

KDE KEDS Online User Guide

Section 6: Paper/Pencil Assessment Data Entry in KEDS Online

In this Section:

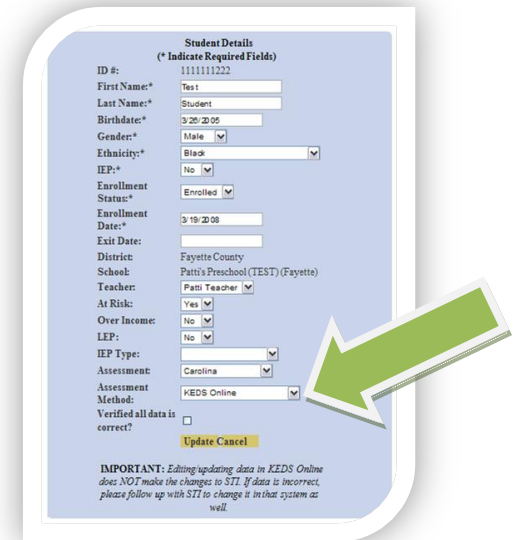
- [Assessment and Assessment Method](#)
- [Create Online Assessment](#)
- [Data Entry](#)
- [Update & Save](#)
- [Verify all Data is Correct](#)
- [Delete an Assessment](#)

Assessment and Assessment Methods

Update the child's demographics. Be sure to select the correct **Assessment** and **Assessment Method** (KEDS Online).

- **Update** the child's record.
- **DO NOT** verify that all data is correct at this point.

After you've clicked update, the student details shows as read-only (you are not able to make changes to the student's demographics).



The screenshot shows the 'Student Details' form in KEDS Online. The form contains various fields for student information, including ID #, First Name, Last Name, Birthdate, Gender, Ethnicity, IEP status, Enrollment Status, Enrollment Date, Exit Date, District, School, Teacher, At Risk status, Over Income, LEP status, IEP Type, Assessment, and Assessment Method. The 'Assessment' field is set to 'Carolina' and the 'Assessment Method' is set to 'KEDS Online'. At the bottom of the form, there is a checkbox for 'Verified all data is correct?' and two buttons: 'Update' and 'Cancel'. A large green arrow points to the 'Update' button. Below the form, there is an important note: 'IMPORTANT: Editing/updating data in KEDS Online does NOT make the changes to STI. If data is incorrect, please follow up with STI to change it in that system as well.'

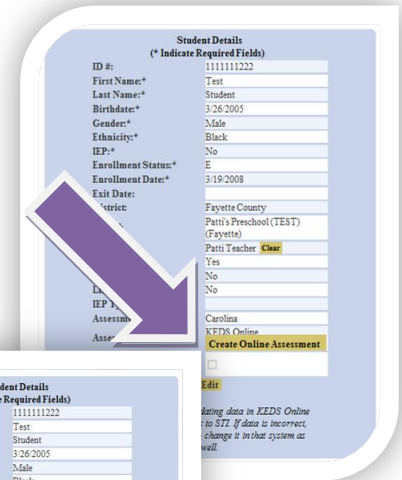
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Create Online Assessment

A new button appears below “Assessment Method” that reads **Create Online Assessment**. Click once.

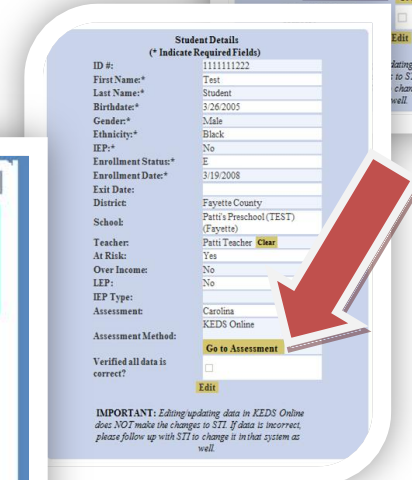
Clicking the first time creates a record for the assessment in the database and changes the text of the button to **Go to Assessment**. Click a second time. When you click the **Go to Assessment** button, you will be taken to a new webpage.



