K - 4 Literacy
User Guide for Data Entry

STRENGTHENING STUDENT EDUCATIONAL OUTCOMES

ESSB 5946; RCW 28A.320.203
Jordyn Green, Data Analyst
(360) 725-6317
Jordyn.Green@k12.wa.us
eds.ospi.k12.wa.us/Login.aspx
Accessing EDS

Log on to EDS (Education Data System).
Accessing EDS

Educators new to EDS will select ‘Create an Account’ from the EDS log in screen.
Accessing EDS

Educators new to EDS will select ‘Create an Account’ from the EDS log in screen.
Accessing EDS

Click ‘View my applications’.

This section allows you to manage your account information.

What would you like to do?

- View my applications
- View my application permissions
- Edit my personal information
- Change password
- Search Education Directory
- Search EDS Directory
- View Security Managers
Accessing the Application

Select ‘K-4 Literacy.’

If the application is not appearing on your application list, you will need to contact your District Security Manager.

When you contact your District Security Manager, you will ask for the ‘K-4 Literacy User Role’.
Accessing the Application

Select your organization and press Next

K-4 Literacy

Please select your organization.

Organization: Office of Superintendent of Public Instruction (OSPI)
K-4 Literacy

Deadline for submitting data is 7/31/2013

School Year: 2014-2015

At the end of every school year, each school/district shall report to OSPI:

- Students in kindergarten through grade four who are reading below grade level;
- Interventions that are being provided to improve the reading skills of the students.

OSPI is then required to submit an annual statewide summary report to the legislature and the educational opportunity gap oversight and accountability education committees.

For the purpose of this data collection, "below grade level" means a student is not yet demonstrating independent reading of grade level texts. Teachers of K-4 students should identify students’ reading level according to the research and evidence-based assessments they are employing in their classrooms, alongside professional understanding of individual students’ learning trajectories. Making data-based decisions from multiple measures is recommended.

For additional information and resources related to the K-4 Literacy collection, please refer to RCW 28A.330.203 or visit http://www.k12.wa.us/SSEQ/default.aspx

CEDARS Administrators
For questions regarding your CEDARS data, please contact your CEDARS district administrator(s):

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Email Address</th>
<th>Phone Number</th>
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</tbody>
</table>

For questions regarding application functionality, please refer to the K-4 Literacy Data Reporting User Guide.

Completion Status

Tumwater School District: In Progress

<table>
<thead>
<tr>
<th>School</th>
<th>Student List</th>
<th>Grade Level Identification</th>
<th>Reading Level Intervention</th>
<th>Test Updated By</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In Progress</td>
<td>Complete</td>
<td>Not Started</td>
<td>Test Account on 4/22/2013</td>
</tr>
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For Assistance:

For questions regarding reporting procedures, application functionality, or data certification, please contact Jordyn Green at jordyn.green@k12.wa.us or call (360) 725-6317.

For questions regarding identification of students who are reading below grade level, please contact Lisa Nolanen Potts at Lisa.NolanenPotts@k12.wa.us or call (360) 725-6228.


For technical questions, please email CustomerSupport@k12.wa.us or call 1-800-725-4311.
K-4 Literacy

Deadline for submitting data is 7/31/2013

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Application Structure

Features of the HOME TAB:
- CEDARS Administrators
- Completion Status Table
Users will identify students reading below grade level from a comprehensive list of all K-4 students who have been continuously enrolled in that school during the 2014-15 school year.
Users will describe the process(es) used to identify students who are not reading at grade level.
Application Structure

Users will select all interventions that apply from a list of reading improvement interventions targeting students identified as reading below grade level.
Users will have the ability to create the following reports:

- Student Summary Report
- Reading Intervention Summary Report
- Reading Intervention Detail Report
Application Structure

If assistance is required, the HELP TAB will direct the user to the appropriate individual(s).
Deadline for submitting data is **7/31/2013**

School Year: 2014-2015

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**Strengthening Student Educational Outcomes (SSEO) Q&A Guidance:** [http://www.k12.wa.us/SSEO/pubs/docs/SSEOQAMarch18.pdf](http://www.k12.wa.us/SSEO/pubs/docs/SSEOQAMarch18.pdf)

For technical questions, please email CustomerSupport@k12.wa.us or call 1-800-725-4311.
For questions about the data that is **pre-populated from CEDARS** (i.e., data on the student list), contact the individuals listed here.

