Kindergarten Readiness Assessment
Teacher Manual

Contents

Accessing the Testing Site/Administrator Login

Note: Initially, only the School Test Coordinator (STC) will be able to log in, but the STC can add staff to the database, which will give them access as well.

1. In a web browser, go to the following section of the Mississippi Department of Education website: https://www.mdek12.org/OSA/K_Readiness.

2. Under Portal login, select **Administrator** Ⓐ.

3. On the following page, enter your email address and password Ⓑ, then select **Login** Ⓒ.

    Note: Renaissance Learning will have sent you an email that you can use to activate your account and set your password. If you did not receive this email, call Renaissance Learning at 800-338-4204. Email support is also available at support@renaissance.com.

Adding New Students

All students will be pre-loaded in the Kindergarten Readiness portal. If a student does not have an MSIS number, you will need to manually add the student.

Follow these steps to add students.

1. Log in to the system and go to the **Administrator Homepage** (see steps 1–3 on page 1).

2. Select **Manage Students Ⓐ**.

3. On the Add New Student page, enter the student's first name, last name, and date of birth in the blank fields provided **Ⓑ**. (The middle name is optional.) Use the drop-down lists to assign the student to a district, school, grade, and class (assignment to a teacher is optional; you cannot add teachers, so if your teacher assignment is not listed, leave the student tied to **Unassigned**).

   If you need help, select **Live Chat Ⓒ** to begin a live chat with one of our support staff, or call 800-338-4204. Email support is also available at support@renaissance.com.

4. Select **Add Ⓓ**.
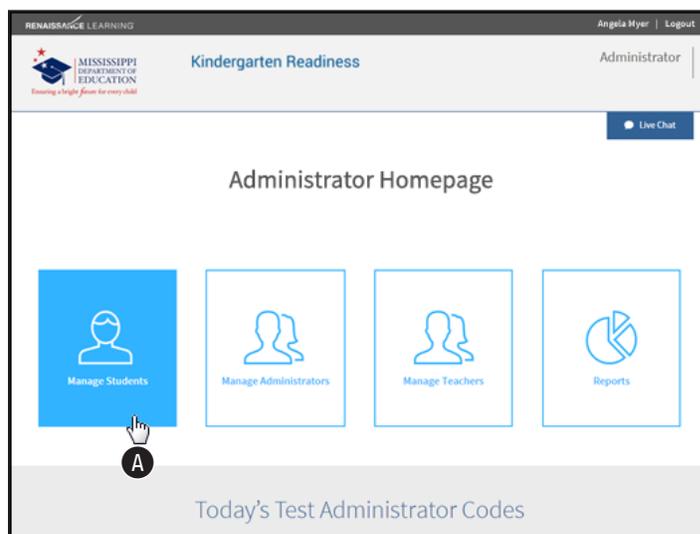
5. Review the information for the student. If it is all correct, select **Yes** Ⓔ; if not, select **Back** Ⓕ to change it.
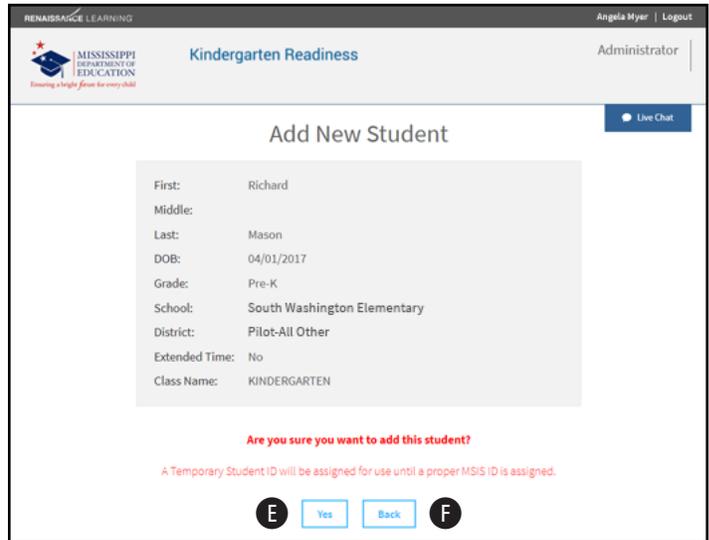
6. When the student has been added successfully, you will see a confirmation message which includes the temporary ID number for that student Ⓖ. Make a note of the student's ID, and select **OK** Ⓗ to return to the Administrator Homepage.
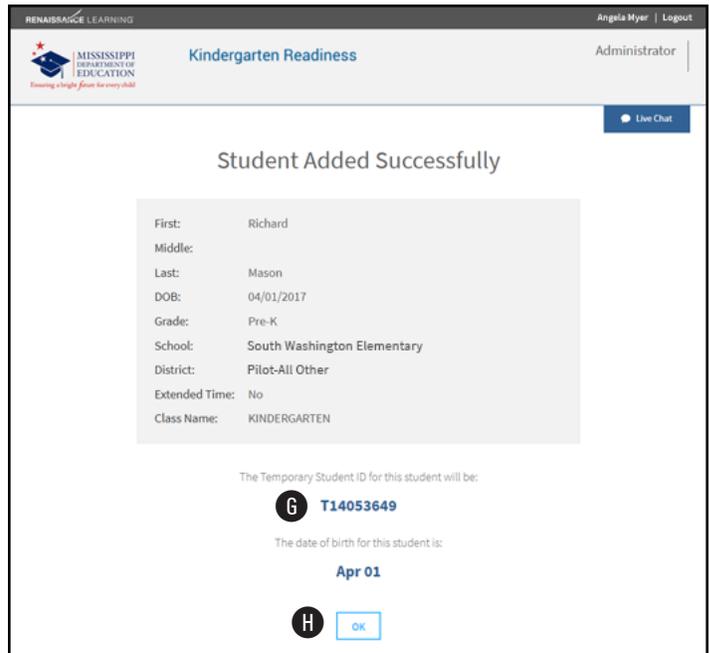
Searching for/Editing Existing Students

