

**STUDENT REGISTRATION DATABASE (SRD) TABLE of CONTENTS**

<b>FUNCTION</b>	<b>LOCATION</b>
Count-Column Button	5
Current Users (already registered users)	2
DACs	3 - 6
Dashboard	3
<b>DACs Activating Teachers to Enter Data (for Scores)</b>	3 - 4
Edit Button	3 - 6
Field Test	7
Green (color code)	6
Logout	8
Navigation	2 - 3
Navigation Within the Pages	5 - 7
New Users (new teacher access)	2
Non-participant Status	4 - 5
Orange (color code)	6
Quality of School Climate and Safety	7 - 8
Questions	8
Red (color code)	6
Reports	5 - 6
Reset	8
Save and Submit Button	6 - 7
Score Entry (AT/TAR)	6 - 7
Student Information	3
Student Registration (DACs only)	4
Teacher Registration	2 - 3
Update Button	4

## Kentucky Alternate Assessment

### Student Registration Database (SRD)

The Student Registration Database (SRD) is designed to facilitate the entry of student information, registration, and student alternate assessment scores, as well as teacher registration. The system is available for District Assessment Coordinators (DACs); any registered Directors of Special Education (DoSE), approved Kentucky Department of Education (KDE) staff, and database administrators. Teachers will have access upon district approval November 13, 2023. Approved members can log on using a password permitting them to view information appropriate for their assigned level of access.

#### System Login for Current Users

The first page of the SRD is the Login page. Enter the username and password; it is the same one used for the Online Training System (OTS) where qualification quizzes are taken. They are also sent in the email with the live link to utilize the SRD. If you did not receive an email, then you are a “New User” and can register by following the directions below. If you are a teacher and at any time forget your password, please contact your DAC. If you are a DAC and forget your password, there is a link directly beneath the user manual link which, once you have accessed the link and selected your username, will provide an e-mail reminder.

#### System Login for New Users

Any teacher who has not used the Online Training System (OTS) this year will not be listed in the SRD and is considered a new user. New users must first self-register in the OTS.

**Teachers must provide their district email address in order to register as an OTS user.**

Once the teacher has completed his or her OTS registration, he or she will automatically be entered in the SRD. The DAC must activate the new teacher account and an email will be sent indicating the account is ready for use. Follow login directions listed above.

#### Navigation

Each interface, or page, of the SRD is titled at the top. The titles are descriptive and indicate what is on the page. Many of the SRD pages will contain links to additional subcategories of information. The left side of each page of the SRD has a series of links in blue shaded boxes. These links can be used to find information or perform operations. When the user clicks on one of the links, the SRD will navigate to a different page. When the page changes, the links on the left side will remain. The user can click on one of the links and navigate to a different page at any time, from any location. It is not necessary to

proceed in sequence through the links. Descriptions of the links are provided below.

### 1. Dashboard

The first link for each access level is **Dashboard**. Dashboard represents all notices available to a particular user. This includes updates and announcements that may answer questions or concerns.

### 2. Student Information

The second link for each user is the **Student Information** link. This link serves several purposes. This page contains the student's SSID#, last name, first name, grade, gender (found on DAC list only). The Quality of School Climate and Safety survey will be available in Window 2, and results will be posted by clicking the survey link. The links to the **TAR** and **AT** score entry forms are also found on this page for students who are completing these assessment types. These links are only accessible if the student is required to participate in that assessment (e.g., grade 11). If a student at grade 12 or 14 did not meet benchmark on the TAR assessment, the DAC may contact KDE at [DACinfo@education.ky.gov](mailto:DACinfo@education.ky.gov) in KDE's Office of Assessment and Accountability to have the TAR assessment activated in the SRD for that student. All grade 12 students will appear in the SRD, however they will not be active **unless a request has been made**. Grades 14 students must first be registered in the SRD by the DAC or someone with DAC level access.

When a teacher enters the student information page a list of students identified for participation in the alternate assessment at the teacher's registered school will automatically appear below the search fields. If the teacher wishes to search using a specific criterion, that criterion can be entered in the search field at the top of the page. The SRD will search for a student using last name, first name, SSID#, date of birth, or grade.

