Script: Welcome to the Georgia Department of Education’s online training for the GKIDS Readiness Check. The GKIDS Readiness Check highlights knowledge and skills critical for early success in learning and will enhance Georgia’s current kindergarten assessment, the Georgia Kindergarten Inventory of Developing Skills.

The training modules provide an overview of the program, and prepare educators to administer the GKIDS Readiness Check and rate student performance.

In this module, you will have an opportunity to familiarize yourself with the data collection and reporting tool used with the Readiness Check.
**Script:** The GKIDS Readiness Check is incorporated into the same online data collection system as GKIDS.

A user’s guide section is provided in the administration manual and includes detailed instructions and screenshots for data entry and use of the data collection system, beginning on page 11. Similar screenshots and instructions are found in this module.
Script: Teachers will capture student data for the GKIDS Readiness Check using the GKIDS online data collection system that has been part of the program for a number of years. The GKIDS data collection system is a web-based data entry and reporting system available 24 hours a day, 7 days a week.
Script: You will be prompted to login in order to access the GKIDS Data Collection System. Enter your GKIDS login and password provided by your school or system test coordinator. As a reminder, all system coordinator, school coordinator, and teacher information in the website from the previous school year will remain intact unless otherwise requested by systems. Your login and password from last year will remain active. Teachers new to kindergarten should contact their local school test coordinator to obtain a GKIDS login.
**Script:** After logging in, the system will take you to the home page. Teachers will now have an additional menu option: *Readiness Check.*
Script: The main GKIDS Readiness Check page includes information on your system's window end date for the GKIDS Readiness Check (in red font), a link to view your class summary report, as well as your class list/roster.
**Script**: Districts will decide and communicate whether teachers will manually add students at the beginning of the year or, whether at the system level, a roster of kindergarten students will be uploaded to the GKIDS platform. Because the GKIDS Readiness Check is integrated with GKIDS, students are added to your roster at one time for both programs. Please ask your local school test coordinator which process will be used in your district.

This roster upload functionality is a new feature of the GKIDS platform for the 2017-18 school year and eliminates the need for the pre-ID cycle and the associated “downtime” when the GKIDS website has been unavailable in previous years.
Administration Window

- Six weeks in length, beginning with the first day of school
- Start and end dates of the window for each district are automatically calculated in GKIDS
  - 30 school days in length
  - District student holidays are included in calculations

**NOTE:** Once the administration window closes in the platform, student data cannot be entered. However, reports can be accessed and generated.
Script: The end date of the administration window is automatically calculated in the GKIDS website for each school and is visible when the Readiness Check menu is accessed.
Script: Under the Readiness Check menu option, you will have the options to update GKIDS Readiness Check ratings and generate Readiness Check reports for each student as well as class summaries.
**Script:** Click on the *Update Readiness Check Ratings* link to enter each student’s performance on the GKIDS Readiness Check activities. Here, you will enter a student’s performance on activities. Remember, you do not have to enter the performance for all activities at once, but rather, you can re-enter the system as many times as needed during your system’s administration window. Ensure that you click the *Submit* button at the bottom of the page to save the performance data for your current session.
## Foundations of School Success

<table>
<thead>
<tr>
<th>Knowledge and Skills (Activities)</th>
<th>Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Makes statements and appropriately answers questions about how objects/materials can be used to solve problems.</td>
<td>Not Yet Assessed</td>
</tr>
<tr>
<td>Engages in independent activities and continues tasks over a period of time.</td>
<td>Not Yet Demonstrated</td>
</tr>
<tr>
<td>Uses senses to observe, classify, and learn about objects and environment.</td>
<td>Emerging</td>
</tr>
<tr>
<td>Performs fine motor tasks that require small muscle strength and control.</td>
<td>Developing</td>
</tr>
<tr>
<td>Effectively uses words, sentences and actions to communicate needs, ideas, opinions and preferences.</td>
<td>Demonstrating</td>
</tr>
<tr>
<td>Independently follows rules and routines.</td>
<td>Executing</td>
</tr>
<tr>
<td>Plays cooperatively with a few peers for a sustained period of time.</td>
<td></td>
</tr>
</tbody>
</table>

**Script:** GKIDS Readiness Check activities are separated on the page. The system first presents the seven activities for the Foundations of School Success domain and each of its performance levels. The system defaults each activity’s performance level to *Not Yet Assessed*. Note: Not all activities have all performance level categories; if a specific performance level does not apply to an activity, it is indicated with dashes.
**English Language Arts**

