Kindergarten Readiness Assessment
District Test Coordinator (DTC) and
School Test Coordinator (STC) Manual
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This manual is divided into two sections:

- **Pre-Assessment Setup**: Describes the tasks that must be performed before the Kindergarten Readiness Assessment can be administered.
- **Reports**: Explains how to create the reports that are available once an assessment has been administered.

**Pre-Assessment Setup**

**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](https://www.mdek12.org/OSA/K_Readiness).

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

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

**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.
4. The Administrator Homepage has information and links that will help you perform a variety of functions. 

Select one of these buttons to:

- Add a new student (D; see page 5)
- Manage administrators/add new staff members (E; see page 8)
- Manage teachers (F; see page 13)
- Access reports (G; see page 15)
- Before a student can take an assessment, the Test Administrator or Proctor needs to enter the Test Administration Code (H). This code changes daily; make sure you note today's code before administering an assessment. If you are assigned to more than one school, you will see the code for each school. The code is site-specific: if you are an administrator on more than one site, each site will have its own code which cannot be used at any other site.

  **Note:** A special password is required to stop a test (for example, if there is an unexpected fire drill during the test) or to resume one that was previously stopped. Select the link at the bottom of the page (I) for more information.

- Select **Logout** (J) to log out and return to the Mississippi Department of Education website.
Forgot Your Password?

1. Select **Forgot Password?** on the Administrator Login page A. A reset code will be emailed to you at the address you are registered under.

2. Select the link in the email B to begin the reset process.

3. On the Forgot Password page, enter the reset code C. Once the reset code is in place, select **Submit** D.
4. On the Account Activation Process page, enter and re-enter a new password. Passwords must be eight characters long and contain at least one letter and one number.

5. Select Save.

6. Your password will be reset, and you will be able to log into the system. Select MKAS Portal to go directly to the login page from here.
Adding New Students

All students will be pre-loaded in the Kindergarten Readiness portal. Only students in school 500 schools should be manually added to the Kindergarten Readiness portal.

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 A.

3. On the Add New Student page, enter the student’s first name, last name, and date of birth in the blank fields provided B. (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 C 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 D.
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 A.

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

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 C). Then select Search D.

5. The students who match your search criteria will be listed at the bottom of the page E. 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 5), 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 A.

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

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

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 D.

3. Select Yes E to add the student, or Back F 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.

5. Check the appropriate boxes 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, and check the box for each school this person can serve as an administrator for. If the person will be a district-level administrator, check the box below the district drop-down list.

7. Select Add. 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 (in the prior figure; see page 9). You can select Resend Email at the end of the row for that person if you need to resend the activation email (in the prior figure; see page 9). 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 MKAS Portal F to go directly to the login page from here.
Managing Teachers

Teachers can be added, deleted, and have their district/school assignments changed. Follow these steps to manage teachers.

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

2. Select **Manage Teachers**.

3. On the Manage Teachers page, search for the teacher you want to work with. You can search by first or last name (at least one field must be filled out), and you can choose a specific district or school. Once you’ve entered your search criteria, select **Search**.

4. Teachers who match your search criteria will be listed below the search fields.
   - Select a teacher’s name to edit that teacher (see step 5).
   - Select **Delete** at the end of the row for a teacher to remove that teacher (see step 6).
   - If a teacher needs to be added, select **Add A Teacher** (see step 7).

5. **Editing a teacher**: You can change a teacher’s name (first and last are required) and assigned district/school (both required).

When you are done making changes, select **Update** (or **Cancel** to leave the page).
You can review the information you’ve entered, then select **Yes** to save your changes or **Back** to return to the Manage Teachers page.

### 6. Deleting a teacher:
If you select **Delete** at the end of a row for a teacher, you will be given a chance to review the teacher's information so you can be certain you are deleting the correct teacher. Select **Yes** to delete the teacher, or **Back** to return to the Manage Teachers page.

Be very certain you want to delete the teacher! Deleted teachers cannot be restored, but you can re-add them to the database by following the instructions in step 7.

### 7. Adding a teacher:
Enter the teacher’s name (**P**), first and last are required) and assigned district/school (**Q**), both required).

When you are done entering the teacher’s information, select **Update** (or **Cancel** to leave the page).