You can check to see if a student is already in the database, and if so, edit that student's information.

1. Log in to the system and go to the **Administrator Homepage** (see steps 1–3 on page 1).

2. Select **Manage Students** Ⓐ.

3. On the Add New Student page, select **Search/Edit Students** Ⓑ.

4. On the Search For A Student page, enter the available search criteria you have for the student (first name, last name, and/or student ID Ⓒ). Then select **Search** Ⓓ.

5. The students who match your search criteria will be listed at the bottom of the page Ⓔ. If you see the student you want to work with, select that student's name. You will be taken to the Edit a Student page, which is the same as the Add New Student page (see page 2), but the fields will already be filled with the student's information.
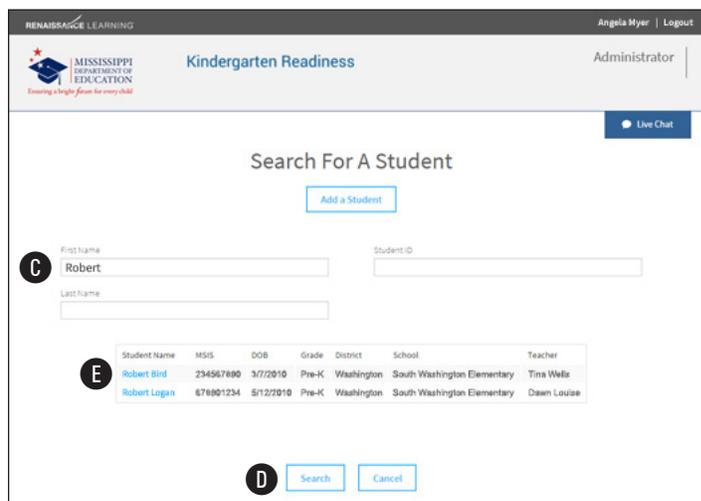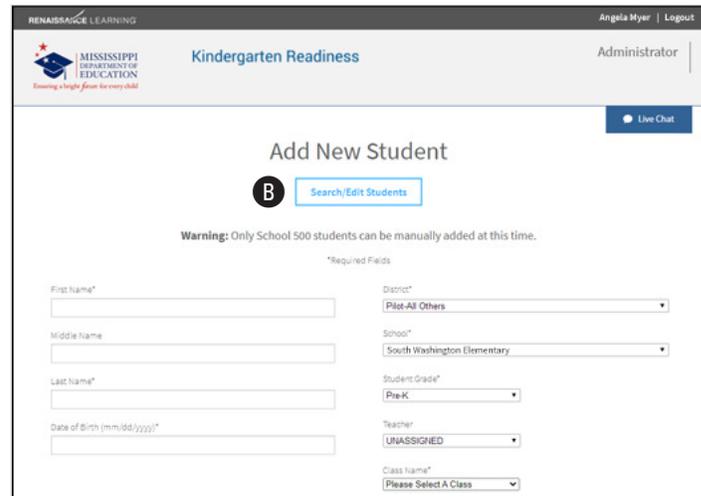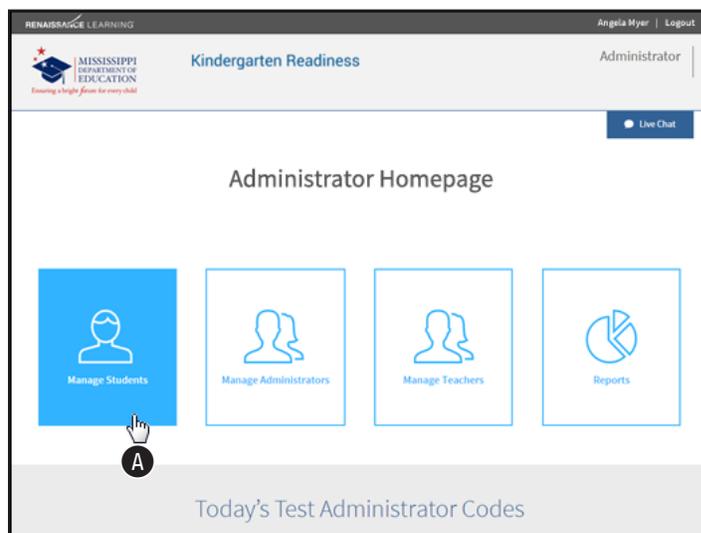
Duplicate Students

If the information you enter for a student is a close match to a student *already* in the database, you will see a notification where you can compare the student information you entered to the student information already in the database.

