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<tr>
<td>Summary Report</td>
<td>103</td>
</tr>
<tr>
<td>Domain Summary Report (RC Only)</td>
<td>104</td>
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</tbody>
</table>
GKIDS: Intercom Customer Support

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

The Intercom support team will address any and all platform related questions. Should a user have questions related to content or other non-related platform questions, the team from GCA 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. The user will begin the conversation with a question or comment.
3. Based on the question, articles will be suggested to the user while waiting. If the user opens an article, a prompt will appear asking if the article answered the question.
   a. If yes, there will be an option to close the chat window.
   b. If no, the user will wait for the live support team.
4. User 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 client is offline, their response to the chat is also sent as an email from the support team. The user can respond and can continue the conversation through the email by using their district/school email address.*
Activate and Access GKIDS Accounts

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 system/school email address, and then personally set and secure a password.
4. Click the Sign In button.
Activate and Access GKIDS Accounts

Troubleshooting:

5. The **Login forbidden** 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 system/school email address. This will allow you to reset your password. Check Junk or Spam folders if you do not see the auto generated email.
Accessing the Platform:

To access the GKIDS website, enter the following URL in 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. 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.
GKIDS General Navigation

Three Clicks or Less

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

**Example: Marking Phonemic Awareness Levels:**

<table>
<thead>
<tr>
<th>Menu</th>
<th>Panel 1</th>
<th>Panel 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom</td>
<td>Students</td>
<td>Academic Progressions &gt; ELA</td>
</tr>
<tr>
<td>Academic Progressions</td>
<td>ELA</td>
<td>A kindergarten student will understand the relationship between letters and sounds and recognize high-frequency words with speed and accuracy.</td>
</tr>
<tr>
<td>Phonemic Awareness</td>
<td>3</td>
<td>Phonics</td>
</tr>
<tr>
<td>High-Frequency Words</td>
<td>18%</td>
<td>% Demonstrating or Exceeding</td>
</tr>
</tbody>
</table>

**Example: View Progression Analysis Report in the Shapes progression:**

<table>
<thead>
<tr>
<th>Menu</th>
<th>Panel 1</th>
<th>Panel 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom</td>
<td>Students</td>
<td>Progression Overview Report</td>
</tr>
<tr>
<td>Academic Progressions</td>
<td>ELA</td>
<td>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.</td>
</tr>
<tr>
<td>Progression Analysis Report</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Shapes</td>
<td>Total</td>
<td>% of students at this level</td>
</tr>
<tr>
<td>NYA</td>
<td>10</td>
<td>77%</td>
</tr>
<tr>
<td>Beginning</td>
<td>1</td>
<td>8%</td>
</tr>
<tr>
<td>Emerging</td>
<td>1</td>
<td>8%</td>
</tr>
<tr>
<td>Developing</td>
<td>1</td>
<td>8%</td>
</tr>
<tr>
<td>Exceeding</td>
<td>1</td>
<td>8%</td>
</tr>
</tbody>
</table>

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.
1. Use the buttons or tabs located at the top of each report to move to different domains.
2. The **Open in separate tab** button allows for a larger view of any report. Use your computer’s browser to print reports.
3. Dropdown menus allow the user 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.
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 Percents** button to view data by percentage versus numbers.
GKIDS Teacher: Initial Set Up

Accessing the Platform:

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 and 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.*
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.
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.
7. 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 Teacher: Acquire and Release Students

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.
GKIDS Teacher: Acquire and Release Students

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.
Readiness Check: 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.

<table>
<thead>
<tr>
<th>NYA</th>
<th>Not Yet Assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>NYD</td>
<td>Not Yet Demonstrated</td>
</tr>
<tr>
<td>EM</td>
<td>Emerging</td>
</tr>
<tr>
<td>DV</td>
<td>Developing</td>
</tr>
<tr>
<td>DM</td>
<td>Demonstrating</td>
</tr>
<tr>
<td>EX</td>
<td>Exceeding</td>
</tr>
</tbody>
</table>

**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 within each skill.
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.
This report provides a list of students at each level for each area of the Readiness Check.

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.
This report provides the total count of students at each level for each skill.

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

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.
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.

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NYA</td>
<td>Not Yet Assessed</td>
</tr>
<tr>
<td>NYD</td>
<td>Not Yet Demonstrated</td>
</tr>
<tr>
<td>PC</td>
<td>Precursor</td>
</tr>
<tr>
<td>BE</td>
<td>Beginning</td>
</tr>
<tr>
<td>EM</td>
<td>Emerging</td>
</tr>
<tr>
<td>DV</td>
<td>Developing</td>
</tr>
<tr>
<td>DM</td>
<td>Demonstrating</td>
</tr>
<tr>
<td>EX</td>
<td>Exceeding</td>
</tr>
</tbody>
</table>

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.
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.
8. To edit or mark performance levels, click on 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 was used, 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.
This report provides a list of students at each level for each progression.