Student Details
(* Indicate Required Fields)

ID #:	1111111222
First Name*:	Test
Last Name*:	Student
Birthdate*:	3/26/2005
Gender*:	Male
Ethnicity*:	Black
IEP*:	No
Enrollment Status*:	E
Enrollment Date*:	3/19/2008
Exit Date:	
District:	Fayette County
School:	Patti's Preschool (TEST) (Fayette)
Teacher:	Patti Teacher Clear
At Risk:	Yes
Over Income:	No
IEP:	No
IEP Type:	Carolina
Assessment:	KEDS Online
Assessment Method:	Go to Assessment
Verified all data is correct?	<input type="checkbox"/>
	Edit

IMPORTANT: Editing/updating data in KEDS Online does NOT make the changes in STI. If data is incorrect, please follow up with STI to change it in that system as well.



Student Details
(* Indicate Required Fields)

ID #:	1111111222
First Name*:	Test
Last Name*:	Student
Birthdate*:	3/26/2005
Gender*:	Male
Ethnicity*:	Black
IEP*:	No
Enrollment Status*:	E
Enrollment Date*:	3/19/2008
Exit Date:	
District:	Fayette County
School:	Patti's Preschool (TEST) (Fayette)
Teacher:	Patti Teacher Clear
At Risk:	Yes
Over Income:	No
IEP:	No
IEP Type:	Carolina
Assessment:	KEDS Online
Assessment Method:	Go to Assessment
Verified all data is correct?	<input type="checkbox"/>
	Edit

IMPORTANT: Editing/updating data in KEDS Online does NOT make the changes in STI. If data is incorrect, please follow up with STI to change it in that system as well.

In the light blue heading, the **student's name** and **SSID** will appear.

This is to verify that you are in the correct students' record.



Home: patti | [Change Password](#) | [Logout](#) | School: Patti's Preschool (TEST) (Fayette)

[MAIN](#) - [ALL STUDENTS](#) - [ASSESSMENTS](#) - [USERS](#) - [ADMINISTRATION](#)

Test Student
Child ID#: 1111111222
[Delete this Assessment \(this action can not be undone\)](#)

The Carolina Curriculum for Preschoolers with Special Needs (Second Edition)

- Personal Social
- Cognition
- Cognition/Communication
- Communication
- Fine Motor
- Gross Motor

Developmental Progress: Each item on the Assessment Log is represented by a square on the Developmental Progress Chart. Using a highlighter or other colored writing instrument, fill in the squares associated with items marked with A+. Make a diagonal line through squares associated with items marked with A+/- and color them in halfway. Those marked with A- should be left blank. Complete the chart by filling in the squares preceding the age span in which all items were passed. When working with a child with severe motor impairments, it is useful to add an A to the box indicate that the child accomplished the task with physical assistance.

The Carolina Curriculum for Preschoolers with Special Needs, Second Edition, by Nancy M. Johnson-Martin, Susan M. Attermeier & Bonnie J. Hacker.

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Data Entry

To begin entering the data, click the **+** sign beside the domain. This will expand the domain to show the sub-domains.