1. If the student you are trying to add and the one in the database are the same person, select **Yes** Ⓐ.

   If they are *not* the same person, and you are certain the information you've entered is correct, select **No, Add Student** Ⓑ.

   To return to the previous page and change the information you've entered for the student, select **Back** Ⓒ.

2. If you selected **No, Add Student,** you will return to the Add New Student page, with another message to confirm you want to add a new student Ⓓ.

3. Select **Yes** Ⓔ to add the student, or **Back** Ⓕ to return to the Administrator Homepage.

Managing Administrators

More than one staff member at a school can be designated as a "school administrator" in this system. To add a staff member and give that person this designation, follow these steps.

1. Log in to the system and go to the **Administrator Homepage** (see steps 1–3 on page 1).

2. Select **Manage Administrators** (A).

   The Manage Administrators page has information and links that you will need to perform a variety of functions.

3. A list of staff members who already have administrator status is shown here (B). (Select the pencil next to a person's name to edit that person's information, or the red **X** to remove them). To add a staff member to the list, select **Add an Administrator** (C).

4. On the Add Administrator page, enter the person's first name, last name, and email address in the appropriate fields.

Page 6
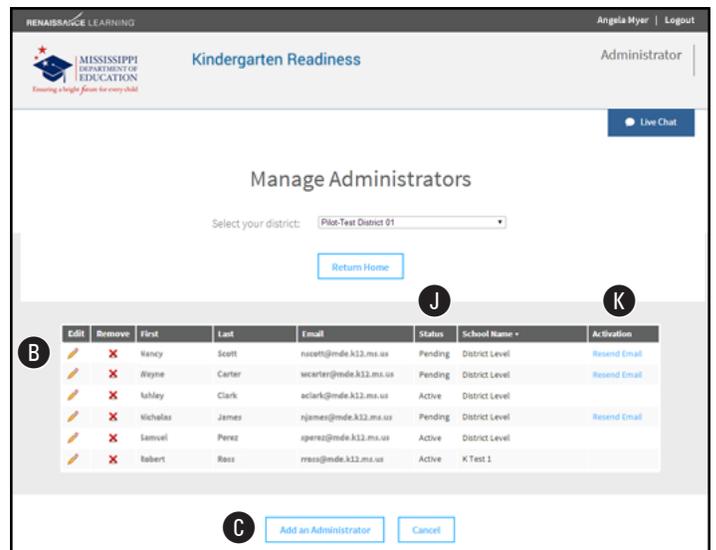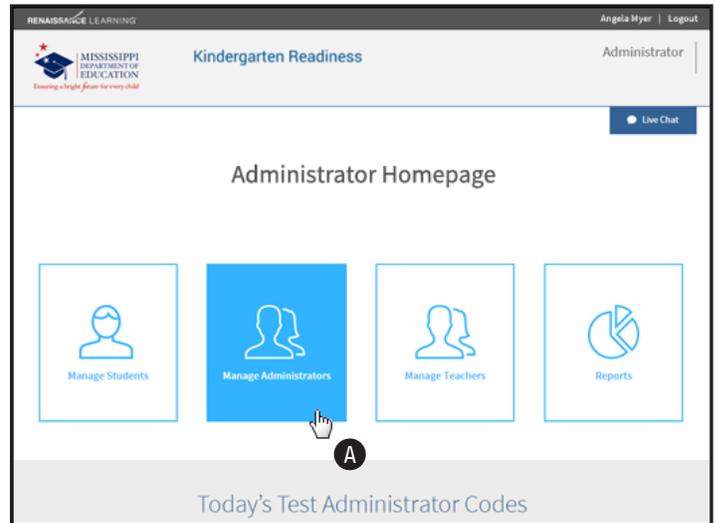
5. Check the appropriate boxes **E** to allow this person to administer tests, add students, and/or add administrators.

6. Select the district for this person from the drop-down list **F**, and check the box for each school this person can serve as an administrator for **G**. If the person will be a district-level administrator, check the box below the district drop-down list **H**.

7. Select **Add** **I**. An email will be sent to the person at the address you entered with instructions for accessing the system and setting a password.

The person's name will be added to the list, and will be listed as **Pending** in the Status column (**J** in the prior figure; see page 6). You can select **Resend Email** at the end of the row for that person if you need to resend the activation email (**K** in the prior figure; see page 6). Once the account is activated, the status will change to **Active.**

Activating a New Account

A staff member who has been designated as an Administrator will receive an account activation email like the one shown below.