You can review the information you’ve entered, then select **Yes** to save your changes or **Back** to return to the Manage Teachers page.
Reports

There are seven reports in the system that you can view:

- **Participation/Enrollment Report**: Creates “tickets” to give to students with all of their login information on it.
- **Participation/Enrollment Report**: Shows information about students who have been entered into the system and participation rate.
- **K-Readiness/Kindergarten Score Summary Report**: Shows student test data from the most recent assessment.
- **K-Readiness/Kindergarten Diagnostic Report**: Shows assessment data for a student.
- **K-Readiness/Kindergarten Parent Report**: Creates reports for a student’s parent or guardian explaining the student’s test results and what the student’s scores mean.
- **K-Readiness/Kindergarten Instructional Planning Report**: Provides a list of recommended skills for individualized instruction based on the student’s assessment.
- **Pre-K Score Overview Report**: Shows a graphic representation of the pass/fail ratios of students in a specific test window all across the school district.

**Note**: Reports link students to the school they most recently tested at. For example, Richard Mason (a student) is enrolled at East Washington Elementary, where he took the assessment at the start of the school year. Three months later, his enrollment is changed to South Washington Elementary, where he takes another assessment. Reports run after this second assessment would show Richard’s data at South Washington; when the enrollment status of a student changes from one school to another, the data is no longer available at the previous school.

Accessing Reports

1. Log in to the system and go to the Administrator Homepage (see steps 1–3, beginning on page 1).
2. Select Reports 🔄.
3. On the Reports page, select the district, school, and grade you want to see a report for.

4. Select the name of the report you want to see:
   - Participation/Enrollment Report: See page 17.
   - Pre-K Score Overview Report: See page 23.

Selecting Students for Reports

After you select a report, use the drop-down lists at the top of the screen to choose which student(s) to include on the report. Some of the available options are shown here—they will vary based on the report you’ve chosen and your position within the school district or at a particular school.

Once you’ve made your selections, select View Report to create or update the reports with your chosen options.
Participation/Enrollment Report

The Participation/Enrollment Report shows the students who are enrolled in the school and able to take the test: their first, middle, and last names; their MSIS ID numbers, date of birth (month and day), and, if the student has taken the assessment, the teacher the student was assigned to and the date of the test. The first page of the report summarizes the data for the entire school district. The data for individual students is shown on subsequent pages.

Use the controls at the top of the page to switch the view between pages (if the report is more than one page long), zoom in, search, and save or print the report.
Student Authorization Ticket Report

1. Along with the usual options for selecting students (see page 16), use the Planned Testing Date drop-down list A to choose which date 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 B.

2. When you are done choosing options, select View Report C.

3. Each student will have a separate ticket created, which will include the student’s name and other test information D, the URL the student will use to take the test E, and the required login information: MSIS ID number, date of birth, grade, and the test administrator code F.

4. Use the other controls G to switch the view between pages (if you created more than one ticket), zoom in, search, and save or print the report.
K-Readiness/Kindergarten Score Summary Report

The Score Summary Report shows student test data across several testing windows.

1. Use the drop-down lists at the top of the screen (see page 5) to choose which students to include on the report.

2. When you are done choosing options, select View Report.

3. The report lists the chosen students, along with their MSIS ID number, the date of the test, and all of the scores from the test:
   - **GP (Grade Placement)**: A numeric representation of a student’s grade level, based on the specific month in which a student takes a test. The score is based on the assumption of a school year that runs from September through June and assigns increment values of 0.0 to 0.9 to these months.
   - **SS (Scaled Score)**: The most fundamental score produced by the test. It ranges from 300–900 and is calculated based on the difficulty of the questions and the number of correct responses.

   The student's scores, ranging from 1–100, in each of the 10 literacy sub-domains:
   - Alphabetic Principle
   - Concept of Word
   - Visual Discrimination
   - Phonemic Awareness
   - Phonics
   - Structural Analysis
   - Vocabulary
   - Sentence-Level Comprehension
   - Paragraph-Level Comprehension
   - Early Numeracy

   - **Literacy Classification**: The category the student’s Scaled Score places them in—Early Emergent, Late Emergent, Transitional, or Probable.

4. Use the controls at the top of the page to switch the view between pages (if the report is more than one page long), zoom in, search, and save or print the report.
K-Readiness/Kindergarten Diagnostic Report

The K-Readiness/Kindergarten Diagnostic Report shows student test data from the most recent assessment.

1. Use the drop-down lists at the top of the screen (see page 16) to choose which students to include on the report.

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

3. For each student, the report shows:
   - The student’s Scaled Score and associated Literacy Classification (Early Emergent Reader, Late Emergent Reader, Transitional Reader, or Probable Reader).
   - The student’s scores in each of the 10 literacy sub-domains:
     - Alphabetic Principle
     - Concept of Word
     - Visual Discrimination
     - Phonemic Awareness
     - Phonics
     - Structural Analysis
     - Vocabulary
     - Sentence-Level Comprehension
     - Paragraph-Level Comprehension
     - Early Numeracy

   These sub-domains are further divided into 41 skill sets. The student’s scores in each of these skill sets is also shown.

