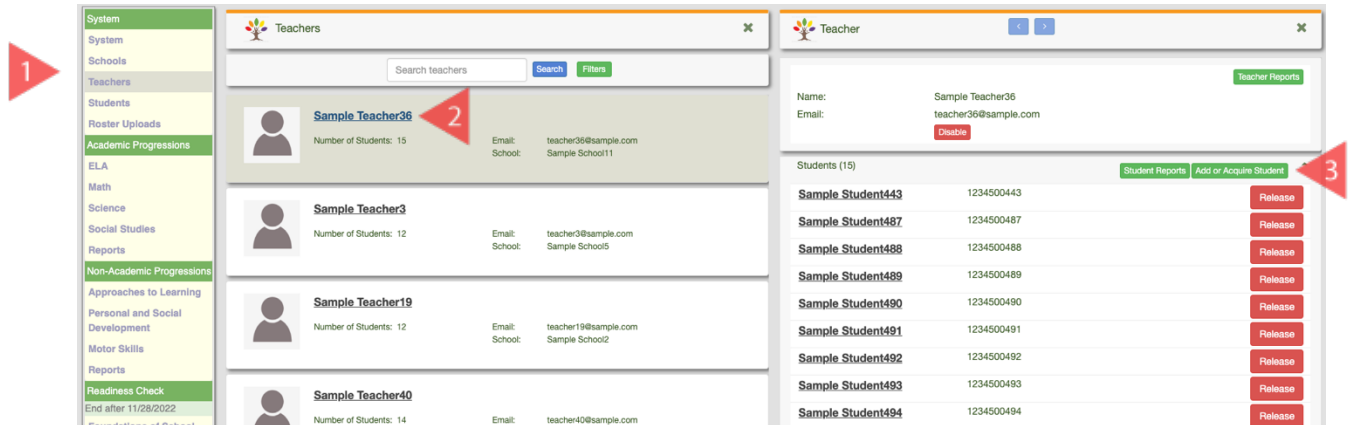

1. Click on **System** from the left menu.
2. Click on the name of the desired Administrator.
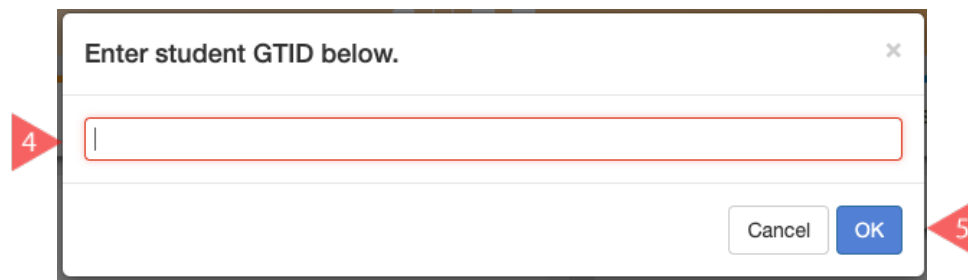3. Click the **Disable** button.