1. Select the link in the email **A** to begin the activation process.
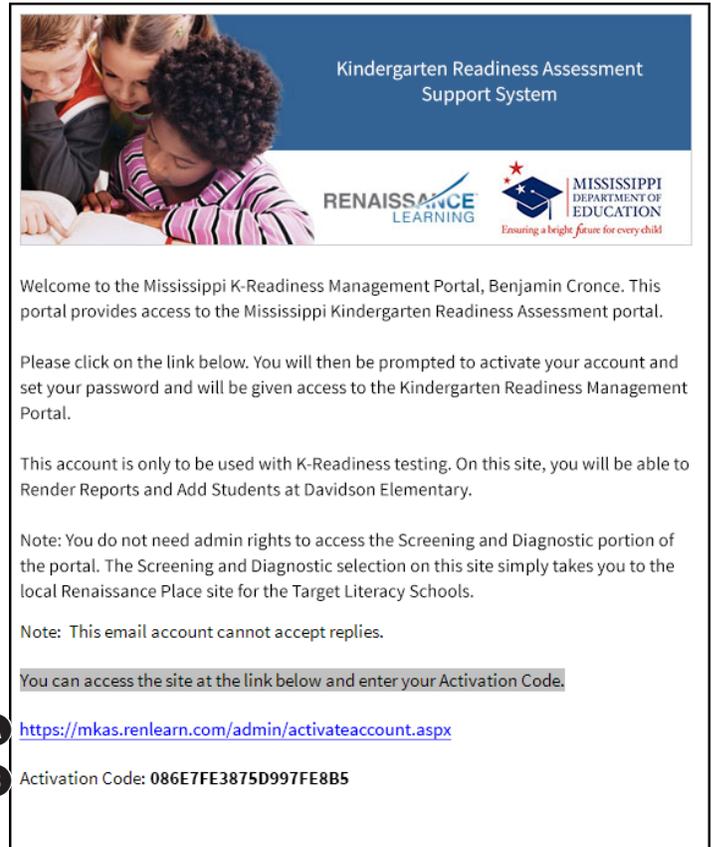
2. On the Account Activation Process page, enter the activation code **B** and select **Activate C**.
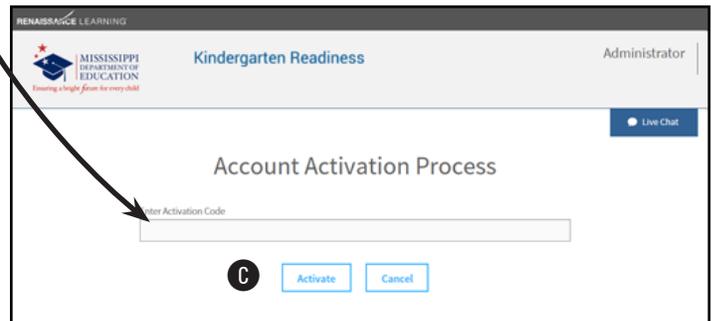
3. On the Account Activation Process page, enter and re-enter a new password **D**. Passwords must be eight characters long and contain at least one letter and one number.

4. Select **Save** **E**.

5. Your account will be activated, and you will be able to log into the system. Select **MKAS²Portal** **F** to go directly to the login page from here.

Creating Student Authorization Tickets

1. Log in to the system and go to the Administrator Homepage (see steps 1–3 on page 1).

2. Select **Reports** Ⓐ.
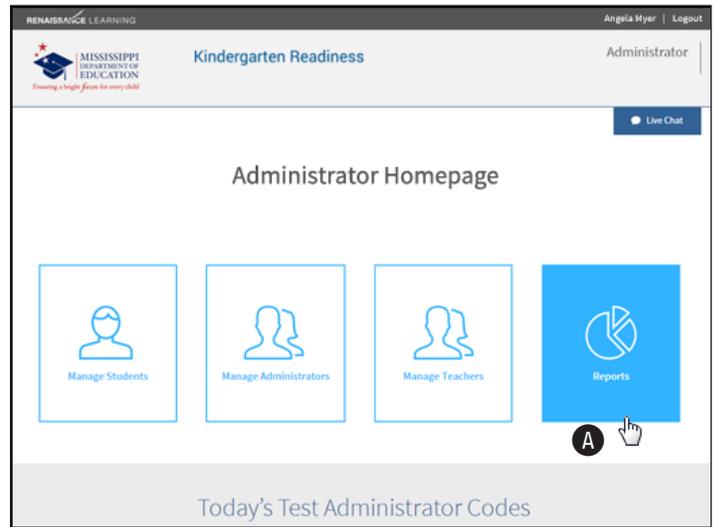
3. On the Reports page, select the district, school, and grade you want to see create tickets for Ⓑ.