4. Use the controls at the top of the page to switch the view between pages (if the report is more than one page long), zoom in, search, and save or print the report.
K-Readiness/Kindergarten Parent Report

K-Readiness/Kindergarten Parent Reports can be printed out and sent home with students so their parents or guardians can see their assessment scores, read an explanation of what the scores mean, and receive advice on what they can do to encourage growth in reading.

1. Use the drop-down lists at the top of the screen (see page 16) to choose which students to include on the report. Choosing All Students (which will create a multi-page report with each student’s test data starting on a new page).

2. When you are done choosing options, select View Report.

3. For each student, the report shows:
   - The student’s Scaled Score and an explanation of what that score means.
   - Advice on what the parent can do to encourage the student to read and improve the student’s reading skills.

4. Use the controls at the top of the page to switch the view between pages (if the report is more than one page long), zoom in, search, and save or print the report.

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Dear Parent or Guardian,

As you know, reading is a skill all students need. Our school wants to understand whether students are ready to learn to read as soon as they begin kindergarten. We want to give you the information you need about your child’s reading progress. Bevise Berg’s STAR Early Literacy Enterprise score is 556. Students with a score of 550 or above are typically ready to learn kindergarten-level skills. Students with a score below 550 usually need additional help.

Here are some skills you can work on at home:

<table>
<thead>
<tr>
<th>Skills</th>
<th>At-Home Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read and read stories to your child.</td>
<td>Find the letters in a or name in a print, sing the alphabet song.</td>
</tr>
<tr>
<td>Recognize and name all upper- and lowercase letters of the alphabet.</td>
<td>Share a book with repeated rhyming phrases (e.g., “Brown bear, brown bear, what do you see?”) with your child. Stress the rhyming words and encourage your student to find words which rhyme (e.g., “Brown bear, brown bear, what do you see?”)</td>
</tr>
<tr>
<td>Recognize and name all upper- and lowercase letters of the alphabet.</td>
<td>Share a book with repeated rhyming phrases (e.g., “Brown bear, brown bear, what do you see?”) with your child. Stress the rhyming words and encourage your student to find words which rhyme (e.g., “Brown bear, brown bear, what do you see?”)</td>
</tr>
<tr>
<td>Pick out the letter that is the same or different.</td>
<td>Play games with letter shapes. Match uppercase letters with their lowercase forms; tell which letter is different in a set of 3. Pick a number that is in a set of letters; pick out letters that have tails.</td>
</tr>
<tr>
<td>Recognize numbers 1-20.</td>
<td>Play this game while shopping together in the grocery store. For example, ask, “Do you see something that starts with the letter ‘n’?” Or, “I have a little eye, the number 3.” Invite your child to look around and figure out where you saw the number 3. Once your child spots the number you’ve chosen, switch roles and invite your child to say a number for you to look for.</td>
</tr>
</tbody>
</table>

If you have any questions, please contact me.

Thank you for supporting your child’s reading progress.

Sincerely,

[Signature]
K-Readiness/Kindergarten Instructional Planning Report

The K-Readiness/Kindergarten Instructional Planning Report provides teachers with a list of recommended skills for individual instruction based on a student’s most recent assessment.

1. Use the drop-down lists at the top of the screen (see page 16) to choose which students to include on the report.

2. When you are done choosing options, select View Report.

3. For each student, the report shows:
   - The student’s Scaled Score and Literacy Classification A.
   - Suggestions for what kinds of work the student may be ready to start and domains where the student’s work should be focused in order to improve the student’s reading skills B.

4. Use the controls at the top of the page C to switch the view between pages (if the report is more than one page long), zoom in, search, and save or print the report.
Pre-K Score Overview Report

The Score Overview Report shows a graphic representation of the pass/fail ratios of students in a specific test window all across the school district.

1. Use the drop-down lists at the top of the page to choose a school district A, school B, and test window C. You can choose a specific district or school, or choose All My Districts / All My Schools.

2. Select View Report D.

3. The top of the page E shows the school district(s) chosen. For the chosen school(s), the average test score in the chosen testing window, the number of test scores at/above and below the cut score, and the total number of students tested are shown F. The at/above and below cut score percentages are shown in a bar graph at the bottom of the page G.

4. Use the controls at the top of the page H to switch the view between pages (if the report is more than one page long), zoom in, search, and save or print the report.

Note: If students transfer from one school to another, their scores will remain in the reports for the old school until they take their first test in the new school. Once that happens, the students’ scores are transferred to the new school and are used in the calculations for this report.
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.