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For questions regarding application functionality, please refer to the K-4 Literacy Data Reporting User Guide.
This table displays the status of each report for all schools within a district as well as the last individual to update the report.

NOTE: School-level users will only see the status of their school.
K-4 Literacy

Deadline for submitting data is 7/31/2013

School Year: 2014-2015 ▼

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For technical questions, please email CustomerSupport@k12.wa.us or call 1-800-725-4311.
The contact information for individuals who can assist as you as well as the SSEO FAQ sheet.
K-4 Literacy

Please indicate which students are reading at grade level. These students will not be submitted when the report is certified.

School Year: 2014-2015 ▼
School: -- Select One -- ▼
Grade Level: -- ALL -- ▼
Student List – Functionality

The Student List is comprehensive list of all Kindergarten through 4th grade students who have been continuously enrolled in that school during the 2014-15 school year.

Students who are continuously enrolled have been enrolled from October 1st through the end of the test administration period with no more than a 30-day consecutive calendar break in enrollment.

Users will indicate which students are reading at grade level. These students will not be submitted when the report is certified.
Student List – Functionality

K-4 Literacy

School Year: \(2014-2015\)
School: \(-- \text{Select One} --\)
Grade Level: \(-- \text{ALL} --\)

Select your school
Student List – Functionality

K-4 Literacy

School Year: 2014-2015
School: -- Select One --
Grade Level: -- ALL --

Filter by grade level
Student List – Functionality

K-4 Literacy

School Year: 2014-2015
School: -- Select One --
Grade Level: -- ALL --

To include additional filters, select +

Additional Filter Options
Search
Reset Filters
Student List – Functionality

K-4 Literacy

School Year: 2014-2015
School: -- Select One --
Grade Level: -- ALL --

Additional Filter Options

Gender: -- ALL --
Race: -- ALL --
Attribute/Program: -- ALL --
Teacher: -- ALL --

Search  Reset Filters
Student List – Functionality

**K-4 Literacy**

- **School Year:** 2014-2015
- **School:** -- Select One --
- **Grade Level:** -- ALL --

**Additional Filter Options**

- **Gender:** -- ALL --
- **Race:** -- ALL --
- **Attribute/Program:** F, M
- **Teacher:** -- ALL --

**Buttons:**

- Search
- Reset Filters

Add a filter by gender
Student List – Functionality

K-4 Literacy

School Year: 2014-2015
School: -- Select One --
Grade Level: -- ALL --

Add a filter by race

Gender: -- ALL --
Race: -- ALL --
Attribute/Program: -- ALL --
Teacher:

Additional Filter Options

American Indian/Alaskan Native
Asian
Black/African American
Hispanic/Latino of any race(s)
White
Native Hawaiian/Other Pacific Islander
Two or More Races
Not Provided
Student List – Functionality

K-4 Literacy

School Year: 2014-2015
School: -- Select One --
Grade Level: -- ALL --

- Additional Filter Options
  Gender: -- ALL --
  Race: -- ALL --
  Attribute/Program: -- ALL --
  Teacher: 

Search  Rest

Add a filter by attribute or program
### Student List – Functionality

**K-4 Literacy**

<table>
<thead>
<tr>
<th>Field</th>
<th>Options</th>
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</thead>
<tbody>
<tr>
<td>School Year</td>
<td>2014-2015</td>
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<tr>
<td>School</td>
<td></td>
</tr>
<tr>
<td>Grade Level</td>
<td>-- ALL --</td>
</tr>
</tbody>
</table>

**Additional Filter Options**

- Gender: -- ALL --
- Race: -- ALL --
- Attribute/Program: -- ALL --
- Teacher: -- ALL --