4. Select **Student Authorization Ticket Report** Ⓒ.
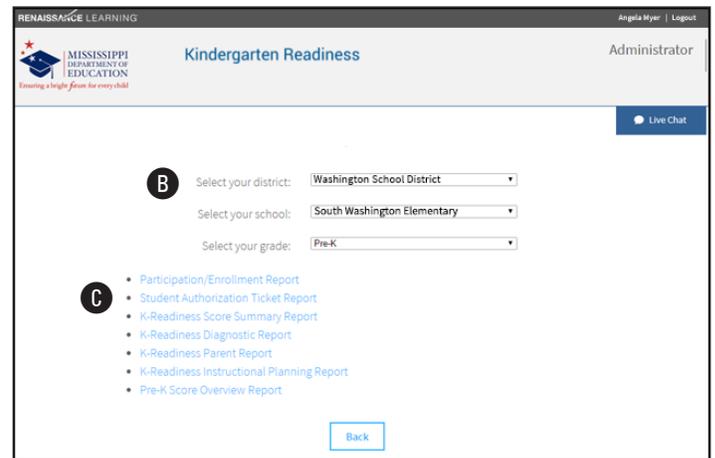
5. Use the drop-down lists at the top of the screen Ⓓ to choose which student(s) to create authorization tickets for. Use the **Testing Window** drop-down list Ⓔ to choose which dates the authorization code will be valid for. Codes are only valid on the Planned Testing Date Ⓕ, which has to fall within the chosen Testing Window.

6. When you are done choosing options, select **View Report** Ⓖ.

7. Each student will have a separate ticket created, which will include the student's name and other test information **H**, the URL the student will use to take the test **I**, and the required login information: MSIS ID number, date of birth, grade, and the test administrator code **J**.
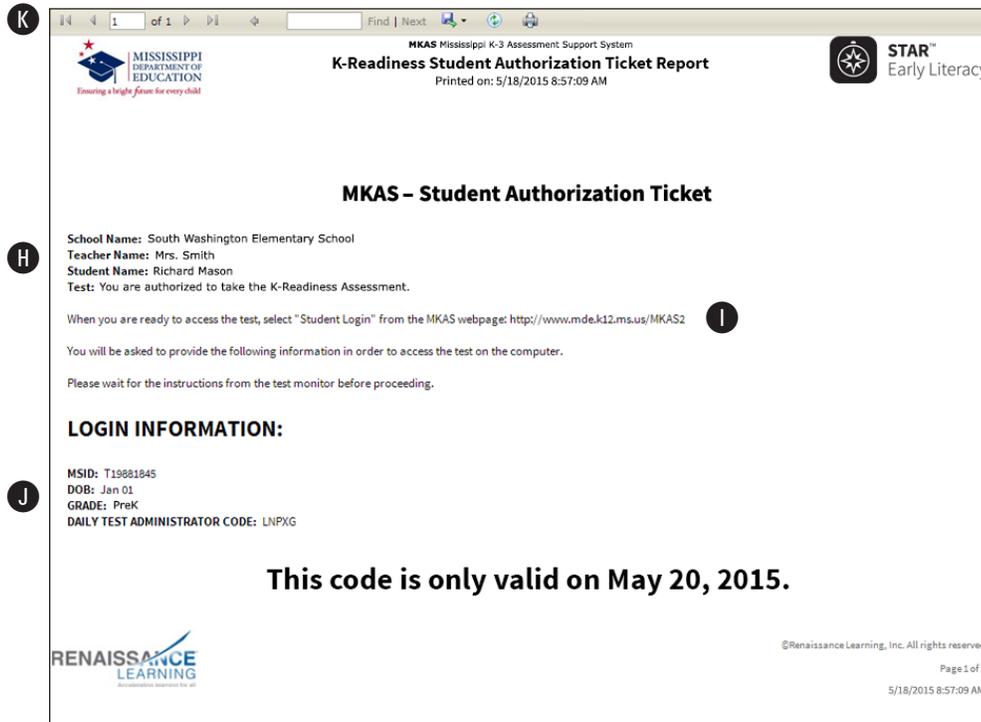
8. Use the other controls **K** to switch the view between pages (if you created more than one ticket), zoom in, search, and save or print the report.

Test Administrator Checklist

Administering the Kindergarten Readiness Assessment

It is extremely important that you follow standard testing procedures when you administer the Kindergarten Readiness Assessment to your students.

Before Testing

- ☐ Set computers to the Kindergarten Readiness homepage (see page 15).

- ☐ Receive the *Kindergarten Readiness Assessment Test Administrator Manual* from the STC. Read this manual thoroughly to review all duties of the Test Administrator.

- ☐ Work with the STC as needed to prepare the computer room for testing. **Prepare a seating chart to be used in your testing room.**

- ☐ If you are administering tests to students who require accommodations, become familiar with the accommodations specified in each student's Individualized Education Plan (IEP), Section 504 Plan, and Language Service Plan. Discuss with your STC how accommodations will be provided for each student.

- ☐ We recommend enabling "full screen" mode on your browser to ensure no scrolling is required. Browsers with customizations (bookmark tabs, extensions, etc.) and low-resolution screen settings result in a smaller available space which could result in needing to scroll to see the entire question and user interface controls during testing.

- ☐ Work with the STCs, as needed, to print Session Rosters and Student Authorization Tickets the morning of the day of the test administration.

During Testing

- ☐ Distribute Student Authorization Tickets and approve each student who logs into the testing system.

- ☐ Read the **"SAY"** directions exactly as printed in this manual.

- ☐ Monitor student status frequently to ensure all students are, and remain in, started status during the online testing process.