<table>
<thead>
<tr>
<th>Knowledge and Skills (8 Activities)</th>
<th>Not Yet Assessed</th>
<th>Not Yet Assessed</th>
<th>Not Yet Assessed</th>
<th>Emerging</th>
<th>Developing</th>
<th>Demonstrating</th>
<th>Exceeding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listens and differentiates between sounds that are the same and different.</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Recognizes and names some upper case letters of the alphabet.</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Recognizes and names some lower case letters of the alphabet.</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Tracks words from left to right, top to bottom, and page to page.</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Draws pictures and copies letters and/or numbers to communicate.</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Listens to and follows multi-step directions.</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Uses spoken language that can be understood with ease.</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Uses writing tools.</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
</tbody>
</table>

**Script:** On the same page, and below the activities for the Foundations of School Success domain, are the eight activities for the English Language Arts domain and each of its performance levels. Again, the system defaults each activity’s performance level to *Not Yet Assessed*. Remember, you do not have to enter the performance for all activities at once. Ensure that you click the *Submit* button at the bottom of the page to save the performance data for your current session.
Script: On the same page, and below the activities for the English Language Arts domain, are the five activities for the Mathematics domain and each performance levels. Again, the system defaults each activity’s performance level to Not Yet Assessed. Remember, you do not have to enter the performance for all activities at once. Ensure that you click the Submit button at the bottom of the page to save the performance data for your current session.
**Script:** Once the administration window has closed, teachers will not be able to update any student ratings for the GKIDS Readiness Check and will receive an error message. Reporting options will be available throughout the year for Readiness Check data but will only reflect information of students who were on your roster at the end of your district’s administration window. These results will be fixed as of the last date of your administration window.
Script: Because the GKIDS Readiness Check is integrated with GKIDS, you will have one class roster for both programs. There are four options for managing your students for GKIDS. In the Manage menu option, you can add a new student, search students, and edit or remove a student from the roster.

Late enrollees and students transferring to a new school during the GKIDS Readiness Check assessment window may be added and assessed. There is no minimum number of days enrolled to be assessed during the GKIDS Readiness Check window. There may be some instances where a student is not fully assessed with some of the GKIDS Readiness Check activities due to extenuating circumstances. We encourage districts to make assessment decisions based on what is appropriate for their instructional program in order to guide and benefit the teaching and learning.

More detailed information about options for managing students can be found in the GKIDS Administration Manual.
Script: Click on the *Student Readiness Check Report* link to view each student’s Individual Student Report.
Script: Teachers will have the ability to generate reports at the student level and the classroom level. The student report provides a student’s performance by each of the three domains of learning. The first visual on the individual student report shows the percentage of performance levels at developing or above for each of the three domains of learning.
Script: The information presented in the table above the visual on the individual student report provides a general description of the knowledge and skills for each performance level. More detailed information about an individual student’s performance on each of the GKIDS Readiness Check activities can be found on page 2 of the Individual Student Report.
**Script:** The information presented on page 2 of the Individual Student Report provides the performance levels for an individual student on each activity by each of the three domains of learning. The performance levels for each of the seven activities for the domain of Foundations of School Success are presented first.
Script: Teachers will also have the ability to generate reports at the classroom level, similar to the GKIDS program. The classroom level report generates the percentage of students that fall within each performance level by activity for each of the three domains of learning.

The percentage of students that fall within each performance level for each of the seven activities for the domain of Foundations of School Success are presented first.
Script: On the same page, and below the activities for the Foundations of School Success domain, are the eight activities for the English Language Arts domain, the five activities for the Mathematics domain, and the percentage of students that fall within each performance level.

In addition to classroom level reports, school and system test coordinators will have reporting capabilities that are similar to GKIDS.
Script: The Data Collection System also houses resources to aid in the administration of the Readiness Check. To locate the GKIDS Readiness Check resources, click on the Help menu.
Script: Then select *Readiness Check Resources.*
Script: Here you will find the administration manual and optional resources which may be used as you work with students. General reminders, considerations and FAQs can also be referenced here.
Script: When you are ready to terminate your current session in the data collection system, click *Logout*. 
**Remember:**

- Data collection and reporting for the Readiness Check occur through the existing GKIDS website.
- Instructions and screen shots are provided in your GKIDS Readiness Check administration manual for reference.

*Script:* This concludes Module 5, Data Collection and Reporting. You are encouraged to review this module and the instructions found in the administration manual as you enter data and generate reports for use as you plan instruction. Contact information is found at the end of this Module for your reference.

Thank you for your time today as you viewed Module 5!
Contact Information

GKIDS Readiness Check Contacts

Ashley Hope, Ed.D.
Assessment Specialist – Early Learning Measures
Georgia Department of Education
404-657-0312
ahope@doe.k12.ga.us

Jan Reyes, Ed.D.
Program Manager, Test Development
Georgia Department of Education
404-463-6665
jreyes@doe.k12.ga.us

GKIDS Website Contact

Kay Elder, M.Ed.
Assistant Director
Georgia Center for Assessment
Toll free: 888-392-8977
kelder@uga.edu