**Buttons**

- Search
- Reset

Add a filter by teacher.
Student List – Functionality

**K-4 Literacy**

- **School Year:** 2014-2015
- **School:** -- Select One --
- **Grade Level:** -- ALL --

**Additional Filter Options**

- **Gender:** -- ALL --
- **Race:** -- ALL --
- **Attribute/Program:** -- ALL --
- **Teacher:** -- ALL --

**Buttons:**

- Search
- Reset Filters

To restore the original filter options, press **Reset Filters**.
Student List – Functionality

K-4 Literacy

School Year: 2014-2015
School: -- Select One --
Grade Level: -- ALL --

- Additional Filter Options

Gender: -- ALL --
Race: -- ALL --
Attribute/Program: -- ALL --
Teacher: -- ALL --

Search  Reset Filters

To build the student list, press Search
After selecting **Search**, the Student List will load based on the desired specifications.
After selecting **Search**, the Student List will load based on the desired specifications.

**K-4 Literacy**

Please indicate which students are reading at grade level. These students will not be submitted when the report is certified.

- **School Year:** 2014-2015
- **School:**
- **Grade Level:** Full-day Kindergarten

[Additional Filter Options]
[Search]
[Reset Filters]
[Save] [Mark Complete]
Student List – Data Entry

Users can sort each column by selecting the column header.

To remove the sort, select the column 3 times.

<table>
<thead>
<tr>
<th>Reading at Grade Level</th>
<th>Inactive in CEDARS</th>
<th>SSID</th>
<th>District Student Id</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Grade Level</th>
<th>Gender</th>
<th>Race / Ethnicity</th>
<th>LAP Programs</th>
<th>Title I</th>
<th>Special Ed</th>
<th>Bilingual</th>
<th>Migrant</th>
<th>Homeless</th>
<th>Foster Care</th>
<th>504</th>
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<td></td>
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<td>M</td>
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<td>Full-day Kindergarten</td>
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</tbody>
</table>
In this example, the list is sorted so that all 4th grade, Title I students are at the top.
In this example, the list is sorted so that all bilingual students enrolled in Title I are at the top.

<table>
<thead>
<tr>
<th>SSID</th>
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<th>First Name</th>
<th>Middle Name</th>
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<th>Foster Care</th>
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<td>123456</td>
<td>789012</td>
<td>Brown</td>
<td>John</td>
<td>Smith</td>
<td>3rd</td>
<td>M</td>
<td>Asian</td>
<td>Y</td>
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<td>Jane</td>
<td>Johnson</td>
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<td>Asian</td>
<td>Y</td>
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<tr>
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<td>Lee</td>
<td>1st</td>
<td>M</td>
<td>Hispanic/Latino of any race(s)</td>
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<td>Lee</td>
<td>William</td>
<td>Clark</td>
<td>1st</td>
<td>M</td>
<td>Asian</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>567890</td>
<td>234567</td>
<td>Kim</td>
<td>John</td>
<td>Smith</td>
<td>1st</td>
<td>M</td>
<td>Asian</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>678901</td>
<td>345678</td>
<td>Lee</td>
<td>David</td>
<td>Lee</td>
<td>1st</td>
<td>F</td>
<td>Asian</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Student List – Data Entry

When students who **are reading at grade level** are marked with a check, the user will select ‘**Reading at Grade Level**’ from the ‘Action’ drop down menu.
When students who **are reading at grade level** are marked with a check, the user will select ‘Reading at Grade Level’ from the ‘Action’ drop down menu.

These students will then have a ‘Y’ under the ‘Reading at Grade Level’ column.