- ☐ Answer student questions related to computer issues functionality and test procedure. **DO NOT answer any questions related to the content of the assessment.**

- ☐ Maintain the security of Student Authorization Tickets, from printing to collection after each test session.

□   Report any unusual circumstances or possible security violations to the STC.

□   Collect and account for secure materials (authorization tickets) before the students leave the testing environment.

After Testing

□   Check sessions to ensure all students are in "Completed" status, indicating that tests have been submitted.

□   Deliver Student Authorization Tickets after each test session to the STC or follow the guidelines as related to these materials in your District/School Security Test Plan.

Tasks in Preparation for Testing

Guidelines for Test Administrators

Prior to and during test administration, the TA should ensure compliance with the following guidelines.

- ▶ You have become familiar with the contents of the *Kindergarten Readiness Assessment Test Administration Manual.*

- ▶ There **MUST** be <u>at least two people</u> in the testing room at all times—the TA and a proctor; the TA **MUST** be licensed.

- ▶ Provide a testing environment conducive to student performance. Be sure there is comfortable seating, adequate spacing to ensure confidentiality of responses, good lighting, and a quiet setting.

- ▶ Make sure the computer or tablet has a set of headphones plugged in and that the volume is set so the student can hear the audio clearly without disturbing other students.

- ▶ Ensure all testing devices are working properly. If you are administering the test with a tablet or laptop, make sure the battery is adequately charged before testing.

- ▶ Post a "Do Not Disturb/Testing in Progress" sign on the door to prevent interruptions.

- ▶ Check class rosters to ensure that all eligible students are testing. Names that are not on the roster will appear once the student has tested in your building.

- ▶ Ensure all time policies for testing are followed. Record starting times for the session.

- ▶ Read the **"SAY"** directions to the student before testing exactly as they are written, using a natural tone and manner.

- ▶ Report any testing incidents to the STC immediately.

- ▶ Retrieve Student Authorization Tickets, from all students before dismissing the students from the testing session.

Logging In Students

1. In a web browser, go to the following section of the Mississippi Department of Education website: https://www.mdek12.org/OSA/K_Readiness.

2. Under Portal login, select **Student** Ⓐ.

Test Administrator "SAY" Directions

The TA must read aloud, **WORD FOR WORD,** the material printed in bold type if preceded by the word **"SAY."** You may repeat the directions as many times as needed. The material in italic font is information meant for you and should not be read aloud to students. As soon as all students have been seated appropriately, the TA should provide the generated Student Authorization Tickets to each individual student. If a student arrives in your test session and you do not have a ticket for that student, immediately contact your STC.

SAY: Today you will take the Kindergarten Readiness Assessment. It is important that you do your best on this test.

SAY: Look at your Student Authorization Ticket. Find your name on the ticket next to Student Name. If your name is not on the ticket, please raise your hand.

You may choose to enter students' login information for them, especially for Pre-Kindergarten and Kindergarten students who are less familiar with computers.

SAY: Using the information found on the student Authorization ticket, type your 9-digit MSIS number, including any leading zeroes (or temporary student ID number if the student was manually added to the system; see page 2) Ⓐ, select the your month and day of birth Ⓑ, and enter today's test administration code Ⓒ (found on the Student Authorization Ticket). Remember that this code changes daily.

SAY: Select Login Ⓓ.
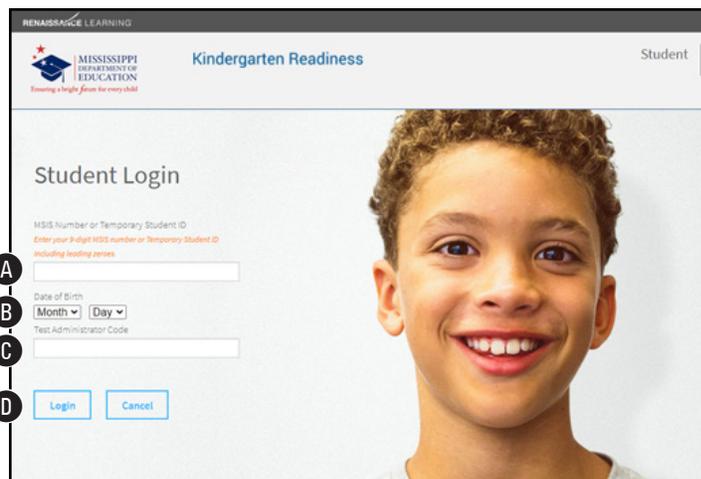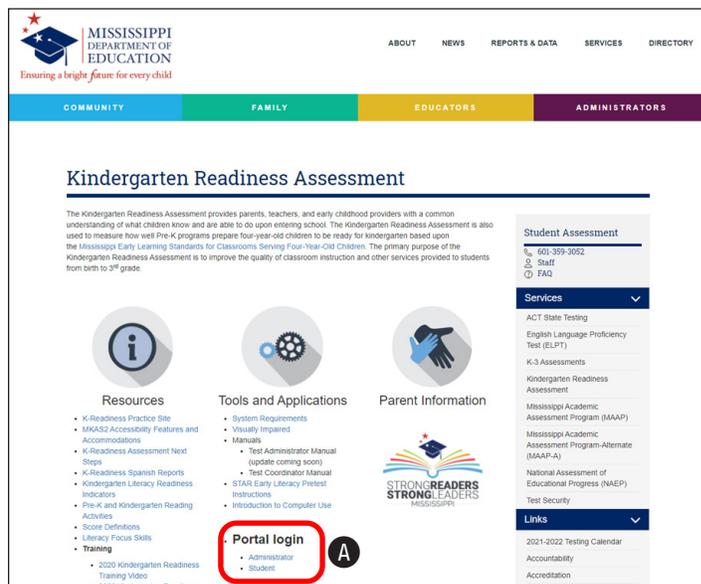
Pause while students locate their Login ID and Test Code on the Student Authorization Ticket and type it into the field on the computer screen. Assist any students having problems with the login process. Ensure that students are entering their Login ID and test code exactly as they appear on their Student Authorization Tickets. When all students are logged in, continue.