4. Click the **Enable** button to allow the Administrator access to a disabled account.

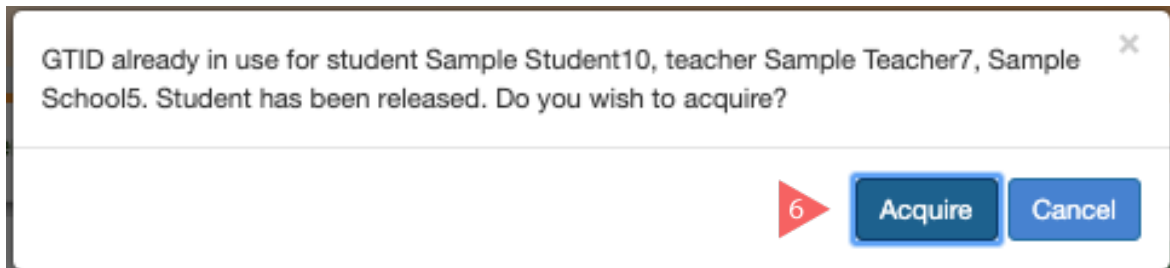# GKIDS System Administrator:
Acquire and Release Students
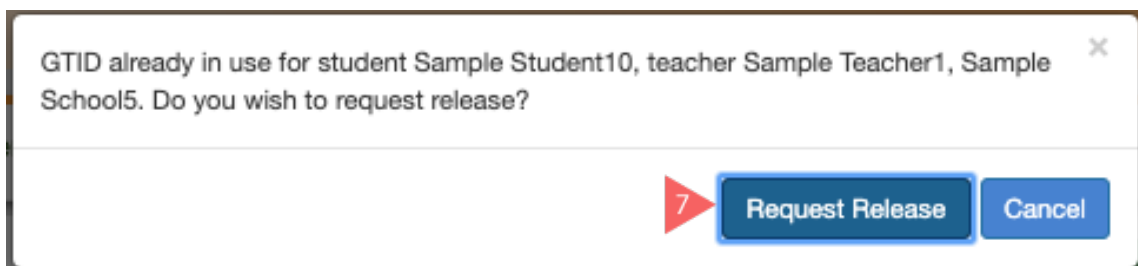
To acquire students:

1. Click on **Teachers** from the left menu.
2. Click on the teacher's underlined name.
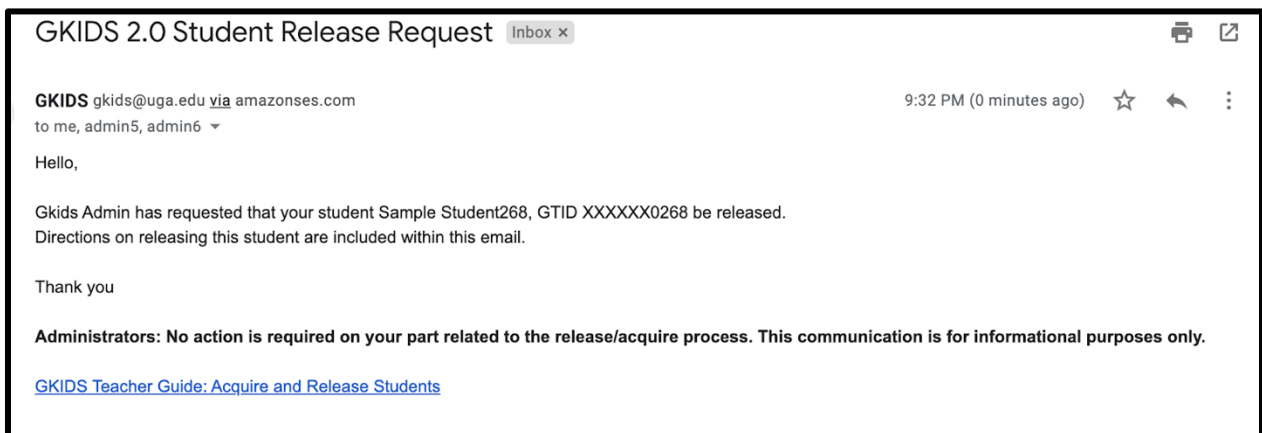3. Click on the **Add or Acquire Student** button.

4. Enter the student's GTID.
5. Click the OK button.

6. If the student is available, click the Acquire button to add the student to the teacher's account.

7. **SCHOOL ADMINISTRATOR:** If this student is currently enrolled in a class with a different teacher *at your school*, release the student from the prior teacher's class before adding the student to the new teacher's class. If this student has *transferred from a different school or system*, click the **Request Release** button.
   a. An email will be sent to the former teacher requesting the release of the student. This email will also be sent to any school administrator who has an account associated with the school of record.