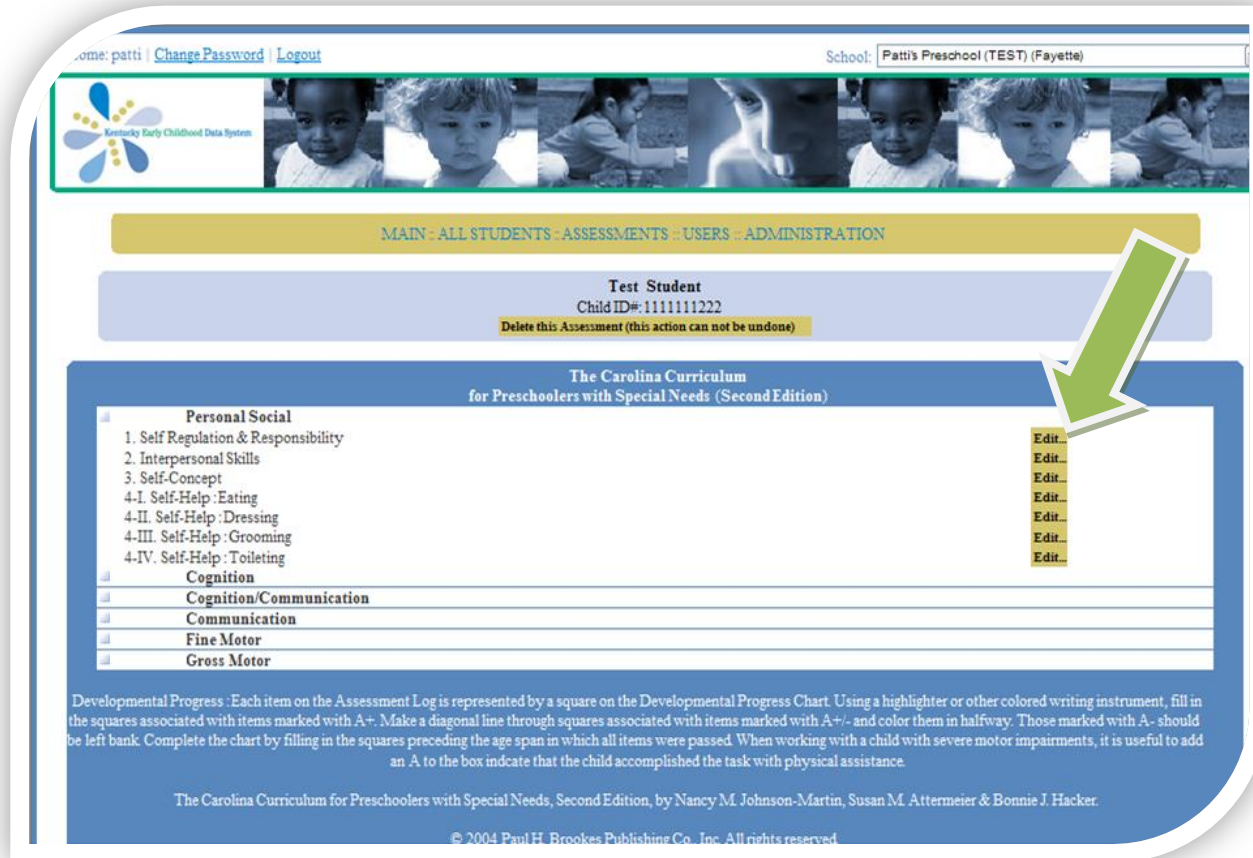


The screenshot displays the KDE KEDS Online interface. At the top, there is a navigation bar with links for 'Home: patti', 'Change Password', and 'Logout'. The 'School' dropdown menu is set to 'Patti's Preschool (TEST) (Fayette)'. Below the navigation bar is a banner featuring the Kentucky Early Childhood Data System logo and a row of six small photographs of children. A yellow navigation bar contains the links: 'MAIN - ALL STUDENTS - ASSESSMENTS - USERS - ADMINISTRATION'. The main content area is titled 'Test Student' with 'Child ID#: 1111111222' and a warning: 'Delete this Assessment (this action can not be undone)'. Below this is a section titled 'The Carolina Curriculum for Preschoolers with Special Needs (Second Edition)'. A green arrow points to the '+' sign next to the 'Personal Social' domain. The 'Personal Social' domain is expanded, showing a list of sub-domains: '1. Self Regulation & Responsibility', '2. Interpersonal Skills', '3. Self-Concept', '4-I. Self-Help :Eating', '4-II. Self-Help :Dressing', '4-III. Self-Help :Grooming', and '4-IV. Self-Help :Toileting'. Each sub-domain has an 'Edit...' button next to it. Below the 'Personal Social' domain are other domains: 'Cognition', 'Cognition/Communication', 'Communication', 'Fine Motor', and 'Gross Motor'. At the bottom, there is a section titled 'Developmental Progress' with instructions on how to use the Assessment Log. The footer contains the text: 'The Carolina Curriculum for Preschoolers with Special Needs, Second Edition, by Nancy M. Johnson-Martin, Susan M. Attermeier & Bonnie J. Hacker. © 2004 Paul H. Brookes Publishing Co., Inc. All rights reserved.'