SAY: On the next page, confirm your name. If that is your name, select Yes Ⓔ; if not, select No Ⓕ and raise your hand.

Student will return to Student Login page if the login information was incorrect. Test administrator, please check MSIS ID or temporary ID.

SAY: Select STAR Early Literacy Ⓖ to begin the assessment.

Inform students to stop.
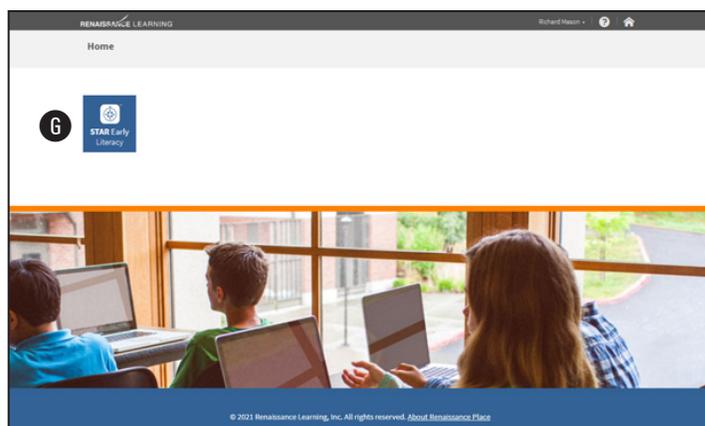
SAY: Before you take the test, you will see three practice questions. The practice questions look just like the real test. The questions will be read out loud to you—if you need to hear the question again, select LISTEN (which is the picture of the bird and bunny) or press the letter L on your keyboard.

SAY: If you do not know the answer to a question, go ahead and choose what you think is the best answer.

*Note: The students will each get **different** practice questions; the ones shown here are only examples of typical practice questions.*

Practice Questions 1–3

SAY: Now look at practice question 1 on your computer. Listen to the question as it is read to you.

SAY: Choose what you think the correct answer is by...

   [for students using a keyboard] **...pressing the number for your answer (1, 2, or 3) on your keyboard.**

   [for students using a mouse] **...clicking on your answer.**

   [for students using a tablet] **...tapping on your answer.**

Practice Question 1 (example)

SAY: Now look at practice question 2 on your computer. Listen to the question as it is read to you.

SAY: Choose what you think the correct answer is by...

   [for students using a keyboard] **...pressing the number for your answer (1, 2, or 3) on your keyboard.**

   [for students using a mouse] **...clicking on your answer.**

   [for students using a tablet] **...tapping on your answer.**
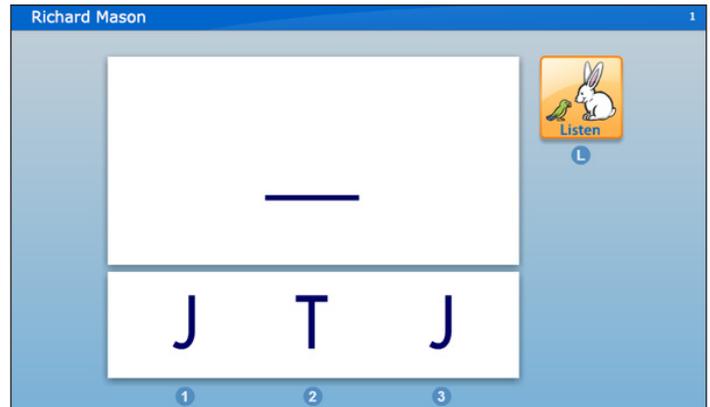

Practice Question 2 (example)

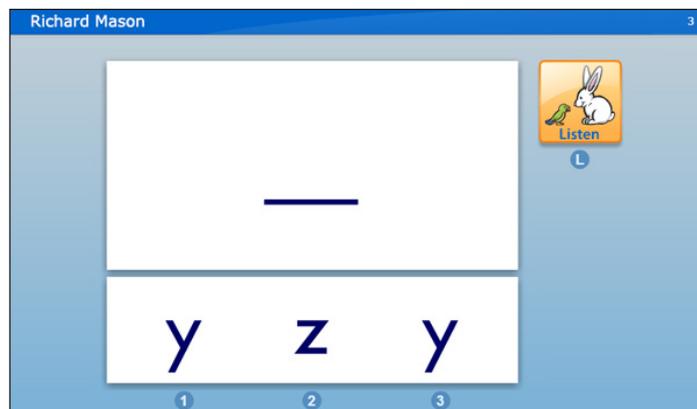**SAY: Now look at practice question 3 on your computer. Listen to the question as it is read to you.**

SAY: Choose what you think the correct answer is by...