To release students:

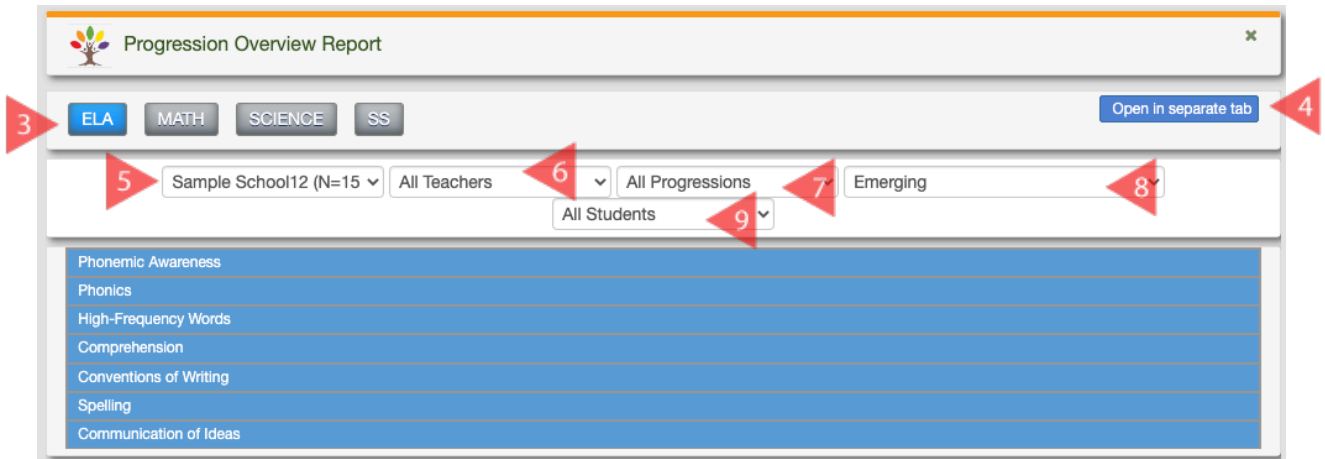If a student withdraws from a teacher's class, release the student from the class.

1. Click on **Teachers** from the left menu.
2. Click on the teacher's underlined name.
3. Click the **Release** button to the right of the student's name.

GKIDS System Administrator: Progression Overview Report

The Progression Overview Report is available in three areas: Academic and Non-Academic Progressions, and Readiness Check. This report provides a list of students at each level for each progression. Educators can use this information to determine small groups and reteaching opportunities. The report can also serve as a quick review for displaying all students showing mastery. Use the filter buttons at the top of the report to filter by school, teacher, progressions/skills, performance levels, academic supports, and performance levels.

1. Click on **Reports** in the desired section of the left menu (Academic Progressions, Non-Academic Progressions, or Readiness Check).
2. Click on the **Progression Overview Report** for that section.

3. Click on one of the Academic Progressions Domains tabs (ELA, Math, Science, SS).
4. Click the **Open in separate tab** button for a larger view of the report. Use your computer's browser to print this view of the report.
5. Use the dropdown menu to filter by the school.
6. Use the dropdown menu to filter by the teacher.
7. Use the dropdown menu to filter by progression.
8. Use the dropdown menu to filter by performance level.
9. Use the dropdown menu to filter by support.

Students' names displayed under each progression correspond with the performance level selected from the dropdown menu.

GKIDS System Administrator:
Progression Analysis Report

The Progression Analysis Report is available for each section: Academic and Non-Academic Progressions, and Readiness Check. This report provides the total count of students at each level. Educators can use this information to identify the biggest gaps in student achievement. Click on the total number to see the list of student names.

1. Click on **Reports** in the desired section of the left menu (Academic or Non-Academic Progressions and Readiness Check).
2. Click on the **Progression Analysis Report.**

3. Click on one of the Domains tabs (ELA, Math, Science, SS).
4. Click the **Open in separate tab** button for a larger view of the report. Use your computer's browser to print this view of the report.
5. Each blue heading displays a progression from the selected domain.
6. The first column displays the performance levels for each progression.
7. The second column displays the number of students for each performance level of the progression. Click on the underlined number in this column to see students represented by this number.
8. The third column displays the percentage of students for each performance level of the progression. Click on the underlined number in this column to see students represented by this percentage.
9. The fourth column displays a bar graph representing the percentage of students at each performance level of the progression.
10. The dropdown will allow the user to sort by **School,** by **Teacher,** and then by **All Students**, students needing **No Additional Support**, and students needing **Comprehensive Support**.