<table>
<thead>
<tr>
<th>Reading at Grade Level</th>
<th>Inactive in CEDARS</th>
<th>SSID</th>
<th>District Student Id</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Grade Level</th>
<th>Gender</th>
<th>Race / Ethnicity</th>
<th>LAP Programs</th>
<th>Title I</th>
<th>Special Ed</th>
<th>Bilingual</th>
<th>Migrant</th>
<th>Homeless</th>
<th>Foster Care</th>
<th>SIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td></td>
<td></td>
<td>12345</td>
<td>Smith</td>
<td>John</td>
<td>Doe</td>
<td>2nd</td>
<td>M</td>
<td>White</td>
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<td>Y</td>
<td></td>
<td></td>
<td>67890</td>
<td>Brown</td>
<td>Jane</td>
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<td>4th</td>
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<td></td>
<td>11223</td>
<td>Wilson</td>
<td>Jack</td>
<td>Smith</td>
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<td>White</td>
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<td>44556</td>
<td>Anderson</td>
<td>Sarah</td>
<td>Davis</td>
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<td>Two or More Races</td>
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<td></td>
<td>77889</td>
<td>Thompson</td>
<td>Alice</td>
<td>Smith</td>
<td>2nd</td>
<td>F</td>
<td>Hispanic/Latino of any race(s)</td>
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<td>99000</td>
<td>Jackson</td>
<td>David</td>
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<td>11111</td>
<td>Williams</td>
<td>Emily</td>
<td>Garcia</td>
<td>3rd</td>
<td>M</td>
<td>White</td>
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<td>Y</td>
</tr>
</tbody>
</table>
Users can **mass select** by checking the box on the column header.

<table>
<thead>
<tr>
<th>Action</th>
<th>Select Action</th>
<th>Save</th>
<th>Mark Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

![Student List – Data Entry](image)

<table>
<thead>
<tr>
<th>SSID</th>
<th>District Student Id</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Grade Level</th>
<th>Gender</th>
<th>Race / Ethnicity</th>
<th>LAP Programs</th>
<th>Title</th>
<th>Special Ed</th>
<th>Bilingual</th>
<th>Migrant</th>
<th>Homeless</th>
<th>Foster Care</th>
<th>504</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>123456789</td>
<td>ABC</td>
<td>Def</td>
<td></td>
<td>2nd</td>
<td>M</td>
<td>White</td>
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<td>Two or More Races</td>
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<td>Hispanic/Latino of any race(s)</td>
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<td>Black/African American</td>
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</tr>
</tbody>
</table>
Student List – Data Entry

The user can save the list if they are not ready to certify.

<table>
<thead>
<tr>
<th>Reading at Grade Level</th>
<th>Inactive in CEDARS</th>
<th>SSID</th>
<th>District Student Id</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Grade Level</th>
<th>Gender</th>
<th>Race / Ethnicity</th>
<th>LAP Programs</th>
<th>Title 1</th>
<th>Special Ed</th>
<th>Bilingual</th>
<th>Migrant</th>
<th>Homeless</th>
<th>Foster Care</th>
</tr>
</thead>
<tbody>
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<td>Y</td>
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<td>4th</td>
<td>F</td>
<td>Two or More Races</td>
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<td>Hispanic/Latino of any race(s)</td>
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<td>M</td>
<td>Black/African American</td>
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<td>White</td>
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</tr>
</tbody>
</table>
After all students within the school are appropriately categorized, the user will select ‘Mark Complete’ to certify the school.

Any students who are identified as Reading at Grade Level will **NOT** be submitted to our database when the report is certified.
Student List – Data Entry

K-4 Literacy

Your changes have been saved successfully!

Student list for [redacted] was marked complete on 4/28/2015 7:54:35 AM by Test Account
Student List – Data Entry

K-4 Literacy

Your changes have been saved successfully!

Student list for [redacted] was marked complete on 4/28/2015 7:54:35 AM by Test Account

Please indicate which students are reading at grade level. These students will not be submitted when the report is certified.

School Year: 2014-2015
School: [redacted]
Grade Level: -- ALL --

Additional Filter Options
Search
Reset Filters
Edit
Grade Level Identification – Functionality

Select your school and select
Grade Level Identification – Data Entry

Users will describe the process(es) used to identify students who are not reading at grade level.