In addition to these fields the DAC student information search fields include school name. The field for school name has a drop-down menu which lists all schools within a DAC's district. Select a school name to view students registered to take the alternate assessment in that school.

### 3. Teacher Registration (DACs ONLY)

The teacher registration link is available to DACs for the purpose of activating teachers in the SRD. The page has active links to edit and delete current registered users. The **Edit** function brings up the teacher registration page. To retain changes made in the

teacher registration information, the **Update** option must be selected at the bottom of the page. The **Edit** function can be **canceled**, and changes will not be saved.

In the **Edit** feature, at the bottom of the Teacher Details Page, the “status” must be changed from “NO” to “YES” then select update in order for teachers to be able to enter student data and **Update** the information.

***Teachers who are not currently listed in the SRD must first register themselves in the Online Training System (OTS) link and provide the requested information.***

Teachers may select their own password. Teachers must provide their district e-mail address in order to register as an SRD user. **DACs must still activate the teacher account in the SRD before the teacher is able to gain access to student information.** If there are teachers listed who are no longer in the district, the DAC may delete the teacher from the district list in the SRD. A DAC can provide teachers with passwords when forgotten by visiting the Online Training System (OTS).

#### 4. Student Registration (DACs ONLY)

The **Student Registration** link is available to DACs for the purpose of registering new students in the [SRD](#); this can be done through May 31, 2024.

When this link is activated, there will be empty data fields that must be completed to add the student; to retain changes made in the student registration information, the **Save** option must be selected at the bottom of the page. **All changes made in the SRD should also be entered into Infinite Campus.**

#### 5. Non-participant Status Requests (DACs ONLY)

If a student is unable to complete some or all of the content areas due to medical reasons, a non-participation will be filed in SDRR. Please note that non-participations are specific to individual content areas and should be requested in this manner. If a district is requesting the student not participate in the current accountability cycle in the SDRR, make note of the non-participation request in the SRD. This must be done on the Student Information Page, from the **Edit** link for each student.

Go to the Student Information page, find the student, and select **Edit** found by the student name. Scroll down to the “Non-participant” field and select “yes.” Select the reason for the request in “Non-participant Status” as medical. In the Comment box, denote the specific content areas for which a non-participation is being requested; if all, please note ALL. The **Update** option must be selected at the bottom of the page to save the updated information.

For students who are not already in the system, districts must first follow procedures in #4 above and register the student. Once the student has been registered in the SRD return to the Student Information page and select **Edit** for the student. Scroll down to the “Non-participant” field and select “yes.” Finally, select the reason for the request in “Non-participant Status” as medical. The **Update** option must be selected at the bottom of the page to save the updated information.

## 6. Reports

**Reports** present real-time summaries of SRD data. The user’s level of access determines which reports are visible to the user. A teacher will see reports based on the student population of his/her school. A DAC will see reports based on the student population in his/her district.

## 7. Password

**For DACs only**, if you have forgotten a password, return to the initial login and use the **Forgot Password** link to have the current password e-mailed. **If you are a teacher and have forgotten your password**, go to the OTS Login page and click the Forgot Password Link.

### Navigation within the Pages

In addition to the links on the left side of each page, there are often links within the pages. These links are underlined. When the user clicks on one of the underlined links the SRD will navigate to a different page. The underlined text (link) name indicates the information or function found when the link is activated.

The search fields are located at the top of each page. The user can type the search criteria in the fields. Not all fields contain a search option. If data is entered in a field that does not provide required information and the search button is activated, the user will be prompted to enter search criteria. Calendar icons are provided for easy entry of dates. Use the dropdown menu to select a year and month. Click on a specific day and the date will be automatically entered in the field. Information can be retrieved from within various pages, for specific details on how to navigate between pages, see the four different between page navigation instructions listed below.

## 1. Reports

The reports contain links to specific student data. To see details, click in the **Count Column** on the underlined number.

## 2. Student Information

Assessment links on the student information pages are **color-coded**; **green** indicates the assessment is complete, **red** indicates the assessment has not been completed, **gray** indicates the account is not active and **orange** indicates the assessment is not required. When an assessment link is activated within student information the SRD navigates to the score entry form for that assessment. If a field is not active (no text can be entered or the link is not underlined), then that field is not accessible for that grade level.