GKIDS System Administrator:
Progression Progress Report

This report allows the user to view student levels and progressions for selected dates. Educators can use this information during conferences and meetings..

1. Click on **Reports** in the Academic or Non-Academic Progressions section of the left menu.
2. Click on the **Progression Progress Report**.

	NYA	NYD	PC	BE	EM	DV	DM	EX	% Demonstrating or Exceeding
08/31/2022	141		1			1	1		1%
08/30/2022	142		1				1		1%
08/29/2022	145								
08/26/2022	145								
08/25/2022	145								
08/24/2022	145								
08/23/2022	145								

3. Click on one of the Progression Domains tabs (ELA, Math, Science, SS).
4. Click the **Open in separate tab** for a larger view of the report. Use your computer's browser to print this view of the report.
5. Use the filter to select monthly, weekly, custom dates, or date ranges.
   a. Monthly will display the date by a month.
   b. Weekly will display data by week.
   c. Custom dates will allow you to generate a report based on a specific selected date.
   d. The date range will allow you to generate a report based on a specific start and end date.
6. The top blue row displays the Big Idea for each domain. The second blue row displays the progression.
7. The first column of the report displays the date the data is reflected.
8. The remaining columns show the number of students in each performance level and the overall percentage of Demonstrating or Exceeding.

GKIDS System Administrator:
Summary Report

This report provides a summary of overall kindergarten progression. Educators can use this information with TKES.

1. Click on **Reports** in the left menu.
2. Click on **Summary Report**. There are two additional options under Summary Report that allows the user to also print a report for all schools in the system or all classes in the system.

3. Check your printer's settings to ensure this report prints correctly. Click **Continue**.

GKIDS System Administrator:
Readiness Check ~ Domain Summary Report

This report provides a summary of overall kindergarten readiness across domains. Educators can use this information to track trends, measure progress and help ensure that every child in Georgia has the skills needed to be able to access the kindergarten curriculum.


1. Click on **Reports** in the Readiness Check section of the left menu.
2. Click on **Domain Summary Report** to run the system report.
3. Click on the **here** link to run the report for all schools in the system.
4. Click on the **here** link to run the report for all classes in the system.
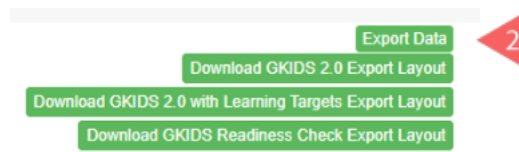