K-4 Literacy

School Year: 2014-2015
School: [Input]

Search Reset Filters

Grade Level Reading Identification Process

List all assessments/assessment strands and other progress monitoring tools used to identify whether students are reading below grade level.

Save Mark Complete
Users will describe the process(es) used to identify students who are not reading at grade level.

If you need to leave the page or exit the application, select to preserve any information that has been entered.
Grade Level Identification – Data Entry

Users will describe the process(es) used to identify students who are not reading at grade level.

If you need to leave the page or exit the application, select Save to preserve any information that has been entered.

To certify entered data, select Mark Complete.
After the data is ‘Marked Complete’, an alert message will appear at the top of the page indicating that the data was successfully saved and certified.
Grade Level Identification – Data Entry

After the data is ‘Marked Complete’, an alert message will appear at the top of the page indicating that the data was successfully saved and certified.

If the submitted data is inaccurate, select Edit to revise and resubmit.
Reading Interventions – Functionality
Reading Interventions – Data Entry

Users will identify all interventions that are provided at each school.

From the list below, select all interventions that are provided to help improve the reading skills of students.

For descriptions of the interventions below, refer to *Strengthening Student Educational Outcomes Technical Report on Best Practices and Strategies for English Language Arts.*

Check all that apply:

- **Tutoring for Students**
  - Adult tutoring (Intervention Specialist)
  - Adult tutoring (Classroom Teacher)
  - Adult tutoring (Paraeducator)
  - Adult tutoring (Volunteer)
  - Group tutoring (Intervention Specialist)
  - Group tutoring (Classroom Teacher)
  - Group tutoring (Paraeducator)
  - Group tutoring (Volunteer)
  - Peer tutoring (Same age)
  - Peer tutoring (Cross age)
Users will identify all interventions that are provided at each school.

There are two mandatory sections:

1. The interventions that are provided to help improve the reading skills of students.
Users will identify all interventions that are provided at each school.

There are two mandatory sections:

2. The origin of the materials used as part of the interventions.
Reading Interventions

From the list below, select all interventions that are provided to help improve the reading skills of students.

For descriptions of the interventions below, refer to *Strengthening Student Educational Outcomes Technical Report on Best Practices and Strategies*.

Check all that apply:

**Tutoring for Students**
- Adult tutoring (Intervention Specialist)
- Adult tutoring (Classroom Teacher)
- Adult tutoring (Paraeducator)
- Adult tutoring (Volunteer)
- Group tutoring (Intervention Specialist)
- Group tutoring (Classroom Teacher)
- Group tutoring (Paraeducator)
- Group tutoring (Volunteer)
- Peer tutoring (Same age)
- Peer tutoring (Cross age)

**Extended Learning Time for Students beyond the Normal School Day**
- Before/after school instruction
- Homework club
- Book programs
- Computer-based or online instruction
- Saturday programs
- Structured summer programs

**Professional Development for Educators**
- Professional learning community
- Regional/state conference
- National conference
- School/district training/workshop
- Regional/state training/workshop
- National training/workshop
- New teacher induction program
- Teacher mentor program

**Consultant Teachers**
Tutoring includes any interaction with a trained adult or peer using an intervention program or practice to address students' academic needs. Tutoring may be implemented through a push-out or push-in model. Tutoring may serve students one-on-one or in small groups.

**Tutoring for Students**
- Adult tutoring (Intervention Specialist)
- Adult tutoring (Classroom Teacher)
- Adult tutoring (Paraeducator)
- Adult tutoring (Volunteer)
- Group tutoring (Intervention Specialist)
- Group tutoring (Classroom Teacher)
- Group tutoring (Paraeducator)
- Group tutoring (Volunteer)
- Peer tutoring (Same age)
- Peer tutoring (Cross age)

**Extended Learning Time for Students beyond the Normal School Day**
- Before/after school instruction
- Homework club
- Book programs
- Computer-based or online instruction
- Saturday programs
- Structured summer programs

**Professional Development for Educators**
- Professional learning community
- Regional/state conference
- National conference
- School/district training/workshop
- Regional/state training/workshop
- National training/workshop
- New teacher induction program
- Teacher mentor program

**Consultant Teachers**
Please select one from each section below.

From the list below, select all interventions that are provided to help improve the reading skills of students.