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.
This report provides the total count of students at each level for each progression.

1. Click on Reports in the Academic Progressions section of the left menu.
2. Click on the Progression Analysis 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. 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**.
This report allows the user to view student levels and progressions for selected dates.

1. Click on **Reports** in the Academic Progressions section of the left menu.
2. Click on the **Progression Progress Report**.
3. Click on one of the Academic Progressions’ 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 All Students or individual students.

6. Use the filter to select monthly, weekly, custom dates, or date range.
   a. Monthly will display data by 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. 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 reflecting.

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.

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 is combined in one student report.
This report provides a summary of overall kindergarten progression.

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**.
These checklists may be used to assist with data collection within the classroom by providing teachers 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**.
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 Academic Progressions section of the left menu.
2. Click on **Print Learning Target Report**.
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 report at one time or a specific page(s).

6. Click **Print**.
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.

<table>
<thead>
<tr>
<th>NYA</th>
<th>Not Yet Assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>NYD</td>
<td>Not Yet Demonstrated</td>
</tr>
<tr>
<td>BE</td>
<td>Beginning</td>
</tr>
<tr>
<td>DV</td>
<td>Developing</td>
</tr>
<tr>
<td>DM</td>
<td>Demonstrating</td>
</tr>
</tbody>
</table>

*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.
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.
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.
This report provides a list of students at each level for each progression.

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.
This report provides the total count of students at each level for each progression.

1. Click on **Reports** in the Non-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** 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 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.
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**.
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 range.
   a. Monthly will display date by 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. 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 reflecting.

9. The remaining columns show the number of students in each performance level and the overall percentage of Demonstrating or Exceeding.
Print the Individual Student Report for each student in the class.

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 is combined in one student report.
GKIDS Teacher: Non-Academic Progressions

Summary Report

This report provides a summary of overall kindergarten progression.

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.
These checklists may be used to assist with data collection within the classroom by providing teachers 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.
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
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 by an individual teacher.
4. Use the dropdown menu to select and view data by support.
5. Click on the Show Percents 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.
GKIDS School Administrator: Add or Disable a Teacher Account

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 System/School Administrator: Acquire and Release Students

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.

   ![GKIDS 2.0 Student Release Request](image-url)
GKIDS System/School Administrator: Acquire and Release Students

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.
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.
School administrators have the ability to 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 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.
5. Make sure to click the **Refresh** button to ensure the data you are accessing is current.
Overview Reports are 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. Use the filter buttons at the top of the report to filter by 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 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 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.
Analysis Reports are available for each section: Academic and Non-Academic Progressions, and Readiness Check. This report provides the total count of students at each level. 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 Analysis Report.
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**.
This report allows the user to view student levels and progressions for selected dates.

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.
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 Teachers or individual teachers. If an individual teacher is chosen, the option to choose All Students or a specific student becomes available.
6. Use the filter to select monthly, weekly, custom dates, or date range.
   a. Monthly will display date by 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. 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 reflecting.
9. The remaining columns show the number of students in each performance level and the overall percentage of Demonstrating or Exceeding.
Print the Individual Student Report for each student in the school. 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.
4. Check your printer’s settings to ensure this report prints correctly. Click Continue.
This report provides a summary of overall kindergarten progression.

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**.
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.
System administrators have the ability to upload a roster file of the kindergarten students in the district.

Beginning in 2021-2022, a new 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 choose the roster layout and roster file type in step 3 below for the method you prefer.

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:
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 teacher.
4. Use the dropdown menu to select and view data by support.
5. Click on the Show Percents button to view data by percentage versus numbers.
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/School Administrator: Acquire and Release Students

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.

**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.
Overview Reports are 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. Use the filter buttons at the top of the report to filter by school, by teacher, progressions/skills, performance levels, and 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 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 school.
6. Use the dropdown menu to filter by 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.
Analysis Reports are available for each section: Academic and Non-Academic Progressions, and Readiness Check. This report provides the total count of students at each level. 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 **Analysis Report**.
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 **School**, by **Teacher**, and then by **All Students**, students needing **No Additional Support**, and students needing **Comprehensive Support**.
This report provides a summary of overall kindergarten progression.

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.