[for students using a keyboard] **...pressing the number for your answer (1, 2, or 3) on your keyboard.**

[for students using a mouse] **...clicking on your answer.**

[for students using a tablet] **...tapping on your answer.**

Practice Question 3 (example)

SAY: If you see a picture of a clock at the top of the screen, time is almost up for that question. Choose your answer quickly. If you do not choose an answer in time, you will see a message that says time is up for that question. The next question will come up in a few seconds, so be ready.
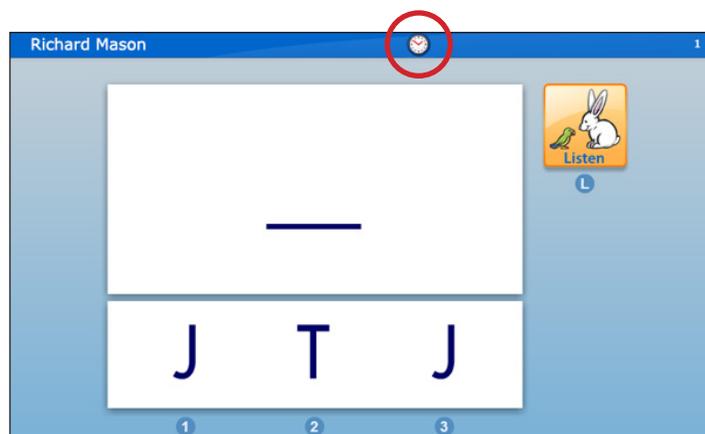
What should the Test Administrator or Proctor do if a student cannot get through the practice questions on the Kindergarten Readiness Assessment?

Districts are encouraged to reference the Mississippi Accessibility Features and Testing Accommodations for the MKAS[2] document for accessibility features available for students who experience difficulty answering questions on the Kindergarten Readiness Assessment, which may also include the ability to answer practice questions. Specifically, number 70 on the Accessibility Features states: "Student will dictate or gesture answers to Scribe, and Scribe will mark answers directly into online test system in the presence of Test Administrator and Proctor."

Scribes may read the practice questions and should ensure that practice questions are answered correctly so that students may gain access to the Kindergarten Readiness Assessment. When the assessment begins, the Scribe must record student answers to establish a baseline and determine next steps for addressing deficiencies.

SAY: We have completed the three practice questions. Everyone should see a stop sign on their screen. Do not begin the assessment until I tell you to.

Practice Complete

STOP

Great job on the practice. Please wait until your teacher tells you to begin.

Start Assessment

SAY: If you have any questions about this test, please ask them now. You can ask for help before you start the test. Once the test starts, I will not be able to tell you if you have picked the right answer.

When you have completed your test, stay in your seat and raise your hand. I will come to help you close the test, if needed. Do not talk to anyone while others are still taking the test.

Any questions? Select START ASSESSMENT. You may begin.

Have fun, and do your best!

About the Mississippi Department of Education

The Mississippi Department of Education (MDE) provides resources and technical support to Mississippi's public school system. The department also functions as a resource for federal education requirements and funding.

The Mississippi Board of Education appoints the State Superintendent of Education, sets public education policy and oversees the MDE. As the administrative arm of the Board, MDE is responsible for implementing state and federal education laws, disbursing state and federal funds, holding schools and districts accountable for performance and licensing all educators.

The MDE seeks to create a world-class educational system that gives students the knowledge and skills to be successful in college and in the workforce, and to flourish as parents and citizens. To make this vision a reality, all students must be given multiple pathways to success, and teachers and administrators must continue to meet the challenges of this ever-changing landscape of public education.

MDE is dedicated to improving the educational opportunities for all students and ensuring a bright future for every child through the Board's strategic goals that are centered on achievement on every level of Mississippi's public education system, including districts, schools, classrooms and individual students.

The Board has established an ambitious mission and goals for the future of education in Mississippi with the primary objective of ensuring students are prepared for college and career.

About Renaissance

Renaissance is the leader in K–12 learning analytics—enabling teachers, curriculum creators, and educators to drive phenomenal student growth. Renaissance's solutions help educators analyze, customize, and plan personalized learning paths for students, allowing time for what matters—creating energizing learning experiences in the classroom. Founded by parents, upheld by educators, and enriched by data scientists, Renaissance knows learning is a continual journey—from year to year and for a lifetime. Our data-driven, personalized solutions are currently used in over one-third of U.S. schools and more than 60 countries around the world. For more information, visit www.renaissance.com.