For descriptions of the interventions below, refer to *Strengthening Student Educational Outcomes Technical Repo*

Check all that apply:

**Tutoring for Students**
- Adult tutoring (Intervention Specialist)
- Adult tutoring (Classroom Teacher)
- Adult tutoring (Paraeducator)
- Adult tutoring (Volunteer)
- Group tutoring (Intervention Specialist)
- Group tutoring (Classroom Teacher)
- Group tutoring (Paraeducator)
- Group tutoring (Volunteer)
- Peer tutoring
- **Extended Learning Time** includes academic services for students outside of the regular school day or year.

**Extended Learning Time for Students beyond the Normal School Day**
- Before/after school instruction
- Homework club
- Book programs
- Computer-based or online instruction
- Saturday programs
- Structured summer programs

**Professional Development for Educators**
- Professional learning community
- Regional/state conference
- National conference
- School/district training/workshop
- Regional/state training/workshop
- National training/workshop
- New teacher induction program
- Teacher mentor program

**Consultant Teachers**
K-4 Literacy

School Year: 2014-2015 ▼
School: Black Lake Elementary ▼

Search  Reset Filters

Please select one from each section below.

From the list below, select all interventions that are provided to help improve the reading skills of students.

For descriptions of the interventions below, refer to *Strengthening Student Educational Outcomes Technical Report on Best Practices*.

Check all that apply:

**Tutoring for Students**
- Adult tutoring (Intervention Specialist)
- Adult tutoring (Classroom Teacher)
- Adult tutoring (Paraeducator)
- Adult tutoring (Volunteer)
- Group tutoring (Intervention Specialist)
- Group tutoring (Classroom Teacher)
- Group tutoring (Paraeducator)
- Group tutoring (Volunteer)
- Peer tutoring (Same age)
- Peer tutoring (Cross age)

**Extended Learning Time for Students beyond the Normal School Day**
- Before/after school instruction

**Professional Development for Educators**
- Professional learning community
- Regional/state conference
- National conference
- School/district training/workshop
- Regional/state training/workshop
- National training/workshop
- New teacher induction program
- Teacher mentor program

**Consultant Teachers**
Reading Interventions – Data Entry

After selecting a minimum of one option from each of the 2 sections, the user will select 'Mark Complete' to submit and certify the data.
Reading Interventions – Data Entry

K-4 Literacy

Your changes have been saved successfully!

Reading interventions for [Student Name] was marked complete on 4/28/2015 8:06:30 AM by Test Account

School Year: 2014-2015
School: [School Name]

Please select one from each section below.
Reading Interventions – Data Entry

Users can also save any entered data, if they need to exit the application prior to certification.
Reports – Functionality

Users can create 3 reports:
Reports – Functionality

Users can create 3 reports:

Student Summary Report

![Diagram of Student Summary Report interface]

School Year: 2014-2015
School: -- ALL --

Additional Filter Options
Search
Reset Filters
Reports – Functionality

Users can create 3 reports:

Student Summary Report
Reports – Functionality

Users can create 3 reports:

Reading
Interventions
Summary
Report
Reports – Functionality

Users can create 3 reports:

- Reading
- Interventions
- Detail Report
Help – Functionality

K-4 Literacy

For Assistance:
For questions regarding reporting procedures, application functionality, or data certification, please contact Jordyn Green at jordyn.green@k12.wa.us or call (360) 725-6317.
For questions regarding identification of students who are reading below grade level, please contact Lisa Moolanen Potts at Lisa.MoolanenPotts@k12.wa.us or call (360) 725-6228.
For technical questions, please email CustomerSupport@k12.wa.us or call 1-800-725-4311.
Jordyn Green, Data Analyst
(360) 725-6317
Jordyn.Green@k12.wa.us