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Clicking **Edit** beside the sub-domain will show the items.



Home: patti | [Change Password](#) | [Logout](#) | School: Patti's Preschool (TEST) (Fayette)

Kentucky Early Childhood Data System

MAIN : ALL STUDENTS : ASSESSMENTS : USERS : ADMINISTRATION

Test Student
Child ID#: 1111111222
[Delete this Assessment \(this action can not be undone\)](#)

The Carolina Curriculum
for Preschoolers with Special Needs (Second Edition)

Personal Social	Edit...
1. Self Regulation & Responsibility	Edit...
2. Interpersonal Skills	Edit...
3. Self-Concept	Edit...
4-I. Self-Help :Eating	Edit...
4-II. Self-Help :Dressing	Edit...
4-III. Self-Help :Grooming	Edit...
4-IV. Self-Help :Toileting	Edit...
Cognition	
Cognition/Communication	
Communication	
Fine Motor	
Gross Motor	

Developmental Progress: Each item on the Assessment Log is represented by a square on the Developmental Progress Chart. Using a highlighter or other colored writing instrument, fill in the squares associated with items marked with A+. Make a diagonal line through squares associated with items marked with A+/- and color them in halfway. Those marked with A- should be left blank. Complete the chart by filling in the squares preceding the age span in which all items were passed. When working with a child with severe motor impairments, it is useful to add an A to the box indicate that the child accomplished the task with physical assistance.

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For each item, select the appropriate *answer*.

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The items in the answer column are the publisher-approved items.

Update & Save

Once you have finished entering the item answers for a sub-domain, click **Update & Save** to save that sub-domain. If you do not update and save after each sub-domain you will lose the data. An update and save button is located at the top and bottom of the list of items within a sub-domain.

The image shows two overlapping screenshots of the KDE KEDS Online interface. The top screenshot shows the 'Personal Social' sub-domain with a table of items and answers. The bottom screenshot shows the same interface, but with a green arrow pointing to the 'Update & Save' button at the bottom right of the table.

Personal Social
1. Self Regulation & Responsibility

Item	Answer
a. Avoids common dangers	<input type="radio"/> +/- <input type="radio"/> A <input type="radio"/> +A <input type="radio"/> +/- <input type="radio"/> O <input type="radio"/> Not Scored
b. Plays comfortably in a small group of children	<input type="radio"/> +/- <input type="radio"/> A <input type="radio"/> +A <input type="radio"/> +/- <input type="radio"/> O <input type="radio"/> Not Scored
c. Knows what toys can and cannot do and uses them appropriately	<input type="radio"/> +/- <input type="radio"/> A <input type="radio"/> +A <input type="radio"/> +/- <input type="radio"/> O <input type="radio"/> Not Scored
d. Puts away toys neatly when asked (may have to be reminded)	<input type="radio"/> +/- <input type="radio"/> A <input type="radio"/> +A <input type="radio"/> +/- <input type="radio"/> O <input type="radio"/> Not Scored
e. Follows rules given by adults for new activities or simple games	<input type="radio"/> +/- <input type="radio"/> A <input type="radio"/> +A <input type="radio"/> +/- <input type="radio"/> O <input type="radio"/> Not Scored
f. Adapts readily to changes in routine	<input type="radio"/> +/- <input type="radio"/> A <input type="radio"/> +A <input type="radio"/> +/- <input type="radio"/> O <input type="radio"/> Not Scored
g. Answers questions related to safety	<input type="radio"/> +/- <input type="radio"/> A <input type="radio"/> +A <input type="radio"/> +/- <input type="radio"/> O <input type="radio"/> Not Scored
h. Shows care in handling small animals or potentially breakable objects	<input type="radio"/> +/- <input type="radio"/> A <input type="radio"/> +A <input type="radio"/> +/- <input type="radio"/> O <input type="radio"/> Not Scored