5. Check your printer's settings to ensure this report prints correctly. Click **Continue**.

GKIDS System Administrator:
Data File Downloads

System administrators have the ability to download data files within the platform.
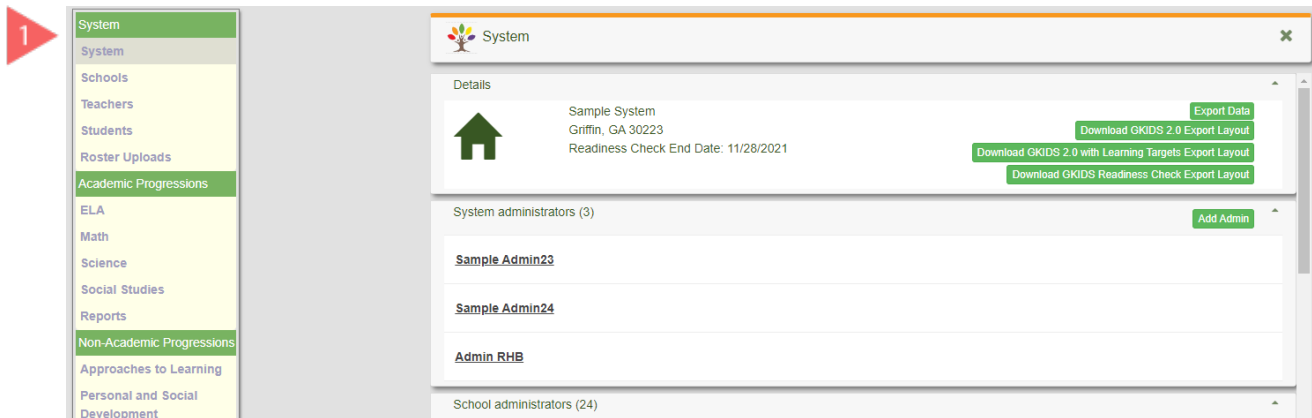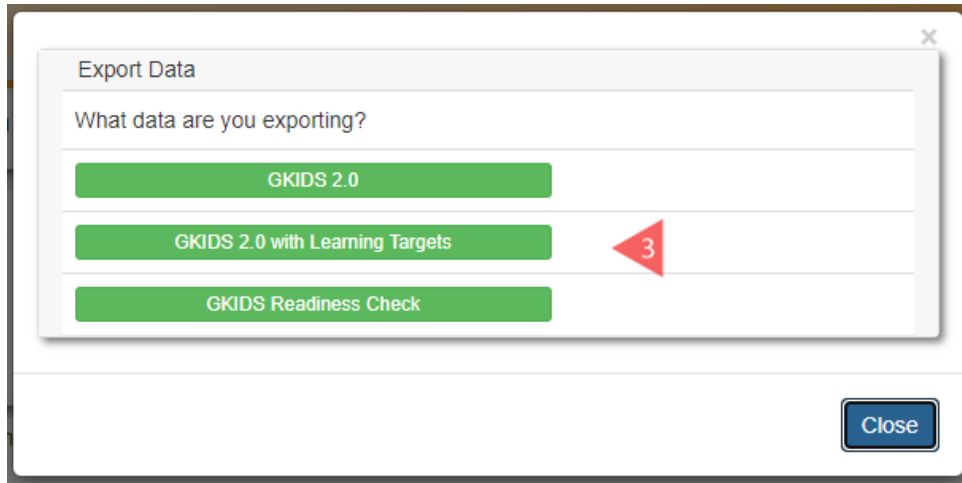

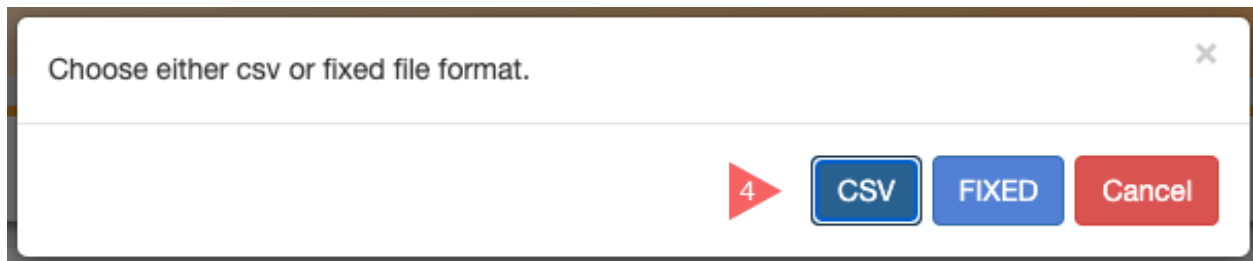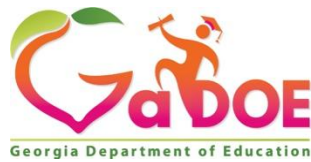1. Click **System** in the left toolbar.

2. Click **Export Data** to access the data file options. You can also click on one of the other buttons to access the **GKIDS Readiness Check Export Layout**, the original **GKIDS 2.0 Export Layout**, and/or the new **GKIDS 2.0 with Learning Target Export Layout**.

3. A pop-up window will open allowing a selection between GKIDS 2.0 data, GKIDS 2.0 with Learning Targets data and GKIDS Readiness Check data. Click on the **GKIDS 2.0** button if you want the standard GKIDS 2.0 data extract *without* Learning Target data. Click the new **GKIDS 2.0 with Learning Targets** button to get the data extract with Learning Target data.

4. Select **CSV** or **FIXED**. A window will open allowing you to rename and save the file to a designated location. Click **Save** to prompt the file to generate and download. This may take a few minutes depending on the amount of data within your system file. Your computer/browser may suggest a file name, which you may change as you save the file.