School User Manual

Kindergarten Inventory

Accessing the System

You can access the system by visiting: **https://www.ctksurvey.org**

💡 *Go ahead and add the site to your favorites for easy access each time you visit!*

Logging in to the system:

Using the school username and password that was provided to you by your district contact person, enter your username and password in the boxes and click **LOGIN**.

💡 *You may choose to click the button titled 'Save my user name' to have the system remember your username each time you visit.*
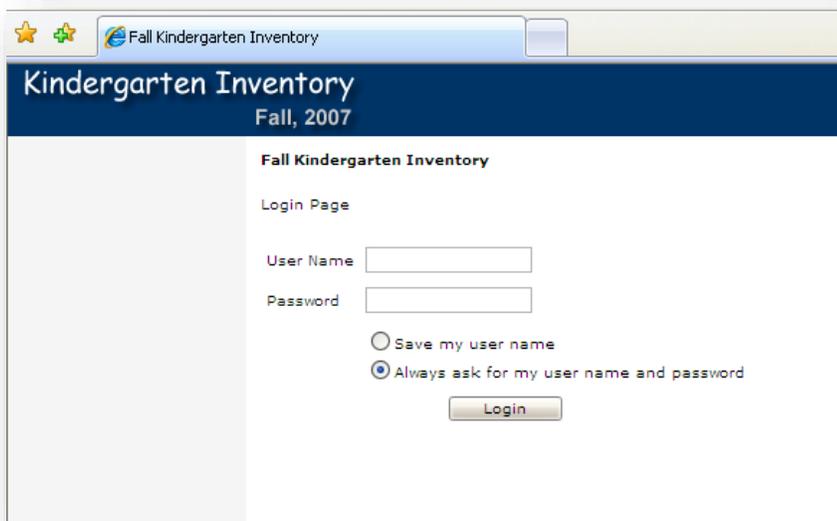
Fill in your district contact person's information below:

Name:_____

Phone:_____

Email:_____

💡 *If you are having trouble accessing the system, please contact your district liason.*

The student listing

Once you log in, the system will list the students in your school. The list is sorted alphabetically by last name then first name. **To quickly locate a student**, you may enter their first or last name in the search box and click the SEARCH button. Use the **SHOW ALL** link to reset the list to all students.

You can also **SORT** the list by clicking on any heading at the top of each colum.

Enrollment Status

Enrollment: If a student appears on the list, but is no longer enrolled in your school, click the 'Enrolled' link next to their name and change their enrollment to 'Not enrolled'. You will need to confirm the change of enrollment.

Once you change a student's enrollment status, you may not change it back, nor can you enter in any Performance Levels. You must contact your district liaison to reset any changes to enrollment.

Change the enrollment and click **SUBMIT**; you will then need to confirm your change by clicking **CONFIRM**.

Adding a student

If you cannot find a currently enrolled student in the list, click the **ADD A STUDENT** link (above the listing of students) to add a student to the database. All fields (except middle name) are required, and the birthdate must be entered as mm/dd/yyyy. Click **ADD**, then click **CONFIRM** to add the student to the database. Once they are added to the database, you can enter their performance levels. (*See the section "**Entering Performance Levels**"*)

Entering Performance Levels

To enter a student's performance levels, click the **ADD PL's** link on the row of the student. Select either PL1, PL2, or PL3 under each of the six domains and click the SUBMIT button at the bottom. You must select a PL for each domain; otherwise you will not be able to submit the entry.

After you submit, you can review your entries, and if everything looks ok, click the **CONFIRM** button. If you want to make changes before submitting, click the **CANCEL** button.

Reports/Printing your session information

Every time you add a student, change a student's enrollment, or enter Performance levels, the system will track your activity in a report that you can access by clicking the 'Edits this session' link at the left.

Be sure to select this link and print the screen <u>prior</u> to logging out. If you log out without printing the report, all of the information you entered is saved, but you will not have a hard copy of the students you edited during that session.

Use the '**View all incomplete**' link to view a quick report of all students in the school who are currently listed as ENROLLED but do not have any Performance Level's entered yet.

Kindergarten Inventory
Fall, 2007

Student Listing
View all incomplete
Edits this session
Logout

Fall Kindergarten Inventory

Report: View all incomplete

Status	Last Name	First Name	Middle Name	Birthdate	Gender
Incomplete	GIGLIO	AUTUMN	ROSE	05/01/2002	Female
Incomplete	Smith	John	M	11/30/1999	Male
Incomplete	VALDIVIEZO	JESSICA	ELIZABETH	10/22/2000	Female
Incomplete	VELAZQUEZ	OLIVIA	RUTH	11/26/2002	Female
Incomplete	WATERS	RYAN	VINCENT	06/25/2002	Male

Grand Total (5 Detail Records)