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After you have finished entering the answers for that sub-domain, go to the next sub-domain and click **Edit** to show that sub-domain's items.

Item	Scored
h. Shows care in handling small animals or potentially breakable objects	<input type="radio"/> +/- <input type="radio"/> +A <input type="radio"/> +/- <input type="radio"/> + <input type="radio"/> - <input type="radio"/> Not Scored
i. Performs simple chores (may have to be reminded or supervised)	<input type="radio"/> +/- <input type="radio"/> +A <input type="radio"/> +/- <input type="radio"/> + <input type="radio"/> - <input type="radio"/> Not Scored
j. Responds appropriately to instructions given in a small group	<input type="radio"/> +/- <input type="radio"/> +A <input type="radio"/> +/- <input type="radio"/> + <input type="radio"/> - <input type="radio"/> Not Scored
k. Buys simple objects in store without help (i.e., gets object or has clerk get object, gives money, and waits for change)	<input type="radio"/> +/- <input type="radio"/> +A <input type="radio"/> +/- <input type="radio"/> + <input type="radio"/> - <input type="radio"/> Not Scored
l. Answers telephone appropriately and calls person to telephone	<input type="radio"/> +/- <input type="radio"/> +A <input type="radio"/> +/- <input type="radio"/> + <input type="radio"/> - <input type="radio"/> Not Scored

Update & Save **Close**

Edit
Edit
Edit
Edit
Edit
Edit

2. Interpersonal Skills
3. Self-Concept
4-I. Self-Help :Eating
4-II. Self-Help :Dressing
4-III. Self-Help :Grooming
4-IV. Self-Help :Toileting

Cognition
Cognition/Communication
Communication
Fine Motor
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Don't forget to update and save after each sub-domain!

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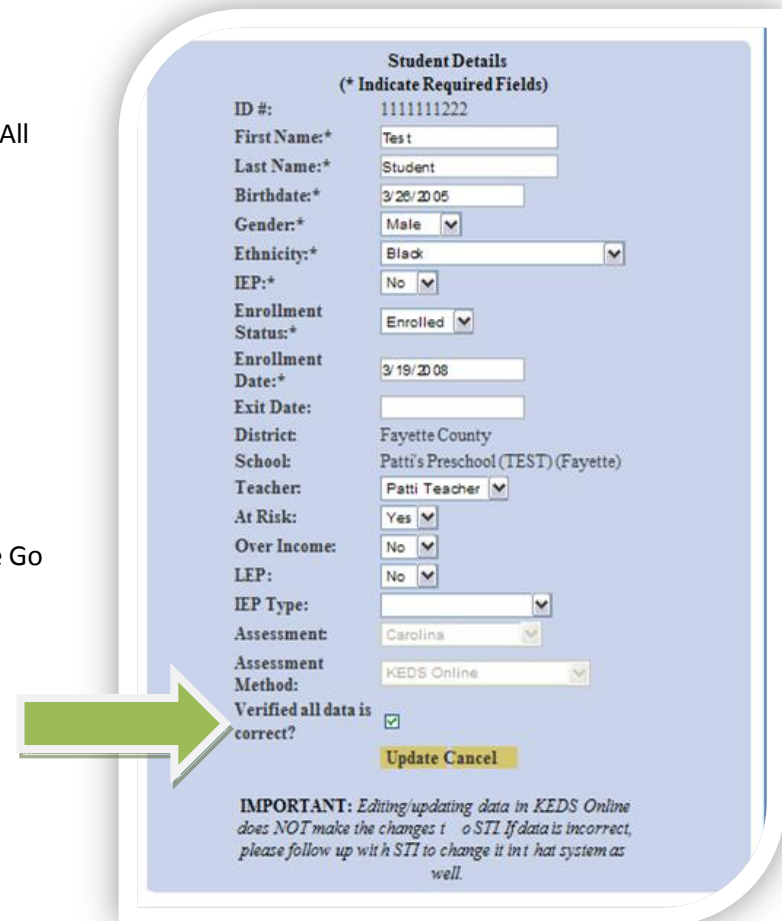
Verify all Data is Correct