The **Edit** link in the **DAC level Student Information page** can be used to update student information, from October 24, 2023 (first day DACs or those with district access can enter the SRD), - May 31, 2024. The DAC may search for the student using the student name or school. When the student is listed beneath the search fields the edit and delete links will be visible in each row of student data. When the edit link is activated, the student information page for the selected student will be available for editing. Not every field on this page can be edited. If requesting that a student not participate in the current accountability cycle, select “yes” for the “non-participation field,” and then select the reason for request in “Non-participant Status” as medical . If it is not possible to enter text in a field on this page, then it is not available for editing at this access level. If the **Delete** link is selected, a prompt appears to verify the deletion of the student.

## 3. Score Entry

### Attainment Tasks

Prior to entering scores for the Attainment Tasks (AT), users must first select a field test form. All field tests forms are the same within a binder. The Field Test Form is listed on the Binder Cover Page as well as in the top right-hand corner of each field test. For Window 1, the Field Test Form options are 1, 2, or 3. The Window 2 Field Test Form options are 4, 5, or 6. Once a form number has been selected, click on AT. A pop-up will appear asking for confirmation of the form number. Click OK and the AT will become available for score entry. The Attainment Task score entry form has tabs for the content areas tested in the student’s grade level at the top of the page. Pay close attention during score entry as it is easy to lose track of your location and enter the wrong answer in the wrong column. In the lower right corner of each page of the assessment score entry forms there is a button to **Save**

**and Submit** data. Users are now required to enter a score for each item. If a student does not respond, the test administrator **must** select No Response from the response options on the form. There is no longer a check box to automatically fill that response. Whenever data needs to be saved, click the **Save and Submit** button. If there are any missing responses, a pop-up stating “This incomplete record has been successfully saved. One or more items do not have a response selected. To submit this record, you must enter the missing response(s), and click Save and Submit. “ Click OK to continue. At this point, the user may enter missing data or go to another content area. Note: Any data that has not been successfully submitted will not be visible in the score report. Users must successfully enter all data and then click **Save and Submit**. At any time during score entry, the user may click **Save and Submit** to save a partial record. Additionally, users may edit any content area that has been saved and submitted until all content areas are complete and **Save and Submit** has been clicked for all content areas. For more information see section 4. Use the tabs at the top of the page to navigate between content areas.

### **Field Test**

This year there is a Field Test task in every grade and every content area, **except science**. Students participating in the alternate assessment are required to complete the Field Test tasks. Each item must have a response indicated (either A, B, C or No Response).

### **Transition Attainment Record**

The Transition Attainment Record (TAR) interface has a menu of links in a dark blue field along the left side of the page. These links allow navigation between the various pages or content areas of the assessment. On the **Student Interview** form, it asks for the Date(s) of completion. The form only allows one date to be entered. Users should enter the last date of the student interview as the date of completion (while indicating all the dates questions were asked on the hard copy). The TAR assessment score entry form also includes a link to a **Summary** page which will indicate any content areas with missing data.

The **Save and Continue** button allows data to be saved at any time and facilitates navigation between pages without losing data. The user has the option of completing the record by entering missing responses or completing the missing content area.

### **Quality of School Climate and Safety**

The Quality of School Climate and Safety indicator is one of the state indicators in Kentucky's accountability system. The indicator uses perception data from surveys that

measure insight into the school environment. There are two forms of the survey: Grades 3-5 and Grades 6-High School. The survey is modified and number of items reduced for students who participate in the Alternate Assessment program. Each form for alternate assessment students contains 10 statements for which students are prompted to respond whether they strongly agree, agree, disagree or strongly disagree. All students in tested grades (3-8, 10 and 11) will participate in the surveys.

#### **4. Reset**

The Reset function is for when data is inadvertently added to the wrong content area, the wrong student, or the wrong form has been selected. When either an AT or TAR record is reset, all data for that record is deleted. At this point, data entry will need to begin again for the student whose record was deleted.

#### **5. Logout**

The **Logout** link at the top right-hand corner will exit the user from the current page of the SRD and return to the initial log in site.

#### **QUESTIONS**

If you have any questions regarding the use of the Student Registration Database, please contact [Darrell Mattingly](#) .