

GKIDS 2018-19 Quick Reference Guide and Frequently Asked Questions

Who are the contact personnel for GKIDS?

Georgia Department of Education (GaDOE)
(404) 656-2668 or 1-800-634-4106

Georgia Center for Assessment (GCA)
Toll free: (888) 392-8977

What is the web address of the GKIDS Data Entry and Reporting Website?
<https://gkids.tsars.uga.edu/start>

GKIDS Reminders for the 2018-19 School Year

For fall 2018, districts will determine 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. Please ask your local school test coordinator which process will be used in your district.

This feature of the GKIDS platform was added as an enhancement during the 2017-18 school year. This roster upload functionality eliminates the need for the pre-ID cycle and the associated “downtime” when the GKIDS website has been unavailable in previous years.

Key Dates to Remember

Date	Event
June 30, 2018	Deadline for System Test Coordinators to notify GCA of any new schools and/or school closures for 2018-19
July 9, 2018	GKIDS Website goes online
January 30, 2019	Mid-year GKIDS student data file posted to systems in the MyGaDOE Portal
May 13, 2019	Deadline for entering student assessment data.
June 10, 2019	GKIDS Website closes for the 2018-19 school year.

How do I obtain a GKIDS account?

GKIDS accounts are generally created and managed by testing coordinators at the local school or system level.

- If you are a *teacher* who needs a new account, please contact the testing coordinator at your school to create the account.
- If you are a *school coordinator* who needs an account, please contact the system coordinator to create one.
- If you are a *system coordinator* who needs an account, please contact GCA.

What if I forget my password?

Passwords in the GKIDS system are encrypted and must be reset based on roles and permissions.

- If you are a *teacher*, please contact your school coordinator to reset your password.
- If you are a *school coordinator*, please contact your system coordinator to reset your password.
- If you are a *system coordinator*, please contact GCA or Ashley Hope, GaDOE, to reset your password.

How do I add a student to GKIDS?

There are several ways to add students to GKIDS:

- Districts will determine 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. Please ask your local school test coordinator which process will be used in your district.
- Use the release/acquire mechanism of GKIDS for students who transfer from one class or school to another.

These options are described in the GKIDS Administration Manual.

How do I treat students who were retained from the previous year?

Students who were retained from the previous year should be entered into the GKIDS database just as all other new students are entered. Data associated with students from a previous year is not available in the tool.

How do I add a student who has transferred from another Georgia county or school?

This task requires the release of the student by the previous teacher from his/her class roster.

Assuming this has been done, you, as the new teacher, can click on "Manage | Students" in the GKIDS menu and choose "Student Search" to search for a student. Enter the student information and, if the student is found, indicating he or she has been released in the database, click the "Acquire" link beside the student name. The student will be added to your class roster.

If the student is not found, indicating the student has not been released, double check the search information you entered. If the student is found but does not have the "Acquire" link, the student is still active on the previous teacher's roster. Please contact the teacher to coordinate the release of the student from the previous roster.

What if a student has the same GTID as another student?

If the same GTID has officially been assigned to more than one student, then please contact GaDOE for resolution. Otherwise, there are two scenarios.

If a teacher manually adds a student to the roster and the GTID is accidentally entered incorrectly, the teacher should edit the student's profile, enter the correct GTID (and the confirmation of the GTID field as well) and make the change.

If it appears that another teacher at another school has incorrectly entered the GTID for a student that is on a class roster, then you will need to contact that school/teacher or GaDOE to have the GTID changed. The Georgia Center for Assessment (GCA) does not change GTIDs unless directed by GaDOE.

What if I entered the wrong GTID for a student?

Student demographic information, including GTIDs, can be edited on the student profile. Be sure to enter the GTID in the confirmation field as well. Forgetting to confirm the GTID will result in the change not being applied.

I received an error message when entering student information. What should I do?

Most errors are detailed at the top of the webpage. If that information is not helpful, please contact the GCA Helpdesk for further assistance.

How do I move teachers from a previous school to their current school?

Please contact the GCA Helpdesk with the teacher name, previous school and current school. Please note that if the teacher currently has students on his/her roster at the previous school, those students will need to be “acquired” by the newly assigned teacher.

If the students need to be assigned to a new teacher there are two options:

- An entire class roster can be assigned to a new teacher by contacting GCA with the updated information.
- If students need to be distributed among multiple classes, then the school/teacher will need to release the students in question and the new teachers will need to acquire the particular students.

How do I remove a teacher from my school?

Contact the GCA Helpdesk for assistance with this task.

Can a teacher have accounts at more than one school?

Yes, but teachers are required to have unique login names for each account. Also, remember that each account will have its own password. Passwords are not shared across accounts.

Can a system coordinator create teacher accounts?

No, only users with school coordinator permissions can create teacher accounts at a school.

How do I add a new system or school coordinator?

System testing coordinators can use the "Manage | Users" menu item to create or edit system and school coordinator accounts. School testing coordinators can use the "Manage | Users" menu item to create or edit school coordinator accounts.

How do I add / remove / update a school list?

Contact the GCA Helpdesk for assistance with this task.

How do I generate reports?

Click the "Reports" menu item and choose the type of report you would like to generate. Available reports include summaries at the class, school, and system level. Teachers can generate reports at the student level by skill/element, strand, and standard.

Is there a Spanish version of the parent guide for GKIDS?

Currently, parent guides for GKIDS are available in English only.