Once you have finished entering the assessment items, you may go back to the All Students/Classroom tab. Click **Edit** to view the student's details.

You should at this point finalize the student's details.

Once the student details have been finalized, the **Go to Assessment** button will become grayed-out.

If, while entering a student's assessment, you need to leave and come back, the Go to Assessment button will be available until you finalize the student's details.



Student Details
(* Indicate Required Fields)

ID #: 1111111222

First Name:* Test

Last Name:* Student

Birthdate:* 3/26/2005

Gender:* Male

Ethnicity:* Black

IEP:* No

Enrollment Status:* Enrolled

Enrollment Date:* 3/19/2008

Exit Date:

District: Fayette County

School: Patti's Preschool (TEST) (Fayette)

Teacher: Patti Teacher

At Risk: Yes

Over Income: No

LEP: No

IEP Type:

Assessment: Carolina

Assessment Method: KEDS Online

Verified all data is correct? ☒

Update Cancel

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Delete an Assessment

Reasons you may need to delete an assessment:

1. Selected the wrong assessment in the child's demographics
2. Entered the wrong assessment for a child
3. Made multiple mistakes and would like to start over

A Delete this Assessment option is available at the top of the assessment screen. **This action cannot be undone.** Once deleted, the database will clear the assessment from the child's record.

The screenshot shows the KDE KEDS Online interface. At the top, there is a navigation bar with links for 'Home: patti', 'Change Password', and 'Logout'. The 'School' dropdown menu is set to 'Patti's Preschool (TEST) (Fayette)'. Below the navigation bar is a banner image featuring the Kentucky Early Childhood Data System logo and a collage of children's photos. A yellow navigation bar contains the links 'MAIN - ALL STUDENTS - ASSESSMENTS - USERS - ADMINISTRATION'. Below this, a blue box displays 'Test Student' and 'Child ID#: 1111111222'. A yellow button labeled 'Delete this Assessment (this action can not be undone)' is positioned below the child ID. The main content area has a blue header 'The Carolina Curriculum for Preschoolers with Special Needs (Second Edition)'. On the left, a list of assessment categories is shown with expand/collapse icons: 'Personal Social', 'Cognition', 'Cognition/Communication', 'Communication', 'Fine Motor', and 'Gross Motor'. Below the list, a paragraph explains the 'Developmental Progress' chart, stating that each item is represented by a square and should be filled in with a highlighter or colored writing instrument. It also mentions that a diagonal line should be made through squares for items marked with A+/- and color them in halfway. Those marked with A- should be left blank. The paragraph concludes by stating that when working with a child with severe motor impairments, it is useful to add an A to the box to indicate that the child accomplished the task with physical assistance. At the bottom of the main content area, the text reads 'The Carolina Curriculum for Preschoolers with Special Needs, Second Edition, by Nancy M. Johnson-Martin, Susan M. Attermeier & Bonnie J. Hacker.' and '© 2004 Paul H. Brookes Publishing Co., Inc. All rights reserved.' The footer of the page contains the copyright notice '© 2006 Human Development Institute | Contact Webmaster'.